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Part 1: When You Return
Create a Task Checklist

Create a “Checklist” to serve as a guide for items and tasks that need attention.

<table>
<thead>
<tr>
<th>Back to Work Checklist</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check that all staff know their DWA passwords and can sign-in to PowerSchool</td>
<td></td>
</tr>
<tr>
<td>Add new staff to PowerSchool</td>
<td></td>
</tr>
<tr>
<td>Add or update staff Security Access</td>
<td></td>
</tr>
<tr>
<td>Continue to Enroll New Students</td>
<td></td>
</tr>
<tr>
<td>Check for Incomplete Enrollments</td>
<td></td>
</tr>
<tr>
<td>Verify the Master Schedule is completed</td>
<td></td>
</tr>
<tr>
<td>Verify Bell Schedules/Calendar/Rooms are completed</td>
<td></td>
</tr>
<tr>
<td>Verify that all students are scheduled for classes</td>
<td></td>
</tr>
<tr>
<td>Enable the Parent/Student Portal</td>
<td></td>
</tr>
</tbody>
</table>
Verify Staff can Access PowerSchool

All staff members should attempt to sign-in to PowerSchool as soon as they get back to school. To avoid overlapping calls to the help desk and the effort of resetting passwords, please ask staff on this list to not call the help desk.

- **Office staff:** powerschool.sandi.net/admin
- **Teachers:** powerschool.sandi.net/teachers

Passwords can be reset using the DWA Password Self-Service page at [https://pss.sandi.net/](https://pss.sandi.net/)

For staff members who have not enrolled in **Self-Service Password Reset**, use the template below to create a list for those needing a password reset.

Once the list is compiled, call the IT Help Desk at (619) 209-4357 (HELP) or submit a support request online at [https://sdusd.cherwellondemand.com/](https://sdusd.cherwellondemand.com/).

<table>
<thead>
<tr>
<th>PASSWORD PROBLEMS LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following staff at my site need their passwords reset.</td>
</tr>
</tbody>
</table>

1. Name: __________________________ ID: __________________
2. Name: __________________________ ID: __________________
3. Name: __________________________ ID: __________________
4. Name: __________________________ ID: __________________
5. Name: __________________________ ID: __________________

Staff needing access to another school should contact the Power User at the other school.

Staff needing districtwide, read-only access, must submit the online form to request districtwide, read-only access in PowerSchool. For the request to be considered for approval, staff must have completed **Introduction to PowerSchool** training. Visit [Professional Learning](https://sdusd.cherwellondemand.com/) for upcoming training dates.
Manage Staff and Teacher Access to PowerSchool

Adding New Staff Members to PowerSchool

Use the District Staff search to assign new staff members to your school. Once they have been added, assign the appropriate security role/permission.

1. From the Start Page, select District Staff from the search options menu.

2. Enter the Name and/or Employee ID.

3. Click Search.
4. Click the **Assign (pencil) icon** under the Assign heading.

4. **District Staff Search Results**

   Staff members that matched your search criteria are displayed below. Click on the pencil icon to add the staff member to your school.

   **Search criteria:**
   - Last Name contains: **Smith**
   - First Name contains: **Jane**

   **1 staff members found**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name, Middle Initial</th>
<th>Employee ID</th>
<th>Home School</th>
<th>Assign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Jane</td>
<td>123456</td>
<td>Madison High</td>
<td>🆓</td>
</tr>
</tbody>
</table>

5. Verify the correct staff member has been selected, click **Submit**.

6. Click **Security Settings** to complete appropriate security access to PowerSchool, then proceed to page 9 for clerical staff, substitutes and other non-teaching staff, or page 12 for teachers.
Adding or Updating Security Access

Each staff member and teacher must have the appropriate security group and role to perform their duties during the school year.

See the Security Groups job aid for more information about the recommended use of security groups and roles. To find this job aid, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select System Administration.

To add or update security access, first search for the staff member or teacher from the Start page:

1. From the Start Page, select Staff from the search options menu.

2. Search for the staff member.

3. On the Staff page, select Security Settings from the menu on the left.
For Clerical Staff, Substitutes and Other Non-Teaching staff

On the Teachers and Affiliations tab:

- **Sign in to PowerTeacher** should not be checked.
- Select the **Home School** radio button for the assigned School.
- Check the **Active** box for the assigned School.
- Verify the **Staff Type** is correct. Change, if needed.
- Click **Submit**.

