

---

# 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 12<sup>th</sup> 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.

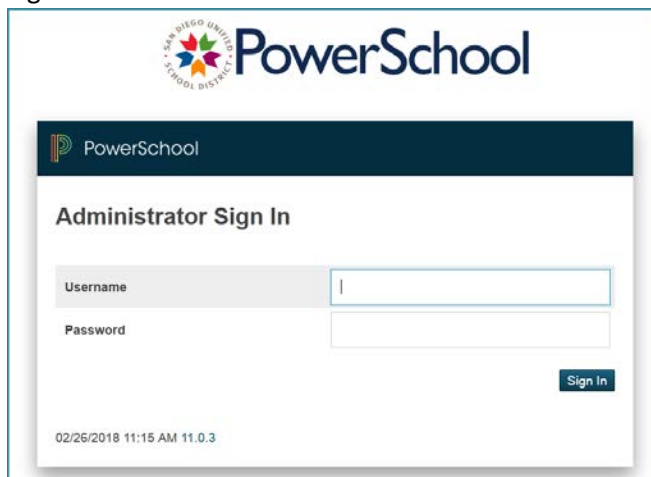
Use the **Non-Resident Students report** in PowerSchool to verify information for Open Enrollment (Choice) students:

- Verify correct code for Boundary Exception
- Ensure Boundary Exception end date reflects the student's projected 12<sup>th</sup> grade graduation year, plus one additional year

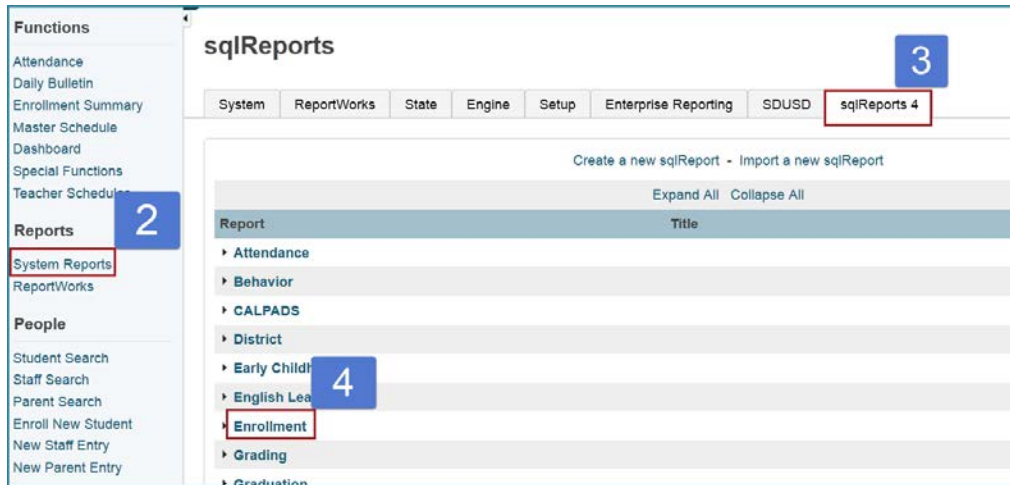
The following instructions show step-by-step, how to run the report in Powerschool and then copy it to Excel for viewing.

## Run the Non-Resident Report in PowerSchool

1. Sign in to PowerSchool

The screenshot shows the PowerSchool login interface. At the top, there is a header with the San Diego Unified School District logo and the word "PowerSchool". Below this is a dark blue bar with the "PowerSchool" logo and name. The main content area is titled "Administrator Sign In". It contains two input fields: "Username" and "Password". To the right of the "Password" field is a "Sign In" button. At the bottom left of the login area, there is a timestamp: "02/26/2018 11:15 AM 11.0.3".

