<u>PowerSchool Applications and Registration: Life Cycles</u>

Here is the order in which student **applications** are received, reviewed, and processed within PowerSchool's Enrollment portion:

1. An application is received and appears in the **Application - Submission Workspace** under the "**Pending Approval**" view.
2. Review the information in the application, taking care to ensure that they qualify for the school/grade for which they applied (i.e. old enough for PK, KG, 1st at the cutoff date of 9/1 of the current year, PK eligibility is indicated, etc) and, if qualified, approve the application.
3. Once approved, you'll need to go to the **Application - School Choice Workspace** to import and process the record. You'll see a light yellow bar indicating the number of records needing to be imported (This will not appear if there are no pending records.).
4. Click **Import**. After importing, you'll need to process them by clicking the blue button in the top right that says "**Process Records**". I believe it requires clicking "process" a time or two after this as well for confirmation.
5. After the applications have been processed, you'll need to alert the family that applied of their placement. This is done in the **School Choice Workspace** by clicking on the word "**Processed**" under the "**Students**" headline, and then clicking "**Send Result Emails**" in the resulting space. It will let you know how many result emails are ready to send out, and then you can do so.
6. After notifying the families, you're good to go in this portion!

   Families will need to accept their seat (or you accept it for them with their approval) in order to have their record moved from Application to Registration.

Here is the order in which **Registrations** are received, processed, and delivered to the SIS:

1. To locate applications that have moved into the Registration area, navigate to the **Registration - Roster Workspace** and select the "**Imported/Added**" view. This will bring up students who have not yet been notified of their registration paperwork's availability.
2. **Notify them** by selecting all and choosing "**Notify**" in the **Tasks** dropdown. This will populate the notification emails from PowerSchool with their registration snapcodes and instructions. **Send the emails**.
3. Now, these students should appear in your **Registration - Roster Workspace** under the "**Notified - Not Started**" view.
4. Once they've submitted their registration paperwork online, they'll appear in the **Registration - Submission Workspace** under the "**Pending Approval**" view.
5. Look over and **Approve** the records.
6. After being approved, the registration record will be in the "**Pending Delivery**" view – *Due to a glitch we needed to resolve, there are two "Pending Delivery" views; one for new students, and one for returning students. Be sure to look for both!*

7. One view at a time (New and then Returning or vice versa), select all records pending delivery and “**Deliver Data**” (under **Tasks**).
8. In the delivery space, select **Create Delivery Batch**.
9. Once they finish processing, you will need to check each record before delivery, ensuring they don’t already exist in the SIS or that parent contact information is entered in all the required spots (don’t worry, you’ll get an error message if it isn’t!).
10. If the record is satisfactory, you can **Deliver**. You may also wish to deliver all in a batch at the same time. You can do this with the “**Deliver All Records**” link on the right-hand side. Again, it will alert you if there are any errors.
11. After all records have successfully delivered, you can **Close Delivery Batch**. If you try and deliver more records later without doing this, an error will appear due to the still-open prior batch.
12. Repeat the process with the “**Pending Race Fix**” view, as this will deliver a fix to the race/ethnicity coding in the SIS.
13. That’s it! Delivered records should move to the SIS overnight.