

Power School Attendance Setup & Troubleshooting

How it Works: Attendance Codes

PowerSchool attendance codes are used by teachers and administrators to record attendance using the following PowerSchool tools:

- PowerSchool Teacher - Attendance Entry
- PowerGrade - Attendance Entry
- PowerSchool Admin - Edit Meeting/Interval Attendance
- PowerSchool Admin - Edit Daily Attendance
- PowerSchool Admin - Edit Time Attendance
- Attendance Conversions - Code Items

How It Works:

Attendance codes can be created and edited at Start Page > School Setup > Attendance Codes. Attendance Codes are school and year specific, so the codes available are dependent on the school and year term selected at the top of the page.

Like other attendance setup items, if attendance codes already exist for the current school year, they are copied when a new year term is created.

Code	Description	Teachers Assign	Counts ADA	Presence
	Present	Yes	Yes	Present
A	Absent	Yes	Yes	Absent
T	Tardy	Yes	Yes	Present

Attendance Code Settings:

Setting	Affects ADA	Description
Code	No	Enter a single or multi-character code. In order to use multi-character attendance codes, select the preference at Start Page > School > [Attendance] Preferences > Enable multiple character attendance codes. <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Enable multiple character attendance codes <input checked="" type="checkbox"/> </div>
Description	No	Enter a name to identify the attendance code.
Presence Status	Yes	Identify the attendance code as present or absent. This setting has an affect on how attendance is calculated. For example, if a Code to Day attendance conversion is used, PowerSchool identifies whether the attendance code is present or absent to award attendance when calculating ADA.

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Setting	Affects ADA	Description
Code Categories	Yes	Attendance code categories are used to group attendance codes. The default attendance code categories are Excused, Unexcused and Tardy. This setting affects how attendance is calculated when using a DAT (data access tag) that references the attendance code category.
Points	Yes	Enter a point value for the attendance code. Attendance points can be used to calculate attendance values using the \wedge (daily.att.points) and \wedge (attpointsperiod) DATs. Attendance points are generally considered "negative," thus they can be used during the Permanently Store Grades process to exclude course credit: when storing grades, the user can enter a maximum number of attendance points that, if exceeded, causes credit to be excluded for a particular course.
Teacher can assign	No	Selecting yes allows the teachers to assign the code within PowerSchool Teacher and PowerGrade.
This attendance code earns ADA credit	Yes	Check this box to allow students to receive credit when assigned this attendance code.
This attendance code counts towards membership	Affects ADM	This setting applies to Daily attendance in Membership reporting. This code is useful for suspensions and designate religious holidays that do not apply to the entire student population.
Sort order for display	No	This setting determines the order in which attendance codes are listed and does not affect attendance calculation.

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Label	Value
Code	<input type="text" value="P"/>
Description	<input type="text" value="Parent Excused"/>
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	<input type="text" value="0"/>
Teacher can assign	<input type="button" value="Yes"/>
This attendance code earns ADA credit	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	<input type="button" value="4"/>

Related Tables and Fields:

Table:	Field:	Description:
Attendance_Code	ID	Internal ID of the Attendance Code
Attendance_Code	Att_Code	Single or Multi-Character name given to identify the Attendance Code
Attendance_Code	Description	Description of the Attendance Code
Attendance_Code	Assignment_Filter_YN	Determines whether or not attendance code will be available for teacher assignment
Attendance_Code	Course_Credit_Points	Point value given to attendance code
Attendance_Code	SchoolID	School number of the school for which the attendance code was created
Attendance_Code	YearID	Internal ID of the year term for which the attendance code was created
Attendance_Code	SortOrder	Determines the order in which the attendance code will be displayed
Attendance	Attendance_CodeID	Internal ID of the Meeting, Interval, Daily, or Time Attendance Code that was assigned to a student

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Table:	Field:	Description:
Att_Code_Code_Entity	Attendance_CodeID	Internal Id of a an Attendance Code. Provides mapping to attendance code categories.
Knowledgebase Article Information:		
Document ID:	8223	

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Tutorial: Calendar Setup

The Calendar Setup is an essential part of any school setup and affects many other parts of the PowerSchool application, including, but not limited to:

- Attendance
- Membership
- Live-Side Scheduling (as opposed to scheduling with PowerScheduler)
- Class/Section Enrollment Dates
- School Enrollment Dates
- Class Availability in Teacher Gradebooks
- Bell Schedule View Student Screen

Access Calendar Setup

Log into the appropriate school and navigate to Start Page > School > Calendar Setup. The Calendar Setup page may take a few moments to load.

