Attendance

Version 4.0
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Part 1: Background Information
## SDUSD Attendance Codes

The following table lists the district’s attendance codes. These codes are used in PowerSchool.

An asterisk (*) signifies that the code is funded by the state and is not considered an absence. For questions on when to use a specific code, please contact the **Pupil Accounting Department** for more information at **(619) 725-7575** or go to the Pupil Accounting website: [https://www.sandi.net/staff/pupil-accounting/pupil-accounting-overview](https://www.sandi.net/staff/pupil-accounting/pupil-accounting-overview).

There are various places in PowerSchool that differentiate between excused absences, unexcused absences, and tardies. This table also identifies the attendance codes that PowerSchool classifies as excused absences, unexcused absences, and tardies.

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>EXCUSED ABSENCE</th>
<th>UNEXCUSED ABSENCE</th>
<th>TARDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Present</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Unverified Absence&lt;br&gt;Raw absence. Don’t know why student absent.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Bus did not pick up student&lt;br&gt;Absent entire day.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Completed Independent Study (CIS)*&lt;br&gt;Credit has been earned. Five days or more. Charter Schools are one day or more.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Detained in School Office*&lt;br&gt;Principal, VP, Nurse, Counselor.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Excused Personal or family emergency. Polinsky Center and 1st grade physical exclusion.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Field Trip*</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>CIS No Credit Earned&lt;br&gt;Credit not yet earned or Credit denied. No penalty to student.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>School Sponsored Event *&lt;br&gt;Participating in a school sponsored activity.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Illness Doctor or Dentist appointment, Immunization Exclusion, Injury, Lice.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Juvenile Hall</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CODE</td>
<td>DESCRIPTION</td>
<td>EXCUSED ABSENCE</td>
<td>UNEXCUSED ABSENCE</td>
<td>TARDY</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>-------</td>
</tr>
</tbody>
</table>
| K    | Saturday School (makeup)*  
      | Full day absence made up at Saturday School plus four periods of Tardy. | | | |
| L    | Late or leave early (Excused)*  
      | Late or leave early due to Dr. Appt., Dental, Bus Late. | | | |
| M    | Bereavement  
      | One day for funeral held in California; three days for funeral held out of California.  
      | Use I-code for extra days if mental distress. | | X |
| N    | In School Suspension* | | | | |
| O    | Other unique situation  
      | To be used for special circumstances only. Must be approved by Pupil Accounting Office. | | | X |
| P    | CIS < 5 Days  
      | Credit has been earned. Four days or less. Does not apply to Charter Schools. | | | X |
| R    | Religious Holiday  
      | approved by Board (Rosh Hashanah & Yom Kippur).  
      | Use E for any other religious or cultural holiday. | | X |
| S    | Suspended | | | X |
| T    | Late/Tardy*  
      | 0 – 30 minutes late or leave early, unexcused. | | | X |
| U    | Unexcused | | | X |
| W    | Tardy > 30 Minutes*  
      | In excess of 30 minutes, unexcused. | | | X |
| X    | Exemption—Placement Pending | | | X |
| Z    | Truant  
      | Confirmed by parent. | | | X |
# PowerSchool Attendance Reports

The following table describes PowerSchool’s main attendance reports.

<table>
<thead>
<tr>
<th>REPORT</th>
<th>PAGE REFERENCE</th>
<th>MAIN USE</th>
<th>PRINTED HOW OFTEN?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Roster</td>
<td>p. 14</td>
<td>For visiting teachers.</td>
<td></td>
</tr>
<tr>
<td>Period Attendance Verification Report</td>
<td>p. 41</td>
<td>A report showing which student were marked Present when that student was marked Absent the period before and the period after.</td>
<td>x</td>
</tr>
<tr>
<td>PowerTeacher Attendance Report</td>
<td>p. 21</td>
<td>To determine which teachers did not post attendance.</td>
<td>x</td>
</tr>
<tr>
<td>Absentee Report (to be used as phone call list)</td>
<td>p. 25</td>
<td>To clear unverified absences. Write on it as you make phone calls.</td>
<td>x</td>
</tr>
<tr>
<td>Absentee Report (to be used as a master absence list)</td>
<td>p. 44</td>
<td>To list all of the attendance entered for a particular day.</td>
<td>x</td>
</tr>
<tr>
<td>Weekly Attendance Summary</td>
<td>p. 52</td>
<td>For teacher’s verification of attendance. Teachers verify, sign, and return to the office.</td>
<td>x</td>
</tr>
<tr>
<td>REPORT</td>
<td>PAGE REFERENCE</td>
<td>MAIN USE</td>
<td>PRINTED HOW OFTEN?</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Attendance Summary by</td>
<td>p. 58</td>
<td>To calculate ADA at the end of each attendance month. This report is to be printed, signed, and dated by both the Principal and the clerk. Make a photocopy of the report for your attendance files and mail the original report to the Pupil Accounting Department at the Ed Center.</td>
<td></td>
</tr>
<tr>
<td>Class Attendance Audit</td>
<td>p. 64</td>
<td>To determine students who have remaining unverified absences.</td>
<td>X</td>
</tr>
<tr>
<td>Search by Grades/Attendance Function (Excessive Absence)</td>
<td>p. 67</td>
<td>To determine students who have remaining unverified absences.</td>
<td>X</td>
</tr>
<tr>
<td>Perfect Attendance</td>
<td>p. 73</td>
<td>To determine which students qualify as perfect as defined by each individual school.</td>
<td>X</td>
</tr>
<tr>
<td>Single Student Attendance (Detail Student Attendance)</td>
<td>p. 75</td>
<td>To view the details of an individual student’s attendance history.</td>
<td>X</td>
</tr>
</tbody>
</table>
Attendance Clerk Responsibilities

Daily Procedures

The following procedures are provided to help you establish a routine for efficiently processing attendance at your school. These procedures need to be followed every day, as early as possible each day.

