

ATTENDANCE MATTERS

2026 -2027 Attendance Procedures



NEW THIS YEAR!

Going Digital with Attendance

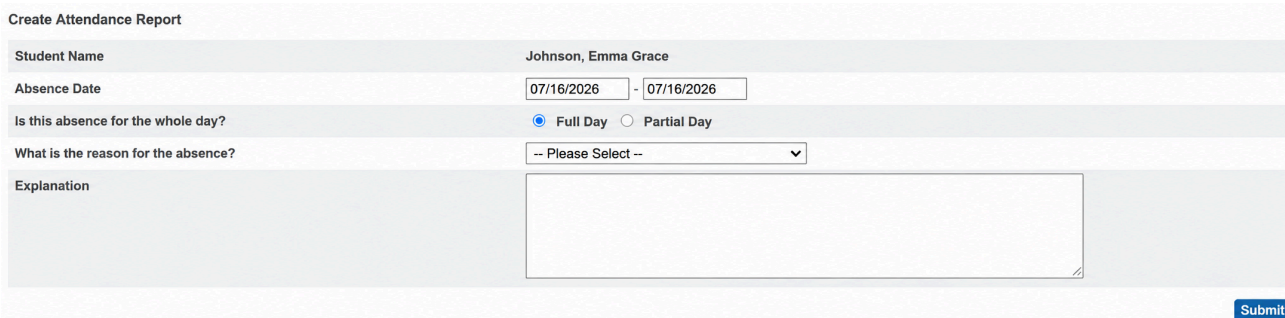
Beginning in the 2026 - 2027 School Year, Wando High School will be using MBA Attendance Monitor through PowerSchool for attendance reporting.

PAPER NOTES WILL NO LONGER BE ACCEPTED

Parents and Guardians will submit attendance documentation electronically through the PowerSchool Parent Portal

SUBMITTING ATTENDANCE THROUGH YOUR POWERSCHOOL PARENT ACCOUNT PORTAL

1. Login to your PowerSchool Parent Portal account using the following URL NOT the PowerSchool APP
<https://ccsdschools.powerschool.com/public/home.html>
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



The screenshot shows the 'Create Attendance Report' form in the PowerSchool Parent Portal. The form includes the following fields and options:

- Student Name:** Johnson, Emma Grace
- Absence Date:** Two date pickers showing 07/16/2026 and 07/16/2026.
- Is this absence for the whole day?:** Radio buttons for Full Day (selected) and Partial Day.
- What is the reason for the absence?:** A dropdown menu with the text '-- Please Select --'.
- Explanation:** A large text area for providing details.
- Submit:** A blue button at the bottom right.

4. Enter the Absence Date start and end dates (The same date if just one day)
5. Select from the "What is the reason for the absence" drop - down menu
6. Select Full Day or Partial Day. If you select Partial Day, you'll be prompted to enter the Time Range
7. Enter the explanation including time if it is a late arrival or early dismissal.
8. Click Submit

Medical Notes and/or Legal documents must still be provided to the school electronically to

whsattendance@charleston.k12.sc.us

