

PowerSchool SIS: Attendance Reports

This document is intended for office and administrative staff members who verify the accuracy of attendance records, who run attendance audits, and who perform regional regulatory compliance reporting. Learn how to set up, use, and analyze the reports that you use most often on a daily, weekly, and monthly basis.

Daily Attendance Reports

Use the PowerTeacher Attendance report daily to see which teachers have not taken attendance. Run the Absentee Report each day to find out which students have been marked absent and to document when you contacted parents about a student's absence.

Run the PowerTeacher Attendance Report

1. On the Start Page, click **System Reports > PowerTeacher Attendance**
2. Check the appropriate period, such as **1**
3. Click **Submit**

View the PowerTeacher Attendance Report

1. On the "Report Queue (System) - My Jobs" page, click **Refresh**
2. When the Status is Completed, click **View**

Run the Absentee Report

1. On the Start Page, click **Attendance**
2. On the Attendance page, click the Reports tab
3. On the Reports tab, click **Absentee Report**
4. Use the default setting for Attendance Mode (Daily or Meeting)
5. For Attendance Codes, select **A (Absent)**
6. Select the period(s)
Keep in mind that there is no need to select a period in Daily mode.
7. Include the student number, blank lines, and verification line, if desired
8. Click **Submit**

View the Absentee Report

1. On the "Report Queue (System) - My Jobs" page, click **Refresh**
2. When the Status is Completed, click **View**

Meeting Attendance
Codes: A

Student	Grade	Phone	1
Almanza, Harold	11	1-555-555-3553	A
Talked To: _____ Relationship: _____ Reason: _____			
Verify Date: _____ Employee: _____			
Jones, Andrea P	12	1-555-555-2079	A
Talked To: _____ Relationship: _____ Reason: _____			
Verify Date: _____ Employee: _____			
Lym, Brian D	11	1-555-555-1800	A
Talked To: _____ Relationship: _____ Reason: _____			
Verify Date: _____ Employee: _____			

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Weekly Attendance Reports

Use the Weekly Attendance Summary report to verify that attendance records are correct for the week. Use the Period Attendance Verification report to verify the accuracy of meeting attendance records each week.

Weekly Attendance Summary

1. On the Start Page, click **System Reports**
2. Click **Weekly Attendance Summary (Daily/Meeting)**
Instructions for how to run the report are included on the page. There are two versions of the report: Daily and Meeting. Select the one that corresponds with your school's attendance mode.
3. Choose a week
4. Choose which teacher(s) to run the report for, or choose **All Teachers**
5. In the Attendance Codes section at the bottom of the report setup page, fill in all the codes in the Absent field that the school uses to indicate that a student has an excused absence
6. Fill in all the codes that count as unexcused absences and as tardies in their respective fields
7. Check **Include Verification Line**
8. If you plan to run this report routinely and want the values you set to be the default values (so you don't have to reset them every time), select the boxes on the right side of the page for each value that you want to save
9. Click **Submit**

Period Attendance Verification

When students are marked as having attended one or two periods on a day when they missed their other classes, use this report to confirm that they were present in the classes in which they were marked present.

1. On the Start Page, click **System Reports**
2. Click **Period Att. Verification**
3. Choose a week
4. Enter a number to indicate how many "Present" periods to scan for, such as 2

In this case, PowerSchool SIS will find the students who were marked absent except for one or two periods on any given day in the week that you chose.
5. Click **Submit**

Monthly Reports and Functions

In PowerSchool SIS, identify students with chronic attendance problems in four different ways. Use certain reports and functions monthly to find attendance problems early.

Search by Grades/Attendance

Use this function to identify students with a minimum number of an attendance code that you specify within a certain time frame.

1. On the Start Page, click **Attendance**
2. On the Reports tab, click **Search by Grades/Attendance**
3. Select the students to include in the search
4. Enter the minimum number of missed classes to be included in the search results

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5. Check **Scan for attendance**
6. To see a class-by-class list of students, choose **Meeting**, or to see an overall list of students, choose **Daily**
7. Choose the appropriate attendance code, such as **U (Unexcused)** or **All Absent Codes**
8. Choose a comparator
9. Enter the number of days
10. Either enter a date range or select **Scan all attendance records**
11. Select **Display matching students & Sections**
12. Click **Submit**

Attendance Count Report

Use this report to identify students with a minimum number of occurrences of a specified attendance code in a certain time frame.

1. On the Start Page, click **Attendance**
2. On the Reports tab, click **Attendance Count**
3. Next to Attendance Mode, choose **Daily**
4. Select the students and grade level(s) to include in the search
5. Select an attendance code to scan, for example **U (Unexcused)** or **A (Absent)**
6. Use the default term dates or enter beginning and ending dates

7. In the "Minimum Number of Total Occurrences" field, enter a number representing the threshold value that your school has identified as indicating a chronic attendance problem, such as 5
8. Click **Submit**
9. When the report has finished processing, click **View** on the Report Queue page
10. Click **Functions** on the Attendance Count report to access the Print Reports menu so that you can print an attendance letter

Consecutive Absences Report

Use this report at the beginning of the year to identify students who have not attended school at all. Or use this report any time during the year to identify students who have missed several consecutive days of school.

