

## Enroll New Student

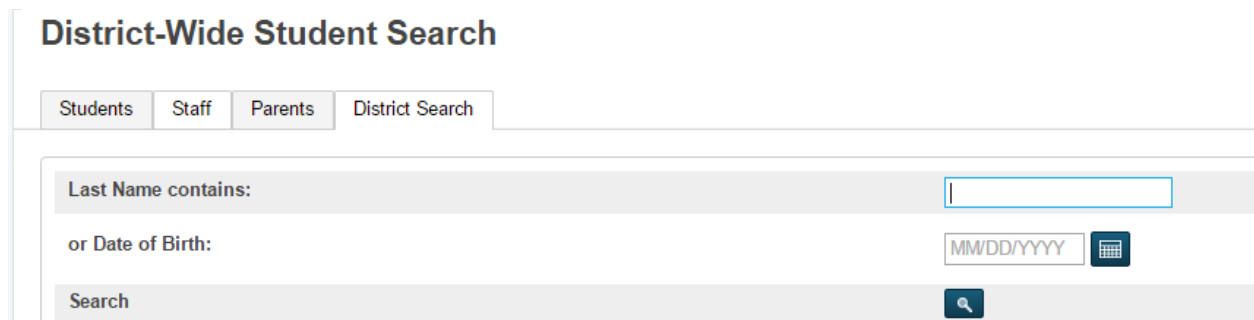
### Two Questions....

#### 1. *Has the student ever attended CESD before?*

Please ask the parent/student this question – now that we are using a common database for all CESD students, we can retrieve the student’s data so that you don’t have to re-enter it. If the student has attended a CESD school any time after 2008, we will have their data. Here is how to retrieve the data and use it for a new enrollment:

- Start page of PowerSchool, there is a District Student Search
- Enter Preferred (AKA) Last name and/or Date of Birth. If you don’t find it with the Preferred Last name, try the Legal Last Name.

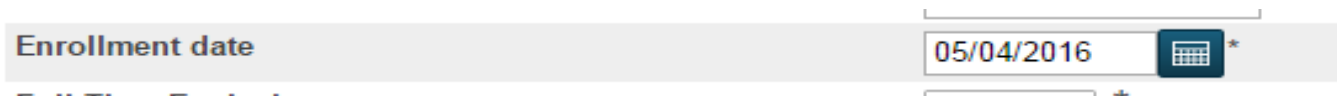
### Start Page



**Another District school...** do your CUM file request to get the student transferred into your inactive students, from there you can enroll your student.

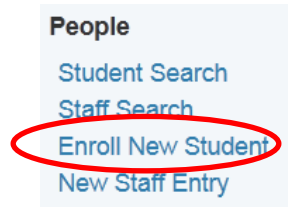
#### 2. *What DAY IS enrollment date ?*

You **MUST** change the enrollment date to the **first day of school the student will start attending**



## To Enroll a Brand New Student to CESD

- Select **Enroll New Student**.



### Enroll New Student

The screenshot shows the 'Enroll New Student' form. It is divided into two main sections: 'Student Information' and 'Legal Name & Identification Information-Copy from Name'. The 'Student Information' section includes fields for Student's Name (Last, First Middle), DOB, Gender, Student number, Social Security Number, Phone Number, Enrollment date, Full-Time Equivalency, Grade Level, Entry Code, Track, District of Residence, Fee Exemption Status, and School. The 'Legal Name & Identification Information-Copy from Name' section includes fields for Last, First, Middle, Suffix, Gender, Is Preferred?, Legal Name Is Exact?, Document Type, Document Number, Issued Date, and Registration Type. Two callout boxes are present: one on the right side of the 'Student Information' section explaining the 'Students AKA name' field, and another at the bottom right explaining the 'Is Preferred?' checkbox and the 'Document Type' field.

**Students AKA name.**  
Leave the Student Number blank if you do not know the ASN

**This refers to the document used to identify the student's legal name, gender and DOB. When you select Registration from the document number will default to 0000. Document Number and Issue Date are no longer required and may be left blank.**

- Enter the student's information – Preferred/AKA name in the Student Information section and the Legal Name in the Legal Name & Identification Information section. The Preferred/AKA name is what the student wants to be called and usually leaves out the Middle name. If the AKA and Legal names are the same, you can use the "Copy from Name" to move the information into the Legal names (you may have to add the Middle name to the Legal name if they do not use it in the Preferred/AKA name).
- In the Student Information section, the Gender is the student's Preferred Gender. (At this time there is not a place for this in PASI but eventually there will be.) In the Legal Name & Identification Information section, the Gender is what is indicated on the Document Type, preferably the Birth Certificate.
- If the Legal Name is the Preferred Name the student wants to use, check "Is Preferred"

- Do Not Use the Family Match to copy the information to another student.

**Information for Family Match**

Students may be linked to other family members in the school or district and their demographic information may be copied to the student being enrolled. By creating a link between students, shared information can be synchronized so edits that occur to one student can automatically be made to the linked students.

Enroll without Linking or Copying Information  
 Search For Family Members to Link to and Copy Information from

Family ID

Mother's Name

Father's Name

Guardian's Name

Sibling's Name (Last, First MI)

Include Student's Last Name (Brown) In Search.

- Do not fill in the information under Home Address (be sure to remove the AB) then **Submit**.

