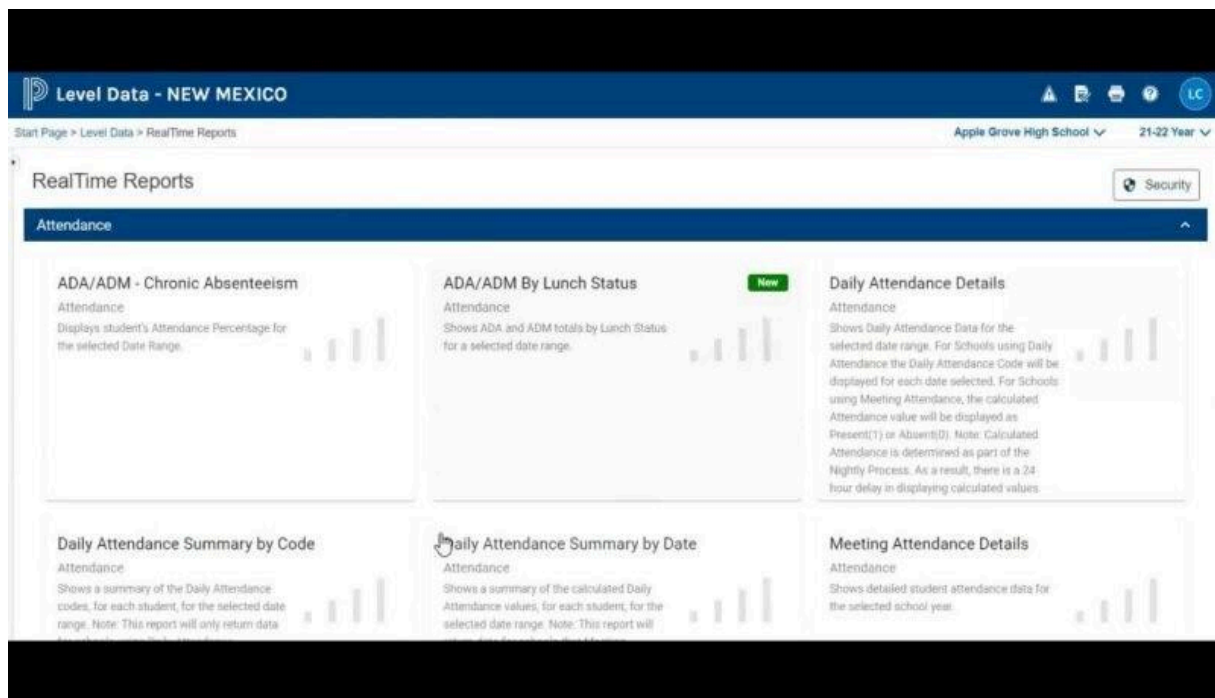


How to Pull Daily Attendance Summary by Code Report in PowerSchool

For schools that check daily attendance, retrieving detailed daily attendance records is only one piece of the puzzle. Identifying students that have accumulated multiple absences, tardies, or a combination of those codes, is often even more important.

While getting the day to day records for individual students is fairly straightforward, getting to that data for larger groups and then being able to filter based on specific codes or number of occurrences can complicate the process.

With the use of our Daily Attendance Summary by Code Report, schools can now retrieve aggregated daily attendance daily and easily filter the data by date range, attendance code, or number of occurrences.



How to run the report:

Before navigating to the reports, you can select from the start the group of students for whom you want to run the report. This could be anywhere from a single student to the entire school.

Once selected, click on RealTime Reports from the Level Data app section of the start page. Once on the dashboard, select the daily attendance summary by code report. When the pre-filter appears, you'll enter the date range of which you wish to report.

If desired, you can select specific attendance codes to report on. If no selection is made, the report will return a record for all students and codes for the selected date range. The student selection will indicate the group of students you previously selected. Once your selections have been made, click run.

Once the report loads:

Once the report loads, you'll see a graphical breakdown similar to what was displayed on the daily attendance details report.

The attendance code graph will show a tally of all attendance codes assigned during the selected date range. In addition to the attendance graphs, you'll also see a breakdown of student data by grade level, gender, and scheduling ethnicity.

Individual student records:

To view the individual student records, scroll down the page. In the table you'll see a list that includes a record for every student from the original selection for each attendance code assigned, including students marked present by default within the selected date range.

Along with the count of how many times each code has been applied, student data can be filtered based off of any of the displayed fields. For example, you can select the attendance code or codes from the attendance code filter and then use the count of codes filter to identify those students that have reached a specific threshold.

Exporting your report:

Once your results have been filtered, if you'd like to work with the selected group of students back in PowerSchool, you can click on the make current student selection button to create a new student selection.

Or you can click the add to current student selection if there's already a group you're working with and you'd like to add these selected students to that list. Or if you just need to export the results, click on the explore button to generate a CSV file that includes all the data for the filtered group of students. No need to know any field names, table names, or complicated dot tags. Getting to your data has never been easier.