

Enter a Student Grade Level Entry Certification Record

North Carolina requires grade level entry certifications to be recorded prior to a student's entry into a grade level to ensure that health-related requirements have been met. Using the **Grade Level Entry Certifications** tab on the student **Health** page, you can enter health-related grade entry requirements for a student.

Adding a Grade Level Entry Certification Record

To enter grade level entry certification information for a student:

Navigation: Start page > Select Student > **Health** > **Grade Level Entry Certifications** tab

1. Click **Add Grade Level** and choose the appropriate grade level.
2. At the **grade level** screen, enter the following information:

Field	Description
Certification Status	Use the pop-up menu to choose the appropriate certification status.
Certifier	Enter the first and last name of the individual certifying the grade level entry.
Certification Date	Enter the certification date or click the Calendar icon to select a date. Use the Arrow icons to select a different month.
Comment	Enter additional information regarding the certification, as needed.

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3. Click **Add**.
4. Click **Submit**.

Note: Only one entry maybe added per grade level.

Edit a Grade Level Entry Certification Record

Use this procedure to edit grade level entry certification information for a student.

Navigation: Start page > Select Student > Health > Grade Level Entry Certifications tab
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Important: Grade Level Entry record can only be changed on the same day the record was entered into PowerSchool. The **Pencil** icon next to the Grade Level Entry record indicates an editable record. This record will show an **Eye** icon on the next calendar day indicating a view only record.

1. Click the pencil icon next to the grade level entry certification record you want to edit. The **Edit Grade Level Entry Certification** dialog appears
2. Edit information as needed. Refer to the [Field Descriptions](#) on page 1.
3. Click **Update**. The **Edit Grade Level Entry Certification** dialog closes.
4. Click **Submit**.

Delete a Grade Level Entry Certification Record

School Staff cannot delete incorrect records in PowerSchool. Contact your LEA Coordinator to initiate a Helpdesk ticket for resolution.

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