PowerSchool

Opening of School Guide for Power Users

For the 2019-20 School Year
Version 6.0
Updated for August 12, 2019

INTEGRATED TECHNOLOGY
SAN DIEGO UNIFIED SCHOOL DISTRICT

PowerSchool

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Part 1: When You Return

Create a Task Checklist

It is recommended that schools create a "Checklist" to serve as a guide for items and tasks that need attention.

Back to Work Checklist	Complete
Check that all staff know their DWA passwords and can sign in to PowerSchool	
Add new staff to PowerSchool	
Add or update staff Security Access	
Continue to Enroll New Students	
Check for Incomplete Enrollments	
Verify the Master Schedule is completed	
Verify Bell Schedules/Calendar/Rooms are completed	
Verify that all students are scheduled for classes	
Enable the Parent/Student Portal	

Verify Staff can Access PowerSchool

All staff members should attempt to sign in to PowerSchool as soon as they get back to school.

- **Office staff: powerschool.sandi.net/admin**

- **Teachers: powerschool.sandi.net/teachers**

Passwords can be reset using the **DWA Password Self-Service** page at **https://pss.sandi.net/**

For staff members who have not enrolled in *Self-Service Password Reset*, use the template below to create a list for those needing a password reset.

Once the list is compiled, call the IT Help Desk at (619) 209-4357 (HELP) or submit a support request online at **https://sdusd.cherwellondemand.com/.**

PASSWORD PROBLEMS LIST

The following staff at my site need their passwords reset.

1. Name: _____ ID: _____

2. Name: _____ ID: _____

3. Name: _____ ID: _____

4. Name: _____ ID: _____

5. Name: _____ ID: _____

Staff needing access to another school should contact the Power User at the other school.

Staff needing Districtwide, read-only access, should submit the request form found in the **How to Obtain Districtwide, Read-Only Access to PowerSchool Job Aid**. To find this job aid, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **System Administration**.
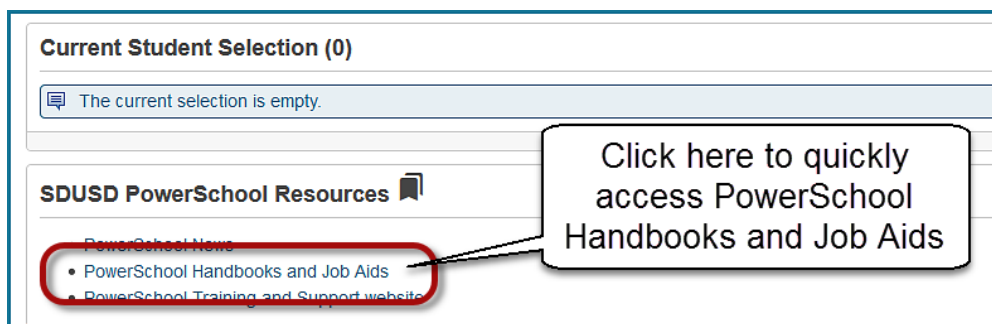
Manage Staff and Teacher Access to PowerSchool

Adding New Staff Members to PowerSchool

Use the **District Staff** tab to assign new staff members to your school. Once they have been added, assign the appropriate security role/permission.

1. From the **Start Page**, select the **District Staff** tab.

2. Enter the **Name** and/or **Employee ID**.

3. Click **Search**.
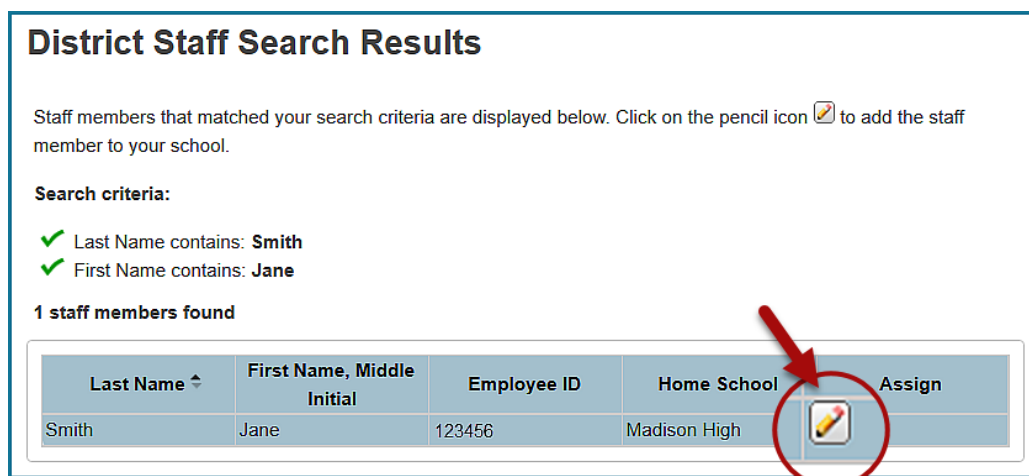
4. Click the **Assign (pencil) icon** under the **Assign** heading.
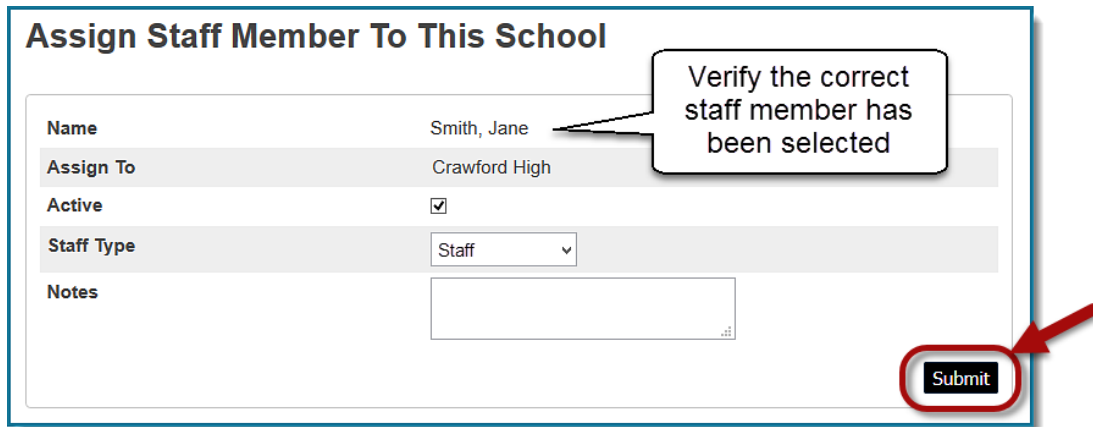
5. Verify the correct staff member has been selected, click **Submit**.

Assign Staff Member To This School
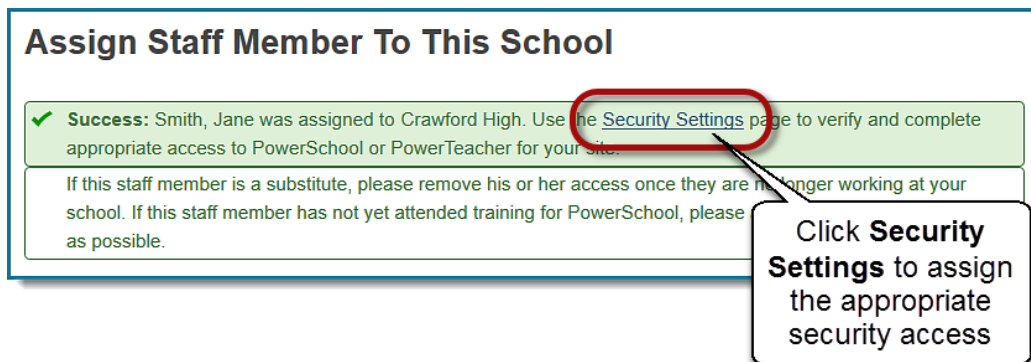
Name	Smith, Jane
Assign To	Crawford High
Active	☑
Staff Type	Staff
Notes	

Verify the correct staff member has been selected

Submit

A confirmation message will indicate the staff member was successfully assigned.

6. Click **Security Settings** to complete appropriate security access to PowerSchool.

Assign Staff Member To This School

✔ **Success:** Smith, Jane was assigned to Crawford High. Use the Security Settings page to verify and complete appropriate access to PowerSchool or PowerTeacher for your site.

If this staff member is a substitute, please remove his or her access once they are no longer working at your school. If this staff member has not yet attended training for PowerSchool, please as possible.

