

Attendance Procedures

PRACTICAL POWERSCHOOL

In collaboration with ALSDE, Baldwin County Public Schools and
PowerSchool

Attendance Codes

The attendance code bank has been set at the direction of ALSDE and should not be modified.

Attendance Codes

New						
Code	Description	Teachers Assign	Counts ADA	Presence	Sort	
	Present	Yes	Yes	Present	1	▼
AA	Administrator Approved		Yes	Absent	2	▼
AP	Alternative Placement		Yes	Present	3	▼
DE	Doctor Excused		Yes	Absent	4	▼
EA	Excused Absence		Yes	Absent	5	▼
EDL	Early Dismissal		Yes	Present	6	▼
EX	Expulsion		Yes	Absent	7	▼
FT	Field Trip		Yes	Present	8	▼
HB	Homebound		Yes	Present	9	▼
ISS	In School Suspension		Yes	Present	10	▼
LG	Legal		Yes	Present	11	▼
OSS	Out of School Suspension		Yes	Absent	12	▼
RO	Religious Observance		Yes	Absent	13	▼
SA	School Activity		Yes	Present	14	▼
SK	Skipping		Yes	Absent	15	▼
SP	504/IEP		Yes	Present	16	▼
TE	Tardy Excused		Yes	Present	17	▼
TU	Tardy Unexcused	Yes	Yes	Present	18	▼
UA	Unexcused Absence	Yes	Yes	Absent	19	▼
X	Emergency School Closure		Yes	Present	20	▼

[Submit](#)

The two areas of importance for each code are below.

- Teachers Assign
- Counts ADA

Edit Attendance Code

Label	Value
Code	DE
Description	Doctor Excused
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused (Excused) <input type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Tardy (Tardy) <input type="checkbox"/> Chronic Absenteeism Exempt (The codes in this category do not count against chronic Absenteeism) <input checked="" type="checkbox"/> Chronic Absenteeism Contributor (The codes in this category count against chronic Absenteeism)
Points	0
Teacher can assign	No
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	4

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to take attendance properly.
*Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes.
Capitalization is not taken into account; thus "A" and "a" are equivalent.

[Delete](#) [Submit](#)

The other option of note on the edit code screen is the “Teacher can assign” drop down. By setting that option to “Yes” the teachers will have that code available when they take attendance.

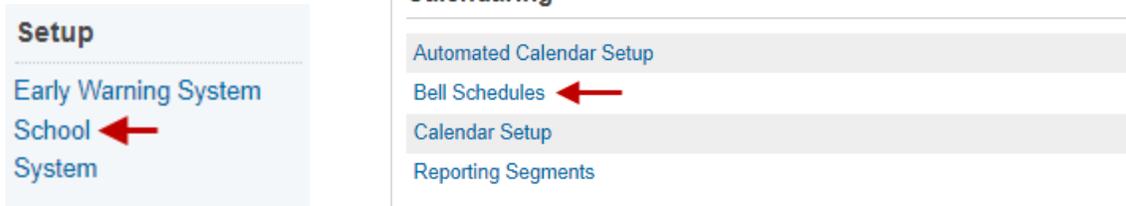
Teacher can assign	No
--------------------	----

For example, our high school teachers will have the following three codes available, while at our elementary school, we will not activate the TU code.

- Present
- UA – Unexcused Absence
- TU – Tardy Unexcused

Bell Schedule Setup

The Bell Schedule will need to be setup at each school. The location for the bell schedule is Setup Menu | School | Calendaring | Bell Schedules.



The screenshot shows a navigation menu with two main sections: 'Setup' and 'Calendaring'. Under 'Setup', the items are 'Early Warning System', 'School', and 'System'. A red arrow points to 'School'. Under 'Calendaring', the items are 'Automated Calendar Setup', 'Bell Schedules', 'Calendar Setup', and 'Reporting Segments'. A red arrow points to 'Bell Schedules'.

Click "Edit Schedule" to view the Bell Schedule

Bell Schedules



The screenshot shows a table with a note at the top and one data row. The note says: "Note: This list of bell schedules applies to Baldwin County High School only." The table has two columns: 'Name' and 'Edit Schedule'. The data row contains 'Regular Bell Schedule' and 'Edit Schedule'. A red arrow points to the 'Edit Schedule' link.

Name	Edit Schedule
Regular Bell Schedule	Edit Schedule

The Bell Schedule will display with all Periods, Start Times, and End Times. You will also need to make note of which period is being used for Daily Attendance.

Bell Schedule: Regular Bell Schedule

Period	Start Time	End Time	Duration	Use For Daily Attendance
HR	07:43 AM	07:48 AM	5	<input checked="" type="checkbox"/>
1	07:49 AM	08:42 AM	53	<input type="checkbox"/>
2	08:43 AM	09:36 AM	53	<input type="checkbox"/>
3	09:37 AM	10:30 AM	53	<input type="checkbox"/>
4	10:31 AM	11:24 AM	53	<input type="checkbox"/>
5A	11:25 AM	11:58 AM	33	<input type="checkbox"/>
5B	11:59 AM	12:28 PM	33	<input type="checkbox"/>
6	12:29 PM	01:22 PM	53	<input type="checkbox"/>
7	01:23 PM	02:16 PM	53	<input type="checkbox"/>
8	02:17 PM	03:10 PM	53	<input type="checkbox"/>

Bell Schedule Rules

The follow three rules must be followed with your Bell Schedule for attendance to calculate correctly.

