

PowerSchool Handbook

Enrollment Handbook

Version 8.0
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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) or submit a support request online at <https://sdusd.cherwellondemand.com>

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



Part 1: Resources

Department References – Where to Get Help

This handbook is designed to work 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:

- **Attendance boundaries:**
Instructional Facilities Planning (Boundaries Office)
https://staff.sandiegounified.org/departments/instructional_facilities_planning
- **CAIR/SDIR forms, Immunizations and required physicals:**
Nursing and Wellness Program
https://staff.sandiegounified.org/departments/nursing_and_wellness_program
- **Enrollment Blocks or formal SIP Council placement:**
Placement and Appeal
https://staff.sandiegounified.org/departments/placement_and_appeal
- **Enrollment policy and procedures, School Choice management, or Early Learning enrollment:**
Neighborhood Schools and Enrollment Options
https://staff.sandiegounified.org/departments/neighborhood_schools_and_enrollment_options
- **Entry Codes:**
Pupil Accounting
https://staff.sandiegounified.org/departments/pupil_accounting
- **Exit Codes and the District Exit page:**
Research and Evaluation: (619)725-7164
- **Home Language Survey:**
Office of Language Acquisition (OLA)
<https://staff.sandiegounified.org/departments/ola>
- **Living Situation, homeless students, military families, students in foster care, or refugee students:**
Children and Youth in Transition
https://staff.sandiegounified.org/departments/children_and_youth_in_transition
- **Preferred Name and Gender policy and procedures:**
Youth Advocacy
https://staff.sandiegounified.org/departments/youth_advocacy

Entry Codes

Entry Codes are used to indicate the circumstance of how the student is enrolling into your school.

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. <i>SCHOOLS SHOULD NOT USE THIS CODE.</i>
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. <ul style="list-style-type: none"> Pre-school, childcare, 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. <i>SCHOOLS SHOULD NOT USE THIS CODE.</i>

Exit Codes

Exit codes are used to indicate the circumstance of why a student is transferring out (withdrawing) from your school.

IMPORTANT! For students in **grades K-12** who are *leaving the district*, refer to **District Exit** on page 92, for detailed instructions on determining which exit code is appropriate to use in a particular situation.

Preschool (Grades PK ONLY)

Description	PowerSchool and State Code	Usage
Deceased	E130	Used when student has died.
PreK Exit	E450	Used when a Grade PK student <i>transfers out of the district</i> , regardless of what type of school (public, private) he or she went to. Used when a Grade PK student <i>transfers within the district</i> .
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.

Grades K through 12

Description	PowerSchool and State Code	Usage
Graduated, received HS diploma	100	Used when student has met all requirements for a district diploma.
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.

Grades K through 12 (cont'd)

Description	PowerSchool and State Code	Usage
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.
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.
Promoted/matriculated to a California public school	480	Used when the student finished the highest grade level at the school (like grade 8 in middle school, or grade 5 in elementary school) and is now enrolled in a California public school.
Promoted/matriculated to a school that is not a California public school	485	Used when the student finished the highest grade level at the school (like grade 8 in middle school, or grade 5 in elementary school) and is now enrolled somewhere that is NOT a California public school. (e.g., out of state school, private school). <i>Official written documentation of enrollment at the receiving school is needed for students exiting grade 9-12.</i>
Special Ed Prior Completer	E125	Used when the student exited a special education transition program and was previously reported as receiving a special education certificate of completion.
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 <i>no</i> further participation in an academic program working toward a high school diploma, GED, or the equivalent.

Grades K through 12 (cont'd)

Description	PowerSchool and State Code	Usage
Dropout (age 18 and above) or Unknown Grade K Exit	E400	Used when a student who is 18 years old or older has dropped out of school <u>or</u> when a kindergarten student has exited the district and there is no known subsequent enrollment in a public or private school.
Withdrew for medical reasons	E410	Used when student withdrew from school for medical reasons (<i>not including pregnancy</i>).
No Show-Enrollment Dropped	N470	Used when the student was pre-enrolled but never attended the school.
Transferred to another California public school (grades K-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 and subsequently enrolls in another California public school.
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.
Discharged from AE or IS school, not meeting program requirements	T168	Only available at ALBA, Mt. Everest, iHigh, Twain, Garfield, SD Met
Transferred to a California private school	T180	Used when student transferred to an identified private school in CA. <i>Official written documentation of enrollment at the receiving school is needed for students exiting grade 9-12.</i>
Transferred to a school in another state	T200	Used when student enrolled in public or private school in USA, outside CA. <i>Official written documentation of enrollment at the receiving school is needed for students exiting grade 9-12.</i>
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.

Grades K through 12 (cont'd)

Description	PowerSchool and State Code	Usage
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 K-12)	T160	Used when student exits intersession, extended day program or another part-time enrollment.

For Central Office Use Only – Do not use

Description	PowerSchool Code	Usage
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. <i>No longer in use after 2013-14 school year; CENTRAL OFFICE USE ONLY.</i>
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). <i>No longer in use after 2013-14 school year; CENTRAL OFFICE USE ONLY.</i>
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 CAHSEE per Education Code 60852.3(a). <i>No longer in use after 2013-14 school year; CENTRAL OFFICE USE ONLY.</i>
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.
Grade 12 continuing in the same grade and school (CENTRAL OFFICE USE ONLY)	E156	CENTRAL OFFICE USE ONLY Used in Re-Enrollments, in cases where the student was reenrolled at the same school and grade.
Summer or Intersession Exit (CENTRAL OFFICE USE ONLY)	E490	CENTRAL OFFICE USE ONLY Used when student continues same school. <i>This code was discontinued in 2014 but will remain in PowerSchool due to attached historical data.</i>
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.

For Central Office Use Only – Do not use (cont'd)

Description	PowerSchool Code	Usage
Transferred to an adult education program, then dropped out	T270	<i>This code was discontinued in 2014 but will remain in PowerSchool due to attached historical data.</i>
Withdrew to a health care facility	T310	<i>This code was discontinued in 2014 but will remain in PowerSchool due to attached historical data.</i>
Withdrew to homeschool (not associated with a public or private school)	T460	<i>This code was discontinued in 2014 but will remain in PowerSchool due to attached historical data.</i>
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.

Enrollment of Children and Youth in Transition

The table on *page 17* 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, ***students experiencing homelessness, military youth, students in foster care, refugee/immigrant youth***, or students transitioning from juvenile hall, please contact Children and Youth in Transition at (619) 725-7326.

As required by the McKinney-Vento Act, enroll students seeking McKinney-Vento eligibility immediately, ***even if they are unable to provide paperwork normally required for enrollment*** [42 U.S.C. § 11432(g)(3)(C)(i)(I)].

According to the federal McKinney-Vento Act, schools must immediately enroll students experiencing homelessness as defined by the McKinney-Vento Act [42 U.S.C. § 11432(g)(3)]. Military youth and foster youth also have the right to immediate enrollment.

Students experiencing homelessness have the right to remain at their school of origin. School of origin is defined as the school the youth attended when permanently housed, the school last enrolled in, or a school that the youth has a connection to in the last 15 months. Students can stay at their school of origin the entire time they are homeless and until the end of any academic year in which they move into permanent housing. Students experiencing homelessness also have the right to attend the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level served by the school of origin. Additionally, a youth may remain in their high school through graduation after becoming permanently housed if it is in their best interest and if the parent requests this.

A family experiencing homelessness is not required to provide any address or residence documentation to enroll their children. Homeless students are entitled to immediate enrollment in any public school that students living in the same attendance area are eligible to attend, even if students have missed application or enrollment deadlines during any period of homelessness. Students do not have required documents, such as school records, records of immunization and other required health records, proof of residency, guardianship, or other documents.

Strategies to enroll:

First ask if their address is temporary or permanent?

If they indicate temporary, then you will need to determine their living situation by asking where they are living, such as:

- Motel/hotel
- Shelter or other temporary housing
- Unsheltered such as car or campsite

With friends or family members (other than, or in addition to, parent or guardian). If family is living in shared housing, please ask them to indicate if any of the following reasons that apply:

- Loss of housing
- Economic situation
- Temporarily waiting for house or apartment
- Living with boyfriend/girlfriend
- Loss of employment
- Providing care for a family member
- Parent or guardian is deployed
- Other (Please explain)
- The CDE has a sample housing questionnaire and accompanying guidance for the use and completion of the housing questionnaire on the Resources for Homeless Children and Youth web page: <https://www.cde.ca.gov/sp/hs/cy/documents/housingquestionnaire.pdf>
- And here: <https://www.cde.ca.gov/sp/hs/cy/documents/guidanceforquestionnaire.docx>

Other strategies to facilitate immediate enrollment:

- Take the family to a private place to fill out enrollment forms
- Accept school records directly from families and youth
- Be calm, patient, and reassuring—you can make a difference
- Utilize the caregiver affidavit if a youth is unaccompanied
- Contact the last school of attendance and accept a verbal verification of immunizations

Other important information:

- 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.

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 after the student has completed the school year in grades Preschool-8.

Current Caregiver and Living Situation Chart

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)	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.
Temporary/inadequate residence due to financial hardship:	
Living with someone/Doubling up	Used when sharing the housing of other persons due to loss of housing, economic hardship, or similar reason.
Hotel/motel	Used when temporarily staying in a motel, hotel, or campground.
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 public or private place not designated for or ordinarily used as a regular sleeping accommodation, substandard housing, bus, or train station.
Unaccompanied Youth	Used if the student has been identified as homeless and is not in the direct care of their parent or court appointed guardian.
Runaway Youth	Used if the student is less than 18 years of age, has left home without parental/caregiver permission, and has stayed away from home one or more nights. IMPORTANT! If Runaway Youth is checked, a Homeless Living Situation box and Unaccompanied Youth should also be checked
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.

Boundary Exceptions

Boundary Exceptions are applied during the address validation process and used to indicate the reason a student enrolls at a school that is not their neighborhood school.

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 childcare within site attendance area but <u>not</u> on site (No PrimeTime).	End of current school year or when childcare 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 if 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 Exceptions (cont'd)

Boundary Exception	Description	End Date
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.
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 if articulating has space available. Must renew per Interdistrict Attendance Permit Contractual Agreement when moving sites. Permit may be revoked due to poor attendance, behavior, and academics.
Inter-SELPA Agreement (IS)	Student enrolled with an Inter-SELPA agreement through Special Education.	Continue if student resides outside of district.
Magnet/Total School (MS)	Student is enrolled at a Magnet School through the Magnet process.	Continue if 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 the same feeder pattern and student does not move outside of SDUSD boundaries.
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.

Boundary Exceptions (cont'd)

Boundary Exception	Description	End Date
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.
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.
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 if in same feeder pattern.
Senior Student – Grade 12 (SR)	Student moves out of boundary during 11 th or 12 th grade and is allowed to complete 12 th 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 if 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 if 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 if in same feeder pattern.
Specialized Course (CH2)	Student enrolled in high school through School Choice with specialized course priority.	Until exiting specialized course.
Universal Transitional Kindergarten	Student is enrolled in TK (turning 4 by September 1 of current school year) and are placed at a site that is not their neighborhood school (overflow).	End of current school year. Must be accepted via Choice to continue at overflow site
VEEP (VP)	Student is enrolled at a VEEP receiving school through the VEEP process.	Continue to graduation if in same feeder pattern.

Grade Level Descriptions

NOTE: TK and Kindergarten grade levels are determined by the student's date of birth.

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
PK3 (-3)	PK3	Students in specialized settings and State Preschool
PK4 (-2)	PK4	Students in specialized settings and State Preschool
TK	TK	Students who will be 4 years old by September 1 These students are enrolled in the TK Grade Level then scheduled for the Universal Transitional Kindergarten (EUTK) course in PowerSchool.
K	Kindergarten	Students in Kindergarten
1-12	1 st through 12 th grade	Students in grades 1 through 12
NG	NG	<i>DISCONTINUED CODE – DO NOT USE</i>

Please contact **Pupil Accounting** at **(619)-725-7575**, or the **Neighborhood Schools and Enrollment Options** at **(619) 260-2410** with questions regarding grade level descriptions associated with pre-kindergarten students.

IMPORTANT! High School grade levels are based on credits earned. DO NOT change high school grade levels (9th through 12th). The IT department will run a process at the beginning of the year, and again before semester 2 to reconcile grade differences based on credits earned.

Races/Ethnicities

When searching for students, search by **Ethnicity**, not Race, and search for the **Code**, not the Description.

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	Samoaan
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 a *sample* of what is currently used by San Diego Unified in PowerSchool. Many Special Programs cannot be updated by the school. Schools can only add students into selected Special Programs offered at their site.

NOTE: The Special Programs Security Access Role is required to add a Special Program.

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

Enrollment Status









The table below shows the various Enrollment Statuses in PowerSchool.

Enroll Status Code	Status Label in PowerSchool	Description
-2	Inactive	<p>This indicates the student's enrollment is not complete. Complete and submit the demographics page to update the enrollment status to Active.</p> <p>NOTE: Enrollment must be completed before a student with this status can be transferred to another school.</p> <p>Run the Incomplete Enrollments report daily during the first few weeks of the new school year to identify students with incomplete enrollments.</p>
-1	Preregistered	<p>During the regular school year, this status indicates the student is preregistered with a future start date. The student's enrollment status will update to Active on the start date.</p> <p>When enrolling a student for the next school year, an overnight process will update the preregistered status to active so that the student can be included in the enrollment count for scheduling purposes.</p>
0	(Active) Blank	This status 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 the Student Page in PowerSchool, and in PowerTeacher.



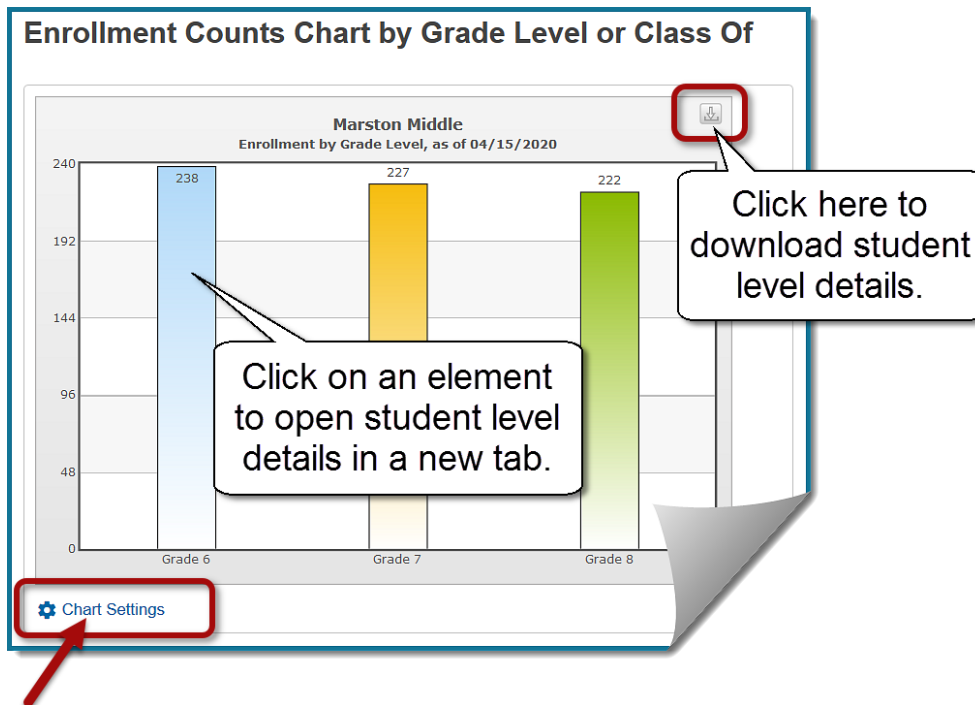
Alert Icon	Alert Description
	Birthday
	English Learner
	GATE – Cluster
	GATE – Seminar
	Legal Bindings – Site generated when a Legal Binding is entered on the demographics page
	Medical Alert
	Special Education
	Other Alert – Site created

NOTE! For instructions on how to create an Other Alert, see page 117.

Enrollment Counts Chart

This Chart displays the number of students enrolled 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.

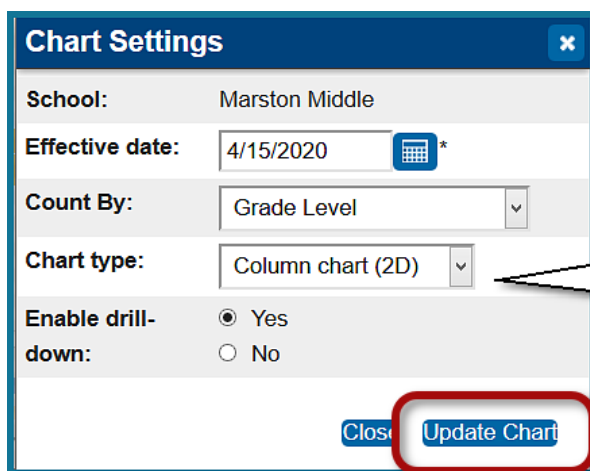


Chart Settings

School: Marston Middle

Effective date: 4/15/2020

Count By: Grade Level

Chart type: Column chart (2D)

Enable drill-down: Yes No

Close Update Chart

Filter Chart Settings.

Disable the drill-down options when working with rotating or exploding charts.

Click **Update Chart**.

Enrollment Blocks

Students who are under **Suspension** or **Recommended for Expulsion** may have an enrollment block that prevents them from being transferred to another school.

Student Transfer

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

- ✔ Step 1: Transfer student out of their current school. Done!
- Step 2: Use this page to transfer this student to your school.
- Step 3: Use the Re-Enroll in School tab to enroll this student at your school.

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

Who will be transferred	Malfoy, Draco (123456)
To which school?	Henry High

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

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

Part 2: Enrolling Students

Key Points for Enrolling Students

Use the following check list to ensure each step of the enrollment process is completed:

IMPORTANT! Parent/guardian must be present for the initial enrollment process. However, they do not need to be present for data entry into PowerSchool. Before allowing the parent to leave, check for completeness and accuracy of all enrollment forms:

Use **School Finder** to verify the student's residence is within the school's attendance boundary. If the student resides outside of the school's boundary, they must have the appropriate boundary exception to enroll at your school.

PreK – Grade 12 Enrollment Form (REQUIRED) – All fields **MUST** be filled out and signed by the parent/guardian.

CA. Ed. Code requires that Enrollment Forms be on file for EACH student in attendance, signed, and kept in a secure (locked) place.

Proof of Address (REQUIRED) – Acceptable items include a recent utility bill, rental agreement or mortgage document, or military housing orders. Enrolling parent/guardian's name must be present on the documentation.

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. **REMEMBER:** *A family experiencing homelessness is not required to provide any address or residence documentation to enroll their children.*

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.

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. **NOTE!** An appropriate note must be entered in the **Legal Buildings** field to indicate that the address is confidential.

A copy of the provided documentation should be filed in the student's cumulative folder.

-
- Birth Certificate, Baptismal Certificate, or Passport (REQUIRED)** –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 cumulative folder.

- Immunization Record (REQUIRED)** – Must include proof of immunizations.
IMPORTANT: Send all exemptions to immunizations@sandi.net for validation **before enrolling the student.**

A copy of the original immunization record should be filed in the student’s cumulative 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.

- Language Survey (REQUIRED)** – 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.

Using School Finder

The **San Diego Unified School Finder** website (<http://www.sandiegounified.org/schoolfinder>) provides the neighborhood schools assigned to a particular 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 **Neighborhood Schools and Enrollment Options**.


1. Enter the student's household address.
2. Click the **Find Schools** button.

SCHOOL FINDER

Find My School (K-12)
1) Enter an address in the form below.
2) Click the Find Schools button. Schools assigned to your home address appear on the results page.
TIP: See an alphabetical [list of all street names](#) to check spelling.

Street Number *	Street Direction	Street Name *	Street Type	Street Suffix
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>

* indicates a required field.

 **Find Schools**

Address Not Found? You may live outside of San Diego Unified. Visit [San Diego County Office of Education](#) for assistance with determining what school district you live in.

Need Help? Review the [address search directions](#). Still having trouble? Please contact the Boundaries Office at (619) 725-5668.

View Maps - You may view attendance boundaries for the [District](#) and for [individual schools](#).

The schools listed are the only neighborhood schools valid for the address entered. To attend a school outside of the neighborhood boundary, parents must submit an Open Enrollment (Choice) application.

Enrolling Students New to the District

Enrolling a Resident Student

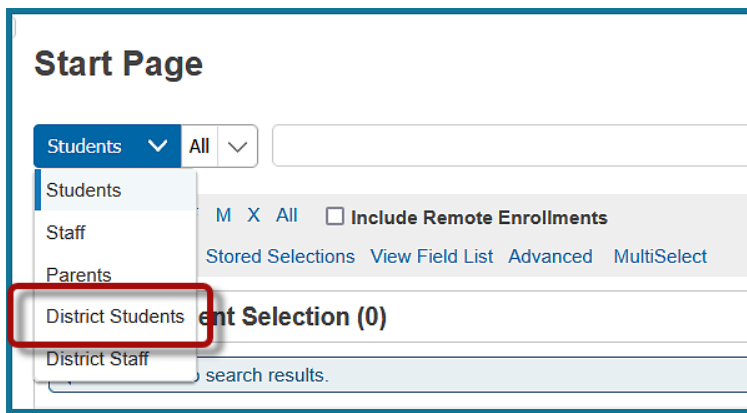
Students who reside within the school's attendance boundary are considered *resident students*.

IMPORTANT! BEFORE enrolling the student, use District Student search to check for previous enrollments in a San Diego Unified school. This step reduces the risk of creating a duplicate student ID and enrollment for the same student.

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

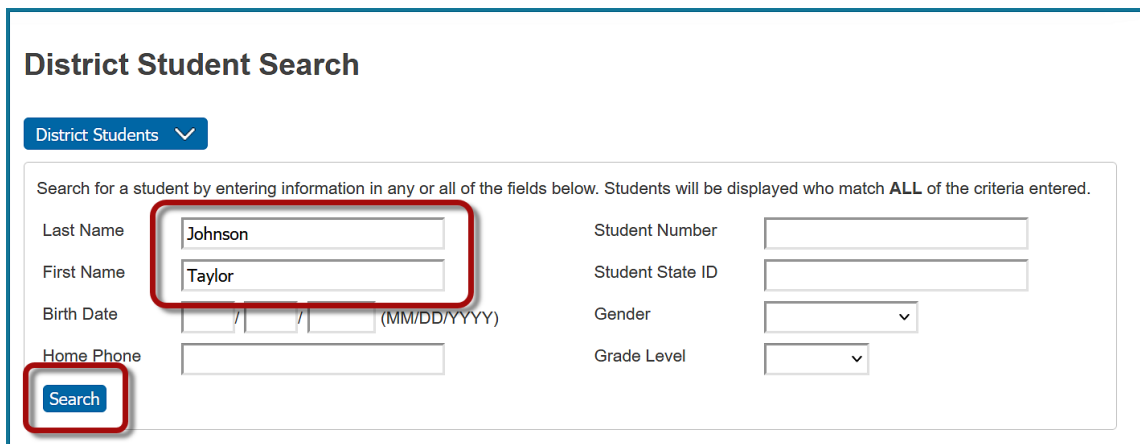
District Student Search:

1. From the **Start Page**, select **District Students** from the search options menu.



The screenshot shows the 'Start Page' interface. A dropdown menu is open under the 'Students' button. The menu options are: Students, Staff, Parents, District Students (highlighted with a red box), and District Staff. Below the menu, there is a search bar with 'All' selected, a search input field, and a 'Search' button. There are also links for 'M X All', 'Include Remote Enrollments', 'Stored Selections', 'View Field List', 'Advanced', and 'MultiSelect'.

2. Enter the **student's name**. **HINT!** The less information entered will result in a better chance at catching prior enrollments.
3. Click **Search**.

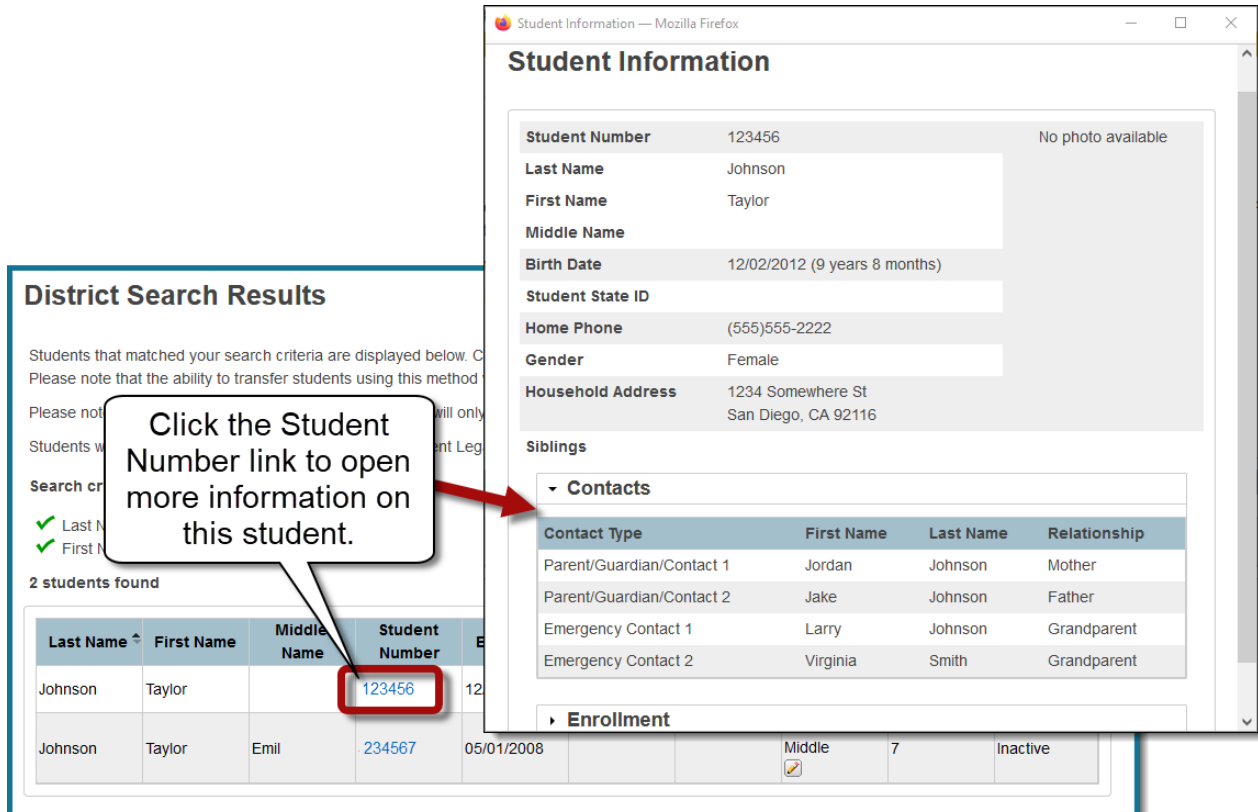


The screenshot shows the 'District Student Search' form. The 'District Students' dropdown is selected. The search criteria are: Last Name (Johnson), First Name (Taylor), Student Number, Student State ID, Birth Date (MM/DD/YYYY), Gender, Home Phone, and Grade Level. The 'Search' button is highlighted with a red box.

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! Click the **Student Number** link to view additional, identifying information.



District Search Results

Students that matched your search criteria are displayed below. Please note that the ability to transfer students using this method will only be available for students who are currently in the district. Students who are currently in the district will only be able to transfer to the district they are currently in.

Please note that the ability to transfer students using this method will only be available for students who are currently in the district. Students who are currently in the district will only be able to transfer to the district they are currently in.

