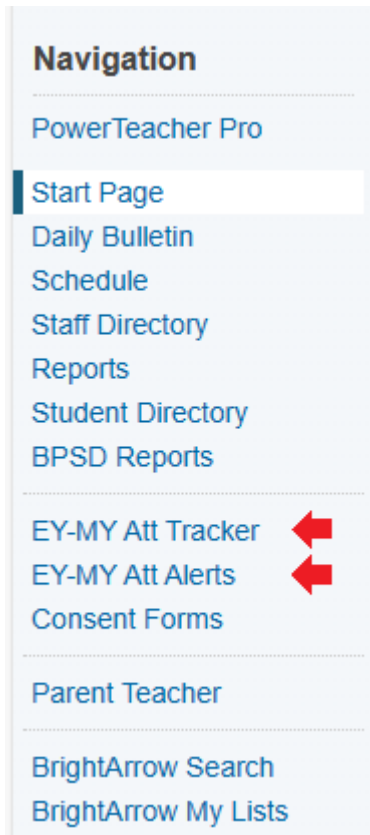# Attendance Tracker User Guide for Teachers
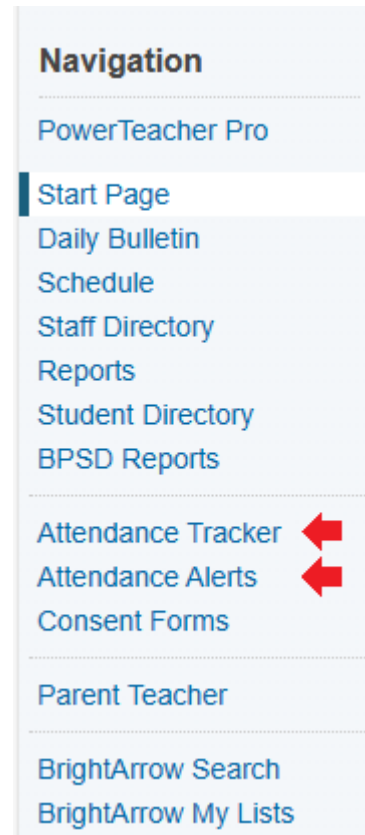
Page Menu Items

There are two menu items for each the HS and EY/MY Trackers on the **PowerTeacher** Start page.

- **Attendance Tracker / EY-MY Att Tracker**
- **Attendance Alerts / EY-MY Att Alerts** (same as clicking on the alert bar – see below)

Menu for Early and Middle Years

Menu for High School

Selecting the **Attendance Tracker** menu item opens up attendance tracker triggers for students in the current school year.

If NO Comment has been entered, or the school has set the option to allow teachers to edit comments, teachers will have an **EDIT** button available.

Attendance Tracker

Thresholds: Low 20 | Medium Low: 25 | Medium: 30 | Medium High: 40 | High: 45 | Ultra: 50 | Number of Lates Convert To Absence: 40

Student	Course	# of Absences	Trigger #	Previous Trigger Info	Admin Comment	Teacher Comment	No Action?	Edit
	Visual Art 20S VART20S	25	25	07/25/2019 (25 absences)	My school admin comment.	Teacher comment added.		
	Visual Art 20S VART20S	45	45	07/25/2019 (45 absences)	*No comment.*	*No comment.*		Edit

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Attendance Tracker Alert

PowerTeacher will display the alerts if the PowerTeacher switch is turned on. Teachers will only see alerts for students enrolled in their classes.

- HS Alerts will only display after the Admin side has recorded the triggers.
- EY/MY Alerts will show once students have met the set threshold.
- Although **Co-Teachers** will be able to see some data for students in their classes, most of the features apply ONLY to the Lead Teacher.

Current Classes

⚠ You Have Attendance Tracker Triggers To Review

| P3(1,3,5) | **Visual Art 20S** **PowerTeacher Pro** | ○ | | | | | | | | |

ALL

Reviewing Alerts

Clicking on the **alert** (message within the yellow box) or the **Attendance Alerts** option from the **Left** menu, will open a page listing all the triggered records that were recorded in the **PowerSchool Admin** for students in their classes.

If the school has set the option to require teachers to enter comments, comments must be added before this page can be submitted.

Submitting the page will record the comment and will mark the record as being reviewed by the teacher.

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

Attendance Tracker

Thresholds: Low 20 | Medium Low: 25 | Medium: 30 | Medium High: 40 | High: 45 | Ultra: 50 | Number of Lates Convert To Absence: 40

Student	Course	# of Absences	Trigger #	Previous Trigger Info	Admin Comment	Teacher Comment	No Action?
	Visual Art 20S VART20S	25	25	07/25/2019 (25 absences)	My school admin comment.		
	Visual Art 20S VART20S	45	45	07/25/2019 (45 absences)	No comment.		

Submit / Confirm Review of Records

PowerTeacher Backpack Pages

In the **Backpack** pages, teachers can select the **Attendance Tracker** option from the dropdown list to see the history year-by-year for their students.

If the teacher has not entered a comment, and if the school has set the option to allow teachers to edit their comments, they will see an **EDIT** button. Clicking the button will bring up a pop-up window where teachers can enter comments and record the flag that they have reviewed the record.

ALL | 18-19

Trigger Date	Course	Trigger Number	Recorded Absences	Admin Comment	Teacher Comment	No Action Taken	Edit
07/25/2019	Digital Film Making 25S DFM25S	25	29	No comment.	No comment.		
07/25/2019	Digital Pictures 25S DPC25S	30	31	No comment.	No comment.		
07/25/2019	English Language Arts 20F ELA20F	30	31	No comment.	No comment.		
07/25/2019	Essential Mathematics 20S MEM20S	45	46	No comment.	No comment.		
07/25/2019	Geographic Issues of the 21st Cent. 20F GEO20F	45	46	No comment.	No comment.		
07/25/2019	Life/Work Planning 20S LWP20S	45	46	No comment.	No comment.		
07/25/2019	Physical Education/Health Education 20F PHE20F	20	24	No comment.	No comment.		
07/25/2019	Science 20F SCI20F	45	47	No comment.	No comment.		
07/25/2019	Sociology 31G SOC31G	30	31	No comment.	No comment.		
07/25/2019	Visual Art 20S VART20S	45	45	No comment.	No comment.		Edit