

Elementary Class Rosters w/o Student Numbers

July 2, 2019 • Version 2.0

Use the PowerSchool **Class Rosters (PDF)** report to create *Class Rosters without Student Numbers* for parents to view before the start of school.

1. From the **Start Page**, under **Reports**, select **System Reports**.
2. Under the **System tab**, scroll to under the **Student Listings** section, select **Class Rosters (PDF)**.
3. Configure the **Class Rosters (PDF)** page, as follows:
 - **Print Rosters for:** Select teachers. Hold down the **CTRL** key to make multiple teacher selections.
 - **Meeting(s):**
 - K-5 and K-6 schools** – Leave blank
 - K-8 schools** - Select the period designated for the Elementary period
 - **Include students who:** Select **are currently enrolled in class**

Class Rosters (PDF)

Load Report: Please select a Report ▼

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

Meeting(s) (leave unchecked for all)

Include students who

are currently enrolled in class
were enrolled on 06/26/2019
were enrolled any time between MM/DD/YYYY and MM/DD/YYYY

K-5 & K-6 schools - Leave blank.
K-8 schools - Select the Elementary period.

- **Heading Font:** Select **Times**
- **Size, line height, style:** Enter **18** and check the box for **bold**
- **Print heading on:** Select **All pages**

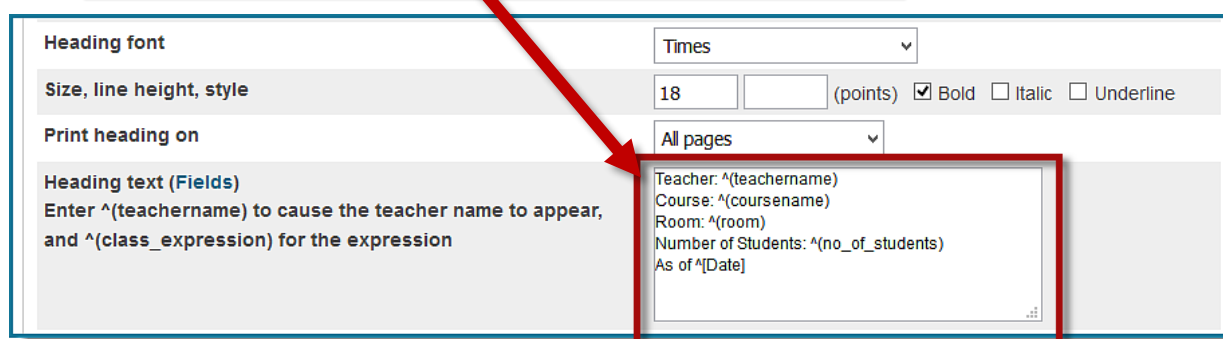
Heading font Times ▼

Size, line height, style 18 (points) ☒ Bold ☐ Italic ☐ Underline

Print heading on All pages ▼

- In the **Heading text** box, enter the following:

Teacher: ^(teachername)
Course: ^(coursename)
Room: ^(room)
Number of Students: ^(no_of_students)
As of ^[Date]



Heading font: Times

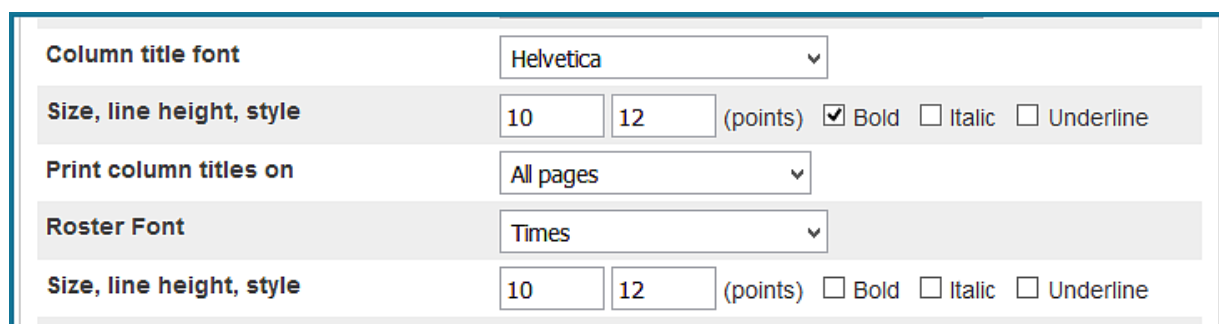
Size, line height, style: 18 (points) ☒ Bold ☐ Italic ☐ Underline

Print heading on: All pages

Heading text (Fields)
Enter ^(teachername) to cause the teacher name to appear, and ^(class_expression) for the expression

Teacher: ^(teachername)
Course: ^(coursename)
Room: ^(room)
Number of Students: ^(no_of_students)
As of ^[Date]

- **Column title font:** Select **Helvetica**
- **Size, line height, style:** Enter **10** in the first box, **12** in the next box. Check the box for **Bold**.
- **Print column titles on:** Select **All pages**
- **Roster Font:** Select **Times**
- **Size, line height, style:** Enter **10** in the first box, **12** in the next box. Leave the style boxes unchecked.



