



Welcome to the PowerSchool Perform PowerUp

This webinar will begin shortly

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**More Power.
Stronger School.**

April 7, 2026

End of Year Reporting

Perform



Agenda



 **Reporting Overview**

 **Reporting and Exporting**

 **Key End of Year Reporting**

 **Additional Resources**

 **Q&A**

Reporting

EOY reports help confirm what's complete and reveal what the data is telling us.



Track evaluation and task completion.



Identify signatures that are needed.



Show incomplete forms by building.

Reporting Access

All personas reporting access aligns with their staff security settings.



Evaluator

Have access to all direct reports they have been assigned to.



Supervisor and/or Director

Have access to all direct reports they are set as supervisor of in the employee profile or given supervisory access in roles.



Human Resources and Perform System Administrator

Have access to all Perform staff.

*System Admin have access to SQL custom reports

*HR Staff and above have access to inter-rater reliability

Report vs. Export

Report

- Quick way to get standardized data
- Can be exported to Excel
- Accessible to all personas
- Allows monitoring of progress and completion



Export

- Customizable at form and process level
- Can be included in scheduled export
- Accessible to only HR Staff and System Admin
- Allows you to pull data off forms and processes

Reports



Direct Reports with Incomplete Evaluation

- ❖ Shows all direct reports that have started an evaluation process but not yet completed.
- ❖ Shows each Direct Report and incomplete tasks in the process.
- ❖ If you hover over each form, you can see the title of the form.

Incomplete Tasks

- ❖ Shows all incomplete tasks, including forms and meetings, for a particular school year for all Direct Reports.
- ❖ Many options for filtering.
- ❖ This is a great report to see an overview.

Direct Reports with Complete Evaluation

- ❖ Shows all Direct Reports that have an evaluation process that has been completed or marked complete.

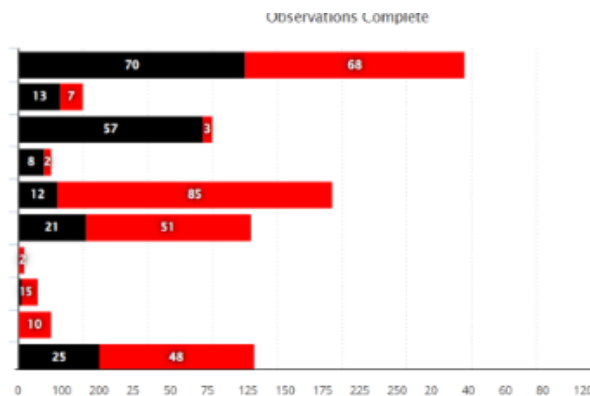
Reports

Observations Complete

Shows all observations that have taken place in your organization.

Can be filtered by:

- School year
- Observation form
- Building type and name



Pending Signatures

Shows all tasks that are awaiting a signature approval.

It lists:

- Process that each task is a part of
- Submitted date
- Type of person needing to sign or approve
- Person's name and how many times the form has been visited

Submitted On	Type	Name	Form Visits	Last Visited	Results 1-2 of 2
11/08/2024 08:16 AM	Direct Report	Benefits Admin	0		View
01/06/2025 4:24 PM	Direct Report	Luca Fox	0		View

Walkthrough Counts

Counts all walkthroughs regardless of form.



Filtered by who is doing the walkthrough and the date.



Lists first and last name of direct report as well as how many walkthroughs they completed for their direct reports.

