



District 65 Attendance Notes

Schools with ONLY Grades K-8

Dr Bessie Rhodes School of Global Studies	Dr Martin Luther King Jr Literary & Fine Arts School
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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

FTE Values – Depending on the grade level students must be assigned to the correct FTEID. We have made an FTEID called ELM Grades – K-5. This FTE is tied to an attendance conversion that calculates the attendance based on if the student is either present or absent for the day based on the one period in the bell schedule used for K-5 that counts in Attendance. For Middle School Grades I have created different FTE and this FTE is for grades 6-8 and it has a different conversion method to count for attendance. (see the section below for middle school grades)

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 for Grades K-5

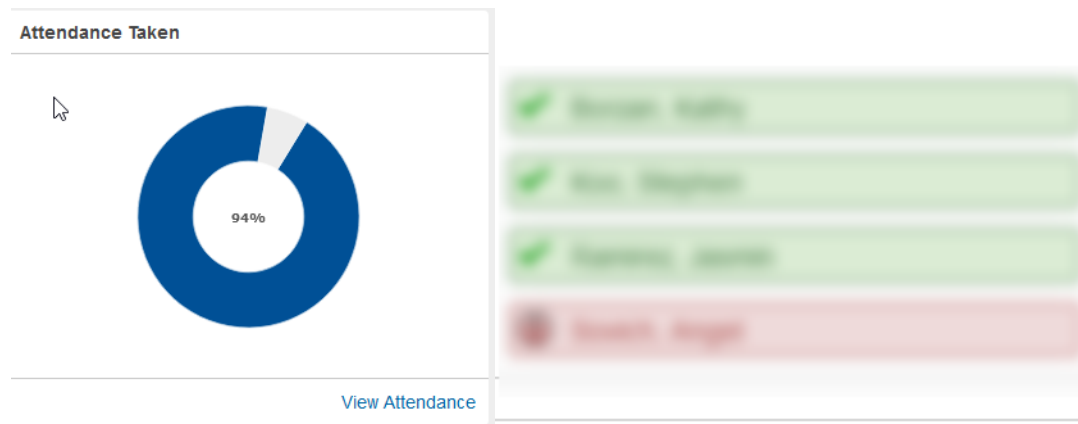
Your School is configured for Meeting Attendance and the conversion is Period to Day. This means depending on the code that you use will determine if the student is present for the whole day or absent for the whole day based on the HR Period.

Periods Present	Day Attendance Value	Comments
0	<input type="text" value="0"/>	Absent all Day
1	<input type="text" value="1"/>	Present all Day

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. By 9:30 AM each day check the donut to confirm it reads 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.



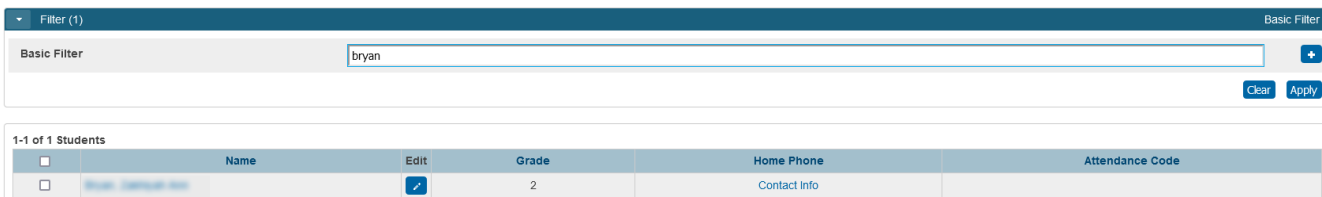
Marking Time in and Time Out

1. Clock in / Clock Out should be entered under Daily not meeting
 - a. Although we have a two way sync Clock times do not write back to the Meeting side and Meeting clock times do not sync to Daily Side.
 - b. When you record the time under meeting attendance for example a student arrives at 10 AM and you record clock in at 10 AM. PS will mark the period that happens at 10AM as being updated however the HR period will remain Absent (money period) This causing your daily to still be marked absent even though the student arrived at 10 and finished out the school day on campus.

- Comments: Please enter your comments under Daily not Meeting. Like the clock in and clock out comments entered under Daily do not write to Meeting. Comments entered under meeting do not write to the daily side.

How to change attendance from Absent to Late or Early Dismissal

- Log into PowerSchool Admin
- Click Attendance
- Click the Daily Tab
 - You can update under the meeting tab however given the number of periods your school has you have to scroll far to the right to find the add button
- Search for student who arrived Late



- Click Enter or click Apply
- Click the Edit icon
- A Slider will appear with the students name
- Click the Attendance Code Dropdown and select a new code
- Enter a comment
- Click the Clock to enter a Clock in time and Clock out time
- Click Save (closes the Create New daily Clock in or Out time)
- 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. Attendance Profile

a. Can only be ran for max 200 students so hand select students you want to report on.

