

PowerSchool

We continue to experience issues with the Daily Headcount Report. School districts are encouraged to use the manual process that was utilized last year while PowerSchool continues to troubleshoot the report problems.

The QRD, [Daily Headcount Adjustment Manual Process for 1st 10 Days of School](#), includes guidelines that may be used to assist with manually running the report. If you have questions or need assistance with completing this task, please contact the Home Base Support Center at (919) 807-4357 or submit a ticket through the [Remedy Portal](#).

Important Note: A query is automatically run each time the page is accessed. It is not necessary to submit multiple requests to run this report. Note, that If the text reads, "Report Loading", stay on the screen until the report returns. If the text reads "Report Queued", this means there are reports already queued and the report will not execute. At this point, please log a ticket with the support center.