

## Reporting Attendance for Parents

Instead of using the website form, or calling in to report student attendance, parents will now use the Attendance Monitor system within the PowerSchool Parent Portal. This means that every parent must have a PowerSchool Parent account in order to use the Attendance monitor to report absences. If you do not have a PowerSchool parent account please [follow these steps to create one](#). The school may have also created a parent account for you. [Please check the website for instructions to login or reset your password](#).

### Reporting an absence


1.) Log into the Powerschool Parent Portal with your username and password.

[https://es.franklintowne.org/towne\\_tech/power\\_school](https://es.franklintowne.org/towne_tech/power_school)

### PowerSchool

Franklin Towne Charter uses PowerSchool, an online management system that allows parents to view attendance, store grades, produce transcripts and reports card access real time information related to student's progress.

To access PowerSchool, you'll need an account.

[Student and Parent Login](#) 

**To create a new parental account on PowerSchool, click**

[Parent Account Setup Instructions](#)

### Student and Parent Sign In

Sign In Create Account

Username johnb

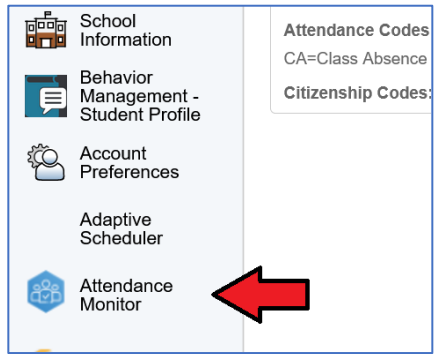
Password .....

[Forgot Username or Password?](#)

Sign In

2.) Choose the student you want to report absent by clicking their name on the student link bar at the top.

3.) Click the "Attendance Monitor" link from the left navigation menu (It should be towards the bottom).



4.) Click the “Report New Attendance” button.

 A screenshot of the 'Attendance Monitor' web interface. It has tabs for 'Report Attendance', 'Dashboard', and 'Notifications'. The main section is titled 'Create Attendance Report'. It contains the following fields:
 

- Student Name: McIntyre, Eric M
- Absence Date: 08/12/2022 - MM/DD/YYYY (with a tooltip: 'Leave second date empty if only reporting single day absence.')
- What is the reason for the absence?: -- Please Select --
- Is this absence for the whole day?: Yes
- Explanation: (empty text box)

- Enter the Absence Date (leaving the second date blank to report for today only)
- Select from the “What is the reason for the absence drop-down” to give a reason for the absence.
- Select “Yes” or “No” in the Is this absence for the whole day drop-down, if “No” is selected you will be prompted to enter the Time Range.

 A close-up screenshot showing a dropdown menu with 'No' selected. Below it is a 'Time Range' field with two time pickers: 08:00 AM and 04:00 PM.

- Then enter an explanation in the Explanation text box.

5.) Finally, click “Submit” at the bottom to commit the absence.

**Please note: if you are filling out this form related to a medical appointment for your child, please email any medical documentation to the FTCHS Attendance Clerk at [ftceattendanceclerk@franklintowne.org](mailto:ftceattendanceclerk@franklintowne.org)**

Once complete the attendance record will be linked to the student you have selected. **If you have multiple children and need to report them as absent, please be sure to select your student from the student link bar at the top of the page and submit a new attendance report.**