

Enrolling a New Student

During the school year students who are new to the district will be enrolled, students will transfer between schools in the district and will need to be re-enrolled, and students returning to school are re-enrolled. When a student is enrolled or re-enrolled, PowerSchool activates the student record. After a student is enrolled additional information will need to be entered on his or her student pages.

The process for enrolling a student varies depending on the **scenario**:

- 1) The student is already registered in a school in **Your District** - (A transfer out of that school is required first- see directions for transfer a student).
- 2) The student is from another New Brunswick district other than your own.
- 3) The student has never been enrolled in the New Brunswick public school system (requires a new student number NBEN).
- 4) The student was previously enrolled in the New Brunswick public school system, but is currently inactive.

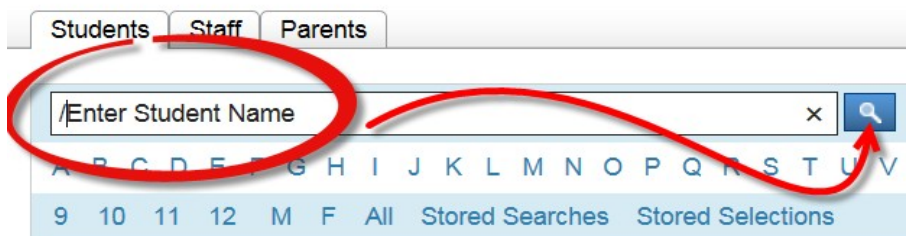
Scenario 1: The student is transferring to your school from another school in your District

Prior to enrolling this student in your school they will have to be transferred out of their previous school and then transferred to your school. Contact the student's previous school and request that they be transferred to your school.

To locate a student who has been transferred to your school:

On the Start Page of PowerSchool in the search window, search for the student. A student transferred to your school by another school in the district will be inactive.

To search for inactive students you will need to have a **forward slash /** in front of the student's name.

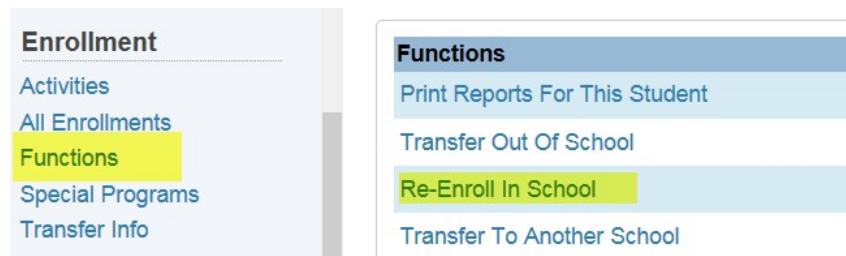


If the student's name is among your inactive students, you can re-enroll them in school (see directions on next page). If only one student matches your search, the student pages for that student appear. If more than one student potentially matches your search, a list of these students will appear. Select the correct student.

NOTE: If the student you are searching is not on your inactive list, they are either still active in their previous school or have not been transferred to your school.

Re-enroll a Student in School

In the main menu scroll down to the Enrollment section and choose Functions. On the Functions Page choose Re-Enroll in School.



This opens the following screen that must be completed

The screenshot shows the 'Student to re-enroll' form with the following fields and annotations:

- Date of re-enrollment:** A date input field with a calendar icon and the text 'MM-DD-YYYY' and '* Enter today's'.
- Entry code:** A dropdown menu with 'E9 (Entry from within the same district)' selected.
- Entry comment:** A text area with 'Transferring from Qromocto High School' and a dropdown arrow. A red note says 'Select a transfer code and option to add comment'.
- Full-Time Equivalency:** A dropdown menu with 'Full Time' selected. A red note says 'Required'.
- Grade Level:** A dropdown menu with '10' selected. A red note says 'Entered on transfer'.
- Track:** A dropdown menu with a downward arrow.
- District of Residence:** A dropdown menu with a downward arrow.
- Restore class enrollments?:** A dropdown menu with 'Yes' selected. A red note says 'If a student returns to your school in the same year, this puts them back in their classes'.