Search criteria:
 Last Name
 First Name

2 students found

Last Name	First Name	Middle Name	Student Number	Enrollment Date	Enrollment Status
Johnson	Taylor		123456	12/02/2012	Active
Johnson	Taylor	Emil	234567	05/01/2008	Inactive

Student Information

Student Number: 123456 No photo available

Last Name: Johnson

First Name: Taylor

Middle Name:

Birth Date: 12/02/2012 (9 years 8 months)

Student State ID:

Home Phone: (555)555-2222

Gender: Female

Household Address: 1234 Somewhere St
San Diego, CA 92116


Siblings:

Contacts

Contact Type	First Name	Last Name	Relationship
Parent/Guardian/Contact 1	Jordan	Johnson	Mother
Parent/Guardian/Contact 2	Jake	Johnson	Father
Emergency Contact 1	Larry	Johnson	Grandparent
Emergency Contact 2	Virginia	Smith	Grandparent

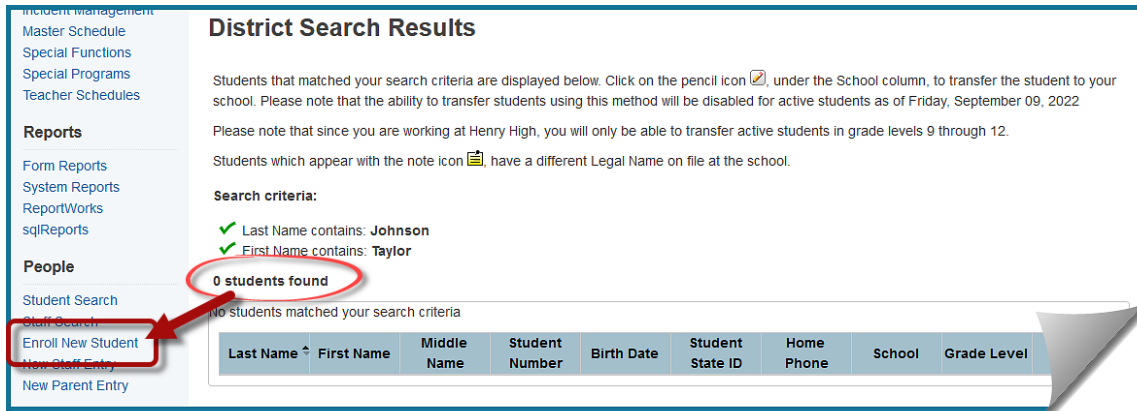
Enrollment



IMPORTANT! If this student was previously enrolled in a SDUSD school,  they **CANNOT** be enrolled as a new student. (See **Transferring an Active Student** on page 53, or **Re-Enrolling an Inactive Student** on page 47)

If the search results in **0 students found**, or the student was not previously enrolled, proceed to enroll the new student.

4. Click **Enroll New Student**.



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

Student Information:

- Enter the student's **LEGAL Last, First and Middle** name as it appears on the birth certificate, baptismal certificate, passport, or other legal document that verifies the student's name and date of birth.
- **DOB** (birthdate): Enter the student's **LEGAL birthdate** as it appears on the birth certificate, baptismal Certificate, passport, or other legal document that verifies the student's name and date of birth.
- **Gender**: Select the student's **LEGAL gender** as it appears on the birth certificate, baptismal Certificate, passport, or other legal document that verifies the student's name and date of birth.
- **Building**: Used by atypical schools (Twain, Garfield, Non-Public schools, and Home Hospital).
- **Social Security Number**: This field no longer appears on the PK-12 Enrollment form and is not collected during the enrollment process.
- **Phone Number**: Enter the primary 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 residence documentation.
- Click **Validate**.

Enroll New Student

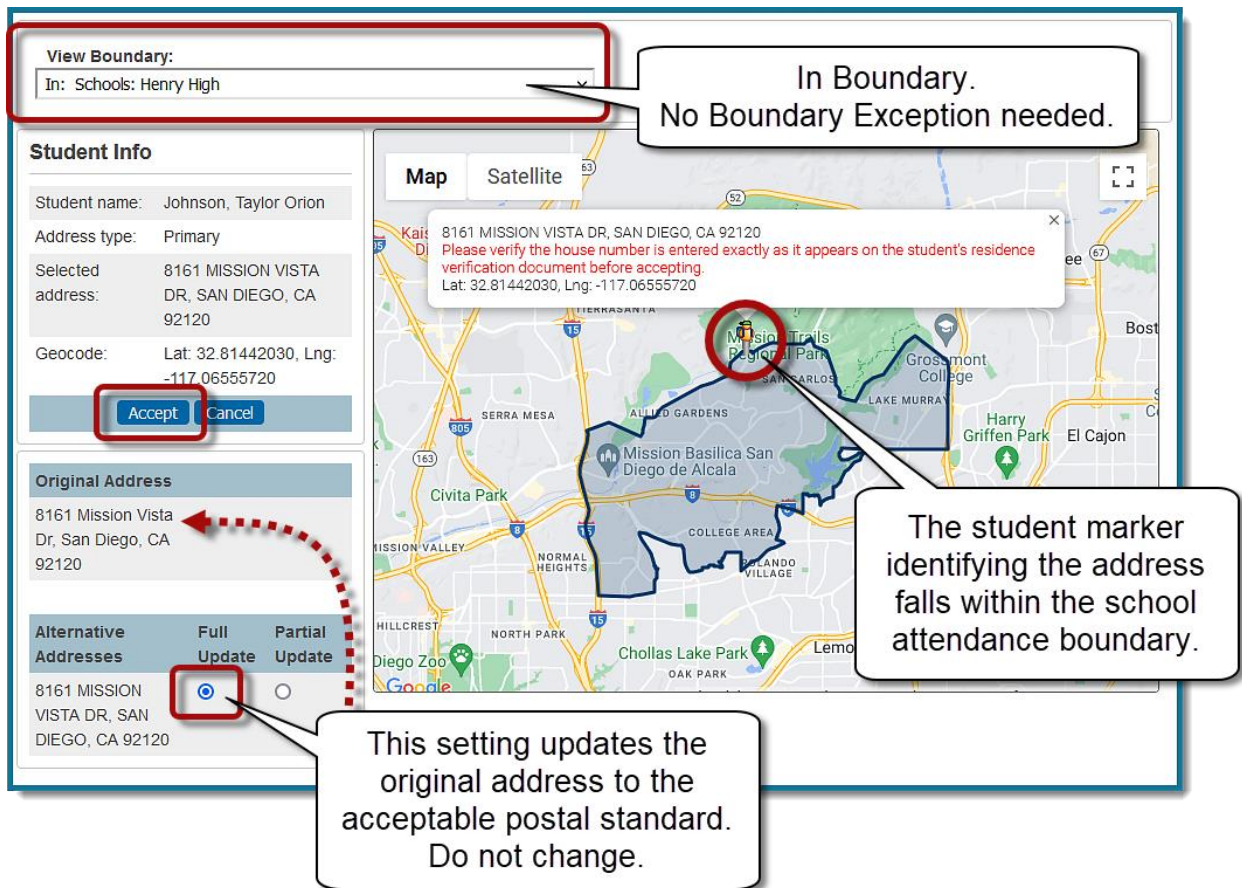
Student Information			
Student's Name (Last, First Middle)	Johnson *	Taylor *	Orion Does Not Apply
DOB	8/1/2008 *		
Gender	Male (M) *		
Building			
Social Security Number			
Phone Number	(555) 555-5555 *		
Entry Date	8/29/2022 *		
Grade Level	10		
Entry Code	Enter from Out of District (E13) *		
School	Henry High		
Home Address			
Street, Apt/Suite	8161 Mission Vista Dr *		
City, State, Zip	San Diego *	CA *	92120 *
Geocode			
<input type="button" value="Validate"/>			
Neighborhood School			
Primary Boundary Exception			
Begin Date			
End Date			
<input type="button" value="Submit"/>			

An Asterisk * indicates a required field.
Complete all required fields.

NOTE: If the address cannot be found or validated, contact the **Help Desk**, and ask that the ticket be routed to 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).
[2450 Mission Vista Dr, San Diego, CA 92120].
The mapping window will close after pressing [OK].

- On the address validation map, if the marker identifying the location of the student’s address falls within the school’s attendance boundaries, the **View Boundary** drop down menu will state
“In: Current School: *the school’s name*”
- Under **Alternative Addresses**, the **Full Update** button is selected by default. This setting will update the original address to the acceptable postal standard. Do not change this setting.
- Click **Accept**.



View Boundary:
In: Schools: Henry High

Student Info

Student name: Johnson, Taylor Orion
Address type: Primary
Selected address: 8161 MISSION VISTA DR, SAN DIEGO, CA 92120
Geocode: Lat: 32.81442030, Lng: -117.06555720

Original Address
8161 Mission Vista Dr, San Diego, CA 92120

Alternative Addresses

Alternative Addresses	Full Update	Partial Update
8161 MISSION VISTA DR, SAN DIEGO, CA 92120	<input checked="" type="radio"/>	<input type="radio"/>

Map **Satellite**

8161 MISSION VISTA DR, SAN DIEGO, CA 92120
Please verify the house number is entered exactly as it appears on the student's residence verification document before accepting.
Lat: 32.81442030, Lng: -117.06555720

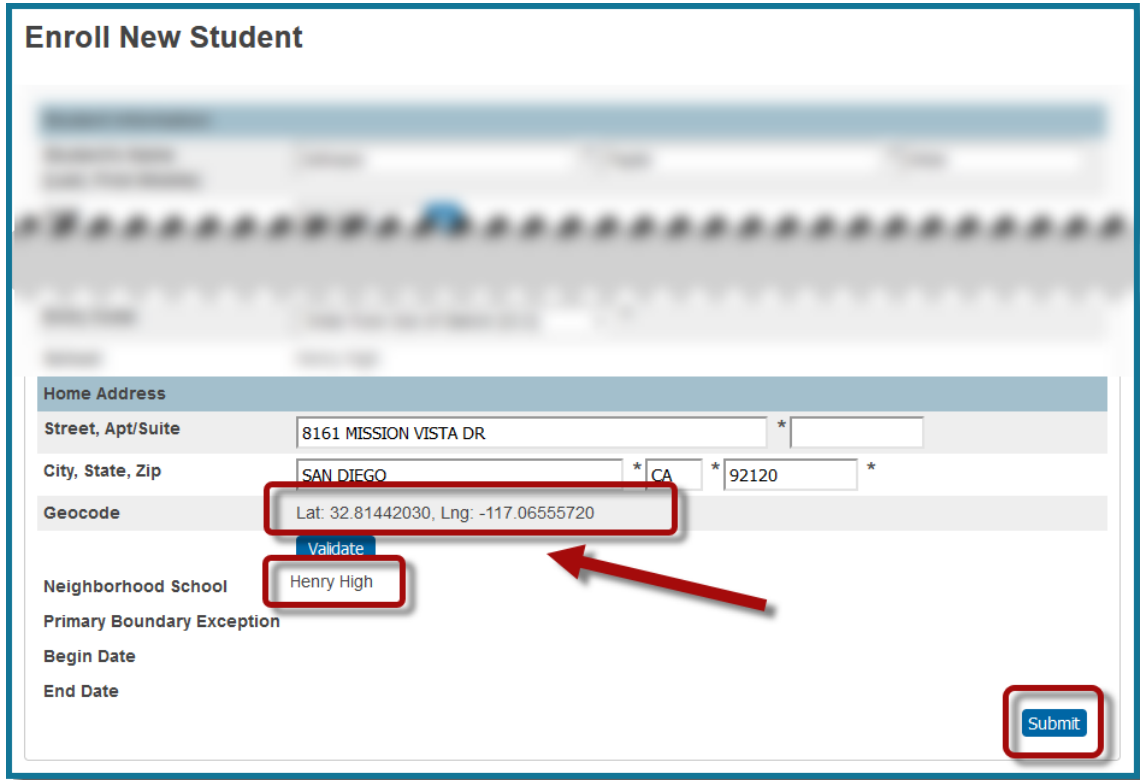
In Boundary.
No Boundary Exception needed.

The student marker identifying the address falls within the school attendance boundary.

This setting updates the original address to the acceptable postal standard. Do not change.

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

6. Click **Submit**.



Enroll New Student

Home Address

Street, Apt/Suite 8161 MISSION VISTA DR *

City, State, Zip SAN DIEGO * CA * 92120 *

Geocode Lat: 32.81442030, Lng: -117.06555720

Validate

Neighborhood School Henry High

Primary Boundary Exception

Begin Date

End Date

Submit

The Demographics page opens by default. Fill all required fields from the student's PK-12 Enrollment Form to complete the enrollment process.

IMPORTANT! *If the Demographics page is **NOT** completed, the student will remain in an **Inactive (Incomplete Enrollment) Status** until this step is done.* (See **Completing the Enrollment Process – The Demographics Page** on page 61.)

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

- If there is a student match, go back to the District Students Search page to re-enroll that student. (See **Re-Enrolling an Inactive Student** on page 47)
- If there is no match, click **Enroll**. Complete the **Demographics** page to finalize the enrollment process.

IMPORTANT! If the *Demographics page* is **NOT** completed, the student will remain in an **Inactive Status** until this step is done. (See **Completing the Enrollment Process – The Demographics Page** on page 61.)

Check for Duplicate Students

List Of Students

Student Number	State Student Number	Name Last, First	Sch	DOB	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by:		
										Last Name/DOB	SSN	Phone
123456	1234567890	Johnson, Grayson	Mason	8/1/2008		(555) 555-5555	9/3/2013	9/13/2013	Inactive	Yes		

If you find a match for this student in the list above, click on the student's name to re-enroll that student or to go to the student's detail screens.

If no match is found, click on the 'Enroll' button below to proceed with a new enrollment.

If you can match a student on the list, go back to the **District Students Search** page to re-enroll that student.

If no match is found, click **Enroll** to proceed.

Enrolling a Non-Resident Student

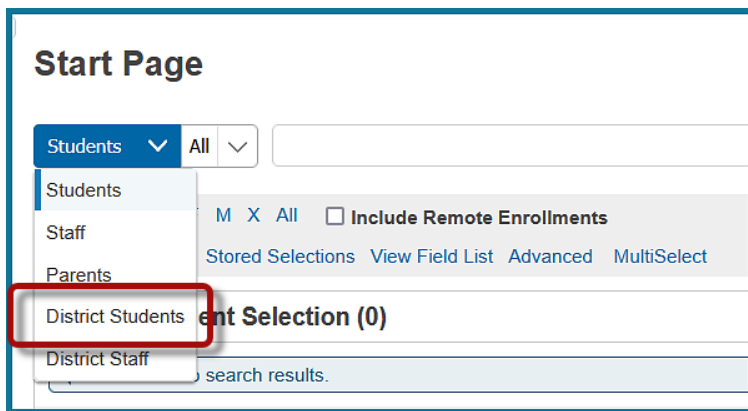
Students who reside outside of the school’s boundary are considered Non-Resident students and must have a special arrangement (Boundary Exception) to enroll at your school.

IMPORTANT! BEFORE enrolling the student, check to see if they were previously enrolled in a San Diego Unified School. This eliminates any chance of creating duplicate enrollments and multiple Student Numbers for the same student.

Duplicate IDs cause attendance, grade reporting and transcript issues, state testing and CALPADS inaccuracies, and incorrect program records. **BE EXTRA DILIGENT and check for prior enrollments!**

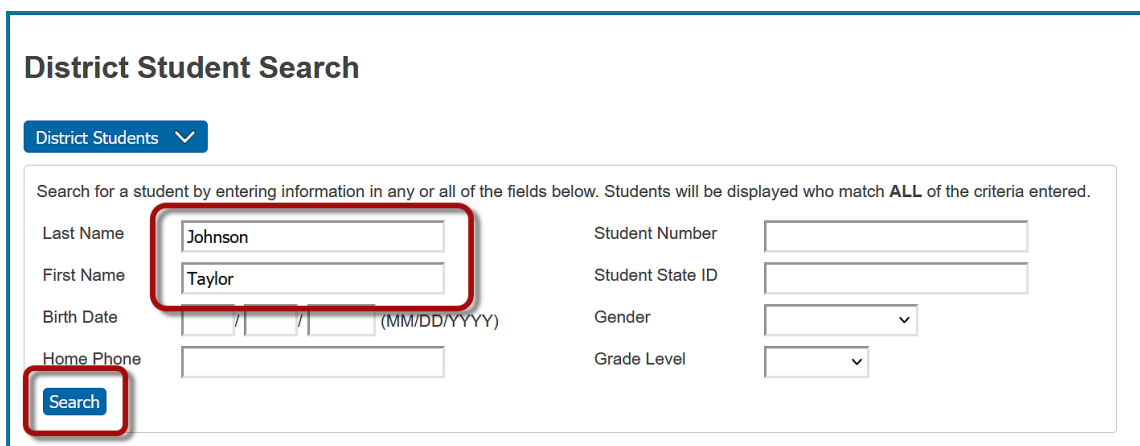
District Student Search:

1. From the **Start Page**, select **District Students** from the search options menu.



The screenshot shows the 'Start Page' interface. A dropdown menu is open under the 'Students' button. The menu items are: 'Students', 'Staff', 'Parents', 'District Students', and 'District Staff'. The 'District Students' option is highlighted with a red box. Below the menu, there is a search bar and a 'Search Results' section.

2. Enter the **student’s name**. **HINT!** The less information entered will result in a better chance at catching prior enrollments.
3. Click **Search**.

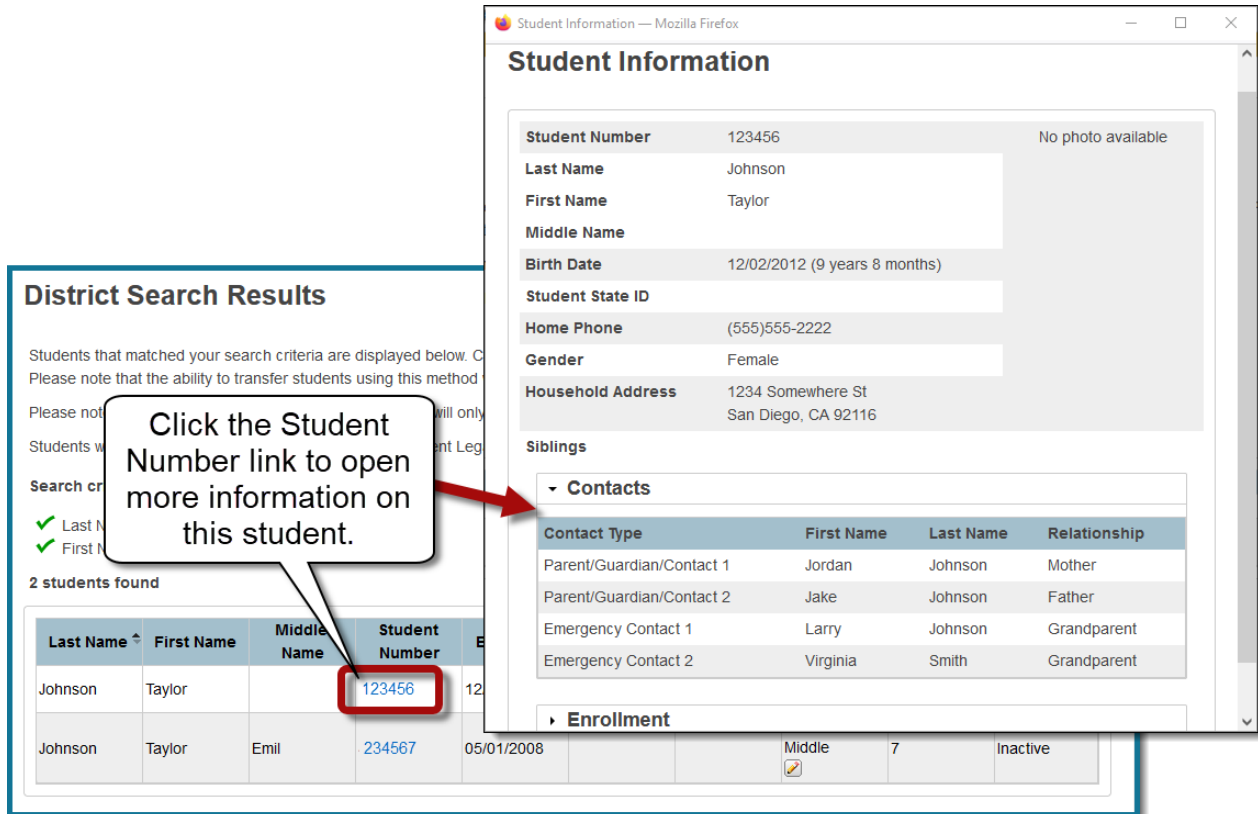


The screenshot shows the 'District Student Search' form. The 'District Students' dropdown is selected. The search criteria are: Last Name (Johnson), First Name (Taylor), Student Number, Student State ID, Birth Date (MM/DD/YYYY), Gender, Home Phone, and Grade Level. The 'Search' button is highlighted with a red box.

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! Click the **Student Number** link to view additional, identifying information.



District Search Results

Students that matched your search criteria are displayed below. Please note that the ability to transfer students using this method will only be available for students with a current legal status.

Search criteria:
 Last Name
 First Name

2 students found

Last Name	First Name	Middle Name	Student Number	Enrollment Date	Enrollment Status
Johnson	Taylor		123456	12/02/2012	Active
Johnson	Taylor	Emil	234567	05/01/2008	Inactive

Student Information

Student Number: 123456 (No photo available)

Last Name: Johnson
 First Name: Taylor
 Middle Name: [Redacted]
 Birth Date: 12/02/2012 (9 years 8 months)
 Student State ID: [Redacted]
 Home Phone: (555)555-2222
 Gender: Female
 Household Address: 1234 Somewhere St, San Diego, CA 92116

Siblings:

Contact Type	First Name	Last Name	Relationship
Parent/Guardian/Contact 1	Jordan	Johnson	Mother
Parent/Guardian/Contact 2	Jake	Johnson	Father
Emergency Contact 1	Larry	Johnson	Grandparent
Emergency Contact 2	Virginia	Smith	Grandparent

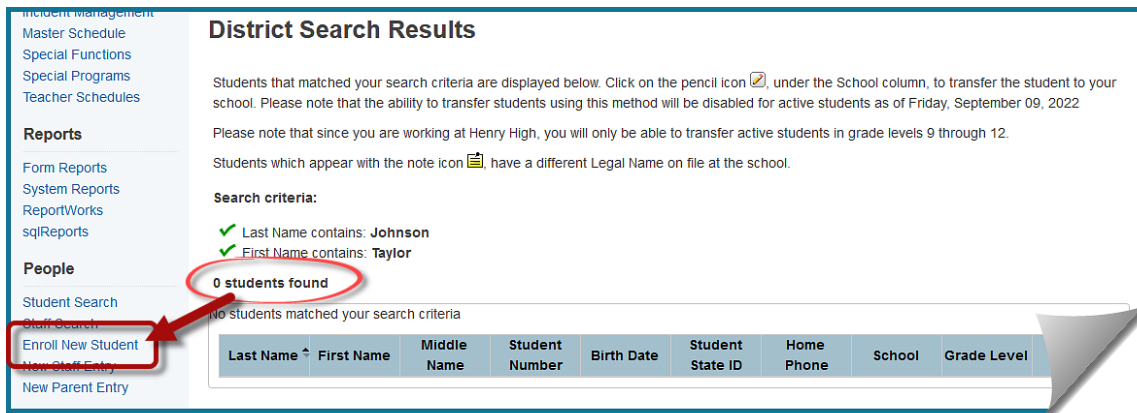
Enrollment: [Redacted]



IMPORTANT! If this student was previously enrolled in a SDUSD school, they **CANNOT** be enrolled as a new student. (See **Transferring an Active Student** on page 53, or **Re-Enrolling an Inactive Student** on page 47)

If the search results in **0 students found**, or the student was not previously enrolled, proceed to enroll the new student.

4. Click **Enroll New Student**.



5. Complete the **Enroll New Student** page (**Asterisk *** indicates a required field)

Student Information:

- Enter the student's **LEGAL Last, First and Middle** name as it appears on the birth certificate, baptismal certificate, passport, or other legal document that verifies the student's name and date of birth.
- **DOB** (birthdate): Enter the student's **LEGAL birthdate** as it appears on the birth certificate, baptismal Certificate, passport, or other legal document that verifies the student's name and date of birth.
- **Gender**: Select the student's **LEGAL gender** as it appears on the birth certificate, baptismal Certificate, passport, or other legal document that verifies the student's name and date of birth.
- **Building**: Used by atypical schools (Twain, Garfield, Non-Public schools, and Home Hospital).
- **Social Security Number**: DO NOT ENTER. This field no longer appears on the PK-12 Enrollment form.
- **Phone Number**: Enter the primary 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 residence documentation.
- Click **Validate**.

Enroll New Student

Student Information			
Student's Name (Last, First Middle)	Johnson *	Taylor *	Rae Does Not Apply ▾
DOB	8/1/2008 *		
Gender	Female (F) ▾ *		
Building	▾		
Social Security Number			
Phone Number	(555) 222-2225 *		
Entry Date	8/29/2022 *		
Grade Level	10 ▾		
Entry Code	Enter from Out of District (E13) ▾ *		
School	Henry High		
Home Address			
Street, Apt/Suite	4357 Taos Dr *		
City, State, Zip	San Diego *	CA *	92117 *
Geocode			
	Validate		
Neighborhood School			
Primary Boundary Exception			
Begin Date			
End Date			
			Submit

An Asterisk * indicates a required field.
Complete all required fields.

NOTE: If the address cannot be found or validated, contact the **Help Desk**, and ask that the ticket be routed to 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).

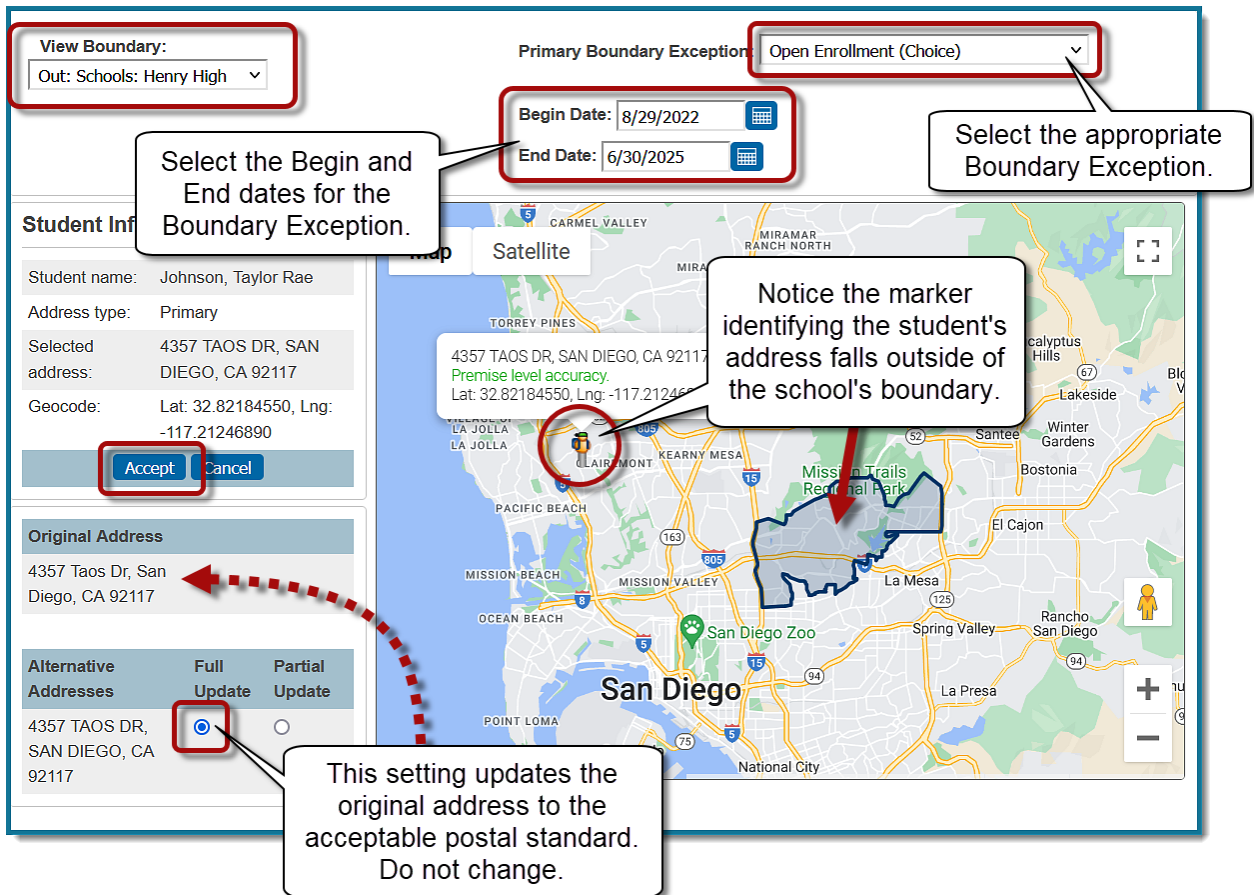
[435 Taos Dr, San Diego, CA 92117].
The mapping window will close after pressing [OK].

