Reports User Guide

PowerSchool 8.x
Student Information System

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This edition applies to Release 8.2.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

Contents

Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File > New > Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text “**Note:**.”

Introduction

PowerSchool includes two types of reports: custom and preconfigured. Custom reports include form letters, mailing labels, report cards, and object reports. Preconfigured reports include reports related to attendance, grades, membership and enrollment, statistics, and student listings. Use the reports menu to run any custom or traditional report. Limit the group of students to report on by selecting a group of students before accessing the reports menu.

Group Reports

Select a group of students before running either preconfigured or custom reports.

How to Display the Reports Page

Display the reports page by selecting a group of students for whom you want to run a report. Alternately, you can choose **System Reports** under Reports in the main menu.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Printing, choose **Reports Menu**. The Reports page appears.

   Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Do one of the following:

   - Click the **System** tab to view *Preconfigured Reports.*
   - Click the **ReportWorks** tab to view *ReportWorks Reports.*
   - Click the **State** tab to view *State Reports*.
   - Click the **Engine** tab to work with the reporting engine.
   - Click the **Setup** tab to view *Custom Reports*.

System Report Queue

Use the System Report Queue to view, delete, cancel, and re-execute preconfigured reports that you submit to the queue. When you submit a report request to the system, the system captures the report request and transmits the job to the Report Queue. The Report Queue page displays the status of the report as it is processed by the system. The Report Queue also includes debugging tools and logs to troubleshoot problems with reports.

Reports are organized by tabs. The System tab displays all preconfigured reports, while the ReportWorks tab displays all submitted reports that were created in ReportWorks. For more information about viewing ReportWorks, see *ReportWorks Report Queue*.

To view all jobs in the report queue regardless of the user, view the report queue from the System Administrator menu. Administrators can also set preferences for the Report Queue. For more information, see *Report Queue Preferences*.

How to Set Automatic Page Refresh on the Report Queue

You can choose how often the ReportWorks report queue automatically refreshes. This feature is available on the System Reports Report Queue and the ReportWorks Report Queue.

1. On the start page, click the **Report Queue** button in the navigation bar.
2. Click the **System** tab. The Report Queue (System) - My Jobs page displays all your reports.
3. On the **Refresh** button, click the arrow. A pop-up menu displays the units of time you can set for the automatic page updates; 30 seconds, one minute, five minutes, or 10 minutes.
4. Select a value from the pop-up menu. A countdown clock appears on the Refresh button and displays the time until the page updates, based on your selection.
5. To cancel the automatic page refresh, click the arrow and select the **Cancel** button.

How to View System Reports in the Report Queue

You must run a report before performing this procedure. For more information, see *Custom Reports* or *Preconfigured Reports.*

1. On the start page, click the **Report Queue** button in the navigation bar.
2. Click the **System** tab. The Report Queue (System) - My Jobs page displays all your reports.
3. Do one of the following:

    - Click **Refresh** to update the page.
    - Click the cancel icon to stop running the report.
    - Click **View** to view the report once the Status column displays the status "Completed."
    - Click the Job Name of the report. The Report Queue Job Detail page displays details of the report job, and you can select either the **Cancel Job** or **Run job again** checkbox, depending on whether the job has completed or not. For more information, see *How to View System Completed Report Details*.
    - Click the trash icon to delete the completed report.

How to View Completed System Report Details

When a report runs completely, view the job details. For details on reports that are running or pending, see *How to View System Reports in the Report Queue*.

1. On the start page, click the **Report Queue** button in the navigation bar.
2. Click the **System** tab. The Report Queue (System) - My Jobs page displays all your reports.
3. Click the job name of the report. The Report Queue Job Detail page appears.
4. Use the following table to enter information in the fields:

Field	Description
User	The username of the person who ran the report appears.
School	The school name and number for the report appears.
Created	The date and time the report job started appears.
Job Name	The name of the report appears.
Type	The way in which the report is generated appears.
Reports	The name of the table that includes the data used for the report appears.
Status	The status of the report job appears: • **Completed**: Job is finished. • **Running**: Job is processing. • **Pending**: Job has not started. • **Canceled**: Job has been canceled.

Use the following table to enter information in the fields if the report has not completed:

Field	Description
Started	The date and time the report started running appears.
Ended	The date and time the report finished running will appear once completed.
Merger Action	If the report is a merger of multiple report definition (RPT) files, this field displays the text **MERGE**. If the report was not a merger report, nothing appears in this field.
Destination	The destination of the report appears, such as Browser.
When to Execute	The status of when the report will run appears.
Cancel Job?	Select the checkbox to cancel the execution of the report.

Use the following table to enter information in the fields if the report has completed:

Field	Description
Started	The date and time the report started running appears.
Ended	The date and time the report finished running appears.
Destination	The destination of the report appears, such as Browser.
When to Execute	Select a time to run the report: • **ASAP**: Execute immediately.

Field	Description
	• **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields.
Run Job Again?	Select the checkbox to execute the report again.
Result File	Select the Result File to display the report.
File Size	The size of the file appears.

Use the following table to enter information in the fields if the report is pending completion:

Field	Description
Started	The date and time the report started running will appear once it executes.
Ended	The date and time the report finished running will appear once completed.
Merger Action	If the report is a merger of multiple report definition (RPT) files, this field displays the text **MERGE**. If the report was not a merger report, nothing appears in this field.
Destination	The destination of the report appears, such as Browser.
When to Execute	Select a different time to rerun the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields.
Cancel Job?	Select the checkbox to cancel the execution of the report.

Use the following table to enter information in the fields if the report was canceled:

Field	Description
Started	The date and time the report started running appears.
Ended	The date and time the report stopped running appears.
Merger Action	If the report is a merger of multiple report definition (RPT) files, this field displays the text **MERGE**. If the report was not a merger report, nothing appears in this field.
Destination	The destination of the report appears, such as Browser.

Field	Description
When to Execute	Select a time to rerun the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields.
Run Job Again?	Select the checkbox to execute the report again.
Error Message	Details regarding the cancellation of the report appear.
Error Code	The code used to cancel the report appears.

5. Click **Submit** to save your changes. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
6. Click **View** to display the report.

How to View Report Queue Jobs

You must run a report before performing this procedure. For more information, see *Custom Reports* or *Preconfigured Reports*.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Reports, click **Report Queue Settings**. The Report Queue Settings page appears.
3. Click **Current Jobs**. The Report Queue - Current Jobs page displays the reports in the queue.
4. Do one of the following:

    - Click **Refresh** to update the page.
    - Click the job name of the report. The Report Queue Job Detail page displays details of the report job.
    - Select the **Cancel** checkboxes for the reports you want to cancel. Click **Cancel Selected Jobs**.

How to View Completed Report Queue Jobs

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Reports, click **Report Queue Settings**. The Report Queue Settings page appears.
3. Click **Completed Jobs**. The Report Queue - Completed Jobs page displays the reports.
4. Do one of the following:

- Click **Refresh** to update the page.
- Click the job name of the report. The Report Queue Job Detail page displays details of the report job.
- Select the name of the result file to display the report.

How to Understand Report Queue Job Details

View report job details.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Reports, click **Report Queue Settings**. The Report Queue Settings page appears.
3. Click **Completed Jobs**. The Report Queue - Completed Jobs page displays the reports.
4. Click the job name of the report. The Report Queue Job Detail page appears.
5. Use the following table to enter information in the fields:

Field	Description
User	The username of the person who ran the report appears.
School	The school name and number for the report appear.
Created	The date and time the report job started appear.
Job Name	The name of the report appears.
Type	The way in which the report is generated appears.
Reports	The name of the table that includes the data used for the report appears.
Status	The status of the report job appears: • **Completed:** Job is finished. • **Running:** Job is processing. • **Pending:** Job has not started. • **Canceled:** Job has been canceled.
Started	The date and time the report started running appears.
Ended	The date and time the report finished running appears.
When to Execute	Select a time to run this report: • **ASAP:** Execute immediately. • **At Night:** Execute during the next evening. • **On Weekend:** Execute during the next weekend. • **On Specific Date/Time:** Execute on the date and time specified in the following fields.

Field	Description
Run Job Again?	Select the checkbox to run the report again.
Result File	Select the result file to display the report.
File Size	The size of the file appears.
Location on Server	The file location on the PowerSchool server appears. This information is available for completed jobs only.
Priority	Enter a priority for the report. Lower numbers give the report higher priority. This information is available for pending jobs only. You can further modify priorities on the user group security pages. For more information, see *How to Edit Security Groups*.

6. Click **Submit** to save your changes.

How to View the Report Queue Status

The Report Queue Status page displays information about past and current jobs in the report queue. The content of this page varies depending on the status of the report jobs. For example, you can cancel any jobs with the status Pending or Running, whereas you cannot modify Canceled or Completed jobs.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Reports, click **Report Queue Settings**. The Report Queue Settings page appears.
3. Click **Status**. The Report Queue Status page appears.
4. Use the following table to understand the fields in the Report Queue section:

Field	Description
Current status	Status of the entire report queue. The report queue can be running or not running. Other error or status messages pertaining to the entire report queue may appear.
Last restarted	Date and time of the last time the job was restarted.
Number of report processes	Number of report processes currently running in PowerSchool.
Automatically delete completed jobs after	Number of days that a job remains in the report queue. To modify this number, see *How to Set Report Queue Preferences*.
Maximum pending jobs per user	Maximum number of jobs any one user can have pending in the report queue. To modify this number, see *How to Set Report Queue Preferences*.

Field	Description
Result file location	Location of the report results on the PowerSchool server.

5. Use the following table to understand the fields in the Job Statistics section:

Field	Description
Currently running jobs	Number of jobs currently running.
Last job run	Date and time of the last job to run.
Jobs run today	Number of jobs run so far today.
Total jobs ever run	Number of jobs ever run in PowerSchool on this server.
Pending jobs on server	Number of jobs currently with the Pending status. Click the number to display the jobs.
Completed jobs on server	Number of jobs currently with the Completed status. Click the number to display the jobs.
Canceled jobs on server	Number of jobs currently with the Canceled status.
Total jobs on server	Number of jobs currently on the server with any status.

6. Use the following table to enter information in the Report Processes section:

Field	Description
Process Name	Names of the currently running report processes.
Jobs Run	Number of jobs run for each process.
Total Time	Total time each process took.
Status	The status of each process appears. If the job is running, the name of the report appears. Click the report name to display the job details. To cancel the report, select the checkbox and click **Cancel Selected Jobs**. When a job completes, the report name no longer appears in the Status column.

7. Click **Refresh** to update the page (optional).

Report Structure

Knowing how a report is structured will help you understand how to set up a report. All parts of a report are not used in every report, but you should know what each part does. In most cases, you decide which parts to include on the final report.

Report Listings

PowerSchool pulls this report data according to your specifications. Report listings are also known as schedule listings.

Title

This title appears at the top of the final report. It should be descriptive but brief.

Header

This information appears above the report listings. It can be an opening to a letter or a description of the data to follow.

Footer

This information appears below the report listings. It can be a closure to the report or instructions on how to proceed.

Body/Statement

This text appears on the report. It can be placed above or below the report listings.

Database Extensions

Any database extensions created in PowerSchool are available to use on reports. For more information, see *Database Extensions* in the *System Administrator User Guide* available on **PowerSource**.

HTML Tags

HTML stands for hypertext mark-up language, which is most often used to create Web pages. Because PowerSchool is a Web-based system, some HTML is also used to format PowerSchool reports. HTML tags give special characteristics to text in your reports. You can employ HTML tags in a PowerSchool report to center, bold, or italicize text. The following are a few examples of commonly used HTML tags:

- <b> = bold text
-
 = inserts a line break
- <p> = paragraph break; inserts a space between reports

PowerSchool Data Codes

PowerSchool data codes insert data into reports through a merge process similar to that used in word processing applications. You use the data codes to tell PowerSchool what fields you want in the report. PowerSchool pulls the data from those fields for the selected student or group and inserts that data into the report. While HTML tags are programming codes, PowerSchool data codes are specific to PowerSchool and are used to merge data from the PowerSchool database. The following are some common PowerSchool data codes:

- ^(*credit_hours) = number of cumulative credit hours the student has earned
- ^(*gpa;Q3) = student's GPA for third quarter
- ^(grade_level) = student's grade level
- ^(He/She) = correct pronoun for each student based on the Gender field
- ^(he/she) = correct pronoun for each student based on the Gender field
- ^(him/her) = correct pronoun for each student based on the Gender field
- ^(His/Her) = correct pronoun for each student based on the Gender field
- ^(his/her) = correct pronoun for each student based on the Gender field
- ^(lastfirst) = student's last name, first name
- ^(schoolname) = name of the school
- ^(son/daughter) = correct pronoun for each student based on the Gender field
- ^(yearname) = school year
- ^[time] = prints the current time

Note: The asterisk (*) is used to indicate that data must be calculated.

For more information about data codes, see **PowerSource**.

Report Formatting

Many PowerSchool reports are generated in your Web browser application and are formatted for you. However, some reports require formatting before PowerSchool can generate them. Modifiable parameters include header and footer text, margin size, font, line height, and grid lines. In many cases, you do not have to make any changes to the default values that appear when you open a new template. However, you have the option of changing the format of certain reports.

When report formats can be altered, you have the option of changing some or all of the settings. When you change a setting, it becomes the default for anyone who uses the report unless you change it back. Note that not all of the settings appear on every report, and that the following list is not all-inclusive.

The following table describes each function:

Item	Description
Margins	This is the space at the top, bottom, and sides of the report. Margins are set in inches.
Font	This is the text style. Choose the font from the pop-up menu.
Font Size	This is the size of the letters. It is set in points (72 points = 1 inch).
Frame	This is the border of a report.
Justification/Alignment	This refers to how the text or listings are lined up horizontally on the page: • Left justification means that all lines start from the specified point on the left side of the page with each line ending at a different point on the right (depending on the number of characters in each line). • Right justification means that all lines start from the specified point on the right side of the page with each line ending at a different point on the left (depending on the number of characters in each line). • Centered justification means that each line is centered on the page, making the left (beginning) and right (ending) points different for each line. • Full justification means that all lines begin at a specified point on the left side of the page and end at a specified point on the right side of the page; spacing is adjusted between words and letters of words to accommodate this setting.
Line/Text Height	This is the height of a line of data. It is set in points (72 points = 1 inch).
Line/Frame Width	This is the thickness of a line or the lines making up the frame.

Item	Description
	It is set in points (72 points = 1 inch).
Rule Thickness	This is the thickness of the grid lines on a roster. It is set in inches.
Gutter Width	This is the distance between reports when more than one is printed on a page. It is set in columns and rows.
Padding	This is the amount of space around the text. It is set in inches and can be horizontal or vertical spacing.
Rounding	This refers to how square or rounded the corners of the frame are. The higher the number, the rounder the corner.
Where to Start Listing (X,Y)	This indicates the place on the page where the report is located. X is the distance from the left side of the page; Y is the distance from the top of the page. It is set in inches.
Horizontal Offset	This refers to the amount of space between X,Y points (see above) and the start of the listings. It is set in inches.
Horizontal/Vertical Change	This is the amount of horizontal or vertical space between line objects in an object report. It is set in inches.
Schedule Listings	These are the columns of data to be included on the report. Usually one column represents one PowerSchool data field.
Orientation	This is the page layout. Portrait is a vertical page; landscape is a horizontal page.
Reduction	This refers to the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing. Reduction is also known as scale.

Report Styles

An important part of how your custom reports look is the fonts that are used. Perhaps you like report titles to be in large, bold, capital letters. Perhaps you prefer that footer text be small and italicized. So that you don't have to set these preferences each time, PowerSchool provides several styles you can use. Create new styles according to your own preferences and needs.

How to Add a Report Style

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Styles**. The Styles page appears.
4. Click **New**. The Edit a Style Definition page appears.

5. Use the following table to enter information in the fields:

Field	Description
Style Name	Enter the name of the style.
Font	Choose the font from the pop-up menu.
Font Style	Select the checkboxes to make the font style bold, italic, or underlined. Select any combination of the checkboxes.
Font Size	Enter the font size in points. **Note:** One point is 1/72 of an inch.
Line Height	Enter the height for the space between lines on the report in points. **Note:** One point is 1/72 of an inch.
Alignment	Choose the alignment from the pop-up menu.
Use This as the Default System Style	Use the pop-up menu to indicate to want this style to be the default system style by selecting **Yes** or **No**. If you select Yes, the style will be used as the default font for all reports unless you specify otherwise.

6. Click **Submit**. The Styles page shows that the new style has been added to the list. You can create several styles or edit an existing one by clicking the name of the style. All PowerSchool users have access to all styles on the list. Contact other users before changing the default style.

Run, Print, and Save Reports

Use a template to pull data from the PowerSchool system and print a hard copy. To create and import report templates, see *Custom Reports* and *Report Templates*.

How to Run a Report for a Single Student

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
3. Click **Print Reports For This Student**. The Print a Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Print the report for	The selected student appears.
Which report to print	Choose the report from the pop-up menu. Types of reports

Field	Description
	are separated in the pop-up menu by dashes. The first group of reports are Form Letters. The second group of reports are Report Cards. The last group of reports are Object Reports.
If printing student schedule, use...	If you selected a Report Card in the "Which report to print" field, select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	If you selected an Object Report in the "Which report to print" field and that Object Report includes a fee list object, choose the date range from the pop-up menu. If you select the "Date Range," enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Report Output Locale	Select the locale from the pop-up menu. The report output will be in the language associated with the locale. **Note:** When generating object reports, certain report text may appear in the default English language. For more information, see *Object Reports*.

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

   Note: Click **Refresh** to update the status of the report.

   The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application.

How to Run a Report for a Group of Students

Run this report card-based report for a group of students to display the schedule listing for the current school year.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Printing, choose **Print Reports**. The Print Reports page appears.

   Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report from the pop-up menu. Types of reports are separated in the pop-up menu by dashes. The first group of reports are Form Letters. The second group of reports are Report Cards. The last group of reports are Object Reports.
For which students?	Select one of the following options to indicate the students for whom the report will be run: • **All records in a single batch**: Prints the report as a single job • **Print only the first [X] records**: Prints the report for only the first specified number of records. • **All records in batches of [X] records**: Prints the report in the specified number of batches. **Note:** The report jobs are automatically named with the text “Batch X of Y” followed by the report name, where X is the batch number and Y is the total number of batches. The total number of batches is determined by the size of the original selection and the size of a batch. For example, if there are 1,012 records in the selection, and the batch size is set to 50, there will be 21 total batches: 20 batches of 50

Field	Description
	records and a 21st batch containing the final 12 records.
In what order?	Select the sort order.
If printing student schedules, use...	If you selected a Report Card in the "For which students?" field, select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	If you selected an Object Report in the "For which students?" field and that Object Report includes a fee list object, choose the date range from the pop-up menu. If you select the "Date Range," enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Report Output Locale	Select the locale from the pop-up menu. The report output will be in the language associated with the locale. **Note:** When generating object reports, certain report text may appear in the default English language. For more information, see *Object Reports*.

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

   Note: Click **Refresh** to update the status of the report.

   The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application.

How to Print a Report

1. Run a report that creates a PDF.
2. View the report in your Web browser or in Adobe Acrobat Reader.
3. Choose **File** > **Print** from the menu bar.
4. Make the necessary selections in the Print dialog.
5. Click **OK**. The report prints as you view it on the page.

How to Save a Report

Save the data from a particular report. Saving a report creates a snapshot of the data. The saved report will not continue to display current information as the PowerSchool system is continuously updated.

Note: Not all reports can be saved.

1. Run a report that creates a PDF.
2. View the report in your Web browser or in Adobe Acrobat Reader.
3. Choose **File** > **Save As** from the menu.
4. Enter a file name for the report. If you think you will forget it, write it down.
5. Click **Save**. The report is saved. Open it using a procedure similar to opening a document in a word processing or spreadsheet application.

Alternate Ways to Create Reports

There are some shortcuts to creating a report from scratch. One way is to use a report template that someone else has already created. The second way is to copy a template that is already on your PowerSchool system. The third way is to create a template in a word processing application and paste it into a PowerSchool template.

How to Use a Template From Another PowerSchool System

There are two parts to using an existing template. First, download (or export) it from a PowerSchool system. Then, import it to a second PowerSchool system for the person who wants to use it. This process is just like copying a document from one hard drive to your own. The only difference is that you are copying a report template from one PowerSchool system to another. For more information, see *Report Templates*.

How to Copy a Template From Your PowerSchool System

Use the procedures discussed in the section *Report Templates* to copy a template on your own PowerSchool system and import it back to the same PowerSchool system. This is helpful when you need a report similar to an existing one with only minor changes. Be sure to give the template a different name so that you do not end up with two templates of the same name. Once the template is in PowerSchool, edit the parameters to create a new one. This is similar to using the Save As option in many applications. Open an existing document and save it under a different name to save it as two documents. Keep the one in its original format and edit the other.

How to Create a Template in Another Application

This method can be helpful if you do not feel comfortable working outside of a word processing application. You can create the template in an application you know with minimal time spent entering **HTML tags** and **PowerSchool data codes**. The idea is to create the template using a word processing application and then paste it into a PowerSchool template, while replacing the appropriate sections with some HTML tags and PowerSchool data codes. To create PowerSchool templates, create and save *Report Cards*, *Mailing Labels*, *Form Letters*, and *Object Reports* to reuse as templates.

System Reports

PowerSchool includes a number of preconfigured system reports that allow you to start analyzing data right away. System reports contain information that PowerSchool administrators need most often and include parameters, which you can use to filter and sort the data displayed on these reports.

