

# Attendance User Guide

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PowerSchool  
Student Information System



**Released December 1, 2008**

Document Owner: Documentation Services

This edition applies to Release 4.x of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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# Contents

<b>Introduction</b> .....	<b>1</b>
<b>Attendance Overview</b> .....	<b>2</b>
Attendance Modes.....	2
Attendance Setup.....	4
Recording Attendance.....	5
Attendance Code Categories .....	5
Attendance Codes .....	8
Full-Time Equivalencies .....	10
Attendance Preferences.....	13
Attendance Indicator .....	16
Section Attendance Settings .....	17
Attendance Conversions.....	18
Attendance Conversion Items .....	19
Period Items.....	19
Code Items .....	20
Time Items .....	21
Attendance Functions .....	22
Attendance Synchronization.....	24
Meeting/Interval Attendance.....	27
Daily Attendance.....	29
Group Attendance .....	32
Attendance Reports .....	50
Attendance Count and Audit Reports.....	66
Time Attendance.....	67
Backfill Preferences .....	68
Backfill Management.....	70
Membership Reports.....	73
Enrollment Reports.....	80
Advanced Search and Select.....	88
Save Stored Selection.....	97
Search by Daily Attendance .....	97
Search by GPA.....	97
Search by Grades/Attendance .....	97
Search by Perfect Attendance .....	97

Select Students by Hand ..... 97

# Introduction

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool Help system, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work.

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 the Help icon on any page in PowerSchool.

Procedures in this guide describe how to view, add, edit, and delete information in PowerSchool. Depending on your needs and your security permissions, only certain options may be applicable and available to you.

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 be on the menu that results from your previous selection.

## 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, section attendance, or attendance by time. You can also consolidate the multiple roll calls normally required when multiple course sections meet at the same time. For more information, see *Daily Attendance*, *Meeting Attendance*, *Interval Attendance*, *Time Attendance*, and *Concurrent Attendance*.

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 Basics*.
- PowerTeacher: Teachers can use PowerTeacher's attendance function to take attendance for their current classes. For more information, see the PowerTeacher online help or the *PowerTeacher User Guide*.
- PowerTeacher Substitute: Substitute teachers can use PowerTeacher Substitute to take attendance for their designated classes. For more information, see the PowerTeacher Substitute online help or the *PowerTeacher Substitute User Guide*.

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

## Attendance Modes

There are five modes of taking attendance: by day, by meeting, by interval, by time, or concurrently.

**Note:** To switch between Daily and Meeting attendance mid-year, see *Attendance Synchronization*.

### Daily Attendance

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

### Meeting Attendance

In PowerSchool, PowerTeacher, and PowerGrade, you can take attendance by meeting. The meetings for a section are represented by an expression, the combination of periods and days in which this section is taught. For example, a section of Biology that meets during first and second period on "A" day has an expression of "1-2(A)." As another example, a section of Biology that meets during fifth and sixth period on "A" and "B" days has an

expression of "5-6(A-B)." Each expression, such as "1-2(A)" and "5-6(A-B)," represents all the meetings for the section.

**Note:** PowerSchool provides fields to display in place of periods and days values, called "expressions." When an expression is displayed anywhere in the system, PowerSchool uses these fields instead of the internal values. For example, a section's expression of "1-2(A)" where "1" has an abbreviation of "P1" and "A" an abbreviation of "DA," displays as "P1(DA)."

### Interval Attendance

Interval attendance is similar to Meeting attendance in that attendance is taken at least once during any meeting. The difference is that, with Interval attendance, attendance can be recorded more than once per meeting. The number of times is determined by the length of the period (or periods) in which the meeting takes place and by the specified interval duration. The length of the periods is determined by the bell schedule (see *How to Set Up Bell Schedules*) and the interval duration is specified in *School Attendance Preferences*. The system divides the length of each period by the interval duration (always rounding up) to calculate the number of times attendance can be recorded. For example, a class that takes place from 8:00 AM to 9:30 AM would be 90 minutes long. If the interval duration was 60 minutes, the class would have two opportunities to take attendance: once at the beginning of the period and once after 60 minutes has passed. Interval attendance is primarily intended for those programs in which attendance must be recorded each hour. Whether a class uses interval attendance is specified in the *Section Setup* for each class. Interval attendance can be recorded in PowerSchool, PowerTeacher, and PowerGrade.

Interval attendance makes no assumptions that a student is present or absent. As opposed to meeting or daily attendance which assume a student is present unless an attendance code indicating otherwise is found, Interval attendance requires that a code be recorded for each interval.

**Note:** Interval Attendance allows users to enter attendance for a class at specified clock-based intervals instead of only once per meeting. In the context of Alternative Education Programs (AEP), this saves staff the time and effort spent on manually associating attendance with specific programs. For more information about AEP, see the *Alternative Education Programs User Guide* on the Pearson customer portal at <https://powersource.pearsonschools.com>.

### Time Attendance

Time attendance provides an opportunity to directly enter an attendance value for a student by entering total minutes (or hours) for a given day. The attendance is not related to a course but it can be related to a program for which the student is enrolled. For this reason, it is very useful for work experience hours or independent study hours. Time attendance can only be entered through PowerSchool. It is not available in PowerTeacher or PowerGrade.

**Note:** Time Attendance allows the administrator to enter attendance hours and minutes for programs that involve work outside of a specific course, such as independent study or work experience time. In the context of Alternative Education Programs (AEP), this allows for heightened assurance that credits are tracked toward timely graduation for students. For more information about AEP, see the *Alternative Education Programs User Guide* on the Pearson customer portal at <https://powersource.pearsonschools.com>.

### Concurrent Attendance

In PowerTeacher and PowerGrade, you can take attendance for concurrently meeting sections. Concurrently meeting sections are different sections that meet at the same time

and place, and have the same teacher. Teachers can choose to combine the sections' rosters and take attendance for both sections at the same time.

Taking attendance concurrently by meeting is helpful for teachers who instruct sections that share the same meeting, since all students for that meeting appear on one list, regardless of their sections.

### **Example 1**

If a teacher teaches Spanish, SPA100, with a "1(A)" meeting, and a second section of Spanish, SPA200, also with a "1(A)" meeting, the teacher could use the concurrent attendance function to take attendance for both sections at the same time.

### **Example 2**

If a teacher teaches English 1-3(A) (Record Once All Meetings), TA1 1(A), TA2 2(A), TA3 3(A), and Math 4(A), the teacher can take attendance for English and then click "Record MultiMeeting Attendance for Multiple Sections," which results in the combined roster of English + TA1.

### **Example 3**

If a teacher teaches English 1-3(A) (Record Once All Meetings), TA1 2(A), and TA2 2(A), the teacher can navigate to the attendance page for TA2 1-2(A) and click "Record MultiMeeting Attendance for Multiple Sections," which results in the combined roster of English + TA1 + TA2.

### **Example 4**

If a teacher teaches English 1-3(A) (Record Each Meeting), TA1 1(A), TA2 2(A), TA3 3(A), and Math 4(A), the teacher can take attendance for English (period 1) and then click "Record Meeting Attendance for Multiple Sections," which results in the combined roster of English (per1) + TA1.

### **Example 5**

If a teacher teaches English 1-3(A) (Record Each Meeting), TA1 1(A), TA2 2(A), TA3 3(A), and Math 4(A), the teacher can take attendance for English (per2) and then click "Record Meeting Attendance for Multiple Sections," which results in the combined roster of English (per2) + TA2.

## **Attendance Setup**

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

- Years and Terms
- Days
- Periods
- Attendance Preferences
- FTE Codes

- Attendance Conversions
- Bell Schedules
- Calendar
- Reporting Segments
- Attendance Code Categories
- Attendance Codes
- Schedules, including Section Attendance Settings
- Class Exclusions

## Recording 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 student's 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 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.

### Related Topics

- *Attendance Code Categories*
- *Attendance Codes*
- *Full-Time Equivalencies (FTE)*
- *Attendance Preferences*
- *Customize Attendance Indicator*
- *Attendance Conversions*
- *Take Meeting and Interval Attendance*
- *Take Daily Attendance*
- *Time Attendance*
- *Take Group Attendance*
- *Attendance Reports*
- *Attendance Count and Audit Reports*
- *Membership Reports*

## Attendance Code Categories

Attendance code categories are used to group attendance codes by classification, beyond Present or Absent, for reporting and searching purposes. Use the Attendance Code Categories page to view, add, delete, or edit the attendance code categories used at your school.

Note that attendance code categories are the one exception to year-specific data. Attendance code categories are a constant and should not be deleted from any year that uses them.

Tardy and Excused attendance code categories are set up by default and should not be deleted. In order for an attendance code to count as tardy, the attendance code must be

associated to the attendance code category of Tardy. In order for an attendance code to count as excused, the attendance code must be associated to the attendance code category of Excused. Similarly, if you create other attendance code categories, in order for an attendance code to count as the attendance code category, the attendance code must be associated to that attendance code category.

**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 *Attendance Codes*.

After creating attendance code categories, proceed to creating attendance codes. Attendance must be set up completely before taking attendance in either PowerGrade or PowerSchool.

For more information on attendance, see *Attendance Overview*.

## How to Access the Attendance Code Categories Page

You can create as many categories as needed. 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 appears:

Type	Description
Code	The code representing the attendance code category. This value is used in various data access tags, such as <b>^(per.att)</b> .
Name	The name of the attendance code category. <b>Note:</b> This field is currently not used anywhere else in PowerSchool.
Description	A description of the attendance code category.
Sort	The sort order of the attendance code category as it appears in the Code Categories list of checkboxes on the New/Edit Attendance Code pages.

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

Type	Description
------	-------------

Type	Description
Code	Enter the attendance code category. This value is used in various data access tags, such as <b>^(per.att)</b> .
Name	Enter a name of the attendance code category. <b>Note:</b> This field is currently not used anywhere else in PowerSchool.
Description	Enter a description of the attendance code category.
Sort order for display	Use the pop-up menu to indicate the sort order of the attendance code category as it appears in the Code Categories list of checkboxes on the New/Edit Attendance Code pages.

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.

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

4. Edit information as needed.
5. Click **Submit**. The Attendance Code Categories page displays the edited attendance code.

## How to Delete an Attendance Code Category

When you delete an attendance code category, you directly impact other users and student records. You can delete an attendance code category that was created in error when 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. 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 delete. The Edit Attendance Code Category page appears.
4. 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

Attendance codes are used to define values, points, and calculations for school-specific 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, see *Attendance Code Categories*.

For more information on attendance, see *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.

The following information appears:

Type	Description
Code	The attendance code appears.
Description	A description of the attendance code appears.
Teachers Assign	Indicates whether teachers can assign this attendance code in PowerGrade and PowerTeacher.
Counts ADA	Indicates whether the attendance code counts towards average daily attendance (ADA).
Presence	Indicates whether the attendance code counts towards membership totals.
Sort	The sort order of the attendance code appears as it is in the attendance codes pop-up menu on the student attendance pages.

## 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.

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

Type	Description
Code	<p>Enter an attendance code. Attendance codes can use characters A-Z, 0-9 and _- (underscore and hyphen). Attendance codes are not case-sensitive. There are other restrictions, including the code must be unique for this school and year and cannot be the same name as a Code Category for this school.</p> <p><b>Note:</b> By default, only single-character attendance codes are allowed. However, to create multiple-character attendance codes, select the <b>Enable multiple character attendance codes</b> checkbox on the Attendance Preferences page.</p>
Description	Enter a description for the attendance code.
Presence Status	All attendance codes are categorized as present or absent. Indicate whether the attendance code should be categorized as present or absent by selecting the appropriate option.
Code Categories	<p>Attendance code categories are used to group attendance codes by classification for reporting and searching purposes. In order for an attendance code to count as an attendance code category, the attendance code must be associated to that attendance code category.</p> <p>Indicate which attendance code category you want to associate to this attendance code by selecting the appropriate checkbox.</p>
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 choose whether teachers can assign this attendance code in PowerGrade and PowerTeacher.
This attendance code earns ADA credit	Select the checkbox if this attendance code counts towards Average Daily Attendance (ADA).
This attendance code counts towards membership	Select the checkbox if this attendance code counts towards Average Daily Membership (ADM).
Sort order for display	Use the pop-up menu to choose a sort order of this attendance code as it appears in the attendance codes pop-up menu on the student attendance pages.

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

## 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.
3. Click the Code or Description of the attendance code you want to edit. The Edit Attendance Code page appears.
4. Edit information as needed.
5. Click **Submit**. The Attendance Codes page displays the edited attendance code.

## How to Delete an Attendance Code

When you delete an attendance code, you directly impact other users and student records. You can delete an attendance code that was created in error when 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.
3. Click the Code or Description of the attendance code you want to delete. The Edit Attendance Code page appears.
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.
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 support full-time equivalencies (FTEs). FTEs are a powerful tool used in schools that need to associate groups of students with different attendance values for the same day, for example, full-time and half-time students.

