Attendance User Guide

PowerSchool
Student Information System

PowerSchool

Document Properties

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Please send comments, suggestions, or requests for this document to **manuals@powerschool.com**. Your feedback is appreciated.

Contents

Introduction

Use PowerSchool Help to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work. However, before you can begin using PowerSchool, the PowerSchool administrator at your school must set up the system and import the data from your previous system. Once those steps are complete, you can start using PowerSchool. Use PowerSchool Help to assist you in navigating in PowerSchool.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

There are user guides available that include the same information as PowerSchool Help for each major release of PowerSchool. These user guides include instructions for certain user roles, though these roles will vary depending on your school or district's circumstances. For the most recent version of the printable guides, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/documentation/userguides/**. This URL is case-sensitive.

Note: You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

You are encouraged to read each section of the help that pertains to you. While the introductory sections build a foundation of knowledge that you will use every time you log on to PowerSchool, the remaining sections are independent of each other and can be read in any order. However, if you have never used PowerSchool before, it will be most helpful if you start with the section "**Introduction to PowerSchool.**" Whenever you read this guide, keep the following points in mind:

- The actions you can perform in PowerSchool depend on your job responsibilities and subsequently on your level of access to PowerSchool. Some users only have viewing rights to some pages. Others can view or edit any page. Still other users can view or edit any page, and create new ones as well. Finally, some pages are view-only for everyone. This guide outlines viewing, editing, and creating options for most pages. Depending on your needs and your level of access, only certain options will be applicable and available to you. If you find that your work requires a greater level of access, contact the system administrator at your school.

- Almost all of the activities described in this guide begin by selecting the appropriate student or group; thus, it is imperative that you understand how to search for and select a student. For detailed instructions on how to do this, refer to the section "**Search and Select.**"

- The school and student records used in this guide differ from those displayed on your page as you work. You will work with real data based on student records at your school. The graphics in this guide are only examples.

- In PowerSchool, different pages provide some of the same information because you view the same data from a different place each time. If you add, change, or delete data on one page, it will be added, changed, or deleted on other pages that contain the same field(s) of data.

- The reporting features described in this guide are some of the most important you will use in the system. A PowerSchool report is a statement of student or staff records that is produced for viewing or printing and can include information text in addition to the report listings. PowerSchool reports include report cards, lists of class schedules, lunch balance sheets, mailing labels, lists of current staff members, and attendance records.

- Use PowerSchool to create numerous types of reports that pull selected data quickly and easily. Select from a list of pre-configured reports that have preset parameters or create a custom report to include parameters needed for a specific task. You should read the sections "**Custom Reports**" and "**Pre-Configured Reports**" before creating a report.

Legend

- This guide uses the > symbol to move down a menu path. Thus, if instructed to "Click File > New > Window", begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will always be on the menu that results from your previous selection.

- It is easy to identify notes because they are indented and prefaced by the text **Notes:**.

Audience

This document is intended for school administrators, office staff, registrars, counselors, and teachers.

Attendance Overview

PowerSchool's attendance function makes it possible to track students' attendance in a number of ways. Depending on your school's needs, you can track either daily attendance or section attendance. Additionally, you can consolidate the multiple roll calls normally required when multiple course sections meet at the same time. For more information on these topics, see the sections "**Daily Attendance**," "**Meeting Attendance**," and "**Concurrent Attendance**," respectively.

Given the proper permissions, administrators, teachers, and substitute teachers can take attendance using the following:

- PowerSchool: There are several ways to take and change attendance in PowerSchool for a student or group of students, either for one day or several days.

- PowerGrade: Teachers can take attendance, even when they are working on a computer that has PowerGrade but is not connected to their school's network. When they connect to the network, PowerGrade sends attendance records to PowerSchool. Attendance secretaries can always override information entered by a teacher Codes entered by the secretary automatically appear in the PowerGrade files of the student's teachers. For more information on PowerGrade, see the section "**The Basics**."

- PowerSchool Teacher: Teachers can use PowerSchool Teacher's attendance function to take attendance for their current classes. For more information, see the section "**Current Classes Page**."

- PowerSchool Substitute: Substitute teachers can use PowerSchool Substitute to take attendance for their designated classes. For more information, see the section "**How to Take Attendance in PowerSchool Substitute**."

A number of attendance-related reports are available. For more information, see the sections "**Attendance Count and Audit Reports**" and "**Attendance Reports**."

Attendance Modes

There are three modes of taking attendance, by day, by meeting, or concurrently.

Daily Attendance

In PowerSchool, you can take attendance for one or more days. The Daily Attendance feature calculates attendance by the minute or by attendance code.

Meeting Attendance

In PowerSchool Teacher and PowerGrade, you can take attendance by class meeting. A class meeting is the span of time a class takes place within a given day.

Concurrent Attendance

In PowerSchool Teacher, you can take attendance either by class meeting or by concurrently meeting sections. A class meeting is the span of time a class takes place within a given day. If the class spans multiple periods you may need to take attendance multiple times depending on your schools policies. Taking attendance concurrently by meeting is helpful for teachers who instruct several sections during one meeting, since all students for that meeting appear on one list, regardless of their sections.

For example, assume a Biology section, BIO102, meets for periods 1 and 2, and the schedule expression for this section is 1-2(A). The class' teaching assistant meets in the class at the same time, though the assistant's section, TA100, differs from BIO102.

Section	BIO102	TA100
Schedule expression	1-2(A)	1-2(A)
Number of students	20	1

All the students in the classroom at that time have the same meeting (that is, they meet at the same time and place, and have the same teacher). You can choose to either take attendance per section or, to combine the sections' rosters for attendance purposes, take attendance by meeting using either section. By opting to take attendance by meeting, all 21 students from both sections appear on the attendance page.

Often, multi-section meetings are more complex situations than in the given example. For example, if two teaching assistant sections each span half of the BIO102 section, it becomes important as to which section you use to take attendance. In the following example, no more than 21 students meet at a time since the two teaching assistant sections meet during different periods.

Section	BIO102	TA100	TA101
Schedule expression	1-2(A)	1(A)	2(A)
Number of students	20	1	1

In this example, the teacher can still take attendance by meeting. However, the teacher should look up TA100 to take attendance for the first period and then TA101 to take attendance for the second period since attendance can be taken only once per day per section, taking attendance for BIO102 in Period 2 will overwrite the attendance taken in Period 1. In this situation, taking attendance for BIO102 in either period will not account for the attendance in both TA sections, but rather only one TA section.

In all cases, it is best to use the most specific section when taking attendance by meeting. That is, use sections that do not span more periods than any other sections in the same meeting.

Attendance Conversion

The Attendance Data Migration is part of the PowerSchool 4.0 installation process, which migrates your previous PowerSchool attendance codes, FTE, daily attendance, section attendance, and attendance preferences into the new system. After installing PowerSchool 4.0, the Attendance Data Migration tool automatically launches and builds preferences and moves data for one year.

You can also launch the Attendance Data Migration tool after you have initially installed PowerSchool 4.0 and have run through the attendance data migration process to convert data for subsequent years.

For more information, refer to System Notes for PowerSchool 4.0 available on the installation CD you received or by download from the PowerSchool Customer Support web site at **www.powerschool.com/support/**.

Attendance Setup

All attendance setup is performed at the school level under School Setup. All attendance-related setup items are conveniently located under the Attendance category. In addition, you will also need to setup up other school-related setup items that work in conjunction with attendance. The following list outlines the recommended "Attendance" setup process:

- Years and Terms
- Days
- Periods
- Schedules, including Section Attendance Settings
- Class Exclusions
- Attendance Code Categories
- Attendance Codes
- FTE Codes
- Attendance Preferences
- Attendance Conversions
- Bell Schedules
- Calendar
- Reporting Segments

Taking Attendance

There are three ways to mark or change an attendance record in PowerSchool:

- Mark or change a single attendance instance.
- Mark or change a student's attendance records for blocks of time. This is particularly useful when the student has been or will be out for an extended period.

- Mark or change a group of students' attendance records for blocks of time. This is particularly useful when a class goes on a field trip or for sporting events.

Use any or all of the methods described either to change a record from the past where a code has already been entered or to enter new data for an unmarked date range, day, or period in the past or future.

Attendance Data Migration Tool

To accommodate the considerable enhancements made to the underlying framework of Attendance, conversion of your attendance data needs to be performed. In order to "automate" the conversion, the Attendance Data Migration tool has been created. The Attendance Data Migration tool performs five processes, including: Attendance Codes, Daily Attendance, Section Attendance, FTE, and Attendance Preferences. Specifically, the following occurs:

- Attendance codes currently in PowerSchool are school specific, but not year specific. A copy is made in the new Attendance_Code table for each school that has a valid calendar for the years converted.

- Daily attendance records associated with valid school days are created in the attendance table for years converted. Valid means the student was enrolled in school and school was in session.

- Valid attendance is created for valid CC records in the new attendance table. Valid means the student was enrolled in school, school was in session, and the class met on that particular day.

- FTEs are created in each school based on values students have in the fultimeequiv field in the student and re-enrollment records Those FTEs are then associated with the appropriate students and re-enrollment records. If nothing exists for a student, an FTE of 1 is created and associated.

- Attendance preferences for each school are created for each year that is converted.

How to Access the Attendance Data Migration Tool

The Attendance Data Migration is part of the PowerSchool 4.0 installation process. After installing PowerSchool 4.0, the Attendance Data Migration tool automatically launches. The tool only migrates one year at a time. After running through the initial process and successfully migrating one year, you will not be prompted on startup to run any other years you may have.

If you have multiple years that you want to migrate, you will have an opportunity to migrate those other years after the first conversion process is done and the PowerSchool server is up and running. For example, if you need to do attendance reporting on historical data, such as Senior Transcripts, you need to migrate each of the years that you want to include in the report. In this case, you would need to migrate the last three years of data in order to have up-to-date attendance information for your 04-05 senior class.

The migration process can take a very long time to run, up to 20 hours or more, depending on how fast your server is and how many attendance records need to be moved. Because of this you may want to convert the 2004-2005 school year to get your server up and running. As time permits you can convert past years. Keep in mind the conversion is very processor intensive and it will cause the server to be slow; you will want to do it when there is very low server load.

To launch the Attendance Data Migration tool after you have initially installed PowerSchool 4.0 and have run through the attendance data migration process, go to the server and access PowerSchool. From the menu bar, select Execute from the hidden menu. The Execute window appears. Enter att_migrate and click OK.

How to Run the Attendance Data Migration Tool

1. Make a back up of your data file by copying it to a safe location.

2. Start PowerSchool 4.0 for the first time. The Authentication page appears.
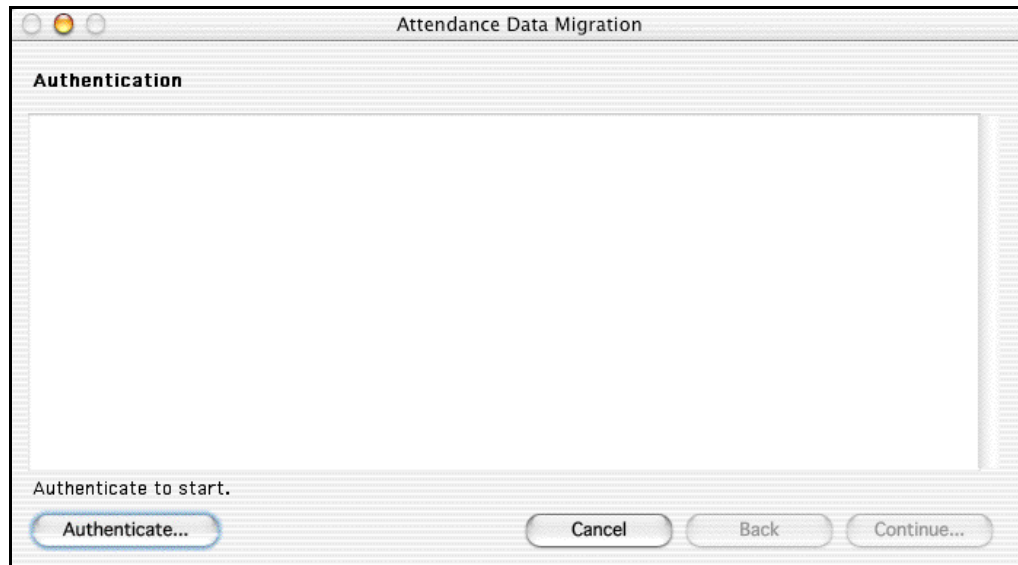
3. Click Authenticate. The Request page appears.
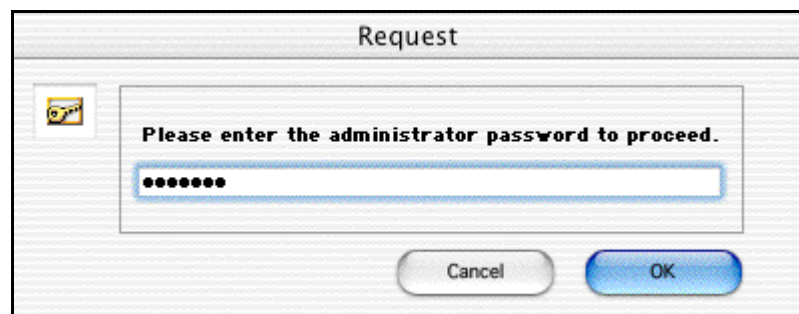
4. Enter your PowerSchool administrator password. This is the portion of your admin login following the semicolon. For example, if your login to PowerSchool is johnsmith;cantguess, then you would enter cantguess.

5. Click OK. The system verifies that you have access to the PowerSchool server. If the authentication is successful, the Authentication page refreshes and the Authenticate button becomes grayed out, whereas the Continue button is enabled.

    Note: At any time you want to stop the attendance data migration process, click Cancel. The system prompts you to Quit or Start PowerSchool. If you want to perform the attendance data migration process at another time, select Quit. However, if you want to correct errors

within the attendance data, click Start PowerSchool. If you select Start PowerSchool, keep in mind that the data is not ready to be used in a production environment, as you have not yet completed the attendance data migration process.
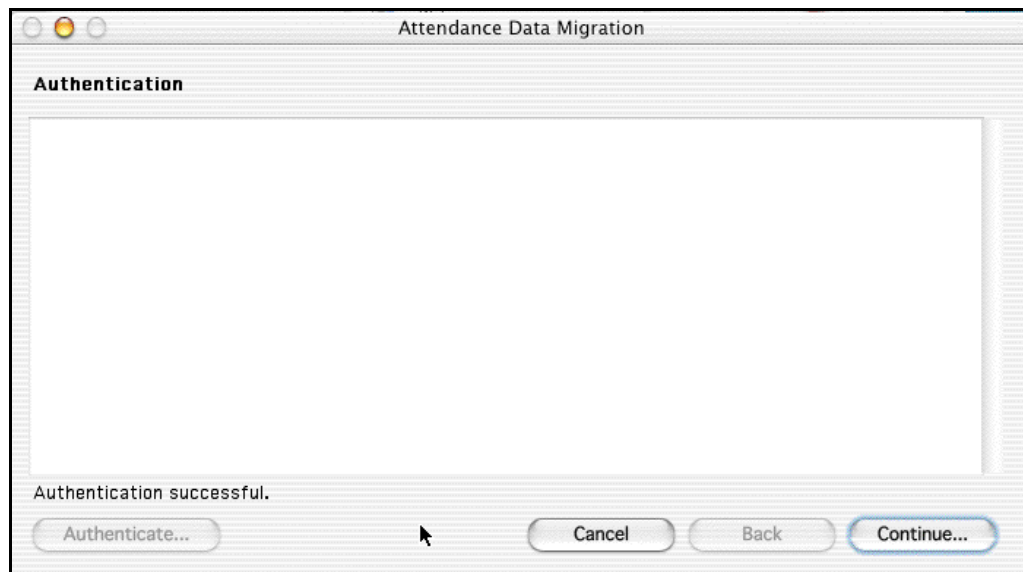
6. Click Continue to proceed. The Year Selection page appears displaying a list of all the years in the data file.
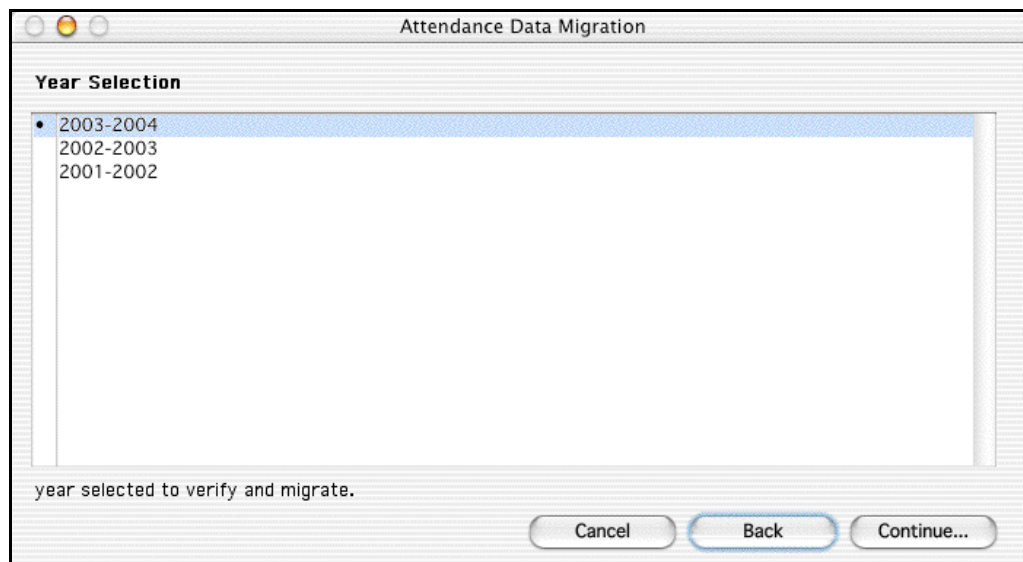

7. Select the year for which you want to migrate attendance data by clicking the appropriate term name.

    The Attendance Data Migration tool only runs one year at a time. If you have multiple years that you want to migrate, you will need to run each year through the process after the first conversion process is done and the server is up and running.