Click **Security Settings** to assign the appropriate security access

Adding or Updating Security Access

Each staff member and teacher must have the appropriate security group and role to perform their duties during the school year.
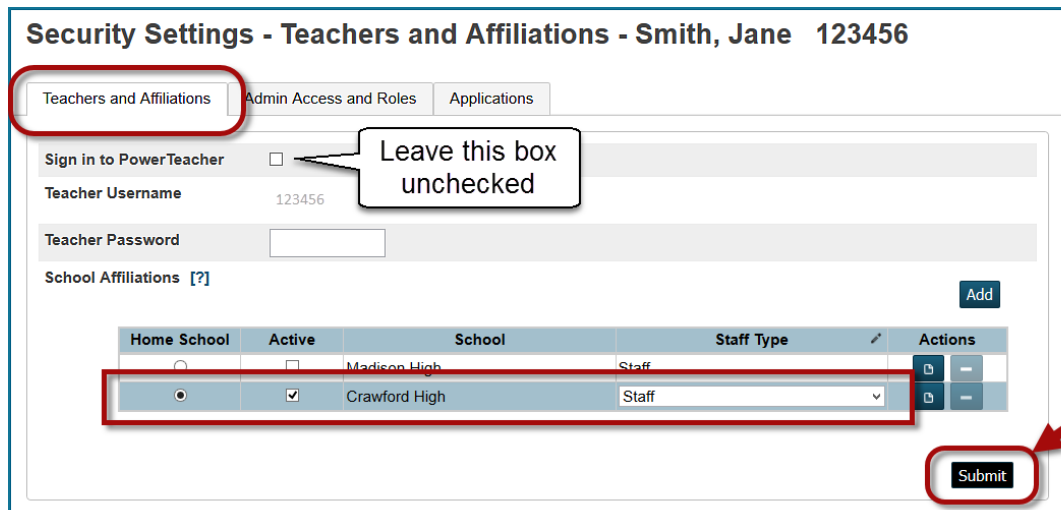
See the **Security Groups Job Aid** for more information about the recommended use of security groups and roles. To find this job aid, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **System Administration**.
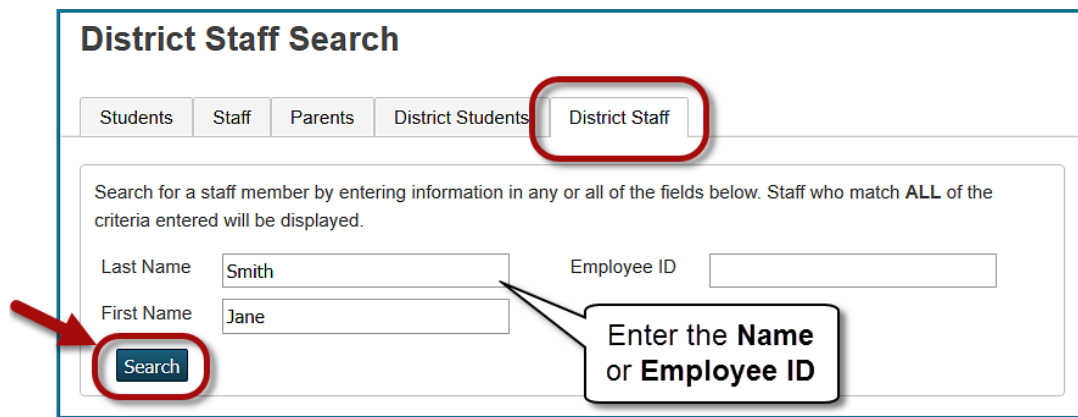
1. From the **Start Page**, select the **Staff** tab and search for the staff member.

2. Under **Functions** on the main menu, select **Security Settings**.

For Clerical Staff, Substitutes and Other Non-Teaching staff

On the **Teachers and Affiliations** tab:

- **Sign in to PowerTeacher** should not be checked.

- Select the **Home School** radio button for the assigned School.

- Check the **Active** box for the assigned School.

- Verify the **Staff Type** is correct. Change, if needed.

- Click **Submit**.
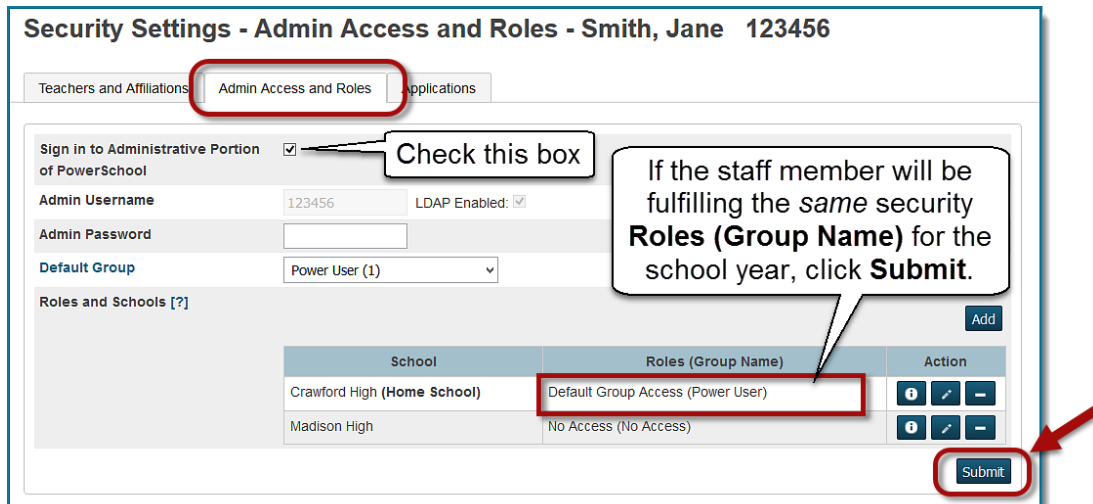
On the **Admin Access and Roles** tab:

- Check the **Sign in to Administrative Portion of PowerSchool** box.
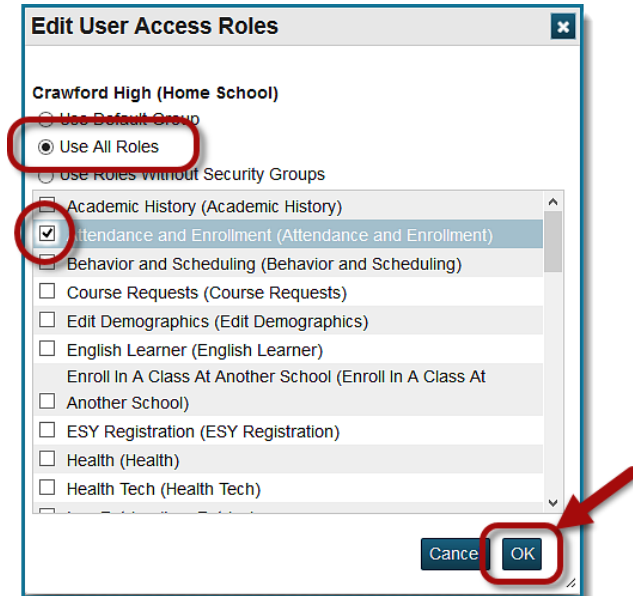
- In the **Roles and Schools** area, verify the security **Roles (Group Name)** is appropriate for the staff member:

If the staff member will be fulfilling the *same* security **Roles (Group Name)** for the school year:

- Click **Submit**.

If the staff member will be fulfilling a *different* security **Roles (Group Name)** for the school year:

- Click the **edit (pencil)** icon.
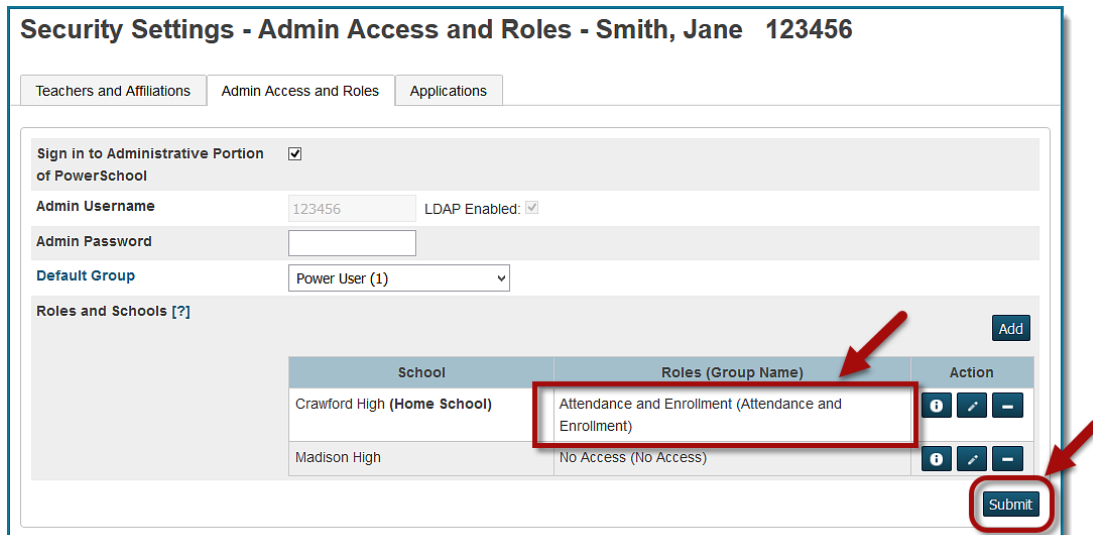
- On the **Edit User Access Roles** window, select the **Use All Roles** button and check the appropriate **Role** from the menu. **NOTE:** If the staff member will be fulfilling more than one **Role**, be sure to also select those roles. Do not over assign Roles.

- Click **OK**.

