

Instant Productivity Training Overview

PowerSchool
Student Information System

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This edition applies to Release 8.x of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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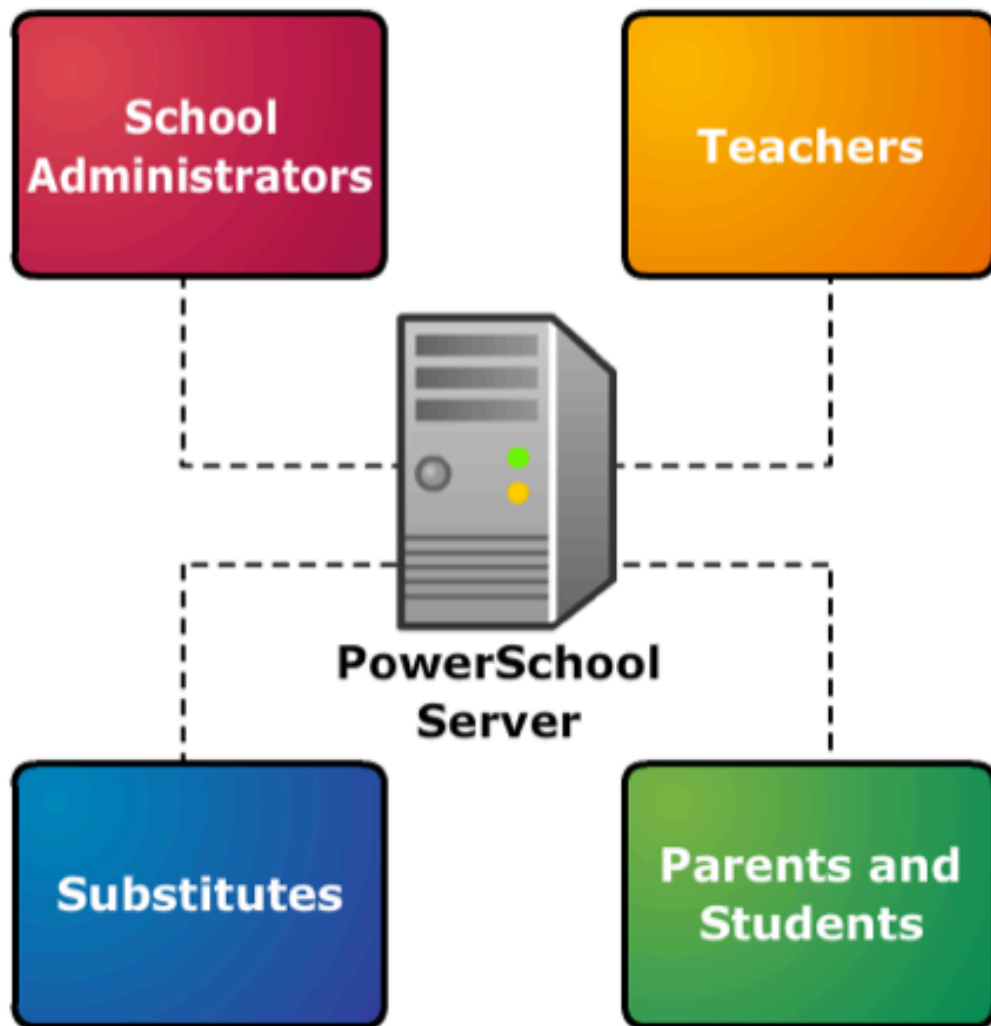
Contents

Getting Started	5
The PowerSchool Start Page	6
Searching for Students	7
Browsing Students	7
Searching by Last Name or Student Number	7
Using Smart Search	7
Creating Search Commands	8
Using Compound Searches	10
Performing Advanced Searches	10
Searching for Inactive Students	11
Creating Stored Searches	11
Working with Individual Students	12
Enrolling New Students	12
Re-enrolling a Student	14
Maintaining Student Schedules	15
Adding Courses	15
Dropping Courses	16
Entering Student Information	16
Transferring Students Out of School	22
Transferring a Student to Another School in Your District	23
Working with Groups of Students	24
Searching for Groups of Students	24
Using Search Codes	24
Using Group Functions	26
Student Behavior and Discipline	29
Using Log Entries	29
Searching Log Entries	30
Using Incident Management	30
Reporting Discipline	32
Using a ReportWorks Template	32
Managing Student Attendance	34
Viewing the Teacher Attendance Submission Status	34
Running the PowerTeacher Attendance Report	35
Processing Student Attendance	35

The Absentee Report	35
Student Attendance Updates	37
The Attendance Grid.....	37
Future Attendance	38
Using System Reports.....	39
Attendance Management Reports	39
Attendance Verification Reports	40
Attendance Tracking and Notification (ATN) Reports	42
Grades and Gradebook Reports.....	42
Membership and Enrollment Reports.....	43
Scheduling Report.....	45
Statistics Report	45
Student Listings Reports	46
Regulatory Compliance Reports	46
Creating Custom Reports.....	47
Creating Form Letters.....	47
Using HTML Tags on a Custom Report.....	48
Using PowerSchool Fields and Data Codes on a Custom Report	49
Printing Custom Reports	50
Creating Mailing Labels	51
Accessing ReportWorks Developer	52
End-of-Term Processes.....	53
Completing the End-of-Term Process	53
The Final Grade Deadline	53
Grade Verifications.....	55
Permanently Store Grades Preparation.....	56
Permanently Store Grades Process	58
Honor Roll.....	61
Creating Report Cards	62
Setting Margins and Page Orientation	64
Using Special Printing Options	64
Printing Report Card Templates.....	64

Getting Started

Welcome to PowerSchool! Use PowerSchool to access and maintain your student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. Use PowerSchool and the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.



To sign in to PowerSchool, you need the following information from your PowerSchool administrator:

- The address of your PowerSchool server
- Your username and password

Most school staff will either be categorized as an administrative user or a teacher user. In this document you'll learn about PowerSchool from the perspective of an administrative user. Begin by signing in to PowerSchool:

1. Open a web browser, and enter the address of your PowerSchool server followed by `/admin`
2. Enter your username and password, separated by a semicolon (;)

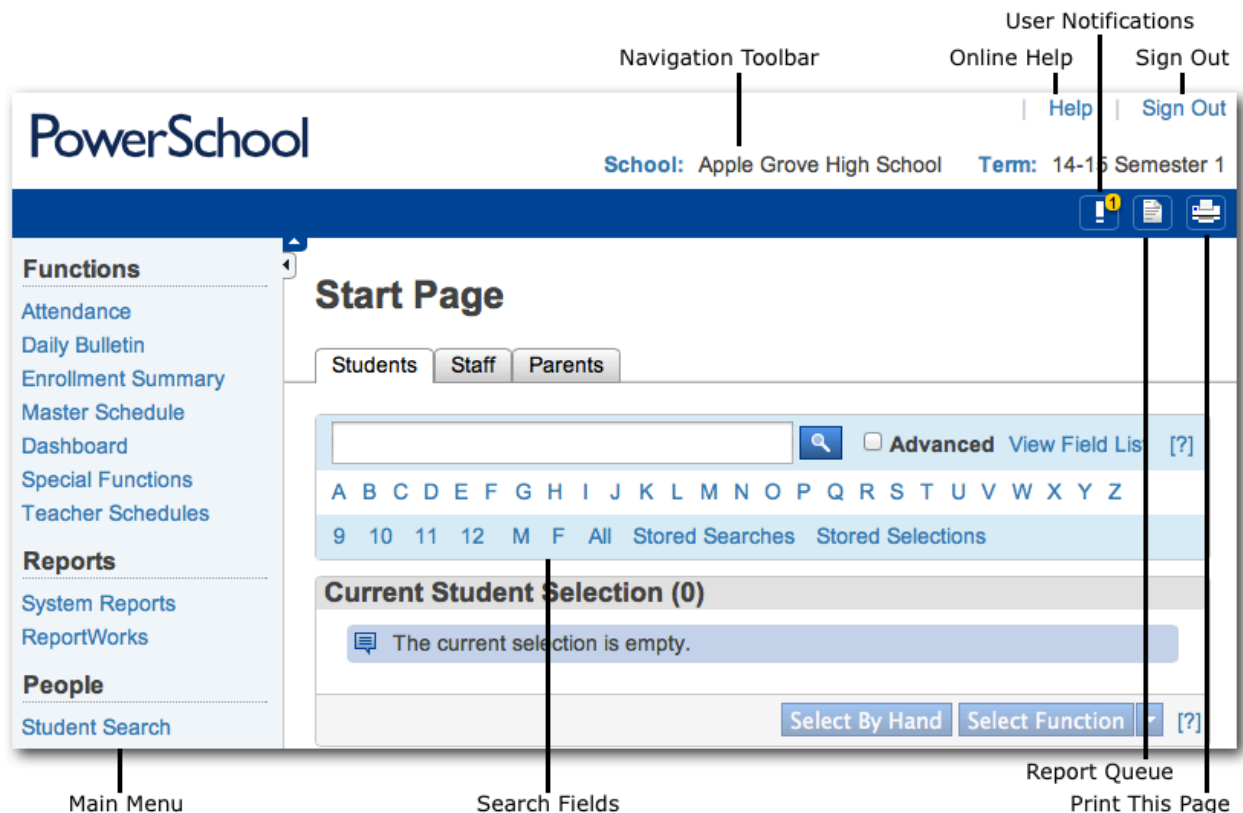
For example, if your username is mabram and your password is aghs1, enter `mabram;aghs1`.

3. Click **Sign In**

The PowerSchool Start Page

The PowerSchool Start Page consists of four areas: header, navigation toolbar, main menu, and main page.

The navigation toolbar includes access to several important functions: the School menu, the Term menu, the Report Queue icon, and the Printer icon. Use the main page to search for students, staff members, or parents with PowerSchool accounts. Click the links on the main menu to access specific PowerSchool features and functions.



Searching for Students

On the main page, click a tab in the search area to begin your search. The Students tab is the default tab. On the Students tab, search for an individual student or groups of students. You have several ways to search for students in PowerSchool.

Browsing Students

Click one of the search links to conduct specific, single-criteria searches. Using the links, search for students by:

- First letter of the student's last name
- Grade level
- Gender
- Current enrollment

Searching by Last Name or Student Number

Use the search field to search for students by last name, a portion of the last name, or by the student number. If a student is the only one with the last name you entered, the student pages for that student appear. If the student shares his or her last name with other students in the school, the Current Student Selection area shows the list of students who match your search criteria.






Each student in your system is assigned a unique student number. You can search for a student using this number. Enter any letters in the search field and PowerSchool searches last names automatically. Enter numbers and PowerSchool searches student numbers automatically.

Using Smart Search

Smart Search makes searching for students and staff faster and easier. Once you start typing in the search field, the auto-completion feature suggests a list of possible students or staff names, student or staff fields, and stored searches in a menu below the search field. In most cases, you don't have to type the complete word.

To select an item, click your choice. If you select a student's name, his or her student pages will appear. If you choose a field name, it will be inserted in the search field. Then you can complete the search command.

