

Entering Attendance in PowerSchool for Administrators



South Carolina Public Charter School District
3710 Landmark Drive Suite 201, Columbia, SC 29204

www.sccharter.org

December 2019

Version:1



Contents

Entering Daily Attendance.....3

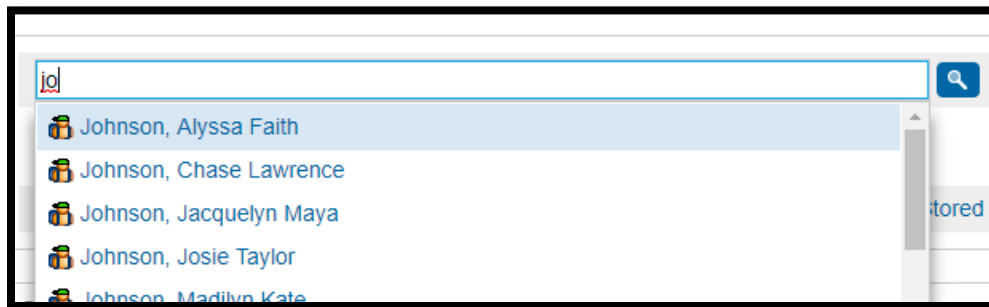
Entering Meeting Attendance.....5

Submitting Class Roster Attendance9

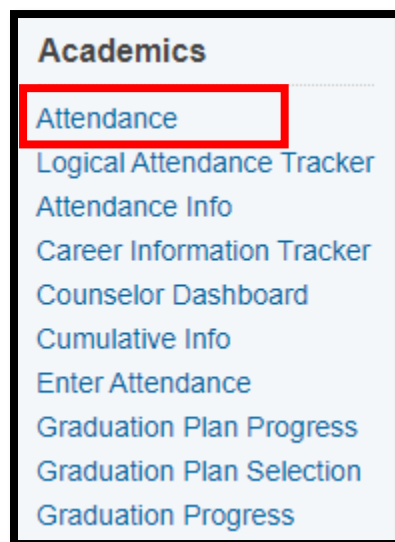
Entering Daily Attendance

Note: When attendance needs to be taken by an attendance clerk/office staff member through PowerSchool, please keep in mind that you should know whether to take Daily or Meeting Attendance. Daily attendance can only be set up and taken at an elementary school on the daily page, when there is just one period in the bell schedule used for daily attendance that counts towards ADA. Also keep in mind that all students are automatically present until their attendance is changed.

1. From the start page, search for and select the student whose attendance will be entered.



2. When on the student's record, click on the **Attendance** page from the left menu.



3. On the attendance page, click on the **Daily** option



Attendance 

Jones, Johnny 

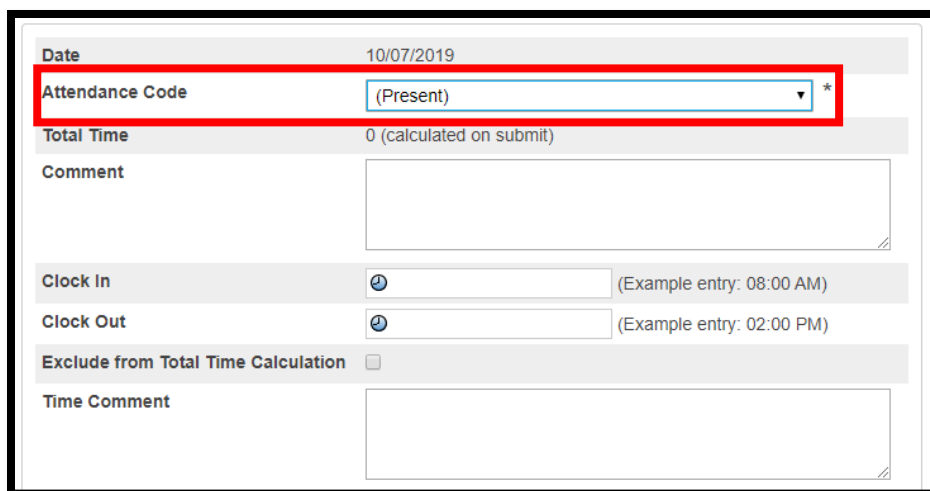
Meeting **Daily**

4. Select the first letter of the day that corresponds with the week of the attendance. For example, select **M** for Monday, on the week of 10/7-10/11 to enter attendance for 10/7.



