Managing Daily Attendance

Use PowerSchool to view and update student attendance data. Learn how to search for and update attendance data for both individuals and for groups of students. Also, see which teachers have submitted attendance information.

View the 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 – Shows daily attendance data for last week and this week and attendance totals by term for a single student

- Attendance – Shows a view of a student's daily attendance data for multiple weeks in a grid format

Find Teachers Who Have Not Taken Attendance

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

Run the PowerTeacher Attendance Report

1. On the Start Page, click **Attendance**

2. Click the Reports tab

3. Click **PowerTeacher Attendance**

4. Select the appropriate period check box, such as period 1

5. Click **Submit**

6. On the Report Queue (System) – My Jobs page, click **Refresh**

7. When the status says Completed, click **View**

8. Click a teacher's name to email that person, or click a period to view more information about the course

View the Teacher Attendance Submission Status Page

1. On the Start Page, click **Attendance**

2. Click the Reports tab

3. Click **Teacher Attendance Submission Status**

4. Verify or change the search criteria and click **Submit**

5. Click the teacher's name to see a list of the teacher's classes and the attendance status for each

6. View the progress indicators to determine which teachers have or have not submitted attendance information

   o A green highlight with a check mark means that the teacher has submitted attendance for all of his or her classes

   o A yellow highlight with an exclamation point means that the teacher has submitted attendance for only some of his or her classes

o   A red highlight with an exclamation point means that the teacher has not submitted attendance for any of his or her classes

Attendance Data Visualizations and Grids

In the past, when you clicked Attendance on the Start Page, you saw a list of links to attendance reports.

Now when you click **Attendance**, you'll see that the page is divided into tabs: Reports, Daily, and Meeting.

The Reports tab contains links to the same attendance reports you used to see on the Attendance page. Depending on the attendance mode for the school, you'll see the Daily tab only, the Meeting tab only, or both tabs.

Use these tabs to view and filter today's attendance data.

Finding Daily Attendance Data

Schools using daily attendance click the Daily tab for a quick, comprehensive look at school attendance information for today.

Next to the date, click the calendar to view attendance data for a different day.

In the Student Counts section, view the total number of students who were marked with an attendance code. The student counts are organized according to each attendance category.

Select a category to view the list of students in the count.

Filter the list of students by entering the student's first or last name in the search field. Click the **+** sign to add additional filters for grade level, home phone, and attendance code.

Below the list of students, click **Set Current Selection** to make the filtered students the current section.

Click the Download arrow to save the list as a PDF or spreadsheet.

Find Which Students Are Absent

Run the Absentee report to find which student(s) have been marked absent. Use this report to document when you contact parents about the student's absence.

Run the Absentee Report

1. On the Start Page, click **Attendance**

2. Click the Reports tab

3. Click **Absentee Report**

4. Next to Attendance Mode, choose **Daily**

5. For the Attendance Codes, select **A (Absent)**

   Do not select a period in Daily mode.

6. Include the student number, blank lines, and verification line (optional)

7. Click **Submit**

   Now view the report.

8. On the Report Queue (System) – My Jobs page, click **Refresh**

9. When the status says Completed, click **View**

   At the bottom of the Absentee report, click **Functions** to work with the group of absent students, or click **Find teachers who have not taken attendance** to go to the PowerTeacher Attendance Report page.

Daily Attendance
Codes: A

Student	Number	Grade	Phone	Day
Brush, Jennifer G	3300	4	1-555-555-1460	A
Talked To:_____Relationship:_____Reason:_____				
Verify Date:_____Employee:_____				
Cort, Bob	9002	2		A
Talked To:_____Relationship:_____Reason:_____				
Verify Date:_____Employee:_____				
Erickson, Jan D	3664	5	1-555-555-2559	A
Talked To:_____Relationship:_____Reason:_____				
Verify Date:_____Employee:_____				

Update Attendance

To change past or future attendance a student, click the name on the Absentee report or search for and select a student.

1. On the student pages menu, click **Attendance**

2. Click **Daily**

3. Click the link for the day to be changed

4. On the New Daily Attendance page, choose the desired attendance code

5. Enter a comment stating the reason for the change

6. If the student is missing for part of the day, enter the times that the student was in and out

7. Add any additional comments regarding the time

8. Click **Submit**

Update Attendance for Several Students in One Class

If you want to update attendance for multiple students in one class, it may be faster to use another method. Rather than navigate to the student pages individually, work with the whole class at one time.

1. On the Start Page, click **Teacher Schedules**

2. Select a teacher's name

3. In the row for a class, click the chair icon to record attendance for today

   Or, click the grid icon to record attendance for a date range.

4. Choose an attendance code

5. Click the student's cell for the correct day, and the code will be updated automatically

6. Repeat for any other students

7. Click **Submit**

Update Attendance for Multiple Days

Modify attendance data for multiple days because of a student's upcoming vacation or medical event using the Attendance page. First, search for and select the student.

1. On the student pages menu, click **Attendance**

2. Click **Daily**

3. Click **Change Multiple Days**

4. In the "From this Date" field, enter the first day of the absence

5. In the "To this Date" field, enter the last day of the absence

6. Select **All** to scan for all attendance codes

7. From "Attendance Code to Set," choose **Absent** or **Parent Excused**

8. Leave the default **Overwrite** checked so the code for the known event (vacation, medical leave, or in-school suspension) cancels another event, such as a field trip

9. Add a comment to document why the student will be out of school

10. Click **Submit**

Update Attendance for a Group of Students

Use this feature to update records for a group of students, such as a teacher's homeroom class that is going on a field trip.