**Home Address**

Street, Apt/Suite

City, State, Zip

Remove the AB before you Submit

Submit

## Enter Student Information

**Information**

- Access Accounts
- Custom Screens
- Demographics
- Emergency/Medical
- Student Email
- Family
- Modify Info
- Other Information
- Photo
- State/Province - AB
- Transportation

1. Access Accounts - for students and parents to access Parent Portal you must tick off Enable and Auto-Assign ID's and Passwords Submit

**Student Access Account**

Enable Student Access

Student Username

Student Password

Auto-assign IDs and Passwords for this student

**Access Keys**

Enable Parent Access

Access ID

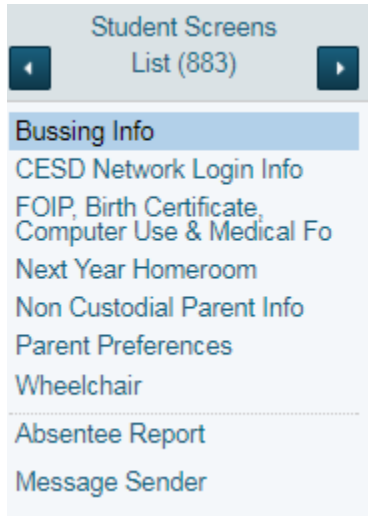
Access Password

Add New Guardian

Parent Access Accounts Restricted Edit Remove

Submit

## 2. Custom Screens



- Bussing - Enter Legal Land Address, Tick off appropriate request, All the Bus Driver information will fill in after processed at Transportation
  - CESD Network - Will fill in overnight, This is the information Student will use for school computers.
  - FOIP, Birth Cert, Computer- Please tick off appropriate boxes
  - Next Year Homeroom – this is for May –June to fill in when you know which Homeroom they will go to
  - Parent Preferences- School messenger information Email/ Phone / and Text message fields. Please tell the parents they will need to OPT IN on cell phones for texting. Text “Y” or “YES” to 724665.
3. Demographics- Everything greyed out will come from State/Province-AB page, Fill in Physical Address/Student Information/Contacts/Emergency Contact and any other important information
4. Emergency /Medical- Medical Alert is for Life Threatening Issues only. You can add other stuff to Special Considerations
5. Family- you can search for additional family members and attach them
6. Modify Info- add Family Rep if they are the only or the youngest in the family in your school
7. Other- you can add stuff to Other Alert Text
8. **State/Province – AB page (Demographic – address, name, etc. – information cannot be changed on the Demographics page).**
- Make sure you are on the Compliance Demographics Tab.



- The first time in the State/Province – AB page, all of the fields will be open to input information. After the first time the page is submitted, information will have to be added or changed using the Add, Modify or Delete buttons.

<b>Alberta Student Number</b>	
ASN	03812854
<a href="#">ASN Lookup</a> <a href="#">Student Profile</a> <a href="#">Core Alerts</a> <a href="#">Force Sync</a>	
<b>Alias (AKA) Name</b>	
Last, First, Middle, Initial	
Is Exact?	<input type="checkbox"/>
Is Preferred?	<input type="checkbox"/>
<b>Legal Name &amp; Identification</b>	
Last, First, Middle, Initial	Jones, Jane, Kate
Is Exact?	<input checked="" type="checkbox"/>
Gender	Female
Date of Birth	03-24-1997 <small>(YYYY-MM-DD)</small>
Document Type *	Alberta Birth Certificate
Document Number *	1234 <small>(last 4 digits)</small>
Issued Date	04-15-1997 <small>(YYYY-MM-DD)</small>
Is Preferred?	<input type="checkbox"/>
<b>Preferred Mailing Address</b>	
Street, Apt/ Suite	
City, Province, Postal Code	
Effective Date	
Expiry Date	
<b>Preferred Phone</b>	
Home Phone	<small>Recommended format: XXX-XXX-XXXX or (XXX) XXX-XXXX</small>
Extension	
Is Liable?	<input type="checkbox"/>
Effective Date	
Expiry Date	
<b>Citizenship Information</b>	
Status	
Authorization Expiry Date	
<b>Permanent / Other Mailing Address</b>	
Street, Apt/ Suite	
City, Province, Postal Code	
Country	
Effective Date	
Expiry Date	
<b>Section 23 Information</b>	
Eligibility	
<b>Disclosure Restrictions</b>	
Restriction Type	
Active (Protection) Status	
Effective Date	
Expiry Date	
Ordered Under	<small>(Select if Restriction Type is Court Ordered)</small>
Restriction Details	
250 characters left	
<b>Deceased Information</b>	
Status	<input type="checkbox"/>
Date of Death	

- At this point, enter all of the information as accurately as possible based on the information provided on the registration form and any supporting documents. Any items not known at this point can be filled in using the method shown in the following pages. **Submit.**
- The student’s Alias (AKA) Name information comes from the Enroll New Student page – remember that this is the name you would use to call the student to the office...Do not put in Middle Names unless they actually use them. Ex. If the student’s name is Mary Jane Smith but only goes by Mary then you would leave out Jane. If the student’s name is Billy Joe Smith and actually gets called Billy Joe...then you would put both names. Check off the “Is Preferred” if this is what the student wants to be known as (If the Legal Name and the AKA name are the same – minus the Middle name, the “Is Preferred” will be checked on the Legal name). If information needs to be changed, use the Add/Edit buttons to make the change or add new information. **Information should not be deleted unless it was truly a mistaken entry.**

Alias (AKA) Name	
Last, First, Middle, Suffix	Brown, Charlie
Is Exact?	Yes
Is Preferred?	<input checked="" type="checkbox"/>

Delete
Add
Edit

- Information in the Legal Name & Identification section comes from the Enroll New Student page. Use the Add or Edit buttons to make changes to information as needed. After changes are entered, **Confirm**.

