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# Printing ESY Letters and Student Photo Labels

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**April 5, 2024 • Version 2.0**

**ESY Letters** and **ESY Student Photo Labels** are created by the Home School and delivered to the parent/guardian.

**ESY Letters** notify parent/guardian that their student has been assigned to **Extended School Year (ESY)**. This letter includes the assigned ESY school name, address and bell time.


**ESY Student Photo Labels** are used for transportation services and other school needs. These labels must be printed on **Avery 5163 labels** and includes the student's picture and ESY School. It also includes a place to write in the classroom and bus information.

## ESY Letters

1. From the *PowerSchool Admin* Start Page, under Reports on the left-side menu, select **sqlReports**.
2. Expand the Summer School reports and select the **ESY Assigned Student List**.
3. Click **Submit**.

### Run sqlReport -

Label	Value
<b>Name</b>	ESY Assigned Student List
<b>Description</b>	This report lists ESY eligible students that have been assigned with an ESY school.
<b>Directions</b>	
<b>Run for the selected students</b>	<input type="text" value="No"/> ▾




4. After the report opens, click **Make Current Selection**.

### ESY Assigned Student List

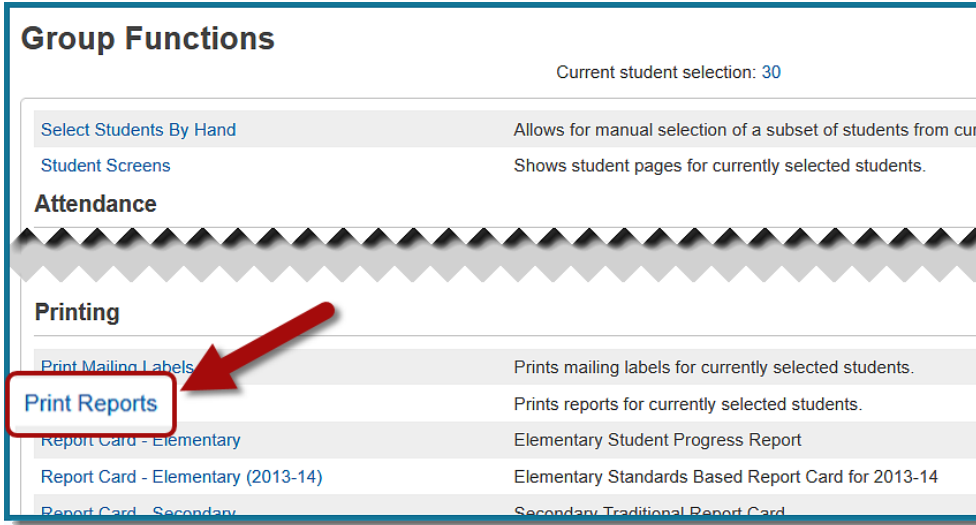
Parameters - **Run for the selected students**

**Make Current Selection**



Student Number	Last Name	First Name	Current Grade	School of Attendance	Neighborhood School	ESY School	Attending	Ca Ma
584241	Lyon	Paige	4	Oak Park Elementary	Oak Park Elementary	SS Marshall Elementary	Yes	

