

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
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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)

Student List :: 06 - Sanders, Bart

Details

Options Reports Help

Save Cancel

Default Template

Demographics	Extended Demographics	Citizenship	Indigenous Information	Permissions	Bussing	Addresses	Alerts	Programs	
Pupil #	2083480	Student Status	Active	Photo	Upload				
Learning ID	120405767	Health Services Number							
Legal Last Name*	Sanders	Preferred Last Name	Sanders						
Legal First Name*	Bart	Preferred First Name	Joe						
Legal Middle Name	James	Preferred Middle Name	James						
Legal Suffix		Preferred Suffix							
Gender*	Mr	Birthdate*	12/29/2010	Age	10				
Primary Phone	(306) 331-9783	IIP							
Cell Phone		Protection Indicator							
Preferred Email	somebody@yahoo.com	Restricted Indicator							
Integration Email		Courier							
School > School Name	An Important School	Next School > School Name	An Important School	Calendar	Standard				
Grade level	06	Next Homeroom		Locker Number					
Year of graduation	2028	Next Homeroom teacher		Locker Combo					
Grad Completion Date		Transfer Pending		Parking #					
Homeroom	White	Transfer School > School Name		Counsellor					
Homeroom Teacher	White, Blossom			Alternate Health Number					
All Homeroom									
PARENT/GUARDIAN INFORMATION									
Priority	Legal Last Name	Legal First Name	Primary Phone	Cell Phone	Preferred Email	LivesWith	Relationship	PortalAccess	ReceiveEmail
2	Sanders	Bart	(306) 924-9564	(306) 924-9564	myemail@gmail.com	N	Mother	N	Y
3	Sanders	Susan	(306) 656-8741	(306) 656-8741		N	Grandparent	N	N

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.

School > School Name [Redacted]
Grade level OK
Year of graduation 2034
Grad Completion Date
Homeroom HMRM-LU546
Next School > School Name
Next Homeroom
Next Homeroom teacher
Transfer Pending

- 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

School > School Name [Redacted]
Grade level OK
Year of graduation 2034
Grad Completion Date
Homeroom HMRM-LU546
Next School > School Name
Next Homeroom
Next Homeroom teacher
Transfer Pending

- 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

Demographics Addresses
Staff Number 157453
Legal Last Name * Crapanzano
Legal First Name * Waheeda
Legal Middle Name Juston
Legal Suffix
Gender M
Birthdate 3/30/1983
Primary Phone (306) 661-1621
Cell Phone (306) 506-9211
Work Email kvhwjpa35@scaling.com
Google Docs Email ntwe.dgux@unascertainable.net
Homeroom WCrapan
Homeroom 2

b. **Extended Demographics** Tab

- Birth Certificate Validated checkbox
- Other miscellaneous

Demographics		Extended Demographics		Citizenship	Indigenous Information	Permissions	Bussing	Addresses	Alerts	Programs
Legacy ID	38273							Legal Guardianship on File	<input type="checkbox"/>	
Legacy SIS	206							Registration Form Received	<input type="checkbox"/>	
Birth Certificate Validated	<input type="checkbox"/>							Office 365 Authorization Form Received	<input type="checkbox"/>	
Legal Name matches Document	<input type="checkbox"/>							Home School Ed Plan Received	<input type="checkbox"/>	
Immersion Type	<div>N/A</div>							Home School Notice of Intent	<input type="checkbox"/>	
Ministry Designated Pre-K	<input type="checkbox"/>							Home Based Progress Report Received	<input type="checkbox"/>	
Out of Catchment	<input type="checkbox"/>							Catchment School	<div></div>	
Deceased Indicator	<input type="checkbox"/>							Transportation Code of Conduct	<input type="checkbox"/>	
Deceased Date	<div></div>							Tax Designation	<div></div>	

c. **Citizenship**

Tab – Required Information

Required Fields –

- Citizenship Country
- Country of Birth
- Home Language
- Saskatchewan Residency
- Resident Type

Complete others as information is available

Demographics	Extended Demographics	Citizenship	Indigenous Information	Permissions	Bussing	Addresses	Alerts	Programs	
Citizenship Country	PT	PORTUGAL						Entry to Canada Date	
Citizenship Country 2								Citizenship Effective Date	
Country of Birth	ID	INDONESIA						Document Type	
Country of Origin	SR	SURINAME						Document Issue Date	
Home Language	ENG	English						Residency Expiry Date	
Home Language 2								Document Number	
Saskatchewan Residency	<input checked="" type="checkbox"/>							Tuition Status	NA Not Applicable
Resident Type	Not Applicable							Tuition Collected	<input type="checkbox"/>

d. Indigenous Information

Tab

Required Fields, if applicable

- Indigenous Declaration
- Living on Reserve
- Reserve of Residence
- Status Number
- Band Affiliation

Demographics	Extended Demographics	Citizenship	Indigenous Information	Permissions	Bussing	Addresses
Indigenous Declaration		Inuit/Inuk				
Living on Reserve?		<input type="checkbox"/>				
Reserve of Residence		6680				
Status Number		1287257305				
Band Affiliation		10				
Program Delivery Method						
Extent of Aboriginal Language Instruction						

