

**STATE OF SOUTH CAROLINA  
DEPARTMENT OF EDUCATION**

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*STATE SUPERINTENDENT OF EDUCATION*



# **POWERSCHOOL ATTENDANCE SETUP**

Updated Version July 2024

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## 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.

## Definitions for Attendance Terms

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

**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.

**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.

**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.

**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.

**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.

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

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.

#### NEW UPDATES/CHANGES JULY 2024:

- All screenshots & mapping updated to reflect the new User Interface (UI).
- Addition of three new Present codes

## Years and Terms

(Start Page > District Management > Scheduling > Years & 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. Logged into the appropriate school, from the Start Page, click “School Management,” then select “Years and Terms” under Calendar.
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 to the right.
4. Verify that the dates are correct. Dates cannot be changed in PowerSchool once set for the year without contacting PowerSchool Support.
5. Submit.

## 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.

[Submit](#)

To create additional terms, follow these steps:

1. Logged into the appropriate school, from the Start Page, click “School Management,” then select “Years and Terms” under Calendar.
2. Click on “Edit Terms” for the school year requiring additional terms.
3. Click “New” in the top right corner and fill out the fields given.

District Office ▼ 23-24 Year ▼

### Years and Terms

[New](#)

Year	Abbrev.	1st Day	Last Day	Edit Terms
2004-2005	04-05	08/05/2004	05/26/2005	<a href="#">Edit Terms</a>
2005-2006	05-06	08/08/2005	05/25/2006	<a href="#">Edit Terms</a>
2006-2007	06-07	08/08/2006	05/24/2007	<a href="#">Edit Terms</a>
2007-2008	07-08	08/01/2007	06/01/2008	<a href="#">Edit Terms</a>
2008-2009	08-09	08/18/2008	05/29/2009	<a href="#">Edit Terms</a>
2009-2010	09-10	08/17/2009	05/28/2010	<a href="#">Edit Terms</a>

- a. For “Name of Term,” enter the full name of the term. Example: Semester 1. Do not include the name of the year within the term name.
- b. For “Abbreviation,” enter an abbreviation. Example: S1. Each abbreviation must be distinct from others within the same year.
- 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. For “Last Day of Term,” enter the last day of the term.
- e. In the drop-down box for “What portion of the school year does this term represent?,” choose 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. “Import File Term #” 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.
4. Verify that the dates are correct. Dates cannot be changed in PowerSchool once set for the year without contacting PowerSchool Support.
5. Submit.

< Term Setup
District Office ▼ 23-24 Year ▼

Field	Value
Name of Term	<input type="text" value="Semester 2"/>
Abbreviation	<input type="text" value="S2"/> (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	<input type="text" value="01/08/2024"/>
Last Day of Term	<input type="text" value="05/24/2024"/>
What portion of the school year does this term represent?	<input type="text" value="1/2"/> ▼
Suppress Classes For This Term From Parent/Student Users	<input type="checkbox"/>
Import File Term #	<input type="text"/>

3302

## Days

(From the school level: Start Page > School Management > Scheduling > Years and Terms)

Defining days shows a school’s unique scheduling style for student class attendance. Setting these “Days” does not set school days during the week, but setting rotating scheduled days, such as A- or B-days.

To define Days, follow these steps:

1. Logged into the appropriate school, from the Start Page, click “School Management,” then select “Years and Terms” under Calendar.

2018-2019	18-19	08/20/2018	05/31/2019	<a href="#">Edit Terms</a>
2019-2020	19-20	08/19/2019	05/29/2020	<a href="#">Edit Terms</a>
2020-2021	20-21	09/08/2020	06/14/2021	<a href="#">Edit Terms</a>
2021-2022	21-22	08/02/2021	05/27/2022	<a href="#">Edit Terms</a>

Note: This list of school years applies to PowerSchool\_Fourteen\_0\_0 only.

Note that this should be done from the school level.

2. Click on the year name for the year in which days will be defined.
3. In the Days drop-down select the appropriate number of Days.

## Edit School Year

Option	Value
Name of School Year	<input type="text" value="2021-2022"/> (example: 2000-2001)
Abbreviation	<input type="text" value="21-22"/> (example: 00-01)
First Day of School	08/02/2021
Last Day of School	05/27/2022
Periods	<input type="text" value="1"/>
Days	<input type="text" value="2"/>

Submit

4. Submit.

For additional reading on Cycle Days, read this resource in [PowerSource](#).

## Periods

(From the school level: Start Page > School Management > Scheduling > Years and Terms)

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:

1. Logged into the appropriate school, from the Start Page, click “School Management,” then select “Years and Terms” under Calendar.

2018-2019	18-19	08/20/2018	5/31/2019	Edit Terms
2019-2020	19-20	08/19/2019	5/29/2020	Edit Terms
2020-2021	20-21	09/08/2020	6/14/2021	Edit Terms
2021-2022	21-22	08/02/2021	5/27/2022	Edit Terms

Note: This list of school years applies to PowerSchool\_Fourteen\_0\_0 only.

Note that this should be done from the school level.

2. Click on the year name for the year in which periods will be added.
3. In the Periods drop-down select the desired number of Periods.

**Note:** these directions are for adding periods; do not remove periods from this page.

4. Submit.

### Edit School Year

Option	Value
Name of School Year	2021-2022 (example: 2000-2001)
Abbreviation	21-22 (example: 00-01)
First Day of School	08/02/2021
Last Day of School	05/27/2022
Periods	5
Days	2

Submit

# Changes to Attendance Setup

## Preferences

(From the school level: Start Page > School Management > Attendance > Attendance Preferences)

To set Attendance Preferences, follow these steps:

1. Logged into the appropriate school, from the Start Page, click “School Management” then Attendance, then 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 are found later in this document.
    - ii. Select “Two-way, keep records in synch.”
  - c. “Audit attendance records” is optional. If checked, it allows PowerSchool to keep track of 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 or not 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 unchecked.
  - f. “Enable multiple character attendance codes” should be checked. This allows the multi-character attendance codes set by SCDE to be used.
  - g. “Prevent Attendance page submit if blank attendance is used (PowerTeacher)” should be left unchecked.
  - h. “Number of days teachers may alter attendance in PowerSchool Teacher or Schoology prior to current date” can be checked 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 unchecked unless regular in-session days occur on weekends where attendance is taken.
  - k. “Start of Week” should be selected as the day that is the typical first day of the school week; typically Monday.

Attendance Preferences

Recording

Attendance recording methods

☒ Meeting

☐ Enable Clock In/Clock Out

☒ Daily

☐ Time
☐ Interval

Interval Duration (in Minutes) 0

Meeting and daily attendance bridge

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

Audit attendance records

Default attendance page

Daily

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

Current Date Only

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

Current Date Only

Show Saturday and Sunday on attendance views

☐

Start of Week

Monday

### 3. Meeting Attendance Clock In / Clock Out Thresholds preferences:

a) Make the selections shown in the screenshot below:

Meeting Attendance Clock In / Clock Out Thresholds

Tardy

Threshold Type

Minutes

Threshold Value

Absent

Threshold Type

Minutes

Threshold Value

### 4. Calculating and Reporting preferences:

- “Calculation accuracy” should be set to 2.
- “Count Meeting attendance recorded at another school for students enrolled at this school” should be checked 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).
- “Count these codes for period conversion” must be selected as Presents. This setting determines what is counted as values for looking up a day’s attendance, specifically Period Conversion.
- “Round or truncate” should be selected as “Round.”

