Procedure for Completing Reports Cards when a Student Transfers within Three Weeks of the End of Reporting Term

Student Transfer Considerations:

Student transfers will occur at different times throughout the school year. Since public school reporting requires teachers to summarize the learning that has taken place over the course of the reporting period, depending on the timing of the student transfer and availability and/or demonstration of evidence of learning (from the previous and/or current school), determining what evidence to consider in the student grade can at times be challenging.

When teachers are reviewing the student's full body of evidence, consider what evidence most accurately represents the student's level of understanding of the learning outcomes for that reporting period, so when the time comes to use professional judgement to determine the grade(s), it is based on evidence that matters. If the evidence is readily available in PowerSchool, here are a few ways that the receiving school can access this information:

1. For students who transfer to another school in the same Regional Centre for Education (RCE) or Board, teachers in the receiving school can navigate to the student's **Quick Lookup** page in PowerTeacher to view their achievement (grades, assessments, scores, outcomes grades, comments) by course from their previous school.

2. For students who transfer to a school in another RCE/Board, the **Individual Student Report** in PowerTeacher Pro can be very helpful report that the sending school can provide to teachers at the receiving school. The report is a multi-function report that can be run for one or more students, and for one, some, or all classes. You can choose whether to include course grades and comments, attendance, assessments and scores, assessment comments, outcomes scores, category totals, and comments. The report can be run for students enrolled as well as students who have transferred out and can be run by school administrators in PowerSchool Admin. Refer to **Appendix A** of this document for more details about using this report.

When a student transfers between public schools in Nova Scotia within three weeks of the end of the term or semester, there may be little opportunity for the receiving school to accurately evaluate the student's achievement for that reporting period. For this reason, the sending school will ensure that the teacher(s) in the sending school provide a fully completed provincial report card (i.e., enter grade(s), complete learner profile, enter comment) to the receiving school. If the student has an IPP document in TIENET, the sending school's teacher(s) must also complete the IPP Report for that reporting period. The receiving school will distribute a copy of the report card and IPP Report (if applicable) to the parents.

When a request for student transfer occurs, the sending school must strive to transfer out the student in PowerSchool within 24 hours following notification from the receiving school.

To run a report to identify recently transferred out/in students from/to your school, from the PowerSchool Start Page, go to: Data and Reporting > sqlReports > Student Transfers > Student Transfer Report

Refer to **Appendix B** of this document for more details about using this report.

If the sending school was unable to complete the student's IPP Report in TIENET prior to the student's transfer to the receiving school (and therefore the student's TIENET record has also been transferred to the receiving school), both schools must work together to complete the IPP Report. Reporting information for the IPP Report will be entered by the receiving school (since the sending school no longer has access to the report).

If you prefer to view this document as an interactive guide, you can access it here.

Use the tables below to determine the steps to follow when transferring in/out a student within three weeks of the end of the term or semester.

Student Transfer - Different RCE/Board, Different School

When a student leaves a school in one RCE/Board and enrolls into a school in another RCE/Board.
Follow these steps sequentially upon notification of the student transfer request:

Step	Responsible School	Tasks to Review	Process to Complete
1.	Sending school	Completion of IPP Report: Does the student have an IPP document in TIENET?	Yes – complete **Section 1** No – continue to step 2
2.	Sending school	Completion of Report Card: Is the student still enrolled and active in your school?	Yes, still enrolled – complete **Section 2** No, transferred out – complete **Section 3**
3.	Receiving school	Distribution of Report Card/IPP Report: Have you distributed the report card / IPP Report to the parents?	Yes – no further action No – ensure parents receive the report/s

Student Transfer - Same RCE/Board, Different School

When a student leaves a school and enrolls into another school in the same RCE/Board.
Follow these steps sequentially upon notification of student transfer request:

Step	Responsible School	Tasks to Review	Process to Complete
1.	Sending school	Completion of IPP Report: Does the student have an IPP document in TIENET?	Yes – complete **Section 1** No – continue to step 2
2.	Sending school	Completion of Report Card: Is the student still enrolled and active in your school?	Yes, still enrolled – complete **Section 2** No, student transferred out and no longer associated to your school – complete **Section 4**
3.	Receiving school	Completion of Report Card: Did the sending school provide you with a copy of the student's report card?	Yes – continue to Step 4 No – complete **Section 5**
4.	Receiving school	Distribution of Report Card/IPP Report: Have you distributed the report card / IPP Report to the parents?	Yes – no further action No - ensure parents receive a copy of the report/s

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Section 1: TIENET Tasks to be Completed by Sending School

