

PowerSchool Reporting

Tips and Tricks

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Agenda

- Welcome & Introductions
- The different PowerSchool reports
- Creating Reports
- Report Treasure Hunt
- I've found the report – now what?
- Batch address validation





Objectives

Upon completion of today's training you will be able to:

- Know where to find specific types of PowerSchool reports
- Be able to create simple form letters and mailing labels
- Understand how reports can be shared
- Import a report and apply basic report customization
- Perform batch address validation

Meet the Trainers

- Been with the ISD 11 years
- Started in the classroom
- On PowerSchool since 2001
- Certified PowerSchool Trainer





Your Turn. . . .

- Name
- Job title
- District/school
- Time on PowerSchool
- 1 thing you hope to learn

PowerSchool Reports



Various types

- **System Reports** – created by PowerSchool
- ReportWorks – **NEW** with Version 6.0
- State – customized for each state
- Engine – not easy to create or customize
- **Form Letters** – similar to mail merge
- **Mailing Labels** – easy mailing and file folder labels
- **Object Reports** – more complex than form letters
- Report Cards
- PowerTeacher Grade Book – created by PowerSchool

System Reports

- Broken out by area
- Standard
- Require some input when running

Reports

out by area
 and
 some input when running

Reports		
System	ReportWorks State Engine Setup Extra	
Attendance		
Absentee	Description	
Attendance Count	Single day period by period attendance code report.	
Class Attendance Audit	Multi-day period by period attendance code report.	
Consecutive Absences	Section specific attendance roster.	
Student Attendance Audit	Report detailing consecutive student absences by absence code.	
Monthly Student Attendance Report	Roster report detailing attendance codes by day.	
Attendance Summary by Grade	Twenty-day student attendance report for a date range and grade(s).	
Year-to-Date Attendance Summary	An aggregated attendance report by grade.	
PowerTeacher Attendance Summary	Year-to-date aggregated attendance report by grade.	
Weekly Attendance Summary	Report showing which teachers have not taken attendance.	
Weekly Attendance Summary (Daily)	A weekly attendance summary by section.	
Period Att. Verification	A weekly attendance summary by Teacher.	
Discipline		
Discipline Log	Description	
Discipline Summary	A list of student discipline incidents by date range and sub-type.	
Grades and Gradebooks		
Class Ranking	New Report! - Disciplinary incidents by gender, ethnicity, special program ar	
Grade Count or by Teacher		
Description		
Student list by GPA.		
Grade Count by Teacher		



Consecutive Absence Report

- Reports consecutive student absences by code
- Analyze attendance trends
- Identify when excessive-absence letters should be generated

Report Layout

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>ALL CODES EN (Entered) P (Present) T (Tardy) TT (Tardy Transportation) A (Absent) SR (School Related) S (Suspended) D (Drop) WR (Work Release)</div>		
Begin Date and Ending Date	9/1/2009	6/18/2010	
Processing Options	In Background Now ▼		
Specific Date/Time		@	▼ : ▼
Data to be filled	(Check checkbox on the right to save as default value) Reset All ▼		
Number of Consecutive Days to Scan*	5		<input type="checkbox"/>
Scan*	Current Enrollment Records ▼		<input type="checkbox"/>
Include Student Number	<input type="checkbox"/>		<input type="checkbox"/>
Itemize by Day	<input type="checkbox"/>		<input type="checkbox"/>

Sample Output

Consecutive Absences Report

Kent Career Technical Center

Meeting
Code(s): A

Occurrences of 5 consecutive absences of code(s) A from 9/1/2009 to 6/18/2010

Student	Grade	Expression	Course	First Date	Last Date	#
Abreu, Hattie J	11	1(A)	Hospitality/Intro	9/8/2009	9/16/2009	7
Belley, Jerome J	11	1(A)	Info Tech Intro	8/10/2009	8/18/2009	5
Karp, Rosalind	12	2(A)	Hospitality/Intro	9/10/2009	9/18/2009	7

Absentee Report

- Most often-used attendance report
- Lists students who are absent or late
- Identifies students who skip class
- Used for calling parents to verify student absences

Report Layout

Report Name	Absentee		
Version	2.7		
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	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students		
Grades (leave blank for all)	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15		
Attendance Codes	<div>ALL CODES EN (Entered) P (Present) T (Tardy) TT (Tardy Transportation) A (Absent) SR (School Related) S (Suspended) D (Drop) WR (Work Release)</div>		
Date to Scan	9/16/2009		
Period(s) (leave blank for all)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> OL <input type="checkbox"/> HS <input type="checkbox"/> CR		
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) <input type="button" value="Reset All"/> ▾		
Include Student Number	<input type="checkbox"/>		<input type="checkbox"/>
Number of Blank Lines Below Student Names	<input type="text" value="0"/>		<input type="checkbox"/>
Include Verification Line	<input type="checkbox"/>		<input type="checkbox"/>

