PowerSchool Attendance Guide

Take Attendance

1. Log on to PowerSchool at
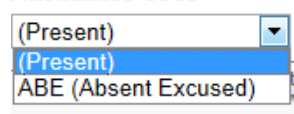
   https://powerschool.rsd17.org/teachers

2. Click the chair icon next to the class for which you want to record attendance.

   If the chair icon is translucent, the class does not meet on the current day.

3. Choose the appropriate attendance code from the pop-up menu.

4. Click the field next to the name of each student who is not present to enter the selected attendance code.

   Change the current attendance code as necessary to mark both absences and tardies.

5. Click **Submit** at the bottom of the screen. PowerSchool saves the attendance codes, and the start page appears.

   The green dot that appears next to the chair icon indicates that attendance has been submitted.