



PowerSchool Attendance Setup Manual

Information Technology

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South Carolina Department of Education

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Version History

Date	Changes
12/2025	<ul style="list-style-type: none"> • Added navigation steps for the Attendance Code Standardization process. • Added SC-WBL to Appendix A, which was missed in the October update, and corresponding line to Table 2 Code-To-Day Conversions • Changed COVID- and Military-related absences to attendance code category “Excused”
11/2025	<ul style="list-style-type: none"> • Corrected procedure for Attendance Preferences setup; step 2f should read “selected”
10/2025	<ul style="list-style-type: none"> • Updated to new agency branding standards • Removed code: SC-LCE. Added instructions to use Nurse • Added codes SC-WBL, Family • Added guidance on Attendance and Calendars validations • Alphabetized definitions • Emphasized the importance of using Time-to-Day conversion setting for Average Daily Attendance and Chronic Absenteeism reports
7/2024	<ul style="list-style-type: none"> • All screenshots & mapping updated to reflect the new User Interface (UI). • Addition of three new Present codes

Introduction

As part of the implementation of the Every Student Succeeds Act (ESSA) beginning in December 2017, the United States Department of Education's Office of Civil Rights (OCR) will require the South Carolina Department of Education (SCDE) to report *chronic absenteeism* for all students. As defined by the OCR, chronically absent students are those absent 10 percent or more of their enrollment period in a school. According to the OCR, an absent student is one who misses 50 percent of the instructional day for any reason, regardless of whether the absence is excused or unexcused.

In order to identify students accurately for chronic absenteeism, the SCDE worked with PowerSchool to customize and implement procedures for attendance setup. This document outlines the attendance setup in PowerSchool necessary for students to be flagged appropriately for chronic absenteeism so that accurate reports can be provided to school and district administrators, state, and federal entities. It also provides specific procedures on how to view and run customized chronic absenteeism reports.

PowerSchool's attendance function makes it possible to track student attendance. The following documentation is an overview of how to set up the attendance codes, attendance code categories, bell schedule, school calendar, etc. to track daily attendance using minutes in the attendance conversion.

Definitions for Attendance Terms

Absent – A pupil is counted absent if s/he is not present for greater than 50% of the instructional time in a school day. This includes excused absences, unexcused absences, and out of school suspensions.

Average Daily Attendance (ADA) – ADA is the aggregate number of pupil days present divided by the number of days the school is in session.

Bridge Period – Attendance taken by teachers through PowerTeacher/PowerTeacher Pro is always meeting attendance. In order for teachers to take Daily Attendance, a Bridge Period must be set. PowerSchool is designed to convert Meeting Attendance taken in the Bridge Period to daily attendance, which accounts for the whole day. One Bridge Period can be defined in each bell schedule.

Daily Attendance – Administrative users with appropriate access may mark Daily Attendance to indicate student attendance for an entire school day.

Meeting Attendance – Attendance is taken in each class meeting to indicate absences and tardies in each class period during the school day.

Membership – Membership is defined as the number of pupils present plus the number of pupils absent. A pupil will be counted in membership on the first day of entrance in an instructional program as an original entry, a re-entry, or a transfer. (R43-172)

School Year – The regular 180-day academic year.

Time to Day Conversion – Converts the number of minutes present to an attendance value for the day.

Two-way Bridge – To keep the corresponding Meeting Attendance record synchronized to a Daily Attendance record, select **Two-way bridge setting**. This ensures that Daily Attendance records create a corresponding Meeting Attendance record for the Bridge Period.

Years and Terms

[Start Page > District Management > Scheduling > Years and Terms](#)

First, create the year term at the district level. Define additional terms for the school year if necessary, including semesters, quarters, etc. Terms should not contain overlapping days. Classes offered during the year determine the required scheduling terms.

To add additional days at the end of a term to allow for weather or emergency make-up days, mark your **In-Session** days based on the school calendar. If a make-up day is used, review these days for necessary updates. Comments can be entered as notes to remind users of days as they are used.

Note: If additional days are added for unexpected closings, ensure the **In-Session** and **Membership** values are not marked for those days in the calendar.

To set up Years and Terms at the school level, follow these steps:

1. After logging into the appropriate school, go to **Start Page > School Management > Scheduling > Years and Terms**.
2. Select **New** in the top-right corner.
3. Fill out the fields shown on the **Create New School Year** page following the Example Entry shown on the page.
4. Verify that the dates are correct. Dates cannot be changed in PowerSchool once set for the year without contacting PowerSchool Support.
5. Click **Submit**.

Figure 1. Creating a New School Year

Create New School Year	
	Example Entry
Name of School Year	<input type="text"/> 2001-2002
Abbreviation	<input type="text"/> 01-02
First Day of School	<input type="text" value="MM/DD/YYYY"/>  08/23/2001
Last Day of School	<input type="text" value="MM/DD/YYYY"/>  06/05/2002
Note: Once a year has been created, it cannot be deleted.	
<input type="button" value="Submit"/>	

Creating Additional Terms

To create additional terms, follow these steps:

1. After logging into the appropriate school, go to **Start Page > School Management > Scheduling > Years and Terms**.
2. Click on **Edit Terms** for the school year requiring additional terms.
3. On the **Term Setup** page, click **New** in the top right corner. See [Figure 3](#).
4. On the **Edit Term** page, fill out the fields given.
 - a. In the **Name of Term** field, enter the full name of the term. Example: Semester 1. Do not include the name of the year within the term name.
 - b. In the **Abbreviation** field, enter an abbreviation, starting with a letter. Example: S1. Each abbreviation must be distinct from others within the same year. Abbreviations cannot start with a number.
 - c. In the **First Day of Term** field, enter the first day of the term. Term dates cannot overlap. For example, if Quarter 1 (Q1) ends on 10/10/24, Quarter 2 (Q2) could start on 10/11/24 at the earliest.
 - d. In the **Last Day of Term** field, enter the last day of the term.
 - e. In the drop-down list for **What portion of the school year does this term represent?**, select the fraction that corresponds to the term being added. For example, one quarter is typically 1/4; one semester is usually 1/2, etc.
 - f. If information on this term is not meant to be accessed by parents or students, select the checkbox for **Suppress Classes For This Term From Parent/Student Users**.

- g. The **Import File Term #** field is used to import student schedules or historical information. If left blank, internal IDs may be used to import data. Leave this blank unless you are importing this data.
- 5. Verify that the dates are correct. Dates cannot be changed in PowerSchool once set for the year without contacting PowerSchool Support.
- 6. Click **Submit**.

Figure 2. *List of Years and Terms for a Sample School*

Year	Abbrev.	1st Day	Last Day	Edit Terms
2025-2026	25-26	08/05/2025	05/21/2026	Edit Terms
2024-2025	24-25	08/01/2024	05/23/2025	Edit Terms
2023-2024	23-24	08/03/2023	05/21/2024	Edit Terms

Figure 3. *Edit Term Page*

Field	Value
Name of Term	<input type="text"/>
Abbreviation	<input type="text"/> (example: Q1) Note: This abbreviation must start with a letter. Do not use a number by itself.
First Day of Term	<input type="text"/> MM/DD/YYYY
Last Day of Term	<input type="text"/> MM/DD/YYYY
What portion of the school year does this term represent?	1/2
Suppress Classes For This Term From Parent/Student Users	<input type="checkbox"/>
Import File Term #	<input type="text"/> 0

Periods

From the school level: [Start Page > School Management > Scheduling > Years and Terms > \[Select Years\]](#)

Defining the Period Names entails entering the maximum number of periods per day used by any grade level or student in a school. For elementary schools, define a period for each subject area that will receive a grade on report cards, including homeroom, if that is where attendance is taken.

To add periods, follow these steps:

Note: These directions are for adding periods. Do not remove periods from this page.

