

# Perfect Attendance Report

*Note: Selecting the Year-long term when searching for attendance dates that span multiple terms should return accurate results.*

1. On the start page, select a group of students. You can select by grade level or the entire student body by choosing **All**.

## Start Page

The screenshot shows a search interface with a header bar containing the word "Search". Below the header are three tabs: "Students", "Staff", and "Parents". A search input field is present with a magnifying glass icon to its right. Below the input field are three links: "View Field List", "How to Search", and "District Student Search". A section titled "Browse Students" contains a grid of letters A through Z and numbers 6 through 11, along with "M F All" and "Current Selection (264)".

2. On the next screen, choose "Search for Perfect Attendance" from the drop-up menu.

## Student Selection

The screenshot shows a dropdown menu with the following items: Immunization Compliance, Invalid Requests, LDAP Directory Synchronization, List Students, Mass Enroll in Classes, Mass Print A Student Screen, Next School Indicator, Print Report, Print Mailing Labels, Quick Export, Re-Enroll in School, Reports Menu, Save Stored Selection, Search By GPA, Search By Grades/Attendance, Search For Perfect Attendance (highlighted with a blue circle), Select Students By Hand, Student Field Value, Student Schedule Report, and Transfer Out Of School. The menu is open, and the "Search For Perfect Attendance" option is selected.

3. **Options:**

- a. **Attendance mode to use** – Depending on the school and your attendance policy you should either choose **Daily** (*if your school only takes daily attendance*) or **Meeting** (*if your school takes attendance per meeting/class*). If your school takes both Daily and Meeting attendance you have the option of running this Perfect Attendance report twice, one time selecting Daily and running. And then running the report again but selecting Meeting.
- b. **Students to scan** - Select the selected students or all currently enrolled students.
- c. **Date range to scan** – This may have a default value, but if you wanted to search for Perfect Attendance by term, you need to enter the beginning and ending dates for that term.
- d. **Disregard these codes when searching** - Enter the attendance codes that a student's attendance record can contain and still be included on the perfect attendance report. Separate multiple attendance codes with commas.

**Note:** You should add all of your school's present attendance codes. For the list of your school's present attendance codes - *School > Attendance Codes*.

- e. Click **Submit**

**Perfect Attendance Search**

Option	Value
Attendance mode to use	Daily ▾
Students to scan	<input type="radio"/> The selected 28 students <input checked="" type="radio"/> All 264 currently enrolled students
Date range to scan	8/22/2012 - 5/27/2013
Disregard these codes when searching	b,d,h,i,l,p,s,t,v,z

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.

[Submit](#)

4. Your students are shown in the “Current student selection”. If I want to list these students, the easiest way is to go to “List Students”.

## Group Functions

Current student selection: 28

5. Click **List Students** link

List Students

Prints a quick list of currently selected students.

6. List Students

- a. **Report Title** – Enter in a report title. Example: Perfect Attendance 12-13, but you can put in whatever you want the Title to show at the top of the screen.
- b. **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 (*listed on the start page*) 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.
- c. Don’t use Cell padding or rows in between breaks.
- d. You may decide to use gridlines or export (if you want to use Excel).
- e. Sort Field: You can sort the output however you want. So for example if you wanted an alphabetical listing, you would use 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.
- f. Click **Submit**

Report Title (shown at top of page):

Col	Field name	Column Title
1.	<input type="text" value="last_name"/>	<input type="text" value="Last Name"/>
2.	<input type="text" value="first_name"/>	<input type="text" value="First Name"/>
3.	<input type="text" value="middle_name"/>	<input type="text" value="Middle Name"/>
4.	<input type="text" value="Age"/>	<input type="text" value="Age"/>
5.	<input type="text" value="grade_level"/>	<input type="text" value="Grade"/>
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"/>
11.	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>
15.	<input type="text"/>	<input type="text"/>
16.	<input type="text"/>	<input type="text"/>
17.	<input type="text"/>	<input type="text"/>
18.	<input type="text"/>	<input type="text"/>
19.	<input type="text"/>	<input type="text"/>
20.	<input type="text"/>	<input type="text"/>

Padding In Each Cell  (in points)

# Rows In Between Breaks

Other Options  Gridlines  Export

Optional: Sort Field Name Direction

<input type="text"/>	> ▾
<input type="text"/>	> ▾
<input type="text"/>	> ▾

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