Attendance User Guide

PowerSchool 8.x
Student Information System

Contents

Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

PowerSchool's attendance function makes it possible to track students' attendance in a number of ways. Depending on your school's needs, you can track either daily attendance, section attendance, or attendance by time. You can also consolidate the multiple roll calls normally required when multiple course sections meet at the same time. For more information, see *Daily Attendance*, *Meeting Attendance*, *Interval Attendance*, *Time Attendance*, and *Concurrent Attendance*.

Given the proper permissions, administrators, teachers, and substitute teachers can take attendance using the following:

- PowerSchool: There are several ways to take and change attendance in PowerSchool for a student or group of students, either for one day or several days.
- PowerTeacher: Teachers can use PowerTeacher's attendance function to take attendance for their current classes. For more information, see the PowerTeacher online help or the *PowerTeacher User Guide*.
- PowerTeacher Substitute: Substitute teachers can use PowerTeacher Substitute to take attendance for their designated classes. For more information, see the PowerTeacher Substitute online help or the *PowerTeacher Substitute User Guide*.

A number of attendance-related reports are available. For more information, see *Attendance Count and Audit Reports* and *Attendance Reports*.

Attendance Modes

There are five modes of taking attendance: by day, by meeting, by interval, by time, or concurrently.

Note: To switch between Daily and Meeting attendance mid-year, see *Attendance Synchronization*.

Daily Attendance

In PowerSchool, you can take attendance for one or more days. The Daily Attendance function calculates attendance by the minute or by attendance code.

Meeting Attendance

In PowerSchool and PowerTeacher, you can take attendance by meeting. The meetings for a section are represented by an expression, the combination of periods and days in which this section is taught. For example, a section of Biology that meets during first and second period on "A" day has an expression of "1-2(A)." As another example, a section of Biology that meets during fifth and sixth period on "A" and "B" days has an expression of "5-6(A-B)." Each expression, such as "1-2(A)" and "5-6(A-B)," represents all the meetings for the section.

Note: PowerSchool provides fields to display in place of periods and days values, called "expressions." When an expression is displayed anywhere in the system, PowerSchool uses these fields instead of the internal values. For example, a section's expression of "1-2(A)"

where "1" has an abbreviation of "P1" and "A" an abbreviation of "DA," displays as "P1(DA)."

Interval Attendance

Interval attendance is similar to Meeting attendance in that attendance is taken at least once during any meeting. The difference is that, with Interval attendance, attendance can be recorded more than once per meeting. The number of times is determined by the length of the period (or periods) in which the meeting takes place and by the specified interval duration. The length of the periods is determined by the bell schedule (see *How to Set Up Bell Schedules*) and the interval duration is specified in *School Attendance Preferences*. The system divides the length of each period by the interval duration (always rounding up) to calculate the number of times attendance can be recorded. For example, a class that takes place from 8:00 AM to 9:30 AM would be 90 minutes long. If the interval duration was 60 minutes, the class would have two opportunities to take attendance: once at the beginning of the period and once after 60 minutes has passed. Interval attendance is primarily intended for those programs in which attendance must be recorded each hour. Whether a class uses interval attendance is specified in the *Section Setup* for each class. Interval attendance can be recorded in PowerSchool and PowerTeacher.

Interval attendance makes no assumptions that a student is present or absent. As opposed to meeting or daily attendance which assume a student is present unless an attendance code indicating otherwise is found, Interval attendance requires that a code be recorded for each interval.

Note: Interval Attendance allows users to enter attendance for a class at specified clock-based intervals instead of only once per meeting. In the context of Alternative Education Programs (AEP), this saves staff the time and effort spent on manually associating attendance with specific programs. For more information about California's Alternative Education Program (CA AEP), visit **PowerSource**.

Time Attendance

Time attendance provides an opportunity to directly enter an attendance value for a student by entering total minutes (or hours) for a given day. The attendance is not related to a course but it can be related to a program for which the student is enrolled. For this reason, it is very useful for work experience hours or independent study hours. Time attendance can only be entered through PowerSchool. It is not available in PowerTeacher.

Note: Time Attendance allows the administrator to enter attendance hours and minutes for programs that involve work outside of a specific course, such as independent study or work experience time. In the context of Alternative Education Programs (AEP), this allows for heightened assurance that credits are tracked toward timely graduation for students. For more information about California's Alternative Education Program (CA AEP), visit **PowerSource**.

Concurrent Attendance

In PowerTeacher, you can take attendance for concurrently meeting sections. Concurrently meeting sections are different sections that meet at the same time and place, and have the same teacher. Teachers can choose to combine the sections' rosters and take attendance for both sections at the same time.

Taking attendance concurrently by meeting is helpful for teachers who instruct sections that share the same meeting, since all students for that meeting appear on one list, regardless of their sections.

Example 1

If a teacher teaches Spanish, SPA100, with a "1(A)" meeting, and a second section of Spanish, SPA200, also with a "1(A)" meeting, the teacher could use the concurrent attendance function to take attendance for both sections at the same time.

Example 2

If a teacher teaches English 1-3(A) (Record Once All Meetings), TA1 1(A), TA2 2(A), TA3 3(A), and Math 4(A), the teacher can take attendance for English and then click "Record MultiMeeting Attendance for Multiple Sections," which results in the combined roster of English + TA1.

Example 3

If a teacher teaches English 1-3(A) (Record Once All Meetings), TA1 2(A), and TA2 2(A), the teacher can navigate to the attendance page for TA2 1-2(A) and click "Record MultiMeeting Attendance for Multiple Sections," which results in the combined roster of English + TA1 + TA2.

Example 4

If a teacher teaches English 1-3(A) (Record Each Meeting), TA1 1(A), TA2 2(A), TA3 3(A), and Math 4(A), the teacher can take attendance for English (period 1) and then click 'Record Meeting Attendance for Multiple Sections," which results in the combined roster of English (per1) + TA1.

Example 5

If a teacher teaches English 1-3(A) (Record Each Meeting), TA1 1(A), TA2 2(A), TA3 3(A), and Math 4(A), the teacher can take attendance for English (per2) and then click "Record Meeting Attendance for Multiple Sections," which results in the combined roster of English (per2) + TA2.

