

Managing Daily Attendance Quick Reference Card

Managing Daily Attendance

Use PowerSchool to view and update student attendance data. Learn how to search for and update attendance data for both individuals and for groups of students. Also, see which teachers have submitted attendance information.

View the 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 – Shows daily attendance data for last week and this week and attendance totals by term for a single student
- Attendance – Shows a view of a student's daily attendance data for multiple weeks in a grid format

Find Teachers Who Have Not Taken Attendance

Use the PowerTeacher Attendance report or view the Teacher Attendance Submission Status page to find which teachers have not taken attendance.

Run the PowerTeacher Attendance Report

1. On the Start Page under the Functions section, click **Attendance**
2. Click the Reports tab
3. Click **PowerTeacher Attendance**

4. Select the appropriate period check box, such as **1**, or leave blank to select all periods
5. Click **Submit**
6. On the "Report Queue (System) – My Jobs" page, click **Refresh**
7. When the status says Completed, click **View**
8. Click a teacher's name to email that person, or click a period to view more information about the course

View the Teacher Attendance Submission Status Page

1. On the Start Page, click **Attendance**
2. Click the Reports tab
3. Click **Teacher Attendance Submission Status**
4. Verify or change the search criteria and click **Submit**
5. Click the teacher's name to see a list of the teacher's classes and the attendance status for each class
6. Click **OK** to close the window
7. View the progress indicators to determine which teachers have or have not submitted attendance information
 - A green highlight with a check mark means that the teacher has submitted attendance for all of his or her classes
 - A yellow highlight with an exclamation point means that the teacher has submitted attendance for only some of his or her classes

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- A red highlight with an exclamation point means that the teacher has not submitted attendance for any of his or her classes

The screenshot shows the 'Daily' tab interface for attendance management. At the top, there's a 'Date Displayed' field set to '12/21/2017' with a calendar icon. Below it is a 'Show Sections Excluded From Attendance' toggle set to 'No'. The 'Order By' section has three radio buttons: 'Alphabetic' (selected), 'Att taken first', and 'No Att taken first'. The 'Show' section has three radio buttons: 'All' (selected), 'Complete Attendance', and 'Incomplete Attendance'. A 'Submit' button is at the bottom right of the filter section. Below the filters is a list of students in a grid. Each student's name is in a colored box: green for 'Present', orange for 'Unexcused', and red for 'Absent'. The students listed are: Abram, Michael (Present); Accatino, Steve (Unexcused); Adams, Mark (Present); Bean, Ben (Present); Berndt, Gordie (Present); Bowe, Sheldon (Present); Brachemyer, Dan (Unexcused); Bryant, Renata (Absent); Carlson, Steven (Unexcused); Camruthers, Elizabeth (Present); Davis, Deborah (Present); and Derringer, Malcom (Absent).

Attendance Data Visualizations and Grids

The Attendance page has potentially four tabs: Reports, Daily, Meeting, and Consecutive Absences. Based on the attendance mode or modes selected on the Attendance Preferences page for the school, you'll see the Daily tab, the Meeting tab, or both tabs.

The Reports tab contains links to several attendance reports that office staff members use frequently.

Use the Meeting or Daily tabs to view and filter today's attendance data.

Use the Consecutive Absences tab to view a list of students who have been absent for an extended period of consecutive school days. This information will only be available if you have selected this option on the Attendance Preferences page.

The Recalculate Consecutive Absences Notification operation automatically runs as part of the nightly process. To manually run the process after updating attendance, from the district office, select **System > Special Operations > Recalculate Consecutive Absences Notification**.

Finding Daily Attendance Data

Schools using daily attendance click the Daily tab for a quick, comprehensive look at school attendance information for today.

Next to the date, click the calendar to view attendance data for a different day.

In the Student Counts section, view the total number of students who were marked with an attendance code. The student counts are organized according to each attendance category.

Select a category to view the list of students in the count.

Filter the list of students by entering the student's first or last name in the search field. Click the + sign to add additional filters for grade level, home phone, and attendance code.

Below the list of students, click **Set Current Selection** to make the filtered students the current section.

Click the Download arrow to save the list as a PDF or spreadsheet.

The screenshot shows the 'Daily' tab interface for attendance management. At the top, there are four tabs: 'Reports', 'Daily' (selected), 'Meeting', and 'Consecutive Absences'. Below the tabs is a header 'School Attendance Information for 12/29/2016' with a calendar icon. The 'Student Counts' section shows four categories with their respective counts: 'Present Status: Absent' (5), 'Category: Unexcused' (5), 'Category: Tardy' (2), and 'Category: Excused' (1). Below the counts is a 'Filter (1)' section with a dropdown menu set to 'Absent' and a search field containing 'V,P,O,X,A,U'.

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Find Which Students Are Absent

Run the Absentee report to find which student(s) have been marked absent. Use this report to document when you contact parents about the student's absence.

Run the Absentee Report

1. On the Start Page, click **Attendance**
2. Click the Reports tab
3. Click **Absentee Report**
4. Next to Attendance Mode, choose **Daily**
5. Select the attendance code(s)

Do not select a period in Daily mode.

