

Enrolling in an OCS Class in NCVPS

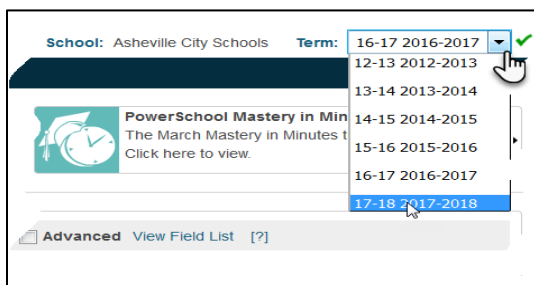
This Quick Reference Document is designed to assist a school or LEA user with the functionality of cross enrolling an individual student in an OCS class at NCVPS.

The sections for ALL OCS courses will be formatted as:

Digits 1-2	Digits 3-4	Digits 5 -7	Digits 8-10
What part of the Calendar the class takes place e.g. TF=Traditional Fall EF=Early Fall TS=Traditional Spring ES=Early Spring	Section number for more than one sections	LEA Number	School Number

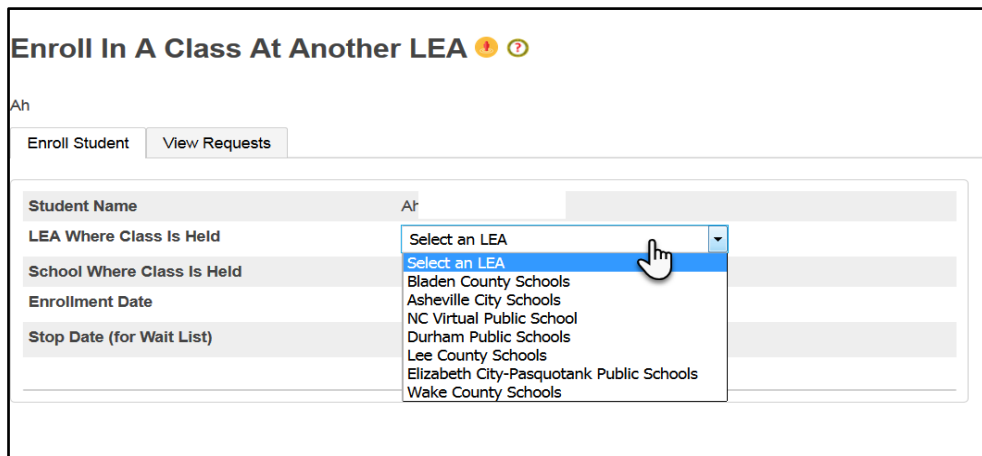
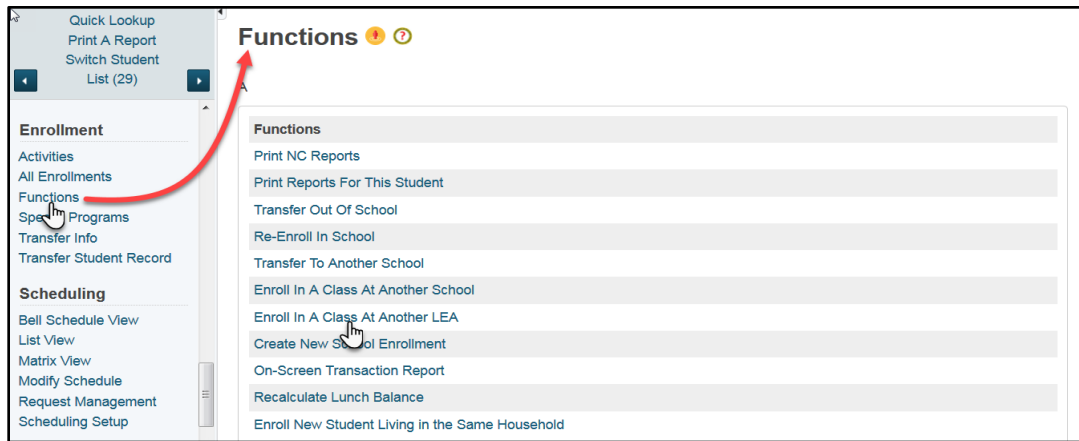
At the Home School:

Note: If the desired class is scheduled for the next school year, in the upper right corner click the **Term** drop down and select the *correct school year* that the student plans to take the class.



1. With the correct Year/Term and student selected, navigate to **Enroll in a Class at Another LEA:**

Navigation: Start > **Select the Student** > **Enrollments** > **Functions** > **Enroll in a Class At Another LEA**



2. LEA Where Class is Held = NC Virtual Public School

- a. If the student does not have an email address, the user will be prompted to enter the student's email address. Once the email is entered, the user will need to repeat step 1.

