Attendance Summary Report



Management Technology Helpdesk

May 2015

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Attendance Summary Report for PowerSchool

The attendance summary report lists the student absent and tardy history, in a weekly layout, for selected students. A second report option lists all the student attendance entered by a teacher, in a weekly layout, for all the courses taught.

Options include the ability to select the attendance dates and to report absent codes and/or tardy codes for the student

If the student summary report is printed, the output file name is "pdfStudentSum<xxxxx>.PDF, where <xxxxx> is the school building number. If the teacher/student summary report is selected, the output file name is "pdfTeacherSum<xxxxx>.PDF, where <xxxxx> is the school building number.

Version 1.0

February 2011

Current Version 1.1

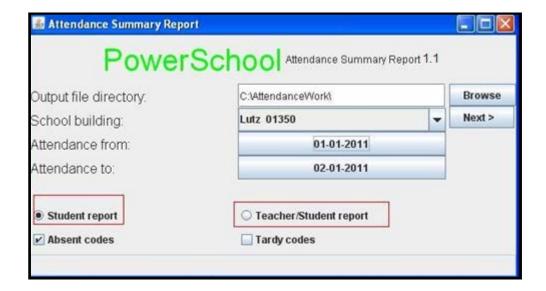
May 2015

PowerSchool Requirements

Absent attendance codes must have the PowerSchool presence status set to "Absent". Tardy codes reported have the PowerSchool presence status set to "Present" with the indicator "Tardy" set.

Attendance Summary Report Option Screen

- Identify the file directory (folder) where the attendance summary report is printed. This folder should be used each time you run the program. House a copy of your districts special sign-in file in this folder for your convenience.
- Choose the school building
- Enter from and to dates for the student attendance period. Select the report type: student attendance summary or a teacher/student attendance report.
- Select to display absent and/or tardy codes in the report.
- Select Next.

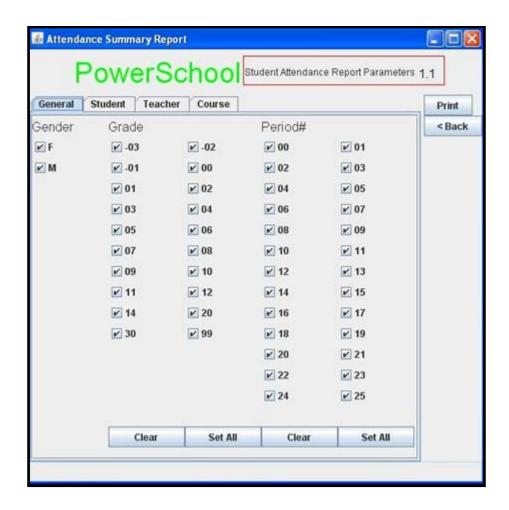


Report Parameter Option Screens

Report options include the ability to select the gender, grade level, classroom period number, student, teacher, and course name.

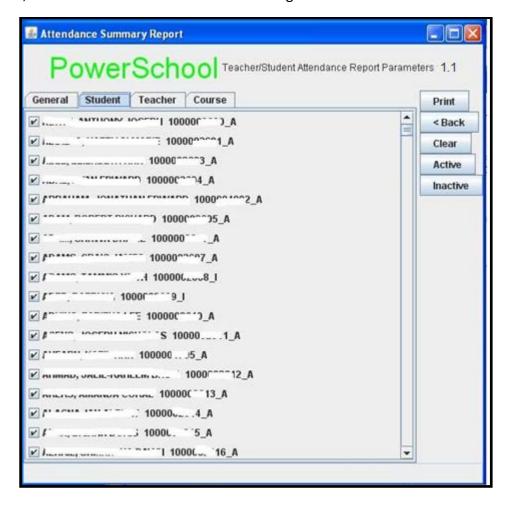
Student Attendance Report Parameters

Select the students to print with the optional student attributes, including classes for selected teacher names. A set of clear and set buttons are found on the bottom for the grade and period categories.