The choices in the Smart Search menu are color coded and labeled with an icon, making it easy to identify the item you are looking for in the list of results. Search results for student and staff names are represented in orange and labeled with an icon that looks like a person. Search results for student and staff fields are black and labeled with a database icon. Stored searches are green and are labeled with a magnifying glass icon. Enable Smart Search at the district level first, and then each user enables the feature for their account.

Result Type	Icon	Text Color
Student Name		Orange
Inactive Student Name		Gray
Staff Name		Orange
Student/Staff Field		Black
Stored Searches		Green

Creating Search Commands

In addition to the search links and the ability to search by last name and student number, search using more powerful techniques. Use search commands to find students who match specific criteria and to search student fields. To see a list of the student fields, click **View Field List** on the Start Page. For example, search for students who live on Maple Drive, attend Mr. Brook's homeroom, have a lunch balance of less than \$5, or were assigned locker number 220.

A search command is a statement of search instructions and must contain three elements: a field name, a comparator, and a search argument. In the following example, the field searched is First_Name, the comparator is equals (=), and the information searched for is Maria. Thus, this search command searches for all current students whose first name is Maria:

Field Name	Comparator	Search Argument
First_Name	=	Maria

The search argument is the specific information for which you are searching. For example, if you are searching for all of the students with the last name Metzler, then Metzler is the search argument. The search argument is always the last part of the search command. Click **View Field List** on the Start Page for a list of the student fields available in PowerSchool, including any custom fields your district/school created. Scroll through the list or use the Filter field to locate the name of the field that contains the information you want. Click the field to automatically enter it in the search field.

Using the PowerSchool Field List window, write down the field names for the following student information:

Student Information	Field Name	Student Information	Field Name
Last Name		Street Address	
Home Phone Number		Gender	
Grade Level		Locker Number	
Mother's Name		Last Name, First Name	
Mailing Street		Student Number	
Enrollment Status		Entry Date	

Search for information by using the correct comparator in your search command. Note that if a comparator contains letters, you must include spaces between the field name, the comparator, and the search argument. Use any of the following comparators:

Comparator	Means This	Does This	Example
=	Equals	Returns an exact match of the search argument	First_Name=robert
<	Is less than	Returns all matches less than the search argument	Grade_Level<11
>	Is greater than	Returns all matches greater than the search argument	Grade_Level>3
<=	Is less than or equal to	Returns all matches less than or equal to the search argument	Grade_Level<=10
>=	Is greater than or equal to	Returns all matches greater than or equal to the search argument	Grade_Level>=4
#	Does not equal	Returns everything that does not match the search argument	football# (Returns all students who have the Football check box selected) football#1 (Returns all students who do not have the Football check box selected)

Comparator	Means This	Does This	Example
in	One of the values is present in the field	Returns all matches that contain one of the search arguments	Last_Name in yang,holt (Returns students whose last name is Yang or Holt)
contains	The value is contained in the field	Returns all matches where the search argument is anywhere in the field	Street contains maple
!contain	The value is not contained in the field	Excludes matches of what you typed	Street !contain maple
@	Wildcard	Fills in unknown information in the search argument	First_Name=jac@

Using Compound Searches

You can search the database using multiple search commands simultaneously. When you enter more than one search command in the search field, separate the search commands with a semicolon (;). A semicolon between search commands means *and*. For example, to find all the students in Mrs. Fullmer's homeroom class whose street contains Maple, enter **home_room=fullmer;street contains maple** in the search field at Washington Elementary, and press **Enter**.

Performing Advanced Searches

A compound search is useful when you're looking for students who meet the same search criteria. However, searching isn't always that simple. Use the **Advanced** options to refine, add, or subtract from your search results. When you check **Advanced** on the Start Page, you separate your search results from your current selection so you can perform more searches to customize the current selection further.

Begin by performing your initial search. For example, click **11** to work with all the juniors. Then, check **Advanced**. Below the search field, a Search Results section will appear. Now, perform your second search. In addition to the juniors, you need to include a group of seniors. Enter **grade_level=12;decathlon#** in the search field and press **Enter**. The results will appear in the Search Results section and not affect the juniors listed in the Current Student Selection section. Finally, click **Add** to add the seniors to the current student selection.

Use the remaining advanced options to do more than just add to the current selection. Click **Within** to find the students that are listed in both the current selection and the search results, and make those students the current selection. Click **Subtract** to find the students that are listed in both areas, and remove them from the current selection. Click **Set** to make the search results the current selection and replace the original current selection.

Searching for Inactive Students

When you perform searches, you're only searching active student records in your school. Students who are currently enrolled are considered active. Occasionally, you may need to search for students who preregistered for next year, transferred or dropped out of school midyear, or graduated early. Students in one of these classifications are inactive. Students who have re-enrolled in another school in your district are not considered inactive. Search for the students at their current school or the district office.

To access inactive student records, begin your search command with a forward slash (/). Preceding a search command with a forward slash searches all student records.

For example, to find all active and inactive students with the last name Watson, enter `/last_name=watson` in the search field and press **Enter**.

Creating Stored Searches

If you know you will be using a set of search commands over and over, save the search commands for you and other users to run. You can either set up and save the searches you use most, or use a search that someone else has set up.

To create a stored search, click **Stored Searches** and click **New**. Then type the search command or commands needed to get the results you want. For example, if you wanted to store a search for the current day's birthdays, you would use the command `*birthday=today`. Once you store the search, run it daily without having to type in the command. Begin by clicking **Stored Searches**. Then next to the search name, click **Run Search**.

Working with Individual Students

The process for working with students is similar no matter which district, state, or province you reside in. The first step is to enroll the new student in PowerSchool. The next step is to create a schedule so the student can start on his or her first day. Then, enter the student's information, such as demographics, parent contacts, and transcript grades. Finally, deactivate any students leaving your district.

Enrolling New Students

During the school year, you'll enroll students who are new to your school or re-enroll students who return to your school. When you enroll or re-enroll a student, PowerSchool activates that student's record. After you enroll a student, enter information on his or her student pages.

1. On the Start Page, click **Enroll New Student**

The page is divided into four areas: Student Information, State Information, Information for Family Match, and Home Address.

2. Enter the student's last name, first name, and middle initial
3. Enter the student's date of birth
4. Enter a student number or leave the field blank if you want to assign a number automatically
5. Enter the student's social security number and home phone number (optional)
6. Enter the date the student will begin school

If you enter a future date, the student's record activates on that future date automatically.

7. Choose the student's full-time equivalency and grade level
8. Choose the appropriate entry code
9. Choose the district where the student resides

10. Choose the student's fee exemption status

Student Information			
Student's Name (Last, First Middle)	Jones	*	Amanda E
DOB	5/12/2000	(MM/DD/YYYY)	
Gender	Female		
Student number		(If this field is left blank, the system will assign the Student Number)	
Social Security Number			
Phone Number			
Enrollment date	8/25/2014	(MM/DD/YYYY) *	
Full-Time Equivalency	Full Time *		
Grade Level	9		
Entry Code	A1 (New Applicant)		
Track			
District of Residence	Apple Grove Unified School District (0100)		
Fee Exemption Status	Student Not Exempted		
School	Apple Grove High School		

11. Complete any state-specific fields

12. Select **Search For Family Members to Link to and Copy Information from**

13. Enter specific information to filter and find family matches

14. Select to include the student's last name in the search

<input type="radio"/> Enroll without Linking or Copying Information <input checked="" type="radio"/> Search For Family Members to Link to and Copy Information from	
Family ID	
Mother's Name	
Father's Name	
Guardian's Name	
Sibling's Name (Last, First MI)	
<input checked="" type="checkbox"/> Include Student's Last Name (Jones) In Search.	

15. Enter the student's address (optional)

16. Click **Validate** to verify that the student's address is valid and within district boundaries17. Click **Submit**

Submitting not only processes the enrollment, but also looks for family members and verifies that the student does not already exist in the system. Four fields are used to find student matches: last name, phone number, date of birth, or social security number.

If a possible match for the new student is found, the "Check for Duplicate Students" page appears. If the student has ever be enrolled in your database (for example, a student was enrolled in 1st grade, then transferred out of the district after 2nd grade, then returned to the district in 7th grade, the student would have an inactive record in PowerSchool), click the student's name and use the "Re-Enroll in School" function to reactivate the record.

If the student is not among the potential duplicate students, click **Enroll** to continue.

If you searched for family members, those possible students will appear after you click Enroll. Select whom the student is related to and select a student you want to copy demographic information from. Then, click **Submit**. The student is enrolled and the student pages appear so you can enter additional information, such as the student's emergency contact information.

Re-enrolling a Student

Re-enroll any student who was active in PowerSchool before he or she transferred out of school. When you do, you reactivate all of the related student information entered previously. After you re-enroll a student, update the student's information on his or her student pages.

1. In the search field, enter a slash (/) and the student's last name, and press **Enter**

If only one student matches your search, the student pages for that student appear. If more than one student matches your search, the students appear in the Current Student Selection area.

2. Click the student's name
3. Click **Functions > Re-Enroll In School**
4. Enter the date the student will begin taking classes
5. Choose an entry code, the student's full-time equivalency, current grade level, track (if applicable), and district of residence
6. Enter any comments about the enrollment (optional)
7. From the "Restore class enrollments?" menu, choose one of the following options:
 - a. Choose **Yes** if the student is re-enrolling at your school during the same schedule term in which he or she transferred out of your school and you want to restore the student's class schedule
 - b. Choose **No** if the student is re-enrolling at your school after the schedule term in which he or she transferred out and you want to create a new schedule
8. Click **Submit**

The student is re-enrolled in your school. His or her records in PowerSchool are now active again, and you can update and edit information on the student pages.

Maintaining Student Schedules

Next, schedule a new student into classes or change a student's schedule manually. For example, after the first week of the term, a student realizes that he or she is not ready for AP Calculus and needs to change to the college-preparatory level math course. To make changes to a student's schedule, first drop his or her original course and then add the new course.

Adding Courses

There are several ways to add a course to a student's schedule. The method you use depends on the amount of information you know about the course, as well as your school's registration procedures.

Searching Available Classes

If a student drops a course and wants to schedule another course in the same period, make your selection from a list of courses available during that particular period.

1. On the student pages menu, click **Modify Schedule**
2. In the Search Available Classes section, choose the period you need to enroll the student in

If a student wants to review several replacement course options with you, enter the course number (the field is case-sensitive) and choose **All** rather than a specific period.

3. Click **Find**
4. Refine your search by choosing a period, day, term, grade, teacher, and credit type
5. Enter the correct enrollment date
6. Click the course name to enroll the student

Entering Course Numbers

If you know the number of the course the student wants to enroll in, enroll him or her using the Quick Enroll section on the Modify Schedule page. If you don't know the exact course number, use the wildcard (@) to replace unknown course number information. For example, if all English courses begin with 20, enter 20@ to show a list of all English courses and sections.

1. In the Quick Enroll area, enter the course number

The Course.Section field is case-sensitive.

2. Click **Enroll**

If there are several sections of that course available, the Available Courses page appears.

3. Enter the correct enrollment date
 4. Click the course name to enroll the student
-

If you know the course and section number, enter this information in the Course.Section field (format: course.section), and click **Enroll**. You will enroll the student in the specified course and section automatically; likewise, the student is automatically enrolled when only one section of a course exists.

Dropping Courses

You have two ways to drop courses from a student's schedule. The number of courses the student wants to drop determines the method you use.