1. After logging into the appropriate school, go to **Start Page > School Management > Scheduling > Years and Terms**.
2. Click on the year name for the year in which periods will be added.
 - a. Make sure the list of school years applies to a specific school. See [Figure 4](#).
3. In the **Periods** drop-down menu, select the desired number of periods. See [Figure 5](#).
4. Click **Submit**.

Figure 4. Location of School and Year Names

Years and Terms This should be done from the school level.

Note: This list of school years applies to Wood Elementary School only.

Year	Abbrev.	1st Day	Last Day	Edit Terms
2025-2026	25-26	08/05/2025	05/21/2026	Edit Terms
2024-2025	24-25	08/01/2024	05/23/2025	Edit Terms
2023-2024	23-24	08/03/2023	05/21/2024	Edit Terms

New

Figure 5. Settings for Periods and Cycle Days

Option	Value
Name of School Year	<input type="text" value="2025-2026"/> (example: 2000-2001)
Abbreviation	<input type="text" value="25-26"/> (example: 00-01)
First Day of School	08/05/2025
Last Day of School	05/21/2026
Periods	<input type="text" value="1"/>
Days	<input type="text" value="1"/>

Days

From the school level: [Start Page](#) > [School Management](#) > [Scheduling](#) > [Years and Terms](#) > [\[Select Years\]](#)

Use the **Days** dropdown list on the **Edit School Year** page to set the number of *cycle days*. A cycle day is a rotating day in a schedule that has planned deviations. For example, a high school might have two cycle days, A and B, during which students would take one elective class on day A and a different elective class on day B. This setting does not represent calendar days; it is not for defining the total number of days in a school week.

To set the number of cycle days, follow these steps:

1. After logging into the appropriate school, go to **Start Page > School Management > Scheduling > Years and Terms**.
2. Click on the year name for the year in which periods will be added.
 - a. Make sure the list of school years applies to a specific school. See [Figure 4](#).
3. In the **Days** drop-down menu, select the desired number of days. See [Figure 5](#).
4. Click **Submit**.

For additional information and examples of Cycle Days, see the articles [What Is a Cycle Day?](#) and [How To: PowerSchool SIS – Change the Number of Periods and Cycle Days for a School Year](#).

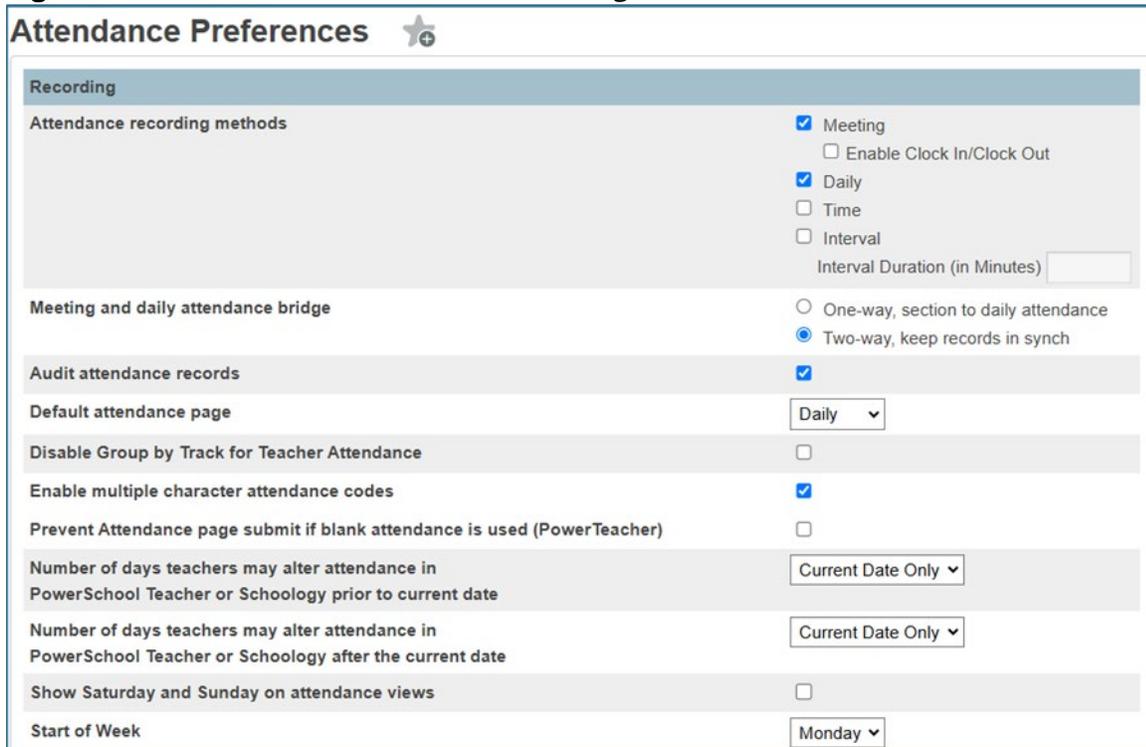
Changes to Attendance Setup

To set Attendance Preferences, follow these steps:

1. After logging into the appropriate school, go to **School Management > Attendance > Attendance Preferences**. This page contains all of the preference options for attendance-taking at this school.
2. Recording preferences:
 - a. **Attendance recording methods** must have both **Meeting** and **Daily** checkboxes selected.
 - b. **Meeting and daily attendance bridge** allows for synchronization of attendance records. PowerSchool uses the Bridge Period attendance to populate Daily Attendance values.
 - i. Elementary schools with only one period in their bell scheduled must use a Bridge Period. Additional details regarding Bridge Periods can be found in [Additional Attendance Information](#).
 - ii. Select **Two-way, keep records in synch**.
 - c. **Audit attendance records** is optional. If selected, PowerSchool tracks changes to attendance code values and which user made these changes. School and district personnel may want to consult with district IT regarding space limitations on servers in determining whether to authorize this option.
 - d. **Default attendance page** allows users to select the default attendance page when taking and viewing attendance in PowerSchool.
 - i. Middle schools, high schools, and elementary schools with more than one period in their day should choose **Meeting**.
 - ii. Elementary schools with one period in their day should choose **Daily**.
 - e. **Disable Group by Track for Teacher Attendance** should be left unselected.
 - f. **Enable multiple character attendance codes** should be selected. This allows the multi-character attendance codes set by SCDE to be used.
 - g. The checkbox for **Prevent Attendance page submit if blank attendance is used (PowerTeacher)** should be unselected.
 - h. **Number of days teachers may alter attendance in PowerSchool Teacher or Schoology prior to current date** can be selected or not; up to district discretion.
 - i. **Number of days teachers may alter attendance in PowerSchool Teacher or Schoology after the current date** is recommended to stay unchecked.

- j. **Show Saturday and Sunday on attendance views** is optional. This is typically left unselected unless regular in-session days occur on weekends where attendance is taken.
- k. In the **Start of Week** drop-down menu, select the first day of the school week, typically Monday.

Figure 6. Attendance Preferences – Recording



Attendance Preferences ★

Recording

Attendance recording methods

- Meeting
 - Enable Clock In/Clock Out
- Daily
- Time
- Interval
 - Interval Duration (in Minutes)

Meeting and daily attendance bridge

- One-way, section to daily attendance
- Two-way, keep records in synch

Audit attendance records

Default attendance page ▾

Disable Group by Track for Teacher Attendance

Enable multiple character attendance codes

Prevent Attendance page submit if blank attendance is used (PowerTeacher)

Number of days teachers may alter attendance in PowerSchool Teacher or Schoology prior to current date ▾

Number of days teachers may alter attendance in PowerSchool Teacher or Schoology after the current date ▾

Show Saturday and Sunday on attendance views

Start of Week ▾

- 3. In the section for **Meeting Attendance Clock In / Clock Out Thresholds**, select the desired threshold types and enter threshold values for tardiness and absence.

Figure 7. Attendance Preferences – Clock In / Clock Out Thresholds



Meeting Attendance Clock In / Clock Out Thresholds

Tardy

Threshold Type ▾

Threshold Value

Absent

Threshold Type ▾

Threshold Value

- 4. Calculating and Reporting preferences:
 - a. In the **Calculation accuracy** field, enter **2**.