1. On the Start Page, click **System Reports > Consecutive Absences**
2. Next to Attendance Mode, choose **Daily**
3. Select an attendance code to scan for students who have missed school, for example **U (Unexcused)** or **A (Absent)**
4. Enter beginning and ending dates, such as the first day of school to the present day
5. In Number of Consecutive Days to Scan*, enter a number (such as 3)
6. Click **Submit**

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Search by Attendance Points

School administrators who count attendance points for absences and tardies use this report to identify students with a minimum number of points counted against them in a certain time frame. This search looks at each course separately and does not show a total number of attendance points across all classes.

1. On the Start Page, enter a search command, such as `*attendance_points>10`
2. Press **Enter**
3. Students who meet the criteria will be listed as the current student selection

Attendance Audit Reports

Use the audit reports to verify attendance records.

Class Attendance Audit

Use this report to review attendance records for individual teachers. The report looks like a traditional attendance sheet.

1. On the Start Page, click **System Reports**
2. Click **Class Attendance Audit**
3. Select a reporting segment or enter beginning and ending dates for the current month
4. Select a teacher or select **All Teachers**
5. Select the periods to view, or if you want to see the records for all of that teacher's classes, leave Period(s) blank
6. Enter any desired labels and fields from the sections and courses table to add to the header of the report

7. Click **Submit**

Student Attendance Audit

Use this report to review data that you will send to a regional regulatory compliance agency.

1. On the Start Page, click **System Reports**
2. Click **Student Attendance Audit**
3. Select the students and grade level(s)
4. Select a reporting segment or enter beginning and ending dates
5. Check **Include Student Number**, if desired
6. Click **Submit**

Student Attendance Audit

		MAY				
		A	B	A	B	A
		M	T	W	H	F
		25	26	27	28	29
Student	Number	1.00	1.00	1.00	1.00	1.00
1.Brady, Jeremy F	51	0.00	0.00	0.00	0.00	0.00
2.Dukatz, Alisa K	941	1.00	1.00	1.00	1.00	1.00
3.Flom, Crystal	960	1.00	1.00	1.00	1.00	1.00
4.Jones, Andrea P	1023	0.00	0.00	0.00	0.00	0.00
5.Klovstad, Devin M	1044	0.00	0.00	0.00	0.00	0.00
6.Larson, Kari C	1348	1.00	1.00	1.00	1.00	1.00
7.Rodriguez, Isabella C	1794	1.00	1.00	1.00	1.00	1.00
Grand Totals		4.00	4.00	4.00	4.00	4.00

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Membership and Enrollment Reports

Use these reports to calculate the school's average daily attendance values.

ADA/ADM by Student

Use this report to review attendance records for students who are enrolled during the date range that you specify. This report shows the number of days that a student is absent or present, even if your school uses meeting attendance.

1. On the Start Page, click **System Reports**
2. In the Membership and Enrollment section, click **ADA/ADM by Student**
3. Select which students and grade level(s) to include
4. Enter beginning and ending dates
5. Check **Include Absent Column** if you want to see how many days each student was absent during the date range that you specify
6. Click **Submit**

Student Number	Name	Grade (Track)	School Number	School	Entry Date	Exit Date	Membership	Attendance	Absence	Off Track Days	Days Not Enrolled
1. 51	Brady, Jeremy F	11	100	AGHS1	07/29/2019	08/01/2020	130.00	130.00	0.00	0	5
2. 941	Dukatz, Alisha K	9	100	AGHS1	07/29/2019	08/01/2020	130.00	3.00	15.00	0	5
3. 960	Flem, Crystal	11	100	AGHS1	07/29/2019	08/01/2020	130.00	129.50	0.50	0	5
4. 1023	Jones, Andrea P	12	100	AGHS1	07/29/2019	08/01/2020	130.00	130.00	0.00	0	5
5. 1044	Klovstad, Devin M	11	100	AGHS1	07/29/2019	08/01/2020	130.00	68.00	5.00	0	5
6. 1348	Larson, Kari C	9	100	AGHS1	07/29/2019	08/01/2020	130.00	7.00	1.00	0	5
7. 1794	Rodriguez, Isabella C	11	100	AGHS1	07/29/2019	08/01/2020	130.00	130.00	0.00	0	5
Total:							910.00	597.50	21.50	0	35
Average:							6.74	4.43	0.16		

ADA/ADM by Date

Use this report to compare the number of students who are enrolled (membership) to the number of students who actually attended school (attendance) on a certain day.

Also, use it to see if the school gained or lost students during a certain date range. Keep in mind that the total number should match the values that appear in the ADA/ADM by Student report.

1. On the Start Page, click **System Reports**
2. In the Membership and Enrollment section, click **ADA/ADM by Date**
3. Select which students and grade level(s) to include
4. Enter beginning and ending dates
5. Click **Submit**

ADA/ADM by Minute

Use this report to see any overall patterns related to meeting periods during a certain date range.

1. On the Start Page, click **System Reports**
2. In the Membership and Enrollment section, click **ADA/ADM by Minute**
3. Select which students and grade level(s) to include
4. Enter beginning and ending dates
5. Click **Submit**