Reports User Guide

PowerSchool
Student Information System

PEARSON

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This edition applies to Release 5.2 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

Contents

Introduction

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

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

Procedures in this guide describe how to view, add, edit, and delete information in PowerSchool. Depending on your needs and your security permissions, only certain options may be applicable and available to you.

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

Reports Menu

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 Menu

Display the reports menu without returning to the start page to select a group of students for whom you want to run a report.

1. On the start page, select the group of students. For more information on selecting a group of students, see *Select a Group of Students*. Depending on the selection method you used, either the Group Functions page appears or the Student Selection page appears.
2. Do one of the following:
   - If the Student Selection page appears, choose **Reports Menu** from the pop-up menu to view *Preconfigured Reports* or click **Reports > Report Setup** on the main menu to view *Custom Reports*.
   - If the Group Functions page appears, click **Reports Menu**. The Reports page appears. Click **Run Reports** to view *Preconfigured Reports* or click **Report Setup** to view *Custom Reports*.

Report Queue

Use the Report Queue to view, delete, cancel, and re-execute 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.

The Navigation Bar includes a link to display reports for the specific user who is logged into PowerSchool. For more information, see *How to View Your Reports in the 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 View Your 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 navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.
2. 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 Your Completed Report Details*.
    - Click the trash icon to delete the completed report.

How to View Your Completed Report Details

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

1. On the start page, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.
2. Click the job name of the report. The Report Queue Job Detail page appears.
3. 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

Field	Description
Started	The date and time the report started running appears.
	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. • **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.

Field	Description
Started	The date and time the report started running will appear once it executes.
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.
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.

4. Click **Submit** to save your changes. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
5. 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** from the main menu.

2. On the System Administrator page, 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. For more information, see *How to View Your Completed Report Details*.
    - 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** from the main menu.
2. On the System Administrator page, 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. For more information, see *How to View Your Completed Report Details*.
    - 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** from the main menu.
2. On the System Administrator page, 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.

Field	Description
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.
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** from the main menu.
2. On the System Administrator page, 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*.
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.

Field	Description
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.

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:

- ^(lastfirst) = student's last name, first name
- ^(grade_level) = student's grade level
- ^(*gpa;Q3) = student's GPA for third quarter

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

For more information about data codes, go to the PowerSchool Customer Support Web site at https://support.powerschool.com. You will need your username and password to log in. If you do not have this information, contact your System Administrator.

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 feature:

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. It is set in points (72 points = 1 inch).

Item	Description
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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
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, select a student. For more information on how to select students, see *Search and Select*.
2. 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 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	If you selected a Report Card in the "Which report to print"

Field	Description
schedule, use...	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.

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, select a group of students. For more information on how to select students, see *Search and Select*.
2. Choose **Print Report** from the Group Functions pop-up menu. The Print Reports page appears.
3. 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 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

Field	Description
	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.

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.

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 data codes. To create PowerSchool templates, create and save *Report Cards*, *Mailing Labels*, *Form Letters*, and *Object Reports* to reuse as templates.

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 preconfigured 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 logged in 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 on report templates, see *Report Templates*. For more information on 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.
2. Click the PowerSchool logo.
3. Choose **Reports** from the main menu.
4. On the Reports page, click **Report Setup**.
5. On the Report Setup page, 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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. Use data codes or some HTML tags in addition to text.
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, some HTML tags, or data codes that pull information from the PowerSchool database.

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.
Justification	Choose the heading alignment from the pop-up menu.

4. Enter the content of the heading in the large white field using text, some HTML tags, and PowerSchool data codes. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field. For more information about data codes, go to the PowerSchool Customer Support Web site at https://support.powerschool.com. You will need your username and password to log in. If you do not have this information, contact your System Administrator.
5. Click **Submit**. The Report Card page appears.

6. 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 specific term preceded with a semicolon in the next field: • **absences** • **tardies** • **attendancepoints** • **previousgrade** • **prev. percent** • **prev. tchr. cmnt** • **prev citizenship** • **prev crdit hours**

Field	Description
	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.
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**. The Report Card page appears.
9. 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, some HTML tags, or PowerSchool 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.
Justification	Choose the footer alignment from the pop-up menu.

