

Procedures for Posting Student Attendance by Substitute Teachers



Stamford Public Schools

EXCELLENCE IS THE POINT.¹

Procedures for Posting Attendance on PowerSchool for Substitute Teachers

Using Firefox as your browser, go to <https://sis.stamfordpublicschools.org/subs>



<https://sis.stamfordpublicschools.org/subs>

You can also go to Staff & Admin Logins and select [PowerSchool for Substitutes](#)

1. Select the school you are subbing for.
2. Select the teacher you are subbing for.
3. Enter the password provided by the main office OSS.
3. Select **Sign In**

Substitute Teacher Sign In


School

Teacher

Password

PowerSchool

Posting Absences

1. Select the chair icon adjacent to the class you are teaching.
2. If all students are present, select **Submit**.
3. For students who are absent:
 - Select attendance code of **Unexcused Absence**.
 - Then select the box adjacent to each student's name. You can add comments for each tardy by selecting the comments button 
 - Then select **Submit**.

4(A-G)	IED (5)	
6(A-G)	IED (5)	
6(A-G)	IED (2.5)	
1(A-G)	English 10	
2(A-G)	English 11	
5(A-G)	Reading	

Record Meeting Attendance: IED (5) - 6(A-G)

Single Day Seating Chart


Attendance Code (Present) A (Unexcused Absence) T (Unexcused Tardy) P (Tardy Pass Excused)

Classes Show Multiple Sections Submit

Attendance: Monday, September 16, 2013

Dep	
Do	
Do	
Far	
Jai	ndra
Lau	
Mo	becca
Ro	s
Sw	
Va	

Posting Tardies

1. Select the chair icon adjacent to the class you are teaching.
2. For students who are late reporting to class:
 - Select attendance code of **Tardy**
 - Then select the box adjacent to each student's name. You can add comments for each absence/tardy by selecting the comments button 
 - Then Select **Submit**.

4(A-G)	IED (5)	
6(A-G)	IED (5)	
6(A-G)	IED (2.5)	
1(A-G)	English 10	
2(A-G)	English 11	
5(A-G)	Reading	


Record Meeting Attendance: IED (5) - 6(A-G)

Single Day Seating Chart

Attendance Code: (Present) A (Unexcused Absence) **T (Unexcused Tardy)** P (Tardy Pass Excused)

Classes: Show Multiple Sections Submit

Attendance: Monday, September 16, 2013

Dep		
Do		
Do		
Far		
Jai	ndra	
La		
Mo	becca	A 
Ro	s	
Sw		
Va		

Main Office Contacts

Please note, PowerSchool for Substitute Teachers is not used at all schools

- ACADEMY OF IT AND ENGINEERING – PENNY GIANTOMIDIS OR CAROLYN MARR
- APPLES PRE-K – BOBBIE BARBIER
- CLOONAN MIDDLE SCHOOL – CATHLEEN REVELL OR MARY LAMONTAGNE
- DAVENPORT RIDGE – MICHELLE TRIPOLITSIOTIS OR MELISSA WHITE
- DOLAN MIDDLE SCHOOL – BERNETTE MCMICHAEL OR TYRSA PRATCHER
- HART MAGNET SCHOOL – CAROLYN LOWE OR TAMARA HARROD
- JULIA A. STARK –MARY BRASSMAN
- K. T. MURPHY ELEMENTARY SCHOOL – MARGOT ESCALANTE OR LYDIA O’HAGAN
- NEWFIELD ELEMENTARY SCHOOL – NANCY MCGONIGLE OR MARIE MILBRUN
- NORTHEAST ELEMENTARY SCHOOL – SORAYA MOLINA OR LINDA GIBSON
- RIPPOWAM MIDDLE SCHOOL – KATHY BENNETT OR CARLA PINTO
- ROGERS INTERNATIONAL SCHOOL – YESSICA CORTES OR BARBARA TATE
- ROXBURY ELEMENTARY SCHOOL – LINDA SANTORO OR CESAR VALENCIA
- SCOFIELD MAGNET MIDDLE SCHOOL –STACEY BURKHARDT OR DOLORES RUBINO
- SPRINGDALE ELEMENTARY SCHOOL –NANCY FORTE OR MELISSA GIORGI
- STAMFORD HIGH SCHOOL – CECELIA MARTINEZ OR MATT TOUGAS
- STRAWBERRY HILL- MARCIA DINELLA OR CRISTINA ALFANO
- STILLMEADOW ELEMENTARY SCHOOL – SHIRLEY MARTINEZ
- TOQUAM MAGNET SCHOOL – TONY FELIZ
- TURN OF RIVER MIDDLE SCHOOL – SHARON WADE OR ADRIANA ULLOA
- WESTHILL HIGH SCHOOL – ANITA BARKAN OR ALISON CORBO OR LIZ DUKES OR JEN BARTLETT
- WESTOVER MAGNET SCHOOL – BEVERLY THOMPSON OR LUZ GONZALEZ