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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 district's 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.

![Attendance Summary Report Option Screen](image)

### 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.

<table>
<thead>
<tr>
<th>Report parameters for Teacher/Student Attendance Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>File name = C:\AttendanceWork\pdfTeacherSum1350.pdf</td>
</tr>
<tr>
<td>School number = 1350</td>
</tr>
<tr>
<td>Date From: 01/01/2011</td>
</tr>
<tr>
<td>Date To: 02/01/2011</td>
</tr>
<tr>
<td>Gender = (Gender IN(‘M’, ‘F’) OR Gender IS NULL)</td>
</tr>
<tr>
<td>Grade level = (Grade_Level IN(03, 02, 01, 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 Grade_Level IS NULL)</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>Absent and/or Tardy = am_Presence_Status_CD = ‘Absent’</td>
</tr>
<tr>
<td>Student = All items selected</td>
</tr>
<tr>
<td>Teacher = Items selected=1</td>
</tr>
<tr>
<td>Course = All items selected</td>
</tr>
</tbody>
</table>
Sample Student Attendance Summary

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/06/2011</td>
<td>05:00</td>
<td>06:00</td>
<td>07:00</td>
<td>08:00</td>
<td>09:00</td>
<td>10:00</td>
</tr>
<tr>
<td>06/07/2011</td>
<td>05:00</td>
<td>06:00</td>
<td>07:00</td>
<td>08:00</td>
<td>09:00</td>
<td>10:00</td>
</tr>
<tr>
<td>06/08/2011</td>
<td>05:00</td>
<td>06:00</td>
<td>07:00</td>
<td>08:00</td>
<td>09:00</td>
<td>10:00</td>
</tr>
<tr>
<td>06/09/2011</td>
<td>05:00</td>
<td>06:00</td>
<td>07:00</td>
<td>08:00</td>
<td>09:00</td>
<td>10:00</td>
</tr>
</tbody>
</table>

Addition to student absences:
- 05/01/2021: 06:00 07:00 08:00 09:00 10:00
- 05/02/2021: 06:00 07:00 08:00 09:00 10:00
- 05/03/2021: 06:00 07:00 08:00 09:00 10:00
- 05/04/2021: 06:00 07:00 08:00 09:00 10:00
- 05/05/2021: 06:00 07:00 08:00 09:00 10:00

Explanations:
- 05/06/2021: 06:00 07:00 08:00 09:00 10:00
- 05/07/2021: 06:00 07:00 08:00 09:00 10:00
- 05/08/2021: 06:00 07:00 08:00 09:00 10:00
- 05/09/2021: 06:00 07:00 08:00 09:00 10:00
- 05/10/2021: 06:00 07:00 08:00 09:00 10:00

Notes:
- 05/01/2021: 06:00 07:00 08:00 09:00 10:00
- 05/02/2021: 06:00 07:00 08:00 09:00 10:00
- 05/03/2021: 06:00 07:00 08:00 09:00 10:00
- 05/04/2021: 06:00 07:00 08:00 09:00 10:00
- 05/05/2021: 06:00 07:00 08:00 09:00 10:00

Student absences and notes continue as per the document.
# Sample Teacher/Student Attendance Report

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/13/2014</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
</tr>
<tr>
<td>9/14/2014</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
</tr>
<tr>
<td>9/15/2014</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
</tr>
<tr>
<td>9/16/2014</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
<td>1:20PM AND 2:00PM, 3:00PM</td>
</tr>
</tbody>
</table>
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.