

PowerSchool

Daily Attendance Training

Summer 2008

Table of Contents

General Reminders

Daily Tasks

PowerGrade Attendance Report	1
Absentee Report	3
Updating Attendance Codes	5
Entering New Attendance Records	7
Entering Check-in / Check-Outs	7
Quick Attendance Audit Report	10
Additional Absentee Report	10

Appendix of Attendance Codes

PowerSchool Daily Attendance

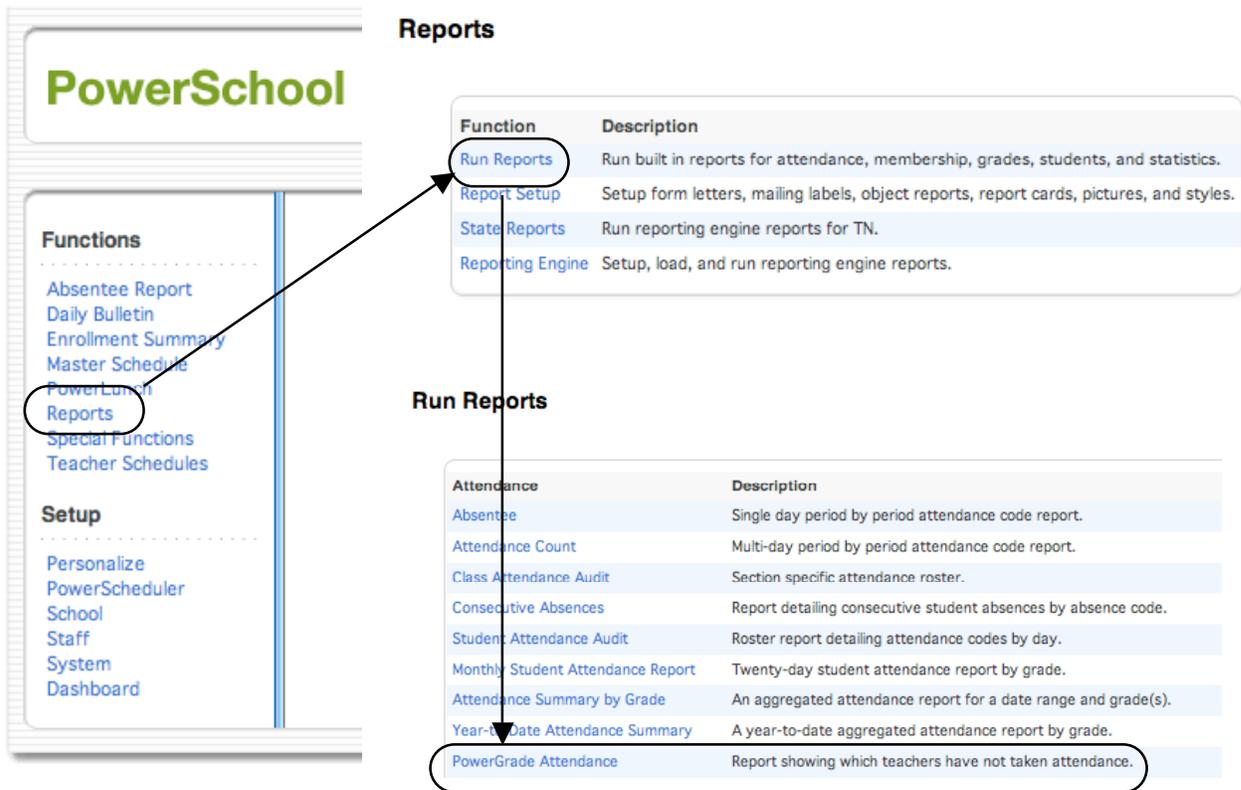
General Reminders

- Teachers should take attendance using PowerSchool Teacher within the first 15 minutes of the day. (Teachers must have attendance submitted by the school-established deadline.)
- Teachers will use the **AT** (Absent by Teacher) code when marking students absent during the attendance marking period each day (Usually Homeroom in Elementary and Middle Schools; 1st Period in High Schools).
- High School teachers must take attendance using PowerSchool Teacher each period, teachers may use **AT**, **TE** (Tardy Excused) or **TU** (Tardy Unexcused) for marking attendance for periods after the attendance marking period.
- Attendance operators should NOT make ANY changes in attendance until ALL teachers have submitted first attendance of the day.
See Page 1 of Daily Attendance Tasks
- Attendance operators should run the **Absentee Report** to obtain a selection of students who have been marked absent by teachers.
See Page 3 of Daily Attendance Tasks
- Students must be present 195 or more minutes to be counted present for the day in grades 1-12. Kindergarten students must be present 120 or more minutes to be counted present for the day.
- Time entry records must be recorded for all check-ins and check-outs. The corresponding absent/present code should be selected based on minutes present for the day.
- Attendance changes for a group of students (sports team, club, grade level) can be made through the **Group Functions** screen.
- Clicking **Submit** ensures changes will be saved.

Daily Attendance Tasks