Legal Name & Identification	
Last *, First *, Middle, Suffix	Brown, * Charles, Joseph
Is Exact?	Yes
Gender	Male
Date of Birth	02/25/1996
Document Type *	Alberta Birth Certificate
Document Number *	7890 (last 4 digits)
Issued Date	03/15/1996
Is Preferred?	<input type="checkbox"/>

- The first time a student is being enrolled in Chinook's Edge the Preferred Mailing Address and Phone Numbers will have to be added, on subsequent enrollments, another address would be added leaving the previous address historical. The edit button should only be used if a mistake was made in the data entry. **Do not delete old addresses unless the student never lived there.**

Preferred Mailing Address	
Street, Apt/Suite	
City, Province, Postal Code	
Effective Date	
Expiry Date	

Add

- Enter the address being sure that the correct format is being used. The Effective Date is the day the student enrolls and the Expiry Date should be left blank. Double check the information is correct and **Confirm**.

Preferred Mailing Address - Adding	
Street, Apt/Suite	2168 Snoopy St
City, Province, Postal Code	Anywhere AB T8K 3G2
Effective Date	7/15/2013 (MM/DD/YYYY)
Expiry Date	(MM/DD/YYYY)

Confirm
Cancel

- As with the address, the phone number will have to be added on the new student. Use the **Add** button and enter the phone number in the correct format - ###-###-#### - Extensions get listed on a separate line. The Effective Date is the day the student enrolls and the Expiry Date should be left blank. The “Is Listable” dropdown should be changed to Yes (this doesn’t mean that we will publish these numbers just that AB Ed is able to use them). Double check the information is correct and **Confirm**.

**Preferred Phone - Adding**

Home Phone: 403-227-7575 Recommended format: XXX-XXX-XXXX or (XXX) XXX-XXXX

Extension: 245

Is Listable?: Yes

Effective Date: 7/15/2013 (MM/DD/YYYY)

Expiry Date: (MM/DD/YYYY)

Buttons: Confirm, Cancel, +, -, ↻

- Citizenship Information will need to be added. If this is a new student, click on **Add** and choose the correct Citizenship from the dropdown menu. If the student is a Canadian Citizen enter their Birth date as the effective date.

**Citizenship Information - Adding**

Status: 1 - Canadian Citizen

Effective Date: MM/DD/YYYY

Buttons: Confirm, Cancel

- If the student has a Citizenship of 5 (for visiting Students) then you will need to enter the Effective Date and the Authorization Expiry Date. **Confirm**.



**Citizenship Information - Adding**

Status: 5 - Temporary Resident - Student

Effective Date: MM/DD/YYYY

Document Expiry Date: MM/DD/YYYY

Buttons: Confirm, Cancel

- If the student has a different Permanent Mailing Address (visiting students mostly) then click on the **Add** and enter the information in the correct format. The Effective Date would be when you receive the information (registration date usually) and the Expiry Date would be blank. **Confirm**.

**Permanent / Other Mailing Address**

Street, Apt/Suite

City, Province, Postal Code

Country

Effective Date

Expiry Date

Buttons: Add, +, -, ↻

**Permanent / Other Mailing Address - Adding**

Street, Apt/Suite	23 3526 67 Ave		
City, Province, Postal Code	Schultzville	AB	T9O 0T0
Country	Canada		
Effective Date	7/16/2013	(MM/DD/YYYY)	
Expiry Date		(MM/DD/YYYY)	

+   ✎   -

Country must be filled in even if it is Canada

- Enter the Section 23 information as provided on the Registration Form by clicking on **Add**. **Confirm**.

**Section 23 Information**

Eligibility

**Section 23 Information - Adding**

Eligibility

+   ✎   -

- Disclosure Restrictions are a new function in PASI. This is for cases where a parent is denied access to **student information...not custody**. The parent may not be able to see the student but is still entitled to receive information on them. This also applies to Independent Students under the age of 18, you will also need to add a grant code for Independent status. Click **Add** if one of these conditions apply to the student. Enter the information and then **Confirm**.

**Disclosure Restrictions**

Restriction Type	<input type="text"/>
Active (Protection) Status	<input type="text"/>
Effective Date	
Expiry Date	
Ordered Under	<input type="text"/> (Select if Restriction Type is Court Ordered)
Restriction Details	<input type="text"/>

250 characters left

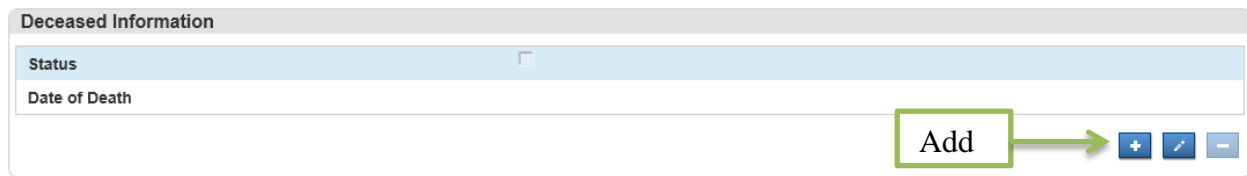
**Disclosure Restrictions - Adding**

Restriction Type	Court Ordered
Active (Protection) Status	Yes
Effective Date	7/16/2011 (MM/DD/YYYY)
Expiry Date	7/16/2016 (MM/DD/YYYY)
Ordered Under	DRA - Domestic Relations Act (Select if Restriction Type is Court Ordered)
Restriction Details	Charlie's father is denied any access to the student's information.

