



### Enrollment Checklist

- ◆ Legal Info obtained, enter in PS
  - \_\_ DOB 
  - \_\_ Gender
  - \_\_ Legal Name
  - \_\_ Select 
  - \_\_ Demographics
    - \* Full or Part Time Equivalence
    - \* Entry Code
- ◆ Information Screens (Confirm or Enter info)
  - \_\_ Addresses and Phone # entered using correct format
  - \_\_ Citizenship/Guardianship
  - \_\_ Demographics
    - \*Confirm Gender
  - \_\_ Emergency/Medical
  - \_\_ Other Information
  - \_\_ Parent and/or Guardian Info
- ◆ Transfer Info
  - \_\_ Entry Date and Entry Code
  - \_\_ Full or Part Time Equivalence
  - \_\_ Grade
  - \_\_ Previous Non-EPSB School (if necessary)
- ◆ Enroll in classes (check start dates with Registration Entry Date)
- ◆ Transfer In from another EPSB school
  - \_\_ Functions>re-enroll in School
  - \_\_ Check Entry Date and Entry Code
  - \_\_ Update Information Screens
  - \_\_ Enroll in classes

Help Desk: 780-498-8700

helpdesk@epsb.ca

### Monthly Checklist

- ◆ Section Enrollment Audit (System Reports>Membership and Enrollment)
- ◆ Staff and Sections Errors (Special Functions>School Functions)
- ◆ Out of School Suspensions (Special Func.>School Func.>Admin Func)

**PowerSchool Website:** <http://powerschool.epsb.ca>

### Alberta Ed. Address Guidelines

Acres	Acres	Heights	Hts	Route	Rte
Avenue	Ave	Highway	Hwy	Street	St
Boulevard	Blvd	Landing	Landing	Village	Village
Centre	Ctr	Lane	Lane	Way	Way
Close	Close	Mount	Mount		
Court	Crt	Park	Pk	<u>Examples of formatting</u>	
Crescent	Cres	Place	Pl	<b>3B 5468 45 St</b>	
Drive	Dr	Point	Pt	<b>RR 1 Site 2 Box 5</b>	
Estates	Estate	Range	Rg	<b>T5H 4G9</b>	
Green	Green	Ridge	Ridge	<b>780-444-3232</b>	

### Weekly Checklist

- ◆ PASI - Check and Correct Core Alerts
- ◆ Validate Data (Special Functions>School Functions>Functions)

### Daily Checklist

- ◆ Daily Bulletin
- ◆ Edit Messages (Special Functions>School Functions>Admin Function)

August, 2013