    Note: If you have the 2004-2005 school year created, it converts much faster than a past year because little to no attendance has been taken for that year.

8. Click Continue to proceed. The Attendance Data Verification page appears displaying a list of the processes and the state they are in from the last time the Attendance Data Migration tool was run for the selected year. If have gone through part of the attendance data migration process before and clicked Cancel to stop the process, this list shows which validations you have completed. If this is the first pass all verifications appear as Pending.

Note: To quit the attendance data migration process, click Cancel. To return to the previous page, click Back.
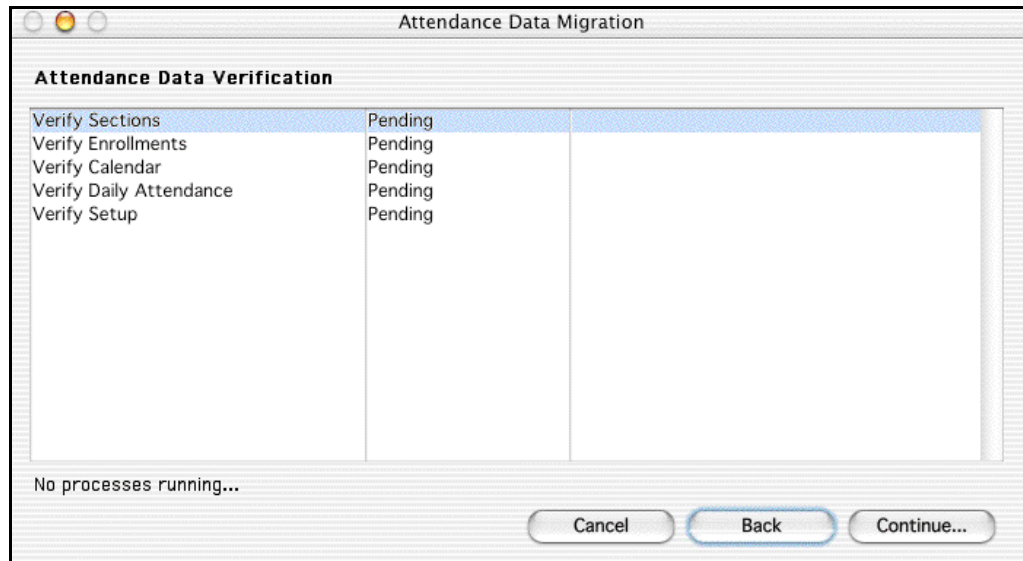
9. Click Continue to proceed. A Confirm dialog box appears asking you whether or not you want to run attendance data verification.

Note: To select a different year or to double-check the year you selected, click Back to return to the Year Selection page (Step 7).

Attendance data verification checks for errors, such as multiple years for a school in one year or no calendar associated with a school that has attendance that can hinder the attendance data migration process and possibly cause it to crash.
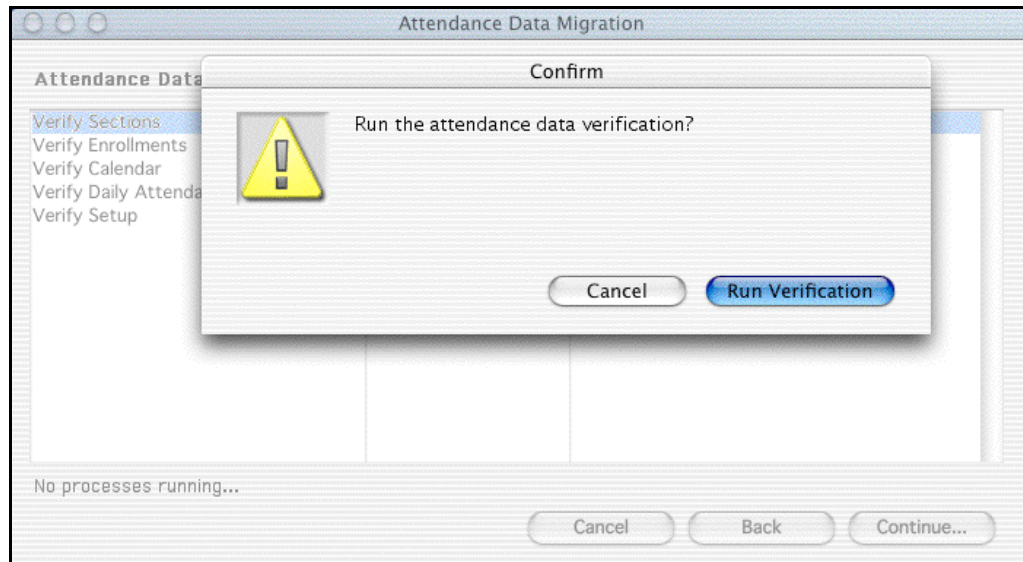
10. Click Run Verification to proceed. This only takes a few minutes. Once verification is complete, the Attendance Data Verification page displays the status of each process (pending, running, successful. or failed).

   Note: To select a different year or to double-check the year you selected, click Cancel to return to the Data Verification page then click back (Step 7).
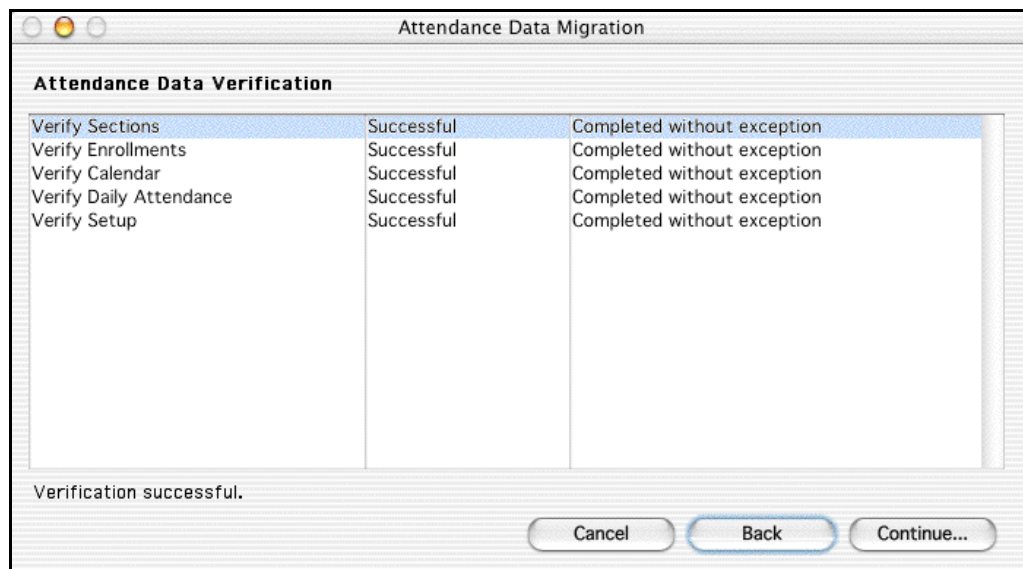

11. Do one of the following:

• If the page displays Verification successful, click Continue. The Data Segment Setup page appears displaying a list with the path to the data file and any segments (Step 12).

• To select a different year, click Back to return to the Year Selection page (Step 7).

• If the page indicates that the verification was unsuccessful, you will need to determine the data problems. To do so, click Cancel to stop the attendance data migration process. Select Start PowerSchool and log in to the application.

PowerSchool logo

To assist in determining what the data problems are, review the log files, which are found in your PowerSchool folder Powerschool40/data/log/migrate/verify/the folder with a name of the date and time you ran the process/the year you validated/the name of the process that failed. For example, if you started the migration tool at 2:03pm on July 5th 2004 for the 2004-2005 school year and the sections verification failed, the path would look like this: HardDiskDrive/SomeFolder/PowerSchool40/data/log/migrate/verify/0705041403/2004-2005/Att_MigrateVerifySections.html

Once you have made your corrections, begin the attendance data migration process again (Step 1).
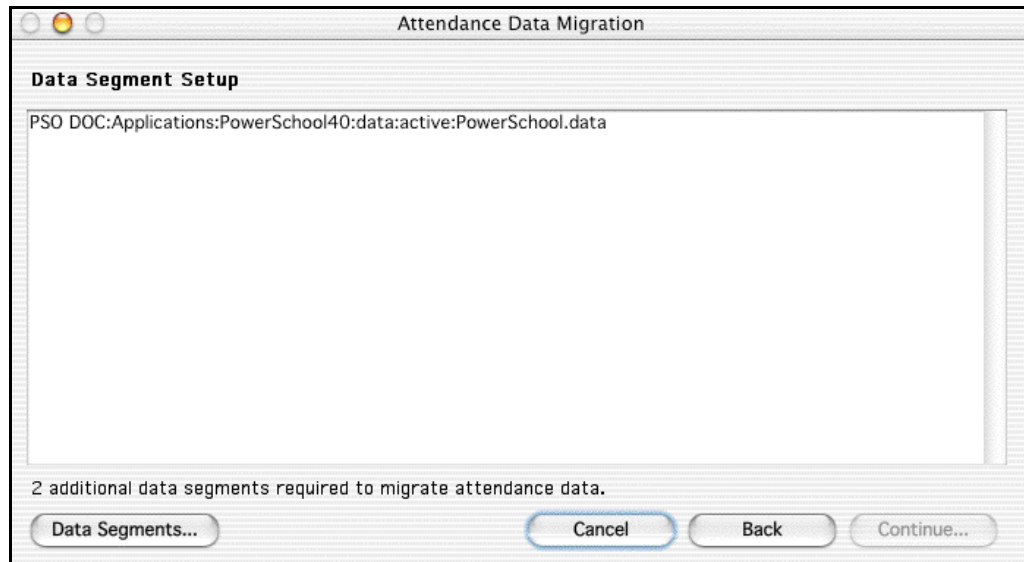
12. Click Data Segments in order to proceed. The Segments dialog box appears.
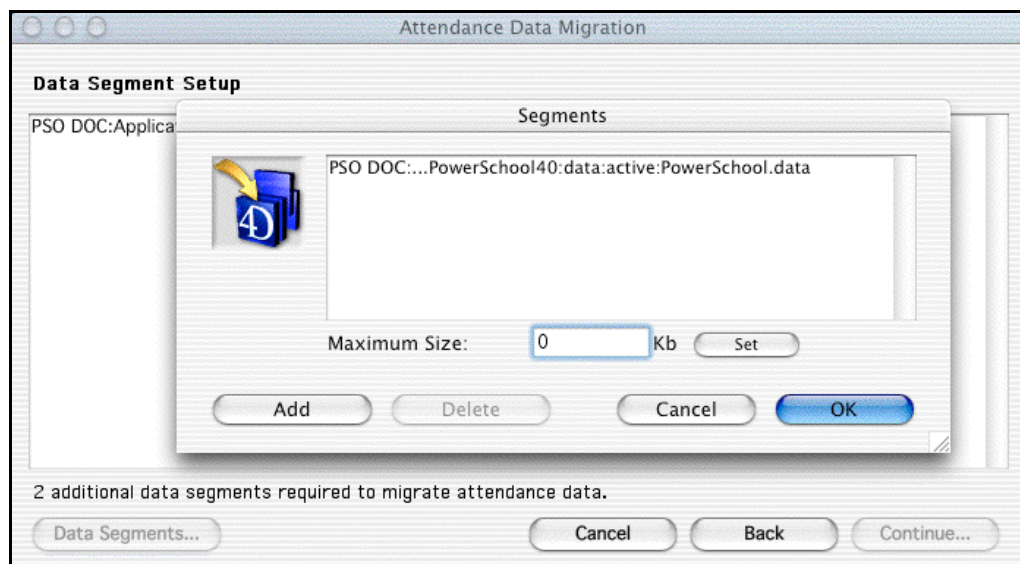
In addition to your data file, you need to create two more data segments. This is to help ensure that you do not exceed the data file capacity during the course of the school year.

The Continue button appears grayed-out preventing you from proceeding until you have created the minimum number of data segments.

Note: While the Segments dialog box initially displays the same data file as the Data Segment Setup page below it the Segments dialog box is a separate application not created by PowerSchool and used to create new data segments. Therefore, you will need to follow these directions very carefully.

13. Click Add to create a new data segment. The Save 4th Dimension window appears. You are prompted to enter the name of the file you wish to save.
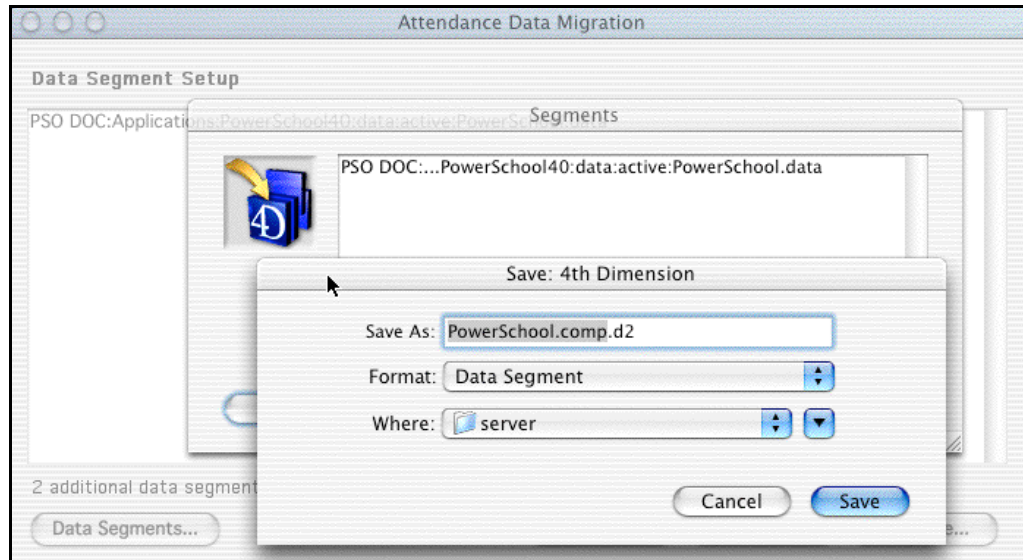
14. Enter the name of the file in the Save As field. You want this to be the same name as your PowerSchool data file with an extension of d and the number of the data segment. This should be as easy as removing .comp from the name presented to you. Do NOT click Save just yet.