Attendance Setup

All attendance setup is performed at the school level under School Setup. All attendance-related setup items are located under the Attendance category. In addition, you must set up other school-related items that work in conjunction with attendance. The following list outlines the recommended attendance setup process:

- Years and Terms
- Days
- Periods
- Attendance Preferences
- FTE Codes
- Attendance Conversions
- Bell Schedules
- Calendar
- Reporting Segments
- Attendance Code Categories
- Attendance Codes

- Schedules, including Section Attendance Settings
- Class Exclusions

Recording Attendance

There are three ways to mark or change an attendance record in PowerSchool:

- Mark or change a single attendance instance.
- 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.
- Mark or change a group of student's attendance records for blocks of time. This is particularly useful when a class goes on a field trip or for sporting events.

Use any or all of the methods either to change a record from the past where a code has already been entered or to enter new data for an unmarked date range, day, or period in the past or future.

Administration

Attendance Code Categories

Attendance code categories are used to group attendance codes by classification, beyond Present or Absent, for reporting and searching purposes. Use the Attendance Code Categories page to view, add, delete, or edit the attendance code categories used at your school.

Note that attendance code categories are the one exception to year-specific data. Attendance code categories are a constant and should not be deleted from any year that uses them.

Tardy and Excused attendance code categories are set up by default and should not be deleted. In order for an attendance code to count as tardy, the attendance code must be associated to the attendance code category of Tardy. In order for an attendance code to count as excused, the attendance code must be associated to the attendance code category of Excused. Similarly, if you create other attendance code categories, in order for an attendance code to count as the attendance code category, the attendance code must be associated to that attendance code category.

Note: Attendance code categories are not used to group attendance codes by Present or Absent. All attendance codes are categorized as Present or Absent when creating the attendance code via the Attendance Code page. For more information, see *Attendance Codes*.

After creating attendance code categories, proceed to creating attendance codes. Attendance must be set up completely before taking attendance in PowerSchool.

For more information about attendance, see *Attendance Overview*.

How to Access the Attendance Code Categories Page

You can create as many categories as needed. Tardy and Excused are available by default.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Code Categories**. The Attendance Code Categories page displays the following information:

Field	Description
Code	The code representing the attendance code category. This value is used in various data access tags, such as **^(per.att)**.
Name	The name of the attendance code category. **Note:** This field is currently not used anywhere else in PowerSchool.

Field	Description
Description	A description of the attendance code category.
Sort	The sort order of the attendance code category as it appears in the Code Categories list of checkboxes on the New/Edit Attendance Code pages.

How to Add an Attendance Code Category

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Code Categories**. The Attendance Code Categories page appears.
3. Click **New**. The New Attendance Code Category page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the attendance code category. This value is used in various data access tags, such as **^(per.att)**.
Name	Enter a name of the attendance code category. **Note:** This field is currently not used anywhere else in PowerSchool.
Description	Enter a description of the attendance code category.
Sort order for display	Use the pop-up menu to indicate the sort order of the attendance code category as it appears in the Code Categories list of checkboxes on the New/Edit Attendance Code pages.

5. Click **Submit**. The Attendance Code Categories page displays the new attendance code.

How to Edit an Attendance Code Category

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Code Categories**. The Attendance Code Categories page appears.
3. Click the code of the attendance code category you want to edit. The Edit Attendance Code Category page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Attendance Code Category*.
5. Click **Submit**. The Attendance Code Categories page displays the edited attendance code.

How to Delete an Attendance Code Category

When deleting an attendance code category, other users and student records may be directly impacted. Deleting an attendance code category is not recommended unless the attendance code category was created in error. If the attendance code category is already in use, it cannot be deleted.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Code Categories**. The Attendance Code Categories page appears.
3. Click the code of the attendance code category you want to delete. The Edit Attendance Code Category page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Sort Attendance Code Categories

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Code Categories**. The Attendance Code Categories page appears.
3. Choose different sort orders for the attendance code category from the **Sort** pop-up menus.
4. Click **Submit**. The page re-sorts the attendance code categories.

Attendance Codes

Attendance codes are used to define values, points, and calculations for school-specific attendance codes. Use this page to view, add, delete, or edit an attendance code used at your school. You must set up attendance codes before taking attendance in PowerSchool.

Note: Before you can set up attendance codes, you must set up attendance code categories. For more information, see *Attendance Code Categories.*

For more information about attendance, see *Attendance Overview.*

How to Access the Attendance Code Page

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page displays the following information:

Field	Description
Code	The attendance code appears.
Description	A description of the attendance code appears.

Field	Description
Teachers Assign	Indicates whether teachers can assign this attendance code in PowerTeacher.
Counts ADA	Indicates whether the attendance code counts towards average daily attendance (ADA).
Presence	Indicates whether the attendance code counts towards membership totals.
Sort	The sort order of the attendance code appears as it is in the attendance codes pop-up menu on the student attendance pages.

How to Add an Attendance Code

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page appears.
3. Click **New**. The New Attendance Code page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter an attendance code. Attendance codes can use characters A-Z, 0-9 and _- (underscore and hyphen). Attendance codes are not case-sensitive. There are other restrictions, including the code must be unique for this school and year and cannot be the same name as a Code Category for this school.
	Note: By default, only single-character attendance codes are allowed. However, to create multiple-character attendance codes, select the **Enable multiple character attendance codes** checkbox on the Attendance Preferences page.
Description	Enter a description for the attendance code.
Presence Status	All attendance codes are categorized as present or absent. Indicate whether the attendance code should be categorized as present or absent by selecting the appropriate option.
Code Categories	Attendance code categories are used to group attendance codes by classification for reporting and searching purposes. In order for an attendance code to count as an attendance code category, the attendance code must be associated to that attendance code category.
	Indicate which attendance code category you want to

Field	Description
	associate to this attendance code by selecting the appropriate checkbox.
Points	Enter the number of attendance points a student receives for this attendance code, such as absent=1, tardy=2, and present=0.
Teacher can assign	Use the pop-up menu to choose whether teachers can assign this attendance code in PowerTeacher.
This attendance code is considered in ADA calculations	Select the checkbox if this attendance code should be considered in Average Daily Attendance (ADA) calculations.
This attendance code counts towards membership	Select the checkbox if this attendance code counts towards Average Daily Membership (ADM).
Sort order for display	Use the pop-up menu to choose a sort order of this attendance code as it appears in the attendance codes pop-up menu on the student attendance pages.

5. Click **Submit**. The Attendance Codes page displays the new attendance code.

How to Edit an Attendance Code

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page appears.
3. Click the code or description of the attendance code you want to edit. The Edit Attendance Code page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Attendance Code*.
5. Click **Submit**. The Attendance Codes page displays the edited attendance code.

