

PowerSchool Deactivate Student Instruction Sheet

So you have students enrolled in your school, but maybe you have a duplicate student, or a student leaves at the end of the year, or part way through the year. We will go through step by step on how to deactivate that student.

1. Find the student you want to deactivate

Search Students

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

2. In the student information, you need to find the Enrollment section and click on Functions

Enrollment

[Activities](#)
[All Enrollments](#)
[Functions](#)
[Special Programs](#)
[Transfer Info](#)

3. The next step is to "Transfer Out Of School"

Functions

[Print Reports For This Student](#)

[Transfer Out Of School](#)

[Re-Enroll In School](#)

[Transfer To Another School](#)

[Enroll In A Class At Another School](#)

[Create New School Enrollment](#)

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- a. There is a lot of information that will need to be entered in the "Transfer Student Out" page.
 - b. No comment is required.
 - c. The Date **MUST** be the day **AFTER** the **LAST** day in class as it says next to the date.
 - d. The Exit code must be entered. Look through the list and choose what fits best. The most commonly used code is 19 or 25.
4. Now the student is inactive in your system. You don't need to do anything further from this point. IF you know what school the child is transferring to, you may go back to the functions menu and choose "Transfer To Another School"
 5. The only field used here is the school to transfer the child to.
 6. That's it! You're DONE!

If you have any questions, please send me an E-Mail at
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