INSTRUCTIONS FOR GETTING INFORMATION FROM POWERSCHOOL

Here are the instructions for culling the clinic visit data from Power School for monthly report:
1) Go to **Start** page
2) Go to **System Reports** on left menu
3) Click **Custom Reports** tab at top of page
4) Scroll down to **Nurse Information**
5) Click **Summary of Visits**
6) Enter dates of the month
7) Perform the necessary math to get the information requested on the form.

Here is how you can get a comprehensive report for one student:

1) Type student's name in Search Page
2) Click on Power School at top of page
3) Got to Report Works
4) Click *Health Office Visits for Individual Student*
5) Put check in box next to *Student in Current Selection*
6) Specify start & end date
7) Hit submit
8) Wait a minute then click Refresh until the red Adobe box appears then click it.
9) Check Place that says *Open With* . .
10) Click *OK*
11) Done!