Step	Task	Complete
1	If the student has an IPP document in TIENET ensure that the IPP Report for the current reporting term is created.	☐
2	Teachers complete their section of the IPP Report. **Prioritize the completion of the IPP Report**, as opposed to the report card in PowerSchool, since the report card can still be completed even after transferring out the student. However, once the student is enrolled in the receiving school, the student's TIENET record will be transferred to that school (on the day following their enrollment day), so teachers from the sending school will no longer have access to the IPP Report.	☐
3	Once the IPP Report is completed in TIENET, finalize the IPP Report (and review any other draft TIENET documents). Finalizing the documents will ensure that the sending school's name stays on the document even after the transfer. (If the documents remain in draft status, then once the student's TIENET records are transferred to the new school, the receiving school's name will display on the documents).	☐
4	A copy of the IPP Report does not need to be forwarded to the receiving school as it will be available to them in TIENET once the student's TIENET record is transferred to the receiving school.	☐

Section 2: PowerSchool Tasks to be Completed by Sending School when Student is Still Enrolled in School

Step	Task	Complete
1	In a timely manner, teachers complete the report card in PowerTeacher Pro as would normally be done for students during reporting time (i.e., enter grade/s, complete learner profile, enter comment).	☐
2	Once completed, school administration, or designate, stores historical grades for the student in PowerSchool Admin.	☐
3	Sending school prints and/or saves the report card. The report card will display the correct (i.e., sending) school name, teacher names, attendance values, grades, and comments.	☐
4	Sending school provides a copy of the report card to the receiving school.	☐

Procedure for Completing Reports Cards when a Student Transfers within Three Weeks of the End of Reporting Term (2024)

Section 3: PowerSchool Tasks to be Completed by Sending School when Student has been Transferred out of School (for Different RCE/Board, Different School)

Step	Task	Complete
1	In a timely manner, teachers complete the report card in PowerTeacher Pro as would normally be done for students during reporting time (i.e., enter grade(s), complete learner profile, enter comment).	☐
2	Since the student is no longer enrolled in school, teachers complete the report card under the following screens for the dropped (i.e., withdrawn) student ('dropped' is the term used in PowerTeacher Pro): 1. Navigate to the *Outcomes Progress* page to complete: Learner Profile (P-12), Single Grades (1-6), Strand Grades (1-8), Comments (P-6) 2. Navigate to the *Assignments* page to complete: Single Grades (7-12), Comments (7-12) *Note:* If teachers need assistance on completing report cards for dropped students, refer to the PowerTeacher Pro eLearning website, specifically Section 8 for elementary students and Section 9 for secondary students.	☐
3	Once teachers at the sending school have completed the report card, in PowerSchool Admin, school administration, or designate, select the student as an inactive student, store historical grades with an appropriate date representing when they were still enrolled in the classes at the sending school.	☐
4	Sending school prints and/or saves the report card. The report card will display the correct (i.e., sending) school name, teacher names, attendance values, grades, and comments.	☐
5	Sending school provides a copy of the report card to the receiving school.	☐

Section 4: PowerSchool Tasks to be Completed by Sending School when Student has been Transferred out of School (for Same RCE/Board, Different School)

Step	Task	Complete
1	In a timely manner, teachers complete the report card in PowerTeacher Pro as would normally be done for students during reporting time (i.e., enter grade/s, complete learner profile, enter comment).	□
2	Since the student is no longer enrolled in school, teachers complete the report card under the following screens for the dropped (i.e., withdrawn) student ('dropped' is the term used in PowerTeacher Pro): 3. Navigate to the *Outcomes Progress* page to complete: Learner Profile (P-12), Single Grades (1-6), Strand Grades (1-8), Comments (P-6) 4. Navigate to the *Assignments* page to complete: Single Grades (7-12), Comments (7-12) **Note:** If teachers need assistance on completing report cards for dropped students, refer to the PowerTeacher Pro eLearning website, specifically Section 8 for elementary students and Section 9 for secondary students.	□
3	Once teachers from the sending school have completed the report card, the sending school will inform the receiving school so that the receiving school can generate the report card (since the sending school no longer has access to the student and therefore unable to generate the report).	□

Section 5: PowerSchool Tasks to be Completed by Receiving School when Student is Enrolled in your School (for Same RCE/Board, Different School)

