

Re-enrollment of an Inactive Student

This document is for Re-enrolling an Inactive student who was previously in the District's SIS

Overview

This document will cover the following process: **Re-enrolling inactive students**

Step 1- Re-enrolling an inactive student.

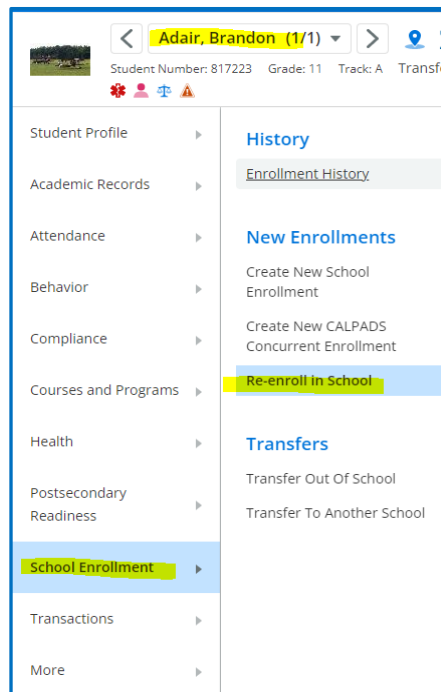
Step 2- Adding the Student Scheduling Settings.

NOTE: You cannot transfer a student to your school while that student is still enrolled at another school in your system. The sending school must transfer the student to your school before you can re-enroll that student.

Re-enrolling an Inactive Student:


1. **Re-enrolling an Inactive Student:** [[Start Page](#)>[Search for the Student using a / in front of their name](#)]

- Search for the Student and include / to find inactive students, select the student.
- From the student page, select School Enrollment > Re-enroll in School



- Fill in the appropriate information on the Re-enroll in School page.

Re-enroll in School

Student to re-enroll	Adair, Brandon
Date of re-enrollment	06/08/2023 
Entry code	<input type="text"/>
Entry comment	<input type="text"/>
Full-Time Equivalency	<input type="text"/> These choices are Term Year specific.
Grade Level	6 <input type="text"/>
Track	A <input type="text"/>
District of Residence	Fremont High School District (0300) <input type="text"/>
Restore class enrollments?	Yes <input type="text"/>

California State Information

Date of re-enrollment: do not use the same date as the exit date

Entry Code: select appropriate code from drop down

Entry Comment: add any entry information for example: coming from XYZ school

Full-Time Equivalency: select appropriate code. This is for attendance purposes NOT State funding

