Printing Parent/Student Portal Letters

- 1. Log in to PowerSchool: <u>https://ps.scsk12.org/admin</u>
- 2. Select the group of students
- 3. Choose **Print Report** from the Group Function box found beneath the list of students.

Student Selection Attendance Change Counselor's Screen Enrollment Summary br choose the popup Export Using Template surrent seletion. Fee Functions ID/Password Assignment LDAP Directory Synchronization List Students Mass Enroll in Classes Next School Indicator Print Report Print Mailing Labels Quick Export Re-Enroll in School Reports Menu Save Stored Selection Search By GPA Search By Grades/Attendance Search For Perfect Attendance

- 4. In the Which report to print box, choose Parent Portal Letter.1 or Student Portal Letter.1 as needed.
- 5. Click Submit.
- The **Report Queue My Jobs** page will open and either *Pending* or *Running* will show under the status column for this report. When the status changes to *Completed*, click the **View** link to open the report in Preview.
- Print the letters to send home.
 NOTE: Elementary schools will send the letters home with students in the weekly folders. Middle and High schools may bring the letters to the Central Office for folding and mailing.