Sample Output

Absentee Report

Kent Career Technical Center
5/16/2009
A

Meeting Attendance Codes: A

Student	Grade	Phone	1	2	3	4	OL
Abramson, Robert C	11	616-908-9921	A				
Abreu, Hattie J	11	616-208-1797	A				
Belley, Jerome J	11					A	
Cabezas, Glen L	11	616-992-2303	A				
Haag, Tracy S	11	616-733-0108	A				
Karp, Rosalind	12	616-352-3346	A				

Functions:

Find teachers who have not taken attendance

Now It's Your Turn



Complete:

Activity 1 - Run the Absentee Report

Activity 2 – Run the Consecutive Absences Report

Creating Reports



Form Letters

- Similar to mail-merge
- Created as needed
- Save for future use
- Teachers can print
- Customize with HTML and PowerSchool fields and codes

Sample Form Letter

Fields

^[letter.date]

To the Parent or Guardian of ^(first_name) ^(last_name)
^(street)
^(city), ^(state) ^(zip)

Hello,

The Kent Intermediate School District has identified customer satisfaction and student achievement as strategic planning goals. Regarding customer satisfaction, the Kent Career/Technical Center is gathering data from its customers: students, parents, counselors, principals and business/industry.

Enclosed is a satisfaction survey. Please take a moment and respond. An addressed, stamped envelope is included.

The results of the surveys will help us understand our customers' expectations and improve our programs, communication and service.

Submit

Start Page > Reports > Setup > Form Letters > New > Report Body

Sample Output

September 16, 2009

To the Parent or Guardian of Jimmy Babb
1125 ALEXANDER ST SE
GRAND RAPIDS, MI 49525

Hello,

The Kent Intermediate School District has identified customer satisfaction and student achievement as strategic planning goals. Regarding customer satisfaction, the Kent Career/Technical Center is gathering data from its customers: students, parents, counselors, principals and business/industry.

Enclosed is a satisfaction survey. Please take a moment and respond. An addressed, stamped envelope is included.

The results of the surveys will help us understand our customers' expectations and improve our programs, communication and service.

Thank you.

Sincerely,

Rick Briggs
Principal

Sample PowerSchool Fields

Field Name	Displays
First_Name	Student's first name
Last_name	Student's last name
Mother	Mother's name (first and last)
Street	Street Address
City	City
State	State
Zip	Zip code

Start Page > View Field List

Sample PowerSchool Codes

Data Code	What it Does	What it looks like
^[letter.date]	Prints the current date	Sep 16, 2009
^(schoolname)	Prints the name of the school	Kent Career Technical Center
^(he/she)	Prints the word he or she based on the gender field	he
^(yearname)	Prints the name of the year	2009-2010

<https://powersource.pearsonschools.com>

Now It's Your Turn . . .



Complete Activity 3 – Create a Form Letter

Mailing Labels

- Easy way to setup for mass mailings
- Can be used for student file folders
- Teachers can print
- Customize with HTML and PowerSchool fields and codes

Sample Mailing Label

Layout Name	<input type="text"/>	Table	Students ▼
Font	Academy Engraved LET ▼		
Font Size	<input type="text" value="10"/> points	Line Height	<input type="text" value="10"/> points
Page Left Margin	<input type="text"/> inches	Page Top Margin	<input type="text"/> inches
Label Width	<input type="text"/> inches	Label Height	<input type="text"/> inches
How Many Columns Of Labels	<input type="text"/>	How Many Rows Of Labels	<input type="text"/>
Space Between Each Column	<input type="text"/> inches	Space Between Each Row	<input type="text"/> inches
Horizontal Padding For Label Text	<input type="text"/> inches	Vertical Padding For Label Text	<input type="text"/> inches
Label Content Fields	<div></div>		
Make this label accessible to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at Kent Career Technical Center		
Teachers can print?	<input type="checkbox"/>		
Export as a template			

Start Page > Reports > Setup > Mailing Labels > New

Label Layout Help



- Open Microsoft Word
- Under Mailings – Labels
- When you pick a specific label you can view the details

Label Details

Preview

Side margins

Top margin

Horizontal pitch

Vertical pitch

Width

Height

Number across

Number down

Label name: 5260

Top margin: 0.5"

Side margin: 0.19"

Vertical pitch: 1"

Horizontal pitch: 2.75"

Page size: Letter (8 1/2 x 11 in)

