

POWERSCHOOL GUIDE TO TRANSFERRING STUDENTS IN

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

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 (which there should be if you are reading this tutorial), please take special note as to which school the student is showing at, and whether they are active or inactive. Each has its own special procedure.
7. **If the student is showing as active/inactive at *another* school, the process is simple.**
 - a. Call the other school
 - b. Give them the first and last name of the student
 - c. Ask them to transfer the student to your school using the “PowerSchool Guide to Transferring Students OUT”
 - d. Once they transfer the student to your school, do the following:
 - i. From the PowerSchool home page, do the following using “Isaac Newton” as an example for the student’s name.
 - ii. Type “/Newton” without the quotation marks in the search students box
 - iii. If you get a list of students, choose the name you want to transfer in
 - iv. Choose Functions on the left side
 - v. Choose Re-Enroll in school after you click on Functions in the previous step
 - vi. Enter the correct Enroll date. This is the same date as you used in step 4
 - vii. That’s it! The student, along with all information the previous school entered for them is now entered for you. The STN, DOB, Gender, Ethnicity, etc is all there (that is, if the previous school had it there)
8. **If the student is showing as active/inactive at the *TRANSFER SCHOOL*, you have complete control**
 - a. At the top of the PowerSchool screen, you should see a blue link next to your school name. Click on it.
 - b. In the list of the schools your security level allows you to have access to, you should see both your school, and the Transfer School, and the Graduated Students School. Choose the Transfer school. (Verify the school is Transfer School)
 - i. From the PowerSchool home page, do the following using “Isaac Newton” as an example for the student’s name.
 - ii. Type “/Newton” without the quotation marks in the search students box
 - iii. If you get a list of students, choose the name you want to transfer in
 - iv. Choose Functions on the left side
 - v. Choose “Transfer to another school”
 - vi. On this screen, choose your school in the list of all of our schools.
 - vii. Hit submit and you should get a verification message that states something similar to “The student is now inactive at blank school” (blank should be the name of your school) If you transferred the student to an incorrect school, go back to step 7.
 - viii. Click on the School link at the top again, and go back to your school. (Again, verify you are back at your school)
 - ix. Now, follow the steps outlined in section 7D.
9. **If the student is showing as inactive at *YOUR SCHOOL*, you again, have complete control!**
 - a. Follow steps outlined in section 7D. That’s it!
10. **If the student is showing as ACTIVE at *YOUR SCHOOL*, they are already entered! Do not enter students twice!**