

# Enrollment: Enrolling a New Student

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This document will give step by step instructions for enrolling a new student in the district.

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## Overview

This document will cover the following process: Enrolling a new student to the district.

**Step 1** Confirm the student has never attended a school within the District

**If a Student's name is found at a school other than the school you wish to enroll them in, follow the documentation named: How to transfer a student to another school within the district and How to re-enroll an inactive student in PowerSchool.**

**Step 2** Select the School you wish to enroll the student in

**Step 3** Enroll the New Student

**Step 4** Demographics Page

**Step 5** Contacts Page

**Step 6** Create Parent Access Accounts

**Step 7** Update Student Scheduling Setup Page

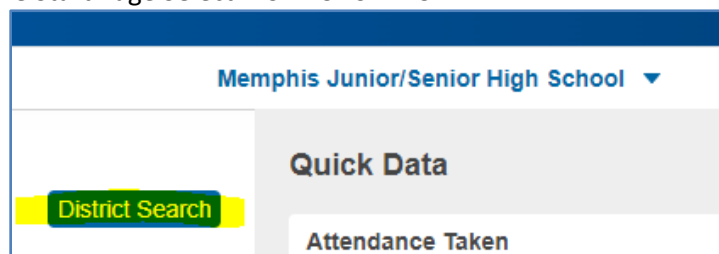
**Step 8** Update State Compliance Fields

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## Enrolling a new student:

### 1. Confirm the Student has never attended any school in the district.

- From the Start Page Select DISTRICT SEARCH



- Enter the Students Last Name and DOB if available.
    - Tip-When searching, do not type the entire last name and birth date, this is too restrictive. Just type a few letters of the last name.
  - Select SEARCH
-

## District-Wide Student Search

Search by Name and/or Date of Birth

Legal or Preferred Last Name contains:

Date of Birth:

Search

- If the student has been enrolled in the school previously they will appear in the search results with an indication of entry/exit dates and the school they were previously enrolled in. Proceed with one of the following: enrolling the student, activating the students old record or transferring the student in district to the correct school. See Documentation on How to transfer a student to Another School within District.

## Searching for students with Last Name containing ██████████

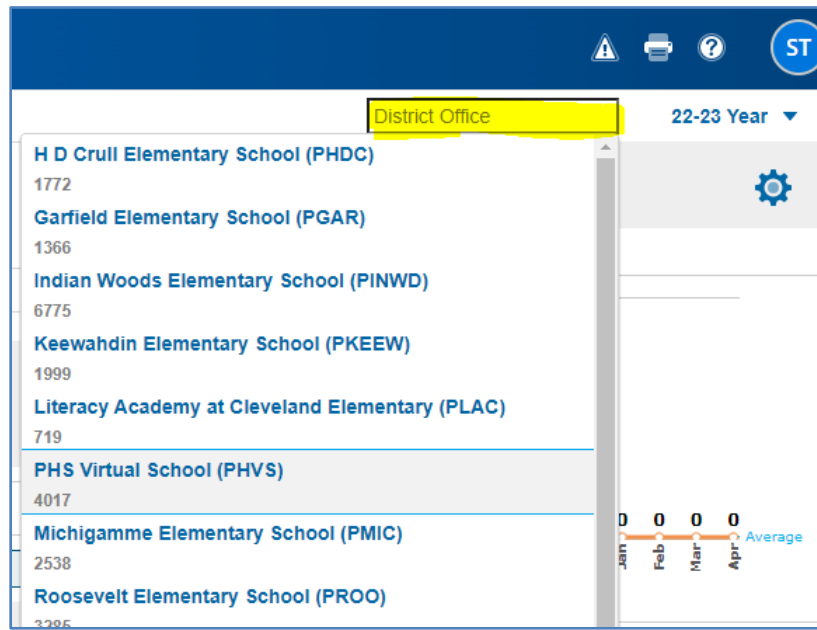
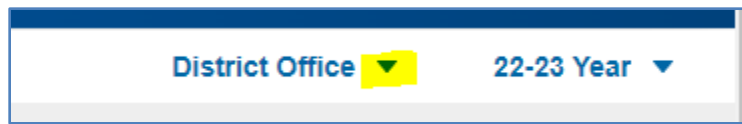
#	Student Number	Student Name (Legal Name)	Date of Birth	Grade
1	██████████	██████████	11/02/2016	0
2	██████████	██████████	01/13/2009	7
3	██████████	██████████	07/20/2006	10
4	██████████	██████████	02/11/2008	8

