PowerSchool SIS: Managing Meeting Attendance

Use the PowerSchool SIS Meeting Attendance dashboard, pages, and reports to view and manage attendance data by meeting (or period). Add, update, and monitor meeting attendance all from one central location, the Meeting Attendance dashboard.

Use the Meeting Attendance Dashboard

Start your attendance tasks for the day from the Meeting Attendance dashboard. On the Start Page, open the School menu, and select your school. To open the Meeting Attendance dashboard, in the main menu under Functions, click **Attendance** and select the Meeting tab. The Meeting Attendance dashboard displays information about the number of absent, tardy, excused, and unexcused students for the day as "tiles" in the Student Counts section.

Update Student Attendance

Before the day even starts, record the absences for students known to be out for the day. Learn how to use the Enter Attendance window and how to quickly switch from one student's record to another's record.

Use the Enter Attendance Window

1. On the Meeting Attendance dashboard, click **Add**
2. On the Enter Attendance window, check **Keep Open** to keep this window open
3. In the Student field, search for the student and select him from the list of students

4. Open the Attendance Code menu and select the appropriate code, such as **Parent Excused**
5. In the day and date section, click **Set All** to set the attendance code for all of his periods
6. 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. Click the comment icon and add the reason for the student's late arrival
4. Click **Save**
5. To close this window, in the right-hand corner, click **x**

Verify Teacher Attendance

As part of your daily attendance practices, check on the status of teacher attendance submissions by running two reports: the Teacher Attendance Submission Status report and the PowerTeacher Attendance Report. See the verification reports section below for more information on the PowerTeacher Attendance report.

Use the Teacher Attendance Submission Status Page

1. On the Start Page, click **Attendance**
2. Click the Meeting tab

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3. Click the "i" icon to view report results

4. Verify or change the search criteria and click **Submit**

   In the Order By options, sort the list according to whether teachers have taken attendance for all of their classes by selecting **Att taken first** or sort the list to view teachers who have not yet taken attendance for any of their classes at the top of the list by selecting **No Att taken first**.

   Use the Show options to view the status of all teachers, just the teachers who have completed their attendance, or just teachers who have incomplete attendance.

5. Click a teacher's name to see a list of the teacher's classes and the attendance status for each class
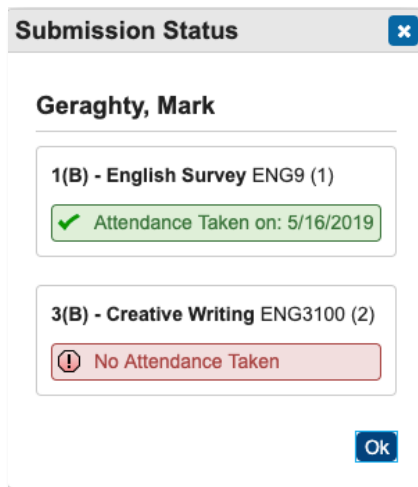
6. Click **OK** to close the window

7. View the progress indicators to determine which teachers have or have not submitted attendance:

   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.

8. To return to the Meeting Attendance dashboard, in the breadcrumbs, click **Attendance**

Work with Absent or Tardy Students

Use the Meeting Attendance dashboard to work with absent or tardy students. The tiles in the Student Counts section show the number of students marked absent, tardy, excused, and unexcused so far for the current day. Keep in mind that a student can be in two lists. Click the tile to update the corresponding list of students at the bottom of the page.

To modify the attendance for the students in the list:

1. Click the Edit icon in the student's row

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2. Make the change in the Edit Attendance window

3. Click **Save** to submit the modified attendance record

Use the Filter area to search for students based on their attendance codes. Below the Filter area is a list of students that corresponds to the selected student count tile and the currently applied filter.

To set a current selection of students from the Meeting Attendance dashboard:

1. Click a tile, such as **Unexcused**

2. Set a filter to update the current list of students, such as using the Grade filter and then entering **9** to search for ninth graders with unexcused absences

   To add a filter, click the **+** sign at the end of the Basic Filter field. From the menu select the filter you want to use, such as **Grade**. Enter the specific information to filter by, such as **9**. Click **Apply** to update the list of students.

3. To select all students in the list, check the box at the top of the first column

   To select students individually, check the box next to each student's name.

4. Then click **Set Current Selection**

5. Now work with the selection of students in other areas of PowerSchool SIS, such as by a group function

To work with the students listed in the Meeting Attendance dashboard outside of PowerSchool SIS, such as in a spreadsheet document, download the current student list. Use the tiles and filters to display the students you want to work with, then at the bottom of the dashboard, click the Download arrow. Choose to download the list as a comma-separated value (CSV) file, an Excel spreadsheet (XLSX), or a portable document format (PDF) document.

