

Daily Headcount Adjustment

The **Enrollment Summary** will be refreshed nightly based on attendance data entered during the day. The **Enrollment Summary** will not reflect any attendance data changed during the current day unless the **Recalculate Daily Attendance Minutes** process is run. This allows the user to manually update **Enrollment Summary** data.

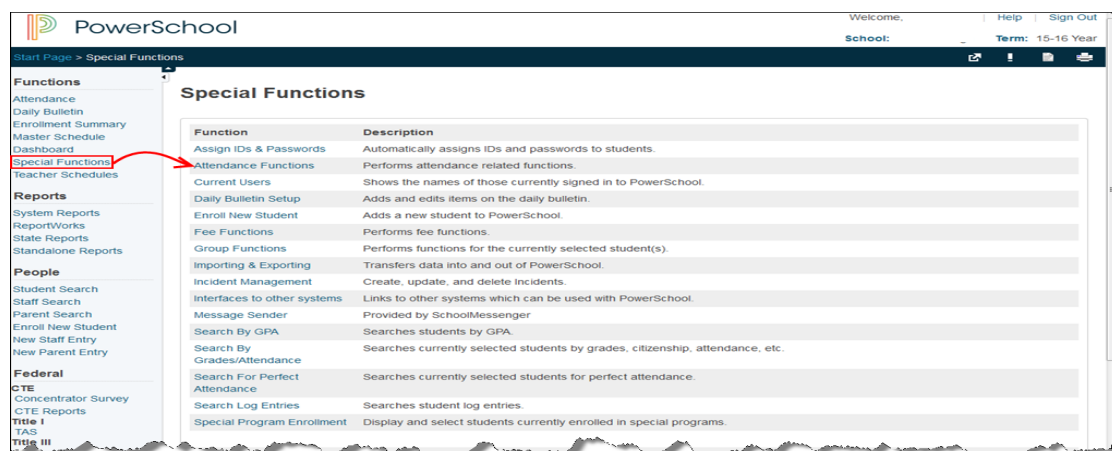
Important: This process runs nightly around 2 a.m. The system may not be accessed during this time.

Days one through one day past the end of the school year

This process can be run after attendance has been taken.

Navigation: Start page > Special Functions > Attendance Functions > Daily Headcount Adjustment

1. Click **Special Functions**.
2. Click **Attendance Functions**.



3. Click **Daily Headcount Adjustment**.

Attendance Functions	
Function	Description
Daily Headcount Adjustment	Change enrollments for students absent on their first day of enrollment
Recalculate Daily Attendance Minutes	Recalculate the daily attendance minutes for schools that take daily attendance
Refresh Premier Attendance Views Data	Refresh the premier attendance views if the data has changed

A warning will display advising that the process may take several minutes.

Daily Headcount Adjustment

DANGER! DO NOT log out or restart while the process is running.

The screenshot shows the 'Daily Headcount' interface. A red box highlights a yellow message bar at the top that says: 'Loading data, please wait. This may take several minutes.' Below this, there is a table with columns: Student, Date Enrolled, First Date Received ADA, and Action. A dropdown menu for 'Select Exit Code to use for dropped students' is visible, along with a 'Submit' button.

4. Select the appropriate **Action** for each student listed. Those listed are students who are enrolled, but have been marked absent since their enrollment date.
 - a. **Change enrollment date to** = will be set to the first instructional day after the last date of absence
 - b. **Drop Student as No Show** = transferring student out of school with correct withdraw code
 - c. **Do Nothing** = continue to carry student and mark absent each day until action of a or b is determined

The screenshot shows the 'Daily Headcount' interface with a list of students. A red box highlights the 'Action' column for the student 'Truant, Student'. The actions listed are: 'Drop Student as No Show', 'Do Nothing', 'Change enrollment date to 07/05/2013', 'Drop Student as No Show', and 'Do Nothing'. The 'Submit' button is also highlighted with a red box.

Student	Date Enrolled	First Date Received ADA	Action
[Redacted]	08/26/2013	Never	<input type="radio"/> Drop Student as No Show <input checked="" type="radio"/> Do Nothing
[Redacted]	08/26/2013	Never	<input type="radio"/> Drop Student as No Show <input checked="" type="radio"/> Do Nothing
[Redacted]	08/26/2013	Never	<input type="radio"/> Drop Student as No Show <input checked="" type="radio"/> Do Nothing
[Redacted]	08/26/2013	Never	<input type="radio"/> Drop Student as No Show <input checked="" type="radio"/> Do Nothing
Truant, Student	07/03/2013	07/05/2013	<input type="radio"/> Change enrollment date to 07/05/2013 <input type="radio"/> Drop Student as No Show <input checked="" type="radio"/> Do Nothing

5. Select the appropriate **Exit Code** for students marked **Drop Student as No Show**.

Note: In order for a student to be a NO SHOW, the enrollment date and the withdraw dates must match.

Daily Headcount Adjustment

Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

Setup
School
System
Personalize

Applications
PowerLunch
PowerScheduler
PIS Administrator

Tenant, Student 07/03/2013 07/05/2013

Select Exit Code to use for dropped students:

- W1 Transfer withdrawal
- W2 Early leaver withdrawal
- W3 Death
- W4 Early completer / Mid-year grad
- W6 High school graduate
- PR Promoted
- RT Retained

Submit

6. Click **Submit**.

Verifying Daily Headcount Adjustment Changes

After completing the **Daily Headcount Adjustment**, verify the enrollment date change for those students selected as **change enrollment date to...** Students must be checked individually.

