



identiMetrics®
Simplify Your School Day

AutoTardy User Guide

v 3.0.12

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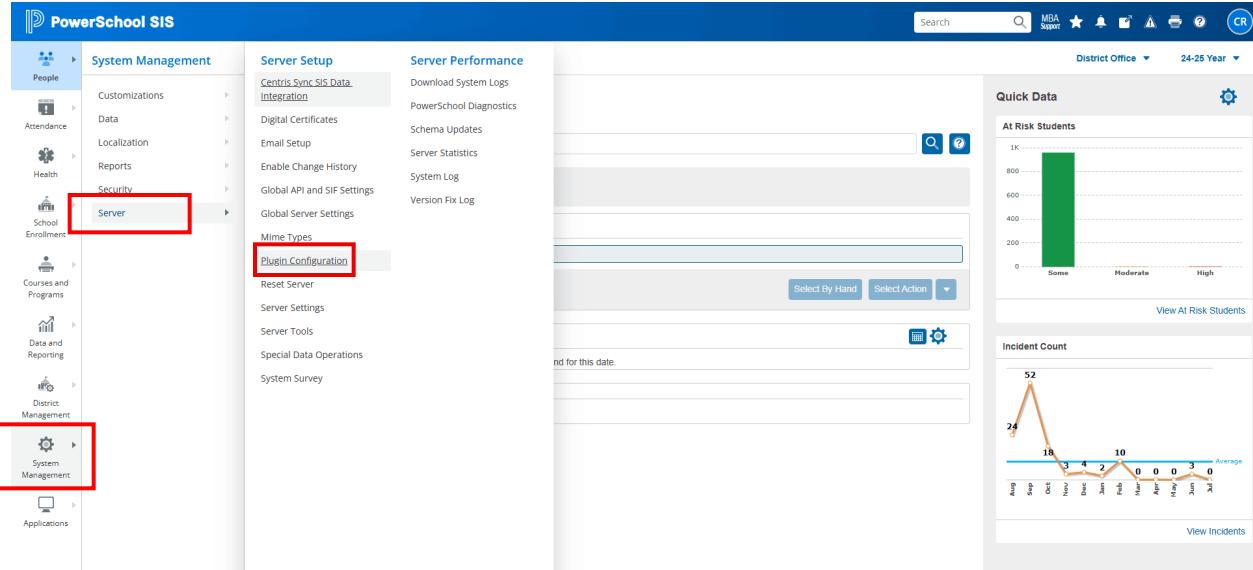
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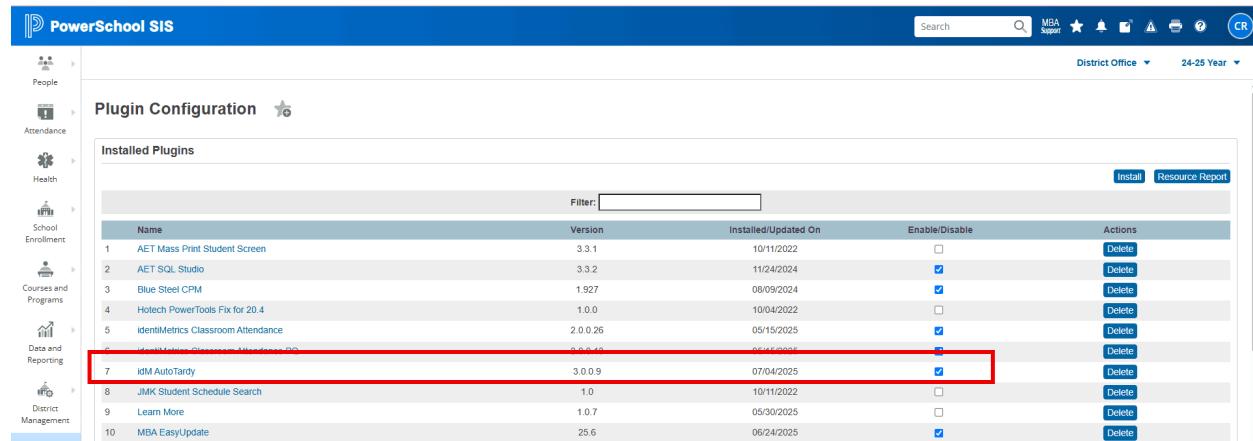
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Installing AutoTardy

Install and enable the plugins



The screenshot shows the PowerSchool SIS interface. On the left, the 'System Management' menu is open, with 'Server' and 'Plugin Configuration' highlighted with red boxes. The main content area shows the 'Plugin Configuration' page, which lists installed plugins. One plugin, 'idM AutoTardy', is also highlighted with a red box. The right side of the screen displays various system status and performance metrics.

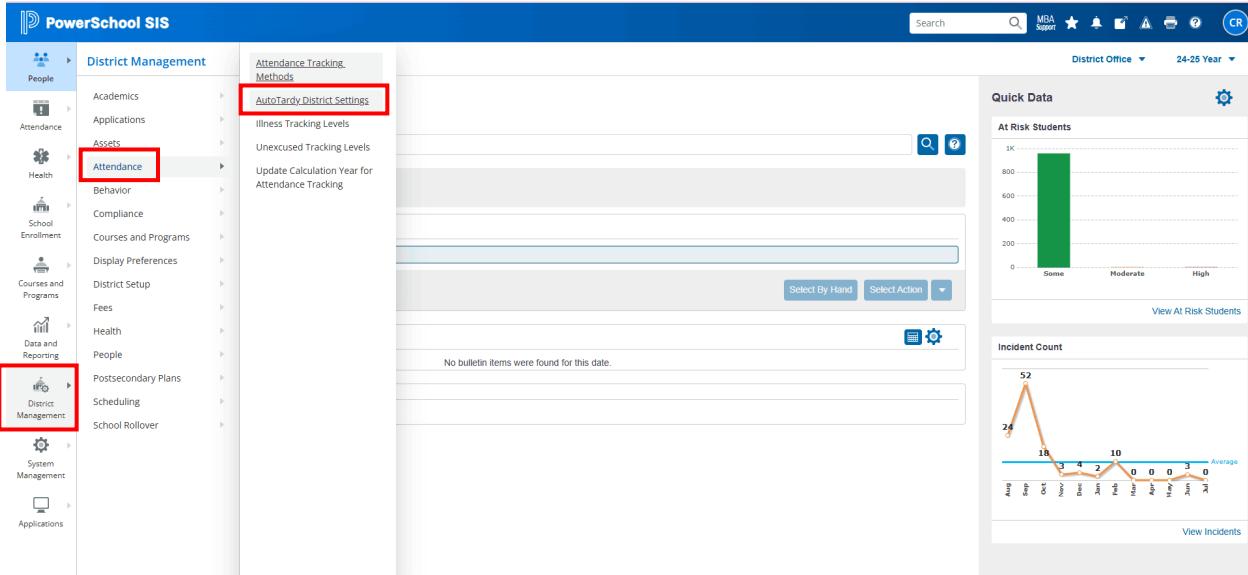


The screenshot shows the 'Plugin Configuration' page with the 'idM AutoTardy' plugin selected and highlighted with a red box. The page lists other installed plugins like 'AET Mass Print Student Screen' and 'AET SQL Studio'. The 'Actions' column for 'idM AutoTardy' shows a checked checkbox, indicating it is enabled.

