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

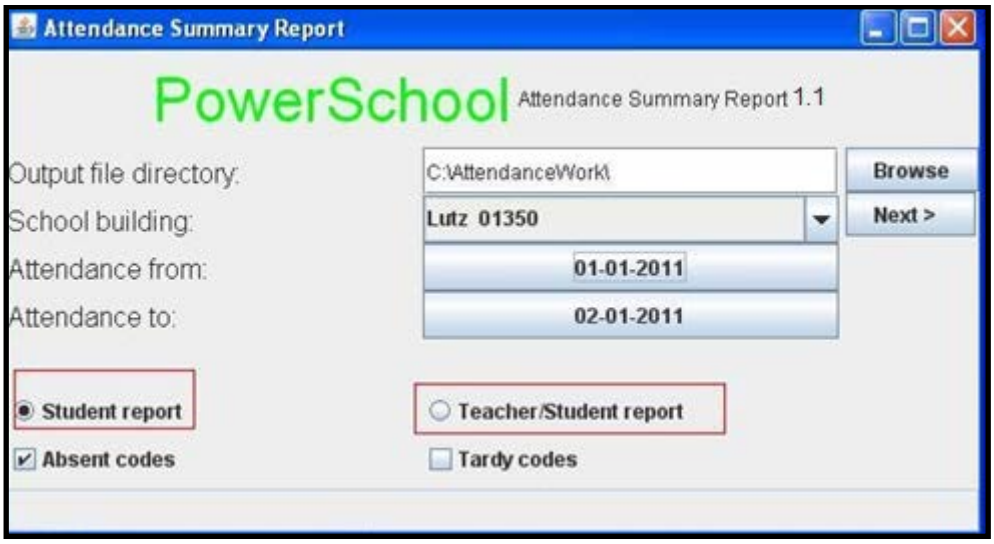
May 2015

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.