**Print attendance rosters for visiting (substitute) teachers (if necessary).**

Visiting teachers will take attendance using paper class rosters. It is the responsibility of the office to print Attendance Rosters for Visiting Teachers (p. 14) so they are available for visiting teachers as they check in.

Visiting teachers should be told to sign and date their rosters before returning them to the office.

**Teachers take classroom attendance online.**

Teachers will use PowerTeacher (https://powerschool.sandi.net/teachers) to take attendance (p. 14). They are expected to post attendance by the time specified by the administration at your school site. Teachers must click Submit for each class even if all students are present.

**Post attendance for visiting teachers.**

Visiting teachers take attendance using paper class rosters. It is up to your school to determine how the rosters will be collected. Once the rosters are signed by the visiting teachers, you will enter attendance using Record Meeting Attendance which can be found by clicking Teacher Schedules on the left side of the screen (p.18).

**Determine which teachers have not posted attendance.**

Before you make calls on today’s unverified absences, you will want to determine which teachers have not posted attendance. Generate a PowerTeacher Attendance Report (p. 21) and review it. You do not need to print the report at this time.

**Secondary schools:** It is suggested that you review this report each period so you can see which teachers failed to post attendance for that period. You can then remind those teachers to post attendance while students are still in class.

**Process late students.**

When late students arrive, use the Tardy Log (a paper document available on the Pupil Accounting website) to record the student’s name, time in, room number, and reason for being tardy. Some schools create a tardy slip for the student to take to their teacher.
Listen to messages, receive phone calls, and enter absence codes.

Listen to parent messages on the answering machine or voice mail. Receive phone calls regarding student absences. Use the SDUSD Absence Verification Log (a paper document available on the Pupil Accounting website) to document the following information: student name, date absence verified, date of absence, absence reason, family contact, and employee receiving absence verification. Then enter the student’s attendance codes in PowerSchool (p. 32).

Print the Absentee Report to use when calling to clear absences.

The Absentee Report (p.25) will list all students who were marked absent (A) today. You will use this report when you are making phone calls to clear unverified absences. The report provides spaces to document the reason for the student’s absence and other important information.

NOTE: As a general guideline, it is best not to print this report more than once. If some names are missing because the absence had not been posted before the list was printed, write the names on the list. Sign, date, and retain each daily Absentee Report.

Call to clear today’s unverified absences and update student attendance.

It is necessary to make phone calls to clear unverified absences.

Elementary schools should begin calling as soon as attendance is posted in the morning.

Secondary schools should begin calling after second period attendance is posted.

Use today’s Absentee Report (p.25) as you make telephone calls. If you are able to contact a parent or guardian to clear an absence, record the reason for absence on the report. Include with whom you spoke, the relation of that person to the student, the date and time, and your initials.

Be sure to update the student’s unverified absences in PowerSchool (p. 32).

Call to clear previous days’ unverified absences.

Use yesterday’s Absentee Report (p.25) to make telephone calls to clear unverified absences from previous days. If you are able to contact a parent or guardian to clear an absence, record the reason for absence on the Absentee Report. Include with whom you spoke, the relation of that person to the student, the date and time, and your initials. Then update the student’s unverified absences in PowerSchool (p. 32).

Distribute and collect Period Attendance Verification Form.

All Secondary Schools (including K–8s) that report period attendance are required to distribute and collect this form from each teacher who marks a student Present when that student was marked Unverified Absent the period before and the period after her class.

The teacher is asked to verify that the student was actually present in her class for that period. Use the PowerSchool Period Att. Verification report (p. 41) to determine who these students are.
Print the Absentee Report as a master absence list.

An Absentee Report (p. 44) needs to be printed, signed, and retained every school day. This report configured in the way starting on (p. 44) reports every absence from today.

Print a PowerTeacher Attendance Report for retention.

At the end of the day, print a PowerTeacher Attendance Report (p. 21) for retention. The purpose of the report is to show that attendance was posted by every teacher. The goal is to print a blank PowerTeacher Attendance Report with no names on it. However, the names of the teachers who were out that day and had their attendance taken by a substitute on a paper roster will appear on this report as well. There is no way to remove those names from this report when the attendance clerk enters these attendance data into PowerSchool. This report needs to be retained for the required retention period. If necessary, give a copy of the report to the appropriate administrator to follow-up with teachers who are not taking attendance. If any substitutes took attendance on a paper roster, be sure to include these signed rosters when you file your PowerTeacher Attendance Report.

Collect and sort all paperwork for retention.
Weekly Procedures

These procedures need to be followed at the end of every week.

Refresh the Premier Attendance Views Data.

This procedure should be done before running any weekly or monthly attendance reports (p.50).

Print the Weekly Attendance Summary.

After all of the attendance has been posted on Friday, teachers’ attendance rosters for that week need to be printed and distributed to the teachers. Teachers need to verify the attendance, make any corrections if necessary and initial, sign the rosters, and return them to you. These rosters are then kept on file. Use the Weekly Attendance Summary (Meeting) report to complete this task (p.52).
Monthly Procedures

These procedures need to be followed at the end of every attendance month.

**Refresh the Premier Attendance Views Data.**

This procedure should be done before running any weekly or monthly attendance reports (p.50).

**Print the Attendance Summary by Grade report.**

The *Attendance Summary by Grade report* (p. 58) needs to be printed at the end of every Pupil Accounting attendance month. The signatures of both the clerk and principal are required. There is a signature line at the bottom of the second page. Send the original to the Pupil Accounting Office, Ed Center. Keep a copy for your records.