Daily attendance is the official attendance taken by the attendance offices and is the basis for Tennessee state attendance reporting in PowerSchool. Absent and Present Codes are used to mark Daily attendance for each day. See Appendix A for a list of Present and Absent codes.

1. Run the **PowerGrade Attendance Report** located on the **Run Reports** page. From the **Start** page, click **Reports**. Click **Run Reports** on the **Reports** page then click **PowerGrade Attendance** on the **Run Reports** page.



A. Enter the required information and click **Submit**.

PowerGrade Attendance Report

The screenshot shows the 'PowerGrade Attendance Report' form. The 'Date to Scan' field is set to '2/22/08' and is circled with an arrow pointing to it from the right. The 'Processing Options' dropdown menu is open, showing 'In Background Now' selected, also circled with an arrow pointing to it from the right. A 'Submit' button is located at the bottom right of the form. To the right of the form, there are two text annotations: 'This report defaults to the current date, You **must** change this date if running the report for a different day.' and 'Select the processing option that meets your needs, **In Background Now** will run it immediately.'

B. Go to the **Report Queue** to access the completed report. You should see **Pending** or **Running** in the **Status** column. Click **Refresh** next to **My Jobs** to update the status. When the status changes to **Completed**, click the **View** link to see the report.



C. Inform the appropriate administrator as to which teachers have not taken attendance.

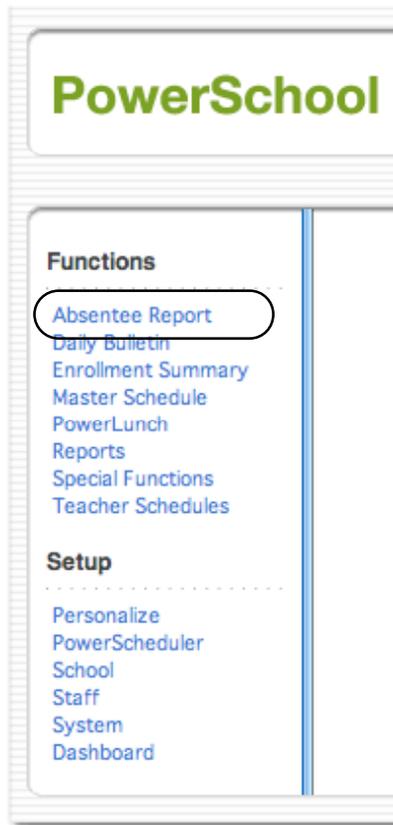
D. Do **NOT** make any attendance changes until **ALL** teacher have taken first of the day attendance.

- Run the **Absentee Report** to find all students marked **AT** (Absent by Teacher) for the day. This Report should be run after all teachers have submitted attendance. This report will select a group of students who have been marked absent during the daily attendance bridge marking period.