Calculating and Reporting	
Calculation accuracy	<input type="text" value="2"/> decimal places
Count Meeting attendance recorded at another school for students enrolled at this school	<input checked="" type="checkbox"/>
Count these codes for period conversion	<input type="text" value="Presents"/>
Round or truncate	<input type="text" value="Round"/>

5. Daily Attendance Calculations preferences:

- “Enable ADA Periods and Passing Time Deductions” is optional and recommended to leave blank.
- “Deduct Passing Time” is optional and recommended to leave blank.

Daily Attendance Calculations	
Enable ADA Periods and Passing Time Deductions	<input type="checkbox"/>
Deduct Passing Time	<input checked="" type="radio"/> No <input type="radio"/> Yes - All Passing Time <input type="radio"/> Yes - After ADA Excluded Meetings Only

6. Consecutive Absences Notification preferences:

- Make the selections shown in the screenshot below:

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

[Submit](#)

7. Incident Actions preferences:

- Leave both “Enable Writing Attendance from Incident Actions” and “Restrict Attendance Codes to Mapped Incident Action Codes” checked.”

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

[Submit](#)

## 8. Submit




## 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, please use the codes provided on page 15 and utilize the Attendance Standardization process.

To set Attendance Code Categories, follow these steps:

1. Logged into the appropriate school, from the Start Page, click “School Management” then Attendance, then Attendance Code Categories.
2. Preferences. This page contains all of the preference options for attendance-taking at this school.

**Attendance Code Categories** 

New

Name	Code	Description	Sort
Excused	<a href="#">Excused</a>	Excused	1 ▼
Unexcused	<a href="#">Unexcused</a>	Unexcused	2 ▼
Out of School Suspension	<a href="#">OSSusp</a>	Out of School Suspension	3 ▼
Tardy	<a href="#">Tardy</a>	Tardy	4 ▼

Submit

3. Ensure that the following four Category Codes are listed as shown above: Excused, Unexcused, Out of School Suspension, Tardy.

## 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.

To set Attendance Codes, follow these steps:

1. Logged into the appropriate school, from the Start Page, click “School Management” then Attendance, then Attendance Code.
2. Select the Code or Description link.
3. De-select any Code Categories that should not be associated with a particular attendance code.

<b>Description</b>	<b>Presence Status</b>	<b>Code</b>	<b>Code Category</b>
1. Present	Present	blank	Present
2. Unexcused/Unverified	Absent	SC - UNEX	Unexcused
3. Excused	Absent	SC - EX	Excused
4. Principal Approved	Absent	SC - PA	Excused
5. Medical	Absent	SC - MED	Excused
6. Lice	Absent	SC - LCE	Excused
7. Flu-Influenza	Absent	SC - FLU	Excused
8. Parent Note	Absent	SC - PN	Excused/
9. Unexcused Parent Note	Absent	SC-UEPN	Unexcused
10. Immunization	Absent	SC - IMNZ	Excused/Unexcused
11. Administrative Hearing	Absent	SC - AH	Excused
12. Excused Tardy	Present	SC - ETRD	Tardy
13. Bus Tardy	Present	SC - BTRD	Tardy
14. Unexcused Tardy	Present	SC - UTRD	Tardy
15. Homebound	Present	SC - HMBD	Present
16. Homebased Instruction	Present	SC - HBSD	Present
17. Field Trip/School	Present	SC - FT	Present
18. Religious	Absent	SC - REL	Excused
19. Out of School Suspension	Absent	SC - OSS	OSSusp
20. Weather	Absent	SC - WTHR	Excused
21. Legal/Court	Absent	SC - LEG	Excused
22. College Visit	Present	SC - COL	Present
23. Attendance Recovery/	Excused	SC – REC	Excused
24. On Site Services	Present	SC - ONST	Present
25. In School Suspension	Present	SC - ISS	Present
26. Bereavement/Death in	Absent	SC - BRV	Excused
27. Dismissal	Absent	SC - DSML	Excused/Unexcused
28. Early Dismissal	Present	SC - EDSM	Present
29. Unexcused Early	Present	SC- UEDM	Present
30. Check-in	Present	SC- CKIN	Present
31. Skip	Absent	SC-SKIP	Unexcused
32. Late	Absent	SC-LATE	Unexcused
33. Nurse	Absent	SC-NURS	Excused
34. Virtual Present	Present	SC-VTP	Present
35. COVID	Absent	SC-COVD	Excused
36. Virtual Makeup	Present	SC-VIRM	Present
37. Military Compact	Absent	SC-MIL	Excused
38. Kindergarten Testing	Present	SC-KTST	Present

**Note:** The Chronic Absenteeism SCDE Reporting Customizations document provides instruction on where to locate and run reports that identify or deletes any non-standardized Attendance Codes. This document is entitled “Attendance Code Standardization.”

4. Present must be listed first, with code left blank.
5. Use sort order of “1” for Present Attendance Code. This is very important in enabling PowerTeacher and PowerSchool Attendance functions to work properly.
6. The list above contains allowable standardized Attendance Codes issued by SCDE, updated as of July 2024. Please only use these codes when marking attendance.

**Note:** Any Attendance Code with two code categories listed in Column 4 (Code Category) in the table above should have both categories checked in PowerSchool. District and school administrators should decide which Code Category is best follows district policy. For example, the Attendance Code for “Dismissal” has two categories listed: Excused or Unexcused. School/district personnel should determine what is most appropriate in their specific contexts and uncheck the code that will not be used.

# How to set up what Attendance Codes teachers can select in PowerTeacher & PowerTeacher Pro

- 1. Logged into the appropriate school, from the Start Page, click “School Management” then Attendance, then Attendance Codes.
- 2. Select the Code description that needs to be edited.

Attendance Codes

New

Code	Description	Teachers Assign	Counts ADA	Counts ADM	Presence	Sort
	Present	✓	✓	✓	Present	1
SC-UNEX	Unexcused/Unverified	✓	✓	✓	Absent	2
SC-EX	Excused		✓	✓	Absent	3
SC-PA	Principal Approved		✓	✓	Absent	4

- 3. On the Edit Attendance Code page, select Yes for the “Teacher Can Assign” field.

Edit Attendance Code

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"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>

- 4. Click Submit to save.
- 5. Repeat these steps for each code teachers should be able to view and select in PowerTeacher/PowerTeacher Pro.


## 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.”

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_Twenty-Four_-1_6 during the 2023-2024 school year only.			