The days and months included in the Calendar Setup are dictated by the Years & Terms. Navigate to Start Page > School > Years & Terms to review the terms.

Calendar Setup - 2008-2009 School Year

September 2008											
6/08 7/08 8/08 9/08 10/08 11/08 12/08 1/09 2/09 3/09 4/09											
Date	Day	Schedule	Tracks						In Sess	Memb Value	Type
			A	B	C	D	E	F			
Mon, Sep 1	A Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session

Configure the Calendar Setup

The following Calendar Setup items **must** be populated in order for the setup to be complete:

- Day
- Schedule
- Tracks (only if the school uses tracks)
- In Sess
- Memb Value

In Session Day Example:

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Thu, Sep 4 B Day Half Day 1

Not In Session Day Example:

Sat, Sep 6 0

Day

This setup item refers to the **cycle day** assigned to the calendar day. A cycle is the group of repeating days that comprise the schedule. Schools normally use a 1, 2 or 3 day cycle. Days in a cycle are often referred to as Day 1 and Day 2; Day A and Day B: Green and Blue, etc. PowerSchool can schedule 26 days, the number of letters in the alphabet. Keep in mind that a cycle day is **not** the same as a calendar day of the week. Review cycle days at Start Page > School > Days. To change the number of cycle days, navigate to Start Page > School > Years & Terms and click on the year name (not Edit Terms).

Day

A Day

A Day

B Day

Schedule

This setup item refers to the **bell schedule** assigned to the calendar day. The bell schedule determines the start and end time for the day, as well as each period. Bell schedules must be assigned to an attendance conversion in order to calculate attendance for the day. To edit a bell schedule, navigate to Start Page > School > Bell Schedules. To edit an attendance conversion, navigate to Start Page > School > Attendance Conversions.

Schedule

Regular Schedule

Half Day

Regular Schedule

Tracks

This setup item refers to **tracks** assigned to the calendar day. For example, if students in tracks A and B attend school on September 2, then the boxes for tracks A and B should be checked for that calendar day. This item only affects schools that use tracks. All tracks are selected by default and may be left selected for schools that do not use tracks.

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Tracks					
A	B	C	D	E	F
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In Sess

This setup item refers to the **in session status** of the calendar day. If the calendar day is in session, meaning that attendance should be counted for the day, the box for In Sess should be checked.

In Sess

Memb Value

This setup item refers to the **membership value** assigned to the calendar day. If students receive membership for the day, meaning that membership should be counted for the day, a value should be entered in the Memb Value field. The most common value is 1 because students normally receive a full day of membership for each in session day that they are enrolled in the school.

Memb Value

Type

This setup item is used to **assign a type** to the calendar day. The Type field does not affect any global PowerSchool functions, although it may serve a purpose for state reporting. To edit Types, log into the District and navigate to Start Page > District > Calendar Membership Types

Type

- Attendance End Date
- Attendance Start Date
- Calendar Start Date
- Discretionary Day - administrative
- Holiday - Christmas
- Holiday - spring break
- In Session
- Make-up day - extended school day

Calendar Membership Types

Code	Meaning
AE	Attendance End Date
AS	Attendance Start Date
CE	Calendar Start Date
OA	Discretionary Day - administrative
CH	Holiday - Christmas
SH	Holiday - spring break
IN	In Session
MD	Make-up day - extended school

Edit Calendar Membership Type

Code

Meaning

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Note

This setup item allows users to **add a note** to the calendar day. The Note field does not affect any PowerSchool functions.

Note
Students practiced the fire drill.