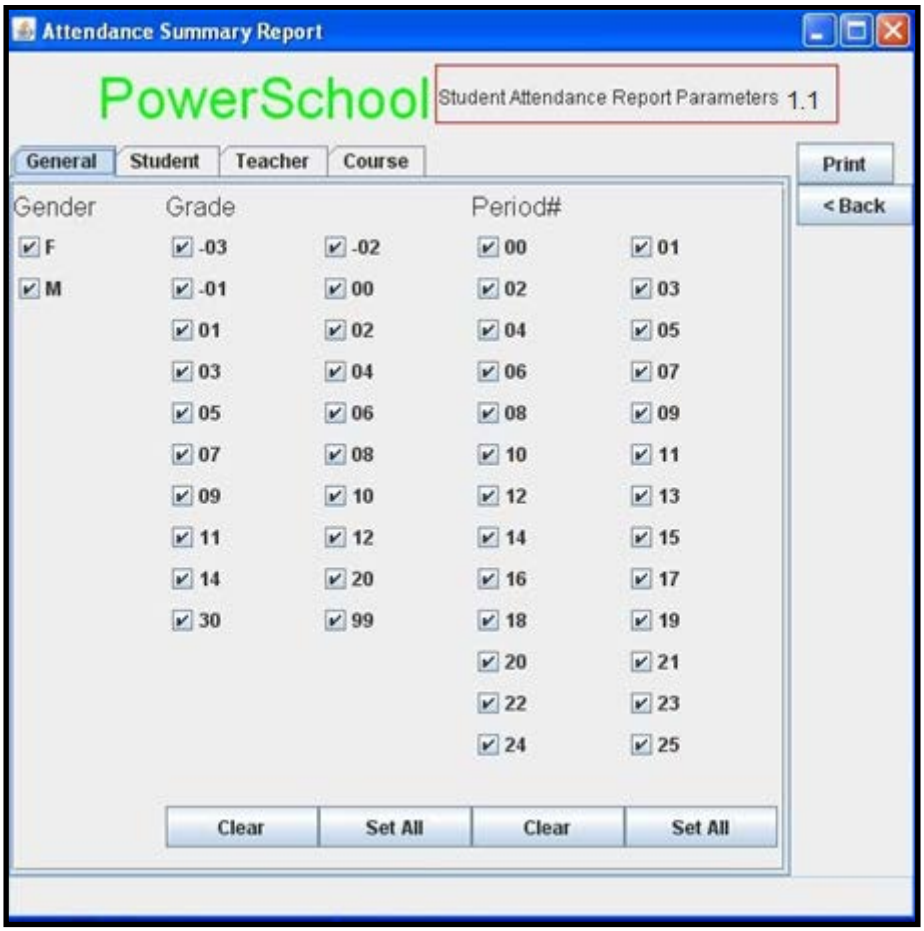


Report Parameter Option Screens

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

Student Attendance Report Parameters

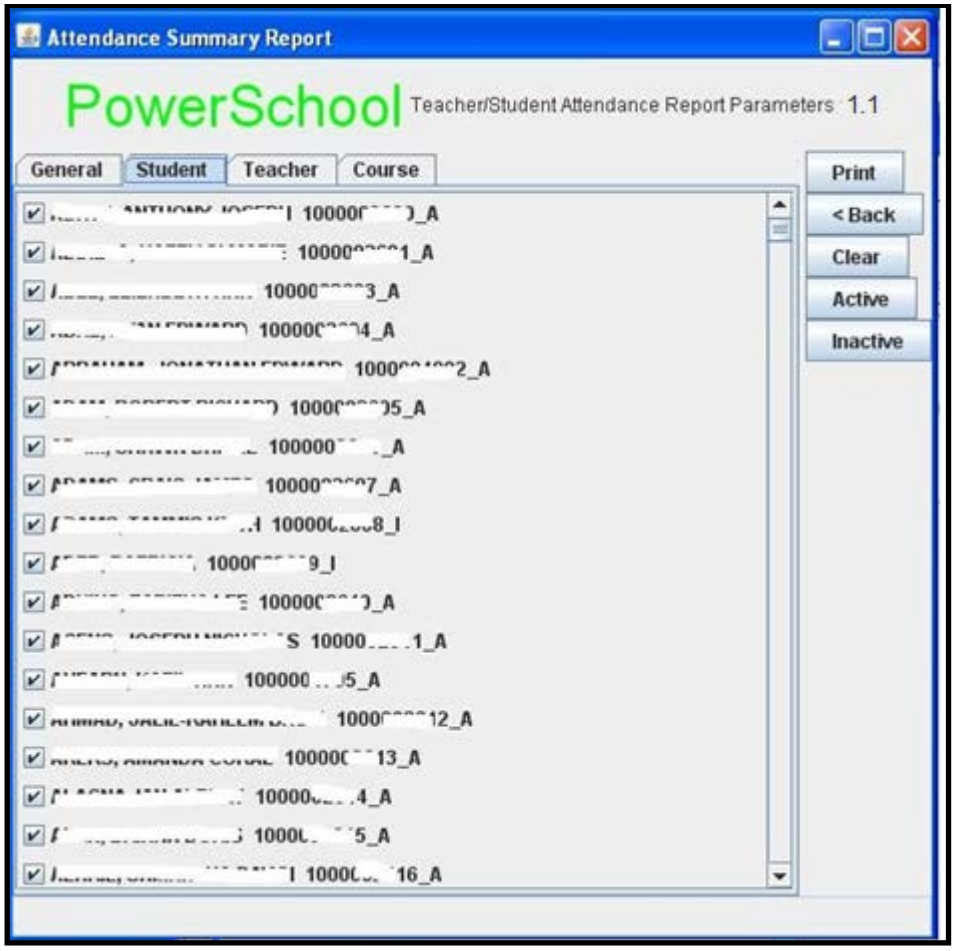
Select the students to print with the optional student attributes, including classes for selected teacher names. A set of clear and set buttons are found on the bottom for the grade and period categories.



Student Selection Tab

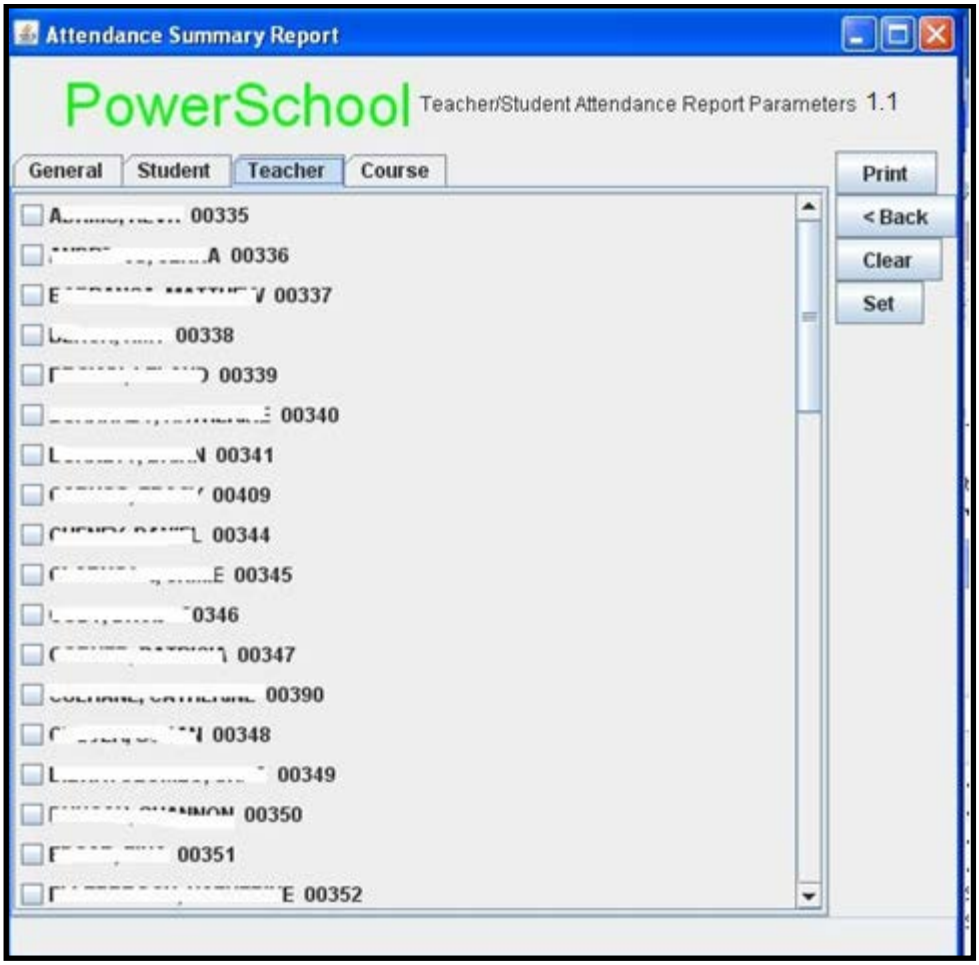
Students may be selected individually, or for active and inactive students in the school building.

Clear, Active, and Inactive buttons are found at the right hand side of the Student selection.



