Attendance for K-8 Teachers

Understanding Daily Attendance

- Attendance for K-8 students is calculated based on daily attendance taken in homeroom
- Choosing a full day code makes the student present for 1 day.
- Choosing an AM or PM Code will make the student present for .5 of the day.

- Only homeroom attendance will be indicated on the K-8 report cards.
- School may choose to take other subject attendance, but this will not be reported or calculated into daily attendance

Who can take the attendance?

- Attendance can be taken by the classroom teacher or by the office.
- Attendance taken by the office cannot be changed by the teacher.
- Attendance taken by the teacher can be changed by the teacher or by the office.
- Comments added by the office can be seen by all of the student's the teachers.
- Comments added by the teacher can be seen by the office.

Codes are set for a whole school, so high school teachers in K-12 and 6-12 schools will see the codes for K-8 AM/PM codes in their lists. The attendance codes for period or full day attendance are the same and are located at the top of the list for easier attendance taking.

K-8 Teacher Attendance Procedure

Teachers take attendance daily from PowerTeacher

Morning Attendance
K-8 teachers should take attendance in the morning at the start of the day from PowerTeacher

Click on the single day attendance chair for homeroom and enter attendance codes.

Present is the default code for all students. If a student is present, no action is required. Click in the white rectangle to change the codes for students who are not present.
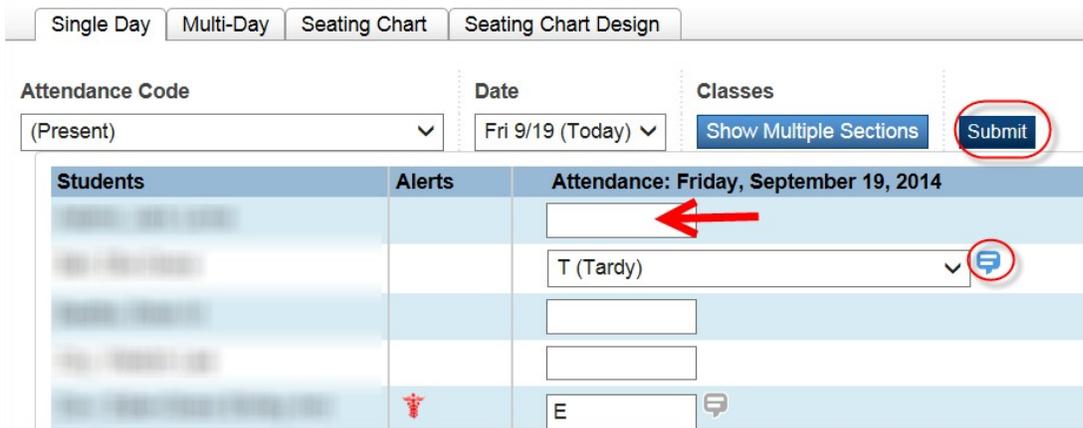
A comment can be added when entering a code. A gray speech balloon indicates you have changed the attendance from Present to one of the codes, but no comment has been added. A blue speech balloon contains a comment. When attendance is completed, click Submit at the top or the bottom of the Page.

The office can also enter attendance for a student. Attendance entered by the office cannot be changed by the teacher and will not have a box around the code.
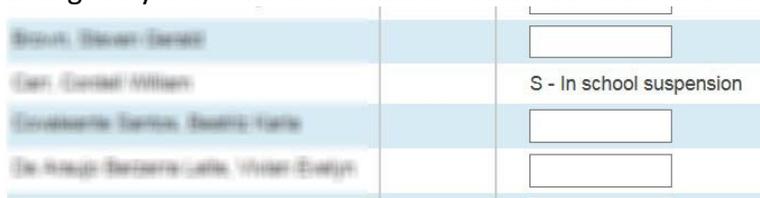
Afternoon Attendance

After lunch break, the homeroom teacher using the same homeroom single day attendance chair can adjust the attendance that was taken in the morning. If the class attendance has not changed since the morning the teacher <u>does not</u> have to submit attendance again.

If a different teacher will be checking attendance in the afternoon, then he/she should be added to the homeroom as a Co-Teacher.

An example of when attendance change would be required:

A student who was present in the AM has been excused and picked up by mom- the Present (or blank field) is changed to PM Excused PME.

A student who had unexcused absence (U) in the AM has returned to school at noon with a note that he was at the doctor. The code can now be changed from (U) to AMM or AM Half Day Medical.

Editing Attendance

Attendance and comments entered by a teacher can also be edited by the teacher. A same day change just requires clicking single day attendance chair and making the change in the attendance field. If a student is Present the field will be blank. Click in the field and then on the arrow to open the drop down menu attendance code and choosing another code or the speech balloon and make the change. The teacher must always click Submit to complete and save the change.

EECD – Attendance for K-8 Teachers

Changing Attendance for a Different Date

If the change needs to be made on a different date, the date can be change from Single Seat Attendance
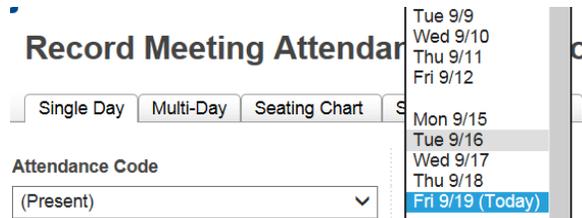
If attendance was entered yesterday as unexcused because it is not known why the student is absent and they return to school today with a note, the teacher will correct the code.

Step 1: Change to the date where the attendance correction is required as shown here in single day attendance

Or in Multiday, the teacher can click on the day if it is within the displayed three week range or they can edit the Date Range to display the date they require.

They can change the attendance for the student and then click Submit

Total	9/1 - 9/5					9/8 - 9/12					9/15 - 9/19					9/22 - 9/26				
A	T	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F

(Present)
T   (Tardy)
U   (Unexcused absence)
E   (Excused absence)
I   (Illness)
M   (Medical appointment)
AMU   (AM Half Day Unexcused absence)
AME   (AM Half Day Excused absence)
AMI   (AM Half Day Illness)
AMM   (AM Half Day Medical appointment)
PMU   (PM Half Day Unexcused absence)
PME   (PM Half Day Excused absence)

Cancel   Submit

There is a two-way synchronization of attendance between the office and the classroom teachers, so any changes are immediately viewable by both teacher and administrators.