

## Student Assistance Team Documentation and Reports

1. Select student in Power School
2. Click on Log Entries
3. Create New Log Entry
4. Log Type—Documentation
5. Subtype---SAT Student Assist Team
6. Log Entry Text: SAT Academic, Behavior, Both

The screenshot shows the 'New Log Entry' form in Power School. The left sidebar contains navigation options, with 'Log Entries' highlighted and a blue arrow labeled '2.' pointing to it. The main form has several fields, with blue arrows and numbers indicating the steps: 'Documentation' is selected in the 'Log Type' dropdown (arrow '4.'), 'SAT Student Assist Team' is selected in the 'Subtype (optional for discipline)' dropdown (arrow '5.'), and 'SAT Academic, Behavior, Both' is entered in the 'Log Entry Text' field (arrow '6.').

Field	Value
Date & Time	01/06/2020 11:29 AM
Incident Date (MM/DD/YYYY)	01/06/2020
Incident Time	Please Select
Author	Seibel, Andrea
Log Type	Documentation
Subtype (optional for discipline)	SAT Student Assist Team
Minor Category (Secondary Enter for Minor Repeat)	Select Category for Minor Repeat
Title (3-5 word summary)	
Log Entry Text	SAT Academic, Behavior, Both

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## How to Run Student Assistance Team Report in Power School

1. Select School if applicable
2. Select System Reports
3. sqlReports 5
4. Discipline/At Risk
5. Student Assistance Team Report

The screenshot shows the Power School interface with the following components:

- Left Navigation Menu:** Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, Teacher Schedules, **Reports** (with arrow 2 pointing to System Reports), System Reports, ReportWorks, People, Student Search.
- Header:** sqlReports -
- Navigation Tabs:** System, ReportWorks, State, Engine, Setup, Custom Reports, Enterprise Reporting, sqlReports 5 (with arrow 3 pointing to it), CLG Reports, sqlFormLetters.
- Main Content Area:** Expand All Collapse All, Report Title table with categories: Academic: Teachers, Attendance, Contacts, Courses, Discipline | At Risk (with arrow 4 pointing to it), Log Entries for Date Range, Student Assistance Team Report (with arrow 5 pointing to it).