Dropping All Courses

If you want to drop all of the student's courses at once, perform the following steps:

1. On the Modify Schedule page, click **Drop All**
2. Enter the date of the day after the student will finish the courses

For accurate attendance data, enter the day after the student's last day attending the class.

3. Click **Drop Classes**

Dropping One Course

If you want to drop one of the student's courses, perform the following steps:


1. On the student's Modify Schedule page, check **Drop** for the course you want to drop
2. Click **Drop Selected**
3. Enter the date of the day after the student will finish the course
4. Click **Drop Classes**



To drop a student from a class the student never attended, use the same date the student was enrolled in the class as the exit date. This will remove the class from the student's enrollments. Do not use a date that proceeds the entry date.

Entering Student Information


When you enroll a new student or select an individual student, the list of student pages appears. Use the student pages to view or enter demographic, parent, and emergency/medical information. Also perform functions for a student, such as updating the student's attendance record, printing a report, or transferring the student out of school. The pages you complete for new enrollees depend on your school's policy, but review each page to become familiar with how and why you would use each one.

Make note of which of the following student pages you are likely to use in your job:

Student Page	Description	Notes
Quick Lookup	View a summary of the student's schedule, teachers, current grades, standards-based grades, and attendance. This page mirrors the page parents and students view through the PowerSchool Student and Parent Portals.	
Print A Report	View a menu of available reports. Types of reports are separated by dashes. The first group of reports is Form Letters. The second group of reports is Report Cards. The last group of reports is Object Reports.	
Switch Student	Quickly access another student's information by entering the student's name in the field on the dialog box.	
List	Return to the Student Selection page and view the last group of students you selected. Use the right and left arrows to switch to another student in the group.	
Information		
Access Accounts	View both student's and parent's portal access information. Add and edit access accounts. Also, search for parent/guardian access accounts on the Start Page.	
Addresses	View and edit both the student's physical and mailing addresses.	
Attachments	View and download documents attached to the student's record.	
Custom Screens	View a list of the custom student pages that your district or school has created.	
Demographics	View and edit the student's basic demographic information.	
Emergency/Medical 	View emergency contact and doctor information; also add a Medical alert for a student.	

Student Page	Description	Notes
Family	View and edit a list of the selected student's siblings or relatives who attend any school that uses your PowerSchool server.	
Health	View and edit the student's health and immunization information.	
Modify Info	View and edit student information such as graduation requirement set, homeroom, locker number and combination, and so forth.	
Other Information 	View and edit miscellaneous student information such as school and course fee exemption status and if the student is excluded from class rank. Also add an Other alert for a student using this page.	
Student Email	Add and edit the student's email address.	
Parents 	View and edit the student's mother's name and daytime contact information, father's name and daytime contact information, as well as a guardian's name and information, if applicable. If parents request that automatic progress reports be sent via email, this information also appears. Also add a Guardian alert using this page.	
Photo	View the student's photo. Also, submit a new photo for the student using this page.	
State/Province	View and edit information for regulatory compliance reporting that is specific to your region's requirements, if applicable.	
Transportation	Use this page to log student transportation information to and from school.	

Student Page	Description	Notes
Academics		
Attendance	Use this page to view and change the student's attendance record.	
Enter Attendance	Use this page to change a student's meeting or daily attendance for the current week.	
Cumulative Info	View the student's GPA and class rank information. Your school decides what information appears on this page.	
Graduation Plan Progress	View the graduation plan(s) selected for this student and the courses the student has completed, or is currently enrolled in, to fulfill these requirements. Your district creates the requirements for this page.	
Graduation Plan Selection	Use this page to select the graduation plan(s) and post-secondary plan(s) the student is trying to complete.	
Graduation Progress	View the list of graduation requirements for your school and the courses the student has completed, or is currently enrolled in, to fulfill these requirements. Your school creates the settings for this page.	
Historical Grades	View and modify the student's academic record. Use this page to enter historical grades for students who transfer to your school.	
Honor Roll	View a list of each time the student made the honor roll.	
Standards	Use this page to view the student's progress compared with specific standards outlined by your region, district, and school.	
Teacher Comments	View comments that teachers enter in PowerTeacher. The student's internal ID number is listed at the bottom of the page.	
Term Grades	View the student's grades as they were stored and reported on his or her report cards during the current year.	

Student Page	Description	Notes
Test Results	View and enter the student's test scores on standardized tests, such as the SAT, ACT, or regional norm-referenced tests. Your school determines what tests and scores to track in PowerSchool.	
Truancies	Use this page to log incidents of student truancy.	
Administration		
District Specific	View and edit information that certain school districts track in PowerSchool.	
Fee Transactions	View the student's financial transaction information, including beginning and current balances. Use this page to record new transactions.	
Log Entries 	Add and view log entries that describe a student's behavior, performance, or activity. Use this page to add a Discipline alert.	
Lunch	View and edit the student's lunch status information, lunch ID number, and current lunch balance.	
Lunch Transactions	View all the student's transactions in PowerLunch for the current year.	
Net Access	View a summary of the number of times that the parent and student have accessed the PowerSchool Student or Parent Portals via the Internet.	
SEOP Review	View Student Education Occupation Plan information, most often entered and edited by school counselors.	
Incidents	View a list of discipline incidents associated with the student. Use this page to add, edit, or delete discipline incidents.	

Student Page	Description	Notes
Enrollment		
Activities	View and edit the activities in which the student is involved.	
All Enrollments	View a list of all courses in your district that the student has been enrolled in, as well as the date the student entered and existed the course, since your district began using PowerSchool. Select View to see the final letter grade and final percentage, as well as a list of the assignments and scores for the course.	
Functions	View a list of functions that you can perform for this student, including printing a report, transferring out of school, re-enrolling in school, transferring to another school, enrolling in a course at another school, and recalculating the lunch balance.	
Special Programs	Use this page to enroll the student in a special program, such as a special education-related or gifted and talented program. Your school determines what special programs to track in PowerSchool.	
Transfer Info	View the student's current and previous enrollments for each school year your district has used PowerSchool.	
Scheduling		
Bell Schedule View	View the student's schedule for the current week.	
List View	View the student's schedule for the selected term in list format.	
Matrix View	View the student's schedule for the selected term in a graphical format.	
Modify Schedule	View and modify the student's schedule manually or using the automated scheduler. Also enter student course requests.	

Student Page	Description	Notes
Request Management	Use this page to modify the student's schedule request, override prerequisites, manage course recommendations, and view or modify course requests for the current or upcoming school year.	
Scheduling Setup	View and edit the student's scheduling preferences for use with PowerScheduler and the End of Year process. Use this page to define the student's next year grade level, next year school indicator, and whether PowerScheduler should schedule the student.	

Depending on your role and level of access in PowerSchool, you may not have the access privileges to view and make changes on some student pages. To learn more about your access rights, see your PowerSchool administrator.

Transferring Students Out of School

When students leave your school to attend another school in your district or in another town, state, province, or country, use the Transfer Out Of School function. You can transfer students out of your school individually or as a group. When you transfer a student out of your school, you inactivate the student's record and remove their classes automatically. Student records are not deleted; their status changes to inactive. Keep in mind that inactive student records do not appear in searches (unless you use the inactive (/) search) and lists.

To transfer a student out of your school:

1. On the Start Page, search for and select the student
2. Click **Functions**
3. Click **Transfer Out Of School**
4. Enter any comments about the transfer
5. Enter the date of transfer

For accurate attendance data, enter the date after the last day the student actually attends classes at your school.

6. Choose the appropriate exit code
7. Click **Submit**

You can also transfer out a group of students. For example, if a family is relocating to another area and has four students currently enrolled in your school, you can search for, select, and transfer them all out of your school at the same time.

Transfer out a group of students:

1. On the Start Page, click **All**
2. Below your current selection, click **Select By Hand**
3. Clear the Student column header check box
4. Select the students you want in your group and click **Update Selection**
5. Click the Select Function arrow and choose **Transfer Out Of School**
6. Enter any comments concerning the transfer
7. Enter the date of transfer
8. Choose the appropriate exit code
9. Select the verification check box to confirm that you want to transfer out the selected group of students
10. Click **Submit**

Transferring a Student to Another School in Your District

An inactive student in your system wants to enroll in another school in your district, and the administrator at that school asked that you transfer the student's records. Transfer the student's record from your to school to the other school electronically. Keep in mind that you can only transfer inactive students to other schools, and that the new school must be on the same PowerSchool server as your school. (The exception to this rule is districts using the Record and Transcript Exchange feature.)

1. Using the inactive search (/), search for and select the student
2. Click **Functions > Transfer To Another School**
3. Choose the school the student is transferring to
4. Click **Submit**

Now, the inactive student record is transferred to the new school. The new school can activate the student using the "Re-Enroll In School" function.

Working with Groups of Students

In this section, learn how to search for, select, and perform functions for groups of students.

Searching for Groups of Students

In addition to searching for and working with individual students, you can search for and select groups of students in PowerSchool. Search for groups of students using:

- Search links
- Search commands
- Search codes
- Stored searches

After you search for a group of students, you can work with that group by selecting the students by hand, storing the selection, or performing a group function.

Using Search Codes

A search code is a special type of command that searches by completing a calculation and comparing the results. Using a search code, you can search for students who were born in the month of June, who do not have a Period 1 class, who were active as of November 10, or who are enrolled in the Gifted and Talented program.

Enter search codes as you would any search command in the search field. For example, to find students born on November 10, enter ***birthday=11/10** in the search field and press **Enter**.

Here are some examples of the search codes you'll find in the PowerSchool Field List:

Search Code	Does This	Example
*birthday	Finds students whose birthday is today, on a certain date, or within a specified range, such as students with April birthdays	*birthday=today *birthday=4/1 *birthday>=4/1;*birthday<=4/30
*as_of	Finds students who were active on the specified date	*as_of=10/31/2014
*not_enrolled_in_period	Finds students who are not enrolled in a course for the specified period	*not_enrolled_in_period=4
*enrolled_in	Finds students who are currently enrolled in a specified course and section	*enrolled_in=LS200 *enrolled_in=LS200.4

*not_enrolled_in	Finds students who are not currently enrolled in the specified course	*not_enrolled_in=HR
*has_completed_course	Finds students who have at least one historical grade entry for the specified course	*has_completed_course=SOC1200
*has_not_completed	Finds students who do not have any historical grade entries for the specified course	*has_not_completed=ENG1000
*cumulative_credit_hours	Finds students with the specified number of credit hours	*cumulative_credit_hours=12 *cumulative_credit_hours<15 *cumulative_credit_hours>5
*number_of_classes	Finds students who are currently enrolled in the specified number of classes	*number_of_classes=8 *number_of_classes<7 *number_of_classes>5 *number_of_classes#6
*attendance_points	Finds students who have the specified number of attendance points in any course, any course during a specified term, or any course within a specified date range	*attendance_points>9 *attendance_points (S1)>9 *attendance_points (8/28/14,12/19/14)>9
*hours_requested	Finds students who have course requests for the specified number of credit hours	*hours_requested<6 *hours_requested>8 *hours_requested=10
*special_program	Finds students who are enrolled in the specified special program	*special_program=reading recovery
*fee.fee_balance	Finds students who owe money on their student fee accounts	*fee.fee_balance>0

Using Group Functions

Perform a function for a group of students. For example, you want to print progress reports for the 9th grade, or excuse the middle school football team tomorrow for periods 5 and 6. You do not have to repeat the same function for each student. Search for and select a group of students, and then perform a function for that group. Navigate to the group functions by clicking **Special Functions > Group Functions** or click the Select Function arrow on the Start Page.