Knowledgebase Article Information:

Document ID:	55764
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Troubleshooting Student Membership & ADM

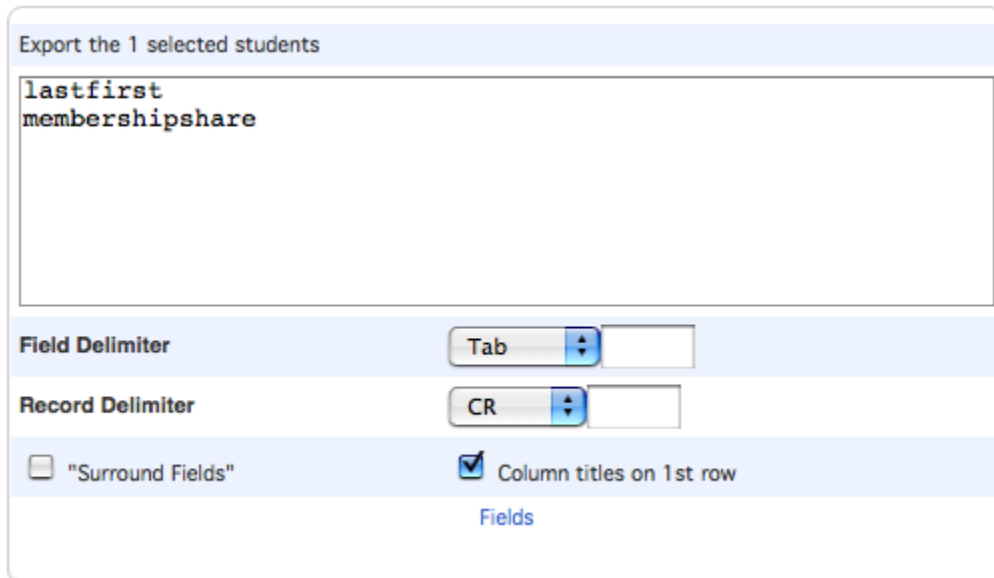
A student's membership value represents the total possible attendance a student should receive on a given date. This value is determined by multiplying the student's membership share value with the membership value on the school calendar on a day the student is enrolled in school.

1. Identify the membership share value.
2. Identify the calendar membership.
3. Multiply Membership Share by Calendar Membership.

Membership Share

By default, anytime a student is enrolled into school, whether a new student, or an additional enrollment for an existing student, the membership share value is set to 1. The membership share value helps determine how much membership a student receives on a given date. Perform the following to determine a student's membership share value.

1. Select the student.
2. Navigate to Start Page > Special Functions > Importing and Exporting > Quick Export.
3. Export the selected student with the following fields
 - lastfirst
 - membershipshare
4. View the export and note the value listed under the *membershipshare* column.



Export the 1 selected students

```
lastfirst
membershipshare
```

Field Delimiter: Tab

Record Delimiter: CR

"Surround Fields" Column titles on 1st row

[Fields](#)

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Calendar Membership

The school calendar determines how much membership is applied to each calendar day. Perform the following steps to determine the membership for a given date.

1. Navigate to Start Page > School Setup > Calendar Setup.
2. Locate a given date in the school calendar.
3. Note the membership value in the *Memb Value* column.

October 2007												
6/07 7/07 8/07 9/07 10/07 11/07 12/07 1/08 2/08 3/08 4/08 5/08												
Date	Day	Schedule	Tracks						In Sess	Memb Value	Type	Note
			A	B	C	D	E	F				
Mon, Oct 1	B Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session	
Tue, Oct 2	A Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session	
Wed, Oct 3	B Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session	
Thu, Oct 4	A Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session	
Fri, Oct 5	B Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session	
Sat, Oct 6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
Sun, Oct 7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		

In-session school days will usually have a membership value of 1. Calendar days that are out of session will usually have a membership value of 0.

Calculate a Student's Membership

To calculate a student's actual membership, multiply the student's membership share value by the calendar membership value.

Example

In most cases, the student has a membership share value of 1 and the calendar also has a calendar membership value of 1.

$$\begin{aligned}
 \text{Membership Share} &= 1 \\
 \text{Calendar Membership} &= 1 \\
 \text{Membership Share} * \text{Calendar Membership} &= 1 \times 1 = 1
 \end{aligned}$$

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Example

In some cases, students may have other membership share values. A kindergarten student may be assigned a membership share value of .5 if the student only attends half of the school day on a regular basis.

