

Attendance Statistics Report



Management Technology Helpdesk

May 2015

Contents

Attendance Statistics Report.....	3
Version 1.00.....	3
PowerSchool Requirements	4
Error Messages.....	5
Report Parameter Option Screen.	6
Select the School Buildings for the Attendance Statistics	6
General Selection Tab.....	7
Student Selection Tab	8
Absent Code Selection Tab.....	9
Running the Report.....	10
Sample Attendance Statistics Report.....	11
Run Options Page.....	12

Attendance Statistics Report

The attendance statistic report computes student absent counts for school year(s), summarizing absent counts in a range of values. Only active students are reported, calculating a percentage of students found absent within each value range. Statistics are subtotaled by building number and student grade level. Totals are provided by building number. Grand totals (district level) are provided at the end of the report, for all the buildings selected.

Students attend different courses in the school year; therefore, the program calculates the absent count by school period number. For each student, the highest absent count in a school period, determines which range the student is assigned.

For example: The range of absent categories chosen are Zero absences, 1 to 5, 6 to 10, 11 -15, 16 - 20, and 21 and up.

The student had 1 absence in the first period, 2 absences in the second period, and 3 absences in the third period, during the school year. The third period had the highest absent count (3), inside the range of the "1 to 5" category. The "1 to 5" category is assigned a count of 1 for the sample student.

A PDF file is created with the name "pdfAttStats.PDF". A corresponding CSV file is created with the name "pdfAttStats.CSV". The CSV file may be opened in Excel to do graphing, using the data exported from the report.

Version 1.00

March 2011

PowerSchool Requirements

PowerSchool meeting attendance records are queried in the report.

PowerSchool Attendance Statistics Report Option Screen

- Identify the file directory where the attendance statistic report is printed. The directory should be used each time you run the program.
- Enter from and to dates for the student attendance period. Only currently active students are reported in the program.
- Enter the student absent count ranges for reporting. The default range of values is 1-5, 6- 10, 11-15, and 16-20.

Attendance Statistics Report

PowerSchool Attendance Statistics Report 1.00

Output file directory: C:\AttendanceWork\ **Browse**

Attendance from: 09-07-2010 **Next >**

Attendance to: 03-17-2011

Enter max absences in a period for:

1. Students with no absences	0
2. Range of 1 to A absences	5
3. Range of A+1 to B absences	10
4. Range of B+1 to C absences	15
5. Range of C+1 to D absences	20
6. Range of D+1 and up	

If you wish to have less than four (4) range values entered, then leave the remaining higher range values blank (not entered and empty).

Error Messages

Error messages are displayed on the bottom line of each screen.

Error missing output file directory to create the report.

You must specify where to create the report file. The file directory contains the special connection file to run the report.

Error the output file directory specified does not have connection file.

The output file directory does not contain the special connection file required to run the report.

Error Date from is equal to date to.

Absent report dates are specified using a date from and date to. The from date will normally be the first day of school in September.

Error range value not greater than prior category=

The range of absent counts entered has a quantity less than a prior value entered. Each “bucket” in the range must be progressively higher.

Error invalid range number entered

The value entered is not a digit (0 to 9).

Error no school buildings are selected to report.

The report must have one school building selected to run.

Error the school building numbers must be selected.

The report must have one school building selected to run.

Error the attendance codes must be selected.

The report must have at least one absent or tardy code selected to run.

Error the output file name must have '.PDF' on the end.

The output report file is created in PDF format. The file name must have the “.PDF” extension on the end of the file. Example: “myFileName.PDF”.