- b. **Count Meeting attendance recorded at another school for students enrolled at this school** should be selected if a student is enrolled in a class at another school and attendance is taken for that class. Selecting this box means that attendance taken at the other location will count towards this student's Average Daily Attendance (ADA).
- c. In the **Count these codes for period conversion** drop-down menu, select **Presents**.
 - i. This setting determines what is counted as values for looking up a day's attendance, specifically Period Conversion.
- d. In the **Round or truncate** drop-down menu, select **Round**.

Figure 8. Attendance Preferences – Calculating and Reporting

- 5. Daily Attendance Calculations preferences:
 - a. **Enable ADA Periods and Passing Time Deductions** is optional and recommended to leave unselected.
 - b. **Deduct Passing Time** is optional; it is recommended to leave **No** selected.

Figure 9. Attendance Preferences – Daily Attendance Calculations

- 6. Consecutive Absences Notification preferences
 - a. Select **Enable Notification**
 - b. **Minimum Days Stored, Maximum Days Stored, and Notification Threshold** are required fields.

Figure 10. Attendance Preferences - Consecutive Absences Notification

Consecutive Absences Notification	
Enable Notification	<input checked="" type="checkbox"/>
Minimum Days Stored	<input type="text" value="1"/> *
Maximum Days Stored	<input type="text" value="20"/> *
Notification Threshold	<input type="text" value="1"/> *

7. Incident Actions preferences:
 - a. Leave both **Enable Writing Attendance from Incident Actions** and **Restrict Attendance Codes to Mapped Incident Action Codes** selected.
8. Click **Submit**.

Figure 11. Attendance Preferences – Incident Actions

Incident Actions	
Enable Writing Attendance from Incident Actions	<input checked="" type="checkbox"/>
Restrict Attendance Codes to Mapped Incident Action Codes	<input checked="" type="checkbox"/>

Attendance Code Categories

From the school level: Start Page > School Management > Attendance > Attendance Code Categories

Attendance Code Categories are used to group attendance codes so that category-based attendance and chronic absenteeism reports and searches can be run efficiently. SCDE advises districts to not manually enter any attendance category codes into PowerSchool. Instead, use the codes provided in [Appendix A](#). If a standard code is not yet available to select, confirm that you have the appropriate version of PowerSchool installed and that the Attendance Standardization process has been completed. To run the Attendance Code Standardization process, go to **Data and Reporting > Reports > State Initialization > Attendance Code Standardization**.

To set Attendance Code Categories, follow these steps:

1. After logging into the appropriate school, go to **Start Page > School Management > Attendance > Attendance Code Categories**.
2. Ensure that the following code categories are on the list: **Excused, Unexcused, Out of School Suspension, and Tardy**. See [Figure 12](#).

Figure 12. Default Attendance Code Categories

Name	Code	Description	Sort
Excused	Excused	Excused	1
Unexcused	Unexcused	Unexcused	2
Out of School Suspension	Out of Sch	Out of School Suspension	3
Tardy	Tardy	Tardy	4

Attendance Codes

From the school level: [Start Page](#) > [School Management](#) > [Attendance](#) > [Attendance Codes](#)

The South Carolina Department of Education has issued standardized Attendance Codes for PowerSchool, starting in the 2017-2018 school year. See [Appendix A](#).

To set Attendance Codes, follow these steps:

1. After logging into the appropriate school, go to **Start Page > School Management > Attendance > Attendance Codes**.
2. Select the Code or Description link.
3. Deselect any Code Categories that should not be associated with a particular attendance code.
4. **Present** must be listed first with the **Code** field left blank.
5. For the **Present** attendance code, in the **Sort Order** drop-down list, select **1**. This is very important in enabling PowerTeacher and PowerSchool Attendance functions to work properly.
6. [Appendix A](#) contains allowable standardized Attendance Codes issued by SCDE. Please only use these codes when marking attendance.

Edit Permissions for Using Attendance Codes

To control what attendance codes teachers can select in PowerTeacher and PowerTeacher Pro, follow these steps:

1. After logging into the appropriate school, go to **Start Page > School Management > Attendance > Attendance Codes**.
2. Select the **Code** or **Description** for the code that needs to be edited. See [Figure 13](#).
3. On the **Edit Attendance Code** page, in the **Teacher Can Assign** drop-down list, select **Yes** to allow teachers to assign the code within PowerTeacher or PowerTeacher Pro.
4. Click **Submit**.
5. Repeat these steps for each code teachers should be able to assign.

Figure 13. *Links to Edit Attendance Code Page*

Code	Description	Teachers Assign	Counts ADA	Counts ADM	Presence	Sort
	Present	✓	✓	✓	Present	1
SC-UNEX	Unexcused/Unverified	✓	✓	✓	Absent	2
SC-EX	Excused		✓	✓	Absent	3

Figure 14. *Edit Attendance Code Page*

Label	Value
Code	SC-UNEX
Description	Unexcused/Unverified
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused (Excused) <input checked="" type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Out of School Suspension (Out of School Suspension) <input type="checkbox"/> Tardy (Tardy)
Points	0
Teacher Can Assign	Yes
Lock Attendance Record when Administrator Entered	<input checked="" type="checkbox"/>

Full-Time Equivalencies (FTE)

From the school level: Start Page > School Management > Attendance > Full-Time Equivalencies

Full-time equivalencies (FTEs) determine the daily attendance value a student receives for the time spent in class. All schools are required to use FTEs. The FTE value directly influences the attendance and membership results for all students.

- An FTE code is required for all students.
- Only one FTE is allowed for SC.
- The recommended name is “Full Time.”

To set Full-Time Equivalencies, follow these steps:

1. After logging into the appropriate school, go to **Start Page > School Management > Attendance > Full-Time Equivalencies**.
2. Rather than creating a new FTE, edit the existing FTE by clicking its name, e.g., “Full Time.” See [Figure 15](#).
3. On the **Edit FTE Code** page, ensure that the following values are populated correctly; see [Figure 16](#):
 - a. In the **Name** field, ensure the value entered is “Full Time”.
 - b. **Default Attendance Mode** differs based on what type of school it is and how attendance is taken:
 - i. For middle schools, high schools, and elementary schools with more than one period in the bell schedule, select **Meeting**.
 - ii. For elementary schools with one period in the bell schedule, select **Daily**.
 - c. In the **Default Attendance Conversion** drop-down list, select **Time to Day**. This ensures that calculations for Average Daily Attendance and Chronic Absenteeism reports are accurate.
 - d. **Description** is optional based on user preference.
 - e. **Default for these grades** determines which FTE is assigned to students based on grade. All active grades within a school should be selected.

Figure 15. List of Full Time Equivalencies

Full-Time Equivalencies 			
New			
Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Daily	TimeDay

Note: This list of Attendance Conversions applies to PowerSchool_Six_0_5 during the 2025-2026 school year only.

Figure 16. Edit Full Time Equivalency Code

Edit FTE Code

Name	<input type="text" value="Full Time"/>
Default Attendance Mode	<input type="text" value="Daily"/>
Default Attendance Conversion	<input type="text" value="Time to Day"/>
Description	<input type="text"/>
Default for these grades	<input checked="" type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5

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

Attendance Conversion

From the school level: [Start Page](#) > [School Management](#) > [Attendance](#) > [Attendance Conversions](#)

When teachers mark attendance, each student is assigned an Attendance value, such as present, absent, or tardy. Attendance conversions are used to calculate *average daily attendance* (ADA) values. This information reflects the total amount of minutes the student could potentially be scheduled for in a school day. The attendance conversion value is a critical setup in identifying absent students and accurately reporting attendance.

PowerSchool uses attendance conversions to look up Attendance values for a school day and convert to an average daily attendance. The **Minutes** field should be populated in order to adequately define the conversion and provide complete data for ADA calculation.