Membership Share = 0.5
 Calendar Membership = 1
 Membership Share * Calendar Membership = 0.5 x 1 = 0.5

Calculate ADM (Aggregate Daily Membership)

To calculate aggregate daily membership:

1. Identify the student's school enrollment dates on the Transfer Info student screen, as seen in the image below.
2. Add the student's membership for each day that falls within the student's enrollment dates.

Entry Date	6/1/2008
Entry Code	R2 (Returned from Last Year)
Entry Comment (entry & exit)	Promoted
Exit Date	5/31/2009

Example 1

20 Days in July, all with Membership = 1
 Student Membership Share = 1
 Student Membership for each day in July: 1 * 1 = 1
 ADM for July: 20 * 1 = 20

Example 2

200 Days in School Year, all with Membership = 1
 Student Membership Share = 0.5
 Student Membership for each day in the year: 1 * 0.5 = 0.5
 ADM for Year: 200 * 0.5 = 100

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Definitions

PowerSchool attendance incorporates the entry and calculation of attendance and membership for students.

- **Attendance:** The student's presence status, either present or absent, at school for a partial or full day.
- **ADA:** Average Daily Attendance: The average number of students who were in attendance at school each day during a particular time period.
- **Membership:** The student's membership status, either enrolled in or transferred out of school. A student who is enrolled in a particular school is a member of the school.
- **ADM:** Average Daily Membership: The average number of students who were enrolled in the school (members of the school) each day during a particular time period.

Note: To troubleshoot student membership, see article [55390](#).

Database Table

Attendance records are stored in the [Attendance] table.

Attendance Calculation Process

Attendance is calculated in the following manner:

1. Determine if the student is enrolled in the school at any time during the attendance dates: [Student Enrollment Dates](#)
2. Identify the student's FTE: [Full-Time Equivalencies](#)
3. Identify the attendance conversion associated to the student's FTE: [Attendance Conversions](#)
4. Identify the attendance records used in the calculation, based on the attendance conversion and the dates used to calculate attendance: [Attendance Records](#)
5. Attendance is calculated for the student based on the **attendance conversion** and **attendance records**.

Note: Refer to the additional sections in this article for other setup considerations.

The following image is a visual representation of most of the elements used to calculate attendance.

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Verify Student's Enrollment Dates

Entry Date

Transfer Info



Verify Student Has FTE

Full-Time Equivalency

Transfer Info



Verify Days are Setup & Identify Bell Schedule

Date	Day	Schedule	Tracks						In Sess	Memb Value
			A	B	C	D	E	F		
Mon, Sep 1	A Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1

Calendar Setup



Verify Periods in Bell Schedule Count for ADA

Label	Value
Period	1
Start time	8:30 AM
End time	10:00 AM
Counts for ADA	<input checked="" type="checkbox"/>
Use For Daily Attendance	<input checked="" type="checkbox"/>

Bell Schedules



Identify Attendance Conversion Using Bell Schedule & FTE

FTE	Period	Code	Time
Regular Day Conversion			
WY FTE	(NONE)	Partial (7/11) 1 .. 1	(NONE)
Full Time	Defined 0 .. 1	Partial (7/11) 1 .. 1	(NONE)

Attendance Conversions

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Identify Attendance Codes

Code	Description	Teachers Assign	Counts ADA	Presence
	Present	Yes	Yes	Present
A	Absent	Yes	Yes	Absent
T	Tardy	Yes	Yes	Present

Attendance Codes



Locate Student's Attendance Records

Course	Expression	12/1-12/5					12/8-12/12					
		M	T	W	H	F	M	T	W	H	F	
Calculus Bryant, Renata L 110 E: 12/1/2008 L: 5/31/2009	1(A-B)			A	A							
First Aid Perelli, Anthony 420 E: 12/1/2008 L: 5/31/2009	2(A)	
World History Smith, Paul R 135 E: 6/1/2008 L: 5/31/2009	3(A)		.		.	T	.	A	.	A	.	.

Student [Meeting] Attendance



Calculate Attendance Based on Attendance Conversion

Periods Present	Day Attendance Value	Comments
0	0	
1	0	
2	0.5	
3	1	
4	1	

Copy From Other Conversion Table ...