- On the **Security Settings** page, verify the correct **Role** is selected, then click **Submit**.
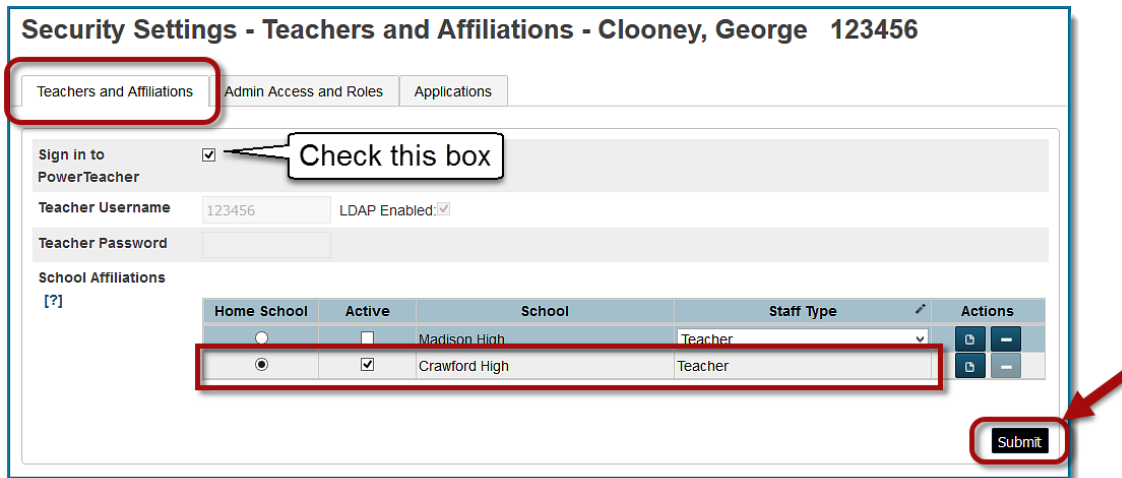
For Teachers

On the **Teachers and Affiliations** tab:

- Check the **Sign in to PowerTeacher** box.

- Select the **Home School** radio button for the assigned School.

- Check the **Active** box for the assigned School.

- **Staff Type** must be *Teacher* in order for the teacher name to appear in the Teacher Schedules menu.

- Click **Submit**.

Removing Access to PowerSchool
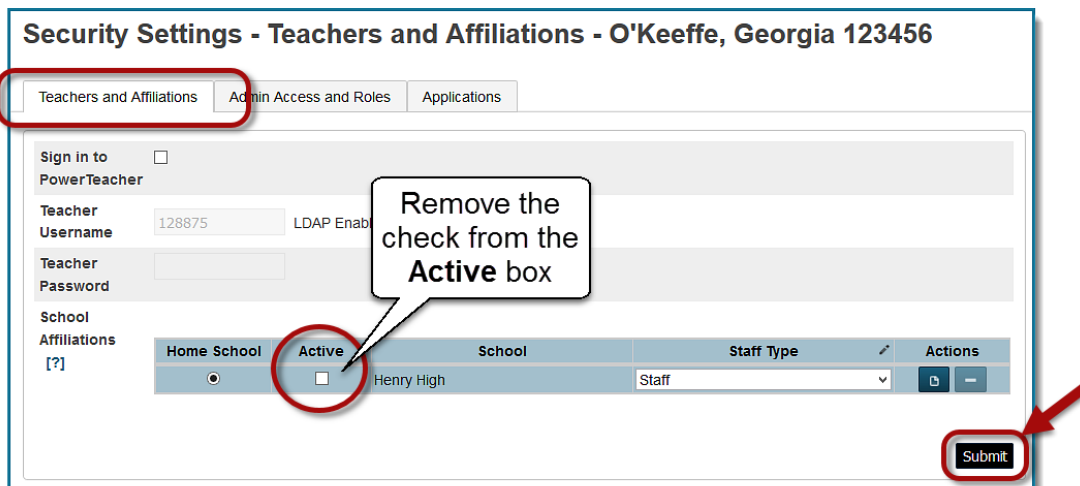
Schools are responsible for maintaining who has access to PowerSchool. It is important for access to be removed once a staff member, substitute, or teacher is no longer assigned to your school.

1. From the **Start Page**, select the **Staff** tab and search for the staff member.

2. Under **Functions** on the main menu, select **Security Settings**.

For Clerical Staff, Substitutes and Other Non-Teaching staff

On the **Teachers and Affiliations** tab:

- Uncheck the **Active** box for the school you are removing access.

- Click **Submit.**

On the **Admin Access and Roles** tab:

- Click the **Edit** button for the school you are removing access.
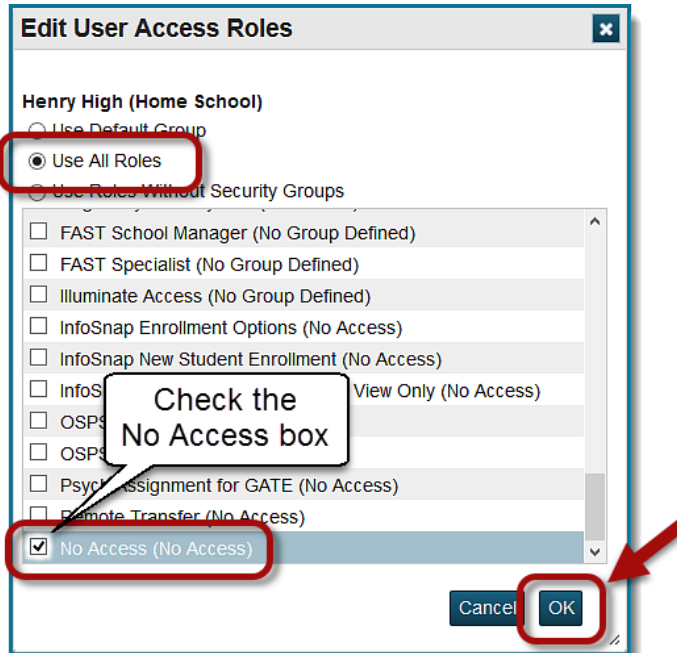
- On **Edit User Access Roles**, select **Use All Roles**.

- Check the **No Access** box.

- Click **OK**.
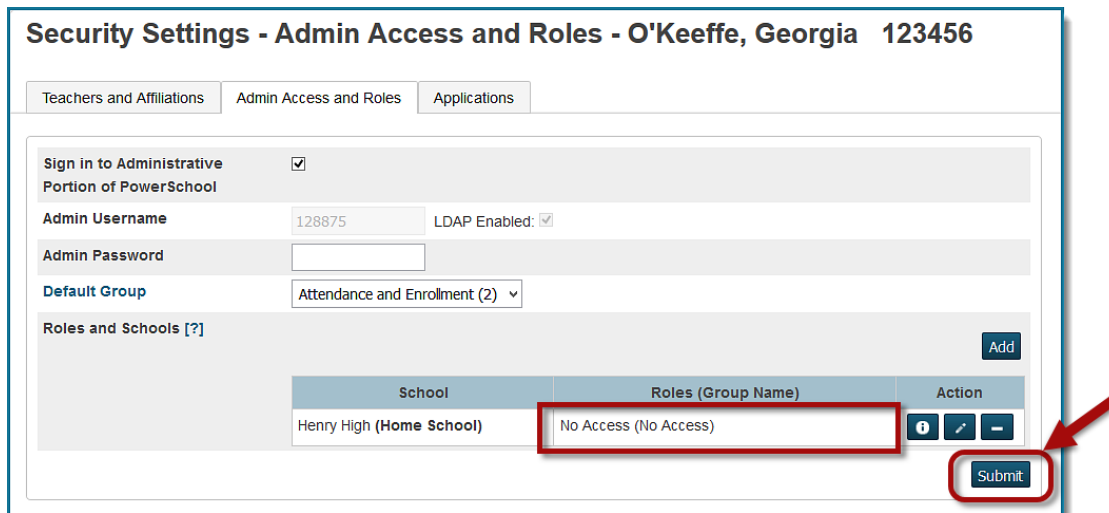
- On the **Security Settings** page, verify **No Access** is assigned, then click **Submit**.

For Teachers

On the **Teachers and Affiliations** tab:

- Uncheck the **Active box** for the school you are removing access.

- Click **Submit**.

Continue to Enroll Students

- The *first day of student enrollment at a school* should be the actual first day of attendance.

- The *first day of class* must be the first day of attendance *on or after* the enrollment date.

- Schools have full access to all of their **2019-20 students**, including incoming students previously enrolled at other schools at the end of the 2018-19 school year.

- **Important:** Be sure the **Term** is set to **2019-20** before enrolling new students.

- *Before enrolling kindergarten students*, use the **District Students Search** to check for prior enrollment in a district Pre-K program. *DO NOT create a duplicate ID*.

- Students enrolled after *Thursday, August 1, 2019,* may initially appear as **Pre-Registered** in PowerSchool. IT will run a nightly process which will make Pre-Registered students Active the next day.

- Effective *Thursday, August 1, 2019,* schools can use the District Students Search and Student Transfer pages to transfer both *Active* and *Inactive* students.

- The *Transfer Active Students* process is available until *Wednesday, September 4, 2019.*
  After that date, schools will only have access to the *Transfer Inactive Students* process using District Students Search and Student Transfer pages.

