

NOTRE DAME ACADEMY

Student Attendance Reporting

VIDEO INSTRUCTIONS

PowerSchool SIS

Student and Parent Sign In

Sign In

Username fakeparent

Password

[Forgot Username or Password?](#)

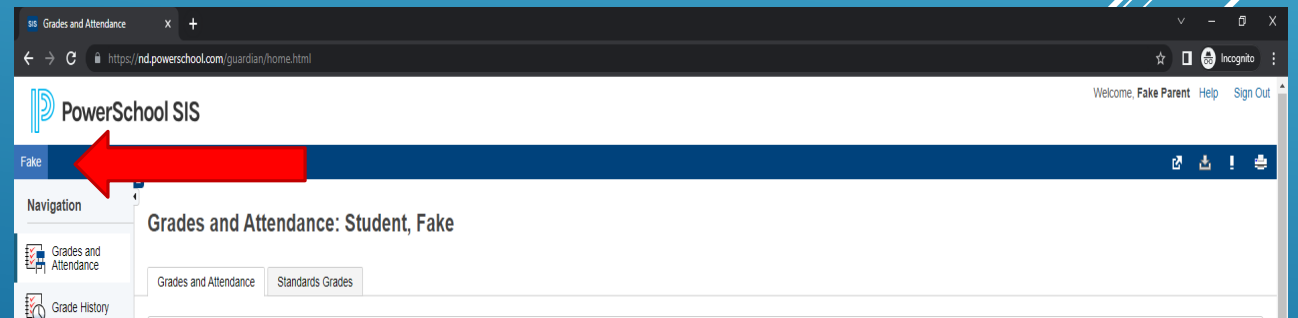
Sign In

Important PowerSchool Notice

Welcome to the 2023-24 school year! Class schedules are available in PowerSchool. In the event a schedule change is necessary, please fill out the "Request a Schedule Change" form linked here. [Request a Schedule Change](#) Please be aware that counselors are enjoying their summer break. Phone calls with questions or for changes will be responded to in August when they return to school. Many thanks, and enjoy the blessings summer brings!

▶ Please login to your Parent PowerSchool account. Login information for new families was mailed home July 1st. Returning families who need assistance should contact the school.

▶ Choose the name of the student who will be absent by clicking their name on the top bar.



► Click on the Attendance Monitor link from the Navigation Bar on the left.

The screenshot shows the PowerSchool SIS interface for a user named 'Fake Parent'. The page title is 'Grades and Attendance: Student, Fake'. The left navigation bar contains several links, with 'Attendance Monitor' highlighted by a red arrow. The main content area displays 'Attendance By Class' and 'Attendance By Program' tables, along with a legend for attendance codes.

Exp	Last Week					This Week					Course	Q1	E1	Q2	S1	Q3	E2	Q4	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F											
Attendance Totals																				0	0

Program	Last Week					This Week					Total Hours	
	M	T	W	H	F	M	T	W	H	F	23-24	YTD
Emergent Bilingual											0.00	0.00
All Program Total Hours											0.00	0.00

Legend
Attendance Codes: Blank=PRESENT | A=ABSENT | TU=TARDY UNEXCUSED | TE=TARDY EXCUSED | A-MED=Medical | A-UN=ABSENT-UNEXCUSED | COMM=Commons | A-EX=ABSENT-EXCUSED | A-QUAR=Quarantine | SUS=Suspended | SR=School Related | SS=Student Services | LIB=Library | YA=Youth Apprenticeship | NYTC=NYTC | UWGB=UWGB | LRC=Learning Resource Center | MRC=Math Resource Center | BUS=Late bus arrival | CM =Campus Ministry | ART=Artroom | CHPL=Chapel | MUS=Music | OW=Office Worker | CCC=College Career Center | AUD=Auditorium | NORB=Norbertine P104 | TC=Titon Center | SCOMM=South Commons | ALUMG=Alumni Gym | RRC=Reading Resource Center

► Click on Report New Attendance.

The screenshot shows the PowerSchool SIS 'Attendance Monitor' page. The left navigation bar is visible. The main content area has tabs for 'Report Attendance', 'Dashboard', and 'Notifications'. Under 'Report Attendance', there is a link for 'Report New Attendance' highlighted by a red arrow. Below this is a table of reported attendance records.

