



How to Re-Use Student Request Screens

How to reuse student request screens. You must have access to DDA to complete these steps.

1. Be in the correct school.
2. Navigate to DDA.
3. Select the [RegistReq] table.
4. Search for YearID = [current year TermID].
5. Check the box to "Search only within records belonging to [current school]."
6. Check to search all records in this school.

Direct Database Access (DDA)

Current Table: **RegistReq (56)**

Current Records in Selection: 31 [List View](#) [Table View](#)

[Modify Records](#) [Export Records](#) [Match Selection](#) [Table View Setup](#)

[Select all 31 records in this table](#)

Search RegistReq

YearID = 1800

Search only in records belonging to Apple Grove High School 1

[Search all 31 records in this table](#)

[Search within the current 31 records only](#)

7. Click on List View to verify that the correct records are in the selection.
8. On the DDA search page select "Modify Records."
9. Modify the YearID to equal the upcoming year's Term ID value. Eg: value for the 2012-2013 school year is 2200.

Modify Records

Current Table: **RegistReq**

Current number of records in selection: 1

YearID := 1900

Note: Most tables in PowerSchool use the 2-digit year ID. However, the values used YearID field of the RegistReq table are the same as the 4-digit TermID.