

## How to Find and Send Attendance Notices to 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	<input type="radio"/> Current Selection (1) <input checked="" type="radio"/> All Students
Grades (leave blank for all)	All Grades
Rule	Irving Attendance Ex and Un
Threshold	Irving 10 day
Term	<input checked="" type="radio"/> 2021-2022 School Year
Or Custom Date Range	<input type="radio"/> 08/30/2021 to 06/10/2022
Attendance Codes	E, U
<input type="button" value="Process for (193) student(s)"/>	

- 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 | NEW LOG ENTRIES - 28 | MBA Report Creator | Apple Grove High School | 21-22 Year

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

### Process Attendance Rules

ADA/ADM All Absences - 5 Days Threshold (11 Records, 11 Students) | Date Notified: 01/05/2022 |  |

Student #	Student	Grade	Lesser Thresholds	Previous	Additional Functions
<input checked="" type="checkbox"/>	1780 Richards, Adara K.	12		11/17/2021	<input type="checkbox"/> Mark as Notified Only <input type="checkbox"/> Make Current Selection
<input checked="" type="checkbox"/>	2172 Spencer, Estia A.	9		12/01/2021	6
<input checked="" type="checkbox"/>	2189 Stewart, Lance P.	12		11/17/2021	7.5
<input checked="" type="checkbox"/>	72 Butler, Holly C.	9		12/13/2021	7.5
<input checked="" type="checkbox"/>	1906 Zabel, Colton Ann	10		12/03/2021	9
<input checked="" type="checkbox"/>	2539 Wadswart, Benjamin	10		12/15/2021	11
<input checked="" type="checkbox"/>	1933 Kapfer, David D.	11		12/15/2021	11
<input checked="" type="checkbox"/>	1349 Larson, Kati B.	9		12/13/2021	12.5
<input checked="" type="checkbox"/>	2201 Tanner, Brendon K.	11			12
<input checked="" type="checkbox"/>	2185 Stein, Kelsey	10		12/13/2021	12.5
<input checked="" type="checkbox"/>	1060 Rackley, Derrick J.	12			13

IBA  
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www.mba-ink.com

Return to the PowerSchool start page, click on MBA Report Creator, Click on Run Reports, pull down the report you want, Click Generate reports, Click Archive Reports. Make sure The report is available for parents and that Request Digital Signature has been chosen. Once you hit Confirm, the letters will be sent to the parent's Parent Portal.

### IR\_MID\_YEAR

**Enter Title for Archived Reports**  
IR\_MID\_YEAR\_20\_21

**Portal Availability**  
 Admin  Teacher  Public

**Digital Signature**  
 Request Digital Signature

-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.

-Done