

DISCIPLINE REPORT DIRECTIONS

Select "All" students for your building.

Select "Special Functions" from the left side

Choose "search log entries" (towards the bottom of the list)

Choose "Discipline" from the log type drop down list

Enter "Begin" and "End" date for the data you are looking for(ie 11/01/08 & 11/30/08)

Choose a sort selection and then hit submit

Choose "Quick Export"

On the "Export Page" cut and past the following fields OR click the blue "fields" link, to display a list of available Discipline fields as well as the student fields that may be used.

^[1]LastFirst)

^[1]EntryDate)

^[8]Subtype)

^[8]Discipline_IncidentLocDetail)

^[8]Discipline_ReporterID)

^[1]Grade_Level)

^[1]Ethnicity)

^[1]Gender)

^[1]SpecialEducation)

^[1]LMS)

^[1]Residence)

^[8]TeacherID)

Click "SUBMIT" when you have chosen your fields.

On the File Download page, choose "Save"

Change your "save in" location to "Desktop" – the file name is automatically "Log Export". You may change it if you wish. Click "Save"

Click Close and then minimize PowerSchool to view your desktop

RIGHT click on the file that you saved and choose "Open With" – Excel

The exported information is displayed.