

# Reports

- [System Reports](#)
  - [Sample Fee Invoice](#)
  - [Transcripts](#)
  - [Permanent Record Labels](#)
  - [Progress Reports](#)
- [Reporting Engine Reports](#)
  - [Discipline Log Entries](#)
- [ReportWorks Reports](#)

## System Reports

### Sample Fee Invoice

[Sample\\_Fee\\_Invoice.pst](#)

### Transcripts

Listed below are some examples of transcripts which have been developed for schools to import into their PowerSchool systems.

1. **Two Column with Overflow** displays the courses taken in the left column with testing and GPA information in the right column.
2. **Transcript 2** shows semester and yearly courses in the left column and GPA and testing information in the right column.
3. **Transcript 3** shows semester and yearly grades

#### To install on your PowerSchool server

1. Click any of the download links below to get the PST file:

[NWOCA\\_Transcript\\_1.pst](#)

[NWOCA\\_Transcript\\_2.pst](#)

[NWOCA\\_Transcript\\_3.pst](#)

[NWOCA\\_Transcript\\_4.pst](#)

2. Go to Setup >> System >> Import Report Template and browse to the file downloaded in step 1.

3. Customize the object report using customization notes shown below as a guide.

**\*\*Double Spacing Problem:** Please note there is a bug which is known to occur occasionally where when you import an object report into your powerschool reports that the imported file will display double spaced in the PDF when viewed. To fix this open the offending text object and cut the text from the box and paste into a plain text editor (not MS Word) remove the extra line returns and paste the corrected text back into the text box and save your changes.

**\*\*\*GPA/Credit Year Display Problem:** The GPA Credits for each year is supposed to display as a range e.g. 2011-2012. If the Graduation Year is not set in the STUDENT table then the range will look like this -2 - -1

#### Two Column with Overflow

This is a transcript which shows the subjects in two columns (one for each semester) listed down the left side and with room for overflow at the top right of the transcript. Graduation requirements are in two columns (required and earned).

**Customization Notes:**

Object #13 - Change the Superintendent name to that of your district.

Object #19 - Change the name of the School district to that of your district.

Object #11 - You will need to modify the graduation requirements to match that set by your district. The current template includes information on the 2010-2013 school years and a separate column for the 2014+ years. These are all defined in this text object and are hard coded (so you can change them in the text object).

The earned credit column is calculated using a Data Access Tag.

The code to display the earned credits for each subject area is similar to that shown below

```
Math<tabto 6.75>^(^*credit_hours.credit_type.MTH)
```

In this example the code for Mathematics is displayed at 6.75 inches from the left margin displaying the total credit hours for courses coded MTH. You can optionally code for specific semesters by adding a ; then listing semesters separated by commas.

In the case of your district you will need to make sure to include all **Credit Type** codes that are required for graduation for each subject area. e.g. to include MAT and MTH as codes for both semester 1 and 2 it would look like

```
Math<tabto 6.75>^(^*credit_hours.credit_type.MAT,MTH;S1,S2)
```

Semester codes are optional (if you do not put them in then it calculates based on all instances of the course code).

**Transcript 2**

This is a transcript which shows Semester and yearly grades in the left column and GPA and Credit information plus OGT testing results in the right column.

**Customization Notes:**

Object #1 Contains a link to a watermark that can be displayed if you go to Reports >> Setup >> Pictures and upload a file called Watermark.jpg

Object #2 Change the Name of the district to that of your district.

Object #23 Add your own comments to this text object.

**Transcript 3**

This is a transcript which shows Semester and yearly grades in the left column and GPA, Credit Summary and Ohio and SAT test information in the right column.

**Customization Notes:**

Object #1 Contains a link to a watermark that can be displayed if you go to Reports >> Setup >> Pictures and upload a file called Watermark.jpg

Object #2 Change the Name of the district to that of your district.

Object #26 You can put a line of text at the bottom center of the transcript by editing text here.

