

PowerSchool Handbook

English Learner

Version 3.7
March 2023



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Table of Contents

Part 1: Multilingual Education Department	5
Contacts	6
EL Process Overview	7
Part 2: Process a New Student	8
Home Language Survey	9
Record the Initial Parent Notification.....	10
Proficiency and Programs Information	11
Summative ELPAC Performance Level	11
Initial ELPAC Performance Level.....	13
Record Primary Language Assessment	14
Part 3: Additional EL Information	15
Enter Parent Request.....	16
Enter a single Parent Request	16
Mass Enter Parent Requests.....	17
Reclassification	18
Parent Notification.....	18
Follow-Up Monitoring.....	18
Part 4: EL Reports.....	20
EL Students - Pending Testing	21
RFEP Students in Need of Follow-Up	22
Reclassification Follow-up Monitoring Review Form in Print Reports.....	23
Print for a group of students.....	23
Print for a single student	24
EL Students – Newcomer.....	26
Count of RFEP Follow-up Students by School	27
EL Instructional Setting Opt-out	28
EL Students – Less than 12mo Enrollment in the US	29
Performance Level Counts - Initial	30

Performance Level Counts – Summative	31
Home Language Survey Information Report	32
Missing Home Language Survey Report	33
EL Student Roster Report.....	34
Test Scores	35
Special Program Class Roster	36
Special Programs – EL, Gate, Special Ed	39
Special Programs – English Learners.....	40
Part 5: Exporting PowerSchool Data to Excel	41
Exporting to Excel: Basics	42

Part 1: Multilingual Education Department

Contacts

For information related to second language programs or policies, contact the **Multilingual Education Department**.

Main General Phone:	(619)-725-7264	
Kathleen Ramirez	(619)-725-7261	kflynn1@sandi.net
Nevada Allen	(619)-725-7283	nallen@sandi.net
Claire Arias-Kassir	(619)-725-7278	carias@sandi.net

EL Process Overview

A Home Language Survey (HLS) must be completed during the process of enrolling a student who is new to the district. Each student should have **one** (and only one) **HLS** on file that reflects the grade level and approximate date of his/her **initial** enrollment in the district. Students who are new to the state of California and whose Home Language Survey indicates a language other than English for questions 1, 2 or 4 must take the **Initial English Language Proficiency Assessments for California (ELPAC)**. The Initial ELPAC raw scores need to be entered in TOMS in the Local Scoring Tool (LST). This test must be given within 30 calendar days of the first day of enrollment in the district.

The results of the Initial ELPAC are used to determine an initial **Overall English Performance Level (OPL)**. The following levels are currently used:

Novice

Intermediate

Initially Fluent English Proficient (IFEP)

The LST will automatically calculate the OPL based upon the test results entered by the EL Site Coordinator. Based on the initial OPL, each student must be placed in an appropriate program. If a student's initial proficiency level is high enough, they are designated Initially Fluent English Proficient (I-FEP). English Learner program and services are not required. All parents must be notified of the results of the Initial ELPAC testing and the initial OPL assigned to the student within the 30-day timeline.

Students are tested annually with the Summative ELPAC to monitor the progress of English language acquisition and to establish a current OPL. An EL student is expected to advance by one performance level each year. The initial OPL stays constant, but the current and expected OPL will change over time. Once a student's current OPL reaches Level 4, the student may be eligible for designation as Reclassified Fluent English Proficient (R-FEP) based on several criteria. Such students are placed in a “regular” English program and are subject to follow-up monitoring reviews.

The PowerSchool **English Learner** pages track and display data for:

- EL test scores – CELDT (historical), Initial ELPAC and Summative ELPAC
- Student English Learner placement
- Documenting parent notifications
- Entering information about a Primary Language Assessment
- Recording a parent request for Alternative Bilingual or Dual Language education
- Monitoring reclassified students for scheduled reviews

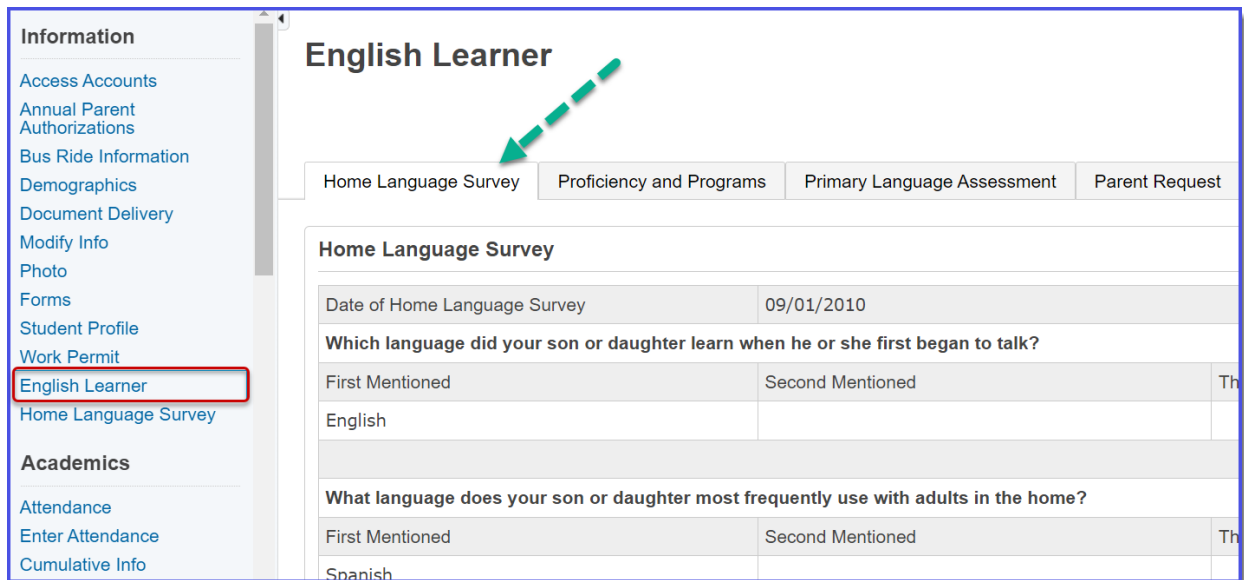
Part 2: Process a New Student

Home Language Survey

The Home Language Survey is part of the enrollment process and information is entered in PowerSchool. Follow the steps below to view the field information and comments. The Home Language Survey comments are displayed and can only be edited by the Multilingual Education Department.

From the Start Page in PowerSchool, select a student name.

1. In the student menu, under Information, select **English Learner**.
2. Click **the Home Language Survey** tab.



Information

- Access Accounts
- Annual Parent Authorizations
- Bus Ride Information
- Demographics
- Document Delivery
- Modify Info
- Photo
- Forms
- Student Profile
- Work Permit
- English Learner**
- Home Language Survey

Academics

- Attendance
- Enter Attendance
- Cumulative Info

English Learner

Home Language Survey Proficiency and Programs Primary Language Assessment Parent Request

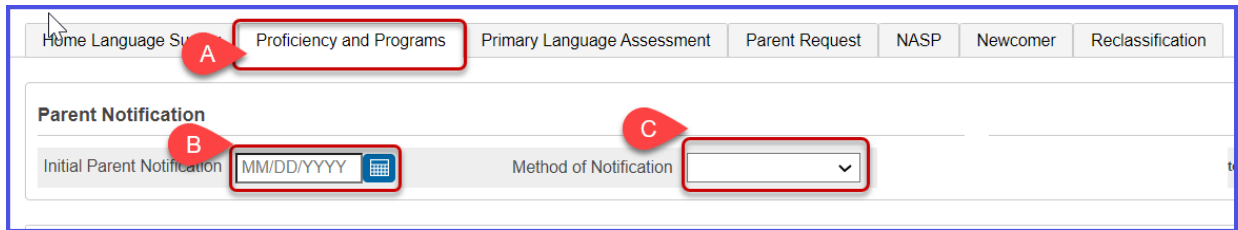
Home Language Survey

Date of Home Language Survey	09/01/2010		
Which language did your son or daughter learn when he or she first began to talk?			
First Mentioned	Second Mentioned	Th	
English			
What language does your son or daughter most frequently use with adults in the home?			
First Mentioned	Second Mentioned	Th	
Spanish			

Record the Initial Parent Notification

Parents of newly enrolled students must be informed of English language test results, primary language assessment results (if applicable), and instructional program placement. After notifying a student's parent/guardian, the notification date and method of communication must be recorded in PowerSchool.

1. From the Start Page in PowerSchool, select a student name.
2. In the student menu, under Information, select **English Learner**.
3. Click **Proficiency and Programs** tab.
4. Enter the **Initial Parent Notification** date. Click on the calendar and select appropriate date or use the convention (MM/DD/YYYY) to type in date.
5. From the drop-down, choose the **Method of Notification**.
6. Click **Submit**.



The screenshot shows the 'Parent Notification' section of the PowerSchool interface. At the top, there is a navigation bar with tabs: Home Language Survey, Proficiency and Programs (highlighted with a red box and callout A), Primary Language Assessment, Parent Request, NASP, Newcomer, and Reclassification. Below this, the 'Parent Notification' section contains two fields: 'Initial Parent Notification' (with a date input field showing 'MM/DD/YYYY' and a calendar icon, highlighted with a red box and callout B) and 'Method of Notification' (with a dropdown menu, highlighted with a red box and callout C).

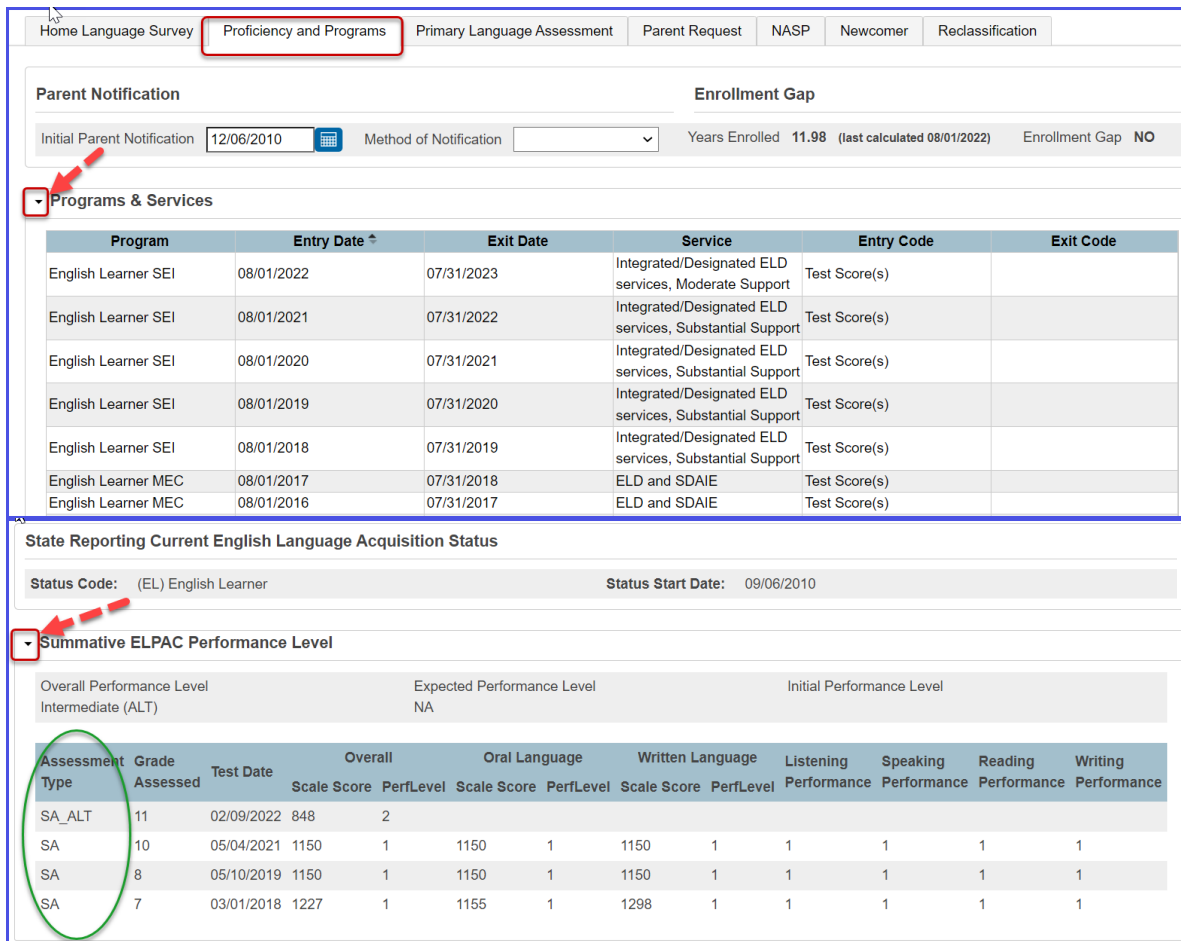
Proficiency and Programs Information

Students who are new to the state of California and whose Home Language Survey indicates a language other than English for questions 1, 2, or 4 AND who are obtaining a California Statewide Student Identifier (SSID) must take the Initial ELPAC. The Initial ELPAC raw scores must be entered into the Local Scoring Tool (LST) via TOMS. After entering initial scores into the LST, these scores and student status will be uploaded by the district central office. As of March 2023, Summative Alternate Assessment and Initial Alternate Assessment data will show if applicable.

If an EL student is transferring from a district within California, their EL scores and status are imported from TOMS into Proficiency and Programs on the English Learner page in PowerSchool.

