



A Day In The Life of a Powerful Secretary

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**This presentation comes from the
Michigan PSUG**

**Main Content Last Edited by
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DISCLAIMER

- This is the way WE use PowerSchool in my district.
- It does not necessarily represent right or wrong.
- PowerSchool is a flexible tool allowing each district to customize and use in ways that works in each district.
- All names/data in screenshots are fictitious

AGENDA

- Navigation and Personalization
- Searching Tips
- Attendance
- Scheduling
- Reports
- Daily Bulletin
- Log Entries
- PowerLunch
- Exporting Information
- Daily Inquiries

Navigation – Home Page

The screenshot displays the PowerSchool Home Page. At the top left is the PowerSchool logo. The top right corner shows the user's name, 'Welcome, Pearson Demonstration', and links for 'Help' and 'Sign Out'. Below this, the current school is identified as 'Apple Grove High School' and the term as '14-15 Semester 1'. A blue navigation bar contains icons for notifications, documents, and printing. On the left, a sidebar menu is organized into sections: 'Functions' (Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, Teacher Schedules), 'Reports' (System Reports, ReportWorks), 'People' (Student Search, Staff Search, Parent Search, Enroll New Student, New Staff Entry, New Parent Entry), and 'Setup' (School, System, Personalize). The main content area is titled 'Start Page' and features tabs for 'Students', 'Staff', and 'Parents'. A search bar is present with a search icon, an 'Advanced' checkbox, and links for 'View Field List' and a help icon. Below the search bar are rows of letters (A-Z) and numbers (9, 10, 11, 12, M, F) for filtering. A 'Current Student Selection (0)' section contains a message: 'The current selection is empty.' At the bottom of this section are buttons for 'Select By Hand' and 'Export Using Template'. A 'What's New' section at the bottom provides a link to 'Read more...' about the latest feature release.

Personalize



Personalize

New Staff Entry

New Parent Entry

Setup

School

System

Personalize

Applications

PowerLunch

PowerScheduler

Function	Description
Change password	Change current password to a new one.
Default sign in page	Sets the default sign in page.
Initial student screen	Sets the initial student screen.
Interface	Sets interface options.

Personalize – Default Login Screen

Personalize - Default Sign In Page

PowerScheduler

- Start Page
- Absentee Report
- Daily Bulletin
- District Setup
- Enrollment Summary
- Master Schedule
- PowerLunch
- PowerScheduler**
- Reports
- School Setup
- Special Functions
- Staff
- System Administrator

Drop down list

School page

admin/home.html

Personalize – Initial Student Screen

Personalize - Initial Student Screen

Quick Lookup

- Quick Lookup
- Activities
- Attendance
- Enter Meeting Attendance (PowerAdmin Only)
- Cumulative Info
- Demographics (v)
- Demographics (m)
- Modify Info
- Parents
- Photo
- Schedule
- Teacher Comments

Personalize – Smart Search

Personalize - Interface

Enable task navigator

Smart Search Options

Enable Smart Search

Include Inactive Student/Staff Results

Submit



Student



Staff



Student (inactive)



Field



Stored Search

Personalize – Smart Search

Start Page

Students Staff Parents

a Advanced View Field List [?]

- Adair, Brandon
- Adams, Corby
- Adams, Julie
- Ahlberg, Emmy
- Aikinson, Andy G
- Alfonso, Scott
- Allen, Victor C
- Allred, Alfred P

List Students [?]

What's New

See what's new in the latest feature release of PowerSchool. [Read more...](#)

**Use mouse
or up/down
arrow keys
to select.**

Searching Tips

Hidden tips

Sample Searches

Stored Searches

Search Parents/Guardians



Secret Hidden Searching Tips

PowerSchool

Welcome, Pearson Demonstration | Help | Sign Out

School: Apple Grove High School Term: 14-15 Semester 1

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- School
- System
- Personalize

Start Page

Students Staff Parents

Advanced

A B C D E F G H I J K L M N O P Q R S T U V W X

9 10 11 12 M F All Stored Searches Stored Selections

View Field List [?]

Current Student Selection (0)

The current selection is empty.

Select By Hand Z

What's New

See what's new in the latest feature release of PowerSchool. [Read more...](#)

Searching Tips

[field name] [comparator] [search argument]

On the PowerSchool start page, select the View Field List link below the Search Students box to view a list of available field names.

The following table lists the comparators you can use:

Comparator	Meaning
=	equals
<	is less than
>	is greater than
<=	is less than or equal to
>=	is greater than or equal to
#	does not equal
in	is [field] present in the search argument?
contains	is the search argument contained in the [field]?
!contain	is the search argument not contained in the [field]?
@	wildcard

Searching Tips

- The general format is:
[field name] [comparator] [search argument]
- Use **Forward Slash /** to include students/staff who are **not active**.
- Use **Semi colon** to combine multiple searches

Searching Example....

Students Staff Parents

Enroll_Status= 

0	Currently Enrolled (Active)
-1	Pre-Enrolled
2	Transferred Out
3	Graduated

Combining Searches ;

Grade_Level=3;Gender=M

*birthday=today;Grade_Level>=4;Grade_Level<=6

Searching within a Search w/ &

Who is that student who's mother came in yesterday? I remember she was from Sunnyville and her name was Anne or Anna or Anna something.

Search 1 - City contains Sunny

Search 2 - &Mother contains Ann

Searching within a Search w/ +

Are you ever asked to locate students that are in two categories? Example: Can I have a list of the Varsity Boys Football players and the Varsity Girls Basketball players?

Search 1 - Boys_FootballV=1 (I get 42 students)

Search 2 - +Girls_BasketballV=1 (I now get 63 on my list)

How has this changed with the introduction of PowerSearch?

Fields and Data Access Tags

- Fields List contains the fields in the Student Table
- Data Access Tags are special search functions that will pull data from other tables for use in Form Letters, Mailing Labels, Object Reports, Report Cards. Some DAT's can also function in DDE searches, Quick Exports, Reports or List Students.

Fields and Special Search Codes

- *number_of_classes<1
- *not_enrolled_in_Period<8
- balance1<0
- *birthday>=1/1;*birthday<=1/31

Students Search Code

1. *allstudents	7. *enrolled_in	13. *not_enrolled_in_period
2. *as_of	8. *fee.fee_balance	14. *number_of_classes
3. *attendance_points	9. *has_completed_course	15. *secondarystudents
4. *birthday	10. *has_not_completed	16. *special_program
5. *cumulative_credit_hours	11. *hours_requested	
6. *currenthours_requested	12. *not_enrolled_in	

Scheduling Search Command Samples

- How to search students not enrolled in a period:
`*not_enrolled_in_period=2`
- How to search students enrolled in a course number:
`*enrolled_in=9300`
- How to search students enrolled in a course and section: `*enrolled_in=9300.5`
- How to search students not enrolled in a course number: `*not_enrolled_in=9300`

More Scheduling Search Samples

- How to search students who have completed a course number: `*has_completed_course=9300`
- How to search students who have not completed a course number: `*has_not_completed=9300`
- `*hours_requested`
- `*number_of_classes`

Are you frequently performing the SAME searches over and over again?

Stored Searches (Saving the criteria of the search)

Start Page

Students Staff Parents

 **Advanced** [View Field List](#) [\[?\]](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All **Stored Searches** Stored Selections



Stored Searches

Stored Searches

New

Name of Stored Search	Perform Search Now
Family Id's	Run Search
January Birthdays	Run Search
Kids with less than 10 credits	Run Search
Soccer Boys	Run Search
Soccer Girls	Run Search
Students From Other Schools	Run Search

Stored Searches

Click **Run Search** to Perform Saved Search

Stored Searches

[New](#)

Name of Stored Search	Perform Search Now
Family Id's	Run Search
January Birthdays	Run Search
Kids with less than 10 credits	Run Search
Soccer Boys	Run Search
Soccer Girls	Run Search
Students From Other Schools	Run Search

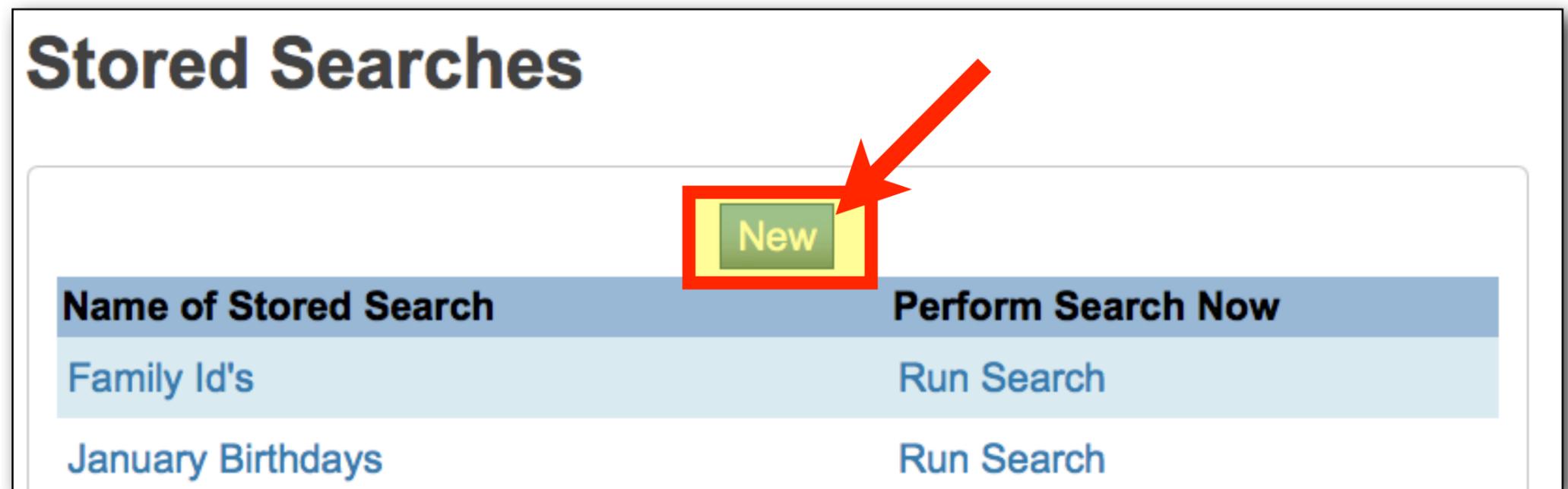
Creating a New Stored Search

1. Click NEW

2. Give it a name

3. Enter the search criteria/instructions

4. Stored Searches are not user specific but rather shared across the district/server



Name of Stored Search	Perform Search Now
Family Id's	Run Search
January Birthdays	Run Search

New Stored Search Sample

Edit Stored Search

Option	Value
Name	<input type="text" value="Kids with less than 10 credits"/>
Search instructions (one search command on each line) (Fields)	<pre>*cumulative_credit_hours<10</pre>

Stored Selection

(Saving the results (list) of the query)

Stored Selections

Empty Selection

Name of new selection

SAVE the current selection with a new name

ADD records that belong to ANY of the checked selections TO the current selection

FILTER records in current selection BY records that belong to EVERY checked selection

CREATE a NEW selection based on records that belong to ANY of the checked selections

CREATE a NEW selection based on records that belong to EVERY checked selection

DELETE all checked selections

PUBLISH all checked selections for other users

Selections	Published	#	
<input type="checkbox"/> Baseball - Freshman 4/3/14	P	16	Go Functions
<input type="checkbox"/> Baseball - JV - 4/3/14	P	14	Go Functions
<input type="checkbox"/> Baseball - V - 4/3/14	P	17	Go Functions
<input type="checkbox"/> Boys Golf 4/3/14	P	18	Go Functions
<input type="checkbox"/> Boys Track 4/3/14	P	34	Go Functions
<input type="checkbox"/> Girls Soccer - JV - 4/3/14	P	15	Go Functions

Stored Selection

- Snapshot in time – they don't update
 - Search for students
 - ◆ From group function – select "Save Stored Selection"
 - ◆ Title your selection
 - ◆ Save
 - Stored Selections are user specific

Search Parents/Guardians

Start Page

Students

Staff

Parents

First Name

Last Name

Email Address

Search



[?]

