Preconfigured Reports

Preconfigured reports are those that come with the PowerSchool system and include preset parameters. Created because they contain information that PowerSchool administrators need most often, they are generally easier to run than custom reports. However, a preconfigured report is limited to the information included in the report template. The only parameter you can select is which students to include on the report.

For details on all preconfigured reports, see *Attendance Reports*, *Attendance Count and Audit Reports*, *Discipline Reports*, *Grade and Gradebook Reports*, *Membership Reports*, *Enrollment Reports*, *Scheduling, Statistics*, *Student Listings*, *Standards Reports*, and *Single Student Standards Report*. You are also encouraged to see the section *Custom Reports* before creating a report to give you an understanding of the process of creating reports, which will make running reports much easier.

While you can run all reports on individual students, you can also run many for a selected group of students. If a report allows group reporting, first select the group of students. For more information, see *Select a Group of Students*. Click the PowerSchool logo to return to the start page and begin work on a report. PowerSchool remembers the group and prompts you to select it when you enter the report parameters.

Attendance Reports

Before producing attendance reports, you are encouraged to ask your PowerSchool administrator how your school calculates attendance. For example, does your school report how many days students are present or how many days they are absent?

To search for students with perfect attendance, see *Advanced Search and Select*. For more information about attendance count and audit reports, see *Attendance Count Report*, the *Class Attendance Audit Report*, and the *Student Attendance Audit Report*.

To indicate a selection of students when running a report, select that group of students before running the reports. If you select a group of students from the start page, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

For more information about attendance, see *Attendance Overview*.

How to Run the Absentee Report

Use the Absentee report to generate single-day period-by-period attendance code information. For example, you can use this report to search for students who received an unexcused absence code for the previous day. You can then contact the students' guardian to verify whether or not the student actually has an excused absence.

Note: You can search on any absent or present attendance code that is stored in the database. However, instances where the absence of an attendance code indicates a presence is not searchable as an attendance code value is not stored in the database.

Note: You can also access this report by clicking **Attendance > Absentee Report**.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.

2. On the System tab, click **Absentee**. The Absentee Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report: • **Use Default**: searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: searches for and displays report output by day. • **Meeting**: searches for and displays report output by period. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • **The selected students only** to run the report for students in the current selection enrolled in the specified date range. • **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” selection.

Field	Description
Attendance Codes	Select the attendance codes for which you want to scan, or select **ALL CODES**. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Date to Scan	Enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Periods	If **Meeting** has been chosen from the Attendance Mode pop-up menu, select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods. **Note:** If **Daily** has been chosen from the Attendance Mode pop-up menu, periods do not apply.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Include Student Number	Select the checkbox to include the student numbers on the report.

Field	Description
Number of Blank Lines Below Student Names	Enter the number of blank lines to include as separators after each student name.
Include Verification Line	Select the checkbox to include one line for each student where the following can be recorded on the report: talked to, relationships, reason, verify date, and employee.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Do one of the following:

- Click a name to open the student pages menu and work with that student.
- Click **Functions** at the bottom of the report to open the Group Functions page. For more information about what you can do from that menu, see *Work With Groups*.
- Click **Find** to identify teachers who have not yet taken attendance. For more information about this function, see *How to Run the Gradebook Attendance Report*.
- Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Attendance Count and Audit Reports

Use the Attendance Count and Attendance Audit reports to display instances of certain attendance codes for a student, group of students, or class. For other attendance-related reports, see *Attendance Reports*.

To indicate a selection of students when running a report, select that group of students before running the reports. If you select a group of students from the start page, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

For more information about attendance, see *Attendance Overview*.

How to Run the Attendance Count Report

Use the Attendance Count report to generate multi-day period-by-period attendance code information.

Note: You can search on any absent or present attendance code that is stored in the database. However, instances where the absence of an attendance code indicates a presence is not searchable as an attendance code value is not stored in the database.

Note: You can also access this report by clicking **Attendance > Attendance Count**.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Attendance Count**. The Attendance Count Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Use Defaults**: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: Searches for and displays report output by day. • **Meeting**: Searches for and displays report output by period. • **Interval**: Searches for and displays report output by interval. • **Time**: Searches for and displays report output by time. • **Time/Interval**: Searches for and displays report output by time and interval. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • **The selected students only** to run the report for students in the current selection enrolled in the specified date range. • **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” selection.
Attendance Codes	Select the attendance codes for which you want to scan, or select **ALL CODES**. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.

Field	Description
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Include Dropped Classes	Select the checkbox to report on attendance for dropped classes.
Minimum Number of Occurrences	Enter the minimum number of occurrences of the code to include in the scan.
Itemize by Day	Select the checkbox to further parse the scan by cycle days selected. **Note:** This checkbox appears only for schools with multi-day schedules.

Field	Description
Include Student Number	Select the checkbox to include the student numbers on the report.
Number of Blank Lines Below Student Names	Enter the number of blank lines to include as separators after each student name.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Do any of the following:

    - Click **Functions** at the bottom of the report to open the Group Functions page. For more information about what you can do from that page, see *Work With Groups*.
    - Click **Find** to identify teachers who have not yet taken attendance. For more information, see *How to Run the Gradebook Attendance Report*.
    - Print or save the report. For more information, see *Run, Print, and Save Reports*.

How to Run the Class Attendance Audit Report

Use the Class Attendance Audit report to generate section-specific attendance roster.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Class Attendance Audit**. The Class Attendance Audit Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Teachers	Select the teachers for which you want to scan, or select **ALL TEACHERS**. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the teachers you want to scan. **Note:** For a staff member to appear in this list, the Staff

Field	Description
	Status field (accessible via Start Page > Staff > Select A Staff Member > Edit Information) must be set to **Teacher** and **Current**.
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be Filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Vocational Classes Only	Select the checkbox to limit the audit to just vocational classes.
Include Student Number	Select the checkbox to include the student numbers on the report.
Header Label 1	To include sections and courses table data in the header of this report, enter the text you want to appear on the report.
Field 1	If you entered text in the Header Label 1 field, enter the code needed to pull the data from the sections and courses table.
Header Label 2	See *Header Label 1*.
Field 2	See *Field 1*.

Field	Description
Include Term Name	Select the checkbox to display the selected term in the header of the report, such as **Term: 2009-2010**.
Break to a new page for each	Use the pop-up menu to indicate how you want page breaks to be applied. **Note:** Do not run this report for reporting segments if segments are longer than 20 school days. Also, you must have the Reporting Segments option selected above when using this option.
Page Size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Page Orientation	Choose the page layout from the pop-up menu. Portrait is a vertical page; landscape is a horizontal page.
Scale	Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

   Note: Asterisks (*) appear for days that are off-track for students.

How to Run the Consecutive Absences Report

Use the Consecutive Absences report to generate a report detailing consecutive student absences by absence code. The report can be run in either daily or meeting mode. In daily mode, the report searches for students with consecutive absences codes in their daily attendance record. In meeting mode, the report searches each student’s attendance records period by period for consecutive absence codes.

Note: You can also access this report by clicking **Attendance > Consecutive Absences**.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Consecutive Absences**. The Consecutive Absences Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Use Default**: Searches for and displays report output

Field	Description
	based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: Searches for and displays report output by day. • **Meeting**: Searches for and display report output by period. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the "Use default settings" checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.
Attendance Codes	Select the attendance codes for which you want to scan, or select **ALL CODES**. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Attendance Codes	Select the attendance code for which you want to scan for the report. **Note:** Only one attendance code can be selected at a time.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time**

Field	Description
	fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Number of Consecutive Days to Scan	Enter the number of consecutive days of an attendance code must occur.
Scan	Use the pop-up menu to indicate whether you want to run the report for: • **All Enrollment Records** - All students with an enrollment record in the current school. • **Current Enrollment Records** - Only students that are actively enrolled in the current school on the date the report is run.
Include Student Number	Select the checkbox to include the student numbers on the report.
Itemize by Day	Select the checkbox to further parse the scan by cycle days selected. **Note:** This checkbox appears only for schools with multi-day schedules.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Do one of the following:

- Click a name to open the student pages menu and work with that student.
- Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Student Attendance Audit Report

Use the Student Attendance Audit report to generate a roster **detailing** attendance by day and the average daily attendance and average daily membership by date range.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Student Attendance Audit**. The Student Daily Attendance Audit Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Use Default**: searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: searches for and displays report output by day. • **Meeting**: searches for and displays report output by period. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. • If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** appears by default. There are no other menu options to choose from. • If the Attendance Mode of **Daily** was selected, choose either **Code to Day** or **Time to Day**. • If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. For more information about attendance conversions, see

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>Attendance Overview.</td></tr>
<tr><td>Students to Include</td><td>Indicate which students you want to run the report for by selecting one of the following options:
The selected students only to run the report for students in the current selection enrolled in the specified date range.
All students to run the report for all students in the current school enrolled in the specified date range.</td></tr>
<tr><td>Grades</td><td>Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected.

Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” selection.</td></tr>
<tr><td>Reporting Segment or Begin Date and Ending Date</td><td>Select which date range to use for this report:
Reporting Segment: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see Reporting Segments.
Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Note: The date entered must fall within the selected school year term.</td></tr>
<tr><td>Processing Options</td><td>Select a time to run the report:
In Background Now to execute the report immediately in the background.
ASAP to execute the report in the order it is received in the Report Queue.
At Night to execute the report during the next evening.
On Weekend to execute the report during the next weekend.
On Specific Date/Time to execute the report on the date and time specified in the Specific Date/Time fields.
After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.</td></tr>
</table>

Field	Description
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be Filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Include Student Number	Select the checkbox to include the student numbers on the report.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Index	Counter indicating the number of records that appear in the report.
Student Name	The name of the student.
Student Number	The student's identification number.
Day	A column for each day in the date range appears. Each day displays the student's attendance value for that day, a numeric value, usually from 0 to 1.
ADA	Average daily attendance.
ADM	Average daily membership
Grand Total	The total attendance for each day for each student.

5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Monthly Student Attendance Report

Use the Monthly Student Attendance report to display attendance per student per day, including holidays. This report displays the days the student was not enrolled, absent, or in attendance. The days in session and carry forward, gains, losses, and ending enrollment appear at the end of the report.

By default, the codes and values included in the report represent full days of absences and attendance even if the school is set up with attendance conversions that count partial absences and attendance. When attendance is calculated using the Attendance Conversions (defined in School Setup > Attendance Conversions), it is possible to get an attendance value of, for example, 1.5 for a 2-day period, meaning they were absent half a day in those two day periods. But the Monthly Student Attendance report does not report a 1.5 attendance. It reports 2 full days of attendance and 0 absences. It does not count half-day absences.

To include codes and values for partial day absences and attendance, select the Include Partial Attendance checkbox before submitting.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Monthly Student Attendance**. The Monthly Student Attendance Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Use Default**: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: Searches for and displays report output by day. • **Meeting**: Searches for and displays report output by period. • **Interval**: Searches for and displays report output by interval. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration. For the Use Default menu option to appear, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to appear, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. • If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** appears by default. There are no other menu options to choose from. • If the Attendance Mode of **Daily** was selected, choose

Field	Description
	either **Code to Day** or **Time to Day**. • If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. • If the Attendance Mode of **Interval** was selected, choose **Time to Day**. For more information about attendance conversions, see *Attendance Overview*.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • **The selected students only** to run the report for students in the current selection enrolled in the specified date range. • Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” selection.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next

Field	Description
	weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Include Student Number	Select the checkbox to include the student numbers on the report.
Include Partial Attendance	By default, the codes and values included in the report represent full days absences and attendance even if the school is set up with attendance conversions that count partial absences and attendance. To include codes and values for partial day absences and attendance, select the Include Partial Attendance checkbox before submitting.
The report will break to a new page for each	Use the pop-up menu to indicate how you want page breaks to be applied. **Note:** Do not run this report for reporting segments if segments are longer than 20 school days. Also, you must have the Reporting Segments option selected above when using this option.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Attendance Summary by Grade Report

Use the Attendance Summary by Grade report to generate **aggregated** attendance information for a date range and grades.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.

2. On the System tab, click **Attendance Summary by Grade**. The Attendance Summary by Grade Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select the attendance recording method for which you want to run this report. • **Use Defaults**: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: Searches for and displays report output by day. • **Meeting**: Searches for and displays report output by period. • **Interval**: Searches for and displays report output by interval. • **Time**: Searches for and displays report output by time. • **Time/Interval**: Searches for and displays report output by time and interval. **Note:** Menu options appear based on your attendance setup configuration. For more information about attendance modes, see *Attendance Overview*.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. • If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** appears by default. There are no other menu options to choose from. • If the Attendance Mode of **Daily** was selected, choose either **Code to Day** or **Time to Day**. • If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. • If the Attendance Mode of **Interval** was selected, only the **Time to Day** conversion can be selected. • If the Attendance Mode of **Time** was selected, only the **Time to Day** conversion can be selected. • If the Attendance Mode of **Time/Interval** was selected, only the **Time to Day** conversion can be selected.

Field	Description
	Note: For more information about attendance conversions, see *Attendance Overview*.
Grades	Select the checkboxes of the grade levels you want to scan. Alternatively, leave all the checkboxes blank to scan all grade levels.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Special Programs	Select the checkboxes for the programs to scan. **Note:** When one or more special programs are selected, the report produces one table listing students who are not in the selected special programs and a table for each selected special program listing those students who are in the selected special program.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Field	Description
	Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Report by Track	Indicate whether you want to filter the report by tracks.
Tracks	If you selected **Yes** for Report by Track but no track is entered, the report includes only students with a blank track. To include only students in specific tracks, do not include a leading comma in the list of tracks, for example, **A,B,C.** To include both students that have both blank and defined tracks, enter a leading comma in the list of tracks, for example, **,A,B,C**. If you selected **No** for the Report by Track, the tracks entered will be ignored.
Check for possible conflicts	Click to check for possible track errors.
Display Audit Table	Select the checkbox to display the audit table, which includes the last grade and special program information.

4. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file when no special programs are selected in the report parameters:

Column Name	Description
Grade Level	The grade levels for which the report was generated.
Carry Forwards	The number of students that were enrolled prior to the reporting period.
Gain	The number of students that enrolled during the reporting period.
Multiple gain	The number of students that had multiple enrollments during the reporting period, such as enrolled, withdrew, or re-enrolled.
Loss	The number of students that withdrew/transferred during the reporting period.
Ending	The number of students enrolled on the last day of the reporting period.
Actual Days	Total number of students enrolled days in the reporting period.

Column Name	Description
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were not enrolled during the reporting period.
Days Absent	Total number of days students were absent during the reporting period.
Days Attd	Total number of days of school attended by students during the reporting period.
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

5. The following information appears in the output file when one or more special programs are selected in the report parameters. Additionally, a summary table displays **students not in** the selected special programs:

Column Name	Description
Grade Level	The grade levels for which the report was generated.
Carry Forwards	The number of students that were enrolled prior to the reporting period and not enrolled in any of the checked special programs.
Gain	The number of students that enrolled during the reporting period and not enrolled in any of the checked special program.
Multiple gain	The number of students that had multiple enrollments during the reporting period, such as enrolled, withdrew, or re-enrolled.
Loss	The number of students that withdrew/transferred during the reporting period and the number of students that enrolled into any of the checked special programs.
Ending	The number of students enrolled on the last day of the reporting period.
Actual Days	Total number of students enrolled days in the reporting period while not in any of the checked special programs.
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were not enrolled during the reporting period.
Days Absent	Total number of days students were absent during the reporting period.

Column Name	Description
Days Attd	Total number of days of school attended by students, during the reporting period while not in any of the checked special programs.
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

6. The following information appears in the output file when one or more special programs are selected in the report parameters. Additionally, a summary table displays for **only students in** each of the selected special programs:

Column Name	Description
Grade Level	The grade levels for which the report was generated.
Carry Forwards	The number of students that were enrolled in the special program prior to the reporting period.
Gain	The number of students that enrolled in the special program during the reporting period.
Multiple gain	The number of students that had multiple enrollments in the special program during the reporting period, such as enrolled, withdrew, or re-enrolled.
Loss	The number of students that withdrew/transferred from the special program during the reporting period.
Ending	The number of students enrolled in the special program on the last day of the reporting period.
Actual Days	Total number of students enrolled days in the special program in the reporting period.
OffTrack	Number of days students were off track during the reporting period.
Days N/E	Total number of days students were not enrolled in the special program during the reporting period.
Days Absent	Total number of days students were absent during the reporting period.
Days Attd	Total number of days of school attended by students during the reporting period while enrolled in the special program.
ADA	Average daily attendance during the reporting period.
ADA %	Average daily attendance percentage during the reporting period.

7. The following information appears in the output file when the Display Audit Table field is set to Yes:

Column Name	Description
[Blank]	The index for the row.
Student	The Last Name, First Name of the student.
Carry Fwd	An X appears if the student was already enrolled prior to the reporting period.
Month/Day Cycle Day	The grade level of the student on each date within the reporting period. **SP** also appears if the student is enrolled in any of the special programs checked in the parameters.
Gain	The number of times the student enrolled/re-enrolled in the reporting period.
Loss	The number of times the student withdrew/transferred from the special program during the reporting period.
Mem	The number of membership days for the student during the reporting period.
Att	The total attendance for the student during the reporting period.
N/E	The total number of not enrolled days for the student during the reporting period.

8. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*. To generate a roster detailing attendance by day and the average daily attendance and average daily membership by date range, see *How to Run the Student Attendance Audit Report*.

