PITTSYLVANIA COUNTY SCHOOLS
P.O. Box 232 • 39 Bank Street S.E. • Chatham, Virginia 24531

Dr. Mark R. Jones
Division Superintendent

September 13, 2017

TO: Principals

FROM: Ashley B. Clowers, Analyst AC

SUBJECT: M1 Report Card Dates and Procedures

Report cards for the first marking period will be distributed to students on Friday, September 29, 2017. **Please adhere to the following dates and procedures for storing grades, running the honor roll, and printing report cards.** Prior to storing grades, see the attachment, *PowerSchool Report Card Procedures Overview,* for additional procedural details.

Tuesday, September 26 at 5p.m.: Deadline for teachers' grade entry into PowerTeacher.

Wednesday, September 27: Store M1 grades. *Verify grades are correct and complete prior to running honor roll and printing report cards.*

Storing Grades:

- Use the **Store Code M1**.

- **Check the third box** to include only those enrollment records that were active on (date). **Enter 09/22/17** (the last day of the marking period) **as the date.** *Failure to follow this step will result in grades being stored for classes/courses that were dropped, affecting the Master Schedule Collection and, in many cases, preventing grades from printing on report cards.*

- No credit is awarded for classes at the end of M1. Select "Store with no credit" from the drop down menu for each term length.

- Elementary, middle, and high schools should store grades for "All Schools" to include grades for RAS, PCTC, AET, Governors School, and Ready For Success. Elementary schools should record the name of "This school"; middle and high schools should record the name of "The other school."

Grades may be stored as many times as necessary, following the procedure above. *The Honor Roll should not be run until grades have been verified/stored for the final time.*

Running the Honor Roll: Follow Step 2 of the attachment, *PowerSchool Report Card Procedures Overview.*

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If grades are stored after the honor roll has been run, contact the IT department to remove the previously created honor roll records. Simply re-running the honor roll will not delete honor roll records stored in error the first time.

Printing Report Cards:

The term at the top of the Start page in PowerSchool determines which courses will be listed on the report card. The courses that appear on a student's Quick Lookup screen are the courses that will print on the report card. Change the term to print the correct courses. **For the first marking period report card, use the following term:**

- High Schools: 17 - 18, Semester 1
- Middle Schools: 17 - 18, 1st Marking Period
- Elementary Schools: 17 - 18 Year

All report cards are printed from the school office on plain paper. Middle and high schools should add their custom watermark (school name or initials). Elementary schools must use the report card that corresponds with the grade level being printed.

Please share this information with all school personnel who are involved in the storing of grades and printing of report cards.

Please contact Ashley Clowers (ext. 5119) or Cathy Scolpini (ext. 5109) with questions.

C: Jeffrey B. Early, Ph.D., Assistant Superintendent for Operations
     Teresa Petty, Assistant Superintendent for Instruction
     Elizabeth Craig, Director of Middle and Secondary Education
     Todd Sease, Director of Elementary Education
     Cathy Scolpini, Lead ITRT
     Lamar Jeter, Senior Analyst

Attachments

POWERSCHOOL REPORT CARD PROCEDURES OVERVIEW

STEP 1 (STORE GRADES):

Report Cards print grades from Historical Grades. Store the grades from the teachers' gradebooks.

From System under Setup on the main menu, select **Permanently Store Grades**.

- Store the marking period grade by entering the correct marking period in the boxes for both the store code and the final grade.
- Check the box to **include only enrollment records active on a specific date**.
- **Enter the last day of the marking period** in the date box. *If you fail to enter the correct date, extra grades may be stored and must be deleted by the IT Department.*
- Enter the percentage of credit to award.
  - ➢ All terms defined in your school will be listed as Available store terms
  - ➢ **Enter 0 in the % box for all store terms** to store 0 % credit for M# grades
- Store grades for classes enrolled at **All schools** if you have students at RAS or PCTC.
- Record the school as **This school or as The Other School for RAS or PCTC**
- Finally click the Submit button at the bottom to **Store Current Grades**.

Marking Period 1, 2, 4, or 5: No Additional Grades are Stored. Proceed to Step 2.

Marking Period 3 or 6: Individual <u>Store Grades Worksheets</u> will be sent for storing other grades such as the Exam, Semester or Final grade. Store the additional grades for your school as required.

STEP 2 (HONOR ROLL):

The Honor Roll calculation **creates an honor roll record** for every student who meets the GPA requirements for the honor roll method selected. ***NOTE:*** *If you do not want an Honor Roll message to print on the report card, remove the message from your Honor Rolls prior to calculating the honor roll.*

From System under Setup on the main menu, select Calculate Honor Roll.

