



District 65 Attendance Notes

Schools with ONLY Grades 6-8

Chute Middle School	Haven Middle School
Nichols Middle School	

New for 2022-2023: your school is configured for Meeting Attendance based on number of periods Present to count a full day attendance (more info below) which requires that teachers take attendance every period excluding before school activities such as band and also excludes Lunch Sections.

New also this year district wide is that every student must have an attendance code entered for each day the student is enrolled. We are no longer accepting blank attendance codes. In fact Blank attendance code is ONLY used to clear attendance which would be used to then drop a student schedule using a date in the past. Our new present code is IA – Which stands for In attendance in building

Teachers will not be able to submit their attendance if a student does not have an attendance code. Reminder all students must have an attendance code that is not blank in order to submit attendance from the teacher portal.

Administrative staff – If you take attendance on the Admin Side on behalf of the teacher under Teacher Schedules Use IA for Present In the building or A for Absent. Do not use the Blank code.

How Attendance is configured for your School

Your School is configured for Meeting Attendance and the conversion is Period to Day. This means depending on the code that you use will determine if the student is present for the period and based on the total number of subject/periods the student is marked absent will determine if the student is full day absent, half day absent or full day Present. This is important when explaining to parents during report card time.

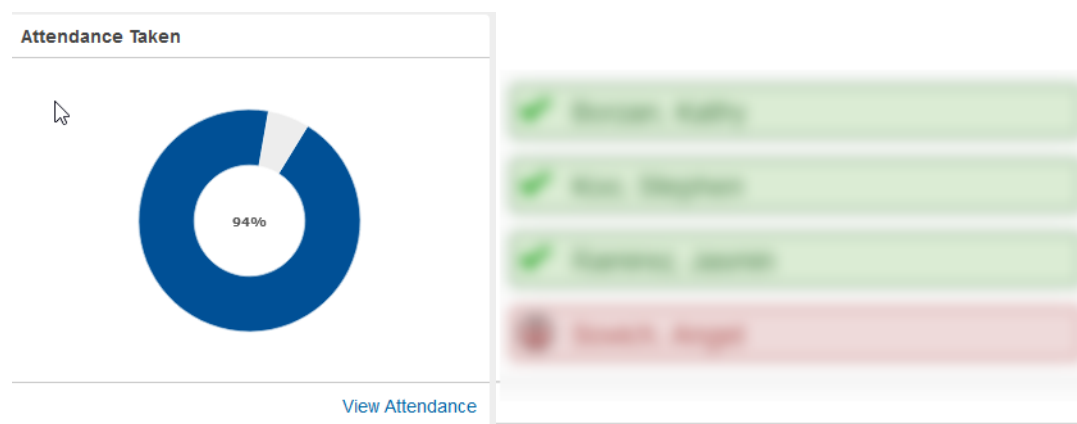
(Think of periods as student subjects because MS has double period Subjects)

Periods Present	Day Attendance Value	Comments
0	0	All day absent
1	0	All day absent
2	0	All day absent
3	0.5	Half Day Absent/ Present
4	0.5	Half Day Absent/ Present
5	1	Full Day Present

How to see if all teachers took their Attendance

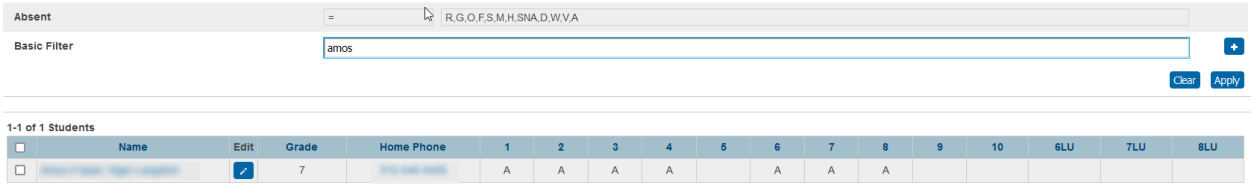
Attendance Taken (AKA the Tattletale Report) The report that shows which teachers did or did not take their attendance can be found on the start page. The goal by 9:30 AM each day is to have your donut read 100%. The donut shows what percentage of your staff have taken attendance for their homeroom.

To see the list of teachers who did not take attendance click the View attendance at the bottom right of the box. Since the teachers only have one section to take attendance their color will only be Green or Red. If Red then the teacher did not take their homeroom attendance.

