# 1- Eligibility Reports in PowerSchool

There are two eligibility reports, one for HS, the other for 3rd-8th grade. The eligibility report shows multiple students per page making it easy to look at a group of students at one time.

If you are in a village, and want to run eligibility reports for your 3rd-8th graders continue reading, if you only want to run eligibility for HS students skip to the next page.

To get the correct GPA on the eligibility report for 3-8th grade you'll need to change the 'Current Grade'. To do this click on 'School' under Setup on the left.

Then look for the Grading section and click on 'Current Grade Display'.
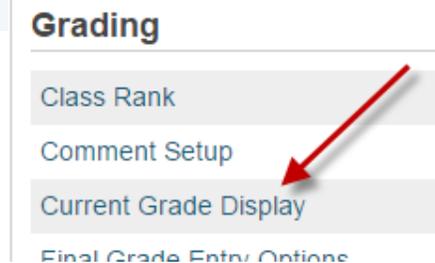
At this page you will change the Current Grade to the *quarter* you want the report to use.

***This will need to be changed back to S1 or S2 after you run your report. The Current Grade determines the GPA that prints on the eligibility report.

Click Submit.

2- Eligibility Reports in PowerSchool

The next step is to change your term to show only current classes. For 3rd-8th grade change your term to the QUARTER you entered for the Current Grade Display.

For high school choose either the SEMESTER term you are in.

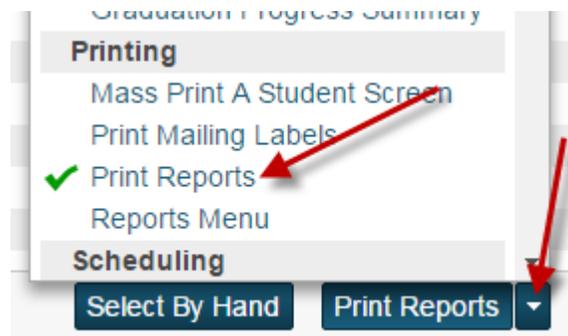If you don't change the term the report may not print correctly.
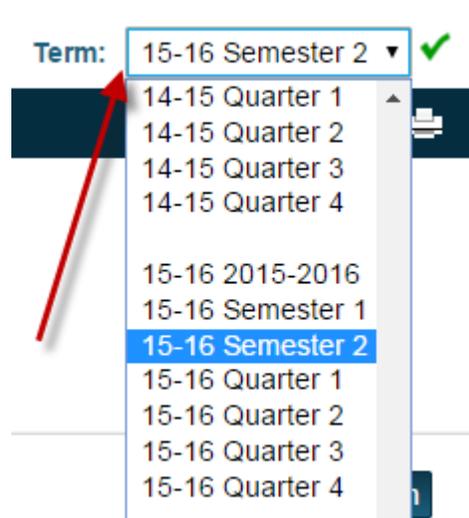
After changing your term you need to search for the students you want to run the report for. There are several ways to do this. You can also run the eligibility report for all students, whether they are in a sport or not.

You can use stored searches to find the group of students you want, or you can use these searches:
HS students: grade>8
MS students: grade in 6,7,8

Once you have your selection of students select 'Print Report' from the list of functions.

Select the eligibility report you wish to run and click Submit.

***If you ran this report for 3rd-8th grade students don't forget to change the current grade back to either S1 or S2.