

Student Schedules - Unscheduled Period(s)

To search for students with unscheduled periods:

- Start Page > *not_enrolled_in_period=enter period number

Report to search for students with unscheduled periods

- Start > Reports > Custom Reports (PSCB) > Scheduling (Current Year) > Students - Non Scheduled Periods
- Date = First Day of School
- Submit

Troubleshooting this report:

- Classes that only meet some cycle days will appear on the report as having no class on those cycle days if the date the report is run for a cycle day that the course is not in session.
 - An example of this is labs and lunch.
 - If cycle day 1 is 9/4 on the calendar, cycle day 2 is 9/5, cycle day 3 is 9/6. Since 9/5 is day 1 it's not recognizing a cycle day 3-6 class (lunch) that isn't enrolled until 9/6.

Student Schedules - Drop a Class

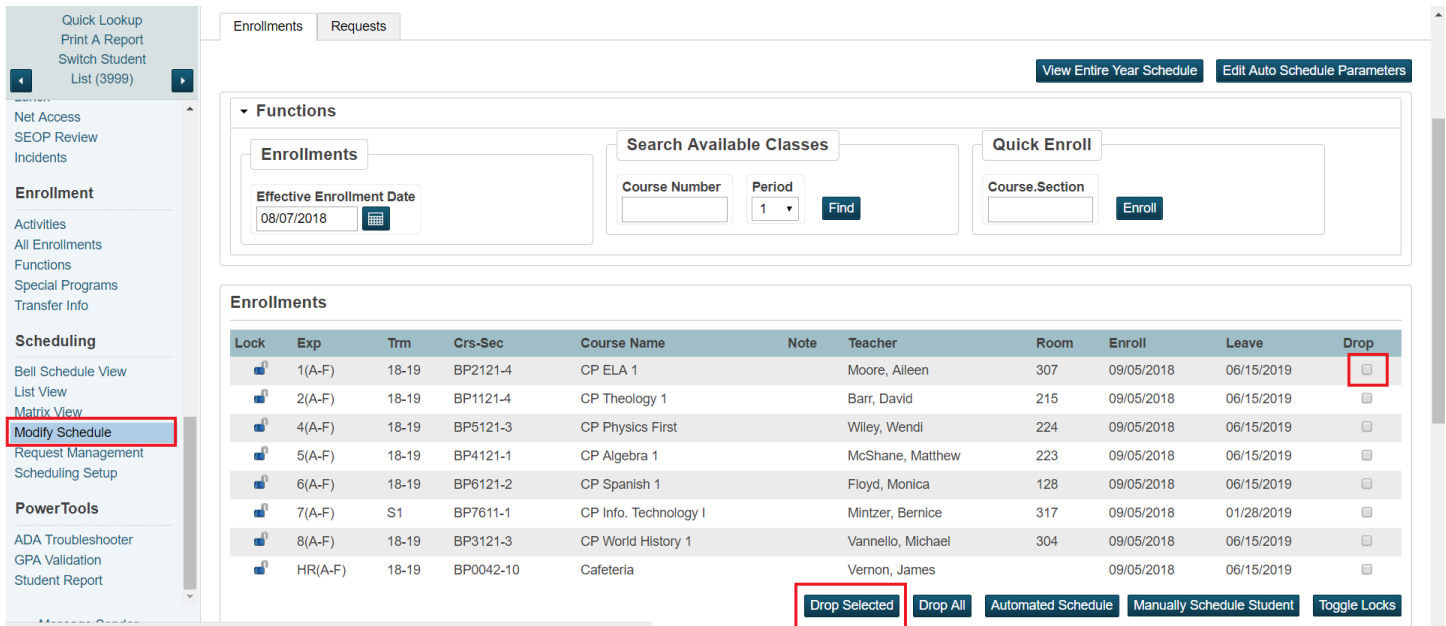
screenshots

Start Page > Search for and select student

Scheduling > Modify Schedule

Check the drop box next to each class the student will drop

Click Drop Selected



Quick Lookup
Print A Report
Switch Student
List (3999)

Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Enrollments

Effective Enrollment Date: 08/07/2018

Search Available Classes

Course Number: Period: 1 Find

Quick Enroll

Course.Section: Enroll

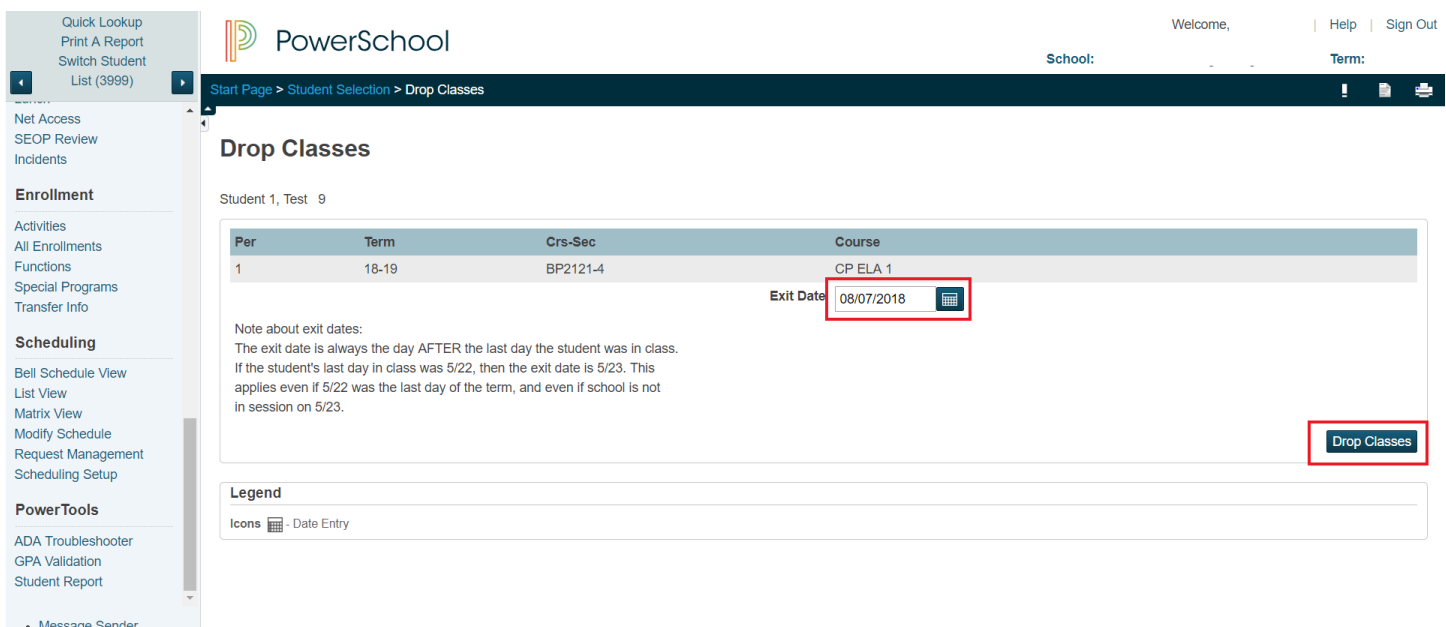
Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
☐	1(A-F)	18-19	BP2121-4	CP ELA 1		Moore, Aileen	307	09/05/2018	06/15/2019	☐
☐	2(A-F)	18-19	BP1121-4	CP Theology 1		Barr, David	215	09/05/2018	06/15/2019	☐
☐	4(A-F)	18-19	BP5121-3	CP Physics First		Wiley, Wendi	224	09/05/2018	06/15/2019	☐
☐	5(A-F)	18-19	BP4121-1	CP Algebra 1		McShane, Matthew	223	09/05/2018	06/15/2019	☐
☐	6(A-F)	18-19	BP6121-2	CP Spanish 1		Floyd, Monica	128	09/05/2018	06/15/2019	☐
☐	7(A-F)	S1	BP7611-1	CP Info. Technology I		Mintzer, Bernice	317	09/05/2018	01/28/2019	☐
☐	8(A-F)	18-19	BP3121-3	CP World History 1		Vannello, Michael	304	09/05/2018	06/15/2019	☐
☐	HR(A-F)	18-19	BP0042-10	Cafeteria		Vernon, James		09/05/2018	06/15/2019	☐

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

Enter the exit date, which should be the day after the student's last day of class

Click Drop Classes



Quick Lookup
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List (3999)

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Scheduling

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PowerTools

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GPA Validation
Student Report

PowerSchool

Welcome, | Help | Sign Out

School: Term:

Start Page > Student Selection > Drop Classes

Drop Classes

Student 1, Test 9

Per	Term	Crs-Sec	Course	Exit Date
1	18-19	BP2121-4	CP ELA 1	08/07/2018

Note about exit dates:
The exit date is always the day AFTER the last day the student was in class.
If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

Drop Classes

Legend

Icons Date Entry