Report Parameter Option Screens

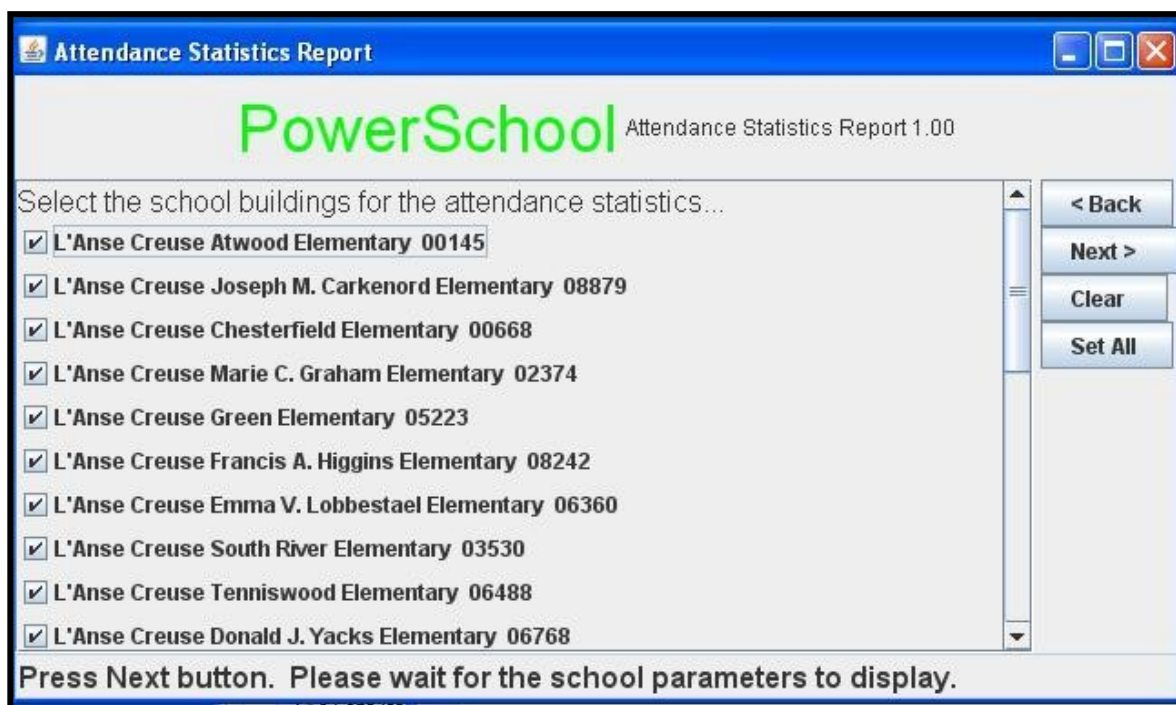
Report options include the ability to select a list of schools, genders, lunch status codes, grade levels, school periods, students, and absent codes.

A list of students is displayed when one school building is selected. It takes too long displaying all the students in the school district.

Select the School Buildings for the Attendance Statistics

Select the school buildings to print in the statistic report. The school buildings determine the student and absent code parameter selection.

School buildings are listed in order, using the PowerSchool building sort order number.



Attendance Statistics Report

PowerSchool Attendance Statistics Report 1.00

Select the school buildings for the attendance statistics...

- ☒ L'Anse Creuse Atwood Elementary 00145
- ☒ L'Anse Creuse Joseph M. Carkenord Elementary 08879
- ☒ L'Anse Creuse Chesterfield Elementary 00668
- ☒ L'Anse Creuse Marie C. Graham Elementary 02374
- ☒ L'Anse Creuse Green Elementary 05223
- ☒ L'Anse Creuse Francis A. Higgins Elementary 08242
- ☒ L'Anse Creuse Emma V. Lobbestael Elementary 06360
- ☒ L'Anse Creuse South River Elementary 03530
- ☒ L'Anse Creuse Tenniswood Elementary 06488
- ☒ L'Anse Creuse Donald J. Yacks Elementary 06768

< Back

Next >

Clear

Set All

Press Next button. Please wait for the school parameters to display.

General Selection Tab

Report parameters include the student gender, lunch status, grade level, and school period number.

A set of clear and set all buttons are found on the bottom for the grade and school period categories.

The “Print student#” option prints the student number, period number, and absent count for each student. If the period number is minus one (-1), then the student has zero absences in the reporting period.

