

Magnet Processes in HISD Connect

This guide will assist you in completing Magnet processes in HISD Connect.

Magnet Matrix

The Magnet Matrix is now available in HISD Connect system. At this time, the ability to run the “Matrix Detail Report” is not yet accessible to users. The “Magnet Detail Report” is used to print matrices for multiple students, for example an entire grade level. Although the report is not available, Matrix Calculations can be provided to students individually by following the process below.

1. Login to HISD Connect

The screenshot shows the 'Administrator Sign In' page of the PowerSchool SIS system. At the top is the PowerSchool SIS logo. Below it, the title 'Administrator Sign In' is centered. There are three input fields: 'Select Language' with a dropdown menu showing 'English', 'Username' with a text box containing a cursor, and 'Password' with a text box. A blue 'Sign In' button is located to the right of the password field. At the bottom left, the date and time '10/09/2020 11:53 AM 20.4.1' are displayed. At the bottom center, a copyright notice reads: 'Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.'

2. Search for the student requesting a matrix score using the search tool or select an entire grade level to work with, by clicking the grade level option below the search bar

The screenshot shows the 'Start Page' of the PowerSchool SIS system. On the left is a sidebar with 'Functions' and 'Reports' sections. The main area has a 'Students' dropdown menu set to 'All' and a search bar. Below the search bar are tabs for '6', '7', '8', 'F', 'M', 'All', and a checkbox for 'Include Remote Enrollments'. There are also links for 'Stored Searches', 'Stored Calculations', 'View Field List', 'Advanced', 'MultiSelect', and 'District Search'. A callout box with a purple arrow pointing to the search bar contains the text: 'Type in the student name in the search bar or click a grade level to work with a list of students'. Below the search bar is a 'Current Student Selection (0)' section with a message 'There are no search results.' and buttons for 'Select By Hand' and 'Select Function'. At the bottom, there is a 'Daily Bulletin - Friday, October 09, 2020' section and a 'Progress Report Unlocked for Cycle 1' message.

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HUNDREDS OF OPTIONS. ONE APPLICATION.

3. Select the student requesting their matrix score, and from the menu on the left-hand side, select "Magnet Matrix Calc"

PowerSchool SIS

Start Page > Student Selection > Bell Schedule View

Pershing Middle School 20-21 Year

Bell Schedule View

6 Pershing MS

	Monday 10/05/2020	Tuesday 10/06/2020	Wednesday 10/07/2020	Thursday 10/08/2020	Friday 10/09/2020
09:00 AM					
10:00 AM					
11:00 AM					

4. Click "Magnet Matrix Detail"

PowerSchool SIS

Start Page > Student Selection > Student Matrix Calculations

MacGregor Elementary School

Student Matrix Calculations

5 MacGregor ES

Date Calculated (mm/dd/yyyy hh:mi)	Grade Level (Current)	Grade Level (Previous)	Matrix Points Total	Matrix Type	Student Magnet Qualifying Matrix Calculation I
10/06/2020 09:09 PM	5	4	85	General	Magnet Matrix Detail

5. Use the printer icon at the top of the page to print the report

PowerSchool SIS

Start Page > Student Selection > Student Magnet Qualifying Matrix Calculation Details

MacGregor Elementary School 20-21 Year

Student Magnet Qualifying Matrix Calculation Details

5 MacGregor ES

Magnet Qualifying Matrix Calculation Detail

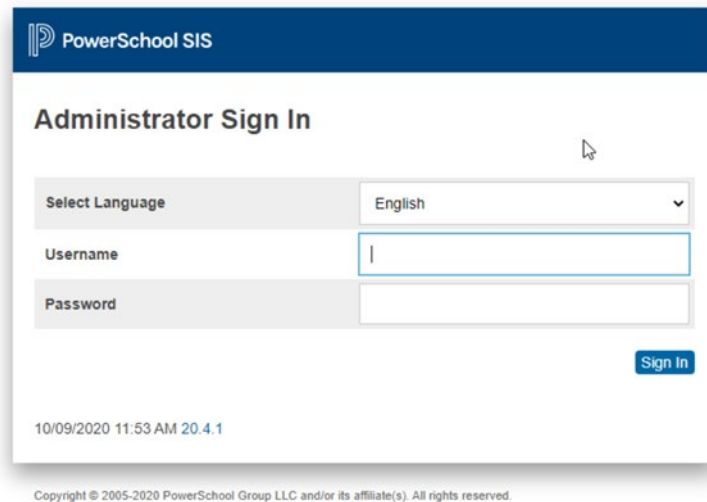
Name: [Redacted]
Student
Current School Of Enrollment: MacGregor Elementary School(201)
School Of Magnet Application: [Redacted] *program applicant*

