



Nova Scotia Student Information System

Nova Scotia Public Education System

Process Guide: Register/Enrol a New Student

Student Information System - PowerSchool

Last Revised : August, 2010

TABLE OF CONTENTS

1. Overview.....	2
1.1. Highlights	2
1.2. Audience	2
2. Register/Enrol a Student	3
2.1. Assumption(s).....	3
2.2. Description.....	4
2.3. Other Related Materials	8
3. Appendix A – Data Standards	9
3.1. Entry Codes	9
3.2. Student Program Type	9
3.3. School Funding Type.....	10
3.4. Ancestry	10
3.5. Birth Certificate Documentation.....	11

I. OVERVIEW

All students within the NS Public Education System must register and enrol within a school. Therefore, every student must exist within the PowerSchool system. Most students enter a school for the first time in grade pre-primary or primary. However, it is not uncommon to register new students at any time throughout the school year.

I.1.HIGHLIGHTS

Some highlights of the key information collected within this process are:

- Obtain the Nova Scotia Student Number
- Obtain and validate a student's birth certificate information
- Register the student
 - Basic enrolment information (e.g., grade level, date of birth, gender, etc.)
 - Entry codes
- Enrol the student in a program
- Identify the student's funding type
- Identify the student's ancestry
- Validate the student's birth certificate documentation

I.2.AUDIENCE

The roles involved with this workflow process include(s):

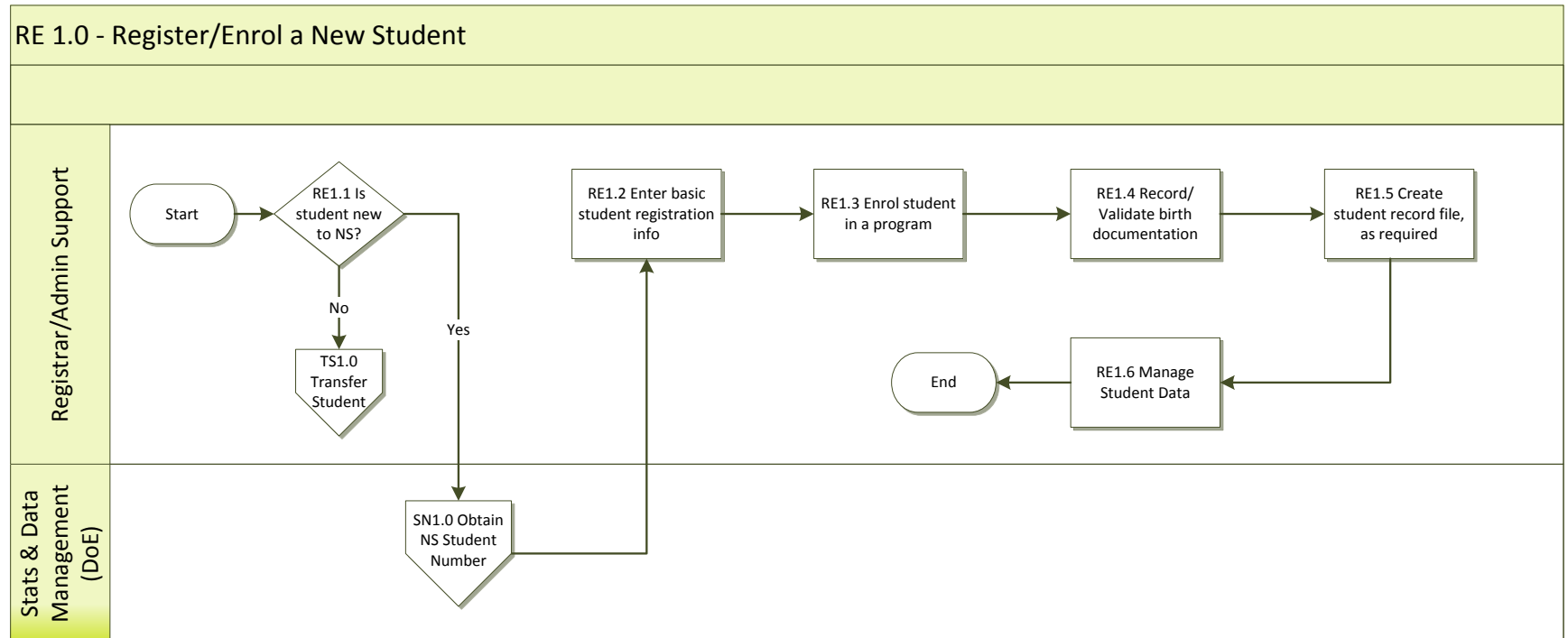
- Administration Support Staff (e.g., Secretary, Guidance Secretary)
- Registrar