To set Full-Time Equivalencies, follow these steps:

1. Logged into the appropriate school, from the Start Page, click “School Management,” then Attendance, then Full-Time Equivalencies.
2. Rather than creating a new FTE, edit the existing FTE. To do this, ensure that the following values are populated correctly:
  - a. “Name” should be listed as “Full Time.”
  - b. “Default Attendance Mode” differs based on what type of school it is and how attendance is being taken. Middle schools, high schools, and elementary schools with more than one period in the Bell Schedule should take Meeting Attendance, and elementary schools with one period in the Bell Schedule should take Daily Attendance.
  - c. “Default Attendance Conversion” should be “Time to Day” for all schools. This ensures that students’ attendance is calculated based on this conversion type.
  - 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.

“Daily” Attendance – ONLY elementary schools with one period in the school’s bell schedule:

< Full-Time Equivalencies

PowerSchool\_Twelve\_-1\_5 23-24 Year

Edit FTE Code

Name

Full Time

Default Attendance Mode

Daily

Default Attendance Conversion

Time to Day

Description

Default for these grades

☒ -1

☒ 0

☒ 1

☒ 2

☒ 3

☒ 4

☒ 5

Delete

Submit

“Meeting” attendance – middle schools, high schools, and elementary schools with more than one period in Bell Schedule:

**Edit FTE Code**

Name	<input type="text" value="Full Time"/>
Default Attendance Mode	<input type="text" value="Meeting"/>
Default Attendance Conversion	<input type="text" value="Time to Day"/>
Description	<div></div>
Default for these grades	<div><input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8</div>

## Attendance Conversion

(From the school level: Start Page > School Management > Attendance > Attendance Conversion)

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 (ADA). The “Minutes” field should be populated in order to adequately define the Conversion and provide complete data for ADA calculation.

To define Attendance Conversions, follow these steps:

1. Logged into the appropriate school, from the Start Page, click “School Management” then Attendance, then Attendance Conversions.

## Attendance Conversions

New

Note: This list of Attendance Conversions applies to PowerSchool\_Twelve\_-1\_5 for the current year only.

FTE	Period	Code	Time	Percent Period	Percent Time
<b>Regular Conversion</b>					
Full Time	Defined	0 .. 1	(NONE)	(NONE)	(NONE)
<b>SCDE Attendance Conversion</b>					
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers
<b>SCDE Attendance_Late Conversion</b>					
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers

## Attendance Conversions

New

Note: This list of Attendance Conversions applies to PowerSchool\_Twelve\_-1\_5 for the current year only.

FTE	Period	Code	Time	Percent Period	Percent Time
<b>Regular Conversion</b>					
Full Time	Defined	0 .. 1	(NONE)	(NONE)	(NONE)
<b>SCDE Attendance Conversion</b>					
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers
<b>SCDE Attendance_Late Conversion</b>					
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers

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) Submit.

## New Attendance Conversion

Option	Value
Name	<input type="text" value="SCDE Attendance"/>

Submit

3. On the Attendance Conversion page, select **(NONE)** under the Time column.

## Attendance Conversions

Note: This list of Attendance Conversions applies to PowerSchool\_Twelve\_-1\_5 for the current year only.

FTE	Period	Code	Time	Percent Period	Percent Time
<b>Regular Conversion</b>					
Full Time	Defined	0 .. 1	(NONE)	(NONE)	(NONE)
<b>SCDE Attendance Conversion</b>					
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers
<b>SCDE Attendance_Late Conversion</b>					
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers
<b>SCDE Attendance Conversion</b>					
Full Time	(NONE)	(NONE)	(NONE)	(NONE)	(NONE)

- Enter the number of minutes required to earn the Attendance value of 0 or 1, where 1 represents Present and 0 represents Absent for that day. See pages 44-45 for more information about how to determine Attendance values based on the amount of minutes in the school day.

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.

**Time-To-Day Attendance Conversion "SCDE Attendance" for FTE "Full Time"**

Note: This list of Attendance Conversions applies to PowerSchool\_Twelve\_-1\_5 only.

Minutes Present	Day Attendance Value	Comments
0	0	absent
210	1	present

Used by Bell Schedules:


No bell schedules use this attendance conversion.

Submit

- Submit.

Notice that this Attendance Conversion does not yet have a Bell Schedule associated to it. Instructions on how to do this will be covered later in this document.

- Once the Time Conversion has been properly defined, the Time column will show how many Tiers are in the Conversion.


Attendance Conversions 

Note: This list of Attendance Conversions applies to PowerSchool\_Twelve\_-1\_5 for the current year only.

FTE	Period		Code		Time		Percent Period	Percent Time
Regular Conversion								
Full Time	Defined	0 .. 1	(NONE)		(NONE)		(NONE)	(NONE)
SCDE Attendance Conversion								
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers	0 .. 1	(NONE)	(NONE)
SCDE Attendance_Late Conversion								
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers	0 .. 1	(NONE)	(NONE)

7. Once the Time Conversion has been defined completely, the Time column will display a number of Tiers in Conversion.

8. Select (NONE) under the Period, and populate the Day Attendance Value.

Attendance Conversions 

Note: This list of Attendance Conversions applies to PowerSchool\_Twelve\_-1\_5 for the current year only.

FTE	Period	Code		Time		Percent Period	Percent Time
Regular Conversion							
Full Time	Defined	0 .. 1	(NONE)	(NONE)		(NONE)	(NONE)
SCDE Attendance Conversion							
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers	0 .. 1	(NONE)
SCDE Attendance_Late Conversion							
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers	0 .. 1	(NONE)
SCDE Attendance Conversion							
Full Time	(NONE)		(NONE)	(NONE)		(NONE)	(NONE)

9. The following table shows the SCDE standard way to populate Period values:

Periods Present	Day Attendance Value
0	0
1	1
2	1

Note: Zero Periods Present will always have a Day Attendance Value of zero. All other Periods Present that Attendance will be taken in will have a Day Attendance Value of 1.

### Period-To-Day Attendance Conversion "SCDE Attendance" for FTE "Full Time"

Copy From Other Conversion Table

Note: This list of Attendance Conversions applies to PowerSchool\_Twelve\_-1\_5 only.

Periods Present	Day Attendance Value	Comments
0	<input type="text" value="0"/>	<input type="text"/>
1	<input type="text" value="1"/>	<input type="text"/>
2	<input type="text" value="1"/>	<input type="text"/>
3	<input type="text" value="1"/>	<input type="text"/>
4	<input type="text" value="1"/>	<input type="text"/>
5	<input type="text" value="1"/>	<input type="text"/>
6	<input type="text" value="1"/>	<input type="text"/>

10. Select (NONE) under Code to populate the Day Attendance Value.

### Attendance Conversions

Note: This list of Attendance Conversions applies to PowerSchool\_Twelve\_-1\_5 for the current year only.