How to Run the Weekly Attendance Summary (Daily) Report

Use the Weekly Attendance Summary (Daily) report to generate a weekly attendance summary by teacher. Schools commonly use this report to verify weekly attendance for each teacher. Teachers sign the report to certify that the attendance they marked is accurate. You can also use this report to generate a verification sheet for daily attendance for a specific week. Teachers sign the report to certify the attendance they marked is accurate.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Weekly Attendance Summary (Daily)**. The Weekly Attendance Summary (D) Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Weeks	Choose the week to scan from the pop-up menu.
Teachers	Select the teachers for which you want to scan, or select **ALL TEACHERS**. To select multiple teachers, press and hold

Field	Description
	COMMAND (Mac) or CONTROL (Windows) as you click each of the teacher you want to scan. **Note:** For a staff member to appear in this list, the Staff Status field (Start Page > Staff > Select A Staff Member > Edit Information) must set to **Teacher** and **Current**.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Attendance Codes	Enter the attendance codes to scan in the appropriate fields: • **Absent** • **Unexcused** • **Tardy** **Note:** Use a comma to separate multiple attendance codes. Do not include blank spaces between the comma and the attendance code.
Include Student Number	Select the checkbox to include student numbers on the report.

Field	Description
Include Verification Line	Select the checkbox to include a verification line on the report. The verification line can be used to "sign off" on the accuracy of the report.

4. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes.
5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Gradebook Attendance Report

Use the Gradebook Attendance report to generate a list of which teachers have not taken attendance. Schools commonly use this report to verify that all teachers have taken attendance.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Gradebook Attendance**. The Gradebook Attendance page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Date to Scan	Enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the

Field	Description
	date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

   Note: If you entered a date where school is not in session, the message "School is not in session on date specified" appears. If all teachers have entered attendance, the message "All teachers have taken attendance" appears.

5. Do any of the following:

   - Click a meeting to get more details about the section. The Course Information page appears.
   - Print or save the report. For more information, see *Run, Print, and Save Reports*.

How to Run the Weekly Attendance Summary (Meeting) Report

Use the Weekly Attendance Summary (Meeting) report to generate a weekly attendance summary by section. Schools commonly use this report to verify weekly attendance for each section. Teachers sign the report to certify that the attendance they marked is accurate. You can also use this report to generate a verification sheet for daily attendance for a specific week. Teachers sign the report to certify the attendance they marked is accurate.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Weekly Attendance Summary (Meeting)**. The Weekly Attendance Summary (M) Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Weeks	Choose the week to scan from the pop-up menu.
Teachers	Select the teachers for which you want to scan, or select **ALL TEACHERS**. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each

Field	Description
	of the teacher you want to scan. **Note:** For a staff member to appear in this list, the Staff Status field (accessible via Start Page > Staff > Select A Staff Member > Edit Information) must set to **Teacher** and **Current**.
Periods	Select the checkboxes of the periods you want to scan or leave all the checkboxes blank to scan all periods.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Meeting Mode**: Searches for and displays report output by period. • **Interval Mode**: Searches for and displays report output by interval. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration.

Field	Description
Attendance Codes	Enter in the appropriate fields the attendance codes to scan: • **Absent** • **Unexcused** • **Tardy** **Note:** Use a comma to separate multiple attendance codes. Do not use a blank space between the comma and the attendance code.
Show Sections	Use the pop-up menu to indicate whether you want either all sections or only sections containing the selected attendance codes to appear in the report.
Audit Students	Indicate which students you want to run the report for by selecting one of the following options: • **Currently Enrolled in Class** to run the report for students who are currently enrolled in the class. • **Ever in Class** to run the report for students who are currently enrolled or have ever been enrolled in the class.
Include Student Number	Select the checkbox to include student numbers on the report.
Include Verification Line	Select the checkbox to include a verification line on the report. The verification line can be used to "sign off" on the accuracy of the report.

4. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes.

5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Year-to-Date Attendance Summary Report

Use the Year-to-Date Attendance Summary report to generate year-to-date **aggregated** attendance information by grade. This report is aggregated by grade, data sectioned out by reporting segments. The report queries the selected reporting segment as well as all those reporting segments with end dates less than the start date of the selected segment.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Year-to-Date Attendance Summary**. The Year to Date Attendance Summary Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. • **Use Default**: Searches for and displays report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • **Daily**: Searches for and displays report output by day. • **Meeting**: Searches for and displays report output by period. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration. For the Use Default menu option to display, FTEs must be set up and the “Use default settings” checkbox on the Attendance Preferences page must be selected. For the Daily or Meeting menu options to display, the Daily or Meeting checkboxes on the Attendance Preferences page must be selected.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. • If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** appears by default. There are no other menu options to choose from. • If the Attendance Mode of **Daily** was selected, choose either **Code to Day** or **Time to Day**. • If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. For more information about attendance conversions, see *Attendance Overview*.
Grades	Select the checkboxes of the grade levels you want to scan. Alternatively, leave all the checkboxes blank to scan all grade levels.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*.

Field	Description
	• **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Grade Level	The grade levels for which the report was generated.
Memb. Days	The total number of membership days by reporting segment.
Day	The total number of in-session school days per segment
ADA	Average daily attendance per segment.

5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Period Attendance Verification Report

Use the Period Attendance Verification report to generate a list of students marked present a specified number of periods.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Period Attendance Verification**. The Period Attendance Verification Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report.

Field	Description
	• **Meeting**: Searches for and displays report output by period. • **Interval**: Searches for and displays report output by interval. For more information about attendance modes, see *Attendance Overview*. **Note:** Menu options appear based on your attendance setup configuration.
Weeks	Choose from the pop-up menu the week to scan.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate the hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Find the number of students who are marked present for this number of periods (or intervals) in each day*	To search for the number of students who are marked present for a given number of periods (or intervals) in each day, enter a value is this field.

Field	Description
Audit Students	Indicate which students you want to run the report for by selecting one of the following options: • **Currently Enrolled in Class** to run the report for students who are currently enrolled in the class. • **Ever in Class** to run the report for students who are currently enrolled or have ever been enrolled in the class.

4. Click **Submit**. The report results appear based on the parameters you selected. Depending on your specifications, this could take several minutes. The following headers appear in the output file:

Column Name	Description
Teacher	Teacher’s name in the format “Lastname, Firstname.”
Course Name	Course name of the section reported on the page.
Expression	Periods and Cycle Days associated for the section reported on the page.
Course Number	Course number of the section reported on the page.
Section Number	Section number of the section reported on the page.

Each row represents a record for the student for the section. The table below describes each column in the output file:

Column Name	Description
Day	Day of the week.
Date	Date.
Expression	Period and cycle day.
Student	Student’s name in the format “Lastname, Firstname.”
Teacher Signature	School number associated with the enrollment record. Because this is a report for a school, it will always be the current school.
Date	School name abbreviation associated with the enrollment record. Because this is a report for a school, it will always be the current school.

5. Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Discipline Reports

In addition to the creating customized Log object reports using the Objects reporting tool, you can use the preconfigured Discipline Log and Discipline Summary reports to display discipline information.

How to Run the Discipline Log Report

Use the Discipline Log report to generate a list of student discipline incidents by date range and sub-type.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Discipline Log**. The Discipline Log Report page appears. The upper portion of the page displays the report's name, version number, description, and any comments.
3. Use the following table to enter information in the fields:

Field	Description
Use	Select the scope of which discipline logs to report: • **Default** (whichever of the following is set as the default) • **Current School Only** • **District Wide**
Students to Include	Indicate which students you want to run the report for by choosing one of the following options from the pop-up menu: • **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. • **All students** to run the report for all students in the current school enrolled in the specified date range.
Begin Date and Ending Date	Enter the beginning date and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date range should fall within the current school year.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the

Field	Description
	next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Discipline incident subtype to include	Use the pop-up menu to indicate which log subtypes for which you want to run the report. Select **All Sub-types** to not limit your scan to just one subtype. For more information about log subtypes, see *Log Types*.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Discipline Summary Report

The Discipline Report Summary is a global, aggregated report that breaks down disciplinary incidents by gender, ethnicity, special program, and grade level.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Discipline Summary**. The Discipline Summary Report page appears. The upper portion of the page displays the report's name, version number, description, and any comments.
3. Use the following table to enter information in the fields:

Field	Description
Students to Include	Indicate which students you want to run the report for by choosing one of the following options from the pop-up menu: • **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range • **All students** to run the report for all students in the current school enrolled in the specified date range
Reporting Segment or Begin Date and Ending Date	Choose the applicable reporting segments, or enter the date range to scan using the format mm/dd/yyyy.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Discipline incident subtype to include	Choose the appropriate discipline subtype from the selection menu.

Field	Description
Sort Summary By	Chose one of the following sort options: • **Grade Level** • **Ethnicity** • **Special Program**

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

   Note: Click **Refresh** to update the status of the report.