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



**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Scheduling

**Reports**

- System Reports** (2)
- ReportWorks

**People**

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

**sqlReports** (3)

System ReportWorks State Engine Setup Enterprise Reporting SDUSD **sqlReports 4**

Create a new sqlReport - Import a new sqlReport

Expand All Collapse All

Report	Title
Attendance	
Behavior	
CALPADS	
District	
Early Childhood	
English Learners	
<b>Enrollment</b> (4)	
Grading	
Graduation	

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

Kindergarten Continuance List	Kindergarten Continuance List
Missing Home Language Survey	Missing Home Language Survey
Next Year All Students	Next Year All Students
Next Year Incoming Students	Next Year Incoming Students
Next Year Outgoing Students	Next Year Outgoing Students
<b>Non-Resident Students</b> (5)	Non-Resident Students
Parent Portal Updates - All Changes	Parent Portal Updates - All Changes
Parent Portal Updates - Ready for Review	Parent Portal Updates - Ready for Review
Parent Portal Updates - Student List	Parent Portal Updates - Student List

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

**Run sqlReport -**

Label	Value
Name	Non-Resident Students
Description	This report will list actively enrolled, non-resident students at your school, along with boundary exception information. Please make sure boundary exceptions are entered for all non-resident students.
Directions	
Effective Date	Change to today's date (6)
Run for the selected students	No (7)

**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.

**Non-Resident Students**

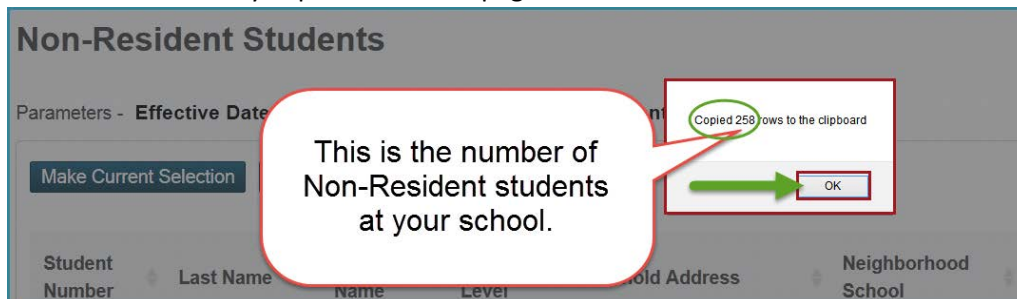
Parameters - Effective Date: 2/28/2018 Run for the selected students: No

Make Current Selection **Copy** CSV Tab Print PDF

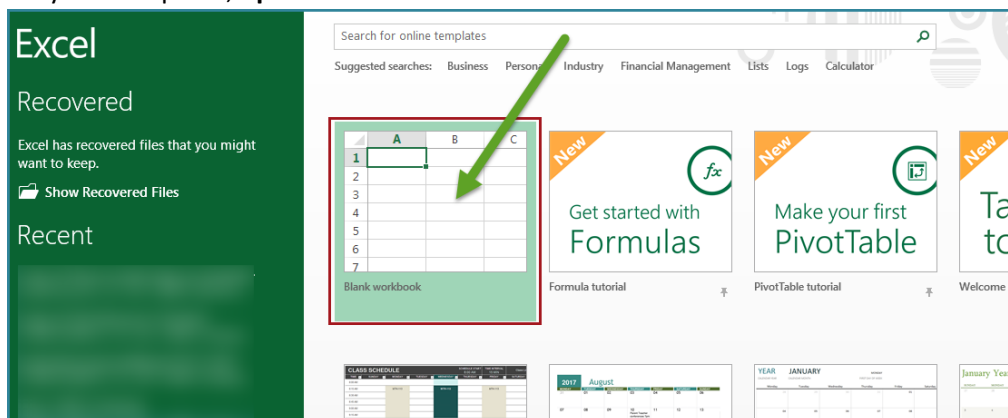
Search:

Student Number	Last Name	First Name	Grade Level	Household Address	Neighborhood School	Boundary Exception	Boundary Exception Begin	Boundary Exception End
391319	Abbott	Jasper	6	4571 ALTADENA AVE APT 2 SAN DIEGO CA 92115	Lewis Middle	Move/Continue School Year	10/04/2017	06/14/2018
344080	Aguayo	Aleena	6	3859 35TH ST SAN DIEGO CA 92104	Mann Middle	VEEP	09/22/2017	06/14/2018
341802	Aguilar	Magali	8	4461 MENLO AVE APT 4 SAN DIEGO CA 92115	** Out of SDUSD Boundaries	Interdistrict Permit	06/06/2011	06/18/2017
338589	Aguilera	Kamari	8	10365 VIACHA DR SAN DIEGO CA 92124	Clark Middle	VEEP	10/09/2014	06/18/2015
349926	Ahmed	Naseem	8	11063 Corte Plaza Marida	Barbino Middle			

