Verify Non-Resident Information for Open Enrollment (Choice) Students

It is important to assign the correct **Boundary Exception** as you enroll non-resident students into your school. Students enrolled with the Boundary Exception. **Open Enrollment (Choice)**, must have a school choice application on file with the district. Boundary Exception end dates should reflect through the 12th grade school year, plus one year. This end date is essential for student enrollment to continue through the school's feeder pattern. It is not necessary for School Choice families to apply yearly once they have been enrolled into their choice school and follow the feeder pattern. However, if the student leaves the school or district, they must again apply for School Choice.
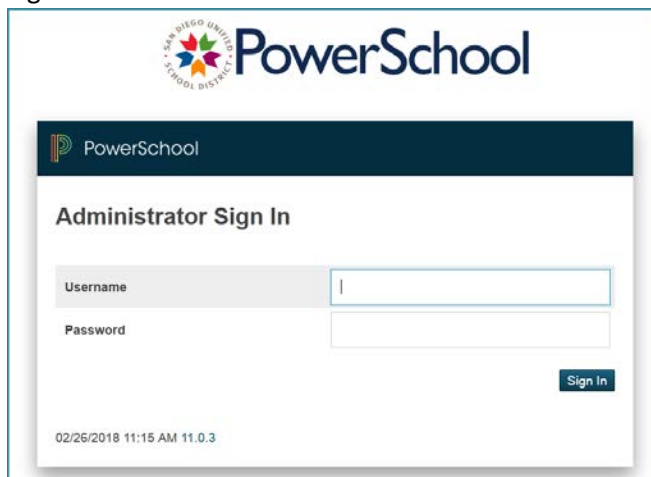
Use the **Non-Resident Students report** in PowerSchool to verify information for Open Enrollment (Choice) students:

- Verify correct code for Boundary Exception

- Ensure Boundary Exception end date reflects the student's projected 12th grade graduation year, plus one additional year
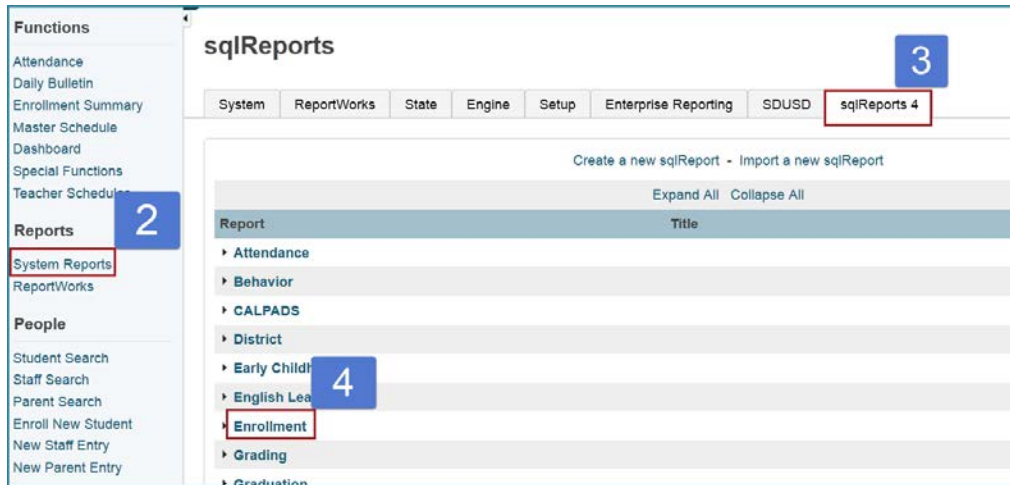
The following instructions show step-by-step, how to run the report in Powerschool and then copy it to Excel for viewing.

