

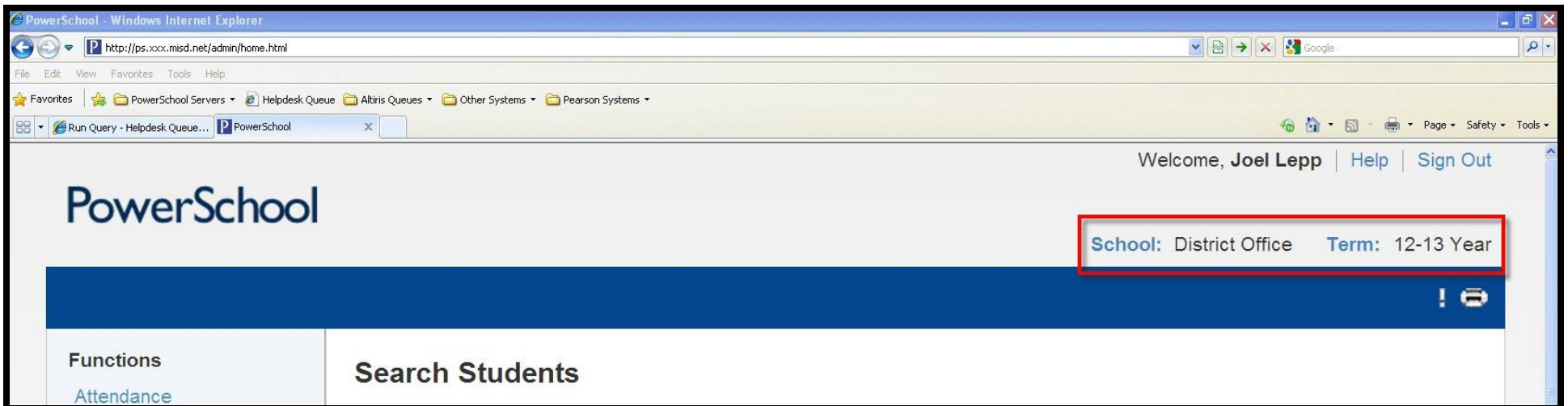
CHANGING THE DEFAULT YEAR IN DISTRICT OFFICE TO THE CURRENT YEAR AFTER CREATING THE NEXT SCHOOL YEAR

Description: After creating the next school year for scheduling purposes, the term in DISTRICT OFFICE will default to the next school year rather than the current school year.

Example: Current School Year before creation of New School Year = **2011-2012 Year**
Next/New School Year = **2012-2013 Year**
Display Result in PowerSchool after New School Year is created = **2012-2013 Year**

Resolution: After performing steps below, the default term at the top will display the current school year and not the new school year.

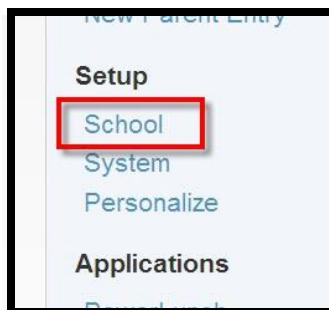
- 1) When in DISTRICT OFFICE – after creating the new school year – the Term will default to display the new school year instead of the current school year.



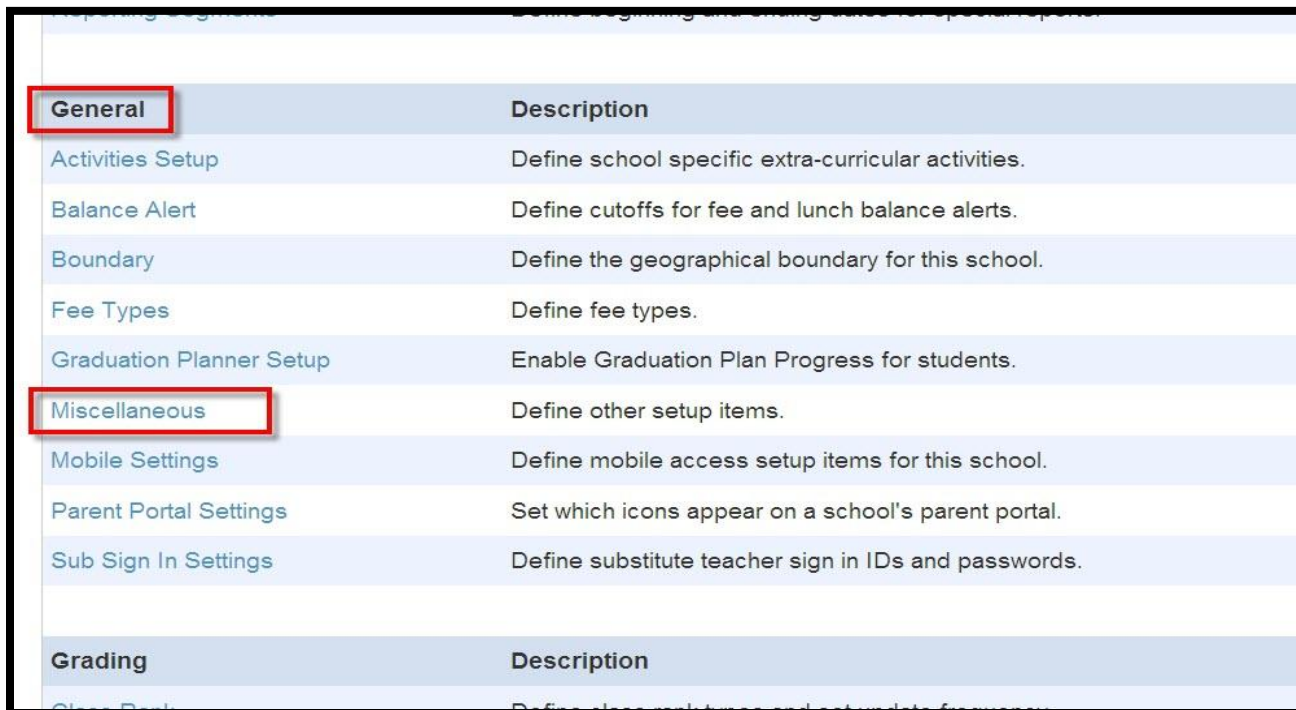
- 2) Switch the SCHOOL from DISTRICT OFFICE to one of your school buildings - notice how the term displays the correct current school year.



