Power School Attendance (Elementary)
Daily and Meeting Attendance

In Power School, a student is considered “present” unless he/she is marked absent or tardy. Teachers will post attendance through PowerTeacher.

Find Teachers who have not taken attendance.

Log In to Power School. On the Start Page, click System Reports. Click Power Teacher Attendance.

![Diagram of PowerSchool interface]

1. Click System Reports
2. Then Click PowerTeacher Attendance
3. Current Date is Default
4. Choose Period 1
5. Choose ASAP from Dropdown
6. Leave as default
7. For Special Reports
8. Check both boxes to set defaults
9. Click Submit
View the Report

The Power school report queue opens when a print job is requested.

To view the report click the View under the Status column. If the View status is not available, click the Refresh to update the status until the report reaches completed.

The following teachers have not submitted attendance for the first period. Follow building procedures to have the teachers submit the attendance.

Run Absentee Report

Run the Absentee Report to receive a list of all students marked absent.

On the start Page, click Attendance. Click Absentee Report.
At the Absentee Report screen

- **Attendance Mode**: Choose Daily
- **Students to Include**: Choose All Students
- **Grades**: Leave Blank for All Grades
- **Attendance Code**: Choose B (absent undocumented)
- **Date to Scan**: Current Date
- **Processing Option**: ASAP
The Absentee Report is listed below with verification lines. Names are links to student files.

Absentee Report

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>Phone</th>
<th>Relationship</th>
<th>Reason</th>
<th>Verify Date</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayne, Dustin Luke</td>
<td>9</td>
<td>540-392-4720 B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blankenship, Bridgetta McAnnis</td>
<td>11</td>
<td>540-289-8746 B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cahill, Ambra Deshae</td>
<td>12</td>
<td>540-526-8217 B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courde, Damashe Monique</td>
<td>12</td>
<td>540-392-5103 B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Daily Attendance

When the Daily Attendance needs to be changed for a particular student, perform a student search from the student page and select the student.

Choose the Attendance page from the Academics Files to open the student Daily Attendance page.
At the Edit Daily Attendance Screen, use the Attendance Code dropdown to choose the correct Attendance Code. If you are changing a B (absent undocumented) because of a check-in, choose D (check-in) from the dropdown. Enter a comment if desired. Click Submit to save changes.
Change Attendance for Multiple Days

To change the attendance page when you need to change attendance for a student with an upcoming leave or vacation and will miss multiple consecutive days.

From the Start Page, select the student. Select Attendance.
Change Attendance For a Group

Use this function to change attendance for a group, such as a homeroom or class.

From the Start Page, Click Teacher Schedules. Choose a teacher to open the teacher schedule.

At the Class Roster page, Click the Enrollment Number to Open the class.
At Group Functions, click **Attendance Change**.

![Group Functions](image1)

- **Choose Start and End Dates**
- **Leave At All**
- **Choose Desired Code**
- **Leave**
- **Add Comments**
- **Click**

**Find 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 time frame.

**On the Start Page, click Attendance. Click Search by Grades/Attendance**

![Start Page Attendance](image2)
Attendance Count Report

Use this report to identify students with a minimum number of total occurrences of an attendance code you specify in a specific time frame.

On the Start Page, click Attendance. Click Attendance Count.
Choose Daily
Usually Blank For All
Select Code to Search For Usually B, Absent Undoc.
Usual Default
Check 1 period M-F for Daily Attendance
Choose ASAP
Leave Unchecked
Choose Number of Absences
Click
Consecutive Absences Report

Use this report at the beginning of the year to identify students who have not attended school at all.

On the Start Page, click Attendance. Click Consecutive Absences.

Choose Daily

Select code to Scan For. B, Absent, Undocumented

Enter First Day of School in both Dates

Choose ASAP

Leave As Is

Enter Number of Consec. Days- 1

Check if Needed

Click
Attendance Audit Reports

Use the audit report to double-check attendance records.

Student Attendance Audit

On the Start Page, Click System Reports. Click Student Attendance Audit.
ADA/ADM by Student

Average Daily Attendance and Average Daily Membership Reports

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

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 your school uses meeting attendance.

On the Start Page, click System Reports. Click ADA/ADM by Student
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 time period. The total number should match the values displayed in the ADA/ADM by Student report.

On the Start Page, Click System Reports. Click ADA/ADM by Date.