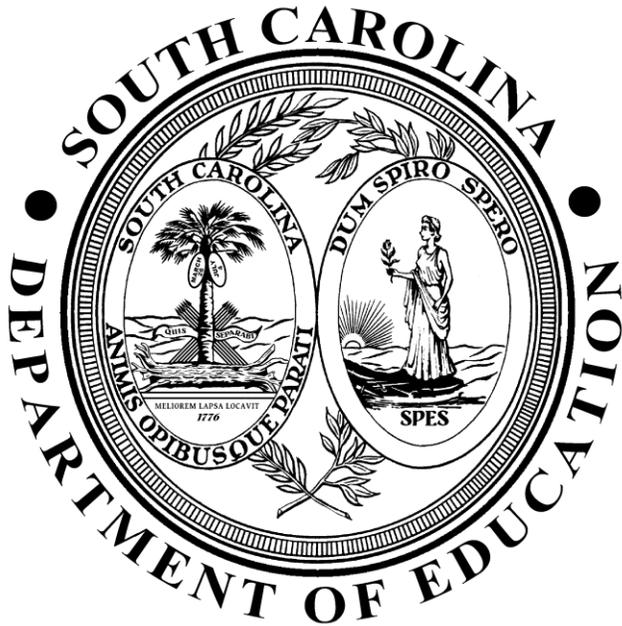


**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION



POWERSCHOOL ATTENDANCE SETUP

Reporting Chronic Absenteeism

Beginning with School Year 2017-18

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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 and 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 new 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 – This is the normal/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 be able 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. You can define a bridge period in each bell schedule. PowerSchool allows one period per day to be marked as the Bridge Period.

One-way Bridge – The one-way bridge setting indicates that a Meeting attendance record is taken during the bridge period and that a Daily attendance record is automatically created.

Two-way Bridge – If you want to keep the corresponding Meeting attendance record synchronized whenever a change is made to a Daily attendance record, you must select the *Two-Way Bridge setting*. This process acts the same as one-way; that is, when a Daily attendance record is taken, a Meeting attendance record is automatically created for the bridge period.

Time to Day Conversion – This 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 setup the attendance codes, attendance code categories, bell schedule, school calendar, etc. to track daily attendance using minutes in the attendance conversion.

Years and Terms

(Start Page > School Setup > Years & Terms)

First create the year term for your school. The years must be defined using the date format MM/DD/YYYY. Then, define additional terms for the school year, if necessary. Terms created on the Years & Terms page are "scheduling terms," which define the entire length of a school year (year term) as well as the length of sections offered during the school year (semester, quarter, etc.). Classes offered during the school year determine the required scheduling terms.

You may want to add additional days at the end of the school term to allow for weather or other emergency makeup days. The key to an accurate number – 180 days for the school year – is to mark your "In Session" days based on the school calendar. For any emergencies (fire, floods, etc.) throughout the year, review these days for necessary updates. Comments can be entered as notes to remind users of days that needed to be changed.

Note: If you add additional days for unexpected closings ensure the In-session and Membership Values are not marked in the calendar.

To setup Years and Terms at the School level follow these steps:

1. Log into the appropriate School and on Start Page and click **School** under setup.
2. Scroll to the bottom of the page and click **Years & Terms** under the Scheduling header.
3. Click on the button labeled "New."
4. Populate the following fields:
 - a. **Name of School Year** – Enter the two years comprising the school year, such as 2017-2018.
 - b. **Abbreviation** – Enter the year abbreviation, such as 17-18.
 - c. **First Day of School** – Enter the date for the first day of school in the format MM/DD/YYYY. This date determines the first day in the school calendar at Start Page > School > Calendar Setup. In addition, this date should be used as the entry

date for students' school enrollments and class enrollments (for classes that start at the beginning of the year). Term dates should not overlap even one day.

- d. **Last Day of School** – Enter the date for the last day of school in the format MM/DD/YYYY. This entry determines the last day in the school calendar at Start Page > School > Calendar Setup. In addition, the exit date for students' school enrollments and class enrollments (for classes that complete at the end of the year) should be the last day of the term. Term dates should not overlap even one day.

Create New School Year

	Example Entry
Name of School Year <input type="text" value="2017-2018"/>	2001-2002
Abbreviation <input type="text" value="17-18"/>	01-02
First Day of School <input type="text" value="8/22/2017"/> <input type="button" value="Calendar"/>	08/23/2001
Last Day of School <input type="text" value="6/1/2018"/> <input type="button" value="Calendar"/>	05/05/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

5. Verify that the dates are correct. **Note:** Dates cannot be changed without contacting PowerSchool Technical Support.
6. **Submit** the page.

Years & Terms

Year	Abbrev.	1st Day	Last Day	Edit Terms
2009-2010	09-10	06/01/2009	05/28/2010	Edit Terms
2010-2011	10-11	05/31/2010	05/28/2011	Edit Terms
2011-2012	11-12	05/30/2011	05/25/2012	Edit Terms
2012-2013	12-13	05/28/2012	05/24/2013	Edit Terms
2013-2014	13-14	05/27/2013	05/23/2014	Edit Terms
2014-2015	14-15	05/26/2014	05/23/2015	Edit Terms
2015-2016	15-16	08/03/2015	07/30/2016	Edit Terms
2016-2017	16-17	08/01/2016	07/29/2017	Edit Terms
2017-2018	17-18	08/22/2017	06/01/2018	Edit Terms

Create Additional Terms (Years and Terms)

1. Log into the appropriate school, navigate to the Start Page and click **School** under setup.
2. Click **Years & Terms**.
3. Click on the *Edit Terms* link for the appropriate school year.
4. Click the "New" button at the top of the screen and populate the following fields:
 - a. **Name of Term** – Enter the full name of the term, such as Semester 1. Do not include the name of the year, such as 2017-2018 Semester 1, only include the text "Semester 1."
 - b. **Abbreviation** – Enter an abbreviation for the term, such as S1. The abbreviation must be unique among all terms belonging to the current school year.

- c. **First day of Term** – Enter the first day of the term. Term dates should not overlap. If Quarter 1 ends on 10/10/2009, then Quarter 2 cannot start earlier than 10/11/2009.
 - d. **Last day of Term** – Enter the last day of the term. Term dates should not overlap even one day.
 - e. **What portion of the school year does this term represent?** – Select a fraction to represent the portion of the school year that the term comprises. For example, a quarter is typically 1/4 of the school year. A semester is typically 1/2.
 - f. **Import File Term #** – This setting is used only for importing student schedules or historical information. If the field is left blank, it is possible to use the internal ID for the term to import data.
5. Verify that the dates are correct. **Note:** Dates cannot be changed without contacting PowerSchool Technical Support.
 6. **Submit** the page.

Edit Term	
Field	Value
Name of Term	<input type="text" value="Semester 1"/>
Abbreviation	<input type="text" value="S1"/> (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="8/16/2017"/>
Last Day of Term	<input type="text" value="1/13/2018"/>
What portion of the school year does this term represent?	<input type="text" value="1/2"/>
Import File Term #	<input type="text"/>

Days

(Start Page > School Setup > Years and Terms)

Define your days to reflect your school's (or schools') unique scheduling style for student class attendance. Setting the "Days" does not mean you are setting the school days each week; rather it means you are setting the rotation of scheduling days, such as an A day or a B day.

1. Log into the appropriate school and navigate to Start Page and click **School** under setup header.
2. Scroll to the bottom of the page and click **Years & Terms** under Scheduling.
3. Click the year name.

Years & Terms

[New](#)

Year	Abbrev.	1st Day	Last Day	Edit Terms
2005-2006	05-06	08/23/2005	05/31/2006	Edit Terms
2006-2007	06-07	08/23/2006	06/31/2007	Edit Terms
2007-2008	07-08	06/01/2007	05/30/2008	Edit Terms
2008-2009	08-09	06/01/2008	05/30/2009	Edit Terms
2009-2010	09-10	06/01/2009	05/29/2010	Edit Terms
2010-2011	10-11	05/31/2010	05/28/2011	Edit Terms
2011-2012	11-12	05/30/2011	05/25/2012	Edit Terms
2012-2013	12-13	05/28/2012	05/24/2013	Edit Terms
2013-2014	13-14	05/27/2013	05/23/2014	Edit Terms
2014-2015	14-15	05/26/2014	05/23/2015	Edit Terms
2015-2016	15-16	08/03/2015	07/30/2016	Edit Terms
2016-2017	16-17	08/01/2016	07/29/2017	Edit Terms
2017-2018	17-18	08/22/2017	06/01/2018	Edit Terms

4. In the Days drop-down select the desired number of Days.

Edit School Year

Option	Value
Name of School Year	<input type="text" value="2017-2018"/> (example: 2000-2001)
Abbreviation	<input type="text" value="17-18"/> (example: 00-01)
First Day of School	08/22/2017
Last Day of School	06/01/2018
Periods	<input type="text" value="4"/>
Days	<input type="text" value="2"/>

5. Click **Submit**.

To understand how to determine/define cycle days in PowerSchool, reference [PowerSource ID – 343](#).

