

Initial Product Training

PowerSchool v.6
Student Information System



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Session 1

Introduction to PowerSchool

Session Goal

In this session, you will learn to access all parts of PowerSchool Student Information System (SIS), use a variety of methods to search for students, and work with individual students.

Objectives

At the end of this session, you will be able to:

- Navigate to key areas in PowerSchool
- Search for students using Browse Students, last names, student numbers, Smart Searches, search commands, and stored searches
- Use student pages to enter and track information for individual students

Key Learning Concepts

Introduction to PowerSchool

- Administrators
- Teachers
- Substitutes
- Parents and Students

Using the PowerSchool Start Page

- Navigation bar
- Main menu
- ID bar

Searching for Students

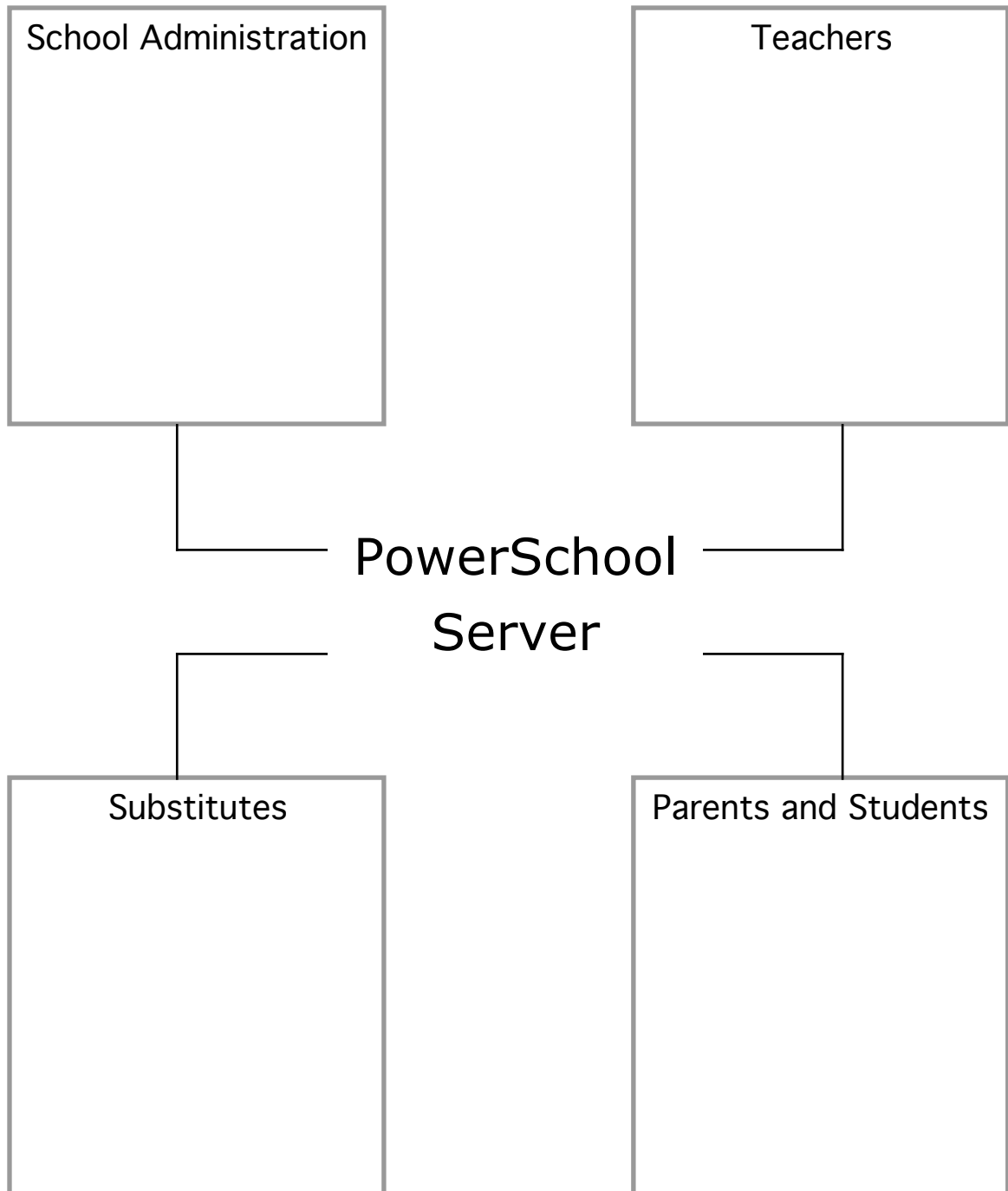
- Browse students
- Last name or student number
- Smart Search
- Search commands
- Multiple searches
- Inactive students
- Stored searches

Working with Individual Students

- Introduction to student pages
- Information
- Academics
- Administration
- Enrollment
- Scheduling

What is PowerSchool?

Welcome to PowerSchool! PowerSchool helps you 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. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.



Getting Started

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

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

Log in to PowerSchool as an administrative staff member:

Open a web browser, such as Internet Explorer or Safari, and enter the address of your PowerSchool server followed by /admin in the Address field

1. Enter your username and password, separated by a semicolon (;)

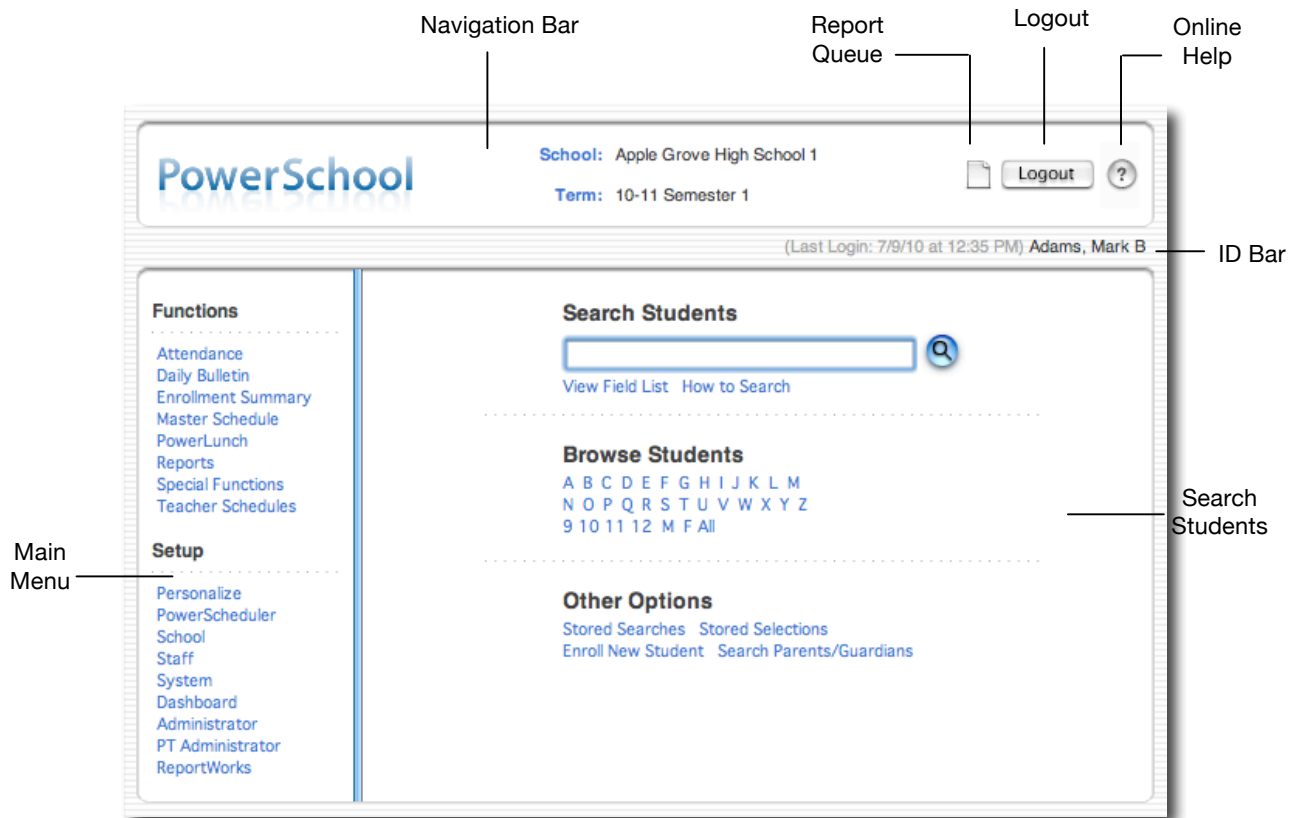
For example, if your username is mabram and your password is aghs1, enter mabram;aghs1.

