

# POWERSCHOOL GUIDE TO PERFECT ATTENDANCE

1. Log into the PowerSchool website at <http://69.95.46.24:8080/admin>
2. From here, click on the grade level you want to search for perfect attendance. To search for perfect attendance for your entire student body, choose all.

## Search Students



[View Field List](#) [How to Search](#)

## Browse Students

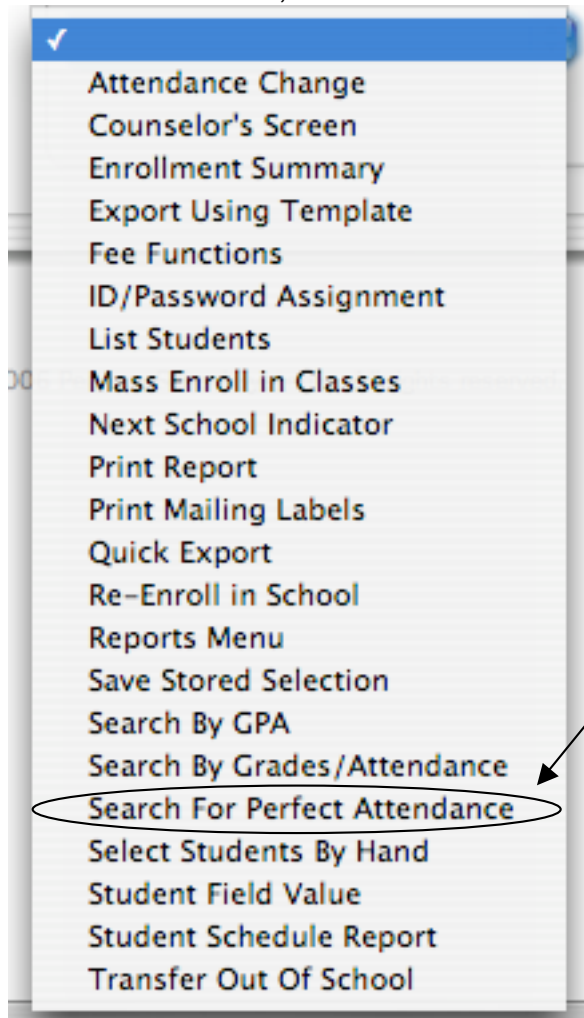
A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z

PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 M F All **Current Selection (1)**

## Stored Options

[Stored Searches](#) [Stored Selections](#)

3. On the next screen, choose "Search for Perfect Attendance" from the drop down menu.



4. Now you have a couple options.
  - a. You must change the attendance mode from meeting to Daily or else this will not work properly in some cases.
  - b. Also, you have the option to use the group of students you selected in step 2. I chose all, so I'm going to have all students. If you chose grade 5, you will have "The selected X students" where X is the number of students in 5<sup>th</sup> grade.
  - c. The Date Range may have a default value, but if you wanted to search for Perfect Attendance for Q1, you'd have to enter the beginning and ending dates for Q1.
  - d. Disregard these codes when searching... If you wanted to allow students with Tardies in perfect attendance, you need to enter all tardy codes in this box. They are currently TE,TU,T.
  - e. Hit Submit

