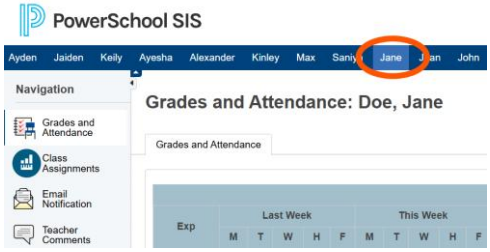
Parent Portal Instructions – Reporting Attendance

Stratford Public Schools now offers a way for parents/guardian to submit school attendance via the PowerSchool Parent Portal. Please note that this feature is only available via the Parent Portal website and not the PowerSchool iPhone or Android App.

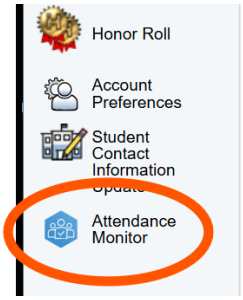
Here is how to submit attendance as a parent using the PowerSchool Parent Portal:

1. Visit www.stratfordk12.powerschool.com/public. Once here, log in using your username and password. If you have not yet created a parent portal account, please contact your child's school for assistance.

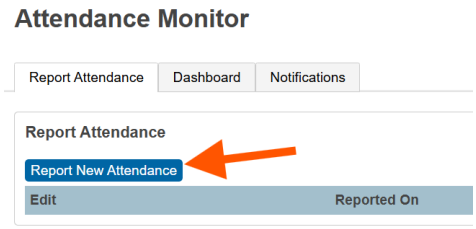
2. Once you have successfully logged in, select the child you will be submitting the attendance for at the top of the screen.



3. Scroll down the left navigation and select **Attendance Monitor.**



4. Under the **Report Attendance** tab, click the **Report New Attendance** button.



5. On the next screen, enter the **Absence Date** (leaving the second date blank to report for today only)**.**
   Using the drop-down, select the **reason for the absence**.
   Select **Yes** or **No** if the **absence is for the whole day.** If No, you will be prompted to enter the **Time Range.**
   In the **Explanation** text box, provide a brief explanation for the absence. If you have supporting documentation such as a doctors note, you will need to submit that to the school office separately.

6. Once you have completed all parts, click **Submit.**

NOTE: Reporting attendance for previous dates is not allowed.

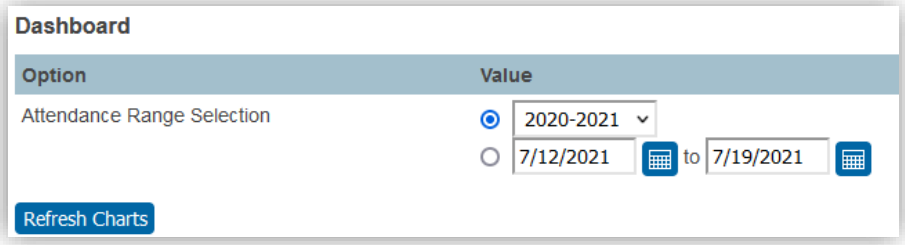
Parent Portal Instructions – Reporting Attendance

Additional Feature of the Attendance Monitor

Dashboard

The Attendance Monitor Dashboard give parents the ability to view their child's attendance visually using various graphs.

Using the **Attendance Range Selection,** you can adjust the chart views. Using the drop down or date picker, you can view attendance by Day, Week, Quarter, Semester or Year. If you make adjustments to the dates, click **Refresh Charts** to adjust the view.



Student level charts included in the public portal are:

- **Attendance Rate Based on ADA/ADM**
- **Days Attended and Absent**
- **Tardies**
- **Days Absent by Excused and Unexcused Categories**
- **Periods Absent**
- **Periods Tardy**



Each chart in the public portal is interactive. If a bar or pie slice is clicked, the appropriate data populates in table format and the data is exportable.

