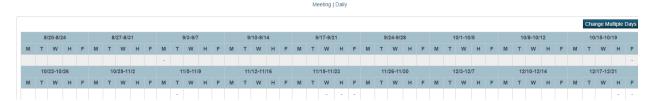# Enter Attendance in PowerSchool

Attendance should be taken by the teacher through PowerTeacher Pro, but sometimes attendance may need to be taken by an office staff member through PowerSchool. If a school is setup with just one period in their bell schedule they will enter attendance on the Daily page. Daily attendance can only be set up and taken at an elementary school. All other schools such as, middle school, high school, K-6 school, K-12 school and elementary schools that have more than one period in their bell schedule must enter attendance on the Meeting page. Below are instructions on how to enter Daily and Meeting attendance.
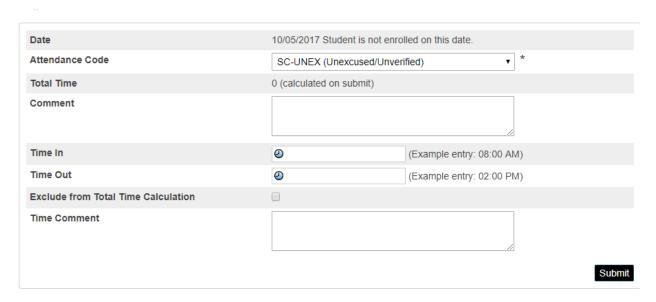
Entering Daily Attendance:

1. Search and select a student from the Start Page.
2. Click **Attendance** on the student's screen.
3. Select **Daily** from the top of the page, if not the default page.
4. The Daily attendance screen displays seven weeks across the top of the page.
5. To enter attendance, click on a day (M,T,W,H,F). Note: If the necessary day is not listed, change the term at the top of the page to a term with a date range that includes the day.

6. Populate the fields below on the "New Daily Attendance" page, then submit the page:
   - **Attendance Code** – Select the appropriate attendance code.
   - **Comment** – Enter a comment. SCDE recommends that you enter a comment that would provide additional detailed information for administrators who are required to report this data, such as On Site Services, etc.
   - **Time In** – Enter the time that the student arrived at school. Note: Not needed if the student is absent for the entire day.
   - **Time Out** – Enter the time that the student left school. Note: Not needed if the student is absent for the entire day.
   - **Exclude from Total Time Calculation** – Mark the box to exclude this attendance record from affecting the time attendance calculation for the day (optional).

- **Time Comment** – Enter a time comment if above is checked (optional).

New Daily Attendance

Date	10/05/2017 Student is not enrolled on this date.
Attendance Code	SC-UNEX (Unexcused/Unverified) ▾ *
Total Time	0 (calculated on submit)
Comment	
Time In	🕐 (Example entry: 08:00 AM)
Time Out	🕐 (Example entry: 02:00 PM)
Exclude from Total Time Calculation	☐
Time Comment	

Submit

The student was absent for the entire day.

New Daily Attendance

Date	10/05/2017 Student is not enrolled on this date.
Attendance Code	SC-EX (Excused) ▾ *
Total Time	0 (calculated on submit)
Comment	
Time In	🕐 07:30 AM (Example entry: 08:00 AM)
Time Out	🕐 12:00 PM (Example entry: 02:00 PM)
Exclude from Total Time Calculation	☐
Time Comment	

Submit

The student came to school and was on time but left before school ended.

New Daily Attendance

Date	10/05/2017 Student is not enrolled on this date.
Attendance Code	SC-ETRD (Excused Tardy) ▾ *
Total Time	0 (calculated on submit)
Comment	
Time In	🕐 08:30 AM (Example entry: 08:00 AM)
Time Out	🕐 02:30 PM (Example entry: 02:00 PM)
Exclude from Total Time Calculation	☐
Time Comment	

Submit

The student was tardy for school.

7. After entering in your values for New Daily Attendance click **Submit** to save.

Absent Attendance Code:

9/18-9/22					9/25-9/29					10/2-10/6					10/9-10/13		
M	**T**	**W**	**H**	**F**	**M**	**T**	**W**	**H**	**F**	**M**	**T**	**W**	**H**	**F**	**M**	**T**	**W**
🕐 0 SC-EX																🕐 0 SC-MED 07:15 AM-09:00 AM	

This student was absent the entire day on Monday September 18, 2017. The student came to school on time Tuesday October 10, 2017 but left and did not return before school ended.