FTEs are also used to determine default settings for reporting on Average Daily Attendance and Average Daily Membership (ADA/ADM). These settings include the default attendance mode (Meeting or Daily) and conversion type (Period to Day, Time to Day, or Code to Day). FTEs are school- and year-specific, but will be duplicated when new years are created.

From the School Setup menu, click **Full-Time Equivalencies (FTE)** to access the Full-Time Equivalencies (FTE) page. Using this page, you can set up and use FTEs to indicate what portion of a school day students attend.

**Note:** If this is the first time you have accessed the Full-Time Equivalencies (FTE) 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 *Attendance Overview*.

### Set Students' FTEs

Once attendance is set up, you will need to set students' FTEs for school enrollments via the student Transfer Information page.

FTE is a grouping that associates a student's school enrollment with a set of attendance conversion values. When ADA runs, for a student, it runs for each school enrollment during the report dates. When processing each school enrollment, it uses the student's FTE to locate the set of attendance conversions to use when looking up the attendance value for the day. For more information, see *Transfer Information*.

### 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 appears:

Type	Description
Name	The name of the FTE as it appears in the Full-Time Equivalency pop-up menu on the Edit Current/Previous Enrollment pages. The pop-up menu is used to associate an FTE with a student's current and historical school enrollment.
Description	A description of the FTE code.
Def. Att. Mode	Attendance mode that will be used for reporting purposes if a specific mode is not provided. This is used primarily for backward compatibility with state reports not yet updated to at least PowerSchool 4.0.
Def. Att. Conversion	Attendance conversion that will be use for reporting purposes if specific conversion is not provided. This is used primarily for backward compatibility with state reports not yet updated to at least PowerSchool 4.0.

### 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:

Type	Description
Name	Enter the name of the FTE as you want it to appear in the

Type	Description
	Full-Time Equivalency pop-up menu on the Edit Current/Previous Enrollment pages. The pop-up menu is used to associate an FTE with a student's current and historical school enrollment.
Def. Att. Mode	Choose the attendance mode from the pop-up menu that will be used for reporting purposes if specific mode is not provided. This is used primarily for backward compatibility with state reports not yet updated to at least PowerSchool 4.0.
Def. Att. Conversion	Choose the attendance conversion from the pop-up menu that will be use for reporting purposes if specific conversion is not provided. This is used primarily for backward compatibility with state reports not yet updated to at least PowerSchool 4.0.
Description	Enter a description of the FTE code.
Default for These Grades	Indicate which grades you want the FTE code to be applied to by selecting the appropriate checkboxes.  These checkboxes determine what FTE a student of a particular grade level will be assigned when the End of Year process moves them into their new grade for the next year. The values should be defined for the upcoming school year's FTEs before running the End of Year process for the current school year.

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 Description of the FTE code you want to edit. The Edit FTE Code page appears.
4. Edit information as needed.
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. You can delete an FTE code that was created in error when 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 the attendance Preferences page to specify general attendance preferences. Each preference is school- and year-specific. For global preferences at the district level, see *Global Attendance Preferences*.

Use the Quick Look Up Preferences page to specify attendance preferences as they relate to the Quick Look Up page for each student.

For more information on attendance, see *Attendance Overview*.

### Enable Enter Attendance Link on Student Pages Menu

To enable the Enter Attendance link to appear in the student pages menu, you must select Meeting or Interval as one of the attendance recording methods and set it as the default attendance recording page. You can use the Enter Attendance link as a shortcut to the Edit Meeting Attendance page or the Edit Interval Attendance page.

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

Type	Description
Attendance recording methods	Select the appropriate checkboxes that apply (any combination of the four options is valid): <ul style="list-style-type: none"> <li>○ <b>Meeting</b> to record attendance by meeting for this year</li> <li>○ <b>Daily</b> to record attendance by day for this year</li> <li>○ <b>Time</b> to record attendance this year by entering a time value</li> <li>○ <b>Interval</b> to record attendance this year according to a specified time interval</li> </ul>
Audit attendance records	Select the checkbox to enable auditing of attendance. After an attendance record is initially created, PowerSchool keeps track of any change, its previous value, and who made the change.
Default attendance page	Use the pop-up menu to indicate the default attendance page to display when viewing student attendance. The items that appear in the pop-up menu vary based on the attendance recording methods you select.

Type	Description
Enable multiple character attendance codes	By default, you can only create single-character attendance codes. To create multiple-character attendance codes, select the checkbox.
Meeting and daily attendance bridge	<p>When using both Meeting and Daily attendance modes, this setting allows you to synchronize attendance records based on a bridge period. You can define a bridge period in each bell schedule. To create and synchronize Daily attendance records based on the bridge period, select <b>One-Way</b>. To keep the corresponding meeting attendance record synchronized whenever a change is made to a daily attendance record, select <b>Two-Way</b>.</p> <p><b>Note:</b> It is not necessary to bridge Meeting and Daily attendance. Daily attendance can be managed manually. However, bridging attendance does provide a convenient way of automatically creating and maintaining attendance when both attendance modes are in use.</p> <p>Bridging attendance only functions with sections and section enrollments which reside in the same school.</p>
Number of school days teachers may alter attendance prior to current date (PowerTeacher and PowerGrade)	Use the pop-up menu to indicate how far back teachers can alter attendance in PowerTeacher and PowerGrade.
Number of school days teachers may alter attendance after the current date (PowerTeacher and PowerGrade)	Use the pop-up menu to indicate how far forward teachers can alter attendance in PowerTeacher and PowerGrade.
Show Saturday and Sunday on attendance views	Select the checkbox to display Saturday and Sunday on the Student Attendance pages. This is typically not needed unless you have in-session days on weekends where student attendance marks need to be displayed.
Interval Duration (in Minutes)	<p>Interval attendance is primarily intended for alternative education programs that require attendance to be taken every hour.</p> <p>When using Interval Attendance mode, the number of opportunities for which attendance can be recorded during a given class is determined by dividing the bell time for the class by the interval duration. For instance, if a class is 90 minutes long and the interval duration is 60 minutes, then there will be two opportunities provided to take attendance. The first is at the beginning of class and the second is after</p>

Type	Description
	60 minutes has gone by. The default for this field is 60 minutes.

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

Type	Description
Calculation accuracy	Enter the number of decimal places to use when calculating attendance values.
Count Meeting attendance recorded at another school for students enrolled at this school	If a student is enrolled in a class at another school, and there is attendance associated with that class, select this option to include this attendance when calculating Average Daily Attendance (ADA).
Count these codes for period conversion	<p>This setting determines what is counted and subsequently used as the value for looking up the day's attendance, specifically for Period conversion.</p> <p>Use the pop-up menu to select <b>Presents</b> if your school calculates attendance using the number of periods a student is present in a day. Select <b>Absences</b> if your school calculates attendance using the number of periods a student is absent in a day.</p>
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.
Deduct Passing Time	<p>Certain states require that, in specific circumstances, lunchtime and passing time between scheduled periods must be deducted from those attendance minutes that count towards the average daily attendance (ADA) to be claimed for funding from the state.</p> <p>Select how you want passing time to be deducted:</p> <ul style="list-style-type: none"> <li>○ <b>No</b> to only deduct ADA-excluded periods and sections. No passing time is deducted</li> <li>○ <b>Yes - All Passing Time</b> to deduct all passing time from ADA calculation</li> <li>○ <b>Yes - After ADA Excluded Meetings Only</b> to deduct ADA-excluded periods and sections and any passing time that immediately follows until the next included period and section or end of day occurs (whichever comes first)</li> </ul> <p><b>Note:</b> For detailed information, see the <i>Daily Time Exclusion Administrator Guide</i> on the Pearson customer portal at <a href="https://powersource.pearsonschools.com">https://powersource.pearsonschools.com</a>.</p>

5. Click **Submit**. The Changes Recorded page appears.

## How to Specify Quick Look Up Preferences

The Quick Lookup page displays absences and tardies for each student. You can choose whether to count attendance for sections that meet multiple times per day as single or multiple instances. For example, if a student misses a class that meets during 2 periods per day, you can specify whether that student's Quick Lookup page displays a 1 or 2 for the number of absences for that class. For more information on the Quick Lookup page, see *Student Page Layout*.

1. On the start page, choose **School** from the main menu.
2. Click **Quick Look Up Preferences**. The Quick Look Up Preferences page appears.
3. Select the **Count Multi-Period Meeting attendance once per day** checkbox to count only one attendance instance for a class that meets more than once per day. Deselect the checkbox to count attendance for each period.
4. Click **Submit**. The Changes Recorded page appears.

## Attendance Indicator

On the PowerTeacher start page, a dot appears next to each class' Chair icon. The color of the dot indicates whether or not the teacher has taken attendance for that class. A clear dot indicates attendance has not been taken. A yellow dot and fraction indicates partial attendance has been taken. A green dot indicates attendance has been taken.

To provide you with flexibility, creativity, and a little fun, you can customize the attendance indicator images by replacing them with graphics of your own. You can switch these images as often as you like. For example, you may want to switch your images seasonally by using such images hearts, four-leaf clovers, autumn leaves, or snowmen.

## How to Customize the Attendance Indicator

1. Determine the replacement images.
2. Name the replacement images accordingly:
  - o For the image that indicates that attendance has not been taken (clear dot), use **attendancetaken\_no.png**.
  - o For the image that indicates that partial attendance has been taken (yellow dot), use **attendancetaken\_some.png**.
  - o For the image that indicates that attendance has been taken (green dot), use **attendancetaken\_yes.png**.
3. On your PowerSchool Server, navigate to **data > custom > web\_root**.
4. Create an **images** folder, if one does not already exist.
5. Open the **images** folder.
6. Copy the replacement images to this folder.

## How to Enable Customizations

1. On the start page, choose **System** from the main menu.
2. Click **System Settings**. The System Settings page appears.
3. Click **Customization**. The Customization page appears.

4. Select the **Customization Enabled** checkbox.
5. Click **Submit**.

## How to Disable Customizations

1. On the start page, choose **System** from the main menu.
2. Click **System Settings**. The System Settings page appears.
3. Click **Customization**. The Customization page appears.
4. Deselect the **Customization Enabled** checkbox.
5. Click **Submit**.

## 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 *Attendance Overview*.

## How to Define Section Attendance Settings

Perform the following procedure 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.

Field	Description
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 the checkbox to take attendance each period separately.

- 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 conversion methods, such as Full Day or Half Day. 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, see *Attendance Conversion Items*. For more information on attendance, see *Attendance Overview*.

### How to Access the Attendance Conversions Page

- On the start page, choose **School** from the main menu.
- Click **Attendance Conversions**. The Attendance Conversions page displays the following information:

Type	Description
Name	The name of the attendance conversion.
Edit Conversion Items	The types of attendance conversion items you can create, edit, or delete: <ul style="list-style-type: none"> <li>○ <b>Period</b> - Use to define the number of periods in which the student must be present/absent to receive the number of points ADA value you define.</li> <li>○ <b>Code</b> - Use to define the ADA value you want a student to receive when a specific attendance code is given.</li> <li>○ <b>Time</b> - Use to define the cut off points for attendance and the ADA value a student should receive at each.</li> </ul>

## 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

You can edit the name of an attendance conversion. To edit conversion items, see *Attendance Conversion Items*.

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 Conversion Items

PowerSchool 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.

Attendance code conversions are usually used when daily attendance is enabled. This is because a student has at most one daily attendance record per day and, therefore, one attendance mark. Time conversion can be used with either meeting or daily attendance, enabling the day's attendance value to be determined by the total time recorded for the student for the day.

## Period Items

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

## How to Add Period Items

1. On the start page, choose **School** from the main menu.
2. Click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** in the Period column next to the conversion item for which you want to add period items. The Period-to-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Day Attendance Value	Enter the number of attendance points students receive if they are present, based on the number of periods in the preceding field.  For example, if students are counted as absent for the entire day if they are present for zero or one period, enter <b>0</b> in the fields next to 0 and 1 periods present.
Comments	Enter any comments that are relevant to this attendance conversion item.

**Note:** Alternatively, click **Copy From Other Conversion Table** to copy period items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## How to 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 **Defined** next to the conversion item for which you want to edit period items. The Period-to-Day Attendance Conversion page appears.
4. Edit the information as needed.
5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## Code Items

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

## How to Add Code Items

1. On the start page, choose **School** from the main menu.
2. Click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** in the Code column next to the conversion item for which you want to add code items. The Code-to-Day Attendance Conversion page appears.

- Use the following table to enter information in the fields:

Field	Description
Attendance Value	For each attendance code, enter the number of attendance points students receive if they are marked with that attendance code.
Comments	Enter any comments that are relevant to this attendance conversion item.

