

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/	659-3175	632-3487						
	Sheryl Persicke								
Moreau Heights Elementary	Kaylie McKinney	659-8130	632-3495						
North Elementary	Carey Beckley	896-8304	896-4018						
Pioneer Trail Elementary	Heather Bosch/	632-3400	632-3420						
	Erin Barbour								
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	1							
Lewis & Clark	Natalie Eickhorst	659-3228	659-3209						
Thomas Jefferson	Teresa Fritz	659-3265	659-3259						
	HIGH SCHOOL	1							
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	Audrev Feelv	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:
 - \circ 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.
 - o 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:
 - \circ 3 days of absence or tardy by the end of September
 - o 5 days of absence or tardy by the end of October
 - \circ 7 days of absence or tardy by the end of November
 - 8 days of absence or tardy by the end of December
 - \circ $\,$ 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 <u>truancy@jcschools.us</u>. 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 <u>prior</u> 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 noninstructional 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.



• 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.

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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.

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SUMMER SCHOOL

Refer to *Appendix M* for information relating to summer school attendance.

Courses Not Allowed: LEAs may *NOT* count the following in their summer school attendance and may not be included as part of an approved summer school program:

Athletic practices	Body conditioning	Weightlifting	Gymnastics
Team sports	Swimming lessons	Cheerleading clinics	Recreation programs
Tuition -based activities	Study hall	Computer camps	Tennis
Fee-based activities	PE classes w/no credit	Band/vocal/instrumental	Community-based,
(school or provider)	towards graduation	music practices or camps	public, private or other
			non-academic programs



Office of Quality Schools

Dennis Cooper, Ed.D. • Assistant Commissioner

205 Jefferson Street, P.O. Box 480 • Jefferson City, MO 65102-0480 • dese.mo.gov

SUMMER SCHOOL QUICK REFERENCE & REMINDERS

- SUMMER SCHOOL HANDBOOK: From the DESE website, download the most recent copy: <u>http://dese.mo.gov/divimprove/sia/summerschl/SummerSchoolHandbook.pdf</u>. The summer school coordinator/director needs to be familiar with this resource guide.
- <u>APPLICATIONS</u>: 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
- <u>SUMMER SCHOOL REVIEW CHECKLIST & FINAL APPROVAL FORM</u>
 <u>http://dese.mo.gov/forms/MO5002086.pdf</u> 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 <u>NOT</u> 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. <u>NOTE:</u> 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



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.

🞓 Instruction 🝷	Control Center									
Campus Learning	17-18 Jefferson City High Scho	h. Na	1							
Control Center	SECTIONS	ATTENDANCE	ASSIGNMENTS							
Grade Book Planner	1 Government (4)	Take	Score							
Message Center Discussions	2 Planning Time		Score							
Attendance	FAST Learning Center Intervention		Score							
Roster Seating Charts	4 AP US History (3)	Take	Score							
Student Groups Post Grades	5 AP US Gov Politics (2)	Take	Score							

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.

Control Center			American & British L	Literature
			STUDENT	STATUS
17-18 Harrison Higl	h	. /	Student, Andrew	ΡΑΤ
SECTIONS	ATTENDANCE	ASSIGNMENTS		
1	19/20	Score (1)	Student, Bree	ABE
AP Literature			Student, Brooke J	ΡΑΤ
3 English 10 (12)	17/19	Score (2)	Student Jordan F	P A T
4			Comments	
American & British Literature	Take	Score (1)	Brought note from previou	is class.
6	Taka	Score (2)		
English 10 (13)			Student, Kyle M	P A T
			Comments	
			Save	Close

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.

Infinite Campus			Kailey
Message Center	=	Period 2A	Perio
Planner	[Save Se	ating Ch
Grade Book		3162\$1-2	2 Alge
Attendance	3	Students: 14	•
Roster		2	
Conting Charts			

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.

Infinite Campus							
Message Center	=	Period 2A Period 3A	- 3B	Period 4B			
Planner		Save Seating Chart					13
Grade Book		3162S1-2 Algebra	a II				
Attendance		Students: 14 🔺		14	0	0	Exci
Attendance		11		Р	А	Т	1
Postor							_

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.

Period 2A Period 3A - 3B Save Seating Chart	Period 4B				
3162S1-2 Algebra II					
Students: 14 🔺	13	1	0	Excuse	Comments
11 11 11 11 11	P	Α	т		
12	P	Α	Т		
10	Р	A	т		
12	P	Α	т		
11	Р	А	т		

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.

Period 2A Period 3A - 3B Save Seating Chart	Period 4B]			
3162S1-2 Algebra II					
Students: 14 🔺	12	1	1	Excuse	Comments
11	Р	А	Т		
12	Р	А	Т		
10	Р	А	Т]	
12	Р	А	Т]	\searrow
11 Autom Annual	Р	А	Т		Late to class with no note
12	P	А	Т]	
10	P	А	т]	
11 11 11 11 11 11	р	٨	т]	

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.

Students: 14 🔺	13	1	0	Excuse	Comments
11 11 11 11				AENI	Mom called, student is sick
12	P	Α	Т]	
10	P	А	Т]	
12	Р	Α	т]	

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

Period 2A	Period 3A - 3B	Period 4B]			
Save Se	ating Chart					
316281-2	2 Algebra II					
Students: 14	^	11	2	1	Excuse	Comments
11					AENI	Mom called, student is sick
12	a 65	P	Α	Т		
10	100.00	P	А	Т		
	_	_		-		г

APPENDIX B



The Classroom Monitor shows which teachers have recorded attendance for a course s ection during the appropriate period. In addition, the Classroom Monitor allows the atte ndance 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.

