
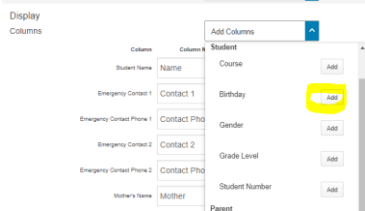
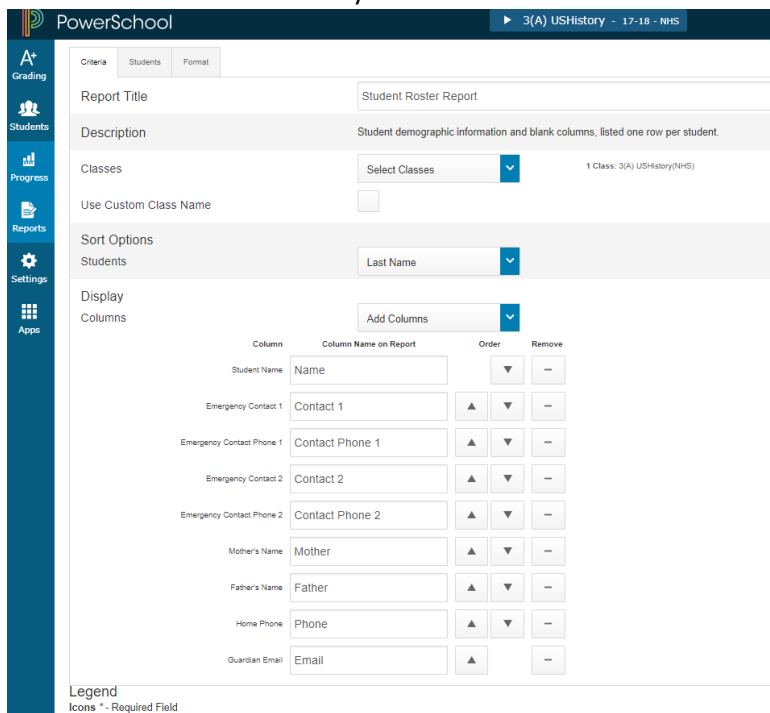


Class Roster with Emergency Contact Info

- ***This will NOT work in Safari, Please use Chrome or Firefox***
- From PowerTeacher Pro
- Click Reports in the Charms bar 
- Select Student Roster
- Give your report a title
- Select which classes you want to print from
- Select your sort option
- Add whatever columns you want to print on your roster by clicking Add Columns button, select the Add button next to each piece of information you want to include



- Here is a screenshot of what your entire screen should look like:



PowerSchool 3(A) USHistory - 17-18 - NHS

Criteria Students Format

Report Title Student Roster Report

Description Student demographic information and blank columns, listed one row per student.

Classes Select Classes 1 Class: 3(A) USHistory(NHS)

Use Custom Class Name

Sort Options Students Last Name

Display Columns Add Columns

Column	Column Name on Report	Order	Remove
Student Name	Name	▼	—
Emergency Contact 1	Contact 1	▲ ▼	—
Emergency Contact Phone 1	Contact Phone 1	▲ ▼	—
Emergency Contact 2	Contact 2	▲ ▼	—
Emergency Contact Phone 2	Contact Phone 2	▲ ▼	—
Mother's Name	Mother	▲ ▼	—
Father's Name	Father	▲ ▼	—
Home Phone	Phone	▲ ▼	—
Guardian Email	Email	▲	—

Legend
Icons * - Required Field

- Click Run Report button at the bottom right
- This generates a PDF file that you can download and save or Print