   The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Grade and Gradebook Reports

Use gradebook reports to determine the class rank or the number of students in a class that received a specified grade.

How to Run the Class Ranking Report

This report provides the class rankings at your school so that you can determine the top students for each class level.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Class Ranking**. The Class Ranking Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Grade Level	Choose the grade level to scan from the pop-up menu.
Class Rank Method	Choose from the pop-up menu the GPA calculation method to use for the class ranking.
Display GPAs	To scan only a range of GPAs, enter the range in the fields.
Display Percentiles	To scan a range of grade percentiles, enter the range in the fields.

4. Click **Submit**. The Class Ranking Report displays the rank number, student number, student name, grade point average, and class rank percentile for each student.

   Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Grade Count Report

This report displays how many times each letter grade occurred for the selected group during current or past terms.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Grade Count**. The Grade Count page appears, and the number of selected students appears in the Students To Scan field.
3. Select an option to indicate which grades to scan:

    - **current grades**
    - **historical grades** (If you select this option, enter the store code for which you want to scan, such as **Q2**)

4. Click **Submit**. The resulting report lists the letter grades and how many times they occur in the specified group for the chosen term.

    Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Grade Count By Teacher Report

Like the Grade Count report, the Grade Count By Teacher report also displays how many times each letter grade occurred for the group during current or past terms. The only difference is that this report restricts the results to a single teacher.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **by Teacher** next to Grade Count. The Grade Count page appears.
3. Use the following table to enter information in the fields:

Field	Description
Scan by student	Select an option to scan either the selected students or all currently enrolled students.
Scan by teacher	Choose the teacher to scan from the pop-up menu. **Note:** For a staff member to appear in this pop-up menu, the Staff Status field (accessible via Start Page > Staff > Select A Staff Member > Edit Information) must be set to **Teacher**.
Scan	Select an option to indicate which grades to scan: • **current grades** • **historical grades** (If you select this option, enter the store code for which you want to scan, such as **Q2**)

4. Click **Submit**. The resulting report lists the letter grades and how many times each grade occurs in the specified group for the chosen term and teacher.

Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Grades Distribution Report

The Grades Distribution report identifies trends in instruction, grading and assessment. The report helps determine the validity and consistency of grading practices within the school.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Grades Distribution**. The Grades Distribution Report page appears. The upper portion of the page displays the report's name, version number, description, and any comments.
3. Use the following table to enter information in the fields:

Field	Description
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Report By	From the pop-up menu, choose whether to run an overview report or to run the report by course, teacher, department, credit type, or student.
Grades to Scan	From the pop-up menu, choose whether to scan current grades or historical grades.
Distribute Grades By	From the pop-up menu, choose whether to distribute grades by letter grade or percentages.
Distribution Display	Determine the headings that appear at the top of each view. For example, enter **A, B, C, D, F** or **60, 70, 80** in the text box to facilitate distributing the grades or percentages. All scores that do not fall into a letter grade or percentage

Field	Description
	range will go into a column named Other.
Cutoff Percent for Pass/Fail	If distributing grades by percentages, enter a percent to determine the difference between a passing grade and a failing grade. For example, enter **65** in this box, and any percentage 64 or below displays as a failing grade.
Passing Grades	If distributing grades by letter grades, enter all letter grades that comprise a passing score, such as **A**,**B**,**C**,**D**.
Failing Grades	If distributing grades by letter grades, enter all letter grades that comprise a failing score, such as **F**.
Term	If distributing grades by historical grades, choose from the pop-up menu the term for distributing historical grade information.
Store Codes	If distributing grades by historical grades, enter the applicable store code for the historical grade.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Graduation Progress Report

This report provides the graduation progress of the selected students.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Graduation Progress Report (PDF)**. The Graduation Progress Report page appears.
3. Select which students to include in the report:

   - **All students**
   - **The selected [x] students only**
   - **Only these grade levels** (enter the grade levels in the blank field, separated by commas)

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Honor Roll Report

This report provides honor roll calculations for a group of students. The report displays all honor rolls the students have received, even if the honor roll was received in another school.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Honor Roll**. The Honor Roll Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Which Students	Select the option to identify the students for whom you want to calculate honor roll information: • **[selected student]** • **The selected [x] students only** • **All [x] currently enrolled students**
Report Title	Enter the name for this honor roll report.
Honor Roll Method	Choose the honor roll method you want to calculate from the pop-up menu. Specify a single honor roll method or all honor roll methods.
Store Code	Enter the store code for which you want to run the report. Leave this field blank to list all store codes.
School Year	Enter the school year for which you want to run the report. Only honor roll records stored during the single school year specified will be listed. Leave this field blank to list only records from the current school year.
Historical Grade Level	Enter the grade level for which you want to run the report. Only honor roll records the student earned while at the single grade level specified will be listed. Leave this field blank to list all grade levels.

4. Click **Submit**. The Honor Roll report displays the report title and the following information:

   - Student name (click to view the student pages for that student)
   - Student number
   - Grade level
   - Honors level
   - Grade point average

Single Student Standards Report

The single student standards report lists a student's progress for each standard. Before you print the report, you can determine which particular standards fields you want to appear on it.

For information about running standards reports for more than one student, see *Standards Reports*.

How to Set Up the Single Student Standards Report

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **Display Settings**. The Standards Display Settings page appears.
4. Use the following table to enter information in the fields:

Field	Description
Fields to Display on Student Summary Screen	Select any combination of the following checkboxes to determine the information you want to appear for each standard on the Student Summary page: • **Identifier** • **Name** • **Number of Scores** • **Average Score** • **Translated Average Score** • **High Score** • **Translated High Score** • **Description**
Score to display on stored scores screen	Use the pop-up menu to determine which score to display on the list page. All scores are viewable on the detail page.
Number of decimal places in percent scores	Enter the number of digits you want to appear after a decimal point.
Include the % character in percent scores	Select the checkbox to include the percentage character (%) in percent scores.
Suppress display of scores if no assignments	Select the checkbox if you do not want to display zeros on the report if there are no associated assignments.

Field	Description
Sort assignment list	Use the pop-up menu to indicate the sort order of the assignment list: • Chronologically • Reverse Chronologically

5. Click **Submit**. The system saves your changes.

How to Access the Single Student Standards Report

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Standards** from the student pages menu. The Standards page appears.
3. Click the triangles to access any level of standards where scores are reported.
4. Click the standard identifier when you reach the level you want.

   Note: You can view stored standard scores by clicking **Stored** next to the standard.

5. Click the number of scores in the Num Scores column. The Standard Scores: [Standard] page displays each assignment score that contributes to this standard score.

Standards Reports

PowerSchool includes three types of reports that reflect standards. The first report is an individual student report accessed from the single student menu. For more information, see *Single Student Standards Reports*. The second report is an individual object report. For more information, see *Object Reports*. The third report is a multiple-student report that reflects combinations of students.

How to Run Standards Reports

1. On the start page, select the group of students to narrow your report to a specific group.
2. Click the PowerSchool logo to return to the start page.
3. Choose **Reports** from the main menu.
4. On the System tab, click **Standards**. The Standards Student Summary Report page appears.
5. Use the following table to enter information in the fields:

Field	Description
Report Title	Enter a title for the report.

Field	Description
Which Students	Select an option to run the report for all students on the system, all students for the selected school, or the selected group of students.
Which Scores	Select an option to scan for either all assignment scores or scores that you restrict to a particular date range. If using a date range, enter the range in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Which Standards	Select an option to scan for all standards, specific standards, or standards that meet the criteria you choose from the pop-up menus.
Zero Scores	Select the **Skip standards if no scores are found** checkbox to avoid null results.
Sort Order	Use the pop-up menus to choose a primary, secondary, and tertiary sort order and the sort order operators.
Columns to Show	Select the appropriate checkboxes to indicate which columns to display.

6. Click **Submit**. The resulting report displays the number of students who have completed the standard, the high score percentage, the translated high score, the average score for students who have completed the standard, and the translated average score. The translated scores are derived by converting the gradebook score to a standard score that has parameters set up by your PowerSchool administrator.

   Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run Teacher Gradebooks Reports

This report prints assignment information from teachers' PowerGrade data files for the specified period.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Teacher Gradebooks**. The Teacher Gradebooks page appears.
3. Use the following table to enter information in the fields:

Field	Description
Print Gradebooks for	Select the teacher whose attendance records you want to scan. Press and hold COMMAND (Mac) or CONTROL (Windows) to select multiple teachers. **Note:** For a staff member to appear in this list, the Staff Status field, which is accessible via Start Page > Staff >

Field	Description
	Select A Staff Member > Edit Information, must be set to **Teacher**.
For classes during this term	The selected term appears.
Meetings	Select the checkboxes to indicate the meetings to be scanned.
Don't print classes that	Select the checkboxes to exclude classes that have no students or have no assignments. You can also select both or neither of the checkboxes.
Only assignments in this Date Range	To limit the report to assignments within a specific date range, select the checkbox and enter the date range in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Assignment header	Select the content to include in the header for the assignments: • **Print Assignment Name and Date Due** • **Print Assignment Key**
Print in name column	Select the content to include in the column for students: • **Student Name** • **Student Number**
Print Final Grades	Enter final grades to print (optional). If you enter grades, select either the **Letter Grade**, **Percent**, or both checkboxes to determine how the final grades appear.
Print which assignment score?	Select an option to determine how assignment scores appear: • **Point Value** • **Percent** • **Letter Grade**
Scores Listing Font	Choose the scores listing font from the pop-up menu.
Scores Listing Style	Enter the scores listing font size and line height in points. **Note:** One point equals 1/72 of an inch. Select the formatting checkboxes you want to use. For example, select the Bold checkbox to bold the scores listing.

