

After-School Program (ASPQ) Quality Improvement Grant-- Special Program Assignments

If a student is enrolled in an After-School Quality Improvement Grant program, a special program assignment must be added to the student record in PowerSchool.

IMPORTANT: Prior to assigning a student to the ASPQ Special Program, a PowerSchool Special Program must be created for each After-School Quality Improvement Grant program. The name of the Special Program must follow the NCDPI standards.

Generally, the procedure to create a Special Program in PowerSchool is:

- Log into the LEA office.
- Navigate to Start Page > LEA > Special Programs.
- Click New to create a new special program

Steps for Adding ASPQ Student Assignment

When a student enters an ASPQ, the student must be assigned to one of the ASPQ Special Programs. Each participating district will have a Special Programs in PowerSchool associated with each ASPQ. An ASPQ Special Program should be named – "ASPQ: *Name of Local After School Program"*

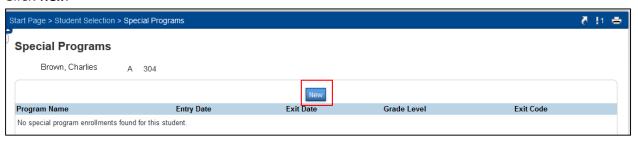
Navigation: Start Page > Select Student > Enrollment > Special Programs

- 1. Find the desired student.
- 2. In the Enrollment section, click Special Programs.

Student ALP Assignments



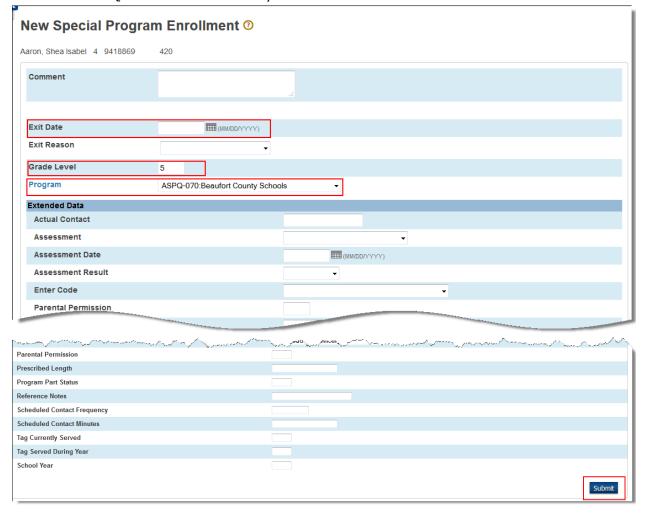
3. Click New.



- **4.** On the Special Programs screen enter the following required fields:
 - a. Entry Date = type or click on the date in the calendar
 - **b.** Program = select appropriate ASPQ Program/participant from the dropdown box
 - c. Current statewide participants include:
 - ASPQ-C22:McCloud's Computer & Skills TC
 - ASPO-070: Beaufort County Schools
 - ASPQ-400: Greene County Schools
 - ASPQ-660:Northampton County Schools
 - ASPQ-C39:Communities in Schools of Wake Cty
 - ASPQ-620: Montgomery County Schools
 - ASPQ-780: Public Schools of Robeson County
 - ASPQ-340:Winston Salem/Forsyth Cty Schools
 - ASPQ-850:Stokes County Schools
 - ASPQ-A47: Above and Beyond Students
 - ASPQ-130:Cabarrus County Schools
 - ASPQ-B95:FBC-W CSA dba Charlotte
 - ASPQ-NL203:Citizen Schools
 - ASPO-NL178: Youth Development Initiatives

Student ALP Assignments

- ASPQ-862: Mount Airy City Schools
- ASPQ-500: Jackson County Schools
- ASPQ-590: McDowell County Schools



Click Submit. 5.

Important: ASPQ enrollment may follow the procedures for Mass Enrollments for the the ASPQ program assignment and Entry Date for all enrolled students. Refer to the Mass Enroll Special Programs QRD on www.nc-sis.org for instructions on mass enrolling students into a Special Program.

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