NC PowerSchool Setup - Attendance Conversion Parameters

About this Document

Attendance conversions are used by many PowerSchool reporting components to calculate a daily attendance value based on a student's Meeting, Daily, Interval, or Time attendance. Only one attendance conversion can be related to a calendar day as determined by that day's bell schedule.

The Attendance conversion for all North Carolina instances **must** indicate time-to-day. This means that each student's attendance status will be determined by the number of minutes that they are present for that day. Several items are included in the setup of the daily attendance conversion calculation. This includes:

- Bell Schedules
- Attendance Conversions
- School Calendar Setup

Bell Schedules

Bell Schedules represent the number of minutes that make up the school day. Different or additional bell schedules may be created to represent a shortened school day, for example. When a bell schedule is created, the user must specify an attendance conversion that correlates with the bell schedule.

Navigation:	SCHOOL LEVEL > UNDER SETUP > SCHOOL > UNDER CALENDARING > BELL SCHEDULES

Bell Schedules

Name	Edit Schedule	Periods	Attendance Conversion Method
3 Hour Early Release	Edit Schedule	13	Early Release
One Hour Delay	Edit Schedule	13	One Hour Delay
Regular Day	Edit Schedule	13	Full Time
Two Hour Delay	Edit Schedule	13	Two Hour Delay

New

Bell Schedule Items

Each one of the items within the bell schedule will indicate the duration of minutes designated for defined periods:

Once the bell schedule(s) are created, the attendance conversion can then be set up to reflect the appropriate threshold. In North Carolina, the attendance conversion must specify 50% of the total minutes as indicated in the bell schedule. For daily attendance schools, the total number of minutes is calculated by the "bridge period" as indicated below.

Attendance Conversion

The attendance conversion can now be set up to reflect the number of minutes required for a student to be considered present. This must be set at 50% of the total minutes as defined in the bell schedule for meeting attendance schools, or 50% of the number of minutes defined in the bridge period for daily attendance schools.

Navigation: SCHOOL LEVEL > UNDER SETUP > SCHOOL > UNDER ATTENDANCE > ATTENDANCE CONVERSIONS

Time-To-Day Attendance Conversion "Full Time" for FTE "Full Time"

Minutes Present	Day Attendance Value	Comments
0	0	Absent
180	1	Present

Once the attendance conversion setup has been completed, Powerschool will determine the attendance status for those students who meet the threshold. In the example above, the student must be present for 180 minutes in order for that student to be considered present for the day.

Calendar

Once the bell schedules and attendance conversions have been completed, the calendar must be updated to indicate the bell schedule used for each day of the school year. This will assure that the attendance will be calculated correctly for each of the days of the school year.

Navigation: SCHOOL LEVEL > START > UNDER SETUP > SCHOOL > UNDER CALENDARING > CALENDAR SETUP

Note: When filling out the calendar, be sure to select a 'type' of day from the Type dropdown menu for each day of the calendar.

Note: If the school is a 'Track' school, then and only then should the 'Tracks In-Session' boxes be checked for each day of the calendar.

Calendar Setup - 2017-2018

September 2017

8/17 9/17 10/17 11/17 12/17 1/18 2/18 3/18 4/18 5/18 6/18

Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session 1	2	3	4	5	6	Type
Fri, Sep 1	A Day	Early Release	☑	1	☐	☐	☐	☐	☐	☐	In Session
Sat, Sep 2			☐	0	☐	☐	☐	☐	☐	☐	Saturday
Sun, Sep 3			☐	0	☐	☐	☐	☐	☐	☐	Sunday
Mon, Sep 4			☐	0	☐	☐	☐	☐	☐	☐	School Holiday
Tue, Sep 5	A Day	Regular Day	☑	1	☐	☐	☐	☐	☐	☐	In Session
Wed, Sep 6	A Day	Regular Day	☑	1	☐	☐	☐	☐	☐	☐	In Session
Thu, Sep 7	A Day	Regular Day	☑	1	☐	☐	☐	☐	☐	☐	In Session