PowerSchool Handbook

Enrollment

Version 5.0
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PowerSchool

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About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the Enrollment Clerk, or other staff members responsible for the enrollment and transfer process at their school. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357).

NOTE: Dates and terms depicted throughout this handbook are used as examples and may not reflect the current scheduling school year or Term.

Part 1: Enrollment Resources

Department References

This handbook is designed to work in conjunction with existing documents published by the San Diego Unified School District. Please continue to refer to policies and procedures outlined by district departments.

For questions regarding:

- **Entry Codes:**
  Pupil Accounting: (619) 725-7575
  https://www.sandi.net/staff/pupil-accounting/pupil-accounting-overview

- **Enrollment policy and procedures, or School Choice management:**
  Neighborhood Schools and Enrollment Options: (619) 260-2410
  https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/neighborhood-schools-and-enrollment-options

- **Attendance boundaries:**
  Instructional Facilities Planning (Boundaries Office): (619) 725-5668
  https://www.sandi.net/staff/instructional-facilities-planning/instructional-facilities-planning

- **Home Language Survey:**
  Office of Language Acquisition (OLA): (619) 725-7264
  https://www.sandi.net/staff/language-acquisition/office-language-acquisition

- **CAIR/SDIR forms, Immunizations and required physicals:**
  Nursing and Wellness Program: (619) 725-5501
  https://www.sandi.net/staff/nursing-and-wellness-program/nursing-and-wellness

- **Living Situation, homeless students, military families, students in foster care, or refugee students:**
  Children and Youth in Transition: (619) 725-7652
  https://www.sandi.net/staff/children-and-youth-transition/children-and-youth-transition

- **Exit Codes and the District Exit page:**
  Research and Evaluation: (619)725-7164
  https://www.sandi.net/itd/it-resources/research-and-evaluation

- **Preferred/Actual Name policy and procedures:**
  Office of Youth Advocacy: (619) 725-5595
  https://www.sandi.net/staff/office-youth-advocacy/office-youth-advocacy

- **Enrollment Blocks or formal SIP Council placement:**
  Placement and Appeal: (619) 725-5660
  https://www.sandi.net/staff/placement-and-appeal/placement-and-appeal

- **Pre-K or Transitional Kindergarten:**
  Early Childhood Education Program: (858)-496-8126
  https://www.sandi.net/staff/early-childhood-education-program/early-childhood-education-program

Entry Codes

These codes are used in PowerSchool when enrolling a student.

For questions regarding *Entry Codes*, please contact **Pupil Accounting** at **(619) 725-7575**.

Description	Usage
A01 (Enter from InfoSnap)	Used when a student enrolls from InfoSnap.
A02 (Enter from InfoSnap Next School Year)	Used when a student enrolls from InfoSnap for the next school year.
E03 (Initial Enrollment – Preschool)	Used for a student's Initial Enrollment into a preschool program.
E04 (Preschool Enroll – Not Initial)	Used when a student enrolls from a preschool outside San Diego Unified.
E06 (Non-ADA Enrollment)	Non-ADA Enrollment. SCHOOLS SHOULD NOT USE THIS CODE.
E11 (Enter from within SDUSD)	Used when student enrolls from another San Diego Unified school.
E13 (Enter from Out of District)	Used when student enrolls from a school outside San Diego Unified.
E14 (Enter from Out of State)	Used when student enrolls from a school outside CA.
E15 (Initial Enrollment K-12)	Used for student's initial school enrollment, no prior school enrollment. • Pre-school, child care, Head Start programs, and similar programs are not considered prior school enrollment. This is for K-12 students only.
E18 (Enter from Charter School-District)	Used when student enrolls from a San Diego Unified authorized charter school.
G (Grade Level Change)	Used when student changes grade level mid-year but does not leave the location.
RT (Returning Student)	Used by the PowerSchool application during the matriculation process. ***SCHOOLS SHOULD NOT USE THIS CODE.***

Exit Codes

These codes are used in PowerSchool when transferring (withdrawing) a student.

For questions regarding *Exit Codes*, please contact **Research and Evaluation** at **(619)725-7164**.

IMPORTANT! For students in **grades 7-12** who are *leaving the district*, refer to **District Exit** on page 85, for detailed instructions on determining which exit code is appropriate to use in a particular situation.

Preschool/Elementary Exit Codes (Grades PK through 6)

Description	PowerSchool and State Code	Usage
Deceased	E130	Used when student has died.
PreK-6 Exit	E450	Used when a Grade PK-6 student *transfers out of the district*, regardless of what type of school (public, private) he or she went to. Used when a Grade PK-6 student *transfers within the district*. Elementary schools and secondary schools with 6th graders use this. Used to record withdrawal of all grade PK-6 and ungraded elementary students, including grade 6 at middle level schools, when no other code applies.
No Show-Enrollment Dropped	N470	Used when the student was pre-enrolled but never attended the school.
Moved to another country	T240	Used when student is known to have left the USA.
Withdrew to a health care facility	T310	Used when student withdrew from school to enter a health care facility.

Secondary Exit Codes (Grades 7 through 12)

Description	PowerSchool and State Code	Usage
Graduated, received HS diploma	100	Used when student has met all requirements for a district diploma.
Completed graduation requirements except for CAHSEE (dropout)	104	Used when student left without passing CAHSEE, but met all other state and local graduation requirements and there is no evidence that student is in a program leading to a high school diploma or its equivalent. *No longer in use after 2013-14 school year; CENTRAL OFFICE USE ONLY.*
Graduated, CAHSEE waiver	106	Used when the student has met all requirements for a district diploma, including CAHSEE passage with a modified passing score and obtained a waiver under Ed Code 60851(c)(1). *No longer in use after 2013-14 school year; CENTRAL OFFICE USE ONLY.*
Graduated, CAHSEE exempt	108	Used when the student left school after meeting all state and local high school graduation requirements by obtaining an exemption from passing the CAHSEEE per Education Code 60852.3(a). *No longer in use after 2013-14 school year; CENTRAL OFFICE USE ONLY.*
Received Special Education certificate of completion	120	Used when special education student has met all goals and objectives of IEP and individualized transition plan.
Adult Ed High School Diploma	250	Used when student has met all requirements for a Joint Diploma Program diploma. Used only by Garfield, Twain, and HSDP sites.
Received a high school equivalency certificate (and no standard high school diploma)	320	Used when student withdrew from school after passing the General Educational Development (GED), the High School Equivalency Test (HiSET), or the Test Assessing Secondary Completion (TASC) through any program.
Passed CHSPE (California High School Proficiency Exam)	330	Used when student withdrew and there is documentation that the California High School Proficiency Exam (CHSPE) was passed and the student has not returned to school.

Secondary Exit Codes (Grades 7 through 12) continued

Description	PowerSchool and State Code	Usage
Completed grade 12 without completing graduation requirements (dropout)	360	Used when student completed grade 12 but did not graduate and there is no evidence that student is in a program leading to a high school diploma or its equivalent.
Special Ed Prior Complete	E125	Used when the student exited a special education transition program and was previously reported as receiving a special education certificate of completion, passing the California High School Proficiency Examination (CHSPE), or passing the General Educational Development (GED) test.
Deceased	E130	Used when student has died.
Dropout – no known enrollment	E140	Do not use for "no show." Used when student left school, there is no evidence of enrollment in diploma program or equivalent. Such students may have left for job, marriage, etc.
Expelled – not enrolled	E300	Used when student is expelled with *no* further participation in an academic program working toward a high school diploma, GED, or the equivalent.
Dropout – unknown reason	E400	Used when reason for withdrawal is unknown or not listed in any other code.
Withdrew for medical reasons	E410	Used when student withdrew from school for medical reasons *(not including pregnancy).*
No Show-Enrollment Dropped	N470	Used when the student was pre-enrolled but never attended the school.
Transferred to another California public school (grades 7-12)	T160	Used when student transferred to another San Diego Unified school. Used when student transferred to an identified California public school outside San Diego Unified.
Expelled – enrolled in another California public school	T165	Used when student is expelled with further participation in an academic program working toward a high school diploma, GED, or the equivalent.

Secondary Exit Codes (Grades 7 through 12) continued

Description	PowerSchool and State Code	Usage
Referred to another CA public school (grades 7-12)	T167	Used when the student was referred to enroll in an alternative education school or voluntarily transferred to an independent study program within or outside the district.
Transferred to a California private school	T180	Used when student transferred to an identified private school in CA.
Transferred to a school in another state	T200	Used when student enrolled in public or private school in USA, outside CA.
Moved to another country	T240	Used when student is known to have left the USA.
Transfer to an adult education program	T260	Used when student withdrew for an adult education program and there is evidence of attendance and work toward GED or diploma.
Transfer College for BA/AA	T280	Used when student withdrew and there is acceptable documentation that the student is enrolled in college, working toward an Associate or Bachelor's degree.
Transferred to an institute for a HS diploma	T370	Used when student withdrew and entered a program or institution (e.g., Job Corps, Urban Corps) that is not primarily academic and is in a secondary program leading toward a high school diploma.
Transferred to an institute NOT for a HS diploma	T380	Used when student withdrew and entered an institution that is not primarily academic (military, Job Corps, justice system, etc.) and is not in a secondary program leading toward a high school diploma.

Part-time, Extended Day, or Intersession

Description	PowerSchool Code	Usage
Transferred to another California public school (grades 7-12)	T160	Used when student exits intersession, extended day program or other part-time enrollment.

For Central Office Use Only – Do not use

Description	PowerSchool Code	Usage
Promoted/ matriculated (CENTRAL OFFICE USE ONLY)	480	CENTRAL OFFICE USE ONLY Used by IT when promoting students to the next grade level.
Grade Level Change (CENTRAL OFFICE USE ONLY)	G	CENTRAL OFFICE USE ONLY Used when student changes grade level mid-year but does not leave the location.
Mid-Year change (CENTRAL OFFICE USE ONLY)	E150	CENTRAL OFFICE USE ONLY Used by IT when students have a new enrollment mid-year in the same school.
Continuing in same school (CENTRAL OFFICE USE ONLY)	E155	CENTRAL OFFICE USE ONLY Used by IT when students are exited at EOY and are continuing in the same school.
Summer or Intersession Exit (CENTRAL OFFICE USE ONLY)	E490	CENTRAL OFFICE USE ONLY Used when student continues same school. *This code was discontinued in 2014 but will remain in PowerSchool due to historical data attached to it.*
Completed grade, did not return the following school year (CENTRAL OFFICE USE ONLY)	N420	CENTRAL OFFICE USE ONLY Used when student successfully completed an academic year at a school and did not return to same school the following year as expected and no other exit code is appropriate. *This code was discontinued in 2014 but will remain in PowerSchool due to historical data attached to it.*
Transferred to an adult education program, then dropped out	T270	CENTRAL OFFICE USE ONLY
Withdrew to a health care facility	T310	CENTRAL OFFICE USE ONLY
Withdrew to homeschool (not associated with a public or private school)	T460	CENTRAL OFFICE USE ONLY
CENTRAL OFFICE USE ONLY	999	CENTRAL OFFICE USE ONLY This is a temporary code used between July and October each year, while final Exit Codes are being determined.

Living Situation

The table on the following page lists the district's **Living Situation** descriptions and which situation to select when enrolling students. These codes must be used in PowerSchool when enrolling students.

For questions regarding *Living Situation, homeless students, military families, students in foster care, or refugee students*, please contact **Children and Youth in Transition** at **(619) 725-7652**.

The district, according to federal law, allows schools to enroll students who do not have a permanent address, may be considered homeless, or who lack a fixed, regular, and adequate nighttime place of residence.

A student may attend either one of two schools: the student's school of origin (the school last attended before the student became homeless) or the school that serves students living at their temporary home. *They may not automatically attend any school they desire*.

By law a family experiencing homelessness is not required to provide any address or residence documentation in order to enroll their children. However, a school should attempt to get information about the temporary location where they are staying, such as a shelter or with friends.

Enrollment clerks should enroll the student(s) following the normal process, paying attention to the following:

- Use the address provided by the parent, or the school's address if the student is unsheltered. ***Do not use 4100 Normal St., San Diego, CA 92103***.

- Accurately identify the **Living Situation** for students by choosing the appropriate description.

- The **Living Situation** should also be accurately recorded in **box 19-20** of the PK – 12 Enrollment Form.

  IMPORTANT! Students experiencing homelessness will automatically qualify for the **Nutrition Program** (no extra forms needed), **Title 1 supplemental supports**, and when appropriate, **transportation assistance** to and from their school of origin once the appropriate *Living Situation* is selected in PowerSchool.

- If the student is not a resident of the school, a boundary exception type of **Homeless/Temp residence (HM)** should also be entered.

  In order for the student to remain eligible for continued programs, the student's Boundary Exception **(Homeless/Temp. Residence/Doubling Up (HM))** must be updated each school year. Follow up with the family each year before updating the Boundary Exception. Once the student regains permanent housing, the Choice status should be restored if the student was Choice prior to becoming homeless.

Staff members who need assistance with handling these issues may contact the **Children and Youth in Transition** at **(619) 725-7652.**

Living Situation

Description	Usage
Parent / legal guardian	Used when the student lives with the Parent / legal guardian.
Other adult (not legal guardian, requires Caregiver Affidavit)	Used when the adult is not the legal guardian. Requires Caregiver Affidavit.
Foster Living Situation:	
Family Home (FFH)	Used when living in a licensed foster home.
Group Home (FGH) (FFA)	Used when living in a licensed group home.
Formal Kinship Care (including NREFM)	This status should be used when the student has been placed with a relative or non-related extended family member (NREFM). This placement is under the legal supervision of the dependency court.
*Homeless Living Situation (temporary residence due to financial hardship):	
*Living with someone/Doubling up	Used when temporarily living with a friend, relative or someone else because the family was evicted, lost their home, etc. and cannot afford housing.
*Hotel/motel	Used when temporarily staying in a motel, hotel or campground due to lack of adequate alternative accommodations.
*Sheltered	Used when living in an emergency or transitional shelter or a domestic violence shelter, or are awaiting foster care placement and living in a group home such as the Polinsky Center.
*Unsheltered	Used when living in a car, park, public space, abandoned building, bus or train stations or similar setting.
Other Living Situation:	
International Exchange student	Used when the student is a Foreign Exchange Student.
Residential Facility	Used when a student is in a Residential Facility.
Hospital (not state hospital)	Used when in a health facility for medical purposes.
Other	Used only when no other code/description will apply.

*Must use if student does not have a permanent address.

Boundary Exceptions

Boundary Exceptions are necessary for students attending a school that is not their neighborhood school. For more information on Boundary Exceptions, please contact the **Neighborhood Schools and Enrollment Options** at **(619)260-2410**. (See page 99 for information on entering **Boundary Exceptions** for students.)

Boundary Exception	Description	End Date
Alternative (AL)	Student is enrolled at an Alternative school (Adult Education, ALBA, East Village High School, Garfield High or Independent Study, HSDP, iHigh Virtual Academy, Mt. Everest, San Diego MET, or Twain High).	Until graduation.
Caregiver Affidavit (CG)	Student attending a school with a Caregiver Affidavit.	Until graduation, while residing with caregiver.
Charter Request (CR)	Student attending a Charter School.	End of high grade level at school.
Child Care Affidavit TK - 6 (CA)	Student receives before or after school child care within site attendance area but not on site (No PrimeTime).	End of current school year or when child care is terminated. Must be accepted via Choice to continue.
Child Development Center (CD)	Student is enrolled in a Child Development Center that is not at their neighborhood school.	End of current school year. Only valid for Pre-K. Must be accepted via Choice to TK/K.
Foster Student (FS)	Student is in a foster living situation.	Continue through end of school year identified as Foster.
GATE Assessment (GA)	Student living within district boundary attending charter or private school enrolled for GATE Assessment.	End of 5th grade level.
Grandfathered Bound Chg (G4)	Student is allowed to continue at a school or pattern, following a Board-approved boundary change.	Continue to graduation as long as in same feeder pattern.
Homeless/Temp. Residence/Doubling Up (HM)	Student enrolled is Homeless or in Temporary Residence.	Continue through end of school year that student is homeless.

Boundary Exception	Description	End Date
Interdistrict Attendance Permit-IAP (4J)	Student enrolled with an approved inter-district attendance permit through the Choice process.	Must be accepted via Choice. Continue to graduation within feeder pattern. Renew per Interdistrict Attendance Permit Contractual Agreement.
Inter-SELPA Agreement (IS)	Student enrolled with an Inter-SELPA agreement through Special Education.	Continue as long as student resides outside of district.
Magnet/Total School (MS)	Student is enrolled at a Magnet School through the Magnet process.	Continue as long as in Magnet School; must be accepted via Choice to matriculate to next school in Magnet Program or geographic cluster.
Military Waiting Housing (MW)	Student's family has housing orders in the attendance area but is temporarily residing (up to 6 months) out of boundaries, including out of district.	6 months from Begin Date
Move/Continue School Year (4C)	Student moves out of boundary and is allowed to finish current school year.	End of current school year. Must be accepted via Choice to continue beyond the end of the current school year.
Open Enrollment (Choice-CH)	Student enrolled through the School Choice process.	Continue to graduation as long as in same feeder pattern.
Overcrowded Facilities (CF)	Student directed to another school due to overcrowding at neighborhood school.	End of current school year, or student may stay through the highest grade level.
Preschool (PS)	Student is enrolled in a Preschool that is not at their neighborhood school.	End of current school year. Only valid for Pre-K. Must be accepted via Choice to TK/K.
Prgm Imprv Schl Choice (PI)	Student was originally enrolled through the PISC process from a PI school.	Continue through the end of current level only. May articulate as Choice student to next level or convert to VEEP if residing in VEEP pattern.
Informal Schl Init Plcmt/Agreement (ISIP)	For this boundary exception, please contact NSEO (619) 260-2410.	Continue through school year of next Choice application window (Oct.-Nov.). Must be accepted via Choice to continue.

Boundary Exception	Description	End Date
Reverse Main Streamer(RMS)	General Education student enrolled in the Early Childhood Special Education (ECSE) program.	Until child turns 3 years old.
Seminar (CH4)	Student attending school for seminar program not offered at their neighborhood school.	Continue to graduation as long as in same feeder pattern.
Senior Student – Grade 12 (SR)	Student moves out of boundary during 11th or 12th grade and is allowed to complete 12th grade.	Until graduation.
Special Education (SP)	Student is enrolled in a Special Education program (Home & Hospital, non-Public schools, Out of SELPA, Parentally Placed Private Schools (PPPS), Riley/New Dawn, Early Childhood Special Education (ECSE), TRACE, TRACE Seniors, or Whittier).	Until graduation or Special Education Department removes.
Sibling of Seminar (SCH4)	Sibling of student attending school for seminar program not offered at their neighborhood school.	Continue to graduation as long as in same feeder pattern.
Sibling of Special Ed. Day Class (S4F)	Sibling of student assigned by Special Education department to a school other than neighborhood school.	Continue to graduation as long as in same feeder pattern.
Special Ed. Day Class (4F)	Student is assigned by Special Education department to a school other than neighborhood school.	Continue to graduation as long as in same feeder pattern.
Specialized Course (CH2)	Student enrolled in high school through School Choice with specialized course priority.	Until exiting specialized course.
VEEP (VP)	Student is enrolled at a VEEP receiving school through the VEEP process.	Continue to graduation as long as in same feeder pattern.

Grade Level Descriptions

NOTE: Pre-kindergarten grade levels are based off of a student's age.

Code	Description	Usage
-5	< 1 Year Old	Students less than one year old but born after December 2
-4	1 Year Old	Students who are one year old
-3	2 Years Old	Students who are two years old
PK3	3 Years Old	Students who are three years old
PK4	4 Years Old	Students who are four years old but not enrolled in kindergarten
K	Kindergarten	Unchanged (Sometimes K is represented by the number 0) Transitional Kindergarten students are enrolled in the Kindergarten Grade Level then scheduled for Transitional Kindergarten course in PowerSchool. (The TK Special Program tag will automatically be updated when students enter and exit courses beginning with ETK.)
1-12	1st through 12th grade	Unchanged
NG	NG	*DISCONTINUED CODE – DO NOT USE*

The IT Department will automatically set grade levels for pre-kindergarten students at the start of each school year. Enrollment staff members should assign the appropriate grade level when enrolling a pre-kindergarten student. IT will periodically run an update to correct grade levels for these students. The update will only correct the grade. It will not change the school in which a student is enrolled, nor will it change any classes for which the students are scheduled or any other data.

Please contact **Pupil Accounting** at **(619)-725-7575,** or the **Early Childhood Education Program** at **(858)-496-8126** with questions regarding grade level descriptions associated with pre-kindergarten students.

Races/Ethnicities

The following Races/Ethnicities are used in PowerSchool when enrolling a student. When searching for students, search by **Ethnicity**, not Race, and search for the **Code**, not the Description.

For example, to search for American Indian or Alaska Native students, use the following student search command on the Start Page: **Ethnicity=100**

Code	Description
100	American Indian or Alaska Native
201	Chinese
202	Japanese
203	Korean
204	Vietnamese
205	Asian Indian
206	Laotian
207	Cambodian
209	Other Asian
301	Hawaiian
302	Guamanian
303	Samoan
304	Tahitian
399	Other Pacific Islander
400	Filipino
500	Hispanic/Latino
600	Black or African American
700	White
999	Declined to State/Unknown

Special Programs

San Diego Unified uses many specific Special Programs. The following Special Programs are currently used by San Diego Unified in PowerSchool. Schools will only be able to add students into Special Programs offered at their site. **NOTE:** In order to add a Special Program, you must have the Special Programs Security Access Role.