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

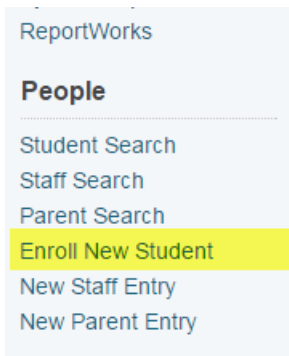
From the "Restore class enrollments?" menu, choose one of the following options:

- Choose **Yes** if the student is re-enrolling at your school during the same schedule term in which he or she transferred out of your school and you want to restore the student's class schedule
- Choose **No** if the student is re-enrolling at your school after the schedule term in which he or she transferred out and you want to create a new schedule

Click **Submit** and the student will be re-enrolled in your school. His or her records in PowerSchool are now active again, and you can update and edit information on the student pages.

Scenario 2: Student from a New Brunswick District other than your own.

In the main menu on the left hand side in the **People** section and choose Enroll New Student.



NOTE: This launches the Provincial Student Registration System (PSRS) as a window within PowerSchool. It will only launch when you are hard-wired to NBED (not wireless) at school.

A form titled 'Student Information' with the following fields: 'Do you have an NBEN for this student?' with radio buttons for 'Yes' and 'No' (No is selected); 'Last, First Middle' with three text boxes; 'Date of birth' with a date picker (format yyyy-mm-dd); 'Student's Mother's Maiden Name' with a text box; 'School Year' with a dropdown menu (2014-2015 selected); 'Entry Date' with a date picker (format yyyy-mm-dd, value 2014-08-08); and 'Grade' with a dropdown menu (Select selected). At the bottom are buttons for 'Submit', 'Reset', and 'Provincial Search Information'.

PSRS will be searching for an existing New Brunswick Student

You will need to select "Yes" or "No" to indicate if you know your student's New Brunswick Education Number (NBEN)

If you have the NBEN Select "Yes" and enter the student number and select "Find".

This is a close-up of the 'Student Information' form. The 'Do you have an NBEN for this student?' question has the 'Yes' radio button selected, with a green checkmark above it. The 'NBEN' field contains the number '9999999999' and is circled in red. The 'Find' button is also highlighted with a red arrow pointing to it.

If you have the NBEN the system will locate your student. To enroll the student in your school click on the **green check mark**.

NBEN	First Name	Middle Name	Last Name	Birth Date	Mother's Maiden Name	Grade
✓ 10100007701	Keegan	Clark	Terrance	2002-03-27	Clark	7

This will open the enroll student screen, you will need to add an Entry Date and Grade and click on Enroll Student.

Student Information

Do you have an NBEN for this student? Yes No

NBEN

Last, First Middle


Date of birth (yyyy-mm-dd)

Student's Mother's Maiden Name

School Year ▼

Entry Date (yyyy-mm-dd)

Grade ▼ **Select the correct grade**



This will enroll the student and automatically open the Student Demographics page where student information can be updated.

If you do not have an NBEN Number then select “No”

Student Information

Do you have an NBEN for this student? Yes No

The mandatory fields to complete are “Last Name” and “First Name”.

Adding additional information (Date of Birth, Middle Name, Student Mother’s Maiden Name, Grade) will result in a shorter list of possible students to select from, when trying to locate a student who already has been registered in the Provincial Student Registration System (PSRS).

Date of birth (yyyy-mm-dd)

Student's Mother's Maiden Name

School Year

Entry Date (yyyy-mm-dd)

Grade

Additional Information speeds up and narrows Search

Search brings back results of possible matches provincially.

▲ The form was not completely filled out so a provincial search was done to display students with similar identifying data to what was entered. To perform an enrol, please fill in all form fields.

