

PowerSchool Meeting Attendance for Teachers

In order to streamline attendance, PowerSchool offers the ability for teachers to enter attendance each period so that building administration can better track students and to have Daily Attendance recorded electronically. It is likely when you take attendance that you will have limited Attendance Codes available. The Main Office will need to validate absences and properly code your entries for State Reporting purposes.

At the start of the period

If you are taking attendance in the period that will count as Daily Attendance, please find out from your Building Administration by what time attendance needs to be taken. Log into the PowerTeacher Portal to take attendance.

At the end of each day, the Main Office can run a Potential Skip Report to check for any attendance codes recorded during the day that had not been reconciled, so it is important for you to take attendance at the start of each period.

Taking Meeting Attendance in PowerTeacher

- 1) From the PowerTeacher Start Page, click on any of the three icons for attendance (Chair = Single Day List Attendance; Grid = Multi-Day List Attendance; Chair with Grid = Seating Chart Attendance).
- 2) Select the Absent code from the Attendance Code dropdown box, verify the date and then click on the white box next to the students' names that are absent so that the code will populate.

Attendance Code	Date	Classes
\ (Absent)	Fri 8/16 (Today)	Show Multiple Sections Submit
Students	Alerts	Attendance: Friday, August 16, 2013
Anderson, John		V - Vacation
Daniels, Steven		<input type="text"/>
Gollner, Kimberly P		P - Parent Excused
Heisler, Robert A		A (Absent)
Johnson, Joshua N		<input type="text"/>

NOTE: If the Main office has entered attendance for a student, it will be reflected on the screen and you will be unable to change it.

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- 3) Click Submit.

If a student comes in Tardy

When a student comes in after you have taken Meeting Attendance, you will need to change the code for that student.

Modifying the Attendance for a Student:

- 1) Follow the same process as Taking Meeting Attendance in PowerTeacher, except choose the appropriate attendance code from the Attendance Code dropdown box.
NOTE: Some districts do not have an Excused Tardy for Meeting Attendance and will simply have the code changed back to Present. Confirm the desired practice of your district.
- 2) Click on the previously entered absence code next to the student that you previously entered, and it will change to the new code.

The image shows two side-by-side screenshots of the PowerTeacher attendance interface for Friday, August 16, 2013. The interface is divided into sections for different attendance codes: 'V - Vacation', 'P - Parent Excused', and 'A'. In the left screenshot, the 'A' dropdown menu is open, showing 'A' as the selected option. In the right screenshot, the 'T (Tardy)' dropdown menu is open, and a mouse cursor is pointing at the 'T (Tardy)' option, indicating it is being selected.

- 3) Click Submit to resubmit attendance.

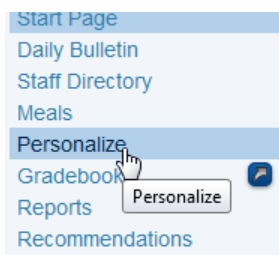
If a student is not in class, is not marked Absent by the Main Office, and you want to see previous period attendance;

If you do not see that a student has been marked as absent by the Main Office and the student is not in your class, you can check the previous period attendance for a student. To streamline the process in PowerTeacher, first set your Default Student Screen under the Personalize section of PowerTeacher.

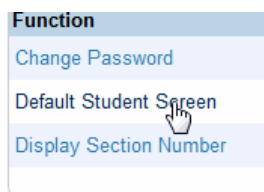
Set your Default Student Screen

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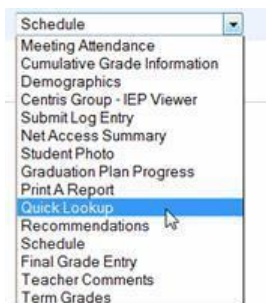
- 1) From the Start Page, click on Personalize.



- 2) Click on the Default Student Screen.



- 3) Select Quick Look up from the dropdown box.



- 4) Click Submit.

Now, you can quickly check a student's previous Meeting Attendance on the student's Quick Lookup Screen.

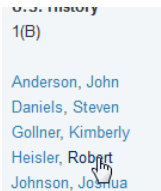
Check a Student's Previous Meeting Attendance

- 1) From the Start Page, click on the Backpack for your current class.
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2) Click on the student's name in the left pane.



3) Check for attendance codes entered for the previous periods for that day on the Quick Lookup screen.

Quick Lookup

Heisler, Robert A 9 1327 AGHS1

Exp	Attendance By Class										Course	
	Last Week					This Week						
	M	T	W	H	F	M	T	W	H	F		
1(A)	Open Media Accatino, Steve
2(A)	Home Ec Brachemyer, Dan
3(A-B)	S	.	.	.	Earth Science Oram, Christopher Y
4(A)	English Survey Geraghty, Mark P
1(B)	A	U.S. History Higgins, Theodore X
2(B)	Swimming