



Nova Scotia Student Information System

Nova Scotia Public Education System

Process Guide: Office Attendance (School Activity)

Student Information System - PowerSchool

Last Revised: August, 2010

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I. OVERVIEW

Office attendance is managed by the school administration office. Administration Support staff enter the attendance when they receive notification that a student or group of students are absent due to a school-based activity. School-based activities include sports and/or field trips. The staff member responsible for the activity notifies the school administration office with the name of the activity, date/times and list of students participating. The Admin Support staff uses PowerSchool to record the attendance for those students participating in the school sponsored activity.

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):

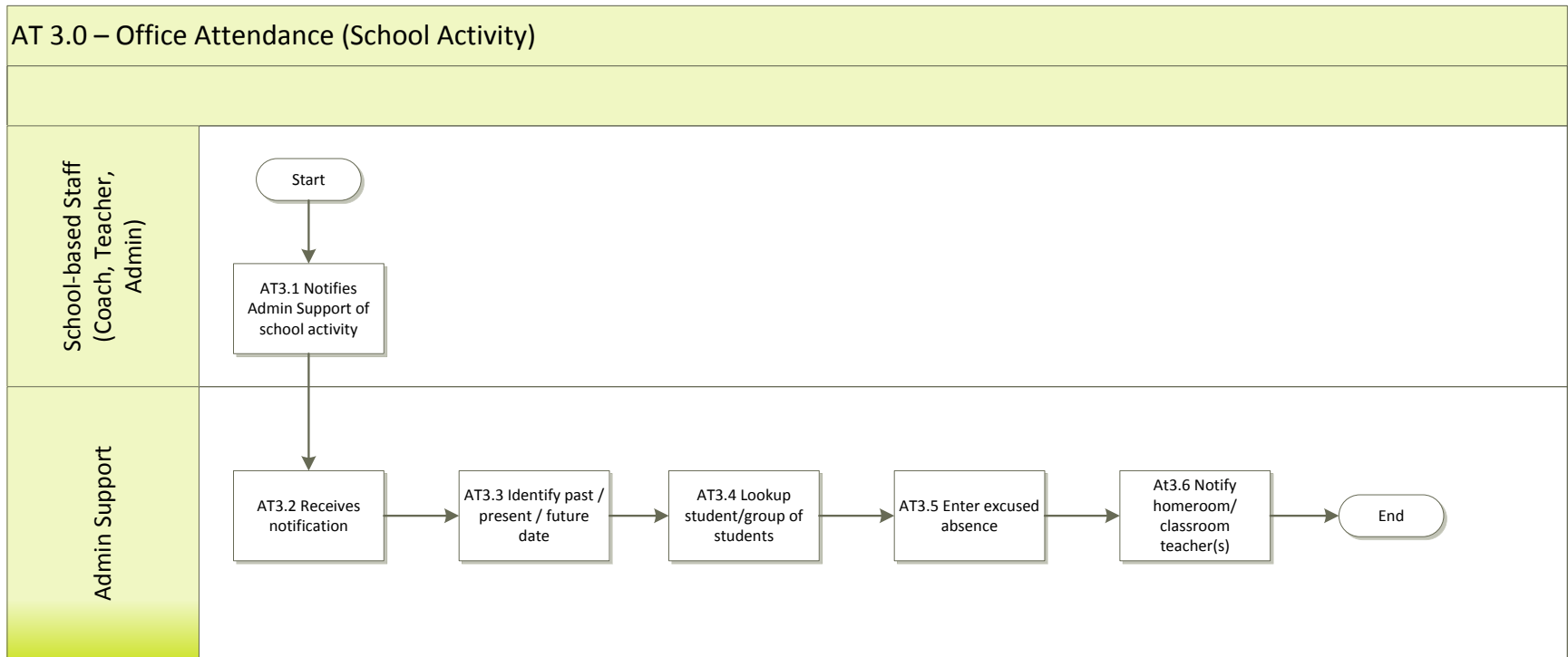
- Administration Support
- School-based Staff (Coach, Teacher, Administration, etc.)

2. OFFICE ATTENDANCE FOR SCHOOL-BASED ACTIVITIES

2.1.ASSUMPTIONS

- Administration Support staff have permission to enter attendance for past/future dates for a student or group of students.
- School-based staff identifies the student/group of students participating in the school-based activity.

2.2.DESCRPTION



Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
AT 3.1	<p>Notifies Admin Support of school activity</p> <p>The school based staff member responsible for the activity notifies the appropriate Admin Support member with the name of the activity, date/times and the list of students participating in the activity.</p>			
AT 3.2	<p>Receives notification</p> <p>The Administration Office receives the notification that a student(s) is/are absent for a school-based</p>			

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
	activity.			
AT 3.3	Identify past/present/future date Verify the dates for the school-based activity.			
AT 3.4	Lookup student/group of students A search is completed within PowerSchool to retrieve the student(s) participating in the activity. Refer to Section 3.1 in Appendix A for details related to the Attendance Codes.		Quick Reference Guide: Searches in PowerSchool Quick Reference Guides: PowerSchool Basics	
AT 3.5	Enter excused absence The student/group of students have the attendance recorded as ' ACT ' – School Based Activity which is considered to be an excused absence.			
AT 3.6	Notify homeroom/classroom teacher(s) The appropriate homeroom and/or classroom teachers receive notification that the student is absent when reviewing their class list. The recorded attendance appears for the student within the class list.			

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.pearsonschools.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>