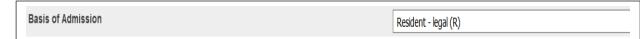# Transportation Status change in PowerSchool

This process will exit and re-enroll the student all in the same step. This will effectively track the transportation statues change of the student for reporting purposes without affecting the grading process. It will be very important to follow the instructions and then to follow up to ensure that the student returns to class on the date used for re-entry. Make sure you are in the school that the student is currently enrolled in.

1. Select the student that is to be updated.

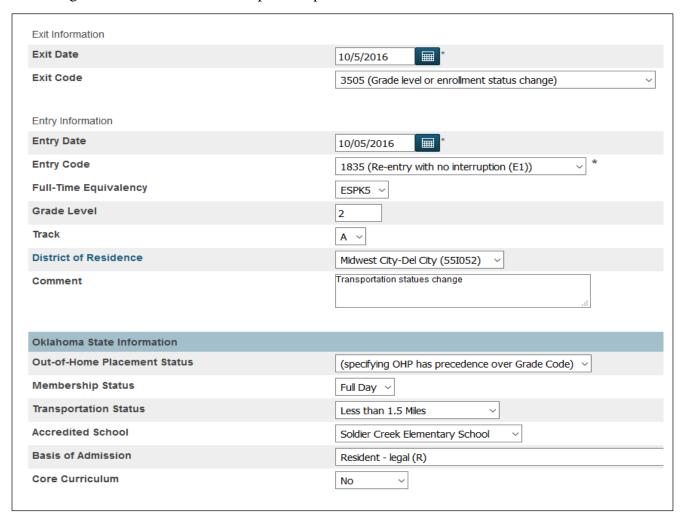2. Go into Transfer Information to review the Current Line of Enrollment. You will need the Basis of Admission.

3. Click the Functions link in the left hand navigation panel.

4. From the Functions menu click on Create New School Enrollment.

Functions
Print Reports For This Student
Transfer Out Of School
Re-Enroll In School
Transfer To Another School
Enroll In A Class At Another School
Create New School Enrollment
On-Screen Transaction Report
Recalculate Lunch Balance
Enroll New Student Living in the Same Household

5. Enter the appropriate data as shown in the following example. The exit date is the day of the statues change. The entry date **must** match the exit date. Enter a brief description for the purpose of tracking verification. Click submit upon completion.

Exit Information

Exit Date	10/5/2016 *
Exit Code	3505 (Grade level or enrollment status change)

Entry Information

Entry Date	10/05/2016 *
Entry Code	1835 (Re-entry with no interruption (E1)) *
Full-Time Equivalency	ESPK5
Grade Level	2
Track	A
District of Residence	Midwest City-Del City (55I052)
Comment	Transportation statues change

Oklahoma State Information

Out-of-Home Placement Status	(specifying OHP has precedence over Grade Code)
Membership Status	Full Day
Transportation Status	Less than 1.5 Miles
Accredited School	Soldier Creek Elementary School
Basis of Admission	Resident - legal (R)
Core Curriculum	No

6. Once you have submitted the statues change you **must** go back to Transfer Information and click on the new line of enrollment and mark the Other Exit code with N/A. Click submit.

Current Enrollment

Entry Date / Code		Exit Date / Code	Grade	Entry Comment
10/05/2016	1835	05/25/2017	2	Transportation Statue change

Other Exit Code	
	(NA) - None of the available codes apply to this student's exit ∨