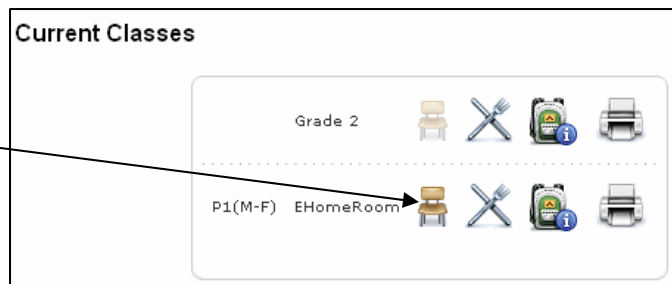


Power School Attendance

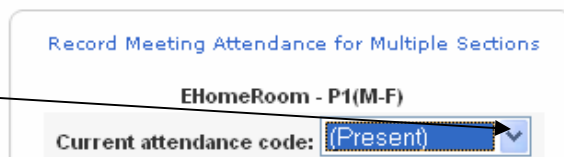
1. Double-click the Power Teacher icon on your desktop which will link you to the Power School log in screen located at <http://itpowerschool.islandtreescschools.org/admin/pw.html>
2. Enter your Power School username and password. Click **Enter**. (If you receive a prompt asking if Windows should remember your password, click *NO*.)

3. Click the **Take Attendance** icon (the chair)



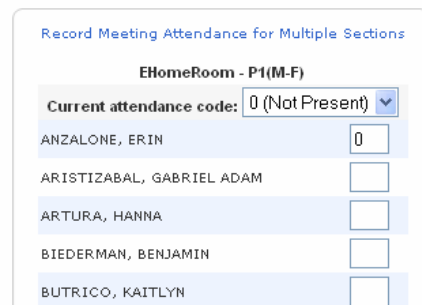
4. If a student is absent, click the arrow to open the drop-down list and choose (**Not Present**)

Record Meeting Attendance



5. Click the box next to the absent student's name, a "0" will appear in the box.

Record Meeting Attendance



6. Click **Submit** to save your information.

7. If you marked a student **Not Present** and he/she then arrives, log back into Power School using the steps above and select **Present** then click in the **box next to the student's name**.

8. Click **Submit** to update your information.