San Diego Unified
SCHOOL DISTRICT

Printing ESY Letters and Student Photo Labels

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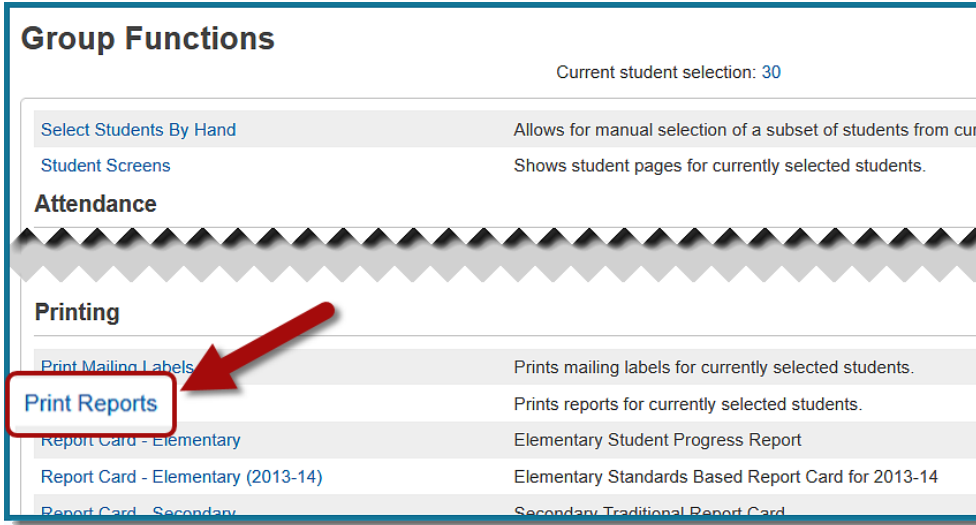
4. After the report opens, click **Make Current Selection**.

San Diego Unified
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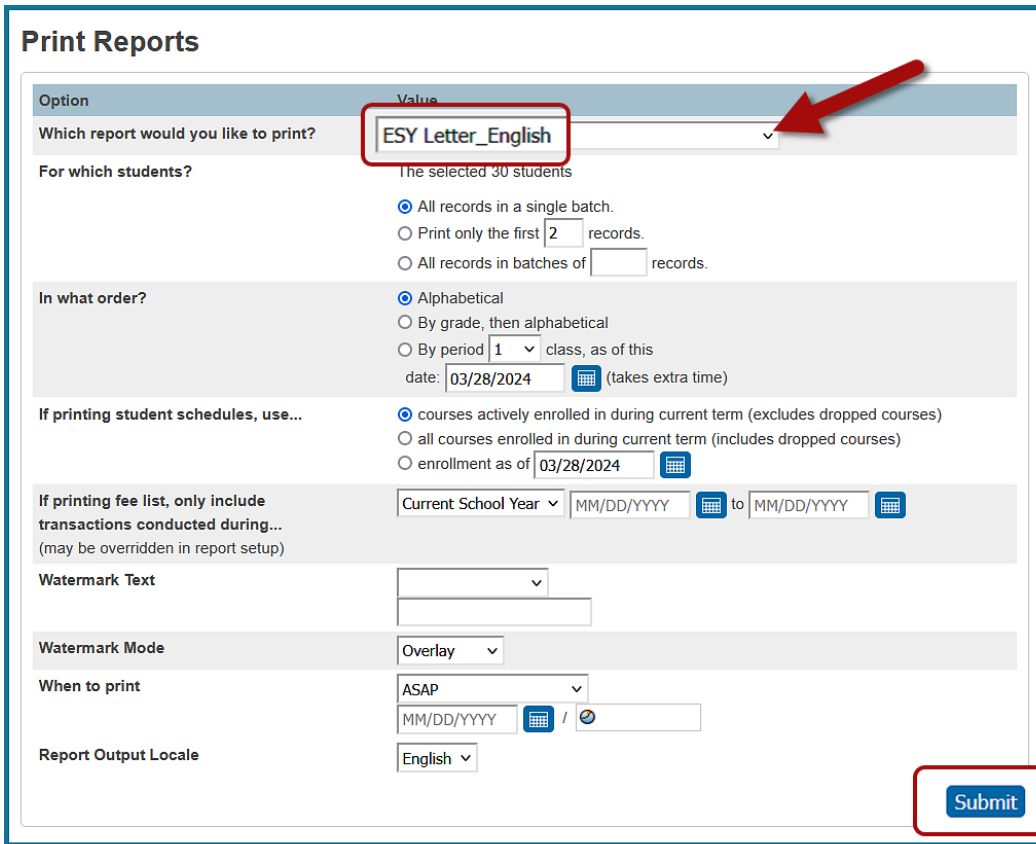
5.   On the Group Functions page, under the Printing heading, select **Print Reports**.

