

PowerSchool Handbook

Attendance

Version 5.0
July 19, 2023



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Table of Contents

About This Handbook	3
Part 1: Attendance Information	5
SDUSD Attendance Codes	6
Attendance Clerk Responsibilities	8
Daily Procedures	8
Weekly Procedures	10
Monthly Procedures	11
Teacher Responsibilities	12
Part 2: Daily Procedures	13
Printing Attendance Rosters	14
Entering Attendance from an Attendance Roster	16
Entering Attendance for One Student	18
Updating Past Attendance for One Student	19
Using Comments to Document Absences	20
Mass Entering Field Trip (F) or School Sponsored Event (H) Absences	21
Checking Teacher Submission Status	24
Using the PowerTeacher Attendance Report	24
Using the Teacher Attendance Submission Status Report	27
Printing a Phone Call List	28
Printing the Attendance Comments Report	33
Printing the Period Attendance Verification Report	34
Printing the Master Absence List	35
Part 3: Weekly Procedures	37
Refresh Premier Attendance Views Data	38
Weekly Attendance Summary (Meeting)	40
Part 4: Monthly Procedures	43

Attendance Summary by Grade Report (Required Monthly).....	44
Part 5: Additional Attendance Procedures	47
Saturday School & Contract of Independent Study	48
CASSAS Attendance (Saturday School)	48
Contract of Independent Study	48
Part 6: Additional Attendance Reports	49
Class Attendance Audit Report.....	50
Search by Grades/Attendance Function	52
Perfect Attendance Report.....	54
Printing a Student’s Attendance Record	55
Printing the Student Attendance Screen	55
Printing Quick Lookup.....	56

About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the Attendance Clerk, or other staff members responsible for Attendance at their school. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357) or submit a support request online at <https://sdusd.cherwellondemand.com>

NOTE: Dates and terms depicted throughout this handbook are used as examples and do not reflect the current scheduling school year or Term.



Part 1: Attendance Information

SDUSD Attendance Codes

The following table lists the district’s attendance codes. These codes are used in PowerSchool.

An asterisk (*) signifies that the code is funded by the state and is not considered an absence. For questions on when to use a specific code, please contact the **Pupil Accounting Department**. For more information go to the Pupil Accounting website:

https://staff.sandiegounified.org/departments/pupil_accounting

This table identifies the attendance codes that PowerSchool classifies as excused absences, unexcused absences, and tardies.

CODE	DESCRIPTION	EXCUSED ABSENCE	UNEXCUSED ABSENCE	TARDY
	Present			
A	Unverified Absence Raw absence. Don’t know why student absent.		X	
B	Bus did not pick up student Absent entire day.	X		
C	Completed Independent Study (CIS)* Credit has been earned. Three (3) days or more.			
D	Detained in School Office* Principal, VP, Nurse, Counselor.			
E	Excused Personal or family emergency, Polinsky Center, and 1st grade physical exclusion.	X		
F	Field Trip*			
G	CIS No Credit Earned Credit not yet earned, or Credit denied. No penalty to student.	X		
H	School Sponsored Event * Participating in a school sponsored activity.			
I	Illness Doctor or Dentist appointment, Immunization Exclusion, Injury, Lice.	X		
J	Juvenile Hall	X		

CODE	DESCRIPTION	EXCUSED ABSENCE	UNEXCUSED ABSENCE	TARDY
K	Saturday School (makeup)* Full day absence made up at Saturday School plus four periods of Tardy.			
L	Late or leave early (Excused)* Late or leave early due to Dr. Appt., Dental, Bus Late.			
M	Bereavement One day for funeral held in California; three days for funeral held out of California. Use I - code for extra days if mental distress.	X		
N	In School Suspension*			
O	Other unique situation To be used for special circumstances only. Must be approved by Pupil Accounting Office.	X		
R	Religious Holiday Approved by Board (for example, Rosh Hashanah & Yom Kippur). Use E for any other religious or cultural holiday.	X		
S	Suspended	X		
T	Late/Tardy* 0 – 30 minutes late or leave early, unexcused.			X
U	Unexcused		X	
W	Tardy > 30 Minutes* More than 30 minutes, unexcused.			X
X	Exemption—Placement Pending	X		
Z	Truant Confirmed by parent.		X	

Attendance Clerk Responsibilities

Daily Procedures

The following procedures are provided to help establish a routine for efficiently processing attendance. These procedures need to be followed every day, as early as possible each day.

Print attendance rosters for visiting (substitute) teachers.

Each morning, print **Attendance Rosters** so they are available for visiting teachers to record attendance. Remind them to sign and date the rosters before returning them to the office.

Teachers take classroom attendance online.

Teachers use PowerTeacher to take attendance. Attendance should be taken and submitted in a timely manner as specified by the school site Administrator. **IMPORTANT!** Teachers must submit attendance for each class *even when all students are present*.

Enter attendance for visiting teachers.

Collect each visiting teacher attendance roster and enter the data into PowerSchool using **Multi-Day Attendance** on the teacher's Schedule page. Be sure the roster is signed and dated by the visiting teacher.

Determine which teachers have not submitted attendance.

Before calling to clear today's unverified absences, determine which teachers have not submitted attendance. Generate a **PowerTeacher Attendance** report and review it.

Secondary schools: Review this report *each* period to determine which teachers have not submitted attendance. Remind those teachers to submit attendance while students are still in class.

Process late students.

Use the SDUSD **Tardy Log** (available on the Pupil Accounting website) to document the student's reason for being tardy. Enter this information into PowerSchool.

Listen to messages, receive phone calls, and enter absence codes.

Use the SDUSD **Absence Verification Log** (available on the Pupil Accounting website) to document the reason the student is absent. Enter this information into PowerSchool.

Print the Absentee Report to use when calling to clear absences.

Use the **Absentee Report** to create a phone call list for any student marked absent (A) today. Use this list when making phone calls to clear up unverified absences.

Call to clear today's unverified absences and update student attendance.

Elementary schools should begin calling as soon as attendance is posted in the morning.

Secondary schools should begin calling after second or third period attendance is submitted. This will help identify a pattern of absence and make it easier to identify students who are potentially absent for the whole day.

Call to clear previous days' unverified absences.

Make phone calls to clear unverified absences from previous days.

Distribute and collect Period Attendance Verification Form.

All Secondary Schools (including K-8) with multiple periods must generate, distribute, and collect this form from any teacher who marked a student Present when that student was marked Absent the period before and after.

Print the Absentee Report as a master absence list.

At the end of the day, print the ***Absentee Report*** to list all absences for the day. This report must be signed and retained for audit.

Print the PowerTeacher Attendance Report at the end of the day.

At the end of the day, print the ***PowerTeacher Attendance Report*** to list the names of teachers who did not submit attendance, or whose attendance was recorded in PowerSchool by the attendance clerk. This report must be signed and dated by the principal and retained for audit. Attach signed visiting teacher attendance rosters.

Retain all daily paperwork for audit.

Weekly Procedures

These procedures must be followed at the end of every week.

Refresh the Premier Attendance Views Data.

This function is only required when running the Weekly Attendance Summary report on a Friday. This process overrides the nightly process that updates attendance records in PowerSchool and allows Friday's attendance data to be included in the report. No need to run this function if the report is run on a Monday.

Print the Weekly Attendance Summary.

After *all* attendance has been posted on Friday, print, and distribute the **Weekly Attendance Summary**. Teachers must verify attendance and initial corrections, then sign and return the report each week. Retain these reports for audit.

Monthly Procedures

These procedures must be followed at the end of every attendance month.

Print the Attendance Summary by Grade report.

The **Attendance Summary by Grade report** must be printed at the end of every Pupil Accounting attendance month. The signatures of both the attendance clerk and principal are required. Send the original to the **Pupil Accounting Office, Ed Center**. Retain a copy for audit.

File all attendance documents.

At the end of every Pupil Accounting Attendance Month, put the month's attendance work in an envelope marked in the following format (change the month, year, and dates accordingly):

Attendance

Month 1, 2022-2023

8/29 – 9/23/2022

Include the following:

PowerTeacher Attendance report with attached visiting teacher attendance rosters

Independent Study Contracts

Weekly Attendance Summary reports

Copy of Monthly Attendance Summary by Grade report

Master Absentee reports

Parent contact Absentee reports (phone call list)

Absence Verification Logs/slips

Tardy logs/slips

Blue (leave early) slips

Notes from parents

Teacher Responsibilities

Teachers are expected to post attendance in a timely manner specified by the administrator at each school site. This is typically 10 - 15 minutes after the class has started. Teachers are required to take attendance for their classes. See **Ed. Code: 44809** for more information.

Students are marked **Present** by default and teachers enter attendance for students who are Absent or Tardy. **NOTE:** Teachers must click **Submit** for attendance to be recorded in PowerSchool, even if all students are Present.

Teachers can update attendance for students after they have submitted at any time during that day.

Teachers cannot change attendance for prior days.

Once attendance that has been added or updated by the attendance clerk, it cannot be overwritten by the teacher.

Teachers must use the **Absence Report Cancellation** or **Absence Report by Teacher** to report attendance changes for a previous day. This document is used by the attendance clerk to update the attendance in PowerSchool.

LAST NAME OF PUPIL		FIRST NAME	
ROOM	DATE	PERIOD	
TEACHER			

SAN DIEGO UNIFIED SCHOOL DISTRICT *PB*
ABSENCE REPORT CANCELLATION
 This report cancels a previously reported absence
 22-A-0690 SECONDARY

epro item #3413

LAST NAME OF PUPIL		FIRST NAME	
ROOM	GRADE LEVEL	DATE	PERIOD
TEACHER			

SAN DIEGO UNIFIED SCHOOL DISTRICT
ABSENCE REPORT BY TEACHER
 Required by Title 5, Calif. Admin. Code Sec. 9(e)
 22A0685

epro Item #3412

Part 2: Daily Procedures

Printing Attendance Rosters

Visiting teachers take attendance using paper attendance rosters. It is the responsibility of the office staff to print these attendance rosters, so they are available for visiting teachers as they check in.

BEST PRACTICE: Print a new roster for each day, even if the visiting teacher is substituting for consecutive days. This practice makes it easier to keep daily records organized for audit.

1. From the Start Page, under Reports on the main menu, click **System Reports**.
2. On the SDUSD tab, click **Attendance Roster**.
3. Configure the **Attendance Roster** page as follows:
 - Select the **Date**.
 - Select the **Teacher(s)** – Hold the CTRL key to make multiple selections.
 - Check the appropriate **Expressions** (Periods) or leave unchecked for all.
 - Click **Submit**.

Elementary School View

Attendance Roster

Report Name	Attendance Roster	
Version	1.0	
Description	Weekly attendance roster with a signature line for use by substitutes for taking attendance.	
Comments	This report lists all the students in the selected class(es) and has columns for Monday to Friday. For the date that you specify, the report will include the Monday, Tuesday, Wednesday, Thursday, and Friday of that week.	
For the week that includes the date:	<input style="width: 100%;" type="text" value="05/30/2023"/>	
Print rosters for (Hold the CTRL key to make multiple selections)	<div style="border: 1px solid #ccc; padding: 5px;"> All Teachers Benavides, Malea Butcher, Anirudh Marla Cava, Konstantin Josephine Clegg, Vivi Colleen Gillum, Yazmin Louise </div>	
Meeting(s) (leave unchecked for all)	1S	1RE <input type="checkbox"/>

Secondary School View

Attendance Roster

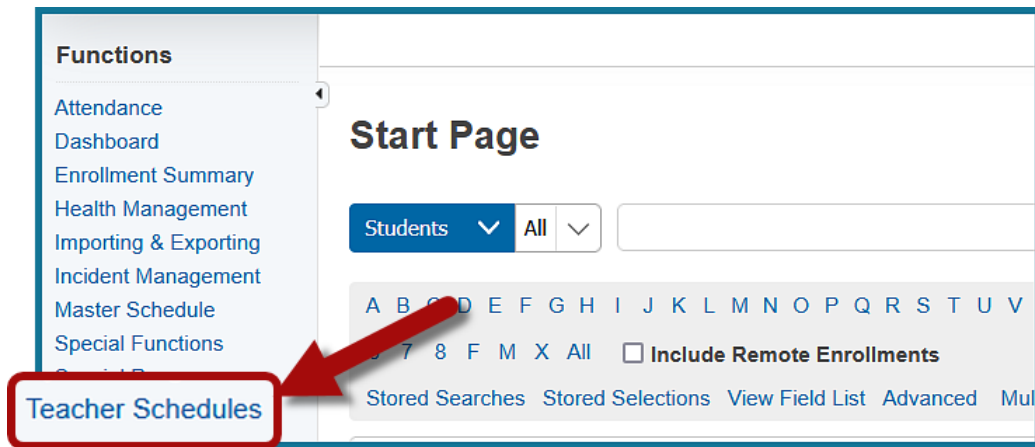
Report Name	Attendance Roster																
Version	1.0																
Description	Weekly attendance roster with a signature line for use by substitutes for taking attendance.																
Comments	This report lists all the students in the selected class(es) and has columns for Monday to Friday. For the date that you specify, the report will include the Monday, Tuesday, Wednesday, Thursday, and Friday of that week.																
For the week that includes the date:	<div style="border: 1px solid #0070C0; padding: 2px; display: inline-block;">05/30/2023</div>																
Print rosters for (Hold the CTRL key to make multiple selections)	<div style="border: 1px solid #0070C0; padding: 2px;"> <ul style="list-style-type: none"> All Teachers Almarhabi, Zachery Gaspar Amancio, Mireya Laverne Black, Ethan A Chang, Zainab Cooks, Cora M </div>																
Meeting(s) (leave unchecked for all)	<table border="1" style="border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;">A</th> </tr> </thead> <tbody> <tr><td>ADV</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>2</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>3</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>5</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>6</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>7</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table>		A	ADV	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>
	A																
ADV	<input type="checkbox"/>																
2	<input type="checkbox"/>																
3	<input type="checkbox"/>																
4	<input type="checkbox"/>																
5	<input type="checkbox"/>																
6	<input type="checkbox"/>																
7	<input type="checkbox"/>																
<div style="border: 1px solid #0070C0; padding: 2px; display: inline-block; margin-top: 10px;">Submit</div>																	

4. The report opens in a new tab.
5. Navigate to the Print page and configure the report to print. **SHORTCUT!** Use **CTRL + P** to open the print preview page.

