



Nova Scotia Public Education System

Enrollment Data Collection

User Guide

Revision Date:
May 7, 2024

1	THINGS TO REMEMBER.....	3
1.1	No Shows	3
1.2	Program Type.....	4
1.3	Student Field Value.....	4
1.4	Calendar Setup	5
2	STUDENT INFORMATION	5
2.1	Name	5
2.2	Date of Birth	6
2.3	Gender	6
2.4	Birth Date Verification	6
2.5	Student Number	7
3	PROGRAM INFORMATION	7
3.1	Program Type.....	7
3.2	Grade	8
3.3	Entry Date	9
3.4	Homeroom	9
3.5	Exit Date.....	9
3.6	Exit Code and Planned Destination.....	9

Data collected at the end of September is comprehensive and vital for provincial reporting purposes. Following is a list of the data collected and how the data is entered into PowerSchool. Please refer to the guide on the iNSchool website, **Standard Data Entry in PowerSchool**. This guide will ensure that data entered into PowerSchool is consistent across the province.

1 THINGS TO REMEMBER

1.1 NO SHOWS

All no shows should be removed before September 30th. Before you remove a no show student you must:

- If the student you are transferring has a **TIENET** icon, check with the TIENET lead or your administrator to ensure that all TIENET documents have been finalized. Documentation must be finalized BEFORE anything is done in PowerSchool.
- If the student has an **Early Literacy Support** record in PowerSchool, the ELS teacher must complete the **General** section in the **Ending Support** tab, and select the status of **Student has moved/transferred** from the drop down list before the student is transferred out.
- If the student has a **Reading Recovery** record in PowerSchool, the RR teacher must complete the **Exit from RR** tab, and select the status of **M: Moved** from the drop down list before the student is transferred out.
- Clear attendance; see the section on how to clear attendance.
- Remove any courses and course requests the student may have. The **drop date for the courses must be the first day of school, or the day before school began for the year, not the date you are dropping the courses**.
- On the Modify Info Screen, clear the **Homeroom** and the **Next Academic Year Home Room** fields.
- Update **Scheduling Settings** (uncheck, **Schedule this Student** and blank, **Next School Indicator**).
- Update the **Additional Programs** page, if applicable.
- Unlink **Associated Family Members**, if applicable.

Refer to the user guide, **Transfers, Re-enrols and No Shows**.

Once all the above steps have been completed, proceed to transfer the student out of PowerSchool.

1. On the **Start page**, search for and select the student.
2. Under the **School Enrolment** section, click on **Transfer out of School**.
3. Select **Unkn** as a Planned Destination, unless you know the destination of the student.
4. Indicate in the comment field that the student is a NO-SHOW.
5. Enter today's date as the Exit Date.
6. Use **NoShow** for the Exit Code.
7. Click **Submit**.

8. If you know the student is attending another school within your board, complete the second step of the transfer process.
 1. Under the **School Enrolment** section, select **Transfer to Another School** and select the school from the drop down list.
 2. Click **Submit**.

1.2 PROGRAM TYPE

Add the correct Program Type to the student at the time of registration. Should you miss this field on the NS Registration screen, you may add the Program Type in one of three areas, the Registration Screen, the Demographics Screen and the Transfer Info Screen. Be sure to run your validation check to ensure every student has a Program Type. **Please see the note below.**



The Program Type assigned to students last year are still attached to the students. When students move from grade 6 to grade 7 you must update the Program Type to reflect the Junior High level. When students move from grade 9 to grade 10, the Program Type must be updated to reflect the Senior High level. **For Example, Mary Smith was in the English program in grade 6 last year, she has a Program Type of E005. This year she is in grade 7, same school or a different school, it doesn't matter, her Program Type will remain E005 until you change it to J005.** This change can be done en masse, please refer to the user guide, *Correcting or Changing Programs or Grades*.

1.3 STUDENT FIELD VALUE

- If entering any of the NS data using the Student Field Value routine, be sure to enter the codes using correct case. (E005 not e005)

1.4 CALENDAR SETUP

Figure 1

Be sure your calendar is setup correctly. A day should only be marked as 'in session', with a Membership of 1 if the students are in class. The one exception to this is the first day of school, this day

Date	Day	Schedule	A	B	C	D	E	F	In Sess	Memb Value	Type	Note
Tue, Sep 2	A Day	Regular Bell Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	Organization Day	
Wed, Sep 3	B Day	Regular Bell Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Thu, Sep 4	C Day	Regular Bell Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Fri, Sep 5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	School In-Service Full Day	
Sat, Sep 6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		

is marked in session and a membership of 1 even if there are no students. (See Figure 1). Please check with your Board’s SIS support staff to ensure you have set this first day up as they directed.

Otherwise, the fields are blank and the membership is 0. Refer to user guide, *Configure Calendar Setup*.

The correct calendar will also ensure that attendance is calculated correctly for the student.

2 STUDENT INFORMATION

2.1 NAME

- Use the full legal name of the student as verified by a legal document.
- 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 **Demographics Screen** and enter the full name of the student in the **Full Name** field. 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.

2.2 DATE OF BIRTH

- Enter the DOB MM/DD/YYYY as verified by a legal document.

2.3 GENDER

- Select the gender of the student.

2.4 BIRTH DATE VERIFICATION

- This information is required for students in grades PP and PR.
- Birth Date Verification data should have been added during the registration process, in the event it was missed it may be added for individual students.
- Do a search for and select the student.
- Open the Demographics screen.
- Under the section *Nova Scotia Provincial Information* find the field **Birth Certificate Documentation**.
- From the dropdown list, select the document by which you verified the date of birth for the student.

