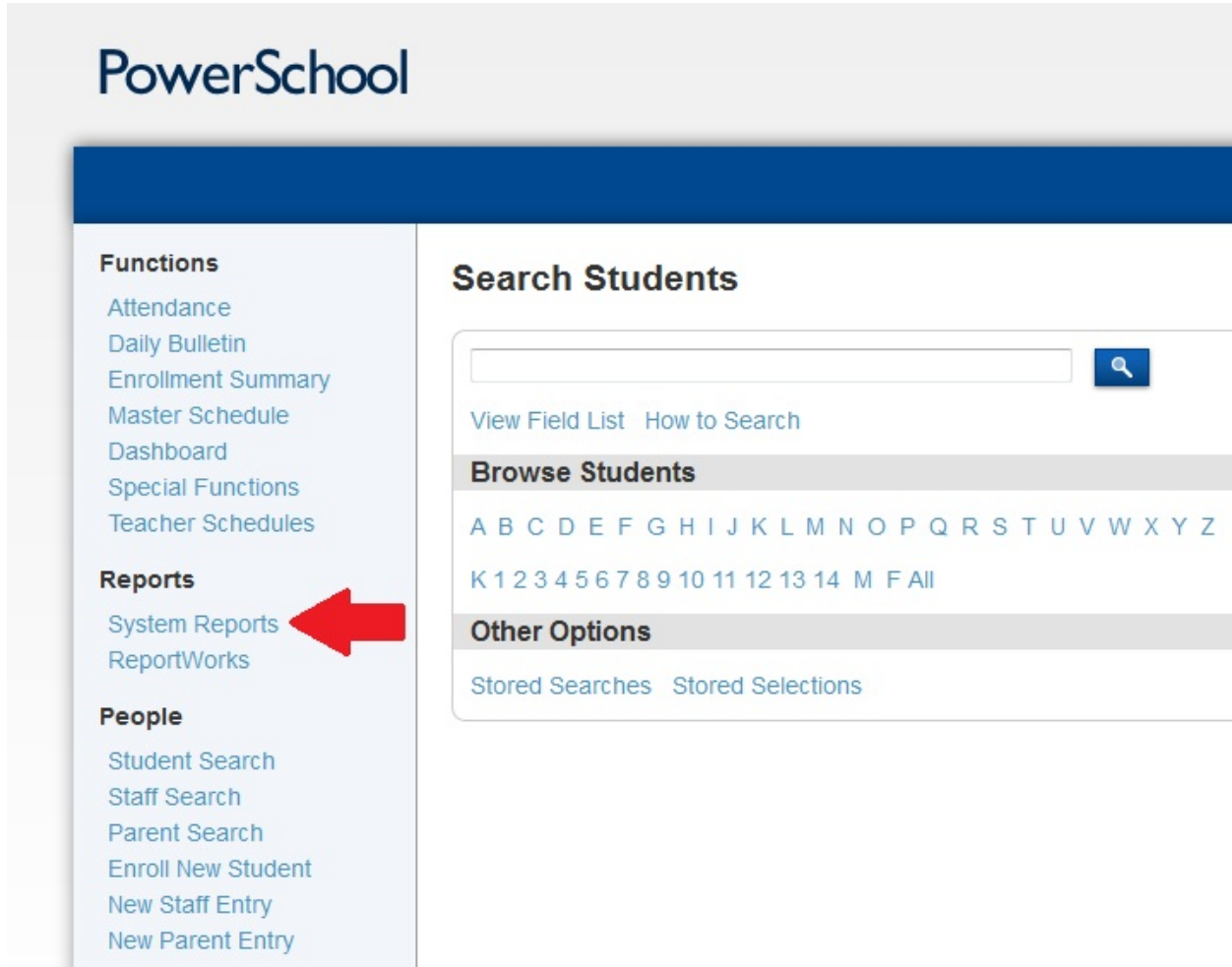


# Printing Class Rosters for Count Day Attendance

[This report CANNOT be run in District Office mode.](#)

1. From the start page click on System Reports



The screenshot shows the PowerSchool interface. On the left is a navigation menu with three main sections: Functions, Reports, and People. The Reports section is highlighted with a red arrow pointing to the 'System Reports' link. The main content area on the right is titled 'Search Students' and contains a search input field, a search button, and links for 'View Field List' and 'How to Search'. Below this are sections for 'Browse Students' (with alphabetical and numerical filters) and 'Other Options' (with links for 'Stored Searches' and 'Stored Selections').

