

PowerSchool Change Current Enrollment Instruction Sheet

Let's say you've enrolled students, but one of the following has happened:

1. The Grade Level is incorrect
2. The Enrollment Date is incorrect

Fixing this problem is very easy! Here's how to do it:

1. Log into PowerSchool
2. Search for the student you want to change, and select them

Search Students

 

[View Field List](#) [How to Search](#)

3. In the student information selections on the left, find Enrollment, then "Transfer Info"

Transfer Information

Gartland, Kyle William 5 15467

Current Enrollment	
Entry Date / Code	Exit Date / Code
8/16/2006	6/2/2007

Enrollment

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4. Click on the date for the Current Enrollment for that child.
5. Edit the Enrollment Information that you want or need to change. See the next page for more descriptive information about this page.

Edit Current Enrollment

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1. Entry Date
 - a. This is the FIRST DAY the child ATTENDS school
2. Entry Code
 - a. This is most commonly 1 (Resident Enrollment)
3. Entry Comment
 - a. Optional. It is nice for a paper trail
4. Exit Date
 - a. By default, this should be the last day of school. We always assume the child will stay in our school all year.
5. Exit Code
 - a. Most common codes are 19, 20, & 25. They are pretty self explanatory
6. FTE
 - a. Always Default. Never blank
7. Grade Level
 - a. This is where you designate (or change) the grade level
8. Track
 - a. Not used. Leave BLANK
9. District of Residence
 - a. Required for state reporting. This is the public school district the child lives in.

Entry Date	<input type="text" value="8/16/2006"/>
Entry Code	<input type="text"/>
Entry Comment (entry & exit)	<input type="text" value="Promote Same School"/>
Exit Date	<input type="text" value="6/2/2007"/>
Exit Code	<input type="text"/>
Exit Comment	<input type="text"/>
Full-Time Equivalency	<input type="text" value="Default"/>
Grade Level	<input type="text" value="5"/>
Track	<input type="text"/>
District of Residence	<input type="text" value="Warsaw Community Schools (4415)"/>

Note: This screen may not be used to transfer a student in or out of a school.

If you have any questions, please send me an E-Mail at llopez@fw.diocesefwsb.org