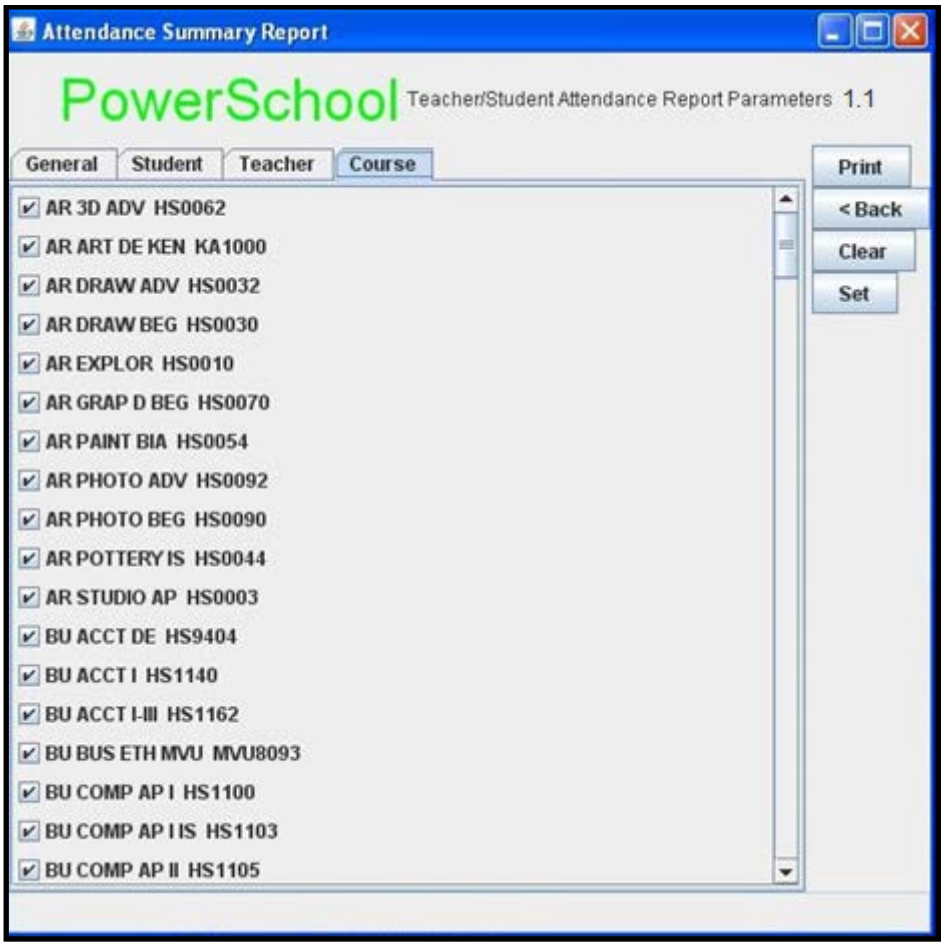
Teacher Selection Tab

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



Course Selection Tab

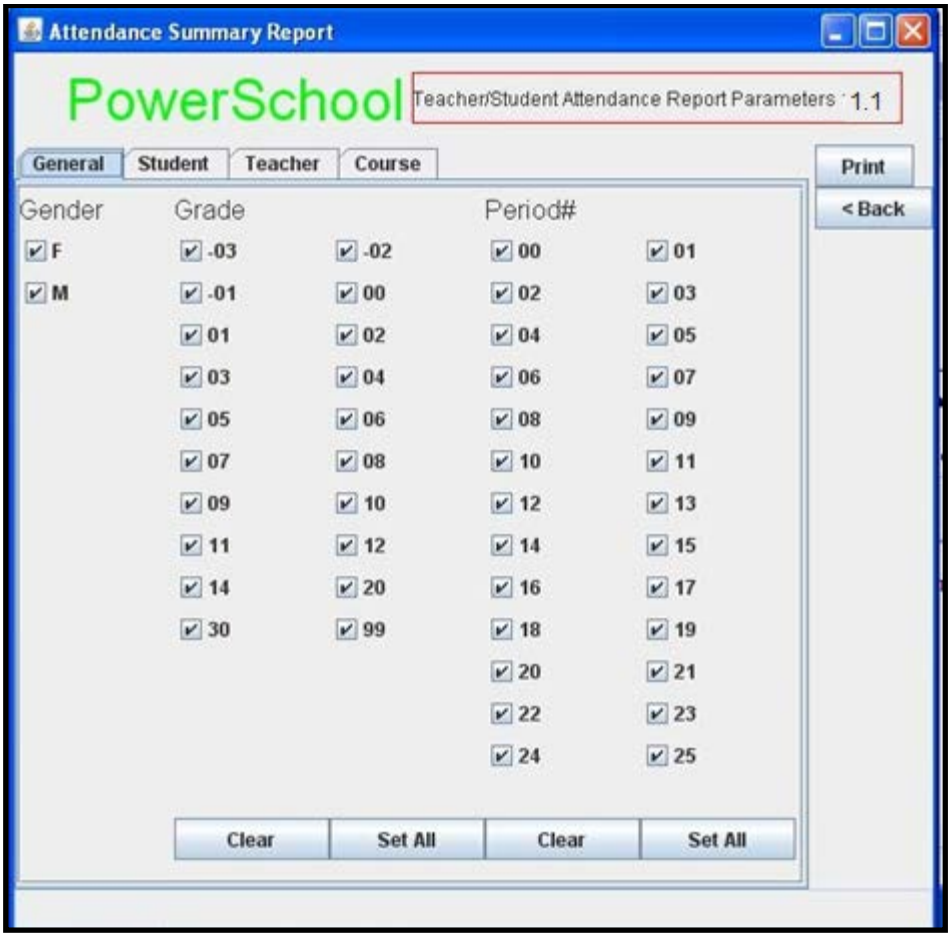
Student course names may be selected, in place of knowing the classroom period numbers for selected students.



