

Power School Instructions for Nurses 2025 Edition

How to Find Students with Health Alerts Entered

PS Start Page > PSCB Custom Reports > Misc > Student Alerts List > Select Medical from the drop-down menu

How to Find Health Alerts or Medical Conditions for Students

- 1) Search for student by entering last name
- 2) Select correct student
- 3) Click on the red caduceus  on the lower right corner of the student's picture, if there is one
- 4) You can also select *Emergency and Medical Contacts* to see other health information
- 5) For additional information, select *More* from the menu on the right
 - Select *ACPS Reg 9 Med*, which will give you the parent's report of health history

Reports

Clinic Visit Reports (Monthly Data)

PS Start Page > Health > Summary of Clinic Visits by Date

Immunization Compliance Reports

Start Page → Health → All Immunizations → Select Tiles for specific vaccines then choose *Mode* from pulldown menu in upper right corner (not recorded, compliant, exempt etc.)

Immunization Compliance Summaries

Start Page → Data and Reporting → Reports → sqlRports → Health → Select from the 3 options

▼ Health	
Immunization Dose List	A listing of dose information for the selected immunization for current and ... Read More
Students Without Any Immunizations	A listing of students who have no immunizations recorded in PowerSchool.
Vaccine Compliance Status	The compliance status for active students for the selected vaccine.

Other Reports

Start Page → Data and Reporting → Reports → ReportWorks → Select a Report

ACPS Default	Description
 Health Office Visits by Student	
 Health Office Visits Outcome	Search for Health Office visits with selected outcome
 Health Screening Report	
 Health Screenings	
 HPV Shot Status	Listing of students and number of HPV
 Immunization status counts by vaccine	
 Lice Health Office Visits	Report listing health office visits for current students related to lice
 TDAP Shot status	Report lists number of TDAP shots received for each student

Finding New Students in Power School

EntryDate > 8/20/2024;Enroll_Status = 0 [Choose dates]

New students: sql reports → enrollment → Students not enrolled last year

Start Page → Data and Reporting → Reports → sqlRports → enrollment → Students not enrolled at this school last year

When entered school: Home screen for student → Student Enrollment → Enrollment History

Getting List of Students

Start Page → Select Grade → List Students → Report Title → Grade_11 (or other) →

1. Last_Name
2. First_Name
3. Blank
4. DOB

Print

Note: Custom List is at the bottom of the list

Emergency Health Information for EMS

For an Individual Student

- **Select the Student** in PowerSchool
- Select **Print a Report** (Top left corner and looks like a printer)
- Select the Report **ACPS Student Health/Contact Data** from the drop down menu list
 - o Do not change any other parameters on the page
- Click **Submit** to begin running the report
- Once the report finishes running (may need to refresh the page), select **View** to view and/or print the report

For a Group of Students

- Make the students your **Current Selection**
- Select the **Group Functions Menu** by clicking the downward triangle in the bottom right corner of the PS Home Screen
- Under Printing, Select **Print Reports**
- Select the Report **ACPS Student Health/Contact Data** from the drop down menu list
 - o Do not change any other parameters on the page
- Click **Submit** to begin running the report

Once the report finishes running (may need to refresh the page), select **View** to view and/or print the report

Screening Results

They should be able to use the Health Management page for Screenings to determine students that have not had a particular screening entered into PowerSchool. They can go to the Screenings tab, adjust the Date Range Parameter, select the screening they want to view, and add any other filters such as Grade level to run the report.

The date range is simply the date that the screening was performed for the student so you have to be cognizant of that when running the report. If you select a narrow window, it doesn't mean that a student hasn't gotten the screening, it just means that the student didn't receive a screening during the dates you selected.

Select Grade → Health → All Screenings Select Vision and Color and Show Results

Lists of Students with Various Fields

Select Grade → Custom Student List → Select Variable from Field List → Submit

School Attendance Relative to School Division Attendance

Start Page → Data and Reporting → Reports → sqlReports → Attendance → Attendance Trend Data → Enter Date (report not available on the same day)

Enter Information Into Power School

- 1) Review health records and *ACPS Reg 9 Med* and note conditions
- 2) Select Health from menu on left
- 3) Go to Emergency and Medical Contacts
- 4) Enter conditions into Alerts or Special Medical Considerations. Alerts are for conditions that all staff with supervisory authority should be aware of such as asthma, allergies, diabetes, seizure disorders etc. **Please note, any conditions you enter as a health alert will be uploaded to the Dept of Transportation**
- 5) Hit Submit

How to Find Parent Contact Information

- 1) Choose *Student Profile* from menu on right
- 2) Choose *Contacts*
- 3) Click *Contact Summary*
- 4) Select a parent or guardian unless there is a **No** under *Legal Custody* or *Can Pick Up*

How to Enter Clinic Visits in Power School

- 1) Start screen
- 2) Search for student by entering last name
- 3) Select correct student
- 4) Select *Health* on left menu
- 5) Select *Office Visits* on right
- 6) Choose *Visit Type* category from pull-down menu
- 7) Enter *Time In* and *Time Out* if different from current time
- 8) Enter your name in *Provider Name*
- 9) Put check mark in box next to *Parent Contact*, if appropriate
- 10) **Skip** *Visit Reason*
- 11) Add *Reason Note*
- 12) Click and enter *Vital Signs* if appropriate
- 13) Click *Assessment* and enter *Assessment Note*
- 14) Click *Outcomes & Actions*
- 15) Select from pull-down menu in *Visit Outcome/ Action*
- 16) Select *Procedure* (medically ordered or nurse procedure)
- 17) Select from pull-down menu under *Treatment*
- 18) Enter *Outcome/Action Note* if appropriate
- 19) Click *Save*

How to Enter Immunizations into Power School

- 1) Select Student
- 2) Go to Health
- 3) Select Immunizations
- 4) Enter dates of immunization from record
- 5) You must enter something in the box titled *Description of Change* it can just be “entered”
- 6) Click *Submit*