On the Admin Access and Roles tab:

- Check the **Sign in to Administrative Portion of PowerSchool** box.
- In the Roles and Schools area, verify the security **Roles (Group Name)** is appropriate for the staff member:

  If the staff member will be fulfilling the same security **Roles (Group Name)** for the school year:
  - Click **Submit**.
If the staff member will be fulfilling a different security Roles (Group Name) for the school year:

- Click the edit (pencil) icon.

- On the Edit User Access Roles window, select the Use All Roles button and check the appropriate Role from the menu.
  
  **NOTE:** If the staff member will be fulfilling more than one Role, be sure to also select those roles. Do not over assign Roles.

- Click OK.
On the Security Settings page, verify the correct **Role** is selected, then click **Submit**.
For Teachers

On the Teachers and Affiliations tab:

- Check the Sign in to PowerTeacher box.
- Select the Home School radio button for the assigned School.
- Check the Active box for the assigned School.
- Staff Type must be Teacher for the teacher’s name to appear in the Teacher Schedules menu.
- Click Submit.
Removing Access to PowerSchool

Schools are responsible for maintaining who has access to PowerSchool. It is important for access to be removed once a staff member, substitute, or teacher is no longer assigned to your school.

**REMINDER!** Removing Access to a teacher will remove the teacher from the Teacher Schedule list. Keep this in mind if the teacher was assigned to a section and you need to make changes to that section.

1. From the Start Page, select **Staff** from the search options menu.

2. Search for the staff member.

3. On the Staff page, select **Security Settings** from the menu on the left.
For Clerical Staff, Substitutes and Other Non-Teaching staff

On the Teachers and Affiliations tab:

- Uncheck the Active box for the school you are removing access.
- Click Submit.

On the Admin Access and Roles tab:

- Click the Edit button for the school you are removing access.
• On Edit User Access Roles, select **Use All Roles**.

• Check the **No Access** box.

• Click **OK**.

• On the Security Settings page, verify **No Access** is assigned, then click **Submit**.
For Teachers

On the Teachers and Affiliations tab:

- Uncheck the Active box for the school you are removing access.
- Click Submit.
Continue to Enroll Students

- The first day of student enrollment at a school should be the actual first day of attendance.
- Schools have full access to all their incoming and returning students.
- **Important:** Be sure the Term is set to new school year before enrolling new students.
- *Before enrolling kindergarten students,* use the District Students Search to check for prior enrollment in a district Pre-K program. **DO NOT create a duplicate ID.**
- Students enrolled prior to the start of school, may initially appear as pre-Registered in PowerSchool. IT will run a nightly process which will make pre-Registered students Active the next day.
- Effective the first Monday after the End of Year process, schools can use the District Students Search and Student Transfer pages to transfer both Active and Inactive students.
- The Transfer Active Students process is available until Friday, September 9, 2022. After that date, schools will only have access to the Transfer Inactive Students process using District Students Search and Student Transfer pages.

For more information about student enrollment and the transfer process, see the Enrollment Handbook. To find this handbook, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select Enrollment.
Monitor Online Enrollment of New Students

Continue to monitor the submission workspace in **InfoSnap** and work with parents to process the records in a timely manner.

- This process is only for students who are *new to the district* and only for *schools that have boundaries*. The online enrollment process cannot be used by dedicated Magnet schools, Atypical, or Charter schools.
- School staff should not try out the process for parents by creating “test” entries in InfoSnap. If any such entries have been created, school staff should discard them in InfoSnap.
- There are InfoSnap training sessions available in **Professional Learning** for staff who are new to a school or who have changed duties and will now be processing new student online enrollments using InfoSnap.
- Staff members responsible for monitoring InfoSnap Online Enrollment must have the **InfoSnap New Student Enrollment** security access role.

See the job aid **How to Provide Access to InfoSnap New Student Online Enrollment** for more information.

