

# Middle/High Version of Attendance

Teachers will be taking attendance at the beginning of each period. Attendance clerks will have to deal with:

- students that are tardy
- students that leave early
- entering excuses.
- you may also need to take attendance for a class that has a substitute.

## BASIC AND EASY ATTENDANCE:

From the Index, click Attendance, Daily Attendance.

For a Particular DATE you will see the list of students who are not present.

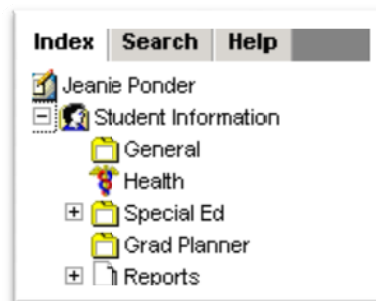
You can modify the attendance codes from this one page.

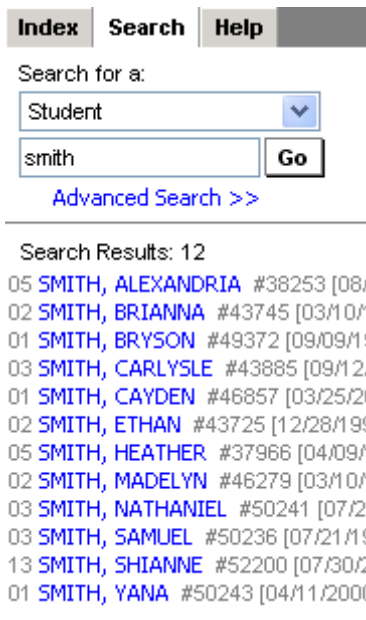
You can select other dates and make modifications from this location as students bring in excuses, etc.

Student	Number	Grade	01	02	03	04	ADV	ACT
Alfred, Joel	103857	10	AUX					
Altmair, Rox	103040	10	AEX					
Audein, Wade	104195	10	TX					
Arendt, Khogan	104209	10	A					
Arman, Gayan	104228	10	AEX					
Asker, Demetri	104345	10	AUX	AUX	AUX	AUX		
Balbierer, Alya	104583	10	A					
Banham, Kaycia	104701	10	TEX	TEX		TEX		
Barner, Stan	104814	10	A					
Barth, Katy	104869	10	AEX					
Ratson, Valerie	104950	10	A					
Bayee, Grace	105078	10	TEX					
Beisclider, Yuka	105351	10	TEX	TEX		TEX		
Belham, Kate	105380	10	TEX					
Berwick, Teah	105692	10	AEX	AEX		AEX		
Riel, Darien	105875	10	T					
Binkert, Phoebe	106032	10	A					
Bishop, Ava	106126	10	AEX		AEX	AEX		
Blank, Elyse	106230	10	A					
Blinzig, Stuart	106311	10	A					
Bloempoff, Fred	106318	10	A					
Bockmann, Khalil	106470	10	A					
Donem, Jade	106629	10	A					
Born, Bakari	106705	10	A					
Bowen, Issac	106831	10	AUX	AUX	AUX			
Bowes, Curtis	106846	10	A					
Box, Hein	106875	10	A					
Drame, Yoda	106972	10	T					