Attendance Statistics Report

PowerSchool Attendance Statistic Report Parameters 1.00

General **Student** **Absent Codes**

Gender

☒ F ☒ -03 ☒ -02 ☒ 00 ☒ 01

☒ M ☒ -01 ☒ 00 ☒ 02 ☒ 03

Lunch Stat

☒ Blank ☒ 01 ☒ 02 ☒ 04 ☒ 05

☒ Exempt ☒ 03 ☒ 04 ☒ 06 ☒ 07

☒ Free ☒ 05 ☒ 06 ☒ 08 ☒ 09

☒ Pay in full ☒ 07 ☒ 08 ☒ 10 ☒ 11

☒ Reduced ☒ 09 ☒ 10 ☒ 12 ☒ 13

☒ Temporary ☒ 11 ☒ 12 ☒ 14 ☒ 15

☒ FDC ☒ 14 ☒ 20 ☒ 16 ☐ 17

☒ 30 ☒ 99 ☒ 18 ☒ 19

☒ 20 ☒ 21

☒ 22 ☒ 23

☒ 24 ☒ 25

☐ Print student#

Print

< Back

Clear **Set All** **Clear** **Set All**

Student Selection Tab

List of active students in the school building is displayed

The clear and set all buttons change all the student selection values.

Attendance Statistics Report

PowerSchool Attendance Statistic Report Parameters 1.00

General **Student** Absent Codes

<input checked="" type="checkbox"/>	0001001
<input checked="" type="checkbox"/>	000100C
<input checked="" type="checkbox"/>	0001004000
<input checked="" type="checkbox"/>	000061
<input checked="" type="checkbox"/>	00010
<input checked="" type="checkbox"/>	0000633000
<input checked="" type="checkbox"/>	00006
<input checked="" type="checkbox"/>	000101
<input checked="" type="checkbox"/>	000066
<input checked="" type="checkbox"/>	000100
<input checked="" type="checkbox"/>	000100L
<input checked="" type="checkbox"/>	00010C
<input checked="" type="checkbox"/>	000066
<input checked="" type="checkbox"/>	000066
<input checked="" type="checkbox"/>	00010
<input checked="" type="checkbox"/>	0001003000
<input checked="" type="checkbox"/>	00005C
<input checked="" type="checkbox"/>	00006C

Print
< Back
Clear
Set All

Absent Code Selection Tab

Select the absent or tardy codes relevant to the analysis being performed. Absent codes are maintained by school building. You may find absent codes entered with the same definition, having different code values.

The clear and set all buttons change all the absent code selection values.

The screenshot shows a software window titled "Attendance Statistics Report" with the "PowerSchool" logo and "Attendance Statistic Report Parameters 1.00" text. The "Absent Codes" tab is selected, showing a list of attendance codes with checkboxes. The codes are: Absent (Absent) AB, Excused (Absent) EXC, Medical (Absent) MED, Suspended (Absent) SUS, Family Trip (Absent) TRP, Unexcused (Absent) UNX, Homebound (Present) HB, In Office (Present) INO, In school suspension (Present) ISS, School Activity (Present) SA, and Tardy (Present) TDY. The first six codes are checked, while the last five are unchecked. On the right side of the window, there are four buttons: "Print", "< Back", "Clear", and "Set All".

Code	Definition	Selected
AB	Absent (Absent)	Yes
EXC	Excused (Absent)	Yes
MED	Medical (Absent)	Yes
SUS	Suspended (Absent)	Yes
TRP	Family Trip (Absent)	Yes
UNX	Unexcused (Absent)	Yes
HB	Homebound (Present)	No
INO	In Office (Present)	No
ISS	In school suspension (Present)	No
SA	School Activity (Present)	No
TDY	Tardy (Present)	No

