


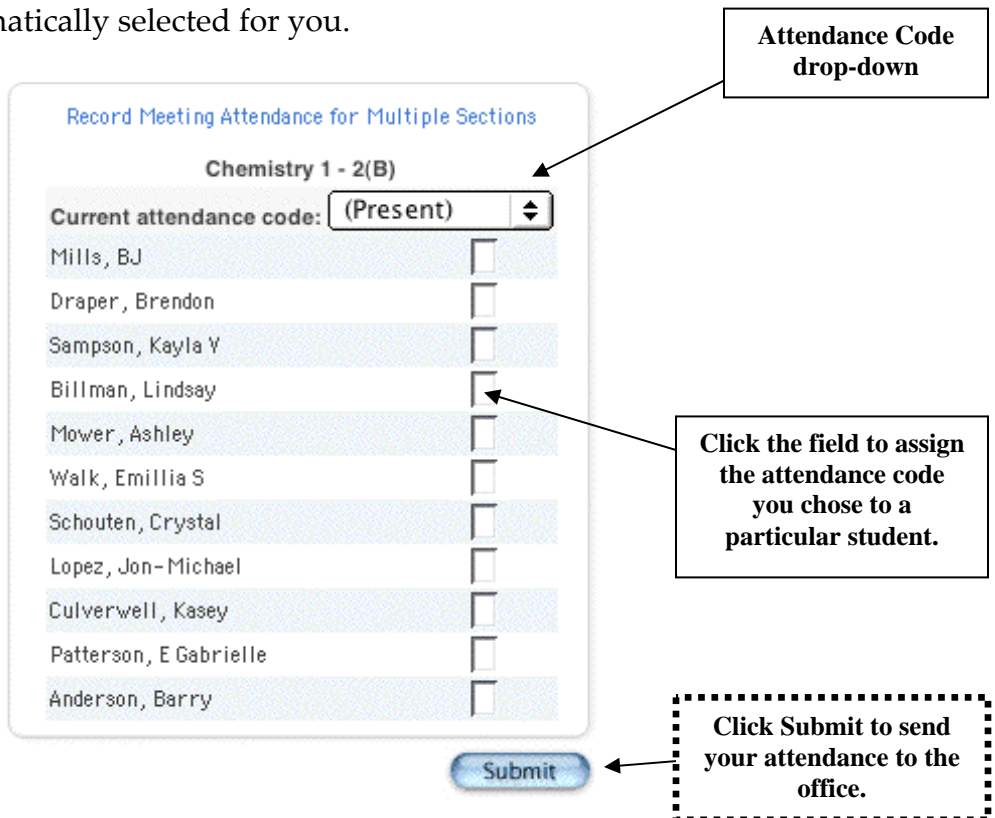
Taking attendance in PowerSchool Teacher

Note: You **must** click **Submit** even if all students are present.

Step 1 - Log in to PowerSchool Teacher
(<http://167.206.30.47/teachers/pw.html>)

Step 2 - Click the **Attendance** icon  next to the class for which you want to take today's attendance.

Step 3 - Choose the **Attendance Code**, "ABSENT," from the drop-down menu. "Present" is automatically selected for you.



Attendance Code drop-down

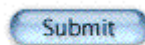
Click the field to assign the attendance code you chose to a particular student.

Click Submit to send your attendance to the office.

Step 4 - Click the **field** next to the name of each student to whom you want to assign the "ABSENT" attendance code.

***IT IS NOT NECESSARY TO PERFORM THIS TASK FOR STUDENTS WHO ARE PRESENT.**

Step 5 - Click the **Submit** button.



The PowerSchool Teacher start page will reappear.

Note: You **must** click **Submit** even if all students are present.