Search Again

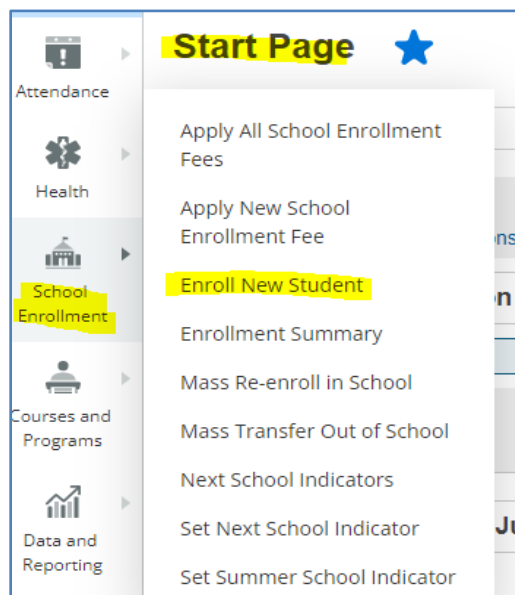
Entry Date	Exit Date	Enroll Status	School
08/29/2022	06/10/2023	Transferred Out	Memphis Elementary School
08/29/2022	06/10/2023	Transferred Out	Memphis Junior/Senior High School
08/29/2022	06/10/2023	Transferred Out	Memphis Junior/Senior High School
08/29/2022	06/10/2023	Transferred Out	Memphis Junior/Senior High School

Search Again

2. Navigate to the School you wish to enroll the student in: [Start Page>Select the correct school in the upper right of the Start Page]



3. Enroll the New Student: [Start Page>School Enrollment>Enroll New Student]



- Fill in the correct information on the Enrollment Screen.
- Please note that the Level Data Plugin will highlight recommended fields in red, yellow and green. District policy may require more information to be filled in than the Level Data plugin. Check with your Local Districts enrollment policy to ensure accurate information is entered.
- Please ensure you enter the correct District Enrollment Date-This date should be the date the student will start to attend the school. **If you are enrolling students during summer months-BE SURE TO USE THE FIRST DAY OF SCHOOL TO AVOID MI DATA HUB ISSUES.**

### Enroll New Student ★

Student Information	
<b>Student's Name</b> (Last, First Middle)	<input style="width: 100%; border: 1px solid red;" type="text"/> <input style="width: 100%; border: 1px solid red;" type="text"/> <input style="width: 100%; border: 1px solid green;" type="text"/> <div style="font-size: 0.8em; color: red; margin-top: 2px;">▲ Missing required field</div>
Suffix:	<input style="width: 100%;" type="text"/>
<b>DOB</b>	<input style="width: 100%; border: 1px solid red;" type="text" value="MM/DD/YYYY"/> <input type="button" value="📅"/>
<b>Gender</b>	<input style="width: 100%; border: 1px solid red;" type="text"/>
Student Number	<input style="width: 100%;" type="text"/> (If this field is left blank, the system will assign the Student Number)
Social Security Number	<input style="width: 100%;" type="text"/>
<b>Phone Number</b>	<input style="width: 100%; border: 1px solid green;" type="text"/>
<b>Enrollment Date</b>	<input style="width: 100%; border: 1px solid green;" type="text" value="03/19/2024"/> <input type="button" value="📅"/>
<b>Full-Time Equivalency</b>	<input style="width: 100%; border: 1px solid red;" type="text"/> * These choices are Term Year specific. Please confirm that the current Term context is correct.
<b>Grade Level</b>	<input style="width: 100%; border: 1px solid green;" type="text" value="7"/>
<b>Entry Code</b>	<input style="width: 100%; border: 1px solid red;" type="text"/>
<b>Track</b>	<input style="width: 100%;" type="text"/>
<b>District of Residence</b>	<input style="width: 100%; border: 1px solid red;" type="text"/>
Fee Exemption Status	<input style="width: 100%;" type="text" value="Student Not Exempted"/>
School	Capac Jr.-Sr. High School
Michigan State Information	
<b>District Enrollment Date</b>	<input style="width: 100%; border: 1px solid blue;" type="text" value="MM/DD/YYYY"/> <input type="button" value="📅"/>
Information for Family Match	
Students may be linked to other family members in the school or district and their demographic information may be copied to the student being enrolled. By creating a link between automatically be made to the linked students.	

- Full-Time Equivalency**-This is referring to the attendance for the student. If the student is a full time student, you would select Full Time Equivalency. However if the student attends a program such as BWMC or Dual Enrollment and does not have attendance taken every period of the day, you will need to select the correct Full Time Equivalency for the student's schedule.
- Track**-Ensure that you assign students to the correct Track. Tracks are decided on by districts. Different Tracks represent different programs and /or Calendars. For example, a school that has GSRP and ECSE will decide as a District which track to assign to those students. Tracks are used in the Calendar to keep track of school days in attendance. The RESA recommends that all full time regular students are assigned to Track A. For more

information or questions contact your administrators or the SIS department at 810-455-1004.

