

Powerschool Documentation

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- **Introduction**

The purpose of this document is to articulate the data entry requirements and data management processes that are involved with the Powerschool Student Information System.

The document contains screen shots of Powerschool as well as field definitions for each point of data entry. In addition, processes that are performed in support of Powerschool each business cycle are defined.

- **Powerschool Support Contacts and Procedures**

Contacts:

Powerschool Support and Administration: Wendy Gilbert, Harwood Union wgilbert@wwsu.org, 882-1101 for assistance with the use of Powerschool, user accounts and rights, current procedures, as well as for notices and alerts from Powerschool.

Powerschool Technical Support: Craig Donnan, Central Office, cdonnan@wwsu.org 496-2272x120 for technical issues with access to Powerschool and for sync with external software and other technical issues.

- **Guide to this Document**

This document is organized around the screens/displays and menus from the online interface of Powerschool, which currently is at version 7.1.

The menu system on the left side of the screen when online is reproduced below and the corresponding data entry screens are reproduced below that.

In addition, each field is listed below the screen, with a description of the kind of data that should be entered in the field, as well as any data formatting issues or questions.

Description of PowerSchool Fields and Screens

Access Account Screen Fields: To give students and parents access to PowerSchool.

Quick Lookup
Print A Report
Switch Student
List (1) =>

Information
Access Accounts
Addresses
Custom Screens
Demographics
Emergency/Medical
Family
Health
Modify Info
Other Information
Student Email
Parents
Photo
State/Province - VT
Transportation

Academics
Attendance

PowerSchool

School: District Office Term: 13-14 Quarter 4

Start Page > Student Selection > Access Accounts

Access Accounts ⚠

Test, Student 9 10815 HUHS Transferred Out

Student Access Account

Enable Student Access ☒

Student Username FEWFJV

Student Password

Access Keys

Enable Parent Access ☒

Access ID BBDEEC

Access Password

Parent Access Accounts Edit Remove Add ➕

Auto-assign IDs and Passwords for this student

Enable Student Access: This box must be checked for student to have access

Student Username:

Student Password:

Enable Parent Access: This box must be checked for parent to have access

Access ID:

Access Password:

Address Screen Fields: This shows the home (physical address) and mailing address

Start Page > Student Selection > Addresses

Addresses ⚠

Test, Student 9 10815 HUHS Transferred Out

Home Address

Street, Apt/Suite 124 Washington West Street

City, State, Zip Waitsfield VT 05673

Geocode

Mailing Address - Copy From Home Address

Street, Apt/Suite 124 Washington West Street

City, State, Zip Waitsfield VT 05673

Geocode

Submit

Home Address: This is the Physical address---NO PO BOXES

Street, Apt/Suite:

City, State, Zip

Mailing Address: This is the mailing address---PO BOXES MAY BE USED

Street, Apt/Suite:

City, State, Zip

Custom Screens

- Information
- Access Accounts
- Addresses
- Custom Screens
- Demographics
- Emergency/Medical
- Family
- Health
- Modify Info
- Other Information
- Student Email
- Parents
- Photo
- State/Province - VT
- Transportation

Bus Number Custom Screen: Not used at this time.

Start Page > Student Selection > Bus Number

Bus Number ⚠

Test, Student 9 10815 HUHS Transferred Out

AM Bus (fieldname Bus_Route)	<input type="text"/>
PM Bus (fieldname Bus_Stop)	<input type="text"/>

Submit

CBMS Info. Custom Screen: Was used by CBMS. HUHS uses it for 9th Grade team choice for scheduling.

Start Page > Student Selection > CBMS Info

CBMS Info ⚠

Test, Student 9 10815 HUHS Transferred Out

AG	
Team	<input type="text"/>
Nickname	<input type="text"/>
CBMS Password	<input type="text"/>

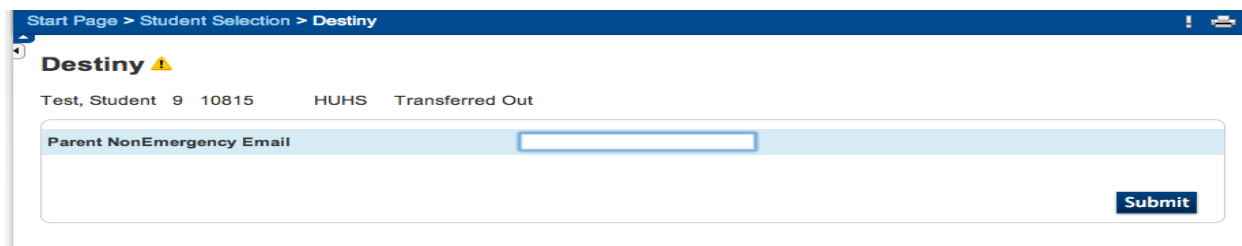
Submit

Team:

Nickname:

CBMS Password:

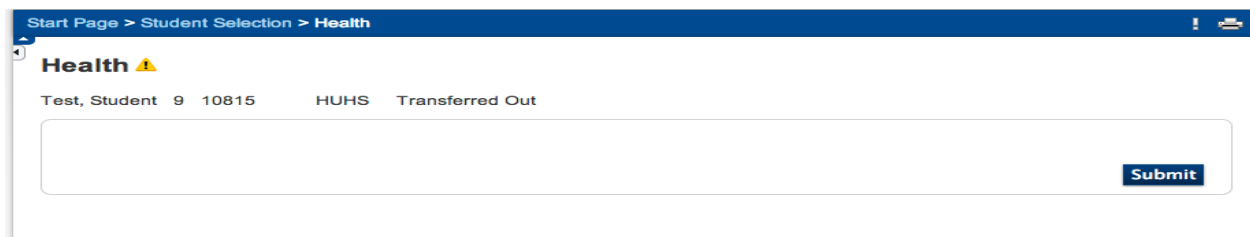
Destiny Custom Screen: Used by CBMS and TBPS



The screenshot shows a web application interface for the 'Destiny' screen. The breadcrumb trail at the top reads 'Start Page > Student Selection > Destiny'. The title 'Destiny' is followed by a warning icon. Below the title, the text 'Test, Student 9 10815 HUHS Transferred Out' is displayed. The main form area contains a label 'Parent NonEmergency Email' next to a text input field. A 'Submit' button is located at the bottom right of the form.