ELA Co Teach	Extended Day Math
ELA Collab	Extended Day Reading
ELA Consult	Garfield High Continuation Education (CE)
Math Co Teach	Garfield High Independent Study (IS)
Math Collab	Garfield High School/Ind Study
Math Consult	GATE Cluster
Sci Co Teach	GATE Seminar
Sci Collab	Head Start
Sci Consult	Home Hospital
Site Use 1	iHigh Virtual Academy Independent Study (IS)
Site Use 2	Innovations Academy Ind Stdy (IS)
Site Use 3	Laurel Preparatory Academy Independent Study (IS)
Site Use 4	Learning Choice Academy Independent Study (IS)
Site Use 5	Legal Bindings
SS Co Teach	Magnet
SS Collab	Mt. Everest Academy Independent Study (IS)
SS Consult	No Child Left Bhnd Supp. Service
504	Non Public Residential (C list)
ALBA Community Day School (CDS)	Open Enrollment (CHOICE)
At Risk of Retention	Option 2 Diploma
Audeo Independent Study (IS)	Pgm Improvement School Choice
Babies of Students	Project Recovery
Cal-SAFE	Retained/Recommended for Retention
Cal-SAFE Expectant Teens	Reverse Mainstream
Cal-SAFE Parenting Teens	San Diego Metro Career&Tech Independent Study (IS)
Charter School of San Diego Independent Study (IS)	SARB
Core	School Readiness
Early Childhood LANG	Spec Ed Day Class
EC At Risk	Spec Ed Infant
EC Dual Language	Spec Ed Non-Public Schools
EC Exceptional Needs	Spec Ed Preformal
EC Extra Time (10.5+ hrs)	Spec Ed Services
EC Full Time (<10.5 hrs)	SS/Int - Enrichment
EC Half Time (<4 hrs)	SS/Int - Intensive
EC Non-Subsidized	State Pre-School - B
EC Subsidized	State Preschool Family Literacy
EC Three Quarter Time (<6.5 hrs)	TRACE Intersession
EC Variable Time	Transitional Kindergarten
English Learner Biliteracy	Twain Continuation Education (CE)
English Learner MEC	Twain Independent Study (IS)
Exit Exam/Remedial	

Enrollment Status

The table below shows the various Enrollment Statuses in PowerSchool.

Enroll Status Code	Status Label in PowerSchool	Description
-2	Inactive	Student Enrollment not finished. Must be completed prior to transfer to another school or enrollment. During the first few weeks of the new school year, it is recommended you run the **Incomplete Enrollments** report daily, to find students who have incomplete enrollments at your site.
-1	Preregistered	Students who have been pre-enrolled in a school before the actual day they will first attend a school. On the first day they attend a school, the student will become (0) Active.
0	(Active) Blank	This indicates the student is currently enrolled at a San Diego Unified school.
1	Inactive	This status was used for all students that were exited from all San Diego Unified schools prior to PowerSchool conversion.
2	Transferred Out	Students who are transferred out of all San Diego Unified schools.

Alerts

Alert icons above the student's name indicate important student information. These Alerts appear on every Student Page in PowerSchool, and in PowerTeacher.
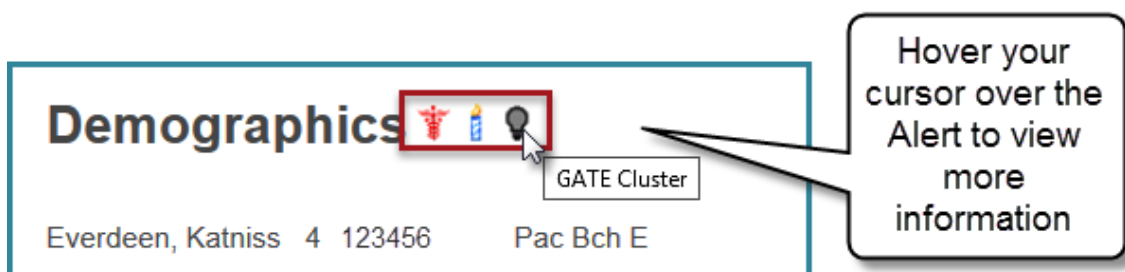
Alert Icon	Alert Description
	Birthday
	English Learner
	GATE – Cluster
	GATE – Seminar
	Legal Bindings – Site generated when a Legal Binding is entered on the student demographics page
	Medical Alert
	Special Education
	Other Alert – Site created

Part 2: Enrollment Procedures and Useful Tools

Annual Enrollment Procedures

The following procedures need to be followed at the end of the school year and are provided to help you correctly process your enrollment material at the end of the year.

State Education Code requires that all records relating to the entering and withdrawing of students (with the exception of the PK – Grade 12 Enrollment Form) must be kept for *the current year plus three past years*. These records include the following:

- ❖ Signed originals of the ***San Diego Unified Preschool-Grade 12 Enrollment Forms*** for every student enrolled at the school that year. (Keep ***all*** Enrollment Forms for ***every*** year. *Enrollment Forms are **never** thrown out*.)

- ❖ Signed and dated copies of the PowerSchool ***Gains and Losses Audit Report*** for each school attendance month. See page 110, for detailed instructions on how to run this report and what to do with it after printing it. *The finished report must be mailed to the **Pupil Accounting Department** at the Education Center.*

- ❖ The ***Enrollment Summary*** report should also be run on the same date as the ***Gains and Losses Audit*** report. The total numbers for these reports should match. File the two reports together.

- ❖ Signed copies of the PowerSchool ***Attendance Summary by Grade Report***. Instructions for running and submitting this report can be found in the **Attendance Handbook**. The finished report must be mailed to the **Pupil Accounting Department at the Education Center**.

For any questions regarding the annual enrollment procedures, please contact the **Pupil Accounting Department** at **(619) 725-7575** or go to their website for more information: https://www.sandi.net/staff/pupil-accounting/pupil-accounting-overview.

Student Enrollment Procedure

The following overview is provided to help guide you to correctly enroll a student at your school:

IMPORTANT! Parent/guardian must be present in order for school to enroll a student.

✓ Use School Finder to verify the student's residence is within your school site boundary, or they have the appropriate boundary exception to enroll at your school.

   *Typical Boundary Exceptions include Open Enrollment (CH), VEEP (VP) and Magnet (M). (*See **Using the School Finder** on page 31.)

✓ Before the parent leaves your presence, check for completeness and accuracy of all enrollment forms:

   - **Preschool – Grade 12 Enrollment Form** – All fields MUST be filled out and the form **MUST** be signed by the parent/guardian.

     Enrollment Forms must be on file for EACH student in attendance, signed, and kept in a secure (locked) place.

   - **Proof of Address** – Acceptable items include a *recent utility, water or cable bill, rental agreement or mortgage documents, or military housing orders.*

     If no documents are available, a **Declaration of Residency**, signed by the parent/guardian indicating an address within the school's attendance area is acceptable. New families may sign the declaration and bring in a proof of address within 30-60 days.

     If the student is not living with a parent/guardian, the adult with whom the student is living should complete a **Caregiver's Authorization Affidavit** form and provide proof of residence. The purpose of this form is to verify a student's residence when a child is living with relatives/guardians or other care giving adult. Completion and signing of the affidavit are sufficient to authorize enrollment and school related medical care. This affidavit is NOT to be used in lieu of the District's Enrollment Options process.

     A copy of the provided documentation should be filed in the student's CUM folder. If residency has been previously established with documentation, it is not necessary to obtain again, as long as the parent signature on the enrollment form reconfirms the same resident address.

   - **Birth Certificate, Baptismal certificate or Passport** –Verification of the student's birth date is required for students enrolling in kindergarten and first grade, as well as any student who is entering San Diego Unified for the first time.

     A copy of the birth certificate, Baptismal certificate or Passport should be filed in the student's CUM folder.

- **Immunization Record** – Must include proof of immunizations against polio, measles, mumps and rubella (MMR), diphtheria, tetanus and whooping cough (DTaP), hepatitis B (Hep B) and chickenpox (Varicella or proof of having had chickenpox).

  NOTE: California State law states that exemptions based on personal beliefs will no longer be an option for the vaccines that are currently required for entry in school in California.

  A copy of the Immunization record should be filed in the student's CUM folder.

- **Physical Exam** – California's Child Health and Disability Prevention program requires every child to have a physical examination *BEFORE* entering school in kindergarten. Transitional Kindergarten students who submit a physical exam will fulfill this requirement for kindergarten.

- **K-1 Dental Exam** – A dental exam by a licensed California dental health professional is required for children entering school for the first time at kindergarten or first grade. Parents may sign a waiver for this requirement.

- **CAIR/SDIR form** – Required for any student entering San Diego Unified for the first time.

  The CAIR/SDIR form should be filed in the student's CUM folder.

- **Language Survey** – Required for any student entering San Diego Unified for the first time.

✓ Verify if the student is receiving special services: GATE, special education, language needs, etc. This will assist in getting the student placed in the proper classroom.

  If the student is receiving special education services and is entering from out of district, ask the parent for a copy of the IEP.

✓ Enroll the student in PowerSchool.

  IMPORTANT! Be sure to verify if the student was previously enrolled in a San Diego Unified school *BEFORE* creating a NEW enrollment.

✓ Notify appropriate staff of newly enrolled student: Counselor (if student is entering secondary school), attendance, cafeteria, library, teacher(s), ESL teacher when appropriate, nurse, resource teacher.

✓ Schedule students for class(es).

✓ Send request to previous school for student's records.

Enrollment Blocks

Students who are under **Suspension** or **Recommended for Expulsion** cannot be withdrawn from your school.

An error will occur when attempting to re-enroll specific students where the enrollment block has been set.

Re-Enroll Student

Stanford, Brandan   9   10696496   Serra   Inactive

⚠ This student currently has an enrollment block. Please contact the Placement and Appeals Office at 619-725-5660 for more information.

Contact the **Placement and Appeals Office** for information **(619)725-5660.**

Enrollment Counts Chart by Grade Level or Class of

This Chart displays the number of students enrolled at your school by **Grade Level** and/or **Class Of**.

To run this report, select System Reports, select the SDUSD tab, and then select **Enrollment Counts Chart by Grade Level or Class Of**.
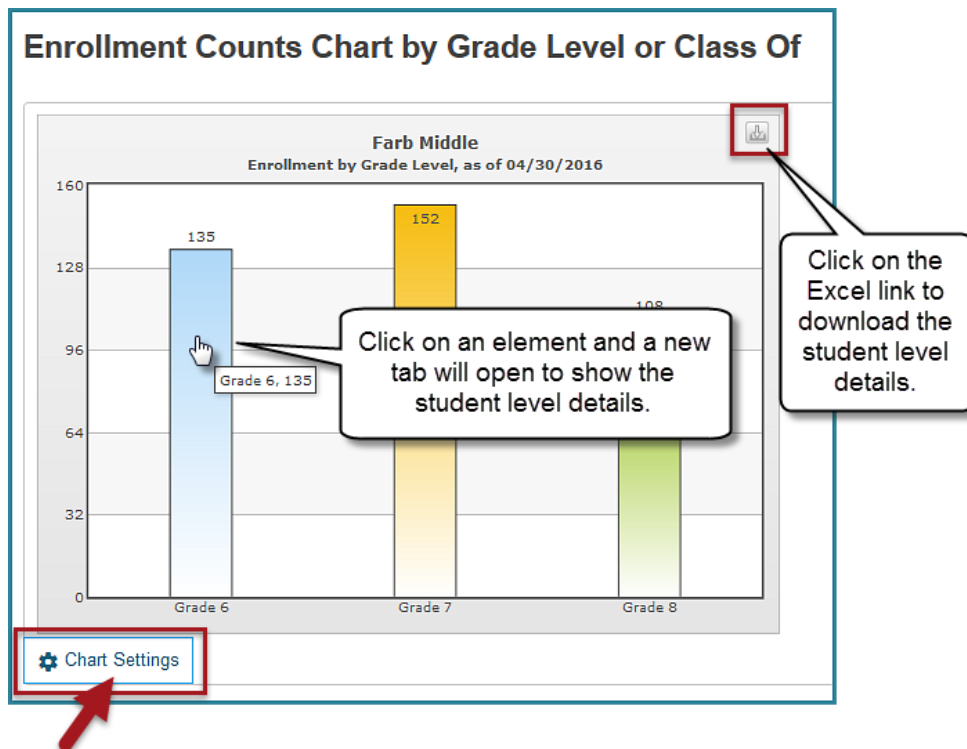
Click the **Chart Settings** link to change the chart settings. Disabling the drill-down option may be useful if you are working with a pie chart or doughnut chart and would like to rotate or "explode" a chart element.

Part 3:
The Student
Enrollment
Process

Enrolling Transitional Kindergarten Students
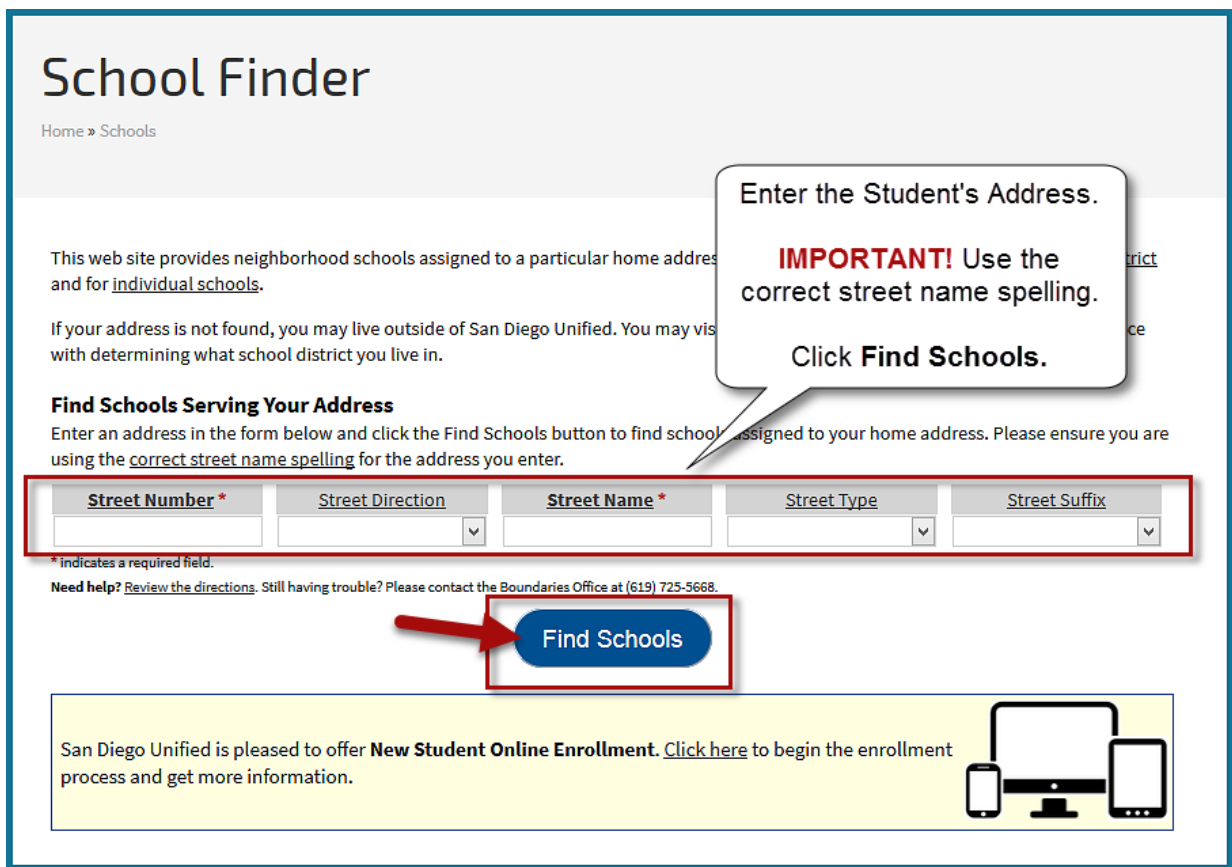
As new Transitional Kindergarten students are enrolled, school users will need to do the following:

1. Enroll the student using the appropriate process. Students in Transitional Kindergarten should be enrolled with a grade Level of Kindergarten (KG).

    a. If the student is brand new to the district, see **Enrolling Students New to the District** on page 33**.**

    b. If the student was previously, or currently is, enrolled at a **CDC** or **State Preschool**, see **transferring Active or Inactive Students** on page 47.

2. Schedule the student into a class with the **Transitional Kindergarten (ETK)** course.

Using the School Finder

Use the **San Diego Unified School Finder** website (http://www.sandiegounified.org/schoolfinder) to confirm assigned neighborhood schools for a home address. District policy is that students are required to attend the school serving the attendance area in which they reside, unless special arrangements have been made through the **Neighborhood Schools and Enrollment Options Office**.

1. Enter the address you are looking for.

2. Click the **Find Schools** button.

3. The results of the search will display. The schools listed are the only neighborhood schools valid for the address entered. If your school is not listed, the parent should provide the necessary documentation from the Neighborhood Schools and Enrollment Options Department to show that special arrangements have been made for the student to attend your school.

4. To search for a new address, click **Search Again** and repeat the steps.

School Finder

Home » Schools

Click here to search for a new address.

< Search Again

School Finder Results 2017-2018

These are your neighborhood schools. You do not need to apply to attend these schools. Please contact the school directly for registration information.

School Type	School Name, Address, Phone Number	Calendar Type	Grade Range
Ⓔ Elementary School	**BIRNEY** 4345 CAMPUS AV SAN DIEGO, CA 92103 (619) 497-3500 Get directions	Year Round	K-5
Ⓜ Middle School	**ROOSEVELT** 3366 PARK BL SAN DIEGO, CA 92103 (619) 293-4450 Get directions	Traditional	6-8
Ⓗ High School	**SAN DIEGO COMPLEX** 1405 PARK BL SAN DIEGO, CA 92101 (619) 525-7455 Get directions	Traditional	9-12

The address you entered to find schools: **1313 UNIVERSITY AVE SAN DIEGO, CA 92103** (View in Google Maps)
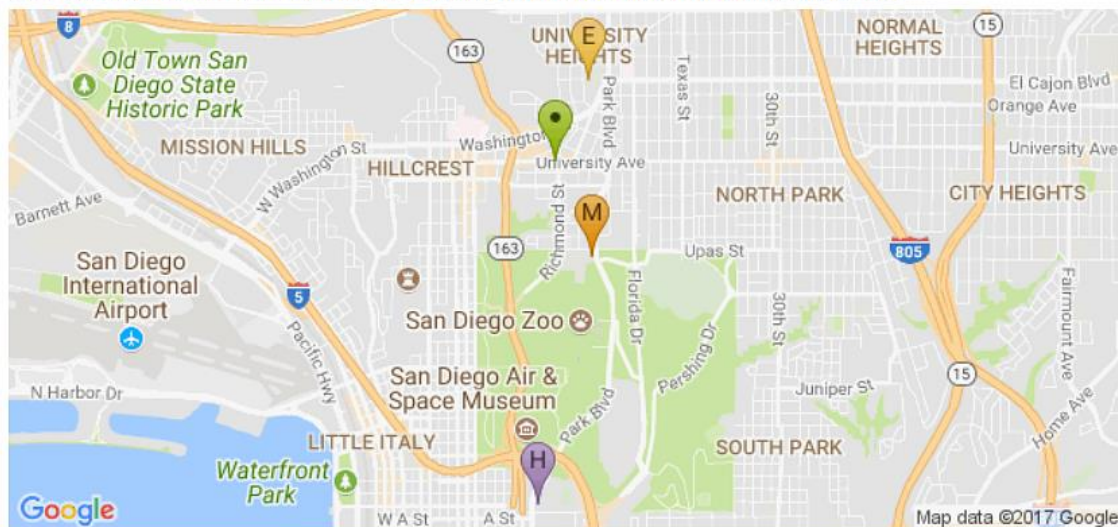
Enrolling Students New to the District

Once you have determined whether the student resides within your school's boundary, or resides outside of your school's boundary, you may proceed to enroll them into PowerSchool.

NOTE: Regardless of student grade level, all new students are enrolled into PowerSchool using the same process.

Enrolling a Resident Student New to the District
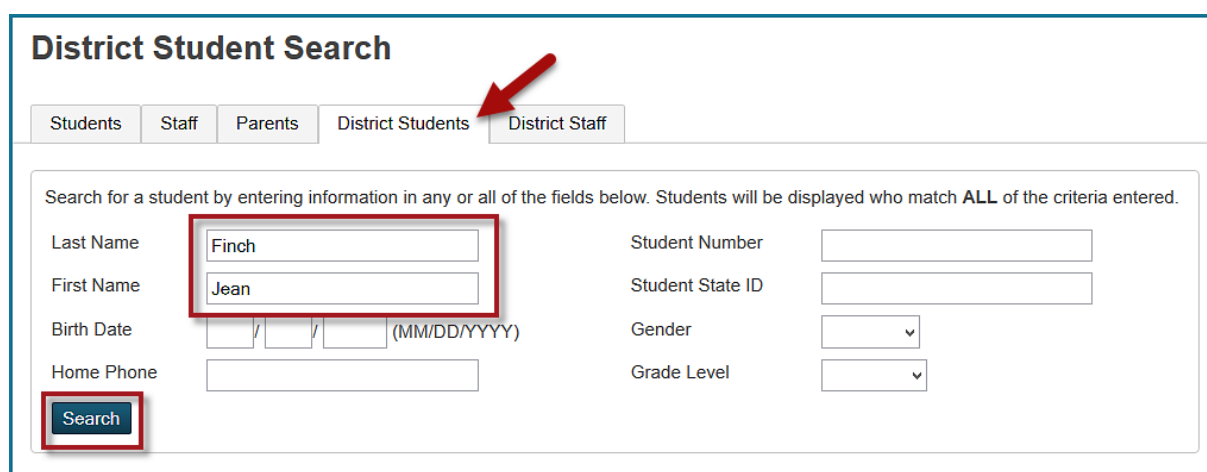
Students who reside within your school's attendance boundary are considered Resident students and do not need special arrangements to enroll at your school.

IMPORTANT! Before enrolling the student, you must check to see if the student was previously enrolled in a San Diego Unified school. This will eliminate the chance of creating duplicate enrollment and multiple Student Numbers for the same student.

Duplicate IDs cause many problems for students. For example, attendance, grade reporting and transcript issues, state testing and CALPADS inaccuracies, and incorrect program records. *BE EXTRA DILIGENT in checking for prior enrollments!*

District Student Search:

1. On the **Start Page**, select the **District Students tab**.

2. Enter the **student's name**. You may use one field or multiple fields when searching.

3. Click **Search**.

4. The **District Search Results** page displays students who meet the search criteria:

If students appear on the District Search Results page: Carefully check the information to eliminate the possibility of duplication.

HINT! If the search produces more than one student, click on the **Student Number** link to view additional, identifying information.

IMPORTANT! If you confirm this student was previously enrolled you *CANNOT* enroll this student as a new student. (See **Transferring Active or Inactive Students** on page 47.)

If the search results produce 0 students found, or you confirm this student was not previously enrolled: Proceed to enroll the new student.

5. Click **Enroll New Student**.

District Search Results

Students that matched your search criteria are displayed below. Click on the pencil icon 🖊, under the School column, to transfer the student to your school. Please note that the ability to transfer *active* students using this method will be disabled as of Thursday, September 7, 2017.

Please note that since you are working at Madison High, you will only be able to transfer active students in grade levels 9 through 12.