For details on all system reports, see *Attendance Reports*, *Attendance Count and Audit Reports*, *Discipline Reports*, *Grade and Gradebook Reports*, *Membership Reports*, *Enrollment Reports*, *Scheduling, Parent/Student Access Statistics*, *Student Listings*, and *Standards Reports*. You are also encouraged to see the section *Custom Reports* before creating a report to give you an understanding of the process of creating reports, which will make running reports much easier.

While you can run all reports on individual students, you can also run many for a selected group of students. If a report allows group reporting, first select the group of students. For more information, see *Select a Group of Students*. Click the PowerSchool logo to return to the start page and begin work on a report. PowerSchool remembers the group and prompts you to select it when you enter the report parameters.

Shared Section Reports

If a section is shared between multiple teachers, some reports will display all sections associated with a teacher, and all teachers associated with a section, as long as the teacher roles are active and assigned to that section during the selected term or date specifications.

Aggregate Membership Reports

Aggregate Membership Reports

Use the Aggregate Membership Audit report to generate membership audit by section information. This report is similar to a class roster report. It lists the students that were enrolled or ever enrolled in the class/section and their membership.

How to Run the Aggregate Membership Audit Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Aggregate Membership Audit**. The Aggregate Membership Audit Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Lines per page	Enter the number of data rows you want to appear on each page of the report.

Field	Description
Starting Page Number	Enter the page number from which you want the report to start.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Course Number	Enter the course numbers. Separate multiple courses with commas. Use a blank field to scan all courses.
Section Number	Enter the section numbers. Separate multiple sections with commas. Use a blank field to scan all sections.
Term	Select the term for which you want to run the report from the pop-up menu.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	Description
Course Name	The name of the course for the section.
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Term	The term the section is being taught. Click **view days** to view the school days in the selected term.
Expression	The section expression.
Section Number	The number of the section.
Student	The name of the student (Last, First, Middle).
Enrolled	The date the student enrolled in the course.
Exited	The date the student exited the course.
Membership Days	The total number of days the student was enrolled in the course.
Total	The total number of days students were enrolled in the course.

Attendance Reports

Before producing attendance reports, you are encouraged to ask your PowerSchool administrator how your school calculates attendance. For example, does your school report how many days students are present or how many days they are absent?☐☐

Access Attendance Reports

While you can run all attendance reports for individual students, you can also run many for a selected group of students. If an attendance report allows group reporting, select that group of students before running the report. If you select a group of students from the start page, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

How to Access Attendance Reports

1. On the start page, choose **System Reports** from the main menu. The Reports page appears.

2. Click the **System** tab, if needed. The System tab provides access to the following attendance reports:

Link	Description
Absentee	Click to view single day period-by-period attendance code report. For more information, see *Absentee Report*.
Attendance Count	Click to view multi-day period-by-period attendance code report. For more information, see *Attendance Count Report*.
Class Attendance Audit	Click to view section specific attendance roster. For more information, see *Class Attendance Audit*.
Consecutive Absences	Click to view report detailing consecutive student absences by absence code. For more information, see *Consecutive Absences Report*.
Student Attendance Audit	Click to view roster report detailing attendance codes by day. For more information, see Student Attendance Audit.
Monthly Student Attendance Report	Click to view twenty-day student attendance report by grade. For more information, see *Monthly Student Attendance Report.*
Attendance Summary by Grade	Click to view an aggregated attendance report for a date range and grade(s). For more information, see *Attendance Summary by Grade Report*.
Year-to-Date Attendance Summary	Click to view a year-to-date aggregated attendance report by grade. For more information, *see Year-to-Date Attendance Summary*.
PowerTeacher Attendance	Click to view report showing which teachers have not taken attendance. For more information, see *PowerTeacher Attendance Report*.
Weekly Attendance Summary (Meeting)	Click to view a weekly attendance summary by section. For more information, see *Weekly Attendance Summary (Meeting)*.
Weekly Attendance Summary (Daily)	Click to view a weekly attendance summary by Teacher. For more information, see *Weekly Attendance Summary (Daily)*.
Period Att. Verification	Click to view report showing students marked present a specified number of periods. For more information, see *Period Attendance Verification Report*.

Absentee Report

Use the Absentee report to generate single-day period-by-period attendance code information. For example, you can use this report to search for students who received an unexcused absence code for the previous day. You can then contact the students' guardian to verify whether or not the student actually has an excused absence.

Note: You can search on any absent or present attendance code that is stored in the database. However, instances where the absence of an attendance code indicates a presence is not searchable as an attendance code value is not stored in the database.

Note: You can also access this report by clicking **Attendance > Absentee Report**.

How to Run the Absentee Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Absentee**. The Absentee Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report: • **Use Default**: searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: searches for and displays report output by day. • **Meeting**: searches for and displays report output by period. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • **The selected students only** to run the report for students in the current selection enrolled in the

Field	Description
	specified date range. • **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” selection.
Attendance Codes	Select the attendance codes for which you want to scan. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Date to Scan	Enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Periods	If **Meeting** has been chosen from the Attendance Mode pop-up menu, select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods. **Note:** If **Daily** has been chosen from the Attendance Mode pop-up menu, periods do not apply.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report**

Field	Description
	Queue button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Include Student Number	Select the checkbox to include the student numbers on the report.
Number of Blank Lines Below Student Names	Enter the number of blank lines to include as separators after each student name.
Include Verification Line	Select the checkbox to include one line for each student where the following can be recorded on the report: talked to, relationships, reason, verify date, and employee.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Do one of the following:

   - Click a name to open the student pages menu and work with that student.
   - Click **Functions** at the bottom of the report to open the Group Functions page. For more information about what you can do from that menu, see *Work With Groups*.
   - Click **Find teachers who have not taken attendance** to identify teachers who have not yet taken attendance. For more information about this function, see *How to Run the PowerTeacher Attendance Report*.
   - Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Attendance Count Report

Use the Attendance Count report to generate multi-day period-by-period attendance code information.

Note: You can search on any absent or present attendance code that is stored in the database. However, instances where the absence of an attendance code indicates a presence is not searchable as an attendance code value is not stored in the database.

Note: You can also access this report by clicking **Attendance > Attendance Count**.

How to Run the Attendance Count Report

1. On the start page, choose System Reports from the main menu. The Reports page appears.
2. On the System tab, click **Attendance Count**. The Attendance Count Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Use Defaults**: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: Searches for and displays report output by day. • **Meeting**: Searches for and displays report output by period. • **Interval**: Searches for and displays report output by interval. • **Time**: Searches for and displays report output by time. • **Time/Interval**: Searches for and displays report output by time and interval. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • **The selected students only** to run the report for students in the current selection enrolled in the specified date range. • **All students** to run the report for all students in the current school enrolled in the specified date range.

Field	Description
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the Students to Include section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the Students to Include selection.
Attendance Codes	Select the attendance codes for which you want to scan. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Field	Description
	Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Include Dropped Classes	Select the checkbox to report on attendance for dropped classes.
Minimum Number of Occurrences	Enter the minimum number of occurrences of the code to include in the scan.
Itemize by Day	Select the checkbox to further parse the scan by cycle days selected. **Note:** This checkbox appears only for schools with multi-day schedules.
Include Student Number	Select the checkbox to include the student numbers on the report.
Number of Blank Lines Below Student Names	Enter the number of blank lines to include as separators after each student name.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Do any of the following:

- Click **Functions** at the bottom of the report to open the Group Functions page. For more information about what you can do from that page, see *Work With Groups*.
- Click **Find** to identify teachers who have not yet taken attendance. For more information, see *How to Run the PowerTeacher Attendance Report*.
- Print or save the report. For more information, see *Run, Print, and Save Reports*.

Attendance Summary by Grade Report

Use the Attendance Summary by Grade report to generate **aggregated** attendance information for a date range and grades.

How to Run the Attendance Summary by Grade Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.

2. On the System tab, click **Attendance Summary by Grade**. The Attendance Summary by Grade Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select the attendance recording method for which you want to run this report. • **Use Defaults**: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: Searches for and displays report output by day. • **Meeting**: Searches for and displays report output by period. • **Interval**: Searches for and displays report output by interval. • **Time**: Searches for and displays report output by time. • **Time/Interval**: Searches for and displays report output by time and interval. **Note:** Menu options appear based on your attendance setup configuration. For more information about attendance modes, see *Attendance Overview*.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. • If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** appears by default. There are no other menu options to choose from. • If the Attendance Mode of **Daily** was selected, choose either **Code to Day** or **Time to Day**. • If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. • If the Attendance Mode of **Interval** was selected, only the **Time to Day** conversion can be selected. • If the Attendance Mode of **Time** was selected, only the **Time to Day** conversion can be selected. • If the Attendance Mode of **Time/Interval** was selected, only the **Time to Day** conversion can be

Field	Description
	selected. **Note:** For more information about attendance conversions, see *Attendance Overview*.
Grades	Select the checkboxes of the grade levels you want to scan. Alternatively, leave all the checkboxes blank to scan all grade levels.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Special Programs	Select the checkboxes for the programs to scan. **Note:** When one or more special programs are selected, the report produces one table listing students who are not in the selected special programs and a table for each selected special program listing those students who are in the selected special program.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.

Field	Description
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Report by Track	Indicate whether you want to filter the report by tracks.
Tracks	If you selected **Yes** for Report by Track but no track is entered, the report includes only students with a blank track. To include only students in specific tracks, do not include a leading comma in the list of tracks, for example, **A,B,C.** To include both students that have both blank and defined tracks, enter a leading comma in the list of tracks, for example, **,A,B,C**. If you selected **No** for the Report by Track, the tracks entered will be ignored.
Check for possible conflicts	Click to check for possible track errors.
Display Audit Table	Select the checkbox to display the audit table, which includes the last grade and special program information.

4. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file when no special programs are selected in the report parameters:

Column Name	Description
Grade Level	The grade levels for which the report was generated.
Carry Forwards	The number of students that were enrolled prior to the reporting period.
Gain	The number of students that enrolled during the reporting period.
Multiple gain	The number of students that had multiple enrollments during the reporting period, such as enrolled, withdrew, or

Column Name	Description
	re-enrolled.
Loss	The number of students that withdrew/transferred during the reporting period.
Ending	The number of students enrolled on the last day of the reporting period.
Actual Days	Total number of students enrolled days in the reporting period.
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were not enrolled during the reporting period.
Days Absent	Total number of days students were absent during the reporting period.
Days Attd	Total number of days of school attended by students during the reporting period.
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

5. The following information appears in the output file when one or more special programs are selected in the report parameters. Additionally, a summary table displays **students not in** the selected special programs:

Column Name	Description
Grade Level	The grade levels for which the report was generated.
Carry Forwards	The number of students that were enrolled prior to the reporting period and not enrolled in any of the checked special programs.
Gain	The number of students that enrolled during the reporting period and not enrolled in any of the checked special program.
Multiple gain	The number of students that had multiple enrollments during the reporting period, such as enrolled, withdrew, or re-enrolled.
Loss	The number of students that withdrew/transferred during the reporting period and the number of students that enrolled into any of the checked special programs.
Ending	The number of students enrolled on the last day of the

Column Name	Description
	reporting period.
Actual Days	Total number of students enrolled days in the reporting period while not in any of the checked special programs.
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were not enrolled during the reporting period.
Days Absent	Total number of days students were absent during the reporting period.
Days Attd	Total number of days of school attended by students, during the reporting period while not in any of the checked special programs.
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

6. The following information appears in the output file when one or more special programs are selected in the report parameters. Additionally, a summary table displays for **only students in** each of the selected special programs:

Column Name	Description
Grade Level	The grade levels for which the report was generated.
Carry Forwards	The number of students that were enrolled in the special program prior to the reporting period.
Gain	The number of students that enrolled in the special program during the reporting period.
Multiple gain	The number of students that had multiple enrollments in the special program during the reporting period, such as enrolled, withdrew, or re-enrolled.
Loss	The number of students that withdrew/transferred from the special program during the reporting period.
Ending	The number of students enrolled in the special program on the last day of the reporting period.
Actual Days	Total number of students enrolled days in the special program in the reporting period.
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were not enrolled in the

Column Name	Description
	special program during the reporting period.
Days Absent	Total number of days students were absent during the reporting period.
Days Attd	Total number of days of school attended by students during the reporting period while enrolled in the special program.
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

7. The following information appears in the output file when the Display Audit Table field is set to Yes:

Column Name	Description
[Blank]	The index for the row.
Student	The Last Name, First Name of the student.
Carry Fwd	An X appears if the student was already enrolled prior to the reporting period.
Month/Day Cycle Day	The grade level of the student on each date within the reporting period. **SP** also appears if the student is enrolled in any of the special programs checked in the parameters.
Gain	The number of times the student enrolled/re-enrolled in the reporting period.
Loss	The number of times the student withdrew/transferred from the special program during the reporting period.
Mem	The number of membership days for the student during the reporting period.
Att	The total attendance for the student during the reporting period.
N/E	The total number of not enrolled days for the student during the reporting period.

8. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*. To generate a roster detailing attendance by day and the average daily attendance and average daily membership by date range, see *How to Run the Student Attendance Audit Report*.

Class Attendance Audit Report

Use the Class Attendance Audit report to generate section-specific attendance roster.

How to Run the Class Attendance Audit Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Class Attendance Audit**. The Class Attendance Audit Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Teachers	Select the teachers for which you want to scan, or select **ALL TEACHERS**. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the teachers you want to scan. **Note:** For a staff member to appear in this list, the Staff Status field (accessible via Start Page > Staff > Select A Staff Member > Edit Information) must be set to **Teacher** and **Current**.
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields.

Field	Description
	After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be Filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Vocational Classes Only	Select the checkbox to limit the audit to just vocational classes.
Include Student Number	Select the checkbox to include the student numbers on the report.
Header Label 1	To include sections and courses table data in the header of this report, enter the text you want to appear on the report.
Field 1	If you entered text in the Header Label 1 field, enter the code needed to pull the data from the sections and courses table.
Header Label 2	See Header Label 1.
Field 2	See Field 1.
Include Term Name	Select the checkbox to display the selected term in the header of the report, such as **Term: 2009-2010**.
Break to a new page for each	Use the pop-up menu to indicate how you want page breaks to be applied. **Note:** Do not run this report for reporting segments if segments are longer than 20 school days. Also, you must have the Reporting Segments option selected above when using this option.
Page Size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.

Field	Description
Page Orientation	Choose the page layout from the pop-up menu. Portrait is a vertical page; landscape is a horizontal page.
Scale	Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Note: Asterisks (*) appear for days that are off-track for students.

Consecutive Absences Report

Use the Consecutive Absences report to generate a report detailing consecutive student absences by absence code. The report can be run in either daily or meeting mode. In daily mode, the report searches for students with consecutive absences codes in their daily attendance record. In meeting mode, the report searches each student's attendance records period by period for consecutive absence codes.

Note: You can also access this report by clicking **Attendance > Consecutive Absences**.

How to Run the Consecutive Absences Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Consecutive Absences**. The Consecutive Absences Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Use Default**: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: Searches for and displays report output by day.

Field	Description
	• **Meeting**: Searches for and display report output by period. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.
Attendance Codes	Select the attendance codes for which you want to scan. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Attendance Codes	Select the attendance code for which you want to scan for the report. **Note:** Only one attendance code can be selected at a time.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.

Field	Description
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Number of Consecutive Days to Scan	Enter the number of consecutive days of an attendance code must occur.
Scan	Use the pop-up menu to indicate whether you want to run the report for: • **All Enrollment Records** - All students with an enrollment record in the current school. • **Current Enrollment Records** - Only students that are actively enrolled in the current school on the date the report is run.
Include Student Number	Select the checkbox to include the student numbers on the report.
Itemize by Day	Select the checkbox to further parse the scan by cycle days selected. **Note:** This checkbox appears only for schools with multi-day schedules.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Do one of the following:

   - Click a name to open the student pages menu and work with that student.
   - Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Monthly Student Attendance Report

Use the Monthly Student Attendance report to display attendance per student per day, including holidays. This report displays the days the student was not enrolled, absent, or in attendance. The days in session and carry forward, gains, losses, and ending enrollment appear at the end of the report.

By default, the codes and values included in the report represent full days of absences and attendance even if the school is set up with attendance conversions that count partial absences and attendance. When attendance is calculated using the Attendance Conversions (defined in School Setup > Attendance Conversions), it is possible to get an attendance value of, for example, 1.5 for a 2-day period, meaning they were absent half a day in those two day periods. But the Monthly Student Attendance report does not report a 1.5 attendance. It reports 2 full days of attendance and 0 absences. It does not count half-day absences.

To include codes and values for partial day absences and attendance, select the Include Partial Attendance checkbox before submitting.

How to Run the Monthly Student Attendance Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Monthly Student Attendance**. The Monthly Student Attendance Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Use Default**: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: Searches for and displays report output by day. • **Meeting**: Searches for and displays report output by period. • **Interval**: Searches for and displays report output by interval. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear,

Field	Description
	the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. • If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** appears by default. There are no other menu options to choose from. • If the Attendance Mode of **Daily** was selected, choose either **Code to Day** or **Time to Day**. • If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. • If the Attendance Mode of **Interval** was selected, choose **Time to Day**. For more information about attendance conversions, see *Attendance Overview*.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • **The selected students only** to run the report for students in the current selection enrolled in the specified date range. • Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” selection.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted

Field	Description
	as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Include Student Number	Select the checkbox to include the student numbers on the report.
Include Partial Attendance	By default, the codes and values included in the report represent full days absences and attendance even if the school is set up with attendance conversions that count partial absences and attendance. To include codes and values for partial day absences and attendance, select the Include Partial Attendance checkbox before submitting.
The report will break to a new page for	Use the pop-up menu to indicate how you want page breaks to be applied.

Field	Description
each	**Note:** Do not run this report for reporting segments if segments are longer than 20 school days. Also, you must have the Reporting Segments option selected above when using this option.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

PowerTeacher Attendance Report

Use the PowerTeacher Attendance report to generate a list of which teachers have not taken attendance. Schools commonly use this report to verify that all teachers have taken attendance.

How to Run the PowerTeacher Attendance Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **PowerTeacher Attendance**. The PowerTeacher Attendance page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Date to Scan	Enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is

Field	Description
	received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

   Note: If you entered a date where school is not in session, the message "School is not in session on date specified" appears. If all teachers have entered attendance, the message "All teachers have taken attendance" appears.

5. Do any of the following:

   - Click a meeting to get more details about the section. The Course Information page appears.
   - Print or save the report. For more information, see *Run, Print, and Save Reports*.

Period Attendance Verification Report

Use the Period Attendance Verification report to generate a list of students marked present a specified number of periods.

How to Run the Period Attendance Verification Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.

2. On the System tab, click **Period Attendance Verification**. The Period Attendance Verification Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Meeting**: Searches for and displays report output by period. • **Interval**: Searches for and displays report output by interval. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration.
Weeks	Choose from the pop-up menu the week to scan.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and

Field	Description
	Reset All to remove all checkboxes next to the following fields.
Find the number of students who are marked present for this number of periods (or intervals) in each day*	To search for the number of students who are marked present for a given number of periods (or intervals) in each day, enter a value is this field.
Audit Students	Indicate which students you want to run the report for by selecting one of the following options: • **Currently Enrolled in Class** to run the report for students who are currently enrolled in the class. • **Ever in Class** to run the report for students who are currently enrolled or have ever been enrolled in the class.

4. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes. The following headers appear in the output file:

Column Name	Description
Teacher	Teacher's name in the format "Lastname, Firstname."
Course Name	Course name of the section reported on the page.
Expression	Periods and Cycle Days associated for the section reported on the page.
Course Number	Course number of the section reported on the page.
Section Number	Section number of the section reported on the page.

5. Each row represents a record for the student for the section. The table below describes each column in the output file:

Column Name	Description
Day	Day of the week.
Date	Date.
Expression	Period and cycle day.
Student	Student's name in the format "Lastname, Firstname."
Teacher Signature	School number associated with the enrollment record. Because this is a report for a school, it will always be the

Column Name	Description
	current school.
Date	School name abbreviation associated with the enrollment record. Because this is a report for a school, it will always be the current school.

6. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Refresh Attendance Tracking Data Report

The Refresh Attendance Tracking Data report includes students with truant attendance. The purpose of the report is to identify attendance that requires administrative or parental attention, such as excessive unexcused absences, unexcused tardies, or illness absences. Once this information is calculated and stored in the PowerSchool database, it can be used when printing attendance letters.

Note: It is recommended to complete the Refresh Premier Attendance Views Data process before running this report. To access this function, navigate to Start Page > Special Functions > Attendance Functions > Refresh Premier Attendance Views Data.

The Refresh Attendance Tracking Data report performs the following processes:

1. **Detail Record:** The report creates one detail record for each truant attendance instance. There may be multiple detail records per student per day if the school uses Meeting attendance. The detail record types are:
    - **A** (absent)
    - **T** (tardy)
    - **I** (illness)
2. **Summary Record:** The report creates one summary record for the student for the day, if the student has a detail record for that day. The summary record types are:
    - **TA** (absent)
    - **TT** (tardy)
    - **TI** (total illness)
3. **Notification Record:** The report creates a notification record for the student if he/she has enough truant attendance records to require parent notification, i.e. if the student's records meet or exceed an attendance tracking threshold (set up at the District).

For example, you may track unexcused absences. At the school level, you set up an attendance code category named Unexcused Absence (UA), and you choose Meeting-Period-to-Day (MPTD) as the attendance mode used for attendance tracking and notification.

