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Nova Scotia Student Information System

Nova Scotia Public Education System

Enroll A New Student

User Guide

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

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1 CHECKLIST – DID YOU?

■ Gather the required documentation?

■ Check for a valid student number? Search for the student in the Student Registry before requesting a new number.

■ Ensure the student was not **active** or **inactive** in another school in your board?

■ If the student was active or inactive, did you call the previous school to have that student released BEFORE you registered them in your school?

■ Enter the Program Type? This should be entered on the NS Registration screen at the time of registration. If not then it may be entered on one of three places, the Registration screen, the Demographics screen, or the Transfer Info screen.

■ Enter the Funding Type? Remember to only register a home-schooled student in PowerSchool if they are taking one or more courses in the school and select the correct funding type, **HSP –Home Schooled Partial**. This may also be entered on the student's **Transfer Info** screen.

■ Enter the required information on the **Scheduling Setup** page?

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When entering data in PowerSchool, please follow the guide, *Standard Data Entry in PowerSchool*, found on the iNSchool site under the section **Registration**. Alternatively, you can use the embedded links within this document to jump to specific sections of the guide that have been added as an appendix to this document*.*

Where you see large blue, bold underlined headings, **Control click** on these headings to jump to that section of the appendix.

Example of blue, bold underlined heading: **General Data Entry Rules**

To return to where you previously were in the Enroll guide, **hold down the alt key and click on the left arrow** on the keyboard pad.

NOTE: The function to go back to the section of the Enroll guide does not work on a Mac.

General Data Entry Rules

2   DOCUMENTATION THAT *MAY* BE REQUIRED AT THE TIME OF ENROLLMENT.

- ✓ Completed Registration form.
- ✓ Address verification – e.g., utility bill.
- ✓ Age and name verification – usually a birth certificate but could be a passport or immigration papers.
- ✓ Any other documents your school/ board requires at the time of registration.

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3 Provincial Student ID Registry (SIR) Integration with PowerSchool when Enrolling a New Student

Each student enrolled in the Nova Scotia public school system requires a provincial Unique Student Identifier, or USI for short. This ten-digit number is generated and stored in the Student ID Registry, and it is a required field when enrolling a new student in PowerSchool.

The integration of the Student Registry with PowerSchool allows users to search for and create provincial student numbers directly within PowerSchool, eliminating the need to log into SIR website. This enhancement streamlines the enrollment process, prevents duplicate records, and helps ensure accurate and synchronized student data across systems. Users can now view detailed student record information and manage student transfers more efficiently when getting ready to enroll new students in PowerSchool. Additionally, updates to key student fields in PowerSchool are automatically reflected in the registry, maintaining data consistency.

To learn more about these enhancements, watch this short video.

4 Enroll a student

1. From the Start Page menu, select **School Enrollment**, and then click **Enroll New Student**.
2. The page consists of two sections:
   - NS Student Registry
   - Enroll New Student
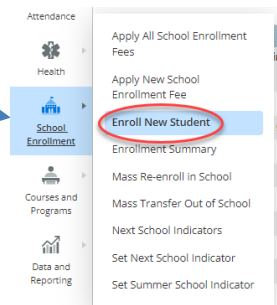
The first step when enrolling a new student is to search for them in the Student Registry. By allowing registry searches within PowerSchool before enrollment, it helps prevent duplicate student entries; in other words, one student having multiple USIs in the registry database, and consequently, one student having multiple PowerSchool student records with different student numbers.

3. Enter the required fields on the **Enrol New Student** page. The required fields are highlighted below in yellow:

Enroll New Student

Student Information	
Student's Legal Name (last, first, middle)			
DOB	MM/DD/YYYY
Student Number (Click Here to get a USI)	
Phone Number	
Enrollment date	08/17/2020 *
Full-Time Equivalency	FTE selection can only occur within a school. These choices are Term Year specific. Please confirm that the current Term context is correct.
Grade Level	
Gender	
Entry Code	
Track	
School of Residence	
School	District Office

Civic Address

To add or update a civic address,
- Start typing the address into the "Address Search" box. A list of matching addresses will appear to the right, and will further refine as you type.
- When you see the address you are searching for, click on it. The 911-compliant address information will display on the right.
- Once you are satisfied with the address, click the "Select Civic Address" button and then click the "Submit" button.

Note: Within the search results, addresses listed in grey are not 911-compliant. Clicking on them will show you the 911-compliant address.

Address Search:	
Street	
City, Province, Postal Code	NS
Geocode	

Submit

Student Name

> **Student's legal name:** (as it appears on legal documentation). **Use mixed case, E.g. Smith, Samantha**. For first/last names, enter as many characters as possible before truncating.
> If the student has multiple middle names, enter as many complete middle names as possible and use middle initials, if needed.

Procedure for enrolling students in PowerSchool with a **single legal name**:

1. Enter the student's legal name in the **Last Name** field.
2. Enter a hyphen in the **First Name** field.
3. Enter a hyphen in the **Preferred First Name** field.
4. The student's legal single name must also be entered in the **Full Name** field (so that report cards and transcripts will properly display the student's name on the document).