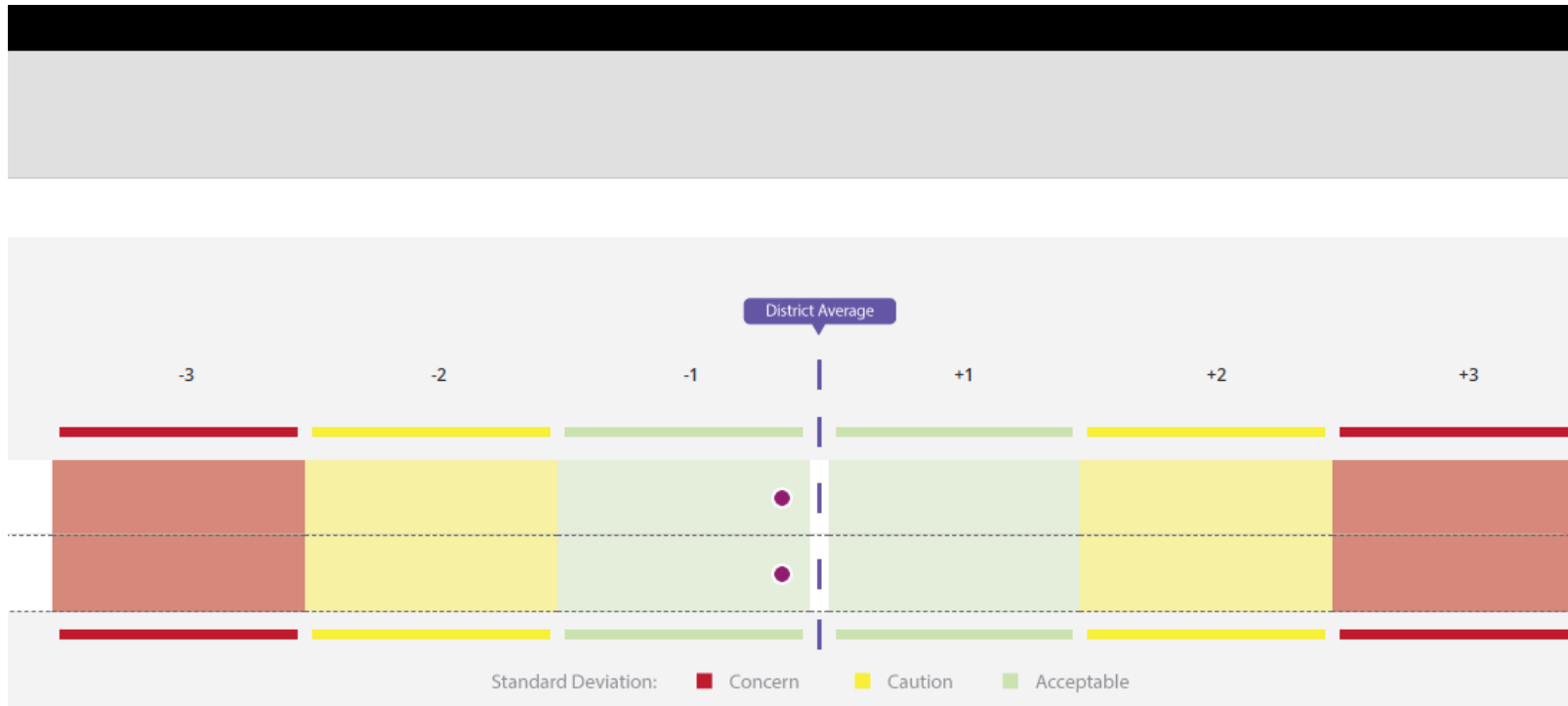


Can be exported



Inter-Rater Reliability

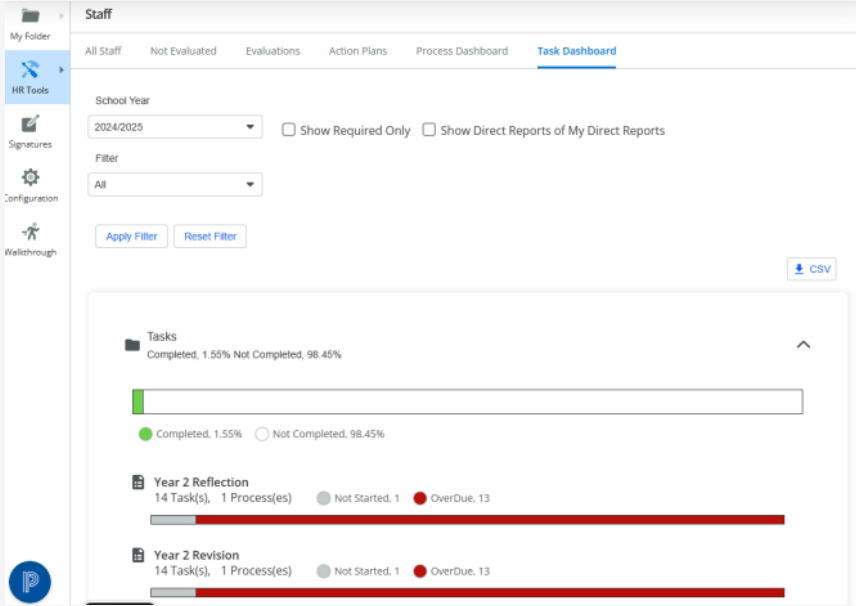
