

Perfect Attendance

Generating a perfect attendance list in PowerSchool is a two-step process. First, we have to search for and select those students with perfect attendance. Next we generate a report of these students.

1. From the main PowerSchool screen, click on **Special Functions**. From the Special Functions menu, click on **Search for Perfect Attendance** and the screen below will appear.

Perfect Attendance Search

The screenshot shows a form titled "Perfect Attendance Search" with the following fields and options:

Option	Value
Attendance mode to use	Daily
Students to scan	<input type="radio"/> The selected 281 students <input checked="" type="radio"/> All 281 currently enrolled students
Date range to scan	08-18-10 - 09-28-10
Disregard these codes when searching	

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

Submit

2. On the above screen, select **Meeting (middle/high school)** or **Daily (elementary)** for **Attendance Mode to Use**. Also, select the button to scan **All Currently Enrolled Students**. Enter the date range for which you would like to search and click **Submit**.
3. The group function menu will now appear with the number of students with perfect attendance indicated by the **Current Student Selection**.

Group Functions

Current student selection: 153

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.
Counselor's Screen	Shows student pages for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Functions	Performs fee functions.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for currently selected students.
Immunization Compliance	Searches students by immunization compliance, exemptions, and doses.
Invalid Requests	Lists student requests which are invalid due to course prerequisites.
LDAP Directory Synchronization	Synchronize PowerSchool Login IDs with an LDAP directory server.
List Students	Prints a quick list of currently selected students.
Mass Create Family Links	Establish family relationships between existing students.

4. The students with perfect attendance are now your current selection. From the **Group Functions** menu, you have a number of options for printing the list. The simplest is the **List Students** option (if you have not used this screen before, call the Technology Dept. for help with first-time config). You can also choose **Print Reports** to get the normal report menu where you can use any of the **Student Listing** reports (near the bottom of the list).