How to Generate Reports on Power School Reporting Service
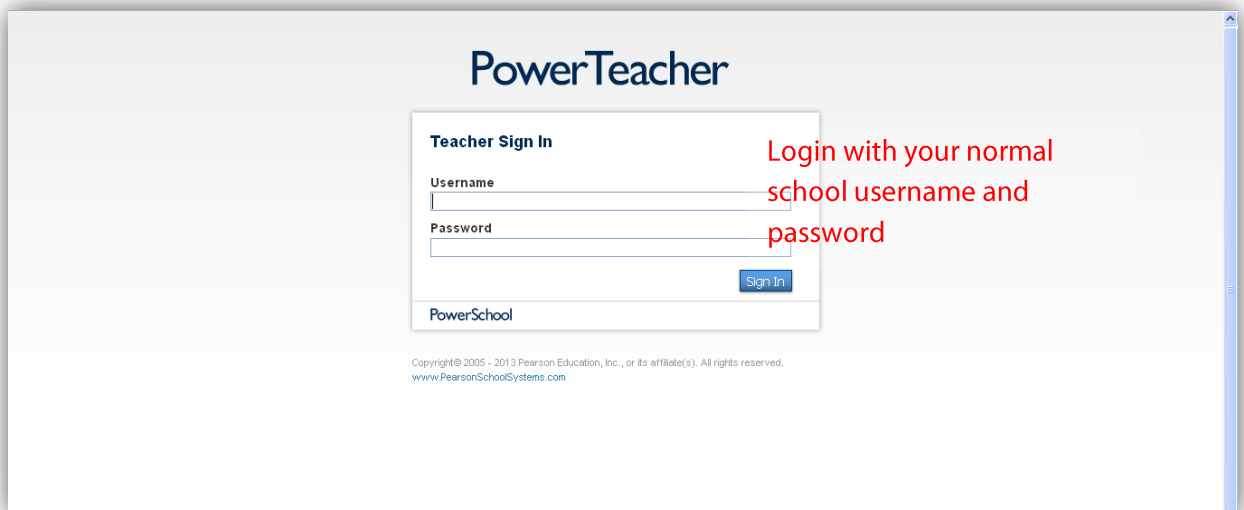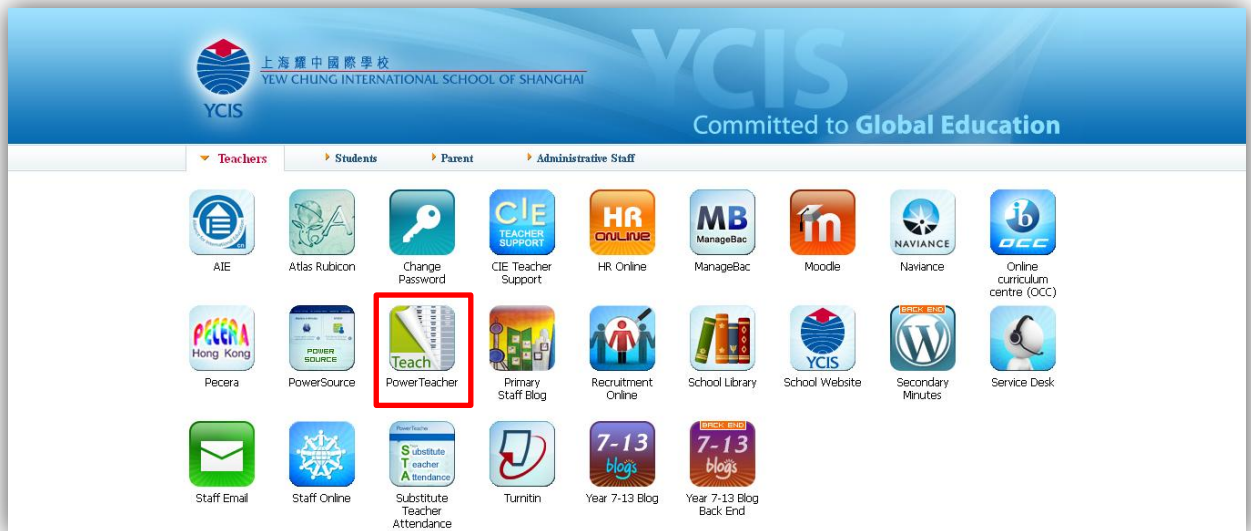