- For more information about New Student Online Enrollment, please see the **InfoSnap New Student Online Enrollment Handbook**.
- For questions regarding Enrollment policy, contact the Neighborhood Schools and Enrollment Options department: Office: 619-260-2410

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Cluster</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Alarcon</td>
<td>619-260-2430</td>
<td>Hoover/San Diego Cluster</td>
<td><a href="mailto:malarcon@sandi.net">malarcon@sandi.net</a></td>
</tr>
<tr>
<td>Alma Diaz</td>
<td>619-260-2420</td>
<td>Crawford/Henry Cluster</td>
<td><a href="mailto:adiaz1@sandi.net">adiaz1@sandi.net</a></td>
</tr>
<tr>
<td>Carlos Garcia</td>
<td>619-260-2413</td>
<td>La Jolla/UCHS Cluster</td>
<td><a href="mailto:cgarcia6@sandi.net">cgarcia6@sandi.net</a></td>
</tr>
<tr>
<td>Maribel Hartsfield</td>
<td>619-260-2414</td>
<td>Clairemont/Madison Cluster</td>
<td><a href="mailto:mhartsfield@sandi.net">mhartsfield@sandi.net</a></td>
</tr>
<tr>
<td>Irene Rodriguez</td>
<td>619-260-2429</td>
<td>ECSE</td>
<td><a href="mailto:irodriguez@sandi.net">irodriguez@sandi.net</a></td>
</tr>
<tr>
<td>Caroline Gabuya</td>
<td>619-260-2431</td>
<td>Morse Cluster/Dedicated Magnets</td>
<td><a href="mailto:cgbuya@sandi.net">cgbuya@sandi.net</a></td>
</tr>
<tr>
<td>Angela Mathews</td>
<td>619-260-2418</td>
<td>Mira Mesa/Scripps Ranch Cluster</td>
<td><a href="mailto:amathews1@sandi.net">amathews1@sandi.net</a></td>
</tr>
<tr>
<td>Erika Oortgiese</td>
<td>619-260-2433</td>
<td>Mission Bay/Point Loma Cluster</td>
<td><a href="mailto:eoortgiese@sandi.net">eoortgiese@sandi.net</a></td>
</tr>
<tr>
<td>Miriam Ceron-Pelaez</td>
<td>619-260-2432</td>
<td>Canyon Hills/Kearny Cluster</td>
<td><a href="mailto:mrodriguez6@sandi.net">mrodriguez6@sandi.net</a></td>
</tr>
<tr>
<td>Alyson Yamada</td>
<td>619-260-2435</td>
<td>Lincoln Cluster/ECSE Support</td>
<td><a href="mailto:ayamada@sandi.net">ayamada@sandi.net</a></td>
</tr>
</tbody>
</table>
Identify Kindergarten Students Missing a Home Language Survey

Run the Missing Home Language Survey report to identify Kindergarten students who were previously enrolled in a SDUSD Pre-K program or CDC and require the entry of the Home Language Survey on the student Demographics page.

1. From the Start Page, under Reports, select sqlReports.
2. Expand the Enrollment reports, then select Missing Home Language Survey.
3. Click the Student Number to open the Student Demographics Page.
4. Complete the Home Language Survey section at the bottom of the Student Demographics Page.
5. Click Submit.

For more information about completing the Student Demographics Page, see the Enrollment Handbook. To find this handbook, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select Enrollment.
Part 2:  
The Week Before Start of School
Verify Bell Schedule/Calendar are Complete

*Date and Terms are examples only and may not reflect the current scheduling school year or term*

Without a complete Bell Schedule and Calendar, students cannot be scheduled for classes and teachers will not be able to see students on their class rosters.

Include the upcoming school year in the title of all Bell Schedules.

**IMPORTANT!** Beginning [September 13, 2022](#), schools will no longer be able to edit the Bell Schedules and Calendar Setup pages. This cutoff date will be earlier for schools beginning prior to [August 29, 2022](#).

For more information about Bell Schedules and Calendar Setup, see the [Bell Schedules and Calendar Setup Job Aid](#). To find this job aid, click the [PowerSchool Handbooks, Job Aids and Videos](#) link at the bottom of the PowerSchool Start Page then select [System Administration](#).

If you have questions regarding Bell Schedules or Calendar Setup, contact your site’s Pupil Accounting Specialist:

**Secondary, K-8, Atypical and Alternative Schools**
Isela Young  
(619)725-7577  
iyoung@sandi.net

**Elementary Schools**  
Kate Formanek  
(619)725-7579  
kformanek@sandi.net
Verify Schedule Sections Have Assigned Room

1. From the Start Page, under Functions, select **Master Schedule**.

2. Configure the Master Schedule Preferences page as follows:
   - **Periods**: Check All periods
   - **Days**: Check All days
   - **Rooms**: Select All Rooms
   - **Teachers**: Select All Teachers
   - **Sort By**: Select Room
   - **View By**: Select List

3. Click **Submit**.
Date and Terms are examples only and may not reflect the current scheduling school year or term

Any section without an assigned room will appear at the top of the report.

