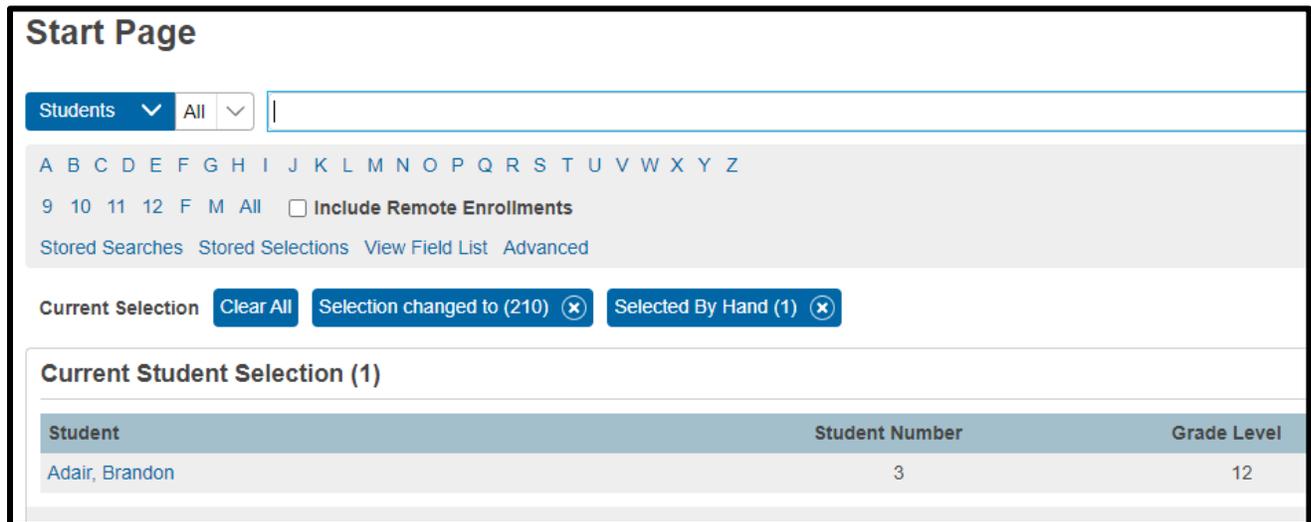


Data Verification Form PowerSchool Update

How to run the Data Verification Form

Before running the Data Verification Form out of PowerSchool, select the group of students that you want to run the form for first. This must be done at the school level. This can be done by either selecting grade levels, typing in specific students names, or by selecting a letter in the alphabet to run by alphabetical order.



Start Page

Students All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 F M All Include Remote Enrollments

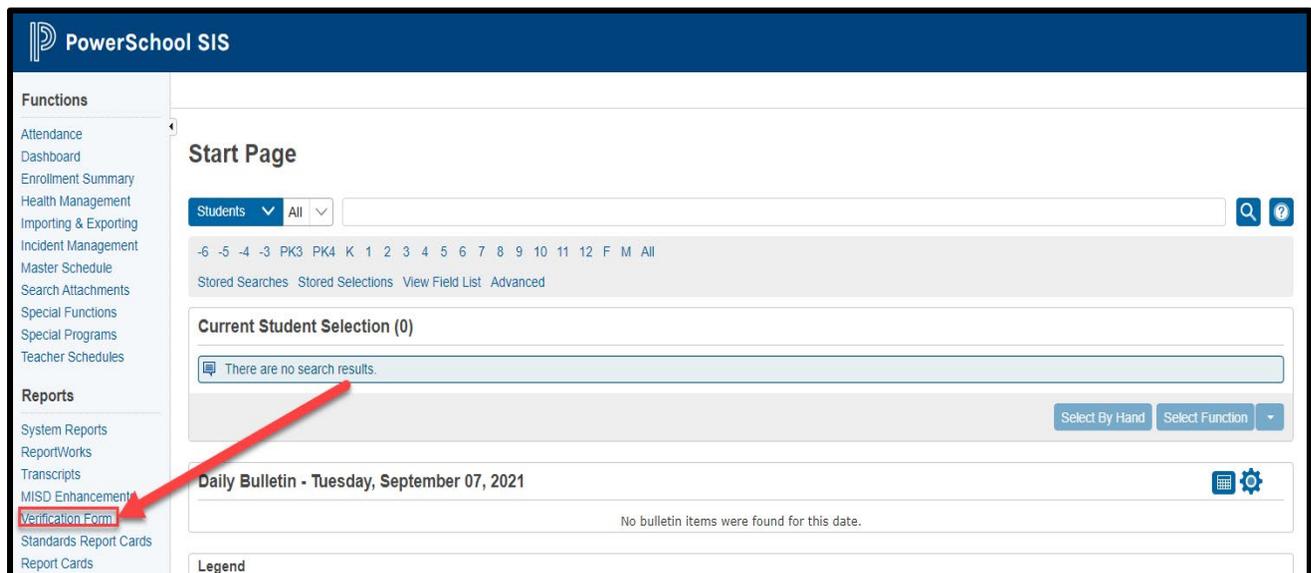
Stored Searches Stored Selections View Field List Advanced

Current Selection Selection changed to (210) Selected By Hand (1)

Current Student Selection (1)

Student	Student Number	Grade Level
Adair, Brandon	3	12

Once you have your group of students selected, click on the **Verification Form** link on the left hand side of your start page underneath the Reports header.



PowerSchool SIS

Functions

- Attendance
- Dashboard
- Enrollment Summary
- Health Management
- Importing & Exporting
- Incident Management
- Master Schedule
- Search Attachments
- Special Functions
- Special Programs
- Teacher Schedules

Reports

- System Reports
- ReportWorks
- Transcripts
- MISD Enhancements
- Verification Form**
- Standards Report Cards
- Report Cards

Start Page

Students All

-6 -5 -4 -3 PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 F M All

Stored Searches Stored Selections View Field List Advanced

Current Student Selection (0)

There are no search results.