- Enter the correct marking period in the box for the store code.
- Select your school's Honor Roll method for the correct marking period from the drop-down box.
- Click the button at the bottom to Submit your honor roll for the correct six weeks.

High School students must have **Satisfactory Conduct** to be included on the High School honor roll.

***If your school's honor roll does NOT have a conduct requirement, proceed to Step 3.
If your students are required to have **Satisfactory Conduct** to be included on the honor roll, the honor roll record of any student whose conduct is **not** Satisfactory (S) must be removed prior to printing the report cards.

From Special Functions under Functions on the main menu, select Search by GPA to find the students who were selected for the honor roll.

- Scan all currently enrolled students.
- Search for Whose term GPA (__) is
  - ➢ Enter the correct marking period for the term GPA
  - ➢ Select **greater than or equal to**
  - ➢ Enter **3.2** as the GPA
  - ➢ Select the Honor Roll method just run
- Who were enrolled as of this date
  - ➢ Enter the same date used to Store Grades
- Click Submit.

Search By GPA

Option	Value
Scan these	● 525 currently enrolled students
	○ selected 0 students
Who are enrolled in this	course section number

	A
P1	☐
P2	☐
P3	☐
P4	☐
P5	☐
P6	☐
HR	☐

teacher | All Teachers

Whose cumulative GPA is | greater than ▼ |
GPA method: | 1st 6 Weeks Elementary Honor Roll ▼

Whose term GPA (M1) is | greater than or equal to ▼ | 3.2
GPA method: | 1st 6 Weeks Elementary Honor Roll ▼

Whose current GPA is | greater than ▼ |
GPA method: | 1st 6 Weeks Elementary Honor Roll ▼

Who were enrolled as of this date | 9/19/2014 | (MM/DD/YYYY)
Who match this search |

Only the specified criteria entered will be used to perform the search.
Fields left blank will be ignored.
Note: GPA searches may take several minutes to complete.

Search by Grades or Attendance

__Be patient!__ This step takes about 5 minutes!

[Submit]

From this selection of honor roll students, find the students who do **not** have Satisfactory conduct. From the Special Functions menu, select Search by Grades/Attendance.

- Include only the **selected** students from the GPA search.
- Enter 1 for Minimum # of classes needed.
- Check the box to Scan for this final grade.
  - ➢ Select Any =
  - ➢ Type W,NC,I,U (separate marks by commas and **do not enter any spaces** between the codes)
- Check to Scan for this citizenship grade.
  - ➢ Select Any =
  - ➢ Type N,U (separate N,U by a comma and **do not enter any space** between the codes)
- Scan for grades in Historical grades
  - ➢ Enter the correct Store code
- Scan for all classes enrolled as of this date
  - ➢ Enter the same date used to Store Grades
- Make this the current selection of students.
- Click Submit.

Search By Grades/Attendance

Which students to include | ● The selected 171 students
| ○ All 525 currently enrolled students

Term | 14-15 Year

Minimum # of classes needed to meet search criteria | 1

☑ Scan for this final grade (comma separated) | Any = ▼ | W,NC,I,U

☐ Scan for this final grade percentage | > ▼ |

☑ Scan for this citizenship grade (comma separated) | Any = ▼ | N,U

☐ Scan for attendance | Scan this attendance mode | Meeting ▼
for this attendance code | All Present Codes ▼ | < ▼ | 0 | Periods
● Scan all attendance records
○ Only scan records in this date range | 9/2/2014 - 9/2/2014 (MM/DD/YYYY)

Scan for grades in | Historical grades ▼
Store code/Final grade: | M1

Scan for all classes enrolled | ● as of this date | 9/19/2014 | (MM/DD/YYYY)
○ anytime during the current term

Results | ● Make this the current selection of students
○ Display matching students & Sections

Search by GPA

[Submit]

Remove the Honor Roll record for the marking period from each student in this selection.

Begin with the first student in the selection. From the Student pages, choose Honor Roll.

- Click on the Honor Roll link to open the new honor roll record and click Delete to remove it.
- Continue with the next selected student in the list until the honor roll records for the marking period have been deleted from all of the students with an invalid conduct grade that marking period.

STEP 3 (PRINT REPORT CARDS):

The Term at the top of the PowerSchool Start page will determine which classes will be included on the Report Card. Select the Term and then select the students whose report cards you want to print.

From the Group Functions drop-down box, choose Print Report.

- From the drop-down list at the top, select the report card for correct Six Weeks. Elementary schools choose a different Report Card for each grade level.
- Select All records in a single batch for small schools **or** select batches of fewer records for large schools.
- Select By period and choose your homeroom period from the drop-down box.
- The date defaults to the current date.
- Select courses enrolled during current term to show all courses taken in the Term selected.
- Middle and High Schools should select a Custom Watermark to print the school name or school initials in Watermark mode on the report cards.
- Click the button at the bottom to Submit.

