Reports User Guide

PowerSchool

Student Information System

PowerSchool

Document Properties

Copyright	
Owner	Technical Communication and Documentation
Last Updated	8/10/2004
Version	4.0

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Contents

Introduction

Use PowerSchool Help to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work. However, before you can begin using PowerSchool, the PowerSchool administrator at your school must set up the system and import the data from your previous system. Once those steps are complete, you can start using PowerSchool. Use PowerSchool Help to assist you in navigating in PowerSchool.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

There are user guides available that include the same information as PowerSchool Help for each major release of PowerSchool. These user guides include instructions for certain user roles, though these roles will vary depending on your school or district's circumstances. For the most recent version of the printable guides, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/documentation/userguides/**. This URL is case-sensitive.

Note: You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

You are encouraged to read each section of the help that pertains to you. While the introductory sections build a foundation of knowledge that you will use every time you log on to PowerSchool, the remaining sections are independent of each other and can be read in any order. However, if you have never used PowerSchool before, it will be most helpful if you start with the section "**Introduction to PowerSchool**." Whenever you read this guide, keep the following points in mind:

- The actions you can perform in PowerSchool depend on your job responsibilities and subsequently on your level of access to PowerSchool. Some users only have viewing rights to some pages. Others can view or edit any page. Still other users can view or edit any page, and create new ones as well. Finally, some pages are view-only for everyone. This guide outlines viewing, editing, and creating options for most pages. Depending on your needs and your level of access, only certain options will be applicable and available to you. If you find that your work requires a greater level of access, contact the system administrator at your school.
- Almost all of the activities described in this guide begin by selecting the appropriate student or group; thus, it is imperative that you understand how to search for and select a student. For detailed instructions on how to do this, refer to the section "**Search and Select**."
- The school and student records used in this guide differ from those displayed on your page as you work. You will work with real data based on student records at your school. The graphics in this guide are only examples.
- In PowerSchool, different pages provide some of the same information because you view the same data from a different place each time. If you add, change, or delete data on one page, it will be added, changed, or deleted on other pages that contain the same field(s) of data.

- The reporting features described in this guide are some of the most important you will use in the system. A PowerSchool report is a statement of student or staff records that is produced for viewing or printing and can include information text in addition to the report listings. PowerSchool reports include report cards, lists of class schedules, lunch balance sheets, mailing labels, lists of current staff members, and attendance records.
- Use PowerSchool to create numerous types of reports that pull selected data quickly and easily. Select from a list of pre-configured reports that have preset parameters or create a custom report to include parameters needed for a specific task. You should read the sections "**Custom Reports**" and "**Pre-Configured Reports**" before creating a report.

Legend

- This guide uses the > symbol to move down a menu path. Thus, if instructed to "Click File > New > Window", begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will always be on the menu that results from your previous selection.
- It is easy to identify notes because they are indented and prefaced by the text **Notes:**.

Audience

This document is intended for school administrators, office staff, and counselors.

Reports Menu

PowerSchool includes two types of reports: custom and preconfigured. Custom reports include form letters, mailing labels, report cards, and object reports. Preconfigured reports include reports related to attendance, grades, membership and enrollment, statistics, and student listings. Use the reports menu to run any custom or traditional report. Access the reports menu from the start page by clicking Reports. Limit the group of students to report on by selecting a group of students before accessing the reports menu.

Group Reports

How to Display the Reports Menu

Display the reports menu without returning to the start page to select a group of students for whom you want to run a report.

1. On the start page, select the group of students.

   Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

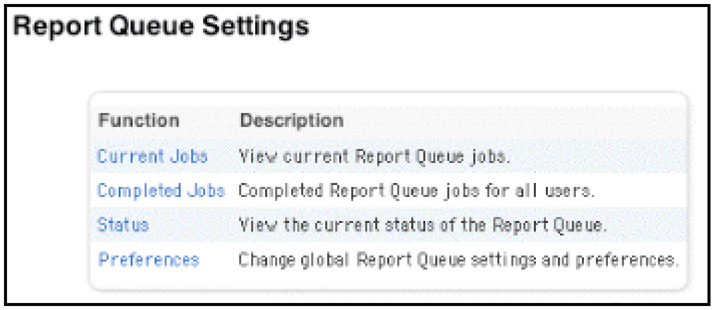
2. Click Reports Menu. The reports menu displays all the reports on your school's PowerSchool system. For more information on how to create and work with reports, see the sections "**Custom Reports**" for the report setup items and "**Preconfigured Reports**" for the run report items.

Report Queue

Use the Report Queue to view, delete, cancel, and re-execute reports that you submit to the queue. When you submit a report request to the system, the system captures the report request and transmits the job to the Report Queue. The Report Queue page displays the status of the report as it is processed by the system. The Report Queue also includes debugging tools and logs to troubleshoot problems with reports.

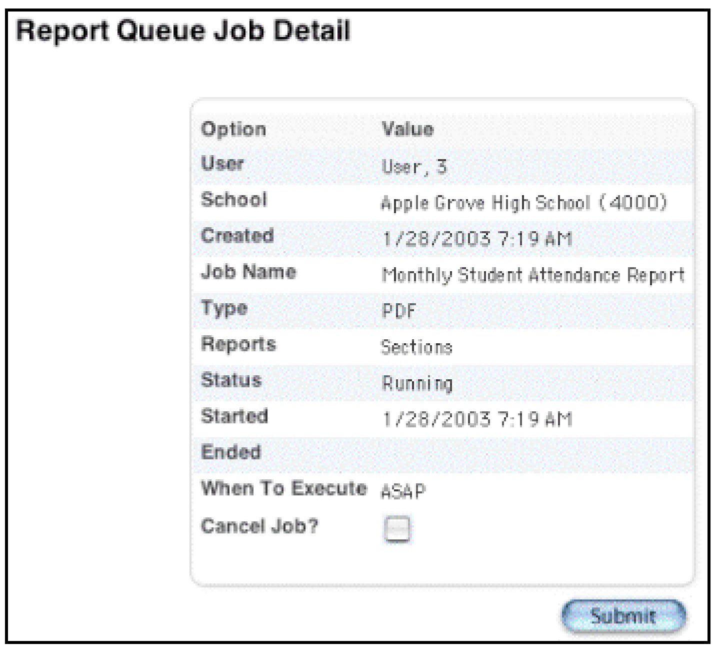
How to View the Report Queue Jobs

1. On the Home page, click System. The System Administrator page displays.
2. Click Report Queue Settings. The Report Queue Settings page displays.



3. Click Current Jobs. The Report Queue - Current Jobs page displays the reports.

4. Do one of the following:
   - Click Refresh to update the page.
   - Click the Job Name of the report. The Report Queue Job Detail page displays details of the report job, and you can select the Cancel Job checkbox.

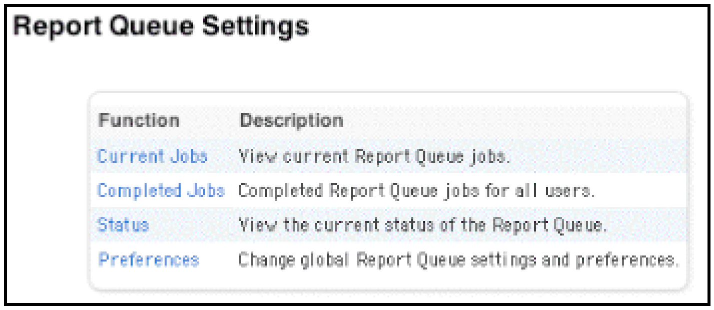


   - Select the Cancel checkbox(es) for the report(s) you want to cancel. Click Cancel Selected Jobs.

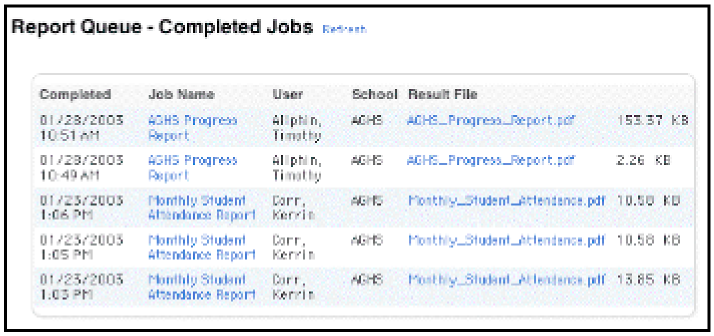
How to View Completed Report Queue Jobs

1. On the Home page, click System. The System Administrator page displays.

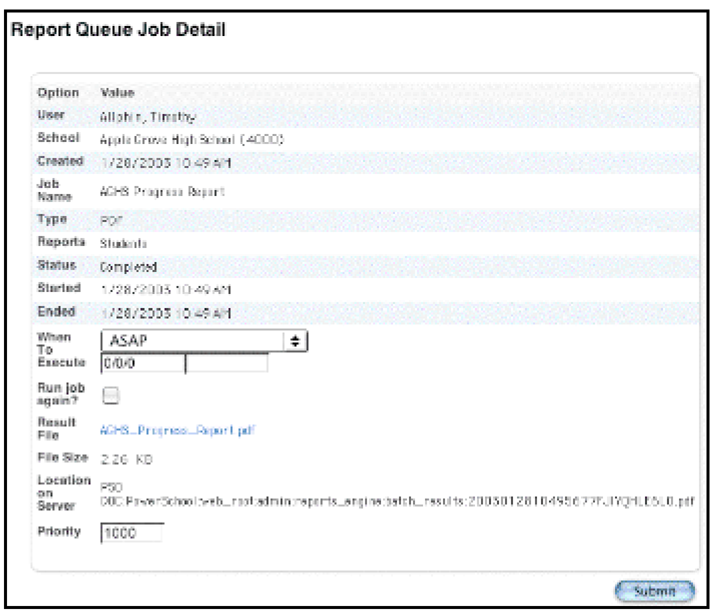
2. Click Report Queue Settings. The Report Queue Settings page displays.



3. Click Completed Jobs. The Report Queue - Completed Jobs page displays the reports.



4. Do one of the following:
   - Click Refresh to update the page.
   - Click the Job Name of the report. The Report Queue Job Detail page displays details of the report job. Refer to the section "**How to Understand Report Queue Job Details**."

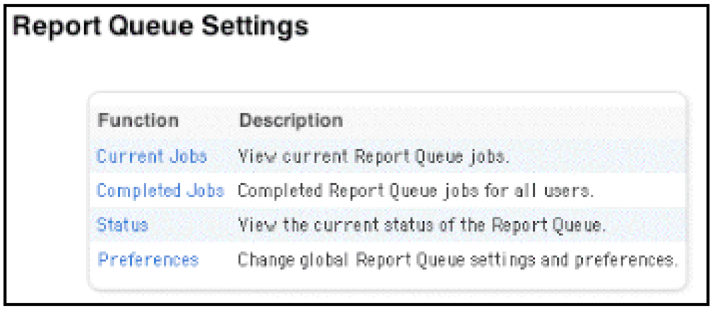


   - Select the Result File to display the report.

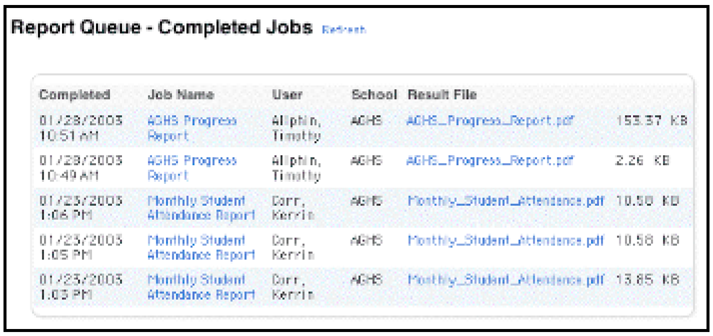
How to Understand Report Queue Job Details

When a report runs completely, view the job details. For details on running or pending reports, refer to the section "**How to View Report Queue Jobs**."

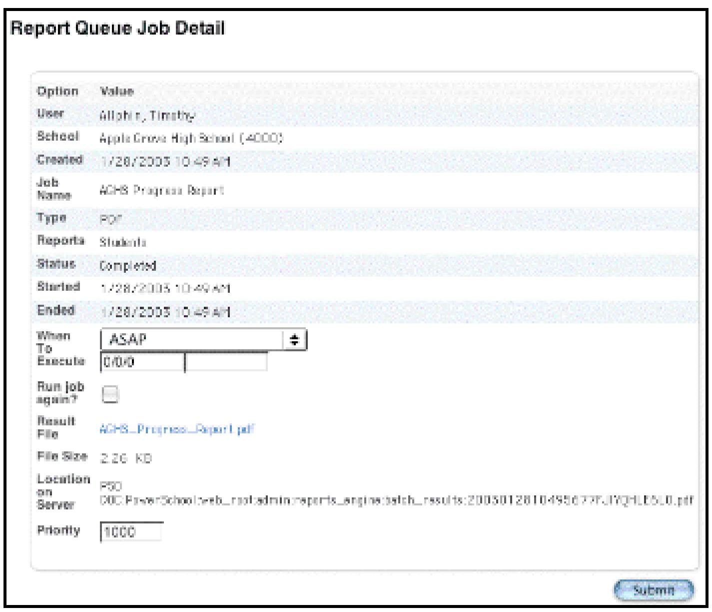
1. On the Home page, click System. The System Administrator page displays.
2. Click Report Queue Settings. The Report Queue Settings page displays.



3. Click Completed Jobs. The Report Queue - Completed Jobs page displays the reports.

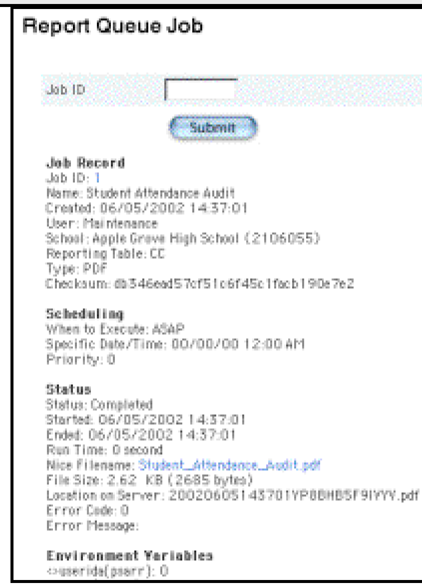


4. Click the Job Name of the report. The Report Queue Job Detail page displays.



5. Use the following table to enter information in the fields:

Field	Description
User	The username of the person who ran the report displays.
School	The school name and number for the report displays.
Created	The date and time the report job started displays.
Job Name	The name of the report displays.
Type	The output format of the report displays.
Reports	The name of the table that includes the data used for the report.
Status	The status of the report job displays: • Completed: Job is finished. • Running: Job is processing. • Pending: Job has not started. • Canceled: Job has been canceled.
Started	The date and time the report started running displays.
Ended	The date and time the report finished running displays.
When to Execute	To run this report, select a time to start the report: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields.
Run Job Again?	Select this checkbox to execute the report again.
Result File	Select the Result File to display the report.
File Size	The size of the file displays.
Location on Server	The file location on the PowerSchool server displays.
Priority	Enter a priority for the report. Lower numbers give the report higher priority.
Debug	Click Debug to display the Report Queue Job page.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>

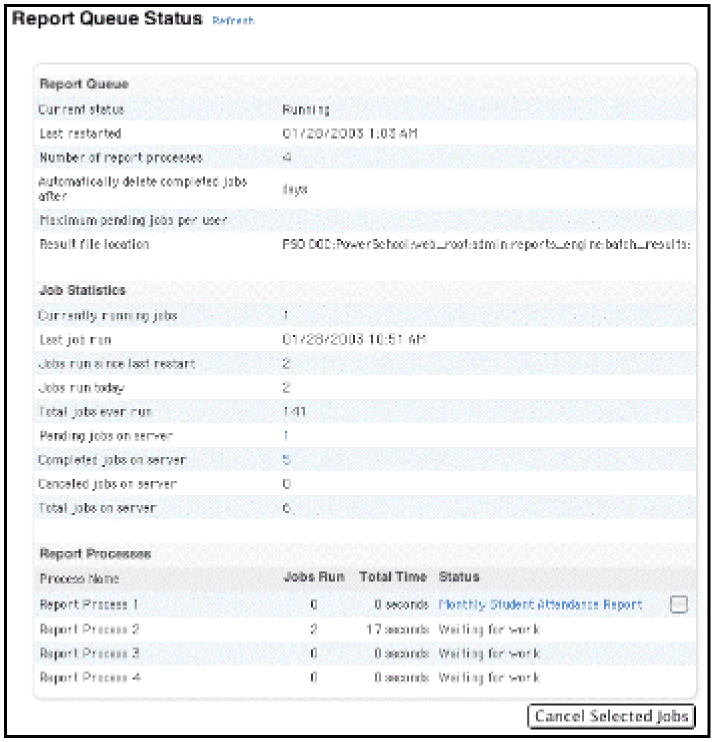
Click the Job ID to modify any details of the job record. If you want to label this job, enter a name in the Job ID field and click Submit.</td></tr>
</table>

6. Click Submit to save your changes.

How to View the Report Queue Status

The Report Queue Status page varies depending on the status of the report jobs. For example, you can cancel any jobs with the status Pending or Running, whereas Canceled or Completed jobs cannot be modified.

1. On the Home page, click System. The System Administrator page displays.
2. Click Status. The Report Queue Status page displays.



3. Use the following table to understand the fields in the Report Queue section:

Field	Description
Current status	The status of the report job displays: • Completed: Job is finished. • Running: Job is processing. • Pending: Job has not started. • Canceled: Job has been canceled.
Last restarted	The date and time of the last time the job was restarted displays.
Number of report processes	The number of report processes currently running in PowerSchool displays.
Automatically delete completed jobs after	The number of days that a job remains in the report queue displays. To modify this number, refer to the section "**How to Set Report Queue Preferences**."
Maximum pending jobs per user	The most number of jobs any one user can have pending in the report queue displays. To modify this number, refer to the section "**How to Set Report Queue Preferences**."
Result file location	The file location on the PowerSchool server displays.

4. Use the following table to understand the fields in the Job Statistics section:

Field	Description
Currently running jobs	The number of jobs currently with the Running status displays.
Last job run	The date and time of the last job to run displays.
Jobs run today	The number of jobs run so far today displays.
Total jobs ever run	The number of jobs ever run in PowerSchool displays.
Pending jobs on server	The number of jobs currently with the Pending status displays. Click the number to display the jobs.
Completed jobs on server	The number of jobs currently with the Completed status displays. Click the number to display the jobs.
Canceled jobs on server	The number of jobs currently with the Canceled status displays. Click the number to display the jobs.
Total jobs on server	The total number of jobs currently on the server with any status displays.

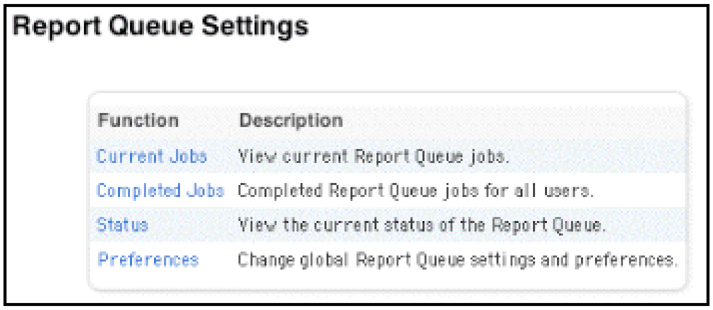
5. Use the following table to enter information in the Report Processes section:

Field	Description
Process Name	The name(s) of the currently running report process(es) displays.
Jobs Run	The number of jobs run for each process displays.
Total Time	The total time each process took displays.
Status	The status of each process displays. If the job is complete, the name of the report displays. Click the report name to display the job details.
Cancel Checkbox	Select the checkbox(es) next to the process(es) you want to cancel. Then, click Cancel Selected Jobs. **Note:** The checkboxes are not available for jobs with the status Canceled or Completed.

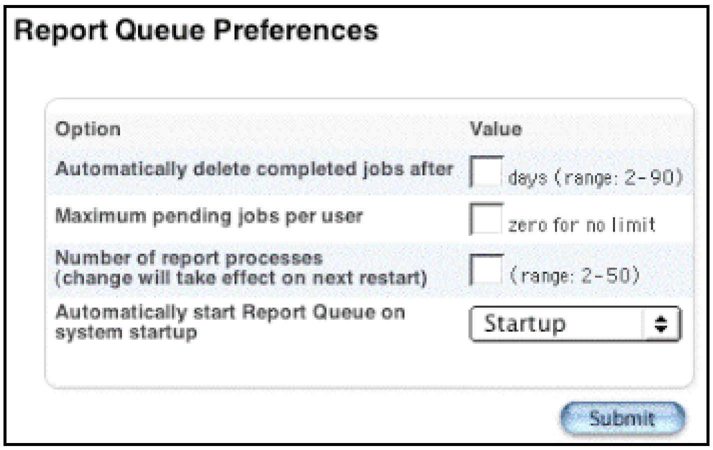
6. Click Refresh to update the page (optional).

How to Set Report Queue Preferences

1. On the Home page, click System. The System Administrator page displays.
2. Click Report Queue Settings. The Report Queue Settings page displays.



3. Click Preferences. The Report Queue Preferences page displays.



4. Use the following table to enter information in the fields:

Field	Description
Automatically delete completed jobs after	Enter the number of days each job remains in the report queue. After the specified number of days, PowerSchool automatically deletes the affected job.
Maximum pending jobs per user	Enter the maximum number of jobs each user can have in the report queue at one time. To indicate no limit, enter zero.
Number of report processes	Enter the maximum number of report processes, or number of reports running at the same time. This setting does not take effect until the next time the PowerSchool server is restarted.

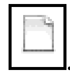
5. Click Submit to save your changes.

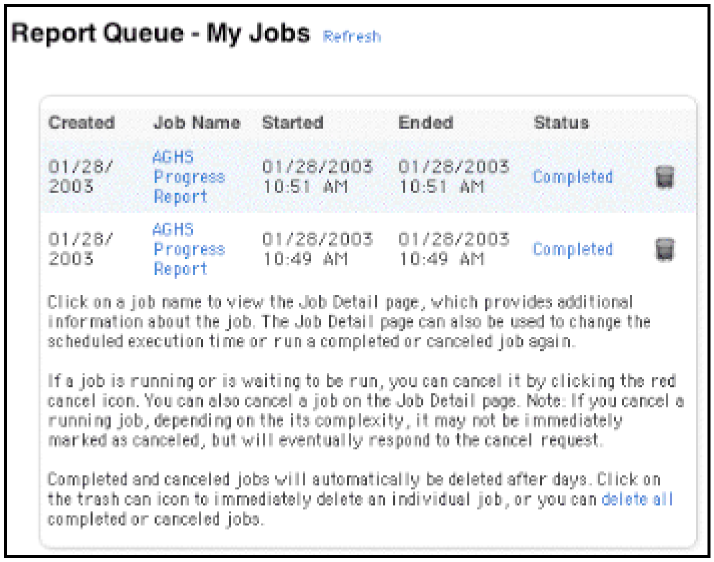
Report Status

View the status of your reports using the report queue. Use the report queue to view, delete, cancel, and re-execute reports that you submit to the queue. When you submit a report request to the system, it captures that request and transmits the job to the report queue. The Report Queue page displays the status of the report as it is processed by the system.

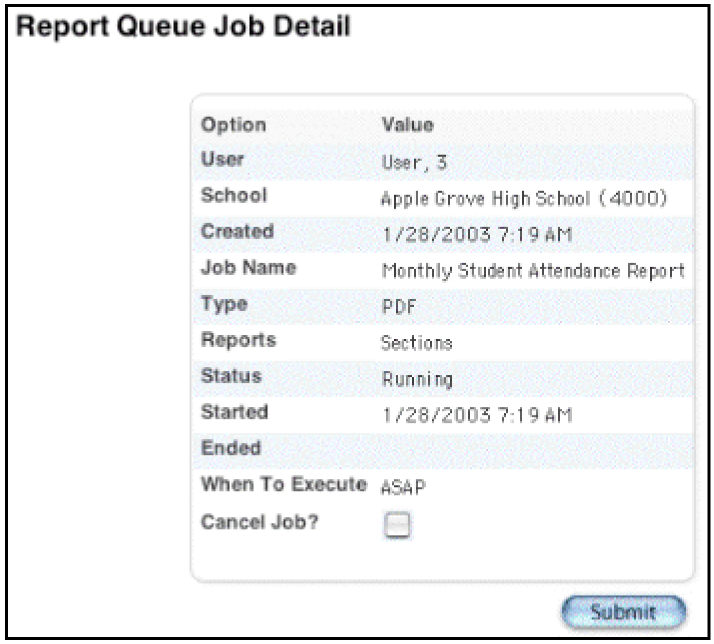
How to View Your Reports in the Report Queue

You must run a report before performing this procedure. For more information, see the sections "**Custom Reports**" and "**Preconfigured Reports**."

1. On the navigation bar, click the Report Queue icon . The Report Queue - My Jobs page displays all your reports.



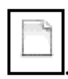
2. Do one of the following:
   - Click Refresh to update the page.
   - Click Completed to view the report.
   - Click the job name of the report. The Report Queue Job Detail page displays details of the report job, and you can select either the Cancel Job or Run Job Again checkbox, depending on whether the job has completed or not.



- Click Cancel for the report(s) you want to cancel.

How to View Your Completed Report Details

When a report runs completely, view the job details. For details on reports that are running or pending, see the section "**How to View Your Reports in the Report Queue**."

1. On the start page, click the Report Queue icon . The Report Queue - My Jobs page displays all your reports.

2. Click the job name of the report. The Report Queue Job Detail page appears.

3. Use the following table to enter information in the fields:

Field	Description
User	The username of the person who ran the report appears.
School	The school name and number for the report appears.
Created	The date and time the report job started appears.
Job Name	The name of the report appears.
Type	The output format of the report appears.
Reports	The name of the table that includes the data used for the report appears.
Status	The status of the report job appears: • Completed: Job is finished. • Running: Job is processing. • Pending: Job has not started. • Canceled: Job has been canceled.
Started	The date and time the report started running appears.
Ended	The date and time the report finished running appears.
When to Execute	To run this report, select a time to start it: ASAP: Execute immediately. At Night: Execute during the next evening. On Weekend: Execute during the next weekend. On Specific Date/Time: Execute on the date and time specified

Field	Description
	in the following fields.
Run Job Again?	Select this checkbox to execute the report again.
Result File	Select the Result File to display the report.
File Size	The size of the file appears.

4. Click Submit to save your changes. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
5. Click Completed to display the report.

Report Structure

Knowing how a report is structured will help you understand the instructions in this section. All parts of a report are not used for all reports, but you should know what each does. In most cases, you decide which parts to include on the final report.

Report Listings

PowerSchool pulls this report data according to your specifications. Report listings are also known as schedule listings.

Title

This title appears at the top of the final report. It should be descriptive but brief.

Header

This is the information that appears above the report listings. It can be an opening to a letter or a description of the data to follow. In some reports, it is referred to as the body or statement.

Footer

This is the information that appears below the report listings. It can be a closure to the report or instructions on how to proceed. In some reports, it is referred to as the body or statement.

Body/Statement

This text appears on the report. It can be placed above or below the report listings. In some reports, it is referred to as the header or footer.

HTML Tags

HTML stands for hypertext mark-up language, which is most often used to create web pages. Because PowerSchool is a web-based system, HTML is also used to format PowerSchool reports. HTML tags give special characteristics to text in your reports. You might employ HTML tags in a PowerSchool report to center, bold, or italicize text. The following are a few examples of commonly used HTML tags:

- <b> = bold text
- <center> = center alignment
-
 = inserts a line break
- <p> = paragraph break; inserts a space between reports

For a list of additional commonly used tags, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes.

Note: This URL is case-sensitive. You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

For a beginner's guide to HTML, visit the National Center for Supercomputing Applications (NCSA) web site at **http://www.ncsa.uiuc.edu/General/Internet/WWW/HTMLPrimer.html**.

PowerSchool Data Codes

PowerSchool data codes insert data into reports through a merge process similar to that used in word processing applications. You use the data codes to tell PowerSchool what fields you want in the report. PowerSchool pulls the data from those fields for the selected student or group and inserts that data into the report. While HTML tags are programming codes, PowerSchool data codes are specific to PowerSchool and are used to merge data from the PowerSchool database. The following are some common PowerSchool data codes:

- ^(lastfirst) = student's last name, first name
- ^(grade_level) = student's grade level
- ^(*gpa;Q3) = student's GPA for third quarter

Note: The asterisk (*) is used to indicate that data must be calculated.

For a complete list of data codes, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes.

Note: This URL is case-sensitive. You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

Report Formatting

Most PowerSchool reports are generated in your web browser application and are formatted for you. However, some reports require formatting before PowerSchool can generate them. Modifiable parameters include header and footer text, margin size, font, line height, and gridlines. The good news is that you do not have to make any changes to the default values that appear when you open a new template. If you are comfortable with technology, you have the option of changing the format of certain reports.

When report formats can be altered, you have the option of changing some or all of the settings. When you change a setting, it becomes the default for anyone who uses the report unless you change it back. Note that not all of the settings appear on every report, and that the following list is not all-inclusive.

The following table describes each feature:

Item	Description
Margins	This is the space at the top, bottom, and sides of the report. Margins are set in inches.
Font	This is the text style. Choose the font from the pop-up menu.
Font Size	This is the size of the letters. It is set in points (72 points = 1 inch).
Frame	This is the border of a report.
Justification/Alignment	This refers to how the text or listings are lined up horizontally on the page: • Left justification means that all lines start from the specified point on the left side of the page, with each line ending at a different point on the right (depending on the number of characters in each line). • Right justification means that all lines start from the specified point on the right side of the page, with each line ending at a different point on the left (depending on the number of characters in each line). • Centered justification means that each line is centered on the page, making the left (beginning) and right (ending) points different for each line. • Full justification means that all lines begin at a specified point on the left side of the page and end at a specified point on the right side of the page; spacing is adjusted between words and letters of words to accommodate this setting.

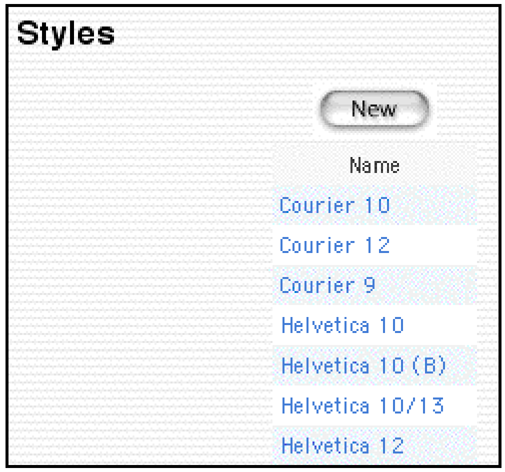
Item	Description
Line/Text Height	This is the height of a line of data. It is set in points (72 points = 1 inch).
Line/Frame Width	This is the thickness of a line or the lines making up the frame. It is set in points (72 points = 1 inch).
Rule Thickness	This is the thickness of the gridlines on the roster. It is set in inches.
Gutter Width	This is the distance between reports when more than one is printed on a page. It is set in columns and rows.
Padding	This is the amount of space around the text. It is set in inches and can be horizontal or vertical.
Rounding	This refers to how square or rounded the corners of the frame are. The higher the number, the rounder the corner.
Where to Start Listing (X,Y)	This indicates the place on the page where the report is located. X is the distance from the left side of the page; Y is the distance from the top of the page. It is set in inches.
Horizontal Offset	This refers to the amount of space between X,Y points (above) and the start of the listings. It is set in inches.
Horizontal/Vertical Change	This is the amount of horizontal or vertical space between line objects in an object report. It is set in inches.
Schedule Listings	These are the columns of data to be included on the report. Usually one column is a PowerSchool data field.
Orientation	This is the page layout. Portrait is a vertical page; landscape is a horizontal page.
Reduction	This refers to the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing. Reduction is also known as scale.

Report Styles

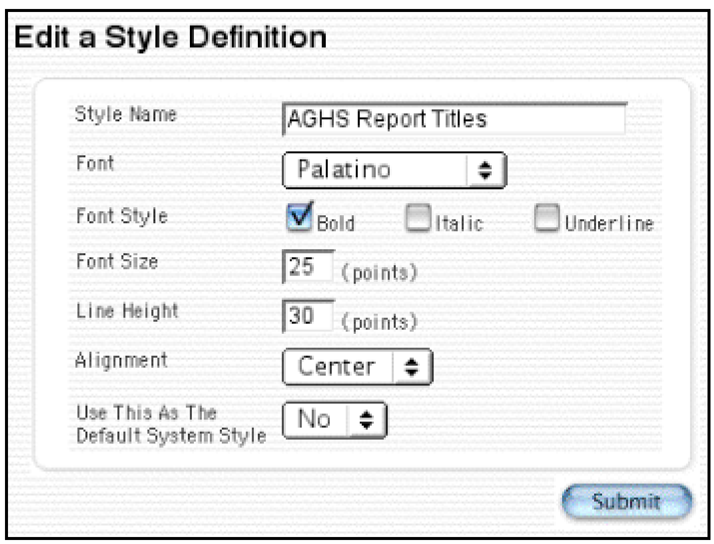
An important part of how your custom reports look is the fonts that are used. Perhaps you like report titles to be in large, bold, capital letters. Perhaps you prefer that footer text be small and italicized. So that you don't have to set these preferences each time, PowerSchool provides several styles you can use. Create new styles according to your own preferences and needs. If you do not want to create styles at this point, see the section "**Report Cards**."

How to Add a Report Style

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Styles. The Styles page appears.



4. Click New. The "Edit a Style Definition" page appears.

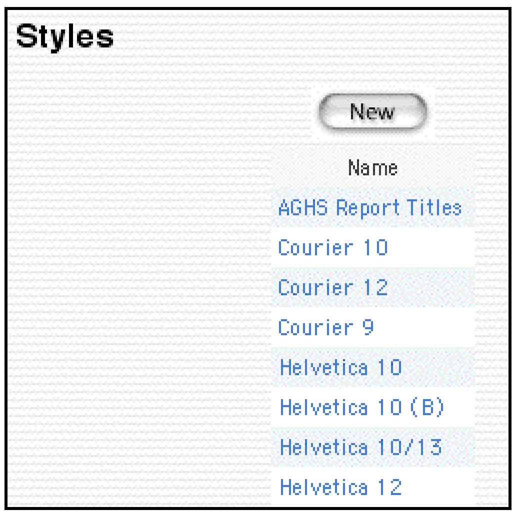


5. Use the following table to enter information in the fields:

Field	Description
Style Name	Enter the name of the style.
Font	Choose the font from the pop-up menu.
Font Style	Select the checkboxes to make the font style bold, italic, or underlined. Select any combination of the checkboxes.

Field	Description
Font Size	Enter the font size in points. **Note:** One point is 1/72 of an inch.
Line Height	Enter the height for the space between lines on the report in points. **Note:** One point is 1/72 of an inch.
Alignment	Choose the alignment from the pop-up menu.
Use This as the Default System Style	Use the pop-up menu to indicate if you want to want this style to be the default system style by selecting Yes or No. If you select Yes, the style will be used as the default font for all reports unless you specify otherwise.

6. Click Submit. The Styles page shows that the new style has been added to the list. You can create several styles or edit an existing one. All PowerSchool users have access to all styles on the list. Contact other users before changing the default style.

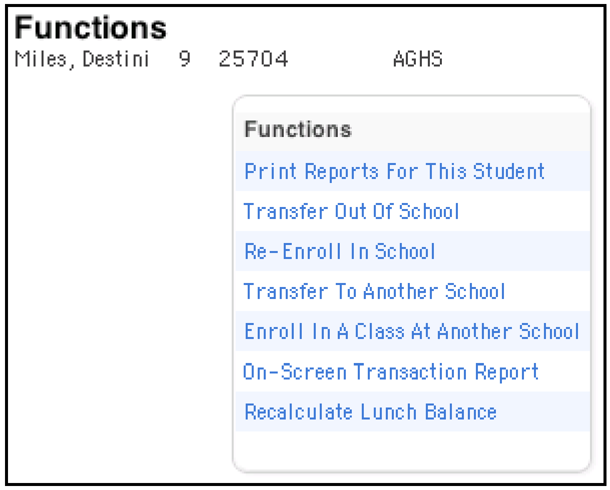


Run, Print, and Save Reports

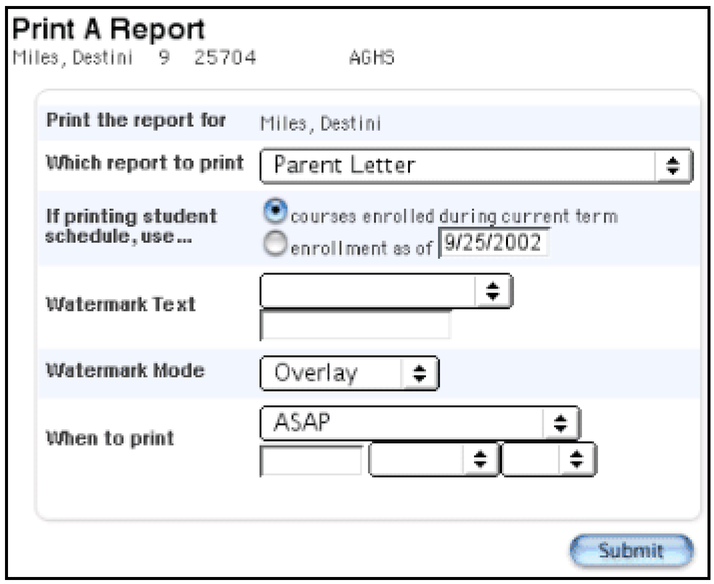
This section explains how to use a template to pull data from the PowerSchool system and print a hard copy. The instructions in the sections "**Custom Reports**" and "**Report Templates**" explain how to create and import report templates.

How to Run a Report for a Single Student

1. On the start page, select a student. For more information on how to select students, see the section "**Search and Select**."
2. Choose Functions from the student pages menu. The Functions page appears.



3. Click Print Reports For This Student. The "Print a Report" page appears.



4. Use the following table to enter information in the fields:

Field	Description
Print the report for	The selected student appears.
Which report to print	Choose the report from the pop-up menu.
If printing student schedule, use...	Select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

Field	Description
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Choose the date range from the pop-up menu. If you select the Date Range, enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

5. Click Submit. The report queue appears.
6. Click Completed. The page displays a PDF file of the report. Review it from beginning to end to verify that the formatting and content are correct.

DUCHESNE COUNTY CHILD NUTRITION PROGRAM

To the Guardian of DESTINI MILES:
BOX 272
ALTAMONT, UT 84001

As of 6/4/02, DESTINI has a deficit balance of 1.45 in his/her Breakfast/Lunch account. These charges have been due over an extended period of time. To clear up these charges please send or bring money to Altamont High School.

If you have any questions or concerns please contact Gwen Prescott, Child Nutrition Director, at 738-2411 or 722-2101.

Thank you for your cooperation in this matter.

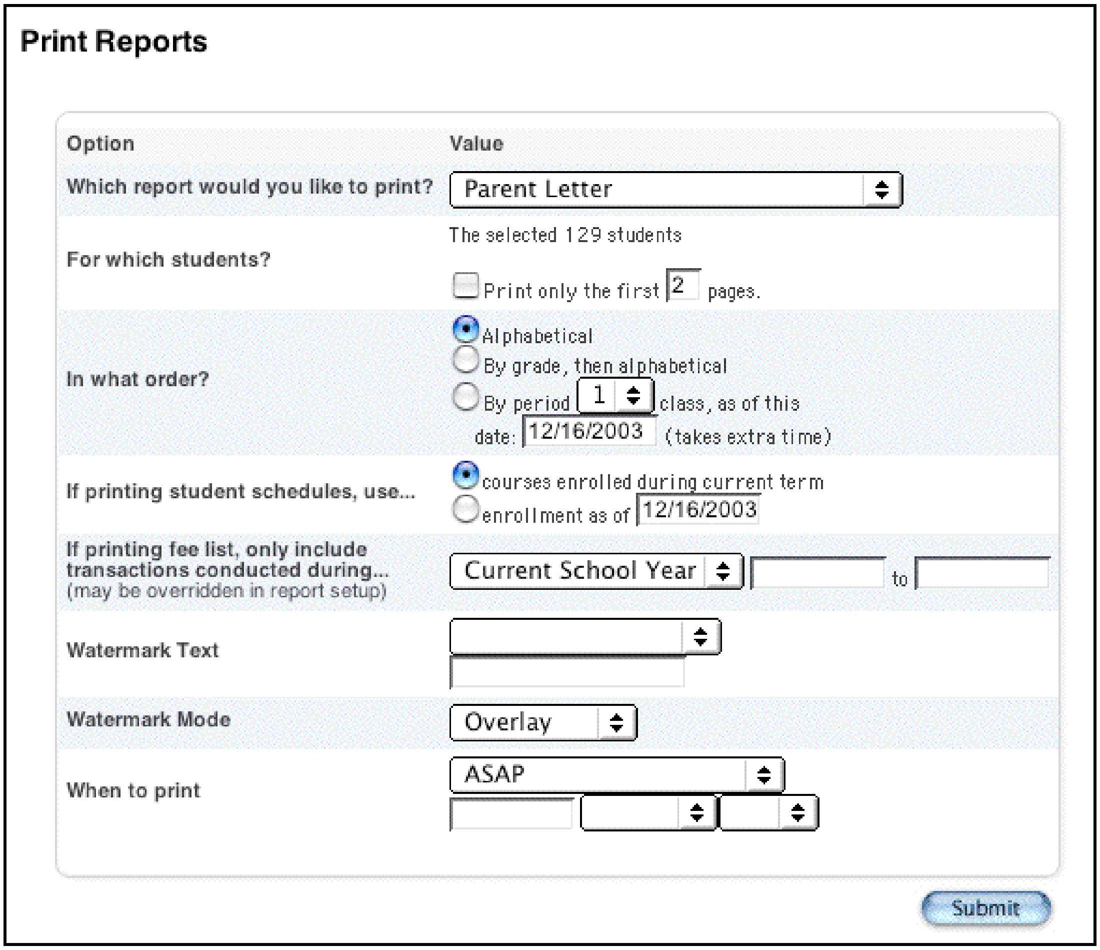
Gwen Prescott
Child Nutrition Director

The U.S. Department of Agriculture (USDA) prohibits discrimination in its programs and activities on the basis of race, color, national origin, gender, religion, age, disability or political beliefs. (Not all prohibits bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA's TARGET Center at (202) 720-2600 (voice & TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice & TDD). USDA is an equal opportunity provider & employer.

When the report provides the data you need and is formatted properly, print it from this page or save it to another application.

How to Run a Report for a Group of Students

1. On the start page, select a group of students. For more information on how to select students, see the section "**Search and Select**."
2. Choose Print Report from the "Select a function" pop-up menu. The Print Reports page appears.