Periods

(Start Page > School Setup > Years and Terms)

Defining the Period Names

You must enter the maximum number of periods used by any grade level or student across the school. For elementary schools, define a period for each subject area that receives a grade on the report card (include a period for homeroom if teachers take attendance).

Adding Periods

1. Log into the appropriate school and navigate to Start Page and click **School** under setup header.
2. Scroll to the bottom of the page and click **Years & Terms** under Scheduling.
3. Click the year name.

Years & Terms

[New](#)

Year	Abbrev.	1st Day	Last Day	Edit Terms
2005-2006	05-06	08/23/2005	05/31/2006	Edit Terms
2006-2007	06-07	08/23/2006	05/31/2007	Edit Terms
2007-2008	07-08	06/01/2007	05/30/2008	Edit Terms
2008-2009	08-09	06/01/2008	05/30/2009	Edit Terms
2009-2010	09-10	06/01/2009	05/29/2010	Edit Terms
2010-2011	10-11	05/31/2010	05/28/2011	Edit Terms
2011-2012	11-12	05/30/2011	05/25/2012	Edit Terms
2012-2013	12-13	05/28/2012	05/24/2013	Edit Terms
2013-2014	13-14	05/27/2013	05/23/2014	Edit Terms
2014-2015	14-15	05/26/2014	05/23/2015	Edit Terms
2015-2016	15-16	08/03/2015	07/30/2016	Edit Terms
2016-2017	16-17	08/01/2016	07/29/2017	Edit Terms
2017-2018	17-18	08/22/2017	06/01/2018	Edit Terms

- In the Periods drop-down select the desired number of Periods. **Note: This process is only for adding periods. Do not remove periods from this page.**

Edit School Year

Option	Value
Name of School Year	<input type="text" value="2017-2018"/> (example: 2000-2001)
Abbreviation	<input type="text" value="17-18"/> (example: 00-01)
First Day of School	08/22/2017
Last Day of School	06/01/2018
Periods	<input type="text" value="4"/>
Days	<input type="text" value="2"/>

- Click **Submit**.

Changes to Attendance Setup, Beginning 2017-18

Preferences

(Start Page > School Setup > [Attendance] Preferences)

- Log into the appropriate school and navigate to Start Page and click **School** under setup header.
- Click **Preferences** under the Attendance header.
 - Attendance Recording Method** – Must have both Meeting and Daily check boxes marked.
 - Audit attendance records** – Select this checkbox to enable auditing of attendance. After an attendance record is initially created, PowerSchool keeps track of any change, its previous value, and who made the change. (Check with IT for space limitations on your server (s) to determine your choice for auditing.)

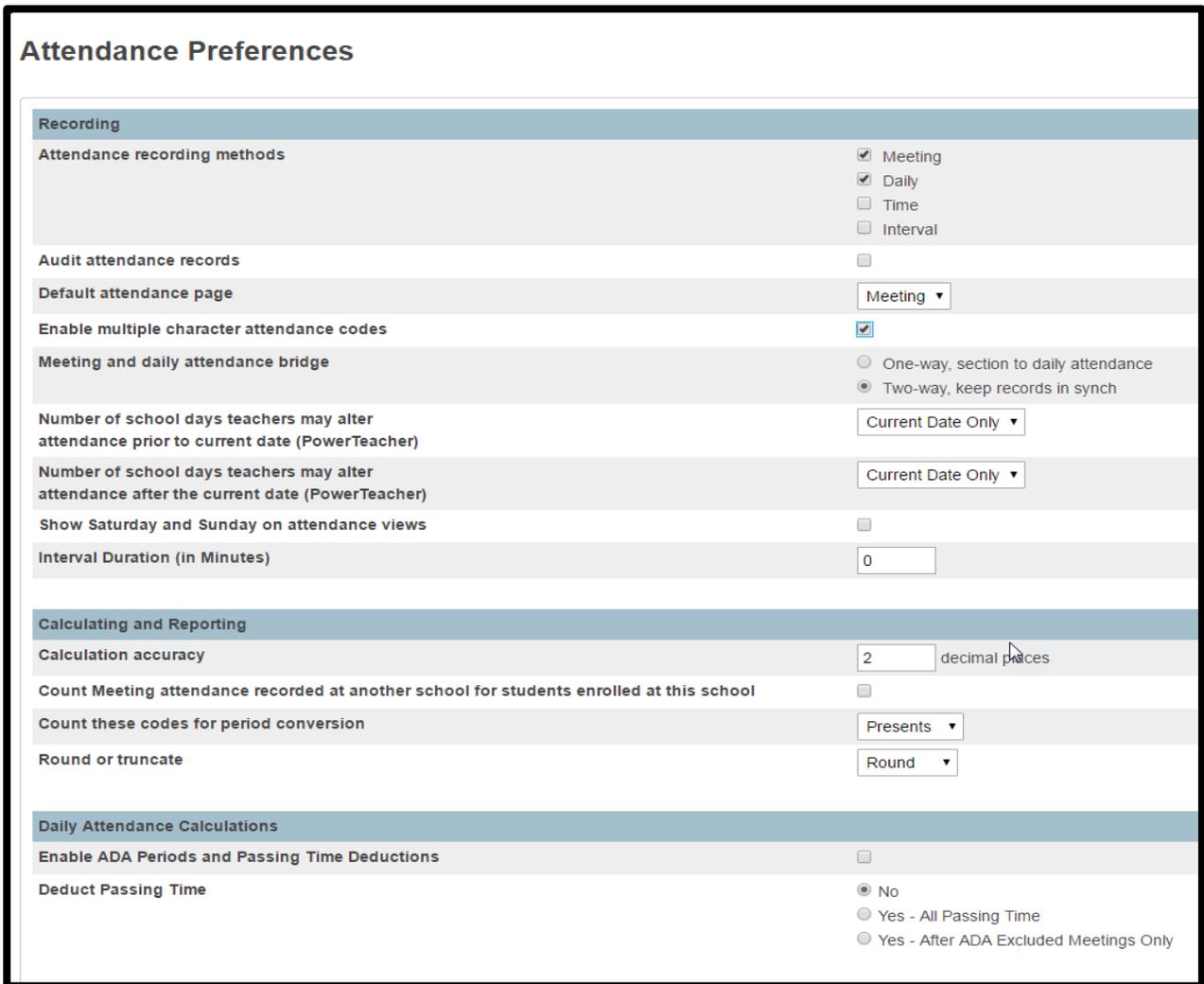
- C. **Default attendance page** – Select the preferred default attendance page when taking attendance for a student in PowerSchool such as follows:
- **Meeting** is recommended at middle schools, high schools, and elementary schools with more than one period in the school Bell Schedule.
 - **Daily** is recommended at elementary schools with one period in the school Bell Schedule.
- D. **Enable multiple character attendance codes** – Check this box. This allows multiple character attendance codes to be used by SC districts/schools.
- E. **Meeting and daily attendance bridge** – The bridge period allows for synchronization of attendance records. PowerSchool uses the bridge period attendance to populate the daily attendance value.

If taking Daily attendance at the elementary school you MUST define a bridge period in the Bell Schedule. Additional information on the bridge period is found later in this document.

- One-Way – The attendance code recorded in the bridge period will be used to set the daily attendance code.
 - Two-Way – The attendance code recorded in the bridge period will be used to set the daily attendance code, but when the office staff updates a student’s daily attendance code, the attendance code in the bridge period will also be updated. (MUST SELECT!)**
- F. **Number of school days teachers may alter attendance prior to current date (PowerTeacher)** – This field allows you to indicate how far back teachers can alter attendance in PowerTeacher.
- G. **Number of school days teachers may alter attendance after the current date (PowerTeacher)** – This field allows the teachers to indicate how far forward they can alter attendance in PowerTeacher. (**NOT RECOMMENDED**)
- H. **Show Saturday and Sunday on attendance views** – Select this checkbox if you want to display Saturday and Sunday on the Student Attendance pages. This is typically not needed unless you have in-session days on weekends where student attendance marks need to be displayed. (*optional*)
- I. **Interval Duration (in Minutes)** – When using Interval Attendance mode the number of opportunities for which attendance can be recorded during a given class is determined by dividing the bell time for the class by the interval duration. For instance, if a class is 90 minutes long and the interval duration is 60 minutes, there will be two opportunities provided to take attendance. The first is at the beginning of class and the second will be after 60 minutes have gone by. The default for this field is 60 minutes. Interval attendance is primarily intended for

alternative education programs that require attendance to be taken every hour.

