PowerSchool Reporting

Tips and Tricks

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Kent ISD

Agenda

- Welcome & Introductions
- The different PowerSchool reports
- Creating Reports
- Report Treasure Hunt
- I've found the report – now what?
- Batch address validation

Objectives

Upon completion of today's training you will be able to:

- Know where to find specific types of PowerSchool reports
- Be able to create simple form letters and mailing labels
- Understand how reports can be shared
- Import a report and apply basic report customization
- Perform batch address validation

Meet the Trainers

- Been with the ISD 11 years
- Started in the classroom
- On PowerSchool since 2001
- Certified PowerSchool Trainer

Your Turn. . . .

- Name
- Job title
- District/school
- Time on PowerSchool
- 1 thing you hope to learn

PowerSchool Reports

Various types

- **System Reports** – created by PowerSchool
- ReportWorks – **NEW** with Version 6.0
- State – customized for each state
- Engine – not easy to create or customize
- **Form Letters** – similar to mail merge
- **Mailing Labels** – easy mailing and file folder labels
- **Object Reports**– more complex than form letters
- Report Cards
- PowerTeacher Grade Book– created by PowerSchool

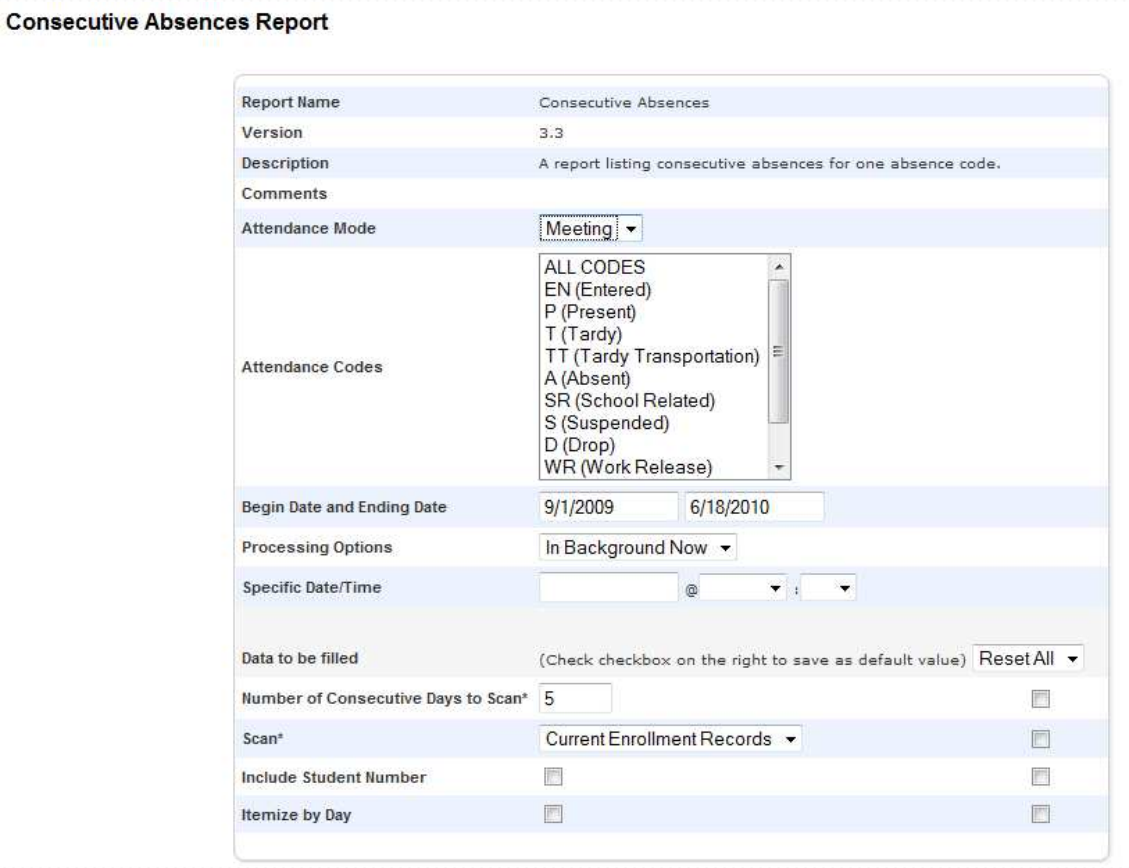
System Reports

- Broken out by area
- Standard
- Require some input when running

Consecutive Absence Report

- Reports consecutive student absences by code
- Analyze attendance trends
- Identify when excessive-absence letters should be generated

Report Layout



Consecutive Absences Report

Report Name	Consecutive Absences
Version	3.3
Description	A report listing consecutive absences for one absence code.
Comments	
Attendance Mode	Meeting
Attendance Codes	ALL CODES EN (Entered) P (Present) T (Tardy) TT (Tardy Transportation) A (Absent) SR (School Related) S (Suspended) D (Drop) WR (Work Release)
Begin Date and Ending Date	9/1/2009 6/18/2010
Processing Options	In Background Now
Specific Date/Time	@ :
Data to be filled	(Check checkbox on the right to save as default value) Reset All
Number of Consecutive Days to Scan*	5
Scan*	Current Enrollment Records
Include Student Number	
Itemize by Day	

Sample Output

Consecutive Absences Report

Kent Career Technical Center

Meeting
Code(s): A

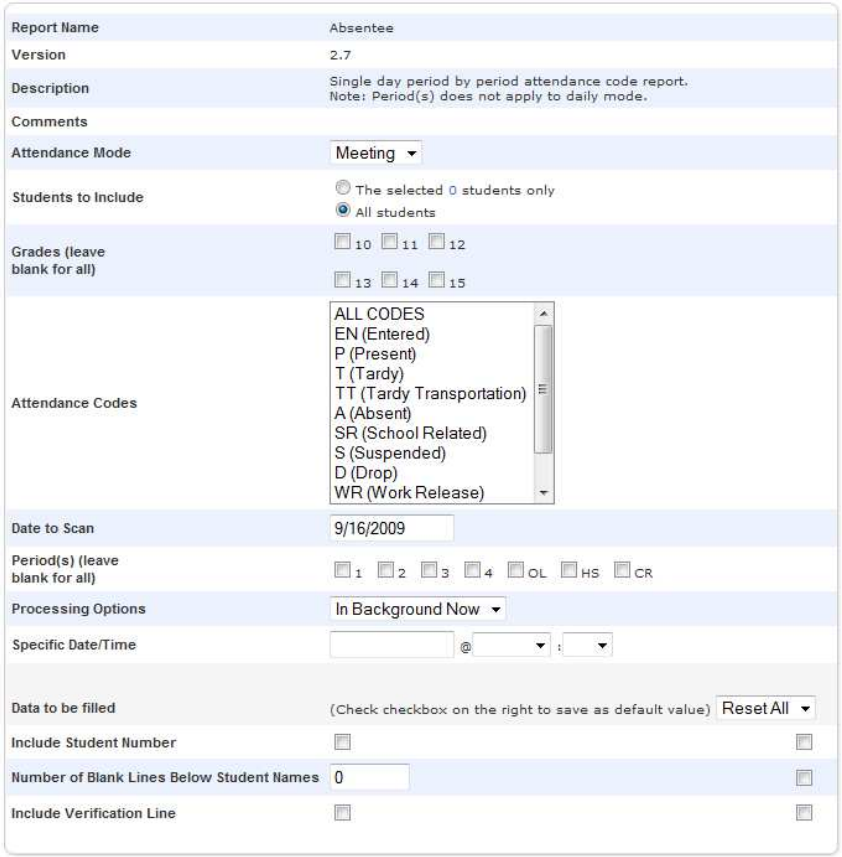
Occurrences of 5 consecutive absences of code(s) A from 9/1/2009 to 6/18/2010

