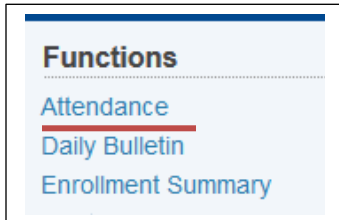


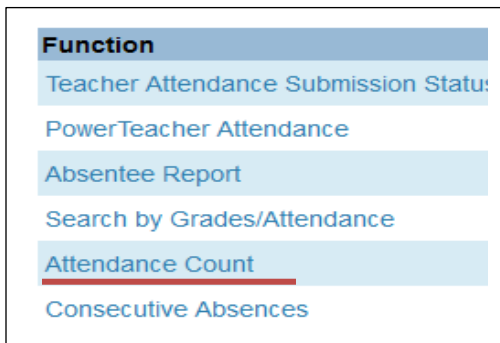


How to Search for Students with 18 or more Absences (excused & unexcused).

1. Select Attendance under Functions on the left hand side of PowerSchool.



2. Select Attendance Count.



3. Leave Attendance Mode to default setting.
4. Students to Include all students and Grades leave unchecked to include everyone.

Students to Include

☐ The selected 0 students only
☒ All students

Grades (leave blank for all)

☐ PK3 ☐ PK4 ☐ KG
☐ 1 ☐ 2 ☐ 3 ☐ 4
☐ 5

5. Select your Attendance Codes by pressing the Ctrl key and clicking your mouse.

*codes to scan are PND, EXC, FUN, CRT, REL, DEX, DST, PEX, OEX, UNX, PUX, OUX, PDS, TRU, CLG

Attendance Codes

ALL CODES
PND (Pending)
UTD (Unexcused Tardy)
ISR (In-School Suspension)
HBO (Home-Bound)
HBA (Home-Based)
ADM (Administrative Detention)
EXC (Excused W/Contact)
FUN (Funeral)
CRT (Court)



How to Search for Students with 18 or more Absences (excused & unexcused).

6. Enter a date range i.e. Q1 8/19/2015-10/14/216

Begin Date and Ending Date	8/19/2015	10/14/2015
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7. Select the number of periods in day at your site.

	A
P1	<input type="checkbox"/>
P2	<input type="checkbox"/>
P3	<input type="checkbox"/>
P4	<input type="checkbox"/>
P5	<input type="checkbox"/>
P6	<input type="checkbox"/>
P7	<input type="checkbox"/>
P8	<input type="checkbox"/>
P9	<input type="checkbox"/>
P10	<input type="checkbox"/>
P11	<input type="checkbox"/>
P12	<input type="checkbox"/>
P13	<input type="checkbox"/>
P14	<input type="checkbox"/>
P0	<input type="checkbox"/>

8. Leave the next three search criteria at default.

9. Checks the box to include dropped classes, minimum number of occurrences, and leaves the other criteria as default.

Data to be filled	
Include Dropped Classes	<input checked="" type="checkbox"/>
Minimum Number of Total Occurrences	18
Itemize by Day	<input checked="" type="checkbox"/>
Include Student Number	<input type="checkbox"/>
Number of Blank Lines Below Student Names	0
Report Output Locale	English ▼

10. Click submit.

11. Then you will be taken to your queue to view the report for your selection.