4. Enter the content of the footer in the large white field using text, some HTML tags, and PowerSchool data codes. For a complete list of field codes, click **View Field List** on the PowerSchool start page. For more information about data codes, go to the PowerSchool Customer Support Web site at https://support.powerschool.com. You will need your username and password to log in. If you do not have this information, contact your System Administrator.
5. Click **Submit**. The report card footer is created and the Report Card page appears.
6. 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.

Field	Description
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 page	Select the checkbox to create more than one report per 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.

Field	Description
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 in report setup)	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 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, click **Report Cards**. The Report Cards page appears.
4. Click the name of the report to be edited. 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, click **Report Cards**. The Report Cards page appears.
4. Click the name of the report to be deleted. The Report Card page appears.
5. Click **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 any student or group of students.
2. Click the PowerSchool logo.
3. Choose **Reports** from the main menu.
4. On the Reports page, click **Report Setup**.
5. On the Report Setup page, click **Mailing Labels**. The Mailing Labels page appears.
6. 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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.
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 the large white field using text, some HTML tags, and PowerSchool data codes. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field. For more information about data codes, go to the PowerSchool Customer Support Web site at https://support.powerschool.com. You will need your username and password to log in. If you do not have this information, contact your System Administrator.
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]

Field	Description
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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, click **Mailing Labels**. The Mailing Labels page appears.
4. Click the mailing label layout to be edited. 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, click **Mailing Labels**. The Mailing Labels page appears.
4. Click the mailing label layout to be deleted. The Edit Mailing Label Layout page appears.
5. Click **Delete**. The Selection Deleted page appears.

Print Mailing Labels

Print mailing labels to address envelopes for student letters, create barcodes for lunch ID cards, or for many other purposes. Before printing an existing mailing label, be sure you are familiar with its content and format. For information on creating mailing labels, see *Mailing Labels*.

How to Print Mailing Labels

1. On the start page, select a group of students. For more information on selecting a group of students, see *Select a Group of Students*.

   Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click **Print Mailing Labels**. The Print Mailing Labels page appears.
3. 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 on changing the selection of students, see *Search and Select*.
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: • **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.

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.

6. When you are satisfied with the labels, put sheets of blank labels in the printer tray.
7. Choose **File** > **Print** from the menu bar.
8. Make the necessary selections in the Print dialog.
9. 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 some 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
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 the large field using text, some HTML tags, and PowerSchool data codes as needed. For a complete list of field codes, click **Field List**. For more information about data codes, go to the PowerSchool Customer

Support Web site at https://support.powerschool.com. You will need your username and password to log in. If you do not have this information, contact your System Administrator.

10. Click **Submit**. The Form Letters page appears.
11. Click **Print**. The Print Reports page appears.
12. 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 time specified in the following fields.

13. Click **Submit**. The report queue appears.
14. 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, click **Form Letters**. The Form Letters page appears.
4. Click the form letter to be edited. 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.
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 the large field using text, some HTML tags, and PowerSchool data codes as needed. For a complete list of field codes, click **Field List**. For more information about data codes, go to the PowerSchool Customer Support Web site at https://support.powerschool.com. You will need your username and password to log in. If you do not have this information, contact your System Administrator.
8. 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, click **Form Letters**. The Form Letters page appears.
4. Click the name of the form letter to be deleted. The Edit Form Letter page appears.
5. Click **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 **Print Reports** on the Group Functions page. For more information, see *How to Open a Preview Page*.

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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.

3. On the Report Setup page, 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 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)

Field	Description
	• 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) • 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	Select one of the following options to determine who can use

Field	Description
available to	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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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 be edited. 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.

Field	Description
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. 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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 be deleted. The Object Report page appears.
5. Click **Edit the main report parameters**. The Edit Object Report page appears.
6. Click **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 on 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 on creating reports, see *Custom Reports*. For information on 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.

3. On the Report Setup page, 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. This can include constant text, PowerSchool field names, PowerSchool codes, and some HTML formatting tags. **Note:** You can use only style HTML tags, such as bold and underline. 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. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field. 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 code) For example, to include each student's cumulative GPA, enter: **^(*gpa)** For more information about data codes, see the PowerSchool Customer Support Web site at https://support.powerschool.com. You will need your username and password to log in. If you do not have this information, see your System Administrator.