Used by Bell Schedules:
 Regular Schedule 4 periods defined.

Attendance Conversions

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Round or Truncate to the Appropriate Decimal

Calculation accuracy	<input type="text" value="2"/>	decimal places	Round or truncate	<input type="button" value="Round"/> <input type="button" value="Round"/> <input type="button" value="Truncate"/>
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[Attendance Preferences](#)

Student Enrollment Dates

A student's current and historical school enrollments can be viewed on the Transfer Info student screen. Ensure that each school enrollment is associated with a valid FTE. Review the entry and exit dates for each school enrollment and ensure that the student was enrolled at some time during the dates used to calculate attendance. *Return to [Attendance Calculation Process](#).*

- School enrollments do not overlap.
- Entry dates are within a valid school year.
- Exit dates are within a valid school year. Exit dates may also be set to the day after the last day of a given school year.

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
10/3/2008	7/1/2009	12			Apple Grove High School 1	
Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
9/1/2008	9/29/2008	W1 12			Apple Grove High School 1	
6/1/2007	1/1/2008	12	Enrolled		Apple Grove High School 1	

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Full-Time Equivalencies (FTE)

A student must be assigned an FTE in order to be counted for attendance. Each FTE is associated with an **attendance conversion**, which is used to convert attendance taken for a student during the school day to an attendance value for the day. **Note:** FTEs are school and year specific. *Return to [Attendance Calculation Process](#).*

- Assign the student an FTE after selecting the student's current enrollment on the Transfer Info student screen.
- View the FTE settings at Start Page > School Setup > Full-Time Equivalencies.

Power School Attendance Setup & Troubleshooting

Full-Time Equivalency

Grade Level

Attendance Conversions

Access the Attendance Conversions on Start Page > School Setup > Attendance Conversions. Ensure that each conversion is fully defined for each default attendance method (Period, Code, or Time). A conversion is defined for a given FTE when the word Defined is displayed in bold letters under the Period, Code, or Time column. *Return to [Attendance Calculation Process](#).*

For more information, see article 55859, [How it Works: Daily Attendance](#) or see article 55857, [How it Works: Meeting Attendance](#).

FTE	Period	Code	Time
Regular Day Conversion			
Full Time	Defined	0 .. 1	(NONE) 5 Tiers 0 .. 1

Note: This list of Attendance Conversions applies to Apple Grove High School 1 for the current year only.

Attendance Records

Verify that the attendance records for the student exist and are correct. Attendance records can be viewed on the Attendance student screen at Start Page > Student > Attendance. Attendance records are usually created by recording an attendance code (for a period, or for the day), or a time entry.

The Attendance student screen loads to a default attendance recording method set at Start Page > School > [Attendance] Preferences. To change the page to a different view, select an attendance recording method from the links at the top of the screen. To change the dates available on the attendance screen, select a different term from the top of the page. To view dropped classes when in Meeting attendance mode, select "Show dropped classes also." *Return to [Attendance Calculation Process](#).*

1st Image: Default Attendance Screen Setting, **2nd Image:** Example Meeting Attendance Screen View

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Attendance recording methods

Meeting
 Daily
 Time
 Interval

Audit attendance records

Default attendance page Meeting

Enable multiple character attendance codes

Meeting
Daily

Course	Expression	12/1-12/5					12/8-12/12				
		M	T	W	H	F	M	T	W	H	F
Calculus Bryant, Renata L 110 E: 12/1/2008 L: 5/31/2009	1(A-B)			A	A						
First Aid Perelli, Anthony 420 E: 12/1/2008 L: 5/31/2009	2(A)	
World History Smith, Paul R 135 E: 6/1/2008 L: 5/31/2009	3(A)	.	.	T	.	A	.	A	.	.	

Attendance Preferences

The attendance preferences page contains several settings affecting attendance calculation and reporting. Navigate to Start Page > School > [Attendance] Preferences and access PowerSchool online help for details regarding the settings on the page, such as Interval Duration (in Minutes), Calculation accuracy and Round or truncate.