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.

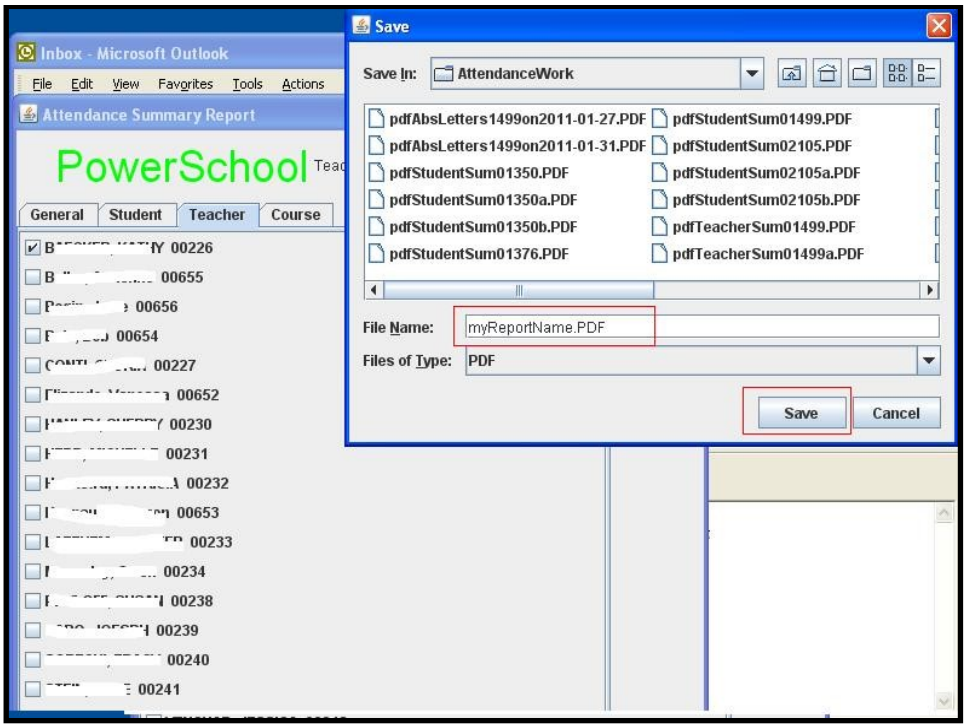


Running the Report

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.

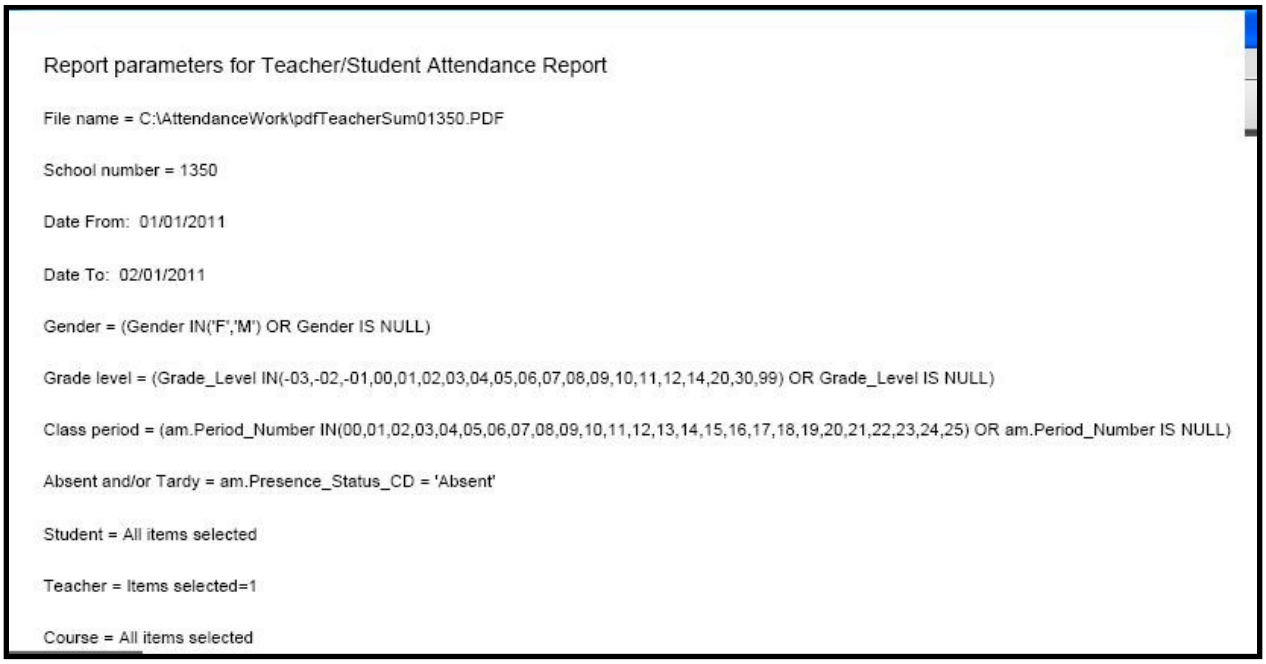
A status bar will appear on the left, displaying the status as the student attendance data or teacher/student attendance data is created. Once completed the file can now be opened from its saved location. It does not automatically print.



