



Printing Attendance Comments

From **System>DDE>** select the **Attendance** table

Search Attendance: select **Att_Comment** and the comparator is **#** (which means unequal) and leave the line blank which should give us all the comments that are not blank

Check the box to search only in your school

Search all xxxxxxxx records

The screenshot shows the PowerSchool Direct Database Export (DDE) interface. The left sidebar contains navigation menus for Functions, Reports, People, and Setup. The main content area is titled "Direct Database Export (DDE)". It shows the "Current Table" as "Attendance (157)" and "Current Records in Selection" as 0. Below this, there are tabs for "List View", "Table View", "Export Records", and "Match Selection Table View Setup". A button "Select all 1054730 records in this table" is visible. The "Search Attendance" section has two rows of search criteria. The first row has "Att_Comment" selected in the dropdown, the comparator is "#", and the value field is empty. The second row has an empty dropdown, the comparator is "=", and the value field is empty. A checkbox "Search only in records belonging to Steenland Elementary" is checked. At the bottom, there are two buttons: "Search all 1054730 records in this table" and "Search within the current 0 records only."

This screenshot shows the same PowerSchool Direct Database Export (DDE) interface, but with "Current Records in Selection" updated to 5. The search criteria in the "Search Attendance" section remain the same: "Att_Comment" with comparator "#". The checkbox "Search only in records belonging to Steenland Elementary" is now unchecked. The buttons at the bottom now show "Search all 1054730 records in this table" and "Search within the current 5 records only."

The search has given us 5 records

Select **Export Records**

Select the following fields from the drop down:

Att_Comment

Att_Date

SchoolID

StudentID

YearID

Then you will need to key in:

[01]lastfirst which will give you the name of the student from the Students table

Export Records

Export the 5 selected records (Table: Attendance)

Att_Comment
Att_Date
SchoolID
StudentID
YearID
[01]lastfirst

Field Delimiter: Tab
Record Delimiter: CR
☐ "Surround fields" ☒ Column titles on 1st row

Optional: Sort Field Name | Direction

> > >

[Back to Direct Database Export Main Screen](#)

Submit

Submit and select **Save**

Name & save to your **desktop**

From your desktop right click on the file and **Open with Excel**