Teachers must have entered all outstanding marks for this student.

Please make sure the student is enrolled into the proper sections and the marks stored before transferring out of school. (Eg. Student is in a CTS Header class and has not been placed in a proper funding AB Ed course)

<mark>DOUBLE CHECK TO SEE IF THERE IS A CONCURRENT ENROLLMENT</mark>

There are different situations for students withdrawing or transferring:

1. **Student is staying at school, but withdrawing from a section at the beginning of the course.**
   Step 1 then **Step 2**

2. **Student is staying at school, but completed course early or withdrew from a section during the course.**
   For marks being stored **Step 3**
   For no marks being stored **Step 1** then **Step 2**

3. **Student withdrawing from school and transferring out**
   For marks being stored **Step 3**
   For no marks being stored **Step 1** then **Step 2**
   *Extra step- Unschedule Students Next Year courses in PowerScheduler (if it has been set up and loaded)

Once you decide which situation is occurring, follow the appropriate steps below.
Correct dates are crucial when withdrawing or transferring students, if you don't enter accurate dates, you may end up with lost attendance or marks or both.

Step 1.

Make sure the teacher has entered marks and attendance. BOTH must be updated before dropping the student.
Click on **Modify Schedule** under Scheduling

Scheduling
Bell Schedule View
List View
Matrix View
Modify Schedule
Request Management
Scheduling Setup

Put a check in the **Drop** box next to the class.

Click "**Drop Selected**" Make sure withdrawal date is correct, because if you use the same date as the Enrollment date you will make the enrollment disappear, AND ALL COURSE DATA FOR THE SELECTED COURSE WILL BE LOST FOR THAT STUDENT

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
🔓	7-8(2,4)	S2	ADV1000-8	Advisory		Sinclair, Ashley	189	02/02/2016	06/29/2016	☐
🔓	5-6(1-5) 7-8(5)	S2	CTS46035-1	Introductory Financial Manag		Dye, Val	192	02/01/2016	06/29/2016	☐
🔓	3-4(1-5) 7-8(3)	S2	ELA31045-1	English Language Arts 30-2		Sinclair, Ashley	189	02/01/2016	06/29/2016	☐
🔓	11(2)	S2	FIN10105-1	Personal Financial Information		Dye, Val	193	02/02/2016	06/29/2016	☐
🔓	11(3)	S2	FIN10151-1	Accounting Prep		Dye, Val	193	02/03/2016	06/29/2016	☐
🔓	11(4)	S2	FIN20601-1	Personal Taxation		Dye, Val	193	02/04/2016	06/29/2016	☐
🔓	11(1)	S2	INF10605-1	Spreadsheet 1		Dye, Val	193	02/01/2016	06/29/2016	☐
🔓	11(5)	S2	MAM10105-1	Marketing & Management		Dye, Val	193	02/08/2016	06/29/2016	☐
🔓	1-2(1-5) 7-8(1)	S2	SCN32305-1	Biology 30		Dye, Val	193	02/01/2016	06/29/2016	☐

Enrollments

[Drop Selected] [Drop All] [Automated Schedule] [Manually Schedule Student] [Toggle Locks]

Step 2.

If there is no marks associated with this enrollment and the student is leaving the course early.

Go to **All Enrollments**

Enrollment
Activities
All Enrollments
Functions
Special Programs
Transfer Info

Click on **edit** for the course being dropped

All Enrollments

BO

Status	School	Year/Term	(Course.Section) Name	Expression	Teacher	Entry Date	Exit Date	View	Edit
	BO (4402)	15-16 S2 (2502)	(FIN20601.1) Personal Taxation	11(D)	Dye, Val	02/04/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(FIN10151.1) Accounting Prep	11(C)	Dye, Val	02/03/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(ADV1000.8) Advisory	7-8(B,D)	Sinclair, Ashley	02/02/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(INF20201.1) Keyboarding	11(B)	Dye, Val	02/02/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(FIN10105.1) Personal Financial Information	11(B)	Dye, Val	02/02/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(SCN32305.1) Biology 30	1-2(A-E) 7-8(A)	Dye, Val	02/01/2016	06/29/2016	View	Edit

Edit the bottom portion of the page

Edit Enrollment Record ⚸ ⚠ 👤 📋	
_____ BO	
	PASI Course Enrolment	Core Alerts
Student	_____
Course	Biology 30 (SCN32305.1)
Teacher	Dye, Val
Expression	1-2(1-5) 7-8(1)
Enroll Date	02/01/2016 📅 _(Synchronized with PASI)_
Exit Date	06/29/2016 📅 _(Synchronized with PASI)_
School	Bowden Grandview School (4402)
Term	15-16 S2 (2502)
DCID	28190462
📋 Use these fields to edit a student's class enrollment record. However, if dropping a student from a class, use the drop function on the Class Roster page or the Modify Schedule page.	