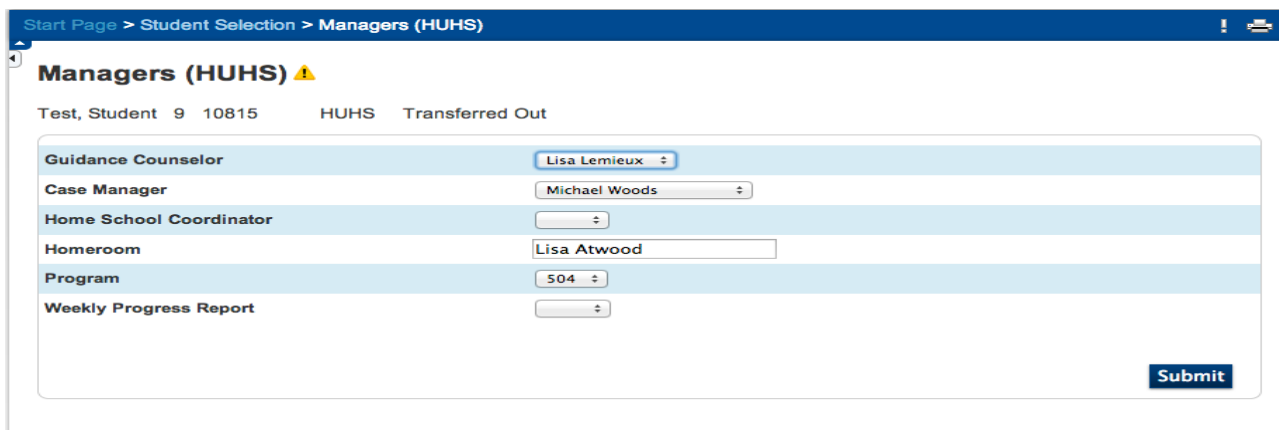
Parent Non Emergency Email:

Health Custom Screen: Not used at this time.



The screenshot shows a web application interface for the 'Health' screen. The breadcrumb trail at the top reads 'Start Page > Student Selection > Health'. The title 'Health' is followed by a warning icon. Below the title, the text 'Test, Student 9 10815 HUHS Transferred Out' is displayed. The main form area is empty, with a 'Submit' button at the bottom right.

Managers Custom Screen: Used by HUHS only.



The screenshot shows a web application interface for the 'Managers (HUHS)' screen. The breadcrumb trail at the top reads 'Start Page > Student Selection > Managers (HUHS)'. The title 'Managers (HUHS)' is followed by a warning icon. Below the title, the text 'Test, Student 9 10815 HUHS Transferred Out' is displayed. The main form area contains several rows, each with a label and a dropdown menu:

Guidance Counselor	Lisa Lemieux
Case Manager	Michael Woods
Home School Coordinator	
Homeroom	Lisa Atwood
Program	504
Weekly Progress Report	

A 'Submit' button is located at the bottom right of the form.

Guidance Counselor:

Case Manager:

Home School Coordinator:

Homeroom:

Program:

Weekly Progress Report:

Parental Consent Custom Screen: Used to show if parents give consent for a variety of things.

Start Page > Student Selection > Parental Consent

Parental Consent ⚠

Test, Student 9 10815 HUHS Transferred Out

Student Name:	Test, Student
Consent for Field Trips :	<input checked="" type="radio"/> Y <input type="radio"/> N
Date Signed (mm/dd/yyyy) :	08/29/2013

Consent for Emergency Treatment (y/n) :	<input checked="" type="radio"/> Y <input type="radio"/> N
Date Signed (mm/dd/yyyy) :	08/29/2013

Consent to release info to military	<input type="radio"/> Y <input type="radio"/> N
Consent to be videotaped	<input type="radio"/> Y <input type="radio"/> N
Consent to Release Personal Info	<input type="radio"/> Y <input type="radio"/> N

Submit

Student Name:

Consent for Field Trips:

Date Signed:

Consent for Emergency Treatment:


Date Signed:

Consent to release info to military:

Consent to be videotaped:

Consent to Release Personal Info:

PE Information Custom Screen: Used by the HUHS Athletic Director for teams and/or Clubs.

Start Page > Student Selection > PE information ! 

PE information ⚠

Test, Student 9 10815 HUHS Transferred Out

Date 1	<input type="text"/>
Sport	<input type="text"/>
Eligible	<input type="text"/>
Insurance	<input type="text"/>
Consent	<input type="text"/>
Last Physical (date)	<input type="text"/>
Uniform (owes)	<input type="text"/>
Gets: Credit - Varsity Letter	<input type="text"/>
Fall Sport	<input type="text"/>
Fall Club	<input type="text"/>
Winter Sports	<input type="text"/>
Winter Clubs	<input type="text"/>
Spring Sports	<input type="text"/>
Spring Clubs	<input type="text"/>

Submit

Date 1:

Sport:

Eligible:

Insurance:

Consent:

Last Physical (date):

Uniform (owes):

Gets: Credit- Varsity Letter:

Fall Sport:

Winter Sports:

Winter Clubs:

Spring Sports:

Spring Clubs:

Second Parent Mailing Info Custom Screen: To show address if there is a need to have items mailed to another address

Start Page > Student Selection > Second Parent Mailing Info

!