Step	Task	Complete
1	Once the receiving school receives confirmation from the sending school that the report card has been completed, the receiving school administration, or designate, selects the student in PowerSchool Admin, and stores historical grades with an appropriate date **when enrolled in classes at the sending school**. (Navigate to the student's **All Enrollments** page in PowerSchool to view section enrollment dates for the sending school).	□
2	The receiving school verifies under the student's **Historical Grades** page that for the current reporting period, there are only records from the sending school. Delete any records that may have been stored for the receiving school.	□
3	Ensure there no learner profiles, strand grades, single grades, or comments in Outcome columns at the receiving school (i.e., Outcomes Progress page in PT Pro). (This should appear as an error at the top of the report card page when generated).	□
4	The receiving school prints and/or saves the report card. Since the report card is being generated from the receiving school, and not the sending school, it will display the sending school's teacher names, grades, and comments. However, the report card will display the name of the receiving school at the top of the first page.	□
5	School provides a copy of the report card to the student.	□

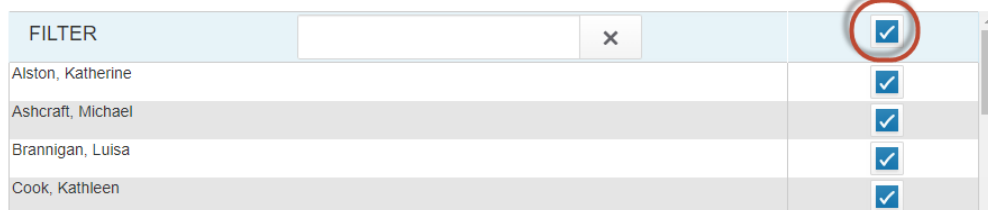# Appendix A: Running the Individual Student Report in PowerTeacher Pro

To run the Individual Student Report in PowerTeacher Pro from PowerSchool Admin, follow these steps:

1. From the PowerSchool Admin Start Page, go to: People > Staff > Teacher Schedules > select one of the student's teachers > click **PowerTeacher Pro** button
2. A view-only copy of the teacher's gradebook will open. Select the student's class from the Class Selector dropdown.
3. Click Reports and then Individual Student Report.
4. On the Criteria tab, set the report parameters as indicated in the image below.

Criteria	Students	Format	

Report Title — Individual Student Report - Katherine ← *Add student name to end of Report Title*

Description — Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.

Classes* — Select Classes

Use Custom Class Name — ☐

Include Students' Full Schedule — ☑

Separate Report By Student — ☑ *Check both boxes in the section*

Sort Options
Layout — By Student
Students — Last Name
Assignments — Due Date (Newest First)

Data
Areas to Include — Select Data *Check all boxes in this dropdown*

Show Percentages — ☑
Show Assignments with no Data — ☑ *Check all boxes in this section*
Include Outcomes Identifier — ☑
Include Student Number with Student Name — ☑

Date Range
Outcomes/Final Course Grades — Select Reporting Term
Assignment Date Range — Full Class
Category Totals — Select Reporting Term

In this section, select:
*1st dropdown - **Select All***
*2nd dropdown - **Full Class***
*3rd dropdown - **Select All***

Data Filters
Assignment Attributes — Filter Assignments
Assignment Scores — Filter Scores
Assignment Categories — Filter Categories *Leave default settings*
Course Grades — Filter Grades

5. Select the **Students** tab. By default, the report applies to all students in the selected class. It is important to run the report for only the necessary student and not the entire class, as it will require some time to run the report for the entire class, and results in a much larger generated PDF report.
6. Click the Add/Remove Students tab.
7. If the student has been transferred out, check the **Include Dropped Students** box.
8. Uncheck the box above the class roster to quickly unselect all students from the report, and then select the required student.

9. Select the **Format** tab.
10. Ensure the **Orientation** is set to Landscape and the **Output** to PDF. All other settings on this tab can be left as the default settings or modify as necessary.
11. Click the **Run Report** button to generate the individual student report.
12. A message will briefly appear on the page indicating that the report is being generated.

13. Reports generated when signed in to PowerTeacher Pro as a school administrator do not appear in this teacher's gradebook report queue. Return to the PowerSchool Admin Start Page and navigate to the report queue to view reports generated in PowerTeacher Pro as an administrator.

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Procedure for Completing Reports Cards when a Student Transfers within Three Weeks of the End of Reporting Term (2024)

14. Once the report status is 'complete', click the **View** link. Since the report includes the student's full schedule (previously set on the report **Criteria** tab), the report will be saved as a zipped folder. When you open the zipped folder, there will be a separate PDF file for each individual student report.