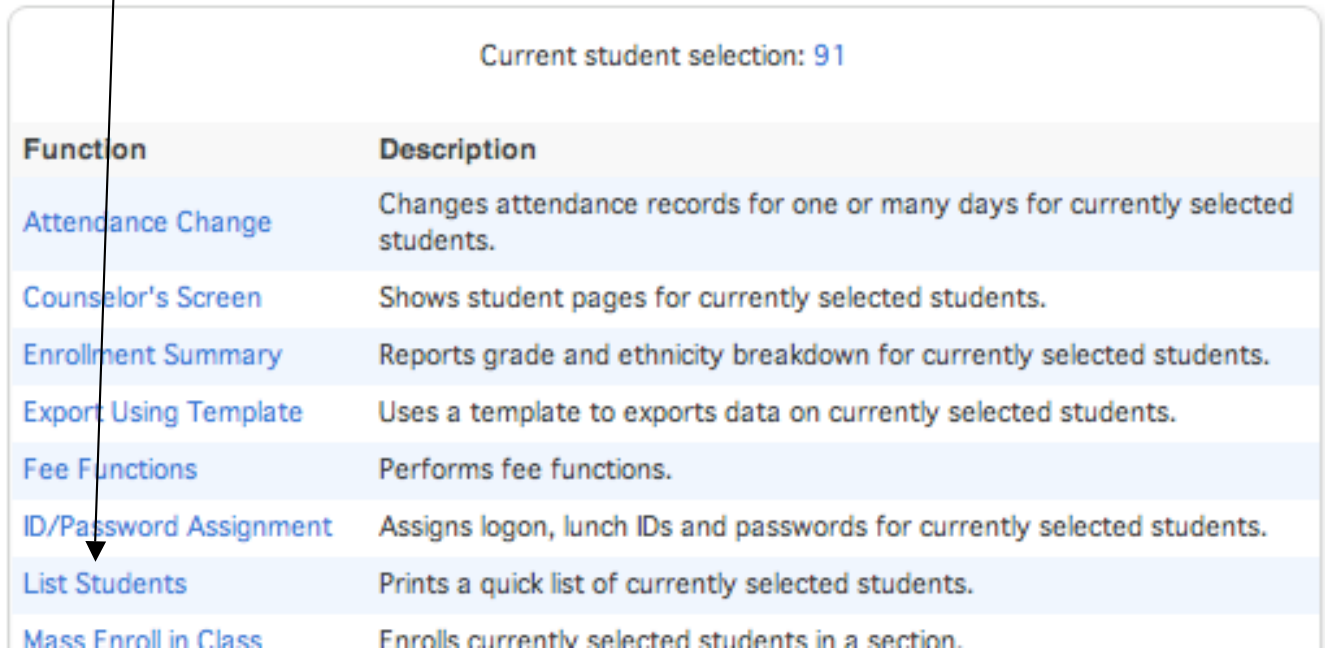
## Perfect Attendance Search

Option	Value
Attendance mode to use	<input type="text" value="Daily"/>
Students to scan	<input checked="" type="radio"/> The selected 192 students <input type="radio"/> All 192 currently enrolled students
Date range to scan	<input type="text" value="08/21/2006"/> - <input type="text" value="10/26/2006"/>
Disregard these codes when searching	<input type="text"/>

Note: This operation may take 20 minutes to complete. 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.

5. Your students are shown in the “Current student selection”. My report says I have 91 students that have perfect attendance. If I want to list these students, the easiest way is to go to “List Students”

## Group Functions



Current student selection: 91

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.
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 Functions	Performs fee functions.
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 in Class	Enrolls currently selected students in a section.

6. Refer to the next page for information about the List Students report.
- Report Title – I put in Perfect Attendance, but you can put in whatever you want the Title to show at the top of the screen.
  - Col – Field Name – Column Title: This is the information that will be shown on your report. The field names are fields built into PowerSchool. You can use the example I've made, or you can click on Field Name to see a list of fields that you can essentially use on this report. The Column Title is the plain English title that is put at the top of the column.
  - Don't use Cell padding or rows in between breaks.
  - You may decide to use gridlines or export (if you want to use Excel)
  - Sort Field: You can sort the output however you want. I wanted an alphabetical listing, so I used lastfirst as the sort. If you want it sorted by grade level, use “grade\_level” and if you want it sorted by grade level, then by name, use both, in the order you want.
  - Hit submit

## Student List - 91 students will be listed

Report Title (shown at top of page):	<input type="text" value="Perfect Attendance"/>	
<hr/>		
<b>Col</b>	<b>Field name</b>	<b>Column Title</b>
1.	<input type="text" value="lastfirst"/>	<input type="text" value="Student Name"/>
2.	<input type="text" value="grade_level"/>	<input type="text" value="Grade"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>
<b>Padding In Each Cell</b>	<input type="text"/>	(in points)
<b># Rows In Between Breaks</b>	<input type="text"/>	
<b>Other Options</b>	<input type="checkbox"/>	Gridlines <input type="checkbox"/> Export
<b>Optional: Sort Field Name</b>	<b>Direction</b>	
<input type="text" value="lastfirst"/>	<input type="button" value="&gt; ↓"/>	
<input type="text"/>	<input type="button" value="&gt; ↓"/>	
<input type="text"/>	<input type="button" value="&gt; ↓"/>	

7. You should get a report that looks a little like this. You can print this out and you're all done!

## Perfect Attendance

Huntington Catholic School

Student Name	Grade
Al...	-1
Bl...	2
Bc...	2
Bc... D	4
Bowers, Brandon D	3

As always, if you have any questions regarding this document, please don't hesitate to ask. My E-Mail address is [\*\*llopez@fw.diocesefwsb.org\*\*](mailto:llopez@fw.diocesefwsb.org)