- J. **Calculation accuracy** – Set the number of decimal places to use when calculating attendance values.
- K. **Count Meeting attendance recorded at another school for students enrolled at this school** – If a student is enrolled in a class at another school, and there is attendance associated with that class, select this option to include this attendance when calculating Average Daily Attendance (ADA).
- L. **Count these codes for period conversion** – Select Present. This setting determines what is counted and subsequently used as the value for looking up the day's attendance, specifically for Period conversion.
- M. **Round and truncate** – Select Round.
- N. **Enable ADA Periods and Passing Time Deductions** – (optional) Leave Blank.
- O. **Deduct Passing Time** – (optional) Select the default, "No."



Attendance Preferences

Recording

Attendance recording methods Meeting
 Daily
 Time
 Interval

Audit attendance records

Default attendance page Meeting ▾

Enable multiple character attendance codes

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

Number of school days teachers may alter attendance prior to current date (PowerTeacher) Current Date Only ▾

Number of school days teachers may alter attendance after the current date (PowerTeacher) Current Date Only ▾

Show Saturday and Sunday on attendance views

Interval Duration (in Minutes) 0

Calculating and Reporting

Calculation accuracy 2 decimal places

Count Meeting attendance recorded at another school for students enrolled at this school

Count these codes for period conversion Presents ▾

Round or truncate Round ▾

Daily Attendance Calculations

Enable ADA Periods and Passing Time Deductions

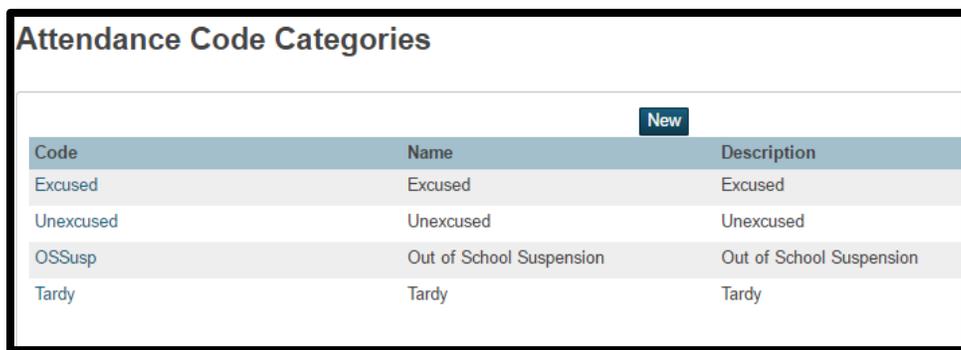
Deduct Passing Time No
 Yes - All Passing Time
 Yes - After ADA Excluded Meetings Only

Attendance Code Categories

(Start Page > School Setup > Attendance Code Categories)

Use attendance code categories to group attendance codes so you can run category-based and chronic absenteeism reports and searches. PowerSchool released an Installer at the end of July 2017 to import the new standardized attendance category codes. SCDE advises districts and schools NOT to enter manually the attendance category codes into PowerSchool.

1. Log into the appropriate school, navigate to the Start Page and click **School** under setup header.
2. Then under the Attendance header click **Attendance Code Categories**.



Code	Name	Description
Excused	Excused	Excused
Unexcused	Unexcused	Unexcused
OSSusp	Out of School Suspension	Out of School Suspension
Tardy	Tardy	Tardy

3. Ensure these four category codes are listed – Excused, Unexcused, OSSusp, Tardy.

Note: The PS “Installer” was released July 28, 2017.

Attendance Codes

(Start Page > School Setup > Attendance Codes)

The South Carolina Department of Education issued standardized Attendance Codes for PowerSchool. Districts will discontinue using all existing attendance codes outside of the standardized codes beginning SY 2017-18.

****PowerSchool developed an installer process that **MUST** be applied by each district in the state of South Carolina so the standardized Attendance Codes will be populated correctly in PowerSchool. Starting in 2017-18 **DO NOT CREATE** your own attendance codes in PowerSchool.****

- “Present” must be listed first; leave the code blank.
- Use the sort order of 1 for the Present attendance code. This is essential for PowerTeacher and PowerSchool attendance functions to work properly.
- The list below contains the allowable, standardized Attendance Codes issues by SCDE. Use only these codes when marking attendance.

Description	Presence Status	Code	Code Category
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/Unexcused
9. Immunization	Absent	SC - IMNZ	Excused/Unexcused
10. Administrative Hearing	Absent	SC - AH	Excused
11. Excused Tardy	Present	SC - ETRD	Tardy/ Excused
12. Bus Tardy	Present	SC - BTRD	Tardy/Excused
13. Unexcused Tardy	Present	SC - UTRD	Tardy/Unexcused
14. Homebound	Present	SC - HMBD	Present
15. Homebased Instruction	Present	SC - HBSD	Present
16. Field Trip/School Activity	Present	SC - FT	Present
17. Religious	Absent	SC - REL	Excused
18. Out of School Suspension (OSS)	Absent	SC - OSS	OSSusp
19. Weather	Absent	SC - WTHR	Excused
20. Legal/Court	Absent	SC - LEG	Excused
21. College Visit	Present	SC - COL	Present
22. Attendance Recovery/ Saturday Recovery	Present	SC - REC	Present
23. On Site Services	Present	SC - ONST	Present
24. In School Suspension (ISS)	Present	SC - ISS	Present
25. Bereavement/Death in Family	Absent	SC - BRV	Excused
26. Dismissal	Absent	SC - DSML	Excused/Unexcused

Note: For the attendance codes that have two code categories listed in column four (Code Category) above, both of the categories will be checked. The district and school administrators (superintendent/assistant superintendent, attendance supervisor, PS coordinator, etc.) will need to decide which code category best follows the policies of the district. For example, the attendance code for Dismissal is listed with two categories: excused or unexcused. If “excused” is the selected code category, the PS coordinator will need to uncheck the code category of “unexcused” that will not be associated with the “Dismissal” code. Make the change on the Edit Attendance Code page.

1. To make changes on the Edit Attendance Code page, log into the appropriate school.
2. Navigate to the Start Page and click **School** under setup header.
3. Then under the Attendance header click **Attendance Code**.
4. Click either the Code or Description link.
5. Uncheck the Code Category that will not be associated with that particular Attendance Code.

Full-Time Equivalencies (FTE)

(Start Page > School Setup > Full-Time Equivalencies)

Full-time equivalencies (FTEs) determine the daily attendance value a student receives for the times s/he spends 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.
- A suggested name is “Full Time.”

Full-Time Equivalencies (FTE)			
Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time Student		Meeting	TimeDay

1. Log into the appropriate school and navigate to the Start Page; click **School** under the setup header.
2. Click **Full-Time Equivalencies (FTE)** under the Attendance header.
3. **Note:** Do not create a new FTE, edit the old FTE.
4. Fill out the values:
 - a. **Name** – Full Time
 - b. **Default Attendance Mode** – Select **Meeting or Daily**. When a student is assigned this FTE, his/her attendance is calculated based on the attendance mode you selected. Also, the Default Attendance Mode will be used when you run any core attendance reports in PS.

Note: Selecting a different attendance mode when running a report will override the FTE setting.

“Daily” Attendance – ONLY elementary schools and ONLY 1 Period in the School Bell Schedule:

The screenshot shows the 'Edit FTE Code' form. The 'Name' field is 'Full Time'. The 'Default Attendance Mode' is 'Daily'. The 'Default Attendance Conversion' is 'Time to Day'. The 'Description' field is empty. The 'Default for these grades' section has checkboxes for grades -2, -1, 0, 1, 2, 3, 4, and 5, all of which are checked.

“Meeting” attendance – middle schools, high schools, and elementary schools with more than 1 period in School Bell Schedule:

The screenshot shows the 'Edit FTE Code' form. The 'Name' field is 'Full Time'. The 'Default Attendance Mode' is 'Meeting'. The 'Default Attendance Conversion' is 'Time to Day'. The 'Description' field is empty. The 'Default for these grades' section has checkboxes for grades 9, 10, 11, and 12, all of which are checked. At the bottom right, there are 'Delete' and 'Submit' buttons.

- **Default Attendance Conversion** – Select **Time to Day**. When a student is assigned this FTE, his/her attendance is calculated based on this attendance conversion.
- **Description** – *(optional)*
- **Default for these grades** – This setting determines which FTE to assign to a student when the End of Year process promotes the student to a different grade level for the next school year.

Attendance Conversion

(Start Page > School Setup > Attendance Conversion)

When teachers mark attendance, each student gets an attendance value, such as present, absent, or tardy. Attendance conversions will now be used to calculate average daily attendance (ADA) values. The information will reflect the amount of minutes the student could be scheduled for that day. The Attendance conversion value is a critical setup to identify chronically absent students and to accurately reporting attendance.

