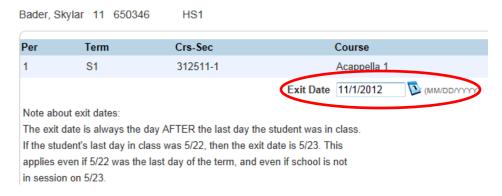
Drop a Section from student's schedule using Modify Schedule

- 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".



- 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 \$



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.

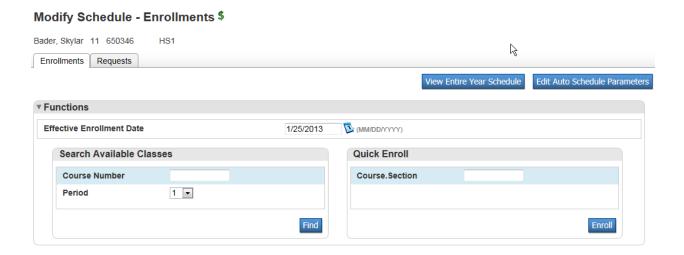


- Navigate to the student's attendance information by clicking on the
 Attendance link. Note the attendance dates and codes ON and AFTER the
 desired EXIT DATE. If you are enrolling the student into a different
 section, you will need to enter the attendance and codes into the new
 section.
- Dropping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

	Enro	ollmen	ts		
	Lock	Ехр	Trm	Crs Soc	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

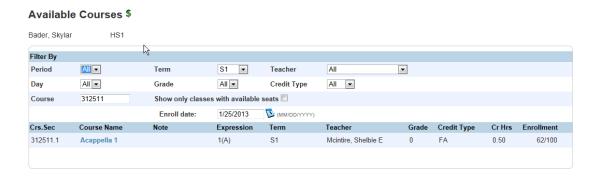
Enrolling a student into a course using Modify Schedule

- 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



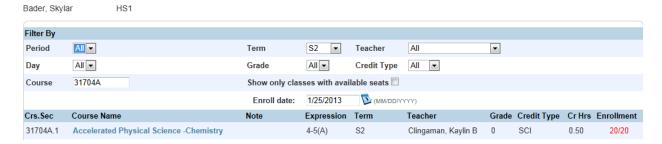
6. To enroll the student in a section, click on the course name. The student will automatically be enrolled using the effective enrollment date and the page will re-load with a list of enrollments.

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.

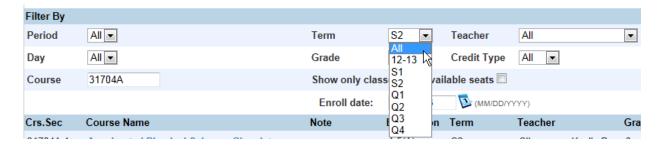
Full Sections

Available Courses \$



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.



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 \$