Navigation: Start page > Select Student > Enrollment > Transfer Info

1. Select student.
2. On the Main Menu under **Enrollment** select **Transfer info**.

Quick Lookup
Print A Report
Switch Student
List (22)

PowerSchool

Welcome, Help Sign Out

School: Term: 15-16 Year

Start Page > Student Selection > Transfer information

Transfer Information

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/19/2015 E1	06/08/2016	1	Promote Same School		Elementary	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/19/2014 E1	06/12/2015 PR	0	Promote Same School		Elementary	

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.

Enrollment

Activities
All Enrollments
Functions
Special Programs
Transfer Info
Transfer Student Record

Scheduling

Enrollment Summary

The **Enrollment Summary** can be accessed two ways. Both paths have been listed below for you.

Daily Headcount Adjustment

Navigation: Path 1 Start page > Functions > Enrollment Summary

1. Click on **Enrollment Summary**.
2. Change the **Date** if desired.
3. Under **View** chose **Daily Headcount**.

DANGER! A warning will populate that this process may take several minutes. DO NOT log out or restart!

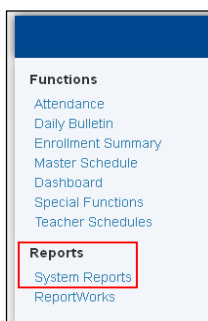
Grade Level	Total In Grade Present / Absent	Enrolled on 03/30/2016 Present / Absent	Enrolled Before 03/30/2016 Present / Absent on Enrollment Date	No Course Enrollments on Start Date
0	75 0 / 75	0 0 / 0	75 0 / 75	2
1	104 0 / 104	0 0 / 0	104 0 / 104	0
2	101 0 / 101	0 0 / 0	101 0 / 101	1
3	75 0 / 75	0 0 / 0	75 0 / 75	0
4	78 0 / 78	0 0 / 0	78 0 / 78	0
5	73 0 / 73	0 0 / 0	73 0 / 73	1

Path 2

Navigation: Start Page > Reports > System Reports > Membership and Enrollment > Enrollment Summary by Date

Daily Headcount Adjustment

1. Click System Reports.



In the **Membership and Enrollment** area, click on **Enrollment Summary by Date**.

Membership and Enrollment	Description
ADA/ADM by Date	Attendance and membership summary report by date.
ADA/ADM by Student	Attendance and membership summary report by student.
ADA/ADM by Minute	Attendance and membership summary report by minute.
Aggregate Membership Audit	Membership audit by section.
Class Size Reduction Report	Daily enrollment numbers by section.
Enrollment by Grade	Summary of student enrollment by grade level.
Enrollment by Section	Membership summary report by section.
Enrollment Summary by Date	Membership summary report by date.
Voc. Courses Agg. Membership	Membership summary of vocational courses.
School Enrollment Audit	A report of possible school enrollment errors.
Section Enrollment Audit	A report of possible section enrollment errors.
Scheduling	Description
Teacher Maximum Load Report	Shows the number of students assigned to a teacher, compared against a LEA maximum per teacher.
Statistics	Description
Parental Access Statistics	Summary report for parent sign ins.

In the **calculate enrollments as of** field, enter the desired date.

PowerSchool

Welcome, | Help | Sign Out

School: | Term: 15-16 Year

Start Page > Reports > Run Reports > Enrollment Summary By Date

Enrollment Summary By Date

Calculate enrollments as of 03/30/2016

Report Output Locale English

Submit

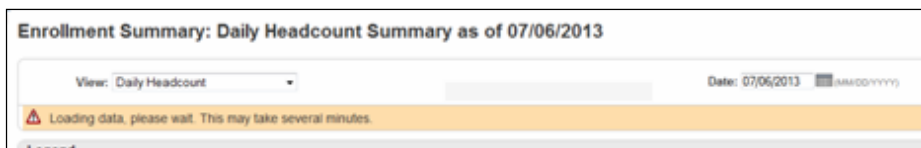
Legend

Icons - Date Entry

2. Click submit.

DANGER! A warning will populate that this process may take several minutes. DO NOT log out or restart!

Daily Headcount Adjustment



Grade Level	Total In Grade Present / Absent	Enrolled on 01/05/2016 Present / Absent	Enrolled Before 01/05/2016 Present / Absent on Enrollment Date	No Course Enrollments on Start Date
0	75 75 / 0	0 0 / 0	75 75 / 0	2
1	104 104 / 0	0 0 / 0	104 104 / 0	0
2	101 101 / 0	0 0 / 0	101 101 / 0	1
3	75 75 / 0	0 0 / 0	75 75 / 0	0
4	78 78 / 0	0 0 / 0	78 78 / 0	0

Important: Run this process daily during the first twenty days of school and as needed afterwards, when students are pre-enrolled after the school year.

Refresh Premier Attendance Views Data

The **Enrollment Summary** will be refreshed nightly based on attendance data entered during the day. The **Enrollment Summary** will not reflect any attendance data changed during the current day unless the **Recalculate Daily Attendance Minutes** process is run. This allows the user to manually update **Enrollment Summary** data.

Important: It is important to note that you will use this function if you have updated any attendance data and **cannot** wait until the nightly process runs for your data to be refreshed.

This process may take several minutes to run. Do not log out during the time the process is running.

Note: See **Refresh Premier Attendance Views Data** QRD for more information.

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