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- A red highlight with an exclamation point means that the teacher has not submitted attendance for any of his or her classes

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The Attendance page has potentially four tabs: Reports, Daily, Meeting, and Consecutive Absences. Based on the attendance mode or modes selected on the Attendance Preferences page for the school, you'll see the Daily tab, the Meeting tab, or both tabs.

The Reports tab contains links to several attendance reports that office staff members use frequently.

Use the Meeting or Daily tabs to view and filter today's attendance data.

Use the Consecutive Absences tab to view a list of students who have been absent for an extended period of consecutive school days. This information will only be available if you have selected this option on the Attendance Preferences page.

The Recalculate Consecutive Absences Notification operation automatically runs as part of the nightly process. To manually run the process after updating attendance, from the district office, select > >

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4. On the New Daily Attendance page, choose the desired attendance code
 5. Enter a comment stating the reason for the change
 6. If the student is missing for part of the day, enter the times that the student was in and out
 7. Add any additional comments regarding the time

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Modify attendance data for multiple days because of a student's upcoming vacation or medical event using the Attendance page. First, search for and select the student.

1. On the student pages menu, click
2. Click
3. Click
4. In the "From this Date" field, enter the first day of the absence
5. In the "To this Date" field, enter the last day of the absence
6. Select to scan for all attendance codes
7. From "Attendance Code to Set," choose or
8. Leave the default checked so the code for the known event (vacation, medical leave, or in-school suspension) cancels another event, such as

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At some schools, staff members verify and sign attendance records. PowerSchool provides a report for this purpose for schools using the daily attendance mode.

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Use this report to display attendance codes by section.

1. On the Start Page, click
2. Click ; at the top of the page, see instructions for how to run the report
3. Choose the week for which to run the report
4. Choose to run the report for a teacher, multiple teachers, or all teachers
5. In the Attendance Codes section at the bottom of the report page, fill in all the codes in the Absent, Unexcused, and Tardy fields that the school uses to indicate that a student has an excused absence, an unexcused absence, or a tardy

Separate codes by commas, with no spaces, and use each code only once.

6. Check additional options, such as including the student numbers or a verification line for staff to use as authorization

If you plan to run this report routinely and want the values you select to be your defaults (so you don't have to reset them every time), check the boxes on the right side of the

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Use

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Use this report to compare the number of students enrolled (membership) to the number of students who actually attended school on a specific day.

Use it to check if the school gained or lost students during a certain time period. The total number should match the values shown in the ADA/ADM by Student report.

1. On the Start Page, click