Field	Description
Horizontal Cell Padding	Enter the amount of space from the sides of the cells to the text in points. **Note:** One point equals 1/72 of an inch.
Student Name Column Width	Enter the width of the student name column in inches.
Assignment Column Width	Enter the width of the assignment column in inches.
Background row shading	Enter a percentage to determine the shade of the rows.
Page Size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Choose the page layout from the pop-up menu. **Portrait** is a vertical page, and **Landscape** is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	To run this report, select a time to start it: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report displays assignments and grades for the selected dates in the selected classes. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Membership Reports

The membership reports use daily attendance to generate average daily attendance and average daily membership numbers that depend on the number of days a student has attended. These reports can be run in either Meeting or Daily mode.

Depending on the mode, there are two conversions that can be applied to the report. For Meeting mode, select either “Period to Day” or “Time to Day” attendance conversion. The “Period to Day” option uses the Period Items conversion, and the “Time to Day” option uses the Time Items conversion. For Daily mode, select either “Code to Day” or “Time to Day” attendance conversion. The “Code to Day” option uses the Code Items conversion, and the “Time to Day” option uses the Time Items conversion. For more information, see *Attendance Conversions*.

To perform a membership audit by section, see *How to Run the Aggregate Membership Audit Report*.

How to Run the ADM/ADA by Date Report

The ADM/ADA by Date report produces membership and attendance information by date for selected students. This report uses the attendance codes and minutes entered into PowerSchool under the student's daily attendance information. The report then sums the total membership for a date and the total number of students attending, with a final average for the number of students having membership and attending for a given date range.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **ADM/ADA by Date**. The ADA/ADM by Date Report page appears. The upper portion of the page displays the report's name, version number, description, and any comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select the attendance recording method for which you want to run this report. **Note:** Menu options appear based on your attendance setup configuration. For more information about attendance modes, see *Attendance Overview*. • Choose **Use Defaults** to search for and display report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those

Field	Description
	sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period. • Choose **Interval** to search for and display report output by interval. • Choose **Time** to search for and display report output by time. • Choose **Time/Interval** to search for and display report output by time and interval.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. o If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** displays by default. There are no other menu options to choose from. o If the Attendance Mode of **Daily** was selected, choose either **Code to Day** or **Time to Day**. o If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. o If the Attendance Mode of **Interval** was selected, only the **Time to Day** conversion can be selected. o If the Attendance Mode of **Time** was selected, only the **Time to Day** conversion can be selected. o If the Attendance Mode of **Time/Interval** was selected, only the **Time to Day** conversion can be selected. **Note:** For more information about attendance conversions, see *Attendance Overview*.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. Click the number to display the list of selected students. • Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so narrows the selection of students in the "Students to Include" field to include only those students having the

Field	Description
	same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students in the Students to Include field.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time in the Processing Options field, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the ADM/ADA by Student Report

The ADM/ADA by Student report generates membership and attendance information per student. This report uses the attendance codes or minutes entered into PowerSchool. The report then sums the total membership and attendance for each student for the given timeframe, with a final average for the number of students having membership and attending for a given date range.

To avoid slow processing time while running the ADA/ADM by Student report, please check the following:

- If the reporting date range spans the entire year, try running the report for a smaller date range.
- Check the selected grade levels when running this report. Instead of running the report for all grade levels, run the report only for those grade levels you would like to report on.
- If you intend to run the report for a selection of students, ensure prior to executing the report that your report parameters are set to run for the current selection instead of all students.
- When starting the report, choose to run the report ASAP instead of in the background.
- Check the reporting queue for other jobs that are currently running. When multiple reporting jobs are running, all reports may run slower. Run the ADA/ADM by Student report when fewer users are processing reports.
- Check the report queue for reports that are not responding. Often, these reports can prevent any other report from completing.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **ADM/ADA by Student**. The ADA/ADM by Student Report pages appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select one the attendance recording methods for which you want to run this report. **Note:** Menu options appear based on your attendance setup configuration. For more information about attendance modes, see *Attendance Overview*. • Choose **Use Defaults** to search for and display report output based on FTE. By default, this menu option is selected. If your school uses more than one FTE to differentiate students, such as full time and part time, and you want to run the report for those sets of students, the only way to effectively run these groupings with different modes and conversion items is to use the default. • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period. • Choose **Interval** to search for and display report

Field	Description
	output by interval. • Choose **Time** to search for and display report output by time. • Choose **Time/Interval** to search for and display report output by time and interval.
Attendance Conversion	Use the pop-up menu to select the method by which attendance is calculated for which you want to run this report. Menu options appear based on the Attendance Mode selected. • If the Attendance Mode of **Use Defaults** was selected, **Use Defaults** displays by default. There are no other menu options to choose from. • If the Attendance Mode of **Daily** was selected, choose either **Code to Day** or **Time to Day**. • If the Attendance Mode of **Meeting** was selected, choose **Period to Day** or **Time to Day**. • If the Attendance Mode of **Interval** was selected, only the **Time to Day** conversion can be selected. • If the Attendance Mode of **Time** was selected, only the **Time to Day** conversion can be selected. • If the Attendance Mode of **Time/Interval** was selected, only the **Time to Day** conversion can be selected. **Note:** For more information about attendance conversions, see *Attendance Overview*.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. Click the number to display the list of selected students. • Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” field and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the **Students to Include** field.
Begin Date and	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you

Field	Description
Ending Date	do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Include Absent Column	Select the checkbox to display the total and average absent data on the report.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Each row in the report represents a student enrollment that falls partly or within the report date range. The table below describes each column in the output file:

Column Name	Description
[Blank]	Row number.
Student Number	Unique student identifier assigned to the student in the district.
Name	Student's name (Lastname, Firstname MI). **Note:** If a student appears more than once on this report, this is usually because the student was enrolled in the school, transferred out during the year, and then transferred back into the school before the end of the school year. Verify the duplicate entry on this report by referring to the student's Transfer Information page. For more information, see *Transfer Information*.
Grade (Track)	Student's grade level during the enrollment period between the Entry Date and Exit Date.
School Number	School number associated with the enrollment record. Because this is a school-level report, it will always be the current school's number.
School	School name abbreviation associated with the enrollment record. Because this is a school-level report, it will always be the current school's name.
Entry Date	Enrollment entry date for the enrollment record that is part of the calculation.
Exit Date	Enrollment exit date for the enrollment record that is part of the calculation.
Membership	Total membership days calculated for the student's enrollment record for the specified date range.
Attendance	Total attendance calculated for the student's enrollment record for the specified date range.
Absence	Total number of absences for the specified date parameters.
Off Track Days	Number of days the student was not on track within the specified date range, if the student is assigned to a track.
Days Not Enrolled	Number of days the student was not enrolled within the report date range.

How to Run the ADM/ADA by Minute Report

The ADA/ADM by Minute report displays the total number of potential minutes for students, total number of minutes missed, total number of minutes attended, and total percentage of each. When in Meeting mode, the system calculates the number of minutes the group of students has attended by period. When in Daily mode, the system displays the number of minutes the group of students has attended by day.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **ADM/ADA by Minute**. The ADA/ADM by Minute Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select the attendance recording method for which you want to run this report. **Note:** Menu options appear based on your attendance setup configuration. For more information about attendance modes, see *Attendance Overview*. • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. Click the number to display the list of selected students. • Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the "Students to Include" field and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the "Students to Include" field.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background.

Field	Description
	• Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The table below describes each column in the output file when running the report for Meeting attendance mode. Each row in the report represents a period in the school bell schedule.

Column Name	Description
Period	The meeting period number.
Total Potential	Two numbers appear for the total potential absences: • Total number of periods in the selected students' bell schedules in the specified date range. • Total number of minutes in the selected students' bell schedules in the specified date range.
Total Absences	Two numbers appear for the total absences: • Number of periods when the selected students were absent. • Number of minutes when the selected students were

Column Name	Description
	absent.
Total Absences %	Two numbers appear for the total percentage of absences in relation to potential absences: • Percentage of periods when the selected students were absent. • Percentage of minutes when the selected students were absent.
Total Attended	Two numbers appear for the total attendance: • Number of periods when the selected students were present. • Number of minutes when the selected students were present.
Total Attended %	Two numbers appear for the total attendance by percentage: • Percentage of periods when the selected students were present. • Percentage of minutes when the selected students were present.