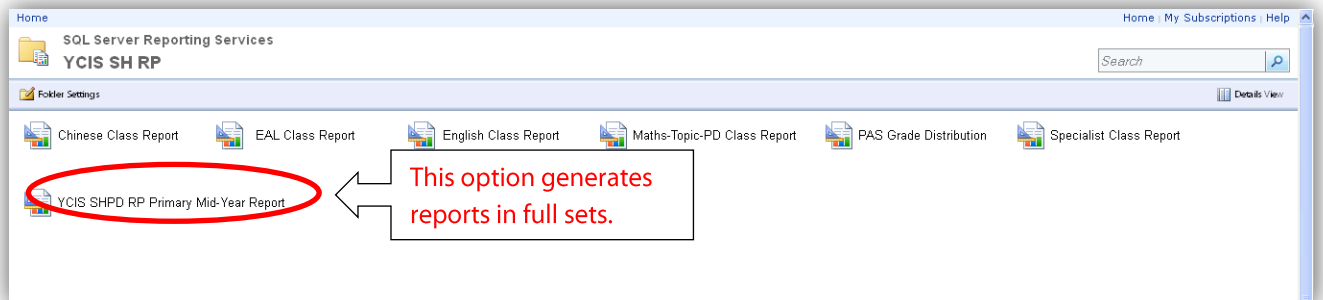
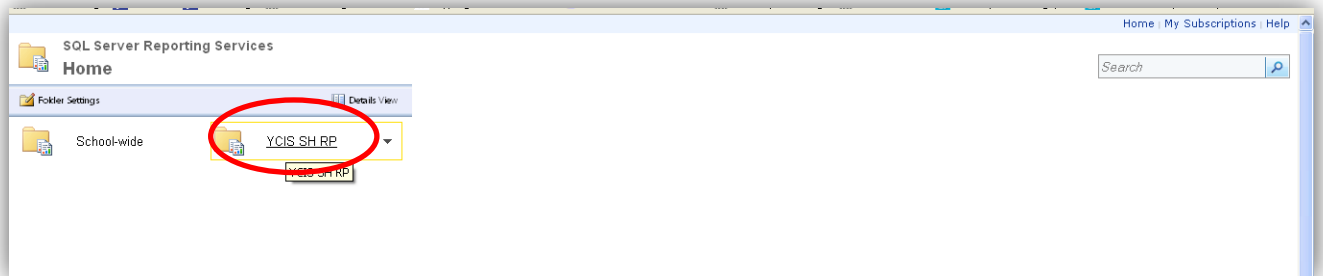1. Log onto PowerTeacher