Configuring AutoTardy

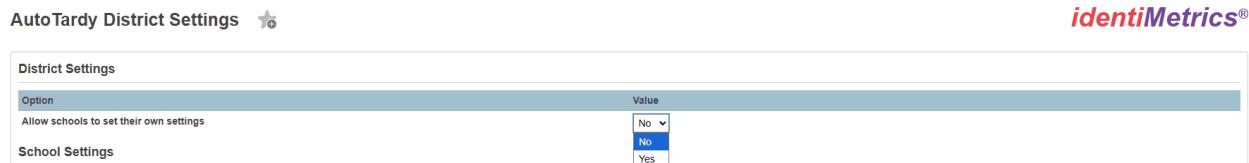
AutoTardy District Settings

The District Settings can be applied to all schools in the district if desired. Alternatively, each school can configure their settings independently. To access the District Settings, choose District Management>Attendance>AutoTardy District Settings.



The screenshot shows the PowerSchool SIS interface. The left sidebar has a 'District Management' section with a red box around the 'Attendance' link. The main content area shows a list of tracking methods, with 'AutoTardy District Settings' highlighted with a red box. On the right, there are 'Quick Data' charts for 'At Risk Students' (a bar chart showing 'Some' at 800, 'Moderate' at 0, and 'High' at 0) and 'Incident Count' (a line chart showing counts for each month: Aug (52), Sep (24), Oct (18), Nov (3), Dec (4), Jan (2), Feb (10), Mar (0), Apr (0), May (0), Jun (3), Jul (0), Aug (2)).

District Settings



Option	Value
Allow schools to set their own settings	No
School Settings	Yes

Allow schools to set their own settings - Set value to YES to allow schools to apply their own settings. Set value to NO if schools are not allowed to use their own settings and must use the settings as defined by the AutoTardy District Settings page. By default, this value is set to NO.

School Settings

School Settings	
Option	Setting
Attendance Mode	Daily Attendance
Tardy Count Term Length	1/2

Attendance Mode - Determines the attendance recording preference. Choose either Daily or Meeting Attendance.

Tardy Count Term Length - Counts tardies within each term length and resets at the change of each term. The terms available reflect the terms you have set up in your PowerSchool Calendar.

Note: Both settings can be overridden at the individual schools when the 'Allow schools to set their own settings' value is set to No.

Main Settings

Main Settings	
Option	Setting
Default Attendance Code	(TU) Tardy Unexcused
Return to Default After Scan	Yes
Default Print Hall Pass	Yes
Scan with Student_Number or Student ID?	Student Number
Include Scan Time in Attendance Comment	Yes
Use Clock-in/Clock-out	Yes
Scanning Page: Limit number of records displayed	20

Default Attendance Code – Choose the attendance code that is expected to be used most often. The code can also be changed from the default on the 'Record Attendance' page if needed. **Note:** Attendance codes require configuration for use with the plugin. These need to be configured at the school level.

Return to Default After Scan – Choose if you want the Record Attendance page to return to the chosen default after each attendance event.

Default Print Hall Pass – Choose if you want a hall pass to be printed by default after each attendance event. This must be set to YES if you want any attendance codes to generate a hall pass. This is a global setting. You will also need to configure individual attendance codes to generate a hall pass.

Scan with Student_Number, Student ID or Lunch ID? – Choose which student identifier you are using to identify students in PowerSchool.

Include Scan Time in Attendance Comment – Choose if you want to have the time stamp included in the comment that is saved with the attendance record.

Use Clock-in/Clock-Out – Choose if you will be using the clock-in/clock-out features. This is a global setting. You will also need to configure individual attendance codes for clock-in/clock-out functions.

Scanning Page: Limit number of records displayed – Use this to set a limit on how many attendance records are displayed on the Record Attendance page. If left empty, this will allow an unlimited number.

Print Slip Settings

Print Slip Settings		
Option	District Setting	School Setting
Print Typed Attendance Comment and Status on Hall Pass	Yes	<input checked="" type="checkbox"/> Yes
Print Class on Hall Pass	Yes	<input checked="" type="checkbox"/> Yes
Print Attendance Code on Hall Pass	Yes	<input checked="" type="checkbox"/> Yes
Print Counts on Hall Pass	Yes	<input checked="" type="checkbox"/> Yes
Print Pre-set Comment on Hall Pass	Yes	<input checked="" type="checkbox"/> Yes
Print District/School Logo	No	<input checked="" type="checkbox"/> Yes
District/School Logo Filename		/images/Picture.png

Print Typed Attendance Comment and Status on Hall Pass – Choose if you want the attendance comment that is typed on the Record Attendance page to be displayed on the hall pass.

Print Class on Hall Pass – Choose if you want the Course Name and Expression of the class that the student is enrolled to at the time of the scan to be displayed on the hall pass.

Print Attendance Code on Hall Pass – Choose if you want the attendance code and code category displayed on the hall pass.

Print Counts on Hall Pass – Choose if you want to include the total tardy count for the selected attendance code as well as the overall tardy count for all tardy codes for the chosen term length to be displayed on the hall pass. This is a global setting. You will also need to configure individual attendance codes to display counts on the hall pass.

Print Pre-set Comment on Hall Pass – Choose if you want to include the pre-set comment for the tardy count on the hall pass. This is a global setting. You will also need to configure individual attendance codes to display comments on the hall pass.

Print District/School Logo – Choose if you want to display the district or school logo on the hall pass.

District/School Logo Filename - The logo image file needs to be prepared as a square .jpg or .png file (recommended 250x250 pixel range) with an ‘appropriate for website’ name (e.g school_logo.png). The file should be uploaded to the Custom Page Management images folder. Input the name of the file to the Filename field.

Pre-set Tardy Comments

Pre-set Tardy Comments

Expand All

- ▶ Tardy Comments Maximum: 9
- ▶ Excused Tardy Comments Maximum: 37
- ▶ Unexcused Tardy Comments Maximum: 8

For each tardy type, choose the maximum number of comments (up to 50) that you expect to use.

Pre-set Tardy Comments

Expand All

Tardy Count	Comment	Maximum:
1	Tardy DO 1	10
2		
3		
4		

Expand the tardy type group. Add up to 400 characters of text to the comment field for the associated tardy count threshold.

You can use the down arrow to autofill your comment to subsequent threshold counts.

