

Searching for Students with Perfect Attendance

This guide will walk you through the process of searching for students with perfect attendance.

If you are going to print the Perfect Attendance Certificate you will need to set your term to match the date range you are searching for, the certificate will show your current term.

Click 'Special Functions' from the list of functions on the left.

Click 'Search For Perfect Attendance'.

Term: 19-20 Semester 2

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions**
- Teacher Schedules
- Reset Class Counts
- Alert Solutions 2

Reports

- System Reports
- ReportWorks
- PSCB Custom Reports

People

- Student Search
- Search By...
- Staff Search
- Contact Search
- Enroll New Student
- New Staff Entry
- New Contact Entry

Special Functions

- Function
- Assign IDs & Passwords
- Attendance Functions
- Current Users
- Daily Bulletin Setup
- Enroll New Student
- Fee Functions
- Group Functions
- Health Management
- Importing & Exporting
- Incident Management
- Interfaces to other systems
- Search Attachments
- Search By GPA
- Search By Grades/Attendance
- Search For Perfect Attendance**
- Search Log Entries

Make sure the search includes 'All currently enrolled students', then enter your date range.

Be sure to type 'SA,RSTAR' as codes to disregard when searching (student activity and Readistar are considered present). Click submit and wait for it to finish.

When it is done you'll see a Group Function page with a number of current students with perfect attendance at the top as the 'Current student selection'. If no students have perfect attendance you will get an alert message.

From here you can scroll down and select 'Print Reports'.

Choose the 'Perfect Attendance Certificate', then click Submit.

***Your current term will determine what term is printed on the certificate.

Perfect Attendance Search

Option	Value
Attendance mode to use	Meeting
Students to scan	All 180 currently enrolled students
Date range to scan	1/6/2020 - 1/31/2020
Disregard these codes when searching	SA,RSTAR

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.

Submit

Current student selection: 4

Printing

- Mass Print a Student Screen
- Print Mailing Labels
- Print Reports**
- Reports Menu

Print Reports

Option	Value
Which report would you like to print?	Perfect Attendance Certificate