For more information about student enrollment and the transfer process, see the **Enrollment Handbook**. To find this handbook, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Enrollment**.
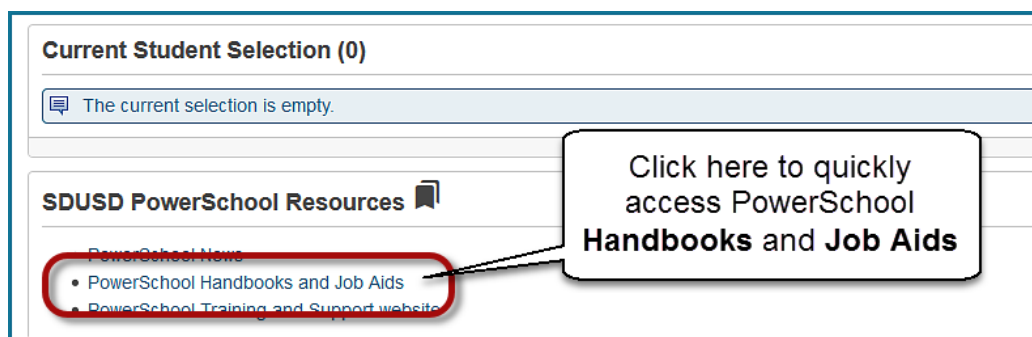
Monitor Online Enrollment of New Students

Continue to monitor the submission workspace in **InfoSnap** and work with parents to process the records in a timely manner.
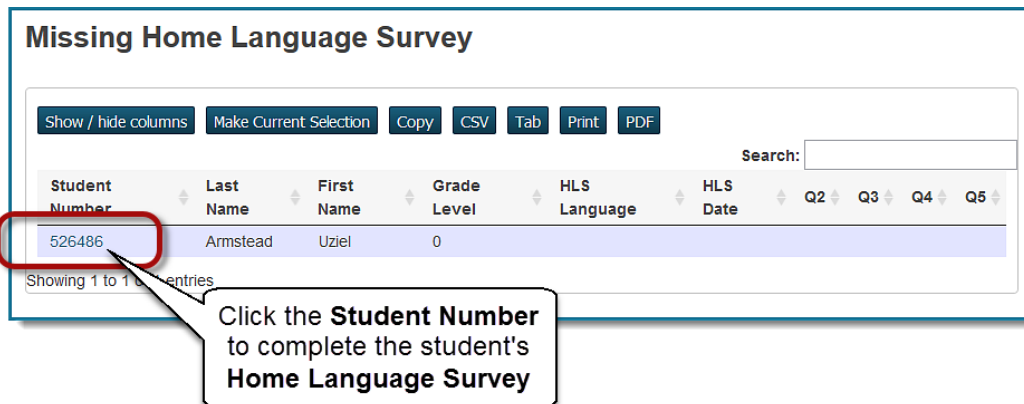
- This process is only for students who are *new to the district* and only for *schools that have boundaries*. The online enrollment process cannot be used by dedicated Magnet schools, Atypical, or Charter schools. See the **list of eligible schools**.

- School staff should not try out the process for parents by creating "test" entries in InfoSnap. If any such entries have been created, school staff should discard them in InfoSnap.

- There are InfoSnap training sessions available in **ERO** for staff who are new to a school or who have changed duties and will now be processing new student online enrollments using InfoSnap.

- Access to InfoSnap Online Enrollment is provided by PowerSchool security roles. See the job aid **How to Provide Access to InfoSnap New Student Online Enrollment** for more information.

For more information about New Student Online Enrollment, please see the **InfoSnap New Student Online Enrollment Handbook**. To find this handbook, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Enrollment**.

Identify Kindergarten Students Missing a Home Language Survey

Run the **Missing Home Language Survey** report to identify Kindergarten students who were previously enrolled in a SDUSD Pre-K program or CDC and require the entry of the *Home Language Survey* on the student Demographics page.

1. From the **Start Page,** under **Reports**, select **sqlReports**.

2. Expand the **Enrollment** reports, then select **Missing Home Language Survey.**

3. Click the **Student Number** to open the Student **Demographics** Page.

4. Complete the **Home Language Survey** section at the bottom of the Student **Demographics** Page.

5. Click **Submit**.

For more information about completing the Student Demographics Page, see the **Enrollment Handbook**. To find this handbook, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Enrollment**.

Part 2:
The Week
Before
School Starts

Verify Bell Schedule/Calendar are Complete
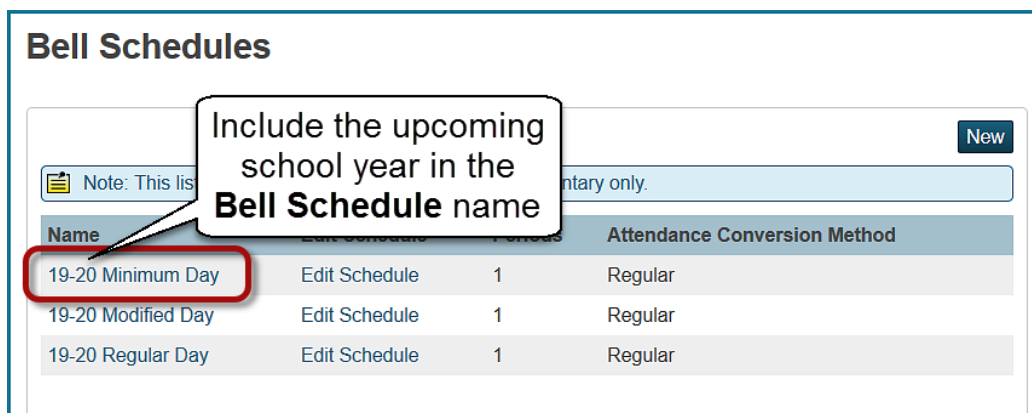
Without a complete Bell Schedule and Calendar, students cannot be scheduled for classes and teachers will not be able to see students on their class rosters.

Modified Days and/or **Minimum Days** should be differentiated by creating two separate bell schedules.

A **Modified Day** bell schedule is used for a short day that occurs once a week such as every Tuesday or Wednesday.

A **Minimum Day** bell schedule is used for short days on selected dates such as parent-teacher conference days, back to school night, and testing dates.

Include the upcoming school year in the title of all Bell Schedules.

IMPORTANT! Beginning **September 10, 2019**, schools will no longer be able to edit the **Bell Schedules** and **Calendar Setup** pages. This cutoff date will be earlier for schools beginning prior to August 26, 2019.

For more information about Bell Schedules and Calendar Setup, see the **Bell Schedules and Calendar Setup Job Aid**. To find this job aid, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **System Administration**.

If you have questions regarding **Bell Schedules** or **Calendar Setup**, contact your site's Pupil Accounting Specialist:

Secondary, K-8, Atypical and Alternative Schools
Isela Young
(619)725-7577
iyoung@sandi.net
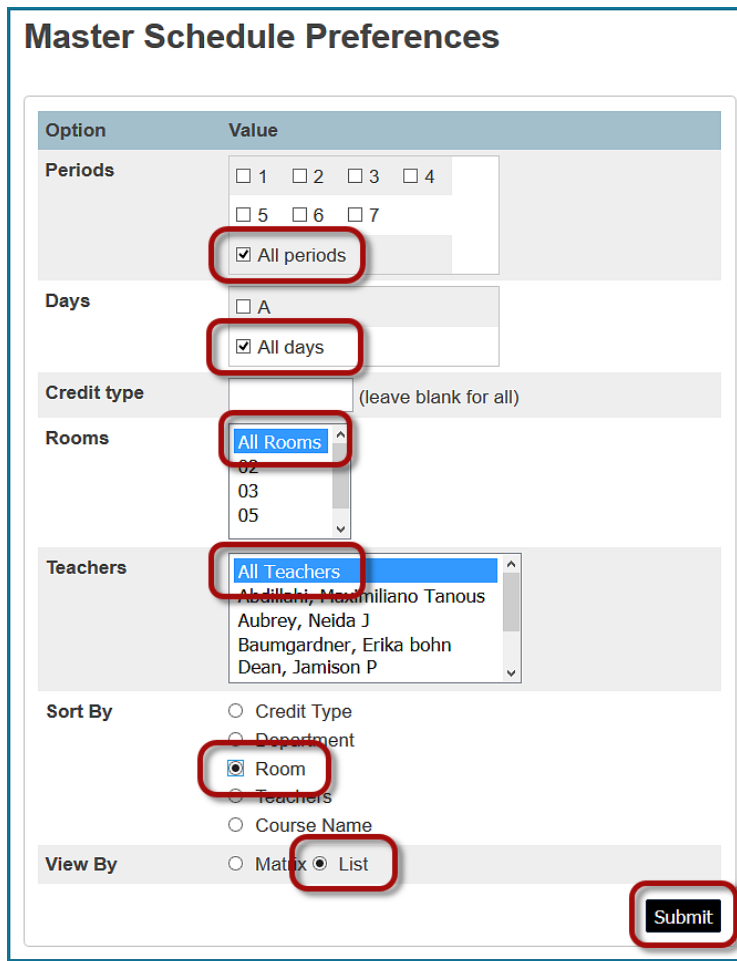
Elementary Schools
Kate Formanek
(619)725-7579
kformanek@sandi.net

Verify Room Numbers Appear in the Master Schedule

1. From the **Start Page**, under **Functions**, select **Master Schedule**.

2. Configure the **Master Schedule Preferences** page as follows:

   - **Periods:** Check **All periods**

   - **Days:** Check **All days**

   - **Rooms:** Select **All Rooms**

   - **Teachers:** Select **All Teachers**

   - **Sort By:** Select **Room**

   - **View By:** Select **List**

3. Click **Submit**.

Any section without an assigned room will appear at the top of the report.