Define Time-to-Day Attendance Conversions

1. After logging into the appropriate school, go to **Start Page > School Management > Attendance > Attendance Conversions**.
 2. To create a new attendance conversion using Time,
 - a. Click **New** in the top-right corner.
 - b. Enter **SCDE Attendance** as the name of the new conversion.
 - c. Click **Submit**.
 3. On the **Attendance Conversion** page, under the **Time** column, click **(NONE)** to edit Time-to-Day conversions.
 4. On the **Time-To-Day Attendance Conversions** page, in the **Minutes Present** column, enter the number of minutes required to earn the attendance value of 0 or 1, where 0 represents “absent” and 1 represents “present” for that day. For more information, see [Minutes Calculations for Attendance](#).
- Example:** If a school meets for 425 minutes each day, half of that day’s minutes equals 212.5 minutes. Rounded up, 50% of the school day equals 213 minutes. Minutes Present for the Day Attendance Value of 1 in this situation would need to be greater than or equal to 213 minutes.
5. Click **Submit**.
 - a. Note: this attendance conversion does not yet have a bell schedule associated to it. For instructions on how to do this, see [Bell Schedule](#).
 - b. Once the time conversion has been properly defined, the **Time** column will show how many tiers are in the conversion.

Figure 17. *Time Column After Conversion is Defined*

Note: This list of Attendance Conversions applies to PowerSchool_Six_0_5 for the current year only.							
FTE	Period	Code	Time	Percent Period	Percent Time		
Default Conversion							
Full Time	Defined	0 .. 1	(NONE)	(NONE)	(NONE)	(NONE)	(NONE)
SCDE Attendance Conversion							
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers	0 .. 1	(NONE)
					(NONE)	(NONE)	(NONE)

Define Period-to-Day and Code-to-Day Attendance Conversions

Values for Period-to-Day and Code-to-Day conversions are required to run multiple critical functions and reports, including the Attendance Tracking Notification (ATN) and core PowerSchool Reports.

1. On the **Attendance Conversion** page, under the **Period** column, click **(NONE)** to edit Period-to-Day conversions.
2. On the **Period-to-Day Attendance Conversion** page, enter the appropriate **Day Attendance Value**. See [Table 1](#) for standard values.
3. Click **Submit**.

Table 1. SCDE Standard Values for Period-to-Day Conversions

Periods Present	Day Attendance Value
0	0
1	1
2	1

Note: Zero (0) periods present will always have a Day Attendance Value of zero (0). All other Periods Present that attendance will be taken in will have a Day Attendance Value of 1.

4. On the **Attendance Conversion** page, under the **Code** column, click **(NONE)** to edit Code-to-Day conversions.
5. Enter the appropriate **Day Attendance Value** for each code. See [Table 2](#) for standard values.
6. Click **Submit**.

Table 2. Standard Values for Code-to-Day Conversions

Code	Day Attendance Value
(Present)	1
SC-UNEX (Unexcused/Unverified)	0
SC-EX (Excused)	0
SC-PA (Principal Approved)	0
SC-MED (Medical)	0
SC-FLU (Flu-Influenza)	0
SC-PN (Parent Note)	0
SC-UEPN (Unexcused Parent Note)	0
SC-IMNZ (Immunization)	0
SC-AH (Administrative Hearing)	0
SC-ETRD (Excused Tardy)	1
SC-BTRD (Bus Tardy)	1
SC-UTRD (Unexcused Tardy)	1
SC-HMBD (Homebound)	1
SC-HBSD (Homebased Instruction)	1
SC-FT (Field Trip/School Activity)	1
SC-REL (Religious)	0

SC-OSS (Out of School Suspension (OSS))	0
SC-WTHR (Weather)	0
SC-LEG (Legal/Court)	0
SC-COL (College Visit)	1
SC-REC (Attendance Recovery/Saturday Recovery)	0
SC-ONST (On Site Services)	1
SC-ISS (In School Suspension (ISS))	1
SC-BRV (Bereavement/Death in Family)	0
SC-DSML (Dismissal)	0
SC-EDSM (Early Dismissal)	1
SC-UEDM (Unexcused Early Dismissal)	1
SC-CKIN (Check-in)	1
SC-SKIP (Skip Code)	0
SC-LATE (Late Arrival)	0
SC-NURS (Nurse)	0
SC-VTP (Virtual Present Code)	1
SC-COVD (COVID)	0
SC-KTST (Kindergarten Testing)	1
SC-VIRM (Virtual Makeup)	1
SC-MIL (Military Compact)	0
SC-IMHB (Intermittent Medical Homebound)	1
SC-WBL (Work-Based Learning)	1

Note: Schools should create Early Release and Late Arrival Bell Schedules (fewer periods, shorter periods, etc.) and link them with the appropriate attendance conversion, as long as the beginning of the conversion name starts with “SCDE Attendance.” To do this, the school will have multiple bell schedules and multiple attendance conversions associated to that specific bell schedule.

Bell Schedule

From the school level: [Start Page](#) > [School Management](#) > [Scheduling](#) > [Bell Schedules](#)

The *bell schedule* is the schedule of periods in-session on a given day; it is directly associated with attendance. The bell schedule determines the start and end time for the day, as well as each period. Bell Schedules must be assigned to an attendance conversion in order to calculate attendance for the day. All periods used for scheduling purposes must have an associated bell schedule.

Examples of bell schedules are Regular Day, Early Release Day, and Half Day.

- Only one bell schedule may be assigned to a given day.
- All instructional periods must have the **Counts for ADA** setting checked.

Note: If a period is excluded from ADA, no attendance will be reported for that period.

To create or edit bell schedules, follow these steps:

1. After logging into the appropriate school, go to **Start Page > School Management > Scheduling > Bell Schedules**.
2. If editing a bell schedule from a previous year, select the bell schedule to assign to the corresponding attendance conversion. For example, the SCDE Attendance Late Conversion would be chosen as the attendance conversion method for the Late Start Bell Schedule. See [Figure 18](#).
3. To create a new bell schedule, click **New**.
 - a. For **Name**, enter the name of the bell schedule. For example, Regular Bell Schedule, A-Day Schedule, etc.
 - b. Select the corresponding **Attendance Conversion Method**.
 - c. Click **Submit**.
4. To add periods to an existing bell schedule, click **Edit Schedule** on the schedule needing edits. See [Figure 19](#) and [Figure 20](#).
 - a. On the **Bell Schedule** editing page, click **New** in the top-right corner.
 - b. In the **Period** drop-down list, select the **period number** to add to the schedule, e.g., select 1 to set up Period 1.
 - c. **Start Time** should be the time that the period begins.
 - d. **End Time** should be the time that the period ends.
 - e. **Counts for ADA** should be checked for all periods that should be included in ADA calculation.
 - f. **Use For Daily Attendance** should be checked if you want this period to be the *bridge period* counting towards Daily Attendance.

Note: Bridge periods should only be set up for schools taking daily attendance. Only one period in a school day can be the bridge period. This period is meant to be used for schools (typically elementary schools) where the bridge period indicates attendance for the full day. The bridge period should not be changed once the school year has begun. Schools using meeting Attendance should not use a bridge period.

- g. **Default Time In** is the time school begins for the day.

- h. **Default Time Out** is the time school ends for the day.
- 5. Repeat the steps above to verify and edit periods in the bell schedule, ensuring that if a bridge period is needed, only one period is selected as such.

Figure 18. Editing Existing Bell Schedules

Bell Schedules ★

[New](#)

📄 Note: This list of bell schedules applies to PowerSchool_Six_0_5 only.