OK

- On the address validation map, because the marker identifying the location of the student’s address falls outside of the school’s boundaries the **View Boundary** will state “Out: Schools: *the school’s name*” and **Primary Boundary Exception** drop down menu becomes available.
- Select the appropriate **Boundary Exception** from the Primary Boundary Exception drop-down menu.
- Select the **Begin** and **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** (if the student does not move out of the VEEP pattern).

- 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.
- Click **Accept**.



The screenshot shows the enrollment system interface with several callouts:

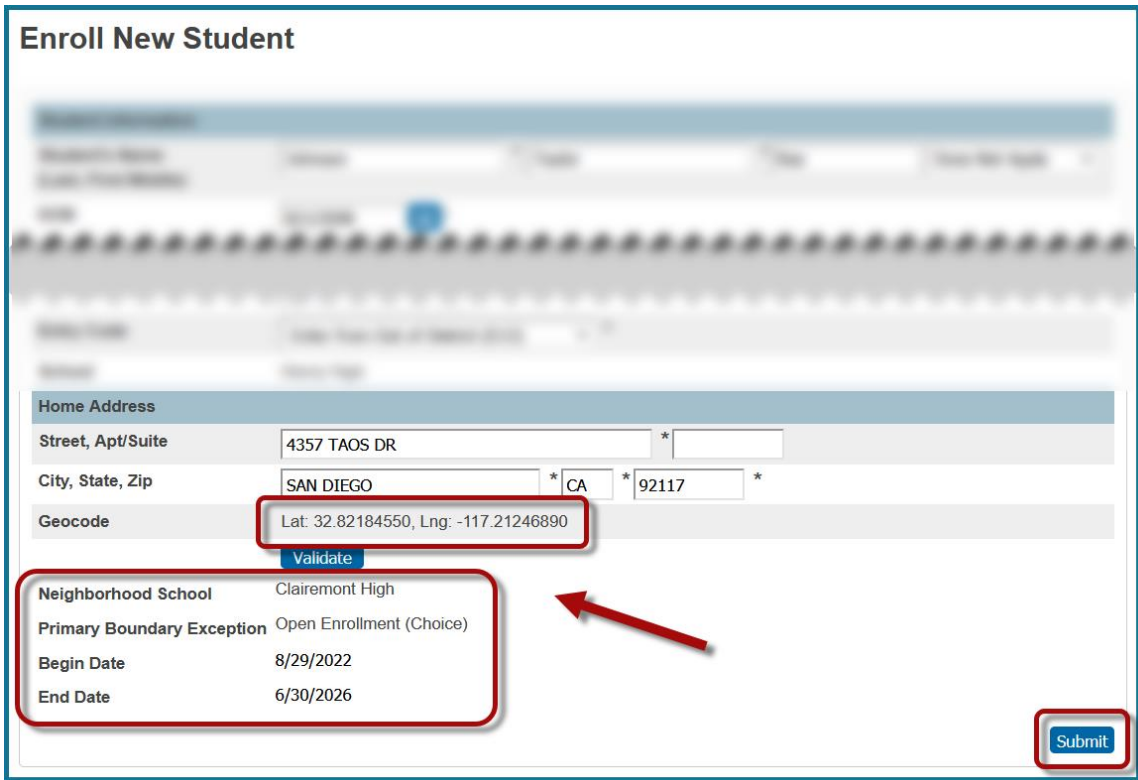
- View Boundary:** Out: Schools: Henry High
- Primary Boundary Exception:** Open Enrollment (Choice)
- Begin Date:** 8/29/2022
- End Date:** 6/30/2025
- Student Info:** Student name: Johnson, Taylor Rae; Address type: Primary; Selected address: 4357 TAOS DR, SAN DIEGO, CA 92117; Geocode: Lat: 32.82184550, Lng: -117.21246890
- Original Address:** 4357 Taos Dr, San Diego, CA 92117
- Alternative Addresses:** 4357 TAOS DR, SAN DIEGO, CA 92117 (Full Update selected)
- Map:** Shows the student's address marker (4357 TAOS DR, SAN DIEGO, CA 92117) falling outside the school's boundary (Mission Trails Regional Park).

Callouts provide instructions:

- Select the appropriate Boundary Exception.
- Select the Begin and End dates for the Boundary Exception.
- Notice the marker identifying the student's address falls outside of the school's boundary.
- This setting updates the original address to the acceptable postal standard. Do not change.

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

6. Click **Submit**.



Enroll New Student

Home Address

Street, Apt/Suite 4357 TAOS DR *

City, State, Zip SAN DIEGO * CA * 92117 *

Geocode Lat: 32.82184550, Lng: -117.21246890

Validate

Neighborhood School Clairemont High

Primary Boundary Exception Open Enrollment (Choice)

Begin Date 8/29/2022

End Date 6/30/2026

Submit

The Demographics page opens by default. Fill all required fields from the student's PK-12 Enrollment Form to complete the enrollment process.

IMPORTANT! If the Demographics page is **NOT** completed, the student will remain in an **Inactive Status** until this step is done. (See **Completing the Enrollment Process – The Demographics Page** on page 61.)

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

- If there is a student match, go back to the District Students Search page to re-enroll that student. (See **Re-Enrolling an Inactive Student** on page 47)
- If there is no match, click **Enroll**. Complete the **Demographics** page to finalize the enrollment process.

IMPORTANT! If the *Demographics page* is **NOT** completed, the student will remain in an **Inactive Status** until this step is done. (See **Completing the Enrollment Process – The Demographics Page** on page 61.)

Check for Duplicate Students

List Of Students

Student Number	State Student Number	Name Last, First	Sch	DOB	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by:		
										Last Name/DOB	SSN	Phone
123456	1234567890	Johnson, Grayson	Mason	8/1/2008		(555) 555-5555	9/3/2013	9/13/2013	Inactive	Yes		

If you find a match for this student in the list above, click on the student's name to re-enroll that student or to go to the student's detail screens.

If no match is found, click on the 'Enroll' button below to proceed with a new enrollment.

If you can match a student on the list, go back to the **District Students Search** page to re-enroll that student.

If no match is found, click Enroll to proceed.

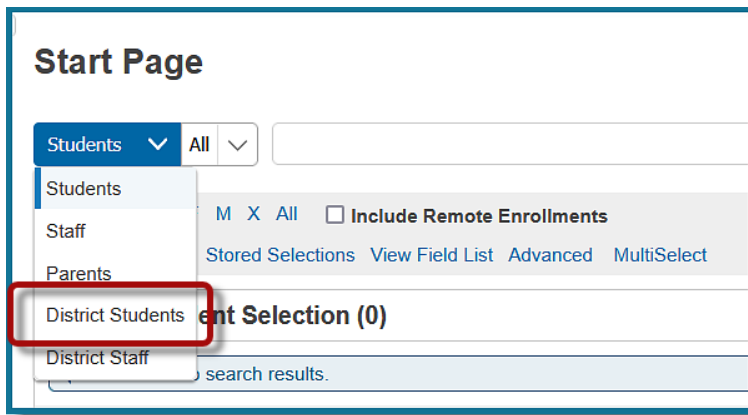
Enroll

Re-Enrolling an Inactive Student

An Inactive student is one that has been transferred out of their last school of enrollment. These students remain Inactive until they are re-enrolled into a SDUSD school. Unlike Active students, Inactive students can be re-enrolled at any time throughout the year.

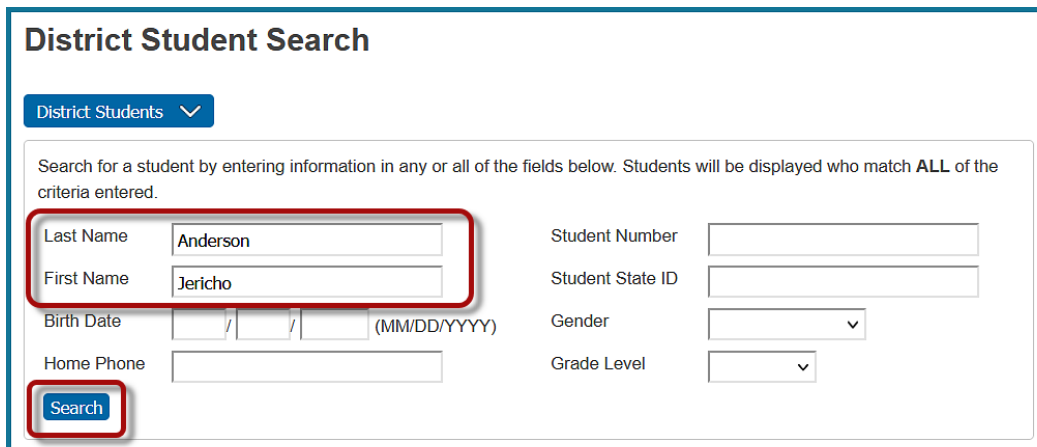
IMPORTANT! An Inactive student will display the grade level they were in when they were transferred out of the last school of enrollment.

1. From the **Start Page**, select **District Students** from the search options menu.



The screenshot shows the 'Start Page' interface. At the top, there is a search bar with a dropdown menu set to 'Students' and another dropdown set to 'All'. Below the search bar, a list of search options is displayed: 'Students', 'Staff', 'Parents', 'District Students', and 'District Staff'. The 'District Students' option is highlighted with a red box. To the right of the search options, there are links for 'M X All', 'Include Remote Enrollments', 'Stored Selections', 'View Field List', 'Advanced', and 'MultiSelect'. Below the search options, there is a section titled 'Student Selection (0)' and a search results area.

2. Enter the **student's name**. Click **Search**.



The screenshot shows the 'District Student Search' form. At the top, there is a dropdown menu set to 'District Students'. Below the dropdown, there is a search bar and a section titled '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.' The form contains several input fields: 'Last Name' (with 'Anderson' entered), 'First Name' (with 'Jericho' entered), 'Birth Date' (with a date format '(MM/DD/YYYY)'), 'Home Phone', 'Student Number', 'Student State ID', 'Gender' (with a dropdown menu), and 'Grade Level' (with a dropdown menu). The 'Search' button is highlighted with a red box.

- On the **District Search Results** page, click the **Transfer button** (pencil icon) under the school column.




Search criteria:

- ✓ Last Name contains: **Anderson**
- ✓ First Name contains: **Jericho**

1 students found

Last Name	First Name	Middle Name	Student Number	Birth Date	Student State ID	Home Phone	School	Grade Level	Enroll Status
Anderson	Jericho	Slater	123456	02/01/2008	1234567890	555-555-5555	Doyle Elementary	2	Inactive

Colored icons on the **Student Transfer** page 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.

- NOTICE!** Step 1 is complete. This action was completed when the student transferred out of their last school of enrollment.
- Select the **Transfer to School** tab or click the **blue Transfer to School** link in Step 2.

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: 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 Anderson, Jericho Slater

This student is inactive and cannot be transferred out.

7. 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: Use this page 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	Anderson, Jericho Slater (123456)
To which school?	Henry High

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

Submit

8. An **Alert** indicates the student is now Inactive at your school. Click **Back**.



Alert:

Anderson, Jericho Slater is now an inactive student at Henry High

Back

9. **NOTICE!** Step 2 is complete. The student is Inactive at your school and ready to be re-enrolled.
10. Select the **Re-Enroll in School** tab or click the **blue Re-Enroll** 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 the student at your school.

Who will be transferred	Anderson, Jericho Slater
To which school?	Henry 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** (Asterisk * indicates a required field):

- ***Entry Date:** Enter the student's first expected day of attendance.
- ***Entry Code:** Enter the appropriate Entry Code.
- **Entry Comment (optional):** Enter an Entry comment, if applicable.
- ***Grade Level: IMPORTANT!** The grade level will default to your school's lowest grade level. Select the appropriate grade.

Household Address:

- Enter the student's **Household Address** exactly as it appears on the proof of residence documentation.
- 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 113).

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, enter a **VALID** address in these fields.

Next Year Information:

- **Next Year School:** Your school's 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

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 **Next Year Grade Level** to the next school in your school's feeder pattern.

If the student is in 12th grade, set the **Next Year School** to **Not Continuing** and leave the Next year Grade Level set to 12.

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 Anderson, Jericho Slater

Entry Date 8/29/2022 

Entry code Enter from Out of District (E13) *

Entry comment

Grade Level 10 *

Building

Be sure to select the correct grade level.

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

Household Address

Street, Apt/Suite 8160 MISSION VISTA DR

City, State, Zip SAN DIEGO CA 92120

Neighborhood School Henry High

Boundary Exception

Begin Date:

End Date:

Geocode Lat: 32.81483870, Lng: -117.06548220

Validate

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

Mailing Address

Street, Apt/Suite 8160 MISSION VISTA DR

Copy from Household address

City, State, Zip SAN DIEGO

Geocode Lat: 32.81483870, Lng: -117.06548220

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

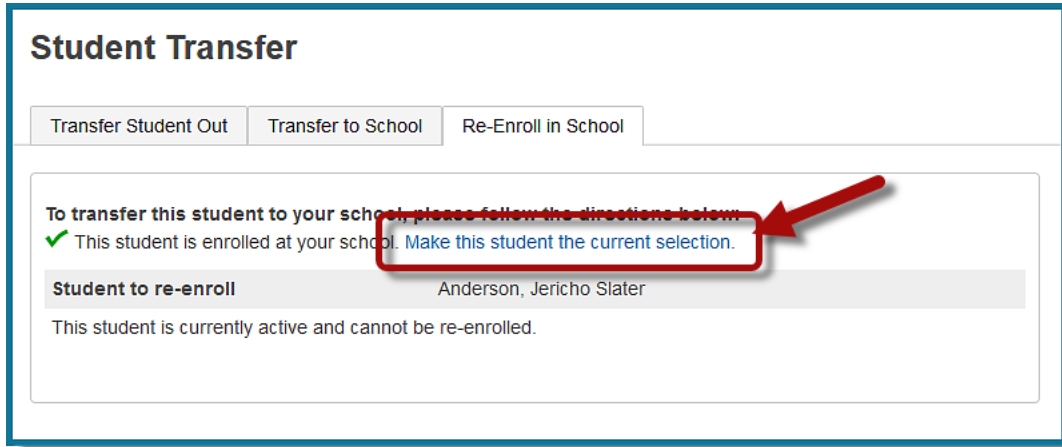
Next Year Information

Next Year School Henry High

Next Year Grade Level 11 *

Submit

13. On the Student Transfer page, click **Make this student the current selection.**



Student Transfer

Transfer Student Out Transfer to School Re-Enroll in School

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

✓ This student is enrolled at your school. **Make this student the current selection.**

Student to re-enroll Anderson, Jericho Slater

This student is currently active and cannot be re-enrolled.

14. Proceed to the **Demographics** page to update to the student information. (See **Editing the Demographics Page** on page 112)

IMPORTANT! If a student has left the district and returned, it is very important that the information on the demographic screen is reviewed for accuracy.

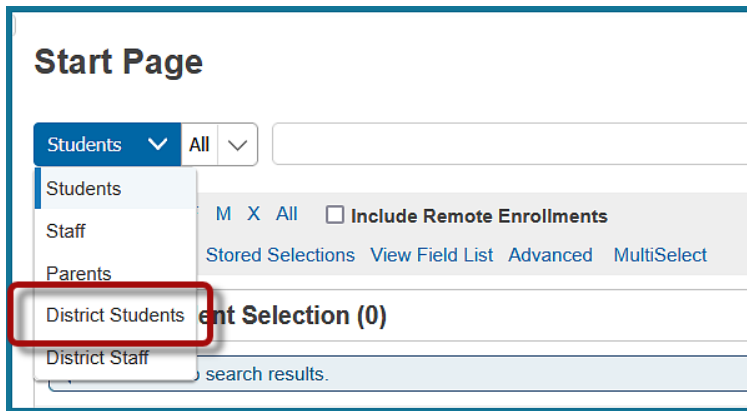
Transferring an Active Student

The Transfer Active Student process will allow a receiving school to No Show drop a student from the school where they are currently active and re-enroll them into their school.

This process is only *available between the End of Year process and the first Friday after school begins, and only if attendance has not been taken* for the student.

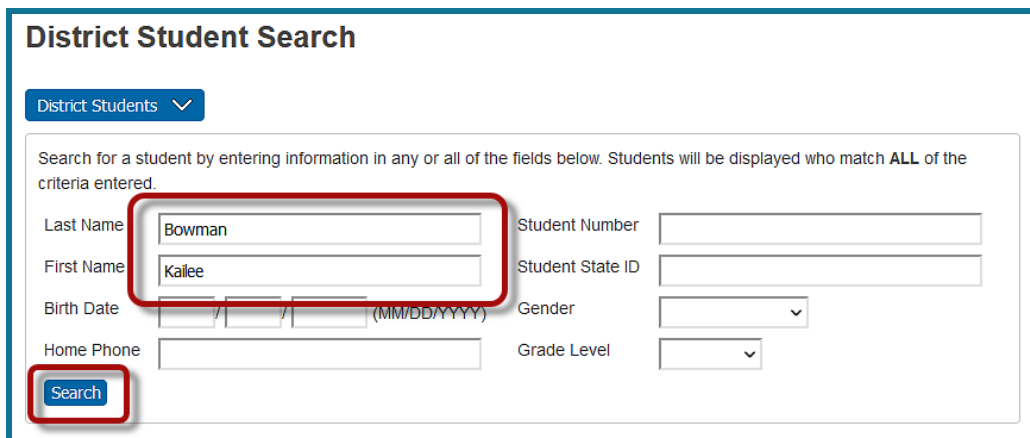
School users can use this process for the grade level range of their school plus the incoming grade level. For example, high schools can use this process for *Active* students in grades 8 – 12.

1. From the **Start Page**, select **District Students** from the search options menu.



The screenshot shows the 'Start Page' interface. At the top, there is a search bar with a dropdown menu set to 'Students' and a filter set to 'All'. Below the search bar, a dropdown menu is open, showing options: 'Students', 'Staff', 'Parents', 'District Students', and 'District Staff'. The 'District Students' option is highlighted with a red box. Below the dropdown, there is a section titled 'Student Selection (0)' with a search results area.

2. Enter the student's name. Click **Search**.



The screenshot shows the 'District Student Search' form. At the top, there is a dropdown menu set to 'District Students'. Below the dropdown, there is a search bar with a placeholder text: '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.' The form contains several input fields: 'Last Name' (with 'Bowman' entered), 'First Name' (with 'Kalee' entered), 'Birth Date' (with a date picker), 'Home Phone', 'Student Number', 'Student State ID', 'Gender' (with a dropdown menu), and 'Grade Level' (with a dropdown menu). The 'Search' button is highlighted with a red box.

- On the **District Search Results** page, click the **Transfer button** (pencil icon) under the school column.




Search criteria:

- ✓ Last Name contains: **Bowman**
- ✓ First Name contains: **Kailee**

1 students found

Last Name ^	First Name	Middle Name	Student Number	Birth Date	Student State ID	Home Phone	School	Grade Level	Enroll Status
Bowman	Kailee		123456	10/01/2008		555-555	Mission Bay	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.

- Complete Step 1, the **Transfer Student Out** tab:

- **Transfer comment (optional):** Enter a Transfer comment, if applicable.
- ***Exit Date:**
 - If transferring *before* the school year starts, enter the current date.
 - If transferring *after* the school year starts, match the Exit Date to the Entry Date.
- ***Exit Code:** Select N470 (No Show – Enrollment Dropped) from the drop-down menu.

IMPORTANT! 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.

SECONDARY SCHOOLS may see the following if they used course requests and/or PowerScheduler to schedule the student:

- **Course Requests for <School Year>:** If the student has course requests in PowerSchool, 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.

- 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 Mission Bay 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: Bowman, Kailee

School Year: 2022-2023

Entry Date: 08/29/2022

Transfer comment: [Text Area]

Exit Date (should be the day after the student's last day in class): 8/29/2022

Exit code: No Show - Enrollment Dropped (N470)

Course Requests for 2022-2023: This student has course requests which will be removed from PowerSchool when you click Submit.

Click to show or hide Course Requests (16)

Course Number	Course Name	School
0191	ART 1 (P)	Mission Bay High
	ART 2 (P)	Mission Bay High
1371C	IDENT & RELATIONSHPS1(P)	Mission Bay High
1372C	IDENT & RELATIONSHPS2(P)	Mission Bay High
6238	BIO LIVING EARTH1 (P)	Mission Bay High
6239	BIO LIVING EARTH2 (P)	Mission Bay High


Submit

Before school starts: use the current date.

After school starts: match the Exit Date to the Entry Date.

Secondary Schools may see Course Requests and Schedules. These will be deleted when you click Submit.

6. An **Alert** indicates the student has been transferred out. Click **Back**.



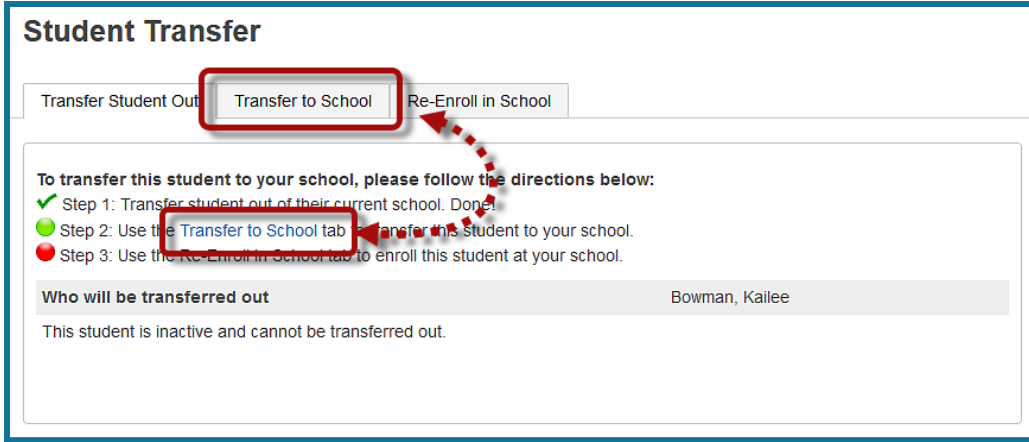
PowerSchool SIS

Alert:

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

Back

7. **NOTICE!** Step 1 is complete.
8. Select the **Transfer to School** tab or click the **blue Transfer to School** link in Step 2.



Student Transfer

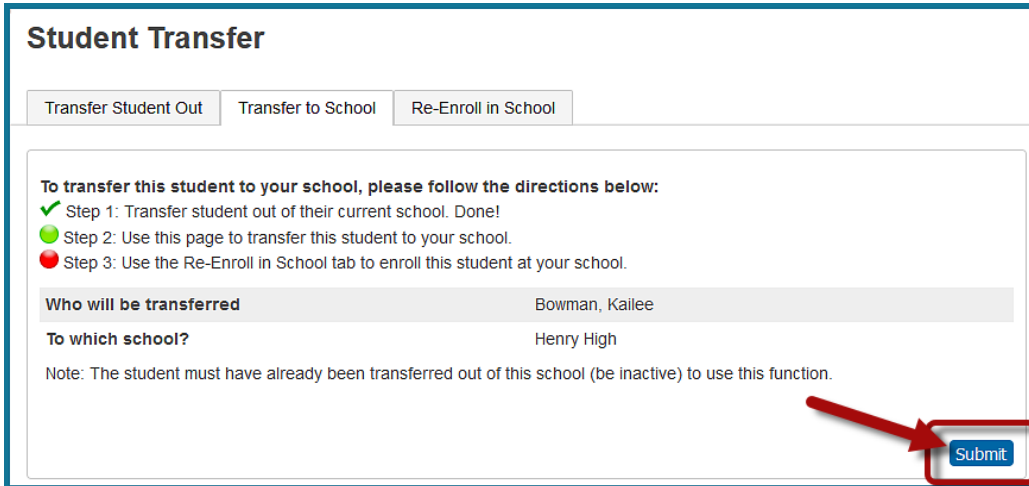
Transfer Student Out | **Transfer to School** | Re-Enroll in School

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

- ✔ Step 1: Transfer student out of their current school. Done!
- Step 2: 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	Bowman, Kailee
This student is inactive and cannot be transferred out.	

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



Student Transfer

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

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

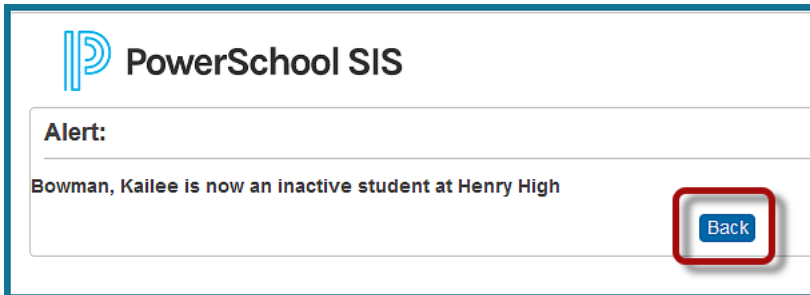
- ✔ Step 1: Transfer student out of their current school. Done!
- Step 2: Use this page to transfer this student to your school.
- Step 3: Use the Re-Enroll in School tab to enroll this student at your school.

Who will be transferred	Bowman, Kailee
To which school?	Henry High

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

Submit

10. An **Alert** will indicate the student is now an Inactive student at your school. Click **Back**.



PowerSchool SIS

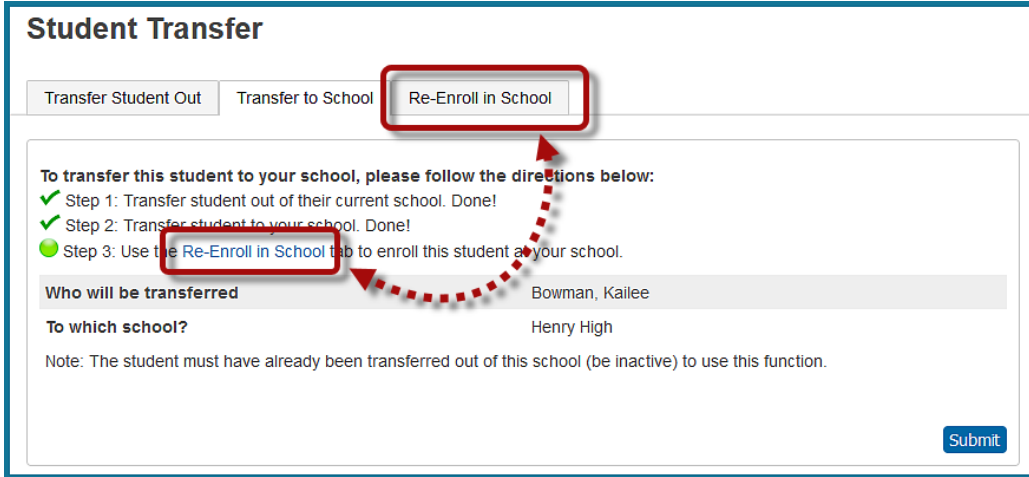
Alert:

Bowman, Kailee is now an inactive student at Henry High

Back

11. **NOTICE!** Step 2 is complete.

12. 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: Bowman, Kailee

To which school?: Henry High

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

[Submit](#)

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

- ***Entry Date:** Enter the student's first expected day of attendance.
- ***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 student's **Household Address** exactly as it appears on the proof of residence documentation.
- 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 113)

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, enter a VALID address in these fields.

Next Year Information:

- **Next Year School:** Your school's 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

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 **Next Year Grade Level** to the next school in your school's feeder pattern.

If the student is in 12th grade, set the **Next Year School** to **Not Continuing** and leave the Next year Grade Level set to 12.