Second Parent Mailing Info

Test, Student 9 10815 HUHS Transferred Out

Second Parent Address Name

Second Parent Address Street/PO Box

Second Parent Town

Second Parent State

Second Parent Zip

Submit

Second Parent Address Name:

Second Parent Address Street/PO Box:

Second Parent Town:

Second Parent State:

Second Parent Zip:

Student Census Info Custom Screen: Not used often. Should be used more.

Start Page > Student Selection > Student Census Info

Student Census Info ⚠

Test, Student 9 10815 HUHS Transferred Out

State Student Id	<input type="text"/>
IEP	<input type="button" value="↓"/>
117	<input type="button" value="↓"/>
Lunch Status (PowerLunch)	P
National School Lunch Eligibility (DOE)	<input type="button" value="↓"/>
EST	<input type="button" value="↓"/>
ELL	<input type="button" value="↓"/>
Migrant	<input type="button" value="↓"/>
504	<input type="button" value="↓"/>
White	<input type="button" value="↓"/>
Asian	<input type="button" value="↓"/>
Amer Indian/Alaska Native	<input type="button" value="↓"/>
Native Haw/Pacific Isl	<input type="button" value="↓"/>
African Amer	<input type="button" value="↓"/>
Hispanic/Latino	<input type="button" value="↓"/>
Town District of Residence (1=Duxbury, 2=Fayston, 3=Moretown, 4=Waitsfield, 5=Warren, 6=Waterbury, 7=Other)	7 <input type="button" value="↓"/>

ADM Type	<input type="button" value="↓"/>
ADM Full/Part time Status	<input type="button" value="↓"/>
School Entry Date (Original date student entered school)	0/0/0 <input type="button" value="📅"/> (MM/DD/YYYY)
ADM Hours	<input type="text"/>
Admission Status	<input type="button" value="↓"/>
Funding Source	<input type="button" value="↓"/>
Final Classification	<input type="button" value="↓"/>

Submit

State Student ID:

IEP:

117

Lunch Status (Power Lunch): **Filled in by Laura Titus**

National School Lunch Eligibility (DOE):

EST:

ELL:

Migrant:

504

White

Asian

Amer Indian/Alaska Native:

8 of 34

Native Haw/Pacific Isl:

African Amer:

Hispanic/Latino:

Town District of Residence (1=Dux 2= Fay 3=More 4=Waits 5=War 6= Wby 7=Other) **(Automatically fills in)**

ADM Type:

ADM Full/Part Time status:

School Entry Date (Original Date student entered school):

ADM Hours:

Admission Status:

Funding Source:

Final Classification:

Student Email Information:

[Start Page](#) > [Student Selection](#) > [Student Email Information](#)

Student Email Information ⚠

Test, Student 9 10815 HUHS Transferred Out

Student Email	<input type="text"/>
Student Username	<input type="text"/>
Student Password	<input type="password"/>

Submit

Student Email:

Student Username:

Student Password:


Student Info/Emer Data Custom Screen: Used to find emergency contact names and numbers, etc.

Start Page > Student Selection > Student Info/Emer Data



Student Info/Emer Data

Test, Student 9 10815 HUHS Transferred Out

Name (Last, First MI)	Test, Student
Counselor	Lisa Lemieux
Date of Birth (mm/dd/yyyy)	02/08/1998  (MM/DD/YYYY)
Grade	9
Gender	M
Homeroom	Lisa Atwood
Mailing Street Address	124 Washington West Street
Mailing City	Waitsfield
Mailing State	VT
Home address	124 Washington West Street
Mailing Zip	05673
Home City	Waitsfield
Home State	VT
Home Zip	05673
Area/Neighborhood	Waitsfield
Home Phone	123-456-7890
E-Mail	fmtest@idontknow.com
Second Email	
Contact 1 (Enter: mother, father, guardian, etc.)	Father
E-Mail 1:	fmtest@idontknow.com
Contact 2 (Enter: mother, father, guardian, etc.)	
E-Mail 2:	
Contact 3 (Enter: mother, father, guardian, etc.)	
E-Mail 3:	
Contact 4 (Enter: mother, father, guardian, etc.)	
E-Mail 4:	
2nd Parent Street Address	
2nd Parent City	
2nd parent state	
2nd parent zip	
Mother's Name	Test, Mother
Mother's Home Phone	123-456-7890
Mother's Work Phone:	123-456-0011
Mother's cell phone	123-371-8199
Mother's e-mail	fmtest@idontknow.com
Mother's Employer	Mom & Pop Test Kitchen
Father's Name	Test, Father
Father's Home Phone	123-456-7890
Father's Day Phone	123-456-0011
Father's Cell Phone	123-371-8195
Father's e-Mail	fmtest@idontknow.com
Father's Employer	Mom & Pop Test Kitchen
Emergency Contact #1	Dough Boy
Contact #1 Relationship	Uncle
Contact #1 Phone	123-456-7888

Contact #1 Phone	123-456-7888
Emergency Contact #2	Sarah Lee
Contact 2 Relationship	Friend
Contact #2 Phone	123-666-9555
DayCare/ AfterSchool Provider	
DayCare/AfterSchool phone	
Custody/Guardian	Parents
Custody/Guradian Arrangement Explain	
Guardian Alert	
Doctor	Dr. No
Date of last Physical Exam mm/dd/yyyy	3/3/12
Dentist Name	Dr. Forrest
Date of Last Dental Exam (mm/dd/yyyy)	12/20/13
Eye Doctor Name	None
Date of last eye exam (mm/dd/yyyy)	
Allergies	
Medication	
Medical Alert (To be determined by Nurse.)	
Illnesses, health problems or disabilities	