PowerSchool uses the attendance conversions to look up the attendance value for the day to convert to an average daily attendance (ADA). It is essential to enter a value in the minute's field. If not, the conversion is not considered defined and ADA calculations will be incorrect.

1. Log into the appropriate school, navigate to Start Page and click **School** under setup header.
2. Click **Attendance Conversion** under the Attendance header.
3. The old attendance conversion 'Defaults Conversion' will be listed. The next steps will guide you on how to create a new attendance conversion using Time.

FTE	Period	Code	Time
Defaults Conversion			
Full Time Student	Defined	0 .. 1	(NONE)

4. Click **New** button.
5. On the New Attendance Conversion page enter “**SCDE Attendance**” as name for the conversion.
6. Click **Submit**.

New Attendance Conversion

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

Submit

7. Navigate back to the Attendance Conversion page and on the newly created SCDE Attendance Conversion, click **(NONE)** under the Time column.

Attendance Conversions New

Note: This list of Attendance Conversions applies to Test Elementary School 5 for the current year only.

FTE	Period	Code	Time	
Defaults Conversion				
Full Time Student	Defined	0..1	Defined	0..1
			(NONE)	Click NONE
SCDE Attendance Conversion				
Full Time Student	(NONE)	(NONE)	(NONE)	

8. Enter the number of minutes required to earn the attendance value of either 0 or 1, with 1 representing present and 0 representing absent for the day. Time items should be defined from 0 minutes, up to 50% of the minutes possible in the day based on the bell schedule.

Example – If the total minutes in a day for your bell schedule equal 425, half of that day would be 212.5 minutes. You would round 212.5 to the nearest whole number of 213 for Minutes Present for the Day Attendance Value of 1. As long as a student is at school for at least 50% of the day (213 minutes), s/he is considered present for the day. As shown in the screen shot below, you would enter a 0 for 0 minutes and 1 for 213 minutes.

Note: You can only enter whole number for Minutes Present.

9. Click **Submit**.

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

Copy From Other Conversion Table ...

Note: This list of Attendance Conversions applies to Test High School 2 only.

Minutes Present	Day Attendance Value	Comments
0	0	
213	1	

Used by Bell Schedules:

No bell schedules use this attendance conversion.

Submit

Note: Notice that a bell schedule has not been associated to the attendance conversion. We will define how to associate an attendance conversion to a bell schedule later in this document.

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

Attendance Conversions

New

Note: This list of Attendance Conversions applies to Test Elementary School 8 for the current year only.

FTE	Period	Code	Time
Defaults Conversion			
Full Time Student	(NONE)	(NONE)	2 Tiers 0 .. 1

Bell Schedule

(Start Page > School Setup > 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.

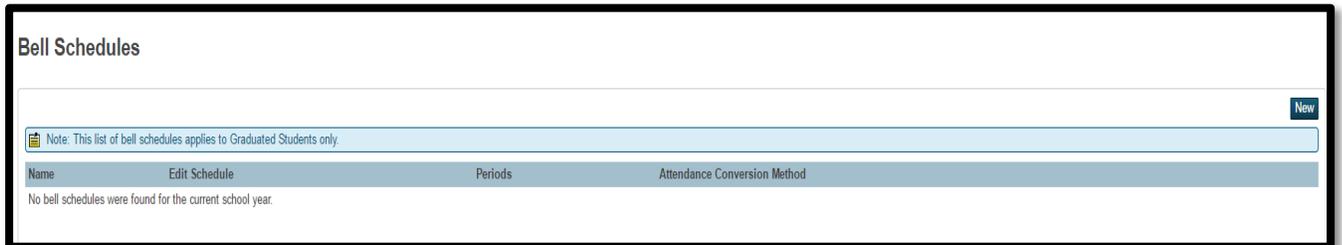
Examples of bell schedules are regular day, early release day, and half day.

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

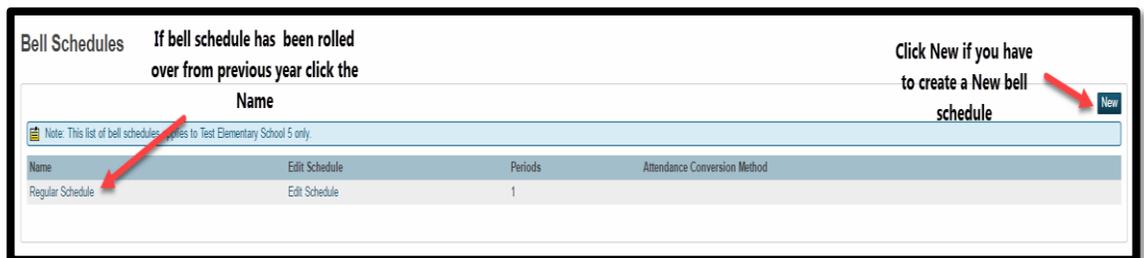
Note: If a period is excluded from ADA, no attendance will be reported for that period.

- Any time the length of a period changes in a day; you may want to use a corresponding Bell Schedule. This is not required.

1. Log into a school, navigate to Start Page and click **School** under setup header.
2. Click **Bell Schedules** under the Calendaring header.



3. If your Bell Schedule was rolled over from the previous year through the End of Year process, click the Name of the bell schedule(s) to assign the NEW attendance conversion “SCDE Attendance.”
4. If a new bell schedule needs to be created click the New button.



5. Enter in a name for Bell Schedule. Ex – Regular Bell Schedule, Regular Schedule, A Day Schedule.
6. Select an **Attendance Conversion Method**.

Edit Bell Schedule

Option	Value
Name	Regular Schedule
Attendance Conversion Method	SCDE Attendance ▼

7. Click the **Submit** button.

Bell Schedules

Note: This list of bell schedules applies to Test Elementary School 8 only.

Name	Edit Schedule	Periods	Attendance Conversion Method
Regular Schedule	Edit Schedule	0	Defaults

8. To add periods to the Bell Schedule, click Edit Schedule.

9. Follow these steps to edit the periods in a bell schedule from the End of Year process:

Bell Schedule: Regular Schedule

Period	Start Time	End Time	Duration
1	08:25 AM	08:35 AM	10
2	08:40 AM	09:30 AM	50
3	09:35 AM	10:25 AM	50
4	10:30 AM	11:20 AM	50
5	11:25 AM	12:15 PM	50
6	12:20 PM	01:10 PM	50
7	01:15 PM	02:05 PM	50
8	02:10 PM	03:00 PM	50

- Period** – Verify that period is correct
- Start Time** – Verify the start time of the period. If time has changed edit accordingly.
- End Time** – Verify the end time of the period. If time has changed edit accordingly.
- Counts for ADA** – You **MUST** check this so the period is calculated in average daily attendance (ADA).
- Use for Daily Attendance (Bridge Period should ONLY be set up for Daily Attendance)** Check the box and enter the times if this period will be the bridge period for daily attendance. Only one period in each bell schedule can be designated as the bridge period when taking daily attendance.

Note: The bridge period should not be changed during the year. Schools taking Meeting Attendance should not set up a bridge period.

- **Default Time In** – Is the time school begins for the day.
- **Default Time Out** – Is the time school end for the day.

9. *****ONLY FOLLOW THESE STEPS IF YOU MUST ADD NEW PERIODS TO**

THE BELL SCHEDULE –

- a. Click the **New** button.
- b. **Period** – Select a period.
- c. **Start time** – Enter the start time for the period (do not overlap the time with any other period.)
- d. **End time** – Enter the end time for the period (do not overlap the time with any other period.)
- e. **Counts for ADA** – Every period in the bell schedule must be checked so the total number of periods is calculated in average daily attendance (ADA).
- f. **Use for Daily Attendance (Bridge Period should ONLY be set up for Daily Attendance)** – Populate if this period will be the bridge period for daily attendance. Only one period in each bell schedule can be designated as the bridge period when taking daily attendance.

Note: The bridge period should not be changed during the year. Schools taking Meeting Attendance should not set up 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.
- g. Repeat steps (a – e) to add additional periods to the bell schedule, ensuring only one is specified as a bridge period.

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

Delete **Submit**

Note: This is the bridge period setup.

If the school is only using meeting attendance, then the bridge period should be left unchecked for all periods in bell schedule.

Edit Bell Schedule Item

Label	Value	Leave Unchecked
Period	1 ▾	
Start time	🕒 08:08 AM	(Example entry: 11:50 AM)
End time	🕒 09:29 AM	(Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>	
Use For Daily Attendance	<input type="checkbox"/>	
	🕒	Default Time In
	🕒	Default Time Out

10. Repeat steps (a – e) to verify and edit periods in the bell schedule, ensuring only one is specified as a bridge period.

