Nova Scotia Public Education System

Transfers, Re-Enrols and No-Show

Quick Reference Guide

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# Transfers, Re-Enrols and No-Show

## Quick Reference Guide

**August 23, 2016**

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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 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 before 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 before 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 Setup (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 before the first time grades are stored.

Drop the courses using the day before date as the enrolment for the student in classes. Open the Modified Schedule screen and under the section Enrollments take note of the Enroll date, drop the classes the day before this date.
1.2 No-Show removed AFTER the grades have been stored for the first time

Contact your Board’s SIS support team for assistance.

1.3 Returning Grads (RG) deemed as No-Show

Contact your Board’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 Enrolment section, click Functions, click on Transfer out of School, or from the Current Student Selection window, under the Enrolment section, click Functions, and 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 board, complete the second step of the transfer process.
   1. Under Enrolments select Functions then select Transfer to Another School select the school from the drop down list.
   2. Submit.

2 No-Show: 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 before 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 before 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.

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 Board's SIS support team.
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 enrol 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 before 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 before 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 Scheduling/Modify 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 Setup (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 Transfer Out Of School

(If the student is a No-Show see Section on How to Deal with No-Shows)

3.1.1 Step One

- 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 before 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 before the student is transferred out.

1. Search for the student you wish to transfer.
2. Click on Functions under 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.

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 board 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 board, asking you to release the student, proceed to Step Two. If the student has left the board or the province you can only do step one.*

3.1.2 **Step Two**

3.2 **Transfer to Another School**

**Note:** If the student is transferring outside your board, 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 **Functions** under Enrolment 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, in this case Configuration High.
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 before 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 before 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 Scheduling/Modify 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 Setup (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. If you do NOT have a check in the Advanced option, then 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. If you do have a check on the Advanced option, you need to Set, then Select by Hand, select your students and update selection.
3. From the Functions list, select Transfer out of School.
4. In this screen
   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 board, then check the box **Keep in current school**.

g. **DO NOT** 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. **Submit**.

The students are now inactive at the receiving school, selected in step f. The receiving school will search using the forward (/) slash and enrol 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 before 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 before 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.
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 before 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 before the student is transferred out.

1. Do a search for and select the student.
2. Under Scheduling, select Modify 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 before the student is transferred out.

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

![Clear Requests Table](image-url)
7 RE-ENROL A STUDENT

1. Search for the student using the forward slash.
2. Under the Enrollment section, click on Functions.
4. Enter the required information and Submit.
   a. Do not restore class enrolments.
5. 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.
6. Click Submit.
7. Add courses to the student by clicking on the Modify Schedule Screen, (Under Scheduling). See user guide, *Modifying a Student Schedule – Ways to Add and Drop Courses*, found on the iNSchool web site.
8. Update the Scheduling Setup page; ensure the Next School Indicator reflects the correct school.
9. Update the Additional Programs page if applicable.
10. 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.