Name (Last, First MI):
 Counselor:
 Date of Birth:
 Grade:
 Gender:
 Homeroom:
 Mailing Street Address:
 Mailing City:
 Mailing State:
 Home Address:
 Mailing Zip:
 Home City:
 Home State:
 Home Zip:
 Area/Neighborhood:
 Home Phone:
 E-Mail:
 Second E-Mail:
 Contact 1 (Enter mother, father, guardian, etc.):
 Email 1:
 Contact 2 (Enter mother, father, guardian, etc.):
 Email 2:
 Contact 3 (Enter mother, father, guardian, etc.):
 Email 3:
 Contact 4: (Enter mother, father, guardian, etc.):
 Email 4:

2nd Parent Street Address:
2nd Parent City:
2nd Parent State:
2nd Parent Zip:
Mother's Name:
Mother's Home Phone:
Mother's Work Phone:
Mother's Cell Phone:
Mother's Email:
Mother's Employer:
Father's Name:
Father's Home Phone:
Father's Day Phone:
Father's Cell Phone:
Father's Email:
Father's Employer:
Emergency Contact #1:
Contact #1 Relationship:
Contact #1 Phone:
Emergency Contact #2:
Contact #2 Relationship:
Contact #2 Phone:
Day Care/After School Provider:
Day Care/After School Phone:
Custody/Guardian:
Custody/Guardian Arrangement explain:
Guardian Alert:
Doctor:
Date of Last Physical Exam:
Dentist Name:
Date of Last Dental Exam:
Eye Doctor Name:
Date of Last Eye Exam:
Allergies:
Medications:
Medical Alert (To be determined by Nurse):
Illnesses, health problems or disabilities:
Health Insurance:
Health Insurance Provider:
Consent for Emergency Treatment:
Consent for Emergency Treatment Date:
Consent for Field Trips:
Doctor Name:
Consent for Field Trip Date:

Student: ID Grad Date Custom Screen: Used by HUHS Only.

Start Page > Student Selection > Students: ID Grad date

Students: ID Grad date ⚠

Test, Student 9 10815 HUHS Transferred Out

Name

PowerSchool Student Number

State Student Number

Following show on Transcript

Current Grade Level:

Entered HUHS: (MM/DD/YYYY)

Class of

Grad date (shows on transcript)

Transcript Comment:

Submit

Name:

Power School Student Number:

State Student Number:

Following show on Transcript

Current Grade Level:

Entered HUHS:

Class of:

Grad Data (shows on transcript):

Transcript Comment:

TBPS Info Custom Screen: Used by TBPS

Start Page > Student Selection > TBPS Info

TBPS Info ⚠

Test, Student 9 10815 HUHS Transferred Out

Homeroom Teacher

Submit

Homeroom Teacher:

END OF CUSTOM SCREENS

General Demographics Field Screen:

Start Page > Student Selection > General Demographics ! 🖨

General Demographics ⚠

Test, Student 9 10815 HUHS Transferred Out

Name (Last, First Middle)	Test	*	Student	
Home Address				
Street, Apt/Suite	124 Washington West Street			
City, State, Zip	Waitsfield	VT	05673	
Geocode				
Mailing Address - Copy From Home Address				
Street, Apt/Suite	124 Washington West Street			
City, State, Zip	Waitsfield	VT	05673	
Geocode				
Home phone	123-456-7890			
Age	16 yrs 1 month			
Aggregate days of membership (YTD)	0			
Area/neighborhood	Waitsfield			
DOB	02/08/1998 (MM/DD/YYYY)			
Federal Ethnicity and Race				
Ethnicity	<input type="radio"/> Yes <input checked="" type="radio"/> No Is the student Hispanic or Latino?			
Race	What is the student's race?			
Scheduling/Reporting Ethnicity	White (W)			
Father (last, first)	Test, Father			

Name:

Home Address: **This information is for the Physical address (911) NO PO BOXES**

Street, Apt/Suite:

City, State, Zip:

Geocode:

Mailing Address **This is for Mailing address only.**

Street, Apt/Suite:

City, State, Zip:

Geocode:

Home Phone:

Age:

Aggregate days of membership (YTD):

Area/Neighborhood:

DOB:

Federal Ethnicity and Race: (**only** use the "other" field if student is multi-racial)

Ethnicity:

Race:

Scheduling/Reporting Ethnicity:

Father:

Father's Day Phone:

Father's Employer:

Father's Home Phone:
Gender:
Grade Level:
Graduation Year:
Guardianship:
Guardian E Mail:
Mother:
Mother's Day Phone:
Mother's Employer:
Mother's Home Phone:
Previous Student ID:
SSN:
Student Number:

Emergency Contact/Medical Field Screen: Shows the doctors names, numbers, etc.

Start Page > Student Selection > Emergency Contact/Medical

Emergency Contact/Medical ⚠

Test, Student 9 10815 HUHS Transferred Out

Contact #1	Contact Name (Last, First) Dough Boy	Relationship Uncle
	Phone 123-456-7888	Phone Type
Contact #2	Contact Name (Last, First) Sarah Lee	Relationship Friend
	Phone 123-666-9555	Phone Type
Contact #3	Contact Name (Last, First)	Relationship
	Phone	Phone Type
Doctor	Dr. No	
Dentist	Dr. Forrest	
Special Medical Considerations		
Allergies		
Immunizations	Polio MMR DPT	

Contact #1:
Phone:

Relationship:
Phone Type:

Contact #2:
Phone:

Relationship:
Phone Type:

Contact #3:
Phone:

Relationship:
Phone Type:

Doctor:

Immunizations:

Dentist:
Special Medical Considerations:
Allergies:

Medical Alert Text:
Alert Expires:

Student with Shared Family Information Field Screen: Not used.