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:\AttendanceWork\pdfTeacherSum01350.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'

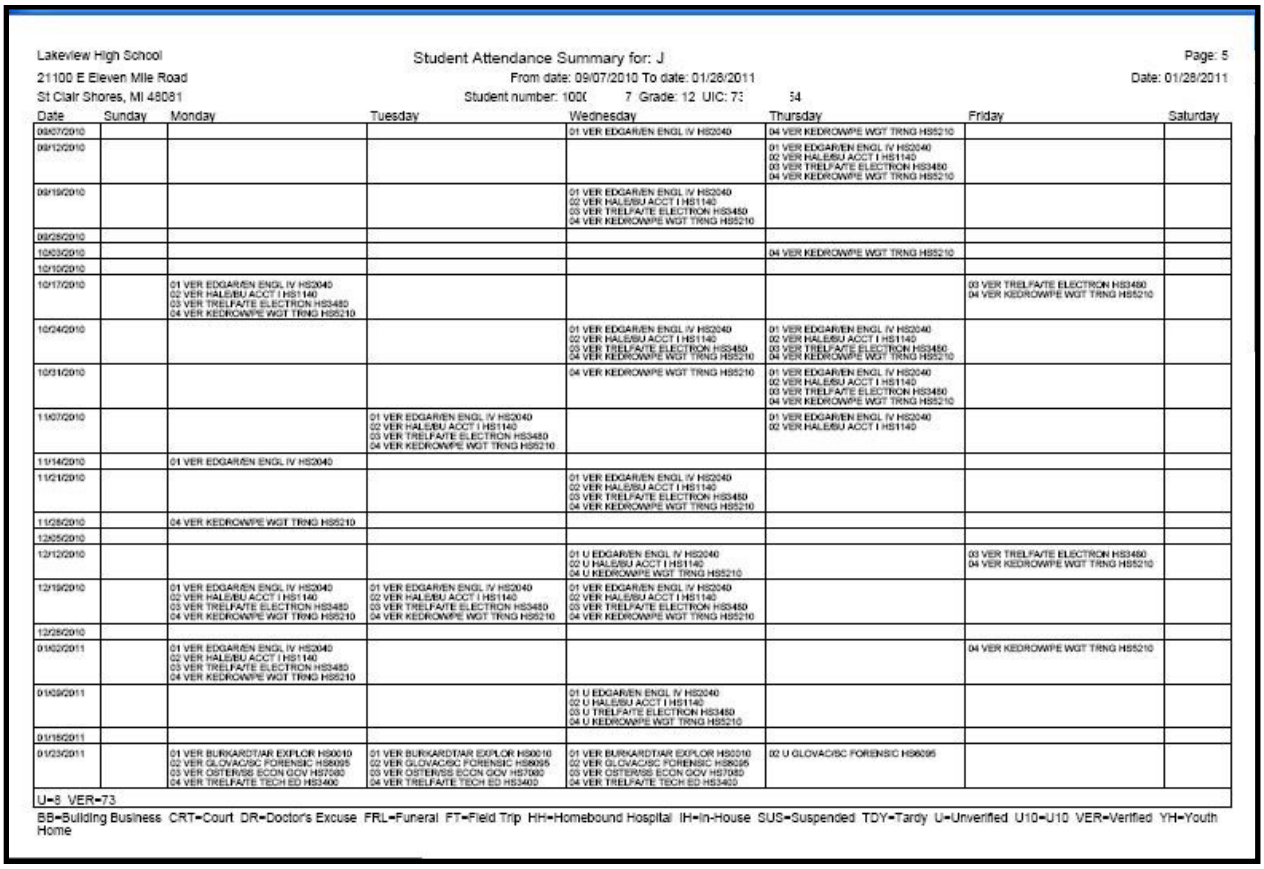
Student = All items selected

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 High School
21100 E Eleven Mile Road
St Clair Shores, MI 48081

Student Attendance Summary for: J
From date: 09/07/2010 To date: 01/28/2011
Student number: 1000 7 Grade: 12 UIC: 73 54