- There can be no gaps between your periods.
 - **Example:** If your HR ends at 7:48am your 1st Period would need to begin at 7:48am
- No period can be shorter than 5 minutes
 - **Example:** The Start Time and End Time must be at least 5 minutes apart.
- The period you use for the Daily Attendance must have the option below checked and the "Default Time In" and "Default Time Out" should go the entire length of your school day.

◦ **Example:**

Edit Bell Schedule Item

Label	Value
Period	HR
Start time	07:43 AM (Example entry: 11:50 AM)
End time	07:48 AM (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>
Use For Daily Attendance	<input checked="" type="checkbox"/>
	<input type="text" value="07:43 AM"/> Default Time In <input type="text" value="03:10 PM"/> Default Time Out

Entering Attendance (Individual Student)

(**Disclaimer**) These instructions are for pre-determined absences, subs, admin approval, field trips, etc. Teachers should be posting their attendance each period.

At the Start Page search for your student that needs have their attendance modified. The example below Grade Level 9 was used to filter and the first student was selected.

Start Page District Search

Students ▼ All ▼ 🔍 👤

9 10 11 12 F M All Include Remote Enrollments

Stored Searches Stored Selections View Field List Advanced MultiSelect

Current Selection Clear All Grade Level: 9 ✕

Current Student Selection (237)

Student	Student Number	Grade Level	Date of Birth
ALLEN, Ashley Marie	1964818420	9	5/11/2005
Allen, Randall William	1965069636	9	12/30/2005
Anderson, Amiecia Chele	1963831220	9	7/31/2005
Anderson, Madison Ella	1965792128	9	3/6/2006
Anderson, Michael Shawnta	1966883249	9	11/11/2005
Anderson, Xavier Quinta	1964824972	9	8/25/2006

Click the Student’s Name to bring up the student menus and then Enter Attendance under the Academics section

(NOTE: You will not have the ‘Enter Attendance’ menu option if your default page under Attendance Preferences is not set to ‘Meeting’.)

- Academics
- Attendance
- Career Tech
- Counselor Dashboard
- Cumulative Info
- Early Warning Dashboard
- Enter Attendance
- Graduation Plan Progress
- Graduation Plan Selection
- Graduation Progress
- Historical Grades
- Honor Roll
- Standards
- Student Dashboard
- Student Grade Scales
- Teacher Comments
- Term Grades
- Test Results
- Truancies

The attendance screen defaults to the Meeting (Period) Attendance by default. The display shows the attendance for each period for the entire current week.

Edit Meeting Attendance

ALLEN, Ashley Marie 9 1964818420 BCHS

Week of 03/08/2021

Meeting | Daily

Current attendance code:

	Monday 03/08/2021 Set All	Tuesday 03/09/2021 Set All	Wednesday 03/10/2021 Set All	Thursday 03/11/2021 Set All	Friday 03/12/2021 Set All
Meeting Time	380/380 mins				
	HomeroomGr6-12 Hunter, Phillip K				
	217 07:47 AM - 07:50 AM <input type="text"/> HR(E)				
08:00 AM	World History Wilson, William W				
	216 07:51 AM - 08:48 AM <input type="text"/> 1(E)				
09:00 AM	Algebra I White, Lindsey E				
	213 08:49 AM - 09:46 AM <input type="text"/> 2(E)				
	ACC Sociology				

To insert/modified attendance for the entire day you will select the attendance code from the drop-down menu labeled "Current attendance code:"

Current attendance code:

Once you select your code you will click on the "Set All" option near the top of page under the Day of the Week and Date.

Edit Meeting Attendance

ALLEN, Ashley Marie 9 1964818420 BCHS

Week of 03/08/2021

	Monday 03/08/2021 Set All
Meeting Time	380/380 mins
	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM <input type="text"/> HR(E)

All your periods will update with the code you selected and based off the attendance conversion set by the district personnel the Daily Attendance Value will populate the correct amount of attendance minutes for that student.

