Enroll in School within the Same LEA

PowerSchool allows a student to have one PowerSchool record that transfers from one school to another school in NC. When enrolling new students, it is important to resolve the near-match from the UID system in order to avoid duplicate students. This process ensures a duplicate record is not created if one exists within the system.

When the student is transferring within the same LEA, the student's previous school must complete both the `Transfer Out of School` and the `Transfer to Another School` processes before the student is visible in your school to re-enroll.

Important: When a student is enrolling in school from a *different* LEA, the `Enrolling New Student` process is used. After completing this process, the `Transferring Student Record` process must be completed to transfer the student's historical information. Quick reference documents detailing these processes are available at www.nc-sis.org/admit_withdraw.html.
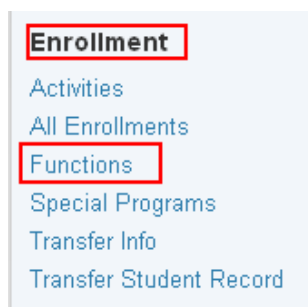
> **Navigation:** Start Page> Select student > Main Menu > Enrollment > Functions > Re-enroll Student in School

1. Search for the student you wish to `Re-Enroll in School.` Be sure to use the forward slash (/) when searching.
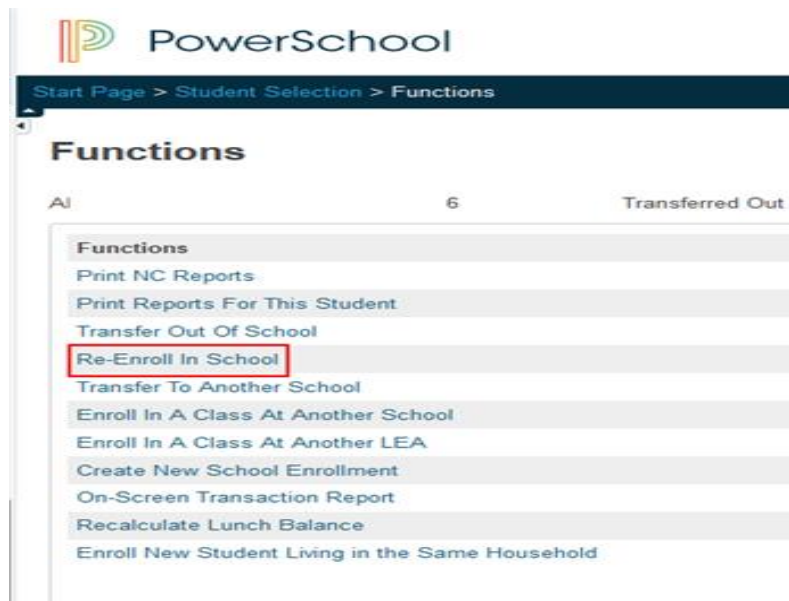
Re-Enroll a Student in School
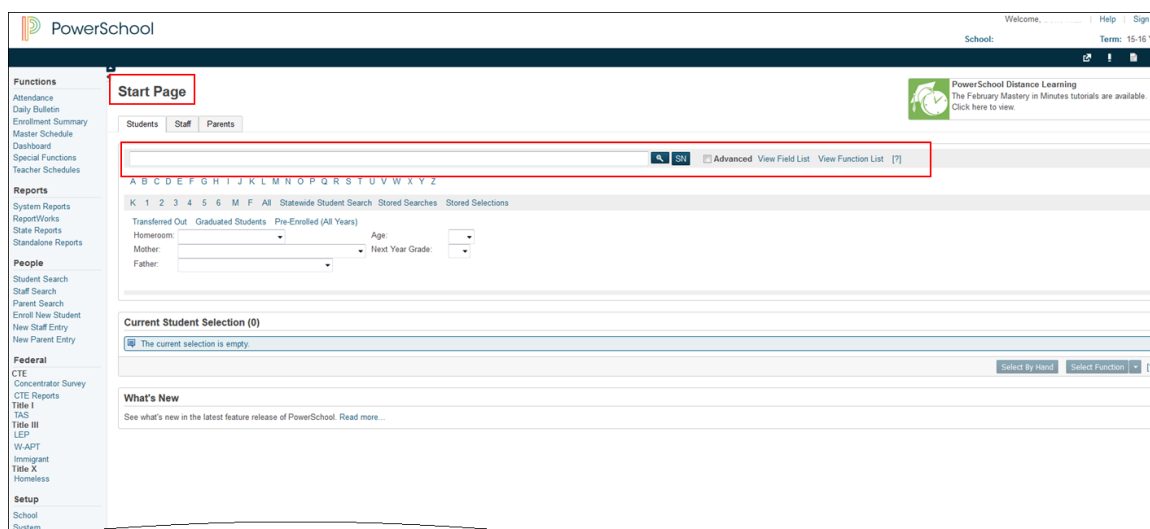
2. Select the desired student from the list if multiple student values are returned.

3. Click on `Functions` under `Enrollments`.

4. Click `Re-Enroll in School.`

Re-Enroll a Student in School

5. Complete necessary criteria for the student.
   a. **Student to re-enroll** = verify you have the correct student to re-enroll
   b. **Date of re-enrollment** =
      i. use the date of the first day of school for summer enrollment
      ii. use the student's first day of attending classes if school has started

Re-Enroll a Student in School

    c. `Entry Code` = use proper entry codes
-      i. `E1 (E1 Init Enroll – this year)` = used for first enrollment in public or charter school this school year
-     ii. `E2 (E2 init enroll from Non - NC school)` = used for first enrollment this school year in NC public or charter school after being enrolled in a school out of state during this school year
-    iii. `R1 (R1 Re-entry – Prev Int W1)` = used when making a grade level change or a membership status change for a student (Student must be withdrawn with a W1 and re-enrolled with an R1 on the same day.)
-    iv. `R2 (R2 Transfer within same LEA)` = used when student was previously transferred out of school this school year and is re-enrolling in a school within the same LEA
-     v. `R3 (R3 Transfer from another LEA)` = used when student was previously transferred out of school this school year from one LEA and is re-enrolling in a different LEA
-    vi. `R5 (R5 Re-enroll – Previous W1)` = used when a student was a previous W1 and is re-enrolling in the same school this school year
-    vii. `R6 (R6 Re-enroll – Previous W2)` = used when a student was a previous W2 and is re-enrolling in the same school this school year

    d. `Entry comment` = optional if school wishes to track entry information
    e. `Full Time Equivalency` = should be set to full-time for NC
    f. `Grade Level` = set to proper grade level of the student
    g. `Track` = used ONLY by Track schools to select proper track
    h. `LEA of Residence` = set to the LEA of residence
    i. `Restore Class Enrollments` =
-      i. set to **Yes** to restore class enrollments
-     ii. set to **No** if not restoring class enrollments

Re-Enroll a Student in School

Note: Currently, the `Membership Status` field is not available at this time. Once this field has been added, it will need to be updated as well.

6.   Click `Submit.`

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