FTE	Period	Code	Time	Percent Period	Percent Time
<b>Regular Conversion</b>					
Full Time	Defined	0 .. 1	(NONE)	(NONE)	(NONE)
<b>SCDE Attendance Conversion</b>					
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers
<b>SCDE Attendance_Late Conversion</b>					
Full Time	Defined	0 .. 1	Defined	0 .. 1	2 Tiers
<b>SCDE Attendance Conversion</b>					
Full Time	(NONE)	(NONE)	(NONE)	(NONE)	(NONE)

11. The following table shows the SCDE standard way to populate Code values:

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-LCE (Lice)	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)	0
SC-LATE (Late)	0
SC-NURS (Nurse)	0
SC-VTP (Virtual Present)	1
SC-COVD (COVID)	0
SC-VIRM (Virtual Makeup)	1
SC-KTST (Kindergarten Testing)	1
SC-MIL (Military Compact)	0
SC-IMHB (Intermittent Homebound)	1

#### Code-To-Day Attendance Conversion "SCDE Attendance" for FTE "Full Time"



Note: This list of Attendance Conversions applies to PowerSchool\_Twelve\_-1\_5 only.

Copy From Other Conversion Table ...

Code	Day Attendance Value	Comments
(Present)	1	
SC-NURS (Nurse)	0	
SC-UNEX (Unexcused/Unverified)	0	
SC-EX (Excused)	0	
SC-PA (Principal Approved)	0	
SC-KTST (Kindergarten Testing)	1	
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	

## 12. Submit.

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 Schedules 			
Note: This list of bell schedules applies to PowerSchool_Twelve_-1_5 only.			
			
Name	Edit Schedule	Periods	Attendance Conversion Method
Late Start	<a href="#">Edit Schedule</a>	1	SCDE Attendance_Late
Regular	<a href="#">Edit Schedule</a>	1	SCDE Attendance

## 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.

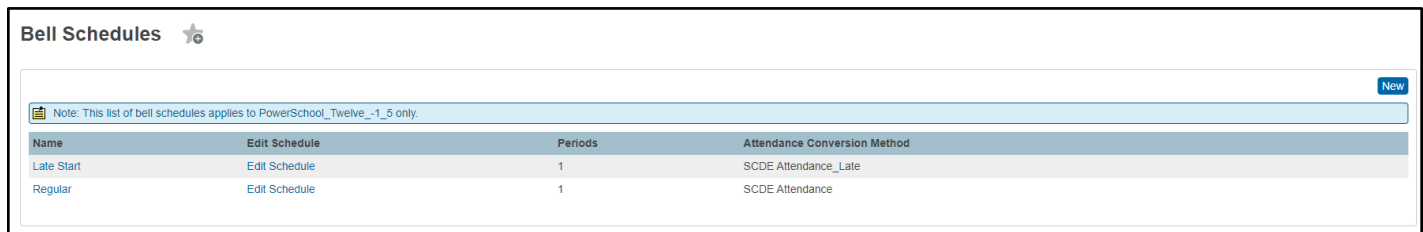
Examples of bell schedules are Regular Day, Early Release Day, and Half Day.


- 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.

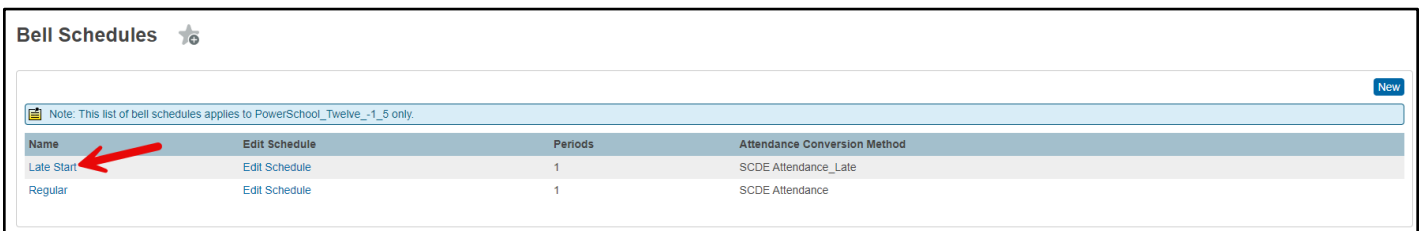
To create or edit Bell Schedules, follow these steps:


1. Logged into the appropriate school, from the Start Page, click “School Management” then Bell Schedules under the Schedule heading.



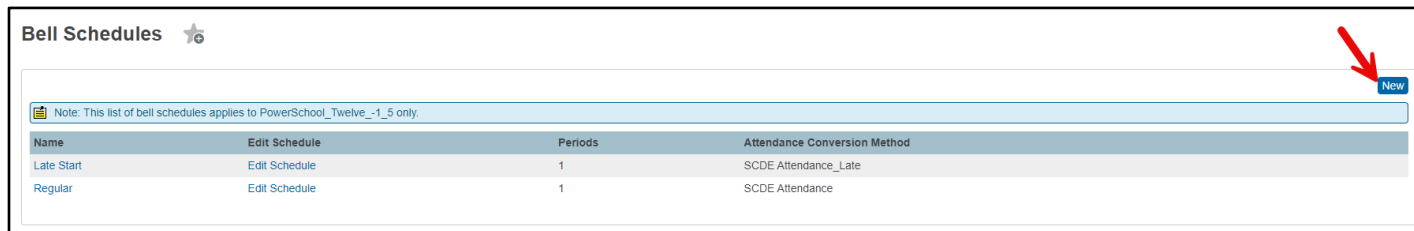
Bell Schedules 			
Note: This list of bell schedules applies to PowerSchool_Twelve_-1_5 only.			
Name	Edit Schedule	Periods	Attendance Conversion Method
Late Start	Edit Schedule	1	SCDE Attendance_Late
Regular	Edit Schedule	1	SCDE Attendance

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 Attendance Conversion method for the Late Start Bell Schedule.



Bell Schedules 			
Note: This list of bell schedules applies to PowerSchool_Twelve_-1_5 only.			
Name	Edit Schedule	Periods	Attendance Conversion Method
Late Start	Edit Schedule	1	SCDE Attendance_Late
Regular	Edit Schedule	1	SCDE Attendance

3. To create a new Bell Schedule, click New.

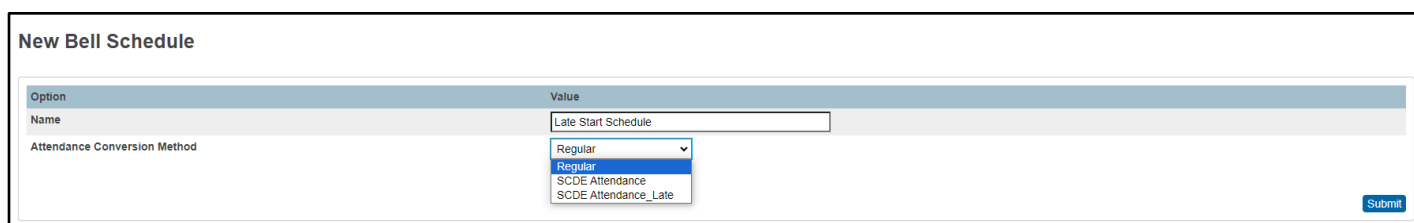


**Bell Schedules**

Note: This list of bell schedules applies to PowerSchool\_Twelve\_-1\_5 only.