Master Schedule List By Room

Room	Description	Course Name	Number.Section	Expression	Term	Teacher Name	Students	Max Seats
		ENGLISH 6TH	1708_2.95	1(A)	19-20	Amaro, Luis Angel Rian	22	36
		ENGLISH 6TH	1708_2.96	2(A)	19-20	Amaro, Luis Angel Rian	31	36
		ENGLISH 6TH	1708_2.97	3(A)	19-20	Amaro, Luis Angel Rian	27	36
		ENGLISH 6TH	1708_2.98	4(A)	19-20	Amaro, Luis Angel Rian	27	36
120					19-20	Cardinale, Jazzlyn Hao	26	36

Any sections that do not have an assigned room will appear at the top of the report

4. Edit the section to add the appropriate room number.

Edit Section

Field	Value
Course Name	ENGLISH 6TH
Course Number	1708_2
Schedule	Expression: 1(A)

	A	B
1	☑	☐
2	☐	☐
3	☐	☐
4	☐	☐
5	☐	☐

Additional

...cords found.

Room [ ]   *Add the appropriate Room number*

Section Number* 95

Grade Level

For more information about editing sections, see the **Elementary Scheduling** or **Secondary Scheduling Handbook**. To find these handbooks, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Scheduling – Elementary** or **Scheduling – Secondary**.

Verify Students are Fully Scheduled

There are several options to find students who are missing a schedule or have holes in their schedule.

Using the Section Enrollment Audit Report

This report will display all students who are enrolled in school but not scheduled for a class, or students with an *enrolled in school date* and a *scheduled in class date* mismatch.

1. From the **Start Page**, under **Reports**, select **System Reports**.

2. On the **System tab**, under **Membership and Enrollment**, select **Section Enrollment Audit**.
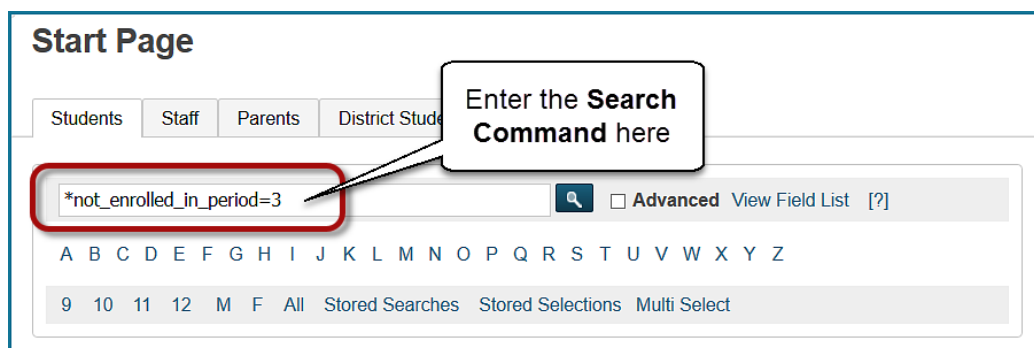
Using Search Commands

Use this command to find students who are under-scheduled, or missing a schedule:

*number_of_classes<X (X = number of classes in student schedule.)

Use this command to find students who are missing a specific period:

*not_enrolled_in_period=X (X = period)

Using the Students Missing Classes/Periods Report

This report will show students who are missing classes.

1. From the **Start Page**, under **Reports**, select **sqlReports**.

2. Expand the **Scheduling** reports, then select **Students Missing Classes/Periods**.

3. Enter an **Effective date**.

4. Select whether you are running for selected students.

5. Select a **Period Abbreviation**, or leave blank to run for all periods.

6. If your school has multiple cycle days, select the appropriate cycle day for the day you are running the report.

7. Click **Submit**.

Run sqlReport -

Label	Value
Name	Students Missing Classes/Periods
Description	This report will show students missing classes/periods at your school.
Directions	Enter an effective date and select a Period Abbreviation to run the report. If your school has multiple cycle days, you will need to select the appropriate cycle day letter for the day you are running this report. This report is date driven and will require a date in the future to look at terms that are not in session.
Effective date	8/26/2019
Run for selected students	No
Period Abbreviation	3
Cycle Day Letter	A

Select a **Period Abbreviation** or leave blank to run for all periods

Submit

Using the Students with No Class Assignments Report

This report lists students who are actively enrolled but are not scheduled for classes.

1. From the **Start Page**, under **Reports**, select **sqlReports**.

2. Expand the **Scheduling** reports, then select **Students With No Class Assignments.**

3. Click **Submit**.

Elementary Schools - Print Class or Alpha Rosters

Class Rosters without Student Numbers (to post for parents):

1. From the **Start Page**, under **Reports**, select **System Reports**.

2. On the **System** tab, under the **Student Listings** heading, select **Class Rosters (PDF)**.

For instructions on setting up the **Class Roster** screen, see the **Elementary Class Rosters without Student Numbers job aid**. To find this Job Aid, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Scheduling – Elementary**.

Teacher: Einstein, Albert
Course: Third Grade
Room: 1
Number of Students: 22
As of 8/26/19

#	Name	Grade	Gender
1	Arceo, Ares Iran	3	M
2	Avelino, Jerrell Haris	3	M
3	Bagsic, Kidus Bernard	3	M
4	Caron, Fuad Clifford	3	M

Alpha Roster with Teacher and Room:

1. From the **Start** Page, under **Reports**, select **sqlReports**.

2. Expand the **Enrollment** reports, then select **Alpha Roster with Teacher and Room**.

3. Click **Submit**.

This report can be copied, exported to Excel, or saved as a PDF.

Alpha Roster with Teacher and Room

Make Current Selection | Copy | CSV | Tab | Print | PDF

Search:

Count	Student Number	Last Name	First Name	Grade Level	Teacher	Room
1	540959	Abad	An	1	Einstein	101
2	605316	Abad	Keanu	0	Curie	104
3	541106	Abalos	Kate	3	Newton	102
4	383422	Abreu	Kollin	5	Hawking	110
5	522308	Adamson	Hudson	2	Pasteur	108

Secondary Schools - Print Student Schedules

Secondary Student Schedules with Lunch PINs

1. From the **Start Page**, make a student selection.

2. From the **Select Functions** menu, select **Print Reports.**
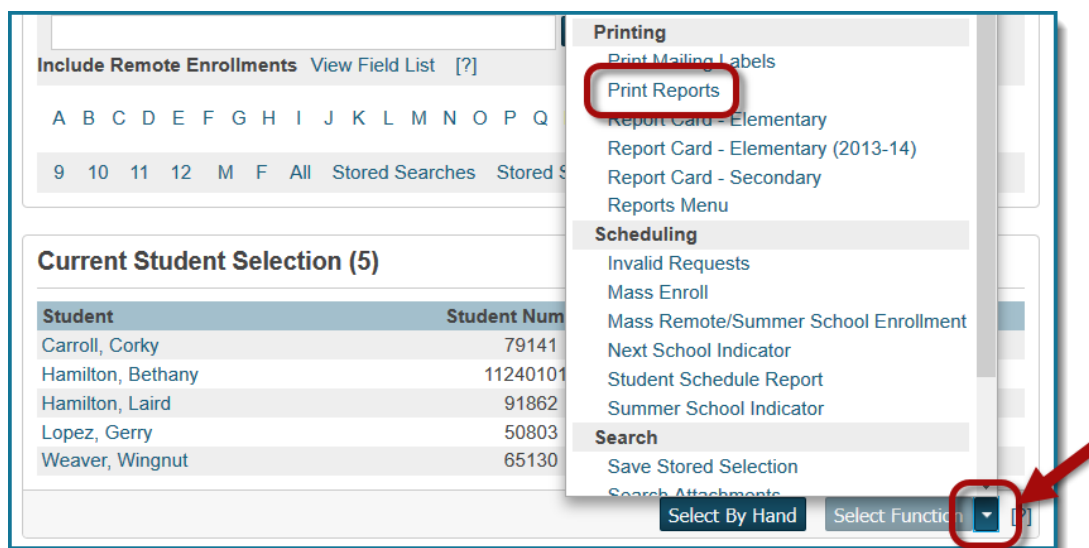
3. Configure the **Print Reports** page as follows:

- **Which report would you like to print?** Make a report selection from the drop down

   Student Schedule – Prints one student per page

   Student Schedule S1 – Prints one student per page

   Student Locator Card 4 Up – Prints four students per page

- **For which students?** Make a selection

- **In what order?** Select a sort order

- **If printing student schedules, use…**

   Select **Courses actively enrolled in during current term (excludes dropped courses)** to include *ALL terms* on the student schedule

   Select **Enrollment as of** and enter the date of the first day of school to include *ALL terms that fall within S1*

4. Click **Submit**.

Print Reports

Option	Value
Which report would you like to print?	Student Schedule S1

Select **Student Schedule**, **Student Schedule S1** or **Student Locator Card 4 Up**

For which students?	The selected 239 students
	⦿ All records in a single batch.
	○ Print only the first 2 records.
	○ All records in batches of _____ records.
In what order?	⦿ Alphabetical
	○ By grade, then alphabetical

Select a **Sort Order**

	○ By period 1 class, as of this date: 07/02/2019 📅 (takes extra time)
If printing student schedules, use...	○ courses actively enrolled in during current term (excludes dropped courses)
	○ all courses enrolled in during current term (includes dropped courses)
	○ enrollment as of 8/26/2019 📅
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year ⌄ MM/DD/YYYY 📅 to MM/DD/YYYY 📅

Make a selection to include which terms to print on student schedules

Watermark Text	⌄
Watermark Mode	Overlay ⌄
When to print	ASAP ⌄
	MM/DD/YYYY 📅 / 🕐
Report Output Locale	English ⌄

Submit

Student Schedule View – one student schedule per page.

