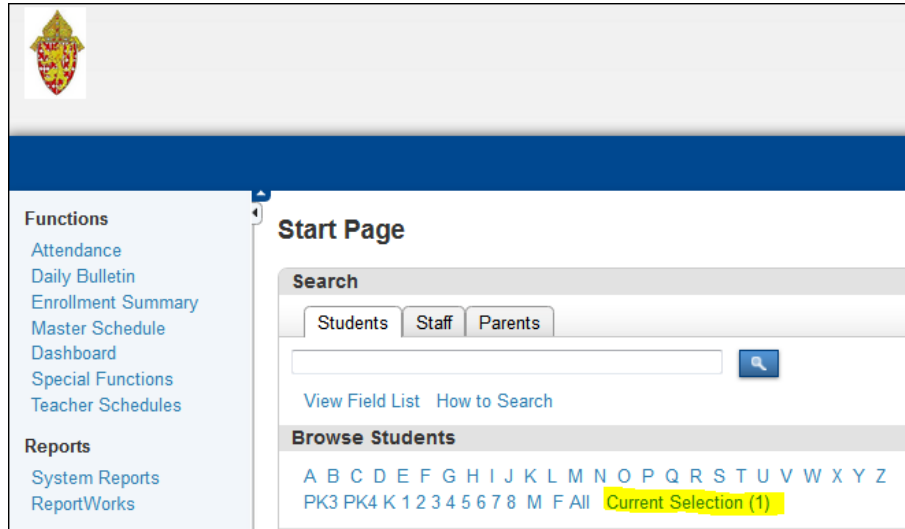




How to Run the Office Visit Report for a Selected Student

1. Select your students from the Start menu by typing in their last name
2. The system will default you to the last student screen you were on, probably the health office visit Screen
3. Click on the PowerSchool Icon or the Diocesan crest to get to the Start Screen.
4. Notice the Current Selection (1) now retains the student you just selected



5. Click on ReportWorks
6. Choose Office Visits – Medication Dispensed Report or any Health Report you need to run
7. You will notice next to Select Current Students is 1 student. Make sure you check the box to tell PowerSchool you want to run the report for the selected student.

