



## Using the Daily Attendance Report

**Purpose:** *Administration* – several times a day school staff may run an attendance report in order to follow-up with parents or guardians on the missing student or to verify records. The PowerSchool Absentee Report will provide that information.

To run the Attendance Report from the start page:

1. Click on Reports from the left menu column
2. Click Run Reports
3. Choose Absentee under the Attendance category of reports

In our example we want to find all students that were marked unexcused absent so far today.

4. Make sure you are including all students in your search.
5. If you were only looking for a specific grade level you could check that grade here.

6. Choose **U(Unexcused)** from the Attendance Codes. You would have chosen ALL CODES if you wanted to show any and all students out of school for this time frame.

7. Leaving Periods blank will show all periods.

8. Click **Submit**

Report Name	Absentee
Version	2.7
Description	Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
Comments	
Attendance Mode	Meeting <input type="button" value="v"/>
Students to Include	<input type="radio"/> The selected 631 students only <input checked="" type="radio"/> All students
Grades (leave blank for all)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Attendance Codes	<div style="border: 1px solid black; padding: 2px;">           ALL CODES            HD (Half Day)            A (Absent)            T (Tardy)            P (Parent Excused)  <b>U (Unexcused)</b>            S (School Excused)            I (In School Suspension)            O (Out of School Suspension)            X (Truant)         </div>
Date to Scan	4/23/2007
Period(s) (leave blank for all)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Processing Options	In Background Now <input type="button" value="v"/>
Specific Date/Time	<input type="text"/> @ <input type="button" value="v"/> : <input type="button" value="v"/>
Data to be filled	(Check checkbox on the right to save as default value) <input type="button" value="Reset All"/> <input type="button" value="v"/>
Include Student Number	<input type="checkbox"/> <input type="checkbox"/>
Number of Blank Lines Below Student Names	<input type="text" value="0"/> <input type="checkbox"/>
Include Verification Line	<input type="checkbox"/> <input type="checkbox"/>



9. When the report is completed it will provide you with a list of those students who were marked Unexcused so far today (through 1<sup>st</sup> period in this example).
10. You can use the telephone information on the report to call a parent if needed.
11. Click on the student name to update or modify that student's attendance. For instance you may have learned Corby Adams came late to the office and you gave him a tardy pass to class. Click on his name and the Edit Meeting Attendance screen will appear allowing you to change the U to a T.
12. If you want to modify more students off the report list after you have clicked submit to save one student, click the back button on your browser twice to return to the report where you can choose another student from the list.
13. Run this report again after each 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> periods to see who has been marked absent or tardy for those periods.

**Meeting Attendance**  
 Codes: U,

Student	Grade	Phone	1	2	3	4
Adams, Corby L	10	916-555-2892	U			
Allred, Christopher N	11	916-555-8744	U			
Bondy, Bethany P	12	916-555-3004	U			
Croucher, Dillon H	11	916-555-3391	U			
Fode, Hannah L	11	916-555-3545	U			
Harris, Justin D	12	916-555-1709	U			
Janiszewski, Joseph B	12	916-555-1626	U			
Kump, Erin N	9	916-555-2548	U			
Olsen, Anne C	12	916-555-3382	U			

**Functions**

[Find teachers who have not taken attendance](#)