

# How To Re-Use Student Request Screens

This article (KB 8031) describes how to reuse student request screens. You must have access to DDA to complete these steps.

1. Switch to the appropriate school.
2. Navigate to DDA.
3. Select the [RegistReq] table.
4. Search for YearID = [current year TermID]. In this table, the TermID for 11-12 is 2100. For 12-13, the TermID is 2200.
5. Check the box to "Search only within records belonging to [current school]."
6. Click on "Search all x records in this table."

## Direct Database Access (DDA)

The screenshot shows the DDA interface for the 'RegistReq' table. At the top, it says 'Current Table: RegistReq (56)'. Below that, it indicates 'Current Records in Selection: 31' and provides links for 'List View' and 'Table View'. There are also links for 'Modify Records', 'Export Records', 'Match Selection', and 'Table View Setup'. A button labeled 'Select all 31 records in this table' is visible. The search section is titled 'Search RegistReq' and contains two search criteria: 'YearID = 1800' and an empty search field. A checkbox is checked, labeled 'Search only in records belonging to Apple Grove High School 1'. At the bottom, there are two buttons: 'Search all 31 records in this table' and 'Search within the current 31 records only'.

7. Click on List View to verify that the correct records are in the selection.
8. On the DDA search page select "Modify Records."
9. Modify the YearID to equal the upcoming year's Term ID value. For example, the value for the 2012-2013 school year is 2200.

## Modify Records

The screenshot shows the 'Modify Records' interface for the 'RegistReq' table. It displays 'Current Table: RegistReq' and 'Current number of records in selection: 1'. Below this, there is a search field for 'YearID' with a dropdown arrow, followed by an equals sign and the value '1900'.

**Note:** Most tables in PowerSchool use the 2-digit year ID. However, the values used YearID field of the RegistReq table are the same as the 4-digit TermID.

**Caution:** Manual modifications to database records should only be attempted by authorized technical contacts, and can result in the loss of information if not executed properly. Before making any changes via Direct Database Access, you should perform a manual backup of your PowerSchool database.