Entering Attendance from an Attendance Roster

Teachers and Visiting Teachers are required to take daily attendance at the beginning of each class (usually within the first ten minutes of class). Attendance data from the paper rosters must be entered into PowerSchool in a timely manner.

1. From the Start Page, under Functions on the main menu, click **Teacher Schedules**.



2. Select the **teacher** from the menu.
3. Click the **Multi-Day Attendance** icon to open the Record Attendance page.
 - **Multi-Day Attendance:** Intended for schools using **Meeting Attendance** (most district schools).
 - **Take Attendance:** Intended for schools using **Interval Attendance** (Independent Study Schools and Summer/ESY Schools).

Teacher Schedule - Case, Avery 123456

Display today's sections

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Meeting Chart
1(A)	22-23	4134_2	MATH 7TH	52	703	25			
2(A)	22-23	4137_2	ACCEL MATH 7TH	370	703	32			
3(A)	22-23	4137_2	ACCEL MATH 7TH	371	703	24			
4(A)	22-23	4134_2	MATH 7TH	372	703	33			
5(A)	22-23	4134_2	MATH 7TH	53	703	31			

Make all students listed above the current selection


4. Complete the **Record Meeting Attendance** page as follows:

- Display the **Attendance Code** drop-down menu and choose **A (Unverified Absence)**.
- Click the field that corresponds to the day the student is marked absent by the visiting teacher. This action will enable the Submit button and an alert will indicate that changes must be saved.

NOTE: If all students are Present in the class, the submit button will remain disabled and there is no need to submit this page.

- Click **Submit**.

Record Meeting Attendance: MATH 7TH - 1(A)

 You have unsaved changes

Attendance Code

A (Unverified Absence) ▼

Date Range

05/29/2023 - 06/02/2023 [Edit](#)

Comments


[Display](#) [Cancel](#) [Submit](#)

Students (25)	Total		5/29 - 6/2/23						
	A	T	M	Tu	W	Th	F	Sa	
Andrew, Dejuan	-	-			A				
Bhakta, Kent	-	-							
Brand, Bethany	-	-							
Buggs, Isidro	-	-							
Casanada, Claude	-	-			A				
Catalano, Artem	-	-							
Cordita, Jennah	-	-							
Coughlin, Jeric	-	-							
Cromer, Mahmoud	-	-							
Cullen, Jarvis	-	-							
Delos Reyes, Fermin	-	-							
Holcomb, Dominique	-	-							
Knox, Arwen	-	-							
Landis, Mailyn	-	-							
Lanait, Issak	-	-							

Entering Attendance for One Student


1. Begin by searching for the student on the **Start Page**.
2. On the Student Page, under Academics on the left-side menu, click **Enter Attendance**.
3. On the **Edit Meeting Attendance** page, do the following:
 - **Current attendance code:** Choose the attendance code from the drop-down menu.
 - Click **Set All** to apply the code to the entire day or click the blank attendance field(s) below the date to apply the code to specific periods.
 - Click **Submit**.

Edit Meeting Attendance

Agostini, Dallas  11 123456 Henry Class Of 2024

Week of 02/27/2023

Meeting

Current attendance code: I (Illness, Injury) ▾ 

	Monday 02/27/2023 Set All	Tuesday 02/28/2023 Set All	Wednesday 03/01/2023 Set All	Thursday 03/02/2023 Set All	Friday 03/03/2023 Set All
Meeting Time	336/336 mins	336/336 mins	336/336 mins	336/336 mins	336/336 mins
	AM LT 2 HRS(HP) True, Karlos A	AM LT 2 HRS(HP) True, Karlos A	AM LT 2 HRS(HP) True, Karlos A	AM LT 2 HRS(HP) True, Karlos A	AM LT 2 HRS(HP) True, Karlos A
09:00 AM	307 08:45 AM - 09:39 AM ▾ 1(A)	307 08:45 AM - 09:41 AM ▾ 1(A)	307 08:45 AM - 09:41 AM I ▾ 1(A)	307 08:45 AM - 09:41 AM ▾ 1(A)	307 08:45 AM - 09:41 AM ▾ 1(A)

Updating Past Attendance for One Student

To update attendance for a past week, do the following:

1. Begin by searching for the student on the **Start Page**.
2. On the Student Page, under Academics on the left-side menu, click **Attendance**.
3. On the **Attendance** page, click the date range for the week that includes the absence date.

Attendance
Agostini, Dallas 11 123456 Henry Class Of 2024

Meeting

Attendance Comments Change Meeting Attendance Show dropped classes also

Course	Expression	1/23-1/27		1/30-2/3		2/6-2/10		2/13-2/17		2/20-2/24		2/27-3/3		3/6-3/10	
		M	T	W	H	F	M	T	W	H	F	M	T	W	H
AM LT 2 HRS(HP) True, Karlos A 307 E: 01/23/2023 L: 06/15/2023	1(A)														
US HST 2 AP(HP) Baptiste, Alexie Nicole 110 E: 01/23/2023 L: 06/15/2023	2(A)														
CHEM EARTH SYS2 (P) Lyles, Emmalygn, Joseph S-3	3(A)														

- On the **Edit Meeting Attendance** page, select the attendance code from the **Current attendance code** drop-down menu.
- Click **Set All** to apply the code to the entire day or click the blank attendance field(s) below the date to apply the code to specific periods.
- Click **Submit**.

Edit Meeting Attendance
Agostini, Dallas 11 123456 Henry Class Of 2024

Week of 02/27/2023

Meeting

Current attendance code: I (Illness, Injury)

	Monday 02/27/2023 Set All	Tuesday 02/28/2023 Set All	Wednesday 03/01/2023 Set All	Thursday 03/02/2023 Set All	Friday 03/03/2023 Set All
Meeting Time	336/336 mins	336/336 mins	336/336 mins	336/336 mins	336/336 mins
	AM LT 2 HRS(HP) True, Karlos A	AM LT 2 HRS(HP) True, Karlos A	AM LT 2 HRS(HP) True, Karlos A	AM LT 2 HRS(HP) True, Karlos A	AM LT 2 HRS(HP) True, Karlos A
09:00 AM	307 08:45 AM - 09:39 AM 1(A)	307 08:45 AM - 09:41 AM 1(A)	307 08:45 AM - 09:41 AM I 1(A)	307 08:45 AM - 09:41 AM 1(A)	307 08:45 AM - 09:41 AM 1(A)

Using Comments to Document Absences

The Comment field on the Student's Attendance page can be used to document student absences. If this method is used in lieu of the Absence Verification log, *the **Attendance Comment Report** must be signed and dated, then filed with the daily records for audit.*

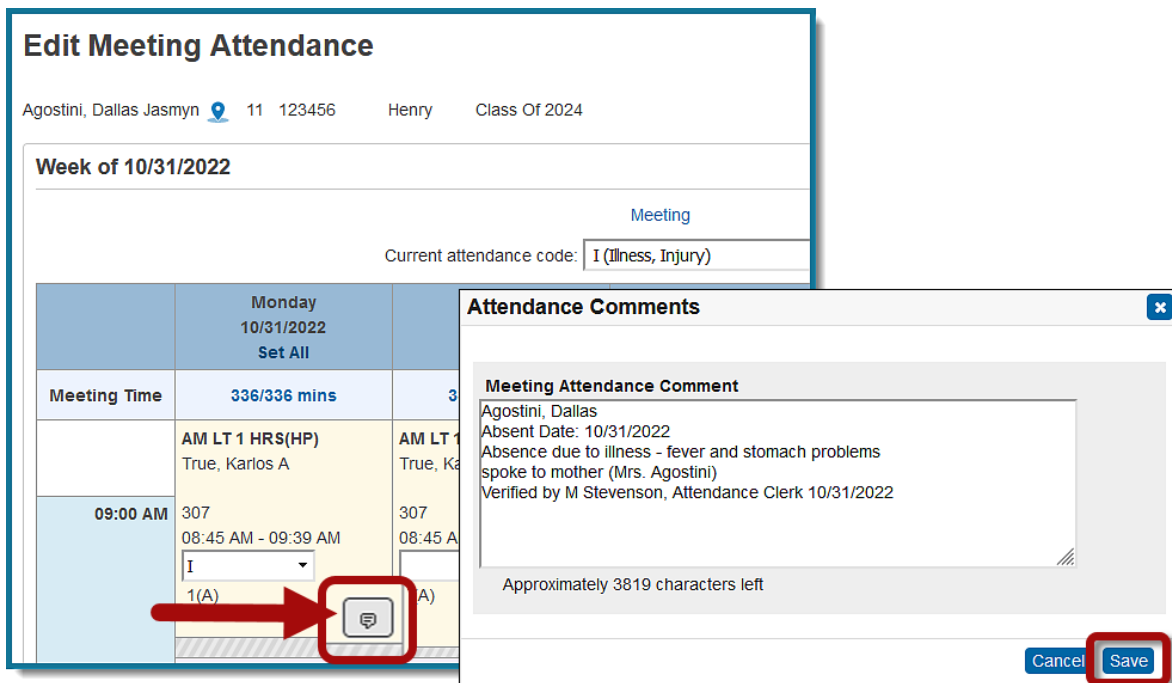
1. On the student's **Edit Meeting Attendance** page, click the comment icon and enter the attendance verification in the comments box.

IMPORTANT! These six state requirements must be entered when using comments for attendance verification:


- Student name
- Date of absence
- Reason for absence
- Name of person reporting absence
- Name of person entering comment in PowerSchool
- Date of absence verification.

2. The **Attendance Comments report** must be printed, for this method of attendance verification to be acceptable by the auditors. The report must *be signed and dated, then filed with the daily records.* (See page 33)

NOTE: Comments are visible to teachers.



Edit Meeting Attendance

Agostini, Dallas Jasmy  11 123456 Henry Class Of 2024

Week of 10/31/2022

Meeting

Current attendance code: I (Illness, Injury)

Monday 10/31/2022 Set All	
Meeting Time	336/336 mins
AM LT 1 HRS(HP) True, Karlos A	AM LT 1 True, Ka
09:00 AM 307 08:45 AM - 09:39 AM I 1(A)	307 08:45 A A)

Attendance Comments

Meeting Attendance Comment

Agostini, Dallas
Absent Date: 10/31/2022
Absence due to illness - fever and stomach problems
spoke to mother (Mrs. Agostini)
Verified by M Stevenson, Attendance Clerk 10/31/2022

Approximately 3819 characters left

Cancel Save

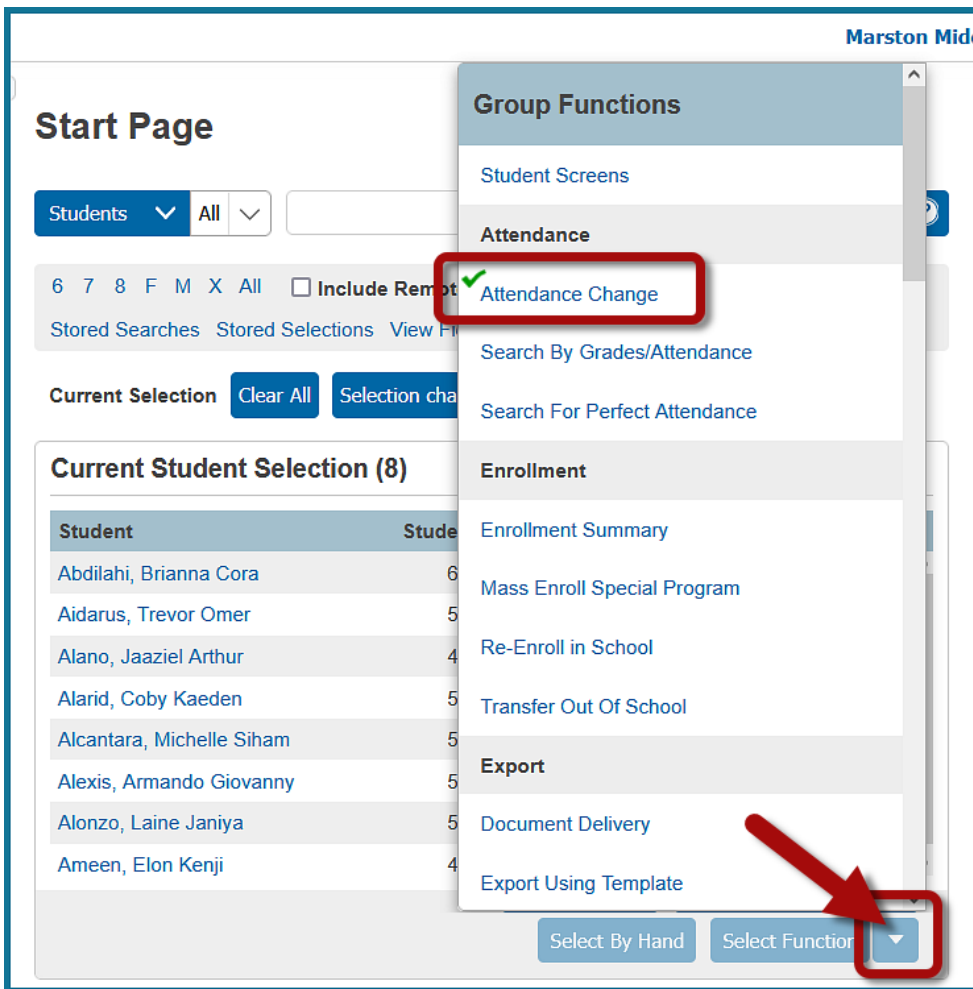
Mass Entering Field Trip (F) or School Sponsored Event (H) Absences

When a student is absent due to a field trip or school sponsored event, an attendance code must be entered for each period the student is not in class. This method will allow attendance to be mass entered for multiple students, for one or more periods.