Grade Level: select the grade level for the current year

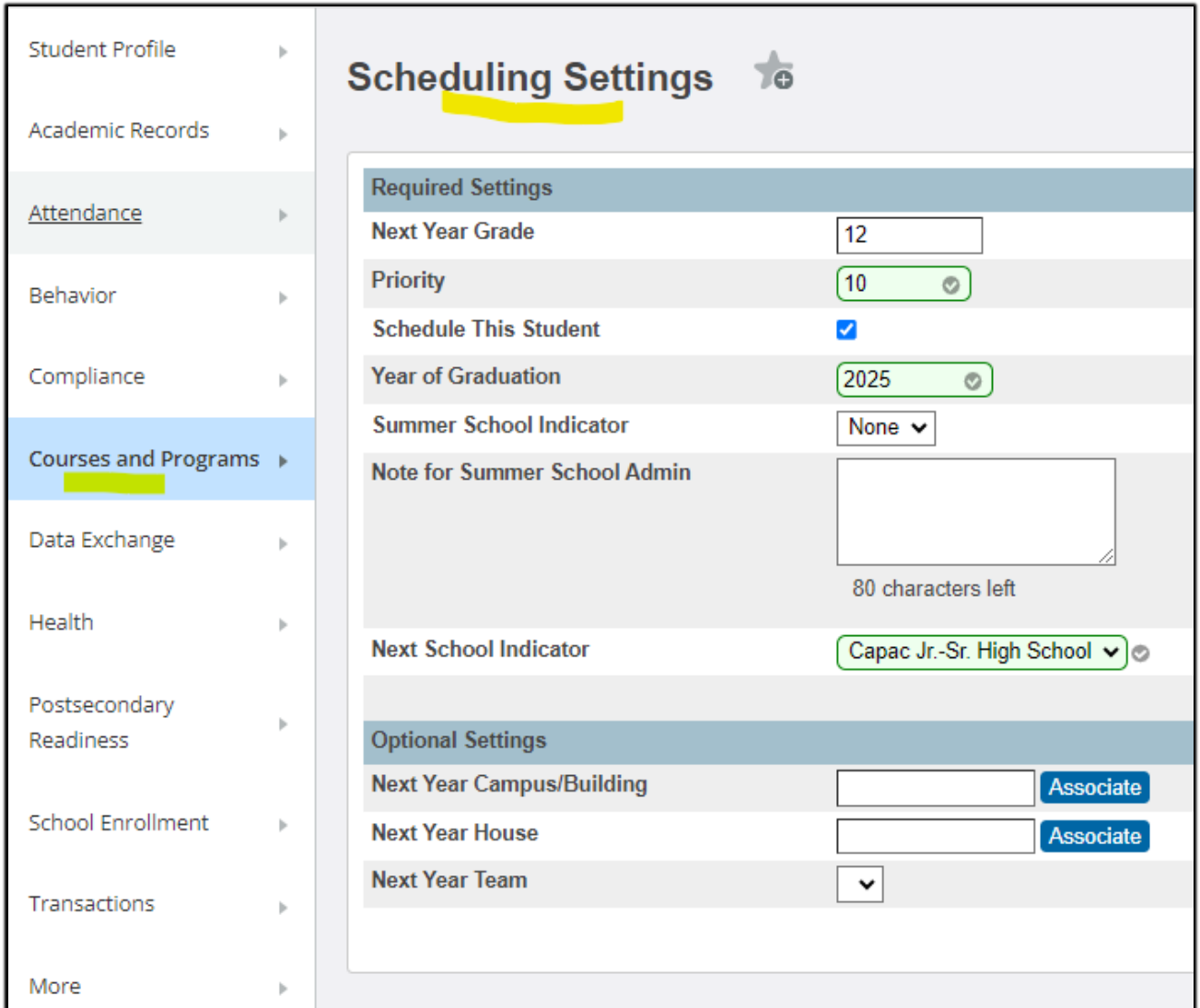
Track: Tracks are used in the Calendars. RESA recommends that all full time, regular students are on Track A. Students who are in different programs are usually assigned to a different Track. For example students in GSRP are assigned to a Track based on District/Building decisions. For more information on Tracks, please contact the SIS department.

District of Residence: district the student lives in

Restore class enrollments: By selecting Yes create new enrollment records and aids in repots, such as the Enrollment by Section report.

Click **SUBMIT**

2. Go to Courses and Programs, select Scheduling Settings



Required Settings	
Next Year Grade	12
Priority	10
Schedule This Student	<input checked="" type="checkbox"/>
Year of Graduation	2025
Summer School Indicator	None
Note for Summer School Admin	<input type="text"/> 80 characters left
Next School Indicator	Capac Jr.-Sr. High School
Optional Settings	
Next Year Campus/Building	<input type="text"/> Associate
Next Year House	<input type="text"/> Associate
Next Year Team	<input type="text"/>

Set the Next Year Grade: this the grade level student will be next school year. For current 12th grade students their grade will be 99.

Priority: this is the the scheduling priority the lower the number (based on 10''s) the higher the scheduling priority.

Schedule this Student: if this check box isn't marked the student will not be available for scheduling.

Year of Graduation: the student cohort for graduation

Summer School Indicator: usually set to No, unless district is planning on running summer school in PowerSchool and this student is being enrolled in it.

Note for Summer School Admin: enter reason for attending summer school.

Next School Indicator: this will be the school the student will be attending next school year.

Optional Settings: currently not using campus, house or teams. Can be left blank

Click **SUBMIT**