A B C D E F G H I J K L M N O P Q R S T
U V W X Y Z

This searches by parent name based on the logon names that parents have entered when setting up their single sign-on account.

NOT the guardian name entered by PowerSchool Admin

Parent Access Account

People

[Student Search](#)

[Staff Search](#)

[Parent Search](#)

[Enroll New Student](#)

[New Staff Entry](#)

[New Parent Entry](#)

New Parent Account

Account Locked/Disabled

First Name

Pink

Last Name

Flamingo

Email

pink@flamingo.com

Username

pink

Password

●●●●●●●●

Re-enter Password

●●●●●●●●

Parent Access Account - Add Student

Edit Parent [← List →](#)

Account Access

Disable Account

First Name

John

Last Name

Bartlett

Email

jbartlett@example.com

Username

jbar

New Password

Confirm New Password

State Guardian Number

Students

Relationship to Student

Edit Remove

Add +

Jared Bartlett

Father



Submit

Parent Access Account - Add Student

Search for Students

Search

First Name	Last Name	Grade	Relationship to Student	Add
Judy	Babb	12	-- Choose	<input type="checkbox"/>
Jenilyn	Bailey	9	-- Choose	<input type="checkbox"/>
Cole	Baker	11	-- Choose	<input type="checkbox"/>
Elysa	Barlow	10	-- Choose	<input type="checkbox"/>

<< first < prev 1 2 next > last >>

Cancel Add

Attendance



Attendance

- Attendance Codes
- Entering Attendance
- Mass Attendance Changes
- Attendance for Subs

Attendance Codes – Setup By School

PowerSchool Start Page > School Setup

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- School
- System
- Personalize

School Setup

Attendance

Attendance Codes	Define attendance codes and their attributes.
Attendance Code Categories	Define attendance code categories such as tardy, excluded.
Attendance Conversions	Define attendance calculation conversion settings used when calculating ADA.
Attendance Tracking and Notification	Define parameters for attendance tracking and notification purposes.
Full-Time Equivalencies (FTE)	Define student full-time equivalencies used when calculating ADA.
Preferences	Specify general attendance preferences.
Section Attendance Settings	Set attendance recording options for Sections that meet more than once on the same day.
Quick Look Up Preferences	Set display preferences for the Quick Look Up Report Page.

Calendaring

Automated Calendar Setup	Set up calendar days according to a pattern.
Bell Schedules	Define bell schedules for the current school
Calendar Setup	Assign days to membership types and schedules.
Reporting Segments	Define beginning and ending dates for special reports.

Attendance Codes

Attendance Codes

New

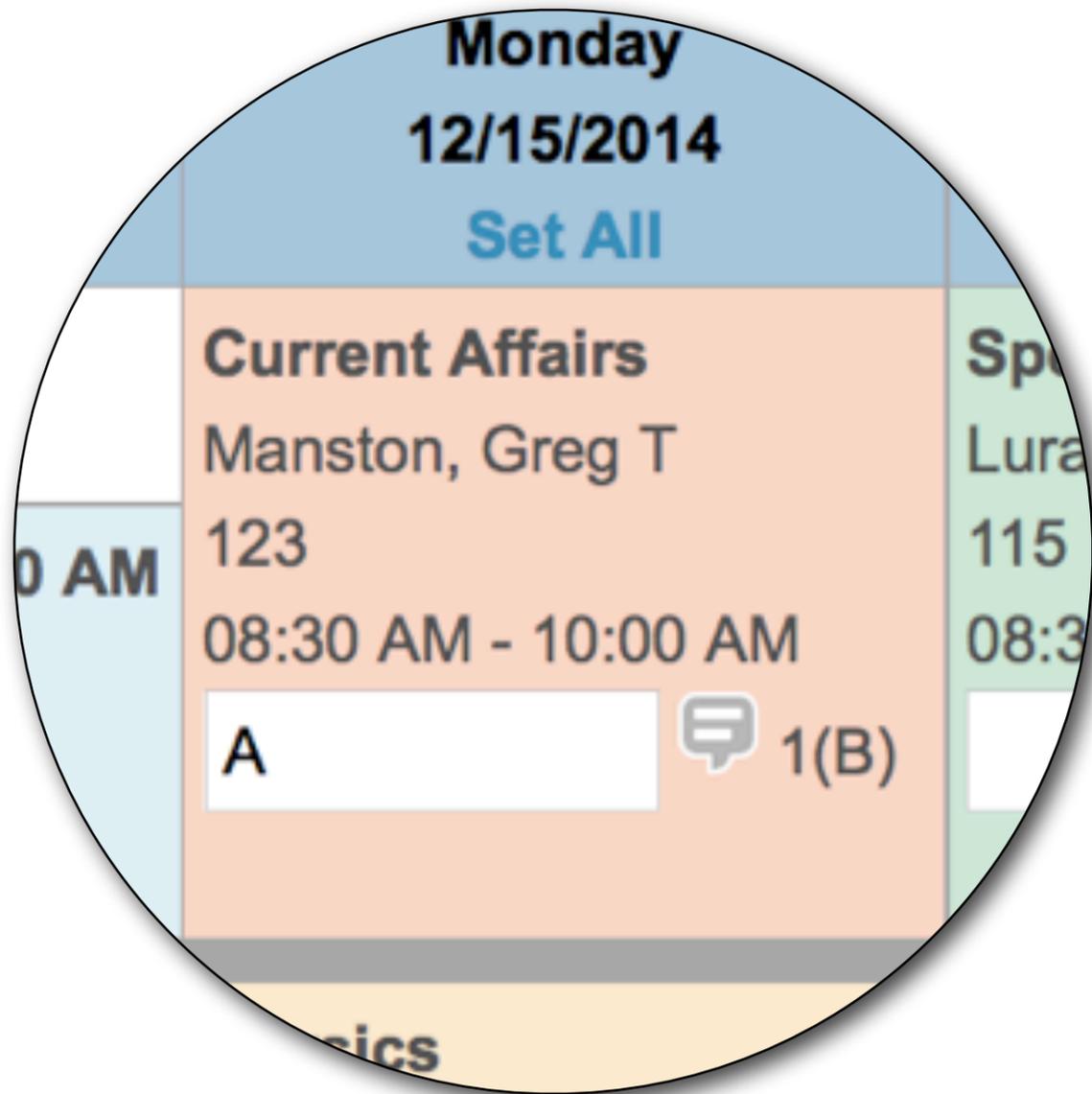
Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	Yes	Yes	Present	1
A	Absent	Yes	Yes	Absent	2
T	Tardy	Yes	Yes	Present	3
TE	Tardy Excused	Yes	Yes	Present	4
P	Parent Excused	Yes	Yes	Absent	5
U	Unexcused		Yes	Absent	6

Each code is customized for ability for teachers to assign, count towards ADA, and whether it is a present or absent code.

Order of appearance is controlled by the sort order.

Enter Attendance

Use "Set All" to assign for all periods.



PowerSchool Start Page > Student Selection > Attendance > Edit Meeting Attendance

Edit Meeting Attendance

Adair, Brandon 12 3 A AGHS1

Week of 12/15/2014

Meeting | Daily

Current attendance code: (Present)

	Monday 12/15/2014 Set All	Tuesday 12/16/2014 Set All	Wednesday 12/17/2014 Set All	Thursday 12/18/2014 Set All	Friday 12/19/2014 Set All
09:00 AM	Current Affairs Manston, Greg T 123 08:30 AM - 10:00 AM A 1(B)	Speech Lura, Colleen R 115 08:30 AM - 10:00 AM 1(A)	Current Affairs Manston, Greg T 123 08:30 AM - 10:00 AM 1(B)	Speech Lura, Colleen R 115 08:30 AM - 10:00 AM 1(A)	Current Affairs Manston, Greg T 123 08:30 AM - 10:00 AM 1(B)
10:00 AM	Physics Martin, Gabriel U 112 10:05 AM - 11:35 AM A 2(B)	Physics Martin, Gabriel U 112 10:05 AM - 11:35 AM 2(A)	Physics Martin, Gabriel U 112 10:05 AM - 11:35 AM 2(B)	Physics Martin, Gabriel U 112 10:05 AM - 11:35 AM 2(A)	Physics Martin, Gabriel U 112 10:05 AM - 11:35 AM 2(B)
11:00 AM	Journalism Hastings, Jacquelyn V 217 12:15 PM - 01:45 PM A 3(B)	Open Study Accatino, Steve LL 12:15 PM - 01:45 PM 3(A)	Journalism Hastings, Jacquelyn V 217 12:15 PM - 01:45 PM 3(B)	Open Study Accatino, Steve LL 12:15 PM - 01:45 PM 3(A)	Journalism Hastings, Jacquelyn V 217 12:15 PM - 01:45 PM 3(B)
12:00 PM					
01:00 PM	French 2 Kyser, Kenneth 209 01:50 PM - 03:20 PM A 4(B)	French 2 Kyser, Kenneth 209 01:50 PM - 03:20 PM 4(A)	French 2 Kyser, Kenneth 209 01:50 PM - 03:20 PM 4(B)	French 2 Kyser, Kenneth 209 01:50 PM - 03:20 PM 4(A)	French 2 Kyser, Kenneth 209 01:50 PM - 03:20 PM 4(B)
02:00 PM					
03:00 PM					

Submit (Submit is disabled until a change is made)

Attendance – Mass Changes For Field Trips, Testing, Etc.

1. Select group of students to change
2. Select **Attendance Change** group function
3. Select the period/day
4. Select the code you are changing it to

Attendance – Mass Changes For Field Trips, Testing, Etc.



Students | Staff | Parents

grade_level=2 Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 M F All Stored Searches Stored Selections

Current Student Selection (79)

Student	Student Number	Grade Level	Date of Birth
Andersen, Apaulo J	9029	2	3/27/2007
Andersen, Ashley H	8988	2	7/19/2006
Becker, Jennifer K	9009	2	12/28/2006
Bertram, Stacy L	8995	2	8/30/2006
Bjorklund, Laura L	8674	2	6/22/2006
Blankenship, Jessica F	8993	2	8/18/2006
Booth, Chris M	9003	2	10/14/2006
Brown, Jessica C	9012	2	1/7/2007

Students | Staff | Parents

grade_level=2 Advanced View Field List [?]

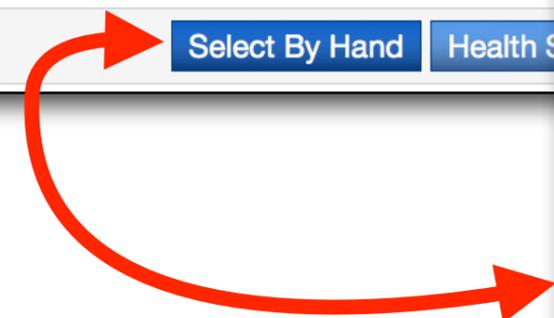
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 M F All Stored Searches Stored Selections

Current Student Selection (79)

<input checked="" type="checkbox"/>	Student	Student Number	Grade Level	Date of Birth
<input checked="" type="checkbox"/>	Andersen, Apaulo J	9029	2	3/27/2007
<input checked="" type="checkbox"/>	Andersen, Ashley H	8988	2	7/19/2006
<input checked="" type="checkbox"/>	Becker, Jennifer K	9009	2	12/28/2006
<input checked="" type="checkbox"/>	Bertram, Stacy L	8995	2	8/30/2006
<input checked="" type="checkbox"/>	Bjorklund, Laura L	8674	2	6/22/2006
<input checked="" type="checkbox"/>	Blankenship, Jessica F	8993	2	8/18/2006
<input checked="" type="checkbox"/>	Booth, Chris M	9003	2	10/14/2006
<input checked="" type="checkbox"/>	Brown, Jessica C	9012	2	1/7/2007

[?]



Attendance – Mass Changes For Field Trips, Testing, Etc.