Search criteria:

✔ Last Name contains: **Finch**
✔ First Name contains: **Jean**

0 students found

No students matched your search criteria

Last Name ⬥	First Name	Student Number	Birth Date	Student State ID	Home Phone	School	Grade Level	Enroll Status

Master Schedule
Dashboard
Special Functions
Teacher Schedules

Reports

System Reports
ReportWorks

People

Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

6. Complete the **Enroll New Student** page (**NOTE: Asterisk** *indicates a required field)

Student Information:

- Enter the student's **Last, First and Middle name** as it appears on the Birth Certificate, Baptismal certificate, or Passport.

- **DOB** (birthdate): Enter the student's birthdate as it appears on the Birth Certificate, Baptismal certificate, or Passport.

- **Gender**: Select the student's gender from the drop-down menu.

- **Building**: Generally used by atypical schools (Twain, Garfield, Non-Public schools, and Home Hospital).

- **Social Security Number:** Not required. This field no longer appears on the PK-12 Enrollment form.

- **Phone Number**: Enter the student's phone number.

- **Entry Date**: Enter the first day the student will attend class(es) at your school.

- **Grade Level**: Select the student's grade level from the drop-down.

- **Entry Code**: Select the appropriate Entry Code. (See the **Entry Codes** chart on page 7.)

Home Address:

- Enter the student's home address exactly as it appears on the Proof of Address documentation.

7. Click **Validate**.

Enroll New Student

Student Information

Student's Name (Last, First Middle)	Finch * , Jean *	Louise
DOB	8/1/2002 📅 *	
Gender	Female ▾ *	
Building	▾	
Social Security Number		
Phone Number	(858) 555-1111 *	
Entry Date	8/28/2017 📅	
Grade Level	10 ▾	
Entry Code	E13 (Enter from Out of District) ▾ *	
School	Madison High	

Complete all required fields.

Asterisk *indicates a required field.

Home Address

Street, Apt/Suite	5130 Bellvale Avenue	*		
City, State, Zip	San Diego	* CA	* 92117	*
Geocode				

Validate

Click Validate to verify the home address is a valid residence and falls within the school boundaries.

Neighborhood School

Primary Boundary Exception

Begin Date

End Date

Submit

NOTE: If the address cannot be found or validated, you will receive an error message directing you to call the **Help Desk** and ask that the problem be routed to **Sarah Hudson** in the **Boundaries office**.

No address was found to match the address you entered. Please check the address carefully and try again. If you believe the address is correct but it is still not found, please contact the Help Desk at (619) 209-HELP (4357). [273 Bellvue Avenue, San Diego, CA 92117]. The mapping window will close after pressing [OK].

OK
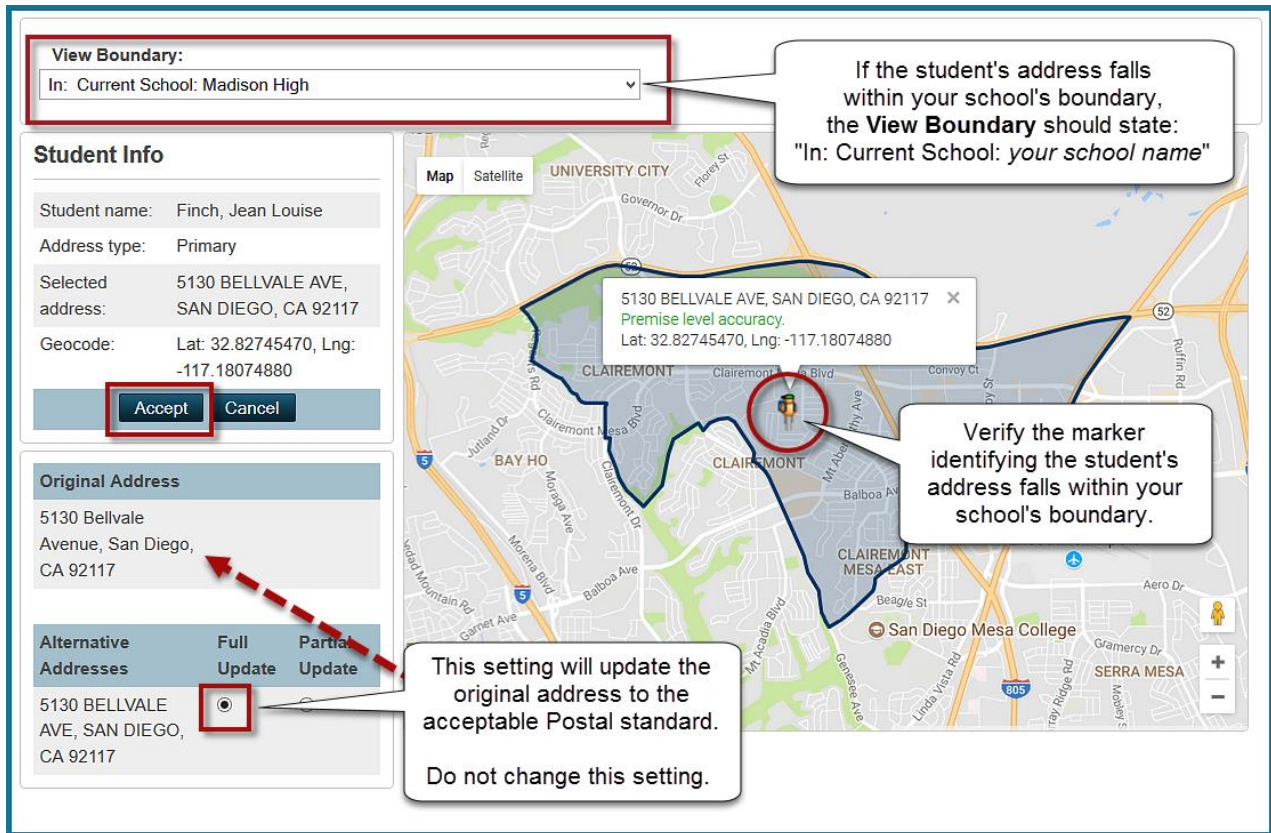
8. When the **Address Validation** window appears, verify the marker identifying the location of the student's address falls within the school's boundaries.

   If the address is within your school's boundaries, the **View Boundary** drop down menu should state "**In: Current School:** *your school name*"

   IMPORTANT: if the marker falls outside of the school boundary, the **View Boundary** will state "**Out: Schools:** *your school name*" and **Primary Boundary Exception** drop down menu becomes available, the student must have a special arrangement to attend your school. (See **Enrolling a Non-Resident Student** on page 40.)

   Under **Alternative Addresses**, the **Full Update** button is selected. This setting will update the original address to the acceptable Postal standard. Do not change this setting.

9. Click **Accept**.

Accepting the address puts the **Geocode**, and the **Neighborhood School** on the **Enroll New Student** page.

10. Click **Submit**.

Enroll New Student

Student Information

Student's Name (Last, First Middle)	Finch	*	Jean	*	Louise

DOB	3/1/2002
Gender	Female ▾ *
Building	▾
Social Security Number	
Phone Number	(858) 555-5555 *
Entry Date	6/26/2017
Grade Level	10 ▾
Entry Code	E10 (Enter from Out of District) ▾ *
School	Madison High

Home Address

Street, Apt/Suite	5130 BELLVALE AVE *
City, State, Zip	SAN DIEGO * CA * 92117 *
Geocode	Lat: 32.82745470, Lng: -117.18074880
	Validate
Neighborhood School	Madison High
Primary Boundary Exception	
Begin Date	
End Date	

Submit

If PowerSchool finds potential duplicate students, the **Check for Duplicate Students screen** will open.

> **NOTE:** This screen will *only appear* if there are potential duplicates.

- If you can match a student in the list, follow the prompt to re-enroll that student.

  (See **Transferring Inactive Students (Re-Enrolling)** on page 56.)

- If you cannot match any of the students on the list, click **Enroll** to proceed to the student **Demographics** page to complete the enrollment process.

If there are no potential duplicates, you will be taken directly to the student **Demographics** page to complete the enrollment process.

IMPORTANT! *If the Demographics page is **NOT** completed, the student will remain on an **Inactive Status** until this step is done.* (See **Completing the Enrollment Process – The Student Demographics Page** on page 65.)

Enrolling a Non-Resident Student New to the District
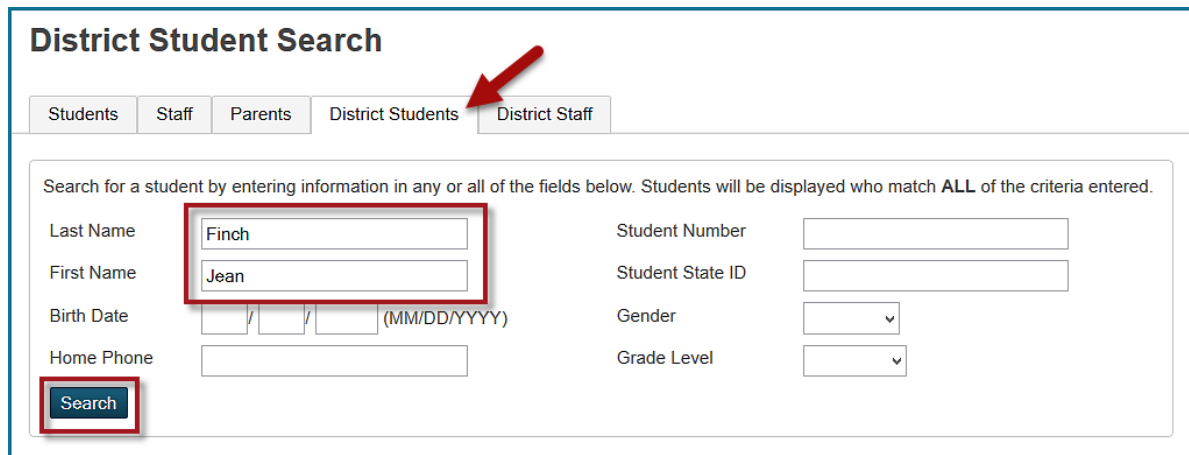
Students who reside outside of your school's boundary are considered Non-Resident students and must have a special arrangement (Boundary Exception) to enroll at your school.

IMPORTANT! Before enrolling the student, you must check to see if the student was previously enrolled in a San Diego Unified school. This will eliminate the chance of creating duplicate enrollment and multiple Student Numbers for the same student.

Duplicate IDs cause many problems for students. For example, attendance, grade reporting and transcript issues, state testing and CALPADS inaccuracies, and incorrect program records. *BE EXTRA DILIGENT in checking for prior enrollments!*

District Student Search

1. On the **Start Page**, select the **District Students tab**.

2. Enter the **student's name**. You may use one field or multiple fields when searching.

3. Click **Search**.

4. The **District Search Results** page displays students who meet the search criteria:

If students appear on the District Search Results page: Carefully check the information to eliminate the possibility of duplication.

HINT! If the search produces more than one student, click on the **Student Number** link to view additional, identifying information.

IMPORTANT! If you confirm this student was previously enrolled you *CANNOT* enroll this student as a new student. (See **Transferring Active or Inactive Students** on page 47.)

If the search results produce 0 students found, or you confirm this student was not previously enrolled: Proceed to enroll the new student.

5. Click **Enroll New Student**.

6. Complete the **Enroll New Student** page (**NOTE: Asterisk** *indicates a required field)

Student Information:

- Enter the student's **last, first and middle name** as it appears on the Birth Certificate, Baptismal certificate, or Passport.

- **DOB** (birthdate): Enter the student's birthdate as it appears on the Birth Certificate, Baptismal certificate, or Passport.

- **Gender**: Select the student's gender from the drop-down menu.

- **Building**: Generally used by atypical schools (Twain, Garfield, Non-Public schools, and Home Hospital).

- **Social Security Number:** Not required. This field no longer appears on the PK-12 Enrollment form.

- **Phone Number**: Enter the student's phone number.

- **Entry Date**: Enter the first day the student will attend class(es) at your school.

- **Grade Level**: Select the student's grade level from the drop-down.

- **Entry Code**: Select the appropriate Entry Code. (See the **Entry Codes** chart on page 7.)

Home Address:

- Enter the student's home address exactly as it appears on the Proof of Address documentation.

7. Click **Validate**.

Enroll New Student

Student Information

Student's Name (Last, First Middle)	Finch * , Jean * Louise	
DOB	8/1/2002 *	
Gender	Female ▾ *	Complete all required fields. Asterisk * indicates a required field.
Building	▾	
Social Security Number		
Phone Number	(619) 555-1111 *	
Entry Date	8/28/2017 *	
Grade Level	10 ▾	
Entry Code	E13 (Enter from Out of District) ▾ *	
School	Madison High	

Home Address

Street, Apt/Suite	4515 Illinois Street *
City, State, Zip	San Diego * CA * 92116 *
Geocode	

Validate — Click Validate to verify the home address is a valid residence and falls within the school boundaries.

Neighborhood School
Primary Boundary Exception
Begin Date
End Date

Submit

NOTE: If the address cannot be found or validated, you will receive an error message directing you to call the **Help Desk** and ask that the problem be routed to **Sarah Hudson** in the **Boundaries office**.

No address was found to match the address you entered. Please check the address carefully and try again. If you believe the address is correct but it is still not found, please contact the Help Desk at (619) 209-HELP (4357). [9632 Illinois Street, San Diego, CA 92116].
The mapping window will close after pressing [OK].

OK
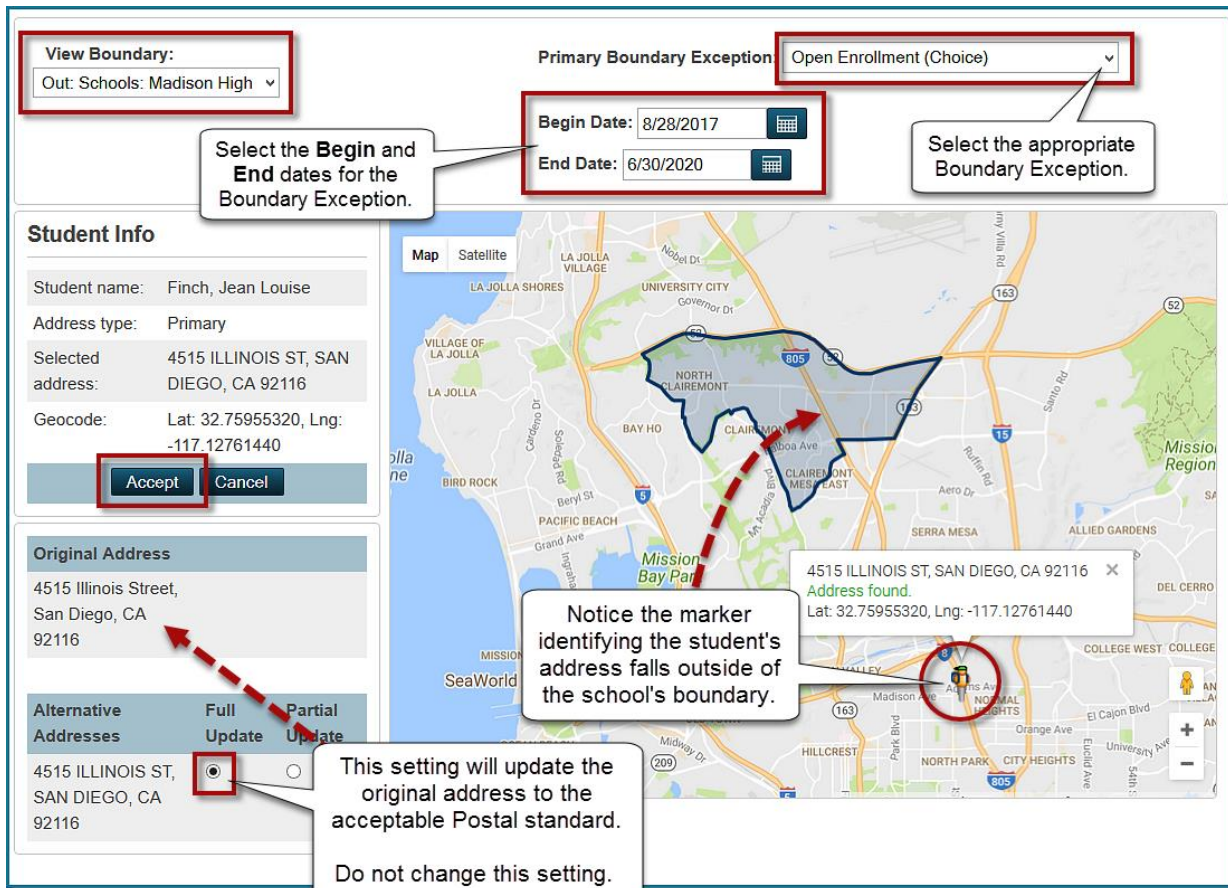
8. On the **Address Validation** window, notice the marker identifying the location of the student's address falls *outside* of your school's boundaries.

    Since the marker falls outside of the school boundary, the **View Boundary** will state "**Out: Schools:** *your school name*" and **Primary Boundary Exception** drop down menu becomes available.

9. Select the appropriate **Boundary Exception** from the **Primary Boundary Exception** drop-down menu.

10. Select the **Begin Date** for the Boundary Exception.

11. Select the **End Date** for the Boundary Exception.

    NOTE: The End Date should be extended out to the student's graduation year + 1 for both **Open Enrollment (CH)** and **VEEP** (as long as the student does not move out of the VEEP pattern).

12. Under **Alternative Addresses**, verify the **Full Update** button is selected. This setting will update the original address to the acceptable Postal standard. Do not change this setting.

13. Click **Accept**.

Accepting the address puts the **Geocode**, the **Neighborhood School**, the **Boundary Exception** and the **Begin** and **End** dates on the Enroll New Student page.

14. Click **Submit**.

Enroll New Student

Student Information

Student's Name (Last, First Middle)	Finch * Jean * Louise
DOB	9/1/2002
Gender	Female *
Building	*
Social Security Number	
Phone Number	(619) 555-1111 *
Entry Date	8/28/2017
Grade Level	10
Entry Code	E 10 (Enter from Out of District) *
School	Madison High

Home Address

Street, Apt/Suite	4515 ILLINOIS ST *
City, State, Zip	SAN DIEGO * CA * 92116 *
Geocode	Lat: 32.75955320, Lng: -117.12761440
	Validate
Neighborhood School	San Diego High Complex
Primary Boundary Exception	Open Enrollment (Choice)
Begin Date	8/28/2017
End Date	6/30/2020

Submit

If PowerSchool finds potential duplicate students, the **Check for Duplicate Students** screen will open.

> **NOTE:** This screen will *only appear* if there are potential duplicates.

- If you can match a student in the list, follow the prompt to re-enroll that student.

    (See **Transferring Inactive Students (Re-Enrolling)** on page 56.)

- If you cannot match any of the students on the list, click **Enroll** to proceed to the student **Demographics** page to complete the enrollment process.

If there are no potential duplicates, you will be taken directly to the student **Demographics** page to complete the enrollment process.

IMPORTANT! *If the Demographics page is **NOT** completed, the student will remain on an **Inactive Status** until this step is done.* (See **Completing the Enrollment Process – The Student Demographics Page** on page 65.)

Transferring Active or Inactive Students

The **Student Transfer** process allows schools to exit an **Active** student from another school, and enroll them into their school, or re-enroll an **Inactive** student into their school.

- The **Student Transfer process for Active students** is only *available between the End of Year process and the second Wednesday after school begins*, and *only if attendance has not been taken* for the student.

  School users are able to use this process for the grade level range plus one grade earlier, of their school. For example, typical high schools can use this process for *Active* students in grades 8 – 12.

- The **Student Transfer process for Inactive students** is *available throughout the year*.

  Since many students leave the district and return many years later, *Inactive* students can be transferred at any grade level.

Transferring Active Students

1. On the **Start Page**, select the **District Students tab**.

2. Enter the student's name, click **Search**.

District Student Search

| Students | Staff | Parents | District Students | District Staff |

Search for a student by entering information in any or all of the fields below. Students will be displayed who match **ALL** of the criteria entered.

Last Name	Smith	Student Number	
First Name	Jane	Student State ID	
Birth Date	/ / (MM/DD/YYYY)	Gender	
Home Phone		Grade Level	

[Search]

3. On the **District Search Results** page, click the **edit (pencil) icon** under the current school to access the **Student Transfer** page.

District Search Results

Students that matched your search criteria are displayed below. Click on the pencil icon ✏, under the School column, to transfer the student to your school. Please note that the ability to transfer *active* students using this method will be disabled as of Thursday, September 7, 2017.

Please note that since you are working at Serra High, you will only be able to transfer active students in grade levels 9 through 12.

Search criteria:
✔ Last Name contains: **Smith**
✔ First Name contains: **Jane**

1 students found

Last Name ▾	First Name	Student Number	Birth Date	Student State ID	Home Phone	School	Grade Level	Enroll Status
Smith	Jane	65476	02/01/2003	7152805596	(714) 995-2261	University City High, ✏	9	Active

On the **Student Transfer** page, colored icons indicate your progress through each step:

🟢 The **green circle** indicates the current step.

🔴 The **red circle** indicates which steps are coming next.

✔ The **green checkmark** indicates the step is completed.

3. Complete the **Transfer Student Out tab** *Asterisks indicate required fields*:

- **Transfer comment (optional)**: Enter a Transfer comment, if applicable.

Transferring a student BEFORE school starts:

- ***Exit Date:** enter today's date.

- ***Exit Code:** Select N470 (No Show – Enrollment Dropped) from the drop-down menu.

Transferring a student during the first week of school: When attendance has been recorded for a student, an Alert will prevent you from transferring the student until their attendance has been cleared, or the student is properly transferred out. Follow-up with the school to take the proper action. **NOTE:** If a student never attended, they should be dropped as a No-Show.

ELEMENTARY SCHOOLS:

4. Click **Submit.**

SECONDARY SCHOOLS will see the following:

- **Course Requests for *<School Year>*:** If the student has course requests in PowerScheduler, they will be removed when you click submit.

- **PowerScheduler classes for *<School Year>*:** If the student has classes scheduled in PowerScheduler, they will be removed when you click submit.