Field	Description
	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 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.

Field	Description
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.
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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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
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

Field	Description
	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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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. 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.

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**. 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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
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**.

Field	Description
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.
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.

How to Use Transcript Objects

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

2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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 **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 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**

Field	Description
	• **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: • **Term** - 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**. • **Field** - From the pop-up menu, select one of the following fields to include in the column: o **Blank** (to not include data in that column) o **Course Name** o **Course Number** o **Total Earned Credit** (in the next field, enter the format in which you want total earned credit to print) o **Letter Grade** o **Percent** (in the next field, enter the format in which you want percent to print) o **Citizenship** o **Earned Credit Hours** (in the next field, enter the format in which you want credit hours to print) o **Other** (in the next field, enter what you want to print in this column) • **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. • **Width** - Enter the width, in inches, of each term column. • **Align** - From the 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 on the transcript, enter the range of grade levels. Otherwise, leave these fields blank.

Field	Description
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 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 from the current term on the transcript. Otherwise, deselect the checkbox.
Current school only?	Select the checkbox to include grades from only the current school on the transcript. Otherwise, deselect the checkbox.
Sort grades by	Use this pop-up menu to determine the sort order of the grades on the transcript object: • **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

Field	Description
	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 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.

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*.

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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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	Select the groups by which you want to limit your report parameters. Only those groups for your school appear.

Field	**Description**
groups	
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: • **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 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

Field	Description
	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.

Field	Description
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 on fee types, see *Fee Types*.
Data alignment	Choose the data justification from the pop-up menu:

Field	Description
	• **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 multiple pages	Select one of the following checkboxes to group 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.

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 on adding pictures, see *Report Pictures*.

How to Use Picture Objects

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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.
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.

Field	Description
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.

Report Pictures

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 on 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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 **Reports** from the main menu.
2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, 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 on adding pictures, see *How to Add a Report Picture*.

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

2. On the Reports page, click **Report Setup**.
3. On the Report Setup page, click **Pictures**. The Pictures page appears.
4. Select the checkbox next to the picture to be deleted.
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 DATE COUNT MIN MAX	The default is SUM.
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

Which/Result	SUM	AVG	COUNT	MIN	MAX	VALUE
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

Preconfigured Reports

Preconfigured reports are those that come with the PowerSchool system and include preset parameters. Created because they contain information that PowerSchool administrators need most often, they are generally easier to run than custom reports. However, a preconfigured report is limited to the information included in the report template. The only parameter you can select is which students to include on the report.

For details on all preconfigured reports, see *Attendance Reports*, *Attendance Count and Audit Reports*, *Discipline Reports*, *Grade and Gradebook Reports*, *Membership Reports*, *Enrollment Reports*, *Scheduling, Statistics*, *Student Listings*, *Standards Reports*, and *Single Student Standards Report*. 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.

Attendance Reports

- *Absentee*
- *Attendance Count*
- *Class Attendance Audit*
- *Consecutive Absences*
- *Student Attendance Audit*
- *Monthly Student Attendance Report*
- *Attendance Summary by Grade*
- *Year-to-Date Attendance Summary*
- *PowerGrade Attendance*
- *Weekly Attendance Summary (Meeting)*
- *Weekly Attendance Summary (Daily)*
- *Period Attendance Verification*

Discipline

- *Discipline Log*
- *Discipline Summary*

Grades and Gradebooks

- *Class Ranking*
- *Grade Count* or *by Teacher*
- *Grades Distribution*
- *Graduation Progress Report (PDF)*
- *Honor Roll*
- *Standards*
- *Teacher Gradebooks*

Membership and Enrollment

- *ADM/ADA by Date*
- *ADM/ADA by Student*
- *ADM/ADA by Minute*
- *Aggregate Membership Audit*
- *Class Size Reduction Report*
- *Enrollment by Grade*
- *Enrollment by Section*
- *Enrollment Summary by Date*
- *Vocational Courses Aggregate Membership*
- *School Enrollment Audit*
- *Section Enrollment Audit*

Scheduling

- *Teacher Maximum Load Report*

Statistics

- *Parental Access Statistics*

Student Listings

- *At Risk*
- *Class Rosters (PDF)*
- *Master Schedule (PDF)*
- *Student Schedule Listing*

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?

