
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:

Student Designation	Assignment Card Color	Assignment Card Report
English Learner - Female	Pink	Student Assignment Card – EL
English Learner - Male	Yellow	Student Assignment Card – EL
Non-English Learner - Female	White	Student Assignment Card
Non-English Learner - Male	Green or Blue	Student Assignment Card

Sample View of Assignment Cards

Student Assignment Card- EL: Used for English Learners

English Learner Student Assignment Card					
Ac: [REDACTED] [REDACTED] 03]		Grade: 1		New Grade: 1	
Perkins K-8 [185]		Female			
CELDT Test Date: 09/25/2014					
	Listening	Speaking	Reading	Writing	Overall
Score	220	140	280	275	189
Level	B	B	EI	EI	B
<input type="checkbox"/> SEI*	Mark this box and program this student for SEI if he/she does not meet the MEC criteria set forth to the right of the MEC box below.				
<input type="checkbox"/> MEC**	Mark this box and program this student for MEC if: (a) CELDT test date is on or before January 31 and student's OPL is Early Intermediate or above, OR (b) CELDT test date is after January 31 and student's OPL is Intermediate or above.				
<input type="checkbox"/> BIL	Mark this box and program this student for Bilingual Dual Language if he/she has an approved parent exception waiver. *SEI - Structured English Immersion **MEC - Mainstream English Cluster				
Recommended ELD Group: _____ <i>In general, this should be one proficiency level higher than the Listening and Speaking levels above.</i>					
Enter applicable levels and check current programs:					
Elementary Report Card ELD: Written Expression: _____			Oral Expression: _____		
Eng. Lang. Arts: _____ Rdg. Eng. _____ Span. _____ Math: _____ Citizenship: _____					
<input type="checkbox"/> GATE	<input type="checkbox"/> Active IEP	<input type="checkbox"/> Res. Spec.	<input type="checkbox"/> Speech	<input type="checkbox"/> Combo Class	
Comments: _____					

Student Assignment Card EL Blank: Used for English Learners

English Learner Student Assignment Card					
Student:		Grade:		New Grade:	
Perkins K-8 [185]					
CELDT Test Date:					
	Listening	Speaking	Reading	Writing	Overall
Score					
Level					
<input type="checkbox"/> SEI*	Mark this box and program this student for SEI if he/she does not meet the MEC criteria set forth to the right of the MEC box below.				
<input type="checkbox"/> MEC**	Mark this box and program this student for MEC if: (a) CELDT test date is on or before January 31 and student's OPL is Early Intermediate or above, OR (b) CELDT test date is after January 31 and student's OPL is Intermediate or above.				
<input type="checkbox"/> BIL	Mark this box and program this student for Bilingual Dual Language if he/she has an approved parent exception waiver. *SEI - Structured English Immersion **MEC - Mainstream English Cluster				
Recommended ELD Group: _____ <i>In general, this should be one proficiency level higher than the Listening and Speaking levels above.</i>					
Enter applicable levels and check current programs:					
Elementary Report Card ELD: Written Expression: _____			Oral Expression: _____		
Eng. Lang. Arts: _____ Rdg. Eng. _____ Span. _____ Math: _____ Citizenship: _____					
<input type="checkbox"/> GATE	<input type="checkbox"/> Active IEP	<input type="checkbox"/> Res. Spec.	<input type="checkbox"/> Speech	<input type="checkbox"/> Combo Class	
Comments: _____					