Students Staff Parents

grade_level=2 Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 M F All Stored Searches Stored Selections

Current Student Selection (79)

<input checked="" type="checkbox"/>	Student	Student Number	Grade Level	Date of Birth
<input checked="" type="checkbox"/>	Andersen, Apaulo J	9029	2	3/27/2007
<input checked="" type="checkbox"/>	Andersen, Ashley H	8988	2	7/19/2006
<input checked="" type="checkbox"/>	Becker, Jennifer K	9009	2	12/28/2006
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<input checked="" type="checkbox"/>	Bjorklund, Laura L	8674	2	6/22/2006
<input checked="" type="checkbox"/>	Blankenship, Jessica F	8993	2	8/18/2006
<input checked="" type="checkbox"/>	Booth, Chris M	9003	2	10/14/2006
<input checked="" type="checkbox"/>	Brown, Jessica C	9012	2	1/7/2007

[?]



Attendance – Mass Changes For Field Trips, Testing, Etc.

Step
3

PowerSchool

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- School
- System

Start Page

Students | Staff | Parents

[Search Box]

A B C D E F G H I J K L M N O P Q R S T
K 1 2 3 4 5 M F All Stored Searches Stored Sele

Current Student Selection (79)

Student	Student Number
Andersen, Apaulo J	9029
Andersen, Ashley H	8988
Becker, Jennifer K	9009
Bertram, Stacy L	8995
Bjorklund, Laura L	8674
Blankenship, Jessica F	8993
Booth, Chris M	9003
Brown, Jessica C	9012

Group Functions

- ✓ Student Screens
- Attendance**
 - Attendance Change**
 - Search By Grades/Attendance
 - Search For Perfect Attendance
- Enrollment**
 - Enrollment Summary
 - Mass Enroll Special Program
 - Re-Enroll in School
 - Transfer Out Of School
- Export**
 - Export Using Template
 - List Students
 - Quick Export
- Functions**
 - Fee Functions
 - Health Screenings
 - ID/Password Assignment
 - LDAP Directory Synchronization
 - Mass Create Family Links
 - Student Field Value
- Graduation**
 - Select By Hand
 - Student Screens [?]

Attendance – Mass Changes For Field Trips, Testing, Etc.

Step
4

Select
Period/Day

Select
Attendance
Code to
Change

PowerSchool Start Page > Special Functions > Group Functions > Attendance Change > Change Meeting Attendance

Change Meeting Attendance

Meeting | Daily

Option	Value
Change attendance for	The selected 79 students
From this Date	12/15/2014 (MM/DD/YYYY)
To this Date	12/15/2014 (MM/DD/YYYY)

Meetings to scan	A
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>

Code(s) to scan for

All
 These codes

- Present
- A - Absent
- T - Tardy
- TE - Tardy Excused
- P - Parent Excused
- U - Unexcused
- S - School Excused
- I - In School Suspension
- O - Out of School Suspension
- X - Truant

Attendance Code to Set: (Present)

If Other Than a Default Present (default presents will be overwritten regardless): Overwrite Don't Overwrite

Comment:

Submit (Submit is disabled until a change is made)

Legend: Icons - Date Entry |

Meeting | Daily

Option	Value
Change attendance for	The selected 79 students
From this Date	12/15/2014 (MM/DD/YYYY)
To this Date	12/15/2014 (MM/DD/YYYY)

Meetings to scan	A
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>

Code(s) to scan for

All
 These codes

- Present
- A - Absent
- T - Tardy
- TE - Tardy Excused
- P - Parent Excused
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- S - School Excused
- I - In School Suspension
- O - Out of School Suspension
- X - Truant

Attendance Code to Set: (Present)

If Other Than a Default Present (default presents will be overwritten regardless): Overwrite Don't Overwrite

Attendance for Subs

The screenshot displays a software interface with a navigation menu on the left and a list of settings on the right. The navigation menu is divided into two sections: 'Setup' and 'Applications'. The 'Setup' section includes 'School System Personalize'. The 'Applications' section includes 'PowerLunch', 'PowerScheduler', 'PS Administrator', 'PT Administrator', 'ReportWorks Developer', and 'Enhanced CPM'. The right pane is titled 'Page.' and contains a list of settings organized into three categories: 'Calendaring', 'General', and 'Sub Sign In Settings'. A red arrow points from the 'Sub Sign In Settings' item in the right pane to the 'School System Personalize' item in the left pane.

Category	Item	Description
Calendaring	Automated Calendar Setup	Set up calendar days according to a pattern.
	Bell Schedules	Define bell schedules for the current school
	Calendar Setup	Assign days to membership types and schedules.
	Reporting Segments	Define beginning and ending dates for special reports.
General	Activities Setup	Define school specific extra-curricular activities.
	Balance Alert	Define cutoffs for fee and lunch balance alerts.
	Boundary	Define the geographical boundary for this school.
	Fee Types	Define fee types.
	Graduation Planner Setup	Enable Graduation Plan Progress for students.
	Miscellaneous	Define other setup items.
	Mobile Settings	Define mobile access setup items for this school.
	School Map	Upload or delete school map for this school.
	Sub Sign In Settings	Define substitute teacher sign in IDs and passwords.

Attendance for Subs

Substitute Sign In Settings

Substitute Sign In Password

Include current date?

Note: This substitute sign in password applies to Washington Elementary only.

Submit

Attendance for Subs

PowerTeacher

Substitute Teacher Sign In

School
Washington Elementary

Teacher
Abbot, Julie

Password

[Sign In](#)

PowerSchool

Attendance for Subs



Navigation

[Start Page](#)

[View Daily Bulletin](#)

Start Page

2(A)

Kindergarten



1(A)

Homeroom



Click on the chair to take attendance or the silverware to submit lunch counts for each class.
When you are finished, click the 'Sign Out' link above.

But I don't have a computer for Subs to take attendance. Now what?

Reports

System Reports

ReportWorks

Student Listings	Description
At Risk	A listing of courses, sections and grades associated with students who are currently at risk of failing for the current term.
Class Rosters (PDF)	Class information and roll sheets.
Master Schedule (PDF)	User definable student schedule report.
Student Schedule Listing	User definable student schedule report.

But I don't have a computer for Subs to take attendance. Now what?

Use the Old Fashioned Method.....Paper Roster

Reports

System Reports

ReportWorks

Student Listings

Description

At Risk

A listing of courses, sections and grades associated with students who are currently at risk of failing for the current term.

Class Rosters (PDF)

Class information and roll sheets.

Master Schedule (PDF)

User definable student schedule report.

Student Schedule Listing

User definable student schedule report.

Attendance for Subs

Class Rosters (PDF)

Print rosters for
(hold the COMMAND key to make multiple selections)

Abbot, Julie
Adair, Amanda
Allen, Sarah F
Arnold, Paul H
Barker, Margaret J
Blain, Barbara

Meeting(s) (leave unchecked for all)

	A
1	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>

Attendance for Subs- Class Roster

Heading font Times

Size, line height, style 18 (points) Bold Italic
Underline

Print heading on All pages

Heading text (Fields)
Enter ^(teachername) to cause the teacher name to appear, and ^(class_expression) for the expression

Teacher: ~(teachername)
Period ~ (expression)
Course: ~([courses]Course_Name)

Column title font Times

Size, line height, style 18 (points) Bold Italic
Underline

Print column titles on First page of each class

Roster Font Helvetica

Size, line height, style 10 (points) Bold
Underline

Roster columns (Fields)
Format: field name \ column title \ column alignment

lastfirst\Student\2.0\L
Grade_Level\Grade Level\1.5\
Attendance\2.0\

Roster columns (Fields)

Format: field name \ column title \ column width \ alignment

lastfirst\Student\2.0\L
Grade_Level\Grade Level\1.5\
Attendance\2.0\

Class Roster

Keep paper copy on file.

Teacher: Abbot, Julie
Period .

Course: Homeroom

Student	Grade Level	Attendance
Alu, Matthew G	0	
Brush, Jed G	0	
Daniels, Nick	0	
Fredericks, Johnny	0	
Hamilton, Kirsten B	0	
Hennemann, Garrison B	0	
Jones, Steven N	0	
Kemink, Corey C	0	
Larson, Chad C	0	
Mcbride, Dusty C	0	
Nelson, Leah S	0	
Nielsen, Erin L	0	
Overstreet, Ashley M	0	
Proulx, Jessica P	0	
Rey, Alicia P	0	
Rundquist, Brooke N	0	
Subway, Michael P	0	
Thorup, Molly N	0	
Wetzel, Caroline N	0	

Course: Homeroom

Student	Grade Level	Attendance
Alu, Matthew G	0	
Brush, Jed G	0	
Daniels, Nick	0	
Fredericks, Johnny	0	
Hamilton, Kirsten B	0	
Hennemann, Garrison B	0	
Jones, Steven N	0	
Kemink, Corey C	0	
Larson, Chad C	0	
Mcbride, Dusty C	0	
Nelson, Leah S	0	
Nielsen, Erin L	0	
Overstreet, Ashley M	0	
Proulx, Jessica P	0	
Rey, Alicia P	0	
Rundquist, Brooke N	0	
Subway, Michael P	0	
Thorup, Molly N	0	
Wetzel, Caroline N	0	

Enter Attendance On Behalf of a Teacher

- Dashboard
- Special Functions
- Teacher Schedules**

Reports

System Reports

- Boren, Jennifer
- Brooks, Jeffery R
- Call, Tyler V
- Childs, Michael Z
- Clayton, Kathy A
- Cortez, Azeta D
- Dawson, Helen F
- Deegan, Imelda I
- Dempsey, Jackie

Teacher Schedule - Abbot, Julie 12045

Display today's sections

New

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1(A)	14-15	HR	Homeroom	2	11	19	
2(A)	14-15	EL1	Kindergarten	2	11	19	

Make all students listed above the current selection

Record Meeting Attendance: Homeroom - 1(A)

 By submitting attendance on this page you are verifying that attendance has been taken for this entire class. Blank attendance codes will count as (Present).

Attendance Reports and Searches



Attendance Reports

PowerSchool Start Page > Attendance

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Attendance

Function	Description
Teacher Attendance Submission Status	Graphical view of attendance status by teacher by day.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.
Absentee Report	Single day period by period attendance code report.
Search by Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Attendance Count	Multi-day period by period attendance code report.
Consecutive Absences	Report detailing consecutive student absences by absence code.

Teacher Attendance Submission Status

PowerSchool Start Page > Attendance > Teacher Attendance Submission Status

Teacher Attendance Submission Status

Date Displayed: 11/5/2014 (MM/DD/YYYY)

Order By: Alphanumeric Att taken first No Att taken first

Show: All Complete Attendance Incomplete Attendance

! Abbot, Julie	! Adair, Amanda	! Allen, Sarah
! Arnold, Paul	! Barker, Margaret	! Blain, Barbara
! Boren, Jennifer	! Brooks, Jeffery	! Call, Tyler
! Childs, Michael	! Clayton, Kathy	! Cortez, Azeta
! Deegan, Helen	! Deegan, Imelda	! Dempsey, Jackie

Submission Status

Allen, Sarah

1(A) - Homeroom HR (3)
! No Attendance Taken

2(A) - Kindergarten EL1 (3)
! No Attendance Taken

Ok

*Doesn't work well for block scheduling. Looks for attendance taken in all periods regardless of what periods are scheduled this day.