Start Page > Student Selection > Family > Manage

Students with Shared Family Information ⚠

Test, Student 9 10815 HUHS Transferred Out

Family Members

There aren't any students currently linked to this student.
[Search for Additional Family Members](#)

Modify Information Field Screen: Used by HUHS only

Start Page > Student Selection > Modify Information

Modify Information ⚠

Test, Student 9 10815 HUHS Transferred Out

Family rep	<input type="checkbox"/>
Graduation Requirement Set	<input type="text"/>
Home Room	<input type="text" value="Lisa Atwood"/>
Locker Combination	<input type="text" value="2-33-16"/>
Locker Number	<input type="text" value="264"/>
Lunch ID	<input type="text" value="0"/>
Part-Time Student Indicator	<input type="checkbox"/>
Phone ID	<input type="text" value="0"/>
Current Team	<input type="text"/>
Current House	<input type="text"/>
Current Campus/Building	<input type="text"/>
Track	<input type="text"/>
Tracker	<input type="text" value="No"/>
District Entry Date	<input type="text" value="0/0/0"/> (MM/DD/YYYY)
District Entry Grade Level	<input type="text" value="0"/>
School Entry Date	<input type="text" value="0/0/0"/> (MM/DD/YYYY)
School Entry Grade Level	<input type="text" value="0"/>

Auto-assign IDs for this student

Family Rep:

Graduation Requirement Set:

Home Room:

Locker Combination:

Locker Number:

Lunch ID:

Part Time Student Indicator:

Phone ID:

Current Team:

Current House:

Current Campus/Building:

Tracker:

District Entry Grade Level:

School Entry Grade Level:

Track:

District Entry Date:

School Entry Date:

Other Information Field Screen: Used by HUHS to post IEPs/504 for teachers to see on their students

Start Page > Student Selection > Other Information

Other Information

Test, Student 9 10815 HUHS Transferred Out

Homeless Code	<input type="text"/>	Equip Flag	<input type="text"/>
Date Of Entry Into USA	<input type="text"/> (MM/DD/YYYY)	MESA	<input type="text"/>
AFDC Application Number	<input type="text"/>	AFDC Approved	<input type="text"/>
Primary Language Code	<input type="text"/>	PHLOTE	<input type="text"/>
Secondary Language Code	<input type="text"/>	Exclude From Class Ranking	<input type="checkbox"/>
		Fee Exemption Status	<input type="text"/> Student Not Exempted

Other Alert

Other Alert Text

Alert Expires (Date) (MM/DD/YYYY) (0/0/0 to never expire)

Submit

Homeless Code:

Date of Entry into USA:

AFDC Application Number:

Primary Language Code:

Secondary Language Code:

Equip Flag:

MESA:

AFDC Approved:

PHLOTE:

Exclude from Class Ranking:

Fee Exemption Status:

Other Alert:

Other Alert Text: **This is where the IEP/504 gets copied into.**

Alert Expires (Date):

Parents Field Screen: Automatically fills in when you enroll a student.

Start Page > Student Selection > Parents

Parents ⚠

Test, Student 9 10815 HUHS Transferred Out

Parent Information

Mother's Name

Daytime Phone

Father's Name

Daytime Phone

Guardian Name & Info

Last, First, Middle

Daytime Phone Relationship Code

Previous Guardian Info

Single Parent Household

Parents Automatic Email Reports

Parent is registered to receive

- ☐ Summary of current grades and attendance
- ☐ Detailed report of attendance
- ☐ Detailed report showing all assignment scores for each class
- ☐ School announcements
- ☐ Balance Alert (Note: Will only be sent when a student is low on funds.)

How often? v

How often? v

Send now? ☐

Guardian's Email Address:

Guardian Alert

Guardian Alert

Alert Expires (date) (MM/DD/YYYY) (0/0/0 to never expire)

****Parent Information****

Mother's Name

Daytime Phone:

Father's Name:

Daytime Phone:

****Guardian Name & Info****

Last, First Middle:

Daytime Phone:

Relationship Code:

Previous Guardian Info:

Single Parent Household:

****Parents Automatic Email Reports****

Parent is registered to receive:

How often:

Send Now?:

Guardian's Email Address:

****Guardian Alert****

Guardian Alert:

Alert Expires (date):

Student Photo Field Screen: Photo will show when student photos are loaded into system

Start Page > Student Selection > Student Photo

Student Photo

Test, Student 9 10815 HUHS Transferred Out

No photo available

[Submit a new photo for this student](#)

Vermont State Information Field Screen: Not used.

Start Page > Student Selection > Vermont State Information

Vermont State Information

Test, Student 9 10815 HUHS Transferred Out

There is no state-specific page for your state at this time.

Transportation Field Screen: Not used.

Start Page > Student Selection > Transportation

Transportation

Test, Student 9 10815 HUHS Transferred Out

New

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
No Transportation entries were found for this student.						

Fee Transactions Field Screen: Not used.

Start Page > Student Selection > Fee Transactions

Fee Transactions ⚠

Test, Student 9 10815 HUHS Transferred Out

Create New Fee

Balance: Refund

Date	Course	Fee Type	Priority	Description	Charged	Adjust.	Fee	Paid	Balance	Transaction
Totals:							0.00	0.00	0.00	Distribute

[All Transactions](#) [Fee Balances](#)

Note: Credits are distributed across all outstanding fees based on fee type priority.

Log Entries Field Screen: HUHS used for Discipline.

Start Page > Student Selection > Log Entries

Hide Header

Log Entries ⚠

Test, Student 9 10815 HUHS Transferred Out

Edit Discipline Alert

New

Date	Description
No log entries were found for this student.	