Run the Non-Resident Report in PowerSchool

1. Sign in to PowerSchool

2. On the Start page, click **System Reports**.
3. Click **sqlReports4**.
4. Click on **Enrollment**.

5. Scroll and select **Non-Resident Student report**.

6. Adjust Effective Date to **today's date**.
7. Click **Submit**.

Copy Data to Excel

1. On the Non-Resident Students report screen, click the **Copy button**. This copies the entire page of data.
   Note: If you click on any of the report data before using the Copy button, you will not be able to copy the entire page. You must run the report again and go directly to the Copy button.
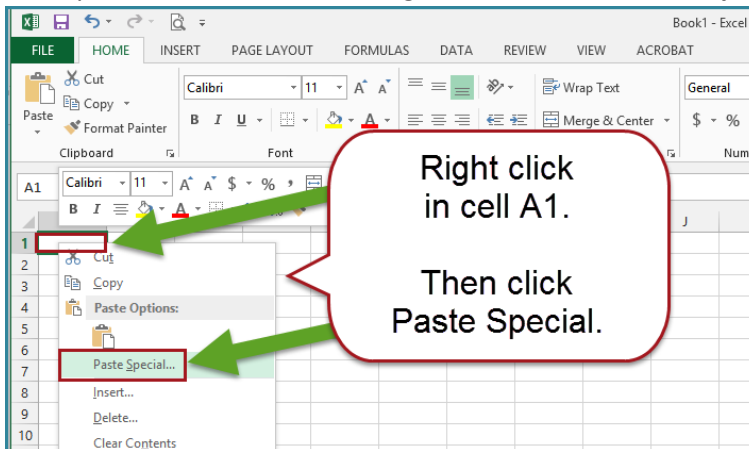

2. The pop-up will display the number of Copied Rows to the Clipboard. Click **OK**.
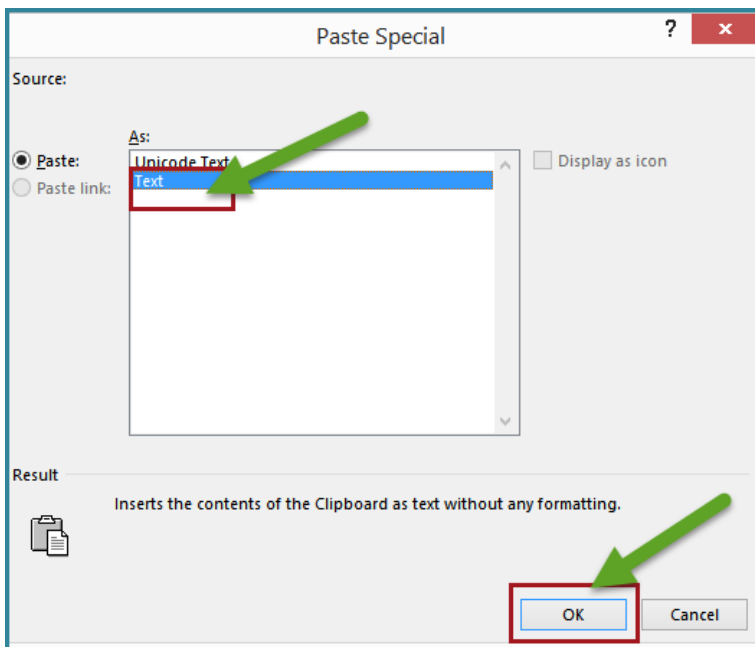   You have successfully copied the entire page of data.
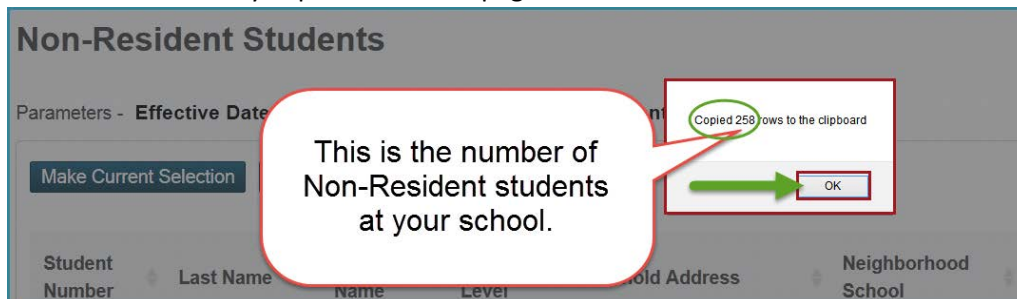
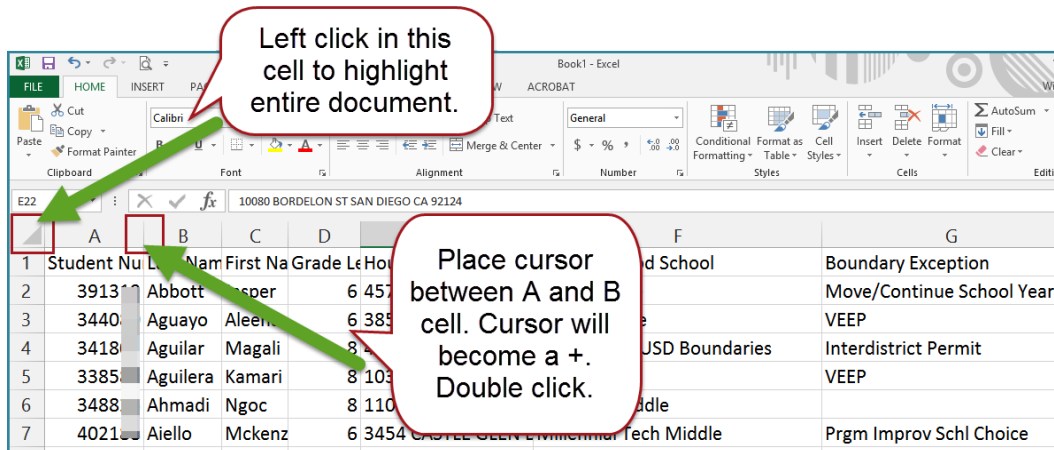3. On your computer, **open Microsoft Excel**. Click **Blank workbook**.
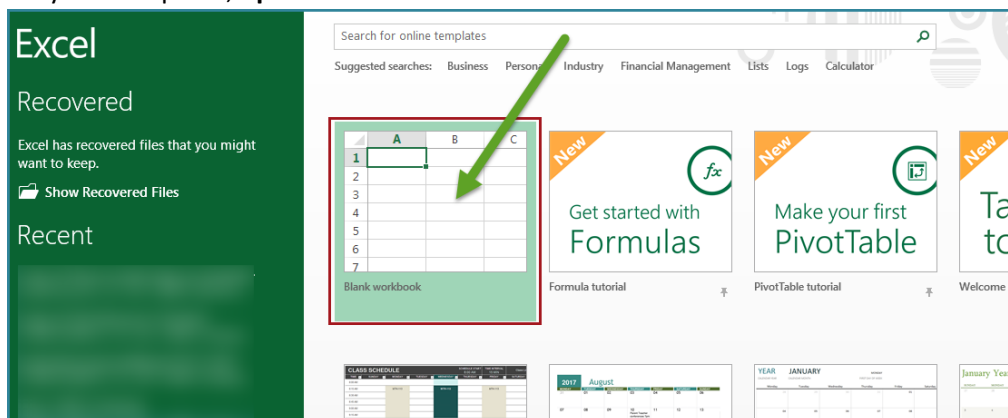
4. Place your cursor in **cell A1** and right click, then click **Paste Special**.

