Printing ESY Assignment Letters
using PowerSchool ADMIN, not PS Summer, not PS Teacher

STEP 1  FROM PS ADMIN – BRING UP THE STUDENT(S)
- Bring up your student(s) by typing in the student name(s) or ID#(s)
- hit Enter

STEP 2  PRINTING THE LETTERS
- Click on Print a Report in the top left corner box.
- Or if you want to print more than one assignment letter at a time select the Print Report option on the right side, under Current Student Selection.
**STEP 3  SELECT THE ESY LETTER – English or Spanish**

- Select the report title *ESY Letter_English* or *ESY Letter_Spanish* (as appropriate)
- Scroll down and click Submit
- On the Report Queue page, click Refresh.
- When complete you will see View, click View to print.

- Click the top left back arrow twice to return.

The ESY Assignment Letters should be printed and given to the child or parent to take home. For students who are currently riding the bus through Special Education, their service will continue during ESY. Those students who do not ride the bus during the regular school year will be picked up and dropped off at their school of residence for ESY. The Transportation department will be sending letters home to parents in June prior to start of ESY with specific bus service information. There are also *ESY labels available to print*, using the same process as above, select the *ESY Student Photo Labels Avery 5163*. This will provide the parents with a label to use on the students backpack or clothing. Transportation information can be entered on the label.

For questions about ESY registrations, assignments, transportation or printing please contact Naomi Lewis, nlewis1@sandi.net.