

Managing Meeting Attendance Quick Reference Card

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**
- **Attendance**

Find Teachers Who Have Not Taken Attendance

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

Run the PowerTeacher Attendance Report

1. From the Start Page click **Reports > System** tab > **PowerTeacher Attendance**
2. Select the appropriate period check box; usually, period 1
3. Click **Submit**


View the PowerTeacher Attendance Report

1. On the Report Queue (System) - My Jobs page, click **Refresh**
2. When the Status is Completed, click **View**

View the Teacher Attendance Submission Status page

















1. From the Start Page, click **Attendance**
2. Click **Teacher Attendance Submission Status**
 - Next to each teacher's name is a dot, which is the Attendance Indicator
 - Click the teacher's name to see a list of the teacher's classes and the attendance status for each one
 - A green dot means that the teacher has submitted attendance for all of his or her classes
 - A yellow dot indicates that the teachers has submitted attendance for only some of his or her classes
 - A red dot means that the teacher has not submitted attendance for any of his or her classes

Teacher Attendance Submission Status

Date Displayed: 5/13/09 

Order By: Alphabetic Att taken first No Att taken first

Show: All Complete Attendance Incomplete Attendance

 Ballard, Peter	 Bean, Wanda	 Chapman, Steven	 Chen, Jamie	 Christiansen, Jeffery
 Coleman, Monte	 Crane, Jennifer	 Day, Janelle	 Driggs, Sharon	 Faulkner, Jim
 Flores, Carla	 Frandson, Jeff	 Harris, Nicole	 Haws, Rachel	 Jennings, Kyle
 Maddox, Tim	 Miller, Jacob	 Rodriguez, Maria	 Rose, Mildred	 Sharp, Heather
 Wagner, Alan	 Watkins, Michelle	 Willard, Henry		

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Find which Students are Absent

Run the Absentee report when you need to find out which students have been marked absent. You can 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. Select the desired Attendance Codes
3. Select the period check boxes or leave blank for all periods
4. Optionally, include the student number, blank lines, and verification line
5. Click **Submit**

View the Report

1. On the Report Queue (System) - My Jobs page, click **Refresh**
2. When the Status is Completed, click **View**

Absentee Report

Apple Grove High School
1/13/09
B

Meeting Attendance
Codes: A,

Student	Number	Grade	Phone	1	2	3	4
Adair, Brandon	12001	12	706-275-7215	A	A	A	A

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

Update Attendance

When you need to change attendance for an individual student, choose the option that works best for you. First, search for and select the student.

Option 1

1. On the student pages menu, click **Attendance**
2. Click the appropriate week
3. Choose the Current attendance code
4. Click **Set All** to apply the code to the entire day or click the individual period cell
5. Click **Submit**

Option 2

1. On the student pages menu, click **Enter Attendance**
2. Choose the Current attendance code
3. Click **Set All** to apply the code to the entire day or click the individual period cell
4. Click **Submit**

Update Attendance for Multiple Days

Use the Attendance page when you need to change attendance for a student's upcoming vacation or medical event. First, search for and select the student.

1. On the student pages menu, click **Attendance**
2. Click **Change Meeting Attendance**
3. Enter the first date of the absence in the "From this date" field
4. Enter the last date of the absence in the "To this date" field
5. If the student will be (or was) absent all day, leave the

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"Meetings to Scan" check boxes blank

6. If the student will only miss mornings, for example, click each afternoon period box
7. Click **All** to scan for all attendance codes
8. Select **Absent** or **Parent Excused** from the "Attendance Code to set" menu
9. Click **Overwrite** so that the code for the known event (vacation, medical leave, or in-school suspension) cancels a potential event like a field trip
10. Add a comment to document why the student will be out of school and click **Submit**

Change Attendance for a Group

Use this function to update your records when a group of students, like a sports team or performing arts group is going on a field trip.

1. Select the group of students
2. From the Group Functions menu, choose **Attendance Change**
3. Enter the date range
4. Select the Meetings to scan
5. Click **All** to scan for all attendance codes
6. Choose the code you want PowerSchool to record, such as **School Excused**
7. Choose **Don't Overwrite** to preserve previously-entered future attendance codes for family vacations or medical leave
8. Enter a comment and click **Submit**

Verify Meeting Attendance Records

Some schools like to have their staff sign off that attendance records are correct. PowerSchool provides two reports for this purpose.

Weekly Attendance Summary

1. On the Start Page menu, click **Reports > System** tab
2. Click **Weekly Attendance Summary (Meeting)** -- 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 which teacher to run the report for, or choose ALL TEACHERS
5. In the Attendance Codes section at the bottom of the report setup page, fill in all of the codes in the Absent field that the school uses to indicate a student has an excused absence
6. Fill in all the codes that count as unexcused absences and as tardies in their respective fields
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 -- click the boxes on the right side of the page for each value you want to save
9. Click **Submit**

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Period Attendance Verification

This report is used to double-check that students who were marked as having attended one or two periods on a day when they missed their other classes were actually present in the classes marked present.

