



Jefferson City Public Schools

ATTENDANCE PROCEDURES

2019-2020

**315 E. Dunklin St.
Jefferson City, MO 65101**

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ATTENDANCE SECRETARY DIRECTORY 2018-2019			
School Name	Staff Name	Phone #	Fax #
ADMINISTRATION			
Central Office	SIPA	659-3043	659-3028
Central Office	Instructional Office	653-3015	632-3460
PRESCHOOL			
Southwest Early Childhood	Sasha Volmert	659-3026	632-3431
Southwest Early Childhood SPED	Shelley Walton	632-3435	632-3437
ELEMENTARY SCHOOLS			
Belair Elementary	Valerie Miller	659-3155	632-3492
Callaway Hills Elementary	Judith Ahart	896-5051	896-4054
Cedar Hill Elementary	Rebecca Hintenach	659-3160	632-3493
East Elementary	Susanna Walker	659-3165	632-3489
Lawson Elementary	Noel McQuaid/ Sheryl Persicke	659-3175	632-3487
Moreau Heights Elementary	Kaylie McKinney	659-8130	632-3495
North Elementary	Carey Beckley	896-8304	896-4018
Pioneer Trail Elementary	Heather Bosch/ Erin Barbour	632-3400	632-3420
South Elementary	Taryn Trippensee	659-3185	632-3497
Thorpe Gordon Elementary	Sarah Wilkinson	659-3170	659-3514
West Elementary	Tonya Hagner	659-3195	632-3496
MIDDLE SCHOOLS			
Lewis & Clark	Natalie Eickhorst	659-3228	659-3209
Thomas Jefferson	Teresa Fritz	659-3265	659-3259
HIGH SCHOOL			
CCHS	Lauren Hubble	659-3239	
JCAC	Wanda Holtmeyer	659-2510	659-2516
JCHS	Christy Smith	659-3057	659-3153
JCHS	Jennifer Rissmiller	659-3058	659-3153
JCHS	Kathy Reinkemeyer	659-3059	659-3153
JCHS	Michelle Helming	659-3106	659-3153
JCHS	Jackie Rogers	659-3050	659-3153
JCHS	Deborah Kremer	659-3060	659-3153
NCC	Kelly Lane	659-3100	659-3154
NCC	Tiffany Pleus	659-3106	659-3154
COUNSELING SECRETARY			
Lewis & Clark	Brenda Ruff	659-3224	659-8396
Thomas Jefferson	Michelle Horn	659-3268	659-3281
CCHS	Sarah Jones	659-3242	
CCHS	Melanie Gates	659-	
JCAC	Audrey Feely	632-3443	659-2516
JCHS	Kenna Pridgin	659-3511	359-3207
JCHS	Kim Baird	659-3099	659-3207
JCHS	Dulce Stevens	659-3070	659-3207

SCHOOL ATTENDANCE

Regular school attendance is important for various reasons.

- Missouri law (section 167.031 RSMo) provides that a parent, guardian or other person having charge, control or custody of a child between the ages of seven and the compulsory attendance age is responsible for keeping the child in school. The compulsory attendance age is defined as either 17 years of age or the student having successfully completed 16 credits toward high school graduation. Excessive absences may constitute educational neglect. Attendance staff should check with the building principal to determine the procedures for educational neglect situations and possible hotline calls to the Children's Division, Missouri Department of Social Services.
- Funding and revenue for operation of Jefferson City Public Schools (JCPS) is largely dependent on student attendance. Each additional hour of attendance the district is able to collect generates approximately \$5 in state aid to the district.
- Attendance data is audited annually by an independent auditing firm and results are reported to the JCPS Board of Education and the public.
- Accountability and accreditation of JCPS is evaluated by the Department of Elementary and Secondary Education based in part on the student attendance rate.

STUDENT ATTENDANCE

For details on student guidelines for attendance procedures and processes, please refer to the appropriate building level student handbook.

TEACHER ATTENDANCE REPORTING

Teachers will use the Attendance section under the Instruction tab in Infinite Campus to enter attendance for students in their classroom. Instructions on reporting attendance can be found in **Appendix A**.

- Elementary teachers are responsible for reporting daily attendance for each student at the beginning of each school day. Students check in and out at the school office. The school secretary adjust the attendance codes entered in Infinite Campus to reflect attendance accordingly. Attendance is not reported by Art, Music or P.E teachers.
- Secondary teachers are responsible for reporting period attendance for each student.

SUPPORT STAFF RESPONSIBLE FOR ATTENDANCE

DAILY RESPONSIBILITIES

- Support staff will monitor that teachers are taking attendance by using Classroom Monitor in Infinite Campus. See **Appendix B** for detailed Classroom Monitor instructions. If attendance has not been taken, each student in the period will show as red in Infinite Campus.
- When a substitute teacher is used, a paper copy of the roster can be used for the attendance and support staff will need to enter the attendance in Infinite Campus.
- Check students in and out as they arrive and leave the building throughout the day.
- All teacher-reported attendance must be verified by support staff by contacting parents and entering appropriate attendance codes. Unknown status will show as yellow on the daily attendance tab in Infinite Campus. These codes need to be verified by the end of the day so no yellow displays on the daily attendance tab.
- Support staff should review the previous day's attendance to ensure each student has attendance reported and review attendance codes for accuracy.

ABSENT STUDENTS

- For students who are absent, an attendance code must be entered in Infinite Campus by the support staff for each period. The elementary and secondary attendance codes to be used along with an explanation of each code are located in **Appendix F**.
- The Comments field in Infinite Campus should be used to provide explanation for the absence. For example, entering the sign in and our times shows when the student left, how long the student was gone, and when the student returned. For guidelines on entering comments, see **Appendix F** or **Appendix G**.

ATTENDANCE CODES

An attendance code must be entered in Infinite Campus for every absence. This includes absences entered by a teacher. Attendance codes are located in **Appendix F**.

TARDY vs. ABSENT

Absent: If a student does not come to school or attend a class, the student will be considered absent. If a student misses half or more of a class, the student will be considered absent from that class period.

Tardy: If a student misses less than half of a class, that student will be considered tardy.

PARTIAL CLASS ATTENDANCE

For students who miss part of a class, use the Tardy/Absent Part of Class Charts for each building located in **Appendix G** to determine appropriate absence codes.

ATTENDANCE CALLS

- The phone call messaging system will automatically call guardians twice a day in grades 6-12th grade:
 - 10:00 am M-F
 - Phone call is made if student has been marked absent by teacher in first block class and guardian has not called to verify absence by 9:45 am.
 - Teachers and attendance secretaries will share responsibilities to ensure the phone calls being made by the system are accurate.
 - Teachers need to ensure that attendance is taken at the beginning of first block. Timely and accurate attendance reporting is essential for accurate messages to guardians.
 - Attendance secretaries need to verify any attendance that has been reported by 9:45. This ensures guardians do not get notified about an absence they have already reported to the school.
 - 7:00 pm M-F
 - Phone call is made if Student has one or more periods marked as “Absent Unexcused” due to lack of verification by guardian during the day. This phone call will list period missed.
 - Teachers and attendance secretaries will share responsibilities to ensure the phone calls being made by the system are accurate.
 - Teachers need to ensure that attendance is taken at the beginning of first block. Timely and accurate attendance reporting is essential for accurate messages to guardians.
 - Attendance secretaries need to verify any attendance that has been reported. This ensures guardians do not get notified about an absence they have already reported to the school.
- Attendance secretaries will still need to make personal phone calls for any absences that occur between the 9:45 phone call and end of the school day to attempt to verify all other attendance records for the day.

IN-DISTRICT TRANSFER ABSENCES

If a student transfers from one JCPS building to another, but does not start at the new school building the next school day, the school the student has attended must carry the absences until the student begins attending in the new school.

EXCUSED vs. UNEXCUSED

Excused: Absences are considered excused unless there is no confirmation of the absence.

Confirmation means the absence is reported by a parent or legal guardian or paper documentation is provided regarding the absence

Unexcused: Staff has been unable to obtain the reason for the absence and/or the parent/legal guardian does not know why the student is absent

DOCUMENTED vs. NOT DOCUMENTED

Provision of documentation has no bearing on whether the absence is excused. Both documented and not documented absences are excused absences.

Documented means:

- Documentation from appropriate licensed professionals or their offices such as doctors, dentist, mental health providers
- Court appearance document
- Obituary

ATTENDANCE LETTERS TO PARENTS/GUARDIANS

- Elementary: Excessive absences have consequences for the first and second offenses. Absence and Tardy letters are generated at the end of each month in Infinite Campus by using the Letter Wizard. *Please refer to **Appendix H** for documentation on how to run these letters.*
 - The first offense is written notification of concern by the building principal
 - The second offense is a second written notification of concern by the principal, principal/parent conference, or written notification of case referral to a Family School Advocate.
 - Days of absence which generate these offenses are:
 - 3 days of absence or tardy by the end of September
 - 5 days of absence or tardy by the end of October
 - 7 days of absence or tardy by the end of November
 - 8 days of absence or tardy by the end of December
 - 10 days of absence or tardy by the end of January
 - 12 days of absence or tardy by the end of February
 - 13 days of absence or tardy by the end of March
 - 16 days of absence or tardy by the end of April
- 17 days of absence or tardy by the end of May Grades 6-12: The four, six and eight day attendance letters are generated each day in Infinite Campus by using the Letter Wizard. When students reach their 4th, 6th & 8th absence, regardless of the reason/s, an email should be sent to truancy@jcschools.us. Also, after the 6th and 8th absence, a record needs to be entered into the Attendance Documentation tab. After receiving an email notification on the 4 day letter, the Secondary Office will review the reasons for the absences and then determine whether the Juvenile Court Administrator (JCA) will send an absence letter along with the District letter. After receiving an email notification on the 6 day and 8 day letter, the Secondary Office may refer the student to Truancy Court. The 20 calendar day absence letter (sent to parents as notification their student has been dropped due to non-attendance) is also generated in Infinite Campus on a daily basis by using the Letter Wizard.

ATTENDANCE DOCUMENTATION TAB

- Created to track steps taken by the buildings for students who have missed too much school. This was created in conjunction with new attendance procedures to improve and expedite action steps.
- Building are expected to update this tab any time an action step is taken regarding a student's attendance.
*See Appendix L for detailed instructions, including exceptions for students with IEPs.

STUDENT DROP FOR NON-ATTENDANCE

Students who are absent more than 20 consecutive calendar days will be considered withdrawn and their enrollment end dated. **CAUTION:** Print the period detail attendance report prior to end-dating the enrollment. See Appendix L for detailed instructions, including exceptions for students with IEPs

- At the elementary level, secretaries should run the period detail attendance report for the student and upload it to the Attendance tab in Infinite Campus.
- At the secondary level, secretaries should run the period detail attendance report for the student and upload it to the Attendance tab in Infinite Campus as well as enter any document any communication attempts on the Attendance Documentation tab. Please reference the section on attendance letters that reference the procedure prior to dropping a student
- Ensure absence codes are appropriately entered in Infinite Campus for each day of the student's absence

RESIDENTIAL CARE/REHAB vs. RESIDENTIAL CARE/REHAB WITH SERVICES

- The code used for residential care/rehab with services provided is used when a student is receiving in-patient treatment with services being provided by the treatment facility and not claimed by another district.
- Staff should contact the Office of Student Information, Planning and Assessment for approval prior to using this code.

OSS+

- Anytime a student is on an out of school suspension and is receiving educational services from a school district employee with 5 or more contact hours (Prenger or Preferred Family).
- If a student has an IEP please see the Homebound section below to determine enrollment, schedule and attendance.

SUSPENDED STUDENT CLASSROOM

The attendance for students placed in the suspended student classroom will be entered by the regular school attendance secretaries in the building the student typically attends. Suspended Student Classroom teacher will inform the school secretary when student is not in attendance.

- **Attendance code:** SSC (Suspended Student Classroom)

TRANSITION CLASSROOM

The attendance for students placed in the transition classroom will be entered by the regular school attendance secretaries in the building the student typically attends. Transition Classroom teacher will inform the school secretary when student is not in attendance.

- **Attendance code:** TCA (Transition Classroom Absent) or TC (Transition Classroom)

HOMEBOUND STUDENTS (Refer to Appendix N)

Students approved for Homebound instruction receive services at home or at a neutral site. The following guidelines should be used for reporting Homebound attendance:

Initial Attendance Reporting

- Building-level attendance secretary Use one of the following codes to code attendance through the End Date located in the Estimated total length of homebound services section of the Homebound Instruction Request Form:
 - H: Homebound
 - Type of Application = Medical or IEP Placement
 - Teaching Completed by = HB Neutral Setting or HB In-Home
 - OSS+: Out of School Suspended with Services - Student receives educational services during the suspension period (either through the IEP process or by placement in Prenger, Preferred Family, etc.)
 - Type of Application = Suspension/Expulsion
 - Has this student been suspended or expelled = Yes
- Attendance is taken in the manner described above, however, official attendance is calculated in accordance with the Virtual Attendance guidance outlined in the Attendance Manual for the appropriate school year for the two exceptions listed below. The H code is used as a placeholder but not used in the official attendance calculations.
 - The location of services is the ASP classroom at Jefferson City Academic Center. This is only for students who are approved for Homebound and the neutral site is the ASP classroom.
 - Virtual coursework is the sole instructional method to be used by the student.

Attendance Verification

- The teacher providing the Homebound services will submit to the building principal for approval. Once approved, the principal will give the Homebound Log Sheet to the attendance secretary.
- The building-level attendance secretary will review the Homebound Log Sheet.
 - If there are five hours of service in a week (Sunday - Saturday), no attendance adjustment is needed.
 - If there are less than five hours of service in a week (Sunday - Saturday),
 - Record the ACTUAL Homebound hours from the Total Hours column (on the Homebound Log Sheet) as H:Homebound or OSS+:Out of School Suspended with Services in Infinite Campus for the week.
 - This will not be exact, as attendance is taken on the school period schedule, not actual minutes/hours; however, collect as many hours as possible, without coding more than the total hours. For example, the Total Hours = 4, but the school periods are roughly 56 minutes each. Record the appropriate attendance code for 4 periods. Although we will not collect the full 4 hours, under no circumstances do we want to collect more minutes/hours than the Total Hours.
 - Record all other periods/minutes as HA: Homebound Absent or OSS: Out of School Suspension, as appropriate.
- **Special Services** office will provide the **SIPA** office with the homebound teacher's payroll exception reports to verify homebound student attendance.
- *Please refer to **Appendix N** for additional documentation on Homebound*

PRENGER

- In-District: Initial attendance will be marked by the **classroom teacher**. Attendance will be verified by the **school secretary**.
- Out of District: Initial attendance will be marked by the **classroom teacher**. Attendance will then be verified by the **Office of Special Services**.
- Resident students who attend JCPS schools: attendance will be marked by the **regular school attendance secretary**.
- For detailed documentation, please refer to **Appendix I** for Prenger Center Students.

PREFERRED FAMILY

- In-District: Initial attendance will be marked by the **classroom teacher**. Attendance will be verified by the **school secretary**.
- Out of District: Initial attendance will be marked by the **secondary teacher**. Attendance will then be verified by the **Office of Special Services**.
- For detailed documentation, please refer to **Appendix J** for Preferred Family Students.

VIRTUAL ATTENDANCE

The district uses the E2020 program for its virtual coursework. A teacher monitors and scores the coursework as the student progresses. *Please refer to **Appendix K** for documentation enrolling and scheduling virtual and online learning courses.*

- The following range will determine the amount of attendance the district can claim on a student taking virtual courses.
 - 100% Course Completion =94% attendance claimed
 - 50-99% Course Completion= 47% attendance claimed
 - 0-49% Course Completion= 0% attendance claimed
 - Students completing E2020 course work during the regular school day under the direct supervision of a certified teacher will be rostered to a Study Skills, Jay Time, or Cavalier Time class in the school calendar.
 - Attendance will be taken during class time via this course
 - Students completing E2020 courses work outside of a designated classroom will be rostered into one of the following courses.
 - 8000 E2020
 - Attendance is tracked through this course
 - There are no grades linked to this course.
 - 8002 E2020-Homebound
 - Attendance is tracked through this course if student is on homebound and not exclusively working on E2020. Attendance is not tracked through this course if the student is exclusively working on E2020; student attendance gets calculated based off virtual attendance rules
 - There are no grades linked to this course.
 - 8003 E2020-Virtual
 - No attendance is tracked through this courses, students attendance gets calculated based off virtual attendance rules
 - There are no grades linked to this course.

- 8004 E2020-Prenger
 - Attendance is tracked through this course if NOT enrolled at JCAC ASP. If student is enrolled in JCAC ASP, attendance gets calculated based off virtual attendance rules
 - There are no grades linked to this course.
 - 8005 E2020-Preferred Family
 - Attendance is tracked through this course if NOT enrolled at JCAC ASP. If student is enrolled in JCAC ASP, students attendance gets calculated based off virtual attendance rules
 - There are no grades linked to this course.
 - 8006 E2020-SSC
 - Attendance is tracked through this course if NOT enrolled at JCAC ASP, , if student is enrolled in JCAC ASP students attendance gets calculated based off virtual attendance rules
 - There are no grades linked to this course.
 - Students attending the After School Program (ASP) at JCAC are enrolled into a non-instructional calendar and scheduled into E2020. All attendance in this calendar is collected using the Virtual Attendance Calculations above.

FLEX PROGRAM

- Students receive credit based on DESE established criteria, including evidence of employment (i.e. hours submitted and monitored by supervising teacher). If a student misses an entire day of school, the hour they are scheduled to the FLEX Course should also be marked absent.

SENDING SCHOOL STUDENTS

- If a sending school student is no longer eligible to participate in a career center course due to repeated absences, print a report of the student’s attendance and upload it to the student attendance tab. The student’s enrollment should be end dated as of their last day of attendance.

ATTENDANCE RECORD RETENTION

- When students transfer out of the district, attendance staff should run the period detail attendance report and upload it to the Attendance tab in Infinite Campus.
- Current year sign-in/sign- out sheets are to be kept for the current school year plus the following school year. The sheets for the preceding school year can be purged after November 1 of the following school year.
- Excuse notes can be kept in a “Notes” folder in the student file and can be purged after November 1 of the following school year.
- Monthly tracking attendance letters and attendance reports should be uploaded into the student’s digital cumulative record in Yellow Folder under the Attendance Folder and not purged.
- Caller reports, which are reports of calls made when students do not show up, are to be kept for the current school year and purged after November 1 of the following school year.

QUALITY ASSURANCE

- To ensure there are no discrepancies between the enrollment/schedule start date and attendance, support staff should compare the enrollment/schedule start date with the attendance reported. If the dates do not agree, the attendance should be changed to agree with the enrollment/schedule start date.

Enrollment Editor	Print Enrollment History	New	New Enrollment History		
Edit	Grade	Type	Calendar	Start Date	End Date
09	P	13-14	Simonsen Ninth Grade Cen	08/19/2013	
Start Status: R101 Remained Advanced					
08	P	12-13	Thomas Jefferson Middle	08/16/2012	05/21/2013
Start Status: R101 Remained Advanced					
End Status: R001 Remained Advanced					
07	P	11-12	Thomas Jefferson Middle	08/19/2011	05/21/2012

Verify if the student's start date is **AFTER** the first day of school that the schedule reflects the start date and there are no attendance records listed for the days a student was not enrolled.

If attendance records exist, contact the counseling secretary to correct the schedule start date to match the enrollment start date. Once this is done the attendance records should be removed.

Summary		Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Sum
Table - Group by Course (All Terms)								
Term 11 (08/15/13-10/16/13)								
ZH	EMPTY							
1	4121A.6 Physics First (Day A (M/W/F), B (T/Th), LS)	Weidinger, Clayton, Team: Team 4	Rm: S103	Start: 08/19/2013				
2	4121A.6 Physics First (Day A (M/W/F), B (T/Th), LS)	Russell, Chang-hee	Rm: S302	Start: 08/19/2013				
3	4121A.6 Physics First (Day A (M/W/F), B (T/Th), LS)	Russell, Chang-hee	Rm: S302	Start: 08/19/2013				
4	1121S1.13 Honors English I (Day A (M/W/F), B (T/Th), LS)	Meador, Brittany, Team: Team 4	Rm: S3	Start: 08/19/2013				
5	7221S1.13 Comp App I (Day A (M/W/F), B (T/Th), LS)	Huhmann, Arjan	Rm: S3	Start: 08/19/2013				
6	2111S1.13 Government (Day A (M/W/F), B (T/Th), LS)	Luebert, Jill, Team: Team 4	Rm: S3	Start: 08/19/2013				
7	001A Advisory 9 (Day A (M/W/F), B (T/Th), LS)	Clark, Tyler	Rm: S202	Start: 08/19/2013				
8	0110C.1A11 (Day A (M/W/F), B (T/Th), LS)	Stees, Dawn	Rm: S16	Start: 08/19/2013				
AS	EMPTY							

Summary		Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Sum			
New											
Period Detail											
Unknown											
Excused											
Unexcused											
Exempt											
Date	ZH	1	2	3	4	5	6	ADV	7	8	AS
Term 11 08/15/2013 - 10/16/2013											
Instructional Days: 43 Present Days: 43											
Period	ZH	1	2	3	4	5	6	ADV	7	8	AS
Absent		0	0	0	0	0	0	0	0	0	0
Early Release		0	0	0	0	0	0	0	0	0	0
Tardy		0	0	0	0	0	0	0	0	0	0
Term 12 10/17/2013 - 12/20/2013											
Instructional Days: 43 Present Days: 43											
Period	ZH	1	2	3	4	5	6	ADV	7	8	AS
Absent		0	0	0	0	0	0	0	0	0	0
Early Release		0	0	0	0	0	0	0	0	0	0
Tardy		0	0	0	0	0	0	0	0	0	0

- When a student has a single period absence in the middle of the day, staff should confirm the teacher was present. If accurate, comments are to be entered for the time the student arrived and left.

In this example there is a gap in the attendance codes. Verification needs to be made that this is accurate by checking that attendance codes used accurate and the appropriate comments have been entered.

Details	Teacher	Student	Date	ZH	1	2	3	4	5	6	7	8	AS
Details	Clark, Ruthanna Marie	075229346	09/03/2013	12	S	S	S	S	S	S	S	S	S
Details	Clark, Ruthanna Marie	075229346	09/03/2013	10						AENP	AEN	AEN	AEN
Details	Clark, Tyler Marie	292481299	09/03/2013	10	ERED	AEDr	TED					S	S
Details	Clark, Austin Matthew	075229346	09/03/2013	11	AENI								
Details	Clark, Zachary Jordan	075425015	09/03/2013	12						EREN	AEN	AEN	AEN
Details	Clark, Kaitlin Sierra	0904479	09/03/2013	11	AU								

Daily Attendance	
Save	
Attendance Information	
Date:	09/03/2013
**Not Scheduled	
ERED: Early Release Excused Documented	E 0 9:15 AM signed out for an ortho appt.
AEDr: Absent Excused Documented Doctor/Dentist	A 0
TED: Tardy Excused Documented	C 0 10:18 AM ref'd excuse from Kenneth Rowan Ortho.
S: School Activity	S 0
AS: Not Scheduled	
F Down	
*Cannot record attendance. Student is not scheduled or course does not take attendance	

In this example there is a gap in the attendance codes. Given that the student is on suspension and the student is scheduled to the ADV period, an attendance code needs to be applied to that period.

SUMMER SCHOOL QUICK REFERENCE & REMINDERS

- ✓ **SUMMER SCHOOL HANDBOOK:** From the DESE website, download the most recent copy:
<http://dese.mo.gov/divimprove/sia/summerschl/SummerSchoolHandbook.pdf> . The summer school coordinator/director needs to be familiar with this resource guide.
- ✓ **APPLICATIONS:** The deadline for your summer school application is **JUNE 1**.
Fax three (3) signed copies to: 573.522.1759 or
Mail three (3) signed copies to: **School Improvement, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480**
- ✓ **SUMMER SCHOOL REVIEW CHECKLIST & FINAL APPROVAL FORM**
<http://dese.mo.gov/forms/MO5002086.pdf> Sign and MAIL the completed form no later than **August 15** to: **Missouri Department of Elementary and Secondary Education, School Improvement, PO Box 480, Jefferson City, MO 65102**.
The Department will conduct a follow-up before final approval.
- ✓ **MOSIS:** Your Course assignments and student assignments must be submitted through **MOSIS no later than JUNE 30**
 - **KINDERGARTEN:** Students that will be in Kindergarten this fall should be reported as KINDERGARTEN on your summer school student assignment with MOSIS
 - **ASSIGNMENT OF GRADE LEVELS: Remember summer school is considered the beginning of the 2013-2014 SCHOOL YEAR.** They should NOT be reported as PK. Students should be shown in the grade level they will be assigned to this fall. Students receiving high school credit should be reported in the class the credit is given.
 - **COURSES PROHIBITED:** These courses are specifically prohibited for summer school reimbursement:
 - Athletic Practice/ Conditioning 086020
 - Body Conditioning 086025
 - Summer school PE that does not count as credit toward graduation is not allowed when calculating ADA. Activities such as band camps, sports camps, sports practice, band practice, cheerleader camps, study hall, etc., shall not be counted for summer school membership and attendance for state aid purposes.
- ✓ **TEACHER CERTIFICATION:** Teachers should be appropriately certificated for the grade and content they are teaching during summer school. Please review carefully the guidelines on **PAGE 4** of the Handbook. **NOTE: AS LONG AS THE TEACHER HAS A VALID TEACHING CERTIFICATE YOU WILL BE PAID FOR THE STUDENTS ASSIGNED TO THIS TEACHER.**

If you have questions or need any information regarding summer school, please email or call: Dale Wimer | Supervisor | School Improvement | 573.751.3190 office | 573.522.1759 fax
Dale.wimer@dese.mo.gov

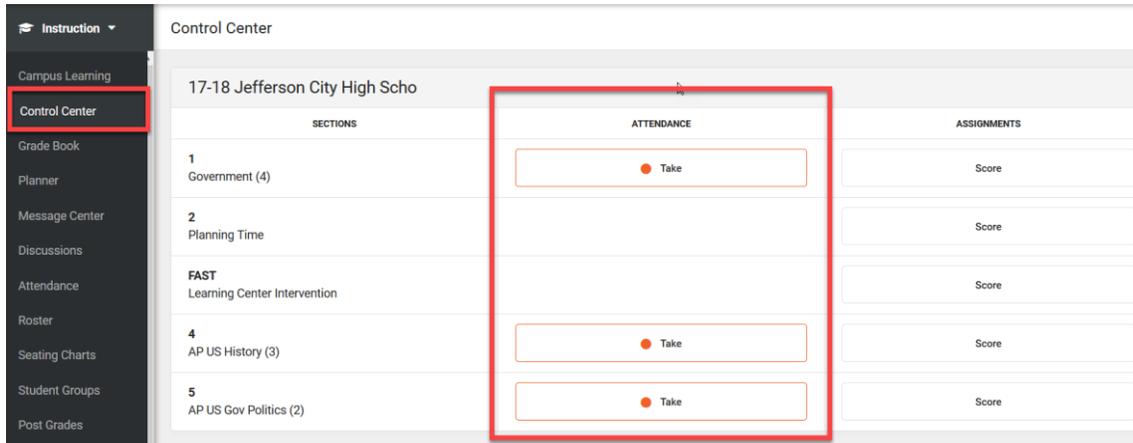
APPENDIX A

Teacher Attendance

Student attendance defaults to a Present status. It is the teachers responsibility to take mark the attendance for students that are Absent or Tardy to their class each day. Below you will find TWO different ways to take attendance in Campus Instruction.

Campus Instruction > Control Center > Attendance

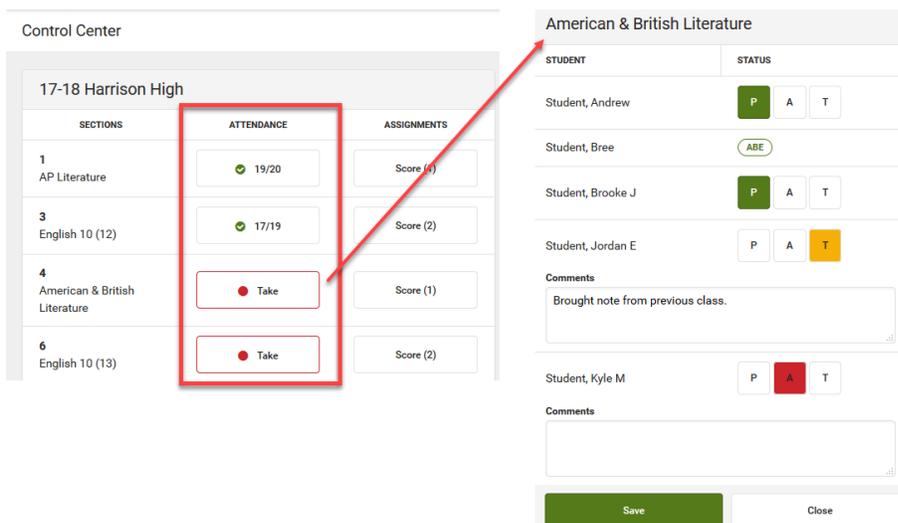
The Control Center is the default home page for Campus Instruction. Sections that need attendance taken will be indicated with a **RED** dot and outlined.



Selecting the **Take** button will display a window to the left with the roster where attendance can be taken and comments can be entered.

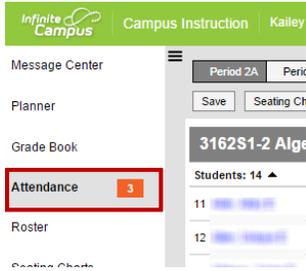
- A roster of student appears with three columns, P (Present), A (Absent), and T (Tardy). If a student is absent or tardy, select the correct letter next to the student's name.
- If the secretary has already been notified that a student will be absent or tardy, an attendance record might already be placed in the student's record. You will not be able to change this.
- Then click **Save**.

NOTE: If the roster is not correct contact the office secretary.

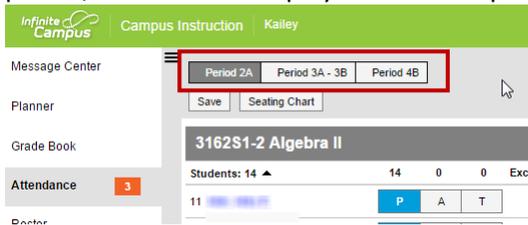


Campus Instruction > Attendance

Under the attendance section the number of periods where you need to take attendance display in an orange notification on the Attendance Menu.

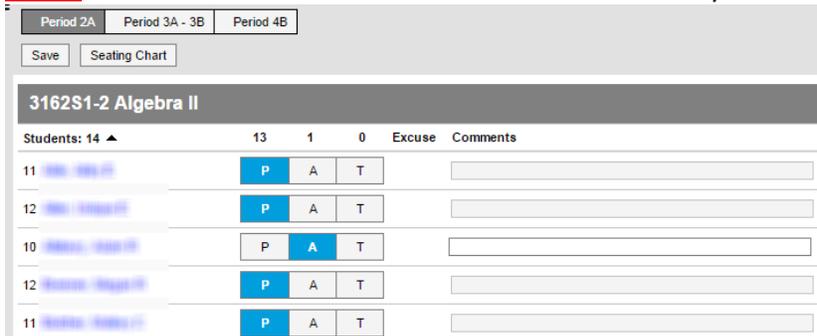


To take attendance in different classes, select the period at the top of the page. When you save attendance for a period, a checkmark displays next to the period and the orange notification next to the Attendance Menu.

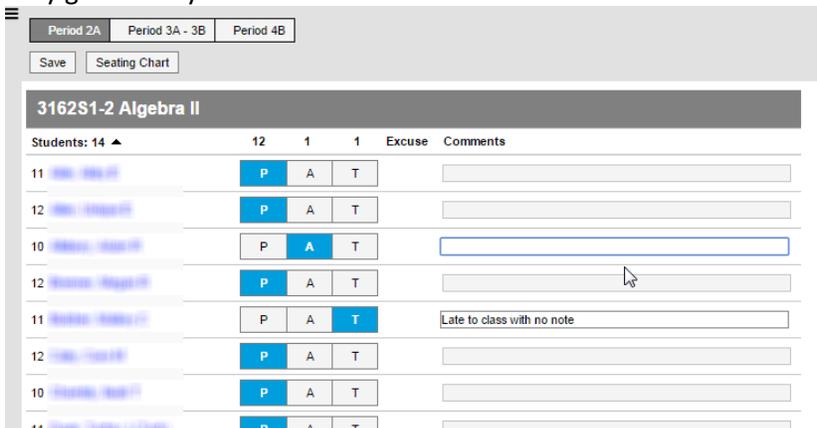


A roster of student appears with three columns, P (Present), A (Absent), and T (Tardy). If a student is absent or tardy, select the correct radio button next to the student's name.

NOTE: If the roster is not correct contact the office secretary.



Once you mark a student absent or tardy, you can enter a comment. The secretary will see this comment when they go to verify the attendance.



If the secretary has already been notified that a student will be absent or tardy, an attendance record might already be placed in the student's record. You will not be able to change this.

3162S1-2 Algebra II	
Students: 14	13 1 0 Excuse Comments
11	<input type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/> <input type="button" value="AENI"/> Mom called, student is sick
12	<input type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/>
10	<input type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/>
12	<input type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/>
11	<input type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/>

Once all attendance has been taken, click **Save**.

3162S1-2 Algebra II	
Students: 14	11 2 1 Excuse Comments
11	<input type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/> <input type="button" value="AENI"/> Mom called, student is sick
12	<input type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/>
10	<input type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/>

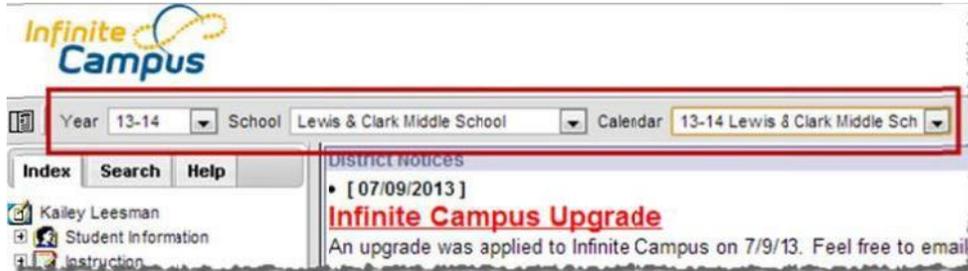
APPENDIX B

Classroom Monitor



The Classroom Monitor shows which teachers have recorded attendance for a course section during the appropriate period. In addition, the Classroom Monitor allows the attendance clerk to rapidly enter attendance for teachers or substitute teachers if they are provided attendance via a roster or other list of students in that section.

- 1) Select the upcoming **Year**, **School**, and **Calendar**



- 2) Click **Attendance > Classroom Monitor**



- 3) The date will default to the current date. If the date needs changed to a different date, enter the date and click **Refresh**.



- 4) The Classroom Monitor lists all the primary teachers in the building along with the two periods they are scheduled. If the teacher has taken attendance in the class, the Classroom Monitor will display **Green** for the section. If the teacher has not taken attendance, the section will display in **Red**.

This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a	3b	4a	4b
Adkins, Christa	Music					8606-1 (15/16)		8602-1 (6/7)	8610-1 (19/19)	8722-6 (13/14)	8604-1 (4/39)
Adkins, Christa	Language Arts		7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)				7500-5 (26/27)	7500-5 (6/27)
Adkins, Christa	Science		6999-7 (25/27)	6300-5 (25/27)	6300-5 (25/27)	6300-7 (23/25)		6206 (24/25)	6250-6 (24/25)		
Adkins, Christa	Social Studies		7999-2 (24/27)	7400-1 (26/28)	7400-1 (26/28)	7400-3 (23/26)				7500-3 (-/27)	7500-3 (-/27)
Adkins, Christa	Social Studies		8999-10 (24/26)	8400-9 (23/25)	8400-9 (23/25)			8400-11 (21/21)	8400-11 (21/21)	8500-11 (17/19)	8500-11 (17/19)
Adkins, Christa	Science					8720-8 (15/5)	8720-6 (12/13)	7712-10 (16/16)	7712-12 (-/20)	6716-10 (16/17)	6716-12 (18/19)
Adkins, Christa	Science		6999-11 (-/25)	6400-9 (24/25)	6300-9 (24/25)	6300-11 (22/25)	6300-11 (23/25)	6250-10 (-/25)	6250-10 (-/25)		
Adkins, Christa	Mathematics		8999-12 (23/24)	8200-9 (23/23)	8200-9 (23/23)			8200-11 (18/21)	8200-11 (18/21)	8250-10 (25/25)	8250-10 (25/25)
Adkins, Christa	Science		7999-11 (-/25)	7300-9 (24/25)	7300-9 (24/25)	7300-11 (25/25)		9807-1 (4/4)	9807-3 (1/1)	9806-1 (3/4)	9806-3 (-/2)
Adkins, Christa	Mathematics		8999-1 (20/22)	8200-1 (20/22)	8200-1 (20/22)					7250-10 (27/27)	7250-10 (27/27)
Adkins, Christa	Social Studies		7999-10 (24/25)	7400-9 (24/25)	7400-9 (24/25)	7400-11 (25/26)				7500-11 (-/27)	7500-11 (-/27)
Adkins, Christa	Language Arts		7999-3 (23/27)	7100-9 (25/27)	7100-9 (25/27)	7100-11 (25/25)				7500-9 (26/28)	7500-9 (6/28)
Adkins, Christa	Mathematics		6999-12 (-/26)	6200-9 (-/26)	6200-9 (-/26)	6200-11 (-/25)	6200-11 (-/25)	6250-12 (-/25)	6250-12 (-/25)		
Adkins, Christa	Language Arts		7999-1 (23/26)	7100-1 (-/25)	7100-1 (-/25)	7100-3 (24/26)	7100-3 (24/26)			7500-1 (25/27)	7500-1 (5/27)
Adkins, Christa	Language Arts		6999-4 (23/24)	6100-1 (24/24)	6100-1 (24/24)	6100-3 (24/26)	6100-3 (24/26)	6500-1 (24/26)	6500-1 (24/26)		
Adkins, Christa	Science					8726-7 (23/25)	8726-5 (20/20)	7722-5 (22/23)	7722-7 (27/28)	6726-5 (21/25)	6726-7 (-/23)
Adkins, Christa	Science		8999-3 (19/22)	8300-1 (18/22)	8300-1 (18/22)			8300-3 (23/23)	8300-3 (23/23)	8250-4 (16/19)	8250-4 (6/19)
Adkins, Christa	Social Studies		6999-3 (-/26)	6400-5 (-/26)	6400-5 (-/26)	6400-7 (-/26)	6400-7 (-/26)	6500-7 (-/24)	6500-7 (-/24)		
Adkins, Christa	Encore					8720-4 (20/20)	8720-2 (12/13)	7712-2 (15/16)	7712-4 (20/22)	6716-6 (17/17)	6716-8 (6/19)
Adkins, Christa	Language Arts		8999-3 (23/25)	8100-9 (22/23)	8100-9 (22/23)			8100-11 (21/22)	8100-11 (21/22)	8500-9 (23/25)	8500-9 (3/25)

- 5) To narrow the list to only view primary teachers, select the **Primary Teachers Only** check box.

This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
Adkins, Christa	Music					8606-1 (15/16)		7602-1 (6/7)
Adkins, Christa	Language Arts		7199-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)		7100-7 (25/26)

- 6) To view a report of all teachers who have not completed their attendance, click on the **Incomplete Teacher Attendance** print icon.

This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
Adkins, Christa	Music					8606-1 (15/16)		7602-1 (6/7)
Adkins, Christa	Language Arts		7199-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)		7100-7 (25/26)

- 7) If a teacher has not taken attendance, contact needs to be made with that teacher to make sure they take attendance. If the Contact column has an envelope and you have Outlook Client set up as a default e-mail account on your computer (not the web-based version), the teacher can be directly e-mailed by clicking on the envelope. If you do not know if you have Outlook Client set up, e-mail the Technology department.

This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR
Adkins, Christa	Music		
Adkins, Christa	Language Arts		7999-5 (25/26)
Adkins, Christa	Science		6999-7 (25/27)
Adkins, Christa	Social Studies		7999-2 (24/27)

- 8) If there is a substitute for the teacher that day and you have a paper attendance sheet, attendance can be entered straight from this screen by the Attendance Clerk. Click on the section that attendance needs to be taken.

Classroom Monitor
This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance

Teacher	Dept	Contact	HR
Mr. [Name]	Music	<input checked="" type="checkbox"/>	
Ms. [Name]	Language Arts	<input checked="" type="checkbox"/>	7999-5 (25/26) 7100-9
Ms. [Name]	Science	<input checked="" type="checkbox"/>	6999-7 (25/27) 6300-9
Mr. [Name]	Social Studies	<input checked="" type="checkbox"/>	7999-2 (24/27) 7400-9
Ms. [Name]	Social Studies	<input checked="" type="checkbox"/>	8999-10 (24/26) 8400-9
Ms. [Name]	Science	<input checked="" type="checkbox"/>	
Ms. [Name]	Science	<input checked="" type="checkbox"/>	6999-11 (-/25) 6300-9
Ms. [Name]	Mathematics	<input checked="" type="checkbox"/>	8999-12 (23/24) 8200-9

- 9) A window will appear over the Classroom Monitor. Mark attendance and attendance comments for the students who are not in class and click **Save**.

Classroom Monitor
This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance

6999-11 Blazer Time 6
Teacher: [Name]

Close Save

Date Selector: 03/12/2013 Change Date

Student Name	P	A	T	Excuse Comments
6999-11 Blazer Time 6	Students: 25 Totals: 24 1 0			
05 [Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	E Dad called, PR, excused kmw
05 [Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
05 [Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
05 [Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
05 [Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
05 [Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

- 10) After the attendance is saved, the section will turn from **Red** to **Green** showing that attendance has been taken for the class.

Classroom Monitor
This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance

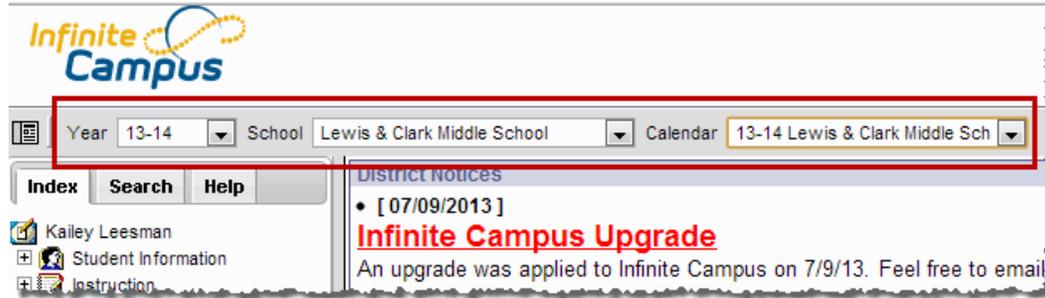
Teacher	Dept	Contact	HR
Mr. [Name]	Music	<input checked="" type="checkbox"/>	
Ms. [Name]	Language Arts	<input checked="" type="checkbox"/>	7999-5 (25/26) 7100-9
Ms. [Name]	Science	<input checked="" type="checkbox"/>	6999-7 (25/27) 6300-9
Mr. [Name]	Social Studies	<input checked="" type="checkbox"/>	7999-2 (24/27) 7400-9
Ms. [Name]	Social Studies	<input checked="" type="checkbox"/>	8999-10 (24/26) 8400-9
Ms. [Name]	Science	<input checked="" type="checkbox"/>	
Ms. [Name]	Science	<input checked="" type="checkbox"/>	6999-11 (24/25) 6300-9
Ms. [Name]	Mathematics	<input checked="" type="checkbox"/>	8999-12 (23/24) 8200-9

APPENDIX C

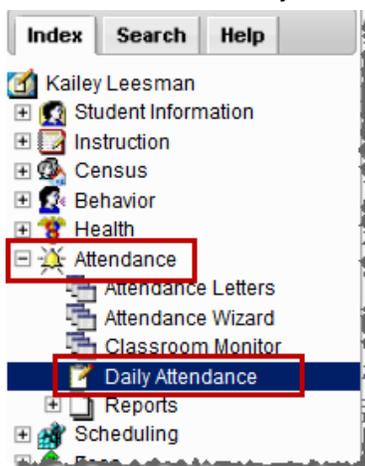
Daily Attendance

Once the attendance has been taken by the teachers (verified by the classroom monitor), the Daily Attendance page can be used to verify student attendance taken by the teachers. The Daily Attendance tool displays student attendance events (absences or tardies) for a given day. From here, individual student attendance can be processed.

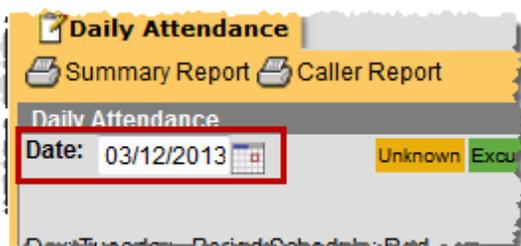
- 1) Select the upcoming **Year**, **School**, and **Calendar**



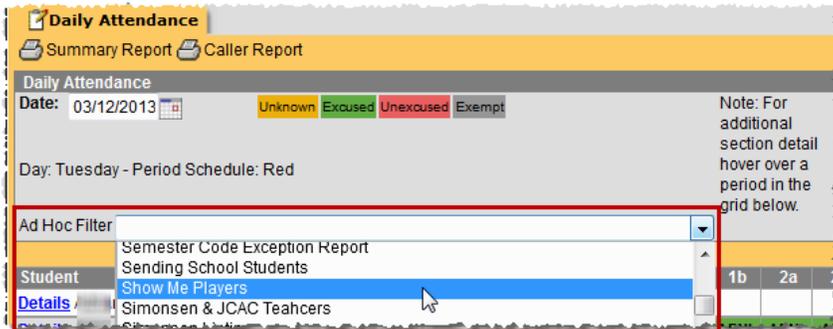
- 2) Click **Attendance > Daily Attendance**



- 3) **Daily Attendance** displays the current date by default. To view attendance from another date, enter the date in the **Date** field or select the calendar icon.

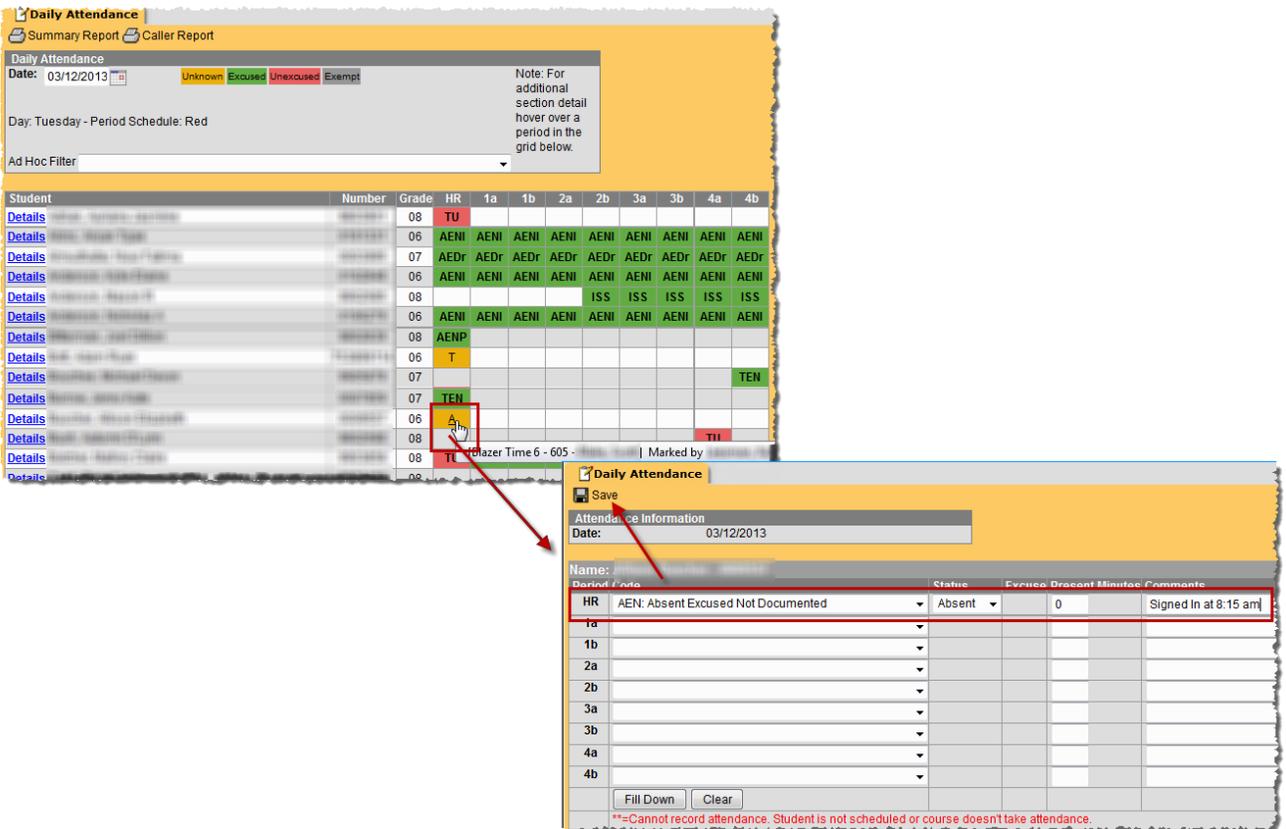


- 4) An Ad Hoc Filter can also be applied to narrow your list of students that display. An Ad hoc filter can be selected that contains students in a particular section, participating in a particular program or involved in after-school activities. When selected, only those students included in that filter who have attendance entries for the entered date display on the Daily Attendance editor. Select the **Ad Hoc Filter** drop down and choose the filter from the list.