The table below describes each column in the output when running the report for Daily attendance mode. This report displays only one row.

Column Name	Description
Total Potential	Total number of minutes in the selected students' full day bell schedules in the specified date range. **Note:** The calculation uses the number of minutes specified for the bell schedule item that represents the Meeting and Daily attendance bridge.
Total Absences	Number of minutes when the selected students were absent.
Total Absences %	Percentage of minutes when the selected students were absent.
Total Attended	Number of minutes when the selected students were present.
Total Attended %	Percentage of minutes when the selected students were present.

How to Run the ADM/ADA by Minute Report

The ADA/ADM by Minute report displays the total number of potential minutes for students, total number of minutes missed, total number of minutes attended, and total percentage of each. When in Meeting mode, the system calculates the number of minutes the group of students has attended by period. When in Daily mode, the system displays the number of minutes the group of students has attended by day.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **ADM/ADA by Minute**. The ADA/ADM by Minute Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to select the attendance recording method for which you want to run this report. **Note:** Menu options appear based on your attendance setup configuration. For more information about attendance modes, see *Attendance Overview*. • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period.
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. Click the number to display the list of selected students. • Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the “Students to Include” field and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the “Students to Include” field.
Begin Date and Ending Date	Enter the beginning and ending date of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Field	Description
	Note: The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The table below describes each column in the output file when running the report for Meeting attendance mode. Each row in the report represents a period in the school bell schedule.

Column Name	Description
Period	The meeting period number.
Total Potential	Two numbers appear for the total potential absences: • Total number of periods in the selected students' bell schedules in the specified date range. • Total number of minutes in the selected students' bell

Column Name	Description
	schedules in the specified date range.
Total Absences	Two numbers appear for the total absences: • Number of periods when the selected students were absent. • Number of minutes when the selected students were absent.
Total Absences %	Two numbers appear for the total percentage of absences in relation to potential absences: • Percentage of periods when the selected students were absent. • Percentage of minutes when the selected students were absent.
Total Attended	Two numbers appear for the total attendance: • Number of periods when the selected students were present. • Number of minutes when the selected students were present.
Total Attended %	Two numbers appear for the total attendance by percentage: • Percentage of periods when the selected students were present. • Percentage of minutes when the selected students were present.

The table below describes each column in the output when running the report for Daily attendance mode. This report displays only one row.

Column Name	Description
Total Potential	Total number of minutes in the selected students' full day bell schedules in the specified date range. **Note:** The calculation uses the number of minutes specified for the bell schedule item that represents the Meeting and Daily attendance bridge.
Total Absences	Number of minutes when the selected students were absent.
Total Absences %	Percentage of minutes when the selected students were absent.
Total Attended	Number of minutes when the selected students were present.

Column Name	Description
Total Attended %	Percentage of minutes when the selected students were present.

Aggregate Membership Reports

How to Run the Aggregate Membership Audit Report

Use the Aggregate Membership Audit report to generate membership audit by section information. This report is similar to a class roster report. It lists the students that were enrolled or ever enrolled in the class/section and their membership.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Aggregate Membership Audit**. The Aggregate Membership Audit Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in **the Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Field	Description
	Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Course Number	Enter the course numbers. Separate multiple courses with commas. Use a blank field to scan all courses.
Section Number	Enter the section numbers. Separate multiple sections with commas. Use a blank field to scan all sections.
Term	Select the term for which you want to run the report from the pop-up menu.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	Description
Course Name	The name of the course for the section.
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Term	The term the section is being taught. Click **view days** to view the school days in the selected term.
Expression	The section expression.
Section Number	The number of the section.
Student	The name of the student (Last, First, Middle).
Enrolled	The date the student enrolled in the course.
Exited	The date the student exited the course.
Membership Days	The total number of days the student was enrolled in the course.
Total	The total number of days students were enrolled in the course.

Enrollment Reports

When running enrollment reports, you can screen for students in special programs. If the students are in the selected program at any time during the specified period, they are included in the report results. For each report, you can check for possible conflicts to display any students with errors on their class enrollment dates.

How to Run the Class Size Reduction Report

The Class Size Reduction report provides a day-to-day count of section enrollment over a specified period. When setting up the report, you can exclude students in a special program from the enrollment count. At least one course number must be entered to run the report. To display detailed enrollment per section, see *How to Run the Enrollment by Section Report*.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Class Size Reduction Report**. The Class Size Reduction Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon.

Field	Description
	The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Exclude counts for students enrolled in this Special Program	Use the pop-up menu to indicate any special program you want to exclude from being counted. Students will not be included in the class size counts for each day that they are enrolled in the specified special program.
Sort By	Select the sort order: • **Course Number** • **Teacher Name**
Include only these Course Numbers	Enter the course numbers. Separate multiple courses with commas.
Include/Exclude Section Numbers	Select whether you want to exclude or include any sections.
Section Numbers	Enter the section numbers to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.
Check for possible conflicts	Click to display any students with errors on their class enrollment dates.
The report will break to a new page for each	Use the pop-up menu to indicate whether you want to break the report across pages by **Month** or **Reporting Segment**.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	Description
[Blank]	Row counter.
Teacher	The teacher’s name in last, first format.
Course	The course number for the class.
Section	The section number for the class.
Grade	The grade level associated with the section.
[Month, Cycle Day, Day of Week, Day of Month]	Each column represents an in session day in the school calendar. The number is the size of the class on each date.
Avg	The average class size for the entire date range of the report. **Note:** This column only appears after the very last date in the report date range. It may not appear on each page, especially if the option to have a page break for each month is selected.

How to Run the Enrollment by Grade Report

Use the Enrollment by Grade report to generate a summary of accumulated student enrollment by grade level.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Enrollment by Grade**. The Enrollment by Grade Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
School	The selected school appears.
Reporting segment	Use the pop-up menu to choose the reporting segment. For more information about reporting segments or to create a reporting segment, see *Reporting Segments*.
Grades	Select the checkboxes of the grade levels you want to scan, or leave all the checkboxes blank to scan all grade levels.
Special Programs	Select the checkboxes of the special programs you want to exclude, or leave all the checkboxes blank to include students in all special programs.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Enrollment by Section Report

This report provides current year enrollment statistics for class sections. To report on class size, see *How to Run the Class Size Reduction Report*.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Enrollment by Section**. The Enrollment by Section page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert

Field	Description
	appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Sort By	Select the sort order: • **Course** • **Teacher**
Course Numbers	Enter the course numbers. Separate multiple courses with commas.
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section numbers to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.
Check for possible conflicts	Click to display any students with errors on their class enrollment dates.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	Description
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Course Name	The name of the course for the section.
Section Number	The number of the section.
Grade	The grade level associated with the current section.
Begin Enrollment	The student enrollment in the section as of the start date of the reporting period.

Column Name	Description
Entries	How many students were added to the section. **Note:** If a student enters the same section twice, it will count as two entries.
Withdrawals	How many students were withdrawn from a section. **Note:** If a student enters the same section twice, it will count as two entries.
End Enrollment	The enrollment at the end of the reporting period.
Enrollment For Period	The total number of enrollments for the reporting period.
Enrollment To Date	The current enrollment as of today.
Aggregate Days Attended	The number of days attended by all of the students enrolled in the section during the date range.
Average Days Attended	The average daily attendance (the number of days in the date range divided by the Aggregate Days Attended).
Days Absent	The number of days absent for the section during the reporting period.
Days Off Track	The number of off track days for the students enrolled in the section during the reporting period.
Total Days not Enrolled	The number of days students are not enrolled in this section; that is, students who are enrolled at some point during the year, but are not enrolled one or more days during the reporting period.
Aggregate Days Belonging (Membership)	The total membership for this section during the reporting period.
Average Number Belonging (ADM)	The Average Daily Membership for this section during the reporting period (Aggregate Days Belonging divided by the number of meeting days in the reporting period).
Attendance Percent	The percent of actual attendance out of the total potential attendance for the reporting period (Aggregate Days Attended divided by the Average Number Belonging).

How to Run the Enrollment Summary by Date Report

This report is the same as the Enrollment Summary except it can be run for a selected date instead of just the current date. Depending on the mode in which you run the report, the resulting report displays a breakdown of students for the entire district or school.

Note: Only grade levels used by the district/school appear in the report.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Enrollment Summary by Date**. The Enrollment Summary by Date page appears.
3. Enter the date as of which you want to calculate enrollments using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

   Note: The date must fall within the selected school year term.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

   Column titles describe the contents of each column. Row numbers indicate grade levels. The top numbers in each cell indicate the total enrollment of male and female students for that classification. The blue numbers (to the left of the slash) indicate male students; the pink numbers (to the right of the slash) indicate female students. Click any of the numbers to either make those students the current student selection or add them to the current selection.

