



# PowerUPs

## Year-Round Update, Parent Submission Update, Reject Submissions

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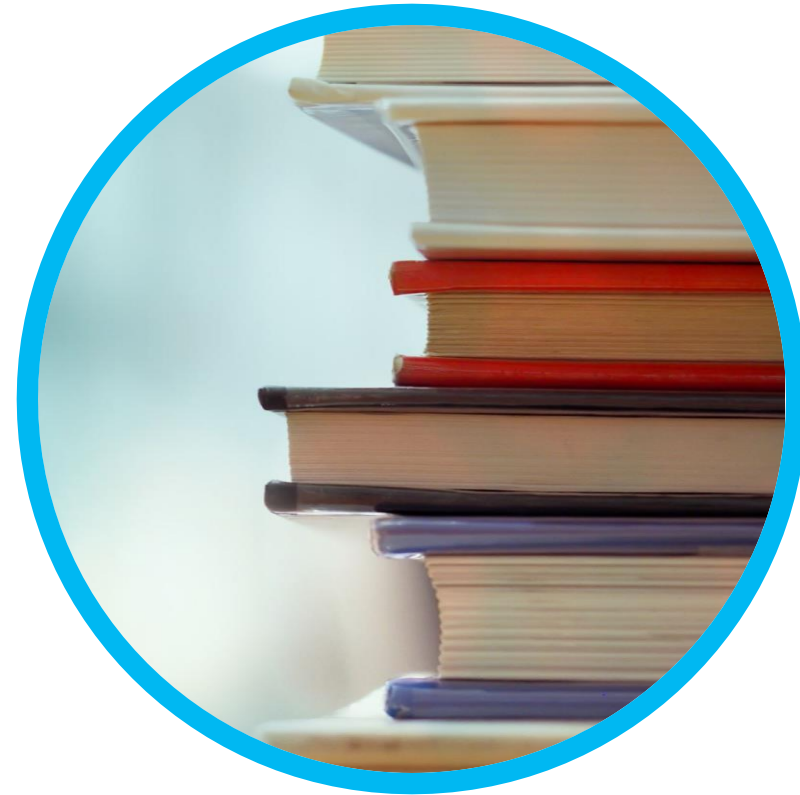
# Previously on "PowerSchool PowerUps: Enrollment"...

- 4/11/24
- [Data Delivery Overview, FAQ/Common Error Troubleshooting](#)
- [Register Now for Enrollment PowerUps - 2024](#)



# Agenda

- 1 Year-Round Update
- 2 Parent Submission Update
- 3 Reject Submissions
- 4 Resources
- 5 Q&A





# Year-Round Update

# Year-Round Update Overview

- Year-Round Update (YRU) is an add-on available to any Enrollment customer who uses the following:
  - "Private" Registration form (ex. Returning Student Registration, Annual Update, basically anything that includes returning students)
  - PS SIS
    - Or eSchoolPLUS SIS
  - Single Sign-On/Parent Portal
- NOT an additional cost
- Allows families to come back and update specific information as needed throughout the year (AFTER the initial registration period)
- Families will have access to the YRU via their PS Parent Portal or eSP HAC

# Year-Round Update Overview (cont.)

- YRU Plugin will need to be installed/enabled for families to have access
- YRU is auto-populated from data in your SIS
- Submitted data appears in the YRU workspace prior to delivery
  - Auto or manual, or a combination of the two are options for delivery
  - Auto is HIGHLY recommended
- YRU is meant to be used during the school year to update basic student and contact information
  - Phone
  - Address (home/mailing)
  - Parent information
  - Emergency contact information

# YRU Family Experience

- Parents MUST have Parent Portal accounts to access YRU
- After logging in via the Parent Portal, families can click the student tab to select the student they want to complete the YRU for
- Clicking the link will bring families to the YRU which will already have pre-populated data that reflects current information in your SIS
- Families can change any fields that aren't read only and submit the form
- They will then see the YRU confirmation page
- Families will not receive a confirmation email
- Once this process (including delivering the updated data) is complete, the family could start an additional YRU for the same student