Matrix Type: General
Grade Level (Current Year): 5
Grade Level (Previous Year): 4
Calculated: 10/06/2020 09:09:14 PM
Matrix Points Total: 85

Component	Numeric Value	Alpha Value	Matrix Points
Subject - Average	83		50
Subject - Language Arts	80		
Subject - Math	83		

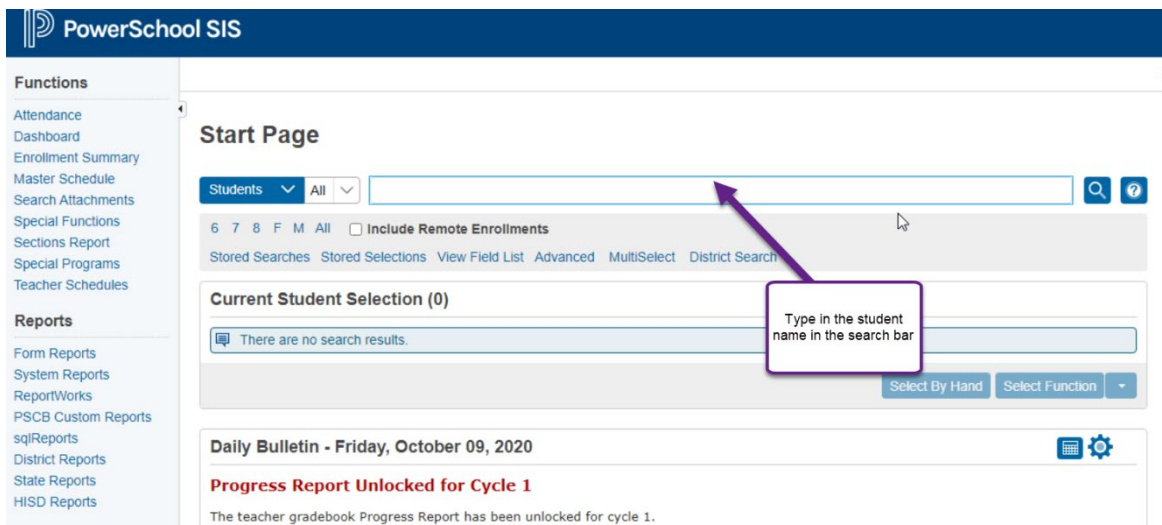
Entering a Transportation Request

1. Login to HISD Connect



The screenshot shows the PowerSchool SIS Administrator Sign In page. It features a dark blue header with the PowerSchool SIS logo. Below the header, the title "Administrator Sign In" is centered. There are three input fields: "Select Language" with a dropdown menu set to "English", "Username" with a text input field, and "Password" with a password input field. A "Sign In" button is located at the bottom right of the form. At the bottom of the page, the date and time "10/09/2020 11:53 AM 20.4.1" are displayed, along with a copyright notice: "Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved."

2. From the "Start Page" search for the student requesting transportation and press enter



The screenshot shows the PowerSchool SIS Start Page. It features a dark blue header with the PowerSchool SIS logo. On the left side, there is a sidebar menu with "Functions" and "Reports" sections. The main content area is titled "Start Page". It includes a search bar with a dropdown menu set to "Students" and a search icon. Below the search bar, there are tabs for "6", "7", "8", "F", "M", and "All", and a checkbox for "Include Remote Enrollments". There are also links for "Stored Searches", "Stored Selections", "View Field List", "Advanced", "MultiSelect", and "District Search". A section titled "Current Student Selection (0)" shows a message "There are no search results." and a search bar with a prompt "Type in the student name in the search bar". At the bottom, there is a "Daily Bulletin - Friday, October 09, 2020" section with a "Progress Report Unlocked for Cycle 1" message and a sub-message "The teacher gradebook Progress Report has been unlocked for cycle 1."

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3. Select "Demographics" from the page on the left-hand side

The screenshot shows the PowerSchool SIS interface. The left-hand navigation menu is visible, with 'Demographics' highlighted by a purple arrow. The main content area displays the 'Bell Schedule View' for a student at MacGregor ES. The schedule shows a grid for Monday (10/05/2020) through Thursday (10/08/2020), with time slots from 08:00 AM to 09:00 AM.

