
Student Assignment Cards

Version 2.1 • March 25, 2023

Elementary school sites print Student Assignment Cards for each student to aid in balancing class rosters for their master schedule. The following instructions will show you how to use Stored Searches to locate a designated group of students, then select the Student Assignment Card to print.

Contact the **Multilingual Education Department (MED)** for questions regarding the use of Assignment Cards for EL, EL student placement, or FELD:

- Email: med@sandi.net
- Phone: (619)725-7264

SDUSD color rubric for Student Assignment Cards

Use color paper associated with the Student Designation when printing Student Assignment Cards.

Student Designation	Assignment Card Color
English Learner – Female (Initial)	Pink
English Learner – Female (Summative)	Pink
English Learner – Male (Initial)	Yellow
English Learner – Male (Summative)	Yellow
Non-English Learner - Female	White
Non-English Learner - Male	Green or Blue

Sample View of Assignment Cards



Student Assignment Card- EL Initial

SAN DIEGO UNIFIED SCHOOL DISTRICT Office of Language Acquisition (OLA) Student Assignment Cards REQUIRED BY STATE OF CALIFORNIA COMPLIANCE ITEM NO. EL14			
Student Name: <u>Alejandre, Natalie Irlanda</u>		Student Number: <u>60753</u>	Next Grade: <u>0</u>
Gender: <u>Female</u>		Ethnic Group: _____	
School Name (Location): <u>Baker Elementary [11]</u>		Teacher Name: _____	
Initial ELPAC Date	Overall Performance Level (OPL)	Oral Language Performance Level	Written Language Performance Level
09/11/2018	Novice EL	Minimally developed	Minimally developed
<input type="checkbox"/> Structured English Immersion		<input type="checkbox"/> Biliteracy/Dual Language	
Initial ELPAC Overall Performance Level (OPL)	Instructional Level	Initial ELPAC Overall Performance Level (OPL)	Instructional Level
<input type="checkbox"/> Newcomer (SIFE) >> SEI with Designated ELD Emerging <input type="checkbox"/> Novice >> SEI with Designated ELD Expanding <input type="checkbox"/> Intermediate >> SEI with Designated ELD Bridging		<input type="checkbox"/> Newcomer (SIFE) >> SEI with Designated ELD Emerging <input type="checkbox"/> Novice >> SEI with Designated ELD Expanding <input type="checkbox"/> Intermediate >> SEI with Designated ELD Bridging	
Recommended Designated ELD Group _____ This should be one proficiency level higher than the Overall Performance Level (OPL). Check current programs and citizenship grade: Citizenship: _____ <input type="checkbox"/> GATE <input type="checkbox"/> Active IEP <input type="checkbox"/> Speech <input type="checkbox"/> Combo Class			
Comments: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

Student Assignment Card- EL Summative

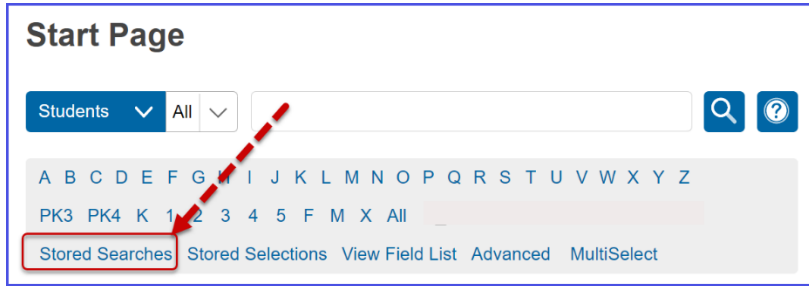
SAN DIEGO UNIFIED SCHOOL DISTRICT Office of Language Acquisition (OLA) Student Assignment Cards REQUIRED BY STATE OF CALIFORNIA COMPLIANCE ITEM NO. EL14			
Student Name: <u>Aguilera, Isadora Bibiana</u>		Student Number: <u>55212</u>	Next Grade: <u>4</u>
Gender: <u>Female</u>		Ethnic Group: _____	
School Name (Location): <u>Baker Elementary [11]</u>		Teacher Name: <u>EMPSEY</u>	
Summative ELPAC Date	Overall Performance Level (OPL)	Oral Composite Level	Written Composite Level
03/09/2018	4 Well Developed	4 Well Developed	3 Moderately Developed
<input type="checkbox"/> Structured English Immersion		<input type="checkbox"/> Biliteracy/Dual Language	
Summative ELPAC Overall Performance Level (OPL)	Instructional Level	Summative ELPAC Overall Performance Level (OPL)	Instructional Level
<input type="checkbox"/> Newcomer >> SEI with Designated ELD Emerging <input type="checkbox"/> OPL 1 >> SEI with Designated ELD Expanding <input type="checkbox"/> OPL 2 >> SEI with Designated ELD Bridging <input type="checkbox"/> OPL 3 >> SEI with Designated ELD Bridging <input type="checkbox"/> OPL 4 >> SEI with Designated ELD Bridging/Grade Level ELA		<input type="checkbox"/> Newcomer >> SEI with Designated ELD Emerging <input type="checkbox"/> OPL 1 >> SEI with Designated ELD Expanding <input type="checkbox"/> OPL 2 >> SEI with Designated ELD Bridging <input type="checkbox"/> OPL 3 >> SEI with Designated ELD Bridging <input type="checkbox"/> OPL 4 >> SEI with Designated ELD Bridging/Grade Level ELA	
Recommended Designated ELD Group _____ This should be one proficiency level higher than the Overall Performance Level (OPL). Check current programs and citizenship grade: Citizenship: _____ <input type="checkbox"/> GATE <input type="checkbox"/> Active IEP <input type="checkbox"/> Speech <input type="checkbox"/> Combo Class			
Comments: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