Student Schedule as of 08/26/2019
Scripps Ranch High

Student	Student ID	Grade	Gender	Lunch PIN
Abad, Ashley Alexandro	563475	11	M	12345

Period/Day	Course	Sec	Course Title	Room	Teacher	Term
1(A)	0244	1	DES MIX MED1(P)	407	Boland	S1
2(A)	8227	2	AVID 11 A (P)	207	Pierce	S1
3(A)	6701	7	US HST/GEO 1(P)	606	Bloom	S1
4(A)	1583	3	AM LIT 1 (P)	619	Miranda	S1
5(A)	6211	5	CHEMISTRY 1(P)	704	Herrera Garcia	S1
6(A)	4169	2	INTG MATH III A ADV(P)	217	Franz	S1

Student Locator Card 4 Up View – four student schedules per page.

Grade: 11 Abad, Ashley Alexandro [563475]   M 11/01/2000 617-458-0037
Scripps Ranch High 19-20 Year   Student Lunch ID: 58686
Effective Date: 8/26/2019

Home Address:
3685 MONROE AV
SAN DIEGO, CA 92116

Period	Course	Course Name	Room	TEACHER	Term
1(A)	0245	DES MIX MED2(P)	407	Boland	S2
2(A)	8228	AVID 11 B (P)	207	Pierce	S2
3(A)	6702	US HST/GEO 2(P)	606	Bloom	S2
4(A)	1584	AM LIT 2 (P)	619	Miranda	S2
5(A)	6212	CHEMISTRY 2(P)	704	Herrera Garcia	S2
6(A)	4170	INTG MATH III B ADV(P)	217	Franz	S2

Grade: 11 Abebe, Danilo Arik [47484]   M 01/01/2001 619-990-4642
Scripps Ranch High 19-20 Year   Student Lunch ID: 40062
Effective Date: 8/26/2019

Home Address:
4179 POLK AV
SAN DIEGO, CA 92105

Period	Course	Course Name	Room	TEACHER	Term
1(A)	1584	AM LIT 2 (P)	619	Miranda	S2
2(A)	6212	CHEMISTRY 2(P)	704	Herrera Garcia	S2
3(A)	8840	MULTIMED PROD 2(P)	309	Choe	S2
4(A)	8421 2	PUBL/YRBK 9-12	413	Quijada	18-19
5(A)	4164	INTG MATH III B(P)	205	Candelaria	S2
6(A)	6702	US HST/GEO 2(P)	409	Claiborne	S2

Grade: 11 Abdul-Rahim, Tayla Shreya [43941]   F 08/01/2001 619-990-5337
Scripps Ranch High 19-20 Year   Student Lunch ID: 44635
Effective Date: 8/26/2019

Home Address:
10195 EPPERSON WY
SAN DIEGO, CA 92124

Period	Course	Course Name	Room	TEACHER	Term
1(A)	6212	CHEMISTRY 2(P)	704	Herrera Garcia	S2
2(A)	6722	US HST 2 AP(HP)	605	Arredondo	S2
3(A)	1656	ENGLGCP2AP (HP)	413	Quijada	S2
4(A)	4164	INTG MATH III B(P)	215	Mcpherson	S2
5(A)	0615	MIRA-COMS 103	614	Britt	S2
6(A)	5712 2	PHYS ED-INT ATH	GymPisapia	Escalante	18-19

Grade: 11 Ackermann, Marian Janessa [600457]   F 05/01/2001 617-448-2115
Scripps Ranch High 19-20 Year   Student Lunch ID: 66898
Effective Date: 8/26/2019

Home Address:
3905 TAMBOR RD
SAN DIEGO, CA 92124

Period	Course	Course Name	Room	TEACHER	Term
1(A)	1656	ENGLGCP2AP (HP)	413	Quijada	S2
2(A)	6222	CHEM2 HRS (HP)	804	Sanabria	S2
3(A)	2322	SPN 2(P)	602	Dejesus	S2
4(A)	6722	US HST 2 AP(HP)	605	Arredondo	S2
5(A)	4686	NJROTC ELECT 6	415Prior	Ericson	S2
6(A)	4170	INTG MATH III B ADV(P)	217	Franz	S2

For more information about student scheduling, see the **Secondary Scheduling Handbook**. To find this handbook, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Scheduling – Secondary**.

Distribute Attendance Rosters to Every Teacher

The Attendance Roster serves as a list of students the teacher can expect to see. It should **only** be used to record attendance if **PowerTeacher** is not available during the first week of school, or if the teacher is absent.

Print Attendance Rosters:

1. From the **Start Page**, under **Reports**, select **System Reports**.

2. On the **SDUSD** tab, select **Attendance Roster**.

3. Select the date **8/26/2019** to print Attendance Rosters for the first day of school.

4. Select **All Teachers**.

5. Leave **Meeting(s)** unchecked for all classes.

6. Click **Submit**.

For more information about the Attendance process, see the **Attendance Handbook**. To find this handbook, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Attendance**.

Verify New Teachers Know How to Take Attendance

PowerTeacher Training tutorials are available to assist new teachers with their duties during the school year.

Prior to viewing the tutorials, teachers should login to *PowerSource*. A link has been added to *PowerTeacher* to provide easy login access to *PowerSource*.
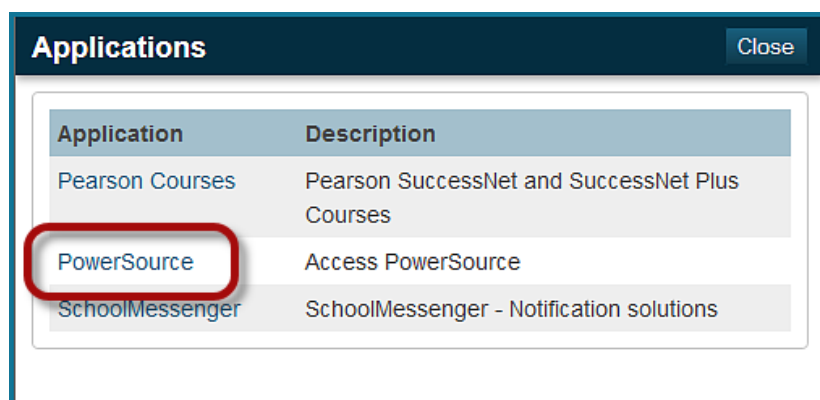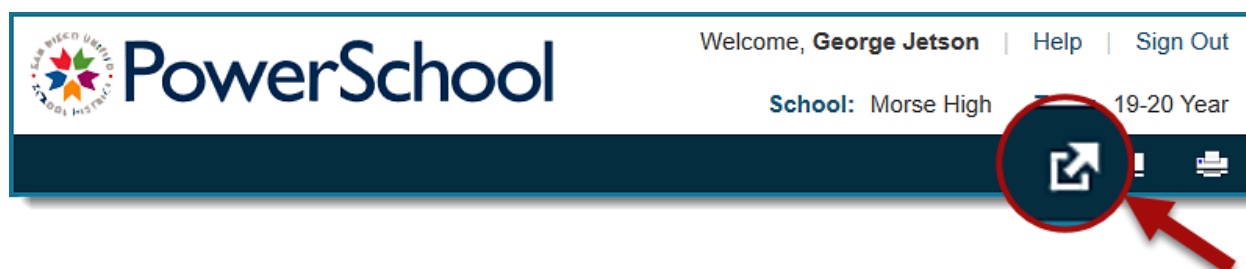
After accessing PowerSource, teachers should return to the district website to view the PowerTeacher Training tutorial: From the **Staff Portal**, select **Technical Support/Help Desk**. Scroll down to **Self Help: Bringing Solutions Closer to You,** then click **Self-Help for new teachers.** Under the **PowerSchool** heading, select **PowerSchool – Teacher Training.** On the **PowerTeacher Tutorials and Resources** page, scroll down to **Required prior to start of school** and select the link **Course 1: How to take Attendance and PowerTeacher Overview (45 minutes)**.