PowerTeacher Attendance

PowerTeacher Attendance Report

Report Name	PowerTeacher Attendance		
Version	3.2		
Description	Report showing which teachers have not taken attendance.		
Comments			
Date to Scan	<input type="text" value="11/5/2014"/>	<input type="text" value="(MM/DD/YYYY)"/>	
Period(s) (leave blank for all)	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8		
Lines per page	<input type="text" value="50"/>		
Starting Page Number	<input type="text" value="1"/>		
Processing Options	<input type="text" value="In Background Now"/>		
Specific Date/Time	<input type="text"/>	<input type="text" value="(MM/DD/YYYY)"/>	<input type="text"/>
Data to be filled	(Check checkbox on the right to save as default value)		<input type="text" value="Reset All"/>
Display Co-Teachers	<input type="text" value="Yes"/>		<input type="checkbox"/>
Report Output Locale	<input type="text" value="English"/>		<input type="checkbox"/>

PowerTeacher Attendance

	Teacher	No Attendance For Meeting(s)
1.	[REDACTED] y L	8(A),
2.	[REDACTED] en W	7(A),
3.	[REDACTED] lefour, Karen/Brian	7(A),
4.	[REDACTED] rian	3(A), 7(A),
5.	[REDACTED], Jessica	1(A), 7(A), 8(A),
6.	[REDACTED] es	1(A), 3(A), 7(A), 8(A),

Absentee Report

PowerSchool Start Page > Reports > Run Reports > Absentee Report

Absentee Report

Report Name Absentee
Version 2.10
Description Single day period by period attendance code report.
Note: Period(s) does not apply to daily mode.

Comments

Attendance Mode Meeting

Students to Include
 The selected 0 students only
 All students

Grades (leave blank for all)
 KG
 1 2 3 4
 5

Attendance Codes
A (Absent)
T (Tardy)
TE (Tardy Excused)
P (Parent Excused)
U (Unexcused)
S (School Excused)
I (In School Suspension)
O (Out of School Suspension)
X (Truant)
V (Vacation)

Date to Scan 12/15/2014 (MM/DD/YYYY)

Period(s) (leave blank for all)
 1 2 3 4 5 6 7 8

Processing Options In Background Now

Specific Date/Time (MM/DD/YYYY) /

Data to be filled (Check checkbox on the right to save as default value) **Reset All**

Include Student Number

Number of Blank Lines Below Student Names 0

Include Verification Line

Report Output Locale English

Submit

Legend
Icons - Time Entry (5 minute interval) | - Date Entry |

Grades (leave blank for all)

KG

1 2 3 4

5

Attendance Codes

Select Absent codes here by holding down control key

A (Absent)

T (Tardy)

TE (Tardy Excused)

P (Parent Excused)

U (Unexcused)

S (School Excused)

I (In School Suspension)

O (Out of School Suspension)

X (Truant)

V (Vacation)

Date to Scan

12/15/2014

(MM/DD/YYYY)

Period(s) (leave blank for all)

1 2 3 4 5 6 7 8

Reports – Absentee Report

Sample w/Tardy Code

With verification lines

Washington Elementary
12/15/2014
A

Absentee Report

Meeting Attendance Codes: T

Student	Number	Grade	Phone	1	2	3	4	5	6	7	8
Benson, Jordan	4245	0		T							
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____											
Brosowske, Riley C	4310	1	1-555-555-2647	T							
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____											
Robinson, Annie H	8656	1	1-555-555-1312	T							
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____											
Keddington, Amanda L	3912	0	1-555-555-2337	T							
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____											

Student	Number	Grade	Phone	1	2	3	4	5	6	7	8
Benson, Jordan	4245	0		T							
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____											
Brosowske, Riley C	4310	1	1-555-555-2647	T							
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____											

Reports – Absentee Report

Sample w/Absences

**Without
verification
lines**

Absentee Report

Apple Grove High School
12/15/2014
B

Meeting Attendance
Codes: A,F,I,O,P,S,T,TE,U,V,X,

Student	Grade	Phone	1	2	3	4
Adair, Brandon	12	1-555-555-3612	A	A	A	A
Ahlberg, Emmy	10	1-555-555-3558	S			
Alfonso, Scott	11	1-555-555-2569	V	V	V	
Anderson, Cody N	9	1-555-555-2169	A	A	A	A
Anderson, John	11	1-555-555-1972	A			
Babb, Judy H	12	1-555-555-2841			T	
Brown, Fabian B	11	1-555-555-3398		T		
Bushman, Joshua C	9	1-555-555-2423	A	A	A	A

Weekly Attendance Summary

Reports

System

ReportWorks

State

Engine

Setup

Attendance	Description
Absentee	Single day period by period attendance code report.
Attendance Count	Multi-day period by period attendance code report.
Class Attendance Audit	Section specific attendance roster.
Consecutive Absences	Report detailing consecutive student absences by absence code.
Student Attendance Audit	Roster report detailing attendance codes by day.
Monthly Student Attendance Report	Twenty-day student attendance report by grade.
Attendance Summary by Grade	An aggregated attendance report for a date range and grade(s).
Year-to-Date Attendance Summary	A year-to-date aggregated attendance report by grade.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.
Weekly Attendance Summary (Meeting)	A weekly attendance summary by section.
Weekly Attendance Summary (Daily)	A weekly attendance summary by Teacher.
Period Att. Verification	Report showing students marked present a specified number of periods.

Weekly Attendance Summary - Meeting Report: Weekly Meeting Attendance

Data to be filled (Check checkbox on the right to save as default value) **Reset All** 

Attendance Mode Meeting Mode 

Attendance Codes

Absent A, S, E, F

Unexcused U, ISS, OSS, V

Tardy T

Show Sections All Sections (including perfect attendance) 

Audit Students Currently Enrolled in Class 

Include Student Number **Ever in Class** 

Include Verification Line



Weekly Attendance Summary Report (Meeting)

Apple Grove High School
10/27/2014 to 10/31/2014

Teacher: Finton, Linda J
Course Name: Geometry
Room Number: 205

Period Abbreviation: 4
Expression: 4(A-B)
Course Number: MAT2001
Section Number: 5

Student	Grade	A Mon	B Tue	A Wed	B Thu	A Fri	TotalExc (A, P, S, F)	TotalUnex (U, I, O, X, V)	TotalTardy (T, TE)
1. Almanza, Harold	11						0	0	0
2. Auclair, Hattie	11						0	0	0
3. Barlow, Elysa F	10	A	A				2	0	0
4. Birkeland, Matthew S	11			T			0	0	1
5. Brewster, Kylee A	11						0	0	0
6. Cluff, Kelsee M	11						0	0	0
7. Fode, Maria L	11	A				U	1	1	0
8. Keller, Gabriel C	11						0	0	0
9. Maher, Daniel	11				A	A	2	0	0
10. Osland, Elizabeth B	11						0	0	0
11. Rodriguez, Isabella C	11					U	0	1	0
12. Sauvageau, Justin C	10		A				1	0	0
13. Smith, Yeek	11						0	0	0
Totals:							6	2	1

Weekly Attendance Summary Daily

Weekly Attendance Summary Report (Daily)

Summit Academy Elementary School
11/9/2009 to 11/12/2009

Teacher: Bourdua, Stephanie

Student	Grade	A Mon	A Tue	A Wed	A Thu	TotalExc (A, S)	TotalUnex (E)	TotalTardy (T)
60	Hannah M					0	0	0
61	Kalysta					0	0	0
62	Alvin J					0	0	0
63	fan T					0	0	0
64	Noah					0	0	0
65	vatore T					0	0	0
66	Justin S					0	0	0
Totals:						4	3	5

To the best of my knowledge, the above attendance information is correct.

Signed: _____

Date: _____

This report was created on 11/9/2009 at 23:18:38

Attendance Count

Note: Limit the cycle days in daily mode using the first period in the period by cycle day matrix.

Comments

Attendance Mode

Students to Include The selected 57 students only
 All students

Grades (leave blank for all) 9 10 11 12

Attendance Codes

- ALL CODES
- SP (SRP - Present)
- A (Absent)**
- AT (>10 min late to class)
- C (college visit / in counseling office)
- D (Doctor Note)
- DE (Dual Enrollment)
- E (Excused)
- F (Field Trip / Competition)
- G (Game / Athletic Event)

Choose your attendance codes here.

Begin Date and Ending Date

Period(s) (leave blank for all)

	A
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>

Attendance Count -> Tardy Letter

Attendance Count Report

Report Name	Attendance Count
Version	3.4
Description	Multi-day period by period attendance code report. Note: Limit the cycle days in daily mode using the fi
Comments	
Attendance Mode	Meeting <input type="button" value="v"/>
Students to Include	<input type="radio"/> The selected 1 student only <input checked="" type="radio"/> All students
Grades (leave blank for all)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12
Attendance Codes	<div style="border: 1px solid gray; padding: 5px;"><p>ALL CODES</p><p>A (Absent)</p><p>T (Tardy)</p><p>E (Excused)</p><p>D (Doctor Note)</p><p>F (Field Trip / Competition)</p><p>G (Game / Athletic Event)</p><p>Q (Quizzes, Tests, Etc.)</p><p>L (Left Early)</p><p>O (Office)</p></div>
Begin Date and Ending Date	9/8/2008 10/15/2008

Select Tardy Codes →

Attendance Count-> Tardy Letter

Attendance Count Report

Occurrences of these codes: T,AT

Number of occurrences between 09/08/2008 - 10/15/2008

Student	Grade	1	2	3	4	5	6	7	8	Total
[REDACTED]wn Gregory	12	4	0	0	1	0	1	0	0	6
[REDACTED]ristopher K	12	3	0	1	1	0	0	0	0	5
[REDACTED]shauna	12	1	1	0	0	0	0	0	1	3
[REDACTED]er L	12	1	0	0	0	0	0	0	1	2
[REDACTED] Gislain	12	0	0	0	1	0	0	0	0	1
[REDACTED] Benjamin C	12	2	0	0	0	0	0	0	0	2
[REDACTED]kiyah K	12	1	0	0	0	0	0	1	0	2
[REDACTED] Sarah A	12	0	0	0	1	0	0	0	0	1
[REDACTED]ah Kathryn	12	3	1	0	0	0	0	0	0	4
[REDACTED]onathon M	12	3	0	0	3	0	0	0	0	6
[REDACTED]don C	12	3	0	0	4	0	0	0	0	7
[REDACTED]nan	12	1	0	0	0	0	0	0	0	1
[REDACTED]urtis W	12	4	0	0	1	0	2	0	0	7
[REDACTED]Tevin M	12	1	0	0	0	0	0	0	1	2
[REDACTED]rcella L	12	0	0	0	0	0	1	0	0	1
[REDACTED]rris, Kiontez M	12	0	0	0	0	0	1	0	0	1
[REDACTED]b L	12	0	0	1	0	0	0	0	0	1

Search by Grades/Attendance

Which students to include	<input checked="" type="radio"/> The selected 30 students <input type="radio"/> All 510 currently enrolled students
Term	09-10 First Quarter
Minimum # of classes needed to meet search criteria	<input type="text" value="1"/>
<input type="checkbox"/> Scan for this final grade (comma separated)	Any = <input type="text"/>
<input type="checkbox"/> Scan for this final grade percentage	> <input type="text"/>
<input type="checkbox"/> Scan for this citizenship grade (comma separated)	Any = <input type="text"/>
<input checked="" type="checkbox"/> Scan for attendance	Scan this attendance mode <input type="text" value="Meeting"/> for this attendance code <input type="text" value="All Tardy Codes"/> <input type="text" value="1"/> Periods
	<input type="radio"/> Scan all attendance records <input checked="" type="radio"/> Only scan records in this date range <input type="text" value="11/2/2009"/> - <input type="text" value="11/6/2009"/> (dates)
Scan for grades in	<input type="text" value="Historical grades"/> Store code/Final grade: <input type="text" value="Q3"/>
Scan for all classes enrolled	<input checked="" type="radio"/> as of this date <input type="text" value="11/8/2009"/> <input type="radio"/> anytime during the current term
Results	<input type="radio"/> Make this the current selection of students <input checked="" type="radio"/> Display matching students & Sections

[Search by GPA](#)

