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Nova Scotia Student Information System

Nova Scotia Public Education System

# Transfers, Re-Enrolls and No-Shows

User Guide

# 1   How to Deal With No-Shows (During the Current School Year)

Depending on the time of year a No-Show is discovered, the process to remove the No-Show will differ. See the situations listed below for guidance. If possible, all No-Shows should be removed before September 30th. A No-Show student is one who had registered in your school or was rolled over with the End of Year process, but who did not attend a single class.  Regardless of when you deal with a No-Show before you remove the 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 <u>before</u> 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 <u>before</u> 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, see below for the correct drop date depending on the time of year.
> ➢ 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 **Family Members** if applicable.
> ➢ Update **Family Rep** if applicable.

## 1.1   No-Shows removed **prior** to when grades are first stored.

Drop the courses using the day before date as the enrollment for the student in classes. Open the **Modify Course Schedule** screen and under the section **Enrollments** take note of the Enroll date, drop the classes the **day before this date.**

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## 1.2   No-Shows removed AFTER the grades have been stored for the first time

Contact your region's SIS support team for assistance.

## 1.3   Returning Grads (RG) deemed as No-Shows

Contact your *region*'s SIS support team for assistance.

## 1.4   The transfer Process

Once the correct date for dropping the courses has been determined, and the Must Do's have been done, follow these steps to transfer the student out.

1.  On the Start page, search for and select the student.
2.  Under the **School Enrollment** section, click on **Transfer out of School**.
3.  Select **Unkn** as a Planned Destination.
4.  Indicate in the comment field that the student is a NO-SHOW.
5.  Enter today's date as the Exit Date.
    1.  You will see a message at the bottom of the screen indicating if there are any attendance records on or after the exit date you entered. If there are attendance records, these must be cleared out before the transfer is completed.
6.  Use **NOSHOW** for the Exit Code.
7.  Click **Submit.**
8.  If you know the student is attending another school within your region, complete the second step of the transfer process.
    1.  Under **School Enrollment,** select **Transfer to Another School**, select the school from the drop-down list.
    2.  Click **Submit.**

# 2.  NO-SHOWS: PRE-REGISTERED STUDENTS (**DURING THE CURRENT SCHOOL YEAR**)

(Does not apply for student's pre- registering for the **Next School Year**)

PowerSchool does not allow users to perform the Transfer Out function for students that are pre-registered (enroll_status=-1), or otherwise marked as inactive (enroll_status is not equal to 0).  If a pre-registered student is identified as a no-show before the student's future start date, one of the following procedures may be used to handle the student as a No-Show.

## 2.1   Wait until the student is active

➢ Ignore the student record until the student's entry date - PowerSchool will automatically make the student active upon the arrival of the student's entry date.
➢ TIENET documents must be finalized prior to doing anything 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 <u>before</u> 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 <u>before</u> the student is transferred out.

1. Select the "now active" student on or after the entry date.
2. Clear attendance, see section on *How to Clear Attendance.*
3. Clear courses and requests, see section *How to Clear Courses and Course Requests.*
4. Under the **Enrollment** section, click **Functions.**
5. Select **Transfer out of school.**
6. Select **Unkn** for the planned destination.
7. Use the exit code of **NOSHOW.**
8. Indicate in the comment field that the student is a NO-SHOW.
9. Click **Submit.**

> **Ensure all** TIENET ELS and / or RR documents are finalized before you clear courses and requests.

| Who will be transferred out | Smith, Johnnie |
|---|---|
| Transfer comment | Student planned to attend but did not show up. Believed to have moved to another board. |
| Date of transfer (should be the day after the student's last day in class) | 1/14/2014 (MM/DD/YYYY) * |
| Exit code | NOSHOW (Registered but did not attend) ▾ |
| **Nova Scotia Provincial Information** | |
| Planned Destination | Unkn - Unknown |
| Student Program Type | S005 Senior High* |
| Student Funding Type | Regular |

## 2.2   If the student needs to be removed immediately

If you do not wish to wait until the student's entry date to mark the student as a no-show, please contact your Region's SIS support team.

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# 3   HOW TO TRANSFER A STUDENT

When a student is leaving your school, transferring is a two- step process. Step one is to **Transfer Out Of School** , this makes the student inactive in your school and all information remains in your database until the second step, which is **Transfer to Another School**. This means your school can no longer access the student's data; however, the student is visible to teachers in the Gradebook, as a dropped student. The receiving school cannot enroll the student until the sending school performs the **Transfer to Another School** function.