# YRU Workspace

- Designed to look & behave similarly to your other workspaces
- When families submit updates to their registration forms, a record will appear in this workspace
- Two default views:
  - "All Updates" view
  - "All Updates Detail" view
- Additional custom views can be created
- Two tasks throughout the different views:
  - Deliver Data: All Updates view --> allows you to perform a manual delivery
  - Export Data: All Updates Detail view --> exports changes made into a .CSV file



# YRU Record Delivery

## Manual Delivery

- Requires you to go in and deliver each student

## Automatic Delivery

- All records regardless of changes will automatically deliver to your SIS without Admin process

## Auto/Manual Combination

- You can choose which fields if changed require a manual delivery vs those that can be automatically delivered

# Year-Round Update FAQ

- When does it make sense to use YRU?
  - After school has started
  - Main registration window is over
  - Data has been delivered to PS SIS
    - Since the data used to pre-populate the YRU form is coming from PS SIS directly, it's important to make sure that it's as up-to-date as possible.
- How should YRU be used?
  - To collect changes to a limited set of data fields on an ongoing basis
  - NOT meant to replace the annual registration process
  - Scope of fields that may be included are limited
  - Only data points stored in PS SIS may be included

# Year-Round Update FAQ (cont.)

- Can I request changes to my YRU form?
  - We can limit fields included on the form, but text and attributes associated with each field (requirements, logic, etc.) are automatically pulled in from the associated Registration form and cannot be modified on the YRU form.
- Does YRU interact with the Registration submission workspace?
  - No
  - Separate workspaces
  - The YRU form is a "snapshot in time" (unlike typical Registration workspaces)
  - Changes are collected and intended to move quickly from YRU --> PS SIS
- What delivery option is recommended?
  - Automated delivery is highly recommended
  - Smoothest, easiest, fastest way to get your data from YRU to SIS



# Parent Submission Update

# Parent Submission Update Overview

- Allows parents to re-access previously submitted forms and submit updates to data
- One part of the larger "Update Submissions" post-submission feature
- Reasons for use:
  - Previously submitted data is incorrect
  - Previously submitted data has changed
  - Parent has a document they didn't have at the time of original submission
- Only applicable for student records that haven't been delivered
- If records are approved and updated by parents after the fact, they will be reset to Pending Approval



# Reject Submissions

# Reject Submissions Overview

- Allows school/district staff to reject submissions, alerting and prompting parents to re-access/resubmit the forms
- Submissions can be rejected in mass using the "Reject" task within the Tasks menu in the "Pending Approval" view
- Submissions can be rejected individually within the "Approve/Reject" section of the submission record detail page
- Submission can also be "un-rejected" using similar click paths
- Rejection/Un-rejection history is logged under the "Approve/Reject" section on the submission record detail page for each student record
- A "Reject Record" email template must be configured

# Resources

- [Year-Round Update - Overview](#)
- [User Guide: Year-Round Update \(YRU\)](#)
- [Q&A: Year-Round Update \("YRU"\)](#)
- [Year-Round Update - Workspace](#)
- [Year-Round Update - Record Delivery](#)
- [Data Management – Parent Update Submissions](#)
- [Data Management – Reject Submissions](#)



# Upcoming Events

- Enrollment PowerUp: **Thursday, May 9th @ 10 AM PT**
  - Topic: **Data Workspace Overview, Appointment Management**
- Enrollment PowerUp: **Thursday, May 23rd @ 10 AM PT**
  - Topic: **EOY Process/Rollover Considerations**
- Enrollment Ask the Experts: **Every Wednesday @ 8 AM PT**
  - **Register Now for PowerSchool Enrollment Ask the Experts - 2024**



Thank you!