

Attendance Reports in PowerSchool

This guide will show you how to run an attendance report for a date range that will give you attendance percentages for each grade level.

Log into PowerSchool and click on 'Reports' under the Functions on the left side of the screen.

From the Reports page click 'Run Reports'.

Click on the 'Attendance Summary by Grade' report.

To get the most accurate report you will NOT include your PK students. So check the boxes for all grades except PK.

After that enter the start and end date for your report, it can only run up to the last school day, it cannot include 'today'.

Click submit, it will take a few seconds to run.

When the report is complete it will not be in pdf format, but you can print from Internet Explorer.

There are many categories in this report that might not make sense at first. The longer the date range you run the report the more likely it is that students were dropped or added, the 'Gain', 'Loss', and 'Ending' columns.

The ADA and ADA% columns give you your attendance percentage.

The formula that calculates the ADA is written at the bottom of the report.

Functions

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

Function

- Run Reports
- Report Setup
- State Reports
- Reporting Engine

Attendance

- Absentee
- Attendance Count
- Class Attendance Audit
- Consecutive Absences
- Student Attendance Audit
- Monthly Student Attendance Report
- Attendance Summary by Grade

Attendance Summary by Grade Report

Report Name	Attendance Summary by Grade	
Version	2.4	
Description	An aggregated attendance report for a date range and grade(s).	
Comments		
Attendance Mode	Use Defaults	
Attendance Conversion	Use Defaults	
Grades (leave blank for all)	<input type="checkbox"/> PK4 <input checked="" type="checkbox"/> KG <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12	
Reporting Segment or Begin Date and Ending Date	<input type="radio"/> No Reporting Segments defined -> Setup Reporting Segments <input checked="" type="radio"/> 8/18/2008 12/5/2008	
Special Programs	<input type="checkbox"/> Interventions-Intensive <input type="checkbox"/> LEP <input type="checkbox"/> Migrant Ed <input type="checkbox"/> Special Education <input type="checkbox"/> Title 1	
Processing Options	In Background Now	
Specific Date/Time	@ [] : []	
Data to be filled	(Check checkbox on the right to save as default value) <input type="button" value="ResetAll"/>	
Report by Track	No <input type="checkbox"/>	
Tracks	<input type="checkbox"/>	
Display Audit Table	No <input type="checkbox"/>	
This report may take several minutes to complete.		
<input type="button" value="Submit"/>		