Clock In and Clock Out Students

School personnel can clock a student in and out of school on either the Meeting Attendance dashboard or the Enter Attendance student page in order to calculate a student's presence and absence amount based on actual minutes attended.

The clock in/clock out function is disabled by default.

To enable the feature, update the attendance preferences:

1. From the Setup section of the main menu, click **School**

2. In the Attendance area of the School Setup page, click **Preferences**

3. On the Attendance Preferences page, locate the "Attendance recording methods" area and verify that **Meeting** is checked

4. Under Meeting, check **Enable Clock In / Clock Out**

5. In the "Meeting Attendance Clock In / Clock Out Thresholds" section, select a threshold type, such as **Minutes**, and enter a threshold value, such as **5**, to define the amount of missing meeting time per period that warrants a tardy attendance code

6. To set the absent threshold, select **Minutes** for the type and enter **15** for the value

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7. To update the attendance preferences, click **Submit**

To clock a student in or out using the Meeting Attendance dashboard:

1. On the Meeting Attendance dashboard, click **Add**

2. In the student field, search for and select the student

3. In the Enter Attendance window, locate the Meeting Time row at the top of the attendance grid

   The Meeting Time summary links show the number of minutes the student attended school out of the number of total minutes in the school day as well as a clock icon.

4. Click the minutes to view the time breakdown for the day

5. Click the clock icon

6. In the Adjust Meeting Time window, choose **Clock In** or **Clock Out** from the first menu, then use the current time or enter the time in the text box and adjust for AM or PM

7. Select an attendance code to be entered for the meeting period

8. Select **Fill Subsequent Periods** if the same code will be applied to the remaining periods of the school day

9. Enter a comment regarding the reason for the adjusted time

10. Click **Save**

Enter Attendance Using Student Pages

When you need to make attendance updates for students on days other than the current day, use the student pages instead of the Meeting Attendance dashboard.

To record meeting attendance for a student for the current week, use the Enter Attendance student page:

1. On the Start Page, search for the student

2. From the student pages menu in the Academics section, click **Enter Attendance**

3. From the "Current attendance code" menu, select the appropriate attendance code

4. Then click the appropriate attendance cell to insert the selected code

5. Click **Set All** under the date to change attendance for all periods of the day

6. Use the Comment icon to record any information about the absence

7. To save the changes, click **Submit**

Record Future Attendance Dates for a Single Student

Use the Attendance page to change attendance for multiple days due to a student's upcoming vacation or medical event.

1. Search for and select a student

2. On the student pages menu, click **Attendance**

3. Click **Change Meeting Attendance**

4. In the "From this Date" field, enter the first day of the absence

5. In the "To this Date" field, enter the last day of the absence

6. For "Meetings to scan," click **Select All** to scan all periods for a certain attendance code or codes

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7. For "Code(s) to scan for," use the default **All** to scan for all attendance codes

8. From "Attendance Code to Set," choose **Absent** or **Parent Excused**

9. Select **Overwrite** 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**

Record Attendance for a Group of Students

Use the Attendance Change group function to update records when a group of students, such as a sports team or performing arts group, is going on a field trip.

1. On the Start Page, click **School**

2. Click **Activities Setup**

3. Note the field name for the activity, such as `Band`

4. Return to the Start Page and enter `Band=1` in the search field

5. Click the Search icon

6. Click the Select Function arrow and choose **Attendance Change**

7. Enter the date range for the field trip

8. Select the meetings to scan

9. Select **All** to scan for all attendance codes

10. From the "Attendance Code to Set" menu, choose the code you want PowerSchool SIS to record for the group, such as **School Excused**

11. Select **Don't Overwrite** to preserve previously entered attendance codes for future family vacations or medical leave

12. Enter a comment

13. Click **Submit**

14. Click the PowerSchool SIS logo

15. In the Current Student Selection section, select a student and verify that the attendance change was made

Submit Attendance Using Teacher Schedules

Office staff members can enter attendance for a teacher's class in PowerSchool SIS or to update attendance for several students at once. Using this option, you don't search for a student. Instead, begin with the teacher.

