

Printing a Report Card for One Student or a Selected Group of Students

1. From the PowerSchool **Start** page, type last name, first name in the student search box.

Search Students

→ Jones, John 

[View Field List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 M F All Current Selection (9)

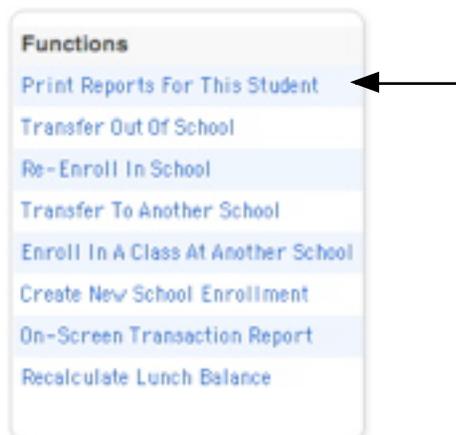
Stored Options

[Stored Searches](#) [Stored Selections](#)

2. When the student menu appears on the left of the screen, choose **Functions** in the **Enrollment** section of the menu.



3. When the **Functions** menu is displayed in the center of the screen, choose **Print Reports for This Student**.



4. Use the drop-down menu next to **Which report to print** to select the appropriate report card report.

NOTE: The report should match the student's grade level.

a. Click on the drop-down menu.

Print the report (pdf) for Jones, Troy

Which report to print **Sample - Web ID and Password Letter for Parents**

If printing student schedule, use...

If printing fee list, only include transactions conducted during... (may be overridden in report setup)

Watermark Text

Watermark Mode

When to print

ed courses)
urses)

*Grade 01 Report Card - Q1
*Grade 02 Report Card - Q1
*Grade 03 Report Card - Q1
*Grade 04 Report Card - Q1
*Grade 05 Report Card - Q1
*Grade 06 Report Card - Q1
*Grade 07 Report Card - Q1
*Grade 08 Report Card - Q1
*Grade 09 Report Card - Q1
*Grade 10 Report Card - Q1
*Grade 11 Report Card - Q1
*Grade 12 Report Card - Q1
ACT Voucher List
C Roster Class
Driver License Cumpulsory Attendance
Sample - High School Transcript
Sample - Middle School Transcript

Submit

b. Select the **Report Card** report for the appropriate grade level.

5. Complete the data for printing the report card.

a. For the **If printing student schedule, use...** option, choose **enrollment as of** and enter 12/14/07.

Print the report (pdf) for Jones, Troy

Which report to print *Grade 10 Report Card - Q1

If printing student schedule, use...
 courses actively enrolled in during current term (excludes dropped courses)
 all courses enrolled in during current term (includes dropped courses)
 enrollment as of 12/14/07

If printing fee list, only include transactions conducted during... (may be overridden in report setup)
Current School Year to

Watermark Text

Watermark Mode Overlay

When to print ASAP

Submit

b. Click **Submit**.

6. In the **Reports Queue – My Jobs** screen, the print job you just created will be at the top of the list. You may see **Running** or **Pending** under **Status**. To update the status of the job, click **Refresh** beside the **Reports Queue – My Jobs** heading at the top of the page.

7. Click **Completed** to view the **PDF** document(s).

8. From the **File menu**, choose **Print**.

NOTE: To print report cards for a group of students in the same grade level, select the students and choose **Print Report** from the **Functions** menu. Continue from Step 4 in the directions.