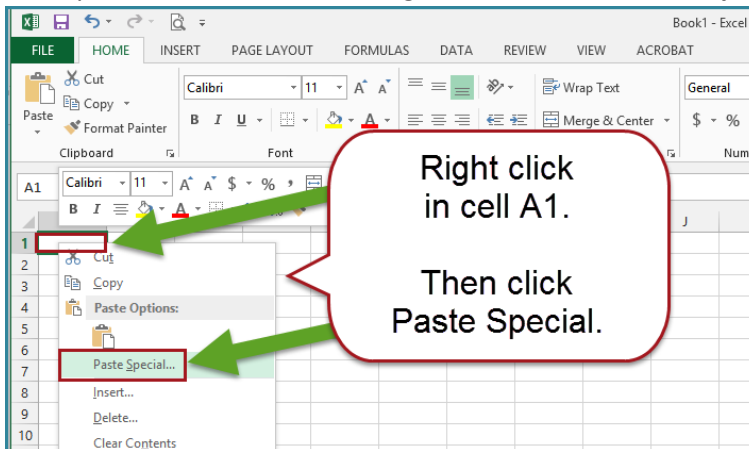
2. The pop-up will display the number of Copied Rows to the Clipboard. Click **OK**.  
You have successfully copied the entire page of data.



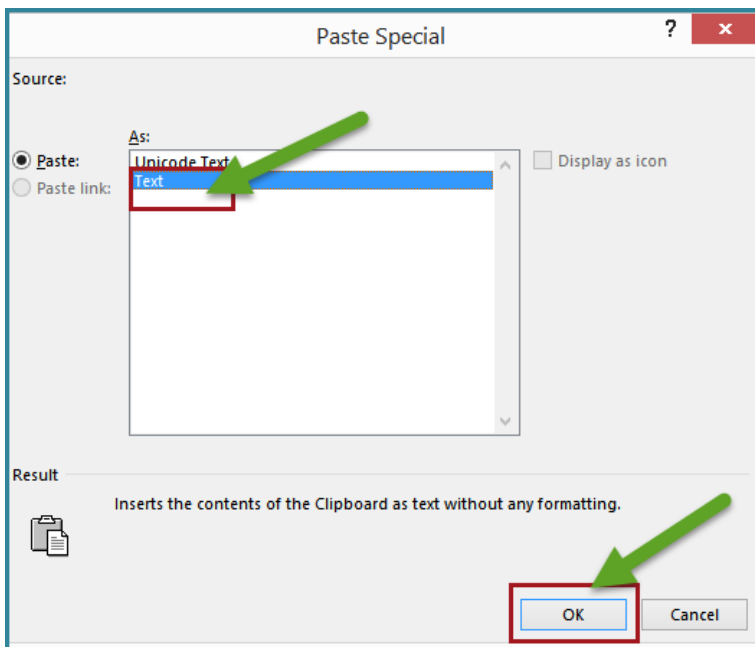
3. On your computer, open **Microsoft Excel**. Click **Blank workbook**.



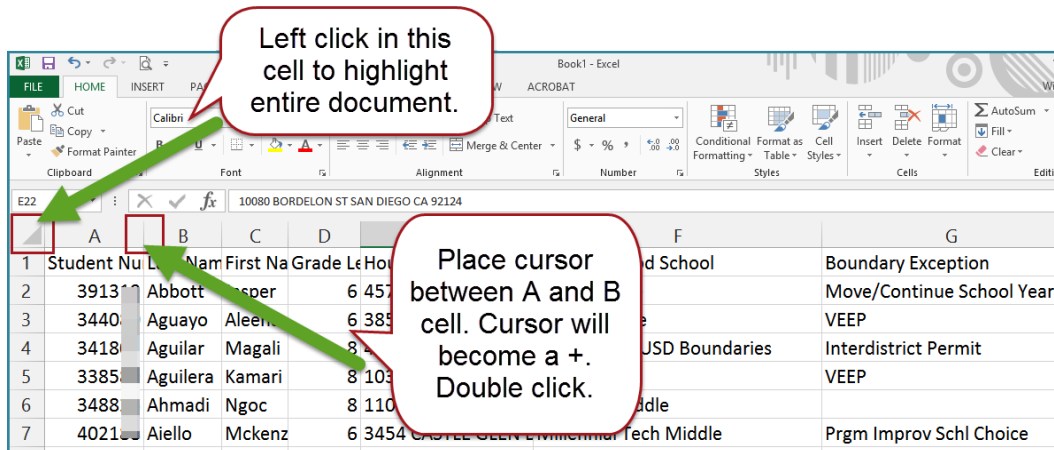
4. Place your cursor in **cell A1** and right click, then click **Paste Special**.



