



PowerSchool Student Enrolment Process 2020-21

The deadline for ensuring the accuracy of all enrolment data in PowerSchool for the Full Time Equivalent (FTE) enrolment calculation process is October 6, 2020.

Basic Student Demographics

- **Legal Name** (Last Name, First Name, Middle Name): Names must be recorded in PowerSchool as reported on the student's birth certificate, citizenship certificate, passport, or legal adoption documentation.
- **Date of Birth:** Must be recorded in PowerSchool as reported on the student's birth certificate, citizenship certificate, passport or legal adoption documentation. The required format is: dd/mm/yyyy.
- **Ethnicity:** Ethnicity is to be identified as one of the following: Dene, Inuit, Metis, Non-Aboriginal or Southern Aboriginal. Ethnicity must be recorded in PowerSchool. For new student registrations, documented proof of ethnicity must be provided.
- Please note, the Student Records office must be advised of any changes made to the student demographic information fields listed above in PowerSchool. Supporting documentation must be provided for change of name or ethnicity. This is important so that the correlating change can be made in the CMAS system.

Grade Level: Please ensure the student's grade level is reported accurately in PowerSchool. For reporting of students in grades 10, 11 and 12, please refer to the "Grade Designation" section in the NWT School Handbook. This information is also used by Student Financial Assistance and, if recorded incorrectly, may have an impact on the student's eligibility for funding for post-secondary education.

Address: A mailing address for each student must be recorded in PowerSchool. If the address is unknown, General Delivery or the address of school the student is currently attending must be used. This information is required in the system and is used for registering students to write the Alberta Provincial Achievement Tests, Alberta Diploma Exams and forwarding of High School Transcripts and High School Diplomas.

An Attending Student – Twice Daily or Meeting (Period) Attendance

A Full Time Equivalent (1.0 FTE) is a student who:

- is an attending Junior Kindergarten to Grade 12 student who achieves 4 or 5 years of age, and is less than 22 years of age as of December 31 of current school year;
- for the period from September 1 to September 30, was in attendance for at least 60% of the sessional days for which they were enrolled at the school where they attended on September 30; and
- If attending High School, has not yet graduated and is registered for a minimum of 3 core courses (15 credits) for the academic school year.

A Half Time Equivalent (0.5 FTE) is a student who:

- Attends a half-time Junior Kindergarten program;
- is a home schooling student;
- is attending High School and is registered for less than 15 credits for the academic school year;



- is a returning, "Graduated" student, and is registered for a minimum of 3 core courses (15 credits) for the academic school year; or
- is a mature student, as defined below.

Mature Student

- A mature student (22 years of age or older as of December 31 of current school year), registered for a minimum of 3 core courses (15 credits) for the academic school year, will be counted as 0.5 FTE.
- A mature student, registered for less than 3 core courses (15 credits) for the academic school year, will be counted as .25 FTE.

Note: Ensure that only Approved Attendance Codes are used and are recorded accurately for each student. Documentation about student absences must be kept on record at the school and must be made available upon request.

Special Program Assignment – Enrolment Categories

Alternative High School Program

Students registered in approved and funded **Alternative High School Program** and not in a regular, attendance-based program at a high school, must be identified in PowerSchool under **Program Assignment**, as **Alternative High School**. In addition, each course that the student is registered for must be entered in PowerSchool. These students are not included in FTE funding as they are part of the Alternative High School funding.

Home Schooled Students

A student enrolled in Junior Kindergarten to grade 12 who is home schooled must be identified as a **Home School** student under **Program Assignment** and will be counted as a 0.5 FTE.

Home/School "Blended" Students

A student who is enrolled in school half-time or more and is also home schooled, must be identified as **Home/School Blended** under **Special Programs** and will be counted as 1.0 FTE if the student is registered for 4 or more periods per day at a school, and attendance is taken during the period the student is attending school. Documentation on home schooling student must be kept on record at the school, and made available upon request.

Program Assignment - Cross Enrolment

Students attending school outside of their home community must be cross-enrolled in PowerSchool. This applies to students in Home Boarding, Off Campus Learning or attending a Southern Placement. Please note these students must be identified in PowerSchool under **Program Assignment**.

Home Boarding Student

A student who is attending school outside of their home community must be identified as **Home Boarding Student** under **Program Assignment**. The student's home community school must also be identified for enrolment purposes. A Home Boarding Student is counted at their home community school as a 1.0 FTE.

Off Campus Learning – Young Offender or Treatment Centre Facilities

A student who is attending an Off Campus facility must be identified under **Program Assignment**. The student's home community school must also be identified for enrolment purposes. An Off Campus student is counted at their home community school as a 1.0 FTE.