**Note:** Alternatively, click **Copy From Other Conversion Table** to copy code items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

- Click **Submit**.
- Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## How to Edit Code Items

- On the start page, choose **School** from the main menu.
- Click **Attendance Conversion**. The Attendance Conversions page appears.
- Click **Defined** next to the conversion item for which you want to edit code items. The Code-to-Day Attendance Conversion page appears.
- Edit the information as needed.
- Click **Submit**.
- Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## Time Items

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

## How to Add Time Items

- On the start page, choose **School** from the main menu.
- Click **Attendance Conversion**. The Attendance Conversions page appears.
- Click **(NONE)** next to the conversion item for which you want to add time items. The Time-To-Day Attendance Conversion page appears.
- Use the following table to enter information in the fields:

Field	Description
Minutes Present	Enter the minimum number of minutes a student must be present to earn the number of attendance points specified in the next field. Use the first row for zero minutes present.
Attendance Value	Enter the number of attendance points students receive if

Field	Description
	they are present, based on the number of minutes you enter in the previous field.
Comments	Enter any comments that are relevant to this attendance conversion item.

**Note:** Alternatively, click **Copy From Other Conversion Table** to copy time items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## How to 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 **Defined** next to the conversion item for which you want to edit time items. The Time Attendance Conversion page appears.
4. Edit the information as needed.
5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## Attendance Functions

Perform attendance-related functions such as recalculating daily attendance or refreshing attendance data. For more information on attendance, see *Attendance Overview*.

### How to Recalculate Daily Attendance

Under certain circumstances, you may need to recalculate the daily attendance minutes. These circumstances may include updating from a previous PowerSchool release or changing the attendance preferences that affect DTE. Once this special function is generated, all daily attendance record minutes for each student are updated based on DTE attendance preferences for each school's full year term.

**Note:** This special function should be generated after regular business hours, but not during nightly processing. The duration of the special function depends on how many daily attendance and associated Attendance\_Time records exist. Run this special function only under the following conditions:

- No attendance activity is occurring, including recording or importing of attendance records
  - No attendance reports are currently running
1. On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.
  2. Click **Attendance Functions**. The Attendance Functions page appears.

3. Click **Recalculate Daily Attendance Minutes**. The Recalculate Daily Attendance Minutes page appears.
4. Select the checkbox next to each school name for which you want to recalculate attendance minutes.

**Note:** The school context is critical in determining which schools appear on this page. When working at the district level, all schools in the district that take daily attendance appear. When working at the school level and the school takes daily attendance, the school appears. When working at the school level and the school does not take daily attendance, the school does not appear.

5. Click **Submit**. The daily attendance minutes are updated.

## How to Update Attendance Views

A special function allows you to update the attendance views as needed, rather than wait for the nightly process to execute this same functionality automatically. This update process recalculates and re-populates the Membership Defaults tables based on the date ranges you specify.

1. On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.
2. Click **Attendance Functions**. The Attendance Functions page appears.
3. Click **Refresh Premier Attendance Views Data**. The Refresh Attendance Views Data Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: <ul style="list-style-type: none"> <li>○ <b>The selected students only</b> to run the report for students in the current selection enrolled in the specified date range.</li> <li>○ <b>All students</b> to run the report for all students in the current school enrolled in the specified date range.</li> </ul>
Begin Date and Ending Date	Specify the date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If no dates or only one date is entered, the special function will run from the first day of the school's term until the current date. Since this process must recalculate attendance values, the greater the date ranges specified, the longer the processing time.  <b>Note:</b> The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received</li> </ul>

Field	Description
	<p>in the Report Queue.</p> <ul style="list-style-type: none"> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected <b>On Specific Date/Time</b> for <b>Processing Output</b>, enter the date to execute the report 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate the hour and minute.</p>

5. Click **Submit**. The refresh process begins. A job file is created showing success and failures for each student processed.

## Attendance Synchronization

Districts that switch from using Daily to Meeting attendance or vice versa during the school year will have attendance records that are out of synch. For instance, during the time period that the district took Daily attendance, Meeting attendance records are missing. Use the automated attendance synchronization process to rebuild the missing attendance records.

### Processing Options

The synchronization process has two processing options:

- Based on existing Daily attendance records, Meeting attendance records will be created.
- Based on existing Meeting attendance records, Daily attendance records will be created.

### Setup

Prior to running the synchronization process, several setup options are required:

- Attendance recording methods – The current method used by the school for recording attendance, as this is the method that will determine the bridge direction (currently taking Daily, so need to retroactively build Meeting OR currently taking Meeting, so need to retroactively build Daily).

- Meeting and Daily Attendance Bridge – Either one-way or two-way sync must be selected:
  - One-way indicates that when a Meeting attendance record is taken during the bridge period, a Daily attendance record is automatically created.
  - Two-way is the same as one-way but also indicates that when a Daily attendance record is taken, a Meeting attendance record is automatically created for the bridge period.
- Bell Schedules – Each bell schedule used in the school's calendar must have a bridge period defined, including default time in and time out.

### Other System Requirements

- System Backup – It is strongly recommended that you back up your system prior to running this process.
- School Year – The synchronization process may not be run for school years prior to 2004-2005.
- Current School Only – The synchronization process may only be run for the current school and may not be run for the district office.

For more information on attendance, see *Attendance Overview*.

### How to Synchronize Attendance

1. On the start page, click **System**.
2. Click **Attendance Bridge Synchronization**. The Attendance Bridge Synchronization page appears.
3. Use the following table to enter information in the fields:

Field	Description
Direction to re-build bridge	<p>Choose <b>From Meeting, build Daily</b> to create a daily attendance record for each meeting attendance record that exists for the calendar day's bridge period:</p> <ul style="list-style-type: none"> <li>○ For each Meeting attendance record existing for the bridge period of the calendar day, a Daily attendance record will be created with the attendance code found in the Meeting record.</li> <li>○ If a Daily record already exists for the student, either with the same attendance code or a different attendance code, a warning will be displayed. The existing record will not be modified under any circumstance.</li> </ul> <p>Choose <b>From Daily, build Meeting</b> to create a meeting attendance record for each daily attendance record that exists for the calendar day:</p> <ul style="list-style-type: none"> <li>○ For each Daily attendance record existing for the calendar day, a Meeting attendance record will be created for the bridge period with the attendance code found in the daily record.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>○ If a Meeting record already exists for the student in the bridge period, either with the same attendance code or a different attendance code, a warning will be displayed. The existing record will not be modified under any circumstance.</li> <li>○ If the attendance code found in the Daily attendance record counts as absent, there is a preference option to mass create a Meeting attendance for every period for the day (not just the bridge period).</li> </ul> <p>When choosing the option to build meeting from daily attendance, meeting attendance records are built as follows:</p> <ul style="list-style-type: none"> <li>○ If the attendance codes denote absence and the preference selected from the Other Preference pop-up menu indicates to mark all periods, a meeting attendance record will be created for each period in the bell schedule.</li> <li>○ If the attendance codes denote absence and the preference selected from the Other Preference pop-up menu indicates to mark only the bridge period, a meeting attendance record will be created for the bridge period identified in the bell schedule.</li> <li>○ If the attendance codes denote present or tardy, regardless of the preference to indicate mark all periods or mark only the bridge period, a meeting attendance record will be created for the bridge period in the bell schedule.</li> </ul>
Other Preferences	<p>From the pop-up menu, select one of the following options:</p> <ul style="list-style-type: none"> <li>○ <b>If daily attendance code is absent, mark all periods absent for the day</b> to create a meeting attendance record for each period in the bell schedule.</li> <li>○ <b>If daily attendance code is absent, mark only the bridge period absent for the day</b> to create a meeting attendance record for the bridge period identified in the bell schedule.</li> </ul>

4. Click **Submit**. The Attendance Bridge Synchronization Progress page appears. When the synchronization is complete, click PowerSchool in the upper-left corner to return to the start page.

**Note:** If a Meeting record already exists for the student in the any of these periods, either with the same attendance code or a different attendance code, a warning will appear. The existing record will not be modified under any circumstance.

## Meeting/Interval Attendance

In PowerSchool, your school can track meeting attendance, interval attendance, daily attendance, and time attendance. Students' meeting and interval attendance records indicate their absences and tardies in each class period during the school day. Interval attendance allows for multiple attendance records per period. Students' daily attendance records indicate their absences, tardies, and arrival and dismissal times for an entire school day. Time attendance is a simple way of adding attendance value by entering total minutes or hours for a given day.

Use the Meeting/Interval 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. In the case of meeting attendance, the days without a code indicate that the student was present. With interval attendance, all days and periods must have a code.

Meeting and interval attendance functions share the same page. The primary difference between the two is that meeting allows for only one attendance record per period while interval attendance allows for multiple attendance records per period based on the specified interval. Whether the class is meeting or interval is determined by what is specified for the section in the *Section Setup* page. Interval attendance may not appear any different from meeting attendance if the period length is less than or equal to the specified interval duration defined in *Attendance Preferences*. For more information on attendance, see *Attendance Overview*.

### Enable Enter Attendance Link on Student Pages Menu

A shortcut to the Edit Meeting/Interval Attendance page is available via the Enter Attendance link, which appears just below the Attendance link. To enable the Enter Attendance link to appear in the student pages menu, **Meeting** or **Interval** must be selected as one of the attendance recording methods and set as the default attendance recording page on the *Attendance Preferences* page.

### How to Take Meeting or Interval Attendance for a Single Day/Period

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

**Note:** Any change recorded for meeting attendance modifies daily attendance if daily attendance is enabled and the period associated with the meeting attendance being modified is the bridge period for that day. Interval attendance never modifies daily attendance.

1. On the start page, search for and select the student.
2. Choose **Attendance** from the student pages menu. The default attendance page appears, based on the Default Attendance Recording Page setting on the Attendance Preferences page.

**Note:** To go directly to the Edit Meeting/Interval Attendance page, click **Enter Attendance** instead of **Attendance**. The Edit Meeting/Interval Attendance page appears. To continue, skip to step 6.

3. If the Meeting/Interval Attendance page does not display by default, click **Meeting/Interval**. The Meeting/Interval Attendance page appears.

**Note:** A dash (-) indicates that school is not in session and/or the student is not enrolled on that date.

4. Click **Show dropped classes also** to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.
5. Click the week link in a week which you want to enter or change attendance. The Edit Meeting/Interval Attendance page appears.

**Note:** The Submit button is unavailable until step 7 is performed.

6. Choose the attendance code from the Current attendance code pop-up menu.
7. Click the fields for the appropriate days and classes. The Edit Meeting/Interval Attendance page displays the attendance code in the fields.
8. To set all the periods and/or intervals for the entire day to the selected code, click **Set All** in the column header for the appropriate days.
9. Click **Submit**. The Changes Recorded page appears.

## How to Take Meeting Attendance for an Extended Day/Period

**Note:** This function does not function with interval attendance.

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.

**Note:** Any change recorded for meeting attendance modifies daily attendance if the following conditions are met: daily attendance is enabled and the period associated with the meeting attendance being modified is the bridge period for that day.

1. On the start page, search for and select the student.
2. Choose **Attendance** from the student pages menu. The default attendance page appears, based on the Default Attendance Recording Page setting on the Attendance Preferences page.

**Note:** To go directly to the Edit Meeting Attendance page, click **Enter Attendance** instead of Attendance. The Edit Meeting Attendance page appears. To continue, skip to step 6.

3. If the Meeting Attendance page does not display by default, click **Meeting**. The Meeting Attendance page appears.

**Note:** A dash (-) indicates that school is not in session and/or the student is not enrolled on that date.

4. Click **Show dropped classes also** to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.
5. Click **Change Meeting Attendance**. The Change Meeting Attendance page appears.
6. Use the following table to enter information in the fields:

Field	Description
Change	The selected students appear.

Field	Description
attendance for	
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 is 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 is submitted as a blank entry.
Meetings to scan	Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, click <b>Select All</b> .
Codes to scan for	Either choose all by clicking <b>All</b> or select the <b>These Codes</b> option and then choose the attendance codes for which you want to scan
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.
Comment	Enter comments that are relevant to this attendance record.

- 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 indicates 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 *Attendance Overview*.

## How to Take Daily Attendance for an Individual Student

Schools use the Daily Attendance function 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 function.

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*, which is available on the Pearson customer portal at <https://powersource.pearsonschools.com>. 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 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.

**Note:** A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.

4. Click the link in a week where you want to enter 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 appears.
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 <b>Submit</b> .
Comment	Enter any additional text, if applicable.
Time In	Enter the time the student arrives, if applicable.
Time Out	Enter the time the student leaves, if applicable.
Exclude from Total Time Calculation	Select the checkbox to exclude this time item from the total time calculation.
Time Comment	Enter any additional text regarding the time the student arrived or left, if applicable.

6. Click **Submit**. The Changes Recorded page appears.

Note that a clock icon, total minutes, attendance code, and time in and time out appear in the date for which you just took 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 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.