Name	Edit Schedule	Periods	Attendance Conversion Method
Late Start	Edit Schedule	1	SCDE Attendance_Late
Regular	Edit Schedule	1	SCDE Attendance

- For “Name,” enter the name of the Bell Schedule. For example, Regular Bell Schedule, A-Day Schedule, etc.
- Select the corresponding “Attendance Conversion Method.”
- Submit.

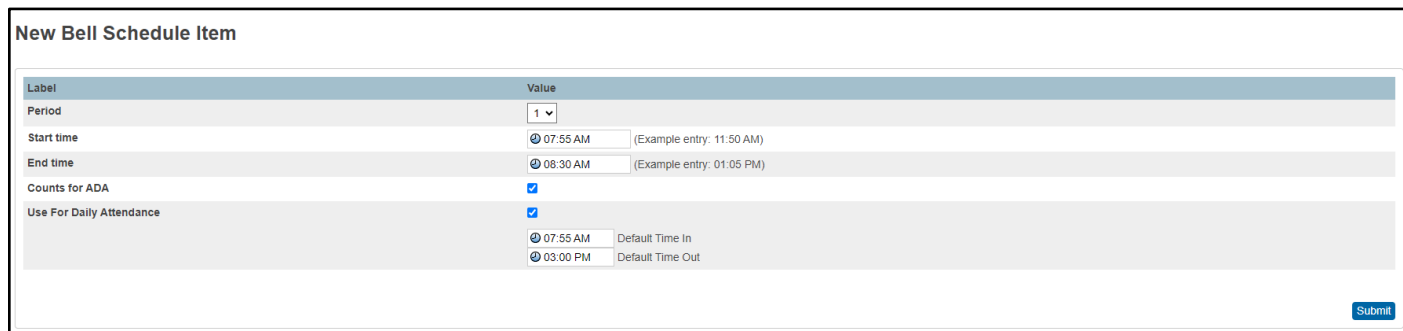


**New Bell Schedule**

Option	Value
Name	Late Start Schedule
Attendance Conversion Method	Regular

Submit

- To add periods to an existing Bell Schedule, click “Edit Schedule” on the schedule needing edits.
  - On the page listing periods for that Bell Schedule, click on New in the top-right corner.
  - For the “Period” drop-down, verify that this is the correct amount of periods for the school day.
  - “Start Time” should be the time that the period begins.
  - “End Time” should be the time that the period ends.
  - “Counts for ADA” should be checked for all periods that should be included in ADA calculation.
  - “Use For Daily Attendance” should be checked if you want this period to be the Bridge Period counting towards Daily Attendance – see Note below image.



**New Bell Schedule Item**

Label	Value
Period	1
Start time	07:55 AM (Example entry: 11:50 AM)
End time	08:30 AM (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>
Use For Daily Attendance	<input checked="" type="checkbox"/>
	07:55 AM Default Time In
	03:00 PM Default Time Out

Submit

Note: Bridge Period 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.

- “Default Time In” is the time school begins for the day.
- “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.

Edit Bell Schedule Item

Label	Value
Period	4
Start time	10:32 AM (Example entry: 11:50 AM)
End time	11:15 AM (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/> <span>Leave unchecked.</span>
Use For Daily Attendance	<input type="checkbox"/>
	<input type="text"/> Default Time In <input type="text"/> Default Time Out

Delete 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. Logged into the appropriate school, from the Start Page, click “School Management” then Configure Calendar under the Calendar heading.
  - 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.

August 2023												
8/23 9/23 10/23 11/23 12/23 1/24 2/24 3/24 4/24 5/24												
Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session						Type	Note
					A	B	C	D	E	F		
Thu, Aug 3	A Day	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Regular	
Fri, Aug 4	A Day	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Regular	
Sat, Aug 5			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sun, Aug 6			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mon, Aug 7	A Day	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Regular	
Tue, Aug 8	A Day	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Regular	
Wed, Aug 9	A Day	Late Start	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Regular	
Thu, Aug 10	A Day	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Regular	
Fri, Aug 11	A Day	Regular	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Regular	
Sat, Aug 12			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Changes to Attendance Procedures,

### Attendance Taken by the teachers in PowerTeacher/PowerTeacher Pro

1. 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.

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. When the Record Meeting Attendance page displays, select the Attendance Code that should populate in the Current 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"/>
Outlaw, John T		<input type="text"/>
Owen, Clive		<input type="text"/>
Reed, Walter		<input type="text"/>
Sims, Sam		<input type="text"/>
Thomas, Isaiah		<input type="text"/>

Submit

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 box above and follow Step #3 above for all students needing that Code.
5. Submit.

## Record Meeting Attendance: MATHEMATICS 6 - P2(A)

[Single Day](#)
[Multi-Day](#)
[Seating Chart](#)
[Seating Chart Design](#)

Attendance Code

SC-UNEX (Unexcused/Unverified) ▼



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"/>
Outlaw, John T		SC-UNEX (Unexcused/Unverified) ▼ 
Owen, Clive		<input type="text"/>
Reed, Walter		<input type="text"/>
Sims, Sam		<input type="text"/>
Thomas, Isaiah		<input type="text"/>

[Submit](#)

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

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

## 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		

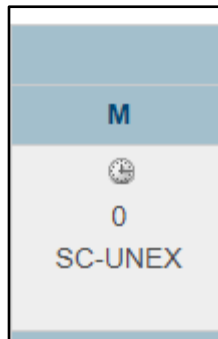
## Elementary School – Daily Attendance Schools with ONLY 1 period in Bell Schedule

### To enter an absence on the Daily page for a full school day:

1. Find and select the student.
2. Click on Attendance, then Attendance Overview.
3. On the Daily page for the date needed, select the letter representing the day (M, T, W, H, F).
4. Populate the fields on the “New Daily Attendance” page:
  - a. “Attendance Code” should be selected.
  - b. “Comment” is optional. However, SCDE recommends entering a comment that provides additional detailed information for administrators who report this data, such as On-Site Services, etc.
5. Submit.

New Daily Attendance	
Date	08/31/2023
Attendance Code	(Present) *
Total Time	0 (calculated on submit)
Comment	<input type="text"/>
Clock In	<input type="text"/> (Example entry: 08:00 AM)
Clock Out	<input type="text"/> (Example entry: 02:00 PM)
Exclude from Total Time Calculation	<input type="checkbox"/>
Time Comment	<input type="text"/>
<input type="button" value="Submit"/>	

6. A 0 will be displayed as the minutes for any day that an Absent Attendance Code has been selected for the full day.



7. To verify how many minutes were calculated for that day, click on the character for the day.

### Edit Daily Attendance

Date08/28/2023
Attendance CodeSC-UNEX (Unexcused/Unverified) \*
Total Time0 (calculated on submit)
Comment

Clock In	Clock Out	Minutes	Comment	Exclude
No time records				
0				

Submit

## To enter an Absence for a student who leaves school early and was present for less than 50% of the school day:

1. Click on the Attendance page of the selected student.
2. On the Daily page, select the day needed.
3. Select the appropriate Attendance Code. In this case, "SC – DSML (Dismissal)" from the drop-down.
4. Enter the Clock In for when the student arrived at school.
5. Enter the Clock Out for when the student left school.
6. Submit.

