Verify Non-Resident Information for Open Enrollment (Choice) Students

It is important to assign the correct **Boundary Exception** as you enroll non-resident students into your school. Students enrolled with the Boundary Exception, **Open Enrollment (Choice)**, must have a school choice application on file with the district. Boundary Exception end dates should reflect through the 12th grade school year, plus one year. This end date is essential for student enrollment to continue through the school’s feeder pattern. It is not necessary for School Choice families to apply yearly once they have been enrolled into their choice school and follow the feeder pattern. However, if the student leaves the school or district, they must again apply for School Choice.

Use the **Non-Resident Students report** in PowerSchool to verify information for Open Enrollment (Choice) students:

- Verify correct code for Boundary Exception
- Ensure Boundary Exception end date reflects the student’s projected 12th grade graduation year, plus one additional year

The following instructions show step-by-step, how to run the report in Powerschool and then copy it to Excel for viewing.

**Run the Non-Resident Report in PowerSchool**

1. **Sign in to PowerSchool**
2. On the Start page, click **System Reports**.
3. Click **sqlReports4**.
4. Click on **Enrollment**.
5. Scroll and select **Non-Resident Student report**.
6. Adjust Effective Date to **today’s date**.
7. Click **Submit**.
Copy Data to Excel

1. On the Non-Resident Students report screen, click the Copy button. This copies the entire page of data.
   
   **Note:** If you click on any of the report data before using the Copy button, you will not be able to copy the entire page. You must run the report again and go directly to the Copy button.

   ![Non-Resident Students report screen](image)

   - **Student Number**: 391519
   - **Last Name**: Abbott
   - **First Name**: Jasper
   - **Grade Level**: 6
   - **Household Address**: 4571 ALTOGENA AVE APT 2, SAN DIEGO CA 92115
   - **Neighborhood School**: Levels Middle
   - **Boundary Exception**: Move/Continue School Year
   - **Boundary Exception Begin**: 10/04/2015
   - **Boundary Exception End**: 06/14/2016

2. The pop-up will display the number of Copied Rows to the Clipboard. Click OK. You have successfully copied the entire page of data.

   ![Copy data to clipboard](image)

   - **Copied Rows to the clipboard**
   - **Non-Resident students at your school**: This is the number of Non-Resident students at your school.

3. On your computer, open Microsoft Excel. Click Blank workbook.

   ![Microsoft Excel blank workbook](image)
4. Place your cursor in cell A1 and right click, then click Paste Special.

[Image showing right click in cell A1 and Paste Special]

5. Select Text. Then click OK.

[Image showing Paste Special dialog box with Text selected and OK button highlighted]
6. Now, you need to format the cells to display all the data. To do this, click on the triangle located between cell A and cell 1. The entire document will highlight grey. Next, hover between cell A and B until your cursor becomes a plus sign, then double-click.

7. All the data will now show clearly in each column.

8. Next, add column filters. Click on cell 1 to highlight the column headers.
9. Then, in the upper right corner, click on Sort & Filter and select Filter.

10. Click the Filter arrow in the Boundary Exception column. Then, de-select the Select All box. Now select Open Enrollment (Choice). Click OK.
11. All your data is now filtered to show only the Boundary Exception Open Enrollment (Choice).

12. Now, sort the Neighborhood School column alphabetically by clicking the drop-down arrow in the column header.

13. Click Sort A to Z. List will sort alphabetically.
14. Your data is now sorted to easily view the **Neighborhood School** and **Boundary Exception**.

15. Examine the data for each student.
   - **Verify Boundary Exception**: Use this report to verify that all your Enrollment Options (Choice) Students are coded correctly.
   - **Confirm Begin and End Dates**: All Choice Students’ end dates are the students’ projected 12th grade graduation year, plus one more year.

16. **Sample Scenario for determining Boundary exemption End Date:**
    Third grade student is enrolled for the 2018-19 school year, the *End Date will be June 30, 2029.*
    Sample calculation chart below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd</td>
<td>2018-19</td>
</tr>
<tr>
<td>4th</td>
<td>2019-20</td>
</tr>
<tr>
<td>5th</td>
<td>2020-21</td>
</tr>
<tr>
<td>6th</td>
<td>2021-22</td>
</tr>
<tr>
<td>7th</td>
<td>2022-23</td>
</tr>
<tr>
<td>8th</td>
<td>2023-24</td>
</tr>
<tr>
<td>9th</td>
<td>2024-25</td>
</tr>
<tr>
<td>10th</td>
<td>2025-26</td>
</tr>
<tr>
<td>11th</td>
<td>2026-27</td>
</tr>
<tr>
<td>12th</td>
<td>2027-28</td>
</tr>
<tr>
<td>Plus 1 more year</td>
<td>2028-29</td>
</tr>
</tbody>
</table>