14. 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 Bowman, Kailee

Entry Date 8/29/2022 

Entry code Enter from within SDCS (E11) *

Entry comment

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 732 S 39TH ST

City, State, Zip SAN DIEGO CA 92113

Neighborhood School Logan Memorial Ed Campus

Boundary Exception Open Enrollment (Choice)
Begin Date: 8/29/2022
End Date: 6/30/2027

Geocode Lat: 32.69835860, Lng: -117.11056150

[Validate](#)

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

Mailing Address

Street, Apt/Suite 732 S 39TH ST

[Copy from Household address](#)

City, State, Zip SAN DIEGO CA

Geocode Lat: 32.69835860, Lng: -117.11056150

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

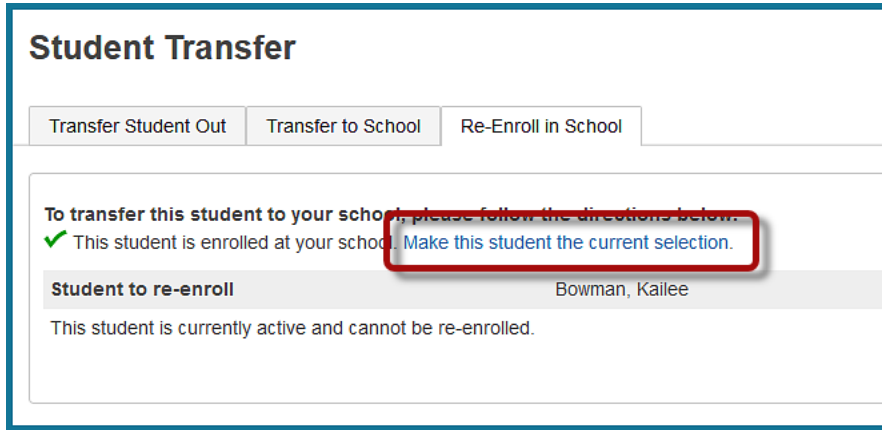
Next Year Information

Next Year School Henry High

Next Year Grade Level 10 *

[Submit](#)

15. On the Student Transfer page, click **Make this student the current selection.**



Student Transfer

Transfer Student Out Transfer to School Re-Enroll in School

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

✓ This student is enrolled at your school. **Make this student the current selection.**

Student to re-enroll Bowman, Kailee

This student is currently active and cannot be re-enrolled.

16. Proceed to the **Demographics** page to update to the student information. (See **Editing the Demographics Page** on page 112)

IMPORTANT! If a student has left the district and returned, it is very important that the information on the demographic screen is reviewed for accuracy.

Completing the Enrollment Process

The Demographics page must be completed and submitted for the 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 97, to find students who have incomplete enrollments.)

The 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 98 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 their First 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 former legal name that the student may have used, or is known by, that is different than the current 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 if 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.

Demographics

Johnson, Taylor Orion  10 123456

IMPORTANT! Use proper case when entering student information

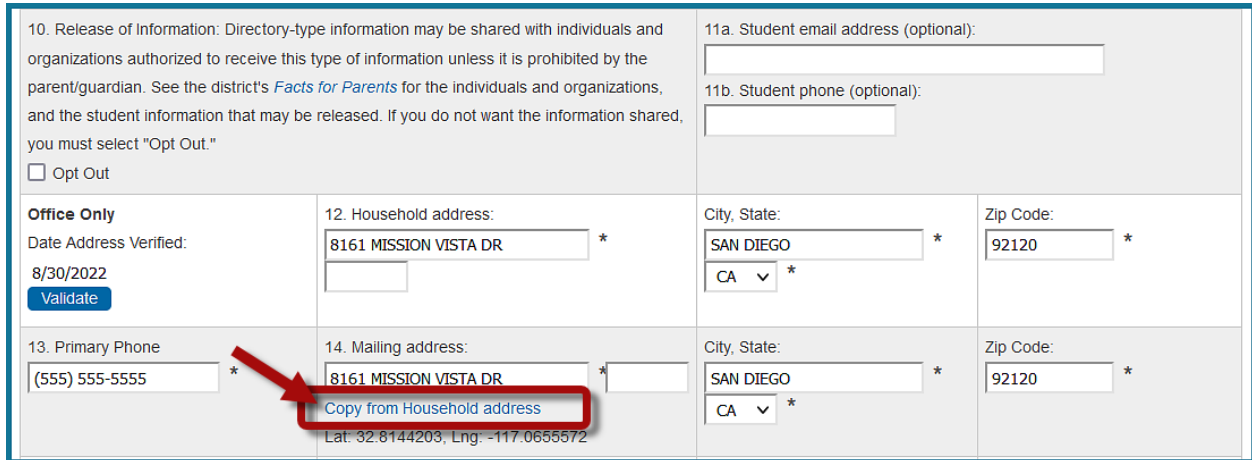
I. STUDENT INFORMATION

1. Student District ID: 123456		2. Student State ID (SSID):	
3. Last name (LEGAL NAME ONLY) Johnson *	First Taylor *	Middle Orion	Suffix (Jr, II, III) ▼
4. First Name on teacher rosters Orion	5. Former legal name(s) First: Middle: Last:		
6. Birthdate 08/01/2008 	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/a/x?:	Check a single box to indicate if the student is, or is not, Hispanic or Latino/a/x.
9. *Race (check all boxes that apply):	Enter one or more races for the student.

<p>7. Legal Gender</p> <p><input type="radio"/> *Female (F)</p> <p><input checked="" type="radio"/> *Male (M)</p> <p><input type="radio"/> *Nonbinary (X)</p>	<p>8. Is student Hispanic or Latino/a/x?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="radio"/> Ethnicity Missing</p>	<p>9. Race (check all boxes that apply): *</p> <p>What is the student's race?</p> <p><input type="checkbox"/> (100) American Indian or Alaska Native</p> <p><input type="checkbox"/> (600) Black or African American <input checked="" type="checkbox"/> (700) White</p> <p><input type="checkbox"/> Race Missing (Note that no other selections will be saved when selected)</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>(200) Asian</p> <p><input type="checkbox"/> (201) Chinese <input type="checkbox"/> (202) Japanese <input type="checkbox"/> (203) Korean</p> <p><input type="checkbox"/> (204) Vietnamese <input type="checkbox"/> (205) Asian Indian</p> <p><input type="checkbox"/> (206) Laotian <input type="checkbox"/> (207) Cambodian</p> <p><input type="checkbox"/> (208) Hmong <input type="checkbox"/> (299) Other Asian</p> <p><input type="checkbox"/> (400) Filipino</p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>(300) Native Hawaiian/Other Pac Islander</p> <p><input type="checkbox"/> (301) Hawaiian <input type="checkbox"/> (302) Guamanian</p> <p><input type="checkbox"/> (303) Samoan <input type="checkbox"/> (304) Tahitian</p> <p><input type="checkbox"/> (399) Other Pac Islander</p> </div>
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10. Release of Information: "Opt Out"	This box is checked if the parent/guardian has "opted out" of sharing information with District approved school-related organizations.
11a. Student email address (optional):	Enter the student's email address if provided.
11b. Student phone (optional)	Enter the student's phone if provided.
Office Only Date 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. *Primary 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, click Copy from Household address .



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

Office Only
Date Address Verified:
8/30/2022
[Validate](#)

11a. Student email address (optional):

11b. Student phone (optional):

12. Household address:
 *

City, State:
 *
CA ▾ *

Zip Code:
 *

13. Primary Phone
 *

14. Mailing address:
 *
[Copy from Household address](#)
Lat: 32.8144203, Lng: -117.0655572

City, State:
 *
CA ▾ *

Zip Code:
 *

15. *City, State, Country of birth:	Enter the City, then select the State and Country where the student was born.
16. First enrolled in a US Preschool:	Enter the date the student was first enrolled in a US Preschool if provided
17a. *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.

17b. *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 17
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 17
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 17
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 17
Does the student have refugee status? USA Entry Date:	This question cannot be collected at the time of enrollment and does not appear on the Enrollment Form. This information is monitored by Children and Youth in Transition.
21. Sibling Information:	These fields are grayed out and disabled. Not collected at this time.

15. City, State, Country of Birth: Los Angeles * CA * (US) UNITED STATES *	16. First enrolled in a US Preschool: Date: MM/DD/YYYY	17a. First enrolled in a CA school (UTK/Kinder): Date: 9/15/2013 *	17b. First enrolled in a US school (UTK/Kinder): Date: 9/15/2013 *
18. Current Caregiver (select one): Parent/Legal Guardian *			
19a. Foster Living Situation: (select one if applicable) <input type="checkbox"/> Tribal Foster Care		19b. Temporary/inadequate residence due to financial hardship: (select one if applicable) <input type="checkbox"/> Unaccompanied Youth <input type="checkbox"/> Runaway Youth Date Last Updated: MM/DD/YYYY <input type="checkbox"/> Enrollment Form <input type="checkbox"/> Housing Questionnaire	
20. Other Living Situation:			
Does the student have Refugee status? <input type="radio"/> Yes <input checked="" type="radio"/> No USA Entry Date: MM/DD/YYYY			
21. Complete and include for all minors under 18 years of age who live in the same household (siblings and non-siblings), even if not enrolled in San Diego Unified.			
Full name:	Birthdate:	School name:	Relationship to student:
Full name:	Birthdate:	School name:	Relationship to student:
Full name:	Birthdate:	School name:	Relationship to student:

II. CONTACT INFORMATION – Enter the information as it appears on the Enrollment form.
Use proper case when entering student information.

<p>22. Parent/Guardian/Contact (primary contact):</p>	<p>Enter the information for the primary contact.</p> <p>Asterisk * Indicates required field.</p> <ul style="list-style-type: none"> • *First name/*Last name: Enter the primary contact’s full name. • *Relationship to student: Select the primary contact’s relationship to the student. • *Lives with student?: Make the appropriate selection <ul style="list-style-type: none"> *Yes – The primary contact lives with the student at the same household address in box #12. *No – the primary contact does not live with the student. Enter the primary contact’s VALID address. <p>IMPORTANT! Do NOT enter anything other than the VALID address.</p> <ul style="list-style-type: none"> • *Phone numbers: Enter the primary contact’s home, work (include extension, if necessary) and cell numbers. <p>REQUIRED! At least one phone number must be entered for each parent/guardian/contact listed.</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ❖ Report card: If primary contact <i>lives with student</i>, this box <i>will be automatically checked and disabled.</i> ❖ Progress report: If primary contact <i>lives with student</i>, this box <i>will be automatically checked and disabled.</i> ❖ Interpreter required: Check this box if the primary contact indicates they need an interpreter to communicate with the school, and/or 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 (This setting does not automatically give them access to the Portal. The Portal must be enabled at the school and the parent given access).
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<p>23. Parent/Guardian/Contact (secondary contact):</p>	<p>Enter the information for the secondary contact.</p> <ul style="list-style-type: none"> • First name/Last name: Enter the secondary contact’s full name. • Relationship to student: Select the secondary contact’s relationship to the student. • Lives with student: Make the appropriate selection <p>Yes – The primary contact lives with the student at the same household address in box #12.</p> <p>No – the primary contact does not live with the student. Enter the primary contact’s VALID address. IMPORTANT! Do NOT enter anything other than the VALID address.</p> • Phone numbers: Enter the secondary contact’s home, work (include extension, if necessary) and cell numbers. <p>REQUIRED! At least one phone number must be entered for each parent/guardian/contact listed.</p> • 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 <ul style="list-style-type: none"> ❖ Report card & Progress report: If the secondary contact LIVES WITH the student, these boxes will be automatically checked and disabled. <p>If the secondary contact DOES NOT LIVE with the student AND there is a valid, complete address, check the box(es) if the parent wants to receive these documents.</p> ❖ Interpreter required: Check this box if the primary contact indicates they need an interpreter to communicate with the school, and/or 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 (This setting does not automatically give them access to the Portal. The Portal must be enabled at the school and the parent given access).
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24. Emergency Contacts (other than already listed):

Enter the information for one or two emergency contacts that can be reached by phone in the event the parent/guardian/contact cannot be reached.

- **First name/Last name:** Provide the emergency contact's full name.
- **Relationship to student:** Select the emergency contact's relationship to the student.
- **Phone numbers: REQUIRED!** At least one phone number must be entered for each emergency contact listed.
- **Email Address:** Enter the emergency contact's email address if provided
- **Primary Language:** Select the emergency contact's primary language
- **Interpreter required:** Check this box if the emergency contact indicates they need an interpreter to communicate with the school.
- **OK to release student:** Check this box to indicate the school is authorized to release the child to the emergency contact.
- **OK to send school messages:** When this box is checked, the emergency contact will be included in communication from the district and/or school via SchoolMessenger.

II. CONTACT INFORMATION

	22. Parent/Guardian/Contact	23. Parent/Guardian/Contact	24. Emergency Contacts (other than already listed)
Contact name	First name: <input type="text" value="Mathilda"/> * Last name: <input type="text" value="Johnson"/> *	First name: <input type="text" value="Henry"/> Last name: <input type="text" value="Johnson"/>	First name: <input type="text" value="Helen"/> Last name: <input type="text" value="Smith"/>
Relationship to student	<input type="text" value="Mother"/> *	<input type="text" value="Father"/>	Relationship to student: <input type="text" value="Grandparent"/>
Lives with student?	<input checked="" type="radio"/> *Yes <input type="radio"/> *No If no, provide address here:	<input checked="" type="radio"/> Yes <input type="radio"/> No If no, provide address here:	Home phone <input type="text"/> Work phone <input type="text"/>
Home phone	<input type="text" value="(555) 555-5555"/>	<input type="text" value="(555) 555-5555"/>	Cell Phone <input type="text" value="(555) 222-2222"/> Email Address <input type="text"/>
Work phone	<input type="text" value="(555) 444-4444"/> Extension <input type="text" value="444"/>	<input type="text"/> Extension <input type="text"/>	Preferred Language <input type="text" value="English"/> <input type="checkbox"/> Interpreter required <input checked="" type="checkbox"/> OK to release student <input checked="" type="checkbox"/> OK to send school messages
Cell phone	<input type="text" value="(555) 333-3330"/>	<input type="text" value="(555) 333-3331"/>	Emergency Contact 2
Email address	<input type="text" value="mjohanson@email.com"/>	<input type="text" value="hjohanson@email.com"/>	First name: <input type="text"/> Last name: <input type="text"/>
Employer	<input type="text" value="US Postal Service"/>	<input type="text" value="UPS"/>	Relationship to student: <input type="text"/>
Military (check all that apply)	<input type="checkbox"/> Active Duty <input type="checkbox"/> DOD Employee <input type="checkbox"/> Reserves National Guard <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Active Duty <input type="checkbox"/> DOD Employee <input type="checkbox"/> Reserves National Guard <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	Home phone <input type="text"/> Work Phone <input type="text"/>
Preferred language	<input type="text" value="English"/> *	<input type="text" value="English"/>	Cell Phone <input type="text"/>
Education level (select one)	<input type="text" value="Some College / AA Degree"/> *	<input type="text" value="Some College / AA Degree"/>	Email Address <input type="text"/>
Additional information Select one or more for each contact.	<input checked="" type="checkbox"/> Report card <input checked="" type="checkbox"/> Progress report <input type="checkbox"/> Interpreter required <input checked="" type="checkbox"/> Access to student info online	<input type="checkbox"/> Report card <input type="checkbox"/> Progress report <input type="checkbox"/> Interpreter required <input checked="" type="checkbox"/> Access to student info online	Preferred Language <input type="text"/> <input type="checkbox"/> Interpreter required <input type="checkbox"/> OK to release student <input type="checkbox"/> OK to send school messages

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

IMPORTANT! Verify all appropriate questions have been answered.

<p>25a. Has your student ever received Special Education Services:</p>	<p>Select the appropriate radio button.</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
<p>25b. Does your student have a 504 plan?</p>	<p>This information is collected from the student Enrollment form, but not stored in PowerSchool.</p>
<p>26. Migrant Work</p>	<p>Select the appropriate radio button.</p> <ul style="list-style-type: none"> • 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.
<p>27. Name, city, and state of last school attended: Last grade level completed:</p>	<p>This information is entered on #45 or # 46.</p>
<p>28. California Healthy Kids Survey (for students in grades 7, 9 & 11):</p>	<p>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.</p>
<p>29. High School interscholastic athletics (High school students only):</p>	<p>Select the appropriate radio button.</p>
<p>30a. Cal Grant “opt out” (Grade 12 only):</p>	<p>The district is required to submit a Cal Grant high school GPA to the California 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.</p>
<p>30b. FAFSA/CADAA “opt out” (Grade 12 only):</p>	<p>Starting with Class of 2023, all graduating students must have completed the FAFSA/CADAA. If the parent does not want to complete the FAFSA/CADAA, they must Opt Out.</p>
<p>31. Military Recruiters (High school students only):</p>	<p>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.</p>

<p>32 (a/b). Release of Educational Information (High school students only):</p>	<p>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.</p> <p>IMPORTANT! If 32a is left blank, it will be counted as if the parent/guardian selected No.</p> <p>It is important for parents/guardians to understand the impact of not giving permission to release their student's educational records.</p>
<p>33. LEA Medi-Cal Billing Program</p>	<p>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 students.</p> <p>Parent may choose to authorize the release of student information pertaining to Medi-Cal for the purpose of district reimbursement.</p> <p>Select the appropriate response.</p>

III. QUESTIONS FOR PARENT/GUARDIAN


The following questions provide important information for the school staff. Parents must review 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.

<p>25a. Has your student ever received Special Education services? <input type="radio"/> *Yes <input checked="" type="radio"/> *No</p>	<p>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? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>25b. Does your student have a 504 Plan?</p> <p>27. Name, city, and state/country of last school attended:</p> <p>Last grade level completed:</p>	<p>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". <input type="checkbox"/> Opt Out</p> <p>29. (High school students only) Has your student ever played interscholastic athletics? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>30a. (Grade 12 only) The district is required to submit a <i>Cal Grant high school GPA</i> to the California Student Aid Commission (CSAC) for all graduating seniors unless the parent/guardian opts out of the submission process. The GPA will be submitted electronically by October 1 of each year unless you select "Opt Out," or submit an Opt Out form. <input type="checkbox"/> Opt Out</p>	
<p>30b. (Grade 12 only) Starting with the Class of 2023, all graduating students must have completed the <i>FAFSA/CADAA</i> unless you select "Opt Out." <input type="checkbox"/> Opt Out</p>	
<p>31. (High school only) Federal law requires <i>release of student information to military recruiters</i>. If you do NOT want this information released for your student, you must select "Opt Out". <input type="checkbox"/> Opt Out</p>	
<p>32. (High school 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 including UC ELC data <input checked="" type="radio"/> Yes <input type="radio"/> No b. Disciplinary Records <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
<p>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. <i>Special Education and medical information will not be released without additional consent (a separate form will need to be submitted).</i></p>	
<p>33. LEA Medi-Cal Billing Options Program: (Medi-Cal reimbursements support student services. Details on LEA Medical-Cal see <i>Facts for Parents</i> Section F) <input checked="" type="radio"/> *I consent to the release of my child's related health records for Medi-Cal billing purposes. This will not affect my Medi-Cal benefits. <input type="radio"/> *I do not consent to the release of my child's related health records for Medi-Cal billing purposes</p>	

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:	<p>This field auto-populates once the student’s address has been validated.</p> <ul style="list-style-type: none"> • *Next year School: This field auto-populates. • *Next Year: This field auto populates. <p>IMPORTANT! If the student is enrolling into the last grade of your school, set the Next Year School and Next Year Grade Level to the next school in your school’s feeder pattern. For students in 12th grade, set the Next Year School to Not Continuing.</p>
37. Birth verification documents:	Check the box for the document used to verify the student’s date of birth. <i>This is REQUIRED for ALL students new to the district.</i>
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 brief 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

<p>34. Address verification document: <input type="text" value="Utility Bill - SDGE"/></p> <p>35. Date address verified: <input type="text"/></p> <p>36. Neighborhood School: Henry High Next Year School: <input type="text" value="Henry High"/> * Next Year Grade Level: <input type="text" value="11"/> *</p> <p>37. Birth verification documents: <input checked="" type="radio"/> Birth certificate <input type="radio"/> Affidavit <input type="radio"/> Church records <input type="radio"/> Passport <input type="radio"/> School records <input type="radio"/> Unverified</p> <p>38. District of residence: <input type="text" value="San Diego Unified, San Diego (3768338)"/> *</p> <p>40. Immunization status: <input type="radio"/> Complete <input type="radio"/> Incomplete <input type="radio"/> Conditional <input type="radio"/> Exempt - District Nurse Approval Required</p>	<p style="text-align: center;">LEGAL BINDINGS</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;">  <p>Enter Legal Bindings here. An Alert will be created when the page is submitted. IMPORTANT! This field should not be used for notes.</p> </div> <p>39. Boundary exception for non-resident student: Begin Date: MM/DD/YYYY End Date: MM/DD/YYYY</p> <p>41a. (K only) Dental Exam? <input type="radio"/> Yes <input type="radio"/> No 41b. (K only) Physical Exam? <input type="radio"/> Yes <input type="radio"/> No</p>
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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.

NOTE: If the student previously attended a school *in California*, complete #45.

If the student attended school *outside of California*, complete #46.

See **Verification of SSID Report** on page 98, to find students who do not currently have a SSID.

<p>45. For students new to San Diego Unified entering from <u>within</u> California:</p>	<p>Enter the appropriate information.</p> <ul style="list-style-type: none"> Student State ID (SSID) (if known): Enter the student’s ten digit Student State ID (SSID) number, <i>if you know what it is</i>. <ul style="list-style-type: none"> 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. <p>IMPORTANT! If you are still unable to obtain the SSID after following the tips above, enter the number “0”.</p> <p>PLEASE NOTE! If you locate the SSID at a later date, enter it.</p> <p>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.</p> Previous CA District: Type the name of the most recent California district the student attended. <ul style="list-style-type: none"> ❖ If the student’s previous school was a private or parochial school, enter PRIVATE. ❖ If the school was a public <i>preschool</i> in California, enter the district. <p>IMPORTANT! Only enter N/A if the child never attended any school or preschool before today.</p> Previous CA school name: Type the name of the latest California school or preschool from which the student is transferring. <p>IMPORTANT! Only enter N/A if the child never attended any school or preschool before today.</p>
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<p>46. For students new to San Diego Unified entering from <u>outside</u> of California:</p>	<p>For students <i>never</i> enrolled in a California school before, enter the previous school as well as the city and state of the previous school.</p>
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ENTRY INFORMATION	NOTES / ADDITIONAL INFORMATION
42. Previously enrolled in San Diego Unified? No	
43. Entry date: 08/29/2022	
44. Entry reason: E13	
45. For students new to San Diego Unified entering from <u>within</u> California:	
Student State ID (SSID) (if known): <input type="text" value="0"/>	<div data-bbox="764 573 1122 695" style="border: 1px solid black; padding: 5px;"> <p>If you are unable to obtain the Student State ID (SSID), enter a single "0"</p> </div>
Previous CA district: <input type="text" value="Los Angeles Unified"/>	
Previous CA school name: <input type="text" value="John Marshall High School"/>	
46. For students new to San Diego Unified entering from <u>outside</u> of California:	
Previous school: <input type="text"/>	
City, State/Country: <input type="text"/> <input type="text"/>	

NOTES/ADDITIONAL INFORMATION

Use this area 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.

ENTRY INFORMATION	NOTES / ADDITIONAL INFORMATION
42. Previously enrolled in San Diego Unified? No	
43. Entry date: 08/29/2022	
44. Entry reason: E13	
45. For students new to San Diego Unified entering from <u>within</u> California:	
Student State ID (SSID) (if known): <input type="text" value="0"/>	
Previous CA district: <input type="text" value="Los Angeles Unified"/>	
Previous CA school name: <input type="text" value="John Marshall High School"/>	
46. For students new to San Diego Unified entering from <u>outside</u> of California:	
Previous school: <input type="text"/>	
City, State/Country: <input type="text"/> <input type="text"/>	<div data-bbox="776 1354 1076 1539" style="border: 1px solid black; padding: 5px;"> <p>Use this area to enter notes that are not Legal Bindings. This field will NOT generate an Alert.</p> </div>

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 in PowerSchool.

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

HOME LANGUAGE SURVEY

Survey Date: 8/29/2022	Home Language Survey Language: English ▼	
	First Mentioned	Second Mentioned
Which language did your son or daughter learn when he or she first began to talk?	English *	
What language does your son or daughter most frequently use with adults in the home?	English *	
Which language is used most frequently by the adults in your home?	English *	
Which language do you use most frequently to speak to your son or daughter?	English *	

Submit

Enrolling Students for Next Year

When enrolling a new student, re-enrolling an existing student, or editing a current or previous enrollment record, it is important that the **Term** in the upper right-hand corner be set correctly.


Students Currently Enrolled at Another School

Elementary and K-8 schools: For students currently enrolled in grade -1 at preschools, CDC sites, and Early Childhood Special Ed (ECSE), Next School has been changed to *Not continuing next year*. If your school expects one of these students to enroll at your school in Grade K for next year, change the Next School to your school for the student.

NOTE: The **Demographics** page cannot be updated until after the **End of Year process**.

1. From the **Start Page**, verify the **Term** is set to the *current school year*.
2. Select **District Students** from the search options menu and search for the student.
3. Under **Next School**, click the **transfer button** (pencil icon) to open the Set Next School and Grade Level page.

1 students found

Last Name	First Name	Middle Name	Student Number	Birth Date	Student State ID	Home Phone	School	Grade Level	Enroll Status	Next School
Smith	Kaylen	Harlan	123456	09/01/2004	1234567890	619-994-3489	Morse High	10	Active	Morse High 

4. On the **Set Next School and Grade Level** page, your school's name will automatically appear in the **Next Year School** field.
5. Update **Next Year Grade Level**, if needed.
6. Click **Submit**.

Set Next School and Grade Level

Smith, Kaylen (123456)
This student is currently enrolled at Morse High, in grade 10. The Next School for this student is currently set to **Morse High** and **Next Grade is 11**. Use this page to make changes to the Next School and Next Grade for this student.

Next Year School: Henry High *

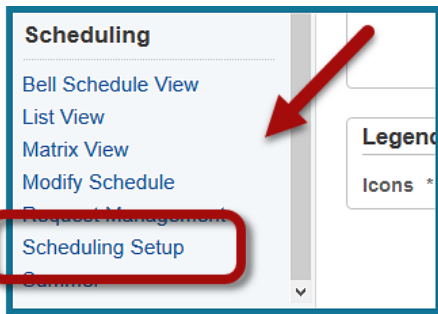
Next Year Grade Level: 11 *

Submit

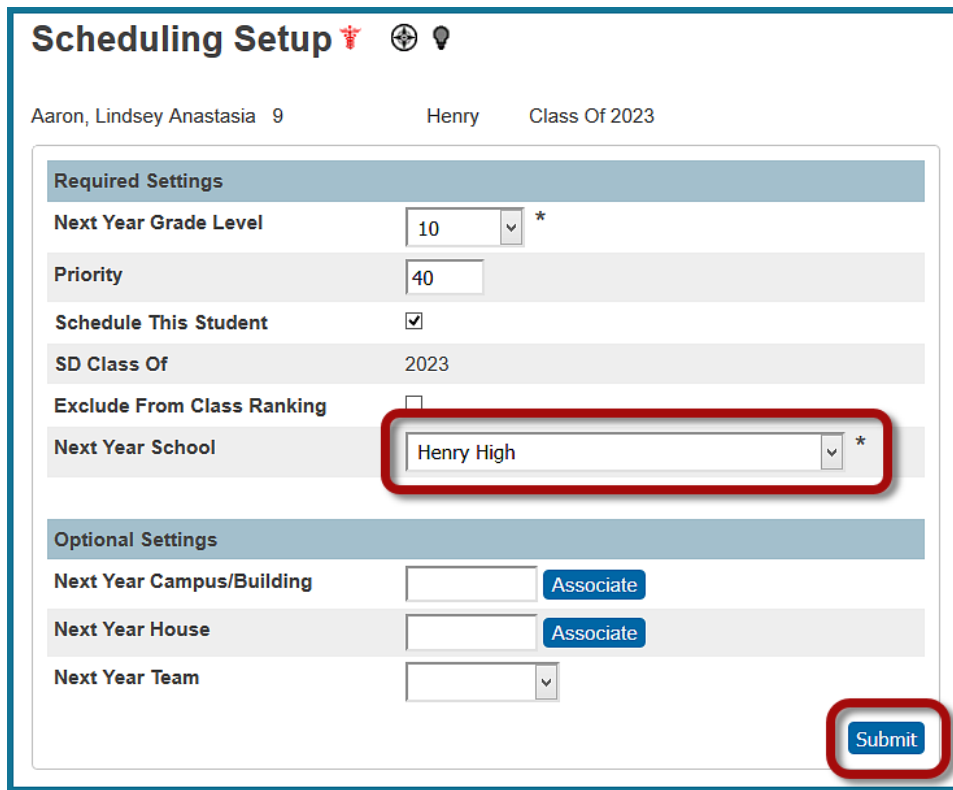
Students Continuing at Their Current School

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

1. From the **Start Page**, verify the **Term** is set to the *current school year*.
2. Search for the student.
3. From the student menu on the left, under Scheduling, click **Scheduling Setup**.