Incident List Field Screen: Not used

Start Page > Student Selection > Incident List

Incident List ⚠

Test, Student 9 10815 HUHS Transferred Out

Search Filter

Filter by: ☐ School ☐ Date Range ☐ Incident Title ☐ Incident ID ☐ Incident Type

Search

Incidents - Total Found: 0

To add new incidents, you must have access to Incident Type codes.

ID	Title	Incident Date	School
No records found.			

Enrollment

Activities

All Enrollments

Functions

Special Programs

Transfer Info

Activities Field Screen: Not used any longer by HUHS

Start Page > Student Selection > Activities

Activities ⚠

Test, Student 9 10815 HUHS Transferred Out

Activities	
<input type="checkbox"/> Boys Varsity Hockey	<input type="checkbox"/> MS Girls Cross Country
<input type="checkbox"/> Cheer	<input type="checkbox"/> MS Girls Nordic
<input type="checkbox"/> Chess Club	<input type="checkbox"/> MS Girls Soccer
<input type="checkbox"/> Debate Club	<input type="checkbox"/> MS Girls Track
<input type="checkbox"/> Drama	<input type="checkbox"/> MS Gymnastics
<input type="checkbox"/> Environmental Club	<input type="checkbox"/> MS Wrestling
<input type="checkbox"/> Equestrian Club	<input type="checkbox"/> Music
<input type="checkbox"/> Fall	<input type="checkbox"/> Newcomers Group
<input type="checkbox"/> Fall Play	<input type="checkbox"/> Partners Club
<input type="checkbox"/> FBLA	<input type="checkbox"/> Peace Alliance
<input type="checkbox"/> Football Interact	<input type="checkbox"/> Scholar's Row
<input type="checkbox"/> JV Boys Baseball	<input type="checkbox"/> Varsity Boys Golf
<input type="checkbox"/> JV Girls Basketball	<input type="checkbox"/> Varsity Boys Lacrosse
<input type="checkbox"/> JV Girls Field Hockey	<input type="checkbox"/> Varsity Boys Nordic
<input type="checkbox"/> JV Girls Soccer	<input type="checkbox"/> Varsity Boys Soccer
<input type="checkbox"/> JV Girls Softball	<input type="checkbox"/> Varsity Boys Tennis
<input type="checkbox"/> JVA Boys Basketball	<input type="checkbox"/> Varsity Boys Track
<input type="checkbox"/> JVA Boys Soccer	<input type="checkbox"/> Varsity Girls Alpine
<input type="checkbox"/> JVB Boys Soccer	<input type="checkbox"/> Varsity Girls Basketball
<input type="checkbox"/> Language Club	<input type="checkbox"/> Varsity Girls Cross Country
<input type="checkbox"/> MS Boys Basketball	<input type="checkbox"/> Varsity Girls Field Hockey
<input type="checkbox"/> MS Boys Cross Country	<input type="checkbox"/> Varsity Girls Golf
<input type="checkbox"/> MS Boys Nordic	<input type="checkbox"/> Varsity Girls Lacrosse
<input type="checkbox"/> MS Boys Soccer	<input type="checkbox"/> Varsity Girls Nordic
<input type="checkbox"/> MS Boys Track	<input type="checkbox"/> Varsity Girls Soccer
<input type="checkbox"/> MS Field Hockey	<input type="checkbox"/> Varsity Girls Softball
<input type="checkbox"/> MS FreeRide	<input type="checkbox"/> Varsity Girls Tennis
<input type="checkbox"/> MS Girls Basketball	<input type="checkbox"/> Varsity Girls Track
	<input type="checkbox"/> Winter

Submit

All Enrollments Field Screen: Shows all classes a student has been enrolled into since they arrived in district.

Start Page > Student Selection > All Enrollments

12/08/2008

All Enrollments ⚠

Test, Student 9 10815 HUHS Transferred Out

Entered ▾	Exited	Exp	Course	Teacher	View	Edit
12/08/2008	12/16/2008	A(1-6)	Advanced Math 1	Cook, Donna M	View	Edit
12/08/2008	12/16/2008	B(1-6)	7th Science	Spencer, Nancy A	View	Edit
12/08/2008	12/16/2008	TA(1-6)	Advisory Group	Atwood, Lisa A	View	Edit
12/08/2008	12/16/2008	F(1-6)	7th Social Studies	Hoogenboom, Ruth G	View	Edit
12/08/2008	12/16/2008	C(1-6)	7th English	Potts, Jon A	View	Edit

Functions Field Screen: Used to transfer student in, out, to another school, etc.

Start Page > Student Selection > Functions

12/08/2008

Functions ⚠

Test, Student 9 10815 HUHS Transferred Out

Functions
Print Reports For This Student
Transfer Out Of School
Re-Enroll In School
Transfer To Another School
Enroll In A Class At Another School
Create New School Enrollment
On-Screen Transaction Report
Recalculate Lunch Balance
Enroll New Student Living in the Same Household

Special Programs Field Screen: Not used.

Start Page > Student Selection > Special Programs

Special Programs ⚠

Test, Student 9 10815 HUHS Transferred Out

[Hide Main Menu](#)

[New](#)

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
No special program enrollments found for this student.				

Transfer Information Field Screen: Shows the progression of a student since entering the district.

Start Page > Student Selection > Transfer Information

Transfer Information ⚠

Test, Student 9 10815 HUHS Transferred Out

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
01/16/2009 06	01/17/2009 98	9		never attended test student	Harwood Union High School	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
11/01/2008 06	12/16/2008 98	7	Not a real student	only a test not a real student	Harwood Union Middle School	

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

END OF ENROLLMENT SCREENS

Scheduling

[Bell Schedule View](#)
[List View](#)
[Matrix View](#)
[Modify Schedule](#)
[Request Management](#)
[Scheduling Setup](#)

Bell Schedule View Field Screen: To view student schedule.

