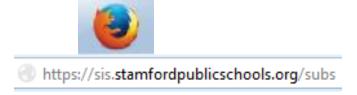
# Procedures for Posting Student Attendance by Substitute Teachers



#### Procedures for Posting Attendance on PowerSchool for Substitute Teachers

Using Firefox as your browser, go to <a href="https://sis.stamfordpublicschools.org/subs">https://sis.stamfordpublicschools.org/subs</a>



You can also go to Staff & Admin Logins and

select PowerSchool for Substitutes

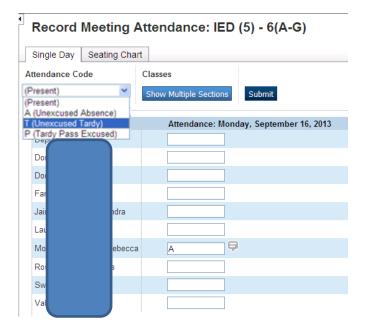
- 1. Select the school you are subk
- 2. Select the teacher you are subbing for.
- 3. Enter the password provided by the main office OSS.
- 3. Select Sign In



## Posting Absences

- 1. Select the chair icon adjacent to the class you are teaching.
- 2. If all students are present, select **Submit**.
- 3. For students who are absent:
  - Select attendance code of
     Unexcused Absence.
  - Then select the box adjacent to each student's name. You can add comments for each tardy by selecting the comments button
  - Then select Submit.





### **Posting Tardies**

- 1. Select the chair icon adjacent to the class you are teaching.
- 2. For students who are late reporting to class:
  - –Select attendance code of Tardy
  - -Then select the box adjacent to each student's name. You can add comments for each absence/tardy by selecting the comments button
  - -Then Select **Submit**.



Record Meeting Attendance: IED (5) - 6(A-G)		
Single Day	Seating Char	rt
Attendance Code		Classes
(Present)	~	Show Multiple Sections Submit
(Present) A (Unexcused Absence)		
T (Unexcused)	Tardy)	Attendance: Monday, September 16, 2013
P (Tardy Pass	Excused)	
Doi		
Doi		
Far		
Jair	ndra	
Lau		
Mo	ebecca	A
Ros	5	
Sw		
Val		

#### **Main Office Contacts**

#### Please note, PowerSchool for Substitute Teachers is not used at all schools

- ACADEMY OF IT AND ENGINEERING PENNY GIANTOMIDIS OR CAROLYN MARR
- APPLES PRE-K BOBBIE BARBIER
- CLOONAN MIDDLE SCHOOL CATHLEEN REVELL OR MARY LAMONTAGNE
- DAVENPORT RIDGE MICHELLE TRIPOLITSIOTIS OR MELISSA WHITE
- DOLAN MIDDLE SCHOOL BERNETTE MCMICHAEL OR TYRSA PRATCHER
- HART MAGNET SCHOOL CAROLYN LOWE OR TAMARA HARROD
- JULIA A. STARK –MARY BRASSMAN
- K. T. MURPHY ELEMENTARY SCHOOL MARGOT ESCALANTE OR LYDIA O'HAGAN
- NEWFIELD ELEMENTARY SCHOOL NANCY MCGONIGLE OR MARIE MILBRUN
- NORTHEAST ELEMENTARY SCHOOL SORAYA MOLINA OR LINDA GIBSON
- RIPPOWAM MIDDLE SCHOOL KATHY BENNETT OR CARLA PINTO
- ROGERS INTERNATIONAL SCHOOL YESSICA CORTES OR BARBARA TATE
- ROXBURY ELEMENTARY SCHOOL LINDA SANTORO OR CESAR VALENCIA
- SCOFIELD MAGNET MIDDLE SCHOOL –STACEY BURKHARDT OR DOLORES RUBINO
- SPRINGDALE ELEMENTARY SCHOOL –NANCY FORTE OR MELISSA GIORGI
- STAMFORD HIGH SCHOOL CECELIA MARTINEZ OR MATT TOUGAS
- STRAWBERRY HILL- MARCIA DINELLA OR CRISTINA ALFANO
- STILLMEADOW ELEMENTARY SCHOOL SHIRLEY MARTINEZ
- TOQUAM MAGNET SCHOOL TONY FELIZ
- TURN OF RIVER MIDDLE SCHOOL SHARON WADE OR ADRIANA ULLOA
- WESTHILL HIGH SCHOOL ANITA BARKAN OR ALISON CORBO OR LIZ DUKES OR JEN BARTLETT
- WESTOVER MAGNET SCHOOL BEVERLY THOMPSON OR LUZ GONZALEZ