Managing Daily Attendance

PowerSchool offers a variety of tools you can use to view and update student attendance. Learn how to search for and update attendance for both individuals and groups of students, as well as view teacher attendance submission statuses and attendance reports.

View Student Attendance Pages

To view a student's attendance record in PowerSchool, first search for and select the student. Then, click one of these links on the student pages menu:

- Quick Lookup – Shows a breakdown of periods and terms for a single student
- Attendance – Shows a complete view of a student's attendance displayed in a grid

Find Teachers Who Have Not Taken Attendance

Use the PowerTeacher Attendance report or view the Teacher Attendance Submission Status page to find which teachers have not taken attendance.

Run the PowerTeacher Attendance Report

1. On the Start Page, click **System Reports** > **PowerTeacher Attendance**
2. Select the appropriate period check box; such as period 1
3. Click **Submit**

4. On the Report Queue (System) – My Jobs page, click **Refresh**
5. When the status is Completed, click **View**

View the Teacher Attendance Submission Status Page

1. On the Start Page, click **Attendance** > **Teacher Attendance Submission Status**
2. Verify or change the search criteria, and click **Submit**
3. Click the teacher's name to see a list of the teacher's classes and the attendance status for each
4. Scan the progress indicators to determine quickly which teachers have or have not submitted attendance
   - A green highlight with a check mark means that the teacher has submitted attendance for all of his or her classes
   - A yellow highlight with an exclamation point means that the teacher has submitted attendance for only some of his or her classes
   - A red highlight with an exclamation point means that the teacher has not submitted attendance for any of his or her classes

Find Which Students Are Absent

Run the Absentee report to find which student(s) have been marked absent. Use this report to document contacts you've made with parents about the student's absence.

Run the Report

1. On the Start Page, click **Attendance** > **Absentee Report**
2. Next to Attendance Mode, choose **Daily**
3. For the Attendance Codes, select **A (Absent)**
4. There is no need to select a period in Daily mode
5. Include the student number, blank lines, and verification line (optional)
6. Click **Submit**

   Now, view the report.

7. On the Report Queue (System) – My Jobs page, click **Refresh**
8. When the status shows as Completed, click **View**

Update Attendance

When you need to change past or future attendance for an individual student, first search for and select the student.

1. On the student pages menu, click **Attendance**
2. Click **Daily**
3. Click the link for the day to be changed
4. On the New Daily Attendance page, choose the desired attendance code
5. Enter a comment stating the reason for the change
6. If the student is missing a part of the day, enter the time in and time out
7. Add any additional comments regarding the time
8. Click **Submit**

Another Method

If you have multiple students in one class who need their attendance updated, it may be faster for you to use another method. Rather than navigate to the student pages individually, access the whole class at once.

1. On the Start Page, click **Teacher Schedules**
2. Select a teacher's name
3. For the Homeroom class, click the Attendance chair icon to record attendance for today

   Or click the Attendance grid icon to record attendance for a date range.

4. Choose an attendance code
5. Click in the student's cell for the correct day and the code will update automatically
6. Repeat for any other students

7. Click **Submit**

Update Attendance for Multiple Days

Insert attendance for a student's upcoming vacation or medical event using the Attendance page. First, search for and select the student.

1. On the student pages menu, click **Attendance**

2. Click **Daily**

3. Click **Change Multiple Days**

4. In the "From this Date" field, enter the first date of the absence

5. In the "To this Date" field, enter the last date of the absence

6. Select **All** to scan for all attendance codes

7. From "Attendance Code to Set," choose **Absent** or **Parent Excused**

8. Leave the default **Overwrite** checked so that the code for the known event (vacation, medical leave, or in-school suspension) cancels a potential event like a field trip

9. Add a comment to document why the student will be out of school

10. Click **Submit**

Change Attendance for a Group

Use this function to update your records for a group of students, such as a teacher's homeroom class that is going on a field trip.

1. On the Start Page, click **Teacher Schedules**

2. Select the teacher for the students whose records you want to update

3. Click the Attendance grid icon for the teacher's Homeroom section

4. From the Attendance Code menu, choose an attendance code, such as **School Excused**

5. At the top of the grid, click the letter representing the day for which you are assigning the code

   The chosen attendance code appears in the cells for every student in the class, but the code will not overwrite attendance codes submitted already. To change a code submitted previously, click the individual cell that contains the code.

   Note: this function can only be used to enter codes for students; it will not clear codes you've entered. To undo changes you've made, click **Cancel**.

6. When you are confident that you have entered the correct codes in the correct day's cells, click **Submit**

Verify Daily Attendance Records

Some schools have staff sign off to verify that attendance records are correct. PowerSchool provides a report for this purpose.