Student Assignment Card

	SAN DIEGO UNIFIED SCHOOL DISTRICT Office of Language Acquisition (OLA) Student Assignment Cards	
Student Name: Abdulqadir, Reilly Kai	Student Number: 556397	Next Grade: 4
Gender: Female	Ethnic Group:	
School Name (Location): Baker Elementary [11]	Teacher Name: WARING-HOLLOW	
Check current programs and citizenship grade: Citizenship: _____		
<input type="checkbox"/> GATE <input type="checkbox"/> Active IEP <input type="checkbox"/> Speech <input type="checkbox"/> Combo Class		
Comments: <input type="text"/>		

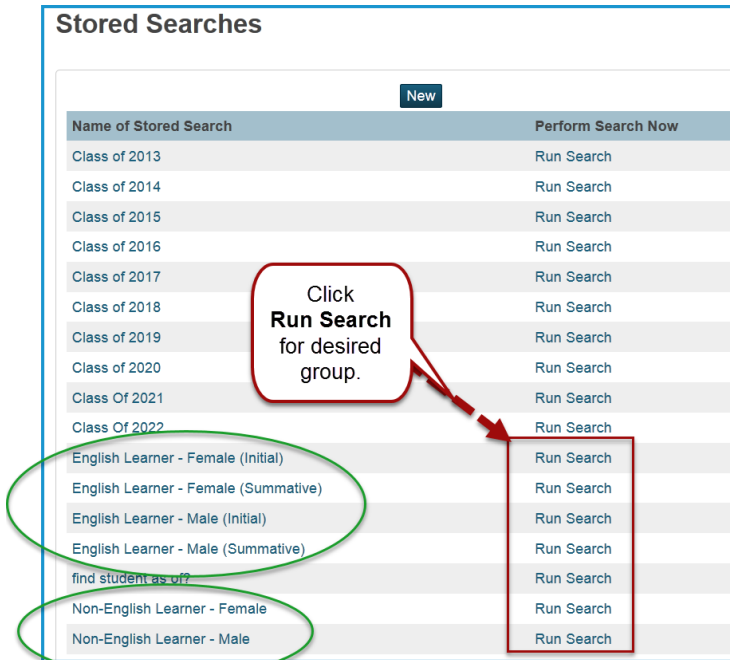
Generating Assignment Cards

- From the Start Page in PowerSchool, click on **Stored Searches**.

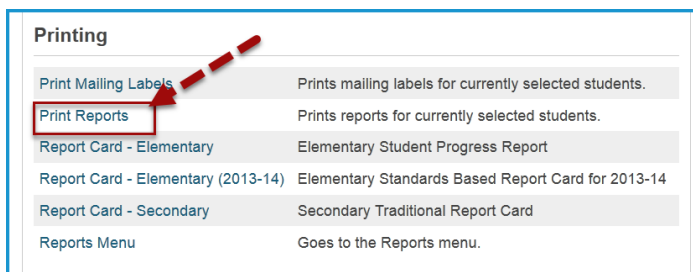


- Click **Run Search** next to the student group you want to print Assignment Cards for. You will create assignment cards for all groups circled in the screenshot below.