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

Details

Options ▾ Reports ▾ Help ▾

Save Cancel

Default

Demographics	Extended Demographics	Citizenship	Indigenous Information	Permissions	Bussing	Addresses	Alerts
Canada Anti-Spam	<input type="checkbox"/>			Release of Information	<input type="checkbox"/>		
Acceptable Use Policy	<input type="checkbox"/>			Education Purposes	<input type="checkbox"/>		
Leave Grounds	<input type="checkbox"/>			Photo / Video	<input type="checkbox"/>		
Excursion	<input type="checkbox"/>			Media Release	<input type="checkbox"/>		
High Risk Activity	<input type="checkbox"/>			Media: Internal	<input type="checkbox"/>		
Flouride	<input type="checkbox"/>			Media: External	<input type="checkbox"/>		
HIV/AIDS Education	<input type="checkbox"/>			Social Media Permission	<input type="checkbox"/>		
				Personal Electronic Technology	<input type="checkbox"/>		

f. **Bussing** Tab – if applicable
Required Field –

- Bus Student checkbox for any students requiring bussing may be used in the future

Demographics	Extended Demographics	Citizenship	Indigenous Information	Permissions	Bussing	Addresses	Alerts	Programs
Bus Student	<input type="checkbox"/>				Bus Type	<input type="text"/>	Bus Stop Rt1	<input type="text"/>
Bus Route 1	<input type="text"/>				Bus Driver Rt1	<input type="text"/>	Bus Stop Rt2	<input type="text"/>
Bus Route 2	<input type="text"/>				Bus Driver Rt2	<input type="text"/>	Bus Stop Alt1	<input type="text"/>
Bus Route 1 Alternate	<input type="text"/>				Bus Driver Alt1	<input type="text"/>	Bus Stop Alt2	<input type="text"/>
Bus Route 2 Alternate	<input type="text"/>				Bus Driver Alt2	<input type="text"/>		

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

Please note: Data in this popup does not auto-save. To ensure all edits are saved, please click "OK", then click "Save" on the previous screen.

Address Type *

Comment

Start date *

End date

Street Address

Address Line 2

City Prov PC

The active address for this type is being shared. Would you like to share this address when it becomes active as well? ☐

Is mailing address identical? ☐

Land Location

Quarter Section

Section

River Lot

International Address

International Address Line 1

International Address Line 2

International Address Line 3

Demographics Extended Demographics Citizenship Indigenous Information Permissions Bussing **Addresses** Alerts Programs

Addresses

	AddrType	StreetAddress	Line2	City Prov PC	Land Location	International	Active	Comment	Start	End	Shared	Map
<input type="checkbox"/>	Physical	54 Bottomly Ave		Dalmeny SK S0K 1D2	----		Y		2/1/2022			Map it
<input type="checkbox"/>	Mailing		Delaplane	Pleasant Shade, SK E6V 7M3	----		Y		12/30/2021			Map it

Add

Previous Addresses

AddrType	StreetAddress	Line2	City Prov PC	Land Location	International	Comment	End
Physical	65 Wotring Alley		Grimms Landing, SK A2S 7O5	----			2/15/2022

h. Alerts Tab – as necessary

Select the Add button on the far right below the required Alert type

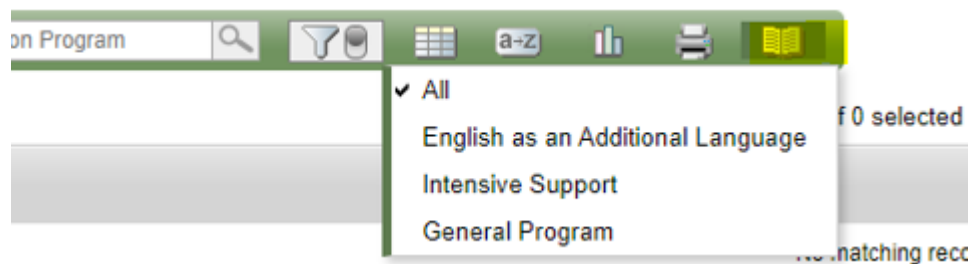
Complete as required for Legal, Medical and Other Alerts.

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
- Complete all required fields indicated with the red asterisk



EAL

Program Code	EAL
Level *	<input type="text"/>
Assessment Date	<input type="text"/>
Start date *	<input type="text"/>
End date	<input type="text"/>
School	4910453 Martensville

Intensive Support

Program Code	Intensive Support
Support Level *	<input type="text"/>
Intensive Support 1 *	<input type="text"/>
Intensive Support 2	<input type="text"/>
Start date *	<input type="text"/>
End date	<input type="text"/>
School	4910453 Martensville High

Other

Program Code *	<input type="text"/>
School	<input type="text"/>
Start date *	<input type="text"/>
End date	<input type="text"/>
Exit Reason	<input type="text"/>