IMPORTANT! If mass changes need to be made for **other attendance codes**, please contact Pupil Accounting, Dea Slieff at (619) 725-7576, or contact the IT Help Desk at (619)209-HELP (4357).

CAUTION! Use caution when applying this method of attendance entry. Using a wrong setting or selecting the wrong code could delete attendance for these students.

1. Begin on the **Start Page** and select a group of students.
2. Open the **Select Function** menu at the bottom of the student selection and select **Attendance Change**.



The screenshot shows the 'Start Page' of the PowerSchool system. A 'Group Functions' menu is open, displaying various options. The 'Attendance' section is highlighted, and 'Attendance Change' is selected with a green checkmark. Below the menu, the 'Current Student Selection (8)' table is visible, listing students and their grades. At the bottom of the interface, the 'Select Function' dropdown menu is open, and a red arrow points to the 'Attendance Change' option.

Student	Grade
Abdilah, Brianna Cora	6
Aidarus, Trevor Omer	5
Alano, Jaaziel Arthur	4
Alarid, Coby Kaeden	5
Alcantara, Michelle Siham	5
Alexis, Armando Giovanni	5
Alonzo, Laine Janiya	5
Ameen, Elon Kenji	4

3. On the **Attendance Change** page, do the following:

- **From this date:** Select the date of the field trip or school sponsored event.
- **To this date:** Select the same date as above.
- **Meetings to scan:** Select the period(s) the students will be absent from class.

Change Meeting Attendance

Meeting

Option	Value																
Change attendance for	The selected 8 students																
From this Date <small>📅 Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy.</small>	5/15/2023 <input type="button" value="📅"/>																
To this Date <small>📅 Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy.</small>	5/15/2023 <input type="button" value="📅"/>																
Meetings to scan <small>📅 Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, click Select All.</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D9E1F2;"> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;">A</th> </tr> </thead> <tbody> <tr><td>ADV</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr> <tr><td>2</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr> <tr><td>3</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr> <tr><td>4</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr> <tr><td>5</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>6</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>7</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table>		A	ADV	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>
	A																
ADV	<input checked="" type="checkbox"/>																
2	<input checked="" type="checkbox"/>																
3	<input checked="" type="checkbox"/>																
4	<input checked="" type="checkbox"/>																
5	<input type="checkbox"/>																
6	<input type="checkbox"/>																
7	<input type="checkbox"/>																
<input type="button" value="Select All"/> <input type="button" value="Clear"/>																	

- **Code(s) to scan for:** Select **Present** from the attendance code menu.

Code(s) to scan for
📅 Please select the attendance codes for which you want to scan. Hold the CTRL key to make multiple selections.

All
 These codes

Present

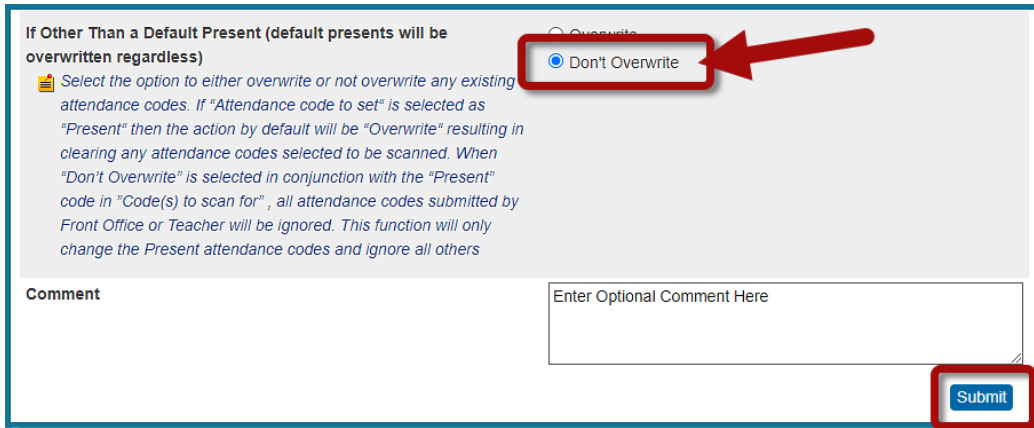
- A - Unverified Absence
- T - Tardy
- B - Bus did not pick up student
- C - Ind Study Credit 3 or more days
- D - Detained in Office
- E - Excused
- F - Field Trip
- G - Independent Study Credit Not Earned
- H - School Sponsored Event

- **Attendance code to set:** Select F (Field Trip) or H (School Sponsored Event)

Attendance Code to Set
📅 Choose the attendance code to apply to the date range from the pop-up menu.

F (Field Trip) ▼

- **IMPORTANT!** Select **Don't Overwrite**. This setting will ignore all attendance codes submitted by the front office or teachers, and only change the Present attendance code(s).
- **Comment:** Optionally enter a comment. Comments are visible to teachers.
- Click **Submit**.



If Other Than a Default Present (default presents will be overwritten regardless)

Overwrite

Don't Overwrite

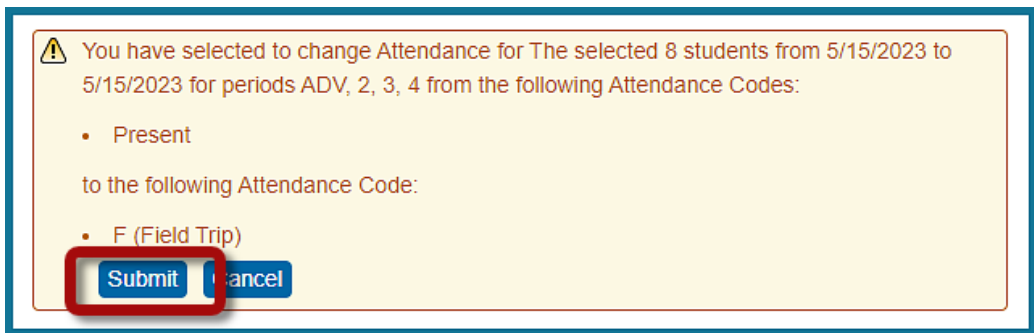
Select the option to either overwrite or not overwrite any existing attendance codes. If "Attendance code to set" is selected as "Present" then the action by default will be "Overwrite" resulting in clearing any attendance codes selected to be scanned. When "Don't Overwrite" is selected in conjunction with the "Present" code in "Code(s) to scan for", all attendance codes submitted by Front Office or Teacher will be ignored. This function will only change the Present attendance codes and ignore all others

Comment

Enter Optional Comment Here

Submit

4. An Alert confirms the change to attendance. If correct, click **Submit**. If incorrect, click **Cancel** and check the page configuration.



⚠ You have selected to change Attendance for The selected 8 students from 5/15/2023 to 5/15/2023 for periods ADV, 2, 3, 4 from the following Attendance Codes:

- Present

to the following Attendance Code:

- F (Field Trip)

Submit Cancel

Checking Teacher Submission Status

During the day: Before phone calls are made on today's unverified absences, determine which teachers have not submitted attendance. Monitor teacher attendance submission by checking the **PowerTeacher Attendance** report or the **Teacher Attendance Submission Status** report.

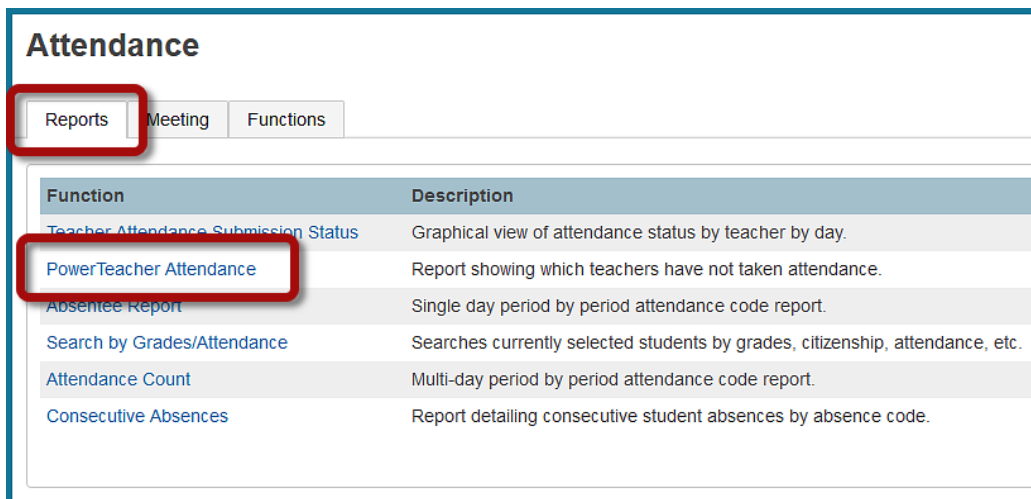
At the end of the day: Print the **PowerTeacher Attendance Report** to list the names of teachers who did not submit attendance, or whose attendance was recorded in PowerSchool by the attendance clerk. This report must be signed and dated by the principal and retained for audit. Attach signed visiting teacher attendance rosters.

Using the PowerTeacher Attendance Report

Elementary Schools: Generate a **PowerTeacher Attendance Report** just after teachers are required to have their attendance posted. Follow up with teachers on the list.

Secondary Schools: Generate a **PowerTeacher Attendance Report** during each period of the day and review it. Follow up with teachers who did not submit attendance during that period.

1. From the Start Page, under Functions on the main menu, click **Attendance**.
2. On the Reports tab, click **PowerTeacher Attendance**.






The screenshot shows the 'Attendance' menu in PowerSchool. The 'Reports' tab is selected and highlighted with a red box. Below the tabs is a table with two columns: 'Function' and 'Description'. The 'PowerTeacher Attendance' function is highlighted with a red box.

Function	Description
Teacher Attendance Submission Status	Graphical view of attendance status by teacher by day.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.
Absentee Report	Single day period by period attendance code report.
Search by Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Attendance Count	Multi-day period by period attendance code report.
Consecutive Absences	Report detailing consecutive student absences by absence code.

3. Configure the **PowerTeacher Attendance** page as follows:
 - Verify the **Date to Scan** is set to today's date.
 - Select the appropriate period(s) or leave blank for all.
 - Click **Submit**.

Elementary School – PowerTeacher Attendance Report View




PowerTeacher Attendance Report

Report Name	PowerTeacher Attendance
Version	3.3
Description	Report showing which teachers have not taken attendance.
Date to Scan	05/31/2023 
Period(s) (leave blank for all)	<input type="checkbox"/> 1S
Starting Page Number	1
Processing Options	In Background Now <input type="button" value="v"/>
Specific Date/Time	MM/DD/YYYY  / 
Data to be filled (Check checkbox on the right to save as default value) <input type="button" value="Reset All"/> <input type="button" value="v"/>	
Display Co-Teachers	Yes <input type="button" value="v"/> <input type="checkbox"/>
Report Output Locale	English <input type="button" value="v"/> <input type="checkbox"/>

Secondary School – PowerTeacher Attendance Report View

HINT: When running this report during the *second* period, make sure Periods 1 and 2 are checked. When you run this report during the *third* period, make sure Periods 1, 2, and 3 are checked and so on.

PowerTeacher Attendance Report

Report Name	PowerTeacher Attendance
Version	3.3
Description	Report showing which teachers have not taken attendance.
Date to Scan	05/31/2023 
Period(s) (leave blank for all)	<input checked="" type="checkbox"/> ADV <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7
Starting Page Number	1
Processing Options	In Background Now <input type="button" value="v"/>
Specific Date/Time	MM/DD/YYYY  / 
Data to be filled (Check checkbox on the right to save as default value) <input type="button" value="Reset All"/> <input type="button" value="v"/>	
Display Co-Teachers	No <input type="button" value="v"/> <input type="checkbox"/>
Report Output Locale	English <input type="button" value="v"/> <input type="checkbox"/>

4. The report is sent to the Report Queue. Click Refresh until the status is **Completed**. To open the report, right-click the **View** link, and choose **Open Link in New Tab**.

