

Attendance

General Attendance Reminders

- Teachers should take attendance in PowerGrade or in PowerSchool Teacher **within the first 15 minutes of the day**. Teachers must have attendance submitted by the school established deadline.
- Teachers should use the **AT** (Absent by teacher) code when marking students absent.
- Teachers should submit attendance in the **first instructional time period of the day** (period 1 or Homeroom, whichever is appropriate for your school).
- Attendance operators should **NOT** make **ANY** changes in attendance until **ALL** teachers have submitted first attendance for the day. See *Step 1: How To Determine If Teachers Have Taken Attendance* later in this document.
- Attendance operators will need to **search each day for the AT code** (Absent by teacher) and **change those codes** to an official absence code.
- NOTE: **Meeting attendance is the official attendance for funding purposes and is the only attendance taken in PowerSchool.**
- Students in grades 1-12 must be **present 195 minutes or greater** to be counted **present for the day**. Kindergarten students must be **present 120 minutes or greater** to be counted **present for the day**.
- Students in grades 1-12 **present less than 195 minutes** and Kindergarten students **present less than 120 minutes** should be marked with an appropriate **absence code**.
- Attendance changes for a **group of students** (like a sports team, club, etc.) can be made to the entire group by finding that group **before making the change**.
- Always click **Submit** to make sure the changes are saved.

Steps for Processing Attendance

In PowerSchool, there is one type of attendance to process: **Meeting attendance**. **Meeting** attendance is period by period attendance and is the basis for Tennessee state attendance reporting in PowerSchool. **Absent** and **Present** Codes are used to mark Meeting attendance for each period (see Appendix A for a complete listing of Present and Absent codes). *If a student's period attendance contains **Absent** codes for the majority of the periods on that student's schedule then the student is counted absent for the day.*

Below are the steps to process Meeting attendance. The pages that follow detail each step.

1. **After teachers submit first attendance of the day in PowerGrade or PowerSchool Teacher, run the PowerGrade Attendance report to verify that all teachers have submitted attendance for the first period of the day.**

Please confirm with your administrator as to which period is first period of the day for attendance marking (homeroom, 1st period, etc.). Teachers should submit first attendance of the day by the school established deadline.

2. **Run the Absentee Report to find all students marked AT (Absent by Teacher) for first attendance of the day.** This report should be run after all teachers have submitted first attendance for the day.

Note: The only Attendance code available to teachers is **AT**. Only search for **AT** codes.

3. **Assign all AT coded students an official attendance code either as a group or individually.** To assign by group, run the **Attendance Change** group function. To assign individually, do so on each student's **Meeting Attendance** screen.
4. **Enter any individual absences that were not marked by teachers originally in first attendance of the day.**
5. **Adjust Meeting attendance for that day based on the check-in and check-out events for your students.** Additionally, you may record **Attendance logs** for check-ins and check-outs in addition to modifying Meeting attendance (this *optional* - see pp. 25-28).
6. **Run at least one additional Absentee Report for the code AT (Absent by Teacher) and additional Absentee reports as needed for verification and reference of recorded absences.**

Step 1: How To Determine If Teachers Have Taken Attendance

1. From the **Start** screen, click **Reports**. Click **Run Reports** from the **Reports** screen. Then click on **PowerGrade Attendance** from the **Run Reports** screen.

Start Screen

The image shows a screenshot of the PowerSchool interface. On the left is the 'Start Screen' with a sidebar menu containing 'Functions' and 'Setup'. The 'Reports' option under 'Functions' is circled in red. An arrow points from this circle to a 'Run Reports' window. This window contains a table with two columns: 'Function' and 'Description'. The 'Run Reports' row in this table is circled in red. A second arrow points from this row to another 'Run Reports' window. This second window also has a table with 'Function' and 'Description' columns. The 'PowerGrade Attendance' row in this table is circled in red.

Function	Description
Run Reports	Run built in reports for attendance, membership, grades, students, and statistics.
Report Setup	Setup form letters, mailing labels, object reports, report cards, pictures, and styles.
State Reports	Run reporting engine reports for TN.
Reporting Engine	Setup, load, and run reporting engine reports.

Attendance	Description
Absentee	Single day period by period attendance code report.
Attendance Count	Multi-day period by period attendance code report.
Class Attendance Audit	Section specific attendance roster.
Consecutive Absences	Report detailing consecutive student absences by absence code.
Student Attendance Audit	Roster report detailing attendance codes by day.
Monthly Student Attendance Report	Twenty-day student attendance report by grade.
Attendance Summary by Grade	An aggregated attendance report for a date range and grade(s).
Year-to-Date Attendance Summary	A year-to-date aggregated attendance report by grade.
PowerGrade Attendance	Report showing which teachers have not taken attendance.

2. Set the information necessary in the next screen and click **Submit**. It is important to pay attention to the **Date to Scan**. The default is the current date. Also, make sure you set the appropriate **Processing Options**. **In Background Now** will run the report immediately. Click **Submit**.

3. Go to the **Report Queue** to see the completed Report. Remember, you must use the **Refresh** link next to **My Jobs** at the top of the page to obtain a **Completed** Report.

4. **Inform the appropriate administrator** which teachers have not taken attendance.