Date of Birth

> **DOB**: the date of birth as verified via a legal document. *Students in grades PP and PR are required to have proof of age. The proof of age is selected in the Registration screen.*
> **Student Number**: Enter the Provincial student ID number, if you do not know the number, do a search on the NS Registry, the Registry will generate a number if no previous number exists. **Enrolment Date:** The enrolment date defaults to today's date. For students who start the school year at the school, or who register before the start of

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classes for the school year, this date is the first day of the school year (<u>chose the date when teachers return to school and not the date when students begin their first day of school</u>). For students that come after the start of the year, this date is the day they start classes in the school.

- **PowerSchool will check that the registration date is within the correct year and within the parameters of the school calendar.**
- ➢ **Full Time Equivalency**: Select the appropriate FTE from the drop-down list.
- ➢ **Grade Level**: Enter the correct grade level for the student.
- ➢ **Sex**: Select the sex of the student from the drop-down list.
- ➢ **Entry Code**: Select the appropriate code from the drop-down list.

4. Click **Submit.**

4.1 DUPLICATE STUDENTS

If a Duplicate Students Page is returned you have three scenarios.

1. **Student is active in another school**; the Duplicate student page will indicate where the student is currently active.
   a) If you click **Enroll**, an alert message appears that the student number is already in use, check that you have the correct student and/or the correct student number. If this is your student, then you must call the school where the student is registered, have that school complete the two-step transfer function. Once done, you may search for the student using the forward slash, under the section *Enrolment*, click on *Functions* and select **Re-Enroll in School.**

   b) If you are sure this is your student then, the issue is with the student ID number. Please contact the PSM team in your Board or contact Statistics and Data Management at 1-888-206-3457 or 902-242-0742.

Check for Duplicate Students

List Of Students

Student Number	Name Last, First	School	DOB	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by: Last Name/ DOB	SSN	Phone
30002356987	One, Student	BME	6/4/2009			6/2/2015	7/1/2015	Active	Yes		

Student is inactive in another school; you must contact the previous school and have that school run the second step *"Transfer to Another School"*.

Student is active in another school; you must contact that school and have them release the student, using the two steps, *Transfer Out Of School* and *Transfer To Another School*.

Student is inactive in your school; this means the previous school has done the second step and you can click on the student's name to make him/her active in your school.

- Click on the student's name, under the section *Enrolment*, click on *Functions* and select **Re-Enroll in School**.
- Enter the information required and then proceed to the **Registration Screen** to complete the data entry.

If no match is found, click on the 'Enroll' button below to proceed with a new enrollment.

Enroll

2. **Student is inactive in another school;** you must contact the previous school and have that school run the second step *"Transfer to Another School".* You can see which school the student is being held by the initials under the column, **School**.

3. **Student is inactive in your school**, this means the previous school has done the second step and you can click on the student's name to make him/her active in your school.
   - Click on the student's name, under the *menu School Enrollment*, select **Re-Enroll in School.**
   - Enter the information required and then proceed to the **Registration Screen** to complete the data entry.

PowerSchool

Alert: Record not saved

Student Number 31011180   is already in use. White, Snow Very already exists at Arcadia Consolidated Elementary School

Back

Check for Duplicate Students

List Of Students

Student Number	Name Last, First	School	DOB	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by: Last Name/ DOB	SSN	Phone
32225556698	Two, Student	BME	5/15/2003		902-752-3573	9/2/2014	6/2/2015	Inactive	Yes		

(Your School)

Student is inactive in another school; you must contact the previous school and have that school run the second step *"Transfer to Another School"*.

Student is active in another school; you must contact that school and have them release the student, using the two steps, *Transfer Out Of School* and *Transfer To Another School*.

Student is inactive in your school; this means the previous school has done the second step and you can click on the student's name to make him/her active in your school.

- Click on the student's name, under the section *Enrolment*, click on *Functions* and select **Re-Enroll in School**.
- Enter the information required and then proceed to the **Registration Screen** to complete the data entry.

If no match is found, click on the 'Enroll' button below to proceed with a new enrollment.

Enroll

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If you are sure the student is not one of the students on the **Duplicates Student** page, click **Enrol,** at the bottom of the screen; you are directed to the **Nova Scotia Registration Screen**. If no **Duplicate Student page** is displayed**,** you are directed to the **Nova Scotia Registration Screen.**

See section 5 for information on the Registration Screen.

5 PRE-REGISTERING A STUDENT FOR THE NEXT SCHOOL YEAR.

NOTE: There is a 'year/date specific' document on the iNSchool web site for pre-registering students.

1. If the student is registering for next year, click on the **TERM** link on the start page to ensure that next school year and terms have been created and check your school calendar for the next school year to ensure that at least the first day of school has been set as an in-session day. Please refer to the *Setting up your School Calendar* user guide on the iNSchool web site or contact your regional PowerSchool administrator.

Change the **term** at the top of the page to next year. (When finished, don't forget to change it back).

2. From the **Start Page** menu, select **School Enrollment**, and then click **Enroll New Student**.
   - ➢ Enter the student's Legal Name
   - ➢ Enter the Date of Birth.
   - ➢ Enter a Full-Time Equivalency.
   - ➢ Enter the grade level the student will be in next school year.
   - ➢ Select the entry code.
   - ➢ Since the student is registering for a future date in the next school year, and the enrolment date is for the first day of school in the next school year, these students will not become active until that date. To find them in a PowerSchool, search using the forward slash by name, or to find all pre-registered students, search "/enroll_status=-1".