1. On the Start Page, click **Teacher Schedules**

2. Select a teacher

3. In the Attendance cell for the class, click the Chair icon to record attendance for today, or click the Grid icon to modify past, current, and future attendance for students in the class

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
1(B)	18-19	ENG9	English Survey	1	220	31		

4. Choose an attendance code

5. Click the student's cell for the correct day and the code will be updated automatically

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6. Repeat for any other students in the same class

7. Click **Submit**

Attendance Reports and Verification

You learned how to use the Meeting Attendance dashboard and how to run the Teacher Attendance Submission Status report, but there are additional reports that you may use to verify and report on attendance. Use the Reports tab on the Meeting Attendance dashboard to run predefined attendance reports that show which teachers have or have not submitted attendance, or to show student attendance that has been recorded using certain attendance codes.

Run the PowerTeacher Attendance Report

Run the PowerTeacher Attendance report to verify that all teachers have taken attendance for one, some, or all periods.

1. On the Start Page under the Functions section, click **Attendance**

2. Click the Reports tab

3. Click **PowerTeacher Attendance**

4. Select a date

5. Select a period check box, such as **1**, or leave blank to select all periods

6. Use the default values for the rest of the settings and click **Submit**

7. On the Report Queue page, if the report is still running, click **Refresh** until the status changes to completed

8. Click **View**

9. Teachers who have not taken attendance during first period are listed

10. Notify those teachers that they need to submit attendance

    If you have a mail account provider set up at your school, you can click a teacher's name to send a reminder by email.

11. Click **Back** on your web browser to return to PowerSchool SIS

Run the Absentee Report

The easiest way to see a list of students who were marked absent is to view the Meeting Attendance dashboard; however, you can also use the Absentee report. Use the Absentee report to generate single-day, period-by-period attendance information. This report lists students who match the attendance code(s) you specify. It can also generate additional information, such as the student ID number, grade level, phone number, and verification information.

To run the Absentee Report:

1. On the Start Page, click **Attendance**

2. Click the Reports tab

3. Click **Absentee Report**

4. For Attendance Mode, choose **Meeting**

5. Select the students to include in the report

6. Select the grades to include or leave blank to include all

7. Select the desired attendance code(s)

    Use the command or control key to select more than one.

8. Select certain period(s) or leave blank for all periods

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9. Include the student number, blank lines, and verification lines (optional)

10. Click **Submit**

11. On the Report Queue page, if the report is still running, click **Refresh** until the status changes to completed

12. Click **View**

At the bottom of the Absentee report, click **Functions** to work with the group of absent students, or click **Find teachers who have not taken attendance** to go to the PowerTeacher Attendance Report page.

To change attendance data for one student, click the student's name on the Absentee report.

Access the Student Screens Functions

The Meeting Attendance dashboard and Absentee report list students' home phone numbers, but sometimes you need parents' work numbers. Use the Student Screens function to view a student page that contains additional contact information for a group of students.

To access the Student Screens menu from the Meeting Attendance dashboard:

1. Click a student count tile, such as **Unexcused**

2. Check the box at the top of the first column in the list of students to select all of the students

3. Then click **Set Current Selection**

4. Next, 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. Open the menu and choose **Demographics Modify**

8. To open the Student Screens page, click **Submit**

   The names of the students appear on the left.

9. Click a student's name to view the student's Demographics page and to find the parent's work number

   Move to the next student's Demographics page by clicking the name of the next student.

To access the Student Screens menu from the Absentee report:

1. To open the Report Queue page, in the navigation bar, click the Report Queue icon

2. To open the Absentee Report, click **View**

3. At the bottom of the report, click **Functions**

4. On the Group Functions page, click **Student Screens**

5. Open the menu and choose **Attendance**

6. To open the Student Screens page, click **Submit**

   The names of the students appear on the left.

7. Click a student's name to view the student's Attendance page and modify as needed

   Move to the next student's Attendance page by clicking the name of the next student.

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Run the Consecutive Absences Report

Use the Consecutive Absences tab on the Meeting Attendance dashboard or the report to view a list of students who have been absent for an extended number of consecutive school days. This information will only be available if the option is selected on the Attendance Preferences page. To enable this feature:

1. On the school Start Page, in the Setup section of the main menu, click **School**

2. On the School Setup page, in the Attendance section, click **Preferences**

3. Scroll to the Consecutive Absences Notification section and check **Enable Notification**

4. Then enter values for the minimum days stored, such as 3

5. Enter values for the maximum days stored, such as 20

6. Enter how many consecutive days a student can miss before the threshold is triggered, such as 3

   This value has to be equal to or greater than the number of the minimum days stored.

7. Click **Submit** to update your school's preferences

The Recalculate Consecutive Absences Notification operation runs as part of the nightly process.