Page: 5
Date: 01/28/2011

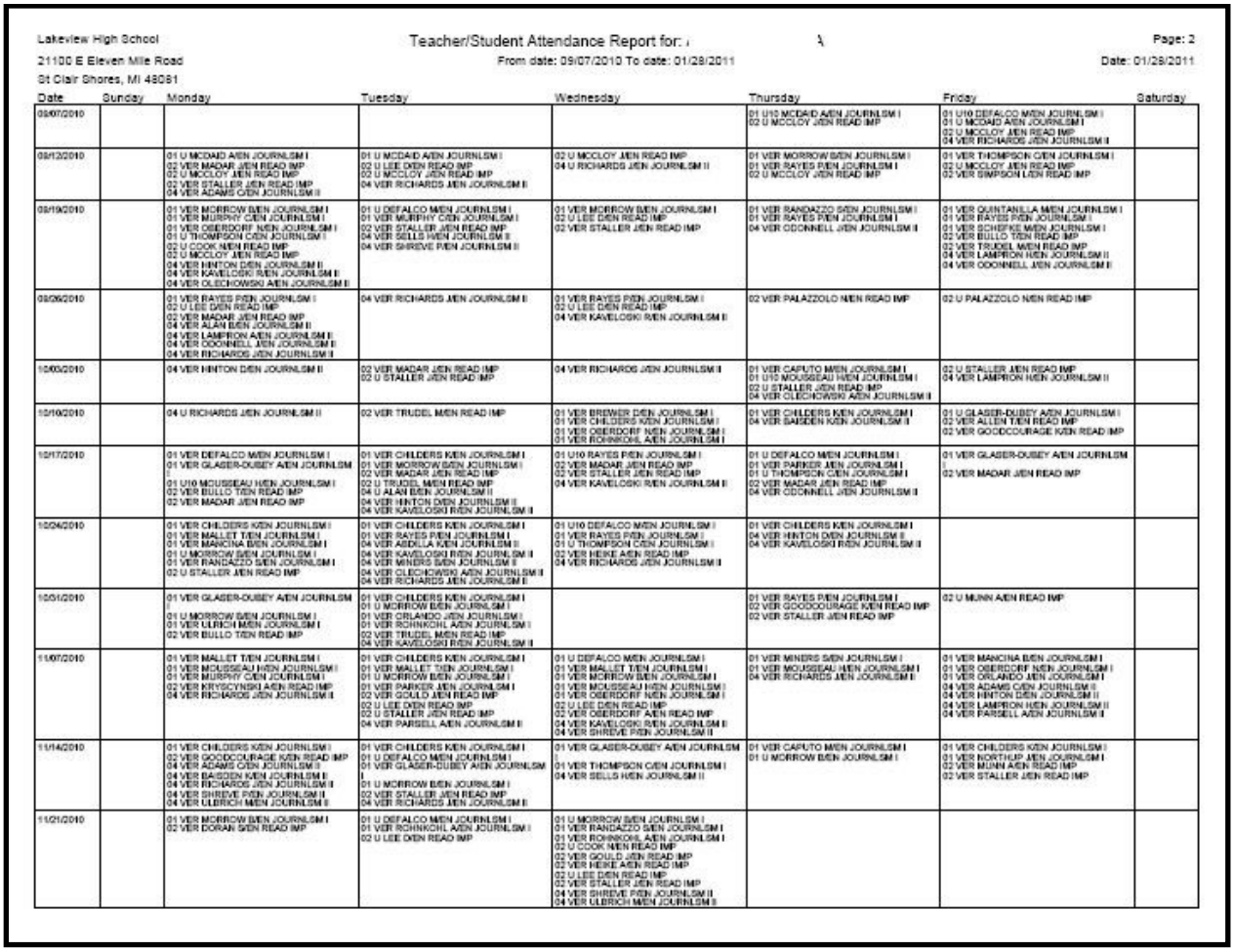
Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09/07/2010				01 VER EDGAR/EN ENGL IV HS2040	04 VER KEDROW/PE WGT TRNG HS5210		
09/12/2010					01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210		
09/19/2010				01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210			
09/26/2010							
10/03/2010					04 VER KEDROW/PE WGT TRNG HS5210		
10/10/2010							
10/17/2010		01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210				03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210	
10/24/2010				01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210	01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210		
10/31/2010				04 VER KEDROW/PE WGT TRNG HS5210	01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210		
11/07/2010			01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210		01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140		
11/14/2010		01 VER EDGAR/EN ENGL IV HS2040					
11/21/2010				01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210			
11/28/2010		04 VER KEDROW/PE WGT TRNG HS5210					
12/05/2010							
12/12/2010				01 U EDGAR/EN ENGL IV HS2040 02 U HALE/BU ACCT I HS1140 04 U KEDROW/PE WGT TRNG HS5210		03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210	
12/19/2010		01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210	01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210	01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210			
12/26/2010							
01/02/2011		01 VER EDGAR/EN ENGL IV HS2040 02 VER HALE/BU ACCT I HS1140 03 VER TRELFA/TE ELECTRON HS3480 04 VER KEDROW/PE WGT TRNG HS5210				04 VER KEDROW/PE WGT TRNG HS5210	
01/09/2011				01 U EDGAR/EN ENGL IV HS2040 02 U HALE/BU ACCT I HS1140 03 U TRELFA/TE ELECTRON HS3480 04 U KEDROW/PE WGT TRNG HS5210			
01/16/2011							
01/23/2011		01 VER BURKARDT/AR EXPLOR HS0010 02 VER GLOVAC/SC FORENSIC HS8095 03 VER OSTER/SS ECON GOV HS7080 04 VER TRELFA/TE TECH ED HS3400	01 VER BURKARDT/AR EXPLOR HS0010 02 VER GLOVAC/SC FORENSIC HS8095 03 VER OSTER/SS ECON GOV HS7080 04 VER TRELFA/TE TECH ED HS3400	01 VER BURKARDT/AR EXPLOR HS0010 02 VER GLOVAC/SC FORENSIC HS8095 03 VER OSTER/SS ECON GOV HS7080 04 VER TRELFA/TE TECH ED HS3400	02 U GLOVAC/SC FORENSIC HS8095		

U=8 VER=73

BB=Building Business CRT=Court DR=Doctor's Excuse FRL=Funeral FT=Field Trip HH=Homebound Hospital IH=In-House SUS=Suspended TDY=Tardy U=Unverified U10=U10 VER=Verified YH=Youth Home

Sample Teacher/Student Attendance Report

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



Lakeview High School
21100 E Eleven Mile Road
St Clair Shores, MI 48081

Teacher/Student Attendance Report for: ,
From date: 09/07/2010 To date: 01/28/2011

