

Suspension Letters

This document details the method to utilize a ReportWorks Template (.rwp file) to develop and publish Suspension Letters in ReportWorks. The following sections are covered:

- [Accessing ReportWorks](#)
- [Importing ReportWorks \(.rwp\) template](#)
- [Developing a ReportWorks \(.rwp\) report](#)
- [Publishing a ReportWorks \(.rwp\) report](#)
- [Running a published report in ReportWorks](#)

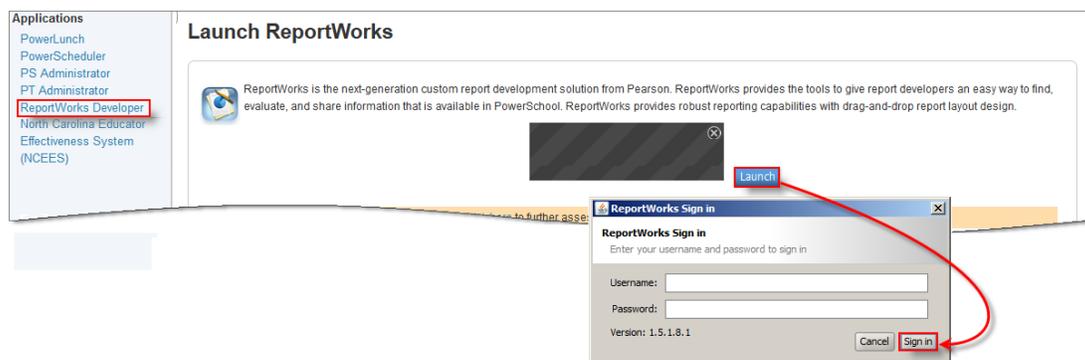
Note: When a Report Developer generates a report, the output data is automatically filtered to only include records related to the school selected in PowerSchool. When generating reports at the District Office level, this automatic filtering does not occur.

Accessing ReportWorks

To access ReportWorks:

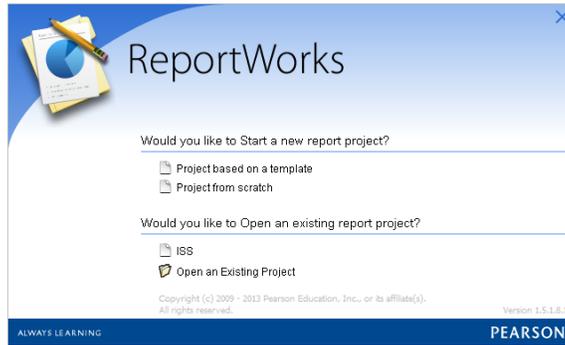
Navigation: Start Page > Applications section > ReportWorks Developer

1. At the **Launch ReportWorks** screen, click **Launch** to initiate ReportWorks.
2. Enter the assigned Username and Password and click **Sign in**.



Importing ReportWorks (.rwp) template

1. At the ReportWorks splash screen, select **Project based on a template**.

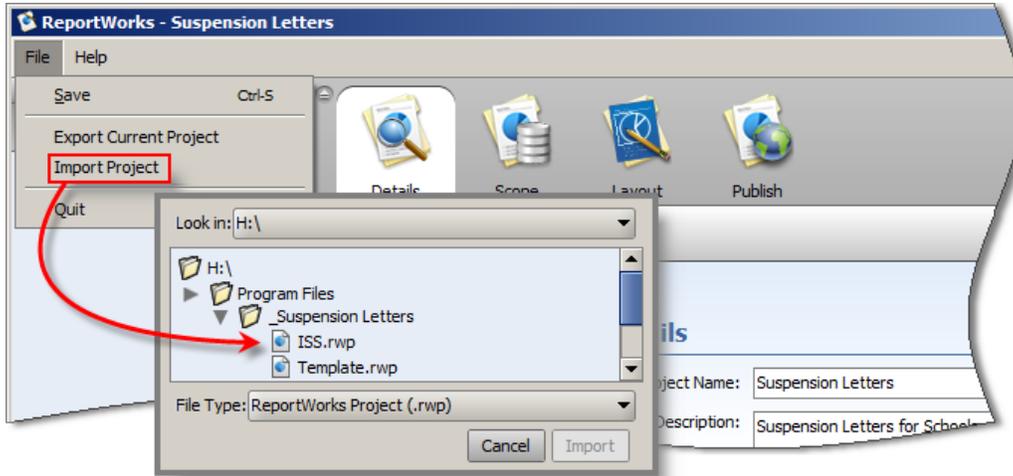


- a. Select any existing template and click **Create**. You are not going to use it, you just need to click on one to get to the main screen to import the template.
2. To import the .rwp template:
 - a. Access **Reportworks Reports** section located under http://www.nc-sis.org/reporting_templates.html to download the desired Suspension Letter template
 - b. Ensure at least one **Category** is setup as detailed under the **Instructions for Importing Reportworks Templates** document.
 - c. Download the template to your desired location.