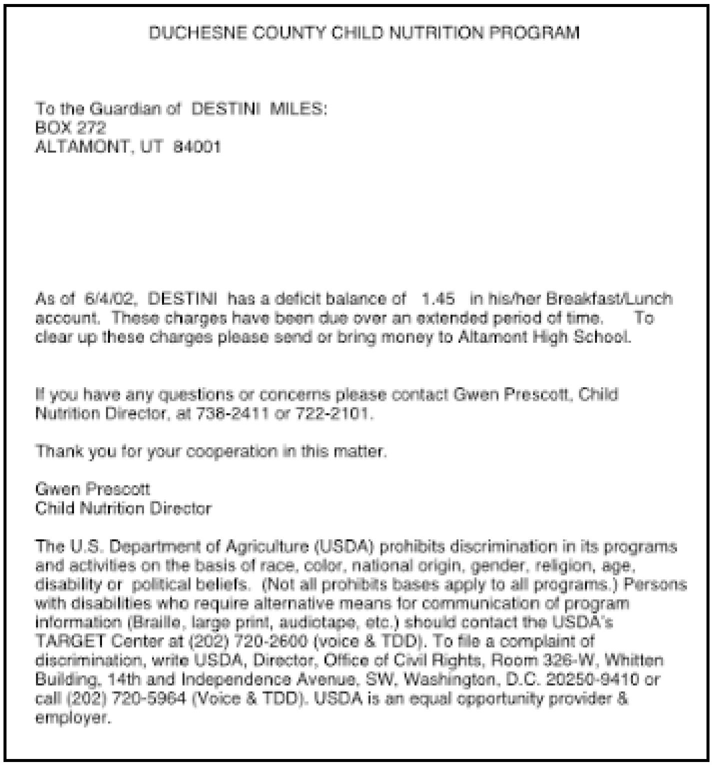


3. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report from the pop-up menu.
For which students?	Select the option to indicate the students for whom the report will be run, if necessary.
Print only the first X pages	If you only want to print a limited number of pages, select the checkbox and enter the number of pages. If you make no selections at the Which Students option, a report prints for each student.
In what order?	Select an option to indicate the sort order.

Field	Description
If printing student schedules, use...	Select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Choose the date range from the pop-up menu. If you select the Date Range, enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

4. Click Submit. The report queue appears.
5. Click Completed. The page displays a PDF file of the report. Review it from beginning to end to verify that the formatting and content are correct.



DUCHESNE COUNTY CHILD NUTRITION PROGRAM

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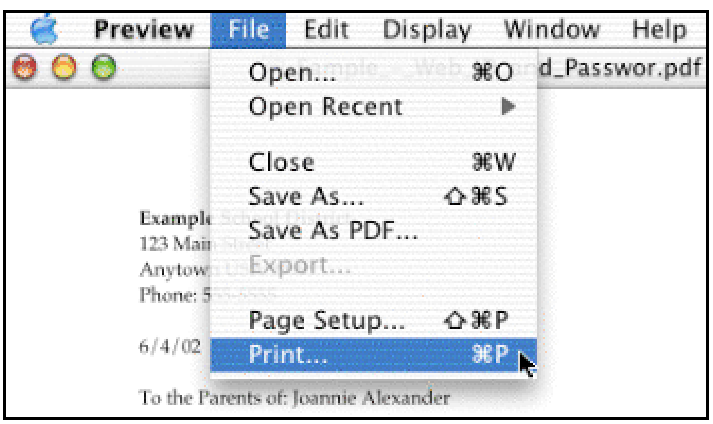
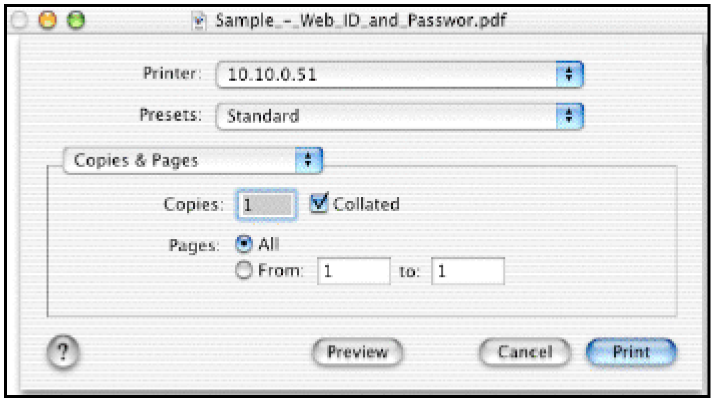
When the report provides the data you need and is formatted properly, print it from this page or save it to another application.

How to Print a Report

1. Run a report that creates a PDF.
2. Choose File > Print from the Adobe Acrobat menu.



3. Make the necessary selections in the Print dialog.



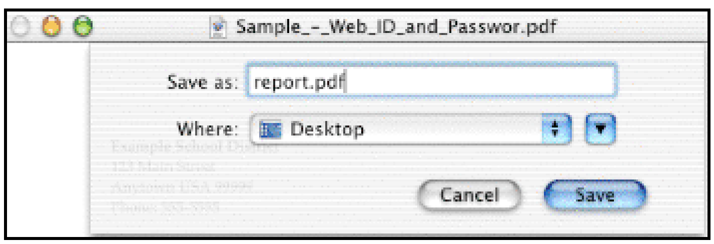
4. Click OK. The report prints as you view it on the page.

How to Save a Report

Save the data from a particular report. Remember that this data will not be current, since the PowerSchool system is continuously updated.

Note: Not all reports can be saved.

1. Run a report that creates a PDF.
2. Choose File > Save As... from the Adobe Acrobat menu. The Save As... dialog appears.



3. Enter a file name for the report. If you think you will forget it, write it down.
4. Click Save.

   The report is saved. Open it from your web browser using a procedure similar to opening a document in a word processing or spreadsheet application. Open your web browser. Choose File > Open. Select the document, and click Open.

Alternate Ways to Create Reports

There are some shortcuts to creating a report from scratch. One way is to use a report template that someone else has already created. The second way is to copy a template that is already on your PowerSchool system. The third way is to create a template in a word processing application and paste it into a PowerSchool template.

How to Use a Template From Another PowerSchool System

There are two parts to using an existing template. First, download (or export) it from a PowerSchool system. Then, import it to a second PowerSchool system for the person who wants to use it. This process is just like copying a Word document from one hard drive to your own. The only difference is that you are copying a report template from one PowerSchool system to another. For more information on this topic, see the section "**Report Templates**."

How to Copy a Template From Your PowerSchool System

Use the procedures discussed in the section "**Report Templates**" to copy a template on your own PowerSchool system and import it back to the same PowerSchool system. This is helpful when you need a report similar to an existing one with only minor changes. Be sure to give the template a different name so that you do not end up with two templates of the same name. Once the template is in PowerSchool, edit the parameters to create a new one. This is similar to using the Save As... option in Microsoft Word or Excel. Open an existing document and save it under a different name to save it as two documents. Keep the first one in its original format, and edit the second one.

How to Create a Template in Another Application

This method can be helpful if you do not feel comfortable operating outside of a word processing application. You can create the template in an application you know with minimal time spent entering HTML tags and PowerSchool data codes. The idea is to create the template using a word processing application and then paste it into a PowerSchool template, while replacing the appropriate sections with HTML tags and data codes. To create PowerSchool templates, create and save "**Report Cards**," "**Mailing Labels**," "**Form Letters**," and "**Object Reports**" for reuse as templates.

Custom Reports

Use PowerSchool to set up reusable report templates according to your individual needs. The resulting reports provide you with customized views of the information stored in PowerSchool. Print the reports, save them, or use them as view-only tools. As the data stored on the system changes regularly, the report results will change every time you run a new report, even if you use the same template.

While all reports can be run for all students, some can be run for a selected group of students. If the report you chose allows this option, select the group of students and click the PowerSchool logo to return to the start page. PowerSchool remembers the group and will prompt you to select it at the proper time as you build the report template.

There are four styles of PowerSchool custom reports: report cards, mailing labels, form letters, and object reports. Each can be created to meet your needs, and all four styles can be saved as templates for reuse. For more information on report templates, see the section "**Report Templates**." For more information on other ways to create reports, see the section "**Alternate Ways to Create Reports**."

Custom reports are different from preconfigured reports in that the user selects the report parameters. You decide what information to include in the final report and how it will look.

Report Cards

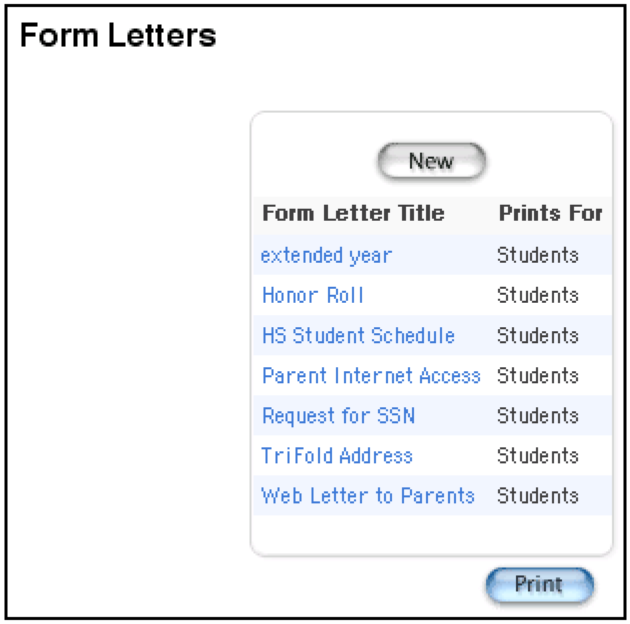
Report card reports produce much more than just standard end-of-the-term reports. You can also use them to create other types of documents, such as custom letters or progress reports. Any report card-style report can include text as well as fields from the PowerSchool system.

You can only create report cards for the term selected on the start page. To report on more than one term, create an object-style report. For more information, see the section "**Object Reports**."

How to Open a Preview Page

When creating custom reports, it is a good idea to preview them often as you work. Therefore, before you create any new reports, it is suggested that you open a preview (browser) page.

1. On the start page, search for and select any student.
2. Click the PowerSchool logo.
3. Choose Reports from the main menu.
4. On the Reports page, click Report Setup.
5. On the Report Setup page, click Form Letters. The Form Letters page appears.

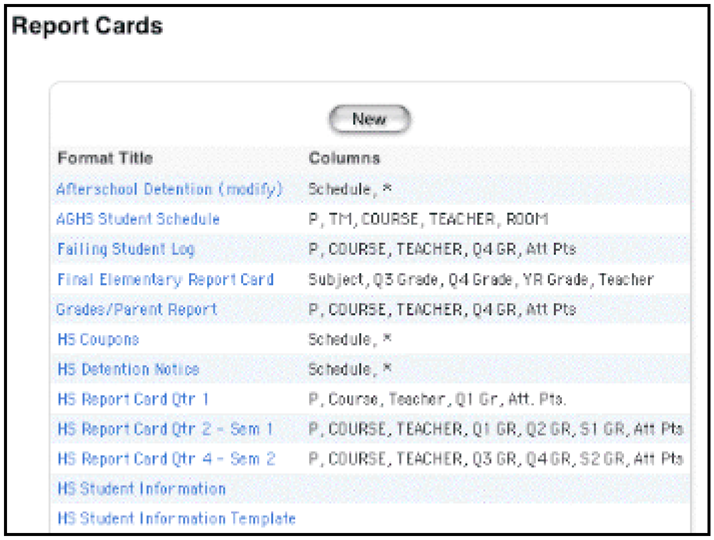


6. Click Print. Leave the Print Reports page open as you create each type of report in a new web browser window. You will return to it to review the report template as you work. In future instructions, this page is referred to as the preview page.

How to Add a Custom Report Card Template

Title

1. Open a second web browser to the PowerSchool start page.
2. Choose Reports from the main menu.
3. On the Reports page, click Report Setup.
4. On the Report Setup page, click Report Cards. The Report Cards page appears.

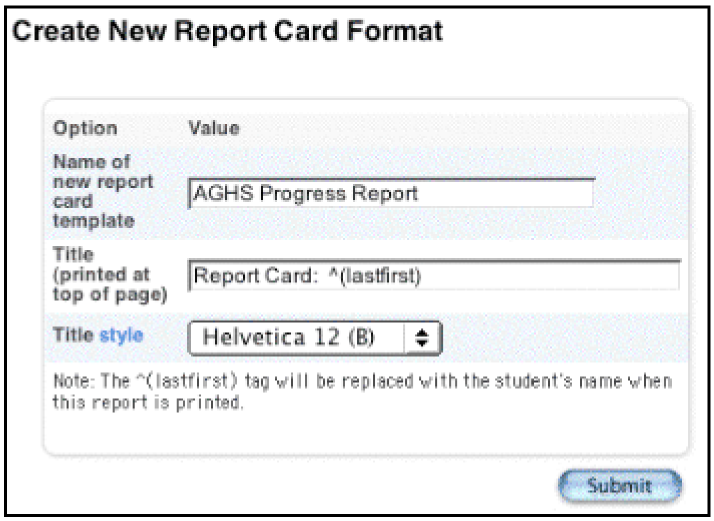


Report Cards

New

Format Title	Columns
Afterschool Detention (modify)	Schedule, *
AGHS Student Schedule	P, TM, COURSE, TEACHER, ROOM
Failing Student Log	P, COURSE, TEACHER, Q4 GR, Att Pts
Final Elementary Report Card	Subject, Q3 Grade, Q4 Grade, YR Grade, Teacher
Grades/Parent Report	P, COURSE, TEACHER, Q4 GR, Att Pts
HS Coupons	Schedule, *
HS Detention Notice	Schedule, *
HS Report Card Qtr 1	P, Course, Teacher, Q1 Gr, Att. Pts.
HS Report Card Qtr 2 - Sem 1	P, COURSE, TEACHER, Q1 GR, Q2 GR, S1 GR, Att Pts
HS Report Card Qtr 4 - Sem 2	P, COURSE, TEACHER, Q3 GR, Q4 GR, S2 GR, Att Pts
HS Student Information	
HS Student Information Template	

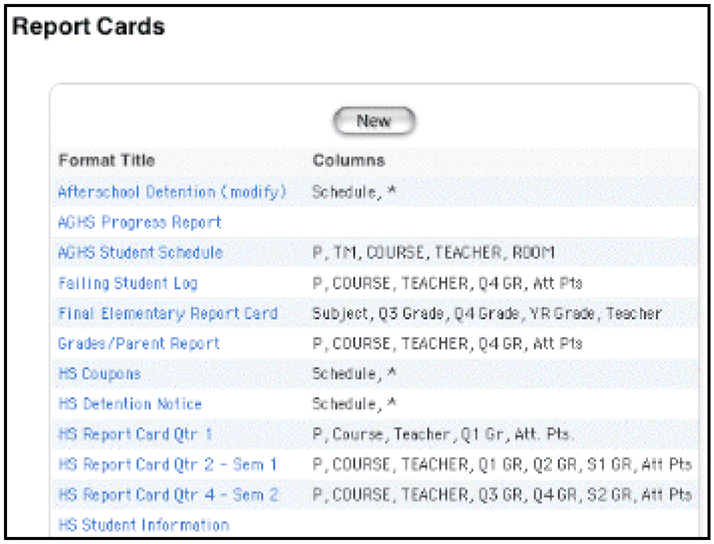
5. Click New. The Create New Report Card Format page appears.



6. Use the following table to enter information in the fields:

Field	Description
Name of new report card template	Enter a name for the template.
Title	Enter a title to print on the report card. Use data codes or HTML tags in addition to text.
Title Style	Choose a style from the pop-up menu. To configure the styles, see the section "**System Styles**."

7. Click Submit. The Report Cards page appears.

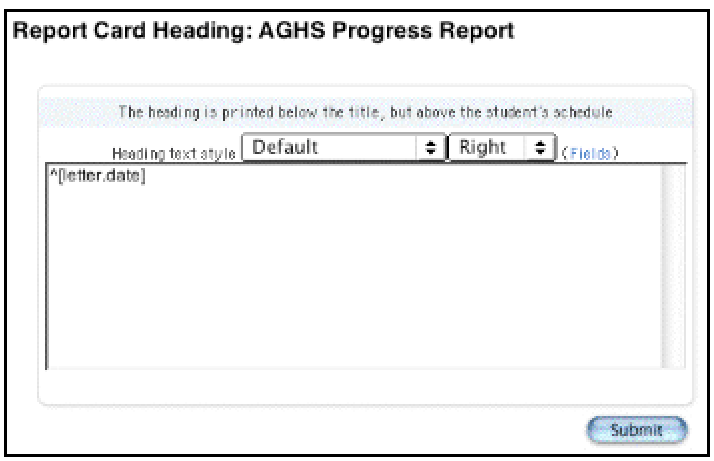


8. Click the report you just created.
9. On the Report Card page, choose the title justification from the pop-up menu.

Heading

The report card title is complete. Set up the heading. Remember that this can include any type of information, such as your school's address, a note to parents, HTML tags, or data codes that pull information from the PowerSchool database.

1. Click Heading. The Report Card Heading page appears.



2. Use the following table to enter information in the fields:

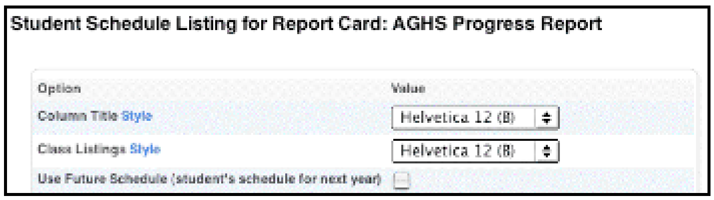
Field	Description
Heading Text Style	Choose the style for the heading text from the pop-up menu.
Justification	Choose the heading alignment from the pop-up menu.

3. Enter the content of the heading in the large white field using text, HTML tags, and PowerSchool data codes. For a complete list of data codes, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes. For a complete list of field codes, click View Field List on the PowerSchool start page.
4. Click Submit.

Schedule Listing

The report card heading is created, and you return to the Report Card page. Format schedule listings to display grades, citizenship, absences, tardies, and even scores for individual assignments. You are encouraged to experiment with the different options on the pop-up menus.

1. Click Schedule Listing. The Student Schedule Listing page appears.

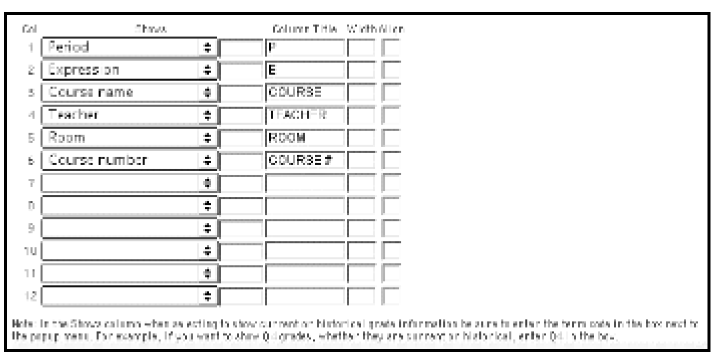


2. Use the following table to enter information in the fields:

Field	Description
Column Titles Style	Choose a style for the column titles from the pop-up menu.
Class Listings Style	Choose a style for the class listings from the pop-up menu.
Use Future Schedule	Select this checkbox to use next year's student schedules. To use this year's schedules, deselect the checkbox.

3. The remaining items on the first section concern the format of the report card. Complete them as necessary. Use the defaults by not making any changes to the formatting fields. For further explanation of the fields, see the section "**Report Formatting**."

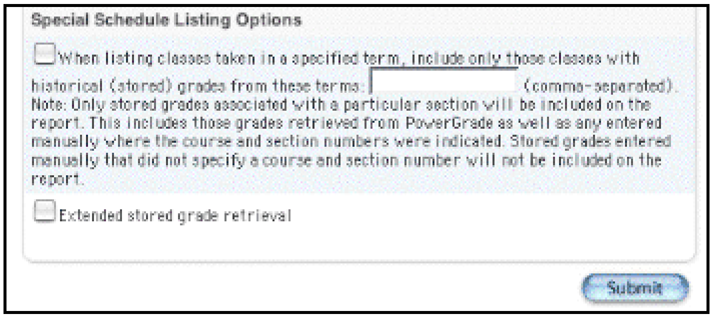
   Select what data will make up the schedule listings (in the columns).



4. Use the following table to enter information in the fields:

Field	Description
Shows	Use the pop-up menu to choose the information for the first column on the report card. Use the next field only if you make certain choices for the Shows column. If you select any of the following in the Shows column, enter a specific term in the next field: • absences • tardies • attendance points • previous grade • prev. percent • prev. tchr. cmnt • prev citizenship • prev crdit hours If you select "attendance" in the Shows column, enter an attendance code. If you select "asmt score," "asmt pct," or "asmt pts poss" in the Shows column, enter an assignment name. The assignment name must exactly match that in the gradebook. When the Shows column is blank but you want a title for the column, enter text or an HTML tag in the next field. PowerSchool will use the information to populate that column of the report.
Column Title	Enter a column title.
Column Width	Enter a column width.
Align	Enter one of the following codes: • R for right justification • L for left justification • C for center justification

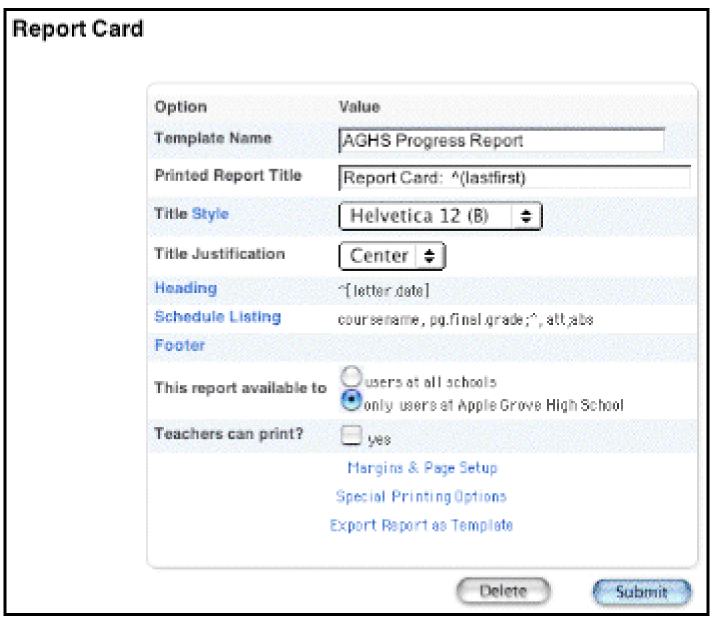
5. Repeat step 4 for other columns to be included on the report card. Create up to 12 columns.



6. Use the following table to enter information in the fields:

Field	Description
Include Only Those Classes	Select this checkbox for the students who have final grades recorded in the specified term (optional). In the space provided, enter the term(s)/store code(s), such as Q1, Q2, and Q3. This tells PowerSchool to list only classes for which there are stored grades for the term(s) listed. When a student drops a class and does not receive a final grade, the class will not appear on the report card.
Extended stored grade retrieval	Select this checkbox (optional). This is helpful when a student switches from one section of a course to another section of the same course. The courses and grades appear on one row of the report rather than different lines for each section.

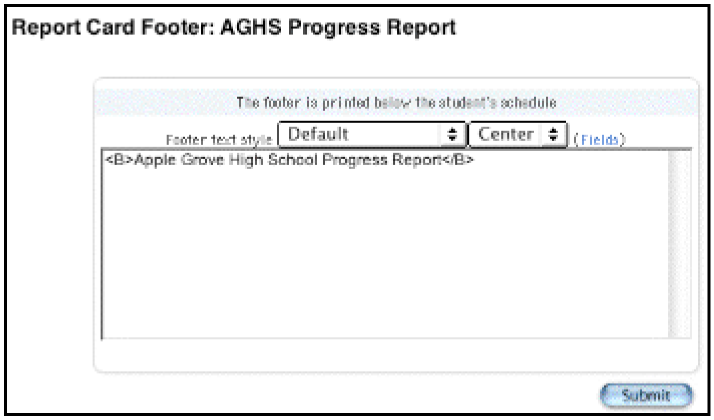
7. Click Submit. The Report Card page appears.



Footer

The report card listings are complete, and you return to the Report Card page. Now, set up the footer. The footer is exactly like the heading except that it appears below the schedule listings. This can include any type of information, including your school's address, a note to parents, HTML tags, or PowerSchool data codes.

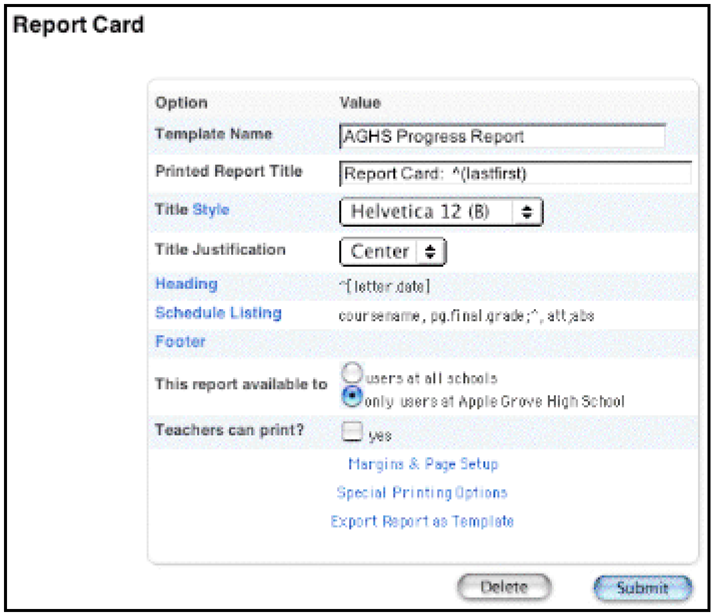
1. Click Footer. The Report Card Footer page appears.



2. Use the following table to enter information in the fields:

Field	Description
Footer text style	Choose the style for the footer text from the pop-up menu.
Justification	Choose the footer alignment from the pop-up menu.

3. Enter the content of the footer in the large white field using text, HTML tags, and PowerSchool data codes. For a complete list of data codes, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes. For a complete list of field codes, click View Field List on the PowerSchool start page.
4. Click Submit. The report card footer is created, and you return to the Report Card page.

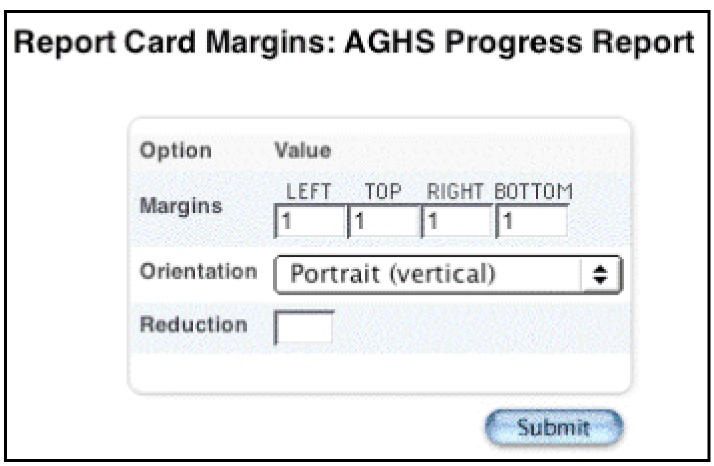


5. Select an option to indicate which schools on the PowerSchool system will have access to this report.
6. Select the checkbox if teachers can print this report.

Page Setup

Specify how the report fits on the page.

1. Click Margins & Page Setup. The Report Card Margins page appears.



2. Use the following table to enter information in the fields:

Field	Description
Margins	Enter the margins for the left, top, right, and bottom of the page.

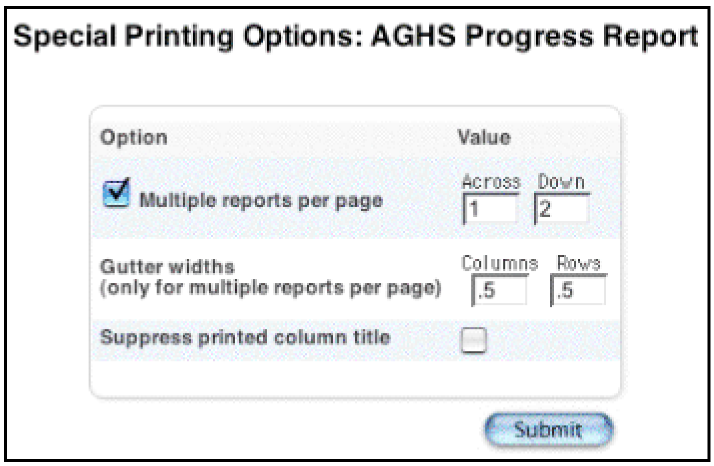
Field	Description
Orientation	Choose the orientation from the pop-up menu.
Reduction	Enter a reduction scale (optional). This refers to the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing. Reduction is also known as scale.

3. Click Submit. The Report Card page appears.

Print Setup

Specify how the report will print.

1. Click Special Printing Options. The Special Printing Options page appears.



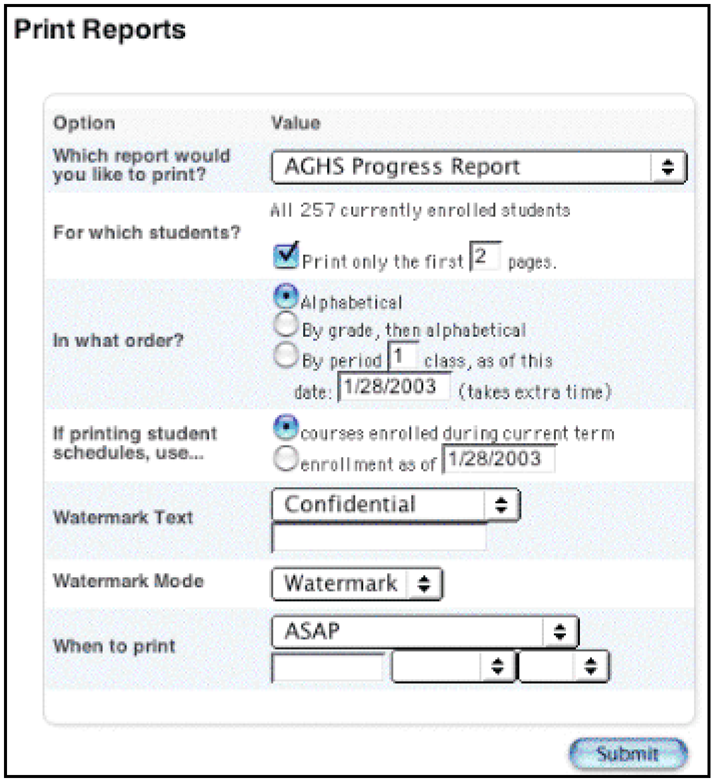
2. Use the following table to enter information in the fields:

Field	Description
Multiple Reports per Page	Select the checkbox to create more than one report per page (optional). If you select this option, enter the number of reports that appear across the page and down each column.
Gutter Widths	If you are printing multiple reports on each page, enter the gutter widths for the columns and rows.
Suppress column title printing	Select this checkbox to hide the column titles (optional).

3. Click Submit.
4. Click Submit again on the Report Card page to save the report template.

How to Preview a Report Card

1. Return to the preview page.

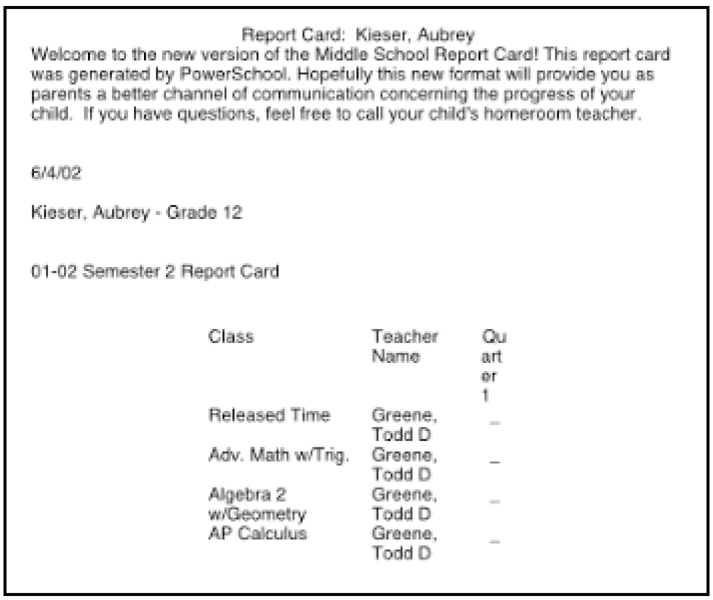


2. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report card from the pop-up menu.
For which students?	Select an option to indicate the students for whom the report will be run, if necessary.
Print only the first X pages	If you only want to print a limited number of pages, select this checkbox and enter the number of pages. If you make no selections at the Which Students option, a report prints for each student.
In what order?	Select an option to indicate the sort order.
If printing student schedules, use...	Select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field.

Field	Description
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields.

3. Click Submit. The report appears with the specified parameters. Review the report from beginning to end to verify that the formatting and content are correct.


Report Card: Kieser, Aubrey

Welcome to the new version of the Middle School Report Card! This report card was generated by PowerSchool. Hopefully this new format will provide you as parents a better channel of communication concerning the progress of your child. If you have questions, feel free to call your child's homeroom teacher.

6/4/02

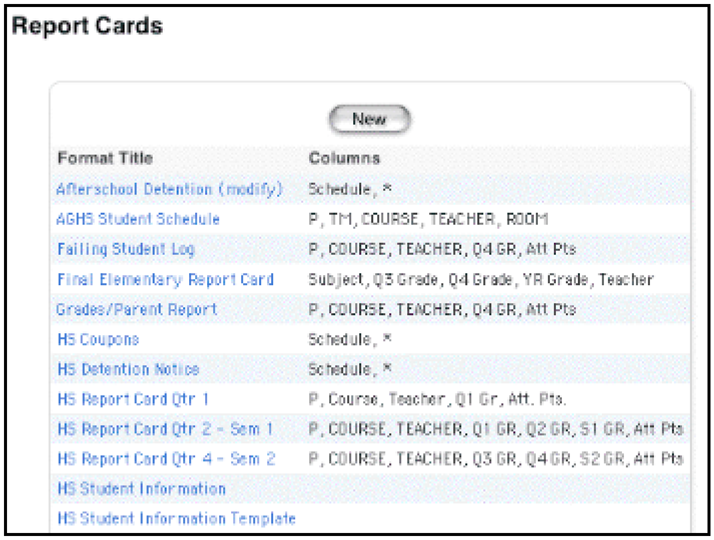
Kieser, Aubrey - Grade 12

01-02 Semester 2 Report Card

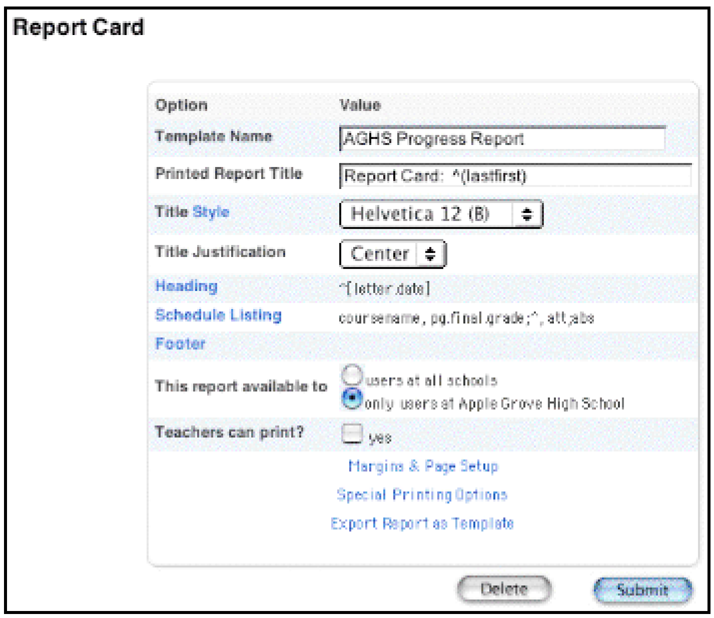
Class	Teacher Name	Quarter 1
Released Time	Greene, Todd D	_
Adv. Math w/Trig.	Greene, Todd D	_
Algebra 2 w/Geometry	Greene, Todd D	_
AP Calculus	Greene, Todd D	_

How to Edit a Custom Report Card Template

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Report Cards. The Report Cards page appears.

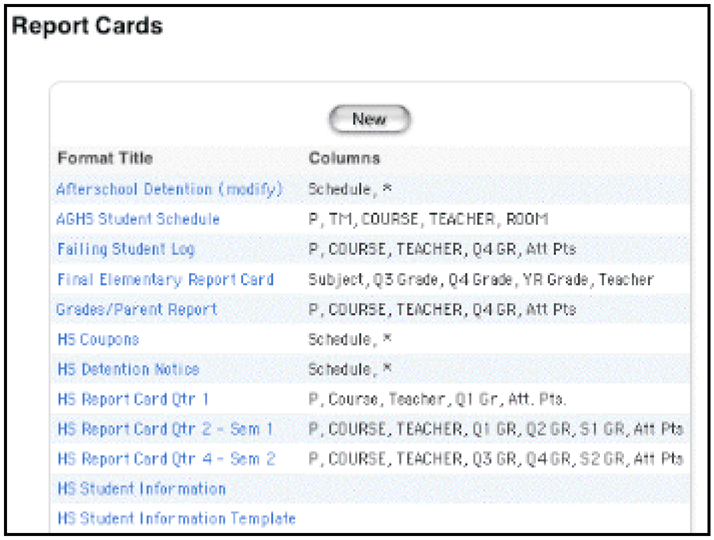


4. Click the report to be edited. The Report Card page appears.



5. See the section "**How to Add a Custom Report Card Template**" to edit the report card to meet your needs and specifications.

6. Click Submit. The Report Cards page appears.



Report Cards

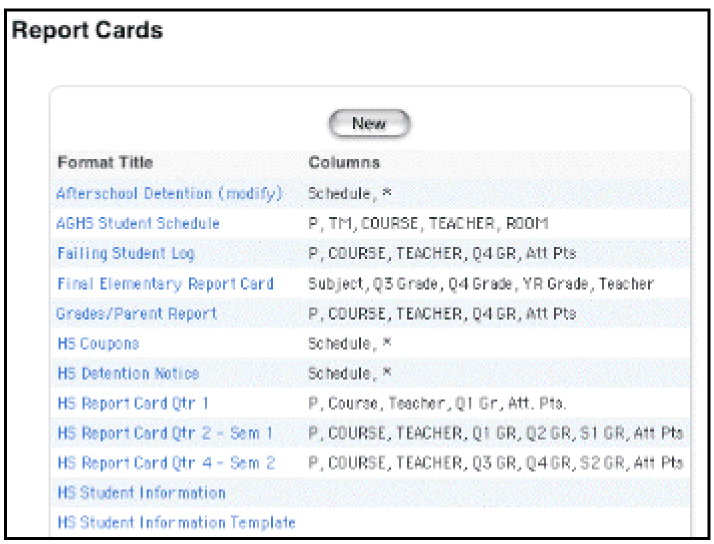
New

Format Title	Columns
Afterschool Detention (modify)	Schedule, *
AGHS Student Schedule	P, TM, COURSE, TEACHER, ROOM
Failing Student Log	P, COURSE, TEACHER, Q4 GR, Att Pts
Final Elementary Report Card	Subject, Q3 Grade, Q4 Grade, YR Grade, Teacher
Grades/Parent Report	P, COURSE, TEACHER, Q4 GR, Att Pts
HS Coupons	Schedule, *
HS Detention Notice	Schedule, *
HS Report Card Qtr 1	P, Course, Teacher, Q1 Gr, Att. Pts.
HS Report Card Qtr 2 - Sem 1	P, COURSE, TEACHER, Q1 GR, Q2 GR, S1 GR, Att Pts
HS Report Card Qtr 4 - Sem 2	P, COURSE, TEACHER, Q3 GR, Q4 GR, S2 GR, Att Pts
HS Student Information	
HS Student Information Template	

If you are ready to run the report, see the section "**Run, Print, and Save Reports**."

How to Delete a Custom Report Card Template

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Report Cards. The Report Cards page appears.

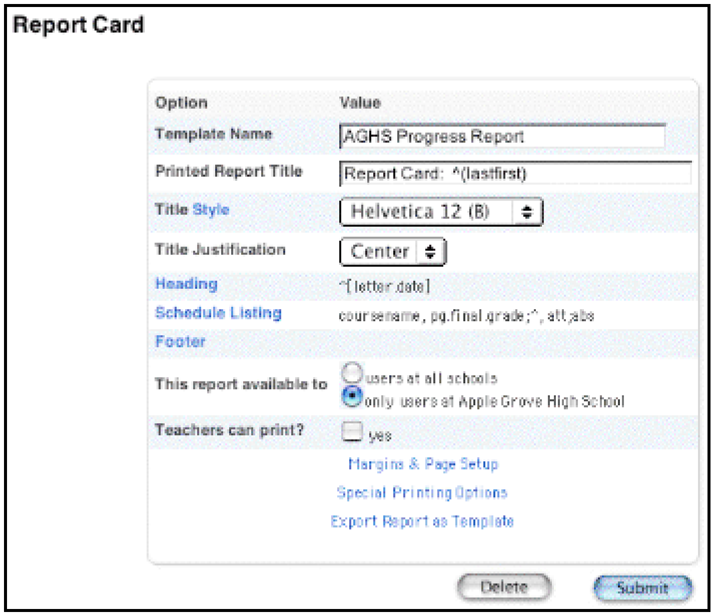


Report Cards

New

Format Title	Columns
Afterschool Detention (modify)	Schedule, *
AGHS Student Schedule	P, TM, COURSE, TEACHER, ROOM
Failing Student Log	P, COURSE, TEACHER, Q4 GR, Att Pts
Final Elementary Report Card	Subject, Q3 Grade, Q4 Grade, YR Grade, Teacher
Grades/Parent Report	P, COURSE, TEACHER, Q4 GR, Att Pts
HS Coupons	Schedule, *
HS Detention Notice	Schedule, *
HS Report Card Qtr 1	P, Course, Teacher, Q1 Gr, Att. Pts.
HS Report Card Qtr 2 - Sem 1	P, COURSE, TEACHER, Q1 GR, Q2 GR, S1 GR, Att Pts
HS Report Card Qtr 4 - Sem 2	P, COURSE, TEACHER, Q3 GR, Q4 GR, S2 GR, Att Pts
HS Student Information	
HS Student Information Template	

4. Click the report to be deleted. The Report Card page appears.



5. Click Delete. The Selection Deleted page appears.

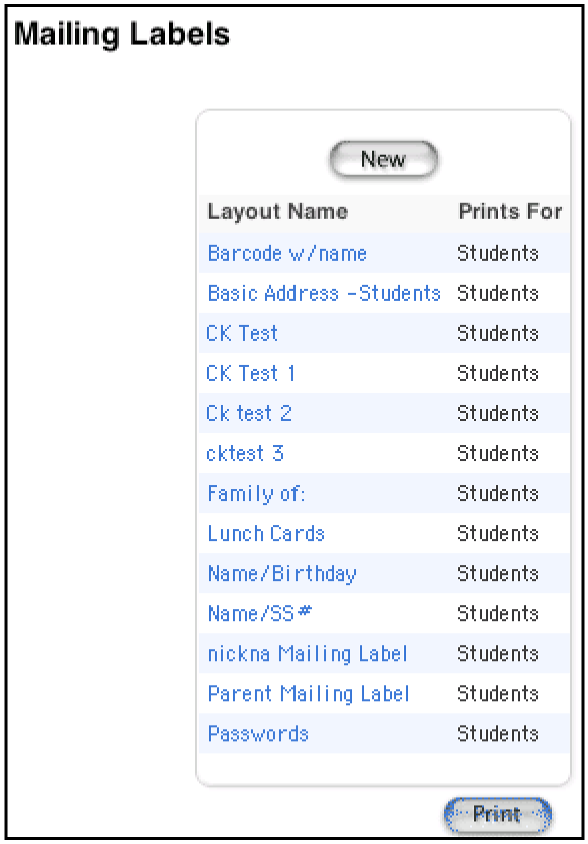
Mailing Labels

Use mailing label reports to generate mailing labels to put on envelopes or letters. Include names, addresses, ID numbers, passwords, or even bar codes. For example, create mailing labels with barcodes of students' lunch ID numbers to include on laminated lunch cards. For more information, see the section "**How to Publish Lunch ID Numbers**."

How to Open a Preview Page

When creating custom reports, it is a good idea to preview them often as you work. So, before you create any new reports, open a preview page.