2. REGISTER/ENROL A STUDENT

2.1. ASSUMPTION(S)

- A student's eligibility to enter the public school system has been determined:
 - Identify if the student is entitled to French instruction
 - Determine if student meets appropriate age requirements (and related permissions)
 - Determine if the student lives within the school boundaries
 - Identify the appropriate program for the student (e.g., early/late French immersion, adult education, vocational)
- Student eligibility information is collected using existing processes for determining the eligibility for a student.
- Each student enrolling in your school must be assigned an Entry Code.

2.2.DESCRPTION



Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
RE1.1	<p>Is student new to NS?</p> <p>Determine if the student is new to a school within Nova Scotia.</p> <p>If yes, then proceed to SNI.0 – Obtain NS Student Number</p> <p>If no, then proceed to TSI.0 – Transfer Student. If the student has previously attended another school, then</p>	NS Student Registration Form	<p>Quick Reference Guide: Searches in PowerSchool</p> <p>Quick Reference Guide: PowerSchool Basics</p>	

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
	the Registrar/Admin Support needs to initiate the process to transfer a student.			
SNI.0	<p>Obtain NS Student Number</p> <p>This process assigns a unique student number to each student within the public education system. Each student has their own identification number that remains with the child until they exit the public education system. If a student decides to move to another school either within the same school board or outside, then this number still remains with the child for identification purposes within PowerSchool.</p>		Process Guide: Obtain NS Student Number	
RE1.2	<p>Enter basic student registration info</p> <p>In order to register a student within your school, some basic information is entered during the registration/enrolment process.</p> <p>Some of the key information that is entered is:</p> <ul style="list-style-type: none"> • Student’s Legal Name <ul style="list-style-type: none"> ○ The student’s legal name must be recorded within the system to ensure duplicate students do not exist within the system. As the student graduates, the legal name is required on the student’s transcript and graduation leaving certificate (diploma). ○ NOTE: The fields available (last, first, middle) are limited in the number of characters that can be entered. It is recognized that some students do have lengthier names. The preference is to enter the complete legal name. However, some limitations may exist. <ul style="list-style-type: none"> ▪ MIDDLE NAME – Enter as much of the middle name as possible. If there are multiple middle names, enter what is 		Quick Reference Guide: Enrolling a Student	

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
	<p>reasonable and provide middle initials where appropriate.</p> <ul style="list-style-type: none"> ▪ LAST/FIRST NAME – If some characters may be truncated, enter what is accepted. Create an <i>OTHER alert</i> and insert the complete legal name into the alert. For those documents requiring the complete legal name (e.g., transcripts), you can generate a list (via a search) of all students with an ‘other’ alert and manually identify those students with a longer legal name. • Date of Birth <ul style="list-style-type: none"> ○ Required as proof of age for registration. Valuable in accurately identifying students within the system. • Phone Number • Date of Enrolment • Grade Level • Gender • Entry Code (Refer to Appendix 3.1.1 for description) • School of Residence <ul style="list-style-type: none"> ○ Used to identify the school in the school area where the student resides (i.e., for out of boundary students attending your school). • Student Program Type (Refer to Appendix 3.1.2 for description) • Student Funding Type (Refer to Appendix 3.1.3 for description) 			