6.   On the Print Report page, select **ESY Letter_English,** or **ESY Letter_Spanish** from the drop-down menu.

7.   Leave all other fields set on their default values.
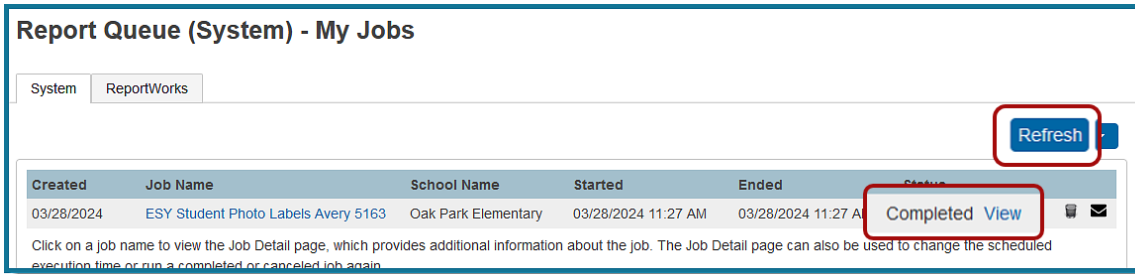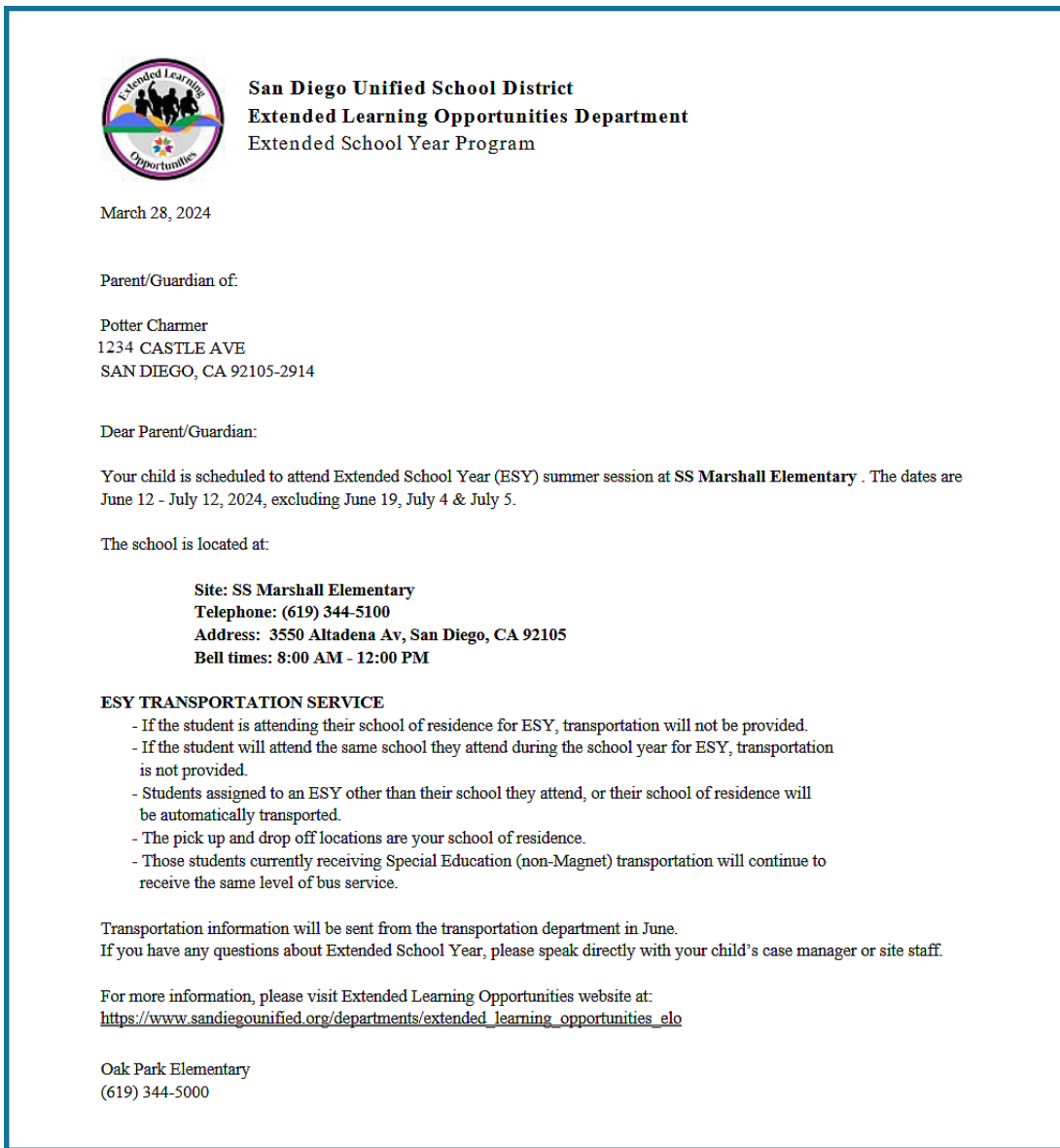
8.   Click **Submit**.