	NBEN	First Name	Middle Name	Last Name	Birth Date	Mother's Maiden Name	Grade
+ ✓	1000000701	Wagner	Clark	Terrance	1982-03-27	Clark	7
+ ✓	1000000106	Turner	Jeffrey	Robert	1986-10-02	Williams	10
+ ✓	1001001746	Christopher		Robert	1982-07-06	Robert	10
+ ✓	1000000045	Maughan		Robert	1986-11-26		10
+ ✓	1000000006	David		Robert	2002-06-22	Green	7

If enrolling a student from another school district in NB, a green check mark appears, and you can click on the green check mark to enroll the student in your school.

If there is a light bulb icon to the left of the student's name, this indicates that the student is already enrolled in another school in your district and is not available for enrolling in your school. The former school must be contacted to complete the two transfer procedures before the student can be enrolled in the new school.

	NBEN	First Name	Middle Name	Last Name	Birth Date	Mother's Maiden Name	Grade
+ ⚡	1000000110	Madison		Denise	1987-12-26		10
+ ✓	1001000077	Madison	Maureen	Lyne	1986-12-06	MacKnight	10

Reminder: The student becomes active in the school as of the Entry Date. The date entered needs to be the earliest possible date that the student could become active in school. This will assure that the student is available in PowerSchool for scheduling.

Scenario 3: The student has not previously been enrolled in the New Brunswick public schools and does not have a New Brunswick Student Number (NBEN).

Complete the following fields: **Last Name, First Name, Date of Birth and Student's Mother's Maiden Name** and click Submit.

Students will be enrolled in school by the date specified in the "Entry Date" field. A student needs to be actively enrolled to be scheduled.

Student Information	
Do you have an NBEN for this student?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Last, First Middle	<input type="text" value="MacRae"/> , <input type="text" value="Mary-Jo"/>
Date of birth	<input type="text" value="1998-08-24"/> (yyyy-mm-dd)
Student's Mother's Maiden Name	<input type="text" value="Larrett"/>
School Year	<input type="text" value="2014-2015"/> ▼
Entry Date	<input type="text" value="2014-08-10"/> (yyyy-mm-dd)
Grade	<input type="text" value="12"/> ▼

There will still be a search of PSRS to confirm no student match. After which a new student number will be issued for the new registration, and general demographic information page will be displayed to input additional information.

NOTE: If there is a possible match, a list of possible choices will appear at the bottom of the page in order to avoid duplication.

Scenario 4: Student is already enrolled in the New Brunswick school system, but is currently inactive.

Complete the following fields: **Last Name, First Name, Date of Birth and Student's Mother's Maiden Name** and click Submit

Student Information

Do you have an NBEN for this student? Yes No

Last, First Middle:

Date of birth: (yyyy-mm-dd)

Student's Mother's Maiden Name:

School Year:

Entry Date: (yyyy-mm-dd)

Grade:

If the student is inactive in a school in your district, a light bulb icon will appear. Click on the plus+ symbol to view details on the name of the school where the student is inactive. The procedure is the same as when a student has been transferred out of a school but not yet transferred to your school. You will need to contact the school and request the transfer.

	NBEN	First Name	Middle Name	Last Name	Birth Date	Mother's Maiden Name	Grade
		Jessie	Madison	English	2009-07-20		4
		Jessie	Madison	English		Parents: Gordon-Crest School (2007-08)	
		Jessie	Madison	English		Parents: Gordon-Crest School (2007-08)	

If the student is inactive in another district other than your own, then a green check mark will appear. **They will be available for enrollment.** You can click on plus symbol to view details of where the student is inactive.

Click on + symbol to view details

	NBEN	First Name	Middle Name	Last Name	Birth Date	Mother's Maiden Name	Grade
		Russell	J	Young	1999-06-16	Russell	10
		Russell	J	Young		Parents: Young High School (2007-08)	

The enrollment procedures for an inactive student are the same as when a student is active in another district. See enrolling a student from another district Scenario 2. Once the student has been enrolled in your school you will need to: complete their Demographics Page, Contact Communication Page, Schedule their courses and in Scheduling Set-Up make sure their Next School Indicator has been updated. It will not change on its own when a student is transferred.