

Pre-Enrollment Checklist

- ◆ Legal Info obtained, enter in PS
  - \_\_DOB MMM/DD/YYYY
  - \_\_Gender
  - \_\_Legal Name
  - \_\_Select District Lookup
  - \_\_Demographics
    - \* Full or Part Time Equivalence
    - \* Next Year Grade
    - \* Entry Code
  
- ◆ Information Screens (Confirm or Enter info)
  - \_\_Addresses and Phone # entered using correct format
  - \_\_Citizenship/Guardianship
  - \_\_Demographics
    - \*Confirm Gender
  - \_\_Emergency/Medical
  - \_\_Next Year Information
  - \_\_Other Information
  - \_\_Parent and/or Guardian Info

**Transfer Info**

\_\_Previous Non-EPSB School (if necessary)

**Schools using PowerScheduler** (Scheduling>>Scheduling Setup)

\_\_Ensure first 4 fields are filled out (*Next Year Grade, Priority, Schedule This Student, Year of Graduation*)

**TRANSFER OUT:**

- ◆ Set Next School Indicator (confirmation received)
  - \_\_Information>Next Year
  - \_\_Set Next School Indicator to student's next school

**Help Desk: 780-498-8700**

**helpdesk@epsb.ca**

Monthly Checklist

- ◆ PS Section Enrollment Audit
- ◆ Staff and Sections Errors
- ◆ Out of School Suspensions

**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 File and Submission
- ◆ Validate Data

Daily Checklist

- ◆ Daily Bulletin
- ◆ Edit Messages

February, 2012