



ATTENDANCE POWERSCHOOL TRAINING

Student Information System (SIS)





PowerSchool SIS

PS Access

1. PowerSchool SIS is our student information system
2. The D65 SIS Manager will provide access to PowerSchool
 - a. If there is something you don't have access to, please send a ticket to sishelp@district65.net
3. Logging into PS
 - a. Or login on the D65 website [here](https://district65.powerschool.com/admin)

Attendance

All K-5 nurses and health clerks are responsible for daily school attendance (*auxiliary admin asst. are responsible in all other schools*) management.

- Educators are responsible for classroom attendance
- **YOU** are responsible for making sure educators complete their attendance and for student absences **by 10:00 am**
 - K-5 an automated email message will be sent to parents via bright arrow at 10:15 am
 - 6 - 8 an automated email message will be sent at 10:15 am and 15 min into every period afterwards

Attendance Cont.

New - Every student must have an attendance code entered for each day the student is enrolled. We are no longer accepting blank attendance codes. Blank attendance code is ONLY used to clear attendance which would be used to then drop a student schedule using a date in the past.

Our new present code is IA – Which stands for **In attendance in building**.

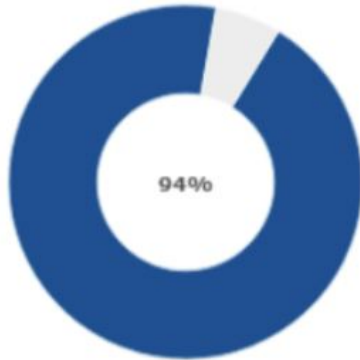
Teachers will not be able to submit their attendance if a student does not have an attendance code.

Checking Teachers Attendance (AKA the Tattletale Report)

- Start page
- Check the donut to confirm it reads 100%
- The donut shows what percentage of your staff have taken attendance for their homeroom
- To see the list of teachers who did not take attendance click the View attendance at the bottom right of the box.
- Since the teachers only have one section to take attendance their color will only be Green or Red.
- If Red then the teacher did not take their homeroom attendance

Attendance Cont.

Attendance Taken



[View Attendance](#)

✓	John, John
✓	Jane, Jane
✓	Michael, Michael
✗	David, David

K-5 Attendance Edits

To edit a students attendance or change their attendance code

- Select the student
- Click on Attendance on the left
 - Click on the daily tab

The screenshot shows the 'Attendance' section of a software interface for Dewey Elementary School in the 22-23 school year. The breadcrumb trail is 'Start Page > Attendance'. The left sidebar lists various functions, with 'Attendance' highlighted and a red arrow pointing to it. The main content area is titled 'Attendance for 8/29/2022' and features a 'Daily' tab selected among other options like 'Reports', 'Meeting', 'Consecutive Absences', and 'Functions'. Below the tabs, 'Student Counts' are displayed: 11 Absent, 328 Present, 4 Default Present, 17 Excused, 3 Tardy, and 1 Unexcused. A filter is applied for 'Absent' students, with a list of codes: S, W, SNA, O, H, G, M, R, F, D, V, A. A 'Basic Filter' input field is also visible at the bottom.

Functions

Attendance
Dashboard
Enrollment Summary
Health Management
Importing & Exporting
Incident Management
Master Schedule
Search Attachments
Special Functions
Sections Report
Student Programs
Teacher Schedules
BrightArrow My Lists

Reports

Start Page > Attendance

Dewey Elementary School 22-23 Year

Attendance for 8/29/2022

Reports Daily Meeting Consecutive Absences Functions

Student Counts 11 Absent 328 Present 4 Default Present 17 Excused 3 Tardy 1 Unexcused

Filter (1) Absent

Absent = S, W, SNA, O, H, G, M, R, F, D, V, A

Basic Filter

Attendance Edits

- Search for student in the basic filter box (click enter)
 - Click the pencil to edit the attendance code
 - Select the correct code
 - Save

Attendance for 8/29/2022

Reports Daily Meeting Consecutive Absences Functions

Student Counts 11 Absent 328 Present 4 Default Present 17 Excused 3 Tardy 1 Unexcused



Filter (2)

Absent = S,W,SNA,O,H,G,M,R,F,D,V,A

Basic Filter ago

Use Current Selection 54 Students

1-2 of 2 Students

<input type="checkbox"/>	Name	Edit	Grade	Home Phone
<input type="checkbox"/>	Agostino, Oliver Pietro Rea		1	Contact Info
<input type="checkbox"/>	Bedella, Lucas Santiago		1	773-791-5154

Rows/Page 50

Attendance Edits

- There are a lot of attendance codes. Carefully choose the correct one as they are reported to the state
- These also impact out school and district attendance

Enter Attendance for Agostino, Oliver Pietro Rea

Student Agostino, Oliver Pietro Rea


Attendance Code S (Sick/Medical Appointmer ▾)

Date 8/29/2022

Total Time 0 (calculated on submit)

Comment
per dad-fever, toothache

Print Admit Slip for today



Clock In	Clock Out	Minutes	Comment	Exclude
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Keep Open Cancel Save

6-8 Attendance Edits

To edit a student's attendance or change their attendance code

- Click on Attendance on the left
 - Click on the meeting tab
 - Use filter to find the student

The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo, user information (MBA Support), and navigation icons. The main header displays 'Start Page > Attendance' and school/year information 'Haven Middle School' and '22-23 Year'. A warning message states: 'There are 2 students who have been absent for an extended period of consecutive days. For detailed information, see the Consecutive Absences tab.' Below this, the page title is 'Attendance for 9/22/2022'. A tabbed interface shows 'Reports', 'Meeting' (selected), 'Consecutive Absences', and 'Functions'. The 'Student Counts' section displays: 75 Absent, 654 Present, 3 Default Present, 68 Tardy, 43 Unexcused, and 36 Excused. A 'Submitted' progress bar shows 96% completion. An 'Add' button is visible in the bottom right corner.

