



# **Daily Headcount Adjustment**

**First 10 Days of School**

Last Updated: 3/30/2016



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## Introduction

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This document familiarizes a PowerSchool user with ways to manage attendance and admission for students throughout the school year.

## Student Enrollment

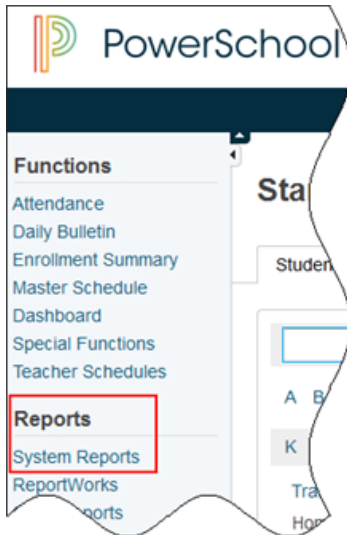
Before attendance can be taken, a student must be enrolled and scheduled into courses on the first day of school. The first day of school is derived from **Years and Terms** set up in school details. Verification of enrollments can be done as follows.

### Verifying Enrollments

#### *School Enrollment Audit Report*

**Navigation:** Start Page > Reports > System Reports > Membership and Enrollment > School Enrollment Audit

1. Click **System Reports** on the left side of the PowerSchool **MAIN MENU** screen



2. Scroll down to **Membership and Enrollments** and choose **School Enrollment Audit**.

Membership and Enrollment	Description
Aggregate Membership Audit	Membership audit by section.
Class Size Reduction Report	Daily enrollment numbers by section.
Enrollment by Grade	Summary of student enrollment by grade level.
Enrollment by Section	Membership summary report by section.
Enrollment Summary by Date	Membership summary report by date.
Voc. Courses Agg. Membership	Membership summary of vocational courses.
School Enrollment Audit	A report of possible school enrollment errors.
Section Enrollment Audit	A report of possible section enrollment errors.

## Sample Report

Possible Conflicts
Enrollment dates check for Apple Grove High School
<b>Students with enrollment date overlap or misalignment</b>
<ul style="list-style-type: none"> <li>Aikinson, Andy G Student Number: 6 Grade: 12</li> <li>Anderson, Inezsia Student Number: 20122322 Grade: 9</li> <li>Apple, Bananna Student Number: 20122042 Grade: 9</li> <li>apple, Iadansa Student Number: 20122041 Grade: 9</li> <li>Azimov, Salim Student Number: 20122353 Grade: 12</li> <li>Ball, Flat Student Number: 20122352 Grade: 10</li> </ul>

## Running Attendance Grids

### Teachers

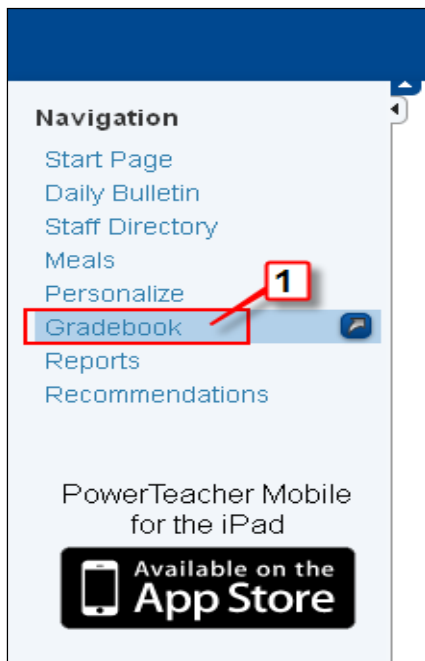
Teachers should take attendance on day one (day one = first day of classes) in PowerSchool. Teachers should then use a paper list (list can be generated by the Teacher) and, based on the designated period by the school, indicate clearly those students NOT in attendance (per process set up by the school) for verification of data by the data manager.

Using the paper attendance list, data managers may verify data against the **Daily Head Count Report** and take the appropriate steps to adjust the enrollment data for students listed on this report. Any students coming in on later days should have their enrollment verified to make sure they are enrolled the first day they are sitting in a classroom for attendance to be taken.