Student	Grade	Expression	Course	First Date	Last Date	#
Abreu, Hattie J	11	1(A)	Hospitality/Intro	9/8/2009	9/16/2009	7
Bailey, Jerome J	11	1(A)	Info Tech Intro	9/10/2009	9/16/2009	5
Karp, Rosalind	12	2(A)	Hospitality/Intro	9/10/2009	9/18/2009	7

Absentee Report

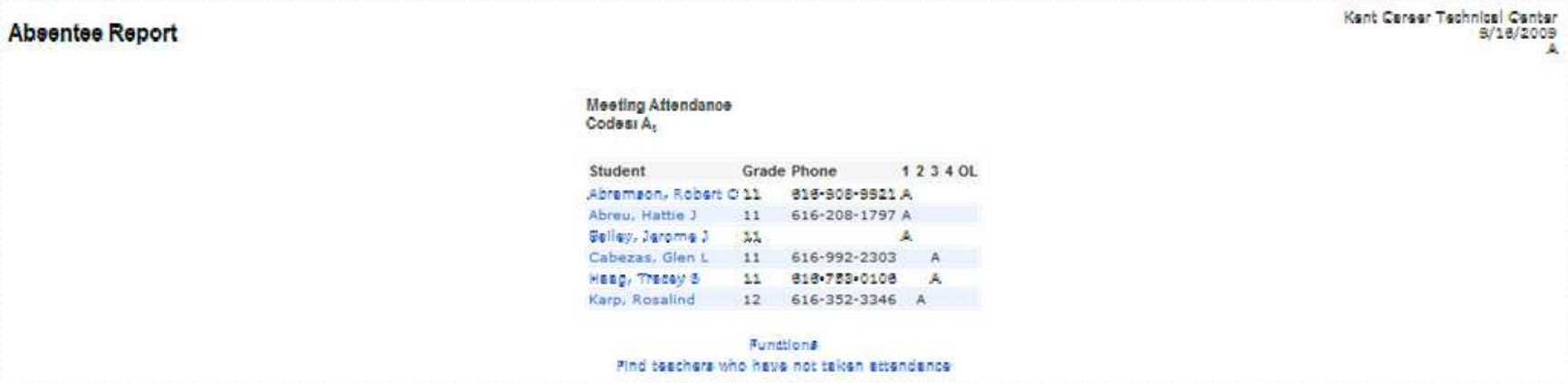
- Most often-used attendance report
- Lists students who are absent or late
- Identifies students who skip class
- Used for calling parents to verify student absences

Report Layout



Report Name	Absentee
Version	2.7
Description	Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
Comments	
Attendance Mode	Meeting
Students to Include	The selected 0 students only All students
Grades (leave blank for all)	10 11 12 13 14 15
Attendance Codes	ALL CODES EN (Entered) P (Present) T (Tardy) TT (Tardy Transportation) A (Absent) SR (School Related) S (Suspended) D (Drop) WR (Work Release)
Date to Scan	9/16/2009
Period(s) (leave blank for all)	1 2 3 4 OL HS CR
Processing Options	In Background Now
Specific Date/Time	@ :
Data to be filled	(Check checkbox on the right to save as default value) Reset All
Include Student Number	
Number of Blank Lines Below Student Names	0
Include Verification Line	

Sample Output



Absentee Report

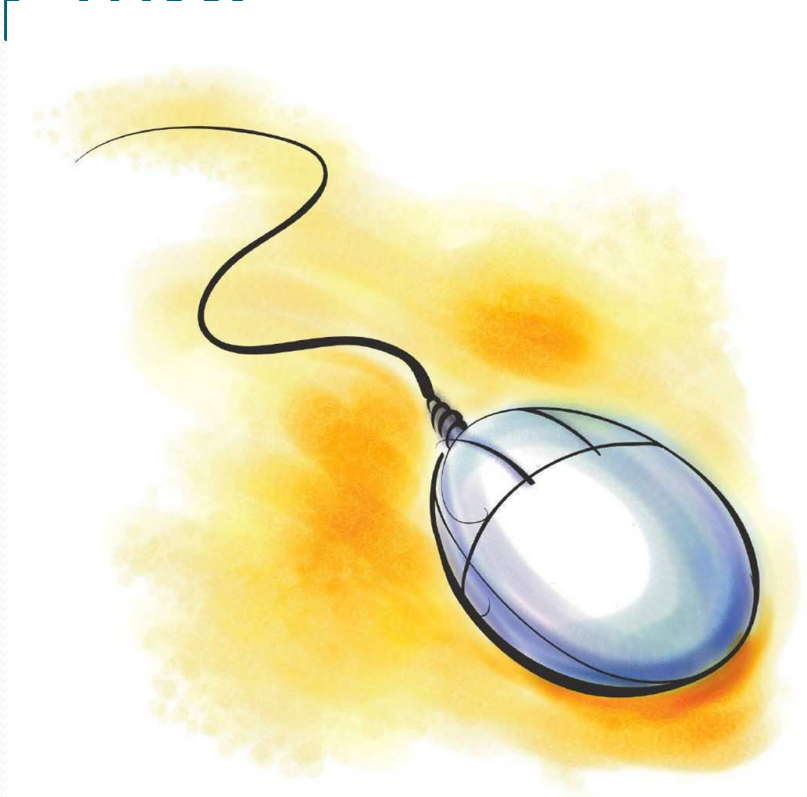
Kent Career Technical Center
9/18/2009
A

Meeting Attendance
Codes: A,

Student	Grade	Phone	1	2	3	4	OL
Abramson, Robert C	11	616-308-9921	A				
Abreu, Hattie J	11	616-208-1797	A				
Bailey, Jerome J	11			A			
Cabezas, Glen L	11	616-992-2303				A	
Haag, Tracy S	11	616-733-0108				A	
Karp, Rosalind	12	616-352-3346	A				