15. Locate the PowerSchool data file, which should be located at PowerSchool40/data/active/

Note: By default, Server is selected. This is the folder where your PowerSchool application is located. However, this is NOT where you want to save your data segments. To maintain system integrity, we strongly recommend you save your data segments in the same folder as the data file, which is located at PowerSchool40/data/active/.
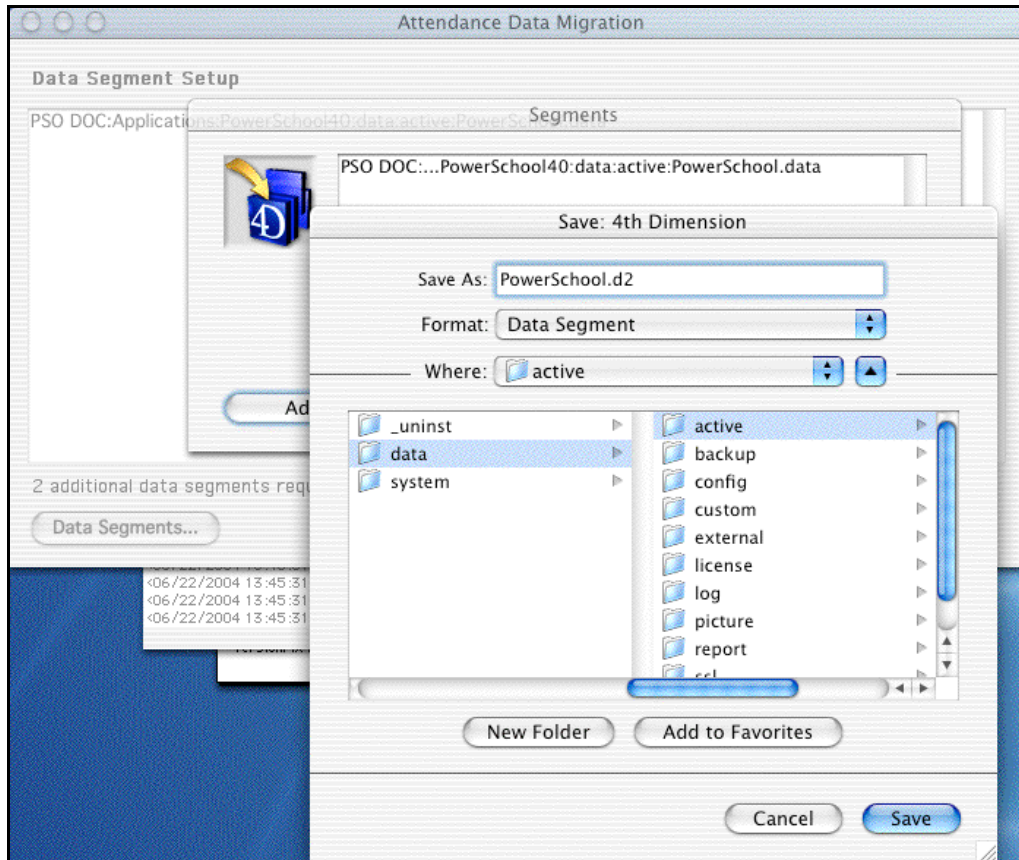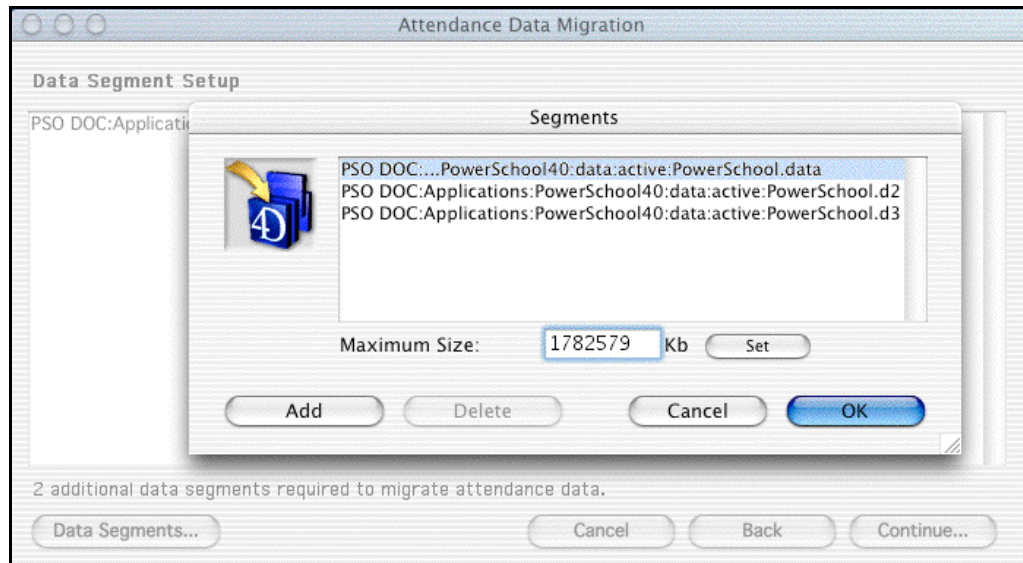
16. Click Save. The new data segments appear in the Segments window.
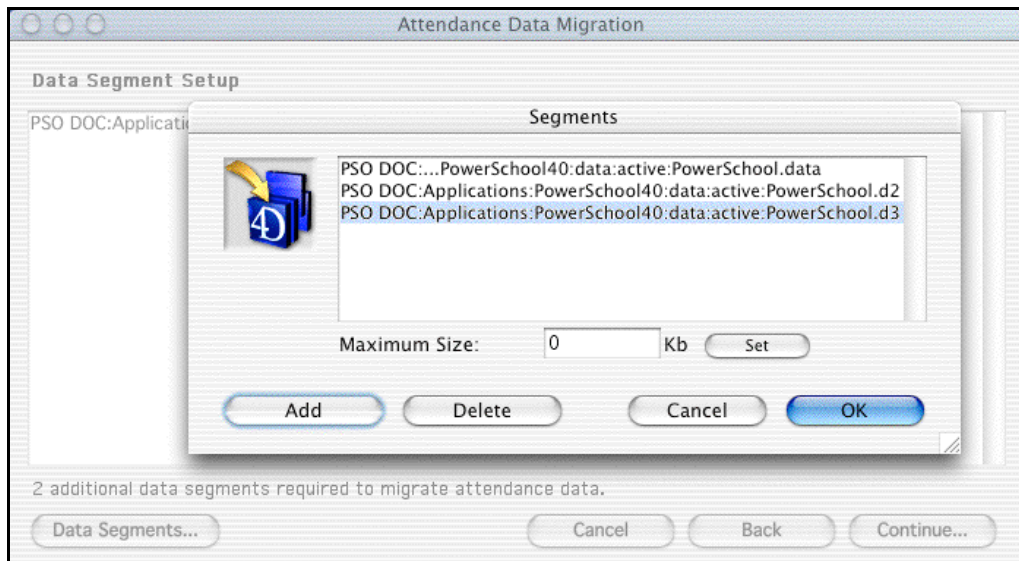
17. Repeat Steps 13 through Step 16 to create the next segment.

18. After you have thee data segments, you need to set the Maximum size for each. Select one of the data segments by clicking it. Note your selection appears highlighted.

![PowerSchool](Apple logo) **PowerSchool**

19. Enter 1782579 in the Maximum Size field.

20. Click Set.

21. Repeat Step 18 through Step 20 for each data segment including the original data file.

22. Click OK. The Data Segment Setup page appears displaying the newly created data segments and the Continue button appears active.
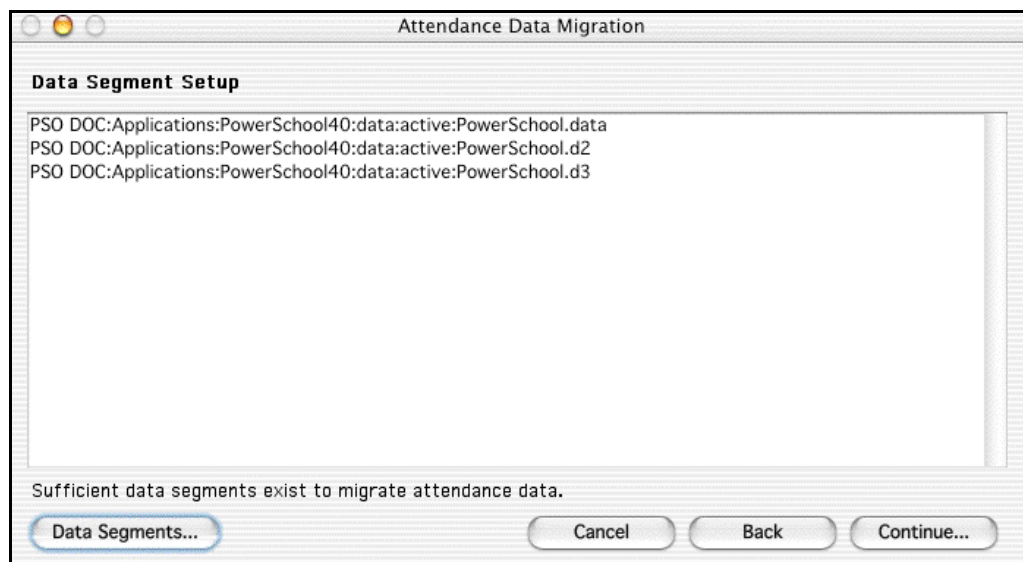

23. Click Continue to proceed. The Attendance Migration Processes page appears.

    Note: To quit the attendance data migration process, click Cancel. To return to the previous page, click Back.
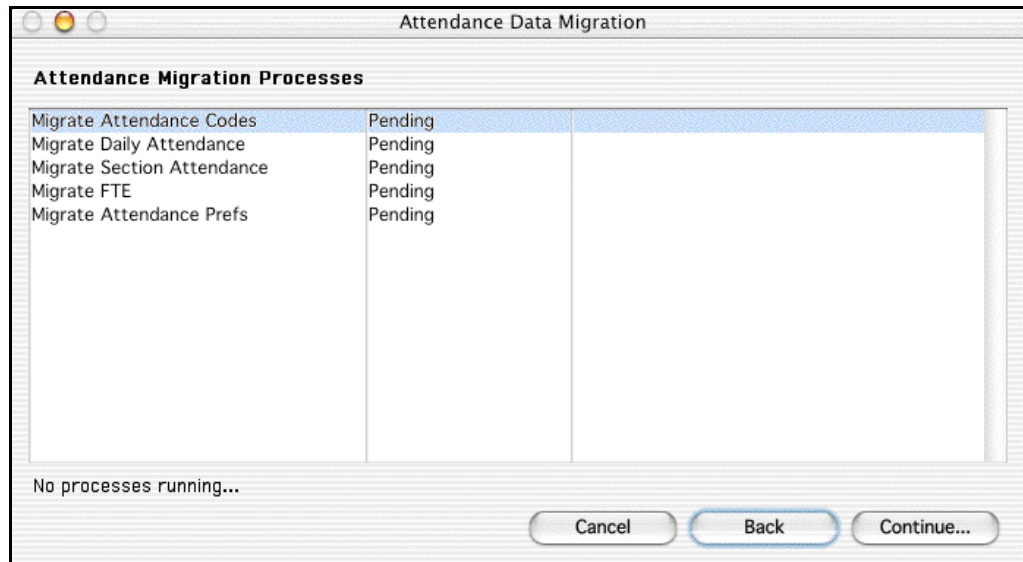
24. Click Continue to proceed. A Confirm dialog box appears asking you whether or not you want to run the attendance data migration.

Note: To quit the attendance data migration process, click Cancel. To return to the previous page, click Back.
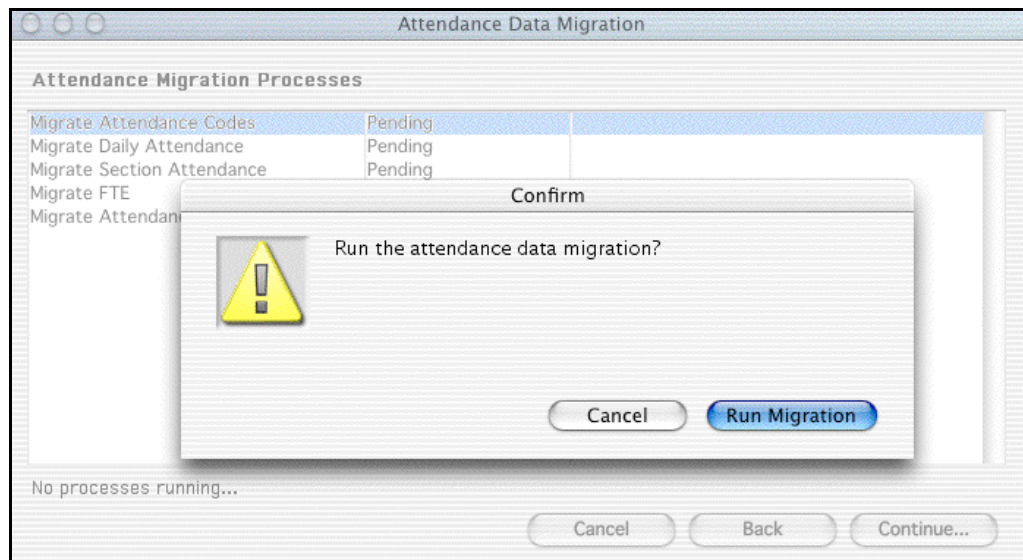

25. Click Run Migration. The Confirm dialog box disappears and the Attendance Data Migration Processes page refreshes as the processes begin to run.
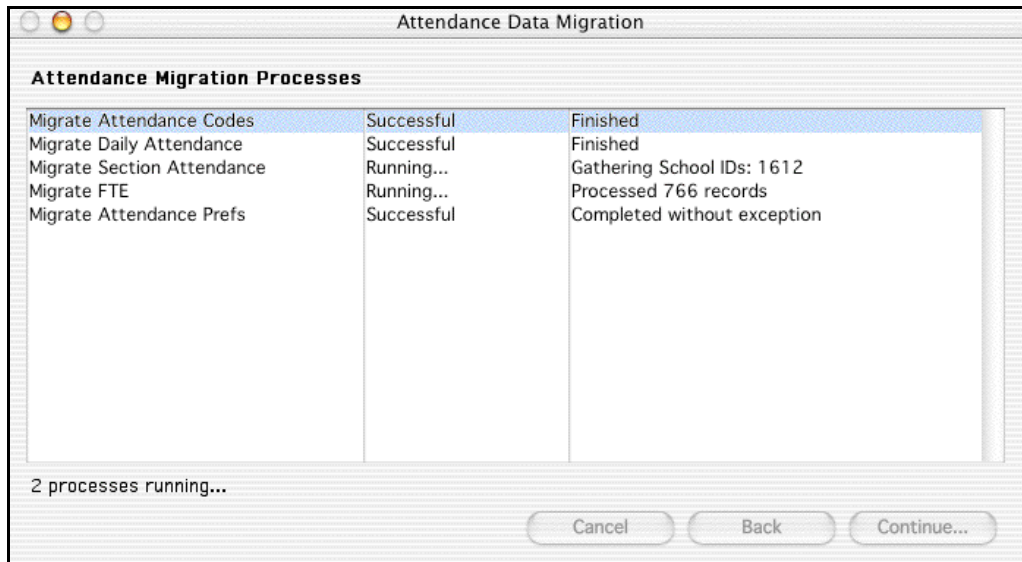
You can gauge progress by the percent given for each process so that you will know approximately how long it's going to take to run. Large data files may take many hours (i.e. 20 or more) depending on how many attendance records you have, weather you used daily attendance and how fast your server is. Errors may still be encountered. If errors are encountered, A Confirm dialog box may appear stating that the migration generated an error. These errors will need to be fixed. If you are not presented with a confirm box proceed to Step 27.

Note: Click Cancel to return to the Migration Process page.
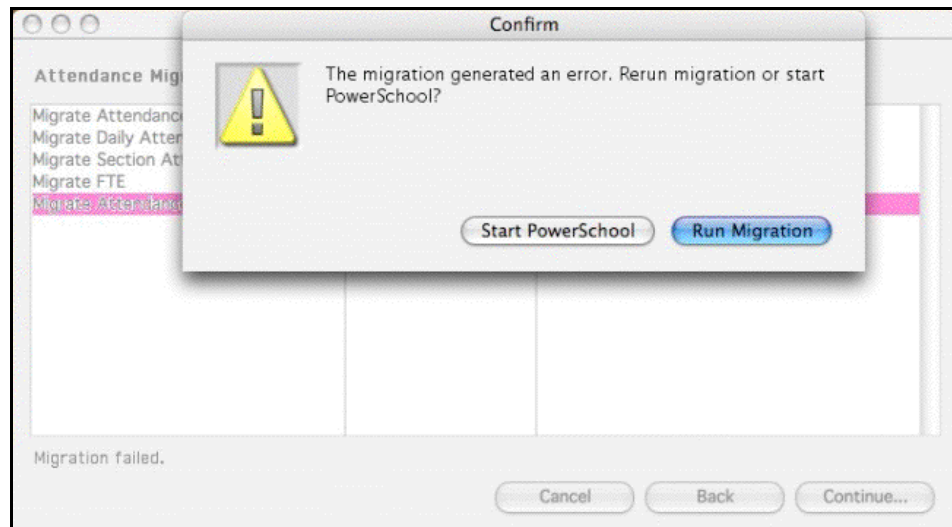
26. Do one of the following:

- Click Run Migration to force the migration to continue. Doing so allows you to deal with the errors at the end. This is the easiest thing to do but may leave you with uncovered errors to deal with next time you run the migration tool.

- Pressing Start PowerSchool will stop the process migration process and start the PowerSchool server allowing you to fix the error. Once you have made your corrections, begin the attendance data migration process again (Step 1).

27. If the page indicates that the migration was unsuccessful, click Cancel to stop the attendance data migration process. You may choose Start PowerSchool. This causes the server to start normally and you will be able to log in.

To assist in determining what the data problems are, review the log files, which are found in your PowerSchool folder Powerschool40/data/log/migrate/migrate/the folder with a name of the date and time you ran the process/the year you validated/the name of the process that failed. For example If you started the migration tool at 2:03pm on July 5th 2004 for the 2004-2005 school year and the sections verification that failed the path would look like this: HardDiskDrive/SomeFolder/PowerSchool40/data/log/migrate/migrate/0705041403/2004-2005/Attendance_Codes.html

The Attendance_Prefs.html and FTE.html log file will be at the same level as the year folder because they set global settings applying to the server as a whole. Once these have been preformed successfully they will not appear again if you run the migration tool a second or third time.