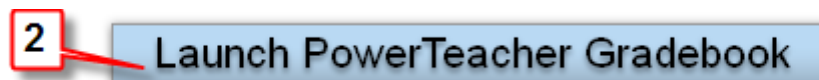
## Attendance Grids

**Navigation:** PowerTeacher > Gradebook > Launch Gradebook > Selected Course > Reports > Attendance Grid > Appropriate Criteria

1. From the **Main Menu**, select **Gradebook**.



2. Click **Launch PowerTeacher Gradebook**.

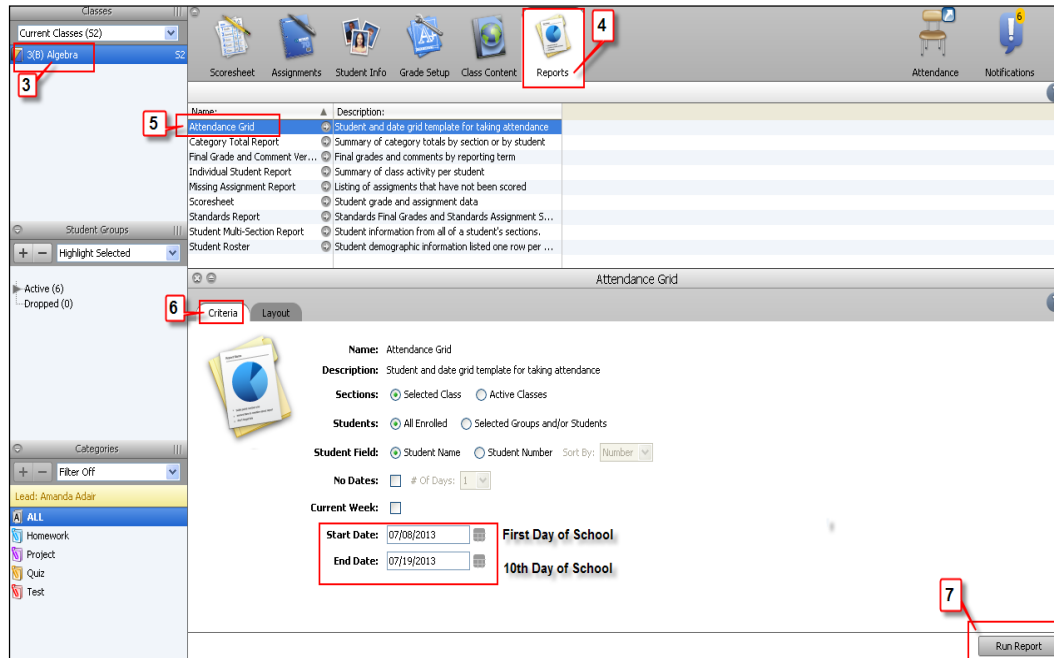


3. Select the desired course.
4. Click **Reports**.
5. Select **Attendance Grid**.
6. On the **Attendance Grid Criteria** tab, enter the desired criteria.

### 7. Click Run Report.

**Note:** For steps 3 – 7 see Figure 1 below.

**Figure 1**



### Sample report

Attendance Grid		Teacher Name:									
		7/8	7/9	7/10	7/11	7/12	7/15	7/16	7/17	7/18	7/19
3(B) Algebra	Alfonso, Scott										
	Allen, Victor										
	Allred, Jacee										
	Alluisi, Soraya										
	Azimov, Salim										
	Dean, Mandy										

## Data Managers

### Attendance Grids

**Navigation:** Start Page > Applications > PT Administrator > Gradebook > Reports > Attendance Grid > Appropriate Criteria