1. On the start page, search for and select any student.
2. Click the PowerSchool logo.
3. Choose Reports from the main menu.
4. On the Reports page, click Report Setup.
5. On the Report Setup page, click Mailing Labels. The Mailing Labels page appears.

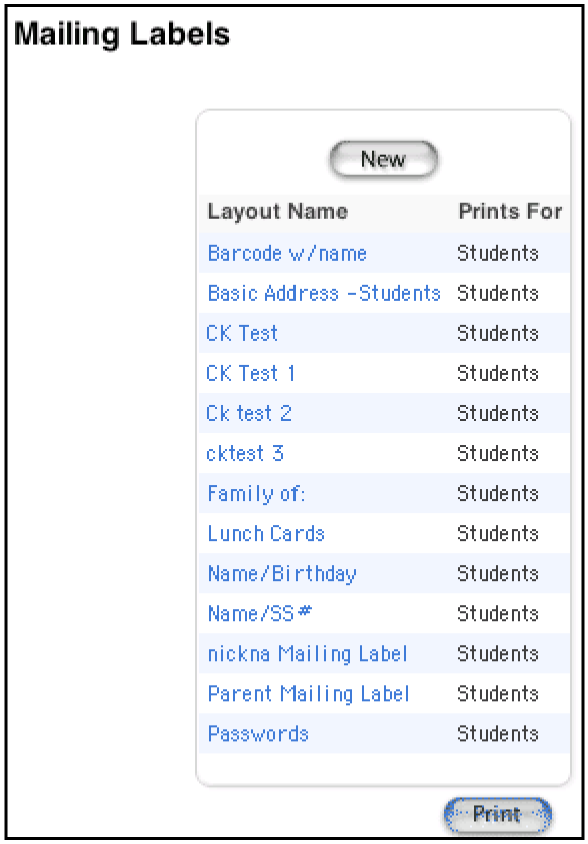


6. Click Print.

   Leave the Print Mailing Labels page open as you create each type of report in a new web browser window. Come back to it to review the report setup as you work. This is referred to as your preview page in future instructions.

How to Add a Mailing Label Layout

1. Open a second web browser to the PowerSchool start page.
2. Choose Reports from the main menu.
3. On the Reports page, click Report Setup.
4. On the Report Setup page, click Mailing Labels. The Mailing Labels page appears.



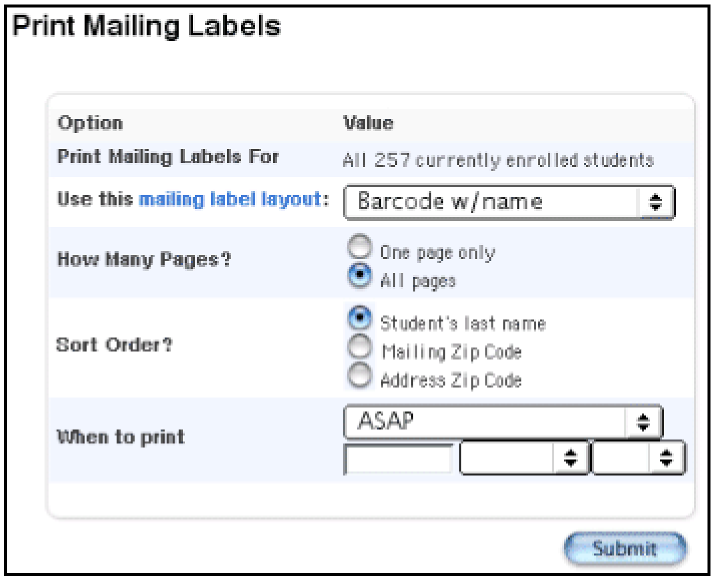
5. Click New. The New Mailing Label Layout page appears.

6. Use the following table to enter information in the fields:

Field	Description
Layout Name	Enter the name of the mailing label layout.
Table	Choose the table used for the mailing label data from the pop-up menu.
Font	Choose the mailing label font from the pop-up menu.
Font Size	Enter the font size for the mailing label in points. **Note:** One point is 1/72 of an inch.
Line Height	Enter the height for the space between lines on the mailing label in points. **Note:** One point is 1/72 of an inch.
Page Left Margin	Enter the size of the left page margin in inches.
Page Top Margin	Enter the size of the top page margin in inches.
Label Width	Enter the width of the individual mailing labels in inches.
Label Height	Enter the height of the individual mailing labels in inches.
How Many Columns of Labels	Enter how many columns of mailing labels print per page.
How Many Rows of Labels	Enter how many rows of mailing labels print per page.
Space Between Each Column	Enter the amount of space between columns of mailing labels on the page in inches.
Space Between Each Row	Enter the amount of space between rows of mailing labels on the page in inches.
Horizontal Padding For Label Text	Enter the amount of space from the sides of the mailing labels to the text.
Vertical Padding For Label Text	Enter the amount of space from the top and bottom of the mailing labels to the text.
Label Content	Enter the content of the mailing label using text, HTML tags, and PowerSchool data codes. The following example displays the setup for bar code mailing labels. For a complete list of data codes, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes. For a complete list of field codes, click View Field List on the PowerSchool start page.

Field	Description
Make this label accessible to	Select an option to determine which PowerSchool users can use the mailing label.
Teachers can print?	Select this checkbox if you want teachers to print this mailing label.

7. Click Submit.
8. Return to the preview page.

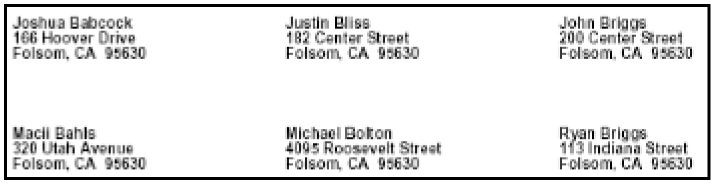


9. Use the following table to enter information in the fields:

Field	Description
Print Mailing Labels for	The selected number of students appears. For more information on changing the selection of students, see the section "**Search and Select**."
Mailing Label Layout	Choose the layout from the pop-up menu.
How Many Pages	Select an option to indicate the number of pages to print.
Sort Order	Select an option to sort the mailing labels either by student's last name or by zip code.
When to print	To run this report, select a time to start it: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time

Field	Description
	specified in the following fields.

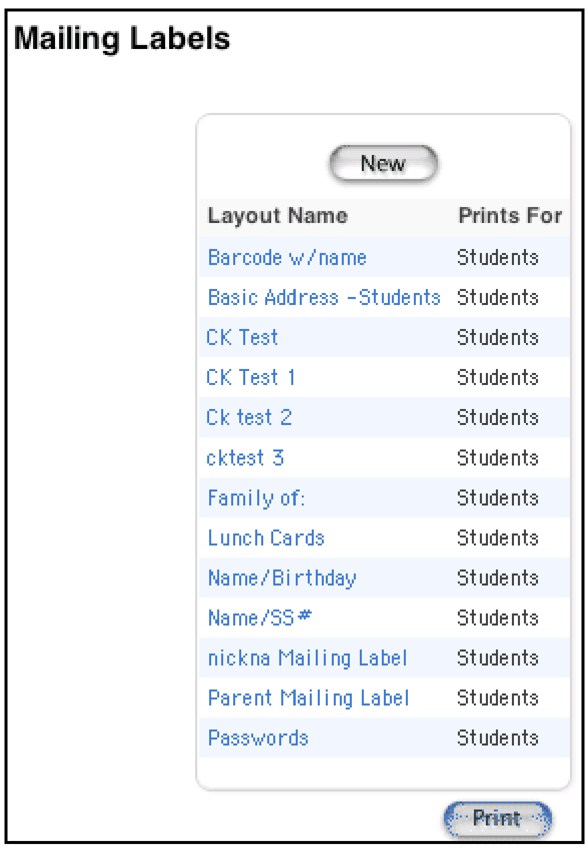
10. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
11. Click Completed to display the report.



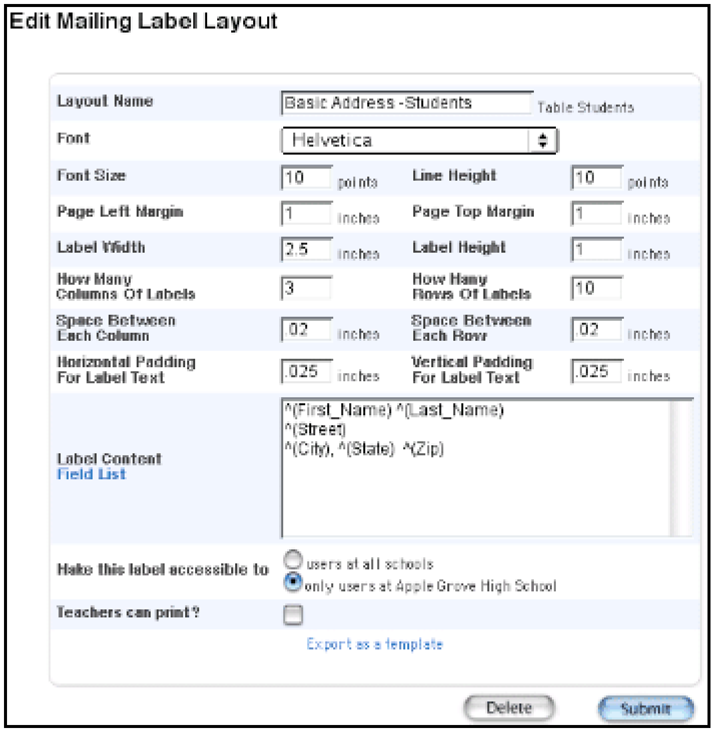
If you are ready to print the labels, see the section "**Run, Print, and Save Reports**."

How to Edit a Mailing Label Layout

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Mailing Labels. The Mailing Labels page appears.



4. Click the mailing label layout to be edited. The Edit Mailing Label Layout page appears.



5. Use the following table to edit information in the fields:

Field	Description
Layout Name	Edit the name of the mailing label layout.
Table	The table used for the mailing label data appears.
Font	Choose the mailing label font from the pop-up menu.
Font Size	Edit the font size for the mailing label in points. **Note:** One point is 1/72 of an inch.
Line Height	Edit the height for the space between lines on the mailing label in points. **Note:** One point is 1/72 of an inch.
Page Left Margin	Edit the size of the left page margin in inches.
Page Top Margin	Edit the size of the top page margin in inches.
Label Width	Edit the width of the individual mailing labels in inches.
Label Height	Edit the height of the individual mailing labels in inches.
How Many Columns of Labels	Edit how many columns of mailing labels print per page.

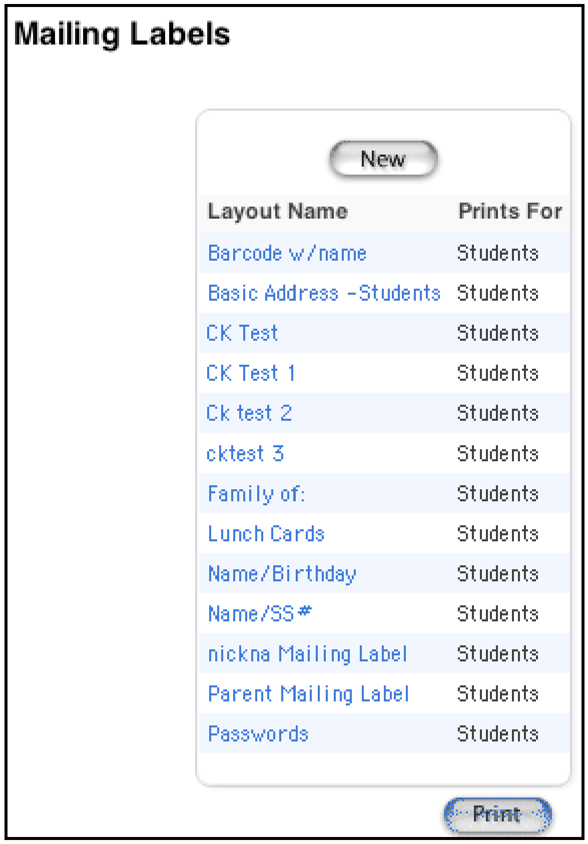
Field	Description
How Many Rows of Labels	Edit how many rows of mailing labels print per page.
Space Between Each Column	Edit the amount of space between columns of mailing labels on the page in inches.
Space Between Each Row	Edit the amount of space between rows of mailing labels on the page in inches.
Horizontal Padding For Label Text	Edit the amount of space from the sides of the mailing labels to the text.
Vertical Padding For Label Text	Edit the amount of space from the top and bottom of the mailing labels to the text.
Label Content	Edit the content of the mailing label using text, HTML tags, and PowerSchool data codes. The following example displays the setup for bar code mailing labels. For a complete list of data codes, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes. For a complete list of field codes, click View Field List on the PowerSchool start page.
Make this label accessible to	Select an option to determine which PowerSchool users can use the mailing label.
Teachers can print?	Select this checkbox if you want teachers to print this mailing label.

6. Click Submit. The Mailing Labels page appears.

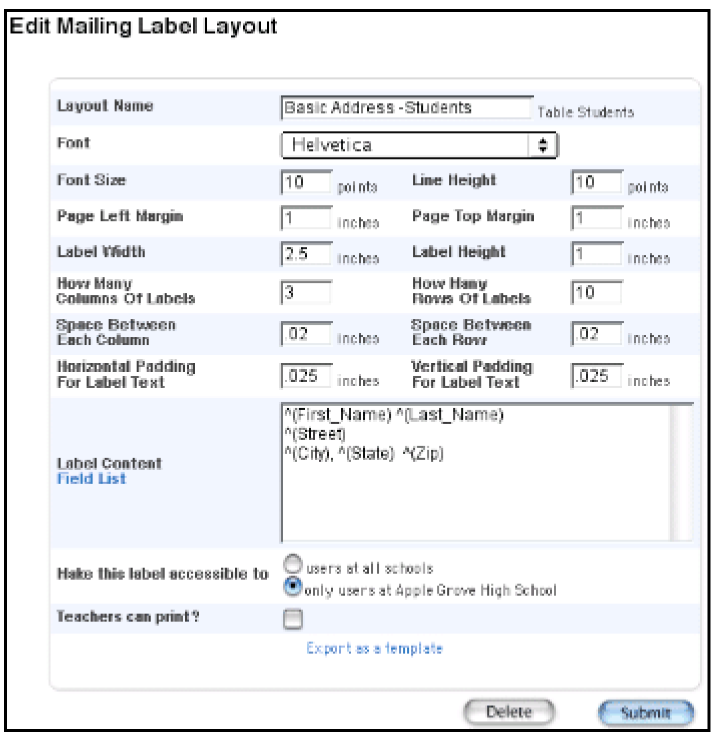
   If you are ready to print the labels, see the section "**Run, Print, and Save Reports**."

How to Delete a Mailing Label Layout

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Mailing Labels. The Mailing Labels page appears.



4. Click the mailing label layout to be deleted. The Edit Mailing Label Layout page appears.



5. Click Delete. The Mailing Labels page appears without the deleted mailing label layout.

Print Mailing Labels

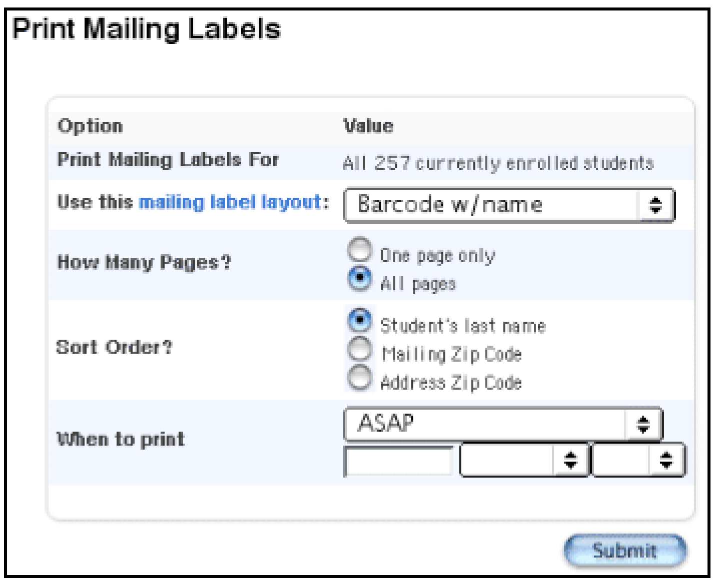
Print mailing labels to address envelopes for student letters, create barcodes for lunch ID cards, or for other purposes. This section assumes that the necessary mailing label layout is already created and that you are familiar with its format and content. For information on creating mailing labels, see the section "**Mailing Labels**."

How to Print Mailing Labels

1. On the start page, select a group of students.

   Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click Print Mailing Labels. The Print Mailing Labels page appears.



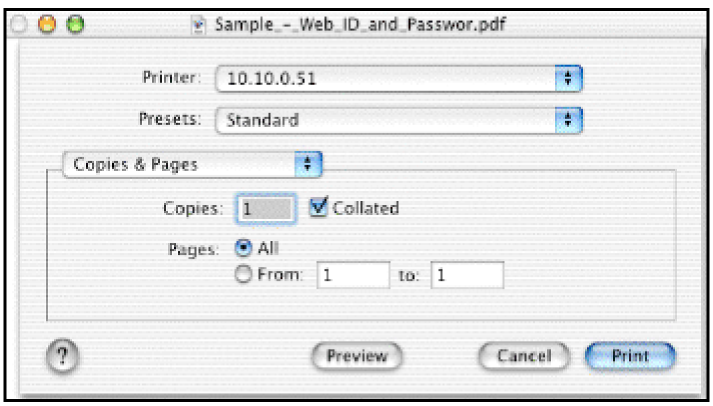
3. Use the following table to enter information in the fields:

Field	Description
Print Mailing Labels for	The selected number of students appears. For more information on changing the selection of students, see the section "**Search and Select**."
Use this mailing label layout	Choose the layout from the pop-up menu.
How Many Pages?	Select an option to indicate the number of pages to print.

Field	Description
Sort Order?	Select an option to sort the mailing labels by student's last name, mailing zip code, or address zip code.
When to print	To run this report, select a time to start it: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields.

4. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
5. Click Completed to display the report.

   Note: Preview the labels before printing them. If you have trouble viewing this file, read the help topics that apply to your specific web browser and platform (Mac or Windows). If the report is not formatted properly, retrace the steps above and make the necessary changes. When you are satisfied with the labels, put them in the printer tray and proceed to the next step.
6. Choose File > Print.
7. Make the necessary selections in the Print dialog.



8. Click OK. The mailing labels print.

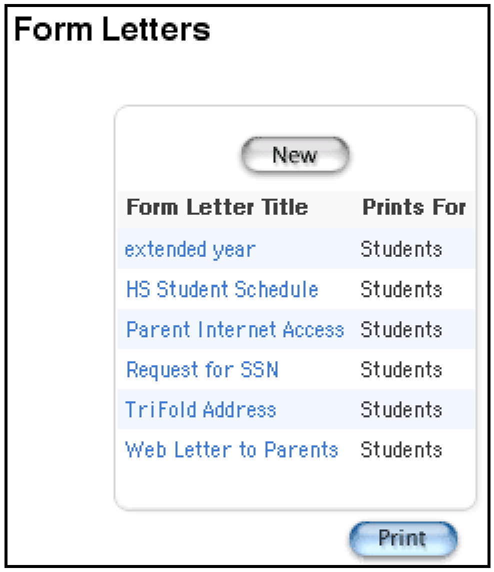
Form Letters

Form letter reports create custom letters that merge information from the PowerSchool database into a letter. They are similar to report card reports in that you use HTML tags and PowerSchool data codes. The difference is that a form letter report cannot include schedule listings.

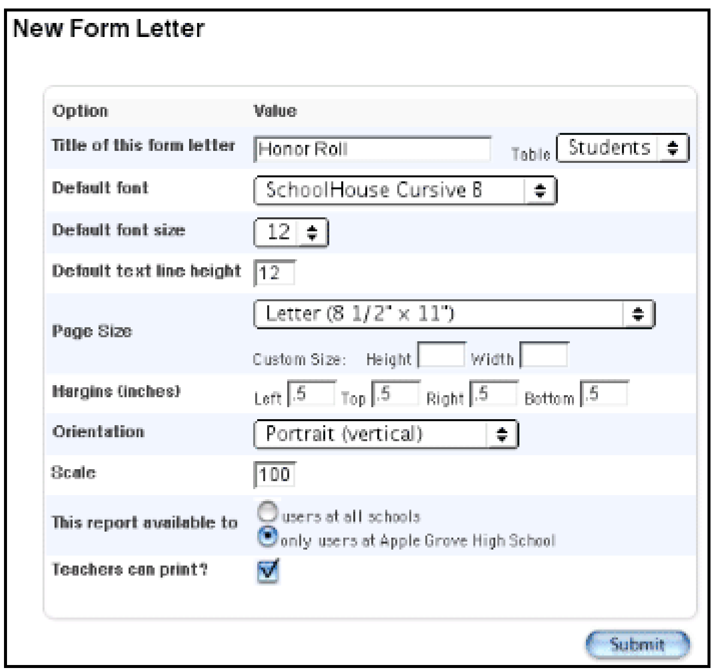
When creating a form letter, there is no need to open a preview page. You can easily create the report and preview it in the same web browser window.

How to Add a Custom Form Letter

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Form Letters. The Form Letters page appears.



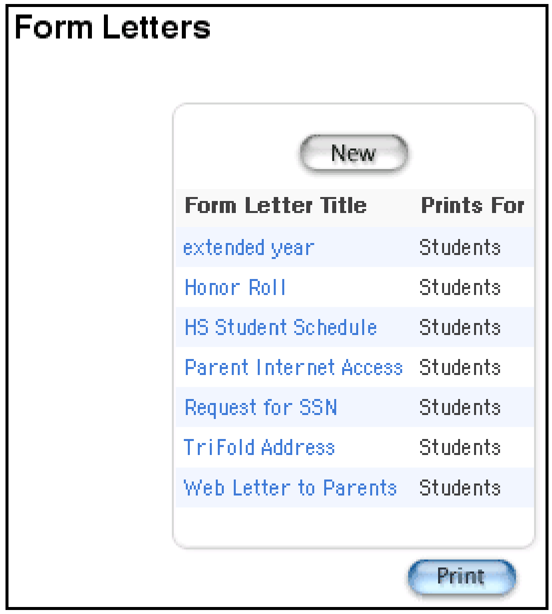
4. Click New. The New Form Letter page appears.



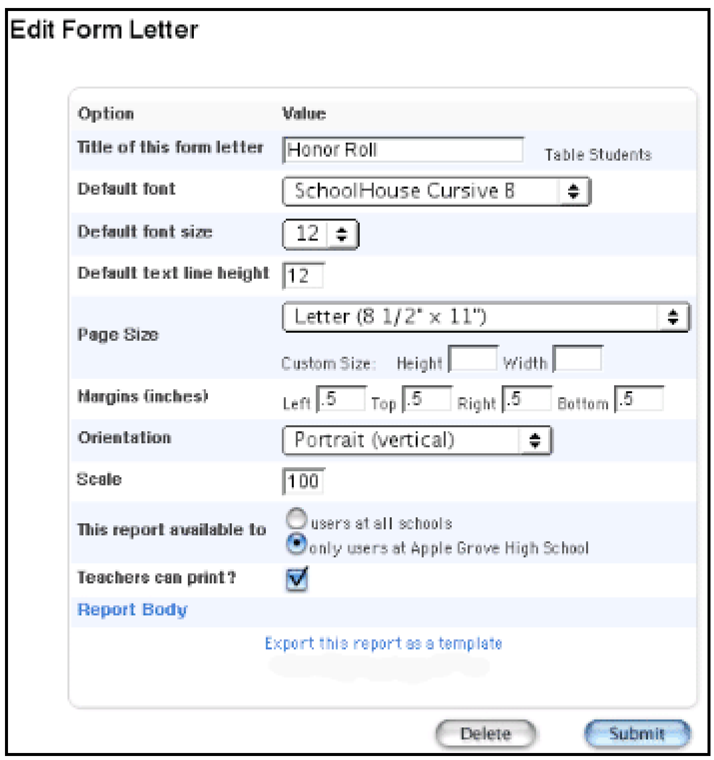
5. Use the following table to enter information in the fields:

Field	Description
Title of this form letter	Enter a name for this form letter.
Table	Choose the table used for the form letter data from the pop-up menu.
Default font	Choose the form letter font from the pop-up menu.
Default font size	Choose the font size from the pop-up menu.
Default text line height	Enter the height for the space between lines on the mailing label in points. **Note:** One point is 1/72 of an inch.
Page Size	Choose the form letter page size from the pop-up menu. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the page margins in inches.
Orientation	Choose the page orientation from the pop-up menu. The orientation is the page layout. Portrait is a vertical page; landscape is a horizontal page.
Scale	Enter the percentage to scale the form letter. The lower the percentage, the smaller the form letter scales relative to the size of the page.
This report available to	Select one of the following options to determine who can use this report: • Users at all schools on this PowerSchool system • Only users at this school
Teachers can print?	If you want teachers to be able to print this report in PowerSchool Teacher, select this checkbox. Otherwise, deselect this checkbox.

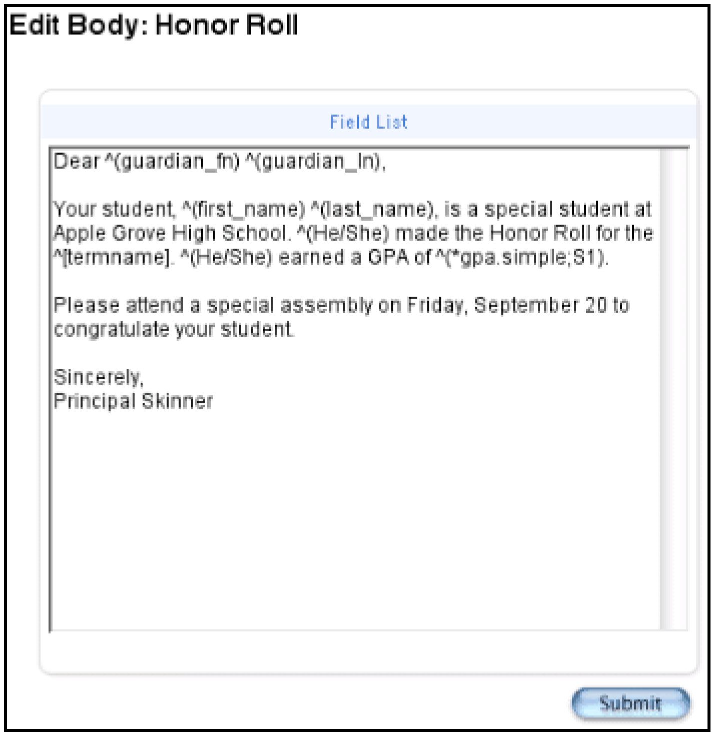
6. Click Submit. The form letter is set up, and the Form Letters page appears.



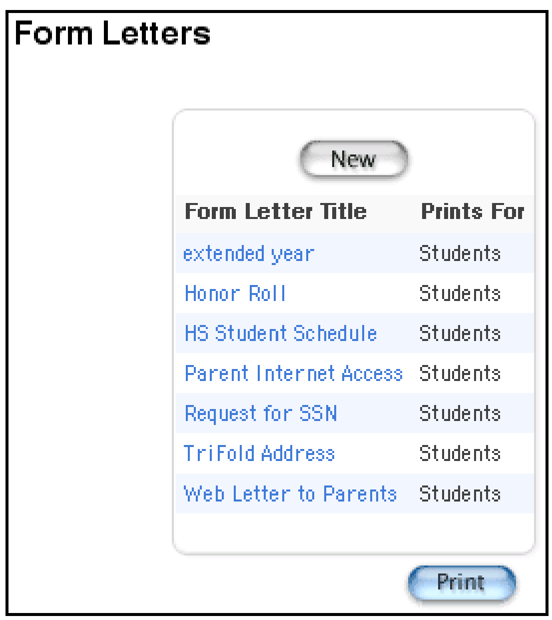
7. Click the form letter you just created. The Edit Form Letter page appears.



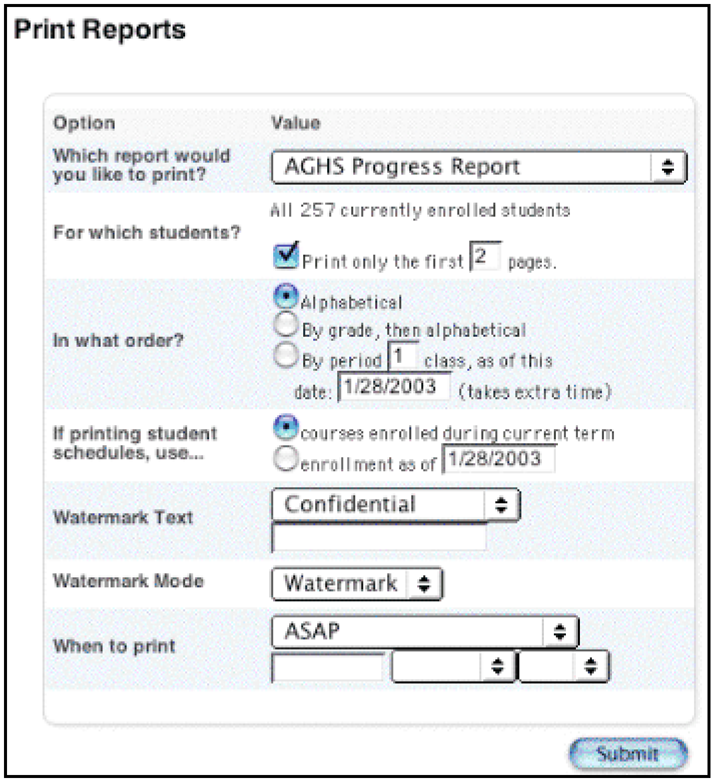
8. Click Report Body. The Edit Body page appears.



9. Enter the content of the letter in the large field using text, HTML tags, and PowerSchool data codes as needed. For a complete list of data codes, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes. For a complete list of field codes, click View Field List on the PowerSchool start page.
10. Click Submit. The Form Letters page appears.



11. Click Print. The Print Reports page appears.

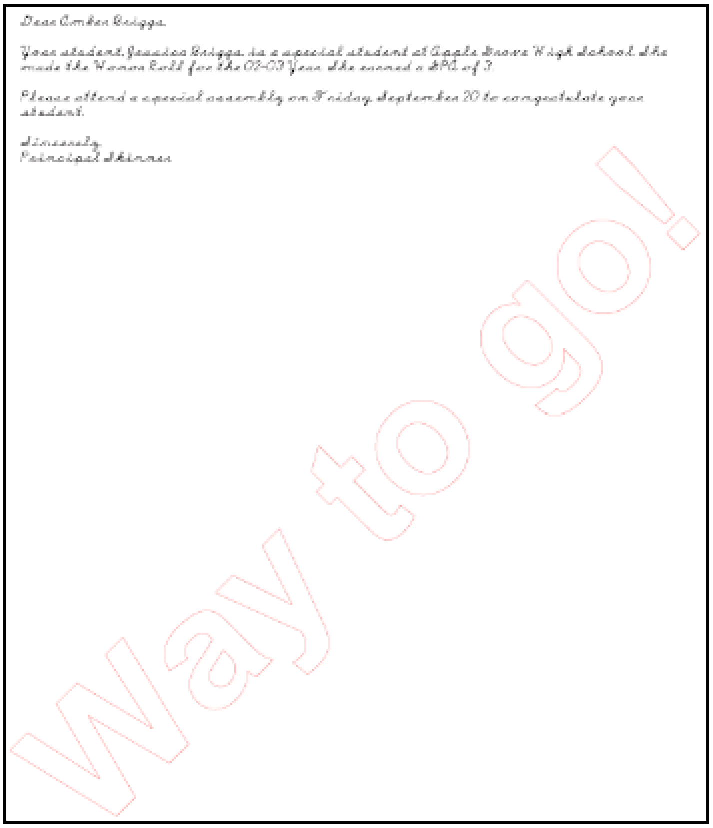


12. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the form letter from the pop-up menu.
For which students?	Select an option to indicate the students for whom the report will be run, if necessary.
Print only the first X pages	If you only want to print a limited number of pages, select this checkbox and enter the number of pages. If you make no selections at the Which Students option, a report prints for each student.
In what order?	Select an option to indicate the sort order.
If printing student schedules, use...	Select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.

Field	Description
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields.

13. Click Submit. The report appears with the specified parameters. Review it from beginning to end to verify that the formatting and content are correct.


Dear Amber Briggs,

Your student Jessica Briggs, is a special student at Apple Grove High School. She made the Honor Roll for the 02-03 Year. She earned a GPA of 3.

Please attend a special assembly on Friday, September 20 to congratulate your student.

Sincerely,
Principal Skinner

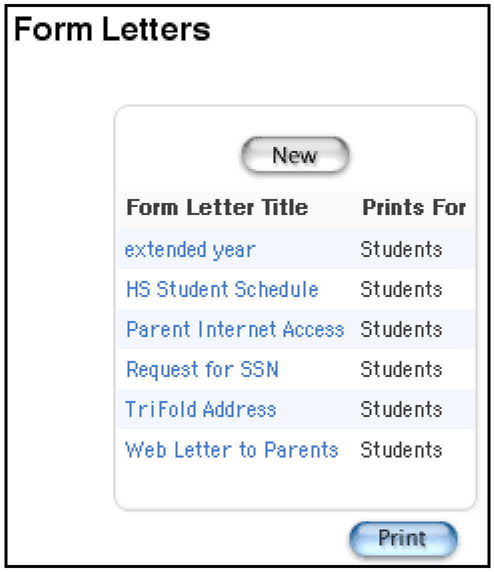
Way to go!

If you are ready to print the letters, see the section "**Run, Print, and Save Reports**."

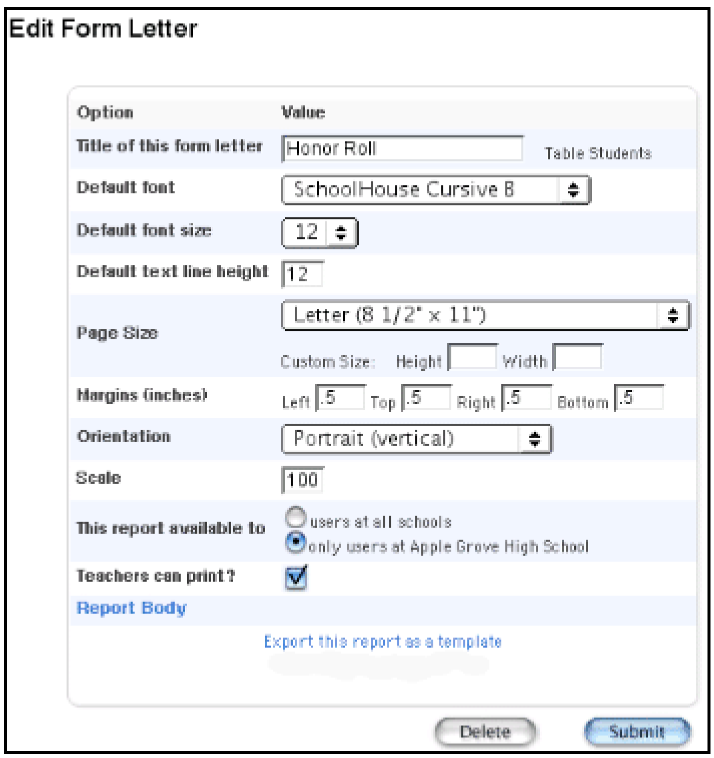
How to Edit a Custom Form Letter

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.

3. On the Report Setup page, click Form Letters. The Form Letters page appears.



4. Click the form letter to be edited. The Edit Form Letter page appears.

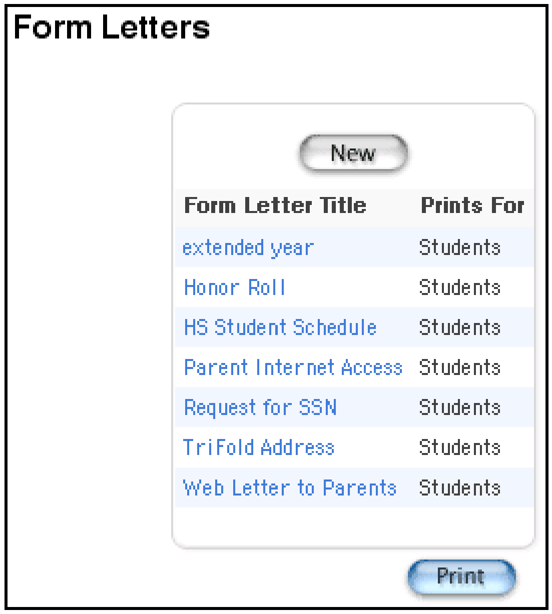


5. Use the following table to edit information in the fields:

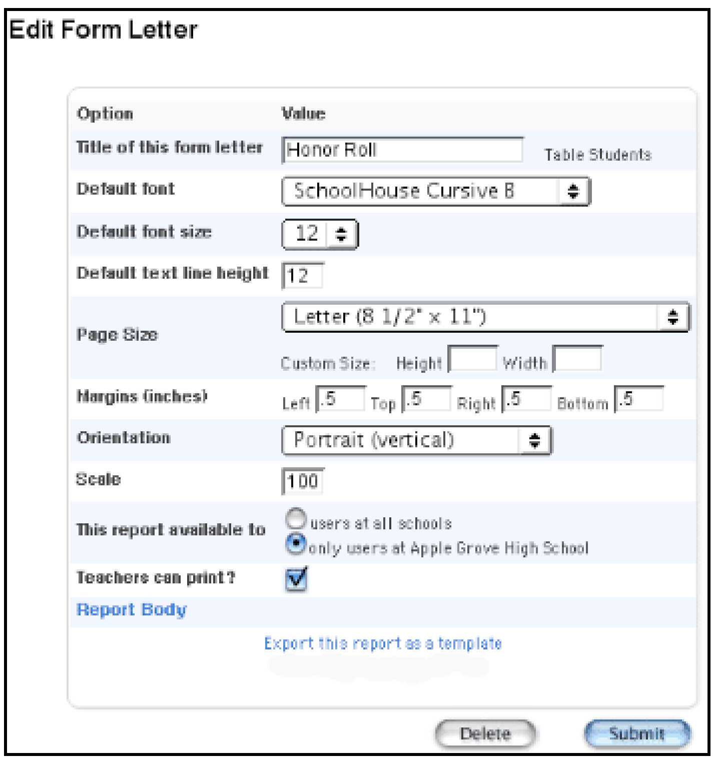
Field	Description
Title of this form letter	Edit this form letter's name.

Field	Description
Table	Choose the table used for the form letter data from the pop-up menu.
Default font	Choose the form letter font from the pop-up menu.
Default font size	Choose the font size from the pop-up menu.
Default text line height	Edit the height for the space between lines on the mailing label in points. **Note:** One point is 1/72 of an inch.
Page Size	Choose the form letter page size from the pop-up menu. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Edit the size of the page margins in inches.
Orientation	Choose the page orientation from the pop-up menu. The orientation is the page layout. Portrait is a vertical page; landscape is a horizontal page.
Scale	Edit the percentage to scale the form letter. The lower the percentage, the smaller the form letter scales relative to the size of the page.
This report available to	Select one of the following options to determine who can use this report: • Users at all schools on this PowerSchool system • Only users at this school
Teachers can print?	If you want teachers to be able to print this report in PowerSchool Teacher, select this checkbox. Otherwise, deselect this checkbox.

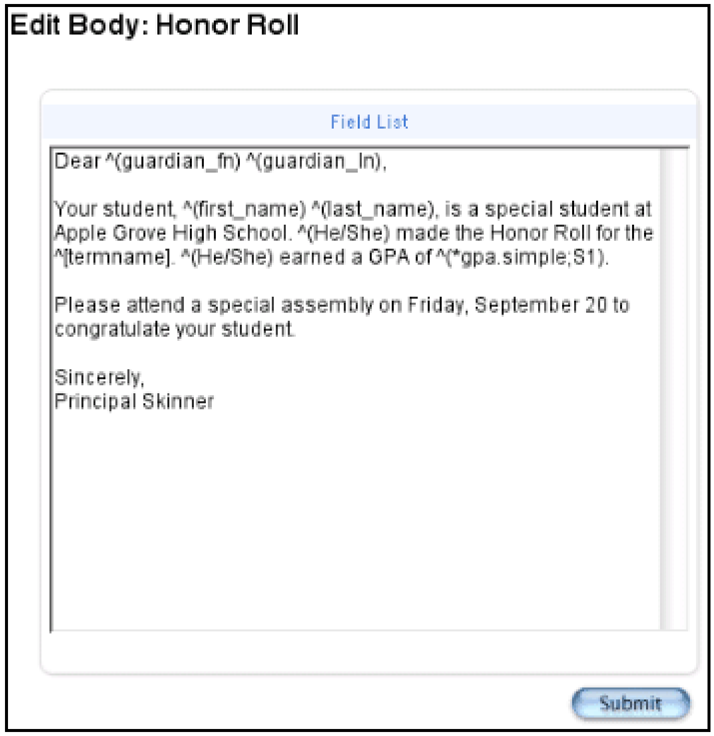
6. Click Submit. The Form Letters page appears.



7. Click the form letter you just created. The Edit Form Letter page appears.



8. Click Report Body. The Edit Body page appears.



Edit Body: Honor Roll

Field List

Dear ^(guardian_fn) ^(guardian_ln),

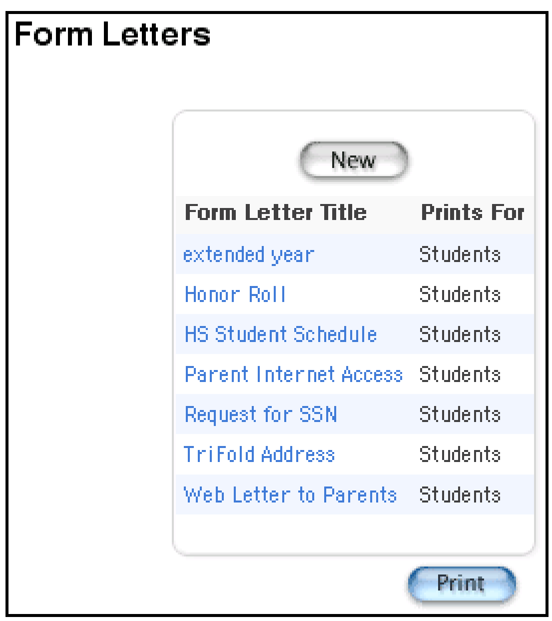
Your student, ^(first_name) ^(last_name), is a special student at Apple Grove High School. ^(He/She) made the Honor Roll for the ^[termname]. ^(He/She) earned a GPA of ^(*gpa.simple;S1).

Please attend a special assembly on Friday, September 20 to congratulate your student.

Sincerely,
Principal Skinner

Submit

9. Enter the content of the letter in the large field using text, HTML tags, and PowerSchool data codes as needed. For a complete list of data codes, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes. For a complete list of field codes, click View Field List on the PowerSchool start page.
10. Click Submit. The Form Letters page appears.