4. Select your school from the **Next Year School** drop-down menu.
5. Click **Submit**.



Scheduling Setup 🏥 📍 💡

Aaron, Lindsey Anastasia 9 Henry Class Of 2023

Required Settings

Next Year Grade Level 10 *

Priority 40

Schedule This Student

SD Class Of 2023

Exclude From Class Ranking

Next Year School Henry High *

Optional Settings

Next Year Campus/Building Associate

Next Year House Associate

Next Year Team

Submit

Students Who are Inactive

For students who are 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**. (See **Re-Enrolling an Inactive Student** on page 47)
2. From the **Start Page**, find the student using **District Student Search**.
3. Click the **transfer button** (pencil icon), under the school column to access the **Student Transfer** page.
4. Use the **Transfer to School** tab to transfer the student to your school.
5. Use the **Re-Enroll in School** tab to pre-register the student at your school.
6. Set the **Entry Date** to the first day of school for next year.
7. Complete the **Demographics page**.

IMPORTANT! If the student is enrolling into the last grade of your school, set the **Next Year School** and **Next Year Grade Level** to the next school in your school's feeder pattern. For students in 12th grade, set the **Next Year School** to **Not Continuing**.

Students Who are New to the District

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

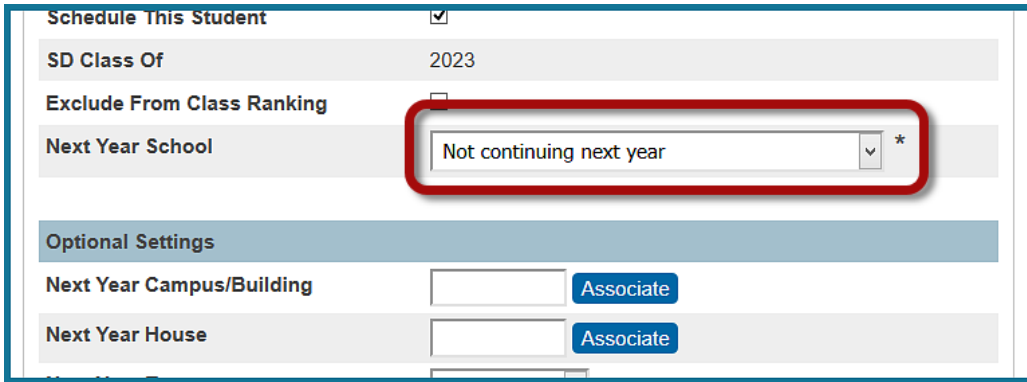


1. **IMPORTANT!** Prior to enrolling the student at your school, change the **Term** to **Next Year**. (See **Enrolling Students New to the District** on page 33)
2. From the **Start Page**, use **District Student Search** to check for prior enrollments. If no prior enrollment is found, select **Enroll New Student**.
3. Set the **Entry Date** to the first day of school for next year.
4. Click **Submit**.
5. Complete the **Demographics page**.

IMPORTANT! If the student is enrolling into the last grade of your school, set the **Next Year School** and **Next Year Grade Level** to the next school in your school's feeder pattern. For students in 12th grade, set the **Next Year School** to **Not Continuing**.

For Students Not Continuing Next Year

1. From the **Start Page**, select the student.
2. Use the **Scheduling Setup page** to update the Next Year School to **Not Continuing Next Year**. **IMPORTANT!** If the student plans to enroll at another SDUSD school, **DO NOT** select that school from the menu.



The screenshot shows a form titled "Schedule This Student" with a checked checkbox. Below it, "SD Class Of" is set to "2023". "Exclude From Class Ranking" is unchecked. The "Next Year School" dropdown menu is highlighted with a red box and contains the text "Not continuing next year". Below this is an "Optional Settings" section with two rows: "Next Year Campus/Building" and "Next Year House", each with an empty input field and an "Associate" button.

NOTE: 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.

Part 3: Dropping Students

Key Points for Dropping Students

The following procedures are provided to help you correctly transfer (drop) 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 the 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 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)

- Transfer the student out of your school in PowerSchool. Use 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 **Completing the District Exit Page** on page 92)

- Move the **PreK – Grade 12 Enrollment Form** from the active file to the Inactive file. These files should be kept in a secured (locked) place.

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

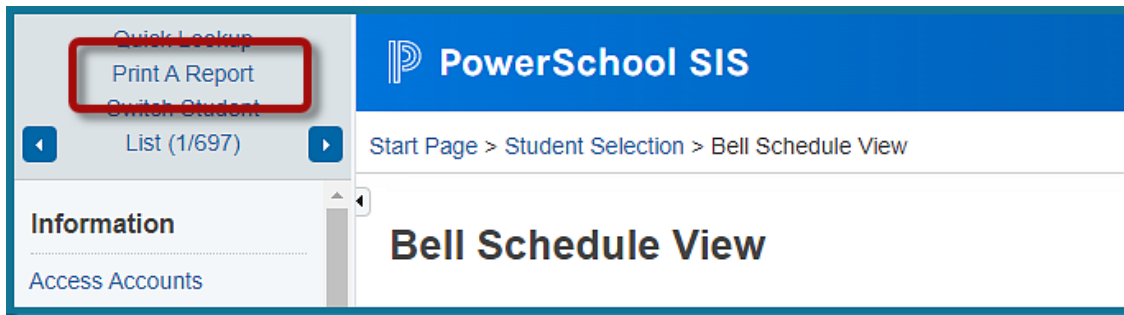
- Retire the Cumulative folder or send to the new school if the student is staying in San Diego Unified. If the student is leaving the district, make a copy of the Cumulative folder and mail/fax the copy to the new school.

IMPORTANT! Do NOT send the original Cumulative folder outside the district, including district charter schools!

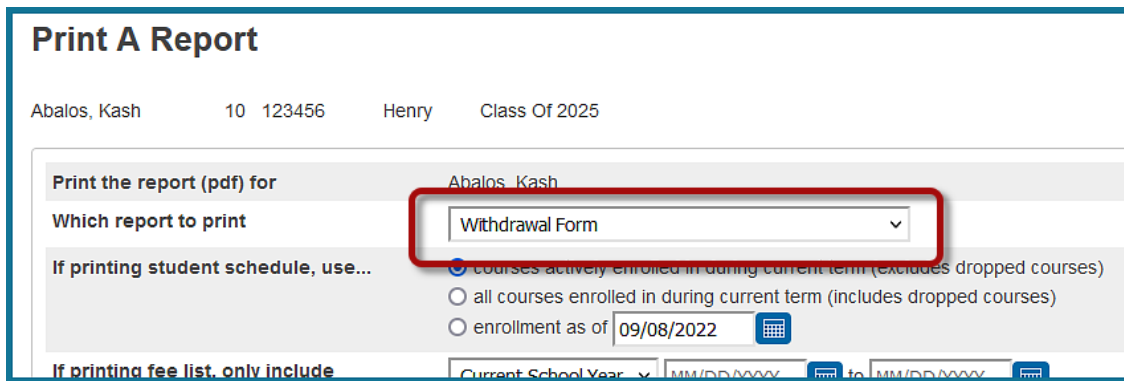
Printing the Withdrawal Form (Secondary Schools ONLY)

The **Withdrawal Form** provides a routing slip for students to use during the check-out process. Transfer grades and signatures from appropriate school staff are collected to clear the student for withdrawal.

1. From the **Start Page**, search for the student.
2. On the student page, click **Print A Report** in the upper left of the screen.



3. Select **Withdrawal Form** from the Which report to print drop-down menu.
4. Click **Submit**.



5. On the Report Queue, click **Refresh** to complete the report, then click **View** to open the report.

6. **IMPORTANT!** Be sure to include the Site Tech/Power User or other staff member responsible for storing final grades BEFORE the student is dropped from your school.
7. A copy of the completed and signed form should be returned to the Enrollment Clerk/Registrar and retained as proof the student was cleared for withdrawal.

Henry High
6702 Wandermere Dr
San Diego, CA 92120
(858) 988-2700 Fax: (619) 229-0370

Student Name: Kash Abalos
Address: 7386 Viar Ave
City: SAN DIEGO, CA 92120

Grade: 10
Birth Date: 09/01/2007
Exit Grades as of: 9/9/22 at 11:08 AM
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)	S1	6605	MD WD HST/G1(P)	Adriano, Aixa Patrick	214		
2(A)	S1	5701	PHYS ED 3	Whitsett, Branden Dee	GYM		
3(A)	S1	6238	BIO LIVING EARTH1 (P)	Graciano, Ryota Joy- Ross	319		
4(A)	S1	1572	ENG 3 ADV (P)	Post, Linh M	116		
5(A)	S1	4167	INTG MATH II A ADV(P)	Simon, Gardenia Pablo	852		
6(A)	S1	2386	AM SIGN LG 3(P)	Nebel, Tabitha Rose	808		

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:

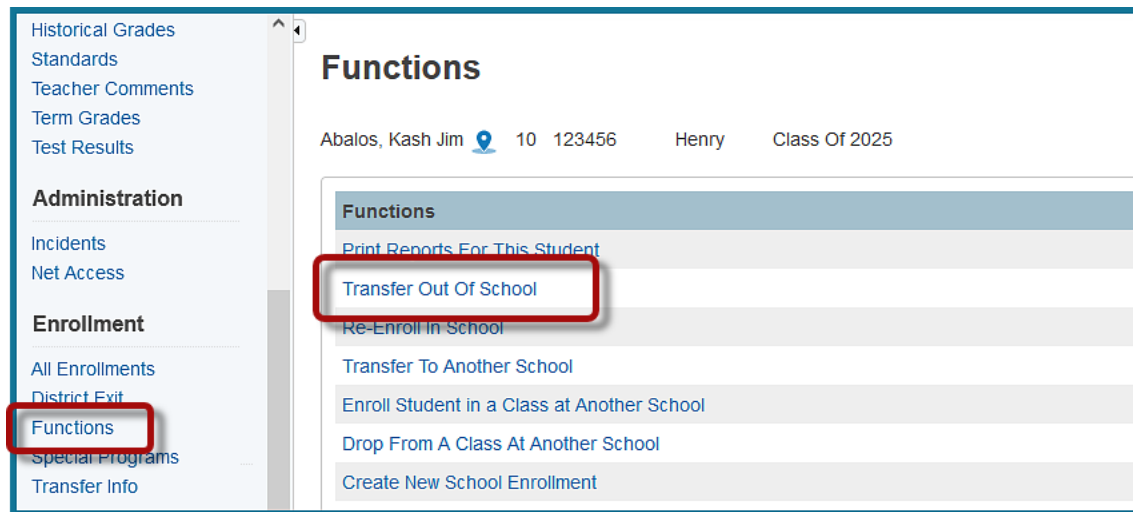
Registrar: _____ Parent/Guardian Signature: _____

Transferring Students Out of School

When a student is transferred out of school, their enrollment status is changed from Active to Inactive. Unless the student is re-enrolled at another SDUSD school, the student will remain in an Inactive status at their last school of active enrollment.

IMPORTANT! If the student is in grades K 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 **Completing the District Exit Page** on page 92)

1. Begin by searching for the student on the **Start Page**.
2. On the Student Page, under Enrollment, click **Functions**.
3. On the Functions page, click **Transfer Out Of School**.



4. Complete the **Transfer Student Out** page:
 - **Transfer comment:** Enter a transfer comment (OPTIONAL).
 - **Exit Date:** Enter the appropriate **Exit Date**. This is the day **AFTER** the student's last day in class.
 - **Exit Code:** Select the proper **Exit Code** from the drop-down menu. (See the **Exit Code** charts beginning on page 8)

SECONDARY SCHOOLS may see the following if they used course requests and/or PowerScheduler to schedule the student:

Course Requests for <School Year>: If the student has course requests in PowerSchool, 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. **NOTE:** A validation will prompt if the student has future attendance records. A student should not be dropped without deleting future attendance records.
6. Check the box to delete all future attendance records.
7. Click **Submit**, then **Confirm Submit**.

Transfer Student Out

Abalos, Kash 10 123456 Henry Class Of 2025

Who will be transferred out Abalos, Kash

School Year 2022-2023

Entry Date 08/29/2022

Transfer comment

Exit Date (should be the day after the student's last day in class)

Exit code *

Course Requests for 2022-2023 ! This student has course requests which will be removed from PowerSchool when you click Submit.

PowerScheduler classes for 2022-2023 ! 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.

! There are **6** attendance record(s) for the current student. Listed below are the number of records per date.

- (6) 9/12/2022

Check to delete all future attendance records this student has listed above.

Check this box to delete future attendance BEFORE clicking Submit.

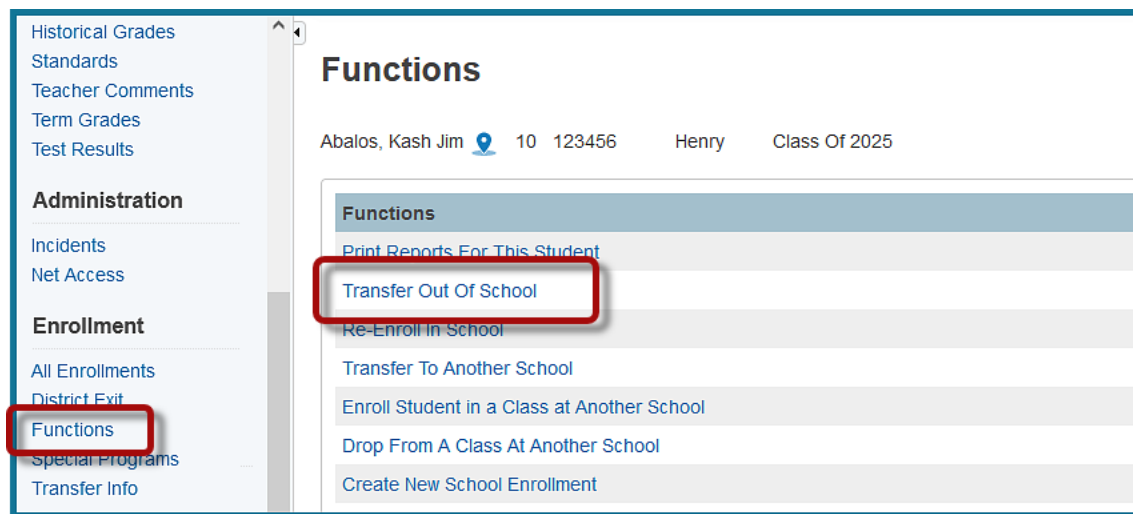
This information may display if a secondary school used course requests and/or PowerScheduler to schedule the student.

Transferring a No Show Student

When a student is actively enrolled at your school, but never attends, they are considered a **No Show**.

After the second week of school, the IT department runs a No Show process that automatically drops any enrolled student without a schedule, or one who has been marked Unverified Absent (A) from the beginning of school. For secondary schools with multiple periods, the student must be marked Unverified Absent (A) for all periods. If the student has one or more periods where the teacher marked the student Present (P), they will not be included in the process and must be dropped manually.

1. Begin by searching for the student on the **Start Page**.
2. On the Student Page, under Enrollment, click **Functions**.
3. On the Functions page, click **Transfer Out Of School**.



4. Complete the **Transfer Student Out** page:
 - **Transfer comment:** Enter a transfer comment (OPTIONAL).
 - **Exit Date:** Enter the *same date as the Entry Date*.
 - **Exit Code** Select **N470 (No Show – Enrollment Dropped)** from the drop-down menu.

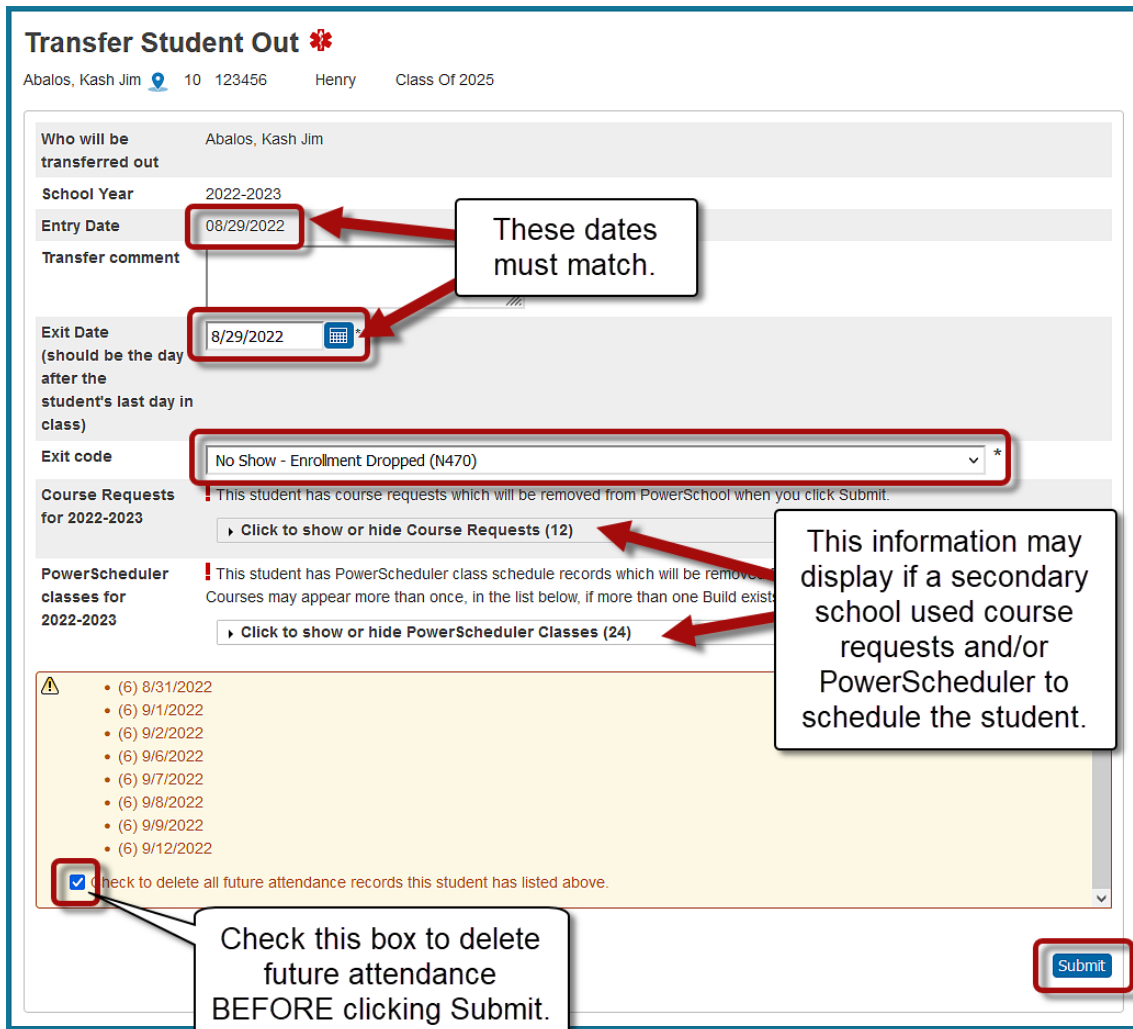
SECONDARY SCHOOLS may see the following if they used course requests and/or PowerScheduler to schedule the student:

Course Requests for <School Year>: If the student has course requests in PowerSchool, 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.

- **NOTE:** A validation will prompt if the student has future attendance records. A student should not be dropped without deleting future attendance records.
- Check the box to delete all future attendance records.
- Click **Submit**, then **Confirm Submit**.

5. Click **Submit**.



Transfer Student Out ✳

Abalos, Kash Jim 10 123456 Henry Class Of 2025

Who will be transferred out: Abalos, Kash Jim

School Year: 2022-2023

Entry Date: 08/29/2022

Exit Date: 8/29/2022

Exit code: No Show - Enrollment Dropped (N470)

Course Requests for 2022-2023: Click to show or hide Course Requests (12)

PowerScheduler classes for 2022-2023: Click to show or hide PowerScheduler Classes (24)

Check to delete all future attendance records this student has listed above.

Submit

Part 4: Required Enrollment Reports & Procedures

Gains and Losses Audit Report (Monthly)

The **Gains and Losses Audit** report is a required monthly report. It provides daily enrollment and withdrawal information for a given date range.

IMPORTANT! The report must be printed in accordance with the dates on the Pupil Accounting calendar. It must be 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.

1. From the **Start Page**, under Reports, click **System Reports**.
2. On the **SDUSD tab**, click **Gains and Losses Audit**, then do the following:



- For the **first attendance month only**:
 - Select the **Begin Date** and **Ending Date*** radio button.
 - Enter the **date after** the first day of school in the first date field.
 - Enter the **fourth Friday** from the start of school in the other date field.



- For all other attendance months:
 - Click the **Reporting Segment** radio button.
 - Select the **appropriate month number** from the drop-down menu (refer to the Pupil Accounting Attendance Calendar).
- **Grade Levels:** Select *all* grade levels at your site, then check the default box on the right.

NOTE: Do *not* include **-2, -1, PK3, or PK4** grade levels.
- **Special Programs:** Do not make a special program selection, then check the default box on the right.
- **Group by Grade:** Leave this box unchecked, then check the default box on the right.

3. Click **Submit**.

Gains and Losses Audit Report

Report Name	Gains and Losses Audit		
Version	1.9		
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*	<input checked="" type="radio"/> 1 : 08/29/2022 - 09/23/2022 <input type="radio"/> 00/00/0000 <input type="text"/> <input type="text"/>		
Data to be filled (Check checkbox on the right to save as default value) <input type="button" value="Reset All"/>			
Grade Levels (multi-selectable) (Leave blank to run for special program enrollments only)	<input type="checkbox"/> 9 10 11 12		<input type="checkbox"/>
Special Programs (multi-selectable) (Leave blank to run for grade level enrollments only)	<input type="checkbox"/> ELA Co Teach ELA Collab ELA Consult Math Co Teach Math Collab Math Consult		<input type="checkbox"/>
Group By Grade	<input type="checkbox"/>		<input type="checkbox"/>
			<input type="button" value="Submit"/>

- On the Report Queue, click **Refresh** to complete the report, then click **View** to open the report.
- Once the report is printed, both the school principal *and* the clerk sign and date the last page.
- Keep a copy of the signed report for your records. Send the original report through School Mail to **Pupil Accounting, Ed Center**.

REPORT OF GAINS AND LOSSES
From 08/30/2022 to 09/23/2022
As of 09/09/2022, 16:21:54

Page 1

District: PS District One (3768338)

School: Henry High (336)

Date	Grade	ID	Student Name	Action	Notes	Male	Female	Total
08/30/22	Grade 9,10,11,12				Starting Enrollment:	1367	1279	2646
08/31/22	10	683852	Hosteer, Hester	GAIN			+1	
08/31/22					End of Day Enrollment:	1367	1280	2647
09/05/22	11	683851	Dorman, Sessie	GAIN			+1	
09/05/22					End of Day Enrollment:	1367	1281	2648
09/06/22	09	600423	Abdelrahman, Abenezzer	GAIN			+1	
09/06/22					End of Day Enrollment:	1368	1281	2649
09/23/22	Grade 9,10,11,12				Ending Enrollment:	1368	1281	2649

*Principal: Albus Dumbledore
Clerk: Margbeth Davenport
Date: 9/9/2022*

Enrollment Summary (Monthly)

The **Enrollment Summary** report gives enrollment totals by ethnicity and grade level for a given date.

Run this report at the same time as the **Gains and Losses Audit** Report. Reconcile the enrollment totals on both reports and file the copy with the monthly enrollment records.

1. From the **Start Page**, under Functions, click **Enrollment Summary**.
2. Select **Federal Ethnicity and Race** from the **View** drop down list.
3. Under Students, click the **All Active Enrollments** button.
4. Select a **Date** from the calendar.

IMPORTANT: When running this report to reconcile enrollment totals, select the date that is the same as the End Date used on the Gains and Losses Audit report.

NOTE: If running this report prior to the start of school, change the date to the first day of school.

Enrollment Summary: Federal Ethnicity and Race Report as of Henry High
09/23/2022 (A)

View: Federal Ethnicity and Race Students: All Active Enrollments Date: 9/23/2022

Current Selection

Grade Level	Total in Grade	(100) American Indian or Alaska Native	(200) Asian	(300) Native Hawaiian/Other Pac Islander	(600) Black or African American	(700) White	Hispanic/Latino	Two or More Race Categories	Unspecified
9	732	1	114	1	41	285	224	66	0
10	699	0	92	2	54	263	235	50	3
11	603	0	93	1	28	259	175	47	0
12	628	0	98	0	41	241	193	55	0
Total	2,662	1	397	4	164	1,048	827	218	3

The Federal Ethnicity and Race view displays aggregate student data as required by the Federal Ethnicity and Race Categories from the U.S. Department of Education. See the help for more information.

Enrollment Verification Form

The **Enrollment Verification Form** report creates a pre-filled form that reflects the student information entered on the Demographics page in PowerSchool.

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

IMPORTANT! *All changes to the Enrollment Form should be entered in PowerSchool by **October 1st** each year.*

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

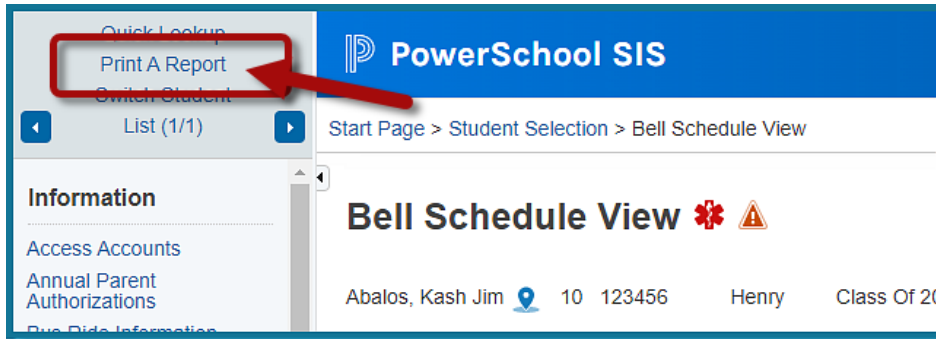
- The form must be signed by the Parent/Guardian *even if no changes were made*.
- The signed Enrollment Verification Form should be filed by the school in the secure area where other enrollment forms are kept.
- If the school receives a corrected, signed Enrollment Verification Form and the Home Address has changed, proof of residence is required. Make the necessary update in PowerSchool.
- If residency has been previously established with documentation, it is not necessary to obtain again if the parent signature on the Enrollment Verification Form reconfirms the same resident address.
- **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**.

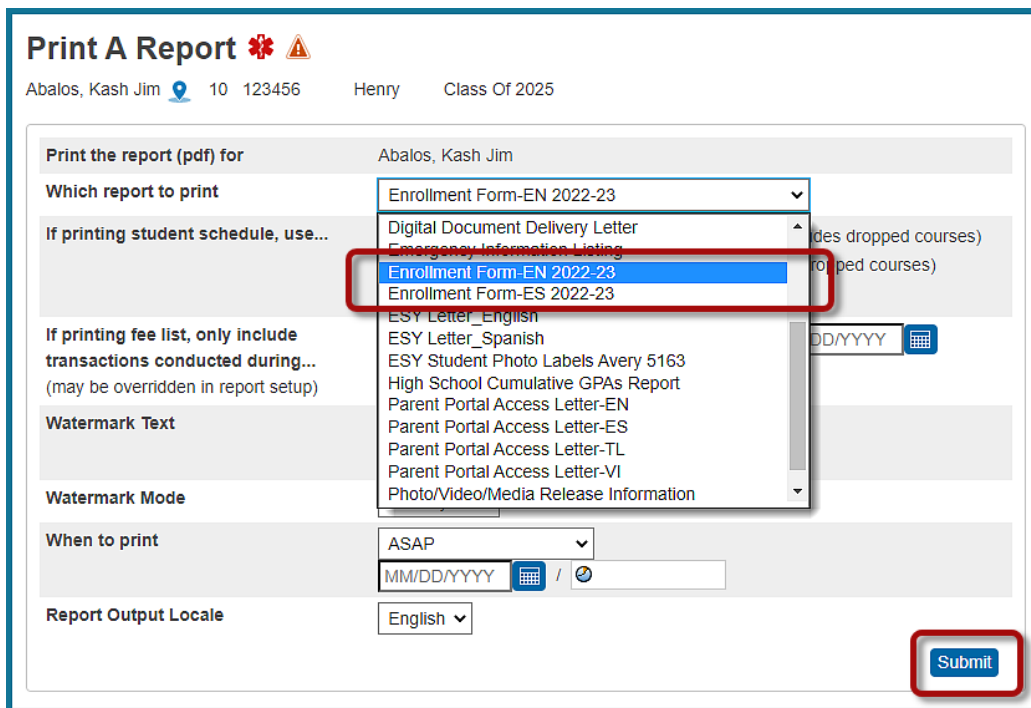
The principal should be provided with a document that indicates the true, confidential address for the Parent/Guardian and student. The confidential address should be kept in a safe and secure location. **NOTE!** An appropriate note must be entered in the **Legal Buildings** field to indicate that the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

Printing the Form for One Student

1. From the **Start Page**, search for the student.
2. On the Student page, click **Print a Report** in the upper left corner.