With this setup, the report creates a detail record for each attendance record associated with the UA attendance code category. Next, the report creates a summary record for each day where the student has a detail record. Finally, the report creates a notification record if the student's detail records meet or exceed an attendance tracking threshold, based on the MPTD attendance mode.

Note: This process must be completed prior to reports that require attendance tracking and notification data, including Truancy and Attendance Letters.

How to Run the Attendance Tracking Data Report

Note: This report must be run at the district level.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On System tab, click **Refresh Attendance Tracking Data**. The Refresh Attendance Tracking Data Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Processing Options	Choose a time to run the report from the pop-up menu: • **In Background Now** (Recommended) – Execute the report immediately in the background. • **ASAP** – Execute the report in the order it is received in the Report Queue. • **At Night** – Execute the report during the next evening. • **On Weekend** – Execute the report during the next weekend. • **On Specific Time** – Execute the report on the date and time specified.
Specific Date/Time	Enter a date using the format mm/dd/yyyy or mm-dd-yyyy in order to run the report on a specific day. The incorrect format displays an alert and the date field is submitted as a blank entry. Use the pop-up menus to schedule the report to be run at a specific hour and minute. **Example:** 7/29/2008 @ 10 AM : 05.

4. Click **Submit**. The Report Queue page appears.
5. When the report completes, click **View**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Click **View** to view the report results. A dialog window appears.
7. Do one of the following:

    - Save the file to your hard drive and then open the file using a text editor application, such as TextEdit or NotePad.
    - Save the file to your hard drive and then open the file using your web browser.
    - Open the file in your web browser.

Note: A blank result file indicates data issues in the PowerSchool database, such as duplicate attendance records or duplicate FTEs. Investigate possible data issues before proceeding with attendance tracking and notification reports.

8. Use the following table to review the report results:

Field	Description
WARNING: Attendance Mode not defined for the following	This warning may display if one or more schools is missing a value for the attendance tracking mode. Attendance tracking and notification data is only processed for schools with an attendance tracking mode. For more information, see *Attendance Tracking Modes*.
Schools Loaded	A list of school numbers indicating the schools for which attendance tracking data was updated. **Note:** The school must have a value selected for the attendance tracking mode to be included in the report.
School	The names of the schools for which attendance tracking data was updated.
Year	The Year ID of the current school year associated with this school. **Examples:** 2008-2009 School Year = 18 Year ID 2009-2010 School Year = 19 Year ID 2010-2011 School Year = 20 Year ID
Mode	The attendance tracking mode associated with this school. **Valid values:** (MPTD) Meeting: Period To Day (MTTD) Meeting: Time To Day (DCTD) Daily: Code To Day (DTTD) Daily: Time To Day

Student Attendance Audit Report

Use the Student Attendance Audit report to generate a roster **detailing** attendance by day and the average daily attendance and average daily membership by date range.

How to Run the Student Attendance Audit Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Student Attendance Audit**. The Student Daily Attendance Audit Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Attendance Mode</td><td>Use the pop-up menu to select one the attendance recording methods for which you want to run this report.

Use Default: searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default.
Daily: searches for and displays report output by day.
Meeting: searches for and displays report output by period.

For more information about attendance modes, see Attendance Overview.

Note: Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.</td></tr>
<tr><td>Attendance Conversion</td><td>Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected.

If the Attendance Mode of Use Defaults was selected, Use Defaults appears by default. There are no other menu options to choose from.
If the Attendance Mode of Daily was selected, choose either Code to Day or Time to Day.
If the Attendance Mode of Meeting was selected, choose Period to Day or Time to Day.

For more information about attendance conversions, see Attendance Overview.</td></tr>
<tr><td>Students to Include</td><td>Indicate which students you want to run the report for by selecting one of the following options:

The selected students only to run the report for students in the current selection enrolled in the specified date range.
All students to run the report for all students in the current school enrolled in the specified date
</td></tr>
</table>

Field	Description
	range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” selection.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank

Field	Description
	entry. Use the pop-up menus to indicate the hour and minute.
Data to be Filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Include Student Number	Select the checkbox to include the student numbers on the report.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Index	Counter indicating the number of records that appear in the report.
Student Name	The name of the student.
Student Number	The student's identification number.
Day	A column for each day in the date range appears. Each day displays the student's attendance value for that day, a numeric value, usually from 0 to 1.
ADA	Average daily attendance.
ADM	Average daily membership

5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Truancy and Attendance Letters Report (View Only and Extract)

Use the *View Only* version of this report to review the dates that students received truant attendance that requires parental notification – the date that attendance met or exceeded the threshold of an attendance tracking level.

Use the *Extract* version of the report to record the date that the parent was notified (the date the report completes, usually the current date). This date represents the date that the attendance letter was printed and sent to the students' parents or guardians. Setting the “date extracted” cannot be reversed, so it is recommended to verify data using the *View Only* version before running the *Extract* version.

The *View Only* version of this report produces the first output below. The *Extract* version of this report produces both of the following two outputs:

- A list of students who meet or exceed a specified threshold for an attendance tracking level. This output includes the ability to immediately access a student in the list by clicking the student's name.
- An attendance letter to be printed via a ReportWorks report.

Note: ReportWorks must be set up prior to accessing reports. For more information, see the *ReportWorks Setup Guide* on **PowerSource** (Knowledgebase article ID 57692).

The first time you run the extract for each attendance tracking level and trigger, all records are returned that meet the level and trigger. Subsequently, records are only returned if they met level and trigger since the last time the extract was run.

Note: You must run the *Refresh Attendance Tracking Data* report before the Truancy and Attendance Letters report.

How to Run the Truancy and Attendance Letters Report

Both the *View Only* and *Extract* versions of this report must be run at the school level.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On System tab, click **Truancy and Attendance Letters (Extract/View)**. The Truancy and Attendance Letters (Extract/View) Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Grades (leave blank for all)	Select the checkbox for the appropriate grade levels. The page displays the grade levels associated with this school.
Data to be Filled	Select the checkbox next to the filter fields to save the settings as defaults. To select all checkboxes, choose **Set All** from the pop-up menu. To clear all checkboxes, choose **Reset All**.
Extraction Type	Choose Unexcused or Illness from the pop-up menu.
Level Name	Choose the appropriate attendance tracking level from the pop-up menu.
Trigger	Choose the trigger you would like to report from the pop-up menu.
Minimum Age to Extract	Enter the minimum age of students to include in the report.

4. Click **Submit**. The Report Queue page appears.
5. When the report completes, click **View**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Use the following table to review the report results:

Field	Description
Student	The student's full name. Click the student's name to access that student. **Note:** The report includes both active and inactive (transferred out) students in the current school.
Student Number	The student's locally assigned student number.
Qualified School	The school in which the attendance occurred. **Note:** If the line is highlighted with yellow, this indicates that the student is no longer enrolled in the school in which attendance occurred. Thus, the Current School is different than the Qualified School.
Current School	The school in which the student is currently enrolled.
Date Reached	The date the student's attendance met or exceeded an attendance tracking threshold.
Semester	If the Semester tracking method is used, then the report indicates whether the attendance occurred in the 1st or 2nd semester. **Note:** This designation is based on the ID of the term in the database. In order to have the correct ID, you must create your Years & Terms in the correct order, i.e. year, semester 1, semester 2.
Grade	The student's grade level.
DOB	The student's date of birth.
Phone	The student's home phone number.
Absent Dates	The date of each unexcused absence record associated with the tracking level and trigger selected at report runtime.
Tardy Dates	The date of each unexcused tardy record associated with the tracking level and trigger selected at report runtime.

7. Do one of the following:

   - **Set as current selection** (*View Only* version): Click the button to work with the selection of the students. The Group Functions page appears.
   - **ReportWorks** (*Extract* version): Click **ReportWorks** to access the list of ReportWorks reports for your school. Choose the appropriate Attendance Letters report.

     Note: The Attendance Letters template must be published in ReportWorks before it will be available as a report. The PowerSchool installation includes one Attendance Letters template for the district. If different attendance letters are required for schools on the server, it is recommend to publish the template with a different name for each school. For more information, see the *ReportWorks Setup Guide* on **PowerSource** (Knowledgebase article ID 57692).

Truancy and Attendance Levels Reached Report

Use the Truancy and Attendance – Levels Reached report to view one or more of the following groups of students:

- Students whose parents have been notified of their truant attendance, with the date the parent were notified.
- Students whose attendance has been cleared; i.e. the student is no longer considered truant, with the date the attendance was cleared.
- Students whose parents haven't been notified and for whom attendance has not been cleared.

Note: You must run the *Refresh Attendance Tracking Data* and *Truancy and Attendance Letters (Extract)* reports before the Truancy and Attendance – Levels Reached report.

How to Run the Truancy and Attendance Levels Reached Report

This report must be run at the school level.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On System tab, click **Truancy and Attendance – Levels Reached**. The Truancy and Attendance – Levels Reached Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Data to be Filled	Select the checkbox next to the filter fields to save the settings as defaults. To select all checkboxes, choose **Set All** from the pop-up menu. To clear all checkboxes, choose **Reset All**.
Extraction Type – leave blank for all	Choose Unexcused or Illness from the pop-up menu.
Filter by Level Name – leave blank for all	Choose the appropriate attendance tracking level from the pop-up menu.
Filter by Trigger – leave blank for all	Choose the trigger you would like to report from the pop-up menu.
Students Extracted	Select the checkbox to view a list of students who were extracted in the *Truancy and Attendance Letters (Extract)* report, with the date extracted.
Students Cleared	Select the checkbox to view a list of students whose attendance records were cleared (no longer qualify for tracking or notification) in the *Refresh Attendance Tracking*

Field	Description
	Data report, with the date cleared.
Students Not Extracted (and not Cleared)	Select the checkbox to view a list of students who were not extracted and whose attendance records were not cleared.

4. Click **Submit**. The Report Queue page appears.
5. When the report completes, click **View**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Use the following table to review the report results:

Field	Description
Student	The student's full name. **Note:** The report includes both active and inactive (transferred out) students in the current school.
Student Number	The student's locally assigned student number.
Grade	The student's grade level.
Level Name	The name of the attendance tracking level.
Trigger	The trigger associated with the attendance tracking level.
Date Reached	The date the student received truant attendance.
Date Extracted	The date the student's truant attendance was extracted in the *Truancy and Attendance Letters (Extract)* report.
Date Cleared	The date the student's previous truant attendance was cleared using the *Refresh Attendance Tracking Data* report.

Weekly Attendance Summary (Daily) Report

Use the Weekly Attendance Summary (Daily) report to generate a weekly attendance summary by teacher. Schools commonly use this report to verify weekly attendance for each teacher. Teachers sign the report to certify that the attendance they marked is accurate. You can also use this report to generate a verification sheet for daily attendance for a specific week. Teachers sign the report to certify the attendance they marked is accurate.

How to Run the Weekly Attendance Summary (Daily) Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.

2. On the System tab, click **Weekly Attendance Summary (Daily)**. The Weekly Attendance Summary (D) Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Weeks	Choose the week to scan from the pop-up menu.
Teachers	Select the teachers for which you want to scan, or select **ALL TEACHERS**. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the teacher you want to scan. **Note:** For a staff member to appear in this list, the Staff Status field (Start Page > Staff > Select A Staff Member > Edit Information) must set to **Teacher** and **Current**.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Attendance Codes	Enter the attendance codes to scan in the appropriate fields:

Field	Description
	• **Absent** • **Unexcused** • **Tardy** **Note:** Use a comma to separate multiple attendance codes. Do not include blank spaces between the comma and the attendance code.
Include Student Number	Select the checkbox to include student numbers on the report.
Include Verification Line	Select the checkbox to include a verification line on the report. The verification line can be used to "sign off" on the accuracy of the report.

4. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Weekly Attendance Summary (Meeting) Report

Use the Weekly Attendance Summary (Meeting) report to generate a weekly attendance summary by section. Schools commonly use this report to verify weekly attendance for each section. Teachers sign the report to certify that the attendance they marked is accurate. You can also use this report to generate a verification sheet for daily attendance for a specific week. Teachers sign the report to certify the attendance they marked is accurate.

How to Run the Weekly Attendance Summary (Meeting) Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Weekly Attendance Summary (Meeting)**. The Weekly Attendance Summary (M) Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Weeks	Choose the week to scan from the pop-up menu.
Teachers	Select the teachers for which you want to scan, or select **ALL TEACHERS**. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the teacher you want to scan. **Note:** For a staff member to appear in this list, the Staff Status field (accessible via Start Page > Staff > Select A

Field	Description
	Staff Member > Edit Information) must set to **Teacher** and **Current**.
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Meeting Mode**: Searches for and displays report output by period. • **Interval Mode**: Searches for and displays report output by interval. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance

Field	Description
	setup configuration.
Attendance Codes	Enter in the appropriate fields the attendance codes to scan: • **Absent** • **Unexcused** • **Tardy** **Note:** Use a comma to separate multiple attendance codes. Do not use a blank space between the comma and the attendance code.
Show Sections	Use the pop-up menu to indicate whether you want either all sections or only sections containing the selected attendance codes to appear in the report.
Audit Students	Indicate which students you want to run the report for by selecting one of the following options: • **Currently Enrolled in Class** to run the report for students who are currently enrolled in the class. • **Ever in Class** to run the report for students who are currently enrolled or have ever been enrolled in the class.
Include Student Number	Select the checkbox to include student numbers on the report.
Include Verification Line	Select the checkbox to include a verification line on the report. The verification line can be used to "sign off" on the accuracy of the report.

4. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Year-to-Date Attendance Summary Report

Use the Year-to-Date Attendance Summary report to generate year-to-date **aggregated** attendance information by grade. This report is aggregated by grade, data sectioned out by reporting segments. The report queries the selected reporting segment as well as all those reporting segments with end dates less than the start date of the selected segment.

How to Run the Year-to-Date Attendance Summary Report

1. On the start page, choose **System Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Year-to-Date Attendance Summary**. The Year to Date Attendance Summary Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Use Default**: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: Searches for and displays report output by day. • **Meeting**: Searches for and displays report output by period. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration. For the Use Default menu option to display, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to display, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. • If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** appears by default. There are no other menu options to choose from. • If the Attendance Mode of **Daily** was selected, choose either **Code to Day** or **Time to Day**. • If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. For more information about attendance conversions, see

Field	Description
	Attendance Overview.
Grades	Select the checkboxes of the grade levels you want to scan. Alternatively, leave all the checkboxes blank to scan all grade levels.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Grade Level	The grade levels for which the report was generated.
Memb. Days	The total number of membership days by reporting segment.
Day	The total number of in-session school days per segment
ADA	Average daily attendance per segment.

5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Discipline Reports

In addition to the creating customized Log object reports using the Objects reporting tool, you can use the preconfigured Discipline Log and Discipline Summary reports to display discipline information.

Discipline Log Report

Use the Discipline Log report to generate a list of student discipline incidents by date range and sub-type.

How to Run the Discipline Log Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Discipline Log**. The Discipline Log Report page appears. The upper portion of the page displays the report's name, version number, description, and any comments.
3. Use the following table to enter information in the fields:

Field	Description
Use	Select the scope of which discipline logs to report: • **Default** (whichever of the following is set as the default) • **Current School Only** • **District Wide**
Students to Include	Indicate which students you want to run the report for by choosing one of the following options from the pop-up menu: • **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range • **All students** to run the report for all students in the current school enrolled in the specified date range
Begin Date and Ending Date	Enter the beginning date and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date range should fall within the current school year.

Field	Description
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Discipline incident subtype to include	Use the pop-up menu to indicate which log subtypes for which you want to run the report. Select **All Sub-types** to not limit your scan to just one subtype. For more information about log subtypes, see *Log Types*.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Discipline Summary Report

The Discipline Report Summary is a global, aggregated report that breaks down disciplinary incidents by gender, ethnicity, special program, and grade level.

How to Run the Discipline Summary Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Discipline Summary**. The Discipline Summary Report page appears. The upper portion of the page displays the report's name, version number, description, and any comments.
3. Use the following table to enter information in the fields:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Students to Include</td><td>Indicate which students you want to run the report for by choosing one of the following options from the pop-up menu:
The selected [x] students only to run the report for students in the current selection enrolled in the specified date range
All students to run the report for all students in the current school enrolled in the specified date range</td></tr>
<tr><td>Reporting Segment or Begin Date and Ending Date</td><td>Choose the applicable reporting segments, or enter the date range to scan using the format mm/dd/yyyy.</td></tr>
<tr><td>Processing Options</td><td>Select a time to run the report:
Choose In Background Now to execute the report immediately in the background.
Choose ASAP to execute the report in the order it is received in the Report Queue.
Choose At Night to execute the report during the next evening.
Choose On Weekend to execute the report during the next weekend.
Choose On Specific Date/Time to execute the report on the date and time specified in the Specific Date/Time fields.
After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue button. The Report Queue - My Jobs page displays all your reports.</td></tr>
</table>

Field	Description
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Discipline incident subtype to include	Choose the appropriate discipline subtype from the selection menu.
Sort Summary By	Chose one of the following sort options: • **Grade Level** • **Ethnicity** • **Special Program**

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Enrollment Reports

When running enrollment reports, you can screen for students in special programs. If the students are in the selected program at any time during the specified period, they are included in the report results. For each report, you can check for possible conflicts to display any students with errors on their class enrollment dates.

Class Size Reduction Report

The Class Size Reduction report provides a day-to-day count of section enrollment over a specified period. When setting up the report, you can exclude students in a special program from the enrollment count. At least one course number must be entered to run the report. To display detailed enrollment per section, see *How to Run the Enrollment by Section Report*.

How to Run the Class Size Reduction Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Class Size Reduction Report**. The Class Size Reduction Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Processing Options	Select a time to run the report: - Choose **In Background Now** to execute the report immediately in the background. - Choose **ASAP** to execute the report in the order it is received in the Report Queue. - Choose **At Night** to execute the report during the next evening. - Choose **On Weekend** to execute the report during the next weekend. - Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Field	Description
	Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Exclude counts for students enrolled in this Special Program	Use the pop-up menu to indicate any special program you want to exclude from being counted. Students will not be included in the class size counts for each day that they are enrolled in the specified special program.
Sort By	Select the sort order: • **Course Number** • **Teacher Name**
Include only these Course Numbers	Enter the course numbers. Separate multiple courses with commas.
Include/Exclude Section Numbers	Select whether you want to exclude or include any sections.
Section Numbers	Enter the section numbers to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.
Check for possible conflicts	Click to display any students with errors on their class enrollment dates.
The report will break to a new page for each	Use the pop-up menu to indicate whether you want to break the report across pages by **Month** or **Reporting Segment**.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	Description
[Blank]	Row counter.
Teacher	The teacher’s name in last, first format.

Column Name	Description
Course	The course number for the class.
Section	The section number for the class.
Grade	The grade level associated with the section.
[Month, Cycle Day, Day of Week, Day of Month]	Each column represents an in session day in the school calendar. The number is the size of the class on each date.
Avg	The average class size for the entire date range of the report. **Note:** This column only appears after the very last date in the report date range. It may not appear on each page, especially if the option to have a page break for each month is selected.

Enrollment by Grade Report

Use the Enrollment by Grade report to generate a summary of accumulated student enrollment by grade level.

How to Run the Enrollment by Grade Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Enrollment by Grade**. The Enrollment by Grade Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
School	The selected school appears.
Reporting segment	Use the pop-up menu to choose the reporting segment. For more information about reporting segments or to create a reporting segment, see *Reporting Segments*.
Grades	Select the checkboxes of the grade levels you want to scan, or leave all the checkboxes blank to scan all grade levels.
Special Programs	Select the checkboxes of the special programs you want to exclude, or leave all the checkboxes blank to include students in all special programs.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Enrollment by Section Report

This report provides current year enrollment statistics for class sections. To report on class size, see *How to Run the Class Size Reduction Report*.

How to Run the Enrollment by Section Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Enrollment by Section**. The Enrollment by Section page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific

Field	Description
	Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Sort By	Select the sort order: • **Course** • **Teacher**
Course Numbers	Enter the course numbers. Separate multiple courses with commas.
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section numbers to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.
Check for possible conflicts	Click to display any students with errors on their class enrollment dates.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	**Description**
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Course Name	The name of the course for the section.
Section Number	The number of the section.
Grade	The grade level associated with the current section.
Begin Enrollment	The student enrollment in the section as of the start date of the reporting period.
Entries	How many students were added to the section. **Note:** If a student enters the same section twice, it will count as two entries.
Withdrawals	How many students were withdrawn from a section. **Note:** If a student enters the same section twice, it will count as two entries.
End Enrollment	The enrollment at the end of the reporting period.
Enrollment For Period	The total number of enrollments for the reporting period.
Enrollment To Date	The current enrollment as of today.
Aggregate Days Attended	The number of days attended by all of the students enrolled in the section during the date range.
Average Days Attended	The average daily attendance (the number of days in the date range divided by the Aggregate Days Attended).
Days Absent	The number of days absent for the section during the reporting period.
Days Off Track	The number of off track days for the students enrolled in the section during the reporting period.
Total Days not Enrolled	The number of days students are not enrolled in this section; that is, students who are enrolled at some point during the year, but are not enrolled one or more days during the reporting period.
Aggregate Days Belonging (Membership)	The total membership for this section during the reporting period.
Average Number Belonging (ADM)	The Average Daily Membership for this section during the reporting period (Aggregate Days Belonging divided by the number of meeting days in the reporting period).