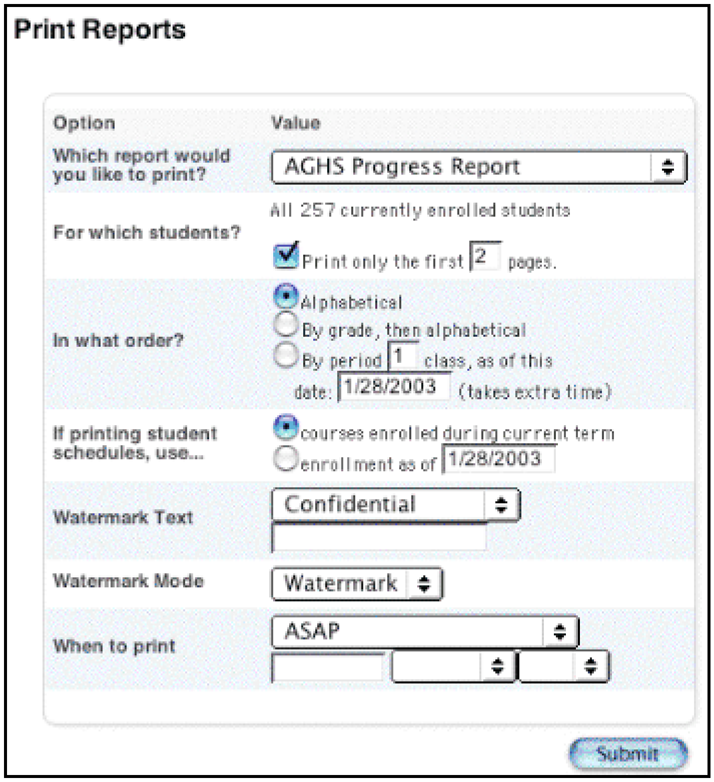
Form Letters

New

Form Letter Title	Prints For
extended year	Students
Honor Roll	Students
HS Student Schedule	Students
Parent Internet Access	Students
Request for SSN	Students
TriFold Address	Students
Web Letter to Parents	Students

Print

11. Click Print. The Print Reports page appears.

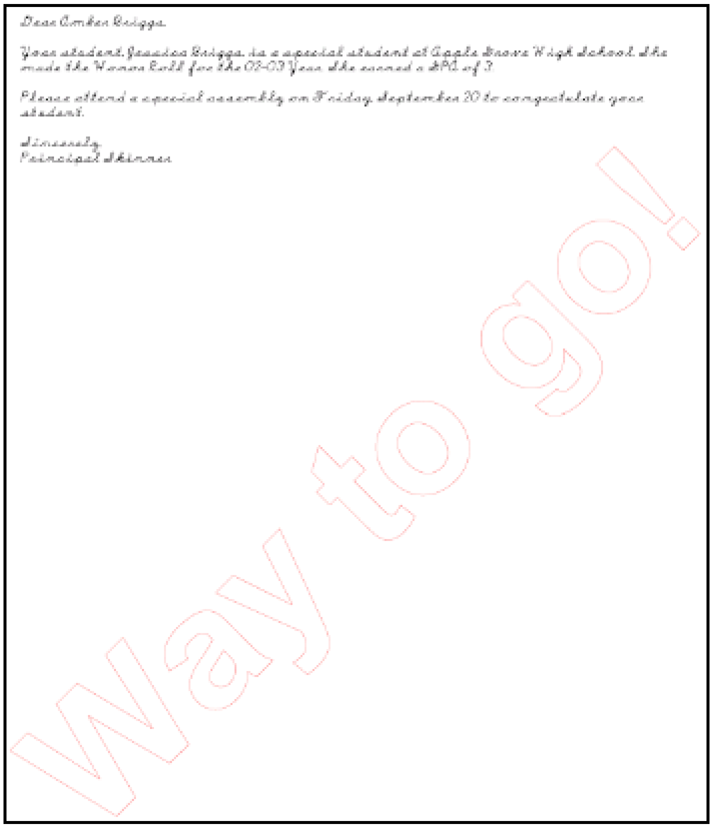


12. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the form letter from the pop-up menu.
For which students?	Select an option to indicate the students for whom the report will be run, if necessary.
Print only the first X pages	If you only want to print a limited number of pages, select this checkbox and enter the number of pages. If you make no selections at the Which Students option, a report prints for each student.
In what order?	Select an option to indicate the sort order.
If printing student schedules, use...	Select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.

Field	Description
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields.

13. Click Submit. The report appears with the specified parameters. Review it from beginning to end to verify that the formatting and content are correct.

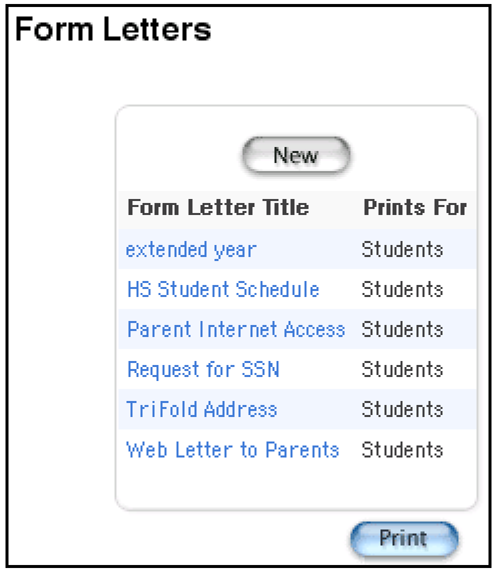


If you are ready to print the letters, see the section "**Run, Print, and Save Reports**."

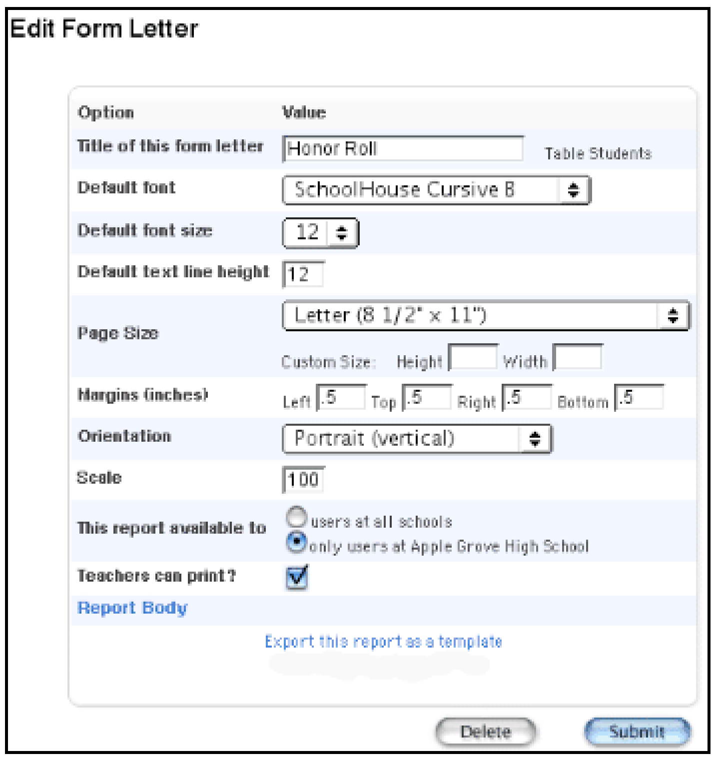
How to Delete a Custom Form Letter

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.

3. On the Report Setup page, click Form Letters. The Form Letters page appears.



4. Click the form letter to be deleted. The Edit Form Letter page appears.



5. Click Delete. The Form Letters page appears without the deleted form letter.

Object Reports

Use object reports to create and print official school reports and documents such as transcripts, scheduling forms, report cards, letters, and award certificates for students. The procedures in this section provide instructions on how to create the base for the report and each of the objects. You must first create the report base and then insert objects in any order. When you are ready to create an object report, give yourself time to experiment.

These reports are called object reports because you can insert objects such as boxes, lines, circles, logos, and pictures into them. When you create each object, you determine where it appears on the report in relation to the other objects. These objects appear on the electronic or paper output according to the specifications you enter on each object's setup page. The best way to generate an object report is to create a few objects and print a sample to ensure that it looks as it should. For more information, see the section "**Objects on an Object Report**."

Use object reports to display information related to standards and tests. For more information, see the sections "**Object Reports With Standards Grades**" and "**Object Reports with Test Tags**," respectively.

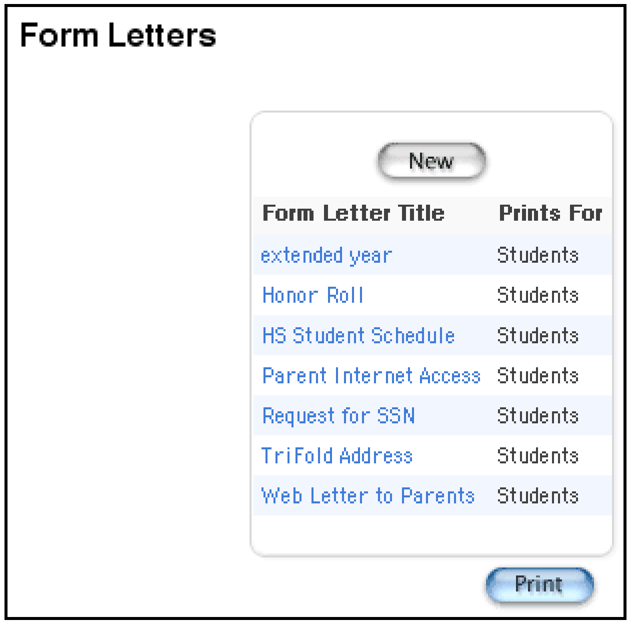
Note: Open the preview page when you create an object report to view the report prior to printing. For more information, see the section "**How to Open a Preview Page**."

How to Open a Preview Page

When creating custom reports—especially object reports—it is a good idea to preview them frequently as you work. Therefore, before creating any new reports, open a preview page. You can preview and print any type of custom report from the Print Reports page. For reports pertaining to a group of students, select a group of students and click Print Reports on the Group Functions page.

Note: Reports created using the Log table are only accessible by clicking "Print a Report" on the Log Entry Functions page. For more information, see the section "**Search Log Entries**."

1. On the start page, search for and select any student.
2. Click the PowerSchool logo.
3. Choose Reports from the main menu.
4. On the Reports page, click Report Setup.
5. On the Report Setup page, click Form Letters. The Form Letters page appears.



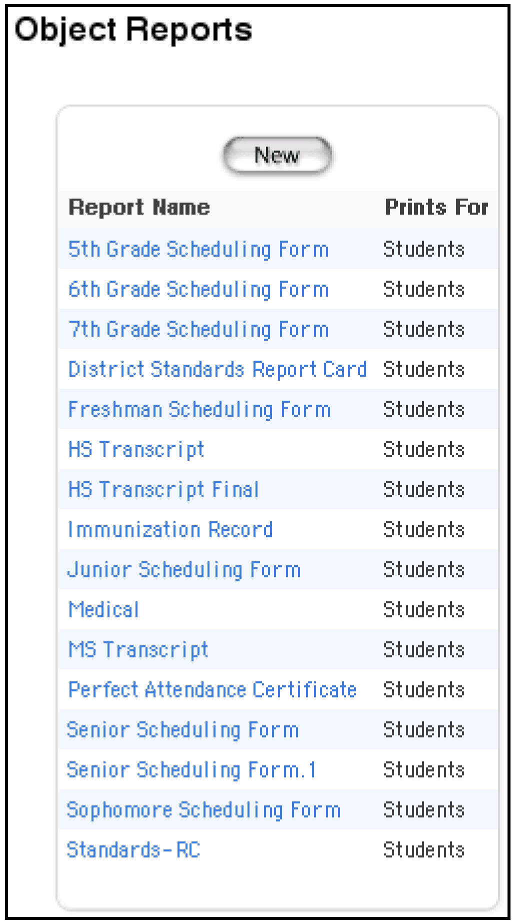
6. Click Print.

   Leave the Print Reports page open as you create each type of report. You will return to it to review the report template as you work. In future instructions, this page is referred to as the preview page.

How to Create an Object Report Template

Create an object report template to define the title of the report and other general settings such as margins, font, and font size. Then, create each object you want to include on the report. After you create all of the objects on the report and are satisfied with their placement, use the object report template to print the report.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Object Reports. The Object Reports page displays the list of any object report templates created for your school.

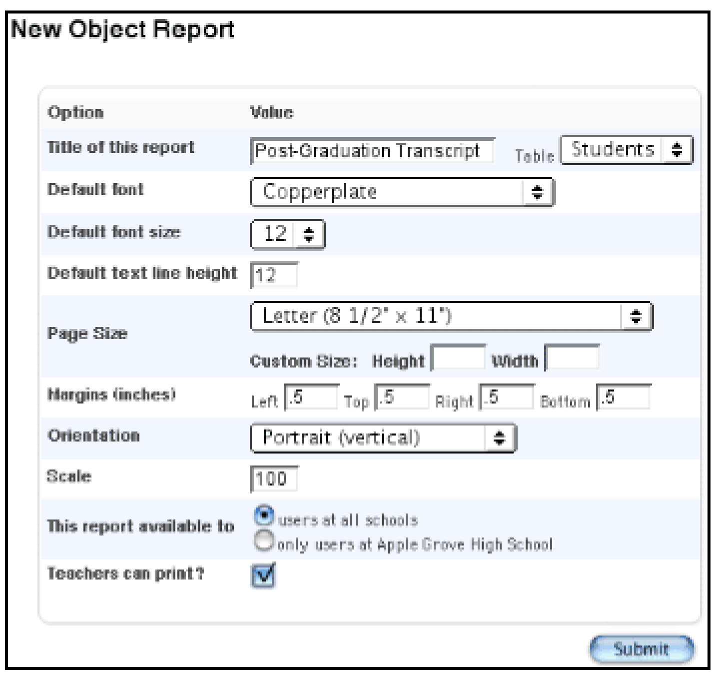


Object Reports

New

Report Name	Prints For
5th Grade Scheduling Form	Students
6th Grade Scheduling Form	Students
7th Grade Scheduling Form	Students
District Standards Report Card	Students
Freshman Scheduling Form	Students
HS Transcript	Students
HS Transcript Final	Students
Immunization Record	Students
Junior Scheduling Form	Students
Medical	Students
MS Transcript	Students
Perfect Attendance Certificate	Students
Senior Scheduling Form	Students
Senior Scheduling Form.1	Students
Sophomore Scheduling Form	Students
Standards-RC	Students

4. Click New. The New Object Report page appears.



New Object Report

Option	Value
Title of this report	Post-Graduation Transcript Table Students
Default font	Copperplate
Default font size	12
Default text line height	12
Page Size	Letter (8 1/2" x 11") Custom Size: Height Width
Margins (inches)	Left .5 Top .5 Right .5 Bottom .5
Orientation	Portrait (vertical)
Scale	100
This report available to	users at all schools / only users at Apple Grove High School
Teachers can print?	

Submit

5. Use the following table to enter information in the fields:

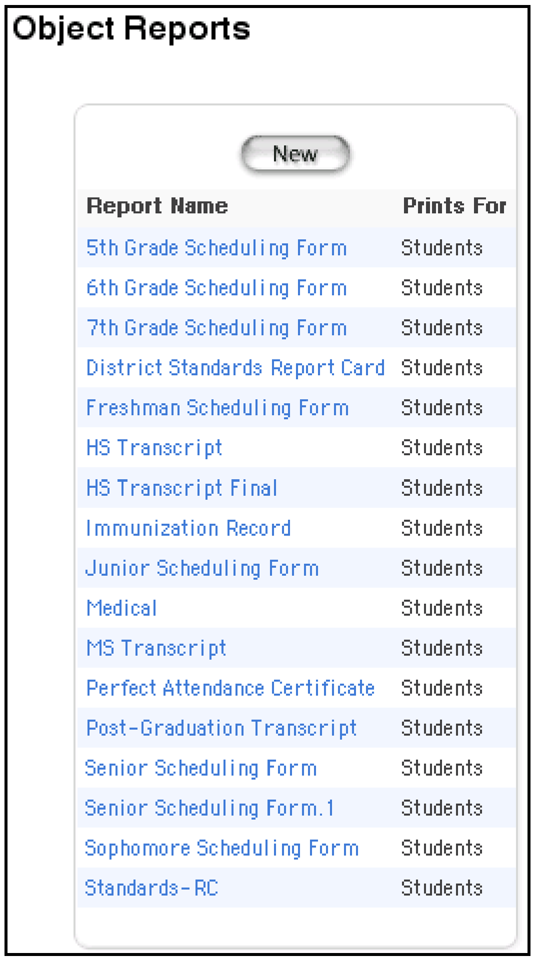
Field	Description
Title of this report	Enter the title of the report. Then, use the Table pop-up menu to choose one of the following tables for the report: • Students • Staff • Log **Note:** Selecting Log from the Table pop-up menu provides you access to the Log table from which you can select any field, including custom fields, you want to include in the report. Each field you want to include in the log object report must be specified using the correct syntax in order to successfully display the data. The text that precedes the syntax (separated by a colon) can be modified (or deleted) based on your needs. For example, you could modify Name: ^([01]LastFirst) to appear as Student's Last Name: ^([01]LastFirst). The following are Log table student fields you can use in the report: • Name: ^([01]LastFirst) • Grade: ^([01]Grade_Level) • SN: ^([01]Student_Number) • DOB: ^([01]DOB) • SSN: ^([01]SSN) • Ethnicity: ^([01]Ethnicity) • Mailing City: ^([01]Mailing_City) • Mailing Street: ^([01]Mailing_Street) • Mailing State: ^([01]Mailing_State) • Mailing Zip: ^([01]Mailing_Zip) • Alert Discipline: ^([01]Alert_Discipline) • State Student #: ^([01]State_StudentNumber) The following are Log table discipline fields you can use in the report: • Entry Author: ~(Entry_Author) • Entry Date: ~(Entry_Date) • Entry Time: ~(Entry_Time) • Title: ~(Subject) • Entry Text: ~(Entry)

Field	Description
	• Log Type ID: ~(logtypeid) • Subtype: ~(Subtype) • Category: ~(Category) • Consequence: ~(Consequence) • Incident Type: ~(Discipline_IncidentType) • Action Taken Detail: ~(Discipline_ActionTakenDetail) • Incident Type Category: ~(Discipline_IncidentTypeCategory) • Action Taken End Date: ~(Discipline_ActionTakenEndDate) • Incident Type Detail: ~(Discipline_IncidentTypeDetail) • Student Number: ~(Student_Number) • Administrator ID: ~(Discipline_AdministratorID) • Likely Injury Flag: ~(Discipline_LikelyInjuryFlag) • Alcohol Related Flag: ~(Discipline_AlcoholRelatedFlag) • Money Loss Value: ~(Discipline_MoneyLossValue) • Drug Related: ~(Discipline_DrugRelatedFlag) • Offender: ~(Discipline_Offender) • Drug Type Detail: ~(Discipline_DrugTypeDetail) • Police Involved: ~(Discipline_PoliceInvolvedFlag) • Duration Actual: ~(Discipline_DurationActual) • Reporter: ~(Discipline_Reporter) • Duration Assigned: ~(Discipline_DurationAssigned) • Reporter ID: ~(Discipline_ReporterID) • Duration Change: ~(Discipline_DurationChangeSource) • School Rules Vio Flag: ~(Discipline_SchoolRulesVioFlag) • Duration Notes: ~(Discipline_DurationNotes) • Sequence: ~(Discipline_Sequence) • Felony Flag: ~(Discipline_FelonyFlag) • Victim Type: ~(Discipline_VictimType) • Gang Related Flag: ~(Discipline_GangRelatedFlag) • Weapon Related: ~(Discipline_WeaponRelatedFlag) • Hate Crime: ~(Discipline_HateCrimeFlag)

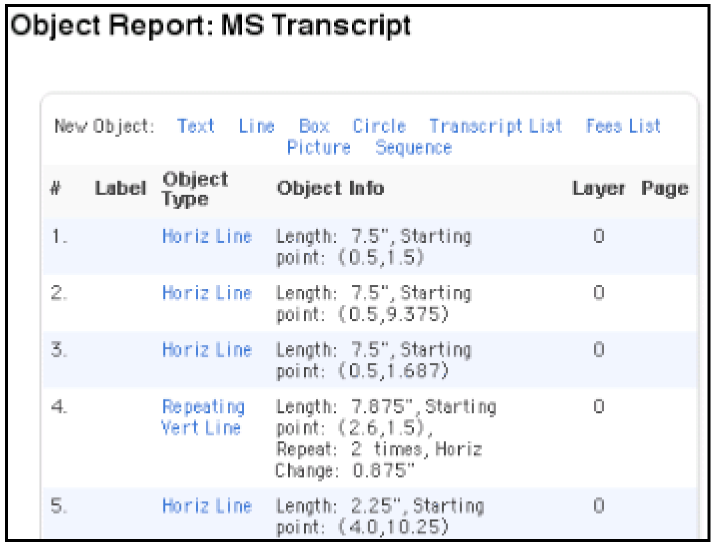
Field	Description
	• Weapon Type: ~(Discipline_WeaponType) • Hearing Officer: ~(Discipline_HearingOfficerFlag) • Weapon Type Notes: ~(Discipline_WeaponTypeNotes) • Incident Context: ~(Discipline_IncidentContext) • Incident Date: ~(Discipline_IncidentDate) • Custom: ~(Custom) • Incident Location: ~(Discipline_IncidentLocation) • Action Date: ~(Discipline_ActionDate) • Incident Loc Detail: ~(Discipline_IncidentLocDetail) • Discipline Action: ~(Discipline_ActionTaken)
Default font	Choose the font in which you want the report to print from the pop-up menu. The report prints in this font unless you include an HTML tag to specify another font within an object of the report.
Default font size	Choose the size in which you want the text of the report to print from the pop-up menu. The report prints in this font size unless you include an HTML tag to specify a different font size within an object of the report.
Default text line height	Enter the default height of each line of text on the report. The line height determines the amount of space for each line of text in the object. For example, if you increase the line height, you create more space between each line of text.
Page Size	Choose the size of the paper on which you want to print this report from the pop-up menu.
Margins (inches)	Enter the size, in inches, of the left, top, right, and bottom margins for this report.
Orientation	To indicate the paper orientation of this report, use the pop-up menu to choose one of the following: • Vertical (portrait) • Horizontal (landscape)
Scale	Enter the percent scale in which you want to print this report. For example, if you need to include several fields of information and are not sure if they will all fit on one piece of paper, enter a scale smaller than 100% and check the results.

Field	Description
This report available to	Select one of the following options to determine who can use this report: • Users at all schools on this PowerSchool system • Only users at this school
Teachers can print?	If you want teachers to be able to print this report in PowerSchool Teacher, select this checkbox. Otherwise, deselect this checkbox.

6. Click Submit to save the information. The report you created appears on the Object Reports page.



7. Click the report name on the Object Reports page to create and format objects on this report. The Object Report page for that report appears.



Object Report: MS Transcript

New Object: Text Line Box Circle Transcript List Fees List Picture Sequence

#	Label	Object Type	Object Info	Layer	Page
1.		Horiz Line	Length: 7.5", Starting point: (0.5,1.5)	0	
2.		Horiz Line	Length: 7.5", Starting point: (0.5,9.375)	0	
3.		Horiz Line	Length: 7.5", Starting point: (0.5,1.687)	0	
4.		Repeating Vert Line	Length: 7.875", Starting point: (2.6,1.5), Repeat: 2 times, Horiz Change: 0.875"	0	
5.		Horiz Line	Length: 2.25", Starting point: (4.0,10.25)	0	

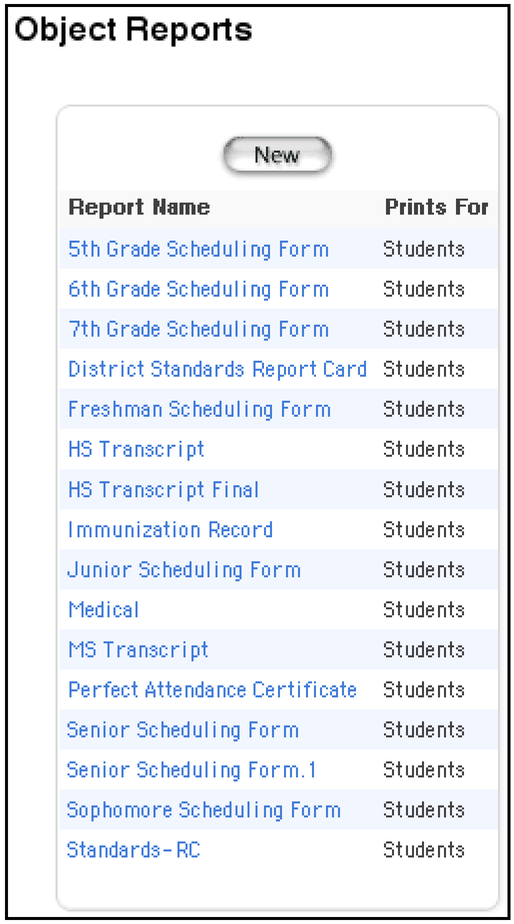
From this page, create all of the objects you want to include on the report such as text, pictures, lines, boxes, transcript lists, and circles. To create an object, click the type of object you want to create. For more information, see the section "**Objects on an Object Report**." After you create an object, indicate the following information for that object:

- Number (sequence in which you created the object)
- Label (name you entered for the object)
- Object type (text, line, box, circle, transcript list, fees list, picture, and sequence)
- Object info (pieces of information you defined for the object)
- Layer (position of the object, if it is layered with other objects)
- Page (page on which the object appears)

How to Edit an Object Report Template

Edit an object report template to define the title of the report and other general settings such as margins, font, and font size.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Object Reports. The Object Reports page displays the list of any object report templates created for your school.

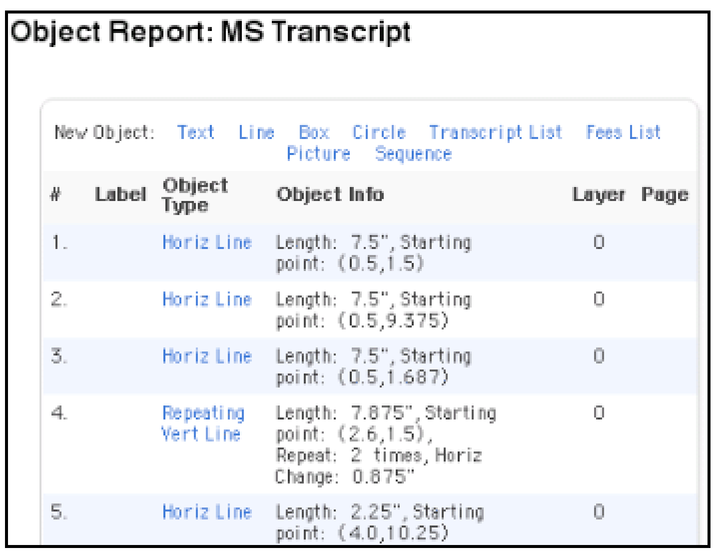


Object Reports

New

Report Name	Prints For
5th Grade Scheduling Form	Students
6th Grade Scheduling Form	Students
7th Grade Scheduling Form	Students
District Standards Report Card	Students
Freshman Scheduling Form	Students
HS Transcript	Students
HS Transcript Final	Students
Immunization Record	Students
Junior Scheduling Form	Students
Medical	Students
MS Transcript	Students
Perfect Attendance Certificate	Students
Senior Scheduling Form	Students
Senior Scheduling Form.1	Students
Sophomore Scheduling Form	Students
Standards-RC	Students

4. Click the name of the object report to be edited. The Object Report page appears.

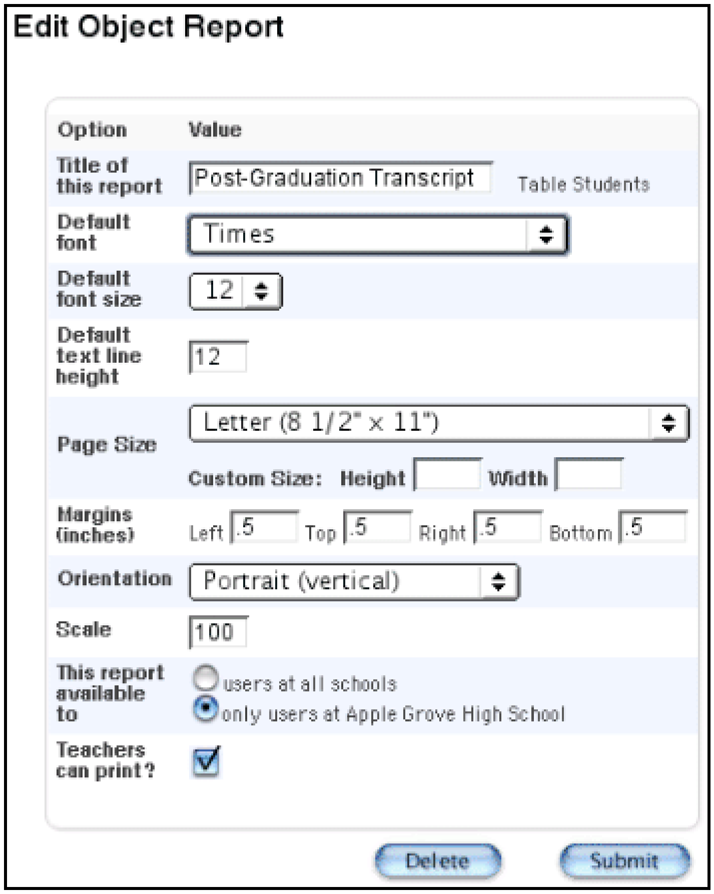


Object Report: MS Transcript

New Object: Text Line Box Circle Transcript List Fees List Picture Sequence

#	Label	Object Type	Object Info	Layer	Page
1.		Horiz Line	Length: 7.5", Starting point: (0.5,1.5)	0	
2.		Horiz Line	Length: 7.5", Starting point: (0.5,9.375)	0	
3.		Horiz Line	Length: 7.5", Starting point: (0.5,1.687)	0	
4.		Repeating Vert Line	Length: 7.875", Starting point: (2.6,1.5), Repeat: 2 times, Horiz Change: 0.875"	0	
5.		Horiz Line	Length: 2.25", Starting point: (4.0,10.25)	0	

5. Click Edit the main report parameters. The Edit Object Report page appears.

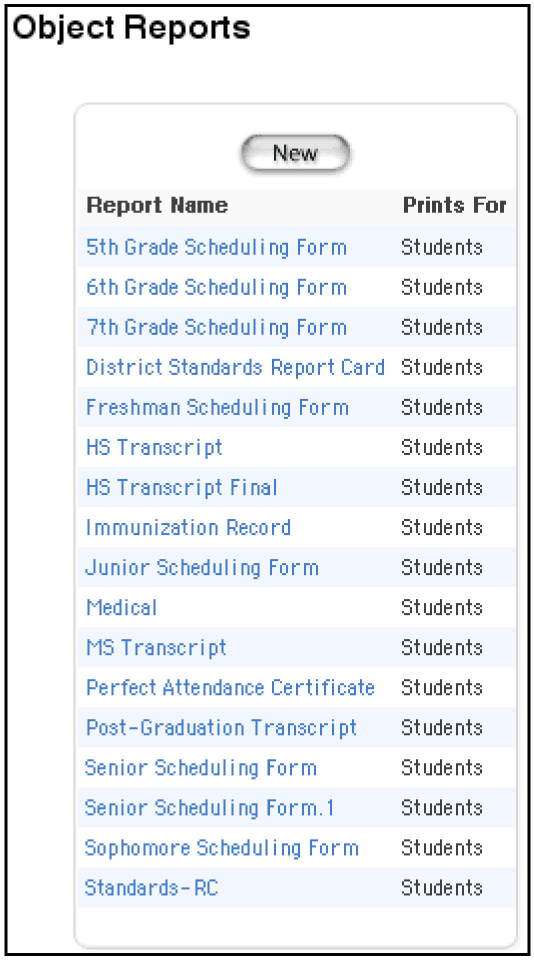


6. Use the following table to edit information in the fields:

Field	Description
Title of this report	Enter the title of the report. The Table pop-up menu displays the table used for the report.
Default font	Choose the font in which you want the report to print from the pop-up menu. The report prints in this font unless you include an HTML tag to specify another font within an object of the report.
Default font size	Choose the size in which you want the text of the report to print from the pop-up menu. The report prints in this font size unless you include an HTML tag to specify a different font size within an object of the report.
Default text line height	Enter the default height of each line of text on the report. The line height determines the amount of space for each line of text in the object. For example, if you increase the line height, you create more space between each line of text.

Field	Description
Page Size	Choose the size of the paper on which you want to print this report from the pop-up menu.
Margins (inches)	Enter the size, in inches, of the left, top, right, and bottom margins for this report.
Orientation	To indicate the paper orientation of this report, use the pop-up menu to choose one of the following: • Vertical (portrait) • Horizontal (landscape)
Scale	Enter the percent scale in which you want to print this report. For example, if you need to include several fields of information and are not sure they will all fit on one piece of paper, enter a scale smaller than 100% and check the results.
This report available to	Select one of the following options to determine who can use this report: • Users at all schools on this PowerSchool system • Only users at this school
Teachers can print?	If you want teachers to be able to have access to print this report in PowerSchool Teacher, select this checkbox. Otherwise, deselect this checkbox.

7. Click Submit to save the information. The report you edited appears on the Object Reports page.

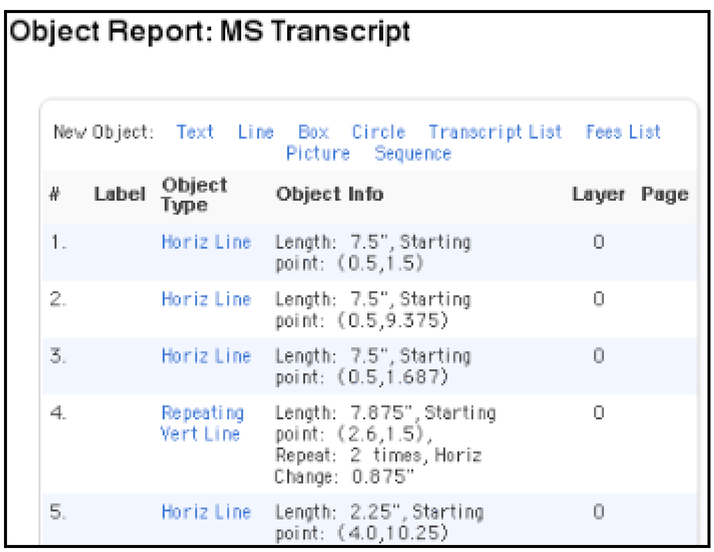


Object Reports

New

Report Name	Prints For
5th Grade Scheduling Form	Students
6th Grade Scheduling Form	Students
7th Grade Scheduling Form	Students
District Standards Report Card	Students
Freshman Scheduling Form	Students
HS Transcript	Students
HS Transcript Final	Students
Immunization Record	Students
Junior Scheduling Form	Students
Medical	Students
MS Transcript	Students
Perfect Attendance Certificate	Students
Post-Graduation Transcript	Students
Senior Scheduling Form	Students
Senior Scheduling Form.1	Students
Sophomore Scheduling Form	Students
Standards-RC	Students

8. Click the report name on the Object Reports page to create and format objects on this report. The Object Report page for that report appears.



Object Report: MS Transcript

New Object: Text Line Box Circle Transcript List Fees List Picture Sequence

#	Label	Object Type	Object Info	Layer	Page
1.		Horiz Line	Length: 7.5", Starting point: (0.5,1.5)	0	
2.		Horiz Line	Length: 7.5", Starting point: (0.5,9.375)	0	
3.		Horiz Line	Length: 7.5", Starting point: (0.5,1.687)	0	
4.		Repeating Vert Line	Length: 7.875", Starting point: (2.6,1.5), Repeat: 2 times, Horiz Change: 0.875"	0	
5.		Horiz Line	Length: 2.25", Starting point: (4.0,10.25)	0	

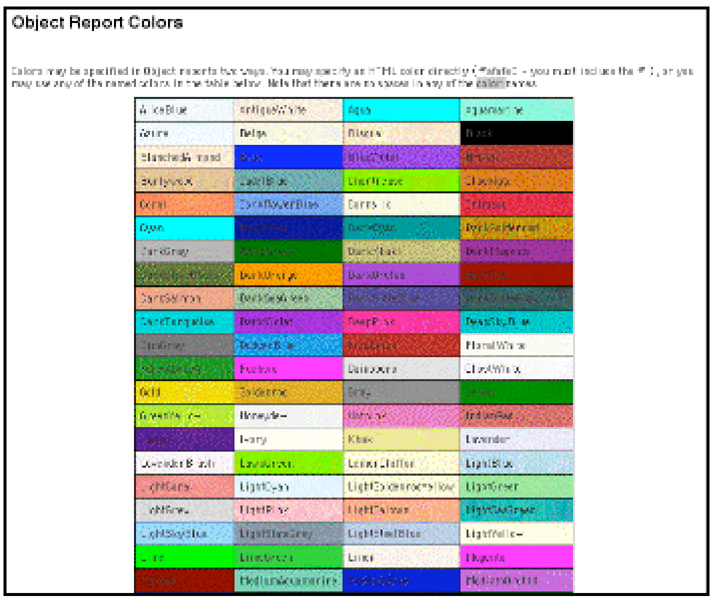
From this page, edit all of the objects you want to include on the report such as text, pictures, lines, boxes, transcript lists, and circles. For more information, see the section "**Objects on an Object Report**."

Objects on an Object Report

You can create many types of objects to include on your object reports: text objects, line objects, transcript list objects, fees list objects, box objects, circle objects, picture objects, and sequence objects. You can create several objects on each object report. Create them in any order.

When you create an object, you define where you want it to appear on a page and on which page of the report you want it to appear. To do this, define the coordinates of each object you create in inches on an X (horizontal) and Y (vertical) axis. Use a ruler and a piece of paper to determine the coordinates of each object you create.

To enhance the appearance of the object reports, you can format many objects. For example, specify the color of a line object by clicking the Color link. The Object Report Colors page appears.



Each of the related procedures assume that you are on the Object Report page for the report you are creating. Either create a new report or edit an existing one. For more information, see the section "**Object Reports**."

Use the Print Reports option on the Group Functions page to print a custom report for the selected students. For information on creating reports, see the section "**Custom Reports**." For information on printing an object report or any type of report, see the section "**Run, Print, and Save Reports**."

Text Objects

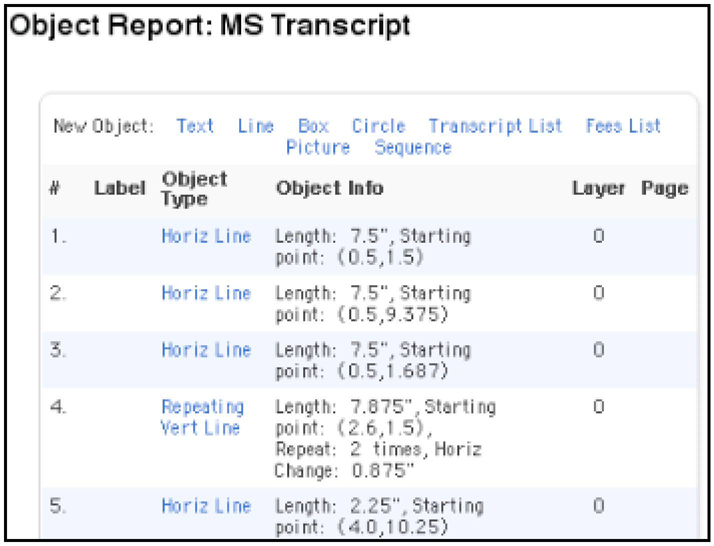
Text objects are boxes that contain text. Specify if you want the box to be framed or unframed. Within a text object, you can include two types of text:

- Constant text, such as a title (for example, Official Transcript). The same title appears for all students.
- Variable text, such as PowerSchool field names or codes (for example, mailing_address). Different information appears for different students.

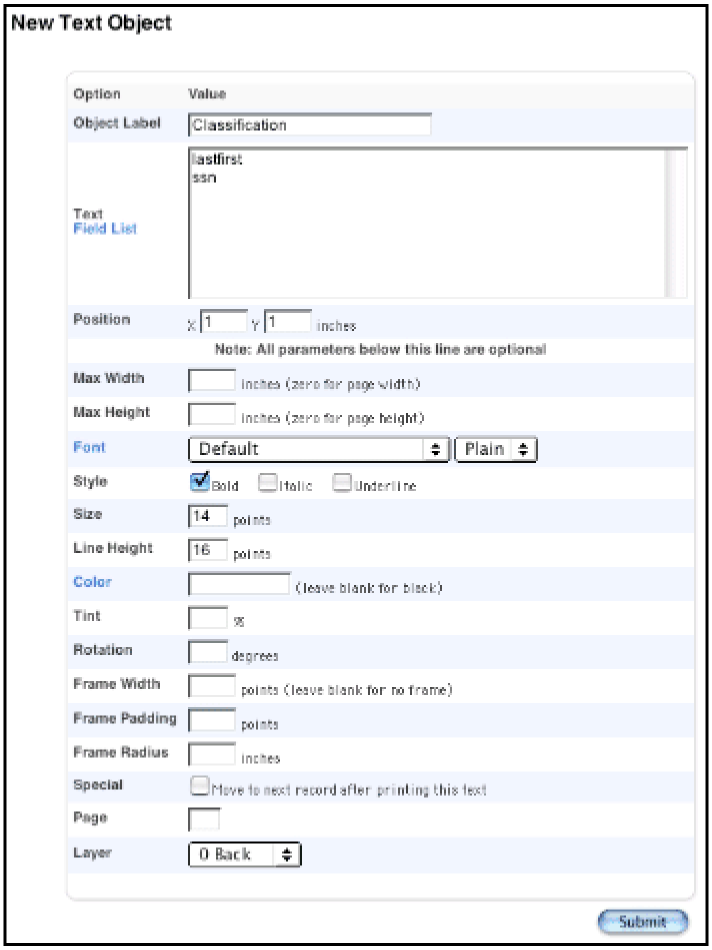
For example, include the constant text Name: just before variable text first_name and last_name fields.

How to Create Text Objects

1. On the Object Report page for the report you are creating, click Text at the top of the page.



The New Text Object page appears.



2. Use the following table to enter information in the fields:

Field	Description
Object Label	Enter a name for the object.
Text	Enter an unlimited amount of text to include in the text object. This can include constant text, PowerSchool field names, PowerSchool codes, and HTML formatting tags. **Note:** You can use only style and font HTML tags. Since text does not automatically wrap to the next line, use carriage (hard) returns. To create a carriage return, press and hold Command (Mac) or Control (Windows) and then the spacebar. To include a PowerSchool field, use the following format: ^(field name) For example, if you want to include each student's name on the report and center the information, you can create the following

Field	Description
	text object: <center>^(first_name) ^(last_name)</center> To include a tab, indicate the tab type and the number of inches from the left side of the page. Tab types include: • <tabc> for a centered tab • <tabr> for a right-justified tab • <tabl> for a left-justified tab • <tabd> for a decimal-aligned tab Create tab leaders by using characters such as the underscore (_) for a solid line or a period (.) for a dotted line. Include tab leader characters at the end of the tab tag. For example, <tabd 3.5 _> aligns a list of monetary amounts by their decimal places with a solid tab leader at 3.5 inches from the left side of the page. To include a data code, use the following format: ^(*data code) For example, if you want to include each student's cumulative GPA, enter ^(*gpa) To view a complete list of data codes, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes. **Note:** After you click Submit, the system changes the carets (^) in front of the field names and data codes to tildes (~).
Position	Enter the number of inches from the left margin you want the text object to begin to appear horizontally (X) and vertically (Y). For example, enter 4.25 in the X field and 1 in the Y field to place the object horizontally centered on an 8.5-inch page and vertically one inch from the top of the page.
Max Width	Enter the maximum number of inches wide you want this text object to print (optional). To allow the text object to print the entire width of the page, enter 0. If you do not define a maximum width, the system defaults to the page width.
Max Height	Enter the maximum number of inches high you want this text object to print. To allow the text object to print the entire length of the page,

Field	Description
	enter 0.
Font	Choose the font of the text from the pop-up menu. The system setup determines the default font.
Style	Select any combination of the following checkboxes to determine the style of the text you enter in the Text field: • Bold • Italic • Underline Otherwise, do not select any checkboxes.
Size	Enter the font size of the text.
Line Height	Enter the height of the line. The line height determines the amount of space for each line of text in the object. For example, if you increase the line height, you create more space or padding between each line of text.
Color	Enter the name of the color in which you want all text in the text object to print. **Note:** You can also specify specific colors for specific words or phrases using HTML in the Text field. To view a list of color names, click the field name Color. A color palette appears. Copy the name of the color you want and paste it into the Color field. If you want the text to be black, leave this field blank.
Tint	If you want to tint the color of the text, enter a percentage. Otherwise, leave this field blank.
Rotation	Enter the number of degrees you want to rotate the text object on the page of the report.
Frame Width	If you want the report to surround the text object with a line frame, enter the number of points wide you want the frame to print. If you do not want the text object to print with a frame, leave this field blank.
Frame Padding	If you entered a frame width, enter the amount of space in points that you want between the text object and the frame. For example, if you want the text object to print in the center of the frame, you need to adjust the padding.