Important: Make note of your Run Search selection in this step because it will determine the report you will select within the dropdown in Step 4.



- Under Printing, click **Print Reports**.



- Click the dropdown arrow to display report options. Make your selection by clicking on the name of the report. Remember to correlate this report choice to the Stored Selection you chose. Complete the additional print options as needed. Then click **Submit**.

Print Reports

Option	Value
Which report would you like to print?	Student Assignment Card-EL_Initial
For which students?	ESY Student Photo Labels Avery 5163
In what order?	High School Cumulative GPAs Report
	Parent Portal Access Letter-EN
	Parent Portal Access Letter-ES
	Photo/Video/Media Release Information
	Reclassification Follow-up Report
If printing student	Student Assignment Card
	Student Assignment Card-EL_Initial
	Student Assignment Card-EL_Summative
	Student Contacts Directory (Cell Phones)
	Student Contacts Directory (Email Addresses)
	Student GPAs - F1
	Student GPAs - F2

(excludes)

When to print

Report Output Locale

Adjust print options as needed. Then click **Submit**.

Submit

- On the Report Queue page, refresh the page as needed until the report status is completed. Be patient. Right click on **View** and select **Open Link in New Tab**.

Report Queue (System) - My Jobs

System | ReportWorks

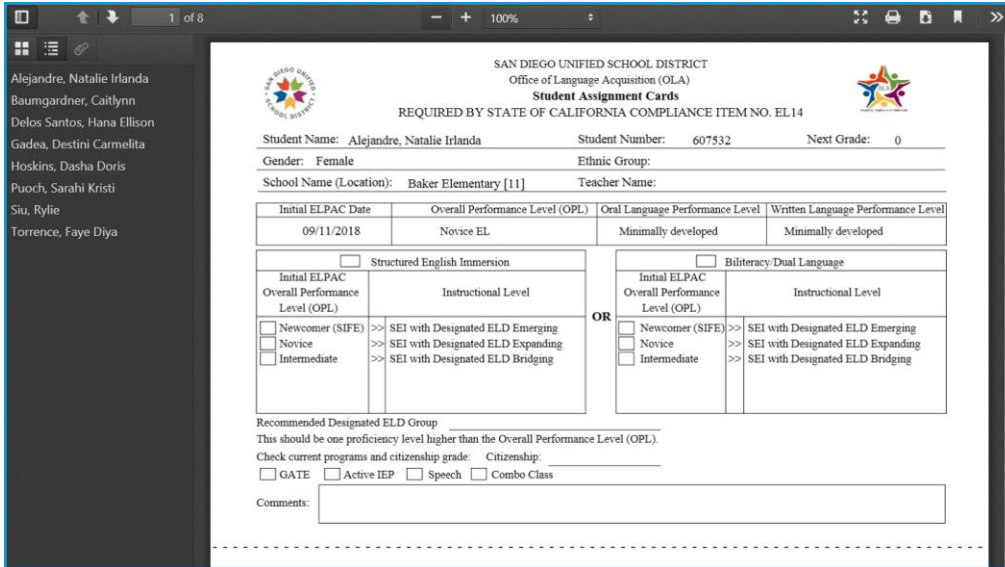
Refresh

Created	Job Name	Started	Ended	Status
03/30/2016	Student Assignment Card-EL	03/30/2016 01:37 PM	03/30/2016 01:37 PM	Completed

Right click on **View** and select **Open Link in New Tab**.

- Open Link in New Tab
- Open Link in New Window
- Open Link in New Private Window

Sample PDF View



SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Language Acquisition (OLA)
Student Assignment Cards
REQUIRED BY STATE OF CALIFORNIA COMPLIANCE ITEM NO. EL14

Student Name: Alejandre, Natalie Irlanda Student Number: 607532 Next Grade: 0
 Gender: Female Ethnic Group:
 School Name (Location): Baker Elementary [11] Teacher Name:

Initial ELPAC Date	Overall Performance Level (OPL)	Oral Language Performance Level	Written Language Performance Level
09/11/2018	Novice EL	Minimally developed	Minimally developed

