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) Go 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!