Weekly Attendance Summary

1. On the Start Page, click **System Reports**

2. Click **Weekly Attendance Summary (Daily)**; notice that instructions for how to run the report are on the page

3. Choose the week for which to run the report

4. Choose to run the report for individual teachers, multiple teachers, or all teachers

5. In the Attendance Codes section, fill in all of the codes in the Absent field that the school uses to indicate a student has an excused absence

   Codes should be comma separated with no spaces.

6. Fill in all the codes that count as unexcused absences and as tardies in their respective fields

   Codes are comma separated with no spaces.

7. Check **Include Verification Line**

8. If you plan to run this report routinely and want the values you set to be the default (so you don't have to reset them every time), select the boxes on the right side of the page for each value you want to save

9. Click **Submit**

Search for Students with Chronic Attendance Problems

Identify students with chronic attendance problems three different ways in PowerSchool.

Search by Grades/Attendance

Use this function to identify students with a minimum number of an attendance code you specify within a time frame.

1. On the Start Page, click **Attendance** > **Search by Grades/Attendance**

2. Select the students to include in the search

3. Clear all check boxes pertaining to searching by grades

4. Check **Scan for Attendance**

5. Next to "Scan this attendance mode," choose **Daily**

6. Choose the appropriate attendance code, such as **U (Unexcused)** or **All Absent Codes**

7. Choose a comparator

8. Enter the number of days

9. Either enter a date range or select **Scan all attendance records**

10. Select **Make this the current selection of students**

11. Click **Submit**

Attendance Count Report

Use this report to identify students with a minimum number of total occurrences (a cumulative total across all days) of an attendance code you specify in a specific time frame.

1. On the Start Page, click **Attendance** > **Attendance Count**

2. Next to Attendance Mode, choose **Daily**

3. Select the students and grade level(s) to include in the search

4. Select an attendance code to scan, for example **U (Unexcused)** or **A (Absent)**

5. Enter beginning and ending dates

6. In the "Minimum Number of Total Occurrences" field, enter the number of absences that your school has identified as a chronic attendance problem; for example, enter **5** or **10**

7. Click **Submit**

8. On the Report Queue page, click **View** when the report has finished processing

9. On the Attendance Count report, click **Functions** to access the Print Reports menu to print an attendance letter based on the report card template

Consecutive Absences Report

Use this report at the beginning of the year to identify students who have not attended school at all.

1. On the Start Page, click **Attendance** > **Consecutive Absences**

2. Next to Attendance Mode, choose **Daily**

3. Select an attendance code to scan for, for example **U (Unexcused)** for "no show" students

4. Enter beginning and ending dates, such as the first day of school to the present

5. For Number of Consecutive Days to Scan, enter a number, such as 3

6. Click **Submit**

Use the Attendance Audit Reports

Use the audit report to double-check attendance records.

Student Attendance Audit

Use this report to review data you will be sending to the state. This report displays converted attendance values. In the example

below, A = 0, T = .5, and P = 1.0. (Before running the report for the first time, check that defaults are set in **School** > **Full-Time Equivalencies** > **Edit FTE** to ensure accurate report results.)

1. On the Start Page, click **System Reports**

2. Click **Student Attendance Audit**

3. Next to Attendance Mode, choose either **Daily** or **Meeting**

4. Select which students and grade level(s) to include

5. Enter beginning and ending dates for the current month, or select a reporting segment

6. Check **Include Student Number**, if desired

7. Click **Submit**

Student Attendance Audit

| Student | AUGUST | | | | | | | Totals | |
	A H 21	A F 22	A M 25	A T 26	A W 27	A H 28	A F 29	Att	Memb
1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
2	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
3	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
4	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
5	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
6	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
7	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00

Average Daily Attendance and Average Daily Membership Reports

Use these reports to calculate the school's average daily attendance values.

ADA/ADM by Student

Use this report to review attendance records for students enrolled during the date range you specify. This report shows the number of days a student is absent or present, even if your school uses

meeting attendance.

1. On the Start Page, click **System Reports** > **ADA/ADM by Student**

2. Next to Attendance Mode, choose either **Daily** or **Meeting**

3. Select which students and grade level(s) to include

4. Enter beginning and ending dates

5. Check **Include Absent Column** to show how many days each student was absent during the time you specify

6. Click **Submit**

ADA/ADM by Date

Use this report to compare the number of student's enrolled (membership) to the number of students who actually attended school on a specific day. Use it to check if the school gained or lost students during a time period. The total number should match the values displayed in the ADA/ADM by Student report.

1. On the Start Page, click **System Reports** > **ADA/ADM by Date**

2. Next to Attendance Mode, choose either **Daily** or **Meeting**

3. Select which students and grade level(s) to include

4. Enter beginning and ending dates

5. Click **Submit**