

How to Submit Student Attendance with PowerSchool (for Current Day Only)

1. Log into PowerSchool at <https://powerschool.merrimack.k12.nh.us> with your parent account. Student accounts cannot be used for submitting attendance unless the student is 18 years of age or older. Note that the mobile app may not be used for submitting attendance.
2. Select the appropriate student from the list of names at the top left of the screen (if you have more than one student enrolled in the Merrimack School District).
3. Then select ATTENDANCE MONITOR from the menu on the left.

The screenshot shows the PowerSchool SIS interface. At the top, there are three tabs for student selection: Emily, Hannah, and Anthony. Below this is a navigation menu with various options. The 'Grades and Attendance' option is highlighted. To the right, the 'Grades and Attendance' section is visible, showing a table with columns for 'Exp' and 'Last Week' (M, T, W).

Exp	Last Week		
	M	T	W
1(M-W,F)	-	-	-
1(M-W,F)			
2(M-T,H-F)	-	-	-
2(M-T,H-F)			
3(M-W,F)	-	-	-
3(M,T,W,F)			
4(M-T,H-F)	-	-	-
4(M-T,H-F)			
5(M-W,F)	-	-	-
5(M-W,F)			
6(M,T,H,F)	-	-	-

4. Click on the REPORT NEW ATTENDANCE button.

The screenshot shows the 'Attendance Monitor' page in PowerSchool SIS. The navigation menu on the left is visible. The main content area has a 'Report Attendance' section with a 'Report New Attendance' button highlighted. Below this is an 'Edit' button and a 'Reported On' status.

5. Select a reason for the absence from the dropdown menu,

Attendance Monitor

Report Attendance | Dashboard | Notifications

Create Attendance Report

Student Name: Smith, Anthony

Absence Date: 03/01/2022

What is the reason for the absence?: -- Please Select --

Is this absence for the whole day?: Yes

Explanation: [Text Area]

Submit

indicate whether or not the absence will be for the whole day,

enter an explanation,

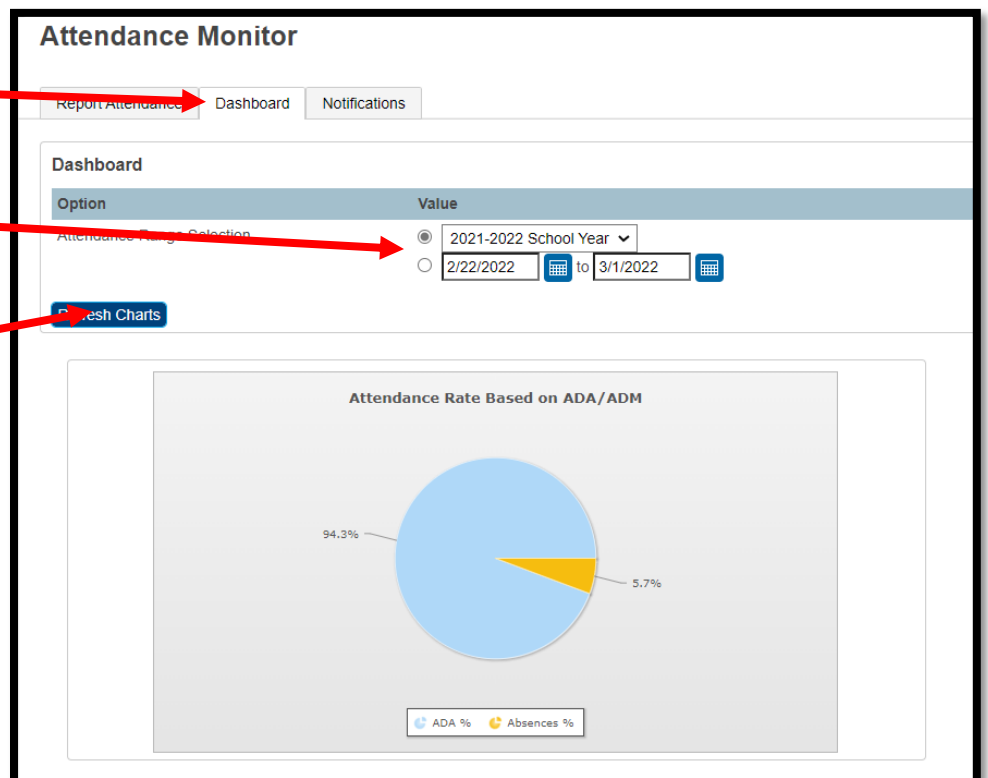
and then click on the SUBMIT button.

6. To view attendance-related charts, click on the DASHBOARD tab.

7. Select a date range

and then click on the REFRESH CHARTS button to view a variety of charts related to student absences and days tardy.

Note that these charts are interactive. If you click on a bar or pie slice, the data will be displayed in table format and may be exported.



8. Click on the NOTIFICATIONS tab to view any notifications concerning attendance thresholds that have been met.



Attendance Monitor

Report Attendance | Dashboard | **Notifications**

Notifications

Year	School	Term	Rule	Threshold i
No results found				

Examples of thresholds might include 5 unexcused absences from a class, 10 absences from school, etc.