

**Attendance**

---

POWERSCHOOL

---

---

---

---

---

---

---

---

**Overview**

---

- Scheduling Setup
- Attendance Setup
- Calendaring Setup
- District Setup

---

---

---

---

---

---

---

---

**Scheduling Setup**

---

- Years and Terms
- Periods
- Days
- Sections

---

---

---

---

---

---

---

---

### Years and Terms

- Must be setup prior to running EOY.
  - Carries over Attendance information
- I only set up the full year.
- If you commit a schedule from PowerScheduler, it will overwrite the years and terms on the live side.
- If you don't use PowerScheduler and copy the Master Schedule to the new year, you MUST go in and make changes to the Years and Terms as it copies the month and day from the previous year.

---

---

---

---

---

---

---

---

### Periods

- These should copy from the previous year.
- Make changes if necessary.
- DO NOT schedule students in more classes than your # of periods.

Period Number	Name	Abbreviation	Sort
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10

---

---

---

---

---

---

---

---

### Days

- These should copy from the previous year.
- Make changes if necessary.

Day Letter	Name	Abbreviation	Sort
A	A	A	1

Day Letter	Name	Abbreviation	Sort
A	A	A	1
B	B	B	2
C	C	C	3
D	D	D	4
E	E	E	5

---

---

---

---

---

---

---

---

### Sections

- Again, these copy from the previous year.
- Make changes if necessary in the attendance portion.

Record Attendance Using Attendance Mode Meeting

Record Attendance  Once for All Meetings  Each Meeting Separately  
(only applicable if Record Attendance Using Attendance Mode includes Meeting)

Exclude From Attendance   
(Optional: Use only to exclude this section from counting towards ADM/WADA for students.)

---

---

---

---

---

---

---

---

### Attendance Setup

- Attendance Code Categories
- Attendance Codes
- Attendance Conversion
- Full Time Equivalencies
- Preferences
- Section Attendance Setup
- Quick Lookup Preferences

- These should copy from the previous year.
- Make changes if necessary.

---

---

---

---

---

---

---

---

### Attendance Code Categories

- Attendance code categories group attendance codes by classification so that it is possible to run category-based reports and searches.
- The codes excused and tardy are set up automatically; school staff can also create other categories.

Code	Name	Description	Sort
Present	Present		<input type="button" value="1"/> <input type="button" value="v"/>
Tardy	Excused Tardy		<input type="button" value="2"/> <input type="button" value="v"/>
Excused	Excused Absence		<input type="button" value="4"/> <input type="button" value="v"/>
Unexcused	Unexcused Absence		<input type="button" value="5"/> <input type="button" value="v"/>

---

---

---

---

---

---

---

---





### Full Time Equivalencies

New

Name	Description	Def. Att. Mode	Def. Att. Conversion
Full-Time		Meeting	PeriodDay
Half-Time		Meeting	PeriodDay

Name:

Default Attendance Mode:

Default Attendance Conversion:

Description:

Default for these grades:  9  10  11  12

---

---

---

---

---

---

---

---

### Full Time Equivalencies

New

Name	Description	Def. Att. Mode	Def. Att. Conversion
WES-FT	All Full Time WES Students	Daily	CodeDay

Name:

Default Attendance Mode:

Default Attendance Conversion:

Description:

Default for these grades:  0  1  2  3  4  5  6

---

---

---

---

---

---

---

---

### Preferences

Recording

Attendance recording methods:  Meeting,  Daily,  Time,  Interval

Audit attendance records:

Default attendance page:

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 and PowerGrade):

Number of school days teachers may alter attendance after the current date (PowerTeacher and PowerGrade):

Show Saturday and Sunday on attendance views:

Interval Duration (in Minutes):

---

---

---

---

---

---

---

---

### Preferences

**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: Absences

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

---

---

---

---

---

---

---

---

### Section Attendance Setup

- Used if you have multiple-period classes.
- Can also be done at School > Sections.