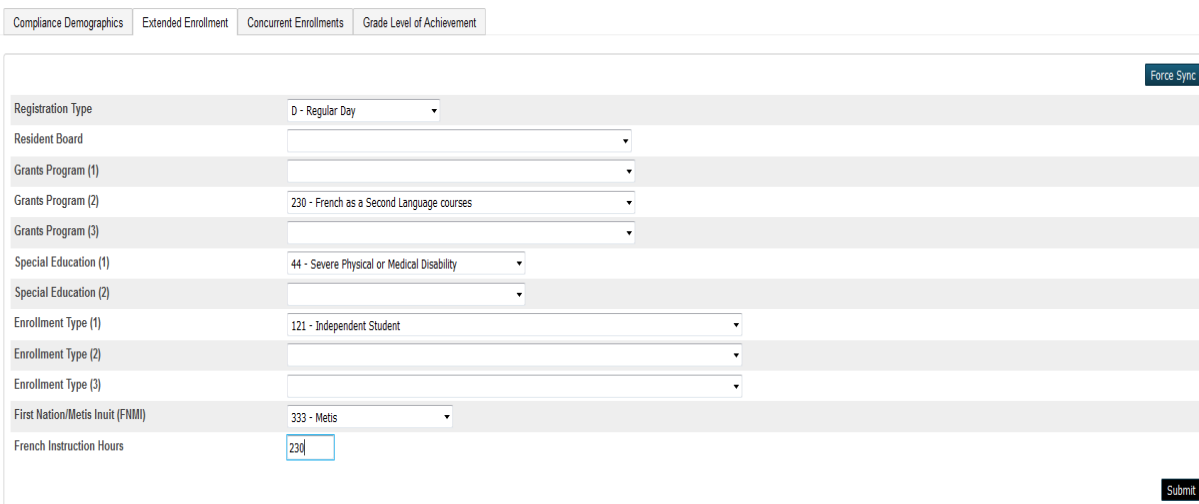
183 characters left



- In the unfortunate event of a student's death, the Deceased Information will need to be filled out. Click on Add and enter the student's information. **Confirm**.



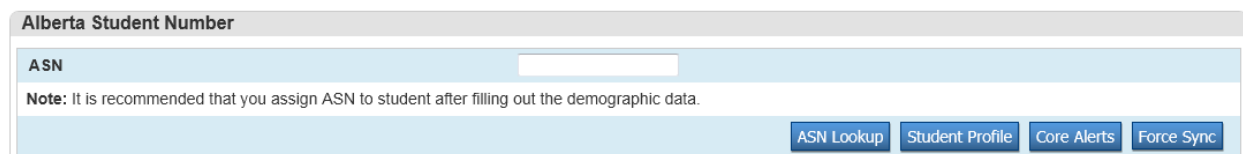
- Change to the Extended Enrollment Tab.



- Enter the appropriate information from the dropdown menus for the student. **Submit**.

## **DOUBLE CHECK EVERYTHING BEFORE ADDING ASN**

- The student will need an ASN. If you do know the ASN, enter it. If you do not know what it is, click on **ASN Lookup**. **\*\*Once you have an ASN be sure to copy it into the Student Number on the Demographics page.\*\***



## PASI Student Lookup

Brown, Charles Joseph 12 165080 A BFH Pre-Registered

**By ASN**

Alberta Student Number  Find

---

**By Student Personal Data**

Name Brown Charles Joseph  
(Last\*, First\*, MI, Suffix)

DOB \* 02/25/1996

▶ **Advanced Search** Find

**List of Students**

Select	Last, First	ASN	DOB	City	Postal Code	Match
<input type="radio"/>	Brown, Robert	037524007	Jan 22, 1996	Fort McMurray	T9K	Low

Get Profile Update ASN Create New ASN Back

The student's name will show up in **RED** if the match is of a low quality. Be sure that you have the correct student before clicking **Update ASN**.

If the student shown matches or partly matches the student entered, select the student and **Get Profile** to view the student's information for

If the student shown matches your student, **Update ASN**. This will insert into PowerSchool.

If no match is found and you are certain the student has never attended school in Alberta, **Create New ASN** and **Import ASN**

- If entering a Concurrent Enrollment, change to the Concurrent Enrollment Tab. Concurrent means, student is enrolled at a main school, but also taking a course at another school

Compliance Demographics
Extended Enrollment
Concurrent Enrollments
Grade Level of Achievement

- Enter the information as it applies to the student or the school. **Submit**.

**New Concurrent Enrollment**

School of Attendance\*  This is the school that has the Concurrent Enrollment (the Secondary School)

Grade Level\*

Entry Date\*

Entry Code\*

Exit Date\*  Enter the day after the last day of school for the school chosen. If the student exits early adjust the date and enter an exit code.

Exit Code

Resident Board

Grants Program (1)

Grants Program (2)

Grants Program (3)

Special Education (1)

Special Education (2)

Enrollment Type (1)

Enrollment Type (2)

Enrollment Type (3)

First Nation/Metis Inuit (FNMI)

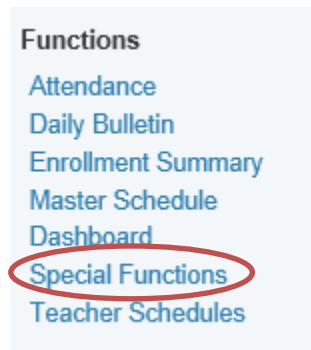
Registration Type

French Instruction Hours

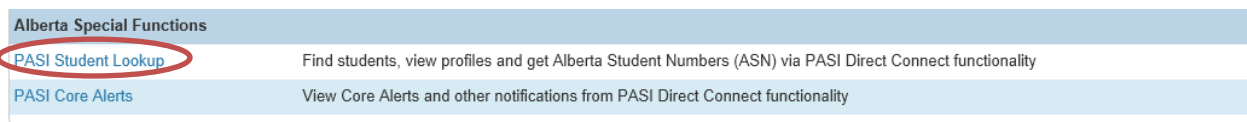
**Submit**

## ASN Lookup- This is another way to look up a ASN

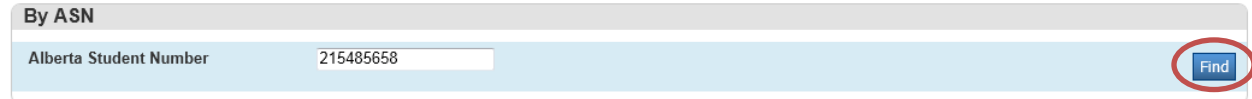
- From the Start Page, choose **Special Functions** from the left side menu.



