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Nova Scotia Student Information System

Nova Scotia Public Education System

# Standard Data Entry in PowerSchool

User Guide

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Entering data consistently in PowerSchool facilitates the seamless transfer of student data from one school to the next and provides a consistent look for reports run at the school, board, and provincial levels.

Below are standards for entering data on the Registration screen and the Demographic screen. Both screens contain the same fields for data entry, however, since the Registration screen is the first screen where most of the data entry is done, this document will reference this screen. If a field is repeated more than once on this screen, data entry standards will be explained once. The fields that are populated via a drop down list are not addressed in this document.

## 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.

## 2 STUDENT INFORMATION

### 2.1 STUDENT'S LEGAL NAME (LAST, FIRST MIDDLE)

- 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.

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 PREFERRED NAME

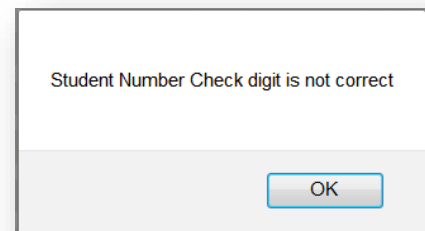
- If the student 'goes by' a first name other than the legal name, enter the preferred name here.
- Use mixed case, e.g. **John**.
- Do not use brackets or quotes in this field, as this name may appear on some reports.

## 2.3 DOB

- 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.

## 2.4 STUDENT NUMBER

- Every student in PowerSchool requires a provincial student number. This number is either found or generated from the **Student ID Registry**. The numbers from the Registry will pass a validation check. If the number you enter triggers an error, please confirm the number on the Registry. The website for the Student Registry is <https://stats.ednet.ns.ca/sir/>.



## 2.5 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 2<sup>nd</sup> ST).
  - **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).

- **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).
- **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).
- **Community Name or City/Town**
  - Enter the officially recognized name of the community, city, or town. Use mixed case.
- **Province**
  - Province needs to be entered using the official two letter postal abbreviation. Nova Scotia is NS; do not use punctuation.
- **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.

## 2.6 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
  - 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
  - If adding a RR, add it in the field for Street, Apt/Suite
  - The RR has two components, the RR identifier and the Station Information
    - Brian Jones  
RR 6 STN MAIN  
Smalltown NS B4S 3G6

- General Delivery
  - 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

## 2.7 HOME PHONE

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

## 2.8 GRADUATION YEAR

Enter the four digit year in which the student will potentially graduate.

## 3 PARENT/GUARDIAN INFORMATION

- Enter the names of the parents/guardians using mixed case.
- In the case of a split family, the Parent 1 data will contain the Parent/Guardian data of the primary residence for the student and Parent 2 will contain the secondary residence data.

## 4 CUSTODIAL ARRANGEMENTS

### 4.1 GUARDIANSHIP

- Enter the name of the person who holds guardianship rights for the student.

### 4.2 GUARDIAN ALERT TEXT

- Enter Guardian Alerts related to custodial issues as identified by a legal document.
- Enter 'Access' restrictions or privileges that individuals may have to a child.
- The data entered in the alert box is seen by users that have access to student information.

## 5 EMERGENCY CONTACTS OTHER THAN PARENT(S)/GUARDIAN(S)

Follow the general rules for entering names and contact language not listed in the drop down list.

## 6 MEDICAL INFORMATION

- The data entered into the Medical Alert text box should contain critical emergency information. The details of the student's Health/Emergency Care plan are found in TIENET.
- Follow the general rules for entering text, phone numbers, and dates.

## 7 TRANSPORTATION

- The data entered into the AM and PM Bus Information may be Board specific. Please contact your SIS support team for direction.
- Follow the standard civic data entry rules for Alternate Bussing Information.

## 8 NOVA SCOTIA PROVINCIAL INFORMATION

### 8.1 ABORIGINAL PEOPLE

- If you select either Métis or Inuit from the drop down list, you are prompted to enter the community name. Enter the officially recognized name of the respective community.

## 9 STUDENT FIELD VALUE DATA ENTRY

- When entering data into a field using the special function, **Student Field Value**, follow the rules for any fields listed in this document. There are a couple of fields that need to be addressed.



Double or triple check the data you are changing using this routine before you hit the Submit button!