Name	Edit Schedule	Periods	Attendance Conversion Method
Late Start	Edit Schedule	2	SCDE Attendance
Regular	Edit Schedule	10	SCDE Attendance

Figure 19. Complete Bell Schedule

Bell Schedule: Regular

[New](#)

Period	Start Time	End Time	Duration	Use For Daily Attendance
HR	07:45 AM	08:00 AM	15	✔
1	08:00 AM	08:45 AM	45	
2	08:45 AM	09:30 AM	45	
3	09:30 AM	10:15 AM	45	
4	10:15 AM	11:00 AM	45	
5	11:00 AM	11:45 AM	45	
6	11:45 AM	12:30 PM	45	
7	12:30 PM	01:15 PM	45	
8	01:15 PM	02:00 PM	45	
9	02:00 PM	02:30 PM	30	

Figure 20. Adding Third Period to a Late Start Bell Schedule

Label	Value
Period	3
Start time	01:20 PM (Example entry: 11:50 AM)
End time	02:00 PM (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>
Use For Daily Attendance	<input type="checkbox"/>
	01:20 PM Default Time In
	02:00 PM Default Time Out

Submit

Calendar Setup

From the school level: [Start Page](#) > [School Management](#) > [Scheduling](#) > [Configure Calendar](#)

The PowerSchool calendar drives which days attendance may be taken. In order for attendance to be recorded for any given calendar day, the following should be in place:

- **Cycle Day** is the group of repeating days comprising the schedule.
- **Bell Schedule** determines the start and end time for each day and period within the school day.
- **School In-Session** indicates days students receive instruction and attendance should be taken.

To configure a school's calendar, follow these steps:

1. After logging into the appropriate school, go to **Start Page** > **School Management** > **Scheduling** > **Configure Calendar**.
 - a. **Membership Value** should be set to 1 for all days on which students receive instruction. This value indicates that student membership is counted for that day.
 - b. **Tracks In-Session** may be left unchecked if tracks are not needed.
 - c. **Type** is optional.
 - d. **Note** is optional.

Figure 21. Configure Calendar Page

August 2025												
8/25 9/25 10/25 11/25 12/25 1/26 2/26 3/26 4/26 5/26												
Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session						Type	Note
					A	B	C	D	E	F		
Tue, Aug 5	Tuesday	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	Regular	First Day of School					
Wed, Aug 6	Wednesday	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	Regular						
Thu, Aug 7	Thursday	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	Regular						
Fri, Aug 8	Friday	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	Regular						
Sat, Aug 9			<input type="checkbox"/>	0	<input type="checkbox"/>							
Sun, Aug 10			<input type="checkbox"/>	0	<input type="checkbox"/>							

Changes to Attendance Procedures

Attendance Taken by Teachers in PowerTeacher/PowerTeacher Pro

- Teachers will need to log into PowerTeacher/PowerTeacher Pro. On the **Start Page**, select the chair icon for the classes needing attendance taken. If the chair appears translucent, it means that class section is not in attendance for that day.

Figure 22. Classes Available for Taking Attendance

Current Classes			
Exp	Course	Attendance Status	Take Attendance
P1(A)	ENG LANG ARTS 7 PowerTeacher Pro		
P2(A)	MATHEMATICS 6 PowerTeacher Pro		
P3(A)	MATHEMATICS 7 PowerTeacher Pro		
P4(A)	MATHEMATICS 8 PowerTeacher Pro		

2. On the **Record Meeting Attendance** page, in the Current Attendance Code drop-down list, select the appropriate **Attendance Code**. See Figure 23.
3. Select the empty box in the Attendance column for each student who should have this attendance code. The code will populate in the box for each student. Do this for every student who has this attendance code.
4. If another attendance code is needed, select the code in the drop-down list above and follow Step 3 for all students needing that code.
5. Click **Submit**.

Figure 23. Attendance Code Drop-down List

Record Meeting Attendance: MATHEMATICS 6 - P2(A)

Single Day | Multi-Day | Seating Chart | Seating Chart Design

Attendance Code: (Present) | Date: Tue 7/9 (Today) | Classes: Show Multiple Sections | Submit

Students	Alerts	Attendance: Tuesday, July 09, 2024
Archie, Donald		<input type="text"/>
Carter, Jimmy		<input type="text"/>
Felder, Henry		<input type="text"/>
Myers, Michael		<input type="text"/>
Cutler, John T.		<input type="text"/>

Note: If all students are present, leave the Attendance Code on Present and Submit.

6. When attendance for a class has been saved, the green dot shown below will appear to indicate attendance is completed for the day for that period.

Figure 24. Green Checkmark to Confirm Saved Attendance Record

Current Classes

Exp	Course	Attendance Status	Take Attendance
P1(A)	ENG LANG ARTS 7 PowerTeacher Pro		
P2(A)	MATHEMATICS 6 PowerTeacher Pro		
P3(A)	MATHEMATICS 7 PowerTeacher Pro		
P4(A)	MATHEMATICS 8 PowerTeacher Pro		

**Elementary School – Daily Attendance
Schools with ONLY 1 period in Bell Schedule**

Enter and Edit Daily Attendance

1. Find and select the student.
2. Go to **Attendance > Attendance Overview > Daily**.
3. On the **Daily** view, select the **letter** (M, T, W, H, F) corresponding to the target weekday.

Figure 25. Location of Links to Meeting and Daily Views

8/4-8/8					8/11-8/15					8/18-8/22					8/25-8/29					
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M
-										360	0	0	0	240						-
										08:00 AM-02:00 PM	MED 08:00 AM-10:00	UNEX	DSML 08:00 AM-02:00	ETRD 10:00 AM-02:00						

Full School Day Absence (Daily)

1. Follow the steps for [Enter and Edit Daily Attendance](#).
2. Populate the fields on the **New Daily Attendance** page:
 - a. Select the appropriate code in the **Attendance Code** drop-down list.
 - b. (Optional) In the **Comment** field, SCDE recommends entering additional detailed information for administrators who report this data, such as On-Site Services, etc.
3. Click **Submit**.

4. On the **Attendance Overview** page, the calculated minutes, if any, will be displayed. If an absent attendance code was used, a **0** will be displayed as the minutes. See [Figure 27](#).
 - a. To verify how many minutes were calculated for that day, click on the letter for the weekday to reopen the Edit Daily Attendance page.

Figure 26. Entering a Daily Attendance Record for a Student

New Daily Attendance

Date	08/20/2025		
Attendance Code	SC-UNEX (Unexcused/Unverified) ▼	*	
Total Time	0 (calculated on submit)		
Comment	<input type="text" value="Can't reach contacts."/>		
Clock In	<input type="text" value="🕒"/>	(Example entry: 08:00 AM)	
Clock Out	<input type="text" value="🕒"/>	(Example entry: 02:00 PM)	
Exclude from Total Time Calculation	<input type="checkbox"/>		
Time Comment	<input type="text"/>		

Figure 27. Attendance Indicators

8/18-8/22				
M	T	W	H	F
🕒	🕒	🕒	🕒	🕒
360	360	0	0	240
08:00 AM-02:00 PM	08:00 AM-02:00 PM	SC-UNEX	SC-DSML 08:00 AM-02:00 PM	SC-ETRD 10:00 AM-02:00 PM

Student Who Leaves Early and Was Present Less Than 50% of Day

1. Follow the steps for [Enter and Edit Daily Attendance](#).

2. In the **Attendance Code** drop-down list, select a code that coincides with the reason for the student's absence, e.g., SC-DSML (Dismissal).
 - a. Note: Dismissal is an absent code. This code should be used if you are tracking early dismissal for students who are attending less 50 percent of the school day.
3. In the **Clock In** field, enter the time when the student arrived at school.
4. In the **Clock Out** field, enter the time when the student left school.
5. Click **Submit**.
6. On the **Attendance Overview** page, absent attendance codes are displayed as **0** minutes of attendance. See [Figure 27](#).
 - a. To verify how many minutes were calculated for that day, click on the letter for the weekday to reopen the Edit Daily Attendance page.