9/30-10/4					10/7-10/11				
M	T	W	H	F	M	T	W	H	F

5. On the date's New Daily Attendance page, select the attendance code from the drop down, enter a comment if needed, the Clock In time, and if there is needs to be a Time Comment. The **attendance code** is the only mandatory field.



Date: 10/07/2019

Attendance Code: (Present) *

Total Time: 0 (calculated on submit)

Comment:

Clock In: (Example entry: 08:00 AM)

Clock Out: (Example entry: 02:00 PM)

Exclude from Total Time Calculation:

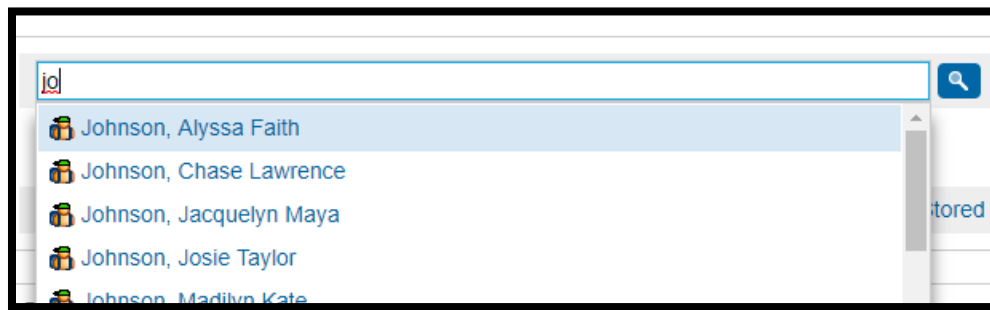
Time Comment:

6. Click the **Submit** button.

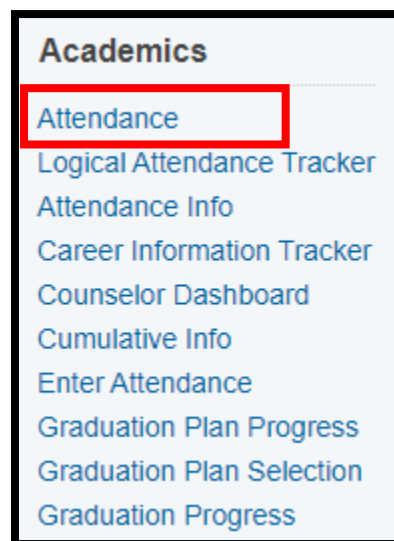


Entering Meeting Attendance

1. From the start page, search for and select the student whose attendance will be entered.



2. When on the student's record, click on the **Attendance** page from the left menu.



3. On the attendance page, click on the **Meeting** option



4. The meeting attendance page will display with all the student's active classes along the left-hand side of the screen and the weeks across the top of the page.

Meeting | Daily

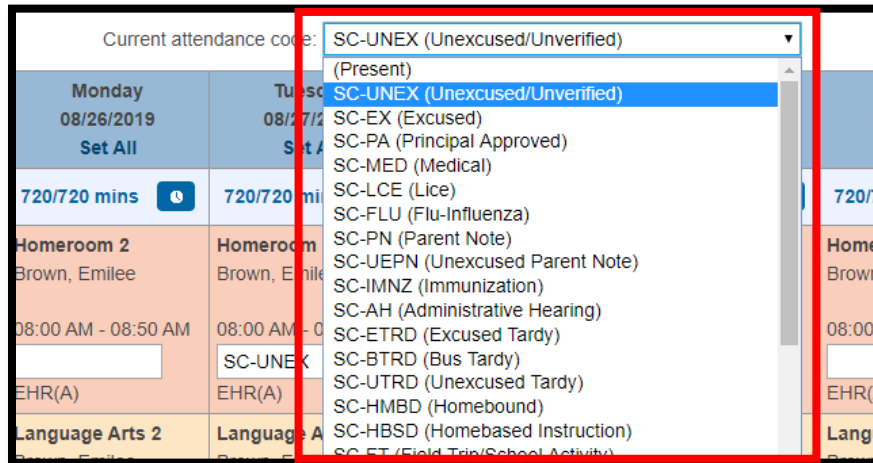
Course	Expression	8/19-8/23					8/26-8/30					9/2-9/6					9/9-9/13					9/16-9/20					9/23-9/27		
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W
Homeroom 2 Brown, Emilee E: 08/19/2019 L: 06/06/2020	EHR(A)											-	-	-	-														
Language Arts 2 Brown, Emilee E: 08/19/2019 L: 06/06/2020	E1B(A)											-	-	-	-														
Art 2 Bussey, Sara Kate E: 08/19/2019 L: 06/06/2020	E2B(A)											-	-	-	-														
Spanish 2 -Elem Rivera, Carmen E Rivera	E2B(A)											-	-	-	-														