**Note:** A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.

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 is 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 is submitted as a blank entry.
Codes to scan for	Select the attendance codes for which you want to scan. 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.
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.
Comment	Enter comments that are relevant to this attendance record, if applicable.

6. Click **Submit**. The Changes Recorded page appears.

Note that a clock icon, total minutes, attendance code, and time in and time out appear in the date for which you just took attendance.

## How to Edit Daily Attendance

1. On the start page, search for and select the student.
2. Choose **Attendance** from the student pages menu. 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.

**Note:** A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.

4. Click the link in a week where you want to change attendance codes. The Edit 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 appears.
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 <b>Submit</b> .
Comment	Enter any additional text.
Time In	The time the student arrives appears.
Time Out	The time the student leaves appears.
Minutes	Based on the times entered, the minutes the student has attended for each class appears, as well as the total minutes the student has attended for the day.
Comment	Any additional text regarding the time the student arrived or left appears.
Exclude from Total Time Calculation	Indicates whether or not this time item is excluded from the total time calculation.

6. Click **Submit**. The Changes Recorded page appears.

Note that a clock icon, total minutes, attendance code, and time in and time out appear in the date for which you just took 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 using either Meeting or Daily attendance. Meeting attendance is taken each time a class meets, whereas Daily attendance is taken for an entire school day. For more information on attendance, see *Attendance Overview*.

## How to Change Group Attendance (Meeting)

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 Meeting Attendance page appears.
3. Use the following table to enter information in the fields:

Field	Description
Change attendance for	The selected students 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 is 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 is submitted as a blank entry.
Meetings to scan	Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, click <b>Select All</b> .
Codes to scan for	Either choose all by selecting <b>All</b> or select the <b>These Codes</b> option and then choose the attendance codes for which you want to scan.
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.
Comment	Enter comments that are relevant to this attendance record.

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.

## How to Change Group Attendance (Daily)

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 Meeting Attendance page appears.
3. Click **Daily**. The Change Meeting Attendance page appears.
4. Use the following table to enter information in the fields:

Field	Description
Change attendance for	The selected students 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 is 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 is submitted as a blank entry.
Codes to scan for	Either choose all by selecting <b>All</b> or select the <b>These Codes</b> option and then choose the attendance codes for which you want to scan
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.
Comment	Enter comments that are relevant to this attendance record.

5. 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.

## 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 contact 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 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 the report appears.
Version	The application version of the report appears.
Description	A description of the report's function appears.
Attendance Mode	<p>Use the pop-up menu to select one the attendance recording methods for which you want to run this report:</p> <ul style="list-style-type: none"> <li>○ <b>Use Default:</b> searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default.</li> <li>○ <b>Daily:</b> searches for and displays report output by day.</li> <li>○ <b>Meeting:</b> searches for and displays report output by period.</li> </ul> <p>For more information about attendance modes, see <i>Attendance Overview</i>.</p> <p><b>Note:</b> Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the "Use default settings" checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.</p>
Students to Include	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>○ <b>The selected students only</b> to run the report for students in the current selection enrolled in the specified date range.</li> <li>○ <b>All students</b> to run the report for all students in the current school enrolled in the specified date range.</li> </ul>
Grades	<p>Select the checkboxes of the grade levels 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.</p> <p>Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the "Students to Include" selection.</p>
Attendance Codes	Select the attendance codes for which you want to scan, or

Field	Description
	select <b>ALL CODES</b> . 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 is submitted as a blank entry.  <b>Note:</b> The date entered must fall within the selected school year term.
Periods	If <b>Meeting</b> has been chosen from the Attendance Mode pop-up menu, select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.  <b>Note:</b> If <b>Daily</b> has been chosen from the Attendance Mode pop-up menu, periods do not apply.
Processing Options	Select a time to run the report: <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.  Use the pop-up menus to indicate the hour and minute.
Include Student Number	Select the checkbox to include the student numbers 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,

Field	Description
	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:
  - o Click a name to open the student pages menu and work with that student.
  - o 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 *Work With Groups*.
  - o Click **Find** to identify teachers who have not yet taken attendance. For more information on this function, see *How to Run the PowerGrade Attendance Report*.
  - o Print the report from your Web browser or save it to another application. For more information, see *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 absence 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 the report appears.
Version	The application edition of the report appears.
Description	A description of the report appears.
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. <ul style="list-style-type: none"> <li>o <b>Use Default</b>: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default.</li> <li>o <b>Daily</b>: Searches for and displays report output by day.</li> <li>o <b>Meeting</b>: Searches for and display report output by</li> </ul>

Field	Description
	<p>period.</p> <p>For more information about attendance modes, see <i>Attendance Overview</i>.</p> <p><b>Note:</b> Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the "Use default settings" checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.</p>
Attendance Codes	<p>Select the attendance codes for which you want to scan, or select <b>ALL CODES</b>. 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.</p>
Attendance Codes	<p>Select the attendance code for which you want to scan for the report.</p> <p><b>Note:</b> Only one attendance code can be selected at a time.</p>
Begin Date and Ending Date	<p>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 is submitted as a blank entry.</p> <p><b>Note:</b> The date entered must fall within the selected school year term.</p>
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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</p>

Field	Description
	date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
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: <ul style="list-style-type: none"> <li>○ <b>All Enrollment Records</b> - All students with an enrollment record in the current school.</li> <li>○ <b>Current Enrollment Records</b> - Only students that are actively enrolled in the current school on the date the report is run.</li> </ul>
Include Student Number	Select the checkbox to include the student numbers on the report.
Itemize by Day	Select the checkbox to further parse the scan by cycle days selected.  <b>Note:</b> 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 *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.

By default, the codes and values included in the report represent full days of 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, for example, 1.5 for a 2-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.

To include codes and values for partial day absences and attendance, select the Include Partial Attendance checkbox before submitting.

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 the report.
Version	The application version of the report.
Description	A description of the report's function.
Attendance Mode	<p>Use the pop-up menu to select one the attendance recording methods for which you want to run this report.</p> <ul style="list-style-type: none"> <li>○ <b>Use Default</b>: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default.</li> <li>○ <b>Daily</b>: Searches for and displays report output by day.</li> <li>○ <b>Meeting</b>: Searches for and displays report output by period.</li> </ul> <p>For more information about attendance modes, see <i>Attendance Overview</i>.</p> <p><b>Note:</b> Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the "Use default settings" checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.</p>
Attendance Conversion	<p>Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected.</p> <ul style="list-style-type: none"> <li>○ If the Attendance Mode of <b>Use Defaults</b> was selected, <b>Use Defaults</b> appears by default. There are no other menu options to choose from.</li> <li>○ If the Attendance Mode of <b>Daily</b> was selected, choose either <b>Code to Day</b> or <b>Time to Day</b>.</li> <li>○ If the Attendance Mode of <b>Meeting</b> was selected, choose <b>Period to Day</b> or <b>Time to Day</b>.</li> </ul> <p>For more information about attendance conversions, see <i>Attendance Overview</i>.</p>

Field	Description
Students to Include	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>○ <b>The selected students only</b> to run the report for students in the current selection enrolled in the specified date range.</li> <li>○ Select <b>All students</b> to run the report for all students in the current school enrolled in the specified date range.</li> </ul>
Grades	<p>Select the checkboxes of the grade levels 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.</p> <p>Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the "Students to Include" selection.</p>
Reporting Segment or Begin Date and Ending Date	<p>Select which date range to use for this report:</p> <ul style="list-style-type: none"> <li>○ <b>Reporting Segment:</b> Choose a reporting segment from the pop-up menu. For more information on reporting segments, see <i>Reporting Segments</i>.</li> <li>○ <b>Begin Date and Ending Date:</b> 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 is submitted as a blank entry.</li> </ul> <p><b>Note:</b> The date entered must fall within the selected school year term.</p>
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>

Field	Description
Specific Date/Time	If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.  Use the pop-up menus to indicate the hour and minute.
Include Student Number	Select the checkbox to include the student numbers on the report.
Include Partial Attendance	By default, the codes and values included in the report represent full days absences and attendance even if the school is set up with attendance conversions that count partial absences and attendance. To include codes and values for partial day absences and attendance, select the Include Partial Attendance checkbox before submitting.

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 *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 the report.
Version	The application edition of the report.
Description	A description of the 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 is submitted as a blank entry.  <b>Note:</b> The date entered must fall within the selected school year term.
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.

Field	Description
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	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate the hour and minute.</p>

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 message "School is not in session on date specified" appears. If all teachers have entered attendance, the message "All teachers have taken attendance" appears.

6. Do any 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 *Run, Print, and Save Reports*.

## How to Run the Weekly Attendance Summary (Meeting) Report

Use the Weekly Attendance Summary (Meeting) 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 (Meeting)**. The Weekly Attendance Summary (M) Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
4. Use the following table to enter information in the fields in the report parameters section:

Field	Description
Weeks	Choose the week to scan from the pop-up menu.
Teachers	<p>Select the teachers for which you want to scan, or select <b>ALL TEACHERS</b>. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the teacher you want to scan.</p> <p><b>Note:</b> For a staff member to appear in this list, the Staff Status field (accessible via Start Page &gt; Staff &gt; Select A Staff Member &gt; Edit Information) must set to <b>Teacher</b> and <b>Current</b>.</p>
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate the hour and minute.</p>

5. Use the following table to enter information in the fields in the "Data to be filled" section:

Field	Description
Attendance Mode	<p>Use the pop-up menu to select one the attendance recording methods for which you want to run this report.</p> <ul style="list-style-type: none"> <li>○ <b>Meeting Mode:</b> Searches for and displays report output by period.</li> <li>○ <b>Interval Mode:</b> Searches for and displays report output by interval.</li> </ul> <p>For more information about attendance modes, see <i>Attendance Overview</i>.</p> <p><b>Note:</b> Menu options appear based on your attendance setup configuration.</p>
Attendance Codes	<p>Enter in the appropriate fields the attendance codes to scan:</p> <ul style="list-style-type: none"> <li>○ <b>Absent</b></li> <li>○ <b>Unexcused</b></li> <li>○ <b>Tardy</b></li> </ul> <p><b>Note:</b> Use a comma to separate multiple attendance codes. Do not use a blank space between the comma and the attendance code.</p>
Show Sections	<p>Use the pop-up menu to indicate whether you want either all sections or only sections containing the selected attendance codes to appear in the report.</p>
Audit Students	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>○ <b>Currently Enrolled in Class</b> to run the report for students who are currently enrolled in the class.</li> <li>○ <b>Ever in Class</b> to run the report for students who are currently enrolled or have ever been enrolled in the class.</li> </ul>
Include Student Number	<p>Select the checkbox to include student numbers on the report.</p>
Include Verification Line	<p>Select the checkbox to include a verification line on the report. The verification line can be used to "sign off" on the accuracy of the report.</p>

6. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes.
7. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

## How to Run the Weekly Attendance Summary (Daily) Report

Use the Weekly Attendance Summary (Daily) report to generate a weekly attendance summary by teacher. Schools commonly use this report to verify weekly attendance for each teacher. 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 (Daily)**. The Weekly Attendance Summary (D) Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
4. Use the following table to enter information in the fields in the report parameters section of the report:

Field	Description
Weeks	Choose the week to scan from the pop-up menu.
Teachers	Select the teachers for which you want to scan, or select <b>ALL TEACHERS</b> . To select multiple teachers, press and hold <b>COMMAND</b> (Mac) or <b>CONTROL</b> (Windows) as you click each of the teacher you want to scan.  <b>Note:</b> For a staff member to appear in this list, the Staff Status field (Start Page > Staff > Select A Staff Member > Edit Information) must set to <b>Teacher</b> and <b>Current</b> .
Processing Options	Select a time to run the report: <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.

Field	Description
	Use the pop-up menus to indicate the hour and minute.

5. Use the following table to enter information in the fields in the Data to be filled section of the page:

Field	Description
Attendance Codes	Enter the attendance codes to scan in the appropriate fields: <ul style="list-style-type: none"> <li>o <b>Absent</b></li> <li>o <b>Unexcused</b></li> <li>o <b>Tardy</b></li> </ul> <p><b>Note:</b> Use a comma to separate multiple attendance codes. Do not include blank spaces between the comma and the attendance code.</p>
Include Student Number	Select the checkbox to include student numbers on the report.
Include Verification Line	Select the checkbox to include a verification line on the report. The verification line can be used to "sign off" on the accuracy of the report.

6. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes.
7. Print the report from your Web browser or save it to another application. For more information, see *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 Attendance Verification**. The Period Attendance Verification Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
4. Use the following table to enter information in the fields in the report parameters section:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. <ul style="list-style-type: none"> <li>o <b>Meeting</b>: Searches for and displays report output by period.</li> <li>o <b>Interval</b>: Searches for and displays report output by</li> </ul>

Field	Description
	<p>interval.</p> <p>For more information about attendance modes, see <i>Attendance Overview</i>.</p> <p><b>Note:</b> Menu options appear based on your attendance setup configuration.</p>
Weeks	Choose from the pop-up menu the week to scan.
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate the hour and minute.</p>

5. Use the following table to enter information in the fields in the Data to be filled section:

Field	Description
Find the number of students who are marked present for this number of periods (or intervals) in each day*	To search for the number of students who are marked present for a given number of periods (or intervals) in each day, enter a value in this field.
Audit Students	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>○ <b>Currently Enrolled in Class</b> to run the report for</li> </ul>

Field	Description
	<p>students who are currently enrolled in the class.</p> <ul style="list-style-type: none"> <li>○ <b>Ever in Class</b> to run the report for students who are currently enrolled or have ever been enrolled in the class.</li> </ul>

6. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes. The following headers appear in the output file:

Column Name	Description
Teacher	Teacher's name in the format "Lastname, Firstname."
Course Name	Course name of the section reported on the page.
Expression	Periods and Cycle Days associated for the section reported on the page.
Course Number	Course number of the section reported on the page.
Section Number	Section number of the section reported on the page.

7. Each row represents a record for the student for the section. The table below describes each column in the output file:

Column Name	Description
Day	Day of the week.
Date	Date.
Expression	Period and cycle day.
Student	Student's name in the format "Lastname, Firstname."
Teacher Signature	School number associated with the enrollment record. Because this is a report for a school, it will always be the current school.
Date	School name abbreviation associated with the enrollment record. Because this is a report for a school, it will always be the current school.

8. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

## Attendance Reports

Before producing attendance 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 *Advanced Search and Select*. For more information on attendance count and audit reports, see *Attendance Count Report*, the *Class Attendance Audit Report*, and the *Student Attendance Audit Report*.

To indicate a selection of students when running a report, select that group of students before running the reports. 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 *Attendance Overview*.

### Related Topics

- *Absentee*
- *Consecutive Absences*
- *Monthly Student Attendance Report*
- *Period Attendance Verification*
- *PowerGrade Attendance*
- *Weekly Attendance Summary (Meeting)*
- *Weekly Attendance Summary (Daily)*

## 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 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. The upper portion of the page displays the report's name, version number, description, and comments.
4. Use the following table to enter information in the fields in the report parameters section:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. <ul style="list-style-type: none"> <li>○ <b>Use Defaults:</b> Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these</li> </ul>

Field	Description
	<p>groupings with different modes and conversion items is to use the default.</p> <ul style="list-style-type: none"> <li>○ <b>Daily:</b> Searches for and displays report output by day.</li> <li>○ <b>Meeting:</b> Searches for and displays report output by period.</li> <li>○ <b>Interval:</b> Searches for and displays report output by interval.</li> <li>○ <b>Time:</b> Searches for and displays report output by time.</li> <li>○ <b>Time/Interval:</b> Searches for and displays report output by time and interval.</li> </ul> <p>For more information about attendance modes, see <i>Attendance Overview</i>.</p> <p><b>Note:</b> Menu options appear based on your attendance setup configuration.</p>
Students to Include	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>○ <b>The selected students only</b> to run the report for students in the current selection enrolled in the specified date range.</li> <li>○ <b>All students</b> to run the report for all students in the current school enrolled in the specified date range.</li> </ul>
Grades	<p>Select the checkboxes of the grade levels 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.</p> <p>Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the "Students to Include" selection.</p>
Attendance Codes	<p>Select the attendance codes for which you want to scan, or select <b>ALL CODES</b>. 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.</p>
Begin Date and Ending Date	<p>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 is submitted as a blank entry.</p> <p><b>Note:</b> The date entered must fall within the selected school year term.</p>

Field	Description
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate the hour and minute.</p>

5. Use the following table to enter information in the fields in the Data to be filled section:

Field	Description
Include Dropped Classes	Select the 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	<p>Select the checkbox to further parse the scan by cycle days selected.</p> <p><b>Note:</b> This checkbox appears only for schools with multi-day schedules.</p>
Include Student Number	Select the checkbox to include the student numbers on the report.
Number of Blank Lines Below Student Names	Enter the number of blank lines to include as separators after each student name.

6. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
7. Do any of the following:
  - o 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 *Work With Groups*.
  - o Click **Find** to identify teachers who have not yet taken attendance. For more information, see *How to Run the PowerGrade Attendance Report*.
  - o Print or save the report. For more information, see *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. The upper portion of the page displays the report's name, version number, description, and comments.
4. Use the following table to enter information in the fields in the report parameters section:

Field	Description
Reporting Segment or Begin Date and Ending Date	<p>Select which date range to use for this report:</p> <ul style="list-style-type: none"> <li>o <b>Reporting Segment</b>: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see <i>Reporting Segments</i>.</li> <li>o <b>Begin Date and Ending Date</b>: 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 is submitted as a blank entry.</li> </ul> <p><b>Note:</b> The date entered must fall within the selected school year term.</p>
Teachers	<p>Select the teachers for which you want to scan, or select <b>ALL TEACHERS</b>. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the teachers you want to scan.</p> <p><b>Note:</b> For a staff member to appear in this list, the Staff Status field (accessible via Start Page &gt; Staff &gt; Select A Staff Member &gt; Edit Information) must be set to <b>Teacher</b> and <b>Current</b>.</p>
Periods	<p>Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.</p>

Field	Description
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate the hour and minute.</p>
Data to be Filled	<p>In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose <b>Set All</b> to select all checkboxes and <b>Reset All</b> to remove all checkboxes next to the following fields.</p>
Vocational Classes Only	<p>Select the checkbox to limit the audit to just vocational classes.</p>
Include Student Number	<p>Select the checkbox to include the student numbers on the report.</p>
Header Label 1	<p>To include sections and courses table data in the header of this report, enter the text you want to appear on the report.</p>
Field 1	<p>If you entered text in the Header Label 1 field, enter the code needed to pull the data from the sections and courses table.</p>
Header Label 2	<p>See Header Label 1.</p>
Field 2	<p>See Field 1.</p>
Include Term Name	<p>Select the checkbox to display the selected term in the header of the report, such as <b>Term: 2009-2010</b>.</p>
Break to a new page for each	<p>Use the pop-up menu to indicate how you want page breaks to be applied.</p>

Field	Description
	<b>Note:</b> Do not run this report for reporting segments if segments are longer than 20 school days. Also, you must have the Reporting Segments option selected above when using this option.
Page Size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Page Orientation	Choose the page layout from the pop-up menu. Portrait is a vertical page; landscape is a horizontal page.
Scale	Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.

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 *Run, Print, and Save Reports*.

**Note:** Asterisks (\*) appear for days that are off-track for students.

## How to Run the Attendance Summary by Grade Report

Use the Attendance Summary by Grade report to generate **aggregated** attendance information for a date range and grades.

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 Summary by Grade**. The Attendance Summary by Grade Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
4. Use the following table to enter information in the fields

Field	Description
Attendance Mode	Use the pop-up menu to select the attendance recording method for which you want to run this report. <ul style="list-style-type: none"> <li>○ <b>Use Defaults:</b> Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default.</li> <li>○ <b>Daily:</b> Searches for and displays report output by</li> </ul>

Field	Description
	<p>day.</p> <ul style="list-style-type: none"> <li>○ <b>Meeting:</b> Searches for and displays report output by period.</li> <li>○ <b>Interval:</b> Searches for and displays report output by interval.</li> <li>○ <b>Time:</b> Searches for and displays report output by time.</li> <li>○ <b>Time/Interval:</b> Searches for and displays report output by time and interval.</li> </ul> <p><b>Note:</b> Menu options appear based on your attendance setup configuration. For more information about attendance modes, see <i>Attendance Overview</i>.</p>
Attendance Conversion	<p>Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected.</p> <ul style="list-style-type: none"> <li>○ If the Attendance Mode of <b>Use Defaults</b> was selected, <b>Use Defaults</b> appears by default. There are no other menu options to choose from.</li> <li>○ If the Attendance Mode of <b>Daily</b> was selected, choose either <b>Code to Day</b> or <b>Time to Day</b>.</li> <li>○ If the Attendance Mode of <b>Meeting</b> was selected, choose <b>Period to Day</b> or <b>Time to Day</b>.</li> <li>○ If the Attendance Mode of <b>Interval</b> was selected, only the <b>Time to Day</b> conversion can be selected.</li> <li>○ If the Attendance Mode of <b>Time</b> was selected, only the <b>Time to Day</b> conversion can be selected.</li> <li>○ If the Attendance Mode of <b>Time/Interval</b> was selected, only the <b>Time to Day</b> conversion can be selected.</li> </ul> <p><b>Note:</b> For more information about attendance conversions, see <i>Attendance Overview</i>.</p>
Grades	<p>Select the checkboxes of the grade levels 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.</p> <p>Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the Students to Include selection.</p>
Reporting Segment or Begin Date and Ending	<p>Select which date range to use for this report:</p> <ul style="list-style-type: none"> <li>○ <b>Reporting Segment:</b> Choose a reporting segment from the pop-up menu. For more information on</li> </ul>

Field	Description
Date	<p>reporting segments, see <i>Reporting Segments</i>.</p> <ul style="list-style-type: none"> <li>○ <b>Begin Date and Ending Date:</b> 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 is submitted as a blank entry.</li> </ul> <p><b>Note:</b> The date entered must fall within the selected school year term.</p>
Special Programs	<p>Select the checkboxes for the programs to scan.</p> <p><b>Note:</b> When one or more special programs are selected, the report produces one table listing students who are not in the selected special programs and a table for each selected special program listing those students who are in the selected special program.</p>
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ Choose <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate the hour and minute.</p>

5. Use the following table to enter information in the Data to be filled section:

Field	Description
Report by Track	Indicate whether you want to filter the report by tracks.
Tracks	If you selected <b>Yes</b> for Report by Track but no track is entered, the report includes only students with a blank track.

Field	Description
	To include only students in specific tracks, do not include a leading comma in the list of tracks, for example, <b>A,B,C</b> . To include both students that have both blank and defined tracks, enter a leading comma in the list of tracks, for example, <b>,A,B,C</b> .  If you selected <b>No</b> for the Report by Track, the tracks entered will be ignored.
Check for possible conflicts	Click to check for possible track errors.
Display Audit Table	Select the checkbox to display the audit table, which includes the last grade and special program information.

6. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file when no special programs are selected in the report parameters:

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, such as enrolled, withdrew, or 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.
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were not enrolled 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.

Column Name	Description
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

7. The following information appears in the output file when one or more special programs are selected in the report parameters. Additionally, a summary table displays **students not in** the selected special programs:

Column Name	Description
Carry Forwards	The number of students that were enrolled prior to the reporting period and not enrolled in any of the checked special programs.
Gain	The number of students that enrolled during the reporting period and not enrolled in any of the checked special program.
Multiple gain	The number of students that had multiple enrollments during the reporting period, such as enrolled, withdrew, or re-enrolled.
Loss	The number of students that withdrew/transferred during the reporting period and the number of students that enrolled into any of the checked special programs.
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 while not in any of the checked special programs.
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were not enrolled 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 while not in any of the checked special programs.
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

8. The following information appears in the output file when one or more special programs are selected in the report parameters. Additionally, a summary table displays for **only students in** each of the selected special programs:

Column Name	Description
Carry Forwards	The number of students that were enrolled in the special program prior to the reporting period.
Gain	The number of students that enrolled in the special program during the reporting period.
Multiple gain	The number of students that had multiple enrollments in the special program during the reporting period, such as enrolled, withdrew, or re-enrolled.
Loss	The number of students that withdrew/transferred from the special program during the reporting period.
Ending	The number of students enrolled in the special program on the last day of the reporting period.
Actual Days	Total number of student enrolled days in the special program in the reporting period.
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were not enrolled in the special program 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 while enrolled in the special program.
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

9. The following information appears in the output file when the Display Audit Table field is set to Yes:

Column Name	Description
[Blank]	The index for the row.
Student	The Last Name, First Name of the student.
Carry Fwd	An X appears if the student was already enrolled prior to the reporting period.
Monh/Day	The grade level of the student on each date within the

Column Name	Description
Cycle Day	reporting period. <b>SP</b> also appears if the student is enrolled in any of the special programs checked in the parameters.
Gain	The number of times the student enrolled/re-enrolled in the reporting period.
Loss	The number of times the student withdrew/transferred from the special program during the reporting period.
Mem	The number of membership days for the student during the reporting period.
Att	The total attendance for the student during the reporting period.
N/E	The total number of not enrolled days for the student during the reporting period.

10. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*. To generate a roster detailing attendance by day and the average daily attendance and average daily membership by date range, see *How to Run the Student Attendance Audit Report*.

