

Open a web browser (IE. Internet Explorer)
Type the following into the address bar at the top of the browser

"powerschool.lawrence.k12.ma.us/subs"

Hit Enter

This will be what the login screen looks like it will have 3 lines
1 for the school, 1 for the teacher you are subbing for, and 1 for a password
See the School Clerk or administrator for the password

PowerTeacher

Substitute Teacher Sign In

School
Select the school...

Teacher

Password

Sign In

PowerSchool

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Hit the small arrow at the far right of the school box and scroll down the list until you come the school you are working in

PowerTeacher

Substitute Teacher Sign In

School

Select the school...

Select the school...

Business Management and Finance

Health and Human Services

High School Learning Center

Humanities and Leadership Development

International School

Math Science and Technology

Performing and Fine Arts

School for Exceptional Studies

Arlington Elementary School

Arlington Middle School

John Breen School

Alexander B. Bruce School

Frost Elementary School

Frost Middle School

Gerard A. Guilmette Elementary School

Gerard A. Guilmette Middle School

James F. Hennessey School

Lawlor Early Childhood Center

Francis M. Leahy School

Copy www

Once you have selected your school Click on the small arrow on the far right box in the next line to select the teacher you are subbing for

PowerTeacher

Substitute Teacher Sign In

School

Teacher

- Select the teacher...
- Select the teacher...
- Berger, Melvin
- Carpenito, James W
- Carroll, Lynn NMN
- Cheever, Corey J
- Clark, Jordan Elliott
- Cooper, Jeremy J
- Cornielle, Ivelisse NMN
- Cruz, Juan NMN
- Dreyer, Karen NMN
- Fonseca, Andrew NMN
- Garcia, Nicholas NMN
- Garrity, Patrick NMN
- Geary, William D
- Gosselin, Erin Leigh
- Gumb, Robert Daniel
- Hebert, Jennifer NMN
- Jaime, Ervia NMN
- Kauderer, Mark Howard
- Lima, Aline M



Lastly Enter in the password you recieved from the main office on the 3rd line and click "Sign In"

PowerTeacher

Substitute Teacher Sign In

School

Teacher

Password

PowerSchool

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This is the default login screen for the Substitute Portal
The Substitute can only take Attendance, take a lunch count if your school uses this, and can read the daily bulletin

To Take Attendance Click the Chair that's on the right of the course
If the Chair is shaded like the one on the 1st line below it means that class does not meet on the current day

Welcome, **Substitute for Jeremy J Cooper** | [Help](#) | [Sign Out](#)

PowerTeacher

School: Business Management and Finance Term: 11-12 Semester 2



Navigation

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3(B)	Geometry Gr 10 CP		
4(A)	Geometry Gr 10 CP		
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5(A-B)	Advisory Grade 9		

Click on the chair to take attendance or the silverware to submit lunch counts for each class.
When you are finished, click the 'Sign Out' link above.

When you click on the chair this screen displays
all that you have to do is click submit at this point if all the students are present.

If not then click the small arrow that is to the right of the current attendance code and choose the correct code you want to add

Geometry Gr 10 CP - 3(B)

Current attendance code: (Present) ▾

BAEZ, PEDRO	<input type="text"/>
BLANCO, GENESIS ALTAGRACIA	<input type="text"/>
BUTH, HARPER	<input type="text"/>
DAVILA, ALISANDRA	<input type="text"/>
DEJESUS, FREDERICK	<input type="text"/>
DIAZ, HARVES PIERRE	<input type="text"/>
GARCIA, ASHLEY MICHELE	<input type="text"/>
GARCIA, ROSALIA	<input type="text"/>
GONZALEZ, KEVIN EMMANUEL	<input type="text"/>
GONZALEZ, NATASHA	<input type="text"/>
HENRIQUEZ, JEYSON ANIBAL	<input type="text"/>
MARTE, KARLA GUADALUPE	<input type="text"/>
MEDIROS, JENNIFER MARIE	<input type="text"/>
MENDEZ, ILIANA MARIBEL	<input type="text"/>
NUNEZ, KATHERINE MERCEDES	<input type="text"/>
PADILLA, WILLY	<input type="text"/>
PERDOMO, YAMILES	<input type="text"/>
PEREZ, WILLY STEVEN	<input type="text"/>
PIMENTEL, LUZ MARIEL	<input type="text"/>
PIMENTEL, ZULEIKA CHAYLINE	<input type="text"/>
PORTORREAL, ASHLEY	<input type="text"/>
RODRIGUEZ, ELIANA MICHELLE	<input type="text"/>
RODRIGUEZ, KELVIS	<input type="text"/>
ROSARIO, KELVIN	<input type="text"/>

