

Enrolling a New Student

The first thing when enrolling a new student who is not brand new to education (pre-k for example), always check with the parent to see if they have ever been enrolled in a school in our district. This will save lots of headaches later on, when we find out they were in another school with us several years back, and now we have a duplicate record. PowerSchool will pick up on it sometimes, but not 100% of the time, so always ask.

Once you're determined they are new to our district, click on Enroll New Student. This brings up the enrollment screen, which will contain **most** but not all of the fields that are required. The list of mandatory fields on this screen are:

- Name
- DOB
- Gender
- Phone Number (home phone field, can be primary cell phone if they do not have a land-line)
- Enrollment Date (must be within a school year, if pre-registering)
- Full-time Equivalency (virtually always FTE 0)
- Grade Level
- Entry Code
- Enrollment Type Code (virtually always Main)
- English Proficiency (01 until someone in the ESL department says otherwise)
- Start Status
- Resident SAU ID (we are 1246. Only time it's not 1246 is if fiscal responsibility is not resident)
- Resident town code (Greene – 178, Leeds – 231, Turner – 433, otherwise, you'll need to look it up if fiscal responsibility is not resident)
- Fiscal Responsibility
- Home Address (you do not need to validate the geocode)

You are welcome to search for family members and link them if you believe they have siblings in district, but not required.

On the enrollment page, **DO NOT** fill in Student Number (PS will generate this) or SSN or School Lunch Eligibility (food service director makes these changes).

Special Ed should only be selected yes, if you know the rest of the special ed information. This would be exceptionality code, start date, and setting. If you do not know this information, you are best letting the special ed department fill out the information.

Track should only be used for pre-k to denote Monday/Wednesday (track A) or Tuesday/Thursday (track B) students.

Grade Level Override should *ONLY* be used to denote a 5 year old in the pre-k program. 5 year olds are not allowed in the 4 year old program (what our pre-k is classified as), and so must be labelled as Early Kindergarten if the grade level is -1. This **SHOULD** be the only exception for reporting grade levels.

Once the student is entered, there are some more fields that **MUST** be filled in, that are not on the enrollment page.

On the Modify Info page, District Entry Date, District Entry Grade Level, School Entry Date, School Entry Grade Level, and Family Rep (if they are the youngest child in their family in school at our district, check off the box).

On the Demographics page, Federal Ethnicity and Race section must be filled in. A student who has checked off Hispanic yes, will have (W) White check box selected, unless they have chosen something else (this is a federal thing, not left up to us). The scheduling/Reporting Ethnicity drop-down menu can choose Hispanic as that's not a federal field.

On the State/Province – ME page, if you flagged a student as special ed, you must also fill in the special education start date, setting code, and exceptionality code fields. The Select Language Code field must be filled in on this page for ALL students. For English Proficiency 01, English must be selected. If English Proficiency 03 or 04 is selected, English cannot be the language, and you must also fill in U.S. School Date (the date they first entered school in the U.S., not necessarily with us).

There are lots of other optional fields that we use, but all of what's listed here is required for reporting to the State, and required to be filled in.