

## Taking Attendance

1. Go to: <http://powerschool.epschoolsri.com/teachers>  
(You can also access this through the [www.epschoolsri.com](http://www.epschoolsri.com) website under Employees)

Use your user name (first initial and last name) and password to Log in.



2. Click on the Chair

3. Select the Date

**Record Meeting Attendance** Mon 11/23 (Today) ▾

Record MultiMeeting Attendance for Multiple Sections

Homeroom 8 - 8(A-G)

Current attendance code: (Present) ▾

Gelfuso, Eric J	(Present)	
Gervais, Ethan W	A (Absent)	
Gomes, Rebecca A	T (Tardy)	
Grant, Keith C		
Harrison, Katelyn M		
Hawkins, Jeremy J		
Holahan, Conor M		
Horton, Matthew G		

4. Select the Attendance Code from the Drop Down Menu

5. Click a cell next to a students name to assign that code. **Note:** The default is Present and the cell stays blank

- **Important** – DO NOT type in the letters or try to change them by backspacing and typing a new letter code.
- If you need to change a code click the drop down menu, select a new code, and click on the cell next to the student to change the code.

6. When finished click **Submit**

