

# 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 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 is Completed, click **View**

## View the Teacher Attendance Submission Status page

1. On the Start Page, click **Attendance**
2. Click **Teacher Attendance Submission Status**
3. Verify or change the search criteria, and click **Submit**
  - 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

The screenshot shows a web interface for viewing teacher attendance submission status. At the top, there are filters for 'Date Displayed' (6/13/2011), 'Order By' (Alphabetic), and 'Show' (All). Below the filters is a 'Submit' button. The main area displays a grid of teacher names, each in a colored box indicating their attendance status: green for 'All', yellow for 'Complete Attendance', and red for 'Incomplete Attendance'.

| Date Displayed:                       | 6/13/2011 (MM/DD/YYYY)   |                      |                |                |                     |
|---------------------------------------|--|----------------------|----------------|----------------|---------------------|
| Order By:                             | <input checked="" type="radio"/> Alphabetic<br><input type="radio"/> Att taken first<br><input type="radio"/> No Att taken first |                      |                |                |                     |
| Show:                                 | <input checked="" type="radio"/> All<br><input type="radio"/> Complete Attendance<br><input type="radio"/> Incomplete Attendance |                      |                |                |                     |
| <input type="button" value="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 when you need to find out which student have been marked absent. 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. Next to Attendance Mode, choose **Daily**
3. For the Attendance Codes, select **A (Absent)**
4. There is no need to select a period in Daily mode
5. Optionally, include the student number, blank lines, and verification line
6. Click **Submit**

## View the Report

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

Washington Elementary  
07/13/2011  
A

**Absentee Report**

Daily Attendance  
Codes: A

| Student  | Number | Grade | Phone        | Day |
|--|--------|-------|--------------|-----|
| Ainsworth, Cole N                                  | 2918   | 3     | 916-555-1726 | A   |
| Talked To: _____ Relationship: _____ Reason: _____ |        |       |              |     |
| Verify Date: _____ Employee: _____                 |        |       |              |     |
| Bailey, Erik A                                     | 3314   | 4     | 916-555-1974 | A   |
| Talked To: _____ Relationship: _____ Reason: _____ |        |       |              |     |
| Verify Date: _____ Employee: _____                 |        |       |              |     |
| Laduke, Brandon C                                  | 8990   | 2     | 916-555-2814 | 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. Click the link for the day you want to change
3. On the New Daily Attendance page, choose the desired code from the Attendance Code menu
4. Enter a comment stating the reason for the change
5. If the student is missing a part of the day, enter the time in and time out
6. Add any additional comments regarding the time
7. Click **Submit**

## Update Attendance for Multiple Days

Also, 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. 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. Select **All** to scan for all attendance codes
6. Next to Attendance Code to Set, choose **Absent** or **Parent Excused**
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**

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## 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)       | 11-12 | HR       | Homeroom                 | Deegan | 23   | 20   |
| 2(A)       | 11-12 | EL301    | 3rd Grade English        | Deegan | 23   | 20   |
| 3(A)       | 11-12 | EL302    | 3rd Grade Math           | Deegan | 23   | 20   |
| 4(A)       | 11-12 | EL303    | 3rd Grade Social Studies | Deegan | 23   | 20   |
| 5(A)       | 11-12 | 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. Select **All** to scan for all attendance codes
8. Next to "Attendance code to set," 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 **System Reports**
2. Click **Weekly Attendance Summary (Daily)** -- notice that instructions for how to run the report are on the page
3. Choose the week to run the report for
4. Choose which 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 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) select the boxes on the right side of the page for each value you want to save
9. Click **Submit**

## Search for Students with Chronic Attendance Problems

You can 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 you specify within a time frame.

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

## Attendance Count Report

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

1. On the Start Page, click **Attendance > Attendance Count**
2. Next to Attendance Mode, choose **Daily**
3. Select the students and grade level(s) to include in the search
4. Select an attendance code to scan, for example **U (Unexcused)** or **A (Absent)**
5. Enter beginning and ending dates
6. In "Minimum Number of Total Occurrences," enter a number representing the threshold value your school has identified as indicating a chronic attendance problem, for example, 5 or 10
7. Click **Submit**
8. When the report has finished processing, click **View** on the Report Queue page
9. 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 attended school at all.

1. On the Start Page, click **Attendance > Consecutive Absences**
2. Next to Attendance Mode, choose **Daily**
3. Select an attendance code to scan for, for example **U (Unexcused)** for "No Show" students
4. Enter beginning and ending dates, such as the first day of school to the present

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- In Number of Consecutive Day to Scan\*, enter a number (such as 3)
- Click **Submit**

## 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.

- On the Start Page, click **System Reports**
- Click **Student Attendance Audit**
- Select the students and grade level(s) to run the report on
- Enter beginning and ending dates for the current month, or select a reporting segment
- Check **Include Student Number**, if desired
- Click **Submit**

**Student Attendance Audit**

| Student                | AUGUST |        |        |        |        |        |        |        |        |        |        |        |        |        |        | Totals |       |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|
|                        | A<br>M | A<br>T | A<br>W | A<br>T | A<br>F | A<br>M | A<br>T | A<br>W | A<br>T | A<br>F | A<br>M | A<br>T | A<br>W | A<br>T | A<br>F | Att    | Memb  |
| 1.Adams, Brandon G     | 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 |
| 2.Berg, Amber D        | 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.Bergseth, Jacee D    | 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 |
| 4.Bergseth, Ricki D    | 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 |
| 5.Blankenship, Barry F | 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.Bourassa, Jamie F    | 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.Bradshaw, Jane N     | 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.Brakke, Maranda F    | 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.Braton, Richey G     | 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.Bringhurst, Derek R | 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.Brosowaka, Riley C  | 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.Brown, Rachel       | 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.Brown, Riley C      | 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.Brush, Ashley G     | 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.Burgess, Trevor H   | 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 |
| 16.Carson, Dante B     | 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.

- On the Start Page, click **System Reports**
- Click **ADA/ADM by Student**
- Select which students and grade level(s) to include
- Enter beginning and ending dates
- 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.

- On the Start Page, click **System Reports**
- Click **ADA/ADM by Date**
- Select which students and grade level(s) to include
- Enter beginning and ending dates
- Click **Submit**