

PowerSchool SIS Quick Lookup and Attendance

These two reports will be helpful for PST

Viewing/Printing a Quick Lookup Page for a Student

- From PowerSchool SIS (attendance)
 - Click the blue Student ID Card icon for the class
- A list of students will appear on the Left
 - Click the student you wish to view
- On the right, from the dropdown menu titled "Select Screen", choose "Quick Lookup"
- You will see the student's schedule, the most recent two weeks' attendance, current averages, a cumulative average for the semester/year, and the number of absences and tardies for the year
- You can click on a class grade and the individual assignments for that course will appear on the screen
 - Click the back arrow to return to the Quick Lookup
- Click the Print icon at the top
 - Print or Save as PDF

Viewing/Printing a Detailed Attendance Report from Quick Lookup

- From PowerSchool SIS (attendance)
 - Click the blue Student ID Card icon for the class
- A list of students will appear on the Left
 - Click the student you wish to view
- On the right, from the dropdown menu titled "Select Screen", choose "Quick Lookup"
- You can click on an attendance value and a list showing all dates of absence or tardy will appear
 - You will have to do this separately for absences and tardies
- Click the Print icon at the top
 - Print or Save as PDF