Listing Set Up:
Start with the date of the listing (:) The note for the listing(,)the date the change needs to be made (if needed), secretary's initials (.)

        <mark>EX:</mark> 10/23/23: Student moved from 100 Burbank to 269 First Street, KH

        <mark>EX:</mark> 10/23/23 Student is to be transferred from EED to SES per SPED, 10/24, KH

Example:	**Appropriate Coding**	**Actions done by School Secretary**	**Action done by Registration Dept.**
Student moves from Pittsfield to Cheshire, but the parent is requesting the student stay at Pittsfield School.	Moved out of Pittsfield Remaining at Current School Needs School Choice IN Approval	-Need proof of new address -Upload into Attachments -Update address under Registration form. -ABC List It	-Approval is needed by the office of Dept. Superintendent
Student was a Cheshire resident, received School Choice for PPS, and is now moving TO Pittsfield.	Moved back TO Pittsfield Remaining at Current School Was SCHOOL CHOICE- Now a resident	-Need proof of new address -Upload into Attachments -Update address under Registration form. -ABC List It	-Alert office of Dept. Superintendent to remove from choiced in students
THS-CTE student moves to Lanesborough, but still wants to remain at THS.	Vocational Student -Moved out of Pittsfield Remaining at Current High Sch Needs Ch 74 Approval	-THS Only, Need proof of new address- -Upload into Attachments -Update address under Registration form. -ABC List It	- CTE Office is notified. Ch. 74 applies -this one is a long explanation depending on the new district
Student moved from North Street (Conte) to Williams Street (Williams) and wants to attend WES	Moved and Transferred to Another Pittsfield School	-Need proof of new address -Upload into Attachments (This action is done first.) Update address under Registration form. -ABC List It	-Registration will transfer the student and alert the schools.
Student moved from Strong Avenue (Egremont) to Appleton Avenue (Egremont)	Moved Within School Boundaries Remaining In Current School	-Need proof of new address, upload into Attachments, update address under Registration form. -ABC List It	Registration will review student accounts to confirm the change has been made in the necessary areas.
Student moved from North Street (Conte) to Williams Street (Williams) but wants to stay at Conte	Moved Outside School Boundaries but Remaining In Current School Needs OOD Approval	-Need proof of new address -Upload into Attachments -Update address under Registration form. -ABC List It	-Approval is needed by the office of Dept. Superintendent (This action is done first)

Student moved from Valentine Rd (THS) to Appleton Ave. and is staying at School Program	Moved Outside School Boundaries but Remaining In Current School Programmatic (Sped, Voc) Approval	-Need proof of new address, upload into Attachments -ABC List It	-Approval is needed by the office of Dept. Superintendent (This action is done first) /CTE Sped codes programmatic on back page
Student is moving out of Pittsfield, and is leaving Pittsfield Public Schools.	Moved and is Withdrawing From Pittsfield Schools	-School needs a record release from the new school. -DO NOT CHANGE STUDENT ADDRESS -ABC List It	-Registration will withdraw the student from PowerSchool.
Student is in the custody of the Department of Youth Services (Key, Juvenile Court, ETC)	DYS Custody	-Update contact information -ABC List	-Registration will review student accounts to confirm the change has been made in the necessary areas
Student is placed in Res. (Hillcrest, Mill Pond, etc.)	Sped Residential School	-Verification typically comes from sped -ABC List It	Registration will code student as SPS
Student is living in Pittsfield and attending BART/CBRSD/SBRSD/HOME EDUCATION	Withdrawing to Parochial, Private, Homeschooling or School Choice - OUT	-Need Record Release from new school attending. -Please note the new school name under notes. This is used for state reporting. -ABC List It	-If homeschooling, approval is needed by the office of Dept. Superintendent
Student was unenrolled and reenrolled within a 60 day period	Re-Enter Same School	(Most times than not this code will not be used by school staff) -ABC List It	-Registration will re enroll student and contact the school to schedule and determine a start date.
Student is hospitalized for medical or mental health reasons	Hospitalized, Parent Still Lives in Pittsfield	-Verification typically comes from sped -ABC List It	-Registration will transfer the student to the appropriate PowerSchool.
Student is dropping out to pursue alternative education Student is not attending, parental approved drop out.	Dropped Out of School	-Please list the reason under notes. This is used for state reporting. -Drop all classes to ensure no back attendance. -ABC List It	-Registration will withdraw the student from PowerSchool.
Student is incarcerated- NOT in DYS Custody -Student is 18 or older.	Incarcerated	-ABC List It	-Registration will withdraw the student from PowerSchool.
Student has a name change, birthday needs to be edited, or grade level needs to be changed.	Demographic Change Only Name, DOB, Grade Level	-Change/Update on the 'Registration Form' page, make sure to press submit. -Upload name change decree or application to student attachments.	-Registration will review student accounts to confirm the change has been made in the necessary areas -Registration will change name & contact tech to update student

			email info & state reporting info.
Kindergarten student enters and turns out to only be 4 years old.	Return to Home Too Young	-ABC List It indicating the error	-Registration will withdraw the student from PowerSchool.
Student takes summer classes to graduate.	Completed Summer School Graduated	-ABC List It	-Registration will withdraw the student from PowerSchool.
Student is being moved to Crosby Academy or Eagle Academy	Student Program Change (CEA, EEA)	-Verification typically comes from sped - -ABC List It	-Registration will transfer the student to the appropriate PowerSchool.