

PowerSchool

Opening of School Guide for Power Users

For the 2023-24 School Year
Version 10.0
Updated for August 2023



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Part 1: When You Return

Create a Task Checklist

Create a "Checklist" to serve as a guide for items and tasks that need attention.

Back to Work Checklist	Complete
Check that all staff know their DWA passwords and can sign-in to PowerSchool	
Add new staff to PowerSchool	
Add or update staff Security Access	
Continue to Enroll New Students	
Check for Incomplete Enrollments	
Verify the Master Schedule is completed	
Verify Bell Schedules/Calendar/Rooms are completed	
Verify that all students are scheduled for classes	
Enable the Parent/Student Portal	

Verify Staff can Access PowerSchool

All staff members should attempt to sign-in to PowerSchool as soon as they get back to school. To avoid overlapping calls to the help desk and the effort of resetting passwords, please ask staff on this list not to call the help desk.

- **Office staff:** powerschool.sandi.net/admin
- **Teachers:** powerschool.sandi.net/teachers

Passwords can be reset using the **Password Self-Service** page at <https://pss.sandi.net/>

Use the template below to create a list for those needing a password reset.

Once the list is compiled, call the IT Help Desk at (619) 209-4357 (HELP) or submit a support request online at <https://sdusd.cherwellondemand.com/>.

PASSWORD PROBLEMS LIST	
The following staff at my site need their passwords reset.	
1. Name: _____	ID: _____
2. Name: _____	ID: _____
3. Name: _____	ID: _____
4. Name: _____	ID: _____
5. Name: _____	ID: _____

Staff needing access to another school should contact the Power User at the other school.

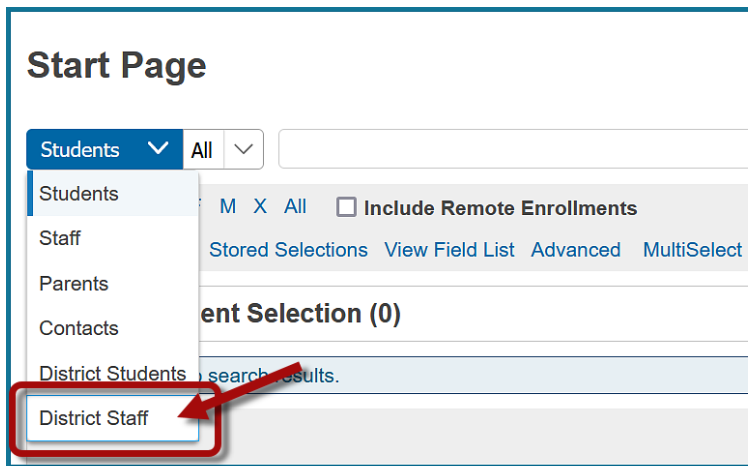
Staff needing districtwide, read-only access, must [submit the online form to request districtwide, read-only access in PowerSchool](#). Ordinarily, such district wide access will be granted only to central office employees. For the request to be considered for approval, staff must have completed **Introduction to PowerSchool** training. Visit [Professional Learning](#) for upcoming training dates.

Manage Staff and Teacher Access to PowerSchool

Adding New Staff Members to PowerSchool

Use the **District Staff** search to assign new staff members to your school. Once they have been added, assign the appropriate security role/permission.

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



Start Page

Students ▾ All ▾

Students M X All ☐ Include Remote Enrollments

Staff Stored Selections View Field List Advanced MultiSelect

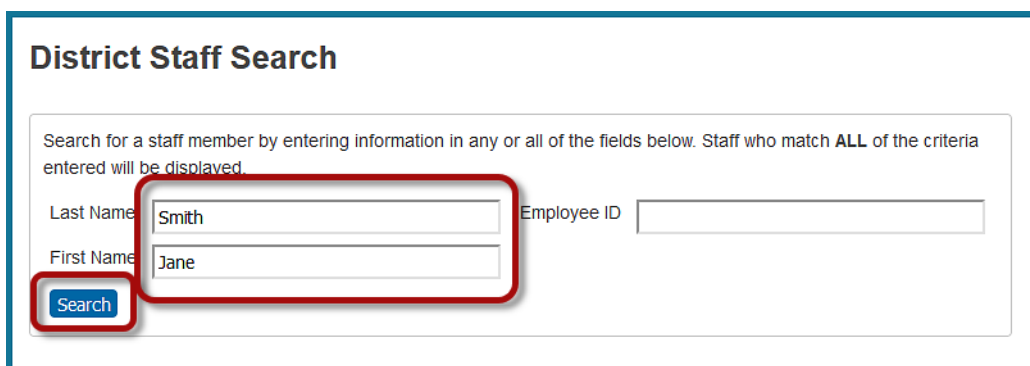
Parents

Contacts

District Students search results.

District Staff

2. Enter the **Name** and/or **Employee ID**.
3. Click **Search**.



District Staff Search

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


Last Name Employee ID

First Name

Search

- Click the **Assign (pencil) icon** under the Assign heading.


District Staff Search Results

Staff members that matched your search criteria are displayed below. Click on the pencil icon  to add the staff member to your school.

Search criteria:

- ✓ Last Name contains: **Smith**
- ✓ First Name contains: **Jane**

1 staff members found

Last Name	First Name, Middle Initial	Employee ID	Home School	Assign
Smith	Jane	123456	Madison High	

- Verify the correct staff member has been selected, click **Submit**.

Assign Staff Member To This School

Name Smith, Jane

Assign To Crawford High

Active ☒

Staff Type Staff

Notes

Verify the correct staff member has been selected

Submit

- Click **Security Settings** to complete appropriate security access to PowerSchool, then proceed to page 9 for clerical staff, substitutes and other non-teaching staff, or page 12 for teachers.

Assign Staff Member To This School

✓ **Success:** Smith, Jane was assigned to Crawford High. Use the [Security Settings](#) page to verify and complete appropriate access to PowerSchool or PowerTeacher for your site.

If this staff member is a substitute, please remove his or her access once they are no longer working at your school. If this staff member has not yet attended training for PowerSchool, please as possible.

Click **Security Settings** to assign the appropriate security access

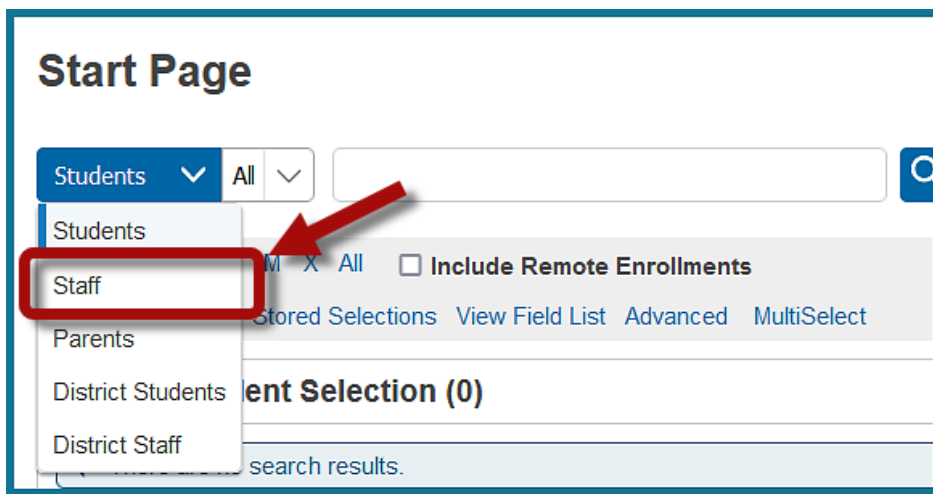
Adding or Updating Security Access

Each staff member and teacher must have the appropriate security group and role to perform their duties during the school year.

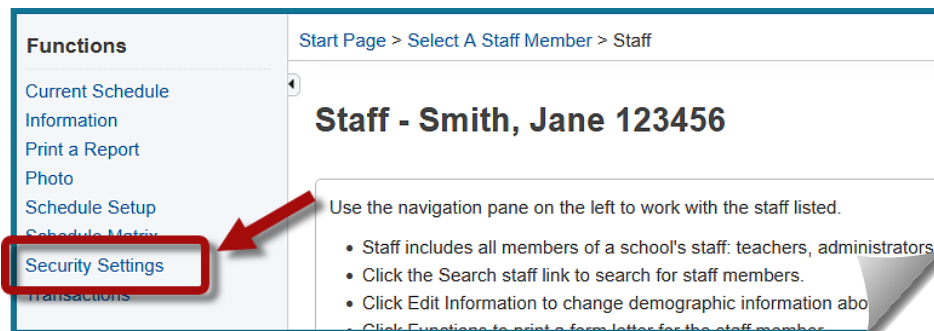
See the **Security Groups** job aid for more information about the recommended use of security groups and roles. To find this job aid, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **System Administration**.

To add or update security access, first search for the staff member or teacher from the Start page:

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



2. Search for the staff member.
3. On the Staff page, select **Security Settings** from the menu on the left.



For Clerical Staff, Substitutes and Other Non-Teaching staff

On the **Teachers and Affiliations** tab:

- **Sign in to PowerTeacher** should not be checked.
- Select the **Home School** radio button for the assigned School.
- Check the **Active** box for the assigned School.
- Verify the **Staff Type** is correct. Change, if needed.
- Click **Submit**.

Security Settings - Teachers and Affiliations - Smith, Jane 123456

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to PowerTeacher ☐ Leave this box unchecked

Teacher Username 123456

Teacher Password

School Affiliations [?]

Home School	Active	School	Staff Type	Actions
<input type="radio"/>	<input type="checkbox"/>	Madison High	Staff	
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Crawford High	Staff	

Add

Submit

On the **Admin Access and Roles** tab:

- Check the **Sign in to Administrative Portion of PowerSchool** box.
- In the Roles and Schools area, verify the security **Roles (Group Name)** is appropriate for the staff member:

If the staff member will be fulfilling the *same* security **Roles (Group Name)** for the school year:

- Click **Submit**.

Security Settings - Admin Access and Roles - Smith, Jane 123456

Teachers and Affiliations **Admin Access and Roles** Applications







Sign in to Administrative Portion of PowerSchool ☒ **Check this box**

Admin Username: 123456 LDAP Enabled: ☒

Admin Password:

Default Group: Power User (1)

Roles and Schools [?]

School	Roles (Group Name)	Action
Crawford High (Home School)	Default Group Access (Power User)	  
Madison High	No Access (No Access)	  

Submit

If the staff member will be fulfilling the same security Roles (Group Name) for the school year, click Submit.