5. Click on the week of the day you want to submit attendance for.

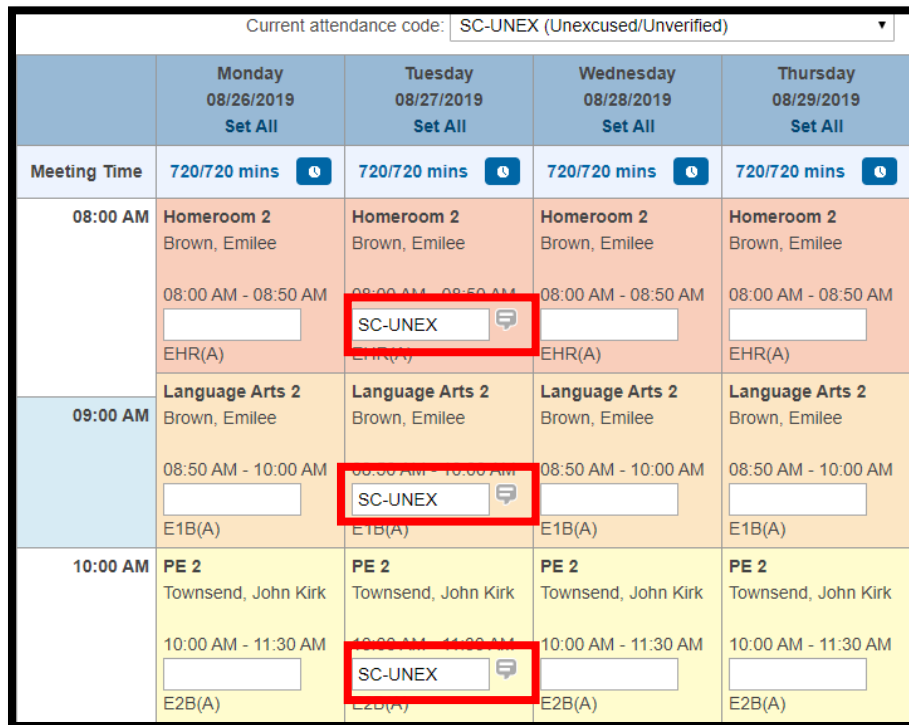
Course	Expression	8/19-8/23					8/26-8/30					9/2-9/6					9/9-9/13									
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
Homeroom 2 Brown, Emilee E: 08/19/2019 L: 06/06/2020	EHR(A)											-	-	-	-											
Language Arts 2 Brown, Emilee E: 08/19/2019 L: 06/06/2020	E1B(A)											-	-	-	-											

Note: If you do not see the week you are looking for, change the term at the top right of the PS page.

6. Select the attendance code that the student is being given from the **Current attendance code** drop-down menu.



7. Click in the text box of each course/expression for each period the student needs an attendance code. If you want to add a comment for the attendance code, click on the comment box next to the attendance code text box.



