



Nova Scotia Student Information System

Nova Scotia Public Education System

Process Guide: Daily Attendance

Student Information System - PowerSchool

Last Revised: August, 2010

TABLE OF CONTENTS

1. Overview.....	2
1.1. Highlights	2
1.2. Audience	2
2. Daily Attendance.....	2
2.1. Assumptions.....	2
2.2. Description.....	3
2.3. Other Related Materials	4
3. Appendix A – Data Standards	5
3.1. Attendance Codes.....	5

I. OVERVIEW

Teachers take attendance daily for all students they teach. Depending on your school, you may take attendance daily (either AM or PM or both) or on a period-by-period basis. Regardless of when you enter your daily attendance, everyone enters the attendance within PowerSchool. Teachers enter attendance through the PowerTeacher module. **Teachers may only enter attendance for the current day.** Attendance related to school activities or for dates in the past or future may only be entered by the Administration Office staff.

I.1.HIGHLIGHTS

Some highlights of the key information collected within this process are:

- Enter attendance using a standard set of provincially defined attendance codes.

I.2.AUDIENCE

The role(s) involved with this workflow process include(s):

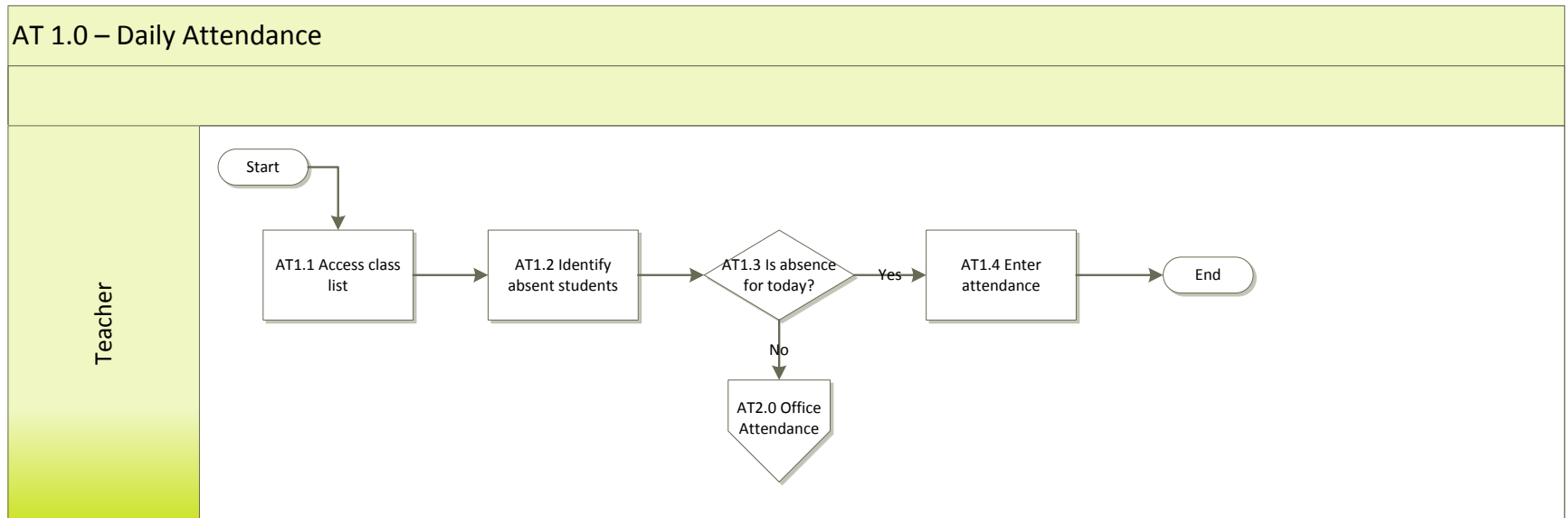
- Teacher

2. DAILY ATTENDANCE

2.1.ASSUMPTIONS

- All teachers have access to a personal computer (pc) to enter attendance on a daily basis. If required, provisions are made within each school to allow teachers access to a pc in order to enter attendance.

2.2.DESCRPTION



Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
AT 1.1	Access class list You sign on to your PowerTeacher account and access the class list for your current students.			
AT 1.2	Identify absent students Identify one or more students who are absent/late for your class.		Quick Reference Guide: Searches in PowerSchool Quick Reference Guide: PowerSchool Basics	
AT 1.3	Is the absence for today? For those students who provide a written excuse from a parent for a day other than today, then follow the process outlined for office attendance. (Go to Task # AT 2.0). Otherwise, continue to the next task			

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
	(AT 1.4).			
AT 1.4	<p>Enter attendance</p> <p>Using the provincially defined attendance codes, enter the appropriate code for the absent student. Refer to Appendix A: 3.1.1</p>			
AT 2.0	<p>Office Attendance</p> <p>If the attendance for a student is for a date in the past or future, go to the Process Guide related to Office Attendance.</p>		Process Guide: Office Attendance	

2.3. OTHER RELATED MATERIALS

- Refer to the document entitled “Reports Catalogue” for a complete list of available reports.
- Other resources are available through the PowerSource internet website - <https://powersource.pearsonschoolsystems.com>.

3. APPENDIX A – DATA STANDARDS

3.1. ATTENDANCE CODES

Definition: The codes used to track the attendance record of a student. The province-wide standards were established to reflect provincial collection needs and were developed with a desire to compress and focus on a limited number of standards which would improve the validity of provincial attendance data.

Code	Description	Comments	Explanation
	Present	Present	Teacher in class sees 'present' by default. Students in class marked 'present'.
ISS	In School Suspension	Considered Present	Entered by office. Student is 'present' in school.
ACT	School Based Activity	Considered Present	Sports, Field Trips, etc. Absent from class but present in school.
L	Late	Considered Present	Decisions on tardiness are at the school's discretion and subject to school policy.
OSS	Out of School Suspension	Considered Absent/Excused	Entered by office, no 'present' in school.
U	Absent Unexcused (U)	Considered Absent/Unexcused	The student is absent and has not provided an acceptable excuse through documented contact from home.
E	Absent Excused (E)	Considered Absent/Excused	Parent/Guardian Contact The student is absent and has provided an acceptable excuse through documented contact from home. It is at the discretion of each school board and/or school to establish guidelines/policy related to the acceptable amount of time to accept an excused absence.

Code	Description	Comments	Explanation
SC	Absent Special Circumstances	Considered Absent/Excused	<p>Items that could be included in SC are:</p> <ul style="list-style-type: none"> • Chronic medical condition • Death in the family • Legal obligation • Religious holiday observance <p>This code can be used to designate certain absentee reasons that are needed to be tracked by an individual board. For example, a school board may determine that special circumstances will mean long term illness or death in the family.</p>