



How to determine who changed attendance for a student after record is initially created

For this to work, Audit Attendance Records must be selected on the Start Page > School Setup > Attendance Preferences screen.

Once this has been enabled, any changes to already created attendance records will be recorded in the Audit_Log table. To find the specific record, do the following steps:

Step 1. Find the internal ID of the student

- A. Select School Student Is Enrolled In
- B. Select Student
- C. From the teacher comments page, note the number located at the bottom of the table. This is the PowerSchool internal ID of the student.

Step 2. Find the CC ID for the class enrollment

- A. Goto System > Direct Database Export (DDE)
- B. Select The CC table
- C. Search for: StudentID = Value found on Teacher Comment page and Course_Number = Course Number for course
- D. View this record and note the value in the ID field

Note: Multiple records may be found here. It may be necessary to view the dates within the records to determine which is the correct CC record for the attendance that is being looked for.

Step 3. Find the attendance record

- A. Go back to the DDE search page
- B. Select the Attendance table
- C. Search for: StudentID = Value found on Teacher Comment page and Att_Date = The date the attendance was recorded for
- D. When these results are returned, run an additional search on the returned results for: CCID = The value found in Step 2d.
- E. This will return the records recorded for this class enrollment. Please note the value in the ID field.

4. Find a log of any modifications made to the attendance record after it was initially entered.

- A. Go back to the DDE search page
- B. Select the Audit_Log table
- C. Search for: PKID = Value found in Step 3d
- D. This will return the records of who changed the Information (UserID) field, the IP Address they changed the value from as well as the date and time it was changed, and the value it was changed from (this value is the former Attendance_CodeID).

Note: You will find two records for each modification that was made. One will track the changed attendance code, and the other tracks changes to the total minutes.

Caution: Manual modifications to database records should only be attempted by authorized technical contacts, and can result in the loss of information if not executed properly. Before making any changes via Direct Database Access, you should perform a manual backup of your PowerSchool database. For instructions on how to perform a manual backup in PowerSchool Pro, click [here](#). For instructions on how to perform a manual backup in PowerSchool Premier, click [here](#).