Column title font: Helvetica

Size, line height, style: 10 12 (points) ☒ Bold ☐ Italic ☐ Underline

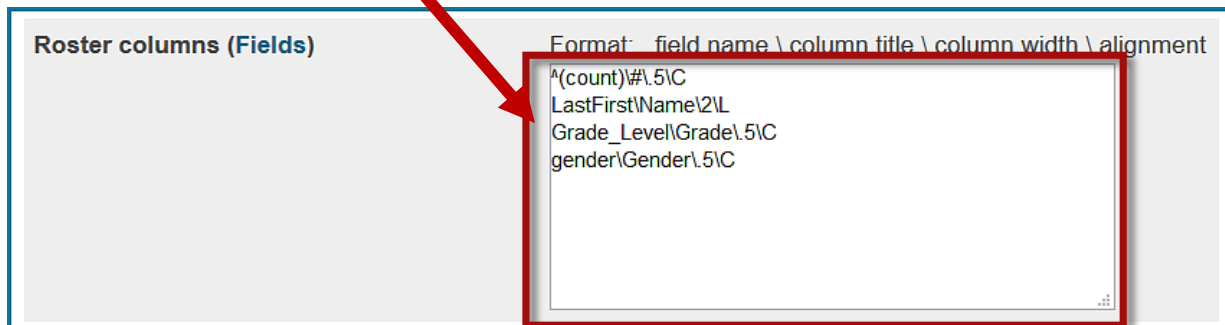
Print column titles on: All pages

Roster Font: Times

Size, line height, style: 10 12 (points) ☐ Bold ☐ Italic ☐ Underline

- In the **Roster columns (Fields)**, enter the following:

```
^(count)\#\.5\C
LastFirst\Name\2\L
Grade_Level\Grade\.5\C
Gender\Gender\.5\C
```



Roster columns (Fields)

Format: field name \ column title \ column width \ alignment

```
^(count)\#\.5\C
LastFirst\Name\2\L
Grade_Level\Grade\.5\C
gender\Gender\.5\C
```

- **Rule width (points):**
Horizontal: **1**
Vertical: **1**
- **Cell padding (points):**
Horizontal: **2**
Vertical: **2**
- **Page size:** Letter 8 1/2"x11")
- **Margins (inches):**
Left: .5 Top: .5 Right: .5 Bottom: .5
- **Orientation, Scale:** Portrait. Enter **100** in the Scale box.
- **Watermark text:** Leave blank
- **Watermark mode:** Leave default value
- **When to print:** Select **ASAP**
- **Report Output Locale:** Leave default value

4. Click **Submit**.

Rule width (points)	Horizontal	<input type="text" value="1"/>	Vertical	<input type="text" value="1"/>
Cell padding (points)	Horizontal	<input type="text" value="2"/>	Vertical	<input type="text" value="2"/>
Page size	<input 11")"="" type="text" value="Letter (8 1/2" x=""/>			
	Custom size:	Height	Width	
Margins (inches)	Left	<input type="text" value=".5"/>	Top	<input type="text" value=".5"/>
	Right	<input type="text" value=".5"/>	Bottom	<input type="text" value=".5"/>
Orientation, Scale	<input type="text" value="Portrait (vertical)"/>		<input type="text" value="100"/>	
Watermark text	<input type="text"/>			
Watermark mode	<input type="text" value="Overlay"/>			
When to print	<input type="text" value="ASAP"/>			
	<input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/> / <input type="button" value="Clock"/> <input type="text"/>			
Report Output Locale	<input type="text" value="English"/>			

Teacher: Einstein, Albert
Course: First Grade - SEI/MEC
Room: 8
Number of Students: 11
As of 7/1/19

#	Name	Grade	Gender
1	Acfalle, Sheila Madeline	1	F
2	Amis, Lizzet Rayleen	1	F
3	Carroll, Trenton Conrad	1	M
4	Fausto, Siana Lisset	1	F
5	Martinez Chavez, Horacio Esai	1	M
6	Oum, Jaidyn Sneha	1	F