ALLEN, Ashley Marie 9 1964818420 BCHS

Week of 03/08/2021

Meeting | Daily

Current attendance code:

	Monday 03/08/2021 Set All	Tuesday 03/09/2021 Set All	Wednesday 03/10/2021 Set All	Thursday 03/11/2021 Set All
Meeting Time	380/380 mins	380/380 mins	380/380 mins	380/380 mins
	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM <input type="text" value="UA"/> HR(E)	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM <input type="text"/> HR(E)	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM <input type="text"/> HR(E)	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM <input type="text"/> HR(E)
08:00 AM	World History Wilson, William W 216 07:51 AM - 08:48 AM <input type="text" value="UA"/> 1(E)	World History Wilson, William W 216 07:51 AM - 08:48 AM <input type="text"/> 1(E)	World History Wilson, William W 216 07:51 AM - 08:48 AM <input type="text"/> 1(E)	World History Wilson, William W 216 07:51 AM - 08:48 AM <input type="text"/> 1(E)
09:00 AM	Algebra I White, Lindsey E 213 08:49 AM - 09:46 AM <input type="text" value="UA"/> 2(E)	Algebra I White, Lindsey E 213 08:49 AM - 09:46 AM <input type="text"/> 2(E)	Algebra I White, Lindsey E 213 08:49 AM - 09:46 AM <input type="text"/> 2(E)	Algebra I White, Lindsey E 213 08:49 AM - 09:46 AM <input type="text"/> 2(E)
10:00 AM	ACC Sociology Heaton, Betty J 513 09:47 AM - 10:44 AM <input type="text" value="UA"/> 3(E)	ACC Sociology Heaton, Betty J 513 09:47 AM - 10:44 AM <input type="text"/> 3(E)	ACC Sociology Heaton, Betty J 513 09:47 AM - 10:44 AM <input type="text"/> 3(E)	ACC Sociology Heaton, Betty J 513 09:47 AM - 10:44 AM <input type="text"/> 3(E)

Be certain that you click on the Submit button at the bottom of the page otherwise the changes will not save. [Submit](#)

The page will refresh and if you selected an absent code the student will have 0 minutes out of the daily amount possible displayed.

Edit Meeting Attendance

ALLEN, Ashley Marie 9 1964818420 BCHS

Week of 03/08/2021

	Monday 03/08/2021 Set All
Meeting Time	0/380 mins

You can confirm a daily entry has been recorded by clicking on the "Daily" hyperlink.

Attendance

The following student ALLEN, Ashley Marie is in the process of transferring into the current school/district and has not been withdrawn correctly at the

ALLEN, Ashley Marie 9 1964818420 BCHS

Meeting [Daily](#)

The day of the week should display a "0" and the code abbreviation that was entered.

8/10-8/14					8/17-8/21					8/24-8/28					8/31-9/4					9/7-9/11					9/14-9/18							
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H				
-	-																															
10/12-10/16					10/19-10/23					10/26-10/30					11/2-11/6					11/9-11/13					11/16-11/20							
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H				
12/14-12/18					12/21-12/25					12/28-1/1					1/4-1/8					1/11-1/15					1/18-1/22							
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H				
2/15-2/19					2/22-2/26					3/1-3/5					3/8-3/12					3/15-3/19					3/22-3/26							
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H				
										-	-	-		⊖ 0 UA	⊖ 0 UA											⊖ 444 FT	⊖ 0 UA	⊖ 444 FT				
4/19-4/23					4/26-4/30					5/3-5/7					5/10-5/14					5/17-5/21					5/24-5/28							
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H				

Entering Attendance (Group)

At the Start Page search for your group of students that need their attendance modified. The example below (LastName = Smith) was used to filter the list.

Start Page

District Search

Students All



9 10 11 12 F M All Include Remote Enrollments

Stored Searches Stored Selections View Field List Advanced MultiSelect

Current Selection **Clear All** Last Name: smith

Current Student Selection (18)

Student	Student Number	Grade Level	Date of Birth
Smith, Allison Michelle	1964818756	10	2/18/2005
Smith, Ashleigha Rae	1965791849	9	7/12/2006
Smith, Ashton Nicole	1963094732	12	5/27/2003
Smith, Autumn Rose	1964827692	9	9/7/2005
Smith, Clayton Wade	1963091636	12	6/11/2003
Smith, Fischer Wayne	1964188276	11	4/22/2004
Smith, George Landon	1964162892	11	8/18/2004
Smith, Jonathon Anthony	1965802232	9	3/6/2005
Smith, Kaiden Alexander	1973817206	9	11/6/2005
Smith, Kennedy Grace	1963086628	12	7/8/2003
Smith, Kenneth Zachary	1962728012	12	2/5/2001

Select By Hand ID/Password Assignment

You will then click on your "Group Functions" menu and select "Attendance Change" from the list of options.

Start Page

Students ▼ All ▼

9 10 11 12 F M All Include Remote Enrollments

Stored Searches Stored Selections View Field List Advanced MultiSelect

Current Selection Clear All Last Name: smith ×

Current Student Selection (18)

Student	Student Number	Grade Level
Smith, Allison Michelle	1964818756	10
Smith, Ashleigha Rae	1965791849	9
Smith, Ashton Nicole	1963094732	12
Smith, Autumn Rose	1964827692	9
Smith, Clayton Wade	1963091636	12
Smith, Fischer Wayne	1964188276	11
Smith, George Landon	1964162892	11
Smith, Jonathon Anthony	1965802232	9
Smith, Kaiden Alexander	1973817206	9
Smith, Kennedy Grace	1963086628	12
Smith, Kenneth Zachary	1962728012	12

Group Functions

- Student Screens
- Attendance
 - Attendance Change
 - Search By Grades/Attendance
 - Search For Perfect Attendance
- Enrollment
 - Enrollment Summary
 - Mass Enroll Special Program
 - Re-Enroll in School
 - Transfer Out Of School
- Export
 - Export Using Template
 - List Students
 - Quick Export
- Functions
 - Fee Functions
 - Health Screenings and Physicals

Select By Hand ID/Password Assignment ▼

All students are defaulted as present. So this option is changing that value for the group of students you have selected.

