

REVISED!!

12/13/2005

Absence Report for School Messenger

Before running report, be sure you have marked any excused absences with a code other than A; all students who have an A code will be called!

- On start page of PowerSchool, select the **Absentee Report**
- Click radio button for **ALL** students
- Attendance Codes = **A (Absent)**
- Date to scan = **current day's date**
- Periods = **Secondary** schools leave blank for all periods
- Periods = **Elementary** schools check period 1
- **Submit**

Report may take several minutes to run but you can do other things in PowerSchool while it is processing. Check your report queue after 10 minutes or so.

- Click on **Completed** when report has finished
 - Click **Functions** at the bottom of the resulting selection of students
 - On **Group Functions** screen, select **Export Using Template**
 - **Type of Export = Students**
 - **Template name = School Msgr Abs**
- **SAVE** the resulting file to your desktop with the appropriate name configuration for your site: (name must always be exactly as shown below)

jresabs.txt
mpesabs.txt
ppesabs.txt
tsesabs.txt
ehimsabs.txt
tmisabs.txt
pchsabs.txt
pclsabs.txt

Moving the file to the School Messenger server

- Click on "Finder" on the left hand side of the "Dock" which is usually at the bottom of the screen.
- Now on the top menu bar, select the "Go" Menu, and choose "Connect to Server" at the bottom of the menu.
- Under "Server Address" please add the following "smb://schedule.pcschools.us". It may already be listed. By selecting the "+" button to the left of the text you just entered, you can add what you just entered into the "Favorite Servers" window.

- Press the “OK” button on the next window that comes up.
- A dialogue box will come up requesting you to authenticate with the server. Your username and password will be provided to you by the PCSD Tech Department. Fill the information you were given into corresponding “Name” and “Password” fields.
- A new window will appear that is titled “ SCHOOLMESSENGERSSCRIPTS”. You will need to drag the file that you exported from PowerSchool into this window. This will move the file onto the server, where it can be processed. Once you have done that, nothing else needs to be done.

FAQ

- Please make sure that your file is named correctly. If it is not named correctly, the School Messenger system will not process it if it is named incorrectly.
- The phone calls for your building may not start immediately. The School Messenger system processes jobs on a first come first server basis.