5. Select **Text**.
   Click **OK**.

6. Now, you need to format the cells to display all the data. To do this, click on the triangle located **between cell A and cell 1**. The entire document will highlight grey.
Next, hover between cell A and B until your cursor becomes a plus sign, then **double-click**.

Left click in this cell to highlight entire document.

Place cursor between A and B cell. Cursor will become a +. Double click.

7. All the data will now show clearly in each column.

8. Next, add column filters. Click on **cell 1** to highlight the column headers.

9. Then, in the upper right corner, click on **Sort & Filter** and select **Filter**.
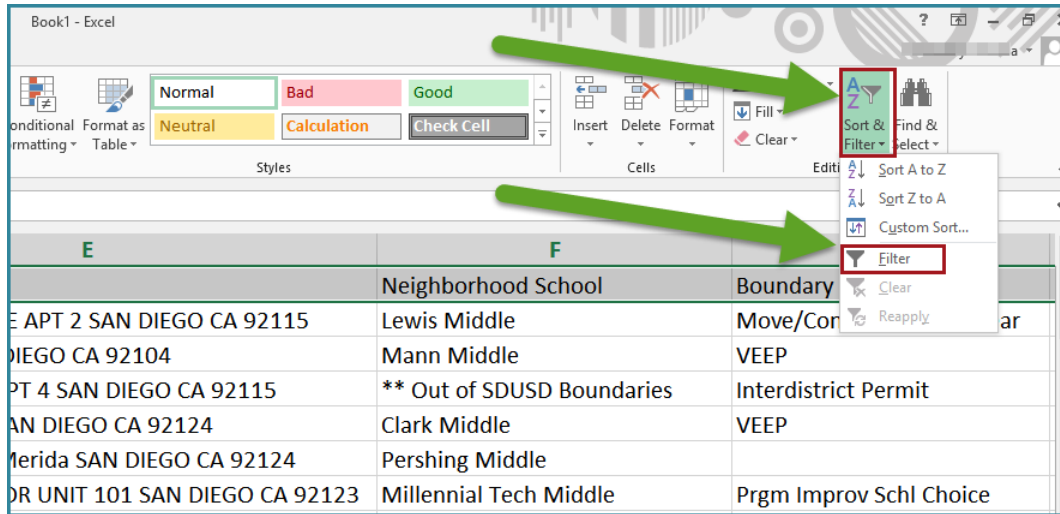
10. Click the **Filter arrow** in the Boundary Exception column.
    Then, **de-select the Select All** box. Now select **Open Enrollment (Choice).** Click **OK**.

