MISD PowerSchool Document

Students still showing up as "Pre Enrolled"

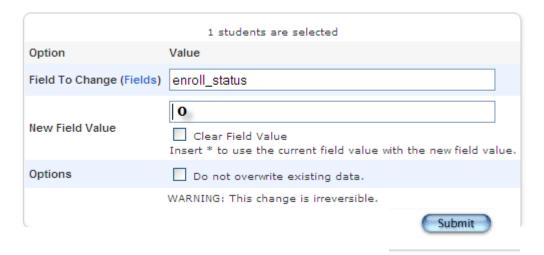
This is a know issue in PowerSchool 6.0. Students who are enrolled prior to their actual "butt in seat day" will continue to show up as "pre-Enrolled" even after their enrollment date.

Here are the steps you need to take to correct these students until the problem is resolved by Pearson.

1. Run the following search

/enroll_status=-1

- 2. Click on the drop down and select
- 3. Select Students by Hand
- 4. Select the students you wish to change
- 5. Check the Keep Selected Students button and
- 6. Click on the Functions BUTTON
- 7. From the Group Functions menu select Student Field Value
- **8.** Complete the following:



9. Click Submit

9/12/2009