PowerTeacher Attendance Report

Teachers listed in this report did not submit attendance, or their attendance was recorded in PowerSchool by the attendance clerk.

NOTE: If a teacher has multiple sections for a given period, for example, combo or stacked classes, the same period is listed multiple times, once for each section.

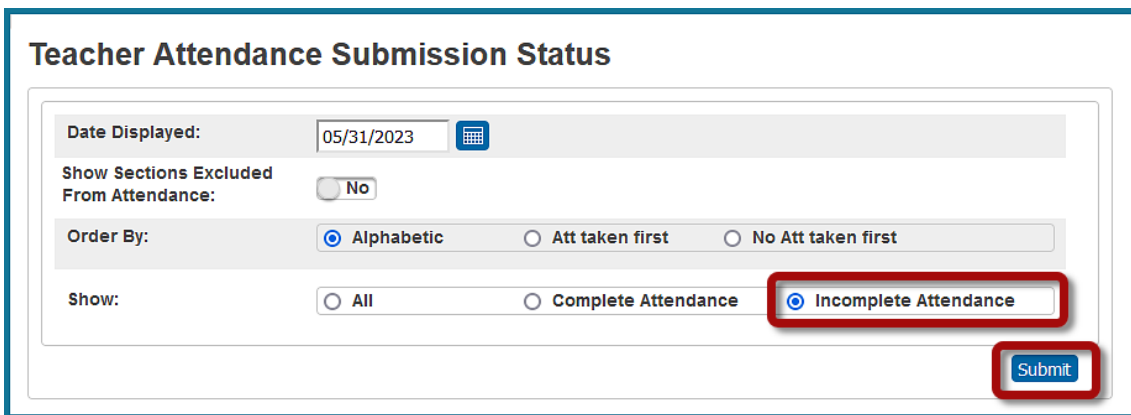
PowerTeacher Attendance		De Portola Middle 05/31/2023
Teacher	No Attendance For Meeting(s)	
1. Almaraz, Belicia Ember	1(A),	
2. Bromley, Raina M	1(A),	
3. Canton, Marco	1(A),	
4. Casiano, Malia Rose Eva	1(A),	
5. Clawson, Zach Duryea	1(A),	
6. Coyne, Richmond Kya	1(A), 1(A),	
7. Dew, Yuna Lorraine	1(A),	
8. Garcia Figueroa, Sadiq Blair	1(A),	
9. Garrison, Madelyne Thomas	1(A),	
10. Jocson, Kellen Manuel	1(A),	
11. Littlefield, Rebeka Zoe	1(A),	
12. Lopez Jimenez, Rigel M	1(A),	
13. Matheny, Jeremy John r.	1(A),	
14. Menera, Sury P	1(A),	
15. Morado, Yasmeen Lori	1(A),	

Multiple listings of the same period indicates the teacher has multiple sections

Using the Teacher Attendance Submission Status Report

Use the **Attendance Submission Status Report** to quickly monitor teacher attendance submission status throughout the day and identify teachers who still need to submit attendance.

1. From the Start Page, under Functions on the main menu, click **Attendance**.
2. On the Reports tab, select **Teacher Attendance Submission Status**.
3. Select **Incomplete Attendance** to view a list of teachers who have not submitted attendance.
4. Click **Submit**.



Teacher Attendance Submission Status


Date Displayed: 05/31/2023

Show Sections Excluded From Attendance: No


Order By: Alphabetic Att taken first No Att taken first

Show: All Complete Attendance Incomplete Attendance

Submit

 Acuna, Carson

A yellow bar indicates the teacher's attendance status is in progress; they have pending attendance.

 Armenta, Deondre

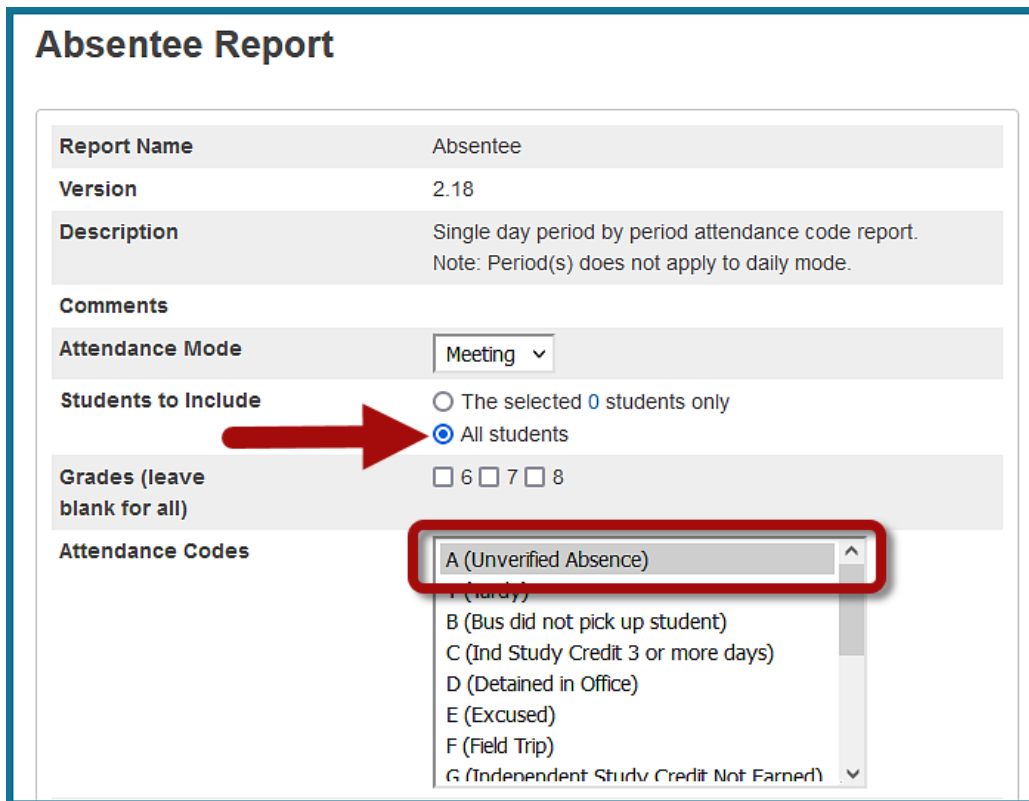
A red bar indicates the teacher has not submitted any attendance.

Printing a Phone Call List

The **Absentee Report** will list all the students who were marked with the (A) Unverified Absence code for a specified date. Use this report when making phone calls to verify and clear up absences.

Sign, date, and retain each daily Absentee Report/Phone Call list for audit.

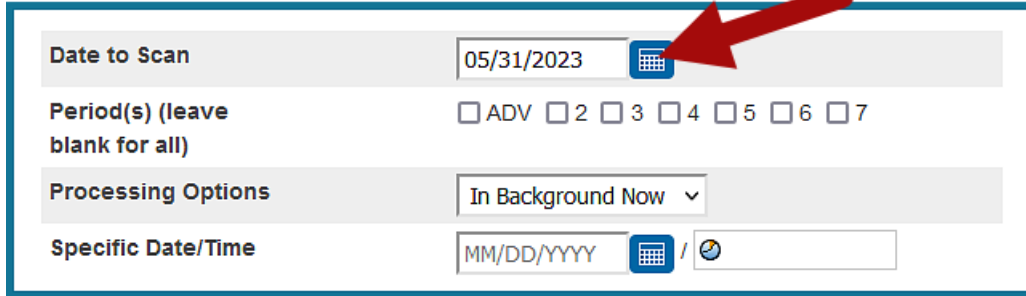
1. From the Start Page, under Functions on the left-side menu, click on **Attendance**.
2. On the Reports tab, click **Absentee Report**.
3. Configure the **Absentee Report** page as follows:
 - **Students to Include:** All students.
 - **Grades (leave blank for all):** Leave blank.
 - **Attendance Codes:** Select **A (Unverified Absence)**




Absentee Report

Report Name	Absentee
Version	2.18
Description	Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
Comments	
Attendance Mode	Meeting ▾
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students
Grades (leave blank for all)	<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
Attendance Codes	A (Unverified Absence) ▾ T (Tardy) B (Bus did not pick up student) C (Ind Study Credit 3 or more days) D (Detained in Office) E (Excused) F (Field Trip) G (Independent Study Credit Not Earned) ▾



- **Date to Scan:** Today's date appears by default and can be changed.
- **Period(s) (leave blank for all):** Leave blank.



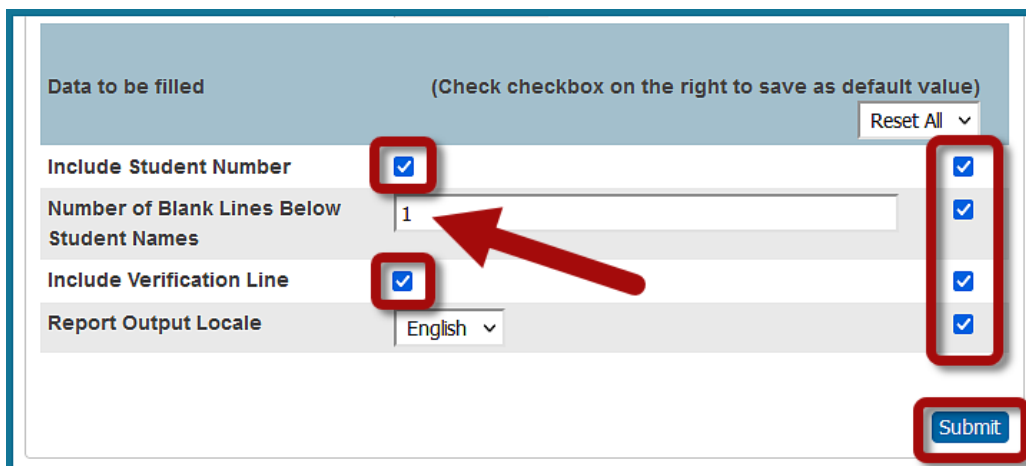
Date to Scan 

Period(s) (leave blank for all) ADV 2 3 4 5 6 7

Processing Options ▾

Specific Date/Time  / 

- **Include Student Number:** Check the box.
- **Number of Blank Lines Below Student Names:** Enter **1**. This allows for additional spacing below each student for documentation. Increase this number if more space is needed.
- **Include Verification Line:** Check the box.
- Leave the other fields set to their default values.
- **OPTIONAL:** Check all four boxes to the far right to save the settings as default. This action sets the entered values so that they do not have to be reentered each time the report is submitted.
- Click **Submit**.



Data to be filled (Check checkbox on the right to save as default value) ▾

Include Student Number

Number of Blank Lines Below Student Names

Include Verification Line

Report Output Locale ▾

- The report is sent to the Report Queue. Click Refresh until the status is **Completed**. To open the report, right-click the **View** link, and choose **Open Link in New Tab**.
- The report lists all students with an **Unverified Absence (A)** attendance code for the specified day.

Absentee Report

Meeting Attendance
Codes: A

Marston Middle
05/31/2023
A

Student	Number	Grade	Phone	ADV	2	3	4	5	6	7
Alexandre, Akash	578704	7	856-453-590							A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Ashe, Kiley Marelyn	558497	7	617-458-839							A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Boyd, Sol Joseluis	550902	7	617-460-156	A	A	A	A	A	A	A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Cedeno, Yesenia Maile	551075	7	617-460-170							A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Eide, Warren Glenn	549618	7	712-460-424	A	A	A	A	A	A	A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Escolano, Justice Dominic	544368	7	947-461-644							A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Gines, Bernice Marley	383890	7	619-996-767							A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Langit, Alexandro Edward	607162	6	617-447-322							A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Miyamoto, Tasnim Nasro	451675	6	619-984-494							A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										

Functions

[Find teachers who have not taken attendance](#)

6. **Print** the report.
7. Begin making phone calls, using this report to document reason for absence, then enter the information in PowerSchool.

OPTIONAL TIP – Create a student selection from the Absentee Report to bypass searching for each student individually.

- With the report still open, click on the **Functions** link at the bottom of the page.

Absentee Report Marston Middle
05/31/2023
A

Meeting Attendance
Codes: A

Student	Number	Grade	Phone	ADV	2	3	4	5	6	7
Alexandre, Akash	578704	7	856-453-5900							A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Ashe, Kiley Marelyn	558497	7	617-458-8396							A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Boyd, Sol Joseluis	550902	7	617-460-1567	A	A	A	A	A	A	A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Cedeno, Yesenia Maile	551075	7	617-460-1707							A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										
Eide, Warren Glenn	549618	7	712-460-4245	A	A	A	A	A	A	A
Talked To: _____ Relationship: _____ Reason: _____ Verify Date: _____ Employee: _____										

[Functions](#)

Find teachers who have not taken attendance

- On the Group Functions page, click **Student Screens**.