- 5) The attendance records are color coded based on the type of attendance code that has been placed on the record. All records in **YELLOW** indicate that the attendance information was entered by a teacher and needs to be processed/verified by the attendance clerk. All attendance should be processed at the end of the day; no records should be left in yellow.

Select an attendance record to verify or edit the attendance on a student. Once the attendance has been saved from this screen, the record will populate as green or red based on the attendance code applied.



- 6) The attendance record will change from yellow to green, red, or gray depending on what attendance code is applied to the record.

Daily Attendance
 Date: 03/12/2013
 Unknown Excused Unexcused Exempt
 Day: Tuesday - Period Schedule: Red
 Ad Hoc Filter

Note: For additional section detail hover over a period in the grid below.

Student	Number	Grade	HR	1a	1b	2a	2b	3a	3b	4a	4b
Details		08	TU								
Details		06	AENI								
Details		07	AEDr								
Details		06	AENI								
Details		08				ISS	ISS	ISS	ISS	ISS	ISS
Details		06	AENI								
Details		08	AENP								
Details		06	T								
Details		07								TEN	
Details		07	TEN								
Details		06	AEN								

Daily Attendance Report

The **Daily Attendance Summary Report** displays the attendance events for each student and period for the day entered on the Daily Attendance Tab. An explanation of the codes describing each attendance event appears at the end of the report. Homeroom teacher, when used, appears below the student's name. This report displays all attendance entries for the day, including those with an Unknown excuse and those that have been processed by the attendance office.

- 1) Click on **Summary Report** to get a print out of the day's attendance.

Daily Attendance
 Date: 6/8/2012
 Unknown Excused Unexcused Exempt
 Day: Friday - Period Schedule: 1
 Ad Hoc Filter

Note: For additional section detail hover over a period in the grid below.

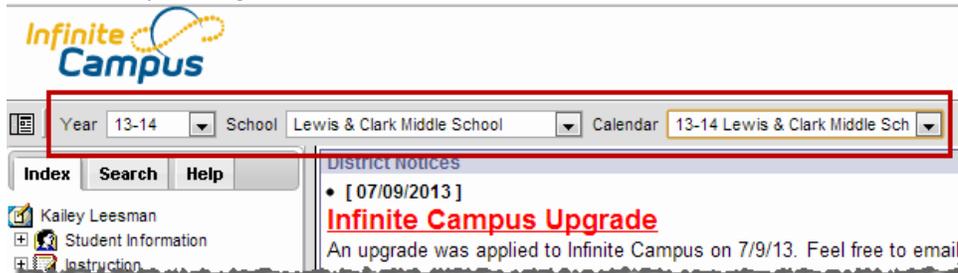
Student	Number	Grade	1	2	3
Details Everheart, Keja Monay	9703994	08	t		
Details Ferrell, Eric Dewayne Michael	9711807	09	U	U	U

APPENDIX D

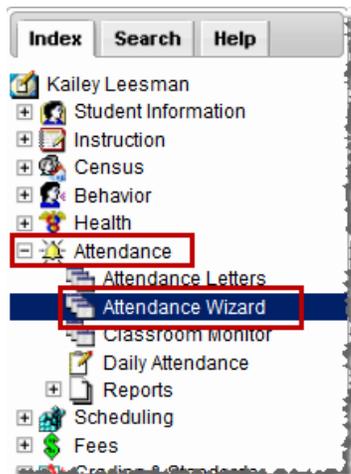
Attendance Wizard

The Attendance Wizard tool allows the attendance office to quickly create or change attendance data for a group of students using a variety of modes.

- 1) Select the upcoming Year, School, and Calendar



- 2) Under the **Index Tab** click on Attendance > Attendance Wizard



- 3) Follow the steps through the wizard:

1. **Attendance Date:** This date will default to the current date

1. Attendance Date: 03/12/2013

2. **Mode:**

NOTE: Information on how to use each of these modes is located on step 4.

- a. **Daily:** records attendance for the entire day using a single attendance code for an individual student or group of students.
- b. **Period:** records attendance in the current period for an individual student or a group of students.
- c. **Edit:** allows an existing attendance record to be modified with a different attendance code or different comments for an individual student.
- d. **Batch Edit:** records attendance for a date range in the selected periods for an individual student or a group of students. Students would be marked absent for the same periods on all attendance days during the entered range.

NOTE: Do not use the Batch, Check In, or Check Out options.

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students:

Use a combination or one of these search fields to search for students in the calendar to record attendance. If nothing is entered in the search fields, a list of all students will appear.

- Enter any information in the search fields desired.
- Click on **Search** to pull up a student or list of students in section B.
- Click on the students' names whose attendance needs to be recorded or edited to move them over to section C.
- Click on the student's name in section C to remove it from the list if they should not have attendance recorded.

The screenshot shows the '3. Students' interface. On the left, under 'A. Search for Students', there are several search fields: Last Name (with 'C' entered), First Name, Grade, SSN/PIN, Student #, Att Code, Status/Excuse, Course - Section, Period, and Ad Hoc Filter. A 'Search' button is at the bottom. On the right, under 'B. Select students to add to edit list', there is a list of student names with a 'Select All' button below it. A red box highlights one student in this list, and a red arrow points from it to section C. Section C, 'Click on a student to remove from list:', is currently empty.

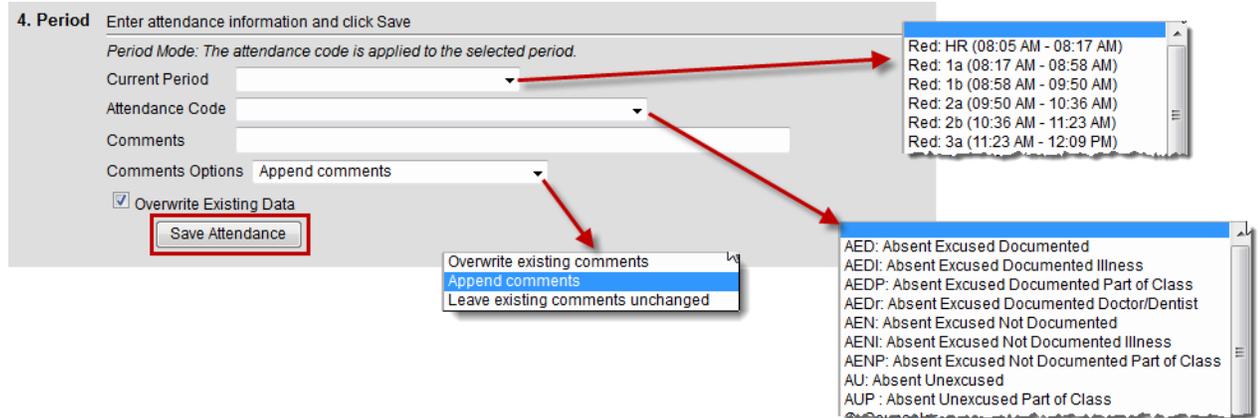
4. Daily: records attendance for the entire day using a single attendance code for an individual student or group of students.

- Select the appropriate **FULL DAY Attendance Code**.
- Enter the appropriate **Comment**.
***NOTE:** The comments will be applied to all periods and all students selected in the step above. Be sure this is not a student specific comment if multiple students have been selected.
- Select the appropriate **Comment Options**.
- Click **Save Attendance**.

The screenshot shows the '4. Daily' interface. It has a title bar '4. Daily Enter attendance information and click Save'. Below are fields for 'Attendance Code', 'Comments', and 'Comments Options' (set to 'Append comments'). There is a checked box for 'Overwrite Existing Data' and a 'Save Attendance' button. A red arrow points from the 'Attendance Code' field to a dropdown menu on the right. The dropdown menu lists various attendance codes: AED: Absent Excused Documented, AEDI: Absent Excused Documented Illness, AEDP: Absent Excused Documented Part of Class, AEDr: Absent Excused Documented Doctor/Dentist, AEN: Absent Excused Not Documented, AENI: Absent Excused Not Documented Illness, AENP: Absent Excused Not Documented Part of Class, AU: Absent Unexcused, AUP: Absent Unexcused Part of Class, C: Counselor, and CA: Contracted Absence with Services.

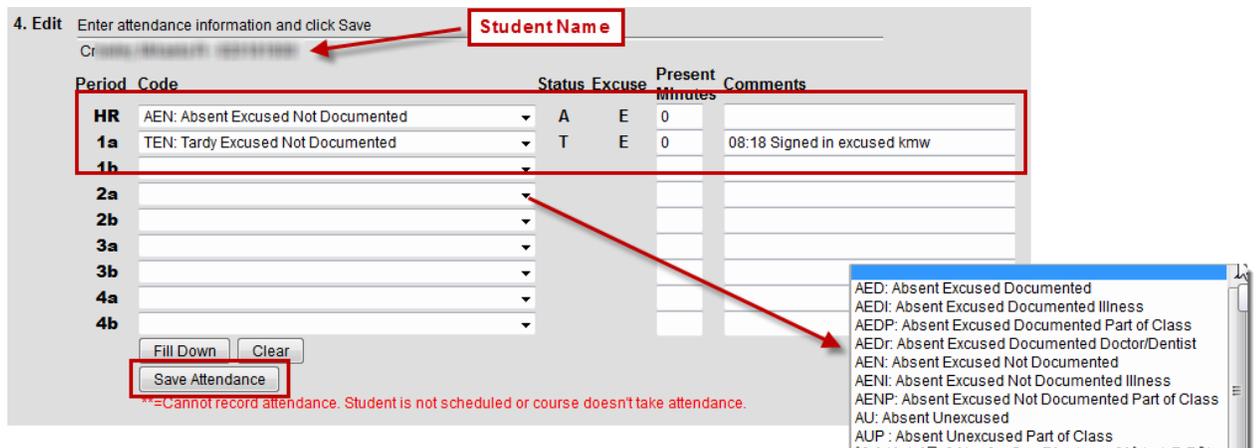
Period: records attendance in the current period for an individual student or a group of students.

- Select the appropriate **Period** for which the student(s) is signing in or out.
- Select the appropriate **Attendance Code**.
- Enter the appropriate **Comment**.
- ***NOTE:** The comments will be applied to all periods and all students selected in the step above. Be sure this is not a student specific comment if multiple students have been selected.
- Select the appropriate **Comment Options**.
- Click **Save Attendance**.



Edit: allows an existing attendance record to be modified with a different attendance code or different comments for an individual student.

- Edit or add the attendance **Code(s)** for the appropriate period(s).
- Leave the **Present Minutes** column blank.
- Enter the appropriate **Comment** for each appropriate periods(s).
- Select **Fill Down** to fill the last selected attendance Code through the remainder of the periods.
- Select **Clear** to wipe out all attendance codes listed in the periods.
- Click **Save Attendance**.



Batch Edit: records attendance for a date range in the selected periods for an individual student or a group of students. Students would be marked absent for the same periods on all attendance days during the entered range.

- Select the **Date Range** you are entering the attendance for.
- Add the attendance **Code(s)** for the appropriate period(s).
- Leave the **Present Minutes** column blank.
- Enter the appropriate **Comment** for each appropriate periods(s).
- Select **Fill Down** to fill the last selected attendance Code through the remainder of the periods.
- Select **Clear** to wipe out all attendance codes listed in the periods.
- Click **Save Attendance**.

4. Batch Edit Enter attendance information and click Save

From: 03/12/2013 To: 03/12/2013

Period	Code	Status	Excuse	Present Minutes	Comments
HR					
1a					
1b					
2a					
2b					
3a					
3b					
4a					
4b					

Fill Down Clear

Save Attendance

Overwrite existing marks

Options Append comments

AED: Absent Excused Documented
 AEDI: Absent Excused Documented Illness
 AEDP: Absent Excused Documented Part of Class
 AEDr: Absent Excused Documented Doctor/Dentist
 AEN: Absent Excused Not Documented
 AENI: Absent Excused Not Documented Illness
 AENP: Absent Excused Not Documented Part of Class
 AU: Absent Unexcused
 AUP: Absent Unexcused Part of Class

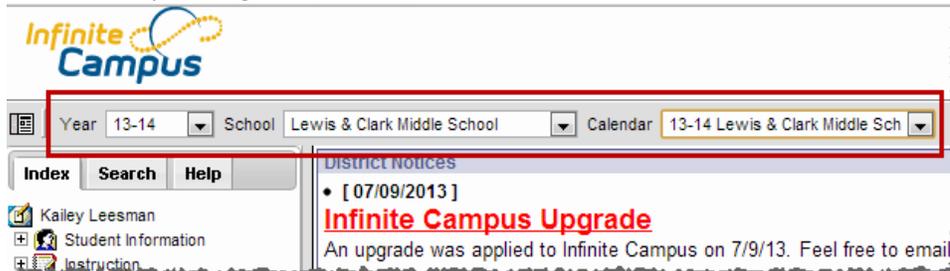
Overwrite existing comments
 Append comments
 Leave existing comments unchanged

APPENDIX E

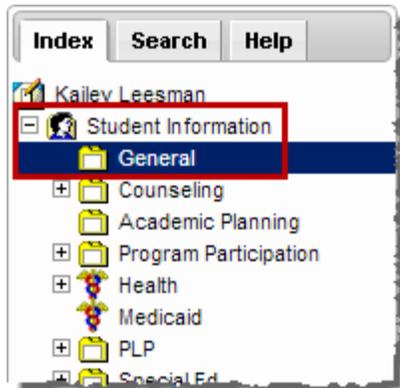
Individual Student Attendance

The Student Attendance Tab allows you to manually add or edit attendance for a specific student and print student level attendance reports.

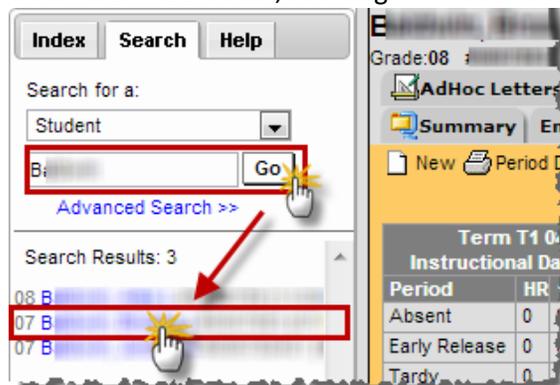
- 1) Select the upcoming Year, School, and Calendar



- 2) Under the Index Tab click on **Student Information> General**



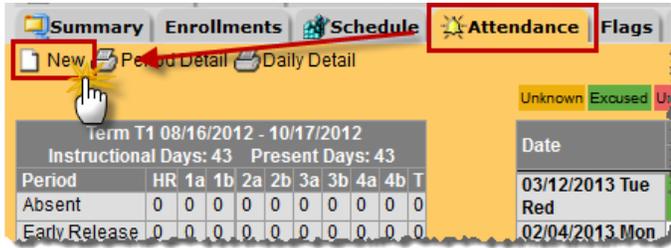
- 3) Search for the student, entering last name first, then hit **Enter** or click **Go**



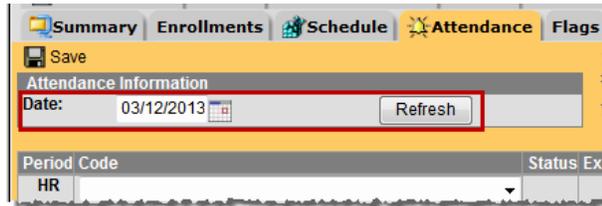
- 4) Add a new attendance record or edit an existing attendance record.

Add

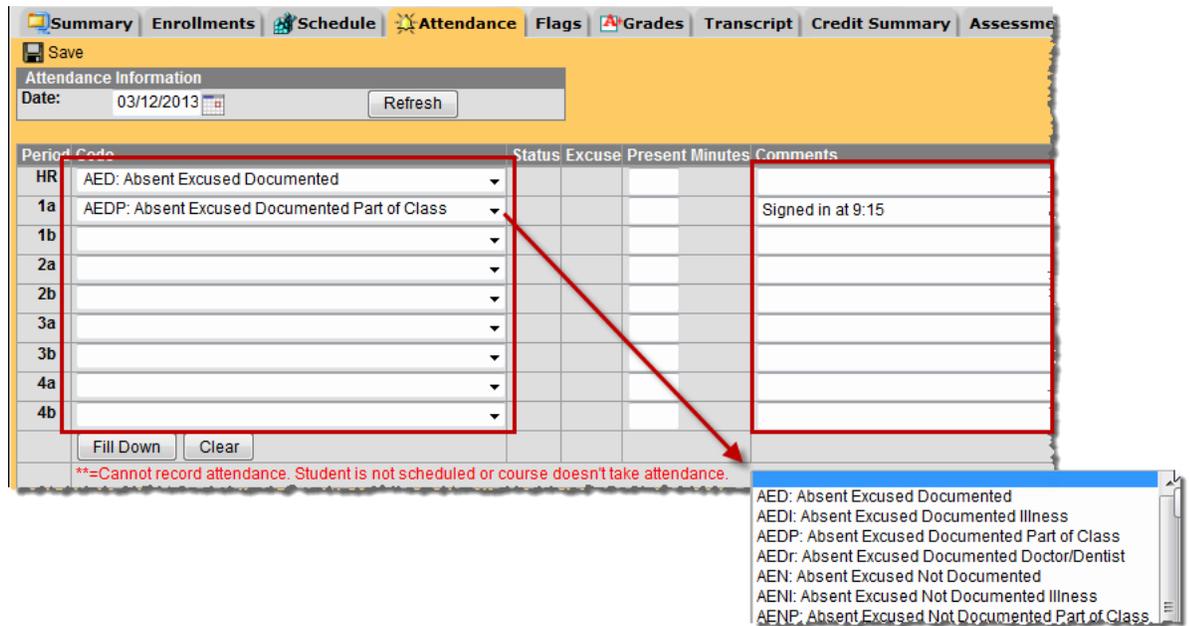
- a. Click on the **Attendance Tab**, then click **New**



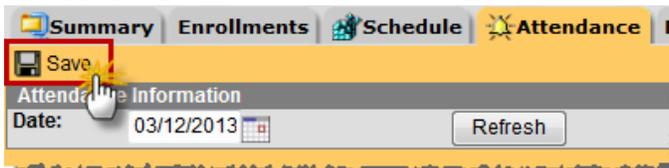
- b. The **Date** will display the current date by default. To view attendance from another date, enter the date in the **Date** field or select the calendar icon and click Refresh.



- c. Add the attendance **Code(s)** for the appropriate period(s).
 Leave the **Present Minutes** column blank.
 Enter the appropriate **Comment** for each appropriate period(s).
 Select **Fill Down** to fill the last selected attendance code through the remainder of the periods.
 Select **Clear** to wipe out all attendance codes listed in the periods.



- d. Click **Save**.



Edit

- a. Click on the attendance record that needs to be edited.

Term T1 08/16/2012 - 10/17/2012		Instructional Days: 43 Present Days: 43							
Period	HR	1a	1b	2a	2b	3a	3b	4a	4b
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

Term T2 10/18/2012 - 12/21/2012		Instructional Days: 43 Present Days: 40.03							
Period	HR	1a	1b	2a	2b	3a	3b	4a	4b
Absent	3	3	3	3	3	3	3	3	2

Date	HR	1a	1b	2a	2b	3a	3b	4a	4b
03/12/2013 Tue Red	AED	AEDP							
02/04/2013 Mon Yellow							AU		
01/31/2013 Thu Yellow	AEN	TEN							
01/30/2013 Wed Red	AENI								
01/29/2013 Tue Yellow		TEN	AENI						

- b. Edit the attendance **Code(s)** for the appropriate period(s).
 Leave the **Present Minutes** column blank.
 Enter the appropriate **Comment** for each appropriate periods(s).
 Select **Fill Down** to fill the last selected attendance Code through the remainder of the periods.
 Select **Clear** to wipe out all attendance codes listed in the periods.

Period Code	Status	Excuse	Present Minutes	Comments
HR AEN: Absent Excused Not Documented	A	E	0	
1a TEN: Tardy Excused Not Documented	T	E	0	08:31 Signed in excused kmw
1b				
2a				
2b				
3a				
3b				
4a				
4b				

Fill Down Clear

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

AED: Absent Excused Documented
 AEDI: Absent Excused Documented Illness
 AEDP: Absent Excused Documented Part of Class
 AEDr: Absent Excused Documented Doctor/Dentist
 AEN: Absent Excused Not Documented
 AENI: Absent Excused Not Documented Illness
 AENP: Absent Excused Not Documented Part of Class

- c. Click **Save**.

5) **Period Detail Report:** prints a report of the student's attendance.

- a. Click on the **Period Detail** print icon.

Term T1 08/16/2012 - 10/17/2012		Instructional Days: 43 Present Days: 43							
Period	HR	1a	1b	2a	2b	3a	3b	4a	4b
Absent	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0

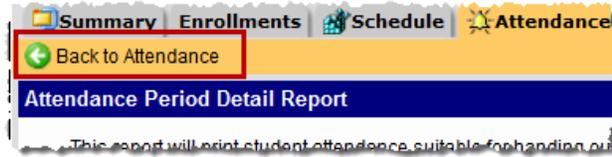
Date
03/12/2013
Red
02/04/2013

- b. An option editor displays allowing the user to select the terms and the type of attendance summaries they wish to include in the Attendance Period Detail Report.
- Options:
- Term Summary:** select the term(s) you wish to appear on the report.
 - Attendance Summary:** select the summary types you would like to display on the report (Course, Period, Day, Term).
 - Select how you would like the report to be oriented.
 - When the Attendance taken in non-instructional periods is selected, it will include attendance taken in non-instructional periods in the report.

- c. Click **Generate Report**.

12-13 Lewis & Clark Middle School 325 Lewis & Clark Drive, Jefferson City MO 65101 Generated on 07/19/2013 01:34:33 PM Page 1 of 2		Student Period Attendance Detail Student: [Name Redacted] ID#: [ID Redacted] Grade: 07 DOB: [DOB Redacted]							
Terms Included: All Terms					Period Summary				
Course Summary									
Course	Excused	Unexcused	Tardy		Period	Excused	Unexcused	Tardy	
7100-11 Language Arts 7	4	0	0		HR	7	0	0	
7200-9 Math 7	5	0	1		1a	6	0	2	
7250-9 Math/Science Integration 7	2	0	0		1b	5	0	0	
7300-12 Science 7	1	0	1		2a	5	0	0	
7400-10 Social Studies 7	1	0	1		2b	5	0	1	
7500-9 Reading 7	4	0	1		3a	6	0	0	
7614-1 Choir 7	6	0	0		3b	6	1	0	
7712-12 Gateway to Technology 7	2	0	0		4a	6	0	0	
7714-4 Health 7	2	0	0		4b	6	0	1	
7722-4 PE 7	2	1	0						
7999-12 Blazer Time 7	7	0	0						
Day Summary									
Date	HR	1a	1b	2a	2b	3a	3b	4a	4b
03/12/2013 Red	AED	AEDP							
Description: Absent Excused Documented									
Description: Absent Excused Documented Part of Class Comments: Signed in at 9:15									
02/04/2013 Yellow								AU	
Description: Absent Unexcused									
01/31/2013 Yellow	AEN	TEN							
Description: Absent Excused Not Documented									

- d. To return to the student attendance tab, click the **Back to Attendance** icon.



- 6) **Daily Detail Report:** displays a daily minute summary for each attendance entry in the selected school year.

- a. Click on the Daily Detail print icon



Student Daily Attendance Detail

Student: Jana Saldivan

ID#: 00079803 Grade: 07 DOB: 07/05/2000

Page 1 of 1
Generated: 07/19/2013 01:41:21 PM

Missed Days Summary (Excludes Exempt)		Daily Minute Summary (Excludes Exempt)		
Term	Days Missed	Date	Minutes	Half/Whole Day
Term T1	0	03/12/2013	53	
Term T2	3	02/04/2013	47	
Term T3	2	01/31/2013	12	
Term T4	0	01/30/2013	380	W
		01/29/2013	182	
		01/15/2013	380	W
		11/13/2012	380	W
		11/12/2012	380	W
		11/09/2012	380	W

APPENDIX F

Elementary Attendance Codes

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
A	Absent Teacher Code	Absent	Unknown		Absent Teacher Code	When a teacher marks a student Absent in their class, a status of Absent is set in Yellow in the Daily Attendance. An attendance code still needs to be set with this status.
T	Tardy Teacher Code	Tardy	Unknown		Tardy Teacher Code	When a teacher marks a student Tardy in their class, a status of Tardy is set in Yellow in the Daily Attendance. An attendance code still needs to be set with this status.

SI	Sign In	Tardy	Unexcused	Less than half of a class missed	Signs in after school starts - Comments required	To be used in the period a student arrives when a student arrives after school starts. (Format of Comments: 08:15 am Sign In, 12:23 pm Sign Out ...)
SO	Sign Out	Tardy	Early Release	Less than half of a class missed	Signs out after school starts - Comments required	To be used in the period a student leaves when a student leaves before school is over. (Format of Comments: 08:15 am Sign In, 12:23 pm Sign Out ...)
AUP	Absent Unexcused Part of Class	Absent	Unexcused	Half or more of class missed	Absent Part of Class not verified - Comments required	Absence cannot be verified or when a parent says that the student should be at school. Place time arrived/left in the comments. (Format of Comments: 08:15 am Sign In, 12:23 pm Sign Out ...)
AEDP	Absent Excused Documented Part of Class	Absent	Excused	Half or more of class missed	Absent Part of Class - Documentation provided - Comments required	Documentation is provided as to why the student was absent. Place time arrived/left in the comments. (Format of Comments: 08:15 am Sign In, 12:23 pm Sign Out ...)
AENP	Absent Excused Not Documented Part of Class	Absent	Excused	Half or more of class missed	Absent Part of Class - No documentation provided - Comments required	No documentation is provided as to why the student was absent. Place time arrived/left in the comments. (Format of Comments: 08:15 am Sign In, 12:23 pm Sign Out ...)

AU	Absent Unexcused	Absent	Unexcused	Full period/day absence	Absence not verified	Used when an absence cannot be verified or when a parent says the student should be at school.
AED	Absent Excused Documented	Absent	Excused	Full period/day absence	Absence verified - Documentation provided - Comments required	Used when a parent notifies the school that the student will be absent. Documentation or note would need to be provided to use this code. Enter the reason for the request in the comments (ex. Funeral, Legal, College Visit, etc.).
AEN	Absent Excused Not Documented	Absent	Excused	Full period/day absence	Absence verified - No documentation provided - Comments required	Used when a parent notifies the school that the student will be absent with no documentation. Enter reason for request in the comments (ex. Personal, Vacation, etc.).
AEDr	Absent Excused Documented Doctor/Dentist	Absent	Excused	Full period/day absence	Absence due to Doctor/Dentist - Documentation provided	Used when a parent notifies the school that the student will be absent due to a Doctor, Dentist, or LPC appointment. Documentation or note would need to be provided to use this code.
AEDI	Absent Excused Documented Illness	Absent	Excused	Full period/day absence	Absence due to Illness - Documentation provided	Used when a parent notifies the school that the student will be absent due to an Illness, Injury, Hospitalization or if a student is sent home by the nurse. Documentation or note would need to be provided to use this code. NOTE: If the student is out due to head lice, please put "Head Lice" in the comments section.
AENI	Absent Excused Not Documented Illness	Absent	Excused	Full period/day absence	Absence due to Illness - Documentation not provided	Used when a parent notifies the school that the student will be absent due to an Illness or Injury and no documentation is provided.
ISS	In School Suspension	Present	Excused	Full period/day absence	In School Suspension	Used when a student is assigned to In School Suspension.
CA+	Contracted Agency with Services	Present	Excused	Full period/day absence	Contracted Agency with Services	Prior approval from the Office of Student Information, Planning and Assessment must be given before using this code. Used for students who are receiving services from a contracted agency.

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
S	School Activity	Present	Excused	Part of Class/full period/day absence	School Activity - Comments required	Used when a student is away from their regularly scheduled class due to a school activity. Enter school activity in the comments (ex. Field trip, Music, Football).
TC	Transition Classroom	Present	Excused	Full day absence	Attending the Transition Classroom	Used when a student is placed in the transition classroom and is present.
TCA	Transition Classroom Absent	Absent	Excused	Full day absence	Absent from the Transition Classroom	Used when a student is placed in the transition classroom and is absent.
H	Homebound	Present	Excused	Full day absence	Receiving homebound services	Used when a student is receiving homebound services provided by our own district staff.
HA	Homebound Absent	Absent	Excused	Full day absence	Receiving less than 5 hours per week homebound services	Used when a student hasn't received the required 5 hours per week of service with our own district staff. Hours not obtained through that week will be marked with this code.
R	Res Care/Rehab	Absent	Excused	Full day absence	In-patient treatment without services	Used for in-patient treatment (Residential Care, Rehab, etc.).
R+	Res Care/Rehab with Services	Present	Excused	Full day absence	In-patient treatment with services	Prior approval from the Office of Student Information, Planning and Assessment must be given before using this code. Used for in-patient treatment where the student is receiving services provided by the treatment facility and not claimed by another district. (Residential Care, Rehab, etc.).
OSS	Out of School Suspension	Absent	Excused	Full day absence	Out of School Suspension - Any amount of time	Used when a student is suspended from school for any amount of time.
OSS+	Out of School Suspension with Services	Present	Excused	Full day absence	Out of School Suspension with services - Any amount of time	Used when a student is suspended from school for any amount of time and is receiving services while out of school.
INC	Incarcerated	Absent	Excused	Full day absence	Incarcerated without services	Used for students who are incarcerated.
INC+	Incarcerated with Services	Present	Excused	Full day absence	Incarcerated with services	Used for IEP students who are receiving services while incarcerated.

Secondary Attendance Codes

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
A	Absent Teacher Code	Absent	Unknown		Absent Teacher Code	When a teacher marks a student Absent in their class, a status of Absent is set in Yellow in the Daily Attendance. An attendance code still needs to be set with this status.
T	Tardy Teacher Code	Tardy	Unknown		Tardy Teacher Code	When a teacher marks a student Tardy in their class, a status of Tardy is set in Yellow in the Daily Attendance. An attendance code still needs to be set with this status.
TU	Tardy Unexcused	Tardy	Unexcused	Less than half of a class missed	Tardy not verified - Comments Required	The tardy cannot be verified or when a parent says that student should be at school or in class on time. (Format of Comments: 08:15 am Sign In)
TED	Tardy Excused Documented	Tardy	Excused	Less than half of a class missed	Tardy - Documentation provided - Comments required	The tardy is verified and documentation is provided for the tardy. (Format of Comments: 08:15 am Sign In)
TEN	Tardy Excused Not Documented	Tardy	Excused	Less than half of a class missed	Tardy - No documentation provided - Comments required	The tardy is verified and no documentation is provided for the tardy. (Format of Comments: 08:15 am Sign In)
ERU	Early Release Unexcused	Early Release	Unexcused	Less than half of a class missed	Leaves Class Early - Non verified - Comments Required	Student Leaves early from class and it can not be verified. (Format of Comments: 08:45 Sign Out...)
ERED	Early Release Excused Documented	Early Release	Excused	Less than half of a class missed	Leaves Class Early - Documentation Provided - Comments Required	Student Leaves early from class and documentation is provided. (Format of Comments: 08:45 Sign Out...)
EREN	Early Release Excused Not Documented	Early Release	Excused	Less than half of a class missed	Leaves Class Early - No documentation provided - Comments required	Student Leaves early from class and no documentation is provided. (Format of Comments: 08:45 Sign Out...)
AUP	Absent Unexcused Part of Class	Absent	Unexcused	Half or more of class missed	Absent Part of Class not verified	Absence cannot be verified or when a parent says that the student should be at school. Place time arrived/left in the comments. (Format of Comments: 08:15 am Sign In, 12:23 pm Sign Out ...)
AEDP	Absent Excused Documented Part of Class	Absent	Excused	Half or more of class missed	Absent Part of Class - Documentation provided - Comments required	Documentation is provided as to why the student was absent. Place time arrived/left in the comments. (Format of Comments: 08:15 am Sign In, 12:23 pm Sign Out ...)
AENP	Absent Excused Not Documented Part of Class	Absent	Excused	Half or more of class missed	Absent Part of Class - No documentation provided - Comments required	No documentation is provided as to why the student was absent. Place time arrived/left in the comments. (Format of Comments: 08:15 am Sign In, 12:23 pm Sign Out ...)
AU	Absent Unexcused	Absent	Unexcused	Full period/day absence	Absence not verified	Used when an absence cannot be verified or when a parent says the student should be at school.
AED	Absent Excused Documented	Absent	Excused	Full period/day absence	Absence verified - Documentation provided - Comments required	Used when a parent notifies the school that the student will be absent. Documentation or note would need to be provided to use this code. Enter the reason for the request in the comments (ex. Funeral, Legal, College Visit, etc.).
AEN	Absent Excused Not Documented	Absent	Excused	Full period/day absence	Absence verified - No documentation provided - Comments required	Used when a parent notifies the school that the student will be absent with no documentation. Enter reason for request in the comments (ex. Personal, Vacation, etc.).
AEDr	Absent Excused Documented Doctor/Dentist	Absent	Excused	Full period/day absence	Absence due to Doctor/Dentist - Documentation provided	Used when a parent notifies the school that the student will be absent due to a Doctor, Dentist, or LPC appointment. Documentation or note would need to be provided to use this code.
AEDI	Absent Excused Documented Illness	Absent	Excused	Full period/day absence	Absence due to Illness - Documentation provided	Hospitalization or if a student is sent home by the nurse. Documentation or note would need to be provided to use this code. NOTE: If the student is out due to head lice, please put "Head Lice" in the comments section.
AENI	Absent Excused Not Documented Illness	Absent	Excused	Full period/day absence	Absence due to Illness - Documentation not provided	Used when a parent notifies the school that the student will be absent due to an Illness or Injury and no documentation is provided.
SSC	Suspended Student Classroom	Present	Excused	Full period/day absence	Suspended Student Classroom	Used when a student is attending the Suspended Student Classroom.

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
ISS	In School Suspension	Present	Excused	Full period/day absence	In School Suspension	Used when a student is assigned to In School Suspension.
CA+	Contracted Agency with Services	Present	Excused	Full period/day absence	Contracted Agency with Services	Prior approval from the Office of Student Information, Planning and Assessment must be given before using this code. Used for students who are receiving services from a contracted agency.
F	Office	Present	Excused	Full period absence	Office during class	Used when a student is in the office during class time.
C	Counselor	Present	Excused	Full period absence	Counselor during class	Used when a student is in the counselor's office during class time.
N	Nurse	Present	Excused	Full period absence	Nurse during class	Used when a student is in the nurse's office during class time.
S	School Activity	Present	Excused	Part of Class/full period/day absence	School Activity - Comments required	Used when a student is away from their regularly scheduled class due to a school activity. Enter school activity in the comments (ex. Field trip, Music, Football).
H	Homebound	Present	Excused	Full day absence	Receiving homebound services	Used when a student is receiving homebound services provided by our own district staff.
HA	Homebound Absent	Absent	Excused	Full day absence	Receiving less than 5 hours per week homebound services	Used when a student hasn't received the required 5 hours per week of service with our own district staff. Hours not obtained through that week will be marked with this code.
R	Res Care/Rehab	Absent	Excused	Full day absence	In-patient treatment without services	Used for in-patient treatment (Residential Care, Rehab, etc.).
R+	Res Care/Rehab with Services	Present	Excused	Full day absence	In-patient treatment with services	Prior approval from the Office of Student Information, Planning and Assessment must be given before using this code. Used for in-patient treatment where the student is receiving services provided by the treatment facility and not claimed by another district. (Residential Care, Rehab, etc.).
J	JAC (Cole Co)	Present	Excused	Full day absence	At Prenger	Used for a student attending class at Prenger. Only use for full day absences.
OSS	Out of School Suspension	Absent	Excused	Full day absence	Out of School Suspension - Any amount of time	Used when a student is suspended from school for any amount of time.
OSS+	Out of School Suspension with Services	Present	Excused	Full day absence	Out of School Suspension with services - Any amount of time	Used when a student is suspended from school for any amount of time and is receiving services while out of school.
INC	Incarcerated	Absent	Excused	Full day absence	Incarcerated without services	Used for students who are incarcerated.
INC+	Incarcerated with Services	Present	Excused	Full day absence	Incarcerated with services	Used for IEP students who are receiving services while incarcerated.

Nichols Career Center ONLY Codes

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
DHI	NCC_Discip at home for IN school susp	Absent	Excused	Full day absence	NCC ONLY	Used when a NCC sending-school student is absent due to In School Suspension.
DHO	NCC_Discip at home for OUT of school susp	Absent	Excused	Full day absence	NCC ONLY	Used when a NCC sending-school student is absent due to Out of School Suspension.

APPENDIX G

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

Southwest Early Childhood Center

REGULAR SCHEDULE

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	8:00-9:24	SI: Sign In	9:25-10:50	AEDP, AENP or AUP
2	10:50-11:19	SI: Sign In	11:20-11:50	AEDP, AENP or AUP
3	11:50-1:24	SI: Sign In	1:25-3:00	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	8:00-9:25	AEDP, AENP or AUP	9:26-10:50	SO: Sign Out
2	10:50-11:20	AEDP, AENP or AUP	11:21-11:50	SO: Sign Out
3	11:50-1:25	AEDP, AENP or AUP	1:26-3:00	SO: Sign Out

2 HOUR EARLY RELEASE

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	8:00-9:24	SI: Sign In	9:25-10:50	AEDP, AENP or AUP
2	10:50-11:54	SI: Sign In	11:55-1:00	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	8:00-9:25	AEDP, AENP or AUP	9:26-10:50	SO: Sign Out
2	10:50-11:55	AEDP, AENP or AUP	11:56-1:00	SO: Sign Out

3 HOUR EARLY RELEASE

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	8:00-9:24	SI: Sign In	9:25-10:50	AEDP, AENP or AUP
2	10:50-11:24	SI: Sign In	11:25-12:00	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	8:00-9:25	AEDP, AENP or AUP	9:26-10:50	SO: Sign Out
2	10:50-11:24	AEDP, AENP or AUP	11:25-12:00	SO: Sign Out

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

Southwest Early Childhood Center

2 HOUR LATE START

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	10:00-9:24	SI: Sign In	9:25-10:50	AEDP, AENP or AUP
2	10:50-11:19	SI: Sign In	11:20-11:50	AEDP, AENP or AUP
3	11:50-1:24	SI: Sign In	1:25-3:00	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	10:00-9:25	AEDP, AENP or AUP	9:26-10:50	SO: Sign Out
2	10:50-11:20	AEDP, AENP or AUP	11:21-11:50	SO: Sign Out
3	11:50-1:25	AEDP, AENP or AUP	1:26-3:00	SO: Sign Out

3 HOUR LATE START

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1				
2	11:00-11:24	SI: Sign In	11:25-11:50	AEDP, AENP or AUP
3	11:50-1:24	SI: Sign In	1:25-3:00	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1				
2	11:00-11:25	AEDP, AENP or AUP	11:26-11:50	SO: Sign Out
3	11:50-1:25	AEDP, AENP or AUP	1:26-3:00	SO: Sign Out

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Early Childhood SPED				
REGULAR SCHEDULE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	7:30-8:59	SI: Sign In	9:00-10:30	AEDP, AENP or AUP
2	10:30-12:59	SI: Sign In	1:00-2:30	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	7:30-9:00	AEDP, AENP or AUP	9:01-10:30	SO: Sign Out
2	10:30-1:00	AEDP, AENP or AUP	1:01-2:30	SO: Sign Out

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In....,
12:23 pm Sign Out...

Elementary

REGULAR SCHEDULE

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	7:45-8:17	SI: Sign In	8:18-8:51	AEDP, AENP or AUP
2	8:51-9:23	SI: Sign In	9:24-9:57	AEDP, AENP or AUP
3	9:57-10:29	SI: Sign In	10:30-11:03	AEDP, AENP or AUP
4	11:03-11:47	SI: Sign In	11:47-12:33	AEDP, AENP or AUP
5	12:33-1:05	SI: Sign In	1:06-1:39	AEDP, AENP or AUP
6	1:39-2:11	SI: Sign In	2:12-2:45	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	7:45-8:18	AEDP, AENP or AUP	8:19-8:51	SO: Sign Out
2	8:51-9:24	AEDP, AENP or AUP	9:25-9:57	SO: Sign Out
3	9:57-10:30	AEDP, AENP or AUP	10:31-11:03	SO: Sign Out
4	11:03-11:48	AEDP, AENP or AUP	11:49-12:33	SO: Sign Out
5	12:33-1:06	AEDP, AENP or AUP	1:07-1:39	SO: Sign Out
6	1:39-2:12	AEDP, AENP or AUP	2:13-2:45	SO: Sign Out

2 HOUR EARLY RELEASE

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	7:45-8:17	SI: Sign In	8:18-8:51	AEDP, AENP or AUP
2	8:51-9:23	SI: Sign In	9:24-9:57	AEDP, AENP or AUP
3	9:57-10:29	SI: Sign In	10:30-11:03	AEDP, AENP or AUP
4	11:03-11:53	SI: Sign In	11:54-12:45	AEDP, AENP or AUP
5				
6				

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	7:45-8:18	AEDP, AENP or AUP	8:19-8:51	SO: Sign Out
2	8:51-9:24	AEDP, AENP or AUP	9:25-9:57	SO: Sign Out
3	9:57-10:30	AEDP, AENP or AUP	10:31-11:03	SO: Sign Out
4	11:03-11:54	AEDP, AENP or AUP	11:55-12:45	SO: Sign Out
5				
6				

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In....,
12:23 pm Sign Out...

Elementary				
3 HOUR EARLY RELEASE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	7:45-8:17	SI: Sign In	8:18-8:51	AEDP, AENP or AUP
2	8:51-9:23	SI: Sign In	9:24-9:57	AEDP, AENP or AUP
3	9:57-10:29	SI: Sign In	10:30-11:03	AEDP, AENP or AUP
4	11:03-11:23	SI: Sign In	11:24-11:45	AEDP, AENP or AUP
5				
6				
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	7:45-8:18	AEDP, AENP or AUP	8:19-8:51	SO: Sign Out
2	8:51-9:24	AEDP, AENP or AUP	9:25-9:57	SO: Sign Out
3	9:57-10:30	AEDP, AENP or AUP	10:31-11:03	SO: Sign Out
4	11:03-11:24	AEDP, AENP or AUP	11:25-11:45	SO: Sign Out
5				
6				

2 HOUR LATE START				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1				
2				
3	9:45-10:23	SI: Sign In	10:24-11:03	AEDP, AENP or AUP
4	11:03-11:47	SI: Sign In	11:47-12:33	AEDP, AENP or AUP
5	12:33-1:05	SI: Sign In	1:06-1:39	AEDP, AENP or AUP
6	1:39-2:11	SI: Sign In	2:12-2:45	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1				
2				
3	9:45-10:25	AEDP, AENP or AUP	10:26-11:03	SO: Sign Out
4	11:03-11:48	AEDP, AENP or AUP	11:49-12:33	SO: Sign Out
5	12:33-1:06	AEDP, AENP or AUP	1:07-1:39	SO: Sign Out
6	1:39-2:12	AEDP, AENP or AUP	2:13-2:45	SO: Sign Out

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In....,
12:23 pm Sign Out...

