

## **Enrolling Students in a Student Program**

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

**Enroll a Single Student** 

**Mass Enroll Students** 

Viewing Student Program Rosters

## **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.

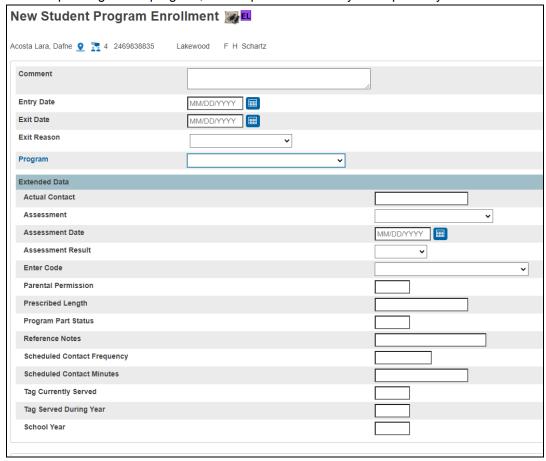


- 2. Click **New** at the top to enter a new Student Program enrollment.
- On the New Student Program Enrollment screen, fill in the required and optional fields as appropriate:
  - a. Required Fields:
    - i. **Entry Date**
    - ii. Program
  - b. Generally Optional Fields:
    - i. Comment
    -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

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- 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.

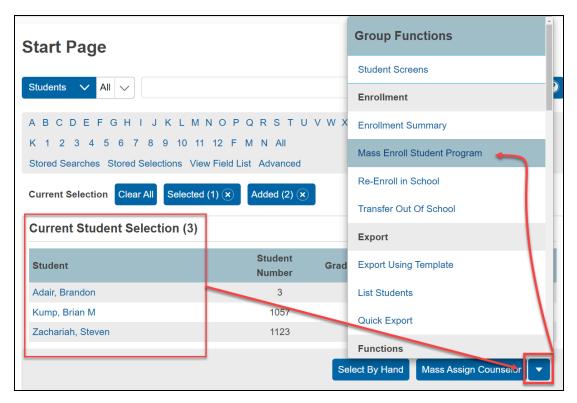


## Mass Enroll Students

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

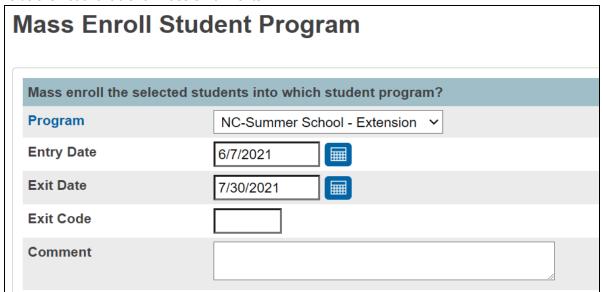
1. From the Start Page, select the desired group of students. At the bottom right corner of the student listing, access the Group Functions menu by clicking the blue down arrow. Select Mass Enroll Student Program from the menu under the Enrollment heading.

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- 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.

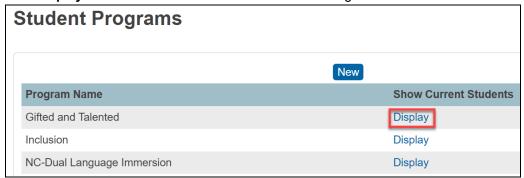
Note: Depending on the program, some optional fields may be required by NCDPI. Additionally, some fields are not available for mass enrollments.



## **Viewing Student Program Rosters**

Navigation: Start Page > Student Functions > Student Program Enrollment

- 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.



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.

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