Summative ELPAC Performance Level

1. From the Start Page in PowerSchool, select a student name.
2. In the student menu, under Information, select **English Learner**.
3. Click **Proficiency and Programs** tab.



Home Language Survey **Proficiency and Programs** Primary Language Assessment Parent Request NASP Newcomer Reclassification

Parent Notification Enrollment Gap

Initial Parent Notification 12/06/2010 Method of Notification Years Enrolled 11.98 (last calculated 08/01/2022) Enrollment Gap NO

Programs & Services

Program	Entry Date	Exit Date	Service	Entry Code	Exit Code
English Learner SEI	08/01/2022	07/31/2023	Integrated/Designated ELD services, Moderate Support	Test Score(s)	
English Learner SEI	08/01/2021	07/31/2022	Integrated/Designated ELD services, Substantial Support	Test Score(s)	
English Learner SEI	08/01/2020	07/31/2021	Integrated/Designated ELD services, Substantial Support	Test Score(s)	
English Learner SEI	08/01/2019	07/31/2020	Integrated/Designated ELD services, Substantial Support	Test Score(s)	
English Learner SEI	08/01/2018	07/31/2019	Integrated/Designated ELD services, Substantial Support	Test Score(s)	
English Learner MEC	08/01/2017	07/31/2018	ELD and SDAIE	Test Score(s)	
English Learner MEC	08/01/2016	07/31/2017	ELD and SDAIE	Test Score(s)	

State Reporting Current English Language Acquisition Status

Status Code: (EL) English Learner Status Start Date: 09/06/2010

Summative ELPAC Performance Level

Overall Performance Level			Expected Performance Level				Initial Performance Level					
Intermediate (ALT)			NA									
Assessment Type	Grade Assessed	Test Date	Overall Scale Score	Overall PerfLevel	Oral Language Scale Score	Oral Language PerfLevel	Written Language Scale Score	Written Language PerfLevel	Listening Performance	Speaking Performance	Reading Performance	Writing Performance
SA_ALT	11	02/09/2022	848	2								
SA	10	05/04/2021	1150	1	1150	1	1150	1	1	1	1	1
SA	8	05/10/2019	1150	1	1150	1	1150	1	1	1	1	1
SA	7	03/01/2018	1227	1	1155	1	1298	1	1	1	1	1

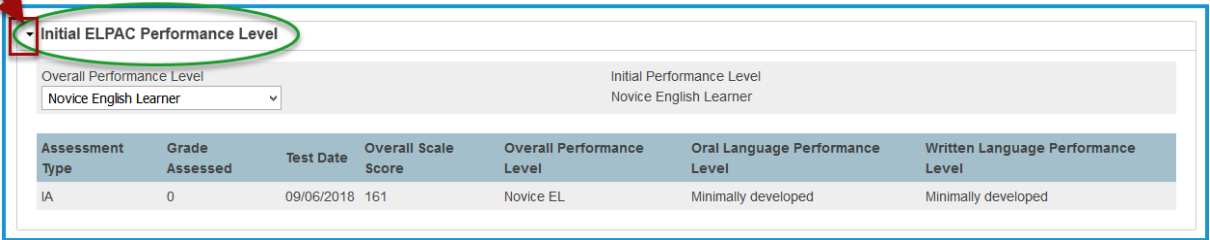
Sample Assessment Type view:

▼ Summative ELPAC Performance Level											
Overall Performance Level				Expected Performance Level				Initial Performance Level			
Somewhat Developed				3							
Assessment Type	Grade Assessed	Test Date	Overall		Oral Language		Written Language		Listening Performance	Speaking Performance	Reading Performance
			Scale Score	PerfLevel	Scale Score	PerfLevel	Scale Score	PerfLevel			
SA_ALT	11	02/09/2022	848	2							
SA	10	05/04/2021	1150	1	1150	1	1150	1	1	1	1
SA	8	05/10/2019	1150	1	1150	1	1150	1	1	1	1
SA	7	03/01/2018	1227	1	1155	1	1298	1	1	1	1

Note: As of March 2023, Summative Alternate Assessment and Initial Alternate Assessment data will show if applicable.

Initial ELPAC Performance Level

1. From the Start Page in PowerSchool, select a student name.
2. In the student menu, under Information, select **English Learner**.
3. Click **Proficiency and Programs** tab.
4. Expand **Initial ELPAC Performance Level**.



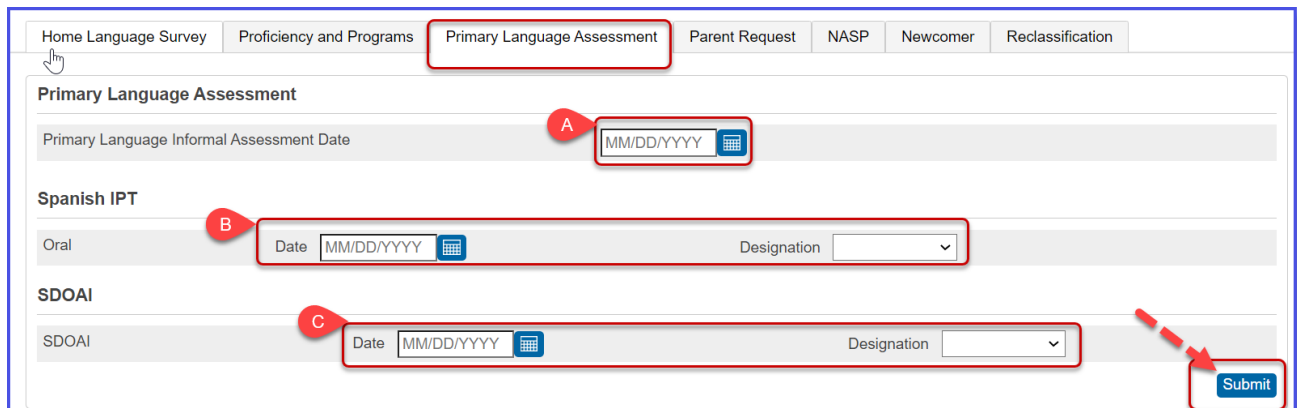
Assessment Type	Grade Assessed	Test Date	Overall Scale Score	Overall Performance Level	Oral Language Performance Level	Written Language Performance Level
IA	0	09/06/2018	161	Novice EL	Minimally developed	Minimally developed

Note: As of March 2023, Summative Alternate Assessment and Initial Alternate Assessment data will show if applicable.

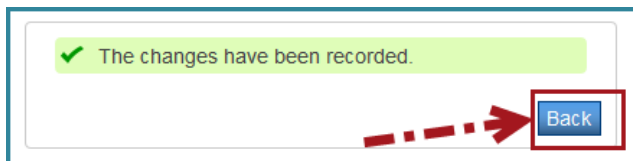
Record Primary Language Assessment

In addition to taking the Initial ELPAC, some newly enrolled students identified as English learners are further assessed. For example, if the Initial ELPAC indicates the student is an English learner and the student has Spanish as the home language, the student must be tested for proficiency in Spanish. The assessment data needs to be entered in the **Primary Language Information Assessment** tab.

1. From the Start Page in PowerSchool, select a student name.
2. In the student menu, under Information, select **English Learner**.
3. Click the **Primary Language Assessment** tab.
4. Depending on the child's **Primary Language**, enter information in one of the three areas:
 - Enter the **Date** the **Primary Language Informal Assessment** was given, if applicable to this language.
 - If the child's primary language is Spanish, enter the **Spanish IPT** information: **Date** and competency **Level** of the **Oral**.
 - Enter the **Date** the **SDOAI** was given and the **Designation**, if applicable to this language.



5. Click **Submit** to save the information.
6. You will receive notification that the changes have been recorded.
Click the **Back** button to return to the **English Learner** screen.



Note: If you have made an error with any of your data entry, please contact the Multilingual Education Department

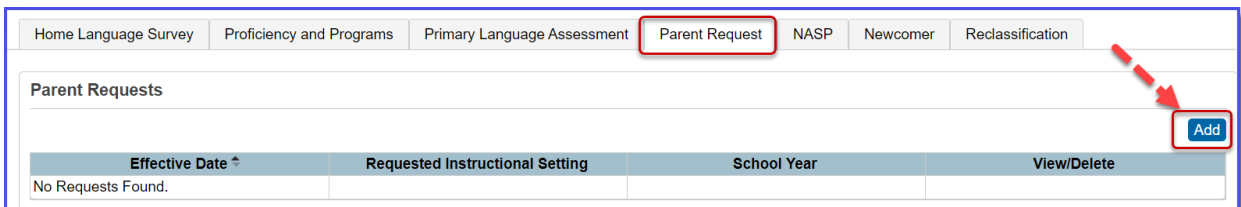
Part 3: Additional EL Information

Enter Parent Request

Schools are required to enter information from the Language Acquisition Program Options Request form into PowerSchool.

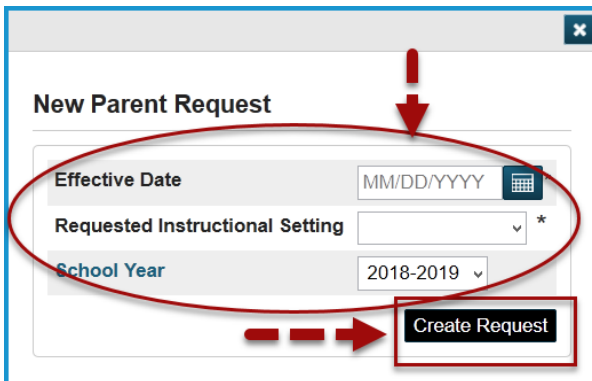
Enter a single Parent Request

1. From the Start Page in PowerSchool, select a student name.
2. In the student menu, under Information, select **English Learner**.
3. Click **Parent Request** tab.
4. Click **Add**.



Effective Date ↑	Requested Instructional Setting	School Year	View/Delete
No Requests Found.			

5. Complete the data fields for the New Parent Request. When you are finished, click **Create Request**. The data you entered will be visible on the **Proficiency and Programs** screen.



New Parent Request

Effective Date: MM/DD/YYYY

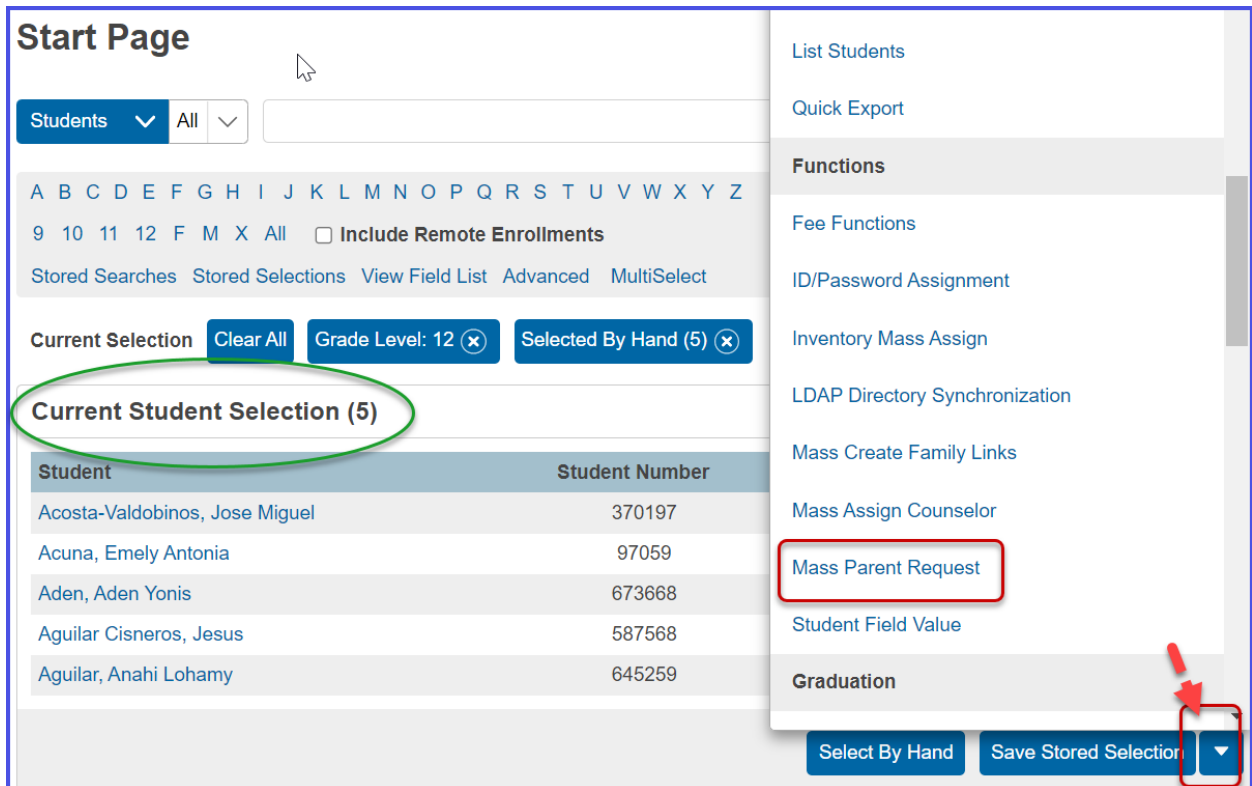
Requested Instructional Setting: *

School Year: 2018-2019

Create Request

Mass Enter Parent Requests

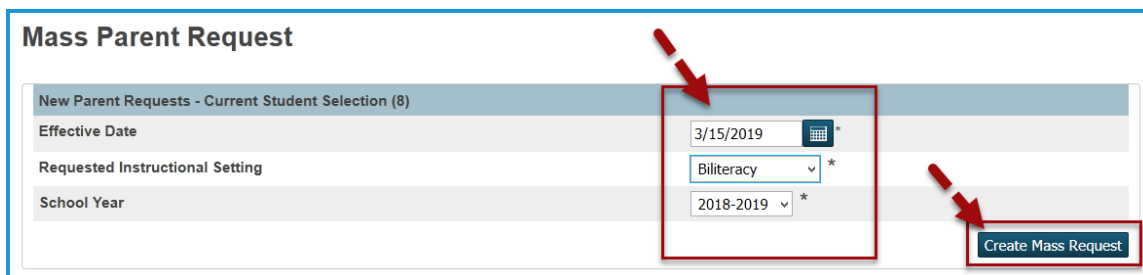
1. From the Start Page in PowerSchool, make your Current Student Selection of desired students.
2. Click the Select Function **dropdown arrow**, and under Functions select **Mass Parent Request**.