If the staff member will be fulfilling a *different* security **Roles (Group Name)** for the school year:

- Click the **edit (pencil)** icon.

Security Settings - Admin Access and Roles - Smith, Jane 123456

Teachers and Affiliations Admin Access and Roles Applications







Sign in to Administrative Portion of PowerSchool ☒

Admin Username: 123456 LDAP Enabled: ☒

Admin Password:

Default Group: Power User (1)

Roles and Schools [?]

School	Roles (Group Name)	Action
Crawford High (Home School)	Default Group Access (Power User)	  
Madison High	No Access (No Access)	  

Submit

If the staff member will be fulfilling a different security Roles (Group Name) for the school year, click Submit.

- On the Edit User Access Roles window, select the **Use All Roles** button and check the appropriate **Role** from the menu.
NOTE: If the staff member will be fulfilling more than one Role, be sure to also select those roles. Do not over assign Roles.
- Click **OK**.

Edit User Access Roles

Crawford High (Home School)

☐ Use Default Group
☒ **Use All Roles**
☐ Use Roles Without Security Groups

☐ Academic History (Academic History)
☒ **Attendance and Enrollment (Attendance and Enrollment)**
☐ Behavior and Scheduling (Behavior and Scheduling)
☐ Course Requests (Course Requests)
☐ Edit Demographics (Edit Demographics)
☐ English Learner (English Learner)
☐ Enroll In A Class At Another School (Enroll In A Class At Another School)
☐ ESY Registration (ESY Registration)
☐ Health (Health)
☐ Health Tech (Health Tech)

- On the Security Settings page, verify the correct **Role** is selected, then click **Submit**.

Security Settings - Admin Access and Roles - Smith, Jane 123456

Sign in to Administrative Portion of PowerSchool ☒

Admin Username: 123456 LDAP Enabled: ☒

Admin Password:

Default Group: Power User (1)

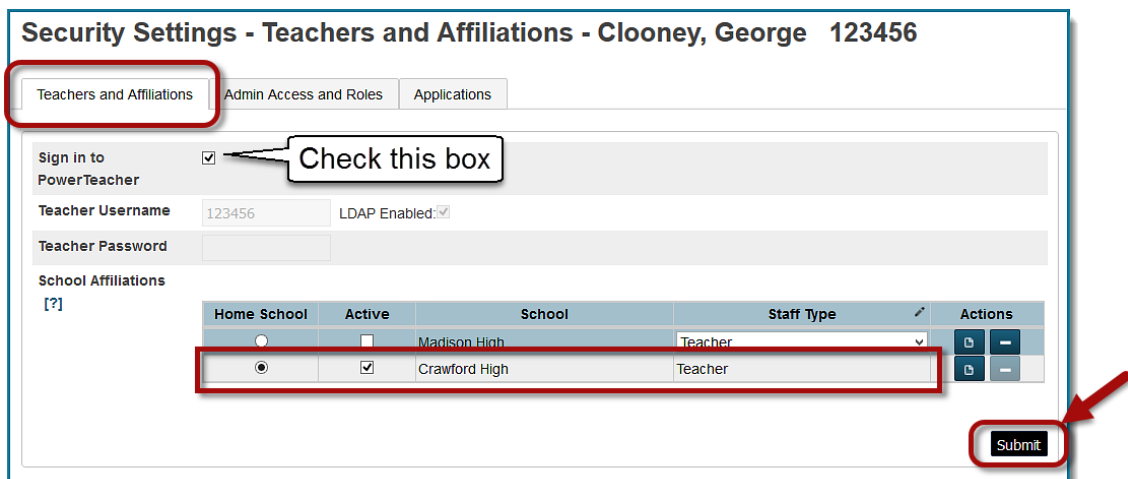
Roles and Schools [?]

School	Roles (Group Name)	Action
Crawford High (Home School)	Attendance and Enrollment (Attendance and Enrollment)	<input type="button" value="i"/> <input type="button" value="p"/> <input type="button" value="-"/>
Madison High	No Access (No Access)	<input type="button" value="i"/> <input type="button" value="p"/> <input type="button" value="-"/>

For Teachers

On the **Teachers and Affiliations** tab:

- Check the **Sign in to PowerTeacher** box.
- Select the **Home School** radio button for the assigned School.
- Check the **Active** box for the assigned School.
- **Staff Type** must be **Teacher** for the teacher's name to appear in the Teacher Schedules menu.
- Click **Submit**.



Security Settings - Teachers and Affiliations - Clooney, George 123456

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to PowerTeacher ☒ **Check this box**

Teacher Username: 123456 | LDAP Enabled: ☒

Teacher Password:

School Affiliations [?]

Home School	Active	School	Staff Type	Actions
<input type="radio"/>	<input type="checkbox"/>	Madison High	Teacher	
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Crawford High	Teacher	

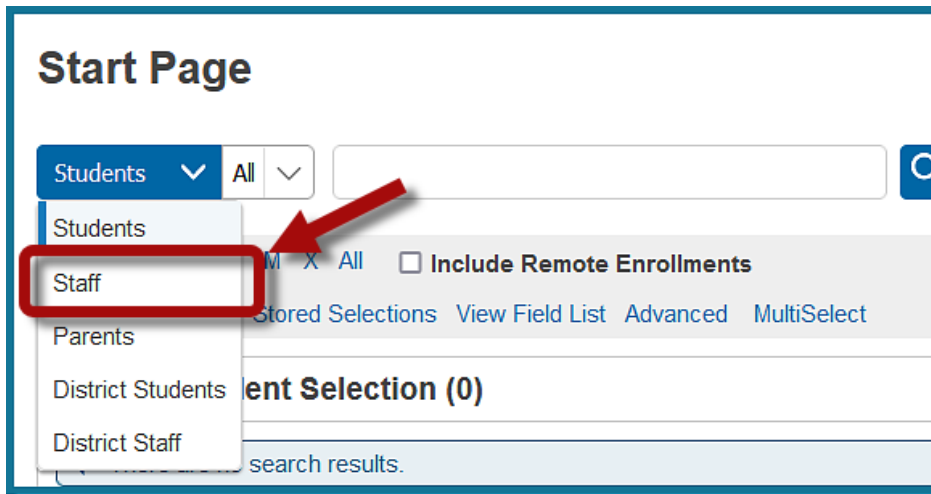
Submit

Removing Access to PowerSchool

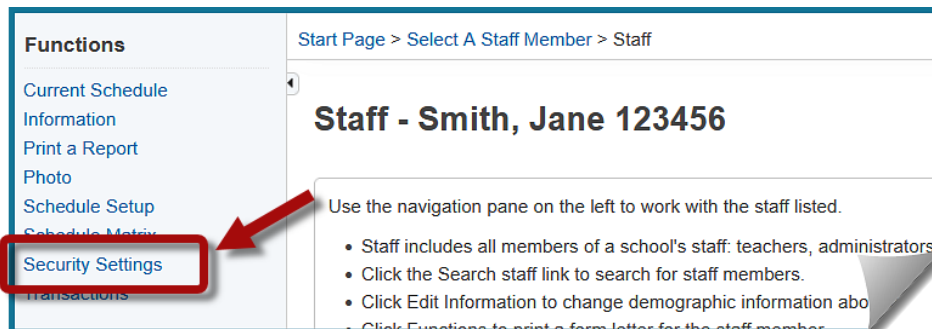
Schools are responsible for maintaining who has access to PowerSchool. It is important for access to be removed once a staff member, substitute, or teacher is no longer assigned to your school.

REMINDER! Removing Access to a teacher will remove the teacher from the Teacher Schedule list. Keep this in mind if the teacher was assigned to a section and you need to make changes to that section.

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



2. Search for the staff member.
3. On the Staff page, select **Security Settings** from the menu on the left.



For Clerical Staff, Substitutes and Other Non-Teaching staff

On the **Teachers and Affiliations** tab:

- Uncheck the **Active** box for the school you are removing access.
- Click **Submit**.

Security Settings - Teachers and Affiliations - O'Keeffe, Georgia 123456



Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to PowerTeacher ☐

Teacher Username: 128875 LDAP Enabled: ☐

Teacher Password:

School Affiliations [?]

Home School	Active	School	Staff Type	Actions
<input checked="" type="radio"/>	<input type="checkbox"/>	Henry High	Staff	 

Remove the check from the Active box

Submit

On the **Admin Access and Roles** tab:

- Click the **Edit** button for the school you are removing access.

Security Settings - Admin Access and Roles - O'Keeffe, Georgia 123456

Teachers and Affiliations | Admin Access and Roles | Applications



Sign in to Administrative Portion of PowerSchool ☒

Admin Username: 128875 LDAP Enabled: ☒

Admin Password:

Default Group: Attendance and Enrollment (2) ▼

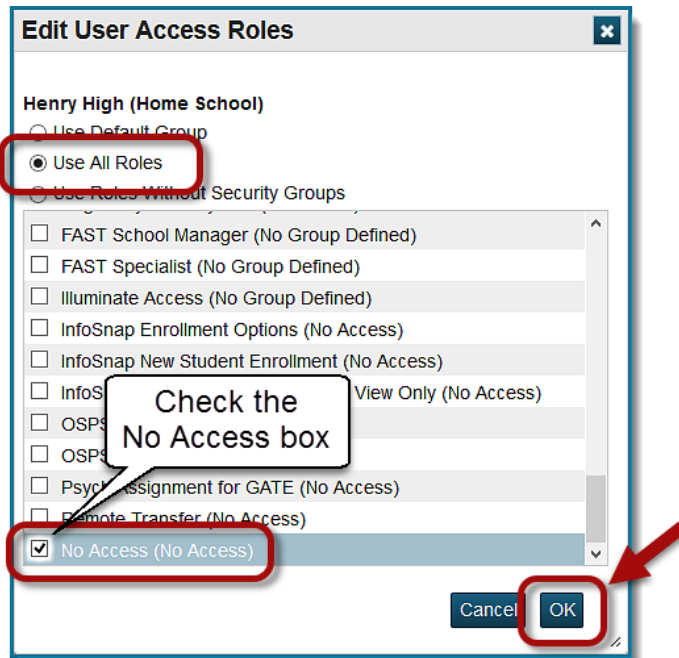
Roles and Schools [?]

School	Roles (Group Name)	Action
Henry High (Home School)	Default Group Access (Attendance and Enrollment)	 

Add

Submit

- On Edit User Access Roles, select **Use All Roles**.
- Check the **No Access** box.
- Click **OK**.



