# Attendance Preferences - Daily Attendance

In PowerSchool, daily attendance is taken during a designated period: the `Attendance Bridge Period.` This one period must be scheduled to either a daily core class or the non-reporting course, Homeroom, 9982.

**Important:** The `Attendance Bridge Period` must be the same period used for all students within the school.

When the Homeroom course is scheduled to the `Attendance Bridge Period`, all minutes associated with the periods of a student's schedule must equal the total minutes of the students instructional day (e.g., 360 minutes.).
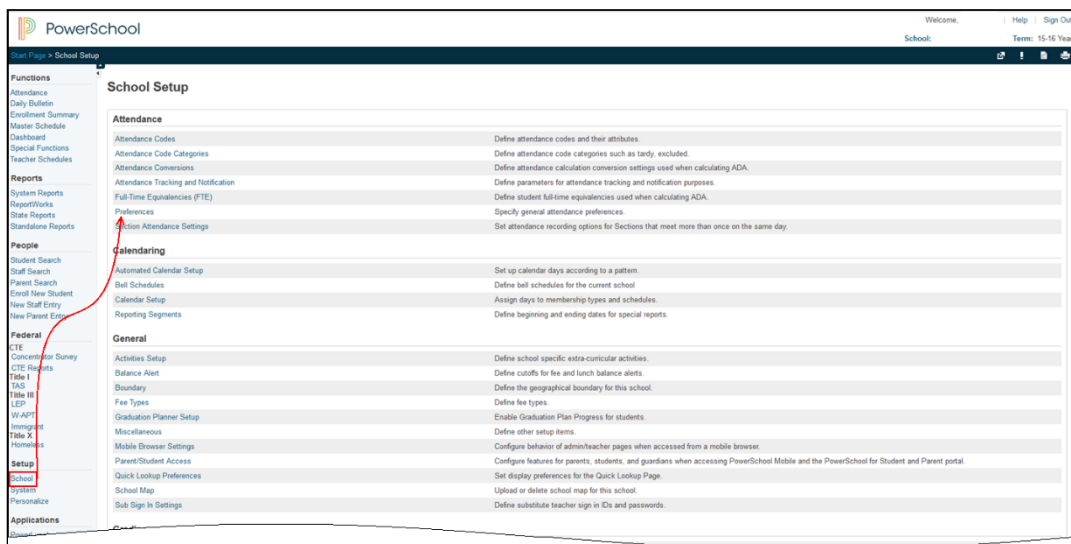
To setup Daily Attendance, refer to **Bell Schedules - Daily Attendance (QRD)** located under http://www.nc-sis.org/attendance.html.

*Note:* Lunch and Recess cannot be part of a student's instructional day. For more information on instructional day, see the **Basic Education Program for North Carolina's Public School** which can be accessed at:
http://www.ncpublicschools.org/curriculum/introduction

## Setting Attendance Preferences

Use the `Attendance Preferences` page to specify general attendance preferences at the school level for a specific school year.

| **Navigation:** Start page > `School` > `Attendance` > `Preferences` |
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Attendance preferences are set in three different sections of the **Attendance Preferences** page:

- [Recording](#)
- [Calculating and Reporting](#)
- [Daily Attendance Calculations](#)

# Recording



1. **Attendance recording methods** –Both Meeting and Daily MUST be checked.

*Note:* Daily must be checked because it is a Daily Attendance school, meaning there is ONE official attendance period per day. Meeting must be checked in order to allow the teachers to enter the attendance. If Meeting is not checked, school staff with Admin rights will have to enter the attendance for each class.

2. **Audit attendance records** – Do not check.

> *CAUTION:*     This field should NEVER be checked, no exceptions!

3. **Default attendance page** – Set to Daily.

   a. **Enable multiple character attendance codes** – Check this box. Checking will allow usage of multiple-digit attendance codes.

5. **Meeting and daily attendance bridge** – Select 'Two-way, keep records in sync.'

   a. **Two-way, keep records in sync** will allow the office to update the daily attendance taken in PowerTeacher's daily attendance, keeping the integrity of daily attendance.

**Important:**  Bridging attendance only functions with sections and section enrollments that reside in the same school.

6. **Number of school days teacher may alter attendance prior to current date (PowerTeacher)** - Set at school's discretion.
   a. If No Restriction is selected, teachers will be able to edit *past* attendance in PowerTeacher. This is school-level functionality.
7. **Number of school days teacher may alter attendance after the current date (PowerTeacher)** - Set at school's discretion.
   a. If No Restriction is selected, teachers will be able to give students *future attendance* in PowerTeacher. This is school-level functionality.
8. **Show Saturday and Sunday on attendance views** - Set at school's discretion.

**Important:** This can be easily changed if Saturday is needed later in the school year!

9. **Interval Duration (in Minutes)** – Leave as blank.
   a. Interval attendance is primarily intended for alternative education programs that require attendance to be taken every hour and **will NOT be used in NC.**

## *Calculating and Reporting*



10. **Calculation accuracy** - 2 decimal places
11. **Count Meeting attendance recorded at another school for students enrolled at this school** – Leave as blank.
12. **Count these codes for period conversion** – **Select 'Absences'.**
13. **Round or truncate** – Select 'Truncate'.

## *Daily Attendance Calculations*



14. **Enable ADA Periods and Passing Time Deductions** – Leave as blank.
15. **Deduct Passing Time** – Set to 'No'.
16. Click **Submit** to save all changes.

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