Login with your normal school username and password

2. Click on Reporting Services. It will open in a new tab. Log in with your normal school username and password
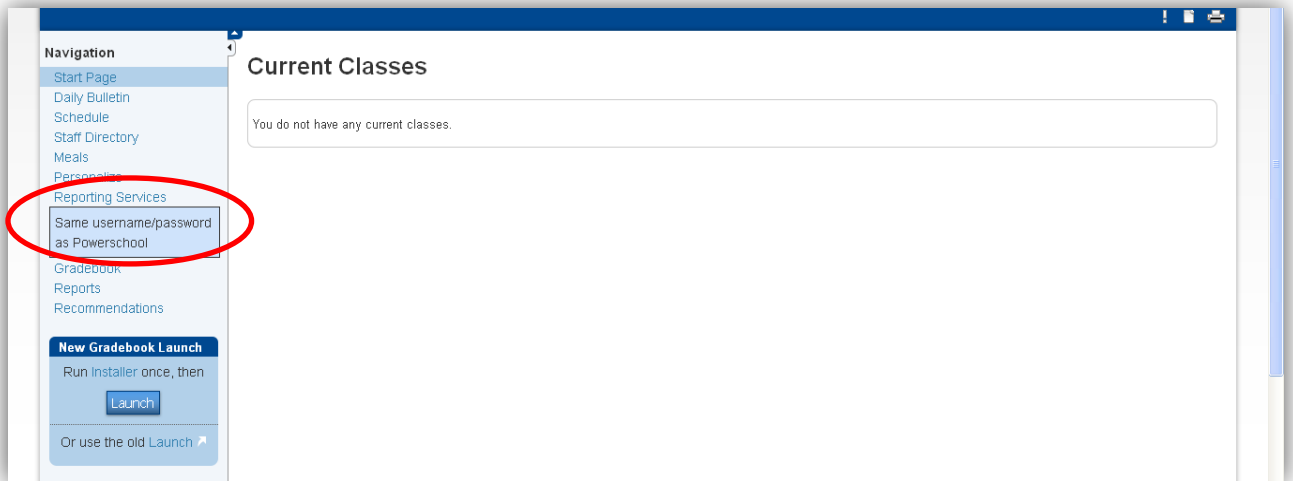
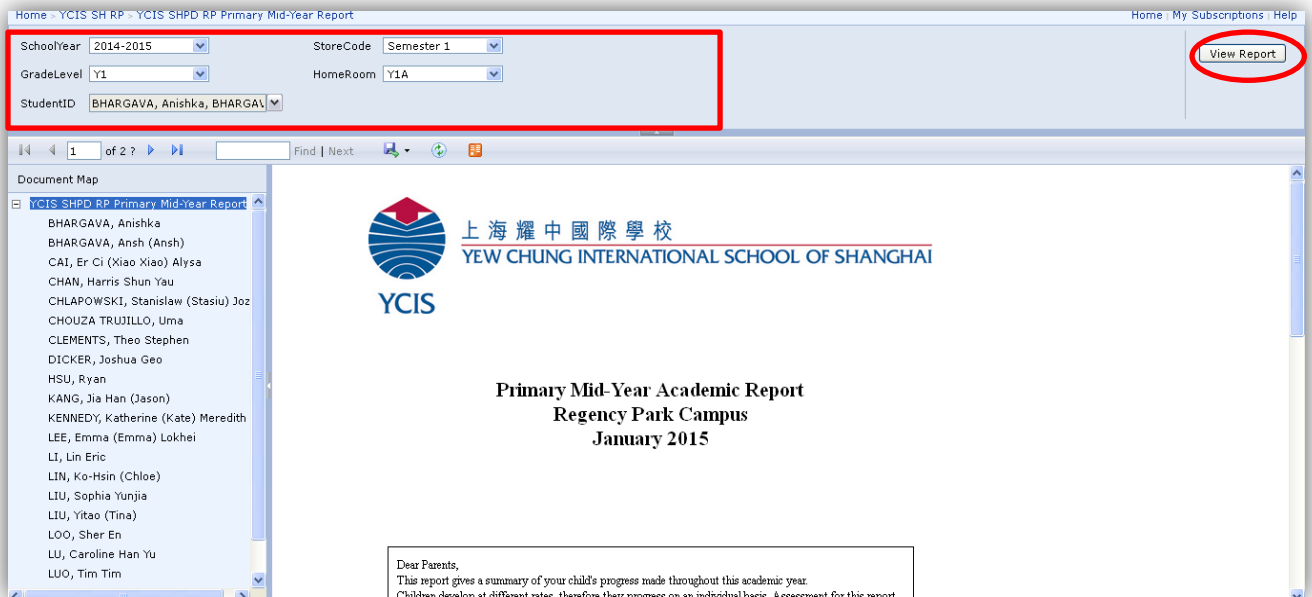3. Go to YCIS SH RP, and choose the report you'd like to generate.

This option generates reports in full sets.

4. Select **School Year**, **StoreCode**, **GradeLevel**, **HomeRoom (for class teachers) / Section Group (for specialists)**. You can also filter which students' reports you'd like to print by selecting from **StudentID.**

 Click on "View Report" on the top right corner to generate report.

5. Save the reports as PDF