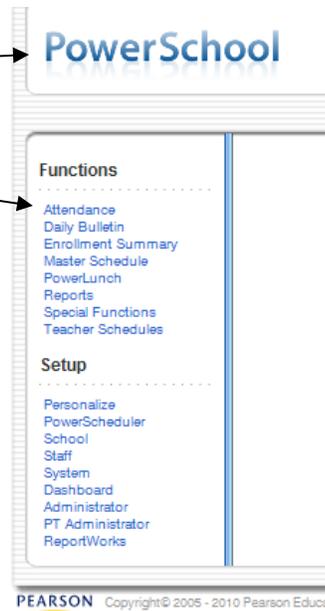


Finding Students With Possible Attendance Issues

1. Click **PowerSchool**
2. Click **Attendance**
3. Click **Search by Grades/Attendance**

Function	Description
Teacher Attendance Submission Status	Graphical view of attendance status by teacher by day.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.
Absentee Report	Single day period by period attendance code report.
Search by Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Attendance Count	Multi-day period by period attendance code report.
Consecutive Absences	Report detailing consecutive student absences by absence code.



4. Make sure **All XXXX student currently enrolled** is selected (if an option)

Search By Grades/Attendance

5. Verify that the only box checked is **Scan for attendance**
 6. Select **Daily**
 7. Select **All Unexcused Codes**(See Note)
 8. Select \geq
 9. Enter the number of day absent
 10. Select this and enter date range
 11. Select **Make this the current selection of students**
 12. Click **Submit**
- When this process completes, you will have all the students that have missed the selected number of days.

Group Functions

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Scan Address Validation	Perform scan address validation.
Bath Boundary Validation	Perform bath boundary validation.
Counselors Screen	Show student pages for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Enroll Using Template	Use a template to enroll data on currently selected students.
Fee Functions	Perform fee functions.
Graduation Plan Selection	Set the Graduation Plans for the selected students.
Graduation Progress Report	Create a printable graduation progress report for the selected students in the selected pass.
Graduation Progress Summary	View summary of graduation plan progress against specified requirements of a user-selected pass.
ID/Password Assignment	Assign login, lunch IDs and passwords for currently selected students.
Innovation Compliance	Searches students by innovation compliance, exemptions, and status.
Initial Payments	List student requests which are owed due to course prerequisites.
LDM Directory Synchronization	Synchronize PowerSchool Login IDs with an LDAP directory.
List Students	Prints a quick list of currently selected students.
Make Course Family Links	Establish family relationships between currently selected students.
Make Enroll	Enroll currently selected students in a section.
Make Enroll Special Program	Enroll currently selected students in a special program.
Mass Print Student Schedules	Prints schedules and optional options to print student covers for currently selected students.
Next School Indicator	Set the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Making Labels	Prints making labels for currently selected students.
Quick Enroll	Enrolls data on currently selected students.
Re-Enroll in School	Re-enroll students into the current school.
Reports Menu	Open to the Reports menu.
Save Current Selection	Save the current selection.
Search by GPA	Searches currently selected students by GPA, enrollment, etc.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Field Value	Sets the value of a student field value for currently selected students.
Student Schedule Report	Create a printable student matrix report for the selected students.
Transfer Out Of School	Transfer currently selected students out of school.

I know you can not read the graphic on the left, it is only there to give you an idea of where to find the next selection.

13. Select **Print reports**

Print Reports

14. Select **ECPS Attendance Report – By Student**
15. Select **ASAP**
16. Click **Submit**

Now you can view or print the report.

The screenshot shows a web form titled "ECPS Attendance Report - By Student". The form is divided into several sections with labels on the left and options on the right. Arrows from the numbered list point to the following elements:

- Arrow 14 points to the "Which report would you like to print?" dropdown menu, which is currently set to "ECPS Attendance Report - By Student".
- Arrow 15 points to the "Watermark Mode" dropdown menu, which is set to "ASAP".
- Arrow 16 points to the "Submit" button at the bottom right of the form.

Other visible options in the form include:

- "For which students?": Radio buttons for "All records in a single batch.", "Print only the first 2 records.", and "All records in batches of records.".
- "In what order?": Radio buttons for "Alphabetical", "By grade, then alphabetical", and "By period 01 class, as of this date: 10/8/2010 (takes extra time)".
- "If printing student schedules, use...": Radio buttons for "courses enrolled during current term" and "enrollment as of 10/8/2010".
- "If printing fee list, only include transactions conducted during... (may be overridden in report setup)": A dropdown for "Current School Year" and a date range field.
- "Watermark Text": A text input field.
- "Watermark Mode": A dropdown menu.
- "When to print": A dropdown menu.

Note: Your choices to find days absent for ECPS are:

- All Excused Codes
- All Unexcused Codes
- All Absent Codes

Do not use the following

- All Not Excused
- All Not Unexcused