Page width: 8.5"

Label height: 1"

Label width: 2.63"

Number across: 3

Number down: 10

Page Height: 11"

OK Cancel

Sample Labels

To the Parent/Guardian and
ELLIOTT MCEVOY
3026 UNION AVE. SE
WYOMING MI 49548

To the Parent/Guardian and
JOSIE ROBERSON
1015 LEGACY DR NE
COMSTOCK PARK MI 49321

To the Parent/Guardian and
NANCY MORRISON
2339 CHARRING CROSS DR SE
GRAND RAPIDS MI 49546

To the Parent/Guardian and
FREDERICK SANTOS
7039 CRESCENDA DR
ROCKFORD MI 49341

Now It's Your Turn . . .



Complete Activity 4 – Create a Mailing Label

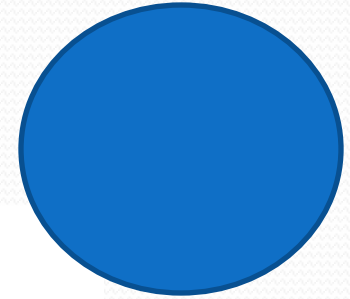
Object Reports

Create when your report requires:

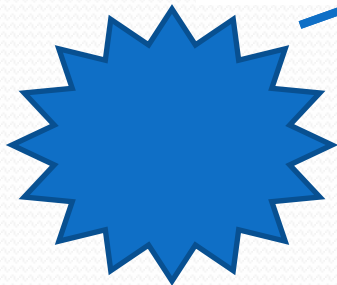
- Complete Control of Layout
- Graphics
- Multiple Pages per student
- Multiple Students per page



Basic Report Elements



Text and words



Doreen L. Baldwin

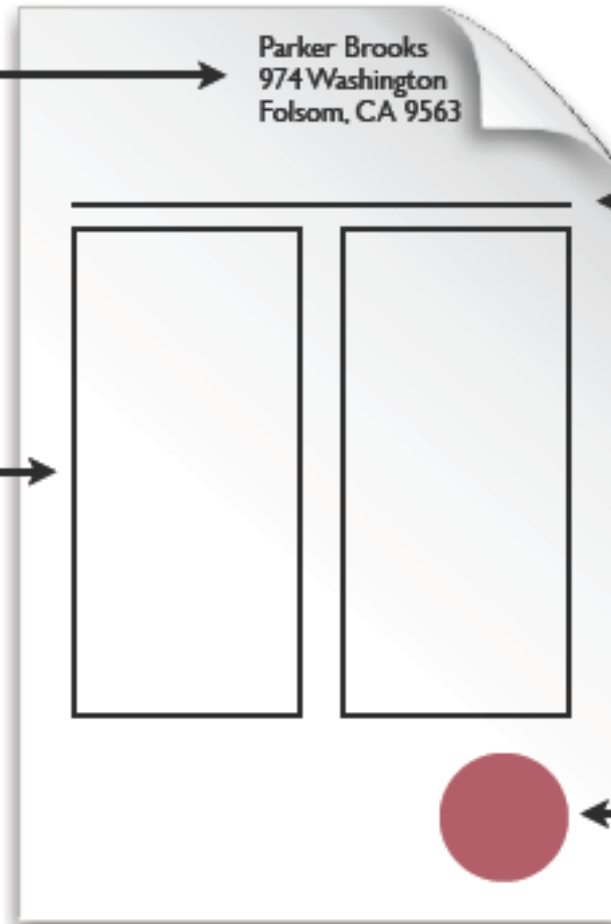
Text

Parker Brooks
974 Washington
Folsom, CA 9563

Line

Box

Circle



Picture



Parker Brooks
974 Washington
Folsom, CA 9563

05-06 Apple Grove

Algebra	A	A
Chemistry	C+	B-
English	A	B+
Intro to Art	A	A
Jazz Band	A	A
Percussion	A	A

04-05 Apple Grove

Biology	B	B
Computers	A	A
English	A	A
Geology	A-	B-
Jazz Band	A	A
US History	A	A

Transcript



Parker Brooks
974 Washington
Folsom, CA 9563

Type	Description	Amt	Paymt	Bal
School	Yearbook	\$38.00	\$0.00	\$38.00
Course	Biology Lab	\$2.50	\$0.00	\$2.50
Course	Computer Lab	\$2.50	\$0.00	\$2.50
Band	Marching Band	\$75.00	\$25.00	\$50.00
Trip	Field Trip	\$3.00	\$3.00	\$0.00
Library	Overdue Book	\$0.80	\$0.00	\$0.80
TOTAL				\$93.80

Fee List



80580002

Sequence



Lets take a look . . .