Search by Grades/Attendance

Matching History

57 Student(s) matched and selected.

Students	Term	Section	Course Name	Teacher
Murtney Latrice	S1	4221(1)-1	World Studies	Chapman, Alex
an T	S1	4108(1)-1	Honors Algebra	Hislop, Jason
Aaron M	S1	4101(1)-6	Algebra 1	Murphy, Timothy
ara	S1	4003(1)-2	Chemistry	McNamara, Cynthia
ario K	S1	4108(1)-1	Honors Algebra	Hislop, Jason
rah D	S1	4220(1)-1	Law & Forensics	Caldwell/Charlefour, Karen/Brian
leen J	S1	4103(1)-1	Algebra 2	Drumm, Jonathan
leen J	S1	4501(1)-3	Web Page Design	Jenkins, Dawn
Zachary A	S1	4019(1)-2	Consumer Chemistry	McNamara, Cynthia
lli, Sasha	S1	4213(1)-1	Honors US History	Caldwell, Karen W
thony Dwayne	S1	4402(1)-1	Basic Watercolor Techniques	Gunter-Alford, Jessica
Marcus Grady	S1	4903(1)-3	Academic Assist	Browe, Erik
drew S	S1	4218(1)-1	Military History II	Hoke, Brion
ton D	S1	4019(1)-1	Consumer Chemistry	McNamara, Cynthia
ssica	S1	4200(1)-4	US History	Caldwell, Karen W
Anthony	S1	4109(1)-1	Honors Geometry	Iris, Luke
exander K	S1	4501(1)-1	Web Page Design	Jenkins, Dawn
arris, Clintez J	S1	4102(1)-3	Geometry	Iris, Luke
Michael D	S1	4218(1)-1	Military History II	Hoke, Brion

Attendance Count

Occurrences of these codes: A

Number of occurrences between 09/08/2009 - 11/15/2009

Student	Grade	1	2	3	4	5	6	7	8	9	Total
Susan	11	1	1	0	0	0	1	1	1	0	5
lyssa Lyn	11	0	0	0	0	0	0	1	0	0	1
Lee M	9	2	2	3	1	0	0	0	0	0	8
man D	10	0	0	0	0	1	0	0	0	0	1
Angeleah E	12	2	1	0	0	0	0	1	1	0	5
smine Nicole	11	2	1	1	1	1	1	1	0	0	8
Datuan E	10	1	1	1	1	1	0	0	0	0	5
Austin J	9	0	0	0	0	1	0	0	0	0	1
a'Seana L	10	1	1	1	1	1	2	2	0	0	9
atryna A	12	2	2	3	5	4	5	4	0	0	25
essica L	12	1	1	1	0	0	0	2	1	0	6
shley M	9	1	0	0	1	1	1	1	0	0	5
shua A	9	1	1	2	1	1	3	2	1	0	12

Consecutive Absences Report

Report Name	Consecutive Absences		
Version	3.3		
Description	A report listing consecutive absences for one absence code.		
Comments			
Attendance Mode	Meeting ▾		
Attendance Codes	<div style="border: 1px solid gray; padding: 5px;"><p>ALL CODES</p><p>SP (SRP - Present)</p><p>A (Absent)</p><p>AT (> 10 min late to class)</p><p>C (college visit / in counseling office)</p><p>D (Doctor Note)</p><p>DE (Dual Enrollment)</p><p>E (Excused)</p><p>F (Field Trip / Competition)</p><p>G (Game / Athletic Event)</p></div>		<p>Select the type of absent code here.</p>
Begin Date and Ending Date	11/2/2009	11/15/2009	
Processing Options	In Background Now ▾		
Specific Date/Time	<input type="text"/> @ <input type="text"/> ▾ : <input type="text"/> ▾		
Data to be filled	(Check checkbox on the right to save as default value)		Reset All ▾
Number of Consecutive Days to Scan*	3		<input type="checkbox"/>
Scan*	Current Enrollment Records ▾		<input type="checkbox"/>
Include Student Number	<input type="checkbox"/>		<input type="checkbox"/>
Itemize by Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Consecutive Absences

**Meeting
Code(s): A**

Occurrences of 3 consecutive absences of code(s) A from 11/2/2009 to 11/15/2009

Student	Grade	Expression	Course	First Date	Last Date	#	A
Michael D	12	6(A)	Technical Writing	11/4/2009	11/6/2009	3	3
Kaitlin M	11	7(A)	Health Studies	11/4/2009	11/6/2009	3	3
Kathryn E	11	6(A)	Speech	11/4/2009	11/6/2009	3	3

Scheduling



Scheduling

PowerSchool Start Page > Student Selection > Modify Schedule - Enrollments

 **Modify Schedule - Enrollments**    

Adair, Brandon 12 3 A AGHS1

Enrollments Requests

[View Entire Year Schedule](#) [Edit Auto Schedule Parameters](#)

Functions

Enrollments **Search Available Classes** **Quick Enroll**

Effective Enrollment Date: 12/15/2014 (MM/DD/YYYY)

Course Number: Period: 1 [Find](#)

Course.Section: [Enroll](#)

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
	1(A)	14-15	ENG2100-3	Speech		Lura, Colleen R	115	05/26/2014	05/23/2015	<input type="checkbox"/>
	2(A-B)	S2	SCI2200-4	Physics		Martin, Gabriel U	112	11/30/2014	05/23/2015	<input type="checkbox"/>
	3(A)	S2	OPstudy-6	Open Study		Accatino, Steve	LL	11/30/2014	05/23/2015	<input type="checkbox"/>
	4(A-B)	S2	LFR2000-4	French 2		Kyser, Kenneth	209	11/30/2014	05/23/2015	<input type="checkbox"/>
	1(B)	14-15	SOC2000-1	Current Affairs		Manston, Greg T	123	05/26/2014	05/23/2015	<input type="checkbox"/>
	3(B)	14-15	ENG1100-2	Journalism		Hastings, Jacquelyn V	217	05/26/2014	05/23/2015	<input type="checkbox"/>

[Drop Selected](#) [Drop All](#) [Automated Schedule](#) [Manually Schedule Student](#) [Toggle Locks](#)

- Honor Roll
- Standards
- Teacher Comments
- Term Grades
- Test Results
- Truancies

Administration

- District Specific
- Fee Transactions
- Log Entries
- Lunch
- Lunch Transactions
- Net Access
- SEOP Review
- Incidents

Enrollment

- Activities
- All Enrollments
- Functions
- Special Programs
- Transfer Info

Scheduling

- Bell Schedule View
- List View
- Matrix View
- Modify Schedule**
- Request Management

Scheduling – One student

- Modify Schedule
 - Quick Enroll
 - ◆ Need to know course and section number
 - Search Available Classes
 - ◆ Provides class sizes and seats available

- ◆ *** Be cautious of term and enrollment dates

Scheduling – Group of Students

Start Page

Students Staff Parents

Advanced

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All Stored Searches Stored Selections

Current Student Selection (1)

Student	Student Number	Grade
Adair, Brandon	3	12

Graduation Progress Summary

- Printing
 - Print Mailing Labels
 - Print Reports
 - Reports Menu
- Scheduling
 - Invalid Requests
 - Mass Enroll**
 - Next School Indicator
 - Student Schedule Report
 - Summer School Indicator
- Search
 - Save Stored Selection
 - Search Attachments
 - Search By GPA

Select By Hand Attendance Change [?]

Scheduling – Group of Students

Mass Enroll

Enroll currently selected 32 students into a section:

Quick Enroll

Course.Section

Enroll ▶

Filter By

Period

1

Term

All

Teacher

All

Day

All

Grade

All

Credit Type

All

Course

Show only classes with available seats

Off

Search

Results

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
MAT1100.1	Algebra		1(A-B)	S1	Vigen, Robert R	0	MAT	1.0	20/25
MAT1100.4	Algebra		1(A-B)	S2	Vigen, Robert R	0	MAT	1.0	11/25
MAT3000.1	AP Calculus		1(A-B)	S1	Carlson, Steven N	0	MAT	1.0	2/22

Reports



Reports

PowerSchool Welcome, Powerful User | Help | Sign Out

School: Apple Grove High School Term: 14-15 Semester 2

Start Page > Reports > Reports (System) 🔗 ⚠️ 📄 🖨️

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports**
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- School
- System

Reports

System ReportWorks State Engine Setup

Attendance	Description
Absentee	Single day period by period attendance code report.
Attendance Count	Multi-day period by period attendance code report.
Class Attendance Audit	Section specific attendance roster.
Consecutive Absences	Report detailing consecutive student absences by absence code.
Student Attendance Audit	Roster report detailing attendance codes by day.
Monthly Student Attendance Report	Twenty-day student attendance report by grade.
Attendance Summary by Grade	An aggregated attendance report for a date range and grade(s).
Year-to-Date Attendance Summary	A year-to-date aggregated attendance report by grade.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.
Weekly Attendance Summary (Meeting)	A weekly attendance summary by section.
Weekly Attendance Summary (Daily)	A weekly attendance summary by Teacher.
Period Att. Verification	Report showing students marked present a specified number of periods.

ADA/ADM – Avg. Daily Attendance / Avg. Daily Membership

Membership and Enrollment	Description
ADA/ADM by Date	Attendance and membership summary report by date.
ADA/ADM by Student	Attendance and membership summary report by student.
ADA/ADM by Minute	Attendance and membership summary report by minute.
Aggregate Membership Audit	Membership audit by section.
Class Size Reduction Report	Daily enrollment numbers by section.
Enrollment by Grade	Summary of student enrollment by grade level.
Enrollment by Section	Membership summary report by section.
Enrollment Summary by Date	Membership summary report by date.
Voc. Courses Agg. Membership	Membership summary of vocational courses.
School Enrollment Audit	A report of possible school enrollment errors.
Section Enrollment Audit	A report of possible section enrollment errors.

ADA/ADM

ADA/ADM By Date Report

Report Name	ADA/ADM By Date
Version	4.62
Description	Returns the ADA and ADM for students currently enrolled for the date range entered.
Comments	
Attendance Mode	Use Defaults 
Attendance Conversion	Use Defaults 
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students
Grades (leave blank for all)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Begin Date and Ending Date	11/30/2014  05/23/2015  (MM/DD/YYYY)
Processing Options	In Background Now 
Specific Date/Time	<input type="text"/>  (MM/DD/YYYY) /  <input type="text"/>

ADA/ADM Results

ADA/ADM by Date

Apple Grove High School
Reporting Period: 11/03/2014 to 11/14/2014

Number	Date	Day	Membership	Attendance
1	11/03/2014	Mon (B)	652.00	600.50
2	11/04/2014	Tue (A)	652.00	597.00
3	11/05/2014	Wed (B)	652.00	596.50
4	11/06/2014	Thu (A)	652.00	598.50
5	11/07/2014	Fri (B)	652.00	599.50
6	11/10/2014	Mon (A)	652.00	598.00
7	11/11/2014	Tue (B)	652.00	598.00
8	11/12/2014	Wed (A)	652.00	598.00
9	11/13/2014	Thu (B)	652.00	598.50
10	11/14/2014	Fri (A)	652.00	600.00
Total:			6520.00	5984.50
Average:			652.00	598.45

Enrollment Summary by Date

Membership and Enrollment	Description
ADA/ADM by Date	Attendance and membership summary report by date.
ADA/ADM by Student	Attendance and membership summary report by student.
ADA/ADM by Minute	Attendance and membership summary report by minute.
Aggregate Membership Audit	Membership audit by section.
Class Size Reduction Report	Daily enrollment numbers by section.
Enrollment by Grade	Summary of student enrollment by grade level.
Enrollment by Section	Membership summary report by section.
Enrollment Summary by Date	Membership summary report by date.
Voc. Courses Agg. Membership	Membership summary of vocational courses.
School Enrollment Audit	A report of possible school enrollment errors.
Section Enrollment Audit	A report of possible section enrollment errors.