How to Run the Vocational Courses Aggregate Membership Report

Use the Vocational Courses Aggregate Membership report to generate a list of vocational sections and their current membership totals.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Voc. Courses Agg. Membership**. The Vocational Courses Aggregate Membership Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	**Description**
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number on which you want the report to start.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the **Specific Date/Time** fields.

Field	Description
	After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The resulting report displays the schedule of vocational courses and the number of students in each class. It also displays the number of membership days for the different classes. Proceed by doing one of the following:

- Click a number of aggregate membership days to view an audit page.
- Click an underlined number in the Size column to view the list of students in the class.
- Click a section number to view a description of the section.
- Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the School Enrollment Audit Report

Use the School Enrollment Audit report to detect possible school enrollment errors.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **School Enrollment Audit**. The Possible Conflicts for School Enrollment Audit page displays any student enrollment errors.

How to Run the Section Enrollment Audit Report

Use the Section Enrollment Audit report to detect possible section enrollment errors, such as a student who is enrolled in school but not in any classes.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Section Enrollment Audit**. The Possible Conflicts for Section Enrollment Audit page displays any section enrollment errors.

Scheduling Reports

How to Run the Teacher Maximum Load Report

The Teacher Maximum Load Report helps identify teachers who are scheduled to teach more students in a day than is allowed by their contracts. It is expected that a school administrator will run this report on a periodic basis to identify any violations for sections occurring within the term of the date specified on the report. This report displays loads based on the schedule for the current school year but does not account for future section drops or enrollments. For fresh report data or for more information about Teacher Maximum Load, see *Teacher Maximum Load*. Also, this report does not account for sections that span different schools; rather, they include only the selected school's sections.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Teacher Maximum Load Report**. The Teacher Maximum Load page appears.
3. Use the following table to enter information in the fields:

Field	Description
Select a Teacher	Use the pop-up menu to select the teacher for whom you want to run this report. To select all teachers at the selected school, choose **All Teachers**.
Limit report to	Select an option to limit the results of the report: • **All Selected Teacher(s)**: Displays results for all teachers selected in the Select a Teacher field, even those whose schedules do not exceed their maximum loads. • **Only those over the limit**: Displays only the teachers selected in the Select a Teacher field that exceed the specified student load.
For this date	Enter a date to display report results for. Use the format mm/dd/yyyy or mm-dd-yyyy.

4. Click **Submit**. The report displays the following information:

Column Name	Description
No.	Teacher's number.
Teacher Name	Teacher’s last name, first name, and middle initial.
Course	Name of the course that has a section contributing to the teacher's student load.
Section	Identification number of the section contributing to the teacher's student load. If the section includes a dependent section, the report does not specify whether the violation occurred in the primary or dependant section since they are

Column Name	Description
	considered a single unit. **Note:** To exempt a section from being included, see *Sections*.
Max	Maximum number of students allowed in the section.
Room	Room number of the section.
[A, B, ...]	Cycle day of the school's schedule.
Flag	Indicates whether a teacher maximum load or section enrollment maximum has been exceeded.

Statistics

How to Run the Parental Access Statistics Report

The Parental Access Statistics Report tells you how often the parents of students at your school use PowerSchool to check their children's progress. The report provides information on all parents in general and not on specific parents.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Parental Access Statistics**. The Parental Access Statistics page appears.
3. Enter the first and last days of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
4. Click **Submit**. The resulting report displays how many times parents accessed student records via the Internet. Raw data and percentages are provided. The report also displays the number of parents signed up for emailed progress reports and the number of reports sent during the selected period.

   Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the At Risk Report

The At Risk Report provides a listing of courses, sections, and grades associated with students who are currently at risk of failing for the current term. This information allows administrators and teachers to take a proactive approach to correcting this prior to end of term and ensures student accountability.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **At Risk**. The At Risk Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to choose the attendance recording methods for which you want to run this report: • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period. • Choose **Time** to search for and display report output by time.
Students to Include	Indicate which students you want to run the report for: • Choose **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. • Choose **All students** to run the report for all students in the current school enrolled in the specified date range.
Attendance Codes	Select the attendance codes for which you want to scan, or select **ALL CODES**. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Reporting Segment or Begin date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Data to be Filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Use Attendance Report Query	Select the checkbox to use Attendance Mode and Attendance Codes to query students for the report.
Enter the minimum number of occurrences of the above selected Attendance codes	Enter a number to indicate the fewest instances of the selected Attendance Codes to display on the report.

Field	Description
Use Grades Report Query	Select the checkbox to use the three grade fields listed below to query students for the report.
Select the final grade type	Choose the applicable grade type from the pop-up menu: • **Stored** • **Current**
Enter the minimum number of classes with failing grades	Enter the minimum number of classes with failing grades to display on the report.
Enter a comma-delimited list of Letter Grade values.	Enter the letter grade value, followed by a comma, such as **D, F**.
Use Discipline Report Query	Select the checkbox to use the two discipline fields listed below to query students for the report.
# of Discipline actions per student	Choose the applicable number of discipline actions to display for each student from the pop-up menu.
Discipline incident subtype to include	Choose the applicable incident subtype from the pop-up menu.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

   Note: Click **Refresh** to update the status of the report.

   The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Student Listings

Student listing reports display lists of students, either by class or schedule.

How to Run the At Risk Report

The At Risk Report provides a listing of courses, sections, and grades associated with students who are currently at risk of failing for the current term. This information allows administrators and teachers to take a proactive approach to correcting this prior to end of term and ensures student accountability.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.

2. On the System tab, click **At Risk**. The At Risk Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to choose the attendance recording methods for which you want to run this report: • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period. • Choose **Time** to search for and display report output by time.
Students to Include	Indicate which students you want to run the report for: • Choose **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. • Choose **All students** to run the report for all students in the current school enrolled in the specified date range.
Attendance Codes	Select the attendance codes for which you want to scan, or select **ALL CODES**. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Reporting Segment or Begin date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Data to be Filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Use Attendance Report Query	Select the checkbox to use Attendance Mode and Attendance Codes to query students for the report.

Field	Description
Enter the minimum number of occurrences of the above selected Attendance codes	Enter a number to indicate the fewest instances of the selected Attendance Codes to display on the report.
Use Grades Report Query	Select the checkbox to use the three grade fields listed below to query students for the report.
Select the final grade type	Choose the applicable grade type from the pop-up menu: • **Stored** • **Current**
Enter the minimum number of classes with failing grades	Enter the minimum number of classes with failing grades to display on the report.
Enter a comma-delimited list of Letter Grade values.	Enter the letter grade value, followed by a comma, such as **D, F**.
Use Discipline Report Query	Select the checkbox to use the two discipline fields listed below to query students for the report.
# of Discipline actions per student	Choose the applicable number of discipline actions to display for each student from the pop-up menu.
Discipline incident subtype to include	Choose the applicable incident subtype from the pop-up menu.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Class Rosters (PDF) Report

Generate a class roster as a PDF file for the current term or previous terms.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Class Rosters (PDF)**. The Class Rosters (PDF) page appears.
3. Use the following table to enter information in the fields:

Field	Description
Print rosters for	Select the teachers for which you want to generate a class roster. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each teacher's name.
Meetings	Indicate the meetings to be audited by selecting the appropriate checkboxes. To audit all meetings, deselect all of the checkboxes.
Include students who	Select an enrollment period option. Some options require you to enter a date or date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Heading font	Choose the heading font from the pop-up menu.
Size, line height, style	Enter the heading font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the heading. Select the **Italic** checkbox to italicize the heading. Select the **Underline** checkbox to underline the heading.
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print: • **First page of each class** • **All pages** • **Do not print heading**
Heading text	Enter the content to include in the report heading using text, some HTML tags, and PowerSchool data codes. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field. For more information about data codes, visit **PowerSource**.
Column title font	Choose the column title font from the pop-up menu.
Size, line height, style	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the column title. Select the **Italic** checkbox to italicize the column title. Select the **Underline** checkbox to underline the column title.
Print column titles on	Choose an option from the pop-up menu to determine how you want the column title to print: • **All pages** • **First page of each class** • **Do not print column titles**

Field	Description
Roster Font	Choose the roster listing font from the pop-up menu.
Size, line height, style	Enter the roster listing font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the roster listing. Select the **Italic** checkbox to italicize the roster listing. Select the **Underline** checkbox to underline the roster listing.
Roster columns	Enter the content to include in the student listings columns using the format field name \ column title \ column width \ alignment. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field.
Rule width	Enter the thickness in points of the vertical and horizontal lines on the report, as well as the outline of the entire report. One point equals 1/72 of an inch.
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. **Portrait** is a vertical page; **landscape** is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with

Field	Description
	an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Master Schedule (PDF) Report