2. Click **Enter**

The PowerSchool Start Page

The PowerSchool Start Page consists of four areas: the Navigation bar, Main menu, ID bar, and Search Students.

The Navigation bar includes access to three important functions: the Report Queue, Logout, and Online Help. Also, each time you log in, you will see the date and time of your last PowerSchool session next to your user ID on all PowerSchool pages.



Searching for Students

Use the Search Students area to search for an individual student or groups of students. There are several ways to search for students in PowerSchool. Click **How to Search** for instructions about how to query the database for information.

Browse Students

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

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

Searching by Last Name or Student Number

You can search for students by their last name, a portion of their last name, or by their 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 Student Selection page shows the list of students who match your search criteria.






Each student in your system has been assigned a unique student number. You can search for a student using this number. If you enter any letters in the Search Students field, PowerSchool automatically searches last names; if you enter numbers, PowerSchool searches student numbers.

Smart Searches

Smart Search facilitates searching for students and staff. Once you start typing in the Search Students field, the auto-completion feature suggests a list of possible student 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 Students box. 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 within 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.

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

Search Commands

In addition to Browse Students and the ability to search by last name and student number, you can search using more powerful techniques. You can use search commands to find students who match specific criteria. You can search student fields using search commands. To see a list of the student fields you can use in search commands, click **View Field List** on the Start Page. For example, you can 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 to locate the name of the field that contains the information you want. Click the field to automatically enter it in the Search Students field.

Using the Field List - Students page, 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 Address		Student Number	
Enrollment Status		Entry Date	

You can search for the information you want by using the correct comparator in your search command. PowerSchool uses the following comparators:

Comparator	Means This	Does This	Example
=	Equals	Searches for an exact match of the search argument.	first_name=robert
<	Is less than	Searches for all matches less than the search argument.	grade_level<11
>	Is greater than	Searches for all matches greater than the search argument.	grade_level>3
<=	Is less than or equal to	Searches for all matches less than or equal to the search argument.	grade_level<=10
>=	Is greater than or equal to	Searches for all matches greater than or equal to the search argument.	grade_level>=4
#	Does not equal	Searches for all matches that are anything other than the search argument. The following example reads, football does not equal blank.	football#
in	One of the values is present in the field	Searches for all the matches that contain one of the search arguments. Additional search arguments are separated with commas in the search command.	last_name in yang,holt (searches for students whose last name is Yang or Holt)

Comparator	Means This	Does This	Example
contains	The value is contained in the field.	Searches for matches where the search argument is anywhere in the field.	street contains maple
!contain	The value is not contained in the field	Searches for matches where the search argument is not anywhere in the field.	street !contain maple
@	Wildcard	Replaces unknown information in the search argument.	first_name=jac@

Using a Search Command

Enter search commands in the Search Students field on the PowerSchool Start Page. For example, to find all of the students who live in the 39206 zip code, enter `zip=39206` in the Search Students field and press **Enter**.

Compound Searches

You can search the database using multiple search commands simultaneously. When you enter more than one search command in the Search Students 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 Students field at Washington Elementary, and press **Enter**.

Searching for Inactive Students

When you perform searches, PowerSchool only searches 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. 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 Students field and press **Enter**.

Stored Searches

If you know you will be using a set of search commands over and over, you can create a new group of students for whom you and other users can search. Stored searches find preset groups of students. You can either set up and save the searches you use most or use a search that someone else has set up.

How to Create a Stored Search

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 it is stored, you can run it daily without having to type in the command by clicking **Stored Searches**.

Working with Individual Students


When you select an individual student, the list of student pages appears in the student pages menu. Use the student pages to view or enter demographic, parent/guardian, and emergency/medical information. You can also perform a function for a student, such as updating the student's attendance record, printing a report, or transferring the student out of school.

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, and attendance. This page mirrors the page parents and students view through Parent Access.	
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.	
Information		
Access Accounts	View both the student and guardian's access information. You can 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.	
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.	
Parents/Guardian	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 or guardians request to have automatic progress reports 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 state reporting that is specific to your state requirements, if applicable.	
Transportation	Use this page to log student transportation information to and from school.	
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 attendance for the current week.	

Student Page	Description	Notes
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 access the student's progress with specific standards outlined by your state, district, and school.	
Teacher Comments	View comments that teachers enter in PowerTeacher.	
Term Grades	View the student's grades as they were stored and reported on his or her report cards during the current year.	
Test Scores	View and enter the student's test scores on standardized tests, such as the SAT, ACT, or state norm-referenced tests. Your school determines what tests and scores to track in PowerSchool.	

Student Page	Description	Notes
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 the beginning and current balances. Use this page to record new transactions.	
Log Entries	View the log entries that have been entered for the student. From this page, you can create new log entries or edit existing ones. 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 of 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 PowerSchool 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.	
Enrollment		
Activities	View and edit the activities in which the student is involved.	
All Enrollments	View a list of every course in which the student has been enrolled since your district began using PowerSchool. From this page, you can see the final letter grade and final percent, as well as a list of the assignments and scores for each course.	

Student Page	Description	Notes
Functions	View a list of functions that you can perform for this student, including printing a report, transferring out of school, reenrolling in school, transferring to another school, enrolling in a course at another school, and recalculating 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.	
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 for the selected term in list format.	
Request Management	Use this page to modify the student's schedule, 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 the PowerScheduler and the End of Year process.	

Note: Depending on your job functions and level of access to PowerSchool, you may not have sufficient access privileges to view and make changes on some student pages. For more information about your level of access, see your PowerSchool administrator.

Session 2

Working With Groups of Students

Session Goal

In this session, you will learn how to search for, select, and perform functions for groups of students. You will also learn the how to enroll, withdraw, and transfer students into and out of school and maintain student schedules.

Objectives

At the end of this session, you will be able to:

- Search for groups of students using Browse Student, search commands, and search codes
- Select students by hand and store frequently referenced selections
- Use group functions to enter and track student information for groups of students
- Enroll, withdraw, and transfer students into and out of school
- Transfer a student from one course to another

Key Learning Concepts

Searching for groups of students

- Browse Students
- Search commands
- Use search codes
- Teacher Schedules
- Select students by hand
- Use stored selections

Using Group Functions

- List Students
- Enrollment Summary
- Attendance Change
- Daily Attendance Change
- Fee Functions
- Student Field Value
- Counselor's Screen
- ID/Password Assignment
- Searching for students by attendance, grades, and GPA
- Searching log entries
- Incident Management

Enrolling and Withdrawing Students

- Enrolling a new student
- Transferring students out
- Reenrolling a student
- Transferring a student to another school in your district

Maintaining Student Schedules

- Dropping courses
- Adding courses

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:

- Browse Students
- Search commands
- Search codes

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.

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, do not have a Period 1 class, were active as of November 10, or are enrolled in the Gifted and Talented program.

