Daily Time Exclusion Administrator Guide

PowerSchool
Student Information System

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Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

Certain states require that, in specific circumstances, lunchtime and passing time between scheduled periods must be deducted from those attendance minutes that count towards the average daily attendance (ADA) to be claimed for funding from the state. PowerSchool supports the deduction of these minutes through functionality known as daily time exclusion (DTE).

Getting Started

To get started and begin taking advantage of DTE, perform the following tasks to set up and use this feature:

- *Specify Attendance Preferences*
- *Set Up Attendance Conversions*
- *Set Up Bell Schedule*
- *Define Bridge Period*
- *Define Lunch Period*
- *Set Passing Time*
- *Exclude from Attendance Calculation*
- *Schedule Students into Excluded Section*
- *Take Attendance for Excluded Section*
- *Update Attendance Views*
- *Recalculate Daily Attendance*

Note: See respective sections within PowerSchool online help for standard information and procedures.

Administration

Specify Attendance Preferences

To utilize DTE, you must use the daily method of recording attendance. Meeting attendance may also be used in conjunction with daily attendance. Using both methods is especially helpful for those schools with block schedules in which students move between classes and each teacher must record absences and tardies. Through attendance preferences, schools can define whether lunch periods and passing time are included in or excluded from the calculated ADA minutes.

The following example schedule represents an elementary, closed campus school:

Period	Time
Morning	8 to 11 a.m.
Lunch	11:10 a.m. to 12:00 p.m.
Afternoon	12:10 to 2 p.m.

In this example, lunch is scheduled as a separate period, as are the morning and afternoon periods. Courses are set up to represent morning, lunch, and afternoon classes. Sections for these courses are scheduled, and students are enrolled in these sections. When the teacher takes attendance during the morning period, PowerSchool evaluates each student's schedule and calculates attendance as:

Time	Attendance Minutes
8 to 11 a.m.	180
12:10 to 2 p.m.	110
	Total = 290

Note that the lunch period is not included in the total attendance minutes.

Set the attendance preferences to exclude lunch periods and passing time so that PowerSchool excludes these times when attendance is recorded. The calculation determines passing time by investigating the student's schedule to find the periods in which the student is scheduled. PowerSchool then investigates the bell schedule to determine whether any passing time between the periods exists. For more information, see *Set Passing Time*.

How to Specify Attendance Preferences

Note: If your school currently uses the daily attendance method, see *Set Up Attendance Conversions* for information on updating your system to use DTE.

Note: For more information, see *Attendance Preferences*.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Attendance, click **Preferences**. The Attendance Preferences page appears.
3. Use the following table to enter DTE information:

Field	Description
Attendance recording methods	Select the **Daily** checkbox to record attendance by day for this year. **Note:** If you want to use another attendance method in conjunction with daily, select the appropriate checkboxes that apply (any combination of the four options is valid): • **Meeting** to record attendance by meeting for this year. • **Time** to record attendance this year by entering a time value. • **Interval** to record attendance this year according to a specified time interval.
Default attendance page	Choose **Daily** from the pop-up menu.

| Meeting and daily attendance bridge | Select the **Two-way, keep records in sync** option.

Note: This option ensures that when a teacher enters attendance during the period defined as the daily attendance bridge period (defined in the bell schedule set up of periods), the attendance is reflected in both the daily attendance as well as the meeting attendance. It also ensures that when the attendance administrator updates daily attendance, the change is updated to the teacher's attendance page. This synchronization only occurs for the period defined as the bridge period. If you are using both meeting and daily attendance methods, set separate meeting and daily attendance bridges. If you do not want to impact the teacher's attendance page, then set this option to **One-way, section to daily attendance**. |
|---|---|
| Enable ADA Periods and Passing Time Deductions | Select the checkbox to enable ADA Periods and Passing Time Deductions. |
| Deduct Passing Time | Indicate how you want passing time to be deducted by selecting one of the following options:

- Select **No** to only deduct ADA excluded periods and sections. No passing time is deducted.
- Select **Yes - All Passing Time** to deduct all passing time from ADA calculation.
- Select **Yes - After ADA Excluded Meetings Only** to deduct ADA excluded periods and sections and any passing time that immediately follows until the next included period and section or end of day occurs (whichever comes first).