**File all attendance documents.**

At the end of every Pupil Accounting Attendance Month, put the month’s attendance work in an envelope marked in the following format (change the month, year, and dates accordingly):

- **Attendance**
- **Month 1, 2016-17**
- **8/29 – 9/26/2016**

Include the following:

- PowerTeacher Attendance report with attached Sub Rosters
- Independent Study Contracts
- Weekly Attendance Summary reports
- Copy of Monthly Attendance Summary by Grade report
- Master Absentee Reports
- Parent contact Absentee Reports
- Absence Verification Logs/slips,
- Tardy logs/slips,
- Blue slips
- Notes from parents.
Part 2: Daily Procedures
Teacher Responsibilities

Teachers are expected to post attendance by the time specified by the administration at each school site. This is typically 10 minutes after the class has started. Teachers are required to take attendance for their classes. See Ed. Code: 44809 for more information.

**NOTE:** If there are no absences in the classroom, the teacher still must still click Submit to record that no absences are noted. If the teacher does not click Submit, then PowerSchool would display the teacher as not having taken attendance.

**Teachers can only mark their students Present, Absent, or Tardy.**

The default attendance code for each student is Present, which is indicated by no code (blank entry), (except for schools taking positive attendance). It is possible for teachers to change attendance codes for students after they have posted them any time during that day. Teacher can only make changes during that school day.

Teachers cannot change attendance to prior days’ rosters. Additionally, any attendance added or changed by an attendance clerk will overwrite the teachers’ codes.

If teachers need to modify attendance on prior days’ rosters, they must use the pink Absence Report Cancellation (ePro Item ID#3413) or the white Absence Report by Teacher (ePro Item ID#3412). The attendance clerk then updates the attendance using PowerSchool and retains the documentation for the required retention period.
Printing Attendance Rosters for Visiting Teachers

Visiting (substitute) teachers will take attendance using paper class rosters. It is the responsibility of the office staff to print attendance rosters so they are available for visiting teachers as they check in. Visiting teachers should be told to sign their rosters before returning them to the office.

**SUGGESTION:** Even though these rosters are formatted for an entire week, print a new roster for each day. This makes it easier to keep your records organized for auditing.

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

2. On the **SDUSD** tab, click **Attendance Roster**.
3. Configure the **Attendance Roster** screen as follows:
   
a. Verify that the correct date is displayed. Adjust if necessary.
   
b. Click (or Ctrl-click) the name(s) of the teacher(s) who will have substitutes take attendance on the paper rosters.
   
c. Click **Submit**.

**Elementary School View**

The report opens in a new tab.
IMPORTANT! Before printing, follow the Instructions in red at the top of the report. Turn on the printing of backgrounds, remove the header and footer, and change the size of the scale to enlarge the text.

4. **Print** the report.

   There are different ways to print the report:
   
   - Open the **Print Preview window** and print from there.
   - Press Ctrl-P on your keyboard to open the browser’s Print dialog box and send the report to your printer.

   **NOTE:** Depending on your Printer’s properties, you may be able to increase the print scale in order to make the font larger.
Entering Class Attendance from a Roster

Teachers and Visiting Teachers are required to take attendance daily at the beginning of each class (usually within the first ten minutes of class). Attendance data from paper rosters must be entered into PowerSchool in a timely manner.

**NOTE:** Be sure all attendance is posted, and entered into PowerSchool, prior to making daily phone calls to verify absences.

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

2. Select the **teacher name** from the main menu.

For schools with multiple days, for example, A and B days, check this box to display only today’s course sections.
3. Click the appropriate icon to open the **Record Attendance** page.

- **CHAIR**: Primarily for schools using **Interval Attendance** (For example, Independent Study Schools and Summer/ESY Schools).
- **CALENDAR GRID**: For schools using **Meeting Attendance** (most district schools). When attendance is posted using the Calendar Grid icon, the teacher’s name will appear on the PowerTeacher Attendance Report.

**Secondary School View**

**NOTE**: If attendance is posted using the Chair icon, the teacher’s name will not appear on the PowerTeacher Attendance Report.

**Elementary School View**

**NOTE**: The Chair icon is disabled for most Elementary Schools.
4. You will need to complete three actions on this screen.

   a. Display the Attendance Code drop-down menu and choose; A (Unverified Absence).

   b. Click the field that corresponds to the day the student is marked absent by the visiting teacher.

   c. Click Submit.
Monitoring Teacher Attendance Submission
(Required Daily)

**During the day:** Before you make calls on today’s unverified absences, you will want to determine which teachers have not posted attendance. You can monitor teacher attendance submission by checking the PowerTeacher Attendance Report, or the Attendance Submission Status Visualization on the Attendance Dashboard.

**At the end of the day:** Print a PowerTeacher Attendance report for all periods for retention. The purpose of the report is to show that attendance was posted by every teacher. Teacher names will appear on this report who did not take attendance or had their attendance taken by a sub on a paper roster. This report needs to be signed and dated by the principal, and retained for the required retention period, be sure to attach the signed substitute rosters.

**Using the PowerTeacher Attendance Report**

**Elementary Schools:** Generate a PowerTeacher Attendance Report just after teachers are required to have their attendance posted. You are searching for any teacher who did not take attendance so that you can then ask them to post attendance in a timely manner.

**Secondary Schools:** Generate a PowerTeacher Attendance Report during each period of the day and review it. You are searching for any teacher who did not take attendance during that period so that you can then ask them to post attendance while the current class is still in session.

1. On the Start Page under Functions, click on Attendance.
2. On Attendance page, select the Reports tab.
3. Click PowerTeacher Attendance.

![PowerTeacher Attendance Report](image)
4. Verify the **Date to Scan** is set to today's date.
5. Select the appropriate period(s), or leave blank for all.
6. Click **Submit**.