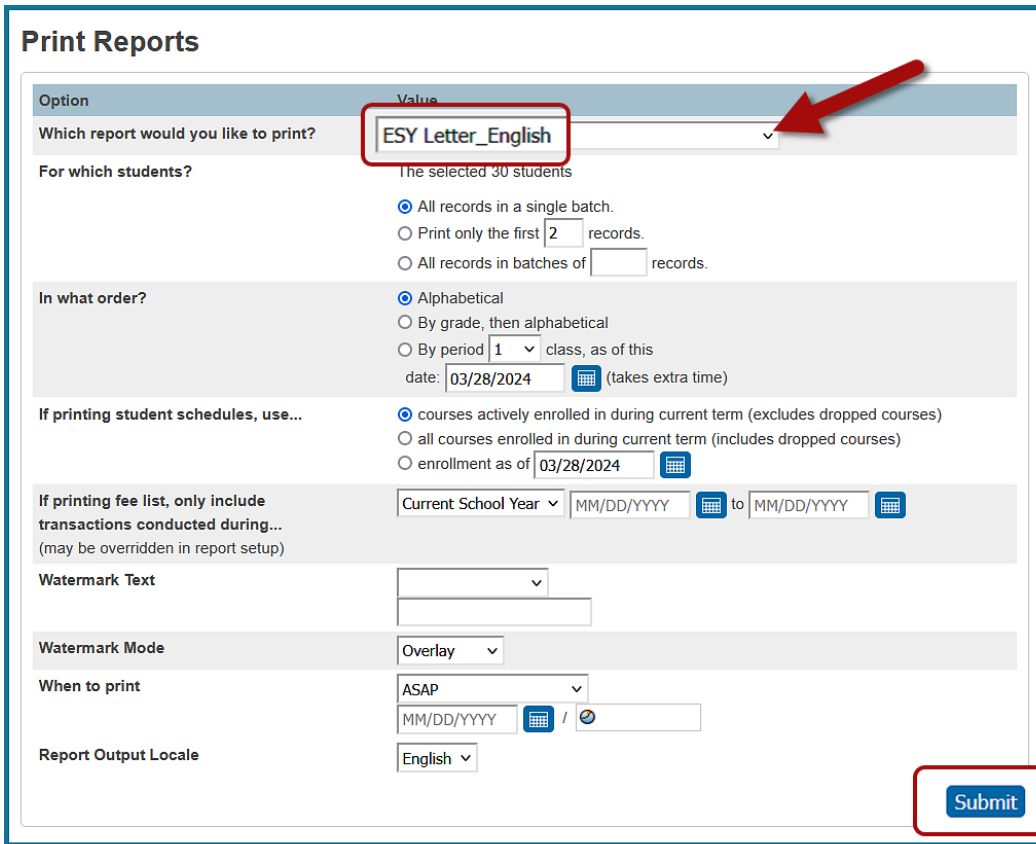
- On the Group Functions page, under the Printing heading, select **Print Reports**.



**Group Functions** Current student selection: 30

Select Students By Hand	Allows for manual selection of a subset of students from cur
Student Screens	Shows student pages for currently selected students.
<b>Attendance</b>	
<b>Printing</b>	
Print Mailing Labels	Prints mailing labels for currently selected students.
<b>Print Reports</b>	Prints reports for currently selected students.
Report Card - Elementary	Elementary Student Progress Report
Report Card - Elementary (2013-14)	Elementary Standards Based Report Card for 2013-14
Report Card - Secondary	Secondary Traditional Report Card

- On the Print Report page, select **ESY Letter\_English**, or **ESY Letter\_Spanish** from the drop-down menu.
- Leave all other fields set on their default values.
- Click **Submit**.