Field	Description
Frame Radius	If you entered a frame width, enter a number of inches to indicate if you want the frame to print with rounded corners.
Special	Select the "Move to next record after printing this text" checkbox if this text object is the last object the report prints before printing a new record.
Page	Enter the page number of the report on which you want this text object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

3. Click Submit to save the text object you create. When you print the report, the text object prints according to your specifications.

Note: In the example above, assume a student does not have a Social Security number. By default, the text box prints one blank space, then prints the birth date text directly next to it (SS# BIRTH DATE: 9/2/1984). If this causes alignment concerns in your text box, you can use the <TABTO (inches)> HTML tag in your text object. Within the tag, before the text you want to print in a specific space, enter the number of inches from the left margin that you want to print the text. For example, if a student does not have a Social Security number, but you still want the birth date to print 2.25 inches from the left margin, you can enter SS# ^(ssn)<TABTO 2.25>^BIRTH DATE: ^(dob).

If the text object does not print correctly, edit it by clicking the object name on the Object Report page and repeating the procedure.

Line Objects

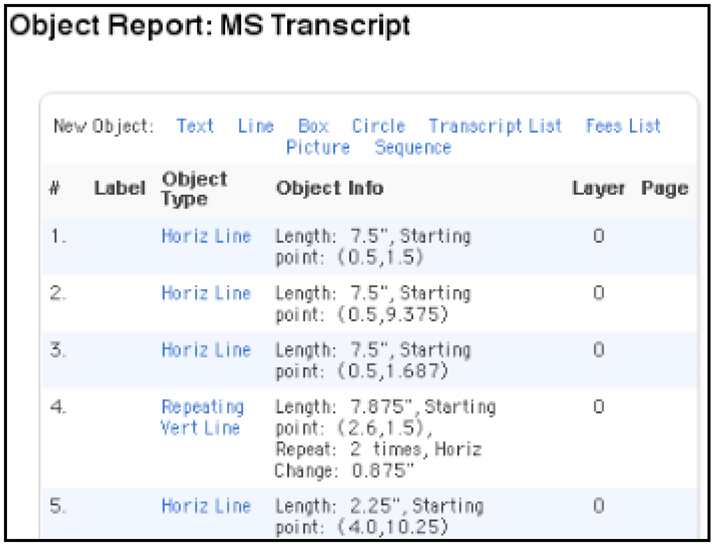
Create line objects to include horizontal and vertical lines on your object report. Lines can separate information and make it easier to read. For each line you create, you define the location, thickness, and number of times it appears.

Define line objects as if they were printing on a graph. For each line, you define the X and Y coordinates in inches. The X coordinate is the horizontal point from the left margin at which you want the line to print. The Y coordinate is the vertical point from the top margin at which you want the line to print.

Note: If the line is horizontal, the number you enter for the starting and ending Y points are the same. If the line is vertical, the number you enter for the starting and ending X points are the same.

How to Create Line Objects

1. On the Object Report page for the report you are creating, click Line.

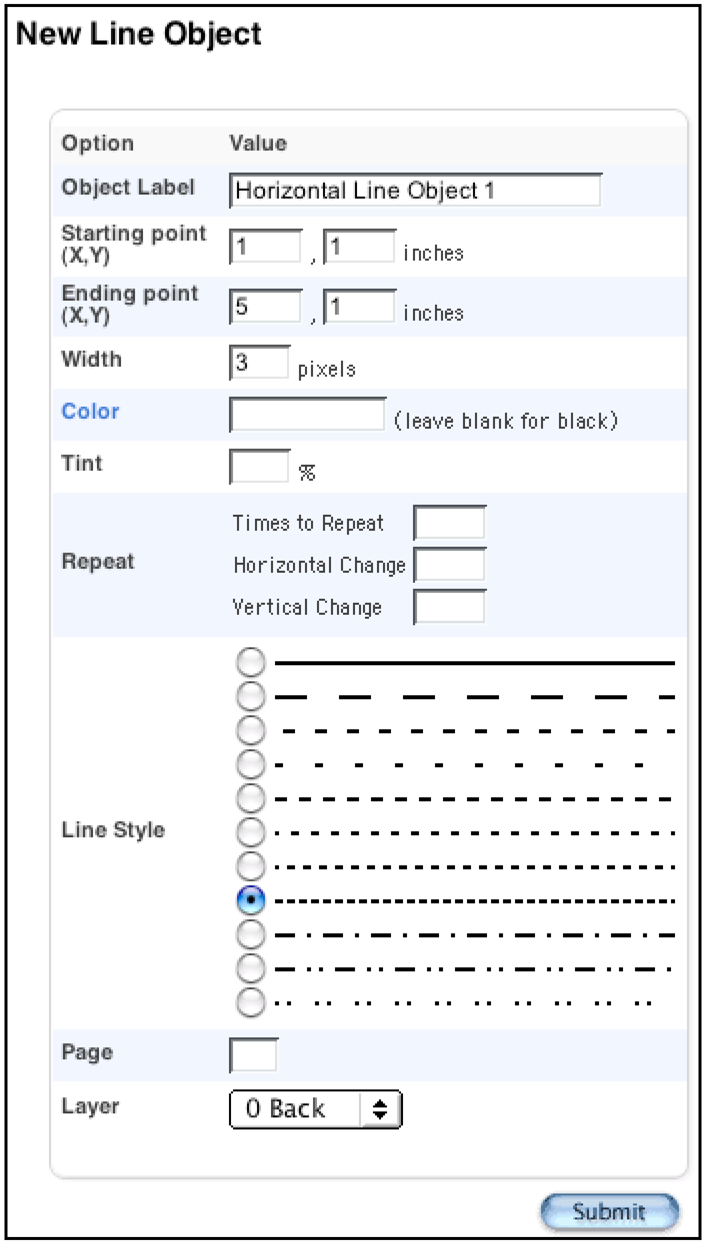


Object Report: MS Transcript

New Object: Text Line Box Circle Transcript List Fees List Picture Sequence

#	Label	Object Type	Object Info	Layer	Page
1.		Horiz Line	Length: 7.5", Starting point: (0.5,1.5)	0	
2.		Horiz Line	Length: 7.5", Starting point: (0.5,9.375)	0	
3.		Horiz Line	Length: 7.5", Starting point: (0.5,1.687)	0	
4.		Repeating Vert Line	Length: 7.875", Starting point: (2.6,1.5), Repeat: 2 times, Horiz Change: 0.875"	0	
5.		Horiz Line	Length: 2.25", Starting point: (4.0,10.25)	0	

The New Line Object page appears.

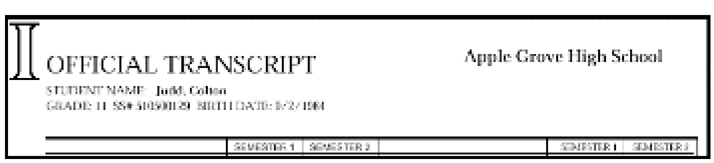


2. Use the following table to enter information in the fields:

Field	Description
Object Label	Enter a name for the line object.
Starting point (X,Y)	Enter the number of inches on the page to indicate the point at which you want the report to start the line horizontally (X) and vertically (Y).

Field	Description
Ending point (X,Y)	Enter the number of inches on the page to indicate the point at which you want the report to end the line horizontally (X) and vertically (Y).
Width	Enter the width of the line in pixels.
Shading	Enter a percentage to determine the shade of the line. If you enter 100%, the line is black. If you enter 0%, the line is white. Therefore, you can enter percentages between 100 and 0 to create a darker or lighter line.
Color	Enter the name of the color in which you want the line to print. To view a list of color names, click the field name Color. If you want the line to be black, leave this field blank.
Tint	If you want to tint the color of the line, enter a percentage. Otherwise, leave this field blank.
Repeat	If you want the line to print more than one time, enter information in the following fields: • Times to Repeat. • Horizontal Change (Enter the number of inches you want between each line horizontally.) • Vertical Change (Enter the number of inches you want between each line vertically.) Otherwise, leave these fields blank.
Line Style	Select one of the options to indicate the style of the line.
Page	Enter the page number of the report on which you want this line to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

3. Click Submit to save the line you create. When you print the report, the line object prints according to your specifications.



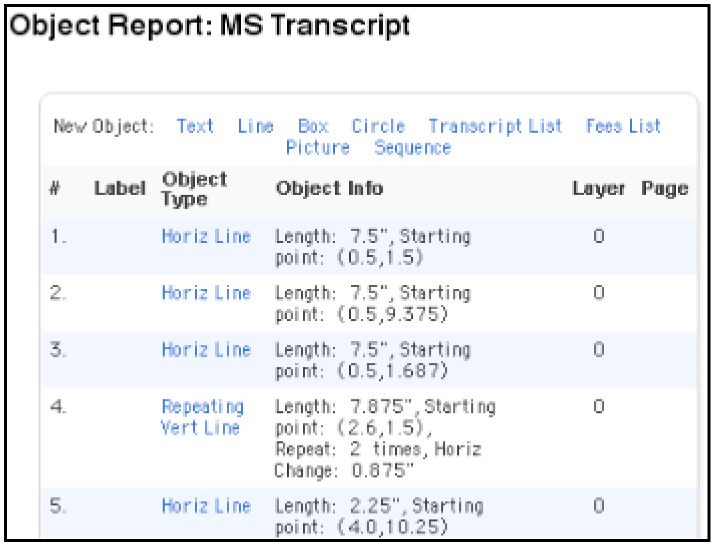
If the line does not print correctly, edit it by clicking the object name on the Object Report page and repeating the procedure.

Box Objects

Create box objects to include on your object report. These objects frame or shade information on the report.

How to Create Box Objects

1. On the Object Report page for the report you are creating, click Box.

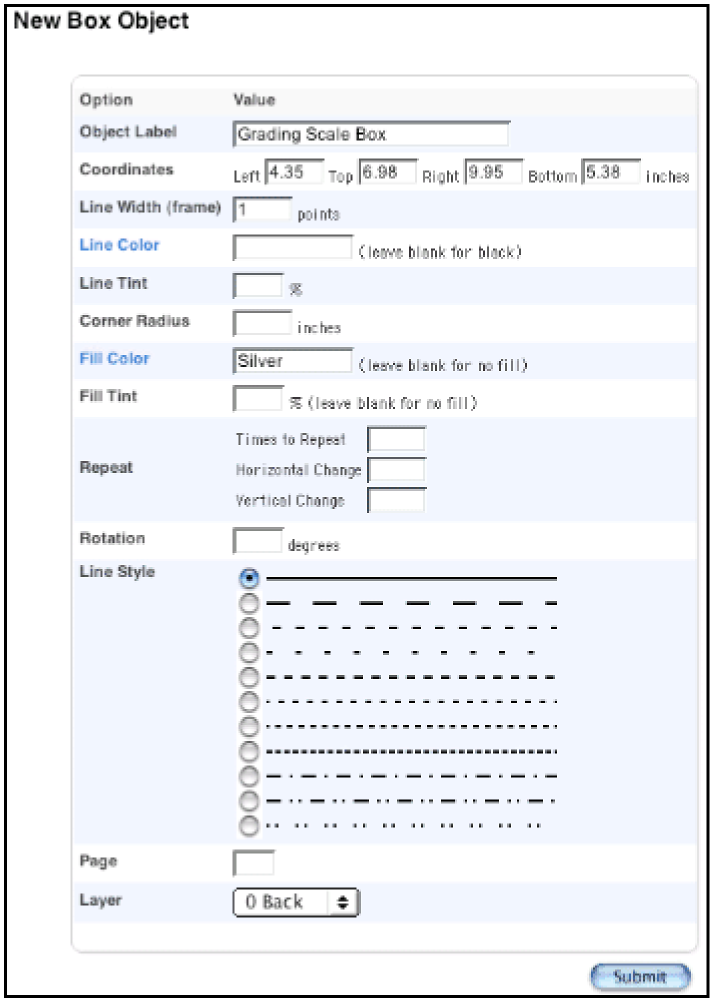


Object Report: MS Transcript

New Object: Text Line Box Circle Transcript List Fees List Picture Sequence

#	Label	Object Type	Object Info	Layer	Page
1.		Horiz Line	Length: 7.5", Starting point: (0.5,1.5)	0	
2.		Horiz Line	Length: 7.5", Starting point: (0.5,9.375)	0	
3.		Horiz Line	Length: 7.5", Starting point: (0.5,1.687)	0	
4.		Repeating Vert Line	Length: 7.875", Starting point: (2.6,1.5), Repeat: 2 times, Horiz Change: 0.875"	0	
5.		Horiz Line	Length: 2.25", Starting point: (4.0,10.25)	0	

The New Box Object page appears.

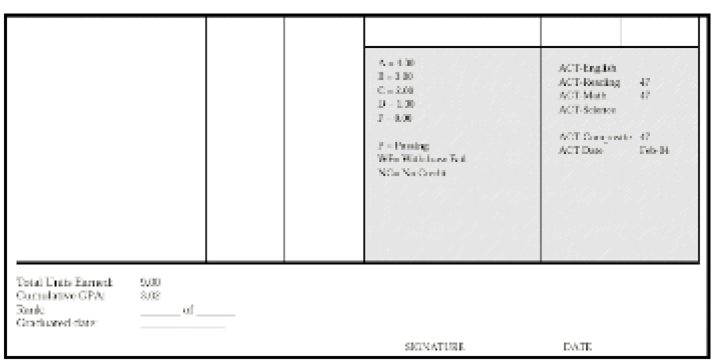


2. Use the following table to enter information in the fields:

Field	Description
Object Label	Enter a name for the box object.
Coordinates	To determine where the box prints on the page, enter the number of inches from the left, top, right, and bottom margins you want the box to print.
Line width (frame)	If you want to print a frame around the box, define the width of the line and the percentage the line is shaded in points.
Line Color	Enter the name of the color in which you want the line that prints around the box to print. To view a list of color names, click the field name Color. If you want the line to be black, leave this field blank.

Field	Description
Line Tint	If you want to tint the color of the line, enter a percentage. Otherwise, leave this field blank.
Corner Radius	Enter a number to indicate how round you want the corners of the box to be. The greater the number, the rounder the corners.
Fill Color	If you want to shade or color inside the box, enter the name of the color. To view a list of color names, click the field name Color.
Fill Tint	If you want to tint the fill color of the box, enter a percentage. Otherwise, leave this field blank.
Repeat	If you want the box to print repeatedly, define information in the following fields: • Times to Repeat • Horizontal Change (Enter the number of inches you want between each box horizontally.) • Vertical Change (Enter the number of inches you want between each box vertically.)
Rotation	If you want to rotate the box on the report, enter the number of degrees you want it to rotate.
Line Style	Select one of the options to indicate the style of the line that surrounds the box object.
Page	Enter the page number of the report on which you want this box object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

3. Click Submit to save the box object you create. When you print the report, the box object appears according to your specifications.



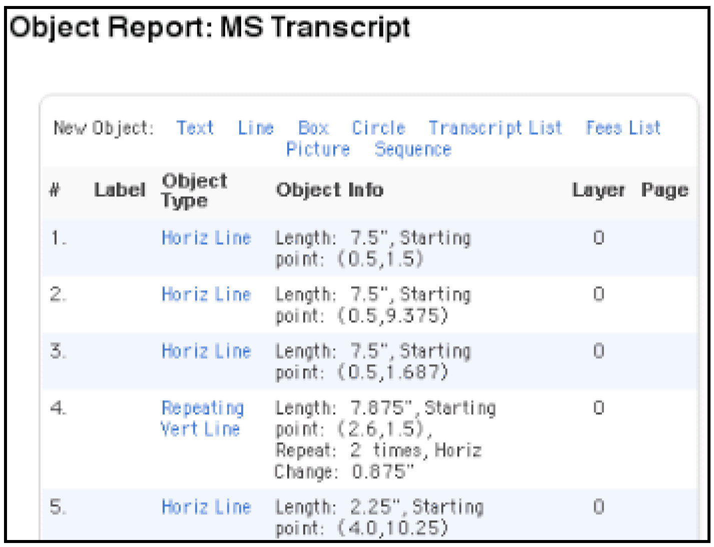
If the box does not print correctly, edit it by clicking the object name on the Object Report page and repeating the procedure.

Circle Objects

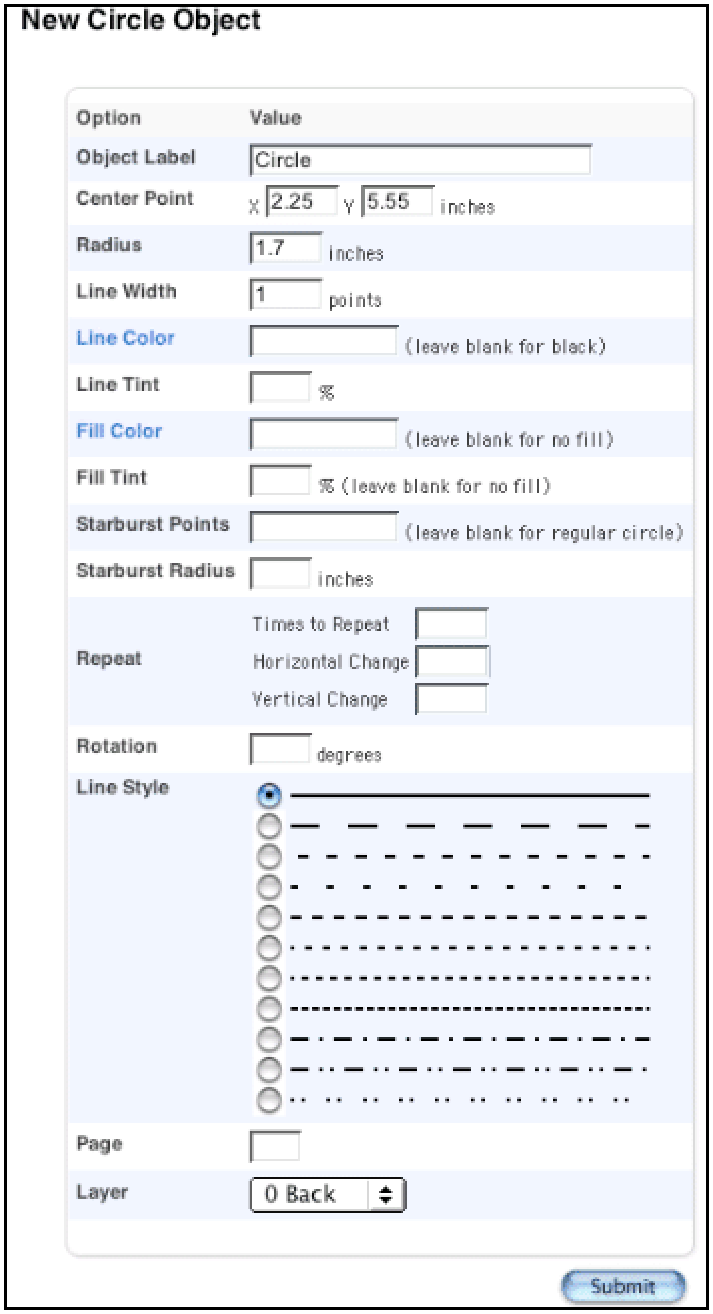
Create circle objects to include on your object report. These objects circle information or images on the report.

How to Create Circle Objects

1. On the Object Report page for the report you are creating, click Circle.



The New Circle Object page appears.



2. Use the following table to enter information in the fields:

Field	Description
Object Label	Enter a name for the circle object.
Center Point	Enter the number of inches from the left margin you want the center point of the circle to print horizontally (X) and vertically (Y).

Field	Description
Radius	Enter the circle's radius, or the distance from the center of the circle to its edge.
Line Width	If you want to print a frame around the circle, define the width of the line.
Line Color	Enter the name of the color in which you want the line around the circle to print. To view a list of color names, click the field name Color. If you want the line to be black, leave this field blank.
Line Tint	If you want to tint the line, enter a percentage. Otherwise, leave this field blank.
Fill Color	If you want to shade or color inside the circle, enter the name of the color. To view a list of color names, click the field name Color.
Fill Tint	If you want to tint the fill color of the circle, enter a percentage. Otherwise, leave this field blank.
Starburst Points	To create a starburst circle, enter the number of starburst points. For example, you might create a starburst for a perfect attendance certificate.
Starburst Radius	If you entered starburst points, enter the radius of the starburst in inches.
Repeat	If you want the circle to print repeatedly, define information in the following fields: • Times to Repeat • Horizontal Change (Enter the number of inches you want between each circle horizontally.) • Vertical Change (Enter the number of inches you want between each circle vertically.)
Rotation	If you want to rotate the circle on the report, enter the number of degrees you want it to rotate.
Line Style	Select one of the options to indicate the style of the line that surrounds the circle object.
Page	Enter the page number of the report on which you want this circle object to print.

Field	Description
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

3. Click Submit to save the circle object you create. When you print the report, the circle object appears according to your specifications.

Transcript List Objects

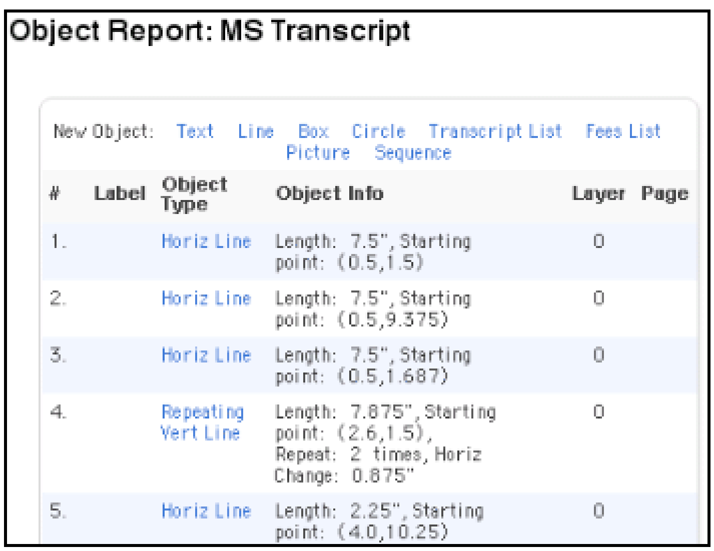
Create transcript list objects to include a list of student historical grades and the courses in which students received the grades on your object report.

By default within a transcript list object, the system lists historical grade information in chronological order and displays the most recent first.

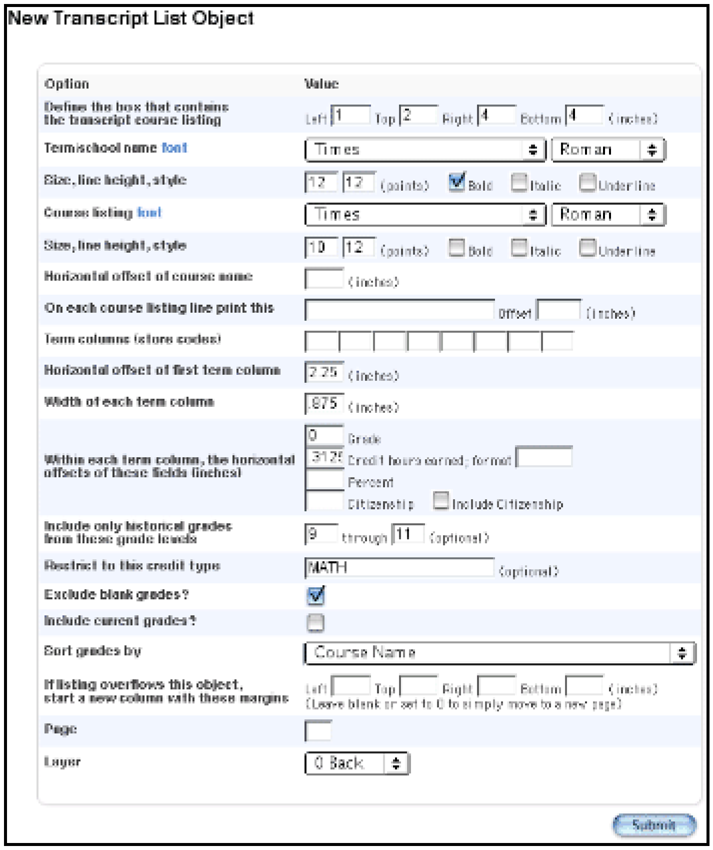
Note: For many items within the transcript list object, you must define the horizontal offset. The horizontal offset is how far you want to indent each item. This makes the report look professional and easy to read. For example, indent the course name .5 inches from the left margin and indent the column that displays the students' grades in one term 1 inch from the left margin. Within the term column, indent the grades .5 inches from the start of the term column.

How to Create Transcript List Objects

1. On the Object Report page for the report you are creating, click Transcript List.



The Transcript List Object page appears.



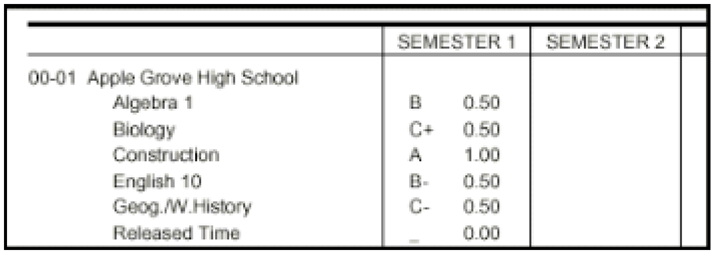
2. Use the following table to enter information in the fields:

Field	Description
Define the box that contains the transcript course listing	Enter the coordinates of the box in which the transcript information prints. Use inches as the unit of measurement. Determine how many inches from the top left of the page you want the transcript list object to print. Indicate the left, top, right, and bottom coordinates of the transcript list object. Use a ruler and a piece of paper to determine the coordinates, if necessary.
Term/school name font	Choose the font in which the term and school information prints from the pop-up menu.
Size, line height, style	In the first field, enter the size of the font. In the second field, enter the height of each line in the object (in points). The height determines the space between each line in the transcript list.
Course listing font	Choose the font in which the transcript information prints from the pop-up menu.
Size, line height, style	In the first field, enter the size of the font.

Field	Description
	In the second field, enter the height of each line in the object (in points). The height determines the space between each line in the transcript list.
Horizontal offset of course name	Enter a number, in inches, to determine how far from the left margin the first course name prints.
On each course listing line print this	Enter any additional field or text you want to print next to each course. If you enter a PowerSchool field name, use the following format: ^(field name). For example, to include the possible credit a student could earn in each course, you can include the potential credit field. Then, in the Offset field, enter the number of spaces between the course listing and the information you enter.
Term columns (store codes)	Enter the store codes (terms) you want to include in the transcript listing. The report prints historical grade information for only the term columns you define, such as S1, S2.
Horizontal offset of first term column	Enter a number, in inches, to determine how far from the left box margin the first term column prints.
Width of each term column	Enter the width, in inches, of each term column.
Within each term column, the horizontal offsets of these fields (inches)	Enter how far from the left margin of the term column each of the following fields appears: • Grade • Credit hours earned: Then, enter the format in which you want credit hours to print. • Percent • Citizenship: Select the Include Citizenship checkbox to include the citizenship grades. If you do not select this checkbox, the citizenship grade does not print.
Include only historical grades from these grade levels	If you want to print historical grades for only certain grade levels on the transcript, enter the range of grade levels. Otherwise, leave these fields blank.
Restrict to this credit type	If you want to print only courses with a specific credit type in this transcript list object, enter the credit type. By default, within a transcript list, the system sorts course information chronologically, displaying the most recent courses first. If you would rather sort the transcript by courses with the same credit type (courses within the same subject, such as

Field	Description
	English, Mathematics, and Science), enter the credit type here. Then, you can create a transcript list object for each credit type. Otherwise, leave this field blank.
Exclude blank grades?	Select this checkbox if you do not want to display courses for which the student did not receive a grade. For example, if your school schedules lunch as a course on student schedules, select this checkbox to not print lunch on student transcripts.
Include current grades?	Select this checkbox to include grades from the current term on the transcript. Otherwise, deselect this checkbox.
Sort grades by	Use this pop-up menu to determine the sort order of the grades on the transcript list object: • Course Name: Results descend by school year, then ascend by school name, and then ascend by course name. • Course Number: Results descend by school year, then ascend by school name, and then ascend by course number. • Credit Type: Results descend by school year, then ascend by school name, then ascend by credit type, and then course name. • Ascending by grade level, then course number: Results ascend by grade level, then school year, then school name, then course number.
If listing overflows this object, start a new column with these margins	If the transcript information for the terms you specified does not fit in the box for a student, do one of the following to indicate how you want the report to print this information: • To finish printing the student's transcript in another column on the same page, define the margins for the next column. • If the student's transcript can continue on a new page, do not define any margins for the overflow box.
Page	Enter the page number of the report on which you want this transcript list object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

3. Click Submit to save the transcript list object you created. When you print the report, the transcript list object prints according to your specifications.



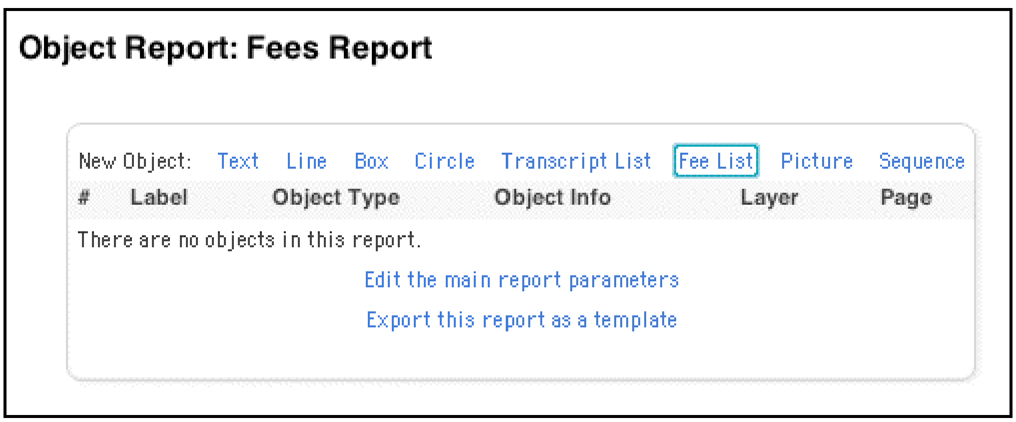
If the transcript list does not print correctly, edit the transcript list by clicking the object name on the Object Report page and repeating the procedure.

Fee List Objects

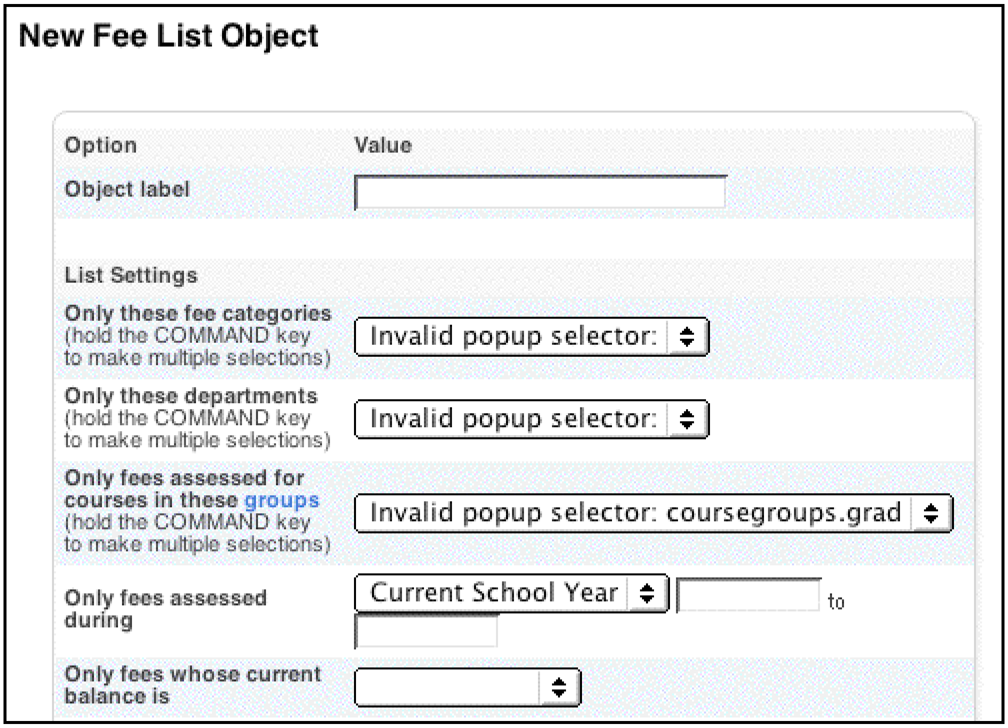
Include fees list objects on object reports. For example, include a fees list object to display course fee information per student.

How to Use Fees List Objects

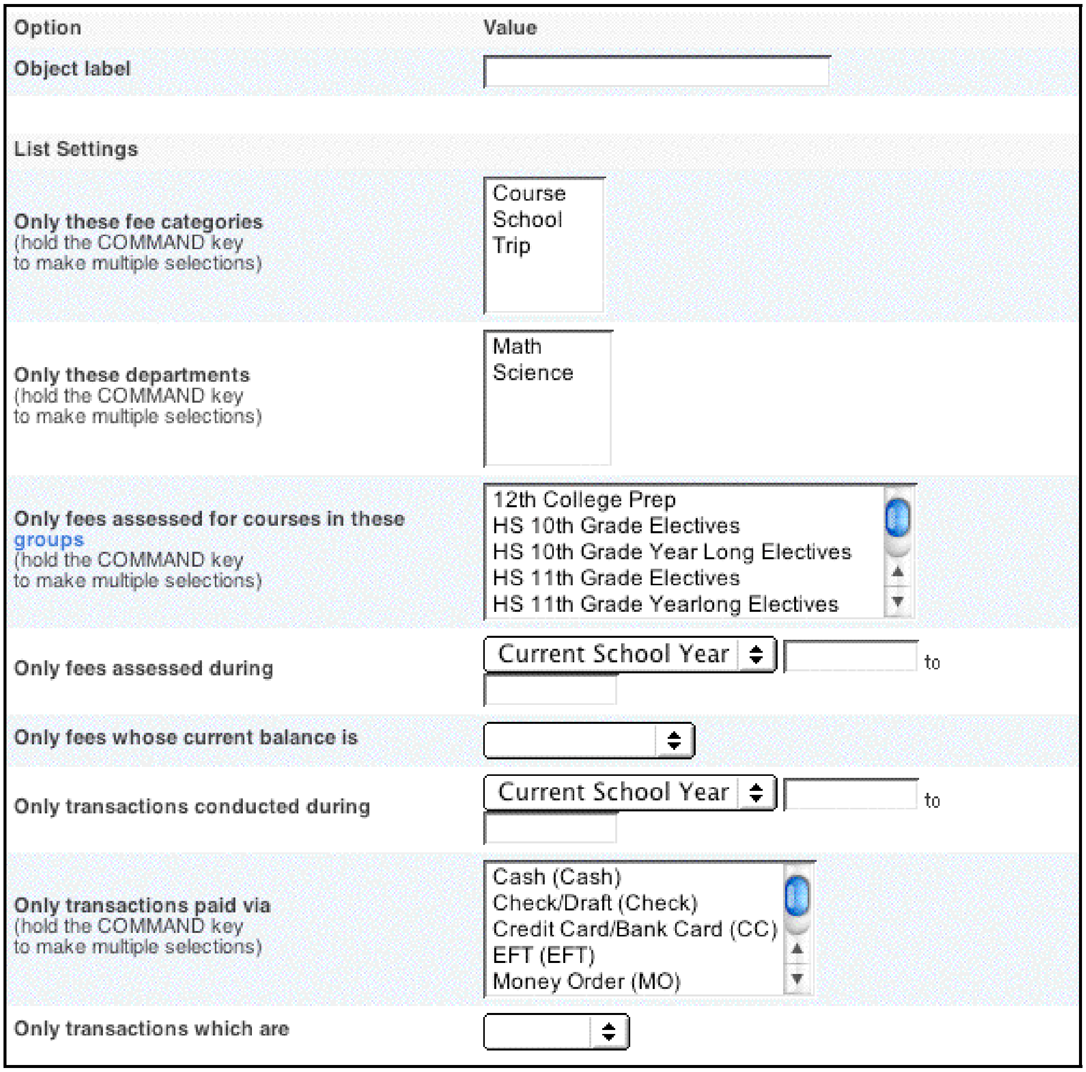
1. On the Object Report page for the report you are creating, click Fee List.



The New Fee List Object page appears.



2. Do one of the following:
   - If creating a new report, enter the name of the fees list object in the Object Label field.
   - If editing an existing report, edit the name of the fees list object in the Object Label field, if needed.
3. Note the List Settings section.

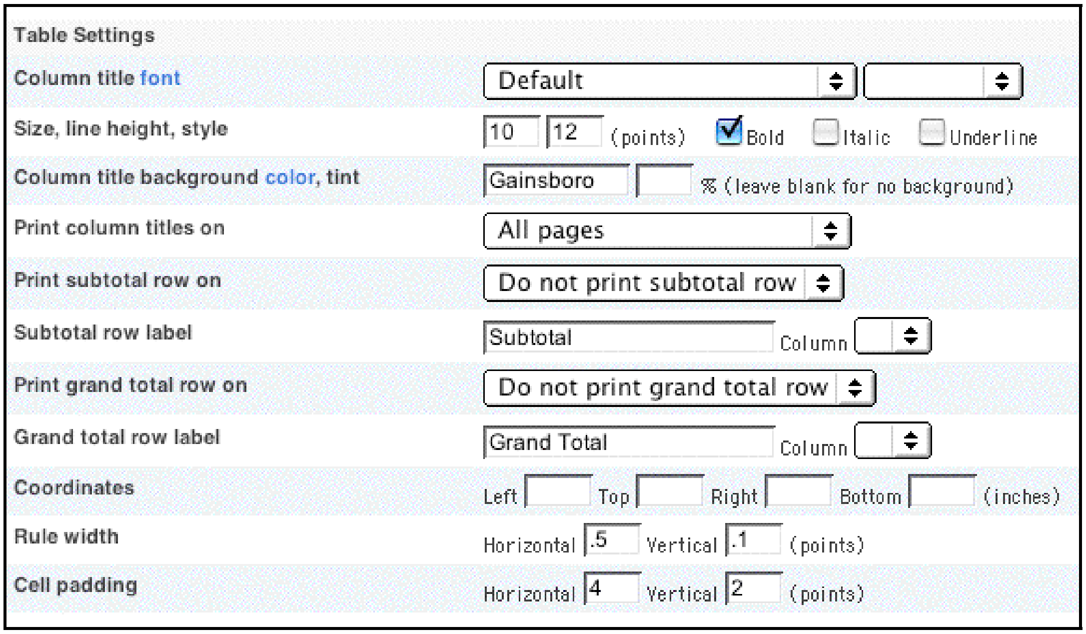


4. Use the following table to enter List Settings information:

Field	Description
Only these fee categories	Select the fee categories by which you want to limit your report parameters. Only those fee categories for your school appear.
Only these departments	Select the departments by which you want to limit your report parameters. Only those departments for your school appear.
Only fees assessed for course in these groups	Select the groups by which you want to limit your report parameters. Only those groups for your school appear.
Only fees assessed during	Choose the date range by which you want to limit your query from the pop-up menu: • Current School Year • Current Term

Field	Description
	• Current Date • Date Range If you select the Date Range, enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Only fees whose current balance is	Select the type of balance by which you want to limit your report parameters. Choose one of the following from the pop-up menu: • Paid in Full • Partially Paid • Non-Zero
Only transactions conducted during	Choose the date range by which you want to limit your query from the pop-up menu: • Current School Year • Current Term • Current Date • Date Range • Specify a Run Time If you select the Date Range or Specify a Run Time, enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Only transactions paid via	Select the payment methods by which you want to limit your report parameters. Only those payment methods for your school appear.
Only transactions which are	Select the type of transaction by which you want to limit your report parameters. Choose one of the following from the pop-up menu: • Credit • Debit

5. Note the Table Settings section.

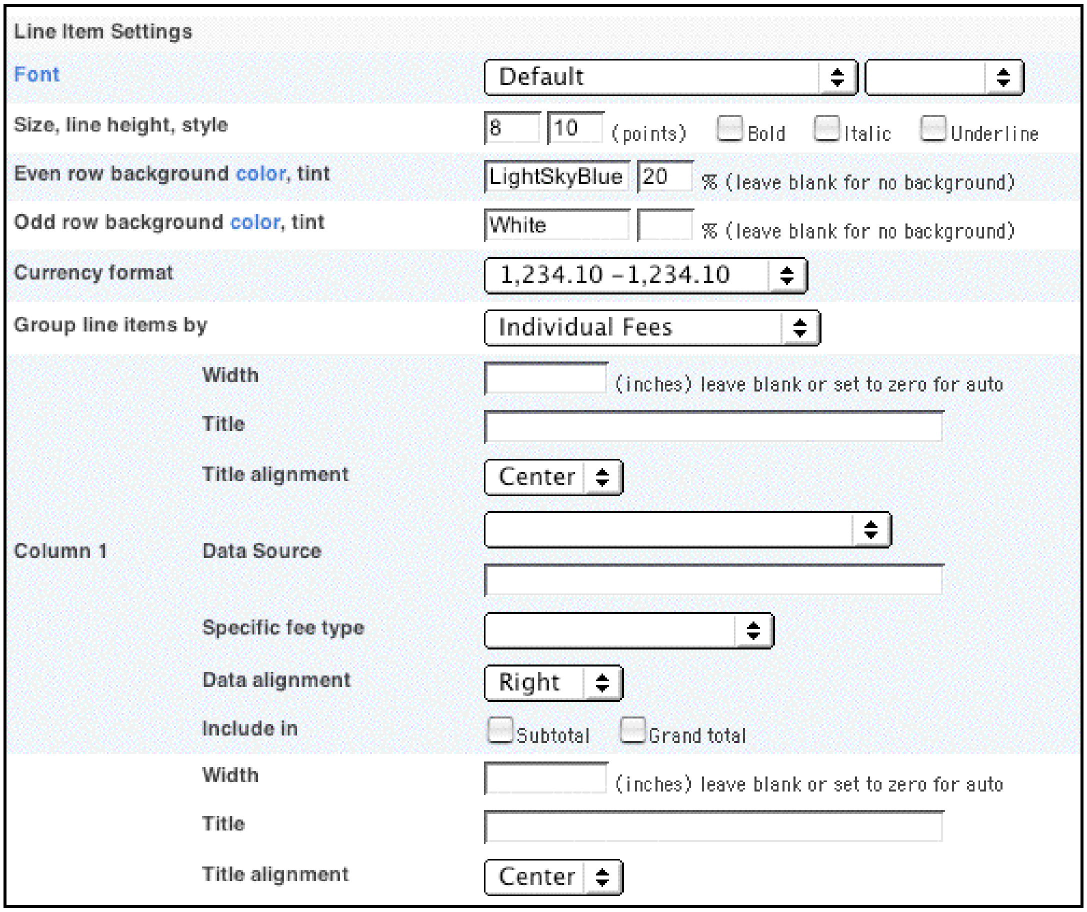


6. Use the following table to enter Table Settings information:

Field	Description
Column title font	Choose the style of font you want the column title to appear as from the pop-up menu. The system setup determines the default font. If selecting a font other than the default, you may also select the formatting you want to use. For example, choose Bold to bold the column title font.
Size, line height, size	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the formatting checkbox(es) you want to use. For example, select the Bold checkbox to bold the column title.
Column Title Background Color, Tint	Enter the name of the color in which you want the background of the column title to appear. To view a list of color names, click the field name Color. A color palette appears. Copy the name of the color you want and paste it into the Color field Otherwise, leave this field blank. If you want to tint the color, enter a percentage. Otherwise, leave this field blank.

