Reporting Attendance in PowerSchool for Aquinas MS/HS

Notifying your child's school of an absence just got easier! Simply login to your <u>PowerSchool Parent Portal</u> via a web browser (e.g. Chrome, Safari, Edge) and follow these instructions. All families with students in 6th – 12th grade are welcome to use the PowerSchool Attendance Monitor to report an absence. School attendance phone lines will still be available; however, our preferred method for receiving absences is via PowerSchool as it helps create greater efficiencies for our school office teams. (Note: At this time, the PowerSchool app does not support attendance so you will need to login to your account via a web browser.)
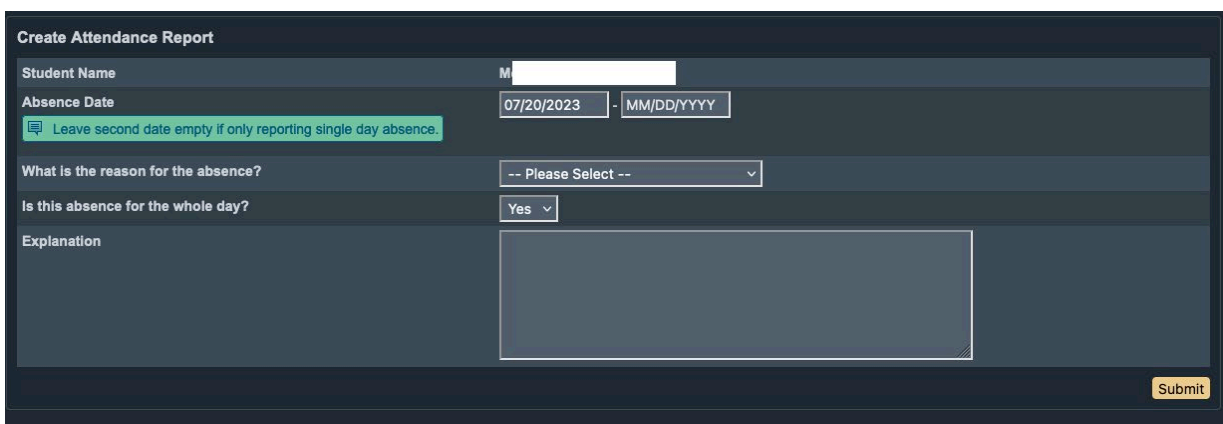
- Click **Attendance Monitor** from the left navigation menu.
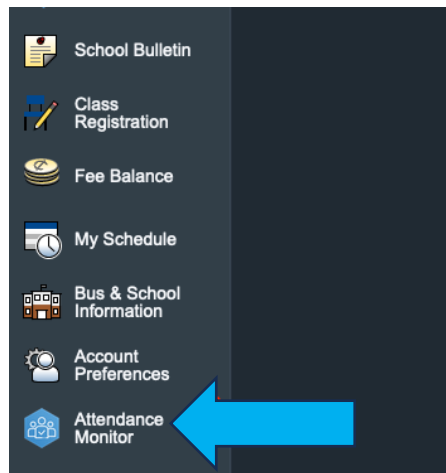
- Select the **Report Attendance** tab.
- Click **Report New Attendance**.
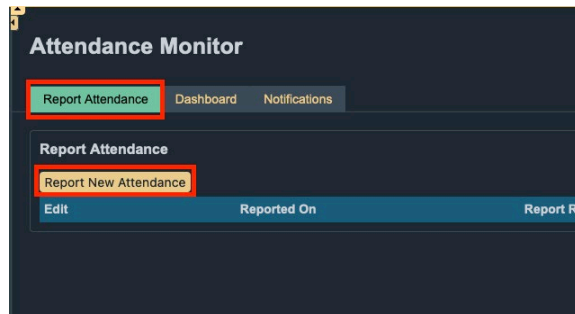
- Enter the **Absence Date** (leaving the second date blank to report for today only).
- Select from the **What is the reason for the absence** drop-down menu.
- Select **Yes** or **No** in the **Is this absence for the whole day** drop-down menu.
  - If **No** is selected the user will be prompted to enter the **Time Range**.
- Enter an explanation in the **Explanation** text box.
- Click **Submit.**