Note: If the student is assigned an absent code the minutes will display as 0 (zero) on the front of the attendance page, even if the student was present at some point in the day. In this situation you will have to click the character of the day to go to another page to view how many minutes the student was present for that day.

10/9-10/13		
	T	W
	🕐 0 SC-MED 07:15 AM-09:00 AM	

Edit Daily Attendance

Date	10/10/2017 Student is not enrolled on this date.
Attendance Code	SC-MED (Medical) ▼ *
Total Time	0 (calculated on submit)
Comment	nurse sent home

Time In	Time Out	Minutes	Comment	Exclude
07:15 AM	09:00 AM	105		No
		105		

Submit

Present Attendance Code:

9/4-9/8					9/11-9/15				
T	W	H	F	M	T	W	H	F	M
🕐 393 SC-UTRD 07:42 AM- 02:15 PM		🕐 335 SC-UTRD 08:40 AM- 02:15 PM	-	-	-			🕐 362 SC-EDSM 07:15 AM- 01:17 PM	

This student was tardy on Tuesday and Thursday September 5 & 7, 2017. This student left school early on Friday September 15, 2017.

Note: If the student is assigned a present code the minutes will display on the front of the attendance page.

Entering Meeting Attendance:

1. Search and select a student from the Start Page.
2. Click **Attendance** on the student's screen.
3. Select **Meeting** from the top of the page, if not the default page.
4. The Meeting attendance screen displays seven weeks across the top of the page and the student's active enrollments along the left-hand side, listed according to expression.

Course	Expression	8/21-8/25					8/28-9/1					9/4-9/8					9/11-9/15					9/18-9/22					9/25-9/29					10/2-10/6					10/9-10/13					10/16-10/20				
		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	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
Homeroom 04 4B E: 08/22/2017 L: 06/02/2018	0(A)	-							-			-	-	-			SC-EX															SC-MED														
GATE Lang Arts 4 4B E: 08/22/2017 L: 06/02/2018	1(A)	-	.	.	.	-	.	.		.	.	.	.	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
GATE Math 4 4B E: 08/22/2017 L: 06/02/2018	2(A)	-	.	.	.	.	.	.		.	.	-	.	.	.	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
GATE Reading 4 4B E: 08/22/2017 L: 06/02/2018	3(A)	-	.	.	.	.	.	.		.	.	.	.	-	.	.	.	.	-	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.

5. To enter attendance, click on a week. Note: If the appropriate week is not listed, change the term at the top of the page to a term with a date range that includes the week.
6. Select an attendance code from the "Current attendance code" drop-down.
7. After selecting the "Current attendance code" click in each expression box for each period the student needs an absence attendance code; then click on **SUBMIT**. Note: When taking meeting attendance there is no field to enter Time In and Time Out. You can enter Time In and Time Out in the comments for your purposes of documenting the time, but these minutes would not be automatically calculated in PowerSchool.

Week of 08/28/2017

Meeting | Daily

Current attendance code: [SC-MED (Medical) ▼]

	Monday 08/28/2017 Set All	Tuesday 08/29/2017 Set All	Wednesday 08/30/2017 Set All	Thursday 08/31/2017 Set All	Friday 09/01/2017 Set All
	ELA Academic Core Extension 07	**Math Academic Core Extension 07**	**ELA Academic Core Extension 07**	**Math Academic Core Extension 07**	**ELA Academic Core Extension 07**
	906 08:10 AM - 09:00 AM	905 08:10 AM - 09:00 AM	906 08:10 AM - 09:00 AM	905 08:10 AM - 09:00 AM	906 08:10 AM - 09:00 AM
	SC-MED 1(A)	1(B)	1(A)	1(B)	1(A)
09:00 AM	**Spanish 7**	**Spanish 7**	**Spanish 7**	**Spanish 7**	**Spanish 7**
	T-5 09:03 AM - 09:53 AM	T-5 09:03 AM - 09:53 AM	T-5 09:03 AM - 09:53 AM	T-5 09:03 AM - 09:53 AM	T-5 09:03 AM - 09:53 AM
	SC-ETRD 2(A)	2(B)	2(A)	2(B)	2(A)