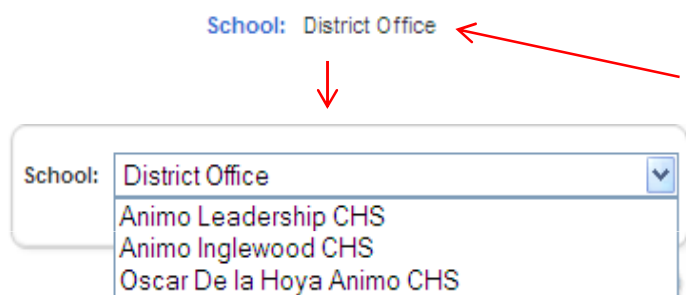


Online Tutorial: Suspension Log Report

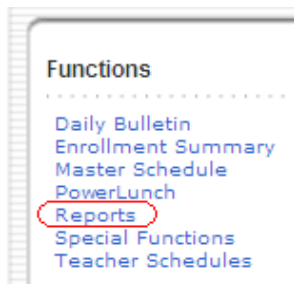
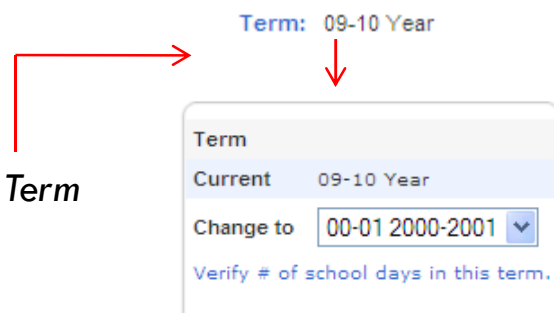
Follow these steps to pull up the Suspension Log report for a specific date range and/or a specific selection of students.

Step 1: Identify your *Current Selection* of student(s) to use for your report (For more specific group selections, see PowerSchool tutorial “Export SpEd Students”).



Step 1a: Select a specific school or the District Office by clicking on the *School* link on the top of the PowerSchool homepage.

Step 1b: Select a specific year by clicking on the *Term* link on the top of the PowerSchool homepage.



Step 2: In PowerSchool, choose your *Current Selection* of students to run the report then select *Reports* in the left hand navigation bar under the *Functions* header.

Step 3: In the *Reports* screen, select the *Custom Reports* tab.



Suspension Report

Step 4: In the *Custom Reports* tab, select *Suspension Report* under the *Logs* header.

Step 5: Change the *From:* and *To:* dates to meet your criteria. Then select either *All Students* or *Current Selection* from the *Students:* drop-down. Click *Create* when you are done.

From: 1/19/2010 To: 2/18/2010

Students: Current Selection
All Students
Current Selection

Create

Step 6: Results will populate in table below.

#	Student Number	Student	Grade	Ethnicity	Gender	Entry Date	Author	Days of Suspension	Consequence	Entry
1	██████	██████	11	500	M	██████	██████	1	Sus Out Of School	SUS 1 - Physical Injury to Staff
2	██████	██████	9	600	M	██████	██████	1	Sus Out Of School	For hitting another student