

# Enroll a New Student

PowerSchool SIS

Welcome, [Name] | Help | Sign Out

School: [School] Term: 19-20 Term 1

**Functions**

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**Reports**

- System Reports
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**People**

- Student Search
- Staff Search
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- Enroll New Student**
- New Staff Entry
- New Parent Entry

**Start Page**

Students | Staff | Contacts

PowerSchool Training Videos  
The free Professional Development Plus (PD+) videos are available! Click here to view.

Search: [Input] [Advanced] [Include Remote Enrollments] View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK4 K 1 2 3 4 5 6 7 8 9 M F All Stored Searches Stored Selections

**Current Student Selection (0)**

The current selection is empty.

Select By Hand Mass Enroll [?]

**What's New**

See what's new in the latest feature release of PowerSchool. Read more

## Enroll New Student

**Student Information**

\*Student's Legal Name (last, first, middle) [Input] [Input] [Input]

DOB [Input]

NT Student ID [Input] (If this field is left blank, the system will assign the Student Number)

Gender [Dropdown]

School your school name will be here

Submit

You should always use the student name & NT Student ID on this page to reduce likelihood of enrolling the wrong student

- Choose the student who is transferring in
- **Important:** New NWT student: you will need to get a NT Student ID from Student Records before you can "Enroll Student Not in List"

## Enroll New Student

Board	School	Student Number	Student Name	DOB	Entry Date	Exit date	Enroll Status	Use
LOCAL							INACTIVE	Enroll

confirm this is the student

Enroll Student Not in List

# Enroll New Student

**Student Information**

Student's Name (Last, First Middle) \*

DOB \*

Gender \*

NT Student ID (If this field is left blank, the system will assign the Student Number)

NT Health Care ID

Phone Number

Enrollment date 10/24/2019 \*

Full-Time Equivalency

Grade Level 7

Entry Code choose reason

Track n/a

District of Residence choose DDEC

Fee Exemption Status Student Not Exempted

School your school name will be here

*check to see it's the right person*

*always select full-time (their course enrollment will automatically state otherwise for FTE if that's the case)*

Scroll Down & Click **"SUBMIT"**

**You might get this:**

Check for Duplicate Students

List Of Students

Student Number	Name Last, First	School	DOB	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by:		
									Last Name/DOB	SSN	Phone

If you find a match for this student in the list above, click on the student's name to re-enroll that student or to go to the student's detail screens.

If no match is found, click on the 'Enroll' button below to proceed with a new enrollment.

[Enroll](#)

Next step: enroll student in his/her classes.