

Attendance Tab Information

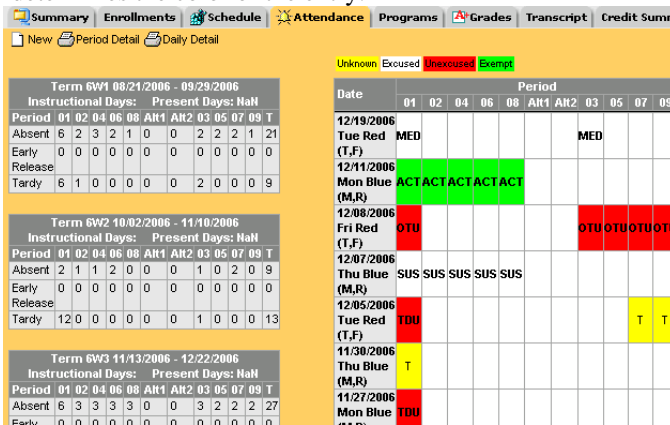
Viewing Attendance Information

The student's **Attendance** tab provides a history of attendance records for the calendar of enrollment.

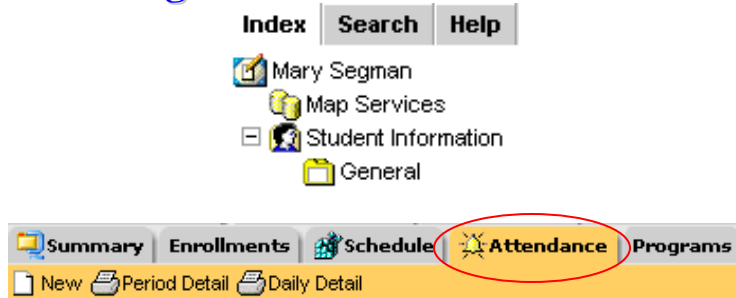
On the left-hand side is a **Term** summary, listing the absences and tardies for each period in each term.

The right-hand side lists the attendance detail in chronological order, with the most recent event listed at the top of the screen. The attendance records are color-coded and are listed with the attendance codes that were assigned to them.

Attendance Codes are entered with both a *Type* (absent or tardy) and an *Excuse* (unknown, excused, unexcused, exempt). The excuse of attendance mark determines the color of the entry.

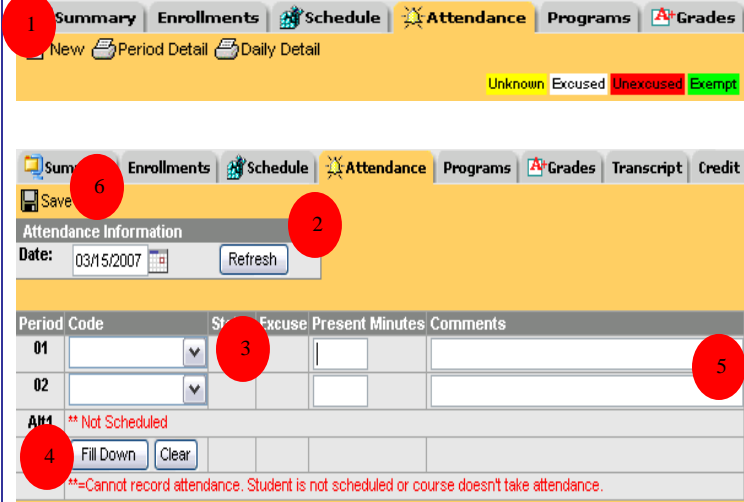


Accessing Student Information



1. From the **Index**, select the **Student Information** folder by clicking the plus (+) sign next to the folder or click on the name of the folder.
2. Select the **General** folder within **Student Information** folder.
3. **Search** for a student using either the **Search** tab or the **Advanced Search** option.
4. After selecting a student, click the **Attendance** tab.

Adding Attendance Records

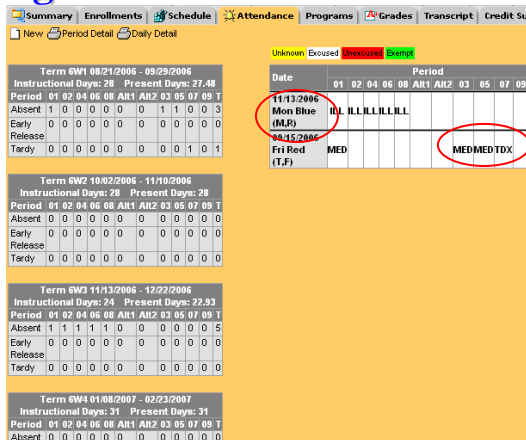


The screenshot shows the 'Attendance Information' form. Callout 1 points to the 'Attendance' tab. Callout 2 points to the 'Date' field. Callout 3 points to the 'Attendance Code' dropdown menu. Callout 4 points to the 'Fill Down' button. Callout 5 points to the 'Comments' field. Callout 6 points to the 'Save' icon.

1. From the **Attendance** tab, click the **New** icon. The screen will refresh, showing a drop-down list for each period.
2. Enter the **Date** of the attendance in the **Attendance Information** area. The date will be defaulted to the current date. If the date needs to be changed, enter the date in mmddyy format or click the **Calendar** icon to select a date. Then click the **Refresh** button.
3. For the periods in which the student was absent or tardy, select the correct **Attendance Code** from the drop-down list..
4. To apply the same code to the entire day, select the **Attendance Code** for the first period, then click the **Fill Down** button.
5. Enter any comments for the attendance in the **Comments** field.
6. Click the **Save** icon when finished. The new attendance record will be listed on the main attendance tab screen.

