



Taking Daily (AM/PM) Attendance Teacher Takes AM – Office Records Changes

Purpose: Administration – Instructions for taking daily (AM/PM) attendance in Iowa schools. Iowa law requires schools to report attendance for both Am and Pm. In PowerSchool it is called Daily attendance but we will refer to it as AM/PM attendance to avoid confusion with state law. This document will cover instances where the teacher takes AM attendance from PowerSchool in the classroom and then the Office determines if the absence is excused or not and determines if it is a full day or a half day.

We assume the attendance taken by the teacher is considered unexcused until marked excused by the office. We also assume the office has accumulated a call in list that has recorded the calls from parents to notify the school of their child's absence.

Teacher Records Attendance

In this scenario the teacher will use PowerGrade or the Web PowerTeacher to take attendance from their classroom (instructions for the teacher's process in this is provided in separate documentation). The role the office has in this scenario is to verify the absences, change the unexcused status to excused when necessary, and making other changes.

After the teachers have taken attendance the office will
From the Start Page:

1. Run the **Daily Attendance Report** (instructions on document PS 0704-24 ATTE) to determine who has been marked absent in the classroom.
2. From that Daily Attendance Report run the "**Find teachers who have not taken attendance**" report to determine which teachers are yet to take attendance so you know how accurate your Daily Attendance Report is.
3. Compare the Daily Attendance Report to your Call-in Log. Proceed with adapted school procedures to follow-up on missing students.
4. To change a particular student's attendance click on a student name from the Daily Attendance Report to go to their Attendance page.

Daily Attendance

Codes: HA,FT,FV,X,P,HI,HE,B,HO,DIS,DR,H,FF,FW,FU,OD,OC,AB,HD U,

Student	Grade	Phone	Day
Lock, Jacob M	1	916-555-1818	AB
Nielsen, Bill Ann	1	916-555-1470	AB
Stephenson, Nick S	1	916-555-1996	AB

Functions

Find teachers who have not taken attendance









Daily Attendance

Lock, Jacob M 1 911111139 WE

Daily

Change Multiple Days

11/20-11/24	11/27-12/1	12/4-12/8	12/11-12/15	12/18-12/22	12/25-12/29	1/1-1/5	1/8-1/12	1/15-1/19
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 H F	M T W H F	M T W H F	M T W H F
- -				- - - - -				-
1/22-1/26	1/29-2/2	2/5-2/9	2/12-2/16	2/19-2/23	2/26-3/2	3/5-3/9	3/12-3/16	3/19-3/23
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 H F	M T W H F	M T W H F	M T W H F
				-	 O HA			
3/26-3/30	4/2-4/6	4/9-4/13	4/16-4/20	4/23-4/27	4/30-5/4	5/7-5/11		
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 H F	M T W H F	M T W H F	M T W H F
				 370 FT	 0 AB	 370 UT		


Attendance Codes:

=Present | P=Parent Excused | P HDE=Parent Half Day Excused | AB=Absent Unexcused | HD U=Half Day Unexcused Absent | ET=Excused Tardy | UT=Unexcused Tardy | DIS=In School Suspension | DOS=Out of School Suspension | X=Truant | B=Billable Absent | DR=School Refusal | FF=Family | FT=Transportation | FU=Religious | FV=Travel - Vacation | FW=Weather | H=Sent Home | HA=Appointments | HE=Emotional-Mental Hlth | HI=Illness- Injury | HO=Other | OC=No Contact | OD=No Reason Sighted |

- From here click on the **Day** you want to edit
- Change the **Attendance Code** to indicate the new condition you know is current.
- Enter a **comment if required**
- Click **Submit**

Edit Daily Attendance

Lock, Jacob M 1 911111139 WE

Date	4/24/2007								
Attendance Code	P (Parent Excused) 								
Total Time	0 (calculated on submit)								
Comment	Mom Called to say Jacob was Ill								
<table border="1"> <tr> <td>Time In</td> <td>Time Out</td> <td>Comment</td> <td>Exclude</td> </tr> <tr> <td colspan="4">No time records</td> </tr> </table>		Time In	Time Out	Comment	Exclude	No time records			
Time In	Time Out	Comment	Exclude						
No time records									

Submit 