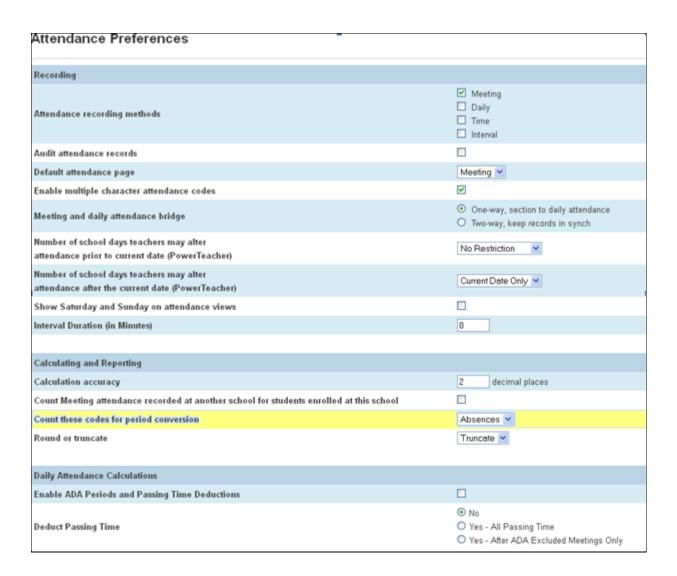


Attendance Preferences - Meeting Attendance

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

- **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. Thiskeeps 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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