Date: 03110-00	and Laker	8.		. It is a second	Dimart		-	Last	hanhart	02-2442 DM			
Date: 03/12/20	13 refresh	- Inc	complie leache	Allendance	(9) Primary I	lachers (anly	Lastice	reshed	03:3113 PM			
acher	Dept	Contact	HR	1a	10	2	a	Tead	cher	3a	3b	4a	4t
Course Statistics	Music	Μ.				8505-1 ((15/6	has t	aken	6021 (6/7)	/610-1 (19/19)	6/22-5 (13/14)	6604-1 (4/39
an, tream	Languaje Arts	M	79995 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-71	257.6	attend	lance			7500-5 (26/27)	7500-5 (6/27
16. Telefort	Science	2	69997 (25/27)	63 3125/27	(300-5 (25/27)	6300-7 ((23/:5	in this	class	2506 (24/25)	6250-6 (24/25)		
Trans.	Social Sudies	N	79992 (24/27)	7400-1 (26/28)	1400-1 (26/28)	7400-3 (23/:6					7500-3 (-127)	7500-3 (127)
100 miles	Social Sudies	2	899910 (24/26)	8400-9 (23/25)	\$400-9 (23/25)		-	-		840011 (21/21)	8400-11 (21/21)	8500-11 (17/19)	8500-11 17/1
and these	Science	1				8720-8 ((15/ 5)	8720-6	(12/13)	771210 (16/16)	7712-12 (-120)	6716-10 (16/17)	6716-12 18/1
10.000	Science	2	699911 (/25)	6340-9 (24/25)	(300-9 (24/25)	6300-11	(2325)	6300-1	(23/25)	625010 (/25)	6250-10 (-/25)		
COLUMN TOWN	Mathematics	XX	899912 (23/24)	8200-9 (23/23)	1200 9 123/23	9808	Trac	her	(2/3)	820011 (18/21) 98071 (4/4)	8200-11 (18/21) 9807-3 (1/1)	8250-10 (25/25) 9806-1 (3/4)	8250-10 25/2
	Science	1	799911 (/25)	7300-9 (24/25)	1300-9 (24/25)	7300	nas r	I OF	(27/27)			7250-10 (27/27)	7250-10 27/2
others' bients		54				8614	UK	en	(4/5)	77066 (15/16)	7706-3 (14/15)	6710-9 (12/13)	6710-11 19/2
MARK MARK	Mathematics	2	89994 (20/22)	8200-1 (20/22)	1200-1 (20/22)		attic	class		82003 (19/20)	8200-3 (19/20)	8250-2 (27/29)	8250-2 (7/29
	Social Sudies	23	799910 (24/25)	7400-9 (24/25)	1400-9 (24/25)	7400	i uis	Cides	(25/26)			7500-11 (-/27)	7500-11 -/27
10.000	Languaje Arts	3	79993 (23/27)	7100-9 (25/27)	1100-9 (25/27)	7100-11	(2525)	7100-1	1 (25/25)			7500-9 (26/28)	7500-9 ()6/28
and Trainer	Mathematics	23	699912 (-/26)	6200-9 (-/26)	(200-9 (-/26)	6200-11	(6200-11	1 (/25)	625012 (/25)	6250-12 (-/25)		
10.00	Language Arts	M	79994 (23/26)	7100-1 (-/25)	7100-1 (7100-3 (24/26)	7100-3	(24/26)			7500-1 (25/27)	7500-1 (25/27
101-1202	Language Arts		69994 (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)		
Annes (Maria	Science	23				8726-7 (23/25)	8726-5	(20/20)	77225 (22/23)	7722-7 (27/28)	6726-5 (21/25)	6726-7 (-/23)
and the second	Science	M	89993 (19/22)	8300-1 (18/22)	8300-1 (18/22)			-		83003 (23/23)	8300-3 (23/23)	8250-4 (16/19)	8250-4 (16/19
No College of	Social Sudies	54	6999-3 (/26)	6400-5 (-/26)	6400-5 (6400-7 (-126)	6400-7	(-/26)	65007 (/24)	6500-7 (-/24)		
And Inches	Encore	1				8720-41	20/20)	8720-2	(12/13)	77122 (15/16)	7712-4 (20/22)	6716-6 (17/17)	6716-8 (16/15
Acres Ann	Languate Arts	57 20	8999.3 (23/25)	8100.9 (22/23)	8100.9 (22/23)		Perint and the second		ALL DESCRIPTION OF	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 me	onitors classroom a	ttendance						
Date: 03/12/20	13 Refresh) 🕹 inc	conplete Teache	r Attendance	Primary Te	eachers Only	Last Refreshed	03:31:13 PM
		Contract	up	10	1b	2a	2b	3a
Teacher	Dept	Contact	nn	10				
Teacher Ackmanet, Chate	Dept Music	Contact	nn	,u		8606-1 (15/16)		7602-1 (6/7

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

Classroom Mon	itor							
This tool mo	nitors cassroom at	tendance.						
Date: 03/12/20	13 💼 Refresh	Bin	conplete Teache	r Attendance	Primary Te	achers Only	Last Refreshed:	03:31:13 PM
Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
Actimation, Chanter	Music					8606-1 (15/16)		7602-1 (6/7)
ACTES AVENUE	Language Arts .	M	7999-5 (25/26)	7100-5.(25/26)	7100-5/25/26)	7100-7 (25/26)	7100.7.(2526)	

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.

Billion and the second second				
This tool	monitors classroom a	ttendance.		-
Date: 03/12	/2013 Refresh	Binc	omplate Teache	
Teacher	Dept	Contact	HR	
Teacher	Dept	Contact	HR	
Teacher	Dept Music Language Arts	Contact	HR 7999-5 (25/26)	7
Teacher	Dept Music Language Arts Science	Contact	HR 7999-5 (25/26) 5999-7 (25/27)	7 6

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 ds to bo take n.

ne	ea	s to	be	tał	ker
	-	100 March 100 Ma		-	-

This tool	I montors classroom a	ttindance.		
Date: 03/12	201: Refresh		complete Teache	r Atten
feacher	Dept	Contact	HR	
Sectional - Top	Music			_
term Read	Language Arts		7999-5 (25/26)	7100
tests: Heat II	Science		6999-7 (25/27)	6300
Revised To	Social Studies		7999-2 (24/27)	7400
Asso mas	Social Studies		8999-10(24/26)	8400
Hope, Heat	Science			_
fars: "rode"	Science		6999-11 (/25)	6300
barries indi	Mathematics		8999-12(23/2	8200
		54	Ч	3

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.

This tool mor	hitors classroom at	tendance.			6999-11 Blazer Time 6	-	-	-	-	
Date: 03/12/201	3 Refesh	(B) In	complete Teiche	r Attend	Teacher Blank, South					
acher	Dept	Contact	HR	-	Date Selector					
State State	Music	1		1	03/12/2012 Change Date					
an inclusion	Language Arts	M	7999-5 (2526)	7100-5		_	_	_		
a. (844-14	Science	2	6999-7 (2527)	6300-5	Student Name	p	-	10.00	XCUS	e Comments
	Social Stulies	M	7999-2 (2427)	7400-1	6999-11 Blazer Time 6	and the second second	CTAL & DE			
-	Social Studies	2	8999-10 (21/26)	8400-5	Shidaote 25 Totale	24	4	0		
an inere	Science	1			Godena 23 Tolas		1000	-	1	
6. Table	Science	1	6999-11 (25)	6300-9	05 maximum taxan m		0		E	dad callec, PR, excused kmw
and the second	Mathematics	1	8999-12 (21/24)	8200-9	06 month data at th		0	0		
THE PARTY.		2			At the second	-	1	100		
	Science	M	7999-11 (-25)	7300-9			0	0		
state inches		8			OS (Receive), Them IT		0	0		
	Mathematics	2	8999-4 (2022)	8200-1	OS BURNE BURNER	144	2	0		
	Social Stufies	20	7999-10 (21/25)	7400-5		-	12	-		
	Innerseade	52.04	7000 0 /23271	7100 5	00		0	0		

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

This tool	monitors classroom a	ttendince.		
Date: 03/12	/2013 Refresh	3 Inc	complete Teache	Atten
Teacher	Dept	Contact	HR	
dittern Tes	Music			
tents former	Language Arts		7999-5 (25/26)	7100-
LAS. HARLIN	Science		6999-7 (25/27)	6300-
Barrista Tra	Social Studies		7999-2 (24/27)	7400-
HAR FREE	Social Studies		8999-10 (24/26)	8400-
Num Perm	Science		1	
these thread	Science		6999-11 (24/25)	5300-
kennes hall	Mathematics		8999-12 (23/24)	8200
Annual Section of the		57		

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.

