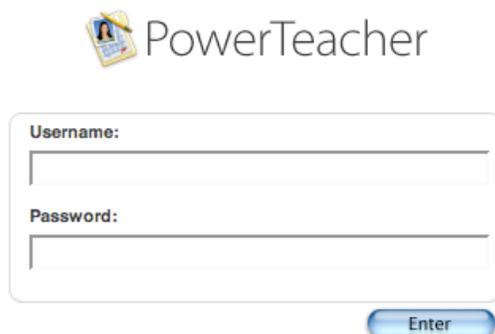


Attendance Summary By Term

The instructions below will guide you through the Attendance Summary by Term in the PowerTeacher Portal.

1. Log into PowerTeacher by typing your username and password. Click **Enter**.



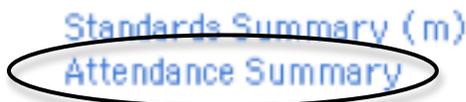
The image shows the PowerTeacher login interface. At the top, there is a logo with a person icon and the text "PowerTeacher". Below the logo is a form with two input fields: "Username:" and "Password:". Below the password field is a blue button labeled "Enter".

2. If you are logging in for the first time that day you will need to click **Start Page** on the left side menu.

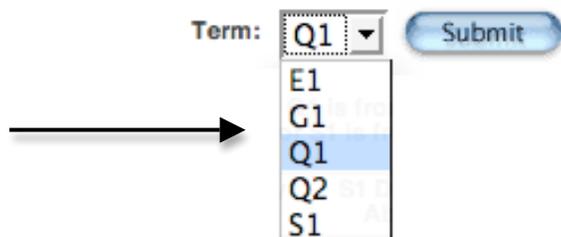


3. Click the backpack  of the class for which you would like to view the Attendance Summary.

4. At the bottom of the left side menu, click **Attendance Summary**.



5. The term at the top of the Attendance Summary Screen will default to the current term. Change the term by selecting the appropriate term from the drop down menu and clicking **Submit**.



6. The attendance summary for the class and term you chose will be displayed. See table below for a description of each column displayed.

Column Name	Description
Student	Student's Name
Grade	Grade level of Student
Q1 Daily Abs	The number of daily absences for the student in that term. Term will change depending on what term was selected.
S1 Daily Abs	The cumulative daily absences for the student in that semester. Semester will change depending on what term was selected.
Q1 Meeting Abs / Tars	The total number of meeting absences / the total number of meeting tardies for the student in that term. Term will change depending on what term was selected.
S1 Meeting Abs / Tars	The cumulative meeting absences / the cumulative meeting tardies for the student in that semester. Semester will change depending on what term was selected.

7. To view a detailed list of absences for a particular student **click** on the **blue number**.

Student	Grade	Q1 Daily Abs	S1 Daily Abs	Q1 Meeting Abs / Tars	S1 Meeting Abs / Tars
Carter, Jimmy	12	2	2	2 / 0	2 / 0
Carter, Rosalynn	12	0	0	0 / 0	0 / 0
Coolidge, Calvin	12	0	0	0 / 0	0 / 0
Coolidge, Grace	12	1	1	1 / 1	1 / 1
Eisenhower D	12	0	0	0 / 0	0 / 0
Eisenhower, M.	12	0	0	0 / 0	0 / 0

8. A detailed list of absences for the student you chose will display in a new window. To print, click in the window and choose **File** then click **Print**. (Note: This will use one sheet of paper. Therefore, if you have 20 students and choose this method it will use 20 sheets of paper. See the paper saving method in step 9.)

Carter, Jimmy - Q1 Absences
Contemporary Issues, 6(A)

1. Tuesday - August 26, 2008 - E1
2. Wednesday - August 27, 2008 - E1

Attendance Codes:
Blank=Present | AT=Absent by teacher | EPA=Excused Partial Absence | UPA=Unexcused Partial Absence |
EO=Excused absence | E1=Illness | E2=Death/illness family | E3=Representing school | E4=Religious
holiday | E5=Legal court summons | E6=Circumstance approved by Principal | UO=Unexcused absence |
U1=Overslept/alarm problem/elec. off | U2=Transportation related | U3=Personal/family related | U5=Out
of town/vacation | U99=Other | ISS=In school suspension | OSS=Out of school suspension | EXP=Expulsion |
REM=Remanded to alt. setting | HB=Homebound | FT=Field trip | TE=Tardy Excused | CT=Contract student |
TU=Tardy Unexcused |

[Close this window.](#)

9. To save paper and create a document that lists all of your students' detailed absences do the following.

1. **Click** on the **blue number** for a particular student.
2. When the window with the detailed absences appears, **highlight** the **student's name, class name, and the numbered absences**. (To highlight, click and drag your mouse across the desired area.)

Carter, Jimmy - Q1 Absences
Contemporary Issues, 6(A)

1. Tuesday - August 26, 2008 - E1
2. Wednesday - August 27, 2008 - E1

Attendance Codes:

Blank=Present | AT=Absent by teacher | EPA=Excused Partial Absence | UPA=Unexcused Partial Absence |
EO=Excused absence | E1=Illness | E2=Death/illness family | E3=Representing school | E4=Religious
holiday | E5=Legal court summons | E6=Circumstance approved by Principal | U0=Unexcused absence |
U1=Overslept/alarm problem/elec. off | U2=Transportation related | U3=Personal/family related | U5=Out
of town/vacation | U99=Other | ISS=In school suspension | OSS=Out of school suspension | EXP=Expulsion |
REM=Remanded to alt. setting | HB=Homebound | FT=Field trip | TE=Tardy Excused | CT=Contract student |
TU=Tardy Unexcused |

[Close this window.](#)

3. At the top of your browser's window, click **Edit**, then click **Copy**.
4. Open Microsoft Word. Click **Edit**, then click **Paste**.
5. Repeat steps 1 – 4 for each student. Note: You will not have to open a new Word document for each student. Simply click in the Word document you opened for the first student and paste the next student a couple of lines down. (See example below.)