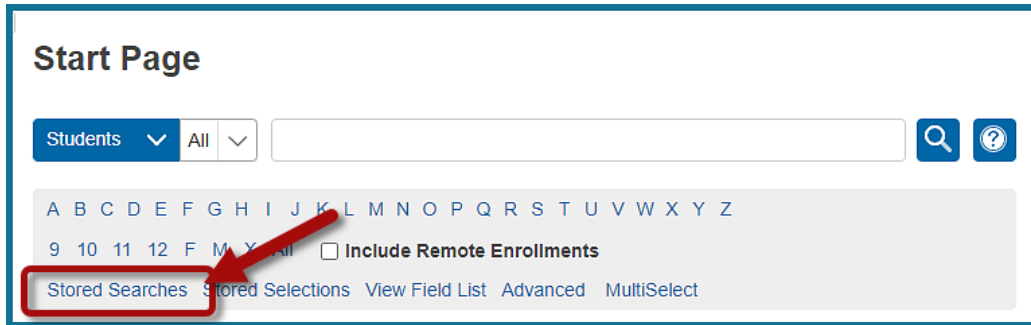
3. Select the **Enrollment Form** from the **Which report to print:** drop-down menu.
 - **EnrollmentForm-ES** - Spanish.
 - **EnrollmentForm-EN** - English.
4. Leave remaining fields in their default settings.
5. Click **Submit**.



6. On the Report Queue, click **Refresh** to complete the report, then click **View** to open the report.

Printing The Form for a Student Group

1. From the **Start Page**, select **Stored Searches**.



Start Page

Students ▾ All ▾ 🔍 ?

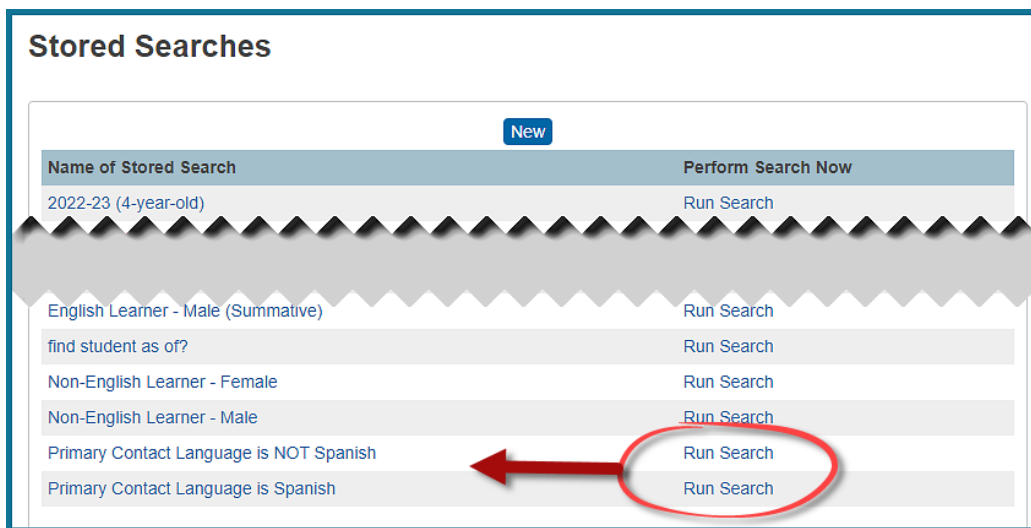
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 F M Y All Include Remote Enrollments

Stored Searches | Stored Selections | View Field List | Advanced | MultiSelect

2. Click **Run Search** to select the appropriate group of students:

- **Primary Contact Language is Spanish** – This group contains students whose primary contact language is Spanish.
- **Primary Contact Language NOT Spanish** – This group contains students whose primary contact language is something other than Spanish.



Stored Searches

[New](#)

Name of Stored Search	Perform Search Now
2022-23 (4-year-old)	Run Search
English Learner - Male (Summative)	Run Search
find student as of?	Run Search
Non-English Learner - Female	Run Search
Non-English Learner - Male	Run Search
Primary Contact Language is NOT Spanish	Run Search
Primary Contact Language is Spanish	Run Search

3. The selected group of students become the current student selection at the top of the **Group Functions** page.
4. Under the Printing heading, select **Print Reports**.

Group Functions

Current student selection: 142

Printing

Print Mailing Labels	Prints mailing labels for currently selected students.
Print Reports	Prints reports for currently selected students.
Report Card - Elementary	Elementary Student Progress Report
Report Card - Elementary (2013-14)	Elementary Standards Based Report Card for 2013-14
Report Card - Secondary	Secondary Traditional Report Card
Reports Menu	Goes to the Reports menu.

5. On the **Print Reports** page, do the following:

- Select the appropriate **Enrollment Form** from the **Which report would you like to print?** drop-down menu:
 - **EnrollmentForm-ES** - Spanish
 - **EnrollmentForm-EN** - English
- Select one of the following options **For which students?:**
 - **All records in a single batch:** Prints the report as a single job. For large report sizes, this may take a while.
 - **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.
- Select how you would like the Enrollment Forms sorted **In what order?:**
 - **Alphabetical**
 - **By grade, then alphabetical**
 - **By period (X) class, as of this date: xx/xx/xxxx** (takes extra time)
- Leave all other fields in their default settings.

6. Click **Submit**.

Print Reports

Option	Value
Which report would you like to print?	Enrollment Form-ES 2022-23
For which students?	The selected 142 students
In what order?	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records. <input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period 1 class, as of this date: 09/14/2022 (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses actively enrolled in during current term (excludes dropped courses) <input type="radio"/> all courses enrolled in during current term (includes dropped courses) <input type="radio"/> enrollment as of 09/14/2022
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year MM/DD/YYYY to MM/DD/YYYY
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP MM/DD/YYYY /
Report Output Locale	English

Submit

7. On the Report Queue, click **Refresh** to complete the report, then click **View** to open the report.

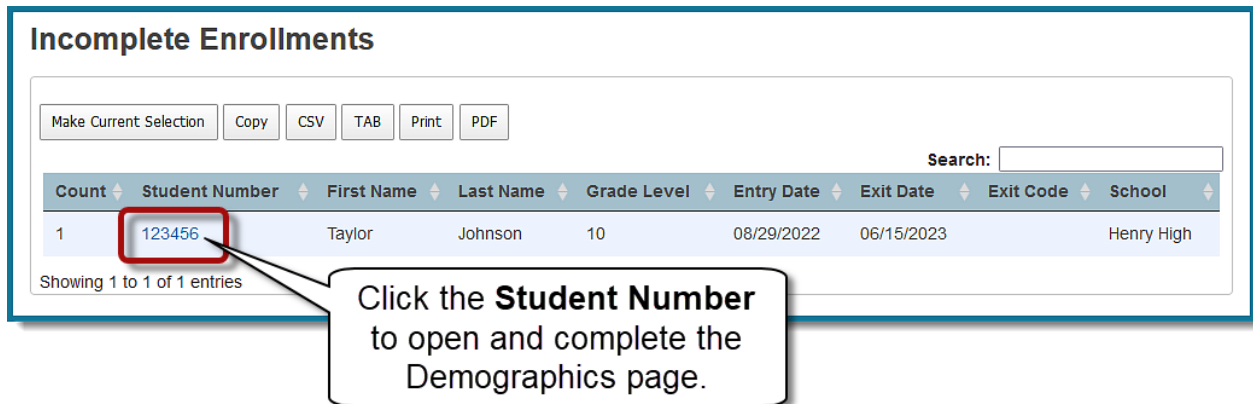
Incomplete Enrollment Report

During the enrollment process, if the Demographics page is not completed and submitted, the student record will exist in PowerSchool but with an Inactive enrollment status (-2). This is an Incomplete Enrollment.

The **Incomplete Enrollment Report** will help 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 check for incomplete enrollments. No Show students with incomplete enrollments must be dropped by IT. To request a No Show student be dropped, submit a support request online at <https://sdusd.cherwellondemand.com/> or through email at helpdesk@sandi.net.

1. From the Start Page, under Reports on the left-side menu, select **sqlReports**.
2. Expand the Enrollment reports, then select **Incomplete Enrollments**.
3. Click **Submit**.
4. Select the **Student Number** to open the Demographics page.
5. 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	123456	Taylor	Johnson	10	08/29/2022	06/15/2023		Henry High

Showing 1 to 1 of 1 entries

Click the **Student Number** to open and complete the Demographics page.

Verification of SSID Report

Every student must be assigned 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 on the Demographics page and matched to data in CALPADS.

SSID Frequently Asked Questions:

- **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.

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

- **I have followed all 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 to be uploaded to CALPADS. If the student record is still missing an SSID after 72 hours from initial enrollment, contact **Julie Bui** at jbui@sandi.net. **NOTE:** Please do not email request BEFORE 72 hours from initial enrollment have passed.
- 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, under Reports on the left-side menu, select **sqlReports**.
2. Expand the CALPADS reports and select the **Verification of SSID** report.
3. Click **Submit**.

Verification of SSID Report


Verification of SSID												
<input type="button" value="Make Current Selection"/> <input type="button" value="Copy"/> <input type="button" value="CSV"/> <input type="button" value="TAB"/> <input type="button" value="Print"/> <input type="button" value="PDF"/>											Search: <input type="text"/>	
School Name	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
Henry High	123456	Dayan	Alfred	11	08/29/2022	06/15/2023	Stuttgart High School	Boeblingen, Germany	NA			
Henry High	456789	Katarina	Auli	9	08/29/2022	06/15/2023					Cajon Valley Union	FLETCHER HILLS ELEMENTARY
Henry High	789123	Melinda	Baldwin	10	08/29/2022	06/15/2023					Coronado Unified School District	Coronado High School

Entering the Annual Parent Authorizations

Parents are legally entitled to 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. From the **Start Page**, search for the student.
2. On the Student Page, under Information on the left-side menu, click **Annual Parent Authorizations**.
3. Enter the information exactly as it appears on the completed and signed form.
4. Click **Submit**.

Annual Parent Authorizations

Anderson, Makoa  9 123456 Henry

1. Discrimination, Harassment, Intimidation & Bullying Policies

Please check all that apply:

- My child and I have read and understand the Discrimination and Harassment Policies section.
- My child and I understand the consequences should my student violate the policy.
- I have been informed of these rights.

2. Photography/Video /Media Release

The first option allows you to select your level of permission. The second option is to opt out completely.

I give my permission (check all that apply):

- To have my child interviewed, photographed, and/or video recorded by news media.
- To have my child photographed and/or video recorded by the district or school. Photos and videos may be used on school or district websites, brochures, social media, etc.
- To have my child's name published in order to credit his or her work.
- To have my child's name and photo published in the school yearbook.

I DO NOT want my child's name, photo, or video published publicly.

3. Uniform Discipline Plan

I acknowledge that my child has read and understands the Uniform Discipline Plan, and that my child and I understand the consequences should my child violate the policy.


4. Health Requirements

I acknowledge that I have read the Health Requirements/Policies and have been informed of these rights.

5. Technology/Network Use Guidelines

STUDENT: I understand and will abide by the rules and conditions outlined in Section K about access to technology, the internet and other San Diego Unified networks.

PARENT or GUARDIAN: I give my child permission to use technology, and access the internet and other San Diego Unified networks.

Parent Signature Date: Enter the date when the parent signed the form:  *

Last Updated: School Year: *
 Who Modified: Easton, Ralynn
 When Modified: 09/12/2022 05:19 PM

District Exit Page – Required for Students Who Leave the District (Grades K – 12)

The District Exit Page is used to document where students *have gone after leaving San Diego Unified School District* and is required for state reporting.

Complete the District Exit Page for the following types of students:

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

Key Points for Completing the District Exit Page

- 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.
- **DO NOT** 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.
- **IMPORTANT!** *Written official documentation* of enrollment at the receiving school is needed for students *exiting grades 9-12* with exit code **(T180) Transfer to a California private school** or **(T200) Transfer to a school in another state**.



Examples 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).

Finding Students Who Left the District

Run the **Find Exit SDUSD Students** report to find all students in grades K-12 who have left the district and who do not have approved District Exit pages.

1. From the Start Page, under Reports, select **sqlReports**.
2. Expand the **CALPADS** reports and select **Find Exit SDUSD Students**.
3. Click **Submit**.

Find Exit SDUSD Students

Make Current Selection Show / Hide Columns Copy

Search:

Student Number	Last Name	First Name	Grade Level	SSID	Home Phone	Exit Code	Exit Description	Ready for Review	School Name	School Number
558336	Amon	Athan	12	2378641443	617-458-8289	T160	Transferred to another California public school (Grades 7-12)	No	Henry High	336
306026				067	619-989-4036	T160	Transferred to another California public school (Grades 7-12)	Yes	Henry High	336
572444	Chaidez	Temperance	9	5009367317	617-454-8988	T240	Moved to another	No	Henry High	336

Students with a **No** do not have the District Exit page completed.

Students with a **Yes** are waiting for approval from Central Office.

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

Completing the District Exit Page

1. From the **Finding Exit SDUSD Students** report, click the Student Number to open the Student Page (See page 102 to run the report.)
2. Then under Enrollment on the left-side menu, select **District Exit**.
3. On the District Exit Page, select the appropriate exit code from the **State Exit Code** drop-down menu. (See the District Exit Codes table on page 107 to help determine the correct exit code.)
 - If one of the following State Exit Codes is used, the name of the school must be selected from the **CA Public School** drop-down menu:


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

(T165) Expelled – enrolled in another California public school

Schools are listed by their official school name. If the school is not listed in this menu, search 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.*

Exit Information for Students Who Have Left San Diego Unified

Abanes, Neveah Isabella  9 123456 Henry Transferred Out

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


State Exit Code	<input type="text" value="(T160) Transferred to another California public school"/>
CA Public School	Complete this field if the State Exit Code is T160, T165, T167 or 480. <input type="text" value="Folsom High, 1655 Iron Point Road, Folsom"/>

- If one of the following State Exit Codes is used, select **Yes** in the **Official Documentation on File** field when *official written documentation* is received for the student:

(T180) Transfer to a California private school

(T200) Transfer to a school in another state

Exit Information for Students Who Have Left San Diego Unified

Abanes, Neveah Isabella  9 123456 Henry Transferred Out

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

State Exit Code (T180) Transferred to a California private school

CA Public School Complete this field if the State Exit Code is T160, T165, T167 or 480.

Joint Diploma Program Option Complete this field if the State Exit Code is 250.

Information Given By *


Official Documentation on File Yes No

- If ***(250) Adult Ed High School Diploma*** is used, 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

Abanes, Neveah Isabella  9 123456 Henry Transferred Out

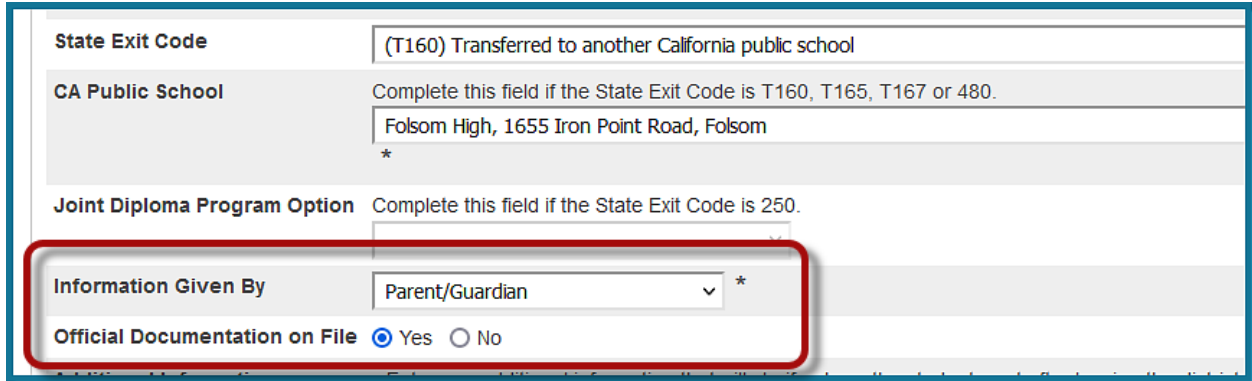
Fill out the following information for students in grades K-12 who have left the district. This information is required for state reporting. Be accurate as you can. Do not fill this out until you have complete information on the whereabouts of the student. This needs to be updated in the district.

State Exit Code (250) Adult Ed High School Diploma

CA Public School Complete this field if the State Exit Code is T160, T165, T167 or 480.

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.
5. Select **Yes** or **No** from the **Official Documentation on File** field.



State Exit Code (T160) Transferred to another California public school

CA Public School Complete this field if the State Exit Code is T160, T165, T167 or 480.
Folsom High, 1655 Iron Point Road, Folsom *

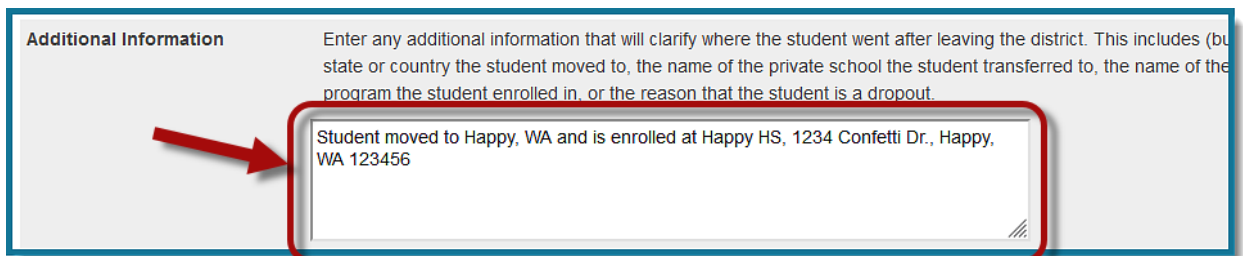
Joint Diploma Program Option Complete this field if the State Exit Code is 250.

Information Given By Parent/Guardian *

Official Documentation on File Yes No

6. Use the **Additional Information** field to indicate any other relevant information. This field is required for certain state codes. *There is a 900 character limit to this field.*
 - If the student enrolled in any of the following, enter the name of the school or facility:
 - Private school in California
 - Any school outside of California
 - Institution for a high school diploma
 - Institution *not* for a high school diploma
 - Adult education program
 - College or university
 - If the student moved to another country: Enter the name of the country and document how this information was received (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 is helpful or necessary may be entered in this field.

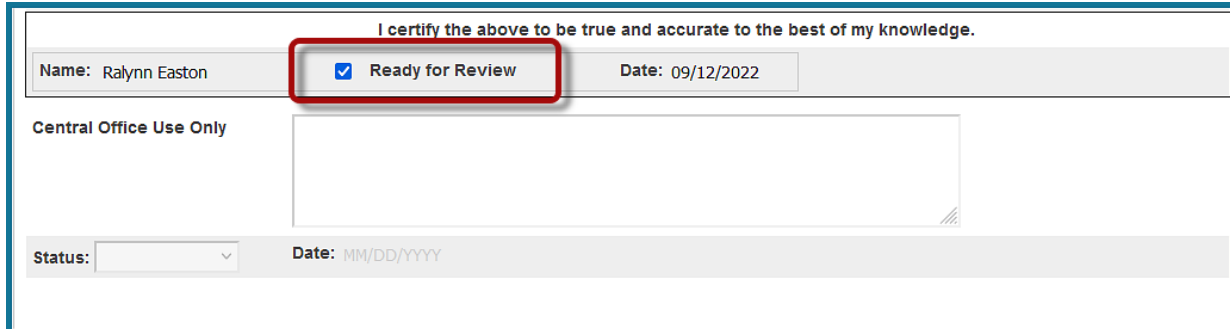


Additional Information Enter any additional information that will clarify where the student went after leaving the district. This includes (but is not limited to) the state or country the student moved to, the name of the private school the student transferred to, the name of the program the student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

Student moved to Happy, WA and is enrolled at Happy HS, 1234 Confetti Dr., Happy, WA 123456

7. Check Ready for Review, then click Submit.

NOTE: The name of the person submitting the form and today's date will display after clicking Submit.



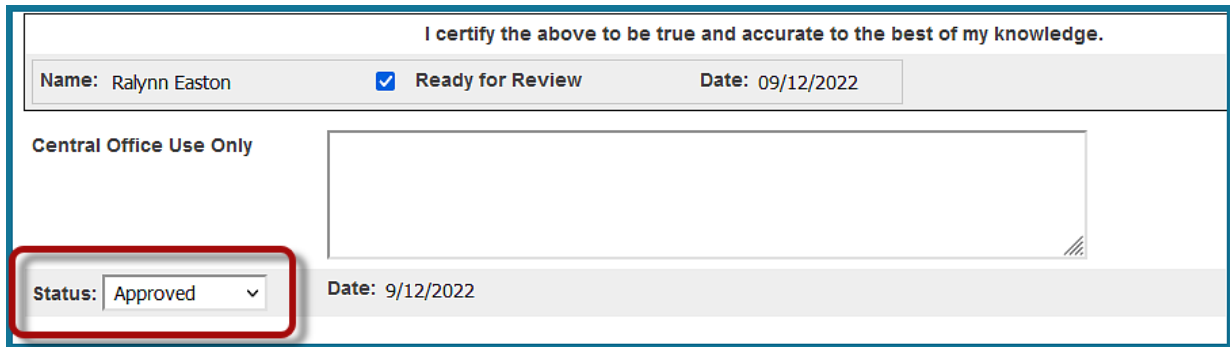
I certify the above to be true and accurate to the best of my knowledge.

Name: Ralynn Easton Ready for Review Date: 09/12/2022

Central Office Use Only

Status: Date: MM/DD/YYYY

8. Central Office will review the submission. If the information is complete and accurate, an **Approved** status will indicate nothing more needs to be done.



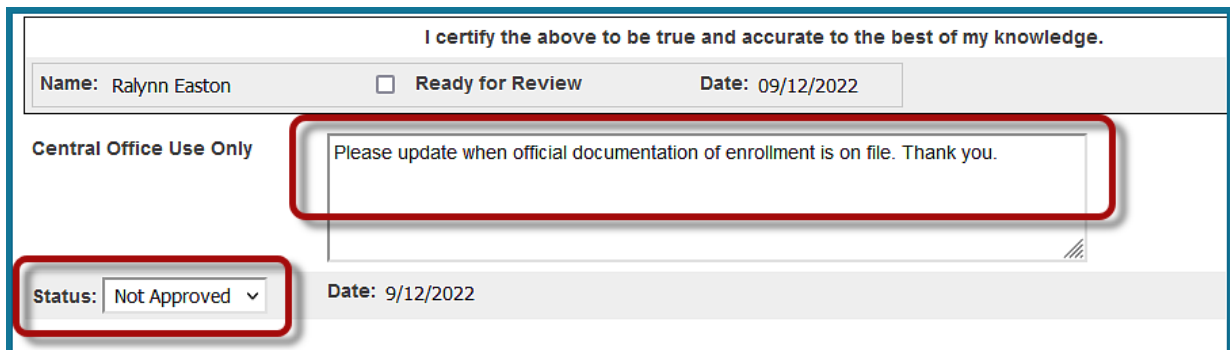
I certify the above to be true and accurate to the best of my knowledge.

Name: Ralynn Easton Ready for Review Date: 09/12/2022

Central Office Use Only

Status: Approved Date: 9/12/2022

9. If more information is needed or corrections need to be made, the checkmark in **Ready for Review** box will be removed and the status will be changed to **Not Approved**. A message from Central Office will display special instructions for updates and corrections.



I certify the above to be true and accurate to the best of my knowledge.

Name: Ralynn Easton Ready for Review Date: 09/12/2022

Central Office Use Only

Please update when official documentation of enrollment is on file. Thank you.

Status: Not Approved Date: 9/12/2022

10. Make the necessary changes and re-check the **Ready for Review** box.

11. Click **Submit**.

District Exit Codes

	Situation	State Code to Choose
1.	<p>Student moved to another city within California (e.g., to Los Angeles, Carlsbad, Fresno, Chula Vista, San Francisco, etc.)</p> <p>Find out if the student is enrolled in school there</p>	
	<ul style="list-style-type: none"> If Yes, and enrolled in a California public school 	<p>T160 Transferred to another California public school (Grades K-12)</p>
	<ul style="list-style-type: none"> If Yes, and finished the highest grade level at the exiting school (like grade 8 in middle school or grade 5 in elementary school) and is now enrolled in a California public school 	<p>480 Promoted/matriculated to a California public school</p>
	<ul style="list-style-type: none"> If Yes, and finished the highest grade level at the exiting school (like grade 8 in middle school or grade 5 in elementary school) and is now enrolled in a California private school <i>You must get written documentation of enrollment in school for students exiting grades 9-12</i> 	<p>485 Promoted/matriculated to a non- California public school</p>
	<ul style="list-style-type: none"> if Yes, and enrolled in a California private school <i>You must get written documentation of enrollment in school for students exiting grades 9-12</i> 	<p>T180 Transferred to a California Private School</p>
	<ul style="list-style-type: none"> If it is known the student is not currently enrolled in school 	<p>E140 Dropout, no known enrollment</p>
2.	<p>Student moved to another state</p> <p>Find out if the student is enrolled in school there</p>	
	<ul style="list-style-type: none"> If Yes, <i>You must get official documentation of enrollment in school for students exiting grades 9-12</i> 	<p>T200 Transferred to a school in another state</p>

Situation		State Code to Choose
2. cont'd	<ul style="list-style-type: none"> If Yes, and the student finished the highest grade level at the exiting school (like grade 8 in middle school or grade 5 in elementary school) and is enrolled in school in another state. <i>You must get official documentation of enrollment in school for students exiting grades 9-12</i> 	485 Promoted/matriculated to a non-California public school
	<ul style="list-style-type: none"> If it is known the student is not currently enrolled in school 	E140 Dropout, no known enrollment
3.	<p>Student moved to another country</p> <p>This includes exchange students who went back to their home country</p>	T240 Moved to another country
4.	Student is in Juvenile Hall , or any other county program	T160 Transferred to another California public school (Grades K-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
7.	<p>Student is going to Job Corps or Urban Corps</p> <p>Confirmed that student is taking classes to get a regular high school diploma</p>	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	
	<ul style="list-style-type: none"> If California public school/district 	T160 Transferred to another California public school (Grades K-12)
	<ul style="list-style-type: none"> If California private school/district 	T180 Transferred to a California Private School

Situation		State Code to Choose
9. cont'd	<ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> If the student enrolled in a public school in California, including Juvenile Hall after being expelled 	T165 Expelled – enrolled in another California public school
	<ul style="list-style-type: none"> If the student did not enroll in school anywhere after being expelled 	E300 Expelled – not enrolled
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:	
	<ul style="list-style-type: none"> California Public 	T160 Transferred to another California public school (Grades K-12)
	<ul style="list-style-type: none"> California Private 	T180 Transferred to a California Private School
	<ul style="list-style-type: none"> 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

End of Year Procedure

The following procedure needs to be followed at the end of the school year and is provided to help you correctly process your enrollment material at the end of the year.

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

- ❖ Signed and dated copies of the PowerSchool ***Gains and Losses Audit Report*** for each school attendance month. See page 88, for detailed instructions on how to run this report. *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 originals of the ***San Diego Unified PreK-Grade 12 Enrollment Forms*** for every student enrolled at the school that year are kept forever. *Enrollment Forms are **never** thrown out.*

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:

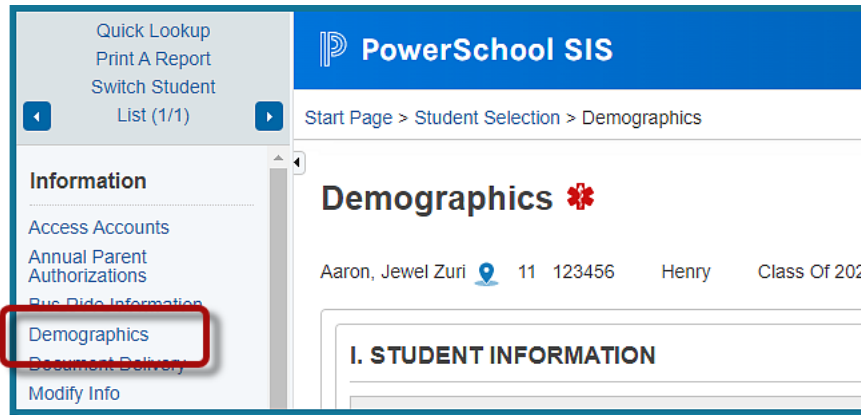
https://staff.sandiegounified.org/departments/pupil_accounting

Part 5: Additional Enrollment Tasks

Editing the Demographics Page

To make changes to the Demographics page, do the following:

1. From the **Start Page**, search for the student.
2. On the Student page, click **Demographics**.



3. Update the student information, as needed:
 - If changing an address be sure to **Validate** the new address.
 - If the mailing address is the same as the new household address, click **Copy from Household Address**.
 - If adding a new contact, be sure to include a phone number.
4. Click **Submit**.

