

Find Perfect Attendance

Here are the steps for getting a list of students with perfect attendance in a specific date range.

Click on the word PowerSchool in the upper left hand corner of the screen

Click on Special Functions (on left)

Click on Search by Grades/Attendance

Search By Grades/Attendance

1. Select this
2. Make sure this is the only check mark
3. Select Daily
4. Make sure these 3 boxes are filled in with these values
5. Make sure this radio button is selected and the date range you wish to search is filled in
6. Click submit

The screenshot shows the 'Search By Grades/Attendance' form with the following fields and values:

- Which students to include:** The selected 110 students; All 574 currently enrolled students
- Term:** 16-17 Year
- Minimum # of classes needed to meet search criteria:** 1
- Scan for this final grade (comma separated):** Any = ▾ D, F
- Scan for this final grade percentage:** > ▾
- Scan for this citizenship grade (comma separated):** Any = ▾
- Scan for attendance:** Scan this attendance mode: Daily ▾ for this attendance code: All Absent Codes ▾ < ▾ 1 Days
- When scanning attendance:** Scan all attendance records; Only scan records in this date range: 9/6/2016 - 3/28/2017
- Scan for grades in:** Historical grades ▾ Store code/Final grade: Q2
- Scan for all classes enrolled:** as of this date: 03/28/2017; anytime during the current term
- Results:** Make this the current selection of students; Display matching students & Sections

At the bottom right, there is a 'Submit' button. The text 'Search by GPA' is visible below the results options.

When you click submit, you will be re-directed to the Group Functions page where you will

need to make a decision as to what you want to do with the students that have perfect attendance. You can now print a report, list, or export the students.