

Taking Period Attendance

Purpose: *School Administration and staff* – Use this procedure to take Period (also known as Meeting) attendance for the select student. You can mark attendance for a particular day, several days, a week or several weeks at a time using this method. These instructions will also show you how to take attendance for a group of students all at once.

Assumptions: In Iowa, attendance is officially recorded and then sent to the state in half day increments. For schools taking attendance each meeting or period it has been predetermined by the district how many periods it takes to count as a half day and how many to count as a full day. Check with district officials to find out what those settings are.

How to Take Meeting (Period) attendance for a Single Day/Period for a single student

1. On the start page, **search** for and select the student.
2. Choose **Attendance** from the student pages menu. The default attendance page appears. The default attendance page that appears is based on the "Default Attendance Recording Page" setting on the Attendance Preferences page. If no default is specified, the first enabled attendance recording method is used.

Note: To go directly to the Edit Meeting/Interval Attendance page, click **Enter Attendance** instead of Attendance. The Edit Meeting/Interval Attendance page appears. To continue, skip to Step 6.

3. If the Meeting/Interval Attendance page does not display by default, click Meeting/Interval. The Meeting/Interval Attendance page appears.

Note: A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.

4. Click "Show dropped classes also" if you want to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.
5. Click the week link in a week which you want to enter or change attendance.

Course	Expression	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
Home Repair Schmidt, Andrew G S100 E: 11/20/2006 L: 5/11/2007	1(A)	S
World History Zildjian, Prescott X 400 E: 5/15/2006 L: 5/11/2007	1(B)	S
Health 10 Rutger, Stephen D LH23 E: 11/20/2006 L: 5/11/2007	2(A)	S
English 1 Jorgenson, James J 115 E: 5/15/2006 L: 5/11/2007	2(B)	P	.	S	.	.	A	.	A
General Math Finton, Linda J 120 E: 11/20/2006 L: 5/11/2007	3(A-B)	S	S
Open Media Staff, Open 141 E: 11/20/2006 L: 5/11/2007	4(A)	S
First Aid New PE, First Aid 420 E: 11/20/2006 L: 5/11/2007	4(B)	A	.	.	.	S	.	T	.	T



6. The Edit Meeting/Interval Attendance page appears.

Note: The Submit button appears disabled until Step 7 is performed.

7. Choose the attendance code from the "**Current attendance code**" pop-up menu.

Edit Meeting Attendance
Smith, Garrett B 9 840000599 AGHS

	Monday April 23, 2007 Set All	Tuesday April 24, 2007 Set All	Wednesday April 25, 2007 Set All	Thursday April 26, 2007 Set All	Friday April 27, 2007 Set All
9:00 AM	General Math Finton, Linda J 120 8:30 AM - 10:00 AM 1(A)	General Math Finton, Linda J 120 8:30 AM - 10:00 AM 1(B)	General Math Finton, Linda J 120 8:30 AM - 10:00 AM P 1(A)	General Math Finton, Linda J 120 8:30 AM - 10:00 AM 1(B)	General Math Finton, Linda J 120 8:30 AM - 10:00 AM 1(A)
10:00 AM	U.S. History Higgins, Theodore X 124 10:05 AM - 11:35 AM 2(A)	Individual Sports Swaney, Jim H GymA 10:05 AM - 11:35 AM 2(B)	U.S. History Higgins, Theodore X 124 10:05 AM - 11:35 AM P 2(A)	Individual Sports Swaney, Jim H GymA 10:05 AM - 11:35 AM 2(B)	U.S. History Higgins, Theodore X 124 10:05 AM - 11:35 AM 2(A)
12:00 PM	English Survey Bowe, Sheldon K 118 12:15 PM - 1:45 PM 3(A)	Swimming Pool Director, TBH Pool 12:15 PM - 1:45 PM 3(B)	English Survey Bowe, Sheldon K 118 12:15 PM - 1:45 PM P 3(A)	Swimming Pool Director, TBH Pool 12:15 PM - 1:45 PM 3(B)	English Survey Bowe, Sheldon K 118 12:15 PM - 1:45 PM 3(A)
2:00 PM	Home Ec Brachemyer, Dan CAFE 1:50 PM - 3:20 PM 4(A)	Art Brachemyer, Dan 109 1:50 PM - 3:20 PM 4(B)	Home Ec Brachemyer, Dan CAFE 1:50 PM - 3:20 PM P 4(A)	Art Brachemyer, Dan 109 1:50 PM - 3:20 PM 4(B)	Home Ec Brachemyer, Dan CAFE 1:50 PM - 3:20 PM 4(A)
3:00 PM					

8. Click the fields for the appropriate day(s) and class(es). The Edit Meeting/ Interval Attendance page displays the attendance code in the fields.

9. To set all the periods and/or intervals for the entire day to the selected code click the "**Set All**" link located in the column header for the appropriate day(s).

10. Click **Submit**.

11. To quickly change the attendance for another student return to the top of the left menu and click **Switch Student**.

12. Type in the **last name** of the student you are trying to change.

13. Choose the student from a list you will get if there is more than one student with that last name.

14. That new person's Edit Meeting Attendance page will appear.

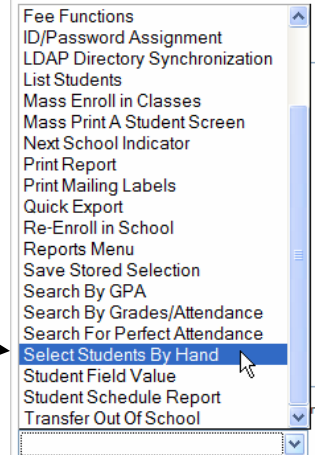
15. Complete steps 7-10 for that student.

