Student Details

After the Registration wizard is completed, the program will automatically take you to the student Details screen. For existing students follow the steps below. Complete all required information as indicated by the *red asterisk.

- Student TT
- Select Student
- Details ST

Demographics	Extended Demographics	Citizenship	Indigenous Information	Permissions	Bussing	Addresses	Alerts	Programs

a. **Demographics Tab**

Required Fields (some indicated with a red asterisk are program specific, others are province or division required)

- *Legal Last Name
- *Legal First Name
- *Birthdate
- *Gender
- Homeroom for all students PreK to grade 9
- Calendar
- Next School – set to your school unless you know they are moving to another (i.e. at the end of the grade, or semester transfer)
- Primary Phone (required for automatic callouts/emails)
- Cell Phone (required for automatic callouts/emails)
- Preferred Email (required for automatic callouts/emails)

Assigning Calendars (Tracks) to new/transferring students

- *All students require a calendar.* The majority will be assigned a calendar called **Standard**
- Ensure this is set for all New or Transferring students (if necessary)
- The calendar functions as Tracks do in PowerSchool except **ALL** students need a calendar.

- Standard Calendar - Grades 1 to 12
- Kindergarten or PreK Calendar – Kindergarten and Pre-K
  - The calendar will be labelled as required by school.
  - The calendar will be labelled 'Kindergarten A' for a school with only one kindergarten class, 'Kindergarten B' (as in Track B in PowerSchool), 'Kindergarten C' (as in Track C in PowerSchool), etc.

Set the Calendar for One Student
  - Students TT
  - Select Student (click on their name to open the Details screens)
  - At the right in the middle section is a Calendar option, select the magnifying glass icon
  - Pick the calendar that applies to the student
  - Save

Set the Calendar for Multiple Students
  - Assign using Mass Assign or Modify List as described elsewhere in the document

Homeroom

- All PreK to grade 9 students require the homeroom to be set

  - Teachers need to be assigned a Homeroom before students can be assigned to it
    - Staff TT > Select a teacher (click on the name to open the staff details page) > Enter a Homeroom name
    - Characters are limited so determine a good 6-8 character standard for consistency
    - Save
  - Select Student TT > Details ST
  - Select the magnifying glass icon beside the Homeroom field and select the homeroom teacher from the list
    - Typing the first few letters of the teacher's name should also provide suggested options

b. **Extended Demographics** Tab
- Birth Certificate Validated checkbox
- Other miscellaneous

c. **Citizenship**

Tab – Required Information

Required Fields –
- Citizenship Country
- Country of Birth
- Home Language
- Saskatchewan Residency
- Resident Type

Complete others as information is available

d. **Indigenous Information** Tab

Required Fields, if applicable
- Indigenous Declaration
- Living on Reserve
- Reserve of Residence
- Status Number
- Band Affiliation

e. **Permissions** Tab - School Related responses

f. **Bussing** Tab – if applicable
   Required Field –
   - Bus Student checkbox for any students requiring bussing may be used in the future

g. **Address** Tab
   - Unless an error was made in typing the address, addresses should not be modified, Click on the blue AddrType link to modify
   - Select Add button to add a new address – Historical addresses are kept, so when an address is changed, use the Add option and enter a new address. Complete the Address pop up. When it is saved, the old address moves to Previous Addresses

h. **Alerts** Tab – as necessary

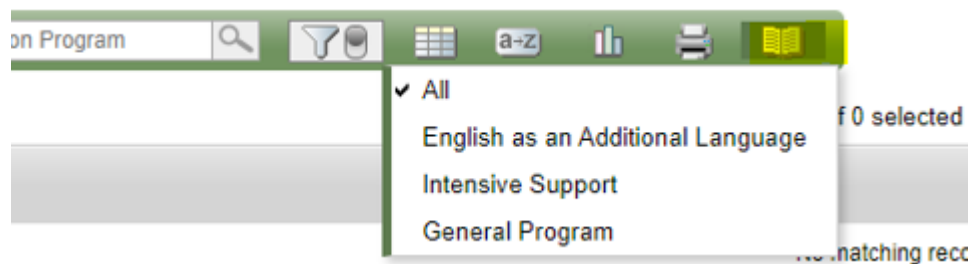Select the Add button on the far right below the required Alert type
Complete as required for Legal, Medical and Other Alerts.
Information entered into these areas will put an icon indicator in the Alerts column for a student.

Demographics	Extended Demographics	Citizenship	Indigenous Information	Permissions	Bussing	Addresses	Alerts	Programs

Legal

SeqNo	Description
	No matching records

Medical

SeqNo	Description
	No matching records

Other

SeqNo	Description
	No matching records

i. **Programs** Tab

- Example Programs – Intensive Support, EAL, etc. would be displayed here
- Select Student > Membership ST > Programs > from the Menu bar at the top select the Book/Dictionary icon and select appropriate program
- Options Add
- Compete all required fields indicated with the red asterisk

on Program

✔ All
English as an Additional Language
Intensive Support
General Program

f 0 selected

no matching reco

EAL

Program Code	EAL
Level *	
Assessment Date	
Start date *	
End date	
School	4910453 Martensville

Intensive Support

Program Code	Intensive Support
Support Level *	
Intensive Support 1 *	
Intensive Support 2	
Start date *	
End date	
School	4910453 Martensville High

Other

Program Code *	
School	
Start date *	
End date	
Exit Reason	