

# Enroll Student from another Building

1. PowerSchool Home
2. Find the inactive student – Use the / mark.

School: Glenwood Community High School  
Term: 06-07 Quarter 1

Start Page > Student Selection > Functions > Re-Enroll Student

Logout ?  
Dashner, Nancy

### Re-Enroll Student

Test, Mary 9 11374 GCHS Transferred Out

**Student to re-enroll** Test, Mary

**Date of re-enrollment** 7/26/2006

**Entry code** 1 (Enrolled)

**Entry comment** Transferred from BBLC

**Full-Time Equivalency** HS FTE

**Grade Level** 9

**Track**

**District of Residence** Glenwood Community School District (2511)

**Restore class enrollments?** No

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Submit

Use first day student will start in new building. Must be a day school is in session.

Use Enrolled.

Add Comment

Use your building's FTE

Say No.

See Next Page

3. PowerSchool Home

4. Transfer Info

5. You should now have multiple lines. Click on the top enrollment date.

School: Glenwood Community High School  
Term: 06-07 Quarter 1  
Start Page > Student Selection > Edit Current Enrollment  
Logout ?  
Dashner, Nancy

### Edit Current Enrollment

Test, Mary 7 11374 GCHS Transferred Out

Entry Date	7/26/2006	Should be the date student will enter new school
Entry Code	1 (Enrolled)	Use enrolled.
Entry Comment (entry & exit)		
Exit Date	7/1/2007	Exit date should be the last day of school calendar. This is usually 7/1.
Exit Code		
Exit Comment		This should be blank.
Full-Time Equivalency	HS FTE	
Grade Level	9	Use your school's FTE.
Track		
District of Residence	Glenwood Community School District (2511)	

Iowa State Report Information  
Record Type: Enrollment Records

E0100 - Enrollment Event Type*	(E) Entry	
D0180 - Enrollment Code	(1)	
D0190 - Exit Code	(Blank for Entry Event)	
E0110 - Date of Entry*	7/1/2006	
E0120 - Transfer Type*	(Y) In-district transfer	Add this for Iowa Codes

  

E0100 - Enrollment Event Type*	(W) Withdrawal	
D0180 - Enrollment Code	(Blank for Withdrawal Event)	
D0190 - Exit Code	(1) Transferred	
E0110 - Date of Withdrawal*	7/25/2006	
E0120 - Transfer Type*		

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.