Alberta Information	
Diploma Course	
Career Technology Studies	
Funding/Delivery Schedule	
Primary Delivery Method	
Instruction Language	
French Instruction Hours	
Funding Requested	No ▾ Synchronized with PASI)
Course Enrollment Status	WDR - Withdrawal ▾ (Synchronized with PASI)
Instruction Minutes Received	(Synchronized with PASI)
Dual Enrollment	No ▾ (Synchronized with PASI)
External Credential Eligible	No ▾
Exam Writing Center (Override)	
	Submit

Funding Requested -No
Course Enrolment Status – WRD-Withdrawal
Submit

Step 3.

Withdrawn student that needs mark stored.

Historical Marks cannot be added for a student unless they are enrolled in a section of that course

Make sure the student is enrolled into the proper sections and the marks stored before transferring out of the school. (Eg. Student is in a Header class and has not been placed in a proper funding AB Ed course)

Make sure the teacher has entered all the marks, find out what the final mark is.
0% should be entered into Gradebook for all missing past and future assignments.

Look up enrolment information in **All Enrollments**.

Enrollment
Activities
All Enrollments
Functions
Special Programs
Transfer Info

 Click on **Edit** for the class the student needs a mark stored for.

All Enrollments 👤

Status	**School**	**Year/Term**	**(Course.Section) Name**	**Expression**	**Teacher**	**Entry Date**	**Exit Date**	**View**	**Edit**
	BO (4402)	15-16 S2 (2502)	(ADV1000.8) Advisory	7-8(B,D)	Sinclair, Ashley	02/02/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(SCN32305.1) Biology 30	1-2(A-E) 7-8(A)	Dye, Val	02/01/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(ELA31055.1) English Language Arts 30-1	3-4(A-E) 7-8(C)	Crandall, Kellie	02/01/2016	06/29/2016	View	Edit
COM	BO (4402)	15-16 S1 (2501)	(ADV1000.1) Advisory	7-8(B,D)	Sinclair, Ashley	09/01/2015	02/01/2016	View	Edit
COM	BO (4402)	15-16 S1 (2501)	(MAT37915.1) Mathematics 30-1	5-6(A-E) 7-8(E)	Burge, Chelsea	08/31/2015	02/01/2016	View	Edit
COM	BO (4402)	15-16 S1 (2501)	(PED24455.1) Physical Education 20	1-2(A-E) 7-8(A)	Hannett, Dana	08/31/2015	02/01/2016	View	Edit

The information needed here is the **Course Number and Section** Number

Edit Enrollment Record 👤

BO

			PASI Course Enrolment	Core Alerts
Student				
Course	Biology 30 (SCN32305.1)			
Teacher	Dye, Val			
Expression	1-2(1-5) 7-8(1)			
Enroll Date	02/01/2016 📅			
Exit Date	06/29/2016 📅			

📋 Use these fields to edit a student's class enrollment record. However, if dropping a student from a class, use the drop function on the Class Roster page or the Modify Schedule page.

Now go to **Historical Grades** >**Single new entry**

Academics

Attendance
Enter Attendance
Cumulative Info
Graduation Plan Progress
Graduation Plan Selection
Graduation Progress
Historical Grades
Honor Roll
Standards
Teacher Comments
Term Grades
Test Results
Truancies

Historical Grades 👤

BO

				Multiple New Entries	Single New Entry	Previous School Names	Detail View				
Year/Term	**Grd Lvl**	**Course number**	**Course**	**Earned Credit**	**R1**	**R2**	**R3**	**R4**	**S1**	**S2**	**Y1**
15-16 S1	12	ADV1000	Advisory	0.00	_	.	_	.	_	.	.
15-16 S2	12	SCN32305	Biology 30	0.00	.	.	58	.	.	.	.
15-16 S2	12	ELA31055	English Language Arts 30-1	0.00	.	.	48	.	.	.	.

Enter

Select Course Mark

School year 2016 (for 2016-2017)

Store code - Either S1 or S2

Hist Grade level *(Grade student is in)*
- (a) Course number - section *(as you saw in all enrollments). *You cannot copy and paste.*
- (b) Teacher and name of course will populate on its own.

Grade

Percent

Earned credit hours

Potential credit hours

Mark Assignment Date will need to be before withdrawl date.

Submit

Click on "**Modify Schedule**" under Scheduling

Put a check in the **Drop** box next to the class being dropped.

Click "**Drop Selected**" Make sure withdrawal date is correct, because if you use the same date as the Enrollment date you will make the enrollment disappear, AND ALL COURSE DATA FOR THE SELECTED COURSE WILL BE LOST FOR THAT STUDENT.

