

## **Disaster Relief Enrollment**

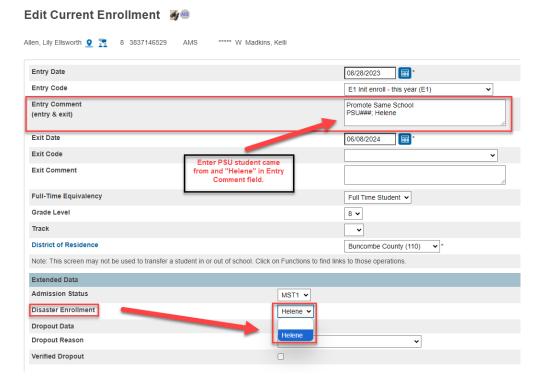
10/06/2024 8:16 pm EDT

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

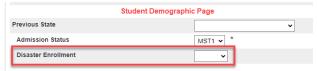
## **Disaster Enrollment in PowerSchool**

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

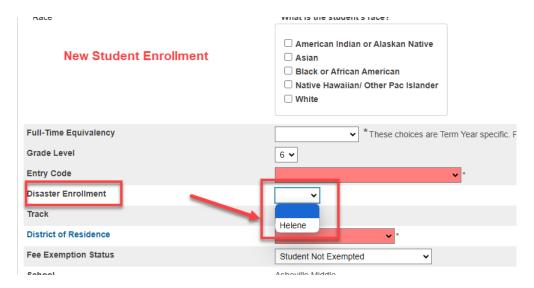
- 1. The Entry Comment should contain "PSU##" where ### is the number of the PSU of origin and "Helene" as pictured below.
- 2. Select **Helene** from the Disaster Enrollment drop-down menu.



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



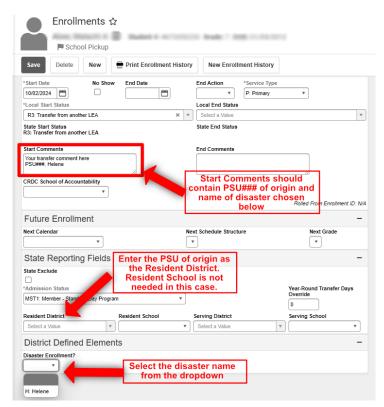
The Disaster Enrollment field can also be populated during a new student enrollment, as seen below:



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



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