Field	Description
Print column titles on	Choose which pages you want column titles to appear from the pop-up menu: • All pages • First page of list • Do not print column titles
Print subtotal row on	Choose whether or not you want the subtotal row to appear from the pop-up menu: • Last page of line items • Do not print subtotal row
Subtotal row label	If you selected to print a subtotal row on the last page of line items, enter the heading you want to appear. Then, choose the row in which you want the heading to appear from the pop-up menu.
Print grand total row on	Choose whether or not you want the grand total row to appear from the pop-up menu: • Last page of this fee list • Do not print grand total row
Grand total row label	If you selected to print a grand total row on the last page of this fee list, enter the heading you want to appear. Then, choose the column in which you want the heading to appear from the pop-up menu.
Coordinates	To determine where the table prints on the page, enter the number of inches from the left, top, right, and bottom margins you want the table to print.
Rule width	Enter the thickness in points of the vertical and horizontal lines on the report, as well as the outline of the entire report. One point equals 1/72 of an inch.
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.

7. Note the Line Item Settings section.

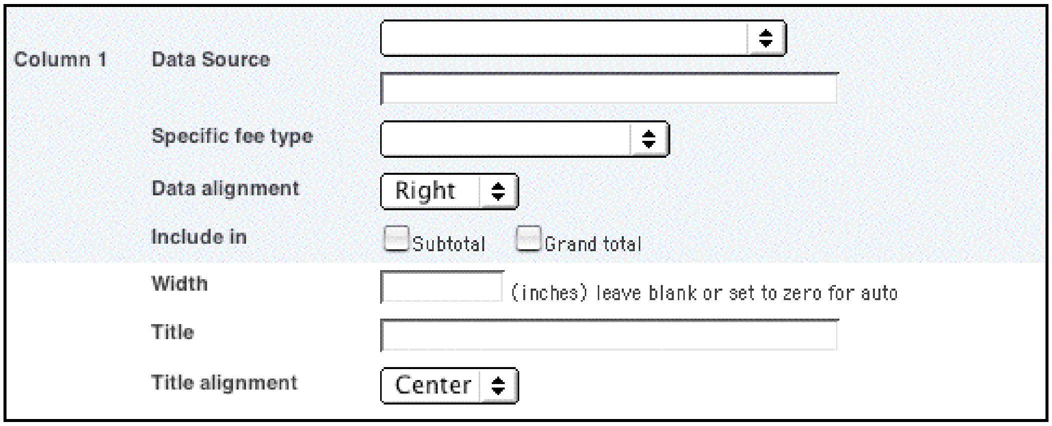


8. Use the following table to enter Line Item Settings information:

Field	Description
Font	Choose the style of font you want the column title to appear as from the pop-up menu. The system setup determines the default font. If selecting a font other than the default, you may also select the formatting you want to use. For example, choose Bold to bold the column title font.
Size, line height, size	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the formatting checkbox(es) you want to use. For example, select the Bold checkbox to bold the column title.
Even row background color, tint	Enter the name of the color in which you want the backgrounds of the even rows to appear. To view a list of color names, click the field name Color. A color palette appears. Copy the name of the color you want and paste it into the Color field Otherwise, leave this field blank.

Field	Description
	If you want to tint the color, enter a percentage. Otherwise, leave this field blank.
odd row background color, tint	Enter the name of the color in which you want the backgrounds of the odd rows to appear. To view a list of color names, click the field name Color. A color palette appears. Copy the name of the color you want and paste it into the Color field Otherwise, leave this field blank. If you want to tint the color, enter a percentage. Otherwise, leave this field blank.
Currency format	Choose the format by which you want currency to appear from the pop-up menu.
Group line items by	Choose the way in which you want line items to be grouped from the pop-up menu: • Individual Fees • Individual Transactions • Fee Category • Fee Type • Payment Method • Course Number
Width	Enter the width, in inches, of each group line item column.
Title	Enter the heading you want to appear for the grouped line items.
Title alignment	Choose the title justification from the pop-up menu: • Left • Center • Right

9. Note each of the Column sections.

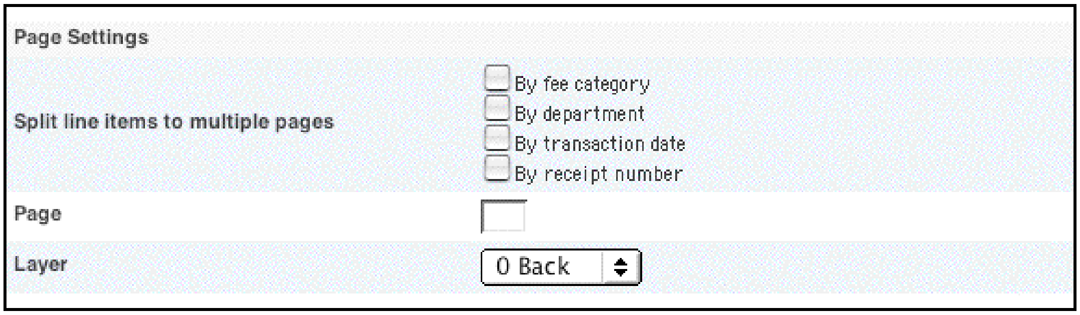


10. Use the following table to enter information for each column you want to include:

Field	Description
Data Source	Choose the type of data you want to include in this column from the pop-up menu: • Fee Balance • Fee Amount • Transaction Quantity • Transaction Payment Amount • Blank • Static Text • Field Value
Specific fee type	If you selected the Data Source of Static Text or Field Value, enter the static text or field value you want to display.
Data alignment	Choose the data justification from the pop-up menu: • Left • Center • Right
Include in	Select one of the checkboxes: • Select Subtotal to include this column in subtotal calculations. • Select "Grand total" to include this column in grand total calculations.
Width	Enter the width, in inches, of the column.
Title	Enter the heading you want to appear for the column.

Field	Description
Title alignment	Choose the column title justification from the pop-up menu: • Left • Center • Right

11. Note the Page Settings section.



12. Use the following table to enter Page Item Settings information:

Field	Description
Split line items to multiple pages	Select one of the following checkboxes to group information by page based on your selection: • By fee category • By department • By transaction date • By receipt number
Page	Enter the page number of the report on which you want this fees list object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

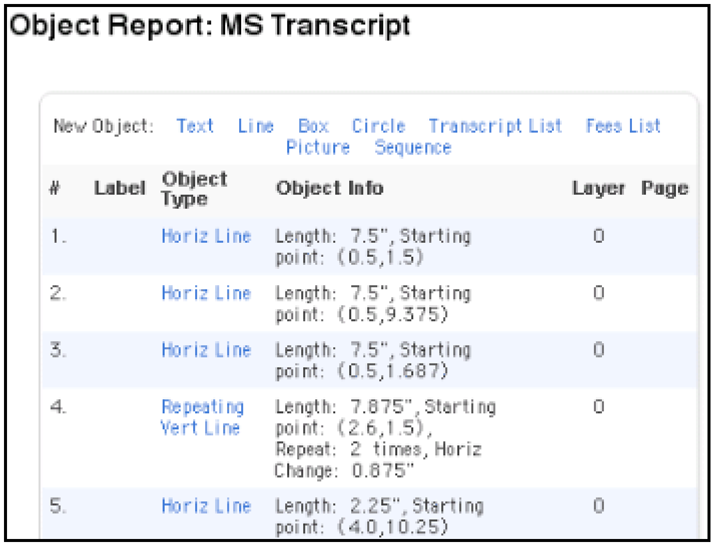
13. Click Submit. When you print the report, the fees list object appears according to your specifications.

Fees List Objects

Include fees list objects on object reports. For example, include a fees list object to display course fee information per student.

How to Use Fees List Objects

1. On the Object Report page for the report you are creating, click Fees List.

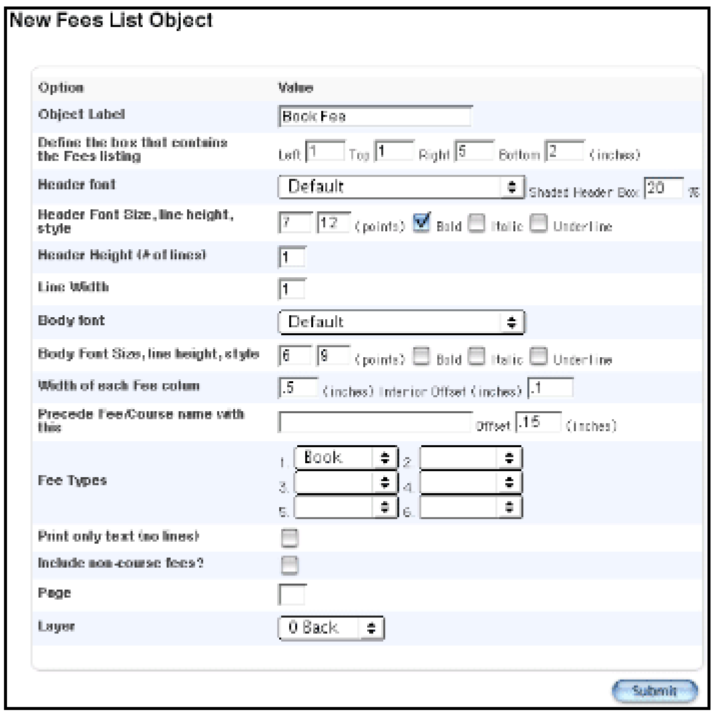


Object Report: MS Transcript

New Object: Text Line Box Circle Transcript List Fees List Picture Sequence

#	Label	Object Type	Object Info	Layer	Page
1.		Horiz Line	Length: 7.5", Starting point: (0.5,1.5)	0	
2.		Horiz Line	Length: 7.5", Starting point: (0.5,9.375)	0	
3.		Horiz Line	Length: 7.5", Starting point: (0.5,1.687)	0	
4.		Repeating Vert Line	Length: 7.875", Starting point: (2.6,1.5), Repeat: 2 times, Horiz Change: 0.875"	0	
5.		Horiz Line	Length: 2.25", Starting point: (4.0,10.25)	0	

The New Fees List Object page appears.



New Fees List Object

Option	Value
Object Label	Book Fee
Define the box that contains the Fees listing	Left 1 Top 1 Right 5 Bottom 2 (inches)
Header font	Default; Shaded Header Box 20 %
Header Font Size, line height, style	7 12 (points) Bold Italic Underline
Header Height (# of lines)	1
Line Width	1
Body font	Default
Body Font Size, line height, style	6 9 (points) Bold Italic Underline
Width of each Fee colum	.5 (inches) Interior Offset (inches) .1
Precede Fee/Course name with this	Offset .15 (inches)
Fee Types	1. Book 2. 3. 4. 5. 6.
Print only text (no lines)	
Include non-course fees?	
Page	
Layer	0 Back

Submit

2. Use the following table to enter information in the fields:

Field	Description
Object Label	This is the name of the fees list object.
Define the box that contains the Fees listing	Enter the coordinates of the box in which the fee information prints. Determine how many inches from the top left of the page you want the fees listing box to print. Indicate the left, top, right,

Field	Description
	and bottom coordinates of the fees listing box. Use a ruler and a piece of paper to determine the coordinates, if necessary.
Header font	Choose the font in which the fee information prints from the pop-up menu.
Shaded Header Box	Enter a percentage to determine the shade of the header row of the fees list object. If you enter 100%, the header is black. If you enter 0%, the header is white. Therefore, you can enter percentages between 100 and 0 to create a darker or lighter header row.
Header Font Size, line height, style	In the first field, enter the size of the font. In the second field, enter the height of each line in the object (in points). The height determines the space between each line in the fees list. Select any combination of the following checkboxes to determine the style of the font: • Bold • Italic • Underline Otherwise, do not select any checkboxes.
Header Height (# of lines)	Enter the height of the header in number of lines. Use this function if the text for the fee type does not fit in the column header. **Note:** The first line of the header is centered and subsequent lines are right-justified.
Line Width	Enter the width of the line. The lines will not print if the "Print only text" checkbox is selected.
Body font	Choose the font in which the fees on the Fees List print from the pop-up menu. These are course lines.
Body Font size, line height, style	In the first field, enter the size of the font. In the second field, enter the height of each line in the object (in points). The height determines the space between each line in the fees list. Select any combination of the following checkboxes to determine the style of the font: • Bold • Italic

Field	Description
	• Underline Otherwise, do not select any checkboxes.
Width of each Fee column	Enter a number, in inches, to determine the width of each column of the fees list.
Interior Offset	Enter a number, in inches, to determine the left margin inside each column of the fees list. This setting is also used in the Totals column on the right of the object.
Precede Fee/Course name with this	Enter any additional field or text you want to print next to each fee or course. If you enter a PowerSchool field name, use the following format: ^(field name). For example, to include the possible credit a student could earn in each course, you can include the potential credit field. Then, in the Offset field, enter the width (in inches) between the fee or course and the information you enter.
Fee Types	Choose the types of fees to include on the fees list object from the pop-up menu. For more information on fee types, see the section Fee Types. **Note:** If you select three fee types, use the fee type pop-up menus labeled 1, 2, and 3. Do not skip pop-up menus when making your selections.
Print only text (no lines)	Select this checkbox if you want to print only the text in the fees list object. Shaded boxes will also be omitted. To include lines, deselect this checkbox.
Include non-course fees?	Select this checkbox if you want to print all student fees, not just the course fees. The non-course fees appear in the Totals column of the fees list object. To include only course fees, deselect this checkbox.
Page	Enter the page number of the report on which you want this fees list object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

3. Click Submit. When you print the report, the fees list object appears according to your specifications.

DESCRIPTION	Book	TOTAL
1031—0002 Algebra 1	-25.00	-25.00
TOTALS OF ABOVE	-25.00	
PLEASE PAY THIS AMOUNT		-25.00

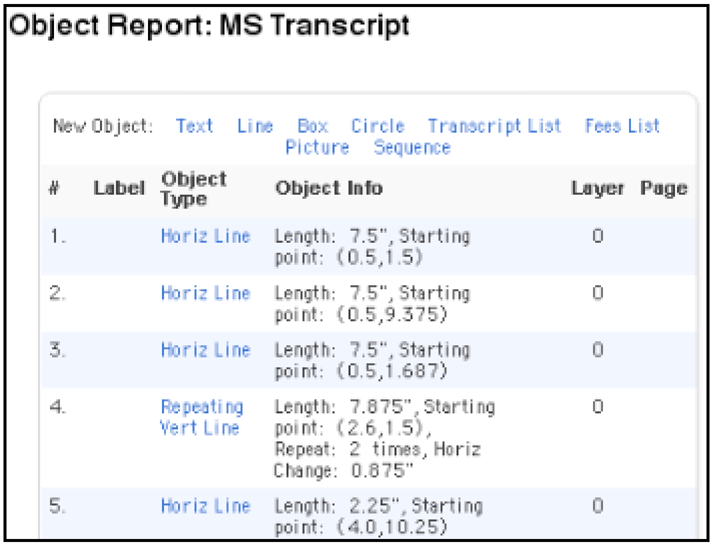
Picture Objects

Use picture objects to include on your object report. For example, include a picture of your school's logo on transcripts.

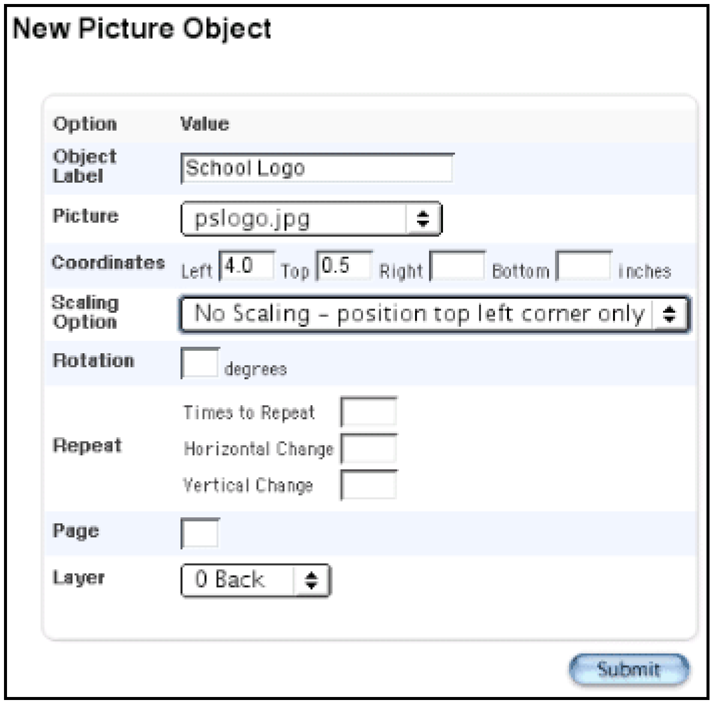
Note: Before creating a picture object, you must add the picture to your PowerSchool system. For more information on adding pictures, see the section "**Report Pictures**."

How to Use Picture Objects

1. On the Object Report page for the report you are creating, click Picture.



The New Picture Object page appears.

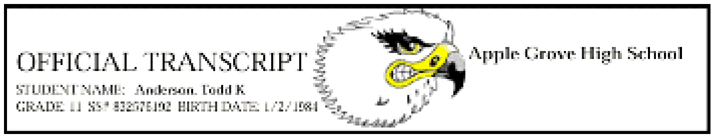


2. Use the following table to enter information in the fields:

Field	Description
Object Label	Enter a name for the picture object.
Picture	Choose an available picture from the pop-up menu.
Coordinates	Enter the number of inches you want the picture to print from the left, top, right, and bottom margins.
Scaling Option	If you want to shrink or stretch the picture, choose a scale from the pop-up menu.
Rotation	If you want to rotate the picture on the report, enter the number of degrees you want to rotate it.
Repeat	If you want the picture to print repeatedly, define information in the following fields: • Times to Repeat • Horizontal Change (Enter the number of inches you want between each picture horizontally.) • Vertical Change (Enter the number of inches you want between each picture vertically.)
Page	Enter the report page on which you want the picture object to print.

Field	Description
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

3. Click Submit to save the picture object. When you print the report, the picture object appears according to your specifications.



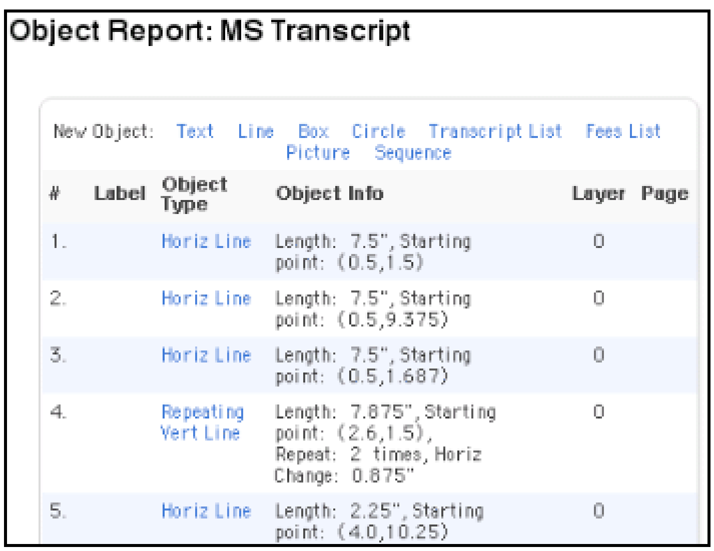
Sequence Objects

Include sequence objects to print a numbered sequence on an object report. The sequence object is designed to mimic a counter on a preprinted form. For example, use a sequence object on a scheduling form to track each form by its number in the sequence. Use only numbers for a sequence object, and use a maximum of one sequence object per object report.

Sequences do not restart with each object report.

How to Use Sequence Objects

1. On the Object Report page for the report you are creating, click Sequence.

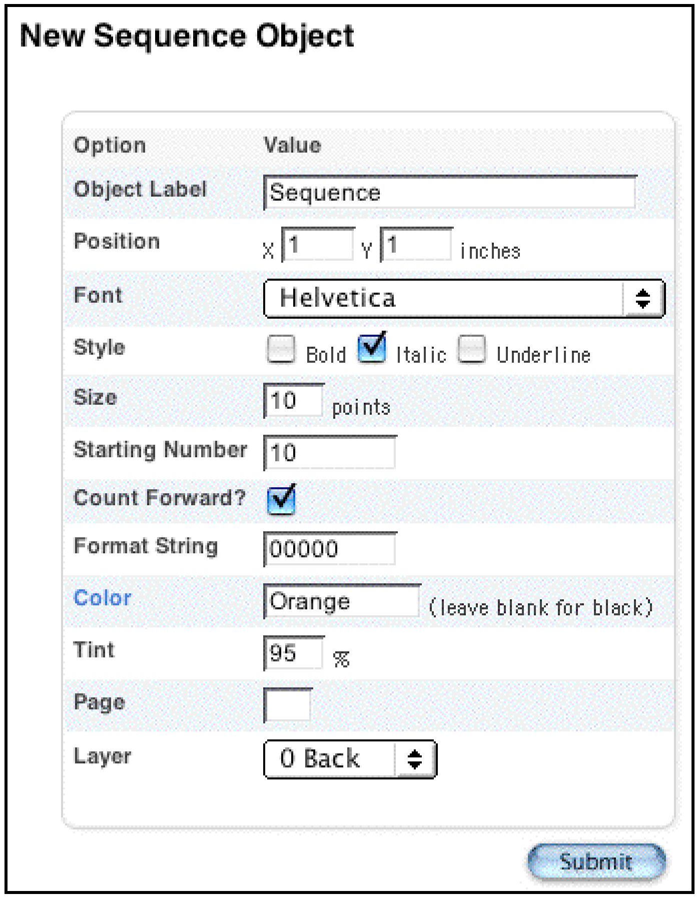


Object Report: MS Transcript

New Object: Text Line Box Circle Transcript List Fees List Picture Sequence

#	Label	Object Type	Object Info	Layer	Page
1.		Horiz Line	Length: 7.5", Starting point: (0.5,1.5)	0	
2.		Horiz Line	Length: 7.5", Starting point: (0.5,9.375)	0	
3.		Horiz Line	Length: 7.5", Starting point: (0.5,1.687)	0	
4.		Repeating Vert Line	Length: 7.875", Starting point: (2.6,1.5), Repeat: 2 times, Horiz Change: 0.875"	0	
5.		Horiz Line	Length: 2.25", Starting point: (4.0,10.25)	0	

The New Sequence Object page appears.

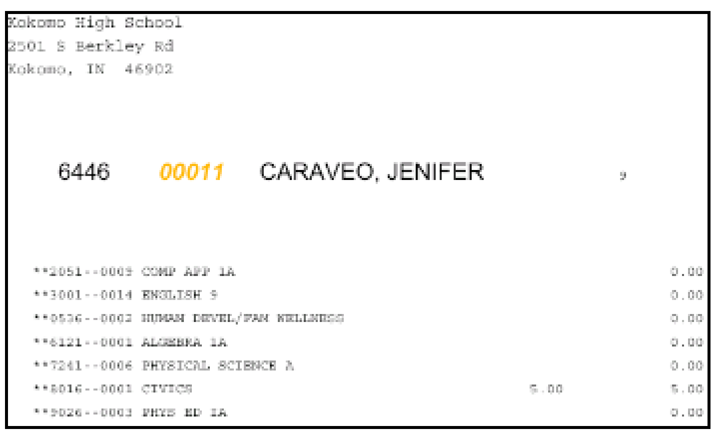


2. Use the following table to enter information in the fields:

Field	Description
Object Label	Enter a name for the sequence object.
Position	Enter the position of the sequence object for the X (horizontal) and Y (vertical) axes.
Font	Choose a font for the sequence object from the pop-up menu.
Style	Select any combination of the following checkboxes to determine the style of the font: • Bold • Italic • Underline Otherwise, do not select any checkboxes.
Size	Enter the font size in inches.
Starting Number	Enter the first number in the sequence object.

Field	Description
Count Forward?	Select this checkbox if the sequence is in ascending order, such as 1, 2, and 3. To use descending order, deselect this checkbox.
Format String	This is used to format the printed output of the sequence object. For example, if you enter a starting number of `10` and a format string of `00000`, the first item prints as `00010`.
Color	Enter the name of the color in which you want all text in the sequence object to print. To view a list of color names, click the field name Color. A color palette appears. Copy the name of the color you want and paste it into the Color field. If you want the text to be black, leave this field blank.
Tint	Enter a percentage to determine the shade of the sequence list object. If you enter 100%, the object is black. If you enter 0%, the object is white. Therefore, you can enter percentages between 100 and 0 to create a darker or lighter object.
Page	Enter the report page on which you want the picture object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

3. Click Submit. When you print the report, the sequence object appears according to your specifications.

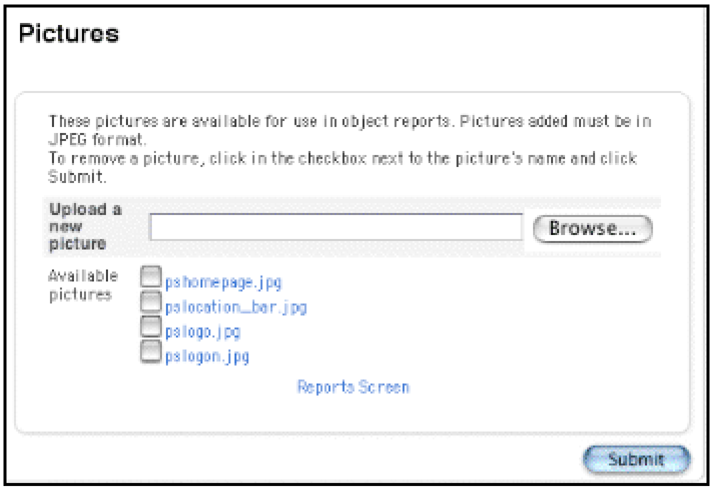


Report Pictures

Include pictures on object reports to enhance their appearance. Pictures like logos and seals are useful for object reports such as transcripts. For more information on adding pictures to a report, see the section "**Objects on an Object Report**."

How to View a Report Picture

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Pictures. The Pictures page appears.

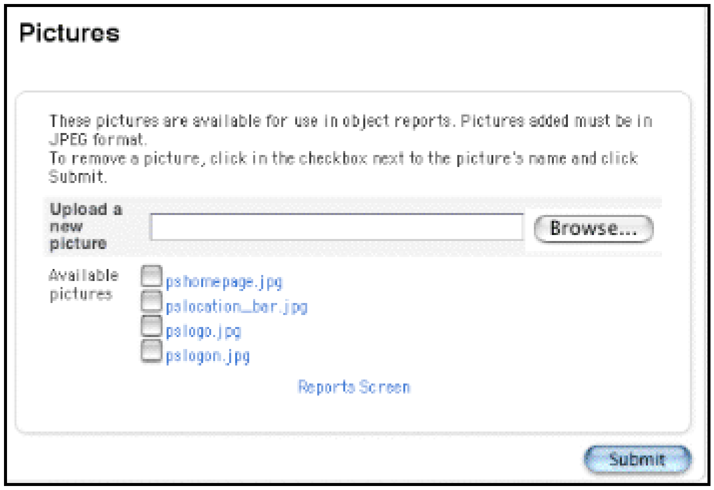


4. Click the name of the picture in the "Available pictures" field. The picture appears.

How to Add a Report Picture

Add a report picture for use in object reports. All pictures must be saved as JPEG files with the filename extension .jpg.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Pictures. The Pictures page appears.



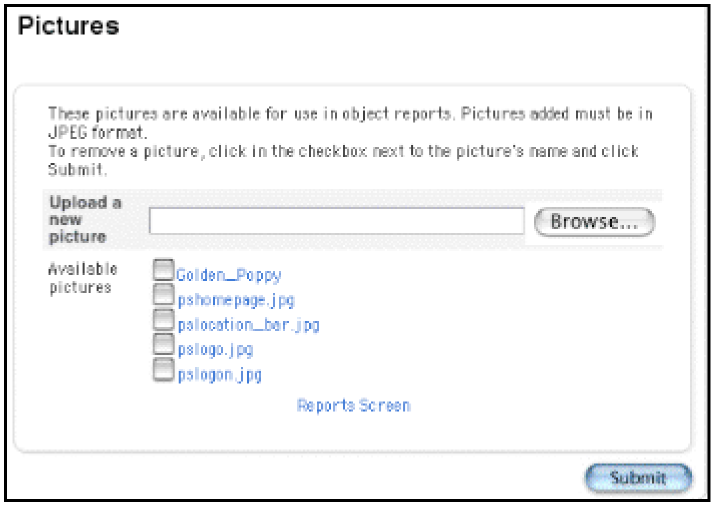
4. Enter the file path and name of the picture in the "Upload a new picture" field, or click Browse... to search for the file.
5. Click Submit. The Pictures page displays the new picture file name in the "Available pictures" field.

How to Delete a Report Picture

Delete a report picture when it is no longer needed to save system space and minimize possible confusion. For example, delete a picture when your school logo changes. Then, add the new logo using the procedure "**How to Add a Report Picture**."

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.

3. On the Report Setup page, click Pictures. The Pictures page appears.



4. Select the checkbox next to the picture to be deleted.
5. Click Submit. The Pictures page appears without the deleted picture in the "Available pictures" field.

Object Reports With Standards Grades

Object reports can display standards scores. Use the following list of codes to generate object reports with standards grades.

Current Standard

~(*std.[which];[identifier])

For example:

~(*std.avg;LA11.2.3)

~(*std.transhigh;M12.4.5)

~(*std.num;FL3)

Calculated Standard

~(*std.[which];[identifier];[request1]{;[request2]})

For example:

~(*std.transavg;LA11.2.3;8/1/2000;7/30/2001)

~(*std.avg;SC3.5.12;Q1,Q2)

~(*std.high;FL2.5;2,3,4;S1)

~(*std.num;FA5.12;1999)

Stored Standard

~(*std.stored.[which];[identifier];[storecode]{;[request]})

For example:

~(*std.stored.transavg;LA11.2.3;S1)

~(*std.stored.avg;SC3.5.12;Q4)

~(*std.stored.high;FL2.5;T1;1999)

~(*std.stored.num;FA5.12;S2;11)

For which the following can have 'score' suffixed (for example, averagescore):

- transhigh (translatedhigh)
- trans (transavg, translatedavg, translatedaverage)
- num (number, number, numberof)
- avg (average)
- high
- note (comment)

Standard Info

~(*std.info.[which];[identifier])

Which:

- name
- desc (description)
- level
- course (coursenumber, course_number)
- subj (subject, subjectarea)
- type

- id (identifier)
- alignmentid (alignidentifier, alignid)
- listparent
- calcparent (calculationparent)
- conv (convscale, conversionscale)

For example:

~(*std.info.name;LA11.2.3)

~(*std.info.desc;SC3.5.12)

~(*std.info.type;FL2.5)

Standard Info codes allow the parameter modification codes (for example, ;uppercase); however, the report codes do not.

Object Report for Standards Examples

The following examples are object reports created using standards codes.

District Standard Averages
8th Grade - 1999-2000

Standard/Subject Area	Mathematics	Language	Social	Science	Health/PE	Applied	Music
Standard 1	3.09	3.89	3.21	3.21	3.82	3.48	3.28
Standard 2	3.87	3.08	3.57	3.97	3.12	3.42	3.87
Standard 3	3.24	3.46	3.84	3.07	2.86	3.67	3.58
Standard 4	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Standard 5	3.01	3.23	3.13	3.01	3.43	3.21	3.56
Standard 6	3.67		3.78		3.58	2.43	3.59
Standard 7	3.28		3.57		3.21		2.45
Standard 8	3.32						3.24

Matthews, Jonathan
8th Grade Standards Report Card

Standard/Subject Area	Mathematics	Language Arts	Social Studies	Science	Health/PE	Applied Technology	Music
Standard 1	3	4	3	3	4	[illegible]	3
Standard 2	3	3	3	3	4	2	3
Standard 3	3	4	3	2	3	[illegible]	3
Standard 4	3	3	4	3	3		3
Standard 5	1	3	4	2	3	3	3
Standard 6	3		3		4	[illegible]	3
Standard 7	3		3		4		3
Standard 8	3						3

Advanced = 4
Proficient = 3
Partially Proficient = 2
Novice = 1

Object Reports With Test Tags

Use test tags to include student test results in outputs. An output is a PDF file (such as an object report), an export, or an HTML page. For example, use the following test tag on a progress report to display a student's midterm test score:

~(tests;name=midterm;score=total;which=current)

You can also use the test tag inside an IF tag, which is a tag used to evaluate a given condition. For example, use an IF tag to display the statement "This student may wish to retake the ACT" on students' Graduation Progress pages if they earn ACT composite scores of less than 25.

In addition, you can add formats to the result of the test tag. The following is an example of a test tag that includes a type value, result value, and format string:

~(tests;name=ACT;score=math;which=last;type=num;result=value;format=##0.00)

The first three parameters refine the selection, and the next three parameters determine its presentation. If a student's last math ACT score was 23.14285, the result would be 23.14.

See the following table for parameter information:

Parameter	Examples	Notes
NAME	ACT SAT	No default. **Note:** NAME and SCORE are dependent upon tests defined on the particular PowerSchool system.
SCORE	MATH ENGLISH SCIENCE COMPOSITE	No default.
WHICH	FIRST LAST BEST CURRENT term TERMID GRADE	The default is LAST.
TYPE	NUM PERCENT ALPHA	The default is NUM.
RESULT	VALUE SUM	The default is SUM.

Parameter	Examples	Notes
	AVG DATE COUNT MIN MAX	
FORMAT	Format string	

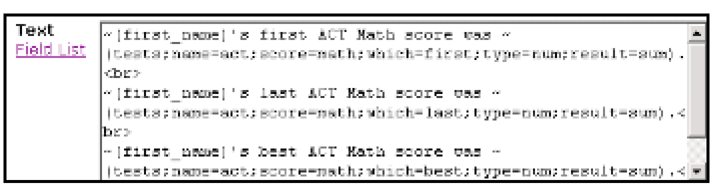
Some parameters are not compatible with others. For example, you cannot have a RESULT of SUM with a TYPE of ALPHA. Various combinations are detailed in the following table.

For example, the WHICH parameter TERM.CURRENT can see multiple tests. The RESULT parameter could meaningfully be set to SUM, AVG, COUNT, MIN, and MAX. A RESULT parameter of VALUE would not be meaningful and would return nothing.

See the following table to determine parameter compatibility. X indicates valid usage:

Which/Result	SUM	AVG	COUNT	MIN	MAX	VALUE
FIRST			X	X	X	X
LAST			X	X	X	X
BEST			X	X	X	X
TERM.CURRENT	X	X	X	X	X	
TERM.id	X	X	X	X	X	
DATES.mmddyy.mmddyy	X	X	X	X	X	
GRADE.number	X	X	X	X	X	
TYPE						
NUM	X	X	X	X	X	X
PERCENT	X	X	X	X	X	X
ALPHA			X			X

For example, use the test tag when creating an object report text object. Enter the appropriate tags and supporting text in the Text field. The following example includes three variations of the WHICH parameter in the test tag.



The example above creates the following object report.

Emily's first ACT Math score was 15.

Emily's last ACT Math score was 18.

Emily's best ACT Math score was 18.

Preconfigured Reports

Preconfigured reports are those that come with the PowerSchool system and include preset parameters. Created because they contain information that PowerSchool administrators need most often, they are generally easier to run than custom reports. However, preconfigured reports are limited in the information they provide because you must select a preconfigured template from the available list. The only parameter you can select is which students to include on the report.

For details on all preconfigured reports, see the sections "**Attendance Reports**," "**Attendance Count and Audit Reports**," "**Discipline Log Reports**," "**Grade and Gradebook Reports**," "**Membership Reports**," "**Enrollment Reports**," "**Statistics**," "**Student Listings**," "**Standards Reports**," and "**Single Student Standards Report**." and You are also encouraged to read the section "**Custom Reports**" before creating a report. Doing so will give you an understanding of the process, which will make it much easier.

While you can run all reports on individual students, you can also run some on a selected group of students. If a report allows group reporting, first select the group of students as noted in other sections. Click the PowerSchool logo to return to the start page and begin work on a report. PowerSchool remembers the group and prompts you to select it when you enter the report parameters.

Attendance Reports

All of the reports in this section describe student attendance information. Before producing reports, you are encouraged to ask your PowerSchool administrator how your school calculates attendance. For example, does your school report how many days students are present or how many days they are absent?

To search for students with perfect attendance, see the section "**Advanced Search and Select**." For more information on attendance count and audit reports, see the section "**Attendance Count and Audit Reports**."

To indicate a selection of students when running a report, select that group of students before starting any of the procedures in this section. If you select a group of students from the start page, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

For more information on attendance, see the section "**Attendance Overview**."

How to Run the Absentee Report

Use the Absentee report to generate single-day period-by-period attendance code information. For example, you can use this report to search for students who received an unexcused absence code for the previous day. You can then telephone the students' guardian to verify whether or not the student actually has an excused absence.

Note: You can search on any absent or present attendance code that is stored in the database. The only code you cannot search for is the Present code because the absence of an attendance code indicates a presence and thus it is not currently searchable in the database.

Note: This report is also accessible from the navigation bar.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Absentee. The Absentee Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the “Students to Include” selection.

Field	Description
Attendance Codes	Select the attendance code(s) for which you want to scan, or select All Codes. To select multiple attendance codes, press and hold Command (Mac) or Control (Windows) as you click each of the attendance codes you want to scan.
Date to Scan	Enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Period(s)	If Meeting has been chosen from the Attendance Mode pop-up menu, select the checkbox(es) of the period(s) you want to scan or leave all the checkboxes blank to scan all periods. **Note:** If Daily has been chosen from the Attendance Mode pop-up menu, Period(s) do not apply.
Include Student Number	Select this checkbox to include the student number(s) on the report.
Number of Blank Lines Below Student Names	Enter the number of blank lines to include as separators after each student name.
Include Verification Line	Select the checkbox to include one line for each student where the following can be recorded on the report: talked to, relationships, reason, verify date, and employee.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Do one of the following:
   - Click a name to open the student pages menu and work with that student.
   - Click Functions at the bottom of the report to open the Group Functions page. For more information on what you can do from that menu, see the section "**Work With Groups**."
   - Click Find to identify teachers who have not yet taken attendance. For more information on this feature, see the section "**How to Run the PowerGrade Attendance Report**."
   - Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Consecutive Absences Report

Use the Consecutive Absences report to generate a report detailing consecutive student absences by absence code. The report can be run in either daily or meeting mode. In daily mode, the report searches for students with consecutive absences codes in their daily attendance record. In meeting mode, the report searches each student's attendance records period by period for consecutive absence codes.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Consecutive Absences. The Consecutive Absences Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Codes	Select the attendance code for which you want to scan for the report. **Note:** Only one attendance code can be selected at a time.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Number of Consecutive Days to Scan	Enter the number of consecutive days of an attendance code must occur.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Scan</td><td>Use the pop-up menu to indicate whether you want to run the report for:
All Enrollment Records - All students with an enrollment record in the current school.
Current Enrollment Records - Only students that are actively enrolled in the current school on the date the report is run.</td></tr>
<tr><td>Include Student Number</td><td>Select this checkbox to include the student number(s) on the report.</td></tr>
<tr><td>Itemize by Day</td><td>Select this checkbox to further parse the scan by cycle days selected.
Note: This checkbox appears only for schools with multi-day schedules.</td></tr>
</table>

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Do one of the following:
    - Click a name to open the student pages menu and work with that student.
    - Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Monthly Student Attendance Report

Use the Monthly Student Attendance report to display attendance per student per day, including holidays. This report displays the days the student was not enrolled, absent, or in attendance. The days in session and carry forward, gains, losses, and ending enrollment appear at the end of the report.

The codes and totals represent full days absences and attendance even if the school is set up with attendance conversions that count partial absences and attendance. When attendance is calculated using the Attendance Conversions defined in School Setup > Attendance Conversions it is possible to get an attendance value of 1.5 for example for a two day period, meaning they were absent half a day in those two day periods. But the Monthly Student Attendance report does not report a 1.5 attendance. It reports 2 full days of attendance and 0 absences. It does not count half day absences.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Monthly Student Attendance. The Monthly Student Attendance Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicates the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as

Field	Description
	those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the “Students to Include” selection.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Include Student Number	Select this checkbox to include the student number(s) on the report.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the PowerGrade Attendance Report

Use the PowerGrade Attendance report to generate a list of which teachers have not taken attendance. Schools commonly use this report to verify that all teachers have taken attendance.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click PowerGrade Attendance. The PowerGrade Attendance page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.

Field	Description
Description	A description of this report's function.
Date to Scan	Enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Period(s)	Select the checkbox(es) of the period(s) you want to scan or leave all the checkboxes blank to scan all periods.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

   Note: If you entered a date where school is not in session, the messages "School is not in session on date specified" appears. If all teachers have entered attendance, the messages "All teachers have taken attendance" appears.

6. Do one of the following:
   - Click a meeting to get more details about the section. The Course Information page appears.
   - Print or save the report. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Weekly Attendance Summary Report

Use the Weekly Attendance Summary report to generate a weekly attendance summary by section. Schools commonly use this report to verify weekly attendance for each section. Teachers sign the report to certify that the attendance they marked is accurate. You can also use this report to generate a verification sheet for daily attendance for a specific week. Teachers sign the report to certify the attendance they marked is accurate.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Weekly Attendance Summary. The Weekly Attendance Summary Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Weeks	Choose the week to scan from the pop-up menu.
Teachers	Select the teacher(s) for which you want to run the report, or select All Teachers. To select multiple teachers, Press and hold Command (Mac) or Control (Windows).
Period(s)	Select the checkbox(es) of the period(s) you want to scan or leave all the checkboxes blank to scan all periods.
Attendance Codes	Enter the attendance codes to scan in the appropriate fields: • Absent • Unexcused • Tardy
Include Student Number	Select this checkbox to include the student number(s) on the report.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Period Attendance Verification Report

Use the Period Attendance Verification report to generate a list of students marked present a specified number of periods.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Period Att. Verification. The Period Attendance Verification Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Weeks	Choose the week to scan from the pop-up menu.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the

Field	Description
	current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

Attendance Count and Audit Reports

Use the Attendance Count and Attendance Audit reports to display instances of certain attendance codes for a student, group of students, or class. For other attendance-related reports, see the section "**Attendance Reports**."

To indicate a selection of students when running a report, select that group before starting any of the procedures in this section. If you select a group of students from the start page, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

For more information on attendance, see the section "**Attendance Overview**."

How to Run the Attendance Count Report

Use the Attendance Count report to generate multi-day period-by-period attendance code information.

