

# **State and Provincial Reporting Day Part Attendance Setup Guide**

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PowerSchool  
Student Information System

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This edition applies to Release 10 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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## Introduction

This guide provides information about setting up average day part attendance within the PowerSchool application. This results in a numeric representation of the average attendance for periods of the day tied to AM, PM, or other day parts depending on your state or province. This data is then retrieved for state or provincial reports where applicable.

**Note:** This guide is intended to be used in conjunction with your state or provincial report guide available on [PowerSource](#).

# Getting Started

## Sign In to PowerSchool

Before working in PowerSchool, you are required to sign in with your username and password.

**Note:** For more information, see *The Basic User Guide* available on [PowerSource](#).

### How to Sign In to PowerSchool

1. Open your Web browser to your school's PowerSchool URL. The Administrator Sign In page appears.
2. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view PowerSchool from the pop-up menu.  <b>Note:</b> If no more than one locale is configured, the pop-up menu does not appear.
Username and Password	Enter your username, followed by a semicolon, then your password. The characters display as asterisks (*) to ensure greater security when you sign in. For example, when Chris Smith enters <b>chriss;password</b> , it appears in the field as *****.
[Server Information]	The date, time, and version number appear. Click the version number to view the Server Details pop-up. When you are done viewing, click the <b>x</b> in the upper-right-hand corner to close.

3. Click **Sign In**. The start page appears.

## Setup

To support AM, PM, or other day part attendance, you will need to set up attendance conversions items and bell schedules items using the appropriate day part values.

The following list outlines the standard recommended attendance setup process:

- Years and Terms
- Days
- Periods
- Attendance Preferences
- FTE Codes
- Attendance Conversions
- Bell Schedules
- Calendar
- Reporting Segments
- Attendance Code Categories
- Attendance Codes
- Schedules, including Section Attendance Settings
- Class Exclusions

For more information about general attendance setup, see the *Attendance User Guide* available on [PowerSource](#). For more information about state or provincial-specific attendance setup, see your state or provincial report guide available on [PowerSource](#).

### Attendance Conversions

Set up attendance conversions to calculate attendance. After creating attendance conversions, set up attendance conversion items.

#### How to Access the Attendance Conversions Page

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversions**. The Attendance Conversions page displays the following information:

Field	Description
Attendance Conversion	The name of the attendance conversion

Field	Description
FTE	The name of the Full Time Equivalent (FTE). Students with one FTE can have a different set of conversions than students with a different FTE.
[Attendance Conversion Item]	<p>The types of attendance conversion items you can create, edit, or delete:</p> <ul style="list-style-type: none"> <li>• <b>Period</b> - Use to define the number of periods in which the student must be present/absent to receive the number of points ADA value you define.</li> <li>• <b>Code</b> - Use to define the full day ADA value you want a student to receive when a specific attendance code is given.</li> <li>• <b>Time</b> - Use to define the cut off points for attendance and the ADA value a student should receive at each.</li> </ul> <p><b>Note:</b> Period and Time conversions work with daily attendance and partial attendance and can contribute to both full day and partial day ADA values. Whereas, code conversion only works with daily attendance and can only contribute to full day and partial day ADA values.</p> <p>One of the following displays for each attendance conversion item entry:</p> <ul style="list-style-type: none"> <li>• <b>Defined</b> – Indicates attendance conversion items have been defined.</li> <li>• <b>(NONE)</b> – Indicates no attendance conversion items have been defined.</li> </ul> <p><b>Note:</b> Values may vary slightly when Day Part Attendance is not enabled.</p>

## How to Add Attendance Conversions

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **New**. The New Attendance Conversion page appears.

4. Enter the name for the attendance conversion.
5. Click **Submit**. The Attendance Conversions page displays the new attendance conversion.

## How to Edit Attendance Conversions

You can edit the name of an attendance conversion. To edit conversion items, see *Attendance Conversion Items*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click the name of the attendance conversion you want to edit. The Edit Attendance Conversion page appears.
4. Edit the name of the attendance conversion.

**Note:** If the attendance conversion is being used by a bell schedule, links to the bell schedule appear. Click the name of the bell schedule to access the Edit Bell Schedule page. For more information, see *How to Set Up Bell Schedules*. Click the duration of the bell schedule to access the Bell Schedule: [Name] page. For more information, see *How to Set Up Bell Schedule Items*.

5. Click **Submit**. The Attendance Conversions page displays the edited attendance conversion.

## How to Delete Attendance Conversions

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click the name of the attendance conversion you want to delete. The Edit Attendance Conversion page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

## Attendance Conversion Items

PowerSchool uses attendance conversion items to calculate attendance for the purposes of state and provincial reports and student records. There are three types of attendance



conversion items you can create for each attendance conversion method: period, code, and time.