4. Click on the "Transportation" tab

The screenshot shows the 'General Demographics' page for a student at MacGregor ES. The 'Transportation' tab is highlighted by a purple arrow. The page displays fields for Name (Last, First Middle), Home Address (Street, Apt/Suite, City, State, Zip, Geocode), and a 'Validate' button. Below these fields is a 'Zoned School' section.

5. Select "New Transportation Request"

The screenshot shows the 'Transportation' page for a student at MacGregor ES. The 'New Transportation Request' button is highlighted by a purple arrow. The page displays a 'No Routing Information' message and a table with columns: Start Date, Requested School, School Year, and End Date.

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- Enter the "Start Date" (the date should always match the date the request is being entered). All other fields should populate automatically except the "End Date" which should be left blank

PowerSchool SIS

Start Page > Student Selection > New Transportation Entry

MacGregor Elementary School 20-21 Year

New Transportation Entry

MacGregor ES

Student

Start Date * MM/DD/YYYY

Requested School * MacGregor Elementary School

School Year * 2020-2021

End Date MM/DD/YYYY

Submit

Enter the date the request is being entered.

- Click submit

PowerSchool SIS

Start Page > Student Selection > New Transportation Entry

MacGregor Elementary School 20-21 Year

New Transportation Entry

MacGregor ES

Student

Start Date * MM/DD/YYYY

Requested School * MacGregor Elementary School

School Year * 2020-2021

End Date MM/DD/YYYY

Submit

Click "Submit"

- If you have a list of students that need transportation inputted, use the "switch student" option to remain on the transportation screen under a different student record

hisdconnect.houstonisd.org/admin/students/home.html?homesearch=1&x=0&y=0&selectstudent=id%3D590608&includeremotestudents=0&checksummerschool=1

PowerSchool SIS

Start Page > Student Selection > New Transportation Entry

MacGregor Elementary School

New Transportation Entry

MacGregor ES

Student

Start Date * MM/DD/YYYY

Requested School * MacGregor Elementary School

School Year * 2020-2021

End Date MM/DD/YYYY

Submit

Click on "switch Student" and type in the next student that needs a transportation request entered

hisdconnect.houstonisd.org says Student name:

