

PowerSchool – Sample Class Roster Templates

- From the start page, navigate to System Reports on the left navigation menu
- Select Class Rosters from the Student/Staff Listings section

Print rosters for (hold the CTRL key to make multiple selections)	ABEL, KRISTAL ACKERMAN, KEELY ACKERMAN, KENDRA ACOMB, RYANN ADAMS, NATASHA ADELHARDT, JOHNATHON
Meeting(s) (leave unchecked for all)	District Mode (All Periods)
Include students who	☒ are currently enrolled in class ☐ were enrolled on MM/DD/YYYY ☐ were enrolled any time between MM/DD/YYYY and MM/DD/YYYY
Heading font	Times
Size, line height, style	12 14 (points) ☒ Bold ☐ Italic ☐ Underline
Print heading on	First page of each class
Heading text (Fields) Enter ^(teachername) to cause the teacher name to appear, and ^(*class_expression) for the expression	Class Roster - ~([Courses]Course_Name) ~(Course_Number) Teacher:~(teachername) Room:~(Room) Period:~(External_Expression) Total Students:~(No_of_students) Section Number:~(Section_Number)
Column title font	Times
Size, line height, style	11 13 (points) ☐ Bold ☐ Italic ☒ Underline
Print column titles on	All pages
Roster Font	Times
Size, line height, style	10 12 (points) ☐ Bold ☐ Italic ☐ Underline
Roster columns (Fields)	Format: field name \ column title \ column width \ alignment student_number \ ID \ .7 \ Left lastfirst \ Student Name \ 1.5 \ Left Gender \ Gender \ .75 \ C
Rule width (points)	Horizontal .5 Vertical .5
Cell padding (points)	Horizontal 2 Vertical 0
Page size	Letter (8 1/2" x 11")
	Custom size: Height Width
Margins (inches)	Left .5 Top .5 Right .5 Bottom .5
Orientation, Scale	Portrait (vertical)

HEADING:

Class Roster - ~([Courses]Course_Name) ~(Course_Number)
 Teacher:~(teachername)
 Room:~(Room)
 Period:~(External_Expression)
 Total Students:~(No_of_students)
 Section Number:~(Section_Number)

FORMAT:

student_number \ ID \ .7 \ Left
 lastfirst \ Student Name \ 4 \ Left
 U_Students_Extension.Preferred_Name\Preferred Name\.\7\Left



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Worry-Free Efficiency

Gender \ Gender \ .75 \ C