Tardy Student who Arrives After the School Day has Started

1. Follow the steps for [Enter and Edit Daily Attendance](#).
2. In the **Attendance Code** drop-down list, select a code that coincides with the reason for the student's absence, e.g., SC-UTRD (Unexcused Tardy)
3. In the **Clock In** field, enter the time when the student arrived at school.
4. In the **Clock Out** field, enter the time when the student left school
 - a. If student will be at school for the remainder of the day, enter the time that school ends.
5. Click **Submit**.
6. If the tardy codes are categorized as present attendance codes, then the total minutes will be displayed on the **Attendance Overview** page. See [Figure 27](#).

Multiple Clock-In and Clock-Out Entries for the Same Day

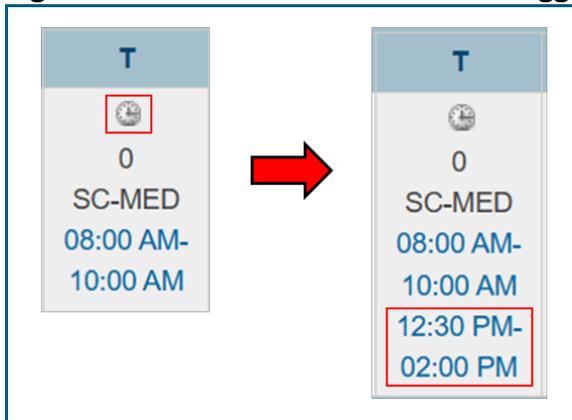
If a student leaves school early and returns later in the day, you can enter multiple clock-in and clock-out entries. If the student does not already have an entry for the first part of the day, create one first:

1. Follow the steps for [Enter and Edit Daily Attendance](#).
2. In the **Attendance Code** drop-down list, select a code that coincides with the reason for the student's absence, e.g., SC-MED.
3. Enter the **Clock In** and **Clock Out** times corresponding to the first part of the day.
4. Click **Submit**.

To enter the second set of clock-in and clock-out times, return to the student's **Attendance Overview** but do not click the weekday. Instead, follow these steps:

5. Find the target day of re-entry and click the **clock icon**. See [Figure 28](#).
6. Enter the second set of **Clock In** and **Clock Out** times.
7. Click **Submit**.
 - a. To verify how many minutes were calculated for that day, click on the weekday letter to reopen the **Edit Daily Attendance** page.

Figure 28. Location of Clock Icon for Logging Student Re-entry



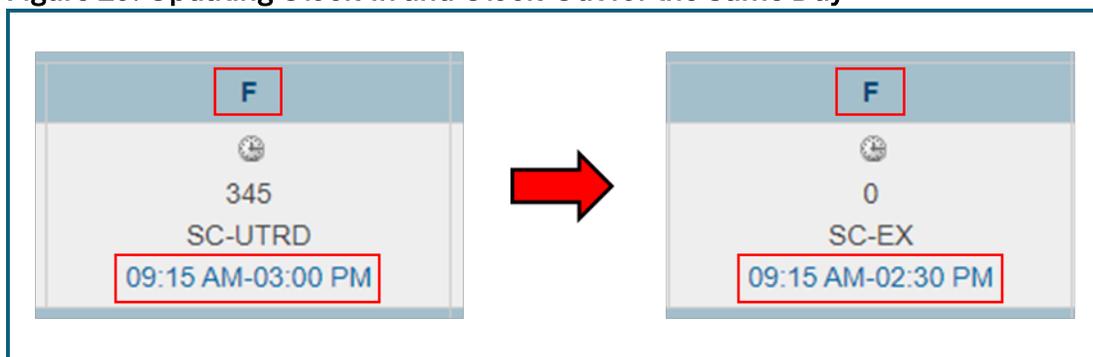
Daily Attendance for a Student who Arrives Late and Leaves Early

1. When the student arrives at school, follow the steps for [Enter and Edit Daily Attendance](#).
2. Select the appropriate Attendance Code from the drop-down. If a student arrives late, their code would either be SC-ETRD or SC-UTRD.
3. Enter **Clock In** for when the student arrived.
4. Enter **Clock Out** for when the student left school.
5. Click **Submit**.

Example: a parent arrives thirty minutes before school ends to pick up a student who was late to school that morning.

1. Follow the steps for [Enter and Edit Daily Attendance](#).
2. Change the Attendance Code from the initial tardy code, e.g., SC-UTRD (Unexcused Tardy), to SC-EX (Excused). See [Figure 29](#).
3. Click **Submit**.
4. Click on the initial **Clock In and Clock Out times** to edit.
5. Change the **Clock Out** to reflect the time the parent picked up the student.
6. Click **Submit**.

Figure 29. Updating Clock-In and Clock-Out for the Same Day



Enter or Edit Meeting Attendance for Schools Taking Attendance Every Period

1. Search for and select the student.
2. Click on the **Attendance** page of the selected student.
3. Select the **Meeting** view on the student's Attendance screen. See [Figure 25](#).
4. The **Meeting Attendance** view displays seven weeks across the top of the page and the student's active enrollments along the left side, listed according to expression.
5. To enter attendance, click on a week (for example, 9/5-9/9). See [Figure 30](#).

Note: If the needed 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 list.
7. After selecting the **Current attendance code**, you can apply this code multiple times by clicking each period's corresponding input fields. See [Figure 31](#).
 - a. When **(Present)** is selected, the input field remains empty.
8. Click **Submit**.

Figure 30. Link to Meeting Week

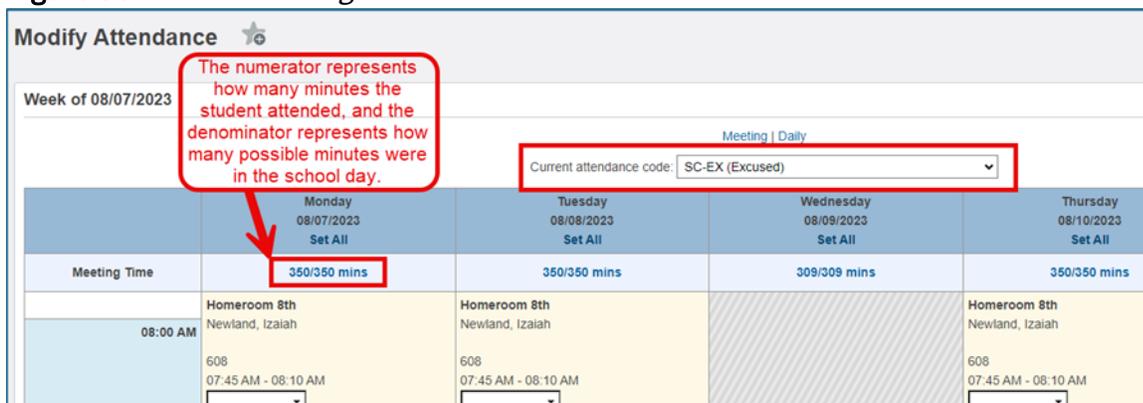
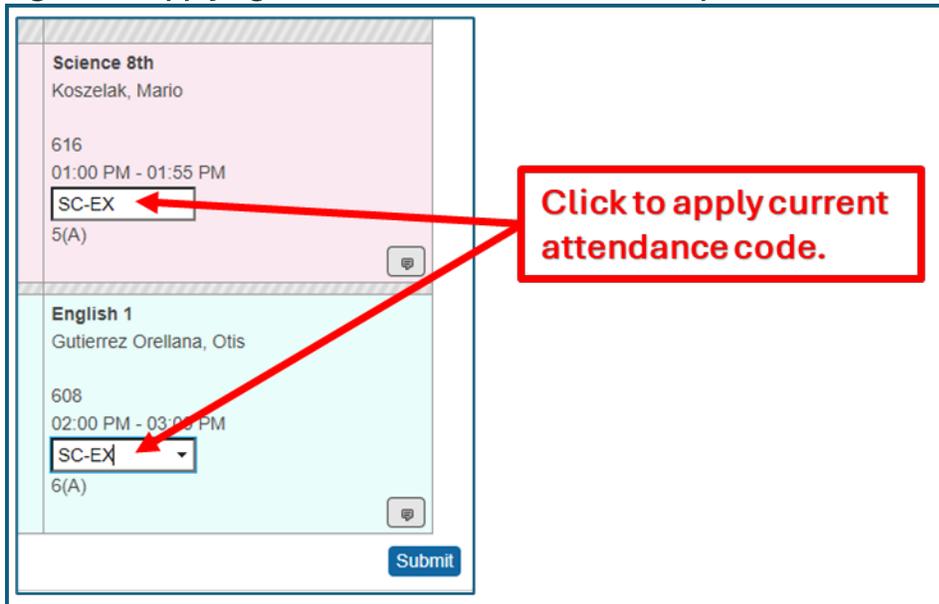


Figure 31. Applying Current Attendance Code Multiple Times



Minutes Calculations for Attendance

When setting up attendance conversions to calculate minutes in a school's bell schedule, the calculation is based upon the total potential minutes that a given student could be scheduled for a day. When attendance is taken, PowerSchool calculates 50% of the time a student is scheduled to be present in classes.

