

POWERSCHOOL GUIDE TO STUDENT ENROLLMENT

THIS GUIDE IS ONLY FOR NEW ENROLLMENTS AND NOT STUDENTS TRANSFERRING FROM ANOTHER CATHOLIC SCHOOL IN OUR DIOCESE.

1. Log Into PowerSchool
2. Click on Special Functions on the left
3. Choose Enroll New Student
4. Enter all data you can on this screen. The enroll date is the first day you would take attendance for the student. If the first day of school is 8/16, and the student attended school on the first day, the enroll date should be 8/16/20xx. If the first day the student attended school was 9/14, then the enroll date would be 9/14/20xx
5. Click on the Blue Enroll Button
6. If there are any duplicated students, please stop what you are doing, click on the green PowerSchool logo, and refer to the tutorial named "PowerSchool Guide to Student Transfers", otherwise follow on to step 7.
7. The next screen you come to should have all the student information on the left and it should be all blank. Click on the Demographics Modify page.
8. Please enter DOB, GENDER, ETHNICITY, STN, AND ANY OTHER DATA YOU HAVE. The more information that you have, the better. I work continuously to keep this page easier to use. The most important student data is at the top section, parent information is in the middle section, and any other miscellaneous data (which may someday be moved to another page) is at the bottom.
9. You are now done enrolling the student. Although you can skip steps 6-8, I don't recommend it. I can NOT send ANYTHING to the IDOE without the DOB, Gender, and Ethnicity.