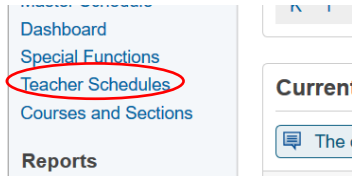


# Verification Sheets for Standards Report Cards

Grades K-2

(updated 8/29/2019)

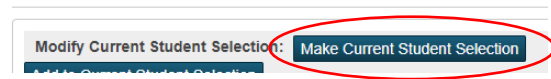
1. Verifications will be done by teacher and emailed to each teacher
2. From the PowerSchool home page click Teacher Schedules on the left



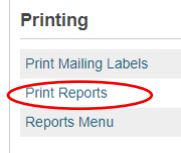
3. Click the Enrollment # next to their Home Room class

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
HR(A)	18-19	HMRM001	Home Room	102		18		
1(A)	18-19	2399011	Language Arts 1	102		18		
3(A)	18-	2799011	Math 1	102		18		

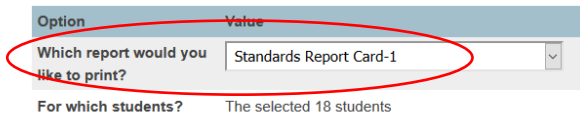
4. Click the “Make Current Student Selection” button at the bottom  
Use checked students to:



5. On the Group Functions page select Print Reports



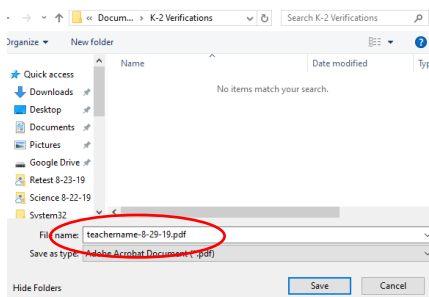
6. Select Standards Report Card-K, Standards Report Card-1, or Standards Report Card-2 depending on grade level of the teacher from the “Which report would you like to print?” drop down



7. Take the defaults for the rest or adjust accordingly and click Submit
8. This will generate a PDF in your Report Queue, right-click the View link when it is finished and select “Save Link As...”

Created	Job Name	Started	Ended	Status	
08/29/2019	Standards Report Card-1	08/29/2019 09:32 AM	08/29/2019 09:33 AM	Completed	

9. In the Save As window navigate to the folder you want to save these verification files, name the verification file like this: teachername-date.pdf swapping out teacher name and date accordingly or use your own naming scheme.



10. Email teachers and attach their verification PDF.