For a group of students:

- Select the grade PP or PR.
- Set them as your **Current Student Selection**.
- From the dropdown list under **Select Action** select **Change Student Field Values**.
- In the box for Field to Change, either select or type, **DOB_Documentation**
- Type **B** as the New Field Value (this is the most common method of verifying the DOB of a student) in the Student Field Value screen; use the following codes as the New Field Value.
 - **A**=Adoption Documents

- **B**= Birth Certificate
 - **IP**=Immigration Papers
 - **P**= Passport
 - **VP**= Verification Pending
- Click **Submit**.

Option	Value
Field To Change (Fields)	<input type="text" value="DOB_documentation"/>
New Field Value	<input type="text" value="B"/> <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.

Update individual students on the Demographics page.

2.5 STUDENT NUMBER

If you do not have a NS Provincial student number for a student:
Log into the Student ID Registry (<https://stats.ednet.ns.ca/sir/>).
Search for the student and use that student’s number in PowerSchool.
If no student number exists for the student, use the Registry to create a number. Reference the document *User guide, Student ID Registry*.

If the student was in a NS school within the last several years, they should have a number on the registry. If you do not find the student please call the PSM support line at 1-888-206-3457 or 902-424-0172. psm@novascotia.ca. We can do a more extensive search and help prevent duplicates.

3 PROGRAM INFORMATION

3.1 PROGRAM TYPE

If you have a group of students that move from one grade level to the next, e.g. students in grade 6 that move to grade 7, will need to have their program type changed from EXXX to JXXX. Please refer to the user guide, *Correcting or Changing Program Types or Grades*.

Program Types should be added at the time of registration. The Program Type can be entered in three areas, the Registration Screen, the Demographics page and the Enrollment History Screen.

If you are adding a Program Type, using the **Change Student Field Values** function, ensure the correct case is used.

Code	Program Name
E005	Elementary English
E010	Élémentaire (CSAP)
E015	Elementary French Immersion
J005	Junior High English
J010	Secondaire (CSAP)
J015	Junior High Early 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 (CSAP)
S115	Senior High Early French Immersion O2
S120	Senior High Late French Immersion O2
S125	Senior High Integrated French O2

3.2 GRADE

- All students must be assigned a grade level. After September 30th, students in grade 12 are not to be moved to grade 11. If they are not going graduate, they should remain in grade 12 and be marked as NC, (Not Completed).

3.3 ENTRY DATE

- Students starting the year in the school will have an entry date of the first day of school, otherwise it is the date the student starts classes.

3.4 HOMEROOM

- Enter the homeroom for the student. In grades P-6 the homeroom field is used to generate the class size report.

3.5 EXIT DATE

- This is the date used when you transfer or withdrawal a student. The exit date is the day after the last day of attendance for the student. If the student was a No Show, please refer to the section on how to deal with No Shows.

3.6 EXIT CODE AND PLANNED DESTINATION

The reason the student leaves the school and their planned destination.

Exit Code	Description	Valid Planned Destinations
Chan	Changed Programs or Grades during the school year for academic reasons. Refer to the user guide, <i>Correcting or Changing Programs or Grades</i>	<ul style="list-style-type: none">• Prog – if the student is changing programs• Grde – if the student is changing grades

Comp	Completed Studies. Use this code for Returning Grads when they finish their studies, either during the school year or at the end of the school year.	<ul style="list-style-type: none"> • Appr- apprenticeship training • Canc- Community College outside the Province, but in Canada • Canu- attend a university outside the Province, but in Canada • Comm – attend Community College in NS • Intc - Community College outside of Canada • Intu- attend a university outside of Canada • Othe- other training or educational facility • Univ- attend a university in NS • Unkn- unknown • Work- joined the workforce • Scho- returning to the school to upgrade
Dece	Deceased	<ul style="list-style-type: none"> • Unkn- unknown

Grad	Graduated. Used for students who have received the NS High School Graduation Diploma.	<ul style="list-style-type: none"> • Appr- apprenticeship training • Canc- Community College outside the Province, but in Canada • Canu- attend a university outside the Province, but in Canada • Comm – attend Community College in NS • Intc - Community College outside of Canada • Intu- attend a university outside of Canada • Othe- other training or educational facility • Univ- attend a university in NS • Unkn- unknown • Work- joined the workforce • Scho- returning to the school to upgrade
Medi	Withdrew for Medical Reasons	<ul style="list-style-type: none"> • Unkn- unknown
NC	Not Completed. To be used for students: <ul style="list-style-type: none"> ○ In the highest grade in the school, but who will not be going onto the next grade in a different school. ○ Grade 12 students who did not graduate. ○ Returning Grads who did not complete their studies. 	Select the appropriate code from the drop-down list. For grade 12 students who are returning to school next year, use the planned destination Retu .

NOSHOW	A No-Show student is one who had registered in your school or was rolled over with the End of Year process, but did not attend a single class. (please refer to the user guide: <i>(Transfers, Re-Enrols and No-Shows)</i>)	<ul style="list-style-type: none"> • Unkn- Unknown
Tran	Transferred. If a student is continuing his/her education, then use the transfer code.	<ul style="list-style-type: none"> • Boar- transfer to another school board in the Province • Priv- transfer to a private school • Prov- transfer a school in another province or county • Scho- transfer to a school within the same board • Unkn- destination is Unknown • Corr- transfer to correspondence studies from home • Home- transfer to Home Schooling • Othe- transfer to another educational facility
With	Withdrew. The student does not plan to continue his/her education during the current school year.	<ul style="list-style-type: none"> • Work-Joined the workforce • Unkn- Unknown