



# PowerUPs

## EOY Process/Rollover Considerations + MyPowerSchool Integration

**Patrick Woodford**

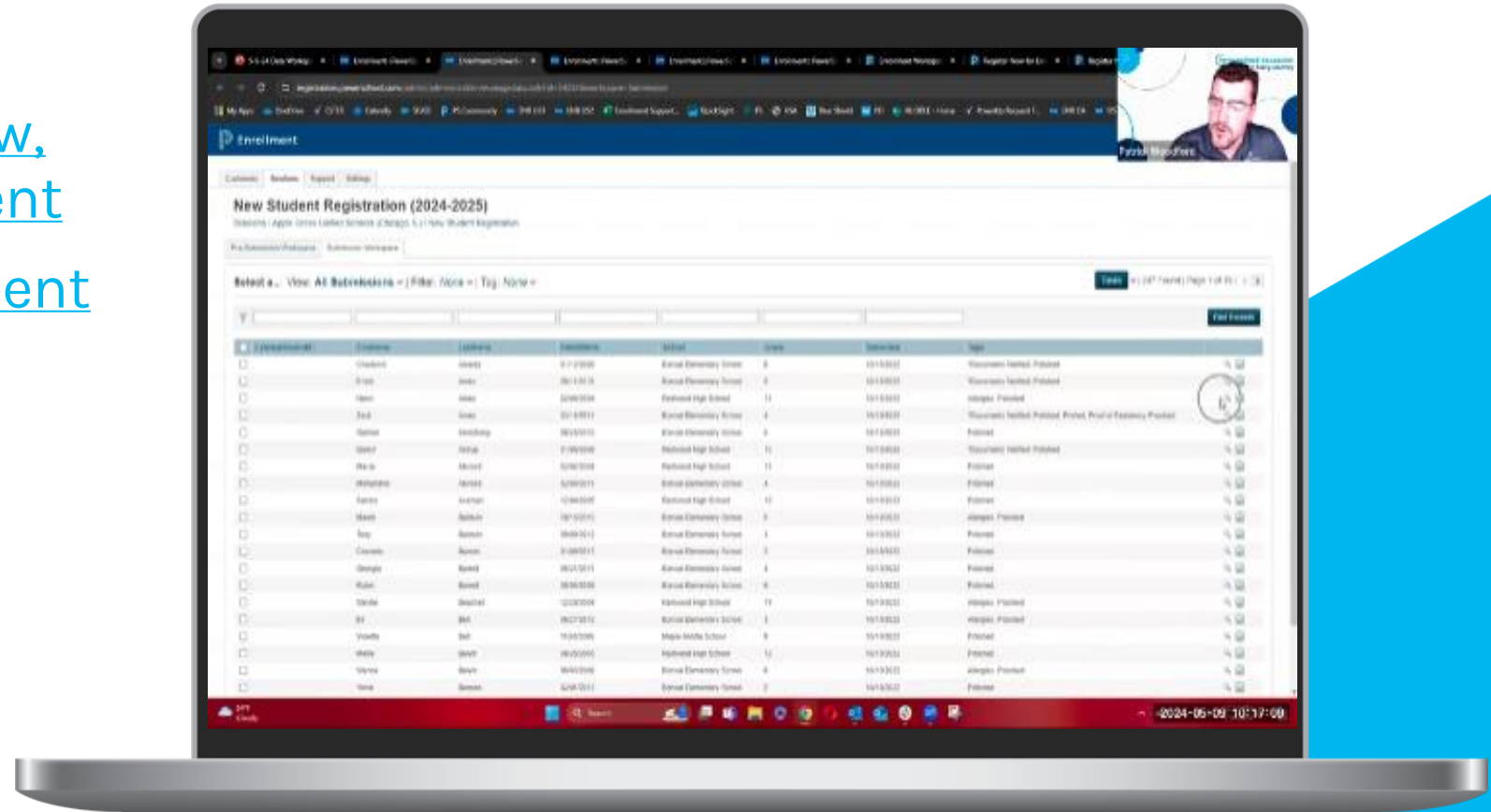
Education Impact Consultant

5/23/24



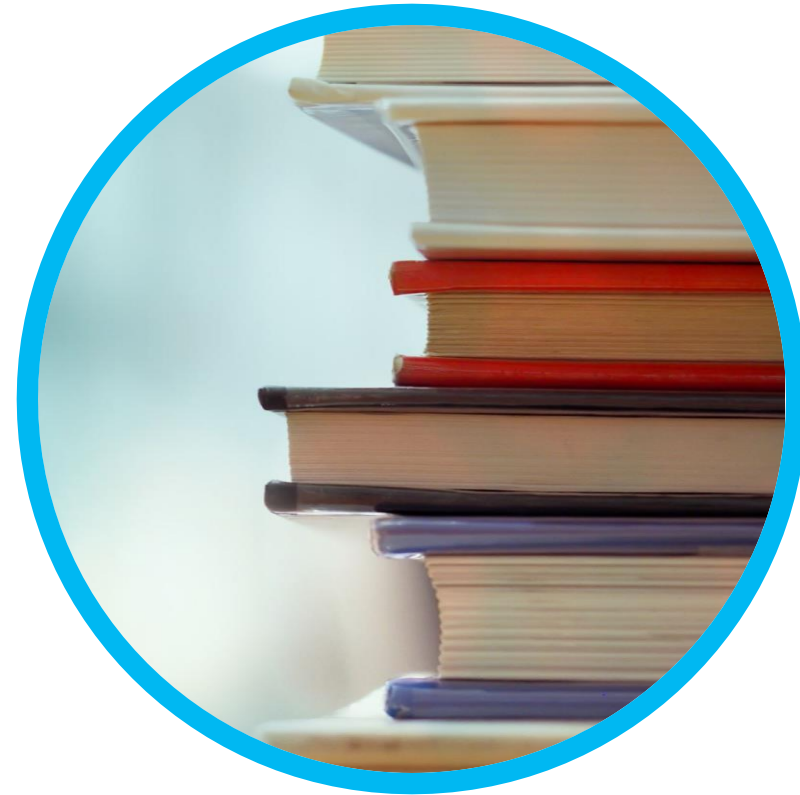
# Previously on "PowerSchool PowerUps: Enrollment"...

- **5/9/24**
- [Data Workspace Overview, Appointment Management](#)
- [Register Now for Enrollment PowerUps - 2024](#)



# Agenda

- 1 EOY Process/Prep
- 2 Rollover Considerations
- 3 MyPowerSchool Integration
- 4 Resources
- 5 Q&A





# EOY Process/Prep

# EOY Process/Prep

- As we head towards the end of another school year, it's important to finalize all Enrollment processes before looking ahead to the next year
  - Have all submissions been delivered from Enrollment to your SIS?
  - Are your forms still open/taking submissions?
    - Depends on your district's specific process/timeline
    - Define a date for closure
  - Have you printed/downloaded all relevant forms and uploaded documents needed as part of the current year's Enrollment process?
  - Have you exported all data needed (if applicable)?
- It's important to understand that your current school year's Enrollment forms, workspaces, configuration/setup will be used as a starting point for next year... so the more you're able to work ahead, the better!

# Current Year -> Next Year

- PowerSchool Enrollment is one of the few products within PowerSchool that is "project-based"
- Each year, you will work with support to initiate a "rollover"/"relaunch" process that typically happens on a per-form basis
- Each project has a unique start/end date, and support will be available to assist you during the summer/offseason
- Taking a few minutes to reflect on your projects for the current school year and prepare for next year will go a long ways towards the success of your future projects
- PowerSchool support and customer success are here to help ensure you maximize your time & effort spent working on these projects