To search for students with perfect attendance, see *Advanced Search and Select*. For more information on attendance count and audit reports, see *Attendance Count Report*, the *Class Attendance Audit Report*, and the *Student Attendance Audit Report*.

To indicate a selection of students when running a report, select that group of students before running the reports. 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.

For more information on attendance, see *Attendance Overview*.

Related Topics

- *Absentee*

- *Consecutive Absences*
- *Monthly Student Attendance Report*
- *Period Attendance Verification*
- *PowerGrade Attendance*
- *Weekly Attendance Summary (Meeting)*
- *Weekly Attendance Summary (Daily)*

Attendance Count and Audit Reports

Use the Attendance Count and Attendance Audit reports to display instances of certain attendance codes for a student, group of students, or class. For other attendance-related reports, see *Attendance Reports*.

To indicate a selection of students when running a report, select that group of students before running the reports. 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.

For more information on attendance, see *Attendance Overview*.

Related Links

- Attendance Count
- Class Attendance Audit
- Attendance Summary by Grade
- Student Attendance Audit
- Year-to-Date Attendance Summary

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*.

How to Run the 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.

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, 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.
4. 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 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 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.</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 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.</td></tr>
</table>

Field	Description
	• 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. • 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 icon. The Report Queue - My Jobs page displays all your reports.

Field	Description
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.

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 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*.

How to Run the 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.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. 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.
4. 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 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	Indicate which students you want to run the report for by

Field	Description
Include	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 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 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 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 Absent Column	Select the checkbox to display the total and average absent data on the report.

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 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.

How to Run the 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.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. 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.
4. 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

Field	Description
	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 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. Use the pop-up menus to indicate hour and minute.

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 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 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

Column Name	Description
	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.

Aggregate Membership Reports

How to Run the Aggregate Membership Audit Report

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.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. 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.
4. 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 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

Field	Description
	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 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. 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.

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 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.

• Column Name	Description
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.

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 **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, 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.
4. 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: • Choose **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range.

Field	Description
	• 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, or select **ALL CODES**. 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 on 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**
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**.

Field	Description
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.

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. 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 **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Class Rosters (PDF)**. The Class Rosters (PDF) page appears.
4. 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 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.

Field	Description
	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 to include in the report heading using text, some HTML tags, and PowerSchool data codes. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field. For more information about data codes, go to the PowerSchool Customer Support Web site at https://support.powerschool.com. You need your username and password to log in. If you do not have this information, contact your System Administrator.
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**
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. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field.
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.

Field	Description
	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 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.

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. 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 **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Master Schedule (PDF)**. The Master Schedule PDF page appears.
4. 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 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,	Enter the heading font size and line height in points. One

Field	Description
style	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: • **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.

Field	Description
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.

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. For more information, see *Run, Print, and Save Reports*.

How to Run the Student Schedule Listing 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 **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Student Schedule Listing**. The Student Schedule Listing page appears.
4. 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.

Field	Description
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 of this Date	Enter the student enrollment dates 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.
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.

5. 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*.

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.

How to Run the 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*.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. 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.
4. 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 on 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 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. 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

Field	Description
	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**.

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. 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.
Course	The course number for the class.
Section	The section number for the class.
Grade	The grade level associated with the section.

Column Name	Description
[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.

How to Run the Enrollment by Grade Report

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

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. Click **Enrollment by Grade**. The Enrollment by Grade Report page appears.
4. 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 on 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.

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. For more information, see *Run, Print, and Save Reports*.

How to Run the 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*.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. 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.
4. 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 on 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 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. 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.

Field	Description
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.

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 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.

Column Name	Description
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).
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).

How to Run the Enrollment Summary by Date Report

This report is the same as the Enrollment Summary except it can be run for a selected date instead of just the current date. Depending on the mode in which you run the report, the resulting report displays a breakdown of students for the entire district or school.