1. From the Main Menu, select **PT Administrator** under Applications.



2. Click **Gradebook**.
3. Click **Administrator Login**.



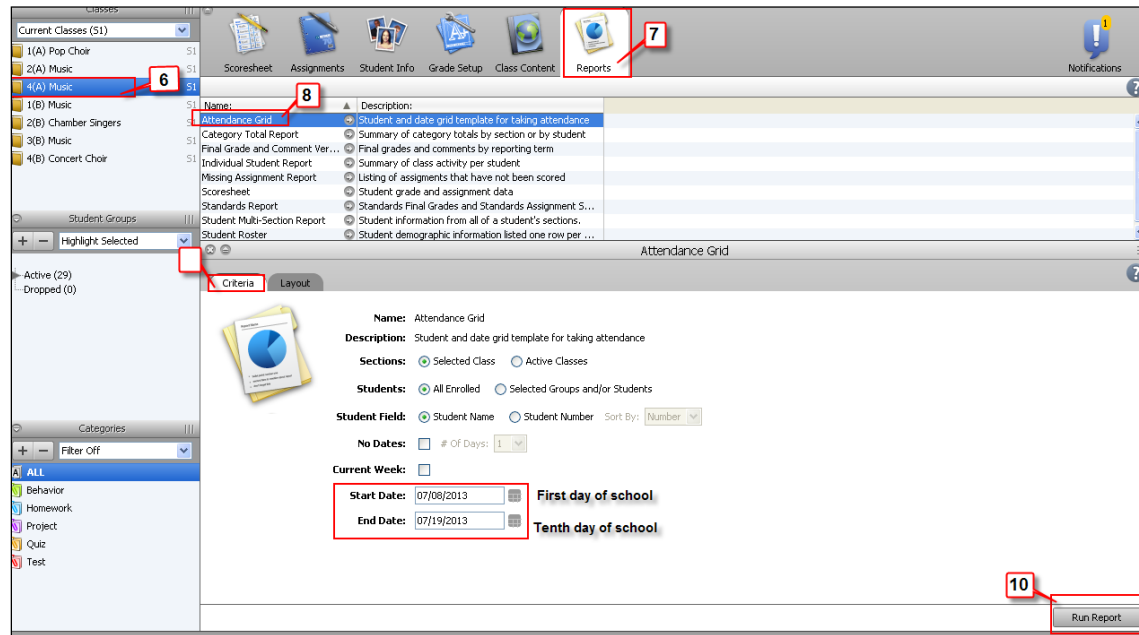
4. Select the desired teacher.
5. Click **Launch Gradebook**.
6. Select the desired course.
7. Click **Reports**.
8. Click **Attendance Grid**.



9. On the **Attendance Grid Criteria** tab, enter the desired criteria.
10. Click **Run Report**.

**Note:** For steps 6 – 10 see Figure 2 below.

**Figure 2**



## Sample Report

Attendance Grid		Teacher Name:									
		7/8	7/9	7/10	7/11	7/12	7/15	7/16	7/17	7/18	7/19
3(B) Algebra	Alfonso, Scott										
	Allen, Victor										
	Allred, Jacee										
	Alluisi, Soraya										
	Azimov, Salim										
	Dean, Mandy										

## Running Class Rosters

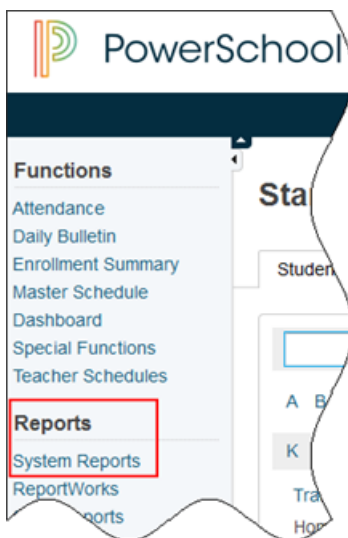
### Data Managers

Another report useful for attendance is the **Class Rosters**. This report provides as much or as little information as you would like to include. It can also provide a grid for easy attendance-taking.

### Class Roster (PDF)

**Navigation:** Start Page > Reports > System Reports > Student Listings > Class Roster (PDF)

1. From the **Reports** section on the **Main Menu**, click **System Reports**.



2. In the **Student Listings** section, click **Class Rosters (PDF)**.

Student Listings	Description
At Risk	A listing of courses, sections and grades associated with students who are currently at risk of failing for the current term.
Class Rosters (PDF)	Class information and roll sheets.
Master Schedule (PDF)	User definable student schedule report.
Student Schedule Listing	User definable student schedule report.

