

# Managing Daily Attendance Quick Reference Card

## View Student Attendance Pages

To view a student's attendance record in PowerSchool, first search for and select the student. Then, click one of these links on the student pages menu.

- **Quick Lookup**
- **Attendance**

## Find Teachers Who Have Not Taken Attendance

Use the PowerTeacher Attendance report or view the Teacher Attendance Submission Status page to find out which teachers have not yet taken attendance.

## Run the PowerTeacher Attendance Report

1. On the Start Page, click **Reports > System tab > PowerTeacher Attendance**
2. Select the appropriate period check box; usually, period 1
3. Click **Submit**


## View the PowerTeacher Attendance Report

1. On the Report Queue (System) - My Jobs page, click **Refresh**
2. When the Status is Completed, click **View**

## View the Teacher Attendance Submission Status page

1. On the Start Page, click **Attendance**
2. Click **Teacher Attendance Submission Status**
  - Next to each teacher's name is a dot, which is the Attendance Indicator
  - Click the teacher's name to see a list of the teacher's classes and the attendance status for each one
  - A green dot means that the teacher has submitted attendance for all of his or her classes
  - A yellow dot indicates that the teachers has submitted attendance for only some of his or her classes
  - A red dot means that the teacher has not submitted attendance for any of his or her classes

### Teacher Attendance Submission Status

Date Displayed:  

Order By:  Alphanumeric  Att taken first  No Att taken first

Show:  All  Complete Attendance  Incomplete Attendance

<input checked="" type="radio"/> Ballard, Peter	<input type="radio"/> Bean, Wanda	<input checked="" type="radio"/> Chapman, Steven	<input checked="" type="radio"/> Chen, Jamie	<input checked="" type="radio"/> Christiansen, Jeffery
<input checked="" type="radio"/> Coleman, Monte	<input checked="" type="radio"/> Crane, Jennifer	<input type="radio"/> Day, Janelle	<input checked="" type="radio"/> Driggs, Sharon	<input type="radio"/> Faulkner, Jim
<input checked="" type="radio"/> Flores, Carla	<input checked="" type="radio"/> Frandson, Jeff	<input checked="" type="radio"/> Harris, Nicole	<input checked="" type="radio"/> Haws, Rachel	<input type="radio"/> Jennings, Kyle
<input checked="" type="radio"/> Maddox, Tim	<input checked="" type="radio"/> Miller, Jacob	<input checked="" type="radio"/> Rodriguez, Maria	<input checked="" type="radio"/> Rose, Mildred	<input checked="" type="radio"/> Sharp, Heather
<input type="radio"/> Wagner, Alan	<input checked="" type="radio"/> Watkins, Michelle	<input type="radio"/> Willard, Henry		

# Managing Daily Attendance

## Find which Students are Absent

Run the Absentee report when you need to find out which students have been marked absent. You can use this report to document contacts you've made with parents about the student's absence.

## Run the Report

1. On the Start Page, click **Attendance > Absentee Report**
2. Select the desired Attendance Codes
3. There is no need to select a period in Daily mode
4. Optionally, include the student number, blank lines, and verification line
5. Click **Submit**

## View the Report

1. On the Report Queue (System) - My Jobs page, click **Refresh**
2. When the Status is Completed, click **View**

**Absentee Report** Washington Elementary  
1/26/09  
A

Meeting Attendance  
Codes: A,F,I,O,P,S,T,U,V,X,,

Student	Number	Grade	Phone	1	2	3	4	5	6	7	8
Snarr, Cherie P	911111154	1	916-555-1288	A							

Talked To: \_\_\_\_\_ Relationship: \_\_\_\_\_ Reason: \_\_\_\_\_  
Verify Date: \_\_\_\_\_ Employee: \_\_\_\_\_

## Update Attendance

When you need to change past or future attendance for an individual student, first search for and select the student.