5. **REMEMBER, NO** attendance changes should be made until **ALL** teachers have taken first of the day attendance.

PowerGrade Attendance Report

Report Name	PowerGrade Attendance
Version	3.7
Description	* Report showing which teachers have not taken attendance.
Comments	
Date to Scan	9/11/06
Period(s) (leave blank for all)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7
Lines per page	50
Starting Page Number	1
Processing Options	In Background Now
Specific Date/Time	<input type="text"/> @ <input type="text"/> : <input type="text"/>

Defaults to current day - Must change if another day

Determines when the Report is processed. In Background Now will run it

Submit

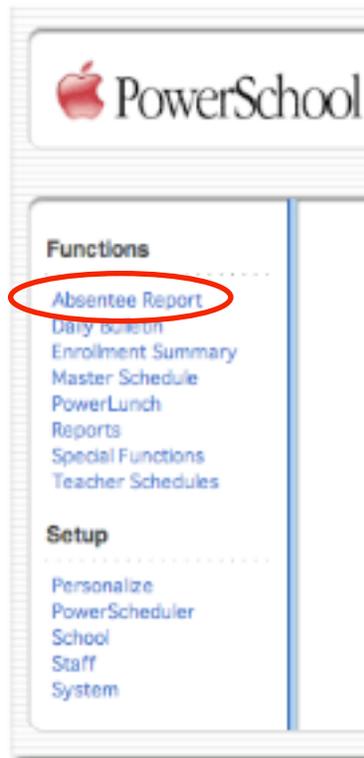
Report Queue link



Report Queue - My Jobs Refresh

Step 2: Run Absentee Report For AT (Absent by Teacher) Codes

After determining that all teachers have entered first attendance of the day, from the **Start** screen, select **Absentee Report**.



Set the **Absentee Report** parameters as shown in the picture below. **Meeting** is the **Attendance Mode**. You always want to search for **All students**. From the **Attendance Codes** section, only choose **AT** (Absent by teacher). Adjust the **Date to Scan** if that is not the date for which you are searching. **Processing Options** will allow you to choose when you want the **Report** processed. In most cases, you will want it immediately so you can complete your work (choose **In Background Now**). Select **Include Student Number** and **Include Verification Line** if an Attendance Operator or Administrator needs to make calls to the student's home to verify the absence. **Number of Blank Lines Below Student Names** can be adjusted as you need. Click **Submit**.

The **Report** will be sent to the **Report Queue** for processing. Go to the **Report Queue** (piece of tablet paper in the top right of the screen near **Logout**) to see the completed **Report**. Remember, you must use the **Refresh** link next to **My Jobs** at the top of the page to obtain a **Completed** Report.

Absentee Report

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	
Attendance Mode	<input type="button" value="Meeting"/>
Students to Include	<input type="radio"/> The selected 174 students only <input checked="" type="radio"/> All students
Grades (leave blank for all)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Attendance Codes	<div style="border: 1px solid black; padding: 2px;">** Only select AT ** ALL CODES AT (Absent by teacher) TA (Excused absence from class) TE (Tardy excused) TU (Tardy unexcused) E1 (Illness) E2 (Death/illness family) E3 (Representing school) E4 (Religious holiday) E5 (Legal court summons)</div>
Date to Scan	<input type="text" value="8/7/06"/>
Period(s) (leave blank for all)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7
Processing Options	<input type="button" value="ASAP"/>
Specific Date/Time	<input type="text"/> @ <input type="text"/> : <input type="text"/>
Data to be filled	(Check checkbox on the right to save as default value) <input type="button" value="Reset All"/>
Include Student Number	<input checked="" type="checkbox"/> <input type="checkbox"/>
Number of Blank Lines Below Student Names	<input type="text" value="0"/> <input type="checkbox"/>
Include Verification Line	<input checked="" type="checkbox"/> <input type="checkbox"/>
	<input type="button" value="Submit"/>

Report Queue link



Report Queue - My Jobs

Completed Absentee Report

Date of Absentee Report

Absentee Report

Germantown High
8/7/06

Meeting Attendance
Codes: AT,

Code you searched for.

Student	Number	Grade	Phone	1	2	3	4	5	6	7
---------	--------	-------	-------	---	---	---	---	---	---	---

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

Main phone number in
student demographic data.

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

Functions

Find teachers who have not taken attendance

Only click if you want to adjust ALL of
the codes for ALL of the students listed.

After your **Absentee Report** is complete, choose the **Functions** link at the bottom of the **Report** to make the students on the report the current selection. This allows you to change the attendance for these students as a group or individually. You can also print out the report for your reference.

Selecting students **Individually** or as a group: **(Selecting Students by Hand)**

If you need to change individual students one at a time or in different sets other than the selected group, you will need to select them in other ways. From the **Start Screen**, find the student or students that you need to change their **AT** code to an official absence code.

