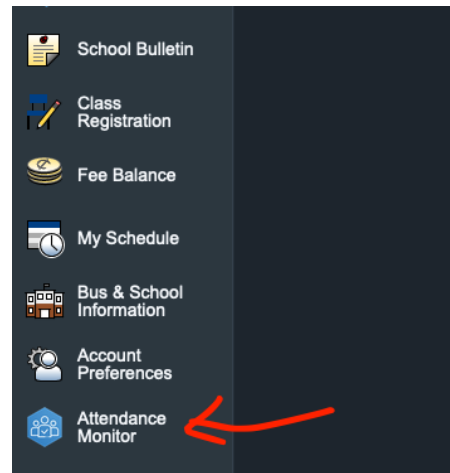
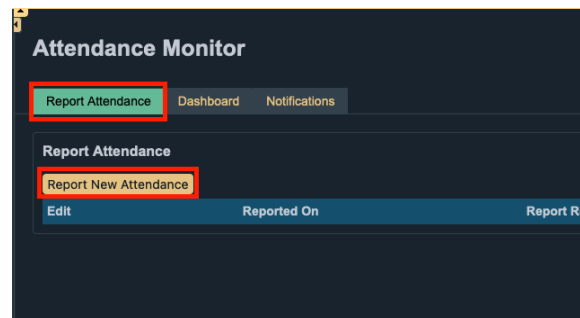


Reporting Attendance in PowerSchool

- Click **Attendance Monitor** from the left navigation menu.



- Select the **Report Attendance** tab.
- Click **Report New Attendance**.



- Enter the **Absence Date** (leaving the second date blank to report for today only).
- Select from the **What is the reason for the absence** drop-down menu.
- Select **Yes** or **No** in the **Is this absence for the whole day** drop-down menu.
 - If **No** is selected the user will be prompted to enter the **Time Range**.
- Enter an explanation in the **Explanation** text box.
- Click **Submit**.

Create Attendance Report

Student Name M [text box]

Absence Date 07/20/2023 - [MM/DD/YYYY]

Leave second date empty if only reporting single day absence.

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

Is this absence for the whole day? Yes

Explanation [text box]

Submit