1. On the student pages menu, click **Attendance**
2. Navigate to the appropriate week
3. Click on the day you want to change
4. On the New Daily Attendance page, choose the desired code from the Attendance code menu
5. Enter a comment stating the reason for the change
6. If the student is missing a part of the day, enter the Time In and Time Out, and click **Exclude from Total Time Calculation**
7. Add any additional comment regarding the time
8. Click **Submit**

## Update Attendance for Multiple Days

Use the Attendance page when you need to change attendance for a student's upcoming vacation or medical event. First, search for and select the student.

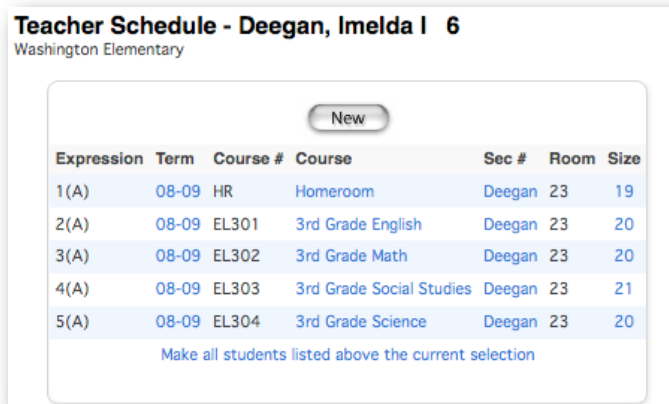
1. On the student pages menu, click **Attendance**
2. Click **Change Multiple Days**
3. Enter the first date of the absence in the "From this date" field
4. Enter the last date of the absence in the "To this date" field
5. Click **All** to scan for all attendance codes
6. Choose **Absent** or **Parent Excused** from the "Attendance Code to set" menu
7. Select **Overwrite** so that the code for the known event (vacation, medical leave, or in-school suspension) cancels a potential event like a field trip
8. Add a comment to document why the student will be out of school and click **Submit**

# Managing Daily Attendance

## Change Attendance for a Group

Use this function to update your records when a group of students, like one teacher's homeroom class, is going on a field trip.

1. On the Start Page, click **Teacher Schedules**
2. Select a teacher
3. Click the number in the Size column for the teacher's Homeroom section



Expression	Term	Course #	Course	Sec #	Room	Size
1(A)	08-09	HR	Homeroom	Deegan	23	19
2(A)	08-09	EL301	3rd Grade English	Deegan	23	20
3(A)	08-09	EL302	3rd Grade Math	Deegan	23	20
4(A)	08-09	EL303	3rd Grade Social Studies	Deegan	23	21
5(A)	08-09	EL304	3rd Grade Science	Deegan	23	20

Make all students listed above the current selection

4. On the Class Roster page, click **Make this the current selection of students**
5. On the Group Functions page, click **Attendance Change**
6. Enter the date range
7. Click **All** to scan for all attendance codes
8. Choose the code you want PowerSchool to record, such as **School Excused**
9. Select **Don't Overwrite** to preserve previously-entered future attendance codes for family vacations or medical leave
10. Enter a comment and click **Submit**

## Verify Daily Attendance Records

Some schools like to have their staff sign off that attendance records are correct. PowerSchool provides a report for this purpose.

## Weekly Attendance Summary

1. On the Start Page, click **Reports > System** tab
2. Click **Weekly Attendance Summary (Daily)** -- notice that instructions for how to run the report are on the page
3. Choose the week for which to run the report
4. Choose which teacher to run the report for, or select ALL TEACHERS
5. In the Attendance Codes section at the bottom of the report setup page, fill in all of the codes in the Absent field that the school uses to indicate a student has an excused absence
6. Fill in all the codes that count as unexcused absences and as tardies in their respective fields
7. Check **Include Verification Line**
8. If you plan to run this report routinely and want the values you set to be the default -- so you don't have to reset them every time -- click the boxes on the right side of the page for each value you want to save
9. Click **Submit**

# Managing Daily Attendance

## Search for Students with Chronic Attendance Problems

PowerSchool provides three ways to help you identify students with chronic attendance problems.

