

# PowerSchool Reporting

Tips and Tricks

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# 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

The image shows a 'Reports' menu with three main categories: Attendance, Discipline, and Grades and Gradebooks. Each category has a list of reports with a brief description.

System	ReportWorks	State	Engine	Setup	Extra
<b>Attendance</b>					
Absentee					
Attendance Count					
Class Attendance Audit					
Consecutive Absences					
Student Attendance Audit					
Monthly Student Attendance Report					
Attendance Summary by Grade					
Year-to-Date Attendance Summary					
PowerTeacher Attendance Summary					
Weekly Attendance Summary					
Weekly Attendance Summary (Daily)					
Period Att. Verification					
<b>Description</b>					
Single day period by period attendance code report.					
Multi-day period by period attendance code report.					
Section specific attendance code report.					
Report detailing consecutive student absences by absence code.					
Roster report detailing attendance codes by day.					
Twenty-day student attendance report by grade.					
An aggregated attendance report for a date range and grade(s).					
Year-to-date aggregated attendance report by grade.					
Report showing which teachers have not taken attendance.					
A weekly attendance summary by section.					
A weekly attendance summary by Teacher.					
Report showing students marked present a specified number of periods.					
<b>Discipline</b>					
Discipline Log					
Discipline Summary					
<b>Description</b>					
A list of student discipline incidents by date range and sub-type.					
<b>New Report!</b> - Disciplinary incidents by gender, ethnicity, special program ar					
<b>Grades and Gradebooks</b>					
Class Ranking					
Grade Count or by Teacher					
<b>Description</b>					
Student list by GPA.					
Grade Count by Teacher					



# 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	<input type="checkbox"/>
Scan*	Current Enrollment Records ▾	<input type="checkbox"/>
Include Student Number	<input type="checkbox"/>	<input type="checkbox"/>
Itemize by Day	<input type="checkbox"/>	<input type="checkbox"/>

# 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
Billey, Jerome J	11	1(A)	Info Tech Intro	8/10/2009	8/18/2009	8
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	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students
Grades (leave blank for all)	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15
Attendance Codes	<div style="border: 1px solid gray; padding: 2px;"><p>ALL CODES EN (Entered) P (Present) T (Tardy) TT (Tardy Transportation) A (Absent) SR (School Related) S (Suspended) D (Drop) WR (Work Release)</p></div>
Date to Scan	9/16/2009
Period(s) (leave blank for all)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> OL <input type="checkbox"/> HS <input type="checkbox"/> CR
Processing Options	In Background Now ▾
Specific Date/Time	<input type="text"/> @ <input type="text"/> : <input type="text"/>
Data to be filled	(Check checkbox on the right to save as default value) <input type="button" value="ResetAll"/> ▾
Include Student Number	<input type="checkbox"/> <input type="checkbox"/>
Number of Blank Lines Below Student Names	0 <input type="checkbox"/>
Include Verification Line	<input type="checkbox"/> <input type="checkbox"/>

# Sample Output

## Absentee Report

Kant Career Technical Center  
5/18/2009  
A

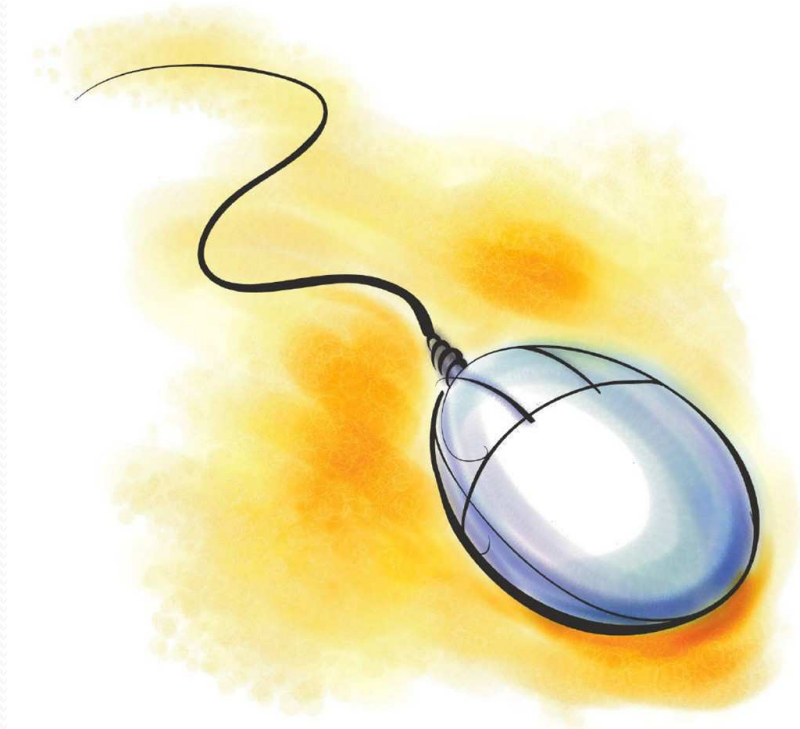
### Meeting Attendance Codas: A,

Student	Grade	Phone	1	2	3	4	OL
Abramson, Robert C	11	818-908-9921	A				
Abreu, Hattie J	11	616-208-1797	A				
Bellay, Jerome J	11						A
Cabezas, Glen L	11	616-992-2303	A				
Heag, Tracy S	11	818-789-0108	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