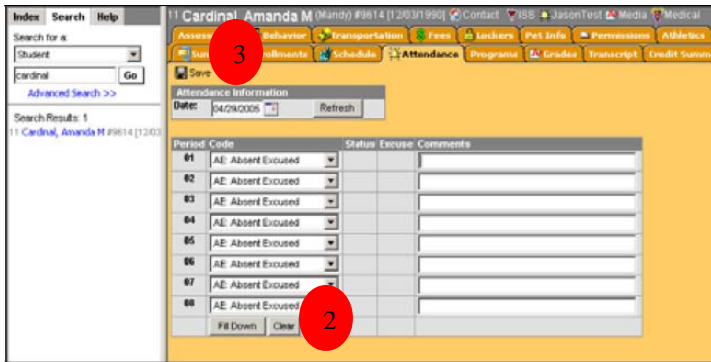
NOTE: Attendance entries will only be applied to those periods where the student is scheduled into a section. If the student is not scheduled, the entry may be filled in to that period, but it will be saved.

Deleting and Attendance Record



The screenshot shows the 'Attendance' tab with a grid of attendance records. Red circles highlight the 'Date' column and the 'Attendance Code' column. The grid shows data for four terms: Term 6W1 (08/21/2006 - 09/29/2006), Term 6W2 (10/02/2006 - 11/10/2006), Term 6W3 (11/13/2006 - 12/22/2006), and Term 6W4 (01/08/2007 - 02/23/2007). The 'Date' column shows dates like 11/13/2006 and 11/15/2006. The 'Attendance Code' column shows codes like 'Mon Abs (ML)' and 'MEDMEDTDX'.

1. From the **Attendance** tab, select the attendance record that needs to be deleted in the date breakdown grid by clicking the **Date** of the record or by clicking the **Attendance Code** in the period. The screen will refresh, showing the detail of the entry for that date.



2. Click the **Clear** button at the bottom of the period breakout list. This will remove the attendance codes from the periods.
3. Click the **Save** icon when finished. The record for that date will have been deleted.

Printing Student Attendance Reports

Student Period Attendance Detail
Amanda Marie Cardinal
ID#: 9614 Grade: 11 DoB: 12/03/1990

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Generated: 04/29/2009 10:58:21 PM

Date	01	02	03	04	05	06	07	Description / Comments
04/19/2005	AE	AE	AE	AE	AE	AE	AE	*Absent Excused**none
10/26/2004	A							
10/25/2004	AE	AE	AE	AE	AE	AE	AE	*Absent Excused**Illness - mother (diagnosed)offices
10/22/2004	AE	AE	AE	AE	AE	AE	AE	*Absent Excused**Illness - mother called at 7:40
10/19/2004	AE	AE	AE	AE	AE	AE	AE	*Absent Excused**Illness - mother
10/12/2004	AE	AE	AE	AE	AE	AE	AE	*Absent Excused**Illness
10/08/2004	A							
10/07/2004	A							
10/06/2004								
10/04/2004								MED *Medical
09/16/2004	AX	AX	AX	AX	AX	AX	AX	*Absent Exempt
09/15/2004	AU	AU	AU	AU	AU	AU	AU	*Absent Unexcused
09/14/2004	UK	UK	UK	UK	UK	UK	UK	*Absent Unknown
09/13/2004	AE	AE	AE	AE	AE	AE	AE	*Absent Excused

Course	Excused	Unexcused	Tardy	Term 1	01	02	03	04	05	06	07	Total
3017-1 Intermediate Weight Training C	1	0	0	Absent	10	6	6	6	6	6	6	48
1112-2 Honors Speech	4	2	0	Early Release	0	0	0	0	0	0	0	0
3199-2 Honors American Literature B	1	0	0	Tardy	0	0	0	0	0	0	0	0
3522-1 Acpal Physics	1	0	0									
1201-4 Medical History 11	5	5	0	Term 2	01	02	03	04	05	06	07	Total
3201-2 U.S. History 11	1	0	0	Absent	0	0	0	0	0	0	0	0
1031-3 Auto Mechanics	10	4	0	Early Release	0	0	0	0	0	0	0	0
3931-3 Auto Mechanics	2	0	0	Tardy	0	0	0	0	0	0	0	0
1415-3 Edu/Comput	4	0	0									

Two attendance reports are available from the student attendance tab.

To view these reports

Click the **Period Detail** printer icon. The **Period Detail** report lists the chosen student's attendance history, broken down by period.

Student Daily Attendance Detail
Amanda Marie Cardinal
ID#: 9614 Grade: 11 DoB: 12/03/1990

Generated: 04/29/2009

Missed Days Summary (Excludes Exempt)		Daily Minute Summary (Excludes Exempt)		
Term	Days Missed	Date	Minutes	Half/Whole
Term 1	0	04/19/2005	384	W
Term 2	0	10/26/2004	52	H
Term 3	1	10/25/2004	384	W
		10/22/2004	384	W
		10/19/2004	52	H
		10/12/2004	384	W
		10/08/2004	52	H
		10/07/2004	52	H
		10/06/2004	52	H
		10/04/2004	52	H
		09/15/2004	384	W
		09/14/2004	384	W
		09/13/2004	384	W

Click the **Daily Detail** printer icon. The **Daily Detail** report lists the student's attendance history by date.