PowerSchool SIS

MBA Support

Start Page > Attendance

Haven Middle School 22-23 Year

⚠ There are 2 students who have been absent for an extended period of consecutive days. For detailed information, see the Consecutive Absences tab.

Attendance for 9/22/2022

Reports Meeting Consecutive Absences Functions

Student Counts **75 Absent** 654 Present 3 Default Present 68 Tardy

43 Unexcused 36 Excused

Submitted 96% ALL

Add

Attendance Edits

- Click the pencil to edit the attendance code
 - Select the correct attendance codes for the classes
 - Add a comment
 - **Save**

*Click the checkbox at the bottom left of slider to Keep Open if you have another student to update or Just click Save again

Enter Attendance for Banks, Justice Maleki

Student

Attendance Code

Print Admit Slip for today (9/22/2022)

Thursday 09/22/2022 Set All	
Meeting Time	221/357 mins
07:00 AM	
08:00 AM	8th Physical Education Gomez, Jillian 226 - Gym 08:00 AM - 08:42 AM <input type="text" value="REDACTED"/> 1(Th)
09:00 AM	8th Music EveySchmidt, Amber AA5 08:43 AM - 09:22 AM <input type="text" value="REDACTED"/> 2(Th)
	8th Science Wachter, Ronnie 301 09:25 AM - 10:04 AM <input type="text" value="REDACTED"/>

Educator Attendance Codes

Educators have access to 4 attendance codes

IA In Attendance inside Building; Counts as Present

A Absent

RL Remote Learning

T Tardy

Admin Attendance Codes

Attendance Code	Description	Can Teachers Assign?	Presence (How does the code use impact the student)	Reported to the state as
	Only use when clearing attendance - Present		Present	PR (Present)
IA	In Attendance inside Building (counts as Present)	Yes	Present	PR (Present)
A	Absent (Counts as Absent)	Yes	Absent	UX (Unexcused Absence)
B	Bus Delay (counts as Present)		Present	PR (Present)
C	Class Fieldtrip (counts as Present)		Present	PR (Present)
D	Death in Immediate Family (Counts as Absent)		Absent	EX (Excused Absence)

Admin Attendance Codes

EE	Left Early-Excused (counts as Present)		Present	PR (Present)
EU	Left Early-Unexcused (counts as Present)		Present	PR (Present)
F	Family Emergency (Counts as Absent)		Absent	EX (Excused Absence)
G	Homebound-No Educational Services (Counts as Absent)		Absent	MH (Medically Homebound)
H	Health or Safety (Counts as Absent)		Absent	EX (Excused Absence)
I	In School Suspension (counts as Present)		Present	PR (Present)
K	Homebound-With Educational Services (counts as Present)		Present	PR (Present)
L	Late to School (counts as Present)		Present	PR (Present)

Admin Attendance Codes

M	Medical Exclusion-Non Compliance (Counts as Absent)		Absent	EX (Excused Absence)
N	New School Transition Meeting (counts as Present)		Present	PR (Present)
O	Out of School Suspension (Counts as Absent)		Absent	EX (Excused Absence)
R	Religious Holiday (Counts as Absent)		Absent	EX (Excused Absence)
RL	Remote Learning (counts as Present)	Yes	Present	RL (Remote Learning)
S	Sick/Medical Appointment (Counts as Absent)		Absent	EX (Excused Absence)
T	Tardy to Class (counts as Present)	Yes	Present	PR (Present)

Admin Attendance Codes

M	Medical Exclusion-Non Compliance (Counts as Absent)		Absent	EX (Excused Absence)
N	New School Transition Meeting (counts as Present)		Present	PR (Present)
O	Out of School Suspension (Counts as Absent)		Absent	EX (Excused Absence)
R	Religious Holiday (Counts as Absent)		Absent	EX (Excused Absence)
RL	Remote Learning (counts as Present)	Yes	Present	RL (Remote Learning)
S	Sick/Medical Appointment (Counts as Absent)		Absent	EX (Excused Absence)
T	Tardy to Class (counts as Present)	Yes	Present	PR (Present)

Admin Attendance Codes

U	Pull Out Support (counts as Present)		Present	PR (Present)
V	Verified Other (Counts as Absent)		Absent	UX (Unexcused Absence)
W	Hospitalized-No Educational Services (Counts as Absent)		Absent	HP (Hospitalized)
X	Excused Office-Principal, Social Worker, etc. (counts as Present)		Present	PR (Present)
Y	Recovery Room (counts as Present)		Present	PR (Present)
Z	Hospitalized-With Educational Services (counts as Present)		Present	PR (Present)
SNA	SACC Non-Attendance (Counts as Absent)	Yes	Absent	Not reported On State Reports



PowerSchool SIS

PS Support

Email us at sishelp@district65.net

Schedule a PS [1-on-1 meeting](#)

Check out attendance training documents [here](#)

Attendance Reports

Daily auditing

- Click System Reports on the left
- Attendance Profile
- Select dates
- Select attendance code
- Select how you would like to group the report
- Submit

Custom Reports

- PSCB Custom Reports > Attendance >
- Any of the daily reports (K-5) and meeting reports (6-5)