Note: Only grade levels used by the district/school appear in the report.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. Click **Enrollment Summary by Date**. The Enrollment Summary by Date page appears.
4. Enter the date as of which you want to calculate enrollments 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.

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

Column titles describe the contents of each column. Row numbers indicate grade levels. The top numbers in each cell indicate the total enrollment of male and female students for that classification. The blue numbers (to the left of the slash) indicate male students; the pink numbers (to the right of the slash) indicate female students. Click any of the numbers to either make those students the current student selection or add them to the current selection.

How to Run the Vocational Courses Aggregate Membership Report

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

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. 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.
4. 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 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

Field	Description
	date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

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 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*.

How to Run the School Enrollment Audit Report

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

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. Click **School Enrollment Audit**. The Possible Conflicts for School Enrollment Audit page displays any student enrollment errors.

How to Run the 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.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. Click **Section Enrollment Audit**. The Possible Conflicts for Section Enrollment Audit page displays any section enrollment errors.

Standards Reports

PowerSchool includes three types of reports that reflect standards. The first report is an individual student report accessed from the single student menu. For more information, see *Single Student Standards Reports*. The second report is an individual object report. For more information, see *Object Reports*. The third report is a multiple-student report that reflects combinations of students.

How to Run Standards Reports

1. On the start page, select the group of students to narrow your report to a specific group.
2. Click the PowerSchool logo to return to the start page.
3. Choose **Reports** from the main menu.
4. On the Reports page, click **Run Reports**.
5. On the Run Reports page, click **Standards**. The Standards Student Summary Report page appears.
6. Use the following table to enter information in the fields:

Field	Description
Report Title	Enter a title for the report.
Which Students	Select an option to run the report for all students on the system, all students for the selected school, or the selected group of students.
Which Scores	Select an option to scan for either all assignment scores or scores that you restrict to a particular date range. If using a date range, enter the 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.
Which Standards	Select an option to scan for all standards, specific standards, or standards that meet the criteria you choose from the pop-up menus.
Zero Scores	Select the **Skip standards if no scores are found** checkbox to avoid null results.
Sort Order	Use the pop-up menus to choose a primary, secondary, and tertiary sort order and the sort order operators.
Columns to Show	Select the appropriate checkboxes to indicate which columns to display.

7. Click **Submit**. The resulting report displays the the number of students who have completed the standard, the high score percentage, the translated high score, the average score for students who have completed the standard, and the translated average score. The translated scores are derived by converting the gradebook score to a standard score that has parameters set up by your PowerSchool administrator.

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

How to Run Teacher Gradebooks Reports

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

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Teacher Gradebooks**. The Teacher Gradebooks page appears.
4. 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**.
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**

Field	Description
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 Padding	Enter the amount of space from the sides of the cells to the 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

Field	Description
	format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

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 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*.

Scheduling Reports

How to Run the 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 on 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.

1. On the start page, choose **Reports** from the main menu.
2. Click **Run Reports**. The Run Reports page appears.
3. Click **Teacher Maximum Load Report**. The Teacher Maximum Load page appears.
4. 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 teachers selected in the Select a Teacher field that exceed the specified student load.

Field	Description
For this date	Enter a date to display report results for. Use the format mm/dd/yyyy or mm-dd-yyyy.

5. 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 dependant 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.

Single Student Standards Report

The single student standards report lists a student’s progress for each standard. Before you print the report, you can determine which particular standards fields you want to appear on it.

For information about running standards reports for more than one student, see *Standards Reports*.

How to Set Up the Single Student Standards Report

You must log in to the district office before performing this procedure.

