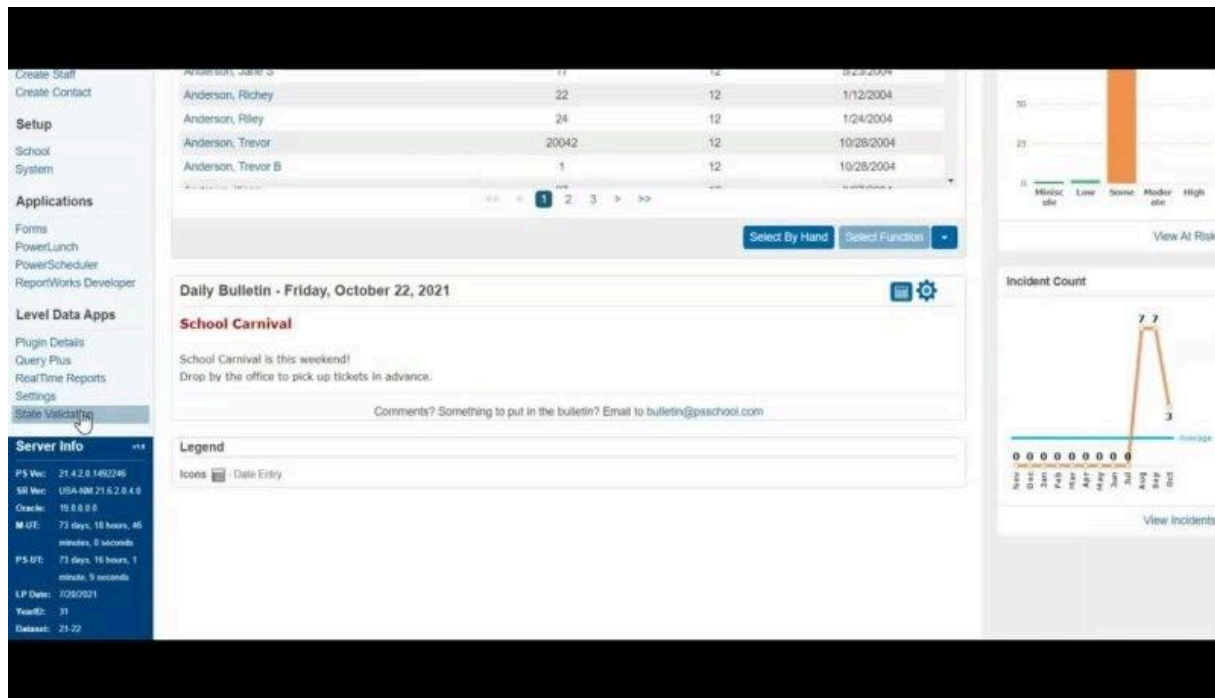


# How to Manage School Attendance Summary Report in PowerSchool

While schools mainly focus attendance reporting on individual students' dates or codes, there are many times when schools need to look at attendance values from a more summary view.

For example, looking at what codes have been assigned on a period or even day by day basis, this could provide valuable insight as to whether certain periods or days have higher rates of absent or tardy students than others. But getting to that data can often be a bit difficult and often requires exporting individual student attendance records and then manipulating that data outside of PowerSchool.

However, with the use of our School Attendance Summary Report, schools can now easily get a report that breaks down the count of attendance codes by period for each day within a selected date range.



## How to run the report:

Before navigation to the report, you can select from the start page the group of students for whom you want to report on. This can be anywhere from a single student to the entire school.

Once selected, click on RealTime Reports from the Level Data app section from the start page.

From the dashboard select the School Attendance Summary Report. When the pre-filter appears you'll enter the date range for which you wish to report. Note that running this report for an extended period may require a longer processing time. The student section will indicate the group of students you've previously selected. Once all options have been made, click run.

### Once the report loads:

When the report loads, you'll see a graphical breakdown of attendance by associated attendance codes and periods. The count of attendance code graph will show a tally of all attendance codes assigned during the selected date range. The count by period graph will show how many times each code has been assigned to each period.

To view the breakdown of attendance records by date and period, scroll down the page. In the table, you'll see a list that includes a record for each period, for each date selected. The data will be further broken down to show the total school enrollment and period enrollment for each date and then the account of how many times each attendance code was assigned within that period.

The attendance data can be further filtered by school or period enrollment values, as well as by each attendance code. For example, if you wanted to filter to only those periods where there were three or more unexcused absences on a given date, set the min value for your unexcused absence code to three. This will then limit the results to show only those periods or days where there were three or more unexcused absences assigned.

### Exporting your results:

Once your results have been filtered, you can export the results by clicking on the export button to generate a CSV file that includes all the report data for the filtered group of records.

No need to know any field names, table names, or complicated dot tags.

Getting to your data has never been easier.