> 1. Click the **filter drop down arrow** in the Boundary Exception column.
>
> 2. De-select the Select All box and check mark **Open Enrollment (Choice)**.
>
> 3. Click **OK**.
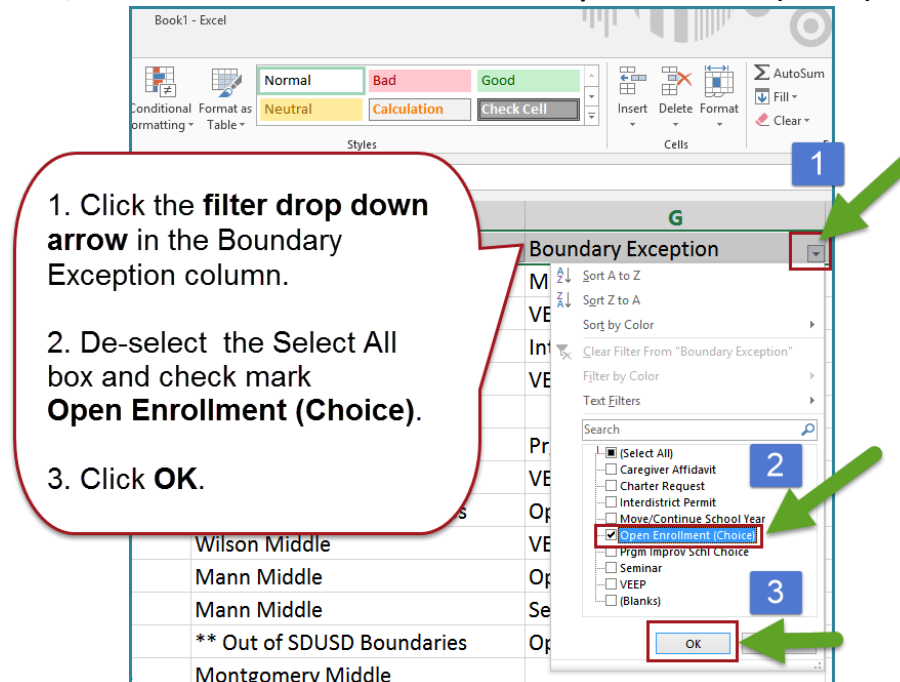
11. All your data is now filtered to show only the Boundary Exception Open Enrollment (Choice).

12. Now, sort the Neighborhood School column alphabetically by clicking the **drop-down arrow** in the column header.
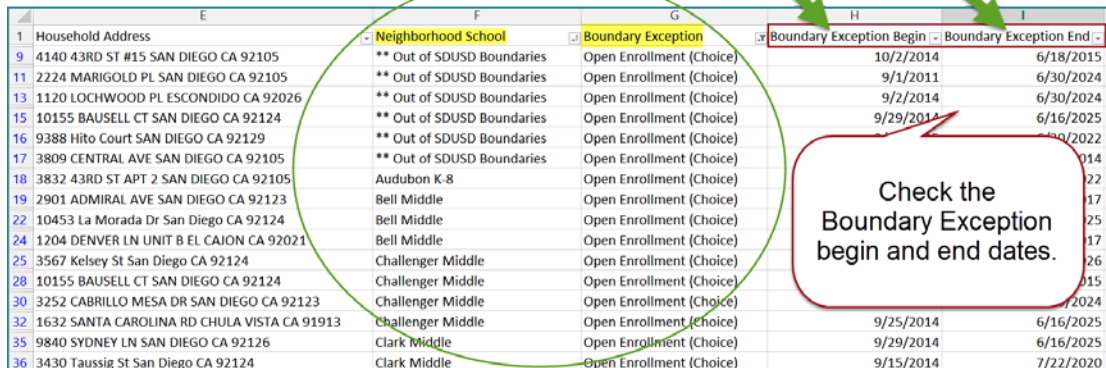

13. Click Sort A to Z. List will sort alphabetically.

14. Your data is now sorted to easily view the **Neighborhood School** and **Boundary Exception**.

15. Examine the data for each student.
    - **Verify Boundary Exception:** Use this report to verify that all your Enrollment Options (Choice) Students are coded correctly.
    - **Confirm Begin and End Dates**: All Choice Students' end dates are the students' projected 12th grade graduation year, plus one more year.

16. Sample Scenario for determining Boundary exemption End Date:
    Third grade student is enrolled for the 2018-19 school year, the **End Date will be June 30, 2029.**
    Sample calculation chart below:

Grade	Year
Student enrolls 3rd grade	2018-19
4th	2019-20
5th	2020-21
6th	2021-22
7th	2022-23
8th	2023-24
9th	2024-25
10th	2025-26
11th	2026-27
12th	2027-28
Plus 1 more year	2028-29