

Adding a Special Program

April 24, 2020 • Version 1.0

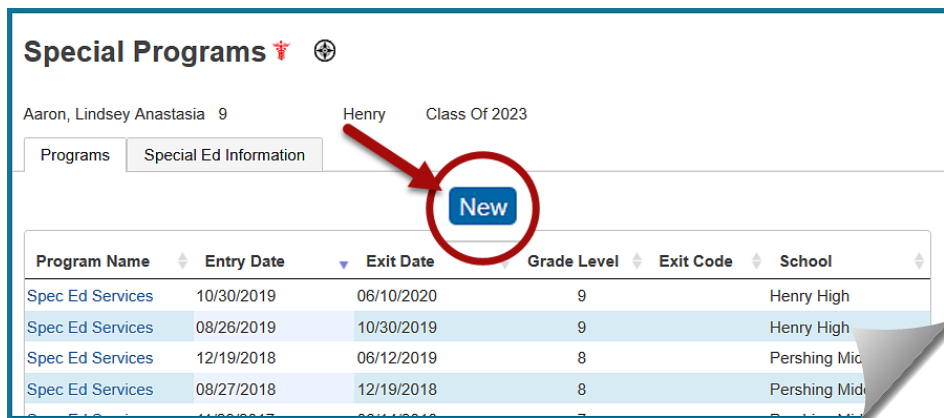
Special Programs are a way to identify specific groups of students within your school. Most students are assigned to specific Special Programs by departments outside of your school. For example, GATE programs are assigned by the GATE department, and most special education programs appear in PowerSchool from SEAS.

Some students will need Special Programs created for them. For example, Special Education STARS students must be manually assigned in PowerSchool by the school site.

IMPORTANT! Power Users must provide staff with access to edit **Special Programs** by assigning them the **Special Programs-Security Role** within the **Security Settings** page. PowerSchool users with the Special Programs-Security Role will have access to create new Special Programs (or edit some existing Special Programs).

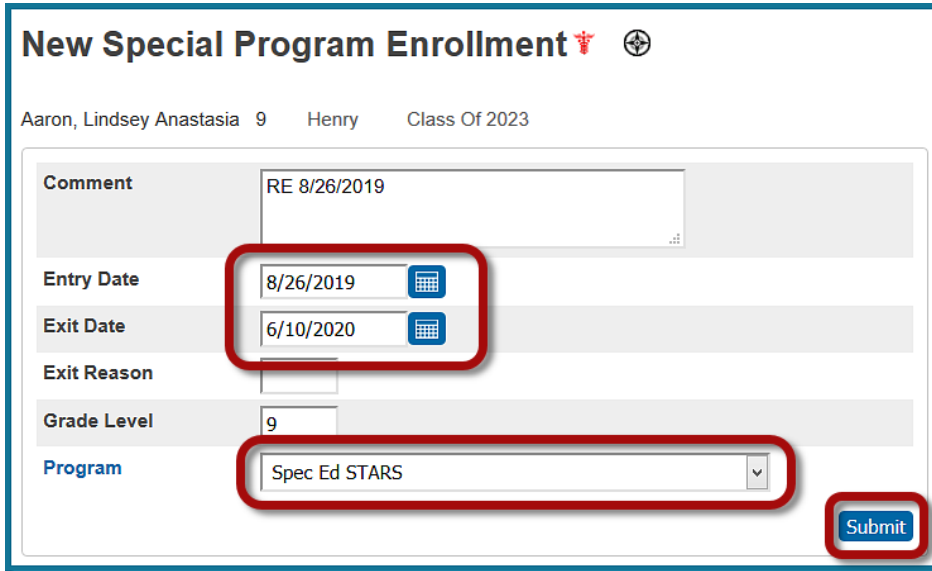
Adding a Special Program for a Single Student

1. From the **Start Page**, search for the student.
2. On the **Student page**, under Enrollment, select **Special Programs**.
3. Click **New** on the **Special Programs** page.



4. Complete the New Special Program Enrollment page:
 - Enter a **Comment** (OPTIONAL – enter your initials and the date you made changes)
 - The **Entry Date** should be the current date.
 - Change the **Exit Date** to the end of the school year.

- **Exit Reason** and **Grade Level** do not need to be entered.
- Select the appropriate **Program** from the menu.
- Click **Submit**.



