

# NWOCA PowerSchool Attendance Training

## **Attendance Preferences Setup** (How is your school set up to take attendance?)

All attendance setup is performed at the school level under School Setup.

*School Start Page > School (Under “Setup”) > (Attendance)*

- Attendance Codes
- Attendance Code Categories
- Attendance Conversions – (Will help determine what kind of attendance taking your school is setup for.)
- Attendance Tracking and Notification (Requires Additional Setup)
- Full-Time Equivalencies (FTE)
- Preferences
- Section Attendance Settings (Used to set attendance recording options for Sections that meet more than once on the same day.)
- Quick Look Up Preferences

**WARNING - DO NOT change any of these attendance set up values!**

Some calendar setups that can also affect attendance.

*School Start Page > School > (Calendaring)*

- Bell Schedules
- Calendar Setup

## **PowerSchool Recommends...**

Daily Routine – It is best to set a daily routine, or set of guidelines and policies, regarding the recording of daily attendance. The school also needs to set a policy for who will make attendance changes.

## Teacher Attendance Submission Status

### How to View Teacher Attendance Submission Status

1. On the start page, choose **Attendance** from the main menu. The Attendance page appears.
2. Click **Teacher Attendance Submission Status**. The Teacher Attendance Submission Status page appears. By default, attendance submission status appears for today.
3. Complete the blanks:

**Date Displayed** - By default, today's date appears. Enter the date for which you want to view attendance using the format mm/dd/yyyy or mm-dd-yyyy. Alternately, click the **Calendar** icon to select a date. If you enter an invalid date or do not use this format, an alert appears.

**Order By** - By default, results appear in alphabetical order. Do one of the following: Select the **Alphabetic** option to order attendance results by teacher's last names (red, yellow, and green dots).

Select the **Att taken first** to order attendance results by teachers who have completed taking attendance (green dot), teachers who are in the progress of taking attendance (yellow dot), and teachers who have not yet begun taking attendance (red dot).

Select **No Att taken first** to order attendance results by teachers who have not yet begun taking attendance (red dot), teachers who are in the progress of taking attendance (yellow dot), and teachers who have completed taking attendance (green dot).

4. Click **Submit**. The Teacher Attendance Submission Status page refreshes and displays results based on your selections.

***Note:** If you selected a date that school was not in session, an alert appears stating "No attendance data for this date."*

5. To view class information, mouse-over a teacher's name. A yellow pop-up appears displaying the teacher's name, the classes the teacher is teaching for the selected day, and whether they have taken attendance for each class.

**Find which Students are Absent** - Run the Absentee report when you need to find out which students have been marked absent. You can use this report to document contacts you've made with parents about the student's absence.

### Run the Report

1. Choose **Attendance**
2. On the Start Page click **Absentee Report**
3. Select the desired Attendance Codes
4. Select the period check boxes or leave blank for all periods
5. Optionally, include the student number, blank lines, and verification line
6. Click **Submit**

### View the Report

1. On the Report Queue page, click **Refresh**
2. When the Status is Completed, click **View**

The screenshot shows a web browser window titled "Absentee Report". The menu bar includes "File", "Edit", "View", "History", "Bookmarks", "Develop", "Window", and "Help". The page content includes the title "Absentee Report" and the school information "Apple Grove High School 1" with the date "7/7/09" and attendance code "A".

**Meeting Attendance**  
Codes: A,

Student	Number	Grade	Phone	1
Almanza, Harold	12	11	916-555-5233	A
Talked To: _____ Relationship: _____ Reason: _____				
Verify Date: _____ Employee: _____				
Baker, Cole	36	11	916-555-2324	A
Talked To: _____ Relationship: _____ Reason: _____				
Verify Date: _____ Employee: _____				
Pinto, Andrea S	1763	10	916-555-1510	A
Talked To: _____ Relationship: _____ Reason: _____				
Verify Date: _____ Employee: _____				
Rice, Daniel D	1779	11	916-555-3536	A
Talked To: _____ Relationship: _____ Reason: _____				
Verify Date: _____ Employee: _____				

Functions  
Find teachers who have not taken attendance

# Taking Attendance

## Meeting

### How to Take Meeting for a Single Day/Period

Use this procedure to take Meeting attendance for the selected student. You can mark or change a single attendance instance in a selected week.