4. Edit the section to add the appropriate room number.

For more information about editing sections, see the Elementary Scheduling or Secondary Scheduling Handbook. To find these handbooks, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select Scheduling – Elementary or Scheduling – Secondary.
Verify Students are Fully Scheduled

There are several methods to find students who are missing a schedule or have holes in their schedule.

**Using the Section Enrollment Audit Report**

This report will display all students who are enrolled in school but not scheduled for a class, or students with an *enrolled in school date* and a *scheduled in class date* mismatch.

1. From the Start Page, under Reports, select **System Reports**.
2. On the System tab, under Membership and Enrollment, select **Section Enrollment Audit**.

**Using Search Commands**

Use this command to find students who are under-scheduled, or missing a schedule:

*number_of_classes<X* (X = number of classes in student schedule.)

Use this command to find students who are missing a specific period:

*not_enrolled_in_period=X* (X = period)

**Using the Students Missing Classes/Periods Report**

*Date and Terms are examples only and may not reflect the current scheduling school year or term*

This report will show students who are missing classes.

1. From the Start Page, under Reports, select **sqlReports**.
2. Expand the Scheduling reports, then select **Students Missing Classes/Periods**.
3. Enter an **Effective date**. Use the first day of the term.
4. Select whether you are running for selected students.

5. Select a **Period Abbreviation** or leave blank to run for all periods.

6. If your school has multiple cycle days, select the appropriate cycle day for the day you are running the report.

7. Click **Submit**.

![Run sqlReport -](image)

**Select a Period Abbreviation or leave blank to run for all periods**

### Using the Students with No Class Assignments Report

This report lists students who are actively enrolled but are not scheduled for any classes.

1. From the Start Page, under Reports, select **sqlReports**.

2. Expand the Scheduling reports, then select **Students With No Class Assignments**.

3. Click **Submit**.
Elementary Schools - Print Class or Alpha Rosters

Date and Terms are examples only and may not reflect the current scheduling school year or term

Class Rosters without Student Numbers (to post for parents):

1. From the Start Page, under Reports, select System Reports.

2. On the System tab, under the Student Listings heading, select Class Rosters (PDF).

For instructions on setting up the Class Roster screen, see the Elementary Class Rosters without Student Numbers job aid. To find this Job Aid, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select Scheduling – Elementary.

Alpha Roster with Teacher and Room:

1. From the Start Page, under Reports, select sqlReports.

2. Expand the Enrollment reports, then select Alpha Roster with Teacher and Room.

3. Click Submit.

This report can be copied, exported to Excel, or saved as a PDF.
Secondary Schools - Print Student Schedules

Date and Terms are examples only and may not reflect the current scheduling school year or term

Secondary Student Schedules with Lunch PINs

IMPORTANT! Lunch PINS will be available for printing on Tuesday, August 23, 2022.

1. From the Start Page, make a student selection.

2. From the Select Functions menu, select Print Reports.

![Image of Print Reports section]

3. Configure the Print Reports page as follows:

   - Which report would you like to print? Make a report selection from the drop down
     
     Student Schedule – Prints classes for all terms; one student per page
     
     Student Schedule S1 – Prints S1 classes; one student per page
     
     Student Locator Card 4 Up – Prints classes for all terms; four students per page
For which students? Make a selection

In what order? Select a sort order

If printing student schedules, use...

Select courses actively enrolled in during current term (excludes dropped courses) to include all terms on the student schedule

Select enrollment as of and enter the date of the first day of school to include all terms that fall within S1

4. Click Submit.
**Date and Terms are examples only and may not reflect the current scheduling school year or term**

**Student Schedule View** – one student schedule per page.

![Student Schedule as of 08/26/2019](image)

**Student Locator Card 4 Up View** – four student schedules per page.

![Student Locator Card 4 Up View](image)

For more information about student scheduling, see the **Secondary Scheduling Handbook**. To find this handbook, click the **PowerSchool Handbooks, Job Aids and Videos** link at the bottom of the PowerSchool Start Page then select **Scheduling – Secondary**.
Distribute Attendance Rosters to Every Teacher

The Attendance Roster serves as a list of students the teacher can expect to see. It should only be used to record attendance if PowerTeacher is not available during the first week of school, or if the teacher is absent.