1. On the Start Page menu, click **Reports > System** tab
2. Click **Period Att. Verification**
3. Choose the week for which to run the report
4. Enter a number to indicate how many "Present" periods to scan for, such as 2 (PowerSchool will find the students who were marked absent, except for 1 or 2 periods in any given day in the week you chose)
5. Click **Submit**

Search for Students with Chronic Attendance Problems

PowerSchool provides four reports to help you identify students with chronic attendance problems.

Search by Grades/Attendance

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

1. On the Start Page, click **Attendance** or **Special Functions > Search by Grades/Attendance**
2. Select the students to include in the search
3. Clear all check boxes pertaining to searching by grades
4. Select **Scan for Attendance**
5. Choose the appropriate attendance code, such as U (Unexcused) or All Absent Codes
6. Choose a comparator
7. Enter the number of periods

8. Either enter a date range or choose **Scan all attendance records**
9. Click **Make this the current selection of students**
10. Click **Submit**

Attendance Count Report

Use this report to identify students with a minimum number of total occurrences -- a cumulative total across all classes -- of an attendance code you specify within a specific time frame.

1. On the Start Page, click **Attendance > Attendance Count**
2. Select the students and grade level(s) to include in the search
3. Select an attendance code to scan for, for example U (Unexcused) or A (Absent)
4. Enter beginning and ending dates
5. In "Minimum Number of Total Occurrences" enter a number representing the threshold value your school has identified as indicating a chronic attendance problem -- 5 or 10, for example
6. Click **Submit**
7. When the report has finished processing, click **View** on the Report Queue (System) - My Jobs page
8. Click **Functions** on the Attendance Count Report to access the Print Reports menu so you can print a Report Card template-based Attendance Letter

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Consecutive Absences Report

Use this report at the beginning of the year to identify students who have not ever attended. Note that if the school is on a rotating schedule, like A Day and B Day, then the consecutive absences report will indicate consecutive class meetings that were missed, not necessarily consecutive calendar days.

1. On the Start Page, click **Attendance > Consecutive Absences**
2. Select an attendance code to scan for, for example U (Unexcused) for "No Show" students
3. Enter beginning and ending dates, such as the first day of school to the present
4. Enter a number (such as 3) in Number of Consecutive Days to Scan*
5. Click **Submit**

Search by Attendance Points

Schools that count attendance points for absences and tardies can use this report to identify students with a minimum number of points counted against them within a specific time frame. This search looks at each course separately, and does not show a total number of attendance points across all classes.

1. On the Start Page, enter a search command such as:
*attendance_points > 10
2. Press **Return**
3. Students who meet the criteria will be included in the Current Selection

Using Attendance Audit Reports

Use the audit reports to double-check attendance records.

Class Attendance Audit

Use this report to review attendance records for individual teachers. The report looks like a traditional attendance sheet.

1. On the Start Page, click **Reports > System** tab
2. Click **Class Attendance Audit**
3. Enter beginning and ending dates for the current month, or select a reporting segment
4. Select a teacher
5. Select the periods to view, or -- if you want to see the records for all of that teacher's classes -- leave the Periods check boxes blank
6. Click **Submit**

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

1. On the Start Page, click **Reports > System** tab
2. Click **Student Attendance Audit Report**
3. Select the students and grade level(s) to run the report on
4. Enter beginning and ending dates for the current month, or select a reporting segment
5. Check "Include Student Number," if desired
6. Click **Submit**

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Student Attendance Audit

Student	JANUARY										Totals	
	B M 5	A T 6	B W 7	A T 8	B F 9	A M 12	B T 13	A W 14	B T 15	A F 16	Att	Memb
1.Babb, Judy H	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
2.Bailey, Jenilyn H	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
3.Baker, Cole	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
4.Barlow, Elysa F	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
5.Barlow, Gayle D	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
6.Bartlett, Jared	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
7.Baumann, Amber B	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00
8.Bennett, Cody B	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	10.00

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 **Reports > System** tab
2. Click **ADA/ADM by Student**
3. Choose which students and grade level(s) to include
4. Enter beginning and ending dates
5. Check **Include Absent Column** if you want PowerSchool 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 students 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 **Reports > System** tab
2. Click **ADA/ADM by Date**
3. Choose which students and grade level(s) to include
4. Enter beginning and ending dates
5. Click **Submit**

ADA/ADM by Minute

Use this report to see an overall pattern by period over a date range.

1. On the Start Page, click **Reports > System** tab
2. Click **ADA/ADM by Minute**
3. Choose which students and grade level(s) to include
4. Enter beginning and ending dates
5. Click **Submit**