

Managing Meeting 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 taken attendance.

Run the PowerTeacher Attendance Report

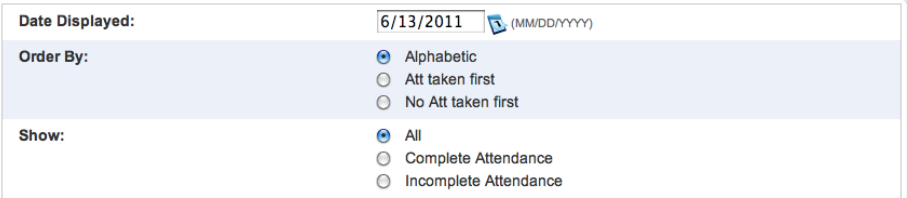
1. On the Start Page, click **System Reports > PowerTeacher Attendance**
2. Select the appropriate period check box, such as period 1
3. Click **Submit**

View the PowerTeacher Attendance Report

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

View the Teacher Attendance Submission Status Page

1. On the Start Page, click **Attendance**
2. Click **Teacher Attendance Submission Status**
 - Each teacher's name is in a color block, 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 indicator means that the teacher has submitted attendance for all of his or her classes
 - A yellow indicator means that the teacher has submitted attendance for only some of his or her classes
 - A red indicator means that the teacher has not submitted attendance for any of his or her classes



Date Displayed: 6/13/2011 (MM/DD/YYYY)

Order By:
 Alphabetic
 Att taken first
 No Att taken first

Show:
 All
 Complete Attendance
 Incomplete Attendance

Submit

Abram, Michael	Accatino, Steve	Adams, Mark	Bemdt, Gordie	Bowe, Sheldon	Brachemyer, Dan
Bryant, Renata	Carlson, Steven	Caruthers, Elizabeth	David, Peter	Davis, Deborah	Derringer, Malcom
Dombeck, Bartolomeu	Edwards, Karrie	Finton, Linda	Geraghty, Mark	Grogan, Lynn	Hastings, Jacquelyn

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Find Which Students Are Absent

Run the Absentee Report to find out which students have been marked absent. Use this report to document contact you've had with parents regarding the student's absences.

Run the Absentee Report

1. On the Start Page, click **Attendance > Absentee Report**
2. Select the desired attendance code(s)
3. Select the period(s) or leave blank for all periods
4. Include the student number, blank lines, and verification lines (optional)
5. Click **Submit**

View the Absentee Report

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

Apple Grove High School 1
07/13/2011
B

Absentee Report

Meeting Attendance
Codes: A

Student	Number	Grade	Phone	1
Ahlberg, Emmy	5	10	916-555-9714	A
Talked To: _____ Relationship: _____ Reason: _____				
Verify Date: _____ Employee: _____				
Hart, Eric	1316	10	916-555-2250	A
Talked To: _____ Relationship: _____ Reason: _____				
Verify Date: _____ Employee: _____				

Update Attendance

To change attendance for an individual student, choose the option that works best for you. First, search for and select a student.

Option 1

1. On the student pages menu, click **Attendance**
2. Click the appropriate week
3. Choose a Current attendance code
4. Click **Set All** to apply the code to the entire day, or click the individual period cell
5. Click **Submit**

Option 2

1. On the student pages menu, click **Enter Attendance**
2. Choose a Current attendance code
3. Click **Set All** to apply the code to the entire day, or click the individual period cell
4. Click **Submit**

Update Attendance for Multiple Days

You can also use the Attendance page to change attendance for a student's upcoming vacation or medical event. First, search for and select a student.

1. On the student pages menu, click **Attendance**
2. Click **Change Meeting Attendance**
3. In the From this Date field, enter the first date of the absence
4. In the To this Date field, enter the last date of the absence
5. For "Meetings to scan," leave the check boxes blank if the student will be (or was) absent all day, or click each afternoon

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period if the student will attend morning classes only

6. Select **All** to scan for all attendance codes
7. From the "Attendance Code to Set" menu, choose **Absent** or **Parent Excused**
8. Select **Overwrite** so that the code for the known event (vacation, medical leave, or in-school suspension) cancels a potential event, such as a field trip
9. Add a comment to document why the student will be out of school, and click **Submit**

Change Attendance for a Group

Use this function to update your records when a group of students, like a sports team or performing arts group, is going on a field trip.