Enrollment Summary by Date

- Can be run through System Reports or from Enrollment Summary

Enrollment Summary By Date

Calculate enrollments as of (MM/DD/YY)

Report Output Locale

PowerSchool | Welcome, Powerful User | Help | Sign Out

School: Apple Grove High School | Term: 14-15 Semester 2

Start Page > Reports > Run Reports > Enrollment Summary

Enrollment Summary: Scheduling/Reporting Ethnicity as of 12/22/2014 (A) | Apple Grove High School

View: Scheduling/Reporting Ethnicity | Students: All Active Enrollments Current Selection | Date: 12/22/2014 (MM/DD/YYYY)

Grade Level	Total in Grade	Asian	African-American	Caucasian	Hispanic or Latino	American Indian	Pacific Islander	Unclassified
9	139 83 / 56	17 9 / 8	14 8 / 6	39 25 / 14	17 9 / 8	21 11 / 10	18 9 / 9	13 12 / 1
10	122 68 / 54	14 8 / 6	16 6 / 10	36 20 / 16	15 6 / 9	13 8 / 5	15 7 / 8	13 13 / 0
11	179 112 / 67	25 14 / 11	25 16 / 9	57 36 / 21	24 14 / 10	22 13 / 9	12 5 / 7	14 14 / 0
12	212 120 / 92	29 13 / 16	23 12 / 11	69 43 / 26	27 16 / 11	32 16 / 16	25 13 / 12	7 7 / 0
Total	652 383 / 269	85 44 / 41	78 42 / 36	201 124 / 77	83 45 / 38	88 48 / 40	70 34 / 36	47 46 / 1

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

Daily Bulletin



Daily Bulletin



Daily Bulletin

PowerSchool

School: Apple Grove High School 3 Term: 1

Start Page > Special Functions

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions**
- Teacher Schedules

Reports

- System Reports

Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.

Daily Bulletin

Daily Bulletin Setup

New +



Daily Bulletin

Who's your target audience?



Daily Bulletin

New Daily Bulletin Item

General Bulletin Settings

Date Range

12/15/2014



to

12/15/2014



(MM/DD/YYYY)

Target Audience

Public



Sort Order

Public

Teacher Users

Admin Users

es the order that the bulletin items appear)

English

Daily Bulletin

Edit Daily Bulletin Item

General Bulletin Settings

Date Range to (MM/DD/YYYY)

Target Audience

Sort Order (Determines the order that the bulletin items appear)

English

Item Title

Item Body

H1 H2 H3 H4 H5 H6 **B** *I* ~~S~~ U     

Academy Driving School will be offering Segment I beginning on the following dates: March 31, April 28, June 16, July 14 and August 4. Segment II is always held twice a month. Please call 810.245.4500 for questions or to register.

Daily Bulletin

Daily Bulletin Setup

New +

Date Range	Item	Languages	Audience
01/10/2014 - 08/04/2014	Academy Driving School Academy Driving School will be offering Segment I beginning on the following dates: March 31, April 28, June 16, July 14 and August 4. Segment II is always held twice a month. Please call 810.245.4500 for questions or to register.	English	Public
02/18/2014 - 04/29/2014	New Scholarships Available The following scholarships are now available in the counseling office: Daley Acres Agricultural Scholarship –(due March 27th) Hildebrant Law Enforcement Scholarship –(due March 27th) Jacob Johnson Memorial Scholarship –(due March 27th) John Sak Memorial Scholarship –(due March 27th) Kim Rhead Leadership Scholarship –(due March 26th) Lapeer County Bank & Trust Scholarship –(due March 28th) Lapeer County Bar Association Scholarship (due April 24th) Lapeer Democratic Party Scholarship –(due April 17th) Lapeer Odd Fellow Scholarship –(due April 23rd) Larry Peplinski Memorial Scholarship – (due April 29th)	English	Public
03/31/2014 - 05/30/2014	No Drinks in Lockers As a reminder - Drinks are not to be stored in your lockers. They are spilling into your neighbor's locker and ruining their books. You will be charged for your neighbor's damaged books if your drink is spilling into someone else's locker.	English	Public
03/31/2014 - 05/30/2014	Baccalaureate Attn: Seniors – If interested in speaking or participating at baccalaureate, please contact Garrett Starr at 810-834-2793.	English	Public
03/31/2014 - 05/30/2014	Closed Campus Policy Attn: Students – With warmer weather approaching, please remember that Lapeer East has a closed campus policy which means you are not to leave campus at lunch.	English	Public

Daily Bulletin (to view your work)

PowerSchool

Start Page > Special Functions > Daily Bulletin Setup

Functions

- Attendance
- Daily Bulletin**
- Enrollment Summary
- Master Schedule
- Dashboard

Daily Bulletin Setup

New +

Date Range	Item
------------	------

Daily Bulletin

Lapeer East High School Bulletin for Tuesday, April 29, 2014

Academy Driving School

Academy Driving School will be offering Segment I beginning on the following dates: March 31, April 28, June 16, July 14 and August 4. Segment II is always held twice a month. Please call 810.245.4500 for questions or to register.

New Scholarships Available

The following scholarships are now available in the counseling office: Daley Acres Agricultural Scholarship –(due March 27th) Hildebrant Law Enforcement Scholarship –(due March 27th) Jacob Johnson Memorial Scholarship –(due March 27th) John Sak Memorial Scholarship –(due March 27th) Kim Rhead Leadership Scholarship –(due March 26th) Lapeer County Bank & Trust Scholarship –(due March 28th) Lapeer County Bar Association Scholarship (due April 24th) Lapeer Democratic Party Scholarship –(due April 17th) Lapeer Odd Fellow Scholarship –(due April 23rd) Larry Peplinski Memorial Scholarship – (due April 29th)

No Drinks in Lockers

As a reminder - Drinks are not to be stored in your lockers. They are spilling into your neighbor's locker and ruining their books. You will be charged for your neighbor's damaged books if your drink is spilling into someone else's locker.

Attendance Policy

Reminder to students – due to prom being in this trimester – we would like to remind you of the attendance policy, located on pages 30 – 33 of your Student Handbook. Each trimester, a student will lose privileges to participate in extra-curricular events sponsored by the high school he/she attends if their attendance results in any of the following: - An accumulation of seven or more unexcused absence days calculated through whole or partial day absences. In addition, no student may have seven or more absences in any one class. - Five or more tardies at school (tardies are accumulated separately from absences) Once a student reaches maximum number of absences or tardies, loss of privileges until the end of the trimester includes, but is not limited to the following: - Extra-curricular activities including club and athletics that meet after school - All school dances, including Homecoming and Prom - Attendance at home sporting events - Field trips - Parking privileges Please remember that you may provide a doctor/dentist note so that these type absences may be discounted. Please refer to your Student Handbook for further information.

Closed Campus Policy

Attn: Students – With warmer weather approaching, please remember that Lapeer East has a closed campus

Log Entries and Incident Management



Log Entries



Log Type	Discipline
Subtype (optional for discipline)	Attendance Community Service Demographic Changes Discipline Grade Level Changes Modify Hist Grades Parent Contact SACYA
Title	

Log Entries

PowerSchool Start Page > Student Selection > Log Entries

 **Log Entries** 

Alfonso, Scott 11 7 AGHS1

[Edit Discipline Alert](#)

[New](#)

Date	Description
06/16/2014	Carlson, Steven - Fighting in Hall - Scott Alfonso punched another student while the student was walking to class. Scott claims the student pushed him first.

Log Entries

New Log Entry

Alfonso, Scott 11 7 AGHS1

Date & Time

12/15/2014

🕒 03:20 PM

Author

Teacher, Ima

Log Type

- Activities
- Attendance
- Conference
- Counselor
- Discipline
- Grade Change
- Health
- Parent Conflict

Subtype (optional for discipline)

Consequence (optional for discipline)

Title

Log Entry Text

Log Entries – Discipline Alerts

PowerSchool Start Page > Student Selection > Log Entries

 **Log Entries** 

Alfonso, Scott 11 7 AGHS

[Edit Discipline Alert](#)

[New](#)

Date	Description
06/16/2014	Carlson, Steven - Fighting in Hall - Scott Alfonso punched another student while the student was walking to class. Scott claims the student pushed him first.

Discipline Alert 

 **Alfonso, Scott**

Uses inappropriate language

Alert Expires: Never

Log Entries – Additional types

- Attendance letters
- Counseling Office Visits
- Changes in Demographics

Subtypes:

Special Education: In School Suspension

Special Education: Out of School Suspension

Incident Management

PowerSchool Start Page > Student Selection > Incident List

 **Incident List** 

Alfonso, Scott 11 7 AGHS1

Search Filter

Filter by: Date Range Incident Title Incident ID Incident Type

[Search](#)

Incidents - Total Found: 1

[Create New Incident](#)

ID	Title	Incident Date	School
1122	Bullied other classmates	06/04/2014 08:19 PM	Apple Grove High School

Administration

- Test Results
- Truancies
- District Specific
- Fee Transactions
- Log Entries
- Lunch
- Lunch Transactions
- Net Access
- SEOP Review
- Incidents**

Enrollment

- Activities
- All Enrollments
- Functions
- Special Programs
- Transfer Info

Scheduling

- Bell Schedule View
- List View
- Matrix View
- Modify Schedule

PowerLunch



PowerLunch

Record Sale

Lunch ID

Quicksale



Student Guest

Adult Guest

Submit

Look up teacher ID

Review Recent Sales (up to 10)

Stop Serving/Log Off

PowerLunch

Record Sale: Adams, Corby

Lunch ID	3
Current Account Balance	\$30.75
Charge One Meal	<input checked="" type="checkbox"/> <input type="text" value="1.50"/>
A La Carte Items	<input type="text"/>
Cash Received	<input type="text"/>

Don't Record Sale

Record Sale

Show complete student transaction history

Show complete staff transaction history

Lunch Status

- Free/Reduced Lunch status is located on the student "Lunch" screen



Lunch

Adair, Brandon 12 3 A AGHS1

Lunch status	<input type="text" value="Full pay (P)"/>
Application #	<input type="text"/>
Date Submitted	<input type="text" value="0/0/0"/>  (MM/DD/YYYY)
Date Responded	<input type="text" value="0/0/0"/>  (MM/DD/YYYY)
Lunch ID	<input type="text" value="2"/>
Current balance	\$ -11.00

Exporting Information



Exporting Information

PowerSchool Start Page > Special Functions > Importing & Exporting

Importing & Exporting

Importing	
Quick Import	Import records from an ASCII text file. Quick Import supports import into: <ul style="list-style-type: none">• Core tables, such as Students, Teachers, Sections, Courses, and more.• State/Provincial virtual tables.• Schedule-related tables.
Quick Import for State-Specific Extended Tables	Import records from an ASCII text file.
Import Using Template	Import records from an ASCII text file using an import template for Student, Staff, and Course records.
Templates for Importing	Configure import mapping templates for common imports into Student, Staff, and Course records.
Data Import Manager	Import manager with support for importing into: <ul style="list-style-type: none">• Data sets, such as Student Email, Incidents, and Transportation.• Custom database tables.• Additional data sets to be added in future updates.
Data Import Queue	View in progress and completed imports.
Exporting	
Quick Export	Export student data.
Export Using Template	Export using an existing template.
Templates for Exporting	Set up export templates.
Data Export Manager	Export manager with support for: <ul style="list-style-type: none">• Exporting data sets, such as Student Email, Incidents, and Transportation.• Exporting database extensions.• Editing database extension records.• Additional data sets to be added in future updates.

Why Export Data ?

- List of Title One students for Admin Report
- Phone number of basketball students for coach
- Password list to enter into new software
- GPA list for Athletics `^(*gpa method="Q1")`
- Spreadsheet view of data
- Fix data to re-import

Quick Exports

Quick Export

Export the 138 selected students

Student_Number

Last_Name

First_Name

Grade_Level

^ (*gpa method="Q1")

TIP: Always include Student_Number!

Enter all fields for export here.

Field Delimiter

Tab

Record Delimiter

CR

"Surround Fields"

Column titles on 1st row

Export DCID

Fields

**Click here for
field list pop up.**

Quick Exports

TIP:
Use the filter to easily find
the field you want.