Description	Date	File Type
ReportWorks Reports		
Instructions for Importing ReportWorks Templates	06/11/2013	PDF
Admission Status Report	06/11/2013	RWP
Birthday List	06/11/2013	RWP
	06/11/2013	RWP

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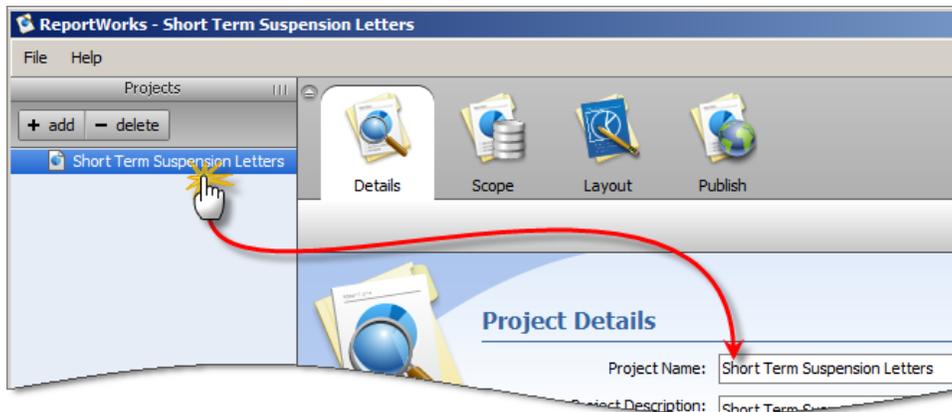
- d. In ReportWorks (from PowerSchool), click **File**, followed by **Import Project**.



- e. Locate and select the downloaded template.

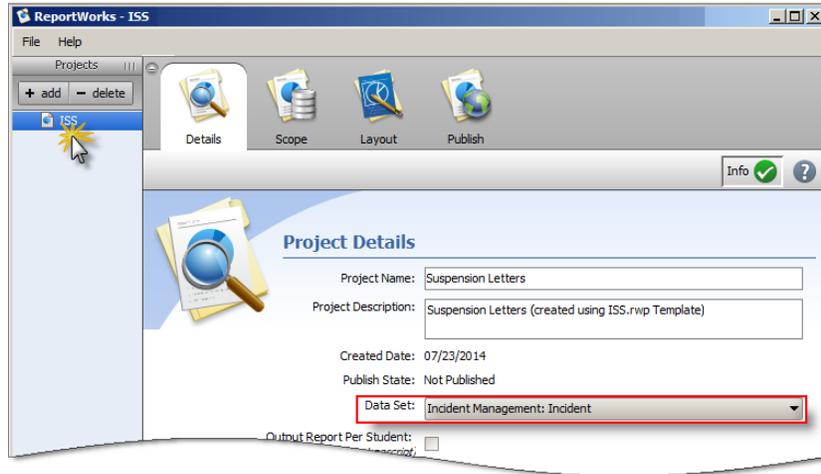
- f. Click **Import**.

3. Double-click to load the template listed on the left menu bar.



Developing a ReportWorks (.rwp) report

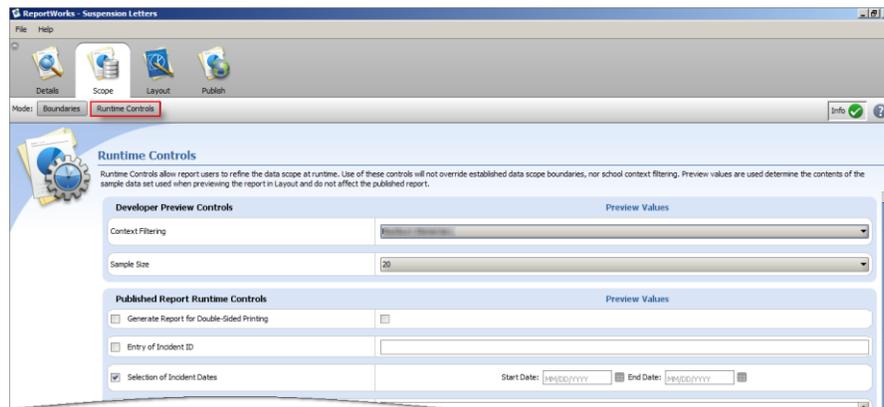
1. At the **Details** tab, complete the following:



- a. Update the title in the **Project Name** field if desired, for e.g; Suspension Letters.
- b. Update the summary of the report in the **Project Description** field, if desired.
- c. Verify the **Data Set** field is set to 'Incident Management: Incident'.

Note: The ISS template loaded here is automatically renamed to the title in the **Project Name** field. This does not rename the original .rwp template.

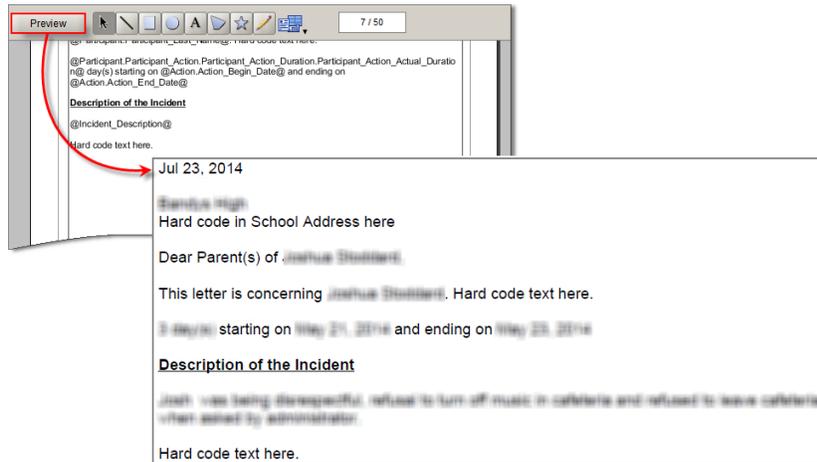
2. At the **Scope** tab, complete the following in the **Runtime Controls** section:



- a. Context Filtering: Select the school to be used for sample data.
- b. Sample Size: Select the sample size.
- c. Entry of Incident ID: Check this box to enable the user to enter a specific Incident ID. This enables the user to run one letter instead of a group of letters.
- d. Selection of Incident Dates: Check this box to enable date range selection for the user once this report is published.

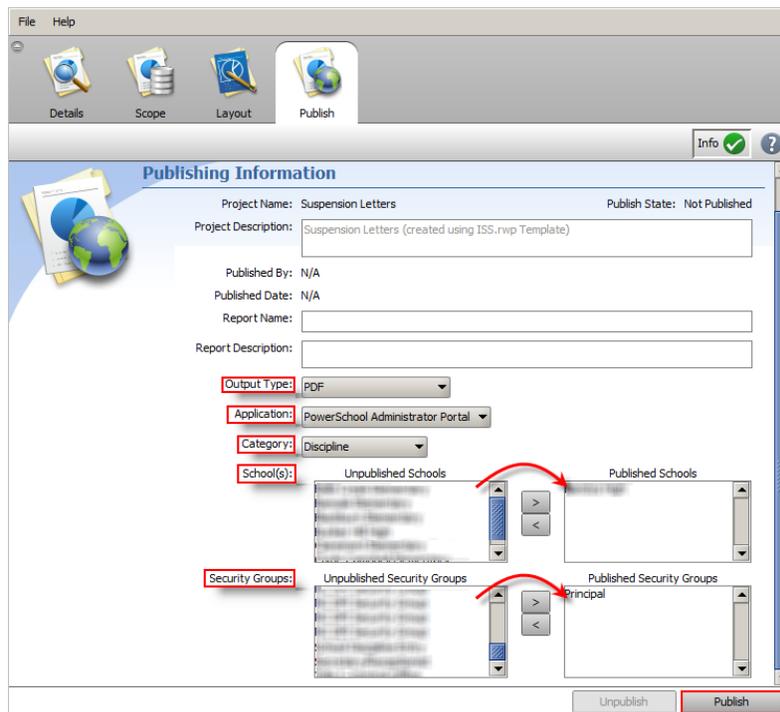
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3. At the **Layout** tab, adjust the basic letter to meet your needs and criteria.
4. Click the **Preview** button. The report time may vary depending on the sample size.

