



Health Screening Report

The Health Screening Report will produce a report based on parameters you set on the ReportWorks screen.

However, you can select students prior to running the report and that selection will be “remembered” by PowerSchool.

To Run the Report

1. From the Start Screen select the group of students you wish to run the report for either by name, grade level, male/female, etc.
2. Click on ReportsWorks on the left side of the screen – The system will retain the selected group of students
3. Select the Health Screening Report
4. You will notice next to Select Current Students that the # of students you selected to run this report is stated. Make sure you put a checkmark in that box.
5. Select Screening Dates – could be first day of school and last day of school - It could also be a previous year as in my example below.
6. Hit Submit

Health Screening Report

Report Name	Health Screening Report
Description	This report was edited 4/29/14 to include height and weight. It should be run for any student who is leaving the school or Diocese.
Category	Health
Published Date	04/29/2014 03:18 PM
Select Vaccines	Dtap HepatitisA HepatitisB HIB HPV Influenza Vaccine Lead Meningitis-Cophonal MMMR Polio TdaP Varicella
Select Health Screening Dates	Starting Date: 8/25/2012 Ending Date: 4/30/2014
Select School Enrollment Grade Level	8 7 6 5 4 3 2 1 K PK4 PK3
Select Current Students	<input checked="" type="checkbox"/> 66 students in current selection.
Select School Enrollment Dates	Starting Date: <input type="text"/> Ending Date: <input type="text"/>
Select Health Screening Types	Hearing Oral Scoliosis Tuberculosis Vision Vital Signs

Scheduling

Run Now

Submit



You will be taken to the **report queue page**, which indicates that the Health Screening Report has been created by Barbara Moore and the status is pending. To get the report to finish, click on the blue refresh button above the status.

Report Queue (ReportWorks) - My Jobs

System ReportWorks Refresh

Queued Reports					
Created On	Report Name	Started	Created By	Status	Options
04/30/2014	Health Screening Report	N/A	Moore, Barbara	Pending	

Completed Reports						Delete All
Created On	Report Name	Started	Ended	Created By	Status	Options
04/30/2014	Health Screening Report	04/30/2014 10:46 AM	04/30/2014 10:46 AM	Moore, Barbara	Completed	
04/29/2014	EDITED 1/22/14 - HealthOfficeVisitTypeTotals	04/29/2014 03:29 PM	04/29/2014 03:29 PM	Moore, Barbara	Completed	
04/29/2014	EDITED 1/22/14 - HealthOfficeVisitTypeTotals	04/29/2014 01:50 PM	04/29/2014 01:50 PM	Moore, Barbara	Completed	

When the report finishes, it will appear in the Completed Reports section of the screen. Clicking on the word Completed under status will open up the file. It is an Adobe file.

Report Queue (ReportWorks) - My Jobs

System ReportWorks Refresh

Queued Reports					
Created On	Report Name	Started	Created By	Status	Options
No reports running or pending!					

Completed Reports						Delete All
Created On	Report Name	Started	Ended	Created By	Status	Options
04/30/2014	Health Screening Report	04/30/2014 10:46 AM	04/30/2014 10:46 AM	Moore, Barbara	Completed	
04/29/2014	EDITED 1/22/14 - HealthOfficeVisitTypeTotals	04/29/2014 03:29 PM	04/29/2014 03:29 PM	Moore, Barbara	Completed	
04/29/2014	EDITED 1/22/14 - HealthOfficeVisitTypeTotals	04/29/2014 01:50 PM	04/29/2014 01:50 PM	Moore, Barbara	Completed	