Edit User Access Roles

Henry High (Home School)

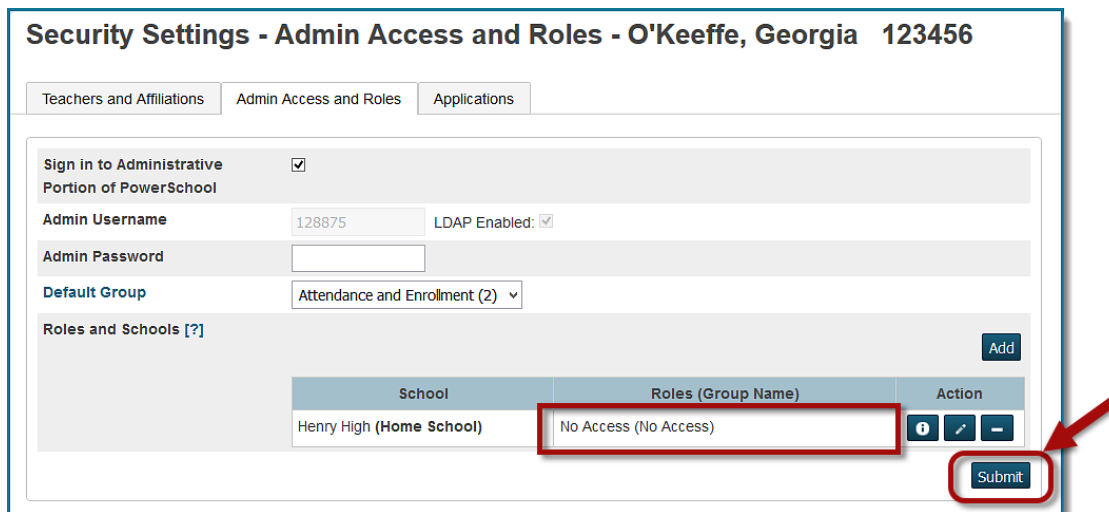
☐ Use Default Group
☒ **Use All Roles**
☐ Use Roles Without Security Groups

☐ FAST School Manager (No Group Defined)
☐ FAST Specialist (No Group Defined)
☐ Illuminate Access (No Group Defined)
☐ InfoSnap Enrollment Options (No Access)
☐ InfoSnap New Student Enrollment (No Access)
☐ InfoSnap View Only (No Access)
☐ OSPS
☐ OSPS
☐ Psych Assignment for GATE (No Access)
☐ Remote Transfer (No Access)

☒ **No Access (No Access)**

Cancel OK

- On the Security Settings page, verify **No Access** is assigned, then click **Submit**.



Security Settings - Admin Access and Roles - O'Keeffe, Georgia 123456

Teachers and Affiliations Admin Access and Roles Applications

Sign in to Administrative Portion of PowerSchool ☒

Admin Username: 128875 LDAP Enabled: ☒

Admin Password:

Default Group: Attendance and Enrollment (2) v

Roles and Schools [?]

School	Roles (Group Name)	Action
Henry High (Home School)	No Access (No Access)	<input type="button" value="i"/> <input type="button" value="p"/> <input type="button" value="-"/>

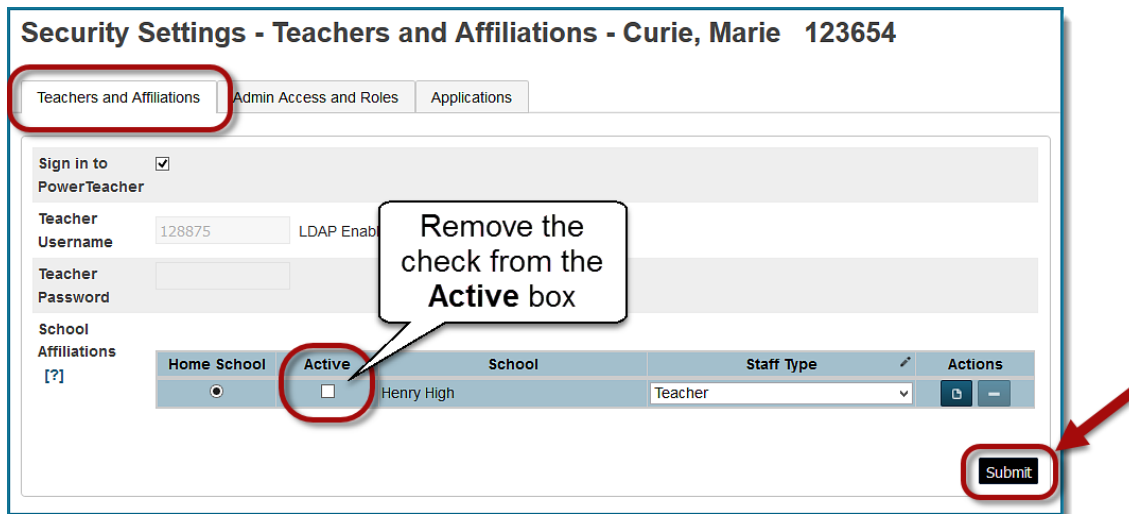
Add

Submit

For Teachers

On the **Teachers and Affiliations** tab:

- Uncheck the **Active** box for the school you are removing access.
- Click **Submit**.



Security Settings - Teachers and Affiliations - Curie, Marie 123654

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to ☒ PowerTeacher

Teacher Username: 128875 LDAP Enabled

Teacher Password:

School Affiliations [?]

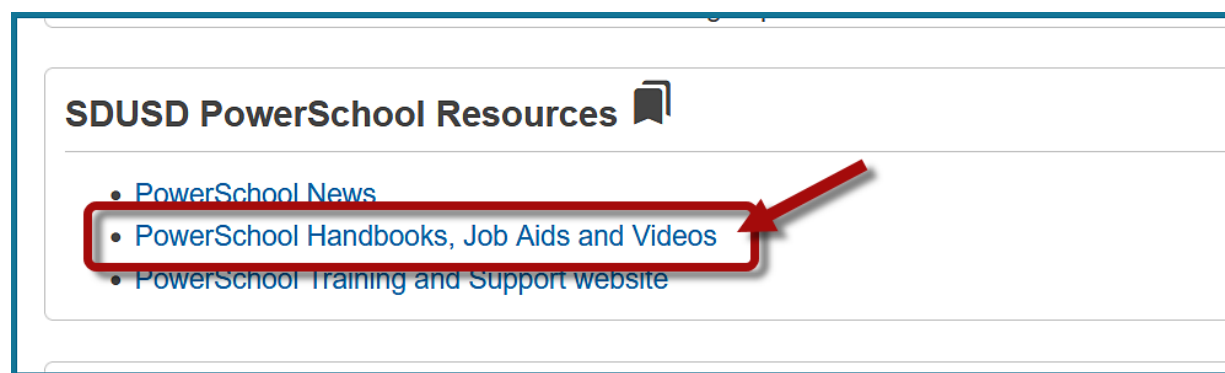
Home School	Active	School	Staff Type	Actions
<input checked="" type="radio"/>	<input type="checkbox"/>	Henry High	Teacher	

Submit

Continue to Enroll Students

- The *first day of student enrollment at a school* should be the actual first day of attendance.
- Schools have full access to all their **incoming** and **returning students**.
- **Important:** Be sure the **Term** is set to **new school year** before enrolling new students.
- *Before enrolling any student*, use the **District Students Search** to check for prior enrollment in any San Diego Unified District school. **DO NOT create a duplicate ID.**
- Students enrolled prior to the start of school may initially appear as **pre-Registered** in PowerSchool. IT will run a nightly process which will make pre-Registered students Active the next day.
- Effective *the first Monday after the End of Year process*, schools can use the District Students Search and Student Transfer pages to transfer both **Active** and **Inactive** students.
- The **Transfer Active Students** process is available until *Friday, September 1, 2023*. After that date, schools will only have access to the **Transfer Inactive Students** process using District Students Search and Student Transfer pages.

For more information about student enrollment and the transfer process, see the **Enrollment Handbook**. To find this handbook, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **Enrollment**.



Monitor Online Enrollment of New Students

Continue to monitor the submission workspace in **InfoSnap** and work with parents to process the records in a timely manner.

- This process is only for students who are *new to the district* and only for *schools that have boundaries*. The online enrollment process cannot be used by dedicated Magnet schools, Atypical, or Charter schools.
- School staff should not try out the process for parents by creating “test” entries in InfoSnap. If any such entries have been created, school staff should discard them in InfoSnap.
- There are InfoSnap training sessions available in [Professional Learning](#) for staff who are new to a school or who have changed duties and will now be processing new student online enrollments using InfoSnap.
- Staff members responsible for monitoring InfoSnap Online Enrollment must have the **InfoSnap New Student Enrollment** security access role.

See the job aid **How to Provide Access to InfoSnap New Student Online Enrollment** for more information.

- For more information about New Student Online Enrollment, please see the **InfoSnap New Student Online Enrollment Handbook**.
- For questions regarding Enrollment policy, contact the Neighborhood Schools and Enrollment Options department: Office: 619-260-2410

Maria Alarcon
619-260-2430
Hoover Cluster
malarcon@sandi.net

Alma Diaz
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Crawford/Henry Clusters
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Angela Mathews
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Karla Chavez
619-260-2422
LMEC/San Diego Cluster
kchavez@sandi.net

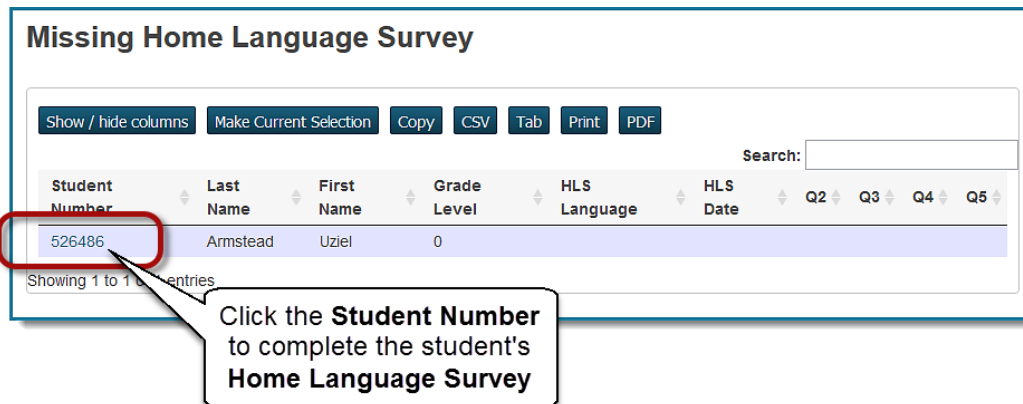
Maribel Hartsfield
619-260-2414
Clairemont/Madison Clusters
mhartsfield@sandi.net

Naomi Velez-Mack
619-260-2436
Dedicated Magnet Schools
nvelezmack@sandi.net

Identify Kindergarten Students Missing a Home Language Survey

Run the **Missing Home Language Survey** report to identify Kindergarten students who were previously enrolled in a SDUSD Pre-K program or CDC and require the entry of the *Home Language Survey* on the student Demographics page.