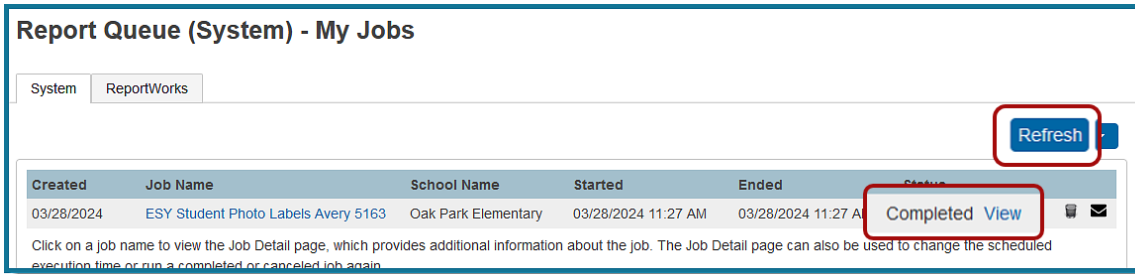


**Print Reports**

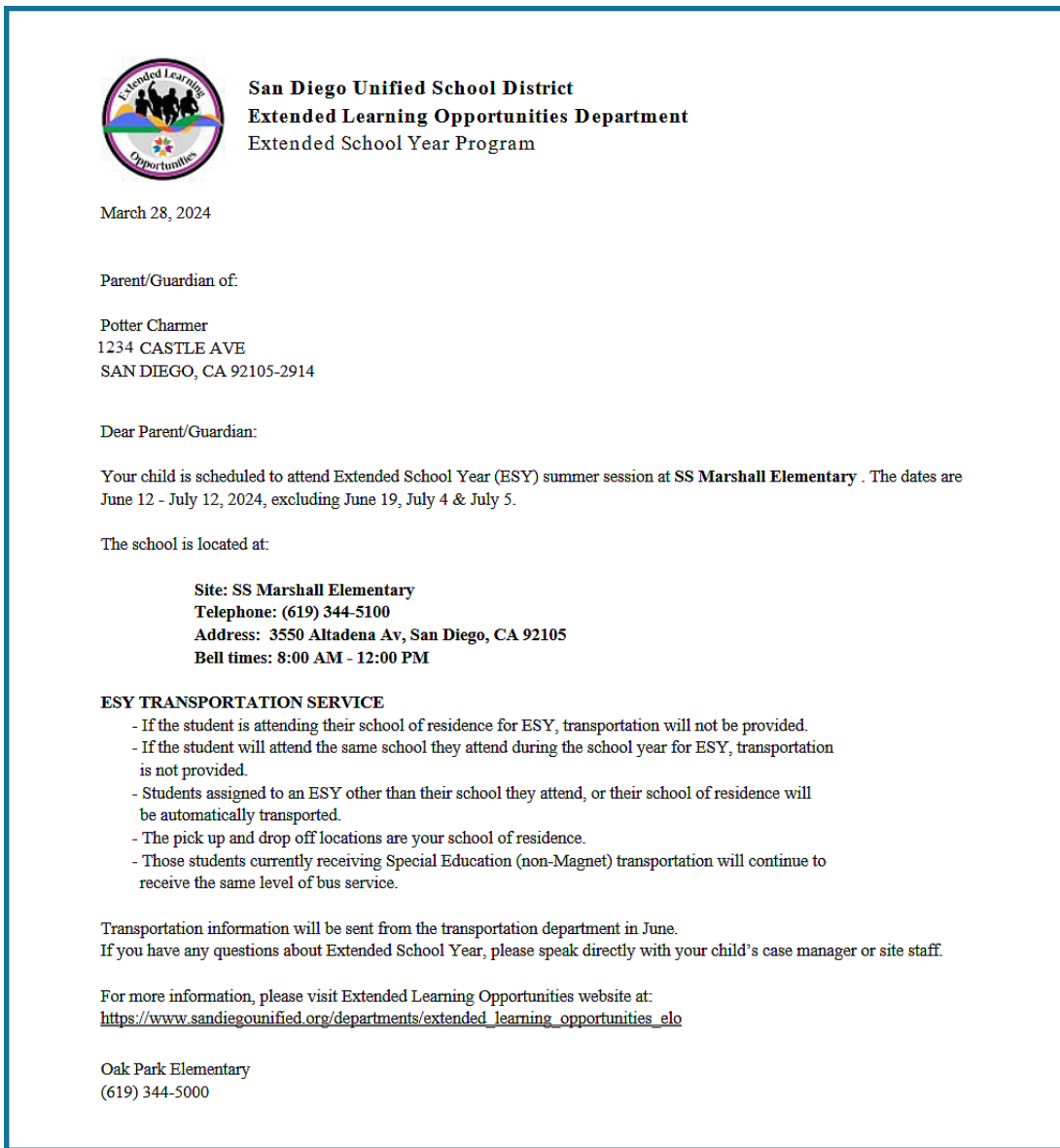
Option	Value
Which report would you like to print?	ESY Letter_English
For which students?	The selected 30 students
	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period 1 class, as of this date: 03/28/2024 (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses actively enrolled in during current term (excludes dropped courses) <input type="radio"/> all courses enrolled in during current term (includes dropped courses) enrollment as of 03/28/2024
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year MM/DD/YYYY to MM/DD/YYYY
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP MM/DD/YYYY
Report Output Locale	English


**Submit**

9. On the Report Queue (System) page, click the **Refresh** button until you get a **Completed** status. Right-click the **View** link and select “Open Link in New Tab”.



