

# Unscheduled Students Report

1. Log in to **PowerSchool**.
2. Select **Reports** from the *Main Menu*.
3. Select **Custom Reports** tab.
4. Select the **Unscheduled Students** from the *School Reports – Staff, Class Section, etc ...* section.

## UnScheduled Students

5. Date	6. Student	7. Grade	8. Period	9. Day in Rotation
<input type="text" value="8/9/2010"/>	<input type="text" value="Any Student"/>	<input type="text" value="Any Grade"/>	<input type="text" value="Any Period"/>	<input type="text" value="Any Day"/>

10.

5. Set the **Date** for a date within the current school year.  
**NOTE:** Classes that do not meet every day will show as unscheduled until the student has attended the class.
6. Leave the **Student** set to *Any Student*.
7. Select the appropriate **Grade** level to scan a specific grade level or leave it set to *Any Grade* to run the report for all students.  
**NOTE:** The grade level list includes all grades available in **PowerScheduler**.
8. Select the appropriate **Period** to scan a specific period or leave it set to *Any Period* to run the report for all periods.
9. Select the appropriate **Day in Rotation** to a specific day or leave it set to *Any Day* to run the report for every day of the week.
10. Click **Submit** to generate the on-screen list of students who meet the designated criteria.

11. Select the name of the student whose schedule needs to be modified; a new tab will open to the default student screen for that student.

Student	Grade	Period	Day
Br...ter	5	HR	A
Br...ter	5	HR	B
Br...ter	5	HR	C
Br...ter	5	HR	D
Br...ter	5	HR	E
Br...ter	5	1	A
Br...ter	5	1	B
Br...ter	5	1	C
Br...ter	5	1	D
Br...ter	5	1	E
Br...ter	5	2	A
Br...ter	5	2	B
Br...ter	5	2	C
Br...ter	5	2	D
Br...ter	5	2	E
Br...ter	5	3	A
Br...ter	5	3	B

12. Select the **Modify Schedule** screen to make changes to the student's schedule.