



Office of Children & Youth in Transition
Supporting Foster, Homeless, and Military Students
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How to Run Homeless, Foster and Military Reports in PowerSchool

- ***PowerSchool procedure for accessing the names of your Homeless and Foster students:***
 1. Go to the Start Menu
 2. Click "Systems Report" (on left side of screen)
 3. Click "SqlReports4"
 4. Under the "Enrollment" tab click "Homeless" (Homeless and Foster show up on the same report)
 5. Click "Submit"
 6. To "print", click the printer icon at the top right of the screen.
 7. To "save", click the PDF button at the top of the report, make sure to save as "Homeless Students.PDF" (By adding .PDF the file will be saved in a readable format).

This is a combined Homeless & Foster list even though it says you are accessing a Homeless list.

- ***PowerSchool procedure for accessing the names of your students from Military Families:***
 1. Go to the Start Menu
 2. Click "Systems Report" (on left side of screen)
 3. Click "SqlReports4"
 4. Under the "Enrollment" tab click "Students with Military Parents"
 5. Click "Submit"
 6. To "print", click the printer icon at the top right of the screen.
 7. To "save", click the PDF button at the top of the report, make sure to save as "Students with Military Parents.PDF" (By adding .PDF the file will be saved in a readable format).