

Reporting Student Attendance Via the Parent Portal (desktop)



*Click on which phone you use to take you straight to the instructions

[I am using an Android Phone](#)

[I am using an iPhone](#)

Android Phone (Chrome)



1. Open your browser window on your phone
2. Go to: <https://d49.powerschool.com/public>

A screenshot of the District 49 PowerSchool SIS login page. At the top is the District 49 logo. Below it is a blue header bar with the "PowerSchool SIS" logo. The main heading is "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are input fields for "Username" and "Password". A link "Forgot Username or Password?" is below the password field. A blue "Sign In" button is at the bottom right.

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

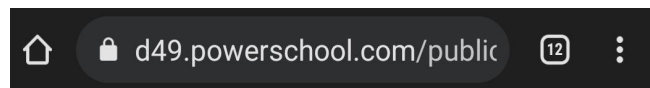
Username

Password

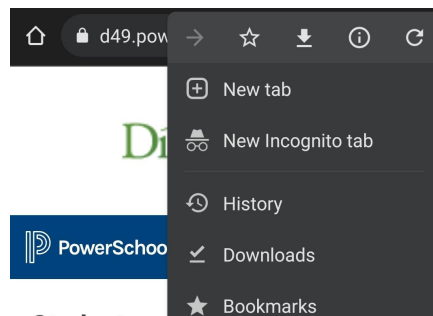
[Forgot Username or Password?](#)

Sign In

3. Click on the  in the top right corner of your browser window



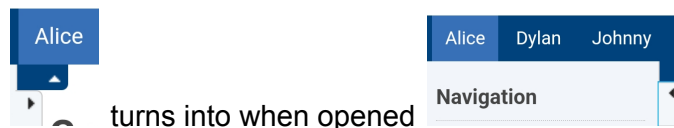
4. Click on the star icon to bookmark this page for future use.
 - a. Once bookmarked, you can scroll down to the "Bookmarks" option to open this page in the future



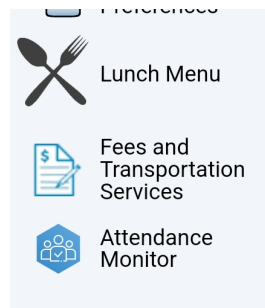
5. On the sign in screen, enter your username and password and click “sign in”
6. Once signed in, you’ll see a list of your student(s) name(s) on the top toolbar
 - a. Click on the appropriate student’s name



7. Click on the grey > arrow on the left under the student names to pop-out the navigation



8. In the pop-out navigation menu, scroll down and click on the “Attendance Monitor” option



9. This will take you to the Attendance Monitor main screen which will show you the previously reported attendance (if any), the attendance dashboard tab, and the notification tab as well as the “report new attendance” button.

 The image shows the 'Attendance Monitor' main screen. At the top, there is a toolbar with student names: Alice, Dylan, Johnny, Joseph, Sammie, and Susie. Below the toolbar, the 'Attendance Monitor' title is displayed. Underneath the title are three tabs: 'Report Attendance', 'Dashboard', and 'Notifications'. The 'Report Attendance' tab is selected. Below the tabs, there is a section titled 'Report Attendance' which contains a 'Report New Attendance' button. Below this button is a table with the following data:

Edit	Reported On	Report Reason	Dates	Explanation
Edit	3/2/2022, 12:22 PM	Illness	3/2/2022	foot surgery.
Edit	3/2/2022, 12:21 PM	Illness	3/2/2022 - 3/4/2022	foot surgery.

10. Click on the “Report New Attendance” button and complete the form as appropriate

Attendance Monitor

Report Attendance

Dashboard

Notifications

Create Attendance Report

Student Name

Test, Alice SIS

Absence Date

03/04/2022

-

MM/DD/YYYY

Leave second date empty if only reporting single day absence.

What is the reason for the absence?

-- Please Select --

Is this absence for the whole day?