If teachers have trouble with this process, direct them to call the Help Desk at (619) 209-4357 (HELP) or submit a support request online at **https://sdusd.cherwellondemand.com/.**

Part 3: During the First Week of School

Check for Incomplete Enrollments
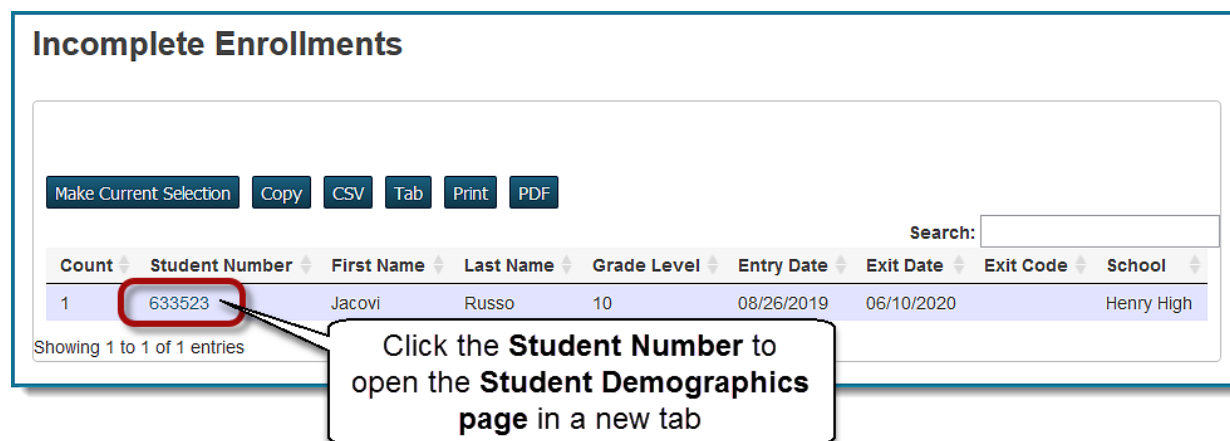
During the enrollment process, if you fail to complete the student Demographics page the student record will exist in PowerSchool but in an Inactive enrollment status (-2). The student is neither enrolled nor pre-registered. All students with an Inactive (-2) enrollment status must have their enrollment completed in order to become Active at your school.

The **Incomplete Enrollment Report** will help you identify students whose enrollment process was not completed.

Run this report ***daily the first couple of weeks of school*** while the enrollment volume is high. Then run once a month to catch any student enrollments that have been started but not yet completed.

NOTE: If the student is a no show, complete the **Student Demographics** page *then drop the student as a No-Show.* Contact the Help Desk (619) 209-4957 (HELP) for assistance or submit a support request online at **https://sdusd.cherwellondemand.com/.**

1. From the **Start Page,** under **Reports**, select **sqlReports**.

2. Expand the **Enrollment** reports, then select **Incomplete Enrollments.**

3. Click **Submit.**

4. Click the **Student Number** to open the Student Demographics page in a new tab.

5. Complete the Student Demographics page, then click **Submit**.

For more information about student enrollment and the transfer out process see the **Enrollment Handbook**. To find this handbook, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Enrollment**.

Manage Course Sections, as Needed

Closing Sections

To **CLOSE** a section, do the following:

1. Withdraw all students from the section as of the day *after* the last day of attendance.

2. On the **Teacher Schedule** page, click the **Section #** of the section to be closed.

3. On the **Edit Section** page, type **CLOSED** in the **Room** field. This way, Counselors and other scheduling staff are able to see sections that are not available for scheduling.

NOTE: The word *CLOSED* in the Room field will not prohibit students from being scheduled into the section. PowerSchool will still allow scheduling into sections labeled as *CLOSED*. It is best practice to notify counselors and other scheduling staff when sections are closed.

Deleting Sections

To **DELETE** a section, do the following:

1. Withdraw all students from the section. Students must be dropped with an **Exit Date** that matches the **Entry Date** for the class. This will delete the student enrollment record.

2. On the **Teacher Schedule** page, click the **Section #** of the section to be deleted.

3. On the **Edit Section** page, click **Delete Section**. Click to **Confirm Delete**.

NOTE: The **Delete Section** button is not available if attendance exists for the section, or the section contains students. Check for students that have been previously dropped.

In cases where you are **not able** to delete the section from PowerSchool, contact the Help Desk (619) 209-4357 (HELP), or submit a support request online at **https://sdusd.cherwellondemand.com/** to request assistance with removing the section from your master schedule.

Ensure the following information is provided in the request:

- **School**

- **Course Number**

- **Section Number**

- **Teacher**

Confirm with the Help Desk that students have been withdrawn from the class, and the section has been edited to **CLOSE**.

For more information about dropping students from a class and managing course sections, see the **Elementary Scheduling** or **Secondary Scheduling Handbook**. To find these handbooks, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Scheduling – Elementary** or **Scheduling – Secondary**.

Set up or Change Automated Attendance Call Times for SchoolMessenger

Daily attendance calls will be automatically sent to parents and guardians at specific times selected by each site.

To view your call times in PowerSchool, from the **Start Page**, under **Setup**, select **Schools**, then select **Attendance Call Times**.

Attendance Call Times

To set the auto-dialer to call students with attendance exceptions, check one of the Activate Auto-dialer checkboxes and enter a time in the corresponding time field. If neither checkbox is checked, no calls will be made. If both checkboxes are checked, the auto-dialer will call at both times. Only students whose absence has not been verified by the specified times will receive a call.

First Call	
Activate First Call	(x)
Time of First Call	11:30 AM(Example Entry 08:00 AM)
Second Call	
Activate Second Call	(x)
Time of Second Call	06:00 PM(Example Entry 02:00 PM)

To set up the **Automated Attendance Calls** feature, change call times, or if you have questions regarding SchoolMessenger, email **Communications@sandi.net**.
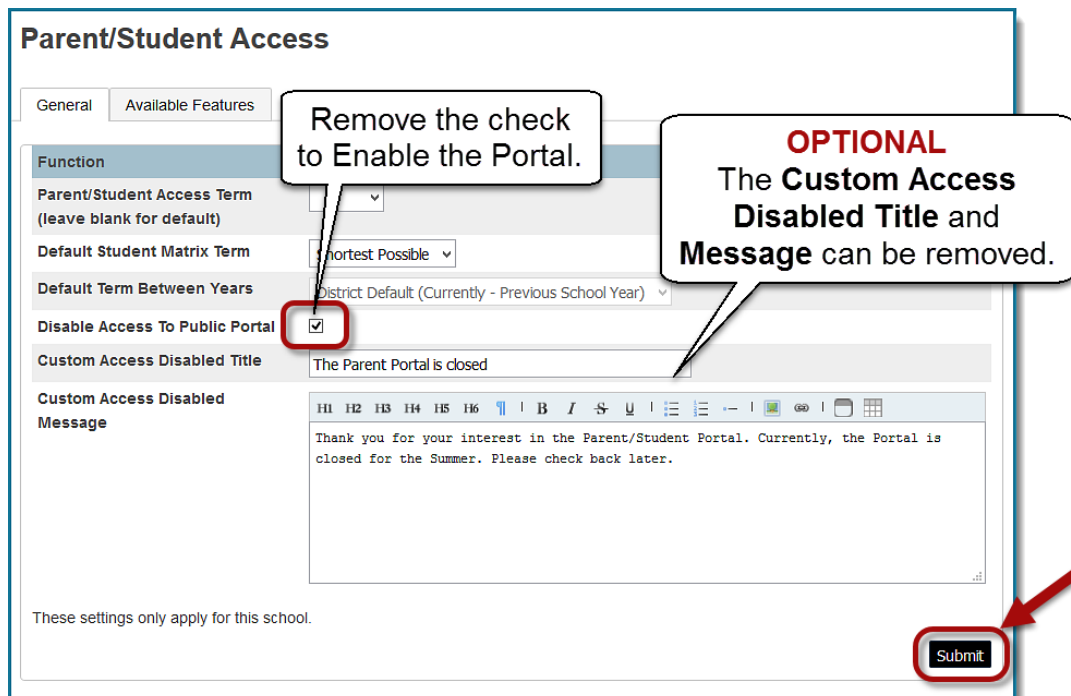
Enable the Parent Portal

Parent Portal implementation is now a districtwide requirement for all schools. Each site is responsible for enabling and maintaining the Parent Portal for their school.

On Friday, August 23, 2019, the PowerSchool Parent Portal was enabled for all schools. If your school disabled the Portal after that date, you must enable it now.

To enable the **Parent/Student Portal**, do the following:

1. From the **Start Page**, under **Setup** on the main menu, select **School.**

2. Under the **General** heading, select **Parent/Student Access.**

3. Turn off the checkbox for **Disable Access To Public Portal.**

4. Schools can optionally remove the **Custom Access Disabled Title** and **Custom Access Disabled Message** if they wish.

5. Click **Submit**.

For more information about how to enable and maintain the Parent/Student Portal, see the **Parent and Student Portal Administration Handbook**. To find this handbook, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Parent/Student Portal**.

Check **ERO** for Parent Portal training and open lab support.

Update Quick Lookup Preferences & Current Grade Display – Secondary & K-8 Schools ONLY

Verify that the **Quick Lookup Preferences** and **Current Grade Display** have been set up to display the appropriate information and update if needed.

