School and Section Enrollment Audits

There are two reports that you need to run on a **monthly basis** & clean up all errors.

Reports
System Reports → School Enrollment Audit   A report of possible school enrollment errors.
ReportWorks   Section Enrollment Audit   A report of possible section enrollment errors.

Exit dates and entry dates – must be sequential, accurate and not overlapping. These include school   en-rollments **and** section enrollments – if you enter a student into the school on Sept 3, you need to enroll them in their sections on Sept 3 or later. Please enter dates carefully. Always include an exit and entry code.

Below are examples of the most common **School Enrollment errors** and how to fix them.

Exit date is before entry date, so the entry is inaccurate and not necessary.
(This is how it was entered in PowerSchool)

Current Enrollment

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment
10/27/2009 320	6/24/2010	7	Transferred back from WestPark Middle School, Red Deer	

Previous Enrollments

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment
9/2/2008	7/1/2009	6		Promote Same School
8/31/2009 100	6/30/2009	21000 7	Promote Same School	Red Deer

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

The exit comment and code should be added to/changed in the existing enrollment line.
(This is how it should have been entered)

Current Enrollment

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment
10/27/2009 320	6/24/2010	7	Transferred back from WestPark Middle School, Red Deer	

Previous Enrollments

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment
9/2/2008	7/1/2009 21000	6		moved to Red Deer

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No exit code/comment and exit date is before entry date…

Current Enrollment

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment
8/31/2009 310	6/24/2010	6		

Previous Enrollments

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment
9/2/2008	6/26/2008	5		

Note: This screen may not be used to transfer a student in or out of school. Click on Functi

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If you make an error, delete the line by clicking on the blue date and then delete the record.
You can make changes in the existing lines by clicking on the blue dates for that line.
(This is how it was entered in PowerSchool)

Current Enrollment

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment
5/26/2010 100	6/29/2010	0	Moved back from 150mile house BC.	

Previous Enrollments

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment
8/31/2009 200	2/16/2010 2E000	0		Lives with Father in BC
2/16/2010	2/12/2010 2E000	0	Mistaken transfer	2E000

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links t

(This is how it should have been entered)

Current Enrollment

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment
5/26/2010 100	6/29/2010	0	Moved back from 150mile house BC.	

Previous Enrollments

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment
8/31/2009 200	2/16/2010 2E000	0		Lives with Father in BC

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links t

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This one is perfect!

Current Enrollment

Entry Date / Code		Exit Date / Code		Grade	Entry Comment	Exit Comment	School
2/8/2010	310	6/29/2010		10	from Lacombe Outreach		Ecole Secondaire Lacombe Composite High School

Previous Enrollments

Entry Date / Code		Exit Date / Code		Grade	Entry Comment	Exit Comment	School
10/13/2009	310	2/1/2010	21100	10	from ELCHS	Transfer to ELCHS	Lacombe Outreach School
8/31/2009	310	10/12/2009	20000	10	Promoted Next School	to LOS	Ecole Secondaire Lacombe Composite High School
9/2/2008		6/26/2009		9		Promoted Next School	Ecole Lacombe Junior High School

Note: This screen <u>may not be used</u> to transfer a student in or out of school. Click on Functions to find links to those operations.

It's OK to have several lines, if that is what actually happened,
but the dates need to be accurate and in chronological order…

Current Enrollment

Entry Date / Code		Exit Date / Code		Grade	Entry Comment	Exit Comment	School
2/2/2010	310	7/1/2010		9			Home Education

Previous Enrollments

Entry Date / Code		Exit Date / Code		Grade	Entry Comment	Exit Comment	School
1/13/2010	310	1/15/2010	20000	10	coming from Home School	decided not to come to LCHS - cum not received - ja	Ecole Secondaire Lacombe Composite High School
11/18/2009	310	1/8/2010	21100	9			Home Education
8/31/2009	100	11/17/2009	21100	9	Promote Same School	home schooling within WCPS	Iron Ridge Junior Campus
9/2/2008		6/25/2009		8		Promote Same School	Iron Ridge Junior Campus

Note: This screen <u>may not be used</u> to transfer a student in or out of school. Click on Functions to find links to those operations.

Below is an example of the most common **Section Enrollment error** and how to fix these.

Student enrolled in school on 9/14/2010 but enrolled in the sections on 9/13/2010

Allan, Anna Kathleen Student Number: 15914 Grade: 0 Track: B E: 9/14/2010 L: 7/1/2011 Language Arts K E: 9/13/2010 L: 7/1/2011
    Mathematics K E: 9/13/2010 L: 7/1/2011
    Science K E: 9/13/2010 L: 7/1/2011
    Social Studies K E: 9/13/2010 L: 7/1/2011
    Health K E: 9/13/2010 L: 7/1/2011
    Music K E: 9/13/2010 L: 7/1/2011
    Art K E: 9/13/2010 L: 7/1/2011

Fix - Change the Section enroll dates (All Enrollments page) to 9/14/2010 or the School enroll date (Transfer Info page) to 9/13/2010 – depending on which is correct.