

How to View/Edit Discipline Logs For Exited Students

From the Start Page, select “PSCB Custom Reports”
Once the page opens, select “Enrollment”

PowerSchool SIS MBA Support

Start Page > PSCB Custom Reports Beardsley School 21-22 Year

PSCB Custom Reports

Welcome to the PSCB Custom Reports home page. This page will serve as the menu page for all PSCB Custom Reports Plugins. Once a plugin is installed and enabled an access link for that bundle will appear on the list below.

Report Category	Description
Enrollment	Custom school/district level enrollment reports.
Validation	Custom school/district data validation reports for setup parameters.

PSCB Custom Report Settings	Description
Daily Attendance Codes	Enter Daily Attendance Code preferences for PSCB Custom Reports.
Meeting Attendance Codes	Enter Meeting Attendance Code preferences for PSCB Custom Reports.
Grade Reporting Terms	Enter Grade Reporting Term preferences for PSCB Custom Reports.

Under Enrollment Search Reports, select “Enrollment Search -Exit Codes”

PSCB Custom Reports - Enrollment

Enrollment Summary Reports	Description
Enrollment - Current Date	School(s) current date enrollment summary.
Enrollment - Homeroom	School current date homeroom enrollment summary
Enrollment - Monthly	School(s) monthly enrollment summary. (Note: At the district level the report may require additional time to complete)
Enrollment - Next Year Projection	School(s) projected enrollment summary for the next school year.
Enrollment - Selected Date	School(s) selected date enrollment.
Enrollment - Selected Date (FTE)	School(s) selected date FTE enrollment summary.
Enrollment - Team	School current date homeroom enrollment summary.

Enrollment Search Reports	Description
Enrollment Search - Entry/Exit Code Totals	Search for entry/exit code summary totals for a selected school(s).
Enrollment Search - Entry Codes	Search for student entries for a selected date range and entry code.
Enrollment Search - Exit Codes	Search for student exits for a selected date range and exit code.
Enrollment Search - Retained Students	List all students who have been retained from the previous school year.
Enrollment Search - Student Entry/Exit Summary	Search student enrollments for entries and exits within a selected date range.
Enrollment Search - Student Years Enrolled	Search for how many years students have been enrolled in the district.
School Transfers - Current Year	List all students that have transferred to another school or re-enrolled the same school during the current school year.
Special Program Enrollments - Current Year	List all students with current year special program enrollments.

When the page opens, select the start and end dates. If you want, you can select a search for only specific exit codes. Then hit “Submit”.

NOTE: By not selecting any Exit Code, the report will list all.

Enrollment Search - Exit Codes

Report Filters

Exit Code (Multi-Select)
Default: All Exit Codes

Start Date: 08/30/2021

End Date: 10/14/2021

01 - Transfer to a different public school in the same district, TUS or a private special education facility
02 - Transfer to a public school in a different district
03 - Transfer to a public school in a different state
04 - Transfer to a private non religious school in same district
05 - Transfer to a private non religious school in a different district
06 - Transfer to a private non religious school in a different state
07 - Transfer to a private religious school in the same district
08 - Transfer to a private religious school in a different district
09 - Transfer to a private religious school in a different state
10 - Transfer to a school outside of the country

Select parameters and click submit **Submit**

The report will appear on the same page, as shown below in the red box.

This way if you need to expand the date range, simply enter the new dates and click “Submit”.

Note: The report will not be in a red box.

Enrollment Search - Exit Codes

Report Filters

Exit Code (Multi-Select)
Default: All Exit Codes

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Select parameters and click submit **Submit**

Student Enrollments 08/30/2021 - 10/14/2021 Exit Codes: All Exit Codes **Total Records: 26**

Copy Data **Export CSV File** **Export PDF File** **Make Current Student Selection**

Student Number	Student	Current School	Grade Level	Home Room	Exit Code	Exit Comment	Date Entered	Date Exited	Current Status
		BER	2	205	12	Capital Prep Lower School	08/30/2021	08/30/2021	Transferred Out
		BER	1	301	12	New Beginnings Family Academy	08/30/2021	09/01/2021	Active
		BER	6	108	03	New York (Auto-Transfer)	08/30/2021	09/01/2021	Transferred Out
		BER	0	103	13	Child will be home schooled per parent	08/30/2021	09/01/2021	Transferred Out

Looking closer at the report, each column can be sorted by clicking on the icon in the column, (see yellow circle).

To filter the column, start typing in the search box below the column title (red arrow).

The Exit Code for the student is the numeric code. The descriptions for all the codes are on the bottom of the report (red box).

