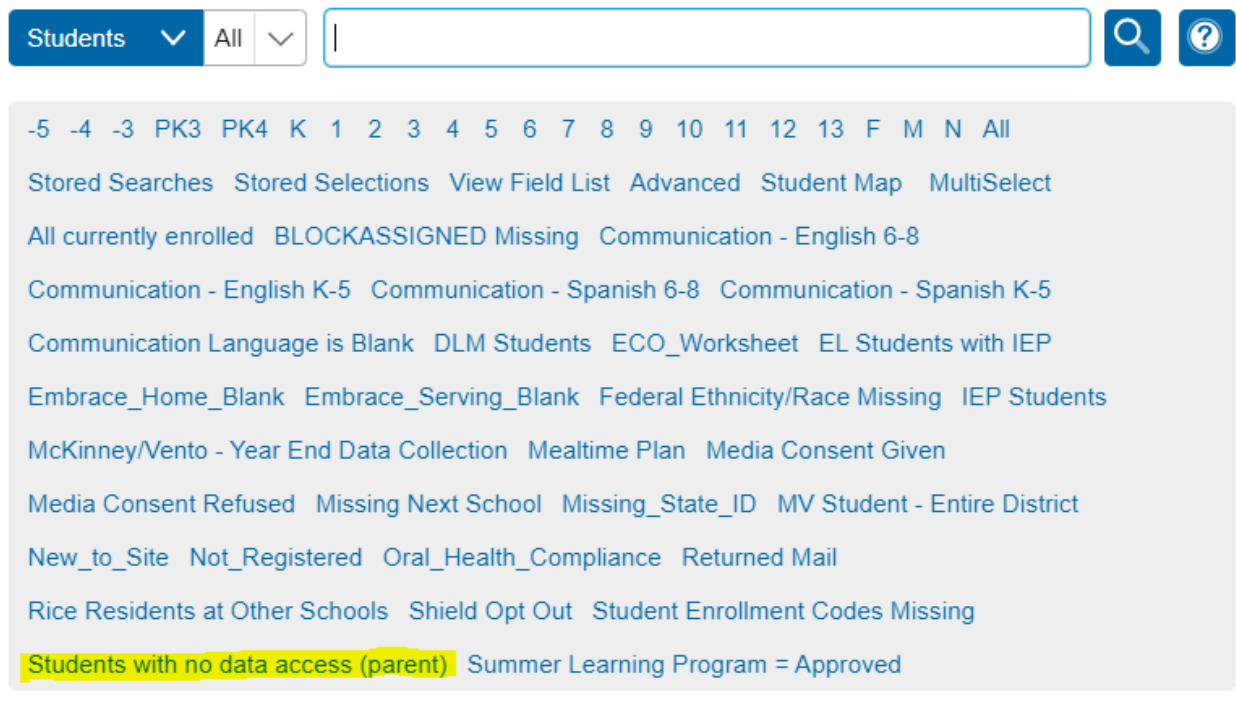


Access to parents without an email

Hello School Admin,

Our department is sending progress reports/report cards to families this week. Please check PowerSchool SIS quick links for contacts that are missing email addresses and PowerSchool parent portal access. Per our commitment to equity, we must support families that don't access email. Please follow the steps below to send out progress reports/report cards.

1. Choose your school at the top right corner
2. Click on quick link called **Students with no data access (parent)**



The screenshot shows the PowerSchool SIS interface. At the top, there are two dropdown menus: "Students" and "All". To the right is a search bar with a magnifying glass icon and a help icon. Below the search bar is a dropdown menu with the following options: -5, -4, -3, PK3, PK4, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, F, M, N, All. Below the dropdown menu is a list of quick links: Stored Searches, Stored Selections, View Field List, Advanced, Student Map, MultiSelect, All currently enrolled, BLOCKASSIGNED Missing, Communication - English 6-8, Communication - English K-5, Communication - Spanish 6-8, Communication - Spanish K-5, Communication Language is Blank, DLM Students, ECO_Worksheet, EL Students with IEP, Embrace_Home_Blank, Embrace_Serving_Blank, Federal Ethnicity/Race Missing, IEP Students, McKinney/Vento - Year End Data Collection, Mealtime Plan, Media Consent Given, Media Consent Refused, Missing Next School, Missing_State_ID, MV Student - Entire District, New_to_Site, Not_Registered, Oral_Health_Compliance, Returned Mail, Rice Residents at Other Schools, Shield Opt Out, Student Enrollment Codes Missing, **Students with no data access (parent)**, Summer Learning Program = Approved.

3. Click back on the start page to make these students your current selection
4. Click on the start page and on the left click **MBA Report Creator**



The screenshot shows the MBA Plugins menu. The menu items are: MBA Alert Creator, MBA Device Manager+, **MBA Report Creator**, and MBA Student Fees.

Access to parents without an email

5. Then click under functions, **run reports**

Start Page > Report Creator Chute Middle School ▾

MBA Report Creator

Functions	
Run Reports	Generate Report Creator reports
Reports	
ADA/ADM Configuration Audit	Identify common attendance issues resulting in inaccurate ADA/ADM
Credit Summaries	Student Credit Summaries
Current Grade Audit	Search current grades
Report Views & Digital Signatures	Public portal report views and digital signatures
Stored Grade Audit	Search stored grades and identify common issues
Student Module Records	Search student module records
Student Module Import	Import student module records

6. Select the correct report, student selection, grade then click generate report
Report Creator Reports


Generate Reports

Report	Student Selection	Grade Level	Sort Order	Include Dropped Courses	Include Transferred Out Students	
22-23 Middle School Report Card ▾	Current Selection (1) ▾	All Grades ▾	Student Name ▾	<input type="checkbox"/>	<input type="checkbox"/>	Generate Reports

Access to parents without an email

7. On the top left choose **print**, once printed **mail** to the family.

22-23 Traditional Progress Report

Email with BrightArrow  Print

Excluded Terms & Storecodes

Excluded Grades (Storecodes)
No Exclusions

Excluded Attendance Terms
No Exclusions

Excluded Section Terms
No Exclusions

Source: Report Configuration

Troubleshooting Tips

Hover over any standard row to see the associated standard identifier

Double-click any report for quick access to associated student screens