3. Select appropriate criteria:

- a. **Print rosters for** = select desired teacher(s)
- b. **Meeting(s)** = select desired expression
- c. **Include students who** = select desired radio button for appropriate enrollment information
- d. **Heading font** = select style of lettering
- e. **Size, line height, style** = set desired criteria for Heading information
- f. **Print heading on** = determines where and when to print heading
- g. **Heading Text (Fields)** = select data fields and data tags to print information on heading
- h. **Column title font** = select style of lettering
- i. **Size, line height, style** = set desired criteria for column information
- j. **Print column titles on** = determine when column titles will be printed
- k. **Roster Font** = select style of lettering for column content
- l. **Size, line height, style** = set desired criteria for roster information
- m. **Roster Columns (Fields)** = select data fields and data tags to print information on heading

**Note:** Information remaining pertains to printing options and should be determined by each user.

### Class Rosters (PDF)

Print rosters for  
(hold the CTRL key to make multiple selections)

Abbot, Julie  
Abram, Michael  
Accatino, Steve  
Adair, Amanda  
Adams, Mark B  
Barker, Margaret J

	A	B
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

Meetings (leave unchecked for all)

Include students who

☒ are currently enrolled in class  
☐ were enrolled on  (MM/DD/YYYY)  
☐ were enrolled any time between  (MM/DD/YYYY) and  (MM/DD/YYYY)

Heading font Times

Size, line height, style 18 (points) ☒ Bold ☐ Italic ☐ Underline

Print heading on First page of each class

Heading text (Fields)  
 Enter ^ (teachername) to cause the teacher name to appear, and  
 ^ (class\_expression) for the expression

Teacher: ~ (teachername)  
 Course: ~ (coursename)  
 Meeting: ~ (expression)

Column title font Helvetica

Size, line height, style 12 14 (points) ☒ Bold ☐ Italic ☐ Underline

Print column titles on All pages

Roster Font Times

Size, line height, style 10 (points) ☒ Bold ☒ Italic ☒ Underline

Roster columns (Fields)

Format: field name \ column title \ column width \ alignment  
 LastFirst \ Name 11.50L  
 17/8/1 31.60L  
 17/9/1 31.60L  
 17/10/1 31.60L  
 17/11/1 31.60L  
 17/12/1 31.6L  
 17/15/1 31.60L  
 17/16/1 31.60L

Rule width (points) Horizontal .5 Vertical .1

Cell padding (points) Horizontal Vertical

Page size Letter (8 1/2" x 11")

Custom size: Height Width

Margins (inches) Left .25 Top .25 Right .25 Bottom .25

Orientation, Scale Landscape (horizontal) 100

Watermark text

Watermark mode Overlay

When to print ASAP

Report Output Locale English

Submit



4. After entering desired criteria, click **Submit**.

To view and print the Class Rosters go to the **Report Queue**.

Report Queue (System) - My Jobs				
System		ReportWorks		Refresh
Created	Job Name	Started	Ended	Status
06/27/2013	<a href="#">Class Rosters</a>	06/27/2013 08:14 AM	06/27/2013 08:14 AM	Completed <a href="#">View</a>



**Sample report**

**Teacher: Abram, Michael**

**Course:U.S. History**

**Meeting:1(A)**

Name	7/8/13	7/9/13	7/10/13	7/11/13	7/12/13	7/15/13	7/16/13	7/17/13	7/18/13	7/19/13
<i>Adams, Corby</i>										
<i>Anderson, Emily S</i>										
<i>apple, ladansa</i>										
<i>Bailey, Jenilyn H</i>										
<i>Brito, Jordan H</i>										
<i>Bushman, Joshua C</i>										
<i>Emch, Felicia B</i>										



## Daily Headcount Adjustment Process

Schools can choose one of two options for entering attendance at the beginning of the school year.

**Note:** The Daily Headcount Adjustment process may not be used until the first day of school and after attendance has been taken.

**This process runs at approximately 2:00 a.m., nightly. It updates the enrollment number from the previous day. During this process, the system may not be accessed.**

### Attendance Options on Day 1

#### **Option 1**

On day one, teachers can enter attendance through the **PowerTeacher** attendance module. The students not in attendance on day one should be marked absent. Teachers should then turn in, to the data manager or designated attendance clerk, the paper attendance grids. Data managers will verify information against the **Daily Headcount Adjustment Report** and take the appropriate action for each student listed on this report.