Daily Attendance			
🗁 Summary Report 🗁 Caller Report			
Daily Attendance			
Date: 03/12/2013 Unknown Excused Unexcused Exempt		Note: I additio	For ¹ onal n detail 1
Day: Tuesday - Period Schedule: Red		hover period	over a
Ad Hoc Filter	•	gina bi	
Student Sending School Students	^	1b	2a :
Details / Simonsen & JCAC Teahcers			

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.

Daily Attendance												2							
🗁 Summary Report 🗁 Caller Report												1							
Daily Attendance												1							
Date: 03/12/2013 Duknown Excused	Unexcused Exempt				Note	For						1							
					secti	on deta	ail					I.							
Day: Tuesday - Period Schedule: Red					hove	r over a						Ĩ.							
					perio grid b	d in the	9												
Ad Hoc Filter					- giiui	Jerow.													
												{							
Student	Number	Grade	HR	1a	1b	2a	2b	3a	3b	4a	4b	1							
<u>Details</u>	1801301	08	TU									1							
Details	1000100	06	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI	1							
Details	1001308	07	AEDr	AEDr	AEDr	AEDr	AEDr	AEDr	AEDr	AEDr	AEDr	ŧ							
Details	1010000	06	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI	7							
Details	1001200	08					ISS	ISS	ISS	ISS	ISS	<u>.</u>							
Details	10100791	06	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI	1							
Details	1000000	08	AENP																
Details	101000111	06	Т									2							
Details	18003731	07									TEN								
Details	10077601	07	TEN									2							
Details	1000007	06	<u>A</u> h.									2							
Details	1000000	08								TU									
Details	1991355	08	TL	blazer	l ime 6	- 605 -	-	j r	Marked	oy	11000 / 127								
Dotaile	and south states.	<u></u>	-	1			Dai	ly Atte	endanc	e									
							Save												
						4	Attenda	n ce In	formati	on									
							late:			03/1	2/2013								
							_												
						D	anne.	oho	1			_			Statue	Even	eo Drocor	nt Minutor	Commonte
							HR	AEN: A	bsent E	xcuse	d Not Do	cumented		-	Absent	-	0	_	Signed In at 8:15
							ia									_			-
							1b							-			_		
							2a							•					
							2b							•					
							30							•					
							34							•			_		
							ac							•				_	
							4a							•					
							4b							-					
								Fill D	own	Clea	r								
								*=Can	not reco	rd atte	ndance.	Student is	not sche	duled or c	ourse doe	sn't take a	attendance	a	

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											
Summary Report Caller Report											
Daily Attendance											
Date: 03/12/2013 Unknown Excused Unexcused Exempt							Note: For additional				
	sectio	on deta	il 👘								
Day: Tuesday - Period Schedule: Red							hover over a				
						grid below.					
Ad Hoc Filter				•							
Student	Number	Grade	HR	1a	1h	2a	2h	3a	3h	1a	4b
Details	Number	08	TU	10		Zu	20	Ju	50		
Details	10101221	06	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI
Details	10033081	07	AEDr	AEDr	AEDr	AEDr	AEDr	AEDr	AEDr	AEDr	AEDr
Details	1110246	06	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI
Details	1000305	08					ISS	ISS	ISS	ISS	ISS
Details	11100771	06	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI	AENI
Details		08	AENP								
Details		06	Т								
Details		07									TEN
Details many many many many many many many many	-0011000	07	TEN								
Details		06	AEN								
Dotaile		-00 ·				-	44.44	-		-TH-	تعريبهما

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 Daily Attendance					
	Date: 6/8/2012 Unknown Excused Unexcused E Day: Friday - Period Schedule: 1 Ad Hoc Filter	xempt			Note sec ove grid	e: For adi tion deta r a perio below.
İ	Student	Number	Grade	1	2	3
	Details Everheart, Keja Monay	9703994	08	t	2	
	Details Ferrell, Eric Dewayne Michael	9711807	09	U	U	U

2) The Summary Report will give you a print out of the daily attendance tab

	1 Lewis & Clar 325 Lewis & Clark Driv Generated on 05/14/2013	2-13 k Middle e, Jefferson Ci 3 04:52:39 PM	Schoo ty MO 65 Page 1 o	l 101 of 1		Daily Attendance Summary Report Date: 6/8/2012 Report generated for Twehous, Cheri				
Canada	Caudaux	Mumbus		Period						
	Student	Number	÷	<u> </u>						
Comment: S	Signed in at 8:06am - unexc	ussed ct	<u> </u>							
09 Ferm	all , Eric Dewayne Michael	9711807			_U_					
08 Ham	pron , Jondan Kanneth Hyde	9906248		U	<u> U </u>					
09 Hart	Janden Judine	073670130		_U_						
09 Fhaily	ps. Jr., Richard Harlan	9603771	_A_	·						
08 Filhua Comment: (uts Michailas Shajihan Called mom - ill ct	9000913	_ <u>A</u>	_ <u>A</u>	_ <u>A</u>					
07 Ruik	ar , Shavon Makal	0011915	U	_U_	U					
09 Smith	h , Daniel John	9702648		_U_						
08 Thur	man , Tyra Lakolo	9808783			A					
07 Waile	er , Ruby Pauline Ann	450544057	A	_A_	A					
Comment: i	ill - dad called ct									
08 Wallin	ion , Dallas S	9811788	A	A	A					
Comment: i	ill - grandma called ct									
09 Wym	n , Ternance L	341420403								
Attendano A: Absent	ce Code Legend:	t	Tardy			U: Unexcused				

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**

Daily Attendance Summary Report Daily Attendance Date: B/8/2012 Daily Attendance Day: Friday - Period Schedule: 1 Ad Hoc Filter	Exempt			Noti sec ove grid	e:Fora tion det raperi below.	dditional tail hover od in the
Student	Number	Grade	1	2	3	
Details Ev		08	t			1
Details Fe	1011000	09	U	U	U	
Details H	CONTRACTOR -	08	U	U	U	

2) The Caller Report generates a list of students whose attendance has not been verified and will display parent/guardian contact information.

	Lewis & Cl 325 Lewis & Clark I Generated on 05/14/2	12-13 rk Middle School rve, Jefferson City. MO 65101 13 04:49:06 PM Page 1 of 1	Attendance Caller Report Date: 68/2012 Report generated for Twehous, Cheri				
Grade	Student	Period	-				
09 Philip		Number Image: Product of the state Image: Product of the state <th image:="" of="" product="" t<="" td=""><td>Work: (573)6 Cell: (573)61 Work: (573)88</td></th>	<td>Work: (573)6 Cell: (573)61 Work: (573)88</td>	Work: (573)6 Cell: (573)61 Work: (573)88			
08 TI	er, Tyroliakolo	9808783A Thurman Edith Mother Home: (573)6	email: ei @embarqmail.com				
09 W	Terremoni	341428403 A Walts Belly Mother Home: (314)4:	Cell: (314)4; email: t @yahoo.com				
Attendance A: Absent	e Code Legend:	t: Tardy	U: Unexcused				

APPENDIX D


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

Infinite Campus	
Year 13-14 💌 School Le	ewis & Clark Middle School 🗨 Calendar 13-14 Lewis & Clark Middle Sch 💌
Index Search Help	 District Notices [07/09/2013] Infinite Campus Upgrade An upgrade was applied to Infinite Campus on 7/9/13. Feel free to email

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: O Daily O Period O Batch O Edit O Batch Edit O Check In O 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.