Class Attendance

Geometry Gr 10 CP - 3(B)

Current attendance code: ▾ 

BAEZ, PEDRO	<input type="text"/>
BLANCO, GENESIS ALTAGRACIA	<input type="text"/>
BUTH, HARPER	<input type="text"/>
DAVILA, ALISANDRA	<input type="text"/>
DEJESUS, FREDERICK	<input type="text"/>
DIAZ, HARVES PIERRE	<input type="text"/>
GARCIA, ASHLEY MICHELE	<input type="text"/>
GARCIA, ROSALIA	<input type="text"/>
GONZALEZ, KEVIN EMMANUEL	<input type="text"/>
GONZALEZ, NATASHA	<input type="text"/>
HENRIQUEZ, JEYSON ANIBAL	<input type="text"/>
MARTE, KARLA GUADALUPE	<input type="text"/>
MEDIROS, JENNIFER MARIE	<input type="text"/>
MENDEZ, ILIANA MARIBEL	<input type="text"/>
NUNEZ, KATHERINE MERCEDES	<input type="text"/>
PADILLA, WILLY	<input type="text"/>
PERDOMO, YAMILES	<input type="text"/>
PEREZ, WILLY STEVEN	<input type="text"/>
PIMENTEL, LUZ MARIEL	<input type="text"/>
PIMENTEL, ZULEIKA CHAYLINE	<input type="text"/>
PORTORREAL, ASHLEY	<input type="text"/>
RODRIGUEZ, ELIANA MICHELLE	<input type="text"/>
RODRIGUEZ, KELVIS	<input type="text"/>
ROSARIO, KELVIN	<input type="text"/>

In this instance I select A(absent)

Once I select this in the top all that I have to do is click in the box to the right of the students names and an A will appear in it

Once I fill out all the A's for the absent students I click submit at the bottom of the page

Geometry Gr 10 CP - 3(B)	
Current attendance code:	A (Absent)
BAEZ, PEDRO	<input type="text"/>
BLANCO, GENESIS ALTAGRACIA	A <input type="text"/>
BUTH, HARPER	<input type="text"/>
DAVILA, ALISANDRA	<input type="text"/>
DEJESUS, FREDERICK	<input type="text"/>
DIAZ, HARVES PIERRE	<input type="text"/>
GARCIA, ASHLEY MICHELE	A <input type="text"/>
GARCIA, ROSALIA	<input type="text"/>
GONZALEZ, KEVIN EMMANUEL	<input type="text"/>
GONZALEZ, NATASHA	<input type="text"/>
HENRIQUEZ, JEYSON ANIBAL	<input type="text"/>
MARTE, KARLA GUADALUPE	<input type="text"/>
MEDEIROS, JENNIFER MARIE	<input type="text"/>
MENDEZ, ILIANA MARIBEL	<input type="text"/>
NUNEZ, KATHERINE MERCEDES	<input type="text"/>
PADILLA, WILLY	<input type="text"/>
PERDOMO, YAMILES	A <input type="text"/>
PEREZ, WILLY STEVEN	<input type="text"/>
PIMENTEL, LUZ MARIEL	<input type="text"/>
PIMENTEL, ZULEIKA CHAYLINE	<input type="text"/>
PORTORREAL, ASHLEY	<input type="text"/>
RODRIGUEZ, ELIANA MICHELLE	<input type="text"/>
RODRIGUEZ, KELVIS	<input type="text"/>
ROSARIO, KELVIN	<input type="text"/>