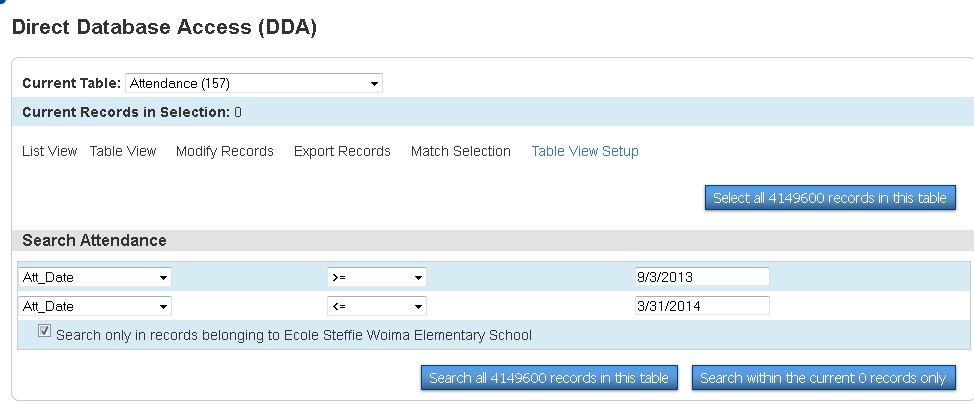
PowerSchool ***Attendance - DDE***

***Attendance Information*** – Use the following instructions to pull information regarding attendance (date range) from PowerSchool using DDE.

**Instructions:**

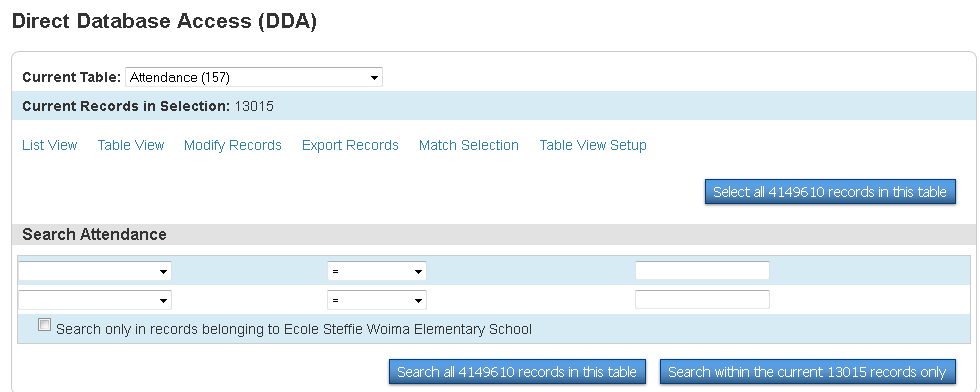
1. On the PowerSchool start page, choose ***System*** from the main menu.
2. Then choose ***Direct Database Export*** ***(DDE)*** from the list.
3. For ***Current Table***: choose ***Attendance(157)***.
4. Under ***Search Attendance,*** filter for the date range needed to pull attendance data.

The example below is from September 3, 2013 – March 31, 2014.



C:\Program Files\Microsoft Office\MEDIA\OFFICE14\Bullets\BD21301_.gif

1. Once the search criteria is set click on ***Search all #### records in this table***.
2. If the search is successful, the “0” in the ***Current Records in Selection*** change to the number of attendance records found to pull from the search. *Example below changed to 13015 records found*.



1. Now ***Export Records***.
2. On the next screen put the field and table information into the ***Field Delimiter*** area needed to analyze the attendance data. Below are some examples of fields to include, but this is only a suggestion and can be adjusted to meet individual needs.

[01]lastfirst

[01]grade\_level

Att\_Date

[156]Att\_Code

[156] description

Att\_Comment

[138]Name

[4]Course\_Number



All of these fields can be found in this drop down menu, except for the ones pulling from other tables [ ], which will have to be typed in.

1. Remember to click on ***SUBMIT***.
2. This information will now be pulled into EXCEL where it can be sorted as needed.