Attendance Codes

The Attendance Codes for a given school are setup on Start Page > School Setup > Attendance Codes. Check attendance codes to make sure that the codes involved count towards ADA/ADM and Membership. Attendance codes that don't count towards ADA will be ignored by the attendance calculation. Also, check whether the attendance code is assigned a presence status of Present or Absent. When using the Period to Day attendance conversion, PowerSchool counts either the number of periods the student was present, or absent based on the setting at Start Page > School Setup > [Attendance] Preferences > **Count these codes for period conversion.**

Power School Attendance Setup & Troubleshooting

New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	Yes	Yes	Present	1
A	Absent	Yes	Yes	Absent	2
T	Tardy	Yes	Yes	Present	3
P	Parent Excused	Yes	Yes	Absent	4
U	Unexcused		Yes	Absent	5
S	School Excused	Yes	Yes	Present	6
I	In School Suspension		Yes	Present	7
O	Out of School Suspension		Yes	Absent	8
X	Truant		Yes	Absent	9
V	Vacation		Yes	Absent	10
F	Field Trip		Yes	Present	11

Calendar Setup

The school calendar is setup on Start Page > School Setup > Calendar Setup. Ensure that all in session days have a valid membership value and are assigned a cycle day and bell schedule. The Bell Schedule set on each calendar day determines which Attendance Conversion is used on that calendar day to calculate ADA values. Refer to Knowledgebase Article [55764](#) for details on Calendar Setup.

Power School Attendance Setup & Troubleshooting

July 2008												
7/08 8/08 9/08 10/08 11/08 12/08 1/09 2/09 3/09 4/09 5/09 6/09												
Date	Day	Schedule	Tracks						In Sess	Memb Value	Type	Note
			A	B	C	D	E	F				
Tue, Jul 1	A Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Wed, Jul 2	B Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Thu, Jul 3	A Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Fri, Jul 4	B Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Sat, Jul 5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
Sun, Jul 6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
Mon, Jul 7	A Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Tue, Jul 8	B Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Wed, Jul 9	A Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Thu, Jul 10	B Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Fri, Jul 11	A Day	Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		

Bell Schedules

Bell Schedules are setup on Start Page > School Setup > Bell Schedules. Ensure that each bell schedule is associated with an Attendance Conversion. Also, review each bell schedule item to make sure that each period that should count towards ADA is checked to count towards ADA, and those that do not count for ADA are unchecked. Resubmit the bell schedule to ensure that it is tied to a valid attendance conversion.

[New](#)

Name	Edit Schedule	Periods	Attendance Conversion Method
Regular Schedule	Edit Schedule	4	Regular Day

Note: This list of bell schedules applies to Apple Grove High School 1 only.

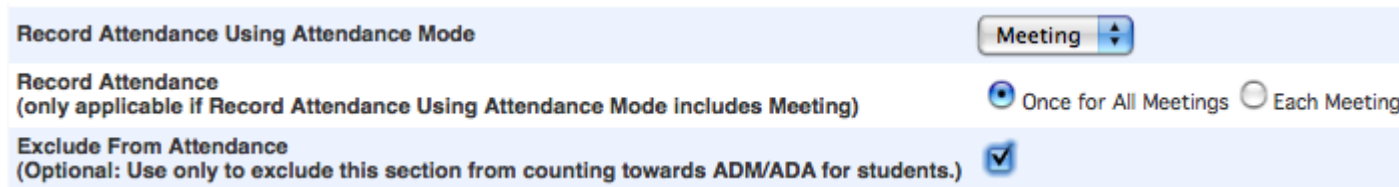
Excluding Sections from Attendance and Reports

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Verify the attendance mode used for the section (daily, meeting, time, interval, etc.). To view this setting, navigate to Start Page > School > Sections, choose the Section and scroll down to **Record Attendance Using Attendance Mode**. The options in the list are determined by the settings on the Attendance Preferences page at Start Page > School > [Attendance] Preferences.

If the section meets more than once per day, verify whether attendance is taken once, or separately for each meeting. To view this setting, navigate to Start Page > School > Sections, choose the Section and scroll down to **Record Attendance**.

Verify that sections are not excluded from attendance reporting if they should not be. To view this setting, navigate to Start Page > School > Sections, choose the Section and scroll down to **Exclude From Attendance**.



