How to Print Attendance Notices in PowerSchool

On the Start page, select MultiSelect	Students 🗸 All 🗸
from the gray box under the search bar	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



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
Contraction of the local data	Tara	11
	Select By	Hand Print Reports

Print Reports					
Option	Value				
Which report would you like to print? For which students?	✓ 1. DIS To Parents Of Size 10 Envelope 2. DIS To Parents Of No Return Size 10 Envelope 504 Elightly Summary (Part D) 504 Referral for Assistance Drop Letter 10-Day New Parent Fortal Information (Spanish)	Select the notice you want to print fro the drop down and submit			
In what order?	Notice #1 Importance of Attendance - English Notice #2 Attendance Class Referral - Chronic Abs - English Notice #2 Attendance Class Referral - Chronic Abs - Spanish Notice #3 Attendance Class Referral - Turanze				
If printing student schedules, use	Notice #2 Attendance Class Referral - Truancy- Spanish Notice #2 Attendance Class Referral - Truancy- Spanish Notice #3 Att Resolution Conf - Elem Certified	courses) ses)	Print Reports	Vila	
If printing fee list, only include transactions conducted during (may be overridden in report setup)	Notice #5 Att Resolution Conf - Secondary Certified Mail Notice #3 Att Resolution Conf - Secondary-Certified Mail Notice #3 Att Resolution Conf - Secondary-Spanish Certified Notice #3 Chronic Abs Resolution Conf Eliem and Sec Notice #3 Chronic Abs Resolution Conf Spanish Elemi§sec		Which report would you like to print? For which students?	Nature 71 Provinces of Objections ▼ The second of Alashini ▼ If all anothers is engingerations ■ If all anothers is engingerations ■	
Watermark Text	Notice #4 District Mediation - Elementary Parents Notice #4 District Mediation - Elementary Parents -Spanish		In what order?	All records in tablines of mecoda. All records in tablines of mecoda. All records all no tablines of mecoda. December and mecodations	
Watermark Mode	Notice #4 Truancy Hearing Referral - Sec Students Notice #4 Truancy Hearing Referral - Sec Students - Sp			O by precised for the second	
	Notice-10 Consecutive Unexcused Abs Notice #2 Notice-10 Consecutive Unexcused Abs Notice #2 -Spanish		If printing student schedules, use	Courses actively evolve in suring connect term (essibledo dirapped courses) Cat Accurate evolve diraction in suring connect term (includes dirapped courses) Certaineers act (discasses)	
			If printing fee list, only include transactions conducted during (may be overridden in report setup)	Current School Year v (MADODYYYY)	
			Watermark Text	v	
			Watermark Mode	Overlay	
			When to print		
			Region Collect College	Include V	
				Setret	

You can choose to view and print or trash

Report Queue (System) - My Jobs

ReportWorks				All job	All jobs complete		
					Refre		
School	Job Name	Started	Ended	Status	Concession of the local division of the loca		
	Notice #1 Importance of Attendance - English	09/04/2023 09:51 PM	09/04/2023 09:51 PM	Completed View			
	School	School Job Name Notice #1 Importance of Attendance - English	School Job Name Started Notice #1 Importance of Attendance - English 09/04/2023 09/051 PM	School Job Name Started Ended Notice #1 Importance of Attendance - English 09:051 PM 09:51 PM	School Job Name Started Ended Status Notice #1 Importance of Attendance - English 0904/2023 0904/2023 Completed Meet 09:51 PM		