Make note of which group functions you are likely to use in your job:

Group Function	Description	Notes
Select Students By Hand	Select students from the specified group of students manually	
Student Screens	View the same student page you specify for each student in the group by clicking the student's last name	
Attendance Change	Enter or change attendance for the student group you selected	
Search By Grades/Attendance	Search for students using grades, final grade percentage, citizenship marks, and attendance	
Search For Perfect Attendance	Search for students who have perfect attendance	
Enrollment Summary	View the Enrollment Summary page only for the student group you selected	
Mass Enroll Special Program	Enroll the student group you selected into the same special program	
Re-Enroll in School	Re-enroll the selected students into the current school.	
Transfer Out Of School	Transfer the student group you selected out of the current school.	
Export Using Template	Export information with a pre-defined template for the specified group of students	

Group Function	Description	Notes
List Students	View or print a list of up to 10 student fields for the student group you selected	
Quick Export	Export student information from PowerSchool to a spreadsheet application for the student group you selected	
Fee Functions	Add new fees and new transactions for the student group you selected	
ID/Password Assignment	Activate parent and student accounts for PowerSchool, and auto generate parent and student usernames, passwords, and lunch ID numbers for the student group you selected	
Mass Create Family Links	Establish family relationships for the specified group of students based on family ID and/or phone number	
Student Field Value	Enter or update information in a single student field for the student group you selected	
Graduation Plan Selection	Add, replace, or remove graduation plans for the student group you selected	
Graduation Progress Report	View and print the graduation progress plans for the student group you selected	
Graduation Progress Summary	View a summary of specific graduation plan requirements for the student group you selected	
Print Mailing Labels	Print mailing labels for the student group you selected	
Print Reports	Print a form letter, report card template, or an object report for the student group you selected	
Reports Menu	View the Reports page so you can run a report for the student group you selected	

Group Function	Description	Notes
Invalid Requests	Find invalid course requests due to course prerequisites for the specified group of students	
Mass Enroll	Enroll the student group you selected into the same course section	
Next School Indicator	Set the next school indicator for the specified group of students	
Student Schedule Report	Create a printable schedule matrix report for the specified group of students	
Summer School Indicator	Set the summer school indicator and add notes for the specified group of students	
Save Stored Selection	Save the specified group of students for later use	
Search Attachments	Search for the documents attached to the students you selected in your group	
Search by GPA	Search for students using cumulative, term, or current GPA	
Batch Address Validation	Verify that the specified group of students have valid addresses	
Batch Boundary Validation	Find which students from the specified group have addresses within or outside the selected boundary	
Data Validation Report	Scan the current selection of students for invalid data in selected fields based on conflicts with data validation rules configured for your district.	
Immunization Compliance	Search for students by vaccine, immunization compliance, exemption status, and doses	

Student Behavior and Discipline

You have two choices when recording incidents, discipline, and behavior issues: Incident Management or Log Entries. Depending on your regulatory compliance reporting requirements or your school policy, you will use one or the other. Some schools may even elect to use both. Each option is slightly different. Use Incident Management to record the interaction between witnesses, offenders, and victims in relation to a discipline incident. Use Log Entries to record the actions of an individual student only, although you can use log entries to record more than discipline issues.

Using Log Entries

The Log Entries student page lists student contact entries. Record your contact with students, such as counseling sessions or special education meetings. View previous entries you recorded or entries other staff and administrators recorded.

Log entries fall into many categories, including discipline, medical, and attendance. When setting up group security, your PowerSchool administrator selects which log types each group may access. Group security limits the types of log entries that staff members can view and create.

To add a new log entry, complete the following steps:

1. Search for and select a student
2. In the Administration section, click **Log Entries**
3. Click **New**
4. Edit the Date & Time and Author fields
5. Choose a log type

Use the Log Type field to categorize the entry. Your PowerSchool administrator sets up the log types and subtypes at the district office.

6. Choose a subtype

The Subtype is optional, but defines the entry further.

7. Choose a consequence if the entry is discipline related
8. Enter a title for the entry

The log type doesn't appear on the Log Entries pages, so use the Title field to describe the meeting or session with the student.

9. Enter log entry text to describe the meeting in more detail, such as who attended, problems resolved, or decisions made
 10. Enter an action date, if needed
 11. Complete any required compliance reporting information
 12. Click **Submit**
-

Searching Log Entries

Use the Search Log Entries special function to view, print, or export all log entries that relate to a particular event or type of log. For example, if the counselors plan to meet with struggling students, you can search for all students who have a counseling log entry to make recommendations as to which students should attend.

To access the search log entries feature, click **Special Functions**, and click **Search Log Entries**. When you specify more than one search criteria on the Log Entries Search page, each criteria set functions as an "AND" search, not an "OR" search. Also, you can only search the log entry types that you have access to. For example, the school nurse might be the only person able to search medical log entries.

List the types of log entries you'll want to access:

Using Incident Management

In response to increased requirements from state or province and federal agencies in the reporting of disruptive incidents, use Incident Management to specify and record who was involved in an incident, what objects were used, and what actions or consequences resulted. Incident Management is set up at the district level.

The special features of Incident Management include:

- Search options for students and staff
- Drag and drop functionality
- Reporter, victim, offender, action, and object relationships
- Icon designations for quick detail identification

Access discipline incidents in two places. Click **Special Functions** and then click **Incident Management**. Use the Incident List page to search incidents based on search filters, or create new incidents. Or select a student and navigate to the Incidents student page. The student Incident List page looks just like the special function page, but the incidents listed on the student page are limited to that student.

To add a new incident:

1. Click **Create New Incident**
2. Choose an incident type
3. Use the Calendar icon, the Time field, and the Time Frame menu to designate the incident date and time of occurrence
4. Enter a descriptive title and event description
5. Choose the location of the incident and enter a short description, if needed
6. Enter your name in the Prepared by field

- Enter the financial impact if property was damaged

Incident Description

Incident Type Smoking

Incident Date 8/25/2014 (MM/DD/YYYY) **Time:** 10:10 AM

Time Frame Before School Hours

512 characters left

Title Smoking in the boys restroom

Description Roger notified Mr. Abram that Brandon was smoking in the boy's restroom. Mr. Abram entered the room and caught Brandon smoking.

Location High School Restroom

512 characters left

Location Description G wing boys restroom

Prepared by VP Andrews **Financial Impact (\$)**

- For Participants, click the + sign to add those involved in the incident
- Enter the student's last name and click **Search**

Use the Type, Grade Level, and Context menus to narrow the search and search other schools or staff.

Search Filter

Last Name: adair

Type: Students


Grade Level: All

☒ Only Active

Context: Apple Grove High School

Search

Results

Type	First	Middle	Last	School	Gr	Gen
	Brandon		Adair	Apple Grove High School	12	M

10 << first < prev 1 next > last >>

- Select the student's name and click **Add**
- Next to Attributes, click the + sign to add attributes or qualities of the participant
- Select the role of the student, and click **Add Participant Attributes**
- Click the + sign again to add any more participants

14. For Incident Elements, click the **+** sign and choose to:
 - a. Add a disciplinary action
 - b. Add an object used in the incident
 - c. Add a behavior that describes the events that occurred during the incident
 - d. Add an attribute that describes the incident for regulatory compliance reporting
15. Click **Submit Incident** to save the record

Reporting Discipline

Use the system discipline reports to view a list of student discipline log entries by sub type for the date range you specify, or view an overall summary of discipline log entries. Incidents are not included in either of these reports.

On the Start Page, click **System Reports** and find the Discipline section.

Report	Description	Notes
Discipline Log	View a list of student discipline incidents by sub type for the date range you specify	
Discipline Summary	View a summary of student discipline logs by gender, ethnicity, special programs, and grade level for the date range you specify	

Using a ReportWorks Template

ReportWorks contains three templates specifically tailored to incidents. Because these are templates, you aren't required to create the report, but the ReportWorks administrator will still be responsible for publishing the reports.

Use any of the following ReportWorks templates:

- Incident Management - CrossTab by School and Type: Provides a count of incidents, by school and type. The report lists each school with incident totals for each incident type.
- Incident Management - District Summary: Provides a summary of incidents, grouped by school. The report provides the ID, incident date, recorded date, type, and title for each incident. The report also contains the total number of incidents for the reporting period and the total number of incidents per school.
- Incident Management - Participant Report: Provides detailed information about the incident, and lists the participants involved in the incident. Participant information includes behavior, actions, objects, and attributes associated to each participant. The report even includes the change history of the incident.

To run a published ReportWorks report, complete the following steps:

1. On the main menu, click **ReportWorks**
2. Select the report name
3. Complete any setup fields

Your ReportWorks administrator has the option to set up runtime controls for each report. Use the runtime controls to narrow the scope of the report results.

4. Click **Submit**
5. On the Report Queue page, click **Refresh**
6. When the status is completed, click **View**

Managing Student Attendance

Manage student attendance on a daily basis in PowerSchool. Search for students who have been marked absent today (or for any specified date), update student attendance when appropriate, and access attendance reports. Because you manage and view information in real time, you can access a list of the students in your school who have been marked absent by teachers as soon as they take attendance in PowerTeacher. Even view a list of teachers who have not taken attendance. Likewise, when you make a change to a student's attendance in the office, the teachers see the change you made the next time they open the attendance page in PowerTeacher.

Use the attendance process outlined in this section to manage student attendance. You may need to adapt parts of this process in accordance with your school and district attendance policies. Access the reports for either period attendance or daily attendance, depending on which tracking method your school uses. See your PowerSchool administrator if you are not sure what method of attendance tracking has been set up for your school.

Viewing the Teacher Attendance Submission Status

Use the Teacher Attendance Submission Status to view whether or not teachers have taken attendance or are in the process of taking attendance for each of their classes. On the Start Page, click **Attendance > Teacher Attendance Submission Status**. The colored blocks and icons are attendance indicators. A green check mark means that the teacher has submitted attendance for all classes, a yellow exclamation point means the teacher has submitted attendance for some classes, and a red exclamation point means that the teacher has not submitted attendance for any classes. When you click a teacher's name, you see a list of the teacher's classes, along with the attendance status.

Date Displayed: 7/25/2014

Order By: ☒ Alphabetic ☐ Att taken first ☐ No A

Show: ☒ All ☐ Complete Attendance ☐ Incom

Teacher	Status
Abram, Michael	✓
Accatino, Stev	⚠
Bean, Ben	✓
Berndt, Gordi	⚠
Brachemyer, Dan	⚠
Bryant, Renat	⚠

Submission Status

Berndt, Gordie

1(A) - Pop Choir MUS2100 (1)
 ✓ Attendance Taken on: 7/25/2014

2(A) - Music MUS1100 (2)
 ⚠ No Attendance Taken

4(A) - Music MUS9 (4)
 ⚠ No Attendance Taken

Running the PowerTeacher Attendance Report

Also, run the PowerTeacher Attendance report to see which teachers have not submitted attendance. If your school takes meeting attendance, you might run the report each period. If your school takes daily attendance, you might run it once or twice a day. Both the Teacher Attendance Submission Status and PowerTeacher Attendance reports indicate which teachers have not submitted attendance

1. On the Start Page, click **Attendance > PowerTeacher Attendance**
2. For Date to Scan, use the default date of today
3. Check the period(s) to scan
4. Click **Submit**
5. On the Report Queue page, click **Refresh**
6. When the status is completed, click **View**

The report opens in your browser.