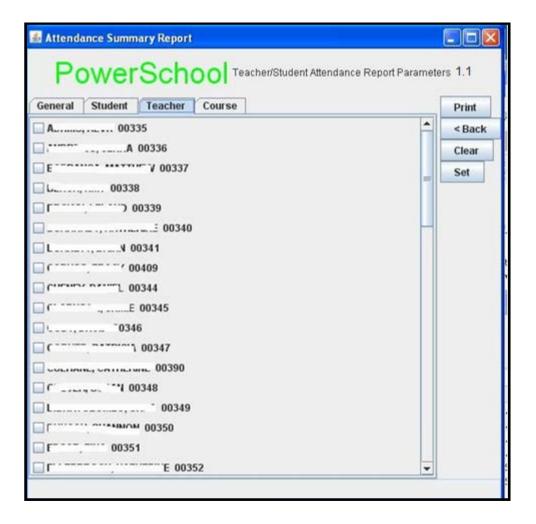
Student Selection Tab

Students may be selected individually, or for active and inactive students in the school building. Clear, Active, and Inactive buttons are found at the right hand side of the Student selection.



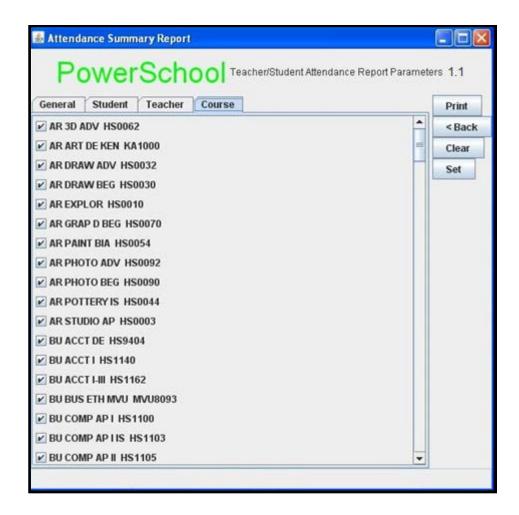
Teacher Selection Tab

Teachers may be selected individually or all teachers may be chosen.



Course Selection Tab

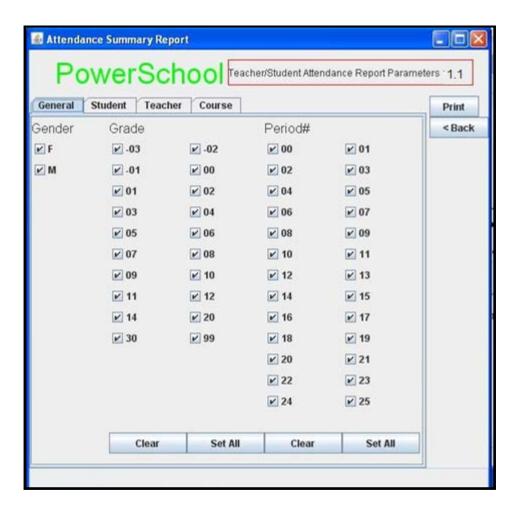
Student course names may be selected, in place of knowing the classroom period numbers for selected students.



Teacher/Student Attendance Report Parameters

Select the teachers to print with their students, with the optional student attributes or selecting specific student names.

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

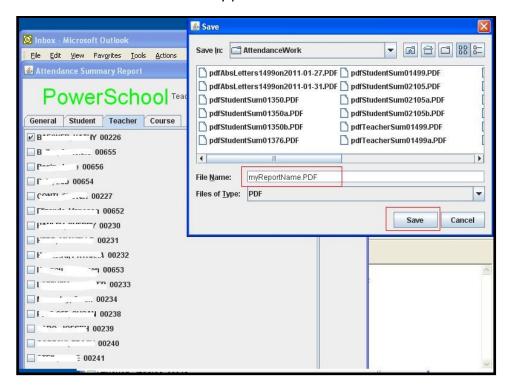


Running the Report

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 "pdfStudentSum<xxxxx>.PDF" or "pdfTeacherSum<nnnnn>.PDF", where <nnnnn> is your school building number.

A status bar will appear on the left, displaying the status as the student attendance data or teacher/student attendance data is created. Once completed the file can now be opened from its saved location. It does not automatically print.



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

Run Options Page

A summary of the report options selected is printed on the first page of each report.

