

Substitute Attendance in PowerSchool

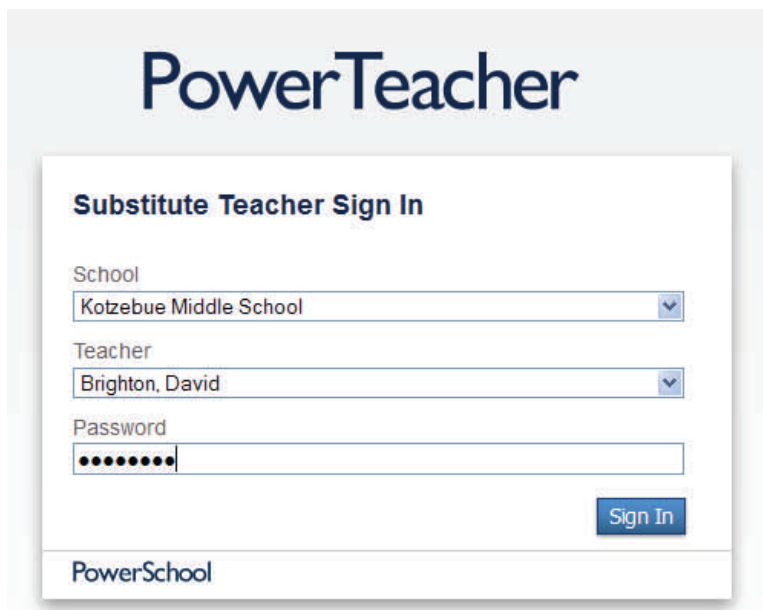
When a teacher is out it is very important that accurate attendance still be taken on that day.

Substitute teachers can be given access to enter attendance for a teacher, or the secretary can log in as a sub and enter attendance (they must first log out of their PowerSchool Admin account).

Subs at ALL schools will start at the same website: <http://ps.nwarctic.org/subs>

From there they will select the school that they are at and the teacher they are subbing for.

Each school has a different password, check with your secretary for the password for your school.



The image shows the 'PowerTeacher' login interface for a substitute teacher. It features a 'Substitute Teacher Sign In' section with three dropdown menus: 'School' (set to 'Kotzebue Middle School'), 'Teacher' (set to 'Brighton, David'), and 'Password' (masked with dots). A 'Sign In' button is located at the bottom right of the form. The 'PowerSchool' logo is visible at the bottom left of the page.

Start Page

Once the sub has logged in they will see all the teacher's classes, click the chair to take attendance for the class.



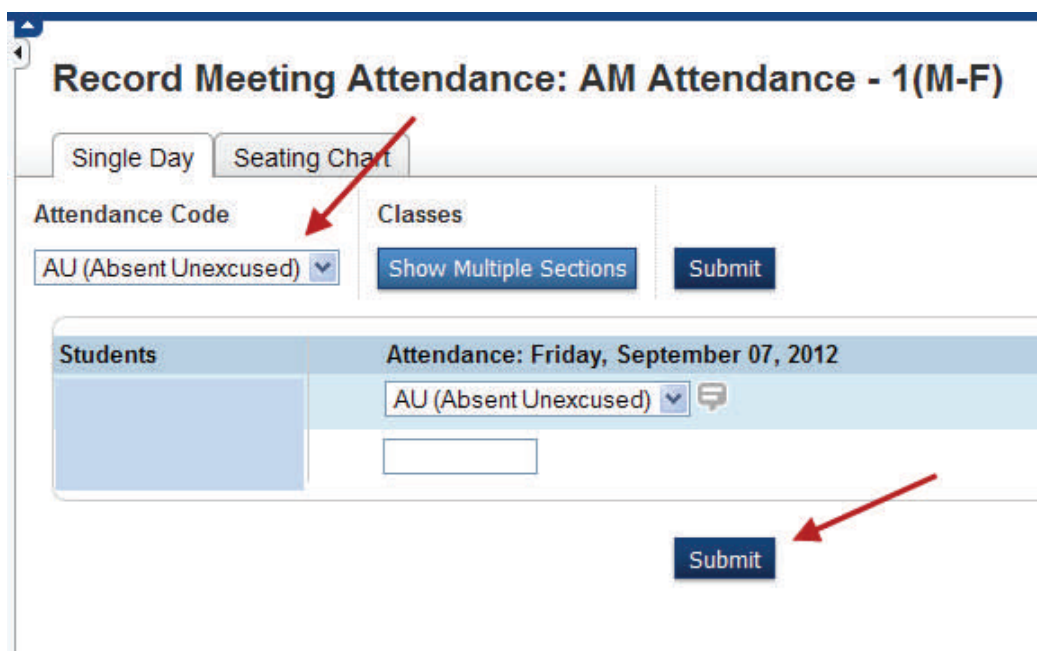
The 'Start Page' displays a table of classes. A red box highlights the chair icons in the rightmost column, with a red arrow pointing to them from the right.

1(M-F)	AM Attendance	
4(M-F)	PM Attendance	
2(M-F)	Independent Living	

If all students are present click submit for the class. To mark students absent (AU) change the 'Attendance Code' at the top of the class to AU, then click in the boxes next to the names of the absent student.

Homeroom students are considered tardy up through the 30th minute of class. After 30 minutes they are considered absent.

MS and HS students are considered tardy up through the 10th minute of class. After 10 minutes they are considered absent.



The image shows the 'Record Meeting Attendance: AM Attendance - 1(M-F)' form. It has two tabs: 'Single Day' and 'Seating Chart'. The 'Attendance Code' dropdown is set to 'AU (Absent Unexcused)'. There are 'Show Multiple Sections' and 'Submit' buttons. Below is a table for 'Students' with an 'Attendance: Friday, September 07, 2012' header. The first row shows 'AU (Absent Unexcused)' in the attendance column. A red arrow points to the 'Attendance Code' dropdown, and another red arrow points to the 'Submit' button at the bottom right.

Students	Attendance: Friday, September 07, 2012
	AU (Absent Unexcused)