7. Click the browser's Back button to return to PowerSchool

Processing Student Attendance

Many schools require that contact be made with each home of the students who have been marked absent one or more periods during the school day. As you contact parents about a student's absence, you may need to adjust some students' attendance codes. For example, you talk to a parent who explains that the student went to the doctor because of an illness. Depending on your school and district attendance policy, you may need to change the student's attendance from absent to parent-excused absence.

Also, enter attendance for a student or group of students for future dates. For example, the girls' volleyball team is playing in the state tournament for the next two days. Excuse the members of that team for the days they will be at the tournament. Future attendance that you enter for students appears for teachers in PowerTeacher automatically.

It is important to remember that no matter when and how you record attendance, you should follow the same attendance process. Every school handles attendance differently, but the attendance process should contain the same basic steps:

1. Use the Absentee Report to identify absent students
2. Update student attendance records as needed
3. Enter future attendance for upcoming absences

The Absentee Report

1. On the Start Page, click **Attendance > Absentee Report**
 2. Choose the attendance mode to scan
 3. Select if you want to include all students or the selected group of students
 4. Select the Grades check boxes to narrow the students included in the report
 5. Select the attendance codes to scan
 6. Enter the date to scan
-

7. Select the Period(s) check boxes to narrow the classes included in the report
8. Check **Include Student Number** to place the student number on the report
9. Enter the number of blank lines to place between student names
10. Check **Include Verification Line** to place additional fields for recording the name of the person contacted to discuss the student's attendance, absence and verification details, and the initials of the staff member who made contact

Attendance Mode	Meeting ▾	
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students	
Grades (leave blank for all)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12	
Attendance Codes	<div style="border: 1px solid black; padding: 5px;"> A (Absent) T (Tardy) TE (Tardy Excused) P (Parent Excused) U (Unexcused) S (School Excused) I (In School Suspension) O (Out of School Suspension) X (Truant) V (Vacation) </div>	
Date to Scan	8/25/2014 <small>(MM/DD/YYYY)</small>	
Period(s) (leave blank for all)	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Processing Options	In Background Now ▾	
Specific Date/Time	<input type="text"/> <small>(MM/DD/YYYY)</small> / <input type="text"/>	
Data to be filled (Check checkbox on the right to save as default value)		
Reset All ▾		
Include Student Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Number of Blank Lines Below Student Names	1	<input type="checkbox"/>
Include Verification Line	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Report Output Locale	English ▾	<input type="checkbox"/>

11. Click **Submit**
12. On the Report Queue page, click **Refresh**
13. When the status is completed, click **View**
14. Choose **File > Print** to print the report

Because the Absentee Report includes the home phone number for each student, use the printed copy of the report to contact each student's home and record the pertinent information about his or her absence.

Also, at the bottom of the Absentee Report page click **Find teachers who have not taken attendance** to verify all teachers have taken attendance.

Student Attendance Updates

Use the Attendance student page to update student attendance as you make contact with each student's home or receive excuse notes from students. Use the Student Screens group function to quickly access each absent student's Attendance page. Access the Group Functions page from the Absentee report.











1. At the bottom of the Absentee report, click **Functions**
2. Click **Student Screens**
3. For which screen, choose **Attendance**
4. Click **Submit**
5. Click each student's *last name* and use the Attendance page to update each student's attendance record

The Attendance Grid

Use the Attendance Grid to update student attendance for a specific class. You could update the attendance for each student individually, but that takes time. Also, you could use the Attendance Change group function to change the entire class at once, but the students might need different attendance codes. Try using a grid that mirrors the teachers' method of submitting attendance.

1. On the Start Page, click **Teacher Schedules**
2. Select a teacher

☐ Display today's sections
 New

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1(A)	14-15	HR	Homeroom	12	14	20	 
2(A)	14-15	EL101	1st Grade English	12	14	20	 
3(A)	14-15	EL102	1st Grade Math	12	14	20	 
4(A)	14-15	EL103	1st Grade Social Studies	12	14	20	 
5(A)	14-15	EL104	1st Grade Science	12	14	20	 

Make all students listed above the current selection

3. For the Homeroom class, click the Attendance grid icon
4. Choose an attendance code

- Click in the student's cell for the correct day and the code will update automatically

Attendance Code			Date Range							Comments											
P (Parent Excused) ▾			08/25/2014 - 09/12/2014 Edit							Display Cancel Submit											
Students (20)	Total		8/25 - 8/29					9/1 - 9/5					9/8 - 9/12								
	A	T	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F				
Bergseth, Jacee	-	-																			
Bergseth, Ricki	-	-																			
Brakke, Maranda	-	-		P																	
Burgess, Trevor	-	-																			
Carlson, Dante	-	-																			
Foias, Judy	-	-																			

- Repeat for any other students
- Click **Submit**

Future Attendance

Many schools struggle to keep teachers informed about which students should be excused from class. School-excused lists, attendance bulletins, or absentee slips are often inaccurate when they are printed, copied, and distributed.

In PowerSchool, enter future attendance for individual students and groups of students. As soon as you enter future attendance, the attendance codes appear for teachers in PowerTeacher automatically. Use the Attendance student page, Attendance Change group function, or the Attendance Grid to enter future attendance for students.

List the steps your school may use to adapt the attendance process to your school/district attendance policy:

-
-
-

Using System Reports

PowerSchool includes several system reports to help you manage your student information. You've seen some of the system reports in other sections already. These reports are divided into several categories: Attendance, Attendance Tracking and Notification, Discipline, Grades and Gradebooks, Membership and Enrollment, Scheduling, Statistics, and Student Listings. On the Start Page, click **System Reports**.

Attendance Management Reports

Student attendance management reports list students who have excessive tardies and absences. Search for this information by the number of occurrences over a period of time and by the number of consecutive occurrences.

Attendance Report	Description	Notes
Attendance Count	View a list of students whose attendance records contain the minimum number of the attendance codes you specify. For example, a school may require students with more than three tardies in one month to complete extra "makeup" classwork. At the end of each month, use the Attendance Count report to search for all of the students to whom makeup classwork should be assigned.	
Consecutive Absences	View a list of students whose attendance records contain a minimum number of consecutive occurrences of the attendance code you specify. For example, a school may send home an attendance warning form letter to all students who have more than three consecutive unexcused absences. You can use the Consecutive Absences report to show the names of students to whom you need to send a form letter.	

Attendance Verification Reports

Access different types of attendance reports to help you verify that each student's attendance record is correct. Choose which report best fits your school and district attendance policies.

Report	Description	Notes
Class Attendance Audit	View attendance for the selected teachers' classes. Attendance appears by student and date. You can specify the teacher, period(s), and date range to display on the report.	
Student Attendance Audit	View attendance for selected students or for all students. Attendance appears by date and daily attendance value. The report also displays ADM/ADA totals by student. You can specify the attendance mode, conversion method, students, grade level, and the reporting segment or date range to display on the report.	
Monthly Student Attendance Report	View a 20-day summary of student membership and attendance by student and grade level. It also displays an alphabetical list of students enrolled at any time during the reporting period, non-enrollment, and/or absence codes for each day. You can specify the attendance mode, conversion method, students, grade level, and 20-day reporting period by date range or reporting segment to display on the report.	
Attendance Summary by Grade	View the number of students at the beginning and end of the reporting segment or date range, as well as the number of school days, days off track, days not enrolled, days absent, days attended, and ADA information for each grade level you select. The report will also display this information separately for each special program enrollment you track in your school. You can specify the attendance mode, conversion method, grade levels, reporting segment or date range, and the special enrollments to display on the report.	

Report	Description	Notes
Year-to-Date Attendance Summary	View the total number of membership days, the number of in-session school days, and the average daily attendance by grade level and reporting segment or date range. You can specify the attendance mode, conversion method, grade levels, and the reporting segment or date range to display on the report.	
PowerTeacher Attendance	View a list of the teachers who have not taken attendance on the date you specify. The report also displays in which periods the teachers have not taken attendance. You can specify the date and the periods you want to display on the report.	
Weekly Attendance Summary (Meeting)	View a weekly attendance summary by section. Schools commonly distribute the report to teachers to verify the attendance they entered. You can print the report for all sections or choose specific teachers and attendance codes. You can also include a signature line.	
Weekly Attendance Summary (Daily)	View a weekly attendance summary by teacher. Schools commonly distribute the report to teachers to verify the attendance they entered. You can print the report for all teachers or choose specific teachers and attendance codes. You can also include a signature line.	
Period Attendance Verification	View students who have been marked absent in all periods except the number of periods you specify. For example, use this report to verify that a student attended only one period on a given day. The report includes a teacher signature line where the teacher can initial if the student was in class on the days listed on the report. You can specify the week to display on the report.	

Attendance Tracking and Notification (ATN) Reports

Use the attendance tracking reports to refresh the attendance tracking data, view students who have reached certain tracking levels, and extract a student's information to use in ReportWorks. Tracking methods, unexcused levels, and the calculation year must be set up at the district and the ATN attendance mode and tracking categories must be set up at the school level in order for these reports to generate data.

Report	Description	Notes
Refresh Attendance Tracking Data	Run this report to refresh the attendance tracking data prior to running the Truancy and Attendance Letters reports	
Truancy and Attendance Letters (View Only)	View a list of students who have met the specified attendance tracking level and trigger to determine if corrections are needed	
Truancy and Attendance Letters (Extract)	View a list of students who have met the specified attendance tracking level and trigger. Then, extract the list to ReportWorks to print attendance letters.	
Truancy and Attendance – Levels Reached	View a list of students who have met specific levels and triggers to determine if more attention is needed	

Grades and Gradebook Reports

Use PowerSchool to find the number of students earning each grade in your grade scale, print teacher gradebooks, and view a list of students on the honor roll.

Report	Description	Notes
Class Ranking	View each student's name, GPA, and percentile sorted by class rank. Select the grade level and GPA type and which GPAs or percentiles appear.	

Report	Description	Notes
Grade Count or by Teacher	View the number of students who have earned each grade listed on your school's grade scale. Select the group of students and determine whether you want to look at current grades or historical grades from a previous grading period. You can also view this report for each teacher in your school.	
Grades Distribution	Identifies trends in instruction, grading, and assessment. The report helps determine the validity and consistency of grading practices within the school.	
Graduation Progress Report (PDF)	Creates a PDF that displays the graduation progress information for the students you specify. You can select all students, the current selection of students, or specify the grade levels you want to include in the report.	
Honor Roll	View a list of students who are on the honor roll. You can specify the honor roll method, store code, school year, and historical grade level you want to include in the report.	
Teacher Gradebooks	Creates a PDF file that displays the specified teachers' gradebook from PowerTeacher. You can select the teachers, periods, assignment range, and final grades you want to include in the report.	

