

Thomas MacLaren PowerSchool Parent Portal – Reporting Attendance

Once you have logged into the Thomas MacLaren PowerSchool Parent Portal, the home screen will show the main Student Dashboard as shown below.

PowerSch

Luke Darcy Owen

Tabs will appear here for each enrolled student.

Navigation

- Grades and Attendance
- Historical Grades
- Attendance History
- Teacher Comments
- My Schedule
- School Information
- Demographic Info
- School Bulletin
- Account Preferences
- Attendance Monitor**

Click here to enter/view Attendance information.

Click **Attendance Monitor** in the left navigation menu. The following screen will appear:

Attendance Monitor

Report Attendance Dashboard Notifications

Report Attendance

Report New Attendance

To report a new Attendance request, click “Report New Attendance”.

Please remember to input Attendance requests for EACH CHILD, as applicable. To add an attendance record, click on the child's name tab in the top left corner above the menu and proceed through the following steps.

To enter a full day absence, fill in the red boxes below with the correct date/reason/explanation and click Submit:

Attendance Monitor

Report Attendance Dashboard Notifications

Create Attendance Report

Student Name

Absence Date 08/15/2022 MM/DD/YYYY

Leave second date empty if only reporting single day absence.

What is the reason for the absence? Sick / Illness

Is this absence for the whole day? Yes

Explanation Fever 102

Submit

For a partial day request (appointment) select **No** for whole day. Enter start time and end time to match the time the student will be absent from school.

Attendance Monitor

Report Attendance Dashboard Notifications

Create Attendance Report

Student Name

Absence Date 08/17/2022 MM/DD/YYYY

Leave second date empty if only reporting single day absence.

What is the reason for the absence? Medical appointment

Is this absence for the whole day? No

Time Range: 10:00 AM - 01:00 PM

Explanation Doctor appt at 10:30

Submit

The times chosen should reflect the time block that student will be absent from school.

For a multiple-day request enter the start date and end date.

Attendance Monitor

Report Attendance Dashboard Notifications

Create Attendance Report

Student Name

Absence Date 08/30/2022 - 09/01/2022

Leave second date empty if only reporting single day absence.

What is the reason for the absence? Family vacation

Is this absence for the whole day? Yes

Explanation Family trip to Yellowstone

Submit

After clicking **Submit**, you will go back to the home page for Attendance Monitor where you can submit a new request for any of your children.