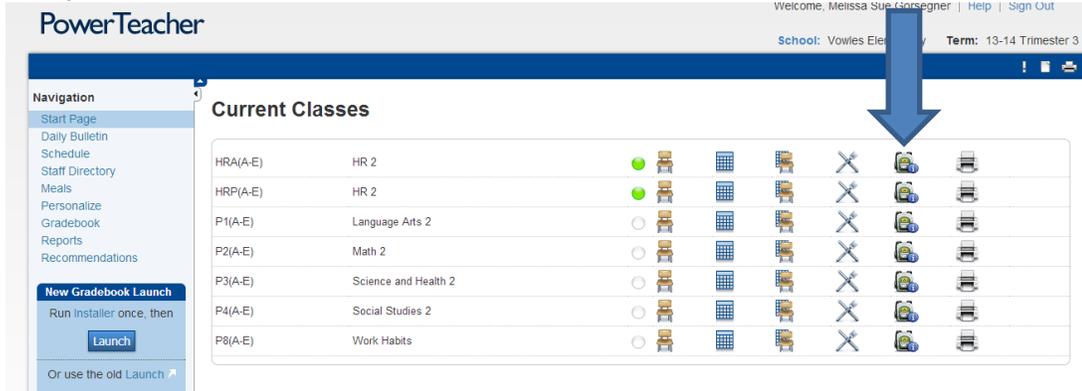
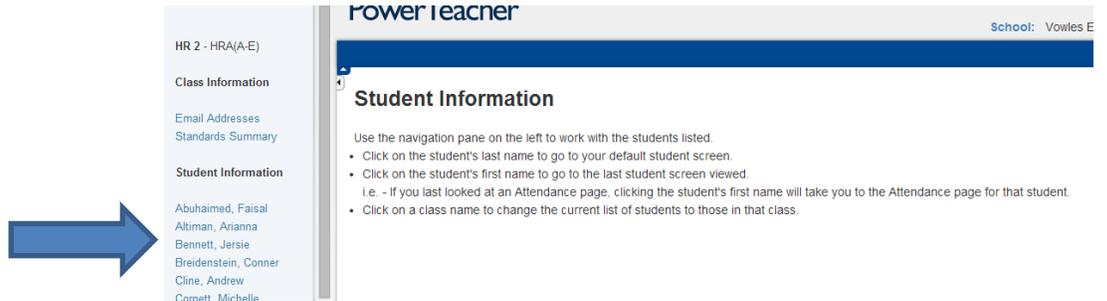


Power Teacher Attendance Report

1. After logging in to Power Teacher, you will be in your home screen. On the home screen, click on the backpack.



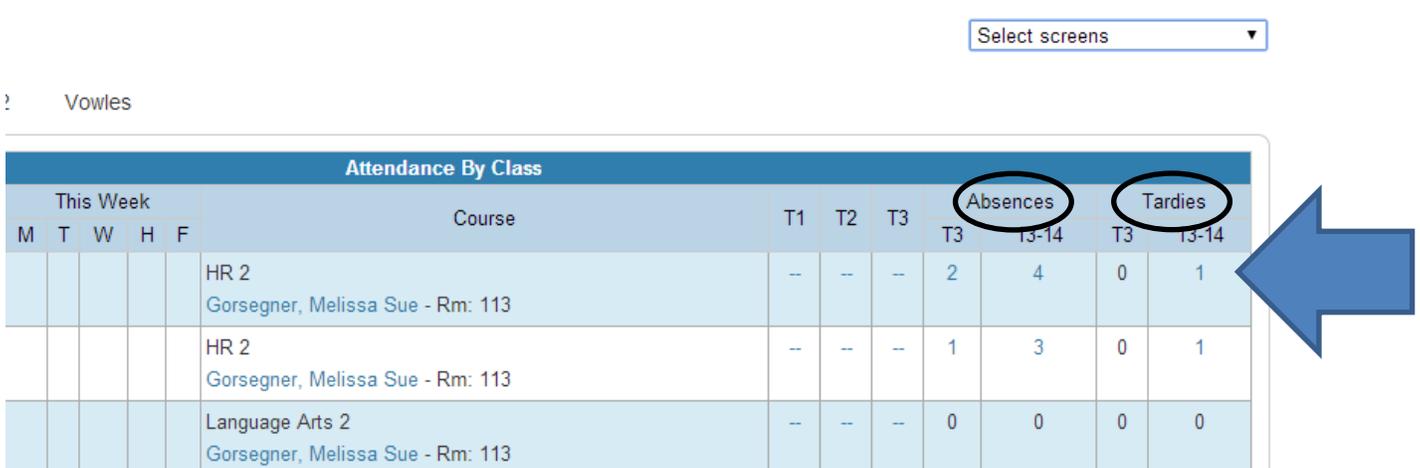
2. When you get on to the Student Information Page, you will click on the student for which you want an attendance report.



3. Once the student is selected, the screen will bring up their schedule. You will then go to the dropdown menu and chose "Quick Lookup."



4. The next screen will show you the absences and tardies for both the current term and for the year. Top row is AM and second row is PM.



5. To get a printout of every absent (it will also show you excused and unexcused), click on the number for absences.

Select screens ▾

Vowles

Attendance By Class												
This Week					Course	T1	T2	T3	Absences			
M	T	W	H	F					T3	13-14	13-14	13-14
					HR 2 Gorsegner, Melissa Sue - Rm: 113	--	--	--	2	4	0	1
					HR 2 Gorsegner, Melissa Sue - Rm: 113	--	--	--	1	3	0	1
					Language Arts 2 Gorsegner, Melissa Sue - Rm: 113	--	--	--	0	0	0	0

6. At any point, you can print out what you see on the screen by clicking on the printer in the corner of the screen.

PowerTeacher
School: Vowles Elementary Term: 13-14 Trimester 3

Dates of Attendance

Select screens ▾

Vowles

Dates of all absences for HR 2 Exp. HRA(A-E) (HR2.24) YTD:

1. 02/10/2014 - AU
2. 02/11/2014 - AU
3. 02/25/2014 - AU
4. 04/08/2014 - AU

Attendance Codes:

Blank=Present | AU=Unexcused Absence | AT=Absent Tardy | TU=Unexcused Tardy | TE=Excused Tardy | AE=Excused Absence | AS=School Absence | AP=Appealed Absence | IS=In School Suspension | OS=Out of School Suspension | PO=Present Out of Class |