LEVITTOWN
PUBLIC SCHOOLS

Success for every student!

Levittown Public Schools Tutorial
Parent Portal – Printing your students Attendance

Purpose: This tutorial will assist you with printing your student's attendance for the current school year.

- Log in to your Parent Portal account

- Click the Grades & Attendance button

- The following screen will appear:

Grades and Attendance

Grades and Attendance

Grades and Attendance: Student Name

	Last Week					This Week					Attendance By Class		
Exp	M	T	W	H	F	M	T	W	H	F	Course	Absences	Tardies
HR(A)							LU				Grade K	2	6
P2(A)	.	.	.	.	.	.	.	.	.	.	Art K	0	0
P3(A)	.	.	.	.	.	.	.	.	.	.	Music K	0	0
P4(A)	.	.	.	.	.	.	.	.	.	.	Phys. Ed. K	0	0
											Attendance Totals	2	6

Show dropped classes also

Last Week					This Week					Attendance By Day — Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	11-12	YTD	11-12	YTD
						LU				2	2	6	6
						Attendance Totals				2	2	6	6

- **Absences**:

  - Click on number under Absences YTD (year to date) (circled in red in the example above)

  - This will display the days your student was absent from school and the reason (Attendance Code)

  - To print this information, click the Printer icon next to the Need Help? button

  - Click Print

  - This will print a list of the days your student was absent from school with the reasons. A legend with the Attendance Codes prints below it.

Here is a sample attendance code printout for a kindergartener:

PowerSchool

Levittown Public Schools
Abbey Lane School

Student Name

Dates of all absences: Student Name

Grade K - Exp. HR(A)
HR(A) - 09/07/2011 - A
HR(A) - 09/08/2011 - DA
Art K - Exp. P2(A)

Music K - Exp. P3(A)

Phys. Ed. K - Exp. P4(A)

Legend
Attendance Codes: Blank=Present| LE=Late Excused| LU=Late Unexcused | ML=Music Lesson
|TA=Teacher Absent| A=Absent| ADM=Absent to class at administrator's request| ED=Early
Dismissal| FT=Field Trip| LADM=Late to class at administrator's request | S=Sick| DA=Dr's
Appointment| DIF=Death In Family| HO=Health Office Exclusion | P=Personal Family Business |
RO=Religious Observance| SH=Sent Home by Nurse |HT=Home Teaching |T=Truancy |C=Cut |
CA=Court Appearance | ISS=In School Suspension| OSS=Out of School Suspension |
UD=Unlawful Detention | THC=Tutored by Health Care Facility |
Citizenship Codes: H=Honorable| S=Satisfactory| N=Needs to improve| U=Unsatisfactory |

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- **Tardies**:

  o Click on the number under Tardies YTD (year to date) (circled in blue in the example above)

  o This will display the days your student was late to school and the reason for the lateness (Attendance Code)

  o To print this information, click the Printer icon 🖨 next to the Need Help? button

  o Click Print

  o This will print a list of the days your student was late to school with the reasons. A legend with the Attendance Codes prints below it.

Here is a sample tardy code printout for a kindergartender:

PowerSchool

Levittown Public Schools
Abbey Lane School

Student Name

Dates of all tardies: Student Name

Grade K - Exp. HR(A)
HR(A) - 09/13/2011 - LU
HR(A) - 10/18/2011 - LU
HR(A) - 11/30/2011 - LU
HR(A) - 12/06/2011 - LU
HR(A) - 01/10/2012 - LU
HR(A) - 06/19/2012 - LU
Art K - Exp. P2(A)

Music K - Exp. P3(A)

Phys. Ed. K - Exp. P4(A)

Legend
Attendance Codes: Blank=Present| LE=Late Excused| LU=Late Unexcused | ML=Music Lesson
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