Here are some examples of search codes:

Search Code	Does This	Example
*birthday	Searches for 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	Searches for students who were active on the specified date, such as students active on October 31.	*as_of=10/31/2009
*not_enrolled_in _period	Searches for students who are not enrolled in a course for the specified period, such as students not enrolled in 4th period.	*not_enrolled_in_period=4
*enrolled_in	Searches for students who are currently enrolled in a specified course or specified course and section, such as middle school students enrolled in Life Skills.	*enrolled_in=LS200 *enrolled_in=LS200.4
*not_enrolled_in	Searches for students who are not currently enrolled in the specified course, such elementary students not enrolled in a Homeroom class.	*not_enrolled_in=HR

*has_completed_course	Searches for students who have at least one historical grade entry for the specified course, such as high school students who have completed Government.	*has_completed_course=SOC1200
*has_not_completed	Searches for students who do not have any historical grade entries for the specified course, such as high school students who have not completed English 1.	*has_not_completed=ENG1000
*cumulative_credit_hours	Searches for students with the specified number of credit hours, such as high school students with 12 credit hours.	*cumulative_credit_hours=12 *cumulative_credit_hours<15 *cumulative_credit_hours>5
*number_of_classes	Searches for students who are currently enrolled in the specified number of classes, such as students with 8 classes.	*number_of_classes=8 *number_of_classes<7 *number_of_classes>5 *number_of_classes#6
*attendance_points	Searches for students who have the specified number of attendance points in any course, any course during a specified term, or any course between specified dates.	*attendance_points>9 *attendance_points (S1)>9 *attendance_points (8/28/10,12/20/10)>9
*hours_requested	Searches for students who have course requests for the specified number of credit hours, such as high schools students with 10 hours requested.	*hours_requested<6 *hours_requested>8 *hours_requested=10
*special_program	Searches for students who are enrolled in the specified special program, such as students enrolled in Reading Recovery.	*special_program=reading recovery

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

Using Group Functions

You can perform a function for a group of students. For example, you need to print progress reports for the 9th grade, or excuse the middle school football team tomorrow for periods 5 and 6. In PowerSchool, you do not have to repeat the same function for each student. You can search for and select a group of students, and then perform a function for that group.

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

Group Function	Description	Notes
Attendance Change	Use this function to enter or change attendance for the student group you selected.	
Batch Address Validation	Use this function to verify that the specified group of students has valid addresses.	
Batch Boundary Validation	Use this function to find which students from the specified group have addresses within or outside the selected boundary.	
Counselor's Screen	View the same student page you specify for each student in the group you selected. To show the page you specified for each student, click the student's last name.	
Enrollment Summary	View the Enrollment Summary page only for the student group you selected.	
Export Using Template	Use this function to export information with a pre-defined template for the specified group of students.	
Fee Functions	Use these functions to add new fees and new transactions for the student group you selected.	
Graduation Plan Selection	Use this function to 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.	

Group Function	Description	Notes
Graduation Progress Summary	View a summary of specific graduation plan requirements for the student group you selected.	
ID/Password Assignment	Use this function to activate parent and student login accounts for PowerSchool and auto-generate parent and student usernames and passwords, and lunch ID numbers for the student group you selected.	
Immunization Compliance	Use this function to search for students by vaccine, immunization compliance, exemption status, and doses.	
Invalid Requests	Use this function to find invalid course requests due to course prerequisites for the specified group of students.	
List Students	Use this function to view or print a list of the student group you selected. You can specify up to 10 student fields you want to include.	
Mass Create Family Links	Use this function to establish family relationships for the specified group of students based on family ID and/or phone number.	
Mass Enroll	Use this function to enroll the student group you selected into the same course section. You specify which section by teacher and meeting or by course section number.	
Mass Enroll Special Program	Use this function to enroll the student group you selected into the same Special Program.	
Next School Indicator	Use this function to set the next school indicator for the specified group of students.	
Print Report	Use this function to print a form letter, report card template, or an object report for the student group you selected.	

Group Function	Description	Notes
Print Mailing Labels	Use this function to print mailing labels for the student group you selected.	
Quick Export	Use this function to export student information from PowerSchool to a spreadsheet application for the student group you selected.	
Reports Menu	View the Reports page so you can run a report for the student group you selected.	
Save Stored Selection	Use this function to save the specified group of students for later use.	
Search by GPA	Use this function to search for students using cumulative, term, or current GPA.	
Search by Grades/Attendance	Use this function to search for students using grades, final grade percent, citizenship marks, and attendance.	
Search for Perfect Attendance	Use this function to search for students who have perfect attendance.	
Select Students By Hand	Use this function to manually select students from the specified group of students.	
Student Field Value	Use this function to enter or update information in a single student field for the student group you selected.	
Student Schedule Report	Use this function to create a printable schedule matrix report for the specified group of students.	

Searching Log Entries

There are many types of log entries. You can create a log entry to record a counseling appointment, a nurse visit, a parent conference, or a discipline problem. You can search student log entries to view, print a report, or export all of the log entries that relate to a particular event or type of incident. For example, if the counselors plan to meet with struggling students, you can search for all of the students who have a counseling log entry to make recommendations as to which students should attend. Your school or district creates the types of log entries that you track with PowerSchool in your school.

To access the search log entries feature, click **Special Functions** from the main menu, and click **Search Log Entries** on the Special Functions page.

Your PowerSchool administrator decides which groups of users can view, enter, and edit the types of log entries available. 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 may need to access:

Note: 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.

Incident Management

In response to increased requirements from state and federal agencies in the reporting of disruptive incidents, PowerSchool's Incident Management was created so you can 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

To access discipline incidents, click **Special Functions** from the main menu, and click **Incident Management** on the Special Functions page. Use the Incident Management page to search incidents based on the search filters and create new incidents.

▼ Incident Description

Incident Type:

Incident Date: Time: :

Time Frame:

Title:

Description:

Location:

Location Description:

Prepared by: Financial Impact (\$):

▼ Incident Builder

Participants +

Reporters

- Sheldon K Bowe

Victims

Offenders

- Emily R Miller
- [1] Other - Cigarette
- Detention

Witnesses

- Judy H Babb

Incident Elements +

Type	Description		
Object	[1] Other - Cigarette		

Select participants involved in the incident, as well as roles and attributes of the participants.

Enter information specific to the incident. Incident Type is the only required field.

Add elements of the incident, such as actions taken and objects used.

Enrolling and Withdrawing Students

During the school year, you may need to enroll students who are new to your school, reenroll students who return to your school, or transfer students out of your school. When you enroll or reenroll a student, PowerSchool activates that student's record. When you transfer a student out of school, PowerSchool inactivates that student's record. By default, inactive student records do not appear in searches and lists. Student records are never deleted - only changed to an inactive status.

Enrolling a New Student

When new students arrive at your school, enroll them in PowerSchool. After you enroll a student, enter information about that student on his or her student pages.

1. On the Start Page, click **Enroll New Student**
2. The page is divided into four areas: Student Information, State Information, Information for Family Match, and Home Address

Use the following diagrams to enter information in the fields:

Enter the student's last name, first name, and middle initial.

Enter the student's Social Security Number (optional).

Enter the date in which the student enrolled at your school. If you enter a future date, PowerSchool automatically activates the student's record on the date you enter.

Choose the student's numerical grade level.

Choose the district where the student resides.

Complete any state specific fields.

If you want to manually assign the student number, enter the number. If you want PowerSchool to automatically assign the number, leave this field blank.

Enter the student's home phone number.

Choose the student's full-time equivalency from the menu.

Choose the appropriate entry code from the menu.

Choose the student's fee exemption status from the

Student Information	
Student's Name (Last, First MI)	<input type="text"/> , <input type="text"/> <input type="text"/>
DOB	<input type="text"/>
Student number	<input type="text"/> (If this field is left blank, the system will assign the Student Number)
Social Security Number	<input type="text"/>
Phone Number	<input type="text"/>
Enrollment date	<input type="text" value="6/23/2009"/>
Full-Time Equivalency	<input type="text" value=""/>
Grade Level	<input type="text" value="9"/>
Entry Code	<input type="text" value=""/>
Track	<input type="text" value=""/>
District of Residence	<input type="text" value=""/>
Fee Exemption Status	<input type="text" value="Student Not Exempted"/>
School	Apple Grove High School
Mississippi State Information	
Special/Secondary Grade Code	<input type="text" value=""/>

Select to enroll the student without linking, or search for family members.

