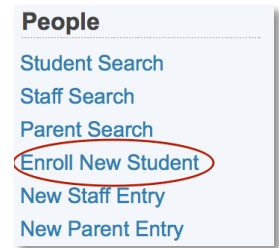
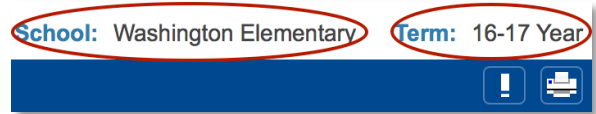


Pre-registering Students

Correctly pre-registering students will create an inactive student record with a Pre-Registered enrollment status. Pre-registration creates a pending enrollment record that will become active during nightly process on the date Enrollment Date entered on the Enroll New Student page. Pre-registering students have an enrollment status of -1. The search command for Pre-registered students is /enroll_status = -1.

To pre-register a student for the upcoming school year, follow the steps below.

1. Login to PowerSchool and navigate to the school for the upcoming school year enrollment.
2. Navigate to Start Page > School > Years & Terms and verify that the Years & Terms for the upcoming school year have been created.
3. Change the Term at the top of the page to the year term for the next school year.
4. Navigate to Start Page > People > Enroll New Student.
5. Populate the required fields including Enrollment Date, Full-Time Equivalency and Grade Level and appropriate demographic information. For Enrollment Date, enter the first day of next school year. Enter the Grade Level for the next school year.
6. Submit the page.



Schedule Setup for PowerSchool

If PowerSchool will be used for scheduling then set the following fields accordingly:

- Start Page > Student Selection > Scheduling Setup > Next Year Grade: (Enter the grade level of the following school year. i.e. If the student was pre-registered for Grade 9, the Next Year Grade would need to be 10.)
- Start Page > Student Selection > Scheduling Setup > Next School Indicator: (choose the school they are going to be in for the following year)

Schedule Setup for PowerScheduler

If scheduling will be done in PowerScheduler, then set the following fields accordingly:

- Start Page > Student Selection > Scheduling Setup > Next Year Grade: (Enter the grade level of the next school year. If the student was pre-registered for Grade 9, the Next Year Grade is 9.)
- Start Page > Student Selection > Scheduling Setup > Next School Indicator: (choose the school in which the student was pre-registered for the next school year).

Issues with Incorrect Pre-registration

Incorrect pre-registering can cause enrollment summary issues. Students that are incorrectly pre-registered may receive an enroll status of 0 (Active) and will be promoted during End-of-Year (EOY) process. Incorrect pre-registered students will also receive a dual enrollment and re-enrollment record resulting in duplicate numbers on the enrollment summary report.