Once you have made your corrections, begin the attendance data migration process again (Step 1).

When the process completes, the Attendance Migration Processes page displays "Migration successful."
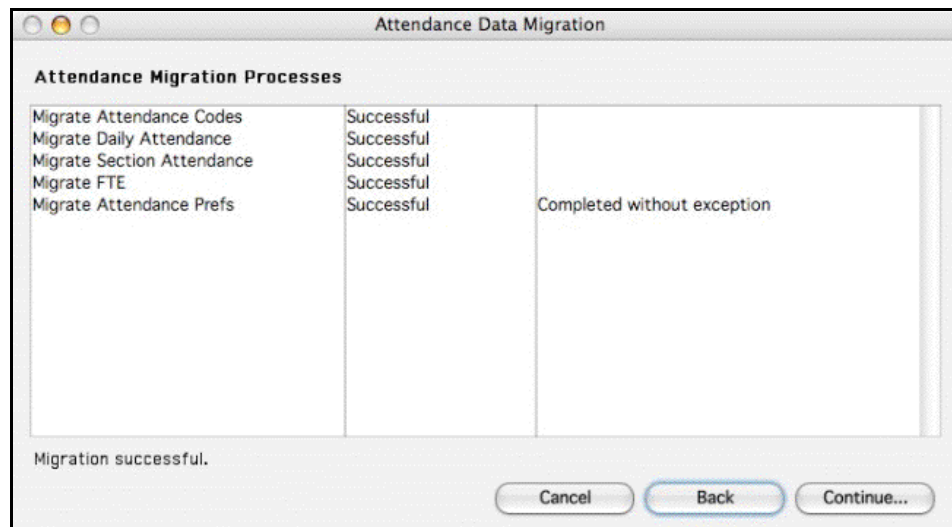
28. Click Continue to proceed. PowerSchool automatically launches.

Note: To quit the attendance data migration process, click Cancel. To return to the previous page, click Back.

To launch the Attendance Data Migration tool after you have initially installed PowerSchool 4.0 and have run through the attendance data migration process, go to the server and access PowerSchool. Select Execute from the hidden menu. The Execute window appears. Enter att_migrate and click OK. Now you are able to proceed again from Step 1.

Attendance Administration

Attendance Code Categories

Attendance code categories are used to group attendance codes by classification, beyond Present or Absent, for reporting purposes. From the School Setup menu, click the Attendance Code Categories link. The Attendance Code Categories page appears. Use this page to view, add, delete, or edit an attendance code categories used at your school.

After creating attendance code categories, proceed to creating attendance codes. Attendance must be set up in its entirety before taking attendance in either PowerGrade or PowerSchool.
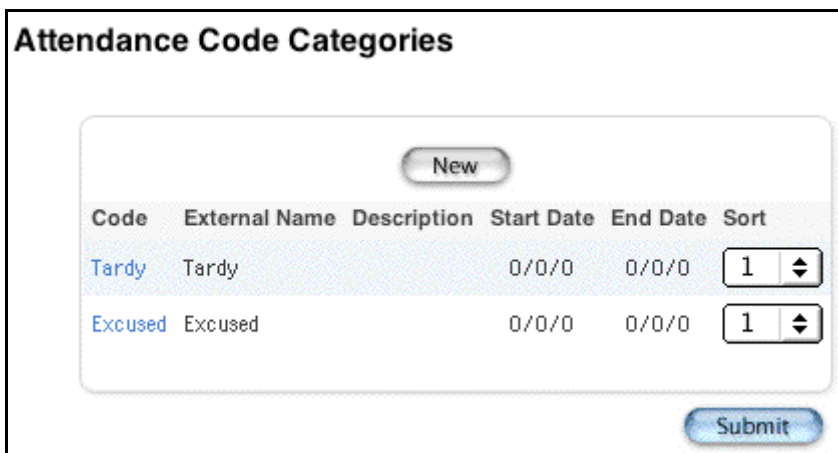
Note: Attendance code categories are not used to group attendance codes by Present or Absent. All attendance codes are categorized as Present or Absent when creating the attendance code via the Attendance Code page. For more information, see the section "**Attendance Codes**."

For more information on attendance, see the section "**Attendance Overview**."

How to Access the Attendance Code Categories Page

You can create as many categories as you want. Tardy and Excused are available by default.

1. On the start page, choose School from the main menu.
2. Click Attendance Code Categories. The Attendance Code Categories page appears.

The following information displays:

Field	Description
Code	The code representing the attendance code category.
External Name	The name of the attendance code category.
Description	A description of the attendance code category.

Field	Description
Start Date	The date, which the attendance code category becomes active.
End Date	The date, which the attendance code category becomes inactive.
Sort	The sort order of the attendance code category as it appears in the Attendance Code Categories pop-up menu.

How to Add an Attendance Code Category

1. On the start page, choose School from the main menu.
2. Click Attendance Code Categories. The Attendance Code Categories page appears.

3. Click New. The New Attendance Code Category page appears.

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New Attendance Code Category

Label	Value
Code	Unexcused
External Name	Unexcused
Description	
Effective Start Date	
Effective End Date	
Sort order for display	1

Submit

4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the attendance code category.
External Name	Enter a name of the attendance code category.
Description	Enter a description of the attendance code category.
Effective Start Date	Enter the date using the format mm/dd/yyyy or mm-dd-yyyy, which the attendance code category becomes active. If you do not use this format, an alert appears. If you do not want to enter an effective date range, leave this field blank.
Effective End Date	Enter the date using the format mm/dd/yyyy or mm-dd-yyyy, which the attendance code category becomes inactive. If you do not use this format, an alert appears. If you do not want to enter an effective date range, leave this field blank.
Sort order for display	Use the pop-up menu to determine the sort order of the attendance code category within the Attendance Code Categories pop-up menu.

5. Click Submit. The Attendance Code Categories page displays the new attendance code.

How to Edit an Attendance Code Category

1. On the start page, choose School from the main menu.
2. Click Attendance Code Categories. The Attendance Code Categories page appears.

3. Click the Code of the attendance code category you want to edit. The Edit Attendance Code Category page appears.

Edit Attendance Code Category

Label	Value
Code	Unexcused
External Name	Unexcused
Description	
Effective Start Date	0/0/0
Effective End Date	0/0/0
Sort order for display	1

Delete   Submit

> **Note:** You can also click the links for the attendance code category in the Code and Char columns.

4. Edit information as needed. See "Use the following table to enter information in the fields" under "How to Add an Attendance Code Category."

5. Click Submit. The Attendance Code Categories page displays the edited attendance code.
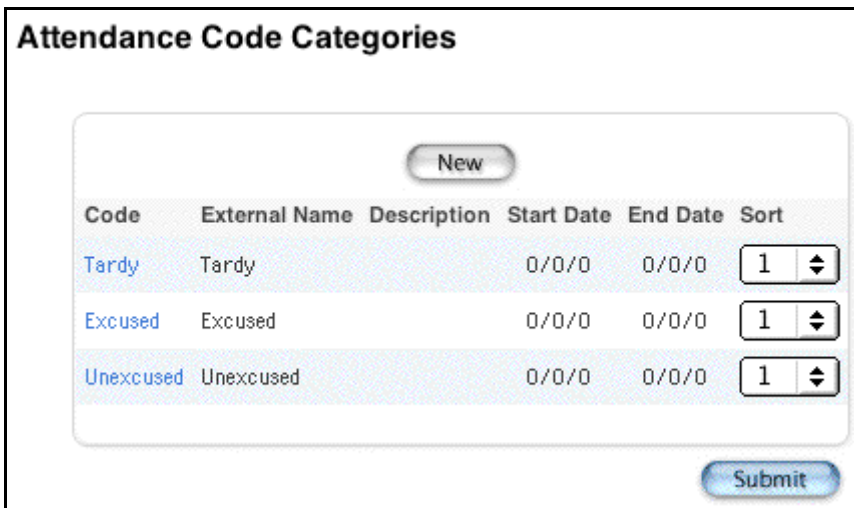
Attendance Code Categories

New

Code	External Name	Description	Start Date	End Date	Sort
Tardy	Tardy		0/0/0	0/0/0	1
Excused	Excused		0/0/0	0/0/0	1
Unexcused	Unexcused		0/0/0	0/0/0	1

Submit

How to Delete an Attendance Code Category

When you delete an attendance code category, you directly impact other users and student records. Delete an attendance code category when an error is made during the process of setting up your school in PowerSchool. Perform this procedure only if you have just erroneously added a
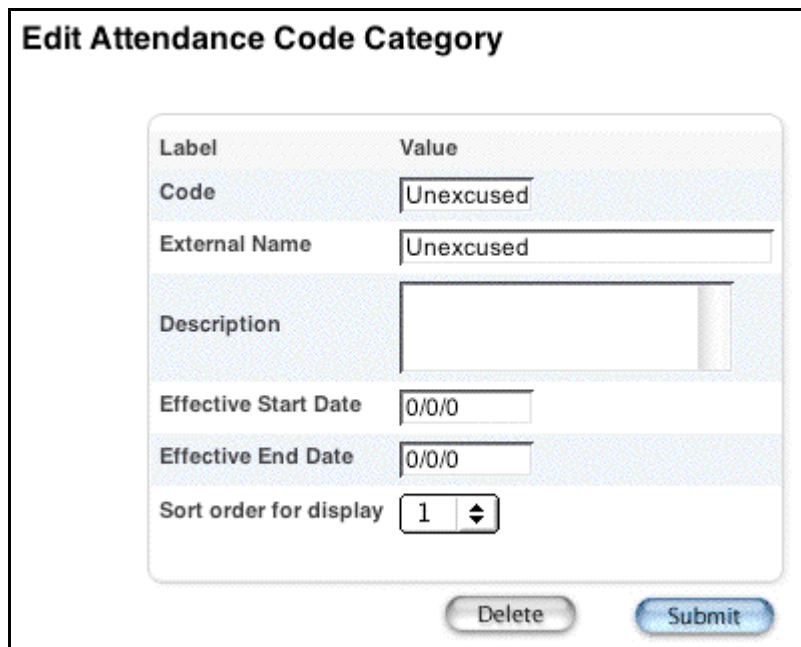
code and no one has used it yet. If the attendance code category is already in use, it cannot be deleted.

1. Click Attendance Code Categories. The Attendance Code Categories page appears.

2. Click the Code of the attendance code category you want to delete. The Edit Attendance Code Category page appears.

3. Click Delete. The Selection Deleted page appears.

How to Sort Attendance Code Categories

1. On the start page, choose School from the main menu.

2. Click Attendance Code Categories. The Attendance Code Categories page appears.

3. Choose different sort orders for the attendance code category from the Sort Order pop-up menus.

4. Click Submit. The page re-sorts the attendance code categories.

Attendance Codes

Use this page to view, add, delete, or edit an attendance code used at your school. You must set up attendance codes before taking attendance in either PowerGrade or PowerSchool.

Note: Before you can set up attendance codes, you must set up **attendance code categories**.

For more information on attendance, see the section "**Attendance Overview**."

How to Access the Attendance Code Page

1. On the start page, choose School from the main menu.

2. Click Attendance Codes. The Attendance Codes page appears.

Attendance Codes

The following information displays:

Field	Description
Code	The attendance code.
Description	A description of the attendance code.
Teachers Assign	Indicates whether or not teachers can assign this attendance code in PowerGrade and PowerSchool Teacher.
Counts ADA	Indicates whether or not the attendance code counts towards average daily attendance (ADA).
Presence	Indicates whether or not the attendance code counts towards membership totals.
Sort	The sort order of the attendance code as it appears in the Attendance Code pop-up menu.

How to Add an Attendance Code

1. On the start page, choose School from the main menu.

2. Click Attendance Codes. The Attendance Codes page appears.

3. Click New. The New Attendance Code page appears.

New Attendance Code

Label	Value
Code	B
Description	Late Bus
Presence Status	◉ Present ○ Absent
Code Categories	☐ Tardy ☑ Excused
Points	1
Teacher can assign	No ⇕
This attendance code earns ADA credit	☑
This attendance code counts towards membership	☑
Sort order for display	21 ⇕

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.

*Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

[Submit]

4. Use the following table to enter information in the fields:

Field	Description
Code	Enter an attendance code. By default you can still only create single-character attendance codes. However, if you want to create multiple-character attendance codes, select "Enable multiple character attendance codes" checkbox on the Attendance Preferences page.
	If you do not want teachers to be able to change attendance for certain attendance types, use numeric codes (0-9). If you enter a number in this field, do not select the "Teacher can assign" checkbox. Teachers cannot assign numeric codes. For example, enter 1 for the attendance code that means the student's parent or guardian excused the student by calling the main office. You can enter P/G Phoned In in the Alternate code field for teachers to understand. If a teacher or anyone assigns that code, the attendance cannot be changed using PowerGrade or PowerSchool Teacher.

Field	Description
Description	Enter a description for the attendance code.
Presence Status	Choose the type of attendance code from the pop-up menu: • Present • Absent
Code Categories	Select the attendance code category you want to associate to this attendance code: • Tardy • Excused
Points	Enter the number of attendance points a student receives for this attendance code, such as absent=1, tardy=2, and present=0.
Teacher can assign	Use the pop-up menu to determine if teachers can assign this attendance code in PowerGrade and PowerSchool Teacher. **Note:** If you enter a number in the Code field, do not select this checkbox. Teachers cannot assign numeric codes.
This attendance code counts towards membership	Select this checkbox if this attendance code counts towards membership totals.
Sort order for display	Use the pop-up menu to determine the sort order of the attendance code within the Attendance Code pop-up menu. **Note:** You must choose a sort order of 1 for the Present attendance code. This is required for PowerGrade and PowerSchool attendance functions to work properly.

5. Click Submit. The Attendance Codes page displays the new attendance code.

PowerSchool

Attendance Codes

New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11
B	Late Bus	0	1	Present	21

Submit

How to Edit an Attendance Code

1. On the start page, choose School from the main menu.
2. Click Attendance Codes. The Attendance Codes page appears.

Attendance Codes

		New			
Code	**Description**	**Teachers Assign**	**Counts ADA**	**Presence**	**Sort**
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11
B	Late Bus	0	1	Present	21

Submit

3. Click the Code or Description of the attendance code you want to edit. The Edit Attendance Code page appears.

Edit Attendance Code

Label	Value
Code	B
Description	Late Bus
Presence Status	● Present ○ Absent
Code Categories	☐ Tardy ☑ Excused
Points	1
Teacher can assign	No �
This attendance code earns ADA credit	☑
This attendance code counts towards membership	☑
Sort order for display	21 ▾

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.

*Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

(Delete)   (Submit)

4. Edit information as needed. See "Use the following table to enter information in the fields" under "How to Add an Attendance Code."

5. Click Submit. The Attendance Codes page displays the edited attendance code.

Attendance Codes

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1 ◆
R	AM Absent	0	1	Absent	2 ◆
A	Absent	1	1	Absent	3 ◆
T	Tardy	1	1	Present	4 ◆
P	Parent Excused	0	1	Absent	5 ◆
S	School Excused	0	1	Present	6 ◆
I	In School Suspension	0	1	Present	7 ◆
O	Out of School Suspension	0	1	Absent	8 ◆
X	Truant	0	1	Absent	9 ◆
V	Vacation	0	1	Present	10 ◆
F	Field Trip	1	1	Present	11 ◆
B	Late Bus	0	1	Present	21 ◆

New

Submit

How to Delete an Attendance Code

When you delete an attendance code, you directly impact other users and student records. Delete an attendance code when an error is made during the process of setting up your school in PowerSchool. Perform this procedure only if you have just erroneously added a code and no one has used it yet. If the attendance code is already in use, it cannot be deleted.

1. On the start page, choose School from the main menu.

2. Click Attendance Codes. The Attendance Codes page appears.

Attendance Codes

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11
B	Late Bus	0	1	Present	21

New

Submit

3. Click the Code or Description of the attendance code you want to delete. The Edit Attendance Code page appears.

Edit Attendance Code

Label	Value
Code	B
Description	Late Bus
Presence Status	● Present ○ Absent
Code Categories	☐ Tardy ☑ Excused
Points	1
Teacher can assign	No ▲▼
This attendance code earns ADA credit	☑
This attendance code counts towards membership	☑
Sort order for display	21 ▲▼

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.

*Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

[Delete]   [Submit]

4. Click Delete. The Selection Deleted page appears.

How to Sort Attendance Codes

Though you must choose a sort order of 1 for the "present" attendance code, you can change the sort order of the other attendance codes without using the Edit Attendance Code page.

1. On the start page, choose School from the main menu.

2. Click Attendance Codes. The Attendance Codes page appears.

PowerSchool

Attendance Codes

New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11
B	Late Bus	0	1	Present	21

Submit

3. Choose different sort orders for the attendance codes from the Sort Order pop-up menus.

4. Click Submit. The page re-sorts the attendance codes.

Full-Time Equivalencies

Attendance calculations supports full-time equivalency (FTE) codes, which automatically tracks and reports part-time students. The FTE codes are numeric values ranging from 0 to 1 (zero not included) used to specify partial attendance for a student. The FTE value influences the attendance and membership results for that student. For example, a part-time student who has an FTE of 0.5 and is present during half a day, the attendance and membership values for that day will be 0.5.

