Extended Semester and Attendance Recovery -
School Guide

This document summarizes how to use PowerSchool to track attendance in Extended Semester sessions that can be eligible for Attendance Recovery.

Remote School: Enrollment and attendance for Extended Semester/Attendance Recovery is in a different school called "Attendance Recovery" (Abbreviation: ATT).

Teacher Portal

Viewing a Teacher schedule:

From **People > Staff > Teacher Schedules** select a teacher. At the bottom of their regular schedule will be a new section under "Other Schools".

Other Schools

Expression	Term	Course #	Course	Sec #	Room	Enrollment	School Name
ES1(A)	S2	EXT100	Extended Semester	1	410	43	Attendance Recovery

Teacher View and Taking attendance:

After first logging in to PowerTeacher, the teacher clicks the school name at the top right to "switch" to the "Attendance Recovery" school.

Extended Semester - After School (A Day)	Attendance Recovery	25-26 Semester 2
Attendance Recovery (ATT) 888888		
Animo Inglewood CHS (ING) 1996586 Active HS		

Once in the Attendance Recovery school, the teacher should see the Extended Semester section and use the attendance icon to take attendance. It will be in the "Att" or "Take Attendance" column.

Current Classes

Exp	Course	Take Attendance
ES1(A)	**Extended Semester** **PowerTeacher Pro**	

Do NOT leave any rows blank!

The teacher should record EITHER "AR-PR" or "AR-ABS". These are special "Attendance Recovery" codes. The absences will not count against a student's ADA. Only the "AR-PR" code will be used for Attendance Recovery. Do NOT leave any rows blank.

Pro Tip: First mark all the present students. Then set the code at the top to "AR-ABS" and use "Fill Code" to fill in the absences.

Record Meeting Attendance: Extended Semester - ES1(A)

| Single Day | Multi-Day | Seating Chart | Seating Chart Design |

Attendance Code	Fill	Date	Name Sort	Classes
AR-ABS (AR-Absent) ⌄	Fill Code	Mon 1/26 (Today) ⌄	Last ⬤	Show Multiple Sectio

Students	Alerts	Attendance: Monday, January 26, 202
A		AR-PR
A		AR-ABS
A		AR-PR
A		AR-PR
B		AR-ABS

Admin Portal

Viewing a Student schedule:

After selecting a student, visit **Student Profile > Quick Lookup**

Students enrolled in a remote section will have a new "tab" called "Quick Lookup ATT". That tab will show their schedule and last two weeks of attendance.

Other screens:

- **Courses and Programs > Course Registrations**

  Will show the course enrollment at the remote "ATT" school.

- **Courses and Programs > List Schedule**

Exp	Trm	Crs-Sec	Course Name
ES1(A)	S2	EXT100-1	Extended Semester
1(A)	S2	3056-1	Economics
2(A)	S2	6004-2	Academic Success B

- **Attendance > Attendance Overview**
  The attendance screen will include the remote Extended Semester enrollment and attendance.

Attendance Overview ⭐

Course	Expression	1/12-1/16					
		M	T	W	H	F	M
Extended Semester ~~████~~ E: 01/27/2026 L: 06/18/2026	ES1(A)	-	-	-	-	-	-
Economics ~~████~~ E: 01/12/2026 L: 06/18/2026	1(A)		.		.		-

Course Roster Report

Unless you have access to the remote "Attendance Recovery" school, it is not easy to list rosters of students. A special report has been created to list current school and term students who have an Attendance Recovery/Extended Semester Enrollment.

Data and Reporting > Reports > sqlReports
Attendance Recovery > Attendance Recovery-Extended Semester Rosters

The report features "Make Current Selection" and drop-downs at the top that act as filters. You can also use the "Copy" button to copy/paste the data to a spreadsheet.

Attendance Recovery-Extended Sem Rosters

Showing 1 to 166 of 166 entries

[Make Current Selection] [Copy] [CSV] [TAB] [Print] [PDF]

Student Number	Student	Grade	Course Number	Course Name	Teacher	Period	Room	Date Enrolled	Date Left	Status
7	A	12	EXT100	Extended Semester	✖	ES1(A)	410	01/27/2026	06/18/2026	Current
8	A	12	EXT100	Extended Semester		ES1(A)	410	01/27/2026	06/18/2026	Current

Attendance Reports

To inspect attendance in the special sections, reports have been created that can be filtered by date, by teacher, etc.

Data and Reporting > Reports > sqlReports > Attendance Recovery
- **Attendance Recovery Attendance Detail** - Raw attendance records
- **Attendance Recovery Attendance Summary** - Summarizes for each student

Scheduling Students

Adding a course registration for one student

- Start in the regular school of enrollment for the student
- **Student Profile > Courses and Programs > Remote and Summer School Registration**
  - Show Summer School Only: (unchecked)
  - School Where Class is Held: Attendance Recovery
  - Course: EXT100
  - Select the section to enroll them in
  - Enrollment Date: First day of actual attendance in the class
  - **Submit**

Remote and Summer School Registration

Student	A▮▮▮▮
Show Summer Schools Only	☐
School Where Class is Held	Attendance Recovery ⌄
Course	EXT100

Section		Section Number	Teacher	No. of Students	Max Enrollment	Expression
	⦿	1	McTesterson, Testie	46	75	ES1(A)

Enrollment Date	03/14/2026 📅 *

Submit

Mass adding course registrations for a group of students

- Select a group of students
- From the group functions bottom right select **Mass Remote and Summer School Registration**
- Follow the same steps as above for an individual student

Mass Assign Student Programs

Mass Register

Mass Remote and Summer School Registration

Dropping a student

- Switch to the Attendance Recovery school
- Check the **Include Remote Enrollments** box
- Search for and select the student
- **Courses and Programs > Modify Course Schedule**
  - (1) Check the **Drop** checkbox next to the Extended Semester section
  - (2) Select **Drop Selected**

Start Page - Attendance Recovery

Students ⌄ All ⌄ avila

A ▮▮▮▮ 82...

A B C D E F G H I ... S T U V W X Y Z
6 7 8 9 10 11 12 F... ☑ Include Remote Enrollments

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
🔒	2(A)	S2	1029-7	Spanish 3B	H		B12	01/12/2026	06/18/2026	☐
🔒	7(A)	S2	2009-263	Advisory B (5.0)	B		A5	01/12/2026	06/18/2026	☐
🔒	1(A)	S2	2014-172	AP English Literature B	F		B17	01/12/2026	06/18/2026	☐
🔒	3(A)	S2	3018-112	AP Government B	R		A8	01/12/2026	06/18/2026	☐
🔒	6(A)	S2	4011-61	AP Calculus AB B	M		A9	01/12/2026	06/18/2026	☐
🔒	4(A)	S2	5094-13	AP Environmental Science B	C		A1	01/12/2026	06/18/2026	☐
🔒	5(A)	S2	CC9200B-9	College Class - History/Social Science B		Professor, College	B12	01/12/2026	06/18/2026	☐
🔓	ES1(A)	S2	EXT100-1	Extended Semester		McTesterson, Testie		01/27/2026	06/18/2026	☑ **1**

2 → Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

  - Carefully enter the day **AFTER** the last day of attendance as the Exit Date

Drop Classes

Per	Term	Crs-Sec	Course
ES1	S2	EXT100-1	Extended Semester

Exit Date 03/11/2026 📅

  - Select **Drop Classes**
  - *Note: Since blank codes are not allowed, existing attendance after your drop date may be difficult to clear. If this happens, contact your PowerSchool administrator.*