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**.



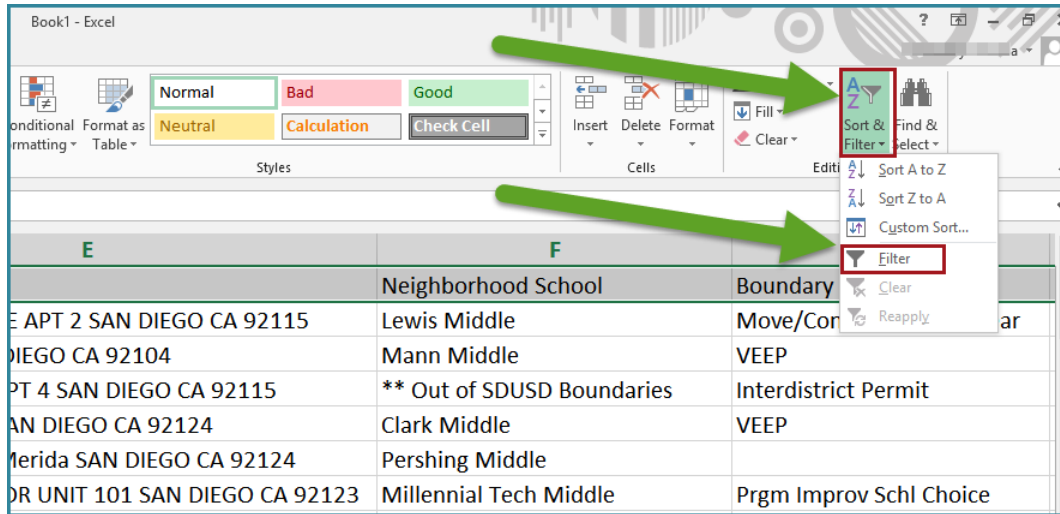
7. All the data will now show clearly in each column.

	A	B	C	D	E	F
1	Student Number	Last Name	First Name	Grade Level	Household Address	Neighborhood School
2	391319	Abbott	Jasper	6	4571 ALTADENA AVE APT 2 SAN DIEGO CA 92115	Lewis Middle
3	344080	Aguayo	Aleena	6	3859 35TH ST SAN DIEGO CA 92104	Mann Middle
4	341802	Aguilar	Magali	8	4461 MENLO AVE APT 4 SAN DIEGO CA 92115	** Out of SDUSD Boundaries
5	338589	Aguilera	Kamari	8	10365 VIACHA DR SAN DIEGO CA 92124	Clark Middle
6	348826	Ahmadi	Ngoc	8	11063 Corte Playa Merida SAN DIEGO CA 92124	Pershing Middle
7	402188	Aiello	Mckenzie	6	3454 CASTLE GLEN DR UNIT 101 SAN DIEGO CA 92123	Millennial Tech Middle
8	95088	Alchanouan	Vaughn	8	11275 CARROZA CT SAN DIEGO CA 92124	Wilson Middle
9	364401	Alcocer	Reef	8	4140 43RD ST #15 SAN DIEGO CA 92105	** Out of SDUSD Boundaries
10	315698	Algarin	Irwin	7	5193 SILK PL SAN DIEGO CA 92105	Wilson Middle
11	338486	Alley	Sayra	8	6276 ESTELLE ST SAN DIEGO CA 92115	Mann Middle
12	343742	Andrews	Harmonie	7	4781 GAINARD WY SAN DIEGO CA 92124	Mann Middle
13	419924	Angeles	Gabino	6	2224 MARIGOLD PL SAN DIEGO CA 92105	** Out of SDUSD Boundaries
14	394308	Araujo	Makena	6	11520 VIA PLAYA DE CORTES SAN DIEGO CA 92124	Montgomery Middle
15	428684	Armstrong	Gisselle	6	6675 BARNHURST DR SAN DIEGO CA 92117	Taft Middle
16	335946	Atilano	Dariana	8	4215 Thorn St San Diego CA 92105	Taft Middle
17	347301	Augustin	Joanna	8	4222 MENLO AVE UNIT 27 SAN DIEGO CA 92115	Wangenheim Middle
18	363721	Ault	Taryn	7	9840 SYDNEY LN SAN DIEGO CA 92126	Clark Middle
19	392868	Aviles	Jensen	6	10831 EASTHAVEN CT SANTEE CA 92071	Taft Middle
20	392861	Bader	Mathew	6	5683 BOLUSTO RD SAN DIEGO CA 92124	Clark Middle

