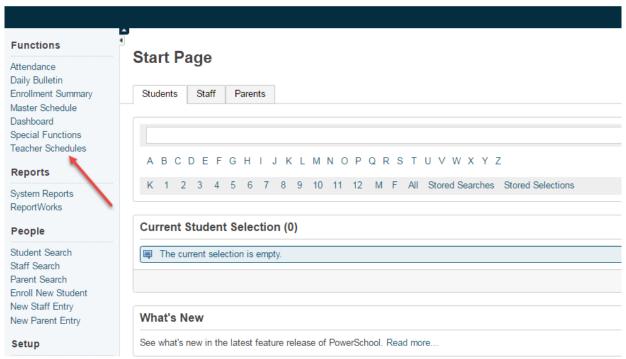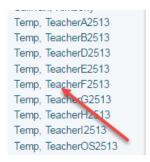# Changing a Teacher Name on a Currently Scheduled Course

On the PowerSchool Start Page on the left hand side navigation under Functions menu click on Teachers Schedules
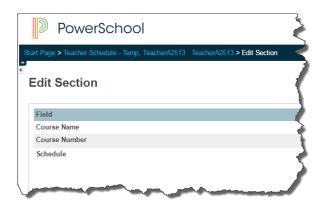

All the teachers will appear on the left hand side. Go down to the Temp Teacher (or the teacher who you need to change) to open their schedule to access their assigned course sections.
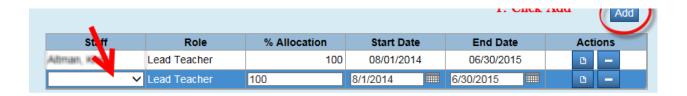
Clicking on the section number (example 1A) opens the Edit Section Page. This is a page you will want to be familiar with from scheduling. From here you can change the period the course is offered, the room number, the lead teacher and much more.
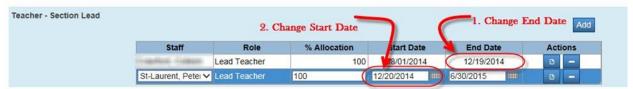

Scroll down to the Lead Teacher Selection

NOTE: You can only add the new Lead Teacher if they have been added to

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PowerSchool. If this is a Long Term Supply, access will have to be requested via the helpdesk.

We can only have one lead teacher at a time, so we will change the End Date for the current teacher and make the Start Date for the new teacher the next day.
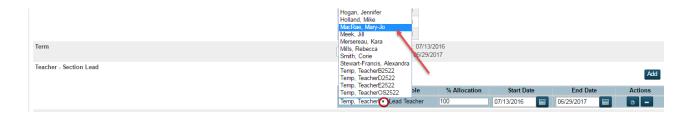

REMEMBER: Only one lead can be active during the specified time frame. The End Date and Start Date for the two leads cannot overlap. Choose the next day, do not skip a date. Click Submit to Commit the Change

REPEAT THE ABOVE STEPS FOR ALL CLASSES: This procedure needs to be done for all courses/classes that the leaving teacher is assigned. This will make the grade book and all grade entries available to the new teacher.

If you a replacing a Temp Teacher that was used for scheduling then dates will not matter. You can removed the Temp Teacher by clicking on the arrow next to the name which opens the list of teachers in the school and chose the correct teacher name.

Again scroll to the bottom of the Edit Section Page and click Submit. As above repeat for all classes assigned to the Temp Teacher.

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