1. From the Start Page, under Reports, select **sqlReports**.
2. Expand the Enrollment reports, then select **Missing Home Language Survey**.
3. Click the **Student Number** to open the Student Demographics Page.



Missing Home Language Survey

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

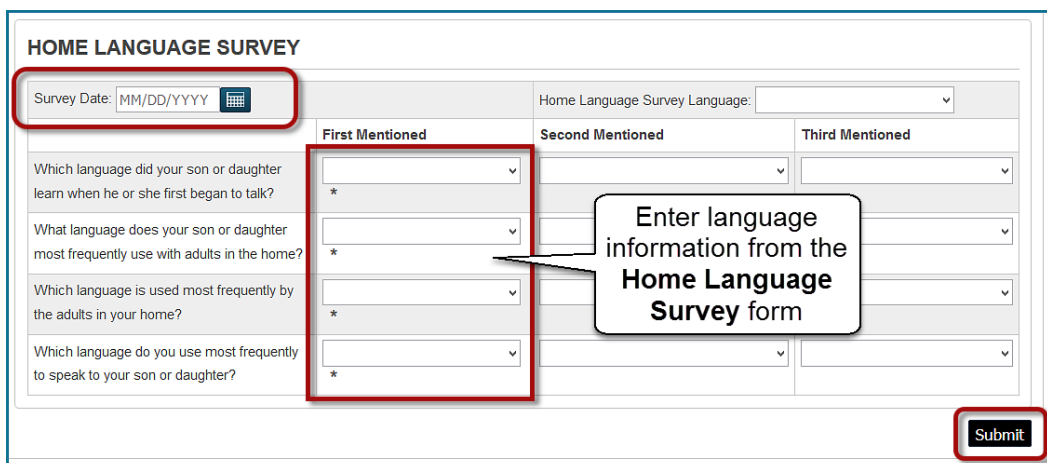
Search:

Student Number	Last Name	First Name	Grade Level	HLS Language	HLS Date	Q2	Q3	Q4	Q5
526486	Armstead	Uziel	0						

Showing 1 to 1 of 1 entries

Click the **Student Number** to complete the student's **Home Language Survey**

4. Complete the **Home Language Survey** section at the bottom of the Student Demographics Page.
5. Click **Submit**.



HOME LANGUAGE SURVEY

Survey Date:

Home Language Survey Language:

	First Mentioned	Second Mentioned	Third Mentioned
Which language did your son or daughter learn when he or she first began to talk?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What language does your son or daughter most frequently use with adults in the home?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Which language is used most frequently by the adults in your home?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Which language do you use most frequently to speak to your son or daughter?	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter language information from the **Home Language Survey** form

For more information about completing the Student Demographics Page, see the **Enrollment Handbook**. To find this handbook, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **Enrollment**.

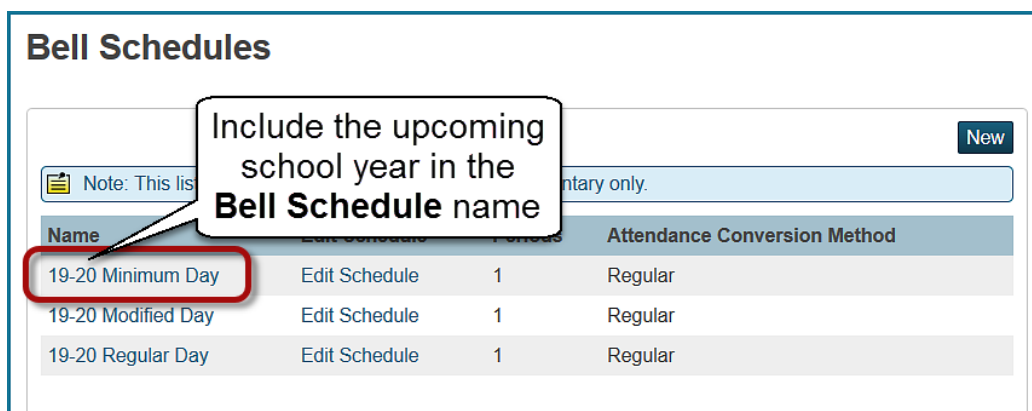
Part 2: The Week Before Start of School

Verify Bell Schedule/Calendar are Complete

Date and Terms are examples only and may not reflect the current scheduling school year or term

Without a complete Bell Schedule and Calendar, students cannot be scheduled for classes and teachers will not be able to see students on their class rosters.

Include the upcoming school year in the title of all Bell Schedules.



Bell Schedules

Note: This list is for elementary only. New

Name	Edit Schedule	Term	Attendance Conversion Method
19-20 Minimum Day	Edit Schedule	1	Regular
19-20 Modified Day	Edit Schedule	1	Regular
19-20 Regular Day	Edit Schedule	1	Regular

IMPORTANT! Beginning **September 5, 2023**, schools will no longer be able to edit the Bell Schedules and Calendar Setup pages. This cutoff date will be earlier for schools beginning prior to August 21, 2023.

For more information about Bell Schedules and Calendar Setup, see the **Bell Schedules and Calendar Setup Job Aid**. To find this job aid, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **System Administration**.

If you have questions regarding Bell Schedules or Calendar Setup, contact your site's Pupil Accounting Specialist:

Secondary, K-8, Atypical and Alternative Schools

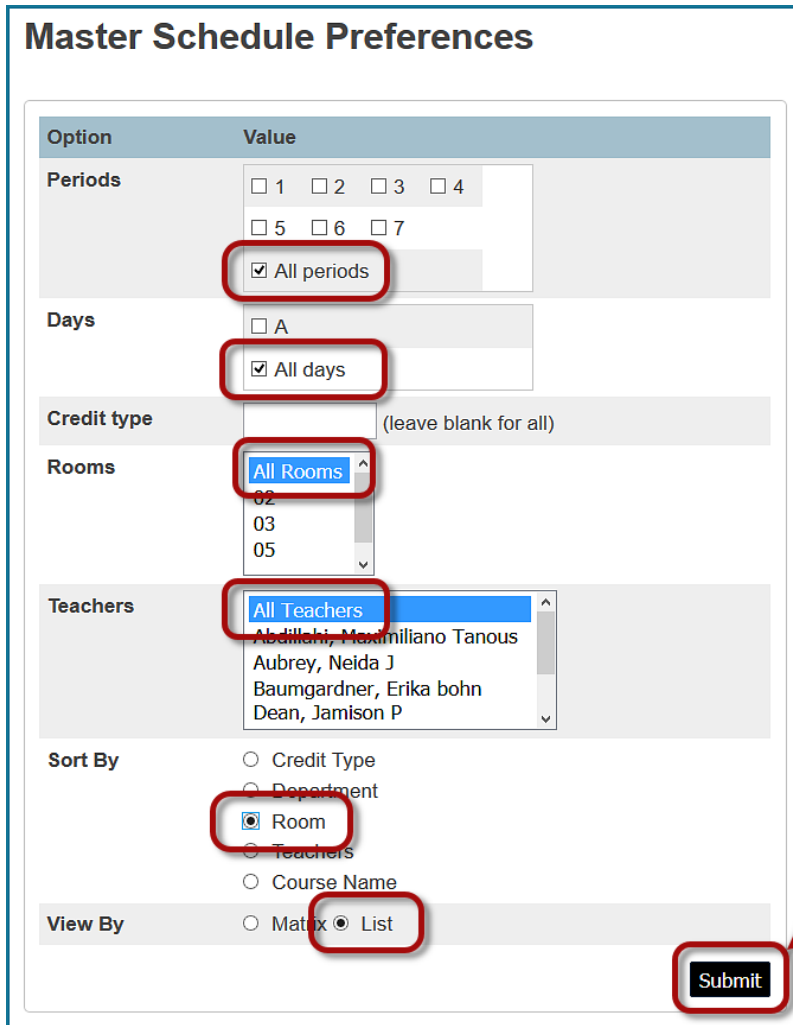
Isela Young
(619)725-7577
iyoung@sandi.net

Elementary Schools

Kate Formanek
(619)725-7579
kformanek@sandi.net

Verify Schedule Sections Have Assigned Room

1. From the Start Page, under Functions, select **Master Schedule**.
2. Configure the Master Schedule Preferences page as follows:
 - **Periods:** Check All periods
 - **Days:** Check All days
 - **Rooms:** Select All Rooms
 - **Teachers:** Select All Teachers
 - **Sort By:** Select Room
 - **View By:** Select List
3. Click **Submit**.



Master Schedule Preferences

Option	Value
Periods	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> All periods
Days	<input type="checkbox"/> A <input checked="" type="checkbox"/> All days
Credit type	(leave blank for all)
Rooms	All Rooms 02 03 05
Teachers	All Teachers Abdillahi, Maximiliano Tanous Aubrey, Neida J Baumgardner, Erika bohn Dean, Jamison P
Sort By	<input type="radio"/> Credit Type <input type="radio"/> Department <input checked="" type="radio"/> Room <input type="radio"/> Teachers <input type="radio"/> Course Name
View By	<input type="radio"/> Matrix <input checked="" type="radio"/> List
Submit	

Date and Terms are examples only and may not reflect the current scheduling school year or term

Any section without an assigned room will appear at the top of the report.

Master Schedule List By Room

Room	Description	Course Name	Number.Section	Expression	Term	Teacher Name	Students	Max Seats
		ENGLISH 6TH	1708_2.95	1(A)	19-20	Amaro, Luis Angel Rian	22	36
		ENGLISH 6TH	1708_2.96	2(A)	19-20	Amaro, Luis Angel Rian	31	36
		ENGLISH 6TH	1708_2.97	3(A)	19-20	Amaro, Luis Angel Rian	27	36
		ENGLISH 6TH	1708_2.98	4(A)	19-20	Amaro, Luis Angel Rian	27	36
120					19-20	Cardinale, Jazzlyn Hao	26	36

Any sections that do not have an assigned room will appear at the top of the report

- Edit the section to add the appropriate room number.

