Running Transcripts in PowerSchool

This guide will walk you through the steps of running transcripts for HS students.

To run transcripts for a single grade, simply click on the grade at the Start Page.

To run transcripts for ALL HS students type this in your search field: grade > 8

For a single student, type in the last name of the student in the search and click on their name.

For a GROUP of students: You’ll get the list of students who meet your search. Select ‘Print Report’ from the drop down menu below their names.

For a SINGLE student: Once you are viewing that student’s record click ‘Print A Report’ in the top left corner of the screen.

At the Print Reports page you’ll select the report called ‘NWABSD Official Transcript’.

Click ‘Submit’ and the report will begin to run.

***The ‘NWABSD Official Transcript’ is only to be used for currently enrolled students. There are different reports for students who have graduated or who have quarter credit. Talk to Joe Groves or Robin Gage if you need a transcript for a student who has previously graduated.