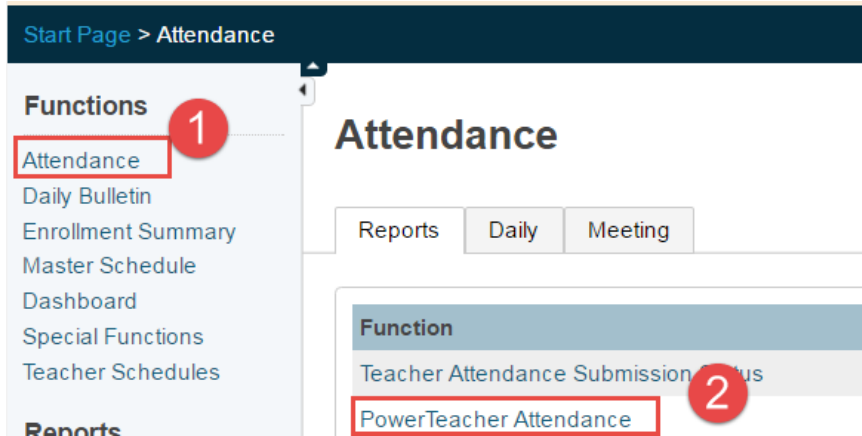


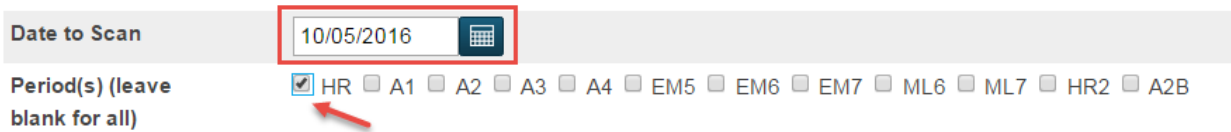
Completing the K-8 Safe Arrival Procedure

In a K-8 School one of the daily procedures will be to check on with the parent/guardians of students with unexcused absences. To assure the accuracy of the Safe Arrival report, your school administration will need to establish an expected time each morning that attendance should be completed.

Prior to running the Safe Arrival Report you will want to confirm that all teachers in your school have taken homeroom attendance. From the homepage of PowerSchool, in the left-hand side navigation click on Attendance and then select PowerTeacher Attendance.

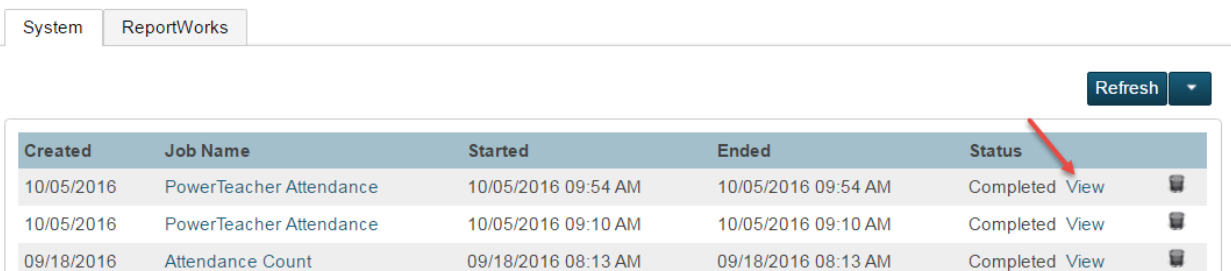


Run the PowerTeacher Attendance report for the current date and homeroom period. Scroll to the bottom of the page to submit the report.

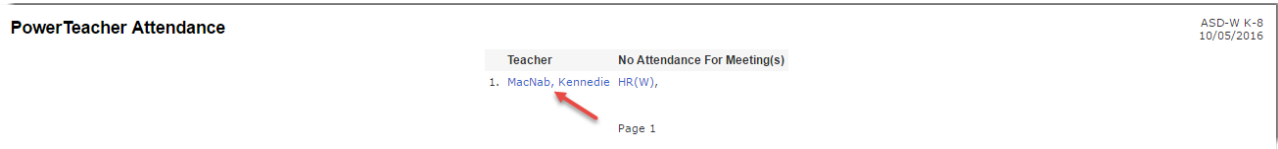


Submitting the report will cause it to run and open the Report Queue page. When a report has completed the hyperlinked View will appear. Click on View to open the report. This report runs quite quickly. Some report may take a few minutes and you may wish to click on Refresh.

Report Queue (System) - My Jobs

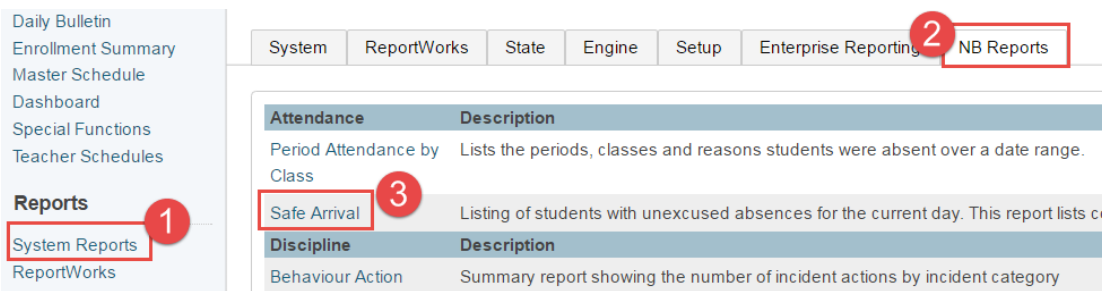


Clicking View opens the report which will list any teachers who have not taken homeroom attendance. Prior to running the safe arrival, you will want to remind any teacher on this list to submit their attendance.



When running PowerTeacher Attendance report returns no teacher names, you are ready to run the Safe Arrival report. NOTE: If you have a supply teacher in, you will have to ask them to send their attendance to the office for submission.

Click on System Reports, choose the NB Reports tab and select the Safe Arrival report.



Safe Arrival Report

Report Preferences

Students to include All 105 currently enrolled students

Attendance Date 10/05/2016

Running this report will generate a list of all student with unexcused absences and will include their home and contact phone numbers. You can then follow up with the parents or contact to confirm why the student is absent.

