

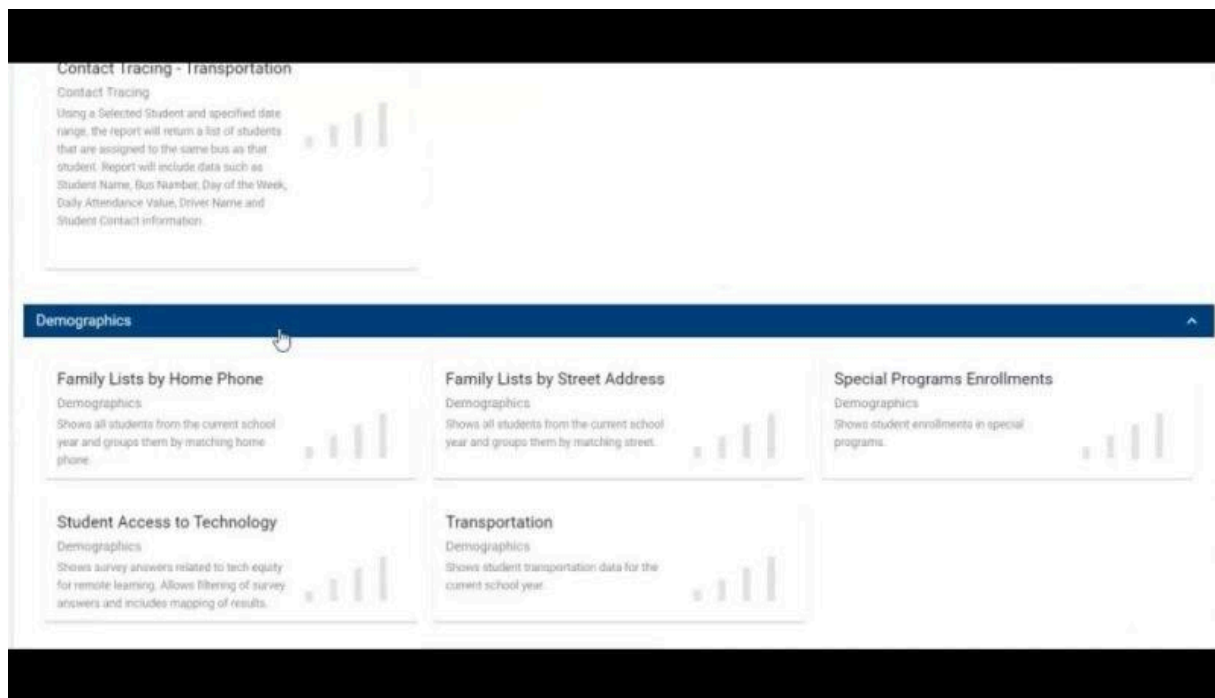
# How to Use PowerSchool to Produce Family List by Street Address Report

Accessing basic student demographic data is really easy in PowerSchool.

But what about identifying students with the same household?

Again it's really easy if they're in the same school. But what if they were in different schools? Then this can only be accomplished when working at district level.

However, with the use of Family List by Street Address Report, users can now run the report at school level and not only will include students from the current school, but it'll also include students at other schools if they share the same home street address. Making it easy for school staff to identify addresses that have multiple students, even if they are at different schools.



## How to run the report:

To access this report, from the start page, click on RealTime Reports from the Level Data apps section of the start page. Once on the dashboard, select the Family List by Street Address Report. When the report loads, you'll see a graphical breakdown of students by grade level, gender and ethnicity.

To view the individual students' records, scroll down the page. In the table, you'll see a list that includes a record for every student enrolled in the current school, along with any student enrolled at other schools in the district that have the same home street address. This report can also be particularly helpful in identifying students that may have missing basic demographic information.

Data can be filtered on many of the displayed fields, such as street address, grade level, or gender. But more importantly we can use the filters to identify those students that share the same home address.

To find addresses linked to two or more students, set the street match filter min value to two. This will limit the results to those addresses where there are at least two students. Setting the filter min value to three will likewise show you addresses for which there are three or more students.

### Exporting your results:

Once your results have been filtered, if you'd like to work with this group of students back in PowerSchool, click on the make current student selection button to create a new student selection. Or you can click the add to current student selection if there's already a group you're working with and you'd like to add the filtered students to that list. Or if you'd like to export the results, click the export button to generate a CSV file that includes all the report data for the filtered group of students.

No need to know any field names, table names, or complicated dot tags.

Getting to your data has never been easier.