

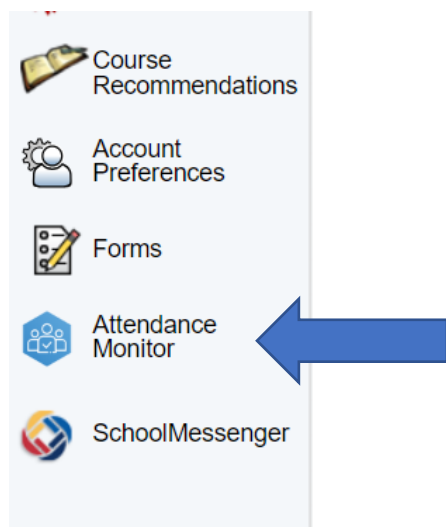
Parents – How to Report Attendance

Sign into your PowerSchool parent portal account.

<https://powerschool.southwindsorschools.org/public/home.html>

If you have multiple children in district, select the student in which you are reporting an absence for.

In the navigation bar select “Attendance Monitor”



In the Report Attendance tab, click on the Report New Attendance

Report Attendance		
Report New Attendance		
Edit	Reported On	Report Reason

The student name will appear.

Enter the date or dates of absence.

Select reason for the absence

Whole day or partial day

Provide a brief explanation

Submit.

Create Attendance Report

Student Name	<input type="text" value=""/>
Absence Date	<input type="text" value="07/20/2023"/> - <input type="text" value="MM/DD/YYYY"/>
<input type="checkbox"/> Leave second date empty if only reporting single day absence.	
What is the reason for the absence?	<input type="text" value="-- Please Select --"/>
Is this absence for the whole day?	<input type="text" value="Yes"/>
Explanation	<input type="text" value=""/>