The **Enrolment date** is the first day of school in the next school year (the date **when teachers**, and not when students, first return to school). If you make a mistake and use today's date instead of next year's date, contact your SIS help desk straight away. Using the wrong date on a pre-registered student will assign an incorrect FTEid and the student will be considered active for this year.

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6   THE NOVA SCOTIA REGISTRATION PAGE

The Nova Scotia Registration page is divided into sections; the sections can be collapsed and expanded by clicking on the section heading. The following diagram shows the collapsed section headings. Click on each heading to view the fields for the section.

> **It is important to complete the required fields in the highlighted sections first. Then, if you do not have time to complete the rest of the form, then at least the most important information has been filled in.**

> *Please see the notes for more details about each section. The notes will also provide the path name for where, in PowerSchool, you may also enter the data on individual screens. At any time, you can access the **Registration Screen** from a student's page.*

The Nova Scotia Registration Page aligns with the registration form that all Regional Centres for Education/CSAP have developed. This makes registering a new student an easy process. Remember, except for the required fields, if you do not fill all the data on this page, you may fill it in later (see the *notes* on where to find the fields on the Student Page). This form may also be printed with the current student data which can be sent home for verification and updates. NOTE: Medical data and custodial arrangements are **NOT** pre-populated on the student registration form generated from PowerSchool; this information must be filled in each year on the form.

6.1 STUDENT INFORMATION

NOTES: Data may also be entered from the student's Demographics page.

▾ STUDENT INFORMATION	
Student's Legal Name (last, first, middle)	Abad `*`, Timmy
Preferred First Name	Timmy
DOB (mm/dd/yyyy)	2/11/2003
Gender	Male
Grade Level	11
Student Number	31012
Civic Address	

To add or update a civic address,
- Start typing the address into the "Address Search" box. A list of matching addresses will appear to the right, and will further refine as you type.
- When you see the address you are searching for, click on it. The 911-compliant address information will display on the right.
- Once you are satisfied with the address, click the "Select Civic Address" button and then click the "Submit" button.

Note: Within the search results, addresses listed in grey are not 911-compliant. Clicking on them will show you the 911-compliant address.

Address Search:	
Street	
Community or City/Town, Province & Postal Code	
Geocode	
Mailing Address - Copy From Civic Address	
Street, Apt/Suite	
Community or City/Town, Province & Postal Code	
Home Phone(xxx-xxx-xxxx)	Student Cell Phone
Language Comprehension	English☐	French☐
Language Most Often Spoken in the Home	
Age	17 years 6 months
Aggregate days of membership (YTD)	185
Graduation Year	2021

The student's email address is found under the section **Student Profile > Email.** The student's provincial GNSPES email address should be automatically imported into PowerSchool shortly after the student is enrolled in school. Do not enter alternate email addresses into this field (ex. Gmail, Hotmail, etc.).

Email ⭐

Email Address
abc123456@gnspes.ca

Submit

General Data Entry Rules

- Use mixed case when entering names or text.
- Phones numbers are formatted as **NNN-NNN-NNNN.**
- If entering dates manually, the format is **MM/DD/YYYY.**
- Addresses follow Canada Post Address Guidelines. The guidelines for addresses are found at https://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp.

Street abbreviations follow the Nova Scotia Civic Address format.

Student Name

- Enter the legal name of the student, as verified by a legal document. Use mixed case for the name. Use the Preferred Name field if the student is called by another name.
    - For first/last names, enter as many characters as possible before truncating.
    - If the student has multiple middle names, enter as many complete middle names as possible and use middle initials, if needed.
- *In the event the name does not fit, after the registration page is completed, go to the Demographic Screen and enter the full name of the student in the Full Name field. Enter the name in the following format: Last (comma) First name Middle name (s). This will ensure that the proper name is printed on the report cards and transcripts.*

Full Name (Legal) Last,First Middle	

** Use the full name field to accommodate student names which do not fit into the name fields provided.
For reporting purposes the first name, last name, and middle name fields must always be completed.

6.1.1 THE STUDENT ID MUST BE A VALID STUDENT NUMBER REGISTERED ON THE STUDENT ID REGISTRY.

- If you need to access only the student registry without enrolling a student in PowerSchool, navigate to **People** from the Start Page, then select **NS Student Registry**. This page contains just the registry and not the enrollment section.
- Be careful to enter the data in the correct format.

Civic Address

Mailing Address

Street Types and Abbreviations

Street Directions

Unit Designators and Abbreviations

Phone Number

- It is important to enter the data correctly as it ensures the proper transfer data between schools within the province.

6.2 CUSTODIAL ARRANGEMENTS

NOTES: This data may also be entered from the student's Demographics page or Registration Screen page.

- Remember to verify the custodial arrangements with the documentation provided by the parent/guardian.

If information is entered into the **Guardian Alert** Text box, a Legal Alert will appear next to the student's name and be visible to everyone in PowerSchool and the Parent Portal.