Attendance Profile
Elementary School - 2022-2023

Student: [Redacted] Birthdate: 04/16/2017 Grade: 0
Gender: F Entry Date: 08/24/2022
Exit Date: 06/07/2023

From: 08/24/2022 To: 06/06/2023
Enrolled: 174.00 Present: 174.00 Absent: 0.00 Tardy: 0.00

Day Attendance								Clock In/Out	
Date	Day	Att Code	Att Category	Mins Abs	Att Val	Bridge Period	Type	Time	
08/24/2022	Wed	IA		0	1.00	IA			

Attendance Code Total		
ATT Code	ATT Code Desc	Count
IA	In Attendance Inside Building Counts as Present	1
Total Count		1

2. ADA/ADM by Date

3. ADA/ADM by Student

4. Class Attendance Audit Report

a. Shows where there are students with blank attendance so they can be fixed.

PSCB Custom Reports > Attendance > Any of the Daily / 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.

Middle School Grades 6-8 for King Arts and Rhodes

How Attendance is configured for your School

Grades 6-8 is also configured for Meeting Attendance and the conversion is Period to Day, however since attendance is being recorded for all periods it takes more periods for the student to be present during the day to count as a full day attendance. This also allows schools and teachers to see patterns in students when attendance is taken throughout the day.

FTE Values – Grades 6-8 uses the Middle School Grades 6-8 FTE. This FTE is tied to an attendance conversion that calculates the attendance.

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 and present 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

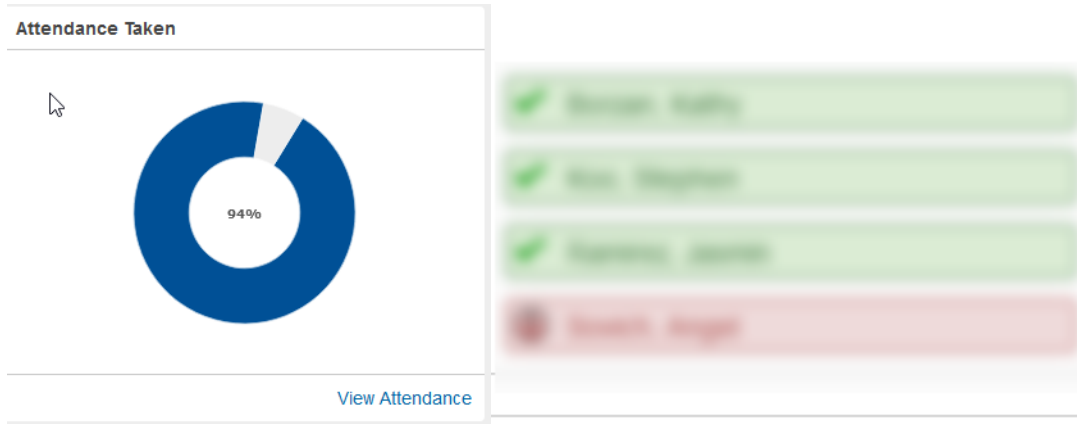
This means that it takes 5 subject during the day of being present to count the student as being present for the entire day. **Taking attendance every period (grades 6-8) is essential for us to have PowerSchool calculate the attendance correctly for both the state and on report cards.**

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 throughout the day is to have the donut display 100% for each period. 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 take attendance in all their classes their color could be Green, Yellow or Red. When Green all of the teaches sections thus far in the day have been submitted, Yellow means

they submitted at least one section's attendance and Red means that the teacher has yet to submit any section's attendance.



How to change attendance from Absent to Late or Early Dismissal

13. Log into PowerSchool Admin
14. Click Attendance
15. Click the Meeting Tab
16. Search for student who arrived Late

Absent = R,G,O,F,S,M,H,SNA,D,W,V,A

Basic Filter: amos

1-1 of 1 Students

Name	Edit	Grade	Home Phone	1	2	3	4	5	6	7	8	9	10	6LU	7LU	8LU
[Student Name]	[Edit Icon]	7	[Home Phone]	A	A	A	A		A	A	A					

17. Click Enter or click Apply
18. Click the Edit icon
19. A Slider will appear with the students name
20. Click the Attendance Code Dropdown and select a new code
21. Enter a comment
22. Click the Clock to enter a Clock in time and Clock out time

Time Entry

Clock In/Clock Out: [Dropdown] Time: 02:12 PM

Attendance Code: A (Absent) Fill Subsequent Periods

Time entry applied to period 9

Comment: [Text Area]

Approximately 4000 characters left

- 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
23. Click the checkbox at the bottom left of slider to Keep Open if you have another student to update or Just click Save again

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6. 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.
7. Middle School Students who do not have attendance entered for each of their periods except for before school and Lunch periods will cause your attendance to be lower as a school and as a district.