# **Register Pre-Kindergarten Students in PS Admin**

Student Name\_\_\_

## Task 1: Register Pre-K Student

Start Page...

### Step 1

#### **PowerSchool**

Functions Attendance Daily Bulletin Enroliment Summary Master Schedule Dashboard Special Functions Teacher Schedules	Start Page Students Staff Parents
Reports System Reports ReportWorks People	6 7 8 M F All Store Current Student Selecti The current selection is o
Student Search Staff Search Enroll New Student New Staff Entry	What's New See what's new in the latest fea

**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) Entor the date: 2017-07-13
Grade	3 Kindergarten V
Search Reset Provincial Search Information	

### **Enroll New Student**

Student Information											
Do you have an NBEN for this student?	4	⊖ <b>Y</b>	⊖ Yes ● No								
.ast, First Middle	5	Smith John					_,	John	Allen		
Date of birth	6	(yyyy-mm-dd)									
Student's Mother's Maiden Name		0	• Nov ♥ 2011 ♥ • Change:								
School Year		Mo	Tu	We	Th	Fr	Sa	Su			
intry Date		7	1	2	3	4	5 12	6 13	1. Year		
Grade		14	15	16	17	18	19	20	2. Month		
		21	22	23	24	25	26	27	3. Click the day.		
		28	29	30							
		_			-	Ľ۵		-			
Search Reset Provincial Search Information						U					

# Step 4

#### **Enroll New Student**

	Student Information						
	Do you have an NBEN for this student?		⊖Yes ® No	0			
	Last, First Middle		Smith		, John	 Allen	
	Date of birth		2011-11-25		(yyyy-mm-dd)		
	Student's Mother's Maiden Name	7	White	-	]		
	School Year		2017-2018				
	Entry Date	Γ	2017-07-10		(yyyy-mm-dd)		
	Grade		Kindergarten	~			
8	Search Reset Provincial Search Information						
	Matches from Provincial Search?						

# **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