5. Click **Submit**.

Student Transfer

Transfer Student Out | Transfer to School | Re-Enroll in School

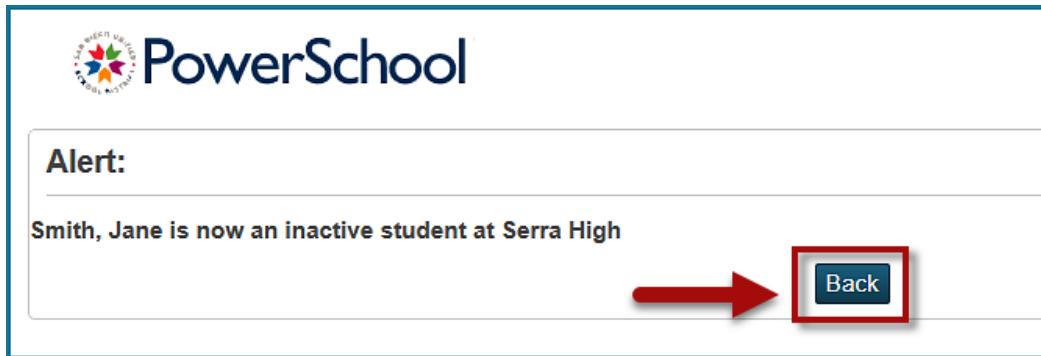To transfer this student to your school, please follow the directions below:
- 🟢 Step 1: This student is actively enrolled at University City High. Use this page to transfer this student out of their current school.
- 🔴 Step 2: Use the Transfer to School tab to transfer this student to your school.
- 🔴 Step 3: Use the Re-Enroll in School tab to enroll this student at your school.

Who will be transferred out	Smith, Jane
School Year	2017-2018
Entry Date	08/28/2017
Transfer comment	

Optional field.

Exit Date (should be the day after the student's last day in class)	8/17/2017 📅 *

Before school starts: Use today's date.

After school starts: Once attendance has been taken, an ALERT will prevent you from transferring the student.

Exit code	N470 (No Show - Enrollment Dropped) ⌄

Course Requests for 2017-2018 ❗ This student has course requests which will be removed from PowerSchool when you click Submit.

▸ Click to show or hide Course Requests (12)

PowerScheduler classes for 2017-2018 ❗ This student has PowerScheduler class schedule records which will be removed from PowerSchool when you click Submit. Courses may appear more than once, in the list below, if more than one Build exists in PowerScheduler.

▸ Click to show or hide PowerScheduler Classes (24)

Secondary schools will see this when transferring an Active student.

Submit

6. You will receive the following Alert. Click **Back**.

PowerSchool

Alert:

Student Transfers: 1 transferred, 0 pending transfer, 0 errors.

Back

Step 1 is complete. The student has been transferred out of the other school.

7. Select the **Transfer to School** tab or click the **blue Transfer** to School link in Step 2.

8. Click **Submit**. The student will be transferred to your school.

9. You will receive the following **Alert**. Click **Back**.

PowerSchool
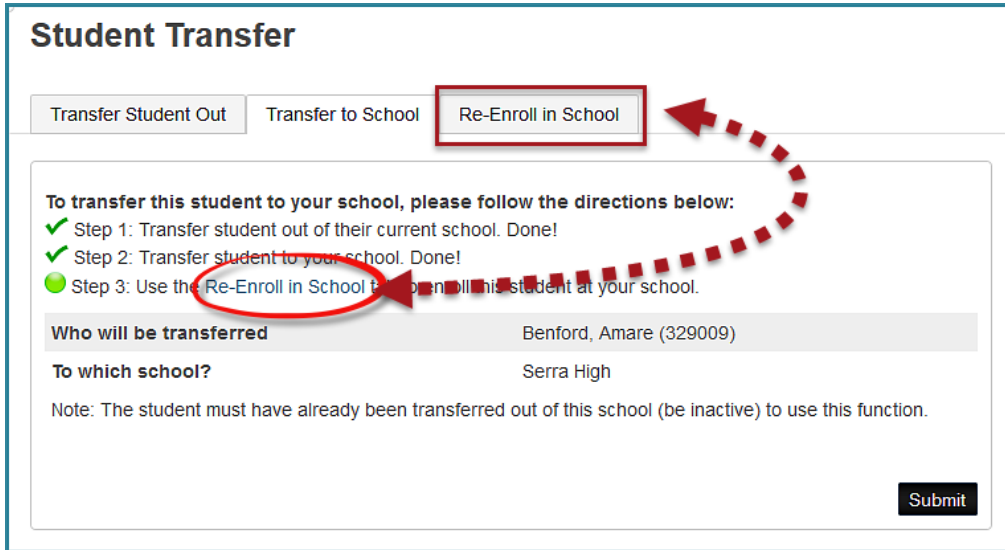
Alert:

Smith, Jane is now an inactive student at Serra High

Back

Step 2 is now complete. The student is now Inactive at your school.

10. Select the **Re-Enroll in School** tab or click the **blue Re-Enroll in School** link in Step 3.

Student Transfer

| Transfer Student Out | Transfer to School | Re-Enroll in School |

To transfer this student to your school, please follow the directions below:
✓ Step 1: Transfer student out of their current school. Done!
✓ Step 2: Transfer student to your school. Done!
● Step 3: Use the Re-Enroll in School tab to enroll this student at your school.

| Who will be transferred | Smith, Gloria (120497391) |
| To which school? | Serra High |

Note: The student must have already been transferred out of this school (be inactive) to use this function.

Submit

11. Complete the **Re-Enroll screen** (**NOTE: Asterisk** *indicates a required field):

- ***Entry Date**: Enter the student's first expected day of attendance.

  NOTE: You will receive a validation error if the Entry Date does not fall within your school's calendar.

- **Entry Code**: Enter the appropriate Entry Code.

- **Entry Comment (optional)**: Enter an Entry comment, if applicable.

- **Grade Level**: The grade level will default to the student's current grade.

Household Address:

- **Enter the household address** exactly as it appears on the student's residence verification document.

- Click **Validate**.

On the **Address Validation** screen do one of the following:

- If the student's **Household Address** falls within your school's attendance boundary, click **Accept**.

- If the student's Household Address falls outside of your school's attendance boundary, select a **Boundary Exception,** then click **Accept**. (See **Entering Boundary Exceptions** on page 99).

Mailing Address:

- If the student's Mailing Address is the *same as* the Household Address, click **Copy from Household Address**

- If the mailing address is different from the household address, you may enter a VALID address in these fields.

Next Year School: Your school name will auto populate in this field.

Next Year Grade Level: You will be prompted to set the **Next Year Grade Level** based on the student's entry grade level

12. Click **Submit**.

Student Transfer

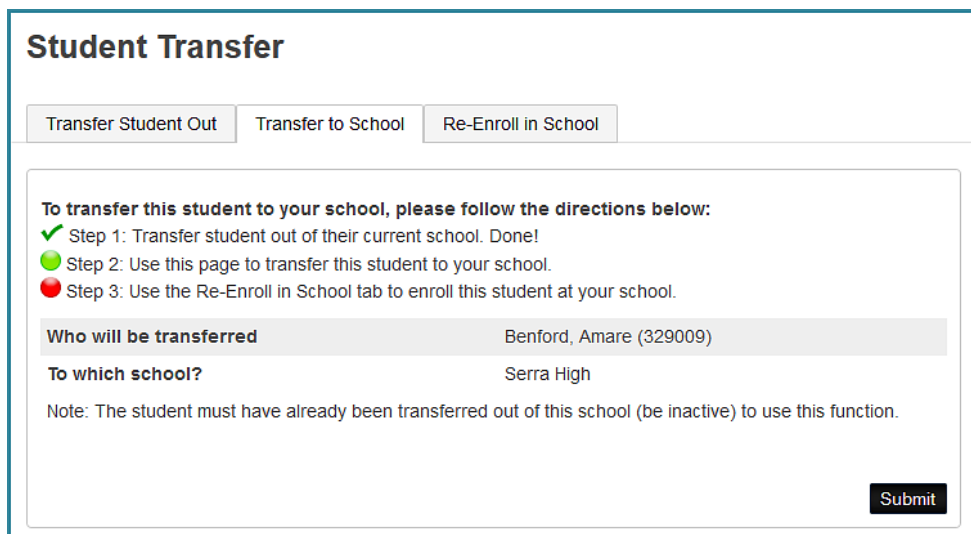**Transfer Student Out** | **Transfer to School** | **Re-Enroll in School**

To transfer this student to your school, please follow the directions below:
✔ Step 1: Transfer student out of their current school. Done!
✔ Step 2: Transfer student to your school. Done!
🟢 Step 3: Use this page to enroll this student at your school.

Student to re-enroll	Smith, Jane (65476)
Entry Date	8/28/2017 🗓 *
Entry code	E11 (Enter from within SDCS) ▾
Entry comment	
Grade Level	9 ▾
Building	▾

> The grade level will default to the student's current grade.

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Household Address

Street, Apt/Suite	4905 ORLECK PL *
City, State, Zip	SAN DIEGO * CA ▾ * 92124
Neighborhood School	Serra High
Boundary Exception	Open Enrollment (Choice) Begin Date: MM/DD/YYYY End Date: MM/DD/YYYY
Geocode	Lat: 32.82177880, Lng: -117.10803590

> Enter the Household Address exactly as it appears on the student's residence verification document.

Validate ⬅

Mailing Address

Street, Apt/Suite	4905 ORLECK PL * Copy from Household address
City, State, Zip	SAN DIEGO * CA ▾ * 92124 *
Geocode	Lat: 32.82177880, Lng: -117.10803590

> If the student's Mailing Address is the same as the Household Address, click **Copy from Household Address**.

Next Year Information

Next Year School	Serra High ▾ *
Next Year Grade Level	9 ▾ *

➡ **Submit**

13. Click **Back**.
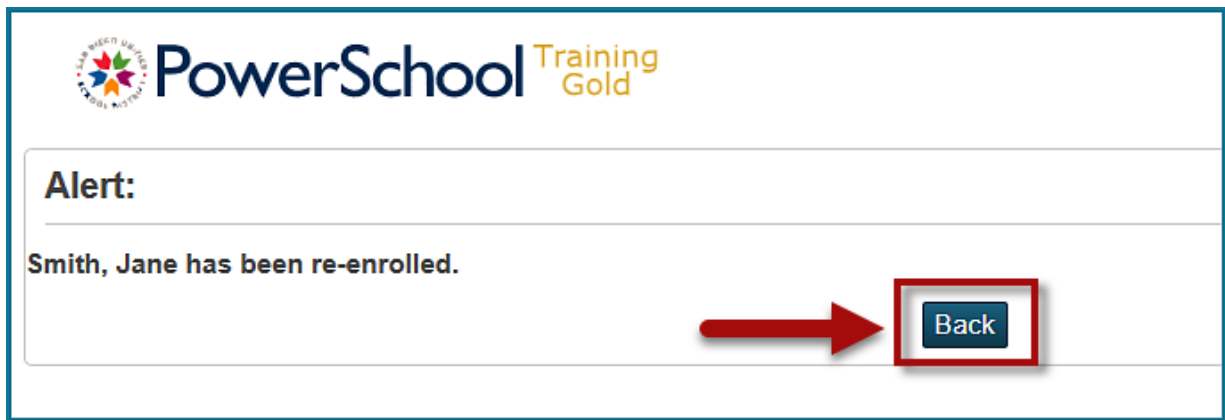
Step 3 is now complete. The student has been re-enrolled at your school.

14. On the **Student Transfer** page, click **Make this student the current selection**.
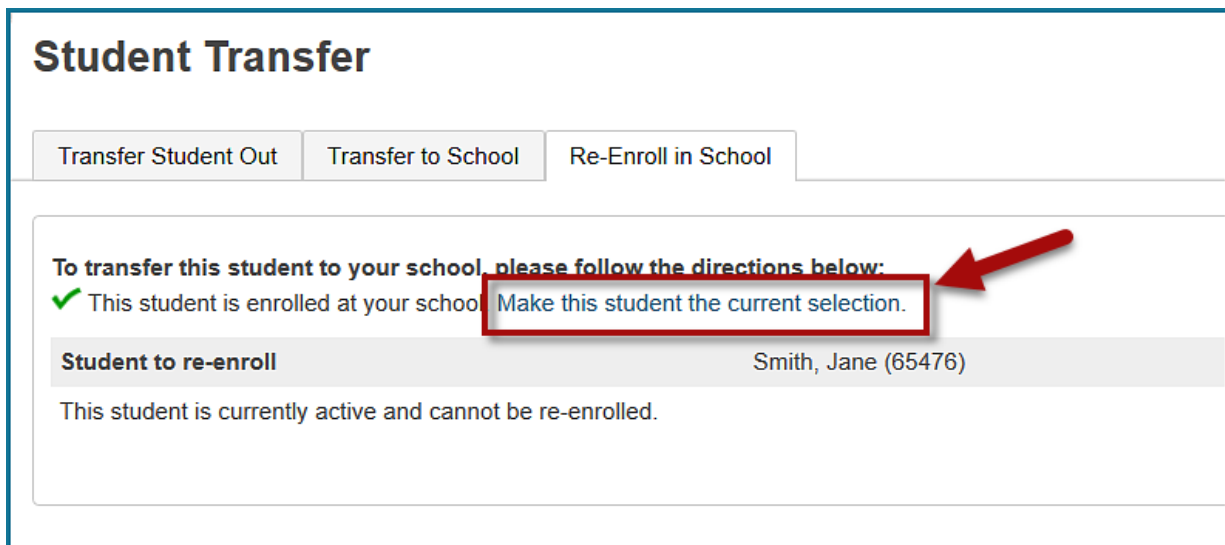
15. Proceed to the student **Demographics** page to validate and make necessary updates to the student information. (See **Editing the Student Demographics Page** on page 101.) If a student has left the district and returned, it is very important that the information on the demographic screen is reviewed for accuracy.

Transferring Inactive Students (Re-Enrolling)

IMPORTANT! When searching for an Inactive student, their grade level reflects the last grade they were in when they transferred out.

1. On the **Start Page**, select the **District Students tab**.

2. Search for the student, click **Search**.

3. On the **District Search Results** page, click the **edit (pencil) icon** under the current school to access the Student Transfer page.

Notice on the Student Transfer page, that Step 1: Transfer student out of their current school is already complete.

4. Select the **Transfer to School** tab or click the **blue Transfer to School** link in Step 2.

5. Click **Submit**. The student will be transferred to your school.

6. You will receive following **Alert**. Click **Back**.

Step 2 is now complete. The student is now Inactive at your school.

7. Select the **Re-Enroll in School** tab or click the **blue Re-Enroll link** in Step 3.

8. Complete the **Re-Enroll screen** (**NOTE: Asterisk** *indicates a required field):

- ***Entry Date**: Enter the student's first expected day of attendance.

  NOTE: You will receive a validation error if the Entry Date does not fall within your school's calendar.

- **Entry Code**: Enter the appropriate Entry Code.

- **Entry Comment (optional)**: Enter an Entry comment, if applicable.

- **Grade Level**: Be sure to select the correct grade level.

Household Address:

- **Enter the household address** exactly as it appears on the student's residence verification document.

- Click **Validate**.

On the **Address Validation** screen do one of the following:

- If the student's **Household Address** falls within your school's attendance boundary, click **Accept**.

- If the student's Household Address falls outside of your school's attendance boundary, select a **Boundary Exception,** then click **Accept**. (See **Entering Boundary Exceptions** on page 99).

Mailing Address:

- If the student's Mailing Address is the *same as* the Household Address, click **Copy from Household Address**

- If the mailing address is different from the household address, you may enter a VALID address in these fields.

Next Year School: Your school name will auto populate in this field.

IMPORTANT! If the student is enrolling into the last grade of your school (such as 5th grade in elementary or 8th grade in middle), set the Next Year School and Grade to the next school in your school's feeder pattern.

Next Year Grade Level: You will be prompted to set the **Next Year Grade Level** based on the student's entry grade level

9. Click **Submit**.

Student Transfer

| Transfer Student Out | Transfer to School | Re-Enroll in School |

To transfer this student to your school, please follow the directions below:

✔ Step 1: Transfer student out of their current school. Done!

✔ Step 2: Transfer student to your school. Done!

🟢 Step 3: Use this page to enroll this student at your school.

Student to re-enroll	Benford, Amare (329009)
Entry Date	8/28/2017 📅 *
Entry code	E13 (Enter from Out of District) ▾
Entry comment	

NOTICE! Be sure to select the correct grade level.

Grade Level	9 ▾
Building	▾

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Household Address

Street, Apt/Suite	4905 ORLECK PL *
City, State, Zip	SAN DIEGO * CA ▾ * 92124
Neighborhood School	Serra High
Boundary Exception	Open Enrollment (Choice)
	Begin Date: MM/DD/YYYY
	End Date: MM/DD/YYYY
Geocode	Lat: 32.82177880, Lng: -117.10803590

Enter the Household Address exactly as it appears on the student's residence verification document.

Validate

Mailing Address

Street, Apt/Suite	4905 ORLECK PL *
	Copy from Household address
City, State, Zip	SAN DIEGO * CA ▾ * 92124 *
Geocode	Lat: 32.82177880, Lng: -117.10803590

If the student's Mailing Address is the same as the Household Address, click **Copy from Household Address**.

Next Year Information

Next Year School	Serra High ▾ *
Next Year Grade Level	9 ▾ *

Submit

Step 3 is now complete. The student has been re-enrolled at your school.

10. You will receive the following **Alert**. Click **Back**.
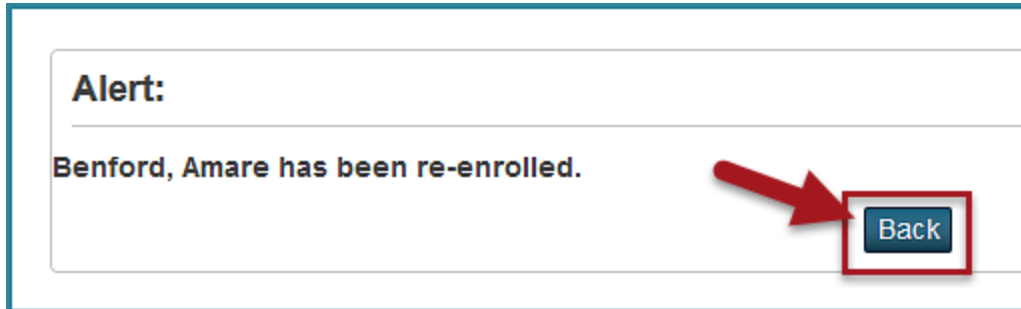
11. On the **Student Transfer page**, click **Make this student the current selection**.
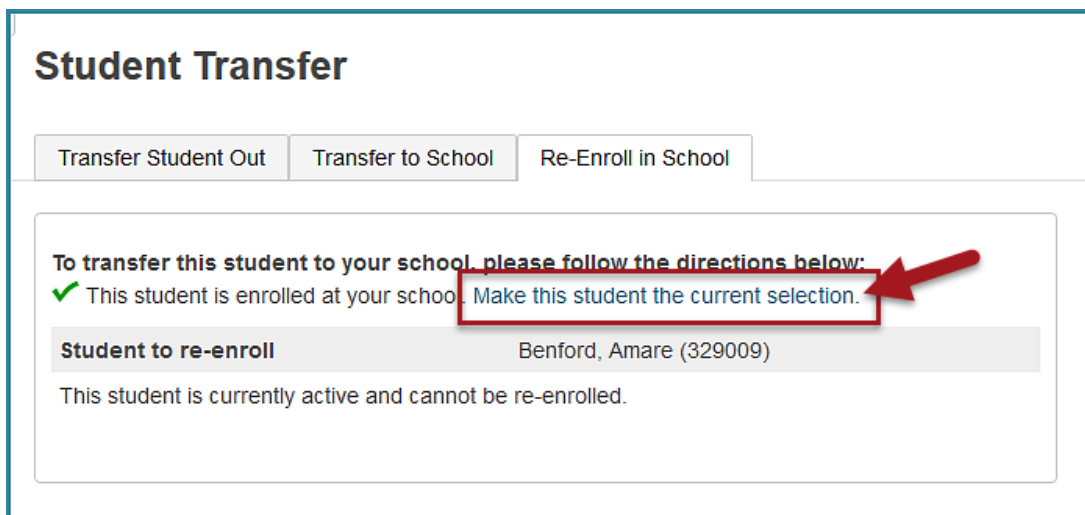
12. Proceed to the student **Demographics** page to validate and make necessary updates to the student information. (See **Editing the Student Demographics Page** on page 101.) If a student has left the district and returned, it is very important that the information on the demographic screen is reviewed for accuracy.

Enrolling Students for Next Year

The following is provided to help guide you in identifying where students will be attending next year, as well as instructions on how to properly enroll students for next year.

IMPORTANT! Anytime you are entering an **Entry** or **Exit Date** on any PowerSchool screen to enroll a new student, re-enroll an existing student or editing a current or previous enrollment record, be sure to have the **Term** in the **upper right hand corner** set correctly.

- If the **Term** is the current school year, your dates must be within the current school term.
- If the **Term** is the next school year, your dates must be within the next year school term.

For Students Active at Another School, in the Current School Year

For students who are currently enrolled at another school, but will be enrolling at your school for next year (Including Students enrolled in State Pre-school, CDC and Head Start programs):

NOTE The **Student Demographics page** in not available to edit until after the **End of Year process**.

1. On the **Start Page**, select the **District Students tab** and search for the student.

2. Click the **edit (pencil) icon** under **Next School**.

3. On the **Set Next School and Grade Level** page, your school name will appear in the **Next Year School** field.

4. Change **Next Year Grade Level**, if needed.

5. Click **Submit**.
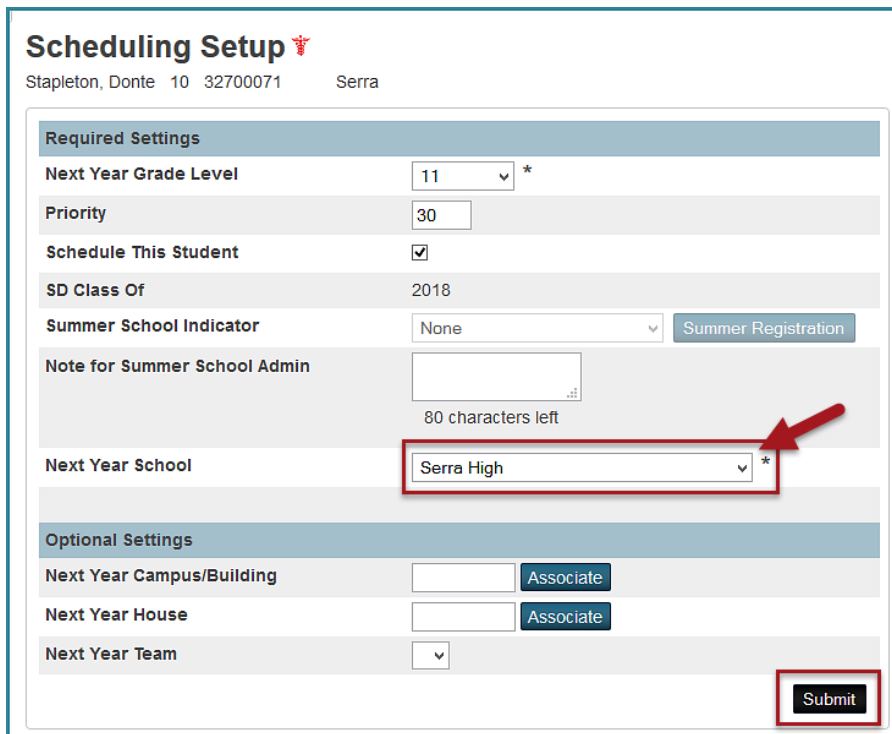
For Students Continuing at Their Current School for Next Year

For students who are currently enrolled at your school and will be continuing at your school for next year:

1. On the **Start Page**, search for the student.

2. On the **Student** pages, under **Scheduling**, click **Scheduling Setup**.

3. Select your school from the **Next Year School** drop-down menu.

4. Click **Submit**.

For Students Who are Currently Inactive

For students who are currently Inactive and enrolling at your school for next year:

1. **IMPORTANT!** Prior to enrolling the student at your school, *change the* **Term** *to* **next year**.