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

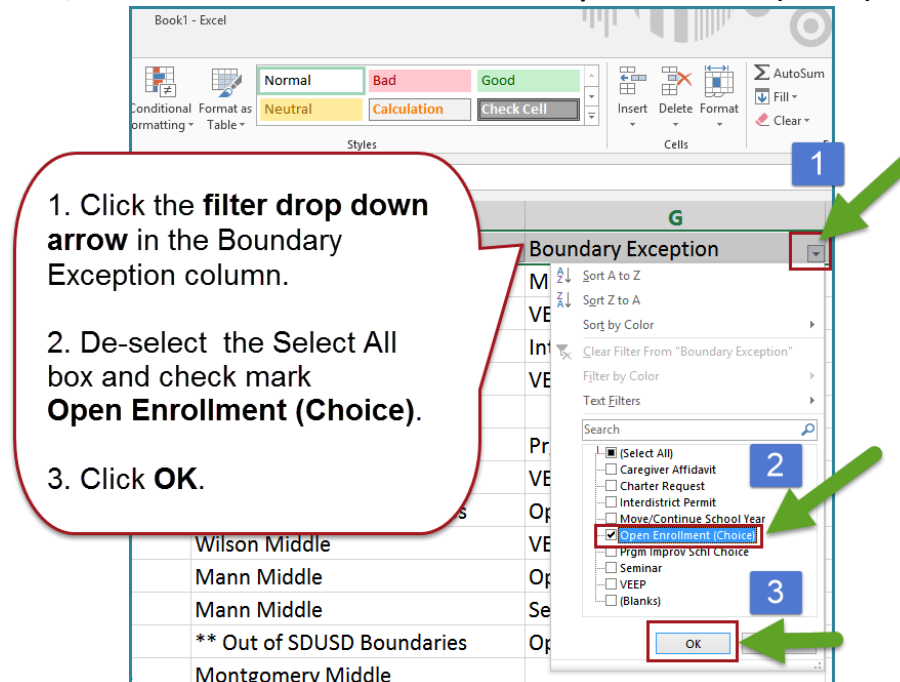
	A	B	C	D	E	F
1	Student Number	Last Name	First Name	Grade Level	Household Address	Neighborhood School
2	391319	Abbott	Jasper	6	4571 ALTADENA AVE APT 2 SAN DIEGO CA 92115	Lewis Middle

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**.