**Elementary School – PowerTeacher Attendance Report View**

**Secondary School – PowerTeacher Attendance Report View**

**HINT:** When running this report during the second period, make sure Periods 1 and 2 are checked. When you run this report during the third period, make sure Periods 1, 2, and 3 are checked and so on.
7. You will be taken to the Report Queue. Once the PowerTeacher Attendance report has a Status of Completed, right-click the View link, and choose Open Link in New Tab.

PowerTeacher Attendance Report

These teachers did not post attendance for Period 1 in PowerTeacher, or they had a visiting teacher and their attendance was entered from a paper roster into PowerSchool.

NOTE: Meetings (periods) will be listed for each Attendance Roster that has not been posted. If a teacher has multiple rosters for a given meeting (combo classes, for example), you will notice the meeting will be listed multiple times, once for each roster.

Teachers who do not have a Visiting Teacher must be reminded to post attendance.
Using the Attendance Submission Status Visualization

The Attendance Submission Status Visualization allows you to quickly monitor the percent of teacher attendance submission throughout the day, and identify teachers that still need to record attendance.

1. On the Start Page under Functions, click Attendance.
2. Select the Meeting tab, if needed. The current day’s attendance information appears by default.
3. Under Attendance Submission Status, click Incomplete to view a list of teachers who have not completed taking attendance.

4. A yellow triangle icon next to the teacher name indicates that they still have attendance that needs submission.

A red octagon icon indicates the teacher has not submitted any attendance.
Entering and Updating Attendance

Printing the Absentee Report to Use as a Phone Call List (Required Daily)

The Absentee Report will report all the students who were marked with the unverified absence code (A) today. You will use it when you are making phone calls to clear unverified absences. The report provides spaces to document the reason for the student’s absence and other important information. As a general guideline, it is best not to print this report more than once. If some names are missing because the absence had not been posted before the list was printed, write the names on the list.

Sign, date, and retain each daily Absentee report.

1. On the Start Page, under Functions, click on Attendance.
2. On Attendance page, select the Reports tab.
3. Click Absentee Report.
4. Do the following on the Absentee Report page:
   a. Select A (Unverified Absence) from the Attendance Codes list.
   b. Verify today’s date appears in the Date to Scan field. Change if needed.
   c. Under Data to be filled, check the box to Include Student Number.
   d. Enter 1 in the Number of Blank Lines Below Student Names field. This will allow adequate spacing below each student name for documentation. This number can be increased to provide more space.
   e. Check the box to Include Verification Line.
   f. Leave Report Output Locale as English.
   g. Check all four boxes to the far right to save as default settings.
   h. Click Submit.
## Absentee Report

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Absentee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>2.10</td>
</tr>
<tr>
<td>Description</td>
<td>Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Attendance Mode</td>
<td>Meeting</td>
</tr>
</tbody>
</table>
| Students to Include | □ The selected 0 students only  
|                | □ All students            |
| Grades (leave blank for all) | □ 9 □ 10 □ 11 □ 12        |
| Attendance Codes | [Unverified Absence]  
|                  | A (Unverified Absence)     |
|                  | F (Field Trip)             |
|                  | E (Excused)                |
|                  | D (Detained in Office)     |
|                  | C (B/D Study Credit 5 or more) |
|                  | B (Bus did not pick up student) |
|                  | A (Trudy)                  |
| Date to Scan    | 08/30/2016                 |
| Period(s) (leave blank for all) | □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 0 □ PP   |
| Processing Options | In Background Now          |
| Specific Date/Time | MM/DD/YYYY MM / SS / DD / YYYY |
| Data to be filled | (Check checkbox on the right to save as default value) |
| Include Student Number | □ Yes □ No   |
| Number of Blank Lines Below Student Names | 1 |
| Include Verification Line | □ Yes □ No   |
| Report Output Locale | English |

[Submit]
5. You will be taken to the Report Queue. Once the Absentee Report has a Status of Completed, right-click the View link, and choose Open Link in New Tab.

6. The report opens in a new tab displaying all of the students with any Unverified Absence (A) for the day.
7. **Print** the report.
   
   **NOTE:** Depending on your Printer’s properties, you may be able to increase the print scale in order to make the font larger.

8. Use this printed report to call the Parent or Guardian of the students on the list, and enter the reason for the student’s absence. Be sure all fields are complete.

9. Update the student’s attendance with the new attendance codes based on the adult’s information.

There are two different ways to update these students’ codes:

a. Configure the **Student Screens** so that the selected group of students from the Absentee report will be more directly available to edit, avoiding the need to search for each student individually.

b. From the **Start Page**, search for the individual student to update their attendance data.
Entering Attendance for a Student Group

Once you have created and printed the Absentee Report, you can use it to configure PowerSchool so that all of these students with Unverified Absences will be easily available to edit without bothering to do a student search.

1. At the bottom of the report, click on the **Functions** link.

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

![Absentee Report](image)

---

**NOTICE!** Here are the students who appear on the Absentee Report.
3. From the drop-down menu, choose **Enter Attendance**.

4. Click **Submit**.

5. Click the name of the student whose attendance record you want to update.

6. From the **Current attendance code** drop-down menu, choose the updated code, then click **Set All** to mark the student with this new code for all periods of the day.

7. Click **Submit** at the bottom of the page.
8. To update each student on this list, repeat Steps 1 - 7 above.

After submitting the current student’s attendance, select the next student from the list and update their attendance.

Notice the attendance has been updated for the whole day.
Entering/Editing Single Student Attendance Data

To enter or change attendance data for an individual student, use one of two options described immediately below.