2. Find the student using **District Student Search**, and continue to Re-Enroll them.

   (See **Transferring Inactive Students (Re-Enrolling)** on page 56.)

3. Complete the **Student Demographics page**.

For Students Who are New to the District

For students who are brand new to the district and are only enrolling for next year:

1. **IMPORTANT!** Prior to enrolling the student at your school, *change the* **Term** *to* **next year**.

2. From the **Start Page**, select **Enroll New Student**.

3. Set the **Entry Date** to the first day of school for next year.

4. Enter the other information required for enrolling a new student. (See **Enrolling Students** on page 33.)

5. Click **Submit**.

6. Complete the **Student Demographics page.** (See C**ompleting the Enrollment Process – The Student Demographics page** on page 65.)

7. Set the **Next Year Grade Level** and **Next Year School** for the student.

8. Click **Submit**.

For Students Not Continuing Next Year

If you know a student will not be continuing next year, use the **Scheduling Setup page** to update the **Next Year School** to **Not Continuing Next Year**.

For secondary students who will not be continuing, make note of where the student will be enrolled next year. Schools will be required to provide the necessary information on the **District Exit page**, once the school year is over.

Completing the Enrollment Process

The Student Demographics page must be completed and submitted for the student enrollment to be complete, and the student to be Active at your school.

IMPORTANT! During the enrollment process, if you leave the Demographics page without submitting, the student record will exist in PowerSchool but with an Inactive enrollment status (-2). All students with an Inactive (-2) enrollment status must have their enrollment completed before the end of the day.

(See the **Incomplete Enrollment Report** on page 118 to find students who have incomplete enrollments.)

The Student Demographics Page

IMPORTANT! Use proper case when entering names and addresses into PowerSchool.

*Asterisk indicates required fields

OFFICE ONLY 1. **Student District ID**	The Student Number is automatically created when the student is initially enrolled.
OFFICE ONLY 2. **Student State ID**	Every student MUST have a Student State ID (SSID). This number will be updated by IT after it has been validated through CALPADS. See **Verification of SSID Report** on page 118 to find students who do not currently have a SSID

I. STUDENT INFORMATION – Enter the information exactly as it appears on the Enrollment form.

3.	***Last, First, Middle, Suffix (LEGAL NAME ONLY)**	Enter the student's Legal Name as printed on the birth certificate or other legal document.
4.	**First Name on teacher rosters:**	Enter the name the student uses if he/she does not use the Legal Name. This name will appear on teacher's attendance pages and the Attendance Roster report (used for substitutes).
5.	**Former legal name(s) (optional):**	Enter the name that the student may have used, or is known by, that is different than the Legal Name.
6.	***Birthdate:**	This information is copied from the Enroll New Student screen during the initial enrollment process. Verify the birth date is entered and correct as needed.
	Social Security Number	This information is no longer collected on the enrollment form. However, ***do not delete*** an existing Social Security Number if it appears on the Student's Demographics page.

IMPORTANT! Use proper case when entering names and addresses

I. STUDENT INFORMATION

1. Student District ID: 318063		2. Student State ID (SSID): 3183104687	

3. Last name (LEGAL NAME ONLY)	First	Middle	Suffix (Jr, II, III)
Abdi *	Vince *	Lennon	

4. First Name on teacher rosters ⓘ

5. Former legal name(s)

First: ___   Middle: ___   Last: ___
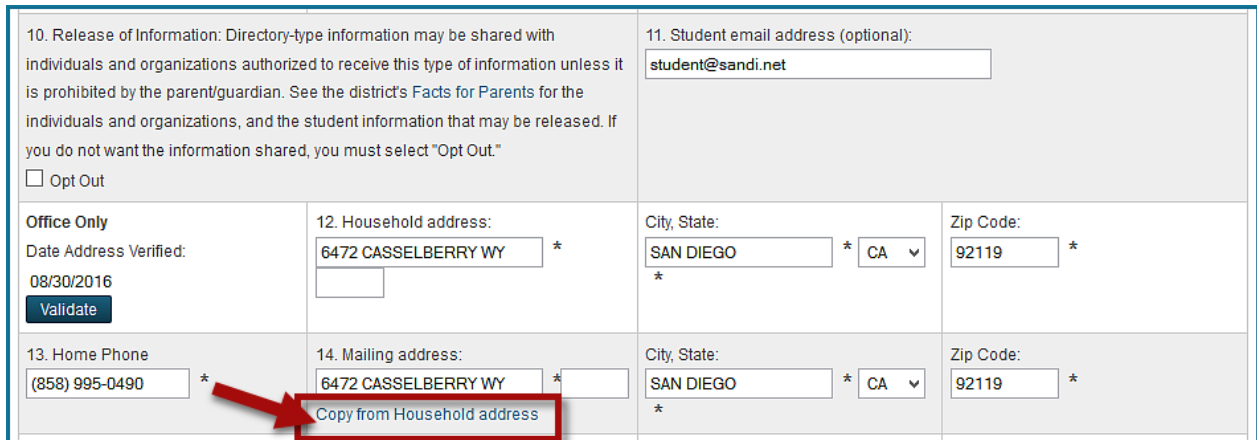
6. Birth date

12/01/2002 📅 *

Social Security Number

7.	***Gender:**	This information is copied from the Enroll New Student screen during the initial enrollment process. Verify gender has been entered.
8.	***Is the student Hispanic or Latino?:**	Check a single box (Yes, No, or Ethnicity Missing) to indicate if the student is, or is not, Hispanic or Latino. You must also enter a Race in Box 10.
9.	***Race (check all boxes that apply):**	Enter one or more races for the student.

7. Gender
- ⦿ *Female
- ◯ *Male

8. Is student Hispanic or Latino?
- ⦿ *Yes ◯ *No
- ◯ *Ethnicity Missing

9. Race (check all boxes that apply): *

What is the student's race?

- ☐ (100) American Indian or Alaska Native
- ☐ (600) Black or African American   ☑ (700) White
- ☐ Race Missing (Note that no other selections will be saved when selected)

(200) Asian
- ☐ (201) Chinese   ☐ (202) Japanese   ☐ (203) Korean
- ☐ (204) Vietnamese   ☐ (205) Asian Indian ☐ (206) Laotian
- ☐ (207) Cambodian   ☐ (208) Hmong   ☐ (299) Other Asian
- ☐ (400) Filipino

(300) Native Hawaiian/Other Pac Islander
- ☐ (301) Hawaiian   ☐ (302) Guamanian   ☐ (303) Samoan
- ☐ (304) Tahitian   ☐ (399) Other Pac Islander

10. **Opt Out of Sharing information:**	This box is checked if the parent/guardian does not want their address shared with District approved school-related organizations.
11. **Student email address (optional):**	Enter the student's email address if provided.
Office Only Address Verified:	Click the **Validate** button **only if the address changed**. **IMPORTANT!** If the Neighborhood School is missing from #36 on the Demographics page, you will need to **Validate** the Household address.
12. ***Household address:**	Verify the information and update as needed.
13. ***Home Phone:**	Verify the information and update as needed.
14. ***Mailing Address:**	If a separate mailing address is provided, enter it here. **IMPORTANT!** If the mailing address is the *same as* the household address, you **MUST** click the **Copy from Household address** link.

10. Release of Information: Directory-type information may be shared with individuals and organizations authorized to receive this type of information unless it is prohibited by the parent/guardian. See the district's Facts for Parents for the individuals and organizations, and the student information that may be released. If you do not want the information shared, you must select "Opt Out."

☐ Opt Out

11. Student email address (optional):
student@sandi.net

Office Only Date Address Verified: 08/30/2016 [Validate]	12. Household address: 6472 CASSELBERRY WY *	City, State: SAN DIEGO * CA ⌄ *	Zip Code: 92119 *
13. Home Phone (858) 995-0490 *	14. Mailing address: 6472 CASSELBERRY WY * Copy from Household address	City, State: SAN DIEGO * CA ⌄ *	Zip Code: 92119 *

15. ***City, State, Country of birth:**	Enter the City, State and Country where the student was born. (Enter the birth verification document type in field #37)
16. ***First enrolled in a CA school (TK-12):**	Enter the date the student was first enrolled in a California school for Grades TK-12. If the child is entering Kindergarten, enter the first day of school.
17. ***First enrolled in a US school (TK-12):**	Enter the date the student was first enrolled in a U.S. school for Grades TK-12. If the child is entering Kindergarten, enter the first day of school.
18. ***Current Caregiver (Select one):**	Select the appropriate Caregiver from the drop-down. This should best describe who the student lives with. REFER to the **Current Living Situation** chart on page 13.

19a. **Foster Living Situation:**	Select the type of Foster Living Situation from the drop-down menu, if applicable. REFER to the **Current Living Situation** chart on page 13
19b. **Homeless Living Situation (temporary residence due to financial hardship):**	Select the type of Homeless Living Situation from the drop-down menu, if applicable. If the student is a Runaway, check both the Runaway Youth and Unaccompanied Youth boxes. REFER to the **Current Living Situation** chart on page 13
20. **Other Living Situation**	If the student is an International Exchange student, or lives in a Residential Facility or Hospital (Not State), select the appropriate situation from the drop-down menu. REFER to the **Current Living Situation** chart on page 13
Does the student have refugee status? **USA Entry Date:**	This question cannot be collected at the time of enrollment, and will not appear on the Enrollment Form. This information is will be monitored by Children and Youth in Transition.
21. **Sibling Information:**	These fields are grayed out and not being used.

15. City, State, Country of birth:
Greenbrea * CA v (US) UNITED STATES v *

16. First enrolled in a CA school (TK-12):
Date: 09/15/2009 *

17. First enrolled in a US school (TK-12):
Date: 09/15/2009 *

18. Current Caregiver (select one): Parent/legal guardian v *

19a. Foster Living Situation:
_____ v (select one if applicable)

19b. Homeless Living Situation (temporary residence due to financial hardship):
_____ v (select one if applicable)
☐ Unaccompanied Youth   ☐ Runaway Youth

20. Other Living Situation: _____ v

Does the student have Refugee status? ○ Yes ● No
USA Entry Date: MM/DD/YYYY 🖩

21. Complete and include siblings who are currently in PreK-Grade 12 in San Diego Unified (only if applicable).

Sibling 1 Full name:	Grade:	School name:
Sibling 2 Full name:	Grade:	School name:
Sibling 3 Full name:	Grade:	School name:

II. **CONTACT INFORMATION –** Enter the information as it appears on the Enrollment form. Use proper case when entering names and addresses.

22. **Parent/Guardian/Contact (primary contact):**	Enter the information for the primary contact.
	Asterisk * Indicates required field.
	• ***First name/*Last name:** Enter the primary contact's full name.
	• ***Relationship to child:** Select the primary contact's relationship to the child.
	• ***Lives with child:** Select the appropriate radio button
	*Yes – The primary contact lives with the child at the same household address in box #13.
	*No – the primary contact does not live with the child. Enter the primary contact's **VALID** address. **IMPORTANT!** Do NOT enter anything other than the **VALID** address.
	• ***Phone numbers:** Enter the primary contact's home, work (include extension, if necessary) and cell numbers. **REQUIRED!** At least one phone number must be entered for each parent/guardian/contact listed.
	• **Email address:** Enter the primary contact's email address.
	• **Employer:** Enter the name of the primary contact's employer or business.
	• **Military (check if applicable):** check the boxes that apply
	• ***Primary language:** Select the primary contact's primary language.
	• ***Education level (select one):** Select the highest level of education the primary contact completed in any school.
	• **Additional information:** Check all that apply
	❖ **Report card** – This box *will be automatically checked and disabled* for the primary contact, if they **LIVE WITH** the child.
	❖ **Progress report** – This box *will be automatically checked and disabled* for the primary contact, if they **LIVE WITH** the child.
	❖ **Interpreter required** – Check this box if the primary contact indicates they need an interpreter to communicate with the school and their child's teachers.
	• **Parent online access:** Check this box if the primary contact indicates they would like to view attendance and grade information online using the ParentPortal (if the school has enabled ParentPortal) and Naviance (for middle/high school families).

23. **Parent/Guardian/Contact (secondary contact):**	Enter the information for the secondary contact.
	• **First name/Last name:** Enter the secondary contact's full name.
	• **Relationship to child:** Select the secondary contact's relationship to the child.
	• **Lives with child:** Select the appropriate radio button.
	Yes – The secondary contact lives with the child at the same household address in box #13.
	No – the secondary contact does not live with the child. Enter the secondary contact's **VALID** address.
	IMPORTANT! Do NOT enter anything other than the **VALID** address.
	• **Phone numbers:** Enter the secondary contact's home, work (include extension, if necessary) and cell numbers.
	REQUIRED! At least one phone number must be entered for each parent/guardian/contact listed.
	• **Email address:** Enter the secondary contact's email address.
	• **Employer:** Enter the name of the secondary contact's employer or business.
	• **Military (check all that apply):** check the boxes that apply
	• **Primary Language:** Select the secondary contact's primary language.
	• **Education level (select one):** Select the highest level of education the secondary contact completed in any school.
	• **Additional information:** Check all that apply
	❖ If the secondary contact **LIVES WITH** the student:
	Report Card – box will be unchecked by default, and disabled.
	Progress Report – box will be unchecked by default, and disabled.
	❖ If the secondary contact **DOES NOT LIVE** with the student **AND** they have a valid, complete address:
	Report card – This box should be checked.
	Progress report – This box should be checked.
	❖ **Interpreter required** – Check this box if the secondary contact indicates they need an interpreter to communicate with the school and their child's teachers.
	❖ **Parent online access:** Check this box if the secondary contact indicates they would like to view attendance and grade information online using the ParentPortal (if the school has enabled ParentPortal) and Naviance (for middle/high school families).

24. **Emergency Contacts (other than parents):**	Enter the information for one or two emergency contacts that can be reached by phone in the event the parent/guardian cannot be reached.
	• **First name/Last name:** Provide the emergency contact's full name.
	• **Relationship to child:** Select the emergency contact's relationship to the child.
	• **Phone numbers:** Enter the emergency contact's home, work, and cell numbers.
	REQUIRED! At least one phone number must be entered for each emergency contact listed.
	• **Interpreter required:** Check this box if the emergency contact indicates they need an interpreter to communicate with the school.
	• **OK to release child:** Check this box to indicate the school is authorized to release the child to the emergency contact.

II. CONTACT INFORMATION

	22. Parent/Guardian/Contact	23. Parent/Guardian/Contact	24. Emergency Contacts (other than parents)
Contact name	First name: Eleazar * Last name: Abdullahi *	First name: Carissa Last name: Abdullahi	First name: Sullivan Last name: Abdullahi
Relationship to student	Mother *	Father	Relationship to student: Uncle or Aunt
Lives with student?	● *Yes ○ *No If no, provide address here:	● Yes ○ No If no, provide address here:	Home phone Work phone
Home phone	(858) 995-0490	(858) 995-0490	Cell Phone (858) 995-0490
Work phone	(858) 995-0490 Extension	(858) 995-0490 Extension	☐ Interpreter required ☑ OK to release student
Cell phone	(858) 995-0490	(858) 995-0490	Emergency contact 2
Email address	parent@sandi.net	parent@sandi.net	First name: Ahmet Last name: Abdullahi
Employer	State Of California		Relationship to student: Uncle or Aunt
Military (check all that apply)	☐ Active Duty ☐ DOD Employee ☐ Reserves National Guard ☐ Full Time ☐ Part Time	☐ Active Duty ☐ DOD Employee ☐ Reserves National Guard ☐ Full Time ☐ Part Time	Home phone
Primary language	English *	English	Work Phone
Education level (select one)	Some College / AA Degree *	College Graduate	Cell Phone (858) 995-0490
Additional information Select one or more for each contact.	☑ Report card ☑ Progress report ☐ Interpreter required ☑ Access to student info online	☐ Report card ☐ Progress report ☐ Interpreter required ☑ Access to student info online	☐ Interpreter required ☑ OK to release student

III. **QUESTIONS FOR PARENT/GUARDIAN** - Enter the information exactly as it appears on the Enrollment form.

> **IMPORTANT**! Verify all appropriate questions have been answered.

25a. **Has your student ever received Special Education Services:**	Select the appropriate radio button. • **Yes** – Prior to entering the district, student has received Special Education services. • **No** – Student has not received Special Education services prior to attending San Diego Unified. **NOTE**: This field pertains to the student's Special Education status ***PRIOR to district enrollment only.*** This field cannot be modified once the demographic screen has been submitted.
25b. **Does your student have a 504 plan?**	This information is collected from the student Enrollment form, but not stored in PowerSchool.
26. **Migrant Work**	Select the appropriate radio button. • **Yes** – One of the parents/guardians is engaged or has been engaged in migrant work in the past three years. • **No** – Neither parent/guardian has been engaged in migrant work.
27. **Name, city, and state of last school attended:** **Last grade level completed:**	You will use the information provided in this field on #43 or # 44.
28. **California Healthy Kids Survey (for grades 7, 9 & 11):**	The district would like students to participate in the CHKS. The survey is anonymous and confidential. if the parent ***does not want*** their student to participate, they must select **Opt Out**.
29. **High School interscholastic athletics (High school only):**	Select the appropriate radio button. • **Yes** – The student has played interscholastic athletics. • **No** – the student has not played interscholastic athletics.
30. **Cal Grant "opt out" (High school students only):**	The district is required to submit a Cal Grant high school GPA to the Californai Student Aid Commission (CSAC) for all graduating seniors. If the parent does not want the GPA to be submitted electronically, they must select **Opt Out.**
31. **Military Recruiters (High school students only):**	Federal law requires release of student information to military recruiters. If the parent/guardian does **NOT** want this information released, they must select **Opt Out**.

32. **Release of Educational Information (High school students only):**	Parent may choose to authorize the release of educational information pertaining to transcripts, Letters of Recommendation, Financial Aid forms, etc., but not release Disciplinary Records.

Select the appropriate response.

IMPORTANT! If 33a is left blank, it will be counted as if the parent/guardian selected **No**.

It is important for parents/guardians to understand the impact of not giving permission to release their student's educational records. |
| 33. **LEA Medi-Cal Billing Program** | The District participates in a program that allows the district to be reimbursed with federal medicaid dollars for select health services provided to enrolled Medi-Cal stduents.

Parent may choose to authorize the release of student information pertaining to Medi-Cal for the purpose of district reimbursement.

Select the appropriate response. |

III. QUESTIONS FOR PARENT/GUARDIAN

The following questions provide important information for the school staff. Parents must answer the following questions. Check "Yes" or "No" for each question where appropriate. Questions 28, 30 & 31 require that you check "Opt Out" or leave blank if you agree to your student's participation.

25a. Has your student ever received **Special Education** services?
○ *Yes ◉ *No
25b. Does your student have a 504 Plan?

26. Has one of the parents/guardians engaged in migrant work (moved and worked seasonally in jobs related to agricultural, lumber or fishery) in the past three years?
○ Yes ◉ No

27. Name, city, and state/country of last school attended:

Last grade level completed:

28. **(For students in Grades 7, 9 & 11)** The district would like your student to participate in the California Healthy Kids Survey (CHKS). The survey is anonymous and confidential. If you do not want your student to participate you must select "Opt Out".
☐ Opt Out

29. **(High school students only)** Has your student ever played interscholastic athletics?
◉ Yes ○ No

30. **(High school students only)** The district is required to submit a Cal Grant high school GPA to the California Student Aid Commission (CSAC) for all graduating seniors unless the parent opts out of the submission process. The GPA will be submitted electronically unless you select "Opt Out," or submit an Opt Out form.
☐ Opt Out

31. **(High school students only)** Federal law requires release of student information to military recruiters. If you do NOT want this information released for your student, you must select "Opt Out". Military Release Guidelines
☐ Opt Out

32. **(High school students only)** Parents may authorize their student's school to release educational information, including, but not limited to:
a. Transcripts, Letters of Recommendation, Financial Aid Forms, Report Cards, and Class Ranking Status ○ Yes ◉ No
b. Disciplinary Records ○ Yes ◉ No

By checking "Yes" I give permission to State/Federal Financial Aid Programs/Scholarship Programs/Private Schools/University/College personnel and their authorized agents to access my student's educational records. *Special Education and medical information will not be released without additional consent (a separate form will need to be submitted)*.