11. All your data is now filtered to show only the Boundary Exception Open Enrollment (Choice).

1	A	B	C	D	E	F	G
	Student Num	Last Name	First Name	Grade Level	Household Address	Neighborhood School	Boundary Exception
9	364401	Alcocer	Reef	8	4140 43RD ST #15 SAN DIEGO CA 92105	** Out of SDUSD Boundaries	Open Enrollment (Choice)
11	338486	Alley	Sayra	8	6276 ESTELLE ST SAN DIEGO CA 92115	Mann Middle	Open Enrollment (Choice)
13	419924	Angeles	Gabino	6	2224 MARGOLD PL SAN DIEGO CA 92105	** Out of SDUSD Boundaries	Open Enrollment (Choice)
15	428684	Armstrong	Gisselle	6	6675 BARNHURST DR SAN DIEGO CA 92117	Taft Middle	Open Enrollment (Choice)
16	335946	Atilano	Dariana	8	4215 Thorn St San Diego CA 92105	Taft Middle	Open Enrollment (Choice)
17	347301	Augustin	Joanna	8	4222 MENLO AVE UNIT 27 SAN DIEGO CA 92115	Wangenheim Middle	Open Enrollment (Choice)
18	363721	Ault	Taryn	7	9840 SYDNEY LN SAN DIEGO CA 92126	Clark Middle	Open Enrollment (Choice)
19	392868	Aviles	Jensen	6	10831 EASTHAVEN CT SANTEE CA 92071	Taft Middle	Open Enrollment (Choice)
22	335892	Baker	Jailyn	8	10080 BORDELON ST SAN DIEGO CA 92124	Taft Middle	Open Enrollment (Choice)
24	523357	Bardales	Terrance	6	940 Santa Queta Solana Beach CA 92075	Taft Middle	Open Enrollment (Choice)
25	438671	Bartolome	Deborah	7	4887 Shields St 104 SAN DIEGO CA 92124	Taft Middle	Open Enrollment (Choice)
28	94483	Boyce	Omer	8	10259 COWELL CT SAN DIEGO CA 92124	Mann Middle	Open Enrollment (Choice)
30	386623	Briggs	Nelson	7	3430 Taussig St San Diego CA 92124	Clark Middle	Open Enrollment (Choice)
32	402518	Brito	Kendal	6	10839 Carbet Pl San Diego CA 92124	Taft Middle	Open Enrollment (Choice)
35	340994	Bullock	Andreas	8	3551 ADAMS AVE SAN DIEGO CA 92116	Taft Middle	Open Enrollment (Choice)
36	336747	Burroughs	Misty	8	10029 BORDELON ST SAN DIEGO CA 92124	Taft Middle	Open Enrollment (Choice)
39	563786	Bwayo	Maile	8	4820 Renovo Way San Diego CA 92124	Taft Middle	Open Enrollment (Choice)
40	370900	Bucayo	Tyson	7	4196 MCINTAM ST SAN DIEGO CA 92105	Taft Middle	Open Enrollment (Choice)

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

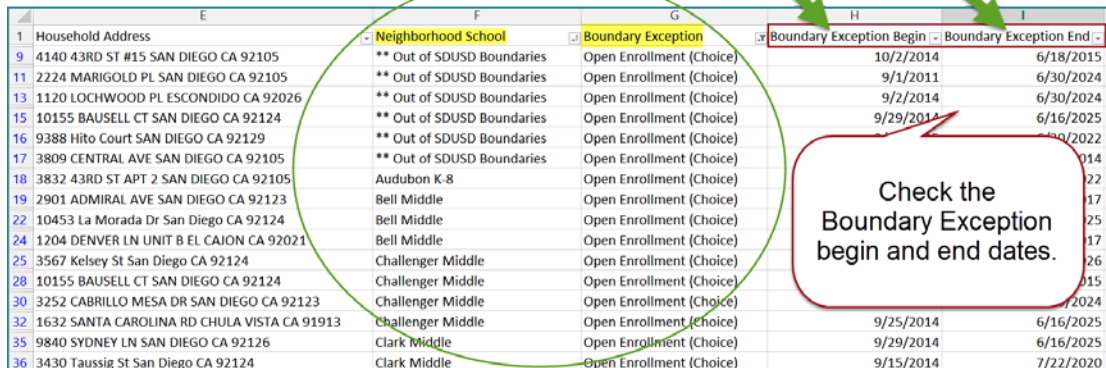
	F	G	H	I
	Neighborhood School	Boundary Exception	Boundary Exception Begin	Boundary Exception End
	** Out of SDUSD Boundaries	Open Enrollment (Choice)	10/2/2014	6/18/2015
	Mann Middle	Open Enrollment (Choice)	10/8/2014	7/22/2018
	** Out of SDUSD Boundaries	Open Enrollment (Choice)	9/1/2011	6/30/2024
	Taft Middle	Open Enrollment (Choice)	8/28/2017	6/30/2023
	Taft Middle	Open Enrollment (Choice)	9/21/2015	6/22/2016
	Wangenheim Middle	Open Enrollment (Choice)	12/12/2014	6/18/2015
	Clark Middle	Open Enrollment (Choice)	9/29/2014	6/16/2025
	Taft Middle	Open Enrollment (Choice)	11/2/2015	6/20/2025
	Taft Middle	Open Enrollment (Choice)	9/29/2014	6/16/2025