**Option 1** will easily allow you to edit attendance in any week of the current term.

**Option 2** facilitates editing attendance for the current week.

Choose the option that works best for you. In either option, you will first search for and select a student.

**Option 1**

1. On the **Start Page**, search for and select the student.
2. On the **Student page** under Academics, click **Attendance**.
3. On the **Attendance page**, click the desired week.

4. On the **Edit Meeting Attendance** page, do the following:
   a. Choose the desired attendance code from the **Current attendance code** drop-down menu.
   b. Click **Set All** to apply the code to the entire day, or click any individual white period cell.
   c. Click **Submit** at the bottom of the page.
Option 2

1. On the **Start Page**, search for and select the student.

2. On the **Student page**, under Academics, click **Enter Attendance**.

3. On the **Edit Meeting Attendance** page do the following:
   
   a. Choose the desired attendance code from the **Current attendance code** drop-down menu.

   b. Click **Set All** to apply the code to the entire day, or click any individual white period cell.

   c. Click **Submit** at the bottom of the page.
Using Comments to Document Attendance Verification (OPTIONAL)

Rather than documenting Absence Verification on paper, you may opt to use the Comment field on the Student’s Attendance Screen. If you are using this method to document absences, you **MUST print the Attendance Comment Report DAILY.**

1. On the student’s **Edit Meeting Attendance** screen, click the comment icon and enter the attendance verification in the comments box.

   **IMPORTANT!** If using comments to enter attendance verification, **you must follow the six specific state requirements used for attendance verification:**
   - a. Student name
   - b. Date of absence
   - c. Reason for absence
   - d. Family contact
   - e. Person at the site verifying the absence
   - f. Date of absence verification.

2. You **MUST** print the **Attendance Comments report** in order for this method of attendance verification to be acceptable by the auditors. The report must **be signed and the date of the absence verification be hand-written before filing it for the day.** (See page 47.)

**NOTE:** Teachers can see these callouts and its contents.
Update Attendance for Multiple Days

There may be times when you will need to enter and/or update attendance for multiple days.

1. On the Start Page, search for and select the student.
2. On the Student page, under Academics click Attendance.
3. Click Change Meeting Attendance.

4. On the Attendance Change page, do the following:
   a. In the From this date field, enter the first date of the absence. You must use the recommended format, or select from the calendar.
   b. In the To this date field, enter the last date of the absence. You must use the recommended format, or select from the calendar.
   c. For Meetings to scan, click Select All to check all periods, or select the appropriate periods.
   d. The Code(s) to scan for is set by default to These codes, and cannot be modified.
      • Select the Attendance code(s) you want to find and eventually replace. Hold the CTRL key to make multiple selections.
      In this example, we want PowerSchool to find all Present codes within the selected date range.
   e. From the Attendance code to set drop-down menu, select the Attendance code that you want to use to replace the code(s) you selected above, in step d.
      In this example, we selected G (Independent Study Credit Not Earned) to replace the Present code selected above, in step d.
   f. Select either Overwrite, or Don’t Overwrite.
      • If you select Overwrite – The attendance code selected from the Attendance code to set drop-down menu will replace ALL attendance code(s) selected in Code(s) to scan for.
      • If you select Don’t Overwrite – The attendance code selected from the Attendance code to set drop-down menu will ONLY replace the Present attendance codes and ignore any other code(s) selected in Code(s) to scan for.
IMPORTANT! If the PRESENT attendance code is selected from the Attendance code to set drop-down menu, and by default, **Overwrite** is selected, **ALL attendance codes selected in Code(s) to scan for WILL BE CLEARED and changed back to Present!**

This means all attendance entered by the Front Office or Teacher will be CLEARED!

**BE CAREFUL!**

**g.** Click Submit.

---

**Overwrite** - The attendance code selected from the Attendance code to set drop-down menu will replace ALL attendance code(s) selected in Code(s) to scan for.

**Don’t Overwrite** - The attendance code selected from the Attendance code to set drop-down menu will ONLY replace the Present attendance code and ignore any other code(s) selected in Code(s) to scan for.
Mass Change Attendance for a Student Group

You have the capability to select a group of students and change their attendance codes for a specific day or specific period(s). Select your student group by using a Stored Selection, a specific class, or hand selecting several students. Mass Changing Attendance can be used for students who will be out on a field trip, students on the football team who will miss all or part of a day, or for students attending an assembly.

1. On the Start Page, select a group of students.
2. Click the Select Function button at the bottom of the student selection. Then, click on Attendance Change.
3. On the Attendance Change page, do the following:
   
a. In the From this date field, enter the first date of the absence. You must use the recommended format, or select from the calendar.
   
b. In the To this date field, enter the last date of the absence. You must use the recommended format, or select from the calendar.
   
c. For Meetings to scan, select the appropriate periods, or click Select All to check all periods.
   
d. The Code(s) to scan for is set by default to These codes, and cannot be modified.
      - Select the Attendance code(s) you want to find and eventually replace. Hold the CTRL key to make multiple selections.
   
e. From the Attendance code to set drop-down menu, select the Attendance code that you want to use to replace the code(s) you selected above, in step d.
      In this example, we selected G (Independent Study Credit Not Earned) to replace the Present code selected above, in step d.
   
f. Select either Overwrite, or Don’t Overwrite.
      - If you select Overwrite – The attendance code selected from the Attendance code to set drop-down menu will replace ALL attendance code(s) selected in Code(s) to scan for.
      - If you select Don’t Overwrite – The attendance code selected from the Attendance code to set drop-down menu will ONLY replace the Present attendance codes and ignore any other code(s) selected in Code(s) to scan for.

IMPORTANT! If the PRESENT attendance code is selected from the Attendance code to set drop-down menu, and by default, Overwrite is selected, ALL attendance codes selected in Code(s) to scan for WILL BE CLEARED and changed back to Present!