- Disregard the Family Match Area-These are Legacy Fields no longer used in PowerSchool.
- Click on **Submit** to save the new student record.

**4. Fill out the students Demographic Page. Navigate to the Demographic page. You should still be on the student's record. [Student Profile>Demographics](#)**

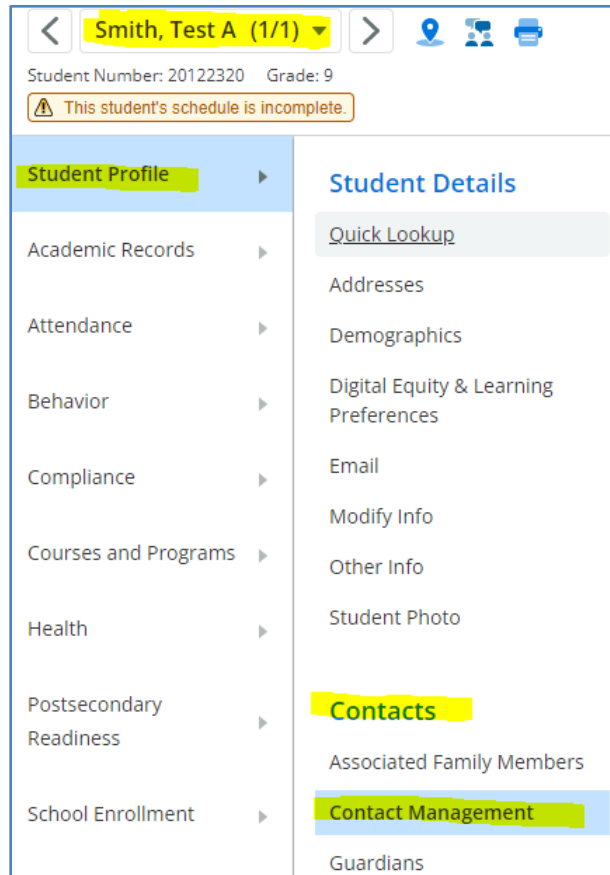
- Fill in the Demographics page **\*\*DO NOT FILL OUT PARENT CONTACT INFORMATION ON THIS PAGE\*\* THESE ARE LEGACY FIELDS THAT SHOULD BE TURNED OFF\*\* ALL PARENT/CONTACT INFORMATION MUST BE FILLED OUT ON THE CONTACT MANAGEMENT PAGE\*\***

<input type="checkbox"/> Hispanic or Latino	
Scheduling/Reporting Ethnicity	White (W) ▾
Father (last, first)	<input type="text"/>
Father's Day Phone	<input type="text"/>
Father's Employer	<input type="text"/>
Father's Home Phone	<input type="text"/>
Gender	Male (M) ▾*
Grade Level	8
Graduation Year	<input type="text"/>
Guardianship	<input type="text"/>
Guardian Email	<input type="text"/>
Mother (last, first)	<input type="text"/>
Mother's Day Phone	<input type="text"/>
Mother's Employer	<input type="text"/>
Mother's Home Phone	<input type="text"/>
Previous Student ID	<input type="text"/>
SSN	<input type="text"/>
Student Number	45053134

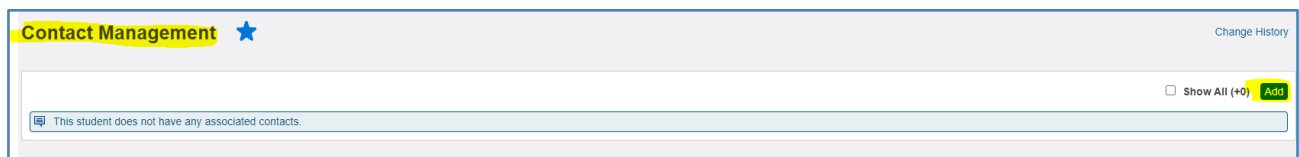
**DO NOT ADD CONTACT INFORMATION ON THIS SCREEN**

- Validate the Address
- Click **SUBMIT**

5. Fill out the Contacts Page. Navigate to the Contacts page. Ensure you have selected the correct student: [Student Profile](#)>[Contact Management](#)



- Select Add to Add new contact information for the student.