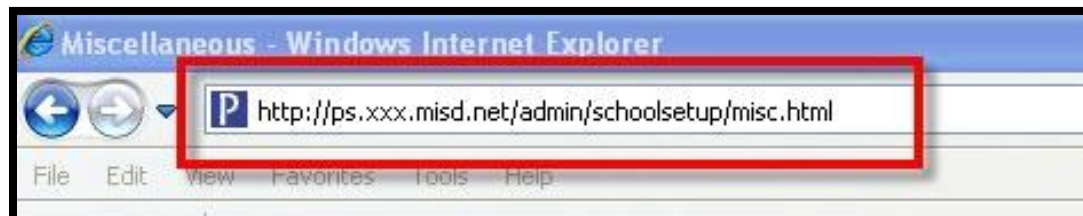
3) Click on SCHOOL under SETUP on the left-hand side.



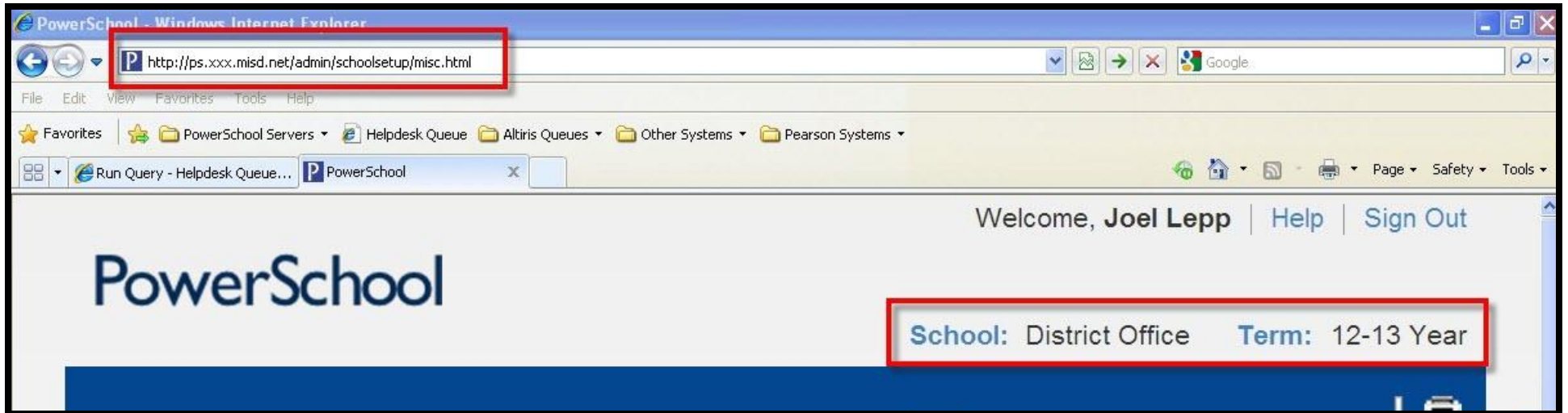
4) Click on MISCELLANEOUS under the GENERAL heading.



5) Copy the URL from the MISCELLANEOUS page. It should look similar to this address.



6) Switch the SCHOOL back to DISTRICT OFFICE, then paste the copied URL into the address bar and press the ENTER key.



7) The MISCELLANEOUS page will load, switch the DEFAULT TERM LEVEL from SHORTEST POSSIBLE or whatever the box may display to 1/1 (FULL YEAR). Click SUBMIT. Log out then Log back in to PowerSchool – you will notice that the default Term is now the CURRENT SCHOOL YEAR for DISTRICT OFFICE.

