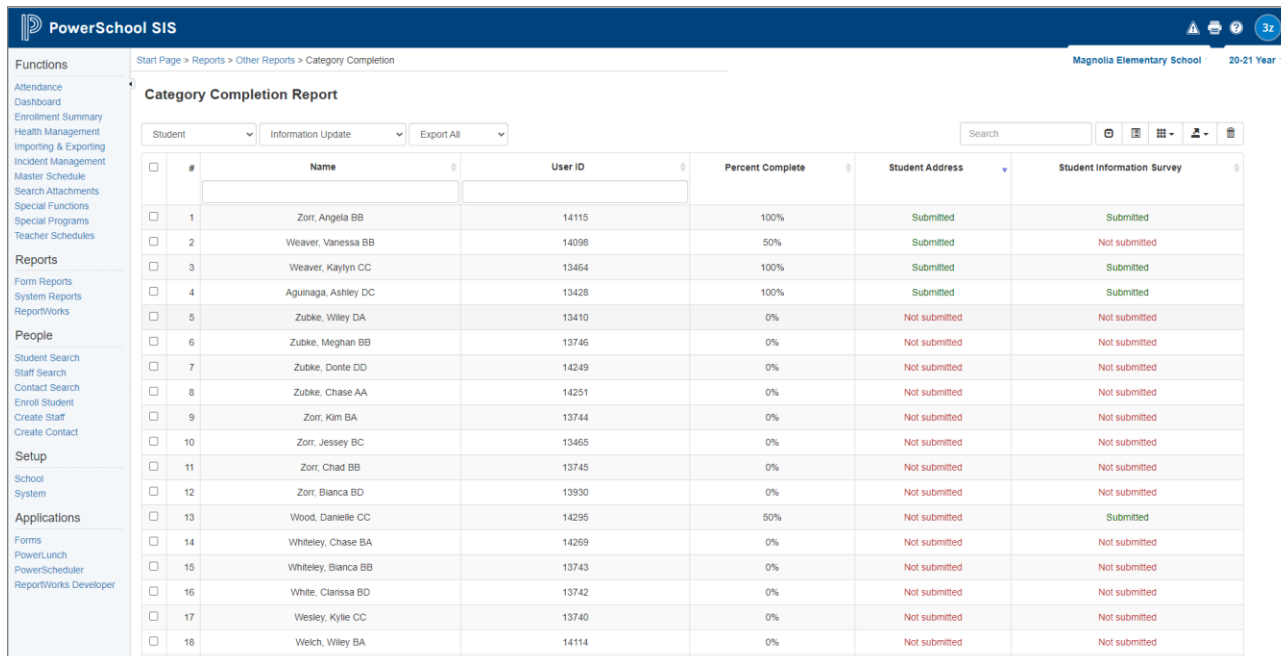


Category Completion Report

What is the Category Completion Report?

This report displays the submission status for all the forms within a form category for all the students or teachers in the current school.



Student	Name	User ID	Percent Complete	Student Address	Student Information Survey
1	Zorr, Angela BB	14115	100%	Submitted	Submitted
2	Weaver, Vanessa BB	14098	50%	Submitted	Not submitted
3	Weaver, Kaylyn CC	13464	100%	Submitted	Submitted
4	Aguinaga, Ashley DC	13428	100%	Submitted	Submitted
5	Zubke, Wiley DA	13410	0%	Not submitted	Not submitted
6	Zubke, Meghan BB	13746	0%	Not submitted	Not submitted
7	Zubke, Donle DD	14249	0%	Not submitted	Not submitted
8	Zubke, Chase AA	14251	0%	Not submitted	Not submitted
9	Zorr, Kim BA	13744	0%	Not submitted	Not submitted
10	Zorr, Jesse BC	13465	0%	Not submitted	Not submitted
11	Zorr, Chad BB	13745	0%	Not submitted	Not submitted
12	Zorr, Bianca BD	13930	0%	Not submitted	Not submitted
13	Wood, Danielle CC	14295	50%	Not submitted	Submitted
14	Whiteley, Chase BA	14259	0%	Not submitted	Not submitted
15	Whiteley, Bianca BB	13743	0%	Not submitted	Not submitted
16	White, Clarissa BD	13742	0%	Not submitted	Not submitted
17	Wesley, Kylie CC	13740	0%	Not submitted	Not submitted
18	Welch, Wiley BA	14114	0%	Not submitted	Not submitted

What students are pulled into the Category Completion Report?

- From the District Office:
 - All students, no matter the enroll status, will be pulled into the Category Completion Report.
- From the School level:
 - All active students will be pulled into the Category Completion Report.

What is the difference between 'Not Submitted' and 'N/A'?

