



Every student by face and name.
Every school, every classroom.
To and through graduation.

Office of Accountability

Department of External School Operations
Department of Testing
Department of Research and Evaluation
Department of Student Records

Using PowerSchool to Verify and Correct K-6 Student Daily Attendance

For K-6 Administrators, Clerical & Teachers



Every student by face and name.
Every school, every classroom.
To and through graduation.

1.) Finding the sql Attendance Report

On the PowerSchool Start Page ...

Select sqlReports ...

Reports

System Reports

ReportWorks

PSCB Custom Reports

MBA Reports

sqlReports

... and then open the “Attendance” section and select “Students Absent for Day but Present for Period” report.

- ▼ Attendance
 - Attendance Changes
 - Master Attendance
 - Master Attendance - District
 - Master Attendance - Pre-K
 - Meeting Attendance Report By Teacher
 - School Grade Student Absent Counts
 - Student Daily Attendance History
 - Student's Meeting Attendance Per Day
 - Students Absent for Day but Present for Period



2.) Running & Reading the Attendance Report

Click “SUBMIT” ... The report lists all students with a “Absent” for a daily/HR attendance record, but a “Present” for a special/period class on the same date. When the report is complete it will give you the following information:

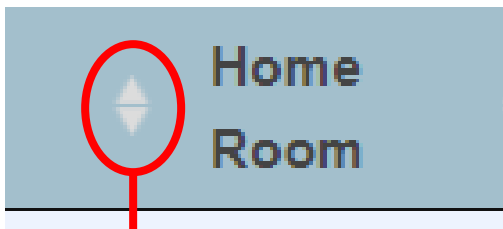
Student ID	Student Name	Home Room	Grade Level	Att Date	DAILY WHOMODIFIED	Daily Attendance Code	Class/Period Attendance	Class/Period	Teacher
------------	--------------	-----------	-------------	----------	-------------------	-----------------------	-------------------------	--------------	---------

“DAILY WHOMODIFIED” gives who entered the daily attendance record. If it says “Admin” it means that the record was overridden by a clerical or an administrator.

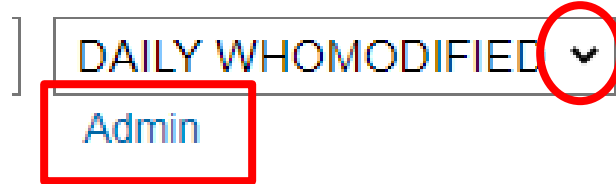
Lists the class and the teacher who entered a “Present” for that student.

3.) Sorting & Filtering the Attendance Report

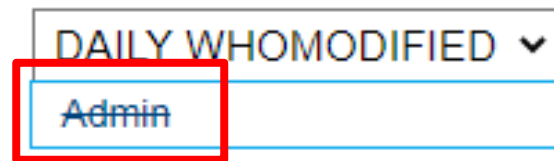
In order to best manage this verification and corrections, note the following report tools for filtering and sorting data:



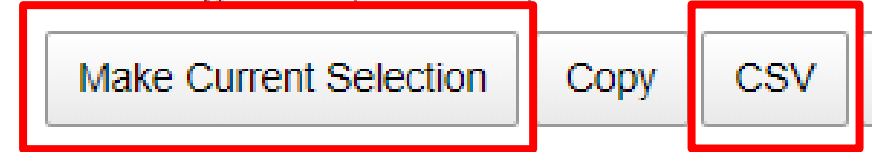
Clicking on the up/down arrows will sort the file alphabetically or numerically depending on the column of data.



You can filter by any field value by selecting the drop down arrow



To “un-filter” click the field value



Selecting “CSV” will convert the file to a CSV which you can save as an Excel document.

Selecting “Make Current Selection” will list the students in PowerSchool under the Current Student Selection.



4.) Suggestion to Verify and Correct

- Filter the “DAILY WHOMODIFIED” field by “Teacher” so you are only looking at attendance that was entered by the teacher and not changed by administration or clerical.
- Then filter the “Teacher” by teacher name. This will give you the special teachers who entered a “P”.
- Using the up/down arrow, sort by date.
- Click “PDF” to save as a PDF to send to the specials teachers and ask to check their records to make sure that the attendance entered (“P”) are accurate.
- If they are not accurate, ask them to change the attendance in PowerSchool. If they are accurate, then the HR attendance must be changed from “Absent” to “Tardy.”



5.) Suggestion to Verify and Correct Overridden Daily Attendance

- Filter the “DAILY WHOMODIFIED” field by “Admin” so you are only looking at attendance that was changed by administration or clerical.
- Compare with records kept by clerical or administration to make sure that the daily codes were overridden correctly.
- NOTE THAT ON DAYS STUDENTS WERE SUSPENDED, CLERICAL OR ADMINISTRATION MUST OVERRIDE THE STUDENT DAILY ATTENDANCE AS NOTED BELOW:**

For “Present” change code to “P-ISS” if student attended ISS, or change code to “P-LTSP” if the student attended and was assigned to a long-term suspension program.

For “Absent” change code to “A-ISS” if student was assigned ISS, change code to “A-OSS” if the student was absent and assigned a short-term out-of-school suspension, or change code to “A-LTSP” if the student was absent and assigned to a long-term suspension program.



Every student by face and name.
Every school, every classroom.
To and through graduation.

QUESTIONS????

Contact Karl Kania

Karl.Kania@rcsdk12.org

262-8453