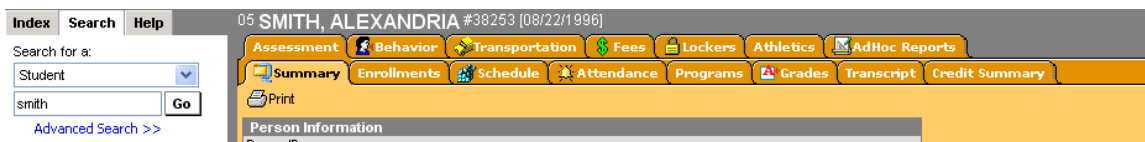
## Students That Leave Early

1. From Index, click on Student Information
2. Click on General
3. Search for the student

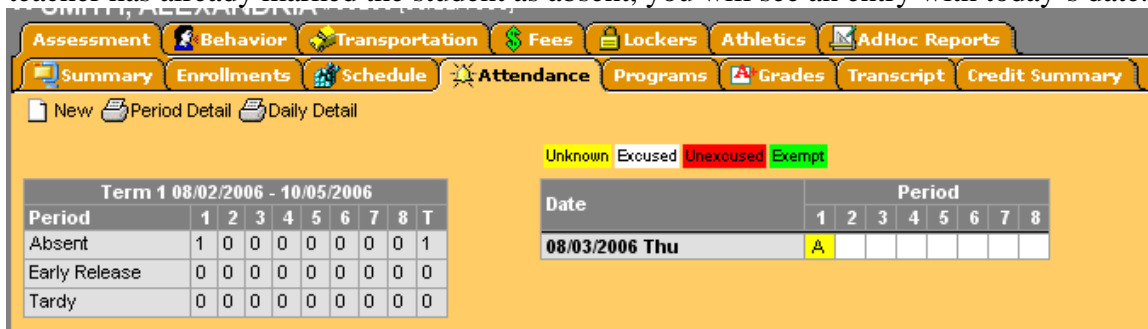




4. Click on the Attendance Tab for that student



5. Since teachers are taking attendance each period, you will be adjusting the period when the student walks in.
  - If the student walks in before the halfway mark for that period, you will be changing the absences for that period to a tardy.
  - If the student walks in after the halfway mark for that period, then you will change the unknown absence to excused or unexcused absence and make a note in the comments field that the student came in after the midway point for that period.
  - Any periods prior to the period that the student walked in the door will remain as absent.
6. If the teacher has already marked the student as absent, you will see an entry with today's date.



7. Click on the date to open it.

Assessment Behavior Transportation Fees Lockers Athletics AdHoc Reports

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit Summary

Save

Attendance Information  
Date: 08/03/2006

Period	Code	Status	Excuse	Comments
1	TE: Tardy Excused	Absent		
2				
3	AE: Absent Excused			
4	AEX: Absent Exempt			
5	AUN: Absent Unexcused			
6	COE: Checkout Excused			
7	COUN: Checkout Unexcused			
8	FT: Field Trip Exempt			
	HH: Hospital Homebound Exempt			
	ISS: In School Suspension Exempt			
	MED: Medical Excused Absence			
	OSS: Out of School Suspension Excused			
	TE: Tardy Excused			
	TEX: Tardy Exempt			
	TU: Tardy Unexcused			

cheduled or course doesn't take attendance.

8. Click Save
9. If the teacher has NOT marked the student absent yet, click New.

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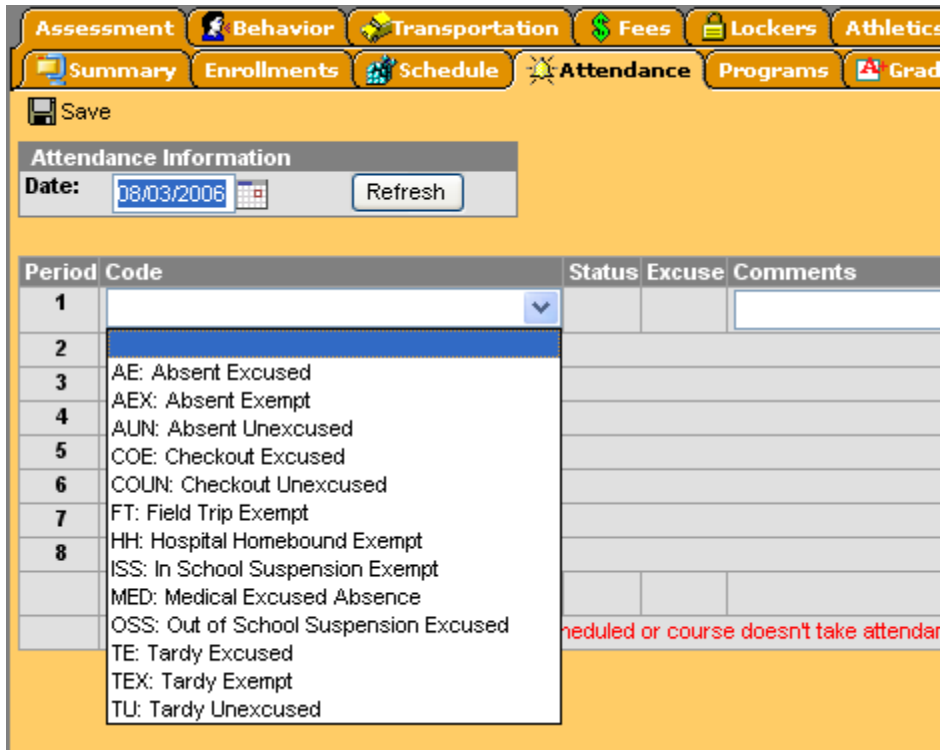
New Period Detail Daily Detail