## 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 the report appears.
Version	The application edition of the report appears.
Description	A description of the report's function appears.
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. <ul style="list-style-type: none"> <li>o <b>Use Default</b>: searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items</li> </ul>

Field	Description
	<p>is to use the default.</p> <ul style="list-style-type: none"> <li>○ <b>Daily</b>: searches for and displays report output by day.</li> <li>○ <b>Meeting</b>: searches for and displays report output by period.</li> </ul> <p>For more information about attendance modes, see <i>Attendance Overview</i>.</p> <p><b>Note:</b> Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.</p>
Attendance Conversion	<p>Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected.</p> <ul style="list-style-type: none"> <li>○ If the Attendance Mode of <b>Use Defaults</b> was selected, <b>Use Defaults</b> appears by default. There are no other menu options to choose from.</li> <li>○ If the Attendance Mode of <b>Daily</b> was selected, choose either <b>Code to Day</b> or <b>Time to Day</b>.</li> <li>○ If the Attendance Mode of <b>Meeting</b> was selected, choose <b>Period to Day</b> or <b>Time to Day</b>.</li> </ul> <p>For more information about attendance conversions, see <i>Attendance Overview</i>.</p>
Students to Include	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>○ <b>The selected students only</b> to run the report for students in the current selection enrolled in the specified date range.</li> <li>○ <b>All students</b> to run the report for all students in the current school enrolled in the specified date range.</li> </ul>
Grades	<p>Select the checkboxes of the grade levels 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.</p> <p>Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” selection.</p>
Reporting Segment or Begin Date and Ending	<p>Select which date range to use for this report:</p> <ul style="list-style-type: none"> <li>○ <b>Reporting Segment</b>: Choose a reporting segment</li> </ul>

Field	Description
Date	<p>from the pop-up menu. For more information on reporting segments, see <i>Reporting Segments</i>.</p> <ul style="list-style-type: none"> <li>○ <b>Begin Date and Ending Date:</b> 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 is submitted as a blank entry.</li> </ul> <p><b>Note:</b> The date entered must fall within the selected school year term.</p>
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	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate the hour and minute.</p>
Include Student Number	Select the checkbox to include the student numbers 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
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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.
ADA	Average daily attendance.
ADM	Average daily membership
Grand Total	The total attendance for each day for each student.

- Print the report from your Web browser or save it to another application. For more information, see *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.

- On the start page, choose **Reports** from the main menu. The Reports page appears.
- Click **Run Reports**. The Run Reports page appears.
- Click **Year-to-Date Attendance Summary**. The Year to Date Attendance Summary Report page appears.
- Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report appears.
Version	The application edition of this report appears.
Description	A description of this report's function appears.
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. <ul style="list-style-type: none"> <li><b>Use Default:</b> Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>○ <b>Daily:</b> Searches for and displays report output by day.</li> <li>○ <b>Meeting:</b> Searches for and displays report output by period.</li> </ul> <p>For more information about attendance modes, see <i>Attendance Overview</i>.</p> <p><b>Note:</b> Menu options appear based on your attendance setup configuration. For the Use Default menu option to display, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to display, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.</p>
Attendance Conversion	<p>Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected.</p> <ul style="list-style-type: none"> <li>○ If the Attendance Mode of <b>Use Defaults</b> was selected, <b>Use Defaults</b> appears by default. There are no other menu options to choose from.</li> <li>○ If the Attendance Mode of <b>Daily</b> was selected, choose either <b>Code to Day</b> or <b>Time to Day</b>.</li> <li>○ If the Attendance Mode of <b>Meeting</b> was selected, choose <b>Period to Day</b> or <b>Time to Day</b>.</li> </ul> <p>For more information about attendance conversions, see <i>Attendance Overview</i>.</p>
Grades	<p>Select the checkboxes of the grade levels 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.</p> <p>Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” selection.</p>
Reporting Segment or Begin Date and Ending Date	<p>Select which date range to use for this report:</p> <ul style="list-style-type: none"> <li>○ <b>Reporting Segment:</b> Choose a reporting segment from the pop-up menu. For more information on reporting segments, see <i>Reporting Segments</i>.</li> <li>○ <b>Begin Date and Ending Date:</b> 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 is submitted as a blank entry.</li> </ul> <p><b>Note:</b> The date entered must fall within the selected school</p>

Field	Description
	year term.
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ <b>At Night</b> to execute the report during the next evening.</li> <li>○ <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate the hour and minute.</p>

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
ADA	Average daily attendance per segment.

6. Print the report from your Web browser or save it to another application. For more information, see *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 *Attendance Reports*.

To indicate a selection of students when running a report, select that group of students before running the reports. 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 *Attendance Overview*.

## Related Links

- *Attendance Count*
- *Class Attendance Audit*
- *Attendance Summary by Grade*
- *Student Attendance Audit*
- *Year-to-Date Attendance Summary*

## Time Attendance

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

Time attendance is a simple way of adding attendance value by entering total minutes or hours for a given day. It is often used to enter work experience hours off of a timecard from a student's vocational job or for entering independent study hours.

Use the Time Attendance function to view or change a student's time attendance record. Each column represents one week, with the days of the week (MTWTF) in blue. Attendance minutes are noted in the chart under each day.

For more information on attendance, see *Attendance Overview*.

## How to Take Time Attendance

After you add a time attendance entry, you can modify the entry by clicking the minutes in the appropriate day column. Multiple time attendance entries can be made for a single day by clicking the day abbreviation. Each time the day abbreviation is clicked a new entry is displayed to be filled out. Time entries cannot be deleted but they can be given a zero minute (or hour) amount which effectively voids them.

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 **Time**. The Time Attendance page appears.

**Note:** A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.

4. Click the day abbreviation in a week where you want to enter or change attendance. The New Time 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 appears (read-only).
Attendance Code	Choose the attendance code from the pop-up menu.
Time	Enter the total amount of attendance time for this record. The value can either be entered in minutes or hours.
Minutes/Hours	Let the system know whether the time value entered is in minutes or hours. The default is minutes. If the time value entered is in hours then select hours from the pop-up menu. The system will convert the value to minutes when it is stored. Hours are not stored with the record.
Program	If these hours are associated to a special program that the student is enrolled in then specify that there. For example, California's Alternative Education program for Continuation Education requires that attendance is tracked for the program. The valid values are any of the special programs that the student is currently enrolled in.
Work Experience	This is primarily targeted for use for California Continuation Education, which requires that the attendance hours related to work time are tracked.
Comment	Enter any additional text regarding this record.

6. Click **Submit**. The Changes Recorded page appears.

## Backfill Preferences

Use this page to specify preferences for the backfill process.

Backfill is a process that specifically supports the California Continuation Education alternative program. The purpose of backfilling is to maximize the number of attendance hours that can be claimed for state funding by taking excess hours from a school week and applying those hours to a prior week in which the maximum hours were not achieved. There is a set number of hours per week that can be used towards ADA funding. Once this maximum has been reached the state allows any additional hours to be used in earlier weeks in which a student did not attend for the maximum. Hours can only be "backfilled" to previous weeks. They cannot be used for future weeks. There are numerous rules regarding backfilling and how hours can be claimed. For more information on attendance, see *Backfill Management*.

### How to Specify Backfill Preferences

1. On the start page, choose **School** from the main menu.
2. Click **Backfill Preferences**. The Attendance Backfill Preferences page appears.
3. Use the following table to enter information in the Reporting section:

Type	Description
CA Continuation School Backfill Enabled	<p>Enabling the checkbox indicates to the system that the various functionality necessary to support backfill throughout the system should be turned on. This results in the following:</p> <ul style="list-style-type: none"> <li>○ The Backfill Management page is enabled and visible to be selected.</li> <li>○ Certain aggregation necessary to support backfill will occur whenever attendance is recorded in the system</li> <li>○ Three new attendance categories will be created, if they are not already existing, that are necessary to support backfill reports. These categories are: <ul style="list-style-type: none"> <li>▪ Unexcused Absences</li> <li>▪ Excused Absences</li> <li>▪ Suspensions</li> </ul> </li> </ul>
Realtime Backfill Enabled	<p>Enabling Realtime backfill results in backfill being applied whenever attendance is recorded in the system. Each time attendance is recorded and submitted for a student the system will determine if the maximum number of course attendance hours that can be claimed for funding has been exceeded. If there are excess hours the system will determine whether any prior weeks did not reach the maximum hours and the excess hours will be applied to those prior short weeks. Realtime backfill <i>may</i> result in a slight degradation of performance when taking attendance. The alternative to enabling realtime backfill is to run a separate backfill process on a regular basis (see <i>Backfill Management</i>). Enabling realtime backfill can save time and extra steps when it comes time to report ADA.</p>
Program to Backfill	<p>Continuation Education students must be enrolled into the Continuation Education program (see <i>Schools</i>). The system determines who is eligible for backfill according to those students who are enrolled in the program identified here. Additionally, the system determines which sections are eligible for backfill according to which sections are assigned to the Continuation Education program (see <i>Sections</i>). Specify here the program defined for Continuation Education.</p>
Target Hours per Day in Week	<p>The system must know the maximum number of hours per week that can be claimed toward ADA funding. The number of hours is based on a five day in-session school week and is currently 15 hours. The maximum hours are proportional to the number of in-session school days for the week which results in three hours per day. Three hours is the default for this field. If this value is ever changed by the state then the appropriate hours per day should be entered here.</p>
Maximum Work Experience Hours	<p>California rules for eligible ADA hours state that only ten hours of work experience can be claimed toward funding in a given five day school week. This breaks down into two hours</p>

Type	Description
per Day in Week	per day thus a week with only three in-session days can only claim six work experience hours towards ADA. The system takes this into account when performing backfill as well as during the reporting of ADA for continuation education. The default is two hours.
Backfill Start Date	The Backfill Start Date is used to let the system know how far back it should look when investigating for weeks that need backfill hours to achieve the maximum that can be claimed for ADA. This date should be changed whenever reports are produced, especially auditing reports or P1, P2 and P3 reports for the state, so that the backfill process does not change attendance for weeks that have already been reported. The default is the beginning of the school year.
Backfill End Date	The Backfill End Date identifies the date on which backfill will no longer be applied. Using a date prior to the current system date effectively disables backfill for any attendance taken after the the end date. Typically this should always be left blank to indicate the current date or it should be set to the end of the school year.

4. Click **Submit**. The Changes Recorded page appears.

## Backfill Management

Backfill is a process that specifically supports the California Continuation Education alternative program. The purpose of backfilling is to maximize the number of attendance hours that can be claimed for state funding by taking excess hours from a school week and applying those hours to a prior week in which the maximum hours were not achieved. There is a set number of hours per week that can be used towards ADA funding. Once this maximum has been reached the state allows any additional hours to be used in earlier weeks in which a student did not attend for the maximum. Hours can only be "backfilled" to previous weeks. They cannot be used for future weeks. There are numerous rules regarding backfilling and how hours can be claimed.

Backfill can be applied at the time that attendance is taken by enabling the Realtime Backfill preference (see *Backfill Preferences*) and/or backfill can be run as a separate process through the Backfill Management area. There are certain situations that can occur during Realtime Backfill that mandate using the Backfill Management process. Specifically, if attendance is changed for a week in which backfill was applied then the student is flagged as a backfill exception student. If this occurs then backfill must be run as a separate process through this Backfill Management area. If Realtime Backfill is enabled it is always a good plan to check for exception students prior to producing attendance reports by navigating to the Backfill Management area and running the "Select Backfill Exception Students" process. If no students are returned then it is safe to run the reports otherwise running the follow processes on this page will reapply backfill for those selected students:

1. Select Backfill Exception Students.
2. Clear Backfill.
3. Re-Aggregate Attendance.
4. Run Backfill.

If Realtime Backfill is not enabled then schools must always run the backfill process through the Backfill Management page prior to producing attendance reports. The proper steps for accomplishing this process are:

1. Ensure that the proper begin and end dates are set correctly on the **Backfill Preferences** page.
2. Run the "Select Backfill Students" process
3. Run the "Run Backfill" process

## How to Manage Backfill

1. On the start page, choose **Special Functions** from the main menu.
2. Click **Group Functions**.
3. Click **Backfill Management**, which appears only if backfilling has been enabled on the **Backfill Preferences** page.

### Select Backfill Students

The Select Backfill Students process queries for all the students currently enrolled at the school who are also enrolled in the Continuation Education program specified on the **Backfill Preferences** page. These students will be placed on the clipboard to be used in subsequent processes. The Select Backfill Students process is typically used when backfill is to be applied for all students at one time. This process is not normally used if Realtime backfill has been enabled.

### Select Backfill Exception Students

During Realtime backfilling those students who have had changes made to past attendance weeks in which backfill has been applied are flagged as exception students. Those students risk having backfill incorrectly calculated because of the changes. These students should have their backfill applied separately through this backfill management area. Running the Select Backfill Exception Students process finds only those students and places them on the clipboard so that backfill can then be run for them only. In many cases, no students will be returned.

