

Attendance Recovery Setup

As shared by Green Dot Public schools at PSUG CAL March 13, 2026

PowerSchool checklist for Attendance Recovery Setup

<https://ps-compliance.powerschool-docs.com/pssis-ca/latest/attendance-recovery-setup>

CDE Guidance

<https://www.cde.ca.gov/fg/it/aarecovery.asp>

PowerSchool official instructions in **Bold and Blue**

Option 1 (Configuring AR within PowerSchool)

To manage AR entirely within PowerSchool, including attendance taking.

1. School Setup

a. Navigate to Start Page > District > Schools/School Info.

b. Create a new remote school by selecting the checkbox *Is a Summer School*.

- i. Note: This is necessary to get the next setting to appear, but will prevent concurrent enrollments from other school. When a remote school is a summer school, the remote enrollment function also attempts to create a school enrollment, but will error out since the school enrollment is concurrent and PowerSchool does not allow that.
- ii. We checked the box to finish the school setup, then returned and unchecked it to be able to remotely enroll students concurrently from other schools.
- iii. The March 2026 update is supposed to remove the need to use the "Is a Summer School" option.

c. Enable the checkbox: *"Is this remote school used for AR Programs. This field only appears when the school type is set as remote school.*

d. Name the school (i.e. "Attendance Recovery") and abbreviate (i.e. "ATT") and choose a number (i.e. 888888,153, etc)

- i. The school number should be something arbitrary and internal and not match an actual CDE number
- ii. Set grade levels as appropriate

2. Assign Staff to ATT school

a. For the admin users that need to access ATT, add the school access in their profile (Staff Profile > Admin Access and Roles)

3. Assign Teachers to ATT school

a. For the teachers who will be running Attendance Recovery, add their affiliation as teacher to the ATT school (Staff Profile > Account Access and Affiliation)

- i. Needed to be able to create the sections and assign them as teacher

4. Setup the Current Year in the ATT school

- a. Set the Year and Semester terms same as other schools
- b. Must set this up before the AR course can be made available and active in ATT

5. Setup Periods in the ATT school

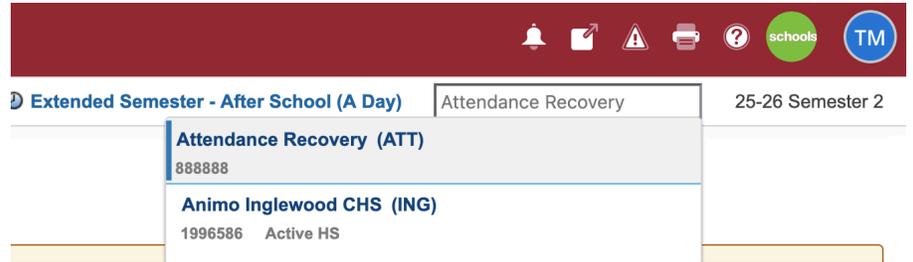
- a. Still TBD how many periods we will need. Green Dot Initially created 3
- b. School Management > Scheduling > Periods
 - i. Set abbreviation and names as needed