6. Include the student number, blank lines, and a verification line (optional)
7. Click **Submit**
8. On the "Report Queue (System) – My Jobs" page, click **Refresh**

9. When the status says Completed, click **View**
At the bottom of the Absentee report, click **Functions** to work with the group of absent students, or click **Find teachers who have not taken attendance** to go to the PowerTeacher Attendance Report page. To change attendance for an individual student, click the student's name on the Absentee report.

Daily Attendance
Codes: A

Student	Number	Grade	Phone	Day
Mabus, Elizabeth C	1373	10	1-555-555-3393	A
Talked To: _____ Relationship: _____ Reason: _____				
Verify Date: _____ Employee: _____				
Maher, Daniel	1374	11	1-555-555-3267	A
Talked To: _____ Relationship: _____ Reason: _____				
Verify Date: _____ Employee: _____				
Mai, Lee K	1375	9	1-555-555-3355	A
Talked To: _____ Relationship: _____ Reason: _____				
Verify Date: _____ Employee: _____				

Update Daily Attendance for Students

Office staff members with the correct security permissions can submit or modify attendance for an individual student or a group of students, and for a single day or multiple days.

To change past or future daily attendance for a student, click the name on the Absentee report or search for and select a student.

1. On the student pages menu, click **Attendance**
2. Click **Daily**
3. Click the link for the day to be entered or changed

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4. On the New Daily Attendance page, choose the desired attendance code
5. Enter a comment stating the reason for the change
6. If the student is missing for part of the day, enter the times that the student was in and out
7. Add any additional comments regarding the time

Click Submit Attendance for Multiple Days

Modify attendance data for multiple days because of a student's upcoming vacation or medical event using the Attendance page. First, search for and select the student.

1. On the student pages menu, click **Attendance**
2. Click **Daily**
3. Click **Change Multiple Days**
4. In the "From this Date" field, enter the first day of the absence
5. In the "To this Date" field, enter the last day of the absence
6. Select **All** to scan for all attendance codes
7. From "Attendance Code to Set," choose **Absent** or **Parent Excused**
8. Leave the default **Overwrite** checked so the code for the known event (vacation, medical leave, or in-school suspension) cancels another event, such as a field trip
9. Add a comment to document why the student will be out of school
10. Click **Submit**

Attendance for a Group of Students

Use this feature to update records for a group of students, such as a teacher's homeroom class that is going on a field trip.

1. On the Start Page, click **Teacher Schedules**
2. Select the teacher of the students whose records you want to update
3. Click the grid icon for one of the sections

4. From the Attendance Code menu, choose an attendance code, such as **School Excused**
5. At the top of the grid, click the letter representing the day for which you are assigning the code

The chosen attendance code appears in the cells for every student in the class, but the code will not overwrite attendance codes submitted already. To change a code submitted previously, click the individual cell that contains the code.

Note: This function can only be used to enter attendance codes for students; it will not clear codes that you've already entered. To undo changes, click **Cancel**.

6. When you have entered the correct codes in the correct day's cells, click **Submit**

Attendance for Several Students in One Class

Use this option to submit attendance for a teacher or to update attendance for several students at once. With this option, you don't search for a student. Instead, begin with the teacher.

1. On the Start Page, click **Teacher Schedules**
2. Select a teacher
3. In the row for a class, click the chair icon to record attendance for today or click the grid icon to record attendance for a date range
4. Choose an attendance code
5. Click the student's cell for the correct day, and the code will be updated automatically
6. Repeat steps 4 and 5 for any other students in the same class
7. Click **Submit**

Attendance Verification Records

At some schools, staff members verify and sign attendance records. PowerSchool provides a report for this purpose for schools using the daily attendance mode.

Weekly Attendance Summary

Use this report to display attendance codes by section.

1. On the Start Page, click **System Reports**
2. Click **Weekly Attendance Summary (Daily)**; at the top of the page, see instructions for how to run the report
3. Choose the week for which to run the report
4. Choose to run the report for a teacher, multiple teachers, or all teachers
5. In the Attendance Codes section at the bottom of the report page, fill in all the codes in the Absent, Unexcused, and Tardy fields that the school uses to indicate that a student has an excused absence, an unexcused absence, or a tardy

Separate codes by commas, with no spaces, and use each code only once.

6. Check additional options, such as including the student numbers or a verification line for staff to use as authorization

If you plan to run this report routinely and want the values you select to be your defaults (so you don't have to reset them every time), check the boxes on the right side of the page for each value that you want to save.

7. Click **Submit**
8. On the "Report Queue (System) – My Jobs" page, click **Refresh**
9. When the status says Completed, click **View**

Search for Students with Chronic Attendance Problems

In addition to using the Consecutive Absences tab on the Attendance page, use attendance reports to identify students with chronic attendance problems.

Search by Grades/Attendance

Use this function to identify students with a minimum number of an attendance code that you specify, within a time frame.

