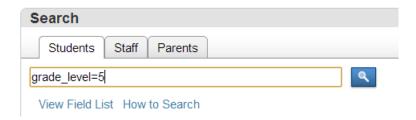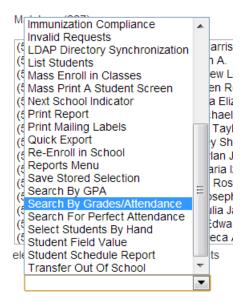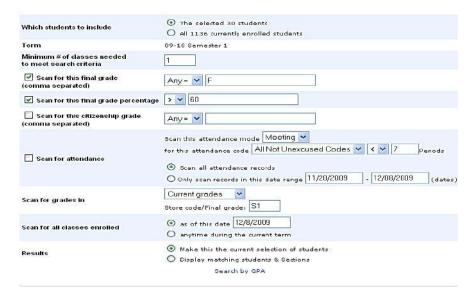# Search by Grades and Attendance

Select the group of students you want to search.

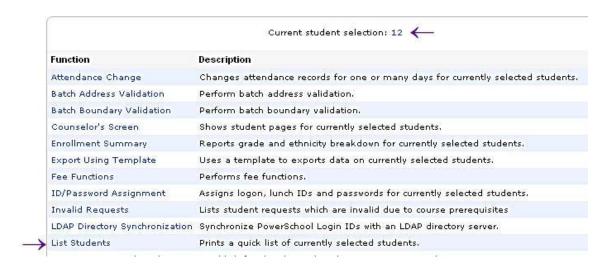Select the "Search by Grades and Attendance" option from the second drop down box.

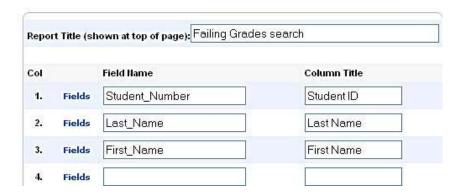Complete the search parameters depending on what you want to see in your report.

Select Submit. You will then get the students who fit in your search criteria select list students to generate a list of these students.

Group Functions

Function	Description
	Current student selection: 12 ←
Attendance Change	Changes attendance records for one or many days for currently selected students.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.
Counselor's Screen	Shows student pages for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Functions	Performs fee functions.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for currently selected students.
Invalid Requests	Lists student requests which are invalid due to course prerequisites
LDAP Directory Synchronization	Synchronize PowerSchool Login IDs with an LDAP directory server.
→ List Students	Prints a quick list of currently selected students.

You will then be directed to a page where you can select fields to identify the student that will be listed.

Student List - 12 students will be listed

Report Title (shown at top of page): Failing Grades search

Col		Field Name	Column Title
1.	Fields	Student_Number	Student ID
2.	Fields	Last_Name	Last Name
3.	Fields	First_Name	First Name
4.	Fields		

After confirming the fields are what is needed for your report, click the **submit** button.

Displayed will be a list of students you can copy into a file or print.

Failing Grades Search

Student ID	Last Name	First Name
		CODY
	HOOKS	
	LOGAN	
	LONG	SARAH
		JOAN
		ABBY
	SMITH	BYRON
	NTH	ABBY