**ESY Letter\_English**



 **San Diego Unified School District**  
**Extended Learning Opportunities Department**  
Extended School Year Program

March 28, 2024

Parent/Guardian of:

Potter Charmer  
1234 CASTLE AVE  
SAN DIEGO, CA 92105-2914

Dear Parent/Guardian:

Your child is scheduled to attend Extended School Year (ESY) summer session at **SS Marshall Elementary** . The dates are June 12 - July 12, 2024, excluding June 19, July 4 & July 5.

The school is located at:

**Site: SS Marshall Elementary**  
**Telephone: (619) 344-5100**  
**Address: 3550 Altadena Av, San Diego, CA 92105**  
**Bell times: 8:00 AM - 12:00 PM**

**ESY TRANSPORTATION SERVICE**

- If the student is attending their school of residence for ESY, transportation will not be provided.
- If the student will attend the same school they attend during the school year for ESY, transportation is not provided.
- Students assigned to an ESY other than their school they attend, or their school of residence will be automatically transported.
- The pick up and drop off locations are your school of residence.
- Those students currently receiving Special Education (non-Magnet) transportation will continue to receive the same level of bus service.

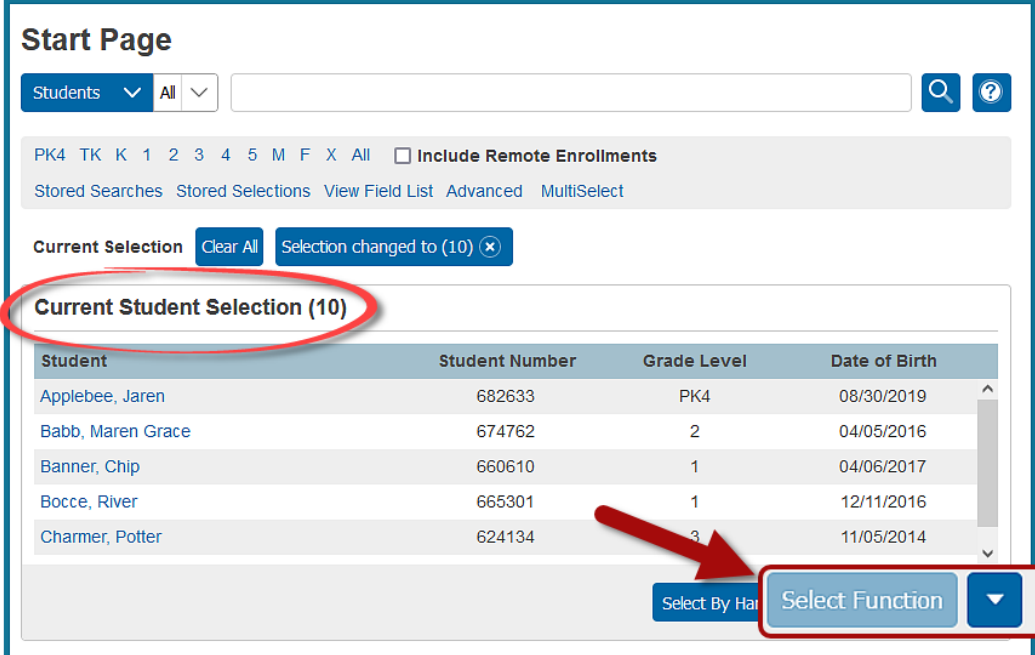
Transportation information will be sent from the transportation department in June.  
If you have any questions about Extended School Year, please speak directly with your child’s case manager or site staff.

For more information, please visit Extended Learning Opportunities website at:  
[https://www.sandiegounified.org/departments/extended\\_learning\\_opportunities\\_elo](https://www.sandiegounified.org/departments/extended_learning_opportunities_elo)

Oak Park Elementary  
(619) 344-5000

## ESY Student Photo Labels

1. After you have printed both the English and Spanish ESY Letters, return back to the **Start Page**. Notice the *selected students* are still the **Current Student Selection**.
2. Click the **Select Function** button.



**Start Page**

Students ▼ All ▼  🔍 ?

