



How to refresh attendance views in Premier

PowerSchool Premier (5.x+) utilizes database views to help improve the performance of attendance reports. These views are refreshed each evening during the PowerSchool nightly process. However, if attendance settings are modified during the year, it may be necessary to refresh those database views before the nightly process. This article describes how to refresh the attendance database views by using the Refresh Attendance Views Data report.

How to Refresh Attendance Views

1. Log into PowerSchool.
2. From the Start Page, click Special Functions. The Special Functions page appears.
3. Click Attendance Functions. The Attendance Functions page appears.
4. Click Refresh Premier Attendance Views Data. The Refresh Attendance Views Data Report page appears.
5. Specify the students to be included in the refresh process.
6. Specify the date range for which you wish to refresh the attendance views.
7. Click Submit. The report will begin to process in the report queue.
8. When the report is complete, click the View link to review the status of the refresh process.

When to use this function

- Use this function if you have updated any attendance preferences and cannot wait until the nightly process for the attendance views to be refreshed.
- Use this function if you are running attendance reports and receive unexpected results.