

Attendance Preferences - Meeting Attendance

This document will assist PowerSchool users in setting up the Attendance Preferences for Meeting Attendance. Use the Attendance Preferences page to specify general attendance preferences at the school level for a specific school year.

Navigation: Main Screen > Setup > School > Attendance > Preferences

Attendance Preferences	
Recording	
Attendance recording methods	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Daily <input type="checkbox"/> Time <input type="checkbox"/> Interval
Audit attendance records	<input type="checkbox"/>
Default attendance page	Meeting ▾
Enable multiple character attendance codes	<input checked="" type="checkbox"/>
Meeting and daily attendance bridge	<input checked="" type="radio"/> One-way, section to daily attendance <input type="radio"/> Two-way, keep records in synch
Number of school days teachers may alter attendance prior to current date (PowerTeacher)	No Restriction ▾
Number of school days teachers may alter attendance after the current date (PowerTeacher)	Current Date Only ▾
Show Saturday and Sunday on attendance views	<input type="checkbox"/>
Interval Duration (in Minutes)	0
Calculating and Reporting	
Calculation accuracy	2 decimal places
Count Meeting attendance recorded at another school for students enrolled at this school	<input type="checkbox"/>
Count these codes for period conversion	Absences ▾
Round or truncate	Truncate ▾
Daily Attendance Calculations	
Enable ADA Periods and Passing Time Deductions	<input type="checkbox"/>
Deduct Passing Time	<input checked="" type="radio"/> No <input type="radio"/> Yes - All Passing Time <input type="radio"/> Yes - After ADA Excluded Meetings Only

Attendance Preferences

Recording

1. Attendance recording methods = Meeting
2. Audit attendance records = Blank

CAUTION: Unless directed by support personnel for troubleshooting, this should not be checked!

3. **Default attendance page** = *Meeting*
4. **Enable multiple character attendance codes** = *Check*
 - a. Checking will allow usage of multiple-digit attendance codes.
5. **Meeting and daily attendance bridge** = One-way, section to daily attendance
 - a. One-way, section to daily attendance will not allow the office to overwrite PowerTeacher meeting attendance. This keeps the integrity of meeting attendance taken by a teacher.
6. **Number of school days teacher may alter attendance prior to current date(PowerTeacher)** = User Choice
 - a. If No Restriction is selected, teachers will be able to do students *past attendance* in PowerTeacher. This is school-level functionality.
7. **Number of school days teacher may alter attendance after the current date(PowerTeacher)** = User Choice
 - a. If No Restriction is selected, teachers will be able to edit *future* attendance in PowerTeacher. This is school-level functionality.
8. **Show Saturday and Sunday on attendance views** = User choice

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

9. **Interval Duration (in Minutes)** = 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** = Blank
12. **Count these codes for period conversion** = **Absences**
13. **Round or truncate** = Truncate

Daily Attendance Calculations

14. **Enable ADA Periods and Passing Time Deductions** = Blank
15. **Deduct Passing Time** = No

Note: Be sure to click **Submit** to change all changes.

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