Column Name	Description
Attendance Percent	The percent of actual attendance out of the total potential attendance for the reporting period (Aggregate Days Attended divided by the Average Number Belonging).

Enrollment Summary by Date Report

This report is essentially the same as the Enrollment Summary except for the subtle difference in the order and options by which you generate the report. For further information, see *Enrollment Summary*.

School Enrollment Audit Report

Use the School Enrollment Audit report to detect possible school enrollment errors.

How to Run the School Enrollment Audit Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **School Enrollment Audit**. The Possible Conflicts for School Enrollment Audit page displays any student enrollment errors.

Section Enrollment Audit Report

Use the Section Enrollment Audit report to detect possible section enrollment errors, such as a student who is enrolled in school but not in any classes.

How to Run the Section Enrollment Audit Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Section Enrollment Audit**. The Possible Conflicts for Section Enrollment Audit page displays any section enrollment errors.

Vocational Courses Aggregate Membership Report

Use the Vocational Courses Aggregate Membership report to generate a list of vocational sections and their current membership totals.

How to Run the Vocational Courses Aggregate Membership Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.

2. On the System tab, click **Voc. Courses Agg. Membership**. The Vocational Courses Aggregate Membership Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number on which you want the report to start.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The resulting report displays the schedule of vocational courses and the number of students in each class. It also displays the number of membership days for the different classes. Proceed by doing one of the following:

- Click a number of aggregate membership days to view an audit page.
- Click an underlined number in the Size column to view the list of students in the class.

- Click a section number to view a description of the section.
- Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Grade and Gradebook Reports

Use gradebook reports to determine the class rank or the number of students in a class that received a specified grade.

Class Ranking Report

This report provides the class rankings at your school so that you can determine the top students for each class level.

How to Run the Class Ranking Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Class Ranking**. The Class Ranking Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Grade Level	Choose the grade level to scan from the pop-up menu.
Class Rank Method	Choose from the pop-up menu the GPA calculation method to use for the class ranking.
Display GPAs	To scan only a range of GPAs, enter the range in the fields.
Display Percentiles	To scan a range of grade percentiles, enter the range in the fields.

4. Click **Submit**. The Class Ranking Report displays the rank number, student number, student name, grade point average, and class rank percentile for each student.

   Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

Grade Count Report

This report displays how many times each letter grade occurred for the selected group during current or past terms.

How to Run the Grade Count Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Grade Count**. The Grade Count page appears, and the number of selected students appears in the Students To Scan field.
3. Select an option to indicate which grades to scan:

    - **current grades**
    - **historical grades** (If you select this option, enter the store code for which you want to scan, such as **Q2**)

4. Click **Submit**. The resulting report lists the letter grades and how many times they occur in the specified group for the chosen term.

    Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

Grade Count By Teacher Report

Like the Grade Count report, the Grade Count By Teacher report also displays how many times each letter grade occurred for the group during current or past terms. The only difference is that this report restricts the results to a single teacher.

How to Run the Grade Count By Teacher Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **by Teacher** next to Grade Count. The Grade Count page appears.
3. Use the following table to enter information in the fields:

Field	Description
Scan by student	Select an option to scan either the selected students or all currently enrolled students.
Scan by teacher	Choose the teacher to scan from the pop-up menu. **Note:** For a staff member to appear in this pop-up menu, the Staff Status field (accessible via Start Page > Staff > Select A Staff Member > Edit Information) must be set to **Teacher**.
Scan	Select an option to indicate which grades to scan: • **current grades** • **historical grades** (If you select this option, enter the store code for which you want to scan, such as

Field	Description
	Q2)

4. Click **Submit**. The resulting report lists the letter grades and how many times each grade occurs in the specified group for the chosen term and teacher.

   Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

Grades Distribution Report

The Grades Distribution report identifies trends in instruction, grading and assessment. The report helps determine the validity and consistency of grading practices within the school.

How to Run the Grades Distribution Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Grades Distribution**. The Grades Distribution Report page appears. The upper portion of the page displays the report's name, version number, description, and any comments.
3. Use the following table to enter information in the fields:

Field	Description
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following

Field	Description
	fields.
Report By	From the pop-up menu, choose whether to run an overview report or to run the report by course, teacher, department, credit type, or student.
Grades to Scan	From the pop-up menu, choose whether to scan current grades or historical grades.
Distribute Grades By	From the pop-up menu, choose whether to distribute grades by letter grade or percentages.
Distribution Display	Determine the headings that appear at the top of each view. For example, enter **A, B, C, D, F** or **60, 70, 80** in the text box to facilitate distributing the grades or percentages. All scores that do not fall into a letter grade or percentage range will go into a column named Other.
Cutoff Percent for Pass/Fail	If distributing grades by percentages, enter a percent to determine the difference between a passing grade and a failing grade. For example, enter **65** in this box, and any percentage 64 or below displays as a failing grade.
Passing Grades	If distributing grades by letter grades, enter all letter grades that comprise a passing score, such as **A**,**B**,**C**,**D**.
Failing Grades	If distributing grades by letter grades, enter all letter grades that comprise a failing score, such as **F**.
Term	If distributing grades by historical grades, choose from the pop-up menu the term for distributing historical grade information.
Store Codes	If distributing grades by historical grades, enter the applicable store code for the historical grade.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Graduation Progress Report

This report provides the graduation progress of the selected students.

How to Run the Graduation Progress Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Graduation Progress Report (PDF)**. The Graduation Progress Report page appears.
3. Select which students to include in the report:

   - **All students**
   - **The selected [x] students only**
   - **Only these grade levels** (enter the grade levels in the blank field, separated by commas)

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

   Note: Click **Refresh** to update the status of the report.

   The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Honor Roll Report

This report provides honor roll calculations for a group of students. The report displays all honor rolls the students have received, even if the honor roll was received in another school.

How to Run the Honor Roll Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Honor Roll**. The Honor Roll Report page appears.
3. Use the following table to enter information in the fields:

Field	**Description**
Which Students	Select the option to identify the students for whom you want to calculate honor roll information: • **[selected student]** • **The selected [x] students only** • **All [x] currently enrolled students**
Report Title	Enter the name for this honor roll report.
Honor Roll Method	Choose the honor roll method you want to calculate from the pop-up menu. Specify a single honor roll method or all

Field	Description
	honor roll methods.
Store Code	Enter the store code for which you want to run the report. Leave this field blank to list all store codes.
School Year	Enter the school year for which you want to run the report. Only honor roll records stored during the single school year specified will be listed. Leave this field blank to list only records from the current school year.
Historical Grade Level	Enter the grade level for which you want to run the report. Only honor roll records the student earned while at the single grade level specified will be listed. Leave this field blank to list all grade levels.

4. Click **Submit**. The Honor Roll report displays the report title and the following information:

    - Student name (click to view the student pages for that student)
    - Student number
    - Grade level
    - Honors level
    - Grade point average

Teacher Gradebooks Reports

This report prints assignment information from teachers' PowerTeacher data files for the specified period.

How to Run Teacher Gradebooks Reports

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Teacher Gradebooks**. The Teacher Gradebooks page appears.
3. Use the following table to enter information in the fields:

Field	Description
Print Gradebooks for	Select the teacher whose attendance records you want to scan. Press and hold COMMAND (Mac) or CONTROL (Windows) to select multiple teachers. **Note:** For a staff member to appear in this list, the Staff Status field, which is accessible via Start Page > Staff > Select A Staff Member > Edit Information, must be set to **Teacher**.

Field	Description
For classes during this term	The selected term appears.
Meetings	Select the checkboxes to indicate the meetings to be scanned.
Don't print classes that	Select the checkboxes to exclude classes that have no students or have no assignments. You can also select both or neither of the checkboxes.
Only assignments in this Date Range	To limit the report to assignments within a specific date range, select the checkbox and enter the date range in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Assignment header	Select the content to include in the header for the assignments: • **Print Assignment Name and Date Due** • **Print Assignment Key**
Print in name column	Select the content to include in the column for students: • **Student Name** • **Student Number**
Print Final Grades	Enter final grades to print (optional). If you enter grades, select either the **Letter Grade**, **Percent**, or both checkboxes to determine how the final grades appear.
Print which assignment score?	Select an option to determine how assignment scores appear: • Point Value • Percent • Letter Grade
Scores Listing Font	Choose the scores listing font from the pop-up menu.
Scores Listing Style	Enter the scores listing font size and line height in points. **Note:** One point equals 1/72 of an inch. Select the formatting checkboxes you want to use. For example, select the Bold checkbox to bold the scores listing.
Horizontal Cell	Enter the amount of space from the sides of the cells to the

Field	Description
Padding	text in points. **Note:** One point equals 1/72 of an inch.
Student Name Column Width	Enter the width of the student name column in inches.
Assignment Column Width	Enter the width of the assignment column in inches.
Background row shading	Enter a percentage to determine the shade of the rows.
Page Size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Choose the page layout from the pop-up menu. **Portrait** is a vertical page, and **Landscape** is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	To run this report, select a time to start it: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report displays assignments and grades for the selected dates in the selected classes. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Membership Reports

The membership reports use daily attendance to generate average daily attendance and average daily membership numbers that depend on the number of days a student has attended. These reports can be run in either Meeting or Daily mode.

Depending on the mode, there are two conversions that can be applied to the report. For Meeting mode, select either “Period to Day” or “Time to Day” attendance conversion. The “Period to Day” option uses the Period Items conversion, and the “Time to Day” option uses the Time Items conversion. For Daily mode, select either “Code to Day” or “Time to Day” attendance conversion. The “Code to Day” option uses the Code Items conversion, and the “Time to Day” option uses the Time Items conversion. For more information, see *Attendance Conversions*.

To perform a membership audit by section, see *How to Run the Aggregate Membership Audit Report*.

ADM/ADA by Date Report

The ADM/ADA by Date report produces membership and attendance information by date for selected students. This report uses the attendance codes and minutes entered into PowerSchool under the student's daily attendance information. The report then sums the total membership for a date and the total number of students attending, with a final average for the number of students having membership and attending for a given date range.

How to Run the ADM/ADA by Date Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **ADM/ADA by Date**. The ADA/ADM by Date Report page appears. The upper portion of the page displays the report's name, version number, description, and any comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select the attendance recording method for which you want to run this report. **Note:** Menu options appear based on your attendance setup configuration. For more information about attendance modes, see *Attendance Overview*.

Field	Description
	• Choose **Use Defaults** to search for and display report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period. • Choose **Interval** to search for and display report output by interval. • Choose **Time** to search for and display report output by time. • Choose **Time/Interval** to search for and display report output by time and interval.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. • If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** displays by default. There are no other menu options to choose from. • If the Attendance Mode of **Daily** was selected, choose either **Code to Day** or **Time to Day**. • If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. • If the Attendance Mode of **Interval** was selected, only the **Time to Day** conversion can be selected. • If the Attendance Mode of **Time** was selected, only the **Time to Day** conversion can be selected. • If the Attendance Mode of **Time/Interval** was selected, only the **Time to Day** conversion can be selected. **Note:** For more information about attendance conversions, see *Attendance Overview*.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. Click the number to display the list of selected students.

Field	Description
	• Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so narrows the selection of students in the "Students to Include" field to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students in the Students to Include field.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time in the Processing Options field, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

4. Click **Submit**. The report queue appears.

5. Click **View** once the report is completed.

   Note: Click **Refresh** to update the status of the report.

   The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

ADM/ADA by Student Report

The ADM/ADA by Student report generates membership and attendance information per student. This report uses the attendance codes or minutes entered into PowerSchool. The report then sums the total membership and attendance for each student for the given timeframe, with a final average for the number of students having membership and attending for a given date range.

To avoid slow processing time while running the ADA/ADM by Student report, please check the following:

- If the reporting date range spans the entire year, try running the report for a smaller date range.
- Check the selected grade levels when running this report. Instead of running the report for all grade levels, run the report only for those grade levels you would like to report on.
- If you intend to run the report for a selection of students, ensure prior to executing the report that your report parameters are set to run for the current selection instead of all students.
- When starting the report, choose to run the report ASAP instead of in the background.
- Check the reporting queue for other jobs that are currently running. When multiple reporting jobs are running, all reports may run slower. Run the ADA/ADM by Student report when fewer users are processing reports.
- Check the report queue for reports that are not responding. Often, these reports can prevent any other report from completing.

How to Run the ADM/ADA by Student Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **ADM/ADA by Student**. The ADA/ADM by Student Report pages appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. **Note:** Menu options appear based on your attendance

Field	Description
	setup configuration. For more information about attendance modes, see *Attendance Overview*. • Choose **Use Defaults** to search for and display report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period. • Choose **Interval** to search for and display report output by interval. • Choose **Time** to search for and display report output by time. • Choose **Time/Interval** to search for and display report output by time and interval.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. • If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** displays by default. There are no other menu options to choose from. • If the Attendance Mode of **Daily** was selected, choose either **Code to Day** or **Time to Day**. • If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. • If the Attendance Mode of **Interval** was selected, only the **Time to Day** conversion can be selected. • If the Attendance Mode of **Time** was selected, only the **Time to Day** conversion can be selected. • If the Attendance Mode of **Time/Interval** was selected, only the **Time to Day** conversion can be selected. **Note:** For more information about attendance conversions, see *Attendance Overview*.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select **The selected [x] students only** to run the report for students in the current selection enrolled

Field	Description
	in the specified date range. Click the number to display the list of selected students. • Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” field and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” field.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

Field	Description
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Include Absent Column	Select the checkbox to display the total and average absent data on the report.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Each row in the report represents a student enrollment that falls partly or within the report date range. The table below describes each column in the output file:

Column Name	Description
[Blank]	Row number.
Student Number	Unique student identifier assigned to the student in the district.
Name	Student's name (Lastname, Firstname MI). **Note:** If a student appears more than once on this report, this is usually because the student was enrolled in the school, transferred out during the year, and then transferred back into the school before the end of the school year. Verify the duplicate entry on this report by referring to the student's Transfer Information page. For more information, see *Transfer Information*.
Grade (Track)	Student's grade level during the enrollment period between the Entry Date and Exit Date.
School Number	School number associated with the enrollment record. Because this is a school-level report, it will always be the current school's number.
School	School name abbreviation associated with the enrollment record. Because this is a school-level report, it will always be the current school's name.
Entry Date	Enrollment entry date for the enrollment record that is part of the calculation.

Column Name	Description
Exit Date	Enrollment exit date for the enrollment record that is part of the calculation.
Membership	Total membership days calculated for the student's enrollment record for the specified date range.
Attendance	Total attendance calculated for the student's enrollment record for the specified date range.
Absence	Total number of absences for the specified date parameters.
Off Track Days	Number of days the student was not on track within the specified date range, if the student is assigned to a track.
Days Not Enrolled	Number of days the student was not enrolled within the report date range.

ADM/ADA by Minute Report

The ADA/ADM by Minute report displays the total number of potential minutes for students, total number of minutes missed, total number of minutes attended, and total percentage of each. When in Meeting mode, the system calculates the number of minutes the group of students has attended by period. When in Daily mode, the system displays the number of minutes the group of students has attended by day.

How to Run the ADM/ADA by Minute Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **ADM/ADA by Minute**. The ADA/ADM by Minute Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select the attendance recording method for which you want to run this report. **Note:** Menu options appear based on your attendance setup configuration. For more information about attendance modes, see *Attendance Overview*. • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period.

Field	Description
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. Click the number to display the list of selected students. • Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” field and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” field.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format

Field	Description
	mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The table below describes each column in the output file when running the report for Meeting attendance mode. Each row in the report represents a period in the school bell schedule.

Column Name	Description
Period	The meeting period number.
Total Potential	Two numbers appear for the total potential absences: • Total number of periods in the selected students' bell schedules in the specified date range. • Total number of minutes in the selected students' bell schedules in the specified date range.
Total Absences	Two numbers appear for the total absences: • Number of periods when the selected students were absent. • Number of minutes when the selected students were absent.
Total Absences %	Two numbers appear for the total percentage of absences in relation to potential absences: • Percentage of periods when the selected students were absent. • Percentage of minutes when the selected students were absent.
Total Attended	Two numbers appear for the total attendance: • Number of periods when the selected students were

Column Name	Description
	present. • Number of minutes when the selected students were present.
Total Attended %	Two numbers appear for the total attendance by percentage: • Percentage of periods when the selected students were present. • Percentage of minutes when the selected students were present.

The table below describes each column in the output when running the report for Daily attendance mode. This report displays only one row.

Column Name	Description
Total Potential	Total number of minutes in the selected students' full day bell schedules in the specified date range. **Note:** The calculation uses the number of minutes specified for the bell schedule item that represents the Meeting and Daily attendance bridge.
Total Absences	Number of minutes when the selected students were absent.
Total Absences %	Percentage of minutes when the selected students were absent.
Total Attended	Number of minutes when the selected students were present.
Total Attended %	Percentage of minutes when the selected students were present.

ADM/ADA by Minute Report

The ADA/ADM by Minute report displays the total number of potential minutes for students, total number of minutes missed, total number of minutes attended, and total percentage of each. When in Meeting mode, the system calculates the number of minutes the group of students has attended by period. When in Daily mode, the system displays the number of minutes the group of students has attended by day.

How to Run the ADM/ADA by Minute Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.

2. On the System tab, click **ADM / ADA by Minute**. The ADA/ADM by Minute Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select the attendance recording method for which you want to run this report. **Note:** Menu options appear based on your attendance setup configuration. For more information about attendance modes, see *Attendance Overview*. • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. Click the number to display the list of selected students. • Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” field and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” field.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background.

Field	Description
	• Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The table below describes each column in the output file when running the report for Meeting attendance mode. Each row in the report represents a period in the school bell schedule.

Column Name	Description
Period	The meeting period number.
Total Potential	Two numbers appear for the total potential absences: • Total number of periods in the selected students' bell schedules in the specified date range. • Total number of minutes in the selected students' bell schedules in the specified date range.
Total Absences	Two numbers appear for the total absences:

Column Name	Description
	• Number of periods when the selected students were absent. • Number of minutes when the selected students were absent.
Total Absences %	Two numbers appear for the total percentage of absences in relation to potential absences: • Percentage of periods when the selected students were absent. • Percentage of minutes when the selected students were absent.
Total Attended	Two numbers appear for the total attendance: • Number of periods when the selected students were present. • Number of minutes when the selected students were present.
Total Attended %	Two numbers appear for the total attendance by percentage: • Percentage of periods when the selected students were present. • Percentage of minutes when the selected students were present.

The table below describes each column in the output when running the report for Daily attendance mode. This report displays only one row.

Column Name	Description
Total Potential	Total number of minutes in the selected students' full day bell schedules in the specified date range. **Note:** The calculation uses the number of minutes specified for the bell schedule item that represents the Meeting and Daily attendance bridge.
Total Absences	Number of minutes when the selected students were absent.
Total Absences %	Percentage of minutes when the selected students were absent.
Total Attended	Number of minutes when the selected students were present.

Column Name	Description
Total Attended %	Percentage of minutes when the selected students were present.

Scheduling Reports

Student Program Balancing Report

The Student Program Balancing report provides a summary of students enrolled in programs, as well as a detailed account of percentages of students enrolled in those programs.

How to Run the Student Program Balancing Report

When running the Student Program Balancing report from the System Reports menu, only students enrolled in programs for the selected school will be included in the report.

Note: Dropped students are not included in the report output.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab under Scheduling, click **Student Program Balancing**. The Student Program Balancing page appears.
3. Use the following table to enter information in the fields:

Field	Description
Evaluate Enrolled Program Students as of This Date	To narrow search results by a specific enrollment date, enter or select a date. Only those students enrolled in a program on or after specified date will be evaluated. **Note:** Defaults to today's date. **Notes:** When enrolling students in programs, an **Exit Date** may be entered. For more information, see *Special Programs*. If a program's enrollment **Exit Date** has not been entered, those enrollments will count toward that program.
Term	To narrow search result by term, choose the appropriate term from the pop-up menu. Only those students enrolled in a section within the specified term and any overlapping terms will be evaluated.
Report Output Locale	Use the pop-up menu to choose which language you want the report output to display.

4. Click **Submit**. The Student Program Balancing Report page displays the following information:

[Name of School] - [Date] Enrollment Totals Total Number of Students: [Number]	
Field	**Description**
Program	The name of the program. **Note:** For more information, see *Special Program Setup*, for district setup and *Special Programs* for student entry.
Percentage	The percentage of students in the program for the selected school.
Number of Program Students	The number of students in the program for the selected school.

Percentage of Students Enrolled in Programs [Course Name] ([Course Number])	
Field	**Description**
Section Number	The section number(s) of the course in which program students are enrolled. Click to access the Edit Section page. For more information, see *Sections*.
Program	The name of the program(s).
Percentage	The percentage of students enrolled in the program for the selected section.
Program Students in Section	The number of students enrolled in the program for the selected section.
Total Students in Section	The total number of students enrolled in the program compared to the overall number of students enrolled for the selected section. Click the total number of students enrolled in the program to access the Class Roster page. For more information, see *Class Roster*. A single asterisk indicates the percentage of program students (calculated against the number of students enrolled in the section) is greater than the percentage of program students enrolled in the school. For example, 18*/30 indicates that the percentage of program students enrolled in the section, as calculated by ((number of program students in the section - 1 / total number of students in the section) *100) is greater than the percentage of program students enrolled in the school, as calculated by ((number of program students in the school/ total number of students enrolled in the school) *100). A double asterisk indicates the percentage of program students (calculated against the maximum number of

[Name of School] - [Date] Enrollment Totals Total Number of Students: [Number]	
Field	**Description**
	students allowed in the section) is greater than the percentage of program students enrolled in the school. For example, 18/30* indicates that the percentage of program students enrolled in the section, as calculated by ((number of program students in the section - 1 / max number of students allowed in the section) *100) is greater than the percentage of program students enrolled in the school, as calculated by ((number of program students in the school/ total number of students enrolled in the school) *100).

