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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.



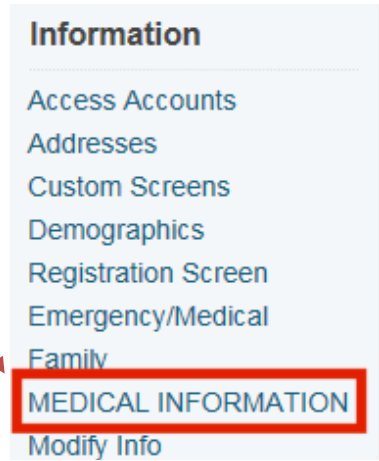
- **TIENET** – Documents, Services or Diagnosis exist in TIENET for this student.
- **Early Literacy Support** – ELS record in current, or previous year, exists for this student.
- **Medical Caduceus** - Medical Alert (ex. The student is diabetic).
- **Silhouette** – Guardian Alert (ex. The student may 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

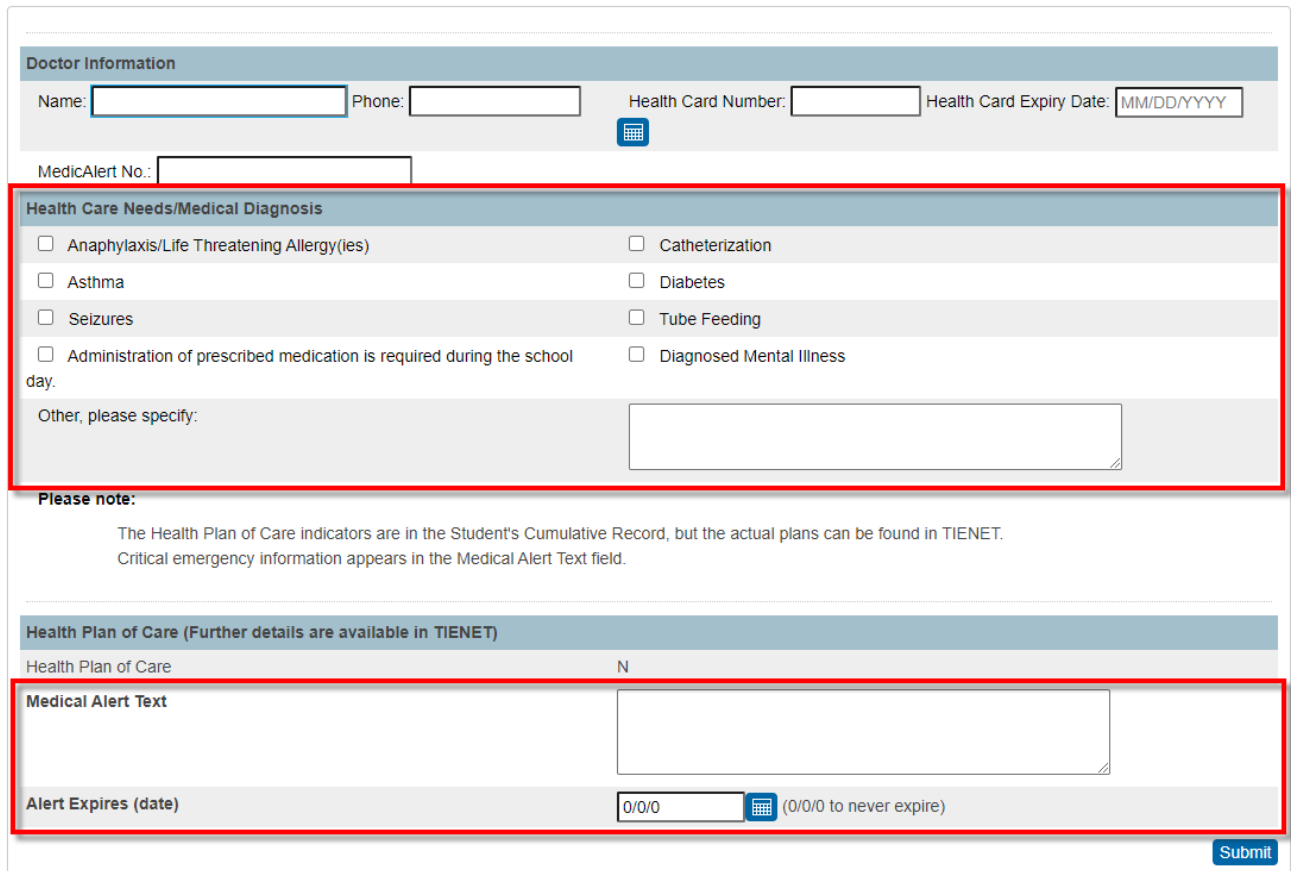
The Medical Alert can be used to summarize the critical emergency information associated with the identified health condition type selected, including an indicator that an Individual Health/Emergency Care Plan exists for a student. This alert may also be used to document more general medical information 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 *Information* section, select **Medical Information**, and the Medical Information will display (as depicted below).