Record Attendance Using Attendance Mode Meeting

Record Attendance
(only applicable if Record Attendance Using Attendance Mode includes Meeting) Once for All Meetings Each Meeting

Exclude From Attendance
(Optional: Use only to exclude this section from counting towards ADM/ADA for students.)

PowerSchool Premier Attendance Reports

Make sure that after any changes have been made by following the above steps, Refresh Premier Attendance Views Data is run. Otherwise, any of the changes made will not be reflected in the reports until the following day. Navigate to Start Page > Special Functions > Attendance Functions, select Refresh Premier Attendance Views Data, and run the Refresh Attendance Views Data Report.

Function	Description
Recalculate Daily Attendance Minutes	Recalculate the daily attendance minutes for schools that take daily attendance
Refresh Premier Attendance Views Data	Refresh the premier attendance views if the data has changed

Reports and DATs (Data Access Tags)

If attendance is generated by a Data Access Tag (DAT) like DABS, verify that the DAT is correctly formulated. See article [55742](#), the Data Access Tags Supplement, for more information.

Note - This article resolves most issues that relate to the DABS DAT not producing the desired or expected results. The number one item for the DABS is the calendar setup. It must be 100% correct for everyday of every month.

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The troubleshooting steps above may affect ADA values in the following related reports.

Global Reports:

- ADA/ADM by Student
- ADA/ADM by Date
- Attendance Summary by Grade
- Monthly Student Attendance report
- Student Attendance Audit

State Specific Reports

Many state reports rely on ADA/ADM calculations and can be affected by some or all of the above settings.

Additional Resources

- [55388](#): Identifying the Correct Attendance Conversion
- [8223](#): How it Works: Attendance Codes
- [55859](#): How it Works: Daily Attendance
- [11061](#): How it Works: Attendance Minutes Based on Attendance Code
- [8507](#): How it Works: Bridging Meeting and Daily Attendance
- [8134](#): How it Works: Full-Time Equivalencies (FTE)

Knowledgebase Article Information:

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Attendance Management Reports

Student attendance management reports search for students who have excessive tardies and absences. You can search for this information by the number of occurrences over a period of time and by the number of consecutive occurrences.

Attendance Count

Displays a list of students whose attendance records contain the minimum number of the attendance codes you specify. For example, a school may require students with more than three tardies in one month to complete extra “makeup” classwork. At the end of each month, you can use the Attendance Count report to search for all of the students to whom makeup classwork must be assigned.

Consecutive Absences

Displays a list of students whose attendance records contain a minimum number of consecutive occurrences of the attendance code you specify. For example, a school may send home an attendance warning form letter to all students who have more than three consecutive unexcused absences. You can use the Consecutive Absences report to show the names of students to whom you need to send a form letter.

Class Attendance Audit

Displays attendance for the selected teachers’ classes. Attendance appears by student and date. You can specify the teacher, period(s), and date range to display on the report.

Student Attendance Audit

Displays attendance for the selected students or all students. Attendance appears by date and daily attendance value. The report also displays ADM/ADA totals by student. You can specify the attendance mode, conversion method, students, grade level, and the reporting segment or date range to display on the report.

ADM/ADA totals by student.

You can specify the attendance mode, conversion method, students, grade level, and the reporting segment or date range to display on the report.

Monthly Student Attendance Report

Displays a 20-day summary of student membership and attendance by student and grade level. It also displays an alphabetical list of students enrolled at any time during the reporting period, non-enrollment, and/or absence codes for each day. You can specify the attendance mode, conversion method, students, grade level, and 20-day reporting period by date range or reporting segment to display on the report.

Attendance Summary by Grade

Displays the number of students at the beginning and the end of the reporting segment or date range as well as the number of school days, days off track, days not enrolled, days absent, days attended and ADA information for each grade level you select. The report will also display this information separately for each special program enrollment you track in your school. You can specify the attendance mode, conversion method, grade levels, reporting segment or date range, and the special enrollments to display on the report.

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Year-to-Date Attendance Summary

Displays the total number of membership days, the number of in session school days, and the average daily attendance by grade level and reporting segment or date range. You can specify the attendance mode, conversion method, grade levels, and the reporting segment or date range to display on the report.