Elementary				
3 HOUR LATE START				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1				
2				
3				
4	10:45-11:38	SI: Sign In	11:39-12:33	AEDP, AENP or AUP
5	12:33-1:05	SI: Sign In	1:06-1:39	AEDP, AENP or AUP
6	1:39-2:11	SI: Sign In	2:12-2:45	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1				
2				
3				
4	10:45-11:39	AEDP, AENP or AUP	11:40-12:33	SO: Sign Out
5	12:33-1:06	AEDP, AENP or AUP	1:07-1:39	SO: Sign Out
6	1:39-2:12	AEDP, AENP or AUP	2:13-2:45	SO: Sign Out

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Lewis & Clark				
REGULAR SCHEDULE (Red/Yellow)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:50-9:17	TE or TU	9:18-9:46	AEDP, AENP or AUP
2	9:46-10:13	TE or TU	10:14-10:42	AEDP, AENP or AUP
3	10:42-11:09	TE or TU	11:10-11:38	AEDP, AENP or AUP
4	11:38-12:21	TE or TU	12:22-1:06	AEDP, AENP or AUP
5	1:06-1:33	TE or TU	1:34-2:02	AEDP, AENP or AUP
6	2:02-2:29	TE or TU	2:30-2:58	AEDP, AENP or AUP
7	2:58-3:23	TE or TU	3:24-3:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:50-9:18	AEDP, AENP or AUP	9:19-9:46	ERU, ERED, or EREN
2	9:46-10:14	AEDP, AENP or AUP	10:15-10:42	ERU, ERED, or EREN
3	10:42-11:10	AEDP, AENP or AUP	11:11-11:38	ERU, ERED, or EREN
4	11:38-12:22	AEDP, AENP or AUP	12:23-1:06	ERU, ERED, or EREN
5	1:06-1:34	AEDP, AENP or AUP	1:35-2:02	ERU, ERED, or EREN
6	2:02-2:30	AEDP, AENP or AUP	2:31-2:58	ERU, ERED, or EREN
7	2:58-3:24	AEDP, AENP or AUP	3:25-3:50	ERU, ERED, or EREN

2 HOUR EARLY RELEASE (Red/Yellow)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:50-9:09	TE or TU	9:10-9:29	AEDP, AENP or AUP
2	9:29-9:48	TE or TU	9:49-10:08	AEDP, AENP or AUP
3	10:08-10:27	TE or TU	10:28-10:47	AEDP, AENP or AUP
4	10:47-11:21	TE or TU	11:22-11:58	AEDP, AENP or AUP
5	11:58-12:17	TE or TU	12:18-12:37	AEDP, AENP or AUP
6	12:37-12:56	TE or TU	12:57-1:16	AEDP, AENP or AUP
7	1:16-1:32	TE or TU	1:33-1:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:50-9:10	AEDP, AENP or AUP	9:11-9:29	ERU, ERED, or EREN
2	9:29-9:49	AEDP, AENP or AUP	9:50-10:08	ERU, ERED, or EREN
3	10:08-10:28	AEDP, AENP or AUP	10:29-10:47	ERU, ERED, or EREN
4	10:47-11:22	AEDP, AENP or AUP	11:23-11:58	ERU, ERED, or EREN
5	11:58-12:18	AEDP, AENP or AUP	12:19-12:37	ERU, ERED, or EREN
6	12:37-12:57	AEDP, AENP or AUP	12:58-1:16	ERU, ERED, or EREN
7	1:16-1:33	AEDP, AENP or AUP	1:34-1:50	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

Lewis & Clark				
3 HOUR EARLY RELEASE (Red/Yellow)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:50-9:05	TE or TU	9:06-9:21	AEDP, AENP or AUP
2	9:21-9:36	TE or TU	9:37-9:52	AEDP, AENP or AUP
3	9:52-10:07	TE or TU	10:08-10:23	AEDP, AENP or AUP
4	10:23-10:38	TE or TU	10:39-10:54	AEDP, AENP or AUP
5	10:54-11:23	TE or TU	11:24-11:53	AEDP, AENP or AUP
6	11:53-12:07	TE or TU	12:08-12:22	AEDP, AENP or AUP
7	12:22-12:35	TE or TU	12:36-12:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:50-9:06	AEDP, AENP or AUP	9:07-9:21	ERU, ERED, or EREN
2	9:21-9:37	AEDP, AENP or AUP	9:38-9:52	ERU, ERED, or EREN
3	9:52-10:08	AEDP, AENP or AUP	10:09-10:23	ERU, ERED, or EREN
4	10:23-10:39	AEDP, AENP or AUP	10:40-10:54	ERU, ERED, or EREN
5	10:54-11:24	AEDP, AENP or AUP	11:25-11:53	ERU, ERED, or EREN
6	11:53-12:08	AEDP, AENP or AUP	12:09-12:22	ERU, ERED, or EREN
7	12:22-12:36	AEDP, AENP or AUP	12:37-12:50	ERU, ERED, or EREN

2 HOUR LATE START (Red/Yellow)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	10:50-11:09	TE or TU	11:10-11:29	AEDP, AENP or AUP
2	11:29-12:04	TE or TU	12:05-12:40	AEDP, AENP or AUP
3	12:40-12:59	TE or TU	1:00-1:19	AEDP, AENP or AUP
4	1:19-1:38	TE or TU	1:39-1:59	AEDP, AENP or AUP
5	1:59-2:18	TE or TU	2:19-2:37	AEDP, AENP or AUP
6	2:37-2:56	TE or TU	2:57-3:16	AEDP, AENP or AUP
7	3:16-3:32	TE or TU	3:33-3:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	10:50-11:10	AEDP, AENP or AUP	11:11-11:29	ERU, ERED, or EREN
2	11:29-12:05	AEDP, AENP or AUP	12:06-12:40	ERU, ERED, or EREN
3	12:40-1:00	AEDP, AENP or AUP	1:01-1:19	ERU, ERED, or EREN
4	1:19-1:39	AEDP, AENP or AUP	1:40-1:59	ERU, ERED, or EREN
5	1:59-2:19	AEDP, AENP or AUP	2:20-2:37	ERU, ERED, or EREN
6	2:37-2:57	AEDP, AENP or AUP	2:58-3:16	ERU, ERED, or EREN
7	3:16-3:33	AEDP, AENP or AUP	3:34-3:50	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Lewis & Clark				
3 HOUR LATE START (Red/Yellow)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	11:50-12:04	TE or TU	12:05-12:20	AEDP, AENP or AUP
2	12:20-12:51	TE or TU	12:52-1:24	AEDP, AENP or AUP
3	1:24-1:38	TE or TU	1:39-1:54	AEDP, AENP or AUP
4	1:54-2:08	TE or TU	2:09-2:24	AEDP, AENP or AUP
5	2:24-2:38	TE or TU	2:39-2:54	AEDP, AENP or AUP
6	2:54-3:08	TE or TU	3:09-3:24	AEDP, AENP or AUP
7	3:24-3:38	TE or TU	3:39-3:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	11:50-12:05	AEDP, AENP or AUP	12:06-12:20	ERU, ERED, or EREN
2	12:20-12:52	AEDP, AENP or AUP	12:53-1:24	ERU, ERED, or EREN
3	1:24-1:39	AEDP, AENP or AUP	1:40-1:54	ERU, ERED, or EREN
4	1:54-2:09	AEDP, AENP or AUP	2:10-2:24	ERU, ERED, or EREN
5	2:24-2:39	AEDP, AENP or AUP	2:40-2:54	ERU, ERED, or EREN
6	2:54-3:09	AEDP, AENP or AUP	3:10-3:24	ERU, ERED, or EREN
7	3:24-3:39	AEDP, AENP or AUP	3:40-3:50	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Thomas Jefferson				
REGULAR SCHEDULE (Red/Blue)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:50-9:17	TE or TU	9:18-9:46	AEDP, AENP or AUP
2	9:46-10:13	TE or TU	10:14-10:42	AEDP, AENP or AUP
3	10:42-11:09	TE or TU	11:10-11:38	AEDP, AENP or AUP
4	11:38-12:21	TE or TU	12:22-1:06	AEDP, AENP or AUP
5	1:06-1:33	TE or TU	1:34-2:02	AEDP, AENP or AUP
6	2:02-2:29	TE or TU	2:30-2:58	AEDP, AENP or AUP
7	2:58-3:23	TE or TU	3:24-3:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:50-9:18	AEDP, AENP or AUP	9:19-9:46	ERU, ERED, or EREN
2	9:46-10:14	AEDP, AENP or AUP	10:15-10:42	ERU, ERED, or EREN
3	10:42-11:10	AEDP, AENP or AUP	11:11-11:38	ERU, ERED, or EREN
4	11:38-12:22	AEDP, AENP or AUP	12:23-1:06	ERU, ERED, or EREN
5	1:06-1:34	AEDP, AENP or AUP	1:35-2:02	ERU, ERED, or EREN
6	2:02-2:30	AEDP, AENP or AUP	2:31-2:58	ERU, ERED, or EREN
7	2:58-3:24	AEDP, AENP or AUP	3:25-3:50	ERU, ERED, or EREN

2 HOUR EARLY RELEASE (Red/Blue)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:50-9:09	TE or TU	9:10-9:30	AEDP, AENP or AUP
2	9:30-9:49	TE or TU	9:50-10:10	AEDP, AENP or AUP
3	10:10-10:29	TE or TU	10:30-10:50	AEDP, AENP or AUP
4	10:50-11:21	TE or TU	11:22-11:54	AEDP, AENP or AUP
5	11:54-12:13	TE or TU	12:14-12:34	AEDP, AENP or AUP
6	12:34-12:53	TE or TU	12:54-1:14	AEDP, AENP or AUP
7	1:14-1:31	TE or TU	1:32-1:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:50-9:10	AEDP, AENP or AUP	9:11-9:30	ERU, ERED, or EREN
2	9:30-9:50	AEDP, AENP or AUP	9:51-10:10	ERU, ERED, or EREN
3	10:10-10:30	AEDP, AENP or AUP	10:31-10:50	ERU, ERED, or EREN
4	10:50-11:22	AEDP, AENP or AUP	11:23-11:54	ERU, ERED, or EREN
5	11:54-12:14	AEDP, AENP or AUP	12:15-12:34	ERU, ERED, or EREN
6	12:34-12:54	AEDP, AENP or AUP	12:55-1:14	ERU, ERED, or EREN
7	1:14-1:32	AEDP, AENP or AUP	1:33-1:50	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

Thomas Jefferson				
3 HOUR EARLY RELEASE (Red/Blue)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:50-9:05	TE or TU	9:06-9:21	AEDP, AENP or AUP
2	9:21-9:36	TE or TU	9:37-9:52	AEDP, AENP or AUP
3	9:52-10:07	TE or TU	10:08-10:23	AEDP, AENP or AUP
4	10:23-10:38	TE or TU	10:39-10:54	AEDP, AENP or AUP
5	10:54-11:22	TE or TU	11:23-11:52	AEDP, AENP or AUP
6	11:52-12:07	TE or TU	12:08-12:23	AEDP, AENP or AUP
7	12:23-12:36	TE or TU	12:37-12:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:50-9:06	AEDP, AENP or AUP	9:07-9:21	ERU, ERED, or EREN
2	9:21-9:37	AEDP, AENP or AUP	9:38-9:52	ERU, ERED, or EREN
3	9:52-10:08	AEDP, AENP or AUP	10:09-10:23	ERU, ERED, or EREN
4	10:23-10:39	AEDP, AENP or AUP	10:40-10:54	ERU, ERED, or EREN
5	10:54-11:23	AEDP, AENP or AUP	11:24-11:52	ERU, ERED, or EREN
6	11:52-12:08	AEDP, AENP or AUP	12:09-12:23	ERU, ERED, or EREN
7	12:23-12:37	AEDP, AENP or AUP	12:38-12:50	ERU, ERED, or EREN

2 HOUR LATE START (Red/Blue)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	10:50-11:09	TE or TU	11:10-11:30	AEDP, AENP or AUP
2	11:30-11:49	TE or TU	11:50-12:10	AEDP, AENP or AUP
3	10:10-12:41	TE or TU	12:42-1:14	AEDP, AENP or AUP
4	1:14-1:33	TE or TU	1:33-1:54	AEDP, AENP or AUP
5	1:54-2:13	TE or TU	2:14-2:34	AEDP, AENP or AUP
6	2:34-2:53	TE or TU	2:54-3:14	AEDP, AENP or AUP
7	3:14-3:31	TE or TU	3:32-3:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	10:50-11:10	AEDP, AENP or AUP	11:11-11:30	ERU, ERED, or EREN
2	11:30-11:50	AEDP, AENP or AUP	11:51-12:10	ERU, ERED, or EREN
3	10:10-12:42	AEDP, AENP or AUP	12:43-1:14	ERU, ERED, or EREN
4	1:14-1:34	AEDP, AENP or AUP	1:35-1:54	ERU, ERED, or EREN
5	1:54-2:14	AEDP, AENP or AUP	2:15-2:34	ERU, ERED, or EREN
6	2:34-2:54	AEDP, AENP or AUP	2:55-3:14	ERU, ERED, or EREN
7	3:14-3:32	AEDP, AENP or AUP	3:33-3:50	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Thomas Jefferson				
3 HOUR LATE START (Red/Blue)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	11:50-12:05	TE or TU	12:06-12:21	AEDP, AENP or AUP
2	12:21-12:36	TE or TU	12:37-12:52	AEDP, AENP or AUP
3	12:52-1:20	TE or TU	1:21-1:50	AEDP, AENP or AUP
4	1:50-2:05	TE or TU	2:06-2:21	AEDP, AENP or AUP
5	2:21-2:36	TE or TU	2:37-2:52	AEDP, AENP or AUP
6	2:52-3:07	TE or TU	3:08-3:23	AEDP, AENP or AUP
7	3:23-3:36	TE or TU	3:36-3:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	11:50-12:06	AEDP, AENP or AUP	12:07-12:21	ERU, ERED, or EREN
2	12:21-12:37	AEDP, AENP or AUP	12:38-12:52	ERU, ERED, or EREN
3	12:52-1:21	AEDP, AENP or AUP	1:22-1:50	ERU, ERED, or EREN
4	1:50-2:06	AEDP, AENP or AUP	2:07-2:21	ERU, ERED, or EREN
5	2:21-2:37	AEDP, AENP or AUP	2:38-2:52	ERU, ERED, or EREN
6	2:52-3:08	AEDP, AENP or AUP	3:09-3:23	ERU, ERED, or EREN
7	3:23-3:37	AEDP, AENP or AUP	3:38-3:50	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: **08:15 am Sign In....** , **12:23 pm Sign Out...**

JCAC Middle				
REGULAR SCHEDULE (A/B)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:50-9:17	TE or TU	9:18-9:46	AEDP, AENP or AUP
2	9:46-10:13	TE or TU	10:14-10:42	AEDP, AENP or AUP
3	10:42-11:09	TE or TU	11:10-11:38	AEDP, AENP or AUP
4	11:38-12:21	TE or TU	12:22-1:06	AEDP, AENP or AUP
5	1:06-1:33	TE or TU	1:34-2:02	AEDP, AENP or AUP
6	2:02-2:29	TE or TU	2:30-2:58	AEDP, AENP or AUP
7	2:58-3:23	TE or TU	3:24-3:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:50-9:18	AEDP, AENP or AUP	9:19-9:46	ERU, ERED, or EREN
2	9:46-10:14	AEDP, AENP or AUP	10:15-10:42	ERU, ERED, or EREN
3	10:42-11:10	AEDP, AENP or AUP	11:11-11:38	ERU, ERED, or EREN
4	11:38-12:22	AEDP, AENP or AUP	12:23-1:06	ERU, ERED, or EREN
5	1:06-1:34	AEDP, AENP or AUP	1:35-2:02	ERU, ERED, or EREN
6	2:02-2:30	AEDP, AENP or AUP	2:31-2:58	ERU, ERED, or EREN
7	2:58-3:24	AEDP, AENP or AUP	3:25-3:50	ERU, ERED, or EREN

2 HOUR EARLY RELEASE (Red/Yellow)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:50-9:09	TE or TU	9:10-9:29	AEDP, AENP or AUP
2	9:29-9:48	TE or TU	9:49-10:08	AEDP, AENP or AUP
3	10:08-10:27	TE or TU	10:28-10:47	AEDP, AENP or AUP
4	10:47-11:21	TE or TU	11:22-11:58	AEDP, AENP or AUP
5	11:58-12:17	TE or TU	12:18-12:37	AEDP, AENP or AUP
6	12:37-12:56	TE or TU	12:57-1:16	AEDP, AENP or AUP
7	1:16-1:32	TE or TU	1:33-1:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:50-9:10	AEDP, AENP or AUP	9:11-9:29	ERU, ERED, or EREN
2	9:29-9:49	AEDP, AENP or AUP	9:50-10:08	ERU, ERED, or EREN
3	10:08-10:28	AEDP, AENP or AUP	10:29-10:47	ERU, ERED, or EREN
4	10:47-11:22	AEDP, AENP or AUP	11:23-11:58	ERU, ERED, or EREN
5	11:58-12:18	AEDP, AENP or AUP	12:19-12:37	ERU, ERED, or EREN
6	12:37-12:57	AEDP, AENP or AUP	12:58-1:16	ERU, ERED, or EREN
7	1:16-1:33	AEDP, AENP or AUP	1:34-1:50	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: **08:15 am Sign In....** , **12:23 pm Sign Out...**

JCAC Middle				
3 HOUR EARLY RELEASE (A/B)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:50-9:05	TE or TU	9:06-9:21	AEDP, AENP or AUP
2	9:21-9:36	TE or TU	9:37-9:52	AEDP, AENP or AUP
3	9:52-10:07	TE or TU	10:08-10:23	AEDP, AENP or AUP
4	10:23-10:38	TE or TU	10:39-10:54	AEDP, AENP or AUP
5	10:54-11:23	TE or TU	11:24-11:53	AEDP, AENP or AUP
6	11:53-12:07	TE or TU	12:08-12:22	AEDP, AENP or AUP
7	12:22-12:35	TE or TU	12:36-12:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:50-9:06	AEDP, AENP or AUP	9:07-9:21	ERU, ERED, or EREN
2	9:21-9:37	AEDP, AENP or AUP	9:38-9:52	ERU, ERED, or EREN
3	9:52-10:08	AEDP, AENP or AUP	10:09-10:23	ERU, ERED, or EREN
4	10:23-10:39	AEDP, AENP or AUP	10:40-10:54	ERU, ERED, or EREN
5	10:54-11:24	AEDP, AENP or AUP	11:25-11:53	ERU, ERED, or EREN
6	11:53-12:08	AEDP, AENP or AUP	12:09-12:22	ERU, ERED, or EREN
7	12:22-12:36	AEDP, AENP or AUP	12:37-12:50	ERU, ERED, or EREN

2 HOUR LATE START (A/B)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	10:50-11:09	TE or TU	11:10-11:29	AEDP, AENP or AUP
2	11:29-12:04	TE or TU	12:05-12:40	AEDP, AENP or AUP
3	12:40-12:59	TE or TU	1:00-1:19	AEDP, AENP or AUP
4	1:19-1:38	TE or TU	1:39-1:59	AEDP, AENP or AUP
5	1:59-2:18	TE or TU	2:19-2:37	AEDP, AENP or AUP
6	2:37-2:56	TE or TU	2:57-3:16	AEDP, AENP or AUP
7	3:16-3:32	TE or TU	3:33-3:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	10:50-11:10	AEDP, AENP or AUP	11:11-11:29	ERU, ERED, or EREN
2	11:29-12:05	AEDP, AENP or AUP	12:06-12:40	ERU, ERED, or EREN
3	12:40-1:00	AEDP, AENP or AUP	1:01-1:19	ERU, ERED, or EREN
4	1:19-1:39	AEDP, AENP or AUP	1:40-1:59	ERU, ERED, or EREN
5	1:59-2:19	AEDP, AENP or AUP	2:20-2:37	ERU, ERED, or EREN
6	2:37-2:57	AEDP, AENP or AUP	2:58-3:16	ERU, ERED, or EREN
7	3:16-3:33	AEDP, AENP or AUP	3:34-3:50	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

JCAC Middle				
3 HOUR LATE START (A/B)				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	11:50-12:04	TE or TU	12:05-12:20	AEDP, AENP or AUP
2	12:20-12:51	TE or TU	12:52-1:24	AEDP, AENP or AUP
3	1:24-1:38	TE or TU	1:39-1:54	AEDP, AENP or AUP
4	1:54-2:08	TE or TU	2:09-2:24	AEDP, AENP or AUP
5	2:24-2:38	TE or TU	2:39-2:54	AEDP, AENP or AUP
6	2:54-3:08	TE or TU	3:09-3:24	AEDP, AENP or AUP
7	3:24-3:38	TE or TU	3:39-3:50	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	11:50-12:05	AEDP, AENP or AUP	12:06-12:20	ERU, ERED, or EREN
2	12:20-12:52	AEDP, AENP or AUP	12:53-1:24	ERU, ERED, or EREN
3	1:24-1:39	AEDP, AENP or AUP	1:40-1:54	ERU, ERED, or EREN
4	1:54-2:09	AEDP, AENP or AUP	2:10-2:24	ERU, ERED, or EREN
5	2:24-2:39	AEDP, AENP or AUP	2:40-2:54	ERU, ERED, or EREN
6	2:54-3:09	AEDP, AENP or AUP	3:10-3:24	ERU, ERED, or EREN
7	3:24-3:39	AEDP, AENP or AUP	3:40-3:50	ERU, ERED, or EREN

JCAC After School Program

Student IN

<u>Period</u>	<u>Time Frame</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	3:30pm-6:00pm	3:30-4:00	TE or TU	4:01-6:00	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Time Frame</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	3:30pm-6:00pm	3:30-4:00	AEDP, AENP or AUP	4:01-6:00	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

Jefferson City Academic Center

REGULAR SCHEDULE

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:19	TE or TU	9:20-9:59	AEDP, AENP or AUP
2	9:59-10:38	TE or TU	10:39-11:18	AEDP, AENP or AUP
3	11:18-12:10	TE or TU	12:11-1:03	AEDP, AENP or AUP
4	1:03-1:42	TE or TU	1:43-2:22	AEDP, AENP or AUP
5	2:22-3:00	TE or TU	3:01-3:40	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:20	AEDP, AENP or AUP	9:21-9:59	ERU, ERED, or EREN
2	9:59-10:39	AEDP, AENP or AUP	10:40-11:18	ERU, ERED, or EREN
3	11:18-12:11	AEDP, AENP or AUP	12:12-1:03	ERU, ERED, or EREN
4	1:03-1:43	AEDP, AENP or AUP	1:44-2:22	ERU, ERED, or EREN
5	2:22-3:01	AEDP, AENP or AUP	3:02-3:40	ERU, ERED, or EREN

2 HOUR EARLY RELEASE

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:07	TE or TU	9:08-9:35	AEDP, AENP or AUP
2	9:35-10:02	TE or TU	10:03-10:30	AEDP, AENP or AUP
3	10:30-10:57	TE or TU	10:58-11:25	AEDP, AENP or AUP
4	11:25-12:04	TE or TU	12:05-12:44	AEDP, AENP or AUP
5	12:44-1:11	TE or TU	1:12-1:40	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:08	AEDP, AENP or AUP	9:09-9:35	ERU, ERED, or EREN
2	9:35-10:03	AEDP, AENP or AUP	10:04-10:30	ERU, ERED, or EREN
3	10:30-10:58	AEDP, AENP or AUP	10:59-11:25	ERU, ERED, or EREN
4	11:25-12:05	AEDP, AENP or AUP	12:06-12:44	ERU, ERED, or EREN
5	12:44-1:12	AEDP, AENP or AUP	1:13-1:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

Jefferson City Academic Center

3 HOUR EARLY RELEASE

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:01	TE or TU	9:02-9:23	AEDP, AENP or AUP
2	9:23-9:44	TE or TU	9:45-10:06	AEDP, AENP or AUP
3	10:06-10:27	TE or TU	10:28-10:49	AEDP, AENP or AUP
4	10:49-11:22	TE or TU	11:23-11:56	AEDP, AENP or AUP
5	11:56-12:17	TE or TU	12:18-12:40	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:02	AEDP, AENP or AUP	9:03-9:23	ERU, ERED, or EREN
2	9:23-9:45	AEDP, AENP or AUP	9:46-10:06	ERU, ERED, or EREN
3	10:06-10:28	AEDP, AENP or AUP	10:29-10:49	ERU, ERED, or EREN
4	10:49-11:23	AEDP, AENP or AUP	11:24-11:56	ERU, ERED, or EREN
5	11:56-12:18	AEDP, AENP or AUP	12:19-12:40	ERU, ERED, or EREN

2 HOUR LATE START

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	9:30-9:54	TE or TU	9:55-10:20	AEDP, AENP or AUP
1	10:40-11:07	TE or TU	11:08-11:35	AEDP, AENP or AUP
2	11:35-12:14	TE or TU	12:15-12:54	AEDP, AENP or AUP
3	12:54-1:21	TE or TU	1:22-1:49	AEDP, AENP or AUP
4	1:49-2:16	TE or TU	2:17-2:44	AEDP, AENP or AUP
5	2:44-3:11	TE or TU	3:12-3:40	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	9:30-9:55	AEDP, AENP or AUP	9:56-10:20	ERU, ERED, or EREN
1	10:40-11:08	AEDP, AENP or AUP	11:09-11:35	ERU, ERED, or EREN
2	11:35-12:15	AEDP, AENP or AUP	12:16-12:54	ERU, ERED, or EREN
3	12:54-1:22	AEDP, AENP or AUP	1:23-1:49	ERU, ERED, or EREN
4	1:49-2:17	AEDP, AENP or AUP	2:18-2:44	ERU, ERED, or EREN
5	2:44-3:12	AEDP, AENP or AUP	3:13-3:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

Jefferson City Academic Center				
3 HOUR LATE START				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	10:30-10:54	TE or TU	10:55-11:20	AEDP, AENP or AUP
1	11:40-12:16	TE or TU	12:14-12:47	AEDP, AENP or AUP
2	12:47-1:08	TE or TU	1:09-1:30	AEDP, AENP or AUP
3	1:30-1:51	TE or TU	1:52-2:13	AEDP, AENP or AUP
4	2:13-2:34	TE or TU	2:35-2:56	AEDP, AENP or AUP
5	2:56-3:17	TE or TU	3:18-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	10:30-10:55	AEDP, AENP or AUP	10:57-11:20	ERU, ERED, or EREN
1	11:40-12:17	AEDP, AENP or AUP	12:18-12:47	ERU, ERED, or EREN
2	12:47-1:09	AEDP, AENP or AUP	1:10-1:30	ERU, ERED, or EREN
3	1:30-1:52	AEDP, AENP or AUP	1:53-2:13	ERU, ERED, or EREN
4	2:13-2:35	AEDP, AENP or AUP	2:36-2:56	ERU, ERED, or EREN
5	2:56-3:18	AEDP, AENP or AUP	3:19-3:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Capital City High School				
REGULAR SCHEDULE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:07	TE or TU	9:08-9:36	AEDP, AENP or AUP
2	9:36-10:03	TE or TU	10:04-10:32	AEDP, AENP or AUP
3	10:32-10:59	TE or TU	11:00-11:28	AEDP, AENP or AUP
4	11:28-12:12	TE or TU	12:13-12:57	AEDP, AENP or AUP
5	12:57-1:24	TE or TU	1:25-1:53	AEDP, AENP or AUP
6	1:53-2:20	TE or TU	2:21-2:49	AEDP, AENP or AUP
7	2:49-3:14	TE or TU	3:15-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:08	AEDP, AENP or AUP	9:09-9:36	ERU, ERED, or EREN
2	9:36-10:04	AEDP, AENP or AUP	10:05-10:32	ERU, ERED, or EREN
3	10:32-11:00	AEDP, AENP or AUP	11:01-11:28	ERU, ERED, or EREN
4	11:28-12:13	AEDP, AENP or AUP	12:14-12:57	ERU, ERED, or EREN
5	12:57-1:25	AEDP, AENP or AUP	1:26-1:53	ERU, ERED, or EREN
6	1:53-2:21	AEDP, AENP or AUP	2:22-2:49	ERU, ERED, or EREN
7	2:49-3:15	AEDP, AENP or AUP	3:16-3:40	ERU, ERED, or EREN

2 HOUR EARLY RELEASE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-8:57	TE or TU	8:58-9:16	AEDP, AENP or AUP
2	9:16-9:33	TE or TU	9:34-9:52	AEDP, AENP or AUP
3	9:52-10:09	TE or TU	10:10-10:28	AEDP, AENP or AUP
4	10:28-11:12	TE or TU	11:13-11:57	AEDP, AENP or AUP
5	11:57-12:14	TE or TU	12:15-12:33	AEDP, AENP or AUP
6	12:33-12:50	TE or TU	12:51-1:09	AEDP, AENP or AUP
7	1:09-1:24	TE or TU	1:25-1:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-8:58	AEDP, AENP or AUP	8:59-9:16	ERU, ERED, or EREN
2	9:16-9:34	AEDP, AENP or AUP	9:35-9:52	ERU, ERED, or EREN
3	9:52-10:10	AEDP, AENP or AUP	10:11-10:28	ERU, ERED, or EREN
4	10:28-11:13	AEDP, AENP or AUP	11:14-11:57	ERU, ERED, or EREN
5	11:57-12:15	AEDP, AENP or AUP	12:16-12:33	ERU, ERED, or EREN
6	12:33-12:51	AEDP, AENP or AUP	12:52-1:09	ERU, ERED, or EREN
7	1:09-1:25	AEDP, AENP or AUP	1:26-1:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Capital City High School

3 HOUR EARLY RELEASE

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-8:53	TE or TU	8:54-9:07	AEDP, AENP or AUP
2	9:07-9:20	TE or TU	9:21-9:34	AEDP, AENP or AUP
3	9:34-9:47	TE or TU	9:48-10:01	AEDP, AENP or AUP
4	10:01-10:42	TE or TU	10:43-11:24	AEDP, AENP or AUP
5	11:24-11:37	TE or TU	11:38-11:51	AEDP, AENP or AUP
6	11:51-12:04	TE or TU	12:05-12:18	AEDP, AENP or AUP
7	12:18-12:28	TE or TU	12:29-12:40	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-8:54	AEDP, AENP or AUP	8:55-9:07	ERU, ERED, or EREN
2	9:07-9:21	AEDP, AENP or AUP	9:23-9:34	ERU, ERED, or EREN
3	9:34-9:48	AEDP, AENP or AUP	9:49-10:01	ERU, ERED, or EREN
4	10:01-10:43	AEDP, AENP or AUP	10:44-11:24	ERU, ERED, or EREN
5	11:24-11:38	AEDP, AENP or AUP	11:39-11:51	ERU, ERED, or EREN
6	11:51-12:05	AEDP, AENP or AUP	12:06-12:18	ERU, ERED, or EREN
7	12:18-12:29	AEDP, AENP or AUP	12:30-12:40	ERU, ERED, or EREN

2 HOUR LATE START

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	9:30-9:54	TE or TU	9:55-10:20	AEDP, AENP or AUP
1	10:40-10:57	TE or TU	10:58-11:16	AEDP, AENP or AUP
2	11:16-11:33	TE or TU	11:34-11:52	AEDP, AENP or AUP
3	11:52-12:09	TE or TU	12:10-12:28	AEDP, AENP or AUP
4	12:28-1:12	TE or TU	1:13-1:57	AEDP, AENP or AUP
5	1:57-2:14	TE or TU	2:15-2:33	AEDP, AENP or AUP
6	2:33-2:50	TE or TU	2:51-3:09	AEDP, AENP or AUP
7	3:09-3:24	TE or TU	3:25-3:40	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	9:30-9:55	AEDP, AENP or AUP	9:56-10:20	ERU, ERED, or EREN
1	10:40-10:58	AEDP, AENP or AUP	10:59-11:16	ERU, ERED, or EREN
2	11:16-11:34	AEDP, AENP or AUP	11:35-11:52	ERU, ERED, or EREN
3	11:52-12:10	AEDP, AENP or AUP	12:11-12:28	ERU, ERED, or EREN
4	12:28-1:13	AEDP, AENP or AUP	1:14-1:57	ERU, ERED, or EREN
5	1:57-2:15	AEDP, AENP or AUP	2:16-2:33	ERU, ERED, or EREN
6	2:33-2:51	AEDP, AENP or AUP	2:52-3:09	ERU, ERED, or EREN
7	3:09-3:25	AEDP, AENP or AUP	3:26-3:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Capital City High School				
3 HOUR LATE START				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	10:30-10:54	TE or TU	10:55-11:20	AEDP, AENP or AUP
1	11:40-11:53	TE or TU	11:54-12:07	AEDP, AENP or AUP
2	12:07-12:20	TE or TU	12:21-12:34	AEDP, AENP or AUP
3	12:34-12:47	TE or TU	12:48-1:01	AEDP, AENP or AUP
4	1:01-1:42	TE or TU	1:43-2:24	AEDP, AENP or AUP
5	2:24-2:37	TE or TU	2:38-2:51	AEDP, AENP or AUP
6	2:51-3:04	TE or TU	3:05-3:18	AEDP, AENP or AUP
7	3:18-3:28	TE or TU	3:29-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	10:30-10:55	AEDP, AENP or AUP	10:56-11:20	ERU, ERED, or EREN
1	11:40-11:54	AEDP, AENP or AUP	11:55-12:07	ERU, ERED, or EREN
2	12:07-12:21	AEDP, AENP or AUP	12:22-12:34	ERU, ERED, or EREN
3	12:34-12:48	AEDP, AENP or AUP	12:49-1:01	ERU, ERED, or EREN
4	1:01-1:43	AEDP, AENP or AUP	1:44-2:24	ERU, ERED, or EREN
5	2:24-2:38	AEDP, AENP or AUP	2:39-2:51	ERU, ERED, or EREN
6	2:51-3:05	AEDP, AENP or AUP	3:06-3:18	ERU, ERED, or EREN
7	3:18-3:29	AEDP, AENP or AUP	3:30-3:40	ERU, ERED, or EREN

FINALS DAY 1				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1				
2	8:40-9:13	TE or TU	9:14-9:47	AEDP, AENP or AUP
3	9:47-10:20	TE or TU	10:21-10:54	AEDP, AENP or AUP
4	10:54-11:38	TE or TU	11:39-12:24	AEDP, AENP or AUP
5	12:24-12:57	TE or TU	12:58-1:31	AEDP, AENP or AUP
6	1:31-2:04	TE or TU	2:05-2:38	AEDP, AENP or AUP
7	2:38-3:08	TE or TU	3:09-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1				
2	8:40-9:14	AEDP, AENP or AUP	9:15-9:47	ERU, ERED, or EREN
3	9:47-10:21	AEDP, AENP or AUP	10:22-10:54	ERU, ERED, or EREN
4	10:54-11:39	AEDP, AENP or AUP	11:40-12:24	ERU, ERED, or EREN
5	12:24-12:58	AEDP, AENP or AUP	12:59-1:31	ERU, ERED, or EREN
6	1:31-2:05	AEDP, AENP or AUP	2:06-2:38	ERU, ERED, or EREN
7	2:38-3:09	AEDP, AENP or AUP	3:10-3:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Capital City High School				
FINALS DAY 2				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:13	TE or TU	9:14-9:47	AEDP, AENP or AUP
2				
3				
4	9:47-10:42	TE or TU	10:43-11:38	AEDP, AENP or AUP
5	11:38-12:08	TE or TU	12:09-12:40	AEDP, AENP or AUP
6				
7				
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:14	AEDP, AENP or AUP	9:15-9:47	ERU, ERED, or EREN
2				
3				
4	9:47-10:43	AEDP, AENP or AUP	10:44-11:38	ERU, ERED, or EREN
5	11:38-12:09	AEDP, AENP or AUP	12:10-12:40	ERU, ERED, or EREN
6				
7				

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Jefferson City High School				
REGULAR SCHEDULE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:06	TE or TU	9:07-9:34	AEDP, AENP or AUP
2	9:34-10:00	TE or TU	10:01-10:28	AEDP, AENP or AUP
3	10:28-10:54	TE or TU	10:55-11:22	AEDP, AENP or AUP
4	11:22-12:12	TE or TU	12:13-1:04	AEDP, AENP or AUP
5	1:04-1:30	TE or TU	1:31-1:58	AEDP, AENP or AUP
6	1:58-2:24	TE or TU	2:25-2:52	AEDP, AENP or AUP
7	2:52-3:15	TE or TU	3:16-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:07	AEDP, AENP or AUP	9:08-9:34	ERU, ERED, or EREN
2	9:34-10:01	AEDP, AENP or AUP	10:02-10:28	ERU, ERED, or EREN
3	10:28-10:55	AEDP, AENP or AUP	10:56-11:22	ERU, ERED, or EREN
4	11:22-12:13	AEDP, AENP or AUP	12:14-1:04	ERU, ERED, or EREN
5	1:04-1:31	AEDP, AENP or AUP	1:31-1:58	ERU, ERED, or EREN
6	1:58-2:25	AEDP, AENP or AUP	2:26-2:52	ERU, ERED, or EREN
7	2:52-3:14	AEDP, AENP or AUP	3:17-3:40	ERU, ERED, or EREN

2 HOUR EARLY RELEASE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-8:57	TE or TU	8:58-9:14	AEDP, AENP or AUP
2	9:14-9:31	TE or TU	9:32-9:48	AEDP, AENP or AUP
3	9:48-10:05	TE or TU	10:06-10:22	AEDP, AENP or AUP
4	10:22-11:13	TE or TU	11:14-12:04	AEDP, AENP or AUP
5	12:04-12:21	TE or TU	12:22-12:38	AEDP, AENP or AUP
6	12:38-12:55	TE or TU	12:56-1:12	AEDP, AENP or AUP
7	1:12-1:26	TE or TU	1:27-1:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-8:58	AEDP, AENP or AUP	8:59-9:14	ERU, ERED, or EREN
2	9:14-9:32	AEDP, AENP or AUP	9:33-9:48	ERU, ERED, or EREN
3	9:48-10:06	AEDP, AENP or AUP	10:07-10:22	ERU, ERED, or EREN
4	10:22-11:14	AEDP, AENP or AUP	11:15-12:04	ERU, ERED, or EREN
5	12:04-12:22	AEDP, AENP or AUP	12:23-12:38	ERU, ERED, or EREN
6	12:38-12:56	AEDP, AENP or AUP	12:57-1:12	ERU, ERED, or EREN
7	1:12-1:27	AEDP, AENP or AUP	1:28-1:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Jefferson City High School				
3 HOUR EARLY RELEASE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:05	TE or TU	9:06-9:30	AEDP, AENP or AUP
2	9:30-9:55	TE or TU	9:56-10:19	AEDP, AENP or AUP
3	10:19-10:44	TE or TU	10:45-11:08	AEDP, AENP or AUP
4	11:08-11:54	TE or TU	11:55-12:40	AEDP, AENP or AUP
5				
6				
7				
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:06	AEDP, AENP or AUP	9:07-9:30	ERU, ERED, or EREN
2	9:30-9:56	AEDP, AENP or AUP	9:57-10:19	ERU, ERED, or EREN
3	10:19-10:45	AEDP, AENP or AUP	10:46-11:08	ERU, ERED, or EREN
4	11:08-11:55	AEDP, AENP or AUP	11:56-12:40	ERU, ERED, or EREN
5				
6				
7				

2 HOUR LATE START				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	9:30-9:54	TE or TU	9:55-10:20	AEDP, AENP or AUP
1	10:40-10:57	TE or TU	10:58-11:14	AEDP, AENP or AUP
2	11:14-11:31	TE or TU	11:32-11:48	AEDP, AENP or AUP
3	11:48-12:05	TE or TU	12:06-12:22	AEDP, AENP or AUP
4	12:22-1:13	TE or TU	1:14-2:04	AEDP, AENP or AUP
5	2:04-2:21	TE or TU	2:22-2:38	AEDP, AENP or AUP
6	2:38-2:55	TE or TU	2:56-3:12	AEDP, AENP or AUP
7	3:12-3:26	TE or TU	3:27-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	9:30-9:55	AEDP, AENP or AUP	9:56-10:20	ERU, ERED, or EREN
1	10:40-10:58	AEDP, AENP or AUP	10:59-11:14	ERU, ERED, or EREN
2	11:14-11:32	AEDP, AENP or AUP	11:33-11:48	ERU, ERED, or EREN
3	11:48-12:06	AEDP, AENP or AUP	12:07-12:22	ERU, ERED, or EREN
4	12:22-1:14	AEDP, AENP or AUP	1:15-2:04	ERU, ERED, or EREN
5	2:04-2:22	AEDP, AENP or AUP	2:23-2:38	ERU, ERED, or EREN
6	2:38-2:26	AEDP, AENP or AUP	2:57-3:12	ERU, ERED, or EREN
7	3:12-3:27	AEDP, AENP or AUP	3:28-3:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Jefferson City High School				
3 HOUR LATE START				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	10:30-10:54	TE or TU	10:55-11:20	AEDP, AENP or AUP
1	11:40-11:54	TE or TU	11:55-12:10	AEDP, AENP or AUP
2	12:10-12:24	TE or TU	12:25-12:40	AEDP, AENP or AUP
3				
4	12:40-1:11	TE or TU	1:12-1:43	AEDP, AENP or AUP
5	1:43-2:14	TE or TU	2:15-2:46	AEDP, AENP or AUP
6	2:46-3:00	TE or TU	3:01-3:16	AEDP, AENP or AUP
7	3:16-3:27	TE or TU	3:28-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	10:30-10:55	AEDP, AENP or AUP	10:57-11:20	ERU, ERED, or EREN
1	11:40-11:55	AEDP, AENP or AUP	11:56-12:10	ERU, ERED, or EREN
2	12:10-12:25	AEDP, AENP or AUP	12:26-12:40	ERU, ERED, or EREN
3				
4	12:40-1:12	AEDP, AENP or AUP	1:13-1:43	ERU, ERED, or EREN
5	1:43-2:15	AEDP, AENP or AUP	2:16-2:46	ERU, ERED, or EREN
6	2:46-3:01	AEDP, AENP or AUP	3:02-3:16	ERU, ERED, or EREN
7	3:16-3:28	AEDP, AENP or AUP	3:29-3:40	ERU, ERED, or EREN

FINALS DAY 1				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:00	TE or TU	9:01-9:20	AEDP, AENP or AUP
2	9:20-10:01	TE or TU	10:02-10:41	AEDP, AENP or AUP
3	10:41-11:02	TE or TU	11:03-11:22	AEDP, AENP or AUP
4	11:22-12:13	TE or TU	12:14-1:04	AEDP, AENP or AUP
5				
6	1:04-1:45	TE or TU	1:46-2:25	AEDP, AENP or AUP
7	2:25-3:03	TE or TU	3:04-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:01	AEDP, AENP or AUP	9:02-9:20	ERU, ERED, or EREN
2	9:20-10:02	AEDP, AENP or AUP	10:03-10:41	ERU, ERED, or EREN
3	10:41-11:03	AEDP, AENP or AUP	11:04-11:22	ERU, ERED, or EREN
4	11:22-12:14	AEDP, AENP or AUP	12:15-1:04	ERU, ERED, or EREN
5				
6	1:04-1:46	AEDP, AENP or AUP	1:47-2:25	ERU, ERED, or EREN
7	2:25-3:04	AEDP, AENP or AUP	3:05-3:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Jefferson City High School				
FINALS DAY 2				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:13	TE or TU	9:14-9:54	AEDP, AENP or AUP
2				
3	9:54-10:34	TE or TU	10:35-11:14	AEDP, AENP or AUP
4				
5	11:14-11:57	TE or TU	11:58-12:40	AEDP, AENP or AUP
6				
7				
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:14	AEDP, AENP or AUP	9:15-9:54	ERU, ERED, or EREN
2				
3	9:54-10:35	AEDP, AENP or AUP	10:36-11:14	ERU, ERED, or EREN
4				
5	11:14-11:58	AEDP, AENP or AUP	11:59-2:40	ERU, ERED, or EREN
6				
7				

Prenger

Out of District

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	8:40-9:37	Tardy	9:38-12:00	Absent
2	12:00-1:09	Tardy	1:10-3:40	Absent

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	8:40-9:38	Absent	9:39-12:00	Tardy
2	12:00-1:10	Absent	1:10-3:40	Tardy

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Nichols Career Center - JCHS				
REGULAR SCHEDULE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:40-9:06	TE or TU	9:07-9:34	AEDP, AENP or AUP
2	9:34-10:00	TE or TU	10:01-10:28	AEDP, AENP or AUP
3	10:28-10:54	TE or TU	10:55-11:22	AEDP, AENP or AUP
4	11:22-12:00	TE or TU	12:01-12:40	AEDP, AENP or AUP
5	12:40-1:18	TE or TU	1:19-1:58	AEDP, AENP or AUP
6	1:58-2:24	TE or TU	2:25-2:52	AEDP, AENP or AUP
7	2:52-3:15	TE or TU	3:16-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:40-9:07	AEDP, AENP or AUP	9:08-9:34	ERU, ERED, or EREN
2	9:34-10:01	AEDP, AENP or AUP	10:02-10:28	ERU, ERED, or EREN
3	10:28-10:55	AEDP, AENP or AUP	10:56-11:22	ERU, ERED, or EREN
4	11:22-12:01	AEDP, AENP or AUP	12:02-12:40	ERU, ERED, or EREN
5	12:40-1:19	AEDP, AENP or AUP	1:20-1:58	ERU, ERED, or EREN
6	1:58-2:25	AEDP, AENP or AUP	2:26-2:52	ERU, ERED, or EREN
7	2:52-3:14	AEDP, AENP or AUP	3:17-3:40	ERU, ERED, or EREN

2 HOUR EARLY RELEASE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:40-8:57	TE or TU	8:58-9:16	AEDP, AENP or AUP
2	9:16-9:33	TE or TU	9:34-9:52	AEDP, AENP or AUP
3	9:52-10:09	TE or TU	10:10-10:28	AEDP, AENP or AUP
4	10:28-10:59	TE or TU	11:00-11:31	AEDP, AENP or AUP
5	11:31-12:02	TE or TU	12:03-12:34	AEDP, AENP or AUP
6	12:34-12:51	TE or TU	12:52-1:10	AEDP, AENP or AUP
7	1:10-1:24	TE or TU	1:25-1:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:40-8:58	AEDP, AENP or AUP	8:59-9:16	ERU, ERED, or EREN
2	9:16-9:34	AEDP, AENP or AUP	9:35-9:52	ERU, ERED, or EREN
3	9:52-10:10	AEDP, AENP or AUP	10:11-10:28	ERU, ERED, or EREN
4	10:28-11:00	AEDP, AENP or AUP	11:01-11:31	ERU, ERED, or EREN
5	11:31-12:03	AEDP, AENP or AUP	12:04-12:34	ERU, ERED, or EREN
6	12:34-12:52	AEDP, AENP or AUP	12:53-1:10	ERU, ERED, or EREN
7	1:10-1:25	AEDP, AENP or AUP	1:26-1:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Nichols Career Center - JCHS				
3 HOUR EARLY RELEASE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:40-9:06	TE or TU	9:07-9:34	AEDP, AENP or AUP
2	9:34-10:00	TE or TU	10:01-10:28	AEDP, AENP or AUP
3				
4	10:28-11:06	TE or TU	11:07-11:46	AEDP, AENP or AUP
5	11:46-12:12	TE or TU	12:13-12:40	AEDP, AENP or AUP
6				
7				
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:40-9:07	AEDP, AENP or AUP	9:08-9:34	ERU, ERED, or EREN
2	9:34-10:01	AEDP, AENP or AUP	10:02-10:28	ERU, ERED, or EREN
3				
4	10:28-11:07	AEDP, AENP or AUP	11:08-11:46	ERU, ERED, or EREN
5	11:46-12:13	AEDP, AENP or AUP	12:14-12:40	ERU, ERED, or EREN
6				
7				

2 HOUR LATE START				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	10:40-10:55	TE or TU	10:56-11:10	AEDP, AENP or AUP
2	11:10-11:24	TE or TU	11:25-11:40	AEDP, AENP or AUP
3	11:40-11:54	TE or TU	11:55-12:10	AEDP, AENP or AUP
4	12:10-12:48	TE or TU	12:49-1:28	AEDP, AENP or AUP
5	1:28-2:06	TE or TU	2:07-2:46	AEDP, AENP or AUP
6	2:46-3:00	TE or TU	3:01-3:16	AEDP, AENP or AUP
7	3:16-3:27	TE or TU	3:28-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	10:40-10:56	AEDP, AENP or AUP	10:57-11:10	ERU, ERED, or EREN
2	11:10-11:25	AEDP, AENP or AUP	11:26-11:40	ERU, ERED, or EREN
3	11:40-11:55	AEDP, AENP or AUP	11:56-12:10	ERU, ERED, or EREN
4	12:10-12:49	AEDP, AENP or AUP	12:50-1:28	ERU, ERED, or EREN
5	1:28-2:07	AEDP, AENP or AUP	2:08-2:46	ERU, ERED, or EREN
6	2:46-3:01	AEDP, AENP or AUP	3:02-3:16	ERU, ERED, or EREN
7	3:16-3:28	AEDP, AENP or AUP	3:29-3:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Nichols Career Center - JCHS				
3 HOUR LATE START				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	11:40-11:54	TE or TU	11:55-12:10	AEDP, AENP or AUP
2	12:10-12:24	TE or TU	12:25-12:40	AEDP, AENP or AUP
3				
4	12:40-1:11	TE or TU	1:12-1:43	AEDP, AENP or AUP
5	1:43-2:14	TE or TU	2:15-2:46	AEDP, AENP or AUP
6	2:46-3:00	TE or TU	3:01-3:16	AEDP, AENP or AUP
7	3:16-3:27	TE or TU	3:28-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	11:40-11:55	AEDP, AENP or AUP	11:56-12:10	ERU, ERED, or EREN
2	12:10-12:25	AEDP, AENP or AUP	12:26-12:40	ERU, ERED, or EREN
3				
4	12:40-1:12	AEDP, AENP or AUP	1:13-1:43	ERU, ERED, or EREN
5	1:43-2:15	AEDP, AENP or AUP	2:16-2:46	ERU, ERED, or EREN
6	2:46-3:01	AEDP, AENP or AUP	3:02-3:16	ERU, ERED, or EREN
7	3:16-3:28	AEDP, AENP or AUP	3:29-3:40	ERU, ERED, or EREN

FINALS DAY 1				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1				
2	8:40-9:13	TE or TU	9:14-9:47	AEDP, AENP or AUP
3	9:47-10:20	TE or TU	10:21-10:54	AEDP, AENP or AUP
4	10:54-11:32	TE or TU	11:33-12:12	AEDP, AENP or AUP
5	12:12-12:50	TE or TU	12:51-1:30	AEDP, AENP or AUP
6	1:30-2:03	TE or TU	2:04-2:38	AEDP, AENP or AUP
7	2:38-3:08	TE or TU	3:09-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1				
2	8:40-9:14	AEDP, AENP or AUP	9:15-9:47	ERU, ERED, or EREN
3	9:47-10:21	AEDP, AENP or AUP	10:22-10:54	ERU, ERED, or EREN
4	10:54-11:33	AEDP, AENP or AUP	11:34-12:12	ERU, ERED, or EREN
5	12:12-12:51	AEDP, AENP or AUP	12:52-1:30	ERU, ERED, or EREN
6	1:30-2:04	AEDP, AENP or AUP	2:05-2:38	ERU, ERED, or EREN
7	2:38-3:09	AEDP, AENP or AUP	3:10-3:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In...., 12:23 pm Sign Out...