3. Students:	A. Search for Stude	ents			B. Select students to add to edit list	C. Click on a student to remove from list:
	Last Name				C	C:
	First Name					Ci Ci
	Grade				Compared the second second	*
	SSN/PIN	<u></u>				
	Student #					
	Att Code			•	C C	
	Status/Excuse	× [*		<u>c</u>	
	Course - Section	-			lo U	
	Period				· · · · · · · · · · · · · · · · · · ·	v
	Ad Hoc Filter			÷	Select All	
		Search			· · · · · · · · · · · · · · · · · · ·	

- 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.

4. Daily	Enter attendance information and click Save		
	Attendance Code		
	Comments		AED: Abcent Evalueed Decumented
	Comments Options Append comments	•	AEDI: Absent Excused Documented Illness
	✓ Overwrite Existing Data Save Attendance Save Attendance		AEDP: Absent Excused Documented Part of Class (AEDr: Absent Excused Documented Doctor/Dentist AEN: Absent Excused Not Documented AENI: Absent Excused Not Documented Illness
		Overwrite existing comments Append comments Leave existing comments unchanged	AENP: Absent Excused Not Documented Part of Class AU: Absent Unexcused AUP : Absent Unexcused Part of Class C: Counselor
			CA+: Contracted Agenerwith Senioss

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.

4. Period	Enter attendance info	ormation and click Save						
	Period Mode: The att	endance code is applied to	o the selected period.		Red:	HR (08:05 AM - 08:17 AM)	- A	
	Current Period		·		Red:	1b (08:58 AM - 09:50 AM)		
	Attendance Code				Red:	2a (09:50 AM - 10:36 AM)	=	
	Comments				Red:	3a (11:23 AM - 12:09 PM)		
	Comments Options	Append comments	-				and the second	
	Overwrite Existin	g Data lance	Overwrite existing comments	4	AED: Absent E	xcused Documented		_L
			Append comments Leave existing comments uncha	nged	AEDP: Absent I AEDP: Absent E AED: Absent E AEN: Absent E AENI: Absent E AENP: Absent U AU: Absent U AUP : Absent U	Excused Documented ma Excused Documented Do xcused Not Documented Excused Not Documented Excused Not Documented excused Not Documented excused Inexcused Part of Class	rt of Class tor/Dentist Illness 1 Part of Class	ш

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.

and the second se						
od Code	5	Status I	Excuse	Prese	ent Comments	
R AEN: Absent Excused Not Documented	•	Α	Е	0		
a TEN: Tardy Excused Not Documented	•	Т	Е	0	08:18 Signed in excused kmw	
b	-					
a						
b	-					
a	-			_		
b	-				AED Abased Enneral Designated	4
a	•				AED: Absent Excused Documented AEDI: Absent Excused Documented Illness	Π
b	•				AEDP: Absent Excused Documented Part of Class	
Fill Down Clear					AEDr: Absent Excused Documented Doctor/Dentist	
Save Attendance					AENI: Absent Excused Not Documented Illness	
**=Cannot record attendance. Student is not so	cheduled or c	ourse do	oesn't ta	ake atten	ndance. AENP: Absent Excused Not Documented Part of Class	; E
					AU: Absent Unexcused ALIP: Absent Linexcused Part of Class	
	AEN: Absent Excused Not Documented TEN: Tardy Excused Not Documented Fill Down Clear Save Attendance *=Cannot record attendance. Student is not so	AEN: Absent Excused Not Documented TEN: Tardy Excu	A AEN: Absent Excused Not Documented A TEN: Tardy Excused Not Documented T T Fill Down Clear Save Attendance **=Cannot record attendance. Student is not scheduled or course do	A EN: Absent Excused Not Documented A E TEN: Tardy Excused Not Documented T E T E T E T E T E T E T E T E T E T E	A AEN: Absent Excused Not Documented A E 0 TEN: Tardy Excused Not Documented T E 0 T	A EN: Absent Excused Not Documented A E 0 08:18 Signed in excused kmw AED: Absent Excused Not Documented AED: Absent Excused Documented AED: Absent Excused Documented AED: Absent Excused Documented Inless AED: Absent Excused Not Docum

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 att	endance information and click Save						
	From:	03/12/2013 To: 03/12/2013						
· · · · · · · · · · · · · · · · · · ·	Period	Code	St	atus Excuse <mark>F</mark>	Present Comments			
	HR		-					
	1a							
	1b		-					
	2a		-			AED: Absent Excu	used Documented	
	2b		-			AEDP: Absent Exc	cused Documented Part of Class	
	3a		-			AEDr: Absent Exc	used Documented Doctor/Dentist	
	3b		-			AEN: Absent Excu AENI: Absent Excu	used Not Documented	
	4a		-			AENP: Absent Ex	cused Not Documented Part of Class	Ξ
	4b		-			AU: Absent Unex	cused	
		Fill Down Clear				AUP . Absent Une	Accused Part of Class	
		Save Attendance						
		V Overwrite existing marks			Options Append	comments 🔪		
						Overwrite existing com	ments V	
						Append comments		
						Leave existing comme	ents unchanged	

APPENDIX E



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

Infinite Campus	
Year 13-14 💌 School Le	wis & Clark Middle School 💽 Calendar 13-14 Lewis & Clark Middle Sch 💌
Index Search Help	• [07/09/2013] Infinite Campus Upgrade An upgrade was applied to Infinite Campus on 7/9/13. Feel free to email

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

Summary) E	nro	ollm	nen	ts		Sc	:he	dul	e	💥 Atter	ndance	Flags
🗋 New 🔂 Pe	, ou	De	tail	Ø	Dai	ly D	etai	1					•
(^{III})												Unknown	Excused U
Term T Instruction	1 08 al Da	3/16 ays:	/20 ⁻ 43	- 12 P	10/ res	'17/: ent	201 Day	2 /s:4	43			Date	1
Period	HR	1a	1b	2a	2b	3a	3b	4a	4b	T		03/12/20	13 Tue
Absent	0	0	0	0	0	0	0	0	0	0		Red	
Early Release	0	0	0	0.	0	0.	0	0.	0	0		02/04/20	13.Mon 🛛

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.

Sum	mary Enrollments	Schedule	ance Flags
🔛 Save			1
Attendar	ice Information		
Date:	03/12/2013	Refresh	
Period Co	ode		Status Exc
HR			

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.



