Student Assignment Cards

Elementary schools will now create student groups and print Student Assignment Cards in PowerSchool (formerly known as Power Cards). The following instructions will show you how to use Stored Searches to sort a designated group of students, then select the Student Assignment Card to print.

Contact the Office of Language Acquisition for questions regarding the use of Assignment Cards for EL, EL student placement, or FELD:

- Email: ola@sandi.net
- Phone: (619)725-7264

SDUSD color rubric and report correlation for Assignment Cards:

<table>
<thead>
<tr>
<th>Student Designation</th>
<th>Assignment Card Color</th>
<th>Assignment Card Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Learner - Female</td>
<td>Pink</td>
<td>Student Assignment Card – EL</td>
</tr>
<tr>
<td>English Learner - Male</td>
<td>Yellow</td>
<td>Student Assignment Card – EL</td>
</tr>
<tr>
<td>Non-English Learner - Female</td>
<td>White</td>
<td>Student Assignment Card</td>
</tr>
<tr>
<td>Non-English Learner - Male</td>
<td>Green or Blue</td>
<td>Student Assignment Card</td>
</tr>
</tbody>
</table>
Sample View of Assignment Cards

Student Assignment Card- EL: Used for English Learners

![English Learner Student Assignment Card](image)

Student Assignment Card EL Blank: Used for English Learners

![English Learner Student Assignment Card Blank](image)
Student Assignment Card-Blank: Used for Non-English Learners

Student Assignment Card

Student: 

Perkins K-8 [185]

Enter applicable levels and check current programs:


GATE [ ] Active IEP [ ] Res. Spec. [ ] Speech [ ] Combo Class [ ]

Comments: ____________________________

Student Assignment Card: Used for Non-English Learner.

Student Assignment Card

Abell [ ] Barnard Elementary [17]

Grade: 3 New Grade: 3

Female

Enter applicable levels and check current programs:


GATE [ ] Active IEP [ ] Res. Spec. [ ] Speech [ ] Combo Class [ ]

Comments: ____________________________
Generating Assignment Cards

1. From the Start Page in PowerSchool, click on **Stored Searches**.

![Start Page with Stored Searches highlighted](image)

2. Click **Run Search** next to the student group you want to print Assignment Cards for. **Important**: Remember your selection in this step because it will determine the report you will select within the dropdown in Step 4.

![Class of 2019 with Run Search highlighted](image)

3. Under Printing, click **Print Reports**.

![Printing options with Print Reports highlighted](image)
4. Click the dropdown arrow to display report options. Make your selection by clicking on the name of the report. *Remember to correlate your Stored Search selection to the report you are selecting.* Complete the additional print options as needed. Then click Submit.

* Refer to SDUSD color rubric and report correlation for assignment cards on page 1.

5. The report will go to the Report Queue. Refresh the page as needed until the report status is completed. Be patient. Right click on View and select Open Link in New Tab.
PDF View:

Printing Assignment Cards

Prior to printing be sure to place the appropriate color of paper in the printer. Refer to the color rubric on the first page of this job aid.

Please note, the Teacher name that appears on the Assignment Card is generated by the Home Room assignment. The Home Room is assigned at the school site through the use of Student Field Value function.

1. From the PDF view page, click on the Print icon. Click on Properties to change the image orientation from portrait to landscape. Adjust other settings as needed, then click OK.