Functions
Find teachers who have not taken attendance

Now It's Your Turn



Complete:

Activity 1 - Run the Absentee Report

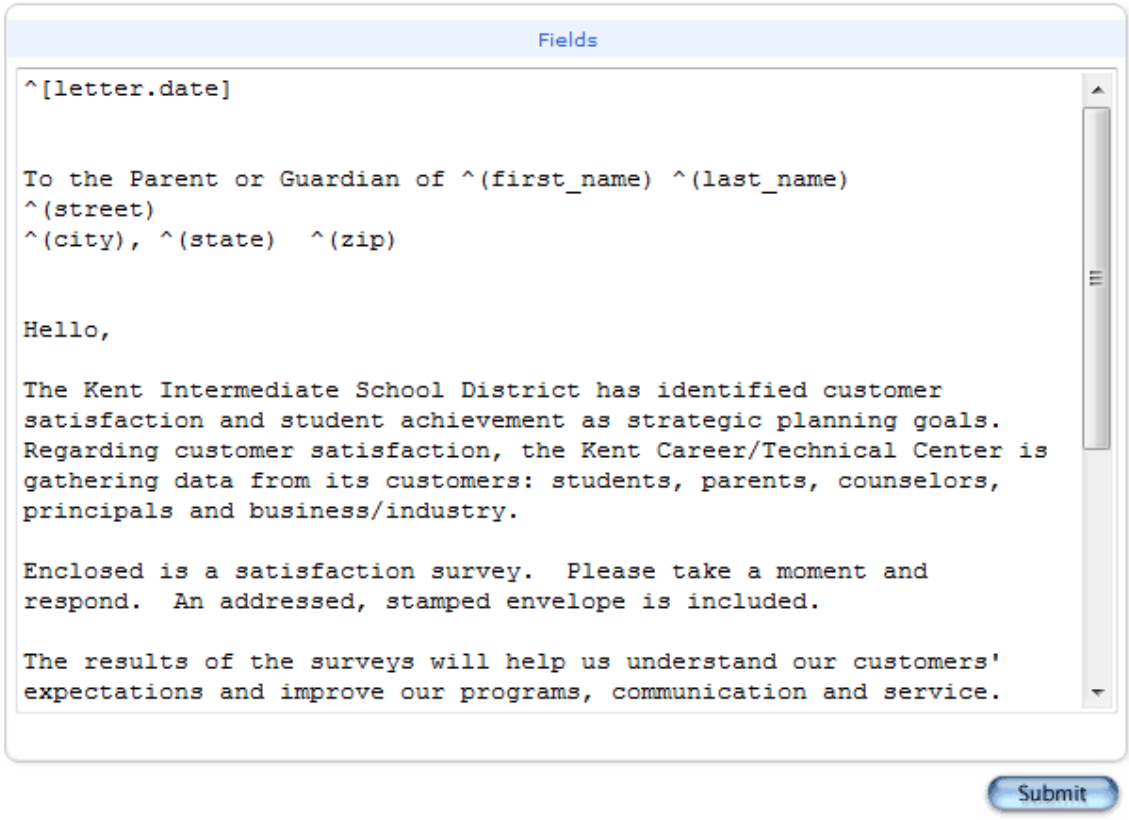
Activity 2 – Run the Consecutive Absences Report

Creating Reports

Form Letters

- Similar to mail-merge
- Created as needed
- Save for future use
- Teachers can print
- Customize with HTML and PowerSchool fields and codes

Sample Form Letter



Start Page > Reports > Setup > Form Letters > New > Report Body

Sample Output

September 16, 2009

To the Parent or Guardian of Jimmy Babb
1125 ALEXANDER ST SE
GRAND RAPIDS, MI 49525

Hello,

The Kent Intermediate School District has identified customer satisfaction and student achievement as strategic planning goals. Regarding customer satisfaction, the Kent Career/Technical Center is gathering data from its customers: students, parents, counselors, principals and business/industry.

Enclosed is a satisfaction survey. Please take a moment and respond. An addressed, stamped envelope is included.

The results of the surveys will help us understand our customers' expectations and improve our programs, communication and service.

Thank you.

Sincerely,

Rick Briggs
Principal

Sample PowerSchool Fields

Field Name	Displays
First_Name	Student's first name
Last_name	Student's last name
Mother	Mother's name (first and last)
Street	Street Address
City	City
State	State
Zip	Zip code

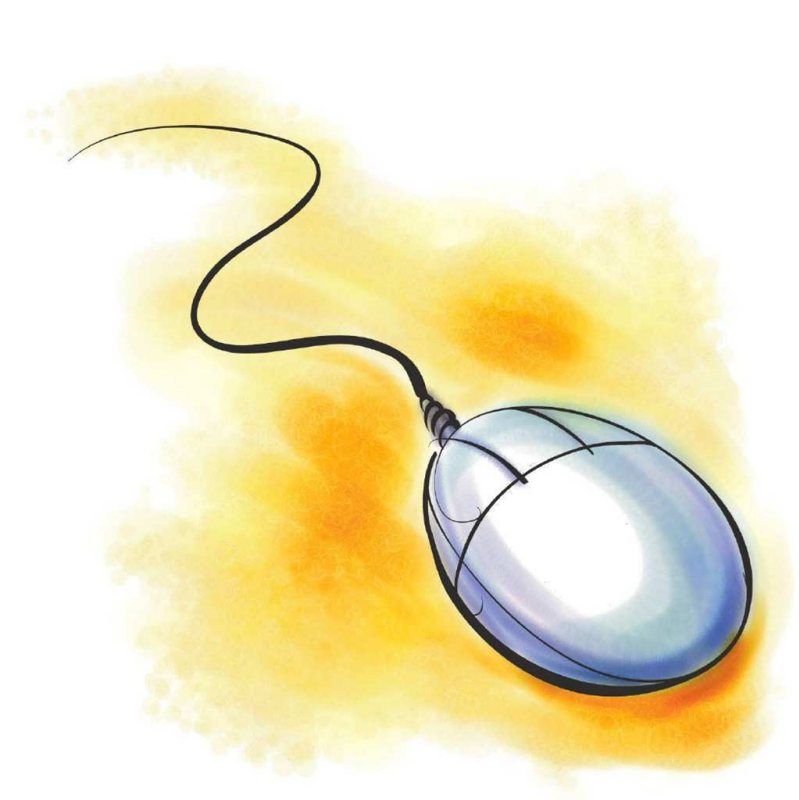
Start Page > View Field List

Sample PowerSchool Codes

Data Code	What it Does	What it looks like
^[letter.date]	Prints the current date	Sep 16, 2009
^(schoolname)	Prints the name of the school	Kent Career Technical Center
^(he/she)	Prints the word he or she based on the gender field	he
^(yearname)	Prints the name of the year	2009-2010

https://powersource.pearsonschoolsystems.com

Now It’s Your Turn . . .