NOTE: The **AT** code is an Unexcused Absence.

A. Complete the report options as shown.

Absentee Report



The screenshot shows the 'Absentee Report' configuration window. It includes the following fields and annotations:

- Report Name:** Absentee
- Version:** 2.7
- Description:** Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
- Comments:** (empty)
- Attendance Mode:** A dropdown menu set to 'Daily'. An arrow points to it with the text 'Select Daily Mode'.
- Students to Include:** Radio buttons for 'The selected 33 students only' and 'All students'. 'All students' is selected. An arrow points to it with the text 'Run the report for all Students'.
- Grades (leave blank for all):** Checkboxes for PK3, PK4, KG, 1, 2, 3, 4, and 5. An arrow points to the 'AT' code selection area with the text 'Select only AT'.
- Attendance Codes:** A scrollable list containing: ALL CODES, AT (Absent by teacher), EPA (Excused Partial Absence), UPA (Unexcused Partial Absence), CIE (Check-in excused), CIU (Check-in unexcused), COE (Check-out excused), EO (Excused absence), COU (Check-out unexcused), and E1 (Illness). 'AT (Absent by teacher)' is circled in blue.

The screenshot shows the 'Processing Options' section of the report configuration. It includes the following fields and annotations:

- Date to Scan:** A date field set to '2/13/08'. An arrow points to it with the text 'Do not check any period blocks.' and 'The date defaults to the current date. You must change this date if running the report for a different date.'
- Period(s) (leave blank for all):** Checkboxes for HR, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14.
- Processing Options:** A dropdown menu with 'In Background Now' selected. An arrow points to it with the text 'Select the processing option that meets your needs, In Background Now will run it immediately.'
- Specific Date/Time:** A field with a time dropdown set to ':00'.

The screenshot shows a checkbox labeled 'Include Verification Line'. The checkbox is checked. An arrow points to it with the text 'Check the box to include verification lines.'

- B. Go to the **Report Queue** to access the completed report. You should see **Pending** or **Running** in the **Status** column. Click **Refresh** next to **My Jobs** to update the status. When the status changes to **Completed**, click the **View** link to see the report.

Absentee Report

Date of Absentee Report → 2/22/08

Code you searched for

Daily Attendance Codes: AT,

Student's Home Phone

Student	Grade	Phone	Day
			AT
Talked To: _____ Relationship: _____ Reason: _____			
Verify Date: _____ Employee: _____			
			AT
Talked To: _____ Relationship: _____ Reason: _____			
Verify Date: _____ Employee: _____			
			AT
Talked To: _____ Relationship: _____ Reason: _____			
Verify Date: _____ Employee: _____			
			AT
Talked To: _____ Relationship: _____ Reason: _____			
Verify Date: _____ Employee: _____			
			AT
Talked To: _____ Relationship: _____ Reason: _____			
Verify Date: _____ Employee: _____			

Functions

Find teachers who have not taken attendance

- C. Click **Functions** to make the students on the report the current selection of students. This allows you to change the attendance for these students as a group or individually. You can also print out this report for your reference.

D. Assign all **AT** coded students an official attendance code either as a group or individually.

- (1) To assign the same code to the entire selection of students, run the **Attendance Change** group function.

Group Functions

Current student selection: 6

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.

Change Daily Attendance

The screenshot shows the 'Change Daily Attendance' form with several annotations:

- Meeting 1 Daily**: An arrow points to the 'Meeting 1 Daily' radio button, with the text 'Select Daily mode'.
- Enter the dates to scan.**: Two arrows point to the 'From this date' and 'To this date' input fields, both containing '2/22/2008'.
- Select AT as the Code to scan for**: An arrow points to the 'AT - Absent by teacher' option in the 'Code(s) to scan for' dropdown menu.
- Select the official attendance code for the selected students.**: An arrow points to the 'E0 (Excused absence)' option in the 'Attendance code to set' dropdown menu.
- Click Submit**: An arrow points to the 'Submit' button at the bottom right of the form.