Unknown Excused Unexcused Exempt

Term 1 08/02/2006 - 10/05/2006									
Period	1	2	3	4	5	6	7	8	T
Absent	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0

Date	Period							
	1	2	3	4	5	6	7	8

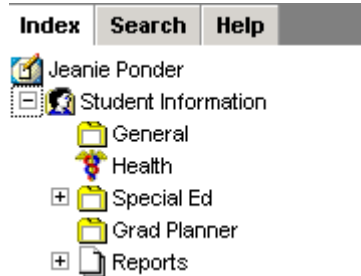
10. Today's date will be listed. Click on the drop down arrow beside your homeroom period and choose the appropriate code.



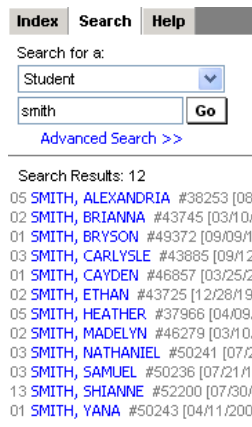
11. Click Save

### Students That Leave Early

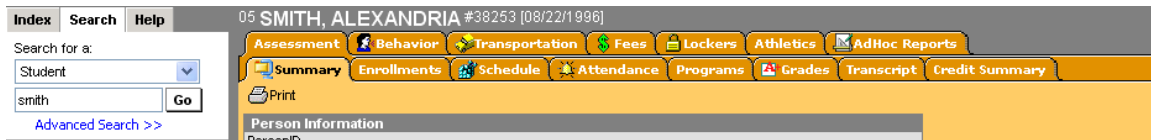
1. From Index, click on Student Information
2. Click on General