1. On the start page, choose **District** from the main menu.
2. Click **Standards**. The Standards page appears.

3. Click **Display Settings**. The Standards Display Settings page appears.
4. Use the following table to enter information in the fields:

Field	Description
Fields to Display on Student Summary Screen	Select any combination of the following checkboxes to determine the information you want to appear for each standard on the Student Summary page: • **Identifier** • **Name** • **Number of Scores** • **Average Score** • **Translated Average Score** • **High Score** • **Translated High Score** • **Description**
Score to display on stored scores screen	Use the pop-up menu to determine which score to display on the list page. All scores are viewable on the detail page.
Number of decimal places in percent scores	Enter the number of digits you want to appear after a decimal point.
Include the % character in percent scores	Select the checkbox to include the percentage character (%) in percent scores.
Suppress display of scores if no assignments	Select the checkbox if you do not want to display zeros on the report if there are no associated assignments.
Sort assignment list	Use the pop-up menu to indicate the sort order of the assignment list: • **Chronologically** • **Reverse Chronologically**

5. Click **Submit**. The system saves your changes.

How to Access the Single Student Standards Report

1. On the start page, search for and select the student.
2. Choose **Standards** from the student pages menu. The Standards page appears.
3. Click the triangles to access any level of standards where scores are reported.
4. Click the standard identifier when you reach the level you want.

   Note: You can view stored standard scores by clicking **Stored** next to the standard.

5. Click the number of scores in the Num Scores column. The Standard Scores: [Standard] page displays each assignment score that contributes to this standard score.

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.

How to Run the Class Ranking Report

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

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Class Ranking**. The Class Ranking Report page appears.
4. 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.

5. 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*.

How to Run the Grade Count Report

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

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Grade Count**. The Grade Count page appears, and the number of selected students appears in the Students To Scan field.
4. 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**)

5. 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*.

How to Run the 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.

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **by Teacher** next to Grade Count. The Grade Count page appears.
4. 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 **Q2**)

5. 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*.

How to Run the 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.

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, 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.
4. 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 icon. 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 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

Field	Description
	information.
Store Codes	If distributing grades by historical grades, enter the applicable store code for the historical grade.

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 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*.

How to Run the Graduation Progress Report

This report provides the graduation progress of the selected students.

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Graduation Progress Report (PDF)**. The Graduation Progress Report page appears.
4. 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)
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 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*.

How to Run the 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.

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Honor Roll**. The Honor Roll Report page appears.
4. 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 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.

5. 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

Statistics

How to Run the Parental Access Statistics Report

The Parental Access Statistics Report tells you how often the parents of students at your school use PowerSchool to check their children's progress. The report provides information on all parents in general and not on specific parents.

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Parental Access Statistics**. The Parental Access Statistics page appears.
4. 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.

5. Click **Submit**. The resulting report displays how many times parents accessed student records via the Internet. 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*.

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.

How to Run the Discipline Log Report

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

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. 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.
4. 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 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. 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*.

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 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*.

How to Run the 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.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click **Run Reports**. The Run Reports page appears.
3. 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.
4. Use the following table to enter information in the fields:

Field	**Description**
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
Reporting Segment or Begin Date and Ending Date	Choose the applicable reporting segments, or enter the date range to scan using the format mm/dd/yyyy.
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 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. 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.

Field	Description
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**

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 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*.

PowerLunch Reports

PowerLunch's reporting features are varied and useful. Run the reports regularly to manage your own records and to provide statistics to the state, if necessary. For the most part, they are simple to produce and user-friendly. However, you are encouraged to see the sections *Custom Reports* and *Preconfigured Reports* before trying to create reports.

Note: Click your Web browser's Back button anytime you get a report that does not provide you with the proper information. Whether you need another column or just selected the wrong reporting date, simply go back and reset your specifications.

How to Run the Cash Report

This report tells you how much cash each cashier accepted on a selected day.

1. On the start page, choose **PowerLunch** from the main menu. The PowerLunch page appears.
2. Click **Cash Report**. The Cash Report page appears.
3. Enter the date for which you want to produce the report 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 which cashiers received deposits in cash and checks on the date you specified.

How to Run the Meal Count Listing Report

This report is similar to the Meal Count report but includes more details. You have the option of clicking links in the reported statistics to learn more about them.

1. On the start page, choose **PowerLunch** from the main menu. The PowerLunch page appears.
2. Click **Meal Count Listing**. The Meal Count Listing page appears.
3. Use the following table to enter information in the fields:

Field	Description
Date Range	Enter the date range to be scanned 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.
Meal	Choose the meal from the pop-up menu.
Use school calendar	Select the checkbox to use the school calendar when scanning. This function excludes any school holidays from the count.