Nichols Career Center - JCHS				
FINALS DAY 2				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
1	8:40-9:12	TE or TU	9:13-9:46	AEDP, AENP or AUP
2				
3				
4	9:46-10:30	TE or TU	10:31-11:15	AEDP, AENP or AUP
5	11:15-11:57	TE or TU	11:58-12:40	AEDP, AENP or AUP
6				
7				
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
1	8:40-9:13	AEDP, AENP or AUP	9:14-9:46	ERU, ERED, or EREN
2				
3				
4	9:46-10:31	AEDP, AENP or AUP	10:32-11:15	ERU, ERED, or EREN
5	11:15-11:58	AEDP, AENP or AUP	11:59-12:40	ERU, ERED, or EREN
6				
7				

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

Nichols Career Center - JCAC				
REGULAR SCHEDULE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:19	TE or TU	9:20-9:59	AEDP, AENP or AUP
2	9:59-10:38	TE or TU	10:39-11:18	AEDP, AENP or AUP
3	11:18-12:10	TE or TU	12:11-1:03	AEDP, AENP or AUP
4	1:03-1:42	TE or TU	1:43-2:22	AEDP, AENP or AUP
5	2:22-3:00	TE or TU	3:01-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:20	AEDP, AENP or AUP	9:21-9:59	ERU, ERED, or EREN
2	9:59-10:39	AEDP, AENP or AUP	10:40-11:18	ERU, ERED, or EREN
3	11:18-12:11	AEDP, AENP or AUP	12:12-1:03	ERU, ERED, or EREN
4	1:03-1:43	AEDP, AENP or AUP	1:44-2:22	ERU, ERED, or EREN
5	2:22-3:01	AEDP, AENP or AUP	3:02-3:40	ERU, ERED, or EREN

2 HOUR EARLY RELEASE				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:07	TE or TU	9:08-9:35	AEDP, AENP or AUP
2	9:35-10:02	TE or TU	10:03-10:30	AEDP, AENP or AUP
3	10:30-10:57	TE or TU	10:58-11:25	AEDP, AENP or AUP
4	11:25-12:04	TE or TU	12:05-12:44	AEDP, AENP or AUP
5	12:44-1:11	TE or TU	1:12-1:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:08	AEDP, AENP or AUP	9:09-9:35	ERU, ERED, or EREN
2	9:35-10:03	AEDP, AENP or AUP	10:04-10:30	ERU, ERED, or EREN
3	10:30-10:58	AEDP, AENP or AUP	10:59-11:25	ERU, ERED, or EREN
4	11:25-12:05	AEDP, AENP or AUP	12:06-12:44	ERU, ERED, or EREN
5	12:44-1:12	AEDP, AENP or AUP	1:13-1:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

Nichols Career Center - JCAC

3 HOUR EARLY RELEASE

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	7:30-7:54	TE or TU	7:55-8:20	AEDP, AENP or AUP
1	8:40-9:01	TE or TU	9:02-9:23	AEDP, AENP or AUP
2	9:23-9:44	TE or TU	9:45-10:06	AEDP, AENP or AUP
3	10:06-10:27	TE or TU	10:28-10:49	AEDP, AENP or AUP
4	10:49-11:22	TE or TU	11:23-11:56	AEDP, AENP or AUP
5	11:56-12:17	TE or TU	12:18-12:40	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	7:30-7:55	AEDP, AENP or AUP	7:56-8:20	ERU, ERED, or EREN
1	8:40-9:02	AEDP, AENP or AUP	9:03-9:23	ERU, ERED, or EREN
2	9:23-9:45	AEDP, AENP or AUP	9:46-10:06	ERU, ERED, or EREN
3	10:06-10:28	AEDP, AENP or AUP	10:29-10:49	ERU, ERED, or EREN
4	10:49-11:23	AEDP, AENP or AUP	11:24-11:56	ERU, ERED, or EREN
5	11:56-12:18	AEDP, AENP or AUP	12:19-12:40	ERU, ERED, or EREN

2 HOUR LATE START

Student IN

<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	9:30-9:54	TE or TU	9:55-10:20	AEDP, AENP or AUP
1	10:40-11:07	TE or TU	11:08-11:35	AEDP, AENP or AUP
2	11:35-12:14	TE or TU	12:15-12:54	AEDP, AENP or AUP
3	12:54-1:21	TE or TU	1:22-1:49	AEDP, AENP or AUP
4	1:49-2:16	TE or TU	2:17-2:44	AEDP, AENP or AUP
5	2:44-3:11	TE or TU	3:12-3:40	AEDP, AENP or AUP

Student OUT

<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	9:30-9:55	AEDP, AENP or AUP	9:56-10:20	ERU, ERED, or EREN
1	10:40-11:08	AEDP, AENP or AUP	11:09-11:35	ERU, ERED, or EREN
2	11:35-12:15	AEDP, AENP or AUP	12:16-12:54	ERU, ERED, or EREN
3	12:54-1:22	AEDP, AENP or AUP	1:23-1:49	ERU, ERED, or EREN
4	1:49-2:17	AEDP, AENP or AUP	2:18-2:44	ERU, ERED, or EREN
5	2:44-3:12	AEDP, AENP or AUP	3:13-3:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In.... , 12:23 pm Sign Out...

Nichols Career Center - JCAC				
3 HOUR LATE START				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Code</u>	<u>Sign In Time</u>	<u>Code</u>
ZH	10:30-10:54	TE or TU	10:55-11:20	AEDP, AENP or AUP
1	11:40-12:16	TE or TU	12:14-12:47	AEDP, AENP or AUP
2	12:47-1:08	TE or TU	1:09-1:30	AEDP, AENP or AUP
3	1:30-1:51	TE or TU	1:52-2:13	AEDP, AENP or AUP
4	2:13-2:34	TE or TU	2:35-2:56	AEDP, AENP or AUP
5	2:56-3:17	TE or TU	3:18-3:40	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Code</u>	<u>Sign Out Time</u>	<u>Code</u>
ZH	10:30-10:55	AEDP, AENP or AUP	10:57-11:20	ERU, ERED, or EREN
1	11:40-12:17	AEDP, AENP or AUP	12:18-12:47	ERU, ERED, or EREN
2	12:47-1:09	AEDP, AENP or AUP	1:10-1:30	ERU, ERED, or EREN
3	1:30-1:52	AEDP, AENP or AUP	1:53-2:13	ERU, ERED, or EREN
4	2:13-2:35	AEDP, AENP or AUP	2:36-2:56	ERU, ERED, or EREN
5	2:56-3:18	AEDP, AENP or AUP	3:19-3:40	ERU, ERED, or EREN

Please enter comments in Infinite Campus as follows when using the AEDP, AENP, or AUP codes: 08:15 am Sign In..., 12:23 pm Sign Out...

Nichols - Sending School				
Regular Schedule				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	7:55-8:24	TE or TU	8:25-8:55	AEDP, AENP or AUP
2	8:55-9:24	TE or TU	9:25-9:55	AEDP, AENP or AUP
3	9:55-10:24	TE or TU	10:25-10:55	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	7:55-8:25	AEDP, AENP or AUP	8:26-8:55	ERU, ERED, or EREN
2	8:55-9:25	AEDP, AENP or AUP	9:26-9:55	ERU, ERED, or EREN
3	9:55-10:25	AEDP, AENP or AUP	10:26-10:55	ERU, ERED, or EREN

2 HR Early Release				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	7:55-8:24	TE or TU	8:25-8:55	AEDP, AENP or AUP
2	8:55-9:24	TE or TU	9:25-9:55	AEDP, AENP or AUP
3	9:55-10:24	TE or TU	10:25-10:55	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	7:55-8:25	AEDP, AENP or AUP	8:26-8:55	ERU, ERED, or EREN
2	8:55-9:25	AEDP, AENP or AUP	9:26-9:55	ERU, ERED, or EREN
3	9:55-10:25	AEDP, AENP or AUP	10:26-10:55	ERU, ERED, or EREN

3 HR Early Release				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1	7:55-8:24	TE or TU	8:25-8:55	AEDP, AENP or AUP
2	8:55-9:24	TE or TU	9:25-9:55	AEDP, AENP or AUP
3	9:55-10:24	TE or TU	10:25-10:55	AEDP, AENP or AUP
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1	7:55-8:25	AEDP, AENP or AUP	8:26-8:55	ERU, ERED, or EREN
2	8:55-9:25	AEDP, AENP or AUP	9:26-9:55	ERU, ERED, or EREN
3	9:55-10:25	AEDP, AENP or AUP	10:26-10:55	ERU, ERED, or EREN

2 HR Late Start				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1-3	All sending school are coded as Absent unless their home school is in session, then they are coded as School Activity			
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1-3	All sending school are coded as Absent unless their home school is in session, then they are coded as School Activity			

3 HR Late Start				
<i>Student IN</i>				
<u>Period</u>	<u>Sign In Time</u>	<u>Sign In Code</u>	<u>Sign In Time</u>	<u>Sign In Code</u>
1-3	All sending school are coded as Absent unless their home school is in session, then they are coded as School Activity			
<i>Student OUT</i>				
<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>
1-3	All sending school are coded as Absent unless their home school is in session, then they are coded as School Activity			

APPENDIX H

Elementary Attendance Letters

Absence and Tardy letters for all Elementary Buildings are generated out of Infinite Campus based off the criteria below. The following are the steps for how to generate an attendance letter out of Infinite Campus to be sent home to a parent/guardian.

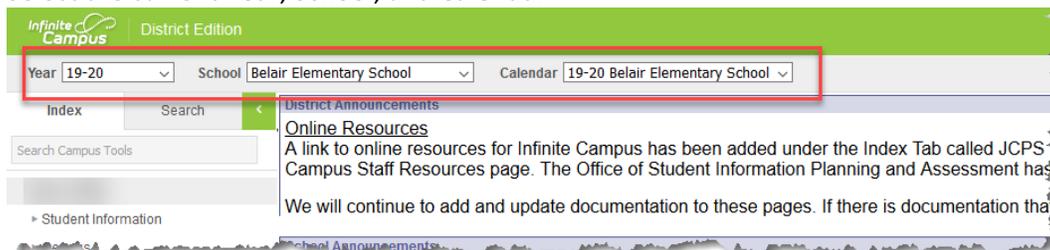
Letter Criteria

A Tardy or Absence letter will generate out of Infinite Campus when a student has missed the amount of days listed at the end of the month or the amount of tardies accrued in the month listed below.

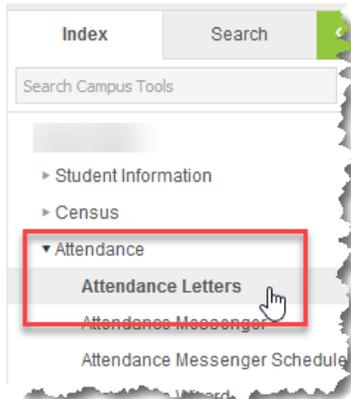
Month	Minimum amount of days missed OR amount of Tardies by the end of the month
September	3
October	5
November	7
December	8
January	10
February	12
March	13
April	16
May	17

Generating a Letter out of Infinite Campus

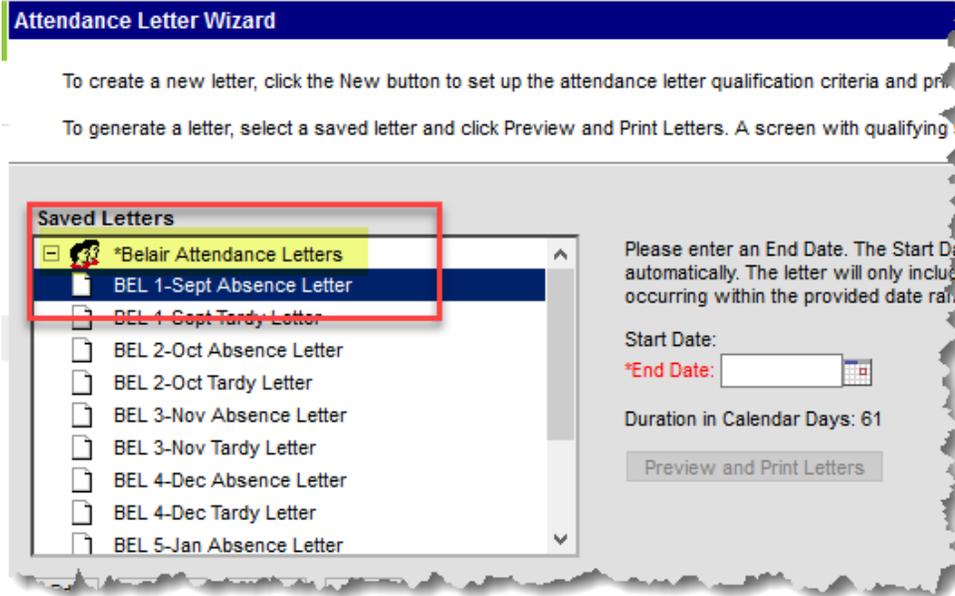
- 1) Select the current **Year, School, and Calendar**



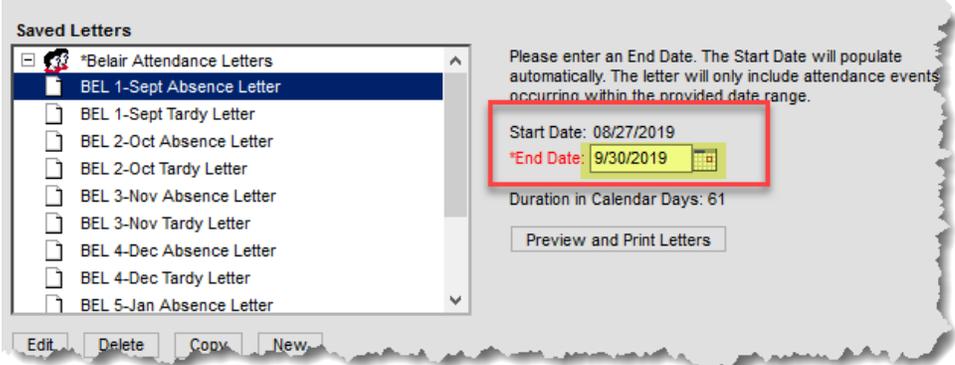
- 2) Under the Index Tab click on **Attendance > Attendance Letters**



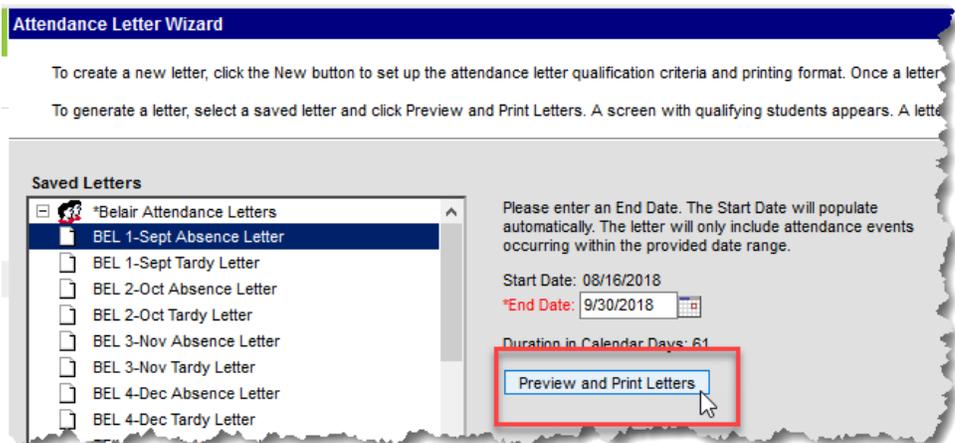
- Expand the ***(School) Attendance Letters** group for your building and select the appropriate Month Absence or Tardy Letter



- In the **End Date** field enter the last day of the Month you are running the letter for (i.e. September – 9/30/2018). Once you enter the end date, the start date should populate with the first day of school.



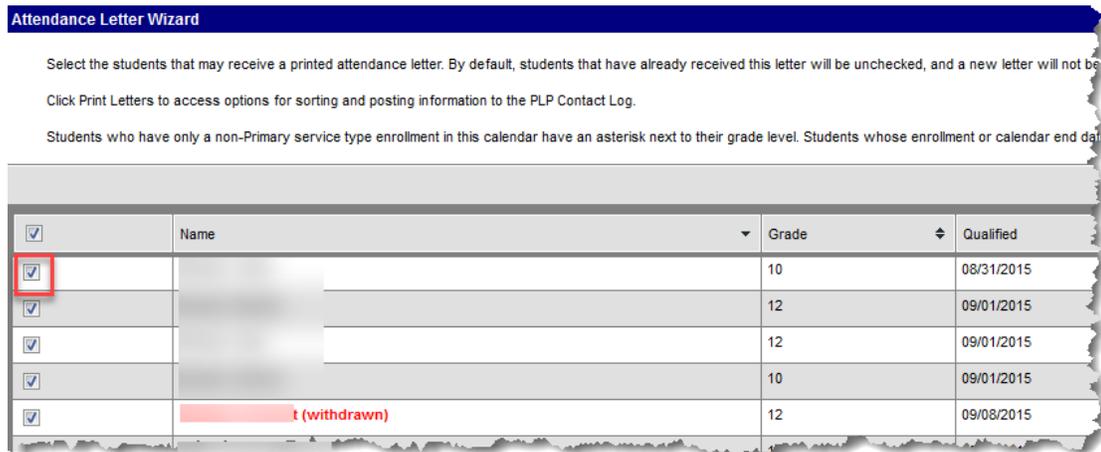
- Select the **Preview and Print** Button



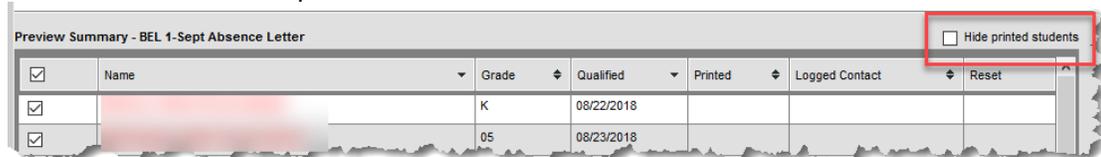
- 6) Review the list of students that met the criteria of the letter. Unselect any student you do not want a letter to generate for.

***NOTE:** It is important to unselect students you do not plan to send a letter to, as the system will create a record indicating that a letter has been sent and will be displayed on the Profile tab and Contact Log reports.

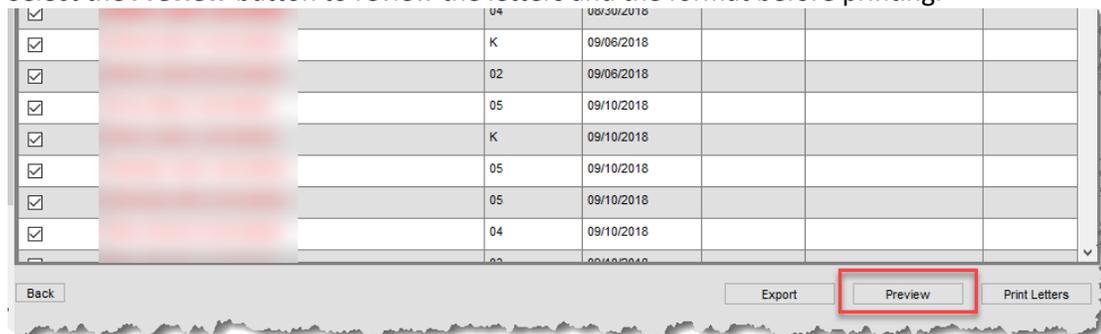
- a. All students who meet the attendance letter criteria, whether currently active students or have ended enrollment since the last time the attendance letter was printed, are included in the letter.
 - i. For students who meet the letter criteria but have since ended enrollment in the current calendar, their names display in red with the word withdrawn.
 - ii. For students who meet the letter criteria in a previous calendar, their names display in red with the word end dated.



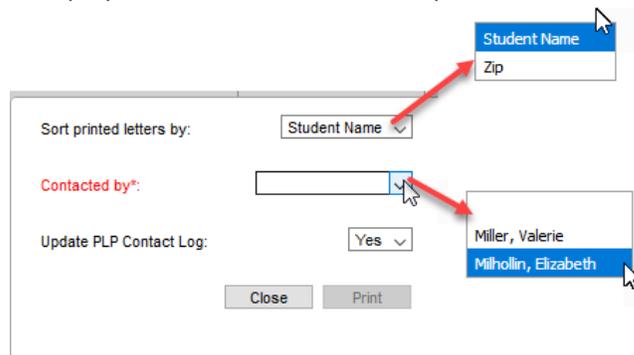
- 7) If this is not the first time this letter is run, you will see information in the Printed, Logged Contact and Reset columns displaying when the letter generated and was printed for these students. To hide these students select the Hide printed student's checkbox.



- 8) Select the **Preview** button to review the letters and the format before printing.



- 9) Select the **Print Letters** button when your list is accurate.
- a. Sort by Student Name or Zip
 - b. Contacted by – Principal Name
 - c. Update PLP Contact Log – Yes
 - i. Setting this to Yes will automatically create a contact a contact log record that will display in various locations in the product.



APPENDIX I



Enrollment and Attendance Procedures for Prenger Classroom Students

Below are enrollment, schedule, and attendance procedures for In-District and Out of District students who are attending the classroom at the Prenger Center. If a student is at the Prenger Center, but not getting instructional services in the classroom, please see the [Detention students NOT attending Prenger Classroom](#) section below.

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In-District Students attend Prenger Classroom (not including homebound placements)

Enrollment Process

1. *Students will remain enrolled in their regular school calendar*
 - a. *If student's schedule changes in the amount of time they are on school property while at Prenger, student needs a part time enrollment with the appropriate part time percentage. Be sure to create the new enrollment before end dating the old enrollment.*

Schedule

1. *The **appropriate JCPS School** will schedule students into a Prenger course section in the regular school calendar.*
 - **Course:**
 - High School, Simonsen, JCAC:
 - 8004 E2020-Prenger
 - Middle School:
 - 9881P Prenger Attendance
 - Elementary:
 - 9881P_ES Prenger Attendance
 - **Section:** Roster student into an all-day section in the classes listed above for the appropriate school.
 - High School, Simonsen, JCAC:
 - If a student is taking specific E2020 classes, schedule the appropriate V course in the ZH block of the student's schedule.
 - Middle School:
 - If a student is working on specific course work, either teacher-directed or E2020, schedule the student into the appropriate P course listed below.
 - 9882P Prenger Encore
 - 9883P Prenger Science
 - 9884P Prenger Language Arts
 - 9885P Prenger Social Studies
 - 9886P Prenger Reading
 - 9887P Prenger PE
 - **Primary Teacher:** Prenger Classroom Teacher

NOTE: If the student is not attending that class for the full length of time, a different section will need to be created with the appropriate time marked in the section placement boxes based on how long the student is attending the class. Additionally, a new enrollment will need to be created to reflect the percentage of time a student is enrolled. Please reference **Entering a Part-time Enrollment**.

Attendance

1. *Initial Attendance will be marked by the **classroom teacher***

NOTE: The classroom teacher will enter the arrival and/or departure time in the comments. If the classroom teacher misses putting attendance in for students, they will contact the building Attendance Secretaries
2. *Attendance will then be verified by the **School attendance secretary***
 - Verify the time entered in the comments using the Tardy/Absent Chart for your building
 - If the teacher enters a comment (other than the arrival/departure time)– Documented
 - If teacher does not enter comment – Not Documented

Out-of-District Students attending Prenger Classroom

This includes students who are not currently enrolled in our district and reside in our district boundaries prior to being placed at Prenger (e.g. Helias Students)

Enrollment Process

1. **Classroom Teacher (Prenger Classroom Teacher)** brings the Student Information Form (that is filled out by the student's legal guardian) to the Welcome Center.
2. **Classroom Teacher (Prenger Classroom Teacher)** informs Welcome Center of the student's official start date.
3. **Welcome Center** processes the Student Information Form (enters enrollment and household information into Infinite Campus)
 - Students will be enrolled into the Prenger Calendar
 - If a student is not attending for the full day, a part-time enrollment will need to be created.
 - Enter information on the Enrollment and Central Enrollment tabs.
 - Students will be added to the Prenger Household
 - Michael Couty and Heather Erickson are connected to the student in the household and given the relationship of "caseworker"
NOTE: Do **NOT** mark "mailing" – no mail is to be sent to the Prenger Center
 - Add the student's other caseworkers as non-household contacts
 - Do not enter any information into the Misc. or Transportation tabs.
4. **Welcome Center** requests records from the previous school and asks that those records be sent to the Special Services Office for review. Welcome Center then scans the SIF and the Request for Records on to the SIPA folder on the Central Enrollment server.
5. **Welcome Center** emails Special Services that a student has been enrolled.
6. **Welcome Center** gives the hard copy of the Student Information Form and the Request for Records Form to the Office of Special Services.
7. The **Special Services Office** creates the student's file.

NOTE: At the end of every three months, the **Special Services Office** will forward any end dated student records to the appropriate JCPS School building for record retention.

Schedule

1. **Special Services Office** will schedule students into **TWO** Prenger course sections in the Prenger calendar
 - **Course:** 2P Prenger
 - **Sections:** Section 1: 8:40 AM – 12:00 PM
Section 2: 12:00 PM – 3:40 PM
- NOTE:** If the student is not attending class for the full section length, contact the Office of Student Information Planning and Assessment to create a new section based on the time the student is attending class. Once the new section has been created, schedule the student into the newly created section.
- **Primary Teacher (Prenger Classroom Teacher)**

Attendance

1. Initial Attendance will be marked by the **classroom teacher (Prenger Classroom Teacher)**

Prenger				
Out of District				
<i>Student IN</i>				
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
1	8:40-9:37	Tardy	9:38-12:00	Absent
2	12:00-1:09	Tardy	1:10-3:40	Absent
<i>Student OUT</i>				
Period	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
1	8:40-9:38	Absent	9:39-12:00	Tardy
2	12:00-1:10	Absent	1:10-3:40	Tardy

NOTE: If the classroom teacher misses putting attendance in for students, they will contact the Office of Special Services with the attendance for the days that were missed.

2. Attendance will then be verified by the **Office of Special Services**
 - a. AE: Absent Excused
 - b. TE: Tardy Excused

Drop Process

1. When a student leaves Prenger, the **classroom teacher (Prenger Classroom Teacher)** notifies the **Special Services Office**
2. The **Special Services Office** enters the End Date, End Status, Transfer To District, Transfer To School, and End Comments on the enrollment record for that student based upon the Receiving School portion of the Grade Transcript form (Appendix A) received from Prenger.

NOTE: If no information is known about the receiving school, an end status of D06: Drop not known to be continuing is entered.

3. The **Special Services Office** will email the **Welcome Center** to notify them of the student's move.
4. The **Welcome Center** end dates the student's membership in the Prenger household.
5. The **Special Services Office** adds the Grade Transcript form to the student's file and holds the records awaiting the request for records. At the end of every three months, the Special Services Office (Letha Piper) will forward any end dated student records to the appropriate JCPS School building for record retention.

NOTE: When/If a JCPS School receives the records request from the school that the student has transferred to, the **JCPS School** will check to see if they are in possession of the student's file. If not, the **JCPS School** will forward the records request to the **Special Services Office** to provide the records to the receiving school. If the receiving school was unknown at the time of discharge, then the Special Services Office or the JCPS School that completes the records request changes the drop end status to an appropriate transfer end status and enters the Transfer To District, Transfer to School, and the appropriate comments.

Resident Prenger Students Who Attend JCPS Schools

Enrollment Process

1. *If at any point the student transitions from attending classes at Prenger to attending classes in a JCPS school building, the **classroom teacher (Prenger Classroom Teacher)** will notify the **Special Services Office** and the appropriate building of the transfer and send someone with legal authorization to enroll the student to the appropriate building.*
2. *The **JCPS school secretary** collects the required enrollment documents (Household/Census Form, Health Form, Technology Usage Agreement Form, Media Release Form, etc.) from the legal guardian and enters the data into Infinite Campus. The secretary also creates the student's enrollment in that building's calendar.*
3. *The student should already be in the Prenger household, but "mailing" will now need to be marked.*

Schedule

1. *The **appropriate JCPS School** will schedule the student into an appropriate school schedule*

Attendance

Attendance will be marked by the regular school attendance secretary.

Drop Process

1. *When a student leaves the school building, the **JCPS school secretary** enters the End Date, End Status, Transfer To District, Transfer To School, and End Comments on the enrollment record for that student.*

NOTE: If no records request has been received, an end status of D06: Drop not known to be continuing is entered. When/If the JCPS School receives the records request from the school that the student has transferred to, the JCPS School will send the records and change the drop end status to an appropriate transfer end status and enters the Transfer To District, Transfer to School, and the appropriate comments.

2. *The **JCPS school secretary** will also end date the student's membership in the Prenger household.*

In-District Students attend Prenger Classroom on Homebound Placement

Enrollment Process

1. *Students will remain enrolled in their regular school calendar*

Schedule

1. *The **appropriate JCPS School** will schedule students into a Prenger course section in the regular school calendar.*
 - **Course:**
 - High School, Simonsen, JCAC:
 - 8004 E2020-Prenger
 - Middle School:
 - 9881P Prenger Attendance
 - **Section:** Roster student into an all-day section in the classes listed above for the appropriate school.
 - High School, Simonsen, JCAC:
 - If a student is taking specific E2020 classes, schedule the appropriate V course in the ZH block of the student's schedule.

- Middle School:
 - If a student is working on specific course work, either teacher-directed or E2020, schedule the student into the appropriate P course listed below.
 - 9882P Prenger Encore
 - 9883P Prenger Science
 - 9884P Prenger Language Arts
 - 9885P Prenger Social Studies
 - 9886P Prenger Reading
 - 9887P Prenger PE
- **Primary Teacher:** Prenger Classroom Teacher

NOTE: If the student is not attending that class for the full length of time, a different section will need to be created with the appropriate time marked in the section placement boxes based on how long the student is attending the class. Additionally, a new enrollment will need to be created to reflect the percentage of time a student is enrolled. Please reference **Entering a Part-time Enrollment**.

Attendance

3. *Initial Attendance will be marked by the **school secretary** using the H: Homebound code for the length of time the student will be on homebound.*

In-District Prenger students NOT attending Prenger Classroom (i.e. Detention)

Enrollment Process

1. *Students will remain enrolled in their regular school calendar*

Schedule

1. *Student will remain in their schedule*

Attendance

1. *The school attendance secretary will mark the student's attendance as INC+: Incarcerated with Services for the length of time the student is at Prenger but not in the Prenger Classroom.*

NOTE: Prenger Classroom teacher is instructing these students outside of the school day, therefore we can collect attendance on them.

Summer School Procedures (In-District & Out-of-District Students)

Enrollment Process

*Students will be enrolled in the Prenger Summer School calendar. The **Primary Teacher (Prenger Classroom Teacher)** will send a list of enrollees to the **Welcome Center**.*

Schedule

1. **Special Services Office** will schedule students into **TWO** Prenger course sections in the Prenger calendar
 - **Course:** 3P: Summer Drug Court
 - **Sections:**
 - Section 1: 8:30 – 11:30
 - Section 2: 11:30 – 2:30
 - **Primary Teacher:** Prenger Classroom Teacher

Attendance

4. *Initial Attendance will be marked by the **classroom teacher (Prenger Classroom Teacher)***
 - **AE: Absent Excused**
 - Used when a student misses half or more of the class
 - **Arrives** between 10:00 – 11:30 or **Leaves** between 8:30 – 10:00
 - OR**
 - **Arrives** between 1:00 – 2:30 or **Leaves** between 11:30 – 1:00
 - **TE: Tardy Excused**
 - Used when a student misses less than half of the class
 - **Arrives** between 8:30 – 9:59 or **Leaves** between 10:01 - 11:30
 - OR**
 - **Arrives** between 11:30 – 12:59 or **Leaves** between 1:01 – 2:30
5. *Attendance will then be verified by the Office of Special Services*

NOTE: If the classroom teacher misses putting attendance in for students, they will contact the Office of Special Services with the attendance for the days that were missed.

Drop Process

1. *When a student leaves Prenger, the **classroom teacher (Prenger Classroom Teacher)** notifies the Office of Special Services.*
2. *The **Special Services Office** enters an end date and end status of R001: Remained Advanced on the enrollment record for that student.*
3. *The **Special Services Office** will email the **Welcome Center** to end date the student's membership in the Prenger household.*

Appendix A: Grade Transcript Form

GRADE TRANSCRIPT

From Jefferson City Public Schools

at Prenger Family Center, 400 Stadium Blvd., Jefferson City, MO 65101

One form per student is to be completed within 48 hours of release and emailed to letha.piper@jcschools.us
or fax to 573-632-3475

Student's Legal Name: _____ Grade: _____

Birth Date: _____ Gender: Male Female

First day in class: _____ Last day in class: _____

Ethnicity: Asian Black Hispanic Indian White Multi Other Pac. Island

SCHOOL DISTRICT RECEIVING STUDENT:

NAME: _____ FAX: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PERCENTAGES EARNED FOR CLASSES TAUGHT:

PE: _____

ENGLISH _____ MATH _____ CAREER EXPLORATIONS _____

E20/20 Course _____ Percentage Earned _____

Academic Teacher's Signature: _____ Date: _____

Comments: _____

Grading Table: A = 93--100% / A- = 90--92% / B+ = 87--89% / B = 83--86% / B- = 80--82% /
C+ = 77--79% / C = 73--76% / C- = 70--72% / D+ = 67--69% / D = 63--66% / D- = 60--62%
/ F = < 59% and below /

APPENDIX J



Enrollment and Attendance Procedures for Preferred Family Students

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In-District Students

Enrollment Process

1. *Student's needs to be placed in a part time enrollment with a Percent enrolled of 28%. Be sure to create the new enrollment before end dating the old enrollment.*

Schedule

1. *The **appropriate JCPS School** will schedule students into a Prenger course section in the regular school calendar.*
 - **Course:**
 - High School, Simonsen, JCAC:
 - 8005 E2020-Preferred Family
 - Middle School:
 - 1P Preferred Family
 - **Section:** Roster student into a 2 hour section in the classes listed above for the appropriate school.
NOTE: High School, Simonsen, JCAC: If a student is taking specific E2020 classes, schedule the appropriate V course in the ZH block of the student's schedule.

Attendance

1. *Initial Attendance will be marked by the **classroom teacher***
NOTE: The classroom teacher will enter the arrival and/or departure time in the comments. If the classroom teacher misses putting attendance in for students, they will contact the building Attendance Secretaries
2. *Attendance will then be verified by the **School attendance secretary***
 - Verify the time entered in the comments using the Tardy/Absent Chart for your building
 - If the teacher enters a comment (other than the arrival/departure time)– Documented
 - If teacher does not enter comment – Not Documented

Out-of-District-Students

This includes students who are not currently enrolled in our district and reside in our district boundaries prior to being placed at Preferred Family (e.g. Helias Students)

NOTE: Per the District's auditor, we are able to consider Preferred Family students as receiving homebound services, from an attendance perspective. This decision became effective at the start of the 15-16 school year. Enrollment, schedule and attendance procedures have been updated to reflect this change.

Enrollment Process

1. ***Special Services Office (Letha Piper)** brings the Student Information Form that is filled out by the student's legal guardian or Preferred Family to the Welcome Center.*
2. ***Special Services Office (Letha Piper)** informs Welcome Center of the student's official start date.*
3. ***Welcome Center** processes the Student Information Form (enters enrollment and household information into Infinite Campus).*
 - The students will be enrolled into the Preferred Family Calendar
 - Part-Time Enrollment with a Percent Enrolled of 28%
 - Students will be added to the Preferred Family Household
NOTE: Do **NOT** mark "mailing" – no mail is to be sent to Preferred Family
 - Do not enter any information into the Misc. or Transportation tabs.

4. **Welcome Center** requests records from the previous school and asks that those records be sent to the Special Services Office for review. Welcome Center then scans the SIF and Request for Records on to the SIPA folder on the Central Enrollment server.
5. **Welcome Center** emails Special Services (Letha Piper) that the student has been enrolled.
6. **Welcome Center** gives the hard copy of the Student Information Form and Request for Records Form to the Office of Special Services.
7. The **Special Services Office (Letha Piper)** creates the student's file.

NOTE: At the end of every three months, the **Special Services Office (Letha Piper)** will forward any end dated student records to the appropriate JCPS School building for record retention.

Schedule

1. **Special Services Office (Letha Piper)** will schedule students into **ONE** Preferred Family course section in the Preferred Family calendar
 - **Course:** 1P Preferred Family
 - **Sections:** Section 1: 8:00 AM – 10:00 PM
Section 2: 10:00 PM – 12:00 PM

Attendance

3. Initial Attendance will be marked by the **secondary teacher (Tracy Jameson)**
 - AE: Absent Excused
 - Used when a student misses half or more of the class
 - **Arrives** between 9:00-10:00 or **Leaves** between 8:00-9:00
 - OR**
 - **Arrives** between 11:00 – 12:00 or **Leaves** between 10:00 - 11:00
 - TE: Tardy Excused
 - Used when a student misses less than half of the class
 - **Arrives** between 8:00-8:59 or **Leaves** between 9:01-10:00
 - OR**
 - **Arrives** between 10:00 – 10:59 or **Leaves** between 11:01 – 12:00
4. Attendance will then be verified by the **Office of Special Services**.

Drop Process

1. When a student leaves Preferred Family, the **classroom teacher (Tracey Jameson)** notifies the **Special Services Office (Letha Piper)**.
2. The **Special Services Office (Letha Piper)** enters the End Date, End Status, Transfer To District, Transfer To School, and End Comments on the enrollment record for that student based upon the Receiving School portion of the Grade Transcript form (Appendix A) received from Preferred Family.

NOTE: If no information is known about the receiving school, an end status of D06: Drop not known to be continuing is entered.
3. The **Special Services Office (Letha Piper)** will email the **Welcome Center** to notify them of the student's move.
4. The **Welcome Center** end dates the student's membership in the Preferred Family household.
5. The **Special Services Office** adds the Grade Transcript form to the student's file and holds the records awaiting the request for records. At the end of every three months, the Special Services Office (Letha Piper) will forward any end dated student records to the appropriate JCPS School for record retention.

NOTE: When/If a JCPs School receives the records request from the school that the student has transferred to, the **JCPs School** will check to see if they are in possession of the student's file. If not, the **JCPs School** will forward the records request to the **Special Services Office (Letha Piper)** to provide the records to the receiving school. If the receiving school was unknown at the time of discharge, then the Special Services Office or the JCPs School that completes the records request changes the drop end status to an appropriate transfer end status and enters the Transfer To District, Transfer to School, and the appropriate comments.

Summer School Procedures (In-District & Out-of-District Students)

Enrollment, Schedule, Attendance Process

Follow the Enrollment, Schedule and Attendance Processes above during Summer School.

Drop Process

1. *When a student leaves Preferred Family, the **secondary teacher (Tracy Jameson)** notifies the Special Services office (Letha Piper).*
2. *The **Special Services Office (Letha Piper)** enters an end date and end status of R001: Remained Advanced on the enrollment record for that student.*

NOTE: If the student is enrolled with Preferred Family past the last day of summer school, but leaves Preferred Family before the start of the new school year, a Transfer end status will need to be used.

3. *The **Special Services Office** will email the **Welcome Center** to end date the student's membership in the Preferred Family household.*

Appendix A: Grade Transcript Form

GRADE TRANSCRIPT

from Jefferson City Public Schools

at Preferred Family Healthcare, 101 Adams, Jefferson City, MO 65101

One form per student is to be completed within 48 hours of release and emailed to letha.piper@jcschools.us,
or fax to 573-632-3475

Student's Legal Name: _____ Grade: _____

Birth Date: _____ Gender: Male Female

First day in class: _____ Last day in class: _____

Ethnicity: Asian Black Hispanic Indian White Multi Other Pac Island

SCHOOL DISTRICT RECEIVING STUDENT:

NAME: _____ FAX: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PERCENTAGES FOR BASIC SKILLS CLASSES TAUGHT:

E20/20 Course _____ Percentage Earned _____

E20/20 Course _____ Percentage Earned _____

Intro to Art _____

Healthy Living _____

Academic Teacher's Signature: _____ Date: _____

Comments: _____

Grading Table: A = 93--100% / A- = 90--92% / B+ = 87--89% / B = 83--86% / B- = 80--82% /
C+ = 77--79% / C = 73--76% / C- = 70--72% / D+ = 67--69% / D = 63--66% / D- = 60--62%
/ F = < 59% and below /

APPENDIX K

Virtual and Online Learning Enrollment & Scheduling

Contents

General Information	1
Courses.....	2
Enrollment	3
Scheduling.....	3
Campus Calculations (calculating for V courses only)	4

General Information

- The district uses the E2020 program for its virtual coursework. A teacher monitors and scores the coursework as the student progresses.
- The following range will determine the amount of attendance the district can claim on a student taking virtual courses.
 - 100% Course Completion =94% attendance claimed
 - 50-99% Course Completion= 47% attendance claimed
 - 0-49% Course Completion= 0% attendance claimed
- Two types of subject level courses
 - Online Learning
 - Student is in seat during the regular school day under the direct supervision of a certified teacher working on online coursework in a classroom setting.
 - Virtual
 - Student is on- or off-site independently working on coursework in an online environment.

Courses

- Roster Courses
 - Students completing E2020 course work during the regular school day under the direct supervision of a certified teacher will be rostered to a Study Skills, Jay Time, or Cavalier Time class in the school calendar.
 - Attendance will be taken during class time via this course
 - Students completing E2020 courses work outside of a designated classroom will be rostered into one of the following courses.
 - 8000 E2020
 - Attendance is tracked through this course
 - There are no grades linked to this course.
 - 8002 E2020-Homebound
 - Attendance is tracked through this course if student is on homebound and not exclusively working on E2020. Attendance is not tracked through this course if the student is exclusively working on E2020; student attendance gets calculated based off virtual attendance rules
 - There are no grades linked to this course.
 - 8003 E2020-Virtual
 - No attendance is tracked through this courses, students attendance gets calculated based off virtual attendance rules
 - There are no grades linked to this course.
 - 8004 E2020-Prenger
 - Attendance is tracked through this course if NOT enrolled at JCAC ASP. If student is enrolled in JCAC ASP, attendance gets calculated based off virtual attendance rules
 - There are no grades linked to this course.
 - 8005 E2020-Preferred Family
 - Attendance is tracked through this course if NOT enrolled at JCAC ASP. If student is enrolled in JCAC ASP, students attendance gets calculated based off virtual attendance rules
 - There are no grades linked to this course.
 - 8006 E2020-SSC
 - Attendance is tracked through this course if NOT enrolled at JCAC ASP, , if student is enrolled in JCAC ASP students attendance gets calculated based off virtual attendance rules
 - There are no grades linked to this course.
- Subject Courses
 - Students will also be scheduled into subject-level courses into the V/OL period.
 - Subject-level course numbers are designated with the following code
 - Online Learning “OL”:
 - Student is under the direct supervision of a certified teacher working on coursework in an online environment.
 - Can collect full attendance based on student presence/absence.
 - Course Tab : Online Learning field is set to Blank or No
 - Virtual “V”:
 - Student is on- or off-site independently working on coursework in an online environment.
 - Virtual attendance calculations apply
 - Course Tab: Online Learning Field is set to Yes
 - Section Tab: Delivery Method is set to V:Virtual Class

Enrollment

- Online Learning
 - Full-time Online Learning
 - Percent Enrolled = 100
 - Part-time Online Learning
 - Use the number of periods scheduled in the regular school day and refer to the Percent Enrolled chart on the Entering a Part-Time Enrollment documentation (pg. 7)
 - NOTE: Anytime the number of periods attending changes, a new enrollment with a new percentage would need to be created
- Virtual
 - Full-time during the school day with additional Virtual Classes
 - Percent Enrolled = 100
 - Full-time Virtual (7 virtual classes being taken at one time)
 - Percent Enrolled = 100
 - Part-time Virtual
 - Use the number of virtual classes scheduled and refer to the Percent Enrolled chart on the Entering a Part-Time Enrollment documentation (pg. 7).

Scheduling

- Schedule students based on the following guidelines
 - Online Learning: Student is in seat during the regular school day under the direct supervision of a certified teacher working on online coursework in a classroom setting.
 - Attendance Course (i.e. E2020)
 - Scheduled in a period during the school day
 - “OL” Credit Course(s)
 - Scheduled in the V/OL period (non-instructional period)
 - If student doesn’t complete 100% of the course work, nothing else needs to be done
 - If student completes 100% of the course work, enter a posted grade for the course under the Course > Section > Grading by Student
 - Grade will be posted to transcript at the end of the term
 - Virtual students: Student is on- or off-site independently working on coursework in an online environment.
 - “V” Credit Course(s)
 - Scheduled in the V/OL period (non-instructional period)
 - If student completes less than 50% the course work, enter roster end date the same as the roster start date
 - If student completes from 50% to 99% of the course work, nothing needs to be done
 - If student completes 100% of the course work, enter a posted grade for the course under the Course > Section > Grading by Student
 - Grade will be posted to transcript at the end of the term

Campus Calculations (calculating for V courses only)

- Course requirements
 - Online Learning field must be set to Yes in the Course Tab
 - *Note this does not refer to the OL course numbers in Infinite Campus
 - Does not need to be marked for attendance; the period does not have to be marked as instructional.
- The Regular Hours Attended field uses the following logic for Virtual Attendance: **X minutes / 60 = hours**, which is then multiplied by either .47 (if there is no transcript entry) or .94 (if there is a transcript entry). This value is calculated into the Regular Hours Attended field.
 - Once the initial calculation is complete, Transcript entries are reviewed.
 - During the selected year for a course marked as Online, if a Transcript entry exists, all hours for which the student was enrolled in that course/section are calculated. 94% of those hours are added to the first attendance calculation for the Regular Hours Attendance value.
 - If there is no transcript entry for a course marked as Online, all hours of the course/section are calculated, and 47% of those hours are added to the first attendance calculation.
 - If the student's roster start date and end date are the same, hours are not calculated.
 - If multiple online courses are scheduled (aka skinnied) into a period, the full period is counted for each course. Ex: 2 online courses skinnied into a period with 60 minutes, each course will calculate the 60 minutes.
 - A students' attendance is calculation as usual, minus all courses and course sections marked as Online. Non-instructional minutes are not calculated.
 - The Regular Hours Attended value cannot exceed the Calendar Instructional minutes. Regular hours attended must equal calendar minutes if they exceed calendar instructional minutes for the entire calculation.
- Regular hours absent does NOT calculate absent hours for virtual classes. An absent calculation is not done for online courses, even if there is an absence for the period.
 - JCPS manually adds absence hours based on the following
 - 6% absence for each .5 credits earned
 - 3% for students who have completed 50% or more of a class with 0 credits earned

APPENDIX L

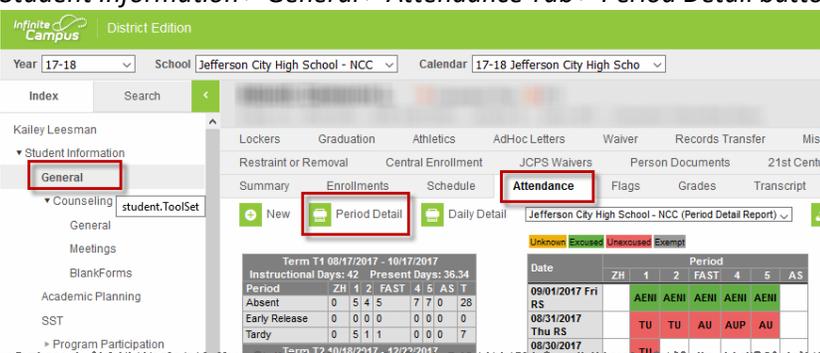
Drop for non-attendance

Students who have been absent for more than 20 consecutive **CALENDAR** days may be dropped from Infinite Campus, provided the appropriate steps have been taken to get the student back in school.

