



## **Pre-enrolling Kindergarten and All Students (Before New School Year has become Active)**

PowerSchool can easily handle enrolling a new student for next year before the new school year is made "active".

1. Enroll the new student in the usual fashion (**Special Functions - Enroll New Student**)
2. For the **Enrollment date**, use the first calendar day for new school year
3. The grade level should be correct for the new school year (0 for kindergarten).
4. **Entry code** is **E** for regular enrollment (applies to Kindergarten students entering school for the first time).
5. **Fee Exemption Status** is not used at this time.
6. Click **Submit**. This student is now considered **Pre-Registered**.
7. To add the rest of the enrollment info, click **Custom Screens – Enrollment Information** from the student menu on the left side of the screen.
8. Tab through the entry boxes to add new information. You will notice that the boxes follow the blanks on the Enrollment Form.
9. To find the student's name at a later time, search as you would any "inactive" student – use a forward slash "/" typed before the student's last name in the search box.
10. To find all the *pre-registered* kindergarten students you have entered, (don't forget the *forward slash*) type **/EntryDate=7/31/2005;grade\_level=0** (just in case you have pre-enrolled students in any other grade levels).
11. Once the new school year becomes "active", enrolling will be done in the same manner as it has been done previously.