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

Click to verify the student's address is valid and within the district's

Information for Family Match

Students may be linked to other family members in the school or district and their demographic information may be copied to the student being enrolled. By creating a link between students, shared information can be synchronized so edits that occur to one student can automatically be made to the linked students.

Enroll without Linking or Copying Information
 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) ,

Include Student's Last Name In Search.

Home Address

Street, Apt/Suite

City, State, Zip MS

Geocode

Enter specific information to filter and find family matches.

Enter the student's address. (This is optional.)

3. Click **Submit**

To verify that the student does not already exist in the system, PowerSchool searches for any student who matches the new student's last name, phone number, date of birth, or social security number.

If the system finds a possible match for the new student, the "Check for Duplicate Students" page appears. If you verify that the new student is not a match with any student who appears on this page, click **Enroll** to continue. Otherwise, click the name of the student who you think is a match and review his or her information.

If the system does not find any possible matches, it enrolls the student and displays the student pages on which you can enter the new student's information.

Transferring Students Out

When students leave your school to attend another school in your district or in another town, state, or country, use the Transfer Out Of School function. You can transfer students out of school individually or as a group.

Transfer an individual student out of 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 and the date of transfer and choose the appropriate exit code
5. Click **Submit**

Note: For accurate attendance data, enter in the "Date of transfer" field the date of the day after the last day the student actually attends classes at your school.

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 at your school, you can search for, select, and transfer them all out of school at the same time.

Transfer out a group of students:

1. On the Start Page, search for and select the appropriate group of students
2. Choose **Transfer Out Of School** from the Group Functions menu
3. Enter any comments and the date of transfer and choose the appropriate exit code
4. Select the verification check box to confirm that you want to transfer out the selected group of students
5. Click **Submit**

Reenrolling a Student

You can reenroll a student who was previously active in PowerSchool before he or she transferred out of school. When you do so, the system reactivates all of the related student information previously entered. After you reenroll a student, you can update the student's information on his or her student pages.

1. Enter a slash (/) and the student's last name in the Search Students field on the Start Page and press **Enter**
2. Click the student's name

If only one student matches your search, the student pages for that student appear. If more than one student matches your search, the Select Students page appears.

3. Click **Functions > Re-Enroll In School**
4. Enter the date the student is reenrolling
5. Choose an enrollment code, the student's full-time equivalency, current grade level, track (if applicable), and district of residence from the menus
6. Enter any comments (optional)
7. From the "Restore class enrollments?" menu, choose one of the following options:
 - a. Choose **Yes** if the student is reenrolling at your school during the same schedule term in which he or she transferred out of your school. The system restores the student's class schedule.
 - b. Choose **No** if the student is reenrolling at your school after the schedule term in which he or she transferred out. You can create a new schedule for the student on his or her Modify Schedule page.
8. Click **Submit**

The student is reenrolled in your school. His or her records in PowerSchool are now active again. You can update and edit information on the student pages.

Transferring a Student to Another School in Your District

1. Transfer the student out using the Transfer Out Of School function
2. Click **Functions > Transfer To Another School**
3. From the "To which school?" menu, choose the school the student is transferring to
4. Click **Submit**

After the system successfully transfers the student's records, the student is inactive in the new school. The new school can activate the student using the Re-Enroll In School function.

Maintaining Student Schedules

During the school year, it is often necessary to change students' schedules. 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, drop his or her original course and then add the new course.

Dropping Courses

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

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

1. On the Start Page, search for and select the student
2. Click **Modify Schedule**
3. Click **All** at the bottom of the Drop column
4. Enter the date of the day after the student will finish the courses in the Exit Date field
5. Click **Drop Classes**

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

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

Note: For accurate attendance data, enter the date of the day after the student actually attends the courses in the Exit Date field.

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 the student wants to enroll in, as well as your school's registration procedures.

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

1. On the Modify Schedule page, choose the period you need to enroll the student in a course from the Period menu near the top of the page
2. Click **Find** and the Available Courses page appears
3. Refine your search for appropriate courses by choosing a period, day, term, grade, teacher, and credit type from the menus or entering a course number in the Course field in the Filter By area
4. Enter the correct enrollment date in the Enroll date field
5. Click the course name to enroll the student

If you know the number of the course the student wants to enroll in, enroll him or her 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, you can enter 20@ to show a list of all English courses and sections.

1. On the Modify Schedule page, enter the course number in the Quick Enroll area
2. Click **Enroll** and if there are several sections of that course available, the Available Courses page appears
3. Enter the correct date in the Enroll date field
4. Click the course name to enroll the student

Note: If you know the course and section number, enter this information in the Course.Section field in the Quick Enroll area (format: course.section), and click **Enroll**. This 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.

If a student drops a course and needs to review several replacement course options with you, you can select a course from a list of all courses and sections in your school.

1. On the Modify Schedule page, choose **All** from the Period menu
2. Click **Find** and the Available Courses page appears with a list of all current courses and sections in your school
3. Refine your search for appropriate courses by choosing a period, day, term, grade, teacher, and credit type from the menus or entering a course number in the Course field in the Filter By area
4. Enter the correct date in the Enroll date field
5. Click the course name to enroll the student

Session 3

Attendance Process and PowerSchool Reports

Session Goal

In this session, you will learn how to manage student attendance, access student attendance reports, run PowerSchool reports, and access information about state reporting. You will also learn how to create custom form letters and mailing labels, and how to add items to the daily bulletin.

Objectives

At the end of this session, you will be able to:

- Use the attendance functions to find students who have been marked absent, update student attendance when appropriate, and access attendance reports
- Use PowerSchool reports
- Access the instruction guides for your state reports, if applicable
- Create custom form letters
- Create mailing labels
- Add school and faculty announcements to the daily bulletin

Key Learning Concepts

Managing Student Attendance

- Teacher Attendance Submission Status
- Processing student attendance
- Attendance management reports

Using PowerSchool Reports

- Attendance
- Grades and Gradebooks
- Membership and Enrollment
- Statistics

Using State Reports

Creating Form Letters

- Creating a form letter
- Using HTML tags on a custom report
- Using PowerSchool fields and data codes on a custom report
- Printing custom reports

Creating Mailing Labels

Using the Daily Bulletin

- Creating a new bulletin item
- Editing or deleting an existing bulletin item
- Viewing the daily bulletin

Managing Student Attendance

You can 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 PowerSchool manages and shows 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. You can 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 dialog in PowerTeacher.

Use the attendance process outlined in this session to manage student attendance on a daily basis at your school. You may need to adapt parts of this process in accordance with your school and district attendance policy. Use the reports for either period attendance or daily attendance, depending on which tracking method your school maintains.

Note: See your PowerSchool administrator if you are not sure what method of attendance tracking has been set up for your school.

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 dot is the Attendance Indicator. A green dot means that the teacher has submitted attendance for all classes, yellow means the teacher has submitted attendance for some classes, and the red dot 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: 6/23/2009

Order By: Alphabetic Att taken first No Att taken first

Show: All Complete Attendance Incomplete Attendance

Submit

<input checked="" type="radio"/> Abram, Michael	<input type="radio"/> Accatino, Steve
<input type="radio"/> Berndt, Gordie	<input type="radio"/> Bowe, Sheldon
<input type="radio"/> Bryant, Renata	<input type="radio"/> Carlson, Steven

Submission Status

Bowe, Sheldon

3(B) - AP American Lit and Comp ENG3000 (1)
Attendance Taken on: 6/23/2009

4(B) - English Survey ENG9 (4)
No Attendance Taken

Close

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/guardians 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, the student's attendance may need to be changed 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. You can excuse the members of that team for the days they will be at the tournament. Future attendance that you enter for students automatically appears for teachers in PowerTeacher.

