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Nova Scotia Student Information System

Nova Scotia Public Education System  
Pre-Registering Students for  
2022-2023  
User Guide

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This guide is designed to assist with student Pre-Registration for the next school year, 2022-2023. Please ensure the next year has been setup in PowerSchool before attempting to Pre-Register students.

## I. STUDENTS NEW TO POWERSCHOOL

### *Step 1*

In PowerSchool, change the **Term** to the next school year, **2022-2023**.

### *Step 2*

Using the **Enroll a New Student Guide**, enroll the new student using the opening day (**09/01/2022**) of school as the enrollment date.

### *Step 3*

Be sure to complete the **Scheduling Setup** page.

**Next Year Grade** Enter the grade level the student will be in 2022-2023.  
Remember you are in term 2022-2023, the next year's grade is the grade the student will be in for 2022-2023.

**Schedule This Student** Enter a check in this box.

**Next School Indicator** From the dropdown list, enter the school the student will be attending next year.  
If the student will be in your school, select your school.  
If the student will be graduating from high school, select **Graduated Students**.  
If the student is a Returning Grad (RG) this year, select **Graduated Students**.  
If you are a feeder school, select the school where the student will go next year, 2022-2023.

**Next Year Program** Select the program that the student will most likely enter next school year.

## 2. STUDENTS CURRENTLY INACTIVE AT YOUR SCHOOL BUT RETURNING IN THE NEW SCHOOL YEAR

### Step 1

In PowerSchool, change the **Term** to the next school year, **2022-2023**.

### Step 2

Search for the student by entering a forward slash ( / ) before typing the student's last name (i.e. /smith).

### Step 3

Under **Enrollments > Functions > Re-Enroll in School**, use the opening day (**09/01/2022**) of school as the enrollment date.

### Step 4

Be sure to complete the Scheduling Setup Page.

**Next Year Grade** Enter the grade level the student will be in 2022-2023.  
Remember you are in **Term** 2022-2023, the next year's grade is the grade the student will be in for 2022-2023.

**Schedule This Student** Enter a check in this box.

**Next School Indicator** From the dropdown list, enter the school the student will be attending next year.  
If the student will be in your school, select your school.  
If the student will be graduating from high school then select **Graduated Students**.  
If the student is a Returning Grad (RG) this year then select **Graduated Students**.  
If you are a feeder school, select the school where the student will go next year, 2022-2023.

**Next Year Program** Select the program that the student will most likely enter next school year.

## 3. STUDENTS CURRENTLY ACTIVE AT ANOTHER SCHOOL IN YOUR REGIONAL CENTRE

Contact the school where the student is currently active and have them complete the **Scheduling Setup** page. Ensure the **Next School Indicator** is changed to the correct school. If they do not see your school in their dropdown list, have them contact SIS support. Also ensure that the school has checked the **Schedule This Student** box and that the correct **Next Year Grade** and **Next Year Program** is entered for the student.

#### 4. STUDENTS CURRENTLY INACTIVE AT ANOTHER SCHOOL IN YOUR REGIONAL CENTRE, BUT ARE REGISTERING AT YOUR SCHOOL NEXT SCHOOL YEAR

*Step 1*

Contact the school where the student is currently inactive and have them transfer the student to your school using **Enrollment > Functions > Transfer to Another School**.

*Step 2*

Once the student has been transferred, in PowerSchool, change the **Term** to **2022-2023**.

*Step 3*

Search for the student by entering a forward slash ( / ) before typing the student's last name (i.e. /smith).

*Step 4*

Under **Enrollments > Functions > Re-Enroll in School** use the opening day (**09/01/2022**) of school as the enrolment date.

*Step 5*

Be sure to complete the **Scheduling Setup Page**.

**Next Year Grade** Enter the grade level the student will be in 2022-2023.  
Remember you are in **Term** 2022-2023, the next year's grade is the grade the student will be in for 2022-2023.

**Schedule This Student** Enter a check in this box.

**Next School Indicator** From the dropdown list, enter the school the student will be attending next year.  
If the student will be in your school, select your school.  
If the student will be graduating from high school, select **Graduated Students**.  
If the student is a Returning Grad (RG) this year, select **Graduated Students**.  
If you are a feeder school, select the school where the student will go next year, 2022-2023.

**Next Year Program** Select the program that the student will most likely enter next school year.