Group Functions

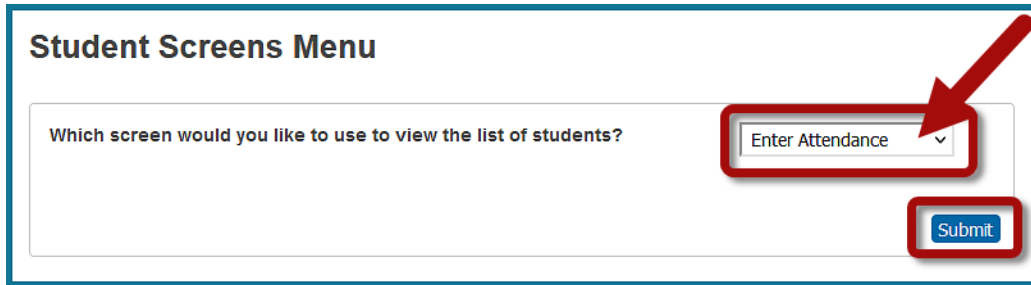
Current student selection: 9

Select Students By Hand for manual selection of a subset of students from currently selected students.

[Student Screens](#)

Shows student pages for currently selected students.

- From the drop-down menu, choose **Enter Attendance**.
- Click **Submit**.



Student Screens Menu

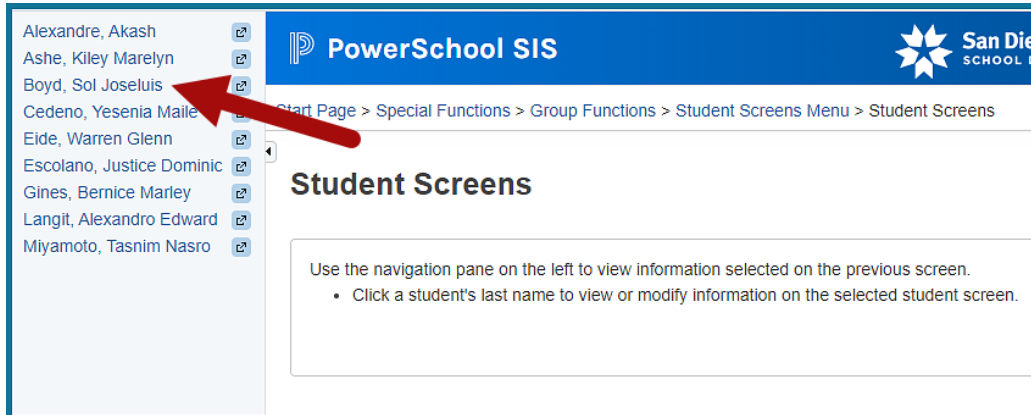
Which screen would you like to use to view the list of students?

Enter Attendance ▾

Submit

A red arrow points to the 'Enter Attendance' dropdown menu, and a red box highlights the 'Submit' button.

- All students listed in the report will be moved to the left-side menu. Click a student to update their attendance page.



PowerSchool SIS

San Diego School District

Start Page > Special Functions > Group Functions > Student Screens Menu > Student Screens

Student Screens

Use the navigation pane on the left to view information selected on the previous screen.

- Click a student's last name to view or modify information on the selected student screen.

A list of student names is shown on the left side of the page, with a red arrow pointing to 'Boyd, Sol Joseluis'.


Alexandre, Akash	✕
Ashe, Kiley Marelyn	✕
Boyd, Sol Joseluis	✕
Cedeno, Yesenia Maile	✕
Eide, Warren Glenn	✕
Escolano, Justice Dominic	✕
Gines, Bernice Marley	✕
Langit, Alexandro Edward	✕
Miyamoto, Tashim Nasro	✕

Printing the Attendance Comments Report

If comments are used to record absence verification directly in PowerSchool instead of documenting them on the Absence Verification Log, the **Attendance Comment Report** must be printed, signed, and dated, then retained for audit.

1. From the Start Page, under Reports on the left-side menu, select **sqlReports**.
2. Expand the group of Attendance reports and select **Attendance Comments**.
3. Select an **Effective Date**.
4. Click **Submit**.

Run sqlReport -

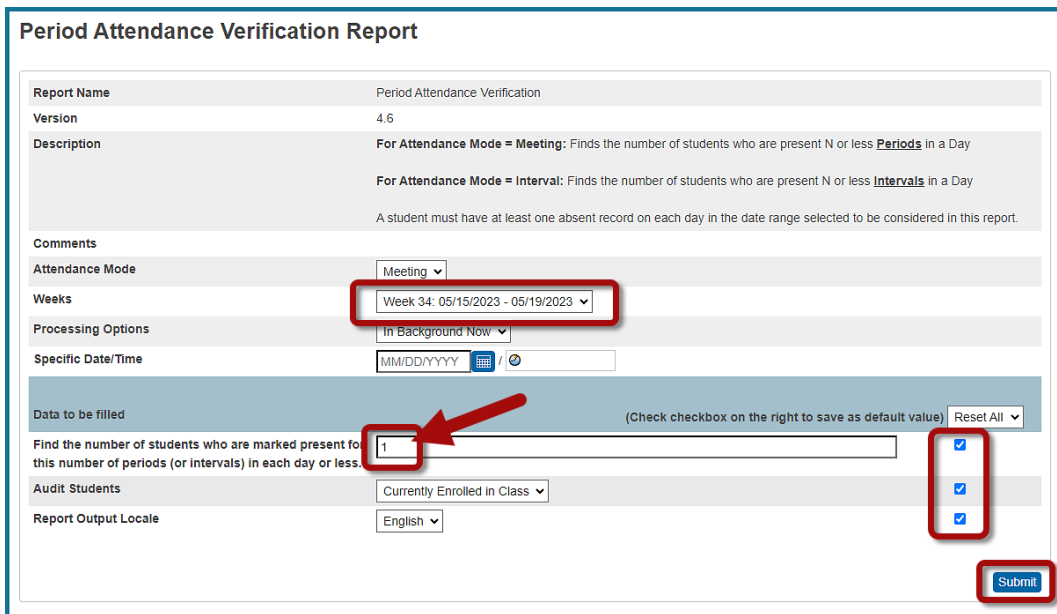
Label	Value
Name	Attendance Comments
Description	This report lists the attendance verification comments of the students at your school. There are six specific state requirements used for attendance verification - student name, date of absence, reason for absence, family contact, person at site verifying absence and the date of absence verification. For this report to be acceptable document of attendance verification by the auditors, please print, sign and hand-write the date of absence verification on this report before filing for the day.
Directions	
Effective Date	<input type="text" value="5/15/2023"/> 

Printing the Period Attendance Verification Report

For Secondary and K-8 Schools only

Run the **Period Attendance Verification** report to identify any teacher who has marked a student **Present** when that student was marked **Absent** for the period before and after.

1. From the Start Page, under Reports on the left-side menu, click **System Reports**.
2. On the System tab of the Reports page, click **Period Att. Verification**.
3. Configure the **Period Attendance Verification Report** as follows:
 - **Weeks:** Defaults to the current week, change if needed.
 - **Find the number of students who are marked present for this number of periods (or intervals) in each day or less:** Enter **1**.
 - **Audit Students:** Currently Enrolled in Class.
 - **OPTIONAL:** Check all four boxes to the far right to save as default settings. This action sets the entered values so that they do not have to be reentered each time the report is submitted.
 - Click **Submit**.



Period Attendance Verification Report

Report Name: Period Attendance Verification
Version: 4.6
Description: For Attendance Mode = Meeting: Finds the number of students who are present N or less **Periods** in a Day
For Attendance Mode = Interval: Finds the number of students who are present N or less **Intervals** in a Day
A student must have at least one absent record on each day in the date range selected to be considered in this report.

Comments

Attendance Mode: Meeting

Weeks: Week 34: 05/15/2023 - 05/19/2023

Processing Options: In Background Now

Specific Date/Time: MM/DD/YYYY

Data to be filled: (Check checkbox on the right to save as default value) Reset All

Find the number of students who are marked present for this number of periods (or intervals) in each day or less: 1

Audit Students: Currently Enrolled in Class

Report Output Locale: English

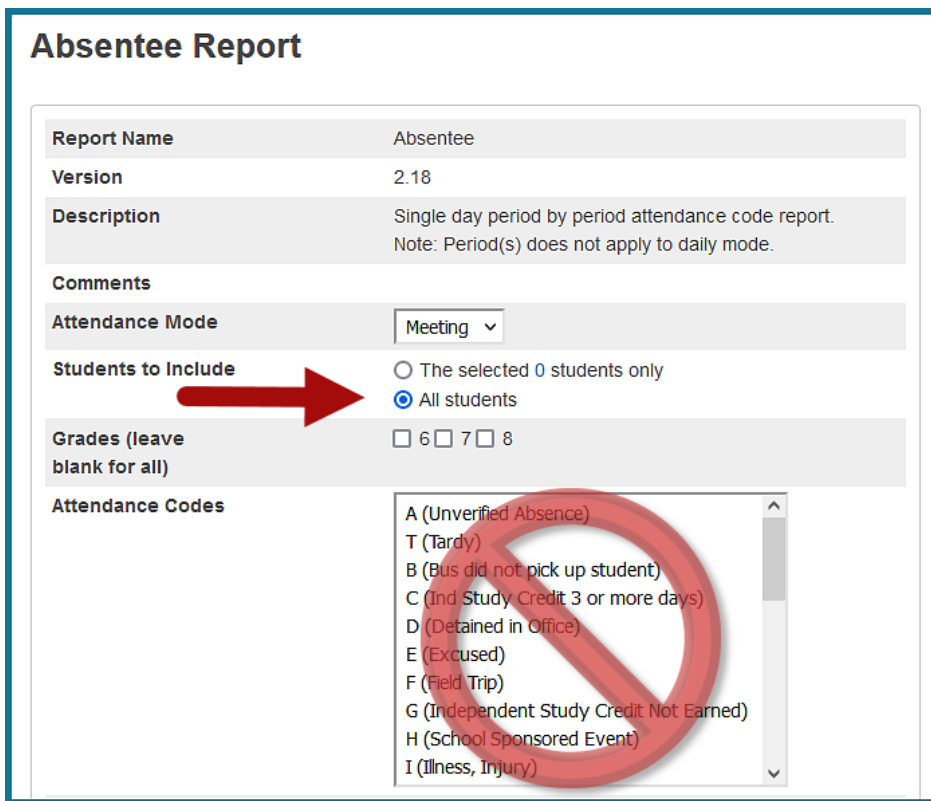
Submit

4. The report is sent to the Report Queue. Click Refresh until the status is **Completed**. To open the report, right-click the **View** link, and choose **Open Link in New Tab**.
5. **Print** report.
6. Teachers review, make changes if needed, then sign, date and return to the office. Use this document to update the student's attendance in PowerSchool.

Printing the Master Absence List

At the end of the school day, once all attendance has been recorded in PowerSchool, print the **Absentee Report** as a final absence list for that day. This report must be signed, dated, and retained for audit.

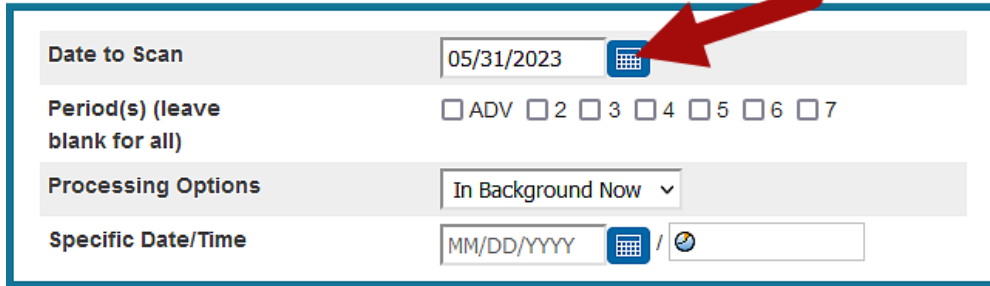
1. From the Start Page, under Functions on the main menu, click on **Attendance**.
2. On the Reports tab, click **Absentee Report**.
3. Configure the **Absentee Report** page as follows:
 - **Students to Include:** All students.
 - **Grades (leave blank for all):** Leave blank.
 - **Attendance Codes:** Do not select.




Absentee Report

Report Name	Absentee
Version	2.18
Description	Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
Comments	
Attendance Mode	Meeting ▾
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students
Grades (leave blank for all)	<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
Attendance Codes	<input type="checkbox"/> A (Unverified Absence) <input type="checkbox"/> T (Tardy) <input type="checkbox"/> B (Bus did not pick up student) <input type="checkbox"/> C (Ind Study Credit 3 or more days) <input type="checkbox"/> D (Detained in Office) <input type="checkbox"/> E (Excused) <input type="checkbox"/> F (Field Trip) <input type="checkbox"/> G (Independent Study Credit Not Earned) <input type="checkbox"/> H (School Sponsored Event) <input type="checkbox"/> I (Illness, Injury)



- **Date to Scan:** Today's date appears by default and can be changed.
- **Period(s) (leave blank for all):** Leave blank.



