



Nova Scotia Student Information System

Nova Scotia Public Education System

Process Guide: Office Attendance

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(s) is absent. Parents/Guardians notify the school administration office when their child is going to be absent from school. In those cases when the date of the student's absence is either in the past or the future, the Administration Support staff updates the attendance within PowerSchool.

The Province has identified a set list of valid attendance codes to be used throughout the Nova Scotia public education system. The attendance codes defined are to be used for long term trend analysis and provide consistency within all schools within a school board as well as across all eight school boards.

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):

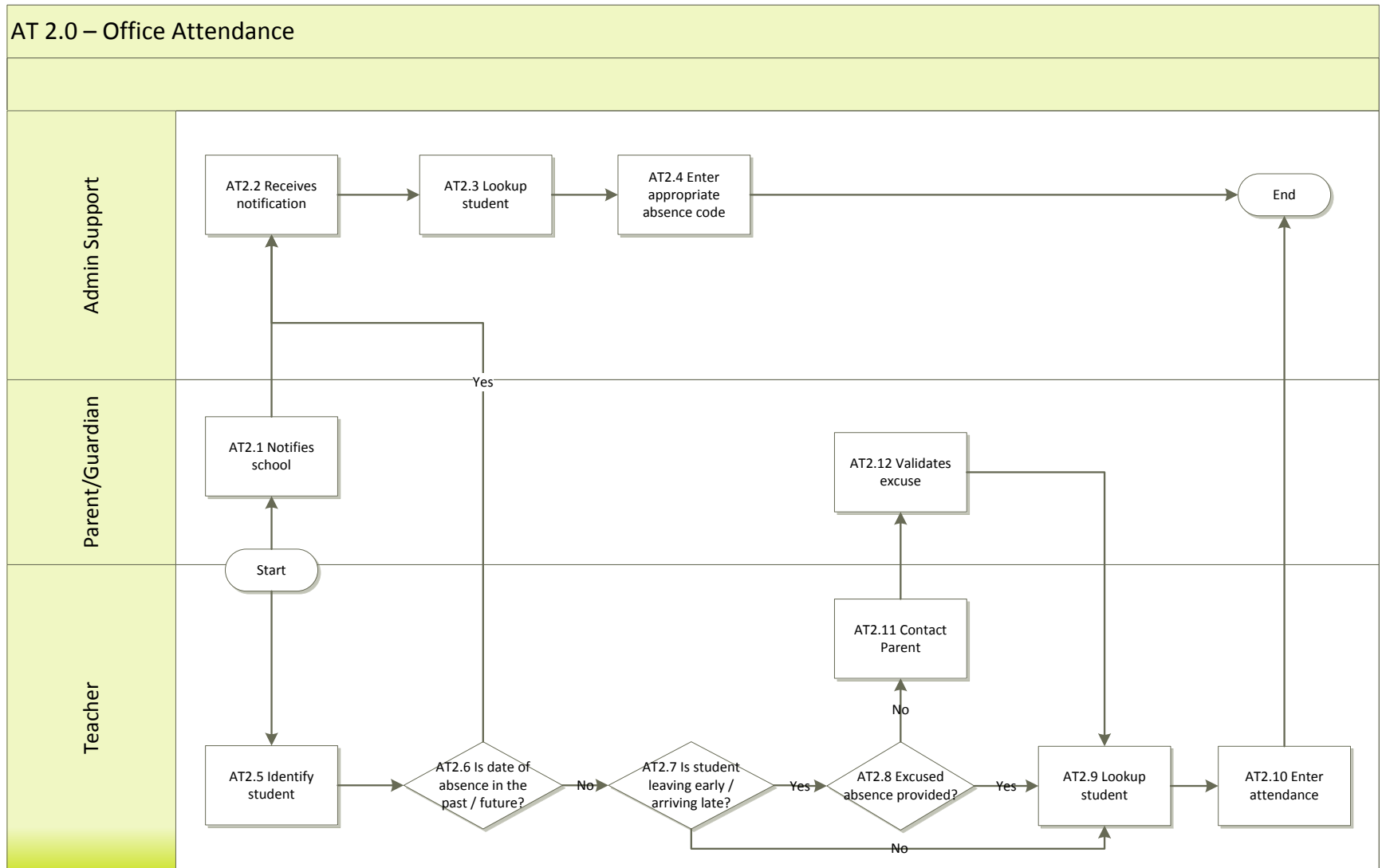
- Administration Support
- Teacher

2. OFFICE ATTENDANCE

2.1.ASSUMPTIONS

- Administration Support staff have permission to enter attendance for past/future dates for a student or group of students.
- Teachers enter attendance for the current day only.

2.2.DESCRPTION



Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
AT 2.1	<p>Notifies school (Parent/Guardian)</p> <p>A parent / guardian contacts the school to identify the name of their child who is absent from school.</p>			
AT 2.2	<p>Receives notification</p> <p>The Administration Office receives the notification that a student(s) are absent.</p>			
AT 2.3	<p>Lookup student</p> <p>Using PowerSchool, a search is done to find the correct student(s).</p>			
AT 2.4	<p>Enter appropriate absence code</p> <p>Based on the source of the source for the absence, the appropriate attendance code is entered for the student(s). In addition, the date(s) for the absence are known.</p> <p>If the parent/guardian contacts the school, the appropriate code is Absent Excused.</p> <p>If a teacher contacts the school administration that a student was absent for a date in the past (or is knows to be absent in the future), Administration Support updates the attendance for the identified student.</p> <p>If the reason for the absence is unknown (no excuse provided by parent/guardian) or not validated, then the Absent Unexcused code is entered.</p> <p>In some cases, other circumstances may be identified – school based activity, special circumstances, in-school suspension, or out of school suspension. If these circumstances are known, then the appropriate attendance code is entered for the student(s).</p> <p>Refer to Section 3.1 in Appendix A for details related to the Attendance Codes.</p>			

