

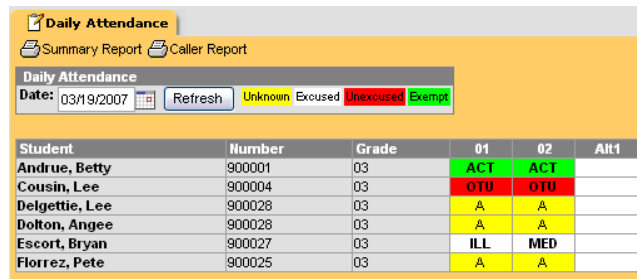
Daily Attendance

Daily Attendance Information

The Daily Attendance screen lists all students marked absent or tardy for the entered date. Items are color-coded for convenience. This coding matches the coding on the student's attendance tab.

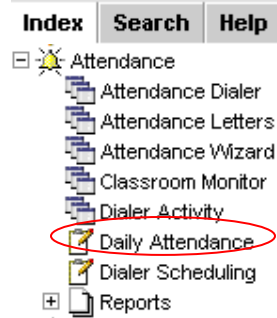
Some attendance reports can be generated from this screen as well.

To change the date of the daily attendance, re-enter the date in mmddyy format or click the calendar icon to select a date, and click the **Refresh** button. The attendance entries for the new date will then be displayed.



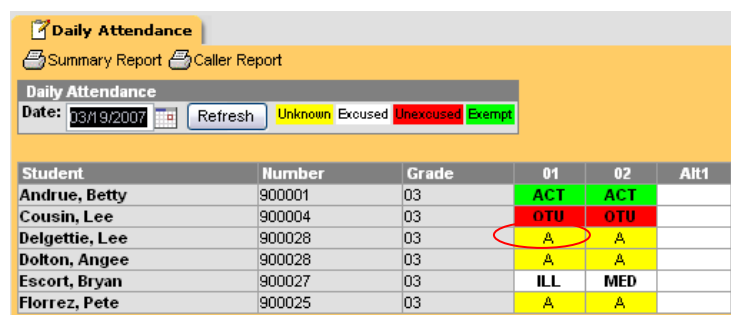
| Student | Number | Grade | 01 | 02 | Alt1 |
|----------------|--------|-------|-----|-----|------|
| Andrue, Betty | 900001 | 03 | ACT | ACT | |
| Cousin, Lee | 900004 | 03 | OTU | OTU | |
| Delgettie, Lee | 900028 | 03 | A | A | |
| Dolton, Angee | 900028 | 03 | A | A | |
| Escort, Bryan | 900027 | 03 | ILL | MED | |
| Florrez, Pete | 900025 | 03 | A | A | |

Accessing Daily Attendance



1. From the **Index**, select the Attendance folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. Select the **Daily Attendance** option within that folder.

Entering Attendance Using Daily Mode



| Student | Number | Grade | 01 | 02 | Alt1 |
|----------------|--------|-------|-----|-----|------|
| Andrue, Betty | 900001 | 03 | ACT | ACT | |
| Cousin, Lee | 900004 | 03 | OTU | OTU | |
| Delgettie, Lee | 900028 | 03 | A | A | |
| Dolton, Angee | 900028 | 03 | A | A | |
| Escort, Bryan | 900027 | 03 | ILL | MED | |
| Florrez, Pete | 900025 | 03 | A | A | |

Users can modify the attendance information from **Daily Attendance** in two ways.

ONE WAY

1. Click the **Attendance Code** for a certain period for a student. This will display the detail for that entire day.

Generating a Caller Report

11/16/2014 Attendance Caller Report Page 1
Generated 11/16/14 9:25

Report generated for Administrator: Eyalim

| Student | Rollno | Class | Period | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Notes | Comments |
|---------------|----------|-------|--------|---|---|---|---|---|---|---|---|---|----|----|----|-------|--|
| Henry Ondo A. | 00020110 | 10 | | | | | | | | | | | | | | | Admitt Unknown Henry Ondo A. Rollno:00020110 Date:11/16/14 Time:9:25:00 AM Class:004 Class:004 Roll:00020110 |
| Yang Hanh | 000211 | 10 | | | | | | | | | | | | | | | Admitt Unknown Yang Hanh Rollno:000211 Date:11/16/14 Time:9:25:00 AM Class:004 Class:004 Roll:000211 |
| Diep Phai | 000202 | 10 | | | | | | | | | | | | | | | Admitt Unknown Diep Phai Rollno:000202 Date:11/16/14 Time:9:25:00 AM Class:004 Class:004 Roll:000202 |

From the **Daily Attendance** tab, select the **Caller Report** icon.

A report listing the **Unknown** attendance entries for the entered date will display in a PDF (Adobe) document. The student's name, contact information and phone number (guardian's home number, work number, and cell number) will also be listed.