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".

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 View

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 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.

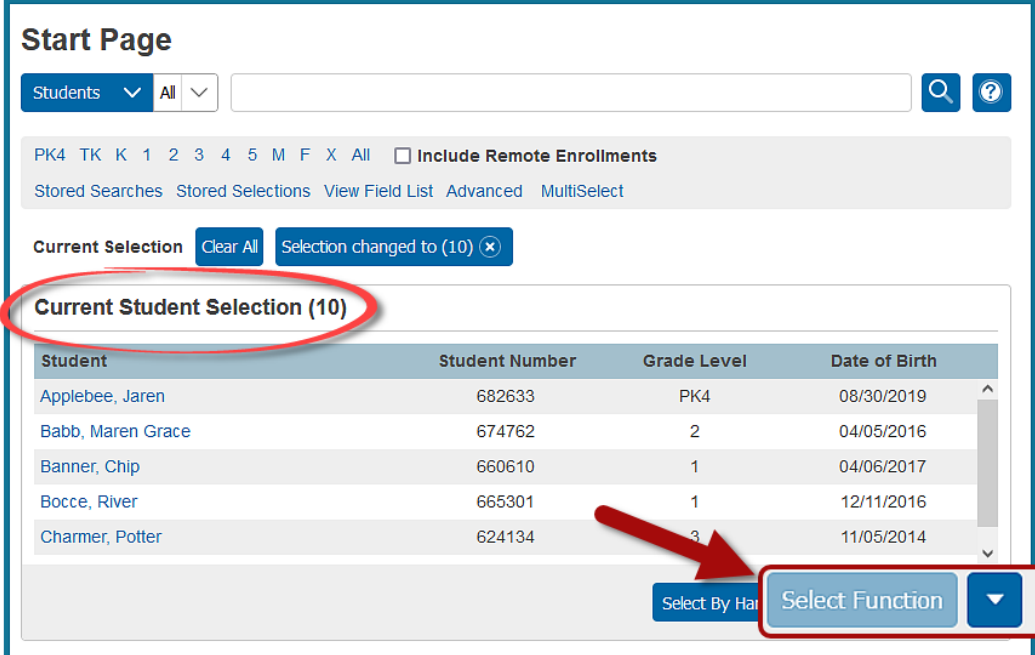Transportation information will be sent from the transportation department in June.
If you have any questions about Extended School Year, please speak directly with your child's case manager or site staff.

For more information, please visit Extended Learning Opportunities website at:
https://www.sandiegounified.org/departments/extended_learning_opportunities_elo