- (2) To assign codes individually, choose **Select Students By Hand** from the **Group Functions** screen to display a list of student names.

Group Functions

Current student selection: 6

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Counselor's Screen	Shows student pages for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Functions	Performs fee functions.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for currently selected students.
LDAP Directory Synchronization	Synchronize PowerSchool Login IDs with an LDAP directory server.
List Students	Prints a quick list of currently selected students.
Mass Create Family Links	Establish family relationships between existing students.
Mass Enroll	Enrolls currently selected students in a section.
Mass Enroll Special Program	Enrolls currently selected students in a special program.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Re-Enroll in School	Re-enroll students into the current school.
Reports Menu	Goes to the Reports menu.
Save Stored Selection	Saves the current selection.
Search By GPA	Searches currently selected students by GPA, enrollment, etc.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Field Value	Sets the value of a student field value for currently selected students.
Student Schedule Report	Creates a printable student matrix report for the selected students.
Transfer Out Of School	Transfers currently selected students out of school.

- (a) Click on the name of the first student in the list then click **Attendance** from the left menu.
- (b) If the new code applies to more than one student in the list, hold the command key (⌘) down while clicking to select multiple students then click **Functions** to access the **Group Functions** screen where you will select **Attendance Change**.

3. **Enter any individual absences** that were not marked by teachers during the attendance marking period. To enter a new attendance record, click the day of the week from the student's attendance grid.
 - A. From the **Start** page, find the student or group of students for whom you need to enter attendance. (Attendance not entered by teachers.)
 - B. Choose **Select Students By Hand** from the Group Function box beneath the list of student names.
 - (1) If you selected only one student, click **Attendance** from the left menu.
 - (2) If you selected multiple students, click **Functions** to access the **Group Functions** screen where you will select **Attendance Change**.
4. **Record check-ins / check-outs** using the **Quick Attendance Function** screen.
 - A. From the **Start** page, select **Special Functions** from the *Main* menu.

The screenshot shows the PowerSch interface. On the left is a sidebar menu with sections: **Functions** (containing Absentee Report, Daily Bulletin, Enrollment Summary, Master Schedule, PowerLunch, Reports, **Special Functions**, and Teacher Schedules) and **Setup** (containing Personalize, PowerScheduler, School, Staff, System, and Dashboard). The **Special Functions** item is circled. To the right is a table titled "Special Functions" with two columns: "Function" and "Description". The "Quick Attendance Function" row is circled.

Function	Description
Attendance Functions	Performs attendance related functions.
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Calculate Honor Roll	Calculate and store honor rolls.
Current Users	Shows the names of those currently logged on to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.
Archived 2006-2007 Historical Attendance	Access to the historical attendance archive
Archived 2007-2008 Historical Attendance	Access to the historical attendance archive
Quick Attendance Function	Quick-entry options for attendance.
Quick Attendance Audit	Report for auditing attendance.
Requests	Access to request/enhancement database

B. Select **Quick Attendance Function**

Quick Attendance

The screenshot shows a web interface for 'Quick Attendance'. It features a 'Student Name' input field, a date field set to '2/22/08', and a 'Default Time In: 8:00 AM / Time Out: 3:00 PM' label. A dropdown menu titled 'Attendance Audit' is open, showing 'Check In' (selected with a checkmark) and 'Check Out' options.

Success Name In/Out Code Time In Time Out

- (1) Select either **Check In** or **Check Out**
- (2) The date defaults to the current date, you can enter a different date if needed.
- (3) Begin typing the student's name, a list of student name choices will be displayed

Quick Attendance

This screenshot shows the 'Student Name' dropdown menu open, displaying a list of names starting with 'T'. The names listed are: T, Ta, Ta, Ta, Ta, Ta, Ta, Ta, Te, Te, Th, Th, Th, Th, Th, Th, Th, Th, Th. The 'Attendance Audit' dropdown is set to 'Check In' and the date is '2/22/08'. Other labels like 'Att History' and 'Time Out' are visible on the right side of the interface.