Updating Boundary Exceptions

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

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.

IMPORTANT! Sometimes a student articulates back to their Neighborhood School for the next year and the Boundary Exception moves with them. In this case, the boundary exception must be removed so that the correct neighborhood school appears in PowerSchool.

To update the Boundary Exception, do the following:

1. From the **Start Page**, search for the student.
2. On the **Student Demographics** page, update the address if needed, click **Validate**.

If the address falls outside of the school's boundaries:

- Select the appropriate **Boundary Exception** from the Primary Boundary Exception drop-down menu.
- Enter the **Begin** and **End Date** for the Boundary Exception. **REMINDER:** For **Open Enrollment (CH)** and **VEEP**, the End Date should be extended to the student's graduation year +1.
- Click **Accept**.

If the address is within the school's boundaries:

- The Boundary Exception field does not appear.
 - Click **Accept**.
3. Back on the Demographics page, if an address change was made and the mailing address is the same as the household address, click **Copy from Household address**.
 4. Click **Submit** to save changes.

Changing Next Year School/Next Year Grade *after Next Year Setup*

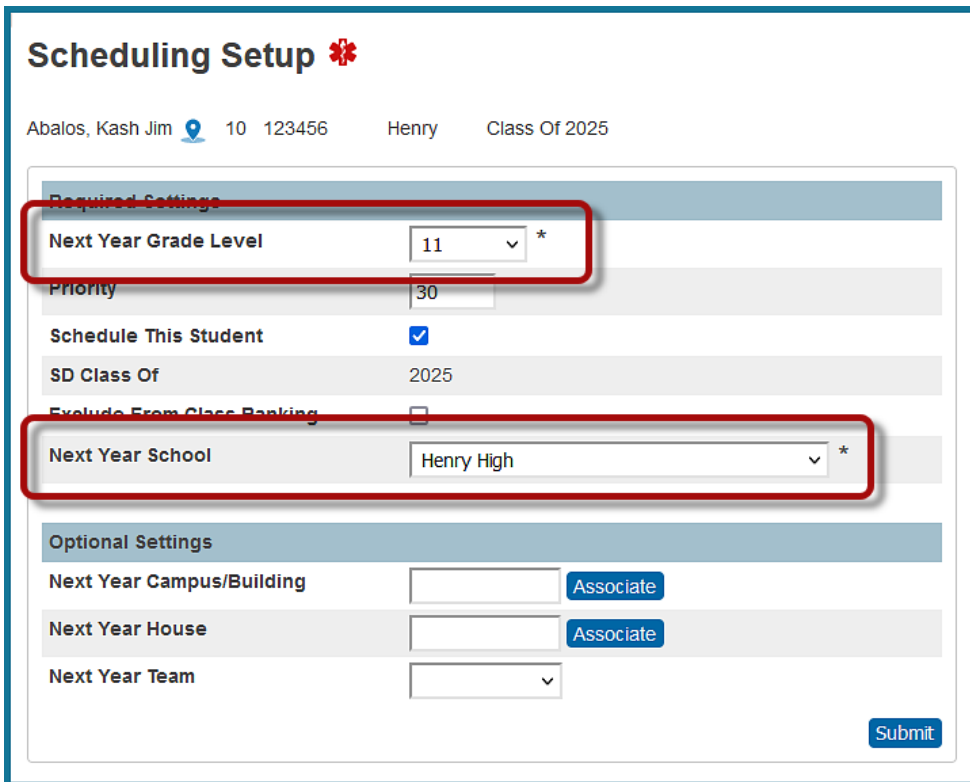
In December, IT runs a process called Next Year Setup. This process opens the next school year for scheduling and updates the Next Year School and Next Year Grade Level for students based on their current school and grade level, neighborhood school, and boundary exception.

For students enrolling at your school after the Next Year Setup process, Next Year School and Next Year Grade is updated during the enrollment process.


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. For students in 12th grade, set the Next Year School to Not Continuing.

Using the Scheduling Setup Page

1. From the **Start Page**, search for the student.
2. On the **Student page**, under Scheduling, click **Scheduling Setup**.
3. On the **Scheduling Setup page**, make updates to the **Next Year Grade Level** and/or **Next Year School** drop-down menu. Click **Submit**.



Scheduling Setup ✖

Abalos, Kash Jim  10 123456 Henry Class Of 2025

Required Settings

Next Year Grade Level	11	*
Priority	30	
Schedule This Student	<input checked="" type="checkbox"/>	
SD Class Of	2025	
Exclude From Class Ranking	<input type="checkbox"/>	
Next Year School	Henry High	*

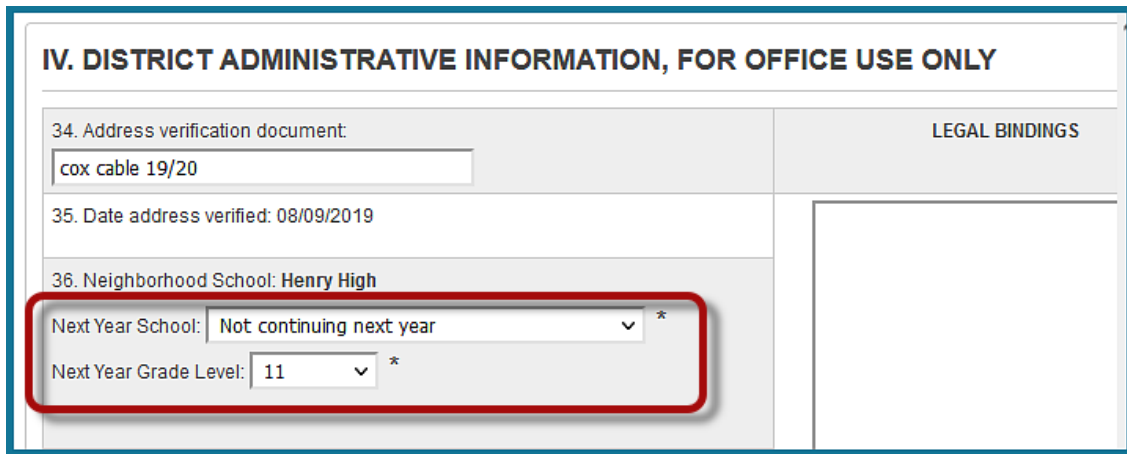
Optional Settings

Next Year Campus/Building	<input type="text"/>	Associate
Next Year House	<input type="text"/>	Associate
Next Year Team	<input type="text"/>	

Submit

Using the Demographics Page

1. From the **Start Page**, search for the student.
2. On the **Student page**, under Information, select **Demographics**.
3. Under **IV. DISTRICT ADMINISTRATIVE INFORMATION, FOR OFFICE USE ONLY**, update **#36 Next Year School** and **Next Year Grade**, as needed.
4. Click **Submit**.



IV. DISTRICT ADMINISTRATIVE INFORMATION, FOR OFFICE USE ONLY	
34. Address verification document: <input type="text" value="cox cable 19/20"/>	LEGAL BINDINGS
35. Date address verified: 08/09/2019	
36. Neighborhood School: Henry High	
Next Year School: <input type="text" value="Not continuing next year"/> *	
Next Year Grade Level: <input type="text" value="11"/> *	

Editing Current Enrollment Information

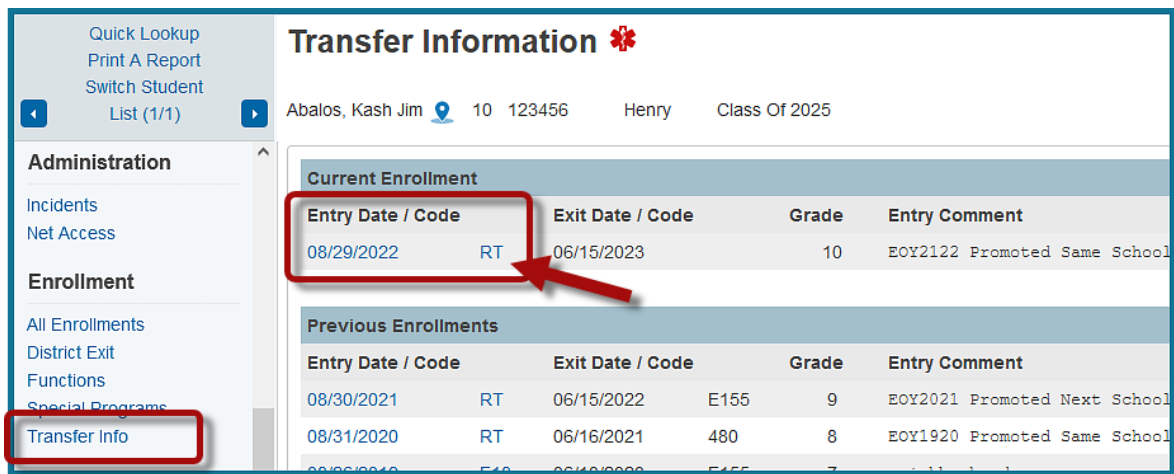
Use the **Transfer Info** screen to make changes to the student's Grade Level, Entry Date, Entry Code, Exit Date or Exit Code. Before making any changes, be sure to check the upper right corner of the PowerSchool window to verify you are in the correct **Term**.



VERY 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 again before semester 2 to reconcile grade differences based on credits earned.

CAUTION! This page should not be used to transfer students in or out of school.

1. From the **Start Page**, search for the student.
2. On the Student Page, under Enrollment on the left-side menu, click **Transfer Info**.
3. Click on either the **Entry Date** or **Code** of the record you need to edit.



Transfer Information ✖

Abalos, Kash Jim 10 123456 Henry Class Of 2025

Administration

- Quick Lookup
- Print A Report
- Switch Student
- List (1/1)

Enrollment

- Incidents
- Net Access
- All Enrollments
- District Exit
- Functions
- Special Programs
- Transfer Info**

Current Enrollment				
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	
08/29/2022 RT	06/15/2023	10	EOY2122 Promoted Same School	

Previous Enrollments				
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	
08/30/2021 RT	06/15/2022	E155	9 EOY2021 Promoted Next School	
08/31/2020 RT	06/16/2021	480	8 EOY1920 Promoted Same School	
08/06/2019	E155	7		

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

Working with the Other Alert

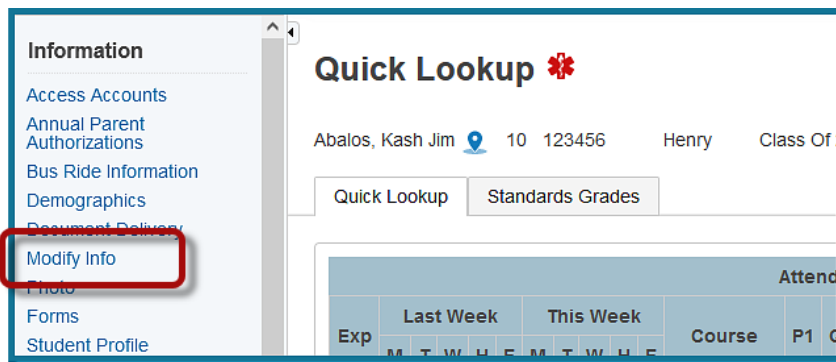
The **Other Alert** allows schools to assign different “tags” to one student or a group of students. For example, the Other Alert could be used to tag students belonging to an on-campus academy, or students who ride the same bus.

The Other Alert displays as a yellow, triangular icon  on the Student Pages in PowerSchool and in PowerTeacher.

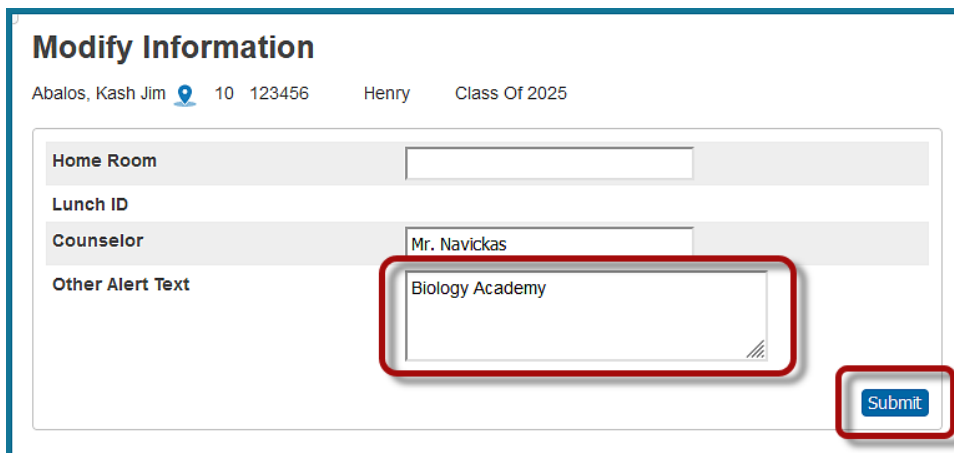
IMPORTANT! Do not use this alert to identify legal, health related, 504, Special Ed case managers, or other confidential information about the student(s).

Adding an Other Alert to One Student

1. From the **Start Page**, select the student.
2. On the Student Page, under Information on the left-side menu, click **Modify Info**.



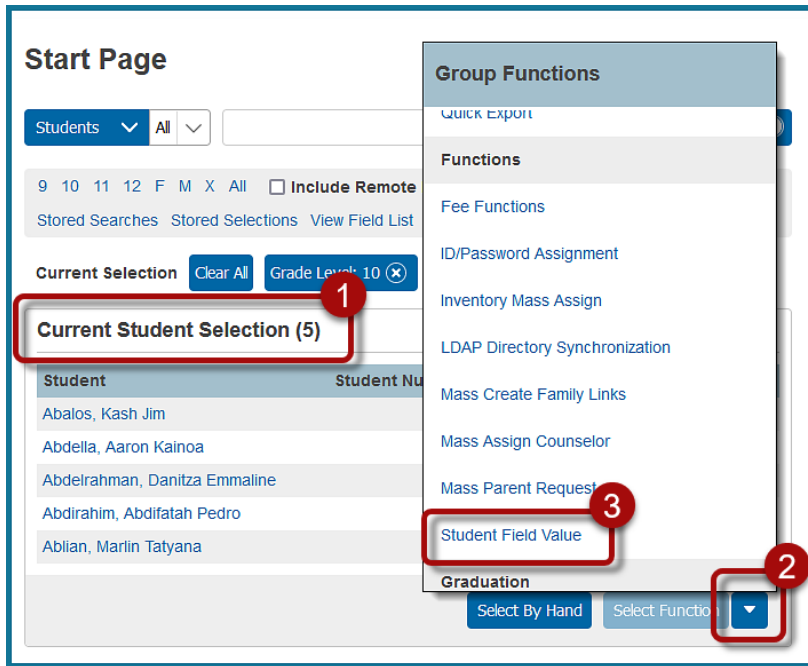
3. Use the **Other Alert Text** box to enter the name of a new Alert, delete an old alert, or update an existing alert.
4. Click **Submit**.



The screenshot shows the 'Modify Information' page for the same student. The 'Other Alert Text' field is highlighted with a red box and contains the text 'Biology Academy'. The 'Submit' button is also highlighted with a red box. Other fields like 'Home Room', 'Lunch ID', and 'Counselor' are visible but not highlighted.

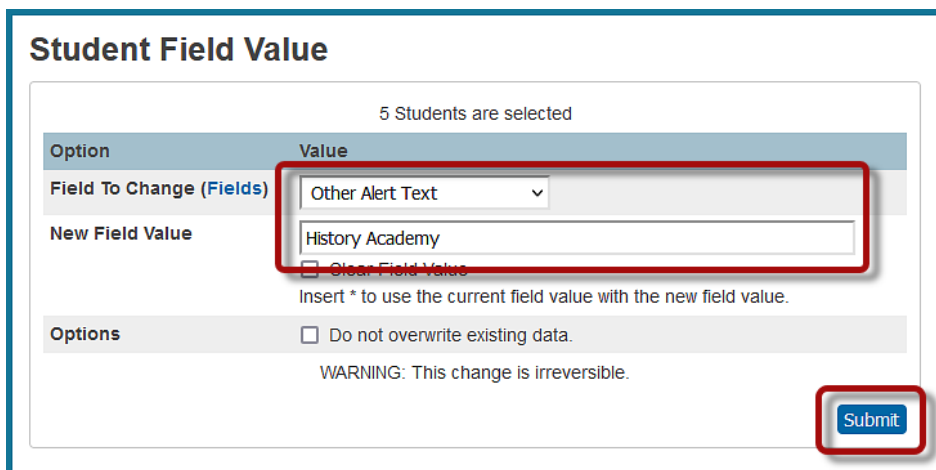
Adding an Other Alert to a Student Group

1. From the **Start Page**, select the group of students.
2. Click the Select Functions button to expand the list of **Group Functions**. Scroll down to under the Functions heading and select **Student Field Value**.



The screenshot shows the 'Start Page' interface. On the left, there's a 'Current Student Selection (5)' box containing a list of student names: Abalos, Kash Jim; Abdella, Aaron Kainoa; Abdelrahman, Danilza Emmaline; Abdirahim, Abdifatah Pedro; and Ablian, Marlin Tatyana. On the right, the 'Group Functions' menu is open, showing options like 'Quick Export', 'Fee Functions', 'ID/Password Assignment', 'Inventory Mass Assign', 'LDAP Directory Synchronization', 'Mass Create Family Links', 'Mass Assign Counselor', 'Mass Parent Request', and 'Student Field Value'. The 'Student Field Value' option is highlighted with a red box and a circled '3'. Below the menu, there are buttons for 'Select By Hand' and 'Select Functions' (with a dropdown arrow circled '2').

3. Select **Other Alert** from the Field to Change menu.
4. Enter the name of the Other Alert in **New Field Value** text box.
5. Click **Submit**.



The screenshot shows the 'Student Field Value' configuration form. At the top, it says '5 Students are selected'. The form has two main sections: 'Field To Change (Fields)' and 'New Field Value'. In the 'Field To Change (Fields)' section, a dropdown menu is set to 'Other Alert Text'. In the 'New Field Value' section, a text box contains 'History Academy'. Below this, there are checkboxes for 'Clear Field Value' (unchecked) and 'Do not overwrite existing data.' (unchecked). A warning message states: 'WARNING: This change is irreversible.' At the bottom right, there is a blue 'Submit' button.

6. A warning indicates the change is irreversible. Any existing values will be deleted and overwritten with the new value.
7. Click **Submit**.


Field Value

5 Students are selected

Field To Change	Alert_Other
New Field Value	History Academy Clear Field Value is Off
Options	Do not overwrite existing data is Off

WARNING: This change is irreversible.

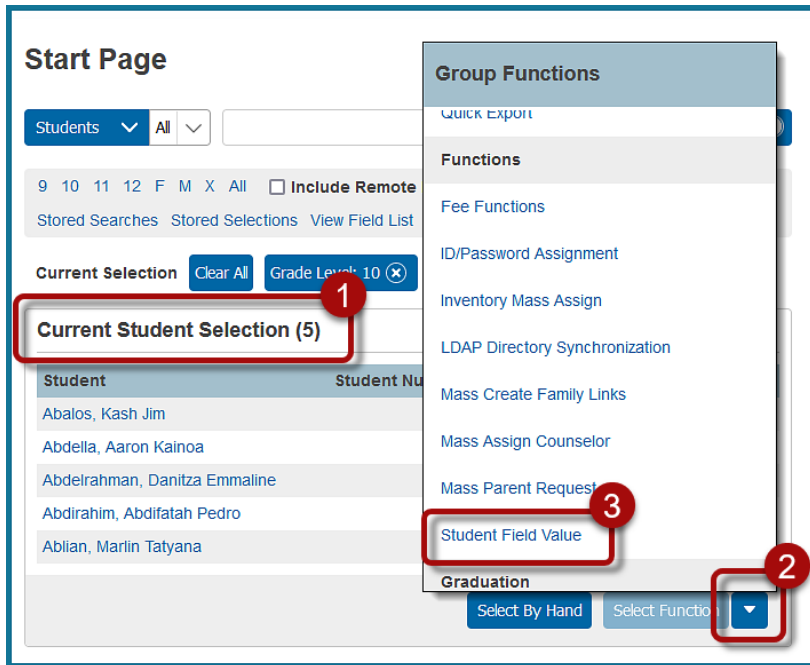
	Last, First	Old Alert_Other	New Alert_Other
1.	Abdella, Aaron Kainoa		History Academy
2.	Abdelrahman, Danitza Emmaline		History Academy
3.	Abdirahim, Abdifatah Pedro		History Academy
4.	Ablian, Marlin Tatyana		History Academy
5.	Abundis, Mira Bibiana		History Academy



Submit

Deleting an Other Alert for a Student Group

1. From the **Start Page**, select the group of students.
2. Click the Select Functions button to expand the list of **Group Functions**. Scroll down to under the Functions heading and select **Student Field Value**.



Start Page

Students All

9 10 11 12 F M X All Include Remote

Stored Searches Stored Selections View Field List

Current Selection Grade Level: 10

Current Student Selection (5)

Student	Student Nu
Abalos, Kash Jim	
Abdella, Aaron Kainoa	
Abdelrahman, Danitza Emmaline	
Abdirahim, Abdifatah Pedro	
Ablian, Marlin Tatyana	

Group Functions

Quick Export

Functions

Fee Functions

ID/Password Assignment

Inventory Mass Assign

LDAP Directory Synchronization

Mass Create Family Links

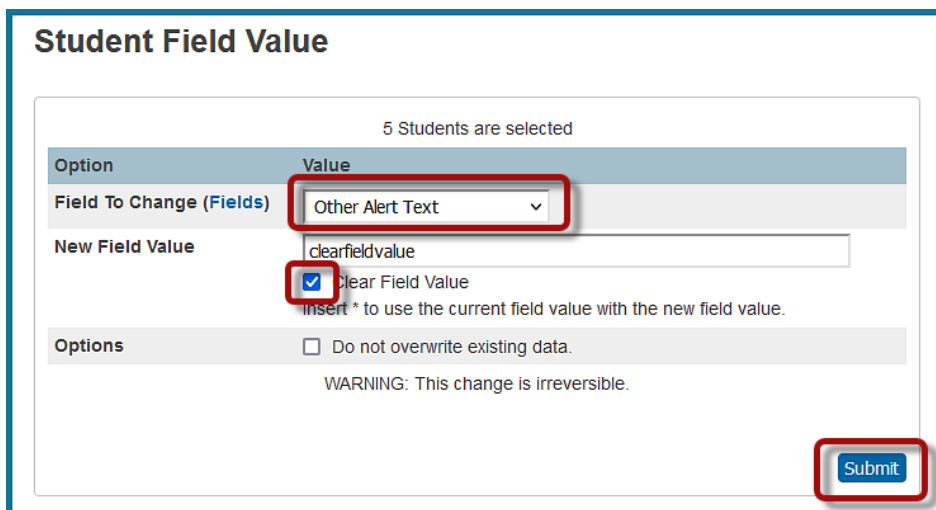
Mass Assign Counselor

Mass Parent Request

Student Field Value

Graduation

3. Select **Other Alert** from the Field to Change menu. Check the box to **Clear Field Value**.
4. Click **Submit**.



Student Field Value

5 Students are selected

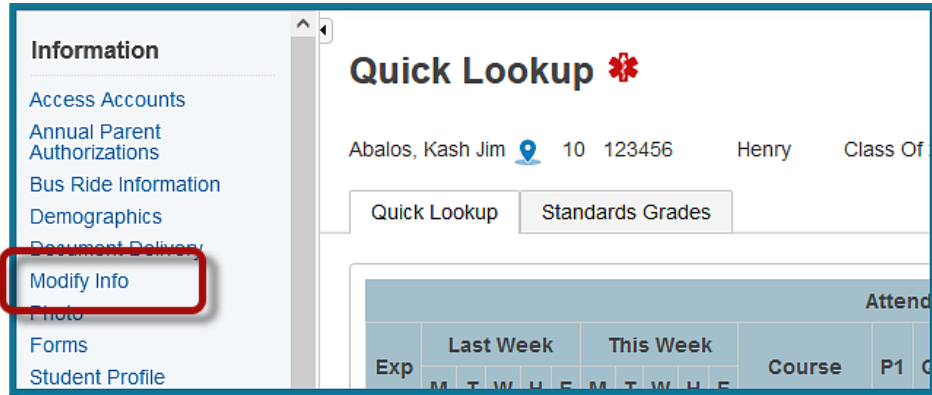
Option	Value
Field To Change (Fields)	Other Alert Text <input type="button" value="v"/>
New Field Value	clearfieldvalue
	<input checked="" type="checkbox"/> Clear Field Value
	Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Working with Counselors (Secondary)

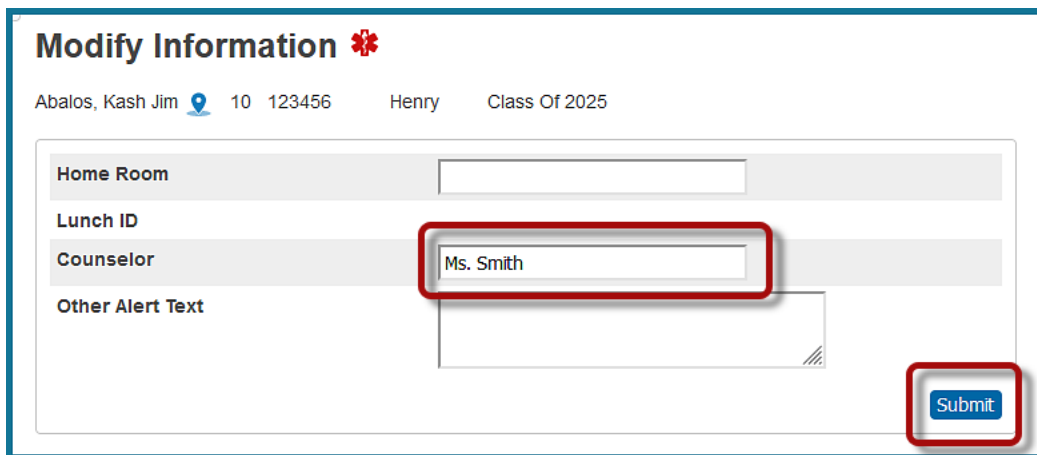
Adding or Updating a Counselor for One Student

1. From the **Start Page**, select the student.
2. On the Student Page, under Information on the left-side menu, click **Modify Info**.



The screenshot shows the 'Quick Lookup' interface. On the left, a vertical menu lists various options, with 'Modify Info' circled in red. The main area displays student details: 'Abalos, Kash Jim', grade '10', ID '123456', and 'Henry'. Below this, there are tabs for 'Quick Lookup' and 'Standards Grades'. A table below the tabs shows attendance data for 'Last Week' and 'This Week'.

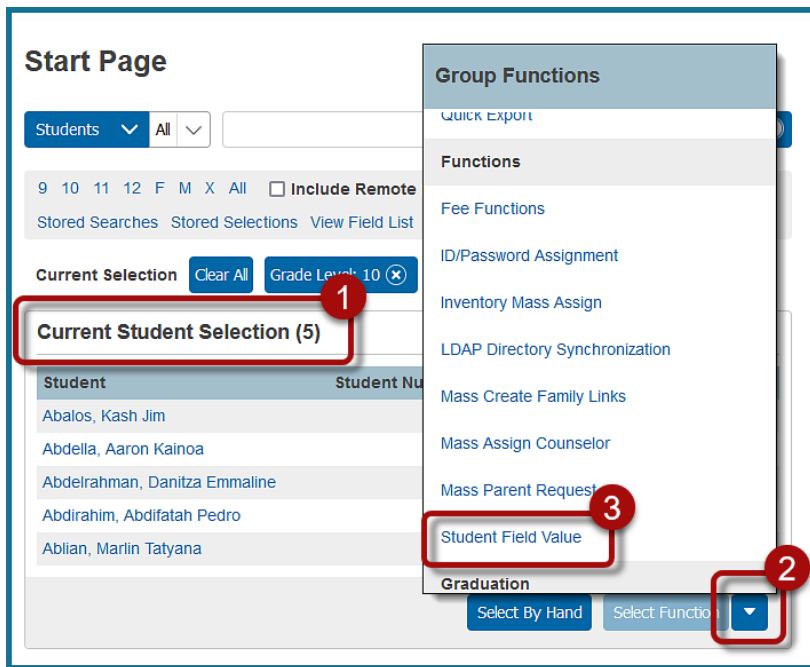
3. Use the **Counselor** text box to enter the name of the new counselor, delete an old counselor, or update an existing counselor.
4. Click **Submit**.