**Note:** Period and Time conversions work with daily attendance and partial attendance and can contribute to both full day and partial day ADA values. Whereas, code conversion only works with daily attendance and can only contribute to full day ADA values. For more information about code conversion, see the *Attendance User Guide* available on [PowerSource](#).

## Period Items

For each period item, define the number of periods in which the student must be present/absent to receive the number of points ADA value you define.

### AM/PM Attendance

For example, if there are three AM periods and three PM periods and students are counted as present for the AM when they are present for two or more periods, then enter **.5** next to 2 Periods Present and 3 Periods Present.

The maximum **AM Attendance Value** and maximum **PM Attendance Value** should add up to the maximum conversion for the day.

Periods Present	Day Attendance Value	AM Attendance Value	PM Attendance Value
0			
1			
2		.5	
3		.5	

## How to Add Period Items

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** in the Period column next to the conversion item for which you want to add period items. The Period-to-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Periods Present / Periods Absent	<p>Period items can be configured for periods present or absent. Present is used if your school calculates attendance using the number of periods a student is present in a day. Absent is used if your school calculates attendance using the number of periods a student is absent in a day.</p> <p><b>Note:</b> To configure, see the <b>Count these codes for period conversion</b> setting in the <i>Attendance User Guide</i> available on <a href="#">PowerSource</a>.</p>
Day Attendance Value	<p>If <b>Period Present</b>, enter the number of attendance points students receive toward full day ADA if they are present, based on the number of periods in the <b>Period Present</b> column. For example, students are counted as absent for the entire day if they are present for zero or one period, enter <b>0</b> in the fields next to 0 and 1 periods present. If <b>Period Absent</b>, enter the number of attendance points students receive if they are absent, based on the number of periods in the <b>Period Absent</b> column.</p>
AM Attendance Value	<p>If <b>Period Present</b>, enter the number of attendance points students receive toward partial day ADA for the AM day part if they are present, based on the number of periods in the <b>Period Present</b> field.</p> <p>If <b>Period Absent</b>, enter the number of attendance points students receive toward partial day ADA for the AM day part if they are absent, based on the number of periods in the <b>Period Absent</b> field.</p> <p><b>Note:</b> This field only appears if Day Part Attendance is enabled.</p>
PM Attendance Value	<p>If <b>Period Present</b>, enter the number of attendance points students receive toward partial day ADA for the PM day part if they are present, based on the number of periods in the <b>Period Present</b> field.</p> <p>If <b>Period Absent</b>, enter the number of attendance points students receive toward partial day ADA for the PM day part if they are absent, based on the number of periods in the <b>Period Absent</b> field.</p>

Field	Description
	<b>Note:</b> This field only appears if Day Part Attendance is enabled.
Comments	Enter any comments that are relevant to this attendance conversion item.

**Note:** Alternatively, click **Copy From Other Conversion Table** to copy period items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

5. Click **Submit**. A confirmation message appears.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## How to Edit Period Items

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **Defined** next to the conversion item for which you want to edit period items. The Period-to-Day Attendance Conversion page appears.
4. Edit the information as needed. For field descriptions, see *How to Add Period Items*.
5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## Time Items

For each time item, define the cut off points for attendance and the ADA value a student should receive at each.

## How to Add Time Items

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** next to the conversion item for which you want to add time items. The Time-To-Day Attendance Conversion page appears.

4. Use the following table to enter information in the fields:

Field	Description
Minutes Present	Enter the minimum number of minutes a student must be present to earn the number of attendance points specified in the next field. Use the first row for zero minutes present.  <b>Note:</b> Only numeric values containing no decimals may be entered.
Day Attendance Value	Enter the number of attendance points students receive toward the full day ADA value if they are present, based on the number of minutes you enter in the <b>Minutes Present</b> field.
AM Attendance Value	Enter the number of attendance points students receive toward the partial day ADA value for the AM day part if they are present, based on the number of minutes in the <b>Minutes Present</b> field.  <b>Note:</b> This field only appears if Day Part Attendance is enabled.
PM Attendance Value	Enter the number of attendance points students receive toward the partial day ADA value for the PM day part if they are present, based on the number of minutes in the <b>Minutes Present</b> field.  <b>Note:</b> This field only appears if Day Part Attendance is enabled.
Comments	Enter any comments that are relevant to this attendance conversion item.