Daily Bulletin - Tuesday, September 07, 2021

No bulletin items were found for this date.

Legend

Once you've clicked on the **Verification Form** link, you'll be taken to the settings page.

The screenshot shows a settings page with the following elements:

- At the top left, it says "Number of students selected: 4".
- Below that is a "Select Saved Setting" section with a dropdown menu labeled "Setting Name" and the text "Select a saved setting".
- The "Report Options" section contains:
 - An unchecked checkbox for "Display ONLY student Name, Grade, Gender, DOB".
 - A "Print Grade/School from:" section with two radio buttons: "Current Year" (selected) and "Next Year".
 - A checked checkbox for "Display Health Information".
 - An "Include signature lines for:" section with two unchecked checkboxes: "Online Classes" and "Emergency Medical Treatment".
 - A "Number of Blank forms to print:" section with a text input field containing "0" and an unchecked checkbox for "Show Lines".
- Below the report options is a "Sort By(Only use if handing out Form in classroom)" section with three options: "Homeroom" (radio button), "Class Period" (radio button), and "Store Code" (radio button). The "Class Period" and "Store Code" options have dropdown menus labeled "Choose".
- At the bottom right, there is a "Settings Name:" label, a text input field with "Enter Name", and two buttons: "Save Settings" and "Submit".

At the top you'll see that it shows you how many students you are running the report for. You may also select a saved setting at this time if you've used the program before.

Report Options

The first report option is Display ONLY student Name, Grade, Gender, DOB. This allows you to print a data verification form that only has the student's name, grade, gender and date of birth. The contacts information will be blank.

The second report option allows you to choose which school year you'd link to print on the report. You can select either the current school year or next school year.

The third option asks if you'd like to display health information. The health information includes the hospital, physician, dentist, and physicians' cell phone and email. If the health information is not displayed, two more contacts will be shown instead.

The fourth option asks if you'd like to include a signature line for online classes and for emergency medical treatment.

The last option asks how many blank forms should be printed (default: 0) and if lines should be shown.

This is a close-up of the "Report Options" section from the settings page. It shows the following options:

- Display ONLY student Name, Grade, Gender, DOB
- Print Grade/School from:
 - Current Year
 - Next Year
- Display Health Information
- Include signature lines for:
 - Online Classes
 - Emergency Medical Treatment
- Number of Blank forms to print: Show Lines

Sort By (Only use if handing out Form in classroom)

Districts can select in which order they would like the forms to print out in. The options include sorting by homeroom or by a specific period and store code.

Sort By(Only use if handing out Form in classroom)

Homeroom Class Period of Store Code

Once you've selected how you'd like the forms to be sorted, you can either save your existing settings press submit at the bottom of the page to run the report.

Settings Name:

Sample Verification Report

Once the Form has been submitted, PowerSchool will load to a page that says **Please wait while processing..**

Once the form has finished processing, the Verification Form will download to your browser as a PDF. Click on the download and the Verification Forms will be downloaded to your computer to be printed.

High School			
Emergency Data Verification Form			
<i>Please complete and return this form. Make necessary changes in RED.</i>			
Name:	Grade: 12	Gender: M	Birth Date: 02/11/2004
Military Connected: <input type="checkbox"/>		Student Cell Phone: _____	
<u>RESIDENCE</u>		<u>MAILING</u>	
Photo Exempt: <input checked="" type="checkbox"/>	Address: _____	Address: _____	
FOIA Opt Out: <input type="checkbox"/>	City/Zip: _____	City/Zip: _____	
	Phone: _____	Unlisted: <input type="checkbox"/>	Alt Phone: _____
			Unlisted: <input type="checkbox"/>
Student Number: _____	Student Email: _____		
Emergency Contacts			
Name: _____	Home Phone: _____	Contact Priority: 1	
Relation: _____	Cell Phone: _____	Resides with Student: <input checked="" type="checkbox"/>	
Address: _____	Daytime Phone: _____	Additional Mailing: <input type="checkbox"/>	
City/Zip: _____	Work Phone/Ext: _____		
Email: _____	Employer: _____		

Name: _____	Home Phone: _____	Contact Priority: 2	
Relation: _____	Cell Phone: _____	Resides with Student: <input checked="" type="checkbox"/>	
Address: _____	Daytime Phone: _____	Additional Mailing: <input type="checkbox"/>	
City/Zip: _____	Work Phone/Ext: _____		
Email: _____	Employer: _____		

Name: _____	Home Phone: _____	Contact Priority: 3	
Relation: _____	Cell Phone: _____	Resides with Student: <input type="checkbox"/>	
Address: _____	Daytime Phone: _____	Additional Mailing: <input type="checkbox"/>	
City/Zip: _____	Work Phone/Ext: _____		
Email: _____	Employer: _____		

Name: _____	Home Phone: _____	Contact Priority: 4	
Relation: _____	Cell Phone: _____	Resides with Student: <input type="checkbox"/>	
Address: _____	Daytime Phone: _____	Additional Mailing: <input type="checkbox"/>	
City/Zip: _____	Work Phone/Ext: _____		
Email: _____	Employer: _____		

Name: _____	Home Phone: _____	Contact Priority: 5	
Relation: _____	Cell Phone: _____	Resides with Student: <input type="checkbox"/>	
Address: _____	Daytime Phone: _____	Additional Mailing: <input type="checkbox"/>	
City/Zip: _____	Work Phone/Ext: _____		
Email: _____	Employer: _____		
Health			
Hospital:			
Names and Schedule for Medications:			
Medical Alerts:			