- At the bottom of the list of Special Functions, Alberta Special Functions have been added. Click on **PASI Student Lookup**.

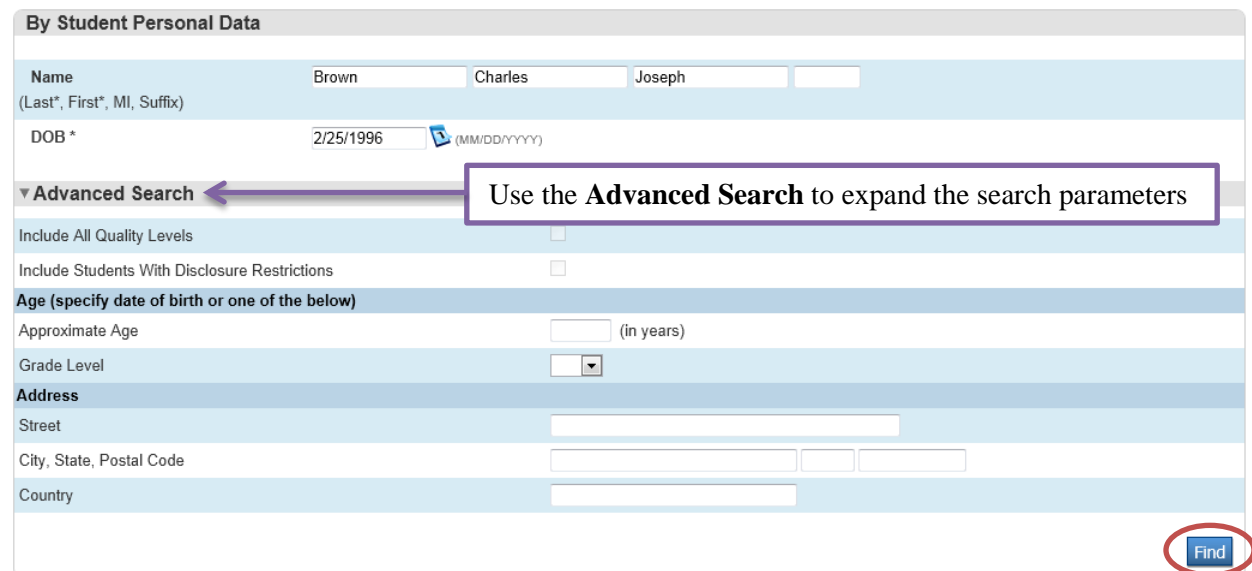


- If you know the ASN but want to see the basic PASI profile, enter the ASN and then **Find**.



A search form titled 'By ASN'. It has a label 'Alberta Student Number' and a text input field containing '215485658'. A blue 'Find' button is circled in red on the right side.

- If you do not know the ASN, enter the search criteria for the student. **Find**.



A search form titled 'By Student Personal Data'. It has several input fields: 'Name' (Last, First, MI, Suffix) with 'Brown', 'Charles', and 'Joseph' entered; 'DOB \*' with '2/25/1996' and a calendar icon; 'Advanced Search' section with checkboxes for 'Include All Quality Levels' and 'Include Students With Disclosure Restrictions'; 'Age (specify date of birth or one of the below)' with 'Approximate Age' (in years) and 'Grade Level' (dropdown); 'Address' section with 'Street', 'City, State, Postal Code', and 'Country' fields. A purple callout box with an arrow points to the 'Advanced Search' section, containing the text 'Use the Advanced Search to expand the search parameters'. A blue 'Find' button is circled in red at the bottom right.

- A list of students that match the criteria will be displayed. Select the student that you are looking for and **Get Profile**.

Select	Last, First	ASN	DOB	City	Postal Code	Match
<input checked="" type="checkbox"/>	Brown, Charles	038122495	Feb 25, 1996	Schultsville	T90	High

Buttons: [Get Profile](#) [Update ASN](#) [Create New ASN](#) [Back](#)

- If the student is registered in your school then you will see the Detailed Profile. If not, you will only get a Basic Profile

## INFORMATION ON State/Province –AB page

- From the Start Page, choose State/Province –AB from the left side menu.-
- Click on Student Profile

Buttons: [ASN Lookup](#) [Student Profile](#) [Core Alerts](#) [Force Sync](#)

- The Name & Contact Tab contains the student’s name, address and phone number information.

Tab: Name & Contact | Disclosures & Other | School Enrolments | Course Enrolments | Evaluated Marks | Exam Marks | Official Marks

**Alias (AKA) Name**  
This student does not have any Alias (AKA) Names.

**Legal Name & Identification**

Preferred	Type	Last Name	First Name	Middle Name	Suffix	Exact	Gender	Date of Birth	Document Type	Document Number	Issued Date	Effective From	Ref#	
Yes	Current Legal					Yes	M	Oct 26, 1999	Alberta Birth Certificate	1739	Aug 14, 2009	Jun 8, 2015	5016402	<input checked="" type="checkbox"/>
No	Previous Legal					Yes	M	Oct 26, 1999	From Alberta Education			Aug 28, 2010	1825243	<a href="#">Edit</a>

**Addresses**

Preferred	Type	Street	City	State Province	Country	Postal Code	Effective Date	Expiry Date	Ref#	
Yes	Current Mailing		Sylvan Lake	AB	Canada	T4S 1N5	Oct 9, 2009		935111	<input checked="" type="checkbox"/>

**Phone**

Preferred	Listable	Number	Extension	Type	Effective Date	Expiry Date	Ref#	
Yes	Unknown	(403) 887-4759		Home	Oct 4, 2005		680142	<input checked="" type="checkbox"/>

- The Disclosures & Other Tab details other information
- The Audit Information shows all of the changes to student information and who made the change. By clicking on the **View** for each detail, you can see what was changed.

