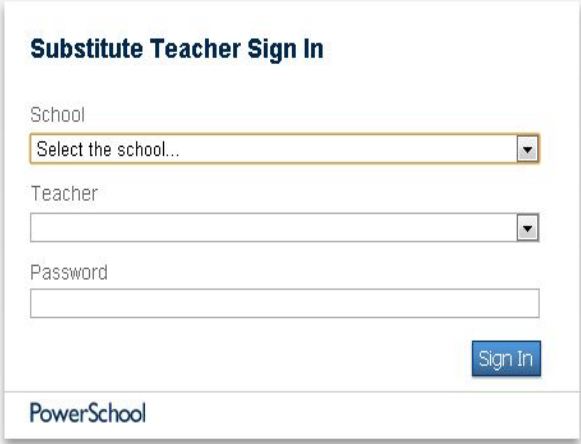


Open a web browser ( IE. Internet Explorer)  
Type the following into the address bar at the top of the browser

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

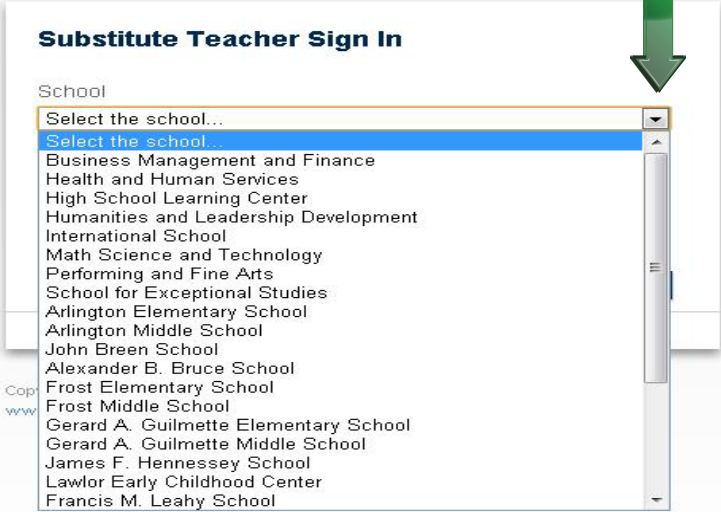
Hit Enter

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



The image shows the PowerTeacher login interface. At the top, the "PowerTeacher" logo is displayed in a large, dark blue font. Below the logo is a white rectangular box titled "Substitute Teacher Sign In". Inside this box, there are three input fields: "School" with a dropdown menu showing "Select the school...", "Teacher" with a dropdown menu, and "Password" with a text input field. A blue "Sign In" button is located to the right of the password field. Below the input fields, the "PowerSchool" logo is visible. At the bottom of the page, there is a copyright notice: "Copyright© 2005 - 2011 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com".

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



The image shows the PowerTeacher login interface with the school dropdown menu open. A large green arrow points down to the dropdown arrow on the right side of the "School" field. The dropdown menu is open, showing a list of schools. The first two items are "Select the school..." and "Select the school..." (highlighted in blue). The list continues with: "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", and "Francis M. Leahy School".

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  
Business Management and Finance

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  
Business Management and Finance

Teacher  
Cooper, Jeremy J

Password  
.....

Sign In

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

- Start Page
- View Daily Bulletin

Start Page

3(A)	Geometry Gr 10 CP		
3(B)	Geometry Gr 10 CP		
4(A)	Geometry Gr 10 CP		
1(B)	Geometry Honors		
1(A)	Discrete Math		
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"/>
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	<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"/>
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	<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"/>