33. **LEA Medi-Cal Billing Program** (Facts for Parents: Section F-Notice Regarding the District's participation in the LEA Medi-Cal Billing Program)
◉ *I consent to the release of my child's related health records for Medi-Cal billing purposes
○ *I do not consent to the release of my child's related health records for Medi-Cal billing purposes

IV. **DISTRICT ADMINISTRATIVE INFORMATION - FOR OFFICE USE ONLY**

34. **Address verification document:**	Enter the document used to verify the student's address.
35. **Date address verified:**	Enter the date the address was verified.
36. **Neighborhood School:**	This field auto-populates once the student's address has been validated. **HINT:** If the neighborhood school does not appear in this field, you MUST validate the student's address. • ***Next year School:** This field auto-populates. • ***Next Year:** This field auto populates.
37. **Birth verification documents:**	Check the box for the document used to verify the student's date of birth. *This is **REQUIRED** for ALL students new to the district.*
38. **District of residence:**	Select the district of residence from the drop-down.
39. **Boundary exception for non-resident student:**	This field auto-populates once the student's address has been validated and a boundary exception has been added.
40. **Immunization Status**	This information is generated and updated by the Nursing Department.
41a.**(K only) Dental Exam?** 41b.**(K only) Physical Exam?**	This information is generated and updated by the Nursing Department.
LEGAL BINDINGS:	Enter a summary of any legal paperwork on file, including court restraining orders. DO NOT use this field for "NOTES"

IV. DISTRICT ADMINISTRATIVE INFORMATION, FOR OFFICE USE ONLY

34. Address verification document: Mortgage Statement

35. Date address verified: 09/12/2016

36. Neighborhood School: **Henry High**

Next Year School: Henry High *

Next Year Grade Level: 11 *

37. Birth verification documents:
⦿ Birth certificate ○ Affidavit ○ Church records
○ Passport ○ School records ○ Unverified

38. District of residence:
San Diego Unified, San Diego (3768338) *

39. Boundary exception for non-resident student:
Begin Date: MM/DD/YYYY
End Date: MM/DD/YYYY

40. Immunization status:
○ Complete ○ Incomplete ○ Conditional ○ Exempt - District Nurse Approval Required

41a. **(K only)** Dental Exam? ○ Yes ○ No
41b. **(K only)** Physical Exam? ○ Yes ○ No

LEGAL BINDINGS

Enter Legal Bindings here. An Alert will be created once the page is submitted. **IMPORTANT!** This field should not be used for notes.

ENTRY INFORMATION

42.	**Previously enrolled in San Diego Unified?:**	This information is copied from the Enroll New Student screen during the initial enrollment process.
43.	**Entry date:**	This information is copied from the Enroll New Student screen during the initial enrollment process.
44.	**Entry reason:**	This information is copied from the Enroll New Student screen during the initial enrollment process.

IMPORTANT! **Verify that questions 45 or 46 are complete.**

NOTE: If the student previously attended a school *in California*, **complete #43**.

If the student attended school *outside of California*, **complete #44**.

See **Verification of SSID Report** on page 119 to find students who do not currently have a SSID.

45.	**For students new to San Diego Unified entering from *within* California:**	Enter the appropriate information.
		• **Student State ID (SSID) (if known):** Enter the student's ten digit Student State ID (SSID) number, *if you know what it is.*
		Tip 1: Examine transcripts or report cards from other districts to see if this information is included.
		Tip 2: Ask the parent/guardian if they know the SSID.
		Tip 3: Call the previous school for this information.
		IMPORTANT! If you are still unable to obtain the SSID after following the tips above, enter the number "**0**".
		PLEASE NOTE! If you locate the SSID at a later date, enter it.
		If the field is grayed out (Not editable), check the top of the Demographics page to make sure the assigned SSID matches what you found. If they do not match, call the Help Desk (619)209-4357, or create a remedy ticket.
		• **Previous CA District:** Type the name of the most recent California district the student attended.
		❖ If the student's previous school was a private or parochial school, enter **PRIVATE**.
		❖ If the school was a public *preschool* in California, enter the district.
		IMPORTANT! Only enter **N/A** if the child never attended any school or preschool before today.
		• **Previous CA school name:** Type the name of the latest California school or preschool from which the student is transferring.
		IMPORTANT! Only enter **N/A** if the child never attended any school or preschool before today.

46. **For students new to San Diego Unified entering from _outside_ of California:**	For students _never_ enrolled in a California school before, enter the previous school as well as the city and state of the previous school.

NOTES/ADDITIONAL IMFORMATION

Use this are to enter information that is not a Legal Binding. For example, "Do not call mom at work" or "Grandma will pick up every Wednesday." This field will not generate an Alert.

HOME LANGUAGE SURVEY

Enter the information from the San Diego Unified Home Language Survey card.

All items in the **"First mentioned"** column are required and will determine the language displayed in the **Home Language Survey Language** field.

NOTE: Pre-kindergarten students do not have Language Surveys entered into PowerSchool, but TK (Transitional Kindergarten) students do.

Once the information has been entered and submitted, the survey date and the Home Language Survey fields will be view only.

YOU MUST CLICK SUBMIT at the bottom of the Demographics page in order for the student enrollment to be complete, and the student to be Active at your school.

IMPORTANT! During the enrollment process, if you leave the Demographics page without submitting, the student record will exist in PowerSchool but with an Inactive enrollment status (-2). All students with an Inactive (-2) enrollment status must have their enrollment completed before the end of the day.

(See the **Incomplete Enrollment Report** on page 118 to find students who have incomplete enrollments.)

Part 4:
The Student
Transfer Out
Process

Student Transfer Out Overview

The following procedures are provided to help you correctly transfer a student from your school.

- Always use the day AFTER the student's last day of attendance as their Exit Date.

    IMPORTANT! Students should be marked PRESENT on last day.

- Notify the appropriate staff when withdrawing a student.

- Before transferring out a student in PowerSchool, print a report card and file in the student's Cumulative folder.

- Print the student's attendance history and file in the Cumulative folder.

- For Secondary students, print a **Withdrawal Form** for the student. (See **Printing the Withdrawal Form** on page 81.)

- In PowerSchool, after determining that you are in the correct Term, transfer the student out of your school using the correct Exit Date and Exit Code.

    IMPORTANT! If the student is in grades 7 through 12 and leaves the San Diego Unified School District during the school year, the PowerSchool District Exit screen **MUST** be completed and approved. (See **District Exit Page – For Students in Grade 7 – 12** on page 85.)

- Remove the San Diego Unified PK-12 Enrollment Form from the active student section and place it in the back of the file.

- Update the student's Cumulative folder and health card.

- Retire the Cumulative folder, or send to the new school if the student is staying in San Diego Unified. If the student is leaving the district, make a copy of the Cumulative folder and mail/fax the copy to the new school.

    IMPORTANT! Do NOT send the original Cumulative folder outside the district!
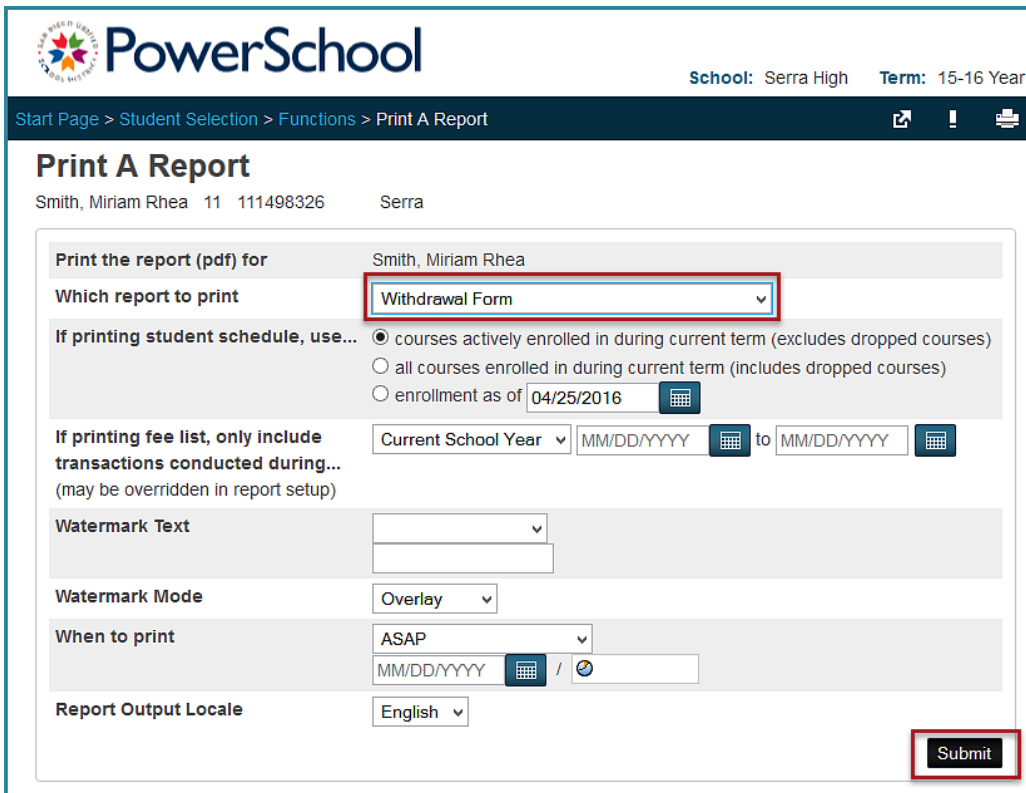
Printing the Withdrawal Form (Secondary Schools ONLY)

The **Withdrawal Form** report prints a single sheet listing all of the student's classes with a signature line for each teacher to sign.

1. On the **Start Page**, search for the student.

2. On the **Student Page** opens, click **Print A Report**.

3. On the **Print A Report page**, select **Withdrawal Form** from the **Which report to print** drop-down menu.

4. Click **Submit**.

5. On the Report Queue, you may have to refresh the queue until the report is completed. Once completed, find the Withdrawal Form report and right-click on **View**, then click **Open Link in New Tab** to view the report.

Report Queue (System) - My Jobs

System	ReportWorks

Refresh ▼

Created	Job Name	School Name	Started	Ended	Status	
04/25/2016	Withdrawal Form	Serra High	04/25/2016 03:00 PM	04/25/2016 03:00 PM	Completed View	🗑

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a scheduled report again.

If a job is running or is waiting to be run, you can cancel it. Cancel a job on the Job Detail page. Note: If you cancel a running job, it is immediately marked as canceled, but will eventually respond.

Right click on **View** and select **Open Link in New Tab.**

Completed and canceled jobs will automatically be deleted after 5 days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

6. The student should take the **Withdrawal Form** to each of their classroom teachers for an exit grade and signature, and to any other staff member (Librarian, nurse, counselor), if needed. The completed form should be returned to the Enrollment Clerk or Registrar.

Serra High

5156 Santo Rd
San Diego, CA 92124
(858) 496-8342 Fax: (858) 571-3457

Student Name: Miriam Smith (111498326)
Address: 5485 REPECHO DR
City: SAN DIEGO, CA 92124

Grade: 11
Birth Date: 11/01/1998
Exit Grades as of: 4/25/16 at 03:15 PM
Withdrawal Date: _____

Teachers should sign the space provided after the student has turned in all textbooks and equipment.

Period	Term	CRS#	Course Title	Teacher	Room	Mark	Signature
1(A)	S2	4162	PRCAL2 (P)	Pires, Meredith J	612		
2(A)	S2	6212	CHEMISTRY 2(P)	Bartolo, Luna C	704		
3(A)	S2	8840	MULTMEDPROD2(P)	Garcia-Sanchez, Sterling Joseph	310		
4(A)	S2	6702	US HST/GEO 2(P)	England, Jaycee Lee	211B		
5(A)	S2	1590	AM LT 2 HRS(HP)	Simonsen, Syrus Stuart	619		
6(A)	S2	0245	DES MIX MED2(P)	Bain, Violeta J	407		

Attendance: _____   Finance: _____
Library: _____   Nurse: _____
Counselor: _____   Other: _____
Reason for Withdrawal: (Please Circle One)
Transfer In State _____   Transfer Out of State _____   GED   Diploma Program   Other _____
Please return completed form to Registrar:
Registrar: _____   Parent/Guardian Signature: _____

Transferring Students Out of School

While there are many different reasons a student may withdraw from your school, the **Transfer Out Process** is the same for every scenario:

1. On the **Start Page**, search for the student.

2. On the **Student Page** under Enrollment on the main menu, click **Functions**.

3. On the **Functions** page, click **Transfer Out Of School.**

4. Complete the **Transfer Student Out** page: (**NOTE: Asterisk** *indicates a required field.).

    a. **Transfer comment**: Enter a transfer comment (OPTIONAL).

    b. **Exit Date**: Enter the appropriate **Exit Date**. This should be the day *AFTER* the student's last day in class.

    c. **Exit Code**: Select the proper **Exit Code** from the drop-down menu. (See the **Exit Code** charts beginning on page 8.)

    d. **NOTE:** If you receive a validation notice that the student has future attendance records, check the box to delete all future attendance records.

IMPORTANT! Be sure that your exit date is one day AFTER the last day of actual attendance. The day before the exit date must have at least one period of valid attendance. *DO NOT EXIT* a student the day after a 100% absent day. This causes overlapping enrollments that only IT can fix from the backend. Be very careful when exiting a student.

    e. Click **Submit**.

Transferring Out a No Show Student

If a student is enrolled at your school, but never shows up for class, they are a **No Show**.

1. On the **Start Page**, search for the student.

2. On the **Student Page** under Enrollment on the main menu, click **Functions**.

3. On the **Functions** page, click **Transfer Out Of School.**

4. Complete the **Transfer Student Out** page: (**NOTE: Asterisk** *indicates a required field.).

   a. **Transfer comment**: OPTIONAL.

   b. **Exit Date**: Enter the *same day as the Entry Date.*

   c. **Exit Code**: Select **N470 (No Show – Enrollment Dropped)** from the drop-down menu.

   d. Click **Submit.**

District Exit Page – Required for Students in Grades 7 – 12

Documenting where students have gone *after leaving our district* is done on the PowerSchool **District Exit** page. Documentation is required for *both* of the following types of students:

- All Grade 7–12 students who have finished the prior school year but did not graduate or show up in the current school year.

- Grade 7–12 students who have left sometime during the current school year.

Key Points for Completing the District Exit Page

- See the table on page 94, for common withdrawal scenarios and which code to use when completing the District Exit page.

  IMPORTANT! Do not enter anything in the **District Exit** page if student is transferring to another San Diego Unified school.

- *Do not fill out the District Exit page if you have incomplete information on the student or if you know nothing about what happened to the student.* Keep investigating and following up with contacts.

  NOTE: It is **not** good practice to state that a student is a dropout when the student is likely to re-enroll by October of the following year, the state's deadline for dropouts.

- Code all *transfers to charter schools* as **T160**.

- **IMPORTANT!** *Official documentation* must be on file for all students with exit code *(T180) Transfer to a California private school* or *(T200) Transfer to a school in another state*, and you must select **Yes** in the **Official Documentation on File** field when you receive that documentation.

  Example of official written documentation include:

  - A records request from the receiving school (mailed, faxed, or emailed).

  - Written communication from an official at the receiving school acknowledging the student's enrollment (mailed, faxed, or emailed).

  - A copy of the student's school schedule or report card on the receiving school's letterhead (mailed, faxed, or emailed).

Identifying District Exit Students

To find students in grades 7 -12 who have left the district from your school and who do not have approved District Exit pages, run the **Find Exit SDUSD Students** report.

To run the **Find Exit SDUSD Students** report, do the following:

- On the **Start Page**, under Reports, select **System Reports**.

- Select the **sqlReport4** tab.

- Expand the **CALPADS** heading and select **Find Exit SDUSD Students**.

- Click **Submit**.

Students with a **Yes** in this column are waiting to be approved by Central Office.

Students with a **No** in this column do not have the District Exit page filled out.

Find Exit SDUSD Students

| Show / hide columns | Make Current Selection | Copy | CSV | Tab | Print | PDF |

Search: yes

Student Number	Last N	Home Phone	Entry Date	Exit Date ▲	Exit Code	Exit Description	Ready for Review	School Name	School Number
123456			02/22/2018	05/04/2018	T160	Transferred to another California public school (Grades 7-12)	Yes	Hoover High	338
234567			08/28/2017	06/09/2018	T160	Transferred to another California public school (Grades 7-12)	Yes	Hoover High	338
345678			08/28/2017	06/14/2018	T160	Transferred to another California public school (Grades 7-12)	No	Hoover High	338

Click the **Student Number** to access the Student Page in a new tab.

Completing the District Exit Page (7 – 12 Grades ONLY)

After withdrawing a student in grades 7 through 12, please fill out the **District Exit** page if the student has *left San Diego Unified School District*.

1. On the **Start Page**, search for the withdrawn student.

2. On the **Student** Page, under Enrollment, select **District Exit**.
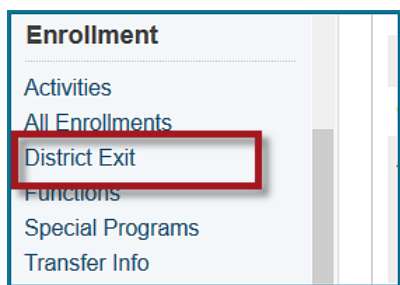
3. On the **District Exit Page**, select the appropriate exit code from the **State Exit Code** drop-down menu. (See the table on page 94 to help determine the correct exit code.)

    *   If you select one of the following:

        (T160) Transferred to another California public school (Grades 7-12)

        (T165) Expelled – enrolled in another California public school

        You *MUST* select the name of the school from the **CA Public School** drop-down.

        These schools are listed by their official school name. If you do not see the school in this menu, you will need to find out the official name of the school. Use the California School Directory to search for schools: **http://www.cde.ca.gov/re/sd/**.

        NOTE: If the school is not listed, please select another school from the CA Public School drop-down and *type the actual school name and location in the **Additional Information** field*.

- If you select one of the following:

  (T180) Transfer to a California private school

  (T200) Transfer to a school in another state

  There ***MUST*** be *official written documentation* in the student's file, and you must select **Yes** in the **Official Documentation on File** field when you receive that documentation.

  Example of official written documentation include:

  - A records request from the receiving school (mailed, faxed, or emailed).

  - Written communication from an official at the receiving school acknowledging the student's enrollment (mailed, faxed, or emailed).

  - A copy of the student's school schedule or report card on the receiving school's letterhead (mailed, faxed, or emailed).

Exit Information for Students Who Have Left San Diego Unified

Smiley, Darius Leo   10   30993551   Serra   Inactive

Fill out the following information for students in grades 7-12 who have left the district. This information is required for state reporting. Pleas you can. Do not fill this out until you have complete information on the whereabouts of the student. This needs to be updated every time th

State Exit Code	(T180) Transferred to a California private school ∨ *
CA Public School	Complete this field if the State Exit Code is T160 or 465.
Joint Diploma Program Option	Complete this field if the State Exit Code is 25
Information Given By	Parent/Guardian ∨ *
Official Documentation on File	⦿ Yes ○ No

If you select **(T180)** or **(T200)**, you **MUST** have official documentation on file **AND** you must select **YES**.

- If you select:

  (250) Adult Ed High School Diploma

  You must select the type of graduate from the **Joint Diploma Program Option** drop-down:

  - Joint Diploma Program Option 1 graduate

  - Joint Diploma Program Option 2 graduate

Exit Information for Students Who Have Left San Diego Unified

Smiley, Darius Leo   10   30993551   Serra   Inactive

Fill out the following information for students in grades 7-12 who have left the district. This information is required for state reporting. Please
you can. Do not fill this out until you have complete information on the whereabouts of the student. This needs to be updated every time the

State Exit Code	(250) Adult Ed High School Diploma ⌄ *
CA Public School	Complete this field if the State Exit Code is T160 or T165. ⌄
Joint Diploma Program Option	Complete this field if the State Exit Code is 250. Joint Diploma Program Option 1 graduate ⌄ *

---

4. Select how the information was received in the **Information Given by** drop-down.

State Exit Code	(T160) Transferred to another California public school (Grades 7-12)
CA Public School	Complete this field if the State Exit Code is T160 or T165. Folsom High, 1655 Iron Point Road, Folsom *
Joint Diploma Program Option	Complete this field if the State Exit Code is 250.
Information Given By	Parent/Guardian ⌄ *
Official Documentation on File	● Yes ○ No

5. If the student went to another school, choose either **Yes** or **No** from the **Official Documentation on File** field.

> **IMPORTANT!** If you used the following exit codes:
>
> *(T180) Transfer to a California private school*
>
> *(T200) Transfer to a school in another state*
>
> > There ***MUST*** be *official written documentation* in the student's file, and you must select **Yes** in the **Official Documentation on File** field when you receive that documentation.
> >
> > Example of official written documentation include:
> >
> > - o A records request from the receiving school (mailed, faxed, or emailed).
> >
> > - o Written communication from an official at the receiving school acknowledging the student's enrollment (mailed, faxed, or emailed).
> >
> > - o A copy of the student's school schedule or report card on the receiving school's letterhead (mailed, faxed, or emailed).

6. **Additional Information** field: This is used to indicate any other relevant information and is required for certain state codes. *There is a 900 character limit to this field.*

- If the student enrolled in any of the following, the name of the school or facility needs to be entered:

  o   Private school in California

  o   Any school outside of California

  o   Institution for a high school diploma

  o   Institution *not* for a high school diploma

  o   Adult education program

  o   College or university

- If the student moved to another country: Enter the name of the country and document how you received this information (e.g., "Phone call from parent, family moved to Mexico")

- If the student left for a medical reason: Enter the medical reason.
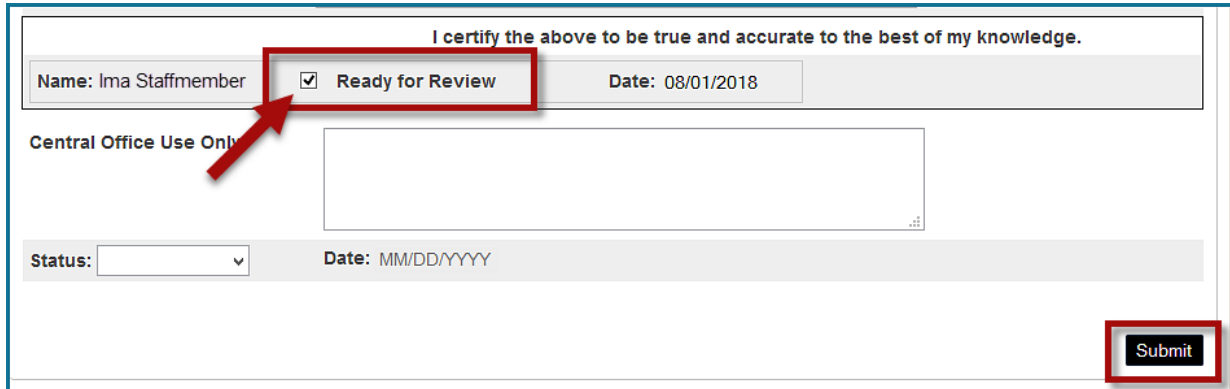
NOTE: Any other documentation or explanation that you feel is helpful or necessary may be entered in this field.

Additional Information

This field is used to indicate any other relevant information and is required for certain codes.

Enter any additional information that will clarify where the student went after leaving the district. This includes (but is not limited to) the state or country the student moved to, the name of the private school the student transferred to, the name of the adult education program the student enrolled in, or the reason that the student is a dropout.

Student moved to Grapevine TX and is now enrolled in Grapevine HS 3223 Mustang Dr Grapevine TX 76051

7. When all of the information is complete and accurate, check the **Ready for Review** box and click **Submit**.

   This signals the Central Office staff to look over the data.