Pre-set Tardy Comments

Expand All

- ▶ Tardy Comments Override District Comments
Maximum: 50
- ▶ Excused Tardy Comments Maximum: 50
- ▶ Unexcused Tardy Comments Maximum: 50

If Pre-set Tardy Comments are allowed to be set at the school level, then you must enable Override District Comments first. This will allow you to begin adding text to the comment fields.

Schedule Exception Settings

Schedule Exception Settings

Option	Setting
Scanning To Overlapping Periods	Validation Error
Scanning To Periods with Multiple Sections 	Validation Error
Scanning Outside of a Period	Validation Error

This feature is only active when the plugin is configured for Meeting Attendance. **It customizes attendance recording when a student scans at a time that their schedule includes one or more of the following:**

- **Overlapping Periods:** Multiple periods scheduled at the same time on a student's schedule.
- **Multiple Sections per Period:** Several sections assigned to the same period.
- **Passing/Non-Scheduled Periods:** Passing periods or non-scheduled periods within the school day.

Scanning to Overlapping Periods

Schedule Exception Settings

Option	Setting
Scanning To Overlapping Periods	<div style="border: 1px solid #0070C0; padding: 5px; display: inline-block;">Validation Error</div> All Periods Any Period Daily Attendance Shortest Period(s) Longest Period(s) Specific Period(s) (Configure at the School Level)
Scanning To Periods with Multiple Sections 	Validation Error
Scanning Outside of a Period	Validation Error

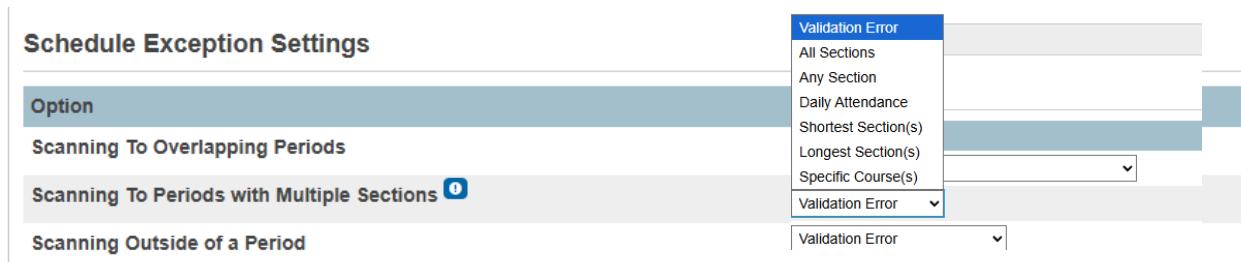
Enable this setting to handle attendance when a scan occurs during overlapping periods on a student's schedule. Select an option to define attendance recording behavior.

Options and Behaviors(1) Scanning to Overlapping Periods

Option	Description	Timestamp Behavior	Tardy Count	Attendance Activity	Hall Pass
Validation Error	Displays a dialog on the AutoTardy Record Attendance page for manual selection at scan time.	Dependent on user selection	Dependent on user selection	Dependent on user selection	Created for configured codes.

All Periods	Records selected attendance code to <i>all</i> overlapping periods.	If code-enabled, records meeting time entry; timestamp added to comments for all periods.	Each period adds to the tardy count if code is set to count as tardy.	Details shown for each period.	Created for each overlapping period for configured codes.
Any Period	Records selected attendance to the <i>first</i> available overlapping period.	If code-enabled, records meeting time entry; timestamp added to comments for that period.	Only the selected period adds to the tardy count if code is set to count as tardy.	Details shown for the selected period.	Created for the selected period for configured codes.
Daily Attendance	Records to the daily record only (ignores periods).	Not recorded (even if code-enabled); timestamp added to daily comments.	Not applied.	Details shown as a daily record.	Created for configured codes.
Shortest Period(s)	Records to the <i>shortest</i> overlapping period(s).	If code-enabled, records meeting time entry; timestamp added to comments for selected period(s).	Selected period(s) add to the tardy count if code is set to count as tardy.	Details shown for selected period(s).	Created for selected period(s) for configured codes.
Longest Period(s)	Records to the <i>longest</i> overlapping period(s).	Same as Shortest.	Same as Shortest.	Same as Shortest.	Same as Shortest.
Specific Period(s)	Records to user-defined period(s) Must be configured at the school level Multi-Select using Ctrl+click).	If code-enabled, records meeting time entry; timestamp added to comments for selected period(s).	Selected period(s) add to the tardy count if code is set to count as tardy.	Details shown for selected period(s).	Created for selected period(s) for configured codes.

Scanning to Periods with Multiple Sections



The screenshot shows a configuration interface for 'Schedule Exception Settings'. A dropdown menu is open for the 'Scanning To Periods with Multiple Sections' option, listing several validation error handling options: 'Validation Error', 'All Sections', 'Any Section', 'Daily Attendance', 'Shortest Section(s)', 'Longest Section(s)', 'Specific Course(s)', and 'Validation Error' again. The 'Validation Error' option is the current selection.

Option	Validation Error
Scanning To Overlapping Periods	All Sections
Scanning To Periods with Multiple Sections	Validation Error
Scanning Outside of a Period	Validation Error

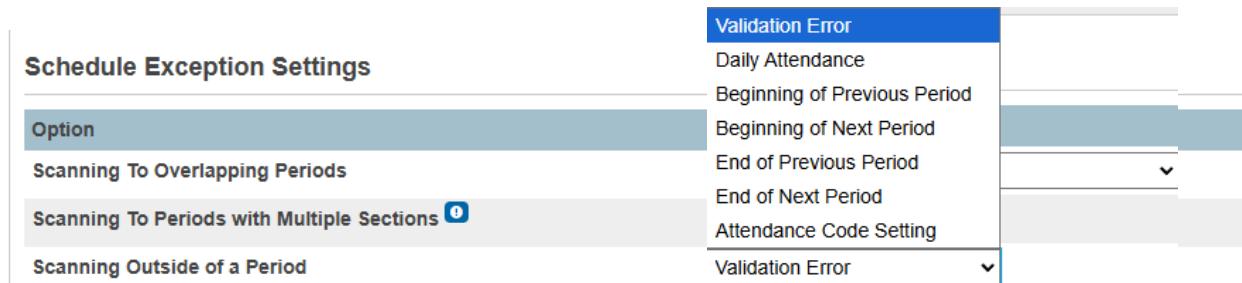
Enable this setting to handle attendance when a scan occurs at a time a student has multiple sections scheduled in the same period. Select an option for attendance recording behavior.

Important: If the attendance code uses Clock In/Clock Out, it records to *all* sections regardless of setting (applies "All Sections" behavior).

