

Step 1: From the start page, select a group of students. Generally, for this type of report, you'll simply select "All."

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M **All**

Select a function for this group of students

- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization
- List Students
- Mass Enroll in Classes
- Mass Print A Student Screen
- Next School Indicator
- Print Report
- Print Mailing Labels
- Quick Export
- Re-Enroll in School
- Reports Menu
- Save Stored Selection
- Search By GPA
- Search By Grades/Attendance
- Search For Perfect Attendance**

Step 2: At the bottom of the screen, select "Search for Perfect Attendance" from the drop-down menu.

Step 3: Select the group of students you'd like to include in the report. Generally, select "All ___ currently enrolled students."

Step 4: Choose a start and end date for your report.

Step 5: Select any attendance codes you'd like PowerSchool to ignore when running the report.

Students to scan The selected 548 students All 548 currently enrolled students

Date range to scan

Disregard these codes when searching

Separate any codes you enter with a comma.

Step 6: Click the "Submit" button.

- Function
- Attendance Change
- Counselor's Screen
- Enrollment Summary
- Export Using Template
- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization
- List Students
- Mass Create Family Links
- Mass Enroll
- Mass Enroll Special Program
- Mass Print A Student Screen
- Next School Indicator
- Print Reports
- Print Mailing Labels
- Quick Export

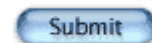
Step 7: Choose "Quick Export" under the "Function" heading.

Step 8: Enter the following information into the text box.

student_number
last_name
first_name

```
student_number  
last_name  
first_name  
|
```

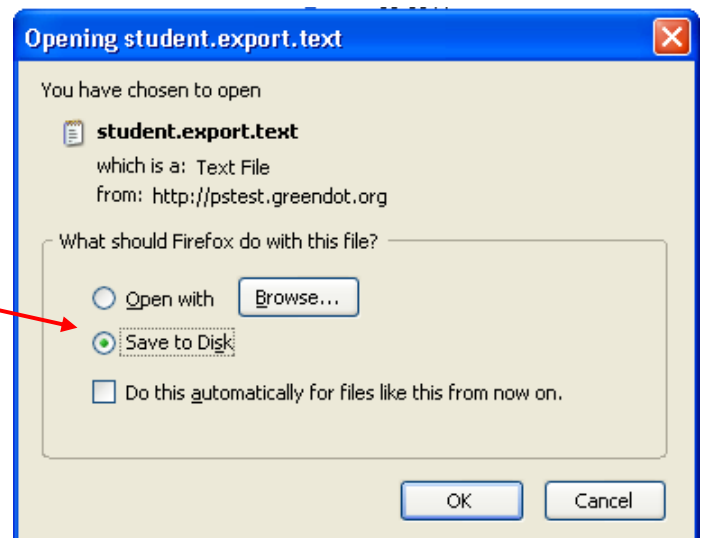
Step 9: Click the "Submit" button.

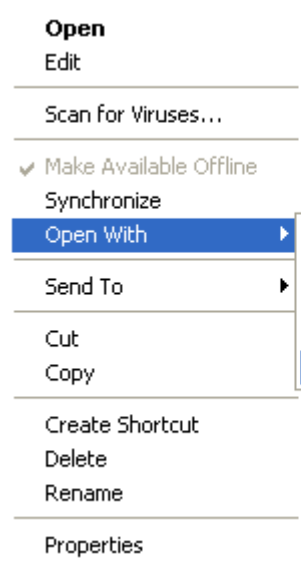


Step 10: After you click "Submit," you'll receive a prompt about the file you're exporting.

Choose "Save to Disk" and save the file to your desktop.

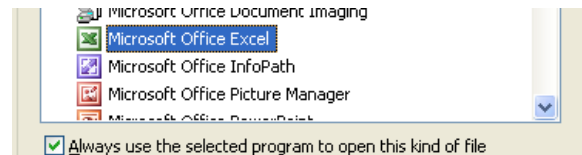
Step 11: Find the file on your desktop, and right-click on it.





Step 12: Click on “Open With” and then “Choose Program.”

Step 13: Check the “Always use the selected program to open this kind of file” box. Then, click on Microsoft Excel, and click OK.



Step 14: In the Excel spreadsheet, bold your column titles in row 1 and sort your data as needed.