Print Attendance Rosters:

*Date and Terms are examples only and may not reflect the current scheduling school year or term*

1. From the Start Page, under Reports, select System Reports.
2. On the SDUSD tab, select Attendance Roster.
3. Select the date of the first day of school.
4. Select All Teachers.
5. Leave Meeting(s) unchecked for all classes.
6. Click Submit.

For more information about the Attendance process, see the Attendance Handbook. To find this handbook, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select Attendance.
Part 3: During the First Week of School
Check for Incomplete Enrollments

*Date and Terms are examples only and may not reflect the current scheduling school year or term*

During the enrollment process, if the student demographic page is not completed and submitted, the student is not fully enrolled. To identify these students, run the *Incomplete Enrollment Report* then finalize their enrollment process by completing and submitting the demographics page.

Run this report *daily the first couple of weeks of school* while the enrollment volume is high. Then run once a month to catch any student enrollments that have been started but not yet completed.

**NOTE:** If the student is a no show, complete the Student Demographics page then drop the student as a No-Show. Contact the Help Desk (619) 209-4957 (HELP) for assistance or submit a support request online at [https://sdusd.cherwellondemand.com/](https://sdusd.cherwellondemand.com/).

1. From the Start Page, under Reports, select sqlReports.
2. Expand the Enrollment reports, then select Incomplete Enrollments.
3. Click Submit.
4. Click the Student Number to open the Student Demographics page in a new tab.

![Incomplete Enrollments](image)

Click the Student Number to open the Student Demographics page in a new tab.

5. Complete the Student Demographics page, then click Submit.

For more information about student enrollment and the transfer out process see the Enrollment Handbook. To find this handbook, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select Enrollment.
Manage Course Sections, as Needed

*Date and Terms are examples only and may not reflect the current scheduling school year or term*

**Closing Sections**

To **CLOSE** a section, do the following:

1. Withdraw all students from the section as of the day *after* the last day of attendance.
2. On the Teacher Schedule page, click the **Section #** of the section to be closed.

![Teacher Schedule - Jetson, George 123456](image)

Withdraw all students from this section

3. On the **Edit Section** page, type **CLOSED** in the **Room** field. This way, Counselors and other scheduling staff can see sections that are not available for scheduling.

**NOTE:** The word **CLOSED** in the Room field will not prohibit students from being scheduled into the section. PowerSchool will still allow scheduling into sections labeled as **CLOSED**. It is best practice to notify counselors and other scheduling staff when sections are closed.

![Edit Section](image)

Type **CLOSED** in the Room field
Deleting Sections

*Date and Terms are examples only and may not reflect the current scheduling school year or term*

To **DELETE** a section, do the following:

1. Withdraw all students from the section. *Students must be dropped with an Exit Date that matches the Entry Date for the class.* This will delete the student enrollment record.

2. On the Teacher Schedule page, click the **Section #** of the section to be deleted.

3. On the Edit Section page, click **Delete Section**. Click to **Confirm Delete**.

**NOTE:** The **Delete Section** button is not available if attendance exists for the section, or the section contains students. Check for students that have been previously dropped.
In cases where you are not able to delete the section from PowerSchool, and you have verified there are no students currently scheduled on any of the rosters (Active, Dropped, or Pre-registered), contact the Help Desk (619) 209-4357 (HELP), or submit a support request online at https://sdusd.cherwellondemand.com/ to request assistance with removing the section from your master schedule.

Ensure the following information is provided in the request:

- School
- Course Number
- Section Number
- Teacher

Confirm with the Help Desk that students have been withdrawn from the class, and the section has been edited to **CLOSE**.

For more information about dropping students from a class and managing course sections, see the Elementary Scheduling or Secondary Scheduling Handbook. To find these handbooks, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select Scheduling – Elementary or Scheduling – Secondary.
Set up or Change Automated Attendance Call Times for SchoolMessenger

Daily attendance calls will be automatically sent to parents and guardians at specific times selected by each site.

To view your call times in PowerSchool, from the Start Page, under Setup, select Schools, then select Attendance Call Times.

To set up the Automated Attendance Calls feature, change call times, or if you have questions regarding SchoolMessenger, email Communications@sandi.net.
Enable the Parent Portal

Parent Portal implementation is now a districtwide requirement for all schools. Each site is responsible for enabling and maintaining the Parent Portal for their school.