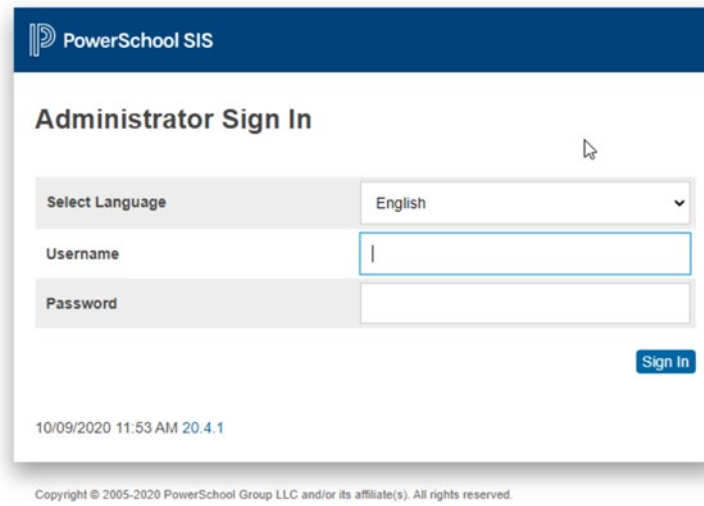
OK Cancel

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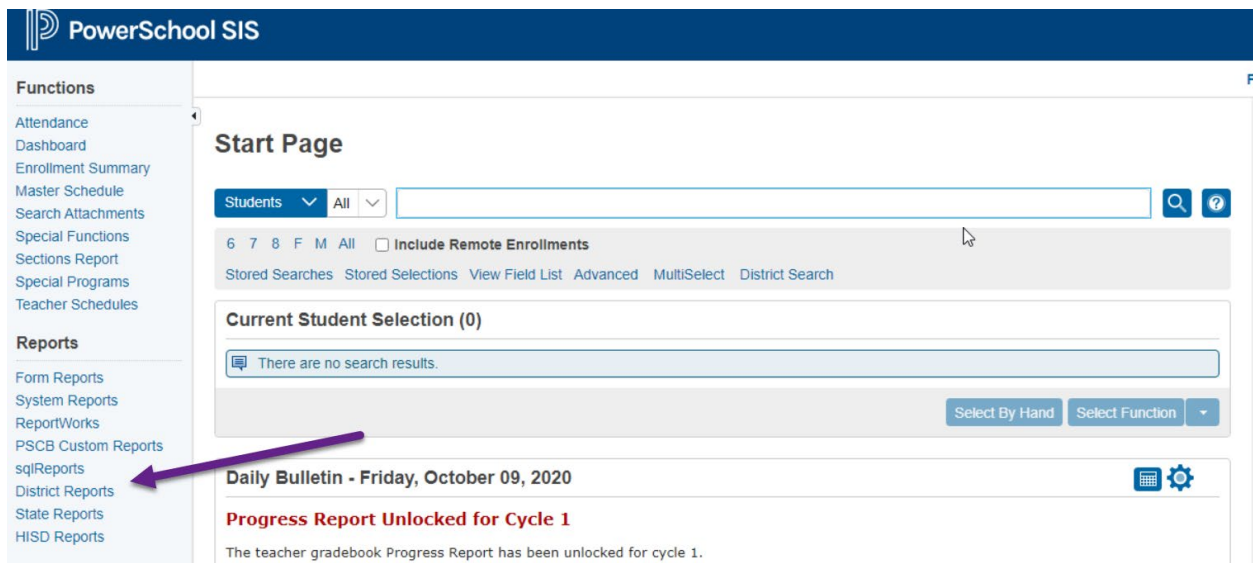
Finding Students on a Magnet Transfer (or any other transfer to your campus)

1. Login to HISD Connect



The screenshot shows the PowerSchool SIS Administrator Sign In page. It features a blue header with the PowerSchool SIS logo. Below the header, the title "Administrator Sign In" is displayed. There is a "Select Language" dropdown menu set to "English". Below this are input fields for "Username" and "Password". A "Sign In" button is located at the bottom right of the form. At the bottom of the page, the date and time "10/09/2020 11:53 AM 20.4.1" are shown, along with a copyright notice: "Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved."

2. From the "Start Page" select the "District Report" option from the menu on the left-hand side



The screenshot shows the PowerSchool SIS Start Page. On the left-hand side, there is a navigation menu with two main sections: "Functions" and "Reports". Under "Reports", the "District Reports" option is highlighted with a purple arrow. The main content area of the Start Page includes a search bar at the top, a section for "Current Student Selection (0)" with a message "There are no search results.", and a "Daily Bulletin - Friday, October 09, 2020" section. The bulletin includes a red heading "Progress Report Unlocked for Cycle 1" and a message: "The teacher gradebook Progress Report has been unlocked for cycle 1."

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3. Scroll down to the "Registration and Enrollment" section and select "Address Exception Overview"

PowerSchool SIS

Start Page > Reports > District Reports

Pershing Middle School 20-21 Year

Houston Independent School District - Reports

HISD Reports

Reports available to schools and district admin.

HISD Reports	
Address Validation	
Administration	
Active Student Demographic	Brief overview of all active students, primary contact, and address.
Tech Needs	Student hardware, internet, and demographic data.
2nd Six Weeks Student Commitment Summary	Summary of submitted Student Commitments for the 2nd six weeks cycle.
Attendance	
Potential Dropouts	Identify potential dropouts for state identification.
Student Economic Disadvantage Report	Listing of all students and their Socioeconomic status codes
Student PEIMS Leavers	Student PEIMS Leavers Verification Report
Student Program Indicator Roster	Identifies all Special Program/ Special Pops enrollments for school students.
PGP	
Registration and Enrollment	
Address Exception Overview	Listing of all address exceptions for the current school year.
Enrollment Count by ADA	Student listing for ADA. Summary of ADA counts.
Search - Entry - Exit Date Totals	Search for entry/exit code summary totals for a selected school(s).
Search - Entry Codes	Search for student entries for a selected date range and entry code.
Search - Exit Codes	Search for student exits for a selected date range and exit code.

