# How To Enroll / Withdraw / Register a Student in SMS

## **ENROLLMENT**

1. Search > Registration / Enrollment

PowerSchool S	SMS	
Search	Class	
Student		
Family		
Registration/Enrollment		

- 2. Basic Search > Enter Last Name > Select Search
  - Recommend to Search on LN, FN, DOB, and Address to find exact match

Search	Class
ome > Registration/Enrollment Searc	h
Registration/Enrollment Search	
Basic Detail	
🛉 Add 🕜 Restart 🤸 Add	to favorites
AND OR	
Last name starts with "abafo"	
First name starts with Enter a	value
Birth date equals Enter a value	9
Student number starts with En	ter a value
SSN/SIN starts with Enter a va	alue
	Q Search
Most recent searches 👻 Fav	orite searches 🔻

3. Find Student Listed > Select correct Student (check for duplicates)

Regi	stration/Enrollment Search						
Ba	sic Detail						
•	Add 🕜 Restart 🌟 Add to favorit	8					
La	no of the starts with "abafo"						
Mo	ist recent searches ▼ Favorite sea	arches 🕶					
/iew Seler	(G) DistrictRegEnrollSearchView	Edit					
	Student Name (LFM)	Student Number	State Number	Gender	Birth Date	Physical Address	Federal Ethnic Category
E.	Abafo, Asahi Kaaona P	5019821		м	Sep 12, 1979	1370 Akalani Place, Kailua Hawaii 96734	N/A
83	Abafo, Callen M	5026293		М	Feb 27, 2008	28 Halai Street, Hilo Hawaii 96720	N/A
23	Abafo, Daytrick K	1165949		м	Jun 23, 2010	357 Ulua Road, Kaunakakai Hawaii, United States 96748	N/A
	Abafo, Kaide K	1103667		м	Aug 1, 1997	94-1077 Lumihoahu Street, Waipahu Hawaii 96797	N/A
23	Abafo, Kamalii A	5002280		F	Nov 4, 2007	5801 Waipoli Road, Kapaa Hawaii 96746	N/A
PI I	Abafo, Onahokunonakiuokalani N	1065385		F	Aug 25, 1994	41-1011 Nenue Street, Waimanalo Hawaii 96795	N/A

4. Validate Student Information > Select ENTER ADDRESS & CONTACT DATA

Search	Class		School	Admin
Home > Registration/Enrollment !	Search > Register Student			
Abafo, Callen M				
Student Information				
* Student number	* Last name	* First name	Middle name	* Birth date (mm/dd/yyyy)
5026293	Abafo	Callen	Michael Shiro K	02/27/2008
Generation * N/A	Gender Fe Male N	deral ethnic category		

5. Validate Student Physical Address > Select ENROLL

	Search		Class			School	Admin	
lome > Regis	tration/Enrollment Searc	h > Register Stu	dent (Abafo, Ca	llen M) > (	Contact Informa	ation		
Abafo, Calle	n M 5026293, Gi	-03, Male, Feb	27, 2008					
Student P	hysical Address							
Number	Street	Туре	Direction	Apt.	City	State	Zip Code	
28	Halai	Street	▼ N/A	•	Hilo	<ul> <li>Hawaii</li> </ul>	▼ 96720	
Area N/A	County	Country		•				
Student M	ailing Address							
Number	Street	Туре	Direction	Apt.	City	State	Zip Code	
		N/A	• N/A •		N/A	▼ N/A	•	
Area	County	C	ountry					
N/A	▼ N/A	<b>•</b>	N/A	•				

## 6. Enrollment > Enter DATE, ENTRY STATUS, SCHOOL OF ENROLLMENT

						Total: 3
Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Most recent status
/2/2013	Enrolled	KS Hawaii Summer School	Yes	01	5/31/2014 Co	Completed Program 🕕
/2/2014	Return Non-KS Campus Stdnt	KS Hawaii Summer School		02	6/5/2015	Completed Program 🕕
/7/2015	Return Non-KS Campus Stdnt	KS Hawaii Summer School	Yes	03		0

