

Military Documentation

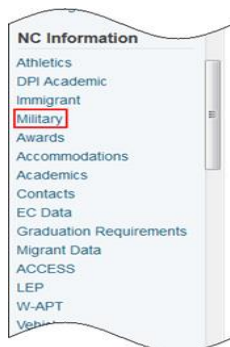
This document details the Military functions available in PowerSchool. Use it to locate and update Military associated details for individual and multiple student records.

In PowerSchool, Military data carries over from year-to-year; therefore, each school must review and update students' Military data at the start of each school year. For example, a service member may move from an active status to a disabled veteran. When this is done, the change should be recorded in PowerSchool. This will ensure correct reporting on the NC School Report Card and all other ESSA reporting of Military student data.

Important: Please note, if a student has an existing military connection but does not return a new Military collection form for the new school year, the school should make an effort to verify that the student still has the Military connection. If nothing returns supporting the previous year's Military connection, remove the student's Military connection in PowerSchool.

Locate Military Section for Student(s)

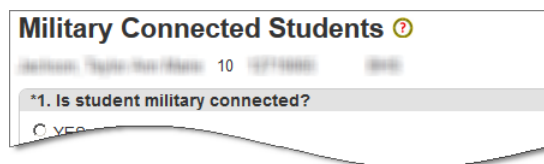
1. Access a student's Military record under the **Military** section using one of the following search methods:
 - Student Name: Select the student from the **Start Page** (You may also refer to [PS_QRD_StudentSelections](http://www.nc-sis.org/student_information.html) documentation under http://www.nc-sis.org/student_information.html for additional Student search criteria).
 - Reports: Refer to the [Military Reports](#) section.
 - View Field List: Select **S_NC_MILITARY.CONNECTED_MILITARY** equal to:
 - 1: Student(s) with Military association.
 - 0: Student(s) with no Military association.
 - [Blank]: Student(s) missing a Military record.
2. Under **NC Information**, click **Military** on the left navigation menu.



Note: If the **Military** icon is not displayed, refer to [PS_QRD_SecurityGroups](#) documentation under http://www.nc-sis.org/school_information.html for security and screen configurations.

Military Documentation

3. The student's **Military Connected Students** page is displayed.



Military Connected Students ⓘ

William Page/William 10 12/1/2015 10:10

*1. Is student military connected?

☐ YES

Update Military Record

PowerSchool allows the ability to update an [individual](#) student's Military record or [multiple](#) records using the group function.

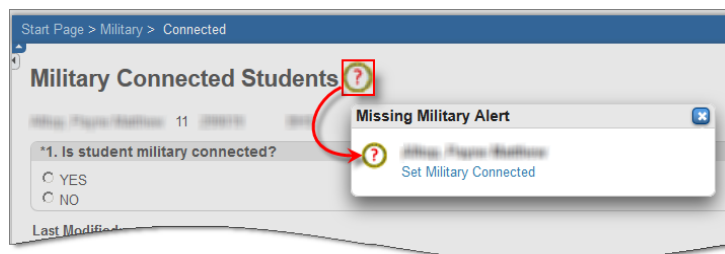
Individual Student

Utilize this method to update an individual student's Military record.

Important: Prior to completing this process, the Local Education Agency (LEA) must verify the student's military association(s).

The **Missing Military Alert** icon is displayed if the student's Military association is not configured.

1. Click the **Set Military Connected** link to configure the student's Military association.



Start Page > Military > Connected

Military Connected Students ⓘ

William Page/William 11 12/1/15 10:10

*1. Is student military connected?

☐ YES

☐ NO

Last Modified: William Page/William

Missing Military Alert ⓘ

*1. Is student military connected?

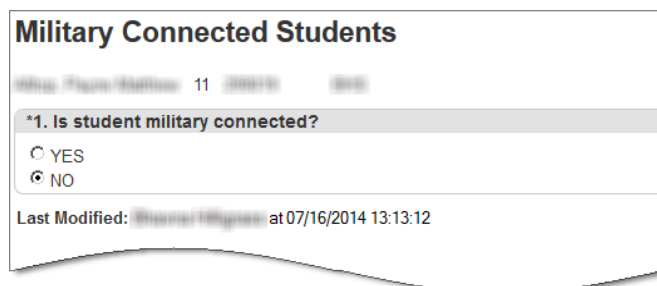
☐ YES

☐ NO

[Set Military Connected](#)

If the student is:

- Not connected to the Military: select the **No** radio button and press the **Submit** button. The updated record no longer shows the **Missing Military Alert** icon and the **Last Modified** details are displayed.



Military Connected Students

William Page/William 11 12/1/15 10:10

*1. Is student military connected?

