

Enrolling Students in a Student Program

This document will assist users with enrolling students into a Student Program both individually and in mass.

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Enroll a Single Student

Navigation: Student Selection > Student Programs (under the Enrollment heading)

1. From the Start Page, select a student and navigate to the **Student Programs** page under the **Enrollment** heading. All special programs the student is currently enrolled in will be listed.

Student Programs     				
Adair, Brandon   12 3 A AGHS1				
<div>New</div>				
Program Name	Entry Date	Exit Date	Grade Level	Exit Code
Test Prep Intensive	08/03/2020	07/30/2021	12	
Gifted and Talented	01/01/2021	0/0/0	12	


2. Click **New** at the top to enter a new Student Program enrollment.
3. On the **New Student Program Enrollment** screen, fill in the required and optional fields as appropriate:
 - a. *Required Fields:*
 - i. Entry Date
 - ii. Program
 - b. *Generally Optional Fields:*
 - i. Comment
 - ii. Exit Date (*Note: Excluding the exit date means the student will be perpetually enrolled in the special program — even through End-of-Year processing.*)
 - iii. Exit Reason
 - iv. Grade Level
 - v. *Extended Data:*
 1. Actual Contact
 2. Assessment
 3. Assessment Date
 4. Assessment Result
 5. Entry Code
 6. Parental Permission



Enrolling Students in a Student Program QRD

7. Prescribed Length
8. Program Part Status
9. Reference Notes
10. Scheduled Contact Frequency
11. Scheduled Contact Minutes
12. Tag Currently Served
13. Tag Served During Year
14. School Year

4. Click **Submit** to complete the enrollment.


Note: Depending on the program, some optional fields may be required by NCDPI.

New Student Program Enrollment  **EL**


Acosta Lara, Dafne   4 2469838835 Lakewood F H Schartz

Comment

Entry Date

MM/DD/YYYY 

Exit Date

MM/DD/YYYY 

Exit Reason


Program

Extended Data

Actual Contact

Assessment

Assessment Date

MM/DD/YYYY 

Assessment Result

Enter Code

Parental Permission

Prescribed Length

Program Part Status

Reference Notes

Scheduled Contact Frequency

Scheduled Contact Minutes

Tag Currently Served

Tag Served During Year

School Year

Mass Enroll Students

Navigation: Start Page with multiple students selected > Group Functions > Mass Enroll Student Program

1. From the Start Page, select the desired group of students. At the bottom right corner of the student listing, access the Group Functions menu by clicking the blue down arrow. Select **Mass Enroll Student Program** from the menu under the **Enrollment** heading.

Start Page

Students ▾ All ▾

A B C D E F G H I J K L M N O P Q R S T U V W X
K 1 2 3 4 5 6 7 8 9 10 11 12 F M N All

Stored Searches Stored Selections View Field List Advanced

Current Selection **Clear All** Selected (1) ✕ Added (2) ✕

Current Student Selection (3)

Student	Student Number	Grade
Adair, Brandon	3	
Kump, Brian M	1057	
Zachariah, Steven	1123	

Group Functions

- Student Screens
- Enrollment**
 - Enrollment Summary
 - Mass Enroll Student Program**
 - Re-Enroll in School
 - Transfer Out Of School
- Export**
 - Export Using Template
 - List Students
 - Quick Export
- Functions**
 - Select By Hand
 - Mass Assign Counselor ▾

2. On the **Mass Enroll Student Program** screen, fill in the required and optional fields as appropriate:
 - a. *Required Fields:*
 - i. Program
 - ii. Entry Date
 - b. *Generally Optional Fields:*
 - i. Exit Date (*Note: Excluding the exit date means the student will be perpetually enrolled in the special program.*)
 - ii. Exit Code
 - iii. Comment
3. Click **Submit** to complete the enrollment.

Note: Depending on the program, some optional fields may be required by NCDPI. Additionally, some fields are not available for mass enrollments.

Mass Enroll Student Program

Mass enroll the selected students into which student program?

Program

NC-Summer School - Extension ▾

Entry Date

6/7/2021



Exit Date

7/30/2021



Exit Code

Comment

Viewing Student Program Rosters

Navigation: Start Page > Student Functions > Student Program Enrollment

1. From the PowerSchool Start Page, click **Special Functions** on the left, then click **Student Program Enrollment**.
2. Click **Display** next to the name of the desired Student Program.

Student Programs

New

Program Name

Show Current Students

Gifted and Talented

Display

Inclusion

Display

NC-Dual Language Immersion

Display

3. A list of students enrolled in the program will be displayed. Click a student name to view their record. Links are at the bottom to make these students the current selection or add them to the current selection.