

PowerSchool Meeting Attendance for Main Office Staff

In order for the teachers to see attendance in the PowerTeacher portal, attendance should be entered on the Meeting Attendance screen. Below is a process that can be run each day to properly record attendance and to run potential skip reports.

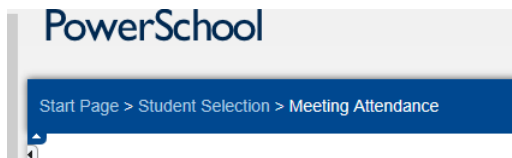
NOTE: Because attendance is bridged, you will not need to enter attendance in the Daily Attendance screen. When you check the student's Daily Attendance page, you will see the entry for the date for which you set the attendance.

At The Start and During the Day

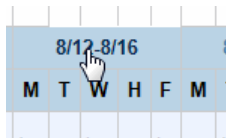
Field any calls or messages regarding student absences, and enter the appropriate attendance based on these calls using the Individual Meeting Attendance Entry Process.

Individual Meeting Attendance Entry Process:

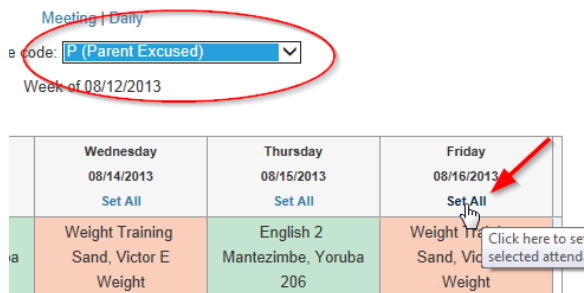
- 1) Look up the student in PowerSchool.
- 2) Ensure you are on the Meeting Attendance screen,



and click on the week during which you are entering the attendance.



- 3) Select the appropriate attendance code from the dropdown box. Then, for full day absences, click the Set All link to fill for each period. For half day absences, simply click in the box for the periods missed.



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- 4) Then, click Submit at the bottom of the page.

Reconciling Attendance After Your Daily Attendance Period

Your building should make a determination how far into the class that teachers will be required to take attendance (for instance, within the first 15 minutes). After that time has passed in the period for which Daily Attendance is counted, you should run the Absentee Report for that day.

Running the Absentee Report:

- 1) From the Start Page, click on Attendance > Absentee Report.
- 2) Select Meeting for the Attendance Mode.
- 3) Select All Students.
- 4) Select the Absence Code that teachers enter in their attendance screens (Typically "Absent (A)").
- 5) Confirm the current date in the Date to Scan.
- 6) Select the period during which Daily Attendance is counted.
- 7) Select ASAP in the Processing Options box.
- 8) Select any of the optional fields and click submit.
- 9) The report automatically contains a hot link to the Students' names (so you can click directly on the students' names to get to their attendance screens), as well as the grade level and home phone number.

Verify these students' absences. Enter the appropriate code following the Individual Meeting Attendance Entry process above. If you can perform this with the screen up, you can easily click on each student's name to enter the attendance promptly. As soon as this process is accomplished, the teachers will see the absence in their attendance screens for the rest of the day.

Updating a Student's Attendance Code

If a student comes in late after an absence was recorded, use the Individual Meeting Attendance Entry Process to modify the attendance to Present for the rest of the day, and change the Daily Attendance Period code to reflect the correct code (such as the code for a Half Day Excused Absence).

Potential Skip Reports

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At the end of the day, you can run a potential skip report by again running the Absentee Report (Start Page > Attendance > Absentee Report) with the same settings above, except select ALL periods. The report will show the periods across the top. You may also elect to include tardies for disciplinary purposes.