Search Students

[View Field List](#) [How to Search](#)

OR

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M **All** Current Selection (27)

Find student(s) by Browsing

OR

Stored Options

[Stored Searches](#) [Stored Selections](#)

Select All to choose students by hand

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (1929)
(only first 500 are listed here)

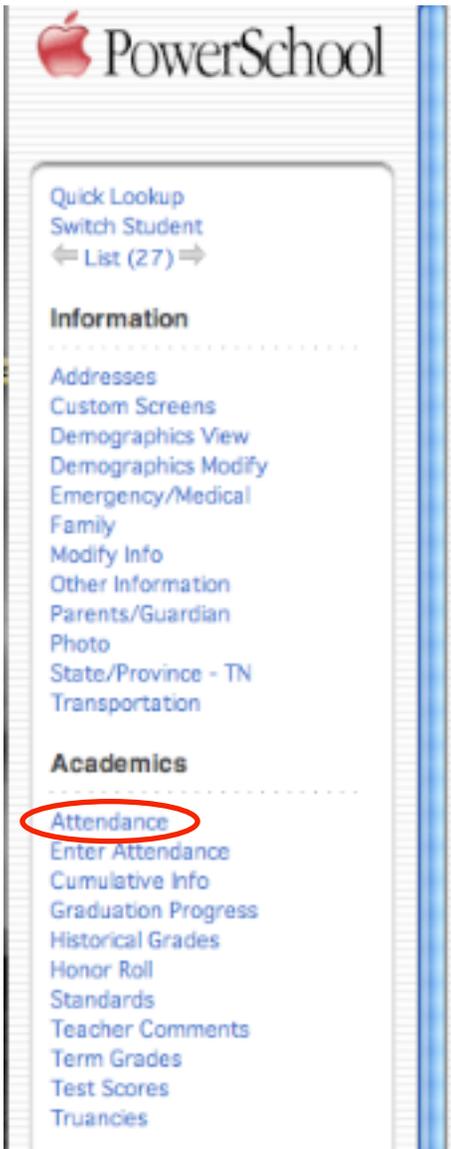
Select a function for this group of students

- Attendance Change
- Counselor's Screen
- Enrollment Summary
- Export Using Template
- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization
- List Students
- Mass Enroll
- Next School Indicator
- Print Report
- Print Mailing Labels
- Quick Export
- Reports Menu
- Save Stored Selection
- Search By GPA
- Search By Grades/Attendance
- Search For Perfect Attendance
- Select Students By Hand**
- Student Field Value
- Student Schedule Report
- Transfer Out Of School

Pop-up to Select Students By Hand :

* Hold down the  key to select multiple names

If you choose just one student, click **Attendance** from the left menu area. If you select multiple students from the **Select Students By Hand** screen, choose the **Functions** button.



Select Students By Hand - (1929)

*** Remember to hold down the ⌘ key to select multiple names.**

OR



Step 3: Finding and Converting AT (Absent by teacher) Codes

Converting AT codes as a Group

1. If you selected all students marked **AT** that you want to change as a group, choose **Attendance Change** from the **Group Functions** screen. Also use this same method if you select a group of students by hand.

Group Functions

Current student selection: 1

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	Synchronizes PowerSchool Login IDs with an LDAP directory server.
List Students	Prints a quick list of currently selected 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.
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.

2. Enter the **Date From** and **To** that you need to change the **AT** code. **Meetings to Scan** should be selected down just **one** column to select a particular day. **Code(s) to scan for** should be set to **AT - Absent by teacher** and **Present** (you must choose the **Present** code also because you are marking each period with an **Absence** code to count the student absent for the day. You must change the **AT** period *and* all **Present** periods). Hold down the **⌘** key to select multiple codes.

From the **Attendance Code to Set**, choose an official absence code. Select **Overwrite** to change the **AT** code (the first period) and **Present** codes (all other periods) to the code you selected. Click **Submit**.

Change Meeting Attendance

Meeting | Daily

Option	Value
Change attendance for	The selected 13 students
From this Date	8/7/2006
To this Date	8/7/2006

Defaults to current day - Must change if another day.

1	A
<input checked="" type="checkbox"/>	

NOTE: This will look different for K-8 and high. Only select the choices down one column to change a teacher's AT code for that day.

Elem. & Mid.

Meetings to scan	M	T	W	R	F
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*** Hold down the ⌘ key to select multiple codes.**

Select All Clear

All
 These codes

- Present
- AT - Absent by teacher**
- CE - Check in/out event
- EO - Excused Absence
- E1 - Illness
- E2 - Death/illness family
- Present
- E4 - Religious holiday
- E5 - Legal court summons
- E6 - Circumstance approved by Principal

Attendance Code to Set:

Pop-up

- Present
- AT (Absent by teacher)
- M (Excused absence from class)
- TE (Tardy excused)
- TU (Tardy unexcused)
- E1 (Illness)
- E2 (Death/illness family)
- E3 (Representing school)
- E4 (Religious holiday)
- E5 (Legal court summons)
- E6 (Circumstance approved by Principal)
- U1 (Oversight/alarm problem/elec. off)
- U2 (Missed bus or ride)
- U3 (Personal/family problems)
- U4 (Flat tire/traffic problems/wreck/etc.)
- U5 (Out of town/vacation)
- U6 (Lessons (dance, gymnastics, etc.))
- U7 (Parents' day off)
- U8 (Out of town guests)
- U9 (No parking place)
- U10 (Unprepared for class/didn't do homework)
- U11 (Class too hard or boring)
- U99 (Other)
- SS (In school suspension)
- OSS (Out of school suspension)
- EXP (Expulsion)
- REM (Remanded to alt. setting)
- HB (Homebound)
- FT (Field trip)
- CT (Contract student)

If Other Than a Default Present (default presents will be overwritten regardless)

Overwrite
 Don't Overwrite

Choose Overwrite to change the teacher's AT code to an official Code.

