Drop a Section from student's schedule using Modify Schedule

1. Log into the appropriate school and select the appropriate student from the Start Page.

2. Choose the **Modify Schedule** student screen.

3. Locate the section from the list of the student's current Enrollments. If the section is not listed, verify that the **term** at the top of the page encompasses the date range of the section.

4. Check the box next to the section under "**Drop**".

Enrollments										
Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
🔓	1(A)	S1	312511-1	Acappella 1		Mcintire, Shelbie E	168	08/27/2012	01/16/2013	☑

5. Click on the "**Drop Selected**" button at the bottom of the Enrollments list.

6. On the **Drop Classes** page, enter the student's **Exit Date** for the section. **The exit date is the day after the student's last day in class**. For example, if the student last attended the class on Friday March 13th, then the exit date is Saturday March 14th. The exit date must be after the student's last day in class in order to take attendance on the last day (attendance cannot be taken on the exit date).

Drop Classes $

Bader, Skylar   11   650346   HS1

Per	Term	Crs-Sec	Course
1	S1	312511-1	Acappella 1

Exit Date 11/1/2012   (MM/DD/YYYY)

Note about exit dates:
The exit date is always the day AFTER the last day the student was in class.
If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

7. After populating the Exit Date box, click on **"Drop Classes"**.

Notes:

- If you receive the error below while attempting to drop a section from the student's schedule, please contact your PowerSchool Administrator. He/she can refer to Knowledgebase article # 10764 in PowerSource. Attendance records are attached to this section enrollment record and need to be removed before proceeding with the desired Exit Date.

Alert:

For StudentID: 429 and CC_ID: 76929, non-blank attendance records exist after the new exit date. Please set these associated non-blank attendance records to a blank code before proceeding.

Back

- Navigate to the student's attendance information by clicking on the **Attendance** link. Note the attendance **dates and codes** ON and AFTER the desired EXIT DATE. If you are enrolling the student into a different section, you will need to enter the attendance and codes into the new section.

- <u>Dropping a section from a student's schedule using incorrect dates can cause sync errors in the CC table (enrollments table) and can also cause EMIS reporting errors</u>.

- PowerSchool will allow a course that met during a previous term to be dropped even though the **"Lock"** column indicates that the course is locked. See the example below. Follow the Steps 1-7 from page 1 to complete this process.

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name
🔒	1(A)	S1	312511-1	Acappella 1
🔓	1(A)	S2	312512-1	Acappella 2
🔒	2(A)	S1	31206-3	Ceramics
🔓	2(A)	S2	31206-7	Ceramics
🔒	3(A)	S1	311041-1	College Prep English 11 1
🔓	3(A)	S2	311042-1	College Prep English 11 2

Enrolling a student into a course using Modify Schedule

1. Select a student on the Start Page.

2. Choose the **Modify Schedule** student screen.

3. Change the **Term** at the top of the page to the term associated with the new section. If the correct term is not selected, the section will not display in **Available Courses**. (For example, if the 2012-2013 Year Term is selected, sections assigned to Semester 1 or Semester 2 will not display.)

4. Enter the **Effective Enrollment Date.** Under Search Available Classes, enter **Course Number** and select the **Period** for the section, then click **Find**. If you do not know the course number, just select the correct period and click **Find**. (OR if you do know the course and section number, under Quick Enroll you can enter the **Course.section** and click **Enroll**. Example: 312511.1).

5. If you were just searching for available courses, the page will load with a list of sections matching the search criteria.

Example Section Results: only 1 section of Acappella 1 for S1

6. To enroll the student in a section, click on the course name. The student will automatically be enrolled using the effective enrollment date and the page will re-load with a list of enrollments.

Notes:

- If the new enrollment does not display on the Modify Schedule student screen, verify that the term at the top of the page is correct. If it was necessary to enroll the student in a different term than originally intended, such as Semester 2 instead of Semester 1, the section will not display if the term at the top of the page is still set to Semester 1.

Full Sections

Available Courses $

Bader, Skylar   HS1

Filter By						
Period	All ▼		Term	S2 ▼	Teacher	All ▼
Day	All ▼		Grade	All ▼	Credit Type	All ▼
Course	31704A		Show only classes with available seats ☐			
			Enroll date:	1/25/2013 📅 (MM/DD/YYYY)		

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
31704A.1	Accelerated Physical Science -Chemistry		4-5(A)	S2	Clingaman, Kaylin B	0	SCI	0.50	20/20

In the image above, the number of students currently enrolled in the section is displayed on the right under **Enrollment**. This section of Accelerated Physical Science - Chemistry is currently full, indicated by the red **22/22**.

To locate another section of the course, select a different period or term.

Filter By					
Period	All ▼		Term	S2 ▼	Teacher	All ▼
Day	All ▼		Grade	All ▼	Credit Type	All ▼
Course	31704A		Show only class	12-13 / S1 / S2 / Q1 / Q2 / Q3 / Q4	vailable seats ☐	
			Enroll date:		(MM/DD/YYYY)	

Crs.Sec	Course Name	Note		Term	Teacher	Gra

To enroll the student in a full section, click on the course name. The message in the image below will appear. Enter the section maximum enrollment override password to enroll the student in the section. Contact your PowerSchool Administrator if you do not know the password.

Section is Full $

Bader, Skylar 11 650346   HS1

The section of Accelerated Physical Science -Chemistry requested (31704A.1) is already at its maximum capacity of 20.

To enroll the student in this section on 1/25/2013, you must enter the special override password. Otherwise, click the 'Back' button below and select a different section.

Password: [   ]