Report parameters for Teacher/Student Attendance Report

File name = C:\Attendance\Work\pdfTeacher\Sum01350.PDF

School number = 1350

Date From: 01/01/2011

Date To: 02/01/2011

Gender = (Gender IN("F',"M") OR Gender IS NULL)

Grade level = (Grade_Level IN(-03,-02,-01,00,01,02,03,04,05,06,07,08,09,10,11,12,14,20,30,99) OR Grade_Level IS NULL)

Class period = (am.Period_Number IN(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) OR am.Period_Number IS NULL)

Absent and/or Tardy = am.Presence_Status_CD = 'Absent'

Student = All items selected

Teacher = Items selected=1

Course = All items selected

Sample Student Attendance Summary

Each student absence is printed with the classroom period number, absent/tardy code, teacher name, course name, and course number.

Lakeview H	\$370		Student Attendance S				Page:
	even Mile Ro		N448000000 E18000	e: 09/07/2010 To date: 01/28/2011	20	Date:	01/28/201
	ores, MI 480		Student number:		54		
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11/14/2010		01 VER EDGARÆN ENGL IV HS2040					
11/21/2010				01 VER EDGARJEN ENGL IV HS2040 02 VER HALEJSU ACCT I HS1140 05 VER TRELFA/TE ELECTRON HS3450 04 VER KEDROMPE WGT TRNG HS5210			
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12/12/2010				01 U EDGARJEN ENGL IV HS2040 02 U HALEJSU ACCT I HS1140 04 U KEDROWIPE WGT TRNG HS5210	- N	03 VER THELFA/TE ELECTRON HS3480 04 VER KEDROWPE WGT TRNG HS5210	
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01/16/2011	9 9		8		2		
01/23/2011		01 VER BURKARDTAR EXPLOR HS0010 02 VER GLOVAC/SC FORENSIC HS8095 03 VER OSTER/SS ECON GOV HS7090 04 VER TRELFA/TE TECH ED HS3400	01 VER BURKARDT/AR EXPLOR HS0010 02 VER GLOVAC/SC FORENSIC HS0055 05 VER OSTER/AS BOON GOV HS7000 04 VER TRELFA/TE TECH ED HS3400	01 VER BURKARDTIAR EXPLOR HS0010 00 VER QLOVAC/SC FORENSIC HS8096 05 VER OSTER/SS ECON GOV HS7089 04 VER TRELFA/TE TECH ED HS3400	IZ U GLOVAC/SC FORENSIC H98695		
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Sample Teacher/Student Attendance Report

Each student absence is printed with the classroom period number, absent/tardy code, student name, and course name.