Edit Section

Field	Value																		
Course Name	ENGLISH 6TH																		
Course Number	1708_2																		
Schedule	Expression: 1(A)																		
	<table> <tr> <th></th><th>A</th><th>B</th></tr> <tr> <td>1</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>5</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>		A	B	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
	A	B																	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
2	<input type="checkbox"/>	<input type="checkbox"/>																	
3	<input type="checkbox"/>	<input type="checkbox"/>																	
4	<input type="checkbox"/>	<input type="checkbox"/>																	
5	<input type="checkbox"/>	<input type="checkbox"/>																	
Additional																			
Room	<input type="text"/>																		
Section Number*	95																		
Grade Level																			

Records found.

Add the appropriate Room number

For more information about editing sections, see the **Elementary Scheduling** or **Secondary Scheduling Handbook**. To find these handbooks, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **Scheduling – Elementary** or **Scheduling – Secondary**.

Verify Students are Fully Scheduled

There are several methods to find students who are missing a schedule or have holes in their schedule.

Using the Section Enrollment Audit Report

This report will display all students who are enrolled in school but not scheduled for a class, or students with an *enrolled in school date* and a *scheduled in class date* mismatch.

1. From the Start Page, under Reports, select **System Reports**.
2. On the System tab, under Membership and Enrollment, select **Section Enrollment Audit**.

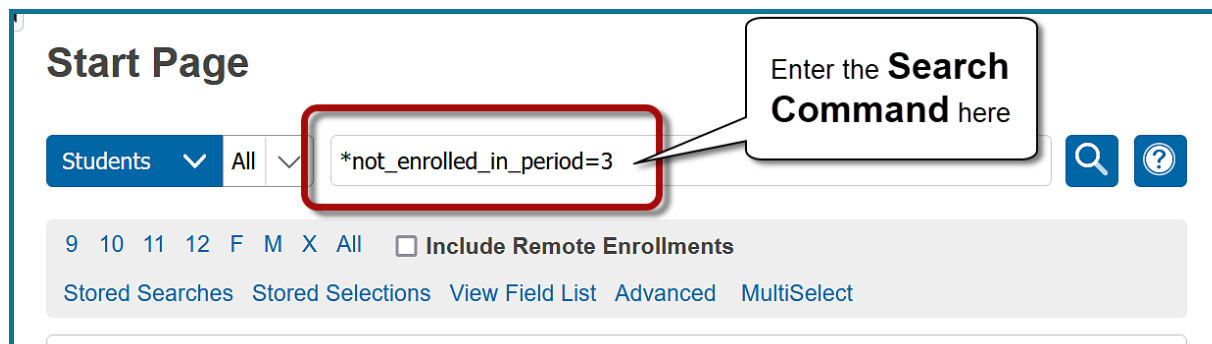
Using Search Commands

Use this command to find students who are under-scheduled, or missing a schedule:

***number_of_classes<X** (X = number of classes in student schedule.)

Use this command to find students who are missing a specific period:

***not_enrolled_in_period=X** (X = period)



Start Page

Students ▾ All ▾

9 10 11 12 F M X All ☐ Include Remote Enrollments

[Stored Searches](#) [Stored Selections](#) [View Field List](#) [Advanced](#) [MultiSelect](#)

Using the Students Missing Classes/Periods Report


Date and Terms are examples only and may not reflect the current scheduling school year or term

This report will show students who are missing classes.

1. From the Start Page, under Reports, select **sqlReports**.
2. Expand the Scheduling reports, then select **Students Missing Classes/Periods**.
3. Enter an **Effective date**. Use the first day of the term.


4. Select whether you are running for selected students.
5. Select a **Period Abbreviation** or leave blank to run for all periods.
6. If your school has multiple cycle days, select the appropriate cycle day for the day you are running the report.
7. Click **Submit**.

Run sqlReport -

Label	Value
Name	Students Missing Classes/Periods
Description	This report will show students missing classes/periods at your school.
Directions	Enter an effective date and select a Period Abbreviation to run the report. If your school has multiple cycle days, you will need to select the appropriate cycle day letter for the day you are running this report. This report is date driven and will require a date in the future to look at terms that are not in session.
Effective date	8/26/2019 
Run for selected students	No ▾
Period Abbreviation	3 ▾
Cycle Day Letter	A ▾

Select a **Period Abbreviation** or leave blank to run for all periods

Submit



Using the Students with No Class Assignments Report

This report lists students who are actively enrolled but are not scheduled for any classes.

1. From the Start Page, under Reports, select **sqlReports**.
2. Expand the Scheduling reports, then select **Students With No Class Assignments**.
3. Click **Submit**.

Elementary Schools - Print Class or Alpha Rosters

Date and Terms are examples only and may not reflect the current scheduling school year or term

Class Rosters without Student Numbers (to post for parents):

1. From the Start Page, under Reports, select **System Reports**.
2. On the System tab, under the Student Listings heading, select **Class Rosters (PDF)**.

For instructions on setting up the Class Roster screen, see the **Elementary Class Rosters without Student Numbers job aid**. To find this Job Aid, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **Scheduling – Elementary**.

Teacher: Einstein, Albert
Course: Third Grade
Room: 1
Number of Students: 22
As of 8/26/19

#	Name	Grade	Gender
1	Arceo, Ares Iran	3	M
2	Avelino, Jerrell Haris	3	M
3	Bagsic, Kidus Bernard	3	M
4	Caron, Fuad Clifford	3	M

Alpha Roster with Teacher and Room:

1. From the Start Page, under Reports, select **sqlReports**.
2. Expand the Enrollment reports, then select **Alpha Roster with Teacher and Room**.
3. Click **Submit**. This report can be copied, exported to Excel, or saved as a PDF.

Alpha Roster with Teacher and Room

Make Current Selection
Copy
CSV
Tab
Print
PDF

Search:

Count	Student Number	Last Name	First Name	Grade Level	Teacher	Room
1	540959	Abad	An	1	Einstein	101
2	605316	Abad	Keanu	0	Curie	104
3	541106	Abalos	Kate	3	Newton	102
4	383422	Abreu	Kollin	5	Hawking	110
5	522308	Adamson	Hudson	2	Pasteur	108

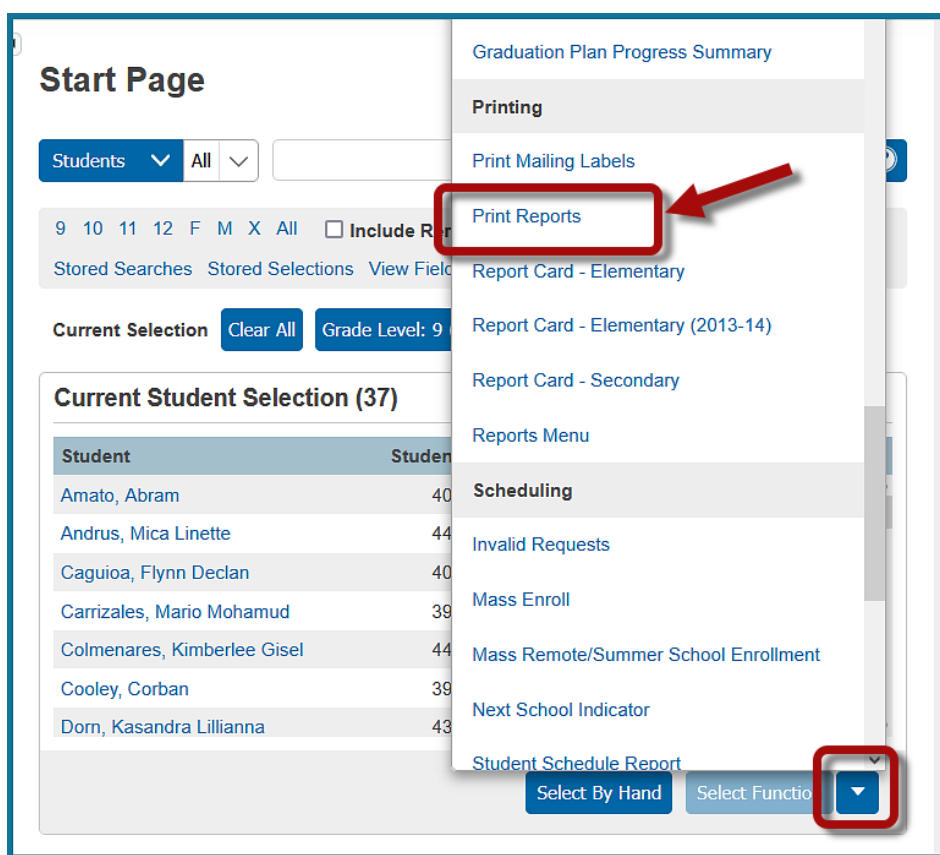
Secondary Schools - Print Student Schedules

Date and Terms are examples only and may not reflect the current scheduling school year or term

Secondary Student Schedules with Lunch PINs

IMPORTANT! Lunch PINS will be available for printing on *Tuesday, August 14, 2023*.

1. From the Start Page, make a student selection.
2. From the Select Functions menu, select **Print Reports**.



3. Configure the Print Reports page as follows:
 - **Which report would you like to print?** Make a report selection from the drop down:
 - Student Schedule** – Prints classes for all terms; one student per page
 - Student Schedule S1** – Prints S1 classes; one student per page
 - Student Locator Card 4 Up** – Prints classes for all terms; four students per page

- **For which students?** Make a selection
- **In what order?** Select a sort order
- **If printing student schedules, use...**

Select **Courses actively enrolled in during current term (excludes dropped courses)** to include *ALL terms* on the student schedule

Select **Enrollment as of** and enter the date of the first day of school to include *ALL terms that fall within S1*

4. Click **Submit**.

Print Reports

Option	Value
Which report would you like to print?	Student Schedule S1
For which students?	The selected 239 students
	<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.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period 1 class, as of this date: 07/02/2019 (takes extra time)
If printing student schedules, use...	<input 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 8/26/2019
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to MM/DD/YYYY to MM/DD/YYYY
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP MM/DD/YYYY /
Report Output Locale	English
<input type="button" value="Submit"/>	

Annotations:

- Select **Student Schedule, Student Schedule S1 or Student Locator Card 4 Up**
- Select a **Sort Order**
- Make a selection to include which terms to print on student schedules

Date and Terms are examples only and may not reflect the current scheduling school year or term

Student Schedule View – one student schedule per page.

Student Schedule as of 08/26/2019						
Scripps Ranch High						
Student	Student ID		Grade	Gender	Lunch PIN	
Abad, Ashley Alexandro	563475		11	M	12345	
Period/Day	Course	Sec	Course Title	Room	Teacher	Term
1(A)	0244	1	DES MIX MED1(P)	407	Boland	S1
2(A)	8227	2	AVID 11 A (P)	207	Pierce	S1
3(A)	6701	7	US HST/GEO 1(P)	606	Bloom	S1
4(A)	1583	3	AM LIT 1 (P)	619	Miranda	S1
5(A)	6211	5	CHEMISTRY 1(P)	704	Herrera Garcia	S1
6(A)	4169	2	INTG MATH III A ADV(P)	217	Franz	S1

Student Locator Card 4 Up View – four student schedules per page.