How to Delete an Attendance Code

When deleting an attendance code, other users and student records may be directly impacted. Deleting an attendance code is not recommended unless the attendance code was created in error. If the attendance code is already in use, it cannot be deleted.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page appears.
3. Click the code or description of the attendance code you want to delete. The Edit Attendance Code page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Sort Attendance Codes

Though you must choose a sort order of 1 for the "present" attendance code, you can change the sort order of the other attendance codes without using the Edit Attendance Code page.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page appears.
3. Choose different sort orders for the attendance codes from the **Sort** pop-up menus.
4. Click **Submit**. The page re-sorts the attendance codes.

Full-Time Equivalencies

Attendance calculations support full-time equivalencies (FTEs). FTEs are a powerful tool used in schools that need to associate groups of students with different attendance values for the same day, for example, full-time and half-time students.

FTEs are also used to determine default settings for reporting on Average Daily Attendance and Average Daily Membership (ADA/ADM). These settings include the default attendance mode (Meeting or Daily) and conversion type (Period to Day, Time to Day, or Code to Day). FTEs are school- and year-specific, but will be duplicated when new years are created.

Using Full-Time Equivalencies (FTE) page, you can set up and use FTEs to indicate what portion of a school day students attend.

Note: If this is the first time you have accessed the Full-Time Equivalencies (FTE) page, you will notice an FTE of 1 was created. This is to maintain backwards compatibility, as previously PowerSchool assumed students were full-time.

For more information about attendance, see *Attendance Overview*.

Set Students' FTEs

Once attendance is set up, you will need to set students' FTEs for school enrollments via the student Transfer Information page.

FTE is a grouping that associates a student's school enrollment with a set of attendance conversion values. When ADA runs, for a student, it runs for each school enrollment during the report dates. When processing each school enrollment, it uses the student's FTE to locate the set of attendance conversions to use when looking up the attendance value for the day. For more information, see *Transfer Information*.

How to Access the Full-Time Equivalencies Page

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page displays the following information:

Field	Description

Field	Description
Name	The name of the FTE as it appears in the Full-Time Equivalency pop-up menu on the Edit Current/Previous Enrollment pages. The pop-up menu is used to associate an FTE with a student's current and historical school enrollment.
Description	A description of the FTE code.
Default Attendance Mode	Attendance mode that will be used for reporting purposes if a specific mode is not provided.
Default Attendance Conversion	Attendance conversion that will be use for reporting purposes if specific conversion is not provided.

How to Add an FTE Code

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page appears.
3. Click **New**. The New FTE Code page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the FTE as you want it to appear in the Full-Time Equivalency pop-up menu on the Edit Current/Previous Enrollment pages. The pop-up menu is used to associate an FTE with a student's current and historical school enrollment.
Default Attendance Mode	Choose the attendance mode from the pop-up menu that will be used for reporting purposes if specific mode is not provided.
Default Attendance Conversion	Choose the attendance conversion from the pop-up menu that will be use for reporting purposes if specific conversion is not provided.
Description	Enter a description of the FTE code.
Default for These Grades	Indicate which grades you want the FTE code to be applied to by selecting the appropriate checkboxes. These checkboxes determine what FTE a student of a particular grade level will be assigned when the End of Year process moves them into their new grade for the next year. The values should be defined for the upcoming school year's FTEs before running the End of Year process for the current school year.

5. Click **Submit**. The Full-Time Equivalencies (FTE) page displays the new FTE code.

How to Edit an FTE Code

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page appears.
3. Click the name or description of the FTE code you want to edit. The Edit FTE Code page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an FTE Code*.
5. Click **Submit**. The Full-Time Equivalencies (FTE) page displays the edited FTE code.

How to Delete an FTE Code

When deleting an FTE code, other users and student records may be directly impacted. Deleting an FTE code is not recommended unless the FTE code was created in error. If the FTE code is already in use, it cannot be deleted.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page appears.
3. Click the name or description of the FTE code you want to delete. The Edit FTE Code page appears.
4. Verify this is the FTE code category you want to delete.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Attendance Preferences

Use the attendance Preferences page to specify general attendance preferences. Each preference is school- and year-specific. For global preferences at the district level, see *Global Attendance Preferences*.

Use the Quick Look Up Preferences page to specify attendance preferences as they relate to the Quick Look Up page for each student.

For more information about attendance, see *Attendance Overview*.

Enable Enter Attendance Link on Student Pages Menu

To enable the Enter Attendance link to appear in the student pages menu, you must select Meeting or Interval as one of the attendance recording methods and set it as the default attendance recording page. You can use the Enter Attendance link as a shortcut to the Edit Meeting Attendance page or the Edit Interval Attendance page.

How to Specify General Attendance Preferences

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Preferences**. The Attendance Preferences page appears.
3. Use the following table to enter information in the Recording section:

Field	Description
Attendance recording methods	Select the appropriate checkboxes that apply (any combination of the four options is valid): • **Meeting** to record attendance by meeting for this year • **Daily** to record attendance by day for this year • **Time** to record attendance this year by entering a time value • **Interval** to record attendance this year according to a specified time interval
Audit attendance records	Select the checkbox to enable auditing of attendance. After an attendance record is initially created, PowerSchool keeps track of any change, its previous value, and who made the change.
Default attendance page	Use the pop-up menu to indicate the default attendance page to display when viewing student attendance. The items that appear in the pop-up menu vary based on the attendance recording methods you select.
Enable multiple character attendance codes	By default, you can only create single-character attendance codes. To create multiple-character attendance codes, select the checkbox.
Meeting and daily attendance bridge	When using both Meeting and Daily attendance modes, this setting allows you to synchronize attendance records based on a bridge period. You can define a bridge period in each bell schedule. To create and synchronize Daily attendance records based on the bridge period, select **One-Way**. To keep the corresponding meeting attendance record synchronized whenever a change is made to a daily attendance record, select **Two-Way**. **Note:** It is not necessary to bridge Meeting and Daily attendance. Daily attendance can be managed manually. However, bridging attendance does provide a convenient way of automatically creating and maintaining attendance when both attendance modes are in use. Bridging attendance only functions with sections and section enrollments, which reside in the same school.
Number of school	Use the pop-up menu to indicate how far back teachers can