- ii. Green Dot uses abbreviations for which schools and which days.
 - 1. Example:
 - a. IA1 and IA2 for after school periods at Inglewood
 - b. CS1 for Saturday School at City of Champions
6. Attendance setup in the ATT school
- a. School Management > Attendance > Attendance Preferences
 - i. Attendance Recording Method: Meeting
 - ii. Enable multiple character attendance codes: (checked)
 - iii. Number of days teachers may alter attendance: (set to 5 initially)
 - 1. Allows teachers to enter attendance after the day
 - iv. Show Saturday and Sunday on attendance views: (checked)
 - b. School Management > Attendance > Full-Time Equivalencies
 - i. Create the same FTEs as other schools. If you have multiples just create the standard 1 Full FTE.
 - 1. *It won't be used, you won't be enrolling students in this school.*
 - ii. Default Attendance Mode: Meeting
 - iii. Default Attendance Conversion: Code to Day
 - iv. Default for these grades: (all grades checked)
 - c. **Attendance Code Setup** (School Management > Attendance > Attendance Codes)
 - i. **Create specific attendance codes for AR tracking (e.g., AR-Present, AR-Absent)**
 - 1. Creating them exactly as shown above as the "Code"
 - 2. Code: AR-PR
 - a. Description: AR-Present
 - b. Presence status: Present
 - c. Points: 1
 - d. Teachers can assign: Yes
 - e. Lock attendance record when administrator entered: (unchecked)
 - f. Considered in ADA calculations: (checked)
 - g. Counts toward membership: (checked)
 - h. Is this Attendance Code used for Attendance Recovery?: Yes
 - 3. Code: AR-ABS
 - a. Description: AR-Absent
 - b. Presence status: Absent
 - c. Points: 1
 - d. Teachers can assign: Yes
 - e. Lock attendance record when administrator entered: (unchecked)
 - f. Considered in ADA calculations: (checked)
 - g. Counts toward membership: (checked)
 - h. **Enable the checkbox: "Is this an AR Attendance Code?"**
 - i. **This new indicator field distinguishes AR attendance from regular attendance**
 - i. Is this Attendance Code used for Attendance Recovery?: Yes
 - 4. **Note: After first save the "Is this Attendance Code used for Attendance Recovery?" setting doesn't appear to save. Revisit to set the setting again and submit a second time.**
- d. School Management > Attendance > Attendance Conversions
 - i. Created a "Default" conversion
 - ii. Not sure that conversions matter. Set a period to day with 1 period present counting as 1. Also set a time to day with 240 minutes as 1

7. Bell Schedule setup
 - a. School Management > Scheduling > Bell Schedules
 - i. Create Bell Schedules as needed
 - ii. Example:
 1. Created "Extended Semester-After School (for ING)"
 - a. Attendance Conversion Method: Default
 2. Used period 1 from 3:45 to 4:45 (for ING)
 - a. Counts for ADA: (checked)
8. Calendar Setup
 - a. Setup the calendar for the days Extended Semester will be held and the appropriate bell schedule.
9. **Course and Section Setup Mark the courses and sections which deliver AR programs:**
 - a. **Courses: Set "Attendance Recovery Program Indicator = Yes"**
 - b. **Sections: Set "Attendance Recovery Program Indicator = Yes"**
 - i. **Both course and section levels require these new indicator fields**
 - ii. Although the section defaults to "Same as course", we are setting the section level to "Yes" also to comply with the official instructions.
 - iii. Green Dot Example: Initially created a course called Extended Semester with # EXT100
 1. Set to Exclude from Storing, GPA, Class Rank, Honor Roll, and Report Cards/Transcripts
 - iv. Made available to ATT school for current year.
 - v. Switch to ATT school and create section(s), remember to set the Attendance Recovery Program Indicator.
10. Enroll students in remote sections
 - a. Ensure the "Summer School" option is turned off for the ATT school
 - i. (Because otherwise it will try to create a remote school enrollment and we just want the course enrollment)
 - b. Switch to regular school of enrollment for the students (NOT the ATT school)
 - c. Select students
 - i. Individually: Student Profile > Courses and Programs > Remote and Summer School Registration
 - ii. Batch: Group Functions > Mass Remote and Summer School Registration
 1. Select School, course, section and start date
 - d. Reset class counts
 - i. Class counts may not be updated after remote enrollments.
 - ii. Switch to ATT school
 - iii. Courses and Programs > Reset Class Counts

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 AR section and use the attendance icon to take attendance.

Do NOT leave any rows blank!

The teacher should record EITHER a Present or Absent code. These are special "Attendance Recovery" codes. The absences will not count against a student's ADA. Only the Present 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

Calculating Attendance Recovery

As of this document, this step is still not documented in the official docs. However, this step must be run periodically for PowerSchool to update the calculated Attendance Recovery data.