Quick Export

Export the 138 selected students

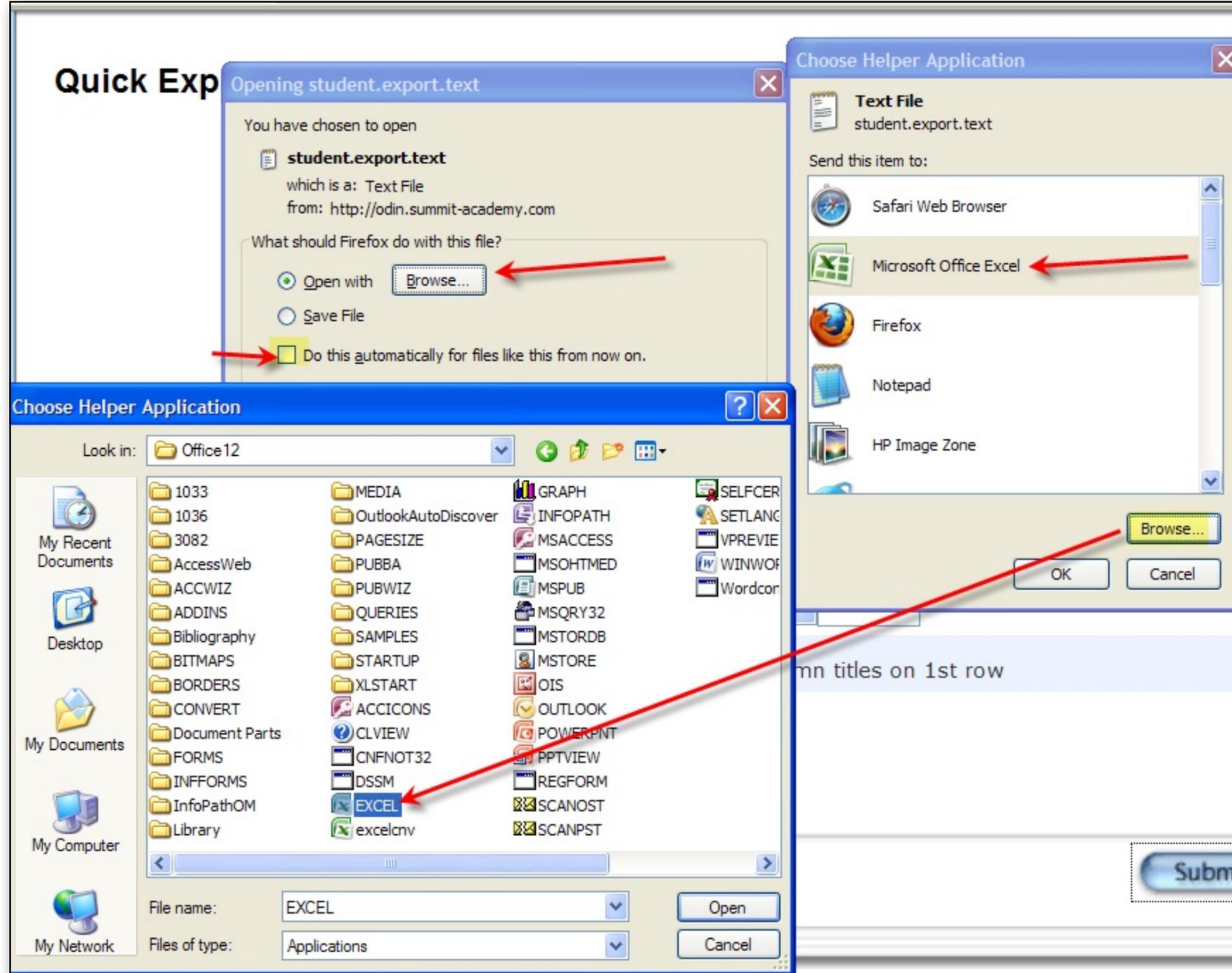
Fields ✕

Filter:

Student Field Name	
1. 2nd_mailing	86. Enroll_Status
2. 504_Information	87. Enrollment_SchoolID
3. ACT_composite	88. Enrollment_Transfer_Date_Pend
4. ACT_date	89. Enrollment_Transfer_Info
5. ACT_english	90. EnrollmentCode
6. ACT_math	91. EnrollmentID
7. ACT_reading	92. EnrollmentType
8. ACT_science	93. EntryCode
9. Activities.band	94. EntryDate

Submit

Opening Quick Exports



Quick Export Data

	A	B	C	D	E
1	Schoolid	Student Num	Last Name	First Name	*gpa Method="q1"
2	8634	11958	Bobblehead	Adam	2.476
3	8634	11536	Bobblehead	Adriana	2.81
4	8634	11520	Bobblehead	Adric	1.333
5	8634	785	Bobblehead	Alexander	2.095
6	8634	12362	Bobblehead	Alisha	3.333
7	8634	851	Bobblehead	Alyssa	3.619
8	8634	864	Bobblehead	Amanda	2.809
9	8634	795	Bobblehead	Amber	2.762
10	8634	11815	Bobblehead	Angela	3.571
11	8634	1597	Bobblehead	Angeleah	3.571
12	8634	11704	Bobblehead	Anthony	3.389
13	8634	13736	Bobblehead	Anthony	3.19
14	8634	11524	Bobblehead	Anthony	2.286
15	8634	11535	Bobblehead	Anthony	1.389
16	8634	14004	Bobblehead	Ariel	3.381
17	8634	780	Bobblehead	Arvater	3.133
18	8634	2021	Bobblehead	Ashley	3.571
19	8634	814	Bobblehead	Austin	2.5

Why Use Export Templates?

- Export same data over and over again
- Quick export field list remembers only last exported list
- Quicker than quick export
- Easy as Pie!



Export Templates

Exporting

Quick Export

Export student data.

Export Using Template

Export using an existing template.

Templates for Exporting

Set up export templates.

Sample Templates for Exporting

1:1 Accounting 2009 Pre-Rollout	Students	18
ACT Prep	Students	5
ActiveDirectory	Students	6
AlertNow	Students	12
Car Pool Info	Students	20
CheckResidentLEA	Students	7
CNA Entry-Exit Date	Students	17
Current GPAs	Students	4
Demographics	Students	12
Dibels	Students	7
EasyCaller	Students	3
EdVision	Students	16
Enrollment Application	Students	24
Family Rep	Students	7
Full student table record	Students	0
Full student table record	Students	0
ICHAT Info	Students	3
LaptopProgram	Students	11
LEP	Students	17
Lunch Fields	Students	15
MEAP Pre-IDs	Students	9
MyDreamExplorer	Students	7

CheckResidentLEA

[New](#)

Column	Title	Width*	Cumulative Row Width
1	Student_Number	0	0
2	Name	0	0
3	ExitDate	0	0
4	PowerSchool LEA Field	0	0
5	SRSD Report LEA Field	0	0
6	City	0	0
7	street	0	0

*Width applies only to fixed-width import templates, not delimited templates.

[Back to Templates for Exporting](#)

Creating Template for Exporting

New Export Template

Name your template

Option	Value
Name of this template	<input type="text" value="CNA Entry-Exit Date"/>
Export from this table	<input type="text" value="Students"/>
Delimited or fixed-field length?	<input type="text" value="Delimited"/>
Field delimiter (ignored for fixed-field length)	<input type="text" value="Tab"/> <input type="checkbox"/> Surround field values with quotes (" ")
End-of-line (record) delimiter	<input type="text" value="CR"/>
Column Titles	<input checked="" type="checkbox"/> Put column titles on first row
Mime Type (leave blank for default)	<input type="text"/>

Submit

Creating Template for Exporting

Click on number of columns listed to add fields to the export template or edit existing fields.

Templates for Exporting

[New](#)

Template Name	Export From	# Columns	Width*
CNA Entry-Exit Date	Students	 0	0
Meals Plus	Students	4	0
Schoolnet Staff Roles Export	Staff	6	0

*Width applies only to fixed-width import templates, not delimited templates.

[Main Import/Export Menu](#)

Creating Template for Exporting

New Column - CNA Entry-Exit Date

Option	Value
Title/Heading	<input type="text" value="DistrictEntryDate"/>
Data To Export (Fields)	<input type="text" value="DistrictEntryDate"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="7"/> (zero to place at end)
Width In Characters	<input type="text"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> (used only for fixed field lengths)

Creating Template for Exporting

Edit Columns - CNA Entry-Exit Date

New



Column	Title	Width*	Cumulative Row Width
1	DistrictEntryDate	0	0

*Width applies only to fixed-width import templates, not delimited templates.

[Back to Templates for Exporting](#)

Keep adding fields by clicking the New button.

Search Tags in Exports

Example: *credit_hours

Student Number	Lastfirst	*credit Hours
5143	Duck, Donald	18.25
12901	Mouse Mickey	22

Export Using Template

Export Using Template

Option	Value
Type of Export:	<input type="text" value="Students"/> 

- Students
- Courses
- Student Schedules
- Teachers
- Historical Grades

Submit

Choose the type here

**Most often it will be
STUDENTS**

Export Using Template

1. Choose which Export Template you want

Export Using Template

Option	Value
Type of Export:	Students
Export template?	CNA Entry-Exit Date
For Which Records?	<input checked="" type="radio"/> Anderson, Cody N <input type="radio"/> The selected 138 students

Submit

2. Select for which records

Easy as Pie Export Templates!

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Student	Lastfirst	ExitDate	SchoolEntryDate	SchoolEntry	DistrictEntryDate	DistrictEn	Current Entr	Current	Ethnici	LunchStatus	Gender	Spec Ed	Title 1	LEP	Homeless
1597	ge Leah E	#####	9/5/2006	9	8/30/2004	7	7/13/2009	12	C	P	F				
13830	atryna A	#####	9/2/2008	11	9/2/2008	11	7/13/2009	12	C	F	F				
10477	el Robert	#####	9/5/2006	9	2/7/2005	7	7/13/2009	12	C	P	M	1			
10911	ila Marie	#####	9/5/2006	9	8/30/2005	8	7/13/2009	12	C	P	F				
766	Jessica L	#####	9/5/2006	9	8/25/2003	6	7/13/2009	12	C	P	F				
13515	Meghan E	#####	9/2/2008	11	9/2/2008	11	7/13/2009	12	C	P	F				
2021	Ashley L	#####	9/5/2006	9	8/11/2004	7	7/13/2009	12	C	P	F				
11864	liam Van	#####	9/5/2006	9	9/5/2006	9	7/13/2009	12	B	P	M				
13898	. James E	#####	9/10/2008	11	9/10/2008	11	7/13/2009	12	C	F	M	1	1		
14542	hannon S	#####	9/8/2009	12	9/8/2009	12	8/21/2009	12	C	P	F				
13693	Keondre	#####	9/2/2008	11	9/2/2008	11	7/13/2009	12	B	FDC	M				
10960	ny Li'may	#####	9/5/2006	9	8/30/2005	8	7/13/2009	12	C	F	F				
13947	. Sarah D	#####	11/17/2008	11	11/17/2008	11	7/13/2009	12	C	P	F		1		
14002	, Jaleen J	#####	2/10/2009	11	2/10/2009	11	7/13/2009	12	B	FDC	M		1		
2024	Justin W	#####	9/5/2006	9	8/11/2004	7	7/13/2009	12	C	P	M				
11535	Dwayne	#####	9/5/2006	9	8/1/2006	9	7/13/2009	12	B	FDC	M				
11538	us Grady	#####	9/5/2006	9	8/1/2006	9	7/13/2009	12	B	P	M	1			
11337	Sydney K	#####	9/5/2006	9	8/1/2006	9	7/13/2009	12	C	P	F				
780	rvater M	#####	9/5/2006	9	8/25/2003	6	7/13/2009	12	B	FDC	F	1			

Export – List Students

- Can add up to 10 fields
- Direct export into Excel

Student List - 138 students will be listed

Report Title (shown at top of page):

Col	Field Name	Column Title
1.	Fields <input type="text" value="First_Name"/>	<input type="text" value="First"/>
2.	Fields <input type="text" value="Last_Name"/>	<input type="text" value="Last"/>
3.	Fields <input type="text" value="Grade_Level"/>	<input type="text" value="Grade"/>
4.	Fields <input type="text" value="*period_info;1(A);teacher_na"/>	<input type="text" value="Teacher"/>
5.	Fields <input type="text"/>	<input type="text"/>
6.	Fields <input type="text"/>	<input type="text"/>
7.	Fields <input type="text"/>	<input type="text"/>
8.	Fields <input type="text"/>	<input type="text"/>
9.	Fields <input type="text"/>	<input type="text"/>
10.	Fields <input type="text"/>	<input type="text"/>