The "Change Meeting Attendance" page should appear. Confirm your list matches the number of students selected.

Change Meeting Attendance

Meeting | Daily

Option	Value																		
Change attendance for	The selected 18 students																		
From this Date	03/07/2021																		
To this Date	03/07/2021																		
Meetings to scan	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 80%;">HR</th> <th>E</th> </tr> </thead> <tbody> <tr><td>1</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td><input type="checkbox"/></td></tr> <tr><td>5</td><td><input type="checkbox"/></td></tr> <tr><td>6</td><td><input type="checkbox"/></td></tr> <tr><td>7</td><td><input type="checkbox"/></td></tr> <tr><td>8</td><td><input type="checkbox"/></td></tr> </tbody> </table>	HR	E	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>
HR	E																		
1	<input type="checkbox"/>																		
2	<input type="checkbox"/>																		
3	<input type="checkbox"/>																		
4	<input type="checkbox"/>																		
5	<input type="checkbox"/>																		
6	<input type="checkbox"/>																		
7	<input type="checkbox"/>																		
8	<input type="checkbox"/>																		
Code(s) to scan for	<div style="margin-bottom: 5px;"> <input type="button" value="Select All"/> <input type="button" value="Clear"/> </div> <input checked="" type="radio"/> All <input type="radio"/> These codes <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Present AA - Administrator Approved AP - Alternative Placement DE - Doctor Excused EA - Excused Absence EDL - Early Dismissal EX - Expulsion FT - Field Trip HB - Homebound ISS - In School Suspension </div>																		
Attendance Code to Set	(Present)																		
If Other Than a Default Present (default presents will be overwritten regardless)	<input checked="" type="radio"/> Overwrite <input type="radio"/> Don't Overwrite																		
Comment																			

- From this Date - Beginning Date
- To this Date - End Date
- Meetings to scan - Periods you would like to change.
- Codes to scan for – Codes you would like to change.
- Attendance Code to Set – Code would like to set as the replacement (Present is default)
- If Other Than a Default – (Set to “Don’t Overwrite” if there are existing codes you want to keep.
- Comment – Add comments to the entries

Don't forget to click

Posting Attendance For Subs

If the teacher is out, you will need to post attendance for the Substitute. The area to post attendance can be found under the Functions Menu | Teacher Schedules

- Functions
- Attendance
- Attendance / Enrollment
- Dashboard
- Enrollment Summary
- Health Management
- Importing & Exporting
- Incident Management
- Master Schedule
- Search Attachments
- Special Functions
- Sections Report
- Special Programs
- Teacher Schedules
- Provisional Enrollment

Locate the teacher you need to post attendance for and click on their name.

- Hilburn, Eric Z
- Hill, Brandon J
- Hill, Michael A
- Homan, Alexandra J
- Howard, Joshua L
- Hunter, Lorenzo
- Hunter, Phillip K
- Jackson, Aprell K
- Jennings, Trevor J

The next page will display the entire Teacher’s Schedule.

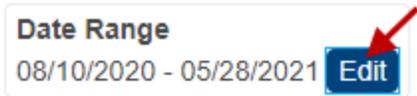
Teacher Schedule - Hunter, Phillip K 19123

	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
<input type="checkbox"/>	HR(E)	20-21	802100aa	HomeroomGRG-12	29	217	18		
<input type="checkbox"/>	4(E)	20-21	802104	Study Hall	36	217	18		
<input type="checkbox"/>	8(E)	20-21	240017	VarsityBaseball	899	516FH	26		
<input type="checkbox"/>	1(E)	S1	290001	Driver's Ed	1	217	0		
<input type="checkbox"/>	2(E)	S1	290001	Driver's Ed	2	217	0		
<input type="checkbox"/>	3(E)	S1	290001	Driver's Ed	3	217	0		
<input type="checkbox"/>	5(E)	S1	290001	Driver's Ed	4	217	0		
<input type="checkbox"/>	6(E)	S1	290001	Driver's Ed	6	217	0		
<input type="checkbox"/>	1(F)	S2	290001	Driver's Ed	7	217	0		
<input type="checkbox"/>	2(E)	S2	290001	Driver's Ed	8	217	0		
<input type="checkbox"/>	3(E)	S2	290001	Driver's Ed	9	217	0		
<input type="checkbox"/>	5(E)	S2	290001	Driver's Ed	10	217	0		
<input type="checkbox"/>	6(E)	S2	290001	Driver's Ed	12	217	0		