Page: 2
Date: 01/28/2011

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09/07/2010					01 U10 MCDAID A/EN JOURNLSM I 02 U MCCLOY J/EN READ IMP	01 U10 DEFALCO M/EN JOURNLSM I 01 U MCDAID A/EN JOURNLSM I 02 U MCCLOY J/EN READ IMP 04 VER RICHARDS J/EN JOURNLSM II	
09/12/2010		01 U MCDAID A/EN JOURNLSM I 02 VER MADAR J/EN READ IMP 02 U MCCLOY J/EN READ IMP 02 VER STALLER J/EN READ IMP 04 VER ADAMS O/EN JOURNLSM II	01 U MCDAID A/EN JOURNLSM I 02 U LEE D/EN READ IMP 02 U MCCLOY J/EN READ IMP 04 VER RICHARDS J/EN JOURNLSM II	02 U MCCLOY J/EN READ IMP 04 U RICHARDS J/EN JOURNLSM II	01 VER MORROW B/EN JOURNLSM I 01 VER RAYES P/EN JOURNLSM I 02 U MCCLOY J/EN READ IMP	01 VER THOMPSON C/EN JOURNLSM I 02 U MCCLOY J/EN READ IMP 02 VER SIMPSON L/EN READ IMP	
09/19/2010		01 VER MORROW B/EN JOURNLSM I 01 VER MURPHY C/EN JOURNLSM I 01 VER OBERDORF N/EN JOURNLSM I 01 U THOMPSON C/EN JOURNLSM I 02 U COOK N/EN READ IMP 02 U MCCLOY J/EN READ IMP 04 VER HINTON D/EN JOURNLSM II 04 VER KAVELOSKI R/EN JOURNLSM II 04 VER OLECHOWSKI A/EN JOURNLSM II	01 U DEFALCO M/EN JOURNLSM I 01 VER MURPHY C/EN JOURNLSM I 02 VER STALLER J/EN READ IMP 04 VER SELLS H/EN JOURNLSM II 04 VER SHREVE P/EN JOURNLSM II	01 VER MORROW B/EN JOURNLSM I 02 U LEE D/EN READ IMP 02 VER STALLER J/EN READ IMP	01 VER RANDAZZO S/EN JOURNLSM I 01 VER RAYES P/EN JOURNLSM I 04 VER ODONNELL J/EN JOURNLSM II	01 VER QUINTANILLA M/EN JOURNLSM I 01 VER RAYES P/EN JOURNLSM I 01 VER SCHEFKE M/EN JOURNLSM I 02 VER BULLO T/EN READ IMP 02 VER TRUDEL M/EN READ IMP 04 VER LAMPRON H/EN JOURNLSM II 04 VER ODONNELL J/EN JOURNLSM II	
09/26/2010		01 VER BAYES P/EN JOURNLSM I 02 U LEE D/EN READ IMP 02 VER MADAR J/EN READ IMP 04 VER ALAN B/EN JOURNLSM II 04 VER LAMPRON A/EN JOURNLSM II 04 VER ODONNELL J/EN JOURNLSM II 04 VER RICHARDS J/EN JOURNLSM II	04 VER RICHARDS J/EN JOURNLSM II	01 VER BAYES P/EN JOURNLSM I 02 U LEE D/EN READ IMP 04 VER KAVELOSKI R/EN JOURNLSM II	02 VER PALAZZOLO N/EN READ IMP	02 U PALAZZOLO N/EN READ IMP	
10/03/2010		04 VER HINTON D/EN JOURNLSM II	02 VER MADAR J/EN READ IMP 02 U STALLER J/EN READ IMP	04 VER RICHARDS J/EN JOURNLSM II	01 VER CAPUTO M/EN JOURNLSM I 01 U10 MOUSSEAU H/EN JOURNLSM I 02 U STALLER J/EN READ IMP 04 VER OLECHOWSKI A/EN JOURNLSM II	02 U STALLER J/EN READ IMP 04 VER LAMPRON H/EN JOURNLSM II	
10/10/2010		04 U RICHARDS J/EN JOURNLSM II	02 VER TRUDEL M/EN READ IMP	01 VER BREWER D/EN JOURNLSM I 01 VER CHILDERS K/EN JOURNLSM I 01 VER OBERDORF N/EN JOURNLSM I 01 VER ROHNKOHL A/EN JOURNLSM I	01 VER CHILDERS K/EN JOURNLSM I 04 VER SAISDEN K/EN JOURNLSM II	01 U GLASER-DUBEY A/EN JOURNLSM I 02 VER ALLEN T/EN READ IMP 02 VER GOODCOURAGE K/EN READ IMP	
10/17/2010		01 VER DEFALCO M/EN JOURNLSM I 01 VER GLASER-DUBEY A/EN JOURNLSM I 01 U10 MOUSSEAU H/EN JOURNLSM I 02 VER BULLO T/EN READ IMP 02 VER MADAR J/EN READ IMP	01 VER CHILDERS K/EN JOURNLSM I 01 VER MORROW B/EN JOURNLSM I 02 VER MADAR J/EN READ IMP 02 U TRUDEL M/EN READ IMP 04 U ALAN B/EN JOURNLSM II 04 VER HINTON D/EN JOURNLSM II 04 VER KAVELOSKI R/EN JOURNLSM II	01 U10 RAYES P/EN JOURNLSM I 02 VER MADAR J/EN READ IMP 02 VER STALLER J/EN READ IMP 04 VER KAVELOSKI R/EN JOURNLSM II	01 U DEFALCO M/EN JOURNLSM I 01 VER PARKER J/EN JOURNLSM I 01 U THOMPSON C/EN JOURNLSM I 02 VER MADAR J/EN READ IMP 04 VER ODONNELL J/EN JOURNLSM II	01 VER GLASER-DUBEY A/EN JOURNLSM I 02 VER MADAR J/EN READ IMP	
