PowerSchool Provision 2 Procedures in the Base Year
# To Obtain Provision 2 Contact List from PowerSchool

In 17-18, Alternate Income applications **must be completed for ALL STUDENTS** using the 2017-2018 Household Income Data Collection form for Local Control Funding Formula (LCFF) purposes. Although all students in Provision 2 schools are eligible for federal school lunch, state funding eligibility is established every four years. 17-18 is considered a "base year", requiring Alternate Income applications for all students. Forms that are not collected in the base year denies state funding for that student for FOUR years.

This procedure starts the process. It allows you to run the custom SQL report so you can download an Excel file of the students who require having an Alternate Income application completed.

The designated school clerk in a Provision 2 school can obtain a List of Parent Contacts <u>any time</u> by logging into PowerSchool, selecting System Reports from the menu on left side, selecting tab called Custom SQL Reports, and scrolling down the alphabetical list and selecting "Prov II Contact List".

1. **Login** to PowerSchool
2. select **System Reports** (under "Reports) → select tab **Custom SQL Reports** → select **Prov II Contact List**
3. after list is loaded (please wait a few seconds) **scroll** to <u>far right</u> and select **Excel** to download
4. **save** your file to a location or folder of your choice

The file contains all the information needed to create Parent Letters (such as through Mail Merge) or to telephone the parent if further contact is needed.
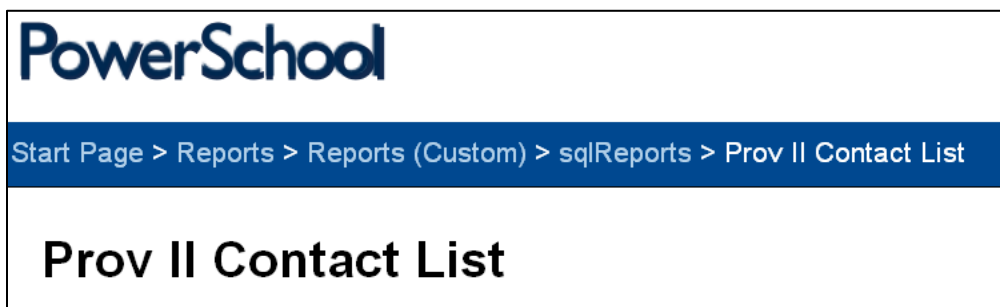
SCROLL over to <u>far right</u> and click on Excel to download the file.
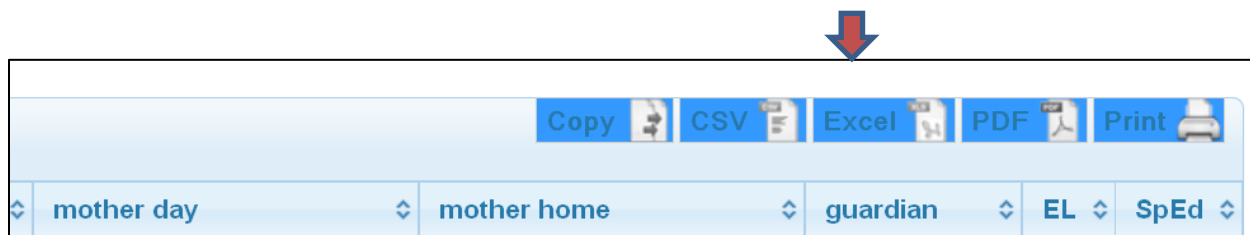
Please maintain a process to track progress of mailing out applications, receipt of applications, telephone contact or other contact initiated with parent. When the application or parent contact is completed, please enter the data into the three fields of the Provision 2 Alternate Income Data screen (procedure covered in a separate document.) Retain all applications and contact correspondence in a folder for audit purposes.