The screenshot shows the 'Start Page' interface. At the top, there are filters for 'Students' (set to 'All') and a search bar. Below this is an alphabetical index (A-Z) and a row of numbers (9-12, F, M, X, All). There are also checkboxes for 'Include Remote Enrollments' and links for 'Stored Searches', 'Stored Selections', 'View Field List', 'Advanced', and 'MultiSelect'. The 'Current Selection' section shows 'Clear All', 'Grade Level: 12', and 'Selected By Hand (5)'. A table below lists students with their names and numbers. A dropdown menu is open on the right, showing various functions. 'Mass Parent Request' is highlighted in a red box. At the bottom right, there are buttons for 'Select By Hand', 'Save Stored Selection', and a dropdown arrow.

Student	Student Number
Acosta-Valdobinos, Jose Miguel	370197
Acuna, Emely Antonia	97059
Aden, Aden Yonis	673668
Aguilar Cisneros, Jesus	587568
Aguilar, Anahi Lohamy	645259

3. Enter the **effective date** and **requested instructional setting**. School year will default to current year.



The screenshot shows the 'Mass Parent Request' form. It has a title 'New Parent Requests - Current Student Selection (8)'. Below the title are three input fields: 'Effective Date' (with a date picker showing 3/15/2019), 'Requested Instructional Setting' (with a dropdown menu showing 'Biliteracy'), and 'School Year' (with a dropdown menu showing '2018-2019'). A 'Create Mass Request' button is located at the bottom right. Red arrows point to the date and instructional setting fields, and a red box highlights the 'Create Mass Request' button.

4. Click **Create Mass Request**.

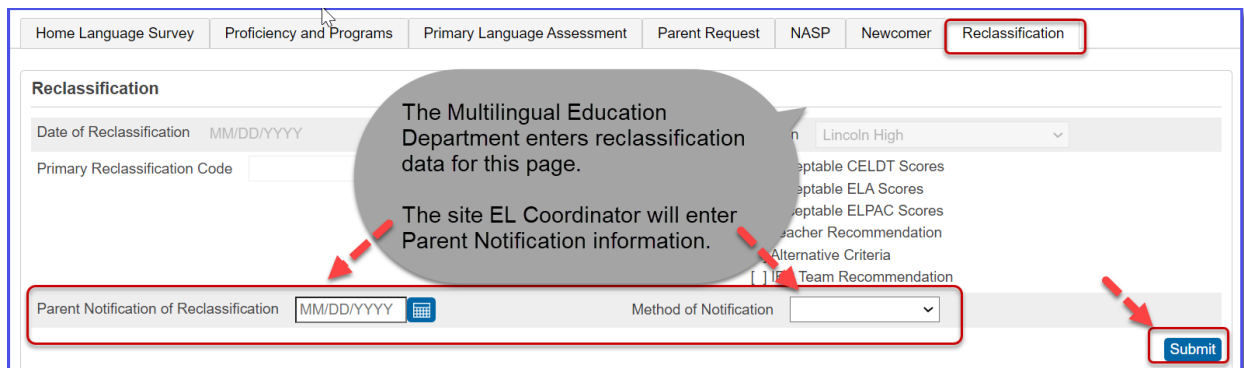
Reclassification

Parent Notification

When an English learner meets all criteria for reclassification, sites submit the completed Reclassification Profile form to the Multilingual Education Department for approval. If approved, department personnel will enter the approval information into PowerSchool and return a copy of the approved Reclassification Profile to the site. The **English Learner** status will display **RFEP** (Reclassified Fluent English Proficient) as the student’s current **OPL**.

Parents of newly reclassified students must be notified regarding the change in status to **RFEP**. The date on which the “Parent Notification of Reclassification” letter is sent needs to be entered in the **Reclassification** tab.

1. From the Start Page, select a student name.
2. In the student menu, under Information, select **English Learner**.
3. Click **the Reclassification** tab.
4. The Multilingual Education Department enters reclassification data which is available for viewing on this page.
5. The EL Coordinator will be able to add Parent Notification of Reclassification and the Method of Notification. Click **Submit** to save changes.



The screenshot shows the 'Reclassification' tab in the PowerSchool interface. A callout bubble contains the text: "The Multilingual Education Department enters reclassification data for this page." and "The site EL Coordinator will enter Parent Notification information." Red arrows point from the callout to the 'Parent Notification of Reclassification' field and the 'Submit' button. The 'Parent Notification of Reclassification' field is highlighted with a red box and contains a date input field with a calendar icon. The 'Submit' button is also highlighted with a red box.

Follow-Up Monitoring

Reclassified students receive **four follow-up dates**. Depending on the reclassification entry time frame, the follow-ups will be set annually in November or March. School sites must use the **Follow-Up** section on the Reclassification tab to record follow-up reviews for reclassified students.

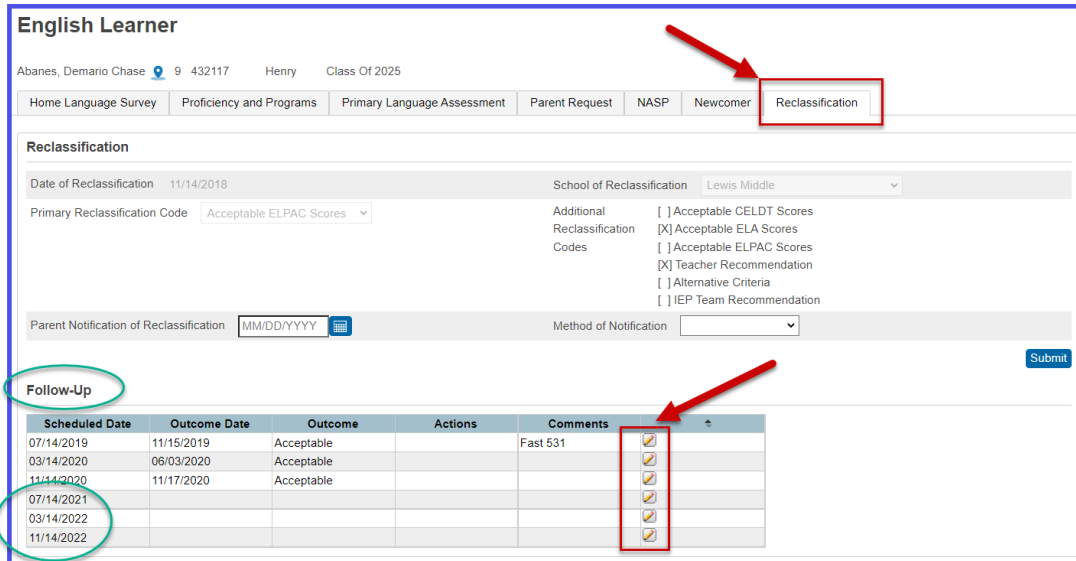
Remember: You cannot enter follow-up information for a student who has not been reclassified. Your site cannot reclassify a student using the English Learner page. If you believe that your student should be reclassified, please submit the appropriate paperwork to the Multilingual Education Department for approval.

1. From the Start Page, select a student name.

- In the student menu, under Information, select **English Learner**.
- Click **the Reclassification** tab.

The Multilingual Education Department enters reclassification data which is available for viewing on this page.

- To enter **Follow-Up** information, click the **pencil icon**.



English Learner

Abanes, Demario Chase 9 432117 Henry Class Of 2025

Home Language Survey Proficiency and Programs Primary Language Assessment Parent Request NASP Newcomer **Reclassification**

Reclassification

Date of Reclassification 11/14/2018 School of Reclassification Lewis Middle

Primary Reclassification Code Acceptable ELPAC Scores

Additional Reclassification Codes

- Acceptable CELDT Scores
- Acceptable ELA Scores
- Acceptable ELPAC Scores
- Teacher Recommendation
- Alternative Criteria
- IEP Team Recommendation

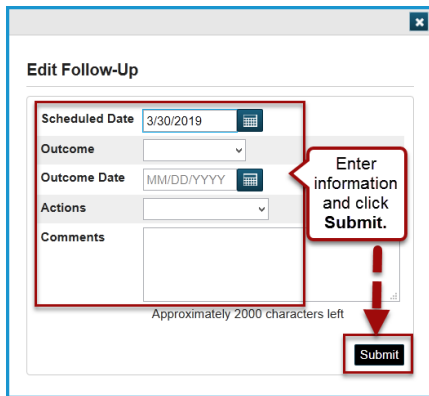
Parent Notification of Reclassification MM/DD/YYYY Method of Notification

Submit

Follow-Up

Scheduled Date	Outcome Date	Outcome	Actions	Comments
07/14/2019	11/15/2019	Acceptable		Fast 531
03/14/2020	06/03/2020	Acceptable		
11/14/2020	11/17/2020	Acceptable		
07/14/2021				
03/14/2022				
11/14/2022				

- Use dropdowns to display selection options for **Outcome** and **Actions**. Click on the calendar to indicate **Outcome Date**. Click **Submit**.



Edit Follow-Up

Scheduled Date 3/30/2019

Outcome

Outcome Date MM/DD/YYYY

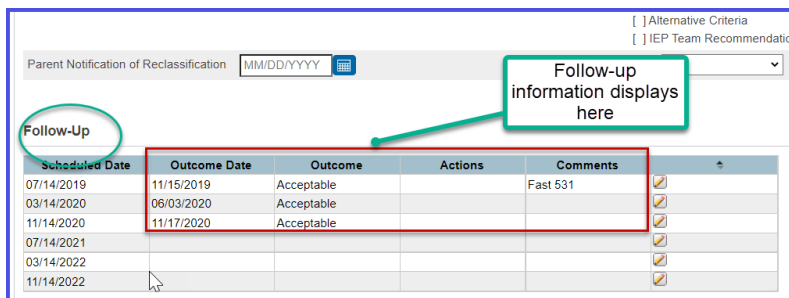
Actions

Comments

Approximately 2000 characters left

Submit

Enter information and click **Submit**.



Parent Notification of Reclassification MM/DD/YYYY

Follow-Up

Scheduled Date	Outcome Date	Outcome	Actions	Comments
07/14/2019	11/15/2019	Acceptable		Fast 531
03/14/2020	06/03/2020	Acceptable		
11/14/2020	11/17/2020	Acceptable		
07/14/2021				
03/14/2022				
11/14/2022				

Follow-up information displays here

Part 4: EL Reports


EL Students - Pending Testing

This report lists students who have a language other than English recorded as the Primary language and do not have a CELDT or ELPAC Test Score entered in PowerSchool.

1. From the Start Page, click **sqlReports** and expand **English Learner** reports.
2. Select **EL Students -Pending Testing** report.
3. If you would like to run the report for the entire school population, leave the default to **No**. If you would like to run for your current student selection, change the drop-down to **Yes**.
4. Click **Submit**.

Run sqlReport -

Label	Value
Name	EL Students Pending Testing
Description	This report produces a roster of students who have a language other than English recorded as the Primary Language and do not have a CELDT Test score entered.



5. The report results display. Use the headers to sort column data by clicking on the header name. Select a blue tile option to quickly print or export the report data. You may also make the students your current student selection.

EL Students - Pending Testing

Make Current Selection Copy CSV Tab Print PDF

Student_number	Last	First	Grade	Gender	Language	HLS Date	Pending	School
56113	Alv		3	M	Spanish	10/26/2015	TEST	Perkins K-8
52113			0	F	Spanish	08/31/2015	TEST	Perkins K-8
85111			7	M	Spanish	09/01/2008	TEST	Perkins K-8
56111	Lar		5	F	Spanish	11/18/2015	TEST	Perkins K-8
56116	Vaz		8	M	Spanish	11/20/2015	TEST	Perkins K-8
56116	Vaz		7	F	Spanish	11/20/2015	TEST	Perkins K-8
32119	Zam		1	F	Spanish	09/03/2013	TEST	Perkins K-8

Showing 1 to 7 of 7 entries

Student number is a clickable link. For convenience, right click and open link in a new tab.

