**How to Enroll a Student in a Class at Another District School**

Sometimes a student is eligible to take a course at another school but will not be transferring to that school for all courses. Students may be enrolled in courses at other schools as long as the other schools share your PowerSchool system.

**Note:** When storing grades for students taking classes at other schools, the TermID fields must match between the schools for those enrollments to store correctly.

1. On the start page, search for and select a student. (Must be at student’s school)
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
3. Click **Enroll Student in Remote/Summer School Class**. The Enroll Student in Remote/Summer School Class page appears.
4. Use the following table to enter information in the fields:

|  |  |
| --- | --- |
| **Field** | **Description** |
| Student | The selected student appears. |
| Show Summer Schools Only | Select the checkbox to narrow the **School Where the Class is Held** pop-up menu to only list summer schools. Otherwise, leave the checkbox blank. |
| School Where the Class is Held | Choose the school where the class is held from the pop-up menu. |
| Course | * 1. Begin entering the name of the course for which you want to enroll the student. A pop-up list of courses matching your entry appears.
	2. Select the course for which you want to enroll the student.
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| Section | A list of sections and information about each section appears. Select the section number of the course for which you want to enroll the student.If the selection section is already at its maximum capacity, the Section is Full drawer appears. Enter the password to override the maximum enrollment and click **Submit**. |
| Grade | A list of grades for the selected summer school appear.Choose the grade for which you want to enroll the student from the pop-up menu.**Note:** The value is preset if the student has a reenrollment record for the selected summer school and the current term.**Note:** Only appears for summer schools. |
| FTE | A list of FTEs for the selected summer school appear.Choose the FTE for which you want to enroll the student from the pop-up menu.**Note:** The value is preset if the student has a reenrollment record for the selected summer school and the current term.**Note:** Only appears for summer schools. |
| Entry Code | A list of entry codes for the selected summer school appear.Choose the entry code for which you want to enroll the student from the pop-up menu.**Note:** The value is preset if the student has a reenrollment record for the selected summer school and the current term.**Note:** Only appears for summer schools. |
| Enrollment Date | Enter the enrollment date. Defaults to the current date. |

1. Click **Submit**. A confirmation message appears.