Edit

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

Summary	E	nro	olln	nen	ts	đ	Sc	he	dul	e	Attendance	Flags	A +c	Grade	s)	Tran	scrip	ot) (Cred	it Su	mmə
🗋 New 🖂 Per	riod	De	tail	8	Dai	ly D	etai	il –													- 7
Unknown Excused Unexcused E															empt						
Term T	1 08	3/16	/20	12 -	10	17/	201	2			and a					P	eriod				
Instructiona	il Da	ays	: 43	P	res	ent	Day	/s: 4	43		Pale		HR	1a	1b	2a	2b	3a	3b	4a	4b
Period	HR	1a	1b	2a	2b	3a	3b	4a	4b	Т	03/12/2	13 Tue									
Absent	0	0	0	0	0	0	0	0	0	0	Red		AED	AEDP							
Early Release	0	0	0	0	0	0	0	0	0	0	02/04/2	013 Mon									
Tardy	0	0	0	0	0	0	0	0	0	0	Yellow								AU		- 1
raray	<u> </u>	·		, v		·	•	·	•	-	01/31/2)13 Thu									
										_	Yellow		AEN	TEN	1						
Term T	210)/18	/20	12 -	12	21/	201	2			01/30/2	013 Wed			n,						
Instructional	Day	s: 4	3	Pre	sei	nt D	ays	:40	0.03		Red		AENI	AEN	ENI	AENI	AENI	AENI	AENI	AENI	AENI
Period	HR	1a	1b	2a	2b	3a	3b 4	4a 4	4b 1		01/29/20)13 Tue									
Absent	3	3	3	3	3	3	3 3	3 (3 2	27	Yellow						TEN	AENI	AENI	AENI	AEN:

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.



c. Click Save.

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

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

	Summary	E	nro	ollm	nen	ts		So	he	dul	e	∰Atter	dance F
	🗋 Nev 🖉 Pe	riod	De	tail The	3	Dai	ly D	etai	I.				
													Unknown Exc
	Term T	1 08	3/16	/20	12 -	10	17/	201	2	10			Date
Ш	Instructiona	al Da	iys:	43	_ P	res	ent	Day	/s: 4	13			
	Period	HR	1 a	1b	2a	2b	3a	3b	4a	4b	Т		03/12/2013
	Absent	0	0	0	0	0	0	0	0	0	0		Red
l	Early Release	0	0	0	0	0	0	0	0	0	0		02/04/2013

AEN: Absent Excused Not Documented AENI: Absent Excused Not Documented Illness AENP: Absent Excused Not Documented Part of Clas

- 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:
 - i. Term Summary: select the term(s) you wish to appear on the report.
 - ii. Attendance Summary: select the summary types you would like to display on the report (Course, Period, Day, Term).
 - iii. Select how you would like the report to be oriented.
 - iv. When the Attendance taken in non-instructional periods is selected, it will include attendance taken in non-instructional periods in the report.

Summary	Enrollments	Schedule	Attendance	Flags Arades	Transcript	Credit Sum			
G Back to Attenda	ance								
Attendance Peri	ttendance Period Detail Report								
This report will print student attendance suitable for handing out to students. Select the Term and the Attendance Summary type to include in the report. You can also choose to include attendance taken in non-instructional periods then generate the report.									
Which t	erms would you	ı like to include	in the report?						
All T T1 (T2 (T3 (T4 (All Terms T1 (08/16/2012 - 10/17/2012) T2 (10/18/2012 - 12/21/2012) T3 (01/03/2013 - 03/13/2013) T4 (03/14/2013 - 05/21/2013)								
CTR	L-click or SHIFT	-click to select n	nultiple						
Which A	ttendance Sum	nmaries would y	ou like to include in	the report?					
C C	ourse Summary	/							
V P	eriod Summary								
V D	ay Summary								
🗹 Te	erm Summary								
How wo	uld you like the	report oriented	?			1			
• P	ortrait					1			
© L	andscape								
🗖 Inclu	ude attendance	taken in non-in	structional periods						
the share to be a second	an	Generate Re	eport						

c. Click Generate Report.

💌 ferm Summary								
How would you like the report	priented?	Ŧ						
Portrait		÷.						
Landscape		1						
Include attendance taken i	n non-instructional p	eriods						
		4						
Ger	erate Report	3						
	A							
12-13								
Lowis & Clault Mit	Idle School			Student Pe	riod Atten	dance Detai	l	
225 Lewis & Clark Drive Jaffer	an City MO 65101				trolls has been	118		
Generated on 07/19/2013 01:34	3 PM Page 1 of 2			ID#:	Grade: 07 DO	B:		
erms included: All Terms								
Course Summary				Period Su	ummary			
Course	Excused	Unexcused	Tardy		Period	Excused	Unexcused	Tardy
100-11 Language Arts 7	4	0	0		HR	7	0	0
200-8 Math 7 250-9 Math/Science Integration 7	2	0			16	5	0	2
300-12 Science 7	1	Ő	1		2a	5	ő	ő
400-10 Social Studies 7	1	0	1		2b	5	ŏ	1
500-9 Reading 7	4	0	1		3a	6	0	0
614-1 Choir 7	6	0	0		3b	6	1	0
712-12 Gateway to Technology 7	2	0	0		4a	6	0	0
714-4 Health 7	2	0	0		4b	6	0	1
722-4 PE 7	2	1	0					
999-12 Blazer Time 7	7	0	0					
ay Summary								
		Periods			-			
Date HR	1a 1b 2a	2b 3	a 3b	4a 4b	_			
J3/12/2013 Red AED	AEDP				-			
Description: Absent Excused Documente	đ							
Description: Absent Excused Documente 2/04/2013 Yellow	d Part of Class Comments:	Signed in at 9:15	AU					
Description: Absent Unexcused 1/31/2013 Yellow AEN	TEN							

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

Summary	Enro	Iments	Sche	dule	Attendance			
🗋 New 🏉 Period Detail 🥭 Daily Detail								
	and the second se		(¹¹¹	-	and the second second second			

		Student Daily Attendance Deta D#: Grade: 07 DOB:	ail	Generated:	Page 1 of 07/19/2013 01:41:21 F
Missed Days	s Summary (Excludes Exempt)	Daily Minute Sum	mary (Exclude	es Exempt)	
Term	Days Missed			Half/Whole	
Term T1	0	Date	Minutes	Day	
Term T2	3	03/12/2013	53		
Term T3	2	02/04/2013	47		
Term T4	0	01/31/2013	12		
		01/30/2013	380	W	
		01/29/2013	182		
		01/15/2013	380	W	
		11/13/2012	380	W	

11/12/2012

11/09/2012

W

W

380

380

APPENDIX F

Elementary Attendance Codes

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
А	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.
т	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 S	tati

atus Excuse Time Frame

Short Definition

finition 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).
тс	T Cl				Attending the Transiiton	
IC	Transition Classroom	Present	Excused	Full day absence	Classroom	Used when a student is placed in the transition classroom and is present.
тсл	I ransition Classroom	Abcont	Evenced	Full day absonse	Absent from the Transition	Used when a student is placed in the transition electroom and is abcent
ICA	Absent	Absent	Excuseu	Full day absence	Classicolli	Used when a student is placed in the transition classiform and is absent.
н	Homebound	Present	Excused	Full day absence	Receiving homebound services	Used when a student is receiving homebound services provided by our own district staff.
НА	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 ith 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 an other district. (Residential Care, Rehab, etc.).
OSS	Out of School Suspension	Absent	Excused	Full day absence	Out of School Supsension - 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 Supsension 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
А	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.
т	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 documentationis 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.
	Suspended Student					

Suspended Student Classroom

Used when a student is attending the Suspended Student Classroom.