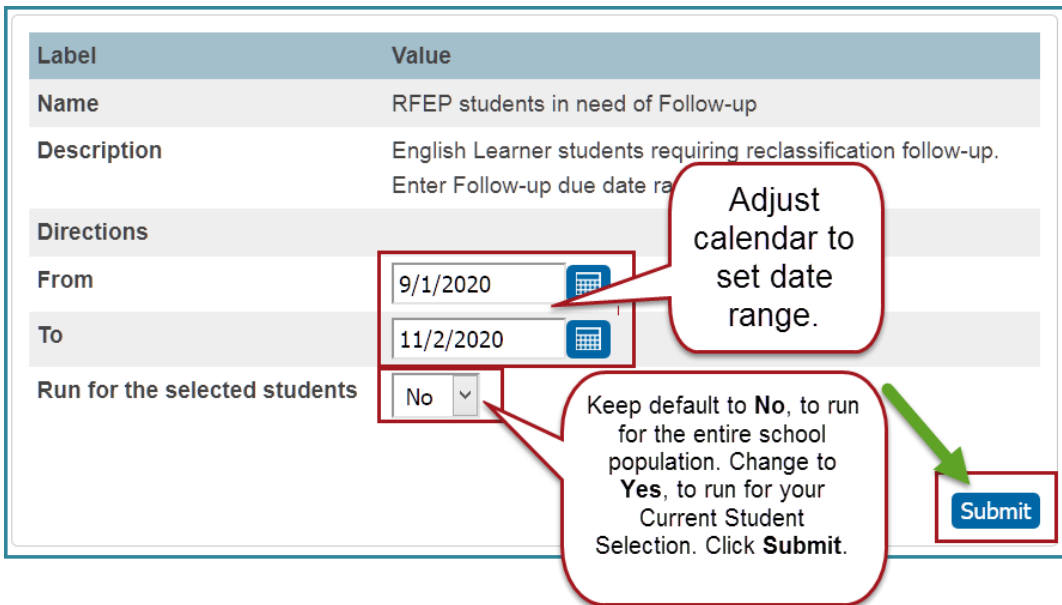
Use these convenient buttons to make students in the report your Current Student Selection or Copy with one click.

The Pending column indicates CELDT testing needed by actively enrolled English Learners.

RFEP Students in Need of Follow-Up

This report displays Reclassified English Learners requiring reclassification follow-up within the date range entered.

1. From the Start Page, click **sqlReports** and expand **English Learner** reports.
2. Select **RFEP Students in Need of Follow-up**.
3. Enter the **date range** and select **Yes** or **No** to Run for the Selected Students.
4. Click **Submit**.



The screenshot shows the configuration form for the 'RFEP students in need of Follow-up' report. It includes fields for Name, Description, Directions, From (9/1/2020), To (11/2/2020), and Run for the selected students (No). A 'Submit' button is at the bottom right. Callouts provide instructions: 'Adjust calendar to set date range.' points to the date fields, and 'Keep default to No, to run for the entire school population. Change to Yes, to run for your Current Student Selection. Click Submit.' points to the dropdown menu. A green arrow points from the 'No' dropdown to the 'Submit' button.

5. The report results display. Use the headers to sort column data by clicking on the header name. Select a blue tile option to quickly print or export the report data. You may also make the students your current student selection.

RFEP students in need of Follow-up

Parameters - From : 9/1/2020 To: 11/2/2020 Run for the selected students: No

Make Current Selection Copy CSV TAB Print PDF

Search:

Student Number	Last Name	First Name	Grade Level	DOB	Gender	Reclassification Date	Remark	Follow-up Date	Outcome Date	Outcome	Action	Comments
383914	Akbar	Zaida	9	09/01/2006	F	01/16/2018		09/16/2018	11/14/2018	Acceptable		
383914	Akbar	Zaida	9	09/01/2006	F	01/16/2018		05/16/2019	04/22/2019	Acceptable		
383914	Akbar	Zaida	9	09/01/2006	F	01/16/2018		01/16/2020	11/15/2019	Acceptable		Fast 502
383914	Akbar	Zaida	9	09/01/2006	F	01/16/2018		09/16/2020	06/03/2020	Acceptable		
383914	Akbar	Zaida	9	09/01/2006	F	01/16/2018		05/16/2021				
383914	Akbar	Zaida	9	09/01/2006	F	01/16/2018		01/16/2022				
97259	Alam	Radley	11	02/01/2004	M	01/10/2018		09/10/2018	11/07/2018	Unacceptable	Other	Student

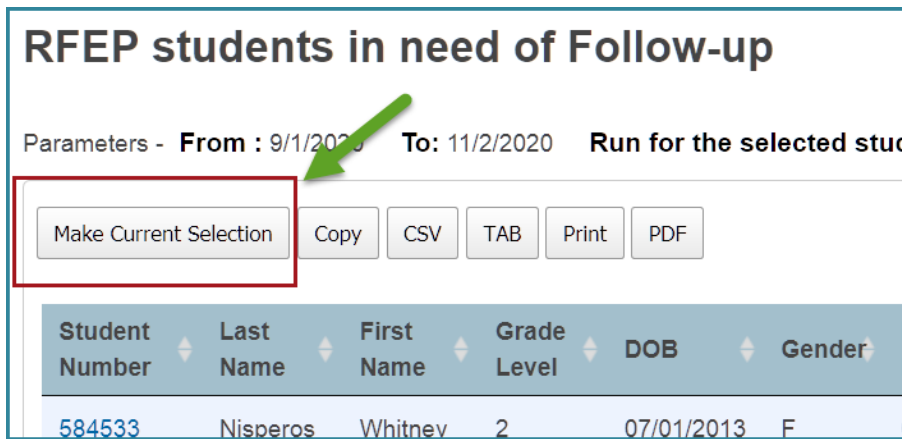
Reclassification Follow-up Monitoring Review Form in Print Reports

This report is available in elementary and secondary versions. Make the appropriate selection depending on the student(s) requiring the follow-up. Follow the instructions below to print for a group of students or a single student.

Print for a group of students

Follow the steps below to take your Current Student Selection and print the Reclassification Follow-up Monitoring Review Form.

1. First run the report **RFEP Students in need of Follow-up report**. See instructions on **page 22**.
2. On the reports results page click **Make Current Selection**.



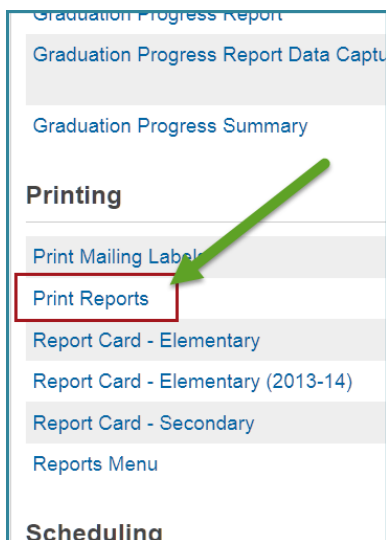
RFEP students in need of Follow-up

Parameters - **From :** 9/1/2020 **To:** 11/2/2020 **Run for the selected stud**

Make Current Selection Copy CSV TAB Print PDF

Student Number	Last Name	First Name	Grade Level	DOB	Gender
584533	Nisperos	Whitnev	2	07/01/2013	F

3. On the Group Functions page, click **Print Reports**.



Graduation Progress Report

Graduation Progress Report Data Captu

Graduation Progress Summary

Printing

Print Mailing Label

Print Reports

Report Card - Elementary

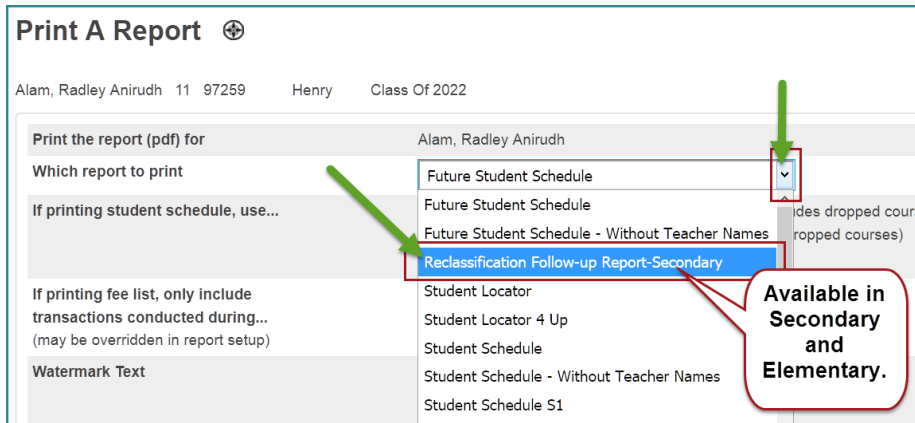
Report Card - Elementary (2013-14)

Report Card - Secondary

Reports Menu

Scheduling

- From the dropdown, select **reclassification Follow-up Report Secondary** or **Reclassification Follow-up Report Elementary**, depending on your students' grade level.



Print A Report ⊕

Alam, Radley Anirudh 11 97259 Henry Class Of 2022

Print the report (pdf) for Alam, Radley Anirudh

Which report to print

- Future Student Schedule
- Future Student Schedule
- Future Student Schedule - Without Teacher Names
- Reclassification Follow-up Report-Secondary**
- Student Locator
- Student Locator 4 Up
- Student Schedule
- Student Schedule - Without Teacher Names
- Student Schedule S1

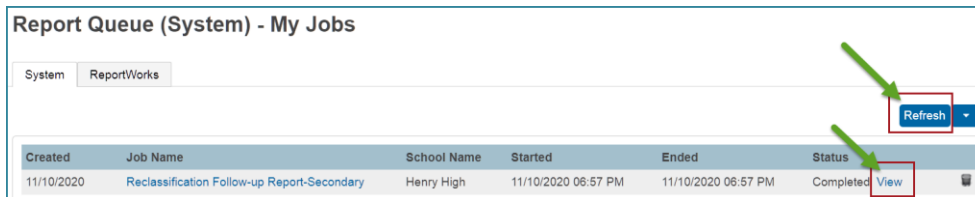
If printing student schedule, use... (includes dropped courses, dropped courses)

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

Watermark Text

Available in Secondary and Elementary.

- Click **Submit**.
- Click **Refresh** button until report is completed. Then click **View**.



Report Queue (System) - My Jobs

System ReportWorks

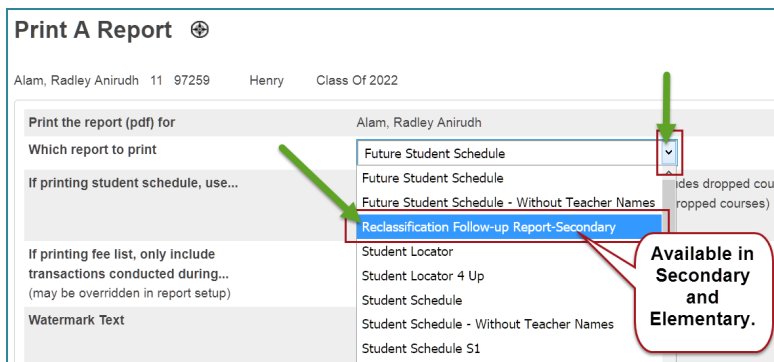
Created	Job Name	School Name	Started	Ended	Status	
11/10/2020	Reclassification Follow-up Report-Secondary	Henry High	11/10/2020 06:57 PM	11/10/2020 06:57 PM	Completed	View

Refresh

Print for a single student

Follow the steps below to print a single Reclassification Follow-up Monitoring Review Form.

- From the Start Page, select the student's name.
- On the student menu, click **Print a Report**.
- Click the dropdown arrow and select the **Reclassification Follow-up Report Secondary** or **Reclassification Follow-up Report Elementary**, depending on the student grade level.



Print A Report ⊕

Alam, Radley Anirudh 11 97259 Henry Class Of 2022

Print the report (pdf) for Alam, Radley Anirudh

Which report to print

- Future Student Schedule
- Future Student Schedule
- Future Student Schedule - Without Teacher Names
- Reclassification Follow-up Report-Secondary**
- Student Locator
- Student Locator 4 Up
- Student Schedule
- Student Schedule - Without Teacher Names
- Student Schedule S1

If printing student schedule, use... (includes dropped courses, dropped courses)

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

Watermark Text

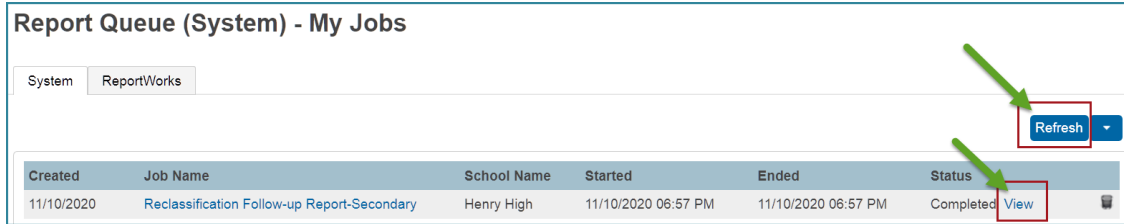
Available in Secondary and Elementary.

4. Click **Submit** at the bottom of the page.
5. Click **the Refresh button** until report is completed. Then click **View**.

Report Queue (System) - My Jobs

System ReportWorks

Created	Job Name	School Name	Started	Ended	Status	
11/10/2020	Reclassification Follow-up Report-Secondary	Henry High	11/10/2020 06:57 PM	11/10/2020 06:57 PM	Completed	View



EL Students – Newcomer

This report shows actively enrolled English Learners identified as Newcomers.

1. From the Start Page, click **sqlReports** and expand **English Learner** reports.
2. Select **EL Students - Newcomer**.
3. Select **Yes** or **No** to Run for the Selected Students.
4. Click **Submit**.

