

How to Pre-register Students for Next School Year

PowerSource ID:5683

Summary

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.

Audience

This article is intended for administrators, counselors and registrars.

Details

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.
3. Change the term at the top of the page to the year term for the upcoming school year.
4. Navigate to Start Page > Special Functions > 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.
7. If you are going to be using student requests for scheduling or PowerScheduler, then set the following fields according to:
Start Page > Student Selection > Scheduling Setup
Next Year Grade: (Enter the grade level of the **upcoming** school year. i.e. If the student was pre-registered for Grade 9, the Next Year Grade would need to be 9.)
Next School Indicator: (choose the school they are pre-registered for the **upcoming** school year)
If you are not going to be using student requests for scheduling or PowerScheduler, then set the following fields according to:
Start Page > Student Selection > Scheduling Setup
Next Year Grade: (Enter the grade level of the **following** school year. i.e. If the student was pre-registered for Grade 9, the Next Year Grade would need to be 10.)
Next School Indicator: (choose the school they are going to be in for the **following** year)

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. After this date, if you used student requests for scheduling or PowerScheduler, you will need to change the Next Year Grade and Next School Indicator to the **following** year information. i.e. If the student was pre-registered for Grade 9, the Next Year Grade would need to be 10.

PowerScheduler has made it easier to work with next year kids in version 8

The screenshot shows the 'Scheduling' page in PowerScheduler. At the top, there is a breadcrumb trail: 'Start Page > PowerScheduler > Scheduling'. Below this is a search bar with a magnifying glass icon and a 'View Field List' link. Underneath the search bar is a row of letters from A to Z. Below the letters are three rows of filters: 'Next Year Grade Level: 9 10 11 12', 'Current Year Grade Level: 8 9 10 11 12', and 'Other Options: M F All'.

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.

To work with Pre-registered students from the start screen search for
/enroll_status=-1