### Search by Grades/Attendance

Use this report to identify students with a minimum number of an attendance code you specify within a time frame.

1. On the Start Page, click **Attendance** or **Special Functions** > **Search by Grades/Attendance**
2. Select the students to include in the search
3. Clear all check boxes pertaining to searching by grades
4. Check **Scan for Attendance**
5. Choose the appropriate attendance code, such as **U (Unexcused)** or **All Absent Codes**
6. Choose a comparator
7. Enter the number of days
8. Either enter a date range or select **Scan all attendance records**
9. Select **Make this the current selection of students**
10. Click **Submit**

## Attendance Count Report

Use this report to identify students with a minimum number of total occurrences of an attendance code you specify within a specific time frame.

1. On the Start Page, click **Attendance** > **Attendance Count**
2. Select the students and grade level(s) to include in the search
3. Select an attendance code to scan for, for example **U (Unexcused)** or **A (Absent)**
4. Enter beginning and ending dates
5. In "Minimum Number of Total Occurrences" enter a number representing the threshold value your school has identified as indicating a chronic attendance problem -- 5 or 10, for example
6. Click **Submit**
7. When the report has finished processing, click **View** on the Report Queue page
8. Click **Functions** on the Attendance Count Report to access the Print Reports menu so you can print a Report Card template-based Attendance Letter

## Consecutive Absences Report

Use this report at the beginning of the year to identify students who have not ever attended.

1. On the Start Page, click **Attendance** > **Consecutive Absences**
2. Select an attendance code to scan for, for example **U (Unexcused)** for "No Show" students
3. Enter beginning and ending dates, such as the first day of school to the present
4. Enter a number (such as 3) in Number of Consecutive Days to Scan\*
5. Click **Submit**

# Managing Daily Attendance

## Using the Attendance Audit Report

Use the audit report to double-check attendance records.

### Student Attendance Audit

Use this report to review data you will be sending to the state. This report displays converted attendance values.

1. On the Start Page, click **Reports > System** tab
2. Click **Student Attendance Audit Report**
3. Select the students and grade level(s) to run the report on
4. Enter beginning and ending dates for the current month, or select a reporting segment
5. Check "Include Student Number," if desired
6. Click **Submit**

Student	JANUARY										Totals	
	B	A	B	A	B	A	B	A	B	A	Att	Memb
	M 5	T 6	W 7	T 8	F 9	M 12	T 13	W 14	T 15	F 16		
1 Babb, Judy H	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
2 Bailey, Jenilyn H	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
3 Baker, Cole	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
4 Barlow, Elysa F	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
5 Barlow, Gayle D	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
6 Bartlett, Jared	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
7 Baumann, Amber B	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
8 Bennett, Cody B	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00

## Average Daily Attendance and Average Daily Membership Reports

Use these reports to calculate the school's average daily attendance values.

### ADA/ADM by Student

Use this report to review attendance records for students enrolled during the date range you specify. This report shows the number of days a student is absent or present, even if your school uses meeting attendance.

1. On the Start Page, click **Reports > System** tab
2. Click **ADA/ADM by Student Report**
3. Select which students and grade level to include
4. Enter beginning and ending dates
5. Check **Include Absent Column** if you want PowerSchool to show how many days each student was absent during the time you specify and click **Submit**

### ADA/ADM by Date

Use this report to compare the number of students enrolled (membership) to the number of students who actually attended school on a specific day. Use it to check if the school gained or lost students during a time period. The total number should match the values displayed in the ADA/ADM by Student report.

1. On the Start Page, click **Reports > System** tab
2. Click **ADA/ADM by Date Report**
3. Select which students and grade level to include
4. Enter beginning and ending dates
5. Click **Submit**