

# How to Print Attendance Notices in PowerSchool

On the Start page, select **MultiSelect** from the gray box under the search bar

Students All |  
A B C D E F G H I J K L M N O P Q R S T U V W X Y  
9 10 11 12 F M O U All  Include Remote Enrollments  
Stored Searches Stored Selections View Field List Advanced MultiSelect

MultiSelect - Students  
Type or Copy and Paste  
Search Field Student Number  
 Case Insensitive (slow)  
 Include Inactive Students  
Search Cancel

A new window will pop up where you can put one or multiple student numbers to create a list. Add one student number per line (press enter between numbers). You can copy and paste student numbers from your automated report from psreports for all students that need the same Attendance Notice.

Your selection will show like this. Select **Print reports** button

Current Student Selection (1)  
Student Student Number Grade Level  
11  
Select By Hand Print Reports

## Print Reports

Print Reports  
Option Value  
Which report would you like to print?  
For which students?  
In what order?  
If printing student schedules, use...  
If printing fee list, only include transactions conducted during...  
Watermark Text  
Watermark Mode  
When to print

Select the notice you want to print from the drop down and **submit**

Print Reports  
Option Value  
Which report would you like to print?  
For which students?  
In what order?  
If printing student schedules, use...  
If printing fee list, only include transactions conducted during...  
Watermark Text  
Watermark Mode  
When to print  
Report Output Locale  
Submit

You can choose to view and print or trash

## Report Queue (System) - My Jobs

System ReportWorks All jobs complete Refresh  
Created School Job Name Started Ended Status  
09/04/2023 Notice #1 Importance of Attendance - English 09/04/2023 09:51 PM 09:51 PM Completed View  
Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.  
If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job