EL Students - Newcomer

Parameters - Run for the selected students: No

<<

Copy CSV TAB Print PDF

Sample Report



Student Number	SSID	Last Name	First Name	Grade Level	Gender	School	Birth Country	EL Status	Current ELPAC Assessment	Overall Performance Level	Primary Language	1st Enrolled in US School	Months Enrolled	Parent/Guardian 1 Language	Par 2 L
			Reina	9	F	Crawford High	Haiti	EL	ELPAC Initial	Novice English Learner	Spanish	10/14/2022	6	Spanish	
			Billendy	9	M	Crawford High	Haiti	EL	ELPAC Summative	Minimally Developed	Haitian (Haitian Creole)	10/11/2021	18	Haitian (Haitian Creole)	Haitian Creole
			Ida	9	F	Crawford High	Congo	EL	ELPAC Initial	Novice English Learner	Swahili	10/06/2022	6	Swahili	
			Lumumba	9	M	Crawford High	Tanzania, United Republic Of	EL	ELPAC Initial	Novice English Learner	Swahili	10/06/2022	6	Swahili	
			Angelica	9	F	Crawford	Colombia	EL	ELPAC Initial	Novice	Spanish	03/02/2023	1	Spanish	

Count of RFEP Follow-up Students by School

This report counts the number of anticipated, completed, and missing follow-ups for a date range.

1. From the Start Page, click **sqlReports** and expand **English Learner** reports.
2. Click **Count of RFEP Follow-up Students by School**.
3. **Adjust the date range** and click **Submit**.

Run sqlReport -

Label	Value
Name	Count of RFEP Follow-up Students by School
Description	This report counts the number of anticipated EL Follow-up dates between the date range entered in the report parameters for students who have been Reclassified (RFEP).
Directions	<p>Report frequency recommendation:</p> <p>November - to include July 1 to December 31 of the current school year March - to include January 1 to June 30 of the current school year</p>
From Date	7/1/2021 
To Date	2/9/2022 
Submit	

Count of RFEP Follow-up Students

Parameters - **From Date:** 7/1/2021 **To Date:** 2/9/2022

Copy CSV TAB Print PDF

Search:

School Number	School Name	Total Count of Anticipated Follow-ups	Completed Anticipated Follow-ups	Missing Anticipated Follow-ups	Percent Anticipated Follow-ups Completed	List of Actions/Interventions	Primary Language(s) of Current Students
338	Hoover High	330	193	137	58.5%	Before or After School Tutoring, Close Reading, Learning Contract - Specify intervention, Other - Must specify, Small Group Instruction, Summer School / High School for credit recovery	Amharic, Arabic, Burmese, French, Hmong, Khmer (Cambodian), Lao, Other non-English languages, Somali, Spanish, Thai, Vietnamese

EL Instructional Setting Opt-out

This report is for sites to retrieve information on students who have opted out of EL instructional setting.

1. From the Start Page, click **sqlReports** and expand **English Learner** reports.
2. Click **EL Instructional Setting Opt-out**.
3. Select **Yes** or **No** to Run for the Selected Students.
4. Click **Submit**.

EL Instructional Setting Opt-Out

Parameters - **Run for the selected students:** No

Copy CSV TAB Print PDF

School Name	Student Number	Last Name	First Name	Grade Level	Class Of	Effective Date	Requested Instructional Setting	School Year	Who Modified	When Modified
Henry High	613	Hall	Emiliana	9	2025	09/07/2021	Opt Out	21-22	Snovel, Marilyn	11/10/2021

EL Students – Less than 12mo Enrollment in the US

This report will identify English Learner students who have been enrolled less than 12 months in the US, for the purpose of CAASPP testing.

1. From the Start Page, click **sqlReports** and expand **English Learner** reports.
2. Select **EL Students-Less than 12mo Enrollment in the US**.
3. Enter the **search date** for the report and click **submit**.

Run sqlReport -

Label	Value
Name	EL Students-Less than 12 mo. Enrollment in the US
Description	Use this report to identify English Learner Students who have been enrolled less than 12 months in the US, for the purpose of CAASPP testing.
Directions	
Run for selected students	No <input type="button" value="v"/>
First Enrolled in a US School on or after	9/8/2015 <input type="button" value="calendar"/>

Adjust report options as needed and click submit.

4. The report results display. Use the headers to sort column data by clicking on the header name. Select a blue tile option to quickly print or export the report data. You may also make the students your current student selection.

EL Students-Less than 12 mo. Enrollment

Parameters - Run for selected students: No First Enrolled in a US School on or after: 9/8/2015

Show / hide columns Make Current Selection Copy CSV Tab Print PDF

Search:

Current School	Last Name	First Name	Student Number	SSID	Grade Level	EL OPL	1ST Enrolled in US School	Previous School	Previous Grade Level	Entry Date	Exit Date
Birney Elementary	Biggs	Aminah	2706	95			09/15/2015	Birney Elementary	3	09/22/2015	07/22/2016
Birney Elementary	Cheung	Elsa	9235	2			09/15/2015	Birney Elementary	3	09/08/2015	07/22/2016
Birney Elementary	Kong	Rhonda	6870	46			01/15/2016	Birney Elementary	2	01/19/2016	07/22/2016

Showing 1 to 3 of 3 entries

Use these convenient buttons to make students in the report your **Current Student Selection** or **Copy** with one click.

Student number is a clickable link. For convenience, right click and open link in a new tab.

Performance Level Counts - Initial

This report provides current performance level counts based on the ELPAC Initial Assessment for all active English Learner students for your site.

1. From the Start Page, click **sqlReports** and expand **English Learner** reports.
2. Select **Performance level Counts – Initial**.
3. View your report data.

Performance Level Counts - Initial

Sample Report

Copy CSV Print PDF

Grade Level	Novice (ALT)	Intermediate (ALT)	Novice EL	Intermediate EL	Total
9	0	0	33	0	33
10	0	0	4	0	4
11	0	0	5	2	7
12	0	0	2	0	2
Total	0	0	44	2	46

Performance Level Counts – Summative

This report provides current performance level counts based on the ELPAC Summative Assessment for all active English Learner students.

1. From the Start Page, click **sqlReports** and expand **English Learner** reports.
2. Select **Performance level Counts – Summative**. Click **Submit**.
3. View your report data.

Performance Level Counts - Summative

Copy CSV Print PDF

Sample Report

Grade Level	Novice (ALT)	Intermediate (ALT)	FEP (ALT)	1-Minimally Developed	2-Somewhat Developed	3-Moderately Developed	4-Well Developed	Total
9	1	2	0	20	15	24	1	63
10	2	3	2	39	23	32	0	101
11	3	0	0	8	11	17	0	39
12	2	3	1	11	11	22	0	50
Total	8	8	3	78	60	95	1	253

Home Language Survey Information Report

This report will show Home Language Survey information for actively enrolled students.

1. From the Start Page, click **sqlReports** and expand **Enrollment** reports.
2. Select **Home Language Survey Information**.

Enrollment	
Address Errors	Address Errors
Alpha Roster with Teacher and Room	Alpha Roster with Teacher and Room
Class Of List	Class Of List
Deleted Duplicate IDs	Deleted Duplicate IDs
Different First Name on Teacher Rosters	Different First Name on Teacher Rosters
Different Legal/Preferred Name or Gender	Different Legal/Preferred Name or Gender
Email Addresses for Student Contacts	Email Addresses for Student Contacts
Enrollment Form - Cal Grant Opt Out	Enrollment Form - Cal Grant Opt Out
Enrollment Form - CHKS Opt Out	Enrollment Form - CHKS Opt Out
Enrollment Form - Transcript/Discipline Release	Enrollment Form - Transcript/Discipline
Enrollments by Date Range	Enrollments by Date Range
Home Language Survey Information	Home Language Survey Information
Homeless and Foster Students	Homeless and Foster Students

3. Click **Submit**.
4. The report results display. Use the headers to sort column data by clicking on the header name. Select a blue tile option to quickly print or export the report data. You may also make the students your current student selection.

Home Language Survey Information

Useful one click selections allow you to make the students your current selection or copy the data to put in Excel.

Type keywords in search field to reveal specific data found in this

Make Current Selection Copy CSV Tab Print PDF

Search:

Student Number	Last Name	First Name	Grade Level	HLS Language	HLS Date	Q2	Q3	Q4	Q5
02018	Am	Mesa	8	English	09/03/2007	English	English	English	English
75	Car	athan	8	Spanish	09/06/2007	Spanish	Spanish	Spanish	Spanish
22	Cha		8	Spanish	09/03/2007	Spanish	Spanish	Spanish	Spanish
591			8	Spanish	08/29/2013	Spanish	Spanish	Spanish	Spanish
83			8	Spanish	10/03/2006	Spanish	Spanish	Spanish	Spanish
91			8	English	12/02/2013	Spanish	Spanish	Spanish	Spanish
590			8	English	08/28/2013	English	English	English	English
744	Fac	am	8	English	10/23/2006	English	English	English	English
278	Gar	im	8	Spanish	07/14/2014	Spanish	Spanish	Spanish	Spanish
21	Go	ella	8	Spanish	09/03/2007	Spanish	Spanish	Spanish	Spanish
Ma									
32467	Gur	a	8	Spanish	09/16/2005	Spanish	Spanish	Spanish	Spanish

Click on headers to sort data by ascending or descending order.

Missing Home Language Survey Report

This report will show students at your school who are missing Home Language Survey information.

1. From the Start Page, click **sqlReports**.
2. Scroll down and click to expand **Enrollment**. Select **Missing Home Language Survey**.

Enrollment	
Address Errors	Address Errors
Alpha Roster with Teacher and Room	Alpha Roster with Teacher and Room
Class Of List	Class Of List
Deleted Duplicate IDs	Deleted Duplicate IDs
Different First Name on Teacher Rosters	Different First Name on Teacher Rosters
Different Legal/Preferred Name or Gender	Different Legal/Preferred Name or Gender
Email Addresses for Student Contacts	Email Addresses for Student Contacts
Enrollment Form - Cal Grant Opt Out	Enrollment Form - Cal Grant Opt Out
Enrollment Form - CHKS Opt Out	Enrollment Form - CHKS Opt Out
Enrollment Form - Transcript/Discipline Release	Enrollment Form - Transcript/Discipline
Enrollments by Date Range	Enrollments by Date Range
Home Language Survey Information	Home Language Survey Information
Homeless and Foster Students	Homeless and Foster Students
Incomplete Enrollments	Incomplete Enrollments
Kindergarten Continuance List	Kindergarten Continuance List
Missing Home Language Survey	Missing Home Language Survey
Next Year All Students	Next Year All Students

3. Click **Submit**.

Run sqlReport -

Label	Value
Name	Home Language Survey Information
Description	This report will show Home Language Survey Information for actively enrolled students in grades K-12.

4. The report results display. Use the headers to sort column data by clicking on the header name. Select a blue tile option to quickly print or export the report data. You may also make the students your current student selection.

Missing Home Language Survey

Useful one click selections allow you to make the students your current selection or copy the data to put in Excel.

Make Current Selection Copy CSV Tab Print PDF

Search:

Student Number	Last Name	First Name	Grade Level	HLS Language	HLS Date	Q2	Q3	Q4	Q5
8819	Oceguera								
6345	Segal								

Showing 1 to 2 of 2 entries

Click on student number to go directly to student page.

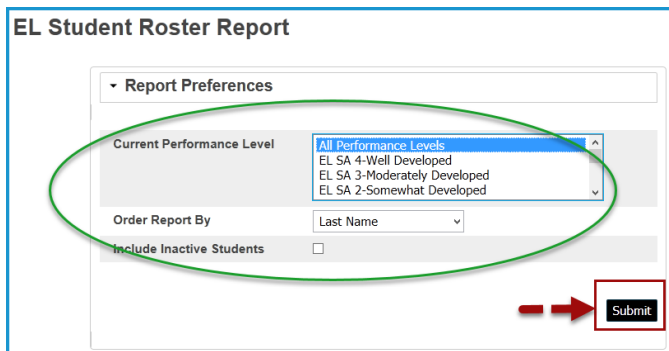
EL Student Roster Report

The EL Student Roster Report provides a list of EL students and includes the following information:

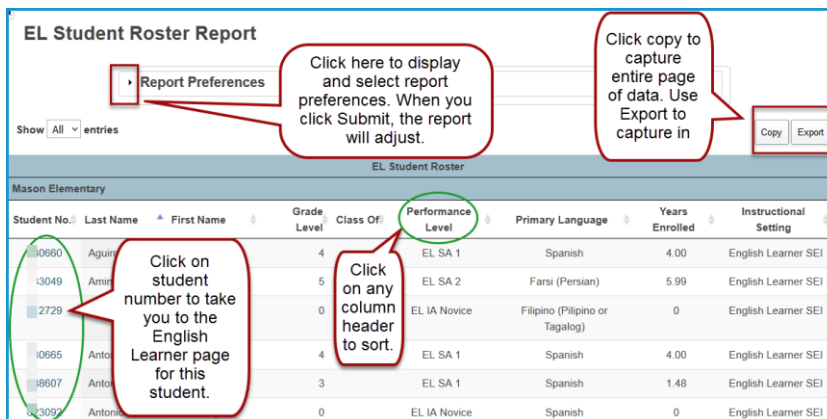
- Student Number
- Student Name
- Grade Level
- Proficiency Level
- Primary Language
- Years Enrolled in the district
- EL Program Instructional Setting

To run the EL Student Roster Report:

1. From the Start Page in PowerSchool, click **System Reports**.
2. On the **System** tab, scroll to the bottom of the page. Under Student Listings, select **EL Student Roster Report**.
3. You may adjust the Report Preferences if you choose. To select particular performance levels, hold the Ctrl button + left click mouse. Then click **Submit**.



4. The EL Student Roster Report will open.

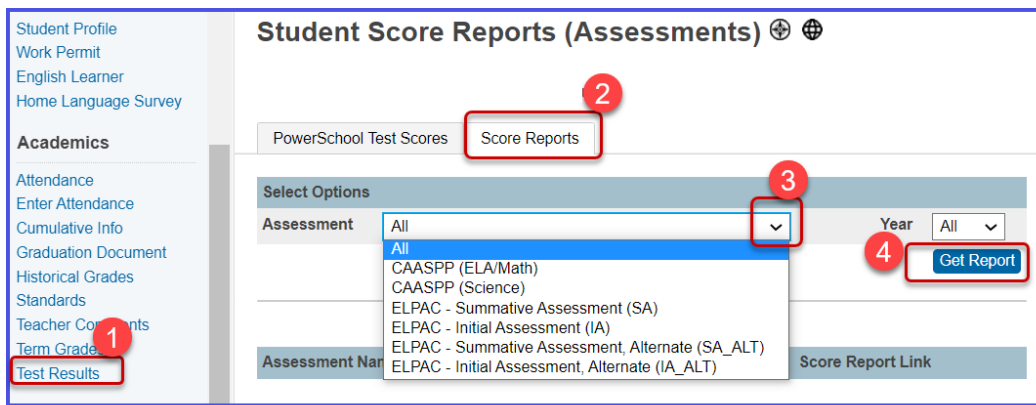


Student No.	Last Name	First Name	Grade Level	Class Of:	Performance Level	Primary Language	Years Enrolled	Instructional Setting
10660	Aguirre		4		EL SA 1	Spanish	4.00	English Learner SEI
13049	Amir		5		EL SA 2	Farsi (Persian)	5.99	English Learner SEI
12729			0		EL IA Novice	Filipino (Pilipino or Tagalog)	0	English Learner SEI
10665	Antonia		4		EL SA 1	Spanish	4.00	English Learner SEI
19807	Antonia		3		EL SA 1	Spanish	1.48	English Learner SEI
13309	Antonia		0		EL IA Novice	Spanish	0	English Learner SEI

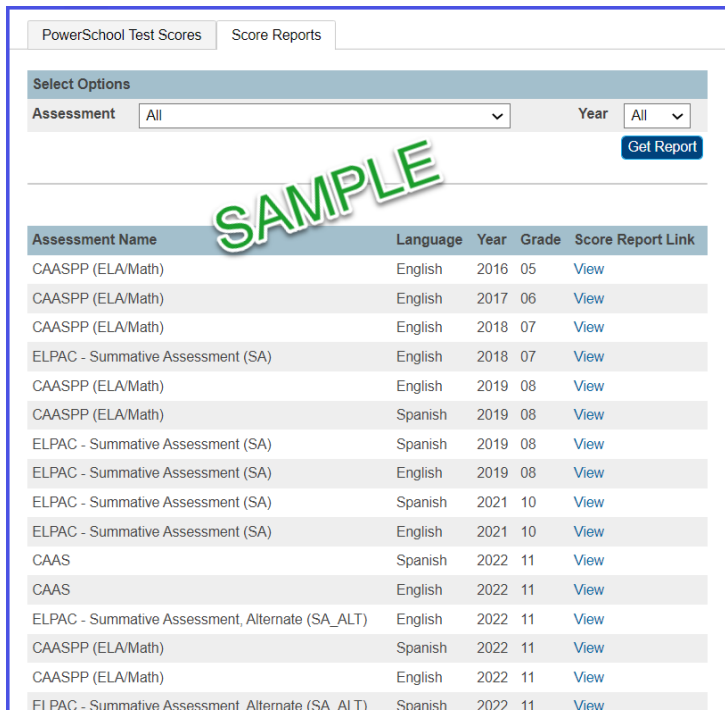
Test Scores

From the student menu in PowerSchool, a complete view of Score Reports can be accessed.

1. From the Start Page in PowerSchool, select a student name.
2. In the student menu, under Academics, select **Test Results**.
3. Click the **Score Reports** tab.
4. Select the assessment or use All to see all available scores.
5. If you are looking for a particular year, use the available dropdown to make your selection.
6. Click **Get Report** for results.



The screenshot shows the 'Student Score Reports (Assessments)' page. On the left sidebar, 'Test Results' is highlighted with a red box and a red circle labeled '1'. At the top, the 'Score Reports' tab is selected with a red box and a red circle labeled '2'. Below the tabs, the 'Assessment' dropdown menu is open, showing options like 'All', 'CAASPP (ELA/Math)', and 'ELPAC - Summative Assessment (SA)', with a red box and a red circle labeled '3' around the dropdown arrow. To the right, the 'Year' dropdown is set to 'All' with a red box and a red circle labeled '4'. A 'Get Report' button is also highlighted with a red box and a red circle labeled '4'.



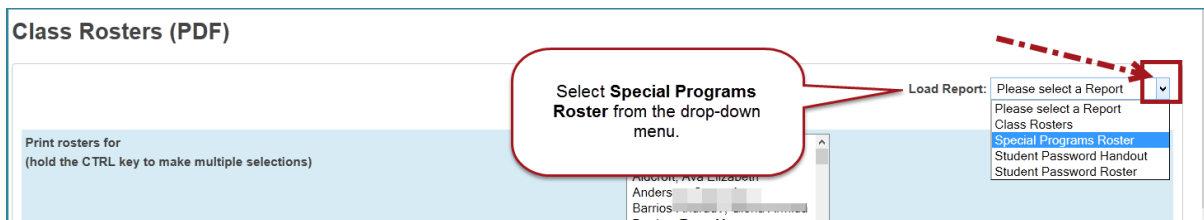
The screenshot shows the 'Score Reports' table with a large green 'SAMPLE' watermark. The table has columns for 'Assessment Name', 'Language', 'Year', 'Grade', and 'Score Report Link'. The 'Assessment' dropdown is set to 'All' and the 'Year' dropdown is set to 'All'. A 'Get Report' button is visible.

Assessment Name	Language	Year	Grade	Score Report Link
CAASPP (ELA/Math)	English	2016	05	View
CAASPP (ELA/Math)	English	2017	06	View
CAASPP (ELA/Math)	English	2018	07	View
ELPAC - Summative Assessment (SA)	English	2018	07	View
CAASPP (ELA/Math)	English	2019	08	View
CAASPP (ELA/Math)	Spanish	2019	08	View
ELPAC - Summative Assessment (SA)	Spanish	2019	08	View
ELPAC - Summative Assessment (SA)	English	2019	08	View
ELPAC - Summative Assessment (SA)	Spanish	2021	10	View
ELPAC - Summative Assessment (SA)	English	2021	10	View
CAAS	Spanish	2022	11	View
CAAS	English	2022	11	View
ELPAC - Summative Assessment, Alternate (SA_ALT)	English	2022	11	View
CAASPP (ELA/Math)	Spanish	2022	11	View
CAASPP (ELA/Math)	English	2022	11	View
ELPAC - Summative Assessment, Alternate (SA_ALT)	Spanish	2022	11	View

Special Program Class Roster

The Special Program Class Roster (PDF) provides a student listing by course/section showing student special program enrollment(s).

1. From the Start Page, click **System Reports**.
2. From the **System** tab, scroll to the bottom of the page. Under Student Listings, select **Class Rosters (PDF)**.
3. The Class Rosters page opens. Click the **Load Report** drop-down and select **Special Programs Roster**.



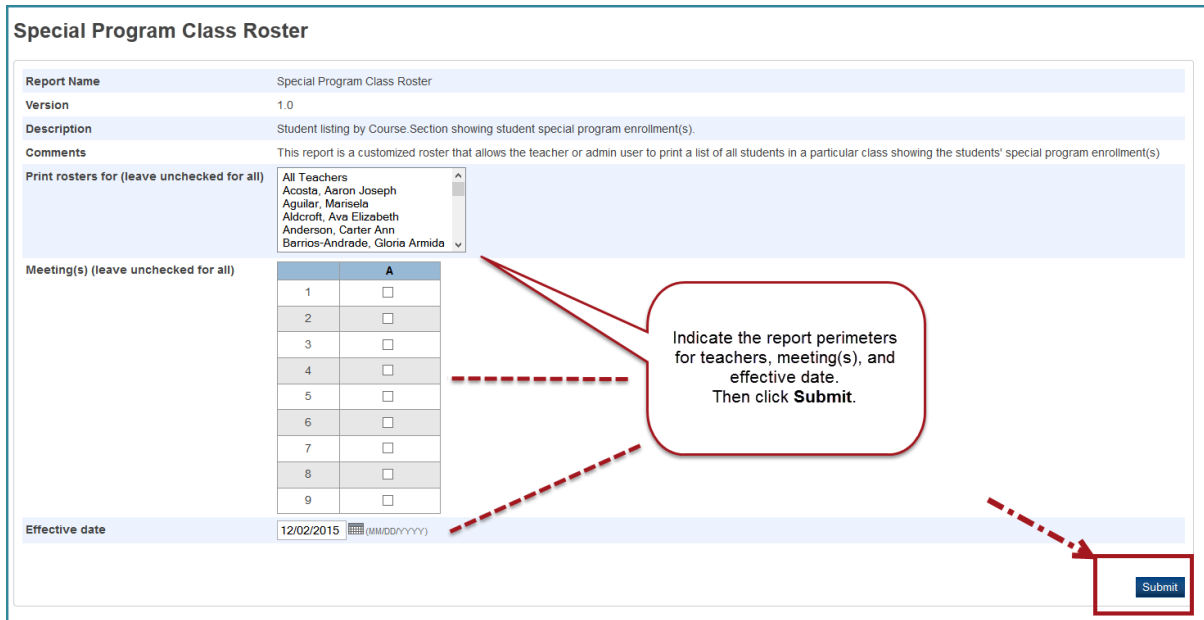
Class Rosters (PDF)

Print rosters for
(hold the CTRL key to make multiple selections)

Load Report: Please select a Report
Please select a Report
Class Rosters
Special Programs Roster
Student Password Handout
Student Password Roster

Select **Special Programs Roster** from the drop-down menu.

4. Now the Special Program Class Roster opens.



Special Program Class Roster

Report Name: Special Program Class Roster
Version: 1.0
Description: Student listing by Course/Section showing student special program enrollment(s).
Comments: This report is a customized roster that allows the teacher or admin user to print a list of all students in a particular class showing the students' special program enrollment(s).

Print rosters for (leave unchecked for all): All Teachers
Acosta, Aaron Joseph
Aguilar, Marisela
Aldcroft, Ava Elizabeth
Anderson, Carter Ann
Barrios-Andrade, Gloria Armida

Meeting(s) (leave unchecked for all)	A
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
9	<input type="checkbox"/>

Effective date: 12/02/2015 (MM/DD/YYYY)

Submit

Indicate the report perimeters for teachers, meeting(s), and effective date. Then click **Submit**.

5. The Class Rosters (PDF) opens in a new tab with printing instructions in red text. See sample view:

Instructions

Selected page breaks and print options will be output when this page is printed. This instructional text will not be sent to the printer. Note that due to browser differences, some browsers may fail to properly print this report. For a list of supported browsers, consult the Hardware and Software Requirements for PowerSchool 7.x, available on PowerSource.

Tips for printing:

- Turn on printing of backgrounds. Shading and colorations in this reports are all "backgrounds", and not printing backgrounds will generally lead to illegible printouts.
- Turn off printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.
- It is advised that you use your browsers "Print Preview" feature to confirm that the output is correct prior to sending to the printer. You may adjust text size using the text font size controls of your browser. You may also control landscape/portrait printing via your browser settings. Doing so may fix cases where table cells end up spanning page breaks or where the report appears too small in the final output

Also note that this report has been opened in a new window. Once done printing, close this window to return to your previous PowerSchool session.

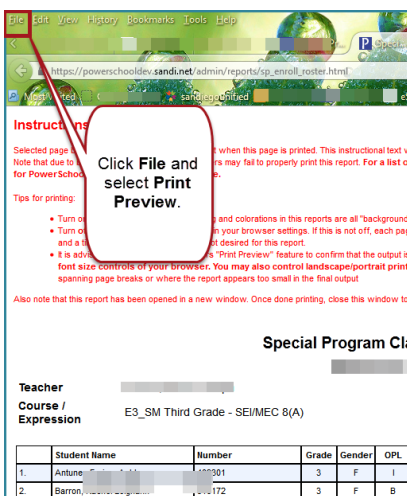
Special Program Class Roster

Teacher: [Redacted]

Course / Expression: 4133_2 MATH 6TH 6(A)

	Student Name	Student Number	Grade Level	Gender	OPL	Special Programs
1.	A [Redacted]	9492	6	M	RFEP	
2.	A [Redacted]	1518	6	F		Special Ed.
3.	A [Redacted]	9560	6	F		
4.	A [Redacted]	5335	6	M	RFEP	
5.	B [Redacted]	0569	6	F	Moderately Developed	English Learner SEI, Special Ed.
6.	C [Redacted]	5433	6	F	Somewhat Developed	English Learner SEI
7.	C [Redacted]	5163	6	M		Special Ed.
8.	C [Redacted]	5300	6	F	RFEP	
9.	C [Redacted]	5303	6	M	RFEP	Special Ed.
10.	E [Redacted]	4038	6	M		
11.	G [Redacted]	4549	6	F		
12.	G [Redacted]	4266	6	M	Moderately Developed	English Learner SEI, Special Ed.
13.	G [Redacted]	5791	6	F		
14.	I [Redacted]	5301	6	F		Special Ed.
15.	L [Redacted]	9401	6	F	RFEP	

6. To print, click **File** in the top left of your screen and select **Print Preview**.



Click File and select Print Preview.