Note: For more information on how PowerSchool calculates the passing time, see *Daily Time Exclusion Calculation Rules*. |

4. Click **Submit**. The Changes Recorded page appears.

Set Up Attendance Conversions

If your school currently uses the daily attendance method, be sure to define the appropriate time items. For each time item, define the daily attendance value according to

the number of minutes present, excluding lunch and passing time according to your school's needs. For detailed information, see *Attendance Conversions*.

Set Up Bell Schedule

Setting up the bell schedule to utilize DTE requires the following:

- Define the bridge period. See *Bridge Period*.
- Identify the start and end times for school when defining the bridge period.

  Note: Any attendance entered before the Default Time In or after the Default Time Out is not included in attendance minutes calculated and stored in PowerSchool.

- Be sure lunch periods are excluded from ADA calculations. See *Exclude Sections from Attendance Calculation*.
- If excluding passing time, be sure that the start and end times for all periods do not include passing time. See *Excluding Passing Time*.

Note: For more information, see *Bell Schedules*.

Define Bridge Period

The bridge period translates the attendance the teacher takes for that period into daily attendance minutes. When the teacher records attendance in the bridge period, daily attendance minutes are recorded. This figure is the maximum number of minutes the student can have for attendance for any given day.

Note: For more information, see *How to Set Up Bell Schedule Items*.

How to Define the Bridge Period

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click **Edit Schedule** next to the bell schedule you are working with. The Bell Schedule: [bell schedule] page appears.
4. Click the period number for the bell schedule item you want to edit. The Edit Bell Schedule Item page appears.
5. Use the following table to edit information in the fields:

Field	Description
Period	Choose the bridge period from the pop-up menu.
Start Time	Enter a start time for the period. Indicate if it is AM or PM.
End Time	Enter a finish time for the period. Indicate if it is AM or PM.
Counts for ADA	Select the checkbox to count this bell schedule item in average daily attendance calculations.
Use For Daily Attendance	Select the checkbox to use daily attendance for this bell schedule item. If you select the checkbox, enter the start and end times that will be used to calculate daily attendance.

6. Click **Submit**. The Bell Schedule: [bell schedule] page displays the new bell schedule item.

Define Lunch Period

Create and schedule lunch periods so PowerSchool knows when to exclude the total lunch period time from the attendance calculation. Time for lunch can only be excluded if the period and/or section is excluded from ADA. Create one lunch course and as many sections of lunch as are necessary to fulfill your school's lunch requirements. If students go to lunch during different periods, then create a section for each of these periods. For more information, see *New Courses* and *Sections*.

Set Passing Time

If attendance preferences are set to exclude passing time between periods, the passing time between periods is deducted. If there are no time gaps between the periods, then no time is deducted between periods. The following example shows a schedule that does not include passing time:

Period	Time	Attendance Calculation
1 – Attendance	8 to 8:10 a.m.	10 minutes
2 – Math	8:15 to 9:30 a.m.	75 minutes
3 – Science	9:35 to 10:50 a.m.	75 minutes
4 – English	10:55 a.m. to 12:10 p.m.	75 minutes
Lunch	12:15 to 12:45 p.m.	0 minutes
5 – Music	12:50 to 2:05 p.m.	75 minutes
6 – PE	2:10 to 3:25 p.m.	75 minutes
		Total = 385

Note: For more information about bell schedule items, see *How to Set Up Bell Schedule Items*.

Exclude from Attendance Calculation

The ADA calculation inspects each section in which a student is enrolled to verify if it is marked as being excluded from the attendance calculation. If periods and sections are to be excluded from ADA (or count for ADA), the fields controlling inclusion/exclusion need to be set for each period and section. The intent of having both options is to provide some flexibility in accommodating the various types of schedules that are used. Whether the flag on the section or the period is used, students must be enrolled in a lunch section in order for the new ADA calculation to exclude the designated time.