Structured English Immersion Biliteracy/Dual Language

Initial ELPAC Overall Performance Level (OPL)	Instructional Level	OR	Initial ELPAC Overall Performance Level (OPL)	Instructional Level
<input type="checkbox"/> Newcomer (SIFE) >> SEI with Designated ELD Emerging			<input type="checkbox"/> Newcomer (SIFE) >> SEI with Designated ELD Emerging	
<input type="checkbox"/> Novice >> SEI with Designated ELD Expanding			<input type="checkbox"/> Novice >> SEI with Designated ELD Expanding	
<input type="checkbox"/> Intermediate >> SEI with Designated ELD Bridging			<input type="checkbox"/> Intermediate >> SEI with Designated ELD Bridging	

Recommended Designated ELD Group
 This should be one proficiency level higher than the Overall Performance Level (OPL).
 Check current programs and citizenship grade: Citizenship:
 GATE Active IEP Speech Combo Class

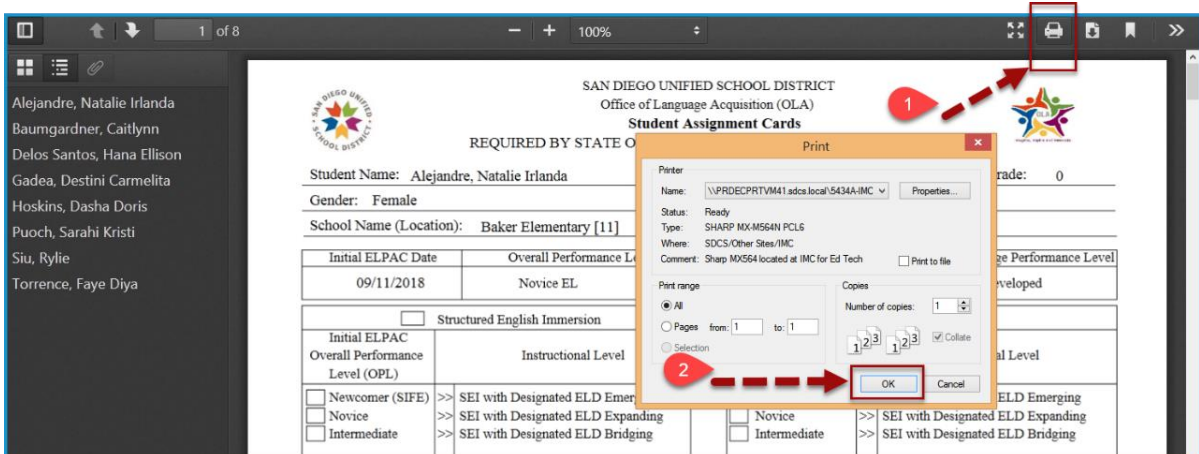
Comments: _____

Printing Assignment Cards

Prior to printing be sure to place the appropriate color of paper in the printer. Refer to the color rubric on the first page of this job aid.

Please note, the Teacher Name that appears on the Assignment Card is generated by the Home Room assignment. The Home Room is assigned at the school site through the use of Student Field Value function. Visit the PowerSchool Video Tutorials for quick instruction on filling in the teacher name.

1. From the PDF view page, click on the **Print icon**. Adjust other settings as needed, then click **OK**.



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Student Name: Alejandre, Natalie Irlanda Student Number: 607532 Next Grade: 0
 Gender: Female Ethnic Group:
 School Name (Location): Baker Elementary [11] Teacher Name:

Print

Printer Name: \\VPROECPRTVM41.adcs.local\5434A-IMC Properties...

Status: Ready
 Type: SHARP MX-M564N PCL6
 Where: SDCS-Other Sites/IMC
 Comment: Sharp MX564 located at IMC for Ed Tech Print to file

Print range: All Copies: Number of copies: 1

Pages from: 1 to: 1 Collate

Selection

OK Cancel

- Repeat the steps for Generating Assignment Card and Printing Assignment Cards. You will create assignment cards for all groups circled in the screenshot below.

Stored Searches

[New](#)

Name of Stored Search	Perform Search Now
Class of 2013	Run Search
Class of 2014	Run Search
Class of 2015	Run Search
Class of 2016	Run Search
Class of 2017	Run Search
Class of 2018	Run Search
Class of 2019	Run Search
Class of 2020	Run Search
Class Of 2021	Run Search
Class Of 2022	Run Search
English Learner - Female (Initial)	Run Search
English Learner - Female (Summative)	Run Search
English Learner - Male (Initial)	Run Search
English Learner - Male (Summative)	Run Search
find student as of?	Run Search
Non-English Learner - Female	Run Search
Non-English Learner - Male	Run Search

Click **Run Search** for desired group.