2. Scroll to the bottom of the page and click on the Class Rosters (PDF)



Student Listings	Description
<a href="#">At Risk</a>	A listing of courses, sections and grades.
<a href="#">Class Rosters (PDF)</a>	Class information and roll sheets.
<a href="#">Master Schedule (PDF)</a>	User definable student schedule report.
<a href="#">Student Schedule Listing</a>	User definable student schedule report.

3. Select your teachers (**Print Rosters for**):
  - a. If you're printing rosters for all of your teachers, click on the first teacher in the list, scroll to the bottom of the list, then hold the shift key on your keyboard and click on the last teacher. This will select all of the teachers.
  - b. If you're printing rosters for only a select group of teachers, hold down the CTRL key on your keyboard and click their names as you scroll through the list.
4. Choose which periods you want to print rosters for (**Meeting(s)**):
  - a. Don't check any boxes if you're doing it for all periods.
  - b. If you only need specific periods, check the boxes for the periods you need rosters for.
  - c. You only need to select periods where attendance is taken.
5. Choose which students to include on the roster (**Include students who**):
  - a. If you are printing these the day before count day, or the morning of count day, use the default selection of **are currently enrolled in class** selected.
6. The default font for the heading (**Heading font**) is probably Times, you can leave this
7. On the **Size, line height, style** row, set the size to 12 and line height to 14; check the box in front of the word **Bold**.
8. On the **Print heading on** row, choose to print the heading on **All pages**. For teachers who have long class lists (Band, Choir, etc.) the heading information will be on each page for that class.
9. Copy (highlight the text and press CTRL+C) and Paste (CTRL+V), or type, the following text in the **Heading Text** box (for the **Attendance Code Key** on the last row of the heading text, you will need to put your building's attendance codes in the key, you must specify if the codes are excused or unexcused. You should **ONLY** include the codes that teachers can assign.):

Teacher Signature: \_\_\_\_\_  
 Teacher: ~(teachername)  
 Period: ~(\*class\_expression)  
 Course: ~(coursename)  
 Room: ~(Room)  
 Count Day: (ENTER THE CORRECT COUNT DATE HERE)  
 Total Students: ~(no\_of\_students)  
 Attendance Code Key: Blank = Present, A = Unexcused Absent, T = Tardy, etc.

10. You can select a font for your column titles (**Column title font**), or leave it alone and use whatever the default is.
11. On the **Size, line height, style** row, set the size to 10 and line height to 12; check the box in front of the word **Bold**.
12. On the **Print column titles on** row, choose to print the column titles on **All pages**. For teachers who have long class lists (Band, Choir, etc.) the column information will be on each page for that class.
13. You can select a font for your class roster (**Roster Font**), or leave it alone and use whatever the default is.
14. On the **Size, line height, style** row, set the size to 10 and line height to 12.
15. Copy (highlight the text and press CTRL+C) and Paste (CTRL+V), or type, the following text into the **Roster Columns** box:

lastfirst\Student Name\3\L  
 Grade\_level\Grade\.75\C  
 \Att Code\1\C  
 \Returned\1\C

16. On the **Rule width (points)** row, set the Horizontal rule width to .5 and the Vertical rule width to .1
17. On the **Cell padding (points)** row, set the Cell padding to Horizontal 4 and Vertical 2
18. On the **Page size** row, set the page size to **Letter (8 ½" x 11")**, ignore the height and width for the Custom size part of this row
19. On the **Margin (inches)** row, set your pages margins at: **Left 1, Top .5, Right 1, and Bottom .5**

20. Set the *Orientation, Scale* to *Portrait (Vertical)* and the scale at 100%
21. Ignore the rest of the rows (*Watermark text, Watermark mode,* and *When to print.*)
22. Click **Submit**

The report will begin processing in your report queue and will take several minutes to complete if you're running it for all teachers and classes.