Go to **All Enrollments**

Enrollment

Activities

All Enrollments

Functions

Special Programs

Transfer Info

Click on **edit** on proper course.

All Enrollments 𝗔 BO

Status	School	Year/Term	(Course.Section) Name	Expression	Teacher	Entry Date	Exit Date	View	Edit
	BO (4402)	15-16 S2 (2502)	(FIN20601.1) Personal Taxation	11(D)	Dye, Val	02/04/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(FIN10151.1) Accounting Prep	11(C)	Dye, Val	02/03/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(ADV1000.8) Advisory	7-8(B,D)	Sinclair, Ashley	02/02/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(INF20201.1) Keyboarding	11(B)	Dye, Val	02/02/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(FIN10105.1) Personal Financial Information	11(B)	Dye, Val	02/02/2016	06/29/2016	View	Edit
	BO (4402)	15-16 S2 (2502)	(SCN32305.1) Biology 30	1-2(A-E) 7-8(A)	Dye, Val	02/01/2016	06/29/2016	View	Edit

Edit Enrollment Record

		PASI Course Enrolment	Core Alerts
Student			
Course	Biology 30 (SCN32305.1)		
Teacher	Dye, Val		
Expression	1-2(1-5) 7-8(1)		
Enroll Date	02/01/2016 (Synchronized with PASI)		
Exit Date	06/29/2016 (Synchronized with PASI)		
School	Bowden Grandview School (4402)		
Term	15-16 S2 (2502)		
DCID	28190462		

Use these fields to edit a student's class enrollment record. However, if dropping a student from a class, use the drop function on the Class Roster page or the Modify Schedule page.

Alberta Information

Diploma Course	Yes
Career Technology Studies	CTS - None
Funding/Delivery Schedule	REG - Semester course for credit
Primary Delivery Method	REG - Regular
Instruction Language	EN - English
French Instruction Hours	
Funding Requested	(Synchronized with PASI)
Course Enrollment Status	(Synchronized with PASI)
Instruction Minutes Received	(Synchronized with PASI)
Dual Enrollment	No (Synchronized with PASI)
External Credential Eligible	
Exam Writing Center (Override)	

Delete   Submit

Funding Requested – yes or no
Course Enrolment Status – ?
Submit
Enter applicable information based on funding procedures.

Go to the document "PowerSchool PASI Course Marks Direct Connect" for instruction on approving mark.

*Extra step- End of Semester Two
Check the Student's Next Year Course Enrollments in PowerScheduler. If the student is leaving the school, remove Course Enrollments.

Other Things to Remember
To determine if the COURSE WITHDRAWAL QUALIFIES FOR FUNDING, PLEASE REVIEW THE DOCUMENT "End of Term Mark Submission Requirements and Failing marks & CTS Incompletes" to make sure the documentation is in order.

1. If the student has completed assignments, instruct the teacher to update the student's marks in the Gradebook.
2. Should a teacher need update the marks after marks are stored, do a manual update in PowerSchool Historical Grades, and it will update up to PASI.
3. Print off **2** copies of
   A. Student grades (Quick Look Up view and scores for assignments)
   B. Attendance
4. If this is a Blended student , once you transfer student out you will have to go through the blended class and filter to dropped students. Please make sure all entries are done before transferring out. It's easier.

One for the CUM file / One to be kept on record at the school
Make sure you run all the reports you need before you transfer the student out of your school.

COURSE COMPLETION STATUS CODES   (All Enrollments- funding)
CTS COURSES

HEADER COURSES	Always NO to funding and WITHDRAWAL	
CTS MODULES	1% - 24%	NO / INCOMPLETE No Approval
		• Nothing will go up to PASI
	24% - 49%	if 50% of courses has been assessed and worked on
		YES / INCOMPLETE No approval
		• Incomplete will appear on Transcript without a mark
	24% - 49%	if less than 50% of course has been assessed and worked on
		NO / INCOMPLETE No Approval
		• Nothing
	50% +	YES / COMPETE
REGULAR COURSES	1% - 24%	NO / WITHDRAWAL
	24% - 49%	if 50% of courses has been assessed and worked on
		YES / COMPLETE
		• The mark will appear on Transcript
	24% - 49%	if less than 50% of course has been assessed and worked on
		NO / WITHDRAWAL
		• Nothing will go up to PASI
	50% +	YES / COMPETE
		• Mark will appear on Transcript

NOTES:
- Never use INCOMPLETE (INC) for regular courses (ONLY CTS)
- Withdrawal (WDR) – no associated mark goes up to PASI
- Incomplete (INC) - mark