Finding and using Reports



Resources

- Power Data Solutions – PDS
 - www.powerdatasolutions.org
- PSUG and PSUG-MI
 - Groups.yahoo.com (search for either and join)
- Power Source
 - Powersource.pearsonschoolsystems.com



Importing the File

PowerSchool

School: Kent Career Technical Center

Term: 09-10 Year

Start Page > System Administrator

(Last Login: 9/17/2009 at 7:00 AM)

Functions

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

Setup

- Personalize
- PowerScheduler
- School
- Staff
- System
- Dashboard
- Administrator
- PT Administrator
- ReportWorks

System Administrator

Function	Description
Assign New Student Numbers	Replaces student numbers with new ones.
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Average Final Grades	Calculate and store averaged final grades.
Calculate Honor Roll	Calculate and store honor rolls.
Change Course Number	Changes a course number system-wide.
Change School Number	Changes a school number system-wide.
Clear Activities	Clears students activities.
Copy Master Schedule	Copies the master schedule (sections) from one year to another.
Copy School Setup Info	Overwrites existing school information with new information.
Custom Fields / Screens	Creates and edits fields and screens for staff and students.
Direct Database Export (DDE)	Exports information from database directly.
End-of-year process	Closes out and archives student records at end of year.
Export Historical Grades	Exports historical grades for current school year.
Import Report Template	Imports a report from another system.
Permanently Store Grades	Changes current grades into historical grades.

Import Report Template

Character Set: ▼

File to Import:

PowerSchool

Alert: Template Successfully Imported

The object report is named: OMR Verification sheet - Feb09



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Login ID - List	Students
Lunch ID's w/picture	Students
Medical Alert Roster	Students
NEW Attendance - SEP	Students
OLD Attendance - SEP	Students
OMR Verification sheet - Feb09	Students
OMR Verification sheet - Feb09	Students
OMR-DLB	Students
OR Report Card 1	
Parent_Guardian Contact List	
Photo Log-1st	
Photo Log-2nd	
Photo Log-3rd	
Photo Log-4th	

Edit Object Report

Option	Value
Title of this report	OMR Verification sheet - Feb09 Table Students
Default font	Helvetica
Default font size	10
Default text line height	
Page Size	Letter (8 1/2" x 11")
	Custom Size: Height Width
Margins (inches)	Left 0.75 Top 0.5 Right 0.5 Bottom 0.5
Orientation	Landscape (horizontal)
Scale	100
This report available to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at Kent Career Technical Center
Teachers can print?	<input type="checkbox"/>
Override Course Exclude Setting?	<input type="checkbox"/>

Delete

Submit

1. Select the bottom report
2. Edit the main report parameters
3. Change name

Warning. . .

Known Issue:

When reports are imported, extra line spaces are added.



Now It's Your Turn . . .



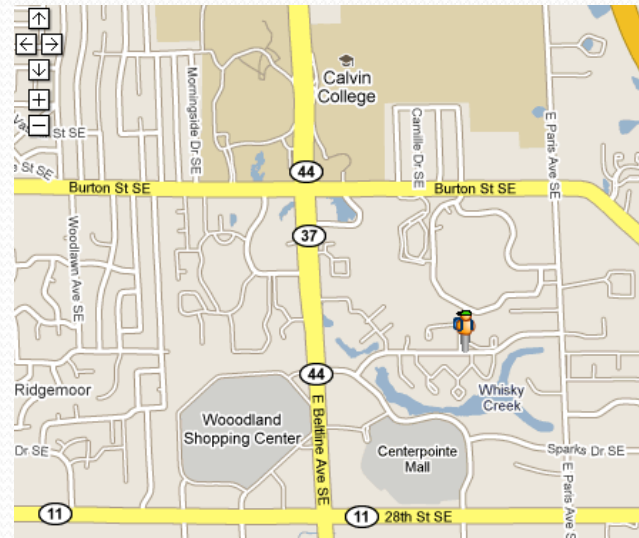
Complete Activity 5 – Import an Object Report

Address Validation



You live where?

- New for PowerSchool 6.0
- Partnership with Google Maps
- Ability to verify and see where the address is.
- If boundary is mapped, you will be able to see address against the boundary.



Batch Address Validation

- Select a group of students
- Under group functions
 - Batch Address Validation
- Errors found can be fixed by going to www.google.com
 - Click on Map > Help > Fix and Error
 - Follow instructions on site

Now It's Your Turn . . .



Complete Activity 6 – Batch Address Validation

Summary

You now have the knowledge

- Types of PowerSchool reports
- How to create simple reports
- Where to find reports
- How to import reports
- Batch address validation