Scenario 1: The overall bell schedule is 423 minutes for West High School. 50% of 423 minutes is 212 minutes. Student A is scheduled for 360 minutes of instruction for the day. PowerSchool will base the 50% calculation for Student A on 180 minutes (50% of Student A's scheduled minutes in a school day). As long as Student A is Present for at least 180 minutes of the school day, he or she will be coded as Present.

Scenario 2: The overall bell schedule at East High School is 423 minutes. 50% of 423 minutes is 211.5, which rounds up to 212 minutes. Student B is scheduled for 400 minutes of instruction each day. 50% of 400 is 200 minutes. If Student B is Present for fewer than 200 minutes, PowerSchool will code this student as Absent.

Scenario 3: Also at East High School, Student C is scheduled for 423 minutes of instruction. 50% of 423 is 211.5, which rounds up to 212. If Student C is Present for 212 minutes or more, PowerSchool will code the student as Present.

Attendance at a School Other than a Student's Home School

For attendance to be counted from another school that is not a student's home school, e.g., CATE classes, the student must be enrolled properly in classes in the other school. If a student is enrolled in courses at a location other than the home school, the student also must be enrolled in at least one class at the home school so that his or her attendance will "write back" to the home school.

To enroll a student in a remote or summer class, follow the steps below:

1. After logging into the appropriate school, select the student.
2. On the Student menu, navigate to **Courses and Programs > Remote and Summer School Registration**.
 - a. Select **School Where Class is Held** from the drop-down list.
 - b. A box will appear in the **Course** field. Begin typing in the Course Name or Course Number and suggested options will appear. Select the one in which the student is enrolling.
 - c. Select the **Section** the student is enrolling into.
 - d. Enter **Enrollment Date**.
 - e. Click **Submit**.

For further information, see [How to Enroll a Student in a Remote / Summer Class](#).

Configure Page Permissions for Attendance Codes and Attendance Code Categories

Determine Permissions for Each User Group

1. Go to **Start Page > System Management > Security > Configure Page Permissions for All Groups**
2. Scroll down to **School Management > Attendance > Attendance Codes**
3. Click on the pencil icon on the far right to edit permissions for that page. See [Figure 32](#). This will open a listing of all of the groups and allow you to select permissions for that page for every group.
 - a. To see members within each group, see [Locate List of Groups and Users](#).
4. On the **Edit Page Permission** popup window, choose the permissions that each group should have. See [Figure 33](#).
5. Repeat these steps for all relevant pages.

Locate List of Groups and Users

1. To see a list of all groups, go to **Start Page > System Management > Security > Security Groups**.
2. To see a list of individual users and their group membership, go to **Start Page > System Management > Security > List Users by Group**.

Change Permissions for the Attendance Codes Page

1. Enable Page Permissions
 - a. Go to **Start Page > System Management > Security > Enable Page Permissions**.
 - b. In the **Turn modify permissions** drop-down list, select **On**, and click **Submit**.
 - c. This Page Permission is restricted to the user who selects it. A yellow/orange ribbon at the bottom of each page will appear, with a link to **Modify access privileges for this page**. See [Figure 34](#).
 - d. This setting will remain in effect until you switch **Turn modify permissions** to **Off** or log out.
2. Select the school for which you want to adjust Attendance Codes.
3. Go to **Start Page > School Management > Attendance > Attendance Codes**.
4. Click the **Modify access privileges for this page** ribbon at the bottom of the page.
5. In the **Access Privileges** window, choose permissions for the groups displayed. See [Figure 35](#).
6. Click **Submit**. When changes are saved, click **Close**.
7. While **Turn modify permissions** is still **On**, repeat these steps for the Attendance Code Categories page by going to **Start Page > School Management > Attendance > Attendance Code**.
8. To disable Page Permissions:
 - a. From the school or district level, go to **System Management > Security > Enable Page Permissions**.
 - b. For **Turn modify permissions**, select **Off** and submit. The orange/yellow bar will disappear.
 - c. You can also log out of PowerSchool. When you log in later, page permissions will be disabled.

Figure 32. List of PowerSchool Pages

Configure Page Permissions for All Groups

▶ MBA Plugins

Context: Pages:

[Expand All](#) | [Collapse All](#)

▼ School Management 

- Out-Of-Sync Grades Alert Pref... 
- PSCB DEV Parent Portal Setti... 
- PSCB DEV Report Card Setting... 

▶ Academics

▶ Assets

▼ Attendance 

- Attendance Preferences 
- Attendance Bridge Synchro... 
- Attendance Code Categories 
- Attendance Codes 
- Attendance Conversions 

Figure 33. Edit Page Permissions for Attendance Codes

Edit Page Permissions

Attendance Codes
attendance/codes/home.html

Pages not listed in the navigation do not inherit any changes to permissions. Enable Page Permissions, and then navigate to such pages to further configure permissions.

Search for Groups Set all groups to

Security Group	Access Level			
Secondary Counselor w/Scheduling (1)	<input type="radio"/> Group Default (E)	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit
CTC Counselor w/Scheduling (2)	<input type="radio"/> Group Default (E)	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit
CTC Counselor (3)	<input type="radio"/> Group Default (E)	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit
Counselor w/Scheduling (4)	<input type="radio"/> Group Default (E)	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit
Secondary Principal & Assistant Principal (5)	<input type="radio"/> Group Default (E)	<input type="radio"/> No Access	<input checked="" type="radio"/> Read Only	<input type="radio"/> Edit
Secondary Guidance Clerk (6)	<input type="radio"/> Group Default (E)	<input type="radio"/> No Access	<input checked="" type="radio"/> Read Only	<input type="radio"/> Edit
Secondary School Secretary (7)	<input type="radio"/> Group Default (E)	<input type="radio"/> No Access	<input checked="" type="radio"/> Read Only	<input type="radio"/> Edit
BHP RENAISSANCE (8)	<input type="radio"/> Group Default (R)	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit

Figure 34. Link that Appears when Turn Modify Permissions is On

Modify access privileges for this page

Figure 35. Access Privileges Window

Access Privileges Close

admin/attendance/codes/home.html

Filter: Set all groups to:

Group	Level of Access			
1 Secondary Counselor w/Scheduling	<input type="radio"/> Group Default (E)	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit
2 CTC Counselor w/Scheduling	<input type="radio"/> Group Default (E)	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit
3 CTC Counselor	<input type="radio"/> Group Default (E)	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit
4 Counselor w/Scheduling	<input type="radio"/> Group Default (E)	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit
5 Secondary Principal & Assistant Principal	<input type="radio"/> Group Default (E)	<input type="radio"/> No Access	<input checked="" type="radio"/> Read Only	<input type="radio"/> Edit
6 Secondary Guidance Clerk	<input type="radio"/> Group Default (E)	<input type="radio"/> No Access	<input checked="" type="radio"/> Read Only	<input type="radio"/> Edit
7 Secondary School Secretary	<input type="radio"/> Group Default (E)	<input type="radio"/> No Access	<input checked="" type="radio"/> Read Only	<input type="radio"/> Edit
8 BHP RENAISSANCE	<input type="radio"/> Group Default (R)	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit
9 District Admin	<input type="radio"/> Group Default (E)	<input type="radio"/> No Access	<input type="radio"/> Read Only	<input checked="" type="radio"/> Edit
10 Principal	<input checked="" type="radio"/> Group Default (E)	<input type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Edit

View Overridden Page Permissions for a Group

1. Go to Start Page > System Management > Security > Security Groups
2. Click the name of the Group you want to view
3. On the Edit Group page, click Overridden Page Permissions.
4. You can also change individual page permissions from this page by selecting the appropriate level from the **Permission** drop-down list and clicking **Submit**.

