



CCSD has recently purchased an application called MBA Attendance Monitor. This application will assist in streamlining the attendance process. Parents now have the option to submit attendance online for their students. Once the attendance is submitted the school staff will receive a notification.

In addition, attendance communications regarding your student will be sent through an email and the communication will also be stored in your PowerSchool Parent Portal account.

### SUBMITTING ATTENDANCE THROUGH YOUR POWERSCHOOL PARENT PORTAL ACCOUNT

1. Login your PowerSchool Parent Portal account using the following URL **not the PowerSchool App**

<https://ccsdschools.powerschool.com/public/home.html>

If you need assistance with accessing your login credential, please contact [Lisa\\_Evans@charleston.k12.sc.us](mailto:Lisa_Evans@charleston.k12.sc.us) or [Rachel\\_bottone@charleston.k12.sc.us](mailto:Rachel_bottone@charleston.k12.sc.us)

2. From the public portal the Parent/Guardian will select Attendance Monitor from the left navigation. If you have multiple students, be sure you are reporting attendance for the correct student.
3. The Parent/Guardian will then select the Report Attendance tab.
4. Parent/Guardian will then click the Report New Attendance button.

**Create Attendance Report**

Student Name Stein, Kelsey

Absence Date 05/03/2021 - MM/DD/YYYY

Leave second date empty if only reporting single day absence.

What is the reason for the absence? -- Please Select --

Is this absence for the whole day? Yes

Explanation

Submit

5. Enter the Absence Date start and end dates (leaving the second date blank to report for today only)
6. Select from the What is the reason for the absence drop-down menu
7. Select Yes or No in the “Is this absence for the whole day” drop-down. If No is selected the user will be prompted to enter the Time Range
8. Enter the explanation including time if it is an late arrival or early dismissal.
9. Click Submit

**NOTE:** You can report previous attendance for the 5 previous days.

**NOTE:** Medical notes and/or legal documents must still be provided to the school electronically to [beckhamattendance@charleston.k12.sc.us](mailto:beckhamattendance@charleston.k12.sc.us)