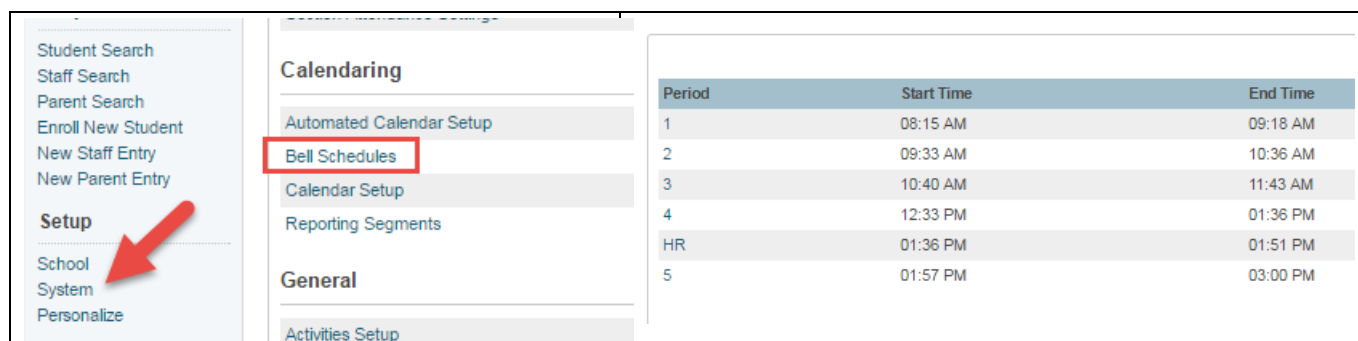


Taking Meeting (Period) Attendance in PowerSchool

Understanding Period Attendance:

- Periods are called Meetings for attendance purposes in PowerSchool
- Meeting attendance can be used when entering attendance at any grade level.
- Meeting attendance is the **only** method used and reported in Grades 9-12
- Meeting attendance method **should** be used in K-8 schools when teachers are required to take attendance for all subjects
- Homeroom is a period and for grades K-8 it is converted to daily attendance for the report card.
- When Daily attendance is entered in a K-8 school it is **only** for Homeroom and will automatically convert to period attendance and display in PowerTeacher but will **only** be seen by homeroom teacher
- Meeting attendance can be entered for one student or a group of students.
- Meeting attendance requires the entry of one comment which will be seen by the teachers of the student in their PowerTeacher class attendance and the Period Attendance by Class in NB Reports in PowerTeacher.

Periods/Meeting attendance can only be taken from the office or in PowerTeacher if the period has been included in the Bell Schedule. Click on Edit Bell Schedule to see a list of periods. In this school Homeroom and the five periods of the day can all take Meeting Attendance.



Period	Start Time	End Time
1	08:15 AM	09:18 AM
2	09:33 AM	10:36 AM
3	10:40 AM	11:43 AM
4	12:33 PM	01:36 PM
HR	01:36 PM	01:51 PM
5	01:57 PM	03:00 PM

If a school administration does not want a period available for attendance they can click on the blue hyperlinked period name and delete it from the list.

If a period was missed from the list but already exists in PowerSchool period set-up. Click on the **New** button and choose the period from the list of available periods.

Taking Attendance for a Single Student

An individual student can be chosen from the main page of PowerSchool by clicking on the first letter of their last name, the grade level or typing their name and selecting them.

Selecting a student opens their individual page. The appearance of these menu items and the attendance page varies slightly between high schools with only 9-12 and all other schools. In either case you will click on Attendance and the Change Meeting Attendance as shown below.

<p>High School Only</p> <p>Academics</p> <ul style="list-style-type: none"> Attendance Enter Attendance Cumulative Info Graduation Plan Progress Graduation Plan Selection Graduation Progress Historical Grades Honor Roll Standards Teacher Comments Term Grades Test Results Truancies <p>High School only student attendance page will show only Meeting</p> <p>Meeting</p> <p>Change Meeting Attendance</p> <table border="1"> <tr> <td>8/1-8/5</td> <td>8/8-8/12</td> <td>8/15-8/19</td> <td>8/22-8/26</td> <td>8/29-9/2</td> </tr> <tr> <td>F M T W H F</td> <td>M T W H F</td> <td>M T W H F</td> <td>M T W H F</td> <td>M T W H F</td> </tr> </table>	8/1-8/5	8/8-8/12	8/15-8/19	8/22-8/26	8/29-9/2	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	<p>All Other Schools</p> <p>Academics</p> <ul style="list-style-type: none"> Attendance Cumulative Info Graduation Plan Progress Graduation Plan Selection Graduation Progress Historical Grades Honor Roll Standards Teacher Comments Term Grades Test Results Truancies <p>All other schools attendance page will show Meeting and Daily. It will default to Meeting and should remain selected.</p> <p>Meeting Daily</p> <p>Change Meeting Attendance</p> <table border="1"> <tr> <td>29</td> <td>8/1-8/5</td> <td>8/8-8/12</td> <td>8/15-8/19</td> <td>8/22-8/26</td> </tr> <tr> <td>H F M T W H F</td> <td>M T W H F</td> <td>M T W H F</td> <td>M T W H F</td> <td>M T W H F</td> </tr> </table>	29	8/1-8/5	8/8-8/12	8/15-8/19	8/22-8/26	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
8/1-8/5	8/8-8/12	8/15-8/19	8/22-8/26	8/29-9/2																	
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																	
29	8/1-8/5	8/8-8/12	8/15-8/19	8/22-8/26																	
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																	