Field	Description
days teachers may alter attendance prior to current date (PowerTeacher)	alter attendance in PowerTeacher. The default is set to 14 days. **Note:** This setting does not apply to PowerSchool.
Number of school days teachers may alter attendance after the current date (PowerTeacher)	Use the pop-up menu to indicate how far forward teachers can alter attendance in PowerTeacher. The default is set to 7. **Note:** This setting does not apply to PowerSchool.
Show Saturday and Sunday on attendance views	Select the checkbox to display Saturday and Sunday on the Student Attendance pages. This is typically not needed unless you have in-session days on weekends where student attendance marks need to be displayed.
Interval Duration (in Minutes)	Interval attendance is primarily intended for alternative education programs that require attendance to be taken every hour. When using Interval Attendance mode, the number of opportunities for which attendance can be recorded during a given class is determined by dividing the bell time for the class by the interval duration. For instance, if a class is 90 minutes long and the interval duration is 60 minutes, then there will be two opportunities provided to take attendance. The first is at the beginning of class and the second is after 60 minutes has gone by. The default for this field is 60 minutes.

4. Use the following table to enter information in the Calculating and Reporting section:

Field	Description
Calculation accuracy	Enter the number of decimal places to use when calculating attendance values.
Count Meeting attendance recorded at another school for students enrolled at this school	If a student is enrolled in a class at another school, and there is attendance associated with that class, select this option to include this attendance when calculating Average Daily Attendance (ADA).
Count these codes for period conversion	This setting determines what is counted and subsequently used as the value for looking up the day's attendance, specifically for Period conversion. Use the pop-up menu to select **Presents** if your school calculates attendance using the number of periods a student is present in a day. Select **Absences** if your school calculates attendance using the number of periods a

Field	Description
	student is absent in a day.
Round or truncate	Use the pop-up menu to indicate how you want the system to handle long decimals that exceed the maximum when calculating attendance.

5. Use the following table to enter information in the Daily Attendance Calculations section:

Field	Description
Enable ADA Periods and Passing Time Deductions	To enable, see *How to Specify Attendance Preferences* for Daily Time Exclusion. For more information, see the *Daily Time Exclusion*.
Deduct Passing Time	To enable, see *How to Specify Attendance Preferences* for Daily Time Exclusion. For more information, see the *Daily Time Exclusion*.

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

How to Specify Quick Look Up Preferences

The Quick Lookup page displays absences and tardies for each student. You can choose whether to count attendance for sections that meet multiple times per day as single or multiple instances. For example, if a student misses a class that meets during 2 periods per day, you can specify whether that student's Quick Lookup page displays a 1 or 2 for the number of absences for that class. For more information about the Quick Lookup page, see *Student Page Layout*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Quick Look Up Preferences**. The Quick Look Up Preferences page appears.
3. Select the **Count Multi-Period Meeting attendance once per day** checkbox to count only one attendance instance for a class that meets more than once per day. Deselect the checkbox to count attendance for each period.
4. Click **Submit**. The Changes Recorded page appears.

Attendance Indicator

On the PowerTeacher start page, a dot appears next to each class' Chair icon. The color of the dot indicates whether or not the teacher has taken attendance for that class. A clear dot indicates attendance has not been taken. A yellow dot and fraction indicates partial attendance has been taken. A green dot indicates attendance has been taken.

To provide you with flexibility, you can customize the attendance indicator images by replacing them with graphics of your own. You can switch these images as often as you like.

For example, you may want to switch your images seasonally by using such images hearts, four-leaf clovers, autumn leaves, or snowmen.

How to Customize the Attendance Indicator

1. Determine the replacement images.
2. Name the replacement images accordingly:

   - For the image that indicates that attendance has not been taken (clear dot), use **attendancetaken_no.png**.
   - For the image that indicates that partial attendance has been taken (yellow dot), use **attendancetaken_some.png**.
   - For the image that indicates that attendance has been taken (green dot), use **attendancetaken_yes.png**.

3. On your PowerSchool Server, navigate to **data > custom > web_root**.
4. Create an **images** folder, if one does not already exist.
5. Open the **images** folder.
6. Copy the replacement images to this folder.

How to Enable Customizations

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **Customization**. The Customization page appears.
4. Select the **Customization Enabled** checkbox.
5. Click **Submit**.

How to Disable Customizations

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **Customization**. The Customization page appears.
4. Deselect the **Customization Enabled** checkbox.
5. Click **Submit**.

Attendance Conversions

Set up attendance conversions to calculate attendance. You can create multiple attendance conversion methods, such as Full Day or Half Day. For example, a student receives only a half-day of attendance credit if he or she is absent for two to four periods and receives no credit if absent for five or more periods. After creating attendance conversions, set up attendance conversion items. For more information, see *Attendance Conversion Items*. For more information about attendance, see *Attendance Overview*.

How to Access the Attendance Conversions Page

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversions**. The Attendance Conversions page displays the following information:

Field	Description
Attendance Conversion	The name of the attendance conversion
FTE	The name of the Full Time Equivalent (FTE). Students with one FTE can have a different set of conversions than students with a different FTE.
[Attendance Conversion Item]	The types of attendance conversion items you can create, edit, or delete: • **Period** - Use to define the number of periods in which the student must be present/absent to receive the number of points ADA value you define. • **Code** - Use to define the full day ADA value you want a student to receive when a specific attendance code is given. • **Time** - Use to define the cut off points for attendance and the ADA value a student should receive at each. **Note:** Period and Time conversions work with daily attendance and partial attendance and can contribute to both full day and partial day ADA values. Whereas, code conversion only works with daily attendance and can only contribute to full day and partial day ADA values. One of the following displays for each attendance conversion item entry: • **Defined** – Indicates attendance conversion items have been defined. • **(NONE)** – Indicates no attendance conversion items have been defined. **Note:** Values may vary slightly when Day Part Attendance is not enabled.

How to Add Attendance Conversions

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.

2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **New**. The New Attendance Conversion page appears.
4. Enter the name for the attendance conversion.
5. Click **Submit**. The Attendance Conversions page displays the new attendance conversion.

How to Edit Attendance Conversions

You can edit the name of an attendance conversion. To edit conversion items, see *Attendance Conversion Items*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click the name of the attendance conversion you want to edit. The Edit Attendance Conversion page appears.
4. Edit the name of the attendance conversion.