An added feature of FTE is that it can handle multiple groups with the same FTE value and allows attendance to be calculated differently for them. For example a Kindergarten student may count as a full-time student but they are only enrolled in one class a day, morning or afternoon kindergarten, while a full-time 5th grader at the same school may need to be present in four classes.

From the School Setup menu, click the Full-Time Equivalencies (FTE) link to access the Full-Time Equivalencies (FTE) Codes page. Using this page, you can set up and use FTE codes to indicate what portion of a school day students attend. If this is the first time you have accessed the FTE Codes

page, you will notice an FTE of 1 was created. This is to maintain backwards compatibility, as previously PowerSchool assumed students were full-time.

For more information on attendance, see the section "**Attendance Overview**."

How to Access the Full-Time Equivalencies Page

1. On the start page, choose School from the main menu.

2. Click Full-Time Equivalencies (FTE). The Full-Time Equivalencies (FTE) page appears.

The following information displays:

Field	Description
Name	The code representing the FTE.
Equivalent Value	The value of the FTE code.
Description	A description of the FTE code.

How to Add an FTE Code

1. On the start page, choose School from the main menu.

2. Click Full-Time Equivalencies (FTE). The Full-Time Equivalencies (FTE) page appears.

3. Click New. The New FTE Code page appears.

4. Use the following table to enter information in the fields:

Field	Description
Name	The code representing the FTE.
Equivalent Value	The value of the FTE code.
Description	A description of the FTE code.
Default for These Grades	Select the grades for which you want the FTE code to be applied.

5. Click Submit. The Full-Time Equivalencies (FTE) page displays the new FTE code.

How to Edit an FTE Code

1. On the start page, choose School from the main menu.

2. Click Full-Time Equivalencies (FTE). The Full-Time Equivalencies (FTE) page appears.

3. Click the Name or Equivalent Value of the FTE code you want to edit. The Edit FTE Code page appears.

4. Edit information as needed. See "Use the following table to enter information in the fields" under "How to Add an FTE Code."

5. Click Submit. The Full-Time Equivalencies (FTE) page displays the edited FTE code.

How to Delete an FTE Code

When you delete an FTE code, you directly impact other users and student records. Delete an FTE code when an error is made during the process of setting up your school in PowerSchool. Perform this procedure only if you have just erroneously added a code and no one has used it yet. If the FTE code is already in use, it cannot be deleted.

1. On the start page, choose School from the main menu.

2. Click Full-Time Equivalencies (FTE) The Full-Time Equivalencies (FTE) page appears.

3. Click the Name or Equivalent Value of the FTE code you want to delete. The Edit FTE Code page appears.

4. Verify this is the FTE code category you want to delete.

5. Click Delete. The Selection Deleted page appears.

Attendance Preferences

Use this page to specify general attendance preferences.

For more information on attendance, see the section "**Attendance Overview.**"

How to Specify General Attendance Preferences

1. On the start page, choose School from the main menu.

2. Click Preferences. The Attendance Preferences page appears.

Attendance Preferences

Recording

Attendance recording methods	☑ Meeting ☑ Daily
Audit attendance records	☐
Default attendance recording page	Daily ⬍
Enable multiple character attendance codes	☐
Meeting and daily attendance bridge	⦿ One-way, section to daily attendance ◯ Two-way, keep records in synch
Number of school days teachers may alter attendance prior to current date (PowerGrade)	No Restriction ⬍
Number of school days teachers may alter attendance after the current date (PowerGrade)	No Restriction ⬍
Show Saturday and Sunday on attendance views	☐

Calculating and Reporting

Calculation accuracy	2 decimal places
Count these codes for conversion	Presents ⬍
Round or truncate	Round ⬍

Submit

3. Use the following table to enter information in the Reporting section:

Field	Description
Attendance recording methods	Select the appropriate checkboxes that apply: • Select the Meeting checkbox to indicate you want to be able to record attendance by meeting for this year. • Select the Daily checkbox to indicate you want to be able to record attendance by day for this year.
Default attendance recording page	Use the pop-up menu to indicate the default attendance page you want to appear when viewing student information. The menu items that appear in the pop-up menu vary based on the Attendance Recording Methods you select.
Enable multiple character attendance codes	By default you can still only create single-character attendance codes. However, if you want to create multiple-character attendance codes, select this checkbox.

Field	Description
Meeting and daily attendance bridge	If you have selected Meeting and Daily, by default attendance records are created when a period in the bell schedule is designated as the daily attendance period. If you want, you can select the Two-way, keep records in synch option to have changes in the daily record affect those meeting attendance records by selecting 2-way.

Note: This feature only functions with sections and section enrollments, which reside in the same school. |
Number of school days teachers may alter attendance prior to current date (PowerGrade)	Use the pop-up menu to indicate how far back teachers can alter attendance in PowerGrade.
Number of school days teachers may alter attendance after the current date (PowerGrade)	Use the pop-up menu to indicate how far forward teachers can alter attendance in PowerGrade.
Audit attendance records	Select this checkbox to enable change audit trail for attendance, which logs what attendance used to be when attendance changes.
Show Saturday and Sunday on attendance views	Select this checkbox if you want to display Saturday and Sundays on the Student Attendance pages.

4. Use the following table to enter information in the Calculating and Reporting section:

Field	Description
Count these codes for conversion	Use the pop-up menu to select Presents if your school calculates daily attendance using the number of periods a student is present.

For example, if a student is present four out of seven periods, he or she is present. Select Absences if your school calculates daily attendance using the number of periods a student is absent. For example, if a student is absent five out of seven periods, he or she is absent. |
| Count attendance recorded at this school for students enrolled at another school | Select this checkbox to indicate that students from other schools who attend classes at this school will count those students as part of this school student body for the periods they are in this school. They will be subject to attendance conversions at this school for their FTE. |

Field	Description
Count attendance recorded at another school for students enrolled at this school	Select this checkbox to indicate that students from this school who take classes at another school checking will count all time and periods as part of this schools attendance. The students will be subject to attendance conversions at this school for their FTE. **Warning:** Having both the Count attendance recorded at this school for students enrolled at another school and Count attendance recorded at another school for students enrolled at this school checkboxes selected can result in double attendance.
Round or truncate	Use the pop-up menu to indicate how you want the system to handle long decimals that exceed the maximum when calculating attendance.
Calculation accuracy	Enter the number of decimal places to carry calculations out to.

5. Click Submit. The Changes Recorded page appears.

Section Attendance Settings

Use the Section Attendance Settings page to create sections where attendance will be taken every period. These sections are sections created for the sole purpose of taking attendance in a section that meets more than once per day.

For example, if a section of Biology 101 meets during Period 1 for lecture during each day of a two-day cycle and also meets during Period 3 for field study on alternating days, the expression for this section would be 1(A-B) 3(A). If you do not use this option, attendance taken during 3(A) will overwrite attendance taken during 1(A).

For more information on attendance, see the section "**Attendance Overview**."

How to Define Section Attendance Settings

Perform the following procedure if you want to create sections where attendance will be taken every period and either your school has committed a master schedule with sections or sections are created from the School Setup page.

1. On the start page, choose School from the main menu.

2. Click Section Attendance Settings. The Section Attendance Settings page appears.

3. Use the following table to enter information in the fields:

Field	Description
Course Name	The name of the course appears. Click the course name to display the Edit Course page.
Course Number	The number of the course appears. Click the course number to display the Edit Course page.
Section Number	The number of the section. Click the section number to display the Edit Section page.
Expression	The expression, or period and day combination, for the section appears. Click the expression to display the Edit Section page.
Teacher	The section's teacher appears. Click the teacher's name to display the teacher's current schedule.
Room	The section's room appears. Click the room to display the Edit Section page.
Term	The term abbreviation in which the section is taught appears. Click the term to display the Term page.
Mark	Select this checkbox if you want to take attendance each period separately.

4. Click Submit. The Section Attendance Settings: Result page appears.

Note: To redisplay the Section Attendance Settings: Result page from the School Setup page, click Section Attendance Settings and then Section Attendance Settings: Result.

Attendance Conversions

Set up attendance conversions to calculate attendance. You can create multiple attendance conversions methods, such as Full Day, Half Day, etc. For example, a student receives only a half-day of attendance credit if he or she is absent for two to four periods, and receives no credit if absent for five or more periods. After creating attendance conversions, set up **attendance conversion items**.

For more information on attendance, see the section "**Attendance Overview**."

How to Access the Attendance Conversions Page

1. On the start page, choose School from the main menu.

2. Click Attendance Conversions. The Attendance Conversions page appears.

The following information displays:

Field	Description
Name	The name of the attendance conversion.

Field	Description
Edit Conversion Items	The types of attendance conversion items you can create/edit/delete: • Period - Use to define the number of periods in which the student must be present/absent in order to receive the number of points ADA value you define. • Code - Use to define the ADA value you want a student to receive when a specific attendance code is given. • Time - Use to define the cut off points for attendance and the ADA value a student should receive at each.

How to Add Attendance Conversions

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

3. Click New. The New Attendance Conversion page appears.

4. Enter the Name for the attendance conversion.

5. Click Submit. The Attendance Conversions page displays the new attendance conversion.

How to Edit Attendance Conversions

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

3. Click the Name of the attendance conversion you want to edit. The Edit Attendance Conversion page appears.

4. Edit the Name of the attendance conversion.

5. Click Submit. The Attendance Conversions page displays the edited attendance conversion.

How to Delete Attendance Conversions

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

3. Click the Name of the attendance conversion you want to delete. The Edit Attendance Conversion page appears.

4. Click Delete. The Attendance Conversions page displays without the deleted attendance conversion.

Attendance Conversions
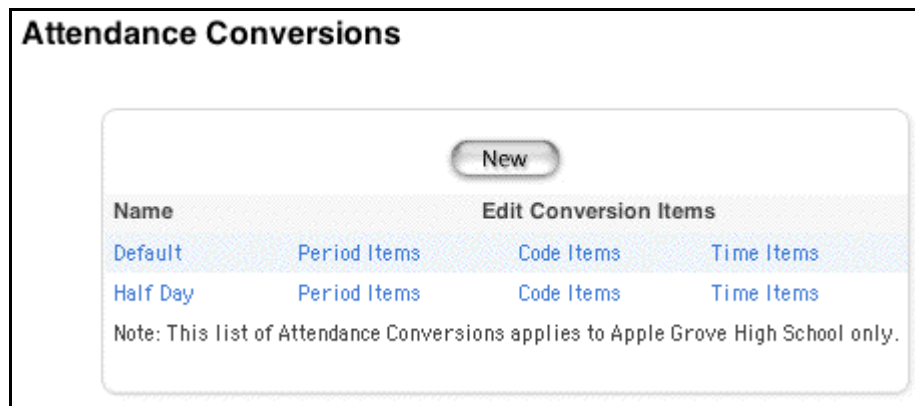
Attendance Conversion Items

The system uses attendance conversion items to calculate attendance for the purposes of state reports and student records. There are three types of attendance conversion items you can create for each attendance conversion method: period, code, and time.

How to Define Period Items

For each period item, define the number of periods in which the student must be present/absent in order to receive the number of points ADA value you define.

Add Period Items

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

Attendance Conversions

3. Click Period Items next to the conversion item for which you want to add period items. The Period Attendance Conversion Items [attendance conversion name] page appears.

4. Click New. The Edit Period Conversion Item page appears.

5. Use the following table to enter information in the fields:

Field	Description
FTE	Use the pop-up menu to associate an FTE code to this attendance conversion item. For more information, see the section "**Full-Time Equivalencies**."
If Absent this many periods in a day	Choose from the pop-up menu the minimum number of periods a student must be absent to earn the number of attendance points specified in the next field. For example, choose 5 to define that students who are absent five or more periods in a school day receive the points entered in the next field.
Attendance Value	Enter the number of attendance points students receive if they are absent, based on the number of periods you chose in the previous field. For example, if students are counted as absent for the entire day if they are absent for five or more periods, choose 5 in the previous field and enter 0 in this field.

Field	Description
Comments	Enter any comments that are relevant to this attendance conversion item.

6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

Edit Period Items

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

3. Click Period Items next to the conversion item for which you want to edit period items. The Period Attendance Conversion Items [attendance conversion name] page appears.

4. Click either the Period Absent or the Attendance Percentage of the period attendance conversion item you want to edit. The Edit Period Conversion Item page appears.

5. Edit the information as needed. For more information, see the section "**Use the following table to enter information in the fields**" under "**Add Period Items**."

6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

Delete Period Items

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

3. Click Period Items next to the conversion item for which you want to delete period items. The Period Attendance Conversion Items [attendance conversion name] page appears.

4. Click either the Period Absent or the Attendance Percentage of the period attendance conversion item you want to delete. The Edit Period Conversion Item page appears.

5. Click Delete. The Selection Deleted page appears.

Period Attendance Conversion Items: Default

New

FTE   Periods Absent   Attendance Percentage   Comments

Note: This list of Attendance Conversions applies to Apple Grove High School only.

How to Define Code Items

For each code item, define the ADA value you want a student to receive when a specific attendance code is given.

Add Code Items

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

Attendance Conversions

New

Name		Edit Conversion Items	
Default	Period Items	Code Items	Time Items
Half Day	Period Items	Code Items	Time Items

Note: This list of Attendance Conversions applies to Apple Grove High School only.
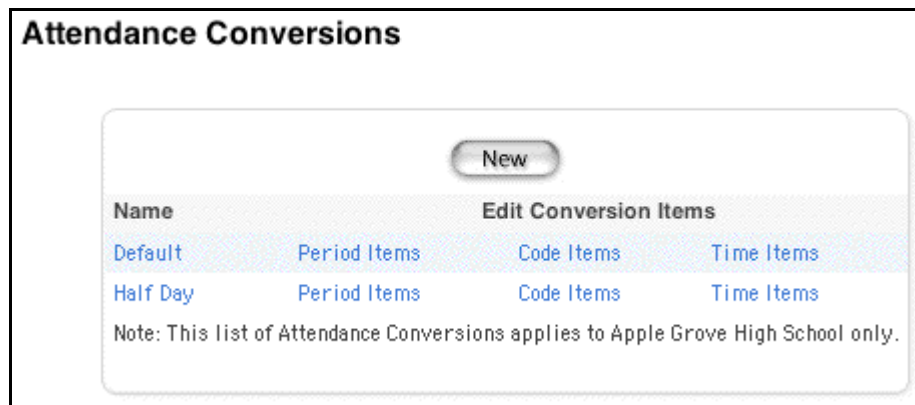
3. Click Code Items next to the conversion item for which you want to add code items. The Code Attendance Conversion Items [attendance conversion name] page appears.

4. Click New. The Edit Code Conversion Item page appears.

5. Use the following table to enter information in the fields:

Field	Description
FTE	Use the pop-up menu to associate an FTE code to this attendance conversion item. For more information, see the section "**Full-Time Equivalencies**."
Attendance Code	Choose from the pop-up menu the attendance code a student must receive to earn the number of attendance points specified in the next field.
Attendance Value	Enter the number of attendance points students receive if they are absent, based on the code you chose in the previous field.
Comments	Enter any comments that are relevant to this attendance conversion item.

6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

Edit Code Items

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

3. Click Code Items next to the conversion item for which you want to edit code items. The Code Attendance Conversion Items [attendance conversion name] page appears.

4. Click either the Code or the Attendance Percentage of the code attendance conversion item you want to edit. The Edit Code Conversion Item page appears.

5. Edit the information as needed. For more information, see the section "**Use the following table to enter information in the fields**" under "**Add Code Items**."

6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

Delete Code Items

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

Attendance Conversions

New

Name		Edit Conversion Items	
Default	Period Items	Code Items	Time Items
Half Day	Period Items	Code Items	Time Items

Note: This list of Attendance Conversions applies to Apple Grove High School only.

3. Click either the Code or the Attendance Percentage of the code attendance conversion item you want to delete. The Edit Code Conversion Item page appears.

Code Attendance Conversion Items: Default

New

FTE	Code	Attendance Percentage	Comments
FTE Value: 1	A	0	Standard

Note: This list of Attendance Conversions applies to Apple Grove High School only.

4. Click either the Code or the Attendance Percentage of the code attendance conversion item you want to delete. The Edit Code Conversion Item page appears.

Edit Code Conversion Item

Option	Value
FTE	FTE Value: 1
Attendance Code	A (Absent)
Attendance Value (decimals allowed)	0
Comments	Standard

Delete   Submit

5. Click Delete. The Selection Deleted page appears.

Code Attendance Conversion Items: Default

New

FTE   Code   Attendance Percentage   Comments

Note: This list of Attendance Conversions applies to Apple Grove High School only.

How to Define Time Items

For each time item, define the cut off points for attendance and the ADA value a student should receive at each.

Add Time Items

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

Attendance Conversions

New

Name		Edit Conversion Items	
Default	Period Items	Code Items	Time Items
Half Day	Period Items	Code Items	Time Items

Note: This list of Attendance Conversions applies to Apple Grove High School only.