Understanding the Attendance Change Page

<p>Attendance Change</p> <p>Landers, Kayleigh SK8</p> <p>Option: Landers, Kayleigh</p> <p>Change attendance for: Landers, Kayleigh</p> <p>From this date: 09/17/2016</p> <p>To this date: 09/17/2016</p> <p>Meetings to scan:</p> <table border="1"> <thead> <tr> <th></th> <th>M</th> <th>T</th> <th>W</th> <th>TH</th> <th>F</th> </tr> </thead> <tbody> <tr><td>HR</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>P1</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>P2</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" 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checked="" type="checkbox"/></td></tr> <tr><td>P7</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>P8</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>P9</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>P10</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </tbody> </table> <p>TIP: Select All</p>		M	T	W	TH	F	HR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<ol style="list-style-type: none"> 1. Confirms the name of the Student 2. Allows the selection of a date range and defaults to current day's date 3. Allow the selection of specific periods and days. <p>TIP: When a student is out for the full school day choose Select All. Power School will only enter attendance in periods and days that correspond with the date(s) selected</p>
	M	T	W	TH	F																																																																				
HR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																				
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Code(s) to scan for

4 All
 These codes

Present
 TA - Tardy
 UA - Unexcused absence
 IL - Illness
 MA - Medical appointment
 MAA - Medical appointment - AM
 MAP - Medical appointment - PM
 BE - Bereavement
 BEA - Bereavement - AM
 BEP - Bereavement - PM

Attendance code to set

5 MA (Medical appointment)

If other than a default present (default presents will be overwritten regardless)

6 Overwrite
 Don't Overwrite

7 Comment
 Mom called and Kaleigh has an medical appointment, will be out for the day.

Submit

4. Select **All** for codes to scan for
5. Select the code to be assigned
6. Set to **Overwrite**
7. Add a comment to be seen by the teachers in PowerTeacher Pro and then Submit.

TIP: If teachers tell you they cannot see the office comment. They should be advised on the PowerTeacher Pro Attendance on the far top right to click on Comments Display

Comments
 Display

You can check your entry by returning to the Attendance page

Course	Expression	9/12-9/16					9/19-9/25		
		M	T	W	H	F	M	T	W
Homeroom Chartrand, Allen 144 E: 08/01/2016 L: 06/29/2017	1(A)	IL						SA	
Mathematics 9 Boulanger, Yvonne 268 E: 08/01/2016 L: 06/29/2017	2(A)	IL						SA	
Post-Intensive French 9 Carrier, Jhon Irving 262 E: 02/03/2017 L: 06/29/2017	3(A)	-	-	-	-	-	-	-	-
English Language Arts 9 Beek, Hana 116 E: 08/01/2016 L: 06/29/2017	4(A)	IL						SA	

When an attendance code other than Present has been added you will see a code. A blank cell represents Present
 A dash mark - indicates the class was not in session and attendance was not possible.

There is a legend for all of the codes at the bottom of this screen

Clicking on a week date range (9/12-9/16) shown above opens the **Edit Meeting Attendance Page**.

Meeting | Daily

Current attendance code: BEA (Bereavement - AM)

1

Tuesday 09/06/2016 Set All	Friday 09/09/2016 Set All
Homeroom MacDowall, Riece 19 07:55 AM - 08:00 AM BEA HR(T)	Homeroom MacDowall, Riece 19 07:55 AM - 08:00 AM HR(F)
English Language Arts 4 Seeley, Yvette 19 08:00 AM - 10:00 AM A1(T)	English Language Arts 4 Seeley, Yvette 19 08:00 AM - 09:30 AM A1(F)
Art 4 MacDowall, Riece	Art 4 MacDowall, Riece

2

3

(Present)
 TA (Tardy)
 UA (Unexcused absence)
 IL (Illness)
 MA (Medical appointment)
 MAA (Medical appointment - AM)
 MAP (Medical appointment - PM)
 BE (Bereavement)
 BEA (Bereavement - AM)
 BEP (Bereavement - PM)
 GU (Guidance)
 ILA (Illness - AM)
 ILP (Illness - PM)
 IS (In school suspension)
 ISA (In school suspension - AM)
 ISP (In school suspension - PM)
 IN (Intervention)
 LB (Late Bus)
 XX (Attendance not required)
 XXA (Attendance not required - AM)

This is another way meeting attendance can be taken for an individual student.