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
AT 2.5	<p>Identify student (Teacher)</p> <p>The teacher identifies a student who is absent.</p>			
AT 2.6	<p>Is date of absence in the past / future?</p> <p>If the teacher has mistakenly entered an incorrect attendance code for a student (for a previous date), then the teacher must contact the Administration Office identify a correction must be done.</p> <p>If a teacher is aware of a student absence in the future (a written excuse is provided), then the teacher must contact the Administration Office to have the attendance recorded. Proceed to task # AT 2.2.</p> <p>If the date of the absence is current (today), then proceed to task # AT 2.7.</p>			
AT 2.7	<p>Is student leaving early / arriving late?</p> <p>If the student is leaving early or arriving late, then proceed to task # AT 2.8.</p> <p>If the student is not leaving early or arriving late, then proceed to task # AT 2.9 to enter the appropriate attendance code.</p>			
AT 2.8	<p>Excused absence provided?</p> <p>For those students have arrived late or leave early, verify is a valid excuse has been provided by the parent / guardian.</p> <p>If an invalid (or no) excuse is provided, then the parent / guardian are contacted. Proceed to task # AT 2.11.</p> <p>If a valid excuse is provided, then the attendance is entered for the student. Proceed to task # AT 2.9.</p>			
AT 2.9	<p>Lookup student</p> <p>The teacher searches for the identified student within</p>		Quick Reference Guide: Searches in PowerSchool	

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
	PowerSchool.		Quick Reference Guide: PowerSchool Basics	
AT 2.10	<p>Enter attendance</p> <p>The teacher enters the appropriate attendance code for the student. Refer to Appendix A for details on the valid attendance available for use.</p>			
AT 2.11	<p>Contact parent</p> <p>The teacher contacts the parent when an invalid or unknown excuse is provided for students who are late or leave early.</p>			This task is managed by the teacher and is completed at a convenient time during the day.
AT 2.12	<p>Validates excuse</p> <p>The parent confirms if the student has a valid excuse for leaving early or arriving late for class.</p>			

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>