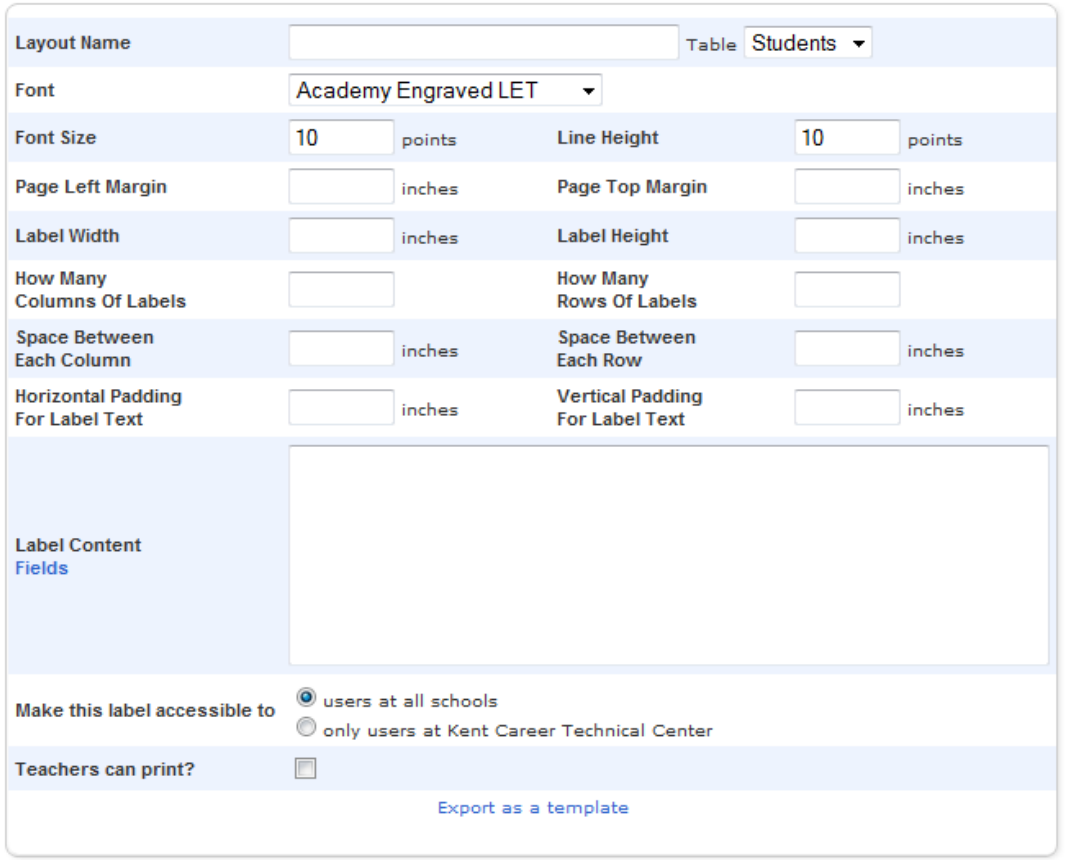


Complete Activity 3 – Create a Form Letter

Mailing Labels

- Easy way to setup for mass mailings
- Can be used for student file folders
- Teachers can print
- Customize with HTML and PowerSchool fields and codes

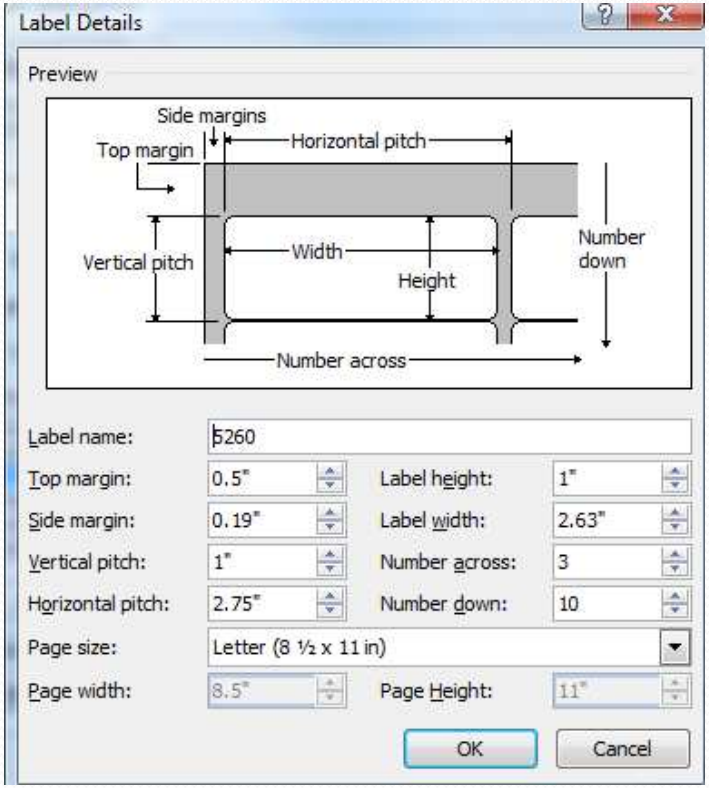
Sample Mailing Label



Start Page > Reports > Setup > Mailing Labels > New

Label Layout Help

- Open Microsoft Word
- Under Mailings – Labels
- When you pick a specific label you can view the details



Sample Labels

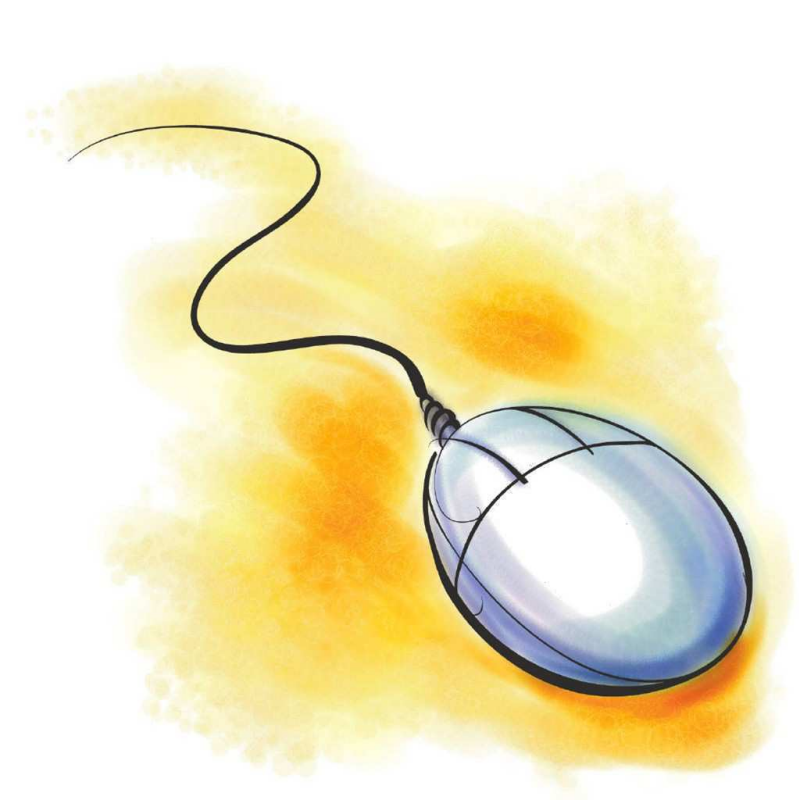
To the Parent/Guardian and
ELLIOTT MCEVOY
3026 UNION AVE. SE
WYOMING MI 49548