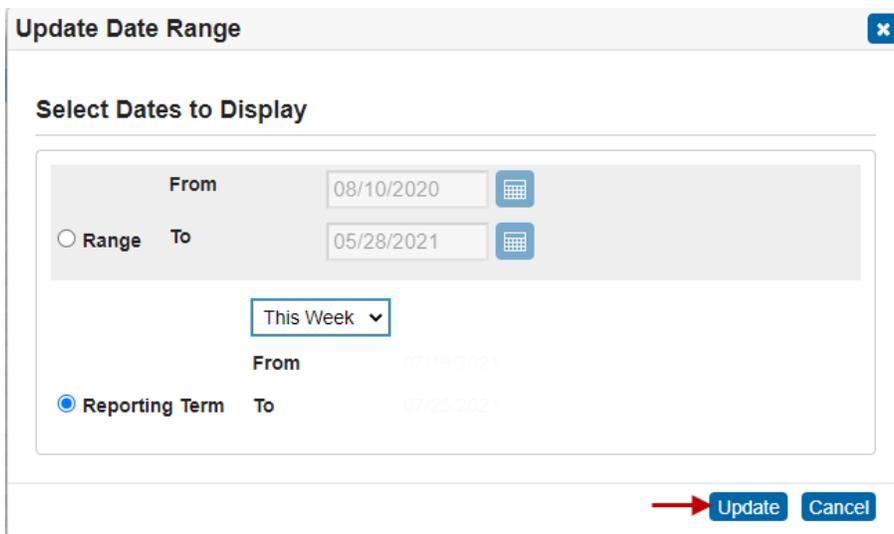


Click on the add attendance icon for the period you are posting for.

Click on the "Edit" button by the Date Range to set your selection.



The Update Date Range screen will appear. From that area you can modify the range you are looking to post. To pull up the current week you change the toggle to "Reporting Term", set the drop-down field to "This Week", and click "Update"



Student’s default to Present. You would select your code you are wanting to enter from the drop down.

Attendance Code: (Present) | Date Range: 03/08/2021 - 03/12/2021 | Comments: Display

- (Present)
- AA (Administrator Approved)
- AP (Alternative Placement)
- DE (Doctor Excused)
- EA (Excused Absence)
- EDL (Early Dismissal)
- EX (Expulsion)
- FT (Field Trip)
- HB (Homebound)
- ISS (In School Suspension)
- LG (Legal)
- OSS (Out of School Suspension)
- RO (Religious Observance)
- SA (School Activity)
- SK (Skipping)
- SP (504/IEP)
- TE (Tardy Excused)
- TU (Tardy Unexcused)
- UA (Unexcused Absence)
- X (Emergency School Closure)

	A	T	W	H	F
Bailey, Kayden	-	-			
Baker, Kumoni	-	-			
Baker, Omare	-	-			

Once you have selected your code click the cell by the student’s name or names that was marked by the sub as absent from class under the day of week it is. Click the “Submit” button when done.

Record Meeting Attendance: HomeroomGr6-12 - HR(E)

You have unsaved changes

Attendance Code: UA (Unexcused Absence) | Date Range: 03/08/2021 - 03/12/2021 | Comments: Display, Cancel, Submit

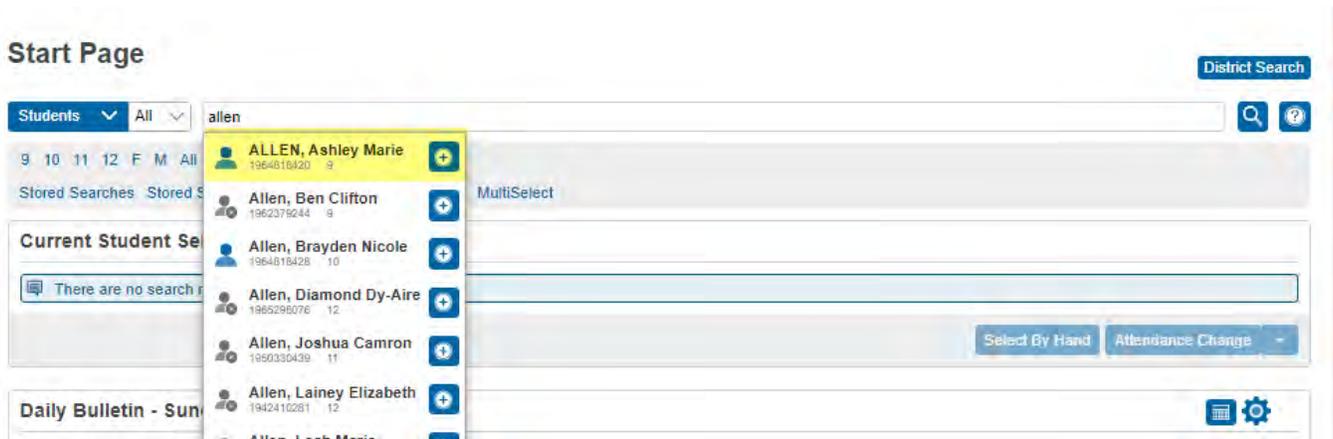
Students (18)	Total		Q18 - 3/12				
	A	T	M	T	W	H	F
ALLEN, Ashley	1	0	UA				
Allen, Randall	2	0	UA		UA		
Anderson, Arniecia	-	-					
Anderson, Madison	-	-					
Anderson, Michael	-	-					
Anderson, Xavier	-	-					
Andrews, Anyah	-	-					
Andrews, Damorien	-	-			UA		
Archer, Cameron	-	-					
Armistead, Te'Marcus	-	-			UA		
Austin, Daniel	-	-					
Bailey, Brendon	-	-					
Bailey, Kayden	-	-					
Baker, Kumoni	-	-					
Baker, Omare	-	-					
Bass, Ayla	-	-					
Beasley, Anna	-	-					
Beaver, Jacob	-	-					