7. **DO NOT CHANGE** "SET AS HOME SCHOOL" (Exception : student is only enrolled in your school)

Enrollment H	istory					
						Total
Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Most recent status
6/2/2013	Enrolled	KS Hawaii Summer School	Yes	01	5/31/2014	Completed Program 🕕
6/2/2014	Return Non-KS Campus Sto	nt KS Hawaii Summer School		02	6/5/2015	Completed Program
6/7/2015	Return Non-KS Campus Sto	nt KS Hawaii Summer School	Yes	03		0
Inrollment						
Start date (mm/	dd/yyyy) * Entry status	Grade lev	el * School of enrollm	ent		Set as home school Distar
06/07/2015	Return Non-K	S Campus Stdnt 🔹 2	KS Hawaii Sur	mmer School	-	No 👻

#### **WITHDRAW**

- 1. Repeat Steps 1-3
- 2. Enrollments > Select enrollment record (edit record by selecting pencil icon at far right of entry)

Abafo, Callen M	5026293, Gr-0	3, Male, Feb 27, 2008				
	Â.					
Demographics		<b>F B C</b>				
Contacts		Enroliment				
Family						
· · · · · · · · · · · · · · · · · · ·		* Start date (mm/dd/yyyy)	* Entry status	Grade level	* School of enrollment	Set as home school
Attendance		06/07/2015	Return Non-KS Campus Stdnt	▼ 3	KS Hawaii Summer School	✓ Yes
Grades		-				
Credits		Comments				
Schedule	=					
Academic Plan						
Student Behavior						
Award						
Registration						
Enrollments						
Historical Info						
Permanent Record						
Program Profile						
Health Tracking						
Test Results		Withdraw				

Select WITHDRAW > Enter Date (Use the last day the student is enrolled in your program) and Withdrawal Reason

Demographics Contacts Family Attendance	Â	Enrollment			
Demographics Contacts Family Attendance		Enrollment			
Contacts Family Attendance		LINOITICIA			
Family Attendance					
Attendance		* Start date (mm/dd/yyyy)	* Entry status	Grade level * School of enrollment	Set as home school
		06/07/2015	Return Non-KS Campus Stdnt	<ul> <li>3 KS Hawaii Summer School</li> </ul>	- Yes
Grades			•		
Credits		Comments			
Schedule	E				
Academic Plan					
Student Behavior					
Award					
Registration					
Enrollments					
listorical Info					
Permanent Recor	d				
Program Profile					
Health Tracking		End date (m	m/dd/yyyy) Most recent status		
		Withdraw	N/A		
Test Results		[william]			
bafo, Callen M	5026293, Gr-	03, Male, Feb 27, 2008			
Demosration	-1				
Demographics		Enrollment			
Family					
		<ul> <li>Start date (mm/dd/yyyy)</li> </ul>	* Entry status	Grade level * School of enrollment	Set as nome school
Attendance		06/07/2015	Return Non-KS Campus Stont	<ul> <li>KS Hawaii Summer School</li> </ul>	* Yes
Grades		Comments			
Gredits	-				
Schedule	=				
Cadomic Plan					
Student Behavior					
Student Behavior Award					
Student Behavior Award Registration					
Student Behavior Award Registration Enrollments					
Student Behavior Award Registration Enrollments Historical Info					
Student Behavior Award Registration Enrollments Historical Info Permanent Recor	d _				
Student Behavior Award Registration Enrollments Historical Info Permanent Recor Program Profile	d _				
Student Behavior Award Registration Enrollments Historical Info Permanent Recor Program Profile Health Tracking	d _	End date (m	n/dd/yyyy) Most recent status		