**Note:** Alternatively, click **Copy From Other Conversion Table** to copy period items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

- Click **Submit**. A confirmation message appears.
- Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## How to Edit Time Items

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **Defined** next to the conversion item for which you want to edit time items. The Time Attendance Conversion page appears.
4. Edit the information as needed. For field descriptions, see *How to Add Time Items*.
5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## Bell Schedules

Set up bell schedules to correlate periods with the times that the periods meet and to determine which periods are taught on which calendar days. When setting up your school calendar, you can associate different bell schedules to different days of the year. For example, set up a bell schedule called Assembly, where each period meets for a shorter amount of time to accommodate a school event that day.

You must first set up an attendance conversions to properly calculate attendance. For more information, see *Attendance Conversions*.

**Note:** Do not set up bell schedules until after you commit your master schedule. If you set up bell schedules and then re-commit a master schedule, the bell schedules lose their references to the schedule periods. Without this reference, you cannot take attendance. For more information about committing your master schedule, see *When to Commit the Master Schedule*.

## How to Set Up Bell Schedules

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click **New**. The New Bell Schedule page appears.
4. Use the following table to edit information in the fields:

Field	Description
Name	Enter a name for the bell schedule. For example, enter <b>H</b> or <b>Half</b> for half-day schedules.

Field	Description
Attendance Conversion Method	Choose the attendance conversion from the pop-up menu. For more information, see <i>Attendance Conversions</i> .  <b>Note:</b> The number of periods in the attendance conversion must not exceed the number of periods in the bell schedule.

5. Click **Submit**. The new bell schedule appears on the Bell Schedules page.

### How to Edit Bell Schedules

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click the name of the bell schedule you want to edit. The Edit Bell Schedule page appears.
4. Edit the information as needed. For field descriptions, see *How to Set Up Bell Schedules*.
5. Click **Submit**. The Bell Schedules page displays the edited bell schedule.

### How to Delete Bell Schedules

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click the name of the bell schedule you want to delete. The Edit Bell Schedule page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

### Bell Schedule Items

Bell schedule items indicate the start and end times for each period, which can be used to calculate daily attendance and average daily attendance. All periods used for scheduling purposes must have an associated bell schedule.

## How to Set Up Bell Schedule Items

1. On the start page, choose **School** from 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 **New**. The New Bell Schedule Item page appears.
5. Use the following table to edit information in the fields:

Field	Description
Period	Choose the 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.
Day Part	Indicate the portion of the day Average Daily Attendance (ADA) is to be calculated by choosing one of the following from the pop-up menu: <ul style="list-style-type: none"> <li>• <b>Blank</b> – Counts only toward full day ADA.</li> <li>• <b>AM</b> – Counts toward full day and AM ADA.</li> <li>• <b>PM</b> – Counts toward full day and PM ADA.</li> </ul> <p><b>Note:</b> This field only appears if Day Part Attendance is enabled.</p>
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.
7. Repeat steps 4-6 for each period in the bell schedule.

## How to View Bell Schedule Items

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page displays the following:
  - Period
  - Day Part (if Day Part Attendance is enabled)
  - Start Time
  - End Time
  - Duration

## How to Edit Bell Schedule Items

3. On the start page, choose **School** from the main menu. The School Setup page appears.
4. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
5. Click **Edit Schedule** next to the bell schedule you are working with. The Bell Schedule: [bell schedule] page appears.
6. Click the period number for the bell schedule item you want to edit. The Edit Bell Schedule Item page appears.
7. Edit the information as needed. For field descriptions, see *How to Set Up Bell Schedule Items*.
8. Click **Submit**. The Bell Schedule: [bell schedule] page displays the edited bell schedule item.

## How to Delete Bell Schedule Items

1. On the start page, choose **School** from 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 delete. The Edit Bell Schedule Item page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.



# Administration

## 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. This process recalculates and re-populates the Membership Defaults tables based on 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.

### How to Update Attendance Views

1. On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.
2. 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	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>The selected students only</b> to run the report for students in the current selection enrolled in the specified date range.</li> <li>• <b>All students</b> to run the report for all students in the current school enrolled in the specified date range.</li> </ul>
Begin Date and Ending Date	<p>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.</p>
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> <li>• <b>In Background Now</b> to execute the report immediately in the background.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• <b>ASAP</b> to execute the report in the order it is received in the Report Queue.</li> <li>• <b>At Night</b> to execute the report during the next evening.</li> <li>• <b>On Weekend</b> to execute the report during the next weekend.</li> <li>• <b>On Specific Date/Time</b> to execute the report on the date and time specified in the Specific Date/Time fields.</li> </ul> <p>After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.</p>
Specific Date/Time	<p>If you selected <b>On Specific Date/Time</b> for <b>Processing Output</b>, 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 is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate the hour and minute.</p>

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** icon. The Report Queue - My Jobs page displays all your reports.