

Disaster Relief Enrollment

10/06/2024 8:16 pm EDT

The following documentation are directions for both NCSIS Systems on how to enroll students who have been displaced due to a disaster event.



Disaster Enrollment in PowerSchool

Navigation: Start Page > Student Selection > Transfer Information > Edit Current Enrollment

1. The **Entry Comment** should contain "PSU###" where ### is the number of the PSU of origin and "Helene" as pictured below.
2. Select **Helene** from the Disaster Enrollment drop-down menu.

Edit Current Enrollment

Allen, Lily Ellsworth   8 3837146529 AMS ***** W Madkins, Kelli

Entry Date	08/28/2023 
Entry Code	E1 Init enroll - this year (E1)
Entry Comment (entry & exit)	Promote Same School PSU###, Helene
Exit Date	06/08/2024 
Exit Code	
Exit Comment	
Full-Time Equivalency	Full Time Student
Grade Level	8
Track	
District of Residence	Buncombe County (110)

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Extended Data	
Admission Status	MST1
Disaster Enrollment	Helene
Dropout Data	
Dropout Reason	Helene
Verified Dropout	<input type="checkbox"/>

Once populated on the current enrollment, the Disaster Enrollment field can also be seen on the Demographics page:

Student Demographic Page

Previous State	
Admission Status	MST1
Disaster Enrollment	

The Disaster Enrollment field can also be populated during a new student enrollment, as seen below:

New Student Enrollment

WHAT IS THE STUDENT'S RACE?

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian/ Other Pac Islander
- White

Full-Time Equivalency: [Dropdown] *These choices are Term Year specific. F

Grade Level: 6

Entry Code: [Dropdown]

Disaster Enrollment: [Dropdown]

Track: [Dropdown]

District of Residence: [Dropdown]

Fee Exemption Status: Student Not Exempted

SCHOOL: Asheville Middle

Please note that the **Entry Comment** needs to be completed as stated above.

Disaster Enrollment in Infinite Campus

Navigation: Menu > Student Information > General > Student Enrollment > Choose Current Enrollment

Enrollments ☆

School Pickup

Save Delete New Print Enrollment History New Enrollment History

*Start Date: 10/02/2024 No Show: [] End Date: [] End Action: [] *Service Type: P. Primary

*Local Start Status: R3: Transfer from another LEA Local End Status: []

State Start Status: R3: Transfer from another LEA State End Status: []

Start Comments: Your transfer comment here PSU### Helene

End Comments: []

CRDC School of Accountability: []

Future Enrollment

Next Calendar: [] Next Schedule Structure: [] Next Grade: []

State Reporting Fields

State Exclude: []

*Admission Status: MST1: Member - Stand... Day Program

Year-Round Transfer Days Override: 0

Resident District: [] Resident School: [] Serving District: [] Serving School: []

District Defined Elements

Disaster Enrollment?: []

H: Helene

After enrolling a new student who has been displaced by a disaster, please complete the fields shown in **Red** above on the enrollment detail screen.

1. The **Start Comment** should contain "PSU###" where ### is the number of the PSU of origin and "Helene" as pictured above.
 2. Set the **Resident District** field to the PSU of origin.
 3. Set the **Serving District** and School to the district and school where the student is enrolling.
 4. Under District Defined Elements, select *Helene* from the **Disaster Enrollment** drop down menu.
 5. Click on **Save**.
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