Directions for printing an attendance report showing students missing more than a set number of days.

* Open PowerSchool: <https://powerschool.cmcss.net/admin/pw.html>.
  + If you have access to more than one school you must select a single school before attempting this report.
* Click on ‘All Reports’.
* On the ‘System’ tab click on ‘Attendance Count’.
* Be sure the Term is set to the year you wish to see.
  + Example: For the 2017-2018 school year Term should be 17-18 Year.
* Next to ‘Attendance Mode’ there is a drop down menu. Be sure this drop down menu is set to ‘Daily’
* Be sure ‘All students’ is selected next to ‘Students to Include’
* In the drop down menu next to ‘Attendance Codes’ select the following attendance codes (AE,AU,ME,MU,PN,OS, RE,RU). You may click, hold, and drag or you may hold down the shift key to highlight multiple lines.
* Next to ‘Minimum Number of Total Occurrences’ enter the number of days you want to review. If you are looking for students who have missed ten or more days enter 10 or if you are looking for students who have missed eighteen or more days enter 18.
* Click on the submit button at the bottom right side of the page.
  + As soon as the report completes running click ‘View’ and you may then print the list