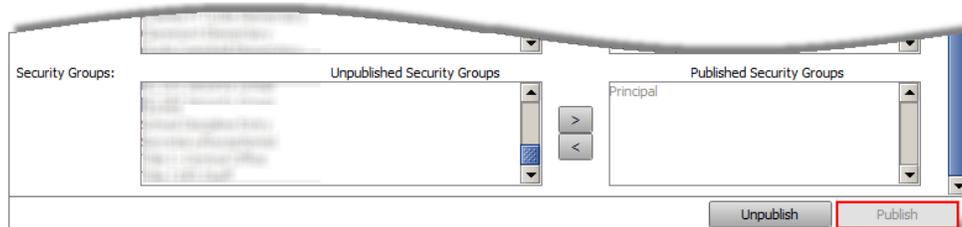


Publishing a ReportWorks (.rwp) report

1. At the **Publish** tab, complete the following:
 - a. Enter the appropriate Report Name and Description in the respective fields.
 - b. Select 'PDF' from the **Output Type** drop-down menu.
 - c. Select 'PowerSchool Administrator Portal' from the **Application** drop-down menu.
 - d. Select 'Discipline' from the **Category** drop-down menu.
 - e. Highlight the school(s) that will use this report. Use the  arrow to publish this report to the selected school(s).
 - f. Highlight the security group(s) who can access this report. Use the  arrow to publish this report to specific security group(s) within the school(s) selected in the previous step.
2. Click the **Publish** button.



Note: Once the report is published, the **Publish** button is disabled. To make any changes to this report, click the **Unpublish** button and repeat the steps above.



Running a published report in ReportWorks

The published report is now available under:

Navigation: Start Page > ReportWorks

1. Click the **Suspension Letters** link and enter the desired Date range or Incident ID to filter results.

The screenshot shows the 'Reports' section of the software. A red arrow points from the 'Suspension Letters' link in the left-hand menu to the 'Suspension Letter' report configuration window. The window has a title bar 'Suspension Letter' and contains the following fields:

- Report Name: Suspension Letter
- Description: (empty)
- Category: Discipline
- Published Date: 09/19/2014 08:09 AM
- Show Results for Current School Only:
- Selection of Incident Dates: Starting Date [calendar icon] Ending Date [calendar icon] (MM/DD/YYYY)
- Entry of Incident ID: [text input]

Below the configuration fields is a 'Scheduling' section with a 'Run Now' button and a 'Submit' button at the bottom right.

2. Click the **submit** button.
3. Click the **Refresh** button to check the status of the report.

The screenshot shows the 'Report Queue (ReportWorks) - My Jobs' interface. It includes a 'Refresh' button with a dropdown arrow. Below is a table of 'Queued Reports':

Created On	Report Name	Started	Created By	Status	Options
07/24/2014	Suspension Letters	N/A	[User Name]	Pending	[Icon]

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- Once the report is complete, click the **completed** status to view the report.

The screenshot shows the 'Report Queue (ReportWorks) - My Jobs' interface. It features a 'System' tab and a 'ReportWorks' tab. A 'Refresh' button is located in the top right corner. Below the tabs, there are two sections: 'Queued Reports' and 'Completed Reports'. The 'Queued Reports' section is currently empty, displaying 'No reports running or pending!'. The 'Completed Reports' section contains one report with the following details:

Created On	Report Name	Started	Ended	Created By	Status	Options
07/24/2014	Suspension Letters	07/24/2014 08:32 AM	07/24/2014 08:32 AM	Administrator	Completed	Delete All

A red arrow points from the 'Completed' status in the table to a pop-up window showing the details of the report. The pop-up window contains the following text:

07/24/2014
Suspension Letters
Parent(s) name: [redacted] Address: [redacted]
Dear Parent(s) of [redacted],
This letter is concerning [redacted] Hard code text here.
[redacted] starting on 07/21/2014 and ending on 07/25/2014
Description of the Incident
[redacted] was being disrespectful, refusal to turn off music in cafeteria and refused to leave cafeteria when asked by administrator.
Hard code text here.

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