4. The report that pops up in the new window details every student enrolled in your campus on a transfer. To narrow down students on a specific transfer, Magnet for example, click "Actions" and select "Filter"

PowerSchool SIS

Address Exception Overview

Go

Actions

Requested Campus	Requested School	Address Exception	Approval Status	Enrollment	Without	Enrollment	Exit
64	Pershing Middle School	Magnet	Approved		2021-06-12		
64	Pershing Middle School	Magnet	Approved		2021-06-12	A	Promoted Next School
64	Pershing Middle School	Magnet	Approved		2021-06-12	A	Promoted Next School
64	Pershing Middle School	Magnet	Approved		2021-06-12	A	Promoted Next School

Click "Actions" and "Filter"

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HUNDREDS OF OPTIONS. ONE APPLICATION.

- Under "Column" select "address Exception" from the drop-down menu. Under "Exception" select the transfer type you are attempting to isolate, for this example select "Magnet" and click "Apply"

- Once your results populate, right click anywhere on the report to print

PowerSchool SIS

Address Exception Overview

Go Actions

Address Exception = 'Magnet'

Requested Campus	Requested School	Address Exception	Approval Status	Enrolled Campus	Enrolled School	Enr Entry Date	Withdrawdate	Student Number	Last Name	First Name
64	Pershing Middle School	Magnet	Approved	64	Pershing Middle School	2020-09-08	2021-06-12			
64	Pershing Middle School	Magnet	Approved	64	Pershing Middle School	2020-09-08	2021-06-12			
64	Pershing Middle School	Magnet	Approved	64	Pershing Middle School	2020-09-08	2021-06-12	A	Promoted Next School	
64	Pershing Middle School	Magnet	Approved	64	Pershing Middle School	2020-09-08	2021-06-12	A	Promoted Next School	
64	Pershing Middle School	Magnet	Approved	64	Pershing Middle School	2020-09-08	2021-06-12	A	Promoted Next School	

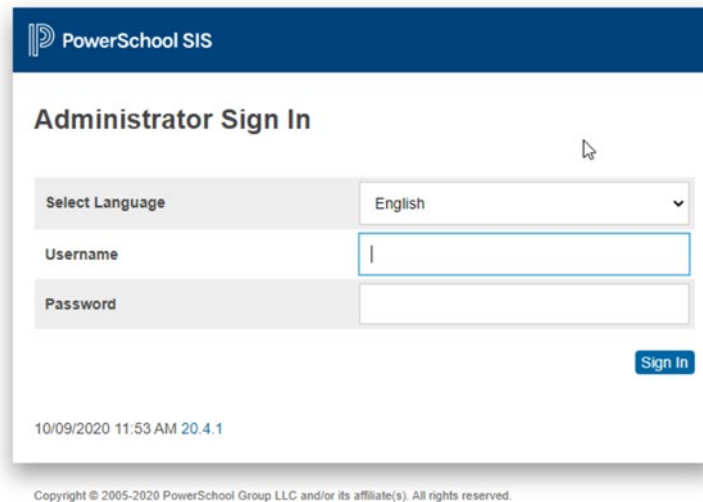
This report can aid you in accurately coding students as magnet in the HISD Connect system

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HUNDREDS OF OPTIONS. ONE APPLICATION.