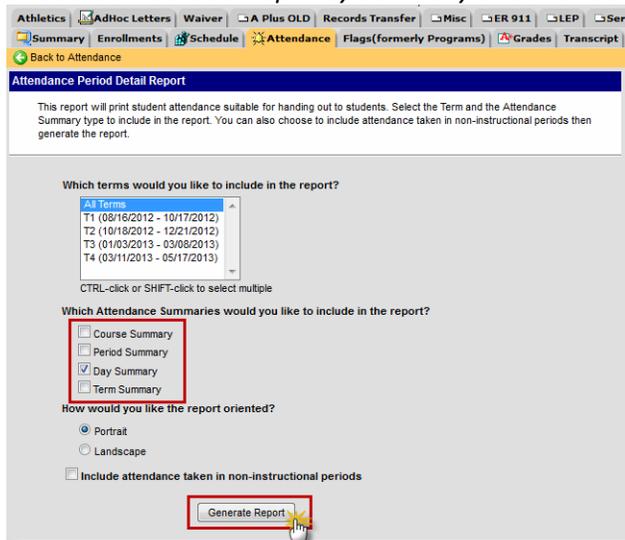
IMPORTANT: If the student has an IEP, you **MUST** contact the Case Manager to verify that there are no further actions taking place with the student (i.e. IEP meeting.) If there is a planned meeting, or other action pending, do **NOT** drop the student until at least the date of the meeting and/or action. In these instances, the last day will be the date of the last action, **NOT** the last day of attendance.

Save & Upload Attendance Report

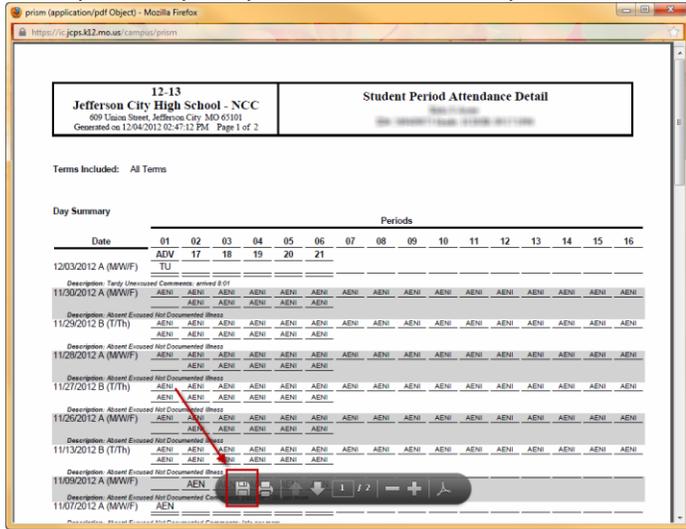
- Run the Period Detail report for Day Summary on the student
Student Information > General > Attendance Tab > Period Detail button



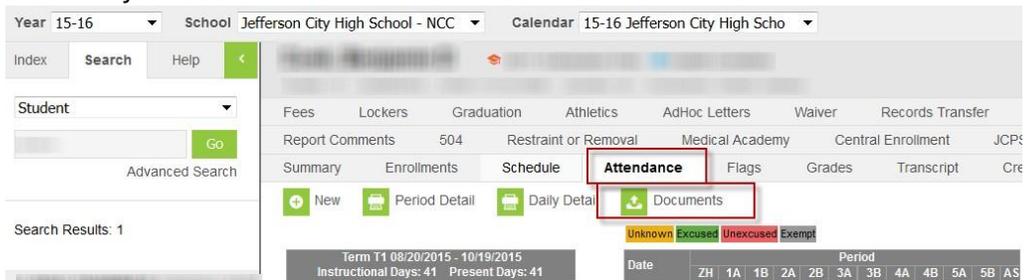
Unselect all boxes except Day Summary and click Generate Report



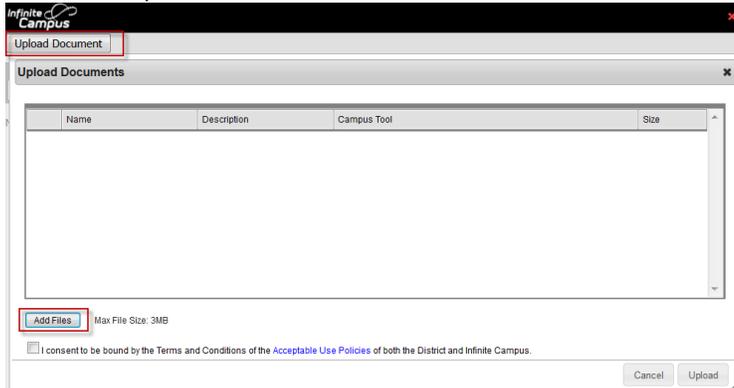
The report will pull up in a PDF. Save the report to the computer.



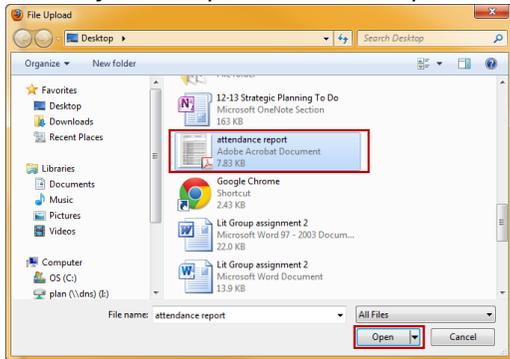
- Upload the report into Documents on the Attendance tab
Student Information > General > Attendance > Documents button



Select the Upload Document button and then select the Add File button

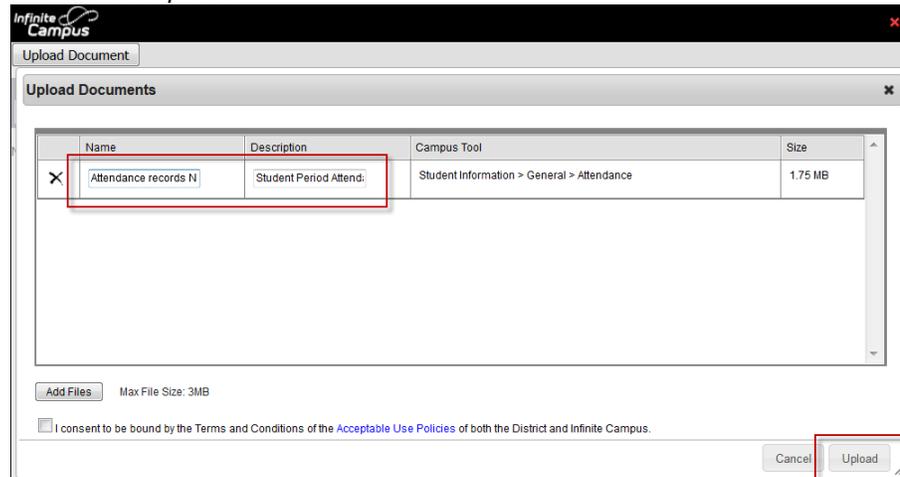


Browse for the report saved in the previous steps, select it and click open



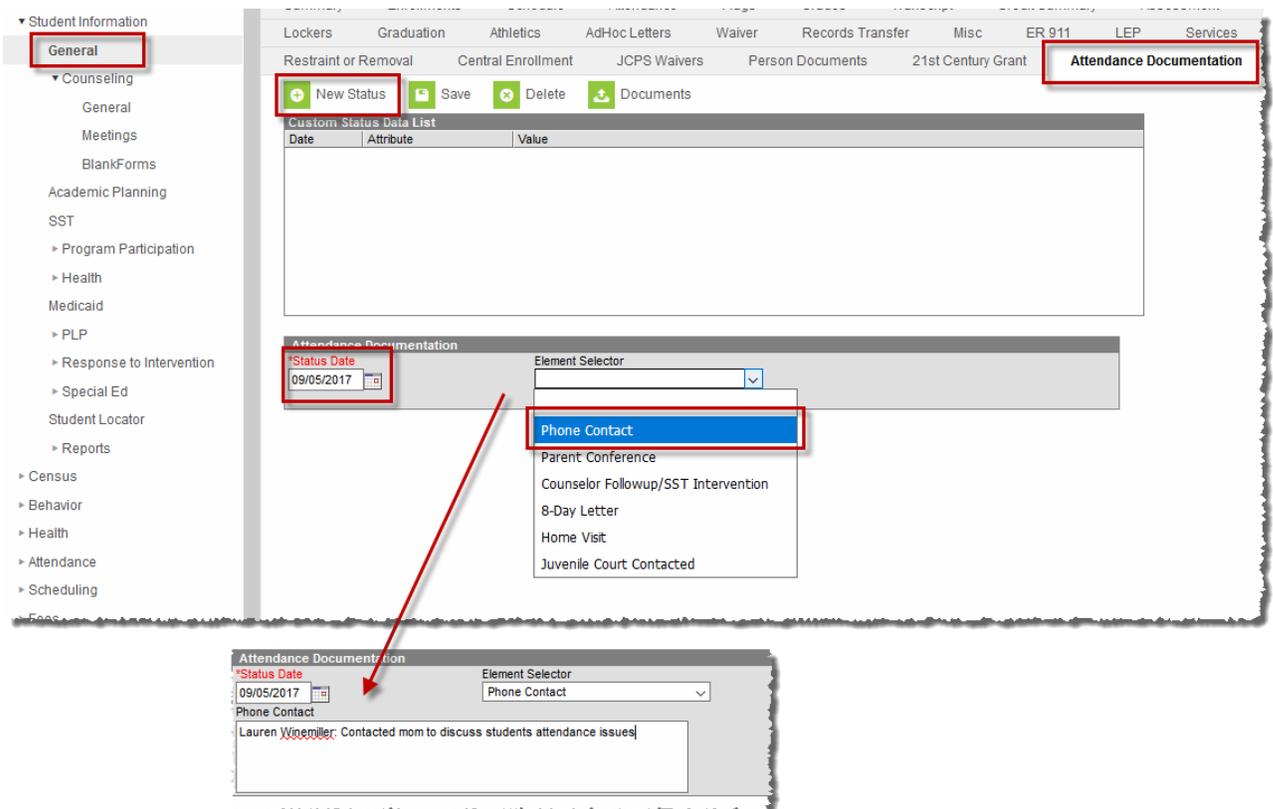
Name the document and give it a description. *NOTE: Please do not use special characters in the name of the file as this can cause issues when uploading the file.* Suggested file name: Attendance records Nov 2015; Suggested Description: Student Period Attendance Detail for Drop

Then select Upload.



Grades 9-12: Document Attendance Communication Attempts

- ✓ Student Information > General > Attendance Documentation
 - Select New Status
 - Enter Date Contact was made
 - Select type of contact
 - Enter the name of the person who made the contact and any notes needed



Student Enrollment

- End Date the Student's Enrollment

***NOTE:** Be sure to save the Attendance Sheet first. Once the enrollment has been deleted, the attendance record will be lost

- End Date should be the last day the student attended **OR** date of last action taken on an IEP/504 student, whichever is more recent.
- End Status will be a D01: Dropped Out: Other
 - If there has been information given that the student has moved but no record request has been received use the D06: Moved not known continuing end status.
- Specify in End Date comments "Due to Non-Attendance"

*See End Status Documentation for full details

The screenshot displays the 'Enrollment Editor' window. At the top, there is a menu bar with options like 'AdHoc Letters', 'Waiver', 'A Plus OLD', 'Records Transfer', 'Misc', 'ER 911', 'LEP', 'Services', 'A Plus', and 'R'. Below the menu is a toolbar with 'Save', 'Delete', 'Print Enrollment History', 'New', and 'New Enrollment History'. The main area is divided into several sections:

- Enrollment Editor Table:** A table with columns 'Edit', 'Grade', 'Type', 'Calendar', 'Start Date', and 'End Date'. It lists four enrollment records for grades 07, 08, 09, and 10 at Jefferson City High School.
- General Enrollment Information:** A form with fields for 'Calendar' (12-13 Jefferson City High Scho), 'Schedule (read only)' (Main), '*Grade' (10), 'Class Rank Exclude', '*Start Date' (08/16/2012), 'End Date' (11/19/2012), '*Start Status' (R101: Remained: Advanced), 'End Status' (D01: Dropped Out: Other), 'End Action', '*Service Type' (P: Primary), 'Transfer To District', 'Transfer To School', 'Start Comments', and 'End Comments' (Due to Non-Attendance).
- Future Enrollment:** A section at the bottom with fields for 'Next Calendar', 'Next Schedule Structure', and 'Next Grade'.

APPENDIX M



Early Childhood SPED Summer School Clerk

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Attendance

Attendance will be taken by the teachers each day. Once the attendance has been taken by the teachers, the [Classroom Monitor](#) needs to be checked to verify that every teacher has taken attendance. Students that were marked absent will need to have their absence verified by placing an attendance code on the absence. [Daily Attendance](#) will be the tool you use to do this. If an absence needs to be created or changed, there are two different methods to do this. The [Attendance Wizard](#) allows the user to apply attendance to a **group** of students at one time. The [Student Attendance](#) allows the user to enter attendance for an **individual** student.

Attendance Codes

- **Absent**
 - Used when a student misses half or more of a period and contact with parent has been made as to why the student is absent. Use the Comment Field to explain the reason for the absence.
- **Unexcused**
 - Used when a student misses half or more of a period and no contact with parent has been made as to why the student is absent.
- **Tardy**
 - Used when a student comes into school missing less than half of a period
- **Left Early**
 - Used when a student leaves school missing less than half of a period

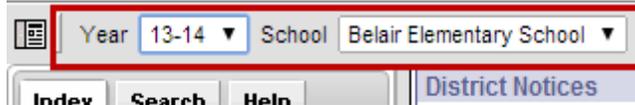
Absent/Tardy/Left Early Chart

ECSE Kindergarten SS					
<i>Student IN</i>					
Period	Time Frame	Sign In Time	Sign In Code	Sign In Time	Sign In Code
1	7:30-8:59	7:30-8:14	T: Tardy	8:15-8:59	A: Absent or U:Unexcused
2	8:59-10:13	8:59-9:35	T: Tardy	9:36-10:13	A: Absent or U:Unexcused
3	10:13-11:27	10:13-10:49	T: Tardy	10:50-11:27	A: Absent or U:Unexcused
4	11:27-1:01	11:27-12:13	T: Tardy	12:14-1:01	A: Absent or U:Unexcused
5	1:01-2:15	1:01-1:37	T: Tardy	1:38-2:15	A: Absent or U:Unexcused
6	2:15-3:30	2:15-2:51	T: Tardy	2:52-3:30	A: Absent or U:Unexcused
<i>Student OUT</i>					
Period	Time Frame	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
1	7:30-8:59	7:30-8:15	A: Absent or U:Unexcused	8:16-8:59	L: Left Early
2	8:59-10:13	8:59-9:36	A: Absent or U:Unexcused	9:37-10:13	L: Left Early
3	10:13-11:27	10:13-10:50	A: Absent or U:Unexcused	10:51-11:27	L: Left Early
4	11:27-1:01	11:27-12:14	A: Absent or U:Unexcused	12:15-1:01	L: Left Early
5	1:01-2:15	1:01-1:38	A: Absent or U:Unexcused	1:39-2:15	L: Left Early
6	2:15-3:30	2:15-2:52	A: Absent or U:Unexcused	2:53-3:30	L: Left Early
ECSE SS					
<i>Student IN</i>					
Period	Time Frame	Sign In Time	Sign In Code	Sign In Time	Sign In Code
1	7:45-11:15	7:45-9:29	T: Tardy	9:30-11:15	A: Absent or U:Unexcused
2	12:00-3:30	12:00-1:44	T: Tardy	1:45-3:30	A: Absent or U:Unexcused
<i>Student OUT</i>					
Period	Time Frame	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
1	7:45-11:15	7:45-9:30	A: Absent or U:Unexcused	9:31-11:15	L: Left Early
2	12:00-3:30	12:00-1:45	A: Absent or U:Unexcused	1:46-3:30	L: Left Early

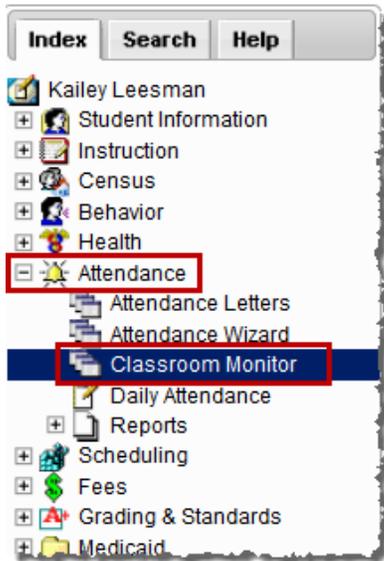
Classroom Monitor

The Classroom Monitor shows which teachers have recorded attendance for a course section during the appropriate period. In addition, the Classroom Monitor allows the attendance clerk to rapidly enter attendance for teachers or substitute teachers if they are provided attendance via a roster or other list of students in that section.

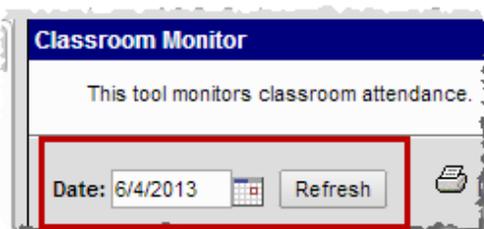
- 1) Select the upcoming **Year**, and **School**



- 2) Click **Attendance > Classroom Monitor**



- 3) The date will default to the current date. If the date needs changed to a different date, enter the date and click **Refresh**.



- 4) The Classroom Monitor lists all the primary teachers in the building along with the two periods they are scheduled. If the teacher has taken attendance in the class, the Classroom Monitor will display **Green** for the section. If the teacher has not taken attendance, the section will display in **Red**.

Classroom Monitor

This tool monitors classroom attendance.

Date: 6/4/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed

Teacher	Dept	Contact	1	2	3	4	5	6
Teaching Staff	Teaching Staff	✉	500-1 (7/7)	600-1 (9/11)	500-1 (7/7)	600-1 (9/11)	500-1 (7/7)	600-1 (9/11)
Teaching Staff	Teaching Staff	✉	600-1 (9/11)	500-1 (7/7)	600-1 (9/11)	500-1 (7/7)	600-1 (9/11)	500-1 (7/7)
Teaching Staff	Teaching Staff	✉	200-1 (--/16)	200-1 (--/16)	200-1 (--/16)	200-1 (--/16)	200-1 (--/16)	200-1 (--/16)
Teaching Staff	Teaching Staff	✉	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)
Teaching Staff	Teaching Staff	✉	400-1 (13/13)	500-2 (6/6)	400-1 (13/13)	500-2 (6/6)	400-1 (13/13)	500-2 (6/6)
Teaching Staff	Teaching Staff	✉	500-2 (6/6)	400-1 (13/13)	500-2 (6/6)	400-1 (13/13)	500-2 (6/6)	400-1 (13/13)
Teaching Staff	Teaching Staff	✉	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)
Teaching Staff	Teaching Staff	✉	01-2 (17/17)	01-2 (17/17)	01-2 (17/17)	01-2 (17/17)	01-2 (17/17)	01-2 (17/17)
Teaching Staff	Teaching Staff	✉	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)

Teacher has NOT taken attendance in this class

- 5) To narrow the list to only view primary teachers, select the **Primary Teachers Only** check box.

Classroom Monitor

This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
Adkams, Christie	Music	✉				8606-1 (15/16)		7602-1 (6/7)
Lang, Wendy	Language Arts	✉	7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)	7100-7 (25/26)	

- 6) To view a report of all teachers who have not completed their attendance, click on the **Incomplete Teacher Attendance** print icon.

Classroom Monitor

This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
Adkams, Christie	Music	✉				8606-1 (15/16)		7602-1 (6/7)
Lang, Wendy	Language Arts	✉	7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)	7100-7 (25/26)	

- 7) If there is a substitute for the teacher that day and you have a paper attendance sheet, attendance can be entered straight from this screen by the Attendance Clerk. Click on the section that attendance needs to be taken.

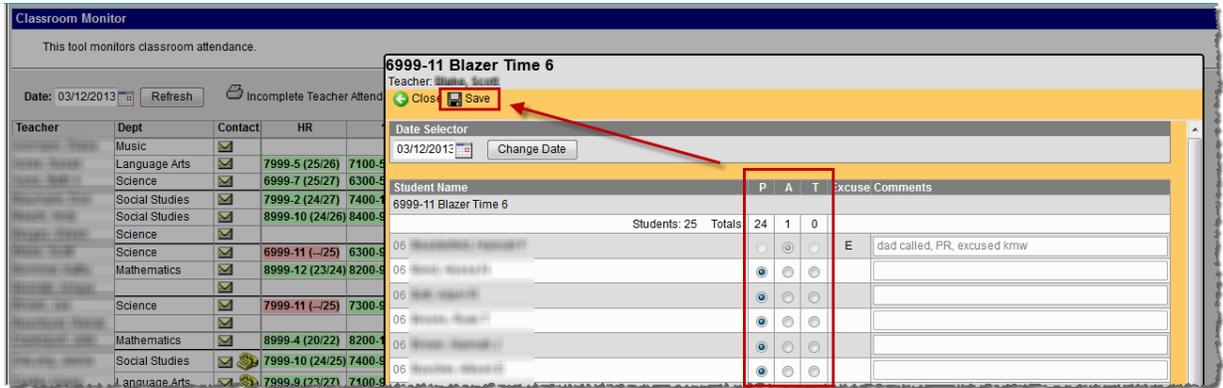
Classroom Monitor

This tool monitors classroom attendance.

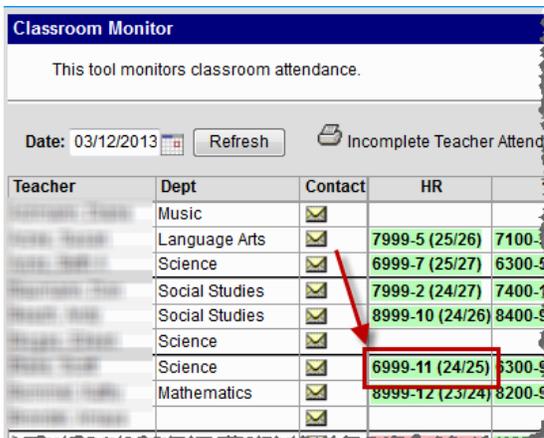
Date: 03/12/2013 Refresh Incomplete Teacher Attendance

Teacher	Dept	Contact	HR
Adkams, Christie	Music	✉	
Lang, Wendy	Language Arts	✉	7999-5 (25/26) 7100-5 (25/26)
Lang, Wendy	Science	✉	6999-7 (25/27) 6300-7 (25/27)
Lang, Wendy	Social Studies	✉	7999-2 (24/27) 7400-2 (24/27)
Lang, Wendy	Social Studies	✉	8999-10 (24/26) 8400-10 (24/26)
Lang, Wendy	Science	✉	
Lang, Wendy	Science	✉	6999-11 (--/25) 6300-11 (--/25)
Lang, Wendy	Mathematics	✉	8999-12 (23/24) 8200-12 (23/24)

- 8) A window will appear over the Classroom Monitor. Mark attendance and attendance comments for the students who are not in class and click **Save**.



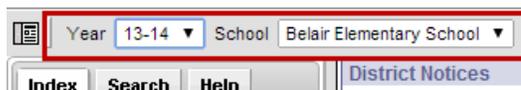
- 9) After the attendance is saved, the section will turn from **Red** to **Green** showing that attendance has been taken for the class.



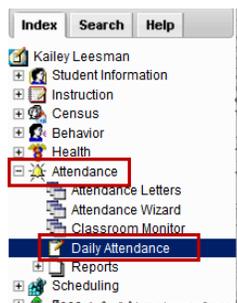
Daily Attendance

Once the attendance has been taken by the teachers (verified by the classroom monitor), the Daily Attendance page can be used to verify student attendance taken by the teachers. The Daily Attendance tool displays student attendance events (absences or tardies) for a given day. From here, individual student attendance can be processed.

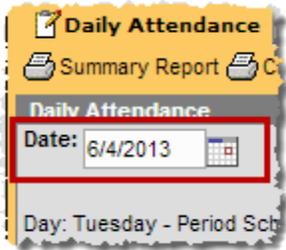
- 1) Select the upcoming **Year**, and **School**



- 2) Click **Attendance > Daily Attendance**



- 3) **Daily Attendance** displays the current date by default. To view attendance from another date, enter the date in the **Date** field or select the calendar icon.



- 4) The attendance records are color coded based on the type of attendance code that has been placed on the record. All records in **YELLOW** indicate that the attendance information was entered by a teacher and needs to be processed/verified by the attendance clerk. All attendance should be processed at the end of the day; **no records should be left in yellow**.

Select an attendance record to verify or edit the attendance on a student. Once the attendance has been saved from this screen, the record will populate as green or red based on the attendance code applied.

The screenshot shows the 'Daily Attendance' interface with a list of students and a detailed view for Alexandre Bueno. The student list has columns for Student, Number, Grade, and six periods (1-6). The attendance codes are color-coded: yellow for 'U' (Unknown) and green for 'A' (Absent). Alexandre Bueno's record is highlighted in yellow. A red arrow points from this record to the detailed view below.

Student	Number	Grade	1	2	3	4	5	6
Details Bencomo Jr., Dagoberto Sias	105237746	06	U	U	U	U	U	U
Details Bueno, Alexander	287146718	02	A	A	A	A	A	A
Details Guillen, Yeady Ulises	270634933	02	A	A	A	A	A	A
Details Lewis, Mariah Lashell	633060174	03	A	A	A	A	A	A
Details Nonn, Jayla Michelle	927672522	01	U	U	U	U	U	U
Details Pannell, Jayden Avery Orlando	772181032	02	A	A	A	A	A	A
Details Summers, Heath Alexander	722778175	02	U	U	U	U	U	U
Details Swires, Lainey Nicole	836997973	01	A	A	A	A	A	A
Details Swires, Madison Raelynn	491511283	K	A	A	A	A	A	A
Details Thomas-Kwakyie, Yaa'lana Tyonne	588838618	01						
Details Weed, ZiaRera Elizabeth Adisea	377534226	K						
Details Wicks, Marcy Renea	161327890	06	A	A	A	A	A	A

The detailed view for Alexandre Bueno shows the following information:

- Name: Alexandre Bueno - 287146718
- Date: 6/4/2013
- Attendance Information table:

Period Code	Status	Excuse	Present	Minutes	Comments
1	A: Absent	Absent		0	
2	A: Absent	Absent		0	
3	A: Absent	Absent		0	
4	A: Absent	Absent		0	
5	A: Absent	Absent		0	
6	A: Absent	Absent		0	

Buttons: Fill Down, Clear. A red error message at the bottom reads: "Cannot record attendance. Student is not scheduled or course doesn't take attendance."

- 5) The attendance record will change from yellow to green, red, or gray depending on what attendance code is applied to the record.

Daily Attendance
 Summary Report | Caller Report

Daily Attendance
 Date: 6/4/2013 [Calendar] Unknown Excused Unexcused Exempt
 Note: For additional section detail hover over a period in the grid below.
 Day: Tuesday - Period Schedule: RS
 Ad Hoc Filter: [Dropdown]

Student	Number	Grade	1	2	3	4	5	6
Details Bencomo Jr., Dagoberto Sias	105237746	06	U	U	U	U	U	U
Details Bueno, Alexander	287146718	02	A	A	A	A	A	A
Details Guillen, Yedy Ulises	270634933	02	A	A	A	A	A	A
Details Lewis, Mariah Lashell	633060174	03	A	A	A	A	A	A
Details Nonn, Jayla Michelle	927672522	01	U	U	U	U	U	U
Details Pannell, Jayden Avery Orlando	772181032	02	A	A	A	A	A	A
Details Summers, Heath Alexander	722778175	02	U	U	U	U	U	U
Details Swires, Lainey Nicole	836997973	01	A	A	A	A	A	A
Details Swires, Madison Raelynn	491511283	K	A	A	A	A	A	A
Details Thomas-Kwakye, Yaa'lana Tyonne	588838618	01	t					
Details Weed, ZiaRera Elizabeth Adlisea	377534226	K						L
Details Wicks, Marcy Renae	161327890	06	A	A	A	A	A	A

Daily Attendance Report

The **Daily Attendance Summary Report** displays the attendance events for each student and period for the day entered on the Daily Attendance Tab. An explanation of the codes describing each attendance event appears at the end of the report. Homeroom teacher, when used, appears below the student's name. This report displays all attendance entries for the day, including those with an Unknown excuse and those that have been processed by the attendance office.

- 1) Click on **Summary Report** to get a print out of the day's attendance.

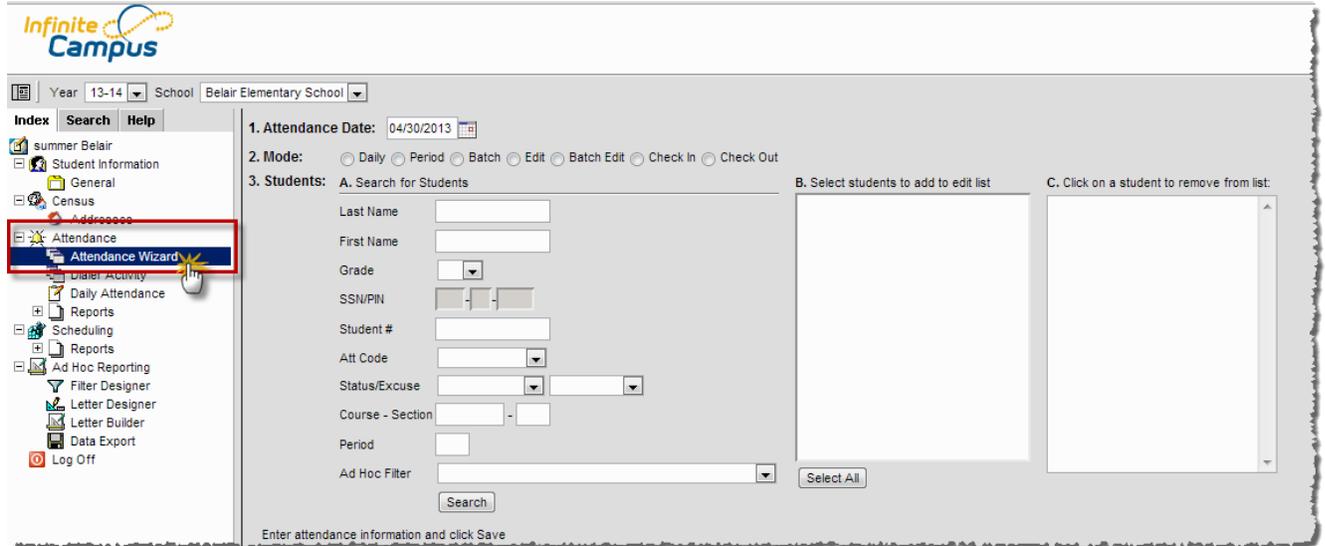
Daily Attendance
 Summary Report | Caller Report

Daily Attendance
 Date: 6/8/2012 [Calendar] Unknown Excused Unexcused Exempt
 Note: For additional section detail hover over a period in the grid below.
 Day: Friday - Period Schedule: 1
 Ad Hoc Filter: [Dropdown]

Student	Number	Grade	1	2	3
Details Everheart, Keja Monay	9703994	08	t		
Details Ferrell, Eric Dewayne Michael	9711807	09	U	U	U

Attendance Wizard

Under the Index Tab click on Attendance > Attendance Wizard



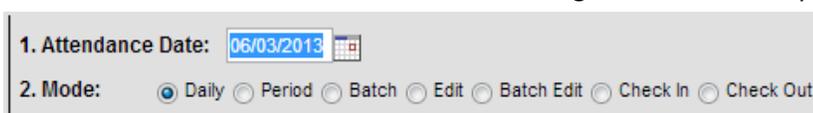
Follow the steps through the wizard:

1. **Attendance Date:** This date will default to the current date



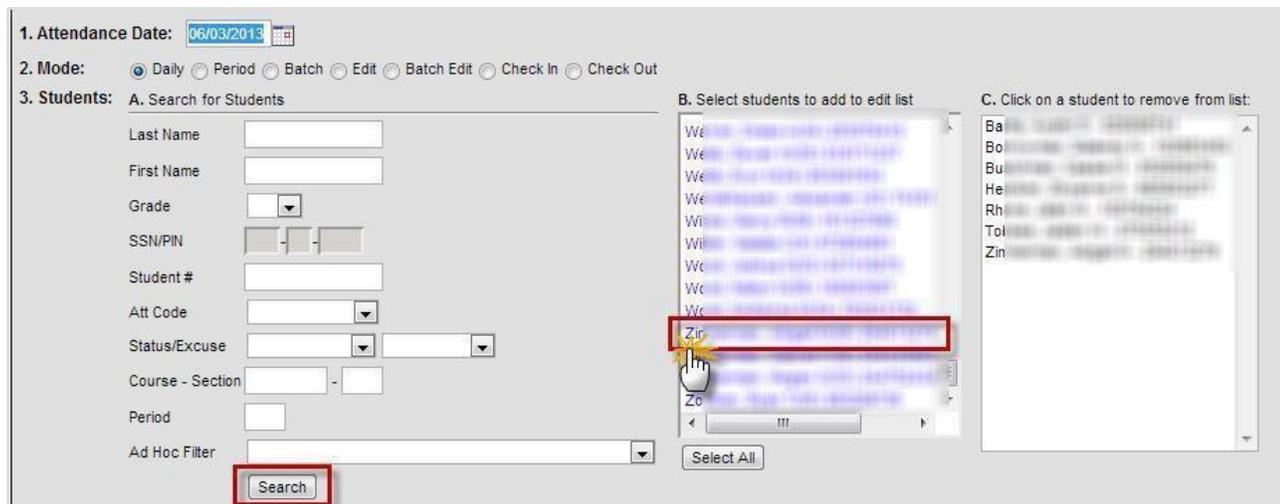
2. **Mode:**

- a. **Daily:** records student attendance for the entire day
- b. **Period:** records student attendance for the selected period
- c. **Batch Edit:** records attendance for a date range for the selected periods



3. **Students:**

- Click on **Search** to pull up a list of all students in section **B**
- Click on the students' names whose attendance needs to be placed to move them over to section **C**.



4. **Daily:** records student attendance for the entire day
- **Attendance code:** **A: Absent** or **U: Unexcused**
 - Click **Save Attendance**

4. Daily Enter attendance information and click Save

Attendance Code

Comments

Comments Options

Overwrite Existing Data

Period: records student attendance for the selected period

- **Period:** The period the student is signing in or out
- **Attendance Code:** **T: Tardy** or **L: Left Early**
- **Comments:** Enter whether the student signed in or out and the time.
- Click **Save Attendance**

4. Period Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period.

Current Period

Attendance Code

Comments

Comments Options

Overwrite Existing Data

Batch Edit: records attendance for a date range for the selected periods

- **From:** Select the date range you are entering the attendance for
- **Code:** Enter an attendance code for each period the student has missed
- **Comments:** Enter whether the student signed in or out and the time.
- Click **Save Attendance**

4. Batch Edit Enter attendance information and click Save

From: To:

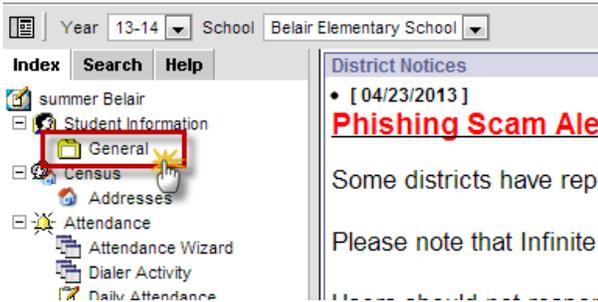
Period	Code	Status	Excuse	Present Minutes	Comments
1	<input type="text" value="A: Absent"/>			<input type="text"/>	<input type="text"/>
2	<input type="text" value="A: Absent"/>			<input type="text"/>	<input type="text"/>
3	<input type="text" value="t: Tardy"/>			<input type="text"/>	<input type="text" value="Signed in at 10:00 am"/>
4	<input type="text"/>			<input type="text"/>	<input type="text"/>
5	<input type="text"/>			<input type="text"/>	<input type="text"/>
6	<input type="text"/>			<input type="text"/>	<input type="text"/>

Overwrite existing marks

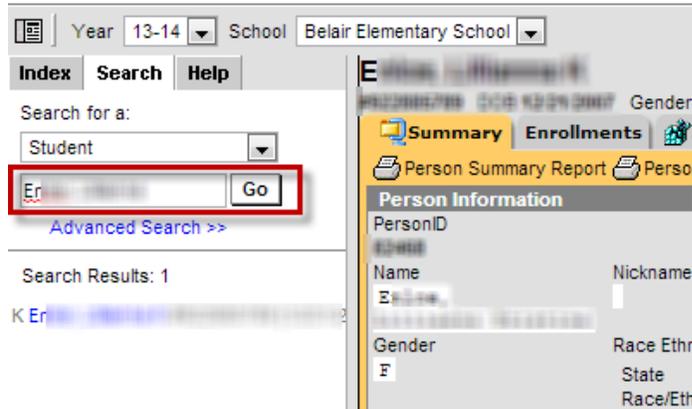
Options

Student Attendance

Under the Index Tab click on Student Information> General



Search for the student, entering last name first, then hit **Enter** or click **Go**.



Click on the **Attendance Tab**, then click **New**

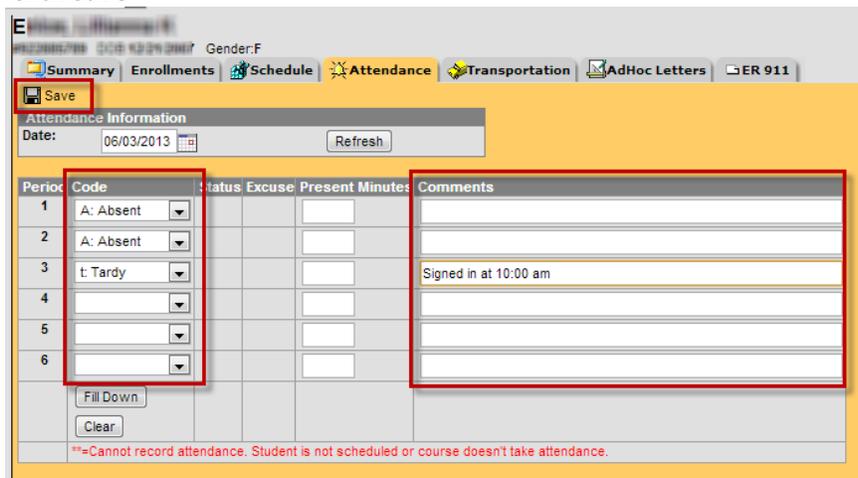


Date: Will default to today's date

Code: Enter an attendance code for each period the student has missed

Comments: Enter whether the student signed in or out and the time.

Click **Save**



Enrollment & Rostering

- There will be two summer school calendars in the Early Childhood SPED School.
 - Any students aging into Kindergarten in the upcoming year or any current Kindergarten that is remaining at Southwest for summer school will be enrolled in the **SS Kindergarten SPED** calendar.
 - Any Pre-K students that are not aging into Kindergarten for the upcoming school year will be enrolled in the **SS Early Childhood SPED** calendar.

- If a student is enrolled in summer school but never shows up to participate:
 - If we are able to verify with the parent the student will not be attending, the enrollment can be deleted.
 - If we are not able to verify with the parent within the first two weeks, the enrollment can be deleted.

- If a student attends at any point during summer school, then stops attending:
 - If we are able to verify with the parent the student will no longer be attending, the student can be dropped as of the last day of attendance.
 - If we are not able to verify with the parent on whether the student will be returning, leave the student enrolled until the end of summer school and mark them absent for those days.

Elementary Summer School Clerk

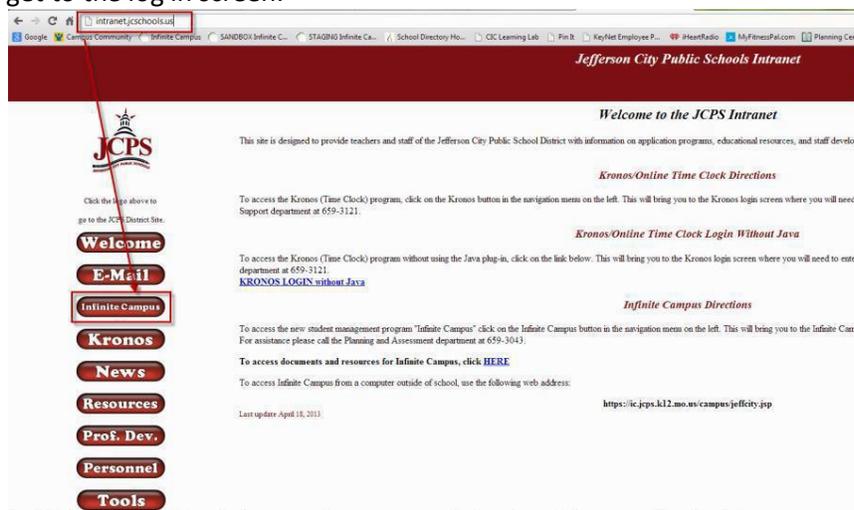
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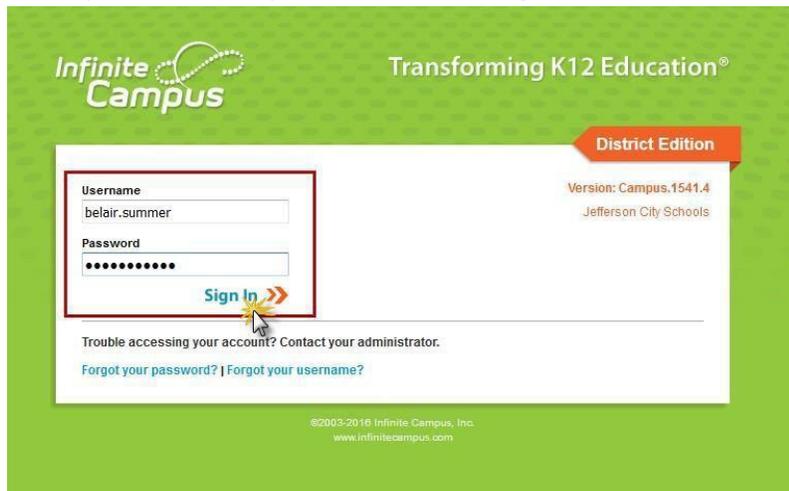
Infinite Campus

Infinite Campus is our student information system. You will need to track student's attendance in Infinite Campus for summer school. Student schedules and demographics can also be found in Infinite Campus.

Open **Firefox** and go to the **intranet page** (<http://intranet.jcschools.us>). Click on the **Infinite Campus** button to get to the log in screen.

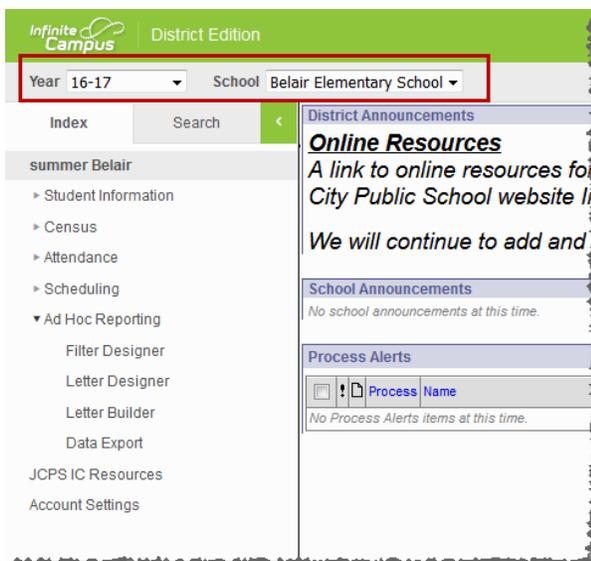


Enter your substitute password and click **Sign In**.



The image shows the Infinite Campus login interface. At the top left is the Infinite Campus logo with the tagline "Transforming K12 Education®". On the right, it says "District Edition". The main login area contains a "Username" field with "belair.summer" entered, a "Password" field with masked characters, and a "Sign In" button with a right-pointing arrow. A red box highlights the username and password fields. To the right of the login fields, it displays "Version: Campus.1541.4" and "Jefferson City Schools". Below the login fields, there is a link for "Trouble accessing your account? Contact your administrator." and links for "Forgot your password?" and "Forgot your username?". At the bottom, there is a copyright notice: "©2003-2016 Infinite Campus, Inc. www.infinitecampus.com".

When you log in, you should automatically be in the current summer school calendar.



The image shows the Infinite Campus dashboard after login. The top navigation bar includes the Infinite Campus logo, "District Edition", and a "Year" dropdown menu set to "16-17". A red box highlights the "Year" and "School" dropdown menus, which is currently set to "Belair Elementary School". Below the navigation bar, there is a left sidebar with a menu for "summer Belair" containing items like "Student Information", "Census", "Attendance", "Scheduling", "Ad Hoc Reporting" (with sub-items like "Filter Designer", "Letter Designer", "Letter Builder", "Data Export"), "JCPS IC Resources", and "Account Settings". The main content area is titled "District Announcements" and features sections for "Online Resources" (with a link to the City Public School website), "School Announcements" (stating "No school announcements at this time."), and "Process Alerts" (stating "No Process Alerts items at this time.>").

Attendance

Attendance will be taken by the teachers each day. Once the attendance has been taken by the teachers, the [Classroom Monitor](#) needs to be checked to verify that every teacher has taken attendance. Students that were marked absent will need to have their absence verified by placing an attendance code on the absence. [Daily Attendance](#) will be the tool you use to do this. If an absence needs to be created or changed, there are two different methods to do this. The [Attendance Wizard](#) allows the user to apply attendance to a **group** of students at one time. The [Student Attendance](#) allows the user to enter attendance for an **individual** student.

Attendance Codes

- **Absent**
 - Used when a student misses half or more of a period and contact with parent has been made as to why the student is absent. Use the Comment Field to explain the reason for the absence.
- **Unexcused**
 - Used when a student misses half or more of a period and no contact with parent has been made as to why the student is absent.
- **Tardy**
 - Used when a student comes into school missing less than half of a period
- **Left Early**
 - Used when a student leaves school missing less than half of a period

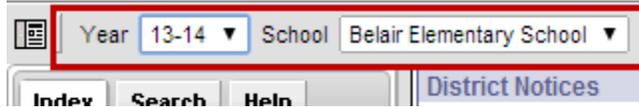
Absent/Tardy/Left Early Chart

Elementary SS					
<i>Student <u>IN</u></i>					
Period	Time Frame	Sign In Time	Sign In Code	Sign In Time	Sign In Code
1	7:30-8:59	7:30-8:14	T: Tardy	8:15-8:59	A: Absent or U: Unexcused
2	8:59-10:13	8:59-9:35	T: Tardy	9:36-10:13	A: Absent or U: Unexcused
3	10:13-11:27	10:13-10:49	T: Tardy	10:50-11:27	A: Absent or U: Unexcused
4	11:27-1:01	11:27-12:13	T: Tardy	12:14-1:01	A: Absent or U: Unexcused
5	1:01-2:15	1:01-1:37	T: Tardy	1:38-2:15	A: Absent or U: Unexcused
6	2:15-3:30	2:15-2:51	T: Tardy	2:52-3:30	A: Absent or U: Unexcused
<i>Student <u>OUT</u></i>					
Period	Time Frame	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
1	7:30-8:59	7:30-8:15	A: Absent or U: Unexcused	8:16-8:59	L: Left Early
2	8:59-10:13	8:59-9:36	A: Absent or U: Unexcused	9:37-10:13	L: Left Early
3	10:13-11:27	10:13-10:50	A: Absent or U: Unexcused	10:51-11:27	L: Left Early
4	11:27-1:01	11:27-12:14	A: Absent or U: Unexcused	12:15-1:01	L: Left Early
5	1:01-2:15	1:01-1:38	A: Absent or U: Unexcused	1:39-2:15	L: Left Early
6	2:15-3:30	2:15-2:52	A: Absent or U: Unexcused	2:53-3:30	L: Left Early

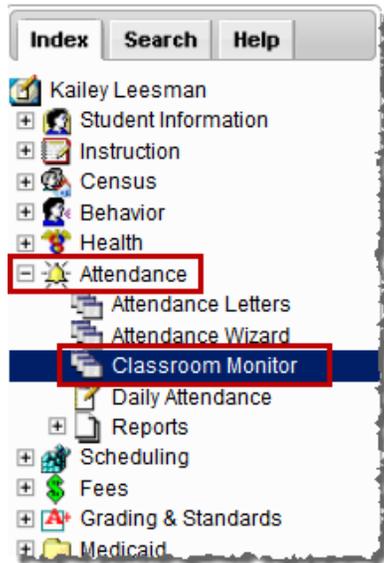
Classroom Monitor

The Classroom Monitor shows which teachers have recorded attendance for a course section during the appropriate period. In addition, the Classroom Monitor allows the attendance clerk to rapidly enter attendance for teachers or substitute teachers if they are provided attendance via a roster or other list of students in that section.

