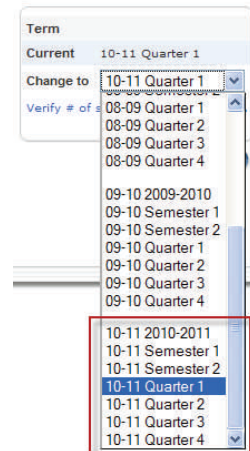


# Perfect Attendance Award

School: Deering School  
Term: 10-11 Quarter 1

This guide will walk you through the process of searching for students with perfect attendance (no tardies, AU, AE, SUB, etc). These students were marked present or SA (student activity) for all classes every day they have been enrolled.

Start at your PowerSchool search page and change your term to the term you will be searching for perfect attendance. In this case we'll use 10-11 Quarter 1.



Then click 'Special Functions' from the list of functions on the left. Then click on 'Search For Perfect Attendance'.

## Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

Function	Description
Attendance Functions	Performs atten
Assign IDs & Passwords	Automatically a
Current Users	Shows the nam
Daily Bulletin Setup	Adds and edits
Enroll New Student	Adds a new stu
Fee Functions	Performs fee fu
Group Functions	Performs functi
Importing & Exporting	Transfers data
Interfaces to other systems	Links to other s
Incident Management	Create, update
Search By GPA	Searches stude
Search By Grades/Attendance	Searches curren
Search For Perfect Attendance	Searches curren

Enter your start and end date range, be sure to type 'SA' as a code to disregard when searching (students out for student activities are considered present).

## Perfect Attendance Search

Click submit and give it a few minutes to complete. When it is done you'll see a Group Function page with a number of current students selected, these are students with perfect attendance. If you do not see this page, or there are 0 students then there are no students with perfect attendance.

Option	Value
Attendance mode to use	Meeting
Students to scan	All 167 currently enrolled students
Date range to scan	8/17/2010 - 10/15/2010
Disregard these codes when searching	SA

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

## Group Functions

### Students with perfect attendance

Current student selection: 20

At the Group Functions page you'll see how many students have perfect attendance at the top. Chose 'Print Reports' from the list of functions below.

- Mass Enroll Special Program
- Mass Print A Student Screen
- Next School Indicator
- Print Reports
- Print Mailing Labels
- Quick Export
- Re-Enroll in School

Choose the 'Perfect Attendance Certificate', then click Submit. Wait for the report to finish, then view it.