Membership and Enrollment Reports

In addition to the traditional ADA/ADM reports, PowerSchool includes reports that compile and show membership and enrollment figures for special programs and reporting segments, student enrollment for your school on a specified date, and enrollment per section or vocational program.

Report	Description	Notes
ADM/ADA By Date	View the average daily membership/average daily attendance for each date in the range you specify. ADM/ADA totals appear at the bottom of the report.	

Report	Description	Notes
ADM/ADA By Student	View the average daily membership/average daily attendance for each student in the group you specify during the date range you specify. ADM/ADA totals appear at the bottom of the report.	
ADM/ADA By Minute	View the average daily membership/average daily attendance by minute for each period during the date range you specify.	
Aggregate Membership Audit Report	View a class list of all students ever enrolled in the course/section and their membership information. Specify the course and section number and the term to display on the report.	
Class Size Reduction Report	View daily enrollment totals by section for a specified reporting period or date range. It also displays average enrollment statistics. Select the reporting segment or date range, the special program to exclude from enrollment statistics, and the sort order of the results. You can also select which courses and sections to include or exclude.	
Enrollment by Grade	View detailed enrollment by grade level. You can select the reporting segment and grade levels to display on the report. In addition, the report includes a conflict report that checks for students with possible enrollment date errors. To access the conflict report, click Check for possible conflicts at the bottom of the Enrollment by Grade page.	
Enrollment by Section	View detailed enrollment and attendance information by each teacher and section. Select the reporting segment or date range, sort order, and which course and sections you want on the report. In addition, the report includes a conflicts report that checks for students with possible course enrollment errors. To access the conflict report, click Check for possible conflicts at the bottom of the Enrollment By Section page.	

Report	Description	Notes
Enrollment Summary by Date	View a summary of enrollments for the dates you specify. The information appears in a table by grade level, ethnicity, and gender.	
Voc. Courses Agg. Membership	View aggregate days of membership for courses designated as a vocational course in the course setup information	
School Enrollment Audit	View possible conflicts with student entry and exit dates. You can also access this report by clicking Check for possible conflicts on the Enrollment by Grade report.	
Section Enrollment Audit	View possible conflicts with entry and exit dates in course enrollments. You can also access this report by clicking Check for possible conflicts on the Enrollment by Section report.	

Scheduling Report

The Student Program Balancing report shows how your special program students are distributed in your course sections. The report displays the total number of students enrolled in each special program, and each of the sections those program students are scheduled in to.

The Teacher Maximum Load report helps identify teachers who are scheduled to teach more students in a day than is allowed by their contracts. The report displays loads based on the schedule for the current school year but does not account for future section drops or enrollments.

Statistics Report

The Parent Access Statistics report shows the Internet and email statistics of parents and students who monitor student progress through the PowerSchool Student and Parent Portals. View specific statistics for those that sign in to the mobile apps and the portal.

Student Listings Reports

Use these reports to show student schedule information (including grades and attendance information), print class lists, or print your school's master schedule.

Report	Description	Notes
At Risk	View a list of courses, sections, and grades associated with students who are currently at risk of failing the current term	
Class Rosters (PDF)	Creates a PDF of the student information you specify for each teacher's selected sections	
Master Schedule (PDF)	Creates a PDF of your school's master schedule. Specify which periods, days, rooms, or teachers you want to include, as well as how the information is sorted on the report.	
Student Schedule Listing	View student schedule information for either a selected group or all currently enrolled students. Choose to include the room, course name, teacher name, current or historical grade, citizenship, attendance, attendance points, or a single assignment score. You can also specify which periods and days to display on the report.	

Regulatory Compliance Reports

PowerSchool continually strives to update and expand the system's regulatory compliance reporting capabilities. New reports are added to the system frequently, and can be found by navigating to **System Reports > State**. For more information about regulatory compliance reports, sign in to the PowerSource website at powersource.pearsonschools.com/s/support and click **Support > Documentation**.

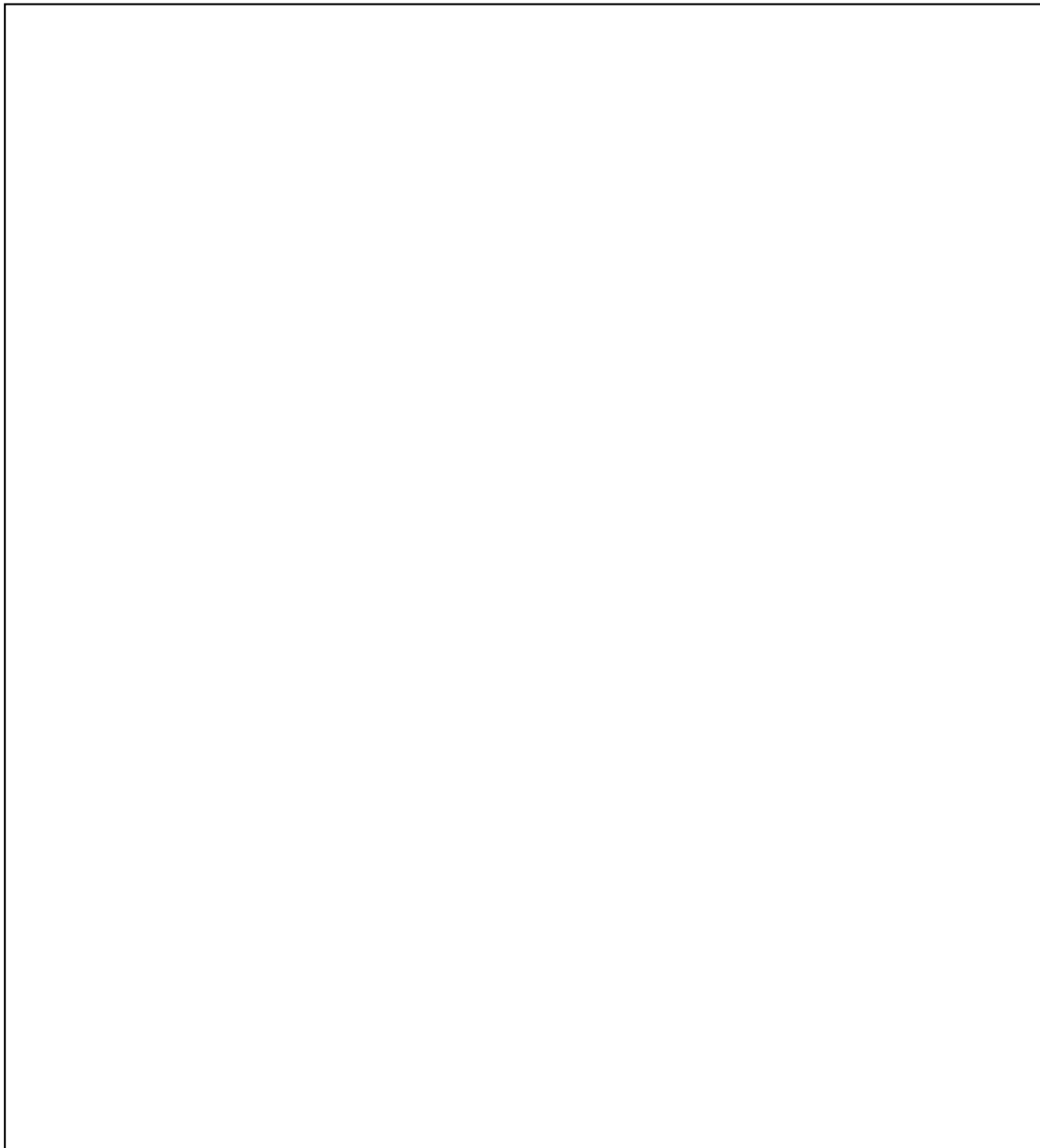
Creating Custom Reports

Communicate more effectively using customizable reports. In this section, you'll learn how to create a form letter and a mailing label.

Creating Form Letters

Use form letters to send a document to one student or to several students. For example, your school can create a form letter to send to parents that includes information they need to sign in to the PowerSchool Parent Portal.

Plan your first form letter:

A large, empty rectangular box with a thin black border, intended for planning the first form letter. It occupies the lower half of the page.

1. On the Start Page, click **System Reports > Setup > Form Letters > New**
2. Enter a title
3. Select a data table: **Students** or **Staff**
4. Format the page style and dimensions

Make the line height two points higher than the font size.

5. Select whether to make the form letter available to all users or only users at your school
6. Select whether teachers can print
7. Click **Submit**
8. Click the name of the letter
9. Click **Report Body**
10. Type the body of the letter

Use PowerSchool fields to insert information from the database (click the Fields link to select valid fields). Use data access tags to insert data from the server. Use HTML tags to customize the look of your letter.

11. Click **Submit**

Using HTML Tags on a Custom Report

Use HTML tags to format parts of a custom report. For example, to center the name of your school and your school's address at the top of your form letter, use the `<center></center>` tags to format the text.

The following table provides information about some common HTML tags:

HTML Tag	Does This	Example	Prints This
<code><center></center></code>	Centers the text on the page	<code><center>Apple Grove High School</center></code>	Apple Grove High School
<code></code>	Changes the font size to 16 points	<code> 123 Maple Drive</code>	123 Maple Drive
<code> </code>	Changes the style of the text to bold	<code>Keep your username and password private.</code>	Keep your username and password private .
<code><i> </i></code>	Changes the style of the text to italic	<code>Welcome to <i>Apple Grove High School</i></code>	Welcome to <i>Apple Grove High School</i>
<code><u> </u></code>	Changes the style of the text to underlined	<code>Report cards will be distributed this <u>Thursday</u> to all students.</code>	Report cards will be distributed this <u>Thursday</u> to all students.

Using PowerSchool Fields and Data Codes on a Custom Report

Customize your report for each student by adding PowerSchool fields. For example, a school may send a welcome letter to each student at the beginning of the school year. Use PowerSchool fields on a form letter to automatically print each student's name and address, as well as other information.

To include PowerSchool fields on a custom report, use this format: `^(fieldname)`. For example, to print each student's first name on a form letter, enter `^(First_Name)` in the body of the letter where the name would appear.

Also include additional information using data codes. For example, automatically include the current date by using the code `^[letter.date]` on a custom report. Data codes that include an asterisk (*) complete a calculation and display the result on the report.

The following table lists some common PowerSchool report codes:

Code	Does This	Example	Prints This
<code>^[time]</code>	Prints the current time	This report was printed at <code>^[time]</code>.	This report was printed at 10:37 AM.
<code>^(He/She)</code> <code>^(he/she)</code> <code>^(him/her)</code> <code>^(His/Her)</code> <code>^(his/her)</code> <code>^(son/daughter)</code>	Prints the correct pronoun for each student based on the Gender field	Your <code>^(son/daughter)</code> is invited to make up <code>^(his/her)</code> attendance points during our Saturday school sessions.	Your daughter is invited to make up her attendance points during our Saturday school sessions.
<code>^(schoolname)</code>	Prints the name of the school	Welcome to <code>^(schoolname)</code>!	Welcome to Apple Grove High School!
<code>^(yearname)</code>	Prints the school year	We are looking forward to a great <code>^(yearname)</code> school year.	We are looking forward to a great 2014-2015 school year.
<code>^(*credit_hours)</code>	Prints the number of cumulative credit hours the student has earned	Your student has earned a total of <code>^(*credit_hours)</code> credits.	Your student has earned a total of 12 credits.

For more information about PowerSchool codes, sign in to the PowerSource website at <https://powersource.pearsonschools.com> and click the Support tab.

Printing Custom Reports

To print custom reports in PowerSchool, start with selecting the student or group of students for whom you want to print the report.

1. On the Start Page, search for and select the student group
2. Click the Select Function arrow and choose **Print Reports**

If you select an individual student, click **Print A Report**.

3. Choose the report to print
4. Print for all selected students or print a quick test of 2 records
5. Select the order in which you want the report to print for the selected students
6. If the report includes the student's schedule, print either current courses or enrollments as of a certain a date
7. If the report contains student fee information, specify which transactions to include
8. To include a watermark on the report, choose one of the standard phrases or choose Custom, and enter the phrase in the blank field
9. For Watermark Mode, choose the placement of the watermark
10. Choose when you want the report to run

Which report would you like to print?	Welcome Letter	
For which students?	The selected 39 students	
	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.	
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period 1 class, as of this date: 8/25/2014 (MM/DD/YYYY) (takes extra time)	
If printing student schedules, use...	<input checked="" type="radio"/> courses actively enrolled in during current term (excludes dropped courses) <input type="radio"/> all courses enrolled in during current term (includes dropped courses) <input type="radio"/> enrollment as of 8/25/2014 (MM/DD/YYYY)	
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to (MM/DD/YYYY) to (MM/DD/YYYY)	
Watermark Text	<input type="text"/> <input type="text"/>	
Watermark Mode	<input type="text"/> Overlay	
When to print	ASAP (MM/DD/YYYY) /	

11. Click **Submit**

Creating Mailing Labels

Print mailing labels for students or staff. When you send a form letter to every student, use a mailing label that you printed from PowerSchool.

You can also use mailing label layouts in other ways. For example, the counselors give each incoming 9th-grade student a folder. Create a mailing label with the student's name, locker number, and locker combination, and affix one to each folder.

When you create mailing labels, you need to know the size of the label stock. Refer to the box for this information. The following layout is for the Avery 5160 label stock.

Layout Name	Parent Mailing Label Avery 5160		Table	Students
Font	Helvetica			
Font Size	10	points	Line Height	12 points
Page Left Margin	.19	inches	Page Top Margin	.5 inches
Label Width	2.63	inches	Label Height	1 inches
How Many Columns Of Labels	3		How Many Rows Of Labels	10
Space Between Each Column	.12	inches	Space Between Each Row	0 inches
Horizontal Padding For Label Text	.2	inches	Vertical Padding For Label Text	.2 inches
Label Content Fields	TO THE PARENTS OF: ^(First_Name;uppercase) ^(Last_Name;uppercase) ^(Mailing_Street;uppercase) ^(Mailing_City;uppercase), ^(Mailing_State) ^(Mailing_Zip)			
Make this label accessible to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at Apple Grove High School			
Teachers can print?	<input checked="" type="checkbox"/>			
Export as a template				

Accessing ReportWorks Developer

Use ReportWorks Developer to create student lists, student schedules, transcripts, and more, from templates. The ReportWorks drag-and-drop interface is the perfect tool for creating custom reports.

Your PowerSchool administrator will set up report categories and preferences, and give access to ReportWorks Developer users. Once you are set up as a user, complete the following steps to access ReportWorks Developer:

1. On the Start Page under Applications, click **ReportWorks Developer**
2. Click **Launch**

ReportWorks will launch as a separate application using Java™ or you can download the ReportWorks Developer to your computer. Use the same username and password to sign in to ReportWorks as you used to sign in to PowerSchool.

3. Enter your username and password, and click **Sign in**
4. Choose to:
 - a. Create a report project from a template
 - b. Start a new report project from scratch
 - c. Open an existing report project

For more information about taking a ReportWorks class, sign in to the PowerSource website at <https://powersource.pearsonschoolsandcolleges.com> and click the Training tab.

End-of-Term Processes

In this section, learn to complete the end-of-term process. You will also learn how to create progress reports, student schedule printouts, and report cards.

Completing the End-of-Term Process

At the end of each grading term, you will store grades as part of each student's historical grade record. For example, at the end of Quarter 1, store the final grades each student earned in Q1 as historical grades.

So that the grades are accurate, verify that each teacher has entered grades for students. In addition, each teacher should verify that the grades are correct for each student.

During the end-of-term process, you not only store each student's final grade permanently for a grading term, but you also award graduation credit.

Prepare to store student grades a week or two before the end of the term. Starting early gives you time to confirm that teachers have entered grades for students, and gives teachers time to finalize and verify student grades.

Although many staff members are involved with the end-of-term process, one person at each school should coordinate the completion of each step and perform the Permanently Store Grades function. The steps are as follows:

1. Set the final grade deadline
2. Verify that teachers have entered grades
3. Permanently store grades
4. Calculate the honor roll

The Final Grade Deadline

Pearson recommends storing grades within **one month** of the end of the grading term. So, teachers should finalize student grades soon after the grading period ends. Set and announce a deadline by which teachers must finalize grades. For example, if schools store grades a week after the grading term ends, teachers must finalize student grades a day or two before that date.

Use the daily bulletin to communicate the final grade deadline to staff members. Use the Audience options to communicate different messages to different audiences. For example, you can post the announcement for teachers and school administrators to view, and parents and students won't see it.

One or two administrative staff members should set up and maintain the daily bulletin for your school.

Creating a New Bulletin Item

1. On the Start Page, click **Special Functions > Daily Bulletin Setup > New**
2. Edit the date range for when you want the item to appear
3. Choose the target audience
4. Enter the sort order number to determine where the item appears in the bulletin; the lower the number, the higher the placement on the page
5. Enter the title of the bulletin
6. Enter the text of the bulletin

Use the HTML toolbar to format the headers and text; and add pictures, links, and tables.

The screenshot shows the 'General Bulletin Settings' section with the following fields:

- Date Range:** 10/1/2014 to 10/3/2014 (MM/DD/YYYY)
- Target Audience:** Teacher Users
- Sort Order:** 1 (Determines the order that the bulletin items appear)

Below this is the 'English' section with the following fields:

- Item Title:** End of Term Grades!
- Item Body:**

HTML toolbar: H1 H2 H3 H4 H5 H6, B, I, S, U, list, link, image, table.

Content: <h1>Q1 grades are due!</h1> Please finalize your Q1 grades no later than Friday, October 3rd.

7. Click **Submit**

Editing or Deleting an Existing Bulletin Item

1. On the Daily Bulletin Setup page, click the date range of the item
2. Edit information in any field
3. Click **Submit** to save your edits, or click **Delete** to delete the item from the bulletin

Viewing the Daily Bulletin

Teachers view the daily bulletin in PowerTeacher, substitute teachers view it in PowerTeacher Substitute, and parents and students use the PowerSchool Student and Parent Portal pages to view the bulletin. On the Start Page, click **Daily Bulletin** to see today's bulletin. Also, view the bulletin for other days by clicking the calendar icon at the bottom of the page.

Checking for Grades

After you announce the final grade deadline to teachers, use the Student Schedule Listing report to find teachers who have not entered grades for the current term. Once identified, these teachers may require special reminders, assistance, or follow-up training to meet the final grade deadline.

Using the Student Schedule Listing report, look through the students' schedules for classes that have an underscore (_) listed in place of a grade. These teachers have not entered any assignment information for the course listed. Use the report to note the names of the teachers who need follow-up attention before the final grade deadline.

A day or two before the store grade deadline, run the Student Schedule Listing report again and verify that those teachers who had not entered grades previously have now done so. Ignore courses in which students do not receive a grade, such as Work Release.

As an alternative to the Student Schedule Listing report, run the PowerTeacher Gradebook report to verify whether or not teachers have entered grades. This report is a snapshot of all your teachers' Scoresheets.

Grade Verifications

After the final grade deadline, it is important to verify grades. Teachers use the Final Grade and Comment Verification report in PowerTeacher Gradebook to confirm their grades and comments for the end of term. This is a preformatted report, and teachers can choose to include all types of grades: final grades, citizenship grades, and standard grades. They can also choose to include a signature line.

Office staff uses the Class Rosters (PDF) report to print and distribute student grade verifications for each teacher. On this report, use PowerSchool codes to include a wide variety of student information. For example, for each teacher's courses, you can include the students' names, grades, grade percentages, absences, and tardies.

A PowerTeacher Administrator user runs the Section Readiness report to verify whether or not teachers have finished preparing their grades at the end of the term. The report contains the school name, teacher, course, verified status and date, and status comment. To run the report, complete the following steps:

1. On the Start Page, click **PT Administrator**
2. In the left navigation bar, click **Reports**
3. Select **School**, and choose the school to run the report for
4. For Display, choose how sections will display on the report
5. Choose to include sections that are complete and/or not ready

The teacher sets the status and enters comments regarding the status in the gradebook.

6. Choose the school year for which you want to verify final grades
7. Select the reporting term
8. Click **Run Report**

9. Perform any of the following functions:

- a. In a section's Show Grades/Comments column, click **Details** to view all the students in the class, including the students' grades and comments for their calculated final scores
- b. Click **Email** to email teachers who appear on the report; copy and paste teachers' email addresses into an email message in your default email application
- c. Click **Export All Results** to export the data

PowerTeacher Administrator users have an additional tool: Administrator Login. Use the Administrator Login function to launch a single teacher's gradebook and access the entire gradebook in read-only mode for troubleshooting or current grade review.

Depending on the method you choose to verify grades, distribute the reports and have teachers review the current grade information for each student by class. If teachers want to make a correction to a student's grade, they make it in their gradebook and save the updated class information; then the data in PowerSchool is updated automatically. Some schools require that teachers review and sign the reports and return them to the office.

Permanently Store Grades Preparation

After teachers review the verification reports and make any necessary changes to students' grades, you can permanently store grades for the grading term. Permanently storing grades copies each student's final grade information as of the moment you store it, and makes it part of the student's historical grade record. Graduation credit, if applicable, can also be awarded when you store grades.

To permanently store grades successfully, you must be able to answer the following questions:

What store code and final grade will you use to store grades?

The store code is a two-digit code that indicates the term in which the students earned the grade, such as Q1 or S2. The final grade refers to which final grade column in the teachers' gradebooks you are going to store. The store code and final grade are usually the same.

Which student enrollments should be considered when you store grades?

What do you do with those students who dropped a course one week after the grading period began? Or, what do you do with students who transferred to your school two weeks before the end of the grading period? Determine which enrollments you will use to store final term grades.

When storing grades, choose one of two ways to select the enrollments for final term grades:

- Exclude enrollments for students who enrolled in a course after a specified date or dropped a course before a specified date
- Include only enrollments that are currently active and were active on a specified date during the grading term

What, if any, filters need to be applied to limit the students you are storing grades for?

What happens when you need to store grades for certain students only? Use the filter options to store grades for specific students based on the current selection, a section, grade levels, tracks, or exit dates. For example, the senior class graduates a week before the rest of the student body and you want the graduation packets to include a final transcript. Since transcripts only list historical grades you need to store grades for your seniors. On the Permanently Store Grades page, open the filter options and check **12**.

What credit must you award for courses?

When storing grades, you can award all, none, or a percentage of the possible credit for each course. For example, some schools award course credit by semester. At the end of Semester 1, they store S1 grades, awarding 100% of the possible course credit for semester-long courses and 50% of the possible course credit for year-long courses.

If you store grades for a grading term in which you award no credit, you can do so without awarding any graduation credit. For example, some schools store grades every quarter and only award credit every semester. At the end of Quarter 1, they store the Q1 final grades and award no credit for any length course.

What course final grades will you not store?

Some schools store final grades for only certain courses. For example, a school that has set up final grade columns for Quarter 1 (Q1), Quarter 2 (Q2), Semester 1(S1), and a Final Exam (F1), may not want to store an F1 grade for quarter-length courses. In this case, leave the Store menu on the Permanently Store Grades page at the default selection of **Do not store** when storing the final exam (F1) grade.

What should you store for students who are enrolled in courses at other schools within the school district?

Many school districts that have two or more high schools within a short driving distance from each other often share faculty resources. For example, only one high school in a school district has a Russian language program. Occasionally, the high school that does not have such a program will allow students who have their own transportation to attend Russian classes at the other school. If you have this type of arrangement with another school in your district, specify if you want to store grades for students who are enrolled in classes at other schools. Additionally, specify which school name to use for those classes when you store grades.

How many attendance points do you require to withhold course credit?

For students who demonstrate chronic attendance problems because of tardiness and absenteeism, withhold credit automatically when you store grades. Your PowerSchool administrator can specify how many attendance points each student receives for each attendance code your school uses. For example, students receive one attendance point every time they are marked absent-unexcused or .5 attendance points for every tardy.

When you store grades, specify that students who have received more than a predetermined number of attendance points in any course will not be awarded credit for that course. For example, specify that students who have more than 10 attendance points in any one course during the grading term will receive an incomplete grade. Refer to your district attendance policy before using this feature.

Permanently Store Grades Process

Remember, you only have **one month** after each marking period to store grades. With that in mind, consider when your school will store grades for the first time using PowerSchool. Use the planning guide to map out when your school will store grades.

General Planning Information	
Term name	
School name	
Last day of term	
Deadline for teachers to enter grades in PowerTeacher	
Date grades will be stored	
Date report cards will be printed	
Staff member(s) responsible for storing grades	

Grade Verification	
Date distributed to teachers	
Date returned by teachers	
Staff member(s) responsible for this process	

Permanently Store Grades	
Final grade/reporting term	
Store code	
Store grades for student class enrollments <input type="checkbox"/> Exclusion method Exclude enrollment records where the student enrolled in the class <i>after</i> this date: _____ Exclude enrollment records where the student dropped the class <i>before</i> this date: _____ <input type="checkbox"/> Inclusion method Include only enrollments that are active and were active on this date: _____	
Store grades for specific students <input type="checkbox"/> Select a group of students <input type="checkbox"/> Store for a specific section _____ <input type="checkbox"/> Store by grade level <input type="checkbox"/> Store by track <input type="checkbox"/> Store by school exit date	

Permanently Store Grades				
Store grades for classes by term length:				
School year	_____	Store with credit?	<input type="checkbox"/> Yes % of course credit _____	
			<input type="checkbox"/> No	
Term	_____	Store with credit?	<input type="checkbox"/> Yes % of course credit _____	
			<input type="checkbox"/> No	
Term	_____	Store with credit?	<input type="checkbox"/> Yes % of course credit _____	
			<input type="checkbox"/> No	
Options for classes at other schools				
<input type="checkbox"/> There are students enrolled in classes at other schools on my PowerSchool server.				
If so, I want the students' transcripts to show that the students attended				
the class at: <input type="checkbox"/> This school <input type="checkbox"/> The other school				
<input type="checkbox"/> There are NO students enrolled in classes at other schools on my PowerSchool server.				
Options for withholding credit				
If more than _____ attendance points have accumulated between the dates of _____				
and _____, give the students a grade of _____, a GPA point value of _____,				
and store the real grade in the 'teacher comment' field with this comment:				

Advanced potential and earned credit options				
When storing with credit, determine whether or not you will store				
<input type="checkbox"/> Store both potential and earned credit				
<input type="checkbox"/> Store only potential credit				
Variable credit storing preferences				
<input type="checkbox"/> My school has an alternative education program or at least one course section in the				
schedule in which students can earn variable credit hours for a course.				
Store these credit hours _____				
Store this when teacher has not entered variable credit hours _____				
Round or truncate _____				
Number of decimal places in variable credit hours _____				
Repeat course grade suppression				
<input type="checkbox"/> Apply repeated course grade suppression policy rules				

Note: Refer to this diagram to help you complete the Permanently Store Grade page when you store grades for the first time using PowerSchool.

When you have completed all of your preparation, go to **System > Permanently Store Grades** and complete the fields based on the following image.

Which Grades

Use this Final Grade/Reporting Term: S1 *

Save with this Historical Store Code: S1 *

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 (MM/DD/YYYY)

☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000 (MM/DD/YYYY)

☒ Include only enrollment records that are currently active and that were active on this date: 12/19/2014 (MM/DD/YYYY)

Additional Filter Options

Classes by term length		Store	% of course credit
2014-2015	(05/26/2014 - 05/23/2015)	Store with credit	50 %
Semester 1	(05/26/2014 - 11/29/2014)	Store with credit	100 %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms? ☒ No ☐ Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at All schools

Record the school name of This school

Options for withholding credit - only those items checked can cause credit to be withheld

☒ If more than 10 attendance points have accumulated between the dates of 8/25/2014 and 12/19/2014 (MM/DD/YYYY) then give the student a grade of NG and a GPA point value of 0 and store the real grade in the "teacher comment" field with this comment: Credit withheld due to excessive attendance points

Advanced Potential and Earned Credit Options

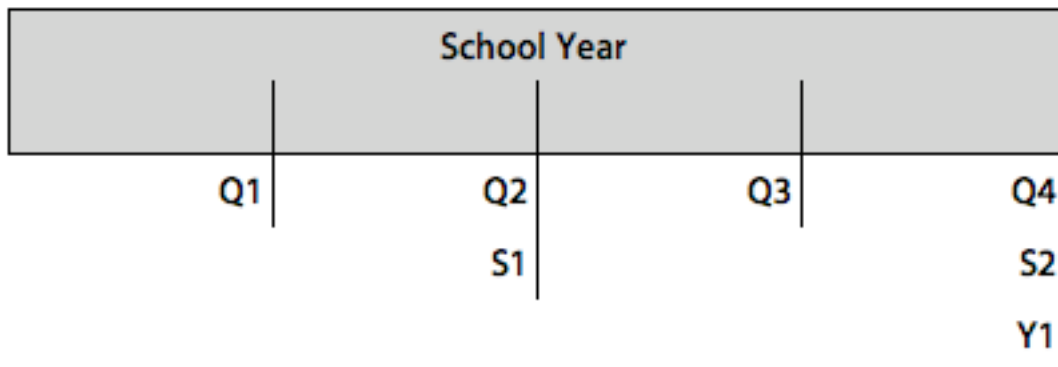
Variable Credit Storing Preferences

Repeated Course Grade Suppression

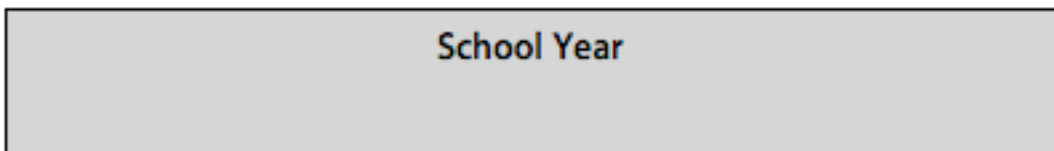
☒ Apply Repeated Course Grade Suppression Policy Rules

You should store grades at the end of every marking period, even if you don't award credit at the end of every marking period or do not display each marking period on student transcripts. Storing grades ensures that you will have a record of each official report card issued by the school. Therefore, after some marking periods, you may have to store grades more than once.

For example, for schools that have both semester and quarter marking periods, store grades twice at the end of Semester 1 because it is the end of both Semester 1 and Quarter 2, as shown on the following diagram:



To get an idea of when your school must store grades, plot each of your school's marking periods on the following diagram:



Honor Roll

After you store grades, calculate which students qualify to be on the honor roll. To calculate the honor roll, you must set up at least one honor roll evaluation method. Create honor roll methods at the school level. For more information about how to calculate the honor roll in your school, see your PowerSchool administrator.

Creating Report Cards

Use the report card template to create and print report cards and other reports, such as progress reports or student schedules. To create a new report card, select **System Reports > Setup > Report Cards**. Either select one of the report card templates or click **New**. In addition to student schedule information, you can include PowerSchool fields so that other student information appears on a student's report card.

Report card templates are divided into four areas:

The image shows a report card template for a student named Malcolm Brooks. The template is divided into four main sections: Title, Heading, Student Schedule Listing, and Footer. The Student Schedule Listing is represented by a table with 5 columns: Per, Course, Teacher, Q1, and Q2. The table contains 7 rows of student data. The Footer section includes total credits, GPA, and a congratulatory message.

Per	Course	Teacher	Q1	Q2
1 (A)	Algebra	Snow	B+	A-
2 (A)	English 10	Goldstein	A-	A
3 (A)	US History	Williams	B	B+
4 (A)	Debate	Lee	A	A
5 (A)	Jazz Band	Stone	A	A
6 (A)	Health	DeBoer	A	A
7 (A)	Woods 1	Marble	A	A

Use HTML tags, PowerSchool fields, and data codes in the heading and footer of a report card template just as you did on a form letter. For information about HTML and PowerSchool fields and codes, see "Using HTML Tags on a Custom Report" on page 48 and "Using PowerSchool Fields and Data Codes on a Custom Report" on page 49.

Plan your first report card:

The form is a vertical rectangle with a solid black border. It contains three main sections:

- Top Section:** A small dashed rectangular box at the top center, likely for a title or header.
- Middle Section:** A large dashed rectangular box below the top section, intended for detailed notes or a list.
- Bottom Section:** A solid rounded rectangular box in the middle, likely for a title or header, followed by another large dashed rectangular box at the bottom for additional notes.

Setting Margins and Page Orientation

1. Select your report card template
2. At the bottom of the Report Card page, click **Margins & Page Setup**
3. In the Margins section, enter the left, top, right, and bottom margins in inches
4. For orientation, choose **Portrait (vertical)** or **Landscape (horizontal)**
5. Enter the percentage of full size you want this report to print
6. Click **Submit**

Using Special Printing Options

Special printing options save time and paper when printing some report cards. For example, if the report card you print requires only half a sheet of paper, set two reports to print on each page.

1. At the bottom of the Report Card page, click **Special Printing Options**
2. Check **Multiple reports per page** if you want several reports to print on each page
3. Enter the number of reports you want to print across and down the page
4. Enter the amount of space between reports, in inches, if you print multiple reports per page
5. Check **Suppress printed column title** to suppress column titles from printing on the schedule listing
6. Click **Submit**

Printing Report Card Templates

Print report card templates for an individual student or a group of students. For information about printing custom reports, see "Printing Custom Reports" on page 50.

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