Yes

Explanation

11. Hit submit and your student’s attendance has been reported to the school

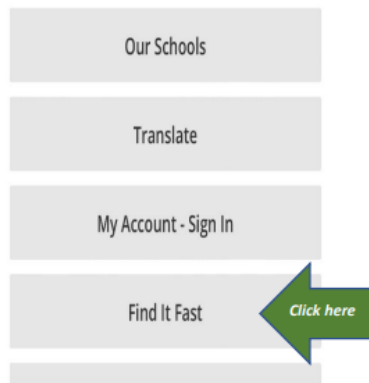
iPhone (Safari)



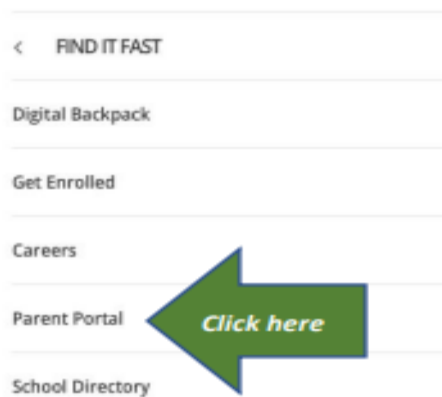
1. Open your browser window on your phone
2. Go to: [D49.org](https://d49.org) or you can type in: d49/powerschool.com/public
3. Navigate to the list icon




4. Navigate to Find it Fast



5. Navigate to Parent Portal



- Step 1:** Open your Web browser to <https://d49.powerschool.com>  *Click here*
-
- Step 2:** On the Sign In screen, choose the "Create Account" tab and click on "Create

- PowerSchool Mobile
PowerSchool Group LLC
INSTALLED

OPEN

District 49

PowerSchool SIS

Student and Parent Sign In

Sign In

Create Account

Username

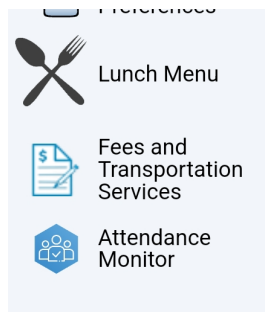
Password

Forgot Username or Password?

Sign In

- [illegible]

9. In the pop-out navigation menu, scroll down and click on the “Attendance Monitor” option



10. This will take you to the Attendance Monitor main screen which will show you the previously reported attendance (if any), the attendance dashboard tab, and the notification tab as well as the “report new attendance” button.

The screenshot shows the 'Attendance Monitor' interface. At the top is a user navigation bar with names: Alice, Dylan, Johnny, Joseph, Sam, and a profile icon for 'Alice' with a red notification badge. Below this is the 'Attendance Monitor' title. Underneath are three tabs: 'Report Attendance' (active), 'Dashboard', and 'Notifications'. The 'Report Attendance' section contains a 'Report New Attendance' button and a table of reported absences.

Edit	Reported On	Report Reason	Dates	Explanation
Edit	3/2/2022, 12:22 PM	Illness	3/2/2022	foot surgery.
Edit	3/2/2022, 12:21 PM	Illness	3/2/2022 - 3/4/2022	foot surgery.

11. Click on the drop down menu for the reason for absence, fill-in the required explanation box. Hit submit and your student’s attendance has been reported to the school

The screenshot shows the 'Create Attendance Report' form. It has tabs for 'Report Attendance', 'Dashboard', and 'Notifications'. The form fields include: 'Student Name' (Test, Alice SIS), 'Absence Date' (03/04/2022), a note to 'Leave second date empty if only reporting single day absence.', 'What is the reason for the absence?' (a dropdown menu), 'Is this absence for the whole day?' (a checkbox), and an 'Explanation' text area. The 'Explanation' field is circled in green and has a red error message 'Required field!!!' below it. A green arrow points from the text 'Select the absence reason' to the dropdown menu. The dropdown menu is open, showing options: '-- Please Select --', 'Dr. Appointment', 'Illness', 'Injury', 'Family Emergency', 'Vacation', 'Personal / Other', and 'Hunting'. A 'Submit' button is at the bottom right.