You choose a code from the pull-down list. Then click on the cell for a specific class or Set All for the day. Either will add a grey speech balloon appear. Comment must be individually added for each class

Changing Attendance for a Group of Students

This works when you want to enter attendance for an entire group of people (for example....a sports team or club). This process enables you to select the entire group and then enter attendance once and have it apply to all students in the group. The procedure is very similar to the changing meeting attendance for a single student.

Click on any of the following, Grade Level, Alphabet Letter or ALL to see a list of the students in your school. The click on **SELECT BY HAND** and the screen similar to below will appear.

Current Student Selection (105)

Student	Grade Level
Avery, Jayda	8
Banks, Jennifer	8
Bear, Jaxon	8
Broad, Jack	8
Crabbe, Isaac	8
Deliberis, Jacob	8
Estey, Jamie	8
Foulkes, Jakob	8
Greer, Megan	4
Gregory, Masoka	4
Giffin, Mia	c

<< < 1 2 > >>

Select By Hand Mass Enroll [?]

Check all the students you need by first deselecting all by on the top check box. Then clicking on the checkbox by the names of students you want to select. When you are done click **UPDATE SELECTION**

Current Student Selection (105)

<input checked="" type="checkbox"/> Student	Grade Level
<input checked="" type="checkbox"/> Avery, Jayda	8
<input checked="" type="checkbox"/> Banks, Jennifer	8
<input checked="" type="checkbox"/> Bear, Jaxon	8
<input checked="" type="checkbox"/> Broad, Jack	8
<input checked="" type="checkbox"/> Crabbe, Isaac	8
<input checked="" type="checkbox"/> Deliberis, Jacob	8
<input checked="" type="checkbox"/> Estey, Jamie	8
<input checked="" type="checkbox"/> Foulkes, Jakob	8
<input checked="" type="checkbox"/> Greer, Megan	4
<input checked="" type="checkbox"/> Gregory, Masoka	4

<< < 1 2 > >>

Cancel Update Selection [?]

This causes the group of students to become the current selection. They will remain your current selection until you make another selection or end your session.

<p>Summer School Indicator</p> <p>Search</p> <p><input checked="" type="checkbox"/> Save Stored Selection</p> <p>Search Attachments</p> <p>Search By GPA</p> <p>Validation</p> <p>Batch Address Validation</p> <p>Batch Boundary Validation</p> <p>Data Validation Report</p> <p>Immunization Compliance</p> <p>Select By Hand Attendance Change</p>	<p>TIP If this is a selection you expect to use again, you will want to make it a stored selection. Click on arrow to open the group functions menu. Choose Save Stored Selection. You will need to name your selection, save your selection and also if other PowerSchool users will be using the stored selection, you will need to publish the stored selection. Saving and Publishing is a two-step procedure.</p>
--	---

Creating the Stored Selection

6 Students records in current selection

Name of new selection

SAVE the current selection with a new name

ADD records that belong to ANY of the checked selections TO the current selection

FILTER records in current selection BY records that belong to EVERY checked selection

CREATE a NEW selection based on records that belong to ANY of the checked selections

CREATE a NEW selection based on records that belong to EVERY checked selection

DELETE all checked selections

PUBLISH all checked selections for other users

Publishing the Stored Selection

DELETE all checked selections

PUBLISH all checked selections for other users

Selections	Published	#	
<input checked="" type="checkbox"/> Basket Ball Team		6	Go Functions
<input checked="" type="checkbox"/> Boys Badminton Team	P	12	Go Functions

Returning to the Stored Selection at another time from the homepage of PowerSchool.

Start Page

Students Staff Parents

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 6 7 8 M F All Stored Searches **Stored Selections**

If members of the group in the stored selection change the selection will need to be modified and the new updated selection saved and published. Out of date selections will need to be deleted, in can be helpful to add a year or date to your selection.

While the selection was saved as stored selection, the students have remained as your current selection. From the same Group Functions menu, click on the arrow and scroll up to select Attendance Change.

The screenshot shows the 'Start Page' of the PowerSchool system. A dropdown menu is open, showing various options. The 'Attendance Change' option is highlighted with a red arrow. Below the menu, the 'Current Student Selection (6)' is listed, including students like Bear, Jaxon, Deliberis, Jacob, Foulkes, Jakob, Wilson, Walter, Wood, Megan, and Young, Jeremy. At the bottom right, the 'Save Stored Selection' button is circled in red.

The procedures and attendance change page used for changing attendance for a group of students is identical to the steps described above for one student. There is one difference, instead of the individual student's name you will see the number of students you have selected. Follow the same steps; enter date or range of dates, choose appropriate periods or select all if it is for the whole day, leave all for codes to scan and select the code to add, enter a comment and submit. This will enter the attendance information for all of the students.

Change Meeting Attendance

Meeting Daily	
Option	Value
Change attendance for	The selected 6 students
From this Date	09/17/2016
To this Date	09/17/2016