10/24/2010		01 VER CHILDERS K/EN JOURNLSM I 01 VER MALLET T/EN JOURNLSM I 01 VER MANCINA B/EN JOURNLSM I 01 U MORROW S/EN JOURNLSM I 01 VER RANDAZZO S/EN JOURNLSM I 02 U STALLER J/EN READ IMP	01 VER CHILDERS K/EN JOURNLSM I 01 VER RAYES P/EN JOURNLSM I 04 VER ASDILLA K/EN JOURNLSM II 04 VER KAVELOSKI R/EN JOURNLSM II 04 VER MINERS S/EN JOURNLSM II 04 VER OLECHOWSKI A/EN JOURNLSM II 04 VER RICHARDS J/EN JOURNLSM II	01 U10 DEFALCO M/EN JOURNLSM I 01 VER RAYES P/EN JOURNLSM I 01 U THOMPSON C/EN JOURNLSM I 02 VER HEIKE A/EN READ IMP 04 VER RICHARDS J/EN JOURNLSM II	01 VER CHILDERS K/EN JOURNLSM I 04 VER HINTON D/EN JOURNLSM II 04 VER KAVELOSKI R/EN JOURNLSM II		
10/31/2010		01 VER GLASER-DUBEY A/EN JOURNLSM I 01 U MORROW B/EN JOURNLSM I 01 VER ULRICH M/EN JOURNLSM I 02 VER BULLO T/EN READ IMP	01 VER CHILDERS K/EN JOURNLSM I 01 U MORROW B/EN JOURNLSM I 01 VER ORLANDO J/EN JOURNLSM I 01 VER ROHNKOHL A/EN JOURNLSM I 02 VER TRUDEL M/EN READ IMP 04 VER KAVELOSKI R/EN JOURNLSM II		01 VER BAYES P/EN JOURNLSM I 02 VER GOODCOURAGE K/EN READ IMP 02 VER STALLER J/EN READ IMP	02 U MUNN A/EN READ IMP	
11/07/2010		01 VER MALLET T/EN JOURNLSM I 01 VER MOUSSEAU H/EN JOURNLSM I 01 VER MURPHY C/EN JOURNLSM I 02 VER KRYSCYNSKI A/EN READ IMP 04 VER RICHARDS J/EN JOURNLSM II	01 VER CHILDERS K/EN JOURNLSM I 01 VER MALLET T/EN JOURNLSM I 01 U MORROW B/EN JOURNLSM I 01 VER PARKER J/EN JOURNLSM I 02 VER GOULD J/EN READ IMP 02 U LEE D/EN READ IMP 02 U STALLER J/EN READ IMP 04 VER PARSELL A/EN JOURNLSM II	01 U DEFALCO M/EN JOURNLSM I 01 VER MALLET T/EN JOURNLSM I 01 VER MORROW B/EN JOURNLSM I 01 VER MOUSSEAU H/EN JOURNLSM I 01 VER OBERDORF N/EN JOURNLSM I 02 U LEE D/EN READ IMP 02 VER OBERDORF A/EN READ IMP 04 VER KAVELOSKI R/EN JOURNLSM II 04 VER SHREVE P/EN JOURNLSM II	01 VER MINERS S/EN JOURNLSM I 01 VER MOUSSEAU H/EN JOURNLSM I 04 VER RICHARDS J/EN JOURNLSM II	01 VER MANCINA B/EN JOURNLSM I 01 VER OBERDORF N/EN JOURNLSM I 01 VER ORLANDO J/EN JOURNLSM I 04 VER ADAMS O/EN JOURNLSM II 04 VER HINTON D/EN JOURNLSM II 04 VER LAMPRON H/EN JOURNLSM II 04 VER PARSELL A/EN JOURNLSM II	
11/14/2010		01 VER CHILDERS K/EN JOURNLSM I 02 VER GOODCOURAGE K/EN READ IMP 04 VER ADAMS O/EN JOURNLSM II 04 VER BAISDEN K/EN JOURNLSM II 04 VER RICHARDS J/EN JOURNLSM II 04 VER SHREVE P/EN JOURNLSM II 04 VER ULBRICH M/EN JOURNLSM II	01 VER CHILDERS K/EN JOURNLSM I 01 U DEFALCO M/EN JOURNLSM I 01 VER GLASER-DUBEY A/EN JOURNLSM I 01 U MORROW B/EN JOURNLSM I 02 VER STALLER J/EN READ IMP 04 VER RICHARDS J/EN JOURNLSM II	01 VER GLASER-DUBEY A/EN JOURNLSM I 01 VER THOMPSON C/EN JOURNLSM I 04 VER SELLS H/EN JOURNLSM II	01 VER CAPUTO M/EN JOURNLSM I 01 U MORROW B/EN JOURNLSM I	01 VER CHILDERS K/EN JOURNLSM I 01 VER NORTHUP J/EN JOURNLSM I 02 VER MUNN A/EN READ IMP 02 VER STALLER J/EN READ IMP	
11/21/2010		01 VER MORROW B/EN JOURNLSM I 02 VER DORAN S/EN READ IMP	01 U DEFALCO M/EN JOURNLSM I 01 VER ROHNKOHL A/EN JOURNLSM I 02 U LEE D/EN READ IMP	01 U MORROW B/EN JOURNLSM I 01 VER RANDAZZO S/EN JOURNLSM I 01 VER ROHNKOHL A/EN JOURNLSM I 02 U COOK N/EN READ IMP 02 VER GOULD J/EN READ IMP 02 VER HEIKE A/EN READ IMP 02 U LEE D/EN READ IMP 02 VER STALLER J/EN READ IMP 04 VER SHREVE P/EN JOURNLSM II 04 VER ULBRICH M/EN JOURNLSM II			

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.