Fields

```
^[letter.date]

To the Parent or Guardian of ^(first_name) ^(last_name)
^(street)
^(city), ^(state) ^(zip)

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.
```

Submit

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

Layout Name	<input type="text"/>	Table	Students ▼
Font	Academy Engraved LET ▼		
Font Size	<input type="text" value="10"/> points	Line Height	<input type="text" value="10"/> points
Page Left Margin	<input type="text"/> inches	Page Top Margin	<input type="text"/> inches
Label Width	<input type="text"/> inches	Label Height	<input type="text"/> inches
How Many Columns Of Labels	<input type="text"/>	How Many Rows Of Labels	<input type="text"/>
Space Between Each Column	<input type="text"/> inches	Space Between Each Row	<input type="text"/> inches
Horizontal Padding For Label Text	<input type="text"/> inches	Vertical Padding For Label Text	<input type="text"/> inches
Label Content Fields	<div style="border: 1px solid #ccc; height: 100px;"></div>		
Make this label accessible to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at Kent Career Technical Center		
Teachers can print?	<input type="checkbox"/>		
<a href="#">Export as a template</a>			

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

The 'Label Details' dialog box is shown with a preview window and a settings table. The preview window illustrates the layout of labels on a page, with labels arranged in a grid. The dimensions shown in the preview are: Side margins, Top margin, Horizontal pitch, Vertical pitch, Width, Height, Number across, and Number down.

Label name:	5260		
Top margin:	0.5"	Label height:	1"
Side margin:	0.19"	Label width:	2.63"
Vertical pitch:	1"	Number across:	3
Horizontal pitch:	2.75"	Number down:	10
Page size:	Letter (8 1/2 x 11 in)		
Page width:	8.5"	Page Height:	11"

OK Cancel

# Sample Labels

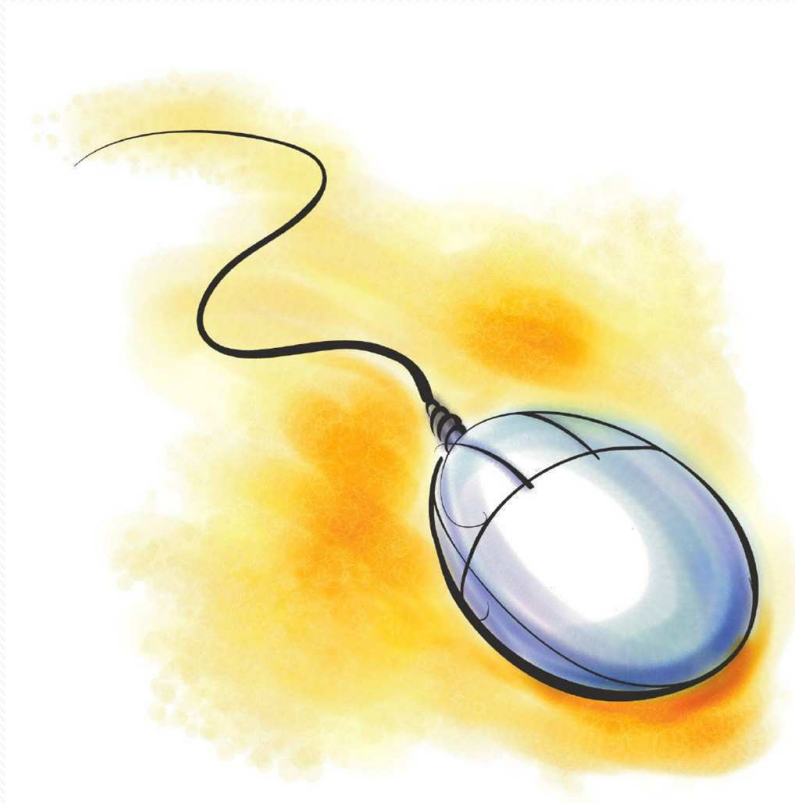
To the Parent/Guardian and  
ELLIOTT MCEVOY  
3026 UNION AVE. SE  
WYOMING MI 49548

