

POWERSCHOOL PORTAL: HOW TO SUBMIT ATTENDANCE

1. Log into PowerSchool at sms.sau19.org (not available in the app)
2. **Select the student** that you want to report absent
3. Click on **Attendance Monitor** in left Navigation menu toward the bottom:



Attendance
Monitor

4. From the **Report Attendance** tab, click the blue button **Report New Attendance**:

Report New Attendance

5. Enter the **Absence Date** or start and end dates if applicable
 - If only reporting a single day absence, both dates should match
 - Absences can be reported 10 school days in advance
6. Select **Full Day** or **Partial Day**
 - If **Partial Day** is selected, you will be prompted to enter a **Time Range of Student Absence**
7. Select the **reason for the absence** from drop-down list
8. Provide an **Explanation** in the text box
 - Be brief to support your reason above
 - You do not need to provide your name as it is logged by the system
9. Click **Submit**

NOTE: Your submission will be logged for your reference in the portal, and you should also receive an email confirming we have received your student's attendance notification (*check your junk mail if you don't receive it*). Your portal submissions will be reviewed by office staff to process the record with the appropriate attendance code. Please refer to the below policies for more information:

Goffstown: [Policy JH - Attendance, Absenteeism and Truancy](#)

New Boston: [Policy JH - Attendance, Absenteeism and Truancy](#)