



Wisconsin PowerSchool
User's Group Meeting
November 18th-19th, 2009
*Kalahari Resort,
Wisconsin Dells*

Form Letters and Data Access Tags

 **Brenner Associates**

PEARSON


Form Letters

Think of a letter that you send to parents or students once a year or sporadically throughout the school year. If you were to send a letter to the whole student body, it would be impossible to personalize each letter if you had to type them one at a time. With a form letter, you need to create only one letter and use PowerSchool fields, codes, and HTML tags to personalize the letter.

PowerSchool form letters are constructed with three elements:

- Text, or body, of the letter
- Fields and codes to get data from PowerSchool
- HTML tags to format the letter

The following table lists some common PowerSchool report codes:

Code	Does This	Example	Prints This
^[time]	Prints the current time.	This report was printed at ^[time].	This report was printed at 10:37 AM.
^(He/She) ^(he/she) ^(him/her) ^(His/Her) ^(his/her) ^(son/daughter)	Uses the Gender field to print the correct pronoun for each student.	Your ^(son/daughter) is invited to make up ^(his/her) attendance points during our Saturday school sessions.	Your daughter is invited to make up her attendance points during our Saturday school sessions.
^(schoolname)	Prints the name of the school.	Welcome to ^^(schoolname)!	Welcome to Apple Grove High School!
^(yearname)	Prints the name of the school year.	We are looking forward to a great ^^(yearname) school year.	We are looking forward to a great 2004-2005 school year.
^(^credit_hours)	Prints the number of cumulative credit hours the student has earned.	Your student has earned a total of ^^(^credit_hours) credits.	Your student has earned a total of 12 credits.

For more information about PowerSchool codes, log in to the PowerSchool Support website at www.powerschool.com/support/ and click Support > Downloads.

If you are interested in using additional codes, please take a look at the object report quick reference guide. You can also download the Data Access Tag Supplement document found on PowerSource at https://powersource.pearsonschoolsandcolleges.com/d/data_access_tags_supplement

The following table lists some common HTML Tags.

HTML Tag (on)	HTML Tag (off)	Does This	Example	Prints This
		16 points.		
		Changes the style of the text to bold.	Keep your username and password private.	Keep your username and password private.
<i>	</i>	Changes the style of the text to italic.	Welcome to <i>Apple Grove High School</i>	Welcome to <i>Apple Grove High School</i>
<u>	</u>	Changes the style of the text to underlined.	Report cards will be distributed this <u>Thursday</u> to all students.	Report cards will be distributed this <u>Thursday</u> to all students.
		Changes the color of the font.	Important Announcement	Important Announcement
 		Adds a line break (or multiple breaks).	Sincerely, 	Sincerely, Mr. Brown Principal

Several websites provide templates schools can use to import form letters or reports into the school's PowerSchool. Here are a few examples:

<http://www.edutech.nodak.edu/powerschool/templates/>

<http://www.gwaea.org/psusers/Reports.htm>

Once you download the file you want, in your Power School navigate to [Start Page](#) > [System Administrator](#) > Import Report Template

Import Report Template

Character Set:

File to Import:

For the character set, choose, "Mac Roman" if you have a Mac server for your Power School or "Windows ANSI" if you have a Windows server. Browse your desktop to find the file to import. Once imported navigate to [Start Page](#) > [Reports](#) > [Report Setup](#) > Form Letters to find the file you would like to modify.

Edit Form Letter

Option	Value
Title of this form letter	Intro to PowerSchool Letter-CS <small>Table Students</small>
Default font	Palatino
Default font size	10
Default text line height	
Page Size	Letter (8 1/2" x 11")
	Custom Size: Height <input type="text"/> Width <input type="text"/>
Margins (inches)	Left 0.75 Top 0.5 Right 0.5 Bottom 0.5
Orientation	Portrait (vertical)
Scale	100
This report available to	<input checked="" type="checkbox"/> users at all schools <input type="checkbox"/> only users at Apple Grove High School 1
Teachers can print?	<input type="checkbox"/>
Report Body	^[date] ^[schoolname] To the Parent or Guardian of ^(First_Name) ^(Last_name) Welcome to PowerScho... Export this report as a template

Click on the Report Body to modify the body of the letter.