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

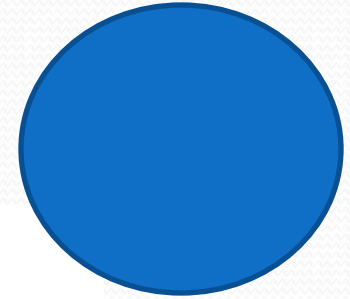
# Object Reports

Create when your report requires:

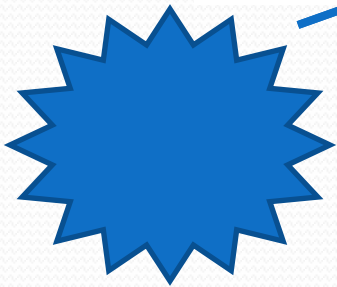
- Complete Control of Layout
- Graphics
- Multiple Pages per student
- Multiple Students per page



# Basic Report Elements



**Text and words**



*Donna K. Baldwin*

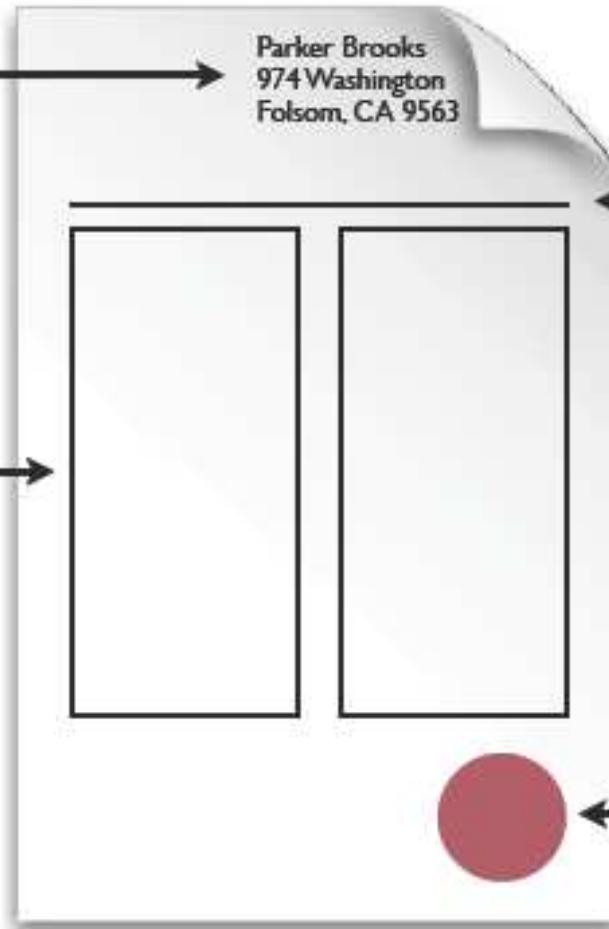
**Text**

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**





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
<b>TOTAL</b>				<b>\$93.80</b>

**Fee List**



80580002

**Sequence**





Lets take a look . . .



# Finding and using Reports



# Resources

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



# Importing the File

The screenshot displays the PowerSchool System Administrator interface. At the top, the school name is 'Kent Career Technical Center' and the term is '09-10 Year'. The breadcrumb trail shows 'Start Page > System Administrator'. A left-hand navigation menu lists various functions and setup options. The main content area is titled 'System Administrator' and contains a table of functions.

**PowerSchool** School: Kent Career Technical Center Term: 09-10 Year

Start Page > System Administrator (Last Login: 9/17/2009 at 7:10 AM)

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

**Setup**

- Personalize
- PowerScheduler
- School
- Staff
- System
- Dashboard
- Administrator
- PT Administrator
- ReportWorks

**System Administrator**

Function	Description
Assign New Student Numbers	Replaces student numbers with new ones.
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Average Final Grades	Calculate and store averaged final grades.
Calculate Honor Roll	Calculate and store honor rolls.
Change Course Number	Changes a course number system-wide.
Change School Number	Changes a school number system-wide.
Clear Activities	Clears students activities.
Copy Master Schedule	Copies the master schedule (sections) from one year to another.
Copy School Setup Info	Overwrites existing school information with new information.
Custom Fields / Screens	Creates and edits fields and screens for staff and students.
Direct Database Export (DDE)	Exports information from database directly.
End-of-year process	Closes out and archives student records at end of year.
Export Historical Grades	Exports historical grades for current school year.
Import Report Template	Imports a report from another system.
Permanently Store Grades	Changes current grades into historical grades.

