

Pre-set Attendance

Instructions for pre-setting attendance in Scholarchip.

- [Pre-set Attendance \(Whole School Calendar Function\)](#)
- [Video Showing Calendar Pre-Set Function](#)

Pre-set Attendance (Whole School Calendar Function)

1. In PowerSchool select > Applications > ScholarChip Safety Portal.

The screenshot shows the left-hand navigation menu of the PureData application. The menu items are: PureData, Courses and Programs, Data and Reporting, PSCB DEV Reports, School Management, System Management, and Applications. The 'Applications' item is selected, and a dropdown menu is displayed. The dropdown menu contains the following items: Message Sender, PowerScheduler, PowerLunch, ReportWorks Developer, Interfaces to Other Systems, Community Plugins, PowerSchool DAT Reference, Digital Document Delivery, Document Storage, Hoonuit Unified Insights Dashboard, **ScholarChip Safety Portal** (circled in red), SchoolMessenger, and Special Programs Home. The main content area of the application shows a 'Daily Bulletin - Tuesday, February 11, 2025' and a 'Legend' section with the text 'Icons - Date Entry'.

2. Select Applications > Attendance

The screenshot shows the 'Menu of Services' dashboard. The left-hand navigation menu has 'Applications' selected, and a red arrow points to it. The main content area displays a grid of service categories: Identification (Card Management, Cloud Smart ID), School Safety (Visitor Management, Door Access), **Student Attendance** (Attendance, eClass, Flex, SALA, ScholarCharts), Behavior Management (ABE), School Automation (Smart Forms), Parent Portal (Notifications), and Administration (My ScholarChip, Management Site, Provision). The 'Attendance' item under 'Student Attendance' is circled in red, and a red arrow points to it. The dashboard also includes a 'Welcome, DANIEL LEIMER Super Admin' message, a 'Newsfeed' section, and a footer with the date '8/4/2022 3:09:32 PM' and a link to 'How to Batch Print ID Cards via the Card Portal'.

3. Choose the date on the calendar.
4. Fill out item name, date, and item type.
5. Create Item.

DANIEL LEIMER
Super Admin

Dashboard

Attendance

Calendar

Daily Attendance

Early Dismissal

Events

Open Campus

Preset Attendance

Devices

Static Groups

Dynamic Groups

Job Scheduler

Students

Staff

Reports

Contact Help Desk

Attendance Calendar

View/Edit School Calendar Items for the School Year (9/3/2024 - 6/12/2025)

Calendar

Pending

Calendar Tools

Calendar Items

Fill in form to create calendar items for present and future dates.
Only districts can create holidays district-wide.

Item Name:

Item Date:

Item Type

Select an Item Type

Create Item

School Calendar

< > today

February 2025

month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Video Showing Calendar Pre-Set Function

Scholarchip Calendar Function