PK4 TK K 1 2 3 4 5 M F X All  Include Remote Enrollments

Stored Searches Stored Selections View Field List Advanced MultiSelect

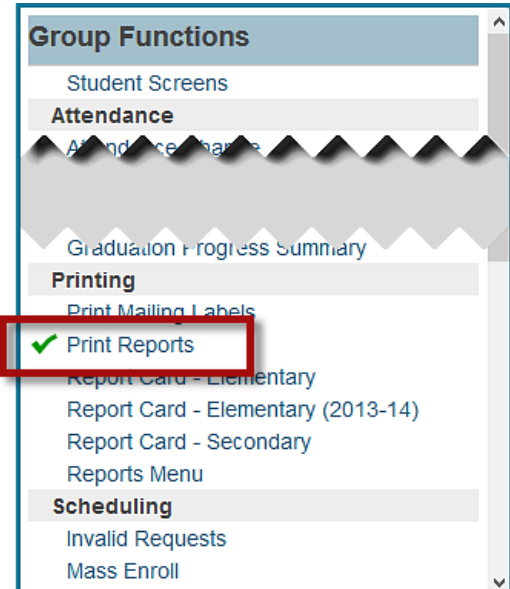
Current Selection Clear All Selection changed to (10) ✕

**Current Student Selection (10)**

Student	Student Number	Grade Level	Date of Birth
Applebee, Jaren	682633	PK4	08/30/2019
Babb, Maren Grace	674762	2	04/05/2016
Banner, Chip	660610	1	04/06/2017
Bocce, River	665301	1	12/11/2016
Charmer, Potter	624134	3	11/05/2014

Select By Hair Select Function ▼

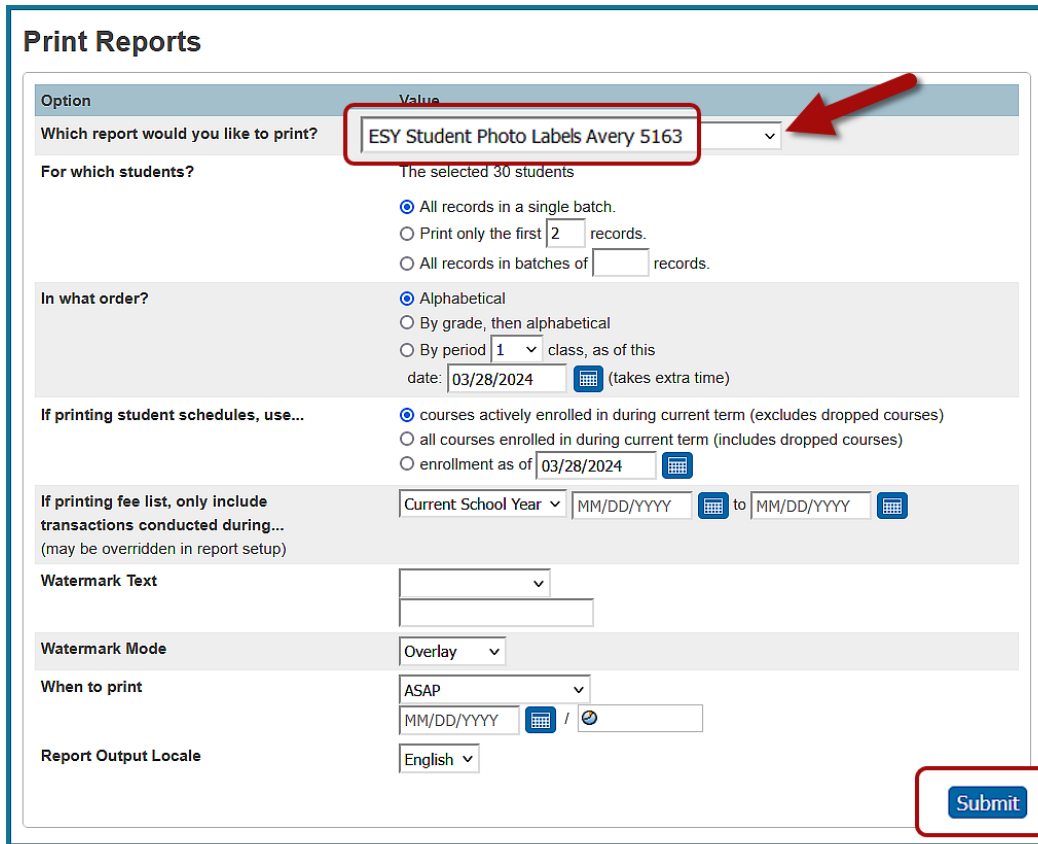
3. From the **Group Functions** menu, select **Print Reports** under the Printing heading.



