

## Guidance Custom Pages

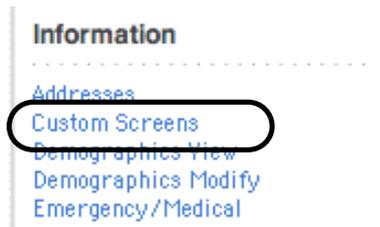
Several Custom pages have been created in PowerSchool to assist Guidance Counselors as they work with students.

1. Log in to PowerSchool: <https://ps.scsk12.org/admin>

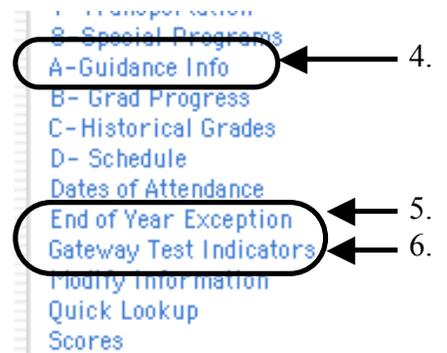
2. Enter the student's name: lastname, firstname in the search box on the start page



3. Select **Custom Screens** from the *Information menu* on the left, then **Guidance Info** from the list of **Custom Screens**.



4. The **Guidance Information** page is actually a combination of several PowerSchool Screens that are accessed via tabs.
  - a. The *Guidance Information* tab displays Classifications, Special Programs, GPA, Testing, Transportation and Graduation Path.
  - b. The *Graduation Progress* tab displays a list of courses required for graduation under the student's selected path along with credits earned.
  - c. The *Historical Grades* tab displays a list of historical grades for the student, the total credits earned / attempted is displayed at the bottom of this screen.
  - d. The *Schedule* tab displays the student's current schedule.



5. The **End of Year Exception** page displays the student's Promotion/Retention status, Summer Address information, Hold status, Next School and Next Grade.
6. The **Gateway Test Indicator** page displays the student's Gateway test status.  
**NOTE:** These settings are printed on the student's transcript and must be entered for all transfer students. The settings will be updated for Shelby County students when the technology department imports test scores.

# Reports

## On Screen Reports

1. Log in to PowerSchool: <https://ps.scsk12.org/admin>
2. Select **Reports** from the *Functions* menu on the left.
3. Select **Run Reports** from the **Reports** screen.
4. The Run Reports screen lists several reports that can assist Guidance Counselors:
  - a. *Honor Roll* – this on-screen report displays a list of students who met the criteria to earn honor roll for the selected term.  
**NOTE:** Honor Roll must first be calculated before the report will display properly.
  - b. *Parental Access Statistics* – this on-screen report displays a summary of Parent and Student PowerSchool access for the school.
  - c. *Student Schedule Listing* – this on-screen report displays the students on the left and periods across the top of the page. Adjust the Page layout to landscape prior to printing.
  - d. *Gateway Completion Report* – this sortable on-screen report displays all students and their status on each Gateway test.
  - e. *Graduation Data Verification* – this on-screen report displays the information that is necessary for state reporting.

## Paper Reports (Single Student)

1. Log in to PowerSchool: <https://ps.scsk12.org/admin>
2. Enter the student's name: lastname, firstname in the search box on the start page.
3. Select **Print Reports For This Student**
4. Select the desired report from the drop-down menu and click **Submit**.
5. The **Report Queue** page will display, click **Completed** to open the report.

## Paper Reports (Group of Students)

1. Log in to PowerSchool: <https://ps.scsk12.org/admin>
2. Search for a group of students using Browse Student links, search commands, and search codes.
3. Select **Print Report** from the Function drop-down displayed beneath the list of students.
4. Select the desired report from the drop-down menu and click **Submit**.  
**NOTE:** If you are printing a report that will result in over 50 pages, please schedule the report to run after 4PM.
5. The **Report Queue** page will display, click **Completed** to open the report.