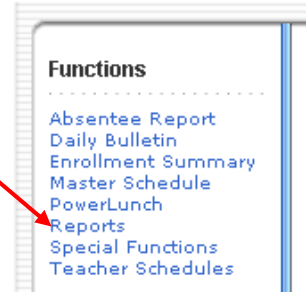


# Online Tutorial: Calculating ADA by Student

**Step 1:** Click on “Reports” under “Functions” in the left navigation bar.

**Step 2:** In the middle of your screen, click on “Run Reports.”



Function	Description
Run Reports	Run built in reports for attendance, membership, grades, students, and statistics.
Report Setup	Setup form letters, mailing labels, object reports, report cards, pictures, and styles.
State Reports	Run reporting engine reports for CA.
Reporting Engine	Setup, load, and run reporting engine reports.
Custom District Level Reports	Custom District Level Reports.

**Step 3:** Scroll down to the “Membership and Enrollment” section and click on “ADA/ADM by Student.”

Membership and Enrollment	Description
ADA/ADM by Date	Attendance and membership summary report by date.
ADA/ADM by Student	Attendance and membership summary report by student.
ADA/ADM by Minute	Attendance and membership summary report by minute.

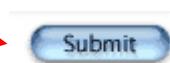
**Step 4:** Check the grade level you want to run the ADA report for. If you’d like to run the report for the entire school, leave all checkboxes blank.

Grades (leave blank for all)  9  10  11  12

**Step 5:** Enter the beginning and ending dates for the period you want to evaluate.

Begin Date and Ending Date

**Step 6:** Click “Submit.”



**Step 7:** Click on “Refresh now” periodically until the status reads “Completed.”

Report Queue - My Jobs [Refresh now](#)

Created	Job Name	Started	Ended	Status
07/27/2009	ADA/ADM by Student	07/27/2009 3:11 PM	07/27/2009 3:11 PM	Completed <a href="#">View</a>

**Step 8:** Click on “View” to retrieve the completed report.

Your report will look something like this:

ADA/ADM by Student

Animo Leadership CHS  
8/28/2006 through 9/22/2006 (19)

Student Number	Name	Grade (Track)	School Number	School	Entry Date	Exit Date	Membership	Attendance	Off Track Days	Days Not Enrolled
1	12223 Abrica, Antonio	10	1996313	LEA	8/28/2006	6/27/2007	19.00	18.00	0.00	0.00
2	12224 Abrica, Erendira	10	1996313	LEA	8/28/2006	6/27/2007	19.00	18.00	0.00	0.00
3	11179 Abrica, Fabiola	12	1996313	LEA	8/28/2006	6/27/2007	19.00	18.00	0.00	0.00
4	11143 Abrica, Lourdes	12	1996313	LEA	8/28/2006	6/27/2007	19.00	17.00	0.00	0.00
5	12806 Aceves, Daisy Marie	12	1996313	LEA	8/28/2006	6/27/2007	19.00	19.00	0.00	0.00
6	11267 Aceves, Edwin	11	1996313	LEA	8/28/2006	6/27/2007	19.00	19.00	0.00	0.00
7	14270 Acosta, Analay	9	1996313	LEA	8/28/2006	6/27/2007	19.00	19.00	0.00	0.00
8	11268 Acosta, Octavio	11	1996313	LEA	8/28/2006	6/27/2007	19.00	19.00	0.00	0.00
9	11181 Aguayo, Diana	12	1996313	LEA	8/28/2006	6/27/2007	19.00	17.00	0.00	0.00

**Step 9:** Hold down the Ctrl key and hit “A” to select all.

**Step 10:** Hold down the Ctrl key and hit “C” to copy.

*Note: The remaining steps take place in Microsoft Excel. You may close PowerSchool if you wish.*

**Step 11:** Open a new Excel spreadsheet and paste the data. To paste, hold down the Ctrl key and hit “V.”

**Step 12:** Adjust Column Widths as necessary.

**Step 13:** Type in “Absences” as the title to Column N.

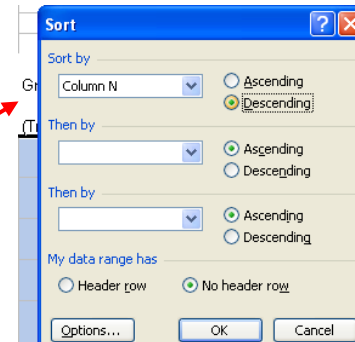
**Step 14:** Type =J7-K7 into the first box down in Column N.

**Step 15:** Copy and paste the formula for all students.

**Step 16:** Select all rows containing students.

**Step 17:** Select Data / Sort.

**Step 18:** Select “Sort by Column N” and “Descending.”



**Step 19:** Click “OK.” You now have the students with the greatest number of absences for the time period selected.