   NOTE: Your name and today's date will automatically display *after* you have clicked **Submit**.
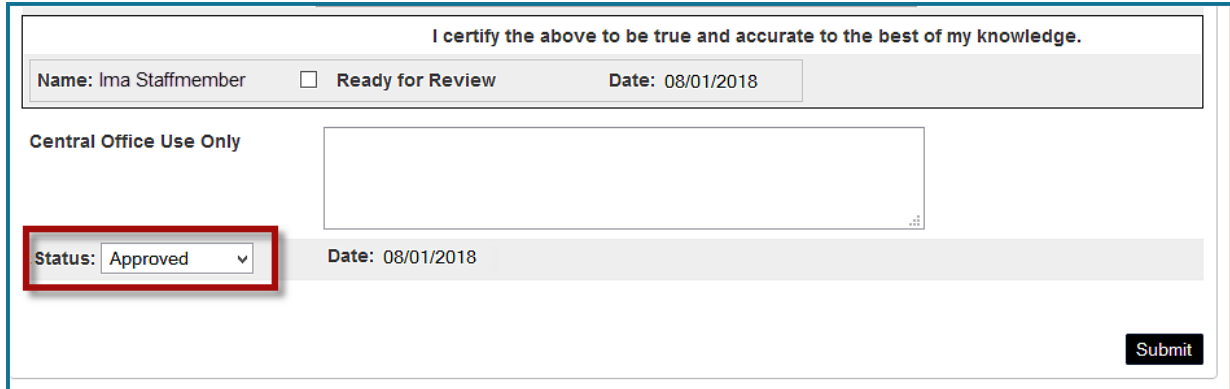
When Central Office staff finds the data accurate and complete, they will choose **Approved** from the **Status** menu and uncheck the **Ready for Review** box. Nothing more needs to be done by you for that student.

8. If there are questions about the student or corrections that need to be made, then the Central Office staff will choose **Not Approved** from the **Status** menu, uncheck the **Ready for Review** box, and write notes in the **Central Office Use Only** field to indicate what needs to be changed or looked into.

Once you have made corrections, repeat Step 7, above, and Central Office staff will check the information again.

When Central Office staff finds the data accurate and complete, they will choose **Approved** from the **Status** menu and uncheck the **Ready for Review** box. Nothing more needs to be done by you for that student.

Determining the Proper District Exit Code (7 – 12 Grades ONLY)

	Situation	State Code to Choose
1.	Student **moved** to another city **within California** (*e.g.,* to Los Angeles, Carlsbad, Fresno, Chula Vista, San Francisco, etc.) Find out if the student is enrolled in school there	
	• If **Yes**, and enrolled in a California **public** school	**T160 Transferred to another California public school (Grades 7-12)**
	• If **Yes**, and enrolled in a California **private** school *You must get written documentation of enrollment in school*	**T180 Transferred to a California Private School**
	• If it is *known* the student is **not currently enrolled in school**	**E140 Dropout, no known enrollment**
2.	Student moved to **another state**	
	• If the student is **enrolled** in school there *You must get official documentation of enrollment in school*	**T200 Transferred to a school in another state**
	• If it is *known* the student is **not currently enrolled in school**	**E140 Dropout, no known enrollment**
3.	Student moved to **another country** This includes exchange students who went back to their home country	**T240 Moved to another country**
4.	Student is in **Juvenile Hall,** or any other **county program**	**T160 Transferred to another California public school (Grades 7-12)**
5.	Student is enrolled in Continuing Education's **Educational Cultural Complex** (**ECC**) or any other adult education program for a high school diploma (*e.g.,* Miramar, Mesa, City College, etc.)	**T260 Transferred to an adult education program**
6.	Student is enrolled in **college**, working towards an AA or BA degree	**T280 Transferred to college for an AA/BA degree**

Situation	State Code to Choose
7. Student is going to **Job Corps** or **Urban Corps** Confirmed that student is taking classes to get a regular high school diploma	**T370 Transferred to an institute for a HS Diploma**
8. Student enlisted in the **military**	**T380 Transferred to an institute NOT for a HS Diploma**
9. Student **graduated from another school district**	
• If **California public** school/district	**T160 Transferred to another California public school (Grades 7-12)**
• If **California private** school/district	**T180 Transferred to a California Private School**
• If **outside** of California	**T200 Transferred to a school in another state**
10. Student completed a **GED at another school** Find out the **type** of school	**T370 Transferred to an institute for a HS diploma** **T260 Transferred to an adult education program**
11. Student is an **Option 2** graduate	**250 Adult Ed High School Diploma**
12. Student is a **Joint Diploma Program (JDP)** grad or graduated from an **HSDP** program	**250 Adult Ed High School Diploma**
13. Student is a non-diploma bound Special Ed student who received a **Certificate of Completion** (or a prior **Letter of Recognition**)	**120 Received Special Education certificate of completion**
14. Student was **expelled**	
• If the student enrolled in a public school in California, including Juvenile Hall after being expelled	**T165 Expelled – enrolled in another California public school**
• If the student did *not* enroll in school anywhere after being expelled	**E300 Expelled – not enrolled**

Situation	State Code to Choose
15. Student is being **home schooled** If student is enrolled in a home schooling program that is affiliated with the following type of school/district:	
• **California Public**	**T160 Transferred to another California public school (Grades 7-12)**
• **California Private**	**T180 Transferred to a California Private School**
• **Outside of California**	**T200 Transferred to a school in another state**
16. Student was supposed to show up at your school but didn't, and this would have been student's **only enrollment** in our district	**N470 No Show – Enrollment Dropped**

Part 5: Additional Enrollment Tasks

Entering Annual Parent Authorizations

Parent are legally entitled to and should receive an updated **Facts for Parents** booklet at the beginning of each school year. A signed **Universal Parent Authorization Form** shows that parents have received this information. This information should be entered annually in PowerSchool, and a copy of the form should be maintained by the school during the school year.

1. On the **Start Page**, search for the student.

2. On the **Student Page** under Information, click **Annual Parent Authorizations.**

3. After verifying the form is completed *AND SIGNED*, enter the information exactly as it appears on the form.

4. Click **Submit**.

Entering Boundary Exceptions

A Boundary Exception records the reason why a student who lives outside of your school boundaries is enrolled at your site. Students attending their neighborhood school will not have a Boundary Exception.

NOTE: Students are moved to their next year school based on their current school, grade level, neighborhood school, and Boundary Exception.

It is important that a Boundary Exception exists for all non-resident students. Non-resident students without a Boundary Exception will be moved back to their neighborhood school for the next school year.
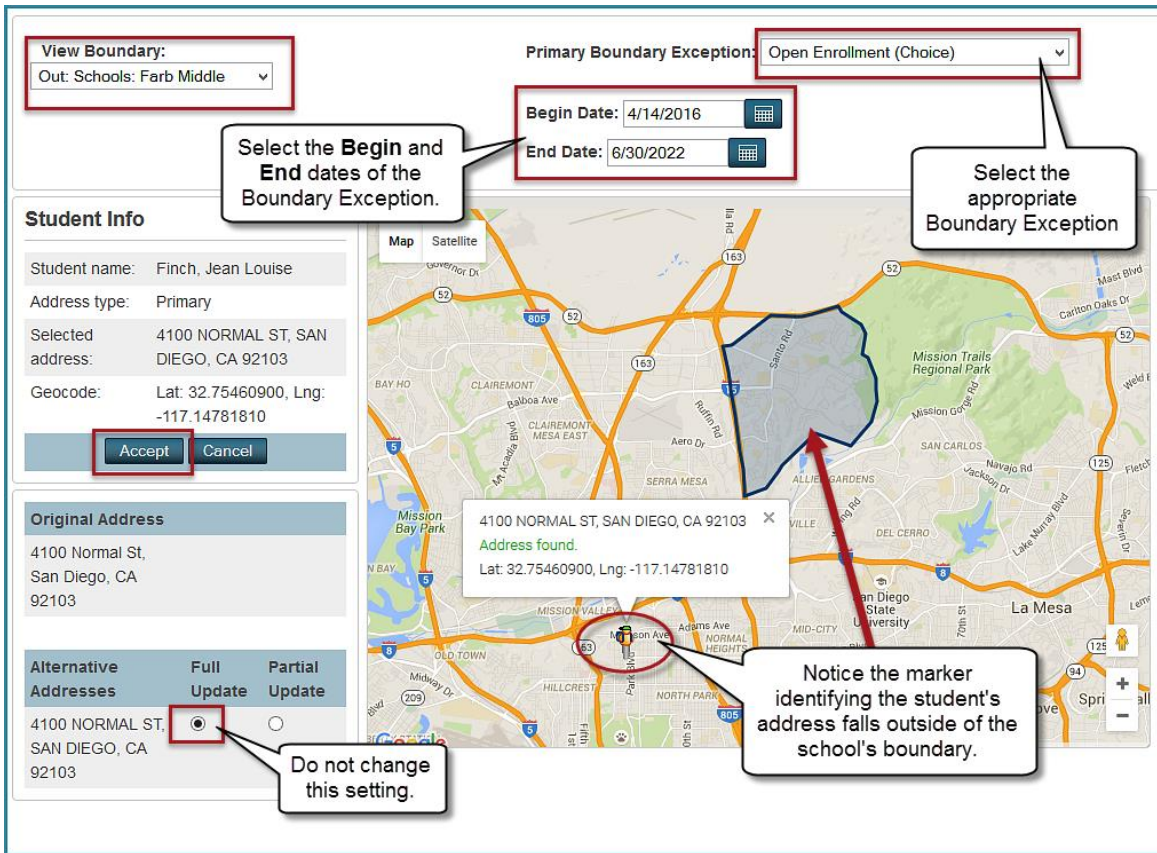
Please use **School Finder** to verify which neighborhood schools are assigned to a particular address: https://www.sandiegounified.org/schoolfinder.

To verify whether a Boundary Exception is needed, please do the following:

1. On the **Start Page**, search for the student.

2. On the **Student Page**, under Information, select **Demographics**.

3. Update the **Household Address**.

4. Once the address has been updated, click on the **Validate** button.

5. On the **Address Validation** window, notice the marker identifying the location of the student's address falls *outside* of your school's boundaries.

6. **View Boundary:** Verify that "**Out: Schools: *your school name***" is selected from the drop-down menu.

7. **Primary Boundary Exception**: Select the appropriate **Boundary Exception** from the drop-down menu.

8. **Begin Date**: Select the date the Boundary Exception begins.

9. **End Date**: Select the date the Boundary Exception ends.

   NOTE: This date should be extended out to the student's graduation year, plus one extra year, for both **Open Enrollment (CH)** and **VEEP** (as long as the student does not move out of the VEEP pattern).

10. Under **Alternative Addresses**, verify the **Full Update** button is selected (this is the default setting).

11. Click **Accept**.

View Boundary:
Out: Schools: Farb Middle

Primary Boundary Exception: Open Enrollment (Choice)

Select the appropriate Boundary Exception

Begin Date: 4/14/2016
End Date: 6/30/2022

Select the **Begin** and **End** dates of the Boundary Exception.

Student Info

Student name:	Finch, Jean Louise
Address type:	Primary
Selected address:	4100 NORMAL ST, SAN DIEGO, CA 92103
Geocode:	Lat: 32.75460900, Lng: -117.14781810

Accept   Cancel

Original Address

4100 Normal St,
San Diego, CA
92103

Alternative Addresses	Full Update	Partial Update
4100 NORMAL ST, SAN DIEGO, CA 92103	●	○

Do not change this setting.

4100 NORMAL ST, SAN DIEGO, CA 92103   ✕
Address found.
Lat: 32.75460900, Lng: -117.14781810

Notice the marker identifying the student's address falls outside of the school's boundary.

12. Back on the **Student Demographics Page**, click the **Copy from Household address** link, if the mailing address is the same as the household address.
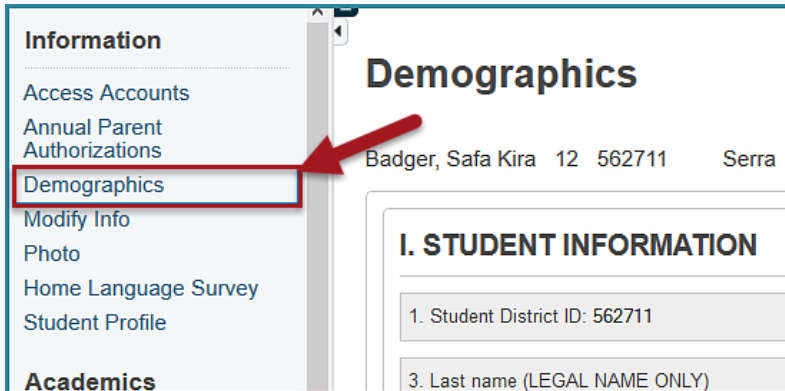
Office Only Address Verified	14. Household address:	City, State:	Zip Code:
13. 5/26/2016 Validate	4100 NORMAL ST * Lat: 32.75460900, Lng: -117.14781810	SAN DIEGO * CA *	92103 *
15. Home Phone (619) 417-9405 *	16. Mailing address: 4100 NORMAL ST * Copy from Household address Lat: 32.75460900, Lng: -117.14781810	SAN DIEGO * CA *	92103 *

13. Click **Submit**.

Editing the Student Demographics Page

To edit student demographic information, such as changing a phone number or address:

1. On the **Start Page**, search for the student.

2. On the **Student** page, click **Demographics**.

3. Update the student information in the appropriate fields:

    a. If changing an address be sure to **Validate** the new address.

    b. If the mailing address is the same as the new household address, be sure to click **Copy from Household Address**.

    c. If adding a new contact, be sure to include a phone number.

4. Click **Submit**.

Changing Next Year School and Next Year Grade

IMPORTANT! If the student is enrolling into the last grade of your school (such as 5th grade in elementary or 8th grade in middle), set the Next Year School and Grade to the next school in your school's feeder pattern.

Using District Student Search

1. On the **Start Page**, select the **District Students** tab and search for the student.

2. Click the **edit (pencil) icon** under **Next School**.

3. On the **Next School and Grade Level page**, your school name will appear in the **Next Year School** field.

4. Change **Next Year Grade Level**, if needed. Click **Submit**.

Using the Scheduling Setup Page

1. On the **Start page**, search for the student.

2. On the **Student page** under Scheduling, click **Scheduling Setup**.

3. On the **Scheduling Setup page**, select your school from the **Next Year School** drop-down menu. Click **Submit**.

Using Student Transfer - Re-Enroll in School Tab

1. On the **Start Page**, select the **District Students** tab and search for the student.

2. On the **District Search Results** page, click the **edit (pencil) icon** under the current school to access the **Student Transfer** page.

3. Complete Step 2 **Transfer to School**.

4. Select **Re-Enroll in School**, and complete the screen.

Using the Re-Enroll in School Function

1. On the **Start Page**, search for the Inactive student at your school (Include the forward slash [/] in front of the student's name, or enable the Smart Search feature).

2. On the **Student Page** under Enrollment, select **Functions.**

3. On the **Functions Page**, click **Re-Enroll In School**.

4. Complete the **Re-Enrollment Screen**.

Re-Enroll Student

Stein, Jelani Avalon   6   537216   Farb   Transferred Out

Student to re-enroll	Stein, Jelani Avalon
Entry date	4/29/2016 [📅] *
Entry code	E13 (Enter from Out of District) ⌄ *
Entry comment	
Grade Level	6 ⌄
Building	⌄

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Next Year Information

Next Year School	Farb Middle ⌄ *
Next Year Grade Level	7 ⌄ *

Submit

Using the Student Preferences in PowerScheduler

NOTE: You must have the **Power User, Behavior and Scheduling, Course Requests**, or **School Administration Security Role** in order to access **PowerScheduler**.

1. On the **Start Page** under Applications, select **PowerScheduler.**

2. Select **Students** under Resources, and then search for the student.

3. Select the **Preferences** tab, and select the **Next Year School** from the drop-down menu.

IMPORTANT! Once you submit the page, the student will show up in that school's PowerScheduler.

Editing Current Enrollment Information
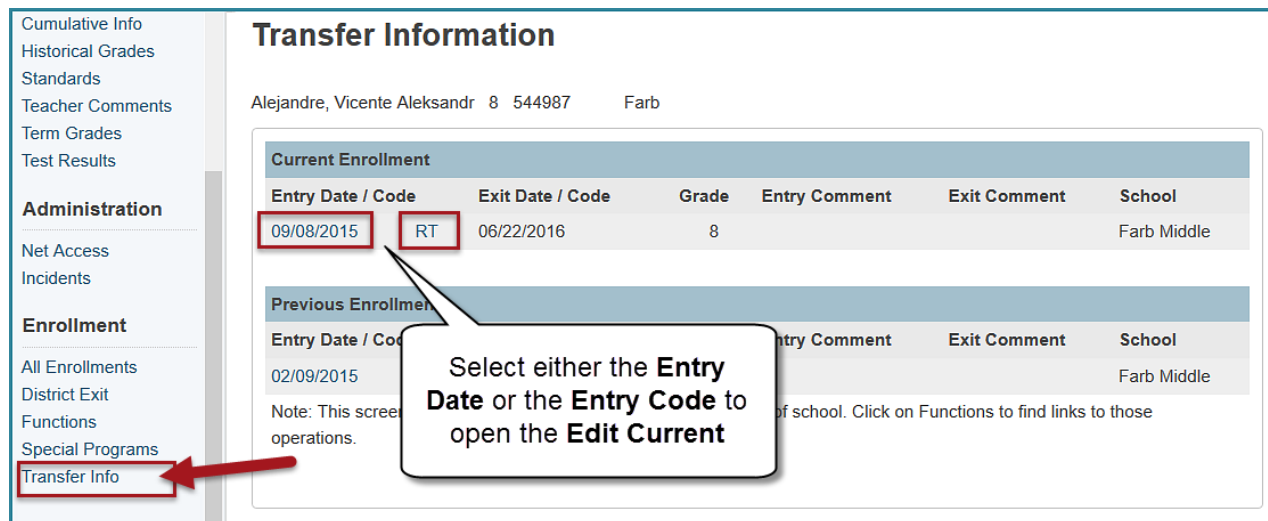
Sometimes you may need to make a change to a Grade Level, Entry Date, Entry Code, Exit Date or Exit Code.

Before making any changes, be sure to check the upper right corner of the PowerSchool window to determine whether or not you are in the correct **Term**.

IMPORTANT! DO NOT change high school grade levels (9th through 12th). The IT department will run a process at the beginning of the year and prior to each semester to reconcile grade differences based on credits earned.

You cannot use this page to transfer students in or out of school.

1. On the **Start Page**, search for the student.

2. On the **Student Page**, under Enrollment, click **Transfer Info**.

3. On the **Transfer Information Page**, click on either the **Entry Date** or **Code** of the record you need to edit.

4. Make necessary changes on the **Edit Current Enrollment** page.

5. Click **Submit**.

Edit Current Enrollment

Alejandre, Vicente Aleksandr   8   544987   Farb

School Year	2015-2016
School	Farb Middle
Entry Date	09/08/2015 📅 *
Entry Code	RT (Returning Student) ⌄ *
Entry Comment	
Exit Date	06/22/2016 📅 *
Exit Code	⌄
Exit Comment	
Grade Level	8 ⌄
Building	⌄

Note: This screen may not be used to transfer a student in or out of school.

   Click on Functions to find links to those operations.

Submit

Part 6: Enrollment Reports

Gains and Losses Audit Report

The **Gains and Losses Audit** report is a required monthly report for all school sites.

The report must be printed on the Monday following the end of the school month, signed at the bottom of the last page by both the principal and the clerk, and sent to: Pupil Accounting, Ed Center.

Keep a copy of the Gains and Losses Audit Report for your records for this year and three more years. The district is required to have the original reports on file from the sites for audit purposes.

The **Enrollment Summary** report should also be run on the same date as the **Gains and Losses Audit** report. The total numbers for these reports should match. File the two reports together.

1. On the Start Page under **Reports**, click **System Reports.**

2. Click the **SDUSD** tab.

3. Click **Gains and Losses Audit.**

4. Complete the **Gains and Losses Audit Report** page:

   a. *For the first attendance month only* do the following:

      - Click the **Begin Date and Ending Date***radio button.

      - Enter **the date *after* the first day of school** in the first date field.

        NOTE: Choosing the first day of school as the start date will generate a huge report of every single student enrolled at your site this year.

      - Enter **the fourth Friday from the start of school** in the other date field.

      For all other attendance months, do the following:

      - Click the **Reporting Segment** radio button**.**

      - Select the **appropriate month number** from the drop-down menu (refer to the Pupil Accounting Attendance Calendar).

   b. **Grade Levels: S**elect *all* grade levels at your site, and check the default box on the right.

      NOTE: Do *not* include **-2**, **-1**, **PK3**, or **PK4** grade levels.

   c. **Special Programs**: Do not make a selection, and check the default box on the right.

   d. **Group by Grade**: Leave this box unchecked, and check the default box on the right.

      NOTE: If you leave the Group by Grade box checked (the default), the report will only display the totals by grade.

5. Click **Submit.**

Gains and Losses Audit Report

Report Name	Gains and Losses Audit
Version	1.7
Description	Audit Report showing students entering and exiting Grade Levels and Special Programs.
Comments	Please Note: Students enrolled in the selected Special Programs DO NOT count as enrollment in the Grade Level. They are counted separately in the Special Program section.
Reporting Segment or Begin Date and Ending Date*	● 9 : 04/25/2016 - 05/20/2016 ▾ ○ 00/00/0000 📅 00/00/0000 📅

Data to be filled	(Check checkbox on the right to save as default value) Reset All ▾
Grade Levels (multi-selectable) (Leave blank to run for special program enrollments only)	6 7 8 ☑
Special Programs (multi-selectable) (Leave blank to run for grade level enrollments only)	ELA Co Teach / ELA Collab / ELA Consult / Math Co Teach / Math Collab / Math Consult ☑
Group By Grade	☐ Uncheck this box. ☑
	Submit

6. In the Report Queue, right click on **View**, and select **Open Link in New Tab**.

7. Once the report is printed, both the school principal *and* the clerk will sign and date the page with the school enrollment totals. The report does not print signature lines, so you will need to write in.

8. Keep a copy of the signed report for your records. Send the original report through School Mail to **Pupil Accounting, Education Center**.

REPORT OF GAINS AND LOSSES — Page 1
From 04/25/2016 to 05/20/2016
As of 04/28/2016, 16:26:48

District: PS District One (3768338)   School: Middle

Date	Grade	ID	Student Name	Action	Notes	Male	Female	Total
04/25/16	Grade 6,7,8				Starting Enrollment:	201	193	394
05/20/16	Grade 6,7,8				Ending Enrollment:	201	193	394

Principal: *Sammy Sample*
Clerk: *Jane Doe*
Date: *4/28/2016*

Both the Principal and Clerk must sign and date this page.