Note: Either a bell schedule period or scheduled section can be marked for exclusion in order for the time to be excluded from the attendance calculation. In order for the meeting minutes to count in the attendance calculation, both the bell schedule period and the scheduled section need to be marked for inclusion.

How to Exclude a Period

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click **Edit Schedule** next to the name of the bell schedule you want to edit. The Edit Bell Schedule page appears.
4. Click the period number for the bell schedule item you want to edit. The Bell Schedule: [name] page appears.
5. Deselect the **Counts for ADA** checkbox.
6. Click **Submit**.

How to Exclude a Section

Note: The **Exclude from Attendance** checkbox is also found on the Edit Course District Information page; however, the courses checkbox value is not considered when DTE calculations are made.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. On the School Setup page, click **Sections**.
3. Choose the course name from the courses menu. The course information page appears.
4. Click either the period or the section number in the **Per** and **Sec#** columns. The Edit Section page appears.
5. Select the **Exclude from Attendance** checkbox.
6. Click **Submit**.

Schedule Students into Excluded Section

Schedule students into the defined excluded period or section. To schedule a group of students into a specific excluded section, use the Mass Enroll feature. For more information, see *Mass Enroll in a Class*. Or, schedule students on an individual basis. For more information, see *Add Section Enrollments*.

Take Attendance for Excluded Section

Administrative staff must enter attendance for students who come to school after the attendance period, leave school early, or leave school for an appointment and return later during the same school day. If the student arrives to school after the attendance period, even though a teacher for another period marks the student as present or tardy (if meeting

attendance method is used), the student's minutes will not be calculated and stored for ADA. The attendance administrator must enter the student's arrival through the New Daily Attendance page. Only attendance taken by the teacher during the period defined as the attendance period calculates the ADA minutes. For more information, see *Daily Attendance*.

Update Attendance Views

A special function allows you to update the attendance views as needed, rather than wait for the nightly process to execute. This same functionality automatically runs as part of the nightly process. This update process recalculates and repopulates the Membership Defaults tables based upon the date ranges you specify.

Note: If Day Part Attendance is enabled, this process recalculates and re-populates the Day Part tables based on the date ranges you specify. For more information, see the *State and Provincial Reporting Day Part Attendance Setup Guide* available on [PowerSource](#).

How to Update Attendance Views

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Function page appears.
2. Under Function, click **Attendance Functions**. The Attendance Functions page appears.
3. Click **Refresh Premier Attendance Views Data**. The Refresh Attendance Views Data Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • Select **The selected students only** to run the report for students in the current selection enrolled in the specified date range. • Select **All students** to run the report for all students in the current school enrolled in the specified date range.
Begin Date and Ending Date	Specify the date range in the blank fields using the format mm/dd/yyyy. Since this process must recalculate attendance

	values, the greater the date ranges specified, the longer the processing time.
Processing Options	To run this report, select a time to start it: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields.
Specific Date/Time	If you selected **On Specific Date/Time** for **Processing Output**, enter the date to execute the report using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

5. Click **Submit**. The refresh process begins. A job file is created showing success and failures for each student processed.

   If running the report for students in the current selection, each student appears as a separate line item in the report.

   If running the report for all students in the current school, the report displays one-line item for the school.

6. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.

Recalculate Daily Attendance

Under certain circumstances, you may need to recalculate the daily attendance minutes. These circumstances may include:

- Updating from a previous PowerSchool release.
- Changing the attendance preferences that affect DTE. For more information, see *Specify Attendance Preferences*.

Once this special function is generated, all daily attendance record minutes for each student are updated based on DTE attendance preferences for each school's full year term.

How to Recalculate Daily Attendance Minutes

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Function page appears.
2. Under Function, click **Attendance Functions**. The Attendance Functions page appears.
3. Click **Recalculate Daily Attendance Minutes**. The Recalculate Daily Attendance Minutes page appears.
4. Select the checkbox next to each school name for which you want to recalculate attendance minutes. For more information, refer to the field table in *How to Update Attendance Views*.

