



Pomperaug High School Technology Department  
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TO: PHS Teachers  
 RE: Attendance with Power School

### Attendance Quick Guide

1. Start your computer and log onto the network.
2. Start Internet Explorer.
3. Find R15 Power School from the home page (aka) <http://powerschool.region15.org/teachers>
4. Login using your Power Teacher Username and Password.
5. Click on the chair icon for the class for which you are taking attendance.
6. Set the drop-down list to “Absent” or “Tardy” for any students who are missing or late.
7. Click on the box next to the students to mark them absent or tardy.
8. Click Submit.
9. Remember, in Attendance, a blank means “Present” and any changes must be resubmitted.
10. Even if all of your students are present, you still need to click the chair icon and the Submit button to communicate that attendance to the system.

Record Meeting Attendance Tue 8/28 (Today) ▾

Record MultiMeeting Attendance for Multiple Sections

Music - 4(A)

Current attendance code: A (Absent) ▾

Anderson, Cody N	<input type="checkbox"/>
Brito, Jordan H	<input type="checkbox"/>
Dukatz, Alisa K	<input type="checkbox"/>
Gilbert, Isaac G	<input type="checkbox"/>
Grim, Jesse H	<input style="width: 20px;" type="text" value="A"/>
Holt, Brian A	<input type="checkbox"/>
Hutton, Kathryn Y	<input type="checkbox"/>
Kennedy, Jessica J	<input type="checkbox"/>
Klein, Andrew G	<input type="checkbox"/>

*Attendance should be submitted within the first five minutes of the class period.  
 Modifications to attendance for a school day can be made until the close of that school day.*