5th, 90th, and 180th Day Reporting in PowerSchool

The school-level PowerSchool Coordinators need to perform 5th, 90th, and 180th Day Reporting to keep on file **print and archive)**. The following instructions are a step-by-step guide of what you need to run for these reporting periods and the documentation you need to **print and archive** in case of an audit.

You can run these reports starting on the 6th day, 91st day, or the 181st day of the current school year. While many reports in PowerSchool can return data from prior years, some reports are designed to report on data from the current school year only. After your district performs the End of Year Process, it may be difficult to extract some historical data using certain reports. It is recommended to **print and archive** each report below for the current school year before your district performs the End of Year Process.

RUNNING REPORTS

Before running the **Attendance and Membership Reports, Add-On Weighting Reports** and **High Achieving Reports**, schools must run the **Refresh Premier Attendance Views Data Report**. This update process recalculates and re-populates the Membership data based on the date ranges you specify.

Running the Refresh Premier Attendance Views Data Report:

1. Go to the *Home Page > Attendance > Refresh Premier Attendance Views Data*
    a. **Students to Include:** Select the radio button for **All Students**
    b. **Begin Date and Ending Date:** These values populate based on the Term value in your **Term Selector** (the upper right of your PowerSchool page). When running this report, ensure the date values are for your entire school year. You can manually change the values in the **Begin Date and Ending Date** fields or you can change your **Term Selector** to the **Year-long Term** and the date values will automatically update.
    c. Processing Options: Select from the dropdown, **In Background Now**
    d. **Specific Date/Time:** leave blank
    e. Report Output Locale: Select from the dropdown, **English**
    f. Click **Submit**.
    g. When this report is complete, the results display in your browser. For evidentiary purposes, print the report and archive a copy for your documentation.

After running the **Refresh Premier Attendance Views Data Reports**, proceed with the **Membership and Attendance Reports, Add-On Weighting Reports,** and **High Achieving Reports**. To access these reports, click on **System Reports** under the **Reports** header on the left side vertical navigation of the Start Page, then click on the **State** tab (3rd tab from the left).

Running Membership and Attendance Reports:

2. Run the **SC01 EFA/EIA Data Verification Report**
    a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC01 Data Verification* (under the **Legacy Reports** header)
    b. Click on the **SC01 Data Verification report**
        i. **Sort Option:** Select from the dropdown, your preference (this is school choice)
        ii. **Select Data to Process:** Select from the dropdown, **Membership and Attendance Extract.**

- *Currently, the SC06 (Step #7) will ONLY run if the SC01 was processed with **Membership and Attendance Extract** as the value for **Select Data**.*
- *Selecting this value on the SC01 does not create an Extract. It simply allows the SC06 to run. Do not create any extracts for 5th, 90th, or 180th day reporting.*
- *Selecting the value of **Membership and Attendance Extract** is subject to change.*

      iii. Add a **check mark** to the **check box** for **Click the checkbox to exclude Summer School Enrollments**.

      iv. Add a **check mark** to the **check box** for **Click the checkbox to exclude Enrollments for Schools Excluded from State Reporting**.

      v. Click **Submit**

  c. Correct all errors the report finds and run the report again until you have 0 errors.

  d. Print the report and archive the 0-error report for documentation.

3. Run the **SC02 Cumulative Class Report** (ONLY if you have Pre-K in your school)
   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC02 Cumulative Class Report* (under the **Legacy Reports** header)
   b. Click on **SC02 Cumulative Class Report**
      i. **Date**: should be **blank,** clear this field if there is a date value saved
      ii. **Day**: enter the numerical value for which report you are running (5, 90, 180)
      iii. **Output Type**: Select from the dropdown, **Report Only (Default)**
      iv. Click **Submit**
   c. Print the report, have your building leader sign it, and archive a copy for your documentation.

4. Run the **SC03 Cumulative Class List** (ONLY if you have Pre-K in your school)
   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC03 Cumulative Class List* (under the **Legacy Reports** header)
   b. Click on **SC03 Cumulative Class List**
      i. **Date**: should be **blank,** clear this field if there is a date value saved
      ii. **Day**: enter the numerical value for which report you are running (5, 90, 180)
      iii. Click **Submit**
   c. Print the report and archive for your documentation.

5. Run the **SC04 Daily Activities Log**
   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC04 Daily Activities Log* (under the **Legacy Reports** header)
   b. Click on the SC04 Daily Activities Log
      i. **Date**: should be **blank,** clear this field if there is a date value saved
      ii. **Day**: enter the numerical value for which report you are running (5, 90, 180)
      iii. To run the report cumulatively (for the entirety of the school year), add a **check mark** to the **check box** for **Cumulative**. This step is optional.
      iv. Click **Submit**
   c. Print the report and archive for your documentation.