The screenshot shows the 'Modify Information' page for the same student. The 'Counselor' field is highlighted with a red box and contains the text 'Ms. Smith'. The 'Submit' button in the bottom right corner is also highlighted with a red box. Other fields like 'Home Room', 'Lunch ID', and 'Other Alert Text' are visible but empty.

Adding or Updating a Counselor for a Student Group

1. From the **Start Page**, select the group of students.
2. Click the Select Functions button to expand the list of **Group Functions**. Scroll down to under the Functions heading and select **Student Field Value**.



Start Page

Students ▼ All ▼

9 10 11 12 F M X All Include Remote

Stored Searches Stored Selections View Field List

Current Selection Clear All Grade Level: 10 ×

Current Student Selection (5)

Student	Student Nu
Abalos, Kash Jim	
Abdella, Aaron Kainoa	
Abdelrahman, Danitza Emmaline	
Abdirahim, Abdifatah Pedro	
Ablian, Marlin Tatyana	

Group Functions

Quick Export

Functions

Fee Functions

ID/Password Assignment

Inventory Mass Assign

LDAP Directory Synchronization

Mass Create Family Links

Mass Assign Counselor

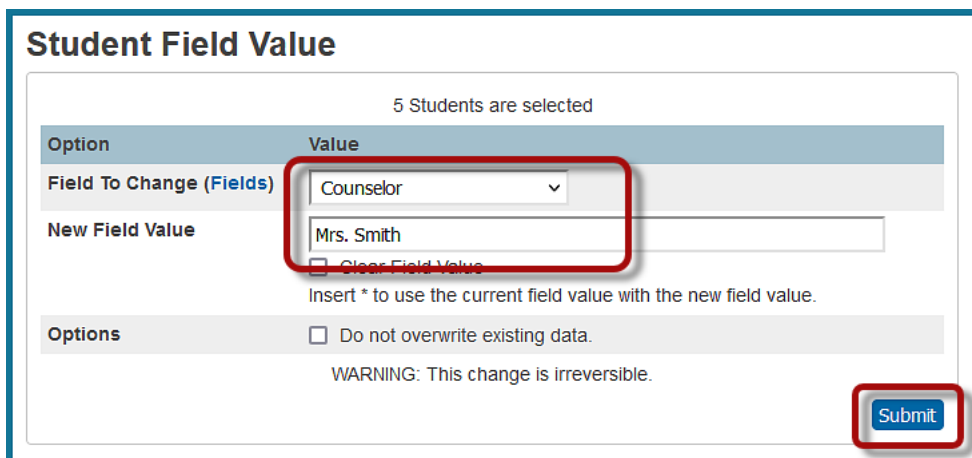
Mass Parent Request

Student Field Value

Graduation

Select By Hand Select Functions ▼

3. Select **Counselor** from the Field to Change menu
4. Type in the name of the counselor
5. Click **Submit**



Student Field Value

5 Students are selected

Option	Value
Field To Change (Fields)	Counselor ▼
New Field Value	Mrs. Smith
	<input type="checkbox"/> Clear Field Value
	Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

6. A warning indicates the change is irreversible. Any existing values will be deleted and overwritten with the new value.
7. Click **Submit**.

Field Value

5 Students are selected

Field To Change	CA_Counselor
New Field Value	Mrs. Smith Clear Field Value is Off
Options	Do not overwrite existing data is Off

WARNING: This change is irreversible.

Last, First	Old CA_Counselor	New CA_Counselor
1. Abalos, Kash Jim	Mr. Navickas	Mrs. Smith
2. Abdella, Aaron Kainoa	Ms. Lucio	Mrs. Smith
3. Abdelrahman, Danitza Emmaline	Mrs. Glazer	Mrs. Smith
4. Abdirahim, Abdifatah Pedro	Ms. Lucio	Mrs. Smith
5. Ablian, Marlin Tatyana	Ms. Lucio	Mrs. Smith

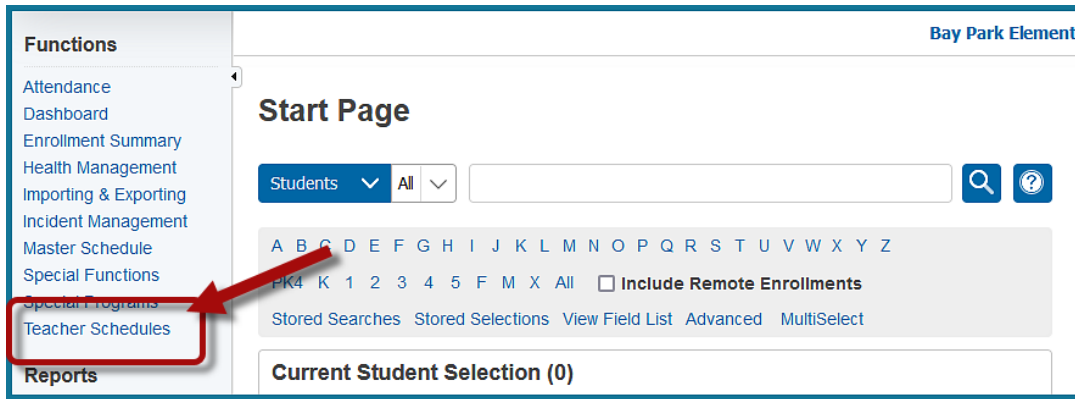
Submit

The old counselor name will be deleted and replaced with the new counselor name.

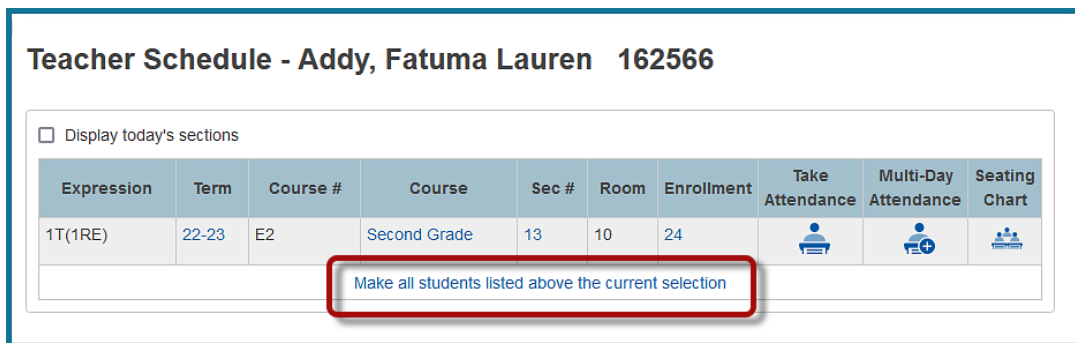
Working with Home Rooms (Elementary)

Adding or Updating Home Rooms for a Student Group

1. On the Start Page, under Functions on the left-side menu, click **Teachers Schedules**.

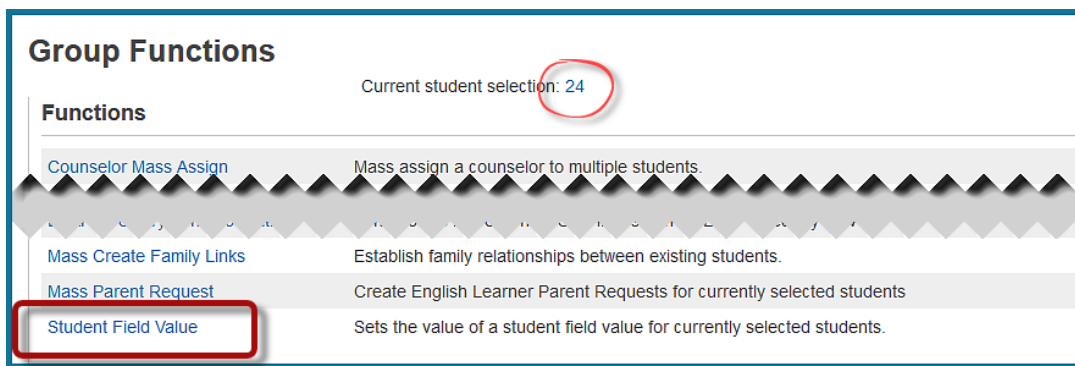


2. Select a teacher.
3. From the Teacher Schedule page, click **Make all the Students Listed above the Current Selection**.



Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart
1T(1RE)	22-23	E2	Second Grade	13	10	24			

4. On the Group Functions screen, under the Functions heading, click **Student Field Value**.



5. Select **Home Room** from the Field to Change menu.
6. Enter the name of the Home Room teacher in **New Field Value** text box.
7. Click **Submit**.

Student Field Value

24 Students are selected

Option	Value
Field To Change (Fields)	Home Room ▼
New Field Value	Ms. Addy
<input type="checkbox"/> Clear Field Value	Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

8. A warning indicates the change is irreversible. Any existing values will be deleted and overwritten with the new value.
9. Click **Submit**.

Field Value

24 Students are selected

Field To Change	Home_Room
New Field Value	Ms. Addy
<input type="checkbox"/> Clear Field Value	Clear Field Value is Off
Options	Do not overwrite existing data is Off

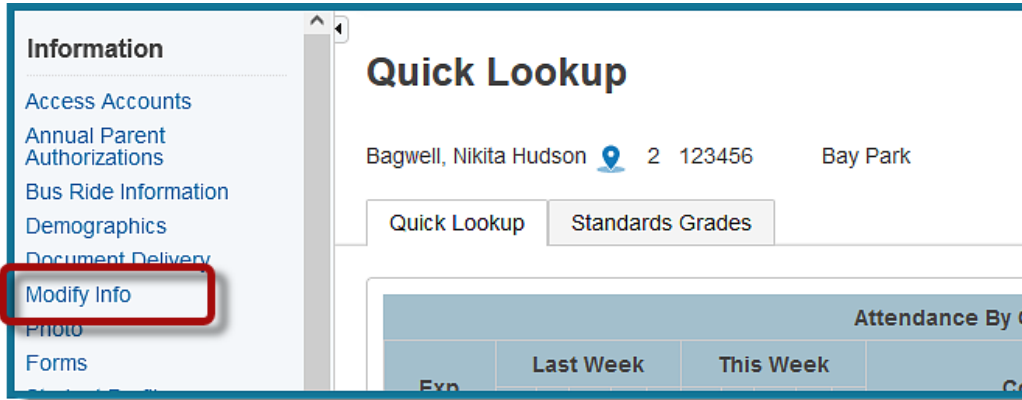
WARNING: This change is irreversible.

	Last, First	Old Home_Room	New Home_Room
1.	Bagwell, Nikita Hudson		Ms. Addy
2.	...		
23.	Penn, Alexa Terri		Ms. Addy
24.	Simonson, Noe Nikhil		Ms. Addy

Submit

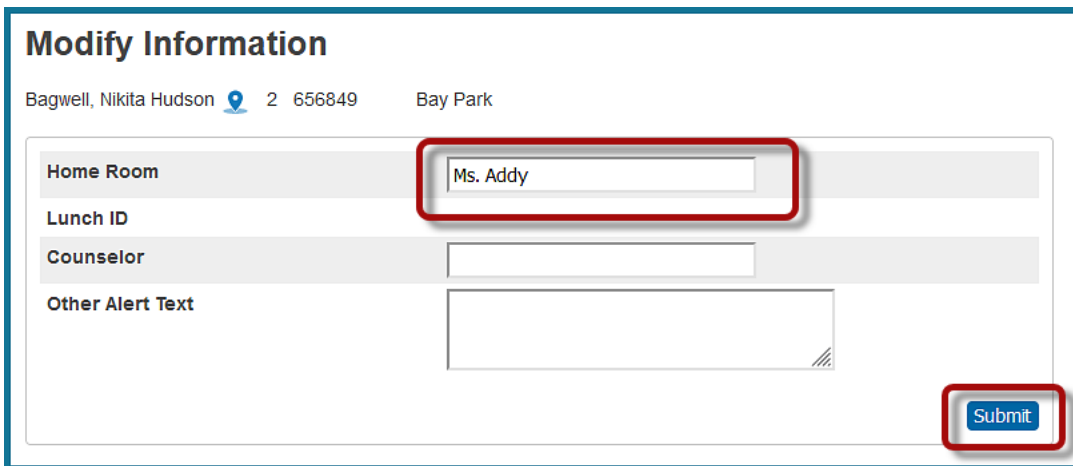
Adding or Updating Home Room for One Student

1. From the **Start Page**, select the student.
2. On the Student Page, under Information on the left-side menu, click **Modify Info**.



The screenshot shows the 'Quick Lookup' page for student Bagwell, Nikita Hudson. The left-hand menu is visible, and the 'Modify Info' option is highlighted with a red box. The main content area shows the student's name, location (Bay Park), and a table with columns for 'Exp', 'Last Week', and 'This Week'.

3. Use the **Home Room** text box to enter the name of the Home Room teacher, delete an old Home Room teacher, or update an existing Home Room teacher.
4. Click **Submit**.



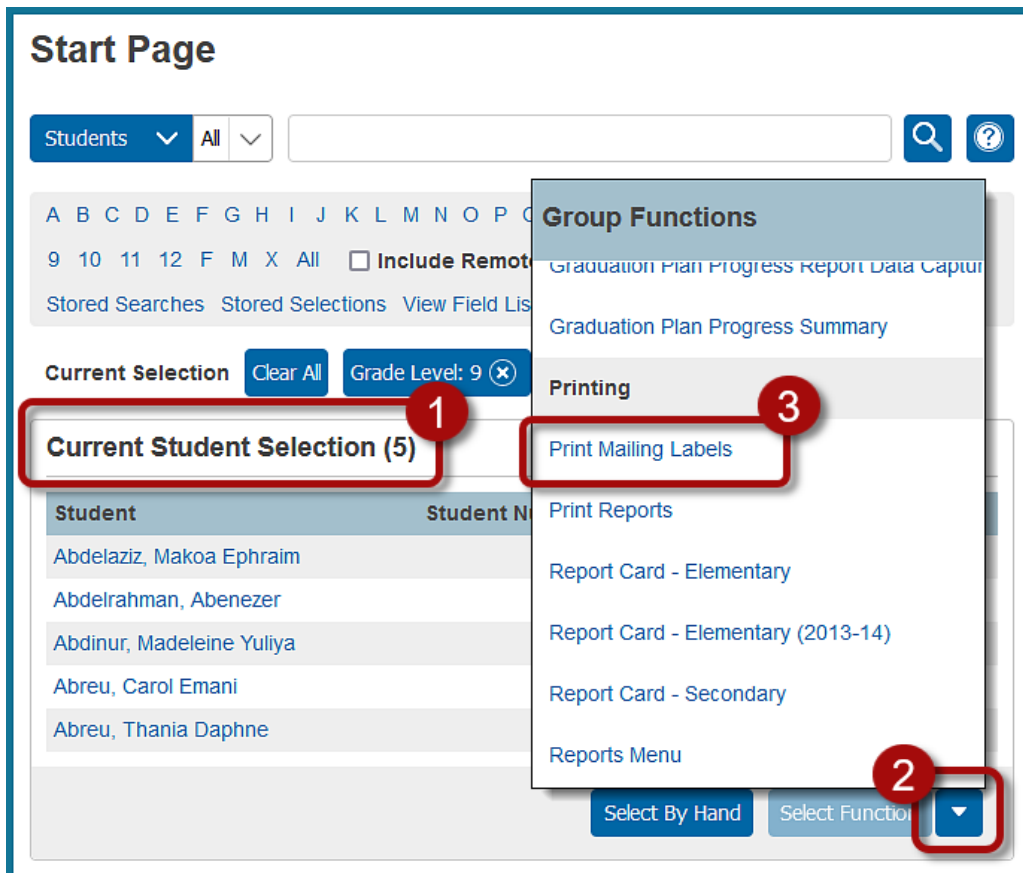
The screenshot shows the 'Modify Information' page for student Bagwell, Nikita Hudson. The 'Home Room' text box contains 'Ms. Addy' and is highlighted with a red box. The 'Submit' button is also highlighted with a red box. The page includes fields for 'Lunch ID', 'Counselor', and 'Other Alert Text'.

Mailing Labels Report

The following mailing labels can be printed for selected students. Use the **Avery 5160** mailing label template:

- Bar Code Labels
- Folder Label
- Folder Label w/Counselor
- Folder Label w/Home Room
- Folder Label w/Gender and DOB
- Household Address Label Uppercase
- Mailing Address Label Uppercase
- SBAC Labels

1. From the **Start Page**, make a student selection.
2. Click the Select Functions button to expand the list of **Group Functions**. Scroll down to under the Printing heading and select **Print Mailing Labels**.



The screenshot shows the 'Start Page' interface. At the top, there are filters for 'Students' (set to 'All') and a search bar. Below this is an alphabetical index (A-Z) and a list of students. A red box labeled '1' highlights the 'Current Student Selection (5)' section, which lists five students: Abdelaziz, Makoa Ephraim; Abdelrahman, Abenezzer; Abdinur, Madeleine Yuliya; Abreu, Carol Emani; and Abreu, Thania Daphne. To the right, a 'Group Functions' menu is open, showing categories like 'Graduation Plan Progress Report Data Capture', 'Printing', and 'Reports Menu'. A red box labeled '2' highlights the 'Select Function' button at the bottom right. A red box labeled '3' highlights the 'Print Mailing Labels' option under the 'Printing' category in the menu.

3. Select a label type from the **Use this mailing label layout** menu.
4. Select a **Sort Order**.
5. Click **Submit**.

Print Mailing Labels

Option	Value
Print Mailing Labels For	The selected 5 students
Use this mailing label layout:	Mailing Address Label (Avery 5160) Uppercase
How Many Pages?	<input type="radio"/> One page only <input checked="" type="radio"/> All pages
Sort Order?	<input checked="" type="radio"/> Student's last name <input type="radio"/> Mailing Zip Code <input type="radio"/> Address Zip Code
When to print	ASAP /
Report Output Locale	English

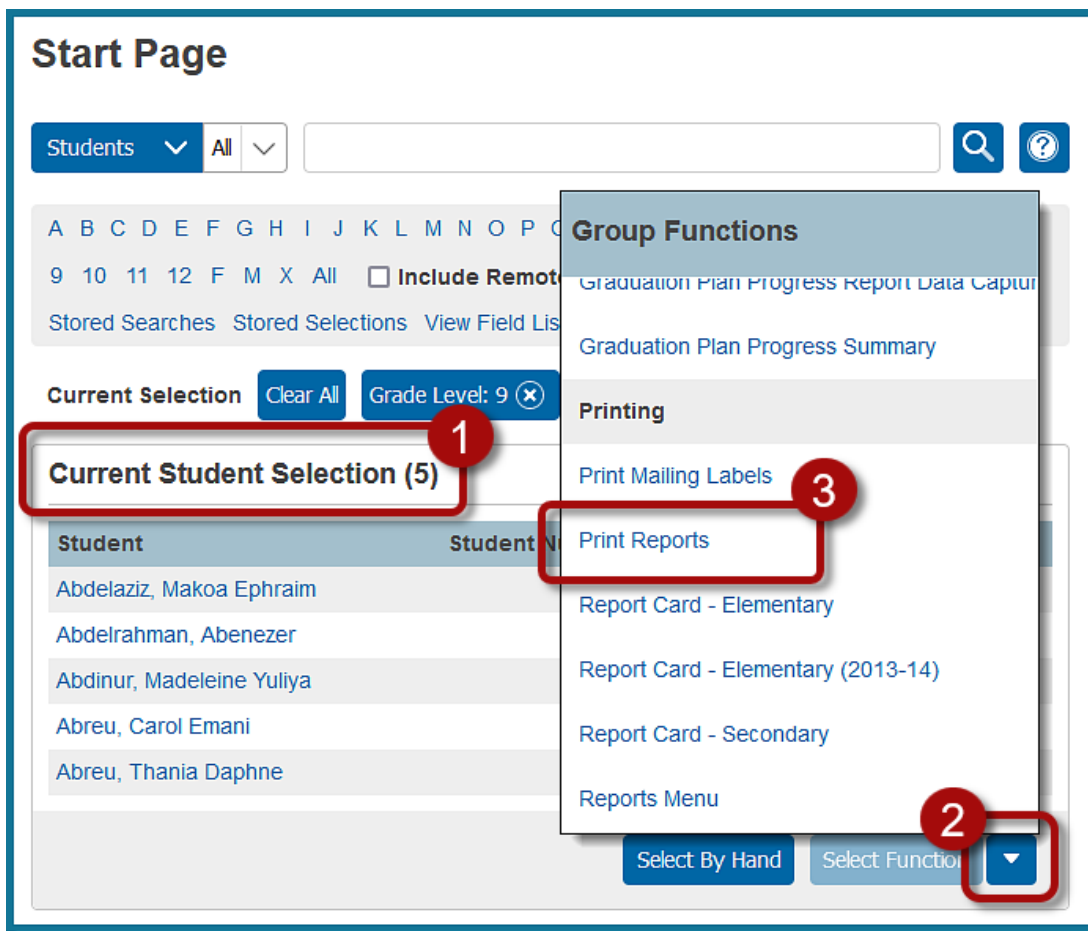
Submit

6. On the Report Queue, click **Refresh** to complete the report, then click **View** to open the report.

Emergency Information 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.

1. From the **Start Page**, make a student selection.
2. Click the Select Functions button to expand the list of **Group Functions**. Scroll down to under the Printing heading and select **Print Reports**.



The screenshot shows the 'Start Page' interface. At the top, there are filters for 'Students' (set to 'All') and a search bar. Below this is a grid of student names. A red box labeled '1' highlights the 'Current Student Selection (5)' section, which lists five students: Abdelaziz, Makoa Ephraim; Abdelrahman, Abenezer; Abdinur, Madeleine Yuliya; Abreu, Carol Emani; and Abreu, Thania Daphne. To the right, a 'Group Functions' dropdown menu is open, showing categories like 'Graduation Plan Progress Report Data Capture', 'Graduation Plan Progress Summary', 'Printing', and 'Reports Menu'. A red box labeled '2' highlights the 'Select Function' button at the bottom right. A red box labeled '3' highlights the 'Print Reports' option under the 'Printing' category in the dropdown menu.

3. On the **Print Reports** page, do the following:
 - Select **Emergency Information Listing** from the **Which report would you like to print?** drop-down menu.
 - Select one of the following options **For which students?:**

- **All records in a single batch:** Prints the report as a single job. For large report sizes, this may take a while.
- **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.
- Select how you would like the Enrollment Forms sorted **In what order?:**
 - **Alphabetical**
 - **By grade, then alphabetical**
 - **By period (X) class, as of this date: xx/xx/xxxx** (takes extra time)
- Leave all other fields in their default settings.

4. Click **Submit**.

Print Reports

Option	Value
Which report would you like to print?	Emergency Information Listing ▼
For which students?	The selected 5 students
In what order?	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first <input type="text" value="2"/> records. <input type="radio"/> All records in batches of <input type="text" value=""/> records. <input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period <input type="text" value="1"/> class, as of this date: <input type="text" value="09/14/2022"/> (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses actively enrolled in during current term (excludes dropped courses) <input type="radio"/> all courses enrolled in during current term (includes dropped courses) <input type="radio"/> enrollment as of <input type="text" value="09/14/2022"/>
If printing fee list, only include transactions conducted during... <small>(may be overridden in report setup)</small>	Current School Year ▼ <input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>
Watermark Text	<input type="text"/>
Watermark Mode	Overlay ▼
When to print	ASAP ▼ <input type="text" value="MM/DD/YYYY"/> / <input type="text" value=""/>
Report Output Locale	English ▼

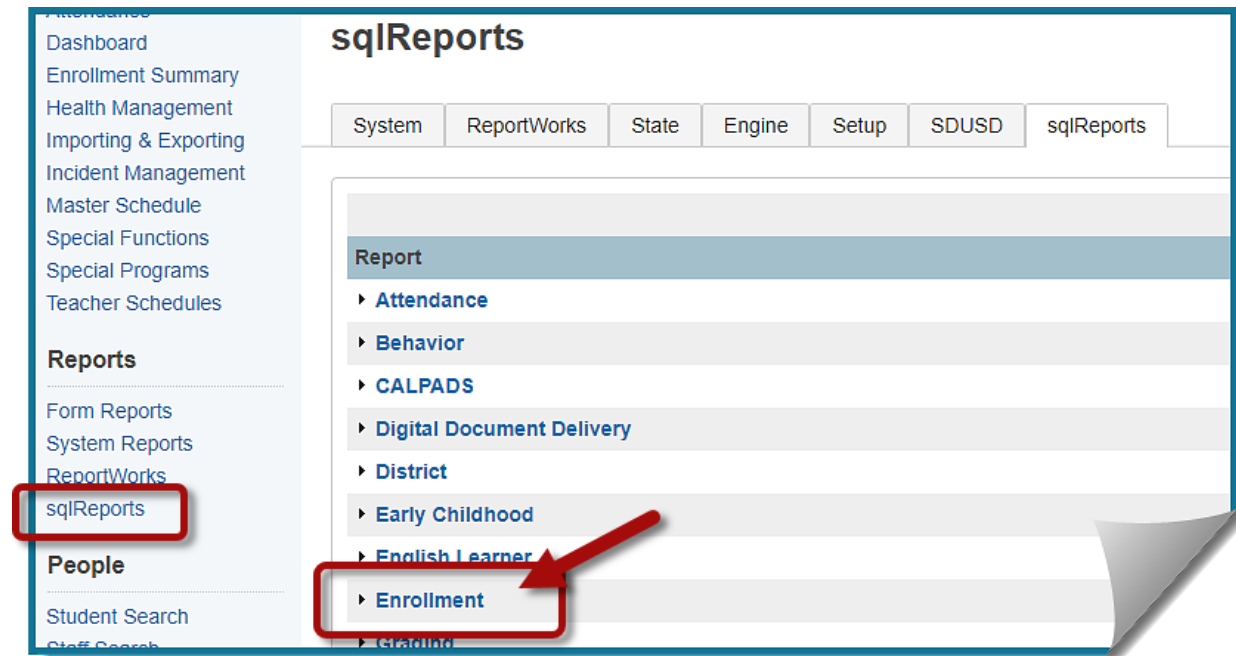
Submit

5. On the Report Queue, click **Refresh** to complete the report, then click **View** to open the report.

Part 6: Reports

sqlReports Enrollment Reports


NOTE: The following represents a sample of some of the frequently used Enrollment reports and is not a comprehensive list of all available reports. To explore these and other enrollment reports, begin on the Start Page, select **sqlReports** under Reports on the left-side menu, then expand the group of **Enrollment** reports.



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 **Elementary Schools Only**

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 *High Schools Only*

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

Different First Name on Teacher's Roster

The report lists all students where a different First Name will be displayed on Teacher Rosters.

Different Legal/Preferred Name or Gender

This report lists students where a Legal/Preferred Name or Gender have been entered in PowerSchool.

Email Addresses 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.

Enrollment Form – Cal Grant Opt Out *High Schools Only*

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 *Grades 7, 9, 11 Only*

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 – Directory Opt Out

This report lists actively enrolled students with response to the Enrollment Form question about Release of Information.

Enrollment Form – Transcript/Discipline Release High Schools Only

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

This 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 (32.a) and Disciplinary Records (32.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.

Home Language Survey Information

This report will show Home Language Survey information for actively enrolled students in grades TK-12.

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 upon the home address in PowerSchool.

Parent Language Counts

This report will show counts by parent language for actively enrolled students at your school. The count reflects the number of students who have a parent/guardian with the specified language. Students may be counted more than once if each parent/guardian speaks a different language.

Phone Number Lookup

This report searches for all students and contact phone numbers within your school. Be sure that you include both the area code and the phone number. Do not enter special characters.

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 as parent/guardian information for each student.

Student Ethnicity

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

Students Last Two Enrollments

This report displays students that 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 excludes 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 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 the 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.

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 Notes on Demographics Page

This report will list actively enrolled students at your school where information has been entered in the Notes/Additional Information field, on the Demographics page.

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.