Bell Schedules

Note: This list of bell schedules applies to Test Elementary School 4 only.

Name	Edit Schedule	Periods	Attendance Conversion Method
Regular Schedule	Edit Schedule	4	SCDE Attendance

Calendar Setup

(Start Page > School Setup > Calendar Setup)

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

- The appropriate **Cycle Day** must be selected. A cycle is the group of repeating days that comprise the schedule.
- The appropriate **Bell Schedule** must be selected. The bell schedule determines the start and end time for the day, as well as each period.
- **School In-Session** box must be checked for all days students receive instruction. If the calendar day is an in session day then attendance must be taken for the day.

- **Membership Value** must be set to 1 for all days students receive instruction. Membership Value means that student membership should be counted for that day.
- Tracks may be left checked even if tracks are not used. *Recommendation: If tracks are not needed leave tracks unchecked.*
- **Type** is optional.
- **Note** is optional.

Calendar Setup - 2016-2017

August 2016												
8/16 9/16 10/16 11/16 12/16 1/17 2/17 3/17 4/17 5/17												
Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session						Type	Note
					A	B	C	D	E	F		
Mon, Aug 15	A Day ▾	Regular Schedule ▾	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	Regular ▾						
Tue, Aug 16	A Day ▾	Regular Schedule ▾	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	Regular ▾						
Wed, Aug 17	A Day ▾	Regular Schedule ▾	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	Regular ▾						
Thu, Aug 18	A Day ▾	Regular Schedule ▾	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	Regular ▾						
Fri, Aug 19	A Day ▾	Regular Schedule ▾	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	Regular ▾						

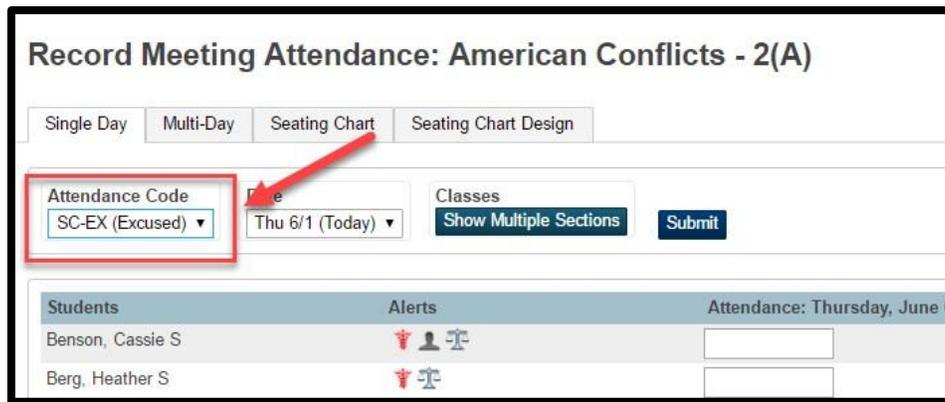
Changes to Attendance Procedures, Beginning 2017-18

Attendance Taken by the Teacher in PowerTeacher or PowerTeacher Pro

1. The teacher will need to log into PowerTeacher/PowerTeacher Pro and on the Start Page and click the Chair icon of the classes for which they need to take attendance. Note – If the chair appears translucent, it means that that class section is not in attendance for the current day.



2. After clicking the chair, the "Record Meeting Attendance" page displays.
3. Select the Attendance Code you wish to set in the "Current Attendance Code" drop-down list.



4. Click in the empty box next to the student(s) for whom you would like to set this particular attendance code. The code will appear in the box for that student. Repeat the process for the remaining students who must have this particular code set.
5. If you need to set a different Attendance Code for other students, repeat steps 3 and 4 as needed.
6. When finished, click the Submit button.

Record Meeting Attendance: American Conflicts - 2(A)

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

Attendance Code: SC-EX (Excused) | Date: Thu 6/1 (Today) | Classes: Show Multiple Sections | Submit

Students	Alerts	Attendance: Thursday, June 01, 2017
Benson, Cassie S		<input type="text"/>
Berg, Heather S		<input type="text"/>
Bond, Katelynn P		<input type="text"/>
Byrd, Clara P		<input type="text"/>
Cahill, John P		<input type="text"/>
Clark, Timothy P		<input type="text"/>
Cochran, Ian P		<input type="text"/>
Corbell, Michael L		SC-EX (Excused)
Farnsworth, Sara		<input type="text"/>
Gadd, Kayla J		<input type="text"/>
Golding, Matthew B		<input type="text"/>
Hamilton, Susan S		<input type="text"/>
Izzo, Dustin		<input type="text"/>
White, Jason S		<input type="text"/>

Submit

Note: If every student is present, leave the Attendance Code on **Present** and click the Submit button to record the attendance for that class.

- Once attendance has been saved for that class on the Start Page the Chair icon will have a green dot.

Current Classes

2(A)	American Conflicts		
3(A)	American Conflicts		
4(A)	American Conflicts		
6(A)	American Conflicts		

Entering Daily Attendance for Elementary School's with ONLY 1 Period in the School Bell Schedule.

1. Select a student from the Start Page.
2. Click **Attendance** on the student's screen.
3. Select **Daily** from the top of the page.

The screenshot shows the 'Daily Attendance' interface for a student named TES4. At the top, there are two buttons: 'Meeting' and 'Daily'. A red arrow points to the 'Daily' button. Below the buttons is a 'Change Multiple Days' link. The main area is a calendar grid with columns for each week, starting from 8/15-8/19 and ending at 4/24-4/28. Each day in the grid is represented by a letter (M, T, W, H, F) or a dash (-). The grid is currently empty, indicating no attendance has been entered.

4. The Daily attendance screen displays seven weeks across the top of the page.
5. To enter attendance, click on a day (M,T,W,H,F).

Note: If the necessary day is not listed, change the term at the top of the page to a term with a date range that includes the day.

6. Populate the fields below on the "New Daily Attendance" page, then submit the page:
 - i. **Attendance Code** – Select the appropriate attendance code.
 - ii. **Comment** – Enter a comment. **SCDE recommends** that you enter a comment that would provide additional detailed information for administrators who are required to report this data, such as On Site Services, etc.
 - iii. **Time In** – Enter the time that the student arrived at school.
 - iv. **Time Out** – Enter the time that the student left school.
 - v. **Exclude from Total Time Calculation** – Mark the box to exclude this attendance record from affecting the time attendance calculation for the day (optional).
 - vi. **Time Comment** – Enter a time comment if above is checked (optional).

Date	08/26/2016	
Attendance Code	UNX (Unexcused) ▼ *	
Total Time	0 (calculated on submit)	
Comment	<input type="text"/>	
Time In	<input type="text" value="07:55 AM"/>	(Example entry: 08:00 AM)
Time Out	<input type="text" value="09:00 AM"/>	(Example entry: 02:00 PM)
Exclude from Total Time Calculation	<input type="checkbox"/>	
Time Comment	<input type="text"/>	

How to Enter Time In/Time Out for Attendance

On the Daily page users have the ability to enter the student’s Time In and Time Out. Follow steps below to enter in a time:

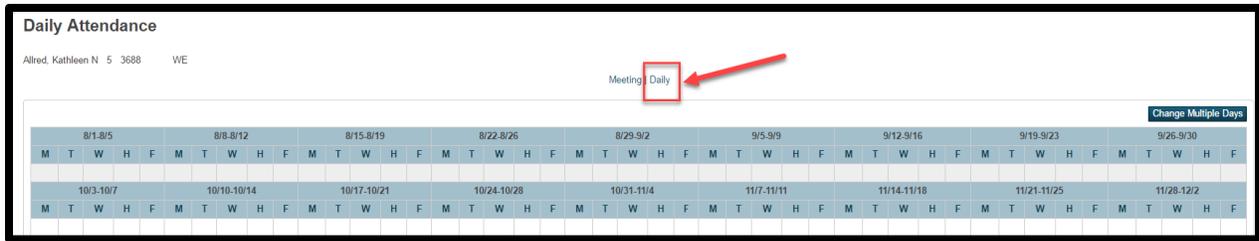
1. Find and select the student that you need to enter a Time In and Time Out.
2. Click on the **Attendance** page of the selected student.