Once you have narrowed your selection, click on “Make Current Student Selection”.

If you click the student’s name instead, you’ll be brought to the “Transfer Info” page but will not be able to navigate to any other part of the student’s record.

Student Enrollments08/30/2021 - 10/14/2021Exit Codes: All Exit Codes

Copy DataExport CSV FileExport PDF FileMake Current Student Selection

When you are ready to select the student or students click here

Filtered Records: 2

Student Number	Student	Current School	Grade Level	Home Room	Exit Code	Exit Comment	Date Entered	Date Exited	Current Status
	Jones								
	*Jones,	BER	6	205	01		08/30/2021	09/08/2021	Active
	Jones,	BER	5	105	12	Acheivement First Middle School	08/30/2021	09/15/2021	Transferred Out

Exit Codes

01 - Transfer to a different public school in the same district, TUS or a private special eduation facility

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05 - Transfer to a private non religious school in a different district

06 - Transfer to a private non religious school in a different state

07 - Transfer to a private religious school in the same district

08 - Transfer to a private religious school in a different district

09 - Transfer to a private religious school in a different state

10 - Transfer to a school outside of the country

11 - Transfer to an institution

12 - Transfer to a charter school

13 - Transfer to home schooling

15 - Graduated with regular, advanced, International Baccalaureate, or other type of diploma

16 - Completed School with other credentials

17 - Death

20 - Reached maximum age for services

21 - Discontinued Schooling

23 - Transfer to a GED program

24 - Transfer to a postsecondary education

25 - Moved, not known to be continuing

26 - Transfer to a state approved full-time magnet school

27 - Transfer to an Adult High School Credit Diploma (AHSCD) program ***CONFIRMED ENROLLMENT ONLY***

DUP - Duplicate Student

ROV - Exited due to Rollover

You will be brought to the “Group Functions” page. At the top of the page you’ll see “Current student selection:” and in blue, the number of students that you selected from the report. Click on that number.

Group Functions

Current student selection: 2

Select Students By Hand

Allows for manual selection of a subset of students from currently selected students.

Student Screens

Shows student pages for currently selected students.

Attendance

Attendance Change

Changes attendance records for one or many days for currently selected students.

Search By Grades/Attendance

Searches currently selected students by grades, citizenship, attendance, etc.

Search For Perfect Attendance

Searches currently selected students for perfect attendance.

Enrollment

Enrollment Summary

Reports grade and ethnicity breakdown for currently selected students.

Mass Enroll Special Program

Enrolls currently selected students in a special program.

Re-Enroll in School

Re-enroll students into the current school.

Transfer Out Of School

Transfers currently selected students out of school.

Export

Export Using Template

Uses a template to exports data on currently selected students.

List Students

Prints a quick list of currently selected students.

Quick Export

Exports data on currently selected students.

The page will display all the students in the selection in a list. Select the student record you want.

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (2)

() (01/09/11) (5)

() (03/07/10) (6)

Select a function for this group of students

PowerSchool will remember what page you used last to view a student record and will display that page with the student you selected from the selection list. In other words, if you were looking at demographics, that's the page that will be displayed. If you were looking at Quick Lookup, that will be the page displayed. However, you can navigate to any page you need to.

Quick Lookup
Print A Report
Switch Student
List (2)

Information
Access Accounts
Address Management
Addresses
Alerts
Attachments
Bullying
Control Transfer Revoke
Control Transfers
Counselor Info
Custom Screens
Demographics
DueProcess
Emergency Contacts
(From Enrollment)
Emergency/Medical
Family
Health
Home Language Survey
Homebound
Immunizations
Modify Info
OOD Financial
OOD School
Other Information
PSIS
Parents
Photo
SBAC
SRBI
Special Att-Attendance
Support
Frontline Education
No Document(s)

PowerSchool SIS

MBA Support

Start Page > Student Selection > General Demographics

BER 21-22

General Demographics

Grade: 5 Student ID: State ID: DOB: School: BER Facility:
Transferred Out
HR: 105 ELL: N SPED: N IS: LDC: E CT: OC: Counselor: House: Team: Resp Admin: Gender: M

Student's Name
Change Name

USE FULL LEGAL NAME FROM BIRTH CERT OR OFFICAL DOCUMENT
Last Name First Name Middle Name Gen Suffix

Home Address

Street, Apt/Suite
City, State, Zip
Geocode

Validate

Mailing Address -Copy From Home Address

Street, Apt/Suite
City, State, Zip
Home phone
Geocode

Validate

General Student Information

Gender
DOB
Age
Grade Level