

Elementary Schedule Changes

4/13/16

- When moving a student to a different section within your building – for instance half day to full day Kindergarten
 - Modify Schedule
 - Select Drop All
 - Enter Exit date
 - Defaults to TODAY and you probably DO NOT WANT THAT
 - Must use the START DATE (the first day student will be in seat in new section) as the EXIT date of the former section.
 - Power School does not like gaps in enrollment
 - Enroll in new section with appropriate start date
 - Follow standard enrollment process relative to dependent courses

- Student enrolled in course by mistake – now what?
 - **CAREFUL** – this will remove the student from EVERYTHING – including Gradebook, as if the student NEVER was enrolled
 - Drop all courses back to first day of enrollment error – typically the first day of school or 1 day prior.