Daily Attendance

Allred, Kathleen N 5 3688 WE Meeting | Daily Change Multiple Days

8/1-8/5					8/8-8/12					8/15-8/19					8/22-8/26					8/29-9/2					9/5-9/9					9/12-9/16					9/19-9/23					9/26-9/30																													
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F															
10/3-10/7					10/10-10/14					10/17-10/21					10/24-10/28					10/31-11/4					11/7-11/11					11/14-11/18					11/21-11/25					11/28-12/2																													
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
12/5-12/9					12/12-12/16					12/19-12/23					12/26-12/30					1/2-1/6					1/9-1/13					1/16-1/20					1/23-1/27					1/30-2/3																													
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
2/6-2/10					2/13-2/17					2/20-2/24					2/27-3/3					3/6-3/10					3/13-3/17					3/20-3/24					3/27-3/31					4/3-4/7																													
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
4/10-4/14					4/17-4/21					4/24-4/28					5/1-5/5					5/8-5/12					5/15-5/19					5/22-5/26					5/29-6/2					6/5-6/9																													
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
6/12-6/16					6/19-6/23					6/26-6/30					7/3-7/7					7/10-7/14					7/17-7/21					7/24-7/28																																							
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F

3. If the Daily page is not the default tab for taking Attendance, click on the **Daily tab**.



4. For the Date that you need to enter the time, click on the character (M,T,W,H,F) of the day.
5. Select the appropriate **Attendance Code** from the drop-down.
6. Enter the **Time In** for when the student arrived at school.
7. Then enter the **Time Out** for when the student left school.
8. You must enter a Time In and Time Out every time in a day a student is not present for instruction. This means a student can have multiple entries for a day.
9. Click **Submit** to save Time in and Time Out.

Date	09/06/2016	
Attendance Code	EXC (Excused) ▼ *	
Total Time	0 (calculated on submit)	
Comment	<input type="text"/>	
Time In	<input type="text" value="07:55 AM"/>	(Example entry: 08:00 AM)
Time Out	<input type="text" value="12:00 PM"/>	(Example entry: 02:00 PM)
Exclude from Total Time Calculation	<input type="checkbox"/>	
Time Comment	<input type="text"/>	

Enter an absence on the Daily page for the Entire School Day

1. Find and select the student.
2. Click on the **Attendance** page of the selected student.
3. On the Daily page for the Date you need to enter an attendance code, click on the character (M,T,W,H,F) of the day.
4. Select the appropriate **Attendance Code** from the drop-down.
5. Click **Submit** to save.

Date	08/24/2016		
Attendance Code	EXC (Excused) *		
Total Time	0 (calculated on submit)		
Comment	<input type="text"/>		
Time In	<input type="text"/>	(Example entry: 08:00 AM)	
Time Out	<input type="text"/>	(Example entry: 02:00 PM)	
Exclude from Total Time Calculation	<input type="checkbox"/>		
Time Comment	<input type="text"/>		

6. The Attendance Code will display with a 0 for minutes anytime you select an absence Attendance Code.

8/15-8/19			
M	T	W	H
	🕒		
	0 EXC		

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

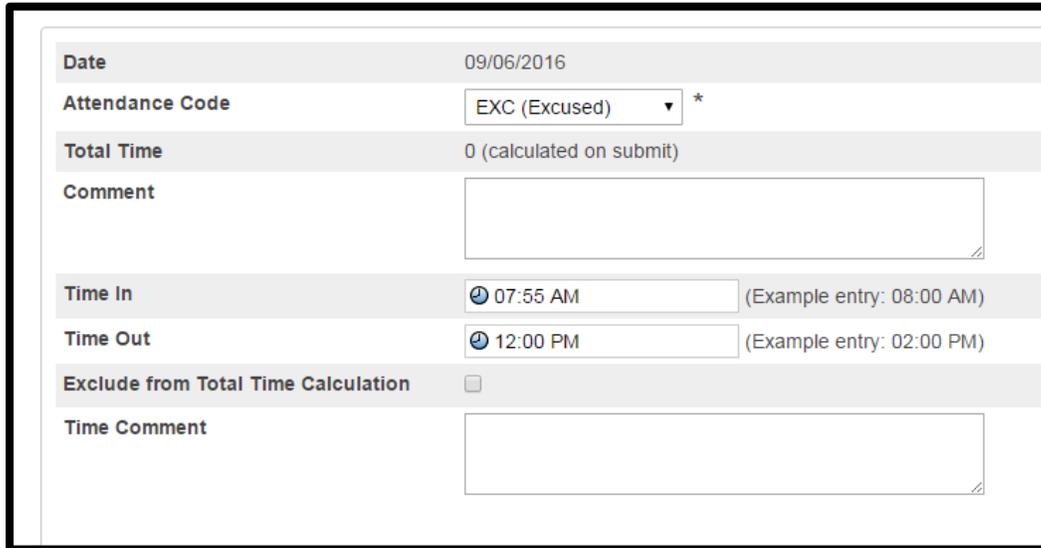
Edit Daily Attendance

Date	08/16/2016		
Attendance Code	EXC (Excused) *		
Total Time	0 (calculated on submit)		
Comment	<input type="text" value="I"/>		
Time In	Time Out	Minutes	Comment Exclude
No time records		0	

Zero minutes recorded for the day

Enter in an Absence for a Student who Leaves School Early

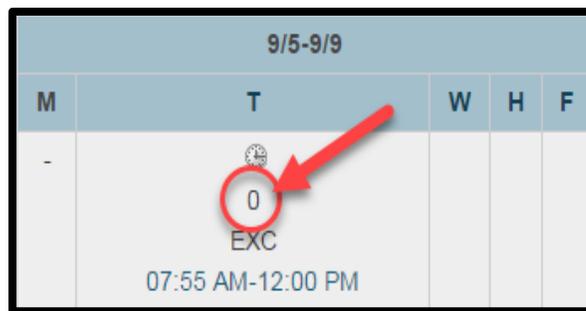
1. Find and select the student.
2. Click on the **Attendance** page of the selected student.
3. On the Daily page, for the Date you need to enter an attendance code, click on the character (M, T, W, H, F) of the day.
4. Select the appropriate **Attendance Code** from the drop-down.
5. Enter the **Time In** for when the student arrived at school.
6. Then enter the **Time Out** for when the student left school.
7. Click **Submit** to save.



The screenshot shows a form with the following fields and values:

- Date:** 09/06/2016
- Attendance Code:** EXC (Excused) *
- Total Time:** 0 (calculated on submit)
- Comment:** (empty text area)
- Time In:** 07:55 AM (Example entry: 08:00 AM)
- Time Out:** 12:00 PM (Example entry: 02:00 PM)
- Exclude from Total Time Calculation:**
- Time Comment:** (empty text area)

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



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

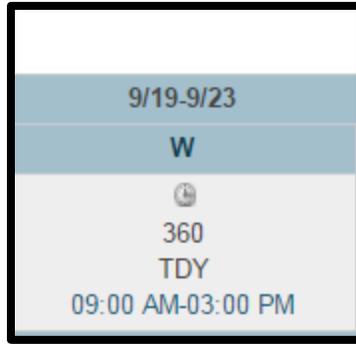
Date	09/06/2016		
Attendance Code	EXC (Excused) *		
Total Time	0 (calculated on submit)		
Comment	<input type="text"/>		
Minutes present	The total minutes the student was present for the day		
Time In	Time Out	Minutes	Comment Exclude
07:55 AM	12:00 PM	245	No
		245	
			<input type="button" value="Submit"/>

Enter in a Tardy for a Student Arriving at School after the Start of the Day

1. Find and select the student.
2. Click on the **Attendance** page of the selected student.
3. On the Daily page for the Date you need to enter an attendance code, click on the character (M, T, W, H, F) of the day.
4. Select the appropriate **Attendance Code (Tardy)** from the drop-down.
5. Enter the **Time In** for when the student arrived at school.
6. Then enter the **Time Out** for when the student left school.
7. Click **Submit** to save.

Date	09/21/2016	
Attendance Code	TDY (Tardy) *	
Total Time	0 (calculated on submit)	
Comment	<input type="text"/>	
Time In	🕒 09:00 AM	(Example entry: 08:00 AM)
Time Out	🕒 03:00 PM	(Example entry: 02:00 PM)
Exclude from Total Time Calculation	<input type="checkbox"/>	
Time Comment	<input type="text"/>	

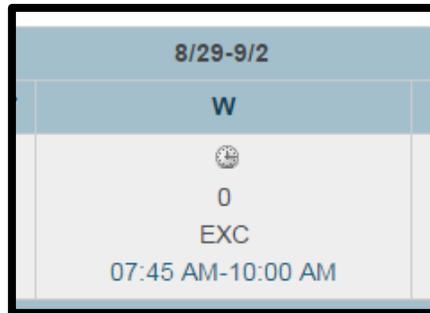
8. When you select an Attendance Code with a category status of Present and enter a time, the attendance code will display with the Time In and Time Out and the minutes present for the day.



Note: Because the attendance code indicates the student is 'Present,' the total minutes present displays directly on the Daily page.