Options and Behaviors(2) Scanning to Periods with Multiple Sections

Option	Description	Timestamp Behavior	Tardy Count	Attendance Activity	Hall Pass
Validation Error	Displays a dialog for manual selection at scan time.	Dependent on user selection	Dependent on user selection	Dependent on user selection	Created for configured codes.
All Sections	Records to <i>all</i> sections in the period.	If code-enabled, records meeting time entry; timestamp added to comments for all sections.	Each section adds to the tardy if code is set to count as tardy.	Details shown for each section.	Created for each section for configured codes.
Any Section	Records to the <i>first</i> available section.	Timestamp added to comments for that section.	Selected section adds to the tardy count if code is set to count as tardy.	Details shown for the selected section.	Created for the selected section for configured codes.
Daily Attendance	Records to the daily record only (ignores sections).	Not recorded; timestamp added to daily comments.	Not applied.	Details shown as a daily record.	Created for configured codes.
Shortest Section(s)	Records to the <i>shortest</i> section(s) in the period.	Timestamp added to comments for selected section(s).	Selected section(s) add to the tardy count if code is set to count as tardy.	Details shown for selected section(s).	Created for selected sections(s) for configured codes.
Longest Section(s)	Records to the <i>longest</i> section(s) in the period.	Same as Shortest.	Same as Shortest.	Same as Shortest.	Same as Shortest.
Specific Course(s)	Records attendance to defined course(s). Enter comma-separated course number(s) to field provided.	Timestamp added to comments for selected course(s).	Selected course(s) add to the tardy count if code is set to count as tardy.	Details shown for selected course(s).	Created for selected courses(s) for configured codes.

Scanning Outside of a Class Period

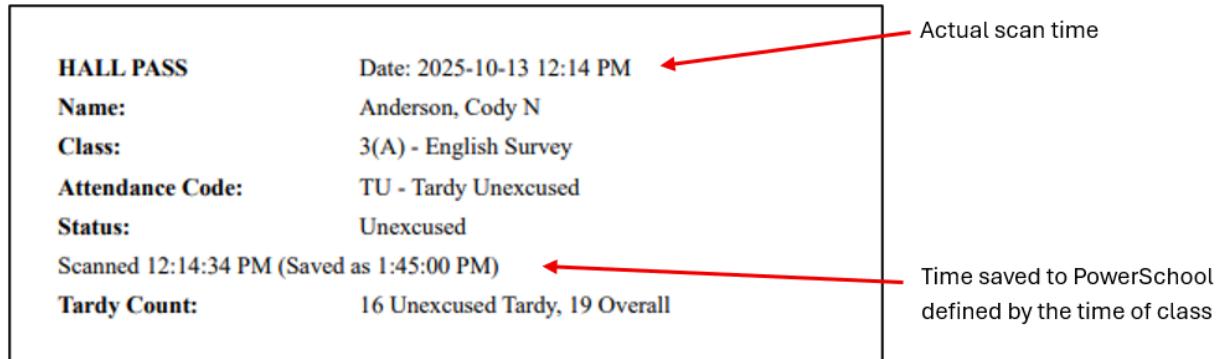


Enable this setting for scans during passing/non-scheduled times. Select an option to record attendance.

Options and Behaviors(3) Scanning Outside of a Class Period

Option	Description	Timestamp Behavior	Tardy Count	Attendance Activity	Hall Pass
Validation Error	Displays a dialog for manual selection.	Dependent on user selection	Dependent on user selection	Dependent on user selection	Created for configured codes.
Daily Attendance	Records to the daily record only.	Not recorded; timestamp added to daily comments.	Not applied.	Details shown as a daily record.	Created for configured codes.
Beginning of Previous Class	Records to the start of the previous class (uses its start time as "saved time").	If code-enabled, uses class start time for meeting entry; both scanned and saved times added to comments. See Images	Selected class adds to the tardy count if code is set to count as tardy.	Details shown for the class. See Images	Created for selected class for configured codes. See Images
Beginning of Next Class	Records to the start of the next class.	Same as Previous.	Same as Previous.	Same as Previous.	Same as Previous.
End of Previous Class	Records to the end of the previous class.	Same as Previous.	Same as Previous.	Same as Previous.	Same as Previous.
End of Next Class	Records to the end of the next class.	Same as Previous.	Same as Previous.	Same as Previous.	Same as Previous.
Attendance Code Setting	Configure per-code behaviors via AutoTardy , Attendance Code Settings .	Based on attendance code level setting	Based on attendance code level setting	Based on attendance code level setting	Based on attendance code level setting

Images



Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code
Anderson, Cody N	14	9	English Survey: 3(A)	25-26	10/13/2025	Scanned 12:14:34 PM (Saved as 1:45:00 PM)	TU

AutoTardy School Settings

To access the School Settings, choose School Management>Attendance>AutoTardy School Settings.