SSC

Classroom

Present

Excused Full period/day absence

Code	Description	Status	Fxcuse	Time Frame	Short Definition	Long Definition
couc	Beschiption	Status	Excuse			
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.
с	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.
					1	
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).
Н	Homebound	Present	Excused	Full day absence	Receiving homebound services	Used when a student is receiving homebound services provided by our own district staff.
НА	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 ith 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 an other 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 Supsension - 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 Supsension 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

	0 11 1				
Southwest Early Childhood Center					
REGULAR SCHEDULE					
Student IN					
<u>Period</u>	Sign In Time	Sign In Code	Sign In Time	Sign In Code	
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>	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code	
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						
Period	Period Sign In Time Sign In Code Sign In Time Sign In Code					
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					
Period	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code		
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				
Period Sign In Time Sign In Code Sign In Time Sign In Code					
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				
Period	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code	
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	

Southwest Early Childhood Center				
2 HOUR LATE START				
Student IN				
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
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>	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
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				
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
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>	Sign Out Code	Sign Out Time	Sign Out Code
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

Early Childhood SPED				
REGULAR SCHEDULE				
Student IN				
Period	<u>Sign In Time</u>	Sign In Code	Sign In Time	Sign In Code
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
Student OUT				
<u>Period</u>	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
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

Elementary				
		REGULAR SCHEE	DULE	
		Student IN	<i>c</i>	
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
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 OUL	7	
Period	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
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	r	
<u>Period</u>	<u>Sign In Time</u>	Sign In Code	<u>Sign In Time</u>	Sign In Code
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 OU	T	
<u>Period</u>	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
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				

Elementary				
		3 HOUR EARLY RE	LEASE	
		Student IN	~	
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
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				
		Student OUL	<i></i>	
Period	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
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				
		Student IN	c	
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
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

Student OUT				
<u>Period</u>	<u>Sign Out Time</u>	Sign Out Code	<u>Sign Out Time</u>	Sign Out Code
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

Elementary				
		3 HOUR LATE ST	ART	
		Student IN	•	
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
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
		Student OUL	T	
Period	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
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

Lewis & Clark						
	REGULAR SCHEDULE (Red/Yellow)					
	Student IN					
Period	Sign In Time	Code	Sign In Time	<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		
		Student OUT				
Period	Sign Out Time	Code	Sign Out Time	<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)						
	Student IN					
Period	Sign In Time	<u>Code</u>	Sign In Time	<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		
		Student OUT				
Period	Sign Out Time	<u>Code</u>	Sign Out Time	<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		

Lewis & Clark						
	3 HOUR E	ARLY RELEASE (Re	ed/Yellow)			
	Student IN					
Period	Sign In Time	Code	Sign In Time	Code		
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		
		Student OUT				
Period	Sign Out Time	<u>Code</u>	Sign Out Time	<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)						
	Student IN					
Period	Sign In Time	Code	<u>Sign In Time</u>	Code		
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		
		Student OUT				
Period	Sign Out Time	Code	Sign Out Time	Code		
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		

Lewis & Clark						
	3 HOUR LATE START (Red/Yellow)					
	Student IN					
<u>Period</u>	Sign In Time	Code	Sign In Time	<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		
		Student OUT				
Period	Sign Out Time	Code	Sign Out Time	<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		

Thomas Jefferson					
	REGULA	AR SCHEDULE (Re	d/Blue)		
		Student IN			
Period	Sign In Time	<u>Code</u>	Sign In Time	<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	
		Student OUT			
Period	Sign Out Time	Code	Sign Out Time	Code	
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)						
	Student IN					
Period	Sign In Time	Code	Sign In Time	Code		
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		
		Student OUT				
Period	Sign Out Time	Code	Sign Out Time	Code		
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		

Thomas Jefferson						
	3 HOUR EARLY RELEASE (Red/Blue)					
		Student IN				
<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		
		Student OUT				
Period	Sign Out Time	<u>Code</u>	Sign Out Time	<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)					
Student IN					
<u>Period</u>	Sign In Time	<u>Code</u>	<u>Sign In Time</u>	Code	
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	
		Student OUT			
<u>Period</u>	Sign Out Time	<u>Code</u>	Sign Out Time	Code	
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	

Thomas Jefferson						
	3 HOUR LATE START (Red/Blue)					
	Student IN					
Period	Sign In Time	Code	Sign In Time	Code		
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		
		Student OUT				
Period	Sign Out Time	Code	Sign Out Time	<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		
JCAC Middle						
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	REG	ULAR SCHEDULE ((A/B)			
		Student IN				
Period	Sign In Time	Code	Sign In Time	Code		
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		
		Student OUT				
Period	Sign Out Time	Code	Sign Out Time	<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)				
		Student IN		
Period	Sign In Time	Code	Sign In Time	<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
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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

JCAC Middle				
	3 HOU	IR EARLY RELEASI	Е (А/В)	
		Student IN		
Period	Sign In Time	Code	Sign In Time	Code
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
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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)						
	Student IN					
Period	Sign In Time	Code	Sign In Time	Code		
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		
		Student OUT				
Period	Sign Out Time	Code	Sign Out Time	<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		

JCAC Middle						
	3 HC	OUR LATE START (A/B)			
	Student IN					
Period	Sign In Time	Code	Sign In Time	Code		
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		
	Student OUT					
Period	Sign Out Time	Code	Sign Out Time	<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

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Student IN					
Period	Time Frame	Sign In Time	Sign In Code	Sign In Time	Sign In Code
1	3:30pm-6:00pm	3:30-4:00	TE or TU	4:01-6:00	AEDP, AENP or AUP
Student OUT					
Period	Time Frame	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
1	3:30pm-6:00pm	3:30-4:00	AEDP, AENP or AUP	4:01-6:00	ERU, ERED, or EREN

Jefferson City Academic Center						
	R	EGULAR SCHEDUI	.E			
		Student IN				
Period Sign In Time Code Sign In Time Code						
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				
Period	Sign Out Time	<u>Code</u>	Sign Out Time	Code		
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					
Period	Sign In Time	Code	Sign In Time	Code		
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>	Sign Out Time	<u>Code</u>	Sign Out Time	<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

Jefferson City Academic Center				
	3 H	OUR EARLY RELE	ASE	
		Student IN		
Period	Sign In Time	Code	Sign In Time	Code
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		
Period	Sign Out Time	Code	Sign Out Time	Code
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>	Sign In Time	<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 MIIT					

<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	

Jefferson City Academic Center						
	3	HOUR LATE STAF	RT			
	Student IN					
Period	Sign In Time	Code	Sign In Time	<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		
		Student OUT				
<u>Period</u>	Sign Out Time	<u>Code</u>	Sign Out Time	<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		

Capital City High School				
		Student IN		
Deried		Simerii 257		Cada
Perioa	Sign in Time	code	Sign in Time	code
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
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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					
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	8:40-8:57	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	
		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	8:40-8:58	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	

Capital City High School				
3 HOUR EARLY RELEASE				
		Student IN		
Period	Sign In Time	Code	Sign In Time	Code
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		
Period	Sign Out Time	Code	Sign Out Time	Code
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				
Period	<u>Sign In Time</u>	Code	<u>Sign In Time</u>	Code
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		
Period	Sign Out Time	Code	Sign Out Time	Code
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

	Capita	al City High S	chool			
	3 HOUR LATE START					
		Student IN				
Period	Sign In Time	Code	Sign In Time	Code		
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		
		Student OUT				
Period	Sign Out Time	Code	Sign Out Time	Code		
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				
		Student IN		
Period	Sign In Time	Code	Sign In Time	Code
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
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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

