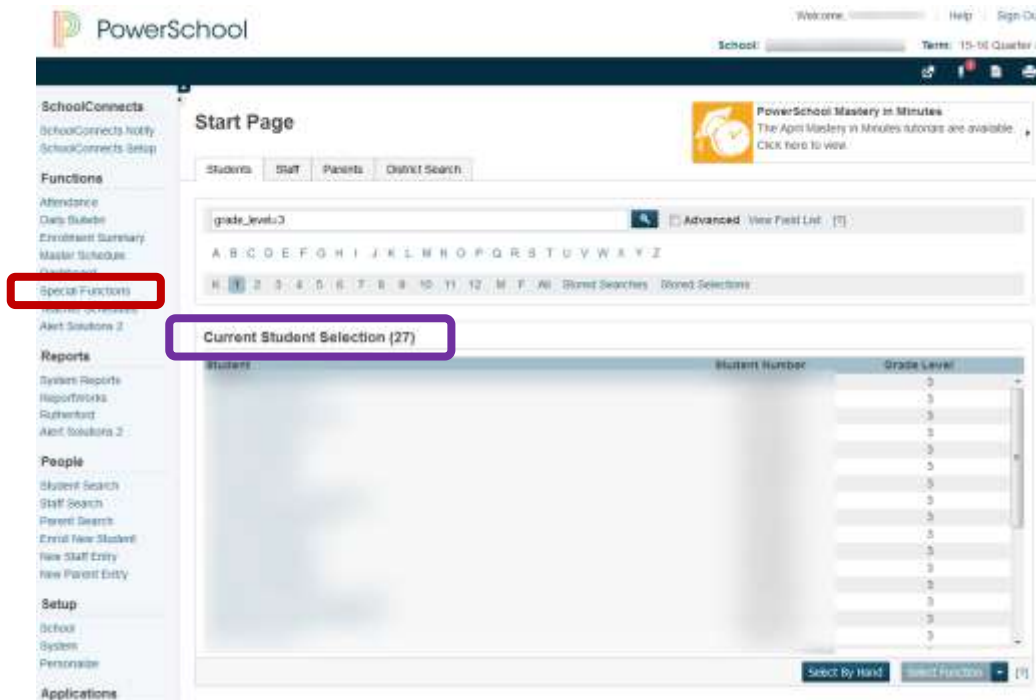


During the school year it is necessary to print out detailed student attendance for a group of students. Usually this is for the CUM files but there may be other select reasons as well.

### Accessing the Report Function

From the Admin portion of PowerSchool, choose a group of students using any of the various methods available. With the **Current Student Selection** set, from the Start Page, click on **Special Functions** in the Menu bar.



Within the **Special Functions** area, click on **Print CESD Reports**.

### Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete incidents.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Print CESD Reports	This function is used to print a variety of custom CESD reports for the current group of students. Ensure you have selected a group of students you would like to print attendance for.

## Attendance Report Options

Select the **Report to print** from the two types of reports in the drop down menu, Detailed Attendance Report - and Summary Attendance Report (Printer Friendly)

Detailed Attendance Report  
 Summary Attendance Report (Printer Friendly)

### Print Report for Multiple Students

Select the Report to print

Select a Start Date for date-driven reports (must be in the current year) 08/31/2015

Select an End Date for date-driven reports (must be in the current year) 06/28/2016

Select the term name you wish to appear on the report 2015-2016

Select the method by which you want the reports sorted Grade

When using Period/Day combo sort, choose the Period and Day that you want the report cards sorted on: 1 Day 1

Show Student Summary? No

\* When printing multiple reports, depending on browser settings, one of two things will happen when clicking submit. A new tab will be created or a new window will pop up. In the case of a new window popping up it may be in behind this current window, please move this window to locate your report.

Submit

The **Start and End Dates** can be the first day and last day of the school year as the report adds in the Entry Date and Exit Date based on the student’s information.

Choose the **term name** to print the report for.

Choose the **method by which to sort** if desired or it can be left as is.

View the report using the **Show Student Summary** set to “yes” or “no” and decide which one best serves the purpose.

## Submit

CESD Detailed Attendance Summary

Chicago Edge  
 Where Student's Come First!

Student Summary for [School Name]

Student	Start	End	Grade	Term	Period	Day	Attendance
1	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
2	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
3	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
4	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
5	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
6	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
7	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
8	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
9	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
10	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
11	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%
12	08/31/2015	06/28/2016	Grade 1	2015-2016	1	Day 1	100%

The report should open in another tab or window (it may be behind the current window which may need to be minimized to see the report) and all students in the group will show in one long list. When printing, the report will break between each student to provide individual reports.