Grade: 11 Abad, Ashley Alexandro [563475]
Scripps Ranch High 19-20 Year
Effective Date: 8/26/2019

Home Address:
3685 MONROE AV
SAN DIEGO, CA 92116

M 11/01/2000 617-458-0037
Student Lunch ID: 58886

Period	Course	Course Name	Room	TEACHER	Term
1(A)	0245	DES MIX MED2(P)	407	Boland	S2
2(A)	8228	AVID 11 B (P)	207	Pierce	S2
3(A)	6702	US HST/GEO 2(P)	606	Bloom	S2
4(A)	1584	AM LIT 2 (P)	619	Miranda	S2
5(A)	6212	CHEMISTRY 2(P)	704	Herrera Garcia	S2
6(A)	4170	INTG MATH III B ADV(P)	217	Franz	S2

Grade: 11 Abebe, Danilo Arik [47484]
Scripps Ranch High 19-20 Year
Effective Date: 8/26/2019

Home Address:
4179 POLK AV
SAN DIEGO, CA 92105

M 01/01/2001 619-990-4642
Student Lunch ID: 40062

Period	Course	Course Name	Room	TEACHER	Term
1(A)	1584	AM LIT 2 (P)	619	Miranda	S2
2(A)	6212	CHEMISTRY 2(P)	704	Herrera Garcia	S2
3(A)	6840	MULTIMED PROD 2(P)	309	Choe	S2
4(A)	8421 2	PUBL/YRKB 9-12	413	Quijada	18-19
5(A)	4164	INTG MATH III B(P)	205	Candelaria	S2
6(A)	6702	US HST/GEO 2(P)	606	Claiborne	S2

Grade: 11 Abdul-Rahim, Tayla Shreya [43941]
Scripps Ranch High 19-20 Year
Effective Date: 8/26/2019

Home Address:
10195 EPPERSON WY
SAN DIEGO, CA 92124

F 08/01/2001 619-990-5337
Student Lunch ID: 44635

Period	Course	Course Name	Room	TEACHER	Term
1(A)	6212	CHEMISTRY 2(P)	704	Herrera Garcia	S2
2(A)	6722	US HST 2 AP(HP)	606	Arredondo	S2
3(A)	1656	ENGLGCP2AP (HP)	413	Quijada	S2
4(A)	4164	INTG MATH III B(P)	215	Mopherson	S2
5(A)	6615	MIRA-COMS 103	614	Britt	S2
6(A)	6712 2	PHYS ED-INT ATH	GymPisapia	Escalante	18-19

Grade: 11 Ackermann, Marian Janessa [600457]
Scripps Ranch High 19-20 Year
Effective Date: 8/26/2019

Home Address:
3905 TAMBOR RD
SAN DIEGO, CA 92124

F 05/01/2001 617-448-2115
Student Lunch ID: 66898

Period	Course	Course Name	Room	TEACHER	Term
1(A)	1656	ENGLGCP2AP (HP)	413	Quijada	S2
2(A)	6222	CHEM2 HRS (HP)	804	Sanabria	S2
3(A)	2322	SPN 2(P)	602	Dejesus	S2
4(A)	6722	US HST 2 AP(HP)	606	Arredondo	S2
5(A)	4586	NJROTC ELECT 6	416Prior	Ericson	S2
6(A)	4170	INTG MATH III B ADV(P)	217	Franz	S2

For more information about student scheduling, see the **Secondary Scheduling Handbook**. To find this handbook, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **Scheduling – Secondary**.

Distribute Attendance Rosters to Every Teacher


The Attendance Roster serves as a list of students the teacher can expect to see. It should **only** be used to record attendance if **PowerTeacher** is not available during the first week of school, or if the teacher is absent.

Print Attendance Rosters:

Date and Terms are examples only and may not reflect the current scheduling school year or term

1. From the Start Page, under Reports, select **System Reports**.
2. On the SDUSD tab, select **Attendance Roster**.
3. Select the date **of the first day of school**.
4. Select **All Teachers**.
5. Leave **Meeting(s)** unchecked for all classes.
6. Click **Submit**.

Attendance Roster

Report Name	Attendance Roster	
Version	1.0	
Description	Weekly attendance roster with a signature line for use by substitutes for taking attendance.	
Comments	This report lists all the students in the selected class(es) and has columns for Monday to Friday. For the date that you specify, the report will include the Monday, Tuesday, Wednesday, Thursday, and Friday of that week.	
For the week that includes the date:	8/26/2019	
Print rosters for (Hold the CTRL key to make multiple selections)	<div> All Teachers <div> Atienza, Adelyn Marie Balanzar Loeza, Lillyana Marie Blackburn, Suzanne Michelle Bledsoe, Zephyr Kay Cadena, Tha Lauren </div> </div>	
Meeting(s) (leave unchecked for all)	1T	1RE <input type="checkbox"/>

Submit

For more information about the Attendance process, see the **Attendance Handbook**. To find this handbook, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **Attendance**.

Part 3:

During the

First Week

of School

Check for Incomplete Enrollments

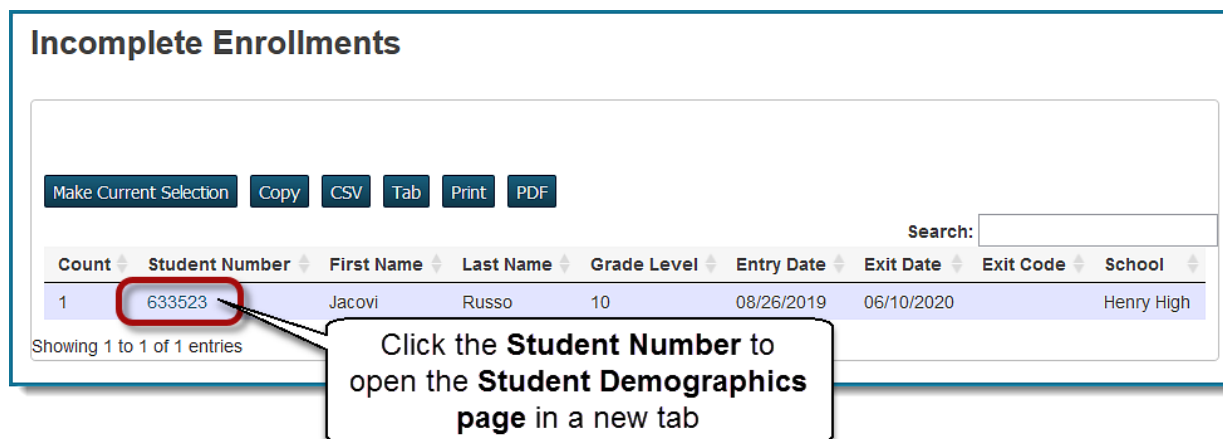
Date and Terms are examples only and may not reflect the current scheduling school year or term

During the enrollment process, if the student demographic page is not completed and submitted, the student is not fully enrolled. To identify these students, run the **Incomplete Enrollment Report** then finalize their enrollment process by completing and submitting the demographics page.

Run this report **daily the first couple of weeks of school** while the enrollment volume is high. Then run once a month to catch any student enrollments that have been started but not yet completed.

NOTE: If the student is a no show, complete the **Student Demographics** page *then drop the student as a No-Show*. Contact the Help Desk (619) 209-4957 (HELP) for assistance or submit a support request online at <https://sdusd.cherwellondemand.com/>.

1. From the Start Page, under Reports, select **sqlReports**.
2. Expand the Enrollment reports, then select **Incomplete Enrollments**.
3. Click **Submit**.
4. Click the **Student Number** to open the Student Demographics page in a new tab.



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	633523	Jacovi	Russo	10	08/26/2019	06/10/2020		Henry High

Showing 1 to 1 of 1 entries

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

5. Complete the Student Demographics page, then click **Submit**.

For more information about student enrollment and the transfer out process see the **Enrollment Handbook**. To find this handbook, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **Enrollment**.

Manage Course Sections, as Needed

Date and Terms are examples only and may not reflect the current scheduling school year or term

Closing Sections

To **CLOSE** a section, do the following:

1. Before closing a section, drop all students actively enrolled in the section as of the day **after** the last day of attendance.
2. Once students are dropped, navigate back to **Teacher Schedules** on the Start Page.
3. Select the **Teacher** whose section is closing.
4. Verify all students have been dropped, then click the **Section Number**.

Teacher Schedule - Jetson, George 123456

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
2(A)	19-20	4137_2	ACCEL MATH 7TH	31	200	0	

Make all students listed above the current selection

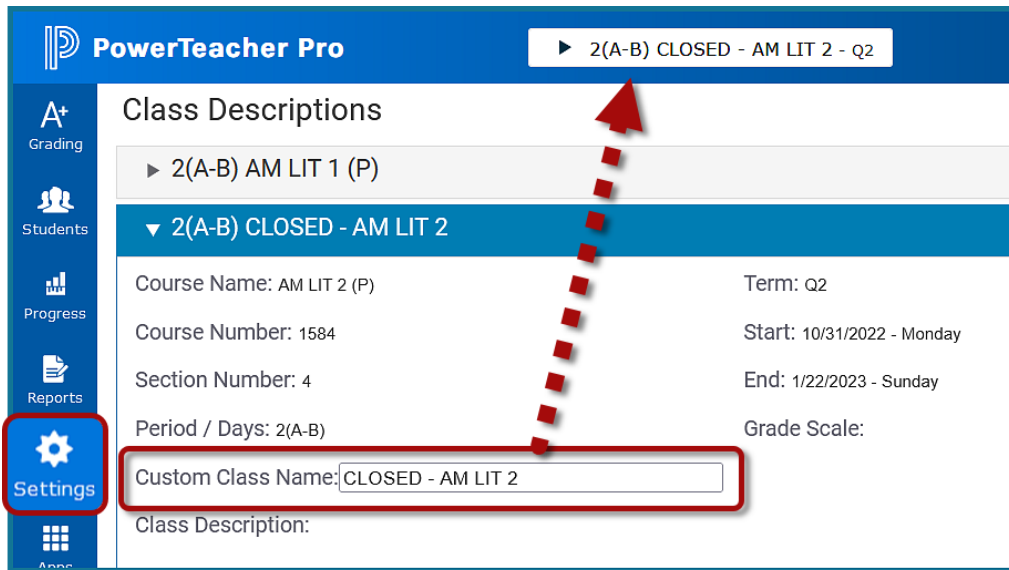
Withdraw all students from this section

5. **IMPORTANT! DO NOT** replace the name of the Lead Teacher with a ZZTeacher.
6. Type the word **CLOSED** in the **Room** field.
7. Enter the number **1** in the **Maximum Enrollment** field.
8. Click **Submit**.