- 1) Select the upcoming **Year**, and **School**



- 2) Click **Attendance > Classroom Monitor**



- 3) The date will default to the current date. If the date needs changed to a different date, enter the date and click **Refresh**.



- 4) The Classroom Monitor lists all the primary teachers in the building along with the two periods they are scheduled. If the teacher has taken attendance in the class, the Classroom Monitor will display **Green** for the section. If the teacher has not taken attendance, the section will display in **Red**.

Classroom Monitor
This tool monitors classroom attendance.

Date: 6/4/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed:

Teacher	Dept	Contact	1	2	3	4	5	6
	Teaching Staff	✉	500-1 (7/7)	600-1 (9/11)	500-1 (7/7)	600-1 (9/11)	500-1 (7/7)	600-1 (9/11)
	Teaching Staff	✉	600-1 (9/11)	500-1 (7/7)	600-1 (9/11)	500-1 (7/7)	600-1 (9/11)	500-1 (7/7)
	Teaching Staff	✉	200-1 (--/16)	200-1 (--/16)	200-1 (--/16)	200-1 (--/16)	200-1 (--/16)	200-1 (--/16)
	Teaching Staff	✉	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)
			400-1 (13/13)	500-2 (6/6)	400-1 (13/13)	500-2 (6/6)	400-1 (13/13)	500-2 (6/6)
			500-2 (6/6)	400-1 (13/13)	500-2 (6/6)	400-1 (13/13)	500-2 (6/6)	400-1 (13/13)
		✉	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)
	Teaching Staff	✉	01-2 (17/17)	01-2 (17/17)	01-2 (17/17)	01-2 (17/17)	01-2 (17/17)	01-2 (17/17)
	Teaching Staff	✉	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)

Teacher has NOT taken attendance in this class

- 5) To narrow the list to only view primary teachers, select the **Primary Teachers Only** check box.

Classroom Monitor
This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
Ackmann, Diane	Music	✉				8606-1 (15/16)		7602-1 (6/7)
Arns, David	Language Arts	✉	7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)	7100-7 (25/26)	

- 6) To view a report of all teachers who have not completed their attendance, click on the **Incomplete Teacher Attendance** print icon.

Classroom Monitor
This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
Ackmann, Diane	Music	✉				8606-1 (15/16)		7602-1 (6/7)
Arns, David	Language Arts	✉	7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)	7100-7 (25/26)	

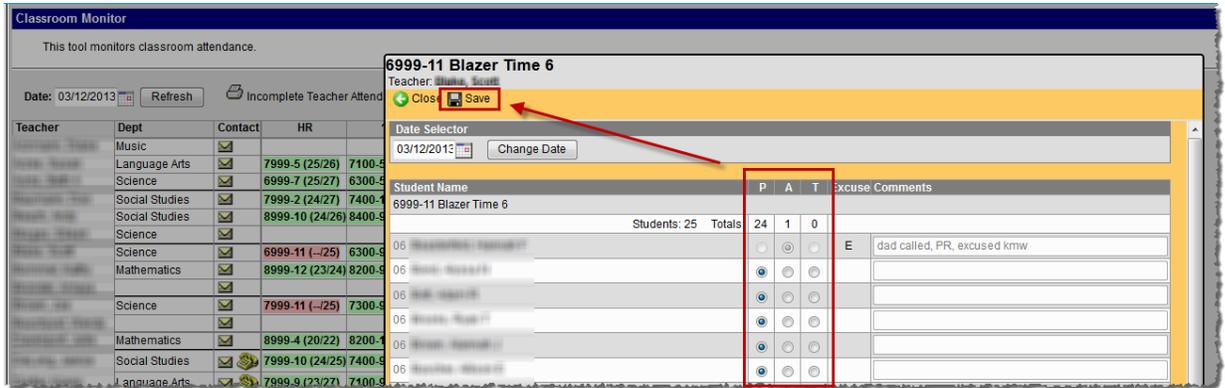
- 7) If there is a substitute for the teacher that day and you have a paper attendance sheet, attendance can be entered straight from this screen by the Attendance Clerk. Click on the section that attendance needs to be taken.

Classroom Monitor
This tool monitors classroom attendance.

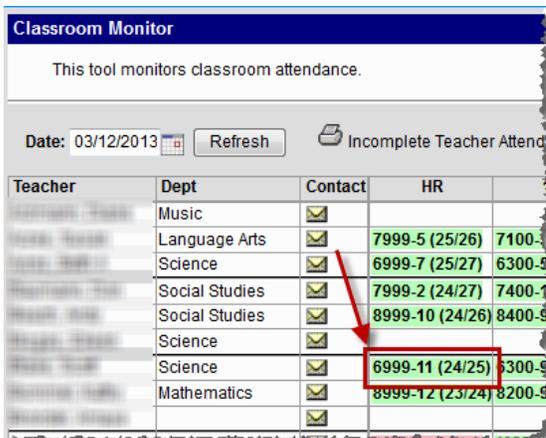
Date: 03/12/2013 Refresh Incomplete Teacher Attendance

Teacher	Dept	Contact	HR
	Music	✉	
	Language Arts	✉	7999-5 (25/26) 7100-
	Science	✉	6999-7 (25/27) 6300-
	Social Studies	✉	7999-2 (24/27) 7400-
	Social Studies	✉	8999-10 (24/26) 8400-
	Science	✉	
	Science	✉	6999-11 (--/25) 6300-
	Mathematics	✉	8999-12 (23/2) 8200-

- 8) A window will appear over the Classroom Monitor. Mark attendance and attendance comments for the students who are not in class and click **Save**.



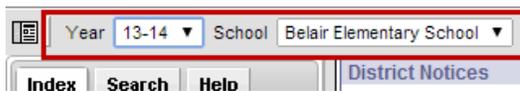
- 9) After the attendance is saved, the section will turn from **Red** to **Green** showing that attendance has been taken for the class.



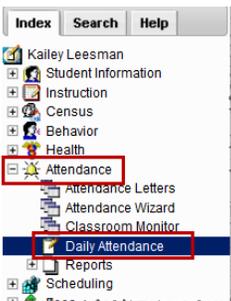
Daily Attendance

Once the attendance has been taken by the teachers (verified by the classroom monitor), the Daily Attendance page can be used to verify student attendance taken by the teachers. The Daily Attendance tool displays student attendance events (absences or tardies) for a given day. From here, individual student attendance can be processed.

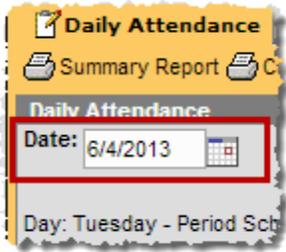
- 1) Select the upcoming **Year**, and **School**



- 2) Click **Attendance > Daily Attendance**



- 3) **Daily Attendance** displays the current date by default. To view attendance from another date, enter the date in the **Date** field or select the calendar icon.



- 4) The attendance records are color coded based on the type of attendance code that has been placed on the record. All records in **YELLOW** indicate that the attendance information was entered by a teacher and needs to be processed/verified by the attendance clerk. All attendance should be processed at the end of the day; **no records should be left in yellow**.

Select an attendance record to verify or edit the attendance on a student. Once the attendance has been saved from this screen, the record will populate as green or red based on the attendance code applied.

The screenshot shows the 'Daily Attendance' interface with a list of students and a detailed view for Alexandre Bueno. The student list has columns for Student, Number, Grade, and six periods (1-6). The record for Alexandre Bueno (Number: 287146718, Grade: 02) is highlighted in yellow. A red box highlights the yellow cells in the grid, and a red arrow points from this box to the detailed view below. The detailed view shows the student's name, date (6/4/2013), and a table with columns for Period Code, Status, Excuse, Present Minutes, and Comments. The Status column for all periods is set to 'Absent'.

Student	Number	Grade	1	2	3	4	5	6
Details Bencomo Jr., Dagoberto Sias	105237746	06	U	U	U	U	U	U
Details Bueno, Alexander	287146718	02	A	A	A	A	A	A
Details Guillen, Yeudy Ulises	270634933	02	A	A	A	A	A	A
Details Lewis, Mariah Lashell	633060174	03	A	A	A	A	A	A
Details Nonn, Jayla Michelle	927672522	01	U	U	U	U	U	U
Details Pannell, Jayden Avery Orlando	772181032	02	A	A	A	A	A	A
Details Summers, Heath Alexander	722778175	02	U	U	U	U	U	U
Details Swires, Lainey Nicole	836997973	01	A	A	A	A	A	A
Details Swires, Madison Raelynn	491511283	K	A	A	A	A	A	A
Details Thomas-Kwakye, Yaa'lena Tyonne	588838618	01	t					
Details Weed, ZiaRera Elizabeth Adileea	377534226	K						
Details Wicks, Marcy Renae	161327890	06	A	A	A	A	A	A

Period Code	Status	Excuse	Present Minutes	Comments
1	A: Absent	Absent	0	
2	A: Absent	Absent	0	
3	A: Absent	Absent	0	
4	A: Absent	Absent	0	
5	A: Absent	Absent	0	
6	A: Absent	Absent	0	

**Cannot record attendance. Student is not scheduled or course doesn't take attendance.

- 5) The attendance record will change from yellow to green, red, or gray depending on what attendance code is applied to the record.

Student	Number	Grade	1	2	3	4	5	6
Details Bencomo Jr., Dagoberto Sias	105237746	06	U	U	U	U	U	U
Details Bueno, Alexander	287146718	02	A	A	A	A	A	A
Details Guillen, Yedy Ulises	270634933	02	A	A	A	A	A	A
Details Lewis, Mariah Lashell	633060174	03	A	A	A	A	A	A
Details Nonn, Jayla Michelle	927672522	01	U	U	U	U	U	U
Details Pannell, Jayden Avery Orlando	772181032	02	A	A	A	A	A	A
Details Summers, Heath Alexander	722778175	02	U	U	U	U	U	U
Details Swires, Lainey Nicole	836997973	01	A	A	A	A	A	A
Details Swires, Madison Raelynn	491511283	K	A	A	A	A	A	A
Details Thomas-Kwakye, Yaa'lana Tyonne	588838618	01	t					
Details Weed, ZiaRera Elizabeth Adlisea	377534226	K						L
Details Wicks, Marcy Renae	161327890	06	A	A	A	A	A	A

Daily Attendance Report

The **Daily Attendance Summary Report** displays the attendance events for each student and period for the day entered on the Daily Attendance Tab. An explanation of the codes describing each attendance event appears at the end of the report. Homeroom teacher, when used, appears below the student's name. This report displays all attendance entries for the day, including those with an Unknown excuse and those that have been processed by the attendance office.

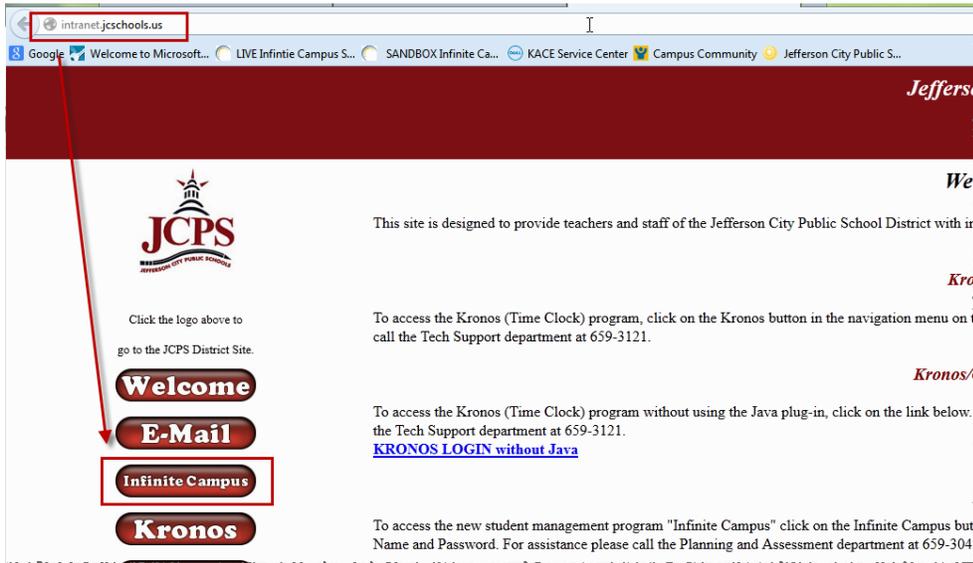
- 1) Click on **Summary Report** to get a print out of the day's attendance.

Student	Number	Grade	1	2	3
Details Everheart, Keja Monay	9703994	08	t		
Details Ferrell, Eric Dewayne Michael	9711807	09	U	U	U

Infinite Campus

Infinite Campus is our student information system.

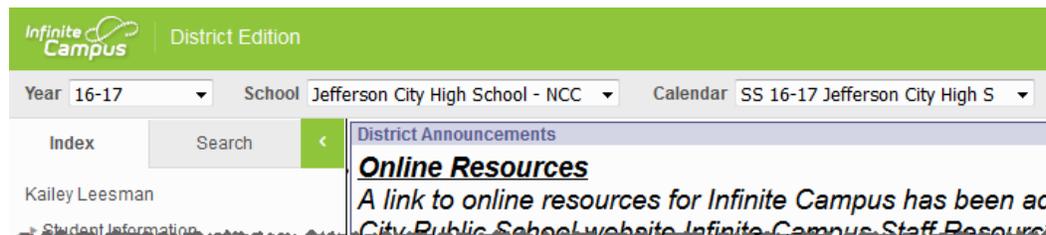
Open **Firefox** and go to the **intranet page** (<http://intranet.jcschools.us>). Click on the **Infinite Campus** button to get to the log in screen.



Enter your user name & password and click **Sign In**.

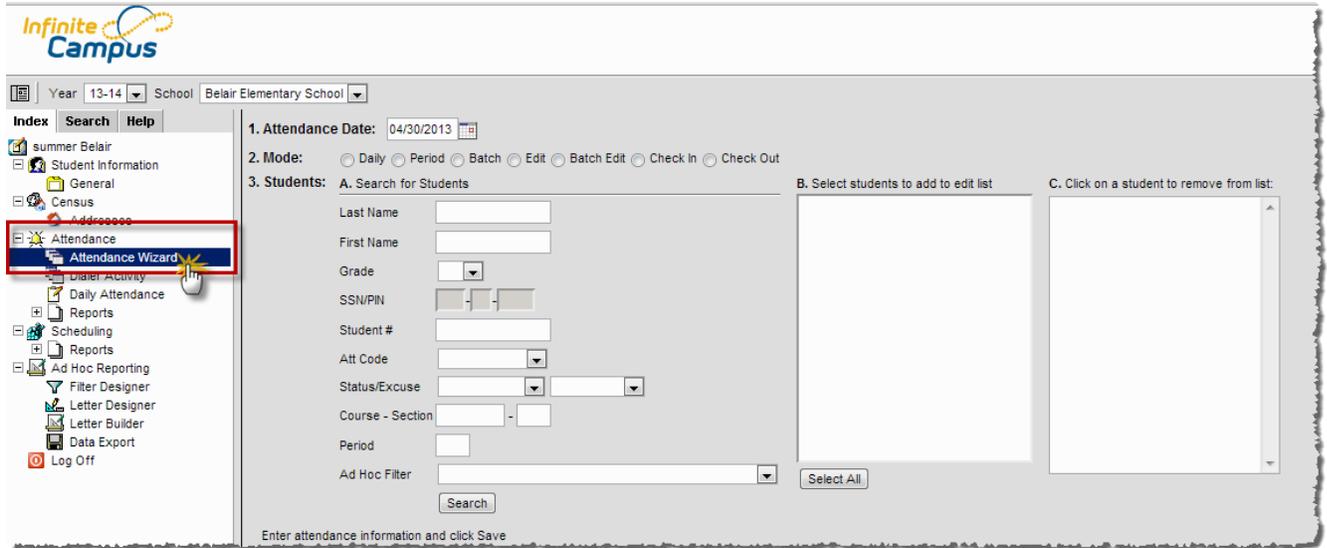


To access the 8th grade students obtaining credit through the high school, select Jefferson City High School in the school drop down.



Attendance Wizard

Under the Index Tab click on Attendance > Attendance Wizard



Follow the steps through the wizard:

1. **Attendance Date:** This date will default to the current date



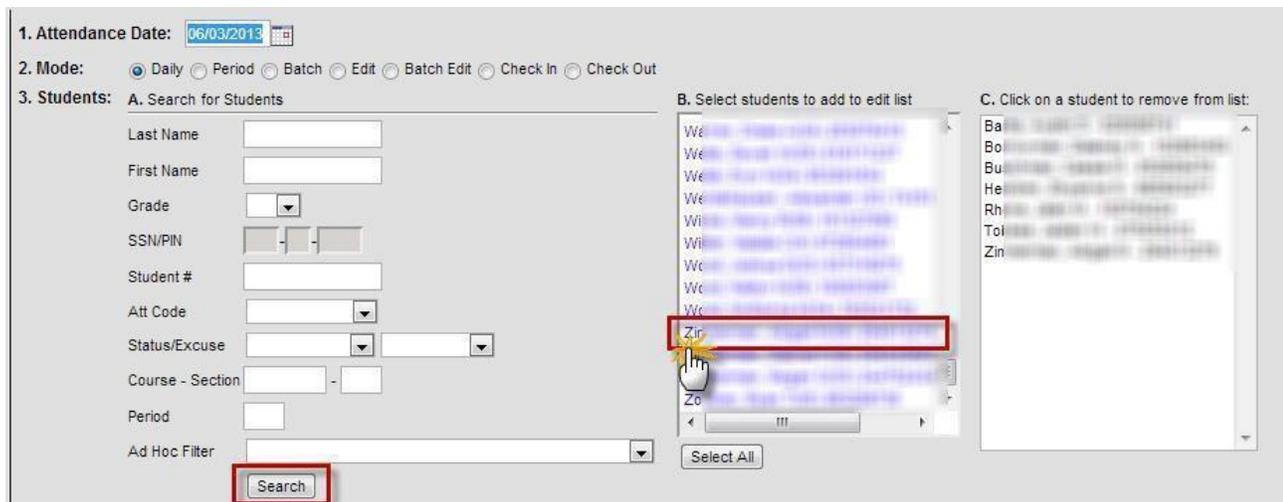
2. **Mode:**

- a. **Daily:** records student attendance for the entire day
- b. **Period:** records student attendance for the selected period
- c. **Batch Edit:** records attendance for a date range for the selected periods



3. **Students:**

- Click on **Search** to pull up a list of all students in section B
- Click on the students' names whose attendance needs to be placed to move them over to section C.



4. **Daily:** records student attendance for the entire day
 - **Attendance code:** **A: Absent** or **U: Unexcused**
 - Click **Save Attendance**

4. Daily Enter attendance information and click Save

Attendance Code

Comments

Comments Options

Overwrite Existing Data

Period: records student attendance for the selected period

- **Period:** The period the student is signing in or out
- **Attendance Code:** **T: Tardy** or **L: Left Early**
- **Comments:** Enter whether the student signed in or out and the time.
- Click **Save Attendance**

4. Period Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period.

Current Period

Attendance Code

Comments

Comments Options

Overwrite Existing Data

Batch Edit: records attendance for a date range for the selected periods

- **From:** Select the date range you are entering the attendance for
- **Code:** Enter an attendance code for each period the student has missed
- **Comments:** Enter whether the student signed in or out and the time.
- Click **Save Attendance**

4. Batch Edit Enter attendance information and click Save

From: To:

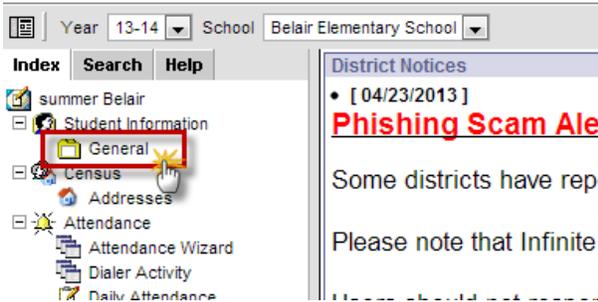
Period	Code	Status	Excuse	Present Minutes	Comments
1	<input type="text" value="A: Absent"/>			<input type="text"/>	<input type="text"/>
2	<input type="text" value="A: Absent"/>			<input type="text"/>	<input type="text"/>
3	<input type="text" value="t: Tardy"/>			<input type="text"/>	<input type="text" value="Signed in at 10:00 am"/>
4	<input type="text"/>			<input type="text"/>	<input type="text"/>
5	<input type="text"/>			<input type="text"/>	<input type="text"/>
6	<input type="text"/>			<input type="text"/>	<input type="text"/>

Overwrite existing marks

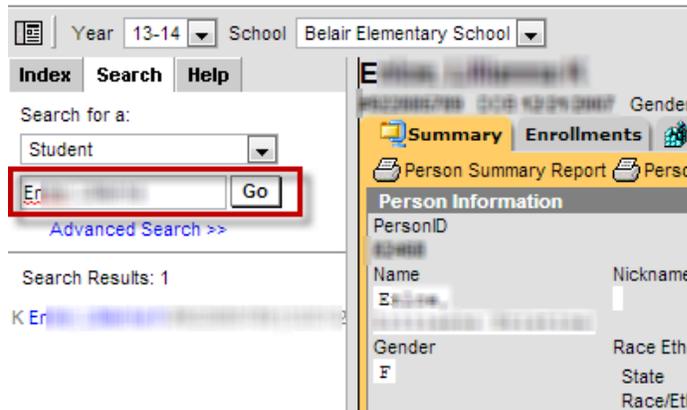
Options

Student Attendance

Under the Index Tab click on Student Information> General



Search for the student, entering last name first, then hit **Enter** or click **Go**.



Click on the **Attendance Tab**, then click **New**

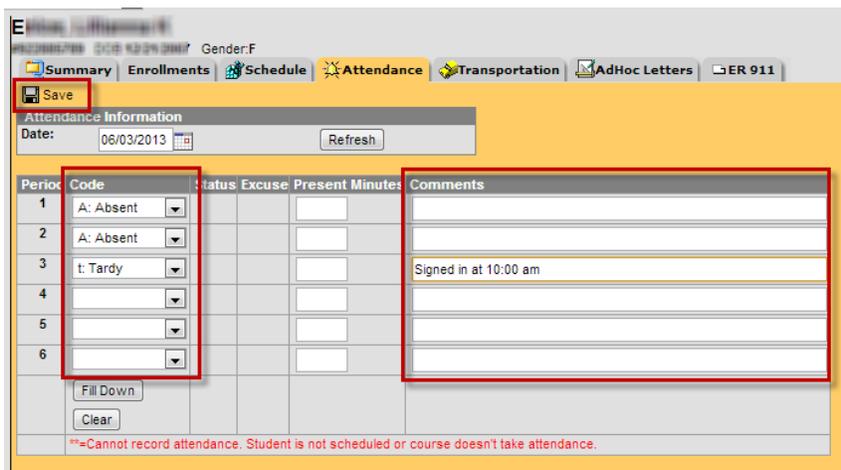


Date: Will default to today's date

Code: Enter an attendance code for each period the student has missed

Comments: Enter whether the student signed in or out and the time.

Click **Save**



Enrollment & Rostering

- Only students enrolled in Infinite Campus should be in the summer school classroom. If you have a student show up that is not on the rosters, they are grades K-5 and they attended last year, they will need to get permission from the summer school principal to attend. PK students will have to come through the Welcome Center to get approved and enrolled. If the principal approves the student to attend, the parent will need to fill out the summer school paperwork and the **SIPA office** will need to be contacted (welcomecenter@jcschools.us or **3043**) to get them entered into Infinite Campus.
- If a student is enrolled in summer school but never shows up to participate:
 - If we are able to verify with the parent the student will not be attending, notify **Sarah Wilkinson** (sarah.wilkinson@jcschools.us or **3170**) that the enrollment can be deleted.
 - If we are not able to verify with the parent within the first two weeks, send a list to **Sarah Wilkinson** (sarah.wilkinson@jcschools.us or **3170**) of all the students who need to be dropped.
- If a student attends at any point during summer school, then stops attending:
 - If we are able to verify with the parent the student will no longer be attending, the student can be dropped as of the last day of attendance. Notify **Sarah Wilkinson** (sarah.wilkinson@jcschools.us or **3170**) that the student is dropping and the last day attended.
 - If we are not able to verify with the parent on whether the student will be returning, leave the student enrolled until the end of summer school and mark them absent for those days. An attendance code of **U** will need to be used when marking the attendance.
- If you have students who transfer from your building to another JCPS building during summer school, contact the **SIPA office** (welcomecenter@jcschools.us or **3043**). They will take care of moving the enrollments.
 - Keep a list of students that move during summer school for the regular school year secretary.
 - Attached is a list of approved Proof of Residency that can be copied and given to parents needing to transfer.
- If you have roster changes that need to be made, contact the **SIPA office** (welcomecenter@jcschools.us or **3043**).

Transportation

- A bus roster list will be provided with students' names, bus numbers and pick-up/drop-off times.
- All parents will receive a post card from First Student a week before summer school starts that states the student's bus number and the pick-up/drop-off times.
- If any transportation questions arise, please call **First Student** at **659-3039** or **659-3040**

Dismissal Duties:

- All clerks are to remain in the building until all of your school's buses have cleared. You will need to call **First Student** at **659-3039** or **659-3040** to verify your buses have cleared.

Other Information

- Any inquiries about registering new student for the upcoming school year will need to be directed to the **Welcome Center at 315 East Dunklin, 659-3043**.
- If you receive any documents for incoming Kindergarten students (birth certificate, immunizations, etc.) please send them through **interoffice mail** to **Valerie Hoover** at the **Board of Education (BOE)** office.
- Any RED interoffice envelopes received need to be kept in a stack for the regular school secretary.
- Any other questions please contact (sarah.wilkinson@jcschools.us or **3170**).



Middle School Summer School Clerk

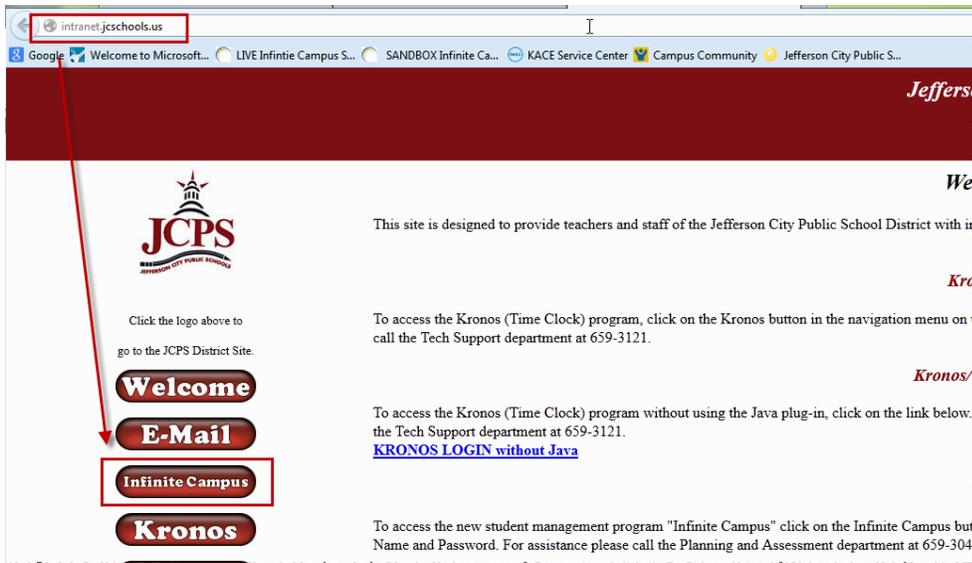
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Infinite Campus

Infinite Campus is our student information system.

Open **Firefox** and go to the **intranet page** (<http://intranet.jcschools.us>). Click on the **Infinite Campus** button to get to the log in screen.

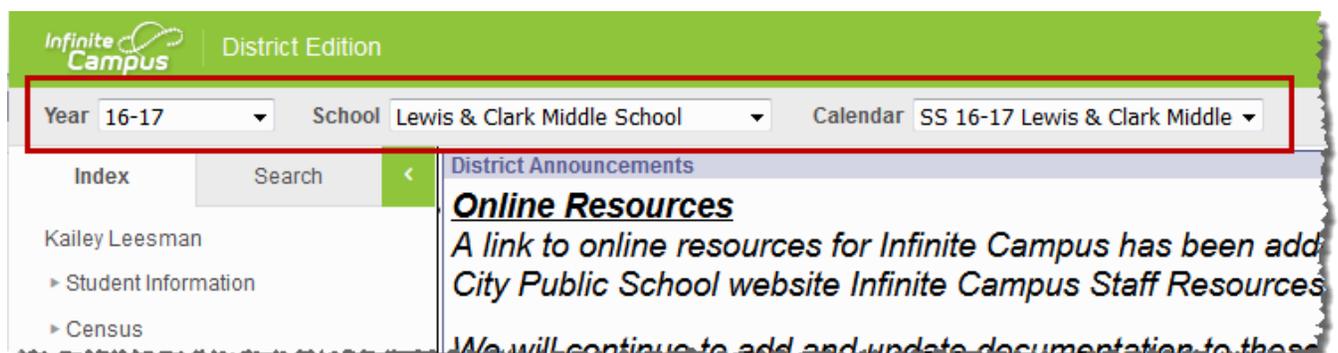


Enter your user name & password and click **Sign In**.

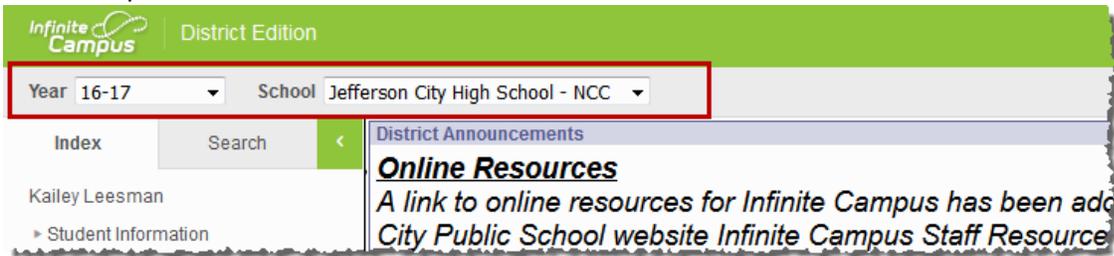


Make sure the upcoming year school building and summer school calendar are selected at the top.

NOTE: This calendar houses all of your remedial and 7th grade Jump Start students.



To access the 8th grade students obtaining credit through the high school, select Jefferson City High School in the school drop down.



Enrollments

Remedial & 7th grade jump start (Students in MS SS Calendar)

Returning Student enrolling in Remedial Summer School

- A returning student shows up to enroll in the building; the building secretary will put an enrollment into the summer school calendar.
 - See the [Create Enrollment](#) section of this document
- The building secretary will schedule the student into classes.
 - See the [Scheduling](#) section of this document
- The building secretary will notify the teacher they have a new student.
- The building secretary will notify First Student if the student is a bus rider and enter information on the Transportation tab
 - See the [Transportation](#) section of this document

NEW to district student enrolling in Remedial Summer School

- A new student comes to the **Welcome Center** to enroll. The Welcome Center staff will create a household, enter the student information, and enter a summer school enrollment for the student.
- The building secretary will schedule the student into classes.
 - See the [Scheduling](#) section of this document
- The building secretary will notify the teacher they have a new student.
- The Welcome Center will notify First Student about bus riders and enter information on the Transportation tab. First student will contact the parent/guardian with bus information.

Non-Completion of Summer School:

- If a student attends at any point during summer school, then stops attending:
 - If we are able to verify with the parent the student will no longer be attending, the student can be dropped as of the last day of attendance.
 - See the [End-Dating the Enrollment](#) section of this document
 - If we are not able to verify with the parent whether the student will be returning, leave the student enrolled until the end of summer school and mark them absent for those days.
- The building secretary will notify the teacher that the student has “dropped.”

Non-Attendance of Summer School

- If a student is enrolled in summer school but never shows up to participate:
 - If we are able to verify with the parent the student will not be attending, the enrollment can be deleted.
 - See the [Deleting the Enrollment](#) section of this document
 - If we are not able to verify with the parent within the first two weeks, the students' enrollment can be deleted.
 - See the [Deleting the Enrollment](#) section of this document
- The building secretary will notify the teacher that the student has "dropped."

8th grade HS Credit Courses (Students in HS SS Calendar)

Returning Students enrolling in Summer School for credit:

- A returning student shows up to enroll in the building; the building secretary will contact **Carrie Welch** at **659-3050** while the student is in the office.
- Carrie Welch will enter an enrollment and schedule for that student into Infinite Campus.
- The building secretary will notify the teacher they have a new student.
- The building secretary will notify First Student if the student is a bus rider and enter information on the Transportation tab
 - See the [Transportation](#) section of this document

NEW to district student enrolling in Summer School for credit:

- A new student comes to the **Welcome Center** to enroll. The Welcome Center staff will contact Carrie Welch at 301-2873 while the student is in the Welcome Center.
- The Welcome Center staff will create a household and enter the student information in Infinite Campus.
- Carrie Welch will enter an enrollment and schedule for that student into Infinite Campus.
- The Welcome Center staff will notify the building secretary they have a new student for summer school and the student is in Infinite Campus with an enrollment and schedule.
- The building secretary will notify the teacher they have a new student.
- The Welcome Center will notify First Student if the student is a bus riders and enter information on the Transportation tab. First student will contact the parent/guardian with bus information.

Non-Completion of Summer School for credit:

- When a student drops from credit earning summer school, Carrie Welch will "end date" the enrollment and enter a comment as to why the student did not complete the summer school program.
- Carrie Welch will notify the building secretary and teachers of the drop.

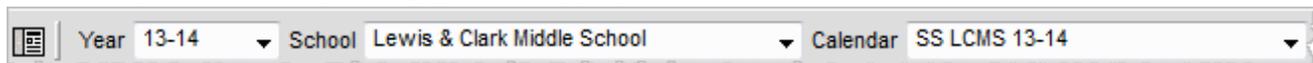
Non-Attendance of Summer School

- If a student is enrolled in summer school but never shows up to participate Carrie Welch will delete their enrollment.
- Carrie Welch will notify the building secretary and teachers of the drop.

Create the Enrollment

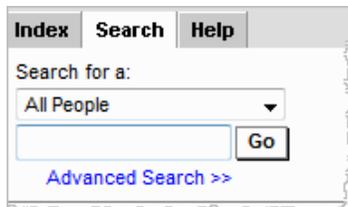
NOTE: All new-to-district students need to enroll through the **Welcome Center**.

1. Make sure you are in the upcoming year, the appropriate school, and the Summer School calendar



Year 13-14 School Lewis & Clark Middle School Calendar SS LCMS 13-14

2. Under the Search tab, search for the student's name under "All People"



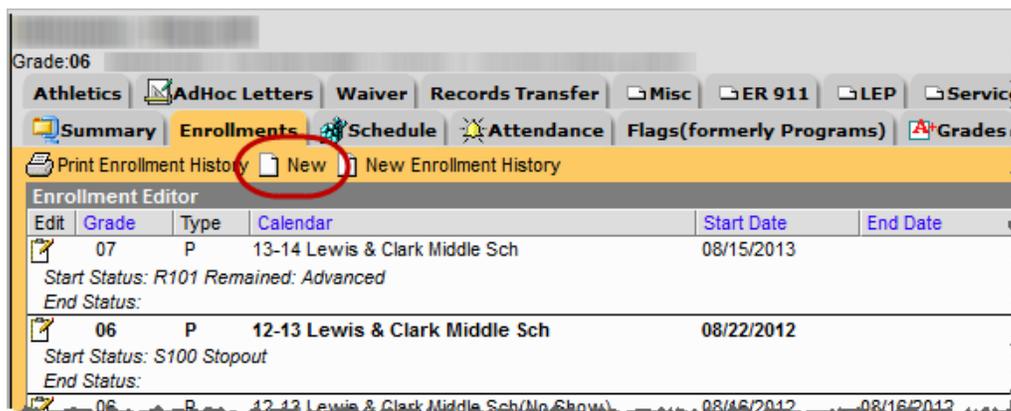
Index Search Help

Search for a:
All People

Go

[Advanced Search >>](#)

3. Once you have found the correct student, click on the "Enrollments" tab and click "New"



Grade:06

Athletics AdHoc Letters Waiver Records Transfer Misc ER 911 LEP Service

Summary Enrollments Schedule Attendance Flags(formerly Programs) Grades

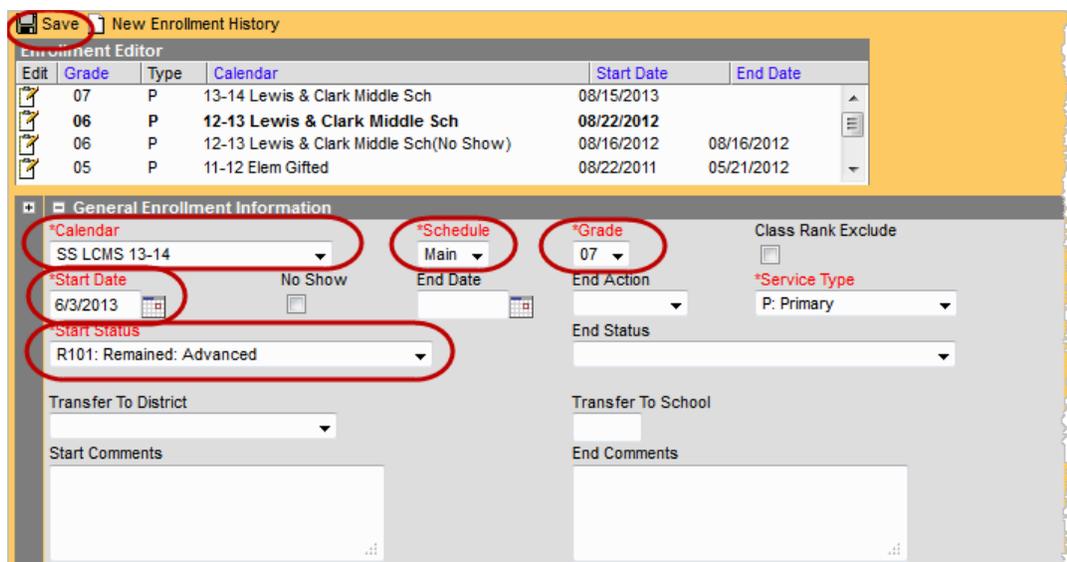
Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	07	P	13-14 Lewis & Clark Middle Sch	08/15/2013	
Start Status: R101 Remained: Advanced					
End Status:					
	06	P	12-13 Lewis & Clark Middle Sch	08/22/2012	
Start Status: S100 Stopout					
End Status:					
	06	P	12-13 Lewis & Clark Middle Sch(No Show)	08/16/2012	08/16/2012

4. Enter information into the fields indicated below:

- a. **Calendar:** This is the appropriate calendar for your school. This should already be populated if Step 1 above has been completed.
- b. **Schedule:** This is already populated – do not change it from "Main."
- c. **Grade:** This is the grade that the student will be in during the upcoming school year.
- d. **Start Date:** This is the first date the student attends summer school.
- e. **Start Status:** Choose "R101: Remained: Advanced" from the drop-down menu.
- f. Click **SAVE**



Save New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	07	P	13-14 Lewis & Clark Middle Sch	08/15/2013	
	06	P	12-13 Lewis & Clark Middle Sch	08/22/2012	
	06	P	12-13 Lewis & Clark Middle Sch(No Show)	08/16/2012	08/16/2012
	05	P	11-12 Elem Gifted	08/22/2011	05/21/2012

General Enrollment Information

*Calendar SS LCMS 13-14 *Schedule Main *Grade 07

*Start Date 6/3/2013 No Show End Date End Action

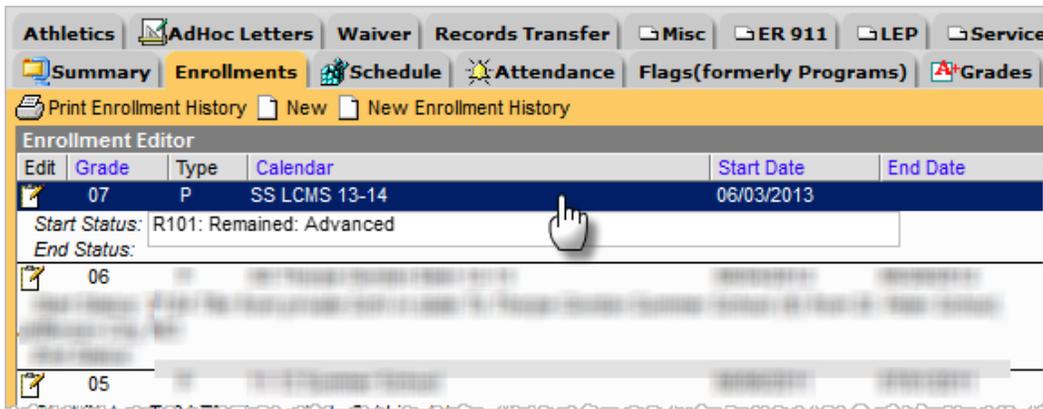
*Start Status R101: Remained: Advanced End Status

Transfer To District Transfer To School

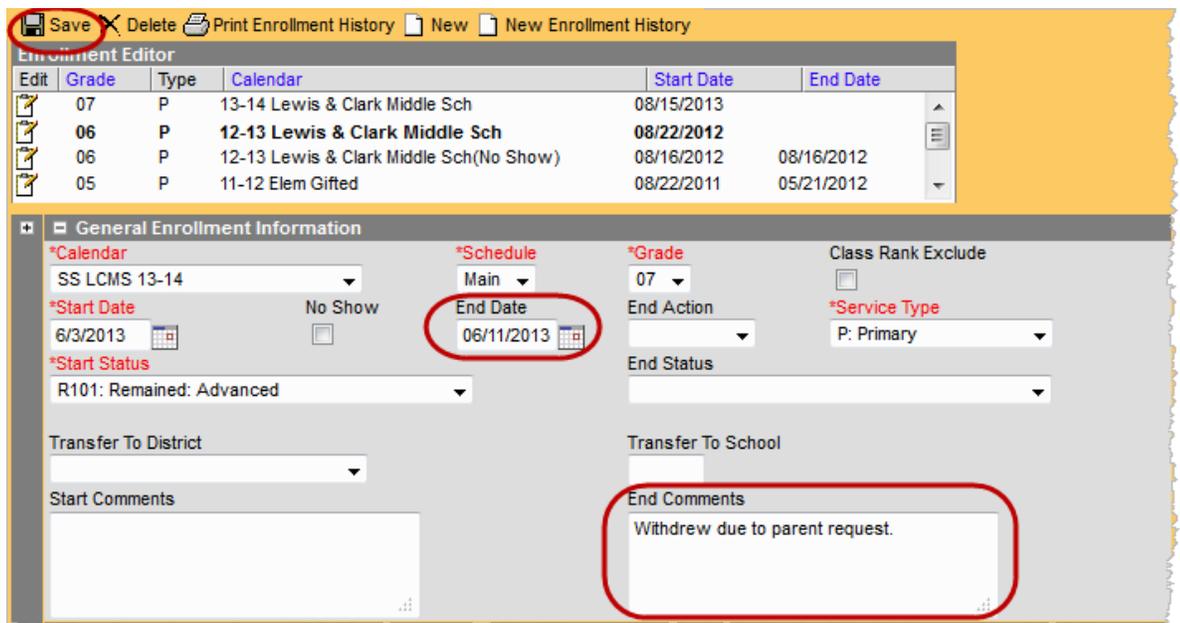
Start Comments End Comments

End-Dating the Enrollment

1. Click on the Enrollment Tab for the student and click on the appropriate Summer School enrollment from the list



2. Enter an "End Date" and "End Comments"
 - a. End Date: The last day the student sat in the classroom
 - b. End Comments: Why the student did not complete the summer school program
 - c. Click **SAVE**



Deleting the Enrollment

***NOTE:** If you inadvertently delete an enrollment, please contact the SIPA offices ASAP.

1. Click on the Enrollment Tab for the student and click on the appropriate Summer School enrollment from the list

Athletics AdHoc Letters Waiver Records Transfer Misc ER 911 LEP Service

Summary Enrollments Schedule Attendance Flags(formerly Programs) Grades

Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	07	P	SS LCMS 13-14	06/03/2013	
Start Status: R101: Remained: Advanced					
End Status:					
	06				
	05				

2. Click "Delete"

Save Delete Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	07	P	13-14 Lewis & Clark Middle Sch	08/15/2013	
	06	P	12-13 Lewis & Clark Middle Sch	08/22/2012	
	06	P	12-13 Lewis & Clark Middle Sch(No Show)	08/16/2012	08/16/2012
	05	P	11-12 Elem Gifted	08/22/2011	05/21/2012

General Enrollment Information

*Calendar: SS LCMS 13-14

*Schedule: Main

*Grade: 07

Class Rank Exclude:

*Start Date: 6/3/2013

No Show:

End Date:

End Action:

*Service Type: P: Primary

*Start Status: R101: Remained: Advanced

End Status:

Transfer To District:

Transfer To School:

Start Comments:

End Comments:

3. The following warning will appear – click OK:

10-11 South Elementary School(No Show) 08/17/2010 08/17/2010

Warning: you are about to delete an enrollment. The student's schedule and attendance data will also be deleted if the student has no other enrollments in this calendar. Are you sure you want to do this instead of entering an enrollment end date?

OK Cancel

Transportation

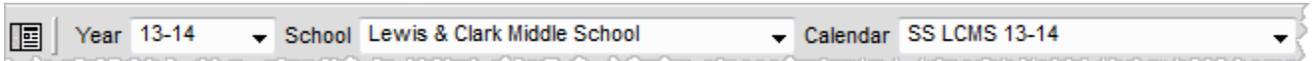
Remedial & 7th grade jump start (Students in MS SS Calendar)

- All parents will receive a post card from First Student a week before summer school starts that states the student's bus number and the pick-up/drop-off times.
- If there are address changes for a student that result in busing changes, contact First Student.
- The SIPA office will upload bus information into the Transportation tab right before Summer School Starts. This will allow you to see bus information on individual students.
- If any transportation questions arise, please call **First Student** at **659-3039** or **659-3040**

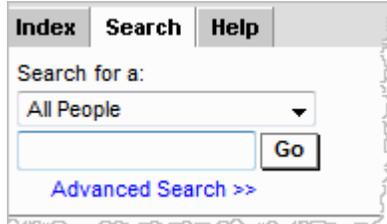
8th grade HS Credit Courses (Students in HS SS Calendar)

- If the student moves during summer school, does not have transportation and needs to move to the other middle school, contact Carrie Welch.
- All parents will receive a post card from First Student a week before summer school starts that states the student's bus number and the pick-up/drop-off times.
- If there are address changes for a student that result in busing changes, contact First Student.
- The SIPA office will upload bus information into the Transportation tab right before Summer School Starts. This will allow you to see bus information on individual students.
- If any transportation questions arise, please call **First Student** at **659-3039** or **659-3040**

1. Make sure you are in the upcoming year, the appropriate school, and the Summer School calendar



2. Under the Search tab, search for the student's name under "All People"



3. Once you have found the correct student, click on the "Transportation" tab and click "New"



4. Fill out the following information and Click **Save**.

- If a student is a bus rider, click the “Bus Rider” checkbox. In addition, choose an option from the drop-down “Bus” field – AM, PM, or BOTH.
- If there is an alternate address, continue to use the Alt Address fields, as explained in the “Secondary Transportation Form” document.
- The Onsite Care, Walk, Car Rider, and Daycare Bus are used at the elementary level.