Adding Multiple Time In and Time Out Entries in a Day

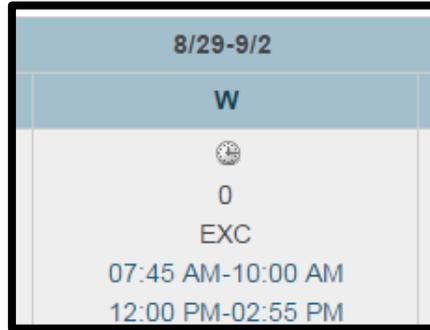
1. Find and select the student.
2. Click on the **Attendance** page of the selected student.
3. On the Daily page for the Date you need to provide multiple attendance entries, click on the character (M, T, W, H ,F) of the day.
4. Select the appropriate **Attendance Code** from the drop-down.
5. Enter the **Time In** for when the student arrived at school.
6. Then enter the **Time Out** for when the student left school.
7. Click **Submit** to save.



8. If student re-enters for the day find and select the student in PowerSchool.
9. Click **Attendance**.
10. On the Daily page, for the Date you need to enter the return Time In and Time Out click the Clock.



11. Enter the Time In and Time Out:
 - a. Time In – The time the student returned to the school.
 - b. Time Out – The time the student left the school.
12. Click **Submit**



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

Edit Daily Attendance

6 THS3

Date: 08/31/2016

Attendance Code: EXC (Excused) *

Total Time: 0 (calculated on submit)

Comment:

Time In	Time Out	Minutes	Comment	Exclude
07:45 AM 12:00 PM	10:00 AM 02:55 PM	The total minutes the student was present for the day	135	No
			175	No
			310	

Submit

Enter Daily Attendance for a Student Who Arrives Late to School and Leaves School Early in the Same Day

1. When the student arrives to school late, log into PowerSchool and search for the student. After finding the student, select the name.
2. Click on the **Attendance** page of the selected student.
3. On the Daily page for the Date, you need to enter an attendance code. Click on the character (M, T, W, H, F) of the day.
4. Select the appropriate **Attendance Code** from the drop-down. This would be either SC-ETRD or SC-UTRD since the student arrived late.
5. Enter the **Time In** for when the student arrived at school.
6. Then enter the **Time Out** for when the student left school. We would assume, unless told otherwise, the student would leave school at end of day.
7. Click **Submit** to save.

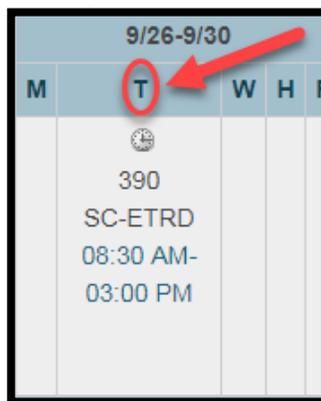
New Daily Attendance

Camry, Caden 4 2 TES6

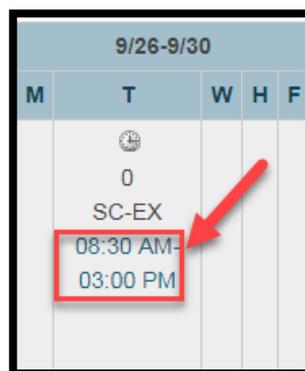
Date	09/27/2016	
Attendance Code	SC-ETRD (Excused Tardy) *	
Total Time	0 (calculated on submit)	
Comment	<input type="text"/>	
Time In	<input type="text" value="08:30 AM"/>	(Example entry: 08:00 AM)
Time Out	<input type="text" value="03:00 PM"/>	(Example entry: 02:00 PM)
Exclude from Total Time Calculation	<input type="checkbox"/>	
Time Comment	<input type="text"/>	

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.
3. On the Daily page for the Date, you need to edit the attendance entry. Click on the character (M, **T**, W, H, F) of the day.



4. Change the Attendance Code from the initial tardy to **SC-EX (Excused)**.
5. Click Submit to save.
6. Then click on the initial Time In and Time Out to edit.



7. Change the **Time Out** to reflect the time the parent picked up the student early.

Camry, Caden 4 2 TES6

Date: 09/27/2016

Time in: 08:30 AM (Example entry: 08:00 AM)

Time out: 02:30 PM (Example entry: 02:00 PM)

Exclude from total minute calculation:

Comment:

Submit

8. Click Submit to save.

9/26-9/30

M	T	W	H	F
	08:30 AM-02:30 PM			

Entering or Editing Meeting Attendance for Schools Taking Attendance Every Period

1. Select a student from the Start Page.
2. Click **Attendance** on the student's screen
3. Select **Meeting** tab from the top of the page.

Attendance

0 TES8

Meeting Daily

Change Meeting Attendance Show dropped classes also

Course	Expression	8/15-8/19		8/22-8/26		8/29-9/2		9/5-9/9		9/12-9/16		9/19-9/23		9/26-9/30		10/3-10/7		10/10-10/14			
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
LANG. ARTS - K	1(A)																				
E: 08/15/2016 L: 05/31/2017																					
SCL-K	2(A)																				
E: 08/15/2016 L: 05/31/2017																					
SOC. ST-K	3(A)																				
E: 08/15/2016 L: 05/31/2017																					

4. The Meeting attendance screen displays seven weeks across the top of the

page and the student's active enrollments along the left hand side, listed according to expression.

- To enter attendance, click on a week (9/5-9/9).

Note: If the appropriate week is not listed, change the term at the top of the page to a term with a date range that includes the week.

Attendance

0 TESS8

Meeting | Daily

Click the week to enter attendance per Period

Change Meeting Attendance Show dropped classes also

Course	Expression	8/15-8/19					8/22-8/26					8/29-9/2					9/5-9/9					9/12-9/16					9/19-9/23					9/26-9/30					10/3-10/7					10/10-10/14				
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
LANG. ARTS - K	1(A)																																													
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SCI-K	2(A)																																													
E: 08/15/2016 L: 05/31/2017																																														
SOC. ST-K	3(A)																																													
E: 08/15/2016 L: 05/31/2017																																														

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

Edit Meeting Attendance

8 TMS1

Week of 09/05/2016

Meeting | Daily

Current attendance code: EXC (Excused)

	Monday 09/05/2016 Set All	Tuesday 09/06/2016 Set All	Wednesday 09/07/2016 Set All	Thursday 09/08/2016 Set All	Friday 09/09/2016 Set All
	Labor Day	HR - 8 321 07:45 AM - 07:55 AM HR(A)			
08:00 AM		ACAD Enrichment - 8 321 07:55 AM - 09:00 AM 2(A)	ACAD Enrichment - 8 321 07:55 AM - 09:00 AM 2(A)	ACAD Enrichment - 8 321 07:55 AM - 09:00 AM 2(A)	ACAD Enrichment - 8 321 07:55 AM - 09:00 AM 2(A)
09:00 AM		Soc St-8 321 09:03 AM - 09:33 AM 3(A)			

- After selecting the "Current attendance code" click in each expression box for each period the student needs an absence attendance code; then click on SUBMIT.

Edit Meeting Attendance

8 TMS1

Week of 09/05/2016

Meeting | Daily

Current attendance code:

	Monday 09/05/2016 Set All	Tuesday 09/06/2016 Set All	Wednesday 09/07/2016 Set All	Thursday 09/08/2016 Set All	Friday 09/09/2016 Set All
	Labor Day	HR - 8 321 07:45 AM - 07:55 AM EXC <input type="text"/> HR(A)	HR - 8 321 07:45 AM - 07:55 AM <input type="text"/> HR(A)	HR - 8 321 07:45 AM - 07:55 AM <input type="text"/> HR(A)	HR - 8 321 07:45 AM - 07:55 AM <input type="text"/> HR(A)
08:00 AM		ACAD Enrichment - 8 321 07:55 AM - 09:00 AM EXC <input type="text"/> 2(A)	ACAD Enrichment - 8 321 07:55 AM - 09:00 AM <input type="text"/> 2(A)	ACAD Enrichment - 8 321 07:55 AM - 09:00 AM <input type="text"/> 2(A)	ACAD Enrichment - 8 321 07:55 AM - 09:00 AM <input type="text"/> 2(A)

Note: When taking meeting attendance there is no field to enter Time In and Time Out. You can enter Time In and Time Out in the comments for your purposes of documenting the time, but these minutes would not be automatically calculated in PowerSchool.

Calculating Minutes for Meeting Attendance

When you set up the Attendance Conversion to calculate the minutes in the bell schedule, you are basing your calculation on the total minutes a student could be scheduled in a day. When attendance is taken, PowerSchool calculates 50% of the time a student is scheduled into classes.

Scenario 1: The overall bell schedule is 423 minutes for Test High School. Fifty percent of 423 minutes is 212 minutes. Student A is scheduled for 360 minutes of instruction for the day. PowerSchool will base the 50% calculation on 180 minutes. As long as Student A is present for at least 180 minutes of his scheduled time in classes, PowerSchool will record the student as present.