## Import Report Template

Character Set:  ▼

File to Import:

# PowerSchool

### Alert: Template Successfully Imported

The object report is named: OMR Verification sheet - Feb09

**PEARSON**

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Login ID - List	Students
Lunch ID's w/picture	Students
Medical Alert Roster	Students
NEW Attendance - SEP	Students
OLD Attendance - SEP	Students
OMR Verification sheet - Feb09	Students
OMR Verification sheet - Feb09	Students
OMR-DLB	Students
OR Report Card 1	
Parent_Guardian Contact List	
Photo Log-1st	
Photo Log-2nd	
Photo Log-3rd	
Photo Log-4th	

### Edit Object Report

Option	Value
Title of this report	OMR Verification sheet - Feb09 <span>Table Students</span>
Default font	Helvetica
Default font size	10
Default text line height	
Page Size	Letter (8 1/2" x 11")
	Custom Size: Height <input type="text"/> Width <input type="text"/>
Margins (inches)	Left <input type="text" value="0.75"/> Top <input type="text" value="0.5"/> Right <input type="text" value="0.5"/> Bottom <input type="text" value="0.5"/>
Orientation	Landscape (horizontal)
Scale	100
This report available to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at Kent Career Technical Center
Teachers can print?	<input type="checkbox"/>
Override Course Exclude Setting?	<input type="checkbox"/>

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

# Warning. . .

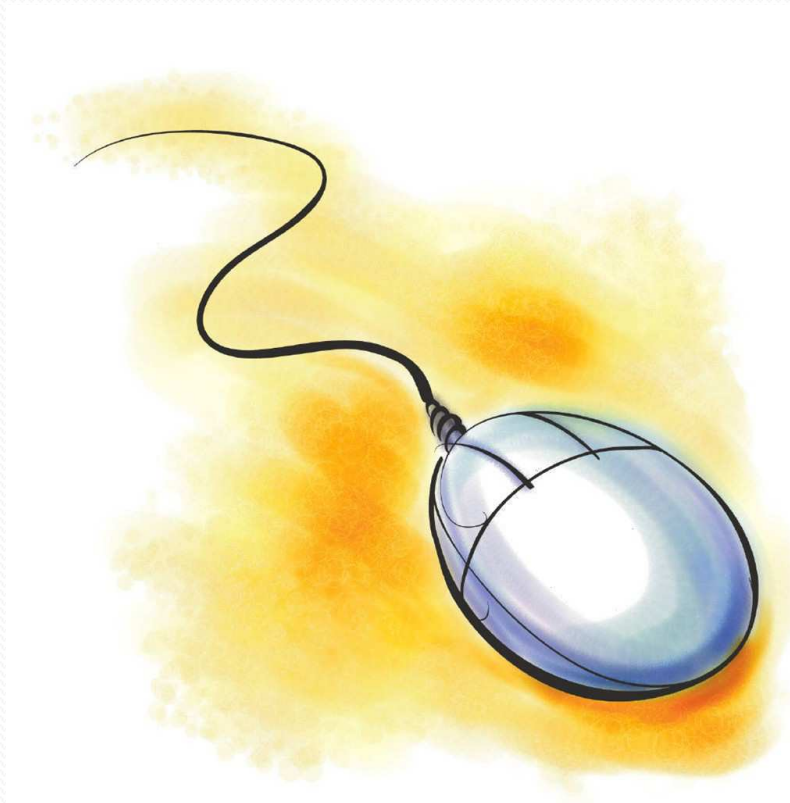
## Known Issue:

When reports are imported, extra line spaces are added.





Now It's Your Turn . . .



Complete Activity 5 – Import an Object Report

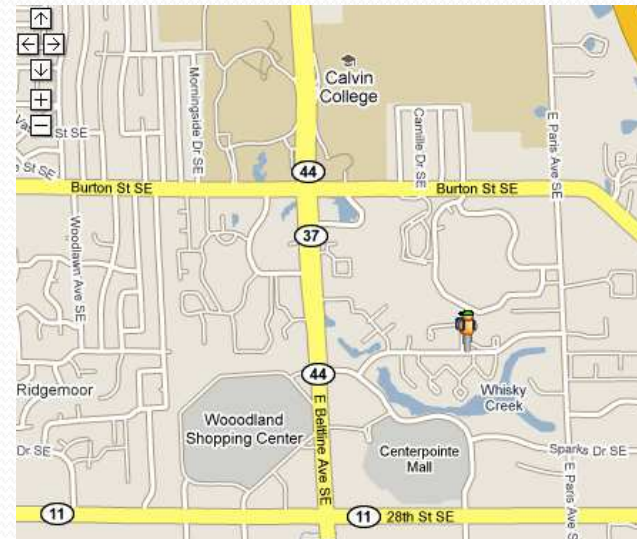


# Address Validation



# 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](http://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