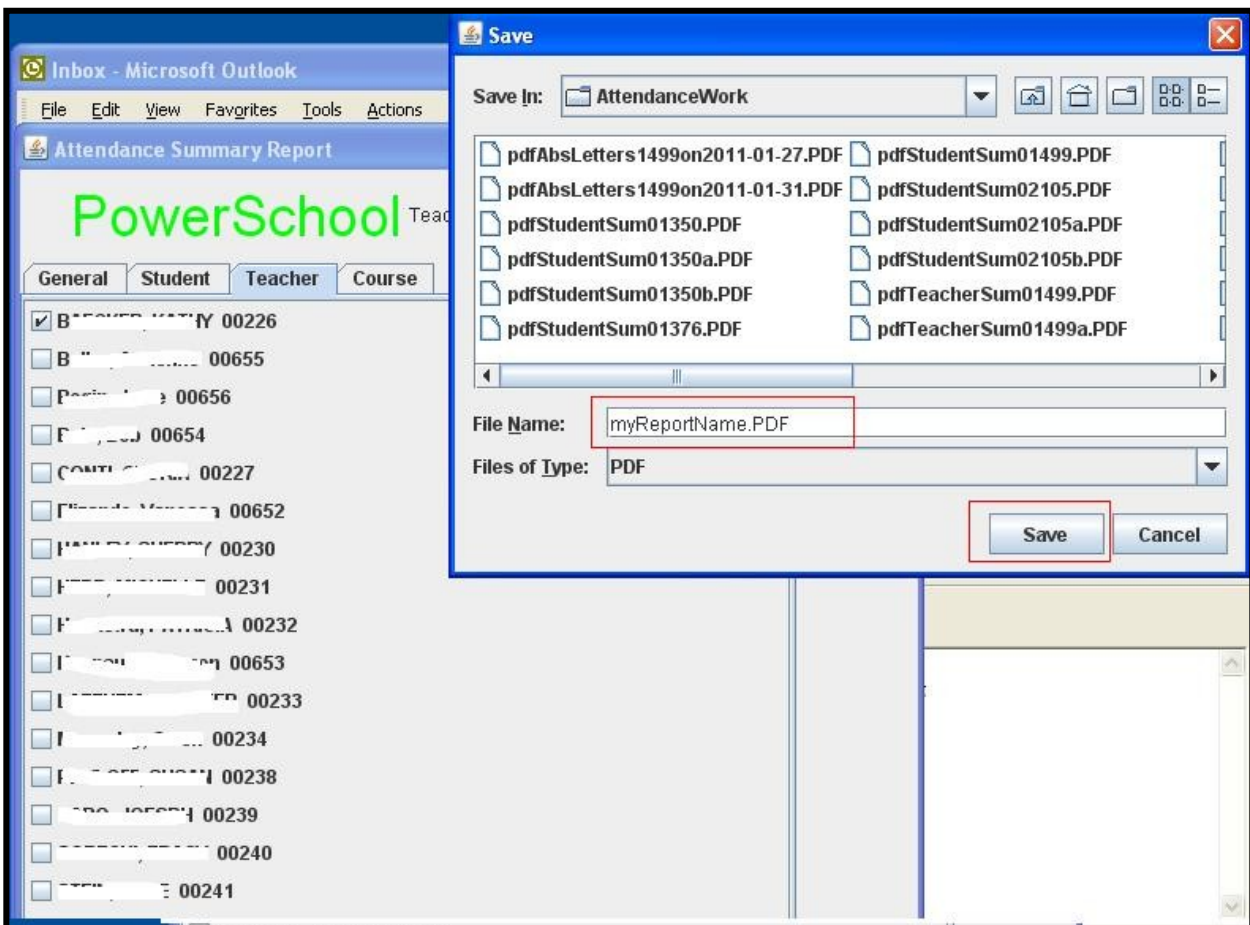
Running the Report

Press the “Print” button when all the report options are chosen. You have the ability to name your output report name and save it to a specified file directory. The output file name must have the “.PDF” file name extension entered in the file name (Example: “myfilename.PDF”).

If you press the Cancel button in the Save screen, then the program will name your report as “pdfAttStats.PDF”. A CSV file is created with the same file name, using the “.CSV” file extension.

A status bar will appear, displaying the status as the student attendance data as it is read. Please be patient. It may take the database program several minutes to compute the attendance counts for each student period number.

The “<Back” button is used to return to the options page to exit the program.



Sample Attendance Statistics Report

Each school building selected prints totals by grade level, with the Grand Totals summarizing the counts of the school buildings in the report.