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
	<ul style="list-style-type: none"> • Birth Certificate Documentation (Refer to Appendix 3.1.5 for description) • Self-Identification – Aboriginal, First Nations, Ancestry <ul style="list-style-type: none"> ○ Parents/Guardians (or students, where appropriate) are encouraged to self-identify in order to assist these students in taking advantage of programs (e.g., funding, grants) available. (Refer to Appendix 3.1.4 for description) • Family Match • Civic Address 			
RE1.3	<p>Enrol student in a program</p> <p>This is a required step. During the initial registration process, each student must be assigned to a program. Refer to Appendix 3.1.2 for details on the program types available.</p>		Quick Reference Guide: Enrolling a Student	
RE1.4	<p>Record/Validate birth documentation</p> <p>Required to confirm a student’s proof of age for entering the public education system. In addition, an accurate date of birth is a valuable piece of information for identifying the correct student within the system.</p>		Quick Reference Guide: Enrolling a Student	
RE1.5	<p>Create student record file, as required</p> <p>A Cumulative Record (CUM) file is created, if needed, based on the Student Records Policy and related guidelines.</p> <p>Other student files (Confidential and/or Youth Criminal Justice) are created on an ‘as needed’ basis.</p> <p>An ‘Other Alert’ is created within PowerSchool to indicate that the CUM file is available.</p>		<p>Document: Guidelines for Using Alerts</p> <p>Document: Guidelines for Cumulative Records (Student Records Policy) – in development</p>	

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
RE1.6	<p>Manage Student Data</p> <p>This process includes entering other demographic information for the student:</p> <ul style="list-style-type: none"> • Emergency/Medical Information • Medical/Legal/Other Alerts • Parents/Guardians/Siblings • Other demographic information (e.g., preferred name) 		Document: Guidelines for Using Alerts	
TS1.0	<p>Transfer Student</p> <p>This process outlines the tasks associated with transferring a student into your school.</p>		Process Guide: Transfer Student	

2.3. OTHER RELATED MATERIALS

- Refer to the document entitled “Reports Catalogue” for a complete list of available reports.
- Other resources are available through the PowerSource internet website - <https://powersource.pearsonschools.com>.

3. APPENDIX A – DATA STANDARDS

3.1. ENTRY CODES

Code	Description
CP	Change Program
PR	Pre-registration
RF	Registered for First Time in a School
PG	Promoted from Previous Grade Level
RE	Retained
TB	Transfer from School in Board
TP	Transfer from School in Province
TO	Transfer from School Outside of Province
RI	Re-enrolling at this School (had withdrawn)
RG	Graduated High School (Returning)

3.2. STUDENT PROGRAM TYPE

Code	Description
E005	Elementary
E010	Élémentaire
E015	Élémentaire (Immersion)
J005	Junior High
J010	Secondaire
J015	Secondaire (Early Immersion)
J020	Secondaire (Late Immersion)
S005	Senior High

Code	Description
S010	Fin d'études secondaires
S015	Fin d'études secondaire (Early Immersion)
S020	Fin d'études secondaires (Late Immersion)
S050	Adult Education
S060	Vocational (3 year)
S065	Vocational (1 year)

3.3.SCHOOL FUNDING TYPE

Definition: The source of funding for the enrolled student.

The school must attach one of the codes below to each student to designate the funding source.

Code	Description
	Regular (default)
	International Student
	Foreign/Exchange Student
	Home Schooled Partial (minimum 1 course)
	Home Schooled Only (virtual school administered by DoE)
	DSEPS (Designated Special Education Private School) (virtual school administered by DoE)
	Federally Funded/Native Student
	Correspondence Partial
	Correspondence Only (virtual school administered by DoE)

3.4.ANCESTRY

Definition: The self-identified ancestry of a student. The ethnic or cultural origins of the student's ancestors is from either/or both sides of the family. Ethnic or cultural ancestry should not be confused with citizenship.

The information to populate this field must be supplied by a parent or a student over the age of 16. If this field contains a value then permission from the parents and/or student is implied.

Code	Description
1	Acadian/ Acadien descent
2	African descent
3	East Asian descent
4	European descent
5	Asian descent
6	Middle Eastern descent
7	Not listed above (Please specify)

3.5.BIRTH CERTIFICATE DOCUMENTATION

Code	Description
1	Birth Certificate
2	Passport
3	Immigration papers
4	No verification provided