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Nova Scotia Student Information System

Nova Scotia Public Education System

Correcting or Changing Programs or Grades

User Guide

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1	Correcting Programs or Grades During the School Year.....	3
1.1	Correcting an Error in Program or Grade for a Single Student.....	3
1.2	Correcting an Error in Program or Grade for a Group of Students.....	4
2	Changing a Program or Grade for Academic Reasons	5
3	List of Program Types.....	6

(Note: Student names appearing in this document are fictitious names)

1 CORRECTING PROGRAMS OR GRADES DURING THE SCHOOL YEAR

1.1 CORRECTING AN ERROR IN PROGRAM OR GRADE FOR A SINGLE STUDENT

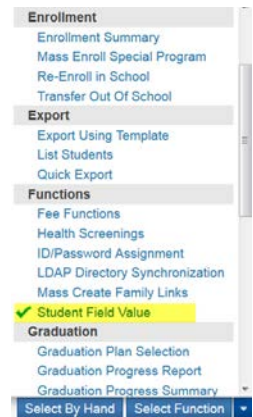
Use this function to correct an error in his/her grade level or program type.

In PowerSchool you can access group functions in two ways.

- Do a search for and make the student your **Current Student Selection**.
- Click the **Select Function** drop down arrow and select your function.

OR

- Do a search for and select your student.
- From the start page click on **Special Functions**.
- Click on **Group Functions**.



Once you have accessed the Group Functions section, click on **Student Field Value**.

- In the **Field to Change** box, enter either “**grade_level**” if correcting the grade level, or, “**ns_program**” if correcting the Program Type.
- Enter the correct grade level or program in the **New Field Value** box. **If entering a Program Type, be sure to use uppercase letters, e.g. S005.** (See Section 3 for a list of valid Program Types)
- Do not check on **Clear Field Value**.
- Leave the option boxes blank.
- **Submit** your changes.
- Check the confirmation screen and click **Submit** to confirm the changes.

Student Field Value

1 Students are selected

Option	Value
Field To Change (Fields)	<input type="text" value="ns_program"/>
New Field Value	<input type="text" value="S005"/>
	<input type="checkbox"/> Clear Field Value
	Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

ns_program OR
grade_level

1.2 CORRECTING AN ERROR IN PROGRAM OR GRADE FOR A GROUP OF STUDENTS

Follow this process if you are correcting an error in a grade level or program type for a group of students, e.g. grade 7 students who are coded with the elementary indicator of 'E' in their program type, but needs to be changed to reflect the junior high level of 'J'.

1. Select your group of students.
 - a. If you need to narrow down your selection, click on **Select by Hand** to pick the students with whom you want to work.
2. At the bottom of the screen, click on **Functions**.
3. Select **Student Field Value**.
4. In the **Field to Change** box, enter either "grade_level" or "ns_program" as the field to change. **If entering a Program Type, be sure to use uppercase letters, e.g. S005.**
5. Enter the correct grade or program in the **New Field Value** box.
6. Do not check on **Clear Field Value**.
7. Leave the Options boxes blank.
8. Click **Submit**.
9. A confirmation window appears; **check** the student(s) you are changing, **check** the old data you are changing and **check** that the new data is correct.
10. Click **Submit** again to confirm your changes.

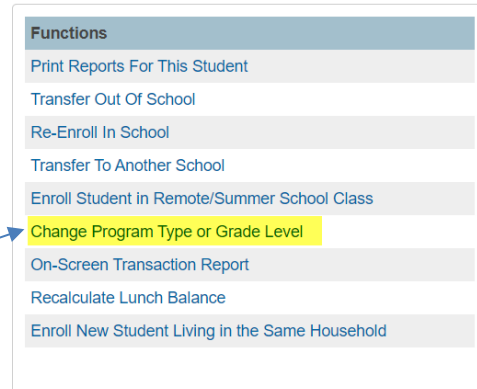
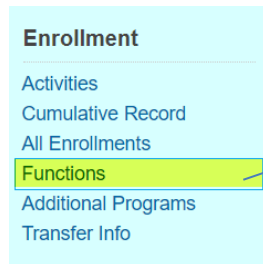
Field Value

3 students are selected			
Field To Change	ns_program		
New Field Value	S005 Clear Field Value is Off		
Options	Do not overwrite existing data is Off		
WARNING: This change is irreversible.			
	Last, First	Old ns_program	New ns_program
1.	Bergeron, Lisa	J005	S005
2.	Ackles, Eric	J005	S005
3.	Brewer, Robert	J005	S005

Submit

2 CHANGING A PROGRAM OR GRADE FOR ACADEMIC REASONS

1. Do a search for and select the student.
2. On the student's page under **Enrolment**, click **Functions**.
3. Click **Change Program Type or Grade Level**.



4. Enter the **Planned Destination** for the student, from drop down list, select **Grde**, if you are changing the student's grade or select **Prog** if you are changing the student's program type.
5. Click **Submit**.
6. In the **Change Grade or Program Type Info** screen, the exit date is pre-populated with today's date; change this date to the day AFTER the last day of attendance in this program or grade. If no attendance has been taken for today in the current program or grade, then use today's date.
7. The **Exit Code** defaults to **Chan**, this is correct, do no change it.
8. The **Entry Code** defaults to **RP (Re-Enrolled in a Different Program/Grade)** this is correct, do not change it.
9. **Entry Date** is the first day of attendance for the student in the new program or grade.
10. Change either the student's *Program Type* or *Grade level*.
11. **Submit** your changes.

The image shows a form titled 'Exit Information' and 'Entry Information'. The form has several fields with callouts:

- Exit Date:** 08/06/2020. Callout: Do not change.
- Exit Code:** CHAN (Changed Program or Grade Within Same School). Callout: Do not change.
- Entry Date:** 08/06/2020. Callout: Do not change.
- Entry Code:** RP (Re-enrolled in a Different Program/Grade). Callout: Do not change.
- Full-Time Equivalency:** Grade 9-12. Note: These choices are Term Year specific. Please confirm that the current Term context is correct.
- Grade Level:** 11. Callout: Change if necessary.
- Track:** (empty dropdown). Callout: Change if necessary.
- District of Residence:** (empty dropdown).
- Comment:** (empty text area).
- Student Program Type:** New: S005 - Senior High. Callout: Change if necessary.
- Planned Destination:** Prog - Changed programs within the same school. Callout: Change if necessary.

A 'Submit' button is located at the bottom right of the form.

3 LIST OF PROGRAM TYPES

Code	Program Type
P005	Pre-Primary English
P010	Programme préscolaire (CSAP)
E005	Elementary English
E010	Élémentaire (CSAP)
E015	Elementary French Immersion
E025	Intensive French
J005	Junior High English
J010	Secondaire (CSAP)
J015	Junior High Early French Immersion
J020	Junior High Late French Immersion
J025	Junior High Integrated French
S005	Senior High English
S010	Fin d'études secondaires (CSAP)
S015	Senior High Early French Immersion
S020	Senior High Late French Immersion
S025	Senior High Integrated French
S050	Adult High School (NSSAL Students only)
S060	Vocational (3 year program)
S061	Vocational (1 year program)
S105	Senior High English O2
S110	Fin d'études secondaires O2 (CSAP)
S115	Senior High Early French Immersion O2
S120	Senior High Late French Immersion O2
S125	Senior High Integrated French O2
S205	Senior High English IB
S210	Fin d'études secondaires IB (CSAP)
S215	Senior High Early French Immersion IB
S220	Senior High Late French Immersion IB
S225	Senior High Integrated French IB
S305	Senior High English TAP