1. On the Start Page, click **Attendance**
2. Click the Reports tab
3. Click **Search by Grades/Attendance**
4. Select the students to include in the search
5. Clear all check boxes pertaining to searching by grades
6. Check **Scan for attendance**
7. Next to "Scan this attendance mode," choose **Daily**
8. Choose the appropriate attendance code, such as **U (Unexcused)** or **All Absent Codes**
9. Choose a comparator
10. Enter the number of instances of the code to search for in the Days field
11. Either enter a date range or select **Scan all attendance records**
12. Select **Make this the current selection of students**
13. Click **Submit**
14. On the Group Functions page, select a function to perform for the group or click the number of students the search returned to view their names in a list

Attendance Count Report

Use this report to identify students with a minimum number of total occurrences (a cumulative total across all days) of an attendance code that you specify, within a time frame. Access this report from the Start Page by clicking either Attendance and opening the Reports tab, or by clicking System Reports.

1. On the Start Page, click **Attendance**
2. Click the Reports tab
3. Click **Attendance Count**
4. Next to Attendance Mode, choose **Daily**
5. Select the students and grade level(s) to include in the search
6. Select an attendance code to scan, for example **U (Unexcused)** or **ALL CODES**

You must select at least one code, or the all codes option, for the report to generate correctly.

7. Use the dates for the current term or enter the begin and end dates to review
8. In the "Minimum Number of Total Occurrences" field, enter the number of absences that constitutes a chronic attendance problem; for example, 5 or 10
9. Click **Submit**
10. On the Report Queue page, click **View** when the report has been processed
11. On the Attendance Count report, click **Functions** to access the Print Reports menu; print an attendance letter based on the report card template

Consecutive Absences Report

Use this report at the beginning of the year to identify students who never attend class. Use this report during the year to identify students with consecutive absences.

Note that if the school is on a rotating schedule, like A Day and B Day, then the Consecutive Absences report will indicate

consecutive class meetings that were missed, not consecutive calendar days. Access this report from the Start Page by clicking either Attendance and opening the Reports tab, or by clicking System Reports.

1. On the Start Page, click **Attendance**
2. Click the Reports tab
3. Click **Consecutive Absences**
4. Next to Attendance Mode, choose **Daily**
5. Select an attendance code to scan for, for example **U (Unexcused)** for "no show" students

You must select at least one code, or the all codes option, for the report to generate correctly.

6. Use the dates for the current term or enter the begin and end dates to review
7. For "Number of Consecutive Days to Scan," enter a number, such as 3
8. Click **Submit**
9. On the "Report Queue (System) – My Jobs" page, click **Refresh**
10. When the status says Completed, click **View**

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Use the Attendance Audit Reports

Use the audit reports to verify attendance records.

Student Attendance Audit

Use this report to review data that you will submit for regulatory compliance purposes. This report contains converted attendance values.

In the example below, A = 0, T = .5, and P = 1.0.

Note: Before running the report for the first time, check that Daily is set as the attendance mode default by clicking **School > Full-Time Equivalencies (FTE) > (Select an FTE)** to ensure accurate report results.

1. On the Start Page, click **System Reports**
2. Click **Student Attendance Audit**
3. Next to Attendance Mode, choose **Daily**
4. Select which students and grade level(s) to include
5. Select a reporting segment, or enter the begin and end dates to review
6. Check **Include Student Number**, if desired
7. Click **Submit**
8. On the "Report Queue (System) – My Jobs" page, click **Refresh**
9. When the status says Completed, click **View**

Student Attendance Audit

Student	AUGUST							Totals	
	A	A	A	A	A	A	A	Att	Memb
	H	F	M	T	W	H	F		
1.Adams, Brandon G	21	22	25	26	27	28	29	7.00	7.00
2.Berg, Amber D	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
3.Bergseth, Jacee D	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
4.Bergseth, Ricki D	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
5.Blankenship, Barry F	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
6.Bourassa, Jamie F	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00
7.Bradshaw, Jane N	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00	7.00

Average Daily Attendance and Average Daily Membership Reports

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

ADA/ADM by Student

Use this report to review attendance records for students enrolled during the date range you specify. This report shows the number of days a student is absent or present.

1. On the Start Page, click **System Reports**
2. Under the Membership and Enrollment section, click **ADA/ADM by Student**
3. Next to Attendance Mode, choose **Daily**
4. Select which students and grade level(s) to include
5. Use the dates for the current term or enter the begin and end dates to review
6. Check **Include Absent Column** to show how many days each student was absent during the time you specify
7. Click **Submit**
8. On the "Report Queue (System) – My Jobs" page, click **Refresh**
9. When the status says Completed, click **View**

ADA/ADM by Date

Use this report to compare the number of students enrolled (membership) to the number of students who actually attended school on a specific day.

Use it to check if the school gained or lost students during a certain time period. The total number should match the values shown in the ADA/ADM by Student report.

1. On the Start Page, click **System Reports**
2. Under the Membership and Enrollment section, click **ADA/ADM by Date**
3. Next to Attendance Mode, choose **Daily**
4. Select which students and grade level(s) to include
5. Use the dates for the current term or enter the begin and end dates to review
6. Click **Submit**
7. On the "Report Queue (System) – My Jobs" page, click **Refresh**
8. When the status says Completed, click **View**