How to Determine Absence Rates for students with identified chronic conditions
Power School
June 16, 2015

From the start page execute a search of **Alert_Medica#** or **Medical_Considerations#** from the start page.

For your function from under Printing select **Reports Menu.**

Scroll down the Membership and Enrollment Reports and select the **ADA/ADM by Student**.

Select the schools **Attendance Mode**, this will then populate the Attendance Conversion for you. If you are not familiar with the mode speak with an admin from the desired school, Period to Day is the most common but other modes could be used.

For Students to include select: **The selected 999 students only**.

 The Begin Date and End Date will be from the currently selected term in Powerschool, you can manually change the dates or select a different term by clicking the **Term** link in the upper right corner of PowerSchool.

Do select the **Include Absence column** from Data to be filled. Change Reset All to **Set All** so that this option is selected each time you run this report.

Click **Submit**.

You will be taken to your report queue, the report is complete once the status is **completed,** click **view** to print the complete report. Use the refresh button to update the current status.