# Project Evaluation Questions

- Who will be your district's Project Leader(s) for Enrollment?
- Are your [Technical Contacts](#) up-to-date?
- Have you identified critical dates such as:
  - Holidays/vacations/planned absences?
  - When your Enrollment forms will be opened to the public (launch dates)?
  - When your data will be prepared for import from your SIS into ENR (prepopulation)?
  - When your data should be created/updated from ENR back to your SIS (delivery)?
  - District/school-wide dates such as entry/exit dates, eligibility deadlines, discounts or late fees related to online payments, etc.?
- What is your current notification plan? Are there plans to change?
  - Posting links on your district's website, Email notification, Letter notification, SSO

# Project Evaluation Questions (cont.)

- How was your experience with your Enrollment projects this year?
  - What went well?
  - What needs improvement?
  - Did you receive feedback from your staff?
  - Did you receive feedback from your family users?
  - Is there a step within your process that's a pain point, takes too long, or lacks efficiency?
- Will there be any on-campus registration events or opportunities for families to register onsite?
- Are you familiar with Enrollment's [feature list](#)?
  - Are there any features you'd like more information about?





# Rollover Considerations

# New Student Considerations

- Delivery fields to review and consider prior to SIS rollover/ENR relaunch:
  - Enroll Status
    - Pre-Registered vs. Registered
      - Pre-Registered prior to school starting
      - Registered on first day of school ->
  - Entry Date
    - First Day of School vs. Current Date Token
      - First Day of School hard coded prior to school starting
      - Current Date Token on first day of school ->
  - Exit Date
    - Typically, the last day of school is used for your exit date
    - Needs to be updated each year in delivery schema
  - Any year-specific delivery
    - Sometimes, graduation year or other year-specific fields are configured for delivery
    - These should be updated each year prior to delivery
- Opening a support case is the best way to ensure that you're aware of all applicable delivery items that need to be considered

# Returning Student Considerations

- Import fields to review and consider prior to SIS rollover/ENR relaunch
  - Grade vs. Next Year Grade
  - School vs. Next Year School
    - When is your SIS rollover?
    - When will your Returning Student data be pulled from your SIS?
    - When will your Returning Student data be imported into ENR?
- Delivery fields to review and consider prior to SIS rollover/ENR relaunch
  - Any year-specific delivery fields
  - Any fields that were added/removed from your data import process that need to be changed on the delivery side



# MyPowerSchool Integration

# MyPowerSchool Overview

- **Controlled Availability (CA):** Enrollment's integration with MyPowerSchool is currently in Controlled Availability, meaning that only a small subset of customers currently have access
  - **General Availability (GA)** is coming soon - be sure to stay tuned for updates!
- MyPowerSchool offers a personalized user experience that consolidates and streamlines data and processes across all PowerSchool products
- MyPowerSchool Guardian serves as the student and parent-specific version of this platform
- A primary benefit of MyPowerSchool is that each user persona can access all necessary information from a single, unified location - eliminating the need to navigate between different products for various tasks
- MyPowerSchool is currently dependent on student records being present within PowerSchool SIS and parents having web access accounts that grant them access to those student records

# Integration with Enrollment

- At a high level, the following must be done to achieve integration:
  - Enrollment and District Settings must be configured
  - MyPowerSchool must be implemented
  - District admins and/or support/services can configure which Enrollment forms should be displayed as available forms to start within MyPowerSchool
    - These forms along with an in-progress and submitted forms are displayed in MyPowerSchool through the context of the selected student
  - Parents can search for forms, view form statuses, start new forms, continue in-progress forms, view submitted forms, update submitted forms, and pay outstanding balances on submitted forms
  - Parents are authenticated into linked Enrollment accounts through an SSO process
  - PowerSchool SIS parent accounts that share access to the same student record in PowerSchool SIS also share that student within their linked Enrollment accounts, allowing these parents to collaborate on forms for the same student

# Contact/Student Relationship and Workflow

*This is a general high-level workflow for contact/parent/guardian users:*

In PowerSchool SIS, a single Student record can be "linked" to many Contacts. These links are illustrated on the Student record's "Contact Management" screen. For example, Bart Simpson's Contacts may include:

