

PowerSchool Provision 2 Data Entry Procedures for the “2018-2019 Household Income Data Collection” Form

** This document is intended for people designated on the distribution for the Alt Income Forms.

In 2018-19, at Provision 2 Schools, Alternate Income applications **must be completed for NEWLY ENROLLED students** using the 2018-19 Household Income Data Collection form for Local Control Funding Formula (LCFF) purposes.

The data entry process consists of three fields which must be completed no later than 11/1/2018 for every student on the Alt Income Contact list (click here and scroll down for directions: [Alt Income Contact List Procedure](#)).

To enter data, please login using your special PowerSchool account that was created for this purpose. Search for the student, then click *Custom Screens > Provision 2 Alternate Income Data*

1. **Contact with Parent/Guardian Completed** – check when outreach to parents is complete
2. **Income Status** (from the 2018-2019 Household Income Data Collection form)
 - a. **Free** – select if anything is checked in the FIRST column of dollar amounts
 - b. **Reduced** – select if anything is checked in the SECOND column of dollar amounts
 - c. **Paid** – select if anything is checked in the THIRD column of dollar amounts
 - d. **Decline** – select if the parent has chosen to decline in some way, such as on the form or by letter or verbally
 - e. **No Response** – select when a decision is made by the school that the parent will not respond
3. **Date Received in District** – enter the date when the form or letter is received in the school, when a parent states they decline to fill out the form, or when a decision is made that the parent will not respond.
4. After completing all three fields, click **SUBMIT** button.

Provision 2 Alternate Income Data

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Contact with Parent/Guardian Completed	<input type="checkbox"/>
Income Status	<input type="radio"/> Free <input type="radio"/> Reduced <input type="radio"/> Paid <input type="radio"/> Decline <input type="radio"/> No Response
Date Received in District (MM/DD/YYYY)	<input type="text"/>  (MM/DD/YYYY)
<input type="button" value="Submit"/>	