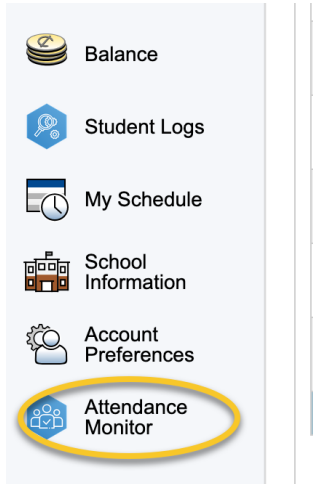


Submitting Absences Through PowerSchool

Parents and Guardians now have the ability to submit attendance online through PowerSchool.

1. Log in to PowerSchool through the webpage
<https://earlham.powerschool.com/public/home.html> If you don't have an account, please contact Cory Houghton (choughton@ecsdcards.com) to get your credentials.
2. Choose the student you are adding attendance for in the upper left hand corner.
3. Click on Attendance Monitor on the left navigation menu.



4. Select 'Report New Attendance'
5. Select the day/day range for the absence.
 - a. If the absence is for a single day, just select the day the student will be gone.
 - b. If the absence is for multiple days, choose the first and last day of the absence.
6. Select the reason for the absence. This will get coded once it is submitted so just choose the closest category.
7. If the absence is for a portion of the day, under 'Is this absence for the whole day?' select 'No' and choose the times your student will be gone.
8. In the Explanation box, provide some details on the absence. (ie: Dentist appt, Going to see Grandparents).
9. Submit the attendance.

* Previous absences can be edited, but not deleted. If you need to remove an absence, contact the office.

**Parents/Guardians can submit future absences up to 30 days in advance.