#### **Option 2**

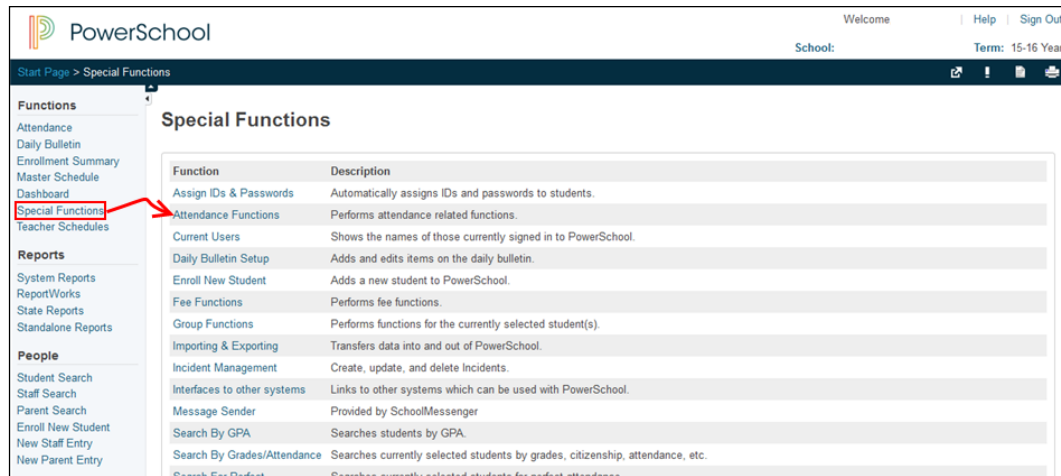
Schools may elect to distribute **Class Rosters or Attendance Grids** and have teachers manually indicate the first day of attendance and absences. Office of personnel would then modify the attendance records for the students and continue with the **Daily Headcount Adjustment Process**.

### Day One - After Attendance has been taken

This process can be run multiple times a day. It may be run for one student or groups of students.

<b>Navigation:</b> Start page > Functions > Special Functions > Attendance Functions > Daily Headcount Adjustment
---

1. Click **Special Functions**.
2. Click **Attendance Functions**.

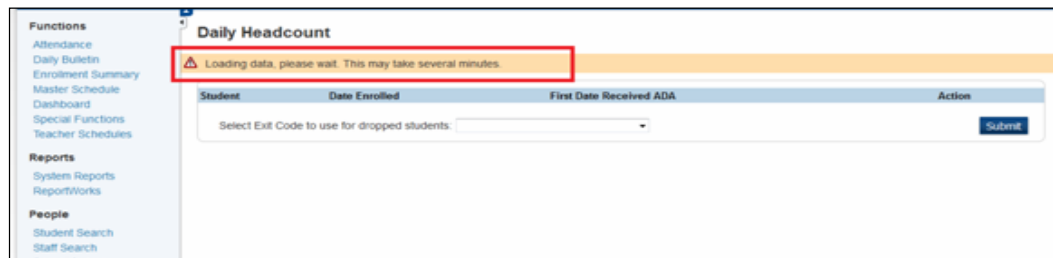


### 3. Click **Daily Headcount Adjustment**.

Attendance Functions	
Function	Description
Daily Headcount Adjustment	Change enrollments for students absent on their first day of enrollment
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

A warning will display advising that the process may take several minutes.

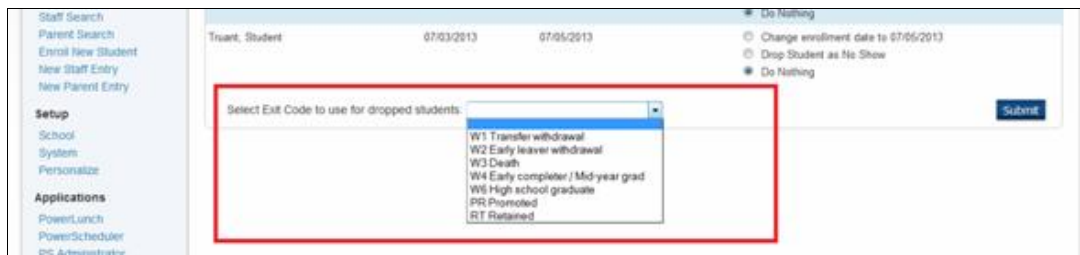
**DANGER!** **DO NOT** log out or restart while the process is running.





4. Select the appropriate **Action** for each student listed. Those listed are students who are enrolled but have been marked absent since their enrollment date.
  - a. **Change enrollment date to** = will be set to the first instructional day after the last date of absence
  - b. **Drop Student as No Show** = transferring student out of school with correct withdraw code
  - c. **Do Nothing** = continue to carry student and mark absent each day until action of a or b is determined
5. Select the appropriate **Exit Code** for students marked **Drop Student as No Show**.