Comment:

Do Not Enter Comments Here.

Converting AT codes individually

From the **Start** page, perform a search for your student. Then select **Attendance** to go to the **Attendance** screen that contains the **Meeting** attendance grid (see pages 8-9). At the top of the column click on the **date** for the week that contains the day's code you need to adjust.

Attendance

SouMS

[Meeting](#)

[Change Meeting Attendance](#)

Course	Expression	7/31-8/4					8/7-8/11					8/14-8/18					8/21-8			
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	
7th Homeroom (. . E: 8/1/06 L: 6/2/07	HR(M-F)	-	-	-	-	-														
7th Lang Arts (. . E: 8/1/06 L: 6/2/07	1(M-F)	-	-	-	-	-														
7th PF																				

You will then be taken to a student's **Edit Meeting Attendance** screen.

Edit Meeting Attendance

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He-attendance.jsp /attendance.jsp

Current attendance code:

Week of 08/07/2006

	Monday August 7, 2006 Set All	Tuesday August 8, 2006 Set All	Wednesday August 9, 2006 Set All	Thursday August 10, 2006 Set All	Friday August 11, 2006 Set All
7:00 AM	English I Standard <input type="text"/>	English I Standard <input type="text"/>	English I Standard <input type="text"/>	English I Standard <input type="text"/>	English I Standard <input type="text"/>
8:00 AM	7:00 AM - 8:05 AM <input type="text" value="AT"/> 1(A)	7:00 AM - 8:05 AM <input type="text"/> 1(A)			
	Foundations II <input type="text"/>	Foundations II <input type="text"/>	Foundations II <input type="text"/>	Foundations II <input type="text"/>	Foundations II <input type="text"/>
9:00 AM	AM <input type="text"/> 2(A)	AM <input type="text"/> 2(A)	AM <input type="text"/> 2(A)	AM <input type="text"/> 2(A)	AM <input type="text"/> 2(A)
	Physical Science <input type="text"/>	Physical Science <input type="text"/>	Physical Science <input type="text"/>	Physical Science <input type="text"/>	Physical Science <input type="text"/>

Notice the AT code was marked by the teacher in the first instructional time period of the day (or Homeroom, whichever is appropriate for your school).

Choose the **Current attendance code** you need to set from the top pop-up menu. *Check to make sure there are no entries already entered (such as a suspension code or remand to alternative setting code).* Either click **Set All** at the top of the appropriate day's column to change all of the **Meetings** to that code or click on the **individual period** boxes. Click **Submit**.

Edit Meeting Attendance

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[New Attendance Log](#) [Attendance Logs](#)

Click Set All to change them all or click individual boxes to change specific ones.

Current attendance code: (Present)

(Present)

Week of 08/07/2006

	Monday August 7, 2006	Tuesday August 8, 2006	Wednesday August 9, 2006
	Set All	Set All	Set All
7:00 AM	World History	World History	World History
8:00 AM	Study Hall	Study Hall	Study Hall
9:00 AM	Lifetime Wellness	Lifetime Wellness	Lifetime Wellness
10:00 AM	English I Standard	English I Standard	English I Standard
11:00 AM	Foundations II	Foundations II	Foundations II
12:00 PM	Physical Science	Physical Science	Physical Science
2:00 PM			

- (Present)
- AT (Absent by teacher)
- M (Excused absence from class)
- TE (Tardy excused)
- TU (Tardy unexcused)
- E1 (Illness)
- E2 (Death/illness family)
- E3 (Representing school)
- E4 (Religious holiday)
- E5 (Legal court summons)
- E6 (Circumstance approved by Principal)
- U1 (Overslept/alarm problem/elec. off)
- U2 (Missed bus or ride)
- U3 (Personal/family problems)
- U4 (Flat tire/traffic problems/wreck/etc.)
- U5 (Out of town/vacation)
- U6 (Lessons (dance, gymnastics, etc.))
- U7 (Parents' day off)
- U8 (Out of town guests)
- U9 (No parking place)
- U10 (Unprepared for class/didn't do homework)
- U11 (Class too hard or boring)
- U99 (Other)
- ISS (In school suspension)
- OSS (Out of school suspension)
- EXP (Expulsion)
- REM (Remanded to alt. setting)
- HB (Homebound)
- FT (Field trip)
- CT (Contract student)

Submit

This student has now been marked absent for all periods.

	Monday August 7, 2006 Set All	Tu Augu S
7:00 AM	World History	World His
	7:00 AM - 8:05 AM	7:00 AM
8:00 AM	E1 1(A)	
	Study Hall	Study Hall
	8:05 AM - 9:10 AM	8:05 AM
9:00 AM	E1 2(A)	
	Lifetime Wellness	Lifetime V
	9:10 AM - 10:20 AM	9:10 AM
10:00 AM	E1 3(A)	
	English I Standard	English I S
	10:20 AM - 11:55 AM	10:20 AM
11:00 AM	E1 4(A)	
	Foundations II	Foundatic
	11:55 AM - 12:55 PM	11:55 AM
	E1 5(A)	
1:00 PM	Physical Science	Physical S
	12:55 PM - 2:00 PM	12:55 PM
	E1 6(A)	
2:00 PM		

If the student remains absent for the day and is coded with the proper absence code in **Meeting** attendance, then that student's attendance record is complete for that day. If the student has a check-in or check-out, you must modify **Meeting** attendance to reflect the check-in or check-out (see Step 5).