Data and Reporting > Reports > Compliance Reports > AR/ELP Attendance Sync Report

- In Green Dot's experience, this sync does not take long to run, even for hundreds of students.
- The process will create/update an Attendance Recovery entry for each student, which can be helpful in exporting/importing.

AR/ELP Attendance Sync Report

Report Information	
Description	Refreshes all student attendance data for the Attendance Recovery and Expanded Learning Program.
Version	1.0
Output File Name	[OutputFileName]
Category	Attendance
Published Date	01/23/2026 08:07 AM
Teacher Safe	No
Comments	Run the report in Attendance Recovery mode to refresh attendance data and total minutes for students enrolled in AR sections. Use the Expanded Learning Program (ELP) mode to calculate the number of ELP days attended for the selected students..
Report Parameters	
(Check box on the right to save as default value)	
Select Students*	<input type="radio"/> The Selected 0 Students Only <input checked="" type="radio"/> All Students
School Year*	2025-2026
Select the mode of refresh for ELP or AR	Attendance Recovery
Implement the 'Exclude from ADA' flag to exclude designated student enrollments from this report	Yes
Include the NPS and Private School Records	No

Scheduling

Please select when to run

Run Now Schedule

Inspecting a Student's Attendance Recovery

Select a student > Compliance > Attendance Recovery

If you ran the sync, there should be a record for the year you chose at sync runtime.

Attendance Recovery 						
New						
SchoolYear	Minutes Attended(Override)	Number of Recovery Days (Override)	Total Absent Day	Minutes Attended(Calculated)	Number of Recovery Days (Calculated)	Last Refreshed
2025 - 2026			13	240	1	02/23/2026 11.58

- The Override fields are there to manually set a value, for example, if PowerSchool's calculated field is incorrect, or if you are not using Option 1 and gathering attendance records externally.
- If the Override fields have priority, but if left blank, the calculated fields will be used.
- The Override fields can be imported in bulk.
 - Running a sync after applying overrides DOES NOT delete the overrides.
- The "Last Refreshed" helps you know if it is time to run another sync operation

Importing Attendance Recovery Overrides

- **Use an export as your import template.** If you ran the sync, each student should have a record for the year you need.
- **District Office.** Database extensions (which state fields are) can only be exported in the District Office context.
- **Data and Reporting > Exports > Data Export Manager**
 - **Category:** Database Extensions
 - **Export From:** S_CA_STU_ATTDTRECOVER_C
 - **Fields:**
 - Based on limited testing these are the minimum fields required. You can include more to see more detail in your export
 - S_CA_STU_ATTDTRECOVER_C.ID
 - S_CA_STU_ATTDTRECOVER_C.StudentsDCID
 - S_CA_STU_ATTDTRECOVER_C.MinutesAttendedOverride
 - S_CA_STU_ATTDTRECOVER_C.RecoveryDaysOverride
 - S_CA_STU_ATTDTRECOVER_C.TERM_ID
(these next fields are not required for import, but likely helpful for populating your import data)
 - STUDENTS.LastFirst
 - STUDENTS.Student_Number