- Marge Simpson, his mother, who has a PowerSchool SIS Parent Account with "Data Access" enabled for Bart. This privilege allows Bart, the student, to be visible and manageable within Marge's PowerSchool SIS Parent Account.
- Ned Flanders, his neighbor and emergency contact, who also has a PowerSchool SIS Parent Account but with "Data Access" *disabled* for Bart. Because Ned Flanders is not authorized to manage the "Bart" student record, Bart is not an available student from within Ned's PowerSchool SIS Parent Account

Both Marge and Ned are "linked" to the Bart student record, but only one (Marge) can see Bart in their PowerSchool SIS Parent Account.

Likewise, a single Contact record can also be "linked" to many Students. These links are illustrated on the Contact record's "Contact Details" screen, within the "Students" section. For example, Marge Simpson's Students may include:

- Bart Simpson, her son, for whom she's been authorized "Data Access" by the school district.
- Milhouse Van Houten, her neighbor, for whom she's an emergency contact, but has not been authorized "Data Access" by the school district.

PowerSchool Enrollment leverages the Forms MFE within **My PowerSchool**, which appears on both the "Overview" (as a "PowerTile" widget)...

The screenshot displays the 'My PowerSchool' interface for user Keagan McCormick. The header shows the user's name, ID (110000), and the date (Wednesday, March 06, 2024). A left sidebar contains navigation icons for Home, Overview, Grades, Assignments, Schedule, Attendance, Forms, Fees, School Services, and My PowerSchool. The main content area is divided into several widgets:

- Newsfeed:** A large empty widget with a paper airplane icon and the text "No posts available".
- Grades:** A table showing grades for the current semester (52 Feb 01 - Jun 23). The table lists courses: Dragon Riding, House Mates, Management, and Second Quarter, all with a grade of 0.
- Assignments:** A widget with a notebook icon and the text "No assignments available".
- Schedule:** A calendar view for March 2024 showing a schedule for Wednesday, March 06. It lists classes: House Mates, Management, Dragon Riding, and Second Quarter.
- Attendance:** A widget with a paper airplane icon and the text "No attendance records available".
- Forms:** A list of forms with "Not Started" status, including "ABC 123 (overdue) Form 1 2019", "Elemental High - Enrollment Course Application 1 2019", "Elemental High - Test Report Form 1 2019", "HSU 11 2019", and "Elemental High - Enrollment Form - 2019 2020".
- Fees and Meal Plan:** A summary of financial information showing a Meal Balance of \$0.00 and a Fee Balance of \$0.00.
- School Bulletin:** A widget with an envelope icon and the text "No bulletin available".



...and as the full "Forms" page.

**My PowerSchool**

**Forms**

To Do Complete

Search

Last Updated Today at 3:30 PM CST

**Enrollment Forms**

- ABC123 Restricted Form | 2019 Not Started
- Greenwood High - Enrollment Course Application | 2019 Not Started
- Greenwood High - Test Import Form | 2019 Not Started
- YRU 1 | 2019 Not Started
- Greenwood High - Enrollment Form | 2019-2020 Not Started
- Greenwood High - Re-Registration | 2019-2020 Not Started
- Dummy Form - (Test Automation Form) | 2020 Not Started
- ABC Restricted Form | 2021-2022 Not Started
- Anthony Public Form | 2021-2022 Not Started
- Anthony's Greenwood High - Enrollment Form | 2021-2022 Not Started
- Greenwood High - PS-SIS YRU (DO NOT USE) | 2021-2022 Not Started
- Greenwood High - Registration Demo | 2021-2022 Not Started
- Open Enrollment Application | 2024-2025 Not Started
- 123 Restricted Form Not Started
- GHI Restricted Form Not Started
- zzz Restricted Form Not Started