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

	F	G	H	I
	Neighborhood School	Boundary Exception	Boundary Exception Begin	Boundary Exception End
	** Sort A to Z	Open Enrollment (Choice)	10/2/2014	6/18/2015
	M Sort Z to A	Open Enrollment (Choice)	10/8/2014	7/22/2018
	** Sort by Color		9/1/2011	6/30/2024
	Clear Filter From "Neighborhood School"		8/28/2017	6/30/2023
	Filter by Color		9/21/2015	6/22/2016
	Text Filters		12/12/2014	6/18/2015
	Search		9/29/2014	6/16/2025
	(Select All)		11/2/2015	6/20/2025
	** Out of SDUSD Boundaries		9/29/2014	6/16/2025
	Audubon K-8		8/28/2017	6/30/2023
	Bell Middle		8/30/2016	6/15/2017
	Challenger Middle		10/2/2014	6/18/2015
	Clark Middle		9/15/2014	7/22/2020
	Fulton K-8		1/10/2017	6/15/2023
	Innovation Middle		2/26/2015	7/22/2020
	Knox Middle		9/30/2014	6/16/2025
	Lewis Middle			



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



	E	F	G	H	I
1	Household Address	Neighborhood School	Boundary Exception	Boundary Exception Begin	Boundary Exception End
9	4140 43RD ST #15 SAN DIEGO CA 92105	** Out of SDUSD Boundaries	Open Enrollment (Choice)	10/2/2014	6/18/2015
11	2224 MARIGOLD PL SAN DIEGO CA 92105	** Out of SDUSD Boundaries	Open Enrollment (Choice)	9/1/2011	6/30/2024
13	1120 LOCHWOOD PL ESCONDIDO CA 92026	** Out of SDUSD Boundaries	Open Enrollment (Choice)	9/2/2014	6/30/2024
15	10155 BAUSELL CT SAN DIEGO CA 92124	** Out of SDUSD Boundaries	Open Enrollment (Choice)	9/29/2014	6/16/2025
16	9388 Hito Court SAN DIEGO CA 92129	** Out of SDUSD Boundaries	Open Enrollment (Choice)		
17	3809 CENTRAL AVE SAN DIEGO CA 92105	** Out of SDUSD Boundaries	Open Enrollment (Choice)		
18	3832 43RD ST APT 2 SAN DIEGO CA 92105	Audubon K-8	Open Enrollment (Choice)		
19	2901 ADMIRAL AVE SAN DIEGO CA 92123	Bell Middle	Open Enrollment (Choice)		
22	10453 La Morada Dr San Diego CA 92124	Bell Middle	Open Enrollment (Choice)		
24	1204 DENVER LN UNIT B EL CAJON CA 92021	Bell Middle	Open Enrollment (Choice)		
25	3567 Kelsey St San Diego CA 92124	Challenger Middle	Open Enrollment (Choice)		
28	10155 BAUSELL CT SAN DIEGO CA 92124	Challenger Middle	Open Enrollment (Choice)		
30	3252 CABRILLO MESA DR SAN DIEGO CA 92123	Challenger Middle	Open Enrollment (Choice)		
32	1632 SANTA CAROLINA RD CHULA VISTA CA 91913	Challenger Middle	Open Enrollment (Choice)	9/25/2014	6/16/2025
35	9840 SYDNEY LN SAN DIEGO CA 92126	Clark Middle	Open Enrollment (Choice)	9/29/2014	6/16/2025
36	3430 Taussig St San Diego CA 92124	Clark Middle	Open Enrollment (Choice)	9/15/2014	7/22/2020

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