### New Daily Attendance


Date08/31/2023
Attendance CodeSC-DSML (Dismissal) \*
Total Time0 (calculated on submit)
Comment

Clock In⌚ (Example entry: 08:00 AM)
Clock Out⌚ (Example entry: 02:00 PM)
Exclude from Total Time Calculation☐
Time Comment

Submit

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.

- When you enter Clock In and Clock Out, a zero (0) will display above the Attendance Code when an absent Attendance Code is selected.

9/19-9/23		
T	W	H
	 0	
	SC - DSML	
	07:55 AM-11:00 AM	

- To verify how many minutes were calculated for that day, click on the character for the day.

## Edit Daily Attendance

Date	08/29/2023
Attendance Code	SC-EDSM (Early Dismissal) *
Total Time	221 (calculated on submit)
Comment	

Clock In	Clock Out	Minutes	Comment
07:30 AM	11:11 AM	221	

### To enter a tardy for a student arrives at school after the school day has started:

- Click on the Attendance page of the selected student.
- On the Daily page, select the day needed.
- Select the appropriate Attendance Code from the drop-down. In this case, Tardy.
- Enter Clock In for when the student arrived at school.
- Enter Clock Out for when the student left school. If student will be at school for the remainder of the day, enter the time that school ends.
- Submit.

Edit Daily Attendance Time

Date

08/30/2023

Clock In

🕒 10:05 AM

(Example entry: 08:00 AM)

Clock Out

🕒 02:30 PM

(Example entry: 02:00 PM)

Exclude from total minute calculation

☐

Comment

Submit

- When you select an Attendance Code with a category status of Present and enter a time, the Attendance Code will display with the Clock In and Clock Out and the minutes present for the day.

W

🕒

265

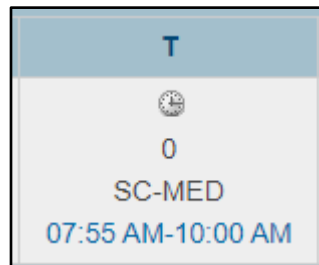
SC-ETRD

10:05 AM-02:30 PM

Note: Because the Attendance Code indicates the student is Present, the total minutes present displays directly on the Daily page.

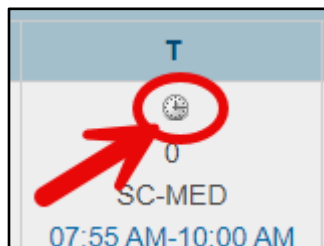
## To add multiple Clock In and Clock Out entries for the same day:

1. Click on the Attendance page of the selected student.
2. On the Daily page, select the day needed.
3. Select the appropriate Attendance Code from the drop-down.
4. Enter Clock In for when the student arrived at school.
5. Enter Clock Out for when the student left school.
6. Submit.



A screenshot of a form for adding attendance entries. The form has a light blue header with the letter 'T'. Below the header is a clock icon, the number '0', the text 'SC-MED', and the time range '07:55 AM-10:00 AM'.

7. If student re-enters later in the day, find and select the student in PowerSchool.
8. Click Attendance.
9. Find the day and click the clock.



A screenshot of the same attendance entry form as above, but with a red circle and a red arrow pointing to the clock icon, indicating where to click to add a new entry.

10. Enter the Clock In and Clock Out:

- a. Clock In – The time the student returned to school.
- b. Clock Out – The time the student left school.

11. Submit.

T

0

SC-MED

07:55 AM-10:00 AM

12:00 PM-02:30 PM

12. To verify the number of minutes the student was present for that day, click on the character for the day.

**Edit Daily Attendance**

Date: 09/05/2023

Attendance Code: SC-MED (Medical) \*

Total Time: 0 (calculated on submit)

Comment:

Clock In	Clock Out	Minutes	Comment	Exclude
07:55 AM	10:00 AM	125		No
12:00 PM	02:30 PM	150		No
		275	Total minutes present for the day.	

Submit

### To enter Daily Attendance for a student who arrives late to school and leaves early in the same school day:

1. When the student arrives at school, navigate to their Attendance page in PowerSchool and select the day needed.
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. Submit.

New Daily Attendance	
Date	09/08/2023
Attendance Code	SC-UTRD (Unexcused Tardy) *
Total Time	0 (calculated on submit)
Comment	<input type="text"/>
Clock In	🕒 09:15 AM (Example entry: 08:00 AM)
Clock Out	03:00 PM (Example entry: 02:00 PM)
Exclude from Total Time Calculation	<input type="checkbox"/>
Time Comment	<input type="text"/>
<a href="#">Submit</a>	

Example: the parent arrives thirty minutes before school ends to pick up a student.

1. Search for and select the student.
2. Click on the Attendance page of the selected student and locate the day.

<b>F</b>
🕒
345
SC-UTRD
09:15 AM-03:00 PM

3. Change the Attendance Code from the initial tardy code of SC-EX (Excused).
4. Submit.
5. Click on the initial Clock In and Clock Out to edit.

<b>F</b>
🕒
0
SC-EX
09:15 AM-02:30 PM

6. Change the Clock Out to reflect the time the parent picked up the student.

Date	09/08/2023	
Clock In	<input type="text" value="09:15 AM"/>	(Example entry: 08:00 AM)
Clock Out	<input type="text" value="02:30 PM"/>	(Example entry: 02:00 PM)
Exclude from total minute calculation	<input type="checkbox"/>	
Comment	<input type="text"/>	

[Submit](#)

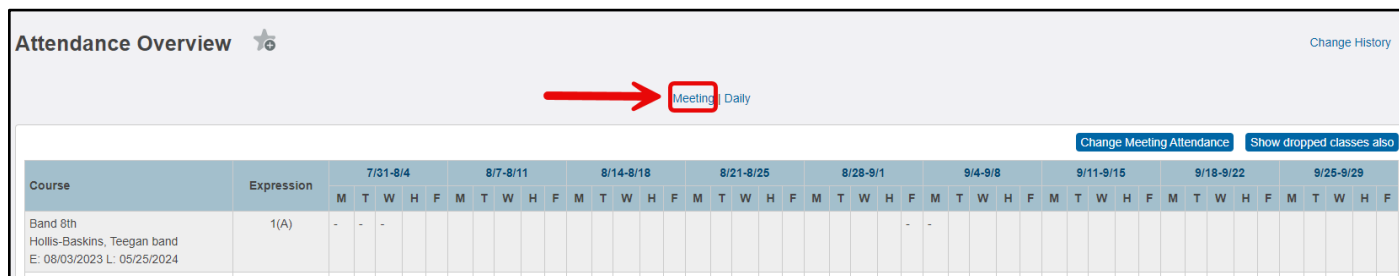
7. Submit.

