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Nova Scotia Student Information System

Nova Scotia Public Education System

# Creating Alerts in PowerSchool

User Guide

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1	ALERT GUIDELINES .....	3
1.1	Medical Alert.....	3
1.2	Discipline Alert .....	6
1.3	Guardian Alert.....	7
1.4	Other Alert .....	8
1.5	Birthday Alert.....	8
1.6	TIENET Alert .....	8
1.7	Early Literacy Support (ELS) .....	8

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

# 1 ALERT GUIDELINES

PowerSchool permits alerts to be entered for a student including medical, disciplinary, guardian, and other (general). These alerts should be used when an issue or concern related to a child is noted, and these alerts are visible on all student’s pages for all staff members, in order to ensure the child’s safety and maintain awareness when dealing with the child.

 The alerts available within PowerSchool **are not to be used** to identify that a **Youth Criminal Justice Record** file exists for a student.



When alerts are created in PowerSchool, they appear as icons next to the student’s name in PowerSchool and PowerTeacher.

Below are the possible student alert icons that may appear, and users can click on an icon next to the student’s name to read more detailed information about that particular icon.



- **TIENET** – Documents, Services or Diagnosis exist in TIENET for this student.
- **Early Literacy Support** – ELS record in current, or previous year, exists for this student.
- **Medical Caduceus** - Medical Alert (ex. The student is diabetic).
- **Silhouette** – Guardian Alert (ex. The student may not leave with father).
- **Scales** - Discipline Alert (ex. The student is prone to leaving school grounds).
- **Candle** - Birthday Alert (ex. Today is the student’s birthday).
- **Warning Triangle** - Other Alert, purpose determined by the school.

## 1.1 MEDICAL ALERT

The Medical Alert can be used to summarize the critical emergency information associated with the identified health condition type selected, including an indicator that an Individual Health/Emergency Care Plan exists for a student. This alert may also be used to document more general medical information for a child.

To create a Medical Alert:

1. In PowerSchool Admin, do a search for and select your student to bring up their profile page.
2. From the **Student Profile** menu, select **Medical Information**, and the Medical Information page will display (as depicted below).

## Student Details

[Quick Lookup](#)

[Addresses](#)

[Demographics](#)

[Email](#)

[International/Immigrant](#)

**MEDICAL INFORMATION**

[Modify Info](#)

[Other Info](#)

**Doctor Information**

Name:  Phone:  Health Card Number:  Health Card Expiry Date:

MedicAlert No.:

**Health Care Needs/Medical Diagnosis**

Anaphylaxis/Life Threatening Allergy(ies)  Catheterization

Asthma  Diabetes

Seizures  Tube Feeding

Administration of prescribed medication is required during the school day.  Diagnosed Mental Illness

Other, please specify:

**Please note:**

The Health Plan of Care indicators are in the Student's Cumulative Record, but the actual plans can be found in TIENET. Critical emergency information appears in the Medical Alert Text field.

**Health Plan of Care (Further details are available in TIENET)**

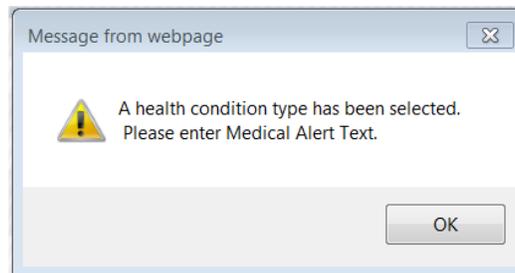
Health Plan of Care: N

**Medical Alert Text**

Alert Expires (date):  (0/0/0 to never expire)

3. On the Medical Information screen, enter the following information if necessary:
  - a. Enter the doctor’s contact information.
  - b. Enter the Health Card Number and expiry date.
  - c. Enter the MedicAlert Number if applicable.
  - d. Under the **Health Care Needs/Medical Diagnosis** section – click the checkbox to select one or more types. If the medical condition is not one of the listed selections, then enter the information in the “Other” box.
4. Enter a statement in the **Medical Alert Text** box.  
**IMPORTANT:** You are required to enter a Medical Alert comment if you have checked off any of the **Health Care Needs/Medical Diagnosis** check boxes, or used either of the two text boxes in the top section of the screen. You can use this Medical Alert box to enter any other medical information that you feel should be visible by all users of PowerSchool and PowerTeacher.
5. If a Medical Alert has an expiry date, enter it in the box, or leave as 0/0/0 to indicate that the alert never expires.
6. Once all sections of the Medical Information page are complete, click **Submit** to save all changes.

