

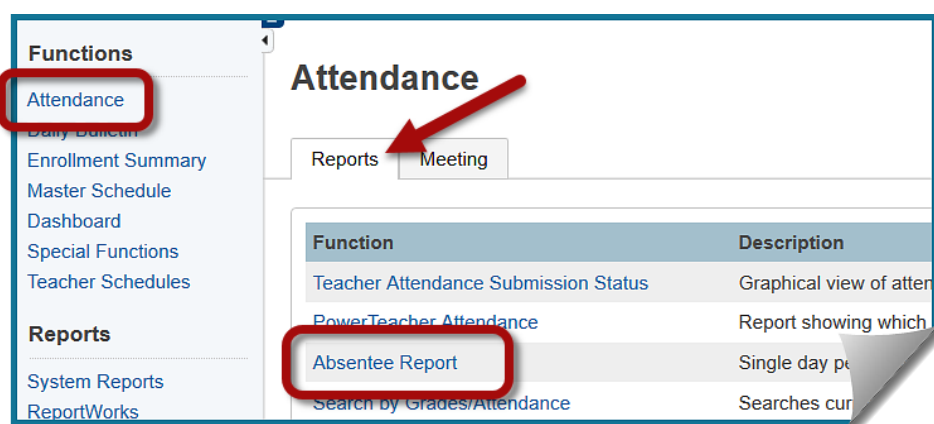
# Reviewing Attendance in PowerSchool

April 30, 2020 • Version 1.0

## Using the Absentee Report

Use the Absentee Report to create list of student absences for a given date.

1. From the **Start Page**, under Functions, click on **Attendance**.
2. On the **Reports** tab, click **Absentee Report**.



3. Apply the following settings:
  - From the **Attendance Codes** menu, select the attendance code you want to scan.
  - In the **Date to Scan** field, enter the date for which you want to check attendance.
  - Under the **Data to be filled** section, check **Include Student Number**.
  - **(OPTIONAL if using as a phone call list)** Enter **1** in the **Number of Blank Lines Below Student Names** field. This will allow for spacing below each student name. Enter "0" for no spacing.
  - **(OPTIONAL if using as a phone call list)** Check **Include Verification Line**. This will provide an area below each student name for documenting absence verification.
  - **(OPTIONAL)** Check all three boxes to the far right to save as default settings.
4. Click **Submit**.

### Absentee Report

**Report Name** Absentee  
**Version** 2.16  
**Description** Single day period by period attendance code report.  
 Note: Period(s) does not apply to daily mode.

**Comments**

**Attendance Mode** Meeting

**Students to Include**  The selected 0 students only  
 All students

**Grades (leave blank for all)**  9  10  11  12

**Attendance Codes**  
 A (Unverified Absence)  
 B (Bus did not pick up student)  
 C (Ind Study Credit 5 or more)  
 D (Detained in Office)  
 E (Excused)  
 F (Field Trip)  
 G (Independent Study Credit Not Earned)  
 H (School Sponsored Event)  
 I (Illness, Injury)

**Date to Scan** 4/24/2020

**Period(s) (leave blank for all)**  1  2  3  4  5  6  7

**Processing Options** In Background Now

**Specific Date/Time** MM/DD/YYYY

**Data to be filled** (Check checkbox on the right to save as default value) **Reset All**

**Include Student Number**

**Number of Blank Lines Below Student Names** 1

**Include Verification Line**

**Report Output Locale** English

**Submit**

**OPTIONAL**

Independent Study Sites use "G" Attendance Code

- On the **Report Queue**, when the report Status is **Completed**, right click on the word **View** and select **Open Link in New Tab**.

### Report Queue (System) - My Jobs

System ReportWorks Refresh

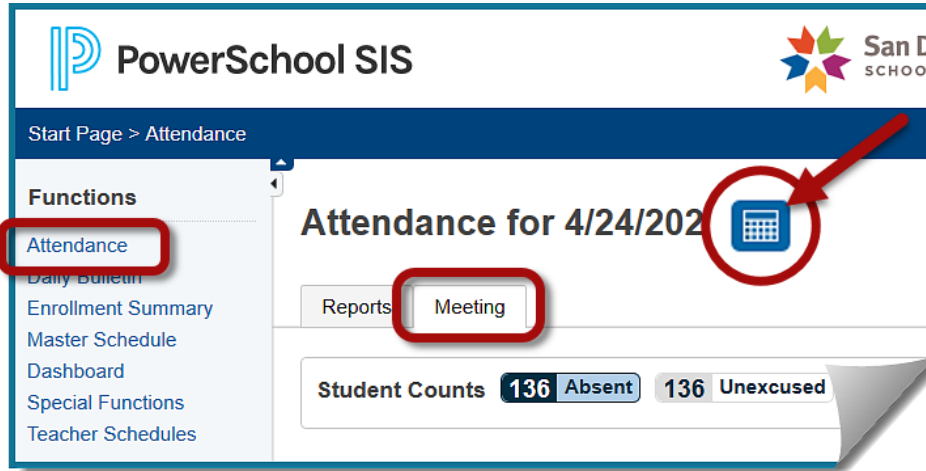
Created	Job Name	School Name	Started	Ended	Status	
04/29/2020	Absentee	Bay Park Elementary	04/29/2020 05:44 PM	04/29/2020 05:44 PM	Comple	View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail

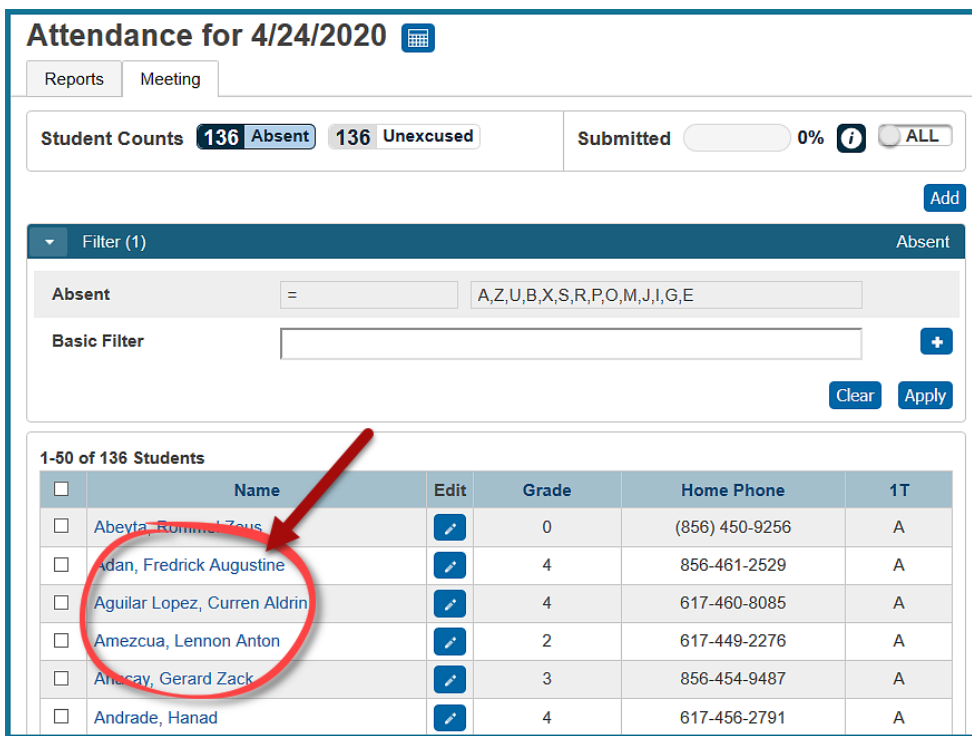
## Using the Attendance Dashboard

The Attendance Dashboard allows you to quickly view a student’s attendance for a given date, and download the results to excel.

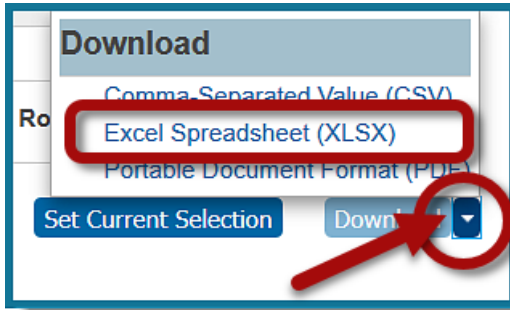
1. On the **Start Page**, under Functions, select **Attendance**.
2. Select the **Meeting** tab, then click the **calendar icon** to select a date.



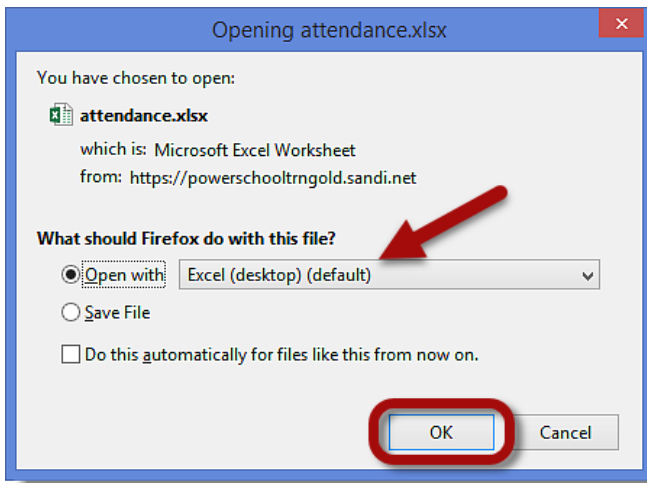
3. Students with absences will appear in a list below.



4. Scroll to the lower right corner of the list and expand the **Download** button.
5. Select **Excel Spreadsheet (XLSX)** from the menu.



6. From the **Opening attendance** dialog box, verify the report will open with Excel, then click **OK**.



### Excel View

Columns can be added or deleted.

	A	B	C	D	E	F	G	H
1	ID	DCID	Student Number	Name	Grade	Home Phone	1T	
2	25490043	25490743	588646	Abeyta, Rommel Zeus	0	(856) 450-9256	A	
3	25386670	25387470	546217	Adan, Fredrick Augustine	4	856-461-2529	A	
4	25391114	25391914	547643	Aguilar Lopez, Curren Aldrin	4	617-460-8085	A	
5	25507323	25507723	595369	Amezcuca, Lennon Anton	2	617-449-2276	A	
6	25449812	25450512	572139	Anacay, Gerard Zack	3	856-454-9487	A	
7	25436508	25437208	568112	Andrade, Hanad	4	617-456-2791	A	
8	25517010	25517486	600663	Arriero, Tyshawn	2	617-448-2513	A	
9	25513577	25514085	598412	Beltran, Mark Kaiden	2	856-448-5914	A	
10	25372800	25373150	538805	Benavides, Abraham Jeremy	2	617-462-6849	A	
11	155365	155365	451380	Bentley, Dana Anay	5	925-984-4634	A	
12	25446365	25447065	570703	Bethel, Eleazar Frederic	3	617-455-2934	A	
13	25618052	25618752	641828	Blunt, Brenden Kasen	0	617-438-1247	A	