# Grades K-8 - Taking Attendance in the Office

The following method for entering attendance allows you to enter attendance for one student or a group of students at the same time.

It also allows you to enter one comment and it will appear to all teachers who instruct this student.

## Single Student:

For students in Grades K-8, the school will take Daily Attendance and follow these steps:

1. An individual student can be chosen from the main page of PowerSchool by clicking on a grade level, the first letter of their last name or typing their name and selecting them.

**Start Page**

| Students | Staff | Parents |

D

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 6 7 8 M F All Stored Searches Stored Selections

**Current Student Selection (4)**

Student

**Start Page**

| Students | Staff | Parents |

Grade_Level=2

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 6 7 8 M F All Stored Searches Stored Selections
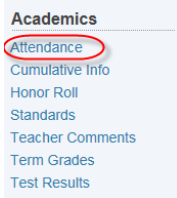
**Current Student Selection (13)**

Student
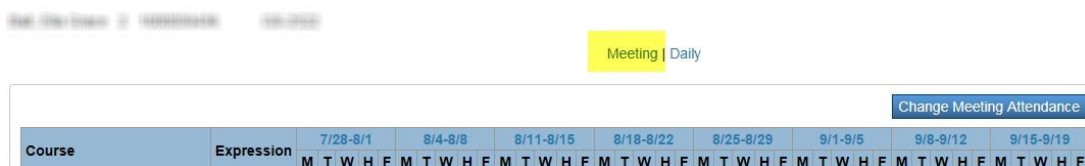
**Start Page**

| Students | Staff | Parents |

Smith

Smith, Ellie Parker

2. Once a student is select, then click on Select the *ATTENDANCE* menu from the left side navigation in the Academics Section.

**Academics**
Attendance
Cumulative Info
Honor Roll
Standards
Teacher Comments
Term Grades
Test Results

**NOTE:** Attendance for K-8, K-12, and 6-12 schools will open **Meeting Attendance View** and has to be changed to Daily before adding Attendance for K-8 Students.

**Attendance**

Meeting | Daily

| | | 7/28-8/1 | 8/4-8/8 | 8/11-8/15 | 8/18-8/22 | 8/25-8/29 | 9/1-9/5 | 9/8-9/12 | 9/15-9/19 |
|---|---|---|---|---|---|---|---|---|---|
| Course | Expression | 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 |

Change Meeting Attendance

3. After Switching to Daily Attendance Mode by clicking on the word Daily, attendance can now be changed for a single day or date range.

**Daily Attendance**

Meeting | Daily

Change Multiple Days

| 7/28-8/1 | 8/4-8/8 | 8/11-8/15 | 8/18-8/22 | 8/25-8/29 | 9/1-9/5 | 9/8-9/12 | 9/15-9/19 | 9/22-9/26 | 9/29-10/3 |
|---|---|---|---|---|---|---|---|---|---|
| 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 | M T W H F |

4. Changing attendance for a <u>single day</u> can be done two ways- EITHER
   - choosing the week and then clicking on the day of the week M T W H F
   - choosing Change Multiple Days and limiting the date range to one day.

**From this Date**    09/19/2014    (MM/DD/YYYY)

**To this Date**    09/19/2014    (MM/DD/YYYY)

5. When a day of the week M T W H F is selected the New Daily Attendance Page opens.

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**New Daily Attendance**

| Date | 09/19/2014 | |
|---|---|---|
| Attendance Code | I (Illness) | Select the appropriate attendance code and enter a comment. |
| Total Time | 0 (calculated on submit) | |
| Comment | Mother called to say Ema home sick. | |
| Time In | (Example entry: 08:00 AM) | New Brunswick does not calculate minutes for attendance conversion. |
| Time Out | (Example entry: 02:00 PM) | |
| Exclude from Total Time Calculation | ☐ | |
| Time Comment | | This can be left blank. |

Submit

6. Change Daily Attendance by selecting Change Multiple Days

**Change Daily Attendance**

| Change Daily Attendance for | | |
|---|---|---|
| From this Date | 1. | 09/19/2014 (MM/DD/YYYY) |
| To this Date | | 09/19/2014 (MM/DD/YYYY) |
| Code(s) to scan for | 2. | ⦿ All<br>◯ These codes<br>Present<br>T - Tardy<br>U - Unexcused absence<br>E - Excused absence<br>I - Illness<br>B - Bereavement<br>M - Medical appointment<br>AMU - AM Half Day Unexcused absence<br>AME - AM Half Day Excused absence<br>AMI - AM Half Day Illness |
| Attendance Code to Set | 3. | PMI (PM Half Day Illness) |
| If Other Than a Default Present (default presents will be overwritten regardless) | 4. | ⦿ Overwrite<br>◯ Don't Overwrite |
| Comment | 5. | Ema went home sick at noon |