To the Parent/Guardian and
JOSIE ROBERSON
1015 LEGACY DR NE
COMSTOCK PARK MI 49321

To the Parent/Guardian and
NANCY MORRISON
2339 CHARRING CROSS DR SE
GRAND RAPIDS MI 49546

To the Parent/Guardian and
FREDERICK SANTOS
7039 CRESCENDA DR
ROCKFORD MI 49341

Now It’s Your Turn . . .



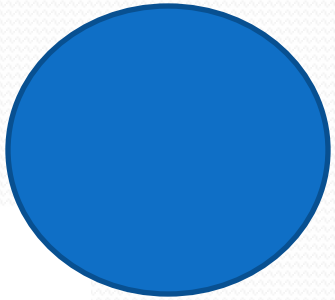
Complete Activity 4 – Create a Mailing Label

Object Reports

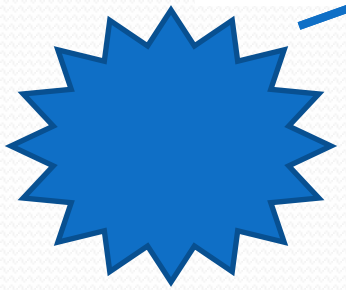
Create when your report requires:

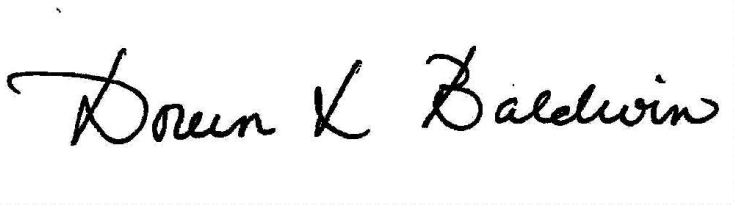
- Complete Control of Layout
- Graphics
- Multiple Pages per student
- Multiple Students per page