#### **REGISTER**

- 1. Repeat Steps 1 3
- 2. Select SCHEDULING >
  - a. Select COURSE REQUESTS or
  - b. Select CLASS SEARCH
  - c. ADD Class > Class will be added to Student's schedule

Bryant, Mikey Boy C	1125654	, Gr-10,	Male, Aug	28, 2000							Actions -	Edit - Repo
		Select	ed: 0									📓 🕹 Total 1
Demographics Contacts		0	Term	Meeting Pattern	Class Name			Teacher		Room	Details	Lock
Family		問	SS	05	KS00978 World History-2			Summer Sta	f	204 (38)	83	12
Attendance Gradea Credits Schedule Academic Plan Student Behavior Award Registration Enrollments	B.	Cour	Class 0 se Request ass Search Basic Search by Tarm	rop Class Trans Class Search Defail	j		anula					^
Historical Info Permanent Record			ierm				equais					
Program Profile		1	Meeting p	sattern		-	equais					<u> </u>
Health Tracking		L	Class nar	ne		-	contains		Concepts	in biology		
Test Results Honor Rolls			Display All	umber Records		•	contains				Se	arch

irse Requests	Class Search					
ass Search						
ass Search Resu	lts					
	and the second sec		1			
ist: - Select a s	earch criteria -	•				
ist: - Select a s elected: 1	earch criteria -	Torm	Mosting	Class Name	Reem	T # Studente
ist: - Select a s elected: 1 Status	earch criteria - Constraints	▼ <u>Term</u>	Meeting Pattern	Class Name	Room	T <u># Students</u>
ist: - Select a s elected: 1 Status	earch criteria - Constraints	▼ Term SS	Meeting Pattern 07	Class Name KS00986 Concepts Biology-1	Room 301 (38)	# <u>Students</u> 23/22
.ist: - Select a s ielected: 1 Status	earch criteria - Constraints	Term SS SS	Meeting Pattern 07 07	Class Name KS00986 Concepts Biology-1 KS00988 Concepts Biology-2	Room 301 (38) 303 (38)	T # <u>Students</u> 23/22 22/22

Bryant, Mikey Boy C	1125654,	Gr-10, N	lale, Aug	28, 2000						Actions +	Edit - Repo
Demographics Contacts Family	^•	Vew:	Al Terma)	×						Filled Sched	uling Lead: 2.00
Attendance			Term	Meeting	Class Name			Teacher	Room	Details	Lock
Grades	📰 SS 05				KS00978 Wo	id History-2	ş	Summer Staff	204 (38)		2
Schedule		10	SS	07	KS00985 Con	cepts Biology-1	٨	dams, Keith	301 (38)	-	1
Registration Enroliments Historical Info Permanent Record Program Profile Health Tracking Test Results Heart Polle		Clas Clas Lis Sel	s Search s Search F t Select ected: 0	lesults a search criteria -							Total:3
Boarder Status		12	Statu	a Constra	ints <u>Term</u>	Meeting Pattern	Class Name		Room	#_Stude	inta
Counseling Mtgs		10			SS	07	KS00986 Concepts Biology-1		301 (38)	24/2	2
K Scholars		23	10		88	07	KS00986 Concepts Biology-2		303 (38)	22/2	2
K Scholars Data		1			55	07	KS09911 Concepts Chemistry-1		307 (38)	22/2	2

- 3. SAVE
- 4. PROGAM DATA > PROGRAM COMMENTS > ADD COMMENTS (Enter comments for Enrollment and or Withdraw) > Select OK.

Program Comments		^
Comment		
Selected: 0 Add	Edit Delete Add Rows	📰 🛃 📇 Total:4
*Date	*Comment	
3/28/2012	Per request of parent, Tyler will be placed on waitlist for Sports Activities (810) alb	
4/12/2012	Declined #810 Sports Activities, wants 1st session. jp	
4/19/2012	Mom accepted #810 Sports Activities, 1st session. jp	
3/12/2015		