

Online Tutorial: Class Attendance Audit Report

Everyday, after the start of the last period of the day, you'll need to run the Class Attendance Audit Report.

Doing so allows you to see **which teachers have not taken attendance for the day.**

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.

Functions
Absentee Report
Daily Bulletin
Enrollment Summary
Master Schedule
PowerLunch
Reports
Special Functions
Teacher Schedules

Step 3: Under the "Attendance" heading, click on "Class Attendance Audit."

Attendance	Description
Absentee	Single day period by period attendance code report.
Attendance Count	Multi-day period by period attendance code report.
Class Attendance Audit	Section specific attendance roster.

Step 4: Click on the "Begin Date and Ending Date" circle, and enter the date range you'd like. Most users simply enter the date range for the month.

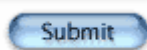
Reporting Segment or Begin Date and Ending Date*	<input type="radio"/> 1 : 7/28/2008 - 8/22/2008
	<input checked="" type="radio"/> 09/01/2008 09/30/2008

Step 5: Next to the “Teachers” label, select “ALL TEACHERS.”

Teachers

- ALL TEACHERS
- Aceves, Aide
- Aceves, Aide Summer
- Adams 1, Byron
- Adams 2, Byron
- Aguayo, Sandra
- Aguda, Narciso C
- Aguda, Narciso Summer
- Agustin, Rene
- Agustin, Rene Summer

Step 6: Leave everything else on the page exactly as it is. Then, scroll to the bottom of the page and click “Submit.”



Step 7: This will take you to the report queue. Periodically click on “Refresh now” until your report is completed.

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

Created	Job Name	Started	Ended	Status	Refresh in 7 sec
07/27/2009	Class Attendance Audit	07/27/2009 12:43 PM		Running	

Step 8: Click on “View” next to “Completed” to retrieve your report.

Created	Job Name	Started	Ended	Status	
07/27/2009	Class Attendance Audit	07/27/2009 12:43 PM	07/27/2009 12:50 PM	Completed	View

Note: The remaining steps take place offline. You may now log out of PowerSchool.

Step 9: Print the report and place a copy in each teacher’s box to get a signature on each page.

Step 10: Create an Attendance Audit file.

Step 11: Collect signed reports from your teachers and place them in the Attendance Audit file.