School Management

Attendance

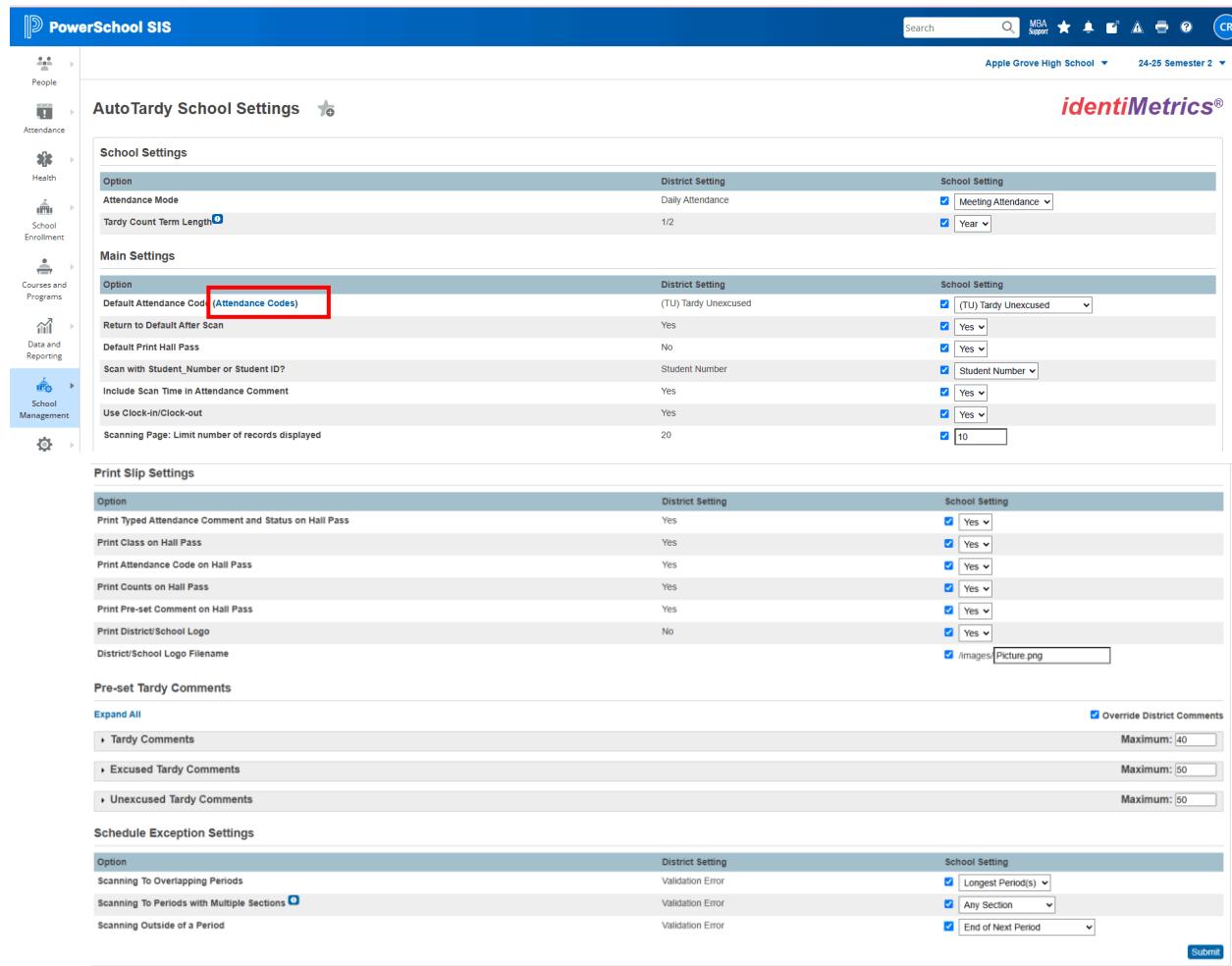
AutoTardySchool Settings

Quick Data

At Risk Students

Incident Count

Please see [School Settings](#) for configuration details.



The screenshot shows the PowerSchool SIS interface for 'AutoTardy School Settings'. The left sidebar includes links for People, Attendance, Health, School Enrollment, Courses and Programs, Data and Reporting, and School Management. The 'School Management' link is highlighted. The main content area is titled 'AutoTardy School Settings' and contains several sections: 'School Settings', 'Main Settings', 'Print Slip Settings', 'Pre-set Tardy Comments', and 'Schedule Exception Settings'. The 'Attendance Codes' link under 'School Settings' is highlighted with a red box. The 'Main Settings' section includes options like 'Default Attendance Code' (highlighted with a red box), 'Return to Default After Scan', 'Default Print Hall Pass', 'Scan with Student Number or Student ID?', 'Include Scan Time in Attendance Comment', 'Use Clock-in/Clock-out', and 'Scanning Page: Limit number of records displayed'. The 'Print Slip Settings' section includes options like 'Print Typed Attendance Comment and Status on Hall Pass', 'Print Class on Hall Pass', 'Print Attendance Code on Hall Pass', 'Print Counts on Hall Pass', 'Print Pre-set Comment on Hall Pass', 'Print District/School Logo', and 'District/School Logo Filename'. The 'Pre-set Tardy Comments' section includes 'Tardy Comments', 'Excused Tardy Comments', and 'Unexcused Tardy Comments' with maximum values of 40, 50, and 50 respectively. The 'Schedule Exception Settings' section includes 'Scanning To Overlapping Periods', 'Scanning To Periods with Multiple Sections', and 'Scanning Outside of a Period' with school settings for validation errors. The 'Submit' button is located at the bottom right.

Attendance Code Setup

All attendance codes that will be used to record attendance with the AutoTardy plugin must be configured.

There are two ways to access the Attendance code page. Navigate to School Management>Attendance>Attendance codes or on the AutoTardy School Settings page use the link provided for the Attendance codes.

Attendance Codes

	Teachers Assign	Counts ADA	Counts ADM	Presence	Sort
Attendance Conversions	✓	✓	✓	Present	1 ▾
Attendance Tracking Modes	✓	✓	✓	Absent	2 ▾
AutoTardy School Settings	✓	✓	✓	Present	3 ▾
Full-Time Equivalencies	✓	✓	✓	Present	4 ▾
Illness Tracking Categories	✓	✓	✓	Absent	5 ▾
Map Attendance and Action Codes	✓	✓	✓	Absent	6 ▾
Section Attendance Settings	✓	✓	✓	Present	7 ▾
Unexcused Tracking Categories	✓	✓	✓	Present	8 ▾
	✓	✓	✓	Absent	9 ▾
	✓	✓	✓	Absent	10 ▾
	✓	✓	✓	Absent	11 ▾
	✓	✓	✓	Present	12 ▾
	✓	✓	✓	Present	14 ▾
	✓	✓	✓	Present	16 ▾
	✓	✓	✓	Present	17 ▾

Select the attendance code you are configuring. In this example I will use Tardy Unexcused.

Attendance Codes

Code	Description	Teachers Assign	Counts ADA	Counts ADM	Presence	Sort
P	Present	✓	✓	✓	Present	1 ▾
A	Absent	✓	✓	✓	Absent	2 ▾
TU	Tardy Unexcused	✓	✓	✓	Present	3 ▾
TE	Tardy Excused	✓	✓	✓	Present	4 ▾
P	Parent Excused	✓	✓	✓	Absent	5 ▾
U	Unexcused	✓	✓	✓	Absent	6 ▾
S	School Excused	✓	✓	✓	Present	7 ▾
I	In School Suspension	✓	✓	✓	Present	8 ▾
O	Out of School Suspension	✓	✓	✓	Absent	9 ▾
X	Truant	✓	✓	✓	Absent	10 ▾
V	Vacation	✓	✓	✓	Absent	11 ▾
F	Field Trip	✓	✓	✓	Present	12 ▾
EO	Early Out	✓	✓	✓	Present	14 ▾
PR	Present	✓	✓	✓	Present	16 ▾
T	Tardy	✓	✓	✓	Present	17 ▾

Auto Tardy Attendance Code Settings IdentMetrics®

Tardy Type	<input type="radio"/> None (Do not count) <input type="radio"/> Tardy <input type="radio"/> Excused Tardy <input checked="" type="radio"/> Unexcused Tardy
Clock In / Clock Out Usage	Use this code to Print Hall Pass <input checked="" type="checkbox"/> Use this code on Attendance Activity Page <input checked="" type="checkbox"/> Print Counts on Hall Pass <input checked="" type="checkbox"/> Print Pre-set Comment on Hall Pass <input checked="" type="checkbox"/>
Behavior When Scanning Outside of a Class Period	Plan B: ClockInTime to ScanTime, ClockOutTime to End of Period <input type="button" value="▼"/>
<small>Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary for assigning the single-letter code. The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (b). "A" and "a" are equivalent.</small>	
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-left: auto; margin-right: 0;"> End of Previous Class <input type="button" value="▼"/> Daily Attendance Beginning of Previous Class Beginning of Next Class End of Previous Class Selected End of Next Class </div>	
<input type="button" value="Delete"/> <input type="button" value="Submit"/>	

Tardy Type- Choose the tardy type that you would like assigned to the attendance code. Tardies of this type will be grouped and counted together.