Date to Scan 05/31/2023 

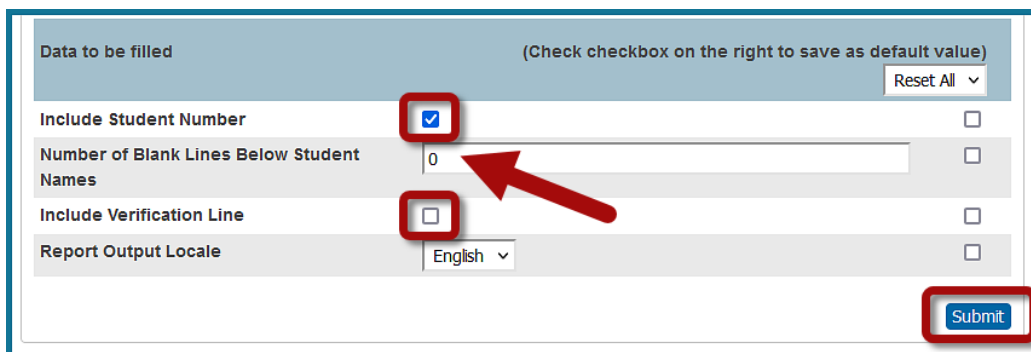
Period(s) (leave blank for all) ADV 2 3 4 5 6 7

Processing Options In Background Now

Specific Date/Time MM/DD/YYYY  / 

- **Include Student Number:** Check the box.
- **Number of Blank Lines Below Student Names:** Enter zero (0).
- **Include Verification Line:** Do not check.
- Leave the other fields set to their default values.

4. Click **Submit**.



Data to be filled (Check checkbox on the right to save as default value)

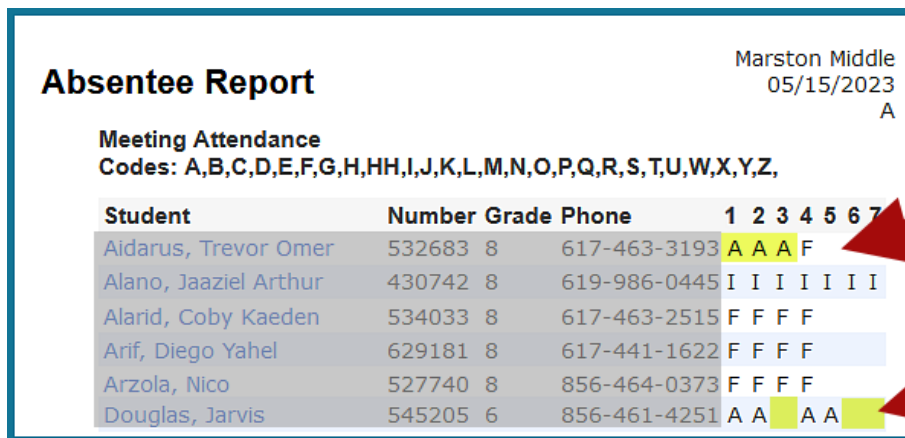
Include Student Number

Number of Blank Lines Below Student Names 0

Include Verification Line

Report Output Locale English

IMPORTANT TIP! Use this report to check for any attendance discrepancies for the listed students and follow up to correct them.



Absentee Report Marston Middle
05/15/2023
A

Meeting Attendance
Codes: A,B,C,D,E,F,G,H,HH,I,J,K,L,M,N,O,P,Q,R,S,T,U,W,X,Y,Z,

Student	Number	Grade	Phone	1	2	3	4	5	6	7
Aidarus, Trevor Omer	532683	8	617-463-3193	A	A	A	F			
Alano, Jaaziel Arthur	430742	8	619-986-0445	I	I	I	I	I	I	I
Alarid, Coby Kaeden	534033	8	617-463-2515	F	F	F	F			
Arif, Diego Yahel	629181	8	617-441-1622	F	F	F	F			
Arzola, Nico	527740	8	856-464-0373	F	F	F	F			
Douglas, Jarvis	545205	6	856-461-4251	A	A		A	A		

Part 3: Weekly Procedures

Refresh Premier Attendance Views Data

A special process refreshes attendance data each night so that it can be included in attendance reporting the next day.

When printing the **Weekly Attendance Summary Report** (See page 40) on Friday before the nightly process runs, the attendance data must be manually refreshed to allow Friday's data to be included in the report. **NOTE:** When running the Weekly Attendance Summary Report on a Monday, there is no need to manually refresh the data.

1. On the Start Page, under Functions on the left-side menu, click **Special Functions**.
2. Click **Attendance Functions**.
3. Click **Refresh Premier Attendance Views Data**.
4. If running the report on Friday, configure the **Refresh Premier Attendance Views Data** page as follows:
 - **Students to Include:** Select **All students**.
 - **Begin Date and Ending Date:**
 - **Begin Date:** Defaults to first day of school. Do not change.
 - **End Date:** Select Friday's date.
5. Click **Submit**.

Refresh Attendance Views Data Report

Report Name	Refresh Attendance Views Data		
Version	4.0		
Description			
Comments			
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students		
Begin Date and Ending Date	08/29/2022	5/15/2023	
Processing Options	In Background Now ▾		
Specific Date/Time	MM/DD/YYYY / 🕒		
Data to be filled	(Check checkbox on the right to save as default value)		Reset All ▾
Report Output Locale	English ▾	<input type="checkbox"/>	

6. The report is sent to the Report Queue. Click Refresh until the status is **Completed**. There is no need to view or print the report. Proceed to run the Weekly Attendance Summary Report.

Report Queue (System) - My Jobs

System ReportWorks

Refresh 

Created	Job Name	School Name	Started	Ended	Status
06/27/2023	Refresh Attendance Views Data	Marston Middle	05/15/2023 03:59 PM	05/15/2023 04:08 PM	Completed View 

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 5 days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

Weekly Attendance Summary (Meeting)

After *all* attendance has been posted on Friday, print the Weekly Attendance Summary (Meeting) Report. This report displays the attendance taken by each teacher for the specified week.

1. On the Start Page, under Reports on the left-side menu, click **System Reports**.
2. On the System tab of the Reports page, click **Weekly Attendance Summary (Meeting)**.
3. Configure the **Weekly Attendance Summary (Meeting)** page as follows:
 - **Weeks:** The date range defaults to the current week. **NOTE!** When running this report on a Monday, remember to change the date range to the previous week.
 - **Teachers:** Select all teachers or make a teacher selection.
 - **Period(s):** Leave blank for all periods or make a period selection.
 - **Attendance Mode:** Meeting Mode is selected by default. Do not change.
 - **Attendance Codes:** Enter the following in capital letters, separated by comma, and NO SPACES:
 - **Absent:** A,B,E,G,I,J,M,O,P,R,S,X
 - **Unexcused:** U,Z
 - **Tardy:** T,W,L
 - **Show Sections:** All Sections (including perfect attendance).
 - **Audit Students:** Currently Enrolled in Class is selected by default. Do not change.
 - **Include Student Number:** Turn on checkbox.
 - **Include Verification Line:** Turn on checkbox.
 - Leave the other fields set to their default values.
 - **OPTIONAL:** Check all boxes to the far right to save as default settings. This action sets the entered values so that they do not have to be reentered each time the report is submitted.
4. Click **Submit**.

Weekly Attendance Summary (M) Report

Comments File name: WeeklyAttendanceSummary.pdf

Weeks **Week 34: 05/15/2023 - 05/19/2023** ▼

Teachers

- ALL TEACHERS
- Alem, Adina
- Almarhabi, Zachery Gaspar
- Alvarenga, Kennedy Marie
- Amanco, Mireya Laverne
- Amini, Tylor M
- Arab, Major Henry
- Arzeta, Finn Dianne
- Atuatasi, Nakoa H
- Ballinger, Avalyn J

Period(s)
(leave blank for all)

Period(s)	A
ADV	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>

Processing Options **In Background Now** ▼

Specific Date/Time

Data to be filled (Check checkbox on the right to save as default value) **Reset All** ▼

Attendance Mode **Meeting Mode**

Attendance Codes

Absent **A,B,E,G,I,J,M,O,P,R,S,X**

Unexcused **U,Z**

Tardy **T,W,L**

Show Sections **All Sections (including perfect attendance)**

Audit Students **Currently Enrolled in Class**

Include Student Number

Include Verification Line

Report Output Locale **English**

Submit

- The report is sent to the Report Queue. Click Refresh until the status is **Completed**. To open the report, right-click the **View** link, and choose **Open Link in New Tab**.
- Distribute the **Weekly Attendance Summary**. Teachers must verify attendance and initial corrections, then sign and return the report each week. Retain these reports for audit.

Weekly Attendance Summary Report (Meeting)

Teacher: Black, Ethan Shyla
 Course Name: SCIENCE 6TH
 Room Number: 109

Marston Middle
 05/15/2023 to 05/19/2023

Period Abbreviation: 5
 Expression: 5(A)
 Course Number: 6006_2
 Section Number: 1

Student	Number	Grade	A Mon	A Tue	A Wed	A Thu	A Fri	TotalExc (A,B,E,G,I,J,M,O,P,R,S,X,Z)	TotalUnex	TotalTardy (T,W,L)
1. Abdirahman, Stefanie Hadley	560397	6						0	0	0
2. Abdullah, Hector	678890	6	I				A	2	0	0
3. Amezcua, Messiah Damarion	554650	6			A			1	0	0
4. Berruecos, Alivia Courtney	580182	6						0	0	0
5. Cheam, Theodore Todd	572476	6	A					1	0	0
6. Crim, Aryn Kassandra	635963	6						0	0	0
7. Favela, Salah Abimael	548187	6			A			1	0	0
8. Fletcher, Ciarra	522595	6						0	0	0
9. Geraldo, Marion Ayman	573419	6	A					1	0	0
10. Glynn, Imani August	547063	6					A	1	0	0
11. Hakim, Rosemarie Miriam	571952	6						0	0	0
12. Isidro, Callan Pranav	570790	6	A					1	0	0
13. Moreira, Mary Jane Maira	580157	6					A	1	0	0
14. Rizzo, Kaelin	555917	6						0	0	0
15. Soltani, Kyran Turner	647237	6			A			1	0	0
16. Tate, Harlem Donovan	548471	6						0	0	0
17. Varner, Kaydin Giovanni	572921	6						0	0	0
Totals:								10	0	0

To the best of my knowledge, the above attendance information is correct.

Signed: _____ Date: _____




Part 4: Monthly Procedures

Attendance Summary by Grade Report (Required Monthly)

The **Attendance Summary by Grade report** must be printed at the end of every Pupil Accounting attendance month. The signatures of both the attendance clerk and principal are required. Send the original to the **Pupil Accounting Office, Ed Center**. Retain a copy for audit.

1. On the Start Page, under Reports on the left-side menu, click **System Reports**.
2. On the System tab of the Reports page, click **Attendance Summary by Grade Report**.
3. Configure the **Attendance Summary by Grade Report** page as follows:
 - **Grades (leave blank for all):** Leave blank.
 - **Reporting Segment:** Select the date range for the report.
NOTE: See the Pupil Accounting Attendance Calendar for when to print and send this report to Pupil Accounting.
 - Leave all other fields blank or set to their default values.
4. Click **Submit**.

Attendance Summary by Grade Report

Report Name	Attendance Summary by Grade
Version	3.2
Description	An aggregated attendance report for a date range and grade(s).
Comments	
Attendance Mode	Use Defaults ▾
Attendance Conversion	Use Defaults ▾
Grades (leave blank for all)	<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
Reporting Segment or Begin Date and Ending Date*	<input checked="" type="radio"/> 1 : 08/29/2022 - 09/23/2022 ▾  <input type="radio"/> 00/00/0000  00/00/0000 
Special Programs	<input type="checkbox"/> ELA Co Teach
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> This report may take several minutes to complete. </div>	
<input type="button" value="Submit"/>	


- The report is sent to the Report Queue. Click Refresh until the status is **Completed**. To open the report, right-click the **View** link, and choose **Open Link in New Tab**.
- The signatures of both the attendance clerk and principal are required. Send the original to the **Pupil Accounting Office, Ed Center**. Retain a copy for audit.

Attendance Summary By Grade

Marston Middle

04/24/2023 to 05/19/2023 = 20 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
6	197	1	0	0	198	3960	0	3960	0.00	0.00	0.00	0.00%
Subtotal	197	1	0	0	198	3960	0	3960	0.00	0.00	0.00	0.00%
7	199	0	0	0	199	3980	0	3980	0.00	0.00	0.00	0.00%
8	196	0	0	1	195	3920	0	3920	0.00	0.00	0.00	0.00%
Subtotal	395	0	0	1	394	7900	0	7900	0.00	0.00	0.00	0.00%
Grand Total	592	1	0	1	592	11860	0	11860	0.00	0.00	0.00	0.00%



To the best of my knowledge,
the above attendance information is correct.

Signed _____

Date _____

Report Calculations

$((\text{Carry Fwd} + \text{Gain} - \text{Mult. Gain}) \times \text{School Days}) = \text{Actual Days}$

$\text{Actual Days} - (\text{Off Track} + \text{Days N/E} + \text{Days Absent}) = \text{Days Attd}$

$[\text{Days Attd} / (\text{Actual Days} - \text{Off Track} - \text{Days N/E})] \times 100 = \text{ADA\%}$

[Note: Multiple gains are for students that entered more than one time during the report time span.]

Part 5: Additional Attendance Procedures

Saturday School & Contract of Independent Study

CASSAS Attendance (Saturday School)

For information and training on entering and reporting **CASSAS** (Core Academy: Supporting Student Achievement Success) Attendance, please contact the **Extended Learning Opportunities Department**, Christiane G. Trout-McPhee at (858) 503-1871 or email cmcphee@sandi.net



Contract of Independent Study

A Contract of Independent Study allows students to complete academic requirements during a pre-approved short-term absence from the school.