Generate a PDF file for the current master schedule. The master schedule PDF report displays schedule information for sections that are in session during the selected term. Before proceeding, change the selected term, if necessary. For more information, see *How to Change Terms*.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Master Schedule (PDF)**. The Master Schedule PDF page appears.
3. Use the following table to enter information in the fields:

Field	Description
Periods	Select the checkboxes to indicate which periods to display on the master schedule. To display all periods, select the **All periods** checkbox.
Days	Select the checkboxes to indicate which days to display on the master schedule. To display all days, select the **All days** checkbox.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as **MATH**. To display all credit types, do not enter anything in the field.
Rooms	Select the rooms to display on the master schedule. To make multiple selections, Press and hold COMMAND (Mac) or CONTROL (Windows) and click the room names. Select **All Rooms** to display all rooms.
Teachers	Select the teachers to display on the master schedule. To make multiple selections, Press and hold COMMAND (Mac) or CONTROL (Windows) and click the teacher names. Select **All Teachers** to display all teachers.
Sort By	Select a sort order for the master schedule:

Field	Description
	• **Teacher Name** • **Teacher Number** • **Department** • **Room** • **Course Name** • **Course Number** • **Course Credit Type**
Period/Day Orientation	Select whether to print the periods or the days across the top of the report.
Heading font	Choose the heading font from the pop-up menu.
Size, line height, style	Enter the heading font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the heading. Select the **Italic** checkbox to italicize the heading. Select the **Underline** checkbox to underline the heading.
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print: • **First page** • **All pages** • **Do not print heading**
Column title font	Choose the column title font from the pop-up menu.
Size, line height, style	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the column title. Select the **Italic** checkbox to italicize the column title. Select the **Underline** checkbox to underline the column title.
Print column titles on	Choose an option from the pop-up menu to determine how you want the column title to print: • **All pages** • **First page** • **Do not print heading**
Body Font	Choose the body font from the pop-up menu.
Size, line height, style	Enter the body font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the body font. Select the **Italic** checkbox to italicize the body font. Select the **Underline** checkbox to underline the body font.

Field	Description
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. **Portrait** is a vertical page; **landscape** is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Student Schedule List Report

This report provides a printout of students' classes and lets you know where they are during which periods.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Student Schedule List**. The Student Schedule List page appears.
3. Use the following table to enter information in the fields:

Field	Description
Students to Include	The number of selected students appears.
Report Title	Enter the title for the report.
Include for each class	Select the checkboxes to indicate what data you want to include for each class. Select any combination of the following checkboxes: • Select the checkboxes to display the **Room**, **Course**, and **Teacher** information for each class. • To include grades, select the checkbox and use the pop-up menu to choose either **Historical grade** or **Current grade**. If you select this option, enter the Store Code/Final Grade, such as **Q1** or **Q2**. • **Citizenship** • **for this attendance code**. If you select this option, choose the attendance code from the pop-up menu. • **Attendance points** • **Assignment score**. If you select this option, enter the score.
Scan Enrollment as of this Date	Enter the student enrollment dates to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Range of Periods	Choose the range of periods to scan from the pop-up menus.
Range of Days	Choose the range of days to scan from the pop-up menus.
How many students between breaks	Enter the number of student records to display before a break in the report.
Show only these pages	Select the checkbox to limit the number of pages to display. If you select the checkbox, enter the page number range in the next fields.

4. Click **Submit**. The resulting report displays students and their teachers for the selected periods. Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

PowerLunch Reports

PowerLunch's reporting functions are varied and useful. Run the reports regularly to manage your own records and to provide statistics to the state, if necessary. For the most part, they are simple to produce and user-friendly. However, you are encouraged to see the sections *Custom Reports* and *Preconfigured Reports* before trying to create reports.

Note: Click your Web browser's Back button anytime you get a report that does not provide you with the proper information. Whether you need another column or just selected the wrong reporting date, simply go back and reset your specifications.

How to Run the Cash Report

This report tells you how much cash each cashier accepted on a selected day.

1. On the start page, choose **PowerLunch** from the main menu. The PowerLunch page appears.
2. Click **Cash Report**. The Cash Report page appears.
3. Enter the date for which you want to produce the report using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
4. Click **Submit**. The resulting report displays which cashiers received deposits in cash and checks on the date you specified.

How to Run the Meal Count Listing Report

This report is similar to the Meal Count report but includes more details. You have the option of clicking links in the reported statistics to learn more about them.

1. On the start page, choose **PowerLunch** from the main menu. The PowerLunch page appears.
2. Click **Meal Count Listing**. The Meal Count Listing page appears.
3. Use the following table to enter information in the fields:

Field	Description
Date Range	Enter the date range to be scanned using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Meal	Choose the meal from the pop-up menu.
Use school calendar	Select the checkbox to use the school calendar when scanning. This function excludes any school holidays from the count.

4. Click **Submit**. The resulting report displays the number of eligible patrons in each category (the number in brackets) and how many meals were purchased by each category (the number to the left of the number in brackets).

Click any of the linked numbers to view the details of the transactions that make up that number. For students, there are seven categories: free, reduced, paid, guest, exempt, earned, and additional. The seven categories are added in the total column. For adults, there are four categories: faculty, guest, earned, and additional. The four categories are added in the total column. Both totals are added in the last total column on the right. Totals for multiple days appear at the bottom of each column.

How to Run the Meal Count Report

This report provides a quick list of total meals served on the selected days. It displays the breakdown by meal and lunch status. The following rules apply to students on this report:

- The guest or earned meal must have been served at the current school in order to be included in the guest or earned meal count for the current school.
- A meal served at the current school for a student enrolled in another school in the district is included in the Meal counts for the current school but excluded from the Eligibility counts.
- The student must be enrolled at the current school (or within the district if running at the district level) on the eligibility count date. The eligibility section of the report only applies to the end date of the date range; students need to be enrolled on that date to be counted correctly on the report.

Note: Once the PowerSchool end-of-year process is complete, no historical meal counts or eligibility counts can be reported for the preceding year.

You can run this report at the district level. If doing so, you must first switch schools to the district office. See *How to Change Schools*. Also, the students must be enrolled somewhere within the district during the specified date range.

If you run this report at the school level, the report scans pasts and present student enrollments in the current school for the date range entered.

1. On the start page, choose **PowerLunch** from the main menu. The PowerLunch page appears.
2. Click **Meal Count Report**. The Meal Count Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Date Range	Enter the date range to be scanned using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. If you do not enter a date, the current date is used as the date range. You can enter the same date in both fields to report on a single day.
Restrict report to these grade levels	Enter the lowest and highest in the range of grade levels to be scanned. If you want a report on one grade only, enter the same grade number in both fields. To scan all grades, leave both fields blank.

4. Click **Submit**. The report displays the number of meals served on the specified days.

How to Take PowerLunch Class Counts

This report helps you plan how many meals to prepare by importing counts from teachers' PowerGrade files.

Note: The count will only display meals for those teachers who submitted their lunch counts through PowerGrade.

1. On the start page, choose **PowerLunch** from the main menu. The PowerLunch page appears.
2. Click **PowerLunch Class Counts**. The PowerLunch Class Counts page appears.

   The report displays today's date at the top of the page, as well as the number of hot meals and milk units students intend to purchase.

How to Run the Transaction Detail Report

This report provides detailed information about transactions in a selected date range. After you select the information to be scanned, PowerLunch produces a report in your spreadsheet application. You can select to retrieve almost any information from PowerLunch on any day.

1. On the start page, choose **PowerLunch** from the main menu. The PowerLunch page appears.
2. Click **Transaction Detail Report**. The Transaction Detail Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Columns to show	Select any combination of the checkboxes to indicate what to display.
Start Date	Enter the start date of the report using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
End Date	Enter the end date of the report using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Transaction Types	Select the checkbox next to the transaction type to display: • **All** (both staff and student lunches) • **Student Lunch** • **Staff Lunch**
Batch number	Enter a batch number to scan a specific batch. Separate multiple batches with commas. A batch refers to a cashier's session for the day. For example, if you have two cashiers for breakfast, the sessions are batch numbers 1 and 2. Perhaps you have four

Field	Description
	cashiers for lunch on the same day. They would be batch numbers 3-6. You can prepare a report on the activities of certain staff members.
Order	Choose from the pop-up menu the sort order of the listings on the report.
Export	Select the checkbox to export the report to a file that you can open with your spreadsheet application. If you do not select the checkbox, the report appears in your Web browser and you will not be able to format it.

4. Click **Submit**. If you did not select the Export option, the report appears, including the columns you selected and cash totals. Print or save the report. If you save the report without exporting it, you could lose some of the report's format. For more information, see *Run, Print, and Save Reports*.

   If you chose the Export option, continue to the next step to save the file.

5. Choose **File** > **Save As...**.
6. In the Save dialog, specify a name, location, and file type.
7. Click **Save**. Open the file using a spreadsheet or other application.