

## Daily Attendance Checklist

Complete the following steps to record your daily attendance.

- \_\_\_\_\_ 1. **Verify that all teachers have completed 1st attendance of the day.**  
Run the **PowerGrade Attendance** report to assist you with this.
- \_\_\_\_\_ 2. Run the **Absentee Report** to find students marked absent for the first period of the day (Students with an **AT** code).
- \_\_\_\_\_ 3. Convert the **AT** codes for the selection of students from the **Absentee Report** using the **Attendance Change** group function. Use this function to assign all “**AT**” students the default absence code marking the students absent for all periods of the day.
- \_\_\_\_\_ 4. Record check-ins and check-outs for the day. Make proper modifications for students previously marked absent for the day that check in.. Also, record check outs for individual students that leave early. Use the check in/out codes (**CIE, CIU, COE, COU**) to assist you with this in addition to absence codes.
- \_\_\_\_\_ 5. Run an additional **Absentee Report** for code **AT** in the afternoon to make sure that all **AT** codes have been converted for the day.