Submit

- Make sure the date is the same and correct for the attendance Date
- Codes to Scan for is usually set to All unless trying to replace a certain only
- Choose the Attendance Code you want to set
- Select Overwrite
- Enter a Comment and the click Submit

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**MINUTES** are not calculated for NB Attendance reporting. When minutes are left blank in Daily attendance, the number of minutes in the schools day will appear (410). When Daily Attendance is entered in Multi-Day mode a zero (0) for minutes will appear. If the school enters Time In and Time Out minutes in school will be recorded (226). All can be disregarded and will not count in attendance calculation.

| Change Daily Attendance | Change from Multi-Day | Minutes were entered |
|---|---|---|
|  |  |  |

**Mass Entering Student Attendance:**
This works when you want to enter attendance for an entire group of students (for example….a sports team or club). This process enables you to select the entire group and then enter attendance once and have it apply to all students in the group.

The process is very similar to the above.

1. Click on any of the following, Grade Level, Alphabet Letter or ALL to see a list of the students in your school. The click on **SELECT BY HAND.**
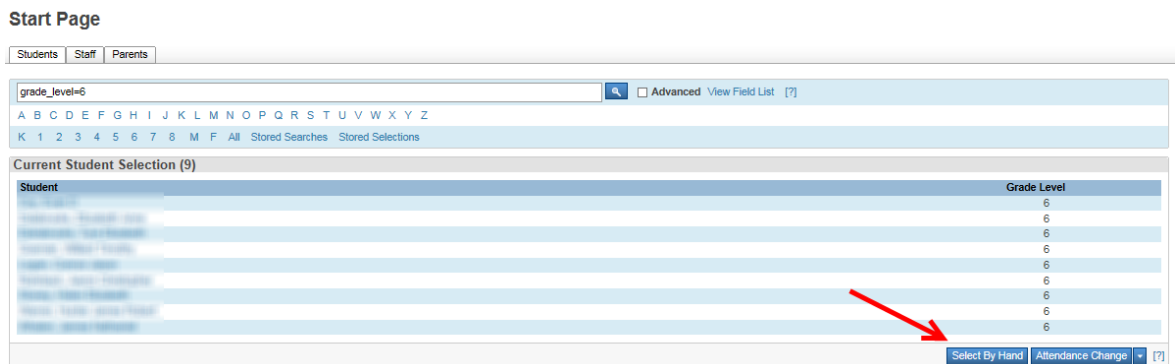


2. Check all the students you need by clicking the checkbox by their name. When you are done click **UPDATE SELECTION**
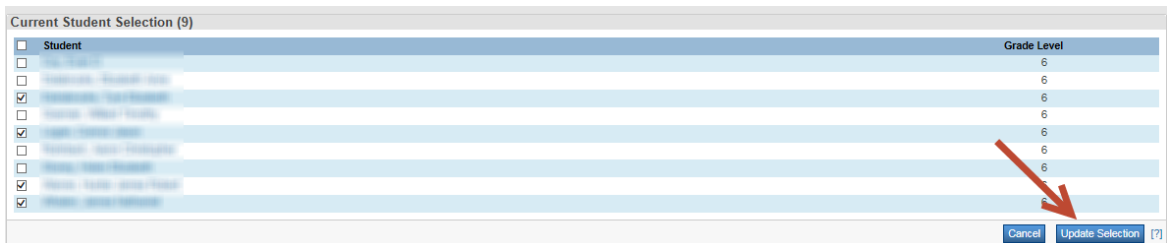
**3.** Click on the BLUE down Arrow beside SELECT BY HAND as shown in the picture below and select ATTENDANCE CHANGE (seen with a green arrow).
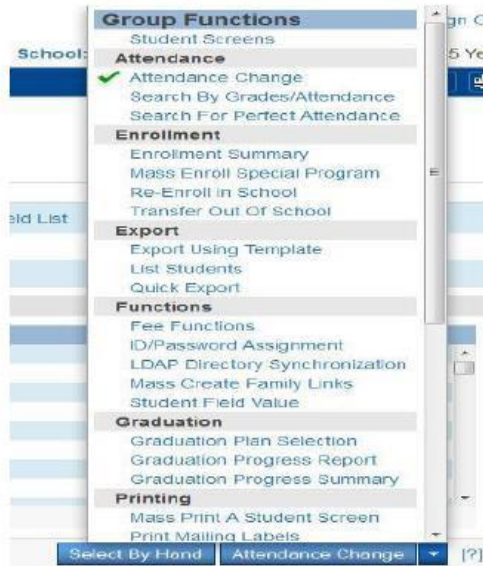


After you select Attendance Change from this menu the process for entering attendance is the same as the steps above. When you are done and click SUBMIT all the students in the group will have had their attendance entered at once.