**Note:** In order for a student to be a NO SHOW, the enrollment date and the withdraw dates must match.



6. Click **Submit**.

### **Recalculate Daily Attendance Minutes**

The **Enrollment Summary** will be refreshed nightly with attendance data entered during the day. **It will not reflect any attendance data changed during the current day unless the Recalculate Daily Attendance Minutes process is run.** This process allows the user to manually update **Enrollment Summary** data.

**Important:** It is important to note that you will use this function if you have updated any attendance data and **cannot** wait until the nightly process runs for your data to be refreshed.

This process may take several minutes to run. Do not log out during the time the process is running.

**Note:** See **Recalculate Daily Attendance Minutes** QRD for more information.

## Days two through last day of school – after attendance has been taken

On days two through last day of school, you will follow steps 1-6 of the **Daily Headcount Adjustment Process**. Verify each day that the students on this report have not been in attendance this school year.

### Verifying Daily Headcount Adjustment Changes

After completing the **Daily Headcount Adjustment**, verify the enrollment date change for those students selected as **Change enrollment date to . . .**. Students must be checked individually.

**Navigation:** Start page > Select Student > Enrollment > Transfer Info

1. Select student
2. On the **Main Menu** under **Enrollment**, select **Transfer info**.

The screenshot shows the PowerSchool web application interface. On the left, the 'Enrollment' menu item is highlighted with a red box, and a red arrow points to the 'Transfer Info' sub-item. The main content area displays the 'Transfer Information' page, which includes two tables: 'Current Enrollment' and 'Previous Enrollments'. The 'Current Enrollment' table has columns for Entry Date / Code, Exit Date / Code, Grade, Entry Comment, Exit Comment, and School. The 'Previous Enrollments' table has the same columns. A note at the bottom states: '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.'

Current Enrollment					
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
08/19/2015 E1	06/08/2016	1	Promote Same School		

Previous Enrollments					
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
08/19/2014 E1	06/12/2015 PR	0		Promote Same School	

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.

### Enrollment Summary

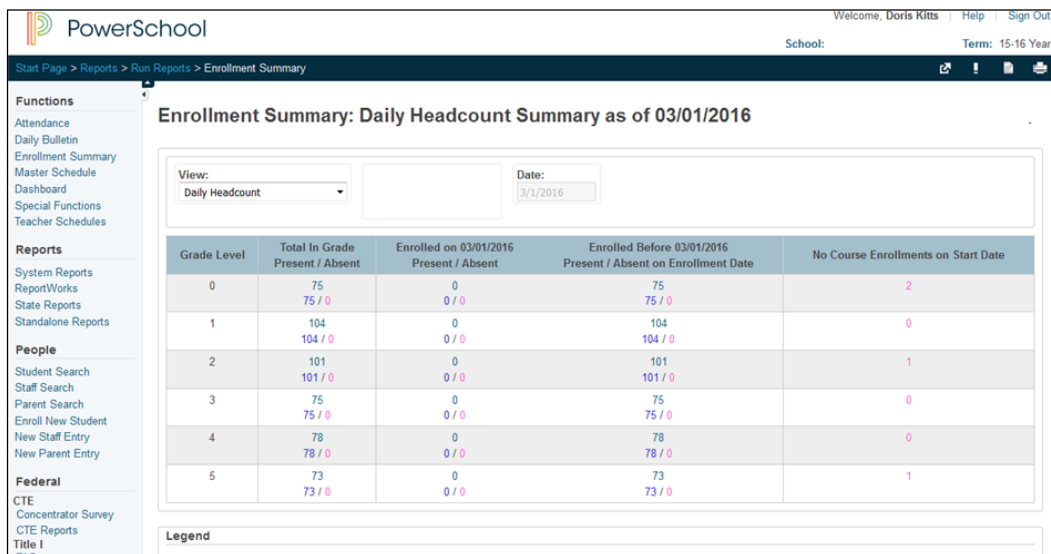
The **Enrollment Summary** can be accessed two ways. Both paths have been listed below for you.