Room	<input type="text" value="CLOSED"/>
Section Number*	<input type="text" value="2"/>
Grade Level	<input type="text" value="0"/>
Current Enrollment	0
Maximum Enrollment	<input type="text" value="1"/>

REMEMBER! These steps are intended to create a *visual cue* that the section is closed. They will not lock the section to prevent student scheduling. Counselors should be notified when sections are closed to prevent student scheduling errors.

HELPFUL HINT! CLOSED sections will continue to appear in PowerTeacher Pro. Encourage teachers to use PowerTeacher Pro Settings- Class Descriptions to create a custom class name to identify closed sections.



PowerTeacher Pro ▶ 2(A-B) CLOSED - AM LIT 2 - Q2

Class Descriptions

▶ 2(A-B) AM LIT 1 (P)

▼ 2(A-B) CLOSED - AM LIT 2

Course Name: AM LIT 2 (P)	Term: Q2
Course Number: 1584	Start: 10/31/2022 - Monday
Section Number: 4	End: 1/22/2023 - Sunday
Period / Days: 2(A-B)	Grade Scale:
Custom Class Name: <input type="text" value="CLOSED - AM LIT 2"/>	
Class Description:	

Deleting Sections

Date and Terms are examples only and may not reflect the current scheduling school year or term

To **DELETE** a section, do the following:

1. Before deleting the section, drop all students from the section. Students must be dropped with an **Exit Date** that matches the **Entry Date** for the class. This will delete the student enrollment record.
2. Once students are dropped, navigate back to **Teacher Schedules** on the Start Page.
3. Select the **Teacher** whose section is being deleted.
4. Verify all students have been dropped. Click the **Section Number**.

Teacher Schedule - Jetson, George 123456

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
2(A)	19-20	4137_2	ACCEL MATH 7TH	31	200	0	

Make all students listed above the current selection

Be sure that all students are dropped from this section

5. Scroll to the bottom of the page and click **Delete Section**.
6. **NOTE:** If the section contains pre-registered students or students who were dropped with a previous date, or attendance exists for the section, the **Delete Section** button will not be visible.

If this button is visible, the section can be deleted.

Delete Section Submit

In cases where you are **not able** to delete the section from PowerSchool, and you have verified there are no students currently scheduled on any of the rosters (Active, Dropped, or Pre-registered), contact the Help Desk (619) 209-4357 (HELP), or submit a support request online at <https://sdusd.cherwellondemand.com/> to request assistance with removing the section from your master schedule.

Ensure the following information is provided in the request:

- **School**
- **Course Number**
- **Section Number**
- **Teacher**

Confirm with the Help Desk that students have been withdrawn from the class, and the section has been edited to **CLOSE**.

For more information about dropping students from a class and managing course sections, see the **Student Scheduling and Course Management Handbook**. To find this handbook, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **Scheduling – Elementary** or **Scheduling – Secondary**.

Set up or Change Automated Attendance Call Times for SchoolMessenger

Daily attendance calls will be automatically sent to parents and guardians at specific times selected by each site.

To view your call times in PowerSchool, from the Start Page, under Setup, select **Schools**, then select **Attendance Call Times**.

Attendance Call Times

To set the auto-dialer to call students with attendance exceptions, check one of the Activate Auto-dialer checkboxes and enter a time in the corresponding time field. If neither checkbox is checked, no calls will be made. If both checkboxes are checked, the auto-dialer will call at both times. Only students whose absence has not been verified by the specified times will receive a call.

First Call

Activate First Call	(x)
Time of First Call	11:30 AM(Example Entry 08:00 AM)

Second Call

Activate Second Call	(x)
Time of Second Call	06:00 PM(Example Entry 02:00 PM)

To set up the **Automated Attendance Calls** feature, change call times, or if you have questions regarding SchoolMessenger, email Communications@sandi.net.

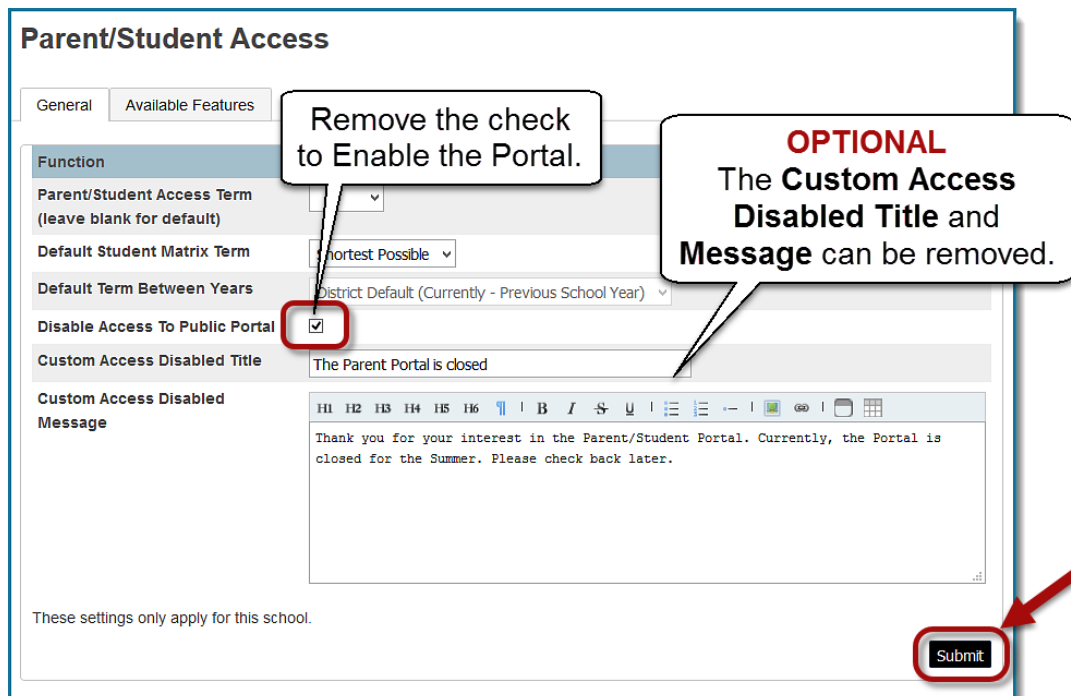
Enable the Parent Portal

Parent Portal implementation is now a districtwide requirement for all schools. Each site is responsible for enabling and maintaining the Parent Portal for their school.

On **Friday, August 18, 2023, at 12:00 pm**, the PowerSchool Parent Portal will be enabled for all schools. *If your school chooses to disable the Portal over the weekend, you must enable it for the start of school.*

To enable the **Parent/Student Portal**, do the following:

1. From the Start Page, under Setup on the main menu, select **School**.
2. Under the General heading, select **Parent/Student Access**.
3. Turn off the checkbox to **Disable Access To Public Portal**.
4. Schools can optionally remove the **Custom Access Disabled Title** and **Custom Access Disabled Message** if they wish.
5. Click **Submit**.



The screenshot shows the 'Parent/Student Access' configuration page. It has two tabs: 'General' and 'Available Features'. The 'General' tab is active. The page contains several settings:

- Function**: A dropdown menu.
- Parent/Student Access Term (leave blank for default)**: A dropdown menu.
- Default Student Matrix Term**: A dropdown menu set to 'Shortest Possible'.
- Default Term Between Years**: A dropdown menu set to 'District Default (Currently - Previous School Year)'.
- Disable Access To Public Portal**: A checkbox that is currently checked. A callout bubble points to it with the text: 'Remove the check to Enable the Portal.'
- Custom Access Disabled Title**: A text field containing 'The Parent Portal is closed'. A callout bubble points to it with the text: 'OPTIONAL The Custom Access Disabled Title and Message can be removed.'
- Custom Access Disabled Message**: A rich text editor containing the message: 'Thank you for your interest in the Parent/Student Portal. Currently, the Portal is closed for the Summer. Please check back later.'

At the bottom of the page, there is a note: 'These settings only apply for this school.' and a 'Submit' button, which is circled in red with a red arrow pointing to it.

For more information about how to enable and maintain the Parent/Student Portal, see the **Parent and Student Portal Administration Handbook**. To find this handbook, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **Parent/Student Portal**.

Check [Professional Learning](#) for Parent Portal training and open lab support.

Update Quick Lookup Preferences & Current Grade Display – Secondary & K-8 Schools ONLY

Verify that the **Quick Lookup Preferences** and **Current Grade Display** have been set up to display the appropriate information and update if needed.

Quick Lookup Preferences

This page specifies which grades appear on the **Quick Lookup** page in PowerSchool Administrator, and on the **Grades and Attendance** page in the Parent/Student Portal.

1. From the Start Page, under Setup, select **School**.
2. Under the General heading, select **Quick Lookup Preferences**.
3. Configure the **Quick Lookup Preferences** page as follows:
 - Turn on the checkbox for each **Store Code** you want to display in PowerSchool Administrator, PowerTeacher, and the Parent/Student Portal.

K-8 Schools – DO NOT enable the Store Codes for your elementary school.
 - Under **Source of Data**, select:

Gradebook (Current) – This setting displays the current grade directly from PowerTeacher Pro. This grade will change as the teacher updates assignment scores.
 - Use the **Sort** fields to change the order of the **Store Codes** as they appear on the Quick Lookup Preferences setup page and the Quick Lookup page.
 - **Show Citizenship Grade** – OPTIONAL. Check this box to display the Citizenship grade.
4. Click **Submit**.

Quick Lookup Preferences

This screen specifies which grades are seen on the Quick Lookup screen as well as on the summary screen parents see when they access their student's record through the internet.