On Friday, August 26, 2022 at 12:00 pm, the PowerSchool Parent Portal will be enabled for all schools. If your school chooses to disable the Portal over the weekend, you must enable it for start of school.

To enable the Parent/Student Portal, do the following:

1. From the Start Page, under Setup on the main menu, select School.
2. Under the General heading, select Parent/Student Access.
3. Turn off the checkbox for Disable Access To Public Portal.
4. Schools can optionally remove the Custom Access Disabled Title and Custom Access Disabled Message if they wish.
5. Click Submit.

For more information about how to enable and maintain the Parent/Student Portal, see the Parent and Student Portal Administration Handbook. To find this handbook, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select Parent/Student Portal.

Check Professional Learning for Parent Portal training and open lab support.
Update Quick Lookup Preferences & Current Grade Display – Secondary & K-8 Schools ONLY

Verify that the Quick Lookup Preferences and Current Grade Display have been set up to display the appropriate information and update if needed.

Quick Lookup Preferences

This page specifies which grades appear on the Quick Lookup page in PowerSchool Administrator, and on the Grades and Attendance page in the Parent/Student Portal.

1. From the Start Page, under Setup, select School.
2. Under the General heading, select Quick Lookup Preferences.
3. Configure the Quick Lookup Preferences page as follows:
   - Turn on the checkbox for each Store Code you want to display in PowerSchool Administrator, PowerTeacher, and the Parent/Student Portal.
     K-8 Schools – DO NOT enable the Store Codes for your elementary school.
   - Under Source of Data, select:
     Gradebook (Current) – This setting displays the current grade directly from the teacher’s Gradebook. This grade will change as the teacher updates their Gradebook.
     Use the Sort fields to change the order of the Store Codes as they appear on the Quick Lookup Preferences setup page and the Quick Lookup page.
   - Show Citizenship Grade – OPTIONAL. Check this box to display the Citizenship grade.
4. Click Submit.
### Quick Lookup Preferences

This screen specifies which grades are seen on the Quick Lookup screen as well as on the summary screen parents see when they access their student’s record through the Internet.

<table>
<thead>
<tr>
<th>Store Code</th>
<th>Enabled Parent/Student</th>
<th>Enabled Teacher</th>
<th>Enabled Admin</th>
<th>Source of Data</th>
<th>Sort</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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**Additional Settings**

- Show Citizenship Grade

[Submit]
Current Grade Display

The **Active Term** determines what Term GPA is displayed on the *Quick Lookup* page in PowerSchool Administrator, and on the *Grades and Attendance* page in the Parent/Student Portal.

More importantly, the **Active Term** determines the **reporting terms used in the parent email notifications** in the Parent/Student Portal.

1. From the Start Page, under Setup, select **School**.
2. Under the Grading heading, select **Current Grade Display**.
3. Select the appropriate term from the **Active Term** drop-down.
4. Click **Submit**.

For more information about maintaining the Current Grade Display and the Quick Lookup Preferences during the school year, see the **Secondary Grade Reporting for Traditional Semester-based and K-8 Schools** or **Secondary Grade Reporting for 4X4 Schools Handbook**. To find these handbooks, click the **PowerSchool Handbooks, Job Aids and Videos** link at the bottom of the PowerSchool Start Page then select **Grade Reporting/Progress Reporting - Secondary**.
Part 4: Before the Last Week in September
Verify All ZZTeachers and Other Teacher Placeholders are Updated to a Known Instructor

Every course in the master schedule must have an identifiable instructor with a district employee ID. ZZTeacher entries in the master schedule must be updated to a known instructor by September 30 of each school year.

Only the following ZZTeachers aligned with their appropriate courses will be allowed beyond September 30th:

- **ZZCollTch - Community College** - Aligned with courses taught by non-district and non-charter school employees who do not have district employee IDs (e.g., community college courses).

- **ZZNonClass - NonClassScheduleOnly** – Aligned with sections used solely for scheduling purposes: there is no staff person assigned to oversee students during these time periods. These entries are not real classes and are used by the school only to track student whereabouts during a specific period (For example, Lunch).

Please see the table on the following page for guidance on using specific ZZTeacher codes in PowerSchool.