Scenario 2: The overall bell schedule is 423 minutes for Test High School. Fifty percent of 423 minutes is 212 minutes. Student B is scheduled for 400 minutes of instruction for the day. PowerSchool will base the 50% calculation on 200 minutes. If Student B is absent fewer than 200 minutes of his scheduled time in classes, PowerSchool will record the student as absent.

Scenario 3: The overall bell schedule is 423 minutes for Test High School. Fifty percent of 423 minutes is 212 minutes. Student C is scheduled for 423 minutes of instruction for the day. PowerSchool will base the 50% calculation on 212 minutes. As long as Student C is present for at least 212 minutes of his scheduled time in classes, PowerSchool will record the student as present.

Attendance taken at Another School and not the Student's Home School (ex. CATE Classes)

For attendance to be counted from another school, that is not the student's home school the student must be enrolled properly at in classes in the other school.

Follow the directions outlined in PowerSource on “How to Enroll A Student in a Remote / Summer Class”.

Note: PowerSchool confirmed that attendance will not work when students are only enrolled in classes at another school and are not enrolled in any class at the home school. In order for attendance to work the student must be enrolled in at least one class at the home school, with attendance taken in that class, for attendance / remote attendance to work.

Process – PowerSchool version 10.1.2 and Earlier

This process enrolls students on a one-by-one basis, using the Enroll Student in a Class at Another School student screen.

1. Login to the PowerSchool /admin portal
2. Select the school where the student is enrolled.
3. Search for, and select the student.
4. On the Student Menu, click Functions under Enrollment
5. Click Enroll Student in a Class at Another School
6. Select the desired school from School Where Class is Held
7. Enter the Course.Section number for the section the student should be enrolled in.
8. Enter an Enrollment Date
9. Click Submit

Process - PowerSchool version 10.1.3+

This process enrolls students on a one-by-one basis, using the Enroll Student in a Remote/Summer School Class student screen.

1. Login to the PowerSchool /admin portal
2. Select the school where the student is enrolled.
3. Search for, and select the student.
4. On the Student Menu, click Functions under Enrollment
5. Click Enroll Student in a Remote/Summer School Class
6. Select the desired school from School Where Class is Held
7. Begin entering a Course Name or Course Number in the Course field. Suggested options will appear. Select one.
8. Click the radio button for the section the student should be enrolled in.
9. Enter an Enrollment Date
10. Click Submit

PowerSource ID 6029: <https://support.powerschool.com/article/6029?from=search>

Setting Page Permissions for the Attendance Codes and Attendance Code Categories Pages (*RECOMMENDED*)

1. Determine which User Group(s) should have limited access–read only:
 - Locate the list of Groups at *Start Page>System Administrator>Security>Groups*
 - Locate the list of Users by Group at *Start Page>System*

Administrator > Security > Users By Group

2. Enable Page Permissions:

- Navigate to *Start Page > System Administrator > Security > Access to Page Permissions*
- For *Turn modify permissions*, select "On" from the drop-down list.
- Click Submit.
- Note: This enables Page Permissions for just you.

3. Change permissions for the Attendance Codes Page:

- Navigate to *Start Page > School Setup > Attendance Codes*
- Click "*Modify access privileges for this page*" at the bottom of the page.
- Select the "*View-only*" radial button for the group(s) you identified in step 1.
- Click *Submit*.

4. Change permissions for the Attendance Code Categories Page:

- Navigate to *Start Page > School Setup > Attendance Code Categories*
- Click "*Modify access privileges for this page*" at the bottom of the page.
- Select the "*View-only*" radial button for the group(s) you identified in step 1.
- Click *Submit*.

5. Disable Page Permissions:

- Log out. (When you log in again, page permissions will be disabled.) or
- Navigate to *Start Page > System Administrator > Security > Access to Page Permissions*
- For *Turn modify permissions*, select "Off" from the drop-down list.
- Click *Submit*.

Note: To view the overridden page permissions for a group, navigate to *Start Page > System Administrator > Security > Groups > Edit Group* and click the *Overridden Page Permissions* link.

- The Attendance Codes page will be listed as *attendance/codes/home.html* .
- The Attendance Categories page will be listed as *attendance/codeentity/home.html* .

Additional Attendance Information

- By default a student is considered Present in PowerSchool.
- Non-Instructional Lunch Period effect on Chronic Absenteeism (CA): Should not affect CA as long as the period is not counting toward ADA.
- An attendance code should only be assigned if the student was not present during the time attendance was taken.
- 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 3rd party vendor to enter attendance into PowerSchool, it will be the districts responsibility to make sure the vendor application exports accurate data into PowerSchool.
- When you create a section and that section meets more than once per day, you should check "Record Section Attendance Once Per Day."
 1. Navigate to Start Page>School>Sections>Choose Course>Choose Section.
 2. Scroll down to *Record Attendance*.
 3. Mark the bubble for *Once for All Meetings*, and submit the page.
- When taking attendance and the appropriate Day or Week is not listed, change the term at the top of the page to a term with a date range that includes the desired Day or Week.
- If running a PowerSchool core report (not an SCDE customized report), and you have selected attendance mode and conversion that are not set to *Use Default*, the settings that were chosen will override the default settings.
- FTEs are school and year specific; this means unique for each year and for every school in your district.
- A student must be assigned an FTE in order to be counted for attendance.
- The best article to explain tracks is KB #55764 Calendar Setup - Basics:
<https://support.powerschool.com/article/55764>
 - 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. If a school administrator wants to have daily attendance recorded, you must set up a bridge period. When the teacher records attendance in the bridge period, it also records the student's daily attendance
- If a user wants to enter Time In and Time Out, h/she must use Daily attendance. **(This is not recommended for middle school and high school setup for the purpose of reporting Chronic Absenteeism in SC.)**
- If a user does not enter a value in the *Time In* or *Time Out* fields, attendance minutes will be calculated using the following logic:
 1. If an Absence code is entered on the Daily attendance page, then the minutes should equal 0 (zero).
 2. If a Present code is entered on the Daily attendance page, then the minutes should equal the total number of minutes in bell schedule for that day.
 3. If a Present code is entered on the Daily attendance page and a bridge period is used, then the minutes should equal the total number of minutes between the Default Time In and Default Time Out for the bridge period.

Note: This function may not work as expected if a blank Present attendance record is added.

- If a student is assigned a Present attendance code on the Daily attendance page, it will appear to have an attendance entry without an attendance code. This situation occurs when the Present attendance code is blank. Basically a code is entered; however, because the code itself is blank, the value code appears to be missing.
- You can only enter whole numbers for Minutes Present on the Time-To-Day Attendance Conversion *SCDE Attendance* for FTE "Full Time Student" page. If you enter a number with a decimal you will receive an error message.

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

Note: This list of Attendance Conversions applies to Test Middle School 2 only.

Minutes Present	Day Attendance Value
0	0
195.5	1

▲ Number must be an integer, containing only numeric characters

Used by Bell Schedules:
Regular 391 minutes defined in 9 periods.

- When you calculate 50% of the bell schedule minutes and receive a number with a decimal (195.5), you must “round up or down” to the nearest whole number. Ex. 50% of a 391 minute bell schedule is 195.5; therefore you will need to round to the nearest whole number of 196 *Minutes Present*. Otherwise, if 50% of a bell schedule were 195.4 then you would enter 195 for *Minutes Present*.
- **For sections that meet 2 periods in a day:**
If the section is set to *Once for All Meeting* for attendance in the first period, then a record is generated that is automatically recorded for the second period of the class as well. (PS Recommends)
- **For sections that meet 2 periods in a day:**
If the section is set to *Each Meeting Separately*, then attendance must be recorded separately for both periods. Example: If a student is marked absent for the first period but nothing is entered for the second period, then only the first period of that class has an attendance record.
- If *One-way, section to daily attendance* is selected on the [Attendance] Preferences page and a teacher takes attendance through PowerTeacher/Pro or a staff member enters meeting attendance through PowerSchool, the attendance taken in the Bridge Period will be copied to Daily attendance, but not the other way around.
- If *Two-way, keep records in sync* is selected on the [Attendance] Preferences page and a teacher takes attendance through PowerTeacher/Pro or a staff member enters meeting attendance through PowerSchool, the attendance taken in the Bridge Period will be copied to Daily attendance. Unlike *One-way, section to daily attendance*, if a staff member enters a daily attendance, it will copy to the Meeting attendance in the Bridge Period. **(Recommended)**
- Attendance calculations are refreshed every night during the nightly PowerSchool process; to manually refresh attendance calculations, select the “Refresh Premier Attendance Views Data.” To run the Refresh Premier Attendance Views Data, you will navigate to the *Start Page>Special Functions>Attendance Functions>Refresh Premier Attendance Views Data*.
- 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 in the bell schedule 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 setup in the bell schedule.
- If a bridge period is not set up, one-way and two-way sync will not sync.