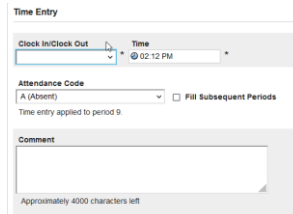


How to change attendance from Absent to Late or Early Dismissal

1. Log into PowerSchool Admin
2. Click Attendance
3. Click the Meeting Tab
4. Search for student who arrived Late



5. Click Enter or click Apply
6. Click the Edit icon
7. A Slider will appear with the students name
8. Click the Attendance Code Dropdown and select a new code
9. Enter a comment
10. Click the Clock to enter a Clock in time and Clock out time



- a. Click the dropdown to indicate the student arrived or being dismissed
 - b. Enter the time
 - c. Choose the Attendance Code
 - d. Decide if you want to fill the remainder of the periods if student is being dismissed
 - e. Enter a comment
 - f. Click Save
11. Click the checkbox at the bottom left of slider to Keep Open if you have another student to update or Just click Save again

List of District Attendance Codes and how it counts on reports

Attendance Code	Description	Can Teachers Assign?	Presence (How does the code use impact the student)	Reported to the state as
	Only use when clearing attendance - Present		Present	PR (Present)
IA	In Attendance inside Building (counts as Present)	Yes	Present	PR (Present)
A	Absent (Counts as Absent)	Yes	Absent	UX (Unexcused Absence)
B	Bus Delay (counts as Present)		Present	PR (Present)
C	Class Fieldtrip (counts as Present)		Present	PR (Present)

D	Death in Immediate Family (Counts as Absent)		Absent	EX (Excused Absence)
EE	Left Early-Excused (counts as Present)		Present	PR (Present)
EU	Left Early-Unexcused (counts as Present)		Present	PR (Present)
F	Family Emergency (Counts as Absent)		Absent	EX (Excused Absence)
G	Homebound-No Educational Services (Counts as Absent)		Absent	MH (Medically Homebound)
H	Health or Safety (Counts as Absent)		Absent	EX (Excused Absence)
I	In School Suspension (counts as Present)		Present	PR (Present)
K	Homebound-With Educational Services (counts as Present)		Present	PR (Present)
L	Late to School (counts as Present)		Present	PR (Present)
M	Medical Exclusion-Non Compliance (Counts as Absent)		Absent	EX (Excused Absence)
N	New School Transition Meeting (counts as Present)		Present	PR (Present)
O	Out of School Suspension (Counts as Absent)		Absent	EX (Excused Absence)
R	Religious Holiday (Counts as Absent)		Absent	EX (Excused Absence)
RL	Remote Learning (counts as Present)	Yes	Present	RL (Remote Learning)
S	Sick/Medical Appointment (Counts as Absent)		Absent	EX (Excused Absence)
T	Tardy to Class (counts as Present)	Yes	Present	PR (Present)
U	Pull Out Support (counts as Present)		Present	PR (Present)
V	Verified Other (Counts as Absent)		Absent	UX (Unexcused Absence)
W	Hospitalized-No Educational Services (Counts as Absent)		Absent	HP (Hospitalized)

X	Excused Office-Principal, Social Worker, etc. (counts as Present)		Present	PR (Present)
Y	Recovery Room (counts as Present)		Present	PR (Present)
Z	Hospitalized-With Educational Services (counts as Present)		Present	PR (Present)
SNA	SACC Non-Attendance (Counts as Absent)	Yes	Absent	Not reported On State Reports

Reports to use

Sign into PowerSchool Admin
Click System Reports

1. ADA/ADM by Date
2. ADA/ADM by Student

PSCB Custom Reports > Attendance > Any of the Meeting / School Attendance Reports

Troubleshooting Attendance

Gotcha's

PowerSchool is very Date Originated and incorrect entrydates or exit dates or schedule changes will impact attendance.

1. Based on student's entrydate the student starts school on 8/26/2022 however the student gets enrolled into classes on 8/24/2022. This will cause the student to have incorrect attendance because the student was entered into classes 2 days before the student arrived which the teacher likely marked the student absent since the student was not in a desk these two days.
2. Based on student's entrydate the student starts school on 8/24/2022 however the school enroll the students into their schedule with the date entered into homeroom on 8/26/2022. This will cause incorrect attendance and cause the student to have a negative attendance rate due to the first two days he was not enrolled into any classes.

The following students have course date misalignments with school enrollments ([Make Current Selection](#)):

Student Number: 2201242 Grade: 2 Track: Entry: 08/26/2022 Exit: 06/07/2023
Class Enrollments: DRAMA_2_210 (08/24/2022-06/07/2023), ELA_2_210 (08/24/2022-06/07/2023), HOMEROOM_2_210 (08/24/2022-06/07/2023), LUNCH_2_210 (08/24/2022-06/07/2023), MATH_2_210 (08/25/2022-06/07/2023), PE_2_210 (08/24/2022-06/07/2023), RECESS_2_210 (08/24/2022-06/07/2023), SCIENCE_2_210 (08/24/2022-06/07/2023), SS_2_210 (08/24/2022-06/07/2023)

3. Review the Student Alert yellow box for any errors. There shouldn't be any students hanging out in the hallway active in PowerSchool but not in any classes

Student Alerts

The following students are enrolled in school, but not in any classes ([Make Current Selection](#)):

Student Number: 2201293 Grade: 1 Track: Entry: 08/26/2022 Exit: 06/07/2023

4. If you have students who have withdrawn from your district make sure the family has filled out the paper work needed so registration can withdraw them from your PowerSchool.
5. Make sure the student has been withdrawn from their classes so the Homeroom Teacher doesn't mark the student absent. (When this happens then it causes more work with SIS admin and Registration) for us to withdraw the student on the correct exitdates.