**Transcript 4**

[NWOCa\\_Transcript\\_4.pdf](#)

This is a transcript that shows semester and yearly grades in the left column; GPA, Credit Summary and Ohio Standardized tests, Grade Scales, and College Entrance test information in the right column

## Permanent Record Labels

To install the Permanent Record Label on your PowerSchool Server

Download and Save the permanent record label .pst (template file):

Click here to download and save the file to your computer: [5164 \(6sheet\) Perm Rec Label for HS.pst](#)

Click here to download and save the file to your computer: [5164 \(6sheet\) Perm Rec Label GR 6.pst](#)

Click here for step by step directions: [Downloading and Importing Permanent Record Labels.pdf](#)

**Importing the template file:**

**Start Page>System>Import Report Template**

**Character Set:** choose the appropriate Mac Roman (Mac) or Windows Ansi (Windows)

**File to Import:** Click Browse and navigate to the location of the file to be imported

Click **Import**

## Progress Reports

Progress Report 1

This progress report features a rounded grade listing with school and demographic information in the header section.

Columns in the report include: Period, Course, Teacher, Mark and Comments

# PowerSchool Progress Report

Semester 1

September 13, 2011

Apple Grove High School 1  
4220 Richmond Cir  
Jackson, MI 49204  
Ph: (916) 555-1200  
Fax: (916)555-1323

**Jacee Allred**  
175 Kimbrough Dr  
Jackson MI 39204  
Grade: 12  
Student ID: 11

Period	Course	Teacher	Mark	Comments
1(A-B)	Calculus	Bryant, Renata L	A	
2(A-B)	Spanish 2	Vital, Hector	A	
3(A)	Speech	Leier, Joshua P	A	
3(B)	Current Affairs	Abram, Michael	A-	
4(A)	Phys Ed 12	Maxedon, Johnathon	A	
4(B)	Journalism	Hastings, Jacquelyn V	A-	

Other columns that can be added include: Attendances & Tardies

To add this template to your server download the template and use the **System >> Import Report template** link to import into the Report Cards section. (Start Page > System Reports > Setup > Report Cards)

[Download 1.pst](#)

[Progress Report 2](#)

This template is a version of template 1 modified by Becky Short of Fayette. Template is setup so that address block can be displayed to fit in a window envelope.

## School District Name

Address Line 1  
City State Zip

To the Parents / Guardian of:  
**Jacee Allred**  
175 Kimbrough Dr  
Jackson MI 39204

Apple Grove High School 1  
Ph: (916) 555-1200

Grade: 12  
Student ID: 11

Period	Course	Teacher	Grade	Comments
1(A-B)	Calculus	Bryant, Renata L	A	
2(A-B)	Spanish 2	Vital, Hector	A	
3(A)	Speech	Leier, Joshua P	A	
3(B)	Current Affairs	Abram, Michael	A-	
4(A)	Phys Ed 12	Maxedon, Johnathon	A	
4(B)	Journalism	Hastings, Jacquelyn V	A-	

Absences: 1.000

Tardies: 0

Interim Report Generated on: September 20, 2011

Template also has Attendance (Daily) and Tardies added to the footer

**Customizations:** You can modify the period reported for attendance by changing the code in the footer

Date Range: ^(\*DABS;08/24/2011;09/23/2011)

Semester 1: ^(\*DABS;S1)

[Download 2.pst](#)

### Editing Tips:

To customize the schedule listing click the link in the report and modify the columns as required. You will need to modify the length of the comments field if you add any more columns.

## Reporting Engine Reports

Installation Instructions:

- Download the report file and note where the file is saved.
- Log in to PowerSchool and navigate to the Reporting Engine page (**Start Page->System Reports** - click on **Engine** tab) and click on **Load One Local Report** under **Functions**.
- Click **Browse** and navigate to and select the downloaded report file. Click **Import**.

## Discipline Log Entries

[Discipline Log Entries.rpt](#)

## ReportWorks Reports

These files will need to be downloaded to your computer.

Right click on the links below and save to your desktop.

District Enrollment Summary.rwp

Permission Slip.rtf

Permission Slip.pdf

Mini Tiger.png