For more information and training, please contact **Pupil Accounting**, Dea Slieff at (619) 725-7576 or email dslieff@sandi.net

Part 6: Additional Attendance Reports

Class Attendance Audit Report

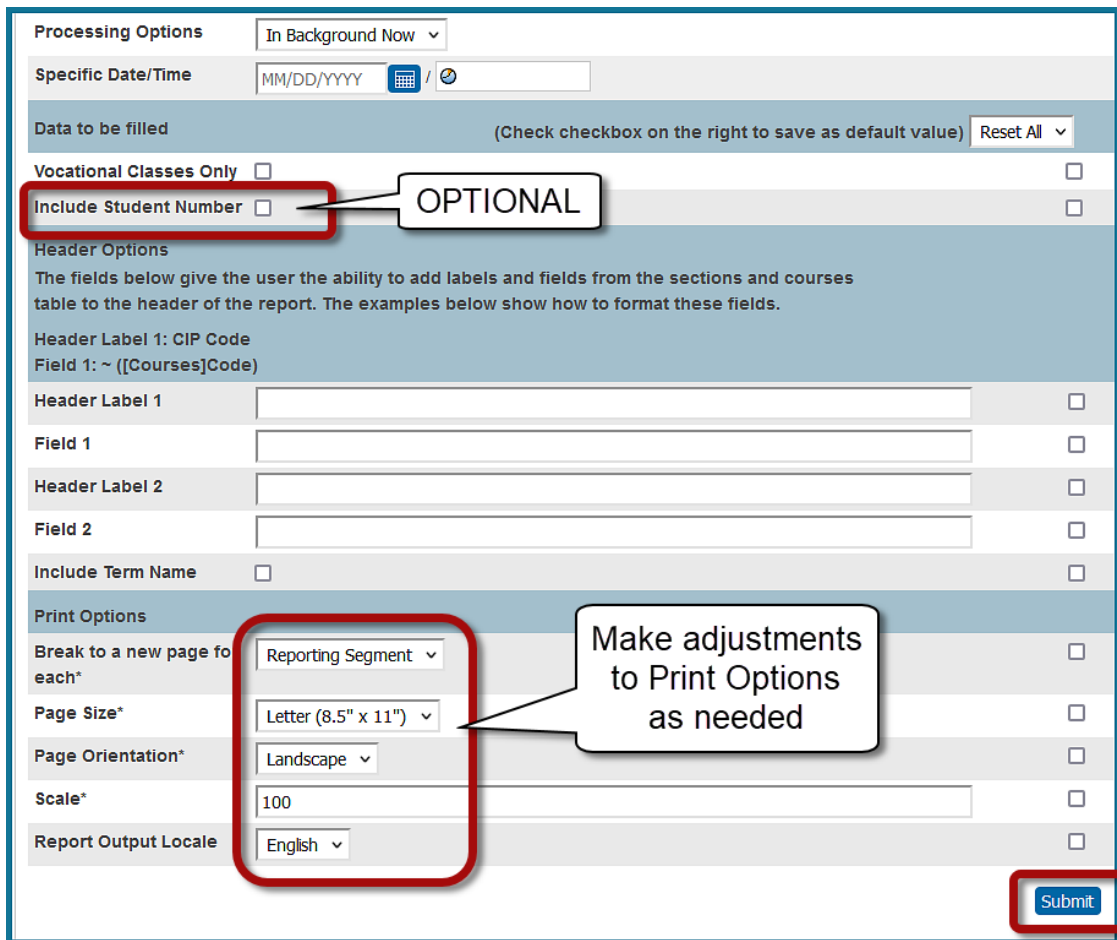
The **Class Attendance Audit** report is a section specific attendance roster that displays data for a specified date range.

1. On the Start Page, under Reports on the left-side menu, click **System Reports**.
2. On the System tab of the Reports page, click **Class Attendance Audit**.
3. Configure the **Class Attendance Audit** page as follows:
 - Select a **Reporting Segment** or custom **Begin and End Dates**.
 - **Teachers:** Make a teacher selection.
 - **Period(s):** Make a period selection or leave blank for all.

Class Attendance Audit Report

Report Name	Class Attendance Audit																	
Version	5.17																	
Description	The Class Attendance Audit Report is a section specific attendance roster. This is an audit of the Enrollment by Section Report.																	
Comments	Attendance data will be calculated using meeting mode. If a section meets more than one period in a day, the first period it meets will be used for calculating attendance. <small>NOTE: Only days set up in the calendar marked as In Session or has a type value (such as "Holiday") will be included.</small>																	
Reporting Segment or Begin Date and Ending Date*	<input type="radio"/> 1 : 08/21/2023 - 09/15/2023 <input checked="" type="radio"/> 3/6/2023 <input type="calendar"/> 4/21/2023 <input type="calendar"/>																	
Teachers	<div style="border: 1px solid #ccc; padding: 5px;"> <p>ALL TEACHERS</p> <p>Alem, Adina</p> <p>Almarhabi, Zachery Gaspar</p> <p>Alvarenga, Kennedy Marie</p> <p>Atuatasi, Nakoa H</p> <p>Ballinger, Avalyn J</p> </div>																	
Period(s) (leave blank for all)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 50%;">A</th> </tr> </thead> <tbody> <tr><td>ADV</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>2</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>3</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>5</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>6</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>7</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table>			A	ADV	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>
	A																	
ADV	<input type="checkbox"/>																	
2	<input type="checkbox"/>																	
3	<input type="checkbox"/>																	
4	<input type="checkbox"/>																	
5	<input type="checkbox"/>																	
6	<input type="checkbox"/>																	
7	<input type="checkbox"/>																	

- **Include the Student Number: OPTIONAL.**
 - Make changes to **Print Options** if needed. **NOTE:** Date ranges larger than one month may require the page scale to be reduced.
 - Leave all other fields blank or set to their default values.
4. Click **Submit**. Depending on the number of selected teachers and number of days in the Date Range, this report may take a while to render. Be patient.



The screenshot shows a web form for report generation. At the top, there are sections for 'Processing Options' (set to 'In Background Now'), 'Specific Date/Time' (with a calendar icon), and 'Data to be filled' (with a 'Reset All' button). Below these are several sections of options:

- Vocational Classes Only**:
- Include Student Number**: (This checkbox is highlighted with a red box and a callout bubble that says "OPTIONAL".)
- Header Options**: A section for adding labels and fields to the report header, with an example: "Header Label 1: CIP Code" and "Field 1: ~ ([Courses]Code)". It includes input fields for "Header Label 1", "Field 1", "Header Label 2", and "Field 2", each with a checkbox.
- Include Term Name**:
- Print Options**: A section for adjusting print settings, including:
 - Break to a new page for each***: Reporting Segment (dropdown)
 - Page Size***: Letter (8.5" x 11") (dropdown)
 - Page Orientation***: Landscape (dropdown)
 - Scale***: 100 (input field)
 - Report Output Locale**: English (dropdown)
 This entire section is highlighted with a red box and a callout bubble that says "Make adjustments to Print Options as needed".

At the bottom right of the form is a blue **Submit** button, which is also highlighted with a red box.

5. The report is sent to the Report Queue. Click Refresh until the status is **Completed**. To open the report, right-click the **View** link, and choose **Open Link in New Tab**.

Search by Grades/Attendance Function

Search by Grades/Attendance is used to find students who meet specified attendance criteria. For example, this function can be used to find students with any outstanding **(A) Unverified Absences** that need to be updated.

1. On the Start Page, under Functions on the left-side menu, click **Attendance**.
2. On the Reports tab of the Attendance page, click **Search by Grades/Attendance**.
3. Configure the **Search by Grades/Attendance** page as follows:
 - **Which students to include:** If a student selection is made, there will be two options to choose from, the student group or all currently enrolled students. Otherwise, all currently enrolled students will be the default and no selection is necessary.
 - **Scan for attendance:** Turn on the check box.
 - **Scan this attendance mode:** Meeting.
 - Select **A (Unverified Absence)** from the attendance code drop-down menu.
 - Change the symbol to > (greater than).
 - Enter **0** (zero) in the **Periods** field.
 - When scanning attendance: select **Only scan records in this date range**, then enter a date range.
 - Leave the other fields set to their default values.
 - Click **Submit**.

Search By Grades/Attendance

Which students to include

The selected 204 students

All 595 currently enrolled students

Term: 22-23 Year

Minimum # of classes needed to meet search criteria: 1

When scanning multiple Grades/Attendance types. Results should be

Combined (OR)

Filtered (AND)

Scan for this final grade (comma separated): Any = D, F

Scan for this final grade percentage: > 4.0

Scan for this citizenship grade (comma separated): Any = U,M,I,E

Scan for attendance

Scan this attendance mode: Meeting

for this attendance code: A (Unverified Absence) > 0 Periods

Cumulative per Section Enrollment Record

Total Count

When scanning attendance

Scan all attendance records

Only scan records in this date range: 3/6/2023 - 4/21/2023

Scan for grades in: Historical grades

Store code/Final grade: P2

Scan for all classes enrolled

as of this date: 06/28/2023

anytime during the current term

Results

Make this the current selection of students

Display matching students & Sections

[Search by GPA](#)

[Submit](#)

4. The number of students who meet the criteria appears at the top of the **Group Functions** page.

Group Functions

Current student selection: 12

[Select Students By Hand](#) Allows for manual selection of a subset of students from currently selected students.

[Student Screens](#) Shows student pages for currently selected students.

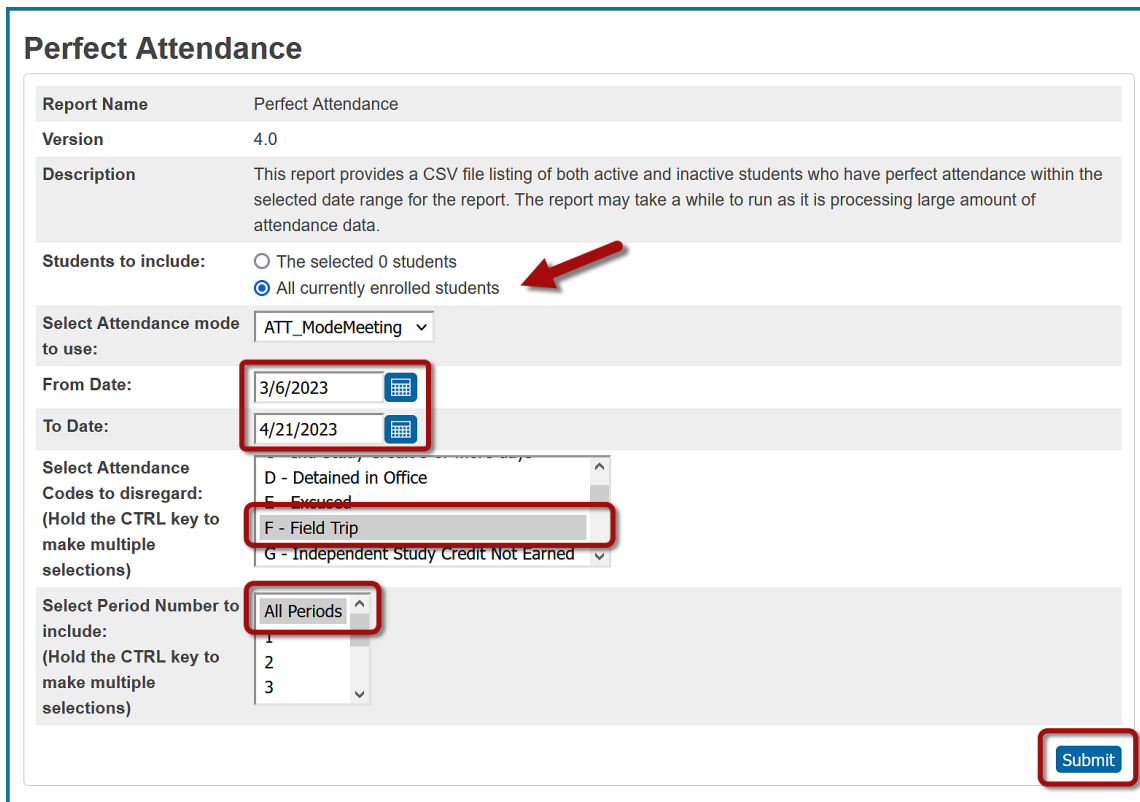
Attendance

5. Use this current student selection to run attendance reports or other group functions.



Perfect Attendance Report

The **Perfect Attendance** report creates a CSV file that displays both active and inactive students who have perfect attendance within a specified date range.

1. On the Start Page, under Reports on the left-side menu, click **System Reports**.
2. On the **SDUSD tab** of the Reports page, click **Perfect Attendance**.
3. Configure the **Perfect Attendance** page as follows:
 - **From Date/To Date:** Enter the date range for perfect attendance.
 - **Select Attendance Codes to disregard:** Select the attendance codes PowerSchool should ignore when determining perfect attendance.
For example, students on a field trip or school sponsored event should be considered for perfect attendance since they are not absent from school. In this case, selecting **F-Field Trip** or **H-School Sponsored Event** will notify PowerSchool to ignore those attendance codes.
 - **Select Period Number to include:** Make a period selection.
4. Click **Submit**.