Note: You can search on any absent or present attendance code that is stored in the database. The only code you cannot search for is the Present code because the absence of an attendance code indicates a presence and thus it is not currently searchable in the database.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Attendance Count. The Attendance Count Report page appears.
4. Use the following table to enter information in the fields:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Report Name</td><td>The name of this report.</td></tr>
<tr><td>Description</td><td>A description of this report's function.</td></tr>
<tr><td>Attendance Mode</td><td>Use the pop-up menu to select one of the following attendance modes for which you want to run this report:
• Choose Meeting to search and display report output by period.
• Choose Daily to search and display report output by day.
Attendance mode indicates the method by which attendance is recorded. For more information, see the section "Attendance Overview."
Note: Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.</td></tr>
<tr><td>Students to Include</td><td>Indicate which students you want to run the report for by selecting one of the following options:
• Select "The selected students only" to run the report students in the current selection enrolled in the date range specified.
• Select the "All students" to run the report for all students in the current school enrolled in the date range specified.</td></tr>
<tr><td>Grades</td><td>Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected.
Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the “Students to Include” selection.</td></tr>
</table>

Field	Description
Attendance Codes	Select the attendance code(s) for which you want to scan, or select All Codes. To select multiple attendance codes, press and hold Command (Mac) or Control (Windows) as you click each of the attendance codes you want to scan.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Period(s)	Select the checkbox(es) of the period(s) you want to scan or leave all the checkboxes blank to scan all periods. • If Meeting has been chosen from the Attendance Mode pop-up menu select the appropriate periods for the report to scan. • If Daily has been chosen from the Attendance Mode pop-up menu select the appropriate cycle days for the report to scan.
Include Dropped Classes	Select this checkbox to report on attendance for dropped classes.
Minimum Number of Occurrences	Enter the minimum number of occurrences of the code to include in the scan.
Itemize by Day	Select this checkbox to further parse the scan by cycle days selected. **Note:** This checkbox appears only for schools with multi-day schedules.
Include Student Number	Select this checkbox to include the student number(s) on the report.
Number of Blank Lines Below Student Names	Enter the number of blank lines to include as separators after each student name.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Do one of the following:
    - Click Functions at the bottom of the report to open the Group Functions page. For more information on what you can do from that page, see the section "**Work With Groups**."

- Click Find to identify teachers who have not yet taken attendance. For more information on this feature, see the section "**How to Run the PowerGrade Attendance Report**."
- Print or save the report. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Class Attendance Audit Report

Use the Class Attendance Audit report to generate section-specific attendance roster.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Class Attendance Audit. The Class Attendance Audit Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Teachers	Select the teacher(s) for which you want to run the report, or select All Teachers. To select multiple teachers, Press and hold Command (Mac) or Control (Windows).
Period(s)	Select the checkbox(es) of the period(s) you want to scan or leave all the checkboxes blank to scan all periods. • If Meeting has been chosen from the Attendance Mode pop-up menu select the appropriate periods for the report to scan. • If Daily has been chosen from the Attendance Mode pop-up menu select the appropriate cycle days for the report to scan.
Vocational Classes Only	Select this checkbox to limit the audit to just vocational classes.
Audit Students	Use the pop-up menu to indicated whether you want to audit students who are "Currently Enrolled in Class" or were "Ever in Class."

Field	Description
Include Student Number	Select this checkbox to include the student number(s) on the report.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

   Note: Depending on what parameters you specify, yours might be shorter or longer. Asterisks (*) appear for days that are off-track for students.

How to Run the Cumulative Attendance Summary Report

Use the Cumulative Attendance Summary report to generate **aggregated** attendance information for a date range and grade(s).

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Cumulative Attendance Summary. The Cumulative Attendance Summary Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting)

Field	Description
	• Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicates the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the "Students to Include" section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the "Students to Include" selection.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Special Programs	Select the checkbox(es) for the program(s) to scan.
Report by Track	Enter the track letters if you want to filter the report by track. **Note:** If the field is blank, all tracks are considered. Once one or more values are entered, only students assigned to those values will be considered.
Check for possible conflicts	Click to check for possible track errors.
Display Audit Table	Select this checkbox to display the audit table, which includes the last grade and special program information.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Carry Forwards	The number of students that were enrolled prior to the reporting period.
Gain	The number of students that enrolled during the reporting period.
Multiple gain	The number of students that had multiple enrollments during the reporting period (e.g. enrolled, withdrew, re-enrolled).
Loss	The number of students that withdrew/transferred during the reporting period
Ending	The number of students enrolled on the last day of the reporting period.
Actual Days	Total number of student enrolled days in the reporting period.
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were off the rolls during the reporting period.
Days Absent	Total number of days students were absent during the reporting period.
Days Attd	Total number of days of school attended by students, during the reporting period.
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

6. Print the report from your web browser or save it to another application. For more information, see the section Use the Student Attendance Audit report to generate a roster detailing attendance by day and the average daily attendance and average daily membership by date range.

How to Run the Student Attendance Audit Report

Use the Student Attendance Audit report to generate a roster detailing attendance by day and the average daily attendance and average daily membership by date range.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.

3. Click Student Attendance Audit. The Student Daily Attendance Audit Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicates the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.

Field	Description
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the "Students to Include" section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the "Students to Include" selection.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Include Student Number	Select this checkbox to include the student number(s) on the report.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Index	Counter indicating the number of records that appear in the report.
Student Name	The name of the student.
Student Number	The student's identification number.
Day	A column for each day in the date range appears. Each day displays the student's attendance value for that day, a numeric value, usually from 0 to 1.

Column Name	Description
ADA	Average daily attendance.
ADM	Average daily membership
Grand Total	The total attendance for each day for each student.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Year-to-Date Attendance Summary Report

Use the Year-to-Date Attendance Summary report to generate year-to-date aggregated attendance information by grade. This report is aggregated by grade, data sectioned out by reporting segments. The report queries the selected reporting segment as well as all those reporting segments with end dates less than the start date of the selected segment.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Year-to-Date Attendance Summary. The Year to Date Attendance Summary Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting)

Field	Description
	• Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicates the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the "Students to Include" section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the "Students to Include" selection.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
App	The total number of membership days by reporting segment.
Day	The total number of in-session school days per segment
ADA	Average daily attendance per segment.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

Membership Reports

The membership reports use daily attendance to generate average daily attendance and average daily membership numbers that depend on the number of days a student has attended. These reports can be run in either Meeting or Daily mode. Depending on the mode, there are two conversions that can be applied to the report. For Meeting mode, select either “Period to Day” or “Time to Day” attendance conversion The “Period to Day” option uses the Period Items conversion while the “Time to Day” option uses the Time Items conversion. For Daily mode, select either “Code to Day” or “Time to Day” attendance conversion. The “Code to Day” option uses the Code Items conversion while the “Time to Day” option uses the Time Items conversion. For more information, see the section "**Attendance Conversions**."

How to Run the ADM/ADA by Date Report

The ADM/ADA by Date report produces membership and attendance information by date for selected students. This report uses the attendance codes and minutes entered into PowerSchool under the student's daily attendance information. The report then sums the total membership for a date and the total number of students attending, with a final average for the number of students having membership and attending for a given date range.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click "ADM/ADA by Date." The ADA/ADM by Date Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report:

Field	Description
	• Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicates the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the “Students to Include” selection.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in

Field	Description
	the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon . The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the ADM/ADA by Minute Report

The ADA/ADM by Minute report displays the total number of potential minutes for students; total number of minutes missed, total number of minutes attended, and total percentage of each. When in Meeting mode, the system calculates the number of minutes the group of students has attended by period. When in Daily mode, the system displays the number of minutes the group of students has attended by day.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click "ADM/ADA by Minute." The ADA/ADM by Minute Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period.

Field	Description
	• Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicates the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the “Students to Include” selection.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank

Field	Description
	entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon . The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Itemize Each Day in Cycle	Select this checkbox if you want the report to display each day of ADA/ADM. **Note:** This checkbox appears only for schools with multi-day schedules.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the ADM/ADA by Student Report

The ADM/ADA by Student report generates membership and attendance information per student. This report uses the attendance codes or minutes entered into PowerSchool. The report then sums the total membership and attendance for each student for the given timeframe, with a final average for the number of students having membership and attending for a given date range.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click "ADM/ADA by Student." The ADA/ADM by Student Report pages appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicates the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date

Field	Description
	range specified.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the "Students to Include" section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the "Students to Include" selection.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon . The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Aggregate Membership Audit Report

Use the Aggregate Membership Audit report to generate membership audit by section information. This report is similar to a class roster report. It lists the students that were enrolled or ever enrolled in the class/section and their membership.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Aggregate Membership Audit. The Aggregate Membership Audit Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Course Numbers	Enter the course number(s). Separate multiple courses with commas. Use a blank field to scan all courses.
Section Numbers	Enter the section number(s) . Separate multiple sections with commas. Use a blank field to scan all sections.
Term	Select the term for which you want to run the report from the pop-up menu.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. The following information appears in the output file:

Column Name	Description
Course Name	The name of the course for the section.
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Term	The term the section is being taught.
Expression	The section expression.

Column Name	Description
Section Number	The section number of the section.
Student	The name of the student (Last, First, Middle).
Enrolled	The date the student enrolled in the course.
Exited	The date the student exited the course.
Membership Days	The total number of days the student was enrolled in the course.
Total	The total number of days students were enrolled in the course.

7. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

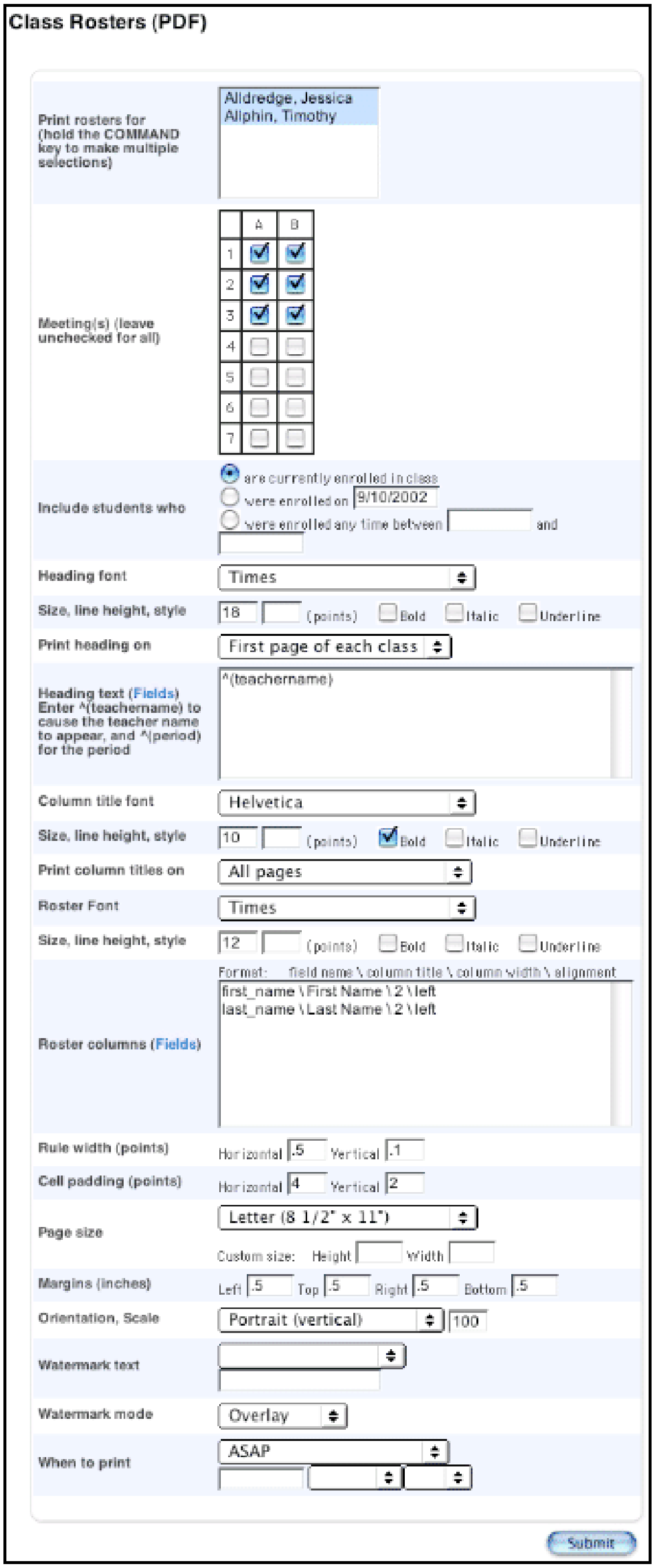
Student Listings

Student listing reports display lists of students, either by class or schedule.

How to Run the Class Rosters (PDF) Report

Generate a class roster as a PDF file for the current term or previous terms.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Class Rosters (PDF). The Class Rosters (PDF) page appears.



4. Use the following table to enter information in the fields:

Field	Description
Print roster(s) for	Select the teacher(s) whose attendance records are to be audited. Press and hold Command (Mac) or Control (Windows) to select multiple teachers.
Meeting(s)	Enter the meeting(s) to be audited in the second field. To audit all meetings, use a blank field.
Include students who	Select an enrollment period option. Some options require you to enter a date or date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Heading Font	Choose the heading font from the pop-up menu.
Heading Style	Enter the font size and line height in points. One point equals 1/72 of an inch. Select the Bold checkbox to bold the heading.
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print.
Heading Text	Enter the content to include in the report heading using text, HTML tags, and PowerSchool data codes. For a complete list of data codes, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes. For a complete list of field codes, click View Field List on the PowerSchool start page.
Roster Font	Choose the roster listing font from the pop-up menu.
Roster Style	Enter the font size and line height in points. One point equals 1/72 of an inch. Select the Bold checkbox to bold the roster listing.
Roster Columns	Enter the content to include in the student listings columns using the format "field name \ column title \ column width \ alignment." For a complete list of field codes, click Fields.
Rule Width	Enter the thickness in inches of the vertical and horizontal lines on the report, as well as the outline of the entire report.
Cell Padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose a size for the report page from the pop-up menu. If you choose a custom size, enter the size of the page in inches.

Field	Description
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. Portrait is a vertical page; landscape is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

5. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
6. Click Completed to display the report.

Alldredge, Jessica

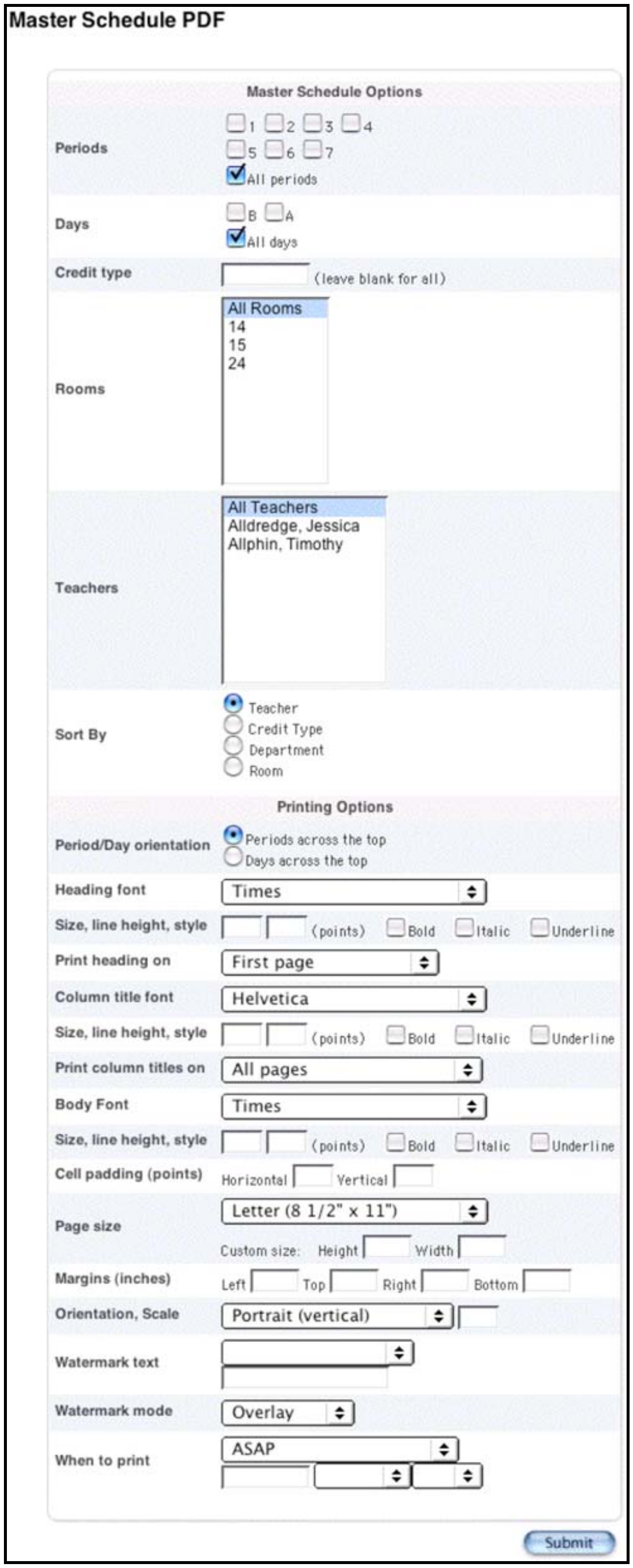
First Name	Last Name
Jessica	Briggs
Christopher	Burningham
Kelsee	Cluff
Jared	Curtis
Amanda	Entwhistle
Angela	Ford
Kira	Fortie
Jennifer	Hollingsworth
Ashley	Jackson
Brandon	Jenkins
Kacie	Littlewood
Joel	Manning
Destini	Miles
Greg	Morse
Kellian	North
Anthony	Peterson
Dustin	Pingel
Joshua	Winrow

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Master Schedule (PDF) Report

Generate a PDF file for the current master schedule. The master schedule PDF report displays schedule information for sections that are in session during the selected term. Before proceeding, change the selected term, if necessary. For more information, see the section "**How to Change Terms**."

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Master Schedule (PDF). The Master Schedule PDF page appears.



4. Use the following table to enter information in the fields:

Field	Description
Periods	Select the checkbox(es) to indicate which periods to display on the master schedule. To display all periods, select the All Periods checkbox.
Days	Select the checkbox(es) to indicate which days to display on the master schedule. To display all days, select the All Days checkbox.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as `MATH`. To display all credit types, do not enter anything in the field.
Rooms	Select the room(s) to display on the master schedule. Press and hold Command (Mac) or Control (Windows) to make multiple selections. Select All Rooms to display all rooms.
Teachers	Select the teacher(s) to display on the master schedule. Press and hold Command (Mac) or Control (Windows) to make multiple selections. Select All Teachers to display all teachers.
Sort By	Select a sort order option for the master schedule: • Teachers • Credit Type • Department • Room
Period/Day orientation	Select whether you want either periods or days to appear as columns across the top of the report.
Heading Font	Choose the heading font from the pop-up menu.
Heading style	Enter the font size and line height in points. One point equals 1/72 of an inch. Select the checkbox(es) to apply styles to the heading, such as the Bold checkbox to bold the heading.
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print.
Column title font	Choose the column title font from the pop-up menu.
Column title style	Enter the font size and line height in points. One point equals 1/72 of an inch. Select the checkbox(es) to apply styles to the column title, such as the Bold checkbox to bold the column title.

Field	Description
Print column titles on	Choose an option from the pop-up menu to determine on which pages you want the column titles to appear.
Body Font	Choose the body font from the pop-up menu.
Body Font style	Enter the font size and line height in points. One point equals 1/72 of an inch. Select the checkbox(es) to apply styles to the body text, such as the Bold checkbox to bold the body text.
Cell Padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose a size for the report page from the pop-up menu. If you choose a custom size, enter the size of the page in inches.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. Portrait is a vertical page; landscape is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

5. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.

6. Click Completed to display the report.

Master Schedule - By Teacher

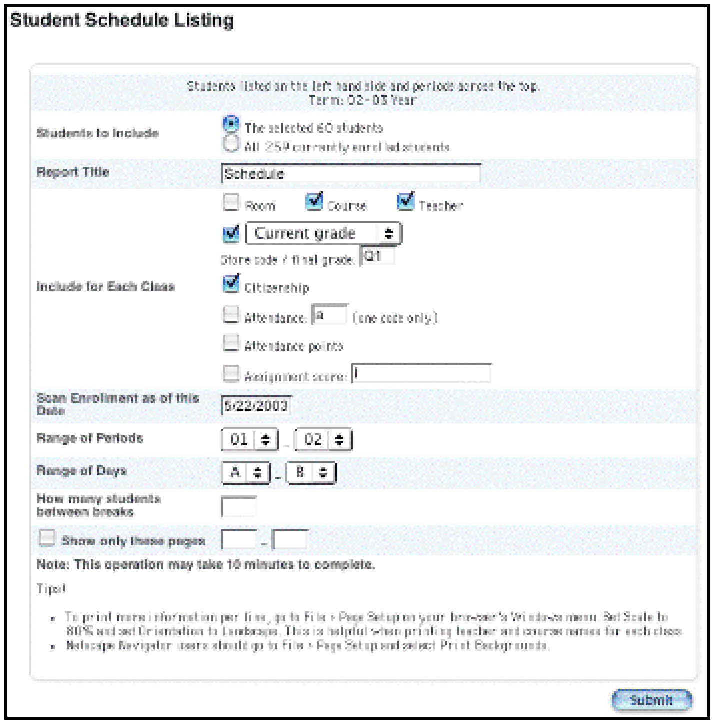
Course	Day	Period 1	Period 2	Period 3	Period 4
Chemistry 1	A	Alldredge, Jessica 1521.1 12/20 Room 24 1(A-B) Term: S1	Alldredge, Jessica 1521.2 19/20 Room 24 2(A-B) 4(A) Term: S1		Alldredge, Jessica 1521.2 19/20 Room 24 2(A-B) 4(A) Term: S1
	B	Alldredge, Jessica 1521.1 12/20 Room 24 1(A-B) Term: S1	Alldredge, Jessica 1521.2 19/20 Room 24 2(A-B) 4(A) Term: S1		Alldredge, Jessica 1521.90003 12/20 Room 24 4(B) Term: S1
Algebra 1 (Math)	A	Allphin, Timothy 1031.1 20/28 Room 14 1(A-B) Term: S1	Allphin, Timothy 1031.2 12/28 Room 14 2(A-B) Term: S1		Allphin, Timothy 1031.4 28/28 Room 15 4(A-B) Term: S1
	B	Allphin, Timothy 1031.1 20/28 Room 14 1(A-B)	Allphin, Timothy 1031.2 12/28 Room 14 2(A-B)		Allphin, Timothy 1031.4 28/28 Room 15 4(A-B)

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Student Schedule Listing Report

This report provides a printout of students' classes and lets you know where they are during which periods.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Student Schedule Listing. The Student Schedule Listing page appears.

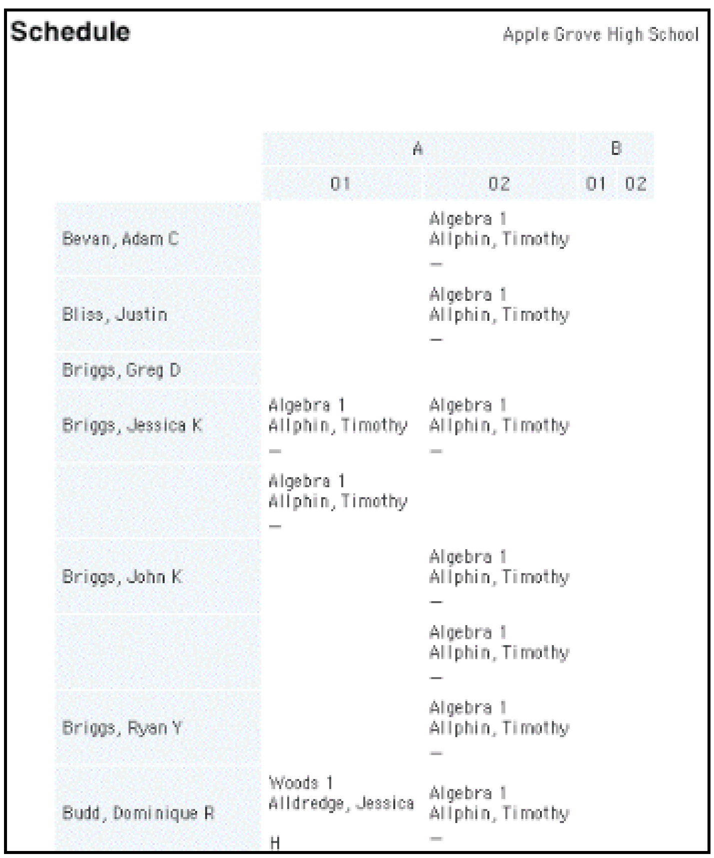


4. Use the following table to enter information in the fields:

Field	Description
Students to Include	The number of selected students appears.
Report Title	Enter the title for the report.
Include for each class	Select the checkboxes to indicate what data you want to include for each class. Select any combination of the following checkboxes: • Select the checkbox(es) to display the room, course, and teacher information for each class. • If you want to include grades, select the checkbox and use the pop-up menu to choose either Historical Grade or Current Grade. • If you select Historical Grade or Current Grades above, enter the Store Code/Final Grade, such as Q1 or Q2. • Citizenship • Attendance: If you select Attendance, enter the attendance code. • Attendance points • Assignment Score: If you select Assignment Score, enter the score.

Field	Description
Scan Enrollment as of this Date	Enter the student enrollment dates to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Range of Periods	Enter the range of periods to scan.
Range of Days	Enter the range of days to scan.
How many students between breaks	Enter the number of student records to display before a break in the report.
Show only these pages	Select this checkbox to limit the number of pages to display. If you select this checkbox, enter the page number range in the next fields.

5. Click Submit. The resulting report displays students and their teachers for the selected periods.


Schedule

Apple Grove High School

	A		B	
	01	02	01	02
Bevan, Adam C		Algebra 1 Allphin, Timothy —		
Bliss, Justin		Algebra 1 Allphin, Timothy —		
Briggs, Greg D				
Briggs, Jessica K	Algebra 1 Allphin, Timothy —	Algebra 1 Allphin, Timothy —		
	Algebra 1 Allphin, Timothy —			
Briggs, John K		Algebra 1 Allphin, Timothy —		
		Algebra 1 Allphin, Timothy —		
Briggs, Ryan Y		Algebra 1 Allphin, Timothy —		
Budd, Dominique R	Woods 1 Alldredge, Jessica H	Algebra 1 Allphin, Timothy —		

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

Enrollment Reports

When setting up any of the reports, you can screen for students in special programs. If the students are in the selected program at any time during the specified period, they are included in the report results. For each report, you can click "Check for possible conflicts" to display any students with errors on their class enrollment dates.

Possible Conflicts

Class dates check for Apple Grove High School

Students with possible Class enrollment date errors:

Atest, Student EnrollGrade: 9 E: 8/26/02 L: 5/31/03
Algebra 1 E:10/28/03 L:12/24/03 - Course date misalignment with school enrollment

Babcock, JoshuaGrade: 11 E: 1/21/02 L: 8/21/02
Student is enrolled in school, but not in any classes

Bahls, MaciiGrade: 11 E: 8/29/01 L: 8/21/02
Student is enrolled in school, but not in any classes

Baker, HalieGrade: 11 E: 8/29/01 L: 8/21/02
Student is enrolled in school, but not in any classes

Barlow, BryanGrade: 9 E: 8/29/01 L: 8/21/02
Chemistry 1 E:8/28/03 L:12/24/03 - Course date misalignment with school enrollment
Algebra 1 E:8/28/03 L:12/24/03 - Course date misalignment with school enrollment

Beesley, DavidGrade: 9 E: 8/29/01 L: 8/21/02
Algebra 1 E:10/16/03 L:12/24/03 - Course date misalignment with school enrollment

Behunin, AlanGrade: 11 E: 8/29/01 L: 8/21/02
Student is enrolled in school, but not in any classes

Behunin, Jonathan RGrade: 12 E: 8/29/01 L: 8/21/02
Student is enrolled in school, but not in any classes

Bevan, Adam CGrade: 10 E: 8/29/01 L: 8/21/02
Student is enrolled in school, but not in any classes

Bevan, CarolineGrade: 11 E: 8/29/01 L: 8/21/02
Student is enrolled in school, but not in any classes

How to Run the Class Size Reduction Report

The Class Size Reduction report provides a day-to-day count of section enrollment over a specified period. When setting up the report, exclude students in a special program from the enrollment count by selecting the special program from the pop-up menu. At least one course number must be entered to run the report. To display detailed enrollment per section, see the section "**How to Run the Enrollment by Section Report**."

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Class Size Reduction Report. The Class Size Reduction Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Exclude counts for students enrolled in this Special Program	Use the pop-up menu to indicate any special program you want to exclude from being counted.
Sort By	Select the sort order: • Course Number • Teacher Name • Grade Level
Include only these Course Numbers	Enter the course number(s). Separate multiple courses with commas. Use a blank field to scan all courses.
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section number(s) to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Enrollment by Grade Report

Use the Enrollment by Grade report to generate a summary of student enrollment by grade level.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click "Enrollment by Grade." The Enrollment by Grade Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
School	The selected school appears.
Reporting Segment	Use the pop-up menu to choose the reporting segment if you are not using a date range. For more information on reporting segments or to create a reporting segment, see the section "**Reporting Segments**."
Grades	Select the checkbox(es) of the grade level(s) you want to scan or leave all the checkboxes blank to scan all grade level(s).

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Enrollment by Section Report

This report provides current year enrollment **statistics** for class sections. To report on class size, see the section "**How to Run the Enrollment by Section (Class Size) Report**."

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click "Enrollment by Section." The "Enrollment by Section" page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the

Field	Description
	blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon . The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Sort By	Select the sort order: • Course • Teacher
Include only these Course Numbers	Enter the course number(s). Separate multiple courses with commas. Use a blank field to scan all courses.
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section number(s) to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Course Name	The name of the course for the section.
Section Number	The section number of the section.
Grade	The grade level associated with the current section.
Begin Enrollment	The student enrollment in the section as of the start date of the reporting period.
Entries	How many students were added to the section. **Note:** If a student enters the same section twice, it will count as two entries.
Withdrawals	How many students were withdrawn from a section. **Note:** If a student enters the same section twice, it will count as two entries.
End Enrollment	The enrollment at the end of the reporting period.
Enrollment for Period	How many total enrollments for the reporting period.
Enrollment to Date	The current enrollment as of today.
Aggregate Days Attended	The total number of days attended by all of the students enrolled in the section during the date range.
Average Days Attended	This is the ADA (the number of days in the date range / Aggregate Days Attended).
Days Absent	The total number of days absent for the section during the reporting period.
Days Off Track	The total number of off track days for the students enrolled in the section during the reporting period.
Total Days not Enrolled	The total number of days students are not enrolled in this section. That is, students who are enrolled at some point during the year, but are not enrolled one or more days during the reporting period.
Aggregate Days Belonging	The total membership for this section during the reporting period.

Column Name	Description
Average Number Belonging	The Average Daily Membership for this section during the reporting period (Aggregate Days Belonging / number of meeting days in reporting period).
Percent Attendance	Of the total potential Attendance for the Reporting Period, What is the Percent of the actual attendance? (Aggregate Days Attended / Average Number Belonging)

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Enrollment Summary by Date Report

This report is the same as the Enrollment Summary except it can be run by a selected date instead of just the current date. The resulting report displays a breakdown for the entire school. Column titles describe the contents of each column. Row numbers indicate grade levels. The small blue numbers (to the left of the slash) indicate male students; the small red numbers (to the right of the slash) indicate female students. Large, bold blue numbers indicate the total enrollment of male and female students for that classification

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click "Enrollment Summary by Date." The Enrollment Summary by Date page appears.
4. Enter the date as of which you want to calculate enrollments using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

   Note: The date entered must fall within the selected school year term.
5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Use the Vocational Courses Aggregate Membership report to generate a list of vocational sections and their current membership totals. Print the report from your web browser or save it to another application. For more information, see the section Use the Aggregate Membership Audit report to generate membership audit by section information. "**Run, Print, and Save Reports**."

How to Run the Vocational Courses Aggregate Membership Report

Use the Vocational Courses Aggregate Membership report to generate a list of vocational sections and their current membership totals.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Voc. Courses Agg. Membership. The Vocational Courses Aggregate Membership Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon . The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

5. Click Submit. You do not need to enter any data to run the report; simply wait for the output. This could take several minutes. The resulting report displays the schedule of vocational courses and the number of students in each class. It also displays the number of membership days for the different classes. Proceed by doing one of the following:
    - Click a number of aggregate membership days to view an audit page.
    - Click an underlined number in the Size column to view the list of students in the class.
    - Click a section number to view a description of the section.
    - Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the School Enrollment Audit Report

Use the School Enrollment Audit report to detect possible school enrollment errors.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click School Enrollment Audit. The Possible Conflicts for School Enrollment Audit page appears.

How to Run the Section Enrollment Audit Report

Use the Section Enrollment Audit report to detect possible section enrollment errors.

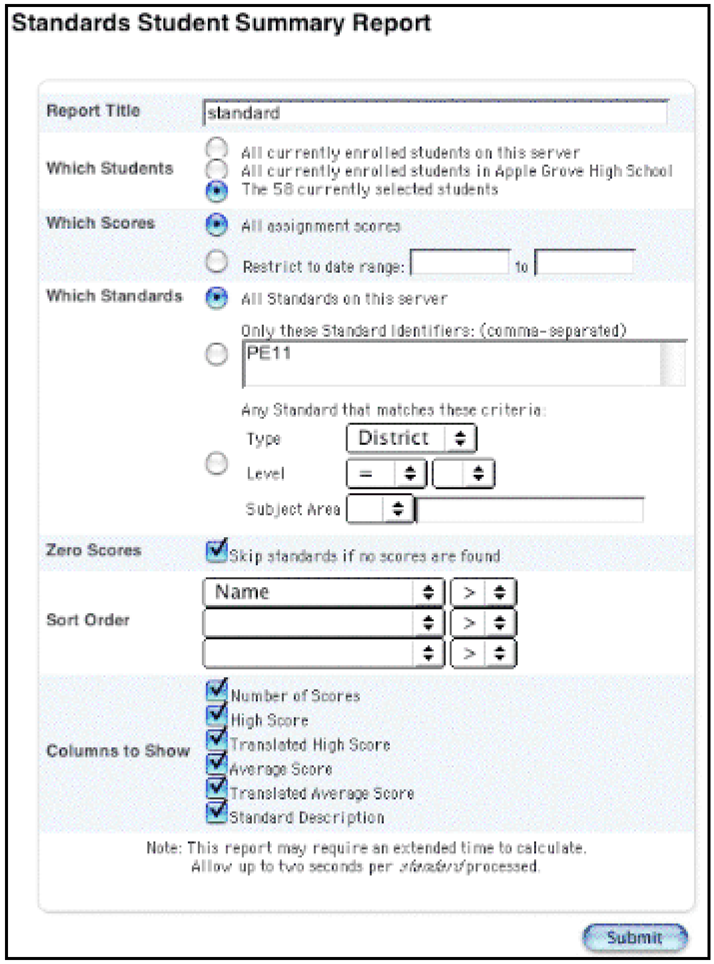
1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Section Enrollment Audit. The Possible Conflicts for Section Enrollment Audit page appears.

Standards Reports

PowerSchool includes three types of reports that reflect standards. The first report is an individual student report accessed from the single student menu. For more information and procedures, see the section "**Single Student Standards Reports**." The second report is an individual object report. For more information on the object report, see the section "**Object Reports**." The third report is a multiple-student report that reflects combinations of students.

How to Run Standards Reports

1. On the start page, select the group of students if you want to narrow your report to a specific group.
2. Click the PowerSchool logo to return to the start page.
3. Choose Reports from the main menu.
4. On the Reports page, click Run Reports.
5. On the Run Reports page, click Standards. The Standards Student Summary Report page appears.



6. Use the following table to enter information in the fields:

Field	Description
Report Title	Enter a title for the report.
Which Students	Select an option to run the report for all students on the system, all students for the selected school, or the selected group of students.
Which Scores	Select an option to scan for either all assignment scores or scores that you restrict to a particular date range. If using a date range, enter the range in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Which Standards	Select an option to scan for certain standards or all standards.
Zero Scores	Select the "Skip standards if no scores are found" checkbox to avoid null results.

Field	Description
Sort Order	Use the pop-up menus to choose a primary, secondary, and tertiary sort order and the sort order operators.
Columns to Show	Select the appropriate checkboxes to indicate which columns to display.

7. Click Submit. The resulting report displays the average score for students who have completed the standard, the number of students who have completed it, and the translated score. This latter is derived by converting the gradebook score to a standard score that has parameters set up by your PowerSchool administrator.

standard

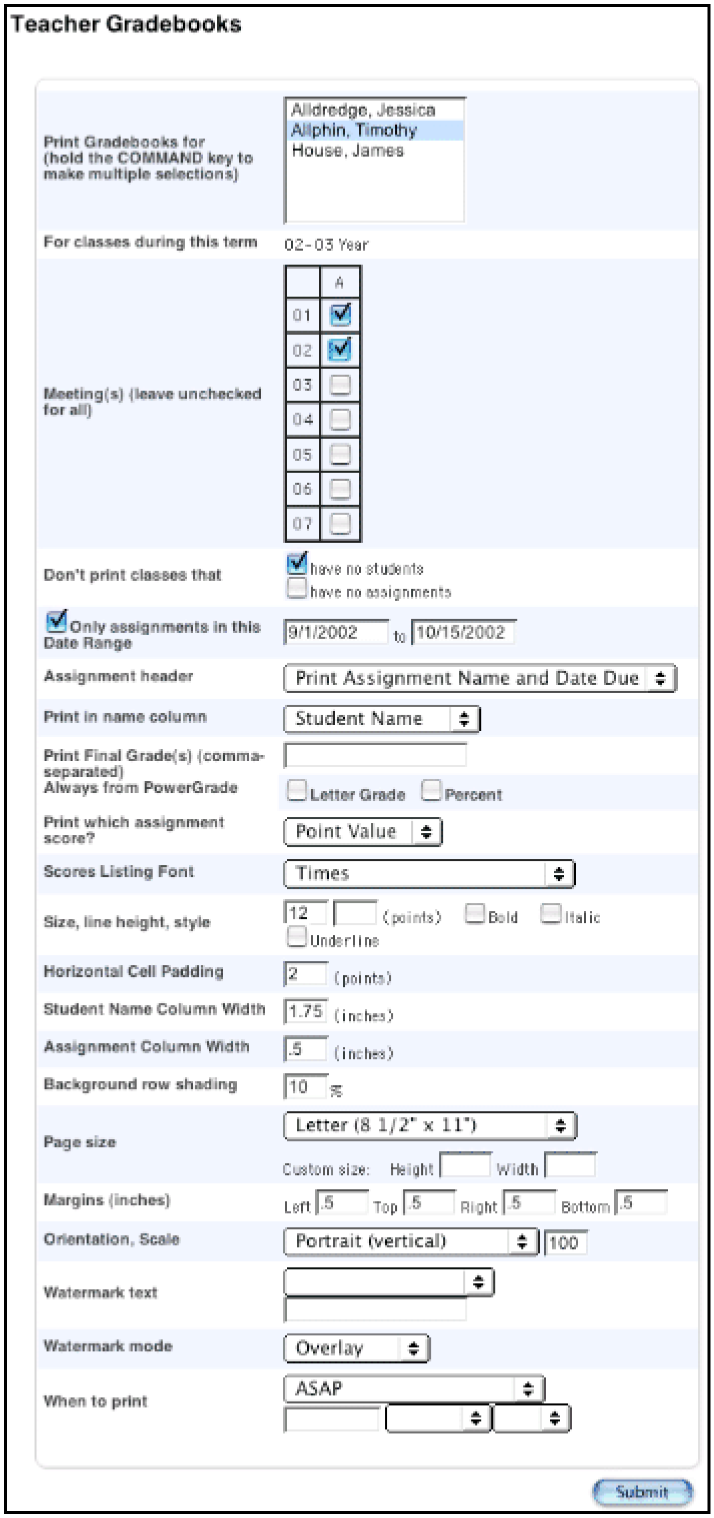
Standard	Num Scores	High Score	Trans High Score	Avg Score	Trans Avg Score	Description
FPA11 - FPA Grade 11	14	100.00%	4.00	77.60%	3.00	
FPA11.2 - FPA Grade 11 Standard 2	7	100.00%	4.00	74.99%	3.00	Students process, analyze, and respond to sensory information through the language and skills unique to the Arts.
FPA11.4 - FPA Grade 11 Standard 4	7	90.00%	4.00	80.21%	3.00	Students demonstrate an understanding of the Arts in relation to history, cultures and contemporary society.
FPA11.5 - FPA Grade 11 Standard 5	7	100.00%	4.00	74.99%	3.00	Students connect and relate the Arts to other discipines and society.
H11 - H Grade 11	141	110.91%	4.00	83.18%	3.00	
H11.1 - H Grade 11 Standard 1	98	110.91%	4.00	80.25%	3.00	Students will comprehend concepts related to health promotion and disease prevention
H11.2 - H Grade 11 Standard 2	67	100.00%	4.00	83.55%	3.00	Students demonstrate the ability to access valid health information and health-promoting products and sevices.
H11.3 - H Grade 11 Standard 3	88	110.91%	4.00	82.11%	3.00	Students demonstrate the ability to practice health-enhancing behaviors and reduce health risks.
H11.4 - H Grade 11 Standard 4	62	100.00%	4.00	91.63%	4.00	Students analyze the influence of culture, media, technology, and other factors on health.

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run Teacher Gradebooks Reports

This report prints assignment information from teachers' PowerGrade data files for the specified period.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Teacher Gradebooks. The Teacher Gradebooks page appears.



4. Use the following table to enter information in the fields:

Field	Description
Print Gradebooks for	Select the teacher whose attendance records you want to scan. Press and hold Command (Mac) or Control (Windows) to select multiple teachers.
For classes during this term	The selected term appears.
Meeting(s)	Select the checkbox(es) for the meetings to be scanned.
Don't print classes that	Select the checkbox(es) to exclude classes that have no students or have no assignments.
Only assignments in this Date Range	To limit the report to assignments within a specific date range, select this checkbox and enter the date range in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Assignment header	Select the content to include in the header for the assignments.
Print in name column	Select the content to include in the column for students.
Print Final Grade(s)	Enter final grade(s) to print (optional). If you enter grades, select either the Letter Grade, Percent, or both checkboxes to determine how the final grades appear.
Print which assignment score?	Select an option to determine how assignment scores appear: • Point Value • Percent • Letter Grade
Scores Listing Font	Choose the scores listing font from the pop-up menu.
Scores Listing Style	Enter the scores listing font size and line height in points. **Note:** One point equals 1/72 of an inch. Select the formatting checkbox(es) you want to use. For example, select the Bold checkbox to bold the scores listing.
Horizontal Cell Padding	Enter the amount of space from the sides of the cells to the text in points. **Note:** One point equals 1/72 of an inch.
Student Name Column Width	Enter the width of the student name column in inches.

Field	Description
Assignment Column Width	Enter the width of the assignment column in inches.
Background row shading	Enter a percentage to determine the shade of the rows.
Page Size	Use the pop-up menu to choose the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Choose the page layout from the pop-up menu. Portrait is a vertical page; landscape is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

5. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
6. Click Completed to display the report. The resulting report shows assignments and grades for the selected time in the selected classes.

Allphin, Timothy - Algebra 1 - Expression 01(A) - 02-03 Quarter 3

	[illegible] TESTS	[illegible] ASMTS	[illegible] ASMTS	[illegible] QUIZ ASMTS	[illegible] QUIZ ASMTS	[illegible] planner ASMTS	[illegible] ASMTS	[illegible] ASMTS	[illegible] TESTS
Biggers, Estevan	72	36	28	20	4	5	28	21	109
Burton, Bryce	68	41	37	20	3	30	31	21	140
Connolly, Alfredo	0	33	37	( )	0	( )	0	0	0
Crawley, Gilbert	62	41	28	20	1	0	30	20	132
Delaney, Yakov	74	41	31	20	6	25	33	20	121
Dennison, Colin	84	40	38	20	1	5	33	19	127
Douglass, Deanthony	83	38	36	20	1	0	29	0	90
Heacock, Deleon	64	41	38	20	1	5	33.5	18	137
Hefty, Oscar	32	41	39	20	2	5	29	18	58
Hoskin, Edwin	62	31	35	20	2	35	33	20	111
Ingart, Amari	62	0	38	20	5	35	0	20	150
Leighty, Jeramie	0	0	0	20	( )	0	30	21	73
Levers, Tyreek	90	39	36	20	7	35	34	21	153
Litts, Enoch	62	41	37	20	3	30	26	21	88
Morley, Garrett	32	37	38	20	5	0	33	0	106
Otto, Darryl	40	36	35	( )	EX	5	0	0	120
Ragan, Terence	24	40	0	20	0	0	0	0	69
Shaw, Spencer	58	40	35	20	6	0	31	21	143
Sigler, Julius	30	41	37	20	1	30	33	22	119
Smock, Sunny	48	39	31	20	2	30	27	21	152
Soper, Gunnar	68	37	32	20	2	10	29	21	133
Summers, Mauro	58	40	38	( )	( )	25	33	17	133
Welker, Aron	78	37	29	20	4	30	24.5	20	159
Wilkinson, Hector	64	40	38	20	3	35	31	21	140
Willmont, Tysheem	64	35	37	20	5	15	33	20	104
Wyland, Javen	46	41	38	20	5	5	32	19	114

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

Single Student Standards Report

The single student standards report lists a student's progress for each standard. Before you print the report, you can determine which particular standards fields you want to appear on it.

