

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:**
<https://ps.scsk12.org/teachers>
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.

Record Meeting Attendance Wed 8/6 (Today)

Record MultiMeeting Attendance for Multiple Sections

Room: HR(M-F)
Code: (Present)

(A)

(B)

- 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
Taylor, Emily Lauren			
Thompson, Donte Howard			

- Not enrolled

Submit

(C)

- These are the students 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 Name	Grade Level	Daily Attendance Code	Daily Attendance
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- 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 Name	Grade Level	Daily Attendance Code	Daily Attendance
	1	Unexcused Partial Absence	UPA
	2	Illness	E1
	1	Out of school suspension	OSS
	5	Illness	E1
	0	Illness	E1
	1	Excused Partial Absence	EPA
	2	Illness	E1
	5	Illness	E1
	1	Excused Partial Absence	EPA
	0	Illness	E1
	0	Illness	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
	1	Unexcused Partial Absence	UPA
	M		
	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 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