Cancel Submit

If you accidentally click a cell you didn’t mean to click you can simply click the “Cancel” button to refresh your entries.

Clock In and Out (Check In/Out)

At the Start Page search for your student that needs be clocked in or out. The example below we've typed in "allen" for the smart search to pull up our student.



Click on "Enter Attendance" under the Academics section



The teachers should have entered their attendance up to the point of the student appearing at the office. The total amount of minutes remaining available for the student

will appear on the "Meeting Time" line. You will click the clock icon next to the minutes breakdown to bring up the Clock In and Out page.

Edit Meeting Attendance

ALLEN, Ashley Marie 9 1964818420 BCHS

Week of 03/08/2021

Meeting | Daily

Current attendance code: (Present)

	Monday 03/08/2021 Set All	Tuesday 03/09/2021 Set All	Wednesday 03/10/2021 Set All	Thursday 03/11/2021 Set All
Meeting Time	320/380 mins	380/380 mins	380/380 mins	380/380 mins
	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM UA HR(E)	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM HR(E)	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM HR(E)	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM HR(E)
08:00 AM	World History Wilson, William W 216 07:51 AM - 08:48 AM UA 1(E)	World History Wilson, William W 216 07:51 AM - 08:48 AM 1(E)	World History Wilson, William W 216 07:51 AM - 08:48 AM 1(E)	World History Wilson, William W 216 07:51 AM - 08:48 AM 1(E)

The current time will default for you. You will select the "Clock In" or "Clock Out". The system will suggest on what type of code that should be entered. You will select the code from the Attendance code drop down. The "Fill Subsequent Periods" would be selected on Clock Out's so the rest of the periods are marked with the attendance code chosen. This would be important for the teachers to see that student has checked out when they bring up their attendance screen.

Meeting Time - 03/08/2021

ALLEN, Ashley Marie

Time Entry

Clock In/Clock Out * Time *

Clock In

Student has missed 54.39% of the scheduled period. An absent attendance code is recommended for this period.

Attendance Code (Present) Fill Subsequent Periods

Time entry applied to period 2.

Comment

Approximately 4000 characters left

Click on **Save** to enter the record.

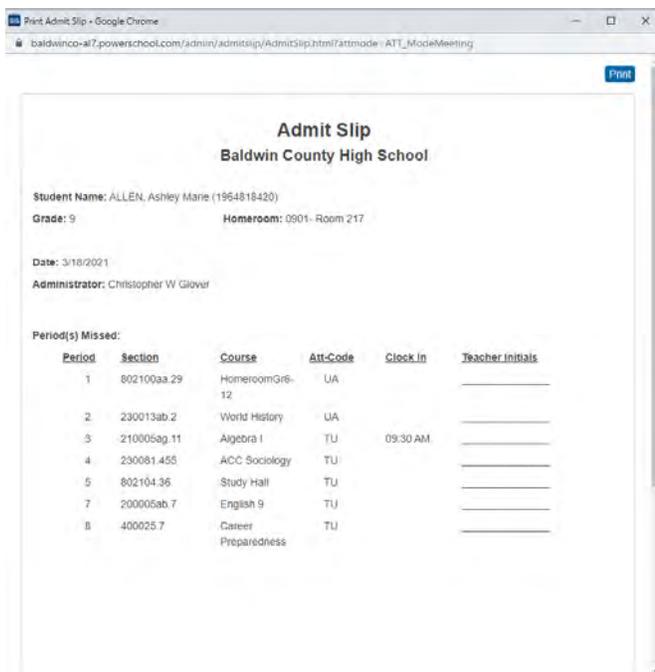
The "Print Admit Slip for Today" appears at the top of the screen for you to select on that particular day.

Print Admit Slip for today (3/18/2021)

You will check the box and click "Submit" at the bottom of the page to update the attendance and to print the slip.



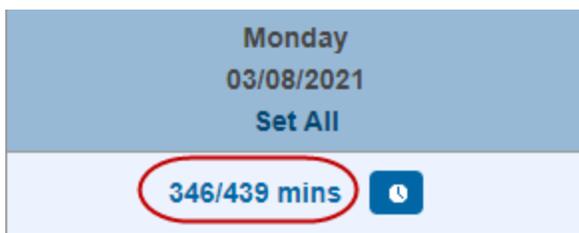
Example below. You click print in the upper right corner to actually print it.