   Note: If the attendance conversion is being used by a bell schedule, links to the bell schedule appear. Click the name of the bell schedule to access the Edit Bell Schedule page. For more information, see *How to Set Up Bell Schedules*. Click the duration of the bell schedule to access the Bell Schedule: [Name] page. For more information, see *How to Set Up Bell Schedule Items*.

5. Click **Submit**. The Attendance Conversions page displays the edited attendance conversion.

How to Delete Attendance Conversions

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click the name of the attendance conversion you want to delete. The Edit Attendance Conversion page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Attendance Conversion Items

PowerSchool uses attendance conversion items to calculate attendance for the purposes of state and provincial reports and student records. There are three types of attendance conversion items you can create for each attendance conversion method: period, code, and time.

Note: Period and Time conversions work with daily attendance and partial attendance and can contribute to both full day and partial day ADA values. Whereas, code conversion only works with daily attendance and can only contribute to full day and partial day ADA values.

For more information about code conversion, see the *Attendance User Guide* available on **PowerSource**.

Period Items

For each period item, define the number of periods in which the student must be present/absent to receive the number of points ADA value you define.

How to Add Period Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** in the Period column next to the conversion item for which you want to add period items. The Period-to-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Periods Present / Periods Absent	Period items can be configured for periods present or absent. Present is used if your school calculates attendance using the number of periods a student is present in a day. Absent is used if your school calculates attendance using the number of periods a student is absent in a day. **Note:** To configure, see the **Count these codes for period conversion** setting in the *Attendance User Guide* available on **PowerSource**.
Day Attendance Value	If **Period Present**, enter the number of attendance points students receive toward full day ADA if they are present, based on the number of periods in the **Period Present** column. For example, students are counted as absent for the entire day if they are present for zero or one period, enter **0** in the fields next to 0 and 1 periods present. If **Period Absent**, enter the number of attendance points students receive if they are absent, based on the number of periods in the **Period Absent** column.
AM Attendance Value	If **Period Present**, enter the number of attendance points students receive toward partial day ADA for the AM day part if they are present, based on the number of periods in the **Period Present** field. If **Period Absent**, enter the number of attendance points students receive toward partial day ADA for the AM day part if they are absent, based on the number of periods in the **Period Absent** field. **Note:** This field only appears if Day Part Attendance is

Field	Description
	enabled.
PM Attendance Value	If **Period Present**, enter the number of attendance points students receive toward partial day ADA for the PM day part if they are present, based on the number of periods in the **Period Present** field.
	If **Period Absent**, enter the number of attendance points students receive toward partial day ADA for the PM day part if they are absent, based on the number of periods in the **Period Absent** field.
	Note: This field only appears if Day Part Attendance is enabled.
Comments	Enter any comments that are relevant to this attendance conversion item.

5. **Note:** Alternatively, click **Copy From Other Conversion Table** to copy period items from another conversion table. Select the attendance conversion to be copied and click **Submit**.
6. Click **Submit**. A confirmation message appears.
7. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

How to Edit Period Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **Defined** next to the conversion item for which you want to edit period items. The Period-to-Day Attendance Conversion page appears.
4. Edit the information as needed. For field descriptions, see *How to Add Period Items*.
5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

Code Items

For each code item, define the ADA value you want a student to receive when a specific attendance code is given.

Note: Code is not applicable if Day Part Attendance is enabled. For more information, see the *State and Provincial Reporting Day Part Attendance Setup Guide* available on **PowerSource**.

How to Add Code Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** in the Code column next to the conversion item for which you want to add code items. The Code-to-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Attendance Value	For each attendance code, enter the number of attendance points students receive if they are marked with that attendance code.
Comments	Enter any comments that are relevant to this attendance conversion item.

5. **Note:** Alternatively, click **Copy From Other Conversion Table** to copy code items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

6. Click **Submit**.
7. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

How to Edit Code Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **Defined** next to the conversion item for which you want to edit code items. The Code-to-Day Attendance Conversion page appears.
4. Edit the information as needed. For field descriptions, see *How to Add Code Items*.
5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

Time Items

For each time item, define the cut off points for attendance and the ADA value a student should receive at each.

How to Add Time Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.

2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** next to the conversion item for which you want to add time items. The Time-To-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Minutes Present	Enter the minimum number of minutes a student must be present to earn the number of attendance points specified in the next field. Use the first row for zero minutes present. **Note:** Only numeric values containing no decimals may be entered.
Day Attendance Value	Enter the number of attendance points students receive toward the full day ADA value if they are present, based on the number of minutes you enter in the **Minutes Present** field.
AM Attendance Value	Enter the number of attendance points students receive toward the partial day ADA value for the AM day part if they are present, based on the number of minutes in the **Minutes Present** field. **Note:** This field only appears if Day Part Attendance is enabled.
PM Attendance Value	Enter the number of attendance points students receive toward the partial day ADA value for the PM day part if they are present, based on the number of minutes in the **Minutes Present** field. **Note:** This field only appears if Day Part Attendance is enabled.
Comments	Enter any comments that are relevant to this attendance conversion item.

5. **Note:** Alternatively, click **Copy From Other Conversion Table** to copy period items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

6. Click **Submit**. A confirmation message appears.
7. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

How to Edit Time Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.

3. Click **Defined** next to the conversion item for which you want to edit time items. The Time Attendance Conversion page appears.
4. Edit the information as needed. For field descriptions, see *How to Add Time Items*.
5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

Attendance Functions

Perform attendance-related functions such as recalculating daily attendance or refreshing attendance data. For more information about attendance, see *Attendance Overview*.

How to Recalculate Daily Attendance

Under certain circumstances, you may need to recalculate the daily attendance minutes. These circumstances may include updating from a previous PowerSchool release or changing the attendance preferences that affects Daily Time Exclusion (DTE). Once this special function is generated, all daily attendance record minutes for each student are updated based on DTE attendance preferences for each school's full year term. For more information, see the *Daily Time Exclusion*.

Note: This special function should be generated after regular business hours, but not during nightly processing. The duration of the special function depends on how many daily attendance and associated Attendance_Time records exist. Run this special function only under the following conditions: no attendance activity is occurring, including recording or importing of attendance records; and no attendance reports are currently running.

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Attendance Functions**. The Attendance Functions page appears.
3. Click **Recalculate Daily Attendance Minutes**. The Recalculate Daily Attendance Minutes page appears.
4. Select the checkbox next to each school name for which you want to recalculate attendance minutes.

