



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

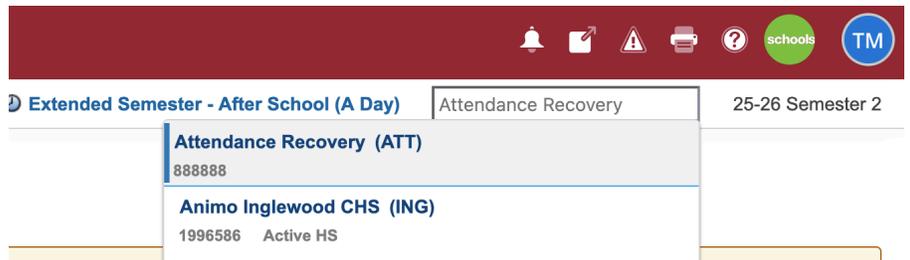
Viewing a Teacher schedule:

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.



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: AR-ABS (AR-Absent) Fill: Fill Code Date: Mon 1/26 (Today) Name Sort: Last Classes: Show Multiple Sections

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.

Quick Lookup

Quick Lookup ING Quick Lookup ATT Standards Grades

[Email These Teachers \(includes co-teachers\)](#)

Exp	Last Week							This Week							Course	Absences		Tardies	
	M	T	W	H	F	S	S	M	T	W	H	F	S	S		S2	25-26	S2	25-26
	ES1(A)																		
													Extended Semester - Rm: 410	0	0	0	0		
													Attendance Totals	0	0	0	0		

[Show dropped classes also](#)

Other screens:

- **Courses and Programs > Course Registrations**

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

Course Registrations

All 25-26 24-25 23-24 22-23 21-22 20-21 19-20

All Enrollments Anderson, Maximilian SN: 73395

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School	Entered	Exited	Term	Exp	Course	Teacher
ING	08/13/2025	12/20/2025	S1	1(A)	Government (104A.1)	
ING	01/12/2026	06/18/2026	S2	1(A)	Economics (3056.1)	
ATT	01/27/2026	06/18/2026	S2	ES1(A)	Extended Semester (EXT100.1)	

- **Courses and Programs > List Schedule**

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 [Redacted] E: 01/27/2026 L: 06/18/2026	ES1(A)	-	-	-	-	-	-	
Economics [Redacted] 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

Student Number
 Grade
 Course Number
 Course Name
 Teacher
 Period
 Room
 Date Enrolled

Date Left
 Status
 Search:

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

Show Summer Schools Only:

School Where Class is Held: Attendance Recovery

Course: EXT100

Section	Section Number	Teacher	No. of Students	Max Enrollment	Expression
<input checked="" type="radio"/>	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 B C D E F G H I J K L M N O P Q R S T U V W X Y Z

6 7 8 9 10 11 12 F W X Include Remote Enrollments

Enrollments

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

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.*