To run the process manually after updating attendance preferences:

1. From the Start Page, open the School menu and select **District Office**

2. On the District Start Page in the Setup section of the main menu, click **System**

3. On the System Administrator page, in the Data Management section, click **Special Operations**

4. From the Operation menu, select **Recalculate Consecutive Absences Notification**

5. Click **Submit**

6. When the recalculation is complete, click **Back**

7. From the School menu, select your school

8. Click **Attendance** to open the Meeting Attendance dashboard

9. Click the Consecutive Absences tab to view the updated results

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 either the Attendance pages or from the System Reports page.

1. On the Meeting Attendance dashboard, click the Reports tab

2. Click **Consecutive Absences**

3. For Attendance Mode, choose **Meeting**

4. Select an attendance code to scan for, such as **U (Unexcused)** for no-show students

   Keep in mind that at least one code, including the "ALL CODES" option, must be selected or the report will not run correctly.

5. Use the dates for the current term, or enter the beginning and ending dates to review

6. Next to "Number of Consecutive Days to Scan," enter a number, such as 3

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7. Select any additional desired options and click **Submit**

8. On the Report Queue page, click **Refresh**

9. When the status says Completed, click **View**

10. To return to PowerSchool SIS, click **Back** in your web browser

Attendance Verification Records

Some schools have staff members verify and sign their attendance records. PowerSchool SIS provides two reports for this purpose for schools using the Meeting 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 (Meeting)**; at the top of the page, see instructions for how to run the report

3. Choose the week for which you will run the report

4. Choose to run the report for a teacher, multiple teachers, or all teachers

5. Select the periods and days for which you will generate the report, or leave blank to select all

6. Use the default attendance mode

7. 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

   Codes must be separated by commas, with no spaces, and each code should be used only once.

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

   If you plan to run this report routinely and want the values you select to be the default values (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

9. Click **Submit**

10. On the Report Queue page, click **Refresh**

11. When the status says Completed, click **View**

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Period Attendance Verification

Use this report to confirm that students marked as present in some classes and absent in others were actually present part of the day.

1. On the Start Page, click **System Reports**

2. Click **Period Att. Verification**

3. Choose the week for which you will run the report, or select a date range

4. Enter a number to indicate how many "Present" periods to scan for, such as **2**

   PowerSchool SIS will find the students who were marked absent except for one or two periods on any given day, during the week you choose.

5. Select which students the report will review

6. Click **Submit**

7. On the Report Queue page, click **Refresh**

8. When the status says Completed, click **View**

Search for Students with Chronic Attendance Problems

In addition to using the Consecutive Absences tab on the Meeting 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 you specify, within a date range.

1. On the Start Page, select a group of students

2. Click **Attendance**

3. Click the Reports tab

4. Click **Search by Grades/Attendance**

5. Select the students to include in the search

6. Enter the minimum number of classes needed to meet the search criteria

7. Clear all check boxes related to searching by grades

8. Check **Scan for attendance**

   This report can also be used to correlate student grades and attendance.

9. Next to "Scan this attendance mode," choose **Meeting**

10. Choose the appropriate attendance code to scan, such as **U (Unexcused)** or **All Absent Codes**

11. Choose a comparator

12. Enter the number of instances of the code to search for in the Periods field

13. Either enter a date range or select **Scan all attendance records**

14. Select **Make this the current selection of students**

15. Click **Submit**

16. On the Group Functions page, select a function to perform for the group or click the number of students returned to view their names in a list

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Attendance Count Report

Use this report to identify students with a minimum number of total occurrences (a cumulative total across all classes) of an attendance code you specify, within a date range. Access this report from either the Attendance pages or from the System Reports page.

1. On the Start Page, click **Attendance**

2. Click the Reports tab

3. Click **Attendance Count**

4. Next to Attendance Mode, choose **Meeting**

5. Select the students and grade level(s) to include in the search

6. Select an attendance code to scan for, such as **U (Unexcused)** or **ALL CODES**

   Keep in mind that at least one code, including the "ALL CODES" option, must be selected or the report will not run correctly.