[Required Steps to maintain consistency between Meeting and Daily Attendance - CLOCK IN/OUT](#)

Currently PowerSchool does not auto update the daily record with the meeting attendance when a Clock In/Out is entered. To keep those records in sync you will need to also update the daily record as well manually.

Click on the calculated minute hyperlink.



Take note of the Percent at the bottom.

Student: Allen, Randall William

Period	Course Name	Section Number	Present Minutes	Potential Minutes	Percent Present	ADA Included
HR	HomeroomGr6-12	29	0	0	0%	No
1	Career Preparedness	3	0	56	0%	Yes
2	Algebra I	11	21	58	36%	Yes
3	English 9	3	58	58	100%	Yes
4	Study Hall	36	93	93	100%	Yes
5	Biology	101	58	58	100%	Yes
6	World History	5	58	58	100%	Yes
7	Fundamentals of Agriscience	226	58	58	100%	Yes

Total: 346/439 minutes - 78%

Details

Clock In: 09:25 AM

Meeting [Daily](#)

Proceed to Daily Attendance via the hyperlink.

Find the day of the week from the Daily list that needs to be updated and click on the day hyperlink.

3/8-3/12				
M	T	W	H	F
0		0		
UA		UA		

Manually update the Daily Code, according to the Percent noted. (Ex. If the student is present more than 51%, but had a clock in under the Meeting page, then change the code to the Tardy Code.) and click Submit.

Edit Daily Attendance

Allen, Randall William 9 1965069636 BCHS

Date	03/08/2021
Attendance Code	TU (Tardy Unexcused)
Total Time	0 (calculated on submit)
Comment	<input type="text"/>

Clock In	Clock Out	Minutes	Comment	Exclude
No time records				

Modify Attendance

You would follow the same steps of entering individual students and groups of students to modify attendance.

The "Enter Attendance" menu defaults to the current week. If there is a need to go back further and adjust older attendance you would do that by click on the "Meeting" hyperlink

Edit Meeting Attendance

ALLEN, Ashley Marie 9 1964818420 BCHS

Week of 03/08/2021

 [Meeting | Daily](#)

Current attendance code:

Print Admit Slip for today (3/8/2021)

	Monday 03/08/2021 Set All	Tuesday 03/09/2021 Set All	Wednesday 03/10/2021 Set All	Thursday 03/11/2021 Set All
Meeting Time	289/380 mins 	380/380 mins 	380/380 mins 	380/380 mins 
	HomeroomGr6-12	HomeroomGr6-12	HomeroomGr6-12	HomeroomGr6-12

This displays the main Attendance screen.

Attendance

ALLEN, Ashley Marie 9 1964818420 BCHS

Meeting | Daily

Course	Expression	8/10-8/14					8/17-8/21					8/24-8/28					8/31-9/4					9/7-9/11					9/14-9/18					9/21-9/25					9/28-10/2					10/5-10/9									
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
HomeromGr6-12 Hunter, Phillip K 217 E: 08/12/2020 L: 05/26/2021	HR(E)	-	-	UA	UA	UA						UA					UA	UA				UA	UA																												
World History Wilson, William W 216 E: 08/12/2020 L: 05/26/2021	1(E)	-	-	UA	UA	UA						UA					UA	UA				UA	UA																												
Algebra I White, Lindsey E 213 E: 08/12/2020 L: 05/26/2021	2(E)	-	-	UA	UA	UA						UA					UA	UA				UA	UA																												
ACC Sociology Heaton, Betty J 513 E: 08/12/2020 L: 05/26/2021	3(E)	-	-	UA	UA							UA					UA	UA				UA	UA																												
Study Hall Hunter, Phillip K 217 E: 08/12/2020 L: 05/26/2021	4(F)	-	-	UA	UA							UA					UA	UA				UA	UA																												
English 9 Ogden, Amy D 204 E: 08/12/2020 L: 05/26/2021	6(F)	-	-	UA								UA					UA	UA				UA	UA																												
Career Preparedness Hunter, Lorenzo 203 E: 08/12/2020 L: 05/26/2021	7(E)	-	-	UA								UA					UA	UA				UA	UA																												
Biology Lamar, Kayland T 205 E: 08/12/2020 L: 05/26/2021	8(L)	-	-	UA								UA					UA	UA				UA	UA																												

You would click the week you would like to modify.