Clock In/ Clock Out Usage – Select the plan that will be applied to the timestamp entry for this attendance code. If not using this option, please select Plan A: no times needed. Plan B is typically used for Tardy codes. Plan C is typically used for Early Dismissal codes.

For Meeting Attendance

Plan B: ClockIn Time to Scan Time, ClockOut Time to End of Period.

Plan C: ClockIn Time to Start of Period, ClockOut Time to Scan Time.

For Daily Attendance

Plan B: ClockIn Time to Scan Time, ClockOut Time to End of Day.

Plan C: ClockIn Time to Start of Day, ClockOut Time to Scan Time.

Note: For Daily Attendance, if a student scans in more than once with a tardy code set to use clock-in/clock-out, the clock in time will be updated to the most recent scan time.

Use this code to Print Hall Pass – Select this option if a hall pass should be generated for this attendance code.

Print Counts on Hall Pass – Select this option if counts should be displayed on the hall pass.

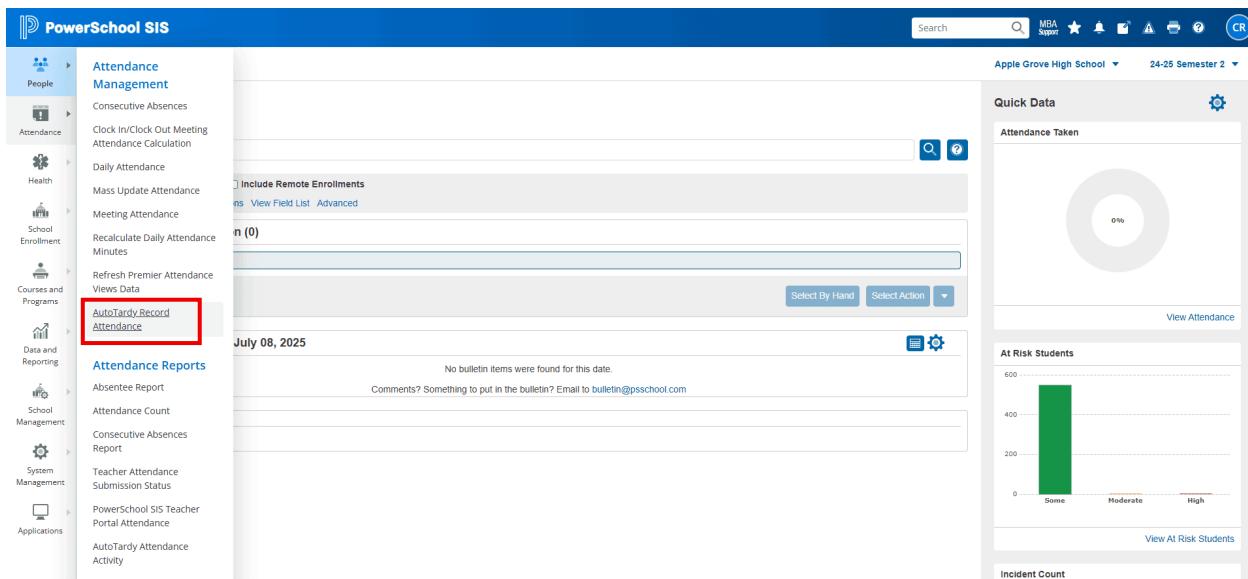
Print Pre-set Comment on Hall Pass – Select this option if a comment should be displayed on the hall pass.

Scanning Outside of Scheduled Period - Select an option for non-scheduled period scans (See Options and Behaviors(3) Scanning Outside of a Class Period)

Using AutoTardy

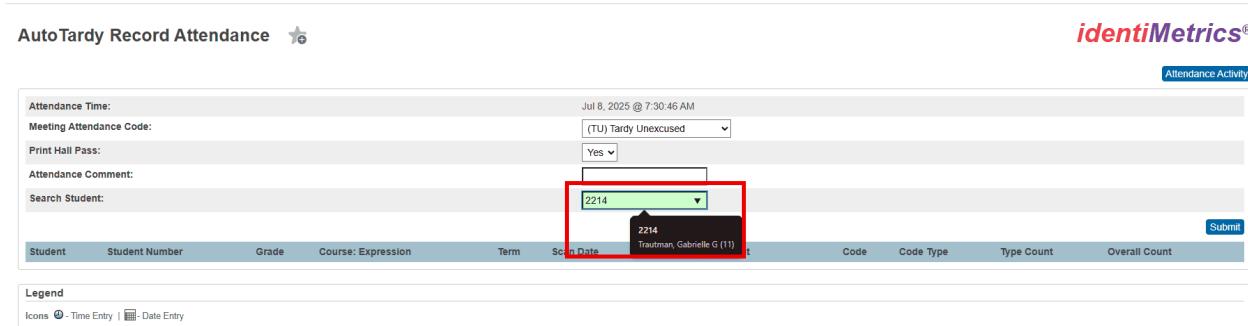
Login to PowerSchool with a full access account that includes edit privileges by default.

Navigate to the AutoTardy Record Attendance page.