Quick Lookup Preferences

This page specifies which grades appear on the **Quick Lookup** page in PowerSchool Administrator, and on the **Grades and Attendance** page in the Parent/Student Portal.

1. From the **Start Page**, under **Setup**, select **School**.

2. Under the **General** heading, select **Quick Lookup Preferences**.

3. Configure the **Quick Lookup Preferences** page as follows:

   - Turn on the checkbox for each **Store Code** you want to display in PowerSchool Administrator, PowerTeacher, and the Parent/Student Portal.

     K-8 Schools – DO NOT enable the Store Codes for your elementary school.

   - Under **Source of Data**, select:

     Gradebook (Current) – This will display the current grade directly from the teacher's Gradebook. This grade will change as the teacher updates their Gradebook.

   - Use the **Sort** fields to change the order of the **Store Codes** as they appear on the Quick Lookup Preferences setup page and the Quick Lookup page.

   - **Show Citizenship Grade** – OPTIONAL. Check this box to display the Citizenship grade.

4. Click **Submit**.

Quick Lookup Preferences

This screen specifies which grades are seen on the Quick Lookup screen as well as on the summary screen parents see when they access their student's record through the internet.

Store Code	Enabled Parent/Student	Enabled Teacher	Enabled Admin	Source of Data	Sort
P1	☑	☑	☑	Gradebook (Current) ⌄	1 ⌄
P2	☑	☑	☑	Gradebook (Current) ⌄	2 ⌄
S1	☑	☑	☑	Gradebook (Current) ⌄	3 ⌄
P3	☐	☐	☐	Gradebook (Current) ⌄	4 ⌄
P4	☐	☐	☐	Gradebook (Current) ⌄	5 ⌄
S2	☐	☐	☐	Gradebook (Current) ⌄	6 ⌄
Q4	☐	☐	☐	Gradebook (Current) ⌄	7 ⌄
Q1	☐	☐	☐	Gradebook (Current) ⌄	8 ⌄
Q2	☐	☐	☐	Gradebook (Current) ⌄	9 ⌄
Q3	☐	☐	☐	Gradebook (Current) ⌄	10 ⌄

| **Additional Settings** | | | | | |
| Show Citizenship Grade | | | ☑ | | Submit |
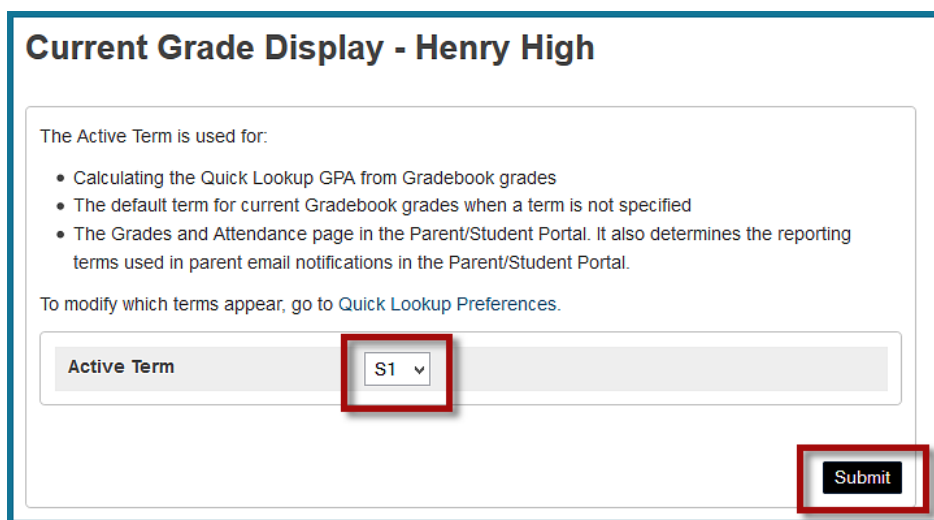
Current Grade Display

The **Active Term** determines what Term GPA is displayed on the *Quick Lookup* page in PowerSchool Administrator, and on the *Grades and Attendance* page in the Parent/Student Portal.

The **Active Term** also determines the **reporting terms used in the parent email notifications** in the Parent/Student Portal.

1. From the **Start Page**, under **Setup**, select **School**.

2. Under the **Grading** heading, select **Current Grade Display**.

3. Select the appropriate term from the **Active Term** drop-down.

4. Click **Submit**.

For more information about maintaining the Current Grade Display and the Quick Lookup Preferences during the school year, see the **Secondary Grade Reporting for Traditional Semester-based and K-8 Schools** or **Secondary Grade Reporting for 4X4 Schools Handbook**. To find these handbooks, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Grade Reporting/Progress Reporting - Secondary**.

Part 4:
Before the Last Week in September

Verify All ZZTeachers and Other Teacher Placeholders are Updated to a Known Instructor

Every course in the master schedule must have an identifiable instructor with a district employee ID. **ZZTeacher** entries in the master schedule must be updated to a known instructor by September 30 of each school year.

Only the following **ZZTeachers** aligned with their appropriate courses will be allowed beyond September 30th:

- **ZZCollTch- Community College** - Aligned with courses taught by non-district and non-charter school employees who do not have district employee IDs (e.g., community college courses).

- **ZZNonClass - NonClassScheduleOnly** – Aligned with sections used solely for scheduling purposes: there is no staff person assigned to oversee students during these time periods. These entries are not real classes and are used by the school only to track student whereabouts during a specific period (For example, Lunch).

Please see the table on the following page for guidance on using specific **ZZTeacher** codes in PowerSchool.

For more information about updating **ZZ Teachers and Other Teacher Placeholders**, see the **Replacing ZZTeacher or Other Teacher Placeholder Job Aid**. To find this Job Aid, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **System Administration.**

ZZ Teacher Codes in Power School

Faculty Name	Faculty ID	Type	Use
ZZTeacherA, ZZTeacherAA – AZ, ZZTeacherB - Z	**zzteachera, zzteacheraa– az, zzteacherb - z**	Placeholder	• May be used as placeholder instructor *until 9/30* each school year. • Must be replaced by a known instructor, or if applicable, by one of the three Faculty Names below. • Continued use beyond 9/30 will be flagged as a master schedule error. • **Note:** Print Master Schedule List Report by Teacher and ZZTeachers will be at the bottom
NonClass ScheduleOnly	**ZZNonClass**	Special	• May be used *beyond 9/30* each school year. • For master schedule entries that are not real classes and used only for scheduling purposes, such as **Lunch** if you use a course called *Lunch*.
Grant Funded	**ZZGrantTch**	Special	• May be used *beyond 9/30* each school year. • For externally funded instructors *who are **not** district or charter school employees* **and** *who do **not** have district employee IDs.*
Community College	**ZZCollTch**	Special	• May be used *beyond 9/30* each school year. • For community college instructors who do not have district employee IDs.

Update PowerSchool with Any Changes from the Enrollment Verification Form

All changes made by the Parent/Guardian on the Enrollment Verification Form must be entered in PowerSchool by October 1st.

All forms must be signed and dated by the Parent/Guardian *even if no changes were made*.

Changes to the Home Address require proof of residence. *If residency has been previously established with documentation, it is not necessary to obtain again, as long as the parent signature on the enrollment verification form reconfirms the same resident address.*

The signed Enrollment Verification Form should be filed in a secure area.

For more information about student enrollment, see the **Enrollment Handbook**. To find this handbook, click the **PowerSchool Handbooks and Job Aids** link at the bottom of the PowerSchool Start Page then select **Enrollment**.

Verify that Students Have a SSID

It is important that every student has a Student State ID (SSID). This data is mandatory for CALPADS reporting and State Testing. Beginning the fourth week in September, the data is pulled from question 45 and 46 and matched to data in CALPADS.

Run the **Verification of SSID** report monthly to find students who do not currently have a SSID.

1. From the **Start Page**, under **Reports**, select **sqlReports**.

2. Expand the **CALPADS** reports, select **Verification of SSID**.

3. Click **Submit**.

Verification of SSID Report

SSID Frequently Asked Questions:

1. **The student information is correct on my Verification of SSID report. How long will it take for a student to obtain an SSID and be removed from the report?**

    This depends on the time of year. At the beginning of the school year, it can take longer, but the turnaround time is normally 48-72 hours unless there are discrepancies with the student's birth date, birth city/state, or California schooling information (Question 45) on the Demographics page. If question 45 is left blank, and the student does have prior California public schooling, more research is required before matching the student with the existing SSID, which can cause a delay.

    A student must have an SSID in PowerSchool in order to be uploaded to CALPADS. If the student record is still missing a SSID after 72 hours, email jschmidt2@sandi.net.

2. **Why does my student have an SSID in question 45, but not at the top of the Student Demographics page?**

    The SSID in question 45 was entered by your school and is for matching purposes only. Once the match has been completed in CALPADS, the IT Department will update the SSID field at the top of the Student Demographics page.

3. **I have followed all of the instructions but my student is not appearing in TOMS (Test Operations Management System). What do I do?**

    *From CALPADS, the student's information is sent to TOMS. If your student doesn't appear in TOMS within 48 hours of seeing their SSID in PowerSchool on line 2 of the Demographics page, contact **Assessment Services** at **(619) 725-7065**.*