This means all attendance entered by the Front Office or Teacher will be CLEARED!

BE CAREFUL!

g. Click Submit.
Change Meeting Attendance

Enter the first and last day of absence.

Check the appropriate period(s), or click Select All to check all periods.

The These codes button is selected by default, and cannot be changed.

Select the Attendance code(s) you want PowerSchool to find and replace.
Hold the CTRL key to make multiple selections.

Select the Attendance Code that you want to use to replace the code(s) you selected above.

Overwrite - The attendance code selected from the Attendance code to set drop-down menu will replace ALL attendance code(s) selected in Code(s) to scan for.

Don’t Overwrite - The attendance code selected from the Attendance code to set drop-down menu will ONLY replace the Present attendance code and ignore any other code(s) selected in Code(s) to scan for.

BE CAREFUL!
If the PRESENT attendance code is selected from the Attendance code to set drop-down menu, and by default, Overwrite is selected, ALL attendance codes selected in Code(s) to scan for will be cleared and changed back to Present.

This means all attendance entered by the Front Office or Teacher will be CLEARED!
Entering CASSAS Attendance (Saturday School)

For information and training on entering and reporting CASSAS (Core Academy: Supporting Student Achievement Success) Attendance, please contact the Extended Learning Opportunities Department, Christiane G. Trout-McPhee at (858) 503-1871 or email cmcphee@sandi.net
Period Attendance Verification Report for Secondary and K-8 Schools (Req. Daily)

All schools that take period attendance (secondary schools and K – 8 schools) must distribute to, and collect from, any teacher who marks a student Present when that student was marked Absent the period before and the period after her class on a Period Attendance Verification Form.

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

3. Configure the Period Attendance Verification Report as follows:
   a. In the Attendance Mode drop-down menu, verify that Meeting (the default setting) is displayed.
   b. In the Weeks drop-down menu, verify that the correct week is displayed (it defaults to the current week). Change it if you are running this report for a previous week.
   c. In the Find the number of students who are marked present for this number of periods (or intervals) in each day or less field, enter the number 1.
   d. In the Audit Students drop-down menu, verify that Currently Enrolled in Class (the default setting) is displayed.
   e. Leave the Report Output Locale as English.
   f. Check all three boxes on the far right to save as default.
   g. Click Submit.
4. You will be taken to the Report Queue. Once the **Period Attendance Verification** report has a Status of **Completed**, right-click the **View** link, and choose **Open Link in New Tab**.
5. The report opens in a new tab.

![Period Attendance Verification]

6. Print the report, distribute to teachers, have the teachers review the report and make any necessary changes, sign and date the report and have them return it to the Attendance Office at the school.
Printing the Absentee Report as Master Absence List (Required Daily)

An Absentee report needs to be printed, signed, and retained every school day. This report displays every attendance code for any student not marked Present for the entire day. It is sorted by student, in alphabetical order.

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

3. Do the following on the Absentee Report window:
   a. Under Data to be filled, check the box to the right of Include Student Number.
   b. Enter 0 in the Number of Blank Lines Below Student Names field.
   c. Leave the Include Verification Line box unchecked.
   d. Leave Report Output Locale as English.
   e. Click Submit at the bottom right.
4. When the top-most report in your Report Queue has a Status of **Completed**, right-click the corresponding (blue) **View** link, and choose **Open Link in New Tab**.

5. The report opens in a new tab, listing all students with an attendance code other than **Present** in any period.

6. Print the report.

7. **IMPORTANT!** Sign and date the report on the last page.

8. File the report.

---

### Absentee Report

*San Diego Unified School District*

| Student  | Number    | Grade | Phone | 1 | 2 | 3 | 4 | 5 | 6 | 7 | CM | ED | 10 | 11 |
|----------|-----------|-------|-------|---|---|---|---|---|---|----|----|----|----|
|          |           |       |       | M | M | M | M | M | M | M | A | A | A | A |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | A | A | A | A | A | A |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | A | A | A | A | A | A |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
|          |           |       |       | M | M | M | M | M | M | M | M | M | M | M | M |
Printing the Attendance Comments Report (optional)

If you have entered attendance verification data in the comments field on the Student’s Edit Attendance page, you MUST print this report daily in order for the comments to be considered as an acceptable document for attendance verification by the auditors. You must print, sign and hand-write the date of attendance verification on this report before filing for the day.

1. On the **Start page**, under Reports, select **System Reports**.
2. Click the **sqlReports 4 tab**.
3. On the sqlReports page, expand the Attendance report group and select the **Attendance Comments Report**.
4. Select an **Effective Date**.
5. Click **Submit**.

![Run sqlReport -](image)
Part 3: Weekly Procedures
Refresh Premier Attendance Views Data

The **Refresh Premier Attendance Views Data** runs at night for all schools. However, if you want to capture attendance data before the nightly process is run, you must run this process.

1. On the **Start Page**, under functions, click **Special Functions**.

2. Click **Attendance Functions**.

3. Click **Refresh Premier Attendance Views Data**.
4. Configure the **Refresh Attendance Views Data Report** screen as follows:

   a. To the right of **Students to Include**, verify that **All students** is selected.
   b. Leave the **Begin Date** as the first day of school, but change the **Ending Date** to **today**.
   c. Click **Submit**.

   ![Refresh Attendance Views Data Report](image)

5. When the top-most report in your Report Queue has a **Status** of **Completed**, you have refreshed your Attendance Views and are ready to run your weekly and monthly reports. There is no need to view the report.