1. On the Start Page, click **Teacher Schedules**

2. Select the teacher of the students whose records you want to update

3. Click the grid icon for one of the sections

4. From the Attendance Code menu, choose an attendance code, such as **School Excused**

5. At the top of the grid, click the letter representing the day for which you are assigning the code

   The chosen attendance code appears in the cells for every student in the class, but the code will not overwrite attendance codes submitted already. To change a code submitted previously, click the individual cell that contains the code.

   Note: This function can only be used to enter attendance codes for students; it will not clear codes that you've already entered. To undo changes, click **Cancel**.

6. When you have entered the correct codes in the correct day's cells, click **Submit**

Attendance Verification Records

Some schools have staff members verify and sign their attendance records. PowerSchool provides a report for this purpose.

Weekly Attendance Summary

1. On the Start Page, click **System Reports**

2. Click **Weekly Attendance Summary (Daily)**; at the top of the page, see instructions for how to run the report

3. Choose the week for which to run the report

4. Choose to run the report for a teacher, multiple teachers, or all teachers

5. In the Attendance Codes section, fill in all the codes in the Absent field that the school uses to indicate that a student has an excused absence

   Codes should be separated by commas, with no spaces.

6. Fill in all the codes that count as unexcused absences and as tardies in their respective fields

   Codes should be separated by commas, with no spaces.

7. Check **Include Verification Line**

8. If you plan to run this report routinely and want the values to be the default (so you don't have to reset them every time), select the boxes on the right side of the page for each value that you want to save

9. Click **Submit**

Search for Students with Chronic Attendance Problems

Identify students with chronic attendance problems three different ways in PowerSchool.

Search by Grades/Attendance

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

1. On the Start Page, click **Attendance**

2. Click the Reports tab

3. Click **Search by Grades/Attendance**

4. Select the students to include in the search

5. Clear all check boxes pertaining to searching by grades

6. Check **Scan for attendance**

7. Next to "Scan this attendance mode," choose **Daily**

8. Choose the appropriate attendance code, such as **U (Unexcused)** or **All Absent Codes**

9. Choose a comparator

10. Enter the number of days

11. Either enter a date range or select **Scan all attendance records**

12. Select **Make this the current selection of students**

13. Click **Submit**

Attendance Count Report

Use this report to identify students with a minimum number of total occurrences (a cumulative total across all days) of an attendance code that you specify, within a time frame.

1. On the Start Page, click **Attendance**

2. Click the Reports tab

3. Click **Attendance Count**

4. Next to Attendance Mode, choose **Daily**

5. Select the students and grade level(s) to include in the search

6. Select an attendance code to scan, for example **U (Unexcused)** or **A (Absent)**

7. Enter beginning and ending dates

8. In the "Minimum Number of Total Occurrences" field, enter the number of absences that constitutes a chronic attendance problem; for example, 5 or 10

9. Click **Submit**

10. On the Report Queue page, click **View** when the report has been processed

11. On the Attendance Count report, click **Functions** to access the Print Reports menu; print an attendance letter based on the report card template

Consecutive Absences Report

Use this report at the beginning of the year to identify students who have not attended school at all, and use this report during the year to identify students with consecutive absences.

1. On the Start Page, click **Attendance**

2. Click the Reports tab

3. Click **Consecutive Absences**

4. Next to Attendance Mode, choose **Daily**

5. Select an attendance code to scan for, for example **U (Unexcused)** for "no show" students

6. Enter beginning and ending dates, such as the first day of school to the present day

7. For "Number of Consecutive Days to Scan," enter a number, such as 3

8. Click **Submit**

Use the Attendance Audit Reports

Use the audit reports to verify attendance records.

Student Attendance Audit

Use this report to review data that you will submit for regulatory compliance purposes. This report contains converted attendance values.

In the example below, A = 0, T = .5, and P = 1.0.

Note: Before running the report for the first time, check that defaults are set in **School** > **Full-Time Equivalencies** > **Edit FTE** to ensure accurate report results.

1. On the Start Page, click **System Reports**

2. Click **Student Attendance Audit**

3. Next to Attendance Mode, choose **Daily**

4. Select which students and grade level(s) to include

5. Enter beginning and ending dates for the current month, or select a reporting segment

6. Check **Include Student Number**, if desired

7. Click **Submit**

Student Attendance Audit

	AUGUST							Totals	
	A H	A F	A M	A T	A W	A H	A F	Att	Memb
Student	21	22	25	26	27	28	29		
1.Adams, Brandon G	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
2.Berg, Amber D	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
3.Bergseth, Jacee D	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
4.Bergseth, Ricki D	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
5.Blankenship, Barry F	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
6.Bourassa, Jamie F	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
7.Bradshaw, Jane N	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00

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.

1. On the Start Page, click **System Reports**

2. Under the Membership and Enrollment section, click **ADA/ADM by Student**

3. Next to Attendance Mode, choose **Daily**

4. Select which students and grade level(s) to include

5. Enter beginning and ending dates

6. Check **Include Absent Column** to show how many days each student was absent during the time you specify

7. 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 certain time period. The total number should match the values shown in the ADA/ADM by Student report.

1. On the Start Page, click **System Reports**

2. Under the Membership and Enrollment section, click **ADA/ADM by Date**

3. Next to Attendance Mode, choose **Daily**

4. Select which students and grade level(s) to include

5. Enter beginning and ending dates

6. Click **Submit**