Step 4: Entering New Attendance Items (Not Entered By Teacher)

From the **Start Screen**, find the student or students that you need to mark absent (**ATTENDANCE NOT ENTERED BY TEACHER**).

Search Students



[View Field List](#) [How to Search](#)

OR

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M **All** Current Selection (27)

Find student(s) by Browsing

OR

Stored Options

[Stored Searches](#) [Stored Selections](#)

Select All to choose students by hand

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (1929)
(only first 500 are listed here)

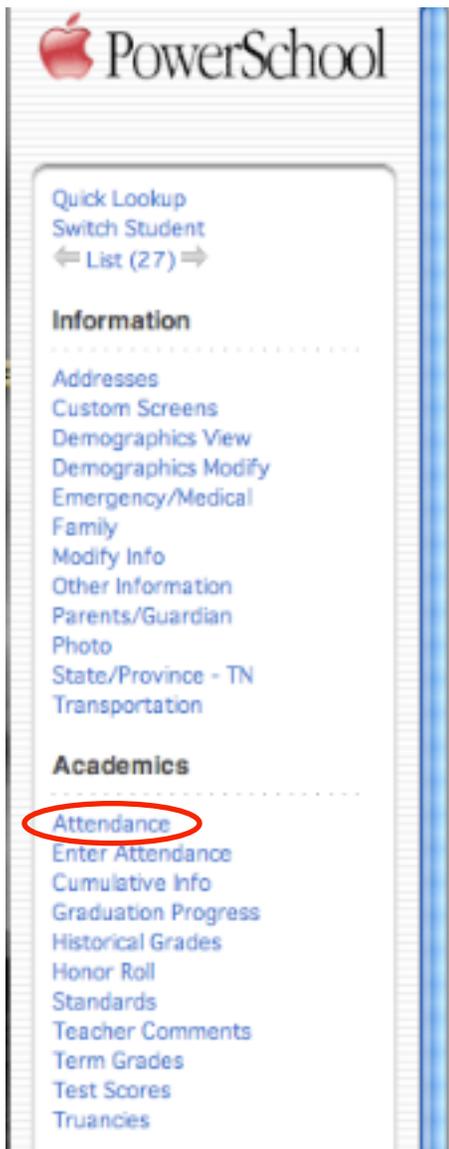
Select a function for this group of students

- Attendance Change
- Counselor's Screen
- Enrollment Summary
- Export Using Template
- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization
- List Students
- Mass Enroll
- Next School Indicator
- Print Report
- Print Mailing Labels
- Quick Export
- Reports Menu
- Save Stored Selection
- Search By GPA
- Search By Grades/Attendance
- Search For Perfect Attendance
- Select Students By Hand**
- Student Field Value
- Student Schedule Report
- Transfer Out Of School

Pop-up to Select Students By Hand :

* Hold down the  key to select multiple names

If you chose just one student, click **Attendance** from the left menu area. If you selected multiple students from the **Select Students By Hand** screen, choose the **Functions** button.



Select Students By Hand - (1929)

*** Remember to hold down the ⌘ key to select multiple names.**

OR



If you selected more than one student from the **Select Students By Hand** screen, you will need to choose **Attendance Change** from the **Group Functions** screen (See *Step 3 above to review how to run the Group Attendance Change function*).

Choose the **Current attendance code** you need to set from the top pop-up menu. *Check to make sure there are no entries already entered (such as a suspension code or remand to alternative setting code)*. Either click **Set All** at the top of the appropriate day's column to change all of the **Meetings** to that code or click on the **individual period** boxes. Click **Submit**.

Edit Meeting Attendance

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[New Attendance Log](#) [Attendance Logs](#)

Current attendance code:

(Present)

Week of 08/07/2006

Click Set All to change them all or click individual boxes to change specific ones.

	Monday August 7, 2006	Tuesday August 8, 2006	Wednesday August 9, 2006
7:00 AM	World History	World History	World History
8:00 AM	Study Hall	Study Hall	Study Hall
9:00 AM	Lifetime Wellness	Lifetime Wellness	Lifetime Wellness
10:00 AM	English I Standard	English I Standard	English I Standard
11:00 AM	Foundations II	Foundations II	Foundations II
12:00 PM	Foundations II	Foundations II	Foundations II
1:00 PM	Physical Science	Physical Science	Physical Science
2:00 PM			

- (Present)
- AT (Absent by teacher)
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- U9 (No parking place)
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- U11 (Class too hard or boring)
- U99 (Other)
- ISS (In school suspension)
- OSS (Out of school suspension)
- EXP (Expulsion)
- REM (Remanded to alt. setting)
- HB (Homebound)
- FT (Field trip)
- CT (Contract student)

Submit

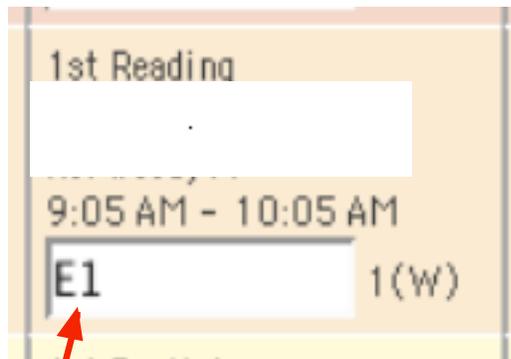
This student has now been marked absent for all periods.