3. School Where Class Is Held = NCVPS

4. Enrollment Date = Key in the date that the student will start the class; the **Stop Date** automatically populates based on the **Start Date** but can be changed by the user.

5. Filter all the sections set up *specifically* for your schools' OCS students by using the **Search Courses** box; key in the lea number and school number, and hit the enter key.

Important: To find the desired section for an OCS course, the user must search and find sections of the desired courses where the section includes the LEA and school number as part of the 10-digit section number.

6. Once the OCS sections of the courses populates, click **Enroll** by the OCS course/section for your school.

PowerSchool
 Welcome, Doris Kitts | Help | Sign Out
 Today is: 08/30/2017 | Schedule: No Schedule Assigned Today (A) | School: | High | Term: 17-18 Year

Start Page > Student Selection > Functions > Enroll In A Class At Another LEA

Enroll In A Class At Another LEA

Enroll Student | View Requests

Student Name: [Empty]
 LEA Where Class Is Held: NC Virtual Public School
 School Where Class Is Held: NCVPS
 Enrollment Date: 08/30/2017
 Stop Date (for Wait List): 9/6/2017

Enroll in section:
 Search Courses: 292324

Course Number	Course Name	Section Number	Section ID	Teacher	Expression	Term	Enrollment	Enroll
28002X0	Math Local Elective kb	TF01292324	1851		1(B-E)	17-18	1/25	Enroll
44035X0	Psychology Honors	TF01292324	1803		1(B-E)	17-18	1/25	Enroll

7. The student’s status shows **PENDING** until the enrollment has completed. The user will need to refresh the screen to see that the Student’s status has changed to **SUCCESS**.
 - a. If the class is full the student’s status is **WAITLISTED**
 - b. If the class is full and the Waitlist stop date has exceeded, the student’s status is **REJECTED**

Note: The incoming school’s registrar will receive an email stating that a student has enrolled into or dropped from **A Class At Another LEA**.

Enroll In A Class At Another LEA


The Cross LEA process may take up to 24 hours to complete.

Enroll Student | View Requests

Local Cross LEA Requests

Source	Destination	Course	Section	Teacher	Entry Date	Status	Stop Date	Date Stamp	Drop
111302	299300	Math Local Elective kb	28002X0.TF01292324		08/30/2017	PENDING	09/06/2017	08/30/2017	Drop

Enroll In A Class At Another LEA

 The Cross LEA process may take up to 24 hours to complete.

Enroll Student View Requests

Local Cross LEA Requests

Source	Destination	Course	Section	Teacher	Entry Date	Status	Stop Date	Date Stamp	Drop
111302	299300	Math Local Elective kb	28002X0.TF01292324		08/30/2017	SUCCESS	09/06/2017	08/30/2017	Drop

The student's enrollment will be unchanged at their home school; however, the Cross LEA where the class occurs will reflect an **X1 Entry Code** on the student's **Transfer Information** Screen.

PowerSchool Welcome, **Doiris Kitts** | Help | Sign Out

School: As Term: 16-17 Semester 2

Start Page > Student Selection > Transfer Information


Transfer Information


AHS


Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
12/07/2016 E2	06/10/2017	10	Coming from IHS, Ingleside, TX		High	


Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
Note: This screen <u>may not be used</u> to transfer a student in or out of school. Click on Functions to find links to those operations.						


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Entry Date: 12/07/2016 


Entry Code: E2 (E2 Init enroll from non-NC School) 


Entry Comment (entry & exit): Coming from IHS, Ingleside, TX 


Exit Date: 06/10/2017 


Exit Code: 

Exit Comment: 

Full-Time Equivalency: Full Time Student 


Grade Level: 10 

Track: 

LEA of Residence: Asheville City (111) 

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.

Extended Data

Admission Status: MST1 

Enrollment Record and student's admission at the Home School will not change.

Transfer Information 📌 ⓘ

:VPS

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
03/13/2017 X1	06/10/2017	10	CROSS LEA		NCVPS	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
03/13/2017 X1	06/10/2017	10			NCVPS	

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.

Edit Current Enrollment 📌 ⓘ

Entry Date: 03/13/2017

Entry Code: **X1 (X1 Cross Enrollment)**

Entry Comment (entry & exit): CROSS LEA

Exit Date: 06/10/2017

Exit Code:

Exit Comment:

Full-Time Equivalency: FTE

Grade Level: 10

Track:

LEA of Residence:

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.

Extended Data

Admission Status: **VST1**

Enrollment Record at the Destination (Cross LEA) School will be **X1** with an **Admission Status** of **VST1**.