### 9.1 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.

### 9.2 BIRTH CERTIFICATION DOCUMENTATION

- Birth Certification Documentation does not use the full name of the verification document. Use the following codes **A**, **B**, **P**, **IP** or **VP** when entering this data through the Student Field Value routine.
  - Where **A**= Adoption Documents, **B**= Birth Certificate, **P**= Passport, **IP**= Immigration Papers and **VP**= Verification Pending.



**A. Street Types and Abbreviations**

Street Type	Abbreviation	Street Type	Abbreviation
Allee	Allee	Chase	Chase
Alley	Alley	Circuit	Circuit
Avenue	Ave	Common	Common
Boulevard	Bldv	Concession	Concess
By-Pass	Bypass	Connector	Conn
Bypass	Bypass	Corners	Crnrs
Cercle	Cercle	Cote	Cote
Chemin	Chemin	Cove	Cove
Circle	Cir	Cross	Cross
Close	Close	Cross Road	Crossrd
Cour	Cour	Crossing	Crossng
Cours	Cours	Crossover	Crsover
Court	Crt	Cul-De-Sac	Cds
Crescent	Cres	Dale	Dale
Croissant	Crois	Dell	Dell
Drive	Dr	Diversion	Divers
Lane	Lane	Downs	Downs
Loop	Loop	East Bound	Eastbnd
Parkway	Pky	East	East
Place	Pl	Echangué	Exch

Plateau	Plateau	End	End
Pointe	Pointe	Esplande	Esp
Quai	Quai	Estate	Est
Rang	Rang	Estates	Ests
Road	Rd	Exit	Exit
Row	Row	Expressway	Expy
Rue	Rue	Extension	Exten
Ruelle	Ruel	Farm	Farm
Run	Run	Field	Field
Street	St	Forest	Forest
Terrace	Terr	Freeway	Freeway
Terrasse	Tsse	Garden	Gdn
Voie	Voie	Gardens	Gdns
Way	Way	Gate	Gate
Abbey	Abbey	Glade	Glade
Acres	Acres	Glen	Glen
Autoroute	Aut	Green	Green
Bay	Bay	Ground	Grnd
Beach	Beach	Grounds	Grnds
Bend	Bend	Grove	Grove
Bluff	Bl	Harbour	Harbr
Branch	Br	Haven	Haven
Campus	Campus	Heights	Hts

Cape	Cape	Hideway	Hdwy
Carre	Carre	Highlands	Hghlds
Carrefour	Carref	Highway	Hwy
Centre	Ctr	Hill	Hill
Impasse	Impasse	Hollow	Hollow
Interchange	Intchg	Ile	Ile
Intervale	Intrv	Route	Rte
Island	Island	Sentier	Sent
Junction	Jnctn	South	South
Key	Key	South Bound	Southbd
Knoll	Knoll	Spur	Spur
Landing	Landing	Square	Sq
Limits	Lmts	Subdivision	Subdiv
Link	Link	Thicket	Thicket
Linkway	Lnkwy	Townline	Twnln
Lookout	Lkout	Trail	Trail
Mall	Mall	Trunk	Trunk
Manor	Manor	Turnabout	Trnabt
Maze	Maze	Vale	Vale
Meadow	Meadow	Via	Via
Mews	Mews	View	View
Montee	Mnte	Village	Village
Moor	Moor	Vista	Vista

Mount	Mount	Walk	Walk
Mountain	Mtn	West	West
North	North	West Bound	Westbd
North Bound	Northbd	Wharf	Wharf
Old Route	Oldrte	Wood	Wood
Orchard	Orch	Woods	Woods
Other	Other	Wynd	Wynd
Parade	Parade	Corner	Cnr
Parc	Parc	Water Access	Wa
Park	Park		
Pass	Pass		
Passage	Passage		
Path	Path		
Pathway	Ptway		
Pike	Pike		
Pines	Pines		
Plaza	Plaza		
Point	Pt		
Port	Port		
Private	Pvt		
Promenade	Pr		
Quay	Quay		
Ramp	Ramp		

Range	Rg		
Rest	Rest		
Ridge	Ridge		
Right-A-Way	Rgtaway		
Rise	Rise		
Road Fork	Rdfrk		
Rond-point	R-pt		

## B. 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

## C. Unit Designators and Abbreviations

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