Select Columns to Export

Category: Database Extensions

Export From: S_CA_STU_ATTDTRECOVER_C

Select All	Sort	Field	Labels Used on Export	Remove
<input type="checkbox"/> STUENTS.S_CA_STU_ATTDTRECOVER_C		S_CA_STU_ATTDTRECOVER_C		
<input checked="" type="checkbox"/> ID	[-] [v]	S_CA_STU_ATTDTRECOVER_C.ID	S_CA_STU_ATTDTRECOVER_C.ID	[-]
<input checked="" type="checkbox"/> StudentsDCID	[+] [v]	S_CA_STU_ATTDTRECOVER_C.StudentsDCID	S_CA_STU_ATTDTRECOVER_C.StudentsDCID	[-]
<input type="checkbox"/> Last_Refreshed				
<input type="checkbox"/> MinutesAttendedCalculated				
<input checked="" type="checkbox"/> MinutesAttendedOverride	[+] [v]	S_CA_STU_ATTDTRECOVER_C.MinutesAttendedOverride	S_CA_STU_ATTDTRECOVER_C.MinutesAttendedOverride	[-]
<input type="checkbox"/> RecoveryDaysCalculated				
<input checked="" type="checkbox"/> RecoveryDaysOverride	[+] [v]	S_CA_STU_ATTDTRECOVER_C.RecoveryDaysOverride	S_CA_STU_ATTDTRECOVER_C.RecoveryDaysOverride	[-]
<input checked="" type="checkbox"/> TERM_ID	[+] [v]	S_CA_STU_ATTDTRECOVER_C.TERM_ID	S_CA_STU_ATTDTRECOVER_C.TERM_ID	[-]
<input type="checkbox"/> TotalAbsentDays				
<input type="checkbox"/> WHENCREATED				
<input type="checkbox"/> WHENMODIFIED				
<input type="checkbox"/> WHOCREATED				
		Students		
	[-] [v]	STUENTS.LastFirst	STUENTS.LastFirst	[-]
	[+] [v]	STUENTS.Student_Number	STUENTS.Student_Number	[-]

Next

- On the next screen filter if needed, or simply export all district results
- Click Next and then click Export
- Modify the file for the students you need to update

Example

	A	B	C	D	E	F	G
1	S_CA_STU_ATTDTRECOVER_C.ID	S_CA_STU_ATTDTRECOVER_C.StudentsDCID	S_CA_STU_ATTDTRECOVER_C.MinutesAttendedOverride	S_CA_STU_ATTDTRECOVER_C.RecoveryDaysOverride	S_CA_STU_ATTDTRECOVER_C.TERM_ID	STUDENTS.Student_Number	STUDENTS.LastFirst
2	4028973	101504	240	1	35	12345	Student1, Example1
3	4028974	127250	480	2	35	54321	Student2, Example2
4	4029648	126500	180	0	35	76543	Student3, Example 3
5							

- Use the Data Import Manager to import the override fields. You do not need to map the fields from the STUDENTS table, just the fields from S_CA_STU_ATTDTRECOVER_C

Data Import Manager

Import
My Templates
Scheduled System Templates

Select Source and Target [S_CA_STU_ATTDTRECOVER_C_export.txt --> S_CA_STU_ATTDTRECOVER_C]

Map Columns

Import File Column	PowerSchool Field
S_CA_STU_ATTDTRECOVER_C.ID	<input type="text" value="S_CA_STU_ATTDTRECOVER_C.ID"/>
S_CA_STU_ATTDTRECOVER_C.StudentsDCID	<input type="text" value="S_CA_STU_ATTDTRECOVER_C.StudentsDCID"/>
S_CA_STU_ATTDTRECOVER_C.MinutesAttendedOverride	<input type="text" value="S_CA_STU_ATTDTRECOVER_C.MinutesAttendedOverride"/>
S_CA_STU_ATTDTRECOVER_C.RecoveryDaysOverride	<input type="text" value="S_CA_STU_ATTDTRECOVER_C.RecoveryDaysOverride"/>
S_CA_STU_ATTDTRECOVER_C.TERM_ID	<input type="text" value="S_CA_STU_ATTDTRECOVER_C.TERM_ID"/>
STUDENTS.Student_Number	<input type="text" value=""/>
STUDENTS.LastFirst	<input type="text" value=""/>

← Prev

- On the next screen be sure to check the **Update existing record** option

Select Options

Check to exclude the first row (contains headers).

If a record in the import file matches an existing record in the database, how would you like that record processed?

Do not process record

Update existing record

Check to confirm that records should be deleted if blank rows exist in the import file. All columns in a table must be present in the import file.

- The student's Attendance Recovery record should show the imported overrides.
- In our testing, future syncs do not modify your overrides, just the calculated values

Attendance Recovery

New

SchoolYear	Minutes Attended(Override)	Number of Recovery Days (Override)	Total Absent Day	Minutes Attended(Calculated)	Number of Recovery Days (Calculated)	Last Refreshed
2025 - 2026	240	1	4	240	1	02/25/2026 13.41