☐ YES

☒ NO


Last Modified: William Page/William at 07/16/2014 13:13:12

- Connected to the Military: Proceed to [Step 2](#).

Military Documentation

2. Select the **Yes** radio button. This selection displays additional dynamic fields to add Military associated details.

Military Connected Students ?



***1. Is student military connected?**

☒ YES
☐ NO

***2. Which immediate family member? Check all that apply.**

☒ Father

☐ Mother
☐ Stepfather
☐ Stepmother
☐ Guardian
☐ Sibling
☐ Other:

***2a. Branch of Service:**

---Select Branch---

***2b. What is the status?**

☐ Active Duty
☐ National Guard
☐ Reserves
☐ Retired Military
☐ Disabled Veteran
☐ Federal Civil Service Employee
☐ Veteran
☐ Foreign Military
☐ Active Reserve/Guard
☐ Deceased
☐ Deceased - Killed In Action

2c. Grade:

---Select Grade---

2d. Installation:

---Select Installation---

2e. Unit/Squadron:

3. Add the appropriate data and click the **Submit** button.

Note: More than one Status can be selected if applicable.

Note: Grade (2c) and Installation (2d) are no longer required fields. When left blank the value defaults to **Not Provided**.

Military Documentation

The **Submit** button is disabled until all the required fields are populated. Hover on the **Submit** button to see a list of fields that need to be completed.

The screenshot shows the 'Military Connected Students' form. It includes a title bar with a help icon, a breadcrumb trail 'Home > Student > Forms > 9 > Military Connected Students', and a 'Last Modified' section. The form has two main sections: Question 1, 'Is student military connected?', with radio buttons for YES and NO; and Question 2, 'Which immediate family member? Check all that apply.', with checkboxes for Father, Mother, Stepfather, Stepmother, Guardian, Sibling, and Other. Below Question 2 is a text input field for '2e. Unit/Squadron:'. A tooltip is visible over the 'Submit' button, listing requirements: 'Question 2a: Must select branch of service for father when Father is checked in Question 2.', 'Question 2b: Must select at least one status for father when Father is checked in Question 2.', 'Question 2c: Must select grade for father when Father is checked in Question 2.', and 'Question 2d: Must select installation for father when Father is checked in Question 2.'. The 'Submit' button is disabled, and the 'Exit without Saving' button is active.

The updated record shows **Military Alert** icon and the **Last Modified** details are displayed at the bottom of the screen.

The screenshot shows the 'Military Connected Students' form with the 'Military Alert' icon highlighted. A tooltip is visible over the icon, showing the details: 'Military Alert', 'Status: Active', and 'FATHER - Air Force (Reserves)'. The form shows that 'Father' is selected for Question 2, and 'Air Force' is selected for '2a. Branch of Service:'. The 'Submit' button is now active, and the 'Exit without Saving' button is disabled.

Repeat [Step 2](#) to add additional family members with Military associations.

Military Documentation

Multiple Students

Utilize this method to configure missing Military records for multiple student records.

Important: Prior to completing this process, the Local Education Agency (LEA) must verify the student's military association(s).

1. Follow the steps to locate students with no Military association using the [View Field List](#) search criteria on page 1.
2. Select the **Set Military Connected to No** value from drop-down menu.

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: S_NC_MILITARY.CONNECTED_MILITARY= [Search Icon]

Matches: (191)

[List of student names]

Select a function for this group of students

Set Military Connected to No [Dropdown Arrow]

3. Click the **Yes** button to configure all the listed students' records to having no Military association.

Set Military Connected to No

Are you sure that it is accurate to set the following students as NOT Military Connected?

Yes

[List of student names]

Note: To change/add a student's Military association, refer to the [Individual Student](#) section on page 2.

Military Reports

Utilize the Military reports to locate students' Military associations and those who have not been configured with Military information. To access the Military reports:

Navigation: Start Page > State Reports > **NCDPI Reports** tab > **Military** section

Reports

System | ReportWorks | State Reporting Dashboard | State Standalone Reports | Engine | Setup | **NCDPI Reports** | sqlReports 4