Name & Contact | **Disclosures & Other** | **School Enrolments** | Course Enrolments | Evaluated Marks | Exam Marks | Official Marks

**Disclosure Restrictions Summary**  
This student does not have any disclosure restrictions.

**Citizenship Status**

Citizenship Status	Study Permit Expiry Date	Effective Date	Ref#
1 - Canadian Citizen		Aug 28, 2010	1672368

**Secondary ASN**  
This student ASN is not linked to any other ASN.

**Miscellaneous**

ASN	107153074
Section 23 Eligibility	B - Ineligible
Deactivated	No
Deceased	No
Audit Information	<a href="#">View</a>

**Student Audit Event Summary**

Date	Action	Organization	User Name	Ref#	Audit Detail
Jun 8, 2015 2:49:48 PM	Update Preferred Name	École H.J. Cody High School (S.4411)	Neis, Shari	0	<a href="#">View</a>
Jun 8, 2015 2:49:48 PM	Add Identification Info	École H.J. Cody High School (S.4411)	Neis, Shari	5016402	<a href="#">View</a>
Aug 28, 2010 6:31:39 PM	Add	Alberta Education Ministry (0.1)	LANI_PASIMC Identity PRO	0	<a href="#">View</a>

- The School Enrolments Tab has the student's enrolment history as well as **Audit** information. You can access that information by clicking on the **Last updated on (Audit)**.

Name & Contact | Disclosures & Other | **School Enrolments** | Course Enrolments | Evaluated Marks | Exam Marks | Official Marks

**Enrolment Summary**

School Year	School Name	Grade Level	ASN	Start Date	Exit Date	Reg. Status	Reg. Type	Resident Board	Francophone Board	FNM Declaration	Reg. Entry Status	French Hours	Exit Description	Enrolment Type	Exception	Grant Program	Local Id	Last Updated On (Audit)
2016-2017	École H.J. Cody High School (4411)	11	107153074	Sep 1, 2016		Active	D - Regular Day				100						107153074	Sep 1, 2016 4:11:31 AM
2015-2016	École H.J. Cody High School (4411)	10	107153074	Aug 31, 2015	Jun 28, 2016	Completed	D - Regular Day				100		10100				107153074	Aug 3, 2016 10:51:45 AM
2014-2015	École H.J. Cody High School (4411)	09	107153074	Sep 2, 2014	Jun 26, 2015	Completed	D - Regular Day				310		10100				107153074	Aug 6, 2015 12:36:33 AM

- Clicking on the Last Updated date will open to a new page with all of the audit information detailing who made changes to the student information.

**Student Enrolment Audit Information**

**Enrolment Audit History:**

Date	User/Organization	Year	School	Grade Level	ASN	Start Date	Exit Date	Reg. Status	Reg. Type	Resident Board	Francophone Board	FNM Declaration	Reg. Entry Status	French Hours	Exit Description	Enrolment Type	Exception	Grant Program	Local Id	
Jul 16, 2013 1:55:23 PM	Bev Facey Community High School (S.3340)	2014	Bev Facey Community High School (3340)	12	038122495	Sep 3, 2013	N/A	Registered	D - Regular Day	0053			333	320	230		121	44	230,500	38122495
Jul 16, 2013 8:59:23 AM	Bev Facey Community High School (S.3340)	2014	Bev Facey Community High School (3340)	12	038122495	Sep 3, 2013	N/A	Registered	D - Regular Day					320						38122495
Jul 16, 2013 8:51:34 AM	Bev Facey Community High School (S.3340)	2014	Bev Facey Community High School (3340)	12	038122495	Sep 3, 2013	N/A	Registered	D - Regular Day					320						165080

- The Course Enrolments Tab has the student's course history as well as **Audit** information. You can access that information by clicking on the **School Enrolment or Last updated on (Audit)**.

ASN	School Year	School Name	Section Term	Course	Credits Attempted	Mark Approved	Mark Value	Mark Date	Entry Date	Exit Date	Status	School Enrolment	Section Description	Funding Requested	Dual Enrolment	Last Updated On (Audit)
107153074	2015/2016	Ecole H.J. Cody High School (4411)	Semester 2	HCS2020	1	Yes	77%	Jun 28, 2016	N/A	Jun 28, 2016	Completed	Regular Day (08/31/2015 to 06/28/2016)	Health Care Services Intermediate - 165418	Yes	No	Jun 29, 2016 2:00:53 PM
107153074	2015/2016	Ecole H.J. Cody High School (4411)	Semester 2	CON1130	1	Yes	68%	Jun 28, 2016	N/A	Jun 28, 2016	Completed	Regular Day (08/31/2015 to 06/28/2016)	Construction Technologies Introductory - 165754	Yes	No	Jun 29, 2016 1:54:44 PM

## PASI Functions in PowerSchool

- Look Up Students
- Create ASNs (only after student has been enrolled in PowerSchool)
- Update PowerSchool with ASNs from PASI (after student has been enrolled in PowerSchool and a Look up has been done and an ASN found or created)
- View Detailed Profiles for students associated to Chinook's Edge School Division (this association will only be for 4 years after the student leaves the Division for any reason)
- View Basic Profiles for Students not associated to Chinook's Edge School Division
- Core Alerts (previously called Work Items in PASI)
- Add, Modify or Delete PASI data elements

## PASI Buttons

Alberta Student Number

ASN 038123634

[ASN Lookup](#)
[Student Profile](#)
[Core Alerts](#)
[Force Sync](#)

ASN Lookup

Find, Create and Import the ASN

Student Profile

Student Profile information returned from PASI

Core Alerts

Student Core Alerts (formerly Work Items in PASI)

Force Sync

Force Synchronization of information from PowerSchool to PASI (not available to schools)

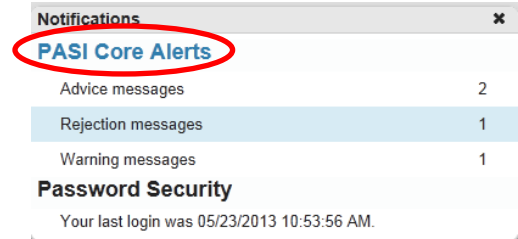
# Core Alerts

Additions or Corrections to Student Personal and Enrolment data is sent to PASI directly via PowerSchool at specified intervals. Similarly, Core Alerts are returned from PASI to PowerSchool after each interval.

