

Summer School Attendance

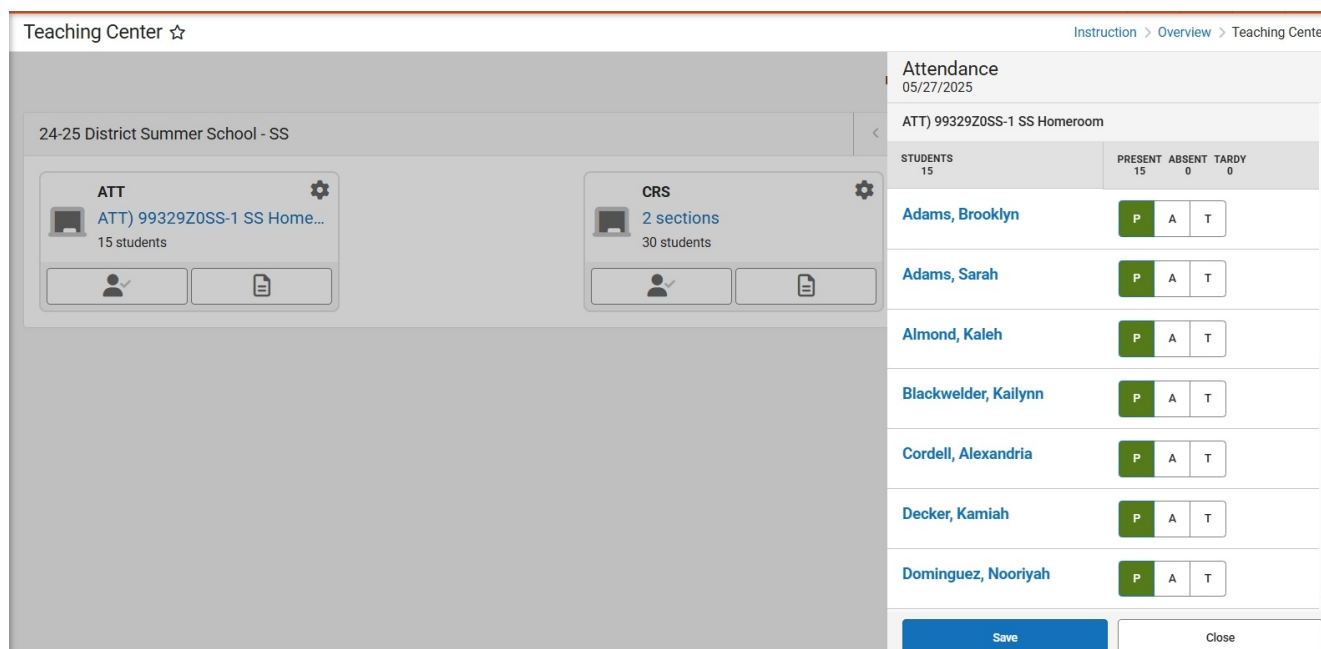
04/21/2026 6:03 am EDT

Use the following articles for processes during Summer School.

Attendance

Navigation: [Instruction](#) > [Overview](#) > [Teaching Center](#)

Teachers will take attendance in the Attendance period for each instructional day. Teachers will mark students, Present, Absent or Tardy according to the PSU procedures.



Attendance 05/27/2025			
ATT) 99329Z0SS-1 SS Homeroom			
STUDENTS 15	PRESENT 15	ABSENT 0	TARDY 0
Adams, Brooklyn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adams, Sarah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Almond, Kaleh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackwelder, Kailynn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cordell, Alexandria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decker, Kamiah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dominguez, Nooriyah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Close

If attendance will be completed by the main office, users can use the **Classroom Monitor** tool to mark attendance per attendance period.

Reconcile Attendance

Navigation: [Attendance Office](#) > [Attendance Management](#) > [Attendance Entry Wizard](#)

Attendance must be reconciled each day to ensure proper attendance coding. This can be completed by using the **Attendance Entry Wizard** tool. The period mode allows users to update the unknown absences to unexcused.

If the PSU utilizes the **Task Scheduler** to change unknown absences to unexcused absences and paused for the end of year process, the task can be un-paused to pick reconcile attendance for summer school.

The screenshot shows the 'Attendance Entry Wizard' interface. At the top, the date is set to 05/27/2025. The mode is set to 'Period'. The 'Students' section is divided into three columns: 'A. Search for Students' with input fields for Last Name, First Name, Grade, SSN/PIN, and Student #; 'B. Select students to add to edit list' with a list of students (Adams, Brooklyn (3) 12969 and Dickler, Karmiah (3) 172296); and 'C. Click on a student to remove from list' with a list of the same students. A red arrow points to the 'Status/Excuse' dropdown menu, which is currently set to 'Unknown'. The '4. Period' section includes fields for 'Current Period' (ATT), 'Attendance Code' (2A), and 'Comments'. A 'Save Attendance' button is at the bottom left.