For information about running standards reports for more than one student, see the section "**Standards Reports**."

How to Set Up the Single Student Standards Report

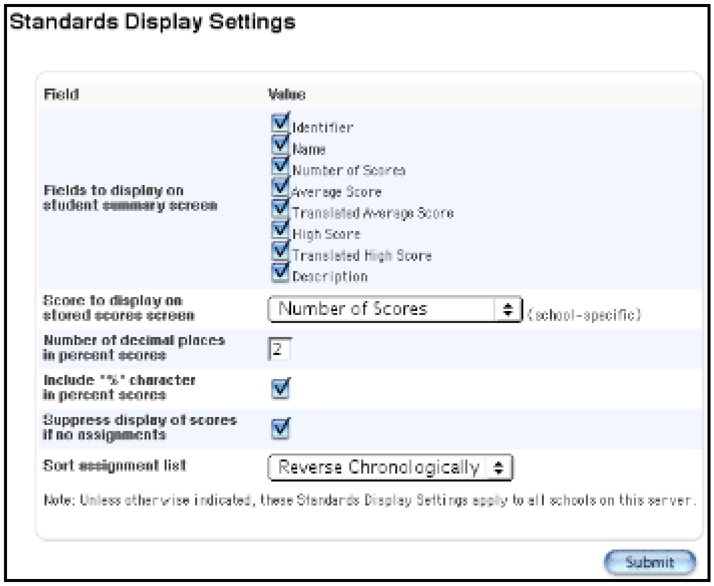
You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Standards. The Standards page appears.

Standards

Function	Description
Conversion Scales	Define and manage grading scales used by the standards system.
Custom List	Search and display standards within a hierarchical list.
Custom List Settings	Set the search criteria for displaying standards with a hierarchical list.
Display Settings	Setup the student standards screen.
List Standards	Display and create new standards.

3. Click Display Settings. The Standards Display Settings page appears.



4. Use the following table to enter information in the fields:

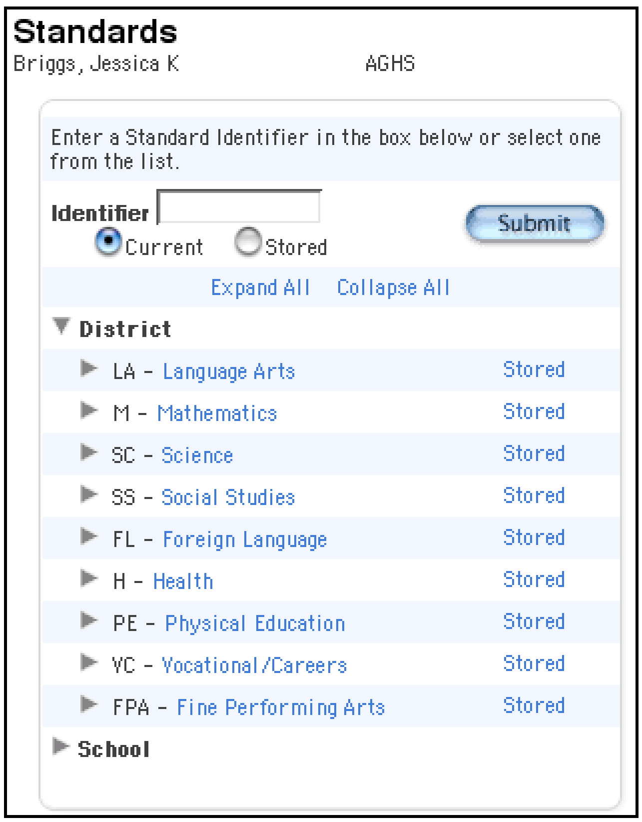
Field	Description
Fields to Display on Student Summary Screen	Select any combination of the following checkboxes to determine the information you want to appear for each standard on the Student Summary page: • Identifier • Name • Number of Scores • Average Score • Translated Average Score • High Score • Translated High Score • Description
Score to display on stored scores screen	Use the pop-up menu to determine which score to display on the list page. All scores are viewable on the detail page.
Number of decimal places in percent scores	Enter the number of digits you want to appear after a decimal point.
Include the % character in percent scores	Select this checkbox if you want to include the percentage character (%) in percent scores.
Suppress display of scores if no assignments	Select this checkbox if you do not want to display zeros on the report if there are no associated assignments.

Field	Description
Sort assignment list	Use the pop-up menu to indicate the sort order of the assignment list: • Chronologically • Reverse Chronologically

5. Click Submit. The system saves your changes.

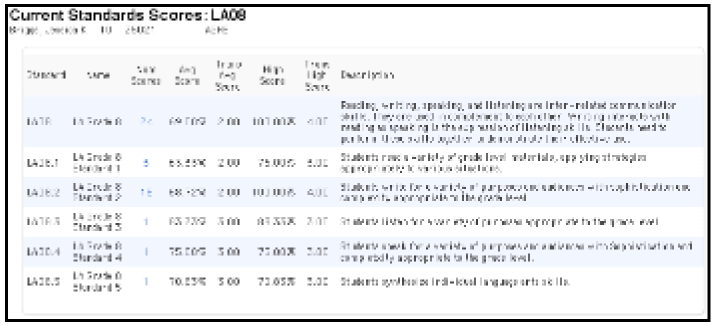
How to Access the Single Student Standards Report

1. On the start page, search for and select the student.
2. Choose Standards from the student pages menu. The Standards page appears.



3. Click the triangles to access any level of standards where scores are reported.
4. Click the standard identifier when you reach the level you want.

   Note: You can also view stored standard scores by clicking the scores stored on that line.



5. Click the number of scores in the Num Scores column that you opted to show. The Standard Scores: [Standard] page displays each assignment score that is contributing to this standard score.

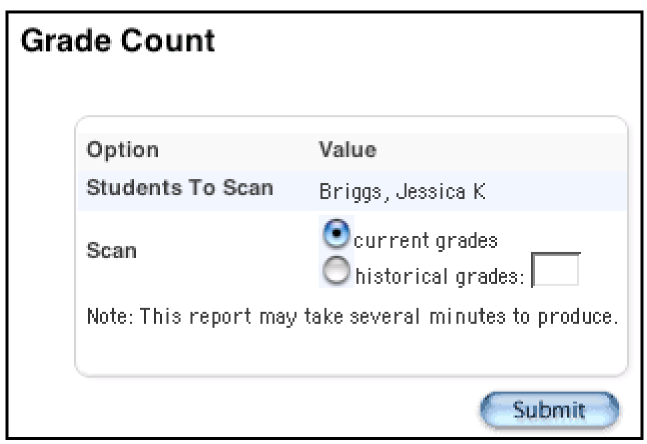
Grade and Gradebook Reports

Use gradebook reports to determine the class rank or the number of students in a class that received a specified grade.

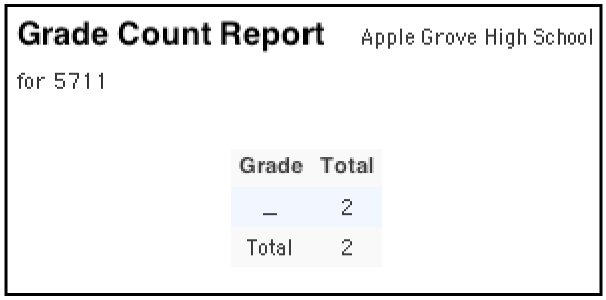
How to Run the Grade Count Report

This report displays how many times each letter grade occurred for the selected group during current or past terms.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Grade Count. The Grade Count page appears.



4. Select an option to indicate which grades to scan. If you select historical grades, enter the store code for which you want to scan, such as Q2.
5. Click Submit. The resulting report lists the letter grades and how many times they occur in the specified group for the chosen term.

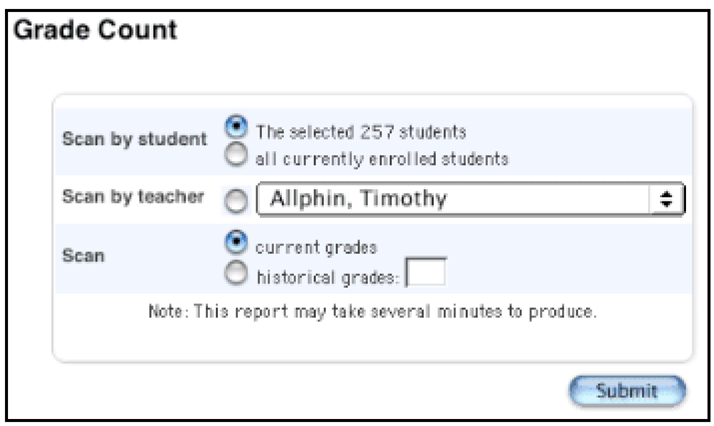


Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Grade Count By Teacher Report

Like the Grade Counts report, the Grade Count By Teacher report also displays how many times each letter grade occurred for the group during current or past terms. The only difference is that this report restricts the results to a single teacher.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click "by Teacher" next to Grade Count. The Grade Count page appears.

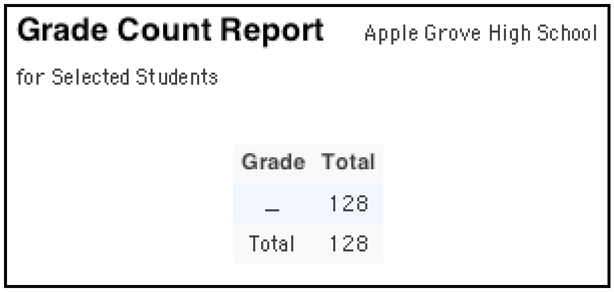


4. Use the following table to enter information in the fields:

Field	Description
Scan by student	Select an option to scan by either the selected students or all currently enrolled students. Refer to the following field to scan by teacher.
Scan by teacher	Choose the teacher to scan from the pop-up menu. Refer to the previous field to scan by student.

Field	Description
Scan	Select an option to scan either current grades or historical grades. If you select historical grades, enter the term you want to scan in the next field.

5. Click Submit. The resulting report lists the letter grades and how many times each grade occurs in the specified group for the chosen term.

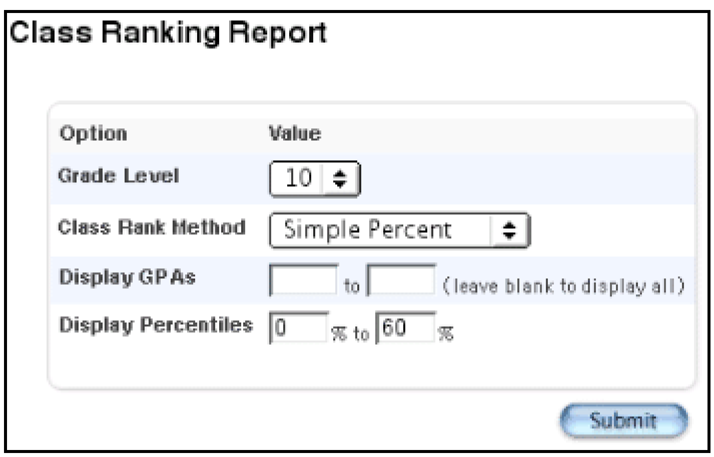


Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Class Rankings Report

This report provides the class rankings at your school so that you can determine the top students for each class level.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Class Ranking. The Class Ranking Report page appears.



4. Use the following table to enter information in the fields:

Field	Description
Grade Level	Choose the grade level to scan from the pop-up menu.

Field	Description
GPA Type	Choose the type of GPA calculation from the pop-up menu.
Class Rank Method	Choose the GPA calculation method to use for the class ranking from the pop-up menu.
Display GPAs	To scan only a range of GPAs, enter the range in the fields.
Display Percentiles	To scan a range of grade percentiles, enter the range in the fields.

5. Click Submit. The Class Ranking Report appears.

Class Ranking for Grade 10

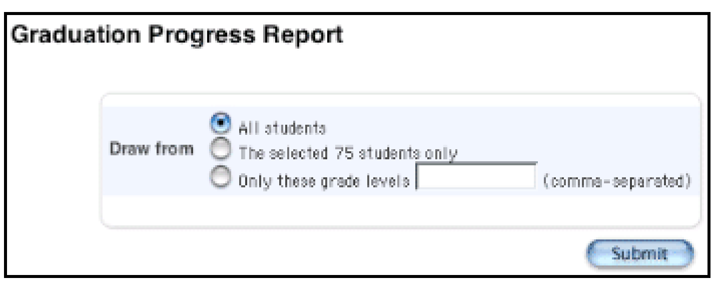
Simple Percent
10/3/2002 - Apple Grove High School

Rank	Student #	Name	GPA	Percentile
1.	25023	Wright, Jennifer L	98.549	1.72
2.	25002	Tanner, Brendon R	98.024	3.45
3.	25025	Vanikiotis, Jonathan C	97.733	5.17
4.	25028	Rasmussen, Lekelsi S	97.027	6.90
5.	25016	Duff, Cormac T	96.26	8.62
6.	25033	Holt, Gayle	95.32	10.34
7.	25394	Graeff, Ashly	94.936	12.07
8.	25049	Schmidt, Darin	94.808	13.79
9.	25030	Legrande, Kristy V	94.42	15.52
10.	25050	Proctor, Joshua W	93.284	17.24

How to Run the Graduation Progress Report

This report provides the graduation progress of the selected students.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Graduation Progress Report (PDF). The Graduation Progress Report page appears.

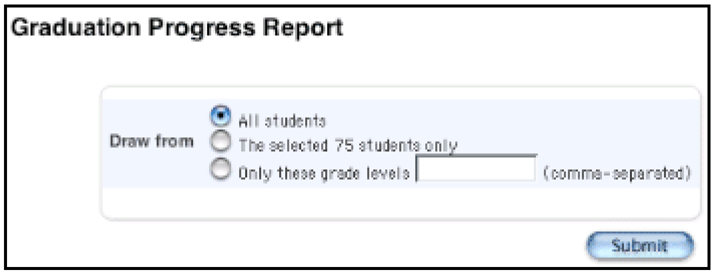


4. Select which students to include in the report.
5. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
6. Click Completed to display the report.

How to Run the Honor Roll Report

This report provides honor roll calculations for a group of students. The report displays all honor rolls the students have received, even if the honor roll was received in another school.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Honor Roll. The Honor Roll Report page appears.



4. Use the following table to enter information in the fields:

Field	Description
Which Students	Select the students for whom you want to calculate honor roll information. Do one of the following: • Select the single student option. • Select the current selection of students option. • Select the all enrolled students in the current school option.
Report Title	Enter the name for this honor roll report.
Honor Roll Method	Choose the honor roll method you want to calculate from the pop-up menu. Specify a single honor roll method or all honor roll methods.
Store Code	Do one of the following: • Enter only the store code for which you want to run the report. • Leave this field blank to list all store codes.
School Year	Do one of the following: • Enter the school year for which you want to run the report. Only honor roll records stored during the single school year specified will be listed. • Leave this field blank to list only records from the current school year.

Field	Description
Historical Grade Level	Do one of the following: • Enter the grade level for which you want to run the report. Only honor roll records the student earned while at the single grade level specified will be listed. • Leave this field blank to list all grade levels.

5. Click Submit. The Honor Roll report displays the following information:
   - Title
   - Student name
   - Student number
   - Grade level
   - GPA

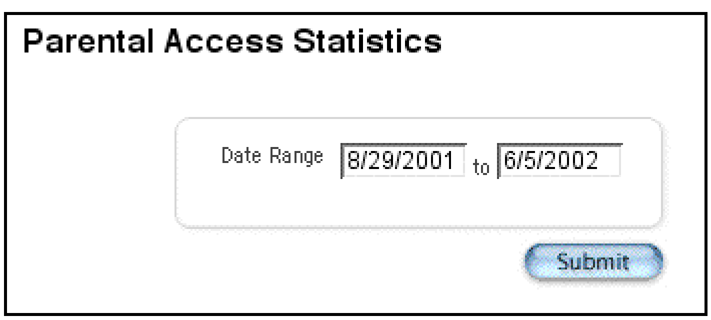
   Click any of the student names to view detailed honor roll information for that student.

Statistics

How to Run the Parent Access Statistics Report

This report tells you how often the parents of students at your school use PowerSchool to check their children's progress. The report provides information on all parents in general and not on specific parents.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Parental Access Statistics. The Parental Access Statistics page appears.



4. Enter the first and last days of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
5. Click Submit. The resulting report displays how many times parents accessed student records via the Internet, phone, and email. Raw data and percentages are provided.

Parental Access Statistics

8/29/2001 - 6/5/2002
Apple Grove High School

	Total	Phone	Internet
Total Accesses by parents to the PowerSchool system	3623	688	2935
Total Accesses by students to the PowerSchool system	1631	N/A	1631
Number of students whose records were accessed	247 / 297 (83.1%)	67 / 297 (22.5%)	239 / 297 (80.4%)
Avg. length of Parent call or web site visit	N/A	1.0	3.0
Avg. length of Student web site visit	N/A	N/A	3.0
Avg. # of Parent accesses per day	12.9	2.4	10.5
Avg. # of Student accesses per day	6.0	N/A	6.0

Progress Reports Emailed to Parents	
# of parents signed up to receive progress reports via email	203 (68.3%)
# of reports sent out during specified period	--

An "access" is defined as a single contact made by a parent to the PowerSchool system, either by phone or internet.

All student accesses are by the internet.

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

Discipline Reports

In addition to the creating customized Log object reports by using the Objects reporting tool, you can use the preconfigured Discipline Log report.

How to Run the Discipline Log Report

Use the Discipline Log report to generate a list of student discipline incidents by date range and sub-type.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Discipline Log. The Discipline Log Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Use	Use the pop-up menu to indicate whether you want to run the report for the Current School Only or District Wide.

Field	Description
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report for the selected group of students. • Select the "All students" to run the report for all students within the selected school.
Begin Date and Ending Date	Enter the beginning date and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date range should fall within the current school year.
Discipline incident subtype to include	Use the pop-up menu to indicate which log subtype(s) for which you want to run the report. Select All Sub-types to not limit your scan to just one subtype. For more information about log subtypes, see **Log Types**.

5. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
6. Click Completed to display the report.

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

PowerLunch Reports

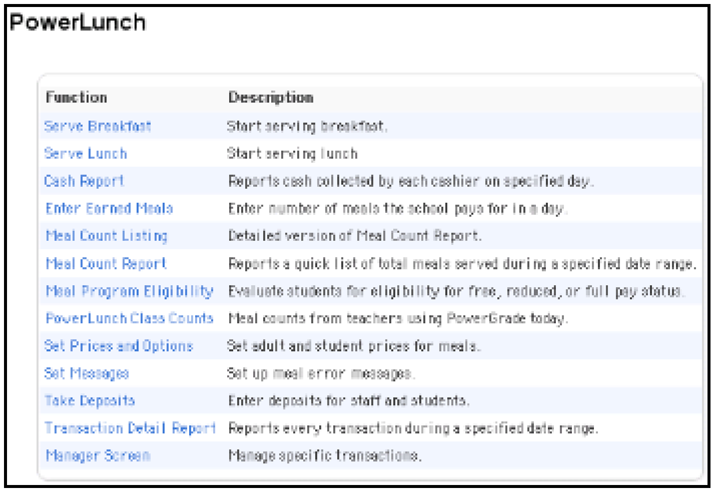
PowerLunch's reporting features are varied and useful. You will use them regularly to manage your own books and to provide statistics to the state. For the most part, they are simple to produce and the application is user-friendly. However, you are encouraged to read the sections "**Custom Reports**" and "**Preconfigured Reports**" before trying to create reports.

Note: Click your web browser's Back button anytime you get a report that does not provide you with the proper information. Perhaps you needed another column, or maybe you selected the wrong date. This is not a problem; just back up and reset your specifications.

How to Run the Cash Report

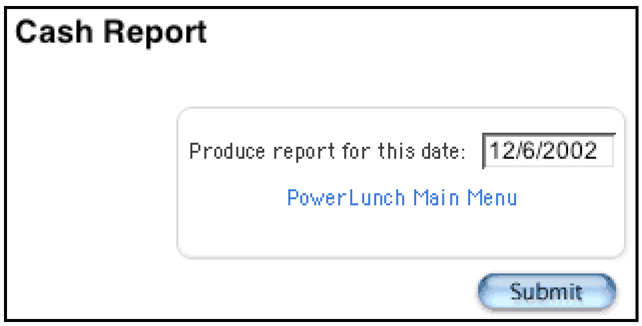
This report tells you how much cash each cashier took in on a selected day.

1. On the start page, choose PowerLunch from the main menu. The PowerLunch page appears.

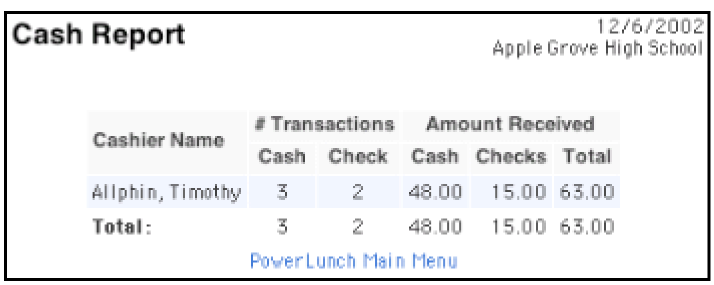

PowerLunch

Function	Description
Serve Breakfast	Start serving breakfast.
Serve Lunch	Start serving lunch
Cash Report	Reports cash collected by each cashier on specified day.
Enter Earned Meals	Enter number of meals the school pays for in a day.
Meal Count Listing	Detailed version of Meal Count Report.
Meal Count Report	Reports a quick list of total meals served during a specified date range.
Meal Program Eligibility	Evaluate students for eligibility for free, reduced, or full pay status.
PowerLunch Class Counts	Meal counts from teachers using PowerGrade today.
Set Prices and Options	Set adult and student prices for meals.
Set Messages	Set up meal error messages.
Take Deposits	Enter deposits for staff and students.
Transaction Detail Report	Reports every transaction during a specified date range.
Manager Screen	Manage specific transactions.

2. Click Cash Report. The Cash Report page appears.



3. Enter the date for which you want to produce the report using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
4. Click Submit. The resulting report displays which cashiers received deposits in cash and checks on the date you specified.


Cash Report

12/6/2002
Apple Grove High School

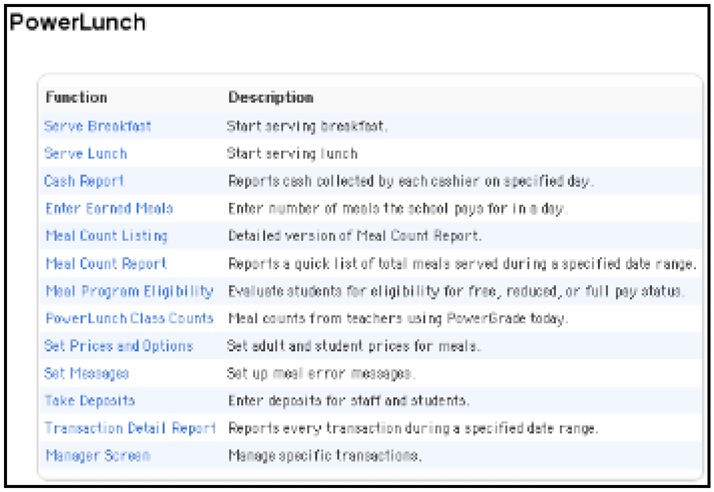
Cashier Name	# Transactions		Amount Received		
	Cash	Check	Cash	Checks	Total
Allphin, Timothy	3	2	48.00	15.00	63.00
Total:	3	2	48.00	15.00	63.00

PowerLunch Main Menu

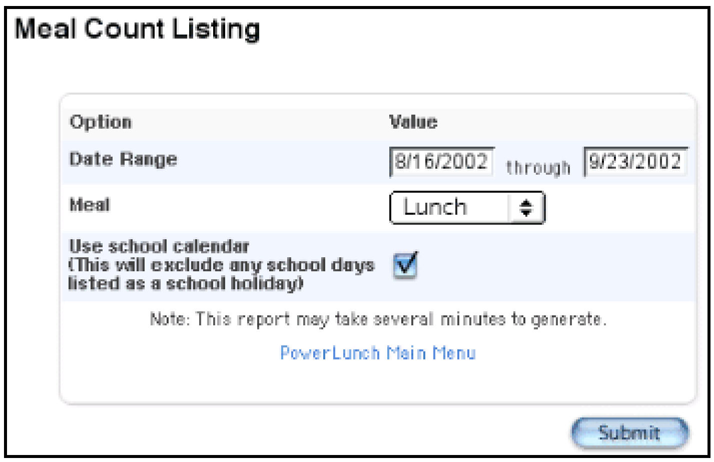
How to Run the Meal Count Listing Report

This report is similar to the Meal Count report but has far more detail. You have the option of clicking links in the reported statistics to learn more about them.

1. On the start page, choose PowerLunch from the main menu. The PowerLunch page appears.



2. Click Meal Count Listing. The Meal Count Listing page appears.



3. Use the following table to enter information in the fields:

Field	Description
Date Range	Enter the date range to be scanned using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Meal	Choose the meal from the pop-up menu.
Use school calendar	Select this checkbox to use the school calendar when scanning. This function excludes any school holidays from the count.

4. Click Submit. The resulting report displays how many patrons there are in each category (the number in brackets) and how many meals were purchased by each category (the underlined number).

Meal Count Listing: Lunch

8/16/02 - 9/23/02
Apple Grove High School

Date	Students								Adults					Total
	Free	Reduced	Paid	Guest	Exmt	Ernd	Additional	Total	Faculty	Guest	Ernd	Additional	Total	
8/16/02	0 [15]	0 [16]	0 [239]	0	0 [0]	0	0	0 [270]	0	0	0	0	2	2
8/19/02	0 [15]	0 [16]	0 [240]	0	0 [0]	0	0	0 [271]	0	0	0	0	0	0
8/20/02	0 [15]	0 [16]	0 [240]	0	0 [0]	0	0	0 [271]	0	0	0	0	0	0
8/28/02	0 [3]	0 [2]	0 [15]	0	0 [0]	0	0	0 [20]	0	0	0	0	0	0
8/29/02	0 [3]	0 [2]	0 [15]	0	0 [0]	0	0	0 [20]	0	0	0	0	0	0
8/30/02	0 [3]	0 [2]	0 [15]	0	0 [0]	0	0	0 [20]	0	0	0	0	0	0
9/3/02	0 [3]	0 [1]	2 [15]	0	0 [0]	0	0	2 [19]	0	0	0	0	0	2
9/4/02	0 [3]	0 [1]	0 [15]	0	0 [0]	0	0	0 [19]	0	0	0	0	0	0
9/5/02	0 [3]	0 [1]	0 [15]	0	0 [0]	0	0	0 [19]	0	0	0	0	0	0
9/6/02	0 [3]	0 [1]	0 [15]	0	0 [0]	0	0	0 [19]	0	0	0	0	0	0
9/9/02	0 [3]	0 [1]	0 [15]	0	0 [0]	0	0	0 [19]	0	0	0	0	0	0
9/10/02	0 [3]	0 [1]	0 [15]	0	0 [0]	0	0	0 [19]	0	0	0	0	0	0
9/11/02	0 [3]	0 [1]	0 [15]	0	0 [0]	0	0	0 [19]	0	0	0	0	0	0
9/12/02	0 [3]	0 [1]	0 [15]	0	0 [0]	0	0	0 [19]	0	0	0	0	0	0
9/13/02	0 [3]	0 [1]	0 [15]	0	0 [0]	0	0	0 [19]	0	0	0	0	0	0
9/16/02	0 [3]	0 [1]	0 [15]	0	0 [0]	0	0	0 [19]	0	0	0	0	0	0
9/17/02	0 [3]	0 [1]	0 [15]	0	0 [0]	0	0	0 [19]	0	0	0	0	0	0
9/18/02	0 [3]	0 [2]	0 [15]	0	0 [0]	0	0	0 [20]	0	0	0	0	0	0
9/19/02	0 [3]	0 [2]	0 [15]	0	0 [0]	0	0	0 [20]	0	0	0	0	0	0
9/20/02	0 [3]	0 [2]	0 [15]	0	0 [0]	0	0	0 [20]	0	0	0	0	0	0
9/23/02	0 [3]	0 [2]	0 [15]	1	0 [0]	0	0	1 [20]	0	0	0	0	1	2
Totals	0	0	2	1	0	0	0	3	0	0	0	0	3	6

The total number of eligible students in each of the four categories Free, Reduced, Paid and Exempt are displayed in [brackets] in the applicable column.
Students classified as Free - Direct Certified or Temporary are counted in the Free column.
The Additional column shows the number of 2nd meals served. (Note that if any additional or earned meals were served, the total number of meals served may exceed the total number of eligible students.)
A la carte meals are not included on this report.

Click any of the underlined numbers to view the details of the transactions that make up that number. For students, there are seven categories: free, reduced, paid, guest, exempt, earned, and additional. The seven categories are added in the total column. For adults, there are four categories: faculty, guest, earned, and additional. The four categories are added in the total column. Both totals are added in the last total column on the right. Totals for multiple days appear at the bottom of each column.

How to Run the Meal Count Report

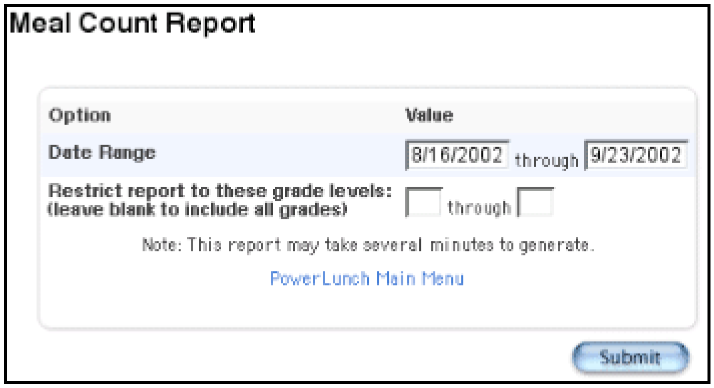
This report provides a quick list of total meals served on the selected days. It displays the breakdown by meal and lunch status.

1. On the start page, choose PowerLunch from the main menu. The PowerLunch page appears.

PowerLunch

Function	Description
Serve Breakfast	Start serving breakfast.
Serve Lunch	Start serving lunch
Cash Report	Reports cash collected by each cashier on specified day.
Enter Earned Meals	Enter number of meals the school pays for in a day.
Meal Count Listing	Detailed version of Meal Count Report.
Meal Count Report	Reports a quick list of total meals served during a specified date range.
Meal Program Eligibility	Evaluate students for eligibility for free, reduced, or full pay status.
PowerLunch Class Counts	Meal counts from teachers using PowerGrade today.
Set Prices and Options	Set adult and student prices for meals.
Set Messages	Set up meal error messages.
Take Deposits	Enter deposits for staff and students.
Transaction Detail Report	Reports every transaction during a specified date range.
Manager Screen	Manage specific transactions.

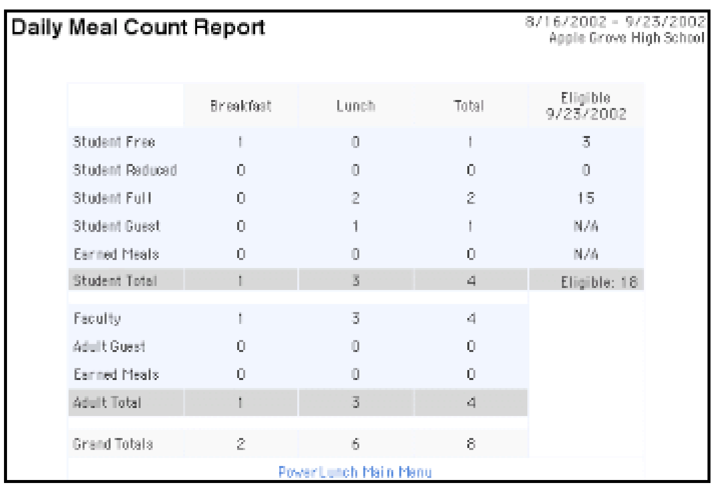
2. Click Meal Count Report. The Meal Count Report page appears.



3. Use the following table to enter information in the fields:

Field	Description
Date Range	Enter the date range to be scanned using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Grade Levels	Enter the first and last grade levels to be scanned. If you want a report on one grade only, enter the same grade number in both fields. If all grades are to be scanned, leave both fields blank.

4. Click Submit. The report displays the numbers of meals served on the specified days.


Daily Meal Count Report

8/16/2002 - 9/23/2002
Apple Grove High School

	Breakfast	Lunch	Total	Eligible 9/23/2002
Student Free	1	0	1	3
Student Reduced	0	0	0	0
Student Full	0	2	2	15
Student Guest	0	1	1	N/A
Earned Meals	0	0	0	N/A
Student Total	1	3	4	Eligible: 18
Faculty	1	3	4	
Adult Guest	0	0	0	
Earned Meals	0	0	0	
Adult Total	1	3	4	
Grand Totals	2	6	8	

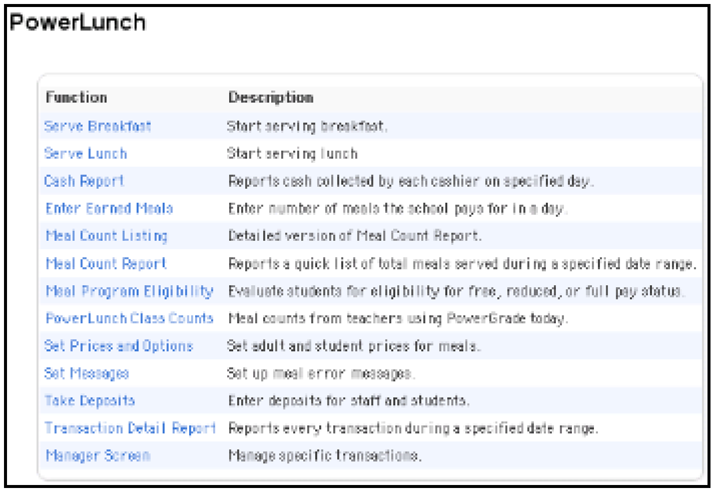
PowerLunch Main Menu

How to Take PowerLunch Class Counts

This report helps you plan how many meals to prepare by importing counts from teachers' PowerGrade files.

Note: The count will only display meals for those teachers who submitted their lunch counts through PowerGrade.

1. On the start page, choose PowerLunch from the main menu. The PowerLunch page appears.



PowerLunch

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Serve Breakfast	Start serving breakfast.
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Cash Report	Reports cash collected by each cashier on specified day.
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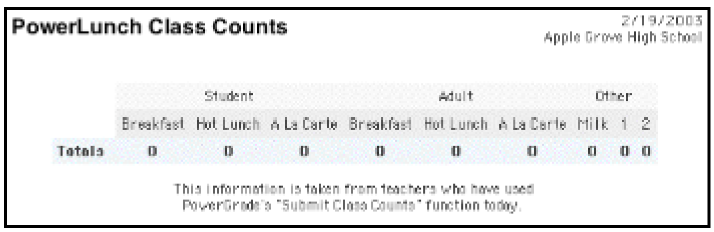
Meal Program Eligibility	Evaluate students for eligibility for free, reduced, or full pay status.
PowerLunch Class Counts	Meal counts from teachers using PowerGrade today.
Set Prices and Options	Set adult and student prices for meals.
Set Messages	Set up meal error messages.
Take Deposits	Enter deposits for staff and students.
Transaction Detail Report	Reports every transaction during a specified date range.
Manager Screen	Manage specific transactions.

2. Click PowerLunch Class Counts. The PowerLunch Class Counts page appears.



PowerLunch Class Counts

2/19/2003
Apple Grove High School

	Student			Adult			Other		
	Breakfast	Hot Lunch	A La Carte	Breakfast	Hot Lunch	A La Carte	Milk	1	2
Totals	0	0	0	0	0	0	0	0	0

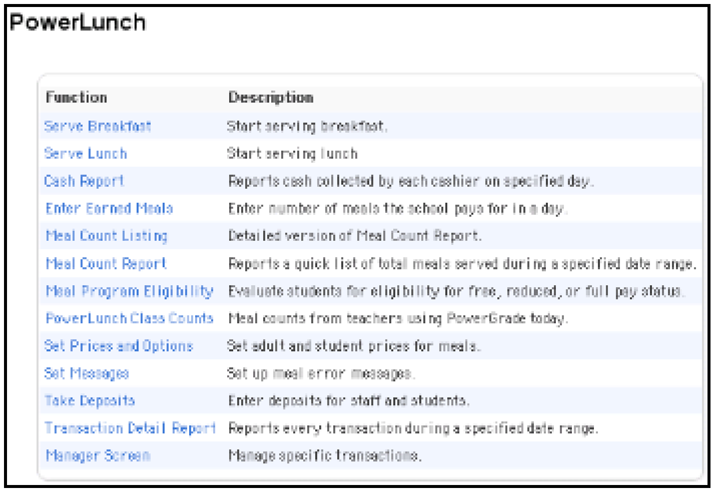
This information is taken from teachers who have used PowerGrade's "Submit Class Counts" function today.

The report displays today's date at the top of the page, as well as the number of hot meals and milk units students intend to purchase.

How to Run the Transaction Detail Report

This report provides detailed information about transactions in a selected date range. You will find it very helpful because you select the information to be scanned, and then PowerLunch produces a report in your spreadsheet application. You can select to have almost any information pulled from PowerLunch for any day.

1. On the start page, choose PowerLunch from the main menu. The PowerLunch page appears.



PowerLunch

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PowerLunch Class Counts	Meal counts from teachers using PowerGrade today.
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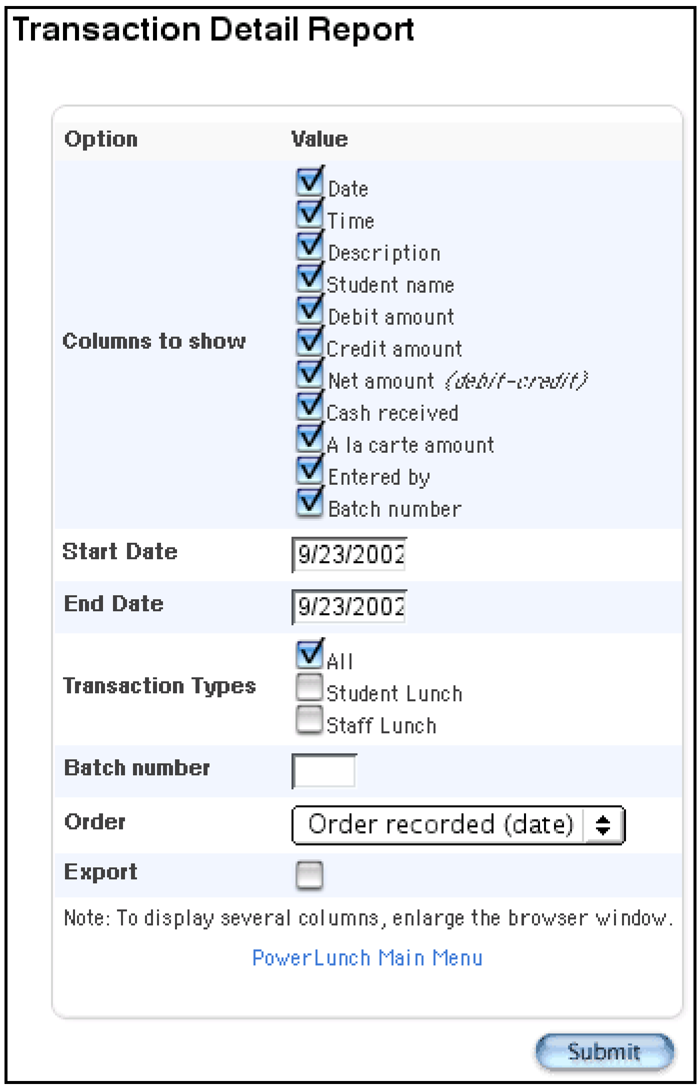
Set Messages	Set up meal error messages.
Take Deposits	Enter deposits for staff and students.
Transaction Detail Report	Reports every transaction during a specified date range.
Manager Screen	Manage specific transactions.

2. Click Transaction Detail Report. The Transaction Detail Report page appears.



Transaction Detail Report

Option	Value
Columns to show	Date Time Description Student name Debit amount Credit amount Net amount *(debit-credit)* Cash received A la carte amount Entered by Batch number
Start Date	9/23/2002
End Date	9/23/2002
Transaction Types	All Student Lunch Staff Lunch
Batch number	
Order	Order recorded (date)
Export	

Note: To display several columns, enlarge the browser window.

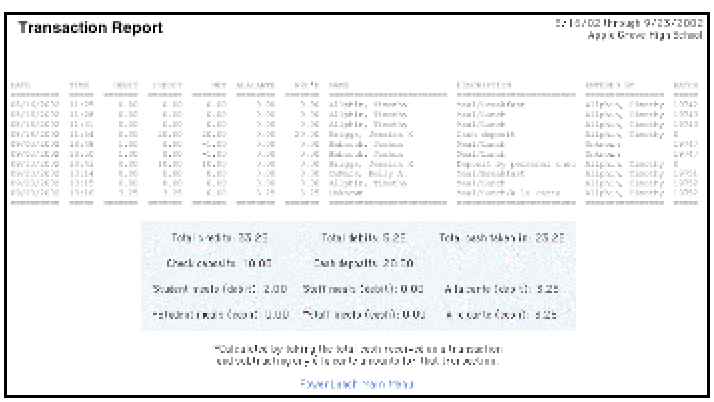
PowerLunch Main Menu

Submit

3. Use the following table to enter information in the fields:

Field	Description
Columns to show	Select any combination of the checkboxes to indicate what to display.
Start Date	Enter the start date of the report using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
End Date	Enter the end date of the report using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Transaction Types	Select the checkbox next to the transaction type to display.
Batch number	Enter a batch number to scan a specific batch. Separate multiple batches with commas. A batch refers to a cashier's session for the day. For example, if you have two cashiers for breakfast, the sessions are batch numbers 1 and 2. Perhaps you have four cashiers for lunch on the same day. They would be batch numbers 3-6. You can prepare a report on the activities of certain staff members.
Order	Choose the sort order from the pop-up menu. This refers to the order of the listings on the report.
Export	Select this checkbox to export the report to your spreadsheet application. If you do not select this checkbox, the report appears in your web browser and you will not be able to format it.

4. Click Submit. If you did not select the Export option, the report appears, including the columns you selected and cash totals. Print or save the report. If you save the report without exporting it, you could lose some of the report's format. For more information, see the section "**Run, Print, and Save Reports**."



If you chose the Export option, save the file. Continue to the next step for those instructions.

5. Choose File > Save As....
6. In the Save dialog, specify a name, location, and file type.
7. Click Save. Open the file using a spreadsheet or other application.