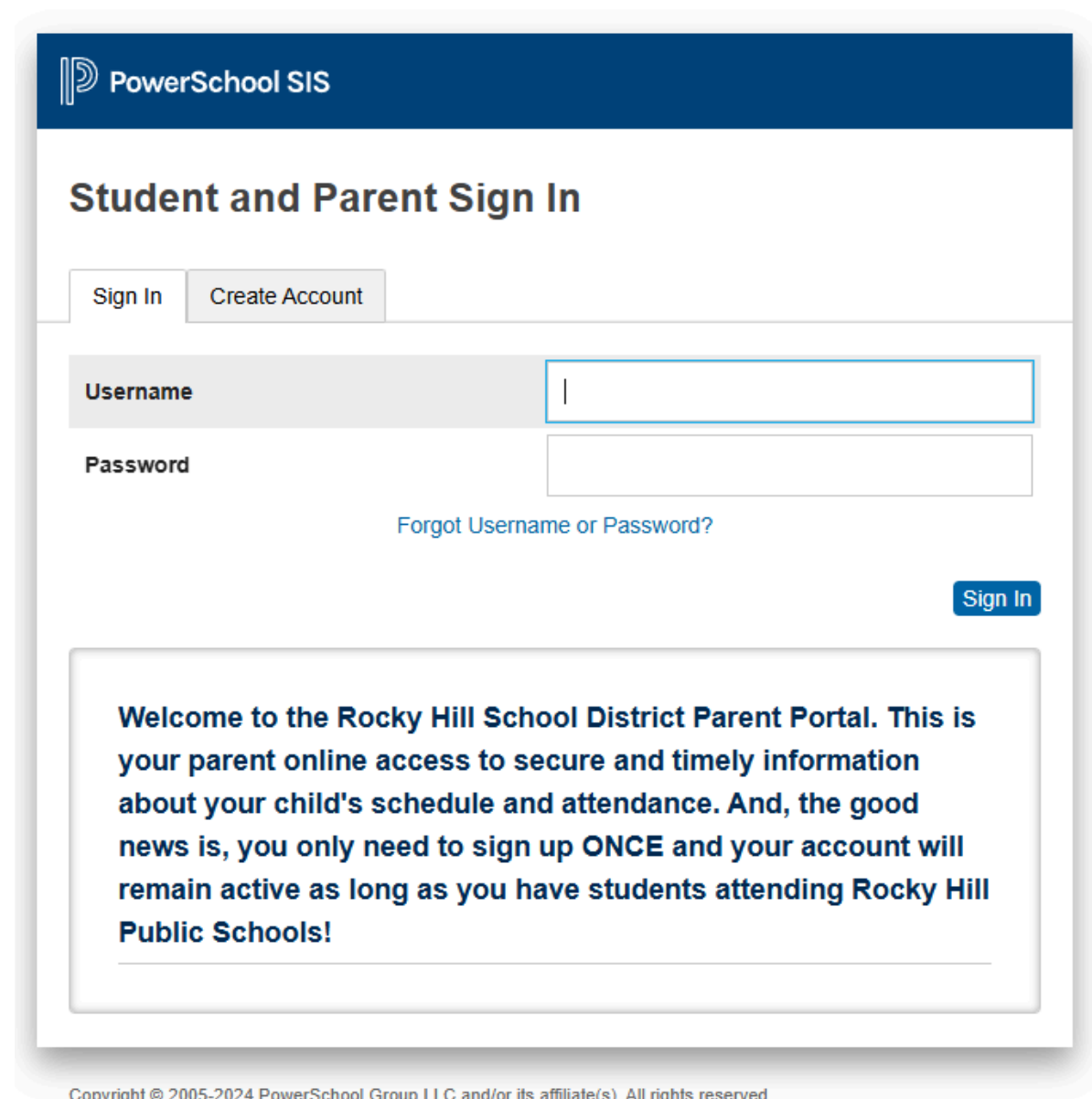# Reporting Your Student's Attendance In PowerSchool

FH

03/21/2025

Log into PowerSchool's public portal

This function is currently only available in a web browser (for example, Chrome, Edge, or Safari)

The portal is located here. If you need to create an account or need to change your password, please see the documentation here.

Navigate to the student whose attendance needs to be reported
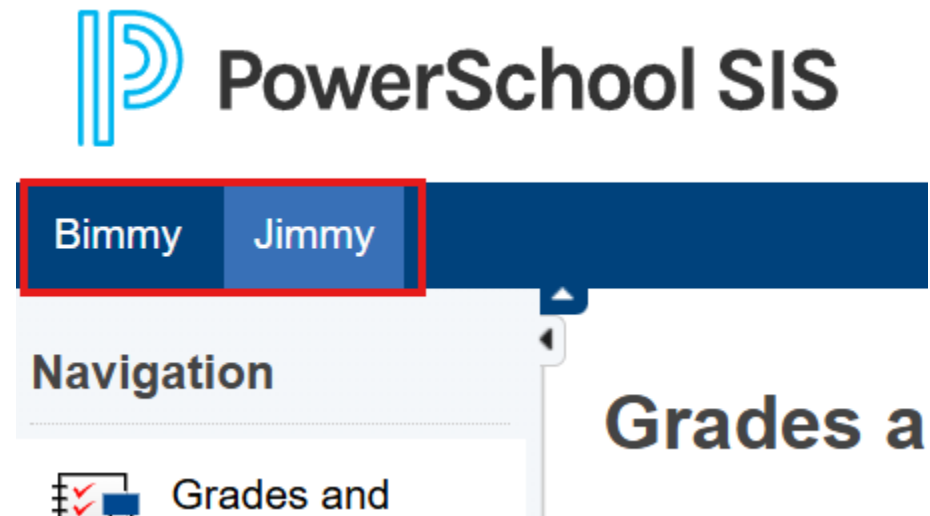
Scroll down on the left hand side of the screen to the icon that's labeled "Attendance Monitor" and click on it

My Schedule

School Information

Community Service

Account Preferences

Attendance Monitor

District Code
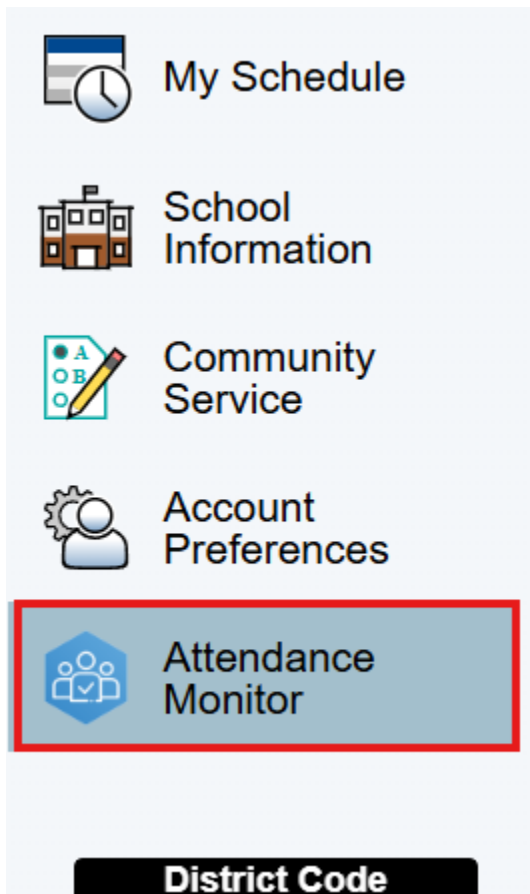
Click on the button labeled "Report New Attendance"

Report Attendance

Report Attendance

Report New Attendance

Edit	Reported On
Edit	3/21/2025, 12:23 PM
Edit	3/20/2025, 09:00 AM

On the following page, enter the following information

Create Attendance Report

Student Name	test, Jimmy

Absence Date

03/24/2025 - MM/DD/YYYY   1

💬 Leave second date empty if only reporting single day absence.

What is the reason for the absence?   2   -- Please Select -- ⌄

Is this absence for the whole day?   3   No ⌄

Time Range: 07:35 AM - 09:10 AM

Explanation   4

5   [Submit]

1. Enter the dates for the absences. If the absence is for one day, only enter the date in the left hand field
2. Enter your reason for the student's absence.
3. Please specify whether the student will be absent for the entire day. If not, provide the specific time period during which the student will be absent.
4. Enter a note about the absence. This is required. **Please note, if the student's absence is for a sickness or illness, please do not enter confidential medical information on this page.** Please contact the nurse with the absence reason.
5. Click submit

Verify that the attendance has been submitted

Report Attendance

Report New Attendance

Edit	Reported On	Report Reason	Dates	Explanation
Edit	3/21/2025, 12:23 PM	Sick / Illness (Please specify with nurse, do not enter confidential medical information here)	3/21/2025	Jimmy is not well.
Edit	3/20/2025, 09:00 AM	Sick / Illness (Please specify with nurse, do not enter confidential medical information here)	3/20/2025	Jimmy is ill and won't be in today

If you have any questions, please reach out to your student's school.

Thank you!