

Register Pre-Kindergarten Students in PS Admin

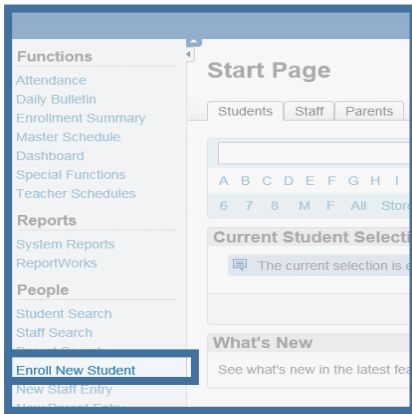
Student Name _____

Task 1: Register Pre-K Student

Start Page...

Step 1

PowerSchool



Step 2 Complete the **lower half** of the form. Why begin by entering the School Year? Let's say you do have an NBEN... If you begin by clicking "Yes," the School Year will grey out to the current one. And you won't be able to change it to the next school year.

Enroll New Student

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 **1** 2017-2018

Entry Date **2** 2017-07-13 (yyyy-mm-dd) **3** Enter the date: 2017-07-13

Grade Kindergarten

Step 3 Complete the upper half of the form...

Enroll New Student

Student Information

Do you have an NBEN for this student? **4** Yes No

Last, First Middle **5**

Date of birth **6** (yyyy-mm-dd)

Student's Mother's Maiden Name

School Year

Entry Date

Grade

Change:

1. Year
2. Month
3. Click the day.

Step 4

Enroll New Student

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 **7**

School Year

Entry Date (yyyy-mm-dd)

Grade

8

- Matches from Provincial Search?
- Register

Task 2: General Demographics

- Student Identity
- Physical Address
- Mailing Address
- Additional Student Information
- Custody Information
- Student Contacts

Task 3: Contact Communications

- Any edits necessary to the default: Priority 1 = Mother, Priority 2 = Father & Priority 3 = Guardian?

Task 4: Emergency/Medical

- General Medical Information
- Emergency Medical Plan
- Health Conditions
- Allergens

Task 5: Program of Study

- New Program of Study

Task 6: Scheduling Setup *(PowerSchool Live Side Scheduling Job Aid – K-8, V Aug. 17, 2015, p. 7 & 8)*

- Next Year Grade—Remember that “0” represents Kindergarten.
- Schedule This Student
- Next School Indicator