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options Gridlines **Export**

Optional: Sort Field Name Direction

<input type="text"/>	> <input type="button" value="v"/>
<input type="text"/>	> <input type="button" value="v"/>
<input type="text"/>	> <input type="button" value="v"/>

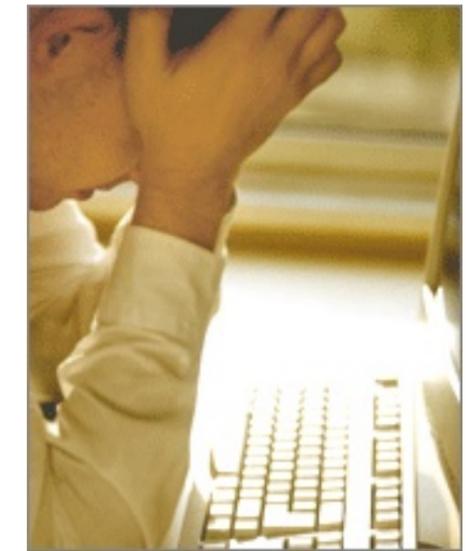
Daily Inquiries



Daily Inquiries



Daily Inquiries – I lost my password to PowerSchool



PowerSchool

Welcome, Powerful User | Help | Sign Out

School: Apple Grove High School Term: 14-15 Semester 2

Start Page > Student Selection > Access Accounts

Access Accounts    

Adair, Brandon 12 3 A AGHS1

Student Access Account	
Enable Student Access	<input checked="" type="checkbox"/>
Student Username	ag1student1
Student Password

Access Keys	
Enable Parent Access	<input checked="" type="checkbox"/>
Access ID	ag1parent1
Access Password

Parent Access Accounts	Edit	Remove	Add +
Jason Springel			

Auto-assign IDs and Passwords for this student

Submit

If you use Parent Single Sign-On (SSO) then this is **not** the parent password.

Password Change - Parents

Start Page

Search for parent account

Students Staff Parents

First Name

Last Name

Email Address

Search

A B C D E F G H I J K L M N O P Q R S T

Parent Search Results

Select a parent to view details

Matches 1 - 3

- Bartlett, John (jbartlett@example.com)
- Parent, Ima (ima.parent@emailserver.com)
- Turner, Carol (kath.turner@mac.com)

Edit Parent ← List →

Account Access Disable Account

First Name

Last Name

Email

Username

New Password

Confirm New Password

State Guardian Number

Students	Relationship to Student	Edit	Remove	Add +
Brandon Adair	Father	<input type="button" value="✎"/>	<input type="button" value="✖"/>	
Corby Adams	Father	<input type="button" value="✎"/>	<input type="button" value="✖"/>	

Password change - Parents

PowerSchool

Change Your Password

 Your password has been reset by the administrator. Please create a new password.

 New password must:

- Be at least 7 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Current password

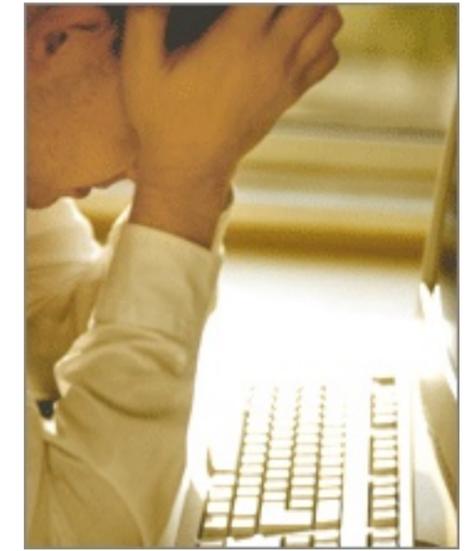
New password

Re-enter new password

Enter

You can define your district password rules under System Setup > Security > Password Rules Management

Daily Inquiries – I lost my password to PowerSchool



Quick Lookup
Print A Report
Switch Student
List (1)

Information
Access Accounts
Addresses
Attachments
Custom Screens

PowerSchool
Start Page > Student Selection > Quick Lookup

Quick Lookup 🚑 👤 ⚖️ ⚠️

Print A Report 🚑 👤 ⚖️ ⚠️

Adair, Brandon 12 3 A AGHS1

Print the report (pdf) for Adair, Brandon

Which report to print
Parent Access Accounts - HS

Daily Inquiries – Was my child in school?

Parent Portal- once a parent has access they can answer some of these questions themselves !

Brandon Corby

Navigation

- Grades and Attendance
- Grade History
- Attendance History**
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- School Information

Meeting Attendance History: Adair, Brandon

Course	Expression	5/26-5/30					6/2-6/6					6/9-6/13					6/16-6/20					6/23-6/27					6/30-7/4					7/7-7/11					7/14-7/18					7/21-7/25				
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
Speech Lura, Colleen R 115 E: 05/26/2014 L: 05/23/2015	1(A)	A	.	A
Open Media Accatino, Steve 141 E: 05/26/2014 L: 11/29/2014	2(A)	A	.	A
Phys Ed 12 Maxedon, Johnathon LH23 E: 05/26/2014 L: 11/29/2014	3(A)	A	.	A
Consumer Math Adams, Mark B 113 E: 05/26/2014 L: 11/29/2014	4(A-B)																																													

Daily Inquiries – How much do I owe?

Brandon Corby

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance**
- My Calendars

Transactions: Adair, Brandon

Meal Transactions - Current Balance: \$-5.50

Date	Time	Net	Balance	Description
------	------	-----	---------	-------------

Fee Transactions - Current Balance: \$53.00

Date	Time	Fee Type	Description	Fee	Paid	Balance
05/27/2014	11:48 AM	Activity Fee	Literature Book	10.00	10.00	0.00
05/27/2014	08:18 PM	Lab Fee	Science lab fee	50.00	50.00	0.00
08/10/2014	04:41 PM	Activity Fee	Participation in Math Club	25.00	0.00	25.00
08/10/2014	04:41 PM	Book Deposit Fee	Textbook deposit	28.00	0.00	28.00
Totals:				113.00	60.00	53.00

Daily Inquiries – Teacher Email ?

Direct Email Link

The screenshot shows the PowerSchool interface for a user named Brandon Corby. The main area displays 'Grades and Attendance: Adair, Brandon' with tabs for 'Grades and Attendance' and 'Standards Grades'. A table lists various classes and their teachers. A red circle highlights a specific teacher entry, 'Lura, Colleen R - Rm: 115', which is also enclosed in a red box. A red arrow points from the text 'Direct Email Link' to this box. Another red arrow points from the box to a pop-up window titled 'Details about Lura, Colleen R'. This window contains the following information:

Teacher photo here if loaded.

Name: Colleen Lura

Email: Colleen.Lura@powerschool.com

Daily Inquiries – Missing Assignments?

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration

Grades and Attendance: Adair, Brandon

Grades and Attendance | Standards Grades

Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	S1
	M	T	W	H	F	M	T	W	H	F				
1(A)	Speech Lura, Colleen R - Rm: 115	B+ 88	A- 94	A- 92
2(A)											Open Media	A	D+	B
3(A)														
4(A-B)														

Class Score Detail:

Course	Teacher	Expression	Final Grade ¹
Consumer Math	Adams, Mark B	4(A-B)	A- 90%

Teacher Comments:

Section Description:

Currently Teaching At this school since: 2002
 Previous years of experience: 15
 Undergraduate Degree: Miami University- Oxford, OH

I will be posting grades and assignment every day.

Due Date	Category	Assignment	Codes	Score	%	Grd
05/30/2014	HW	Consumer habits		7/10	70	C-
06/27/2014	TST	test123		10/10	100	A
07/12/2014	PROJ	Price Increases		8/10	80	B-
08/09/2014	HW	Marketing Schemes		9/10	90	A-
08/13/2014	QZ	Vocabulary Quiz	✓	18/20	90	A-

Don't Be Taken By Surprise



Net Access

Would you like some direction to help guide your conversations on the phone with parents?



Net Access

Administration

- District Specific
- Fee Transactions
- Log Entries
- Lunch
- Lunch Transactions
- Net Access**
- SEOP Review
- Incidents

Enrollment

- Activities
- All Enrollments
- Functions
- Special Programs
- Transfer Info

Scheduling

- Bell Schedule View
- List View
- Matrix View
- Modify Schedule
- Request Management
- Scheduling Setup

PowerSchool Start Page > Student Selection > Net Access



Net Access

Adair, Brandon 12 3 A AGHS1

Parent Access Summary					
	Parent	Date	Time	IP Address	Duration (minutes)
1.	Springel, Jason	10/10/2014	07:02 PM	71.238.124.244	30.35
2.	Springel, Jason	10/10/2014	06:30 PM	71.238.124.244	4.21
3.	Springel, Jason	10/10/2014	06:25 PM	71.238.124.244	5.07
4.	Springel, Jason	10/07/2014	02:38 PM	71.238.124.244	3.77
5.	Springel, Jason	10/03/2014	02:17 PM	70.194.13.44	30.32
6.	Springel, Jason	10/02/2014	02:07 PM	159.182.1.4	0.51
7.	Springel, Jason	09/28/2014	12:50 PM	71.238.124.244	1.29
8.	Springel, Jason	09/28/2014	12:02 PM	71.238.124.244	19.82
9.	Springel, Jason	08/25/2014	01:48 PM	159.182.1.4	28.51
10.	Springel, Jason	08/25/2014	01:07 PM	159.182.1.4	35.14

PowerSource

Getting help from PowerSource

<https://support.powerschool.com/>

PowerSource

PowerSource

Search Site

- Home
- Support
- PowerTeacher
- Training
- Services
- Labs
- Community

- My Setup
- Account Management
- My Cases
- My Bookmarks
- My Watches
- My Training
- Search
- Tag Cloud
- User Directory

PowerSchool Summit Series: Advanced Customizations Academy

Learn how to create Customizations in this 3-day course, 9/29 - 10/1 in Rancho Cordova, CA.

[Register Now](#)

Technical Support



For all of your technical support needs

Training



Find online or in-person training offerings

Services



Discover a wide range of professional services

Community



Connect with our growing community

Knowledgebase



Quickly search through thousands of articles

Getting Started

 **Site Search**
Quickly search through Knowledgebase articles, documentation,

 **PowerSchool**
Free online event "PowerSchool Services"



<http://tech.groups.yahoo.com/group/PSUG/>

tech.groups.yahoo.com/group/PSUG/

Post
Files
Photos
Links
Database
Polls
Members
Calendar
Promote
Groups Labs (Beta)
Chat

Join This Group!

Activity within 7 days: **9** New Members - **188** New Messages - [New Questions](#)

Description
A place for PowerSchool users to collaborate, cooperate and share. PowerSchool is a powerful web-based student information system and the objective of this group is to help users get the most out of its many capabilities.



PowerSchool Users Group

Info Settings

Group Information
Members: 10150
Category: [Education](#)
Founded: Feb 8, 2001
Language: English

? Already a member?
[Sign in to Yahoo!](#)

Message History

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	1319	1073	1078	701	817	520						
2011	1240	985	956	691	834	799	982	1648	1822	1071	1128	1073
2010	1169	1151	1253	994	1131	1233	864	1469	1366	1122	1140	696
2009	1297	1145	1062	933	944	862	862	1428	1594	1381	1080	812
2008	1338	1196	985	1237	1019	906	1175	2035	2063	1608	1027	937
2007	988	655	970	684	794	675	774	1657	1625	1760	1255	745
2006	1046	967	1023	651	942	612	631	887	1174	1160	892	777
2005	1020	964	971	726	877	667	577	1343	1666	1382	1093	765

What did we learn?

- Navigation & Personalization
- Searching
- Attendance
- Scheduling
- Reports
- Daily Bulletin
- Log Entries
- PowerLunch
- Exporting Information
- Daily Inquiries



PowerSchool