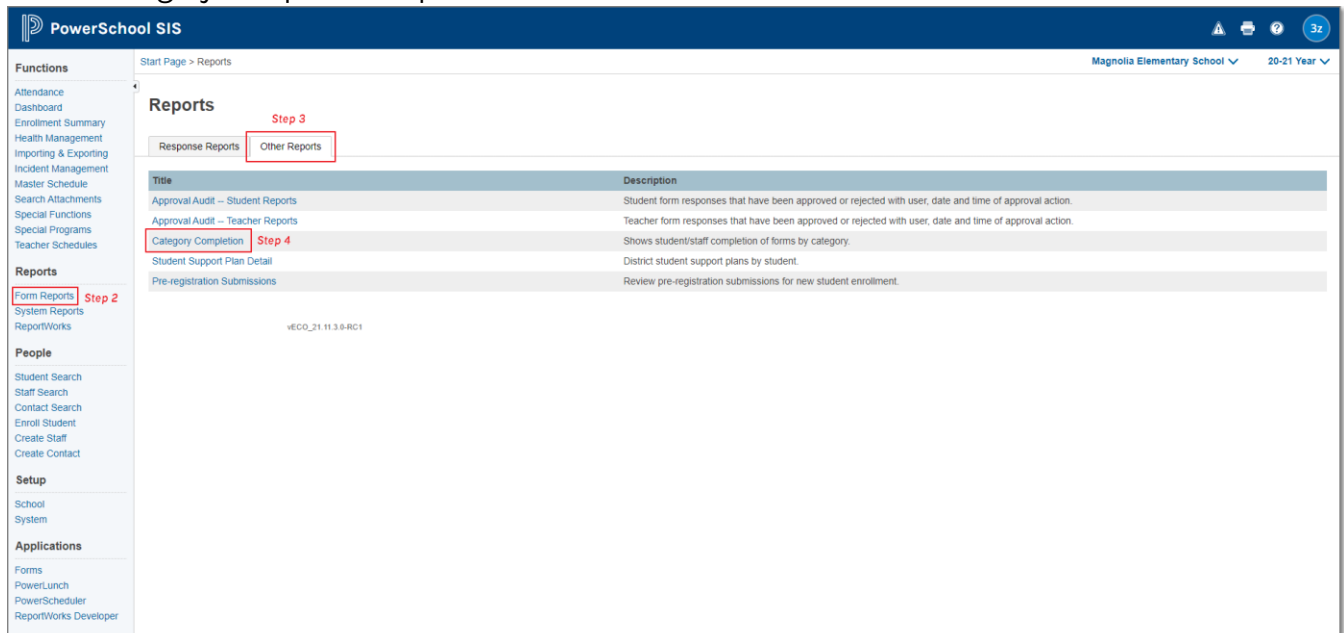
- Not submitted - Forms not yet submitted on the student or teacher record.
- N/A - Forms within the category that are not published to the student or teacher.

Additional Resource:

- In App Help:
 - <https://docs.powerschool.com/PSHSA/latest/forms/form-reports/other-reports#id-OtherReportsv21.4-CategoryCompletion>
- PowerSchool Community:
 - <https://help.powerschool.com/t5/Ecollect-Forms-Knowledge-Base/Ecollect-Forms-Reporting-Category-Completion-Report/ta-p/72085>

How do I access the Category Completion Report?

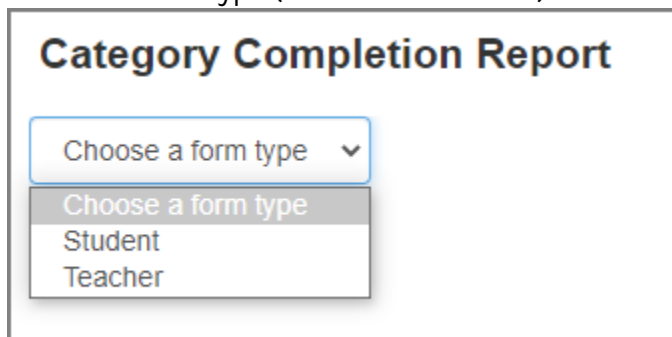
1. Choose School
2. Select Form Reports
3. Select Other Reports Tab
4. Select Category Completion Report



The screenshot shows the PowerSchool SIS interface. On the left sidebar, under the 'Reports' section, 'Form Reports' is highlighted with a red box and labeled 'Step 2'. In the main content area, the 'Reports' section is active, and the 'Other Reports' tab is highlighted with a red box and labeled 'Step 3'. Within the 'Other Reports' tab, the 'Category Completion' link is highlighted with a red box and labeled 'Step 4'. Below the tabs, a table lists various reports with their titles and descriptions.

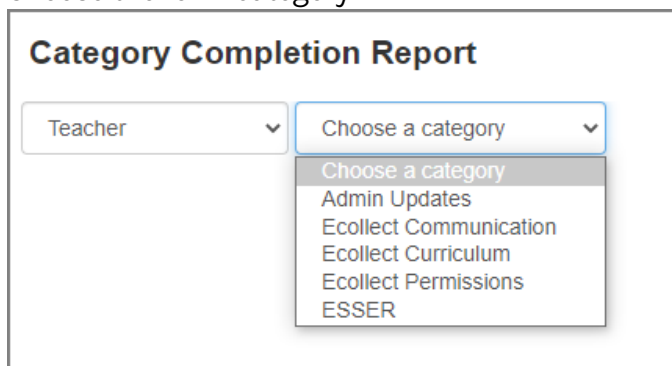
Title	Description
Approval Audit -- Student Reports	Student form responses that have been approved or rejected with user, date and time of approval action.
Approval Audit -- Teacher Reports	Teacher form responses that have been approved or rejected with user, date and time of approval action.
Category Completion	Shows student/staff completion of forms by category.
Student Support Plan Detail	District student support plans by student.
Pre-registration Submissions	Review pre-registration submissions for new student enrollment.

5. Choose a form type (Student or Teacher)



The screenshot shows the 'Category Completion Report' form. It has a title 'Category Completion Report' and a dropdown menu labeled 'Choose a form type'. The dropdown menu is open, showing two options: 'Student' and 'Teacher'.

6. Choose the form category



The screenshot shows the 'Category Completion Report' form. It has a title 'Category Completion Report' and two dropdown menus. The first dropdown menu is labeled 'Teacher' and is open. The second dropdown menu is labeled 'Choose a category' and is also open, showing a list of categories: 'Admin Updates', 'Ecollect Communication', 'Ecollect Curriculum', 'Ecollect Permissions', and 'ESSER'.