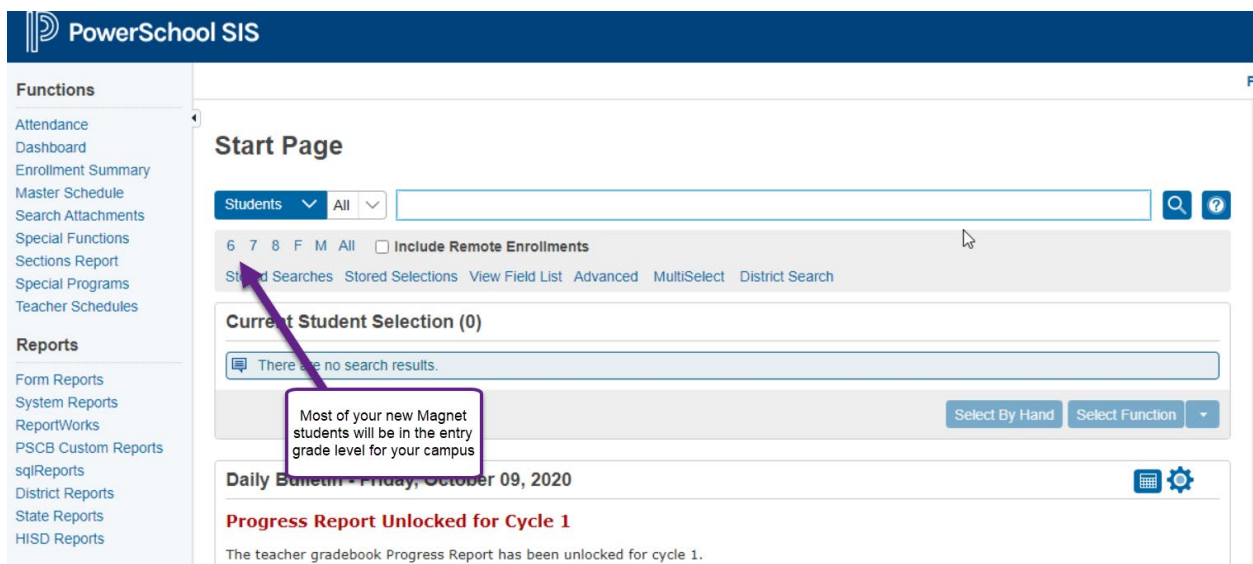
Coding Magnet Students

1. Login to HISD Connect



The screenshot shows the PowerSchool SIS Administrator Sign In page. It features a blue header with the PowerSchool SIS logo. Below the header, the title "Administrator Sign In" is displayed. There are three input fields: "Select Language" with a dropdown menu showing "English", "Username" with a text input field, and "Password" with a text input field. A "Sign In" button is located at the bottom right. At the bottom left, the date and time "10/09/2020 11:53 AM 20.4.1" are shown. At the bottom center, the copyright notice "Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved." is displayed.