Student Program Balancing Report in PowerScheduler

When running the Student Program Balancing report from the PowerScheduler menu, only students scheduled in programs for the selected scenario will be included in the report.

Note: Dropped students are not included in the report output.

How to Run the Student Program Balancing Report in PowerScheduler

1. On the start page, choose **PowerScheduler** under Applications in the main menu. The Scheduling page appears.
2. Under Tools, choose **Reports** from the PowerScheduler menu. The Scheduling Reports page appears.
3. Under Post Build Reports, click **Student Program Balancing**. The Student Program Balancing page appears.
4. Use the following table to enter information in the fields:

Field	Description
Evaluate Scheduled Program Students as of This Date	To narrow search results by a specific enrollment date, enter or select a date. Only those students enrolled in a program on or after specified date will be evaluated. **Note:** Defaults to date entered in **Evaluate Programs as of this date** field. See *How to Define Program Balancing*.
Term	To narrow search result by term, choose the appropriate term from the pop-up menu. Only those students enrolled in a section within the specified term and any overlapping terms will be evaluated.
Report Output Locale	Use the pop-up menu to choose which language you want the report output to display.

5. Click **Submit**. The Student Program Balancing Report page displays the following information:

[Name of School] - [Date] Enrollment Totals Total Number of Students: [Number]	
Field	**Description**
Program	The name of the program.
Percentage	The percentage of students in the program for the selected scenario.
Number of Program Students	The number of students in the program for the selected scenario.

Percentage of Students Enrolled in Programs [Course Name] ([Course Number])	
Field	**Description**
Section Number	The section number(s) of the course in which program students are enrolled. Click to access the Edit Section page. For more information, see *Sections*.
Program	The name of the program(s).
Percentage	The percentage of students enrolled in the program for the selected section.
Program Students in Section	The number of students enrolled in the program for the selected section.
Total Students in Section	The total number of students enrolled in the program compared to the overall number of students enrolled for the selected section. Click the total number of students enrolled in the program to access the Class Roster page. For more information, see *Class Roster*. A single asterisk indicates the percentage of program students (calculated against the number of students scheduled in the section) is greater than the percentage of program students scheduled in the school. For example, 18*/30 indicates that the percentage of program students scheduled in the section, as calculated by ((number of program students scheduled in the section - 1 / total number of students scheduled in the section) *100) is greater than the percentage of program students scheduled in the school, as calculated by ((number of program students scheduled in the school/ total number of students scheduled in the school) *100).

[Name of School] - [Date] Enrollment Totals Total Number of Students: [Number]	
Field	**Description**
	A double asterisk indicates the percentage of program students (calculated against the maximum number of students allowed in the section) is greater than the percentage of program students scheduled in the school. For example, 18/30* indicates that the percentage of program students scheduled in the section, as calculated by ((number of program students scheduled in the section - 1 / max number of students allowed in the section) *100) is greater than the percentage of program students scheduled in the school, as calculated by ((number of program students scheduled in the school / total number of students scheduled in the school) *100).

Teacher Maximum Load Report

The Teacher Maximum Load Report helps identify teachers who are scheduled to teach more students in a day than is allowed by their contracts. It is expected that a school administrator will run this report on a periodic basis to identify any violations for sections occurring within the term of the date specified on the report. This report displays loads based on the schedule for the current school year but does not account for future section drops or enrollments. For fresh report data or for more information about Teacher Maximum Load, see *Teacher Maximum Load*. Also, this report does not account for sections that span different schools; rather, they include only the selected school's sections.

How to Run the Teacher Maximum Load Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Teacher Maximum Load Report**. The Teacher Maximum Load page appears.
3. Use the following table to enter information in the fields:

Field	**Description**
Select a Teacher	Use the pop-up menu to select the teacher for whom you want to run this report. To select all teachers at the selected school, choose **All Teachers**.
Limit report to	Select an option to limit the results of the report: • **All Selected Teacher(s)**: Displays results for all teachers selected in the Select a Teacher field, even those whose schedules do not exceed their maximum loads. • **Only those over the limit**: Displays only the

Field	Description
	teachers selected in the Select a Teacher field that exceed the specified student load.
For this date	Enter a date to display report results for. Use the format mm/dd/yyyy or mm-dd-yyyy.

4. Click **Submit**. The report displays the following information:

Field	Description
No.	Teacher's number.
Teacher Name	Teacher's last name, first name, and middle initial.
Course	Name of the course that has a section contributing to the teacher's student load.
Section	Identification number of the section contributing to the teacher's student load. If the section includes a dependent section, the report does not specify whether the violation occurred in the primary or dependent section since they are considered a single unit. **Note:** To exempt a section from being included, see *Sections*.
Max	Maximum number of students allowed in the section.
Room	Room number of the section.
[A, B, ...]	Cycle day of the school's schedule.
Flag	Indicates whether a teacher maximum load or section enrollment maximum has been exceeded.

Statistics

Parent/Student Access Statistics

The Parental Access Statistics Report tells you how often the parents of students at your school use the PowerSchool Parent or PowerSchool Student Mobile apps to sign in to PowerSchool, or use the PowerSchool Parent/Student Web Portal to check student progress. The report provides information on all parents in general and not on specific parents.

How to Run the Parent/Student Access Statistics Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Parental Access Statistics**. The Parental Access Statistics page appears.
3. Enter the first and last days of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
4. Click **Submit**. The resulting report displays how many times parents accessed student records via the mobile apps or the Web portal. Raw data and percentages are provided. The report also displays the number of parents signed up for emailed progress reports and the number of reports sent during the selected period.

   Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

Student Listings

Student listing reports display lists of students, either by class or schedule.

How to Run the At Risk Report

The At Risk Report provides a listing of courses, sections, and grades associated with students who are currently at risk of failing for the current term. This information allows administrators and teachers to take a proactive approach to correcting this prior to end of term and ensures student accountability.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **At Risk**. The At Risk Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to choose the attendance recording methods for which you want to run this report: • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period. • Choose **Time** to search for and display report output by time.
Students to Include	Indicate which students you want to run the report for:

Field	Description
	• Choose **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. • Choose **All students** to run the report for all students in the current school enrolled in the specified date range.
Attendance Codes	Select the attendance codes for which you want to scan. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Reporting Segment or Begin date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Data to be Filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Use Attendance Report Query	Select the checkbox to use Attendance Mode and Attendance Codes to query students for the report.
Enter the minimum number of occurrences of the above selected Attendance codes	Enter a number to indicate the fewest instances of the selected Attendance Codes to display on the report.
Use Grades Report Query	Select the checkbox to use the three grade fields listed below to query students for the report.
Select the final grade type	Choose the applicable grade type from the pop-up menu: • **Stored** • **Current**

Field	Description
Enter the minimum number of classes with failing grades	Enter the minimum number of classes with failing grades to display on the report.
Enter a comma-delimited list of Letter Grade values.	Enter the letter grade value, followed by a comma, such as **D, F**.
Use Discipline Report Query	Select the checkbox to use the two discipline fields listed below to query students for the report.
# of Discipline actions per student	Choose the applicable number of discipline actions to display for each student from the pop-up menu.
Discipline incident subtype to include	Choose the applicable incident subtype from the pop-up menu.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Class Rosters (PDF) Report

Generate a class roster as a PDF file for the current term or previous terms.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Class Rosters (PDF)**. The Class Rosters (PDF) page appears.
3. Use the following table to enter information in the fields:

Field	Description
Print rosters for	Select the teachers for which you want to generate a class roster. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each teacher's name.
Meetings	Indicate the meetings to be audited by selecting the appropriate checkboxes. To audit all meetings, deselect all of the checkboxes.
Include students who	Select an enrollment period option. Some options require you to enter a date or date range using the format

Field	Description
	mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Heading font	Choose the heading font from the pop-up menu.
Size, line height, style	Enter the heading font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the heading. Select the **Italic** checkbox to italicize the heading. Select the **Underline** checkbox to underline the heading.
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print: • **First page of each class** • **All pages** • **Do not print heading**
Heading text	Enter the content you want to appear in the heading. In addition to standard text, you can include HTML tags, PowerSchool fields and PowerSchool data codes. To insert a PowerSchool field into this field: 1. Click **Fields** to view a list of PowerSchool fields. The Fields pop-up appears. 2. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank. 3. Click the field you want to add. The Fields pop-up closes and the selected field appears.
Column title font	Choose the column title font from the pop-up menu.
Size, line height, style	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the column title. Select the **Italic** checkbox to italicize the column title. Select the **Underline** checkbox to underline the column title.
Print column titles on	Choose an option from the pop-up menu to determine how you want the column title to print: • **All pages** • **First page of each class** • **Do not print column titles**

Field	Description
Roster Font	Choose the roster listing font from the pop-up menu.
Size, line height, style	Enter the roster listing font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the roster listing. Select the **Italic** checkbox to italicize the roster listing. Select the **Underline** checkbox to underline the roster listing.
Roster columns	Enter the content to include in the student listings columns using the format field name \ column title \ column width \ alignment. To insert a PowerSchool field into this field: 1. Click **Fields** to view a list of PowerSchool fields. The Fields pop-up appears. 2. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank. 3. Click the field you want to add. The Fields pop-up closes and the selected field appears.
Rule width	Enter the thickness in points of the vertical and horizontal lines on the report, as well as the outline of the entire report. One point equals 1/72 of an inch.
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. **Portrait** is a vertical page; **landscape** is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the

Field	Description
	report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Master Schedule (PDF) Report

Generate a PDF file for the current master schedule. The master schedule PDF report displays schedule information for sections that are in session during the selected term. Before proceeding, change the selected term, if necessary. For more information, see *How to Change Terms*.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Master Schedule (PDF)**. The Master Schedule PDF page appears.
3. Use the following table to enter information in the fields:

Field	Description
Periods	Select the checkboxes to indicate which periods to display on the master schedule. To display all periods, select the **All periods** checkbox.
Days	Select the checkboxes to indicate which days to display on the master schedule. To display all days, select the **All days** checkbox.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as **MATH**. To display all

Field	Description
	credit types, do not enter anything in the field.
Rooms	Select the rooms to display on the master schedule. To make multiple selections, Press and hold COMMAND (Mac) or CONTROL (Windows) and click the room names. Select **All Rooms** to display all rooms.
Teachers	Select the teachers to display on the master schedule. To make multiple selections, Press and hold COMMAND (Mac) or CONTROL (Windows) and click the teacher names. Select **All Teachers** to display all teachers.
Sort By	Select a sort order for the master schedule: • **Teacher Name** • **Teacher Number** • **Department** • **Room** • **Course Name** • **Course Number** • **Course Credit Type**
Period/Day Orientation	Select whether to print the periods or the days across the top of the report.
Heading font	Choose the heading font from the pop-up menu.
Size, line height, style	Enter the heading font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the heading. Select the **Italic** checkbox to italicize the heading. Select the **Underline** checkbox to underline the heading.
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print: • **First page** • **All pages** • **Do not print heading**
Column title font	Choose the column title font from the pop-up menu.
Size, line height, style	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the column title. Select the **Italic** checkbox to italicize the column title. Select the **Underline** checkbox to underline the column title.
Print column titles on	Choose an option from the pop-up menu to determine how you want the column title to print:

Field	Description
	• **All pages** • **First page** • **Do not print heading**
Body Font	Choose the body font from the pop-up menu.
Size, line height, style	Enter the body font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the body font. Select the **Italic** checkbox to italicize the body font. Select the **Underline** checkbox to underline the body font.
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. **Portrait** is a vertical page; **landscape** is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is

Field	Description
	submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Student Schedule List Report

This report provides a printout of students' classes and lets you know where they are during which periods.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Student Schedule List**. The Student Schedule List page appears.
3. Use the following table to enter information in the fields:

Field	Description
Students to Include	The number of selected students appears.
Report Title	Enter the title for the report.
Include for each class	Select the checkboxes to indicate what data you want to include for each class. Select any combination of the following checkboxes: • Select the checkboxes to display the **Room**, **Course**, and **Teacher** information for each class. • To include grades, select the checkbox and use the pop-up menu to choose either **Historical grade** or **Current grade**. If you select this option, enter the Store Code/Final Grade, such as **Q1** or **Q2**. • **Citizenship** • **for this attendance code**. If you select this option, choose the attendance code from the pop-up menu. • **Attendance points** • **Assignment score**. If you select this option, enter the score.
Scan Enrollment as	Enter the student enrollment dates to scan using the

Field	Description
of this Date	format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Range of Periods	Choose the range of periods to scan from the pop-up menus.
Range of Days	Choose the range of days to scan from the pop-up menus.
How many students between breaks	Enter the number of student records to display before a break in the report.
Show only these pages	Select the checkbox to limit the number of pages to display. If you select the checkbox, enter the page number range in the next fields.

4. Click **Submit**. The resulting report displays students and their teachers for the selected periods. Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

ReportWorks

ReportWorks provides the tools to give report developers an easy way to find, evaluate, and share information that is available in PowerSchool.

ReportWorks reports are created in the ReportWorks application and published to PowerSchool. The report developer determines the report format and runtime parameters. Each report may have different parameters you can select, such as grade level or enrollment dates.

For more information about setting ReportWorks preferences and creating report categories, see *ReportWorks Administration.*

Database Extensions

Any database extensions related to the Students table created in PowerSchool, or migrated from database extensions (legacy custom fields), are available to use in ReportWorks. For more information, see *Database Extensions* in the *System Administrator User Guide* available on **PowerSource**.

How to Launch ReportWorks Developer

You must have security permissions enabled to launch the ReportWorks developer application. For more information, see *Security Permissions*.

1. On the start page, do one of the following:

    - Choose **ReportWorks Developer** under Applications in the main menu.
    - Choose **ReportWorks > Setup** > **ReportWorks**.

    The Launch ReportWorks page appears.

2. Click **Launch**. For more information, see the *ReportWorks User Guide* or the *ReportWorks online help*.

How to Generate ReportWorks Reports

1. On the start page, choose **ReportWorks** under Reports in the main menu. The Reports page appears.
2. Select a report. The Run Report dialog appears.
3. Use the following table to edit information in the fields.

Field	Description
Report Name	The name of the report appears.
Description	The report description appears.
Category	The assigned report category appears. For more

Field	Description
	information, see *ReportWorks Categories*.
Published Date	The date the report was published appears.
Runtime Parameters	The runtime parameters that appear depend on the type of report selected. • Select Grade Level: Select a single grade level or multiple grade levels to include in the report output. Press ALT+click or SHIFT+click on grade levels to select multiple grade levels. • Select Current Students: Click the checkbox to include the current student selection in the report. For more information, see *Current Selection*. • Select School Enrollment Dates: Enter a **Starting Date** and **Ending Date** in the fields provided using the mm/dd/yyyy or m/d/yyyy format. Alternately, click the blue icon next to the filed to open the calendar pick list and click on the applicable date. • Select Class Enrollment Dates: Enter a **Starting Date** and **Ending Date** in the fields provided using the mm/dd/yyyy or m/d/yyyy format. Alternately, click the blue icon next to the filed to open the calendar pick list and click on the applicable date.
Cancel	Click to close the dialog without submitting the report.
Run Now	Click to submit the report.

4. When the report is submitted, the report queue appears. For more information, see *ReportWorks Queue.*

ReportWorks Queue

Use the ReportWorks Queue to view, delete, cancel, and re-execute submitted reports.

Reports are organized by tabs. The System tab displays all pre configured reports, while the ReportWorks tab displays all submitted reports that were created in ReportWorks. For more information about viewing pre configured reports in the queue, see *System Report Queue*.

To view all jobs in the report queue regardless of the user, view the ReportWorks queue from the System Administrator menu. For more information, see *ReportWorks Administrator Report Queue*.

Administrators can also set preferences for the Report Queue. For more information, see *Report Queue Preferences*.

Note: When you submit a ReportWorks report, if heap memory exceeds 75 percent on the server, the report will automatically cancel and a message appears on the Report Details dialog. When the report is submitted, the system will check the memory allocation at different intervals to assure memory usage does not exceed 95 percent while the report is being generated.

State Reporting Platform Reports

You can schedule when you want specific State Reporting Platform (SRP) reports to run using the Scheduling options, available on the report detail page of all SRP reports. Once submitted, the report displays on the Scheduled Reports section of the ReportWorks Report Queue in PowerSchool.

How to Set Automatic Page Refresh on the ReportWorks Report Queue

You can choose how often the Report Queue page refreshes. This feature is available on the System Reports Report Queue and the ReportWorks Report Queue.

1. On the start page, click the **Report Queue** button in the navigation bar.
2. Click the **ReportWorks** tab. The Report Queue (ReportWorks) - My Jobs page displays all of your reports.
3. On the **Refresh** button, click the arrow. A pop-up menu displays the units of time you can set for the automatic page updates; 30 seconds, one minute, five minutes, or 10 minutes.
4. Select a value from the pop-up menu. A countdown clock appears on the Refresh button and displays the time until the page updates, based on your selection.
5. To cancel the automatic page refresh, click the arrow and select the **Cancel** button.

How to View Reports in the Report Queue

1. On the start page, click the **Report Queue** button in the navigation bar.
2. Click the **ReportWorks** tab. The Report Queue (ReportWorks) - My Jobs page displays all of your reports. Pending or running reports appear in the Queued Reports section. All other reports appear in the Completed Reports section.
3. Click **Refresh** to update the page.
4. Use the following table to view information in the fields:

Field	Description
Created On	The date the report was generated appears.
Report Name	Click the name to open the Report Details dialog. For more information, see *How to View Completed Report Details*.
Started	The date and time the report job started appears.
Ended	The date and time the report job ended appears. **Note:** This field only displays in the Completed Reports section.
Created By	The username of the person who ran the report appears.

Field	Description
Output Type Icon	The output type of the associated report appears. Click the icon to view the report.
Status	The status of the report job appears: • Completed: Job is finished. Click the hyperlink to view the report. • Running: Job is processing. • Pending: Job has not started. • Canceled: Job has been canceled.
Options	Icons appear depending on the status of the report. • Click the trash can icon to delete a report. • Click the red cancel icon to cancel a running report. • Click the blue regenerate icon to re-run the report.
Delete All	Click to delete all completed reports listed. **Note:** This field only displays in the Completed Reports section.

How to View Completed Report Details

When a report runs completely, view the job details.

1. On the start page, click the **Report Queue** button in the navigation bar.
2. Click the **ReportWorks** tab. The Report Queue (ReportWorks) - My Jobs page displays all of your reports.
3. Click the **Report Name**. The Report Details dialog appears.
4. Use the following table to view information in the fields:

Field	Description
Report Name	The name of the report appears.
Description	The report description appears.
Status	The status of the report job appears: • Completed: Job is finished. Click the hyperlink to view the report. • Running: Job is processing. • Pending: Job has not started. • Canceled: Job has been canceled.
Created On	The date the report was generated appears.

Field	Description
Create By	The username of the person who ran the report appears.
Started	The date and time the report job started appears.
Ended	The date and time the report job ended appears.
Error Code	The code used to cancel the report appears.
Error Message	Details regarding the cancellation of the report appear.
Parameter Name	Lists the runtime option name(s) selected when running the report.
Parameter Value	List the runtime option value(s) selected when running the report.

5. Click **Close Details** to close the dialog.

Custom Reports

Use PowerSchool to set up reusable report templates according to your individual needs. The resulting reports provide you with customized views of the information stored in PowerSchool. Print the reports, save them, or use them as view-only tools. As the data stored on the system changes regularly, the report results will likely change every time you run a new report, even if you use the same template.

Custom reports are different from system reports because you decide what information to include in the final report and how it will look.

While all reports can be run for all students, some can be run for a selected group of students. If the report you choose allows this option, select the group of students and click the **PowerSchool** logo to return to the start page. PowerSchool remembers the group while you are signed in to and will allow you to select the group as you build the report template.

There are four styles of PowerSchool custom reports: **report cards**, **mailing labels**, **form letters**, and **object reports**. Each can be created to meet your needs, and all four styles can be saved as templates for reuse. For more information about report templates, see *Report Templates*. For more information about other ways to create reports, see *Alternate Ways to Create Reports*.

Report Cards

Report card reports can be used for much more than just end-of-the-term reports. You can also use them to create other types of documents, such as custom letters or progress reports. Any report card-style report can include text as well as PowerSchool fields.

You can only create report cards for the term selected on the start page. To report on more than one term, create an object report. For more information, see *Object Reports*.

How to Open a Preview Page

When creating custom reports, it is a good idea to preview them often as you work. Therefore, before you create any new reports, you should open a preview page in your Web browser.

1. On the start page, search for and select any student or group of students. For more information, see *Select a Group of Students*.
2. Click the PowerSchool logo. The start page appears.
3. Choose **System Reports** under Reports in the main menu. The Reports page appears.
4. Click the **Setup** tab. The Report Setup page appears.
5. Click **Form Letters**. The Form Letters page appears.
6. Click **Print**. Leave the Print Reports page open as you create each type of report in a new Web browser window. You will return to it to review the report template as you work. Within other instructions, this page is referred to as the preview page.