North Carolina Specific Reports	Description
North Carolina Standards Report Card	The standards report card for K-12 schools for the state of North Carolina.
North Carolina Traditional Report Card	The traditional report card for K-12 schools for the state of North Carolina.
North Carolina Transcript	The high school transcript for the state of North Carolina.
North Carolina SADLS Reports	Reports to determine if students should have their driver's licenses revoked.
North Carolina Historical Transcript	The high school transcript for the state of North Carolina.
North Carolina Cumulative Folder	The Cumulative Folder report for the state of North Carolina.
Graduation Planner	Description
Diploma Assessment Report	Student progress toward graduation.
Military	Description
Military	View/Edit Military Connected Students
Missing Military	Review records that have not had Military Connected status set
Non Military	View/Edit Non Military Connected Students
As Of Military	Count of Military Connected students as of a specific date
Athletic Eligibility	Description
Athletic Eligibility Report	Lists eligible or ineligible students and the deciding factors for eligibility
Scholar Athlete Individual Report	Lists students who qualify for scholar athlete awards
Scholar Athlete Team Report	Lists teams that qualify for scholar athlete awards
Student Marks Report	List of marks (grades) which factor into eligibility

Military

The **Military** report shows a list of students with at least one Military record. Using the **Search** criteria, the drop-down menu(s) automatically filters the results based on the value selected. Utilize the [edit](#) or [Export All](#) links as needed.

Military Connected

Search

Relationship =
Branch of Service =
Status = ☐ Active Duty ☐ National Guard ☐ Reserves ☐ Retired Military ☐ Disabled Veteran ☐ Federal Civil Service Employee ☐ Veteran ☐ Foreign Military ☐ Active Reserve/Guard ☐ Deceased ☐ Deceased - Killed In Action
Military Grade =
Installation =
Enrolled =

Military Connected Students (31) having (36) relationships

School	Grade	Student Number	First Name	Last Name	Homeroom	Relationship	Branch	Active Duty	National Guard	Reserves	Retired Military	Disabled Veteran	Federal Civil Service Employee	Veteran	Foreign Military	Deceased	Deceased - Killed In Action	Active Reserve/Guard	Military Grade	Installation	Unit/Squadron	Enroll Status	Last Modified
10			Stepmother	Coast	1	0	0	0	0	0	0	0	0	0	0	1	0	Not Provided	Not Provided			Currently Enrolled	

Military Documentation

Missing Military

The **Missing Military** report shows a list of students that have not had Military Connected status configured. Utilize the [edit](#) or [Export All](#) links as needed.

Missing Military Connected

Missing Military Connected Students (1023)							
	School	Grade	Student Number	First Name	Last Name	Homeroom	Enroll Status
edit	180308	8	180308	Turner	Turner	Rogers-845	Currently Enrolled
edit	180308	8	180308	Turner	Turner	Rogers-845	Currently Enrolled
edit	180308	8	180308	Turner	Turner	Turner-842	Currently Enrolled
edit	180308	8	180308	Turner	Turner	Teague-846	Currently Enrolled
						Rogers-845	Currently Enrolled

Non Military

The **Non Military** report shows a list of students where military association is set to "no". Utilize the [edit](#) or [Export All](#) links as needed.

Not Military Connected

Not Military Connected Students (1)								
	School	Grade	Student Number	First Name	Last Name	Homeroom	Enroll Status	Last Modified
edit	180308	11	180308	Turner	Turner	Beam-536	Currently Enrolled	Sharon M. Myers at 07/16/2014 13:13:12

[Export All](#)

As of Military

The **As of Military** report shows a count of Military Connected students as of a specific date. Enter the enrolled date in the **Enrolled as of** field to view student enrolled on that day. Utilize the [edit](#) or [Export All](#) links as needed.

Military Connected							
Search							
Enrolled as of = 9/1/2014 <input type="text"/> (MM/DD/YYYY)							
Military Connected Students Enrolled as of 09/01/2014: 4 students							
	School	Grade	Student Number	First Name	Last Name	Entry Date	Exit Date
edit	111360	0	111360	Turner	Turner	08/19/2014	06/20/2015
edit	111360	0	111360	Turner	Turner	08/19/2014	06/20/2015
edit	111360	0	111360	Turner	Turner	08/19/2014	06/20/2015
edit	111360	0	111360	Turner	Turner	08/19/2014	06/20/2015

Military Documentation

- Edit: Click the **edit** link to access and edit the student's Military record.
- Export All: Click the **Export All** link to export all the displayed records to a Microsoft Excel file.

School	Grade	Student Number	First Name	Last Name	Homeroom	Relationship	Branch	Active Duty	National Guard	Reserves	Reti
					Foster-311	FATHER	Air Force	0	0	1	
					Foster-312	FATHER	Air Force	0	0	1	
					Foster-313	FATHER	Air Force	0	0	1	
					Foster-314	FATHER	Air Force	0	0	1	
								0			

Template

To configure a standard and consistent method to extract data from frequently used fields, refer to [Instructions for Importing Templates for Exports](http://www.nc-sis.org/reporting_templates2.html) documentation under http://www.nc-sis.org/reporting_templates2.html for PowerSchool Reporting Templates.

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