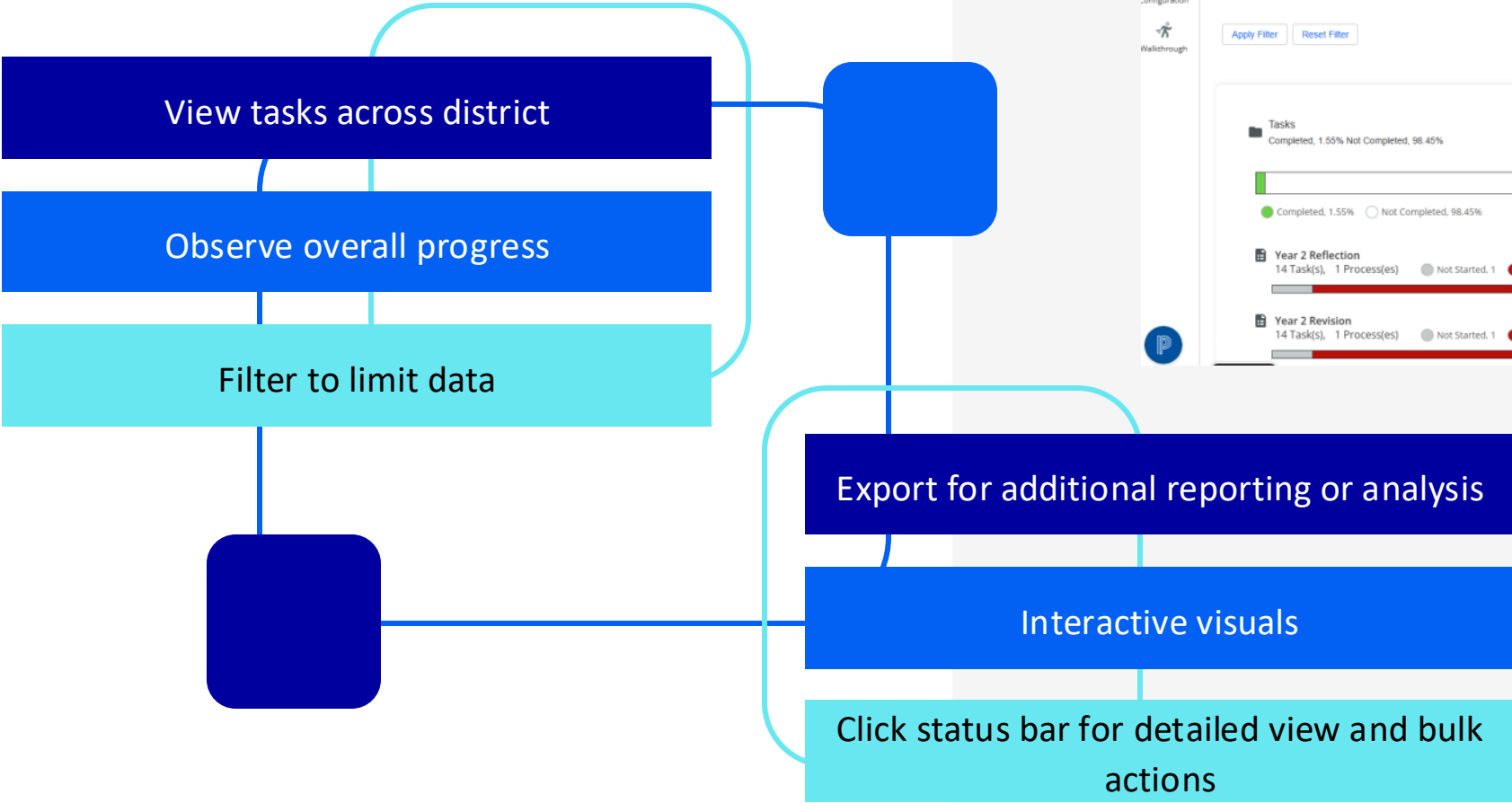
*Only available to HR Staff and System Admin



Identify evaluators who need retraining and calibrating.