   Note: The school context is critical in determining which schools appear on this page. When working at the district level, all schools in the district that take daily attendance appear. When working at the school level and the school takes daily attendance, the school appears. When working at the school level and the school does not take daily attendance, the school does not appear.

5. Click **Submit**. The daily attendance minutes are updated.

How to Update Attendance Views

A special function allows you to update the attendance views as needed, rather than wait for the nightly process to execute this same functionality automatically. This update process recalculates and re-populates the Membership Defaults tables based on the date ranges you specify.

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Attendance Functions**. The Attendance Functions page appears.
3. Click **Refresh Premier Attendance Views Data**. The Refresh Attendance Views Data Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • **The selected students only** to run the report for students in the current selection enrolled in the specified date range. • **All students** to run the report for all students in the current school enrolled in the specified date range.
Begin Date and Ending Date	Specify the date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If no dates or only one date is entered, the special function will run from the first day of the school's term until the current date. Since this process must recalculate attendance values, the greater the date ranges specified, the longer the processing time. **Note:** The date entered must fall within the selected school year term.
Processing Options	Select a time to run the report: • **In Background Now** to execute the report immediately in the background. • **ASAP** to execute the report in the order it is received in the Report Queue. • **At Night** to execute the report during the next evening. • **On Weekend** to execute the report during the next weekend. • **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected **On Specific Date/Time** for **Processing Output**, enter the date to execute the report 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

Field	Description
	incorrect format, the date field is submitted as a blank entry.
	Use the pop-up menus to indicate the hour and minute.

5. Click **Submit**. The refresh process begins. A job file is created showing success and failures for each student processed.

Attendance Synchronization

Districts that switch from using Daily to Meeting attendance or vice versa during the school year will have attendance records that are out of synch. For instance, during the time period that the district took Daily attendance, Meeting attendance records are missing. Use the automated attendance synchronization process to rebuild the missing attendance records.

Processing Options

The synchronization process has two processing options:

- Based on existing Daily attendance records, Meeting attendance records will be created.
- Based on existing Meeting attendance records, Daily attendance records will be created.

Setup

Prior to running the synchronization process, several setup options are required:

- Attendance recording methods – The current method used by the school for recording attendance, as this is the method that will determine the bridge direction (currently taking Daily, so need to retroactively build Meeting OR currently taking Meeting, so need to retroactively build Daily).
- Meeting and Daily Attendance Bridge – Either one-way or two-way sync must be selected:
    - o One-way indicates that when a Meeting attendance record is taken during the bridge period, a Daily attendance record is automatically created.
    - o Two-way is the same as one-way but also indicates that when a Daily attendance record is taken, a Meeting attendance record is automatically created for the bridge period.
- Bell Schedules – Each bell schedule used in the school's calendar must have a bridge period defined, including default time in and time out.

Other System Requirements

- System Backup – It is strongly recommended that you back up your system prior to running this process.

- School Year – The synchronization process may not be run for school years prior to 2004-2005.
- Current School Only – The synchronization process may only be run for the current school and may not be run for the district office.

For more information about attendance, see *Attendance Overview*.

How to Synchronize Attendance

Note: This procedure may only be performed at the school level.

1. On the start page, choose **System** under Setup in the main menu. The System Administration page appears.
2. Under Attendance, click **Attendance Bridge Synchronization**. The Attendance Bridge Synchronization page appears.
3. Use the following table to enter information in the fields:

Field	Description
Direction to re-build bridge	Choose **From Meeting, build Daily** to create a daily attendance record for each meeting attendance record that exists for the calendar day's bridge period: • For each Meeting attendance record existing for the bridge period of the calendar day, a Daily attendance record will be created with the attendance code found in the Meeting record. • If a Daily record already exists for the student, either with the same attendance code or a different attendance code, a warning will be displayed. The existing record will not be modified under any circumstance. Choose **From Daily, build Meeting** to create a meeting attendance record for each daily attendance record that exists for the calendar day: • For each Daily attendance record existing for the calendar day, a Meeting attendance record will be created for the bridge period with the attendance code found in the daily record. • If a Meeting record already exists for the student in the bridge period, either with the same attendance code or a different attendance code, a warning will be displayed. The existing record will not be modified under any circumstance. • If the attendance code found in the Daily attendance record counts as absent, there is a preference option to mass create a Meeting attendance for every period for the day (not just the

Field	Description
	bridge period). When choosing the option to build meeting from daily attendance, meeting attendance records are built as follows: • If the attendance codes denote absence and the preference selected from the Other Preference pop-up menu indicates to mark all periods, a meeting attendance record will be created for each period in the bell schedule. • If the attendance codes denote absence and the preference selected from the Other Preference pop-up menu indicates to mark only the bridge period, a meeting attendance record will be created for the bridge period identified in the bell schedule. • If the attendance codes denote present or tardy, regardless of the preference to indicate mark all periods or mark only the bridge period, a meeting attendance record will be created for the bridge period in the bell schedule.
Other Preferences	From the pop-up menu, select one of the following options: • **If daily attendance code is absent, mark all periods absent for the day** to create a meeting attendance record for each period in the bell schedule. • **If daily attendance code is absent, mark only the bridge period absent for the day** to create a meeting attendance record for the bridge period identified in the bell schedule.

4. Click **Submit**. The Attendance Bridge Synchronization Progress page appears. When the synchronization is complete, click PowerSchool in the upper-left corner to return to the start page.

   Note: If a Meeting record already exists for the student in the any of these periods, either with the same attendance code or a different attendance code, a warning will appear. The existing record will not be modified under any circumstance.

Teacher Attendance Submission Status

Finding out which teachers have taken attendance has never been easier than using the Teacher Attendance Submission Status page. With graphical green checkmark, orange exclamation mark and red exclamation mark to indicate whether a teacher has completed attendance for the entire day, part of the day, or not at all, staff can quickly determine where follow-up is needed.

Note: This procedure may only be performed at the school level.

How to View Teacher Attendance Submission Status

1. On the start page, choose **Attendance** under Functions in 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. Use the following table to enter information in the fields:

Field	Description
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.
Show Sections Excluded From Attendance	By default, the switch is set to **No** to display only sections that are included in ADA calculations. Alternatively, click the switch to **Yes** to display both sections that are and are not included in ADA calculations.
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, orange, and green). • Select the **Att taken first** to order attendance results by teachers who have completed taking attendance (green), teachers who are in the progress of taking attendance (orange), and teachers who have not yet begun taking attendance (red). • Select **No Att taken first** to order attendance results by teachers who have not yet begun taking attendance (red), teachers who are in the progress of taking attendance (orange), and teachers who have completed taking attendance (green).
Show	By default, attendance for all teachers for the selected school appears. Do one of the following: • Select the **All** option to view all statuses of teacher attendance submission. • Select the **Complete Attendance** option to only view teachers who have completed taking attendance (green). • Select the **Incomplete Attendance** option to only

Field	Description
	view teachers who are in the progress of taking attendance (orange) or who have not yet begun taking attendance (red).

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, click teacher's name. The Submission Status 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.
6. When done viewing class information, click **Ok**. The Submission Status pop-up closes.

Take Attendance

Meeting/Interval Attendance

In PowerSchool, your school can track meeting attendance, interval attendance, daily attendance, and time attendance. Students' meeting and interval attendance records indicate their absences and tardies in each class period during the school day. Interval attendance allows for multiple attendance records per period. Students' daily attendance records indicate their absences, tardies, and arrival and dismissal times for an entire school day. Time attendance is a simple way of adding attendance value by entering total minutes or hours for a given day.

Use the Meeting/Interval 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. In the case of meeting attendance, the days without a code indicate that the student was present. With interval attendance, all days and periods must have a code.

Meeting and interval attendance functions share the same page. The primary difference between the two is that meeting allows for only one attendance record per period while interval attendance allows for multiple attendance records per period based on the specified interval. Whether the class is meeting or interval is determined by what is specified for the section in the *Section Setup* page. Interval attendance may not appear any different from meeting attendance if the period length is less than or equal to the specified interval duration defined in *Attendance Preferences*. For more information about attendance, see *Attendance Overview*.

Enable Enter Attendance Link on Student Pages Menu

A shortcut to the Edit Meeting/Interval Attendance page is available via the Enter Attendance link, which appears just below the Attendance link. To enable the Enter Attendance link to appear in the student pages menu, **Meeting** or **Interval** must be selected as one of the attendance recording methods and set as the default attendance recording page on the *Attendance Preferences* page.

How to Take Meeting or Interval Attendance for a Single Day/Period

Use this procedure to take Meeting or Interval 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. Interval attendance never modifies daily attendance.

1. On the start page, search for and select a student. For more information, see *Student Search*.
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/Interval Attendance page, click **Enter Attendance** instead of **Attendance**. The Edit Meeting/Interval Attendance page appears. To continue, skip to Step 6.

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

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

6. Use the following table to enter information in the fields:

Field	Description
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: 1. Click the **Comment** icon. The Edit Comments pop-up appears. 2. Enter a comment for the student's attendance record. 3. 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

Note: This function does not function with interval attendance.

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. For more information, see *Student Search*.
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. Use the following table to enter information in the fields:

Field	Description
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 **These Codes** and then choose the attendance codes for which you want to scan
Attendance code to	Choose the attendance code to apply to the date range

Field	Description
set	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.

Daily Attendance

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.

For more information about attendance, see *Attendance Overview*.

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. For more information, see *Student Search*.
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. Use the following table to enter information in the fields:

Field	Description
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. For more information, see *Student Search*.
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. Use the following table to enter information in the fields:

Field	Description
Change Daily Attendance for	The selected student appears.
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. For more information, see *Student Search*.
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. Use the following table to enter information in the fields:

Field	Description
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.
Time In	The time the student arrives appears.
Time Out	The time the student leaves appears.
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	Indicates whether or not this time item is excluded from the total time calculation.

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.

Time Attendance

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

Time attendance is a simple way of adding attendance value by entering total minutes or hours for a given day. It is often used to enter work experience hours off of a timecard from a student's vocational job or for entering independent study hours.

Use the Time Attendance function to view or change a student's time attendance record. Each column represents one week, with the days of the week (MTWTF) in blue. Attendance minutes are noted in the chart under each day.

For more information about attendance, see *Attendance Overview*.

How to Take Time Attendance

After you add a time attendance entry, you can modify the entry by clicking the minutes in the appropriate day column. Multiple time attendance entries can be made for a single day by clicking the day abbreviation. Each time the day abbreviation is clicked a new entry is displayed to be filled out. Time entries cannot be deleted but they can be given a zero minute (or hour) amount that effectively voids them.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Attendance** from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click **Time**. The Time 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 day abbreviation in a week where you want to enter or change attendance. The New Time Attendance page appears.
5. Use the following table to enter information in the fields:

Field	Description
Date	The date for which you are taking attendance appears (read-only).
Attendance Code	Choose the attendance code from the pop-up menu.
Time	Enter the total amount of attendance time for this record. The value can either be entered in minutes or hours.
Minutes/Hours	Let the system know whether the time value entered is in minutes or hours. The default is minutes. If the time value entered is in hours then select hours from the pop-up menu. The system will convert the value to minutes when it is stored. Hours are not stored with the record.
Program	If these hours are associated to a special program that the student is enrolled in then specify that there. For example, California's Alternative Education program for Continuation Education requires that attendance is tracked for the program. The valid values are any of the special programs that the student is currently enrolled in.
Work Experience	This is primarily targeted for use for California Continuation Education, which requires that the attendance hours related to work time are tracked.
Comment	Enter any additional text regarding this record.

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

Record Meeting Attendance by Section

Using the Record Meeting Attendance [Section] page, you can enter or change the attendance records for students in a section.

How to Record Meeting Attendance by Section for a Date Range

Once an attendance record has been entered or modified by a PowerSchool administrator, it cannot be modified by the teacher in PowerTeacher.

1. To access the Record Meeting Attendance [Section] page, do one of the following:

   - Access the Sections page. For more information, see *Sections*.
   - Access the Teacher Schedule page. For more information, see *Staff Current Schedules*.

2. Click the **Attendance** (grid) icon next to the class for which you want to record attendance.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Code	Select the attendance code from the pop-up menu. **Note:** To enter attendance all students using the day of the week buttons, an attendance code other than blank (Present) must be selected.
Date Range	1. Click **Edit**. The Update Date Range pop-up appears. 2. Do one of the following: • Select **Range**, enter the date range for which you want to enter attendance, or click the **Calendar** icon to select a date. • Select **Reporting Term** to choose the term from the pop-up menu. 3. Click **Update** to change the attendance date.
Comments	Do one of the following: • Click **Display** to show teacher comments in the attendance grid. • Click **Hide** to not show teacher comments in the attendance grid.

4. To enter an attendance code for all students, click the day of the week (S, M, T, W, T, F, S) for which you want to enter the attendance code.

   Note: Attendance codes that have already been entered are not overwritten. However, if the attendance code is a blank (Present), it will be overwritten.

5. Use one of the following methods to enter the applicable attendance code:

   - Click in the field next to the student's name to enter the attendance code you selected from the **Attendance Code** pop-up menu. Use the pop-up menu to select a different attendance code, if needed.
   - Double-click in a field and select the code from the pop-up menu. Use the arrow keys on your keyboard to scroll through the list.
   - Click in a field and type the attendance code directly in the field.

   Note: Use the Tab or arrow keys to navigate to a different field.

6. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click **OK** to enter the comment for the student's attendance record.
7. Click on an icon in the **Alert** column to view the applicable alert pop-up.
8. When finished entering attendance and comments, click **Submit**.

How to Record Meeting Attendance by Section for a Specific Date

Recording meeting attendance by section for a specific date is the same in PowerSchool as when entering single day attendance in PowerTeacher. Once an attendance record has been entered or modified by a PowerSchool administrator, it cannot be modified by the teacher in PowerTeacher.

Note: By submitting attendance on this page you are verifying that attendance has been taken for this entire class.

1. To access the Record Meeting Attendance [Section] page, do one of the following:

   - Access the Sections page. For more information, see *Sections*.
   - Access the Teacher Schedule page. For more information, see *Staff Current Schedules*.

2. Click the **Attendance** (chair) icon.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Code	Select the attendance code from the pop-up menu.
	Note: Blank attendance codes count as (Present). However, if using interval attendance, an attendance value may be required to be entered for each student based on the requirements for your state/province.
	Note: If entering interval attendance, the interval for the selected period appears at the top of the **Attendance** column.
Date	Select the date or period for which you want to enter attendance from the pop-up menu.
	Note: If entering interval attendance, the interval for the

Field	Description
	selected period appears at the top of the **Attendance** column.
Classes	If there is more than one section of this class, you can click **Show Multiple Sections** to combine the students from multiple sections of this class into one attendance view. Click **Show Single Section** to return to a single section view. For more information, see *How to Record Meeting Attendance for Multiple Sections for a Specific Date*.

4. Use one of the following methods to enter the applicable attendance code:

   - Click in the field next to the student's name to enter the attendance code you selected from the **Attendance Code** pop-up menu. Use the pop-up menu to select a different attendance code, if needed.
   - Double-click in a field and select the code from the pop-up menu. Use the arrow keys on your keyboard to scroll through the list.
   - Click in a field and type the attendance code directly in the field.

     Note: Use the Tab or arrow keys to navigate to a different field.

5. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click **OK** to enter the comment for the student's attendance record.
6. Click on an icon in the **Alert** column to view the applicable alert pop-up.
7. When finished entering attendance and comments, click **Submit**.

How to Record Meeting Attendance for Multiple Sections for a Specific Date

Recording meeting attendance for multiple sections for a specific date is the same in PowerSchool as when recording attendance for multiple sections in PowerTeacher. Once an attendance record has been entered or modified by a PowerSchool administrator, it cannot be modified by the teacher in PowerTeacher.

Note: By submitting attendance on this page you are verifying that attendance has been taken for this entire class.

1. To access the Record Meeting Attendance [Section] page, do one of the following:

   - Access the Sections page. For more information, see *Sections*.
   - Access the Teacher Schedule page. For more information, see *Staff Current Schedules*.

2. Click the **Attendance** (chair) icon.
3. Click **Show Multiple Sections**. In Single Day attendance mode, the names of those sections that meet concurrently appear, along with a combined class roster. In Multi-Day attendance mode, the names of those sections that meet concurrently appear, and the students display by section.

Note: Concurrent attendance can only be taken for sections that share the same attendance mode as the originally selected section. For instance, if the selected section is designated as an interval attendance mode, only sections that are designated as using interval attendance will be combined when **Show Multiple Sections** is selected.

4. Enter the attendance code using the data entry options for the selected page.

   Note: Blank attendance codes count as (Present). However, if using interval attendance, an attendance value may be required to be entered for each student based on the requirements for your state/province.

5. Repeat for each different attendance code to assign.
6. Click **Submit**. The attendance codes are saved to the PowerSchool system.

Group Attendance

Change the attendance records either for one date range, day, or period for a selected group of students. In addition, you can change the attendance records either retroactively or in advance using either Meeting or Daily attendance. Meeting attendance is taken each time a class meets, whereas Daily attendance is taken for an entire school day. For more information about attendance, see *Attendance Overview*.

How to Change Group Attendance (Meeting)

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Attendance, choose **Attendance Change**. The Change Meeting Attendance page appears.

   Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Use the following table to enter information in the fields:

Field	Description
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.

Field	Description
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 selecting **All** or select **These Codes** 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.

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.

How to Change Group Attendance (Daily)

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Attendance, choose **Attendance Change**. The Change Meeting Attendance page appears.

    Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Click **Daily**. The Change Daily Attendance page appears.
5. Use the following table to enter information in the fields:

Field	Description
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

Field	Description
	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	Either choose all by selecting **All** or select **These Codes** 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.

6. 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.

Reports

Before producing attendance reports, you are encouraged to ask your PowerSchool administrator how your school calculates attendance. For example, does your school report how many days students are present or how many days they are absent?

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.

Note: For detailed information about a specific report, see the Attendance section of the *Reports User Guide* on **PowerSource**.

How to Access Attendance Reports

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, the following attendance reports appear:

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

Field	Description
Attendance Summary	by grade. For more information, see *Year-to-Date Attendance Summary*.
PowerTeacher Attendance	Click to view report showing which teachers have not taken attendance. For more information, see *PowerTeacher Attendance Report*.
Weekly Attendance Summary (Meeting)	Click to view a weekly attendance summary by section. For more information, see *Weekly Attendance Summary (Meeting)*.
Weekly Attendance Summary (Daily)	Click to view a weekly attendance summary by Teacher. For more information, see *Weekly Attendance Summary (Daily)*.
Period Att. Verification	Click to view report showing students marked present a specified number of periods. For more information, see *Period Attendance Verification Report.*

Note: To search for students with perfect attendance, see *Advanced Search and Select*.