



Nova Scotia Public Education System

Student Registry

User Guide

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

PowerSchool/Student Registry Interface

The Student ID Registry (SIR) is the central repository of unique student identifiers (USI) used across the Nova Scotia public school system.

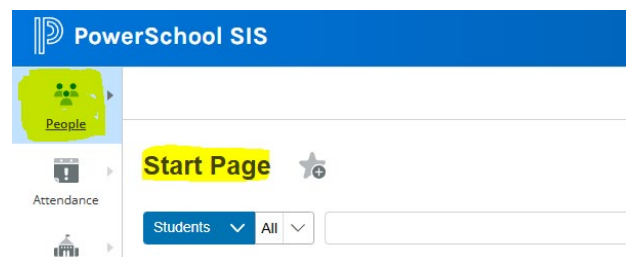
In the past, users had to login to a separate website to search for, or create student records. The new integration of PowerSchool and the Student Registry means you can now search, add, and enroll a student all in one place - PowerSchool.

This guide will assist you in using the new PowerSchool/Student Registry interface.

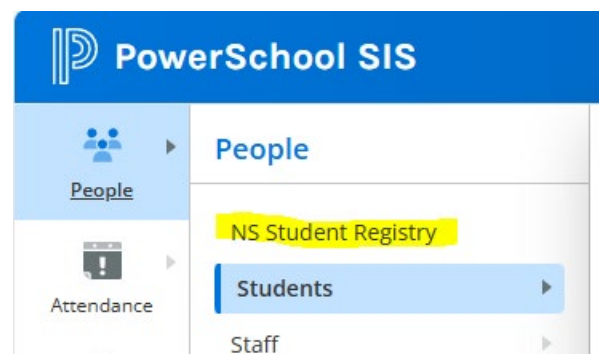
1 STUDENT REGISTRY INTERFACE

You can access the interface in two areas in PowerSchool, '**People**' or '**School Enrollment**'.

From the **Start Page** select **People** from the menu on the left.



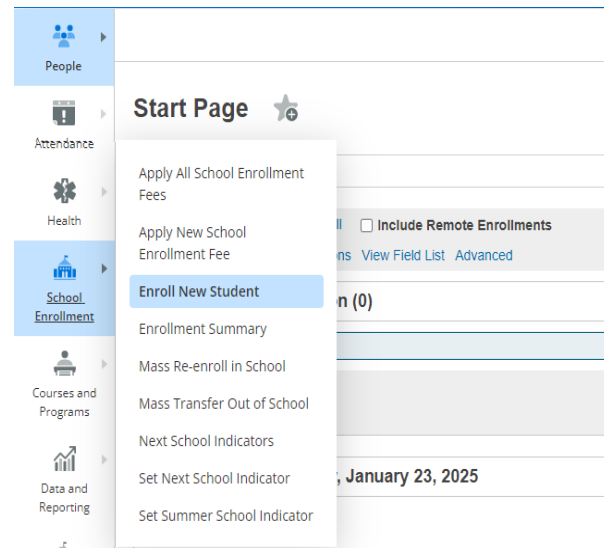
Click on **NS Student Registry**. This page will take you to the interface where you can search for students in the student registry.



Alternatively, from the **Start Page**, click on **School Enrollment** from the left menu, then click on **Enroll New Student**. You'll notice that the page now consists of two sections:

1. NS Student Registry
2. Enroll New Student

Navigate to the **Enroll New Student** page when you need to search the Student Registry as well as to create the student record in PowerSchool.



2 SEARCHING FOR A STUDENT

Whether a student is enrolling in your school in pre-primary or another grade, it's **essential** to search the registry for a student record. Even if you've spoken to the parent and they have assured you that they have never registered the student, it's possible that the other parent did, they did and forgot, etc.

A simple preliminary search can go a long way in preventing unnecessary duplicates that you will have to clean up later. If you create a duplicate record, it can be a very time consuming process to fix depending on how much information is connected to the records, so pay attention to detail.

2.1 BEST PRACTICE CHECKLIST FOR SEARCHING

- ✓ Assume a student record already exists
- ✓ Use the least amount of information possible for your first search in order to get a broad range of results, adding more information with each search attempt
- ✓ Search for the student multiple times using different combinations of search terms
 - Students with multiple last names should be searched in various ways (e.g. search using only one of the names at a time)
- ✓ Search the date of birth using month/day and day/month as dates can sometimes get reversed
 - e.g. 10/5/2004 and 5/10/2004
- ✓ Search gender using Male, Female and X as there can be errors or gender changes

2.2 SEARCH EXAMPLES

For the following search examples, we will be searching for a fictitious student, **Margaret Marie Smith, Female, DOB 1/17/2015**

On the **NS Student Registry** page, fill out some of the student information fields from the registration form and click **Search NS Registry**.

Note: Using partial names could bring up a record with a misspelled name or a version of the name that you might have missed if you used the full name.

Search for a Student

Enter at least one field below, and click the "Search NS Registry" button.

New record instructions

Fill in the student information fields below and click "Create NS Registry record".

Student Information

Student Number

Legal Last Name

Smith

Legal First Name

Marg

Legal Middle Name

DOB

Gender

Female

Search NS Registry

Reset

Add in full first and last names but no DOB. Click **Search NS Registry**.