Start Page > Student Selection > Bell Schedule View

Bell Schedule View ⚠

Test, Student 9 10815 HUHS Transferred Out

Not Enrolled

Schedule List View Field Screen: Another way to view student schedule.

Start Page > Student Selection > Schedule List View

Schedule List View ⚠

Test, Student 9 10815 HUHS Transferred Out

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
13-14 Quarter 4							
Entire Year Schedule							

Schedule Matrix View Field Screen: Another way to view a student schedule.

Start Page > Student Selection > Schedule Matrix View

Schedule Matrix View ⚠

Test, Student 9 10815 HUHS Transferred Out

Enrollments for current school only.

Day	Terms
-----	-------

Modify Schedule - Enrollments Field Screen: To enroll or drop a student from courses.

Start Page > Student Selection > Modify Schedule - Enrollments

Modify Schedule - Enrollments ⚠

Test, Student 9 10815 HUHS Transferred Out

Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Effective Enrollment Date 3/24/2014 (MM/DD/YYYY)

Search Available Classes

Course Number

Period

Find

Quick Enroll

Course.Section

Enroll

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks										

Course Requests

Number	Course Name	Note	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
--------	-------------	------	----------	-----	--------------	--------------	-------------

Legend

Page Icons: Date Entry |

Effective Enrollment Date:

Search Available Classes

Course Number:

Period:

Quick Enroll

Course.Section:

Request Management Field Screen: To do with scheduling a student for the next year.

[Start Page](#) > [Student Selection](#) > [Request Management](#)

Request Management ⚠

Test, Student 9 10815 HUHS Transferred Out

Administrative Functions

[Modify Schedule - Requests](#)

[Override Prerequisites](#)

[Manage Recommendations](#)

2013-2014 Request Screens

[Modify Current Requests](#)

[View Current Requests](#)

1400 Request Screens

[Modify Future Requests](#)

[View Future Requests](#)

Scheduling Setup Field Screen: Must be filled in for the End Of Year Rollover *Mandatory fields

Start Page > Student Selection > Scheduling Setup

Scheduling Setup ⚠

Test, Student 9 10815 HUHS Transferred Out

Required Settings	
Next Year Grade	<input type="text" value="10"/>
Priority	<input type="text" value="30"/>
Schedule This Student	<input type="checkbox"/>
Year of Graduation	<input type="text" value="2012"/>
Summer School Indicator	<input type="text" value="None"/>
Note for Summer School Admin	<div><div></div><div>80 characters left</div></div>
Next School Indicator	<input type="text"/>
Optional Settings	
Next Year Campus/Building	<input type="text"/> Associate
Next Year House	<input type="text"/> Associate
Next Year Team	<input type="text"/>

[Submit](#)

Next Year Grade: * **Grade student in next year**

Priority:

Schedule This Student: * **must be checked**

Year of Graduation:

Summer School Indicator:

Notes for Summer School Admin:

Next School Indicator: * **select appropriate school**

Optional Settings:

Next Year Campus/Building:

Next Year House:

Next Year Team:

Academics

[Attendance](#)
[Enter Attendance](#)
[Cumulative Info](#)
[Graduation Plan Progress](#)
[Graduation Plan Selection](#)
[Graduation Progress](#)
[Historical Grades](#)
[Honor Roll](#)
[Standards](#)
[Teacher Comments](#)
[Term Grades](#)
[Test Results](#)
[Truancies](#)

Attendance Field Screen: Shows days that the student has been absent.

Start Page > Student Selection > Meeting Attendance

Attendance ⚠

Test, Student 9 10815 HUHS Transferred Out

Meeting | Daily

[Change Meeting Attendance](#) [Show dropped classes also](#)

Not enrolled in any classes for the current term.

Attendance Codes:

=Present | SP=Senior Privilege | AD=Administrative Absence | A=Absent Unexcused | AE=Absent Excused | BV=Barre Voc | PI=Phone Call Illness | PA=Phone Call Appointment | WC=Weather Conditions | NA=Note Appointment | TE=Tardy Excused | TU=Tardy Unexcused | CC=Class Cut | CV=College Visit | C=Cut School | DA=Dismissed Appt. | D=Dismissal | DR=Doctor's Note | FE=Family Event | FT=Field Trip | IS=In-School Suspension | MP=Music Lesson/Play | NI=Note Ill | NT=Note Trip | ND=Nurse Dismissal | AS=Alternate School | N=Nurse Visit | NU=Note Unexcused | OS=Out-of-School Suspension | P=Phone Call | PU=Phone call unexcused | CO=Co-curricular | RH=Religious Holiday |

Edit Meeting Attendance Field Screen: Used to edit students attendance.

Start Page > Student Selection > Attendance > Edit Meeting Attendance

Edit Meeting Attendance ⚠

Test, Student 9 10815 HUHS Transferred Out

Meeting | Daily

Current attendance code: (Present)

Week of 03/24/2014

Not Enrolled

Submit (Submit is disabled until a change is made)

Cumulative Information Field Screen: Automatically filled in by grading.

Start Page > Student Selection > Cumulative Information

Cumulative Information ⚠

Test, Student 9 10815 HUHS Transferred Out

Cumulative Info.	Value
Cumulative GPA (Weighted)	
Cumulative GPA (Simple)	3.6700
Cumulative % GPA (Weighted)	
Cumulative % GPA (Simple)	90.0000
Cumulative Class Rank	Not Ranked
Cumulative Credit Hours	0.00
Q1 GPA	
Q2 GPA	
Q3 GPA	
Q4 GPA	

Graduation Plan Progress Field Screen: Not used.