   ![Report Queue (System) - My Jobs](image)
Weekly Attendance Summary (Meeting)

After all of the attendance has been posted on Friday, teachers’ attendance rosters for that week need to be printed and distributed to the teachers. Teachers need to verify the attendance, make any corrections if necessary, initial and sign the rosters, then return them to you. These rosters must be kept on file. Use the Weekly Attendance Summary (Meeting) report to complete this task.

1. On the Start Page, under Reports, click System Reports.
2. On the System tab of the Reports screen, click Weekly Attendance Summary (Meeting).
   **NOTE:** Make sure that you click the choice that has the word, Meeting, in parentheses.
3. Configure the screen on the next page as follows:
   a. The Weeks drop-down menu defaults to the current week.
      - Leave the default setting if you are running this report on Friday.
      - Change it to the prior week if you are running this report on the following Monday.
   b. Under Attendance Codes, enter the following:
      - In the Absent field, enter A,B,E,G,I,J,M,O,P,R,S,X
      - in the Unexcused field, enter U,Z
      - in the Tardy field, enter T,W,L
   **IMPORTANT:** Make sure there are no spaces between the attendance codes and that they are all in uppercase. They should only be separated by commas.
      - In the Show Sections field, leave the default of All Sections (including perfect attendance).
      - In the Audit Students field, leave the default of Currently Enrolled in Class.
      - Fill the Include Student Number checkbox.
      - Fill the Include Verification Line checkbox.
      - Leave the Report Output Locale field set to English.
      - Check all eight boxes to the far right to save as default settings.
4. Click Submit.
### Weekly Attendance Summary (M) Report

**Report Name:** Weekly Attendance Summary (M)  
**Version:** 1.0

#### Weeks
- Week 3: 09/29/2016 - 09/02/2016

#### Teachers
- ALL TEACHERS
- Aboye, Janice A
- Acuña, S for
- Alarcon, Connor L
- Anderson, Nasir II
- Amorena, Primo Etienne
- Antone, Yenik
- Antonia, Araceli Juanna
- Anzaldo, Nur R

#### Period(s)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>☑</td>
</tr>
<tr>
<td>0</td>
<td>☑</td>
</tr>
<tr>
<td>FP</td>
<td>☑</td>
</tr>
</tbody>
</table>

#### Specific Date/Time
- MM/DD/YYYY: 09/30/2016

#### Processing Options
- In Background Now

#### Data to be filled
- Check checkbox on the right to save as default value

#### Attendance Mode
- Meeting Mode

#### Attendance Codes
- **Absent:** A, B, E, I, J, M, O, P, R, S, X  
- **Unexcused:** U, Z  
- **Tardy:** T, W, L

#### Show Sections
- All Sections (including perfect attendance)

#### Audit Students
- Currently Enrolled in Class

#### Include
- Student Number
- Verification Line

#### Report Output Locale
- English

---

**PowerSchool**  
Attendance • Page 53
5. When the top-most report in your Report Queue has a Status of **Completed**, right-click the corresponding (blue) **View** link, and choose **Open Link in New Tab**.
6. The report opens in a new tab displaying the attendance taken by each teacher for the entire week.

![Weekly Attendance Summary Report]

7. Distribute these rosters to teaching staff, asking each teacher to review, make any corrections if necessary, initial each change and sign at the bottom, and then return to you. These rosters are then filed.
Part 4: Monthly Procedures
Attendance Summary by Grade Report (Required Monthly)

The Attendance Summary by Grade report needs to be printed at the end of every Pupil Accounting attendance month. The signatures of both the clerk and principal are required. There is a signature line at the bottom of the second page. Send the original to the Pupil Accounting Department at the Ed Center. Keep a copy for your records.

Important: If you have any questions regarding this report, please call the Pupil Accounting Department at (619) 725-7575.

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

2. On the Reports screen (on the System tab), click Attendance Summary by Grade.
3. Leave all Grade Levels unchecked. Select a Reporting Segment date range for the report.

4. Scroll to the bottom of the setup page. It is a very long page which includes a list of Special Programs. Do not select any Special Programs or change any other settings. Click Submit at the bottom of the page.
5. The Report Queue will open. Use the **Refresh** button until the report shows the Status of **Completed**.

6. Right click on the **blue View** and select **Open Link in New Tab** to view the report.
7. The report will look similar to the sample below. Both the principal and the clerk need to sign and date the report. Make a photocopy of the report before mailing the report to: Pupil Accounting, Ed Center.
Part 5: Various Optional Attendance Reports
Class Attendance Audit Report

The Class Attendance Audit report gives you an attendance breakdown in a spreadsheet-like view. It can be used to look at attendance data in various ways. By default, information is displayed by period. Examine the columns to see the number of times a student has a particular attendance code entered for that period. The directions below show you how to use the report to view all the attendance codes from the beginning of the year (or any date you choose).

1. Under the Reports area on the left side of the PowerSchool Start Page, click System Reports.

2. On the left side of the Reports screen (on the System tab), click Class Attendance Audit.
3. On the bottom of the screen, click **Submit** and wait patiently.

4. When the top-most report in your Report Queue has a Status of **Completed**, right-click on the corresponding (blue) **View** link,
5. and choose Open Link in New Tab.

Search by Grades/Attendance Function

This can be used in a similar way you used the Excessive Absence report in Zangle.

You can use the **Search by Grades/Attendance** function to find students with unverified absences (A). It is recommended (but not required) that you do this on a weekly basis. This function lists names only (and no phone numbers). Using this function is optional and not required to be saved or filed.

You may configure the **Search by Grades/Attendance** window in several ways to return students meeting various criteria. In the example below, we will configure it to return students who have *any* unverified absences (A) in their attendance record.

**Note:** The **Class Attendance Audit** Report (see p. 64) can also determine students with remaining unverified absences.