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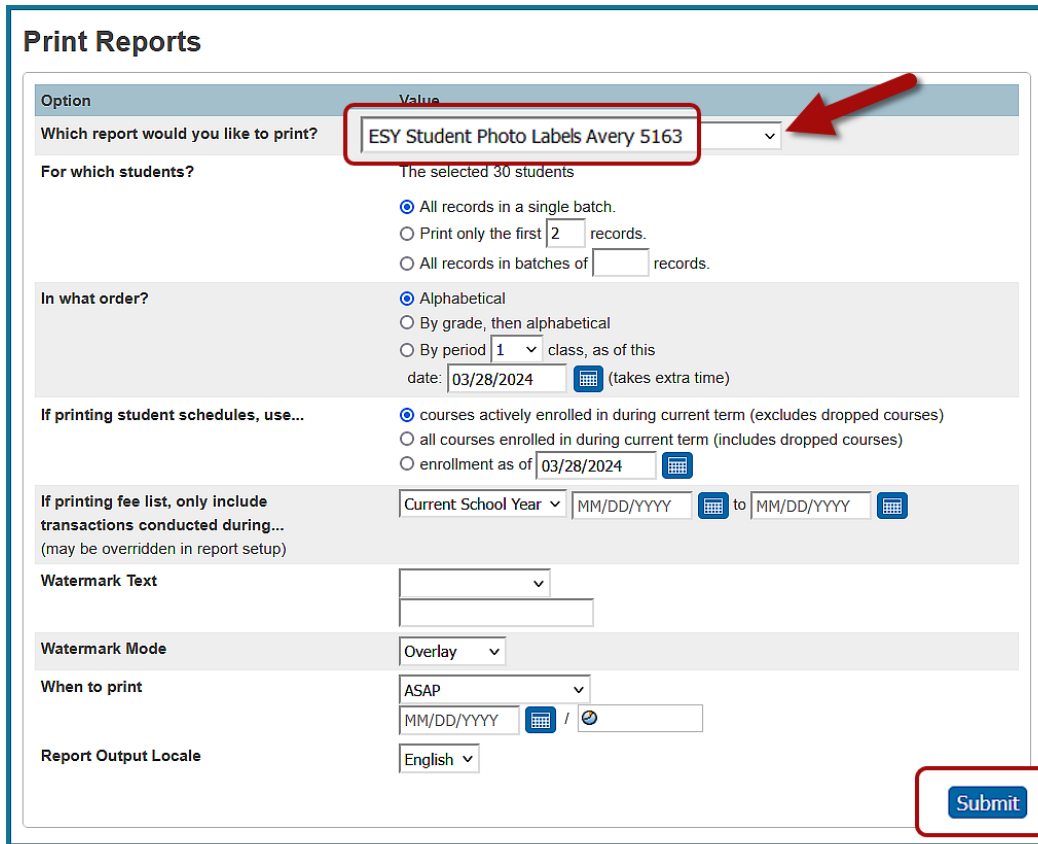
3. From the **Group Functions** menu, select **Print Reports** under the Printing heading.

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

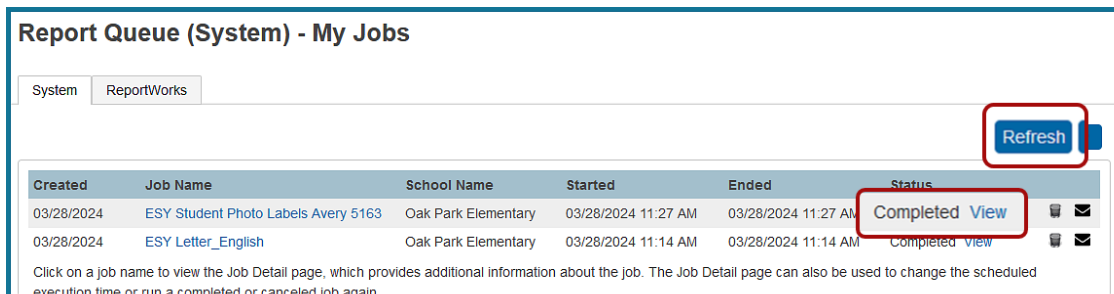| Option	Value
Which report would you like to print?	ESY Student Photo Labels Avery 5163 ▾
For which students?	The selected 30 students ● All records in a single batch. ○ Print only the first 2 records. ○ All records in batches of ___ records.
In what order?	● Alphabetical ○ By grade, then alphabetical ○ By period 1 ▾ class, as of this date: 03/28/2024 📅 (takes extra time)
If printing student schedules, use...	● courses actively enrolled in during current term (excludes dropped courses) ○ 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

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Report Queue (System) - My Jobs

System ReportWorks

Refresh

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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 View
03/28/2024	ESY Letter_English	Oak Park Elementary	03/28/2024 11:14 AM	03/28/2024 11:14 AM	Completed View

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:

Maren Babb

SS Marshall Elementary
(619) 344-5100

Classroom:

AM Bus: PM Bus:

Chip Banner

SS Valencia Park Elementary
(619) 344-3500

Classroom:

AM Bus: PM Bus:

River Bocce

SS Language Academy
(619) 860-5150
Classroom:

AM Bus: PM Bus:

Potter Charmer

SS Marshall Elementary
(619) 344-5100

Classroom:

AM Bus: PM Bus:

Coates Clayburn

SS Marshall Elementary
(619) 344-5100

Classroom:

AM Bus: PM Bus:

Harper Coates

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:

Paige Lyon

SS Marshall Elementary
(619) 344-5100

Classroom:

AM Bus: PM Bus:

Nathan Nelson

SS Marshall Elementary
(619) 344-5100

Classroom:

AM Bus: PM Bus: