

## PowerSchool SIS: Managing Daily Attendance

Use PowerSchool SIS to view, record, and update student attendance data. Learn how to use the Attendance dashboard to manage your daily attendance processes, and how to update attendance data for both individuals and for groups of students. Also, see which teachers have submitted attendance information.

### Attendance Dashboard Overview

Start your attendance tasks for the day from the Attendance dashboard. The Attendance dashboard has potentially five tabs: Reports, Daily, Meeting, Consecutive Absences, and Functions. Based on the attendance mode or modes selected on the Attendance Preferences page for the school, you'll see the Daily tab, the Meeting tab, or both tabs.

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

Use the Meeting or Daily tabs to view and filter today's attendance data. Schools using daily attendance click the Daily tab for a quick, comprehensive look at school attendance information for today. From your school's Start Page, in the main menu under Functions, click **Attendance** and select the Daily tab.

In the Student Counts section, view the total number of students who were marked with an attendance code, such as absent, unexcused, or tardy. The student counts are organized according to each attendance category. Next to the date, click the calendar to view attendance data for a different day. Select a category to view the list of students in the count. In the list of students, view their names, grade levels, home phone numbers, and attendance codes.

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

To make the filtered students the current selection, in the list of students, check the boxes next to their names and click **Set Current Selection**.

Click the Download arrow to save the list as a CSV file, Excel spreadsheet, or PDF.

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

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

The screenshot shows the Attendance Dashboard interface. At the top, there are tabs for Reports, Daily, Meeting, Consecutive Absences, and Functions. Below the tabs, the 'Student Counts' section displays: 13 Absent, 15 Tardy, and 13 Unexcused. An 'Add' button is visible next to the counts. A filter is applied, showing 'Filter (1) Absent' with a dropdown arrow. The filter criteria is 'Absent = V,P,A,O,U,X'. Below the filter, there is a 'Basic Filter' input field with a '+' button to add more filters, and 'Clear' and 'Apply' buttons. At the bottom, a table shows '1-13 of 13 Students' with columns for Name, Edit, Grade, Home Phone, and Attendance Code. The table lists four students: Bringhurst, Derek R (Grade 1, Home Phone 1-555-555-1416, Attendance Code A), Cihacek, David N (Grade 2, Home Phone 1-555-555-2782, Attendance Code A), Derbidge, Anthony R (Grade 2, Home Phone 1-555-555-2223, Attendance Code A), and Glover, Seth B (Grade 2, Home Phone 1-555-555-2639, Attendance Code A).

	Name	Edit	Grade	Home Phone	Attendance Code
<input type="checkbox"/>	Bringhurst, Derek R		1	1-555-555-1416	A
<input type="checkbox"/>	Cihacek, David N		2	1-555-555-2782	A
<input type="checkbox"/>	Derbidge, Anthony R		2	1-555-555-2223	A
<input type="checkbox"/>	Glover, Seth B		2	1-555-555-2639	A

# PowerSchool SIS: Managing Daily Attendance

## Quick Reference Card

---

### Update Student Attendance

Before the day even starts, record the absences for students known to be out for the day. Then, if students arrive to school late, record their attendance as they come into the office to receive late passes. From the Attendance dashboard, use the Enter Attendance window to update a student's attendance—including clock in/out times—and to quickly switch from one student's record to another.

### Use the Enter Attendance Window

1. From the Start Page, click **Attendance** in the main menu
2. Click the Daily tab
3. On the Attendance dashboard, click **Add**
4. On the Enter Attendance window, check **Keep Open** to keep this window open
5. In the Student field, search for the student and select him from the list of students
6. Open the Attendance Code menu and select the appropriate code, such as **Parent Excused**
7. In the Comment field, enter a comment about the student's attendance, such as **Parent called to report that the student will be out today due to illness**
8. Click **Save** to record his attendance

To switch to another student:

1. In the Student field, enter the next student's name and select her from the list
2. Open the Attendance Code menu and select the appropriate code, such as **Tardy**

3. In the Comment field, enter the reason for the student's late arrival, such as **Student was late; no parent note**
4. Click the clock icon, record the student's clock in and clock out times, and click **Save**
5. To save the attendance updates, click **Save**
6. To close the Enter Attendance window, in the upper-right corner, click **x**

### Find Teachers Who Have Not Taken Attendance

As part of your daily attendance practices, give teachers time to take attendance, and then check on the status of teacher attendance submissions by running two reports: the Teacher Attendance Submission Status report and the PowerTeacher Attendance report.

### View the Teacher Attendance Submission Status Report

View the Teacher Attendance Submission Status report from the Attendance dashboard by either clicking the "i" icon on the Meeting tab (provided your school has the Meeting tab set up), or by clicking the Reports tab.

1. On the Start Page, click **Attendance**
2. Click the Reports tab
3. Click **Teacher Attendance Submission Status**
4. Verify or change the search criteria and click **Submit**
5. Click a teacher's name to see a list of the teacher's classes and the attendance status for each class

# PowerSchool SIS: Managing Daily Attendance

## Quick Reference Card

---

6. Click **Ok** to close the window
7. View the progress indicators to determine which teachers have or have not submitted attendance information
  - A green highlight with a check mark means that the teacher has submitted attendance for all of his or her classes
  - A yellow highlight with an exclamation point means that the teacher has submitted attendance for only some of his or her classes
  - A red highlight with an exclamation point means that the teacher has not submitted attendance for any of his or her classes

### Run the PowerTeacher Attendance Report

1. On the Start Page under the Functions section, click **Attendance**
2. Click the Reports tab
3. Click **PowerTeacher Attendance**
4. Select the appropriate period check box, such as **1**, or leave the check boxes blank to run the report for all periods  
Select the daily attendance bridge period or the period that counts for daily attendance.
5. Click **Submit**
6. On the "Report Queue (System) – My Jobs" page, click **Refresh**
7. When the status says Completed, click **View**
8. Click a teacher's name to email that person, or click a period to view more information about the course

### Work with Absent or Tardy Students

Once teachers have submitted attendance for the day and you start contacting parents and guardians to find out why students have unexcused absences or were late, use the Attendance dashboard to work with the absent or tardy students.

The categories in the Student Counts section show the number of students marked absent, tardy, excused, and unexcused for the current day. Keep in mind that a student can be in two lists. Select a category to view the list of students in the count.

To modify the attendance for a student in the list:

1. Click the Edit icon in a student's row
2. Make the change in the Enter Attendance window
3. Click **Save** to submit the modified attendance record

To select all the students on a list and download their attendance:

1. Check the box in the header of the list, next to Name
2. Click the Download arrow
3. Select the format for the information to be downloaded
4. Open the document to view the attendance information

To select a few students from a list and update their attendance:

1. Clear the box in the header, next to Name
2. Check the boxes before the selected students' names
3. Click **Set Current Selection**
4. In the main menu, click **Special Functions**
5. On the Special Functions page, click **Group Functions**
6. On the Group Functions page, click **Student Screens**
7. From the Student Screens Menu, select **Attendance**

# PowerSchool SIS: Managing Daily Attendance

## Quick Reference Card

---

8. Click **Submit**
9. From the list of students on the left, click a student's name
10. Follow the steps outlined in the Student Attendance Pages section, starting with the step 4, which begins with "On the Daily Attendance page..."

## The Student Attendance Pages

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

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

## Enter Attendance Using Student Pages

When you need to make attendance updates for students on days other than the current day or for multiple days, use the student pages instead of the Attendance dashboard. Office staff members with the correct security permissions can submit or modify attendance for an individual student using the student pages or for a group of students.

To change past or future daily attendance for a student:

1. From the Start Page, search for and select the student
2. In the student pages menu, click **Attendance**
3. If needed, click **Daily**
4. On the Daily Attendance page, click the letter representing the day to be entered or changed

5. On the New Daily Attendance page, choose the applicable attendance code
6. Enter a comment stating the reason for the change
7. If the student is missing for part of the day, enter the clock in and clock out times
8. Add any additional comments regarding the time
9. Click **Submit**

## Record a Student's Attendance for Multiple Days

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

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

# PowerSchool SIS: Managing Daily Attendance

## Quick Reference Card

---

### Record Attendance for a Group of Students

When you need to record attendance for a group of students, begin by selecting the students. Options for selecting groups of students include, but are not limited to, selecting students on the Start Page by hand, using a search command, using one of the Start Page options (such as a grade level or gender), or using the Teacher Schedules page.

### Record Attendance for Students in the Same Class

Use the Teacher Schedules option to submit attendance for a teacher or to update records for a group of students, such as a teacher's homeroom class that is going on a field trip. With this option, you don't search for a student. Instead, begin with the teacher.

1. On the Start Page, click **Teacher Schedules**
2. Select the teacher of the students whose records you want to update
3. In the Attendance column, click the grid icon for one of the sections, such as the teacher's homeroom section
4. From the Attendance Code menu, choose an attendance code, such as **School Excused**
5. At the top of the grid, click the letter representing the day for which you are assigning the code

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

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

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

### Record Attendance for Students in Different Classes

To record attendance for several students who are not in the same class, first select the group of students by hand from the Start Page. For example, you may need to mark the students who won first-place awards for their grade levels in the science fair as school excused so that they can attend the district-level science fair.

1. On the Start Page, click **All**
2. Below the current student selection, click **Select by Hand**
3. All of the students are selected by default, so clear the check box next to the Student heading
4. Check the boxes next to the names of the students for whom you need to make an attendance change
5. Click **Update Selection**
6. Click the Select Function arrow and choose **Attendance Change**
7. In the "From this Date" field, enter the first day of the absence
8. In the "To this Date" field, enter the last day of the absence
9. Select **All** to scan for all attendance codes
10. From the "Attendance Code to Set" menu, choose **School Excused**

# PowerSchool SIS: Managing Daily Attendance

## Quick Reference Card

---

11. Choose **Don't Overwrite** so that any existing attendance codes these students may have during the defined date range will not be overwritten with the School Excused code
12. Add a comment to document why the students will be out of school
13. Click **Submit**

## Attendance Verification Records

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

## Weekly Attendance Summary

Use this report to display attendance codes by section.

1. On the Start Page, click **System Reports**
2. Click **Weekly Attendance Summary (Daily)**; at the top of the page, see instructions for how to run the report
3. Choose the week for which to run the report
4. Choose to run the report for a teacher, multiple teachers, or all teachers
5. In the Attendance Codes section at the bottom of the report page, fill in all the codes in the Absent, Unexcused, and Tardy fields that the school uses to indicate that a student has an excused absence, an unexcused absence, or a tardy  
  
Separate codes by commas, with no spaces, and use each code only once.
6. Check additional options, such as including the student numbers or a verification line for staff to use as authorization

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

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

## Search for Students with Chronic Attendance Problems

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

## Search by Grades/Attendance

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

1. On the Start Page, click **Attendance**
2. Click the Reports tab
3. Click **Search by Grades/Attendance**
4. Select the students to include in the search
5. Clear all check boxes pertaining to searching by grades
6. Check **Scan for attendance**
7. Next to "Scan this attendance mode," choose **Daily**
8. Choose the appropriate attendance code, such as **U (Unexcused) or All Absent Codes**

# PowerSchool SIS: Managing Daily Attendance

## Quick Reference Card

---

9. Choose a comparator
10. Enter the number of instances of the code to search for in the Days field
11. Either select **Scan all attendance records** or enter a date range
12. Select **Make this the current selection of students**
13. Click **Submit**
14. On the Group Functions page, select a function to perform for the group or click the number of students the search returned to view their names in a list

### Attendance Count Report

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

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

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

7. Use the dates for the current term or enter the begin and end dates to review

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

### Consecutive Absences Report

Use this report at the beginning of the year to identify "no show" students, i.e., students who never attended class. Use this report during the year to identify students with consecutive absences.

Note that if the school is on a rotating schedule, like A Day and B Day, then the Consecutive Absences report will indicate consecutive class meetings that were missed, not consecutive calendar days. Access this report from the Start Page by clicking either Attendance and opening the Reports tab, or by clicking System Reports.

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

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

6. Use the dates for the current term or enter the begin and end dates to review



# PowerSchool SIS: Managing Daily Attendance

## Quick Reference Card

---

7. For "Number of Consecutive Days to Scan," enter a number, such as 3
8. Click **Submit**
9. On the "Report Queue (System) – My Jobs" page, click **Refresh**
10. When the status says Completed, click **View**
8. Click **Submit**
9. On the "Report Queue (System) – My Jobs" page, click **Refresh**
10. When the status says Completed, click **View**

## Use the Attendance Audit Reports

Use the audit reports to verify attendance records.

### Student Attendance Audit

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

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

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

1. On the Start Page, click **System Reports**
2. Click **Student Attendance Audit**
3. Next to Attendance Mode, choose **Daily**
4. Use the default attendance conversion
5. Select which students and grade level(s) to include
6. Select a reporting segment, or enter the begin and end dates to review
7. Check **Include Student Number**, if desired

## Average Daily Attendance and Average Daily Membership Reports

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

### ADA/ADM by Student

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

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



# PowerSchool SIS: Managing Daily Attendance

## Quick Reference Card

---

### ADA/ADM by Date

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

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

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