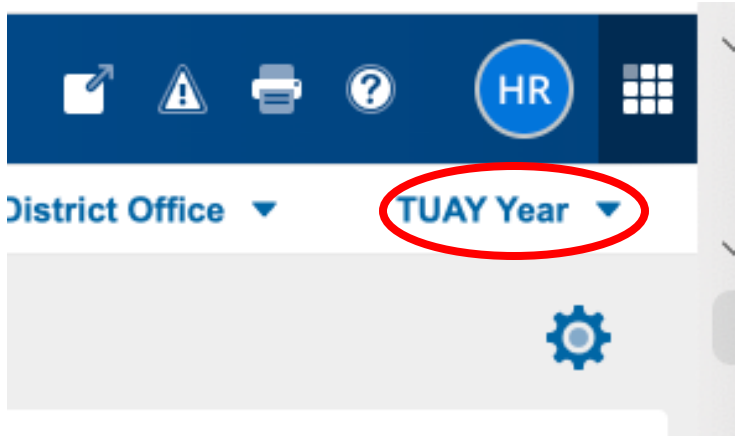


How to Enroll a Student into an ACCESS Course

- 1) Make sure you are in the correct academic year (NOTE: It may say **23-24 Year** or **All Year**).



- 2) Search and Select a student.

Start Page

Students All

K 1 2 3 4 5 6 7 8 9 10 11 12 F M All

Stored Searches Stored Selections View Field List Advanced

Current Selection Selected (1)

Current Student Selection (1)

Student	Student Number	Grade Level	Date of Birth	School
Flair, Nature Boy Ric	2002569131	12	01/01/2007	THS

3) Under the Enrollment menu on the left, select **Functions**.

Enrollment

Activities
All Enrollments
Functions
STC
Student Programs
Transfer Info

4) Select **'Enroll in a Class a Another LEA'**

Start Page > Student Selection > Functions

Functions

Flair, Nature Boy Ric   12 2002569131 THS

Functions

Print Reports For This Student

Print Course Based Report Card For This Student

Print Standards Based Report Card For This Student

Print Transcript For This Student

Print Low Grades Report For This Student

Enroll In A Class At Another LEA

Transfer Out Of School

Re-Enroll In School

Transfer To Another School

Enroll Student in Remote/Summer School Class

Create New School Enrollment

On-Screen Transaction Report

Recalculate Lunch Balance


Enroll New Student Living in the Same Household

- 5) Select the below appropriate information:
- LEA Where class is Held: ACCESS Virtual Learning
 - School Where Class is Held: Troy University – ACCESS Support Center
 - Select facilitator: select the correct facilitator **[Note: If your facilitator is not on the dropdown menu, then you will need to add make sure the facilitator has the TEACHER role attached to them in your PowerSchool SIS.]**
 - Enrollment Date: Select the date you are enrolling the student

Enroll In A Class At Another LEA

Flair, Nature Boy Ric   12 2002569131 THS



Enroll Student View Requests Course Requests

Student Name	Flair, Nature Boy Ric
LEA Where Class is Held	ACCESS Virtual Learning
School Where Class is Held	Troy University - ACCESS Support Center
Select Facilitator	PowerSchool, Admin1
Enrollment Date	08/08/2023 

- 6) Search for the course needed and elect the blue 'enroll' button.

Enroll in section:

Search Courses:

22153G0522	Career Preparedness-B	T0302FaHC	6096	Spain, Meredith	10(A)	S1 23	0/60	SECTION ENDED
22153G0522	Career Preparedness-B	T1144FaHC	6938	Parrish, Julianne	10(A)	S1 23	0/40	SECTION ENDED
22153G0522	Career Preparedness-B	T1467Q3HC	7521	Walters, Heather	10(A)	Q3 23	15/40	SECTION DISABLED
22153G0522	Career Preparedness-B	T0961FaHC	6755	Parrish, Julianne	10(A)	S1 23	0/60	SECTION ENDED
22153G0522	Career Preparedness-B	T2063SpHC	8157	Parrish, Julianne	10(A)	S2 23	54/60	
22153G0522	Career Preparedness-B	T1814SpHC	7548	Hastings, Gina	10(A)	S2 23	61/65	
22153G0522	Career Preparedness-B	T0707FaHC	6501	Hastings, Gina	10(A)	S1 23	0/40	SECTION ENDED
22153G0522	Career Preparedness-B	T0542Q1HC	8282	Walters, Heather	10(A)	Q1 23	0/40	SECTION ENDED

7) Click the 'view requests' tab to check on the enrollment status

Flair, Nature Boy Ric 12 2002569131 THS

The Cross LEA process may take up to 2 hours to complete.