### Run Backfill

Running the backfill process will find those weeks within the backfill date ranges that have excessive hours based on the targeted ADA hours for a week (see *Backfill Preferences*) and apply those excess hours to prior weeks which did not reach the targeted amount. Backfill will not allow any week to fall short of the required four hours of class time required to claim ADA for a week nor will it apply more than ten hours of work experience time to any week since only ten hours of work experience time can be claimed as ADA for a week.

### Clear Backfill

The Clear Backfill process is typically used for exception students prior to reapplying backfill. Its purpose is to clear out any backfill records that have already been created through the use of Realtime backfill or through prior runs of the Run Backfill process.

## Re-Aggregate Attendance

To facilitate both the backfill process and the reporting of backfill aggregation, records that track the total attendance for a week are updated whenever attendance is recorded for a student. These aggregation records keep track of the number of attendance meetings for course attendance, work experience attendance, attendance entered through time attendance, suspended hours, unexcused absences minutes, and excused absences minutes. Whenever the Clear Backfill process is used, these aggregated totals become obsolete. Running the Re-Aggregate Attendance process provides corrected totals for these records.

## View Backfill Details

The View Backfill Details page provides an easy way to see the aggregated attendance minutes and how backfill has been applied for each student for each week in the current backfill date range.

Type	Description
Backfill Week	Identifies the first day and the last day of the week for which aggregation is being shown. Aggregation occurs for every week within the backfill date range.
Days	Indicates the number of days within the week that were actual "in-session" school days. This is used to determine the maximum ADA that can be claimed and thus whether a week currently has excess hours or is short of hours.
Baseline CH	The total number of attendance minutes for the week that were entered through PowerSchool Meeting/Interval attendance, PowerTeacher attendance, or PowerGrade attendance prior to any attendance minutes being used for or applied by the backfill process.
Baseline ISH	The total number of attendance minutes for the week that were entered through PowerSchool Time attendance and not marked as "Work Experience" prior to any attendance minutes being used for or applied by the backfill process.
Baseline WH	The total number of attendance minutes for the week that were entered through PowerSchool Time attendance and marked as "Work Experience" prior to any attendance minutes being used for or applied by the backfill process.
Baseline Total	The sum of the minutes reflected in Baseline CH, Baseline ISH, and Baseline WH.
Post-Backfill CH	The total number of minutes that were entered through PowerSchool Meeting/Interval attendance, PowerTeacher attendance, or PowerGrade attendance, plus or minus any of these type of minutes that were either taken away or added by the backfill process.
Post-Backfill ISH	The total number of attendance minutes for the week that were entered through PowerSchool Time attendance and not marked as "Work Experience," plus or minus any of these

Type	Description
	type of minutes that were either taken away or added by the backfill process.
Post-Backfill WH	The total number of attendance minutes for the week that were entered through PowerSchool Time attendance and marked as "Work Experience," plus or minus any of these type of minutes that were either taken away or added by the backfill process.
Post-Backfill Total	The sum of the minutes reflected in Post-Backfill CH, Post-Backfill ISH, and Post-Backfill WH.
Categories - Ex	The total number of minutes entered using an attendance code assigned to the Excused Absences attendance code category
Categories - Ux	The total number of minutes entered using an attendance code assigned to the Unexcused Absences attendance code category.
Categories - S	The total number of minutes entered using an attendance code assigned to the Suspended Absences attendance code category.
Backfill Type	identifies the type of backfill that was applied to the week by being subtracted from a subsequent week during the backfill process. The valid types are: <ul style="list-style-type: none"> <li>○ <b>CH</b> - Course Minutes</li> <li>○ <b>ISH</b> - Independent Study Minutes</li> <li>○ <b>WH</b> - Work Experience Minutes</li> </ul>
Backfill Mins	The number of attendance minutes applied to the week by being subtracted from a subsequent week during the backfill process.
Backfill Week Date	The date of the week from which attendance minutes were subtracted and added to the current week during the backfill process.

## 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.

For ADM/ADA reporting by minutes, see *How to Run the ADM/ADA by Minute Report*.

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, and 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, and the

"Time to Day" option uses the Time Items conversion. For more information, see *Attendance Conversions*.

To perform a membership audit by section, see *How to Run the Aggregate Membership Audit Report*.

## 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. The upper portion of the page displays the report's name, version number, description, and any comments.
4. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	<p>Use the pop-up menu to select the attendance recording method for which you want to run this report.</p> <p><b>Note:</b> Menu options appear based on your attendance setup configuration. For more information about attendance modes, see <i>Attendance Overview</i>.</p> <ul style="list-style-type: none"> <li>○ Choose <b>Use Defaults</b> to search for and display report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default.</li> <li>○ Choose <b>Daily</b> to search for and display report output by day.</li> <li>○ Choose <b>Meeting</b> to search for and display report output by period.</li> <li>○ Choose <b>Interval</b> to search for and display report output by interval.</li> <li>○ Choose <b>Time</b> to search for and display report output by time.</li> <li>○ Choose <b>Time/Interval</b> to search for and display report output by time and interval.</li> </ul>
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this

Field	Description
	<p>report. Menu options appear based on the Attendance Mode selected.</p> <ul style="list-style-type: none"> <li>○ If the Attendance Mode of <b>Use Defaults</b> was selected, <b>Use Defaults</b> displays by default. There are no other menu options to choose from.</li> <li>○ If the Attendance Mode of <b>Daily</b> was selected, choose either <b>Code to Day</b> or <b>Time to Day</b>.</li> <li>○ If the Attendance Mode of <b>Meeting</b> was selected, choose <b>Period to Day</b> or <b>Time to Day</b>.</li> <li>○ If the Attendance Mode of <b>Interval</b> was selected, only the <b>Time to Day</b> conversion can be selected.</li> <li>○ If the Attendance Mode of <b>Time</b> was selected, only the <b>Time to Day</b> conversion can be selected.</li> <li>○ If the Attendance Mode of <b>Time/Interval</b> was selected, only the <b>Time to Day</b> conversion can be selected.</li> </ul> <p><b>Note:</b> For more information about attendance conversions, see <i>Attendance Overview</i>.</p>
Students to Include	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>○ Select <b>The selected [x] students only</b> to run the report for students in the current selection enrolled in the specified date range. Click the number to display the list of selected students.</li> <li>○ Select <b>All students</b> to run the report for all students in the current school enrolled in the specified date range.</li> </ul>
Grades	<p>Select the checkboxes of the grade levels you want to scan. Doing so narrows the selection of students in the Students to Include field to include only those students having the same grade level as those selected.</p> <p>Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students in the Students to Include field.</p>
Begin Date and Ending Date	<p>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 is submitted as a blank entry.</p> <p><b>Note:</b> The date entered must fall within the selected school year term.</p>
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ Choose <b>In Background Now</b> to execute the report immediately in the background.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>○ Choose <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ Choose <b>At Night</b> to execute the report during the next evening.</li> <li>○ Choose <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ Choose <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected On Specific Date/Time in the Processing Options field, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate hour and minute.</p>

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

**Note:** Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *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.

To avoid slow processing time while running the ADA/ADM by Student report, please check the following:

- If the reporting date range spans the entire year, try running the report for a smaller date range.
- Check the selected grade levels when running this report. Instead of running the report for all grade levels, run the report only for those grade levels you would like to report on.
- If you intend to run the report for a selection of students, ensure prior to executing the report that your report parameters are set to run for the current selection instead of all students.

- When starting the report, choose to run the report ASAP instead of in the background.
  - Check the reporting queue for other jobs that are currently running. When multiple reporting jobs are running, all reports may run slower. Run the ADA/ADM by Student report when fewer users are processing reports.
  - Check the report queue for reports that are not responding. Often, these reports can prevent any other report from completing.
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. The upper portion of the page displays the report's name, version number, description, and comments.
  4. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	<p>Use the pop-up menu to select one the attendance recording methods for which you want to run this report.</p> <p><b>Note:</b> Menu options appear based on your attendance setup configuration. For more information about attendance modes, see <i>Attendance Overview</i>.</p> <ul style="list-style-type: none"> <li>○ Choose <b>Use Defaults</b> to search for and display report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default.</li> <li>○ Choose <b>Daily</b> to search for and display report output by day.</li> <li>○ Choose <b>Meeting</b> to search for and display report output by period.</li> <li>○ Choose <b>Interval</b> to search for and display report output by interval.</li> <li>○ Choose <b>Time</b> to search for and display report output by time.</li> <li>○ Choose <b>Time/Interval</b> to search for and display report output by time and interval.</li> </ul>
Attendance Conversion	<p>Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected.</p> <ul style="list-style-type: none"> <li>○ If the Attendance Mode of <b>Use Defaults</b> was selected, <b>Use Defaults</b> displays by default. There are no other menu options to choose from.</li> <li>○ If the Attendance Mode of <b>Daily</b> was selected, choose</li> </ul>

Field	Description
	<p>either <b>Code to Day</b> or <b>Time to Day</b>.</p> <ul style="list-style-type: none"> <li>○ If the Attendance Mode of <b>Meeting</b> was selected, choose <b>Period to Day</b> or <b>Time to Day</b>.</li> <li>○ If the Attendance Mode of <b>Interval</b> was selected, only the <b>Time to Day</b> conversion can be selected.</li> <li>○ If the Attendance Mode of <b>Time</b> was selected, only the <b>Time to Day</b> conversion can be selected.</li> <li>○ If the Attendance Mode of <b>Time/Interval</b> was selected, only the <b>Time to Day</b> conversion can be selected.</li> </ul> <p><b>Note:</b> For more information about attendance conversions, see <b>Attendance Overview</b>.</p>
Students to Include	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>○ Select <b>The selected [x] students only</b> to run the report for students in the current selection enrolled in the specified date range. Click the number to display the list of selected students.</li> <li>○ Select <b>All students</b> to run the report for all students in the current school enrolled in the specified date range.</li> </ul>
Grades	<p>Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the "Students to Include" field and narrows the selection to include only those students having the same grade level as those selected.</p> <p>Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the "Students to Include" field.</p>
Begin Date and Ending Date	<p>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 is submitted as a blank entry.</p> <p><b>Note:</b> The date must fall within the selected school year term.</p>
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ Choose <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ Choose <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ Choose <b>At Night</b> to execute the report during the next evening.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>○ Choose <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ Choose <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate hour and minute.</p>
Data to be filled	<p>In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose <b>Set All</b> to select all checkboxes and <b>Reset All</b> to remove all checkboxes next to the following fields.</p>
Include Absent Column	<p>Select the checkbox to display the total and average absent data on the report.</p>

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

**Note:** Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Each row in the report represents a student enrollment that falls partly or within the report date range. The table below describes each column in the output file:

Column Name	Description
[Blank]	Row number.
Student Number	Unique student identifier assigned to the student in the district.
Name	<p>Student's name (Lastname, Firstname MI).</p> <p><b>Note:</b> If a student appears more than once on this report, this is usually because the student was enrolled in the school, transferred out during the year, and then transferred back into the school before the end of the school year. Verify the duplicate entry on this report by referring to the student's Transfer Information page. For more information,</p>

Column Name	Description
	see <i>Transfer Information</i> .
Grade (Track)	Student's grade level during the enrollment period between the Entry Date and Exit Date.
School Number	School number associated with the enrollment record. Because this is a school-level report, it will always be the current school's number.
School	School name abbreviation associated with the enrollment record. Because this is a school-level report, it will always be the current school's name.
Entry Date	Enrollment entry date for the enrollment record that is part of the calculation.
Exit Date	Enrollment exit date for the enrollment record that is part of the calculation.
Membership	Total membership days calculated for the student's enrollment record for the specified date range.
Attendance	Total attendance calculated for the student's enrollment record for the specified date range.
Absence	Total number of absences for the specified date parameters.
Off Track Days	Number of days the student was not on track within the specified date range, if the student is assigned to a track.
Days Not Enrolled	Number of days the student was not enrolled within the report date range.

## Enrollment Reports

When running enrollment 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 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, you can exclude students in a special program from the enrollment count. At least one course number must be entered to run the report. To display detailed enrollment per section, see *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. The upper portion of the page displays the report's name, version number, description, and comments.
4. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and Ending Date	<p>Select which date range to use for this report:</p> <ul style="list-style-type: none"> <li>○ <b>Reporting Segment</b>: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see <i>Reporting Segments</i>.</li> <li>○ <b>Begin Date and Ending Date</b>: 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 is submitted as a blank entry.</li> </ul> <p><b>Note:</b> The date must fall within the selected school year term.</p>
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ Choose <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ Choose <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ Choose <b>At Night</b> to execute the report during the next evening.</li> <li>○ Choose <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ Choose <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate hour and minute.</p>
Data to be filled	<p>In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose <b>Set All</b> to select all checkboxes and <b>Reset All</b> to remove all checkboxes next to the following fields.</p>
Exclude counts for students enrolled in this Special	<p>Use the pop-up menu to indicate any special program you want to exclude from being counted. Students will not be included in the class size counts for each day that they are</p>

Field	Description
Program	enrolled in the specified special program.
Sort By	Select the sort order: <ul style="list-style-type: none"> <li>○ <b>Course Number</b></li> <li>○ <b>Teacher Name</b></li> </ul>
Include only these Course Numbers	Enter the course numbers. Separate multiple courses with commas.
Include/Exclude Section Numbers	Select whether you want to exclude or include any sections.
Section Numbers	Enter the section numbers to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.
Check for possible conflicts	Click to display any students with errors on their class enrollment dates.
The report will break to a new page for each	Use the pop-up menu to indicate whether you want to break the report across pages by <b>Month</b> or <b>Reporting Segment</b> .