*Note: Any change recorded for meeting attendance modifies daily attendance if daily attendance is enabled and the period associated with the meeting attendance being modified is the bridge period for that day.*

1. On the start page, search for and select a student.
2. Under Academics, choose **Attendance** from the student pages menu. The default attendance page appears, based on the Default Attendance Recording Page setting on the Attendance Preferences page.

*Note: To go directly to the Edit Meeting Attendance page, click **Enter Attendance** instead of **Attendance**. The Edit Meeting Attendance page appears. To continue, skip to Step 6.*

3. If the Meeting Attendance page does not display by default, click **Meeting**. The Meeting Attendance page appears.

*Note: A dash (-) indicates that school is not in session and/or the student is not enrolled on that date.*

4. Click **Show dropped classes also** to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.
5. Click the week link in a week that you want to enter or change attendance. The Edit Meeting Attendance page appears.

*Note: The Submit button is unavailable until Step 7 is performed.*

6. Complete the following fields:

Current attendance code – Choose the attendance code you want to enter.

Set All - Click to enter the selected attendance code in all periods and/or intervals fields for a given day.

[Attendance] - Click to enter the selected attendance code in a specific period and/or interval field.

[Comment Icon] - When an attendance code (other than blank) is entered, a gray Comment icon appears.

To enter an attendance comment:

Click the **Comment** icon. The Edit Comments pop-up appears.  
Enter a comment for the student's attendance record.

Click **OK**. The Comment icon now appears blue to indicate a comment has been entered.

7. Click **Submit**. The Changes Recorded page appears.

## How to Take Meeting Attendance for an Extended Day/Period

Use this procedure to take meeting attendance for the select student. You can mark or change a student's attendance records for blocks of time. This is particularly useful when the student has been or will be out for an extended period. To change a student's attendance record for an extended period, it is easiest to use this method.

***Note:** Any change recorded for meeting attendance modifies daily attendance if the following conditions are met: daily attendance is enabled and the period associated with the meeting attendance being modified is the bridge period for that day.*

1. On the start page, search for and select a student.
2. Under Academics, choose **Attendance** from the student pages menu. The default attendance page appears, based on the Default Attendance Recording Page setting on the Attendance Preferences page.

***Note:** To go directly to the Edit Meeting Attendance page, click **Enter Attendance** instead of Attendance. The Edit Meeting Attendance page appears. To continue, skip to Step 6.*

3. If the Meeting Attendance page does not display by default, click **Meeting**. The Meeting Attendance page appears.

**Note:** A dash (-) indicates that school is not in session and/or the student is not enrolled on that date.

4. Click **Show dropped classes also** to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.
5. Click **Change Meeting Attendance**. The Change Meeting Attendance page appears.

6. Complete the following fields:

Change attendance for – The selected students appear.

From this date - Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

To this date - Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Meetings to scan - Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, click **Select All**.

Codes to scan for - Either choose all by clicking **All** or select the **These Codes** option and then choose the attendance codes for which you want to scan

Attendance code to set - Choose the attendance code to apply to the date range from the pop-up menu.

If other than a default present - Select the option to either overwrite or not overwrite any existing attendance codes.

Comment - Enter comments that are relevant to this attendance record.

7. Click **Submit**. The Changes Recorded page appears.

## How to Change Group Attendance (Meeting)

**WARNING – When changing attendance for a group of students, be very careful with the selection of students. Verify that you have selected only the students whose attendance records you want to change, not all students.**

1. On the start page, search for and select a group of students. The Student Selection page appears.
2. Choose **Attendance Change** from the **Select a function for this group of students** pop-up menu. The Change Meeting Attendance page appears.

***Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.*

3. Complete the following fields:

Change attendance for – The selected students appear.

From this date - Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

To this date - Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Meetings to scan - Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, click **Select All**.

Codes to scan for - Either choose all by clicking **All** or select the **These Codes** option and then choose the attendance codes for which you want to scan

Attendance code to set - Choose the attendance code to apply to the date range from the pop-up menu.

If other than a default present - Select the option to either overwrite or not overwrite any existing attendance codes.

Comment - Enter comments that are relevant to this attendance record.

4. Click **Submit**. The PowerSchool start page appears. To verify that you entered the correct codes, search for and select one of the students in the group. Then, view the student's Attendance page.

## Daily

In PowerSchool, your school can track both meeting and daily attendance. Students' meeting attendance records indicate their absences and tardies in each class period during the school day. Students' daily attendance records indicate their absences, tardies, and arrival and dismissal times for an entire school day.

Use the Daily Attendance function to view or change a student's attendance record. Each column represents one week, with the days of the week (MTWTF) underlined in blue. Attendance codes are noted in the chart under each day. On the days where there is no code, the student was present.

### **How to Take Daily Attendance for an Individual Student**

Schools use the Daily Attendance function to select a single period to denote a student's daily attendance. By denoting the period, default times for check-in, checkout, and return-in can be defined for a daily attendance total. Attendance can be entered from the classroom using PowerTeacher. Once the teacher enters the attendance, the office staff can then take control of a student's daily attendance. The office also can use a variety of options and reports when working with the Daily Attendance function.

With a period marked for daily attendance, the teacher automatically sets the daily attendance while taking attendance in the classroom using PowerTeacher. Your PowerSchool administrator sets the defaults for the time in and time out. This lets teachers not only track classroom attendance, but also set the initial code for the office.

After you add a daily attendance entry, you can modify daily attendance. Click the abbreviation for the first day above each day of the week in the current term. Click the letter to display the Daily Attendance page for the date to be modified.

1. On the start page, search for and select a student.
2. Under Academics, choose **Attendance** from the student pages menu. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click **Daily**. The Daily Attendance page appears.  
*Note: A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.*
4. Click the link in a week where you want to enter attendance codes. The New Daily Attendance page appears.



5. Complete the following fields:

Date - The date for which you are taking attendance appears.

Attendance Code – Choose the attendance code from the pop-up menu.

Total Time - Based on the times entered, PowerSchool calculates the minutes the student has attended for the day. The results display after you click **Submit**.

Comment - Enter any additional text, if applicable.

Time In - Enter the time the student arrives, if applicable.

Time Out - Enter the time the student leaves, if applicable.

Exclude from Total Time Calculation - Select the checkbox to exclude this time item from the total time calculation.

Time Comment – Enter any additional text regarding the time the student arrived or left, if applicable.

6. Click **Submit**. The Changes Recorded page appears.

*Note that a clock icon, total minutes, attendance code, and time in and time out appear in the date for which you just took attendance.*

### **How to Take Daily Attendance for Multiple Days for an Individual Student**

In addition to changing a single date for an individual student, you can change multiple dates at one time.

1. On the start page, search for and select a student.
2. Under Academics, choose **Attendance** from the student pages menu. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click **Daily**. The Daily Attendance page appears.  
**Note:** A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.
4. Click **Change Multiple Days** at the top of the Daily Attendance page. The Change Daily Attendance page appears.

5. Complete the following fields:

Change Daily Attendance for – The selected students

From this Date - Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

To this Date - Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Codes to scan for - Select the attendance codes for which you want to scan. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.

Attendance Code to Set - Choose the attendance code to apply to the date range from the pop-up menu.

If Other Than a Default Present - Select the option to either overwrite or not overwrite any existing attendance codes.

Comment – Enter comments that are relevant to this attendance record, if applicable.

6. Click **Submit**. The Changes Recorded page appears.

*Note that a clock icon, total minutes, attendance code, and time in and time out appear in the date for which you just took attendance.*

### **How to Edit Daily Attendance**

1. On the start page, search for and select a student.
2. Under Academics, choose **Attendance** from the student pages menu. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click **Daily**. The Daily Attendance page appears.

*Note: A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.*

4. Click the link in a week where you want to change attendance codes. The Edit Daily Attendance page appears.

5. Complete the following fields:

Date - The date for which you are taking attendance appears.

Attendance Code – Choose the attendance code from the pop-up menu.

Total Time - Based on the times entered, PowerSchool calculates the minutes the student has attended for the day. The results display after you click **Submit**.

Comment - Enter any additional text, if applicable.

Time In - Enter the time the student arrives, if applicable.

Time Out - Enter the time the student leaves, if applicable.

Minutes – Based on the times entered, the minutes the student has attended for each class appears, as well as the total minutes the student has attended for the day.

Comment – Any additional text regarding the time the student arrived or left appears.

Exclude from Total Time Calculation - Select the checkbox to exclude this time item from the total time calculation.

Time Comment – Enter any additional text regarding the time the student arrived or left, if applicable.

6. Click **Submit**. The Changes Recorded page appears.

*Note that a clock icon, total minutes, attendance code, and time in and time out may appear in the date for which you just took attendance.*

### **How to Change Group Attendance (Daily)**

**WARNING – When changing attendance for a group of students, be very careful with the selection of students. Verify that you have selected only the students whose attendance records you want to change, not all students.**

1. On the start page, search for and select a group of students. The Student Selection page appears.
2. Choose **Attendance Change** from the **Select a function for this group of students** pop-up menu. The Change Meeting Attendance page appears.

***Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.*

3. Click **Daily**. The Change Daily Attendance page appears.
4. Complete the following fields:

Change Daily Attendance for – The selected students

From this Date - Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

To this Date - Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Codes to scan for - Select the attendance codes for which you want to scan. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.

Attendance Code to Set - Choose the attendance code to apply to the date range from the pop-up menu.

If Other Than a Default Present - Select the option to either overwrite or not overwrite any existing attendance codes.

Comment – Enter comments that are relevant to this attendance record, if applicable.

5. Click **Submit**. The PowerSchool start page appears. To verify that you entered the correct codes, search for and select one of the students in the group. Then, view the student's Attendance page.

## **View Student Attendance Pages**

To view a student's attendance record in PowerSchool, first search for and select the student. Then, click one of these links on the Student Pages menu.

- **Quick Lookup**

**Or...**

- **Attendance**

## Attendance Reports

### Access Attendance Reports

While you can run all attendance reports for individual students, you can also run many for a selected group of students. If an attendance report allows group reporting, select that group of students before running the report. If you select a group of students from the start page, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

### How to Access Attendance Reports

1. On the start page, choose **System Reports** from the main menu. The Reports page appears.
2. Click the **System** tab, if needed. The System tab provides access to the following attendance reports:

Link	Description
Absentee	Click to view single day period-by-period attendance code report. For more information, see <i>Absentee Report</i> .
Attendance Count	Click to view multi-day period-by-period attendance code report. For more information, see <i>Attendance Count Report</i> .
Class Attendance Audit	Click to view section specific attendance roster. For more information, see <i>Class Attendance Audit</i> .
Consecutive Absences	Click to view report detailing consecutive student absences by absence code. For more information, see <i>Consecutive Absences Report</i> .
Student Attendance Audit	Click to view roster report detailing attendance codes by day. For more information, see <i>Student Attendance Audit</i> .
Monthly Student Attendance Report	Click to view twenty-day student attendance report by grade. For more information, see <i>Monthly Student Attendance Report</i> .
Attendance Summary by Grade	Click to view an aggregated attendance report for a date range and grade(s). For more information, see <i>Attendance Summary by Grade Report</i> .
Year-to-Date Attendance Summary	Click to view a year-to-date aggregated attendance report by grade. For more information, see <i>Year-to-Date Attendance Summary</i> .

PowerTeacher Attendance	Click to view report showing which teachers have not taken attendance. For more information, see <i>PowerTeacher Attendance Report</i> .
Weekly Attendance Summary (Meeting)	Click to view a weekly attendance summary by section. For more information, see <i>Weekly Attendance Summary (Meeting)</i> .
Weekly Attendance Summary (Daily)	Click to view a weekly attendance summary by Teacher. For more information, see <i>Weekly Attendance Summary (Daily)</i> .
Period Att. Verification	Click to view report showing students marked present a specified number of periods. For more information, see <i>Period Attendance Verification Report</i> .

## Other Reports

**Average Daily Attendance and Average Daily Membership Reports - ADA/ADM – Membership / Absent** (Good reference to catch attendance problems with a student. You may want to run an ADA/ADM report after the first couple of weeks of school.)

*Note: The info in this report may not match the info that will be sent to ODE for EMIS reporting.*

Use these reports to calculate the school's average daily attendance values.

### How to Access Attendance Reports

1. On the start page, choose **System Reports** from the main menu. The Reports page appears.
2. Click the **System** tab, if needed. The System tab provides access to the following attendance reports:

#### ADA/ADM by Student / Date

Student Number	Name	Grade (Track)	School Number	School	Entry Date	Exit Date	Membership	Attendance	Absence	Off Track Days	Days Not Enrolled
1. 840001095	Adair, Brandon	12	100	AGHS	8/24/08	6/15/09	123.00	100.50	4.50	0	10
2. 840000547	Adams, Corby	10	100	AGHS	8/24/08	6/15/09	123.00	120.00	2.00	0	10
3. 840001756	Adams, Julie	12	100	AGHS	8/24/08	6/15/09	123.00	121.50	1.50	0	10
4. 1013833	Adamson, Catherine	10	100	AGHS	8/24/08	6/15/09	123.00	28.00	95.00	0	10
5. 840000534	Ahlberg, Emmy	10	100	AGHS	8/24/08	6/15/09	123.00	106.50	0.50	0	10
6. 10564	Aikinson, Andy G	12	100	AGHS	8/24/08	6/15/09	123.00	103.50	1.50	0	10
7. 10145	Alfonso, Scott	11	100	AGHS	8/24/08	6/15/09	123.00	62.00	61.00	0	10
8. 840000748	Allen, Victor C	11	100	AGHS	8/24/08	6/15/09	123.00	75.00	0.00	0	10
9. 840000565	Allred, Alfred P	10	100	AGHS	8/24/08	6/15/09	123.00	76.00	6.00	0	10
10. 840001816	Allred, Christopher N	11	100	AGHS	8/24/08	6/15/09	123.00	123.00	0.00	0	10
11. 840001669	Allred, Jacee L	12	100	AGHS	8/24/08	6/15/09	123.00	95.50	27.50	0	10
12. 840001833	Almanza, Harold	11	100	AGHS	8/24/08	6/15/09	123.00	122.00	1.00	0	10
13. 70126	Alu, Anthony G	9	100	AGHS	11/7/08	6/15/09	123.00	0.00	123.00	0	10
14. 1013856	Andersen, Emily S	11	100	AGHS	9/8/08	6/15/09	123.00	0.00	123.00	0	10
15. 10527	Anderson, Cameron	12	100	AGHS	8/24/08	6/15/09	123.00	73.00	0.00	0	10
16. 840001556	Anderson, Cody N	9	100	AGHS	8/24/08	6/15/09	123.00	119.00	4.00	0	10
17. 840001827	Anderson, Emily S	11	100	AGHS	3/11/09	6/15/09	56.00	0.00	56.00	0	77
18. 10621	Anderson, Jamie	12	100	AGHS	8/24/08	6/15/09	123.00	123.00	0.00	0	10
	Anderson, Jane										

## Perfect Attendance

PowerSchool administrators can search for students that have perfect attendance during a specific period of time. For instance, at the end of a term, you can search for and select the students with perfect attendance for commendations.

1. On the start page, select a group of students.
2. Choose **Search for Perfect Attendance** from the group functions menu.
3. Use the following as possible guidelines to enter information in the appropriate fields:
  - Choose your “Attendance Mode” of either Meeting or Daily
  - Students to scan -- Select the selected students or all currently enrolled students.
  - Date range to scan -- Enter the date range in which you want to scan attendance records.
  - Disregard these codes when searching -- Enter the attendance codes that a student's attendance record can contain and still be included on the perfect attendance report. Separate multiple attendance codes with commas. (i.e. Students may qualify as having perfect attendance despite having several T (tardy) codes or S (School Excused) codes. In this example, you would enter T,S in the field.
4. Click **Submit**.



**Use DDE to pull a list of Total Absences / Unexcused Absences / Unexcused Tardies**

In DDE...

Search for all the students in a school:

Student Table  
Search the SchoolID

Then “Export Records”

Request the following (Examples Only - ):

LastFirst  
Student\_Number  
Grade\_Level  
^(\*DABS;Q1+Q2+Q3+Q4) = Total Absences  
^(daily.att.count:current;AU;Q1+Q2+Q3+Q4) = Total Unexcused Absences  
^(daily.att.count:current;TU;Q1+Q2+Q3+Q4) = Total Unexcused Tardies

*Note: Other attendance code searches could be added and/or the search could be narrowed down by using just one quarter. For example “Q3”.*

^(daily.att.count:current;AU;Q3)