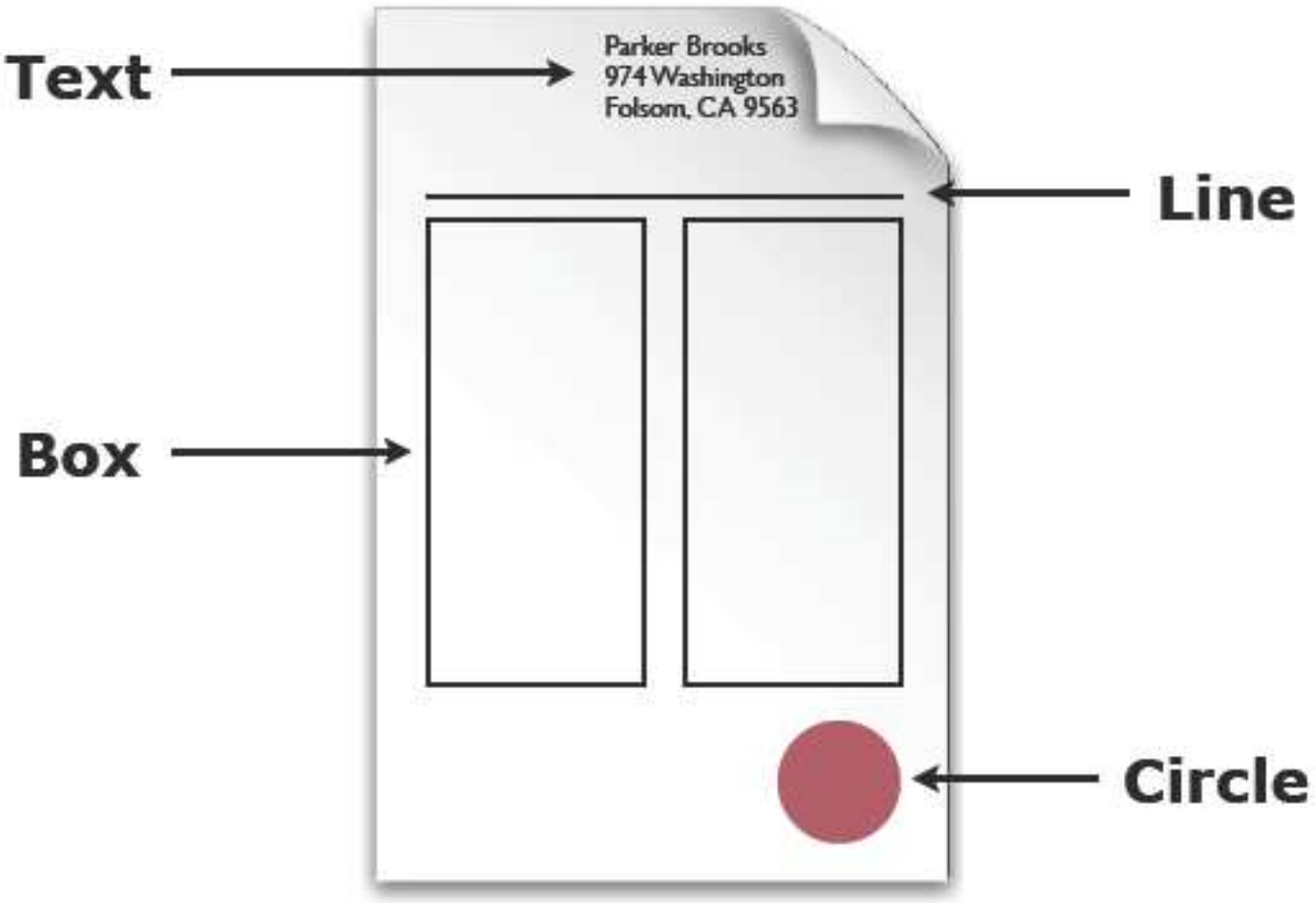
Basic Report Elements

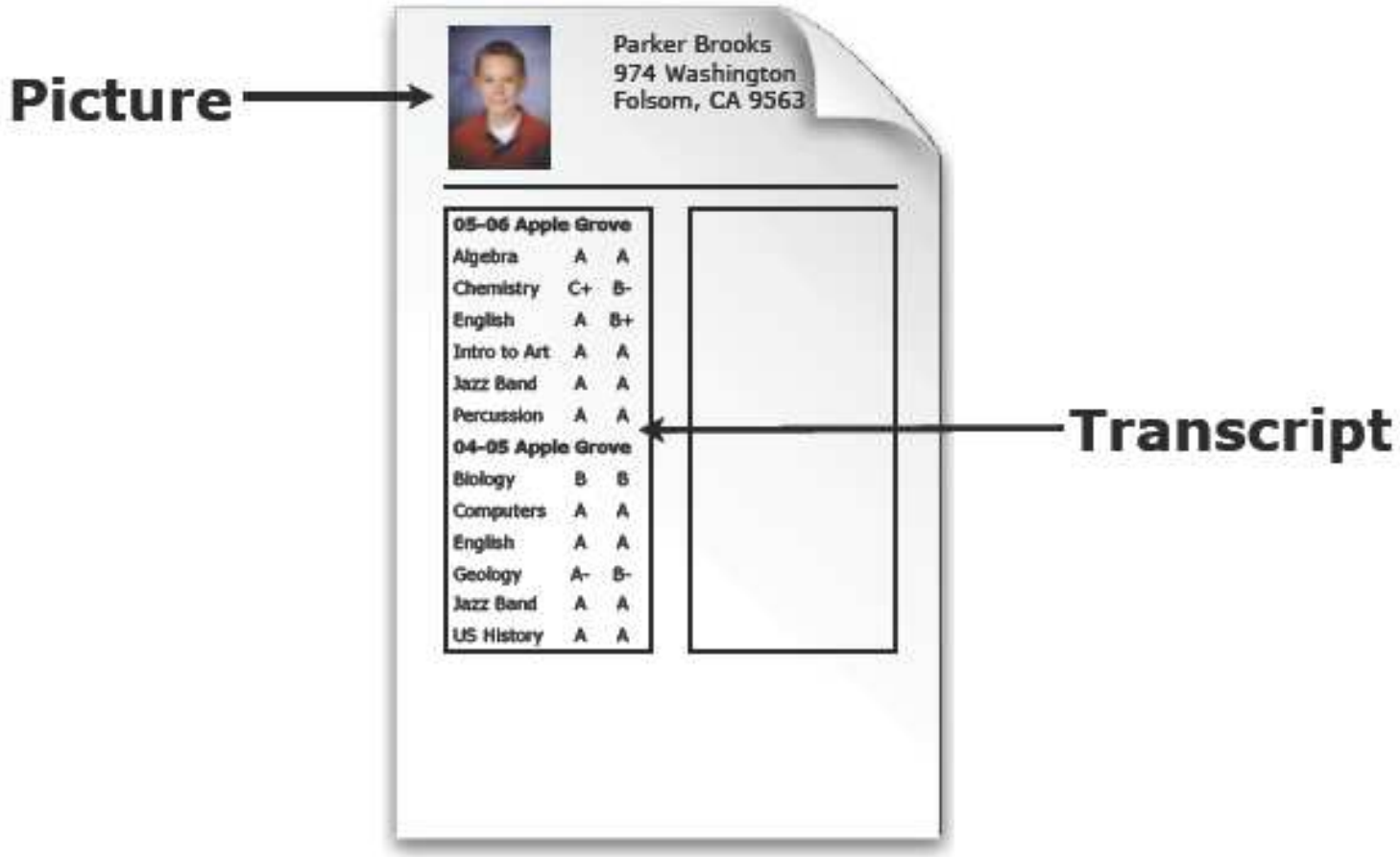


Text and words






Text
Parker Brooks
974 Washington
Folsom, CA 9563
Line
Box
Circle


Picture
Parker Brooks
974 Washington
Folsom, CA 9563
05–06 Apple Grove
Algebra A A
Chemistry C+ B-
English A B+
Intro to Art A A
Jazz Band A A
Percussion A A
04–05 Apple Grove
Biology B B
Computers A A
English A A
Geology A- B-
Jazz Band A A
US History A A
Transcript

Fee List

Parker Brooks
974 Washington
Folsom, CA 9563

Type	Description	Amt	Paymt	Bal
School	Yearbook	$38.00	$0.00	$38.00
Course	Biology Lab	$2.50	$0.00	$2.50
Course	Computer Lab	$2.50	$0.00	$2.50
Band	Marching Band	$75.00	$25.00	$50.00
Trip	Field Trip	$3.00	$3.00	$0.00
Library	Overdue Book	$0.80	$0.00	$0.80
			TOTAL	$93.80

80580002

Sequence

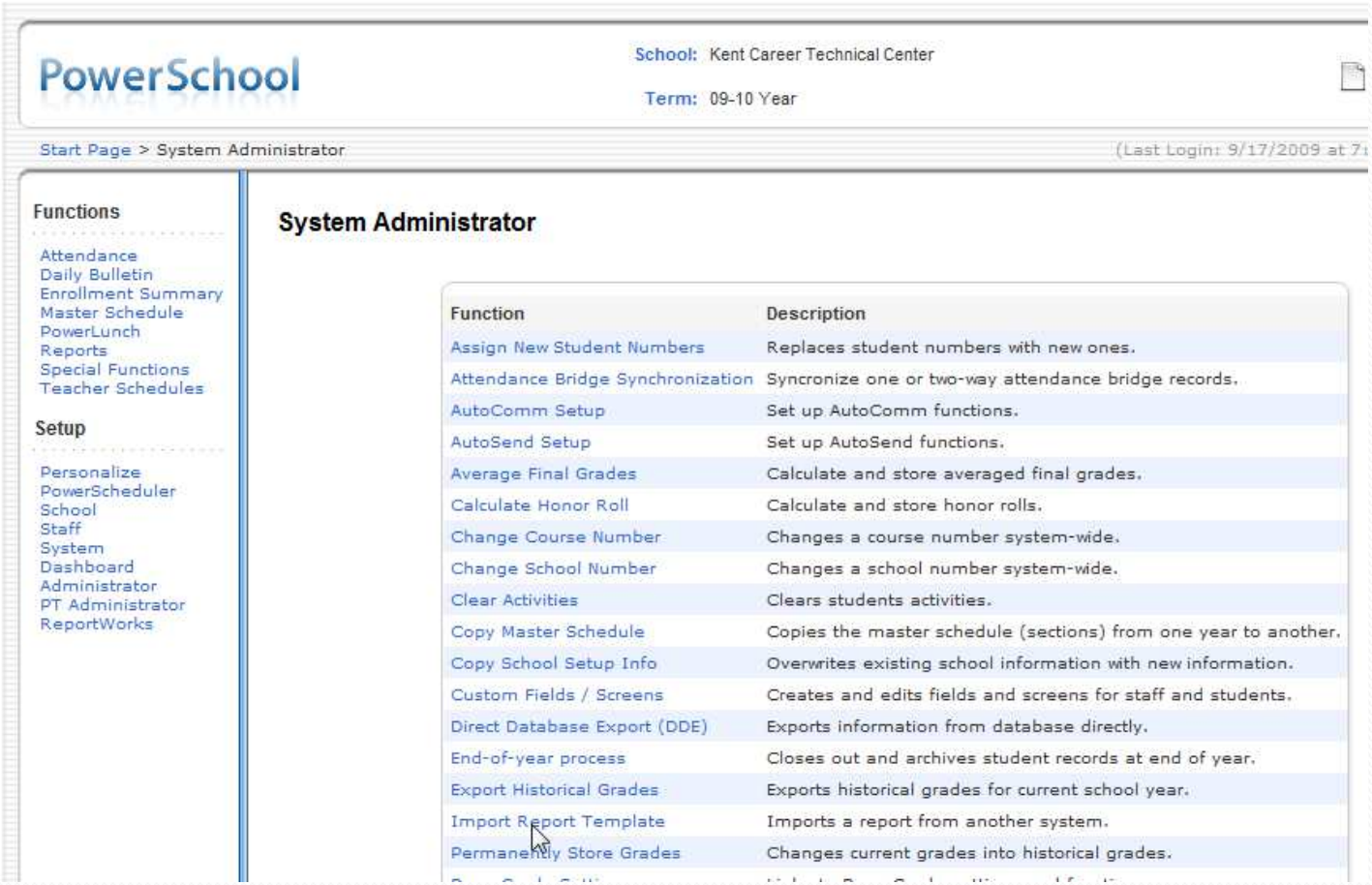
Lets take a look . . .

