

How to Find and Send Attendance Notices to Parents

Without the Attendance Monitor Activated for Parents

- Click on MBA Attendance Monitor
- Click Process Attendance Rules
- Complete the Attendance Rules Parameters for the report you are running. Click Process

Process Attendance Rules Parameters

Students to include Current Selection (1)
 All Students

Grades (leave blank for all)

Rule

Threshold

Term 2021-2022 School Year

Or Custom Date Range 08/30/2021 to 06/10/2022

Exclude Previously Notified Students

Attendance Codes E, U

[Process for 103 students](#)

- You will get the following screen. Now you can sort students. Uncheck the box if you do not want the family to receive a report. Under Mark as Notified and Print, pull down to make Current Selection.

PowerSchool SIS

Start Page - MBA Attendance Monitor - Process Attendance Rules Parameters - Process Attendance Rules

Apple Green High School 21-22 Year

Process Attendance Rules

ADUADM All Absences - 8 Days Threshold (11 Records, 11 Students) Date Notified: 01/05/2022

Student #	Student	Grade	Lesser Threshold	Printed	Additional Functions
<input checked="" type="checkbox"/>	1930 Richards, Aiana K.	12			
<input checked="" type="checkbox"/>	2172 Spencer, Erika A.	9			
<input checked="" type="checkbox"/>	2180 Stewart, Lance P.	12		12/01/2021	6
<input checked="" type="checkbox"/>	12 Butler, Holly C.	9		10/17/2021	7.5
<input checked="" type="checkbox"/>	1066 Zabala, Cristian-Ande	10		12/15/2021	7.5
<input checked="" type="checkbox"/>	2038 Woodruff, Benjamin	10		12/01/2021	9
<input checked="" type="checkbox"/>	1033 Hughes, David D.	11		12/15/2021	11
<input checked="" type="checkbox"/>	1328 Larkins, Neil B.	9			10
<input checked="" type="checkbox"/>	2051 Taylor, Brandon K.	11			12
<input checked="" type="checkbox"/>	2185 Shaw, Nancy	10		12/13/2021	12.5
<input checked="" type="checkbox"/>	1900 Blackley, Derek J.	12			13

Print One
Mark as Notified Only
Make Current Selection

MBAA
Program for PowerSchool SIS by MBAA
www.mbaa.com

- Return to the PowerSchool start page,
- Click on MBA Report Creator,
- Click on Run Reports, once your parameters are set, Generate Reports.
- Click Email Reports. Your reports have not been emailed to your parents.

- You may Also: Click on Archive Reports
- Enter the Title for Archived Reports
- Click Confirm.
- Parents will now be able to see this letter in their Parent Portal where they see their Report Cards.

You may also send a School Messenger to these parents:

- Now back to the PowerSchool start page.
- Your students will still be selected, now just
- click on Message Sender and send these chosen parents an email letting them know that an attendance notification has been sent to their Portal.