Enrollment Summary

The **Enrollment Summary** report should be run in conjunction with the **Gains and Losses Audit** Report. The Total Enrollment Numbers must match.

1. On the **Start** Page, click **Enrollment Summary.**

2. From the **View** drop down list select **Federal Ethnicity and Race**. The date will default to the current date.

   NOTE: If you are running this prior to the start of school you will need to change the date to the first day of school. This will display a school Enrollment Summary organized by grade level and by ethnicity.

To view an **Enrollment Summary Chart**, click any **Grade Level** or **Heading**. This will display a bar graph will the details of the category selected.

To view the details for a group of students, click any number in the table itself.

1. Click **Make Students Current Selection**.

2. From the **Group Functions** menu, select **Enrollment Summary.**
   The results will appear for just that group of students.

Enrollment Verification Form

Schools should use the **Enrollment Verification Form report** to print an enrollment Form pre-filled with student information that has been entered in PowerSchool.

This report should be used to verify enrollment information from Parent/Guardians each school year.

IMPORTANT! *All changes made by the parent on the Enrollment Form must be entered in PowerSchool by **October 1st** each year.*

1. Schools should send the Enrollment Verification Form home with students.

   It is recommended that schools include a cover sheet with any additional instructions for parents.

2. Corrections must be made by the Parent/Guardian in blue or black ink only. The form must be signed by the Parent/Guardian *even if no changes were made*.

   If the Parent/Guardian neglected to sign the form, the school should make every effort to obtain a signature.

   Student or parent information should ***only*** be updated in PowerSchool if a signature is provided.

3. The signed Enrollment Verification Form should be filed by the school in the secure area where other enrollment forms are kept.

   If many corrections were made to the enrollment form, schools may print a new, updated version of the Form for filing purposes.

4. If the school receives a corrected, signed Enrollment Verification Form and the Home Address has changed, proof of residence is required.

   Click the **Validate** button shown in the Address Verified field on the Demographics page. Validating the address will also update the Address Verified Date which is shown.

   If the **Mailing Address** is the same as the **Household Address**, click the **Copy from Household address** link.

5. **IMPORTANT!** Some situations require the home address to be kept completely confidential.

   In these situations, enter the school's address in the **Household Address**. If the Parent/Guardian has a P.O. Box that can be used, enter the P.O. Box address in the **Mailing Address**.

   The Principal should be provided with a document that indicates the true, confidential address for the Parent/Guardian and student. The confidential address should be kept in a safe and secure location. An appropriate note <u>must</u> be entered in the **Legal Buildings** field to indicate that the address is confidential.

6. If the school receives a corrected, signed Enrollment Verification Form, and the Ethnicity/Race has changed, make the necessary update in PowerSchool.

   If you have questions, contact the **Neighborhood Schools and Enrollment Options Department** at (619) 260-2410.

Printing the Enrollment Form for an Individual Student

1. On the **Start Page**, search for the student.

2. On the **Student Page**, click **Print a Report**.
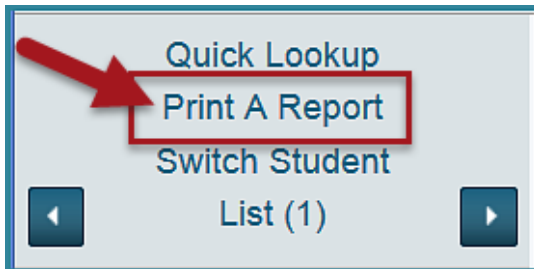
3. **Which report to print:** Select the **Enrollment Form** from the drop down menu.

   - Select **EnrollmentForm-ES** *(school year)* to print the report in Spanish.

   - Select **EnrollmentForm-EN** *(school year)* to print the report in English.

4. Leave other settings as they are and click **Submit**.

Printing the Enrollment Form for Multiple Students
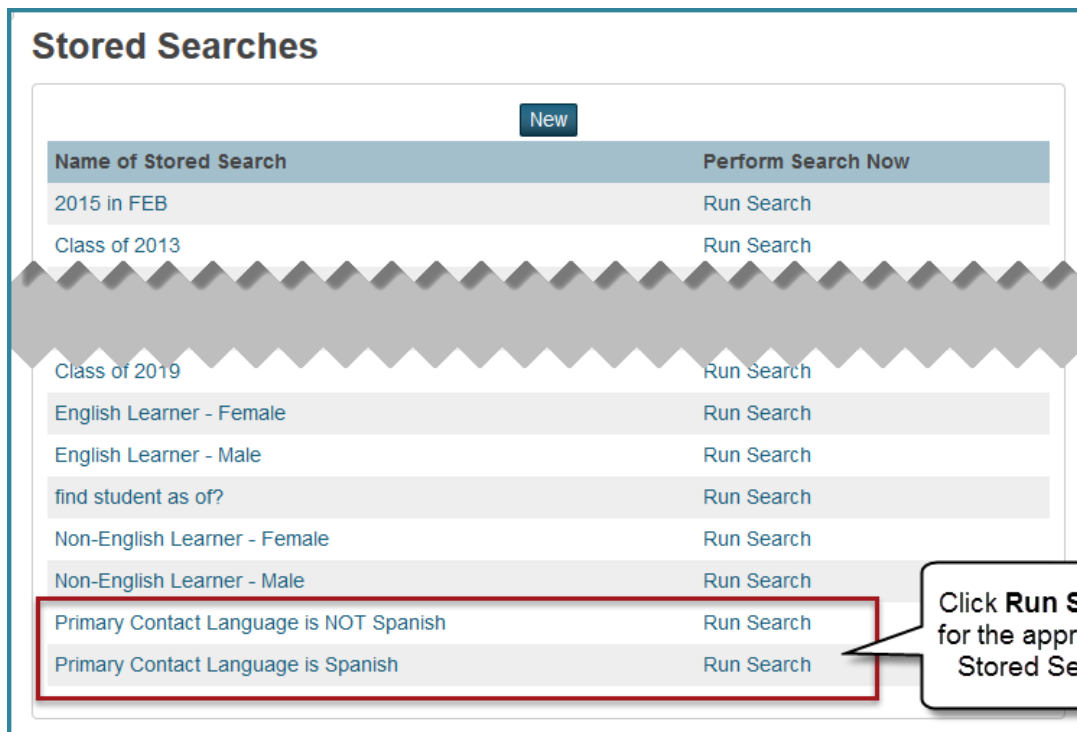
Enrollment Verification Forms can be printed for students whose Primary Contact Language is Spanish or Not Spanish.

1. On the **Start Page**, select **Stored Searches**.
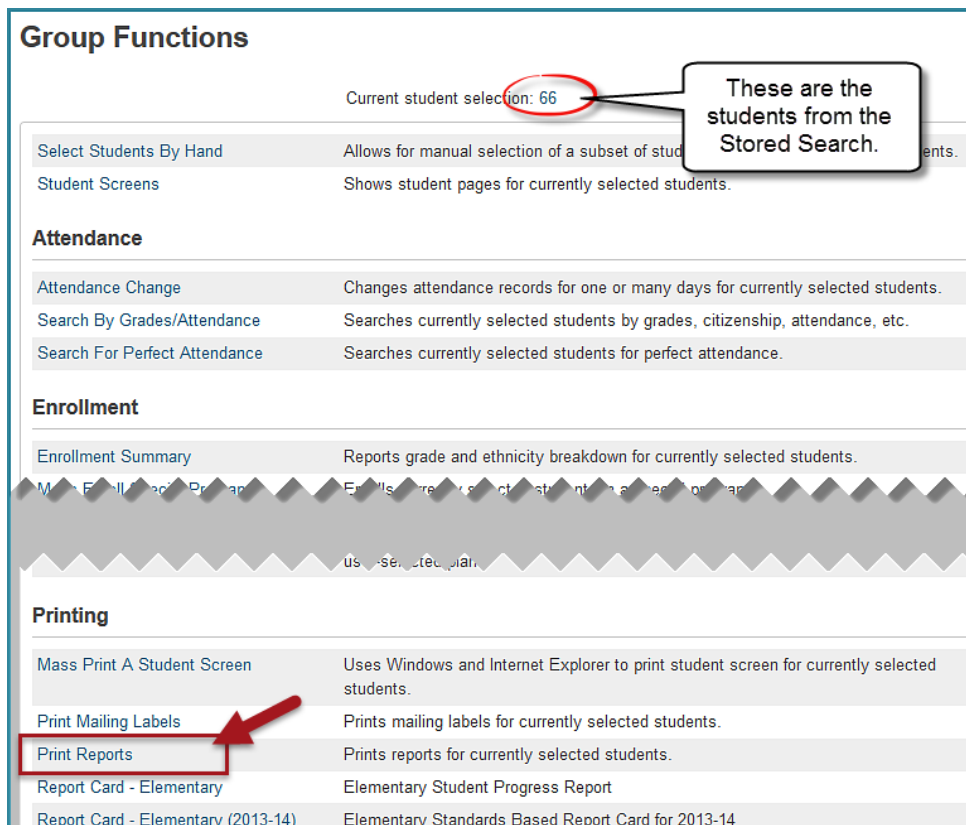
2. Click **Run Search** for the appropriate Stored Search:

- **Primary Contact Language is Spanish**

- **Primary Contact Language NOT Spanish.**

3. Once you have selected your students, click **Print Reports** from the **Group Functions** menu.

4. **Which report would you like to print?:** Select the **Enrollment Form** from the drop down menu.

   - Select **EnrollmentForm-ES** *(school year)* to print the report in Spanish.

   - Select **EnrollmentForm-EN** *(school year)* to print the report in English.

   - **For which students?:** Select one of the following options

     All records in a single batch: Prints the report as a single job. For large report sizes, this may take a while. It is recommended that for large report sizes that the report is printed in batches. See the last bullet point below.

     Print only the first [X] records: Prints the report for only the first specified number of records.

     All records in batches of [X] records: Prints the report in the specified number of batches.

5. **In what order?:** Select how you would like the Enrollment Forms sorted:

   - **Alphabetical**

   - **By grade, then alphabetical**

   - **By period (X) class, as of this date: xx/xx/xxxx** (takes extra time)

6. Leave other settings as they are and click **Submit**.

Incomplete Enrollment Report

During the enrollment process, if you leave the Demographics page without submitting, the student record will exist in PowerSchool but with an Inactive enrollment status (-2). All students with an Inactive (-2) enrollment status must have their enrollment completed before the end of the day.

The Incomplete Enrollment Report will help you identify students whose enrollment process was not completed.

IMPORTANT! Run this report daily the first couple of weeks of school, when the enrollment volume is high. Then run once a month to validate that no one at your site has started an enrollment and not completed it. If this student is a no show, contact the Help Desk to have them dropped.

1. On the **Start Page** under Reports, select **System Reports**.

2. On the **Reports** page, select the **sqlReports4 tab.**

3. On the **sqlReports page** under Enrollments, select **Incomplete Enrollments.**

4. Click **Submit.**

5. On the **Incomplete Enrollments** page, click the **Student Number** to open the Student Demographic page.

6. Complete entering the student information on the Demographics page and click **Submit**.

Incomplete Enrollments

| Make Current Selection | Copy | CSV | Tab | Print | PDF |

Search: _____

Count	Student Number	First Name	Last Name	Grade Level	Entry Date	Exit Date	Exit Code	School
1	567953	John	Finch	6	04/14/2016	06/22/2016		Farb Middle
2	567954	Barney	Rubble	6	04/14/2016	06/22/2016		Farb Middle

Showing 1 to 2 of 2 entries

Click the **Student Number** to open the Student Demographic page in a new tab.

Verification of SSID Report

It is important that every student has a Student State ID (SSID). This data is mandatory for CALPADS reporting and State Testing. Beginning the fourth week in September, the data is pulled from question 45 and 46 and matched to data in CALPADS.

SSID Frequently Asked Questions:

1. **The student information is correct on my Verification of SSID report. How long will it take for a student to obtain an SSID and be removed from the report?**

   This depends on the time of year. At the beginning of the school year it can take longer, but turnaround time is normally 48-72 hours, unless there are discrepancies with the student's birthdate, birth city/state, or California schooling information (Question 45) on the Demographics page. If question 45 is left blank, and the student does have prior California public schooling, more research is required before matching the student with the existing SSID, which can cause a delay.

2. **Why does my student have an SSID in question 45, but not at the top of the Student Demographics page?**

   The SSID in question 45 was entered by your school and is for matching purposes only. Once the match has been completed in CALPADS, the IT Department will update the SSID field at the top of the Student Demographics page.

3. **I have followed all of the instructions but my student is not appearing in TOMS (Test Operations Management System). What do I do?**

   - *If a new student's previous school is in California, then you must enter the correct information in questions 45 and 46 on the Demographics page in PowerSchool. Inaccurate school name/district information will slow down the process.*

   - *Check the student's transcript or contact previous school to obtain the SSID.*

   - *A student must have an SSID in PowerSchool in order to be uploaded to CALPADS. If the student record is still missing an SSID after 72 hours, email jschmidt2@sandi.net.*

From CALPADS, the student's information is sent to TOMS. If your student doesn't appear in TOMS within 48 hours of seeing their SSID in PowerSchool on line 2 of the Demographics page, contact **Assessment Services** *at* **(619) 725-7065***.*

Run the **Verification of SSID** report monthly to find students who do not currently have a SSID.

1. From the **Start Page**, select **System Reports**.

2. On the **sqlReports4 tab** under **CALPADS,** select **Verification of SSID** report.

3. On the **Run sqlReport** page, click **Submit**.

Run sqlReport -

Label	Value
Name	Verification of SSID
Description	This report contains all students for your school that do not currently have an SSID. Use this report to verify the five previous fields so a state ID (SSID) can be obtained as soon as possible.

Submit

Verification of SSID Report

Verification of SSID

Make Current Selection   Copy   CSV   Tab   Print   PDF

Search:

Student Number	First Name	Last Name	Grade Level	Entry date	Exit date	Last Non CA school	Last Non CA City	Last Non State	Previous SSID	Previous Last CA District	Previous Last CA School
548749	Lauren	Esguerra	9	09/08/2015	06/22/2016				0	Private	Nazareth School
549711	Whitney	Ryan	10	09/08/2015	06/22/2016				0	San Marcos	San Marcos High School
549481	Evan	Jones	11	09/08/2015	06/22/2016				0	Chula Vista	Olympian High School
549873	Alexis	Ryan	11	09/08/2015	06/22/2016				0	San Marcos	San Marcos High School
548406	Marc	Awwad	9	09/08/2015	06/22/2016				0	Private	St Pauls Lutheran
550951	Garrett	Chong	11	09/08/2015	06/22/2016	Union Grove High School	McDonough	GA			
552884	Jacey	Forsgren	10	09/08/2015	06/22/2016	Radford High School	Honolulu	HI			
552475	Madeline	O'Connor	9	09/08/2015	06/22/2016	Istituto Compresivo	Meduno, Italy	NA			
552930	Brendyn	Schaefer	9	09/08/2015	06/22/2016	MC Perry High School	Iwakuni	NA			
452806	Alanna	Idano	9	09/08/2015	06/22/2016				1234567890	Grossmont Union	Cajon Valley Middle School
553504	Mary	BozaLino	12	09/08/2015	06/22/2016	College Felix	Madrid, Spain	NA			

Enter "0" ONLY if you are unable to obtain SSID.

This SSID will remain on report until it has been verified by CALPADS.

Additional Enrollment Reports

All of the reports listed here can be found under the **sqlReports4** tab on the **System Reports** page, then expand the **Enrollment** heading.

Reports found elsewhere in PowerSchool will include navigation instructions.

Address Errors Report

This report lists students with address problems or students with parents who may have address problems. The report will list students who may have one or more of the following problems:

- Household Address is missing

- Mailing Address is missing

- Parent Guardian 1 does not live with student and address is missing

- Parent Guardian 2 does not live with student and address is missing

Please note that each problem will be identified with the following icon ⚠

Alpha Roster with Teacher and Room

This report is an Alpha listing of students at your school. The report extracts teacher name and room number for elementary students only with one classroom.

Class of List

This report is for high schools only.

This report lists students and their official Class Of, sorted by student name.

Email Address for Student Contacts

This report provides all email addresses associated with actively enrolled students at your school:

- A comma-delimited list of all parent portal emails associated with the student.

- A comma-delimited list of all parent portal additional notification emails associated with the student.

- Emails for Parent/Guardian 1, Parent/Guardian 2, Emergency Contact 1 and Emergency Contact 2 from the student's demographic information.

Emergency Listing Report

This report provides emergency contact information for students at your school, including the student photo and Health Alert information, if this information exists in PowerSchool. Please note that the Advisor listed on this report will reflect the Home Room for elementary schools and the Counselor for secondary schools.

To run this report, select a student or group of students, select **Print Reports** from the **Select Functions** button, then select **Emergency Listing** from the drop-down menu. Click **Submit**.

Enrollment Form – Cal Grant Opt Out

This report lists actively enrolled students with response to the Enrollment Form question about Cal Grant. (For high school students only)

The district is required to submit a Cal Grant high school GPA to the California Student Aid Commission (CSAC) for all graduating seniors unless the parent opts out of the submission process.

The GPA will be submitted electronically unless you select "Opt Out," or submit an Opt Out form.

Enrollment Form – CHKS Opt Out

This report lists actively enrolled students with response to the Enrollment Form question about the California Healthy Kids Survey (CHKS). (For students in Grades 7, 9 & 11)

The survey is anonymous and confidential. If the parent does not want their child to participate they must select "Opt Out".

Enrollment Form – Transcript/Discipline Release

This report lists actively enrolled students with their responses to Enrollment Form question regarding release of Transcript and Discipline information. (For high school students only).

Question is related to the release of educational information, including, but not limited to, Transcripts, Letters of Recommendation, Financial Aid Forms, GPA Verification Forms, Reports, Class Ranking Status (33.a) and Disciplinary Records (33.b).

Enrollments by Date Range

This report will list all active student enrollments that have an entry date between a specific Start Date and End Date.

Homeless and Foster Students

This report lists the students at your school who have a Homeless or Foster living situation.

Kindergarten Continuance List

Lists all current Kindergarten students who were in Kindergarten in the prior year. Students retained in Kindergarten and students with late start dates are included in the list. Students who were in a designated Transitional Kindergarten class in the prior year will not be included.

Missing Home Language Survey

This report will show students at your school who are missing Home Language Survey information.

Next Year All Students

This report will display all students who will be enrolled at your school next year, regardless of whether they are currently enrolled at another school or if they will be new to your school next year. Please note that Pre-Registered students will appear with a Current School that matches the school they will be attending next year.

Next Year Incoming Students

This report will display students who will be enrolled at your school next year. Please note that Pre-Registered students will appear with a Current School that matches the school they will be attending next year.

Next Year Outgoing Students

This report will show students who are currently enrolled at your school but will be attending a different school next year.

Non-Resident Students

The **Non-Resident Students** report lists students who are actively enrolled at your school but do not live within your school's boundary, based up on the home address in PowerSchool.

Photo/Video/Media Release Information

This report displays actively enrolled students at your school along with Photography, Video, and Media Release Information. Information can be updated on the Annual Parent Authorizations page.

Student Address Listing

This report is a listing of your active students with their home addresses.

Student Age

This report will list actively enrolled students at your school. The age of each student is shown as of the date entered. You may optionally choose if you wish to see the remainder of months (for example, 17 years; 3 months).

Student Contacts

This report lists actively enrolled students as well a parent/guardian information for each student.

Student Ethnicity

This report provides student ethnicity information. Enter an effective date to run the report.

Student Preferred Name List

The report lists all students where a Preferred Name has been entered.

Students Last Two Enrollments

This report displays students that have attended your school this year or last.

Use the drop down to choose the students you want on the report. Choose Incoming, Outgoing, Same School or All students at your school.

This report is excluding all records with a No Show exit code.

Please note, this report will take a little time to run as it is pulling a lot of data.

Student Not at Neighborhood School Report

This report lists grade-appropriate students who reside in your school's boundary but attend another district-run school or a district-authorized charter school. It is based upon students' Home Address in PowerSchool.

- This report does **not** include students attending in another school district or a private school.

- The report also excludes students attending a special education site or alternative schools.

- The report lists boundary exception information for each student as it appears in Powerschool; this information may be out of date or incorrect. We ask for schools' continual assistance with updating and correcting boundary exception information.

- This report is only intended for schools with attendance boundaries. It is not applicable for dedicated magnets, alternative/atypical schools, special education sites, or charter schools.

If your school intends to mail out informational fliers to students based on this report, you must first clear the informational mailing with the Communications department. Please contact Communications department at 619-725-5578.

If your school has an optional area, students may appear on your report who are attending the other school which shares the optional area with your school; note that these students have not 'choiced out' but rather are attending their other neighborhood school. These students should not have boundary exception information.

If your school is a K-6 or K-8, or a middle school whose attendance area includes a K-6 or K-8, students may appear on your report who are attending the other school which has grade overlap with your school; note that these students have not 'choiced out' but rather are attending their other neighborhood school. These students should not have boundary exception information.

For Kearny and San Diego High school complexes, students attending any of the small themed schools on your campus are included on the report. Similarly, for Farb and DePortola middle schools, which share an attendance area, students attending either school are included on the report.

Students Who May Be Missing Next School

This report lists students who may not have Next School set in PowerSchool. Please review this list at your school and do the following:

- If the student will be attending next year, use the **Scheduling Setup** page or **Demographics** page to identify the correct Next School. Please also correct the Next Grade Level, if needed.

- If the student will **not** be attending next year, then Next School should be set to **Not continuing next year**.

Students with Legal Bindings

This report will display active enrolled students where a legal binding entry exists.

Run this report to clean up unnecessary notes that may have been entered in this field.

Students with Military Parents

This report will display all actively enrolled students at your school where one or both parents have the Active Duty Military checkbox turned on.

Students with Other Alert

This report will list students who are actively enrolled at your school and have an Other Alert entered in PowerSchool.

Technology/Network Use Information

This report displays actively enrolled students at your school along with Technology/Network Use Guidelines. Information can be updated on the Annual Parent Authorizations page.

Transferred Students

This report will display students who have been transferred from your school within the given date range. You may optionally indicate that you only want to see students who are now enrolled at another school.

Uniform Discipline Plan Information

This report displays actively enrolled students at your school along with Uniform Discipline Plan Information. Information can be updated on the Annual Parent Authorizations page.