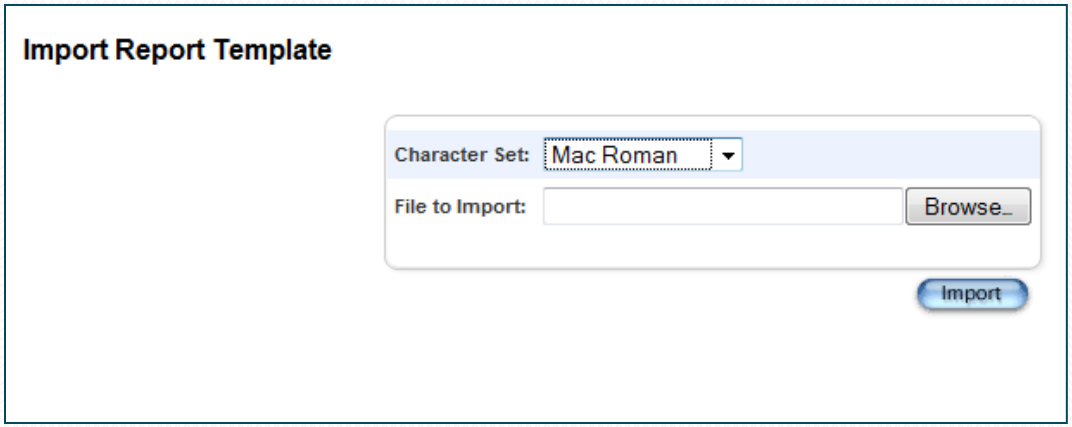
Finding and using Reports

Resources

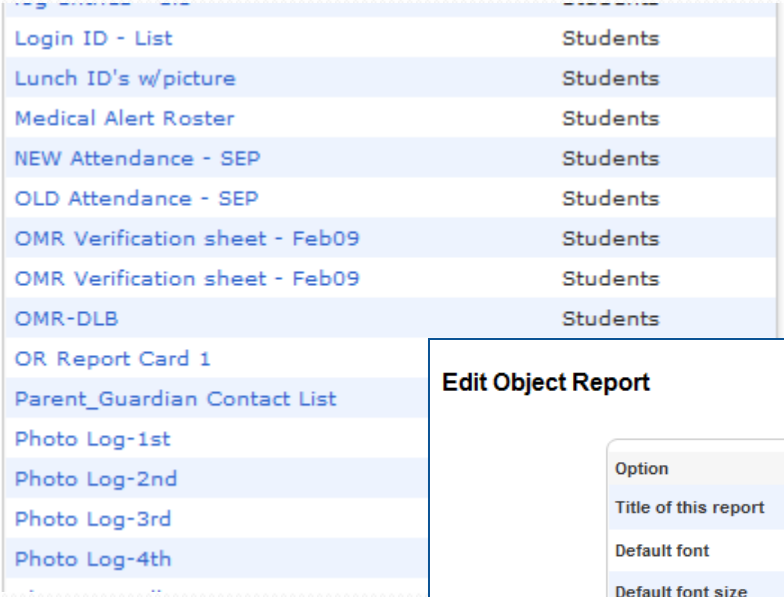
- Power Data Solutions – PDS
  - www.powerdatasolutions.org
- PSUG and PSUG-MI
  - Groups.yahoo.com (search for either and join)
- Power Source
  - Powersource.pearsonschoolsystems.com

