

This video will show you how to quickly report your student's attendance online so that it can be processed as quickly and accurately as possible. You can do this through the public portal of PowerSchool through the parent login only, through the browser or through a browser app on your phone. You cannot do this through the mobile app. Once you log in make sure if you have more than one child in the district that you have clicked on that child's name so that you're reporting attendance for the correct child.

Once you're on the correct child scroll down on the left then click on Attendance Monitor. Note that any attendance previously reported to the online system, not phone calls, will be listed here. This is an easy way with two parents to make sure that when you are submitting attendance you don't see that another parent has already previously reported for the same day. Once you've selected attendance, simply click the Report New Attendance button and there are only a few simple prompts to complete.

The date will default to the date when you are filling out this form. You can leave the second date blank unless you are trying to report multiple consecutive days of absence. If you know the student will be out today and tomorrow you could use today's date and tomorrow's date and that would submit attendance for both days. This only works for consecutive days of absence. Otherwise, if it's just one day, change the date if needed but either way leave the second day blank.

Next, you want to indicate a general reason for the absence. If none of these seem like a close fit you can use Other, but otherwise click the closest reason.

Once you've selected a reason then next is is the absence for the whole day? Sick or illness, it probably would be but let's say I was doing a medical appointment then it is more likely to be No. If the student is going to be out for a portion of the day it is extremely important that you indicate this so you would need to say No and then you would put in the time range during which the student will be absent.

When indicating a Time range is very important to fill out this box correctly. We end up getting errors in this area. Let's say the student is going to be leaving the building at 9:45 in the morning so I've got nine. I'm going to tab over. I could also click. I'm going to do 45 and it's defaulting to AM which is correct. When I tab or click in the other box let's say I wanted to have them, I presume they're going to be done and available to come back at 11 and then I want to tab over and do 30. Here's the problem: You can't leave this at PM or we're going to think that the student will be out for the remainder of the day. Instead you want to tab or click over into that third area and make this also AM. So make sure that the time of day is correct, reflecting what is your best guess as to when the student will return.

You also need to type in an explanation. It is required to fill in all of these boxes other than a second date. However, we would request that you limit the personal. Please don't include personal information about your student. We really try to safeguard your students PII, personal identifying information and we would like you to do the same. So please try to keep this simple. We don't need all of the details we simply to know a brief explanation and really medical appointment kind of says it all. But you're welcome to put dentist or doctor or something like that or just "appt" would be fine.

Last but not least when you're done it is very important to click the Submit button. Otherwise the attendance will actually not be submitted and no one at the school will see it. When you submit it's also important to understand that this will not immediately be posted in PowerSchool. It is still going to be reviewed by a staff member to be finalized. So once you've submitted, don't expect to see it immediately in the attendance portion of PowerSchool. But if you came back to Report Attendance and looked at previously reported items this would now be included there.

Once you Submit, an email indicating that you've made this submission should also be sent to whatever email is associated with your public portal account. This ability to report attendance is not available through the student login. It only appears through the parent login to the public portal.