- Once you select ADD: a flyout menu will appear. Fill in as much information as possible to search for the contact to see if they already exist in the system. Ensure the Include Inactive box is checked and ensure the Only Show Access Accounts is UNCHECKED this will give the best search results.

**Add Contacts**

First Name: Jason      Last Name: Adair

Street Address:      Unit:      Search

Phone Number:      Extension:      Cancel    New Contact    Submit

Email Address:

Include inactive     Only Show Access Accounts

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- Once you Search for the Contact in the system it will show you potential matches if there are any.

**Search results (1)**

<input type="checkbox"/>	Contact	Street Address
<input type="checkbox"/>	Adair, Jason	

Relationship	Data Access
Father	<input checked="" type="checkbox"/>
Mother	<input checked="" type="checkbox"/>

Cancel    New Contact    Submit

- If the system returns a contact and it is the correct contact, check the box next to the contacts name and **SUBMIT**. This will create a relationship for the contact to the new student. The screen will flash a **Changes were saved successfully in Green.**

Contact Management ★					
✓ Changes were saved successfully.					
Order	Name / Email	Relationship	Phone Type	Phone	Ac
<input type="button" value="↑"/> <input type="button" value="↓"/>	Jason Adair <JasonAdair@powerschool.org>		Mobile	249-655-2249	

- If there are no matches or the matches are not the correct contact, **Click NEW CONTACT** to add a new contact. Enter the appropriate information.
- If you wish to exit this screen, select **CANCEL**, or X in the upper right corner.

**New Contact** ★

⚠ You have unsaved changes.

▼ **Demographics**

Prefix	<b>First Name</b>	Middle Name	<b>Last Name</b>	* Suffix
<input type="button" value="v"/>	<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Parent"/>	<input type="button" value="v"/>

Gender  Preferred Language

**Employer**

Approximately 4000 characters left

**Active**

\*\*\*\*\*ONCE YOU ENTER THE INFORMATION YOU MUST HIT SUBMIT TO GO ON\*\*\*\*\*



### Contact Details

✓ Contact created.

▾ Demographics

Prefix	First Name	Middle Name	Last Name	Suffix
▾	Test		Parent	* ▾

Gender: ▾ Preferred Language: ▾

Employer:

6. Create Parent Access Account: From the Contact Management Page Click on the Contacts Name:

### Contact Details

▾ Demographics

Prefix	First Name	Middle Name
▾	Test	

Gender: ▾ Preferred Language: ▾

Employer:

Approximately 4000 characters left

Active

- Expand the Carrot next to Web Account Access
- Click Add Account

▾ Web Account Access

Add Account

- A flyout menu will appear
- Fill in the Appropriate information
- An Email Address is a requirement to have a parent Access Account.
- Ensure you give the parent the username and password, you will not have access to see the password once it is created. If it is misplaced or the parent has trouble logging into the public portal, they can select forgot password and reset it at that time. They will be forced to change the password upon their 1<sup>st</sup> login, so we recommend using something simple, for example Changeme1! You can also go in and reset the password and they will be forced to change the password when they login.**

✕
Add Web Account Access

Account Enabled

Username

New Password

Confirm Password

Identity Provider Global ID

Account Email

State Guardian Number

Cancel
Submit

### Contact Details

✓ Changes were saved successfully.

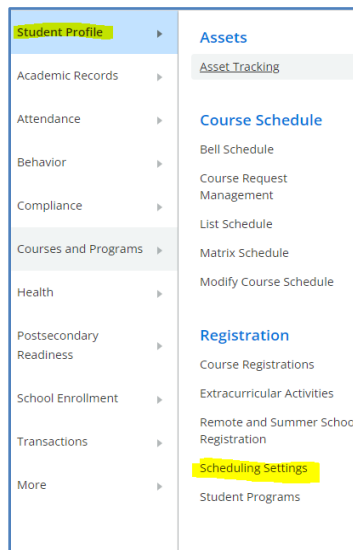
▾ Demographics

Prefix	First Name	Middle Name	Last Name
▾	<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Parent"/>

Gender Preferred Language

▾ Web Account Access	
Account Enabled	Username
✓	TParent

**7. Add the Student Scheduling Settings. While the student is still selected, click on Student>Courses and Programs>Scheduling Settings**



- Fill in the required fields and click SUBMIT
- Please Note: This page is required when a student is enrolled, skipping this step could cause critical errors in 3<sup>rd</sup> party interfaces that pull information from the system. Including but not limited to, Transportation systems, Food Service and more.**

The screenshot shows the 'Scheduling Settings' form. It is divided into 'Required Settings' and 'Optional Settings' sections. The 'Required Settings' section includes:
 

- Next Year Grade: Input field with '6' entered.
- Priority: Input field with '0' entered.
- Schedule This Student: Check box.
- Year of Graduation: Input field with '0' entered.
- Summer School Indicator: Dropdown menu with 'None' selected.
- Note for Summer School Admin: Text area with a character count of 80 characters left.
- Next School Indicator: Dropdown menu.

