Printing a Student Data Collection Form

Blank

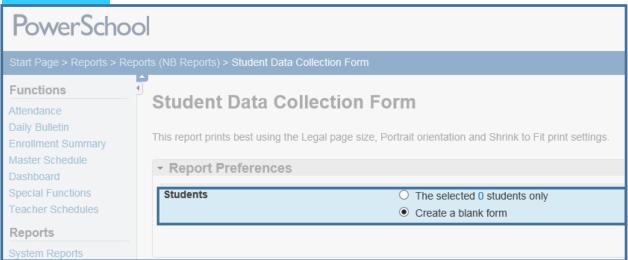**STEP 1**

STEP 2

STEP **3** Scroll down to the "Student Listings" section.

Student Listings	Description
Custody Alerts	Generates a listing of students with legal alerts (refers to Legal Alert Comment data field).
Graduates Listing	Report of the current year's identified graduates.
Invalid Address and other errors	Addresses that failed validation and incomplete entries
Newcomers and fee paying students	Student listing of newcomer and fee paying students.
School Closure	A listing of all emergency school closure contacts.
Student Birthdays	Student listing sorted in chronological order by birth date for a specific month of the year.
Student Data Collection Form	Student data collection and demographic registration form. Can be printed blank or pre-filled.
Student Demographic Information	An alphabetical listing of students' demographic information including contact information and permissions on file.
Students by Community	Listing of student addresses by municipality.

STEP **4**

PowerSchool

Start Page > Reports > Reports (NB Reports) > Student Data Collection Form

Functions

Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

Reports

System Reports

Student Data Collection Form

This report prints best using the Legal page size, Portrait orientation and Shrink to Fit print settings.

▾ **Report Preferences**

Students	○ The selected **0** students only
	⦿ Create a blank form

Submit

STEP 5

PowerSchool

Functions

Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

Reports

System Reports
ReportWorks

People

Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

Setup

School
System
Personalize

Applications

PowerLunch
PS Administrator
PT Administrator
ReportWorks Developer

Student Data Collection Form

This report prints best using the Legal page size, Portrait orientation and Shrink to Fit print settings.

▸ **Report Preferences**

lophone East School District
t Data Collection Form 2015-2016
hool: Evergreen Park School

ormation we currently have on file is correct. Review the
changes required directly on this form. Should this information
lease advise the school office. Please sign and return this

(For School Use Only)
Grade: _____
Homeroom: _____
Bus In: _____
Bus Out: _____
½ Day Bus: _____

Student's Mother's Maiden Name:
Birth Gender: ( ) Female ( ) Male
Preferred Name:

Physical Address
Street Address/Apt.: _____
Community: _____

Mailing Address
Same as Physical Address: ( ) Yes
Street Address/Apt.: _____
Community: _____

After School Information
Does this student go home? ( ) Ye
Caregiver: _____
Street Address/Apt.: _____
Community: _____

Additional Student Information
Home Phone: (_____) _____ -
Language spoken most often at hom
Other language spoken regularly at

Student Contact (Mother/Guardia
Name: _____
Contact Valid For: (check all that ap

iddle)

Gender independent ( ) Male
_____ (MM/DD/YYYY)

Postal Code: _____

mation below)
P.O. Box: _____
Postal Code: _____

-
Postal Code: _____

Right-click context menu:

Back
Forward
Go to copied address   Ctrl+Shift+L

Save background as...
Set as background
Copy background

Select all
Paste

E-mail with Windows Live
Translate with Bing
All Accelerators   ▸

Create shortcut
Add to favorites...
View source

Encoding   ▸

Print
Print preview...
Refresh

Clip this page
Clip URL
New Note

Properties

STEP 6

🅴 Print Preview

🖨 | A | A | ⚙ | ▭ | ▱ | ▨ | 1 Page View ▾ | Shrink To Fit ▾

STEP 7 Be sure to use the settings shown below.

Page Setup

Paper Options
Page Size:
Legal

◉ Portrait ○ Landscape
☑ Print Background Colors and Images
☑ Enable Shrink-to-Fit

Margins (millimeters)
Left: 5
Right: 5
Top: 5
Bottom: 5

Headers and Footers
Header:
-Empty-
-Empty-
-Empty-

Footer:
-Empty-
-Empty-
-Empty-

Change font

OK   Cancel

STEP 8

Print Preview

1 Page View ∨   Shrink To Fit ∨