6.3 CONTACT INFORMATION

IMPORTANT NOTE: If viewing the student's **Student Data Entry** page, the Parent/Guardian Information section as well as the Emergency Contacts section have been removed from this page. **To enter Contact information, navigate to the student's Contacts page**.

If viewing the student's **Registration Screen** page, the Parent/Guardian Information section as well as the Emergency Contacts section are view-only and display archived information related to parent1, parent2, and emergency contacts. **To enter Contact information, navigate to the student's Contacts page**.

For more details on entering Contact information in PowerSchool, visit iNSchool's resource website at https://inschool.ednet.ns.ca. Navigate to the Regional Centres & School Admin section to access the Contacts eLearning site.

6.3.1 SCHOOLMESSENGER

When updating the details for the student contact relationship, if the contact should be receiving **SchoolMessenger** communications, be sure to check the **Receives SM Notifications** checkbox as shown below.

Definitions for Two Relationship Types:

Court Appointed Guardian

- A guardian appointed by the court to have care and custody of the child. Guardianship may be an agreement between parents, or a court ordered appointment to an individual or agency. For example, a child may be placed in the care of a grandparent, social worker or other adult, or in the care of the Minister of Community Services (e.g., Family and Children's Services agency).

Foster Parent

- An individual or family may be approved by an agency for the care, supervision and other services the child may require. For example, Family and Children's Services, acting as an agent for the Minister of Community Services, may place a child with a Foster Parent/Family. In these circumstances, the foster parent is not the legal guardian of the student but rather the social worker is on behalf of the Minister of Community Services.

6.3.2 EDUPOST AND EMAILING STUDENT REPORTS TO PARENTS/GUARDIANS

When using EduPost to distribute student reports, such as report cards, you will likely be emailing these reports to the students' parents/guardians. For the parent to be listed on the EduPost **Email Links** page, ensure that all the below conditions are met for each contact who should be receiving any EduPost communications. If any one of these conditions is not met, then the contact's name will not appear on the Email Links page.

Criteria used to gather list of contacts in EduPost:

- Active contact
- **Portal Account Access** enabled (on Contacts page)
- Active student-contact relationship (current, not expired)
- **Portal Access** is enabled for the student-contact relationship
- Email address in Portal Account Access must match Portal username
- Enable Parent Access in checked (on student's Access Account page)
- Email used will be the Portal username

If you need assistance determining if your contacts meet the above criteria, run these SQL Reports in PowerSchool:

1 Portal/EduPost Report Card Distribution Check
2 Summary of Student/Contact Portal Access Status

6.4 MEDICAL INFORMATION

NOTES: This data may be entered from the student's Medical Information page.

- If any of the boxes in the **Health Condition Types** is checked, an explanation needs to be entered into the **Medical Alert Text** box. If information is entered into the Medical Alert Text box, a Medical Alert will appear next to the student's name and be visible to everyone in PowerSchool and the Parent Portal.
- The **Medical Alert Text** box should summarize the critical emergency information associated with the identified health condition. This field triggers the Medical Alert so it is critical that key medical, special instructions and/or interventions related to the health condition are noted. For example, it may be noted the precise type of allergy for the child (i.e., peanut, egg) and that an EpiPen injection should be administered in the event of a severe allergic reaction or that medication may be given to the child under certain circumstances.
- The Alert text box should also indicate if there is a **Medical Emergency Plan** on file with the school office.
- Do not use spaces when entering the Health Card number.

6.5   TRANSPORTATION: MAIN MENU

Notes: This data may also be entered from the student's Transportation page.

- The deomographic data in **Transportation** section is populated with the data entered in the Student informatin screen.
- How this data is populated depends on each regional centre's policy. Please check with your school administrator before entering any data.

▾ TRANSPORTATION

Demographics	
Phone:	**Address:** , ,
DOB: 02/01/2003 **Gender:** M	**Parents:** /
Program: S060	**Homeroom:**
Out of Area Student: ☐	**Catchment Area School:** District Office ▾

Unpaved Road:	☐

Special Needs Transportation	☐

Walk	☐

A.M. BUS Information

Bus Route:	
Stop Time:	[ ] for school use only
Stop Location:	
Bus Driver Name (last, first):	

P.M. BUS Information

Bus Route:	
Stop Time:	[ ] for school use only
Stop Location:	
Bus Driver Name (last, first):	

Other Information

Eligibility:	▾
Bus Type:	▾
Reason for Administrator Override:	
After School Dismissal:	

500 characters left

Maximum characters allowed is 500

Alternate Busing Information   am○ pm○ both○ [Clear]

To add or update a civic address,
- Start typing the address into the "Address Search" box. A list of matching addresses will appear to the right, and will further refine as you type.
- When you see the address you are searching for, click on it. The 911-compliant address information will display on the right.
- Once you are satisfied with the address, click the "Select Civic Address" button and then click the "Submit" button.

Note: Within the search results, addresses listed in grey are not 911-compliant. Clicking on them will show you the 911-compliant address.

Address Search: [ ]

6.6   INTERNATIONAL /IMMIGRATION STUDENT INFORMATION

Notes: **May fill in this data from the student's International/Immigrant page.**

All international/immigrate students need to be accounted for in our schools. Students can register under different classifications as noted below.