3. Click Time Items next to the conversion item for which you want to add time items. The Time Attendance Conversion Items [attendance conversion name] page appears.

Time Attendance Conversion Items: Default

New

FTE   Minutes   Attendance Percentage   Comments

Note: This list of Attendance Conversions applies to Apple Grove High School only.

4. Click New. The Edit Time Conversion Item page appears.

5. Use the following table to enter information in the fields:

Field	Description
FTE	Use the pop-up menu to associate an FTE code to this attendance conversion item. For more information, see the section "**Full-Time Equivalencies**."
Minutes	Enter the minimum number of minutes a student must be absent to earn the number of attendance points specified in the next field.
Attendance Value	Enter the number of attendance points students receive if they are absent, based on the number of minutes you enter in the previous field.
Comments	Enter any comments that are relevant to this attendance conversion item.

6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

Edit Time Items

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

3. Click Time Items next to the conversion item for which you want to edit time items. The Time Attendance Conversion Items [attendance conversion name] page appears.

4. Click either the Minutes or the Attendance Percentage of the time attendance conversion item you want to edit. The Edit Code Conversion Item page appears.

5. Edit the information as needed. For more information, see the section "**Use the following table to enter information in the fields**" under "**Add Time Items**."

6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

Time Attendance Conversion Items: Default

New

FTE	Minutes	Attendance Percentage	Comments
FTE Value: 1	300	1	Standard

Note: This list of Attendance Conversions applies to Apple Grove High School only.

Delete Time Items

1. On the start page, choose School from the main menu.

2. Click Attendance Conversion. The Attendance Conversions page appears.

Attendance Conversions

New

Name		Edit Conversion Items	
Default	Period Items	Code Items	Time Items
Half Day	Period Items	Code Items	Time Items

Note: This list of Attendance Conversions applies to Apple Grove High School only.

3. Click Time Items next to the conversion item for which you want to delete time items. The Time Attendance Conversion Items [attendance conversion name] page appears.

Time Attendance Conversion Items: Default

New

FTE	Minutes	Attendance Percentage	Comments
FTE Value: 1	300	1	Standard

Note: This list of Attendance Conversions applies to Apple Grove High School only.

4. Click either the Minutes or the Attendance Percentage of the time attendance conversion item you want to delete. The Edit Time Conversion Item page appears.

Edit Time Conversion Item

Option	Value
FTE	FTE Value: 1
Minutes	300
Attendance Value (decimals allowed)	1
Comments	Standard

Delete   Submit

5. Click Delete. The Selection Deleted page appears

Time Attendance Conversion Items: Default

New

FTE	Minutes	Attendance Percentage	Comments

Note: This list of Attendance Conversions applies to Apple Grove High School only.

Take Attendance

Meeting Attendance
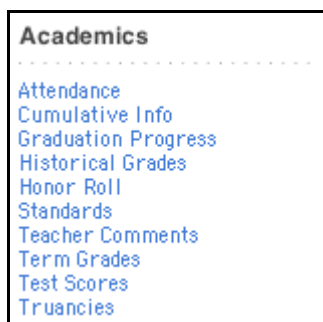
In PowerSchool, your school can track both meeting and daily attendance. Students' meeting attendance records indicates their absences and tardies in each class period during the school day. Students' daily attendance records indicate their absences, tardies, and arrival and dismissal times for an entire school day.

Use the Meeting Attendance function to view or change a student's attendance record. Each column represents one week, with the days of the week (MTWTF) underlined in blue. Attendance codes are noted in the chart under each day. On the days where there is no code, the student was present.

For more information on attendance, see the section "**Attendance Overview**."

How to Take Meeting Attendance for a Single Day/Period

Use this procedure to take meeting attendance for the select student. You can mark or change a single attendance instance in a selected week.

1. On the start page, search for and select the student.

2. Choose Attendance from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.

3. Click Meeting. The Meeting Attendance page appears.

4. Click "Show dropped classes also" if you want to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.

5. Click the link in a week where you want to enter or change attendance codes. The Edit Meeting Attendance page appears.

6. Choose the attendance code from the "Current attendance code" pop-up menu.

7. Click the fields for the appropriate day(s) and class(es). The Edit Meeting Attendance page displays the attendance code in the fields.

8. Click Submit. The Changes Recorded page appears.

Note: A clock appears in the date for which you have taken attendance.

How to Take Meeting Attendance for an Extended Day/Period

Use this procedure to take meeting attendance for the select student. You can mark or change a student's attendance records for blocks of time. This is particularly useful when the student has been or will be out for an extended period. To change a student's attendance record for an extended period, it is easiest to use this method.

1. On the start page, search for and select the student.

2. Choose Attendance from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.

3. Click Meeting. The Meeting Attendance page appears.

4. Click "Show dropped classes also" if you want to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.

5. Click Change Attendance. The Change Meeting Attendance page appears.

6. Use the following table to enter information in the fields:

Field	Description
Change attendance for	The selected student(s) appear.
From this date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
To this date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Attendance Code to Set	Choose the attendance code to apply to the date range from the pop-up menu.
For which Periods	Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, select the "All periods" checkbox.
If Other Than a Default Present	Select the option to either overwrite or not overwrite any existing attendance codes.
Append Comment	Enter comments that are relevant to this attendance record.
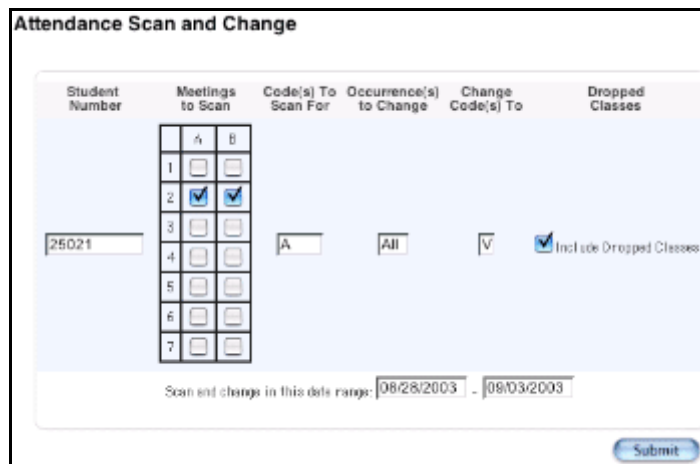
7. Click Submit. The Changes Recorded page appears.

Note: A clock appears in the date for which you have taken attendance.

How to Use the Attendance Scan/Change Function

Use the Attendance Scan/Change function to modify or search for an attendance code for a particular student per period within a given date range.

1. On the start page, choose Special Functions from the main menu.

2. On the Special Functions page, click Attendance Scan/Change. The "Attendance Scan and Change" page appears.

3. Use the following table to enter information in the fields:

Field	Description
Student Number	Enter the student number. **Note:** To learn how to identify a student's number, see the section "**Search and Select**."
Meetings to Scan	Select the checkbox(es) for the meetings to use in the scan.
Code(s) To Scan For	Enter the attendance code for which the system will search.
Occurrence(s) to Change	Enter either the number of occurrences to change or enter `all` for any occurrences.
Change Code(s) To	Enter the new attendance code for the selected occurrences. **Note:** To just search for instances of a particular attendance code, enter the same attendance code in this field as you entered in the Codes To Scan For field. The attendance code will then change to the same attendance code as before and display any instances as changed.
Dropped Classes	Select this checkbox to included dropped classes in the scan.

Field	Description
Scan and change in this date range	Enter the start and end dates of the date range affected by the change using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

4. Click Submit. The Changes Recorded page appears.

Daily Attendance

In PowerSchool, your school can track both meeting and daily attendance. Students' meeting attendance records indicates their absences and tardies in each class period during the school day. Students' daily attendance records indicate their absences, tardies, and arrival and dismissal times for an entire school day.

Use the Daily Attendance function to view or change a student's attendance record. Each column represents one week, with the days of the week (MTWTF) underlined in blue. Attendance codes are noted in the chart under each day. On the days where there is no code, the student was present.

For more information on attendance, see the section "**Attendance Overview**."

How to Take Daily Attendance for an Individual Student

Schools use the Daily Attendance feature to select a single period to denote a student's daily attendance. By denoting the period, default times for check-in, checkout, and return-in can be defined for a daily attendance total. Attendance can be entered from the classroom using PowerGrade or from the web. Once the teacher enters the attendance, the office staff can then take control of a student's daily attendance. The office also can use a variety of options and reports when working with the Daily Attendance feature.

With a period marked for daily attendance, the teacher automatically sets the daily attendance while taking attendance in the classroom using either PowerGrade or the web-based attendance page. For more information on taking attendance with PowerGrade, see the "**PowerGrade User Guide**." Your PowerSchool administrator sets the defaults for the time in and time out. This lets teachers not only track classroom attendance, but also set the initial code for the office.

After you add a daily attendance entry, you can modify daily attendance. Click the abbreviation for the first day above each day of the week in the current term. Click the letter to display the Daily Attendance page for the date to be modified.

1. On the start page, search for and select the student.

2. Choose Attendance from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.

3. Click Daily. The Daily Attendance page appears.

4. Click the link in a week where you want to enter or change attendance codes. The New Daily Attendance page appears.

5. Use the following table to enter information in the fields:

Field	Description
Date	The date for which you are taking attendance. Read-only.
Attendance Code	Choose the attendance code from the pop-up menu.
Total Time	Based on the times entered, PowerSchool calculates the minutes the student has attended for the day. The results display after you click Submit.
Comment	Enter any additional text.
Time In	Enter the time the student arrives.
Time Out	Enter the time the student leaves.
Memo Only Record	Select this checkbox to exclude this attendance record from the total time calculation. If selected, counts student as there. If not selected, does not count the student as there.

Field	Description
Time Comment	Enter any additional text regarding the time the student arrived or left.

6. Click Submit. The Changes Recorded page appears.

   Note: A clock appears in the date for which you have taken attendance.

How to Take Daily Attendance for Multiple Days for an Individual Student

In addition to changing a single date for an individual student, you can change multiple dates at one time.

1. On the start page, search for and select the student.

2. Choose Attendance from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.

3. Click Daily. The Daily Attendance page appears.

4. Click Change Multiple Days at the top of the Daily Attendance page. The Change Daily Attendance page appears.

5. Use the following table to enter information in the fields:

Field	Description
Change Daily Attendance for	The selected student appears.
From this Date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
To this Date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Attendance Code to Set	Choose the attendance code to apply to the date range from the pop-up menu.
If Other Than a Default Present	Select the option to either overwrite or not overwrite any existing attendance codes.
Append Comment	Enter comments that are relevant to this attendance record.

6. Click Submit. The Changes Recorded page appears.

    Note: A clock appears in the date for which you have taken attendance.

Group Attendance

Change the attendance records either for one date range, day, or period for a selected group of students. In addition, you can change the attendance records either retroactively or in advance.

For more information on attendance, see the section "**Attendance Overview**."

How to Change Group Attendance

1. On the start page, select the group of students.

   Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click Attendance Change. The Change Attendance page appears.

Attendance Change

Option	Value
Change attendance for	The selected 58 students
From this date	9/24/2002
To This Date	9/24/2002
Code To Set	B (Bus was late)
For Which Periods	☑01 ☐02 ☐03 ☐04 ☐05 ☐06 ☐07 ☐All periods
If Existing Attendance	◉ Overwrite ◯ Don't overwrite

Submit

3. Use the following table to enter information in the fields:

Field	Description
Change attendance for	The selected number of students appears.
From this Date	Enter the first day the group will be absent using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
To this Date	Enter the last day the group will be absent using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Code to Set	Choose the attendance code from the pop-up menu.

Field	Description
For Which Periods	Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, select the "All periods" checkbox.
If Existing Attendance	Select the option to either overwrite or not overwrite any existing attendance codes.

4. Click Submit. The PowerSchool start page appears. To verify that you entered the correct codes, search for and select one of the students in the group. Then, view the student's Attendance page.

Attendance Reports

Attendance Reports

All of the reports in this section describe student attendance information. Before producing reports, you are encouraged to ask your PowerSchool administrator how your school calculates attendance. For example, does your school report how many days students are present or how many days they are absent?

To search for students with perfect attendance, see the section "**Advanced Search and Select**." For more information on attendance count and audit reports, see the section "**Attendance Count and Audit Reports**."

To indicate a selection of students when running a report, select that group of students before starting any of the procedures in this section. If you select a group of students from the start page, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

For more information on attendance, see the section "**Attendance Overview**."

How to Run the Absentee Report

Use the Absentee report to generate single-day period-by-period attendance code information. For example, you can use this report to search for students who received an unexcused absence code for the previous day. You can then telephone the students' guardian to verify whether or not the student actually has an excused absence.

Note: You can search on any absent or present attendance code that is stored in the database. The only code you cannot search for is the Present code because the absence of an attendance code indicates a presence and thus it is not currently searchable in the database.

Note: This report is also accessible from the navigation bar.

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click Absentee. The Absentee Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.

Field	Description
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the Students to Include section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the Students to Include selection.
Attendance Codes	Select the attendance code(s) for which you want to scan, or select All Codes. To select multiple attendance codes, press and hold Command (Mac) or Control (Windows) as you click each of the attendance codes you want to scan.
Date to Scan	Enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.

Field	Description
Period(s)	If Meeting has been chosen from the Attendance Mode pop-up menu, select the checkbox(es) of the period(s) you want to scan or leave all the checkboxes blank to scan all periods. **Note:** If Daily has been chosen from the Attendance Mode pop-up menu, Period(s) do not apply.
Include Student Number	Select this checkbox to include the student number(s) on the report.
Number of Blank Lines Below Student Names	Enter the number of blank lines to include as separators after each student name.
Include Verification Line	Select the checkbox to include one line for each student where the following can be recorded on the report: talked to, relationships, reason, verify date, and employee.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Do one of the following:

   - Click a name to open the student pages menu and work with that student.

   - Click Functions at the bottom of the report to open the Group Functions page. For more information on what you can do from that menu, see the section "**Work With Groups**."

   - Click Find to identify teachers who have not yet taken attendance. For more information on this feature, see the section "**How to Run the PowerGrade Attendance Report**."

   - Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Consecutive Absences Report

Use the Consecutive Absences report to generate a report detailing consecutive student absences by absence code. The report can be run in either daily or meeting mode. In daily mode, the report searches for students with consecutive absences codes in their daily attendance record. In meeting mode, the report searches each student's attendance records period by period for consecutive absence codes.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Consecutive Absences. The Consecutive Absences Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Codes	Select the attendance code for which you want to scan for the report. **Note:** Only one attendance code can be selected at a time.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Number of Consecutive Days to Scan	Enter the number of consecutive days of an attendance code must occur.
Scan	Use the pop-up menu to indicate whether you want to run the report for: • All Enrollment Records - All students with an enrollment record in the current school. • Current Enrollment Records - Only students that are actively enrolled in the current school on the date the report is run.
Include Student Number	Select this checkbox to include the student number(s) on the report.

Field	Description
Itemize by Day	Select this checkbox to further parse the scan by cycle days selected. **Note:** This checkbox appears only for schools with multi-day schedules.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Do one of the following:

   - Click a name to open the student pages menu and work with that student.

   - Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Monthly Student Attendance Report

Use the Monthly Student Attendance report to display attendance per student per day, including holidays. This report displays the days the student was not enrolled, absent, or in attendance. The days in session and carry forward, gains, losses, and ending enrollment appear at the end of the report.

The codes and totals represent full days absences and attendance even if the school is set up with attendance conversions that count partial absences and attendance. When attendance is calculated using the Attendance Conversions defined in School Setup > Attendance Conversions it is possible to get an attendance value of 1.5 for example for a two day period, meaning they were absent half a day in those two day periods. But the Monthly Student Attendance report does not report a 1.5 attendance. It reports 2 full days of attendance and 0 absences. It does not count half-day absences.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Monthly Student Attendance. The Monthly Student Attendance Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.

Field	Description
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicate the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.

Field	Description
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the Students to Include section and narrows the selection to include only those students having the same grade level as those selected.
	Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the Students to Include selection.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report:
	• Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**."
	• Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
	Note: The date entered must fall within the selected school year term.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Include Student Number	Select this checkbox to include the student number(s) on the report.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the PowerGrade Attendance Report

Use the PowerGrade Attendance report to generate a list of which teachers have not taken attendance. Schools commonly use this report to verify that all teachers have taken attendance.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click PowerGrade Attendance. The PowerGrade Attendance page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Date to Scan	Enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Period(s)	Select the checkbox(es) of the period(s) you want to scan or leave all the checkboxes blank to scan all periods.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

   Note: If you entered a date where school is not in session, the messages "School is not in session on date specified" appears. If all teachers have entered attendance, the messages "All teachers have taken attendance" appears.

6. Do one of the following:

   - Click a meeting to get more details about the section. The Course Information page appears.