Student Assignment Card-Blank: Used for Non-English Learners

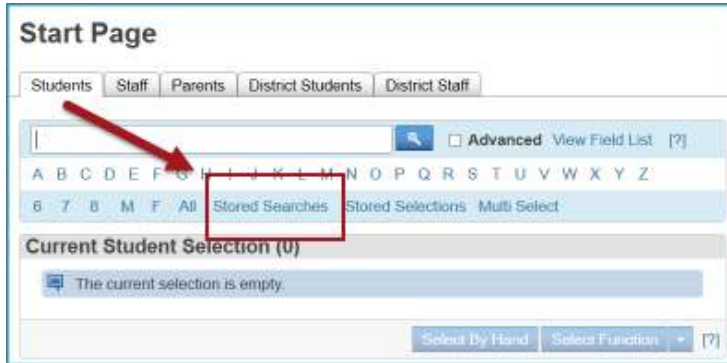
Student Assignment Card		
Student:	Grade:	New Grade:
Perkins K-8 [185]		
<p>-----</p> <p>Enter applicable levels and check current programs:</p> <p>Elementary Report Card ELD: Written Expression: _____ Oral Expression: _____</p> <p>Eng. Lang. Arts: _____ Rdg: Eng. _____ Span. _____ Math: _____ Citizenship: _____</p> <p> <input type="checkbox"/> GATE <input type="checkbox"/> Active IEP <input type="checkbox"/> Res. Spec. <input type="checkbox"/> Speech <input type="checkbox"/> Combo Class </p> <p>Comments: _____</p>		

Student Assignment Card: Used for Non-English Learner.

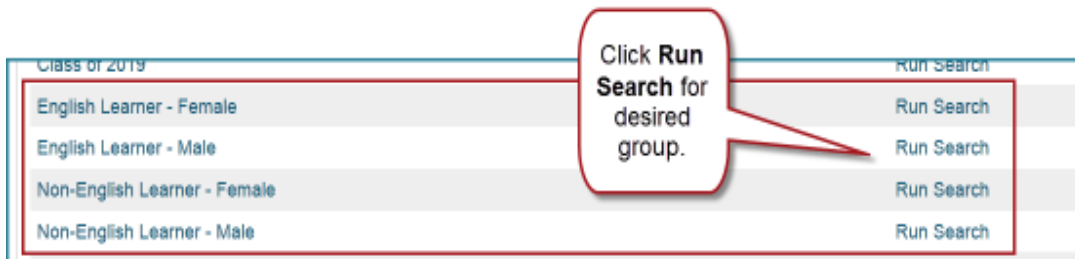
Student Assignment Card		
Student:	Grade:	New Grade:
Abe [Redacted] [2] Barnard Elementary [17]	3	3
	Female	
<p>-----</p> <p>Enter applicable levels and check current programs:</p> <p>Elementary Report Card ELD: Written Expression: _____ Oral Expression: _____</p> <p>Eng. Lang. Arts: _____ Rdg: Eng. _____ Span. _____ Math: _____ Citizenship: _____</p> <p> <input type="checkbox"/> GATE <input type="checkbox"/> Active IEP <input type="checkbox"/> Res. Spec. <input type="checkbox"/> Speech <input type="checkbox"/> Combo Class </p> <p>Comments: _____</p>		

Generating Assignment Cards

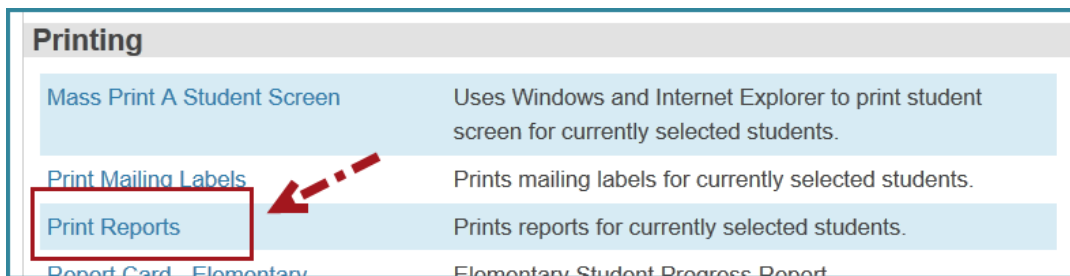
1. From the Start Page in PowerSchool, click on **Stored Searches**.



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.