	Monday August 7, 2006 Set All	Tu Augu S
7:00 AM	World History	World His
	7:00 AM - 8:05 AM	7:00 AM
8:00 AM	E1 1(A)	
	Study Hall	Study Hall
	8:05 AM - 9:10 AM	8:05 AM
9:00 AM	E1 2(A)	
	Lifetime Wellness	Lifetime V
	9:10 AM - 10:20 AM	9:10 AM
10:00 AM	E1 3(A)	
	English I Standard	English I S
	10:20 AM - 11:55 AM	10:20 AM
11:00 AM	E1 4(A)	
	Foundations II	Foundatic
	11:55 AM - 12:55 PM	11:55 AM
12:00 PM	E1 5(A)	
	Physical Science	Physical S
	12:55 PM - 2:00 PM	12:55 PM
1:00 PM	E1 6(A)	
2:00 PM		

Step 5: Entering Check-In and Check-Out Events in Meeting Attendance

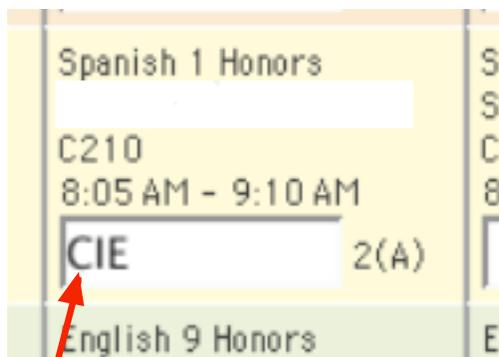
When a student checks in or out during the day, the Meeting attendance for that day should reflect this as accurately as possible. Please use the following guidelines when recording Meeting attendance events for check-ins and check-outs.

1. If a student is absent for enough time in the period to be considered absent for the period, then you should use an **Absence** code to record the event.



If the student checks in or out during a period and should be considered absent for the period, use an official absence code such as E1 (Illness). The student will be counted *Absent* for that period.

2. If a student checks in or out during a period, but is not absent enough minutes to be considered absent for the period, then use a **Present** check-in or check-out code to record the student's attendance event. The student will still be considered present for that period.



Spanish 1 Honors	Sp
C210	St
8:05 AM - 9:10 AM	C:
CIE	2(A)
English 9 Honors	En

If the student checks in or out during a period but should not be considered absent for the period, use a check-in or check-out code such as CIE (Check-in excused). The student will be counted *Present* for that period.

If the student is marked with an Absence code for the majority of the periods in the day, the student will be considered absent for that day. If the number of minutes present for the day is less than 195 (or 120 for Kindergarten), then the student is absent for the day. The example on the following page describes a student who is counted absent for the day due to the majority of the periods in that day being marked absent.

This school has six periods. The student checked out at 9:15 a.m. giving him a total of 135 minutes in school. The student should be counted as absent for the day so he must be marked with the appropriate absent codes in Meeting attendance. One more than half of the periods must be marked in order for him to be counted absent. Four were marked in this case reflecting as close as possible to his check out time of 9:15 a.m.

New Attendance Log Attendance Logs

Current attendance code:

Week of 08/07/2006

- 1
- 2
- 3
- 4
- 5
- 6

	Monday August 7, 2006 Set All	Tuesday August 8, 2006 Set All	Wednesday August 9, 2006 Set All	Thursday August 10, 2006 Set All	Friday August 11, 2006 Set All
7:00 AM	Lifetime Wellness Walton, Brenda K 7:00 AM - 8:05 AM	Lifetime Wellness Walton, Brenda K 7:00 AM - 8:05 AM	Lifetime Wellness Walton, Brenda K 7:00 AM - 8:05 AM	Lifetime Wellness Walton, Brenda K 7:00 AM - 8:05 AM	Lifetime Wellness Walton, Brenda K 7:00 AM - 8:05 AM
8:00 AM	<input type="text"/> 1(A)				
9:00 AM	Gateway Algebra I Smith, Elizabeth A 8:05 AM - 9:10 AM	Gateway Algebra I Smith, Elizabeth A 8:05 AM - 9:10 AM	Gateway Algebra I Smith, Elizabeth A 8:05 AM - 9:10 AM	Gateway Algebra I Smith, Elizabeth A 8:05 AM - 9:10 AM	Gateway Algebra I Smith, Elizabeth A 8:05 AM - 9:10 AM
9:00 AM	<input type="text"/> 2(A)				
10:00 AM	English I Standard Greenwood, Zachary M 9:10 AM - 10:20 AM	English I Standard Greenwood, Zachary M 9:10 AM - 10:20 AM	English I Standard Greenwood, Zachary M 9:10 AM - 10:20 AM	English I Standard Greenwood, Zachary M 9:10 AM - 10:20 AM	English I Standard Greenwood, Zachary M 9:10 AM - 10:20 AM
10:00 AM	<input type="text" value="E1"/> 3(A)	<input type="text"/> 3(A)	<input type="text"/> 3(A)	<input type="text"/> 3(A)	<input type="text"/> 3(A)
11:00 AM	Keyboarding Gossett, Sophia M. 10:20 AM - 11:55 AM	Keyboarding Gossett, Sophia M. 10:20 AM - 11:55 AM	Keyboarding Gossett, Sophia M. 10:20 AM - 11:55 AM	Keyboarding Gossett, Sophia M. 10:20 AM - 11:55 AM	Keyboarding Gossett, Sophia M. 10:20 AM - 11:55 AM
11:00 AM	<input type="text" value="E1"/> 4(A)	<input type="text"/> 4(A)	<input type="text"/> 4(A)	<input type="text"/> 4(A)	<input type="text"/> 4(A)
12:00 PM	World History Robertson, Justin L. 11:55 AM - 12:55 PM	World History Robertson, Justin L. 11:55 AM - 12:55 PM	World History Robertson, Justin L. 11:55 AM - 12:55 PM	World History Robertson, Justin L. 11:55 AM - 12:55 PM	World History Robertson, Justin L. 11:55 AM - 12:55 PM
12:00 PM	<input type="text" value="E1"/> 5(A)	<input type="text"/> 5(A)	<input type="text"/> 5(A)	<input type="text"/> 5(A)	<input type="text"/> 5(A)
1:00 PM	Physical Science Crenshaw, Willard K 12:55 PM - 2:00 PM	Physical Science Crenshaw, Willard K 12:55 PM - 2:00 PM	Physical Science Crenshaw, Willard K 12:55 PM - 2:00 PM	Physical Science Crenshaw, Willard K 12:55 PM - 2:00 PM	Physical Science Crenshaw, Willard K 12:55 PM - 2:00 PM
1:00 PM	<input type="text" value="E1"/> 6(A)	<input type="text"/> 6(A)	<input type="text"/> 6(A)	<input type="text"/> 6(A)	<input type="text"/> 6(A)
2:00 PM					

Students with Multiple Absence Codes on the Same Day

If a student incurs excused and unexcused absence events on the same day, complete **Meeting** attendance first marking the proper codes for the corresponding periods absent. For example, if a student has an excused event in the morning and an unexcused event in the afternoon, record the appropriate **E** code for the morning period(s) and **U** code(s) for the afternoon periods in **Meeting** attendance.

Step 6: Running Additional Absentee Reports

If you want to print out a verification sheet showing you a list of students you marked absent, from the **Start** screen, click **Absentee Report**. Set the parameters as shown. Always choose **Meeting** from the **Attendance Mode** pop-up. You will want to search for **All students**. Select the code for which you are looking (or hold down the **⌘** key to select multiple codes). *NOTE: **ALL CODES** does not work at this time.* Adjust the **Date to scan** if that is not the date for which you are searching. **Processing Options** will allow you to choose when you want the **Report** processed. In most cases you will want it immediately so you can complete your work (choose **ASAP**). Adjust the other options at the bottom as needed. Click **Submit**.

Note: Run at least one additional **Absentee Report** for code **AT** per day to ensure that all of these codes have been identified and converted to official absence codes.

Absentee Report

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	
Attendance Mode	<input type="button" value="Meeting"/>
Students to Include	<input type="radio"/> The selected 84 students only <input checked="" type="radio"/> All students ← Look for All students.
Grades (leave blank for all)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Attendance Codes	<div style="border: 1px solid black; padding: 5px;"><p>* NOTE: The ALL CODES feature does not work at this time.</p><p>* Hold down the ⌘ key to select multiple codes.</p><ul style="list-style-type: none">M (Excused absence from class)TE (Tardy excused)TU (Tardy unexcused)E1 (Illness)E2 (Death/illness family)E3 (Representing school)E4 (Religious holiday)E5 (Legal court summons)E6 (Circumstance approved by Principal)U1 (Overslept/alarm problem/elec. off)</div>
Date to Scan	<input type="text" value="8/7/06"/> ← Adjust if necessary.
Period(s) (leave blank for all)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7
Processing Options	<input type="button" value="ASAP"/>
Specific Date/Time	<input type="text"/> @ <input type="text"/> : <input type="text"/>
Data to be filled	(Check checkbox on the right to save as default value) <input type="button" value="Reset All"/>
Include Student Number	<input checked="" type="checkbox"/> <input type="checkbox"/>
Number of Blank Lines Below Student Names	<input type="text" value="1"/> <input type="checkbox"/> ← Adjust as needed.
Include Verification Line	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="button" value="Submit"/>	

The **Report** will be sent to the **Report Queue** for processing. Go to the **Report Queue** (piece of tablet paper in the top right of the screen near **Logout**) to see the completed **Report**. Remember, you must use the **Refresh** link next to **My Jobs** at the top of the page to obtain a **Completed** Report.

Attendance Logs

Check-in and check-out times and comments in PowerSchool can be entered by creating **Attendance Logs**. These logs can be created and viewed from a student's **Edit Meeting Attendance** screen.