▾ INTERNATIONAL/IMMIGRANT STUDENT INFORMATION

Please Select the Appropriate Choice:	▾
Citizenship:	
Health Insurance:	▾

6.6.1   CLASSIFICATIONS FOR INTERNATIONAL/IMMIGRANT STUDENTS

Select one of the following and note the corresponding funding type:

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6.6.1.1 NOVA SCOTIA INTERNATIONAL STUDENT PROGRAM: (NSISP) PARTICIPANT

Select Underline Funding Type IS (International Student)

Students who attend a school in Nova Scotia as a participant in NSISP. NSISP students live with a host family, have medical insurance, and pay tuition to attend school. Students are eligible to receive high school credits and the Nova Scotia High School Graduation Diploma if credit requirements have been achieved.

Select one of the two options:

1. NS International Student Program (NSISP) Participant short term (<3 mos)
2. NS International Student Program (NSISP) Participant (>3 mos)

6.6.1.2 FEE-PAYING STUDENTS (EXCLUDING NSISP AND EXCHANGE STUDENTS)

Select Underline Funding Type IS (International Student)

Students who have obtained their own Study Permit (issued by Immigration, Refugees and Citizenship Canada) to attend school or students who are studying for less than 6 months without a Study Permit. These students live with a relative, family friend or an arranged custodian. They are required to present to the school proof of medical insurance, proof of fee paid to the regional centre and a Letter of Acceptance issued by the regional centre to attend school. These students are eligible to graduate from a NS high school.

Select one of the two options:

1. Fee-paying student with permit
2. Fee-paying student (studying <6 mos without permit)

6.6.1.3 EXCHANGE STUDENTS

Select Underline Funding Type FE (Foreign/Exchange Student)

Students who have registered with an approved company or organization to attend school in Nova Scotia. For a complete list of eligible companies, please consult the list published by the Department of Education and Early Childhood Development. Students must provide proof of medical insurance. Exchange students are not eligible to graduate from a NS high school.

6.6.1.4 PERMANENT RESIDENT STUDENT (NON-TUITION PAYING STUDENTS)

Select Underline Funding Type R (Regular)

Parent(s)/student(s) are not yet citizens. Parents are asked to provide proof of the student's immigration status.

6.6.1.5 TEMPORARY RESIDENT STUDENT (NON-TUITION PAYING STUDENTS)

Select Funding Type R (Regular)

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Parent(s) are in Canada and have either a Work Permit or Study Permit. If the parent's Work Permit is for longer than 12 months, the family is eligible for MSI Health Insurance immediately.

☐ Parent Work Permit   Expiry Date of Permit:

☐ Parent Study Permit   Month _____ Day_____ Year_____.

6.6.1.6 REFUGEE CLAIMANT

Select Funding Type R (Regular)

Refugee claimants are covered under the Interim Federal Health Program (IFHP), and parents are asked to provide a copy of their Refugee Protection Claimant document.

6.6.2 CITIZENSHIP

- Enter the country of origin of the student.

6.6.3 HEALTH INSURANCE

- Select either Yes or No to indicate if the student has health coverage

6.7 NOVA SCOTIA PROVINCIAL INFORMATION

NOTE: This data can be entered on one of three screens, the Registration screen, the Demographic screen or the Transfer info screen. It is best to enter this information when you first enroll a student on the Registration screen.

6.7.1 STUDENT PROGRAM TYPE WILL BE ONE OF THE FOLLOWING:

Program Type

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

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6.7.2 STUDENT FUNDING TYPE WILL BE ONE OF THE FOLLOWING:

See section 4.6 for the association between the funding type and the International/Immigrant student classifications.

R - Regular
R - Regular
IS - International Student
FE - Foreign/Exchange Student
HSP - Homeschooled Partial (minimum 1 course)
DSEPS - Designated Special Education Private School (EECD administered)
NS - Federally Funded - Mi'kmaw/Indigenous Students
NSIOL - NS Independent Online Learning Only (EECD administered)
NSIOL-HSP - NS Independent Online Learning (Homeschooled)

- o **R-Regular** – If a student does not fall under one of the types listed, they are considered a regular student. Most of the students in the Nova Scotia public school system would be classified as Regular including distance learning students.
- o **IS-International Student** – International students pay to attend public schools in NS and enter the province as a permanent resident or with a parent with a work permit. They register with the NSISP (Nova Scotia International Student Program). International students register for either one semester or a full year and receive credits for their participation.
- o **FE-Foreign/Exchange Student** – A student that enters the public school system for a cultural experience and is assumed to not be meeting graduation requirements. Also, the student is not necessarily taking course credits back to their country of origin. Foreign/Exchange students will attend a NS public school for either one semester or one school year.
- o **HSP-Homeschooled Partial (minimum 1 course)** – A student who is registered as a homeschooled student but is taking at least one class at a public school.
- o **DSEPS – (Designated Special Education Private School)** – A student who is registered in the DSEPS program and is attending one of the designated private schools. Schools do not enter this student into PowerSchool.
- o **NS-Federally Funded - Mi'kmaw/Indigenous Students** – A Mi'kmaw/Indigenous student that resides on a band reservation and attends a public school.
- o **NSIOL-NS Independent Online Learning Only (EECD administered) -** A student who is only enrolled in NSIOL courses and not registered in courses at a school.
- o **NSIOL-HSP - NS Independent Online Learning (Homeschooled) -** A student who is homeschooled and enrolled in NSIOL courses.
- o

6.7.3 LEGAL NAME CHANGE DOCUMENTATION

- Before a student's name is change in PowerSchool, a legal document must be submitted to the school. Select one of the acceptable documents from the drop-down list.