<b>F</b>

<b>0</b>
<b>SC-EX</b>
<b>09:15 AM-02:30 PM</b>

## To enter or edit Meeting Attendance for schools taking Attendance every period:

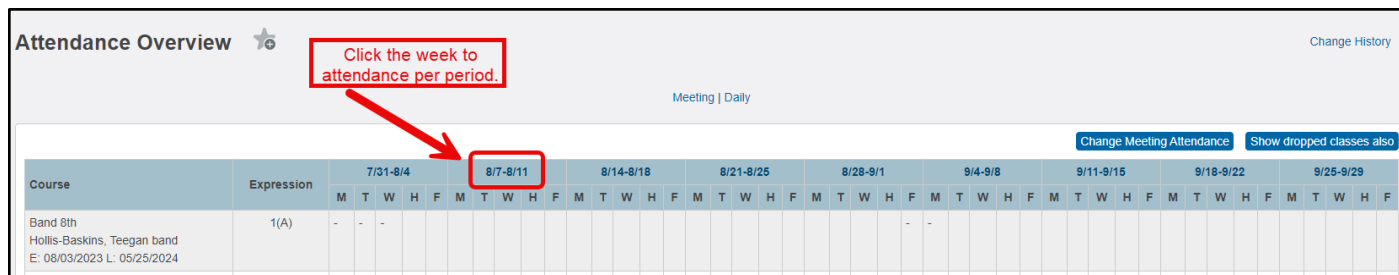
1. Search for and select the student.
2. Click on the Attendance page of the selected student.
3. Select the Meeting tab on the student's Attendance screen.



The screenshot shows the 'Attendance Overview' page for a student. A red arrow points to the 'Meeting | Daily' tab, which is highlighted with a red box. The page includes a 'Change History' link in the top right corner. Below the tabs, there are two buttons: 'Change Meeting Attendance' and 'Show dropped classes also'. The main table displays attendance data for various weeks, with columns for Course, Expression, and dates. The first row shows 'Band 8th' with expression '1(A)' and attendance data for weeks 7/31-8/4, 8/7-8/11, 8/14-8/18, 8/21-8/25, 8/28-9/1, 9/4-9/8, 9/11-9/15, 9/18-9/22, and 9/25-9/29.

4. The Meeting Attendance screen 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).

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.



The screenshot shows the 'Attendance Overview' page with the 'Meeting | Daily' tab selected. A red box highlights the '8/7-8/11' week, and a red arrow points to it with the text 'Click the week to attendance per period.' The page includes a 'Change History' link in the top right corner. Below the tabs, there are two buttons: 'Change Meeting Attendance' and 'Show dropped classes also'. The main table displays attendance data for various weeks, with columns for Course, Expression, and dates. The first row shows 'Band 8th' with expression '1(A)' and attendance data for weeks 7/31-8/4, 8/7-8/11, 8/14-8/18, 8/21-8/25, 8/28-9/1, 9/4-9/8, 9/11-9/15, 9/18-9/22, and 9/25-9/29.

6. Select an Attendance Code from the "Current attendance code" drop-down.

**Modify Attendance**

Week of 08/07/2023

The numerator represents how many minutes the student attended, and the denominator represents how many possible minutes were in the school day.

Meeting | Daily

Current attendance code: SC-EX (Excused)

	Monday 08/07/2023 Set All	Tuesday 08/08/2023 Set All	Wednesday 08/09/2023 Set All	Thursday 08/10/2023 Set All	Friday 08/11/2023 Set All
Meeting Time	350/350 mins	350/350 mins	309/309 mins	350/350 mins	350/350 mins
08:00 AM	<b>Homeroom 8th</b> Newland, Izaiah 608 07:45 AM - 08:10 AM HR(A) <b>Band 8th</b> Hollis-Baskins, Teegan	<b>Homeroom 8th</b> Newland, Izaiah 608 07:45 AM - 08:10 AM HR(A) <b>Band 8th</b> Hollis-Baskins, Teegan	<b>Homeroom 8th</b> Newland, Izaiah	<b>Homeroom 8th</b> Newland, Izaiah 608 07:45 AM - 08:10 AM HR(A) <b>Band 8th</b> Hollis-Baskins, Teegan	<b>Homeroom 8th</b> Newland, Izaiah 608 07:45 AM - 08:10 AM HR(A) <b>Band 8th</b> Hollis-Baskins, Teegan

- After selecting the “Current attendance code,” click in each expression box for each period the student needs an Absent Attendance Code.

<b>Science 8th</b> Koszelak, Mario 616 01:00 PM - 01:55 PM SC-EX 5(A)	
<b>English 1</b> Gutierrez Orellana, Otis 608 02:00 PM - 03:00 PM SC-EX 6(A)	

**Submit**

- Submit.

Thursday 08/10/2023 Set All	
<b>Homeroom 8th</b> Newland, Izaiah  608 07:45 AM - 08:10 AM <input type="text"/> HR(A)	
<b>Band 8th</b> Hollis-Baskins, Teegan  band 08:10 AM - 09:00 AM <input type="text"/> 1(A)	

Note: When (Present) is selected, the expression box populates back to empty.

## Calculating minutes for Meeting 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 taken at a school other than a student's home school (example: CATE classes)**

For attendance to be counted from another school that is not a student's home school, 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. Logged into the student's home school, select the student.
2. On the Student menu, navigate to Courses and Programs, then Remote and Summer School Registration.
  - a. Select the "School Where Class is Held" from the drop-down.
  - 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. Submit.

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

## Setting page permissions for Attendance Codes and Attendance Code Categories pages

1. Determine which User Group(s) should have which permissions.
  - a. From the Start Page, navigate to System Management > Security > Security Groups.

**Configure Page Permissions for All Groups** 

Context









Pages

All

All

Search by Page Title or Filename

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

Grade Preferences for Schools	
Grade Preferences for Sections	
Gradebook Display Settings	
Gradebook District Categories for Teachers	
Lock Reporting Term Settings	
Traditional Grade Calculation Formulas	
▼ User Access	
Configure Parent and Student Access	
Define Substitute Password	
▼ District Management	
▼ Academics	
▼ GPA	

- b. Click on the pencil icon on the far right to edit for a particular page. This will open a listing of all of the groups and allow you to select permissions for that page for every group.

