

Using and Understanding School Enrollment Audit

The Student Enrollment Audit report is used to find errors with student's enrollment records in PowerSchool. These errors usually are caused by overlapping dates in the students Transfer Information. If these errors are left uncorrected incorrect data can be pulled on reports such as transcripts and report cards.

1. Set **Current School**
2. Click **Reports** on the left side
3. On the Reports page select **School Enrollment Audit** in the Membership and Enrollment section

The report will return the list of students who have errors with their enrollment data.



Now that we have a student with a reported error you can correct it by visiting the students Transfer Info page and look for the incorrect data. The most common issue is that the student was entered and exited on inappropriate dates.

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
3/18/2011 OE	6/26/2011	1	from Ida		Arborwood Elementary Campus	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
3/18/2011 OE	3/18/2011 19	1	from Ida	to Arborwood	Raisinville Elementary School	
9/5/2010 CONT	6/10/2010 08	1	Promote Same School	Moving to Ida	Raisinville Elementary School	

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.

Examples:

Date Entered – 9/1/2011 Date Left – 8/7/2011
Students cannot leave before they have started

Date Entered – 9/1/2011 Date Left – 9/1/2011
Students cannot be enrolled and exited on same date

Using and Understanding Section Enrollment Audit

The section enrollment audit is used to find students who have issues with the sections assigned to them in PowerSchool. This report will display students who are enrolled in school but have no sections assigned and students who have sections whose dates are misaligned.

1. Set **Current School**
2. Click **Reports** on the left side
3. On the Reports page select **Section Enrollment Audit** in the Membership and Enrollment section

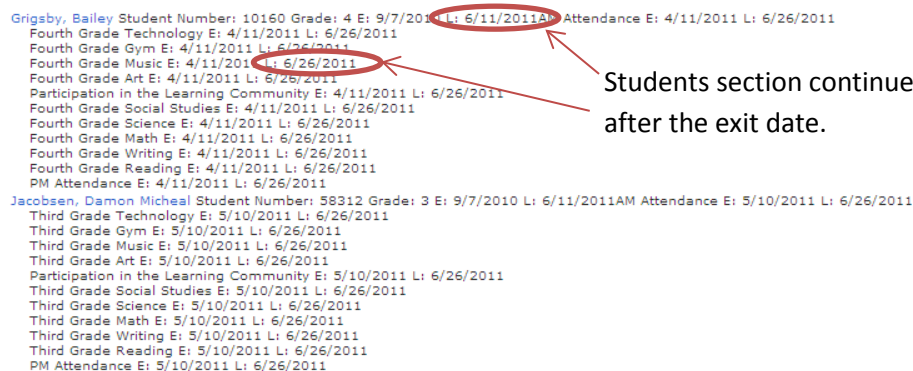
The report will return the list of students who have errors with their section enrollment data.

Students with course date misalignments with school enrollments

Custer I Elementary

Grigsby, Bailey Student Number: 10160 Grade: 4 E: 9/7/2010 L: 6/11/2011AM Attendance E: 4/11/2011 L: 6/26/2011
Fourth Grade Technology E: 4/11/2011 L: 6/26/2011
Fourth Grade Gym E: 4/11/2011 L: 6/26/2011
Fourth Grade Music E: 4/11/2011 L: 6/26/2011
Fourth Grade Art E: 4/11/2011 L: 6/26/2011
Participation in the Learning Community E: 4/11/2011 L: 6/26/2011
Fourth Grade Social Studies E: 4/11/2011 L: 6/26/2011
Fourth Grade Science E: 4/11/2011 L: 6/26/2011
Fourth Grade Math E: 4/11/2011 L: 6/26/2011
Fourth Grade Writing E: 4/11/2011 L: 6/26/2011
Fourth Grade Reading E: 4/11/2011 L: 6/26/2011
PM Attendance E: 4/11/2011 L: 6/26/2011

Jacobsen, Damon Micheal Student Number: 58312 Grade: 3 E: 9/7/2010 L: 6/11/2011AM Attendance E: 5/10/2011 L: 6/26/2011
Third Grade Technology E: 5/10/2011 L: 6/26/2011
Third Grade Gym E: 5/10/2011 L: 6/26/2011
Third Grade Music E: 5/10/2011 L: 6/26/2011
Third Grade Art E: 5/10/2011 L: 6/26/2011
Participation in the Learning Community E: 5/10/2011 L: 6/26/2011
Third Grade Social Studies E: 5/10/2011 L: 6/26/2011
Third Grade Science E: 5/10/2011 L: 6/26/2011
Third Grade Math E: 5/10/2011 L: 6/26/2011
Third Grade Writing E: 5/10/2011 L: 6/26/2011
Third Grade Reading E: 5/10/2011 L: 6/26/2011
PM Attendance E: 5/10/2011 L: 6/26/2011



Students section continues after the exit date.

The errors found from this report can usually be repaired in one of the three following ways:

1. Enroll the student in courses if not assigned any
2. Correct the date on the students **All Enrollment** page to be end before the students school exit date
3. Correct the students exit date on the **Transfer Info** page to be after the date exiting the section.