PowerTeacher Attendance

Displays a list of the teachers who have not taken attendance on the date you specify. The report also displays in which periods the teachers have not taken attendance. You can specify the date and the periods you want to display on the report.

Weekly Attendance Summary (Meeting)

Displays a weekly attendance summary by section. Schools commonly distribute the report to teachers to verify the attendance they entered. You can print the report for all sections or choose specific teachers and attendance codes. You can also include a signature line.

Weekly Attendance Summary (Daily)

Displays a weekly attendance summary by teacher. Schools commonly distribute the report to teachers to verify the attendance they entered. You can print the report for all teachers or choose specific teachers and attendance codes. You can also include a signature line.

Period Attendance Verification

Displays students who have been marked absent in all periods except the number of periods you specify. For example, you can use this report to verify that a student attended only one period on a given day. The report includes a teacher signature line where the teacher can initial if the student was, in fact, in class on the days listed on the report. You can specify the week to display on the report.

DAT Commands

The complete DAT guide is available from PowerSource,
<https://powersource.pearsonschools.com/> search for KB 5572

DM (KB 6314) The Daily Membership Total $^(*DM)$ data access tag (DAT) returns a numerical count of membership days

$^(*DM)$ $^(*DM;Q1)$ $^(*DM;9/1/11;11/6/11)$

DA (KB 5959) The Daily Attendance $^(*DA)$ data access tag (DAT) returns a numerical count of the total daily attendance value as calculated by the Attendance Conversion.

$^(*DA)$ $^(*DA;Q1)$ $^(*DA;9/1/11;11/6/11)$

DABS (KB 5677) The Daily Absences $^(*DABS)$ data access tag (DAT) returns a numerical count of total daily absences, as calculated by the attendance conversion.

$^(*DABS)$ $^(*DABS;Q1)$ $^(*DABS;9/1/11;11/6/11)$

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Period Attendance (KB 6440) The period attendance \wedge (per.att) DAT returns a count of the meeting attendance records for an individual student's classes matching the specified expression,

\wedge (per.att;[Expression];[Attendance Code List];[Term Abbreviation]OR[Start Date;End Date])

- \wedge (per.att;1(A)) - defaults to "abs" and entire school year.
- \wedge (per.att;1(A);excused) - returns results for excused attendance code category and default to entire year.
- \wedge (per.att;1(A);a,t;Q1) - returns results for "a" and "t" codes only for Quarter 1.
- \wedge (per.att;1(A);;Q1) - returns results for "abs" (default). Place holder must still be there for attendance code list (notice the double semi colons) if term abbreviation is used.
- \wedge (per.att;1(A);excused,t;9/1/11;11/6/11) - returns results for all codes in the excused attendance code category as well as "t" codes for the date range specified.

Dates of Attendance (KB 64847) The \wedge (dates.of.attendance) data access tag (DAT) returns a list of dates for meeting attendance codes entered for an individual student.

\wedge (dates.of.attendance;class expression;display format;attendance code list;term/date range)

\wedge (dates.of.attendance;1(A);br;*tar;Q1)

\wedge (dates.of.attendance;1(A);br;*abs;Q1)

\wedge (dates.of.attendance;1(A);br;A,E;Q1)

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Running Attendance Reports for Previous School Years

With a few possible exceptions, it is no longer necessary to revert to a backup in order to run attendance reports for previous school years. It is, however, necessary to switch to the desired school year before running the report, and to ensure that the school year in question is configured correctly in regards to attendance settings. PowerSchool has maintained year-specific attendance settings since version 4.0, making this functionality possible. With that being said, there are a few things to take into consideration when running such reports:

- For reports that accept a date range parameter, date ranges should not span multiple school years. Data will only be returned for the school year selected at the time the report is run.
- A limitation will occur when running the report against a selection (i.e., using the "The selected X students only" report parameter). If a student is no longer enrolled at the school in question, it may not be possible to include the student in a selection using conventional methods. This limitation is not limited to reports run for previous years, and will occur whenever a student has transferred from one school to another. It will just be more common when running the report for a previous year.
- If using the "All Students" report parameter, this should not be an issue. This is because most built-in attendance reports are capable of including students who have transferred to another school by comparing reporting dates to the students' previous school enrollments dates.