

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

Student ALP Assignments

Athletics
Concussions
Eligibility

Enrollment
Activities
All Enrollments
Functions
Special Programs
Transfer Info
Transfer Student Record

Scheduling
Bell Schedule View
List View
Matrix View

3. Click **New**.

Start Page > Student Selection > Special Programs

Special Programs

Brown, Charles A 304

New

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
No special program enrollments found for this student.				

4. On the Special Programs screen enter the following required fields:
- Entry Date** = type or click on the date in the calendar
 - Program** = select appropriate **ASPQ Program/participant** from the dropdown box
 - Current statewide participants include:**
 - ASPQ-C22:McCloud's Computer & Skills TC
 - ASPQ-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
 - ASPQ-NL178:Youth Development Initiatives

Student ALP Assignments

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

New Special Program Enrollment ⓘ

Aaron, Shea Isabel 4 9418869 420

Comment

Exit Date (MM/DD/YYYY)

Exit Reason

Grade Level 5

Program ASPQ-070:Beaufort County Schools

Extended Data

Actual Contact

Assessment

Assessment Date (MM/DD/YYYY)

Assessment Result

Enter Code

Parental Permission

Parental Permission

Prescribed Length

Program Part Status

Reference Notes

Scheduled Contact Frequency

Scheduled Contact Minutes

Tag Currently Served

Tag Served During Year

School Year

Submit

5. Click **Submit**.

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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