District Defined Elements

Bus Rider Bus: AM

Onsite Care: Walk: Daycare Bus:

Car Rider: Daycare Bus:

Alt Bus Street Number Alt Bus Prefix

Alt Bus Street Alt Bus Tag

Alt Bus Direction Alt Bus Apt

Alt Bus City Alt Bus State

Alt Bus Zip Alt Address Purpose

Adults Residing at Alt Address Adults Phone Number () - x

Comments for First Student Comments for School Staff

Second Car Make Second Car Model

Second Car Color Second Car Plate Number

Second Car Parking Permit Online: Bus Contract Parent

Scheduling

- If the student is part time, their schedule needs to reflect only the class they are attending. See the “Enrolling a Part-Time Student” Document to see how to enter the student’s enrollment. The instructions below walk through how to create a full schedule.

Walk-In Scheduler

This is to be used to schedule individual students if they come in **AFTER** school starts.

- 1) Select the upcoming **Year, School, and Calendar**

Infinite Campus

Year 13-14 School Lewis & Clark Middle School Calendar SS LCMS 13-14

Index Search Help

Cheri Twehous

Student Information

Census

Behavior

Health

District Notices

[04/23/2013]

Phishing Scam Alert from Infinite Campus

Some districts have reported that staff or parents have

- 2) Select the **Search** tab and choose **Student** as the search type. Enter the student’s name (last name first) in the search box below and click “**GO**”. The student must be enrolled in the calendar selected in step 1 in order for them to appear.

Year 13-14 School Le

Index Search Help

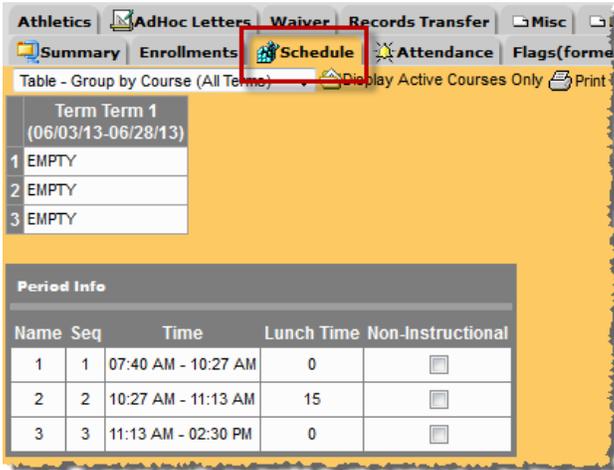
Search for a:

Student

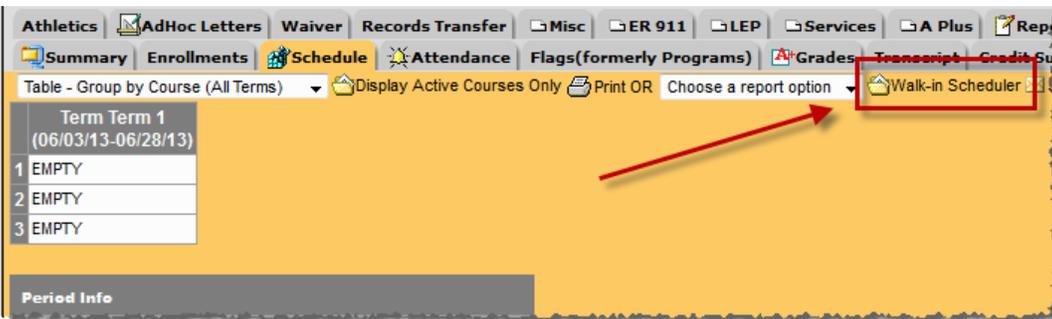
Go

Advanced Search >>

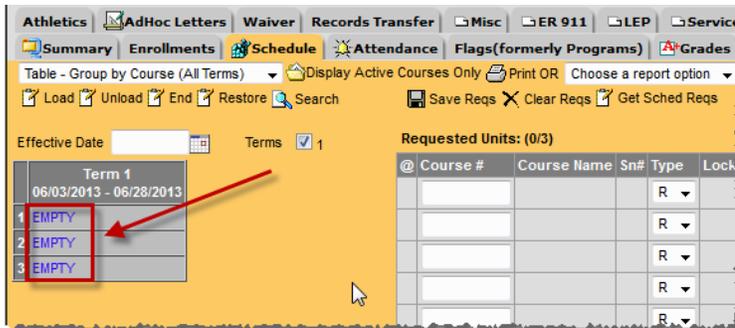
- 3) Select the **Schedule** Tab under Student Information > General.



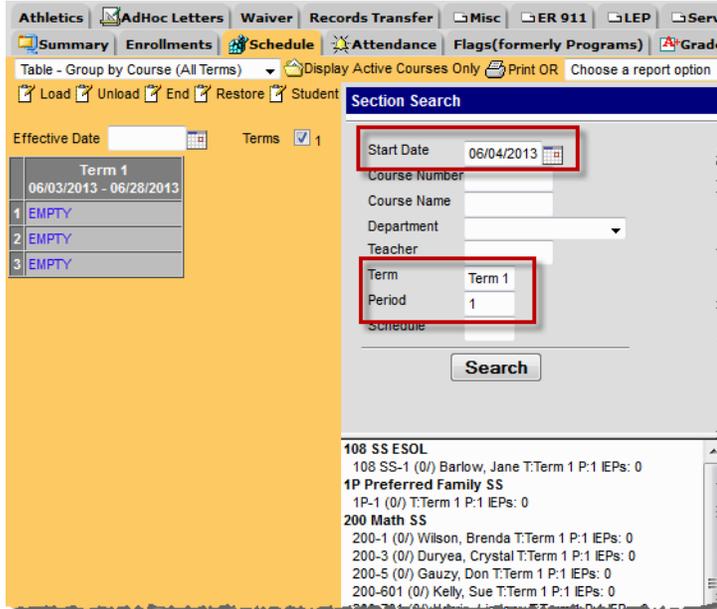
- 4) Notice that the schedule is empty. Click on Walk-In Scheduler.



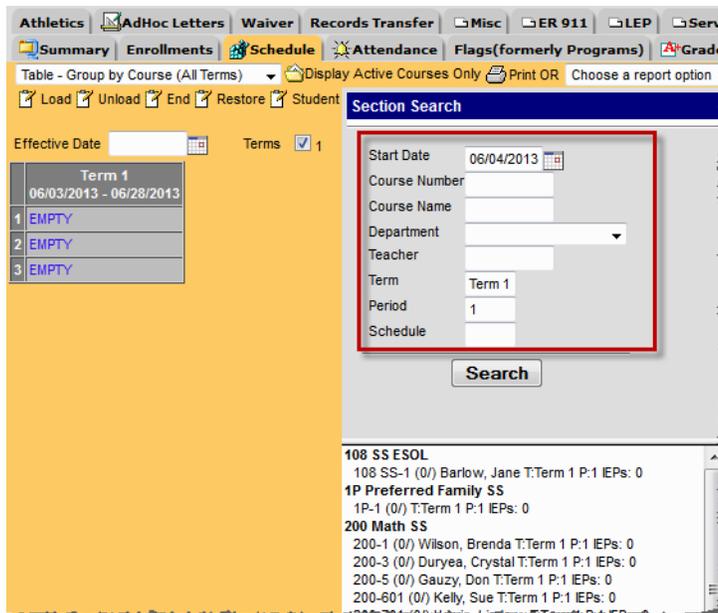
- 5) Each period should be showing a blue "Empty" hyperlink.



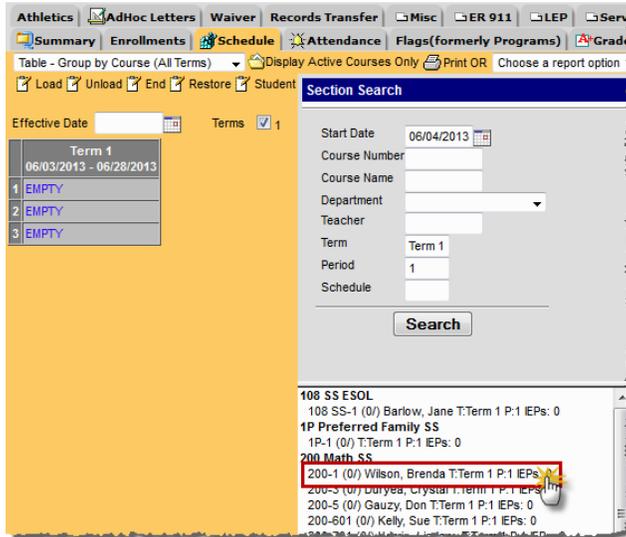
- 6) Click on the **“EMPTY”** link for first period that needs to be scheduled. This will bring up the **Section Search** box. Make sure the **Start Date** is the first day the student will be in class. Notice, based on the period and term selected, it will populate in the **Section Search** area and will only display course/sections that fall in that time frame.



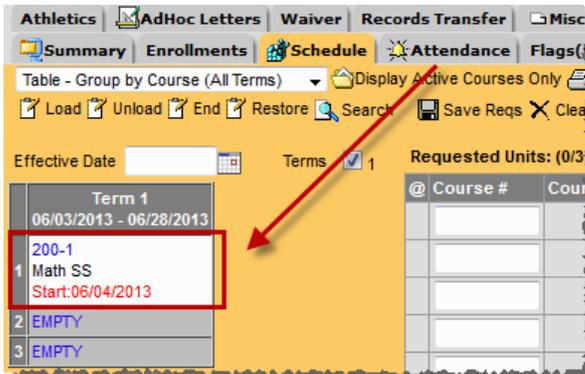
- 7) The Course/Section list can be narrowed down by several other things:
- Course Number
 - Course Name
 - Department
 - Team



8) Click on the course/section the student will be rostered into.

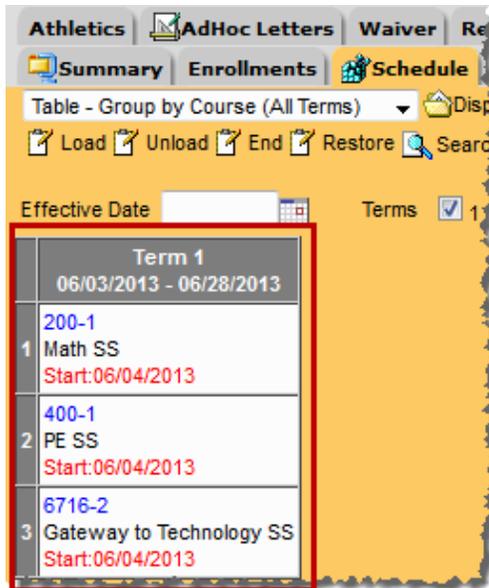


9) This will schedule the student into the class selected.



10) Repeat steps 6 and 7 for every empty period and every term until the schedule is filled.

***NOTE:** A **Start Date** **MUST** be listed if a student is starting a class **after** the first day of the term.



Attendance

Attendance will be taken by the teachers each day. Once the teachers have taken the attendance, it will need to be verified in the office using [Classroom Monitor](#) and [Daily Attendance](#). Attendance can also be entered on a student at the office. There are two different methods for entering attendance. The [Attendance Wizard](#) allows the user to apply attendance to a group of students at one time. The [Student Attendance](#) allows the user to enter attendance for an individual student.

- *If a student arrives after school starts, the student will need a pass from the building secretary*

Remedial & 7th grade jump start (Students in MS SS Calendar)

- The middle school secretary will be responsible for verifying all attendance.
 - See the [Daily Attendance](#) section of this documentation
- The building secretary will contact a parent/guardian for those students marked as Absent. The building secretary will enter the appropriate reason in Infinite Campus and enter any relevant comments.
- If a student checks in late or leaves early, the student will sign in/out at the front office. This information is entered into Infinite Campus by the building secretary, noting the time and entering any relevant comments.
- When a parent/guardian calls in for the student, this information is taken by the building secretary and entered into Infinite Campus.

8th grade HS Credit Courses (Students in HS SS Calendar)

- Carrie Welch will be overseeing the number of hours missed, etc. for the students taking summer school for credit.
- Carrie will also be verifying the attendance for these students.
- If a parent/guardian calls regarding attendance for one of these students, the attendance needs to be changed/entered on the student record by the Middle School Clerk.
- If a student checks in late or leaves early, the student will sign in/sign out at the front office. This information will be entered into Infinite Campus by the Middle School Clerk, noting the time and entering comments.
- Fax sign-in/sign-out sheets to Carrie Welch at the end of each day to 659-3207.

Attendance Codes

- **Absent**
 - Used when a student misses half or more of a period and contact with parent has been made as to why the student is absent. Use the Comment Field to explain the reason for the absence.
- **Unexcused**
 - Used when a student misses half or more of a period and no contact with parent has been made as to why the student is absent.
- **Tardy**
 - Used when a student comes into school missing less than half of a period
- **Left Early**
 - Used when a student leaves school missing less than half of a period

Absent/Tardy/Left Early Chart

Use the chart below to determine whether a student is Tardy or Absent to class based on the time they enter or leave the building.

Chart for Remedial & 7th grade jump start (Students in MS SS Calendar)

Thomas Jefferson/Lewis & Clark SS					
<i>Student IN</i>					
Period	Time Frame	Sign In Time	Sign In Code	Sign In Time	Sign In Code
1	7:30-11:45	7:30-9:37	T: Tardy	9:38-11:45	A: Absent or U:Unexcused
2	11:45-3:30	11:45-1:37	T: Tardy	1:38-3:30	A: Absent or U:Unexcused
<i>Student OUT</i>					
Period	Time Frame	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
1	7:30-11:45	7:30-9:38	A: Absent or U:Unexcused	9:39-11:45	L: Left Early
2	11:45-3:30	11:45-1:38	A: Absent or U:Unexcused	1:39-3:30	L: Left Early

Chart for 8th grade HS Credit Courses (Students in HS SS Calendar)

High School SS					
<i>Student IN</i>					
Period	Time Frame	Sign In Time	Sign In Code	Sign In Time	Sign In Code
1	7:30-9:21	7:30-8:25	T: Tardy	8:26-9:21	A: Absent or U:Unexcused
2	9:21-11:49	9:21-10:34	T: Tardy	10:35-11:49	A: Absent or U:Unexcused
3	11:49-1:40	11:49-12:44	T: Tardy	12:45-1:40	A: Absent or U:Unexcused
4	1:40-3:30	1:40-2:34	T: Tardy	2:35-3:30	A: Absent or U:Unexcused
<i>Student OUT</i>					
Period	Time Frame	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
1	7:30-9:21	7:30-8:26	A: Absent or U:Unexcused	8:25-9:21	L: Left Early
2	9:21-11:49	9:21-10:35	A: Absent or U:Unexcused	10:36-11:49	L: Left Early
3	11:49-1:40	11:49-12:45	A: Absent or U:Unexcused	12:46-1:40	L: Left Early
4	1:40-3:30	1:40-2:35	A: Absent or U:Unexcused	2:36-3:30	L: Left Early

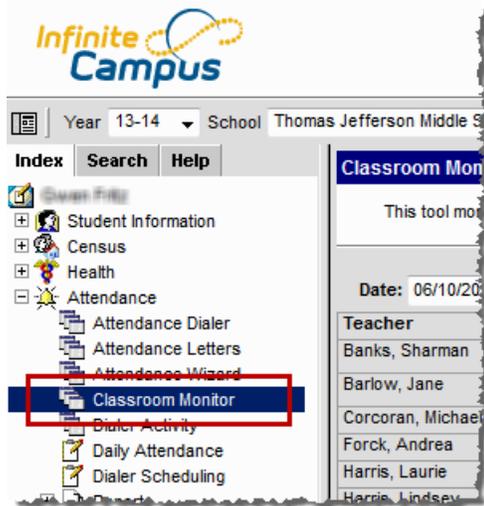
Step 1: Classroom Monitor

The Classroom Monitor shows which teachers have recorded attendance for a course section during the appropriate period. In addition, the Classroom Monitor allows the attendance clerk to rapidly enter attendance for teachers or substitute teachers if they are provided a roster or other list of students in that section.

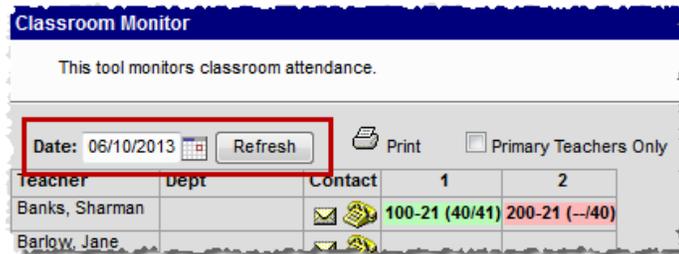
- 1) Select the upcoming Year, School, and Calendar



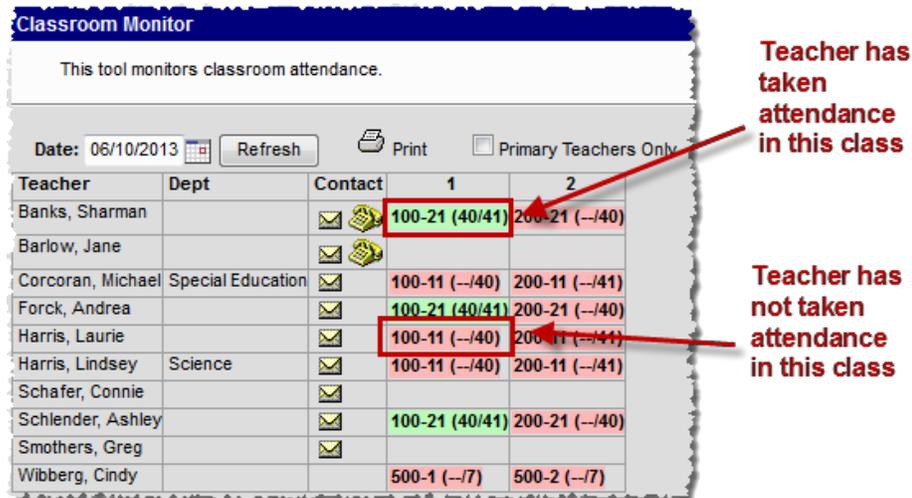
- 2) Click **Attendance > Classroom Monitor**



- 3) The date will default to the current date. If the date needs changed to a different date, enter the date and click **Refresh**.

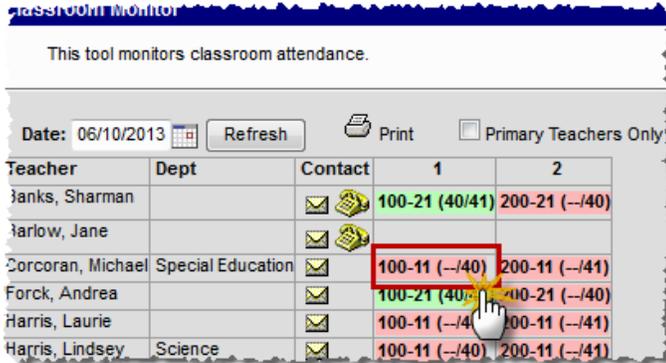


- 4) The Classroom Monitor lists all the primary teachers in the building along with the two periods they are scheduled. If the teacher has taken attendance in the class, the Classroom Monitor will display **Green** for the section. If the teacher has not taken attendance, the section will display in **Red**.

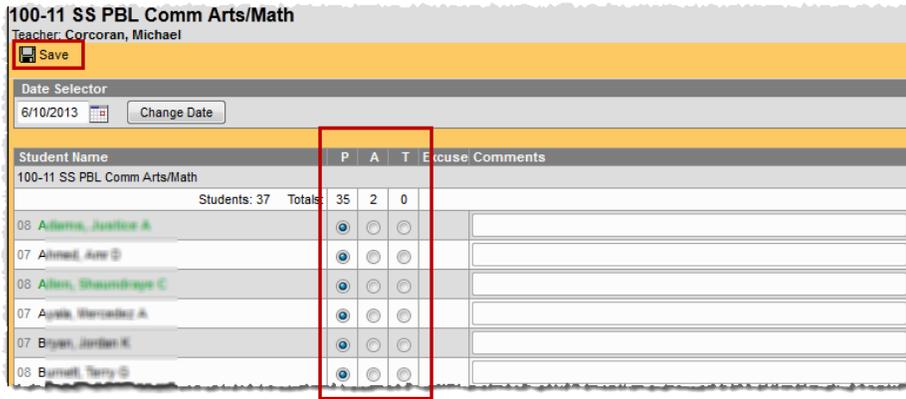


- 5) If a teacher has not taken attendance, contact needs to be made with that teacher to make sure they take attendance.

- 6) If there is a sub for the teacher that day and you have a paper attendance sheet, attendance can be entered straight from this screen by the Middle School Clerk. Click on the section that attendance needs to be taken for.



- 7) Mark attendance for the students who are not in class and click **Save**.



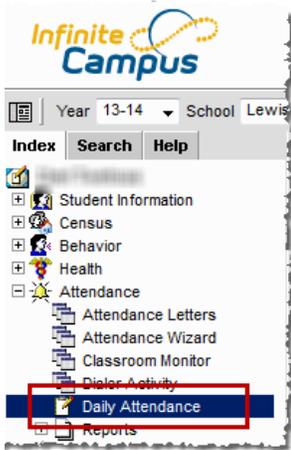
Step 2: Daily Attendance

Once the attendance has been taken by the teachers (verified by the classroom monitor), the Daily Attendance page can be used to verify the attendance. The Daily Attendance tool displays student attendance events (absences or tardies) for a given day. From here, individual student attendance can be processed.

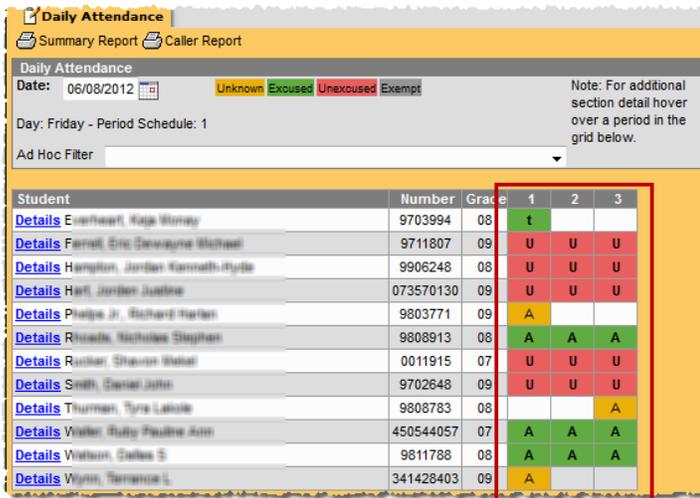
- 1) Select the upcoming Year, School, and Calendar



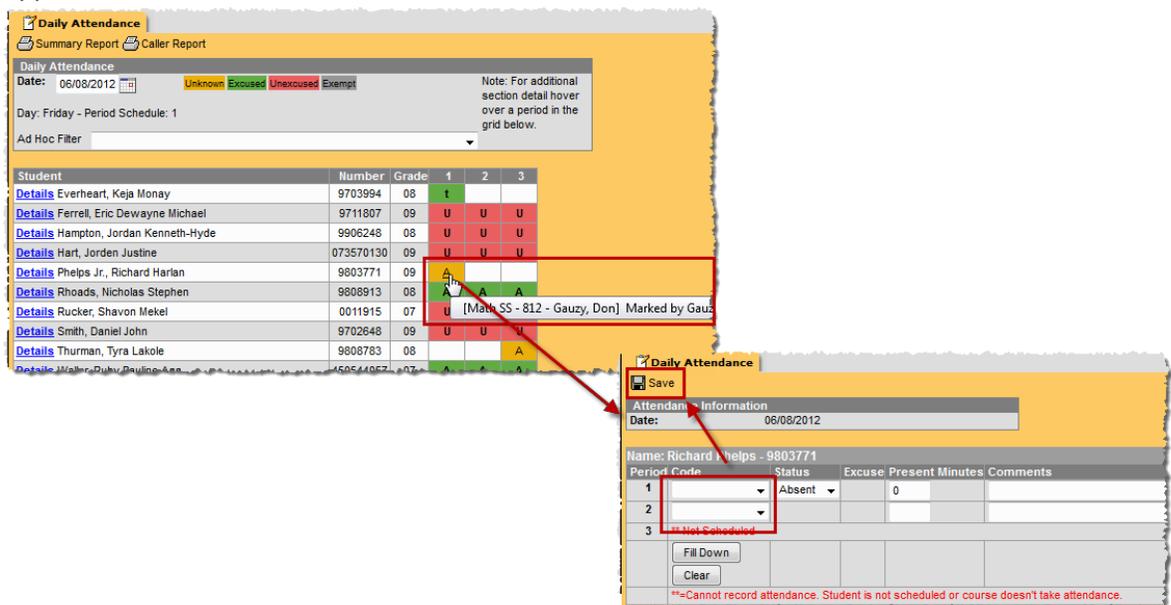
- 2) Click **Attendance > Daily Attendance**



- 3) Daily Attendance displays the current date by default. Users can enter another date to view attendance information for that day.



- 4) Select an attendance record to verify or edit the attendance on a student. Once the attendance has been saved from this screen the record will populate as green or red based on the attendance code applied.



- 5) Attendance records that are listed in Yellow have been entered by a teacher but have not been verified by the office. At the end of the day, no attendance records should be in yellow.

Student	Number	Grade	1	2	3
Details Everheart, Sage Money	9703994	08	t		
Details Ferrell, Eric Dewayne Michael	9711807	09	U	U	U
Details Hamilton, Jordan Kenneth-Hyde	9906248	08	U	U	U
Details Hart, Jordan Justine	073570130	09	U	U	U
Details Phelps Jr, Richard Harlan	9803771	09	A		
Details Rhoads, Nicholas Stephen	9808913	08	A	A	A
Details Ruckler, Sharon Marie	0011915	07	U	U	U
Details Smith, Daniel John	9702648	09	U	U	U
Details Thurman, Tony Lakota	9808783	08			A
Details Walker, Ruby Pauline Ann	450544057	07	A	A	A
Details Walton, Carlos S	9811788	08	A	A	A
Details Wynn, Terrence L	341428403	09	A		

Caller Report

The **Daily Attendance Caller Report** can be run to generate a list of students whose parents/guardians may need to be contacted to determine the status of the attendance event. Contact information displays along with the details of the attendance event for each student. The Caller Report displays attendance events on the entered date that have a status of Absent and an Excuse type of Unknown.

- 1) Click on **Caller Report**

- 2) A report with a list of students whose attendance has not been verified will display along with their parent/guardian contact information.

12-13		Attendance Caller Report	
Lewis & Clark Middle School		Date: 6/8/2012	
325 Lewis & Clark Drive, Jefferson City, MO 65101		Report generated for Tvechous, Cheri	
Generated on 05/14/2013 04:49:06 PM Page 1 of 1			
Grade	Student	Number	Period
			1 2 3
09	Phelps Jr, Richard Harlan	9803771	A
	Phelps, Jennifer Mother Home: (573)611-1875 Work: (573)611-1875 Cell: (573)611-1875		
	Phelps, Rick Father Home: (573)611-1875 Work: (573)811-1875		
08	Thurman, Tony Lakota	9808783	A
	Thurman, Edith Mother Home: (573)611-1875 email: eflthurman@embarqmail.com		
09	Wynn, Terrence L	341428403	A
	Walls, Betty Mother Home: (314)431-1875 Cell: (314)431-1875 email: bfwalls@yahoo.com		
Attendance Code Legend:			
A: Absent t: Tardy U: Unexcused			

Daily Attendance Report

The **Daily Attendance Summary Report** displays the attendance events for each student and period for the day entered on the Daily Attendance Tab. An explanation of the codes describing each attendance event appears at the end of the report. Homeroom teacher, where used, appears below the student's name. This report displays all attendance entries for the day, including those with an Unknown excuse and those that have been processed by the attendance office.

- 1) Click on **Summary Report** to get a print out of the day's attendance.

Daily Attendance Summary Report

Date: 6/8/2012 Unknown Excused Unexcused Exempt Note: For additional section details over a period grid below.

Day: Friday - Period Schedule: 1

Ad Hoc Filter

Student	Number	Grade	1	2	3
Details Everheart, Keja Monay	9703994	08	t		
Details Ferrell, Eric Dewayne Michael	9711807	09	U	U	U

- 2) This will give you a print out of the daily attendance tab

12-13 Lewis & Clark Middle School 325 Lewis & Clark Drive, Jefferson City MO 65101 Generated on 05/14/2013 04:52:39 PM Page 1 of 1	Daily Attendance Summary Report Date: 6/8/2012 Report generated for Tvehou, Cheri
---	--

Grade	Student	Number	Period		
			1	2	3
08	Everheart, Keja Monay	9703994	t		
Comment: Signed in at 8:06am - unexcused ct					
09	Ferrell, Eric Dewayne Michael	9711807	U	U	U
08	Hampton, Jordan Kenneth Hyde	9906240	U	U	U
09	Hart, Jordan Justina	073570130	U	U	U
09	Phillips Jr., Richard Warren	9803771	A		
08	Phoads, Nicholas Stephen	9800913	A	A	A
Comment: Called mom - ill ct					
07	Rackler, Sharon Metak	0011915	U	U	U
09	Smith, Daniel John	9702640	U	U	U
08	Thurman, Tyra Lakota	9800783			A
07	Waller, Ruby Pauline Ann	450544057	A	A	A
Comment: ill - dad called ct					
08	Watson, Dallas S	9811788	A	A	A
Comment: ill - grandma called ct					
09	Wynn, Terence L	341428403	A		

Attendance Code Legend:
 A: Absent

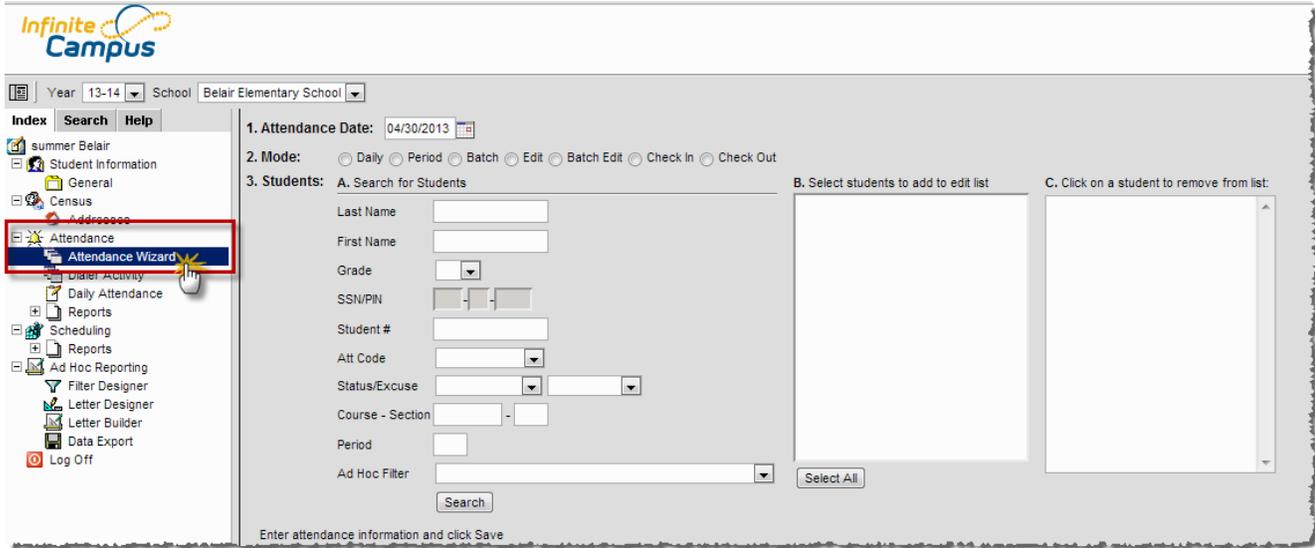
t: Tardy

U: Unexcused

Step 3: Option 1: Attendance Wizard

The Attendance Wizard tool allows the attendance office to quickly create or change attendance data for a group of students using a variety of modes. Attendance is entered for the current date by default. This date can be changed to another instructional day where attendance was recorded.

- 1) Under the **Index Tab** click on Attendance > Attendance Wizard



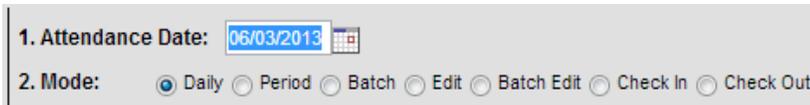
- 2) Follow the steps through the wizard:

1. **Attendance Date:** This date will default to the current date



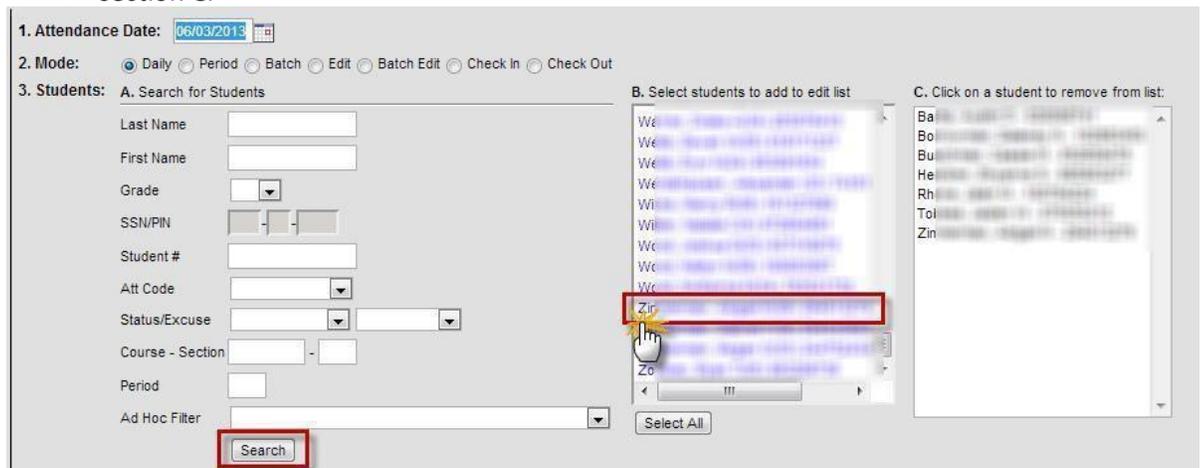
2. **Mode:**

- a. **Daily:** records student attendance for the entire day
- b. **Period:** records student attendance for the selected period
- c. **Batch Edit:** records attendance for a date range for the selected periods



3. **Students:**

- Click on **Search** to pull up a list of all students in section B
- Click on the students' names whose attendance needs to be placed to move them over to section C.



4. **Daily:** records student attendance for the entire day

- **Attendance code:** **A: Absent** or **U: Unexcused**
- Click **Save Attendance**

4. Daily Enter attendance information and click Save

Attendance Code

Comments

Comments Options

Overwrite Existing Data

Period: records student attendance for the selected period

- **Period:** The period the student is signing in or out
- **Attendance Code:** **T: Tardy** or **L: Left Early**
- **Comments:** Enter whether the student signed in or out and the time.
- Click **Save Attendance**

4. Period Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period.

Current Period

Attendance Code

Comments

Comments Options

Overwrite Existing Data

Batch Edit: records attendance for a date range for the selected periods

- **From:** Select the date range you are entering the attendance for
- **Code:** Enter an attendance code for each period the student has missed
- **Comments:** Enter whether the student signed in or out and the time.
- Click **Save Attendance**

4. Batch Edit Enter attendance information and click Save

From: To:

Period	Code	Status	Excuse	Present Minutes	Comments
1	<input type="text" value="A: Absent"/>			<input type="text"/>	<input type="text"/>
2	<input type="text" value="A: Absent"/>			<input type="text"/>	<input type="text"/>
3	<input type="text" value="t: Tardy"/>			<input type="text"/>	<input type="text" value="Signed in at 10:00 am"/>
4	<input type="text"/>			<input type="text"/>	<input type="text"/>
5	<input type="text"/>			<input type="text"/>	<input type="text"/>
6	<input type="text"/>			<input type="text"/>	<input type="text"/>

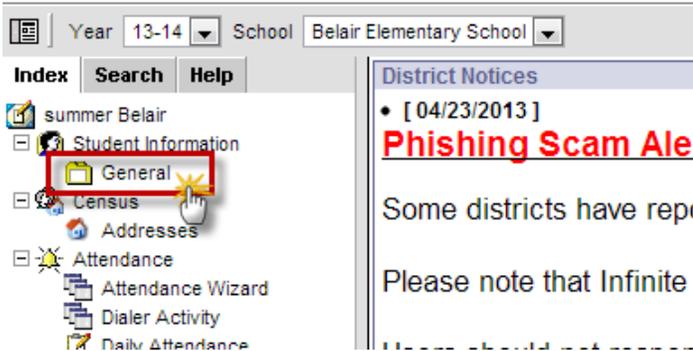
Overwrite existing marks

Options

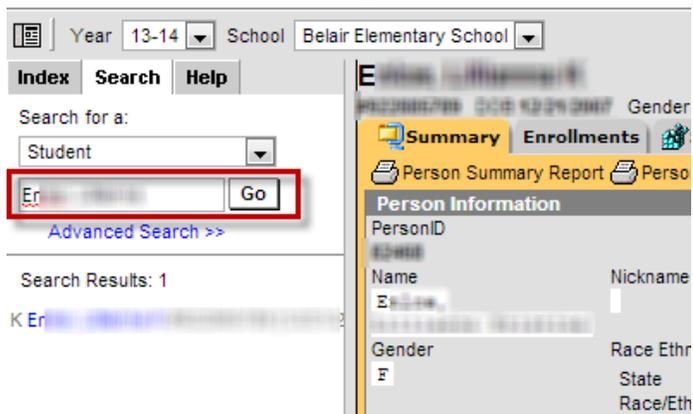
Step 3: Option 2: Student Attendance

The Student Attendance Tab allows you to manually add or edit attendance for a specific student.

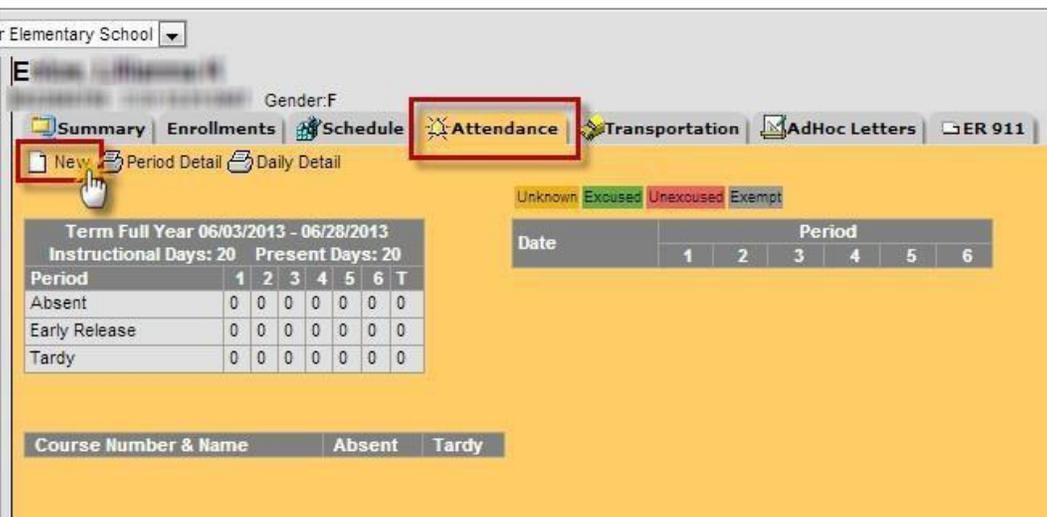
1. Under the Index Tab click on **Student Information> General**



2. Search for the student, entering last name first, then hit **Enter** or click **Go**.



3. Click on the **Attendance Tab**, then click **New**



4. **Date:** Will default to today's date
Code: Enter an attendance code for each period the student has missed
Comments: Enter whether the student signed in or out and the time.
Click **Save**

Attendance Information

Date: 06/03/2013 Refresh

Period	Code	Status	Excuse	Present	Minutes	Comments
1	A: Absent					
2	A: Absent					
3	t: Tardy					Signed in at 10:00 am
4						
5						
6						

Fill Down
Clear

**Cannot record attendance. Student is not scheduled or course doesn't take attendance.

Grades

Remedial & 7th grade jump start (Students in MS SS Calendar)

- No grades are entered into Infinite Campus

8th grade HS Credit Courses (Students in HS SS Calendar)

- Teachers will put grades into Infinite Campus for each student.
- Teachers will print out mid-terms and send them home with students (about 2 weeks into school).
- At the end of summer school, a counselor will be at each building. Teachers will check out with the counselor before leaving. The counselor will verify in Infinite Campus that grades have been posted correctly for each class/student.
- Once all teachers have checked out and grades verified, grades will be posted to transcript for credit.
- Julie Pearson will print and mail grade cards home for all students who received credit during summer school.

Behavior

Remedial & 7th grade jump start (Students in MS SS Calendar)

- Historically, Administrators have handled all discipline issues, including entering referrals into Infinite Campus.
- When a student is removed from summer school due to discipline reasons, the building secretary will enter the drop date and the comment "removed due to discipline" into Infinite Campus.

8th grade HS Credit Courses (Students in HS SS Calendar)

- Administrators take care of all discipline issues, including entering referrals into Infinite Campus.
- Administrators will contact Carrie Welch with discipline issues for the 9th grade credit students who are removed from summer school.
- If a student is removed from summer school due to discipline reasons, Carrie Welch will enter the drop date and the comment "removed due to discipline" into Campus.

Other Information

- Any inquiries about registering new students for the upcoming school year will need to be directed to the **Welcome Center at 315 East Dunklin, 659-3043**
- Any BRIGHT RED interoffice envelopes received need to be kept in a stack for the regular school secretary.
- If notified about students moving out of your building, keep a list for the regular school secretary of any and denote where they will be attending in the fall (ex. Lewis & Clark, Columbia Public Schools).
- Student Cumulative files go to Simonsen with other files at the end of May.
 - The counselors in each building are getting copies of IEPs, 504s, etc. to Carrie for the students who are enrolled in credit summer school.
- Any other questions please contact the **SIPA office (3043)** or **Carrie Welch (659-3050)** for middle school students participating in High School Classes.

High School Summer School Clerk

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Enrollments

8th grade HS Credit Courses (Students in HS SS Calendar)

Returning Students enrolling in Summer School for credit:

- A returning student shows up to enroll in the building; the building secretary will contact **Carrie Phillips** at **301-2873** while the student is in the office.
- Carrie Phillips will enter an enrollment and schedule for that student into Infinite Campus.
- The building secretary will notify the teacher they have a new student.
- The building secretary will notify First Student if the student is a bus rider and enter information on the Transportation tab
 - See the [Transportation](#) section of this document

NEW to district student enrolling in Summer School for credit:

- A new student comes to the **Welcome Center** to enroll. The Welcome Center staff will contact Carrie Phillips at 301-2873 while the student is in the Welcome Center.
- The Welcome Center staff will create a household and enter the student information in Infinite Campus.
- Carrie Phillips will enter an enrollment and schedule for that student into Infinite Campus.
- The Welcome Center staff will notify the building secretary they have a new student for summer school and the student is in Infinite Campus with an enrollment and schedule.
- The building secretary will notify the teacher they have a new student.
- The Welcome Center will notify First Student if the student is a bus riders and enter information on the Transportation tab. First student will contact the parent/guardian with bus information.

Non-Completion of Summer School for credit:

- When a student drops from credit earning summer school, Carrie Phillips will “end date” the enrollment and enter a comment as to why the student did not complete the summer school program.
- Carrie Phillips will notify the building secretary and teachers of the drop.

Non-Attendance of Summer School

- If a student is enrolled in summer school but never shows up to participate Carrie Phillips will delete their enrollment.
- Carrie Phillips will notify the building secretary and teachers of the drop.

9th – 12th Grade Students

Returning Students enrolling in Summer School for credit:

- A returning student shows up to enroll in the building; the building secretary will contact **Carrie Phillips** at **301-2873** while the student is in the office.
- Carrie Phillips will enter an enrollment and schedule for that student into Infinite Campus.
- Carrie Phillips will notify the teacher they have a new student.
- **9th Grade Students ONLY:** Carrie Phillips will notify First Student if the student is a bus rider and enter information on the Transportation tab
 - See the [Transportation](#) section of this document

NEW to district student enrolling in Summer School for credit:

- A new student comes to the **Welcome Center** to enroll. The Welcome Center staff will contact Carrie Phillips at 301-2873.
- The Welcome Center staff will create a household and enter the student information in Infinite Campus.
- Carrie Phillips will enter an enrollment and schedule for that student into Infinite Campus.
- Carrie Phillips will notify the teacher they have a new student.

- **9th Grade Students ONLY:** The Welcome Center will notify First Student if the student is a bus riders and enter information on the Transportation tab. First student will contact the parent/guardian with bus information.

Non-Completion of Summer School for credit:

- When a student drops from summer school, Carrie Phillips will “end date” the enrollment and enter a comment as to why the student did not complete the summer school program.
- Carrie Phillips will notify the teachers of the drop.

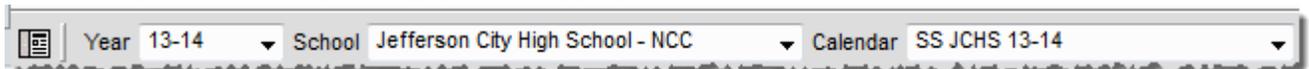
Non-Attendance of Summer School

- If a student is enrolled in summer school but never shows up to participate Carrie Phillips will delete their enrollment.
- Carrie Phillips will notify the teachers of the drop.

Create the Enrollment

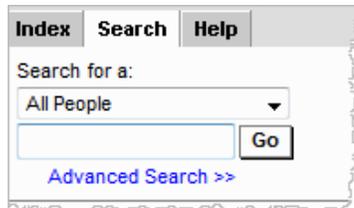
NOTE: All new-to-district students need to enroll through the **Welcome Center**.

1. Make sure you are in the upcoming year, the appropriate school, and the Summer School calendar



Year 13-14 School Jefferson City High School - NCC Calendar SS JCHS 13-14

2. Under the Search tab, search for the student’s name under “All People”



Index Search Help

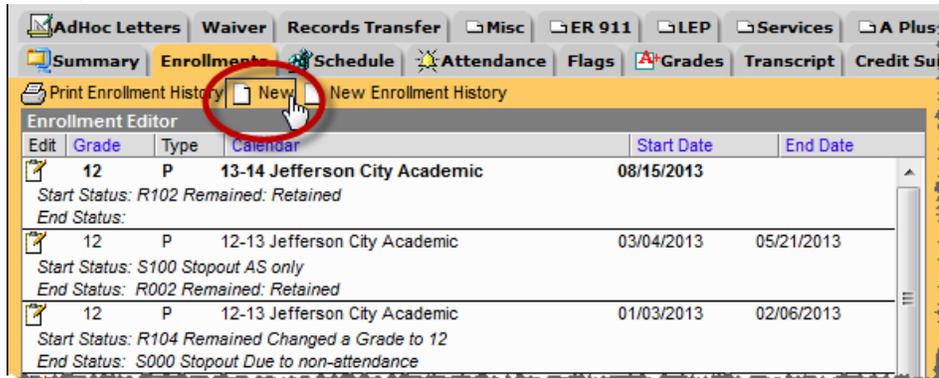
Search for a:

All People

Go

[Advanced Search >>](#)

3. Once you have found the correct student, click on the “Enrollments” tab and click “New”



AdHoc Letters Waiver Records Transfer Misc ER 911 LEP Services A Plus

Summary Enrollments Schedule Attendance Flags Grades Transcript Credit Su

Print Enrollment History New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
<input type="checkbox"/>	12	P	13-14 Jefferson City Academic	08/15/2013	
Start Status: R102 Remained: Retained					
End Status:					
<input type="checkbox"/>	12	P	12-13 Jefferson City Academic	03/04/2013	05/21/2013
Start Status: S100 Stopout AS only					
End Status: R002 Remained: Retained					
<input type="checkbox"/>	12	P	12-13 Jefferson City Academic	01/03/2013	02/06/2013
Start Status: R104 Remained Changed a Grade to 12					
End Status: S000 Stopout Due to non-attendance					

4. Enter information into the fields indicated below:
 - a. **Calendar:** This is the appropriate calendar for your school. This should already be populated if Step 1 above has been completed.
 - b. **Schedule:** This is already populated – do not change it from “Main.”
 - c. **Grade:** This is the grade that the student will be in during the upcoming school year.
 - d. **Start Date:** This is the first date the student attends summer school.
 - e. **Start Status:** Choose “R101: Remained: Advanced” from the drop-down menu.
 - f. Click **SAVE**

The screenshot shows the 'Enrollment Editor' form. The following fields are circled in red:

- *Calendar: SS JCHS 13-14
- *Schedule: Main
- *Grade: 12
- *Start Date: 6/3/2013
- *Start Status: R101: Remained: Advanced

Other visible fields include: End Date, End Action, End Status, *Service Type (P: Primary), Transfer To District, Transfer To School, Start Comments, and End Comments.

