



PERFECT ATTENDANCE SEARCH IN POWERSCHOOL

- From the main PowerSchool screen, click on “Special Functions”

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Health Management	Access and view student health records.
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Search Attachments	Searches Student Attachments
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, att
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special program
Duplicate Students	

Functions

- Attendance
- Attendance / Enrollment Dashboard
- Enrollment Summary
- Health Management
- Importing & Exporting
- Incident Management
- Master Schedule
- Search Attachments
- Special Functions**
- Sections Report
- Special Programs
- Teacher Schedules

- From the Special Functions menu, click on “Search for Perfect Attendance”

- Set the following:

- Attendance mode to use: Choose Meeting or Daily depending on your school setup
- Students to scan: All enrolled
- Date range: Set the range you wish to search for
- Disregard these codes: COVQE,COVQP,DS,EDL,FT,HB,ISS,SA,SP,X

(copy and paste the codes above as you see them exactly)

- Click Submit

Perfect Attendance Search

Option	Value
Attendance mode to use	Daily
Students to scan	All 404 currently enrolled students
Date range to scan	08/09/2021 - 08/31/2021
Disregard these codes when searching	COVQE,COVQP,DS,EDL,FT,HB,ISS,SA,SP,X

Note: This operation may take 20 minutes to complete. All enrollment records in the date range specified will be scanned. Any attendance record containing any attendance code other than those specified above will cause that student to be excluded from the report output.

Submit

- The students with perfect attendance now become your current selection and you are presented the group functions screen.

Return to the main PowerSchool Screen to see your list of students with perfect attendance.