#### Path 1

**Navigation:** Start page > Functions > Enrollment Summary

1. Click on Enrollment Summary
2. Change the Date if desired.
3. Under View choose Daily Headcount

**DANGER!** A warning will populate that this process may take several minutes. DO NOT log out or restart!



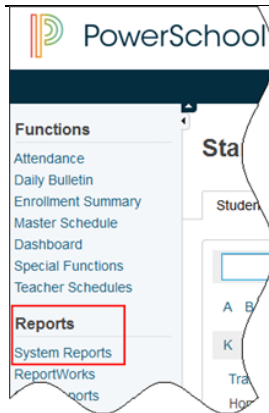
The screenshot shows the PowerSchool interface for the Enrollment Summary. The title is "Enrollment Summary: Daily Headcount Summary as of 03/01/2016". The "View" dropdown is set to "Daily Headcount" and the "Date" is "3/1/2016". The table displays enrollment data for grades 0 through 5.

Grade Level	Total In Grade Present / Absent	Enrolled on 03/01/2016 Present / Absent	Enrolled Before 03/01/2016 Present / Absent on Enrollment Date	No Course Enrollments on Start Date
0	75 75 / 0	0 0 / 0	75 75 / 0	2
1	104 104 / 0	0 0 / 0	104 104 / 0	0
2	101 101 / 0	0 0 / 0	101 101 / 0	1
3	75 75 / 0	0 0 / 0	75 75 / 0	0
4	78 78 / 0	0 0 / 0	78 78 / 0	0
5	73 73 / 0	0 0 / 0	73 73 / 0	1

## Path 2

**Navigation:** Start Page > Reports > System Reports > Membership and Enrollment > Enrollment Summary by Date

1. Click System Reports.



2. In the **Membership and Enrollment** area, click on **Enrollment Summary by Date**.

Membership and Enrollment	Description
Aggregate Membership Audit	Membership audit by section.
Class Size Reduction Report	Daily enrollment numbers by section.
Enrollment by Grade	Summary of student enrollment by grade level.
Enrollment by Section	Membership summary report by section.
Enrollment Summary by Date	Membership summary report by date.
Voc. Courses Agg. Membership	Membership summary of vocational courses.
School Enrollment Audit	A report of possible school enrollment errors.
Section Enrollment Audit	A report of possible section enrollment errors.

3. In the **Calculate enrollments as of** field, enter the desired date.

4. Click **Submit**.

**DANGER!** A warning will populate that this process may take several minutes. DO NOT log out or restart.



**Enrollment Summary: Daily Headcount Summary as of 07/06/2013**

View: Daily Headcount

Date: 07/06/2013

Loading data, please wait. This may take several minutes.

Legend

PowerSchool

Welcome, | Help | Sign Out

School: Term: 15-16 Year

Start Page > Reports > Run Reports > Enrollment Summary

Functions

Attendance

Daily Bulletin

Enrollment Summary

Master Schedule

Dashboard

Special Functions

Teacher Schedules

Reports

System Reports

ReportWorks

State Reports

Standalone Reports

People

Student Search

Staff Search

Parent Search

Enroll New Student

New Staff Entry

New Parent Entry

Federal

CTE

Concentrator Survey

CTE Reports

**Enrollment Summary: Daily Headcount Summary as of 03/30/2016**

View: Daily Headcount

Date: 03/30/2016

Grade Level	Total In Grade Present / Absent	Enrolled on 03/30/2016 Present / Absent	Enrolled Before 03/30/2016 Present / Absent on Enrollment Date	No Course Enrollments on Start Date
0	75 0 / 75	0 0 / 0	75 0 / 75	2
1	104 0 / 104	0 0 / 0	104 0 / 104	0
2	101 0 / 101	0 0 / 0	101 0 / 101	1
3	75 0 / 75	0 0 / 0	75 0 / 75	0
4	78 0 / 78	0 0 / 0	78 0 / 78	0
5	73 0 / 73	0 0 / 0	73 0 / 73	1

Legend

**Important:** Run this process daily during the first twenty days of school and as needed thereafter for students who are pre-enrolled after the school year.

### Refresh Premier Attendance Views Data

The **Enrollment Summary** will be refreshed nightly based on attendance data entered during the day. **The Enrollment Summary will not reflect any attendance data changed during the current day unless the Recalculate Daily Attendance Minutes process is run. This allows the user to manually update Enrollment Summary data.**

**Important:** It is important to note that you will use this function if you have updated any attendance data and **cannot** wait until the nightly process runs for your data to be refreshed.

This process may take several minutes to run. Do not log out during the time the process is running.

**Note:** See **Refresh Premier Attendance Views Data** QRD for more information.