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Nova Scotia Student Information System

Nova Scotia Public Education System

Preferred Name in PowerSchool

User Guide

Revision Date:
October 30, 2018

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(Note: Student names appearing in this document are fictitious names)

1 HOW TO ENTER PREFERRED NAME

1.1 FOR A NEW STUDENT

On the **Enroll a New Student** screen enter all required data and submit the page. The student **Registration** screen will appear.

On the **Registration** screen, notice that the legal first name appears in the **Legal First Name** and **Preferred Name** fields.

- If the Registration Form indicates a preferred name, enter it in the **Preferred Name** field.
- If the Registration Form indicated no preferred name, the legal first name will copy into the **Preferred Name** field once the page is submitted.

Student Data Entry

Walker, Nicole Jane 4 3900000000 CHES HMRM: Not Set NS Program: E005 NS Funding Type: R

Collapse All Expand All

STUDENT INFORMATION	
Student's Legal Name (last, first, middle)	Walker * Nicole Jane
Preferred Name	Nicole
DOB (mm/dd/yyyy)	10/16/2009
Sex	Female
Grade Level	4
Student Number	3900000000

NOTE: Please see the communication '*Requests to Use Preferred Names*' for more details on student name changes. This document is available at: <https://inschool.ednet.ns.ca/board-school-administration/powerschool/communications>.

1.2 FOR AN EXISTING STUDENT

On either the **Demographic** or **Registration** screen, change the current preferred name to the new preferred name. Click **Submit** to save changes. **Notice that the student’s name at the top of the page reflects the new preferred name.**

General Demographics

Walker, Nicolette Jane 4 3900000000 CHES HMRM: Not Set NS Program: E005 NS Funding Type: R

Student's Legal Name (last, first, middle) Walker * Nicole Jane

[Submit Documentation on Legal Name Change](#)

Preferred Name Nicolette

Full Name (Legal) Last,First Middle

** Use the full name field to accommodate student names which do not fit into the name fields provided. For reporting purposes the first name, last name, and middle name fields must always be completed.

2 WHERE WILL PREFERRED NAME SHOW

The preferred name will show on every student screen in PowerSchool where a student’s name appears, this includes the Parent Portal, Teacher Portal and Sub Portal.

NOTE: The preferred name column on the ‘Record Meeting Attendance’ screen in the Teacher Portal and Sub Portal has been removed. Preferred name appears under the ‘Students’ column.

Single Day Seating Chart

Attendance Code (Present) Classes Show Multiple Sections Submit

Students Attendance: Wednesday, October 24, 2018

Walker, Nicolette Jane	
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The following are the only reports that will print the full legal name of a student:

- High School Transcript (including In-Progress Report)
- Adult High School Transcript
- Cumulative Record

NOTE: Both the student’s legal name and preferred name will appear on the Cumulative Record.

STUDENT CUMULATIVE RECORD as of 10/17/2018

Legal Name: Walker, Nicole Jane
Preferred Name: Nicolette
Date of Birth (mm/dd/yyyy): 10/16/2009

Student Number: 3900000000
Sex: F

Annapolis Valley
Regional Centre for Education

3 HOW TO SEARCH BY FIRST NAME

3.1 LEGAL FIRST NAME

To search for a student by their legal first name type `StudentCoreFields.PSCORE_LEGAL_FIRST_NAME=(enter the legal first name)` or click on **View Field List** and in the filter box, type **Legal**, select the field `StudentCoreFields.PSCORE_LEGAL_FIRST_NAME`.

Start Page

Students Staff Parents

StudentCoreFields.PSCORE_LEGAL_FIRST_NAME=Nicole

Advanced Include Remote Enrollments View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PP PR 1 2 3 4 5 6 7 8 9 10 11 12 RG M F All Stored Searches Stored Selections

3.2 PREFERRED FIRST NAME

To search for a student by their preferred name, type **First_Name**=(*enter the preferred name*) or click on **View Field List** and in the filter box, type **First**, select the field **FIRST_NAME**.