AEDP, AENP or AUP

AEDP, AENP or AUP

AEDP, AENP or AUP

12:59-1:31

2:06-2:38

3:10-3:40

ERU, ERED, or EREN

ERU, ERED, or EREN

ERU, ERED, or EREN

5

6

7

12:24-12:58

1:31-2:05

2:38-3:09

Capital City High School				
FINALS DAY 2				
		Student IN		
Period	<u>Sign In Time</u>	<u>Code</u>	Sign In Time	<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				
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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				

Jefferson City High School				
REGULAR SCHEDULE				
Student IN				
Period	Sign In Time	Code	Sign In Time	Code
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
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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				
		Student IN		
<u>Period</u>	Sign In Time	Code	<u>Sign In Time</u>	Code
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
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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

	Jefferson City High School			
	3 H	OUR EARLY RELE	ASE	
		Student IN		
Period	Sign In Time	Code	Sign In Time	Code
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				
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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				
Student IN				
Period	Sign In Time	<u>Code</u>	Sign In Time	Code
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
		Student OUT		
Period	Sign Out Time	<u>Code</u>	Sign Out Time	<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

Jefferson City High School				
	3	HOUR LATE STAF	RT	
		Student IN		
Period	<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
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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				
Student IN				
Period	<u>Sign In Time</u>	<u>Code</u>	Sign In Time	<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
		Student OUT		
Period	<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

Jefferson City High School				
		FINALS DAY 2		
		Student IN		
Period	<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				
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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>	Sign In Time	Sign In Code	<u>Sign In Time</u>	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	
	Student OUT				
<u>Period</u>	<u>Sign Out Time</u>	<u>Sign Out Code</u>	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	

Nichols Career Center - JCHS				
REGULAR SCHEDULE				
		Student IN		
Period	Sign In Time	Code	Sign In Time	Code
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
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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				
		Student IN		
Period	Sign In Time	Code	Sign In Time	Code
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
Student OUT				
Period	Sign Out Time	Code	Sign Out Time	Code
1	8.40-8.28	AFDP AFNP or ALIP	8.20-0.16	FRU FRED or FREN

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

Nichols Career Center - JCHS				
	3 H	OUR EARLY RELEA	ASE	
		Student IN		
Period	Sign In Time	Code	Sign In Time	Code
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				
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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					
	Student IN				
Period	Sign In Time	Code	Sign In Time	Code	
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	
		Student OUT			
Period	Sign Out Time	Code	Sign Out Time	Code	
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	

Nichols Career Center - JCHS						
	3	HOUR LATE STAP	RT			
		Student IN				
Period	Period Sign In Time Code Sign In Time Code					
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		
		Student OUT				
Period	Sign Out Time	Code	Sign Out Time	<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					
Student IN					
Period	Sign In Time	Code	Sign In Time	Code	
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	
		Student OUT			
Period	Sign Out Time	Code	Sign Out Time	Code	
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	AFDP, AFNP or AUP	3:10-3:40	FRU, FRED, or FREN	

Nichols Career Center - JCHS				
		FINALS DAY 2		
		Student IN		
Period	Sign In Time	Code	Sign In Time	Code
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				
		Student OUT		
Period	Sign Out Time	Code	Sign Out Time	Code
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				

Nichols Career Center - JCAC				
	R	EGULAR SCHEDUI	LE	
		Student IN		
Period	Sign In Time	<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		
Period	Sign Out Time	<u>Code</u>	Sign Out Time	Code
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		
Period	Sign In Time	<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			
Period	Sign Out Time	<u>Code</u>	Sign Out Time	<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

Nichols Career Center - JCAC				
	3 H	OUR EARLY RELE	ASE	
		Student IN		
Period	Sign In Time	Code	<u>Sign In Time</u>	Code
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		
Period	Sign Out Time	Code	Sign Out Time	Code
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

Nichols Career Center - JCAC				
	3	HOUR LATE STAF	RT	
		Student IN		
Period	<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
Student OUT				
Period	Sign Out Time	Code	Sign Out Time	Code
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

	Nichols - Sending School			
		Regular Schedule		
Student IN				
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
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
Student OUT	Student OUT			
Period	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
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				
Student IN				
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
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
Student OUT				
Period	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
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	9	
Student IN				
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
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
Student OUT				

Period	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
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				
Student IN				
Period	Sign In Time	Sign In Code	Sign In Time	Sign In Code
1-3	All sending school are	e coded as Absent unless coded as Scl	their home school is in s hool Activity	ession, then they are
	•			
Student OUT				
Period	Sign Out Time	Sign Out Code	Sign Out Time	Sign Out Code
1-3	All sending school are	e coded as Absent unless coded as Scl	their home school is in s hool Activity	ession, then they are

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

APPENDIX H



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

Infinite Campus			_
Year 19-20	✓ School	Belair Elementary School V Calendar 19-20 Belair Elementary School V]
Index	Search	Uistrict Announcements	
Search Campus Tools		 <u>Online Resources</u> A link to online resources for Infinite Campus has been added u Campus Staff Resources page. The Office of Student Information 	inder the Index Tab called JCPS i on Planning and Assessment has
▶ Student Information		We will continue to add and update documentation to these page	es. If there is documentation that
A shake a		cheol Announcements	المعيني المحاصية فصيدي المستحا

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

Index	Search	3
Search Campus Too	3	
		₹
Student Information	mation	
▶ Census		1
▼ Attendance		12
Attendan	ce Letters	
Attendanc	1	
Attendanc	dule	
والمعاد والعرب والمرار	- Minorda	

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

Attendance Letter Wizard		
To create a new letter, click the New button To generate a letter, select a saved letter an	to set up the att d click Preview	endance letter qualification criteria and pri- and Print Letters. A screen with qualifying
Saved Letters		Please enter an End Date. The Start Da automatically. The letter will only includ occurring within the provided date ran Start Date: *End Date: Duration in Calendar Days: 61 Preview and Print Letters
The second second second second second second second	م الم	the and a strength and a second

4) 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.

Saved Letters						
🗆 🕵	*Belair Attendance Letters	^	Please enter an End Date. The Start Date will populate			
	BEL 1-Sept Absence Letter		automatically. The letter will only include attendance events occurring within the provided date range.			
	BEL 1-Sept Tardy Letter					
	BEL 2-Oct Absence Letter		Start Date: 08/27/2019			
	BEL 2-Oct Tardy Letter		*End Date: 9/30/2019			
	BEL 3-Nov Absence Letter		Duration in Calendar Days: 61			
	BEL 3-Nov Tardy Letter					
	BEL 4-Dec Absence Letter		Preview and Print Letters			
	BEL 4-Dec Tardy Letter					
	BEL 5-Jan Absence Letter	¥	4			
Edit Delete Copy New						

5) Select the *Preview and Print* Button

Attendance Letter Wizard						
To create a new letter, click the New button to set up the attendance letter qualification criteria and printing format. Once a letter To generate a letter, select a saved letter and click Preview and Print Letters. A screen with qualifying students appears. A lette						
Saved Letters	^	Please enter an End Date. The Start Date will populate automatically. The letter will only include attendance events				
BEL 1-Sept Tardy Letter BEL 2-Oct Absence Letter BEL 2-Oct Tardy Letter		occurring within the provided date range. Start Date: 08/16/2018 *End Date: 9/30/2018				
BEL 3-Nov Absence Letter BEL 3-Nov Tardy Letter BEL 4-Dec Absence Letter BEL 4-Dec Tardy Letter		Preview and Print Letters				

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.