This is not a substitute for entering Meeting attendance. You must always enter Meeting attendance for your students. The attendance log is an additional feature for schools that wish to record additional information for check-ins and check-outs such as times and comments.

Creating a New Attendance Log

From the **Edit Meeting Attendance** screen, click the link **New Attendance Log**.

To create a new check-in or check-out time entry, click **New Attendance Log**.

Edit Meeting Attendance

The screenshot shows the 'Edit Meeting Attendance' interface. At the top, there are two links: 'New Attendance Log' and 'Attendance Logs'. Below these links is a dropdown menu for 'Current attendance code' set to '(Present)'. Underneath is the text 'Week of 10/23/06'. A calendar grid follows, with columns for Monday (October 23, 2006), Tuesday (October 24, 2006), Wednesday (October 25, 2006), Thursday (October 26, 2006), and Friday (October 27, 2006). Each day has a 'Set All' link. The grid shows a 1st Homeroom period from 8:00 AM to 8:05 AM. Below the grid, there are input fields for attendance codes: '+R(+)' for Monday, '+R(+)' for Tuesday, '+R(+)' for Wednesday, '+R(+)' for Thursday, and '+R(+)' for Friday.

	Monday October 23, 2006 Set All	Tuesday October 24, 2006 Set All	Wednesday October 25, 2006 Set All	Thursday October 26, 2006 Set All	Friday October 27, 2006 Set All
8:00 AM	1st Homeroom	1st Homeroom	1st Homeroom	1st Homeroom	1st Homeroom
1:25	8:00 AM - 8:05 AM	8:00 AM - 8:05 AM	8:00 AM - 8:05 AM	8:00 AM - 8:05 AM	8:00 AM - 8:05 AM
	<input type="text"/> +R(+)	<input type="text"/> +R(+)	<input type="text"/> +R(+)	<input type="text"/> +R(+)	<input type="text"/> +R(+)

You will then be taken to a separate **New Log Entry** browser window where you enter the new attendance log.

New Log Entry

The screenshot shows a web form titled "New Log Entry". The form has several fields: "Date & Time" (10/24/2006, 11:45 AM), "Author" (Respass, Guy Sanfor), "Reporter" (empty), "Log Type" (Attendance), "Subtype (optional for discipline)" (CI Check In), "Title" (Drs Appt), and "Log Entry Text" (Place additional comments here). A "Submit" button is in the top right. A red box with an arrow points to the "Submit" button, containing the text: "Click **Submit** after completing the log entry." On the left side of the form, letters A through F are placed next to the corresponding fields: A. Date & Time, B. Author, C. Log Type, D. Subtype, E. Title, and F. Log Entry Text.

The following information should be entered:

- A. Date & Time - The date and time of the check-in or check-out.
- B. Author - This should automatically default to your name.
- C. Log Type - **Attendance**
- D. Subtype - **Check-In** or **Check-Out**
- E. Title - Short description of event (ex. Dr. Appt.)
- F. Log Entry Text - Any additional comments for the log event if required.

Do not complete any other field on the log entry screen.

Once complete, click **Submit** to create the new attendance log. When you receive confirmation that the changes have been recorded, you may close the **New Attendance Log** browser window.

Viewing Previously Recorded Attendance Logs

To view previously recorded attendance logs from the **Edit Meeting Attendance** screen, click the **Attendance Logs** link.

Edit Meeting Attendance

To view previously recorded check-ins or check-outs, click **Attendance Logs**.

↓

[New Attendance Log](#) | [Attendance Logs](#)

Current attendance code:

Week of 10/23/06

	Monday October 23, 2006 Set All	Tuesday October 24, 2006 Set All	Wednesday October 25, 2006 Set All	Thursday October 26, 2006 Set All	Friday October 27, 2006 Set All
8:00 AM	1st Homeroom	1st Homeroom	1st Homeroom	1st Homeroom	1st Homeroom
1:15	8:00 AM - 8:05 AM	8:00 AM - 8:05 AM	8:00 AM - 8:05 AM	8:00 AM - 8:05 AM	8:00 AM - 8:05 AM
	<input type="text"/> HR(M)	<input type="text"/> HR(T)	<input type="text"/> HR(W)	<input type="text"/> HR(TH)	<input type="text"/> HR(F)

You will then be taken to a separate Attendance Log Entries browser window where you can access previously recorded attendance logs for that student.

Attendance Log Entries

New			
Date	Time	In or Out	Description
10/24/2016	11:45 AM	Check In	Respos, Guy Sanford - Drs Appt - Place additional comments here

Click on the log **Date** link to access a specific attendance log.

This feature allows you to view or modify check-in and check-out history for individual students as needed. Once you are finished viewing the attendance log history for the student, close the browser window and return to the **Edit Meeting Attendance** screen.

Appendix A

Meeting Attendance Codes

Teacher absent code

AT - Absent by Teacher

Present Codes

<blank> - Present

CIE - Check-in excused

CIU - Check-in unexcused

COE - Check-out excused

COU - Check-out unexcused

CT - Contract student

FT - Field trip

HB - Homebound

ISS - In school suspension

REM - Remanded to alt. setting

Absence Codes

E0 - 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

EXP - Expulsion

OSS - Out of school suspension