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

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	

New

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

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.

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.

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

Program Name	Show Current Students
	New
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.