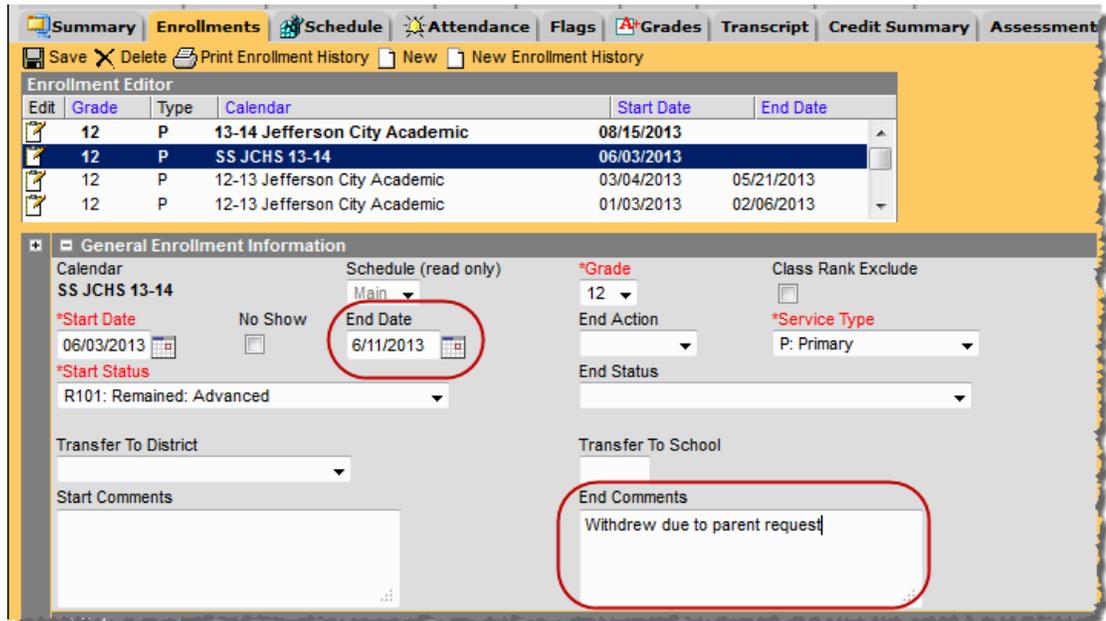
End-Dating the Enrollment

1. Click on the Enrollment Tab for the student and click on the appropriate Summer School enrollment from the list

The screenshot shows the 'Enrollment Editor' form with a list of enrollments. The following enrollment is highlighted with a red circle:

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	13-14 Jefferson City Academic	08/15/2013	
<i>Start Status: R102 Remained: Retained</i>					
<i>End Status:</i>					
	12	P	SS JCHS 13-14	06/03/2013	
<i>Start Status: R101 Remained: Advanced</i>					
<i>End Status:</i>					
	12	P	12-13 Jefferson City Academic	03/04/2013	05/21/2013
<i>Start Status: S100 Stopout AS only</i>					
<i>End Status: R002 Remained: Retained</i>					

2. Enter an "End Date" and "End Comments"
 - a. End Date: The last day the student sat in the classroom
 - b. End Comments: Why the student did not complete the summer school program
 - c. Click **SAVE**



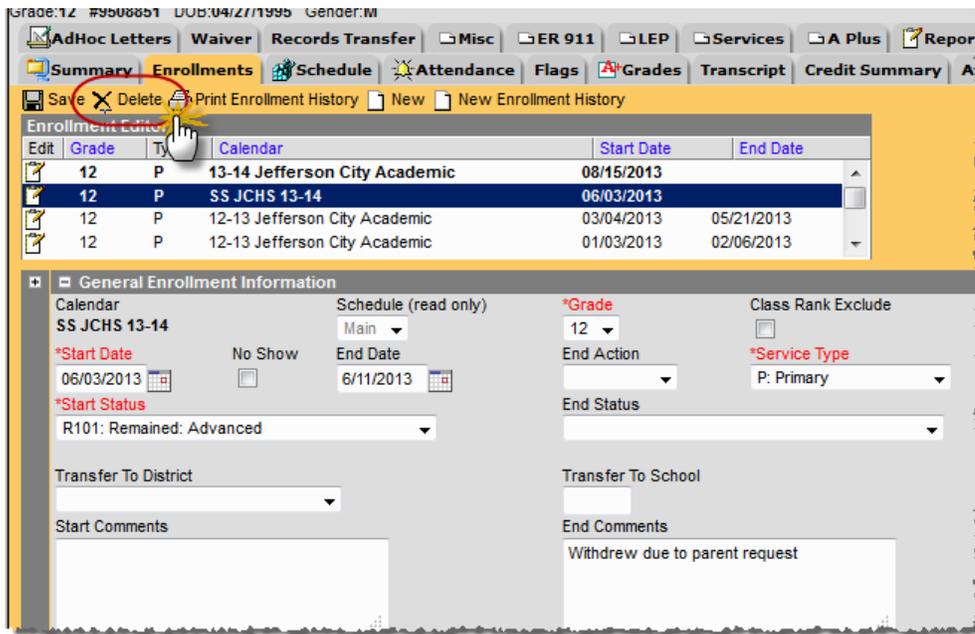
Deleting the Enrollment

***NOTE:** If you inadvertently delete an enrollment, please contact the SIPA offices ASAP.

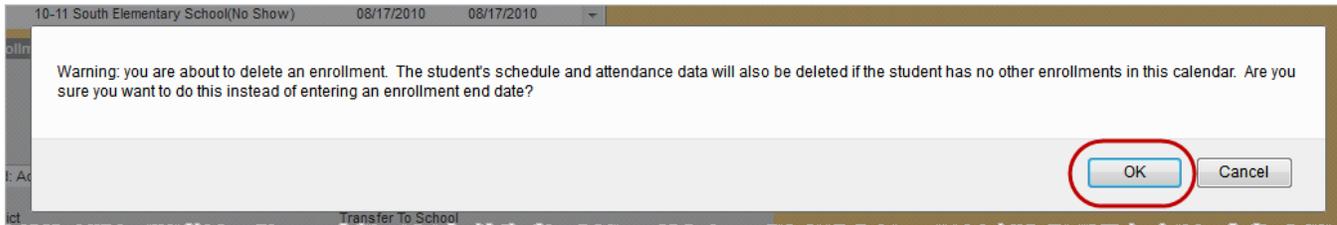
1. Click on the Enrollment Tab for the student and click on the appropriate Summer School enrollment from the list



2. Click "Delete"



3. The following warning will appear – click OK:

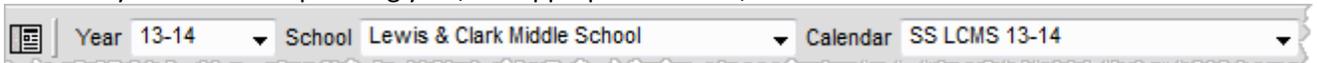


Transportation

8th grade HS Credit Courses (Students in HS SS Calendar)

- If the student moves during summer school, does not have transportation and needs to move to the other middle school, contact Carrie Phillips.
- All parents will receive a post card from First Student a week before summer school starts that states the student's bus number and the pick-up/drop-off times.
- If there are address changes for a student that result in busing changes, contact First Student.
- The SIPA office will upload bus information into the Transportation tab right before Summer School Starts. This will allow you to see bus information on individual students.
- If any transportation questions arise, please call **First Student** at **659-3039** or **659-3040**

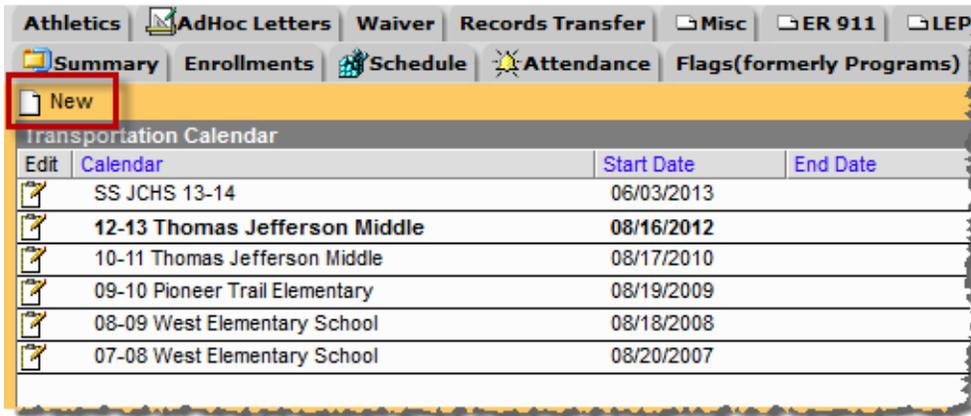
1. Make sure you are in the upcoming year, the appropriate school, and the Summer School calendar



2. Under the Search tab, search for the student's name under "All People"



3. Once you have found the correct student, click on the “Transportation” tab and click “New”



4. Fill out the following information and Click **Save**.

- If a student is a bus rider, click the “Bus Rider” checkbox. In addition, choose an option from the drop-down “Bus” field – AM, PM, or BOTH.
- If there is an alternate address, continue to use the Alt Address fields, as explained in the “Secondary Transportation Form” document.
- The Onsite Care, Walk, Car Rider, and Daycare Bus are only used at the elementary level.

Scheduling

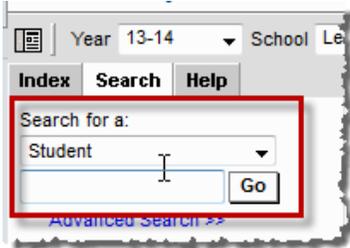
- If the student is part time, their schedule needs to reflect only the class they are attending. See the “Enrolling a Part-Time Student” Document to see how to enter the student’s enrollment. The instructions below walk through how to create a full schedule.

Walk-In Scheduler

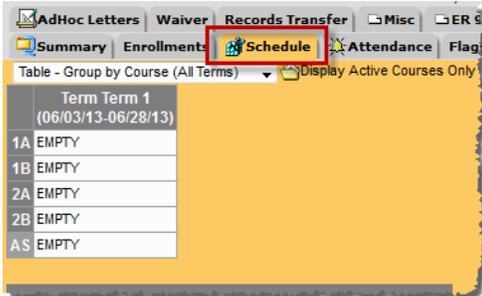
This is to be used to schedule individual students if they come in **AFTER** school starts.

1) Select the upcoming **Year**, **School**, and **Calendar**

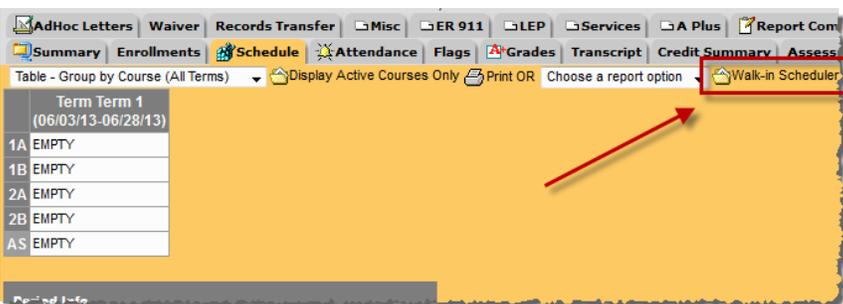
- 2) Select the **Search** tab and choose **Student** as the search type. Enter the student's name (last name first) in the search box below and click "GO". The student must be enrolled in the calendar selected in step 1 in order for them to appear.



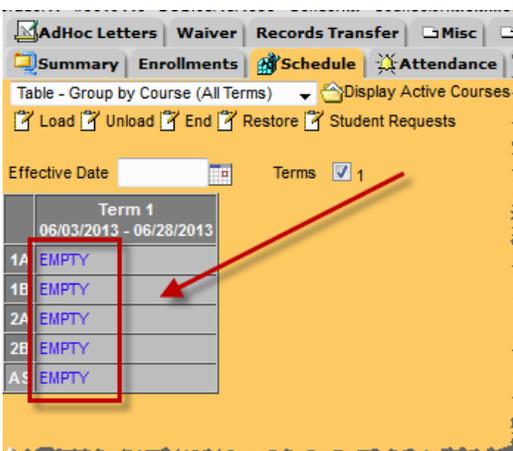
- 3) Select the **Schedule** Tab under Student Information > General.



- 4) Notice that the schedule is empty. Click on Walk-In Scheduler.



- 5) Each period should be showing a blue "Empty" hyperlink.



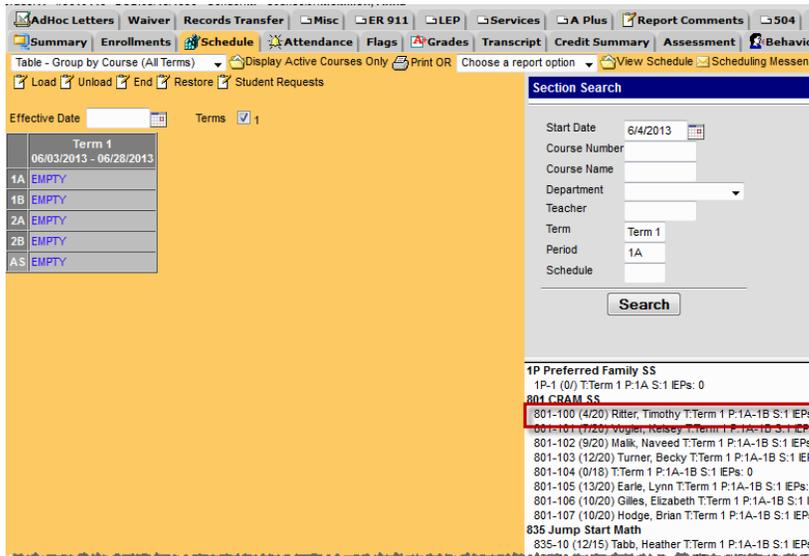
- 6) Click on the "EMPTY" link for first period that needs to be scheduled. This will bring up the **Section Search** box. Make sure the **Start Date** is the first day the student will be in class. Notice, based on the period and term selected, it will populate in the **Section Search** area and will only display course/sections that fall in that time frame.

The screenshot shows a software interface with a menu bar at the top containing items like 'AdHoc Letters', 'Waiver', 'Records Transfer', 'Misc', 'ER 911', 'LEP', 'Services', 'A Plus', and 'Report Comments'. Below the menu is a toolbar with buttons for 'Summary', 'Enrollments', 'Schedule', 'Attendance', 'Flags', 'Grades', 'Transcript', 'Credit Summary', 'Assessment', and 'Behavior'. A dropdown menu is open, showing 'Table - Group by Course (All Terms)', 'Display Active Courses Only', 'Print OR', 'Choose a report option', 'View Schedule', and 'Scheduling Message'. Below this are buttons for 'Load', 'Unload', 'End', 'Restore', and 'Student Requests'. The main area is divided into two sections. On the left, there is a table for 'Term 1' with dates '06/03/2013 - 06/28/2013' and rows labeled '1A', '1B', '2A', '2B', and 'AS', all containing the word 'EMPTY'. On the right, there is a 'Section Search' form with fields for 'Start Date' (6/4/2013), 'Course Number', 'Course Name', 'Department', 'Teacher', 'Term' (Term 1), 'Period' (1A), and 'Schedule'. A 'Search' button is at the bottom of the form. Below the search form, there is a list of course sections including '1P Preferred Family SS', '801 CRAM SS', and '835 Jump Start Math'.

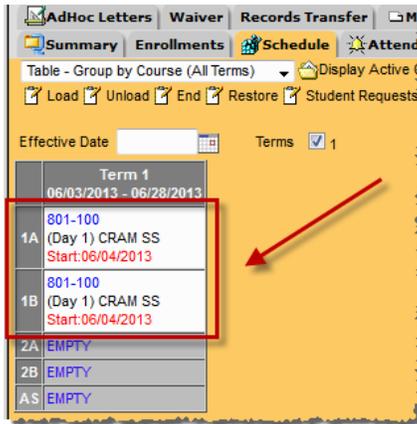
- 7) The Course/Section list can be narrowed down by several other things:
- Course Number
 - Course Name
 - Department
 - Team

This screenshot is identical to the one above, showing the same software interface. The 'Section Search' form is highlighted with a red box, and the 'Start Date' field is also highlighted with a red box. The rest of the interface, including the menu bar, toolbar, and course list, is the same as in the previous image.

8) Click on the course/section the student will be rostered into.

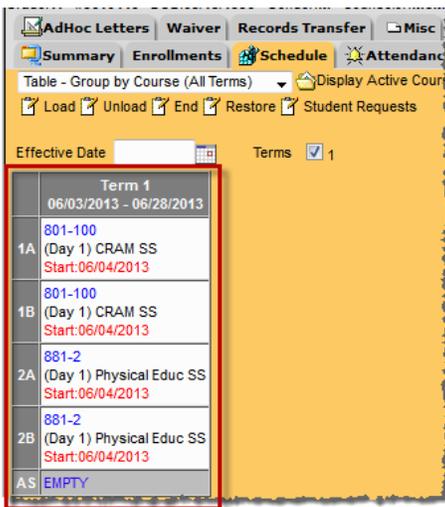


9) This will schedule the student into the class selected.



10) Repeat steps 6 and 7 for every empty period and every term until the schedule is filled.

***NOTE: A Start Date MUST be listed if a student is starting a class after the first day of the term.**



Attendance

Attendance will be taken by the teachers each day. Once the teachers have taken the attendance, it will need to be verified in the office using **Classroom Monitor** and **Daily Attendance**. Attendance can also be entered on a student at the office. There are two different methods for entering attendance. The **Attendance Wizard** allows the user to apply attendance to a group of students at one time. The **Student Attendance** allows the user to enter attendance for an individual student.

- *If a student arrives after school starts, the student will need a pass from the building secretary*
- Carrie Welch will be overseeing the number of hours missed
- If a parent/guardian calls regarding attendance for one of these students, the attendance needs to be changed/entered on the student record by the Clerk.
- If a student checks in late or leaves early, the student will sign in/sign out at the front office. This information will be entered into Infinite Campus by the Clerk, noting the time and entering comments.
- Fax sign-in/sign-out sheets to Carrie Welch at the end of each day to 659-3207.

Attendance Codes

- **Absent**
 - Used when a student misses half or more of a period and contact with parent has been made as to why the student is absent. Use the Comment Field to explain the reason for the absence.
- **Unexcused**
 - Used when a student misses half or more of a period and no contact with parent has been made as to why the student is absent.
- **Tardy**
 - Used when a student comes into school missing less than half of a period
- **Left Early**
 - Used when a student leaves school missing less than half of a period

Absent/Tardy/Left Early Chart

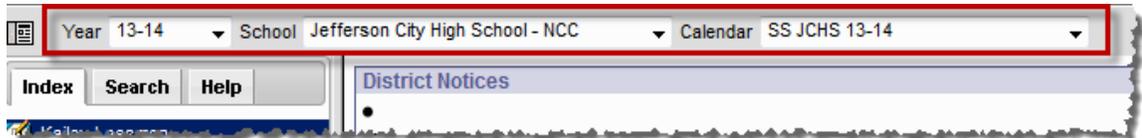
Use the chart below to determine whether a student is Tardy or Absent to class based on the time they enter or leave the building.

High School SS					
Student <i>IN</i>					
Period	Time Frame	Sign In Time	Sign In Code	Sign In Time	Sign In Code
1	7:30-9:21	7:30-8:25	T: Tardy	8:26-9:21	A: Absent or U:Unexcused
2	9:21-11:49	9:21-10:34	T: Tardy	10:35-11:49	A: Absent or U:Unexcused
3	11:49-1:40	11:49-12:44	T: Tardy	12:45-1:40	A: Absent or U:Unexcused
4	1:40-3:30	1:40-2:34	T: Tardy	2:35-3:30	A: Absent or U:Unexcused
Student <i>OUT</i>					
Period	Time Frame	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
1	7:30-9:21	7:30-8:26	A: Absent or U:Unexcused	8:25-9:21	L: Left Early
2	9:21-11:49	9:21-10:35	A: Absent or U:Unexcused	10:36-11:49	L: Left Early
3	11:49-1:40	11:49-12:45	A: Absent or U:Unexcused	12:46-1:40	L: Left Early
4	1:40-3:30	1:40-2:35	A: Absent or U:Unexcused	2:36-3:30	L: Left Early

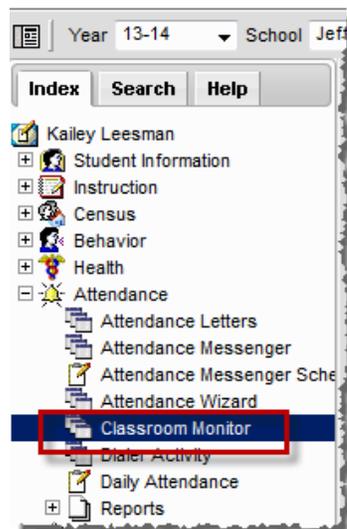
Step 1: Classroom Monitor

The Classroom Monitor shows which teachers have recorded attendance for a course section during the appropriate period. In addition, the Classroom Monitor allows the attendance clerk to rapidly enter attendance for teachers or substitute teachers if they are provided a roster or other list of students in that section.

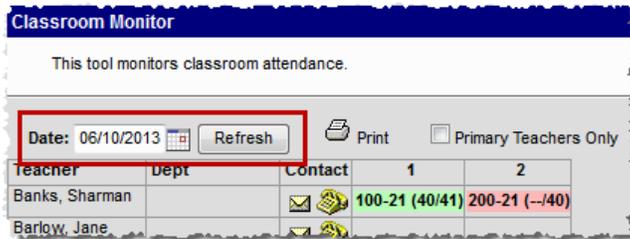
- 1) Select the upcoming **Year, School, and Calendar**



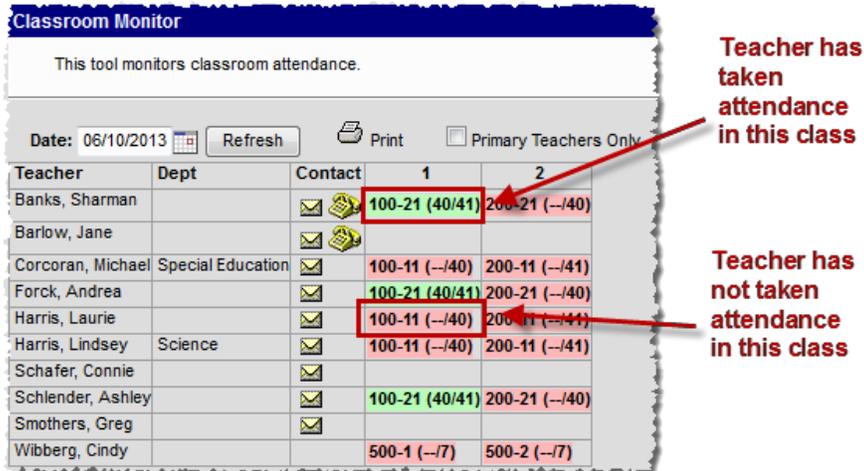
- 2) Click **Attendance > Classroom Monitor**



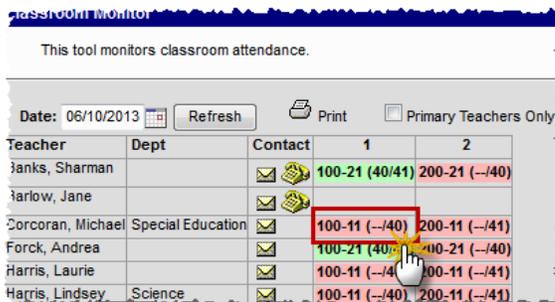
- 3) The date will default to the current date. If the date needs changed to a different date, enter the date and click **Refresh**.



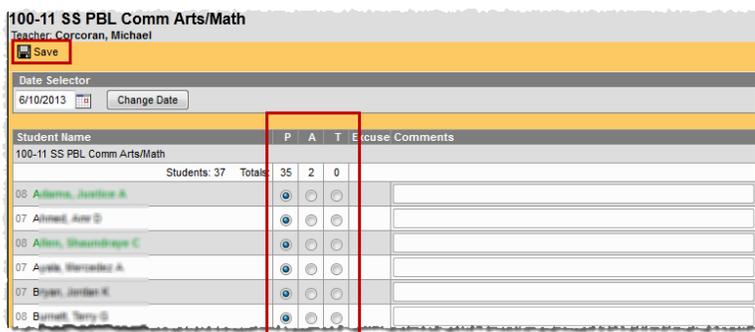
- 4) The Classroom Monitor lists all the primary teachers in the building along with the two periods they are scheduled. If the teacher has taken attendance in the class, the Classroom Monitor will display **Green** for the section. If the teacher has not taken attendance, the section will display in **Red**.



- 5) If a teacher has not taken attendance, contact needs to be made with that teacher to make sure they take attendance.
- 6) If there is a sub for the teacher that day and you have a paper attendance sheet, attendance can be entered straight from this screen by the Clerk. Click on the section that attendance needs to be taken for.



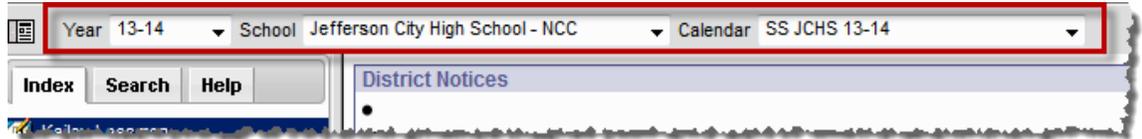
- 7) Mark attendance for the students who are not in class and click **Save**.



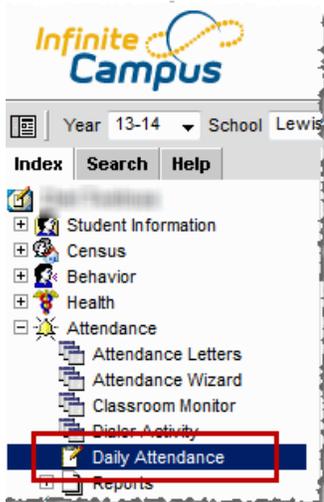
Step 2: Daily Attendance

Once the attendance has been taken by the teachers (verified by the classroom monitor), the Daily Attendance page can be used to verify the attendance. The Daily Attendance tool displays student attendance events (absences or tardies) for a given day. From here, individual student attendance can be processed.

- 1) Select the upcoming **Year, School,** and **Calendar**



- 2) Click **Attendance > Daily Attendance**



- 3) Daily Attendance displays the current date by default. Users can enter another date to view attendance information for that day.

A screenshot of the 'Daily Attendance' page in Infinite Campus. The page shows a date of 06/08/2012 and a day of Friday. Below this is a table of student attendance. The table has columns for Student, Number, Grade, and three periods (1, 2, 3). The attendance status is color-coded: green for 't' (tardy), red for 'U' (unexcused absence), and yellow for 'A' (excused absence). A red box highlights the attendance data for the first three periods.

Student	Number	Grade	1	2	3
Details Everhart, Kaja Wrenay	9703994	08	t		
Details Ferrell, Eric Dewayne Michael	9711807	09	U	U	U
Details Hampton, Jordan Kenneth Hyde	9906248	08	U	U	U
Details Hart, Jordan Justice	073570130	09	U	U	U
Details Phelps Jr, Richard Martin	9803771	09	A		
Details Rhoads, Nicholas Stephen	9808913	08	A	A	A
Details Rucker, Shanon Walter	0011915	07	U	U	U
Details Smith, Daniel John	9702648	09	U	U	U
Details Thurman, Tyra Lakota	9808783	08			A
Details Vialer, Ruby Pauline Ann	450544057	08	A	A	A
Details Watson, Colton S	9811788	07	A	A	A
Details Wynn, Terrence L	341428403	09	A		

- 4) Select an attendance record to verify or edit the attendance on a student. Once the attendance has been saved from this screen the record will populate as green or red based on the attendance code applied.

The screenshot shows the 'Daily Attendance' interface for 06/08/2012. The main grid lists students with their attendance for periods 1, 2, and 3. A red box highlights the record for Richard Phelps (ID: 9803771, Grade 09) with a yellow 'A' in period 1. A red arrow points from this record to a detailed view window.

The detailed view window shows the following information:

- Save** button
- Attendance Information** section with Date: 06/08/2012
- Name:** Richard Phelps - 9803771
- Attendance Table:**

Period Code	Status	Excuse	Present Minutes	Comments
1	Absent		0	
2				
3	** Not Scheduled			
- Buttons:** Fill Down, Clear
- Footnote:** **=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

- 5) Attendance records that are listed in Yellow have been entered by a teacher but have not been verified by the office. At the end of the day, no attendance records should be in yellow.

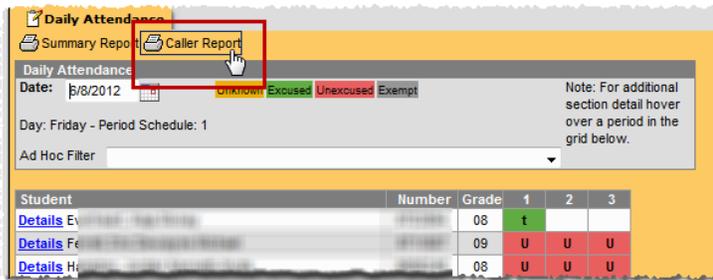
The screenshot shows the 'Daily Attendance' interface for 06/08/2012. The main grid lists students with their attendance for periods 1, 2, and 3. Several records have yellow 'A' marks in the attendance columns, indicating unverified attendance.

Student	Number	Grade	1	2	3
Everheart, Keja Monay	9703994	08	t		
Ferrell, Eric Dewayne Michael	9711807	09	U	U	U
Hampton, Jordan Kenneth-Hyde	9906248	08	U	U	U
Hart, Jordan Justine	073570130	09	U	U	U
Phelps Jr., Richard Harlan	9803771	09	A		
Rhoads, Nicholas Stephen	9808913	08	A	A	A
Rucker, Shavon Mekel	0011915	07	U	U	U
Smith, Daniel John	9702648	09	U	U	U
Thurman, Tyra Lakole	9808783	08			A
Waller, Ruby Pauline Ann	450544057	07	A	A	A
Watson, Dallas S	9811788	08	A	A	A
Wynn, Terrance L	341428403	09	A		

Caller Report

The **Daily Attendance Caller Report** can be run to generate a list of students whose parents/guardians may need to be contacted to determine the status of the attendance event. Contact information displays along with the details of the attendance event for each student. The Caller Report displays attendance events on the entered date that have a status of Absent and an Excuse type of Unknown.

- 1) Click on **Caller Report**



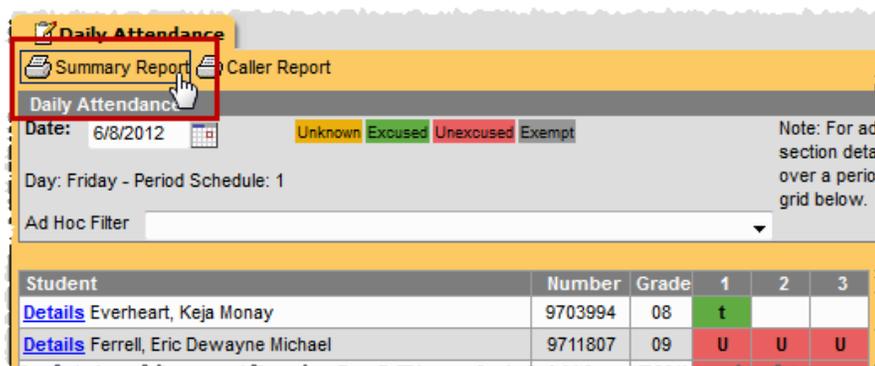
- 2) A report with a list of students whose attendance has not been verified will display along with their parent/guardian contact information.

12-13		Attendance Caller Report			
Lewis & Clark Middle School		Date: 6/8/2012			
325 Lewis & Clark Drive, Jefferson City MO 65101		Report generated for Tvehus, Cheri			
Generated on 05/14/2013 04:49:06 PM Page 1 of 1					
Grade	Student	Number	Period		
09	Phillips, Richard Thomas	9803771	A		
		Phillips, Jennifer Mother Home: (573)611-1875 Work: (573)611-1875 Cell: (573)611-1875			
		Phillips, Paul Father Home: (573)611-1875 Work: (573)891-1875			
08	Thurman, Tyne Catherine	9808783		A	
		Thurman, Edith Mother Home: (573)611-1875 email: eththurman@embarqmail.com			
09	Walls, Thomas	341428403	A		
		Walls, Betty Mother Home: (314)438-1875 Cell: (314)438-1875 email: bwalls@yahoo.com			
Attendance Code Legend:					
A: Absent		t: Tardy		U: Unexcused	

Daily Attendance Report

The **Daily Attendance Summary Report** displays the attendance events for each student and period for the day entered on the Daily Attendance Tab. An explanation of the codes describing each attendance event appears at the end of the report. Homeroom teacher, where used, appears below the student's name. This report displays all attendance entries for the day, including those with an Unknown excuse and those that have been processed by the attendance office.

- 1) Click on **Summary Report** to get a print out of the day's attendance.



2. **Mode:**

- a. **Daily:** records student attendance for the entire day
- b. **Period:** records student attendance for the selected period
- c. **Batch Edit:** records attendance for a date range for the selected periods

1. Attendance Date: 06/03/2013

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. **Students:**

- Click on **Search** to pull up a list of all students in section **B**
- Click on the students' names whose attendance needs to be placed to move them over to section **C**.

1. Attendance Date: 06/03/2013

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students:

A. Search for Students

Last Name:

First Name:

Grade:

SSN/PIN:

Student #:

Att Code:

Status/Excuse:

Course - Section:

Period:

Ad Hoc Filter:

B. Select students to add to edit list

Zir

C. Click on a student to remove from list:

4. **Daily:** records student attendance for the entire day

- **Attendance code: A: Absent or U: Unexcused**
- **Click Save Attendance**

4. Daily Enter attendance information and click Save

Attendance Code: A: Absent

Comments:

Comments Options: Append comments

Overwrite Existing Data

Period: records student attendance for the selected period

- **Period:** The period the student is signing in or out
- **Attendance Code:** T: Tardy or L: Left Early
- **Comments:** Enter whether the student signed in or out and the time.
- **Click Save Attendance**

4. Period Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period.

Current Period: 1 (07:25 AM - 08:35 AM)

Attendance Code: t: Tardy

Comments: Signed in at 7:45

Comments Options: Append comments

Overwrite Existing Data

Batch Edit: records attendance for a date range for the selected periods

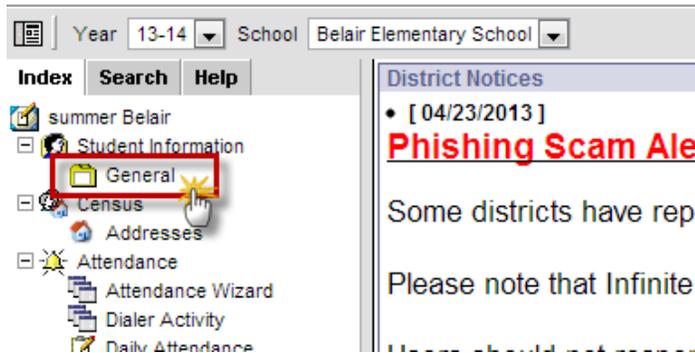
- **From:** Select the date range you are entering the attendance for
- **Code:** Enter an attendance code for each period the student has missed
- **Comments:** Enter whether the student signed in or out and the time.
- Click **Save Attendance**

The screenshot shows a web form titled "4. Batch Edit" with the instruction "Enter attendance information and click Save". At the top, there are date pickers for "From:" (06/03/2013) and "To:" (06/03/2013). Below this is a table with columns: "Period", "Code", "Status", "Excuse", "Present Minutes", and "Comments". The table has six rows. The first two rows have "Code" set to "A: Absent". The third row has "Code" set to "t: Tardy" and "Comments" containing "Signed in at 10:00 am". Below the table are "Fill Down" and "Clear" buttons. A "Save Attendance" button is highlighted with a red box. At the bottom, there is a checkbox for "Overwrite existing marks" (checked) and an "Options" dropdown menu set to "Append comments".

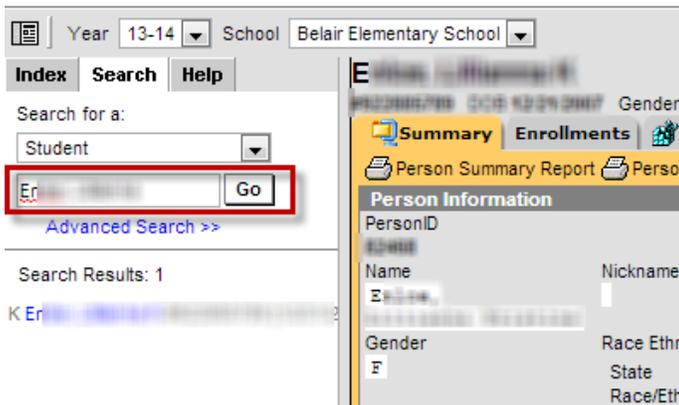
Step 3: Option 2: Student Attendance

The Student Attendance Tab allows you to manually add or edit attendance for a specific student.

1. Under the Index Tab click on **Student Information> General**



2. Search for the student, entering last name first, then hit **Enter** or click **Go**.



- Click on the **Attendance Tab**, then click **New**

Elementary School

E [Student Name] Gender: F

Summary Enrollments Schedule **Attendance** Transportation AdHoc Letters ER 911

New Period Detail Daily Detail

Unknown Excused Unexcused Exempt

Term Full Year 06/03/2013 - 06/28/2013	Instructional Days: 20 Present Days: 20						
	1	2	3	4	5	6	T
Absent	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

Date	Period					
	1	2	3	4	5	6

Course Number & Name Absent Tardy

- Date:** Will default to today's date

Code: Enter an attendance code for each period the student has missed

Comments: Enter whether the student signed in or out and the time.

Click **Save**

E [Student Name] Gender: F

Summary Enrollments Schedule Attendance Transportation AdHoc Letters ER 911

Save

Attendance Information

Date: 06/03/2013 Refresh

Period	Code	Status	Excuse	Present Minutes	Comments
1	A: Absent				
2	A: Absent				
3	t: Tardy				Signed in at 10:00 am
4					
5					
6					

Fill Down Clear

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

Grades

- Teachers will put grades into Infinite Campus for each student.
- Teachers will print out mid-terms and send them home with students (about 2 weeks into school).
- At the end of summer school, a counselor will be at each building. Teachers will check out with the counselor before leaving. The counselor will verify in Infinite Campus that grades have been posted correctly for each class/student.
- Once all teachers have checked out and grades verified, grades will be posted to transcript for credit.
- Julie Pearson will print and mail grade cards home for all students who received credit during summer school.

Behavior

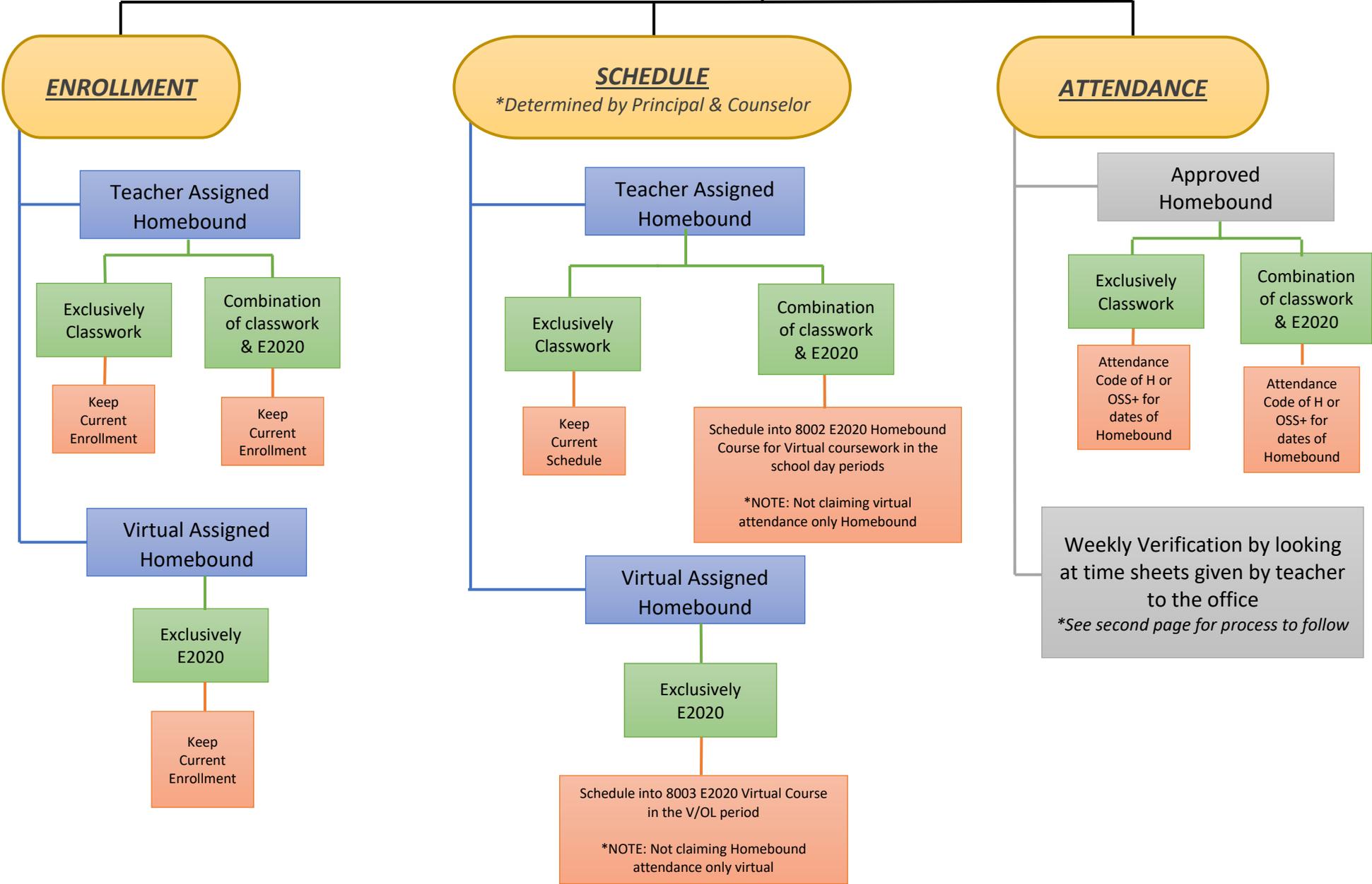
- Administrators take care of all discipline issues, including entering referrals into Infinite Campus.
- Administrators will contact Carrie Phillips with discipline issues for the 9th grade credit students who are removed from summer school.
- If a student is removed from summer school due to discipline reasons, Carrie Phillips will enter the drop date and the comment “removed due to discipline” into Campus.

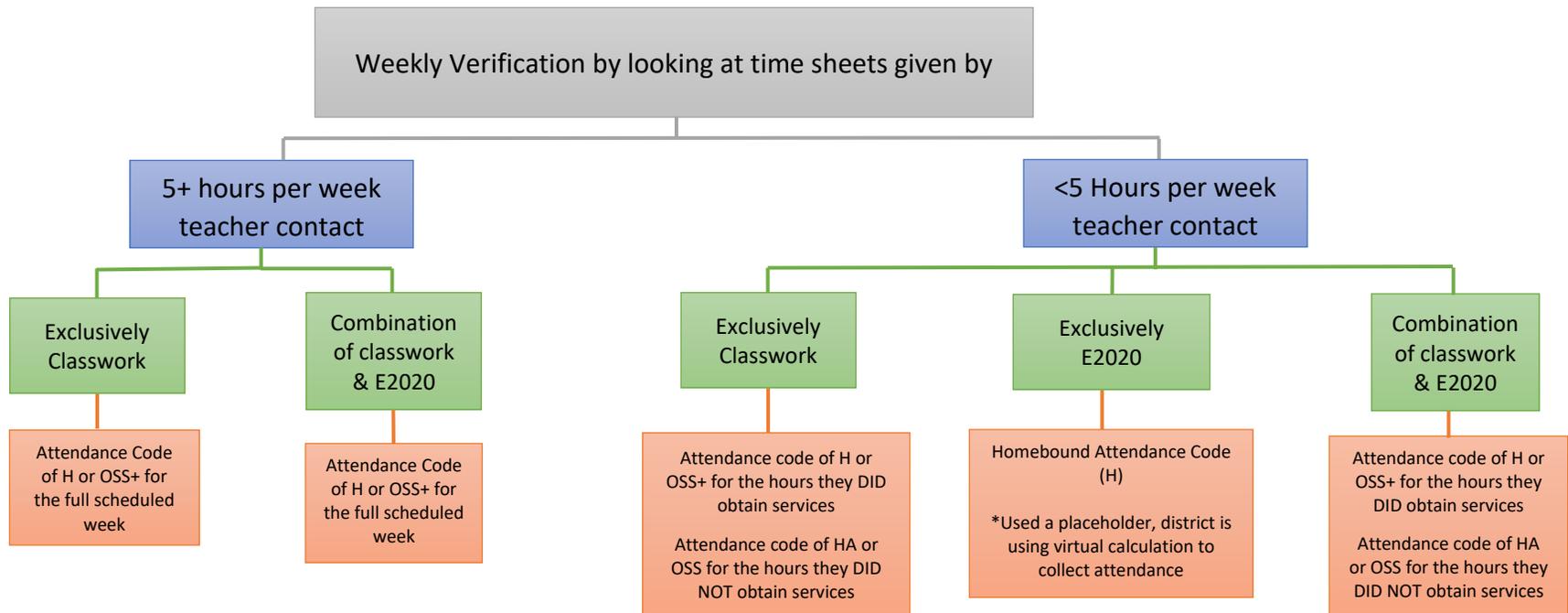
Other Information

- Any inquiries about registering new students for the upcoming school year will need to be directed to the **Welcome Center at 315 East Dunklin, 659-3043**
- Any BRIGHT RED interoffice envelopes received need to be kept in a stack for the regular school secretary.
- If notified about students moving out of your building, keep a list for the regular school secretary of any and denote where they will be attending in the fall (ex. Columbia Public Schools).
- Student Cumulative files for the incoming 9th graders will be sent by the Middle Schools at the end of May.
 - The counselors in each Middle School building are getting copies of IEPs, 504s, etc. to Carrie for the students who are enrolled in credit summer school.
- Any other questions please contact the **SIPA office (3043)** or **Carrie Welch (301-2873)** for middle school students participating in High School Classes.

APPENDIX N

**Homebound Approved Students Instructed at Home
OR in a Neutral Setting**





Homebound Approved Students with JCAC ASP as the Neutral Setting