Instructions

Selected page breaks and print options will be output when this page is printed. This instructional text will not be sent to the printer. Note that due to browser differences, some browsers may fail to properly print this report. For a list of supported browsers, consult the Hardware and Software Requirements for PowerSchool 7.x, available on PowerSource.

Tips for printing:

- Turn on printing of backgrounds. Shading and colorations in this reports are all "backgrounds", and not printing backgrounds will generally lead to illegible printouts.
- Turn off printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.
- It is advised that you use your browsers "Print Preview" feature to confirm that the output is correct prior to sending to the printer. You may adjust text size using the text font size controls of your browser. You may also control landscape/portrait printing via your browser settings. Doing so may fix cases where table cells end up spanning page breaks or where the report appears too small in the final output

Also note that this report has been opened in a new window. Once done printing, close this window to return to your previous PowerSchool session.

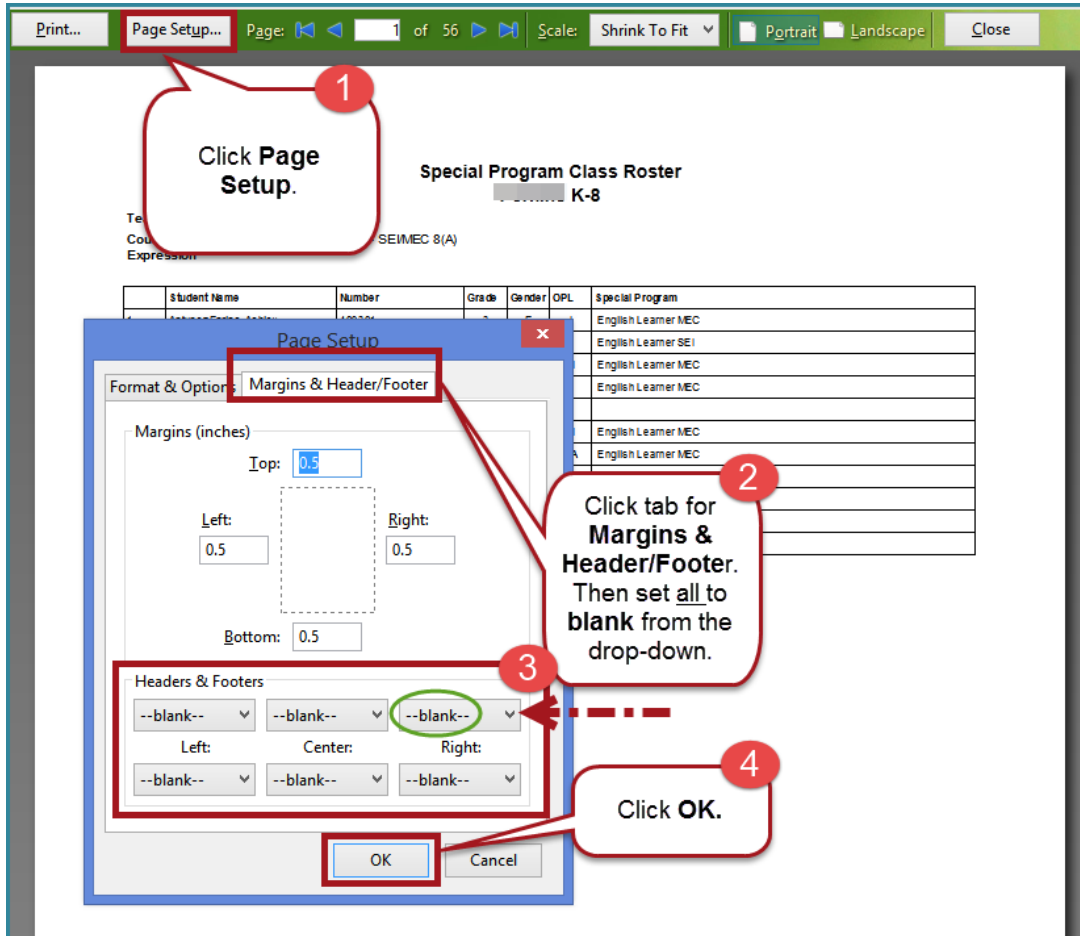
Special Program Class Roster

Teacher: [Redacted]

Course / Expression: E3_SM Third Grade - SEI/MEC 8(A)

	Student Name	Number	Grade	Gender	OPL
1.	Andune, [Redacted]	111701	3	F	I
2.	Barton, [Redacted]	111712	3	F	B

7. At the top of the page, click **Page Setup**. Click **Margins & Header/Footer** tab. Set all headers and footers to **BLANK**. Click **OK** to complete.



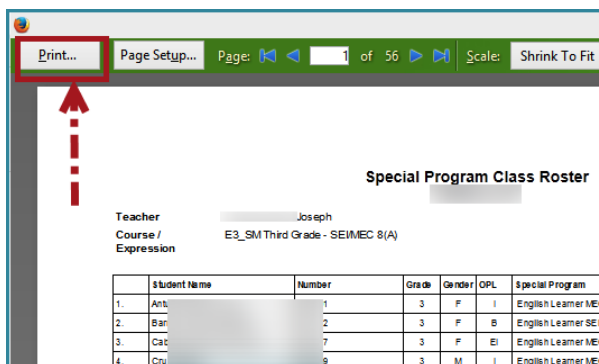
Click **Page Setup**.

Click tab for **Margins & Header/Footer**. Then set **all** to **blank** from the drop-down.

Click **OK**.

Student Name	Number	Grade	Gender	OPL	Special Program
					English Learner MEC
					English Learner SEI
					English Learner MEC
					English Learner MEC
					English Learner MEC
					English Learner MEC
					English Learner MEC

8. Click **Print**.



Print...

Page Setup...

Page: 1 of 56

Scale: Shrink To Fit

Portrait Landscape

Close

Special Program Class Roster

Teacher: Joseph
Course / Expression: E3_SM Third Grade - SEIMEC 8(A)

Student Name	Number	Grade	Gender	OPL	Special Program
1. Ant	1	3	F	I	English Learner MEC
2. Bar	2	3	F	B	English Learner SEI
3. Cat	7	3	F	EI	English Learner MEC
4. Cru	9	3	M	I	English Learner MEC

Special Programs – EL, Gate, Special Ed

The Special Programs – EL, Gate, Special Ed report provides a list of actively enrolled students at your school in one or more of the following programs: English Learner, Gate, or Special Education.

1. From the Start Page, click **sqlReports** and expand **Enrollment** reports.
2. Select **Special Programs – EL, Gate Special Ed** report.

If you would like to run the report for the entire school population, leave the default to **No**. If you would like to run for your current student selection, change the drop-down to **Yes**.

3. Click **Submit**.

Run sqlReport -

Label	Value
Name	Special Programs - EL, Gate, Special Ed
Description	This report provides a list of actively enrolled students at your school in one or more of the following programs: English Learner, Gate, or Special Education
Run for the selected students	No

Keep default **No**, to run for the entire school population. Change to **Yes**, to run for your Current Student Selection. Click **Submit**

Submit

4. The report results display. The last column contains Special Programs listed for students. Use the headers to sort column data by clicking on the header name. Select a blue tile option to quickly print or export the report data. You may also make the students your current student selection.

Special Programs - EL, Gate, Special Ed

Parameters - Run for the selected students: No

Make Current Selection Copy CSV Tab Print PDF

Use these convenient buttons to make students in the report your **Current Student Selection** or **Copy** with one click.

School Name	Student Number	Last Name	First Name	Birth Date	Grade Level	Gender	Special Programs
Perkins K-8	43003	Acosta	Emilia	01/2009	1	F	English Learner SEI
Perkins K-8	37189	Aguilar		01/2005	5	M	English Learner MEC
Perkins K-8	70014			11/2003	6	F	English Learner Biliteracy, Spec Ed Services
Perkins K-8	260	Aguilar Lopez		01/2005	5	F	Spec Ed Services
Perkins K-8	22566	Aguilera		01/2011	-2	M	Spec Ed Preformal
Perkins K-8	329111	Aguirre	Miguel	01/2006	4	M	English Learner MEC, Spec Ed Services
Perkins K-8	50095	Aljumaili	Muatafa	11/2006	3	M	English Learner Biliteracy
Perkins K-8	43070	Alvarado	Vanessa	01/2011	-1	F	Spec Ed Services
Perkins K-8	500396	Amante	Jeremiah James	01/2009	1	M	English Learner MEC

Student number is a clickable link. For convenience, right click and open link in a new tab.

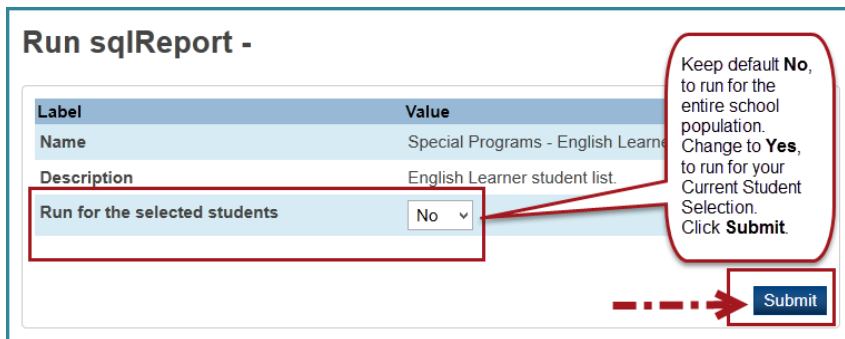
Special Programs – English Learners

The Special Programs – English Learners report provides a list of actively enrolled students at your school who are designated English Learners.

1. From the Start Page, click **sqlReports** and expand **Enrollment** reports.
2. Select **Special Programs – English Learners**.

If you would like to run the report for the entire school population, leave the default to **No**. If you would like to run for your current student selection, change the drop-down to **Yes**.

3. Click **Submit**.



Run sqlReport -

Label	Value
Name	Special Programs - English Learners
Description	English Learner student list.
Run for the selected students	No

Keep default **No**, to run for the entire school population. Change to **Yes**, to run for your Current Student Selection. Click **Submit**.

Submit

4. The report results display. The last column contains Special Programs listed for students. Use the headers to sort column data by clicking on the header name. Select a blue tile option to quickly print or export the report data. You may also make the students your current student selection.

Special Programs - English Learners

Parameters - Run for the selected students: No

Show / hide columns Make Current Selection Copy CSV Tab Print PDF

Search:

Student	Student Number	Birthdate	Grade Level	Class Of	Ethnicity	Gender	Primary Language	OPL	Years Enrolled	Instructional Setting
Awa Nasl	44343	02/16/2010	3		White	M	Arabic	Well Developed	3.00	English Learner SEI
Cha	50851	10/14/2008	4		Vietnamese	M	Vietnamese	Moderately Developed	4.99	English Learner SEI
Tran	46693	08/12/2010	3		Vietnamese	M	Vietnamese	Moderately Developed	3.00	English Learner SEI
Trinh	52920	09/26/2008	5		Vietnamese	F	Vietnamese	Well Developed	4.99	English Learner SEI
Truo Thuy	51993	03/13/2008	5		Vietnamese	F	Vietnamese	Moderately Developed	4.99	English Learner SEI
Amir	33049	09/07/2007	5		Other Pacific Islander	M	Farsi (Persian)	Somewhat Developed	5.99	English Learner SEI
Baut	52100	12/16/2007	5		Other Asian	M	Vietnamese	Moderately Developed	4.99	English Learner SEI
Cast	50858	09/19/2008	5		Hispanic/Latino	M	Spanish	Well Developed	4.99	English Learner SEI
Cast	54113	03/31/2010	3		Hispanic/Latino	M	Spanish	Moderately Developed	3.00	English Learner SEI

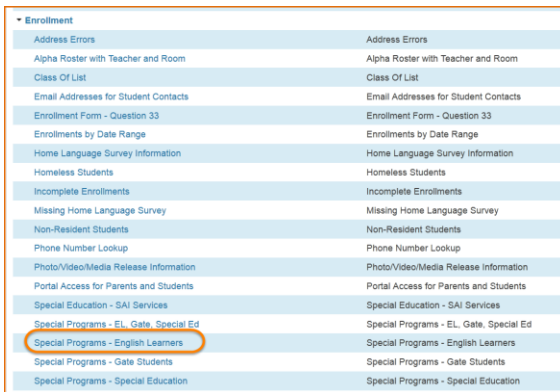
Part 5: Exporting PowerSchool Data to Excel

Exporting to Excel: Basics

PowerSchool data and reports are designed to conveniently export to Excel. Many reports have a Copy button which is a fast, easy way to copy a report. If the copy button is not available, you can always highlight and copy (**Ctrl + C**), then paste (**Ctrl + V**) the data into Excel with the following directions.

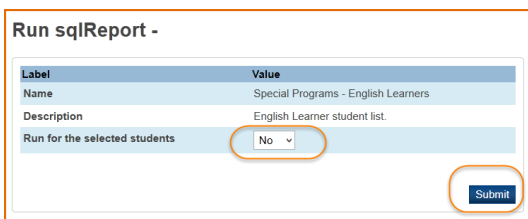
Please follow the sample to understand the basics of exporting to Excel:

1. On the Start Page in PowerSchool, select **System Reports**.
2. Select the **sqlReports** tab.
3. Select the desired report (in this example, we selected **Special Programs - English Learners**).



