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## Office Staff, Registrars, Guidance Staff, Department Chairs, Grade-Level Leaders

Learn to enhance academic performance, improve communication and drive parent engagement, while efficiently maintaining budgets and tracking attendance.

### What does PSU have for office personnel?

Discover a complete education technology solution in one seamless application to increase your school-to-home communication through formal and informal channels. Find ways to effectively communicate with students and parents using the Unified Classroom Student and Parent Portals. Learn how to set up attendance preferences and manage daily attendance for your school. Explore employee management, requisition to check, budgeting, payroll processing, purchase orders and more.

Choose from courses in Unified Classroom, and PowerSchool SIS, as well as other hands-on courses to enhance your time at PSU! Here is a snapshot of a few available courses:

- Attendance Administration
- Enterprise Reporting for Report Users Part One and Part Two
- Preparing for End of Term
- Unified Classroom: Keeping the School Community Informed
- Unified Classroom: Starting the Year
- Working with Student Contacts in PowerSchool SIS

These are just a few suggestions. For more courses and complete descriptions, please see the Course Catalog.