

ELIGIBILITY REPORT

1. Login to PowerSchool Admin using the icon on the desktop
2. On the Start page, click “Stored Searches” under “Other Options”
3. Click “Run Search” to the right of “Eligibility_Basketball”
4. On the Group Function page you will see the number in this case, 21, is displayed at the top of the page. These are the students you are running the report on
5. Choose “Search By Grades/Attendance” report toward bottom of page
6. On the Report page, do the following:
 - a. Choose the selected number of students
 - b. Minimum# of classes is your choice but set to 1 at the least
 - c. Make sure “Scan for this final grade” is checked – leave “any=” in the drop down, and add any grades you wish to search for separated by a comma. Ex.: A,B,C,D,D+,D etc
 - d. Scan for percentage or citizenship should be blank
 - e. Scan for attendance also blank unless you are looking at attendance issues
 - f. Scan for grades should be set to “Current” and the current Grade Term identified G1,G2,G3,G4,G5,G6 when searching grades for current gradebook grades and set to “Historical” when a grade period has ended and searching for grades which have been stored as permanent using codes G1-6, T1-3, S1-2.
 - g. Scan for classes enrolled defaults to current date or may be changed
 - h. Results: Choose – “Display matching students & sections”
7. Click Submit
8. A list of records will show on the next page if there are records that meet the criteria you entered on the report page.
9. Click a student’s name to go to their schedule and on the left under the PowerSchool logo, click Quick Lookup to see what class the student is failing.