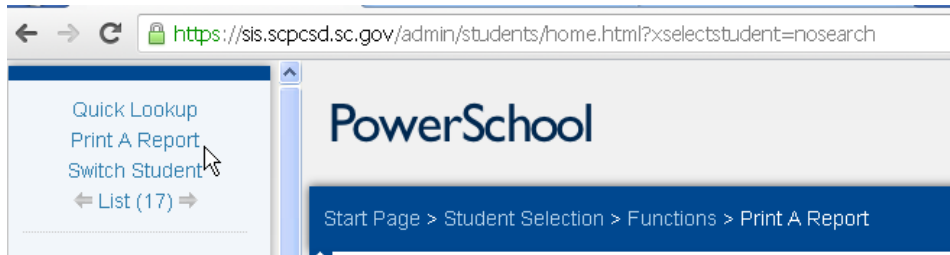
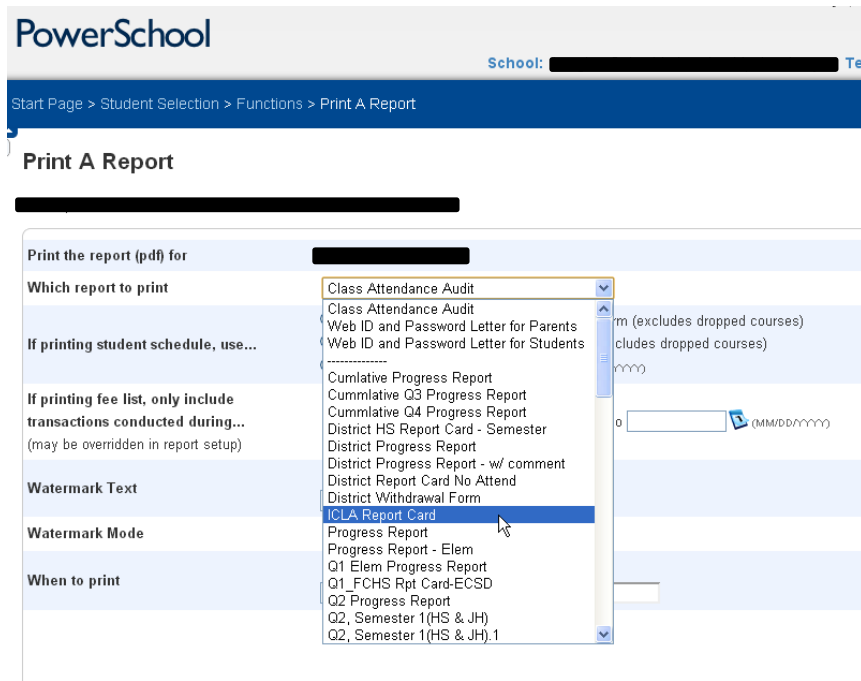


Print a report card per student from PowerSchool:

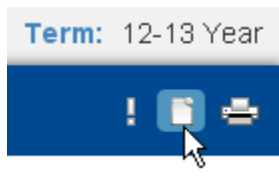
1. Search and select your student(s)
2. On the student profile menu click **Print A Report**



3. Once you are on the *Print A Report* page go to the **Which report to print** field and click on the drop down menu and look for your report name and select.

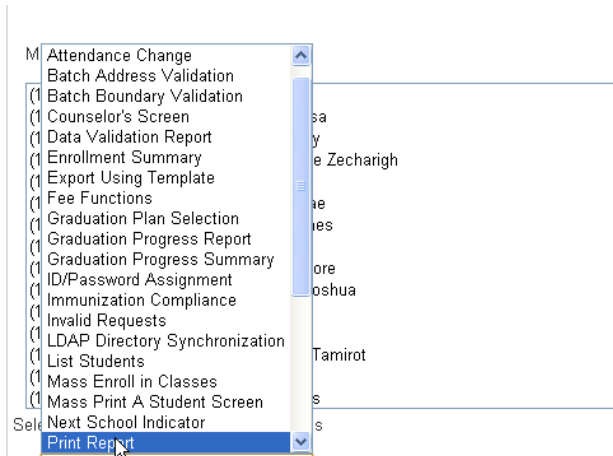


4. Click the **Submit** button at the bottom of the page.
5. To view and/or print the report card you just ran go to the Report Queue page



Mass Print Report Cards from PowerSchool:

1. Select your group of student, by grade, gender, last name, etc... from the start page
2. Then select from the drop up menu **Print Report** function



3. On the *Print Reports* page in the **Which report would you like to print** field and select your school's report card, then click **Submit**.

Print Reports

Option	Value
Which report would you like to print?	ICLA Report Card
	The selected 17 students
For which students?	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period P1 class, as of this date: 10/31/2012 (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses enrolled during current term <input type="radio"/> enrollment as of 10/31/2012
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP

[Submit](#)

4. To view and/or print the report cards you just ran, go to the Report Queue page