**Other Forms**

- General Forms**  
Completed 0 of 3 forms
- Enrollment**  
Completed 0 of 6 forms
- Onboarding Workflow**  
Completed 0 of 3 forms
- Student Collaboration**  
Completed 0 of 2 forms
- Band Forms**  
Completed 0 of 1 forms
- CSM**  
Completed 0 of 1 forms
- Ecollect Demographics**  
Completed 0 of 1 forms

**Navigation:** Overview, Grades, Assignments, Newsfeed, Calendar, Attendance, **Forms**, Face, School Bulletin, Directory, MFE Viewer

The Forms MFE on the Overview page shows up to 5 forms at a time.

## Forms



[Anthony's Greenwood High - Enrollment Form | 2021-2022](#)

Submitted: Yesterday



Rejected

[Greenwood High - Enrollment Course Application | 2019](#)

Last Activity: Yesterday

Started

[Greenwood High - Test Import Form | 2019](#)

Not Started

[YRU 1 | 2019](#)

Not Started

[Greenwood High - Enrollment Form | 2019-2020](#)

Not Started

Last Updated Today at 10:54 PM CDT

[More Forms](#)

The To Do tab shows forms in the following statuses:

Not Started - new / not started form

Started - in-progress form

Rejected - submitted form that is Rejected

Pending Review - submitted form that is Pending Approval and the Approval Status published action configuration option is enabled

The screenshot displays the 'My PowerSchool' interface, specifically the 'Forms' section. The page is divided into two main tabs: 'To Do' (selected) and 'Complete'. A search bar is located at the top of the 'To Do' tab. The forms are listed under the heading 'Enrollment Forms'. Each form entry includes the form title, submission date, and a status indicator. The statuses shown are 'Rejected', 'Started', and 'Not Started'. The 'Not Started' status is the most common, with many forms listed. One form, 'ABC Restricted Form | 2021-2022', is marked as 'Pending Review' and has an 'Outstanding Balance: \$24.00'. Below the 'Enrollment Forms' section, there is an 'Other Forms' section with expandable categories: 'General Forms' (0 of 3 forms), 'Enrollment' (0 of 6 forms), 'Onboarding Workflow' (0 of 3 forms), 'Student Collaboration' (0 of 2 forms), 'Band Forms' (0 of 1 forms), 'CSM' (0 of 1 forms), and 'Collect Demographics' (0 of 1 forms).

The Complete tab shows forms in the following statuses:

- *Submitted* - submitted form that is not Rejected and the Approval Status published action configuration option is disabled, or the submission is Discarded
- *Approved* - submitted form that is Approved and the Approval Status published action configuration option is enabled

The screenshot displays the 'My PowerSchool' interface. On the left is a navigation sidebar with icons for Bart Simpson, Overview, Grades, Assignments, Newsfeed, Calendar, Attendance, Forms (highlighted), Fees, School bulletin, Directory, and MFE Viewer. The main content area is titled 'Forms' and has two tabs: 'To Do' and 'Complete' (which is selected). Below the tabs is a search bar and a refresh button. The 'Enrollment Forms' section lists two items: 'ABC123 Restricted Form | 2019' with a 'Submitted' status, and 'Greenwood High - Re-Registration | 2019-2020' with 'Submitted: Yesterday' and 'Approved: Yesterday' statuses. A 'Last Updated Today at 11:03 PM CDT' timestamp is visible in the top right.

# Resources

- [Enrollment and PowerSchool SIS - Rollover Considerations](#)
- [Back to School Readiness – End of Year \(EOY\) Resources](#)
- [QuickDoc: PowerSchool Enrollment – Kickoff Call Packet and Preparation Questionnaire](#)
- [How-To: Add / Replace a Technical Contact](#)
- [Workspace Features and Tools - Feature Index](#)

# Upcoming Events

- Thursday, June 20th @ 10 AM PT
  - School Choice Overview / Lottery Basics
- Thursday, July 18th @ 10 AM PT
  - TBD



Thank you!