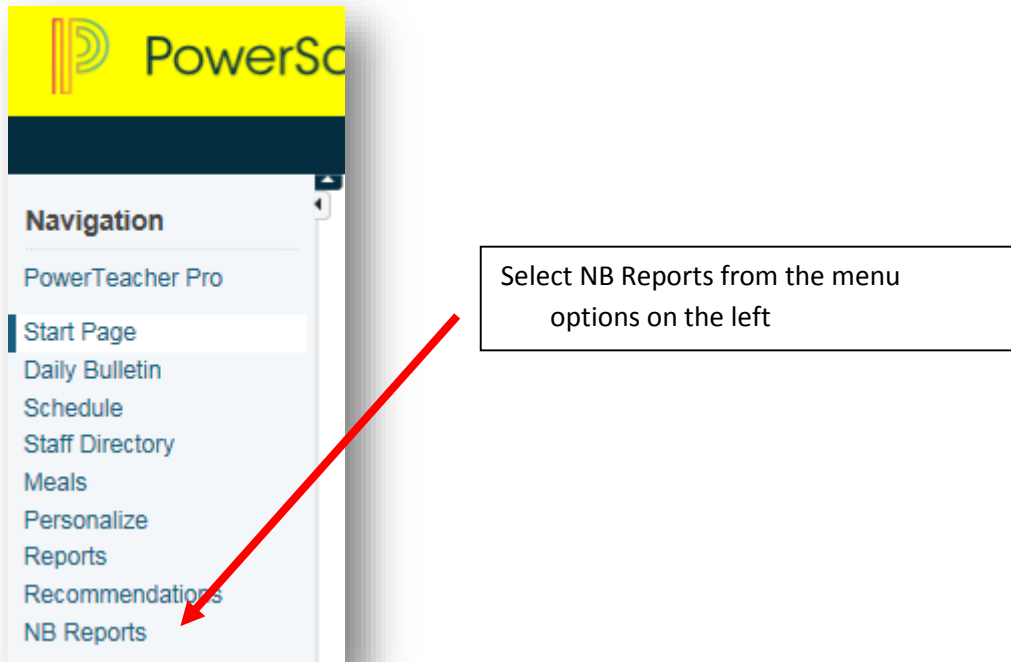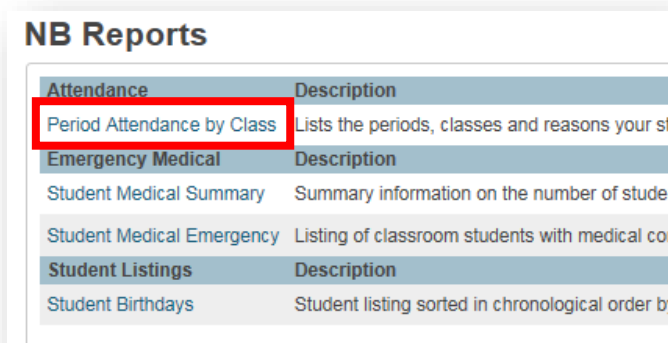# PowerTeacher Period Attendance by Class Report

Homeroom teachers can now view the entire day's attendance for students in their class on one screen with this new report. This report will be of most use to those schools where attendance is taken each period (mostly in the high school environment). When selected you may choose to view the report in a variety of ways. Please see the screen captures and explanations below.

This report is selectable from the PowerTeacher main screen

1. When logged into PowerTeacher and on the main screen, select NB Reports from the left menu as shown below.

Select NB Reports from the menu options on the left

2. Select *Period Attendance by Class* from this screen:

3. Fill in the required information.

Period Attendance by Class

Select all your students or the desired classes.

Leave unchecked for all periods or select the desired periods

Select the desired date range

If you are interested in comments entered by the office or other teachers

Click Submit

4. Report provides **student name, period absent, reason, teacher** that entered absence and the **course missed**. (If *Show Comment* was selected this information would also be provided.) Click on **arrows** to sort columns. This report can be **printed** in different formats.

Date	Student	Period	Absence Reason	Teacher	Course	Room
07/20/2016		4(A)	Tardy		Biology 112	
07/20/2016		2(A)	Tardy		English Language Arts 9	
07/20/2016		1(A)	Attendance not required		Foundation Math 110	
07/20/2016		4(A)	Illness		Biology 112	
07/20/2016		2(A)	Illness		English Language Arts 9	
07/20/2016		1(A)	Unexcused absence		Foundation Math 110	
07/20/2016		1(A)	Tardy		Foundation Math 110	
07/20/2016		5(A)	Illness		Music (90h) 10	
07/20/2016		5(A)	Tardy		Music (90h) 10	
07/20/2016		2(A)	Medical appointment		English Language Arts 9	
07/20/2016		5(A)	Tardy		Music (90h) 10	

Date Range: 07/20/2016 to 07/20/2016 — Period Attendance by Class

Showing 1 to 11 of 11 entries