Store Code	Enabled Parent/Student	Enabled Teacher	Enabled Admin	Source of Data	Sort
P1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾	1 ▾
Q1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾	2 ▾
P2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾	3 ▾
Q2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾	4 ▾
S1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾	5 ▾
P3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾	6 ▾
Q3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾	7 ▾
P4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾	8 ▾
Q4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾	9 ▾
S2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾	10 ▾

Additional Settings

Show Citizenship Grade



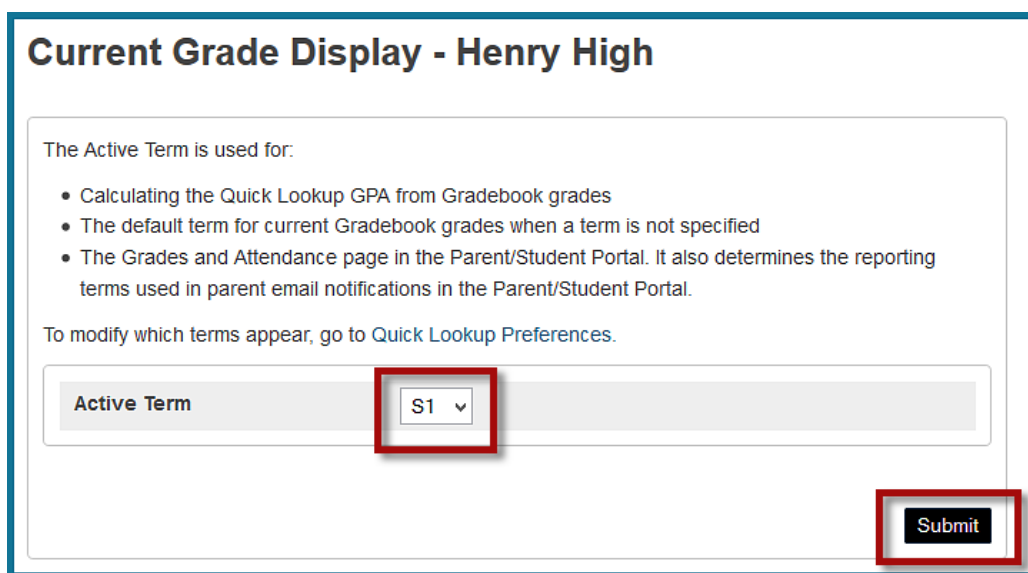
Submit

Current Grade Display

The **Active Term** is used for:

- The default term for current PowerTeacher Pro grades when a term is not specified.
- The default term on the Grades and Attendance page in the Parent/Student Portal.
- Determines the reporting term used for parent email notifications in the Parent/Student Portal.

1. From the **Start Page**, select **School**, under Setup.
2. Select **Current Grade Display**, under **Grading**.
3. Select the appropriate term from the **Active Term** drop-down.
4. Click **Submit**.



For more information about maintaining the Current Grade Display and the Quick Lookup Preferences during the school year, see the **Secondary Grade Reporting for Traditional Semester-based and K-8 Schools** or **Secondary Grade Reporting for 4X4 Schools Handbook**. To find these handbooks, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **Grade Reporting/Progress Reporting - Secondary**.

Part 4: Before the Last Week in September

Verify All ZZTeachers and Other Teacher Placeholders are Updated to a Known Instructor

Every course in the master schedule must have an identifiable instructor with a district employee ID. **ZZTeacher** entries in the master schedule must be updated to a known instructor by September 30 of each school year.

Only the following **ZZTeachers** aligned with their appropriate courses will be allowed beyond September 30th:

- **ZZCollTch- Community College** - Aligned with courses taught by non-district and non-charter school employees who do not have district employee IDs (e.g., community college courses).
- **ZZNonClass - NonClassScheduleOnly** – Aligned with sections used solely for scheduling purposes: there is no staff person assigned to oversee students during these time periods. These entries are not real classes and are used by the school only to track student whereabouts during a specific period (For example, Lunch).

Please see the table on the following page for guidance on using specific **ZZTeacher** codes in PowerSchool.

For more information about updating ZZ Teachers and Other Teacher Placeholders, see the **Replacing ZZTeacher or Other Teacher Placeholder Job Aid**. To find this Job Aid, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select **System Administration**.

ZZ Teacher Codes in Power School

Faculty Name	Faculty ID	Type	Use
ZZTeacherA, ZZTeacherAA – AZ, ZZTeacherB - Z	zzteachera, zzteacheraa– az, zzteacherb - z	Placeholder	<ul style="list-style-type: none"> May be used as placeholder instructor <i>until 9/30</i> each school year. Must be replaced by a known instructor, or if applicable, by one of the three Faculty Names below. Continued use beyond 9/30 will be flagged as a master schedule error. Note: Print Master Schedule List Report by Teacher and ZZTeachers will be at the bottom
NonClass ScheduleOnly	ZZNonClass	Special	<ul style="list-style-type: none"> May be used <i>beyond 9/30</i> each school year. For master schedule entries that are not real classes and used only for scheduling purposes, such as Lunch if you use a course called Lunch.
Grant Funded	ZZGrantTch	Special	<ul style="list-style-type: none"> May be used <i>beyond 9/30</i> each school year. For externally funded instructors <i>who are not district or charter school employees and who do not have district employee IDs.</i>
Community College	ZZCollTch	Special	<ul style="list-style-type: none"> May be used <i>beyond 9/30</i> each school year. For community college instructors who do not have district employee IDs.

Update PowerSchool with Any Changes from the Enrollment Verification Form

All changes made by the Parent/Guardian on the Enrollment Verification Form must be entered in PowerSchool by October 1st.

All forms must be signed and dated by the Parent/Guardian *even if no changes are made*.

Changes to the Home Address require proof of residence. *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.*

The signed Enrollment Verification Form should be filed in a secure area.

OPTIONAL: Parent/guardians can use the Parent Portal Updates feature to submit changes to select information for their student(s) online or confirm that all information is correct, and no changes are needed.

Parent/guardians must still provide the school with the required documentation for changes to student name and Household Address. Schools will not approve and accept updates until documentation is provided.

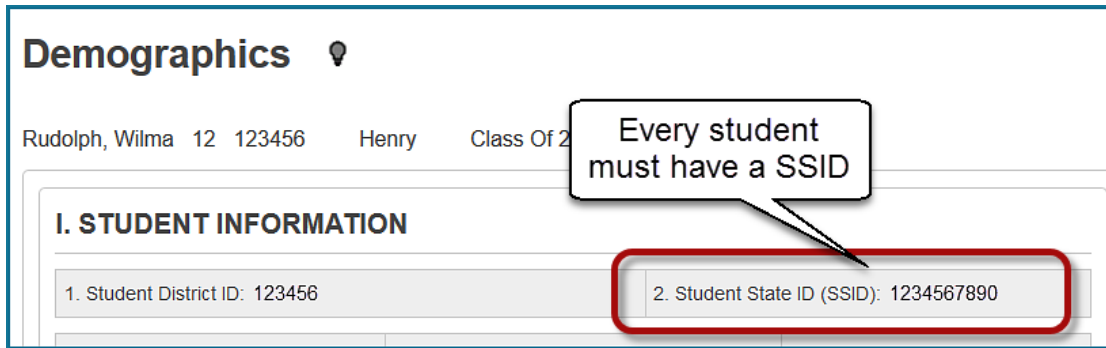
Schools use PowerSchool to review and approve changes made by parent/guardians instead of processing paper forms.

For more information about student enrollment or how to accept and approve parent portal updates, see the **Enrollment Handbook**, or **Accepting Parent Portal Updates for School Staff Handbook**. To find these handbooks, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select Enrollment or Parent/Student Portal heading.

Verify that All Students Have a SSID

Date and Terms are examples only and may not reflect the current scheduling school year or term

Every student needs a Student State ID (SSID), which is mandatory for CALPADS reporting and State Testing. Student demographic data and the information gathered from questions 45 and 46 about a student's prior enrollment is utilized to find the best possible Student State ID (SSID) match in CALPADS.



Demographics

Rudolph, Wilma 12 123456 Henry Class Of 2

I. STUDENT INFORMATION

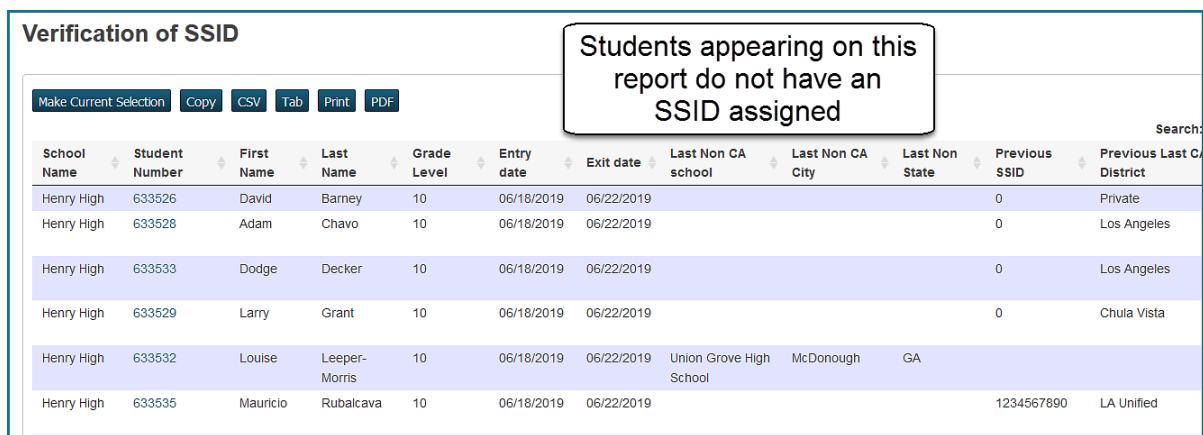
1. Student District ID: 123456

2. Student State ID (SSID): 1234567890

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

1. From the Start Page, under Reports, select **sqlReports**.
2. Expand the CALPADS reports, select **Verification of SSID**.
3. Click **Submit**.

Verification of SSID Report



Verification of SSID

Make Current Selection Copy CSV Tab Print PDF

Search:

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 C District
Henry High	633526	David	Barney	10	06/18/2019	06/22/2019				0	Private
Henry High	633528	Adam	Chavo	10	06/18/2019	06/22/2019				0	Los Angeles
Henry High	633533	Dodge	Decker	10	06/18/2019	06/22/2019				0	Los Angeles
Henry High	633529	Larry	Grant	10	06/18/2019	06/22/2019				0	Chula Vista
Henry High	633532	Louise	Leeper-Morris	10	06/18/2019	06/22/2019	Union Grove High School	McDonough	GA		
Henry High	633535	Mauricio	Rubalcava	10	06/18/2019	06/22/2019				1234567890	LA Unified

SSID Frequently Asked Questions:

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

This depends on the time of year. At the beginning of the school year, it can take longer, but the turnaround time is normally 48-72 hours unless there are discrepancies with the student's birth date, 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.

A student must have an SSID in PowerSchool to be uploaded to CALPADS. If the student record is still missing a SSID after 72 hours, email Julie Bui jbui@sandi.net

IMPORTANT! Please do not email requesting an SSID before 72 hours from initial school enrollment have passed.

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

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

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

*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**.*