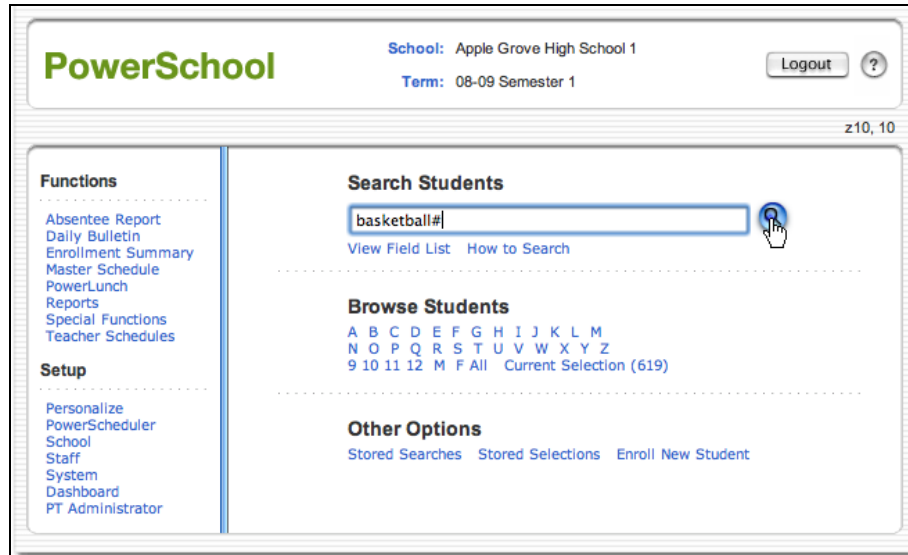


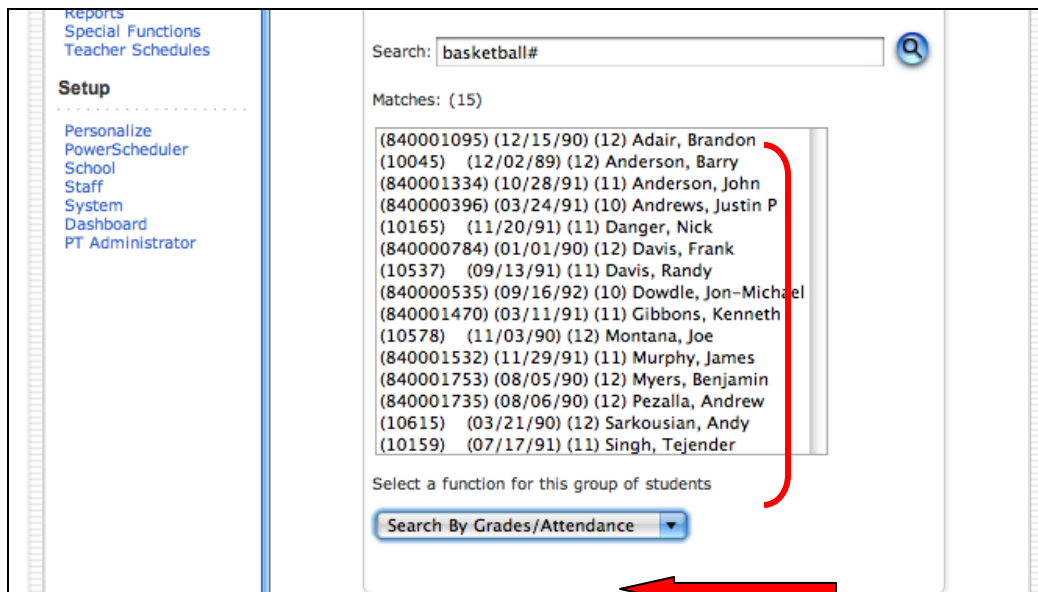
## Search by Grades / Attendance to Find Low Performing Students

For example the student must have a C- or better to play a sport in your district.

**Step 1.** In the search window type for this example **basketball#**



**Step 2.** Once you have the list of the basketball players on your screen / choose from the **Select a function for this group of students** drop down list - **Search By Grades/Attendance**



**Step 3.** When the page opens in the - **Which students to include** - choose the selected 15 students

Note: By choosing the option above you will only be searching the 15 students on the team and not your entire student list

The screenshot shows a web form titled "Search By Grades/Attendance". The "Which students to include" section is highlighted with a red bracket and contains two radio button options: "The selected 15 students" (which is selected) and "All 619 currently enrolled students". Below this, the "Term" is set to "08-09 Semester 1". The "Minimum # of classes needed to meet search criteria" is set to "0". There are three "Scan" options for final grade, final grade percentage, and citizenship grade, each with a dropdown menu and an input field.