Name	Type
individualStudentReport_100904_Alston, Katherine_1-2(A) 5-6(C) CORE FRENCH 9 (2021-2022)	Adobe Acrobat Document
individualStudentReport_100904_Alston, Katherine_1-2(B) HEALTHY LIVING 9 (2021-2022)	Adobe Acrobat Document
individualStudentReport_100904_Alston, Katherine_1-2(C) 4(B) 5-6(A) 8(D) ENGLISH LANGUAGE ARTS 9 (2021-2022)	Adobe Acrobat Document
individualStudentReport_100904_Alston, Katherine_1-2(D) 3-4(C) 5-6(B) 7-8(A) MATHEMATICS 9 (2021-2022)	Adobe Acrobat Document
individualStudentReport_100904_Alston, Katherine_3(B) 7(D) CITIZENSHIP EDUCATION 9 (2021-2022)	Adobe Acrobat Document
individualStudentReport_100904_Alston, Katherine_3-4(A) EXPLORE MUSIC 9 (2021-2022)	Adobe Acrobat Document
individualStudentReport_100904_Alston, Katherine_3-4(D) 7-8(B) PHYSICAL EDUCATION 9 (2021-2022)	Adobe Acrobat Document
individualStudentReport_100904_Alston, Katherine_5-6(D) SCIENCE 9 (2021-2022)	Adobe Acrobat Document
individualStudentReport_100904_Alston, Katherine_7-8(C) CHILD STUDIES 9 (Semester 1)	Adobe Acrobat Document
individualStudentReport_100904_Alston, Katherine_7-8(C) TECHNOLOGY EDUCATION 9 (Semester 2)	Adobe Acrobat Document

15. The PDF files can be then forwarded to the receiving school's teachers.

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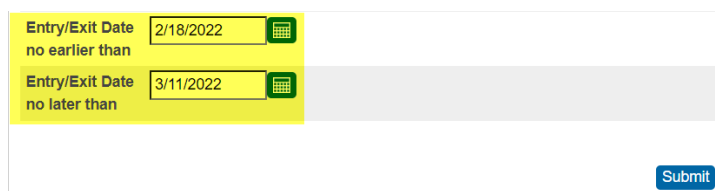
Appendix B: Running the Student Transfers Report in PowerSchool Admin

To run a report on recently transferred out/in students from/to your school, from the PowerSchool Admin Start Page, go to:

Data and Reporting > sqlReports > Student Transfers > Student Transfers Report

The **Student Transfers Report** provides a list of transferred students entering and/or exiting your school based on supplied dates. Select your entry and exit date range, and the click the **Submit** button to run the report.

Entry/Exit Date no earlier than	2/18/2022	
Entry/Exit Date no later than	3/11/2022	

Submit

For example, to find students who transferred in, or out, of your school near the end of Term 2 of the 2021-2022 school year:

- set the top date to three weeks prior to the last day of the reporting term (as per the Assessment Policy) (i.e., 2/18/2022)
- set the bottom date as the last day of the reporting term (i.e., 3/11/2022)

Count	Student Name	Student Number	Grade Level	Current School	Enroll Status	Current IPP	Entry Date	Entry Code	Entry Comment	Exit Date	Exit Code	Exit Comment
1	Aalvarez, Michele	101493	11	Forest Oak High School	Active	No	03/24/22	TB		03/23/22	TRAN	
2	Joseph, Jose	102318	10	Rocky Shore School	Active	Yes	04/04/22	TB	Transfer from Forest Oak (within same RCE)	07/01/22		
3	Alston, Katherine	100904	9	Rocky Shore School	Active	No	04/04/22	R1	Transfer in from a school in another RCE	04/01/22	TRAN	
4	Wilkins, Corey	100176	9	Rocky Shore School	Inactive	Yes	09/02/21	PG	Promote Same School	04/04/22	TRAN	Moving away and transferring to school in another RCE
5	Weintraub, Greg	102375	9	Forest Oak High School	Active	No	04/04/22	TB	Transfer out from Rocky Shore	04/01/22	TRAN	Transfer to Forest Oak (from school within same RCE)

In the above example, presuming that the report is run at Rocky Shore School, the Student Transfers Report lists all students who:

- transferred into Rocky Shore School from another school within the same RCE (ex. student Jose Joseph)
- transferred out of Rocky Shore School and enrolled in another school within the same RCE (ex. Student Greg Weintraub)
- transferred into Rocky Shore School from another RCE (ex. Student Katherine Alston)
- transferred out of Rocky Shore School and enrolled in a school in another RCE (ex. Student Corey Wilkins)

The **Student Transfers Report** includes information such as the student's current school, enroll status, current IPP status, entry/exit dates, and entry/exit comments.

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