Start Page > Student Selection > Graduation Plan Progress

Graduation Plan Progress ⚠

Test, Student 9 10815 HUHS Transferred Out

This student has no Graduation Plans selected.

Teacher Comments Field Screen: Not used.

Start Page > Student Selection > Teacher Comments

Teacher Comments ⚠

Test, Student 9 10815 HUHS Transferred Out

Reporting Term

Exp.	Course #	Course	Teacher	Attendance Points	Comment
3993					

[Show dropped classes also](#)

Graduation Plan Selection Field Screen: Not used.

Start Page > Student Selection > Graduation Plan Selection

Graduation Plan Selection ⚠

Test, Student 9 10815 HUHS Transferred Out

Year Entering Graduation Plan

Graduation Contracts

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[Unpick All](#)

Year Entering Post-Secondary School

Post-Secondary Preparation Plans

--	--

[Unpick All](#)

[Submit](#)

Year Entering Graduation Plan:

Graduation Contracts:

Year Entering Post-Secondary School:

Post-Secondary Preparation Plans:

Graduation Progress Field Screen: Not Used.

Start Page > Student Selection > Graduation Progress

Graduation Progress ⚠

Test, Student 9 10815 HUHS Transferred Out

Graduation Requirement Set:

Requirement	Req	Completed	Current	Needed
Submit				

Graduation Requirement Set:

Historical Grades Field Screen: Shows all stored historical grades of a student.

Start Page > Student Selection > Historical Grades

Historical Grades ⚠

Test, Student 9 10815 HUHS Transferred Out

Multiple New Entries		Single New Entry		Previous School Names		Detail View	
Year/Term	Grd Lvl	Course number	Course	Earned Credit	E1	P3	R1
08-09 YR	9	781	7th English	0.00	—	—	B+
08-09 YR	9	783	7th Science	0.00	—	—	B
08-09 YR	9	782	7th Social Studies	0.00	—	—	B-
08-09 YR	9	790	Advanced Math 1	0.00	—	—	A-
08-09 YR	9	AG	Advisory Group	0.00	—	—	—

Honor Roll Fields Screen: Used by CBMS

Start Page > Student Selection > Honor Roll

Honor Roll ⚠

Test, Student 9 10815 HUHS Transferred Out

School Year	Grade Level	School Name	Store Code	Honor Roll Method	Level Met
No honor roll records found for this student.					

Standards Field Screen: Not Used

Start Page > Student Selection > Standards

Standards ⚠

Test, Student 9 10815 HUHS Transferred Out

Enter a Standard Identifier in the box below or select one from the list.

Identifier

[Submit](#)

[Expand All](#) [Collapse All](#)

► School

Teacher Comments Field Screen: Not Used

Start Page > Student Selection > Teacher Comments

Teacher Comments ⚠

Test, Student 9 10815 HUHS Transferred Out

Reporting Term --

Exp.	Course #	Course	Teacher	Attendance Points	Comment
			3993		

[Show dropped classes also](#)

Term Grades Field Screen: Shows grades earned by Term.

Start Page > Student Selection > Term Grades

Term Grades ⚠

Test, Student 9 10815 HUHS Transferred Out

There are no term grade records for the selected term.

Test Results Field Screen: Not used.

Start Page > Student Selection > Test Results

Test Results ⚠

Test, Student 9 10815 HUHS Transferred Out

PowerSchool Test Scores

Enter New Test: ACT [Submit](#)

Test	Test Date	Grade Level	Description
No PowerSchool test scores available for Test, Student at this time			

Truancies Field Screen: Not used.

Start Page > Student Selection > Truancies

Truancies

Test, Student 9 10815 HUHS Transferred Out

New

Date	Reason	How Many	Comments
No truancies were found for this student			

END OF ACADEMICS SCREENS

- Administration**
- District Specific
- Fee Transactions
- Log Entries
- Lunch
- Lunch Transactions
- Net Access
- SEOP Review
- Incidents

Lunch Transactions Field Screen: Shows all lunch transactions if using PowerLunch

Start Page > Student Selection > Functions > Lunch Transactions

Lunch Transactions ⚠

Test, Student 9 10815 HUHS Transferred Out

Balance: 0.00 Beginning balance: 0.00

Date	Time	Net	Balance	Description
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Net Access Field Screen: Shows amount of time parent and student have access their accounts.

Start Page > Student Selection > Net Access

Net Access ⚠

Test, Student 9 10815 HUHS Transferred Out

Parent Access Summary
No Parent Access records found

Student Access Summary
No Student Access records found.

Parent Access Summary:

Student Access Summary:

SEOP Review Field Screen: Not used.

SEOP Review ⚠

Test, Student 9 10815 HUHS Transferred Out

Demographics	Career Pathways
Current Schedule	Test Data
Current Summary	Extracurricular
Emergency Contact Information	504 Information
Modify Demographics	Photo
K 1 2 3 4 5 6 7 8 9 10 11 12	Awards

Demographics:

Current Schedule:

Current Summary:

Emergency Contact Information:

Modify Demographics:

K 1 2 3 4 5 6 7 8 9 10 11 12:

Career Pathways:

Test Data:

Extracurricular:

504 Information:

Photo:

Awards:

Incident List Field Screen: Not used.**Incident List** ⚠

Test, Student 9 10815 HUHS Transferred Out

▼ Search Filter

Filter by: ☐ School ☐ Date Range ☐ Incident Title ☐ Incident ID ☐ Incident Type

Se

Incidents - Total Found: 0

To add new incidents, you must have access to Incident Type codes.

ID	Title	Incident Date	School
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No records found.