6. Run the **SC05 Daily Activities Summary Log**
   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC05 Daily Activities Summary Log* (under the **Legacy Reports** header)
   b. Click on the SC05 Daily Activities Summary Log
      i. **Date**: should be **blank,** clear this field if there is a date value saved
      ii. **Day**: enter the numerical value for which report you are running (5, 90, 180)

iii. **Grade**: select from the dropdowns, the **lowest** and **highest** grade levels
iv. Click **Submit**
c. Print the report and archive for your documentation.

7. Run the **SC06 Membership and Attendance Report**
   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC06 Membership and Attendance Report* (under the **Legacy Reports** header)
   b. Click on **SC06 Membership and Attendance Report**
      i. **Date**: should be **blank,** clear this field if there is a date value saved
      ii. **Day**: enter the numerical value for which report you are running (5, 90, 180)
      iii. **Self-Contained Only:** select from the dropdown, **No**
      iv. **Output Type:**   select from the dropdown, **Report Only (Default)**
      v. **Combine with Alternate School (Y/N)**: select from the dropdown, **No**
      vi. Click **Submit**
   c. Print the report, have your building leader sign it, and archive a copy for your documentation.

8. Run the **SC07 Membership and Attendance Worksheet Report**
   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC07 Membership and Attendance Worksheet Report* (under the **Legacy Reports** header)
   b. Click on the **SC07 Membership and Attendance Worksheet Report**
      i. **Start Date:** should be ****blank,** clear this field if there is a date value saved
      ii. **End Date**: should be ****blank,** clear this field if there is a date value saved
      iii. **Day Number:** enter the numerical value for which report you are running (5, 90, 180)
      iv. **Grade**: select from the dropdowns, the **lowest** and **highest** grade levels
      v. **Self-Contained only**: select from the dropdown, **No**
      vi. Click **Submit.**   The SC07 can take substantially longer to run than the other reports Legacy Reports.
   c. Print the report and archive for your documentation.
   d. ** To run this report *cumulatively* for the current school year, enter the first day of school for the **Start Date** and the date for your 5th, 90th, or 180th day of school for the **End Date**.

9. Run the **SC08 Master Classification**
   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC08 Master Classification List* (under the **Legacy Reports** header)
   b. Click on **SC08 Master Classification Report**
      i. **Date**: should be **blank,** clear this field if there is a date value saved
      ii. **Day**: enter the numerical value for which report you are running (5, 90, 180)
      iii. **Grade**: select from the dropdowns, the **lowest** and **highest** grade levels
      iv. **Sort By:** it is recommended to select **Grade** from the dropdown
      v. Click **Submit**
   c. Print the report and archive for your documentation.

Running Add-On Weighting Reports:

10. Run **SC24 Add-On Weightings Update**
    a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC24 Add-On Weightings Update* (under the **Add-On Weightings** header)
    b. Click on SC24 Add-On Weightings Update
       i. **Schools to Include**: leave the radio button selected for **Current School Only**

ii. Click **Submit**

   c. Print the report and archive for your documentation. It is OK if your report is blank. It is OK if your report contains data.

11. Run the **SC27 Add-On Weightings List**

   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC27 Add-On Weightings List* (under the **Add-On Weightings** header)

   b. Click on SC27 Add-On Weightings List

      i. **Current Selection Students***: select the radio button for **All Students**

      ii. **As of Day - (Date)*:** select from the dropdown, the day associated with this Reporting period (Day 5, Day 90, or Day 180)

      iii. **Sort By*:** Select the Radio Button for **Grade Level**

      iv. Click **Submit**

   c. Print the report and archive for your documentation.

12. Run the **SC28 Add-On Weightings Report**

   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC28 Add-On Weightings Report* (under the **Add-On Weightings** header)

   b. Click on SC28 Add-On Weightings Report

      i. **As of Day - (Date)*:** select from the dropdown, the day associated with this Reporting period (Day 5, Day 90, or Day 180)

      ii. **Create Extract*:** select the radio button for **No**

      iii. Click **Submit**

   c. Print the report, have your building leader sign it, and archive a copy for your documentation.

Running High Achieving Reports:

13. Run the **SC31 High Achieving List**

   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC31 High Achieving List* (under the **High Achieving** header)

   b. Click on SC31 High Achieving List

      i. **As of Day - (Date)*:** select from the dropdown, the day associated with this Reporting period (Day 5, Day 90, or Day 180)

      ii. **Select Grade Levels (Blank for All):** leave blank

      iii. Click **Submit**

   c. Print the report and archive for your documentation. This report will be blank for schools that do not code student data for High Achieving.

14. Run the **SC34 High Achieving Report**

   a. *Home Page > Data and Reporting > Reports > System Reports > Compliance Reports > SC34 High Achieving Report* (under the **High Achieving** header)

   b. Click on SC34 High Achieving Report

      i. **As of Day - (Date)*:** select from the dropdown, the day associated with this Reporting period (Day 5, Day 90, or Day 180)

      ii. Click **Submit**

   c. Print the report, have your building leader sign it, and archive a copy for your documentation.

End of 5th, 90th, and 180th Day Reporting in PowerSchool