


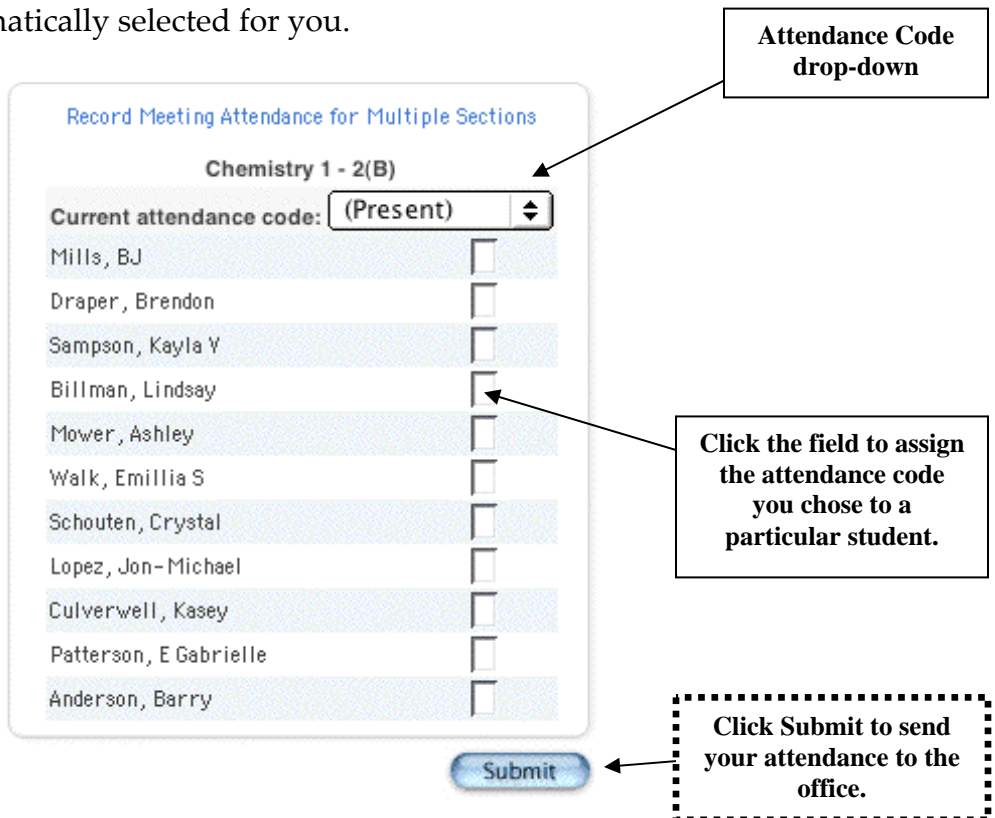
### Taking attendance in PowerSchool Teacher

**Note:** You **must** click **Submit** even if all students are present.

**Step 1 -** Log in to PowerSchool Teacher  
(<http://167.206.30.47/teachers/pw.html>)

**Step 2 -** Click the **Attendance** icon  next to the class for which you want to take today's attendance.

**Step 3 -** Choose the **Attendance Code**, "ABSENT," from the drop-down menu. "Present" is automatically selected for you.



**Attendance Code drop-down**

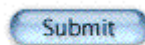
**Click the field to assign the attendance code you chose to a particular student.**

**Click Submit to send your attendance to the office.**

**Step 4 -** Click the **field** next to the name of each student to whom you want to assign the "ABSENT" attendance code.

**\*IT IS NOT NECESSARY TO PERFORM THIS TASK FOR STUDENTS WHO ARE PRESENT.**

**Step 5 -** Click the **Submit** button.



The PowerSchool Teacher start page will reappear.

**Note:** You **must** click **Submit** even if all students are present.