 The 'Optional Settings' section includes:
 

- Next Year Campus/Building: Input field with an 'Associate' button.
- Next Year House: Input field with an 'Associate' button.
- Next Year Team: Dropdown menu.

 The 'Required Settings' section header is highlighted in yellow.

- Next Year grade
- Priority: This is a standard number for each grade: The lower the number the higher the scheduling priority. (Note: 12<sup>th</sup> Grade will not be scheduled the following year so the priority can be left at 0)
  - 11<sup>th</sup> Grade=10
  - 10<sup>th</sup> Grade=20
  - 9<sup>th</sup> Grade=30
  - 8<sup>th</sup> Grade=40
  - 7<sup>th</sup> Grade=50
  - 6<sup>th</sup> Grade=60
- Check the Box to Schedule this student
- Year of Graduation should be filled in
- Next School indicator must be selected. From the dropdown menu select the school the student will attend next year.
- SUBMIT

**8. Update State Compliance Fields for State Reporting**

- Updating the Compliance Fields will allow the school to include the student in critical reports for State Funding
- Navigate to the Compliance Area, with the student selected [Student>Compliance>All Components](#)
- Once you are on the Michigan State Information Page you will need to click on the General Education FTE to add the students state reported FTE

**Michigan State Information**

Legal Name: Test, Student  
 UIC: DOB: 02/28/2006 Grade: 12 Age: 18.04 Prior Count Date: 10/04/2023 Current Count Date: 02/14/2024 Age at Count: 17.96 Reported Gender: M

**EXCLUDE FROM MSDS REPORTING**

Exclude Student From MSDS Reporting?

**MI General Education FTE**

Legal Name: Test, Student  
 UIC: DOB: 02/28/2006 Grade: 12 Age: 18.04 Prior Count Date: 10/04/2023 Current Count Date: 02/14/2024 Age at Count: 17.96 Reported Gender: M

All CRDC Early Childhood Early Roster General Collection Request for UIC Student Record Maintenance Teacher Student Data Link Third Grade Retention Snack-Pack Two-Way Interaction Log Obsolete

Attendance Contacts Early Childhood Programs Early On Early Reading Deficiency Enrollment **General Education FTE** Homeless Demographics Initial IEP Initial IFSP Membership Part B Preschool Outcomes (EC SE Assessment) Part B Referral Part C Early Childhood Outcomes Personal Core Personal Curriculum Personal Demographics Program Participation School Demographics Seclusion and Restraint Section 23a Section 25 SNE Special Education Student Record Maintenance Third Grade Retention Decision Title I Services Title III English Learner and Immigrant

**GENERAL EDUCATION FTE**

MSDS Reported

General Education FTE:

**Submit**

Next you will add the Membership information:

**MI Membership**

Legal Name: Test, Student  
 UIC: DOB: 02/28/2006 Grade: 12 Age: 18.04 Prior Count Date: 10/04/2023 Current Count Date: 02/14/2024 Age at Count: 17.96 Reported Gender: M

All CRDC Early Childhood Early Roster General Collection Request for UIC Student Record Maintenance Teacher Student Data Link Third Grade Retention Snack-Pack Two-Way Interaction Log Obsolete

Attendance Contacts Early Childhood Programs Early On Early Reading Deficiency Enrollment General Education FTE Homeless Demographics Initial IEP Initial IFSP **Membership** Part B Preschool Outcomes (EC SE Assessment) Part B Referral Part C Early Childhood Outcomes Personal Core Personal Curriculum Personal Demographics Program Participation School Demographics Seclusion and Restraint Section 23a Section 25 SNE Special Education Student Record Maintenance Third Grade Retention Decision Title I Services Title III English Learner and Immigrant

**MEMBERSHIP**

MSDS Reported

Student Residency: (03) Section 105c School of Choice (Outside Same ISD)

Tuition Funded Enrollment: No

**Submit**

- Add any appropriate information in this area for state reporting. Please keep in mind that student information needed in this area will vary from student to student, these are just the main components.
- Click SUBMIT

The student is now enrolled in PowerSchool with appropriate Contacts, Parent Access Accounts and Scheduling preferences set as well as State Compliance Fields entered. The student can now be scheduled. See Documentation on How to Manually Schedule Student’s in PowerSchool.