

Online Tutorial: New Student Enrollment

You should only create a new enrollment for a student if that student is not transferring from another Green Dot school.

If the student was previously enrolled at another Green Dot school, please use the online tutorial for **“Transferring in a Green Dot Student.”**

Step 1: On the start page, click on “Enroll New Student” under the “Other Options” heading.

Search Students



[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M F All

Other Options


[Stored Searches](#) [Stored Selections](#) [Enroll New Student](#)

Step 2: Fill in the fields seen in the graphic to the right.

Two quick words:

1. **DO NOT** enter a student number, as PowerSchool will automatically generate a student number later.
2. Please be as accurate as possible when filling out this information. Blank or inaccurate fields create major problems for other PowerSchool users and departments.

| Student Information | |
|---------------------------------|---|
| Student's Name (Last, First MI) | <input type="text"/> , <input type="text"/> |
| DOB | <input type="text"/> |
| Student number | <input type="text"/> (If this field is left blank, PowerSchool will generate a student number.) |
| Social Security Number | <input type="text"/> |
| Phone Number | <input type="text"/> |
| Enrollment date | <input type="text" value="7/30/2009"/> |
| Full-Time Equivalency | <input type="text"/> <input type="button" value="v"/> |
| Grade Level | <input type="text" value="9"/> <input type="button" value="v"/> |
| Entry Code | <input type="text"/> <input type="button" value="v"/> |

Step 3: Click the “Submit” button. 

Step 4: A list of students currently in PowerSchool may pop up. If the student you are enrolling is on the list, **DO NOT CLICK ENROLL AT THE BOTTOM OF THE SCREEN.**

Doing so will create a duplicate enrollment in PowerSchool. Instead, click on the name of the student in the list. This will bring up the reenrollment screen. Fill out information as in Step 3 above and submit.

Step 5: Click on “Custom Screens” under the “Information” heading in the left navigation bar.

Information

*Reg Screen
Addresses
Custom Screens
Demographics
Emergency/Medical

Step 6: Click on “01 Student App - General.”

| Student App - General | |
|--|--|
| 1. Student Information | |
| CSIS ID Number | <input type="text"/> |
| Previous ID Number | <input type="text"/> (LA Unified ID) |
| Name (Last, First Middle) | <input type="text"/> |
| Nickname | <input type="text"/> |
| Residential Address | <input type="text"/> |
| Mailing Addressee | <input type="text"/> |
| Mailing Address | <input type="text"/> |
| Alt Mailing Addressee (optional) | <input type="text"/> |
| Alt Mailing Address (optional) | <input type="text"/> |
| Home Phone | <input type="text"/> (***-***-****) |
| Gender | Choose... <input type="button" value="v"/> |
| School Entry Date & Grade Level | <input type="text"/> Choose... <input type="button" value="v"/> (mm/dd/yyyy) |
| District Entry Date & Grade Level | <input type="text"/> Choose... <input type="button" value="v"/> (mm/dd/yyyy) |
| Social Security Number | <input type="text"/> (***-**-****) |
| Birthdate | <input type="text"/> (mm/dd/yyyy) Ages: 16 years 10 months and 21 days |
| Birthplace: City | <input type="text"/> |
| Birthplace: State/Province | Select State <input type="button" value="v"/> |
| Birthplace: Country | United States of America <input type="button" value="v"/> |
| (SNO) U.S. Entrydate | <input type="text"/> (mm/dd/yyyy) |
| Primary Ethnicity | <input type="text"/> <input type="button" value="v"/> |
| Name of Person Student Resides With (First Last) | <input type="text"/> <input type="text"/> Choose... <input type="button" value="v"/> |
| Person's Email | <input type="text"/> |
| Person's Phone | <input type="text"/> (***-***-****) |
| Single Parent Household | <input type="checkbox"/> (Checked = YES, Unchecked = NO) |
| Parent Education Level | Choose... <input type="button" value="v"/> |
| If School Bus, which stop? | Choose... <input type="button" value="v"/> |
| If "Other," Please Specify | <input type="text"/> |

Step 7: Fill out the appropriate information for the paper Student Application Packet and click the “Submit” button.

Step 8: Click on “Modify Info” under “Information” in the left navigation bar.

Information

Addresses
Custom Screens
Demographics View
Demographics Modify
Emergency/Medical
Family
Modify Info
Other Information

Step 9: Click “Auto-assign IDs & passwords” for this student on the bottom of the page.

[Auto-assign IDs & passwords for this student](#)