Taking Period (Meeting) attendance for Several Students with Same Reason

Let's assume you have 10 students that call in sick at the beginning of the day. You can enter attendance for all 10 students at once if their reasons are the same. To do this:

1. From the start page select **All** to provide you a list of all enrolled students at your school.
2. From the "Select a function for this group of students" drop down box at the bottom select, **Select Students By Hand**.
3. Hold down your Ctrl key (Open Apple on a Mac) and select the students you want to perform the group function on.

Select a student to view student screens menu below to perform an action for the



4. Click Functions
5. From the Group Functions page select **Attendance Change**

Group Functions

Change Meeting Attendance

6. You will note you are changing attendance for the 10 students you choose
7. Change the date if it is different than today
8. Choose the periods and rotation days the will be marked for
9. You will probably leave the Codes to scan for defaulted to **All**. This means the system will look for any code currently set for these students and change it to what you set in step 10.

Option	Value															
Change attendance for	The selected 10 students															
From this Date	4/23/2007															
To this Date	4/23/2007															
Meetings to scan	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		A	B	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A	B														
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														
Code(s) to scan for	<input checked="" type="radio"/> All <input type="radio"/> These codes Present HD - Half Day A - Absent T - Tardy P - Parent Excused U - Unexcused S - School Excused I - In School Suspension O - Out of School Suspension X - Truant															
Attendance Code to Set	P (Parent Excused)															
If Other Than a Default Present (default presents will be overwritten regardless)	<input checked="" type="radio"/> Overwrite <input type="radio"/> Don't Overwrite															
Comment	Illness															

Submit



10. Choose an **Attendance Code to Set**
11. Choose to overwrite any existing codes or to not overwrite
12. Enter any comments about the absence.
13. Click **Submit**.
14. A Changes Recorded page will appear indicating the records for those students have been updated.
15. Click on the PowerSchool **Logo** or the **Start** page from the bread crumbs to return to the Start Page.

Here are Fields and Descriptions of each of the options in the Change Meeting Attendance screen shown above.

Field	Description
Change attendance for	The selected student(s) appear.
From this date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
To this date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Meetings to scan	Select the checkbox(es) to indicate the period(s) to change. To mark attendance for the entire day, click Select All.
Code(s) to scan for	Either choose all by selecting the "All" button or select the "These Codes" option and then choose the attendance code(s) for which you want to scan
Attendance code to set	Choose the attendance code to apply to the date range from the pop-up menu.
If other than a default present	Select the option to either overwrite or not overwrite any existing attendance codes.
Comment	Enter comments that are relevant to this attendance record.

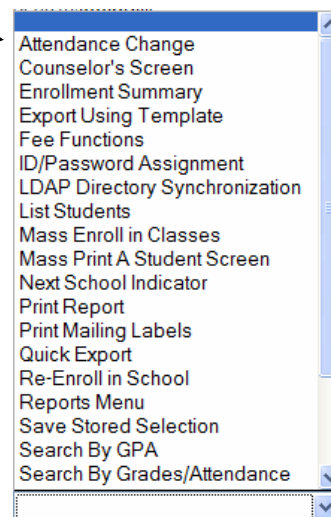


Taking Attendance for a Previously Defined Group

You may need to take attendance for as a group of previously defined groups of students, such as Band members, the Football team, etc.

From the Start page:

1. Search for the group using the search student steps defined in other documents i.e. Band# or track#. This will provide you with a listing of all the students in that group.
2. From the Group Functions drop down box choose Attendance Change
3. Follow steps 6-15 in above instructions on [Taking Period \(Meeting\) attendance for Several Students with Same Reason.](#)





Quick Reference Taking Period Attendance

Take Attendance for Single Student

From Start Page

1. Search for student by last name
2. Select Student from list
3. Click **Enter Attendance**
4. Change Current Attendance Code to the code you want to enter
5. Click **Set All** if you want to mark absent all day
6. Click the appropriate period field if student is gone only certain period(s)
7. Click **Submit**

To quickly change to another student return to top of left menu:

1. Click **Switch Student**
2. Type last name of new student
3. Choose from list
4. Edit their attendance

Take Attendance for Several Students with the Same Reason

From Start Page

1. Select **All**
2. Choose "**Select Students by Hand**" from Select a function drop down
3. Select all the students you want to modify attendance for
4. Click **Functions**
5. Choose **Attendance Change** from Group Functions page
6. Check **Meetings to Scan**
7. Choose **Codes to Scan** for
8. Choose **Attendance Code to Set**
9. Choose to **Overwrite or not to Overwrite**
10. Indicate a Comment if necessary
11. Click **Submit**

Taking Attendance for a Previously Defined Group

From Start Page

1. Search for group from start page
2. Choose **Attendance Change** from Group Functions dropdown
3. Check **Meetings to Scan**
4. Choose **Codes to Scan** for
5. Choose **Attendance Code to Set**
6. Choose to **Overwrite or not to Overwrite**
7. Indicate a Comment if necessary
8. Click **Submit**