

# How to Take Attendance in PowerSchool SIS

## 1. Access the Single Day Attendance Icon

Locate the "Take Attendance" icon, which resembles a person at a podium, within the navigation bar under "Take Attendance".

The screenshot shows the PowerTeacher Pro interface. On the left is a sidebar with various links. The main area is titled 'Current Classes'. Below this title is a table with columns: Exp, Course, Attendance Status, Take Attendance, Multi-Day Attendance, Seating Chart, Student Information, Log Accommodations, Print Class Reports, Grade Change Report, and 2-Way Communication. The first row shows '1KI(A)' for 'Physics' in 'PowerTeacher Pro'. The 'Take Attendance' column for this row contains a red box around a person-at-podium icon, with a red arrow pointing to it.

## 2. Choose the appropriate attendance code from the dropdown, then click on each student's box where the code applies. Leave the box blank if the student is present. Once finished, submit the page.

The screenshot shows the 'Record Meeting Attendance: Physics - 1KI(A)' form. At the top are tabs for 'Single Day', 'Multi-Day', 'Seating Chart', 'Seating Chart Design', and 'sqlReports'. Below the tabs are three main sections: 'Attendance Code' (a dropdown menu with 'A (Absent - Unexcused)' selected, highlighted with a red box), 'Date' (a dropdown menu with 'Tue 10/22 (Today)' selected), and 'Classes' (a button labeled 'Show Multiple Sections' and a 'Submit' button). Below these sections is a table with columns 'Students', 'Alerts', and 'Attendance: Tuesday, October 22, 201'. The table lists three students: Amaya-Miranda, Howard A; Demaagd, Peter Richill; and Douglas, Mahamat James. Each student has an empty box next to their name for recording attendance. A red arrow points to the box for Demaagd, Peter Richill.

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## 3. Add Comments

Click the bubble icon next to a student's name if you wish to leave a comment. The bubble will change from gray to blue once a comment is added.

### Record Meeting Attendance: Physics - 1KI(A)

Single Day Multi-Day Seating Chart Seating Chart Design sqlReports

Attendance Code: A (Absent - Unexcused) Date: Tue 10/22 (Today) Classes: Show Multiple Sections Submit

| Students                  | Alerts                                                                                                                                                                  | Attendance: Tuesday, October 22, 2019                                                                    |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Amaya-Miranda, Howard A   |                                                                                                                                                                         |                                                                                                          |
| Demaagd, Peter Richill    |                                                                                                                                                                         | A (Absent - Unexcused)  |
| Douglas, Mahamat James    |                                                                                       |                                                                                                          |
| Fessenden, Landen Roberto |   |                                                                                                          |
| Juarez, Maria Elise       |                                                                                                                                                                         |                                                                                                          |
| Kober, Haydee David       |                                                                                                                                                                         |                                                                                                          |
| Mcintosh, Kaitlin Stultz  |                                                                                                                                                                         |                                                                                                          |
| Mohamed, Harper Nichole   |                                                                                                                                                                         |                                                                                                          |
| Noto, Sawyer Richard      |                                                                                                                                                                         |                                                                                                          |
| Pigorsh, Michael John     |                                                                                      |                                                                                                          |
| Salgado, Ahushawn Corrin  |                                                                                      |                                                                                                          |
| Spangenberg, Ashley Paul  |                                                                                                                                                                         |                                                                                                          |

Seating Chart Design sqlReports

### Edit Comments

sick

Approximately 1996 characters left

OK Cancel

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## 4. Submit the Attendance

**After entering the attendance, submit the page. Even if all students are present (boxes left blank), submission is required to record the attendance.**

Attendance Code  
A (Absent - Unexcused) ▼

Date  
Tue 10/22 (Today) ▼

Classes  
[Show Multiple Sections](#) [Submit](#)

| Students                  | Alerts                                                                                                                                                                  | Attendance: Tuesday, October 22, 2019                                                                      |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Amaya-Miranda, Howard A   |                                                                                                                                                                         | <input type="text"/>                                                                                       |
| Demaagd, Peter Richill    |                                                                                                                                                                         | A (Absent - Unexcused) ▼  |
| Douglas, Mahamat James    |                                                                                        | <input type="text"/>                                                                                       |
| Fessenden, Landen Roberto |       | <input type="text"/>                                                                                       |
| Juarez, Maria Elise       |                                                                                                                                                                         | <input type="text"/>                                                                                       |
| Kober, Haydee David       |                                                                                                                                                                         | <input type="text"/>                                                                                       |
| Mcintosh, Kaitlin Stultz  |                                                                                                                                                                         | <input type="text"/>                                                                                       |
| Mohamed, Harper Nichole   |                                                                                                                                                                         | <input type="text"/>                                                                                       |
| Noto, Sawyer Richard      |                                                                                                                                                                         | <input type="text"/>                                                                                       |
| Pigorsh, Michael John     |                                                                                      | <input type="text"/>                                                                                       |
| Salgado, Ahushawn Corrin  |                                                                                      | <input type="text"/>                                                                                       |
| Spangenberg, Ashley Paul  |                                                                                                                                                                         | <input type="text"/>                                                                                       |
| Szabo, Malachi Elaine     |                                                                                                                                                                         | <input type="text"/>                                                                                       |
| Vasquez, George Margaret  |                                                                                                                                                                         | <input type="text"/>                                                                                       |
| White, Jordan Elliott     |                                                                                                                                                                         | <input type="text"/>                                                                                       |
| Wright, Ashton Lynn       |   | <input type="text"/>                                                                                       |
| Zuniga, Trevor            |                                                                                      | <input type="text"/>                                                                                       |

[Submit](#)

# How to Take Attendance in PowerSchool SIS

## 5. Verify Attendance Completion

Once attendance is submitted, a green checkmark will appear in the attendance status column, confirming completion.

PowerTeacher Pro
Start Page
Daily Bulletin
Schedule
Staff Directory
Forms
Talent Transcript
Meals
Reports
Recommendations
sqlReports

## Current Classes

| Exp      | Course                      | Attendance Status                                                                   | Take Attendance                                                                     | Multi-Day Attendance                                                                | Seating Chart                                                                       | Student Information                                                                 | Log Accom                                                                           | Print Class Reports                                                                 | Grade Change Report                                                                 | 2-Way Comm                                                                          |
|----------|-----------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 3KC(M-F) | Physics<br>PowerTeacher Pro |  |  |  |  |  |  |  |  |  |