Attendance

ALLEN, Ashley Marie 9 1964818420 BCHS

Meeting | Daily

Course	Expression	8/10-8/14					8/17-8/21					8/24-8/28					8/31-9/4					9/7-9/11									
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
HomeromGr6-12 Hunter, Phillip K 217 E: 08/12/2020 L: 05/26/2021	HR(E)	-	-	UA	UA	UA						UA					UA	UA				UA	UA				UA	UA			
World History Wilson, William W 216 E: 08/12/2020 L: 05/26/2021	1(E)	-	-	UA	UA	UA						UA					UA	UA				UA	UA				UA	UA			

From the menu as before you can perform all the following actions

- Set All – Modify Daily Record
- Change a particular period
- Enter a Clock In or Out

Edit Meeting Attendance

ALLEN, Ashley Marie 9 1964818420 BCHS

Week of 08/31/2020

Meeting | Daily

Current attendance code: (Present)

Meeting Time	Monday 08/31/2020 Set All	Tuesday 09/01/2020 Set All	Wednesday 09/02/2020 Set All	Thursday 09/03/2020 Set All
	0/380 mins	0/380 mins	380/380 mins	380/380 mins
	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM UA HR(E)	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM UA HR(E)	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM HR(E)	HomeroomGr6-12 Hunter, Phillip K 217 07:47 AM - 07:50 AM HR(E)
08:00 AM	World History Wilson, William W 216 07:51 AM - 08:48 AM UA 1(E)	World History Wilson, William W 216 07:51 AM - 08:48 AM UA 1(E)	World History Wilson, William W 216 07:51 AM - 08:48 AM 1(E)	World History Wilson, William W 216 07:51 AM - 08:48 AM 1(E)
	Algebra I White, Lindsey E	Algebra I White, Lindsey E	Algebra I White, Lindsey E	Algebra I White, Lindsey E

Again click **Submit** to save the changes

Attendance Reports

You can access your Attendance Reports from the Start Page and "System Reports" under the Reports section.



A list of reports and the main purpose is below

Reports

System	ReportWorks	State	Engine	Setup	Enterprise Reporting	sqlReports	Locker Management	Web Reports
Attendance								
	Absentee					2.18	Single day period by period attendance code report.	
	Attendance Count					3.8	Multi-day period by period attendance code report.	
	Attendance Profile					1.0	The Attendance Profile report lists an attendance summary for the student(s) by school enrollment.	
	Attendance Summary by Grade					3.2	An aggregated attendance report for a date range and grade(s).	
	Class Attendance Audit					5.15	Section specific attendance roster.	
	Clock In/Clock Out					1.1	A list of all the Clock In/Clock Out records within a date range.	
	Consecutive Absences					3.5	Report detailing consecutive student absences by absence code.	
	Monthly Student Attendance Report					6.3	Twenty-day student attendance report by grade.	
	Period Att. Verification					4.6	Report showing students marked present a specified number of periods.	
	PowerTeacher Attendance					3.3	Report showing which teachers have not taken attendance.	
	Student Attendance Audit					5.8	Roster report detailing attendance codes by day.	
	Weekly Attendance Summary (Meeting)					1.6	A weekly attendance summary by section.	
	Weekly Attendance Summary (Daily)					1.6	A weekly attendance summary by Teacher.	
	Year-to-Date Attendance Summary					3.12	A year-to-date aggregated attendance report by grade.	
Attendance Tracking and Notification								
	Refresh Attendance Tracking Data					1.6	This report refreshes attendance tracking and notification records in the PowerSchool database.	
	Truancy and Attendance - Levels Reached					1.5	This report includes students who meet a specific threshold for an attendance tracking level.	
	Truancy and Attendance Letters (Extract)					1.8	The <i>Extract Only</i> version of this report produces two outputs: <ul style="list-style-type: none"> • a list of students who meet a specified threshold for an attendance tracking level, such as unexcused absences. • An attendance letter that can be printed by clicking the ReportWorks link provided at the bottom of the extract list. 	
	Truancy and Attendance Letters (View Only)					1.8	The <i>View Only</i> version produces a list of students who meet a specified threshold for an attendance tracking level, such as unexcused absences.	
	Truancy Dashboard					1.0	Displays students' current attendance data and allows printing of attendance letters.	

There are additional reports under Functions and Attendance

Functions

Attendance ←

Dashboard

Enrollment Summary

Health Management

Importing & Exporting

Incident Management

The "Teacher Attendance Submission Status" would allow you to print a report for teachers that have not posted attendance by period. There is also an Attendance widget on the Start Page that also shows the submission status.

Attendance

Reports	Daily	Meeting	Consecutive Absences	Functions
Function	Description			
Teacher Attendance Submission Status	Graphical view of attendance status by teacher by day.			
PowerTeacher Attendance	Report showing which teachers have not taken attendance.			
Absentee Report	Single day period by period attendance code report.			
Search by Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.			
Attendance Count	Multi-day period by period attendance code report.			
Consecutive Absences	Report detailing consecutive student absences by absence code.			

There is also your "Consecutive Absences" dashboard that will display any students that has been absent five consecutive days within the last twenty days from today's date.

(NOTE: The thresholds for Consecutive Absences are set under your Attendance Preferences.)

Attendance

Reports Daily Meeting **Consecutive Absences** Functions

Basic Filter + Clear Apply

1-1 of 1 items

Student	Consecutive Absences
Adcock, Cole Michael	6

Rows/Page 10