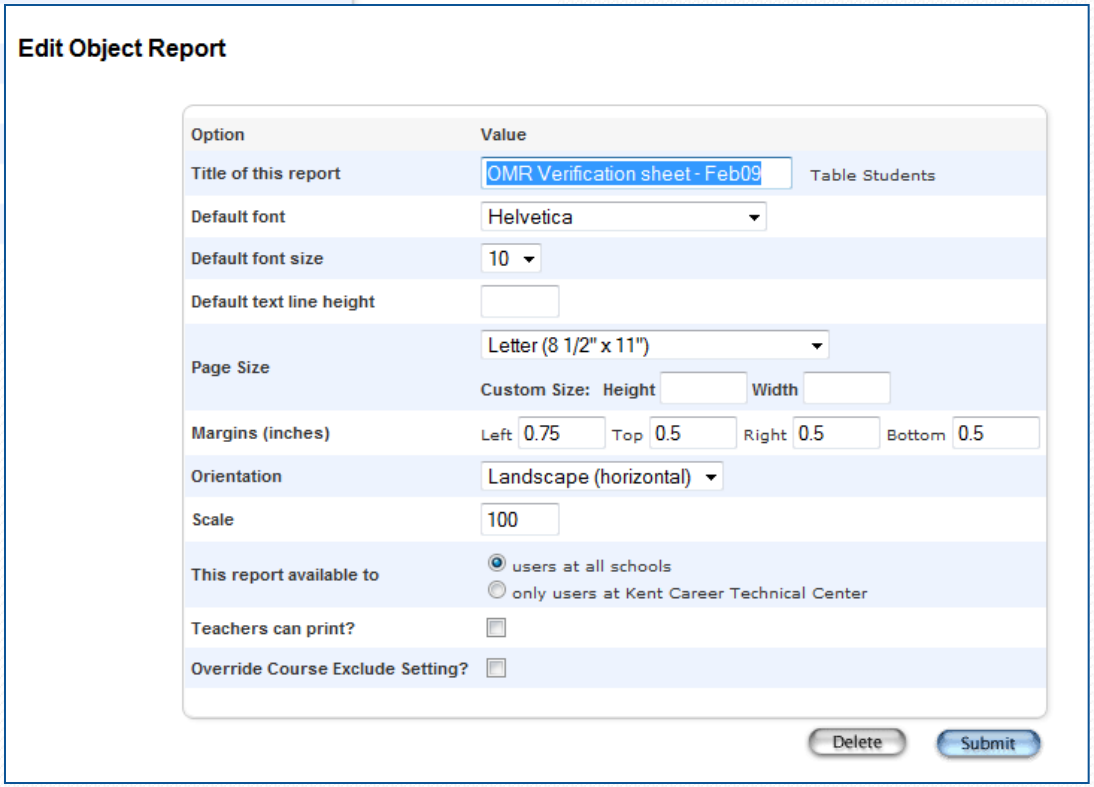
Importing the File




Import Report Template
Character Set:
Mac Roman
File to Import:
Browse...
Import

PowerSchool
Alert: Template Successfully Imported
The object report is named: OMR Verification sheet - Feb09
Back
PEARSON
Copyright© 2005 - 2009 Pearson Education, Inc., or its affiliate(s). All rights reserved.





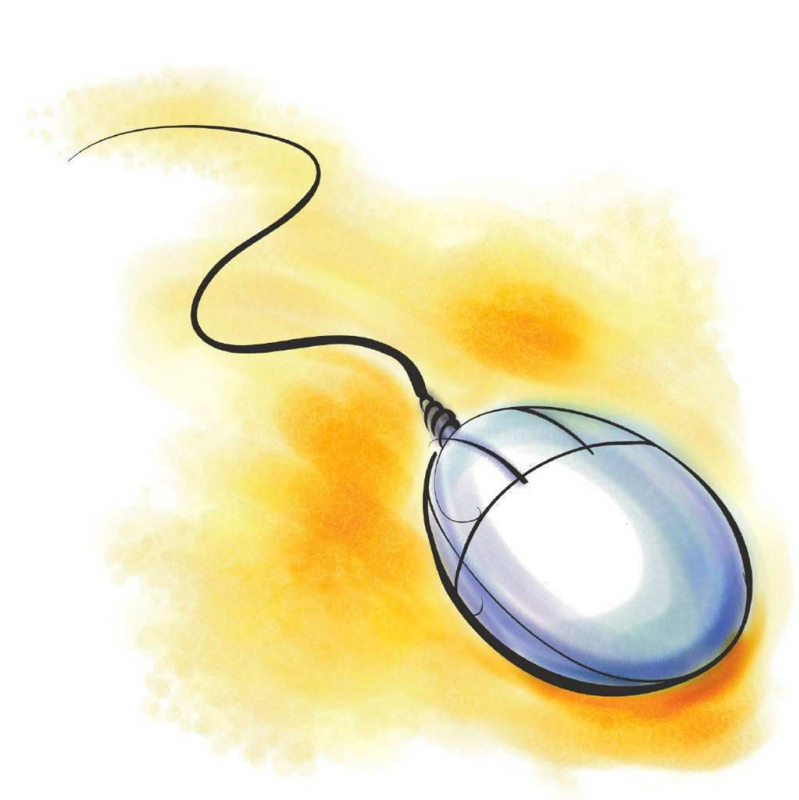
1. Select the bottom report
2. Edit the main report parameters
3. Change name

Warning. . .

Known Issue:

When reports are imported, extra line spaces are added.

Now It’s Your Turn . . .



Complete Activity 5 – Import an Object Report

Address Validation

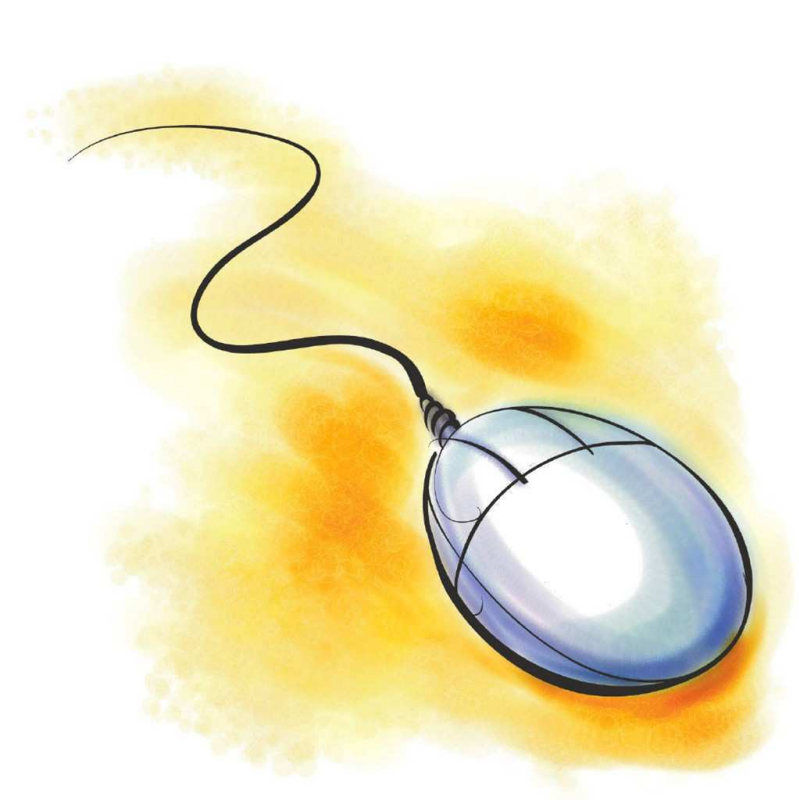
You live where?

- New for PowerSchool 6.0
- Partnership with Google Maps
- Ability to verify and see where the address is.
- If boundary is mapped, you will be able to see address against the boundary.

Batch Address Validation

- Select a group of students
- Under group functions
  - Batch Address Validation
- Errors found can be fixed by going to www.google.com
  - Click on Map > Help > Fix and Error
  - Follow instructions on site

Now It’s Your Turn . . .



Complete Activity 6 – Batch Address Validation

Summary

You now have the knowledge

- Types of PowerSchool reports
- How to create simple reports
- Where to find reports
- How to import reports
- Batch address validation