Search for a Student

Enter at least one field below, and click the "Search NS Registry" button.

New record instructions

Fill in the student information fields below and click "Create NS Registry record".

Student Information

Student Number

Legal Last Name

Smith

Legal First Name

Margaret

Legal Middle Name

DOB

Gender

Female

Search NS Registry

Reset

Add in the DOB and click **Search NS Registry**.

Search for a Student
Enter at least one field below, and click the "Search NS Registry" button.

New record instructions
Fill in the student information fields below and click "Create NS Registry record".

Student Information

Student Number

Legal Last Name

Legal First Name

Legal Middle Name

DOB

Gender

Your search will bring up results from the student registry and matching records from PowerSchool, if they exist. This allows you to see if the student is, or has been, registered with your region or another region/school in the province.

Search Results													
NS Registry					PowerSchool								
Student Number	Last, First Middle	DOB	Gender	Date Created	Last, First Middle	Gender	Grade Level	DOB	Entry Date	Exit Date	School Name	Enroll Status	Other RCEs
31XXXXXXXX	Smith, Margaret Marie	01/17/2015	F	02/06/2024	Smith, Margaret Marie	F	PP	01/17/2015	09/03/2024	07/01/2025	HRCE - Ian Forsythe	Active	
Copy													

If navigating to the **Enroll New Student** page, then the **Copy** button will paste the student's registry information into the lower section of the page (where the student record is to be created in PowerSchool).

IMPORTANT: If the search shows that the student is actively enrolled in another school/region, please contact the leaving school to ensure they follow the transfer out process. The student should be inactive in PowerSchool prior to enrolling them at the receiving school. This is important to note especially if the student has TIENET records.

If the student has information on the registry side but not PowerSchool, you can create a new student record. Only do this after you have searched for the student a few different ways.

3 CREATING A NEW STUDENT REGISTRY RECORD

In order to create a new student record, you must accurately fill in legal first, last, middle names, DOB and gender. Press **Search NS Registry**.

Search for a Student
Enter at least one field below, and click the "Search NS Registry" button.

New record instructions
Fill in the student information fields below and click "Create NS Registry record".

Student Information	
Student Number	
Legal Last Name	Smith
Legal First Name	Margaret
Legal Middle Name	Marie
DOB	01/17/2015
Gender	Female

NS Registry					Search Results		
Student Number	Last, First Middle	DOB	Gender	Date Created	Last, First Middle	Gender	Grade
Create NS Registry record	Smith, Margaret	01/17/2015	F	today			
No student registry records found.							

When your search results in no registry records being found, you must click **Create NS Registry record**. Only do this if you have done a few different searches for a student.

Once you have successfully added the student to your school you can add courses to their schedule. Please see the inSchool guide for scheduling.

4 REAL TIME UPDATES

With the new PowerSchool/Student Registry interface you can update student information in PowerSchool and it will update the student registry. From the student's demographic page, you can update the student's surname, first name, middle name, gender, and date of birth. These fields will be light blue.

Demographics

Student's Legal Name (last, first, middle) * Reason for name change

[Submit Documentation on Legal Name Change](#)

Preferred First Name

Full Name (Legal) Last,First Middle

** Use the full name field to accommodate student names which do not fit into the name fields provided.

DOB (mm/dd/yyyy)

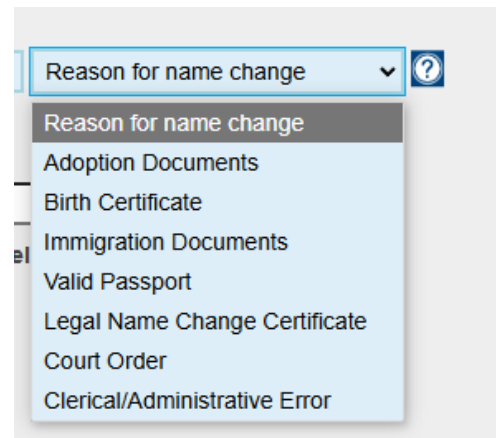
Gender

Student Number

Updating any of the fields coloured in light blue on this page will also update the provincial student registry database. You must indicate a reason for the change to the blue fields. If updating the DOB or gender in PowerSchool, a reason is not required.

Legal name **MUST** appear exactly as shown on the documentation. For example, do not enter a student's preferred name in brackets after their legal first name. Use the **Preferred First Name** field to specify a preferred name.

Note: if you wish to update the student's legal name, you must provide a reason from the dropdown options.

A screenshot of a web form showing a dropdown menu. The dropdown is open, displaying a list of reasons for a name change. The options are: Adoption Documents, Birth Certificate, Immigration Documents, Valid Passport, Legal Name Change Certificate, Court Order, and Clerical/Administrative Error. The dropdown is light blue with a dark blue header that says 'Reason for name change'. There is a question mark icon in the top right corner of the dropdown menu.

Click **Submit** and then save your changes.

APPENDIX

Checklist for searching for student records



- ☐ Assume a student record already exists
- ☐ Use the least amount of information possible for your first search to get a broad range of results
- ☐ Add more search terms with each attempt
- ☐ Search for the record multiple times using different combinations of search terms
- ☐ Search for students with multiple last names using different combinations of search terms
- ☐ Search DOB using m/d and d/m
- ☐ Search gender using male/female/x