**Group Functions**

- Student Screens
- Attendance**
  - Attendance Change
- Graduation Progress Summary
- Printing**
  - Print Mailing Labels
  - Print Reports**
  - Report Card - Elementary
  - Report Card - Elementary (2013-14)
  - Report Card - Secondary
  - Reports Menu
- Scheduling**
  - Invalid Requests
  - Mass Enroll

4. On the Print Report page, select **ESY Student Photo Labels Avery 5163** from the drop-down menu.
5. Leave all other fields set on their default values.
6. Click **Submit**.

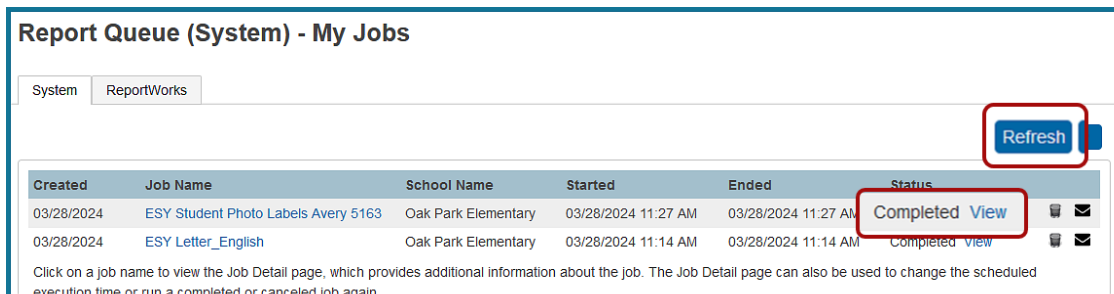


**Print Reports**

Option	Value
Which report would you like to print?	ESY Student Photo Labels Avery 5163
For which students?	The selected 30 students
	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period 1 class, as of this date: 03/28/2024 (takes extra time)
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If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year MM/DD/YYYY to MM/DD/YYYY
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP MM/DD/YYYY
Report Output Locale	English

**Submit**

7. On the Report Queue (System) page, click the **Refresh** button until you get a **Completed** status.
- Right-click the **View** link and select "Open Link in New Tab".



**Report Queue (System) - My Jobs**

System ReportWorks

**Refresh**

Created	Job Name	School Name	Started	Ended	Status
03/28/2024	ESY Student Photo Labels Avery 5163	Oak Park Elementary	03/28/2024 11:27 AM	03/28/2024 11:27 AM	Completed <a href="#">View</a>
03/28/2024	ESY Letter_English	Oak Park Elementary	03/28/2024 11:14 AM	03/28/2024 11:14 AM	Completed <a href="#">View</a>

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

ESY Student Photo Labels Avery 5163

**Jaren Applebee**

**SS Rosa Parks Elementary  
(619) 344-3800**

**Classroom:**

AM Bus: PM Bus:



**Chip Banner**

**SS Valencia Park Elementary  
(619) 344-3500**

**Classroom:**

AM Bus: PM Bus:



**Potter Charmer**

**SS Marshall Elementary  
(619) 344-5100**

**Classroom:**

AM Bus: PM Bus:



**Harper Coates**

**SS Marshall Elementary  
(619) 344-5100**

**Classroom:**

AM Bus: PM Bus:



**Paige Lyon**

**SS Marshall Elementary  
(619) 344-5100**

**Classroom:**

AM Bus: PM Bus:



**Maren Babb**

**SS Marshall Elementary  
(619) 344-5100**

**Classroom:**

AM Bus: PM Bus:



**River Bocce**

**SS Language Academy  
(619) 860-5150**

**Classroom:**

AM Bus: PM Bus:



**Coates Clayburn**

**SS Marshall Elementary  
(619) 344-5100**

**Classroom:**

AM Bus: PM Bus:



**Oreida Fleese**

**SS Rosa Parks Elementary  
(619) 344-3800**

**Classroom:**

AM Bus: PM Bus:



**Nathan Nelson**

**SS Marshall Elementary  
(619) 344-5100**

**Classroom:**

AM Bus: PM Bus:

