

RHPS

Reporting Your Student's Attendance In PowerSchool

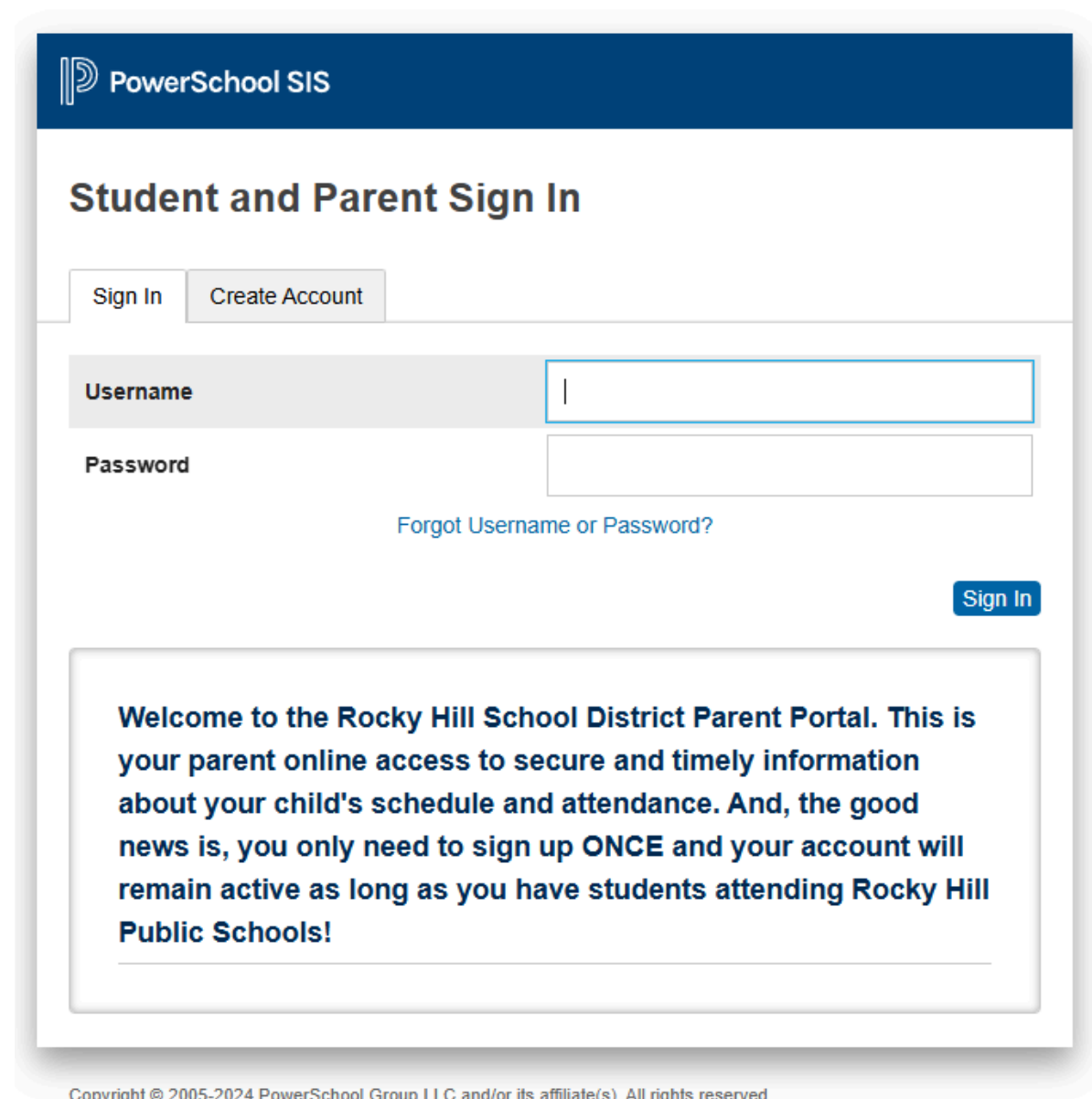
FH

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](#).



The screenshot shows the PowerSchool SIS login interface. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is a white section titled "Student and Parent Sign In". There are two tabs: "Sign In" (active) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is positioned to the right of the password field. Below the login fields is a large white box with a blue border containing a welcome message. At the bottom of the page, there is a copyright notice and a link to the Privacy Policy.

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Username

Password

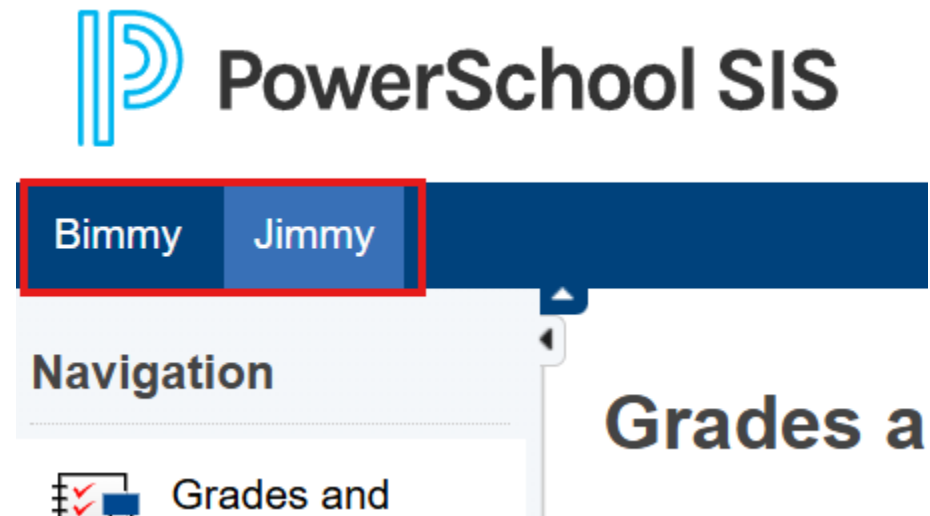
[Forgot Username or Password?](#)

[Sign In](#)

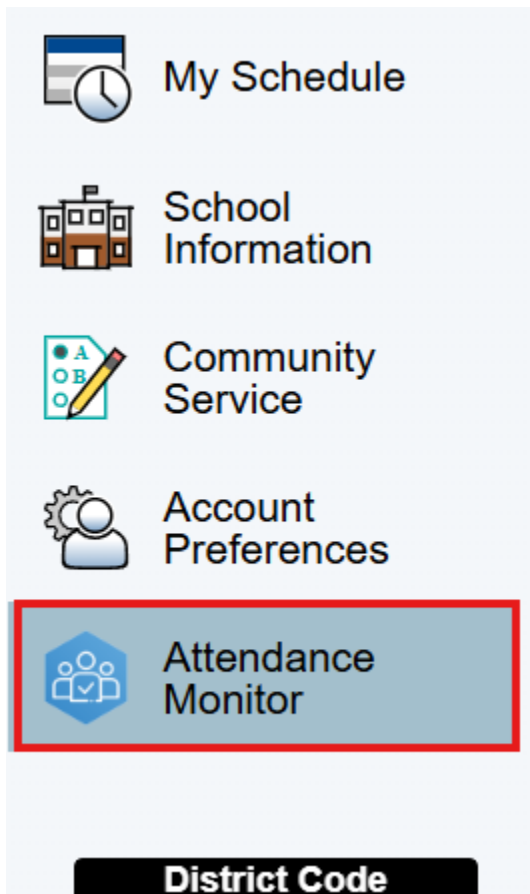
Welcome to the Rocky Hill School District Parent Portal. This is your parent online access to secure and timely information about your child's schedule and attendance. And, the good news is, you only need to sign up **ONCE and your account will remain active as long as you have students attending Rocky Hill Public Schools!**

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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



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	<div>03/24/2025 - MM/DD/YYYY</div> <div>Leave second date empty if only reporting single day absence.</div>		
What is the reason for the absence?	<div>-- Please Select --</div>		
Is this absence for the whole day?	<div>No</div>	<div>Time Range: 07:35 AM - 09:10 AM</div>	
Explanation	<div></div>		
<div>Submit</div>			

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!