Perfect Attendance

Report Name	Perfect Attendance
Version	4.0
Description	This report provides a CSV file listing of both active and inactive students who have perfect attendance within the selected date range for the report. The report may take a while to run as it is processing large amount of attendance data.
Students to include:	<input type="radio"/> The selected 0 students <input checked="" type="radio"/> All currently enrolled students
Select Attendance mode to use:	ATT_ModeMeeting ▾
From Date:	3/6/2023 
To Date:	4/21/2023 
Select Attendance Codes to disregard: (Hold the CTRL key to make multiple selections)	D - Detained in Office E - Excused F - Field Trip G - Independent Study Credit Not Earned
Select Period Number to include: (Hold the CTRL key to make multiple selections)	All Periods 1 2 3

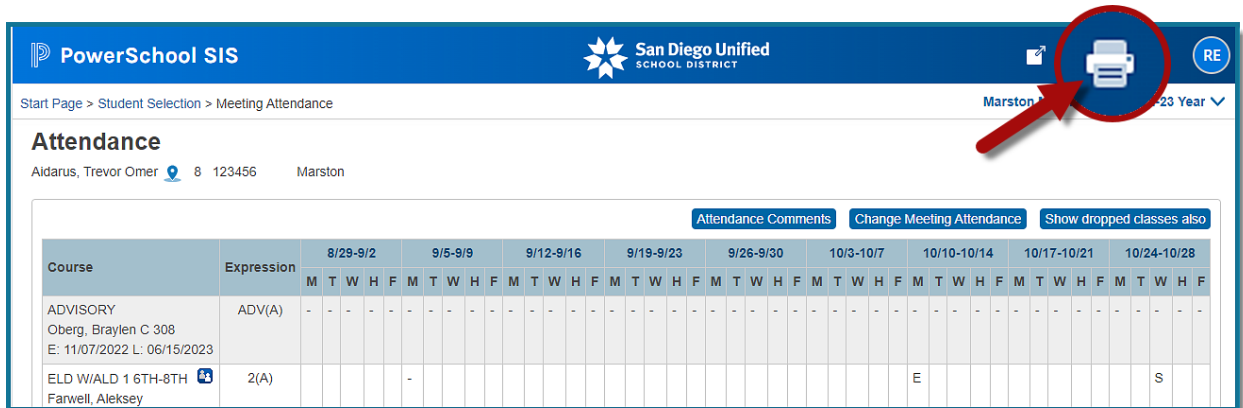
Submit

Printing a Student's Attendance Record

There are two ways to print reports that show a single student's detailed summary of attendance.

Printing the Student Attendance Screen

1. Begin by searching for the student on the **Start Page**.
2. On the Student Page, under Academics on the left-side menu, click **Attendance**.
3. In the upper right corner, click the **printer icon**.



PowerSchool SIS San Diego Unified SCHOOL DISTRICT

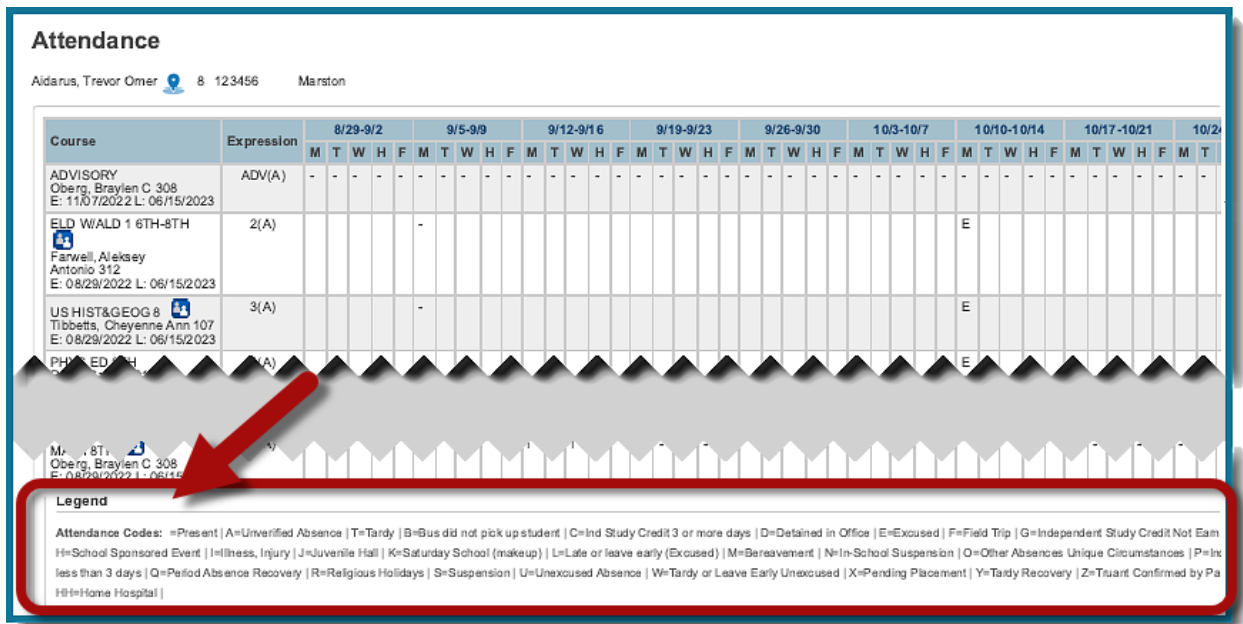
Start Page > Student Selection > Meeting Attendance

Attendance
Aidarus, Trevor Omer 8 123456 Marston

Attendance Comments Change Meeting Attendance Show dropped classes also

Course	Expression	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		10/17-10/21		10/24-10/28		
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H
ADVISORY Ober, Braylen C 308 E: 11/07/2022 L: 06/15/2023	ADV(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELD W/ALD 1 6TH-8TH Farwell, Aleksey	2(A)													E						S

4. Print the report as a PDF. **NOTE:** The Legend at the bottom of the page explains each attendance code.



Attendance
Aidarus, Trevor Omer 8 123456 Marston

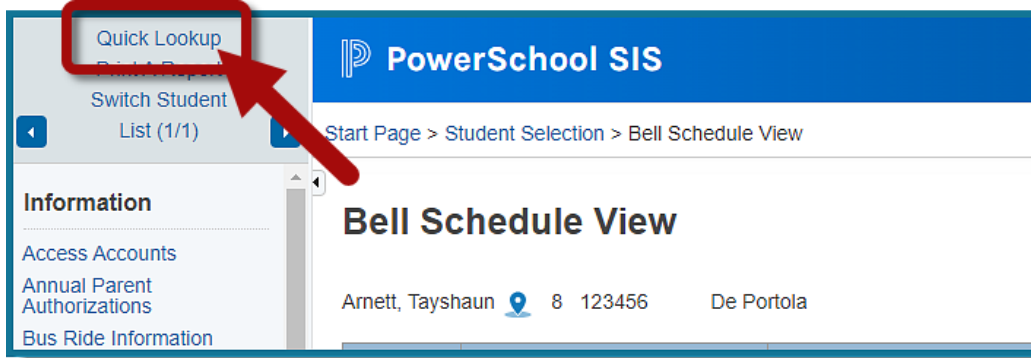
Course	Expression	8/29-9/2		9/5-9/9		9/12-9/16		9/19-9/23		9/26-9/30		10/3-10/7		10/10-10/14		10/17-10/21		10/24-10/28		
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H
ADVISORY Ober, Braylen C 308 E: 11/07/2022 L: 06/15/2023	ADV(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELD W/ALD 1 6TH-8TH Farwell, Aleksey Antonio 312 E: 08/29/2022 L: 06/15/2023	2(A)													E						
US HIST&GEOG 8 Tibbets, Cheyenne Ann 107 E: 08/29/2022 L: 06/15/2023	3(A)													E						
PHYSICAL ED 8 Ober, Braylen C 308 E: 08/29/2022 L: 06/15/2023	4(A)													E						

Legend

Attendance Codes: =Present | A=Unverified Absence | T=Tardy | B=Bus did not pick up student | C=Ind Study Credit 3 or more days | D=Detained in Office | E=Excused | F=Field Trip | G=Independent Study Credit Not Earned | H=School Sponsored Event | I=Illness, Injury | J=Juvenile Hall | K=Saturday School (makeup) | L=Late or leave early (Excused) | M=Bereavement | N=In-School Suspension | O=Other Absences Unique Circumstances | P=In less than 3 days | Q=Period Absence Recovery | R=Religious Holidays | S=Suspension | U=Unexcused Absence | W=Tardy or Leave Early Unexcused | X=Pending Placement | Y=Tardy Recovery | Z=Truant Confirmed by Parent | HH=Home Hospital

Printing Quick Lookup

1. Begin by searching for the student on the **Start Page**.
2. On the Student Page, click **Quick Lookup** in the upper-left corner.



The screenshot shows the PowerSchool SIS interface. In the top-left corner, there is a navigation menu with a 'Quick Lookup' button highlighted by a red box. A red arrow points from this button towards the center of the page. The main header area displays 'PowerSchool SIS' and a breadcrumb trail: 'Start Page > Student Selection > Bell Schedule View'. Below the header, the page title is 'Bell Schedule View' for student 'Arnett, Tayshaun' (ID: 8 123456) in 'De Portola'.

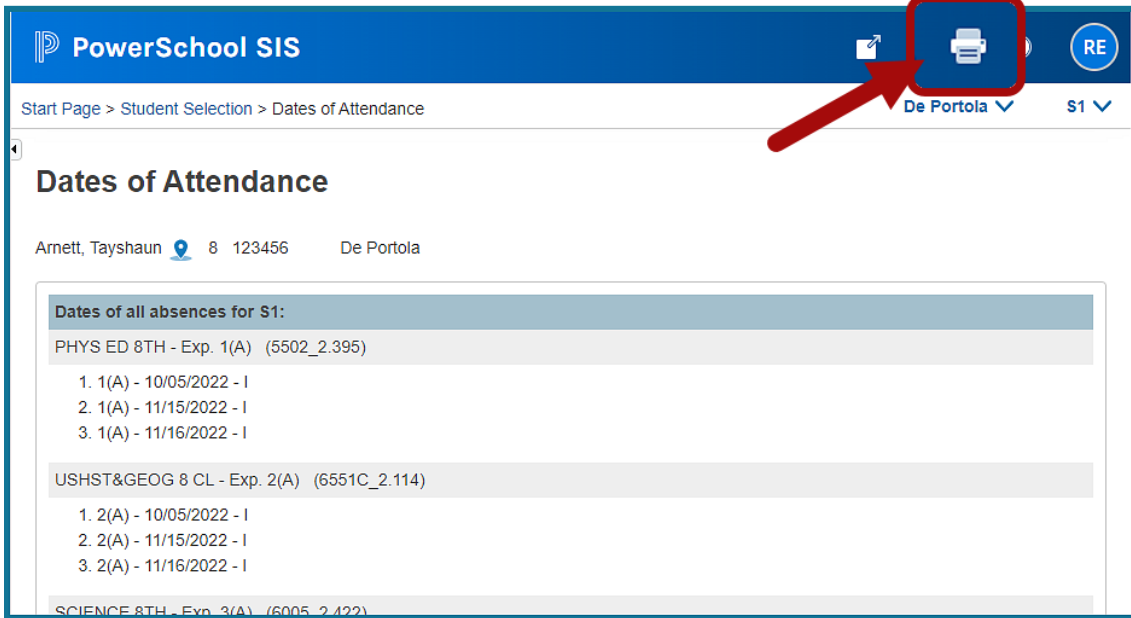
3. Click the (**blue**) number in the Absences or Tardies column to view details.

Quick Lookup
Arnett, Tayshaun 8 123456 De Portola

Quick Lookup Standards Grades

Exp	Attendance By Class										Course	P1	S1	Absences		Tardies	
	Last Week					This Week								S1	22-23	S1	22-23
	M	T	W	H	F	M	T	W	H	F							
1(A)											PHYS ED 8TH Coyne, Richmond Kya - Rm: PE	B 86.76 M	B 89.28 M	3	3	2	2
2(A)											USHST&GEOG 8 CL Menera, Sury P - Rm: 702	B 87.7 F	B 86.94 E	3	3	0	0
5(A)											SPN 1(P) Richardson, Kacey - Rm: B6	A 92.24 E	B 88.9	3	3	0	0
6(A)											ENGLISH 8TH CL Jocson, Kellen Manuel - Rm: 708	A 91.1 E	A 92.77	3	3	0	0
Attendance Total												18		18	2	2	

4. Click on the printer icon in the upper right corner to print the details.



PowerSchool SIS

Start Page > Student Selection > Dates of Attendance

De Portola S1

Dates of Attendance

Arnett, Tayshaun 8 123456 De Portola

Dates of all absences for S1:

PHYS ED 8TH - Exp. 1(A) (5502_2.395)

- 1. 1(A) - 10/05/2022 - I
- 2. 1(A) - 11/15/2022 - I
- 3. 1(A) - 11/16/2022 - I

USHST&GEOG 8 CL - Exp. 2(A) (6551C_2.114)

- 1. 2(A) - 10/05/2022 - I
- 2. 2(A) - 11/15/2022 - I
- 3. 2(A) - 11/16/2022 - I

SCIENCE 8TH - Exp. 3(A) (6005_2.422)