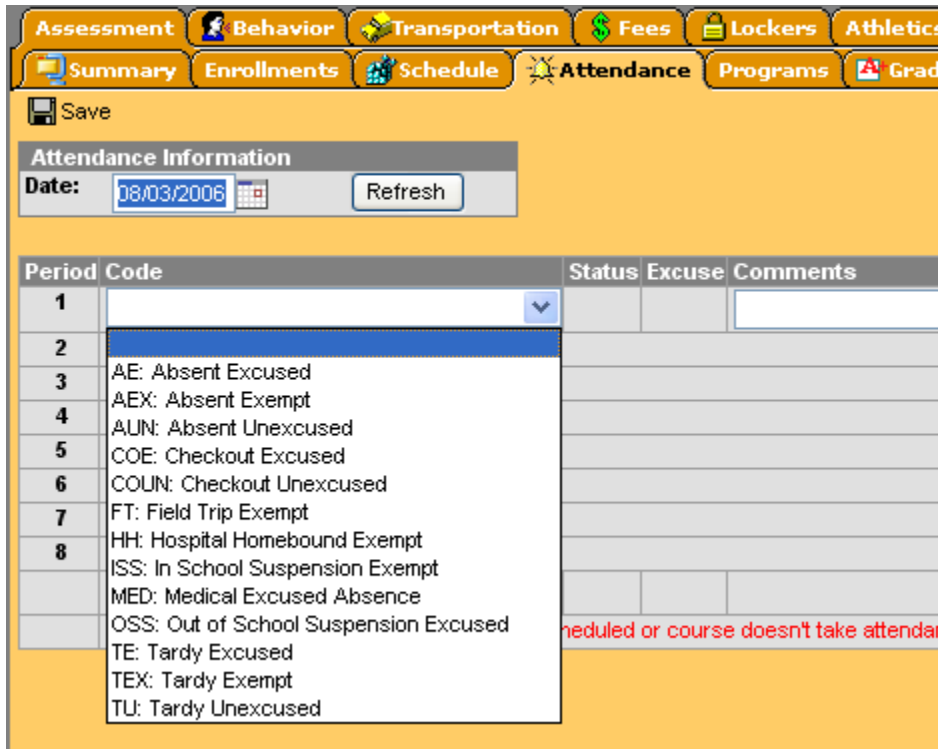
3. Search for the student



4. Click on the Attendance Tab for that student



5. Click New.
6. Today's date should be listed



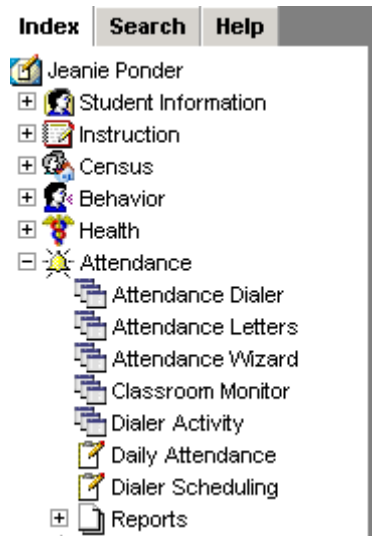
7. If the student is leaving BEFORE the halfway mark for that period choose either Excused or Unexcused Absent. If the student is leaving AFTER the halfway mark for that period, choose either Check Out Excused or Unexcused for that period. Mark the rest of the periods for the day as Excused or Unexcused Absence.
8. Click Save

### Entering Excuses

1. From Index, click on Student Information
2. Click on General
3. Search for the student
4. Click on the Attendance Tab for that student
5. Find the absence date you need to Excuse and click on the date to open it.
6. Using the drop down choose the appropriate Excuse code.
7. Click Save

### If You Need To Take Attendance For A Class Because The Teacher Is Out:

1. From Index, click on Attendance
2. Click on Classroom Monitor



3. Make sure the date is correct

**Classroom Monitor**

This tool monitors classroom attendance.

Date: 05/25/2006

Teacher	Dept	Contact	00	01	02	03	04	05	06	07	08	09	10	11	12	13
Arnold, Taylor L			2000-1 (20/22)													
Bevis, Tammy B			1000-5 (--/21)													
Bonds, Christy D			5000-1 (--/25)													
Brown, Nicole J			2000-2 (21/22)													
Carver, Courtney E			5000-2 (--/25)													
Delaney, Joey L			5000-3 (23/24)													
Dorris, Juli-Rae			2000-3 (19/21)													
Drone, Mary Ellen			4000-1 (24/24)													
England, Laurie B			KK00-6 (21/21)													
Friday, Willa B			KK00-1 (--/21)													
Hardy, Brooke D			KK00-2 (19/20)													
Hemsley, Auburn C			KK00-3 (21/22)													
Hutchins, Rachel M			4000-7 (23/24)													
Johnson, Jill L			4000-2 (23/24)													

4. Find the teacher and click on the appropriate section
5. Mark the students
6. Click Save
7. This is also where you can check to make sure all teachers have taken attendance.