**Step 4.** Fill in the **Minimum # of classes needed to meet search criteria**

Note: this is the number of failing grades needed to declare a student ineligible to participate in the sport

This screenshot is similar to the previous one, but the "Minimum # of classes needed to meet search criteria" input field is highlighted with a red bracket and contains the number "0". The other fields and options remain the same as in the previous screenshot.

**Step 5.** Next in the **Scan for this final grade** you will need to **check the box** and fill in the **grades** that will make the student ineligible to participate in the activity

**Note:** the grades must be comma separated with no spaces

**Search By Grades/Attendance**

Which students to include  The selected 15 students  All 619 currently enrolled students

Term 08-09 Semester 1

Minimum # of classes needed to meet search criteria

Scan for this final grade (comma separated)

Scan for this final grade percentage

Scan for this citizenship grade (comma separated)

Scan this attendance mode Meeting

**Step 6.** In the **Scan for attendance** / make sure you **uncheck the box** unless you are searching for students with failing grades and excessive absences

grade (comma separated)

Scan this attendance mode Meeting

Scan for attendance  Scan all attendance records  Only scan records in this date range 6/1/2008 - 10/14/2008 (dates)

Scan for grades in  Store code/Final grade:

Scan for all classes enrolled  as of this date 10/15/2008  anytime during the current term

Results  Make this the current selection of students  Display matching students & Sections

[Search by GPA](#)

Submit

**Step 7.** In the **Scan for grades in** - use the drop down and choose which option relates to the current grading period - if you have already stored your grades choose the **Historical grades** option

grade (comma separated)

Scan this attendance mode Meeting

Scan for attendance for this attendance code All Present Codes < 3 Periods

Scan all attendance records

Only scan records in this date range 6/1/2008 - 10/14/2008 (dates)

Scan for grades in Historical grades Historical grades S1 Current grades

Scan for all classes enrolled  as of this date 10/15/2008

anytime during the current term

Results  Make this the current selection of students

Display matching students & Sections

Search by GPA

Submit

**Step 8.** Store code/Final grade - input the term you are searching  
Note: S1 S2 Q1 T1 etc

Scan this attendance mode Meeting

Scan for attendance for this attendance code All Present Codes < 3 Periods

Scan all attendance records

Only scan records in this date range 6/1/2008 - 10/14/2008 (dates)

Scan for grades in Historical grades Store code/Final grade: S1

Scan for all classes enrolled  as of this date 10/15/2008

anytime during the current term

Results  Make this the current selection of students

Display matching students & Sections

Search by GPA

**Step 9. Scan for all classes enrolled** - if you want to choose a specific date range choose the **as if this date** option and type in the last day of the term you entered above / S1

grade (comma separated)

Scan this attendance mode Meeting

Scan for attendance for this attendance code All Present Codes < 3 Periods

Scan all attendance records

Only scan records in this date range 6/1/2008 - 10/14/2008 (dates)

Scan for grades in Historical grades

Store code/Final grade: Q1

**Scan for all classes enrolled**

as of this date 10/15/2008

anytime during the current term

**Results**

Make this the current selection of students

Display matching students & Sections

Search by GPA

Submit

**Step 10.** Your next step will be to set the **Results** button to **Display matching students & Sections** - this option will only display the basketball student in your selection

grade (comma separated)

Scan this attendance mode Meeting

Scan for attendance for this attendance code All Present Codes < 3 Periods

Scan all attendance records

Only scan records in this date range 6/1/2008 - 10/14/2008 (dates)

Scan for grades in Historical grades

Store code/Final grade: Q1

**Scan for all classes enrolled**

as of this date 9/7/2008

anytime during the current term

**Results**

Make this the current selection of students

Display matching students & Sections

Search by GPA

Submit

**Step 11.** - Click **Submit**

Once you have submitted the **Matching History** page will open displaying all the students that meet the criteria you have set up.

The student/students that are displayed in the list are not eligible to participate in basketball because of a failing grade.

**PowerSchool** School: Apple Grove High School 1 Term: 08-09 Semester 1 Logout ?

Start Page > Special Functions > Search By Grades/Attendance > Matching History z10, 10

**Functions**

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

**Setup**

- Personalize
- PowerScheduler
- School
- Staff
- System
- Dashboard
- PT Administrator

**Matching History**

1 Student(s) matched and selected.

Students	Term	Section	Course Name	Teacher
<a href="#">Pezalla, Andrew</a>	2008-2009	ENG2100-1	Speech	Leier, Joshua P

Our list above displays one student that will not be allowed to participate. He will have to receive a passing grade in the next quarter in his Speech class to be eligible to be an active member of the team again.