6.7.4 BIRTH CERTIFICATE DOCUMENTATION

- Birth Certificate Documentation is required for all students in Grades PP and PR. It is a good practice to verify a student's name and date of birth regardless of the grade level.

NOTES: This data may also be entered from the student's page, Information/Demographics.

> If you are entering the birth certificate documentation using the **Student Field Value** function, be sure to enter the values as: **A, B, P, IP** or **VP**.
>
> Where **A**- Adoption Documents, **B**= Birth Certificate, **P**= Passport, **IP**= Immigration Papers and **VP**= Verification Pending.

6.7.5 OTHER DEMOGRAPHIC DATA

This data is only entered if the student or parents have supplied this information on the Registration Form. See below for some guidelines on this section.

Other Demographic Data

Indigenous:	No Value Selected ▾
Indigenous Group:	▾
Ancestry *Hold* **CTRL** *or* ⌘ *to select multiple options*	1 - Acadian/Acadien Descent 2 - African Descent 3 - East Asian Descent ▾

Definitions:

- o **Indigenous**– Indicate with a Yes or No, if the student has identified as an Indigenous Person, if they have not make any such indication, then select **No Value Selected**.
- o **Indigenous Group**: persons who consider themselves to be Mi'kmaq or other First Nations, Inuit, or Métis.
- o **Ancestry** – For the purpose of this form, ethnic or cultural origins of the student's ancestors is from either/or both sides of the family. Ethnic or cultural ancestry should not be confused with citizenship. You may select more than one value from the drop-down list.

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6.8 PARTICIPANT IN PROGRAMS

6.8.1 NATIVE STUDENT ADVISOR PARTICIPANT

If the student is a participant in the Native Student Advisor program, please check the box. Please check with the Native Student co-ordinator in your Board to ensure you have an up-to-date list.

6.8.2 STUDENT SUPPORT WORKER PROGRAM PARTICIPANT

If a student is a participant in the Student Support Worker program, please check in the box. Please check with the Student Support co-ordinator in your Board to ensure you have an up-to-date list.

6.8.3 SCHOOLS PLUS PROGRAM PARTICIPANT

A 'Y' will be populated for every student enrolled in the Schools Plus Program from TIENET. If the student is not in the program, a 'N' will show in that field.

6.9 PAPER-BASED STUDENT RECORDS

Notes: This data may also be entered on the student's demographic page.

- Indicate if there is either a paper Cumulative Record or a Confidential Record for the student. If checked, an indicator will appear on the Cumulative Record Report.

6.10 FRENCH FIRST LANGUAGE EDUCATION ELIGIBILITY

This section explains the criteria for First Language Education. Enter the information as per the registration form filled in by the parent/guardian.

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FRENCH FIRST LANGUAGE EDUCATION ELIGIBILITY

An entitled parent means a parent who is a citizen of Canada and
- whose first language learned and still understood is French, or
- who received his or her primary school instruction in Canada in a French-first-language program, or
- of whom any child has received or is receiving primary or secondary school instructions in Canada in a French-first-language program.

As a parent, do you meet at least one of the above criteria?:

Do you wish to have your name, home telephone number, and e-mail given to the CSAP?

6.11 TECHNOLOGY

Enter the information as per the registration form filled in by the parent/guardian.

TECHNOLOGY

Does the student have access to internet in the home?

Is the internet access in the home high speed internet?

Does the student have access to an internet connected device?

Type of internet connected device (select all that apply):
☐ None/Not Identified   ☐ Phone or Tablet   ☐ Desktop or Laptop   ☐ Other

6.12 SCHEDULING SETUP

SCHEDULE SETUP

Next Year Grade	0
Schedule This Student	☑
Year of Graduation	
Next School Indicator	
Next Year Program	

Submit

a. **Next Year Grade -** assuming the student meets the requirements for the grade they are in this year, enter the grade level the student will be in next year.
b. **Schedule This Student –** Enter a check in this box.
c. **Next School Indicator –** From the drop-down list, select the school the student will be attending next year.
 i. If the student will be in your school, then select your school.
 ii. If the student will be graduating from your school, then select **Graduated Students.** (High School only).
 iii. If the student is an RG this year, then select **Graduated Students**. (High School only).
 iv. If you are a feeder school, select the school where the student will go next year.
d. **Next Year Program-** From the drop-down list, select the Program the student is expected to be enrolled in for the next school year.

