

PowerSchool Update

May 1, 2020

PowerScheduler Reminders

- When a student is exited (transferred out), in the student's course requests and scheduled classes are not removed on the PowerScheduler side. Before exiting the student, remove the PowerScheduler course requests and/or scheduled classes in PowerScheduler. Please refer to the New & Exiting Students document for more details.
- Newly enrolled students who will be scheduled in PowerScheduler for the 20-21 school year must have their scheduling preferences filled out so that they are available in PowerScheduler. Please refer to the New & Exiting Students document for more details.
- If a teacher is not showing on the PowerScheduler side > Go to the Start Page > Staff tab > Search for/select the teacher > Once on the teacher record from the left menu click the Schedule Setup screen, select Schedule This Teacher and Submit.
- Use the Master Schedule List report in PowerScheduler to see all sections in PowerScheduler. The Master Schedule List report shows section information, including the term of the class, teacher, expression, number of students enrolled and number of seats. The Master Schedule List report is in PowerScheduler under the Reports link.
- Once the calendar dates are known for 2020-2021, make sure to update the Years & Terms in PowerScheduler by going to PowerScheduler > Years & Terms > Locate 2020-2021 and click the Edit Terms link > Click in to a term link to edit the dates for that term > Submit to save. The recommended start date to use for the 20-21 school year is 8/10/2020 and the end date is 6/30/2021. If the Years & Terms in PowerScheduler are not correct the student's class enrollments will have the wrong start and end dates.

May PowerSchool Tasks

At this point in the school year some of the tasks your school **may need** to work on include:

- Create the new school year in PowerSchool at each school building and District Office. We recommend using an 8/10/2020 start date for the 2020-2021 school year.
- Once the new school year is set up, brand new students who are starting in 2020-2021 can be pre-registered.
- Enter student requests in PowerScheduler and work on the master schedule.
- Schools working in PowerScheduler may be at the point where they are running builds and/or loads.
- Some schools may be starting the process of elementary scheduling for the coming school year by performing the copy master schedule function to bring the sections over to the 2020-2021 school year.
- For districts that use a 7 or 7 1/2 semester ranking as their final ranking, and who wish to retain the 7 or 7 1/2 semester rank, you must export the rank information from PowerSchool and re-import it to custom rank fields. This process must be performed before the end of year grades are stored.