Core Alerts – is the new name for Work Items. They function similarly to PASIprep work items. Any Rejections and Enrolment Warnings must be dealt with or the Student Enrolment will not go forward to PASI, resulting in no funding to the district and the school for the student.

Core Alerts can be obtained in three ways:

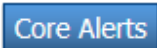
1. From the Start Page - top right Notifications icon; click on **PASI Core Alerts**



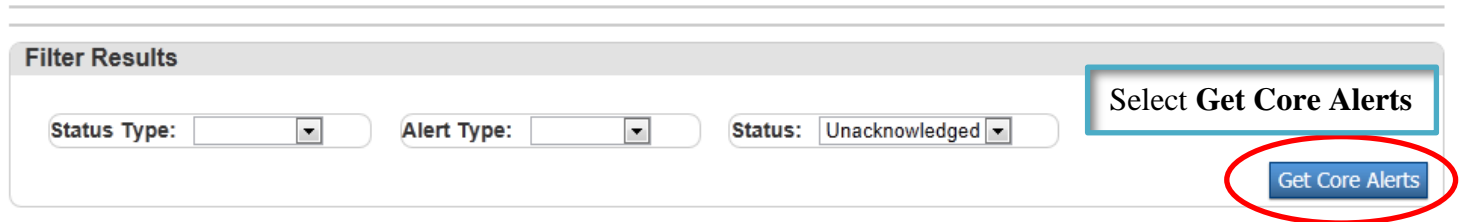
2. From the Special Functions - Alberta Special Functions menu (Core Alerts for the School).



3. From the Individual Student - Information - Province Page (Core Alerts for a student). Select **Core Alerts**



## PASI Core Alerts



- Filters may be utilized on the Core Alerts Page by selecting the down arrows on the different items.



- Alerts may be exported to Excel

## PASI Core Alerts



- Clicking on the student's name will take you to the individual student page:

Start Page > Student Selection > Alberta Information > PASI Core Alerts 120

### PASI Core Alerts

**Filter Results**

Status Type:  Alert Type:  Acknowledged: Unacknowledged

**Status Type : All**

#	Date Synchronized	Student (ASN)	School Code	Alert	Description	Status
1	Jun 8, 2012 13:44 PM	Tester, Ima nn2n1n7nn	52	Rejection 11201	Invalid Name. The name provided (Ima Tester ) matches a name that has already been recorded for the student.	Unacknowledged

- Audits can be viewed on the Detailed Profile to view when and who made changes

## Core Alerts – what they mean and what to do

**Rejections:** information did not go to PASI, student is not associated to CESD in PASI and will not be funded – fix required data in PowerSchool.

**Enrolment Warnings:** student enrolment information did not go to PASI and must be corrected in PowerSchool in order for the record to go to PASI and for the student to be **funded**. Fix required data in PowerSchool.

Enrolment Warning Examples:

- Inconsistent French Hours of Instruction
- Invalid French Hours of Instruction
- Missing French Hours of Instruction
- Invalid Exception Codes
- Invalid Enrolment
- Missing Mailing Address
- Missing Citizenship
- Invalid Student Number

**Enrolment Advice:** Notifications that may be acknowledged such as overlapping enrolments. Data may need to be corrected in PowerSchool.

Enrolment Advice Examples:

- Inappropriate Age
- Inconsistent Citizenship Status
- Inconsistent Grade
- Inconsistent Grants Program Code
- Missing Enrolment Type
- Overlapping Enrolment
- Missing Independent Student Enrolment Type Code

**Student Warning/Advice:** review the information on the detailed profile, make necessary corrections in PowerSchool.

*If the change is difficult to make - for example PASI contains accented characters and you cannot enter them into PowerSchool, you may acknowledge the core alert to filter it from the list.*



**Writeback:** information was updated in PASI via a source outside CESD and PowerSchool is no longer in synch with PASI. Review the information and contact parent/student/other jurisdiction/Alberta Education as necessary. Make any necessary changes in PowerSchool

## Priority and workflow for dealing with Core Alerts:

**Highest** (Rejection) = Student Enrolment and Student Personal is not sent to PASI

**High** (Enrolment Warning) = Student Enrolment is not sent

**Medium** (Student Warning) = Student Enrolment is sent to PASI

**Medium** (Student or Enrolment Advice) = Student Enrolment is sent to PASI

**Medium** (Writeback Message) = Student/Enrolment data at PASI but needs to be checked/updated in PowerSchool. The school data is not in synch with PASI until the record is corrected/updated.