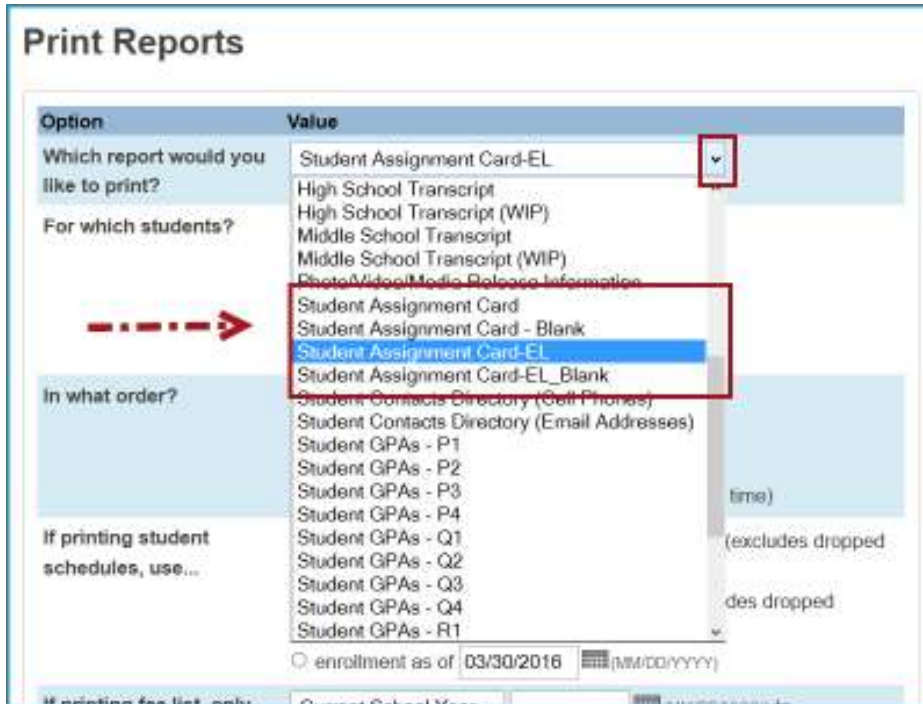


3. Under Printing, click **Print Reports**.




- 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.



Print Reports

Option	Value
Which report would you like to print?	Student Assignment Card-EL
For which students?	High School Transcript High School Transcript (WIP) Middle School Transcript Middle School Transcript (WIP) Photo/Media/Media Release Information
In what order?	Student Assignment Card Student Assignment Card - Blank Student Assignment Card-EL Student Assignment Card-EL_Blank Student Contacts Directory (Cell Phones) Student Contacts Directory (Email Addresses) Student GPAs - P1 Student GPAs - P2 Student GPAs - P3 Student GPAs - P4 Student GPAs - Q1 Student GPAs - Q2 Student GPAs - Q3 Student GPAs - Q4 Student GPAs - R1
If printing student schedules, use...	(excludes dropped des dropped
enrollment as of	03/30/2016 (MM/DD/YYYY)



When to print: (MM/DD/YYYY) / (time)

Report Output Locale: English

Submit

Adjust print options as needed. Then click **Submit**.

- 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**.



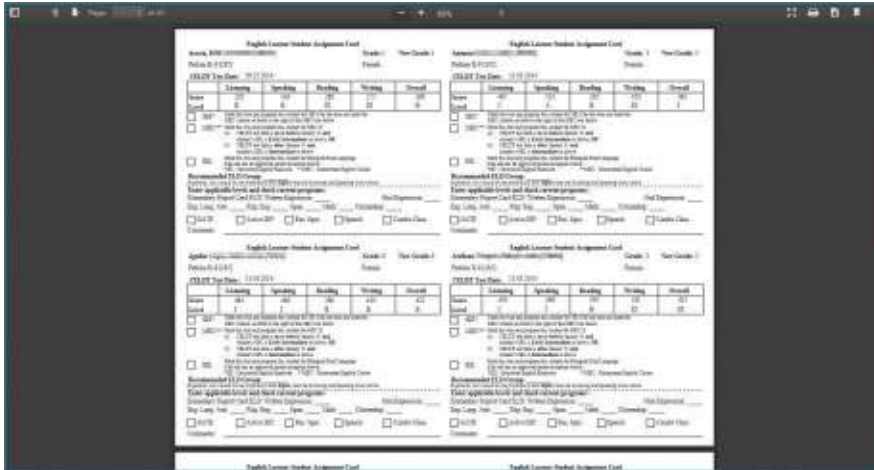
Report Queue (System) - My Jobs

System | Report/Views

Created	Job Name	Started	Ended	Status
03/30/2016	Student Assignment Card-EL	03/30/2016 01:37 PM	03/30/2016 01:37 PM	Completed

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**.