7. Use the dates for the current term or enter the beginning and ending dates to review

8. Next to "Minimum Number of Total Occurrences," enter the number of absences from classes that your school has identified as indicating a chronic attendance problem; for example, enter **5**

9. Click **Submit**

10. On the Report Queue page, if the report is still running, click **Refresh**

11. When the status says Completed, click **View**

12. From the bottom of the Attendance Count report, click **Functions** to access the Print Reports menu so you can print an attendance letter using the report card template

Occurrences of these codes: A,F,I,O,P,S,T,TE,U,V,X
Number of occurrences between 07/30/2018 - 07/26/2019

Student	Grade	1	2	3	4	Total
Anderson, Cody N	9	1	0	0	5	6
Andrews, Joshua M	9	1	0	4	1	6
Bailey, Jenilyn H	9	3	0	2	0	5
Bennett, Cody B	9	3	2	2	0	7
Briggs, Justin D	9	1	0	3	2	6
Bushman, Joshua C	9	3	0	1	3	7

Search by Attendance Points

Schools that count attendance points for absences and tardies can use this search method to identify students with a minimum number of points counted against them during a certain date range. This search scans each course separately and does not show a total number of attendance points across all classes.

1. On the Start Page, enter a search command, such as `*attendance_points>10`

2. Press **Enter**

   Students who meet the criteria will be listed in the Current Student Selection area.

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Use the Attendance Audit Reports

Use the audit reports to verify attendance records.

Class Attendance Audit

Use this report to review attendance records for individual teachers. The report looks like a traditional attendance sheet.

1. On the Start Page, click **System Reports**

2. Click **Class Attendance Audit**

3. Select a reporting segment, or enter the beginning and ending dates to review

4. Select a teacher

5. Select the periods to view, or if you want to see the records for all the teacher's classes, leave Period(s) blank

6. Enter any desired header options

7. Review the print options

8. Click **Submit**

Student Attendance Audit

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

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

Before running the report for the first time, check that **Meeting** is set as the attendance mode default in **School** > **Full-Time Equivalencies** > **Select a FTE** to ensure accurate report results.

1. On the Start Page, click **System Reports**

2. Click **Student Attendance Audit**

3. Select the students and grade level(s) to include in the report

4. Select a reporting segment, or enter the beginning and ending dates to review

5. Check **Include Student Number**, if desired

6. Click **Submit**

7. On the Report Queue page, click **Refresh**

8. When the status says Completed, click **View**

Student Attendance Audit

	AUGUST					Totals	
	B M	A T	B W	A H	B F	Att	Memb
Student	25	26	27	28	29		
1.Alfonso, Scott	1.00	1.00	1.00	1.00	1.00	5.00	5.00
2.Allen, Victor C	1.00	1.00	1.00	1.00	1.00	5.00	5.00
3.Allred, Christopher N	1.00	1.00	1.00	1.00	1.00	5.00	5.00
4.Almanza, Harold	1.00	1.00	1.00	1.00	1.00	5.00	5.00
5.Anderson, John	1.00	0.00	1.00	0.00	1.00	3.00	5.00
6.Anderson, Nichole F	1.00	1.00	1.00	1.00	1.00	5.00	5.00
7.Anderson, Sheila	1.00	1.00	1.00	1.00	1.00	5.00	5.00
8.Auclair, Hattie	1.00	1.00	1.00	1.00	1.00	5.00	5.00
9.Avery, Kylee	0.00	0.00	0.00	0.00	0.00	0.00	5.00
10.Avery, Kylee	1.00	1.00	1.00	1.00	1.00	5.00	5.00

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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, even if the school uses meeting attendance only.

1. On the Start Page, click **System Reports**
2. Under the Membership and Enrollment section, click **ADA/ADM by Student**
3. For Attendance Mode, choose **Meeting**
4. From the Attendance Conversion menu, select **Meeting Period to Day**
5. Select which students and grade level(s) to include
6. Use the dates for the current term, or enter the beginning and ending 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 page, click **Refresh**
10. When the status says Completed, click **View**

ADA/ADM by Date

Use this report to compare the number of students enrolled (membership) with the number of students who actually attended school on a certain 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. For Attendance Mode, choose **Meeting**
4. From the Attendance Conversion menu, select **Meeting Period to Day**
5. Select which students and grade level(s) to include
6. Use the dates for the current term, or enter the beginning and ending dates to review
7. Click **Submit**
8. On the Report Queue page, click **Refresh**
9. When the status says Completed, click **View**

ADA/ADM by Minute

Use this report to see an overall pattern by period over a date range.

1. On the Start Page, click **System Reports**
2. Under the Membership and Enrollment section, click **ADA/ADM by Minute**
3. For Attendance Mode, choose **Meeting**

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4. Select which students and grade level(s) to include

5. Use the dates for the current term, or enter the beginning and ending dates to review

6. Click **Submit**

7. On the Report Queue page, click **Refresh**

8. When the status says Completed, click **View**