4. Click **Submit**. The resulting report displays the number of eligible patrons in each category (the number in brackets) and how many meals were purchased by each category (the number to the left of the number in brackets).

Click any of the linked numbers to view the details of the transactions that make up that number. For students, there are seven categories: free, reduced, paid, guest, exempt, earned, and additional. The seven categories are added in the total column. For adults, there are four categories: faculty, guest, earned, and additional. The four categories are added in the total column. Both totals are added in the last total column on the right. Totals for multiple days appear at the bottom of each column.

How to Run the Meal Count Report

This report provides a quick list of total meals served on the selected days. It displays the breakdown by meal and lunch status. The following rules apply to students on this report:

- The guest or earned meal must have been served at the current school in order to be included in the guest or earned meal count for the current school.
- A meal served at the current school for a student enrolled in another school in the district is included in the Meal counts for the current school but excluded from the Eligibility counts.
- The student must be enrolled at the current school (or within the district if running at the district level) on the eligibility count date. The eligibility section of the report only applies to the end date of the date range; students need to be enrolled on that date to be counted correctly on the report.

Note: Once the PowerSchool end-of-year process is complete, no historical meal counts or eligibility counts can be reported for the preceding year.

You can run this report at the district level. If doing so, you must first switch schools to the district office. See *How to Change Schools*. Also, the students must be enrolled somewhere within the district during the specified date range.

If you run this report at the school level, the report scans pasts and present student enrollments in the current school for the date range entered.

1. On the start page, choose **PowerLunch** from the main menu. The PowerLunch page appears.
2. Click **Meal Count Report**. The Meal Count Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Date Range	Enter the date range to be scanned 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 you do not enter a date, the current date is used as the date range. You can enter the same date in both fields to report on a single day.
Restrict report to these grade levels	Enter the lowest and highest in the range of grade levels to be scanned. If you want a report on one grade only, enter the same grade number in both fields. To scan all grades, leave both fields blank.

4. Click **Submit**. The report displays the number of meals served on the specified days.

How to Take PowerLunch Class Counts

This report helps you plan how many meals to prepare by importing counts from teachers' PowerGrade files.

Note: The count will only display meals for those teachers who submitted their lunch counts through PowerGrade.

1. On the start page, choose **PowerLunch** from the main menu. The PowerLunch page appears.
2. Click **PowerLunch Class Counts**. The PowerLunch Class Counts page appears.

The report displays today's date at the top of the page, as well as the number of hot meals and milk units students intend to purchase.

How to Run the Transaction Detail Report

This report provides detailed information about transactions in a selected date range. After you select the information to be scanned, PowerLunch produces a report in your spreadsheet application. You can select to retrieve almost any information from PowerLunch on any day.

1. On the start page, choose **PowerLunch** from the main menu. The PowerLunch page appears.
2. Click **Transaction Detail Report**. The Transaction Detail Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Columns to show	Select any combination of the checkboxes to indicate what to display.
Start Date	Enter the start date of the report 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.
End Date	Enter the end date of the report 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.
Transaction Types	Select the checkbox next to the transaction type to display: • **All** (both staff and student lunches) • **Student Lunch** • **Staff Lunch**
Batch number	Enter a batch number to scan a specific batch. Separate multiple batches with commas. A batch refers to a cashier's session for the day. For example, if you have two cashiers for breakfast, the sessions are batch numbers 1 and 2. Perhaps you have four cashiers for lunch on the same day. They would be batch numbers 3-6. You can prepare a report on the activities of certain staff members.
Order	Choose from the pop-up menu the sort order of the listings on the report.
Export	Select the checkbox to export the report to a file that you can open with your spreadsheet application. If you do not select the checkbox, the report appears in your Web browser and you will not be able to format it.

4. Click **Submit**. If you did not select the Export option, the report appears, including the columns you selected and cash totals. Print or save the report. If you save the report without exporting it, you could lose some of the report's format. For more information, see *Run, Print, and Save Reports*.

   If you chose the Export option, continue to the next step to save the file.

5. Choose **File** > **Save As...**.
6. In the Save dialog, specify a name, location, and file type.
7. Click **Save**. Open the file using a spreadsheet or other application.

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