New Special Program Enrollment

Aaron, Lindsey Anastasia 9 Henry Class Of 2023

Comment: RE 8/26/2019

Entry Date: 8/26/2019

Exit Date: 6/10/2020

Exit Reason:

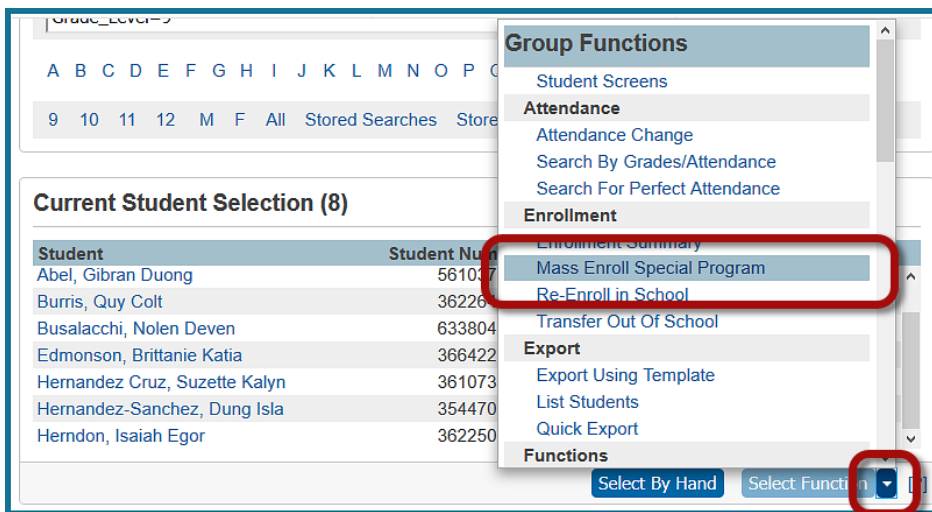
Grade Level: 9

Program: Spec Ed STARS

Submit

Adding a Special Program for a Group of Students

1. From the **Start Page**, select a group of students.
2. Click the **Select Functions** button and select **Mass Enroll Special Program**.



Grade Level: 9

A B C D E F G H I J K L M N O P Q

9 10 11 12 M F All Stored Searches Store

Current Student Selection (8)

Student	Student Number
Abel, Gibran Duong	561037
Burris, Quy Colt	36226
Busalacchi, Nolen Deven	633804
Edmonson, Brittanie Katia	366422
Hernandez Cruz, Suzette Kalyn	361073
Hernandez-Sanchez, Dung Isla	354470
Herndon, Isaiah Egor	362250

Group Functions

- Student Screens
- Attendance**
 - Attendance Change
 - Search By Grades/Attendance
 - Search For Perfect Attendance
- Enrollment**
 - Enrollment Summary
 - Mass Enroll Special Program**
 - Re-Enroll in School
 - Transfer Out Of School
- Export**
 - Export Using Template
 - List Students
 - Quick Export
- Functions**
 - Select By Hand
 - Select Functions

Select By Hand Select Functions

3. Complete the **Mass Enroll Special Program** page:

- Select the **Special Program** from the **Program** drop-down menu.
- The **Entry** and **Exit Date** will be pre-populated. The Entry Date will be the current date and the Exit Date will be the end of the school year.
- Click **Submit**.

Mass Enroll Special Program

Mass enroll the selected students into which special program?

Program	<div style="border: 1px solid #ccc; padding: 2px;"> ELA Co Teach ▼ </div>
Entry Date	04/24/2020
Exit Date	6/10/2020

Submit

Searching by Special Program

Use the **Special Program Enrollment** page to view and print a list of special programs or students enrolled in a special program.

1. From the **Start Page**, click **Special Functions**.
2. On the **Functions page**, select **Special Program Enrollment**.
3. On the Special Programs page, **click Display** to get a list of students in that program.

Special Programs

Program Name	Show Current Students
ELA Co Teach	Display
ELA Collab	Display
ELA Consult	Display
Math Co Teach	Display
Math Collab	Display

To work with the group of students, scroll to the bottom of the report and select **Make this the current selection of students**.

Enrolled Students: ELA Co Teach

346 students found

Student Number <small>↑</small>	Last Name	First Name	Grade Level	Program Entry Date	Program Exit Date
373839	Aaron	Lindsey	9	04/24/2020	06/10/2020
408817	Abate	Siana	11	04/24/2020	06/10/2020
343227	Abbott	Kailynn	9	04/24/2020	06/10/2020
[Table content obscured by scroll bar]					
591087	Buss	Allisson	11	04/24/2020	06/10/2020
46957	Buss	Huy	12	04/24/2020	06/10/2020
642673	Byrnes	Aubrey	10	04/24/2020	06/10/2020

[Make this the current selection of students](#)

Add these students to the current selection of students