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Nova Scotia Student Information System

Nova Scotia Public Education System

Updating Attendance - Office Staff

User Guide

Revision Date:
February 14, 2020

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(Note: Student names appearing in this document are fictitious names)

The office has the ability to change attendance for a student or a group of students. Office staff can change attendance in the past and create attendance records for the future.

1 UPDATING ATTENDANCE FOR ONE STUDENT FOR MULTIPLE DAYS

- Do a search for and select the student in PowerSchool.
- Under the section **Academics** select **Attendance**.
- In the Attendance screen click on **Change Meeting Attendance**.
- There are a number of fields to fill in on the Change Meeting Attendance Screen.
 - **Change attendance for:** Fill in the date range to reflect the days for which you want to change attendance.
 - **Meetings to Scan: Select All**, to change the pre-existing codes for all the days in the date range.
 - **Codes to scan for:** in this section you pick the code you want to change; to change all codes select **All** or to change specific codes, scan for, **These codes**. In this example we are looking for any **A – Absent** codes.
 - **Attendance code to set** – select the new code you need. In this example, we want to replace **A – Absent** code with the code of **AWN - Absent with Notification**.
 - Select to **Overwrite** the code sent in previously.
 - Add a **Comment** if you desire.
 - **Submit** to save your changes.

Option Value

Change attendance for Acerra, Rhona

From this date 2/10/2020

To this date 2/11/2020

Meetings to scan

	A	B	C	D	E	F	G	H
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select All **Clear**

Code(s) to scan for

- All
- These codes
 - Present
 - L - Late
 - LE - Leave Early
 - A - Absent**
 - AWN - Absent with Notification
 - ACT - School Activity
 - ISS - In School Suspension
 - OSS - Out of School Suspension
 - R - Observation of a religious holiday or ceremony
 - MR - Medical reason

Attendance code to set

AWN (Absent with Notification)

If other than a default present (default presents will be overwritten regardless)

Overwrite

Don't Overwrite

Comment

Mother called school to say that Rhona was home sick on Monday and Tuesday.

Submit

2 DELETING ATTENDANCE FOR NO SHOWS

- Find and select the no show.
- On the student menu, select **Attendance**.
- Click on **Change Meeting Attendance**.
- Enter the first day of school for the current school year, and either leave the “To this date” as the default date or enter the last day of school.
- Click, **Select All** to check all meetings, (classes).
- Click, **These Codes** and select all the attendance codes, except *Present*.
- Leave **Present**, as the code to set.
- Select **Overwrite**.
- Click **Submit** at the bottom of the screen.

Option	Value																																																																																	
Change attendance for	Acerra, Rhona																																																																																	
From this date	9/3/2019																																																																																	
To this date	02/14/2020																																																																																	
Meetings to scan	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> </thead> <tbody> <tr><td>1</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>2</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>3</td><td><input checked="" type="checkbox"/></td><td><input checked="" 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Comment	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>																																																																																	
	Submit																																																																																	

3 SETTING /UPDATING ATTENDANCE FOR A GROUP OF STUDENTS

The hockey team has a tournament and will be away for three days, the office staff can set the attendance for the entire team on one screen.

- Do a search for and find the members of the hockey team (from the start page search for ns_hockey#).
- If you need to omit any students from the list, for example a student who is at home due to illness and cannot play at this time, use the **Select by Hand** function.
- From the **Select Function** pop-up menu, choose **Attendance Change**. The *Change Meeting Attendance* page appears.

Note: Alternatively, if you have a current selection of students, you can also access this page by choosing **Special Functions > Groups Functions > Attendance Change**. You will see the number of selected students at the top of the screen instead of an individual student's name.

- Enter the date range for the team's absence.
- Click, **Select All** to check all meetings (classes).
- Click, **These Codes** and select **Present**.
- Code(s) to scan for: select **ACT - School-Based Activity**.
- Select **Overwrite**.
- Click **Submit**.

If need to change this because the trip was cancelled:

The screenshot shows the 'Meeting' form with the following fields and actions:

- Change attendance for:** The selected 3 students
- From this Date:** 2/12/2020 (Action: Set date range)
- To this Date:** 02/14/2020
- Meetings to scan:** A grid of 8 rows (1-8) and 8 columns (A-H) with checkboxes. (Action: Select all periods)
- Code(s) to scan for:** A dropdown menu showing 'Present' selected. (Action: Change Present to ACT - School-Based Activity)
- Attendance Code to Set:** ACT (School Activity)
- If Other Than a Default Present (default presents will be overwritten regardless):** Overwrite
- Comment:** Hockey team away from Wed. Feb. 12 to Fri. Feb. 14
- Submit** button

- Select the same group of students.
- Select the same dates
- Select all to check all periods and days.
- Scan for **ACT - School-Based Activity**.
- Set the new code to **Present**.
- **Overwrite** the previous code.
- **Submit** your changes.