Identify areas of training needed for evaluators.

Task Dashboard



Process Dashboard

An excellent tool for viewing the current progress of all tasks in an assigned process.

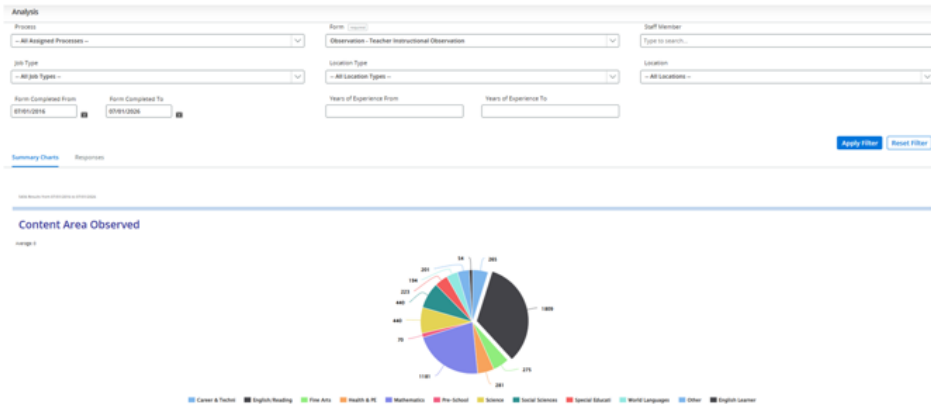
Due 09/19	Due 09/20	Due 10/17	Due 05/23	Due 12/01	Due 03/13	Due 03/21	Due 03/13	Due 04/05	Due 04/19
1*	2*	3*	4*	5*	6*	7*	8*	9*	10*
98%	96%	95%	9%	91%	89%	91%	86%	82%	14%
*T-TESS Goal Setting - Beginn...	T-TESS Goal Setting	SLO Form	Student Growth Tracker Form	SLO Initial Approval Conferen...	T-TESS Pre-Observation Confer...	T-TESS Observation Pre-Confer...	T-TESS Observation Rubric	T-TESS Post-Observation Confe...	End of Year Conference
FORM	MEETING	FORM	FORM	MEETING	FORM	MEETING	FORM	MEETING	MEETING
	09/12/2025	09/14/2025		09/12/2025		Schedule	View	Schedule	Schedule
09/19/2025	09/12/2025	10/17/2025		10/17/2025	11/03/2025	10/22/2025	10/31/2025	10/30/2025	Schedule
09/22/2025	09/16/2025	10/20/2025	09/16/2025	09/16/2025	11/20/2025	11/17/2025	12/18/2025	11/24/2025	04/20/2026
09/02/2025	09/02/2025	09/10/2025	09/02/2025	09/02/2025	03/24/2026	11/12/2025	12/17/2025	12/18/2025	Schedule

Analysis

The Analysis tool helps district leaders, evaluators, and HR staff explore evaluation data across forms, staff, roles, and time periods from a single dashboard.

What's New

- Role-based security and unified views
- Summary charts + detailed responses
- Filters applied once for consistent data
- Visual trends linked to evidence



Why it Matters for EOY

- Easier review of summative trends
- Stronger evidence for EOY conversations
- Moves reporting beyond completion to insight
- Plan summer and BOY professional development



Additional Resources



Knowledge Bot

On Demand Knowledge, Events,
and Resources

Welcome to Employee Records

- Introduction to Employee Records

PowerSchool Community Links

New to Employee Records? Maximize your usage and level up your skills. Click [HERE](#) to learn more and connect.

Records Community Register For Office Hours Register For PowerUps

Written by **Product Team** 3/20/2024

- What's New 1
Release Notes
- Events and Webinars
- Learn about Contracts
- Learn About Checklists & Tasks
- Learn about Document Management
- Learn about Folders



Next Perform PowerUp Topic

- 6/2- Turn Evaluation Data Into Insights with Analysis

