Here's how to print a list of your EAL students:

NOTE: You must be someone with administration privileges (ie. An administrator or administrative assistant)

Beginning on the PowerSchool Admin start page, switch to your school by selecting "Division Office" at the top right to activate the drop-down menu and choosing your location.

Copy and paste the following search into the Search Field at the start page.

grade_level>0;S_SK_STU_X.EALLevel#

- Make sure the "Advanced" box is deselected.
- Select **ReportWorks** in the Menu on the left.
- Scroll down to the LISTS section
- Select the report called **EAL Report (updates not required) GA**. Choosing the bottom one will sort students by grade.
- Look for "Select Current Students" and click the box. Now click SUBMIT.
- Click on the REFRESH button (top right) until you see COMPLETED under the status title.
- Click on **Completed** when it appears in the Status column
- Your list should now download as a PDF. From here you can print or save.

Below is a sample of what your list will look like.

Prairie Spirit School Division # 206
English as an Additional Language, CFR Level Report

Current number of EAL Students in PSSD: 2

Stobart Community School			Number of EAL Students at School: 2			
Student	New	SK Learning Number	First Home Language / Other Home Language	Country of Birth / Country of Origin	Grade	CFR Level
Student A		1234567	SPA / ENG	CA / ZZ	9	B1.1
Student B		1234568	ENG / CRE	CA / ZZ	12	Beyond B1.2