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.

Step One: Use the Absentee Report

1. On the Start Page, click **Attendance > Absentee Report**
2. Use the following diagram to enter information in the fields:

The screenshot shows the 'Absentee Report' form with the following fields and annotations:

- Report Name:** Absentee
- Version:** 1.7
- Description:** Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
- Attendance Mode:** Meeting (dropdown menu)
- Students to Include:** Radio buttons for 'The selected 3 students only' and 'All students' (selected).
- Grades (leave blank for all):** Checkboxes for 9, 10, 11, 12.
- Attendance Codes:** A list of codes: ALL CODES, A (Absent), T (Tardy), P (Parent Excused), S (School Excused), I (In School Suspension), O (Out of School Suspension), X (Truant), V (Vacation), F (Field Trip).
- Date to Scan:** Date input field.
- Period(s) (leave blank for all):** Checkboxes for 1, 2, 3, 4.
- Processing Options:** In Background Now (dropdown menu).
- Specific Date/Time:** Time input field with AM/PM and +/- buttons.
- Data to be filled:** (Check checkbox on the right to save as default value) with a 'Reset All' button.
- Include Student Number:** Checkbox.
- Number of Blank Lines Below Student Names:** Input field with '0'.
- Include Verification Line:** Checkbox.
- Submit:** Button at the bottom right.

Annotations and their corresponding fields:

- Top Left:** Select if you want to include all students or the currently selected group of students on the report. (Points to 'Students to Include')
- Top Right:** Choose the attendance mode you want to scan. (Points to 'Attendance Mode')
- Left Side (Top):** Select the attendance codes you want to scan. You can select ALL CODES or specify which codes you want to scan. Press Command (Mac) or CTRL (PC) to make multiple selections. (Points to 'Attendance Codes')
- Left Side (Middle):** Select the check boxes for the periods you want to include on the report. To include all periods, leave all the check boxes cleared. (Points to 'Period(s)')
- Left Side (Bottom):** Select this check box if you want the student's ID number to appear next to his or her name on the report. (Points to 'Include Student Number')
- Right Side (Top):** Select the check boxes for the grade levels you want to include on the report. To include all grade levels at your school, leave all the check boxes cleared. (Points to 'Grades')
- Right Side (Middle):** Enter the date you want to scan. (Points to 'Date to Scan')
- Right Side (Bottom):** Choose when you want PowerSchool to process your report. (Points to 'Processing Options')
- Right Side (Bottom):** Select these check boxes to specify the default values for including student numbers, blank lines between students, and the verification line. (Points to 'Include Student Number', 'Number of Blank Lines Below Student Names', and 'Include Verification Line')
- Bottom Left:** Select this check box if you want the report to print lines where you can manually write 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 the contact. (Points to 'Include Verification Line')
- Bottom Right:** Enter the number of blank lines you want between student names on the report. (Points to 'Number of Blank Lines Below Student Names')

3. Click **Submit**
4. Choose **File > Print** to print the report

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

You can also find teachers who have not taken attendance by clicking **Find teachers who have not taken attendance** at the bottom of the Absentee Report page.

Note: If you choose a processing option other than "In Background Now" or "ASAP," access the results of your report through your report queue. To access your report queue, click the **Report Queue** icon in the navigation bar.

Step Two: Update Student Attendance

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 Counselor's Screen group function to quickly access each student's attendance page. You can access the Group Functions page from the Absentee report.

1. On the Absentee report, click **Functions** at the bottom of the report
2. Click **Counselor's Screen**
3. Choose **Attendance** for "Which screen would you like to use to view the list of students?"
4. Click **Submit**
5. Click each student's *last name* and use the Attendance page to update each student's attendance record

Step Three: Enter Future Attendance

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

In PowerSchool, you can enter future attendance for individual students and groups of students. As soon as you enter future attendance, the attendance codes automatically appear for teachers in PowerTeacher. Use the Attendance student page or Attendance Change on the Group Functions menu to enter future attendance for students.

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

1.

2.

3.

Using PowerSchool Reports

PowerSchool includes several system reports you use to help you manage your student information. 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 **Reports** to access the system reports.

Attendance Management Reports

Student attendance management reports search for 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, you can use the Attendance Count report to search for all of the students to whom makeup classwork must 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. You can 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 the selected students or 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 the 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, you can 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 fact, in class on the days listed on the report. You can specify the week to display on the report.	

Attendance Tracking and Notification Reports

Use the attendance tracking reports to refresh the attendance tracking data, view students who have reached certain tracking levels, and extract the student's information to use in ReportWorks.

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.	

Discipline Reports

Use the discipline reports to view a list of student discipline incidents by sub-type for the date range you specify or an overall summary of discipline incidents.

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 incidents by gender, ethnicity, special programs, and grade level for the date range you specify.	

Grades and Gradebook Reports

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

Report	Description	Notes
Class Ranking	View each student's name, GPA, and percentile sorted by class rank. You can select the grade level and GPA type and which GPAs or percentiles appear.	
Grade Count or by Teacher	View the number of students who have earned each grade listed on your school's grade scale. You can 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.	
Standards	View the average score that the students in your school received for each standard tracked by your district in PowerSchool. You can select which students and which scores to include in the report. You can also specify which standards you want to include, and what information you want to appear for each standard.	

Report	Description	Notes
Teacher Gradebooks	Creates a PDF file that displays the specified teacher's 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, the enrollment of your school on a specified date, and the 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.	
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 students who have ever been enrolled in the course/section and their membership information. You can 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. You can 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.	

Report	Description	Notes
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. You can select the reporting segment or date range, sort order, and which course and sections you want to include 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.	
Enrollment Summary by Date	View a summary of enrollments for the date you specify. The information appears in a table by grade level, ethnicity, and gender.	
Voc. Courses Agg. Membership	View aggregate days of membership for all courses that have been 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 enter and leave 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 Teacher Maximum Load Report helps identify teachers who are scheduled to teach more students in a day than is allowed by their contracts. This 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 PowerSchool Parent Access.

Student Listings Reports

You can 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
Class Rosters (PDF)	Creates a PDF of the student information you specify for each teacher's selected sections.	
At Risk	View a list of courses, sections, and grades associated with students who are currently at risk of failing the current term.	
Master Schedule (PDF)	Creates a PDF of your school's master schedule. You can 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 the selected group of students or all currently enrolled students. You can 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.	

Using State Reports

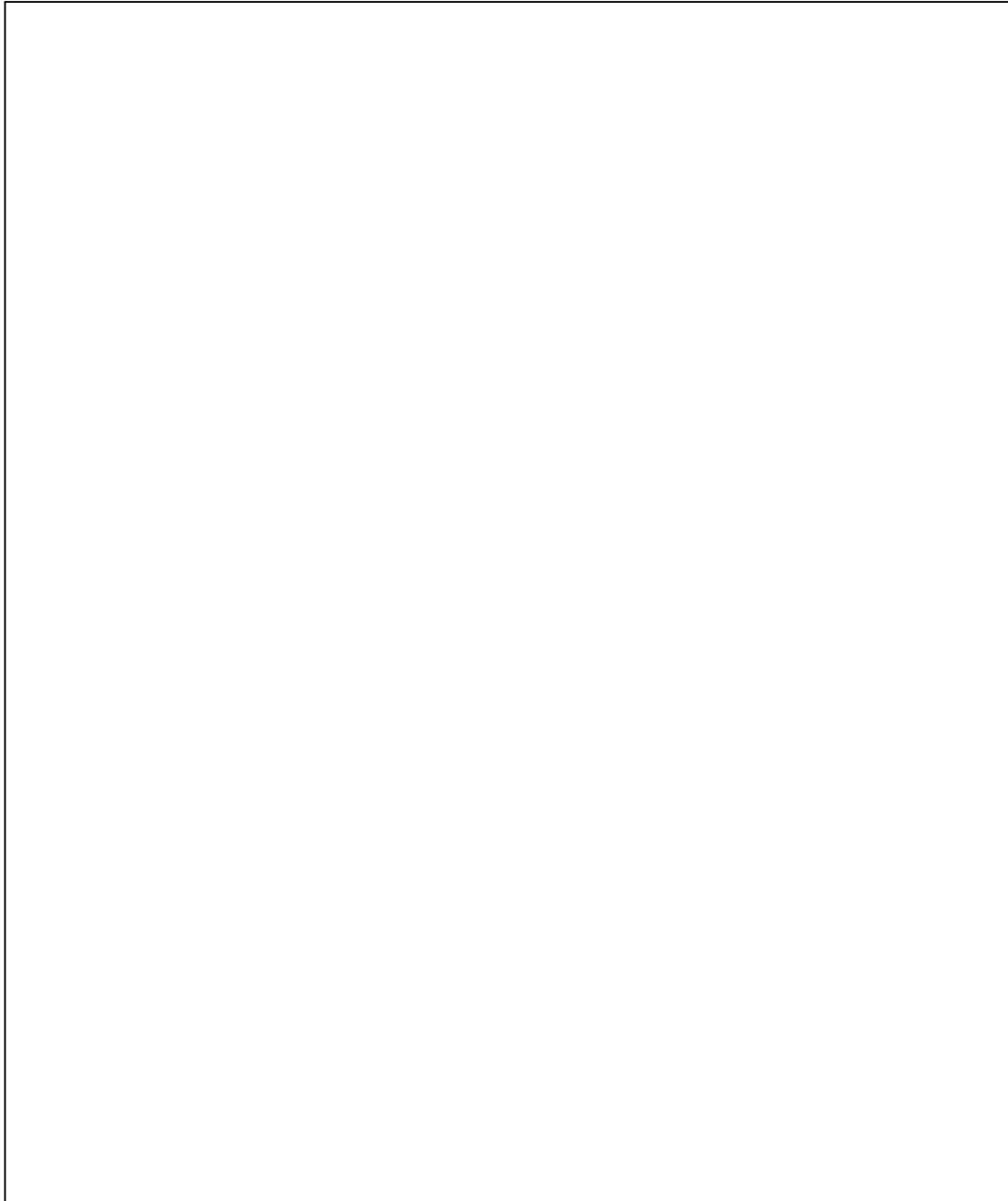
PowerSchool continually strives to update and expand the state reporting capabilities of its student information system. New state reports are added to the system frequently, and can be found by navigating to **Reports > State**. For more information about state reports, log in to the PowerSource website at powersource.pearsonschoolsandcolleges.com/s/support and click **Documentation**.

Creating Form Letters

You can create form letters to print letters for several students at one time or for an individual student. For example, your school can create a letter to send to parents that includes the information they need to log in to Parent Access and view their child's progress.

You can include PowerSchool fields in a form letter so that each student's current information prints on his or her letter.

Plan your first form letter:

A large, empty rectangular box with a thin black border, intended for the user to plan their first form letter. The box is currently blank.

Creating a Form Letter in PowerSchool

1. On the Start Page, click **Reports > Setup > Form Letter > New**
2. Enter a title and click **Submit**
3. Click the name of the letter
4. Click **Report Body**
5. PowerSchool form letters are constructed with three elements:
 - a. Text, or body, of the letter
 - b. Fields and codes to get data from PowerSchool
 - c. HTML tags to format the letter
6. Click **Submit**

Using HTML Tags on a Custom Report

Use HTML tags to format parts of custom reports. 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.	Keep your username and password <code>private</code> .	Keep your username and password private.
<code><i> </i></code>	Changes the style of the text to italic.	Welcome to <code><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.	Report cards will be distributed this <code><u>Thursday</u></code> to all students	Report cards will be distributed this <u>Thursday</u> to all students.

Using PowerSchool Fields and Data Codes on a Custom Report

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

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 you want the name to appear.

You can also include additional information using data codes. For example, you can 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
^[time]	Prints the current time.	This report was printed at ^[time].	This report was printed at 10:37 AM.
^(He/She) ^(he/she) ^(him/her) ^(His/Her) ^(his/her) ^(son/daughter)	Uses the Gender field to print the correct pronoun for each student.	Your ^(son/daughter) is invited to make up ^(his/her) attendance points during our Saturday school sessions.	Your daughter is invited to make up her attendance points during our Saturday school sessions.
^(schoolname)	Prints the name of the school.	Welcome to ^(schoolname)!	Welcome to Apple Grove High School!
^(yearname)	Prints the name of the school year.	We are looking forward to a great ^(yearname) school year.	We are looking forward to a great 2009-2010 school year.
^(*credit_hours)	Prints the number of cumulative credit hours the student has earned.	Your student has earned a total of ^(*credit_hours) credits.	Your student has earned a total of 12 credits.

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

Printing Custom Reports

To print custom reports in PowerSchool, start with 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 **Print Report**
3. Use the following diagram to enter information in the fields:

The screenshot shows the 'Print Reports' form with the following fields and annotations:

- Option:** A dropdown menu showing 'Attendance Letter'. An annotation points to it: 'Choose the report from the menu.'
- Value:** A text field showing 'The selected 23 students'. An annotation points to it: 'Shows the number of students you selected. To print a quick test of a report, check **Print only the first** and enter the number of pages you want to print.'
- For which students?:** Radio buttons for 'All records in a single batch.', 'Print only the first 2 records.', and 'All records in batches of [] records.' An annotation points to the 'Print only the first' option: 'If the report you chose contains the student's schedule, select "courses enrolled during current term" for the student's current schedule. Or, select "enrollments as of" and enter a date in the field for a student's schedule as of a specified date.'
- In what order?:** Radio buttons for 'Alphabetical', 'By grade, then alphabetical', and 'By period [1] class, as of this date: [7/22/2010] (takes extra time)'. An annotation points to the 'By period' option: 'Select the order in which you want the report to print for the selected students: alphabetically, by grade, or by period.'
- If printing student schedules, use...:** Radio buttons for 'courses enrolled during current term' and 'enrollment as of [7/22/2010]'. An annotation points to the 'enrollment as of' option: 'To include a watermark on the report, choose one of the standard phrases or choose Custom, and enter the phrase in the blank field.'
- If printing fee list, only include transactions conducted during...:** A dropdown menu showing 'Current School Year' and a date range field. An annotation points to it: 'If the report you chose contains student fee information, you can specify if the fees listed on the report include fees for the entire current school year, current term, current day, or between a date range.'
- Watermark Text:** A text input field.
- Watermark Mode:** A dropdown menu showing 'Overlay'. An annotation points to it: 'Choose Overlay if you want the watermark to print on top of the objects on the report, or Watermark to print it behind the objects on the report.'
- When to print:** A dropdown menu showing 'ASAP' and a date range field. An annotation points to it: 'Choose when you want the report to run. If you choose On Specific Date/Time, enter the date in the blank field and choose the time.'

4. Click **Submit**

Creating Mailing Labels

Create mailing label layouts to easily print information on labels for several students at one time. For example, for a form letter that must be mailed to each student's home, you can create a mailing label to print and adhere to the envelopes.

You can also use mailing label layouts to print simple student information for other uses. For example, the counselors give each incoming 9th-grade student a folder of school information. Create a mailing label that prints the student's name, locker number, and locker combination and affix it to each folder.

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

New Mailing Label Layout

Layout Name	Parent Mailing Labels - Avery 5160	Table	Students
Font	Academy Engraved LET		
Font Size	10 points	Line Height	10 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 Field List	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			
<input type="button" value="Submit"/>			

Using the Daily Bulletin

Use the daily bulletin to communicate information to parents, students, teachers, and administrators about sporting events, fundraising activities, parent nights, and grading terms. In addition, you can communicate different messages to different audiences. For example, you can post an announcement that teachers and school administrators can view but parents and students cannot.

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. Use the following diagram to enter information in the fields:

Enter the title of the item.

Enter the date range during which you want this item to appear on the bulletin.

Choose the audience.

Enter the number that you want the item to appear on the bulletin in relation to the other items during the date range you specify. For example, enter 1 if you want the item to be at the top of the bulletin.

Enter the text of the bulletin item.

3. Click **Submit**

The target audience you select determines which types of users can view that bulletin item, whether administrators, teachers, substitutes, or parents and students. Complete the following table:

Target Audience	Can Be Viewed By
Public	
Teacher Users	
Admin Users	

Editing or Deleting an Existing Bulletin Item

1. On the Daily Bulletin Setup page, click the date in the Date Range column on which the original item begins
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, substitutes view it in PowerSchool Substitute, and parents and students use the PowerSchool Student and Parent Portal pages to view the bulletin. To view the daily bulletin, click **Daily Bulletin** from the main menu. You can view yesterday's or tomorrow's bulletin by clicking the appropriate date at the bottom of the page.

Session 4

End-of-Term Process and Customized Reports

Session Goal

In this session, you will learn how to verify and store final grades. You will also learn how to create progress reports, student schedule printouts, and report cards. You will also become familiar with object reports.

Objectives

At the end of this session, you will be able to:

- Complete the end-of-term process
- Create a progress report, student schedule printout, and report card using report card templates
- Explain what an object report is and identify the types of reports for which it can be used

Key Learning Concepts

Completing the End-of-Term Process

- Preparing to store grades
- Permanently storing grades

Creating Report Cards

Planning to Use Customized Reports

- Object Reports
- ReportWorks

Completing the End-of-Term Process

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

To confirm that the grades you store for each grading term are correct, you must validate that each teacher has entered grades for students. In addition, each teacher should verify that the grades appearing in PowerSchool are correct for each student.

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

Begin preparing to permanently store student grades a week or two before the end of the term. Starting early ensures that you will have enough time to confirm that teachers have entered grades for students, as well as allow teachers enough time to finalize and verify student grades.

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

Step One: Set a Final Grade Deadline

You must permanently store grades within **one month** after the end of the grading term. Consequently, teachers should finalize student grades expeditiously after the grading period ends. Set and announce a deadline by which teachers must have grades finalized. 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.

Step Two: Run the Student Schedule Listing Report

After you announce the final grade deadline to teachers, use the Student Schedule Listing report to find any teachers who have not entered any 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 this 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 double-check that those teachers who had not previously entered grades have now done so.

Note: You can ignore courses in which students do not receive a grade, such as Release Time or Work Release.

As an alternative to the Student Schedule Listing report, run the Section Readiness report in PowerTeacher Administrator 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.

Step Three: Print Grade Verification Reports

After the final grade deadline, it is important to verify grades and attendance. 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 use the Class Rosters (PDF) report to print and distribute student grade verifications for each teacher. On this report, you can choose 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.

After you distribute these reports, teachers review the current grade and attendance information for each student by class. If teachers need to make a correction to a student's grade, they do so in their gradebook and save the updated class information; the teacher's gradebook automatically updates PowerSchool with any changes. Some schools require that teachers sign the report once they have reviewed it and return it to the office.

You can customize the heading text and roster columns on the Class Rosters (PDF) report to fit a variety of tasks. Some of the possible codes you can use in the heading text field include:

Code	Does This	Example Result
^(teachername)	Displays the teacher's name.	Barker, Richard
^(expression)	Displays the period(day) combination of the section.	3(B)
^(coursename)	Displays the name of the course.	Algebra 1
^(no_of_students)	Displays the number of students currently enrolled in the section.	27
^(maxenrollment)	Displays the maximum number students that can be enrolled in the section.	35
^(room)	Displays the room number where the section meets.	210

Use the information in the previous table to format the information you will use in the heading text of a Class Rosters (PDF) report:

You format the columns of information you want to include in a Class Rosters (PDF) report using the Roster columns field. Enter the information in this format:

student field or roster code \ column title \ column width (in inches) \ alignment

For example, to format a Quarter 1 grade verification report that includes student name, grade level, final grade, final grade percent, number of absences, number of tardies, and teacher comment, you would enter:

```
lastfirst\Name\1.75\L
grade_level\Grade\.5\C
^(pg.final.grade;Q1)\Q1\.5\C
^(pg.final.percent;Q1)\%\.5\C
^(att;abs;Q1)\Abs\.5\C
^(att;tar;Q1)\Tar\.5\C
^(teachercomment)\Comment\1.5\L
```

Some of the possible codes you can use in the roster column field include:

Example Code	Does This	Example Result
^(pg.final.grade;Q1)	Displays the student's current Q1 final grade.	A-
^(pg.final.percent;Q1)	Displays the student's current Q1 final percent.	93
^(pg.final.citizenship;Q1)	Displays the student's current Q1 citizenship mark.	U

Example Code	Does This	Example Result
^(teachercomment)	Displays the current teacher comment.	Progressing well in class.
^(historical;Q1;grade)	Displays the student's stored Q1 final grade.	B+
^(historical;Q1;percent)	Displays the student's stored Q1 final percent.	89
^(historical;Q1;citizenship)	Displays the student's stored Q1 citizenship mark.	S
^(historical;Q1;earnedcrhrs)	Displays the number of credits that were stored for the student in Q1.	0.5
^(historical;Q1;comment)	Displays the stored Q1 teacher comment.	Has appropriate work habits.
^(historical;Q1;datestored)	Displays the date that the Q1 grade was stored.	11/05/2010
^(att;abs;Q1)	Displays the total number of absences for Q1.	7
^(att;tar;Q1)	Displays the total number of tardies for Q1.	2
^(att;X;Q1)	Displays the total number of occurrences of the specified attendance code for Q1.	3
^(att;S;10/1/2010;10/31/2010)	Displays the total number of occurrences of the specified attendance code for the date range.	1
^(attpoints)	Displays the total number of attendance points the student accumulated in the teacher's class.	10
^(attpoints;Q1)	Displays the total number of attendance points the student accumulated in the teacher's class during Q1.	7

Use the information in the previous table to format the information you will use in the Roster columns field of a Class Rosters (PDF) report:



Step Four: Permanently Store Grades

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? You need to determine which enrollments you will use to store final term grades.

When storing grades, there are 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 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 0% of the possible credit for any length course.

What course final grades will you not store?

Some schools store final grades for only certain courses. To avoid storing a final grade for a course, leave the percent field blank for the length of the course you do not want to store. For example, a school that has set up final grades 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 quarter percent field blank on the Permanently Store Grades page 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, you must specify if you want to store grades for students who are enrolled in classes at other schools. Additionally, you can 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, you can automatically withhold credit 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, you can 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. For more information about attendance points and your school's attendance codes, see your PowerSchool administrator. In some states, you cannot change a student's grade in a course for attendance reasons. Refer to your district attendance policy before using this feature.

Remember, you only have **one month** after each marking period in which to store grades. With that in mind, consider when your school will have to store grades for the first time using PowerSchool. Write the date before which you must store grades for the first time in the box:

Use the planning guide on the following page to map out how your school will store grades for the first time using PowerSchool.

PowerSchool

End of Term Process Planning Guide

Term Information	School	Final Grade Term name (From Final Grade Setup)
	Last day of term	
	Final deadline by which grades MUST be stored (30 days after the last day of the term)	
	Date report cards will be printed	Date grades will be stored
Grade Verification	Staff member(s) assigned	
	Date by which teachers must submit printed and signed grade verification reports (if required)	
	Date by which teachers must confirm that final grades are complete in PowerTeacher	
	Date that the Section Readiness Report will be run in PowerTeacher Administrator	
Permanently Store Grades	Staff member(s) assigned	
	Store Code	Final Grade
	Store grades for which student enrollments	
	<input type="checkbox"/> Exclusion Method Exclude enrollment records where the student <i>enrolled</i> in the class <i>after</i> this date: <input style="width: 100px;" type="text"/> Exclude enrollment records where the student <i>dropped</i> this class <i>before</i> this date: <input style="width: 100px;" type="text"/>	
	<input type="checkbox"/> Inclusion Method Include only enrollment records that are <i>currently active</i> and <i>were active</i> on this date: <input style="width: 100px;" type="text"/>	
	Available store terms (for each length of course)	
	School Year	_____ % of course credit to award now _____ %
	Term	_____ % of course credit to award now _____ %
Term	_____ % of course credit to award now _____ %	
Options for classes enrolled at other schools		
<input type="checkbox"/> There are students from this school enrolled in classes at other schools in the district. I want the students' transcripts to show that the students attended the class at _____ this school or _____ the other school.		
<input type="checkbox"/> There are NO students from this school enrolled in classes at other schools in the district.		
Options for withholding credit (Optional - refer to your district's policy on withholding credit for excessive absences before using this feature)		
If more than _____ attendance points have accumulated between the dates of _____ and _____ then give the student a grade of _____ and store the real grade in the "teacher comment" field with this comment: _____		

Refer to your Storing Grades Planning Guide to complete the following diagram:

Permanently Store Grades

Warning: Use this function only if you know exactly what you are doing.

Enter the store code that will be used to store grades:

Use this final grade: (Usually the same as the 'store code').

Exclude enrollment records where the student enrolled in the class after this date:

Exclude enrollment records where the student dropped the class before this date:

Include only enrollment records that are currently active and that were active on this date:

Request that grades be stored only for a specific section (course.section)

Available store terms

School Year % of course credit to award now: %

Semester % of course credit to award now: %

Options for classes enrolled at other schools

Store grades for classes enrolled at

Record the school name of

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

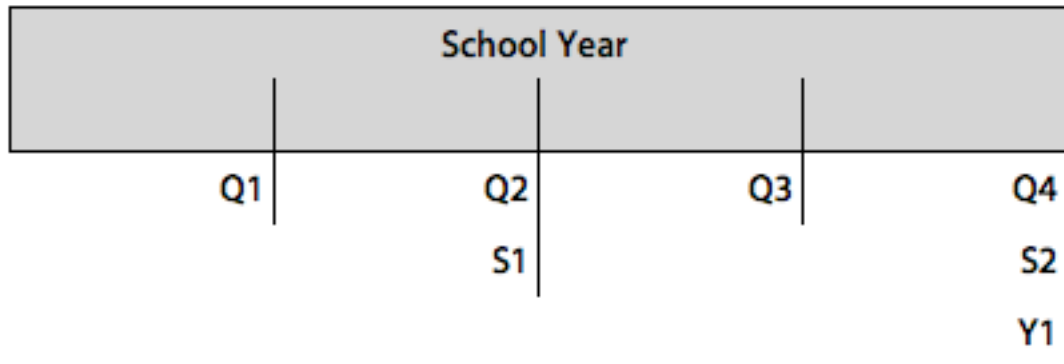
If more than attendance points have accumulated between the dates of and

then give the student a grade of and store the real grade in the "teacher comment" field with this comment:

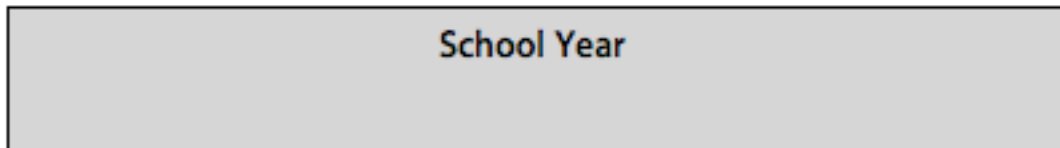
Note: Refer to this diagram to help you complete the Permanently Store Grade page when you store grades for the first time using PowerSchool.

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, grades must be stored 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:



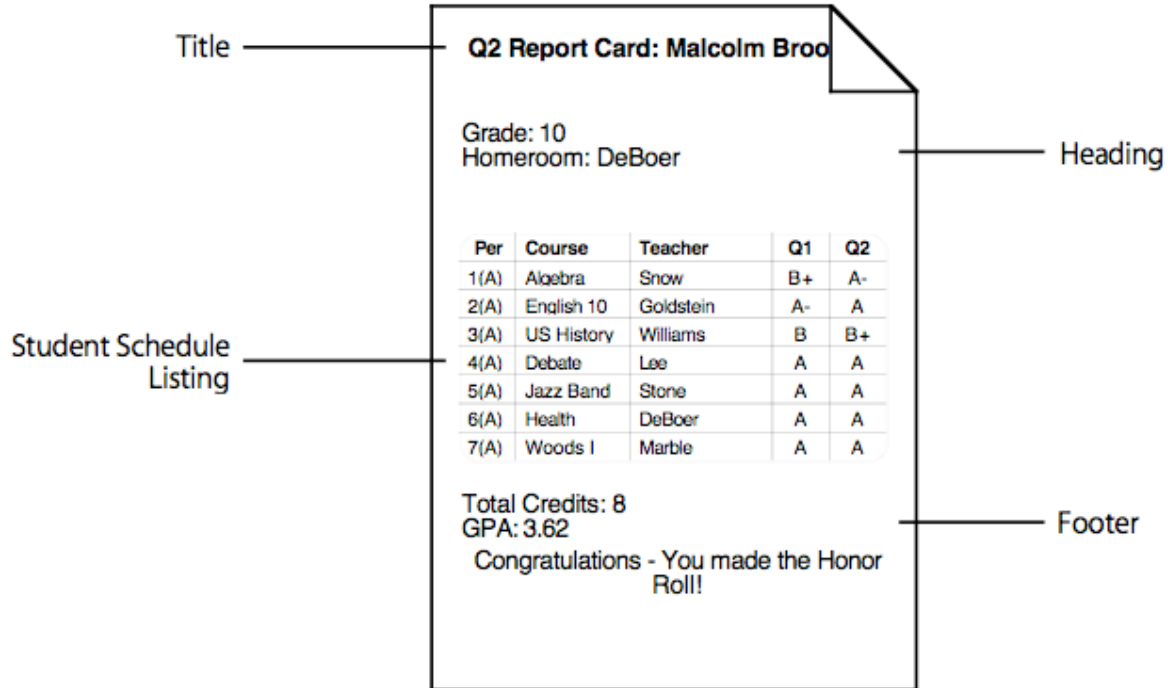
Step Five: Calculate Honor Roll

After you store grades, you can 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 honor roll in your school, see your PowerSchool administrator.

Creating Report Cards

Use report card templates to create and print report cards and other reports, such as progress reports or student schedules. 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:



Use HTML tags and PowerSchool fields and data codes in the heading and footer of a report card template just as you can on a form letter. For information about HTML and PowerSchool fields and codes, see "Use HTML Tags on a Custom Report" on page 46 and "Use PowerSchool Fields and Data Codes on a Custom Report" on page 47.

Plan your first report card:

The form is a large vertical rectangle with a solid black border. It is divided into three horizontal sections. The top section is a small horizontal rectangle with a dashed border. The middle section is a large rounded rectangle with a solid black border. The bottom section is a large horizontal rectangle with a dashed border.

Setting Margins and Page Orientation

1. At the bottom of the Report Card page, click **Margins & Page Setup**
2. In the Margins section, enter the left, top, right, and bottom margins in inches for the report card
3. Choose **Portrait (vertical)** or **Landscape (horizontal)** from the Orientation menu
4. Enter the percent of full size you want this report to print
5. Click **Submit**

Using Special Printing Options

Special printing options save time and paper when printing some report card templates. For example, if the report card template you print requires only half of a sheet of paper, you can 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. Then, enter the number of reports you want to print across and down the page.
3. Enter the amount of space between reports, in inches, if you print multiple reports per page
4. Check **Suppress printed column title** to suppress column titles from printing on the schedule listing
5. Click **Submit**

Printing Report Card Templates

You can 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 48.

