

# Enrolling New Students in Powerschool

From the Powerschool homepage, choose Enroll New Student from menu at left:

The screenshot shows the 'Enroll New Student' form in Powerschool. The left-hand menu has 'Enroll New Student' circled in orange. The form fields are as follows:

Field	Value / Note
Student's Name (Last, First Middle)	Missing required field
DOB	MM/DD/YYYY
Gender	Dropdown menu
Student number	(If this field is left blank, the system will assign the Student Number)
Social Security Number	Text input
Phone Number	Text input
Enrollment date	06/06/2018
Full-Time Equivalency	Dropdown menu
Grade Level	KG
Entry Code	Text input
Track	Dropdown menu
District of Residence	Dropdown menu
Fee Exemption Status	Student Not Exempted
School	Crim Elementary

Complete all blank fields then choose Submit in the bottom right corner. (TIP: A student's Track is their sub-calendar. Please ask your EMIS Coordinator for a list.)

The system will scan for any potential matches. If none are returned, choose Enroll. Process will complete and display basic information regarding the student. With the student still in context, choose State/Province – OH from the menu at the right.

The screenshot shows the 'Ohio State Information' page. The left-hand menu has 'State/Province - OH' circled in orange. The main content area shows 'Ohio State Information - H' and a message: 'There is no snapshot data for the 2019 scho'. Below the message are sections for 'Exclude this student from all state reports', 'Building IRN', 'Assessment Type', and 'Distance Transported (Community/STEM S'.

Complete any blank fields on the GI, FD, FN, and FS tabs. The GI and FN tabs have drop down boxes; for the FD and FS tabs, you will need to click on the word **Current** to update the Current information. As you complete each tab, choose Submit on the right side (either the top or bottom).

**(FS) Student Standing Record** [Transfer Info](#)

Current Year FS Records	All FS Records
Effective End Date	Current
District Entry Date (Admission Date)	01/01/1900
Admission Reason	

On the FD tab, you will need to choose a Local Attendance Pattern. In the previous SIS, this was known as the “Sub-Calendar” for a student. Click on the (Att Patterns List) and choose the appropriate pattern for the student. The FN tab is currently not populating default settings. To complete this tab, choose the appropriate option for fields with a drop down option; please leave other fields blank if you are unsure how to complete. For guidance on completing the FS tab, please see the **Powerschool Enrollment Cheat Sheet**. From this sheet, choose the most appropriate situation for the student and complete the fields as indicated.

If you know the student’s SSID, add that on the FS tab. If you do not, go to the SSID tab and complete the following:

Check the box on item 2

Select if the student has been previously enrolled in an Ohio public school district.

Enter Birthplace City on item 9

Note: Admission Reason, Native Language, and County of Residence will pull from other tabs.

Choose Submit in the bottom right corner.

SSID Import File Extract

1) State Student ID (SSID)	(Blank)
2) Include this student in the SSID batch file.	<input type="checkbox"/>
3) Might the student already have an SSID from previous OH enrollment?	[Select a Value]
4) Mother's Maiden Name	
5) Admission Reason	(Blank)
6) IRN of Previous District	(District List)
7) IRN of Original District	(District List)
8) Native Language	(Blank)
9) Birthplace City	
10) Birthplace Zip Code	
11) Called Name	
12) Given Name	
13) County of Residence	(Blank)
14) Country of Residence	
15) Polio Immunization Date	MM/DD/YYYY
16) MMR Immunization Date	MM/DD/YYYY
17) DTPi Immunization Date	MM/DD/YYYY
18) Legal First Name	
19) Legal Middle Name	
20) Legal Last Name	
21) Legal Gender	[Select a Value]

Submit

After completing all State information tabs, choose Contacts from the Student menu on the left:

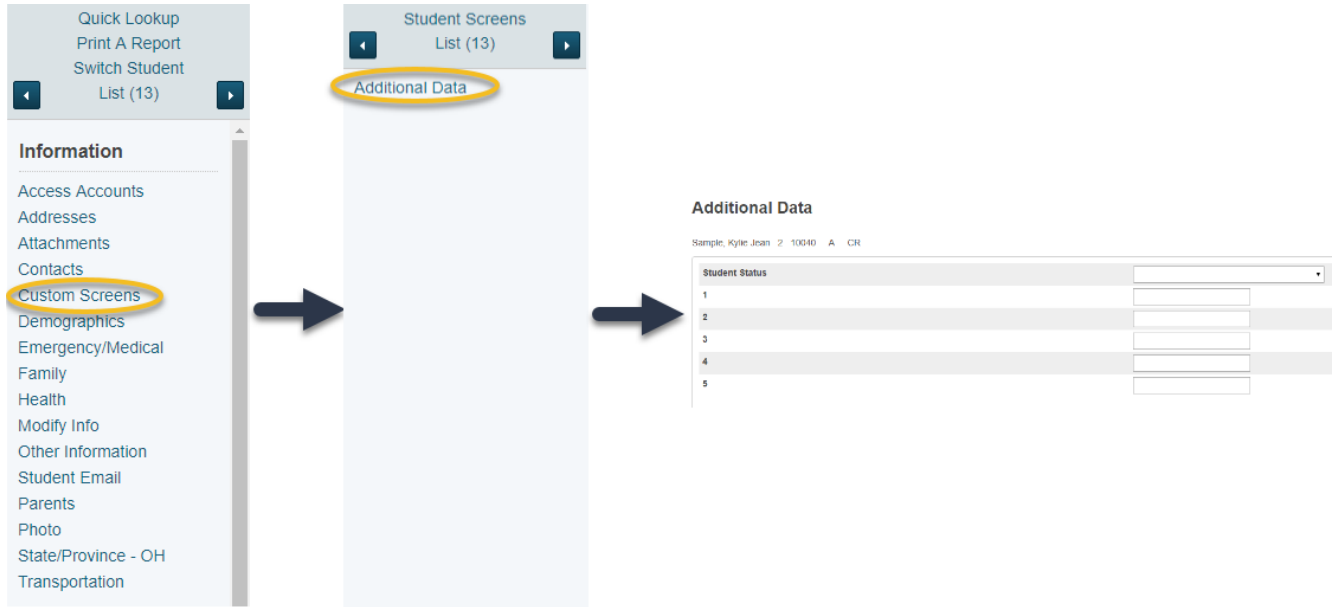


Click the blue 'Add' button and add the student's contact information. Add contacts by either searching existing contacts or choosing New Contact.

A screenshot of the 'Add Contacts' form. The form has a dark blue header with the text 'Add Contacts'. Below the header, there are several input fields: 'First Name' and 'Last Name' (two columns), 'Street Address' and 'Unit' (two columns), 'Phone Number' and 'Extension' (two columns), and 'Email Address' (one column). Below these fields, there are two checkboxes: 'Include Inactive' and 'Only Show Access Accounts'. Below the checkboxes, there is a search bar with a dropdown menu showing the letters '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'. To the right of the search bar is a 'Search' button (highlighted with a yellow circle). Below the search bar, there is a section for 'Search results (0)' with a message 'No Contacts match your entry.' At the bottom right of the form, there are three buttons: 'Cancel', 'New Contact' (highlighted with a yellow circle), and 'Submit'.

(NOTE: Please see the Contacts document for details regarding this screen.)

After saving contact information, click Custom Screens from the Student menu. Choose Additional Data. Choose the Student Status from the drop down and complete the Flag fields.



Student is now ready to be scheduled.

**NOTE:** Students enrolled over the summer will show as Pre-Registered until the first day of school. You may still schedule these students.