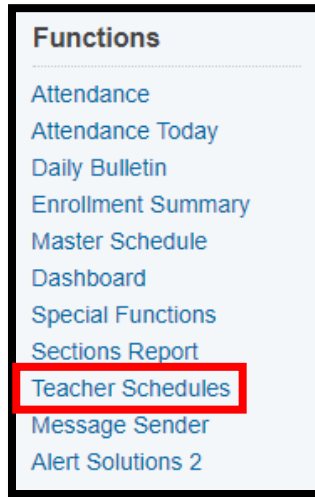


8. Click the **Submit** button.

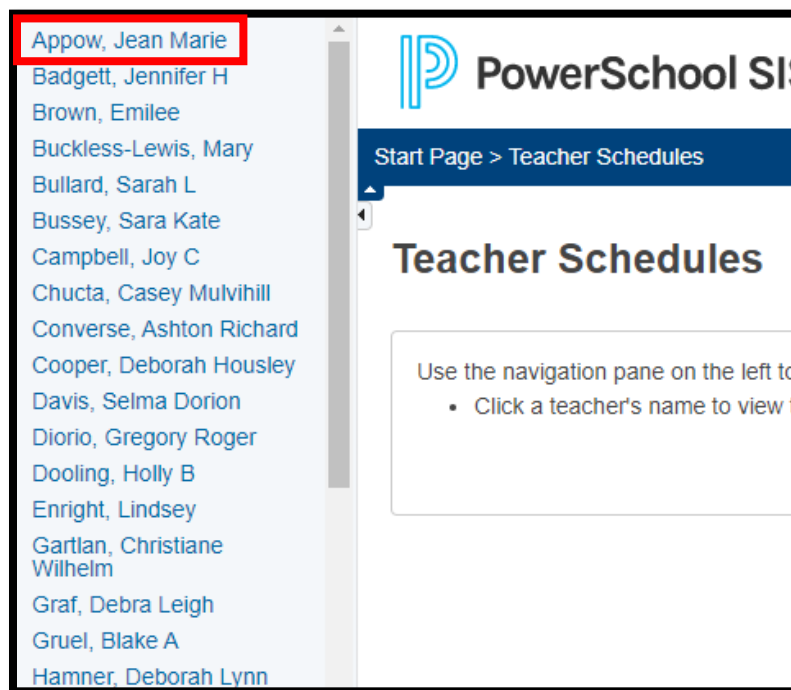


Submitting Class Roster Attendance

1. From the Start Page, click **Teacher Schedules** on the left menu.



2. On the Teacher Schedule page, you will see a list of teacher names. Click on the teacher's names you will be submitting roster attendance for.


















3. On that teacher’s schedule page, select the **chair** icon for the corresponding course you will be submitting attendance for.

Note: If you want to take attendance for more than one day, click the calendar icon next to the chair.

Teacher Schedule - Appow, Jean Marie


Display today's sections New

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
EHR(A)	19-20	08971000	Homeroom	5HRA		23	 	
E1A(A)	19-20	10010500	Language Arts 5	ELA5A		23	 	
E2A(A)	19-20	11100500	Math 5	5MA		23	 	
E3A(A)	19-20	12010500	Science 5	SCI5A		23	 	
E4B(A)	19-20	13010500	Social Studies 5	SS5A		23	 	

Make all students listed above the current selection

4. Select the **Attendance Code** you want to give the students, choose the proper attendance **Date**, and click the **Submit** button.

Record Meeting Attendance: Homeroom - EHR(A)

 By submitting attendance on this page you are verifying that attendance has been taken for this entire class. Blank attendance code will result in all students being marked as present.

Attendance Code **Date**






SC-UNEX (Unexcused/Unverified) Thu 12/5 (Today)

Classes **Submit**

Show Multiple Sections

5. Click inside of the attendance box for the students whose attendance needs to be changed from Present.

Attendance Code		Date
SC-UNEX (Unexcused/Unverified)		Thu 12/5 (Today)

Students	Alerts	Attendance: Thursday, December 05, 2020
Atkinson, Lauren McKenna		<input type="text"/>
Carter, Amelia Elizabeth		SC-UNEX 
Cordi, Brayden J		<input type="text"/>
Cruz, Noah William		<input type="text"/>
Dickerson, Emmalyn Hope		SC-UNEX 
Ewing, Mickenzy Connor		<input type="text"/>
Foster, Donovan Seagle		SC-UNEX (Unexcused/Unverified)
Guilin, Samuel Anthony		<input type="text"/>
Haney, Maya Lee		<input type="text"/>
Hiers-Brisebois, Catherine Marie		<input type="text"/>
Jones, Zhanja Jazmine		<input type="text"/>
Kushnereit, Camden David		<input type="text"/>

6. Click the **Submit** button at the bottom of the page.