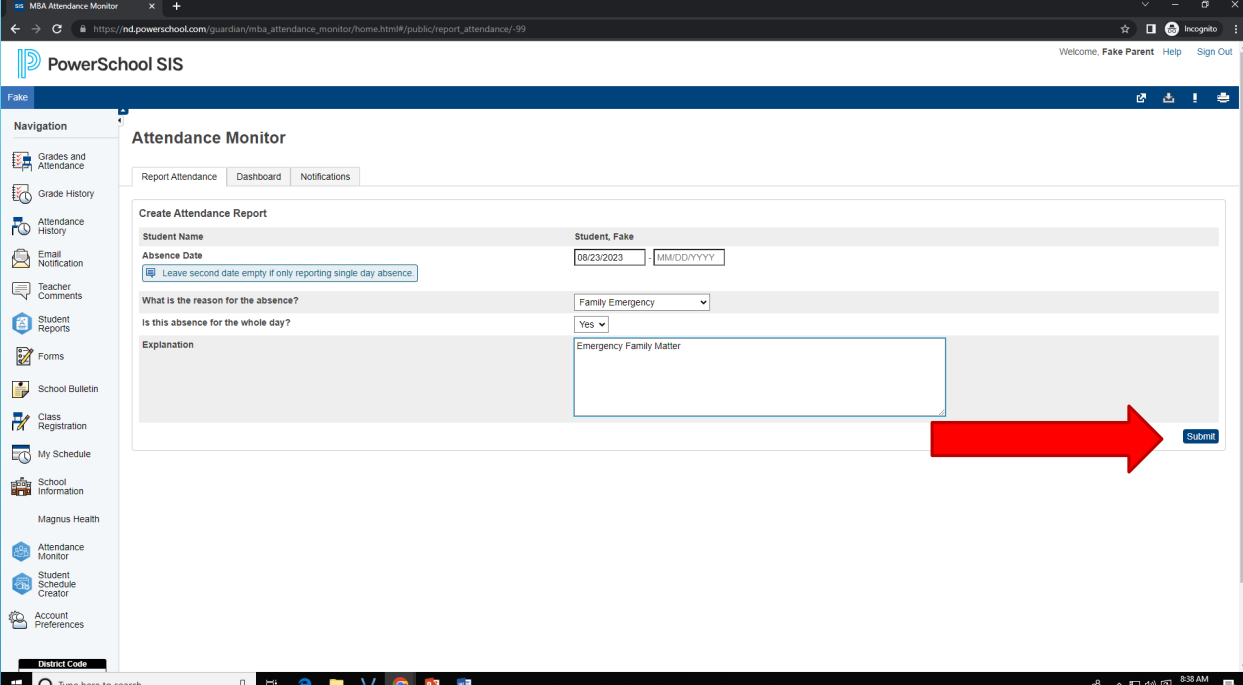
Edit	Reported	Report Reason	Dates	Explanation
Edit	6/29/2023, 08:10 AM	College Visit	8/30/2023 - 8/31/2023	Visiting UW.
Edit	6/29/2023, 08:00 AM	Doctor / Dentist Appointment	8/30/2023, 8:00:00 AM - 10:00:00 AM	Student will bring an appointment verification when he returns to school.
Edit	6/29/2023, 07:42 AM	Doctor / Dentist Appointment	8/29/2023, 2:45:00 PM - 3:18:00 PM	Ortho Appointment. We will bring an appointment verification to practice.
Edit	6/29/2023, 07:34 AM	Vacation	8/24/2023 - 8/25/2023	Out of town for family wedding

▶ Complete the required information and click *Submit*.

▶ You must submit a report for each student who is absent.

▶ You can report your child's absence up to 2 weeks prior and no more than 2 days after their absence.

▶ As a reminder, students with after school activities must provide an appointment verification from their provider in order to participate in same day activities.



The screenshot displays the PowerSchool SIS Attendance Monitor interface. The page title is "Attendance Monitor" and the user is logged in as "Fake Parent". The interface includes a navigation sidebar on the left with options like "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "Student Reports", "Forms", "School Bulletin", "Class Registration", "My Schedule", "School Information", "Magnus Health", "Attendance Monitor", "Student Schedule Creator", and "Account Preferences". The main content area is titled "Create Attendance Report" and contains the following fields:

- Student Name:** Student, Fake
- Absence Date:** 08/23/2023 (with a "Leave second date empty if only reporting single day absence" note) and MM/DD/YYYY
- What is the reason for the absence?:** Family Emergency (dropdown menu)
- Is this absence for the whole day?:** Yes (dropdown menu)
- Explanation:** Emergency Family Matter (text input field)
- Submit:** A red arrow points to the "Submit" button.

The bottom of the screen shows a Windows taskbar with the search bar, task icons, and system tray showing the time as 8:38 AM on 8/29/2023.