## OTHER NAVIGATION PATHS:

If a student is no longer associated with your school, you can look up a student in PASI to search/view information for the student. To do this:

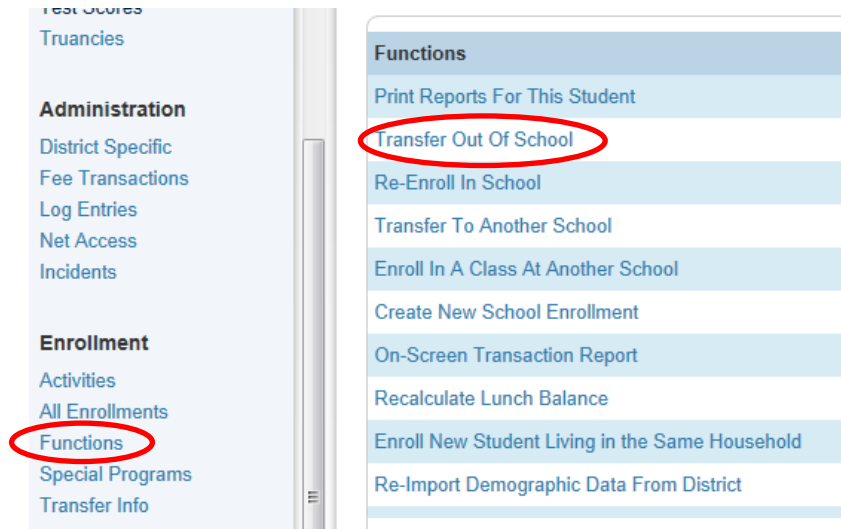
- Launch the Special Functions page
- Scroll down to the Alberta Special Functions menu
- Choose PASI Student Lookup

The screenshot shows the PowerSchool interface. At the top, the 'PowerSchool' logo is visible. Below it, a breadcrumb trail reads 'Start Page > Special Functions', with 'Special Functions' circled in red. A list of 'Functions' is displayed, including Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, and Teacher Schedules. Below the list, the 'Alberta Special Functions' menu is shown, with 'PASI Student Lookup' circled in red. The description for 'PASI Student Lookup' is 'Find students, view profiles and get Alberta Student Numbers (ASN) via PASI Direct Connect functionality'. Below that, 'PASI Core Alerts' is listed with the description 'View Core Alerts and other notifications from PASI Direct Connect functionality'.

## Transferring Students **Out of District**

When transferring students *Out of District*

## Enrollment-->Functions-->Transfer Out of School

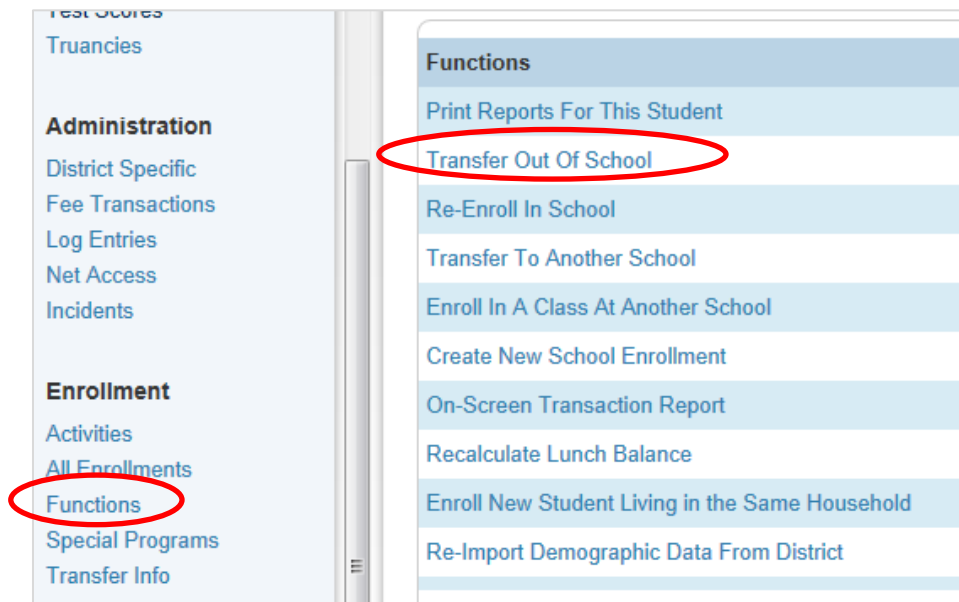


- When the student is leaving the Division, this is the only step required. The student will remain inactive in the school they have been withdrawn from.

## Transferring Students **Within CESD**

When transferring students *Within CESD*:

1. Enrollment-->Functions-->Transfer Out of School



2. Wait 5 minutes and then click on the [Student Profile](#) button on the **State/Province - AB Page**

3. Click on the **School Enrolments** tab and check for the withdrawal transaction.

Name & Contact | Disclosures & Other | **School Enrolments** | Student Audit

School Year	School Name	Grade Level	ASN	Start Date	Exit Date	Registration Status	Registration Type	Extended Info	Audit
2012-2013	McKee School (7195)	03		Sep 4, 2012	May 14, 2013	Withdrawn	D - Regular Day	<a href="#">View</a>	<a href="#">View</a>

4. Once the **Exit Date** appears and **Registration Status** is Withdrawn, then **Transfer to Another School**.

The screenshot shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu has several sections: 'Administration' (District Specific, Fee Transactions, Log Entries, Net Access, Incidents) and 'Enrollment' (Activities, All Enrollments, **Functions**, Special Programs, Transfer Info). The 'Functions' item in the sidebar is circled in red. The main content area displays a list of functions under the heading 'Functions'. The list includes: 'Print Reports For This Student', 'Transfer Out Of School', 'Re-Enroll In School', **Transfer To Another School** (circled in red), 'Enroll In A Class At Another School', 'Create New School Enrollment', 'On-Screen Transaction Report', 'Recalculate Lunch Balance', 'Enroll New Student Living in the Same Household', and 'Re-Import Demographic Data From District'.

- The student would then be searched for by the receiving school and Re-Enroll in School as before. Once the student is active, the State/Province – AB page will need to be updated with any information that has been changed.