Before you transfer a student out of the school 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. TIENET documents must be finalized prior to doing anything 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 <u>before</u> 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 <u>before</u> the student is transferred out.
➢ Clear attendance back to the date of transfer, if necessary. (See the section, *How to Clear Attendance*).
➢ Remove all courses  and course requests.  This function is under **Courses and Programs > Modify C o u r s e Schedule**. The  drop date is the day after the last day of attendance in the class, the same date as the exit date on the transfer  screen.
➢ 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 **Family Members** if applicable.
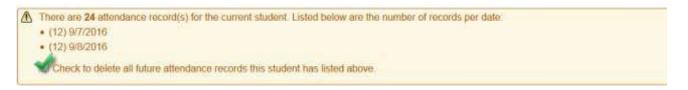➢ Update **Family Rep** if applicable.

## 3.1   Step One: Transfer Out of School

<mark>(If the student is a **No-Show** see Section on *How to Deal with No-Shows*)</mark>

➢ TIENET documents must be finalized prior to doing anything 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 <u>before</u> 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 <u>before</u> the student is transferred out.

1. Search for the student you wish to transfer.
2. Click on the **School Enrollment** section.
3. Click on **Transfer Out Of School.**
4. From the drop-down list select the **Planned Destination** of the student.

5. Click **Submit.**
6. Enter a comment about the student's transfer.
7. Enter the **Exit Date**, remembering this is the day after the last day of attendance of the student.
8. Enter today's date as the Exit Date.

   ➢ You will see a message at the bottom of the screen indicating if there are any attendance records on or after the exit date you entered. If there are attendance records, these must be cleared out before the transfer is completed, click on the box to delete all future attendance records.



   ➢ If the student has no attendance and the transfer needs to take place immediately, enter today's date for the exit date, then you may do the second step, **Transfer to Another School**.

9. Assign an **Exit Code** (Use the *With* code, only if the student does not plan to continue their education).
10. **Submit**. and **Confirm Submit**.

*If the student is transferring within the region and you know the school, proceed to step two immediately. If you are not sure where they are going, when you get a call from a school within your region, asking you to release the student, proceed to Step Two. If the student has left the region or the province you can only do step one.*



## 3.2   Step Two: Transfer to Another School

Note: If the student is transferring outside your *region*, you can only do step one.

1. Search for the student you wish to transfer to another school (Remember to search using the forward slash *(/)* as the student has been made inactive after Step One).
2. Click on the **School Enrollment** section.
3. Click on **Transfer to Another School.**
4. Again, ensure that you have the correct student selected and then, from the drop-down list, select the school to which the student is being transferred.
5. Click **Submit.**

# 4    TRANSFER MULTIPLE STUDENTS

Before you transfer a student out of the school you must: TIENET documents must be finalized prior to doing anything 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 <u>before</u> 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 <u>before</u> the student is transferred out.

➢ Clear attendance back to the date of transfer, if necessary. (See the section, *How to Clear Attendance*).

➢ Remove all courses and course requests. This function is under **Courses and Programs** > **Modify Course Schedule**. The drop date is the day after the last day of attendance in the class, the same date as the exit date on the transfer screen.

➢ Clear the Homeroom field on the Modify Info screen.

➢ Update **Scheduling Settings** (uncheck, **Schedule this Student** and blank, **Next School Indicator)**.

➢ Update the **Additional Programs** page if applicable.

➢ Unlink **Family Members** if applicable.

➢ Update **Family Rep** if applicable.

Should you have more than one student to transfer out at a time, for example a family is leaving the school; you have the ability to transfer multiple students at once; multiple transfers combine the two steps into one.

1. From the Start Page, click on the magnify glass or click **All** to select all the students in the school.
2. Click **Select by Hand**. Uncheck the box next to the word **Student**, then proceed to put a check next to the students you wish to transfer. **After** selecting your students, click **Update Selection**.
3. From the **Select Action** list, select **Mass Transfer out of School.**
4. On this page:
   a. Double check that the number being transferred out is the number you handpicked in step 2.
   b. Select a **Planned Destination** and **Submit**.
   c. Enter a **Transfer Comment**.
   d. Enter the **Exit date**, the day after the last day of classes for the students.
   e. Select an **Exit Code** from the drop-down list.
   f. From the drop-down list, select the school to which the students are transferring. If they are not going to a school in your *region*, then check the box **Keep in current school.**



   g. <mark>DO NOT</mark> click the box, *check here if student(s) intend to enroll in school during next school year.*
   h. Because you are transferring more than one student click the confirmation box.
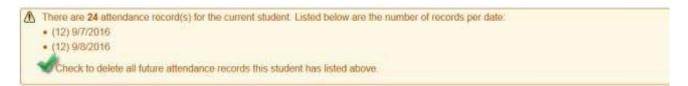   i. Click **Submit**.