   - Print or save the report. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Weekly Attendance Summary Report

Use the Weekly Attendance Summary report to generate a weekly attendance summary by section. Schools commonly use this report to verify weekly attendance for each section. Teachers sign the report to certify that the attendance they marked is accurate. You can also use this report to generate a verification sheet for daily attendance for a specific week. Teachers sign the report to certify the attendance they marked is accurate.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Weekly Attendance Summary. The Weekly Attendance Summary Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Weeks	Choose the week to scan from the pop-up menu.
Teachers	Select the teacher(s) for which you want to run the report, or select All Teachers. To select multiple teachers, Press and hold Command (Mac) or Control (Windows).
Period(s)	Select the checkbox(es) of the period(s) you want to scan or leave all the checkboxes blank to scan all periods.
Attendance Codes	Enter the attendance codes to scan in the appropriate fields: • Absent • Unexcused • Tardy
Include Student Number	Select this checkbox to include the student number(s) on the report.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Period Attendance Verification Report

Use the Period Attendance Verification report to generate a list of students marked present a specified number of periods.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Period Att. Verification. The Period Attendance Verification Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Weeks	Choose the week to scan from the pop-up menu.

Field	Description
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

Attendance Count and Audit Reports

Use the Attendance Count and Attendance Audit reports to display instances of certain attendance codes for a student, group of students, or class. For other attendance-related reports, see the section "**Attendance Reports**."

To indicate a selection of students when running a report, select that group before starting any of the procedures in this section. If you select a group of students from the start page, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

For more information on attendance, see the section "**Attendance Overview**."

How to Run the Attendance Count Report

Use the Attendance Count report to generate multi-day period-by-period attendance code information.

Note: You can search on any absent or present attendance code that is stored in the database. The only code you cannot search for is the Present code because the absence of an attendance code indicates a presence and thus it is not currently searchable in the database.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Attendance Count. The Attendance Count Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.

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Field	Description
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the Students to Include section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the Students to Include selection.
Attendance Codes	Select the attendance code(s) for which you want to scan, or select All Codes. To select multiple attendance codes, press and hold Command (Mac) or Control (Windows) as you click each of the attendance codes you want to scan.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Period(s)	Select the checkbox(es) of the period(s) you want to scan or leave all the checkboxes blank to scan all periods. • If Meeting has been chosen from the Attendance Mode pop-up menu select the appropriate periods for the report to scan. • If Daily has been chosen from the Attendance Mode pop-up menu select the appropriate cycle days for the report to scan.
Include Dropped Classes	Select this checkbox to report on attendance for dropped classes.
Minimum Number of Occurrences	Enter the minimum number of occurrences of the code to include in the scan.
Itemize by Day	Select this checkbox to further parse the scan by cycle days selected. **Note:** This checkbox appears only for schools with multi-day schedules.
Include Student Number	Select this checkbox to include the student number(s) on the report.

Field	Description
Number of Blank Lines Below Student Names	Enter the number of blank lines to include as separators after each student name.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Do one of the following:

   - Click Functions at the bottom of the report to open the Group Functions page. For more information on what you can do from that page, see the section "**Work With Groups**."

   - Click Find to identify teachers who have not yet taken attendance. For more information on this feature, see the section "**How to Run the PowerGrade Attendance Report**."

   - Print or save the report. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Class Attendance Audit Report

Use the Class Attendance Audit report to generate section-specific attendance roster.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Class Attendance Audit. The Class Attendance Audit Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Teachers	Select the teacher(s) for which you want to run the report, or select All Teachers. To select multiple teachers, Press and hold Command (Mac) or Control (Windows).

Field	Description
Period(s)	Select the checkbox(es) of the period(s) you want to scan or leave all the checkboxes blank to scan all periods. • If Meeting has been chosen from the Attendance Mode pop-up menu select the appropriate periods for the report to scan. • If Daily has been chosen from the Attendance Mode pop-up menu select the appropriate cycle days for the report to scan.
Vocational Classes Only	Select this checkbox to limit the audit to just vocational classes.
Audit Students	Use the pop-up menu to indicate whether you want to audit students who are "Currently Enrolled in Class" or were "Ever in Class."
Include Student Number	Select this checkbox to include the student number(s) on the report.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

Note: Depending on what parameters you specify, yours might be shorter or longer. Asterisks (*) appear for days that are off-track for students.

How to Run the Cumulative Attendance Summary Report

Use the Cumulative Attendance Summary report to generate aggregated attendance information for a date range and grade(s).

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Cumulative Attendance Summary. The Cumulative Attendance Summary Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.

Field	Description
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicate the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the Students to Include section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the Students to Include selection.

Field	Description
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Special Programs	Select the checkbox(es) for the program(s) to scan.
Report by Track	Enter the track letters if you want to filter the report by track. **Note:** If the field is blank, all tracks are considered. Once one or more values are entered, only students assigned to those values will be considered.
Check for possible conflicts	Click to check for possible track errors.
Display Audit Table	Select this checkbox to display the audit table, which includes the last grade and special program information.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Carry Forwards	The number of students that were enrolled prior to the reporting period.
Gain	The number of students that enrolled during the reporting period.
Multiple gain	The number of students that had multiple enrollments during the reporting period (e.g. enrolled, withdrew, re-enrolled).
Loss	The number of students that withdrew/transferred during the reporting period
Ending	The number of students enrolled on the last day of the reporting period.
Actual Days	Total number of student enrolled days in the reporting period.

Column Name	Description
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were off the rolls during the reporting period.
Days Absent	Total number of days students were absent during the reporting period.
Days Attd	Total number of days of school attended by students, during the reporting period.
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Student Attendance Audit Report

Use the Student Attendance Audit report to generate a roster detailing attendance by day and the average daily attendance and average daily membership by date range.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Student Attendance Audit. The Student Daily Attendance Audit Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.

Field	Description
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicate the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.

Field	Description
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the Students to Include section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the Students to Include selection.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Include Student Number	Select this checkbox to include the student number(s) on the report.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Index	Counter indicating the number of records that appear in the report.
Student Name	The name of the student.
Student Number	The student's identification number.
Day	A column for each day in the date range appears. Each day displays the student's attendance value for that day, a numeric value, usually from 0 to 1.

Column Name	Description
ADA	Average daily attendance.
ADM	Average daily membership
Grand Total	The total attendance for each day for each student.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Year-to-Date Attendance Summary Report

Use the Year-to-Date Attendance Summary report to generate year-to-date aggregated attendance information by grade. This report is aggregated by grade, data sectioned out by reporting segments. The report queries the selected reporting segment as well as all those reporting segments with end dates less than the start date of the selected segment.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Year-to-Date Attendance Summary. The Year to Date Attendance Summary Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section" Attendance." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.

Field	Description
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicate the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the Students to Include section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the Students to Include selection.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
App	The total number of membership days by reporting segment.
Day	The total number of in-session school days per segment

Column Name	Description
ADA	Average daily attendance per segment.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

Membership Reports

The membership reports use daily attendance to generate average daily attendance and average daily membership numbers that depend on the number of days a student has attended. These reports can be run in either Meeting or Daily mode. Depending on the mode, there are two conversions that can be applied to the report. For Meeting mode, select either Period to Day or Time to Day attendance conversion The Period to Day option uses the Period Items conversion while the Time to Day option uses the Time Items conversion. For Daily mode, select either Code to Day or Time to Day attendance conversion. The Code to Day option uses the Code Items conversion while the Time to Day option uses the Time Items conversion. For more information, see the section "**Attendance Conversions**."

How to Run the ADM/ADA by Date Report

The ADM/ADA by Date report produces membership and attendance information by date for selected students. This report uses the attendance codes and minutes entered into PowerSchool under the student's daily attendance information. The report then sums the total membership for a date and the total number of students attending, with a final average for the number of students having membership and attending for a given date range.

1. On the start page, choose Reports from the main menu.

2. On the Reports page, click Run Reports.

3. On the Run Reports page, click "ADM/ADA by Date." The ADA/ADM by Date Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.

Field	Description
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicate the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.

Field	Description
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the Students to Include section and narrows the selection to include only those students having the same grade level as those selected.
	Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the Students to Include selection.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
	Note: The date entered must fall within the selected school year term.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
	Use the pop-up menus to indicate hour and minute.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the ADM/ADA by Minute Report

The ADA/ADM by Minute report displays the total number of potential minutes for students; total number of minutes missed, total number of minutes attended, and total percentage of each. When in Meeting mode, the system calculates the number of minutes the group of students has attended by period. When in Daily mode, the system displays the number of minutes the group of students has attended by day.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click "ADM/ADA by Minute." The ADA/ADM by Minute Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicate the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.

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Field	Description
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the Students to Include section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the Students to Include selection.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.

Field	Description
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Itemize Each Day in Cycle	Select this checkbox if you want the report to display each day of ADA/ADM. **Note:** This checkbox appears only for schools with multi-day schedules.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the ADM/ADA by Student Report

The ADM/ADA by Student report generates membership and attendance information per student. This report uses the attendance codes or minutes entered into PowerSchool. The report then sums the total membership and attendance for each student for the given timeframe, with a final average for the number of students having membership and attending for a given date range.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click "ADM/ADA by Student." The ADA/ADM by Student Report pages appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.

Field	Description
Attendance Mode	Use the pop-up menu to select one of the following attendance modes for which you want to run this report: • Choose Meeting to search and display report output by period. • Choose Daily to search and display report output by day. Attendance mode indicates the method by which attendance is recorded. For more information, see the section "**Attendance Overview**." **Note:** Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.
Attendance Conversion	Use the pop-up menu to select the attendance conversion method for which you want to run this report: • Period to Day (Meeting) • Time to Day (Meeting) • Code to Day (Daily) • Time to Day (Daily) Attendance conversions indicate the method by which attendance is calculated, such as period, code, or time. For more information, see the section "**Attendance Conversions**." **Note:** Only the attendance conversions that are applicable to the selected attendance mode appear in the pop-up menu.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select "The selected students only" to run the report students in the current selection enrolled in the date range specified. • Select the "All students" to run the report for all students in the current school enrolled in the date range specified.

Field	Description
Grades	Select the checkbox(es) of the grade level(s) you want to scan. Doing so takes the selection of students selected in the Students to Include section and narrows the selection to include only those students having the same grade level as those selected.
	Alternatively, leave all the checkboxes blank to scan all grade level(s). Doing so includes all of the students selected in the Students to Include selection.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
	Note: The date entered must fall within the selected school year term.
Processing Options	To run this report, select a time to start it:
	• Execute Now: Executes the report immediately in the current window
	• In Background Now: Executes the report immediately in the Background.*
	• ASAP: Executes the report in the order it is received in the Report Queue.*
	• At Night: Execute during the next evening.*
	• On Weekend: Execute during the next weekend.*
	• On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.*
	*After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
	Use the pop-up menus to indicate hour and minute.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Aggregate Membership Audit Report

Use the Aggregate Membership Audit report to generate membership audit by section information. This report is similar to a class roster report. It lists the students that were enrolled or ever enrolled in the class/section and their membership.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Aggregate Membership Audit. The Aggregate Membership Audit Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Course Numbers	Enter the course number(s). Separate multiple courses with commas. Use a blank field to scan all courses.
Section Numbers	Enter the section number(s). Separate multiple sections with commas. Use a blank field to scan all sections.
Term	Select the term for which you want to run the report from the pop-up menu.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. The following information appears in the output file:

Column Name	Description
Course Name	The name of the course for the section.
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Term	The term the section is being taught.
Expression	The section expression.
Section Number	The section number of the section.
Student	The name of the student (Last, First, Middle).
Enrolled	The date the student enrolled in the course.

Column Name	Description
Exited	The date the student exited the course.
Membership Days	The total number of days the student was enrolled in the course.
Total	The total number of days students were enrolled in the course.

7. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

Enrollment Reports

When setting up any of the reports, you can screen for students in special programs. If the students are in the selected program at any time during the specified period, they are included in the report results. For each report, you can click "Check for possible conflicts" to display any students with errors on their class enrollment dates.

How to Run the Class Size Reduction Report

The Class Size Reduction report provides a day-to-day count of section enrollment over a specified period. When setting up the report, exclude students in a special program from the enrollment count by selecting the special program from the pop-up menu. At least one course number must be entered to run the report. To display detailed enrollment per section, see the section "**How to Run the Enrollment by Section Report**."

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Class Size Reduction Report. The Class Size Reduction Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Exclude counts for students enrolled in this Special Program	Use the pop-up menu to indicate any special program you want to exclude from being counted.
Sort By	Select the sort order: • Course Number • Teacher Name • Grade Level

Field	Description
Include only these Course Numbers	Enter the course number(s). Separate multiple courses with commas. Use a blank field to scan all courses.
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section number(s) to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Enrollment by Grade Report

Use the Enrollment by Grade report to generate a summary of student enrollment by grade level.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click "Enrollment by Grade." The Enrollment by Grade Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
School	The selected school appears.
Reporting Segment	Use the pop-up menu to choose the reporting segment if you are not using a date range. For more information on reporting segments or to create a reporting segment, see the section "**Reporting Segments**."
Grades	Select the checkbox(es) of the grade level(s) you want to scan or leave all the checkboxes blank to scan all grade level(s).

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Enrollment by Section Report

This report provides current year enrollment statistics for class sections. To report on class size, see the section "**How to Run the Enrollment by Section (Class Size) Report**."

1. On the start page, choose Reports from the main menu. The Reports page appears.
2. Click Run Reports. The Run Reports page appears.
3. Click "Enrollment by Section." The "Enrollment by Section" page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

Field	Description
Sort By	Select the sort order: • Course • Teacher
Include only these Course Numbers	Enter the course number(s). Separate multiple courses with commas. Use a blank field to scan all courses.
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section number(s) to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Course Name	The name of the course for the section.
Section Number	The section number of the section.
Grade	The grade level associated with the current section.
Begin Enrollment	The student enrollment in the section as of the start date of the reporting period.
Entries	How many students were added to the section. **Note:** If a student enters the same section twice, it will count as two entries.
Withdrawals	How many students were withdrawn from a section. **Note:** If a student enters the same section twice, it will count as two entries.
End Enrollment	The enrollment at the end of the reporting period.
Enrollment for Period	How many total enrollments for the reporting period.
Enrollment to Date	The current enrollment as of today.
Aggregate Days Attended	The total number of days attended by all of the students enrolled in the section during the date range.

Column Name	Description
Average Days Attended	This is the ADA (the number of days in the date range / Aggregate Days Attended).
Days Absent	The total number of days absent for the section during the reporting period.
Days Off Track	The total number of off track days for the students enrolled in the section during the reporting period.
Total Days not Enrolled	The total number of days students are not enrolled in this section. That is, students who are enrolled at some point during the year, but are not enrolled one or more days during the reporting period.
Aggregate Days Belonging	The total membership for this section during the reporting period.
Average Number Belonging	The Average Daily Membership for this section during the reporting period (Aggregate Days Belonging / number of meeting days in reporting period).
Percent Attendance	Of the total potential Attendance for the Reporting Period, What is the Percent of the actual attendance? (Aggregate Days Attended / Average Number Belonging)

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Enrollment Summary by Date Report

This report is the same as the Enrollment Summary except it can be run by a selected date instead of just the current date. The resulting report displays a breakdown for the entire school. Column titles describe the contents of each column. Row numbers indicate grade levels. The small blue numbers (to the left of the slash) indicate male students; the small red numbers (to the right of the slash) indicate female students. Large, bold blue numbers indicate the total enrollment of male and female students for that classification

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click "Enrollment Summary by Date." The Enrollment Summary by Date page appears.

4. Enter the date as of which you want to calculate enrollments using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

    Note: The date entered must fall within the selected school year term.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Use the Vocational Courses Aggregate Membership report to generate a list of vocational sections and their current membership totals. Print the report from your web browser or save it to another application. For more information, see the section Use the Aggregate Membership Audit report to generate membership audit by section information. "**Run, Print, and Save Reports**."

How to Run the Vocational Courses Aggregate Membership Report

Use the Vocational Courses Aggregate Membership report to generate a list of vocational sections and their current membership totals.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Voc. Courses Agg. Membership. The Vocational Courses Aggregate Membership Report page appears.

4. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • At Night: Execute during the next evening.* • On Weekend: Execute during the next weekend.* • On Specific Date/Time: Execute on the date and time specified in the Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.

Field	Description
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
	Use the pop-up menus to indicate hour and minute.

5. Click Submit. You do not need to enter any data to run the report; simply wait for the output. This could take several minutes. The resulting report displays the schedule of vocational courses and the number of students in each class. It also displays the number of membership days for the different classes. Proceed by doing one of the following:

- Click a number of aggregate membership days to view an audit page.

- Click an underlined number in the Size column to view the list of students in the class.

- Click a section number to view a description of the section.

- Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the School Enrollment Audit Report

Use the School Enrollment Audit report to detect possible school enrollment errors.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click School Enrollment Audit. The Possible Conflicts for School Enrollment Audit page appears.

How to Run the Section Enrollment Audit Report

Use the Section Enrollment Audit report to detect possible section enrollment errors.