Figure 36. *Link to Overridden Page Permissions for One Group*

Option	Value
Group Number	6
Group Name	Secondary Guidance Clerk
Default Access Level	Edit
Page Level Permissions	Overridden Page Permissions Configure Page Permissions
Can Modify Schedules	Yes, in any year
PowerScheduler Access	<input checked="" type="checkbox"/>
Language Translator/Customizer	<input type="checkbox"/>

Additional Attendance Information

- By default, a student is considered Present in PowerSchool.
- A Non-Instructional Lunch Period should not affect Chronic Absenteeism (CA) as long as the period is selected to not count toward ADA (Average Daily Attendance).
- An attendance code should be assigned when a student is not present at school when attendance is taken for the day.
- If a student arrives after school begins or leaves before the school day ends, s/he should report to the school's designated attendance clerk so the attendance can be properly updated in PowerSchool.
- If a district uses a third-party vendor to enter attendance into PowerSchool, it will be the district's responsibility to ensure that the vendor application exports accurate data into PowerSchool.
- When a section is created that meets more than once per school day, check Record Section Attendance Once Per Day.

- To do this, from the Start Page on the school level, select School Management > Attendance > Section Attendance Settings.
- Select Record Attendance, then Once for All Meetings.
- Submit.
- When running a PowerSchool Core Report, attendance mode and conversions selections will override the Default attendance mode and conversions settings.
- FTEs are school- and year-specific. They are unique for each year and school within a district.
- Every student must be assigned an FTE for their attendance to count.
- To learn more about tracks, read this [article in PowerSource](#).
- The [Calendar Setup](#) section explains where and how you define if a Track is in session for a day or not.
- The Tracks section gives a good example of how it works for a student and also notes where a student is assigned to a track (via their current enrollment record).
- Note: The article does not mention that track is also stored historically in each previous school enrollment record.
- Teachers can only take attendance per Period in PowerTeacher/PowerTeacher Pro. To record daily attendance, set up a Bridge Period. When a teacher records attendance in a Bridge Period, this also records the student's daily attendance.
- Clock In and Clock Out must be entered from the Daily Attendance page. (Not recommended for middle school and high school setup for the purpose of reporting Chronic Absenteeism in SC.)
- If no value is entered in the Clock In or Clock Out fields, attendance minutes will be calculated as below:
 - If Absent is entered on the Daily Attendance page, minutes should equal 0 (zero).
 - If Present is entered on the Daily Attendance page, minutes should equal the total number of minutes in the bell schedule for that day.
 - If Present is entered on the Daily Attendance page and a Bridge Period is used, the minutes should equal the total number of minutes between the Default Clock In and Default Clock Out for the Bridge Period.
- If a student is assigned a Present Attendance Code on the Daily Attendance page, the student will show an attendance entry without an attendance code. This is intentional and known.

- Minutes Present within the Time-to-Day Attendance Conversion for FTE Full Time Student must be entered in whole numbers. If a decimal is entered, an error message will appear.
- When calculating 50% of bell schedule minutes that result in a decimal, round up to the nearest whole number. For example, 50% of a 391-minute bell schedule is 195.5; rounding up would mean that 196 minutes present equals a Present code.
- For sections that have multiple periods in a day:
 - If the section is set to Once for All Meeting for attendance in the first period, a record is generated that automatically records the second period of the class as well.
 - If the section is set to Each Meeting Separately, attendance must be recorded separately for both periods. For example, if a student is marked absent for the first period, then arrives at school during the second period, only the first period of that class would have an attendance record.
- If Two-way, keep records in synch is selected on the Attendance Preferences page for Meeting and daily attendance bridge, attendance taken in the Bridge Period will be copied to the Daily Attendance record. Likewise, if Daily Attendance is entered, it will be copied to the Meeting Attendance in the Bridge Period.
- Attendance calculations are refreshed nightly. To manually refresh, select Refresh Premier Attendance Views Data. To run the Refresh Premier Attendance Views Data, from the Start Page > Attendance > Refresh Premier Attendance Views Data (under Attendance Management).
- If your school selects (Meeting =Time to Day) on the Full-Time Equivalencies (FTE) page, attendance codes on the Meeting page must be entered for each period the student is absent.
- A Bridge Period only needs to be set up for Daily Attendance.
- Meeting Attendance will only sync to Daily Attendance and Daily will only sync to Meeting if a Bridge Period is set up in the bell schedule.
- If a Bridge Period is not set up for two-way synch, Daily and Meeting will not synch.

Appendix A

Attendance Code Standardization

Sort	Code	Description	Presence Status	Code Category
1	(blank)	Present	Present	Present
2	SC-UNEX	Unexcused/Unverified	Absent	Unexcused
3	SC-EX	Excused	Absent	Excused
4	SC-PA	Principal Approved	Absent	Excused
5	SC-MED	Medical	Absent	Excused
6	SC-FLU	Flu-Influenza	Absent	Excused
7	SC-PN	Parent Note	Absent	Excused
8	SC-UEPN	Unexcused Parent Note	Absent	Unexcused
9	SC-IMNZ	Immunization	Absent	Excused/Unexcused
10	SC-AH	Administrative Hearing	Absent	Excused
11	SC-ETRD	Excused Tardy	Present	Tardy
12	SC-BTRD	Bus Tardy	Present	Tardy
13	SC-UTRD	Unexcused Tardy	Present	Tardy
14	SC-HMBD	Homebound	Present	Present
15	SC-HBSD	Homebased Instruction	Present	Present
16	SC-FT	Field Trip/School Activity	Present	Present
17	SC-REL	Religious	Absent	Excused
18	SC-OSS	Out of School Suspension (OSS)	Absent	OSSusp
19	SC-WTHR	Weather	Absent	Excused
20	SC-LEG	Legal/Court	Absent	Excused
21	SC-COL	College Visit	Present	Present
22	SC-REC	Attendance Recovery/Saturday Recovery	Excused	Excused
23	SC-ONST	On Site Services	Present	Present
24	SC-ISS	In School Suspension (ISS)	Present	Present
25	SC-BRV	Bereavement/Death in Family	Absent	Excused
26	SC-DSML	Dismissal	Absent	Excused/Unexcused
27	SC-EDSM	Early Dismissal	Present	Present
28	SC-UEDM	Unexcused Early Dismissal	Present	Present
29	SC-CKIN	Check-in	Present	Present

Sort	Code	Description	Presence Status	Code Category
30	SC-SKIP	Skip Code	Absent	Unexcused
31	SC-LATE	Late Arrival	Absent	Unexcused
32	SC-NURS	Nurse	Absent	Excused
33	SC-VTP	Virtual Present Code	Present	Present
34	SC-COVD	COVID	Absent	Excused
35	SC-KTST	Kindergarten Testing	Present	Present
36	SC-VIRM	Virtual Makeup	Present	Present
37	SC-MIL	Military Compact	Absent	Excused
38	SC-IMHB	Intermittent Medical Homebound	Present	Present
39	SC-WBL	Work-Based Learning	Present	Present

Note: The Attendance Standardization Process in PowerSchool indicates SC-DSML and SC-IMZ as both Excused and Unexcused after it is run. District and school administrators should decide which Code Category best follows district policy and uncheck the category that will not be used.