The image shows a vertical menu titled "Information" with the following items: Access Accounts, Addresses, Custom Screens, Demographics, Registration Screen, Emergency/Medical, Family, **MEDICAL INFORMATION** (highlighted with a red box), and Modify Info. A red arrow points from the second step of the instructions to this menu.

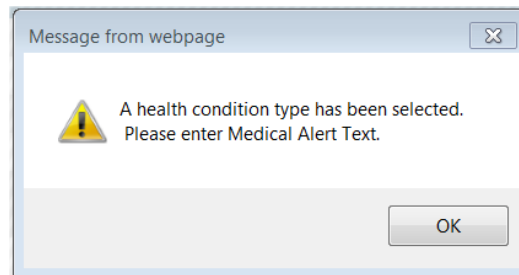


The screenshot shows the "Medical Information" form in PowerSchool. The form is divided into several sections:

- Doctor Information:** Includes fields for Name, Phone, Health Card Number, and Health Card Expiry Date (MM/DD/YYYY).
- MedicAlert No.:** A text input field.
- Health Care Needs/Medical Diagnosis:** A section with a red border containing several checkboxes:
  - Anaphylaxis/Life Threatening Allergy(ies)
  - Asthma
  - Seizures
  - Administration of prescribed medication is required during the school day.
  - Catheterization
  - Diabetes
  - Tube Feeding
  - Diagnosed Mental IllnessBelow these is a text field for "Other, please specify:".
- Please note:** A note stating: "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):** A section with a red border containing a "Health Plan of Care" field with the value "N".
- Medical Alert Text:** A large text area with a red border for entering alert details.
- Alert Expires (date):** A date field with a calendar icon, currently set to "0/0/0" with a note "(0/0/0 to never expire)".
- Submit:** A blue button at the bottom right.

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 *Administration* section, click **Incident Tracking**.
3. Click **Edit Discipline Alert**.

### Administration

- District Specific
- Fee Transactions
- Log Entries
- Lunch
- Lunch Transactions
- Net Access
- Counsellor Review
- Incident Tracking**
- AHS Funding



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.

### Discipline Alert

Abalos, Ana 12 HMRM: 12G NS Program: S005 NS Funding Type: R

Discipline Alert Text

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

Submit

A screenshot of the "Discipline Alert" edit screen. It shows a header with student information, a large text input box labeled "Discipline Alert Text", and a date field labeled "Alert Expires (date)" with the value "0/0/0" and a note "(0/0/0 to never expire)". A "Submit" button is at the bottom right. A red arrow points from the text box to step 4 in the list above.

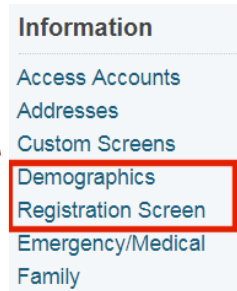
6. Click **Submit**.

## 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 *Information* section, 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**.



The image shows a form section titled "Custodial Arrangements" with the following fields: "Guardianship" (a dropdown menu), "Guardian Alert Text" (a large text area highlighted with a red border), and "Alert Expires (date)" (a date field with a calendar icon and the text "(0/0/0 to never expire)"). A red arrow points from the text "Complete the Guardianship field if necessary." in the list above to the "Guardianship" dropdown menu.

## 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 *Information* section click **Other Information**.
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**.

Other Alert

Other Alert Text

Alert Expires (Date) 0/0/0  (0/0/0 to never expire)

Information

- Access Accounts
- Addresses
- Custom Screens
- Demographics
- Registration Screen
- Emergency/Medical
- Family
- MEDICAL INFORMATION
- Modify Info
- Other Information
- Student Email

## 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.