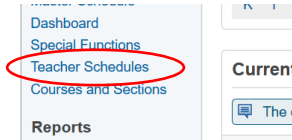


Verification Sheets for Standards Report Cards

Grades K-2

(updated 10/4/2023)

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



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

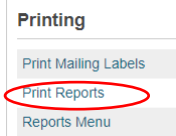
	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
<input type="checkbox"/>	HR(A)	18-19	HMRM001	Home Room	102		18		
<input type="checkbox"/>	1(A)	18-19	2399011	Language Arts 1	102		18		
<input type="checkbox"/>	3(A)	18-	2799011	Math 1	102		18		

4. Click the “Make Current Student Selection” button at the bottom

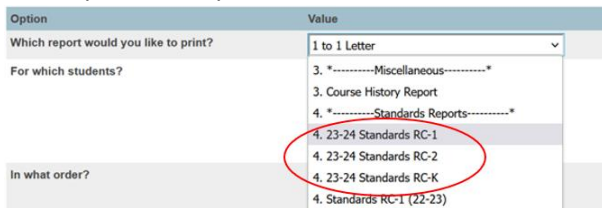
Use checked students to:



5. On the Group Functions page select Print Reports



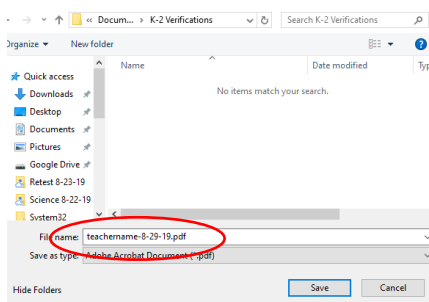
6. Select the appropriate report card depending on grade level of the teacher from the “Which report would you like to print?” drop down



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

Created	Job Name	Started	Ended	Status	
08/30/2022	4. 22-23 Standards RC-2	08/30/2022 11:02 AM	08/30/2022 11:02 AM	Completed	View

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



10. Email teachers and attach their verification PDF.