How to Add a Custom Report Card Template

You can customize the following elements of a report card template:

- *Heading*
- *Schedule Listing*
- *Footer*
- *Availability*
- *Page Setup*
- *Print Setup*

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Report Cards**. The Report Cards page appears.
4. Click **New**. The Create New Report Card Format page appears.
5. Use the following table to enter information in the fields:

Field	**Description**
Name of new report card template	Enter a name for the template.
Title	Enter a title to print at the top of the report card. In addition to standard text, you can include **HTML tags** and **PowerSchool data codes**.
Title style	Choose a style from the pop-up menu. To configure the styles, see *System Styles*.

6. Click **Submit**. The Report Cards page appears.
7. Click the report you just created.
8. On the Report Card page, choose either **Left**, **Center**, or **Right** title justification from the pop-up menu.
9. Click **Submit**. The report card template setup and title are complete.

Heading

The heading can include any type of information, such as your school's address, a note to parents, HTML tags, PowerSchool fields and data codes.

1. On the Report Cards page, click the name of the report.
2. On the Report Card page, click **Heading**. The Report Card Heading page appears.
3. Use the following table to enter information in the fields:

Field	**Description**
Heading Text Style	Choose the style for the heading text from the pop-up menu.
[Heading Justification]	Choose the horizontal heading alignment from the pop-up menu.
[Heading Text]	Enter the content you want to appear in the heading. In addition to standard text, you can include **HTML tags**,

Field	Description
	PowerSchool fields and **PowerSchool data codes**. To insert a PowerSchool field into this field: 1. Click **Fields** to view a list of PowerSchool fields. The Fields pop-up appears. 2. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank. 3. Click the field you want to add. The Fields pop-up closes and the selected field appears.

4. Click **Submit**. The Report Card page appears.
5. Click **Submit** again to save the report template.

Schedule Listing

Format schedule listings to display grades, citizenship, absences, tardies, and scores for individual assignments.

Note: This listing is referred to as a Student Schedule when printing reports. For more information, see *Run, Print, and Save Reports*.

1. On the Report Cards page, click the name of the report.
2. On the Report Card page, click **Schedule Listing**. The Student Schedule Listing page appears.
3. Use the following table to enter information in the fields:

Field	Description
Column Titles Style	Choose a style for the column titles from the pop-up menu.
Class Listings Style	Choose a style for the class listings from the pop-up menu.
Use Future Schedule	Select the checkbox to use next year's student schedules. To use this year's schedules, deselect the checkbox.

4. Complete the remaining items, which concern the format of the report card, as necessary. To use the defaults, do not make any changes to the formatting fields. For further explanation of the fields, see *Report Formatting*. Select what data will comprise the schedule listings in the columns.
5. Use the following table to enter information in the fields:

Field	Description
Shows	Use the pop-up menu to choose the information for the first column on the report card. Use the next field only if you make certain choices for the Shows column. If you select any of the following in the Shows column, enter a

Field	Description
	specific term preceded with a semicolon in the next field: • **absences** • **tardies** • **attendancepoints** • **previousgrade** • **prev. percent** • **prev. tchr. cmnt** • **prev citizenship** • **prev crdit hours** For example, enter **;Q1** in the blank field next to the Shows column to display information for Q1. If you select **Attendance** in the Shows column, enter an attendance code. If you select **asmt score**, **asmt pct**, or **asmt pts poss** in the Shows column, enter an assignment name. The assignment name must exactly match that in the gradebook. When the Shows column is blank but you want a title for the column, enter text or an HTML tag in the next field. PowerSchool will use the information to populate that column of the report.
Column Title	Enter a column title.
Column Width	Enter a column width.
Align	Enter one of the following codes: • **R** for right justification • **L** for left justification • **C** for center justification

6. Repeat Step 5 for other columns to be included on the report card. Create up to 12 columns.
7. Use the following table to enter information in the fields:

Field	Description
…include only those classes	Select the checkbox for the students who have final grades recorded in the specified term (optional). In the space provided, enter the terms/store codes, such as **Q1**, **Q2**, and **Q3**. This tells PowerSchool to list only classes for which there are stored grades for the terms listed. When a student drops a class and does not receive a final grade, the class will not appear on the report card.

Field	Description
Extended stored grade retrieval	Select the checkbox to include additional stored grades. This is helpful when a student switches from one section of a course to another section of the same course. The courses and grades appear on one row of the report rather than different lines for each section.

8. Click **Submit** again to save the report template.

Footer

Next, set up the footer. The footer is exactly like the heading except that it appears below the schedule listings. It can contain any type of information, including your school's address, a note to parents, HTML tags, PowerSchool fields and data codes.

1. On the Report Cards page, click the name of the report.
2. On the Report Card page, click **Footer**. The Report Card Footer page appears.
3. Use the following table to enter information in the fields:

Field	Description
Footer text style	Choose the style for the footer text from the pop-up menu.
[Footer Justification]	Choose the horizontal footer alignment from the pop-up menu.
[Footer Text]	Enter the content you want to appear in the footer. In addition to standard text, you can include **HTML tags**, PowerSchool fields and **PowerSchool data codes**. To insert a PowerSchool field into this field: 1. Click **Fields** to view a list of PowerSchool fields. The Fields pop-up appears. 2. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank. 3. Click the field you want to add. The Fields pop-up closes and the selected field appears.

4. Click **Submit**. The report card footer is created and the Report Card page appears.
5. Click **Submit** again to save the report template.

Availability

Specify which schools can access the report.

1. On the Report Cards page, click the name of the report.

2. On the Report Card page, select an option to indicate which schools on the PowerSchool system will have access to this report:

    - **users at all schools** [on the server]
    - **only users at** [selected school]

3. To indicate that teachers can print this report, select the checkbox.
4. Click **Submit**. The Report Cards page appears.
5. Click **Submit** again to save the report template.

Page Setup

Specify how the report fits on the page.

1. On the Report Cards page, click the name of the report.
2. On the Report Card page, click **Margins & Page Setup**. The Report Card Margins page appears.
3. Use the following table to enter information in the fields:

Field	Description
Margins	Enter the margins in inches for the left, top, right, and bottom of the page.
Orientation	Choose the orientation from the pop-up menu: • **Portrait (vertical)** • **Landscape (horizontal)**
Reduction	Enter a reduction scale (optional). This refers to the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.

4. Click **Submit**. The Report Card page appears.
5. Click **Submit** again to save the report template.

Print Setup

Specify how the report will print.

1. On the Report Cards page, click the name of the report.
2. On the Report Card page, click **Special Printing Options**. The Special Printing Options page appears.
3. Use the following table to enter information in the fields:

Field	Description
Multiple reports per	Select the checkbox to create more than one report per

Field	Description
page	page. If you select this option, enter the number of reports that appear across (in columns) and down (in rows) on each page.
Gutter Widths	If you are printing multiple reports on each page, enter the width for the gutter between the columns and rows.
Suppress column title printing	Select the checkbox to hide the column titles.

4. Click **Submit**. The Report Card page appears.
5. Click **Submit** again to save the report template.

How to Preview a Report Card

1. Open a report preview page. For more information, see *How to Open a Preview Page*.
2. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report from the pop-up menu.
For which students?	Select an option to indicate the students for whom to run the report, if necessary. Indicate the number of pages to print: • To print a report for all of the selected students, choose the **All records in a single batch** option. • To print a limited number of pages, choose the **Print only the first X record**s option and enter the number of pages to print. • To print batches of reports for all of the selected students, choose the **All records in batches of X records** option and enter the number of records to print per batch.
In what order?	Select the sort order.
If printing student schedules, use	Select an option to indicate enrollment specifications. If you select the **enrollment as of** option, enter the enrollment date in the field.
If printing fee list, only include transactions conducted during... (may be overridden	If you selected an Object Report in the "Which report to would you like to print" field and that Object Report includes a fee list object, choose the date range from the pop-up menu. If you select the "Date Range," enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this

Field	Description
in report setup)	format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Watermark Text	To print text as a watermark on each page of the report, choose from the pop-up menu one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to start the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields.

3. Click **Submit**. The report appears with the specified parameters. Review the report to verify that the formatting and content are correct before printing.

How to Edit a Custom Report Card Template

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Report Cards**. The Report Cards page appears.
4. Click the name of the report you want to edit. The Report Card page appears.
5. Edit the report card to meet your needs and specifications. For more information, see *How to Add a Custom Report Card Template*.
6. Click **Submit**. The Report Cards page appears. If you are ready to run the report, see *Run, Print, and Save Reports*.

How to Delete a Custom Report Card Template

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Report Cards**. The Report Cards page appears.
4. Click the name of the report you want to delete. The Report Card page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Mailing Labels

Use mailing label reports to generate mailing labels to put on envelopes or letters. Include names, addresses, ID numbers, passwords, or even bar codes. For example, create mailing labels with barcodes of students' lunch ID numbers to include on laminated lunch cards. For more information, see *How to Publish Lunch ID Numbers*.

How to Open a Mailing Label Preview Page

When creating mailing labels, you should preview them often as you work. Before you create or edit mailing labels, open a preview page.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Choose **System Reports** under Reports in the main menu. The Reports page appears.
3. Click the **Setup** tab. The Report Setup page appears.
4. Click **Mailing Labels**. The Mailing Labels page appears.
5. Click **Print**. Leave the Print Mailing Labels page open as you work with mailing labels. You will return to it to review the template as you work. Within other instructions, this page is referred to as the preview page.

How to Add a Mailing Label Layout

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Mailing Labels**. The Mailing Labels page appears.
4. Click **New**. The New Mailing Label Layout page appears.
5. Use the following table to enter information in the fields:

Field	Description
Layout Name	Enter the name of the mailing label layout.
Table	Choose the table used for the mailing label data from the pop-up menu.
Font	Choose the mailing label font from the pop-up menu.
Font Size	Enter the font size for the mailing label in points. **Note:** One point is 1/72 of an inch.
Line Height	Enter the height for the space between lines on the mailing label in points. **Note:** One point is 1/72 of an inch.
Page Left Margin	Enter the size of the left page margin in inches.

Field	Description
Page Top Margin	Enter the size of the top page margin in inches.
Label Width	Enter the width of the individual mailing labels in inches.
Label Height	Enter the height of the individual mailing labels in inches.
How Many Columns of Labels	Enter how many columns of mailing labels print per page.
How Many Rows of Labels	Enter how many rows of mailing labels print per page.
Space Between Each Column	Enter the amount of space between columns of mailing labels on the page in inches.
Space Between Each Row	Enter the amount of space between rows of mailing labels on the page in inches.
Horizontal Padding For Label Text	Enter the amount of space from the sides of a mailing label to the text.
Vertical Padding For Label Text	Enter the amount of space from the top and bottom of a mailing label to the text.
Label Content	Enter the content of the mailing label. In addition to standard text, you can include **HTML tags**, PowerSchool fields and **PowerSchool data codes**. To insert a PowerSchool field into this field: 1. Click **Fields** to view a list of PowerSchool fields. The Fields pop-up appears. 2. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank. 3. Click the field you want to add. The Fields pop-up closes and the selected field appears.
Make this label accessible to	Select which PowerSchool users can use the mailing label: • **users at all schools** [on the server] • **only users at** [selected school]
Teachers can print?	Select the checkbox if you want teachers to be able to print this mailing label.

6. Click **Submit**. The Mailing Labels page appears. To print mailing labels, see *Print Mailing Labels*.

How to Edit a Mailing Label Layout

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Mailing Labels**. The Mailing Labels page appears.
4. Click the mailing label layout you want to edit. The Edit Mailing Label Layout page appears.
5. Edit the report card to meet your needs and specifications. For more information, see *How to Add a Mailing Label Layout*.
6. Click **Submit**. The Mailing Labels page appears. To print mailing labels, see *Print Mailing Labels*.

How to Delete a Mailing Label Layout

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Mailing Labels**. The Mailing Labels page appears.
4. Click the mailing label layout you want to delete. The Edit Mailing Label Layout page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Print Mailing Labels

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Printing, choose **Print Mailing Labels**. The Print Mailing Labels page appears.

   Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Use the following table to enter information in the fields:

Field	**Description**
Print Mailing Labels for	The selected number of students appears. For more information about changing the selection of students, see *Student Search*.
Use this mailing label layout	Choose the mailing label template from the pop-up menu.
How Many Pages?	Select an option to indicate the number of pages to print:

Field	Description
	• **One page only** to print only the first page • **All pages** to print all pages of the report for the selected students
Sort Order?	Select an option to sort the mailing labels on the report: • **Student's last name** • **Mailing Zip Code** • **Address Zip Code**
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields.
Report Output Locale	Select the locale from the pop-up menu. The report output will be in the language associated with the locale. **Note:** When generating object reports, certain report text may appear in the default English language. For more information, see *Object Reports*.

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

   Note: Click **Refresh** to update the status of the report.

   The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application.

7. When you are satisfied with the labels, put sheets of blank labels in the printer tray.
8. Choose **File** > **Print** from the menu bar.
9. Make the necessary selections in the Print dialog.
10. Click **OK**. The mailing labels print.

Form Letters

Form letter reports create custom letters that merge information from the PowerSchool database into a letter. They are similar to report card reports in that you can use HTML tags and PowerSchool data codes. The difference is that a form letter report cannot include schedule listings.

When creating a form letter, there is no need to open a preview page. You can easily create the report and preview it in the same Web browser window.

How to Add a Custom Form Letter

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Form Letters**. The Form Letters page appears.
4. Click **New**. The New Form Letter page appears.
5. Use the following table to enter information in the fields:

Field	Description
Title of this form letter	Enter a name for this form letter.
Table	Choose the table used for the form letter data from the pop-up menu.
Default font	Choose the form letter font from the pop-up menu.
Default font size	Choose the font size from the pop-up menu.
Default text line height	Enter the height for the space between lines on the mailing label in points. **Note:** One point is 1/72 of an inch.
Page Size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the page margins in inches.
Orientation	Choose the page orientation from the pop-up menu. The orientation is the page layout. **Portrait** is a vertical page; **Landscape** is a horizontal page.
Scale	Enter the percentage to scale the form letter. The lower the percentage, the smaller the form letter scales relative to the size of the page.
This report available to	Select who can use this report: • **users at all schools** [on this PowerSchool system] • **only users at** [this school]
Teachers can print?	If you want teachers to be able to print this report in PowerSchool Teacher, select the checkbox. Otherwise, deselect the checkbox.

6. Click **Submit**. The form letter is set up, and the Form Letters page appears.
7. Click the form letter you just created. The Edit Form Letter page appears.
8. Click **Report Body**. The Edit Body page appears.

9. Enter the content of the letter. In addition to standard text, you can include HTML tags, PowerSchool fields and PowerSchool data codes.
10. To insert a PowerSchool field into this field:

    a. Click **Fields** to view a list of PowerSchool fields. The Fields pop-up appears.
    b. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank.
    c. Click the field you want to add. The Fields pop-up closes and the selected field appears.

9. Click **Submit**. The Form Letters page appears.
10. Click **Print**. The Print Reports page appears.
11. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the form letter from the pop-up menu.
For which students?	Select an option to indicate the students for whom the report will be run, if necessary.
In what order?	Select the sort order.
If printing student schedules, use...	Select an option to indicate enrollment specifications. If you select the **enrollment as of** option, enter the enrollment date in the field.
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	If you selected an Object Report in the **Which report to print** field and that Object Report includes a fee list object, choose the date range from the pop-up menu. If you select the **Date Range**, enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and

Field	Description
	time specified in the following fields.

12. Click **Submit**. The report queue appears.
13. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application.

How to Edit a Custom Form Letter

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Form Letters**. The Form Letters page appears.
4. Click the form letter you want to edit. The Edit Form Letter page appears.
5. Use the following table to edit information in the fields:

Field	Description
Title of this form letter	Edit this form letter's name.
Table	The table used for the form letter data appears.
Default font	Choose the form letter font from the pop-up menu.
Default font size	Choose the font size from the pop-up menu.
Default text line height	Edit the height for the space between lines on the mailing label in points. **Note:** One point is 1/72 of an inch.
Page Size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Edit the size of the page margins in inches.
Orientation	Choose the page orientation from the pop-up menu. The orientation is the page layout. **Portrait** is a vertical page; **Landscape** is a horizontal page.
Scale	Edit the percentage to scale the form letter. The lower the percentage, the smaller the form letter scales relative to the size of the page.

Field	Description
This report available to	Select who can use this report: • **users at all schools** [on this PowerSchool system] • **Only users at** [this school]
Teachers can print?	If you want teachers to be able to print this report in PowerSchool Teacher, select the checkbox. Otherwise, deselect the checkbox.

6. Click **Report Body**. The Edit Body page appears.
7. Enter the content of the letter. In addition to standard text, you can include HTML tags, PowerSchool fields and PowerSchool data codes.
8. To insert a PowerSchool field into this field:

    a. Click **Fields** to view a list of PowerSchool fields. The Fields pop-up appears.
    b. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank.
    c. Click the field you want to add. The Fields pop-up closes and the selected field appears.

9. Click **Submit**. The Form Letters page appears. If you are ready to print the letter, see *Run, Print, and Save Reports*.

How to Delete a Custom Form Letter

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Form Letters**. The Form Letters page appears.
4. Click the name of the form letter you want to delete. The Edit Form Letter page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Object Reports

Use object reports to create and print official school reports and documents such as transcripts, scheduling forms, report cards, letters, and award certificates for students.

These reports are called object reports because you can insert objects such as boxes, lines, circles, logos, and pictures into them. When you create each object, you determine where it appears on the report in relation to the other objects. These objects appear on the electronic or paper output according to the specifications you enter on each object's setup page. The best way to generate an object report is to create a few objects and print a sample to ensure that it looks as it should. For more information, see *Objects on an Object Report*.

Use object reports to display information related to standards and tests. For more information, see *Object Reports With Standards Grades* and *Object Reports with Test Tags*, respectively.

When creating custom reports—especially object reports—it is a good idea to preview them frequently as you work. Therefore, before creating any new reports, open a preview page. You can preview and print any type of custom report from the Print Reports page.

Note: Reports created using the Log table are only accessible by clicking **Print a Report** on the Log Entry Functions page. For more information, see *Report on Log Entries*.

For reports pertaining to a group of students, select a group of students and click the **Select Function** arrow and choose **Print Reports** from Group Functions pop-up menu. For more information, see *How to Open a Preview Page*..

Important Information When Localizing Object Reports

- When generating an object report, the selected locale specifies only the Data Access Tags (DATs) used in the report. The report developer must enter the report title and any body text in the applicable language. If the DATs are not localized for the selected locale, the default English tags will display on the report.
- DAT descriptions, for example ^(he/she), are not localized and are treated as fields in the object report. Only the output of that DAT will be localized.
- Object report text and DATs can be localized for any single-byte language (French, Spanish, German, etc.). Multi-byte character languages (Chinese, Arabic, Hindi, Hebrew, etc.) are not available for object report localization at this time.
- Custom DAT tags that incorporate numbers or dates/times (created in **District Setup > GPA Settings > GPA Calculation Methods**) will not be localized. These are treated as strings, so they will not have the locale-specific numeric or date formats applied if those formats are different from the default English-US locale format.

