Daily Attendance Views for Teachers

Shelby County Schools is now using Daily Attendance within PowerSchool. In order for teachers to know the official attendance for students in their classes, the technology department has implemented a custom screen.

- 1. Log in to **PowerSchool Teacher Portal:** <u>https://ps.scsk12.org/teachers</u>
- 2. Click the Chair to take attendance.
- 3. The attendance screen now displays (A) the area where the teacher will enter attendance, (B) a list of any attendance events for students in that class as well as (C) a listing of attendance events for all students in the school.

| | | | | ceord meeting Attende | ince | | | | | | |
|--------------------|-------------------|---------------------------|--|---------------------------|-------------------------|--|--------------------------------------|--------------|-------------------|------------------|---------------|
| | https://ps.scsk12 | 2.org/teachers/classatte | ndance.html?sectionid=11 | 8784&frn=003118534& | att_perio | d=1&att_d | late=8/6/08&At 🤇 | • Q - Go | ogle | | |
| lpple (152) ▼ Lead | dership and Ti | raits Google Calendar | Forward/Revkup Server | SIRIUS Internet Radio | eBay Y | Yahoo! S | CS Instructy Stan | ndards Ne | ws (1295) 🔻 S | IS PS_Parent | PS_Admi |
| | | | | | | | | | | P | rice, Kathryr |
| Start Page | | | | | | | | | | | |
| Daily Bulletin | Record Me | eeting Attendance | Wed 8/6 (Today) | | | | | | | | |
| Staff Directory | | Record MultiMeeting Atten | dance for Multiple Sections | | (· · · · | • These a | re the students fro | om this per | iod who are lis | ed on the Dail | y |
| Meals | | | | | Attendance Bulletin. | | | | | | |
| Personalize | | | ode: (Present) | | | this pag | je. | | | | |
| Gradebook | | | ode. (Present) | | | If there Present | today. | ed below, al | ll students in ti | iis class were r | narked |
| Reports | | | | | | If a stud as Prese | dent was changed ent on this list | from Absen | t to Present th | eir name will s | how up |
| | | | | | C 1 | | 0 | | | Dotte Annual | |
| | | | | | Stud | ient Name | Grade Level I | vally Attend | ance code | Dally Attenda | ince |
| | | | | | | | | | | | |
| | | | | | | | | (P) | | | |
| | | ()) | | | | | | (D) | | | |
| | | (A) | | | | | | | | | |
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| | | Taylor, Emily Lauren | | | | | | | | | |
| | | Thompson, Donte Howard | | | | | | | | | |
| | | | - Not enrolled | | | | | | | | |
| | | | | Submit | | | | | | | |
| | | | | | | | | | | | |
| | | | These are the stude The Doily Attended | ents who are listed on th | e Daily At | ttendance | Bulletin. | | | \sim | |
| | | | If a student was characterized | anged from Absent to Pr | s at the t esent the | the top of this page. (C) | | | | | |
| | | | Student Name Crar | a Lavel Daily Atta | | | D. 1. 44 | | | | |





To enter attendance, select the appropriate code from the drop down menu and then click the box next to the student's name to assign the attendance code to that student. When all codes have been assigned, the teacher should click **Submit**.

NOTE: Even if all students are Present, the teacher should click Submit.

(A)

| These are the students from this school who are listed on the Daily Attendance Bulletin. The Daily Attendance Bulletin for this class is at the top of this page. If a student was changed from Absent to Present their name will show up as Present on this list. | | | | | | | | |
|--|---|-------------|---------------------------|------------------|--|--|--|--|
| Student Nome | | Grade Level | Daily Attendance Code | Daily Attendance | | | | |
| | | 1 | Unexcused Partial Absence | UPA | | | | |
| | | 2 | IIIness | E1 | | | | |
| | | 1 | Out of school suspension | OSS | | | | |
| | | 5 | Illness | E1 | | | | |
| | | 0 | Illness | E1 | | | | |
| | 1 | 1 | Excused Partial Absence | EPA | | | | |
| | | 2 | IIIness | E1 | | | | |
| | | 5 | IIIness | E1 | | | | |
| | | 1 | Excused Partial Absence | EPA | | | | |
| | | 0 | IIIness | E1 | | | | |
| Ju | | 0 | IIIness | E1 | | | | |
| | | | | | | | | |

(B) The top left box will list Daily Attendance events for students in the current class.

NOTE: For High School Teachers ONLY – if a student in the current class is listed as absent for the day, make sure to record him absent for the class period.

| • | These are the students from this period who are listed on the Daily Attendance | |
|---|--|--|
| | Bulletin | |

- The Daily Attendance Bulletin for the entire school is at the bottom of this page.
 If there are no names listed below, all students in this class were marked Present
- today. • If a student was changed from Absent to Present their name will show up as

Present on this list.

| Student Name | Grade Level | Daily Attendance Code | Daily Attendance |
|-------------------|-------------|---------------------------|------------------|
| Prime Terrine Dec | 1 | Unexcused Partial Absence | UPA |
| | М | | |
| | 1 | Out of school suspension | OSS |
| | 1 | Excused Partial Absence | EPA |
| | | | |
| | 1 | Excused Partial Absence | EPA |
| | 1 | Excused Partial Absence | EPA |
| | | | |
| | .1 | Excused Partial Absence | EPA |

(C) The bottom box will list all students who have been assigned an attendance code for the day. This does not necessarily mean absent, the student may have checked in or out.

PowerSchool Official Attendance Codes

| Code | Description | Teachers | Counts | Presence | |
|------|------------------------------|----------|--------|----------|--|
| Code | Description | Assign | ADA | | |
| | 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 | No | Yes | Absent | |
| | Principal | | | | |
| U0 | Unexcused Absence | No | Yes | Absent | |
| U1 | Overslept/Alarm Problem/Elec | No | Yes | Absent | |
| | Off | | | | |
| 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 | |
| СТ | Contract Student | No | Yes | Present | |