1. Select the group of students
2. From the Group Functions menu, choose **Attendance Change**
3. Enter the date range
4. Select the meetings to scan
5. Select **All** to scan for all attendance codes
6. From the "Attendance Code to Set" menu, choose the code you want PowerSchool to record for the group, such as **School Excused**
7. Select **Don't Overwrite** to preserve previously entered future attendance codes for family vacations or medical leave
8. Enter a comment, and click **Submit**

Verify Meeting Attendance Records

Some schools have staff sign off to verify that attendance records are correct. PowerSchool provides two reports for this purpose.

Weekly Attendance Summary

1. On the Start Page, click **System Reports**
2. Click **Weekly Attendance Summary (Meeting)**; notice that instructions for how to run the report are on the page
3. Choose the week to run the report for
4. Choose a teacher to run the report for, or choose **ALL TEACHERS**
5. In the Attendance Codes section at the bottom of the report setup page, fill in all 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), select the boxes on the right side of the page for each value you want to save
9. Click **Submit**

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Period Attendance Verification

Use this report to confirm that students who were marked as having attended one or two periods on a day when they missed their other classes, were present in the classes marked present.

1. On the Start Page, click **System Reports**
2. Click **Period Att. Verification**
3. Choose the week to run the report for
4. Enter a number to indicate how many "Present" periods to scan for, such as 2 (PowerSchool will find the students who were marked absent except for 1 or 2 periods in any given day in the week you choose)
5. Click **Submit**

Search for Students with Chronic Attendance Problems

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

Search by Grades/Attendance

Use this function 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 periods
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 (a cumulative total across all classes) 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. Next to Minimum Number of Total Occurrences, enter the number 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

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Consecutive Absences Report

Use this report at the beginning of the year to identify students who have not attended ever. Note that if the school is on a rotating schedule, like A Day and B Day, then the Consecutive Absences report will indicate consecutive class meetings that were missed, not consecutive calendar days.

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. Next to Number of Consecutive Days to Scan*, enter a number, such as 3
5. Click **Submit**

Search by Attendance Points

Schools that count attendance points for absences and tardies can use this report to identify students with a minimum number of points counted against them in a specific time frame. This search looks at each course separately, and does not show a total number of attendance points across all classes.

1. On the Start Page, enter a search command such as:
`*attendance_points>10`
2. Press **Enter**
3. Students who meet the criteria will be listed on the Student Selection page

Using the Attendance Audit Report

Use the audit reports to verify attendance records.

Class Attendance Audit

Use this report to review attendance records for individual teachers. The report looks like a traditional attendance sheet.

1. On the Start Page, click **System Reports**
2. Click **Class Attendance Audit**
3. Select a reporting segment or enter beginning and ending dates for the current month
4. Select a teacher
5. Select the periods to view, or if you want to see the records for all of that teacher's classes, leave Period(s) blank
6. Click **Submit**

Student Attendance Audit

Use this report to review data you will send to the state. This report displays converted attendance values. In the example below, A = 0, T = .5, and P = 1.0

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

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Student Attendance Audit

Apple Gro

Student	Number	JULY																					Totals	
		B F	A M	T W	A T	B F	A M	T W	A T	B F	A M	T W	A T	B F	A M	T W	A T	B F	A M	T W	A T	Att	Mem	
1. Adair, Brandon	3	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	16.00	20.00
2. Adams, Corby	4	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
3. Adams, Julie	2	0.50	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50	1.00	15.00	20.00	
4. Ahlberg, Emmy	5	0.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00	20.00	
5. Atkinson, Andy G	6	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
6. Alfonso, Scott	7	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
7. Allen, Victor C	8	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
8. Allred, Alfred P	9	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
9. Allred, Christopher N	10	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
10. Allred, Jacee L	11	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
11. Almanza, Harold	12	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
12. Anderson, Barry	13	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
13. Anderson, Cameron	25	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
14. Anderson, Cody N	14	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	
15. Anderson, Emily S	15	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	20.00	20.00	

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 **System Reports**
2. Click **ADA/ADM by Student**
3. Select which students and grade level(s) 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
6. 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 **System Reports**
2. Click **ADA/ADM by Date**
3. Select which students and grade level(s) to include
4. Enter beginning and ending dates
5. Click **Submit**

ADA/ADM by Minute

Use this report to see an overall pattern by period over a date range.

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