Print Reports

Option	Value
Which report would you like to print?	1SW_RCtemplate-landscape(DRMS) ▼
For which students?	The selected 177 students
	◉ All records in a single batch
	○ Print only the first 2 records.
	○ All records in batches of ____ records.
In what order?	◉ Alphabetical
	○ By grade, then alphabetical
	○ By period HR ▼ class, as of this
	date: 09/03/2014 📅 (MM/DD/YYYY) (takes extra time)
If printing student schedules, use...	◉ courses actively enrolled in during current term (excludes dropped courses)
	○ all courses enrolled in during current term (includes dropped courses)
	○ enrollment as of 09/03/2014 📅 (MM/DD/YYYY)
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year ▼ ____ 📅 (MM/DD/YYYY) to ____ 📅 (MM/DD/YYYY)
Watermark Text	Custom: ▼
	DRMS
Watermark Mode	Overlay ▼
When to print	ASAP ▼
	____ 📅 (MM/DD/YYYY) / ⊘
Report Output Locale	English ▼
	Submit

The Report Cards will show up in your print queue in one or more batches according to what you specified on the Print Reports screen.

Print the report cards on plain paper.

Store Grades Worksheet: M1

Elementary use these options:

Which Grades

Use this Final Grade/Reporting Term: M1 ▾ *

Save with this Historical Store Code: M1 *

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 🗓

☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000 🗓

☑ Include only enrollment records that are currently active and that were active on this date: 09/22/2017 🗓

▸ Additional Filter Options

Classes by term length		Store	% of course credit
2017-2018	(08/09/2017 - 05/25/2018)	Store with no credit ▾	0 %
1st Marking Period	(08/09/2017 - 09/24/2017)	Store with no credit ▾	0 %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms? ⦿ No ○ Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at   All schools ▾

Record the school name of   This school ▾

Options for withholding credit - only those items checked can cause credit to be withheld

☐   If more than [   ] attendance points have accumulated between the dates of 00/00/00 🗓 and 00/00/00 🗓 then give the student a grade of [   ] and a GPA point value of [   ] and store the real grade in the "teacher comment" field with this comment:

[   ]

▸ Advanced Potential and Earned Credit Options

▸ Variable Credit Storing Preferences

▸ Repeated Course Grade Suppression

Submit

Middle use these options:

Which Grades

Use this Final Grade/Reporting Term: M1 ▼ *

Save with this Historical Store Code: M1 *

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 📅

☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000 📅

☑ Include only enrollment records that are currently active and that were active on this date: 9/22/2017 📅

▸ Additional Filter Options

Classes by term length		Store	% of course credit
2017-2018	(08/09/2017 - 05/25/2018)	Store with no credit ▼	0 %
Semester 1	(08/09/2017 - 01/04/2018)	Store with no credit ▼	0 %
Quarter 1	(08/09/2017 - 10/15/2017)	Do not store ▼	%

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect gr[...] This school only ▼ d transcripts.

Show all terms? ◉ No ○ Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at   All schools ▼

Record the school name of   The other school ▼

Options for withholding credit - only those items checked can cause credit to be withheld

☐   If more than [____] attendance points have accumulated between the dates of 00/00/00 📅 and 00/00/00 📅 then give the student a grade of [____] and a GPA point value of [____] and store the real grade in the "teacher comment" field with this comment:

[_____]

▸ Advanced Potential and Earned Credit Options

▸ Variable Credit Storing Preferences

▸ Repeated Course Grade Suppression

Submit

High use these options:

Which Grades

Use this Final Grade/Reporting Term: [M1] [▼] *

Save with this Historical Store Code: [M1] *

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: [00/00/0000] 🗓

☐ Exclude enrollment records where the student dropped the class before this date: [00/00/0000] 🗓

☑ Include only enrollment records that are currently active and that were active on this date: [9/22/2017] 🗓

▸ Additional Filter Options

Classes by term length		Store	% of course credit	
2017-2018	(08/09/2017 - 05/25/2018)	Store with no credit ▾	0	%
Semester 1	(08/09/2017 - 01/04/2018)	Store with no credit ▾	0	%

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms? ◉ No ○ Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at [All schools ▾]

Record the school name of [The other school ▾]

Options for withholding credit - only those items checked can cause credit to be withheld

☐   If more than [____] attendance points have accumulated between the dates of [00/00/00] 🗓 and [00/00/00] 🗓 then give the student a grade of [____] and a GPA point value of [____] and store the real grade in the "teacher comment" field with this comment:
[_____]

▸ Advanced Potential and Earned Credit Options

▸ Variable Credit Storing Preferences

▸ Repeated Course Grade Suppression

[Submit]