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This handout is intended for all Ponca School District teachers and substitutes who take student attendance each period for 7-12 and two times a day for the elementary. Please review and follow these procedures so we will be in audit compliance with the State of Nebraska. Your assistance is needed as follows:

- 1. Before school starts, please turn on your computer, allow your computer to perform important anti-virus and Microsoft updates, navigate to PowerSchool and logon. If you need assistance, please contact someone for assistance.*
- 2. Beginning on the first day of school, use PowerTeacher to take attendance, and record lunch counts, each morning for your class. If you teach grades K-6, please take attendance in the class called Homeroom AM and in the afternoon use the Homeroom PM Class. The 7-12 teachers need to take attendance every period as in the past. Always remember to scroll to the bottom of the page and press "submit".*
- 3. If your on-line roster is incorrect (additional or missing students), print a copy of the webpage (File/print), indicate your comments or changes, and put the K-6 concerns in Mrs. Hayes mailbox and the 7-12 concerns in Ms. Rinas Mailbox. Incorrect PowerSchool rosters cause delays in our ability to report accurate attendance.*
- 7. Record "tardy" students only as they enter the classroom while you are in the process of taking attendance. Once you have completed your on-line attendance, all other attendance processes will be handled by the school office. At the 7-12 level do not allow late students to enter without a tardy slip.*
- 8. If your PowerTeacher web page fails to operate, please send an email to Mrs. Hayes to report the problem. Record the work order as an "Attendance problem", so it will receive priority processing.*
- 9. In the event of a technology failure, please complete a manual roster and turn it into the office for processing.*
- 10. Attendance taking is an important part of our daily duties.*

P1(A-E) Math Standards					
P3(A-E) Pre-Calculus					
P4(A-E) Study Hall					
P5(A-E) Algebra I					
P6(A-E) JH Math 8					
P7(A-E) Algebra I					
P8(A-E) Algebra II	