**Edit Page Permissions**

**District Search**  
district-search.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.

Set all groups to  

Group Default ▼

Security Group	Access Level
Default (1)	<input type="radio"/> Group Default (R) <input type="radio"/> No Access <input checked="" type="radio"/> Read Only* <input type="radio"/> Edit
Registrar (2)	<input checked="" type="radio"/> Group Default (E) <input type="radio"/> No Access <input type="radio"/> Read Only <input type="radio"/> Edit
Attendance (3)	<input checked="" type="radio"/> Group Default (E) <input type="radio"/> No Access <input type="radio"/> Read Only <input type="radio"/> Edit
Counselor (4)	<input type="radio"/> Group Default (E) <input type="radio"/> No Access <input checked="" type="radio"/> Read Only* <input type="radio"/> Edit
Health (5)	<input type="radio"/> Group Default (E) <input checked="" type="radio"/> No Access* <input type="radio"/> Read Only <input type="radio"/> Edit
Office Staff (6)	<input type="radio"/> Group Default (E) <input type="radio"/> No Access <input type="radio"/> Read Only <input checked="" type="radio"/> Edit*
Principal (7)	<input type="radio"/> Group Default (E) <input type="radio"/> No Access <input type="radio"/> Read Only <input checked="" type="radio"/> Edit*
Asst. Principal (8)	<input type="radio"/> Group Default (E) <input type="radio"/> No Access <input type="radio"/> Read Only <input checked="" type="radio"/> Edit*
PS Administrator (9)	<input type="radio"/> Group Default (E) <input type="radio"/> No Access <input type="radio"/> Read Only <input checked="" type="radio"/> Edit*
District Search (10)	<input checked="" type="radio"/> Group Default (R) <input type="radio"/> No Access <input type="radio"/> Read Only <input type="radio"/> Edit

Cancel

Submit

- c. Choose the permissions that each group should have.
  - a. To locate the list of all groups, go to Start Page > System Management > Security Groups (under User heading).
  - b. Locate the list of Groups at Start Page > System Management > Security > Groups.
  - c. Locate the list of Users by Group at Start Page > System Administrator > Security > Users by Group.

**Enable Page Permissions**
★

Turn modify permissions ▼

Off  
On

Submit

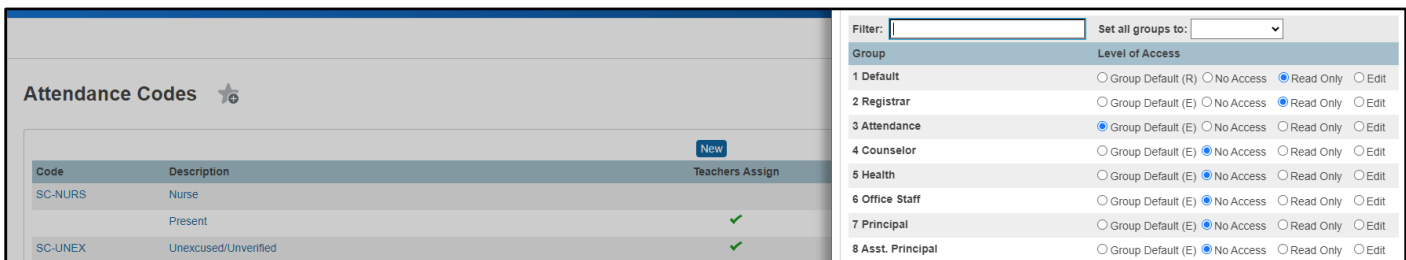
d. Enable Page Permissions:

- From the Start Page, go to Security > Enable Page Permissions.
- For “Turn modify permissions,” select “On” and Submit.
- This Page Permission is restricted to the user who selects it. It will populate a yellow/orange ribbon at the bottom of each page prompting you to “Modify access privileges for this page” until you return to Enable Page Permissions and choose “Off” or log out.



e. Change permissions for the Attendance Codes Page:

- Select the school for which you want to adjust Attendance Codes.
- From the Start Page, go to School Setup > Attendance Codes.
- Click the “Modify access privileges for this page” ribbon at the bottom of the page.
- Choose permissions for the groups displayed.



The screenshot shows the 'Attendance Codes' page. On the left, there is a table with columns 'Code', 'Description', and 'Teachers Assign'. The table contains two rows: 'SC-NURS' with description 'Nurse' and 'Present' (marked with a green check), and 'SC-UNEX' with description 'Unexcused/Unverified' (marked with a green check). A 'New' button is visible. On the right, there is a sidebar titled 'Filter:' and 'Set all groups to:'. Below this is a table with columns 'Group' and 'Level of Access'. The table lists 8 groups: 1 Default, 2 Registrar, 3 Attendance, 4 Counselor, 5 Health, 6 Office Staff, 7 Principal, and 8 Asst. Principal. Each group has radio buttons for 'Group Default (R)', 'No Access', 'Read Only', and 'Edit'. The 'Attendance' group has 'Read Only' selected.

Group	Level of Access
1 Default	<input type="radio"/> Group Default (R) <input type="radio"/> No Access <input checked="" type="radio"/> Read Only <input type="radio"/> Edit
2 Registrar	<input type="radio"/> Group Default (E) <input type="radio"/> No Access <input checked="" type="radio"/> Read Only <input type="radio"/> Edit
3 Attendance	<input checked="" type="radio"/> Group Default (E) <input type="radio"/> No Access <input type="radio"/> Read Only <input type="radio"/> Edit
4 Counselor	<input type="radio"/> Group Default (E) <input checked="" type="radio"/> No Access <input type="radio"/> Read Only <input type="radio"/> Edit
5 Health	<input type="radio"/> Group Default (E) <input checked="" type="radio"/> No Access <input type="radio"/> Read Only <input type="radio"/> Edit
6 Office Staff	<input type="radio"/> Group Default (E) <input checked="" type="radio"/> No Access <input type="radio"/> Read Only <input type="radio"/> Edit
7 Principal	<input type="radio"/> Group Default (E) <input checked="" type="radio"/> No Access <input type="radio"/> Read Only <input type="radio"/> Edit
8 Asst. Principal	<input type="radio"/> Group Default (E) <input checked="" type="radio"/> No Access <input type="radio"/> Read Only <input type="radio"/> Edit

e. Submit. When Changes are Saved, close the Access Privileges pop-up.

f. Change permissions for the Attendance Code Categories Page:

- Select the school for which you want to adjust Attendance Codes.
- From the Start Page, go to School Setup > Attendance Code Categories.
- Click the “Modify access privileges for this page” ribbon at the bottom of the page.
- Choose permissions for the groups displayed.
- Submit. When Changes are Saved, close the Access Privileges pop-up.

g. To disable Page Permissions:

- From the school or district level, select System Management > Security > Enable Page Permissions (under Page Management).
- For “Turn modify permissions,” select “Off” and submit. The orange/yellow bar will disappear.
- OR log out. When you log in later, Page Permissions will be disabled.

Note: To view the overridden page permissions for a group, from the Start Page, select System Management > Security > Security Groups (under User). Select the Group you want to view, click its name. On the Edit Group page, click Overridden Page Permissions.

Edit Group

Copy Security Permissions

Option	Value
Group Number	1
Group Name	<input type="text" value="Default"/>
Default Access Level	<div>Read Only</div>
Page Level Permissions	<div>Overridden Page Permissions</div> <div>Configure Page Permissions</div>

The Attendance Codes page will be listed as attendance/codes/home.html. You can also change Page Permissions from this page.

## 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 Configure the Calendar 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.