Lakeview Hi			Teacher/Student Atte	ELIST CHIPPING VI. NATA ENGLANA (1981)	¥		Page:
21100 E Ele St Clair Shor	37/1/27 200	A x 100	From date	e: 09/07/2010 To date: 01/28/2011		Date:	01/28/201
	res, Mi 461 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09/07/2010	00.00	monay,	, constant	The state of the s	DI UNI MCDAID ARN JOURNESM I 62 U MCCLOY JEEN READ IMP	01 UIO DEFALCO MEN JOURNESMI 01 UI MCDAID ARN JOURNESMI 02 UI MCDLOY JEN READ IMP 04 VER REMARKS JEN JOURNESMI	
08/12/2010		01 U MCDAID AIRN JOURNESM I 02 VER MADAR JIEN READ IMP 02 U MCCLOY JEN READ IMP 02 VER STALLER JEN READ IMP 04 VER ADAMS GEN JOURNESM II	DI U MCCAID A/EN JOURNESMI 02 U LEE DYEN READ IMP 02 U MCCLOY JEN READ IMP 04 VER RICHARDS JEN JOURNESMI	02 U MCCLOY JAEN READ IMP 04 U RICHARDS JAEN JOURNESM II	61 VER MORROW MEN JOURNUSM I 61 VER RAYES PÆN JOURNUSM I 62 U MCCLOY JYEN READ IMP	01 VER THOMPSON O'EN JOURNLSMI 02 U MCCLOY JEN READ IMP 02 VER SIMPSON LIEN READ IMP	
08/19/2010		01 VER MORROW DEN JOURNUSM I 01 VER MURRYY COM JOURNUSM I 01 VER CORPOCTE MEN JOURNUSM I 01 UTHOMPSON COM JOURNUSM I 02 U COOK MEN READ IMP 02 U MCCLOY MEN READ IMP 04 VER HAVELLOSKI REN JOURNUSM I 04 VER KAMELLOSKI REN JOURNUSM I 04 VER CHECHOWSSI ARTH JOURNUSM I	OT U DEFALCO MEN JOURNLEM! OT VER MURPHY CERN JOURNLEM! OF VER STATES JERN READ MP OF VER SELLS HIER LOCKELSM! OF VER SERENCE PVEN JOURNLEM!	01 VER MORROW IMEN JOURNALSM I 92 U LEE DEN READ IMP 92 VER STALLER JEN READ IMP	OF VER RANDAZZO SEIN JOURNLEM! OF VER RAYES PEN JOURNLEM! OF VER GOONNELL JEEN JOURNLEM!!	01 VER QUINTANELA MEN JOURNESM I 01 VER RAYISE PRIN JOURNESM I 01 VER SCHIPPER MEN JOURNESM I 02 VER RULLO TEIN READ IMP 04 VER RAMPRON HER JOURNESM II 04 VER COONNELL JEN JOURNESM II 04 VER COONNELL JEN JOURNESM II	
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1003/2010		04 VER HINTON DEN JOURNUSM II	02 VER MADAR JEN READ IMP 02 U STALLER JEN READ IMP	04 VER RICHARDS JÆN JOURNLSMIT	91 VER CAPUTO MEN JOURNESM I 91 U19 MOUSSEAU HARN JOURNESM I 92 U STALLER JEN READ IMP 94 VER GLECHOWSK AEN JOURNESM I	02 U STALLER JEN READ IMP 04 VER LAMPRON HEN JOURNLEM II	
10/10/2010		04 U RICHARDS MEN JOURNUSM II	02 VER TRUDEL MEN READ IMP	01 VER BREWER DEN JOURNESM I 01 VER CHELDERS KEN JOURNESM I 01 VER GOERDORF NEN JOURNESM I 01 VER ROHINKONE, AREI JOURNESM I	DI VER CHILDERS KEN JOURNISM I DI VER BAISDEN KEN JOURNISM II	01 U GLASER-DUBEY AÆN JOURNISM I 02 VER ALLEN TÆN READ IMP 02 VER GOODCOURAGE KÆN READ IMP	
1017/2010		01 VER DEFALCO WEN JOURNLSM I 01 VER GLASER-DUBEY ADN JOURNLSM I 01 UTO MOUSSEAU NEW JOURNLSM I 02 VER BULLO TEIN READ IMP 02 VER MADAR JEN READ IMP	OT VER CHILDERS WEN JOURNISM! OT VER MORROW BEEN JOURNISM! OF WENDER JEEN JOURNISM! OF UT TRUDE, MEN READ MP OF UT ALL SEEN JOURNISM! OF VER HATTON DEN JOURNISM! OF VER HATTON DEN JOURNISM!	01 UTO RAYES PRIN JOURNASM I 02 VER MADAR JEIN READ IMP 02 VER STALLES JEIN READ IMP 04 VER KAVELCORI REIN JOURNASM II	DI U DEFALCO MEN JOURNESM I OT VER PARKER AEN JOURNESM I OT U THOMPSON CEN JOURNESM I 02 VER MADAR JEN READ IMP 04 VER ODONNELL JEN JOURNESM I	OT VER GLASER-DUBLY ATM JOURNLEM 02 VER MADAR JEN READ IMP	
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Error Messages

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

Error missing output file directory to create the report.

The output file directory name must be specified to create the report. The file directory name is normally the file directory used for all MISD enhancement programs.

Error a building must be selected for the report.

Student attendance reporting is provided for each school building.

Error Absent or Tardy codes must be selected.

The program prints all absent codes and/or all tardy codes for a student.

Error Date from is equal to date to.

The absent reporting from date must be less than the absent to date.

Error a student must be selected.

If the student summary report is requested, then at least one student must be specified to print in the report. Caution: selecting all students for a long length of time (from date – to date) will take several minutes to create the report.

Error a teacher must be selected.

If the teacher/student attendance report is requested, then at least one teacher must be specified to print in the report. Caution: selecting all teachers for a long length of time (from date – to date) will take several minutes to create the report.