How to Create an Object Report Template

Create an object report template to define the title of the report and other general settings such as margins, font, and font size. Then, create each object you want to include on the report. After you create all of the objects on the report and are satisfied with their placement, use the object report template to print the report.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of any object report templates created for your school.
4. Click **New**. The New Object Report page appears.
5. Use the following table to enter information in the fields:

Field	**Description**
Title of this report	Enter the title of the report.
Table	Use the pop-up menu to choose one of the following tables for the report: • **Students** • **Staff** • **Log** **Note:** Selecting **Log** from the Table pop-up menu provides you access to the Log table from which you can select any field, including database extensions (legacy custom fields) that you want to include in the report. Each field you want to include in the log object report must be specified using the correct syntax to successfully display the data. The text that precedes the syntax (separated by a colon) can be modified (or deleted) based on your needs. For example, you could modify Name: ^([01]LastFirst) to appear as Student's Last Name: ^([01]LastFirst). The following are Log table student fields you can use in the report: • Name: ^([01]LastFirst) • Grade: ^([01]Grade_Level) • SN: ^([01]Student_Number) • DOB: ^([01]DOB) • SSN: ^([01]SSN) • Ethnicity: ^([01]Ethnicity) • Mailing City: ^([01]Mailing_City) • Mailing Street: ^([01]Mailing_Street) • Mailing State: ^([01]Mailing_State) • Mailing Zip: ^([01]Mailing_Zip) • Alert Discipline: ^([01]Alert_Discipline) • State Student #: ^([01]State_StudentNumber) The following are Log table discipline fields you can use in the report: • Entry Author: ~(Entry_Author) • Entry Date: ~(Entry_Date) • Entry Time: ~(Entry_Time)

Field	Description
	• Title: ~(Subject) • Entry Text: ~(Entry) • Log Type ID: ~(logtypeid) • Subtype: ~(Subtype) • Category: ~(Category) • Consequence: ~(Consequence) • Incident Type: ~(Discipline_IncidentType) • Action Taken Detail: ~(Discipline_ActionTakenDetail) • Incident Type Category: ~(Discipline_IncidentTypeCategory) • Action Taken End Date: ~(Discipline_ActionTakenEndDate) • Incident Type Detail: ~(Discipline_IncidentTypeDetail) • Student Number: ~(Student_Number) • Administrator ID: ~(Discipline_AdministratorID) • Likely Injury Flag: ~(Discipline_LikelyInjuryFlag) • Alcohol Related Flag: ~(Discipline_AlcoholRelatedFlag) • Money Loss Value: ~(Discipline_MoneyLossValue) • Drug Related: ~(Discipline_DrugRelatedFlag) • Offender: ~(Discipline_Offender) • Drug Type Detail: ~(Discipline_DrugTypeDetail) • Police Involved: ~(Discipline_PoliceInvolvedFlag) • Duration Actual: ~(Discipline_DurationActual) • Reporter: ~(Discipline_Reporter) • Duration Assigned: ~(Discipline_DurationAssigned) • Reporter ID: ~(Discipline_ReporterID) • Duration Change: ~(Discipline_DurationChangeSource) • School Rules Vio Flag: ~(Discipline_SchoolRulesVioFlag) • Duration Notes: ~(Discipline_DurationNotes) • Sequence: ~(Discipline_Sequence) • Felony Flag: ~(Discipline_FelonyFlag) • Victim Type: ~(Discipline_VictimType) • Gang Related Flag: ~(Discipline_GangRelatedFlag) • Weapon Related: ~(Discipline_WeaponRelatedFlag) • Hate Crime: ~(Discipline_HateCrimeFlag) • Weapon Type: ~(Discipline_WeaponType) • Hearing Officer: ~(Discipline_HearingOfficerFlag) • Weapon Type Notes: ~(Discipline_WeaponTypeNotes) • Incident Context: ~(Discipline_IncidentContext) • Incident Date: ~(Discipline_IncidentDate) • Custom: ~(Custom) • Incident Location: ~(Discipline_IncidentLocation) • Action Date: ~(Discipline_ActionDate) • Incident Loc Detail: ~(Discipline_IncidentLocDetail)

Field	Description
	• Discipline Action: ~(Discipline_ActionTaken)
Default font	Choose the font in which you want the report to print from the pop-up menu. The report prints in this font unless you include an HTML tag to specify another font within an object of the report.
Default font size	Choose the size in which you want the text of the report to print from the pop-up menu. The report prints in this font size unless you include an HTML tag to specify a different font size within an object of the report.
Default text line height	Enter the default height of each line of text on the report. The line height determines the amount of space for each line of text in the object. Increasing the line height creates more space between each line of text.
Page Size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins (inches)	Enter the size, in inches, of the left, top, right, and bottom margins for this report.
Orientation	To indicate the paper orientation of this report, use the pop-up menu to choose one of the following: • **Vertical** (portrait) • **Horizontal** (landscape)
Scale	Edit the percentage to scale the object report. The lower the percentage, the smaller the form letter scales relative to the size of the page.
This report available to	Select one of the following options to determine who can use this report: • **users at all schools** on this PowerSchool system • **only users at** [the selected school]
Teachers can print?	If you want teachers to be able to print this report, select the checkbox. Otherwise, deselect the checkbox.
Override Course Exclude Setting?	Select the checkbox to override the setting on the Course Setup page to exclude courses from inclusion in reports.

6. Click **Submit** to save the information. The report you created appears on the Object Reports page.

   To create and format objects on this report, click the report name on the Object Reports page. From this page, create all of the objects you want to include on the report such as text, pictures, lines, boxes, transcript lists, and circles. To create an object, click the type of object you want to create. For more information, see *Objects on an Object Report*. After you create an object, indicate the following information for that object:

   - Number (sequence in which you created the object)
   - Label (name you entered for the object)
   - Object type (text, line, box, circle, transcript, fee list, picture, and sequence)
   - Object info (pieces of information you defined for the object)
   - Layer (position of the object, if it is layered with other objects)
   - Page (page on which the object appears)

How to Edit an Object Report Template

Edit an object report template to define the title of the report and other general settings, such as margins, font, and font size.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of any object report templates created for your school.
4. Click the name of the object report you want to edit. The Object Report page appears.
5. Click **Edit the main report parameters**. The Edit Object Report page appears.
6. Use the following table to edit information in the fields:

Field	**Description**
Title of this report	Enter the title of the report. The Table pop-up menu displays the table used for the report.
Default font	Choose the font in which you want the report to print from the pop-up menu. The report prints in this font unless you include an HTML tag to specify another font within an object of the report.
Default font size	Choose the size in which you want the text of the report to print from the pop-up menu. The report prints in this font size unless you include an HTML tag to specify a different font size within an object of the report.
Default text line height	Enter the default height of each line of text on the report. The line height determines the amount of space for each

Field	Description
	line of text in the object. For example, if you increase the line height, you create more space between each line of text.
Page Size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins (inches)	Enter the size, in inches, of the left, top, right, and bottom margins for this report.
Orientation	To indicate the paper orientation of this report, use the pop-up menu to choose one of the following: • **Vertical** (portrait) • **Horizontal** (landscape)
Scale	Edit the percentage to scale the object report. The lower the percentage, the smaller the form letter scales relative to the size of the page.
This report available to	Select one of the following options to determine who can use this report: • **users at all schools** on this PowerSchool system • **only users at** [the selected school]
Teachers can print?	If you want teachers to be able to print this report, select the checkbox. Otherwise, deselect the checkbox.
Override Course Exclude Setting?	Select the checkbox to override the setting on the Course Setup page to exclude courses from inclusion in reports.

7. Click **Submit** to save the information. The report you edited appears on the Object Reports page.

   To create and format objects on this report, click the report name on the Object Reports page. From this page, create all of the objects you want to include on the report such as text, pictures, lines, boxes, transcript lists, and circles. To create an object, click the type of object you want to create. For more information, see *Objects on an Object Report*.

How to Delete an Object Report Template

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.

3. Click **Object Reports**. The Object Reports page displays the list of any object report templates created for your school.
4. Click the name of the object report you want to delete. The Object Report page appears.
5. Click **Edit the main report parameters**. The Edit Object Report page appears.
6. Click **Delete**.
7. Click **Confirm Delete**. The Selection Deleted page appears.

Objects on an Object Report

You can create many types of objects to include on an object report: **text objects**, **line objects**, **box objects**, **circle objects**, **transcript objects**, **fee list objects**, **picture objects**, and **sequence objects**. You can create multiple objects on each object report and create the objects in any order. However, it is ideal for the objects to be listed on the Object Report page in order from top to bottom and from left to right. For example, give a logo placed in the upper-left corner of the report the label of "A Logo," then give a horizontal line placed in the middle of the page the label "B line." In this example, the picture object for the logo would be listed first, followed by the line object.

To enhance the appearance of the object report, you can format many objects. Prior to adding objects to an object report, you must first create set up the object report parameters. For more information about creating a new object report or editing an existing object report, see *Object Reports*.

When you create an object, you define where you want it to appear on a page and on which page of the report you want it to appear. To do this, define the coordinates of each object you create in inches on an X (horizontal) and Y (vertical) axis. You can use a ruler and a piece of paper to determine the coordinates of each object you create.

Use the Print Reports option on the Group Functions page to print a custom report for the selected students. For information about creating reports, see *Custom Reports*. For information about printing an object report or any type of report, see *Run, Print, and Save Reports*.

Text Objects

Text objects are boxes that contain text. Specify if you want the box to be framed or unframed. Within a text object, you can include two types of text:

- Constant text, such as a title (for example, Official Transcript). The same title appears for all students.
- Variable text, such as PowerSchool field names or codes (for example, mailing_address). Different information appears for different students.

For example, you can include the constant text **Name:** just before variable text **first_name** and **last_name** fields.

How to Create Text Objects

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.

2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of any object report templates created for your school.
4. Click the name of the object report to which you want to add this object. The Object Report page appears.
5. Click **Text**. The New Text Object page appears.
6. Use the following table to enter information in the fields:

Field	**Description**
Object Label	Enter a name for the object.
Text	Enter an unlimited amount of text to include in the text object. In addition to standard text, you can include HTML tags, PowerSchool fields and PowerSchool data codes. Since text does not automatically wrap to the next line, use carriage (hard) returns. To create a carriage return, press and hold COMMAND (Mac) or CONTROL (Windows) and then press the spacebar. To insert a PowerSchool field into this field: 1. Click **Fields** to view a list of PowerSchool fields. The Fields pop-up appears. 2. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank. 3. Click the field you want to add. The Fields pop-up closes and the selected field appears. For example, to include each student's name on the report and center the information, create the following text object: **<center>^(first_name) ^(last_name)</center>** To include a tab, indicate the tab type and the number of inches from the left side of the page. Tab types include: • <tabc> for a centered tab • <tabr> for a right-justified tab • <tabl> for a left-justified tab • <tabd> for a decimal-aligned tab Create tab leaders by using characters such as the underscore (_) for a solid line or a period (.) for a dotted line. Include tab leader characters at the end of the tab tag. For example, **<tabd 3.5 _>** aligns a list of monetary amounts by their decimal places with a solid tab leader at 3.5 inches from the left side of the page. To include a data code, use the following format: ^(*data

Field	Description
	code) For example, to include each student's cumulative GPA, enter: **^(*gpa)** **Note:** If you are adding database extension fields, enter the extension field name using the format [extension name].[fieldname]. **Note:** After you save this object, the system changes the carets (^) in front of the field names and data codes to tildes (~).
Position	Enter the number of inches from the left margin that the text object should appear horizontally (X) and vertically (Y). For example, enter **4.25** in the X field and **1** in the Y field to place the object horizontally centered on an 8.5-inch page and vertically one inch from the top of the page.
Max Width	Enter the maximum number of inches wide you want this text object to print (optional). To allow the text object to print the entire width of the page, enter **0**. If you do not define a maximum width, the system defaults to the page width.
Max Height	Enter the maximum number of inches high you want this text object to print. To allow the text object to print the entire length of the page, enter **0**.
Font	Choose the font of the text from the pop-up menu. The system setup determines the default font. Select the style of the font from the second pop-up menu.
Style	Select any combination of these checkboxes to determine any additional styles for the text in the Text field: • **Bold** • **Italic** • **Underline**
Size	Enter the font size of the text in points. One point equals 1/72 of an inch.
Line Height	Enter the height of the line in points. One point equals 1/72 of an inch. The line height determines the amount of space for each line of text in the object. For example, if you increase the line height, you create

Field	Description
	more space or padding between each line of text.
Color	Enter the name of the color in which you want all text in the text object to print. To view a list of color names, click **Color**. A color palette appears. Copy the name of the color you want and paste it into the Color field. If you want the text to be black, leave this field blank.
Tint	To adjust the tint of the color of the text, enter a percentage. Otherwise, leave this field blank.
Rotation	Enter the number of degrees to rotate the text object on the page of the report.
Frame Width	To have the report surround the text object with a line frame, enter the number of points wide you want the frame to print. One point equals 1/72 of an inch. If you do not want the text object to print with a frame, leave this field blank.
Frame Padding	If you entered a frame width, enter the amount of space in points between the text object and the frame. One point equals 1/72 of an inch. For example, to have the text object print in the center of the frame, you need to adjust the padding.
Frame Radius	If you entered a frame width, enter a number of inches to print the frame with rounded corners. The higher the number, the more rounded the frame.
Special	Select the **Move to next record after printing this text** checkbox if this text object is the last object the report prints before printing a new record. Deselect the checkbox if this is the last object on the page (the last record to be printed), such as a footer. **Note:** If the text object is a footer or any other object that should be printed last, deselect the checkbox. Also, the order of objects is determined by the object layer (lower layers are listed first) and alphabetically by object name. By either placing the footer object at a lower layer or altering its name so that it falls before other objects that may repeat (such as a list of students), the report should print correctly.
Page	Enter the page number of the report on which you want this text object to print.

Field	Description
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu. Choose the highest number to place the object in front of all other layers.

7. Click **Submit** to save the text object. The Changes Recorded page appears. When you print the report, the text object prints according to your specifications. If the text object does not print correctly, edit it by clicking the object name on the Object Report page and repeating the procedure.

   Note: For example, assume a student does not have a Social Security number. By default, the text box prints one blank space, then prints the birth date text directly next to it (SS# BIRTH DATE: 9/2/1984). If this causes alignment concerns in your text box, you can use the <TABTO (inches)> HTML tag in your text object. Within the tag, before the text you want to print in a specific space, enter the number of inches from the left margin that you want to print the text. For example, if a student does not have a Social Security number, but you still want the birth date to print 2.25 inches from the left margin, you can enter: **SS# ^(ssn)<TABTO 2.25>^BIRTH DATE: ^(dob)**.

Line Objects

Create line objects to include horizontal and vertical lines on your object report. Lines can separate information and make it easier to read. For each line you create, you define the location, thickness, and number of times it appears.

Define line objects as if they were printing on a graph. For each line, you define the X and Y coordinates in inches. The X coordinate is the horizontal point from the left margin at which you want the line to print. The Y coordinate is the vertical point from the top margin at which you want the line to print.

Note: If the line is horizontal, the number you enter for the starting and ending Y points are the same. If the line is vertical, the number you enter for the starting and ending X points are the same.

How to Create Line Objects

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of any object report templates created for your school.
4. Click the name of the object report to which you want to add this object. The Object Report page appears.
5. Click **Line**. The New Line Object page appears.
6. Use the following table to enter information in the fields:

Field	Description

Field	Description
Object Label	Enter a name for the line object.
Starting point (X,Y)	Enter the number of inches on the page to indicate the point at which you want the report to start the line horizontally (X) and vertically (Y).
Ending point (X,Y)	Enter the number of inches on the page to indicate the point at which you want the report to end the line horizontally (X) and vertically (Y).
Width	Enter the width of the line in pixels. A pixel is a single point in a graphic image.
Color	Enter the name of the color in which you want the line to print. To view a list of color names, click **Color**. A color palette appears. Copy the name of the color you want and paste it into the Color field. If you want the line to be black, leave this field blank.
Tint	To tint the color of the line, enter a percentage. The higher the number, the darker the tint. Otherwise, leave this field blank.
Repeat	If you want the line to print more than one time, enter information in the following fields: • **Times to Repeat** • **Horizontal Change** (enter the number of inches you want between each line horizontally) • **Vertical Change** (enter the number of inches you want between each line vertically) Otherwise, leave these fields blank.
Line Style	Select one of the options to indicate the style of the line.
Page	Enter the page number of the report on which you want this line to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu. Choose the highest number to place the object in front of all other layers.

7. Click **Submit**. The Object Report page appears. When you print the report, the line object prints according to your specifications.

Box Objects

Create box objects to include on your object report. These objects frame or shade information on the report.

How to Create Box Objects

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of any object report templates created for your school.
4. Click the name of the object report to which you want to add this object. The Object Report page appears.
5. Click **Box**. The New Box Object page appears.
6. Use the following table to enter information in the fields:

Field	Description
Object Label	Enter a name for the box object.
Coordinates	To determine where the box prints on the page, enter the number of inches from the left, top, right, and bottom margins you want the box to print.
Line width (frame)	To print a frame around the box, define the width of the line and the percentage the line is shaded in points. One point equals 1/72 of an inch.
Line Color	Enter the name of the color in which you want the line that prints around the box to print. To view a list of color names, click **Color**. A color palette appears. Copy the name of the color you want and paste it into the Color field. If you want the line to be black, leave this field blank.
Line Tint	To tint the color of the line, enter a percentage. Otherwise, leave this field blank.
Corner Radius	Enter a number to indicate how round you want the corners of the box to be in inches. The greater the number, the rounder the corners.
Fill Color	To shade or color inside the box, enter the name of the color. To view a list of color names, click **Color**. A color palette appears. Copy the name of the color you want and paste it into the Color field. To view a list of color names, click the field name Color.
Fill Tint	To tint the fill color of the box, enter a percentage.

Field	Description
	Otherwise, leave this field blank.
Repeat	If you want the box to print repeatedly, define information in the following fields: • **Times to Repeat** • **Horizontal Change** (enter the number of inches you want between each box horizontally) • **Vertical Change** (enter the number of inches you want between each box vertically)
Rotation	To rotate the box on the report, enter the number of degrees you want it to rotate.
Line Style	Select one of the options to indicate the style of the line that surrounds the box object.
Page	Enter the page number of the report on which you want this box object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu. Choose the highest number to place the object in front of all other layers.

7. Click **Submit**. The Object Report page appears. When you print the report, the box object appears according to your specifications.

Circle Objects

Create circle objects to include on your object report. These objects can encircle information or images on the report.

How to Create Circle Objects

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of any object report templates created for your school.
4. Click the name of the object report to which you want to add this object. The Object Report page appears.
5. Click **Circle**. The New Circle Object page appears.
6. Use the following table to enter information in the fields:

Field	Description

Field	Description
Object Label	Enter a name for the circle object.
Center Point	Enter the number of inches from the left margin you want the center point of the circle to print horizontally (X) and vertically (Y).
Radius	Enter the circle's radius, or the distance from the center of the circle to its edge.
Line Width	To print a frame around the circle, define the width of the line.
Line Color	Enter the name of the color in which you want the line around the circle to print. To view a list of color names, click **Color**. If you want the line to be black, leave this field blank.
Line Tint	To tint the line, enter a percentage. Otherwise, leave this field blank.
Fill Color	To shade or color inside the circle, enter the name of the color. To view a list of color names, click **Color**.
Fill Tint	To tint the fill color of the circle, enter a percentage. Otherwise, leave this field blank.
Starburst Points	To create a starburst circle, enter the number of points on the star. For example, you might create a starburst as a "seal" for a perfect attendance certificate.
Starburst Radius	If you entered starburst points, enter the radius of the starburst in inches.
Repeat	If you want the circle to print repeatedly, define information in the following fields: • Times to Repeat • Horizontal Change (enter the number of inches you want between each circle horizontally) • Vertical Change (enter the number of inches you want between each circle vertically)
Rotation	To rotate the circle on the report, enter the number of degrees you want it to rotate.
Line Style	Select one of the options to indicate the style of the line that surrounds the circle object.
Page	Enter the page number of the report on which you want this circle object to print.

Field	Description
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

7. Click **Submit** to save the circle object. The Object Report page appears. When you print the report, the circle object appears according to your specifications.

Transcript Objects

Create transcript objects to include a list of student historical grades and the courses in which students received the grades on your object report. By default, within a transcript object, the system lists historical grade information in chronological order and displays the most recent first.

Note: The option to create Legacy Transcript List objects is no longer available. However, existing legacy transcript list objects may be used for object reports. Use the new Transcript object for object reports going forward. To create new transcript objects, use **Transcript**, which is also available on the Object Reports page.

Note: If a course appears but is not desired on a report card or transcript-based object report, change the course preferences to Exclude on Report Cards/Transcripts. For more information, see *New Courses*.

How to Add a Transcript Object

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of object report for your school.
4. Click the name of the object report to which you want to add a transcript object. The Object Report [Report Name] page appears.
5. Under New Object, click **Transcript**. The New Transcript Object page appears.
6. Use the following table to enter information in the fields:

Field	Description
Define the box that contains the transcript course listing	Enter the coordinates of the box in which the transcript information prints. Use inches as the unit of measurement. Determine how many inches from the top left of the page you want the transcript object to print. Indicate the left, top, right, and bottom coordinates of the transcript object.
If listing overflows this object, start a new column with these margins	If the listing requires more room on the report, enter the coordinates of the box in which the overflow transcript information prints. Use inches as the unit of measurement. Determine how many inches from the top left of the page you want the overflow transcript object to print. Indicate

Field	Description
	the left, top, right, and bottom coordinates of the transcript object.
Term/school name font	Choose the font in which the term and school information prints from the pop-up menu.
Size, line height, style	In the first field, enter the size of the font. In the second field, enter the height of each line in the object in points. One point equals 1/72 of an inch. The height determines the space between each line in the transcript. Select any combination of these checkboxes to determine any additional styles for the text: • **Bold** • **Italic** • **Underline**
Term/school displays	Choose from the pop-up menu whether to print the year, the school name, or both.
Course listing font	Choose from the pop-up menu the font in which the transcript information prints.
Size, line height, style	In the first field, enter the size of the font. In the second field, enter the height of each line in the object. One point equals 1/72 of an inch. The height determines the space between each line in the transcript. Select any combination of these checkboxes to determine any additional styles for the text: • **Bold** • **Italic** • **Underline**
Cell padding	Enter a number, in points, to determine the distance between the horizontal and vertical borders of the cell and its contents. One point equals 1/72 of an inch.
Columns	Specify the following for each column: In the **Term** field, enter the store codes (terms) you want to include in the transcript. The report prints historical grade information for only the term columns you define, such as **S1** and **S2**. From the **Field** pop-up menu, select one of the following fields to include in the column: • **Blank** • **Course Name**

Field	Description
	• **Course Number** • **Total Earned Credit** and enter the format in which you want total earned credit to print in the **Other Field/Text/Format** field. • **Letter Grade** • **Percent** and enter the format in which you want percent to print in the **Other Field/Text/Format** field. • **Citizenship** • **Earned Credit Hours** and enter the format in which you want credit hours to print in the **Other Field/Text/Format** field. • **Replaced Grade** and enter the grade indicator you want to print in the **Other Field/Text/Format** field. To display an indicator for grades that are replaced, enter **R**. To display an indicator for grades that are suppressed because they were over the maximum credit hours for the course, enter **M**. Use a comma to separate multiple grade indicators. Do not include blank spaces between the comma and the grade indicator. For more information, see *Repeated Course Grade Suppression Process*. • **Other** and enter what you want to print in this column in the **Other Field/Text/Format** field. In the **Other Field/Text/Format**, enter any additional field or text you want to print next to each course. If you enter a PowerSchool field name, use the following format: ^(field name). For example, to include the possible credit a student could earn in each course, you can include the potential credit field. In the **Width** field, enter the width, in inches, of each term column. From the **Align** pop-up menu, select whether to align the data to the left, center, or right of the column.
Include only historical grades from these grade levels	To print historical grades for only certain grade levels in the transcript, enter the range of grade levels. Otherwise, leave these fields blank.
Restrict to this credit type	To print only courses with a specific credit type in this transcript object, enter the credit type. By default, within a transcript, the system sorts course information chronologically, displaying the most recent courses first. If you would rather sort the transcript by courses with the same credit type (courses within the same subject, such as English, Mathematics, and Science), enter the credit type here. Then, you can create a transcript object for each credit type. Otherwise, leave this field blank. When using

Field	Description
	this option to filter grades by credit type, the Transcript Object will only include historical grades that meet one of the following criteria: • The historical grade must have the same credit type in the [StoredGrades]Credit_Type field. • If an historical grade does not have a value in [StoredGrades]Credit_Type, The grade may still be included if the value in [StoredGrades]Course_Number is related to a course with the specified credit type.
Exclude blank grades?	Select the checkbox if you do not want to display courses for which the student did not receive a grade. For example, if your school schedules lunch as a course on student schedules, select the checkbox to not print lunch on student transcripts.
Include current grades?	Select the checkbox to include grades for the current term in the transcript. Otherwise, deselect the checkbox.
Current school only?	Select the checkbox to include grades for only the current school in the transcript. Otherwise, deselect the checkbox.
Override "Exclude from Transcripts" Historical Grade setting?	If the **Exclude from Transcripts?** setting on the Edit Stored Grades page is set to **Exclude**, you can use this checkbox to override that setting. Select the checkbox to include stored grades for the current term in the transcript. Otherwise, deselect the checkbox.
Sort grades by	Use this pop-up menu to determine the sort order of the grades in the transcript: • **Course Name**: Results descend by school year, then ascend by school name, and then ascend by course name. • **Course Number**: Results descend by school year, then ascend by school name, and then ascend by course number. • **Credit Type**: Results descend by school year, then ascend by school name, credit type, and course name. • **Ascending by grade level, then course number**: Results ascend by grade level, then school year, then school name, and then course number.
Page	Enter the page number of the report on which you want this transcript object to print.
Layer	If you want this object to appear behind or in front of

Field	Description
	another object, choose the layer placement from the pop-up menu. Choose the highest number to place the object in front of all other layers.