2. From the "Start Page" select the grade level that contains the students you wish to code as Magnet

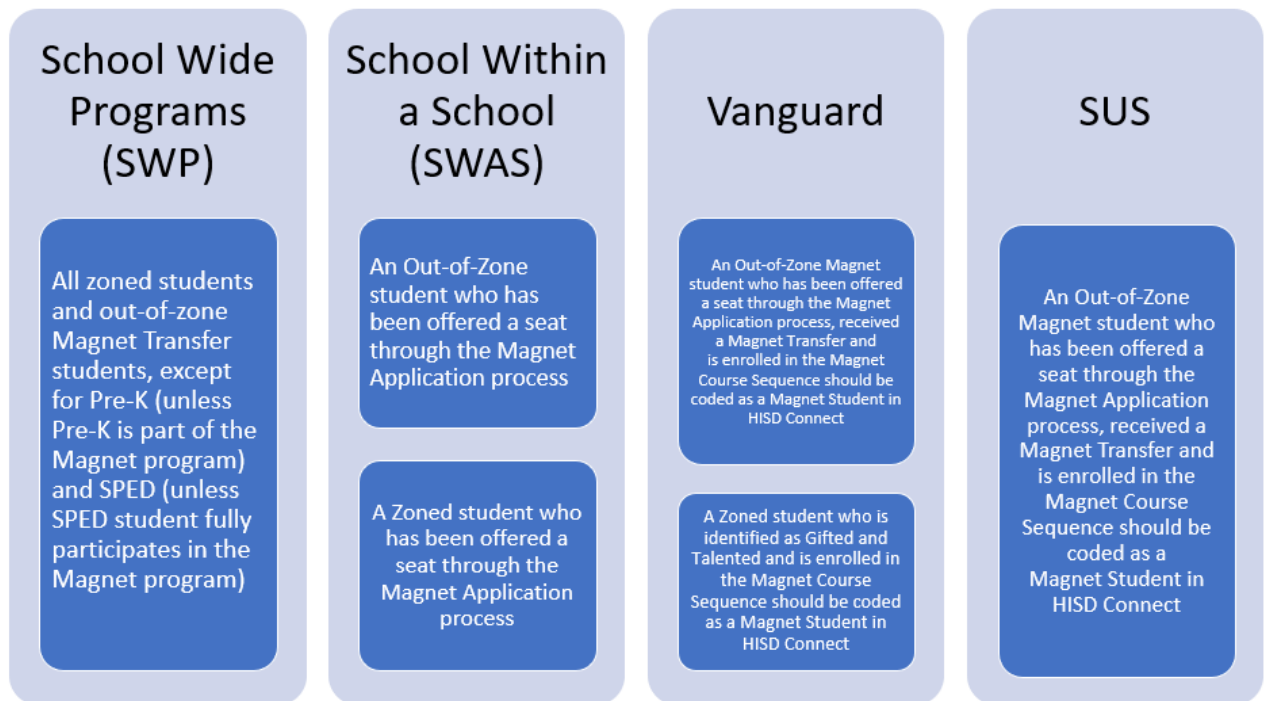


The screenshot shows the PowerSchool SIS Start Page. It features a blue header with the PowerSchool SIS logo. On the left side, there is a sidebar with "Functions" and "Reports" sections. The "Functions" section includes links to Attendance, Dashboard, Enrollment Summary, Master Schedule, Search Attachments, Special Functions, Sections Report, Special Programs, and Teacher Schedules. The "Reports" section includes links to Form Reports, System Reports, ReportWorks, PSCB Custom Reports, sqlReports, District Reports, State Reports, and HISD Reports. The main content area is titled "Start Page" and includes a search bar with "Students" and "All" dropdowns. Below the search bar, there are tabs for "Standard Searches", "Stored Selections", "View Field List", "Advanced", "MultiSelect", and "District Search". A "Current Student Selection (0)" section shows a message "There are no search results." and buttons for "Select By Hand" and "Select Function". A "Daily Bulletin" section for Friday, October 09, 2020, shows a "Progress Report Unlocked for Cycle 1" message. A purple arrow points to the "Standard Searches" tab, and a purple box highlights the message "Most of your new Magnet students will be in the entry grade level for your campus".

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HUNDREDS OF OPTIONS. ONE APPLICATION.

- Click on the first student on this list that is eligible to be coded as Magnet (see chart below). Student eligibility should be confirmed in smart choice via the “Red Star” report, and the Address Exception report covered earlier in this manual



- Once you have clicked on an eligible student scroll down the menu on the left-hand side to the section titled “Special Populations” and select “Magnet”

PowerSchool SIS

Start Page > Student Selection > Bell Schedule View

Pershing Middle School

Bell Schedule View

6 Pershing MS

Monday 10/05/2020 Tuesday 10/06/2020 Wednesday 10/07/2020 Thursday 10/08/2020 Friday 10/09/2020

09:00

10:00 AM

11:00 AM

12:00 PM

Scroll down to "Special Population" and select "Magnet"

Truancies

Administration

Enrollment

Activities

UI/Activities

All Enrollments

Special Programs

Transfer Info

Special Populations

504 Program

Dyslexia

Economic Disadvantage

English Learner

Foster Care

Magnet

Scheduling

Bell Schedule View

List View

Matrix View

HISD | School Choice

HUNDREDS OF OPTIONS. ONE APPLICATION.

5. Click "New"

The screenshot shows the PowerSchool SIS interface. At the top, there's a blue header with the PowerSchool SIS logo. Below it, a breadcrumb trail reads 'Start Page > Student Selection > Magnet'. The main content area has a header 'Magnet' with a location pin icon and the number '6', and 'Pershing MS' below it. A 'New' button is visible in the top right of the main content area. Below the button, there are two sections: 'Magnet - Current Records' and 'Magnet - Previous Records'. Each section has a table with columns 'Entry Date', 'Exit Date', and 'School'. Both sections currently show 'No Records'.

6. Enter the start date of "9/08/2020" and click submit

The screenshot shows the same PowerSchool SIS interface as before, but with the 'Add Magnet' modal open. The modal has fields for 'Entry Date' (MM/DD/YYYY), 'Exit Date' (MM/DD/YYYY), 'Exit Reason', and 'Comment'. A 'Submit' button is at the bottom right of the modal. A text box with an arrow pointing to the 'Entry Date' field contains the text: 'Enter "9/08/20" as the "Entry Date". All other fields should be blank'. Another text box with an arrow pointing to the 'Submit' button contains the text: 'Click "Submit"'. The background shows the same 'Magnet' page with 'No Records' in both sections.

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HUNDREDS OF OPTIONS. ONE APPLICATION.

7. Repeat for all students eligible to be coded as magnet

Magnet

New

Magnet - Current Records		
Entry Date	Exit Date	School
09/08/2020	0/0/0	

Magnet - Previous Records

Entry Date	Exit Date	School
No Records		

A new record will appear on the "Magnet" Screen

8. If you have a list of students that need to be coded as Magnet, you can use the “switch student” option to remain on the Magnet Coding screen under a different student record or you can return to the grade level list and open a new student record from there