




IPS Student Attendance Overview

Reporting Student Absences Promptly and Consistently

Attendance is crucial to your child's success. To ensure your child's attendance is accurately recorded, please follow these guidelines for reporting absences below.



	<p>Communicate Early</p>	<p>Report absences early and daily to allow the school to support your child's learning.</p>
	<p>Schedule Wisely</p>	<p>Arrange appointments and vacations outside of school hours and days whenever possible.</p>
	<p>Stay Informed</p>	<p>Understand the types of absences and the required documentation to avoid unexcused absences.</p>

TYPE OF ABSENCE	DEFINITION	EXAMPLES
<p>Excused Absences</p>	<p>Absences regarded as legitimate reasons for being out of school as per school policy.</p>	<ul style="list-style-type: none"> → Illness reported to the school by a parent/guardian → Illness verified by a note from Physician → Family funeral → Maternity → Military Connected Families (e.g., absences related to deployment and return)
<p>Unexcused Absences</p>	<p>Any absence not covered under the definition of excused or exempt.</p>	<ul style="list-style-type: none"> → Skipping school or class → Absence without a valid reason or documentation
<p>Exempt</p>	<p>Absences authorized and excused by law under certain circumstances. These absences do not count against the student's attendance record.</p>	<ul style="list-style-type: none"> → Serving as a page or honoree of the General Assembly → Serving on the precinct election board or as a helper to a political candidate or party on election day → Subpoenaed to testify in court → Serving with the National Guard for no more than 10 days → Serving with the Civil Air Patrol for up to 5 days → Approved educationally related non-classroom activity → Exhibiting or participating in the Indiana State Fair for educational purposes

New Indiana State Attendance Law		
5 Days Unexcused Absence	10 Days Unexcused Absence	Habitual Truancy
<p>Mandatory parent conference with school attendance officer and creation of an attendance intervention plan</p>	<p>Legal notice of student's truant status and mandatory referral to the Marion County Prosecutor's Office</p>	<p>Legal intervention by the Marion County Prosecutor's Office:</p> <ul style="list-style-type: none"> ▪ Failure to Ensure School Attendance – Class B misdemeanor ▪ Educational Neglect – Level 6 felony

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Maximizing Every Moment: The Importance of Every Instructional Minute



Every instructional minute is valuable. Let's work together to ensure students make the most of their educational opportunities!

PowerSchool: How Parents Can Access and Monitor Attendance & Grades

1. <https://powerschool.myips.org/public/pw.html>
2. Log in with your student's information:
 - The username is your student's IPS identification number (ID).
 - The password is the student's birthdate (MO/DA/YEAR) with no leading zeros.
 - **Example:** March 5, 2010 would be entered as 3/5/2010*.

A screenshot of the PowerSchool SIS login page. The page has a dark blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There is a "Select Language" dropdown menu set to "English". Below that are input fields for "Username" and "Password". A "Forgot Username or Password?" link is located below the password field. A "Sign In" button is positioned to the right of the password field. At the bottom, there is a green notice: "For help logging into the PowerSchool Parent Portal please read the following document:" followed by a link to "English Instructions".

3. To see grades for past marking periods (for example, report card grades), choose "Grade History" from the left menu. Scroll down to see additional marking periods. If desired, you can use the tabs to choose a different school year.
4. To see current marking period attendance and assignment grades, choose "Grades and Attendance" from the left menu. You can choose "Email teacher" to see teacher contact information. Click on the % grade to see detailed assignment information including any missing work.
5. To view bus information, choose "Bus Information" from the left menu to view transportation information.
6. To download the FREE "**PowerSchool Parent**" Application from the AppStore or Google Play, use:
 - district **code:** ZPSH
 - **Username:** Student id#
 - **Password:** Birthdate (Example: 3/5/2010)

#EveryDayCounts