

## Attendance Tracker User Guide for Admins

### Attendance Tracker Alert

If there are any current attendance triggers which have not been recorded, an alert will be displayed on the start page for the selected groups as set in the school options.

#### Start Page

**⚠ You Have Attendance Tracker Triggers**

**You have 3 students 18+ who need to have Parent Portal accounts removed. [Click here for the list of students.](#)**

**You have 3 students 18+ with data access issues. [Click here for the list of students.](#)**

Students Staff Contacts

Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

7 8 9 10 11 12 M F All [Stored Searches](#) [Stored Selections](#) [Multi Select](#) [Name Search](#) [Create Student Selection](#)

### Recording Alerts

Clicking on the alert will open a page listing all the triggered records.

If a line from the table needs to be removed, select the **DELETE** button.

- Note that this does not delete any data but just removes that record from being recorded.
- It will show as an alert again since it has not been addressed.
- If a row is accidentally deleted, it will **reappear** as an alert as soon as you submit the page and can then be address as required.

#### Attendance Tracker

Student List							
Thresholds: Low 2   Medium Low: 4   Medium: 6   Medium High: 8   High: 10   Ultra: 12   Number of Lates Convert To Absence: 4							
Student	Course	# of Absences	Trigger #	Previous Trigger Info	School Comment	No Action?	Delete
	English Language Arts 20F ELA20F (S1)	4 Late 16	4	06/18/2019 (2 absences)		<input type="checkbox"/>	<a href="#">Delete</a>
	ELA: Comprehensive Focus 30S ENC30S (S1)	6 Absent 4 Parent Excused 1 Late 7	6	06/18/2019 (5 absences)		<input type="checkbox"/>	<a href="#">Delete</a>

**Record Triggers & Make Current Selection**

Clicking on the student's name will open a popup window displaying all previous attendance triggers for the student.

Schools can enter a comment if desired. Clicking the **NO ACTION** check box will still record the trigger but will clear the alert in the Admin Portal and will not show as an alert in **PowerTeacher**.

- An example of when this might be used is if a student has excused absences where no action is taken/required such as a vacation.

Once the comments have been added, select the **RECORD TRIGGERS & MAKE CURRENT SELECTION** button to record the records. The list of students will become the **CURRENT STUDENT SELECTION** so that a group function can be applied if desired (from the Start page).

## Student Record View

When viewing a student record in PowerSchool, users can select the **ATTENDANCE TRACKER** option from the **Left** menu. A list of all triggers will be shown for each year and provides the option to **EDIT** the comments if necessary.

Trigger Date	Course	Trigger Number	Recorded Absences	Admin Comment	Teacher Comment	No Action Taken	Edit
06/18/2019	Biology 40S BIO40S	6	6	No comment.			<a href="#">Edit</a>
06/18/2019	Chemistry 40S CHM40S	4	5	New comment	new comment		<a href="#">Edit</a>
06/19/2019	Chemistry 40S CHM40S	6	6	Admin comment here	Here it is.		<a href="#">Edit</a>
07/21/2019	Chemistry 40S CHM40S	8	8	My school admin comment	My comment		<a href="#">Edit</a>
06/18/2019	ELA: Comprehensive Focus 40S ENC40S	12	12	No comment.	No comment.		<a href="#">Edit</a>
06/18/2019	Physical Education/Health Education 40F PHE40F	6	6	No comment.	No comment.		<a href="#">Edit</a>

The **ATTENDANCE TRACKER** student screen also allows users to exclude a student from the attendance tracker alerts.

- Note that this will exclude the student from future alerts.
- Any previously recorded attendance triggers are not affected.
- This can also be set for multiple students using the student field value.

PHM Attendance Tracker

ALL

Trigger Date	Course
No records found.	

**Attendance Tracker Student Options**

Exclude Toni From Future Attendance Tracker Alerts

[Submit](#)