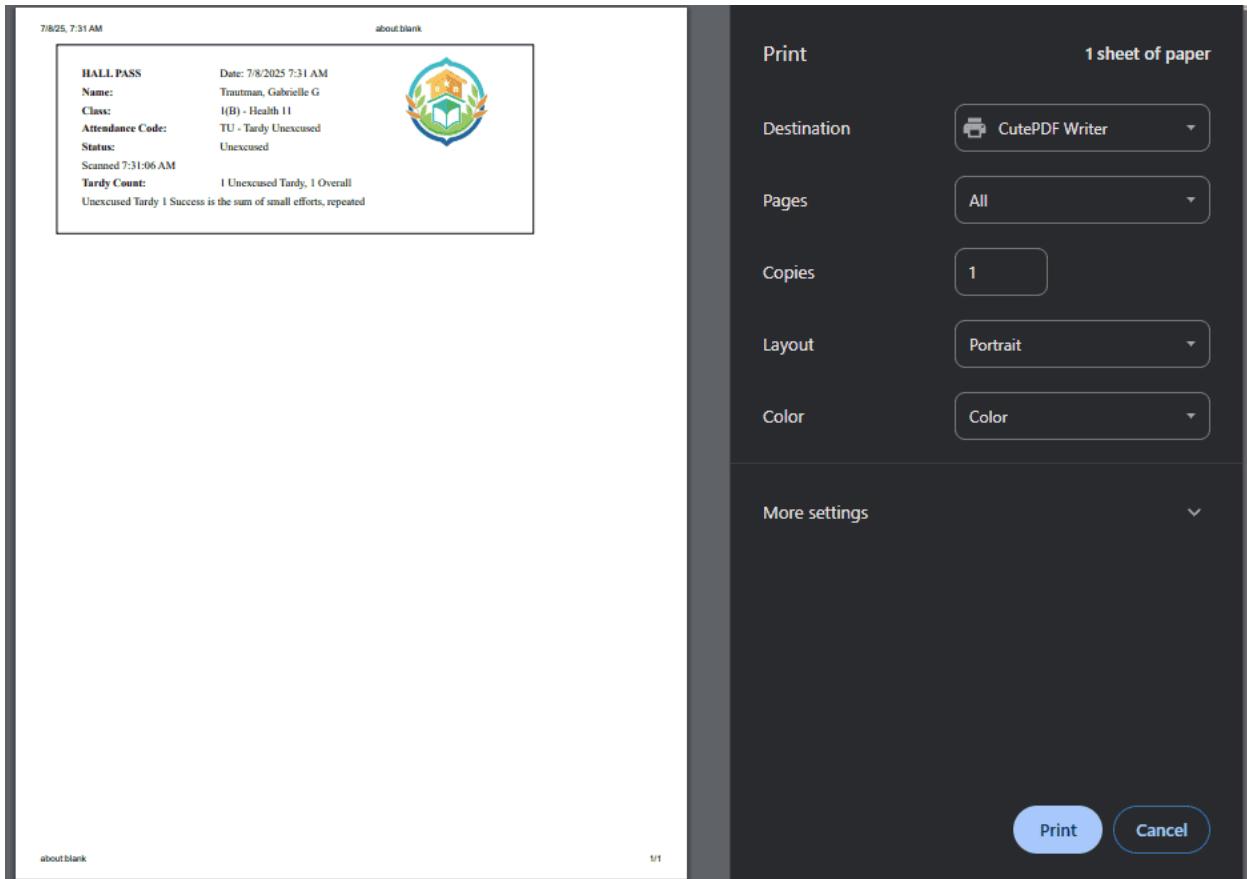
The screenshot shows the PowerSchool SIS interface. The left sidebar is expanded, showing various menu items under 'Attendance Management' and 'Attendance Reports'. The 'AutoTardy Record Attendance' link is highlighted with a red box. The main content area shows a search form with a 'Search' button and a 'Select By Hand' button. Below the search form is a date field set to 'July 08, 2025'. A message indicates 'No bulletin items were found for this date.' To the right of the search form is a bar chart titled 'At Risk Students' with three bars: 'Some' (green), 'Moderate' (yellow), and 'High' (orange). The 'Some' bar reaches approximately 500 on the y-axis.

To record attendance, enter or scan the Student Number, Student ID or Lunch ID to the 'Search Student' field or begin typing the first few letters of the last name to select your student and then click Submit.



The screenshot shows the 'AutoTardy Record Attendance' form. It includes fields for 'Attendance Time' (Jul 8, 2025 @ 7:30:46 AM), 'Meeting Attendance Code' (TU Tardy Unexcused), 'Print Hall Pass' (Yes), and 'Attendance Comment'. Below these is a 'Search Student' field. A dropdown menu is open over the field, showing student records. The record '2214 Trautman, Gabrielle G (11)' is highlighted with a red box. At the bottom of the form is a 'Submit' button.

If a hall pass option is configured for this attendance code, select Print or if your browser is set to 'kiosk mode' your hall pass will automatically print.



Repeat these steps to record attendance for your students.

Helpful Hints

- ✓ If you need to select a different attendance code from the default that has been chosen, use the drop-down option for the **Attendance Code** field to display your list of attendance code options.

Attendance Activity

Attendance Time: Jul 8, 2025 @ 7:36:53 AM

Meeting Attendance Code:

Print Hall Pass:

Attendance Comment:

Search Student:

Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count	Submit
Trautman, Gabrielle G	2214	11	Health 11: 1(B)	24-25	07/08/2025	Scanned 7:31:06 AM	TU	Unexcused Tardy	1 UNX	1	View Tardy Slip

Legend
Icons  Time Entry |  Date Entry

(TU) Tardy Unexcused
 (P) Present
 (A) Absent
 (TU) Tardy Unexcused
 (TB) Tardy Excused
 (P) Parent Excused
 (U) Unexcused
 (S) School Excused
 (IS) In School Suspension
 (OS) Out of School Suspension
 (X) Truant
 (V) Vacation
 (FT) Field Trip
 (EO) Early Out
 (PR) Present
 (T) Tardy

- ✓ If you wish to view the attendance page for a selected student, click in the student's name to link you to that page.
- ✓ Use the Refresh Data option to display attendance activity recorded by another user.
- ✓ To reprint or view the hall pass for any student click on View Tardy Slip.

Attendance Activity

Attendance Time: Aug 26, 2025 @ 9:05:03 AM

Meeting Attendance Code:

Print Hall Pass:

Attendance Comment:

Search Student:

Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count	Refresh Data	Submit
Cheatham, Dewey	78	11	Phys Ed 11: 1(A)	25-26	08/26/2025	No Scan Scanned 9:04:09 AM	TU	Unexcused Tardy	1 UNX	1	View Tardy Slip	View Tardy Slip
Watanabe, Akari Y	1399	9	Consumer Math: 1(A-B)	25-26	08/26/2025	No Scan Scanned 8:15:47 AM	TU	Unexcused Tardy	1 UNX	1	View Tardy Slip	View Tardy Slip

Attendance Activity

To review historical attendance activity for your students, click on Attendance Activity.

Attendance Activity

Attendance Time: Jul 8, 2025 @ 7:40:33 AM

Meeting Attendance Code:

Print Hall Pass:

Attendance Comment:

Search Student:

Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count	Submit
Trautman, Gabrielle G	2214	11	Health 11: 1(B)	24-25	07/08/2025	Scanned 7:31:06 AM	TU	Unexcused Tardy	1 UNX	1	View Tardy Slip