- (4) Select the student who checked in or out and enter the corresponding time then press **Submit**.

NOTE: All time must be entered in HH:MM AM or HH:MM PM.

- If the transmission was successful, a green dot will appear in the session history list.
- ⊘ If the transmission was not successful, a red circle with a slash will be displayed in the session history list.

Quick Attendance

Student Name

Attendance Audit
Check In 2/22/08

Default Time In: 8:00 AM /Time Out: 3:00 PM

Time In/Time Out	Time Comment
<input type="text" value="3:00 PM"/>	<input type="text"/>

Submit

Att History
Attendance Code: [E0 \(Excused absence\)](#)
9:45 AM 3:00 PM
Total Minutes: 315

Success Name	In/Out Code	Time In	Time Out
●	E0 (Excused absence)	9:45 AM	3:00 PM

I

If you select a student who already has an attendance record for that day, the student's attendance record will be displayed. You can update the Attendance Code by clicking the link above the student's Attendance History

NOTE: When you have completed entering check-ins and check-outs, you can click **Attendance Audit** to run the **Quick Attendance Audit Report**.

5. Run the **Quick Attendance Audit Report** to verify correct Present/Absent codes have been assigned.
 - A. From the **Start** page, select **Special Functions** from the *Main* menu.
 - B. Select **Quick Attendance Audit Report**
 - (1) Enter the date for the Audit Report, it defaults to the current date.
 - (2) A list of students whose official attendance code does not match the number of minutes present for the day, the code will be highlighted in red.
 - (3) Click the attendance code to select the correct code and press Submit, the highlight will change to green.

Quick Attendance Audit for

<input type="text" value="EPA (Excused Partial Absence)"/>	315
<input type="text" value="Submit Code for"/>	
<input type="text" value="E1 (Illness)"/>	240
<input type="text" value="Submit Code for"/>	

6. Run an additional **Absentee Report** to make sure all AT codes have been changed to an official attendance code. You may also want to run this report to keep a record of students marked absent.

NOTE: The **ALL CODES** option does not work at this time. You can however use the command key (⌘) to select multiple codes to include on the report.

Appendix A

PowerSchool Attendance Codes

Code	Description	Teachers Assign	Counts ADA	Presence
	Present	Yes	Yes	Present
AT	Absent by Teacher	Yes	Yes	Absent
EPA	Excused Partial Absence	No	Yes	Present
UPA	Unexcused Partial Absence	No	Yes	Present
E0	Excused Absence	No	Yes	Absent
E1	Illness	No	Yes	Absent
E2	Death / Illness Family	No	Yes	Absent
E3	Representing School	No	Yes	Absent
E4	Religious Holiday	No	Yes	Absent
E5	Legal Court Summons	No	Yes	Absent
E6	Circumstances Approved by Principal	No	Yes	Absent
U0	Unexcused Absence	No	Yes	Absent
U1	Overslept/Alarm Problem/Elec Off	No	Yes	Absent
U2	Transportation Related	No	Yes	Absent
U3	Personal / Family Related	No	Yes	Absent
U5	Out of Town / Vacation	No	Yes	Absent
U99	Other	No	Yes	Absent
ISS	In School Suspension	No	Yes	Present
OSS	Out of School Suspension	No	Yes	Absent
EXP	Expulsion	No	Yes	Absent
REM	Remanded to Alt Setting	No	Yes	Present
HB	Homebound	No	Yes	Present
FT	Field Trip	No	Yes	Present
TE	Tardy Excused	Yes	Yes	Present
TU	Tardy Unexcused	Yes	Yes	Present
CT	Contract Student	No	Yes	Present