If you have completed any part of the **Health Care Needs/Medical Diagnosis** section, without having entered a comment in the Medical Alert Text box, then the following warning will pop up when trying to submit the Medical Information page. Be sure to add a statement in the Medical Alert Text box before clicking the Submit button.



## 1.2 DISCIPLINE ALERT

This alert is entered on the **Incident Tracking** screen and can only be created by school administrators. An example of such an alert may be:

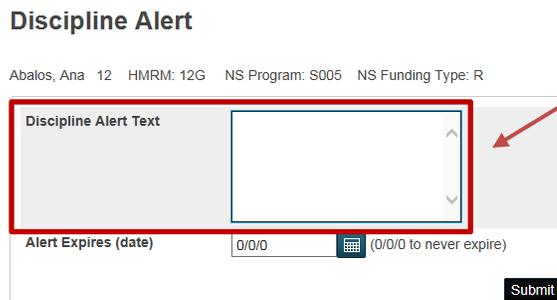
- Student is not permitted within certain areas of school property (e.g., cafeteria, computer lab, school grounds).

To enter a Discipline Alert:

1. Do a search for and select the student.
2. From the **Incidents and Log Entries** menu, click **Incident Tracking**.
3. Click **Edit Discipline Alert**.



4. On the Edit Discipline Alert screen, enter the details of the alert in the provided text box.
5. Enter an Expiry Date, or leave as 0/0/0 to indicate that the alert never expires.



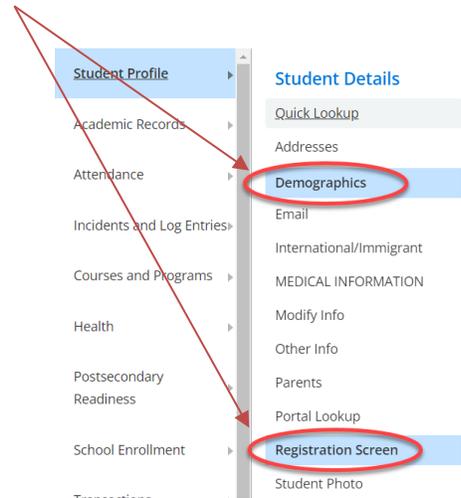
6. Click **Submit**.

## 1.3 GUARDIAN ALERT

Guardian alerts are related to custodial issues as identified by legal documents.

To enter a Guardian Alert:

1. Search for and select your student.
2. From the **School Profile** menu, click either **Demographics** or **Registration Screen**.
3. Scroll down to the **Custodial Arrangements** section.
4. Complete the Guardianship field if necessary.
5. Enter the information into **Guardian Alert Text** Box.
6. Enter an Expiry Date, or leave as 0/0/0 to indicate that the alert never expires.
7. Click **Submit**.



Custodial Arrangements	
Guardianship	<input type="text"/>
Guardian Alert Text	<input type="text"/>
Alert Expires (date)	<input type="text" value="0/0/0"/>  (0/0/0 to never expire)

## 1.4 OTHER ALERT

Use 'Other' alert is used for more general issues concerning a child. To enter an **Other Alert**:

1. Search for and select your student.
2. From the **Student Profile** menu click **Other Info**.
3. In the Other Information screen enter the alert.
4. Enter an **Expiry Date**, or leave as 0/0/0 to indicate that the alert never expires.
5. Click **Submit**.

### Student Details

Quick Lookup

Addresses

Demographics

Email

International/Immigrant

MEDICAL INFORMATION

Modify Info

**Other Info**

Parents

## 1.5 BIRTHDAY ALERT

After a date of birth for a student is entered, PowerSchool generates a Birthday Alert for students during the week in which the birthday falls. Other than entering the date of birth, no further data entry is required.

## 1.6 TIENET ALERT

TIENT alerts are displayed for any student who has a TIENET record. These records are created in TIENET and can only be accessed in TIENET. Clicking on the TIENET icon will indicate if the student has any Documents, Services or Diagnosis in TIENET.

## 1.7 EARLY LITERACY SUPPORT (ELS)

This alert is created when the Early Literacy teacher creates an ELS record for a student. Click on the ELS icon to see the year and grades in which the student received Early Literacy support. For details on ELS support, please refer to the student cumulative record in PowerSchool or PowerTeacher.