1. Under the **Functions** area on the left side of the PowerSchool Start Page, click **Special Functions**.

2. On the left side of the Special Functions screen, click **Search by Grades/Attendance**.
3. Configure the **Search By Grades/Attendance** screen as follows:

   a. Next to **Which students to include**, make sure the All # currently enrolled students radio button is selected.
   
   b. Don’t configure any parameters in the next part of the window because they relate to grades (marks).
   
   c. Verify that **Scan for attendance** is checked.
   
   d. Verify that **Meeting** is chosen in the **Scan this attendance mode** drop-down menu.
   
   e. Choose A (Unverified Absence) from the for this attendance code drop-down menu.
   
   f. Change the symbol to > (greater than).
      
      **Note:** Make sure that you don’t ever choose either \( \geq \) or \( \leq \); these operators don’t work correctly in this function.
   
   g. Enter the numeral 0 in the **Periods** field.
   
   h. Click **Only scan records in this date range**, and set a starting date and ending date.
   
   i. Click **Submit** and wait *patiently* for the Group Functions window to open.
4. The Group Functions window opens displaying the number of students with unverified absences (indicated by the blue numeral next to Current student selection).

   Click the blue numeral to bring up the Student Selection screen and display these students.

5. These are the students who have unverified absences. You are now able to choose any of the functions in the drop-down menu at the bottom of the screen.
6. For example, you could choose **List Students** as a function from this drop-down menu and then configure a report that you can print with these students listed.

7. In this example, we configured the **Student List** as follows:
   
a. In the Report Title (shown at top of page) field, we entered Students with Remaining Unverified Absences.
   
b. We indicated we wanted information from four fields on the report and decided how to title their corresponding columns. (Use whichever fields would be useful to you.)
   
c. We padded each cell with 7 points, making the report easier to read by putting seven points of space around each name. (This can be adjusted to taste.)
   
d. We put gridlines around each name for reading clarity. (You might prefer no gridlines.)
   
e. Click Submit to see the report formatted on screen.
Printing the Report

8. If you like the look of the report and would like a hard copy, simply click the Printer icon in the upper right corner of the screen. (If you don’t like the way this looks, see page 72.)

**Note:** This report does not indicate if a student has multiple Unverified Absences, which can be quite common, nor does it list any date of absence. It simply lets you know which students have one or more Unverified Absences. Please examine each of these students’ attendance records carefully, searching for all dates of Unverified Absences, and then trying to contact the parent one more time to find out why the student was absent on those dates.

9. A dialog box opens, allowing you to choose which printer you would like to use. Click **OK** to print this report on the selected printer.
Reformatting the Report before Printing

If you don’t like the look of this report and prefer to make changes before printing, simply click the Student List bread crumb to return to the Student List screen, where you can reconfigure your report.

Note: Once you like the look of your report, return to page 71 for directions on printing the report.
Perfect Attendance Report

The **Perfect Attendance** report provides a CSV file listing of both active and inactive students who have perfect attendance within the selected date range for the report. The report may take a while to run as it is processing large amount of attendance data.

Because the district does not have an official definition of what constitutes a student having perfect attendance, the principal at each school (in conjunction with the attendance clerk) decides which attendance codes a student may have to be considered perfect.

1. On the **Start Page** under Reports, select **System Reports**.
2. On the **SDUSD tab**, select **Perfect Attendance**.
3. There are three fields you need to configure:
   
a. Enter From and To dates of the time period you are monitoring.

b. Select all of the attendance codes that your principal says students can have in their attendance history to qualify for Perfect Attendance.

c. Select the periods to scan.

d. Click Submit.
Single Student Attendance Report

There are two ways to print reports that show a single student’s detailed summary of attendance. The first option will generate a report that displays *all* attendance. The second option allows you to print either all absences or all tardies.

**Option 1**

1. In the **Search** field on the PowerSchool Start Page, enter the desired student’s name and bring up the student’s record.

2. On the left side of the screen under the **Academics** heading, click **Attendance**.
3. In the upper right corner, click the printer icon.

Note: Your printout will look like the sample on the following page.
<table>
<thead>
<tr>
<th>Course</th>
<th>Expression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bickley</td>
<td>1(A-B)</td>
</tr>
<tr>
<td>U.S. History</td>
<td>2(A)</td>
</tr>
<tr>
<td>Art</td>
<td>2(B)</td>
</tr>
<tr>
<td>Phys Ed 6</td>
<td>4(B)</td>
</tr>
<tr>
<td>Bickley</td>
<td>1(A-B)</td>
</tr>
<tr>
<td>U.S. History</td>
<td>2(A)</td>
</tr>
<tr>
<td>Art</td>
<td>2(B)</td>
</tr>
<tr>
<td>Phys Ed 6</td>
<td>4(B)</td>
</tr>
</tbody>
</table>

Attendance Codes:
- A: Attended
- T: Tardy
- U: Unexcused
- E: Excused
- B: Bus did not pick up student
- C: Completed Independent Study
- D: Determined in School Office
- I: Illness
- J: Juvenile Hall
- X: Truant
- O: Out of School Suspension
- B: Tardy
- V: Vacation
- S: School Excused
- P: Parent Excused

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Option 2

1. In the **Search** field on the PowerSchool Start Page, enter the desired student’s name and bring up the student’s record.

2. On the top left of the screen, click **Quick Lookup**.
3. Scroll to the bottom of the window.

4. Click the (blue) number that corresponds to your desired output:
   a. The number of absences for the specific term.
   b. The number of tardies for a specific term.
   c. The number of absences since the beginning of school.
   d. The number of tardies since the beginning of school.

In this example, we selected the (blue) 83 (down at the bottom right) that reflects the total number of Absences for 15-16.

The screen changes (see next page).
5. Click on the printer icon in the upper right corner to print it.