7   TO DO AFTER THE REGISTRATION DATA HAS BEEN ENTERED

7.1   ACCESS ACCOUNTS

7.1.1   INDIVIDUAL STUDENTS

- From the student's page, select **Student Profile** from the left menu, and then click **Guardian and Student Account Access**.
- If the fields are empty, then click on **Auto-assign IDs and Passwords for this student.**
- Click **Submit.**

Access Accounts

Abad, Timmy   11   3101   📍   MCHS   HMRM: Not Set   NS Program: S060   NS Funding Type: R

Student Access Account	
Enable Student Access	☐
Student Username	
Student Password	
	Auto-assign IDs and Passwords for this student
Access Keys	
Enable Parent Access	☑
Access ID	
Access Password	
Parent Access Accounts	Edit Remove Add ➕
	Submit

7.1.2   MULTIPLE STUDENTS

If you need to create accounts for a large number of students, e.g. new primary students, contact your board SIS support. Some boards create the accounts and you do NOT want to overwrite them.

7.2   MODIFY SCHEDULE/UPDATE HOME ROOM

You will need to add the new student(s) to classes and assign them a home room.

- Home room: from the student's page, under the section **Student Profile**, click on **Modify Info**.
- To add students to classes please refer to the iNSchool Quick Reference Guide, *Modifying a Student's Schedule: Ways to Add and Drop Courses.*

7.3   ADDITIONAL PROGRAMS

If the student requires any additional programs, e.g., English Additional Language or Succeeding in Reading, enter this information on the **Additional Programs** screen,

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- From the student's screen, under the section **Course and Programs**, click on **Additional Programs**.
- Click **New** and proceed to enter the required data.

Appendix 1 GENERAL DATA ENTRY RULES

- Use mixed case when entering names or text.
- Phones numbers are formatted as **NNN-NNN-NNNN.**
- If entering dates manually, the format is **MM/DD/YYYY.**
- Addresses follow Canada Post Address Guidelines. The guidelines for addresses are found at http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp.

Street abbreviations follow the Nova Scotia Civic Address format.

Appendix 2 STUDENT NAME

- The student's name should be entered as it appears on a legal document, such as a birth certificate, immigration papers, adoption papers, a legal name change document, or a passport.
- Use 'mixed case' when entering the surname, the first and middle names e.g. Smith, Jonathan William.
- Do not add nicknames in the legal name fields.
- Enter as many middle names as you have room for without truncating.
- Do not use brackets or quotes.
- If the legal name is too long to fit in the name fields, complete the Enroll New Student page, save your data entry on this page, switch to the Demographic screen, and enter the full legal name in the Full Name Field. Use the same format, Last, First Middle. Submit your entry and switch back to the Registration screen to finish entering the student's information

Appendix 3 DATE OF BIRTH

- Enter the date of birth for the student as verified by a legal document.
- Click on the calendar icon to select the date or enter the date manually.
  - Enter the two digits for the month, followed by a forward slash, enter the two digits for the day followed by a forward slash and then enter the four digits for the year of birth, e.g. 09/25/1998, this student was born September the 25th 1998.

Appendix 4 CIVIC ADDRESS

- A civic address will consist of the following components: ***Follow these rules wherever you are required to enter a civic address, do not use any punctuation.***
  - **Civic number**
    - This is the number assigned to the household by the province of NS.
  - **Street Name**

- The official name of the street as recognized by the municipality and it should not be translated, (e.g., **Main** cannot be translated to **Principale**) enter this information using mixed case.
- If the street name is numeric there is only one space between the civic number and the street name (e.g., 10-123 2nd ST).

  o **Street Type**
    - Street type should be entered after the street name in an abbreviated format, with no punctuation (see Appendix A for a list of common abbreviations).
  o **Unit Designator**
    - Unit designators are placed after the street type using an acceptable unit identifier (see Appendix B for a list of common unit designators and abbreviations).
  o **Street Direction**
    - If applicable, the street directions will be entered after street type in an abbreviated format with no punctuation (see Appendix C for a list of common abbreviations).
  o **Community Name or City/Town**
    - Enter the officially recognized name of the community, city, or town. Use mixed case.
  o **Province**
    - Province needs to be entered using the official two letter postal abbreviation. Nova Scotia is NS; do not use punctuation.
  o **Postal Code**
    - The postal code needs to be in the correct format of LNL NLN (B3T 1B9) there is a space between the two sets of letters and numbers.

Appendix 5 MAILING ADDRESS

If the Mailing Address is the same as the Civic Address, click on "Copy from Civic Address" this will autofill the data from the civic address fields to the mailing address fields.

- Postal Box
  o If adding a PO Box, add it in the field for Street, Apt/Suite
    - Brian Jones
      PO Box 125
      Alderney Bridge NS B8U 9J0
- Rural Route
  o If adding a RR, add it in the field for Street, Apt/Suite
  o The RR has two components, the RR identifier and the Station Information
    - Brian Jones
      RR 6 STN MAIN
      Smalltown NS B4S 3G6
- General Delivery

o A general delivery address should contain both a General Delivery identifier and station information. Both are entered in the field for Street, Apt/Suite
  ▪ The general delivery identifier should be the two-letter abbreviation " GD", no punctuation.
  ▪ Station information should be present to direct mail to the proper postal installation. Station information should appear in an abbreviated format without punctuation.
    • Station = STN
    • Rental Postal Outlet = RPO

Appendix 6 PHONE NUMBER

This field should contain the home phone number of the student, if the home phone is a cell phone, enter the cell home number here as well. ***Follow the correct format whenever you are required to enter a phone number.***

- The format is the area code, followed by a dash, three digits, a dash, and then the last four digits. 902-111-2323

Appendix 7 PROGRAM TYPE

- The program type must be entered correctly. The first letter needs to be a capital letter followed by three digits, NOT letters. E.g., the Elementary English Program Type is entered as E005, the Early Immersion Program Type is E015.

