

PowerSchool Substitute Teacher Attendance

Substitute teachers can enter attendance for teachers in PowerSchool as long as they have a computer with internet access.

To take attendance as a substitute teacher open a web browser and go to the district homepage:
www.nwarctic.org

On the District Homepage hover (don't click) on the PowerSchool menu option, this will drop down a menu. Click on 'Substitutes'.

District Home Select a School Popular Links www.nwarctic.org Sign In

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Leading the Way

OUR DISTRICT ADMINISTRATION SCHOOL BOARD DEPARTMENTS PARENTS & STUDENTS POWERSCHOOL

PARENTS AND STUDENTS
TEACHERS
ADMIN
SUBSTITUTES

Home > PowerSchool > Substitutes

This will show the PowerSchool Substitutes page, click the link to login.



The Substitute Teacher Sign In page will appear.

Select your school and teacher.
Then enter the password provided by the office.

PowerSchool

Substitute Teacher Sign In

School **1. Pick your school** → Select the school... ▼

Teacher **2. Pick the teacher** → ▼


Password Password provided by the office


Sign In

PowerSchool Substitute Teacher Attendance

Once you are logged in you will see the Start Page where classes are listed.








Start Page

AM(A) AM Attendance 

PM(A) PM Attendance 

Elementary teachers take attendance twice a day, AM (after school starts) and PM (after lunch).

Start Page

4(A)	Algebra I	
5(A)	Geometry	
4(A)	Pre-Algebra	
2(A)	Physical & Earth Sci	
6(A)	MS Science	
3(A)	MS Math	
1(A)	Small Business Enterprise	

Middle School and High School teachers take attendance every period. Some teachers have more than one class each period.

Click on the chair to take attendance for that class.

If all students in class are present click 'Submit' for the class'.

If a student is not present they need to be marked AU (absent unexcused). To mark students absent change the attendance code above the student list to AU, then click in the boxes next to the names of the absent students.

AM/PM attendance 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.

If any students are out sick or excused you will see them marked AE.

Single Day Seating Chart **Select AU code**

Attendance Code: AU (Absent Unexcused) **Classes: Show Multiple Sections** **Submit**

Use this if the teacher has more than one class in a period

Students	Attendance: Wednesday, November 14, 2018
[Student Name]	AU 
[Student Name]	AU (Absent Unexcused) 
[Student Name]	<input type="text"/>
[Student Name]	<input type="text"/>
[Student Name]	AE - Absent Excused Excused absences cannot be changed by the teacher

Mark absent students AU

Submit when done! **Submit**