

Online Tutorial: Graduating Students Early

When a student is graduating early, follow these steps to update them in PowerSchool.

Step 1: Select the graduating student in PowerSchool.

Step 2: On the *Student* page, in the left navigation bar, select *Functions* under the *Enrollment* heading.

Enrollment

Activities
All Enrollments
Functions
Special Programs
Transfer Info

Functions
Print Reports For This Student
Transfer Out Of School
Re-Enroll In School
Transfer To Another School

Step 3: From the *Functions* screen, select the *Transfer Out of School* link.

Step 4: From the *Transfer Out of School* page:

a: Enter “Graduated” in the *Transfer Comment* field

b: For *Date of Transfer*, enter the date of the day after the student’s last day in class

c: In the *Exit Code* drop-down, select *E230*

d: Click submit (it will take you to an *Alert* screen – click *back* to proceed).

Who will be transferred out	[Redacted]
Transfer comment	Graduated
Date of transfer (should be the day after the student's last day in class)	1/2/2010
Exit code	E230 (Completer Exit - Must also select "School Completi
<input type="checkbox"/> Check here if student(s) intend to enroll in school during next school year.*	

Abdullah, Zaid I 9 30281 DOB: 1/13/1995 LK1 Transferred Out

Step 5: “Transferred Out” will appear next to the student’s information at the top of the page if the student has been successfully transferred out.

Step 6: Go back to the *Student* page - in the navigation bar, under the *Enrollment* header, select *Functions*.

- Enrollment
-
- Activities
- All Enrollments
- Functions
- Special Programs
- Transfer Info

- Functions
- Print Reports For This Student
- Transfer Out Of School
- Re-Enroll In School
- Transfer To Another School

Step 7: From the *Functions* screen, select the *Re-Enroll in School* link.

Step 8: From the *Re-Enroll in School* page:

a: Enter the date of re-enrollment (same as student's exit date from *Transfer Out of School* page

b: Leave *Entry Code* blank

c: Type "Graduated" as the *Entry Comment*

d: Select a *Full-Time Equivalency* from the drop-down

e: Select "No" from the *Restore Class Enrollments* drop-down

f: Click submit (it will take you to an *Alert* screen – click *back* to proceed).

Student to re-enroll	[Redacted]
Date of re-enrollment	1/2/2010
Entry code	[Blank]
Entry comment	Graduated
Full-Time Equivalency	No FTEs defined for this school
Grade Level	10
Track	[Blank]
District of Residence	[Blank]
Restore class enrollments?	No

- Enrollment
-
- Activities
- All Enrollments
- Functions
- Special Programs
- Transfer Info

Step 9: To verify the student has been transferred out, from the navigation bar, select *Transfer Info*.

Step 10: From the *Transfer Info* page, click on the *Entry Date* under *Current Enrollment*.

Current Enrollment	
Entry Date / Code	Exit
2/25/2010	6/

Step 11: From the *Current Enrollment* window:

a: Change the *Exit Date* to equal the *Entry Date*

b: Select *E230* as the *Exit Code*

c: Click submit (it will take you to a *Changes Recorded* screen, click *Back* to proceed).

Entry Date	<input type="text" value="2/25/2010"/>
Entry Code	<input type="text" value=""/>
Entry Comment (entry & exit)	<input type="text" value="Graduated"/>
Exit Date	<input type="text" value="2/25/2010"/>
Exit Code	E230 (Completer Exit - Must also select "School Completion
Exit Comment	<input type="text" value=""/>

Enrollment

- Activities
- All Enrollments
- Functions
- Special Programs
- Transfer Info

Step 12: Go back to the *Transfer Info* page from the *Student Page*.

Step 13: From the *Transfer Info* page click on the most recent *Entry Date* under *Previous Enrollments*.

Previous Enrollments	
Entry Date / Code	Exit
8/24/2009	2/2
7/6/2009	00/

School Completion Status

Step 14: From the *Previous Enrollments* page, select a *School Completion Status* from the drop-down. Click *Submit* (it will take you to a *Changes Recorded* screen, click *Back* to proceed).

Scheduling

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

Step 15: From the *Student Page*, select *Scheduling Setup*.

Step 16: From the *Scheduling Setup* page:

a: Verify *Next Year Grade* is “0”

b: Verify the *Schedule This Student* check box is clear

c: Verify *Summer School Indicator* & *Next School Indicator* drop-downs are blank or “None.”

Next Year Grade	<input type="text" value="0"/>
Priority	<input type="text" value="0"/>
Schedule This Student	<input type="checkbox"/>
Year of Graduation	<input type="text" value="2013"/>
Summer School Indicator	<input type="text" value="None"/>
Note for Summer School Admin	<input type="text"/>
Next School Indicator	<input type="text"/>

Step 17: Submit a work-order to PowerSchool ASAP with Student’s name, number and graduation date.