1. On the start page, choose Reports from the main menu. The Reports page appears.

2. Click Run Reports. The Run Reports page appears.

3. Click Section Enrollment Audit. The Possible Conflicts for Section Enrollment Audit page appears.
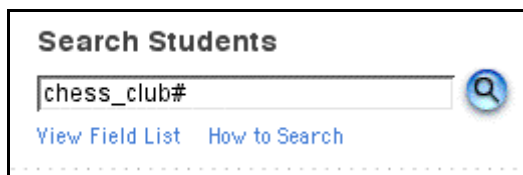
Advanced Search and Select

While the searches described in the sections "**Select an Individual Student**" and "**Select a Group of Students**" provide enough information to get you started, you will need to perform other searches that produce narrower results. With some practice, the advanced searches will soon become a part of your daily routine.

How to Search for Students by Activities

Searching for groups of students who belong to certain clubs or participate in particular activities is a little different than searching by grade level or gender. Rather than telling PowerSchool to search for records whose field values match the criteria you enter, tell it to search for records whose specified activity field value (for example, volleyball, chess_club, or drama) is not blank.

If there is any value in the field, the student does participate. If the field is blank, the student does not participate. This can seem confusing, but after reviewing the following example, you will realize that it is actually very easy to search for students by activity. For example, practice this type of search by finding students in your school who are in the chess club.

1. On the start page, enter an activity field name such as `chess_club#` in the Search Students field. The number sign (#) means does not equal. By entering `chess_club#` followed by nothing, you are telling PowerSchool to search for all records whose chess club field does not equal blank.

2. Click the Search icon. Though all students have a chess club field tied to their record, only those students who are on the chess club team have a value in the chess club field. Non-chess club students have nothing in the chess club field. Therefore, PowerSchool eliminates them from the results of the search.

   Note: All student records have all activity fields tied to them.

   If no students match the search criteria, the system displays an alert message indicating that no students match your selection. Otherwise, the page displays a list of all students who participate in the specified activity.

3. Click the name of the student whose record you want to review to work with that student. To work with the entire group of students, click Functions at the bottom of the list to display the Group Functions page. For more information on the Group Functions page, see the section "**Work With Groups**."

How to Search for Students by Daily Attendance

Use this report to find student daily attendance information.

1. On the start page, choose Special Functions from the main menu.

   Note: Alternatively, select a group of students, and then choose "Search by Daily Attendance" from the pop-up menu.

2. Click "Search by Daily Attendance." The Search Daily Attendance page appears.

3. Use the following table to enter information in the fields:

Field	Description
Which students to include	Select an option to indicate the students to include, if applicable.
Term	The selected term appears.
Scan for attendance	Select an option to scan for attendance: • Enter the attendance code to scan for, select a comparator, and enter the number of instances of the attendance code. • Select the option indicating whether the scanned attendance codes are from the beginning of the term or for the specified period only. For a specific period only, enter the first and last dates of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

4. Click Submit. The Group Functions page displays the number of selected students.

Group Functions

Current student selection: 5

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Counselor's Screen	Shows student pages for currently selected students.
Daily Attendance Change	Changes daily attendance records for one or many days for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Transactions	Add a fee transaction for currently selected students.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Enroll	Enrolls currently selected students in a section.
Mass Enroll Special Program	Enrolls currently selected students in a special program.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Save Stored Selection	Saves the current selection.
Search By Daily Attendance	Searches currently selected students by daily attendance.
Search By GPA	Searches currently selected students by GPA, enrollment, etc.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance (Daily)	Searches currently selected students for perfect attendance.
Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Field Value	Sets the value of a student field value for currently selected students.
Transfer Out Of School	Transfers currently selected students out of school.

5. Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "**Work With Groups**."

How to Search for Students by GPA

Search for a group of students who are receiving a particular grade. This function is especially useful if you want to locate honor roll students or those receiving failing grades.

1. On the start page, choose Special Functions from the main menu.

   Note: Alternatively, select a group of students, and then choose "Search by GPA" from the pop-up menu.

2. Click "Search by GPA." The "Search by GPA" page appears.

3. Select the option to scan these indicated students, if applicable.

4. Complete any combination of the remaining fields. Use the following table to enter information in the fields:

Field	Description
Who are enrolled in this	Enter the course.section number to search by course. Enter the period to search by period. To search by teacher, choose a teacher from the pop-up menu.
Whose cumulative GPA is	Enter a store code in the Term GPA field, such as Q2 or S1. Choose the cut-off criteria from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA type from the pop-up menu.

Field	Description
Whose term GPA is	Choose the cut-off criteria from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA type from the pop-up menu.
Whose current GPA is	Choose a cutoff from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA type from the pop-up menu.
Who were enrolled as of this date	Enter the enrollment date used to search for students using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Who match this search	Enter other criteria to search for students, such as activity membership.

5. Click Submit. The Group Functions page displays the number of selected students.

6. Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "**Work With Groups**."

How to Search for Students by Grades/Attendance

This powerful report tool gives you great flexibility in finding students based on their grades or attendance records. By using a combination of options, you can find any number of students.

1. On the start page, choose Special Functions from the main menu.

   Note: Alternatively, select a group of students, and then choose "Search by Grades/Attendance" from the pop-up menu.

2. Click "Search by Grades/Attendance." The "Search by Grades/Attendance" page appears.

3. Select the option to indicate which students to include, if applicable.

4. Enter the minimum number of classes necessary to meet the search criteria. For example, to list students failing at least two classes, enter 2. To list students receiving an A in any class, enter 1.

5. Complete any combination of the remaining fields. Use the following table to enter information in the fields:

Field	Description
Scan for this final grade	Select the checkbox and: • Choose a comparator from the pop-up menu. • Enter the specific letter grade(s) for which you want to scan. Separate multiple grades with commas.
Scan for this final grade percentage	Select the checkbox and: • Choose a comparator from the pop-up menu. • Enter the specific percentage for which you want to scan.
Scan for this citizenship grade	Select the checkbox and: • Choose a comparator from the pop-up menu. Use = to search for students who have that citizenship grade, or use # to search for students who do not have that citizenship grade. • Enter the specific citizenship grade(s) for which you want to scan. Separate multiple grades with commas.
Scan for attendance	Select the checkbox and: • Enter the attendance code to scan for, select a comparator, and enter the number of instances of the attendance code. • Select the option indicating whether the scanned attendance codes are cumulative for each class or for the specified period only. For a specific period only, enter the first and last dates of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

Field	Description
Scan for grades in	Choose the type of grade from the pop-up menu. If you choose historical grades, enter the store code/final grade, such as Q1 or Q2. This scans the grades for the store code entered for the year of the currently selected term. For example, if you are working in Q3 and enter a store code of Q1, the system scans the Q1 grades for the current year. It does not scan grades from previous years. To do so, change the currently selected term. For more information, see the section "**How to Change Terms**."
Scan for all classes enrolled	Select the option to scan for all classes enrolled either as of a specified date or anytime during the current term. If you select a specific date, enter it in the appropriate field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Results	Select either "Make this the current selection of students" to continue working with the resulting group of students or "Display matching students & Sections." If you select the latter option and click Submit, the Matching History page displays each matching student and the term, section, course name, and teacher for which the criteria are met.

6. Click Submit. The Group Functions page displays the number of selected students.

Group Functions

Current student selection: 5

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Counselor's Screen	Shows student pages for currently selected students.
Daily Attendance Change	Changes daily attendance records for one or many days for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Transactions	Add a fee transaction for currently selected students.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Enroll	Enrolls currently selected students in a section.
Mass Enroll Special Program	Enrolls currently selected students in a special program.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Save Stored Selection	Saves the current selection.
Search By Daily Attendance	Searches currently selected students by daily attendance.
Search By GPA	Searches currently selected students by GPA, enrollment, etc.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance (Daily)	Searches currently selected students for perfect attendance.
Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Field Value	Sets the value of a student field value for currently selected students.
Transfer Out Of School	Transfers currently selected students out of school.

7. Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "**Work With Groups**."

How to Search for Students by Perfect Attendance

Use this report to find students who have perfect attendance records during a specified period.

1. On the start page, choose Special Functions from the main menu.

    Note: Alternatively, select a group of students, and then choose "Search for Perfect Attendance" from the pop-up menu.

2. On the Special Functions page, click "Search for Perfect Attendance." The Perfect Attendance Search page appears.

Perfect Attendance Search

Students to Scan	All 40 currently enrolled students
Date Range to Scan	01/29/02 – 6/6/02
Scan These Attendance Codes Only	

All enrollment records in the date range specified will be scanned. Any attendance record containing any attendance code other than those specified above will cause that student to be excluded from the report output.

Note: This operation may take 20 minutes to complete.

Submit

3. Use the following table to enter information in the fields:

Field	Description
Students to scan	Select an option to indicate the students to include, if applicable.
Date range to scan	Enter the first and last days of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Disregard these codes when searching	Enter the attendance codes that do not render students absent. For example, if your school excuses absences when a student performs volunteer work, enter v if that is the code for a volunteer absence at your school.

4. Click Submit. The Group Functions page displays the number of found records underlined at the top of the page.

Group Functions

Current student selection: 5

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Counselor's Screen	Shows student pages for currently selected students.
Daily Attendance Change	Changes daily attendance records for one or many days for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Transactions	Add a fee transaction for currently selected students.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Enroll	Enrolls currently selected students in a section.
Mass Enroll Special Program	Enrolls currently selected students in a special program.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Save Stored Selection	Saves the current selection.
Search By Daily Attendance	Searches currently selected students by daily attendance.
Search By GPA	Searches currently selected students by GPA, enrollment, etc.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance (Daily)	Searches currently selected students for perfect attendance.
Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Field Value	Sets the value of a student field value for currently selected students.
Transfer Out Of School	Transfers currently selected students out of school.

5. Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "**Work With Groups**."

How to Search for Students by Perfect Attendance (Daily)

The "Search for Perfect Attendance (Daily)" report searches for students who qualify as having perfect attendance based on the daily attendance marks submitted.

1. On the start page, choose Special Functions from the main menu.

   Note: Alternatively, select a group of students, and then choose "Search for Perfect Daily Attendance" from the pop-up menu.

2. On the Special Functions page, click (Daily) next to "Search for Perfect Attendance." The Perfect Daily Attendance Search page appears.

Perfect Daily Attendance Search

Option	Value
Students to Scan	◉ All Students ○ The selected 14 students only
Date Range to Scan	1/21/02 – 09/22/02
Scan These Attendance Codes Only	P

Note: Any daily attendance record containing any attendance code other than those specified above will cause that student to be excluded from the report output. This operation may take 20 minutes to complete.

Submit

3. Use the following table to enter information in the fields:

Field	Description
Students to Scan	Select an option to indicate the students to include, if applicable.
Date Range to Scan	Enter the first and last days of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Scan These Attendance Codes Only	Enter the only attendance codes a student can have and be classified as having perfect attendance. For example, search for all students from 1/16/2003 to 5/30/2003 whose attendance records contain the codes T, U, S, I, and V and are still classified as having perfect attendance.

4. Click Submit. The Group Functions page displays the number of found records underlined at the top of the page.

Group Functions

Current student selection: **5**

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Counselor's Screen	Shows student pages for currently selected students.
Daily Attendance Change	Changes daily attendance records for one or many days for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Transactions	Add a fee transaction for currently selected students.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Enroll	Enrolls currently selected students in a section.
Mass Enroll Special Program	Enrolls currently selected students in a special program.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Save Stored Selection	Saves the current selection.
Search By Daily Attendance	Searches currently selected students by daily attendance.
Search By GPA	Searches currently selected students by GPA, enrollment, etc.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance (Daily)	Searches currently selected students for perfect attendance.
Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Field Value	Sets the value of a student field value for currently selected students.
Transfer Out Of School	Transfers currently selected students out of school.

5. Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "**Work With Groups**."

How to Search for Students by Lunch Status

Search for students by using the lunch status field. Use the following codes to search for students based on how much they pay for lunch:

- F=Free
- R=Reduced
- P= Full Pay
- E=Exempt
- FDC=Free Direct Certification

To search for students who receive reduced price lunches, enter `lunchstatus=r` in the Search Students field on the PowerSchool start page .

How to Search for Students by Fees/Transactions

Searching and selecting students based on fee and transaction information can be performed at the district or school level via the start page. For example, to search for students who have one or more fees and/or transactions associated to them, enter *fee.fee_balance>0 in the Search Students field on the PowerSchool start page.

Additionally, you can use the command *<table_name>,<field_name><comparator><value> to perform a variety of fees/transaction searches:

Command Items	Description
<table_name>	Fee, Transaction, or Fee_Balance tables.
<field_name>	Name of any field in the Fee, Transaction, or Fee_Balance tables.

Command Items	Description
<comparator>	Comparators are tools that you use to search and retrieve records by combining two or more criteria: • Equals (=) • Less than (<) • Greater than (>) • Less than or equal to (<=) • Greater than or equal to (>=) • Does not equal (#) • Contains (contains) • Does not contain (!Contain) For more information, see the section "**How to Use Comparators**."
<value>	value for the comparison

To solicit more complex results, you can use the following expressions:

Expression	Results
*fee.id=noschool	The students who are not related to a school [Fee] record.
*fee.id=nocourse	The students who are not related to a course [Fee] record.
*fee.fee_balance=partial	The students who have at least one fee with a partial balance.
*fee_balance.balance=partial	The students who have a partial global balance.
*fee_balance.balance=0	The students who have a global balance equal to 0.
*fee_balance.balance=null	The students who have no [Fee_balance] record.

How to Use Comparators

Comparators are tools that you use to search and retrieve records by combining two or more criteria. A combination of comparators and fields are used in searches to narrow the results to a very small group of students at your school. There are many comparators (also known as operators or Boolean operators), but some of the most common are included in this section.

A simple example of a search using a comparator is `last_name=jones`. In technical terms, this is called a search command line because you are commanding PowerSchool to perform a search that contains that particular line of text. In layman's terms, you are telling the PowerSchool system to find all students whose last name is Jones. All search command lines are broken into three parts:

- **Field name:** last_name, first_name, or student_number
- **Comparator:** =, #, >, or <
- **Search argument or value:** Jones, becky, or 2301923

The general format is:

[field name][comparator][search argument]

The following chart displays some of the most common comparators.

"in" Comparator

Use this comparator to verify that the value of the field matches any argument in the list you provide. For example, if you want a list of all the ninth, tenth, and eleventh graders at your school, enter the following search command line:

```
grade_level in 9,10,11
```

In this example, the field is grade_level, the comparator is "in," and the search argument is 9,10,11. Note that the items in the argument are separated with commas. This tells PowerSchool to find all students in grade levels 9, 10, and 11. PowerSchool goes to the grade_level field in each student record and pulls those where the entry is 9, 10, or 11.

"contains" Comparator

Use this comparator to search for records that have the value of the field. Suppose you want to find all students in your school who live on Cherry Lane. Find them with the following search command:

```
mailing_street contains Cherry Lane
```

This instructs PowerSchool to go through each student record and pull those that have Cherry Lane in the mailing_street field. It does not matter if the value of a student's mailing_street field is 194 Cherry Lane or 24230 Cherry Lane Parkway. If Cherry Lane appears anywhere in the field, PowerSchool considers it a match and includes the record in the search results.

Note: You cannot use the contains comparator for numerical fields, such as student numbers.

"!contain" Comparator

The opposite of the contains comparator is "!contain." Use this comparator to find records that do not have the value of the field. Perhaps you want to find all students in your school whose phone numbers does not contain the number five. Use the following search command:

```
home_phone !contain 5
```

This instructs PowerSchool to go through each student record and pull those, which do not have 5 in the home_phone field. It does not matter if the number is in the area code, the prefix, or the phone number. If there is not a 5 in the home_phone field, PowerSchool considers it a match and includes the record in the search results.

"@" (Wildcard) Comparator

Suppose you want to find all students whose first names start with "rob." This includes anyone named Rob, Robert, Robbie, Robby, Robin, or Roberta. To find these students, enter the following in the search field:

```
first_name=rob@
```

As you can imagine, the wildcard is a very powerful comparator. There is no rule as to where you place it in the command. It can be used anywhere to take the place of a letter, word, or phrase. Enter `first_name=@ie` to find student whose first name ends in "ie." This search produces results like Terrie, Debbie, or Eddie but not Terry, Debby, or Eddy. The command `first_name=s@n` produces results with names such as Susan or Stan.

Note: You cannot use the @ or wildcard comparator for numerical fields, such as student numbers.

Save Stored Selection

Store the current selection of students to quickly and easily retrieve a group of students that you work with frequently. For more information, see the section "**Stored Selections**."

Search by Daily Attendance

Search for a group of students based on their grades or attendance. For more information, see the section "**Advanced Search and Select**."

Search by GPA

Search for a group of students who are receiving a particular grade. For more information on this procedure, see the section "**Advanced Search and Select**."

Search by Grades/Attendance

Search for a group of students based on their grades or attendance. For more information, see the section "**Advanced Search and Select**."

Search by Perfect Attendance

Search for students with perfect attendance or perfect daily attendance. For more information, see the section "**Advanced Search and Select**."

Select Students by Hand

Select a subset of students from a group. For more information, see the section "**How to Select a Group of Students by Hand**."