For more information about updating ZZ Teachers and Other Teacher Placeholders, see the Replacing ZZTeacher or Other Teacher Placeholder Job Aid. To find this Job Aid, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select System Administration.
### ZZ Teacher Codes in Power School

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty ID</th>
<th>Type</th>
<th>Use</th>
</tr>
</thead>
</table>
| ZZTeacherA, ZZTeacherAA – AZ, ZZTeacherB - Z | zzteachera, zzteacheraa – az, zzteacherb - z | Placeholder | • May be used as placeholder instructor **until 9/30** each school year.  
• Must be replaced by a known instructor, or if applicable, by one of the three Faculty Names below.  
• Continued use beyond 9/30 will be flagged as a master schedule error.  
• **Note:** Print Master Schedule List Report by Teacher and ZZTeachers will be at the bottom. |
| NonClass ScheduleOnly        | ZZNonClass          | Special     | • May be used **beyond 9/30** each school year.  
• For master schedule entries that are not real classes and used only for scheduling purposes, such as **Lunch** if you use a course called **Lunch**. |
| Grant Funded                 | ZZGrantTch          | Special     | • May be used **beyond 9/30** each school year.  
• For externally funded instructors **who are not district or charter school employees and who do not have district employee IDs.** |
| Community College            | ZZCollTch           | Special     | • May be used **beyond 9/30** each school year.  
• For community college instructors who do not have district employee IDs. |
Update PowerSchool with Any Changes from the Enrollment Verification Form

All changes made by the Parent/Guardian on the Enrollment Verification Form must be entered in PowerSchool by October 1st.

All forms must be signed and dated by the Parent/Guardian even if no changes were made.

Changes to the Home Address require proof of residence. If residency has been previously established with documentation, it is not necessary to obtain again, if the parent signature on the enrollment verification form reconfirms the same resident address.

The signed Enrollment Verification Form should be filed in a secure area.

OPTIONAL: Parent/guardians can use the Parent Portal Updates feature to submit changes to select information for their student(s) online or confirm that all information is correct, and no changes are needed.

Parent/guardians must still provide the school with the required documentation for changes to student name and Household Address. Schools will not approve and accept updates until documentation is provided.

Schools use PowerSchool to review and approve changes made by parent/guardians instead of processing paper forms.

For more information about student enrollment or how to accept and approve parent portal updates, see the Enrollment Handbook, or Accepting Parent Portal Updates for School Staff Handbook. To find these handbooks, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select Enrollment or Parent/Student Portal heading.
Verify that All Students Have a SSID

*Date and Terms are examples only and may not reflect the current scheduling school year or term*

It is important that every student has a Student State ID (SSID). This data is mandatory for CALPADS reporting and State Testing. Beginning the fourth week in September, the data is pulled from question 45 and 46 and matched to data in CALPADS.

Run the **Verification of SSID** report monthly to find students who do not currently have a SSID.

1. From the Start Page, under Reports, select **sqlReports**.
2. Expand the CALPADS reports, select **Verification of SSID**.
3. Click **Submit**.

**Verification of SSID Report**
SSID Frequently Asked Questions:

1. The student information is correct on my Verification of SSID report. How long will it take for a student to obtain an SSID and be removed from the report?

   This depends on the time of year. At the beginning of the school year, it can take longer, but the turnaround time is normally 48-72 hours unless there are discrepancies with the student’s birth date, birth city/state, or California schooling information (Question 45) on the Demographics page. If question 45 is left blank, and the student does have prior California public schooling, more research is required before matching the student with the existing SSID, which can cause a delay.

   A student must have an SSID in PowerSchool to be uploaded to CALPADS. If the student record is still missing a SSID after 72 hours, email Julie Bui jbui@sandi.net

   IMPORTANT! Please do not email requesting an SSID before 72 hours from initial school enrollment have passed.

2. Why does my student have an SSID in question 45, but not at the top of the Student Demographics page?

   The SSID in question 45 was entered by your school and is for matching purposes only. Once the match has been completed in CALPADS, the IT Department will update the SSID field at the top of the Student Demographics page.

3. I have followed all of the instructions, but my student is not appearing in TOMS (Test Operations Management System). What do I do?

   From CALPADS, the student’s information is sent to TOMS. If your student doesn’t appear in TOMS within 48 hours of seeing their SSID in PowerSchool on line 2 of the Demographics page, contact Assessment Services at (619) 725-7065.