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

**Note:** Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	Description
[Blank]	Row counter.
Teacher	The teacher's name in last, first format.
Course	The course number for the class.
Section	The section number for the class.
Grade	The grade level associated with the section.
[Month, Cycle Day, Day of Week, Day of Month]	Each column represents an in session day in the school calendar. The number is the size of the class on each date.
Avg	The average class size for the entire date range of the report. <b>Note:</b> This column only appears after the very last date in

Column Name	Description
	the report date range. It may not appear on each page, especially if the option to have a page break for each month is selected.

## How to Run the Enrollment by Grade Report

Use the Enrollment by Grade report to generate a summary of accumulated 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. For more information on reporting segments or to create a reporting segment, see <i>Reporting Segments</i> .
Grades	Select the checkboxes of the grade levels you want to scan, or leave all the checkboxes blank to scan all grade levels.
Special Programs	Select the checkboxes of the special programs you want to exclude, or leave all the checkboxes blank to include students in all special programs.

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

**Note:** Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *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 *How to Run the Class Size Reduction 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. The upper portion of the page displays the report's name, version number, description, and comments.
4. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and Ending Date	<p>Select which date range to use for this report:</p> <ul style="list-style-type: none"> <li>○ <b>Reporting Segment:</b> Choose a reporting segment from the pop-up menu. For more information on reporting segments, see <i>Reporting Segments</i>.</li> <li>○ <b>Begin Date and Ending Date:</b> 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 is submitted as a blank entry.</li> </ul> <p><b>Note:</b> The date must fall within the selected school year term.</p>
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ Choose <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ Choose <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ Choose <b>At Night</b> to execute the report during the next evening.</li> <li>○ Choose <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ Choose <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate hour and minute.</p>
Data to be filled	<p>In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose <b>Set All</b> to select all checkboxes and <b>Reset All</b> to remove all checkboxes next to the following fields.</p>
Sort By	<p>Select the sort order:</p> <ul style="list-style-type: none"> <li>○ <b>Course</b></li> <li>○ <b>Teacher</b></li> </ul>
Course Numbers	<p>Enter the course numbers. Separate multiple courses with commas.</p>

Field	Description
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section numbers to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.
Check for possible conflicts	Click to display any students with errors on their class enrollment dates.

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

**Note:** Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

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 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. <b>Note:</b> If a student enters the same section twice, it will count as two entries.
Withdrawals	How many students were withdrawn from a section. <b>Note:</b> 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	The total number of enrollments for the reporting period.
Enrollment To Date	The current enrollment as of today.
Aggregate Days Attended	The number of days attended by all of the students enrolled in the section during the date range.

Column Name	Description
Average Days Attended	The average daily attendance (the number of days in the date range divided by the Aggregate Days Attended).
Days Absent	The number of days absent for the section during the reporting period.
Days Off Track	The number of off track days for the students enrolled in the section during the reporting period.
Total Days not Enrolled	The 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 (Membership)	The total membership for this section during the reporting period.
Average Number Belonging (ADM)	The Average Daily Membership for this section during the reporting period (Aggregate Days Belonging divided by the number of meeting days in the reporting period).
Attendance Percent	The percent of actual attendance out of the total potential attendance for the reporting period (Aggregate Days Attended divided by the Average Number Belonging).

## How to Run the Enrollment Summary by Date Report

This report is the same as the Enrollment Summary except it can be run for a selected date instead of just the current date. Depending on the mode in which you run the report, the resulting report displays a breakdown of students for the entire district or school.

**Note:** Only grade levels used by the district/school appear in the 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 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 is submitted as a blank entry.

**Note:** The date 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.

Column titles describe the contents of each column. Row numbers indicate grade levels. The top numbers in each cell indicate the total enrollment of male and female students for that classification. The blue numbers (to the left of the slash) indicate male students; the pink numbers (to the right of the slash) indicate female students. Click any of the numbers to

either make those students the current student selection or add them to the current selection.

## 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. The upper portion of the page displays the report's name, version number, description, and comments.
4. Use the following table to enter information in the fields:

Field	Description
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 on which you want the report to start.
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>○ Choose <b>In Background Now</b> to execute the report immediately in the background.</li> <li>○ Choose <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>○ Choose <b>At Night</b> to execute the report during the next evening.</li> <li>○ Choose <b>On Weekend</b> to execute the report during the next weekend.</li> <li>○ Choose <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>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.</p>
Specific Date/Time	<p>If you selected the <b>On Specific Date/Time</b> processing option, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate hour and minute.</p>

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

**Note:** Click **Refresh** to update the status of the report.

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 *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 displays any student enrollment errors.

## How to Run the Section Enrollment Audit Report

Use the Section Enrollment Audit report to detect possible section enrollment errors, such as a student who is enrolled in school but not in any classes.

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 displays any section enrollment errors.

## 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 in the Search Students field an activity field name such as **chess\_club#**. The number sign (#) means does not equal. For example, 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 associated with 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 work with. 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 *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. Select the option to scan these indicated students, if applicable.
4. Use the following table to enter information in the fields:

Field	Description
Term	The selected term appears.
Scan for attendance	<p>Select the checkbox and:</p> <ul style="list-style-type: none"> <li>○ Enter the attendance code to scan for, select a comparator, and enter the number of instances of the attendance code.</li> <li>○ 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 is submitted as a blank entry.</li> </ul>

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

- 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 *Work With Groups*.

## How to Search for Students by GPA

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

- 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.

- Click **Search by GPA**. The Search by GPA page appears.
- Select the option to scan these indicated students, if applicable.
- 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 <b>course.section</b> 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	Choose the cumulative GPA cut-off criteria from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA calculation method from the pop-up menu.
Whose term GPA is	Enter a store code in the field, such as <b>Q2</b> or <b>S1</b> . Choose the term GPA cut-off criteria from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA calculation method from the pop-up menu.
Whose current GPA is	Choose the current GPA cutoff criteria from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA calculation method from the pop-up menu.
Who were enrolled as of this date	Enter the enrollment cutoff date 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 is submitted as a blank entry.
Who match this search	Enter other criteria to search for students, such as activity membership.

- Click **Submit**. The Group Functions page displays the number of selected students.
- 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 *Work With Groups*.

## How to Search for Students by Grades/Attendance

This report provides 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: <ul style="list-style-type: none"> <li>o Choose a comparator from the pop-up menu.</li> <li>o Enter the specific letter grades for which you want to scan. Separate multiple grades with commas.</li> </ul>
Scan for this final grade percentage	Select the checkbox and: <ul style="list-style-type: none"> <li>o Choose a comparator from the pop-up menu.</li> <li>o Enter the specific percentage for which you want to scan.</li> </ul>
Scan for this citizenship grade	Select the checkbox and: <ul style="list-style-type: none"> <li>o 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.</li> <li>o Enter the specific citizenship grades for which you want to scan. Separate multiple grades with commas.</li> </ul>
Scan for attendance	Select the checkbox and: <ul style="list-style-type: none"> <li>o Enter the attendance code to scan for, select a comparator, and enter the number of instances of the attendance code.</li> <li>o 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 is</li> </ul>

Field	Description
	submitted as a blank entry.
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 <b>Q1</b> or <b>Q2</b> . 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 <i>How to Change Terms</i> .
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 is submitted as a blank entry.
Results	Select either <b>Make this the current selection of students</b> to continue working with the resulting group of students or <b>Display matching students &amp; Sections</b> . If you select the latter option and click <b>Submit</b> , 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.
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 *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. Click **Search for Perfect Attendance**. The Perfect Attendance Search page appears.
3. Select the option to indicate which students to include, if applicable.
4. Use the following table to enter information in the fields:

Field	Description
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

Field	Description
	incorrect format, the date field is 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 <b>V</b> if that is the code for a volunteer absence at your school.

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

- 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.

- Click **(Daily)** next to Search for Perfect Attendance. The Perfect Daily Attendance Search page appears.
- Select the option to indicate which students to include, if applicable.
- Use the following table to enter information in the fields:

Field	Description
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 is 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 1/16/2009 to 5/30/2009 whose attendance records contain the codes <b>T</b> , <b>U</b> , <b>S</b> , <b>I</b> , and <b>V</b> and are still classified as having perfect attendance.

- Click **Submit**. The Group Functions page displays the number of found records underlined at the top of the page.
- 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 *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 following command syntax to perform a variety of fees/transaction searches:

**\* <table\_name>.<field\_name><comparator><value>**

**Note:** Fees search codes are designed for searches only. Although they do not work in reports or exports, there is a Fees List Object that you can use to print items such as balances and transactions on an object report. For more information, see *Fees List Objects*.

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. Fields for each table include: [146]Fee: <ul style="list-style-type: none"> <li>○ Course_Name</li> <li>○ Course_Number</li> <li>○ CreationDate</li> <li>○ Custom</li> <li>○ Date</li> <li>○ DateTime</li> <li>○ Department_Name</li> <li>○ Description</li> <li>○ Fee_Amount</li> <li>○ Fee_Balance</li> <li>○ Fee_Category_Name</li> <li>○ Fee_Paid</li> </ul>

Command Items	Description
	<ul style="list-style-type: none"> <li>○ Fee_Type_ID</li> <li>○ Fee_Type_Name</li> <li>○ Group_Transaction_ID</li> <li>○ ID</li> <li>○ ModificationDate</li> <li>○ OriginalFee</li> <li>○ Priority</li> <li>○ Pro_Rated</li> <li>○ SchoolFee_ID</li> <li>○ SchoolID</li> <li>○ StudentID</li> <li>○ System_User_ID</li> <li>○ TeacherID</li> <li>○ Time</li> <li>○ YearID</li> </ul> <p>[147]Transaction:</p> <ul style="list-style-type: none"> <li>○ Amount</li> <li>○ Custom</li> <li>○ Date</li> <li>○ DateTime</li> <li>○ Description</li> <li>○ FeeID</li> <li>○ Group_Transaction_ID</li> <li>○ ID</li> <li>○ NetEffect</li> <li>○ Payment_Method</li> <li>○ Payment_Ref_Nbr</li> <li>○ Receipt_Nbr</li> <li>○ SchoolID</li> <li>○ Starting_Balance</li> <li>○ StudentID</li> <li>○ System_User_ID</li> <li>○ TeacherID</li> <li>○ Time</li> <li>○ Transaction_Type</li> </ul>

Command Items	Description
	<ul style="list-style-type: none"> <li>o YearID</li> </ul> <p>[148]Fee_Balance:</p> <ul style="list-style-type: none"> <li>o Balance</li> <li>o Credit</li> <li>o Debit</li> <li>o ID</li> <li>o SchoolID</li> <li>o StudentID</li> <li>o TeacherID</li> <li>o YearID</li> </ul>
<comparator>	<p>Comparators are tools that you use to search and retrieve records by combining two or more criteria:</p> <ul style="list-style-type: none"> <li>o Equals (=)</li> <li>o Less than (&lt;)</li> <li>o Greater than (&gt;)</li> <li>o Less than or equal to (&lt;=)</li> <li>o Greater than or equal to (&gt;=)</li> <li>o Does not equal (#)</li> <li>o Contains (contains)</li> <li>o Does not contain (!Contain)</li> </ul> <p>For more information, see <i>How to Use Comparators</i>.</p>
<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 (partially paid).
*fee_balance.balance=partial	The students who have a partial global balance (partially paid).
*fee_balance.balance=0	The students who have a global balance equal to 0.  <b>Note:</b> The [Fee_balance] record for a student is created when a transaction is created. Some

Expression	Results
	students may not have a [Fee_balance] record because they never had a transaction created. This expression looks for [Fee_balance] records with a zero balance. The students who do not have a [Fee_balance] record will not appear in the results even though their balance is zero.
*fee_balance.balance=null	The students who have no [Fee_balance] record.  <b>Note:</b> This expression complements <b>*fee_balance.balance=0</b> by returning the students who have no [Fee_balance] record.

## 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 *Stored Selections*.

## Search by Daily Attendance

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

## Search by Grades/Attendance

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

## Search by Perfect Attendance

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

## Select Students by Hand

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

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