AL - PowerSchool

PERFECT ATTENDANCE SEARCH IN POWERSCHOOL

1. From the main PowerSchool screen, click on "Special Functions"

2. From the Special Functions menu, click on "Search for Perfect Attendance"

3. Set the following:

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

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

   e. Click Submit

4. 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.

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