   Note: The school context is critical in determining which schools appear on this page. When in district mode, all schools in the district that take daily attendance appear. When in school mode and the school takes daily attendance, the school appears. When in school mode and the school does not take daily attendance, the school does not appear.

5. Click **Submit**. The daily attendance minutes are updated.

Reports

All ADA and ADM reports take into account the exclusion of lunch and passing time as appropriate. These reports should be run using the daily attendance mode and the time-to-day conversion option. For more information on these reports, see *Membership Reports*.

Daily Time Exclusion Calculation Rules

The following rules apply only if a student is enrolled in at least one local class for any attendance date. If all periods are remote or unscheduled in PowerSchool, the student receives zero attendance minutes for the day, since they are not at the assigned school on that date.

Attendance calculations are dependent on the following:

Dependency	Description
Bell schedule (for each day based on the school calendar).	- Bridge period time range (the maximum daily attendance minutes possible). Any scheduled time outside of the bridge period start and end times are ignored and do not apply to the total minutes. - Period time lengths. - Time gaps (if any) between the periods. - ADA exclusion setting. - Overlapping bell schedule periods are not supported within one bell schedule
Student schedule.	- Assigned school enrollments on a given day. - Remote section enrollments. - Unscheduled periods. - Sections excluded from ADA. **Note:** Double-booked and overlapping student enrollments are not supported.
Deduct Passing Time attendance preference setting.	- If Deduct Passing Time preference is set to **No**: - The only deductions that are made are for ADA-excluded periods and sections if a student is enrolled locally in that section. - No deductions are made for passing time, which includes the time for unscheduled periods, remote sections, and time outside of student scheduled time that is within the bridge period time range. - If Deduct Passing Time preference is set to **Yes - After All Meetings**: - All ADA excluded periods and sections are deducted from the attendance calculation.

	- All unscheduled periods are deducted (considered as passing time) from the attendance calculation. - All remote sections are deducted (considered as passing time) from the attendance calculation. - All passing time is deducted (gaps between periods) from the attendance calculation. - Time outside student-scheduled time that is within the bridge period time range is deducted from the attendance calculation. - If Deduct Passing Time attendance preference is set to **Yes - After ADA Excluded Meetings Only**: - Only excluded periods and sections and any immediately following passing time is deducted (time gaps, unscheduled periods, and remote sections). - All deducted time must be either an ADA excluded period or section, passing time, or unscheduled or remote periods in a contiguous unbroken manner (all follow one another in sequence in the schedule) until either an ADA included period and section or the last period is encountered (whichever occurs first). **Note:** ADA exclusion is not applicable to a remote section or unscheduled period.
Daily attendance with and without attendance time records entered directly.	- If no Time_In/Time_Out values are entered, then the calculations are the same as those for bridged daily attendance. - If any attendance time ranges are entered, they must be within the time range set in the bridge period. PowerSchool alerts users if this is violated. - The calculated time ranges are stored in the fields: - Attendance_Time.Total_Minutes displays the total for just one-time range. - Attendance.Total_Minutes displays the sum of all the Attendance_Time time ranges that are related to the "parent" attendance table daily attendance record.

Glossary

Term	Description
Bridge Period	A period defined in the bell schedule that, in addition to the period start/end times, contains the school day start/end times. Only one bridge period is allowed per day. Bridge period and times can change daily, dependent on the school calendar and bell schedule setups.
Daily Attendance	Student attendance marks (tardy, absent) and arrival and dismissal times for an entire school day.
Daily Time Exclusion (DTE)	Time that may be deducted from the maximum daily attendance minutes as set in the bridge period. Deductions are allowed for ADA excluded periods and sections and passing time. This only applies to schools that use the daily attendance method.
Entry Point	Where Daily Attendance minutes are calculated in PowerSchool.
Passing Time	Time between periods (if any), time before student's first period and after last period (if any - determined by the bridge period time range), as well as unscheduled and remote scheduled section time (if any - considered to be passing time).
Period	Synonymous with bell schedule time slot (a bell schedule Item record).
Remote section	Course taken outside of a student's assigned school but at the same district.
Section	The scheduled course for a student.