

How to Pre-register Students for Next School Year

To pre-register a student for the upcoming school year, follow the steps below.

1. Log into the appropriate school.
2. Navigate to Start Page > School > Years & Terms and verify that the Years & Terms for the upcoming school year have been created. (If they have not been created, you will need to create them now using the correct dates for your first day of school as well as the term dates).
3. Change the term at the top of the page to the year term for the upcoming school year.
4. Navigate to Start Page > Enroll New Student
5. Populate the fields. For enrollment date, enter the first day of next year's school year. Also, verify that the grade level and school are correct for the upcoming school year.
6. Submit the page.

Correctly pre-registering students will create a student record with an enroll status of -1 (Pre-Registered). It also creates a pending enrollment that will become active during nightly process at 12 am on the date entered on the "Enroll New Student" page.

Incorrect pre-registering can cause enrollment summary issues. Students that are incorrectly pre-registered may receive an enroll status of 0 (Active) and will be promoted during End-of-Year (EOY) process. They will also receive a dual enrollment and re-enrollment record resulting in duplicate numbers on the enrollment summary report.

This information has been adapted from PS article 5683

Troubleshooting:

Issue: I just got my pre-registered 9th graders to show up in PowerScheduler by changing Grade_Level=9 to Grade_Level=8. Next_School=(our high school #), Sched_NextYearGrade=9, and Enroll_Status=-1.

Now when I click on 8 in PowerScheduler my pre-registered 9th graders appear.

Solution: Use the following field: Sched_NextYearGrade=9 to get all "current 8th graders" and pre-enrolled 9th graders.

Issue: We started pre-registering pre-k students for 10-11. The Years are set-up; they were registered in the right school and the right term. We can't find them! We look in 09-10, 10-11, we search enroll_status=-1. They are nowhere to be found. Any ideas?

Solution: PRECEDE YOUR SEARCH WITH A /AS IN: /ENROLL_STATUS=-1