Section Attendance Settings: Result

Note: Mark sections where attendance is to be taken each meeting. This can also be done at the individual section.

Course Name	Course Number	Section Number	Expression	Teacher	Room	Term	Mark
Anatomy/Physiology	SC1000	1	2-3(BL-B)	Adams, Mark B	123	06-07	<input checked="" type="checkbox"/>

---

---

---

---

---

---

---

---

### Quick Lookup Preferences

- Used if you have multiple-period classes.

Start Page > School Setup > Quick Look Up Preferences

**Quick Look Up Preferences**

Displaying Totals

Count Multi-Period Meeting attendance once per day:

---

---

---

---

---

---

---

---



### Automated Calendar Setup

---

**Days to Affect**

First date to be changed:

Last date to be changed:

Days of week to change:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Modify In Session Flags**

*Selected days of the week from First to Last will be affected.*

Set In-Session Flags to:

	A	B	C	D	E	F	School
Leave as-is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not In Session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

---

---

---

---

---

---

---

---

---

---

---

### Automated Calendar Setup

---

**Modify Cycle Days Pattern**

*Pattern will run for all days from First through Last. Only days of week selected above will be modified.*

Follow pattern (blanks will be ignored):

1:  2:  3:  4:  5:

6:  7:  8:  9:  10:

Reset Day Pattern Every:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Suspend Day Pattern for Days:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Handle Not-In-Session Days as:

Ignore (pattern continues on not-in-session days)

Pass over (pattern suspends on not-in-session days)

Reset (pattern restarts after not-in-session days)

---

---

---

---

---

---

---

---

---

---

---

---

### Automated Calendar Setup

---

**Modify Bell Schedules**

*Selected days of the week from First to Last which are also in-session for the school will be affected.*

Adjust Empty Bell Schedules to:

Adjust All Bell Schedules to:

**Modify Membership Value**

*Selected days of the week from First to Last which are also in-session for the school will be affected.*

Set Membership Value to:

**Clean Up Not-In-Session Days**

*Selected days of the week from First to Last which are not in-session for the school will be affected.*

- Cycle Day will be reset to blank
- Bell Schedule will be reset to blank
- All A-F Track In Session Flags will be cleared (not in session)
- Membership Value will be set to 0.0

---

---

---

---

---

---

---

---

---

---

---

---

### District Setup

- **Global Attendance Preferences**
  - District > Attendance
- **Affects Quick Lookup and attendance processing**

Suppress attendance display on Quick Lookup...	Suppress attendance display on Quick Lookup...
...for parent/guardian users? <input type="checkbox"/>	...for parent/guardian users? <input checked="" type="checkbox"/>
...for student users? <input type="checkbox"/>	...for student users? <input checked="" type="checkbox"/>
...for teacher users? <input type="checkbox"/>	...for teacher users? <input type="checkbox"/>
...for admin users? <input type="checkbox"/>	...for admin users? <input type="checkbox"/>

Recording options	Recording options
Process teacher/sub attendance in the background? <input type="checkbox"/>	Process teacher/sub attendance in the background? <input type="checkbox"/>

---

---

---

---

---

---

---

---

### Attendance Data Access Tags

- **Use attendance data access tags on form letters, report cards, and object reports to include information about student attendance.**
  - Membership Days ^(\*DM)
  - Days Attended ^(\*DA)
  - Days Absent ^(\*DABS)
- **Download Document 55742 – Data Access Tags Supplement – from PowerSource for more examples.**

---

---

---

---

---

---

---

---

### Questions?

---

---

---

---

---

---

---

---

Sharon Van Cleave  
PowerSchool Consultant

---

• <http://www.esu1.org/technology/VanCleave.html>

Contact Information  
Email: [scleave@esu1.org](mailto:scleave@esu1.org)  
**Home: 402-256-3447**  
**Cell: 402-518-0678**  
**Skype Account: scleave**  
**AIM Account: vanceaves100550**

---

---

---

---

---

---

---

[Empty box with a light blue footer bar]

---

---

---

---

---

---

---