Student Attendance Statistics														Page: 1
From date: 09/07/2010 To date: 03/16/2011														Date:
Grade	Students Enrolled	Zero Absent	% Absent	1 to 5 Absent	% Absent	6 to 10 Absent	% Absent	11 to 15 Absent	% Absent	16 to 20 Absent	% Absent	21 and up Absent	% Absent	
Elementary														
0	160	33	20.6	66	41.2	46	28.7	12	7.5	3	1.9	0	0.0	
1	116	12	10.3	65	56.0	23	19.8	13	11.2	2	1.7	1	0.9	
2	117	19	16.2	57	48.7	31	26.5	8	6.8	0	0.0	2	1.7	
3	127	11	8.7	85	66.9	25	19.7	2	1.6	3	2.4	1	0.8	
4	124	24	19.4	66	53.2	26	21.0	7	5.6	1	0.8	0	0.0	
5	132	13	9.8	86	65.2	25	18.9	7	5.3	1	0.8	0	0.0	
Total:	776	112	14.4	425	54.8	176	22.7	49	6.3	10	1.3	4	0.5	
Elementary														
0	75	8	10.7	32	42.7	22	29.3	11	14.7	1	1.3	1	1.3	
1	98	4	4.1	49	50.0	24	24.5	17	17.3	3	3.1	1	1.0	
2	82	3	3.7	34	41.5	32	39.0	11	13.4	1	1.2	1	1.2	
3	102	9	8.8	58	56.9	30	29.4	4	3.9	0	0.0	1	1.0	
4	110	4	3.6	65	59.1	29	26.4	12	10.9	0	0.0	0	0.0	
5	89	6	6.7	44	49.4	25	28.1	13	14.6	0	0.0	1	1.1	
Total:	556	34	6.1	282	50.7	162	29.1	68	12.2	5	0.9	5	0.9	
Elementary														
0	71	2	2.8	32	45.1	19	26.8	11	15.5	3	4.2	4	5.6	
1	83	8	9.6	46	55.4	21	25.3	8	9.6	0	0.0	0	0.0	
2	63	2	3.2	38	60.3	18	28.6	2	3.2	3	4.8	0	0.0	
3	57	4	7.0	28	49.1	17	29.8	6	10.5	2	3.5	0	0.0	
4	74	7	9.5	39	52.7	18	24.3	8	10.8	1	1.4	1	1.4	
5	58	3	5.2	36	62.1	12	20.7	5	8.6	2	3.4	0	0.0	
Total:	406	26	6.4	219	53.9	105	25.9	40	9.9	11	2.7	5	1.2	
Elementary														
0	58	4	6.9	14	24.1	24	41.4	7	12.1	6	10.3	3	5.2	
1	76	3	3.9	35	46.1	22	28.9	8	10.5	3	3.9	5	6.6	
2	63	4	6.3	36	57.1	12	19.0	9	14.3	1	1.6	1	1.6	
3	84	5	7.8	36	56.2	15	23.4	5	7.8	1	1.8	2	3.1	
4	70	5	7.1	32	45.7	19	27.1	9	12.9	4	5.7	1	1.4	
5	76	0	0.0	41	53.9	21	27.6	11	14.5	2	2.6	1	1.3	
Total:	407	21	5.2	194	47.7	113	27.8	49	12.0	17	4.2	13	3.2	
Elementary														
0	84	11	13.1	34	40.5	26	31.0	7	8.3	6	7.1	0	0.0	
1	88	9	10.2	47	53.4	25	28.4	6	6.8	0	0.0	1	1.1	
2	83	4	4.8	48	57.8	25	30.1	4	4.8	0	0.0	2	2.4	

Run Options Page

A summary of the report options selected is printed.

Report parameters for Student Attendance Statistics

File name = C:\AttendanceWork\pdfAttStats.PDF

Date From: 09/07/2010

Date To: 03/16/2011

Absent range period upper values = 0, 5, 10, 15, 20, 21 and up.

School buildings =

00145,08879,00668,02374,05223,08242,06360,03530,06488,06768,02125,08735,02060,02119,02124,06487,06550,05970,00060,07833,09376,07263,04214,00070,00474,999999

Absent codes = 'AB','C','E','EXC','F','M','MED','S','SUS','TRP','U','UNX'

Gender = 'F','M'

Grade level = -03,-02,-01,00,01,02,03,04,05,06,07,08,09,10,11,12,14,20,30,99

Lunch status = '','E','F','P','R','T','FDC'

Class period = 00,01,02,03,04,05,06,07,08,09,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25