



# Havenview Middle STEAM Optional School TEAMS and PowerSchool Class Attendance Protocol

## Checklist

- ✓ The teacher of record must take attendance and submitted in PowerSchool within the **first 15 minutes of every class period.**
- ✓ Teacher must keep track of the student's attendance and adjust attendance code by the end of the class period.
- ✓ The grade level counselor will pull attendance report from PowerSchool after the first 15 minutes of *every class period* and contact the student's parent who are not logged in.
- ✓ Attendance will be taken on the first day of school (August 31).
- ✓ Download the attendance list at the end of each class period and upload the document in the Havenview attendance folder. All class period excel files are due in the folder by 3:30pm each day for all periods.
- ✓ Save the document as the following: **last name, period, date.** (ex: **brown2nd08202020**)

## Additional Resources

- Click the link below to view how to take attendance in Microsoft TEAMS meetings
  - [Taking Attendance in TEAMS](#)
- Click the link below to view how to submit your attendance within the Havenview Attendance TEAMS tab.
  - [Submitting Attendance Document](#)