Enrollment	
Address Errors	Address Errors
Alpha Roster with Teacher and Room	Alpha Roster with Teacher and Room
Class Of List	Class Of List
Email Addresses for Student Contacts	Email Addresses for Student Contacts
Enrollment Form - Question 33	Enrollment Form - Question 33
Enrollments by Date Range	Enrollments by Date Range
Home Language Survey Information	Home Language Survey Information
Homeless Students	Homeless Students
Incomplete Enrollments	Incomplete Enrollments
Missing Home Language Survey	Missing Home Language Survey
Non-Resident Students	Non-Resident Students
Phone Number Lookup	Phone Number Lookup
Photo/Video/Media Release Information	Photo/Video/Media Release Information
Portal Access for Parents and Students	Portal Access for Parents and Students
Special Education - SAI Services	Special Education - SAI Services
Special Programs - EL, Gate, Special Ed	Special Programs - EL, Gate, Special Ed
Special Programs - English Learners	Special Programs - English Learners
Special Programs - Gate Students	Special Programs - Gate Students
Special Programs - Special Education	Special Programs - Special Education

4. Select **Yes** or **No** to run for your Current Student Selection. Click **Submit**.



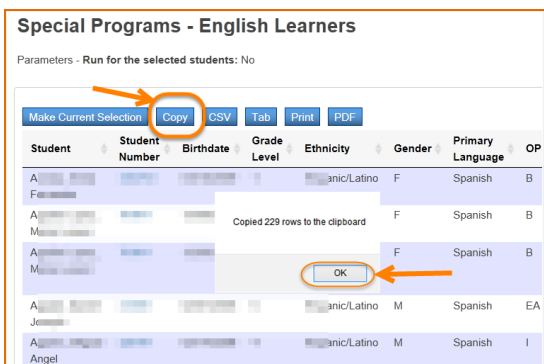
Run sqlReport -

Label	Value
Name	Special Programs - English Learners
Description	English Learner student list.
Run for the selected students	No

Submit

5. Click the **Copy** button. Then click **OK** in the pop-up.

If the report view does not have a Copy button, **highlight** (left click and drag the cursor) **the text** beginning with the column headers down to the bottom of the report. Then **Ctrl + C** to copy.



Special Programs - English Learners

Parameters - Run for the selected students: No

Make Current Selection Copy CSV Tab Print PDF

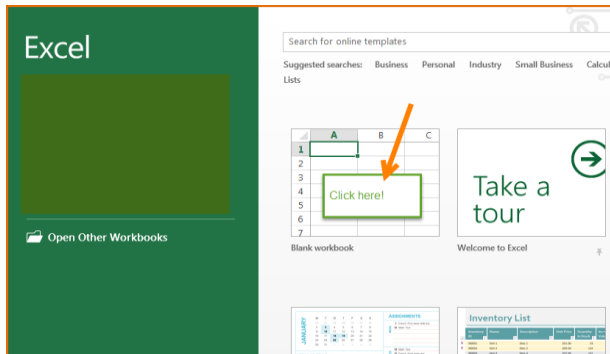
Student	Student Number	Birthdate	Grade Level	Ethnicity	Gender	Primary Language	OP
A				Hispanic/Latino	F	Spanish	B
F							
A					F	Spanish	B
M							
A					F	Spanish	B
M							
A				Hispanic/Latino	M	Spanish	EA
J							
A				Hispanic/Latino	M	Spanish	I
Angel							

Copied 229 rows to the clipboard

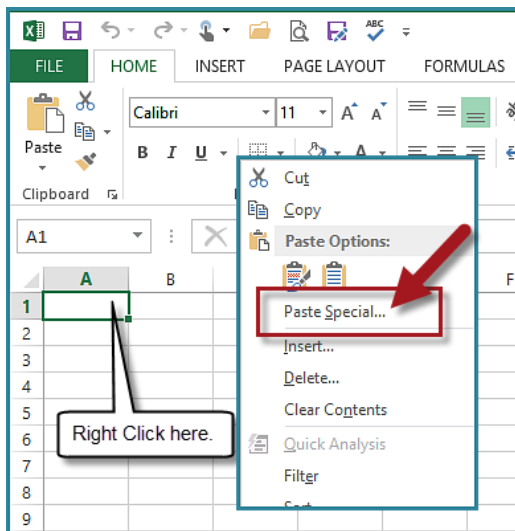
OK

6. Open a new **Excel spreadsheet**.

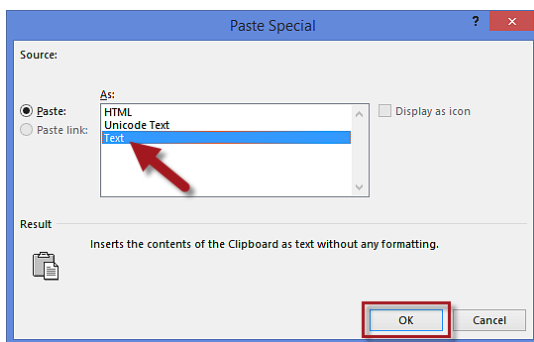
(If this is your first-time accessing Excel on your computer, your Programs should have Microsoft Office where you will find Excel. Ask a friend or call the Help Desk if you have issues finding it.)



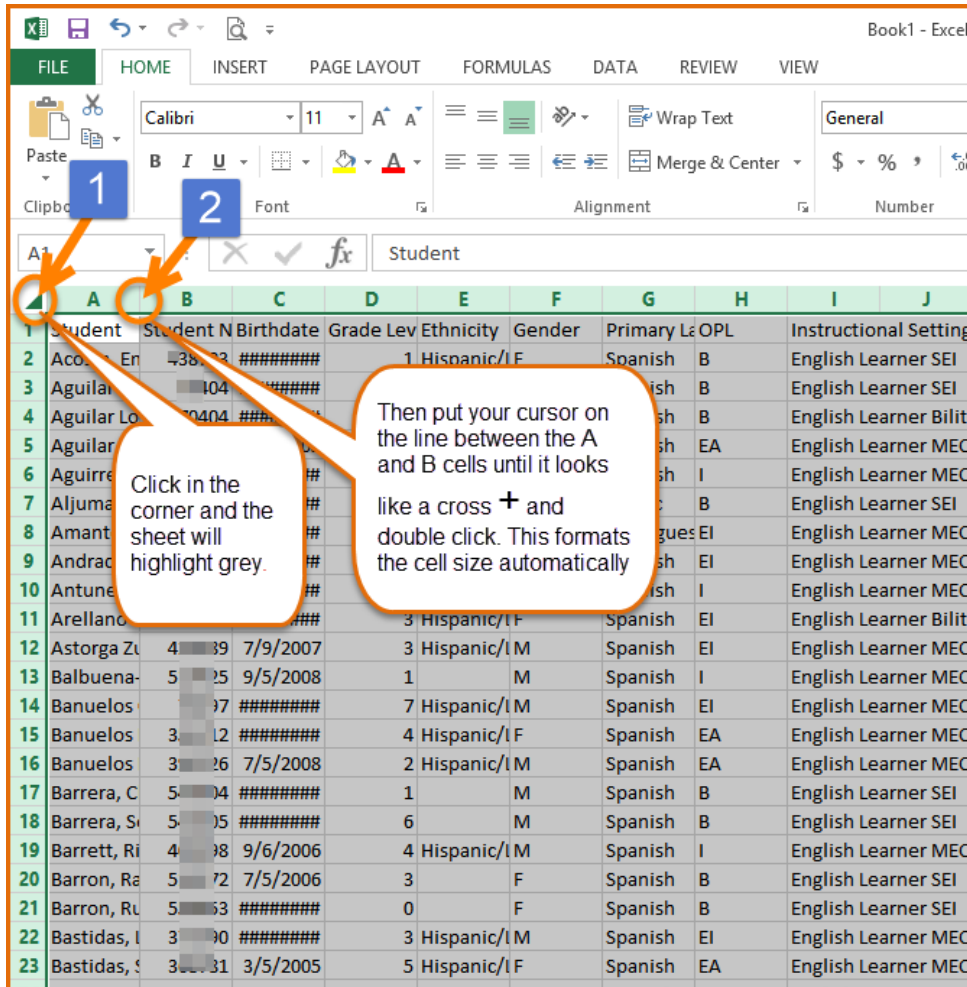
7. Right click on the first cell and select **Paste Special**.



8. Select **Text**.



9. Easily and quickly format your data. First, click in the corner between cells A and 1. Second, slowly put your cursor between cells A and B. Your cursor will become a bold line with an arrow. When your cursor displays this, double click. You will notice all the cells now fit your data.

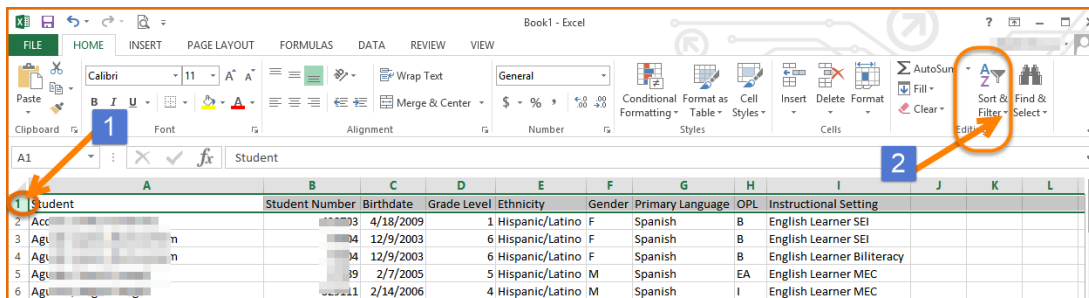


Then put your cursor on the line between the A and B cells until it looks like a cross + and double click. This formats the cell size automatically

Click in the corner and the sheet will highlight grey.

1	Student	Student Number	Birthdate	Grade Level	Ethnicity	Gender	Primary Language	OPL	Instructional Setting	
2	Acc...	438...	#####	1	Hispanic/L	F	Spanish	B	English Learner SEI	
3	Aguilar	#####	#####	#####	#####	#####	Spanish	B	English Learner SEI	
4	Aguilar Lo	#####	#####	#####	#####	#####	Spanish	B	English Learner Bilit	
5	Aguilar	#####	#####	#####	#####	#####	Spanish	EA	English Learner MEC	
6	Aguirre	#####	#####	#####	#####	#####	Spanish	I	English Learner MEC	
7	Aljuma	#####	#####	#####	#####	#####	Spanish	B	English Learner SEI	
8	Amant	#####	#####	#####	#####	#####	Spanish	EI	English Learner MEC	
9	Andrac	#####	#####	#####	#####	#####	Spanish	EI	English Learner MEC	
10	Antune	#####	#####	#####	#####	#####	Spanish	I	English Learner MEC	
11	Arellano	#####	#####	3	Hispanic/L	F	Spanish	EI	English Learner Bilit	
12	Astorga Zu	4	39	7/9/2007	3	Hispanic/L	M	Spanish	EI	English Learner MEC
13	Balbuena	5	25	9/5/2008	1	M	Spanish	I	English Learner MEC	
14	Banuelos	#####	#####	#####	7	Hispanic/L	M	Spanish	EI	English Learner MEC
15	Banuelos	3	12	#####	4	Hispanic/L	F	Spanish	EA	English Learner MEC
16	Banuelos	3	26	7/5/2008	2	Hispanic/L	M	Spanish	EA	English Learner MEC
17	Barrera, C	5	04	#####	1	M	Spanish	B	English Learner SEI	
18	Barrera, S	5	05	#####	6	M	Spanish	B	English Learner SEI	
19	Barrett, Ri	4	08	9/6/2006	4	Hispanic/L	M	Spanish	I	English Learner MEC
20	Barron, Ra	5	72	7/5/2006	3	F	Spanish	B	English Learner SEI	
21	Barron, Ru	5	03	#####	0	F	Spanish	B	English Learner SEI	
22	Bastidas, S	3	00	#####	3	Hispanic/L	M	Spanish	EI	English Learner MEC
23	Bastidas, S	3	00	3/5/2005	5	Hispanic/L	F	Spanish	EA	English Learner MEC

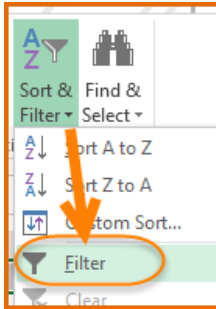
10. To add a filter to the columns, click on the **number 1** cell. This highlights the entire row of column names. Then click the drop-down **Sort & Filter**.



Then click the drop-down Sort & Filter.

1	Student	Student Number	Birthdate	Grade Level	Ethnicity	Gender	Primary Language	OPL	Instructional Setting
2	Acc...	#####	4/18/2009	1	Hispanic/Latino	F	Spanish	B	English Learner SEI
3	Ag...	#####	12/9/2003	6	Hispanic/Latino	F	Spanish	B	English Learner SEI
4	Ag...	#####	12/9/2003	6	Hispanic/Latino	F	Spanish	B	English Learner Bilit
5	Ag...	#####	2/7/2005	5	Hispanic/Latino	M	Spanish	EA	English Learner MEC
6	Ag...	#####	2/14/2006	4	Hispanic/Latino	M	Spanish	I	English Learner MEC

11. Click **filter**.



12. Each column header cell now contains a drop-down to display column content. When you click on the sort drop-down, you have options to sort smallest to largest, or largest to smallest. You may also use the check boxes to select particular pieces of data to display.