Enroll Student View Requests Course Requests

Local Cross LEA Requests

Source	Destination	Course	Section	Teacher	Entry Date	Status	Facilitator	Date Stamp	Drop
20	20	Algebra II w/Statistics (1/2cr)	02056G0500.T1267Q2H2	Giles, Linda	10/17/2022	DROPPED	Copeland, Brittany	10/11/2022 08:19:32	
20	20	Career Preparedness-B	22153G0522.T2083SpHC	Parrish, Julianne	02/21/2023	Verifying student creation on destination LEA	PowerSchool, Admin1	02/21/2023 12:00:19	
20	15	Workforce Essentials	22152G1001.U0004TdFC	Section, Canceled	08/08/2022	DROPPED	Copeland, Brittany	08/31/2022 15:30:23	

8) When the student is successfully enrolled, the status will change to 'Student created in Destination LEA'

Flair, Nature Boy Ric 12 2002569131 THS

The Cross LEA process may take up to 2 hours to complete.

Enroll Student View Requests Course Requests

Local Cross LEA Requests

Source	Destination	Course	Section	Teacher	Entry Date	Status	Facilitator	Date Stamp
20	20	Algebra II w/Statistics (1/2cr)	02056G0500.T1267Q2H2	Giles, Linda	10/17/2022	DROPPED	Copeland, Brittany	10/11/2022 08:19:32
20	20	Career Preparedness-B	22153G0522.T2083SpHC	Parrish, Julianne	02/21/2023	Student created on destination LEA	PowerSchool, Admin1	02/21/2023 12:00:19
20	15	Workforce Essentials	22152G1001.U0004TdFC	Section, Canceled	08/08/2022	DROPPED	Copeland, Brittany	08/31/2022 15:30:23

Local Cross LEA Enrollments

Checking Grades

To view a student's running average in their ACCESS course(s), click on the Academics menu and select '**Cross LEA Current Grades**'

Academics

Attendance

Cross LEA Current Grades

Cumulative Info

Driver's Ed - AL

Graduation Plan Progress

Graduation Plan Selection

Graduation Progress

Historical Grades

Honor Roll

Legislative Acts – AL

Standards

Teacher Comments

Term Grades

Test Results

Truancies

How to drop a student from an ACCESS Course

- 1) In the 'View Requests' tab, the Cross LEA enrollments for the student will be listed. To remove the student from the course, click on the blue 'drop' button.

Enroll In A Class At Another LEA

Flair, Nature Boy Ric 12 2002569131 THS

The Cross LEA process may take up to 2 hours to complete.

Enroll Student View Requests Course Requests

Local Cross LEA Requests

Source	Destination	Course	Section	Teacher	Entry Date	Status	Facilitator	Date Stamp	Drop
20	20	Algebra II w/Statistics (1/2cr)	02056G0500.T1267Q2H2	Giles, Linda	10/17/2022	DROPPED	Copeland, Brittany	10/11/2022 08:19:32	
20	20	Career Preparedness-B	22153G0522.T2083SpHC	Parrish, Julianne	02/21/2023	Successfully created section enrollment	PowerSchool, Admin1	02/21/2023 12:00:19	Drop
20	15	Workforce Essentials	22152G1001.U0004TgFC	Section, Canceled	08/08/2022	DROPPED	Copeland, Brittany	08/31/2022 15:30:23	

Local Cross LEA Enrollments

- 2) After a student is successfully dropped, the status for the course will change to 'DROPPED'.

Enroll In A Class At Another LEA

Flair, Nature Boy Ric 12 2002569131 THS

The Cross LEA process may take up to 2 hours to complete.

Enroll Student View Requests Course Requests

Local Cross LEA Requests

Source	Destination	Course	Section	Teacher	Entry Date	Status	Facilitator	Date Stamp
20	20	Algebra II w/Statistics (1/2cr)	02056G0500.T1267Q2H2	Giles, Linda	10/17/2022	DROPPED	Copeland, Brittany	10/11/2022 08:19:32
20	20	Career Preparedness-B	22153G0522.T2083SpHC	Parrish, Julianne	02/21/2023	DROPPED	PowerSchool, Admin1	02/21/2023 12:51:38
20	15	Workforce Essentials	22152G1001.U0004TgFC	Section, Canceled	08/08/2022	DROPPED	Copeland, Brittany	08/31/2022 15:30:23

Local Cross LEA Enrollments