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The students are now inactive at the receiving school, selected in step f. The receiving school will search using the forward (/) slash and enroll them into school.

# 5 HOW TO CLEAR ATTENDANCE

➢ TIENET documents must be finalized prior to doing anything 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 <u>before</u> 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 <u>before</u> the student is transferred out.

NOTE: When you are transferring one student, when you enter the **Exit Date**, you will get a message that indicates if there are any attendance records to be deleted. If there is future attendance, click on the box to delete all future attendance. Confirm Submit to complete the transfer.



Follow the steps below to clear attendance if you are doing a transfer for more than one student.

1. Find and select the student.
2. On the student menu, select **Attendance > Attendance Overview**.
3. Click on **Change Meeting Attendance.**

4. Enter the date range to clear attendance. E.g. for a No-Show, select the first day of classes to the current date or even the last day of classes.
5. Click, **Select All** to check all meetings, (classes).
6. Click, **These Codes** and select all the attendance codes, *except Present.*
7. Leave **Present**, as the code to set.
8. Select **Overwrite.**
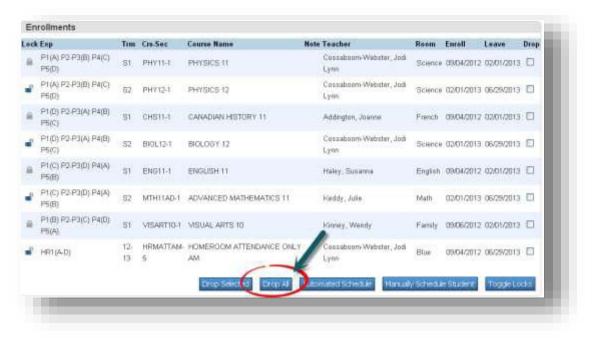9. Click **Submit** at the bottom of the screen.



If there is still a problem with attendance, you will require assistance from your SIS support team.

# 6 HOW TO CLEAR COURSES AND REQUESTS
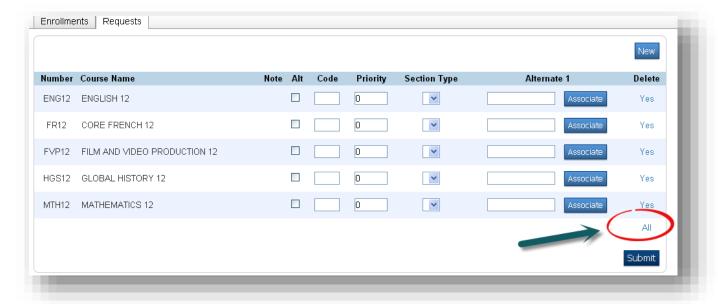
## 6.1 Clear Courses

➢ TIENET documents must be finalized prior to doing anything 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 <u>before</u> 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 <u>before</u> the student is transferred out.

1. Do a search for and select the student.
2. Under **Courses and Programs**, select **Modify Course Schedule.**
3. Click on the **Enrollments** tab.
4. Select **Drop All.**
5. Set the **Exit Date** to the day after the last day of attendance in the school, (unless the student is NO-SHOW, in which case  please refer to the section on how to deal with no shows).
6. Click **Drop Classes.**

## 6.2 Clear Requests

➢ TIENET documents must be finalized prior to doing anything in PowerSchool.
➢ ELS teachers must complete the **General** section in the **Ending Support** tab, and select the status of **Student has moved/transferred.**
➢ 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 <u>before</u> the student is transferred out.

1. Do a search for and select the student.
2. Under **Courses and Programs**, select **Modify Course Schedule.**
3. Click on the **Requests** tab.
4. Click on the word **All** to clear requested courses.

# 7   RE-ENROLL A STUDENT

1. Search for the student using the forward slash.
2. Under the **School Enrollment** section, select **Re-Enroll in School.**
3. Enter the required information and click **Submit.**
   a. **Do not** restore class enrollments.
4. Assign a homeroom to the student by clicking on **the Modify Info** screen. (Under Information)  Add the exact title of the homeroom (case sensitive) in the homeroom field box.
5. Click **Submit.**
6. Add courses to the student by clicking on the **Modify Course Schedule** Screen, (under **Courses and Programs**). See user guide*, Modifying a Student Schedule – Ways to Add and Drop Courses*, found on the iNSchool web site.
7. Update the **Scheduling Settings** page; ensure the **Next School Indicator** reflects the correct school.
8. Update the **Additional Programs** page if applicable.
9. Link any family members if applicable.

> **Hint**
>
> If you search for the student with the forward slash and you don't see them, that means the previous school did not do the second step.  If the previous school can find the student with the forward slash, they need to complete step two of the transfer process.