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Appendix 8 STREET TYPES AND ABBREVIATIONS

Street Type	Abbreviation	Street Type	Abbreviation
Abbey	Abbey	Chase	Chase
Acres	Acres	Chemin	Chemin
Allee	Allee	Circle	Cir
Alley	Alley	Circuit	Circuit
Autoroute	Aut	Close	Close
Avenue	Ave	Common	Common
Bay	Bay	Concession	Concess
Beach	Beach	Connector	Conn
Bend	Bend	Corner	Cnr
Bluff	Bl	Corners	Crnrs
Boulevard	Blvd	Cote	Cote
Branch	Br	Cour	Cour
Bypass	Bypass	Cours	Cours
By-Pass	Bypass	Court	Crt
Campus	Campus	Cove	Cove
Cape	Cape	Crescent	Cres
Carre	Carre	Croissant	Crois
Carrefour	Carref	Cross	Cross
Centre	Ctr	Cross Road	Crossrd
Cercle	Cercle	Crossing	Crossng

Street Type	Abbreviation	Street Type	Abbreviation
Crossover	Crsover	Gardens	Gdns
Cul-De-Sac	Cds	Gate	Gate
Dale	Dale	Glade	Glade
Dell	Dell	Glen	Glen
Diversion	Divers	Green	Green
Downs	Downs	Ground	Grnd
Drive	Dr	Grounds	Grnds
East	East	Grove	Grove
East Bound	Eastbnd	Harbour	Harbr
Echangue	Exch	Haven	Haven
End	End	Heights	Hts
Esplande	Esp	Hideway	Hdwy
Estate	Est	Highlands	Hghlds
Estates	Ests	Highway	Hwy
Exit	Exit	Hill	Hill
Expressway	Expy	Hollow	Hollow
Extension	Exten	Ile	Ile
Farm	Farm	Impasse	Impasse
Field	Field	Interchange	Intchg
Forest	Forest	Intervale	Intrv
Freeway	Freeway	Island	Island
Garden	Gdn	Junction	Jnctn

Street Type	Abbreviation	Street Type	Abbreviation
Key	Key	Other	Other
Knoll	Knoll	Parade	Parade
Landing	Landing	Parc	Parc
Lane	Lane	Park	Park
Limits	Lmts	Parkway	Pky
Link	Link	Pass	Pass
Linkway	Lnkwy	Passage	Passage
Lookout	Lkout	Path	Path
Loop	Loop	Pathway	Ptway
Mall	Mall	Pike	Pike
Manor	Manor	Pines	Pines
Maze	Maze	Place	Pl
Meadow	Meadow	Plateau	Plateau
Mews	Mews	Plaza	Plaza
Montee	Mnte	Point	Pt
Moor	Moor	Pointe	Pointe
Mount	Mount	Port	Port
Mountain	Mtn	Private	Pvt
North	North	Promenade	Pr
North Bound	Northbd	Quai	Quai
Old Route	Oldrte	Quay	Quay
Orchard	Orch	Ramp	Ramp

Street Type	Abbreviation	Street Type	Abbreviation
Rang	Rang	Terrasse	Tsse
Range	Rg	Thicket	Thicket
Rest	Rest	Townline	Twnln
Ridge	Ridge	Trail	Trail
Right-A-Way	Rgtaway	Trunk	Trunk
Rise	Rise	Turnabout	Trnabt
Road	Rd	Vale	Vale
Road Fork	Rdfrk	Via	Via
Rond-point	R-pt	View	View
Route	Rte	Village	Village
Row	Row	Vista	Vista
Rue	Rue	Voie	Voie
Ruelle	Ruel	Walk	Walk
Run	Run	Water Access	Wa
Sentier	Sent	Way	Way
South	South	West	West
South Bound	Southbd	West Bound	Westbd
Spur	Spur	Wharf	Wharf
Square	Sq	Wood	Wood
Street	St	Woods	Woods
Subdivision	Subdiv	Wynd	Wynd
Terrace	Terr		

Appendix 9 STREET DIRECTIONS

Street Direction – English	Abbreviation	Street Direction – French	Abbreviation
East	E	Est	E
North	N	Nord	N
Northeast	NE	Nord-Est	NE
Northwest	NW	Nord-Ouest	NO
South	S	Sud	S
Southeast	SE	Sud-Est	SE
Southwest	SW	Sud-Ouest	SO
West	W	Ouest	O

Appendix 10 UNIT DESIGNATORS AND ABBREVIATIONS

Unit Designator – English	Abbreviation	Unit Designator – French	Abbreviation
Apartment	APT	Appartement	APP
Suite	SUITE	Bureau	BUREAU
Unit	UNIT	Unité	UNITÉ