Legend
Icons  Time Entry |  Date Entry

Scan Listing for Apple Grove High School											
Basic Filter <input type="text"/> + Clear Apply											
1-10 of 1102 items											
Filter Table Make Current Selection (348) Export Selected (1102)											
Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count	
<input checked="" type="checkbox"/> Trautman, Gabrielle G	2214	11	Health 11: 1(B)	24-25	07/08/2025	Scanned 7:31:06 AM	TU	Unexcused Tardy	1 UNX	1	View Tardy Slip
<input checked="" type="checkbox"/> Falk, Chelsea R	953	11	Government: 1(A)	24-25	07/07/2025	Scanned 7:16:51 AM	TU	Unexcused Tardy	40 UNX	42	View Tardy Slip
<input checked="" type="checkbox"/> Freeman, Vanya P	965	12	Calculus: 1(A-B)	24-25	07/07/2025	Scanned 7:02:15 AM	TU	Unexcused Tardy	9 UNX	9	
<input checked="" type="checkbox"/> Silva, Brock V	2125	12	Physics: 2(A-B)	24-25	07/04/2025		TU	Unexcused Tardy	1 UNX	1	
<input checked="" type="checkbox"/> Harris, Justin D	1313	12	Spanish 2: 2(A-B)	24-25	07/04/2025		TU	Unexcused Tardy	4 UNX	4	
<input checked="" type="checkbox"/> Reyes, Felicia B	949	9	Biology: 2(A-B)	24-25	07/04/2025		TU	Unexcused Tardy	3 UNX	3	
<input checked="" type="checkbox"/> Freeman, Vanya P	965	12	Calculus: 1(A-B)	24-25	07/04/2025	Scanned 5:47:36 AM Scanned 6:47:00 AM Scanned 8:47:00 AM	TU	Unexcused Tardy	8 UNX	8	View Tardy Slip
<input checked="" type="checkbox"/> Gebro, Andrew D	969	12	Phys Ed 12: 4(A)	24-25	07/03/2025	Scanned 3:59:14 PM	TU	Unexcused Tardy	2 UNX	2	View Tardy Slip
<input checked="" type="checkbox"/> Anderson, Cody N	14	9	Consumer Math: 4(A-B)	24-25	07/02/2025	Scanned 7:46:33 PM Scanned 3:46:00 PM	TU	Unexcused Tardy	34 UNX	36	View Tardy Slip
<input checked="" type="checkbox"/> Barlow, Elysa F	37	10	English 1: 3(A)	24-25	07/03/2025	Scanned 1:49:34 PM	TU	Unexcused	55 UNX	56	View Tardy Slip

Click on the + to view the list of filter options. Multiple filters can be applied to a single search.

Scan Listing for Apple Grove High School											
Basic Filter <input type="text"/> + Clear Apply											
1-10 of 1102 items											
Filter Table Make Current Selection (0) Export Selected (0)											
Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count				
Health 11: 1(B)	24-25	07/08/2025	Scanned 7:31:06 AM	TU	Unexcused Tardy	1 UNX	1				View Tardy Slip
Government: 1(A)	24-25	07/07/2025	Scanned 7:16:51 AM	TU	Unexcused Tardy	40 UNX	42				View Tardy Slip
Calculus: 1(A-B)	24-25	07/07/2025	Scanned 7:02:15 AM	TU	Unexcused Tardy	9 UNX	9				
Physics: 2(A-B)	24-25	07/04/2025		TU	Unexcused Tardy	1 UNX	1				
<input type="checkbox"/> Harris, Justin D	1313	12	Spanish 2: 2(A-B)	24-25	07/04/2025		TU	Unexcused Tardy	4 UNX	4	
<input type="checkbox"/> Reyes, Felicia B	949	9	Biology: 2(A-B)	24-25	07/04/2025		TU	Unexcused Tardy	3 UNX	3	
<input type="checkbox"/> Freeman, Vanya P	965	12	Calculus: 1(A-B)	24-25	07/04/2025	Scanned 5:47:36 AM Scanned 6:47:00 AM Scanned 8:47:00 AM	TU	Unexcused Tardy	8 UNX	8	View Tardy Slip
<input type="checkbox"/> Gebro, Andrew D	969	12	Phys Ed 12: 4(A)	24-25	07/03/2025	Scanned 3:59:14 PM	TU	Unexcused Tardy	2 UNX	2	View Tardy Slip
<input type="checkbox"/> Anderson, Cody N	14	9	Consumer Math: 4(A-B)	24-25	07/02/2025	Scanned 7:46:33 PM Scanned 3:46:00 PM	TU	Unexcused Tardy	34 UNX	36	View Tardy Slip

Student – Type the student last name, first name to list attendance activity for a specific student.

Student Number – Type the student number to find attendance activity for a specific student.

Grade – Type the grade level to find attendance activity for students in a specific grade.

Term – Type the term using the PowerSchool abbreviation to find attendance activity for a student within that term e.g S1, S2, T2, 24-25.

Scan Date – Search a date to find associated attendance activity.

Attendance Comment – Type the first few letters of the comment you wish to search to find associated attendance activity for those students.

Code – Select the code to search attendance activity associated with students assigned to that code.

Code Type - Type the first few letters of the code type you wish to search to find associated attendance activity for those students.

Type Count – Type a value to search for all code types that meet the assigned criteria.

Overall Count - Type a value to search for the overall count that meets the assigned criteria.

Total Tardies – Type a value to search for the total tardies that meet the assigned criteria.

Period – Type a period number or expression value to search for attendance activity assigned to that period.

Created by AutoTardy – Select YES to search all attendance records created by AutoTardy. Select NO to search all attendance records set for ‘Use on Attendance Activity Page’ that were not created by AutoTardy.

Has Tardy Slip – Select YES to search all attendance records where AutoTardy has created a tardy slip.

Course: Expression – Type the first few letters of the course name to search for attendance activity that corresponds to the selected course.

1-200 of 1114 items												
Filter Table												
	Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count	
<input checked="" type="checkbox"/>	Rasmussen, Sheldon D	1774	10	Biology: 4(A-B)	24-25	07/11/2025		TU	Unexcused Tardy	5 UNX	5	
<input checked="" type="checkbox"/>	Jones, Jordan S	1026	12	Trigonometry: 4(A-B)	24-25	07/11/2025		TE	Excused Tardy	1 EXC	1	
<input checked="" type="checkbox"/>	Isaelson, D'Shawn P	1007	12	Spanish 2: 4(A-B)	24-25	07/11/2025		TU	Unexcused Tardy	5 UNX	5	
<input checked="" type="checkbox"/>	Laughter, Breanna N	1351	12	Botany: 2(A-B)	24-25	07/11/2025		TU	Unexcused Tardy	7 UNX	7	
<input checked="" type="checkbox"/>	Hopkins, Kris H	699	12	Spanish 2: 2(A-B)	24-25	07/11/2025		TU	Unexcused Tardy	2 UNX	2	
<input checked="" type="checkbox"/>	Everett, Ashley K	952	12	Botany: 2(A-B)	24-25	07/11/2025		TE	Excused Tardy	1 EXC	2	
<input checked="" type="checkbox"/>	Phan, Minh D	73	9	Biology: 1(A-B)	24-25	07/11/2025		TE	Excused Tardy	1 EXC	3	

Managing User Selection

Make Current Selection feature allows you to select a specific group of students (or staff) to work with in PowerSchool. It defines the "current selection" of records for subsequent actions, such as exporting data, running reports, or performing group functions. Use the check box to select specific records or the check box in the Student column to select all.

Export Selection feature allows you to export data for the current selection of students (or staff) into a file, typically a text or CSV file, for use in external applications like Excel.