7. Click **Submit**. The Changes Recorded page appears. When you print the report, the transcript object prints according to your specifications.

How to Edit a Transcript Object

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of object report for your school.
4. Click the name of the object report for which you want to edit a transcript object. The Object Report [Report Name] page appears.
5. In the Object Type column, click **Transcript** of the transcript object you want to edit. The Edit Transcript Object page appears.
6. Edit information as needed. For field descriptions, see *How to Add a Transcript Object*.
7. Click **Submit**. The Changes Recorded page appears. When you print the report, the transcript object prints according to your specifications.

How to Delete a Transcript Object

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of object report for your school.
4. Click the name of the object report for which you want to delete a transcript object. The Object Report [Report Name] page appears.
5. In the Object Type column, click **Transcript** of the transcript object you want to delete. The Edit Transcript Object page appears.
6. Click **Delete**.
7. Click **Confirm Delete**. The Selection Deleted page appears.
8. Click **Back** to return to the Object Report [Report Name] page.

Fee List Objects

Include fee list objects on object reports. For example, include a fee list object to display course fee information per student.

Note: Fee search codes are designed for searches only. For more information, see *How to Search for Students by Fees/Transactions*.

How to Use Fee List Objects

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of any object report templates created for your school.
4. Click the name of the object report to which you want to add this object. The Object Report page appears.
5. Click **Fee List**. The New Fee List Object page appears.
6. Enter the name of the fee list object in the Object Label field.
7. Use the following table to enter List Settings information:

Field	Description
Only these fee categories	Select the fee categories by which you want to limit your report parameters. Only those fee categories for your school appear.
Only these departments	Select the departments by which you want to limit your report parameters. Only those departments for your school appear.
Only fees assessed for courses in these groups	Select the groups by which you want to limit your report parameters. Only those groups for your school appear.
Only fees assessed during	Choose the date range by which you want to limit your query from the pop-up menu: • **Current School Year** • **Current Term** • **Current Date** • **Date Range:** If you select the Date Range, enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Only fees whose current balance is	Select the type of balance by which you want to limit your report parameters. Choose one of the following from the pop-up menu: • **Paid in Full** • **Partially Paid** • **Non-Zero**
Only transactions conducted during	Choose the date range by which you want to limit your query from the pop-up menu:

Field	Description
	• **Current School Year** • **Current Term** • **Current Date** • **Date Range:** • **Specify a Run Time** If you select the Date Range or Specify a Run Time, enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Only transactions paid via	Select the payment methods by which you want to limit your report parameters. Only those payment methods for your school appear.
Only transactions which are	Select the type of transaction by which you want to limit your report parameters. Choose one of the following from the pop-up menu: • **Debits** • **Credits**

8. Use the following table to enter Table Settings information:

Field	Description
Column title font	Choose the style of font you want the column title to appear as from the pop-up menu. The system setup determines the default font. If selecting a font other than the default, you may also select the formatting you want to use. For example, choose **Bold** to bold the column title font.
Size, line height, size	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select any combination of these checkboxes to determine any additional styles for the text: • **Bold** • **Italic** • **Underline**
Column Title Background Color, Tint	Enter the name of the color in which you want the background of the column title to appear. To view a list of color names, click **Color**. A color palette appears. Copy the

Field	Description
	name of the color you want and paste it into the Color field. Otherwise, leave this field blank. To tint the color, enter a percentage. Otherwise, leave this field blank.
Print column titles on	Choose which pages you want column titles to appear from the pop-up menu: • **All pages** • **First page of list** • **Do not print column titles**
Print subtotal row on	Choose whether or not you want the subtotal row to appear from the pop-up menu: • **Last page of line items** • **Do not print subtotal row**
Subtotal row label	If you selected to print a subtotal row on the last page of line items, enter the heading you want to appear. Then, choose the row in which you want the heading to appear from the pop-up menu.
Print grand total row on	Choose whether or not you want the grand total row to appear from the pop-up menu: • **Last page of this fee list** • **Do not print grand total row**
Grand total row label	If you selected to print a grand total row on the last page of this fee list, enter the heading you want to appear. Then, choose the column in which you want the heading to appear from the pop-up menu.
Coordinates	To determine where the table prints on the page, enter the number of inches from the left, top, right, and bottom margins you want the table to print.
Rule width	Enter the thickness in points of the vertical and horizontal lines on the report, as well as the outline of the entire report. One point equals 1/72 of an inch.
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.

9. Use the following table to enter Line Item Settings information:

Field	Description
Font	Choose the style of font you want the column title to appear as from the pop-up menu. The system setup determines the default font. If selecting a font other than the default, you may also select the formatting you want to use. For example, choose **Bold** to bold the column title font.
Size, line height, style	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select any combination of these checkboxes to determine any additional styles for the text: • **Bold** • **Italic** • **Underline**
Even row background color, tint	Enter the name of the color in which you want the backgrounds of the even rows to appear. To view a list of color names, click **Color**. A color palette appears. Copy the name of the color you want and paste it into the Color field. Otherwise, leave this field blank. To tint the color, enter a percentage. Otherwise, leave this field blank.
Odd row background color, tint	Enter the name of the color in which you want the backgrounds of the odd rows to appear. To view a list of color names, click **Color**. A color palette appears. Copy the name of the color you want and paste it into the Color field. Otherwise, leave this field blank. To tint the color, enter a percentage. Otherwise, leave this field blank.
Currency format	Choose the format by which you want currency to appear from the pop-up menu.
Group line items by	Choose the way in which you want line items to be grouped from the pop-up menu: • **Individual Fees** • **Individual Transactions** • **Fee Category** • **Fee Type** • **Payment Method** • **Course Number**

10. Use the following table to enter information for each column you want to include:

Field	Description
Width	Enter the width of the column in inches.
Title	Enter the text you want to appear as the heading for the column.
Title alignment	Choose the column title justification from the pop-up menu: • **Left** • **Center** • **Right**
Data Source	Choose from the pop-up menu the type of data you want to include in this column: • **Fee Balance** • **Fee Amount** • **Transaction Quantity** • **Transaction Payment Amount** • **Blank** • **Static Text** • **Field value:** If you selected a data source of **Static Text** or **Field Value**, enter the static text or field value you want to display in the next field.
Specific fee type	Choose the fee type from the pop-up menu. For more information about fee types, see *Fee Types*.
Data alignment	Choose the data justification from the pop-up menu: • **Left** • **Center** • **Right**
Include in	Select one of the checkboxes: • Select **Subtotal** to include this column in subtotal calculations. • Select **Grand total** to include this column in grand total calculations.

11. Use the following table to enter Page Item Settings information:

Field	Description
Split line items to	Select one of the following checkboxes to group

Field	Description
multiple pages	information by page based on your selection: • **By fee category** • **By department** • **By transaction date** • **By receipt number**
Page	Enter the page number of the report on which you want this fee list object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu. Choose the highest number to place the object in front of all other layers.

12. Click **Submit**. The Changes Recorded page appears. When you print the report, the fee list object appears according to your specifications.

Fees List Objects

Include fees list objects on object reports. For example, include a fees list object to display course fee information per student.

Note: Fees search codes are designed for searches only. For more information, see *How to Search for Students by Fees/Transactions*.

How to Use Fees List Objects

1. On the Object Report page for the report you are creating, click **Fees List**. The New Fees List Object page appears.
2. Use the following table to enter information in the fields:

Field	Description
Object Label	This is the name of the fees list object.
Define the box that contains the Fees listing	Enter the coordinates of the box in which the fee information prints. Determine how many inches from the top left of the page you want the fees listing box to print. Indicate the left, top, right, and bottom coordinates of the fees listing box. Use a ruler and a piece of paper to determine the coordinates, if necessary.
Header font	Choose the font in which the fee information prints from the pop-up menu.

Field	Description
Shaded Header Box	Enter a percentage to determine the shade of the header row of the fees list object. If you enter 100%, the header is black. If you enter 0%, the header is white. Therefore, you can enter percentages between 100 and 0 to create a darker or lighter header row.
Header Font Size, line height, style	In the first field, enter the size of the font. In the second field, enter the height of each line in the object (in points). The height determines the space between each line in the fees list. Select any combination of the following checkboxes to determine the style of the font: • **Bold** • **Italic** • **Underline** Otherwise, do not select any checkboxes.
Header Height (# of lines)	Enter the height of the header in number of lines. Use this function if the text for the fee type does not fit in the column header. **Note:** The first line of the header is centered and subsequent lines are right-justified.
Line Width	Enter the width of the line. The lines will not print if the **Print only text** checkbox is selected.
Body font	Choose the font in which the fees on the Fees List print from the pop-up menu. These are course lines.
Body Font size, line height, style	In the first field, enter the size of the font. In the second field, enter the height of each line in the object (in points). The height determines the space between each line in the fees list. Select any combination of the following checkboxes to determine the style of the font: • **Bold** • **Italic** • **Underline** Otherwise, do not select any checkboxes.
Width of each Fee column	Enter a number, in inches, to determine the width of each column of the fees list.

Field	Description
Interior Offset	Enter a number, in inches, to determine the left margin inside each column of the fees list. This setting is also used in the Totals column on the right of the object.
Precede Fee/Course name with this	Enter any additional field or text you want to print next to each fee or course. If you enter a PowerSchool field name, use the following format: ^(field name). For example, to include the possible credit a student could earn in each course, you can include the potential credit field. Then, in the Offset field, enter the width (in inches) between the fee or course and the information you enter.
Fee Types	Choose the types of fees to include on the fees list object from the pop-up menu. For more information about fee types, see Fee Types. **Note:** If you select three fee types, use the fee type pop-up menus labeled 1, 2, and 3. Do not skip pop-up menus when making your selections.
Print only text (no lines)	Select the checkbox to print only the text in the fees list object. Shaded boxes will also be omitted. To include lines, deselect the checkbox.
Include non-course fees?	Select the checkbox to print all student fees, not just the course fees. The non-course fees appear in the Totals column of the fees list object. To include only course fees, deselect the checkbox.
Page	Enter the page number of the report on which you want this fees list object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu.

3. Click **Submit**. When you print the report, the fees list object appears according to your specifications.

Picture Objects

Use picture objects to include on your object report. For example, include on transcripts a picture of your school's logo.

Note: Before creating a picture object, you must add the picture to your PowerSchool system. For more information about adding pictures, see *Report Pictures*.

How to Use Picture Objects

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of any object report templates created for your school.
4. Click the name of the object report to which you want to add this object. The Object Report page appears.
5. Click **Picture**. The New Picture Object page appears.
6. Use the following table to enter information in the fields:

Field	Description
Object Label	Enter a name for the picture object.
Picture	Choose an available picture from the pop-up menu. To print the appropriate student or teacher photos, choose **Student Photo** or **Teacher Photo**. **Note:** If a student or teacher record does not include an uploaded photo, nothing will appear on the report where this object is positioned.
Coordinates	Enter the number of inches you want the picture to print from the left, top, right, and bottom margins.
Scaling Option	To shrink or stretch the picture to fit within the specified coordinates, choose a scale from the pop-up menu. **Note:** Scaling can distort the display of the pictures.
Rotation	To rotate the picture on the report, enter the number of degrees you want to rotate it.
Repeat	If you want the picture to print repeatedly, define information in the following fields: • **Times to Repeat** • **Horizontal Change** (enter the number of inches you want between each picture horizontally) • **Vertical Change** (enter the number of inches you want between each picture vertically)
Page	Enter the report page on which you want the picture object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu. Choose the highest number to place the object in front of all other layers.

7. Click **Submit**. The Object Report page appears. When you print the report, the picture object appears according to your specifications.

Sequence Objects

Include sequence objects to print a numbered sequence on an object report. The sequence object is designed to mimic a counter on a preprinted form. For example, use a sequence object on a scheduling form to track each form by its number in the sequence. Use only numbers for a sequence object, and use a maximum of one sequence object per object report.

How to Use Sequence Objects

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Object Reports**. The Object Reports page displays the list of any object report templates created for your school.
4. Click the name of the object report to which you want to add this object. The Object Report page appears.
5. Click **Sequence**. The New Sequence Object page appears.
6. Use the following table to enter information in the fields:

Field	Description
Object Label	Enter a name for the sequence object.
Position	Enter the position of the sequence object for the X (horizontal) and Y (vertical) axes.
Font	Choose a font for the sequence object from the pop-up menu.
Style	Select any combination of the following checkboxes to determine the style of the font: • **Bold** • **Italic** • **Underline** Otherwise, do not select any checkboxes.
Size	Enter the font size in points. One point equals 1/72 of an inch.
Starting Number	Enter the first number in the sequence object.
Count Forward?	Select the checkbox if the sequence is in ascending order, such as 1, 2, and 3. To use descending order, deselect the checkbox.

Field	Description
Format String	This is used to format the printed output of the sequence object. For example, if you enter a starting number of **10** and a format string of **00000**, the first item prints as 00010.
Color	Enter the name of the color in which you want all text in the sequence object to print. To view a list of color names, click **Color**. A color palette appears. Copy the name of the color you want and paste it into the Color field. If you want the text to be black, leave this field blank.
Tint	Enter a percentage to determine the shade of the sequence list object. If you enter 100%, the object is black. If you enter 0%, the object is white. Therefore, you can enter percentages between 100 and 0 to create a darker or lighter object.
Page	Enter the report page on which you want the picture object to print.
Layer	If you want this object to appear behind or in front of another object, choose the layer placement from the pop-up menu. Choose the highest number to place the object in front of all other layers.

7. Click **Submit**. The Object Report page appears. When you print the report, the sequence object appears according to your specifications.

Include pictures on object reports to enhance their appearance. Pictures like logos and seals are useful for object reports such as transcripts. For more information about adding pictures to a report, see *Objects on an Object Report*.

To make pictures available to include in reports, you must first upload the picture files to your server.

How to View a Report Picture

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Pictures**. The Pictures page appears.
4. Click the name of the picture in the "Available pictures" field. The picture appears.

How to Add a Report Picture

Add a report picture for use in object reports. All pictures must be saved as JPEG files with the filename extension .jpg.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Pictures**. The Pictures page appears.
4. Either enter the file path and name of the picture in the "Upload a new picture" field, or click **Browse...** to search for and select the file.
5. Click **Submit**. The Pictures page displays the new picture file name in the "Available pictures" field.

How to Delete a Report Picture

To save system space and minimize possible confusion, delete a report picture when it is no longer needed. For example, delete a picture when your school logo changes. Then, add the picture of the new logo. For more information about adding pictures, see *How to Add a Report Picture*.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Pictures**. The Pictures page appears.
4. Select the checkbox next to the picture you want to delete.
5. Click **Submit**. The Pictures page appears without the deleted picture in the "Available pictures" field.

Object Reports With Standards Grades

Object reports can display standards scores. Use the following list of codes to generate object reports with standards grades.

Current Standard

~(*std.[which];[identifier])

For example:

~(*std.avg;LA11.2.3)

~(*std.transhigh;M12.4.5)

~(*std.num;FL3)

Calculated Standard

~(*std.[which];[identifier];[request1]{;[request2]})

For example:

~(*std.transavg;LA11.2.3;8/1/2000;7/30/2001)

~(*std.avg;SC3.5.12;Q1,Q2)

~(*std.high;FL2.5;2,3,4;S1)

~(*std.num;FA5.12;1999)

Stored Standard

~(*std.stored.[which];[identifier];[storecode]{;[request]})

For example:

~(*std.stored.transavg;LA11.2.3;S1)

~(*std.stored.avg;SC3.5.12;Q4)

~(*std.stored.high;FL2.5;T1;1999)

~(*std.stored.num;FA5.12;S2;11)

For which the following can have 'score' suffixed (for example, averagescore):

- transhigh (translatedhigh)
- trans (transavg, translatedavg, translatedaverage)
- num (number, number, numberof)
- avg (average)
- high
- note (comment)

Standard Info

~(*std.info.[which];[identifier])

Which:

- name
- desc (description)
- level
- course (coursenumber, course_number)
- subj (subject, subjectarea)
- type
- id (identifier)
- alignmentid (alignidentifier, alignid)
- listparent
- calcparent (calculationparent).
- conv (convscale, conversionscale)

For example:

~(*std.info.name;LA11.2.3)

~(*std.info.desc;SC3.5.12)

~(*std.info.type;FL2.5)

Standard Info codes allow the parameter modification codes (for example, ;uppercase); however, the report codes do not.

Object Reports With Test Tags

Use test tags to include student test results in outputs. An output is a PDF file (such as an object report), an export, or an HTML page. For example, use the test tag when creating an object report text object. Enter the appropriate tags and supporting text in the Text field.

Test tags typically include several parameters to limit and format what appears on the report. For example, use the following test tag on a progress report to display a student's midterm test score:

~(tests;name=midterm;score=total;which=current)

You can also use the test tag inside an IF tag, which is a tag used to evaluate a given condition. For example, use an IF tag to display the statement "This student may wish to retake the ACT" on students' Graduation Progress pages if they earn ACT composite scores of less than 25.

In addition, you can add formats to the result of the test tag. The following is an example of a test tag that includes a type value, result value, and format string:

~(tests;name=ACT;score=math;which=last;type=num;result=value;format=##0.00)

The first three parameters refine the selection, and the next three parameters determine its presentation. If a student's last math ACT score was 23.14285, the result would be 23.14.

See the following table for parameter information.

Parameter	Examples	Notes
NAME	ACT SAT	No default. **Note:** NAME and SCORE are dependent upon tests defined on your PowerSchool system.
SCORE	MATH ENGLISH SCIENCE COMPOSITE	No default.
WHICH	FIRST LAST BEST CURRENT term TERMID GRADE	The default is LAST.
TYPE	NUM PERCENT ALPHA	The default is NUM.
RESULT	VALUE SUM AVG	The default is SUM.

Parameter	Examples	Notes
	DATE COUNT MIN MAX	
FORMAT	[Format string]	

Some parameters are not compatible with others. For example, you cannot have a RESULT of SUM with a TYPE of ALPHA. Various combinations are detailed in the table below.

For example, the WHICH parameter TERM.CURRENT includes multiple tests. The RESULT parameter could meaningfully be set to SUM, AVG, COUNT, MIN, and MAX. A RESULT parameter of VALUE would not be meaningful and would return nothing.

See the following table to determine parameter compatibility; X indicates valid usage.

Which / Result	SUM	AVG	COUNT	MIN	MAX	VALUE
FIRST			X	X	X	X
LAST			X	X	X	X
BEST			X	X	X	X
TERM.CURRENT	X	X	X	X	X	
TERM.id	X	X	X	X	X	
DATES.mmddyy.mmddyy	X	X	X	X	X	
GRADE.number	X	X	X	X	X	
TYPE						
NUM	X	X	X	X	X	X
PERCENT	X	X	X	X	X	X
ALPHA			X			X

State Reports

PowerSchool provides an array of state-specific reports. For information about a report listed on the State tab, see the applicable state reporting guide available on **PowerSource**. Once you are signed in to, navigate to **Support > Documentation > PowerSchool > State Reporting**, and click your state's link.

State Reporting Platform Reports

You can schedule when you want specific State Reporting Platform (SRP) reports to run using the Scheduling options, available on the report detail page of all SRP reports. Once submitted, the report displays on the Scheduled Reports section of the ReportWorks Report Queue in PowerSchool.