



Nova Scotia Student Information System

Nova Scotia Public Education System

Process Guide: Overview

Student Information System - PowerSchool

Last Revised August, 2010

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I. INTRODUCTION

Nova Scotia is embracing a new application, called **PowerSchool**, to manage student-related information. School boards have worked with schools to implement the new system.

A new system does mean change! For some, the change will be easy to master while others may find it daunting. Several tools are available to help everyone learn the new system. In addition, the implementation of PowerSchool does mean that, in some cases, the way things were done before will also change. The Process Guides define “what” processes have changed and outlines the steps to accomplish the task. In some cases, references to detailed, “how to” **Quick Reference Guide** documentation is identified. These **Quick Reference Guides** provide step-by-step instructions on using PowerSchool to accomplish the specified processes.

I.1.RATIONALE

With the implementation of a common, provincial student information system (SIS) within the province, many processes have changed in order to take advantage of the features and functionality offered by the new system, PowerSchool.

I.2.AUDIENCE

This Process Guide is aimed towards those individuals who are directly involved with using the PowerSchool system. Some users will use the system on a daily basis while others may only be periodic users.

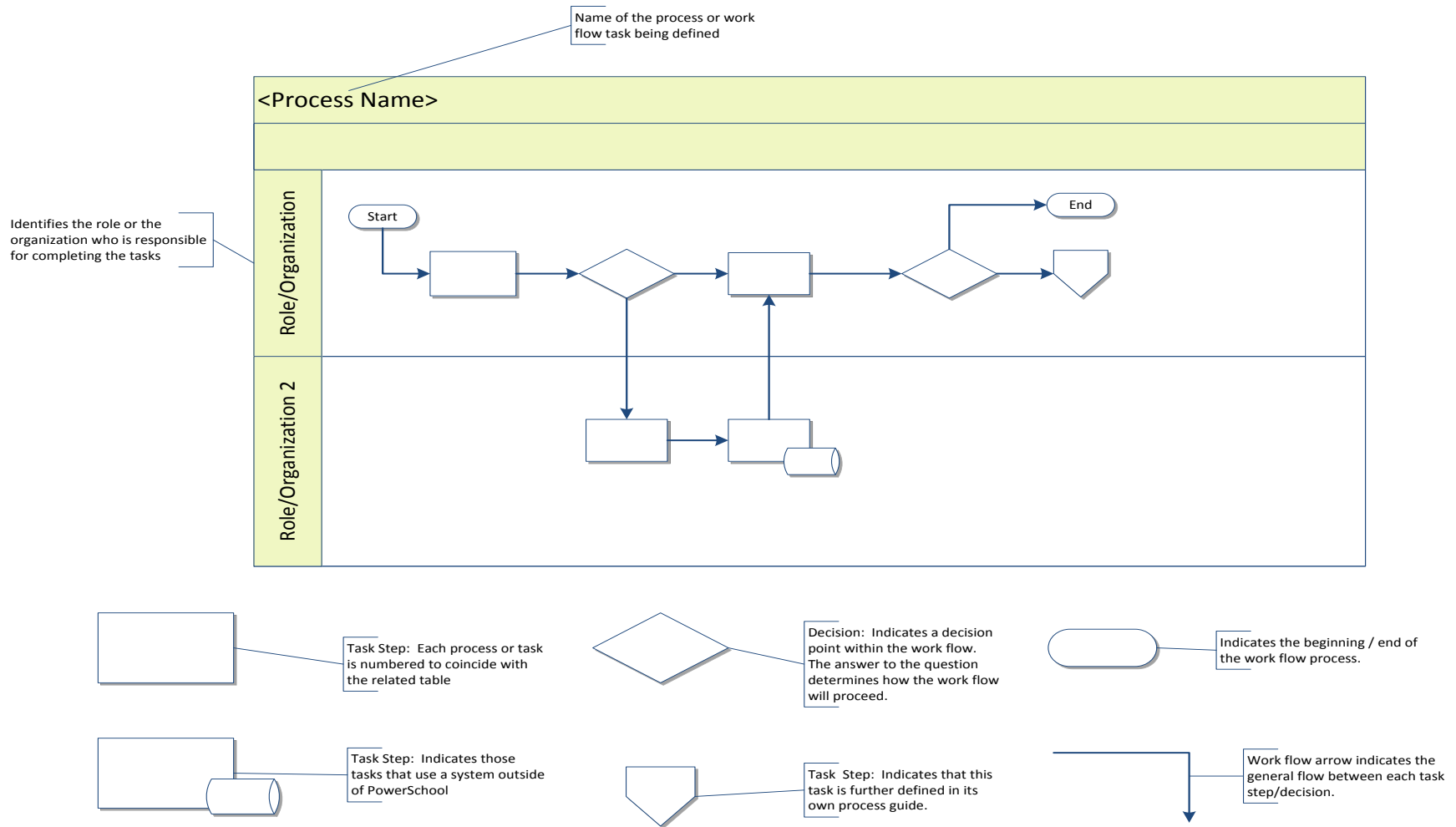
The roles involved with the workflow processes include:

- Teacher
- Administration Support Staff (e.g., Secretary, Guidance Secretary)
- Registrar
- Guidance Counsellor
- Administration (Principal/Vice Principal)
- Parents
- Students
- School Board Staff
- Department of Education Staff

I.3. UNDERSTANDING THE WORKFLOW DIAGRAM

A workflow diagram is presented for each process with an associated table to describe the process. The purpose of the workflow diagram is to graphically describe the process for a specific function related to managing student information. The workflow diagram also provides an opportunity to identify 'who' is involved in completing the task and when other 'roles' or 'systems' are required to complete a task.

The following is a legend for the workflow diagram.



With each workflow diagram, a table is included. The table corresponds to each item (process/task) identified in the workflow diagram. The table includes more details related to the tasks.

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
XX 1.1 <Corresponds to the Task # in the work flow / process diagram>	Task step identified – corresponds to the process diagram <Detailed description associated with the identified task step>	Lists the name of forms associated with this task	Lists the name(s) of related Process Guides and/or Quick Reference Guides associated with this task	Identifies key notes related to the task. For example, the timing for starting/completing the task may be identified.
XX 1.2				