

Online Tutorial: Creating Detention & Suspension Reports

Step 1: From the start page, click on “Reports” under the “Functions” heading.

- Functions
 - Absentee Report
 - Daily Bulletin
 - Enrollment Summary
 - Master Schedule
 - PowerLunch Reports
 - Special Functions
 - Teacher Schedules

- Function
 - Run Reports
 - Report Setup
 - State Reports
 - Reporting Engine
 - Custom School Level Reports

Step 2: In the center of the screen, click on “Custom School Level Reports.”

Step 3: Click on “Detention Report” or “Suspension Report,” depending on which report you’d like to run.

- Logs
 - Detention Report
 - Log Entries
 - Suspension Report

Step 4: Enter today’s date in the “From” and “To” boxes.

From: To: Students:

Step 5: Click the “Create” button.