Attendance Letter Wizard								
Select the students that may receive a printed attendance letter. By default, students that have already received this letter will be unchecked, and a new letter will not be								
Click Print Letters to access options for sorting and posting information to the PLP Contact Log.								
Students v	who have only a non-Primary servi	ce type enrollment in this calendar have	an asterisk next to their grade	e level. Students whose enro	oliment or calendar end d			
V	Name		*	Grade	Qualified			
V				10	08/31/2015			
7				12	09/01/2015			
7				12	09/01/2015			
7				10	09/01/2015			
V	t (wi	ihdrawn)		12	09/08/2015			
		and the second sec	and the second	And shares the second	and and have a strength of the			

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.

Preview Summary - BEL 1-Sept Absence Letter								Hide printed stude	ents .	
]	Name	•	Grade 🔷	Qualified 🔻	Printed \$	Logged Contact	¢	Reset	^
				к	08/22/2018					
				05	08/23/2018		a para			

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

			04	00/30/2010				lb,
			к	09/06/2018				
			02	09/06/2018				
			05	09/10/2018				
			к	09/10/2018				
			05	09/10/2018				
			05	09/10/2018				
			04	09/10/2018				
			00	00/40/2040			· · · · · · · · · · · · · · · · · · ·	J)
								2
Back					Export	Preview	Print Letters	3
								4
And the second second	and the second second second	مامال معرفتهم المعدية المعلو	and present for	the second second	A. Andrewson	And the second s	and a second second	ø

- 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.

		Student Name	Ì
		Zip	
Sort printed letters by:	Student Name		
Contacted by*:	1		
Update PLP Contact Log:	Yes 🗸	Miller, Valerie	
	Close Print	Milhollin, Elizabeth	5
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 <u>Detention students NOT attending</u> <u>Prenger Classroom</u> 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

 - 9884P Prenger Language Arts
- 9885P Prenger Social Studies
- 9883P Prenger Science
 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
 - o 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.

<u>NOTE</u>: 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 <u>TWO</u> 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		
		Student IN		
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
		Student OUT		
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

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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.

<u>NOTE</u>: 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:
 - \circ 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
 - <u>Arrives</u> between 10:00 11:30 or <u>Leaves</u> between 8:30 10:00

OR

- <u>Arrives</u> between 1:00 2:30 or <u>Leaves</u> between 11:30 1:00
- TE: Tardy Excused
 - \circ $\;$ Used when a student misses less than half of the class
 - <u>Arrives</u> between 8:30 9:59 or <u>Leaves</u> between 10:01 11:30
 OR
 - <u>Arrives</u> between 11:30 12:59 or <u>Leaves</u> between 1:01 2:30
- 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	TRANS	CRIPT
-------	-------	-------

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

release and emaile	d to <u>letha.piper@jcscho</u>	<u>ols.us</u>
	Grade:	
	Gender: Male	Female
ast day in class.	:	
White Multi	i Other Pac. Island	
ſ:		
FAX:		
ZIP:		
AUGHT:		
CAREER EX	PLORATIONS	
Percent	age Earned	
Percent	age Earned	
Percent	age Earned	
Percenta	age Earned	
Percent	age Earned	
Percent	age Earned	
	Date:	
	release and emaile Last day in class White Multi [: FAX: ZIP: Percent:	release and emailed to letha piper@jcscho Grade: Gender: Male Last day in class: White Multi Other Pac. Island I:FAX:IPAX:ZIP: CAREER EXPLORATIONS Per centage Earned Date:

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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ummer School Procedures (In-District & Out-of-District Students)	4
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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. <u>NOTE:</u> 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.

<u>NOTE</u>: 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
 - <u>Arrives</u> between 9:00-10:00 or <u>Leaves</u> between 8:00-9:00

OR

- <u>Arrives</u> between 11:00 12:00 or <u>Leaves</u> between 10:00 11:00
- TE: Tardy Excused
 - Used when a student misses less than half of the class
 - <u>Arrives</u> between 8:00-8:59 or <u>Leaves</u> between 9:01-10:00

OR

- <u>Arrives</u> between 10:00 10:59 or <u>Leaves</u> 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

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 emaile or fax to 573-632-3475	d to letha.piper@jcschools.us,
Student's Legal Name:	Grade:
Birth Date:	Gender: Male Female
First day in class: Last day in class	c
Ethnicity: Asian Black Hispanic Indian White Mult	i Other Pac Island
SCHOOL DISTRICT RECEIVING STUDENT:	
NAME:FAX:	
ADDRESS:	
CITY:ZIP	:
PERCENTAGES FOR BASIC SKILLS CLASSES TAUGHT	Γ:
E20/20 CoursePercent	tage Earned
E20/20 CoursePercent	tage 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
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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.
 - o 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
 - o 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
 - o 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



Students who have been absent for more than 20 consecutive <u>CALENDAR</u> 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 <u>MUST</u> 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 <u>NOT</u> 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

Infinite District Edition									1
Year 17-18 V School Jeffer	son City High Sch	nool - NCC 🗸	Calendar 1	7-18 Jefferson City H	igh Scho	~			
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Student Information	Restraint or Rer	moval Ce	entral Enrollmen	JCPS Waivers	Pers	on Doc	uments	2	1st Centu
General	Summary	Enrollments	Schedule	Attendance	Flags	Gr	ades	Trar	nscript
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Unselect all boxes except Day Summary and click Generate Report

Athletics AdHoc Letters Waiver A Plus OLD Records Transfer Misc DER 911 DLEP Ser
Summary Enrollments Schedule Attendance Flags(formerly Programs)
G Back to Attendance
Attendance Period Detail Report
This report will print student attendance suitable for handing out to students. Select the Term and the Attendance Summary type to include in the report. You can also choose to include attendance taken in non-instructional periods then generate the report.
Which terms would you like to include in the report?
Al Terms Tr (08/16/2012 - 10/17/2012) T2 (10/18/2012 - 12/21/2012) T3 (01/10/2013 - 0308/2013) T4 (03/11/2013 - 036/17/2013) TCRL-click or SHIFT-click to select multiple Which Attendance Summary Course Summary Period Summary Period Summary Day Summary Day Summary How would you like the report oriented?
Portrait
© Landscape
Include attendance taken in non-instructional periods
Generate Report

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

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	-															
Terms Included: All	Terms															
Day Summary																
								Per	iods							
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Upload the report into Documents on the Attendance tab

Student Information > General > Attendance > Documents button

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

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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

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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



v

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

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2	08	Р	10-11 Thomas Jeffe	rson Middle	08/17/2010	05/27/2011		
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APPENDIX M



Early Childhood SPED Summer School Clerk

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Student Attendance	11
Enrollment & Rostering	

Attendance

Attendance will be taken by the teachers each day. Once the attendance has been taken by the teachers, the <u>Classroom Monitor</u> 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. <u>Daily Attendance</u> will b e tool you use to do this. If an absence needs to be created or changed, there are two d ifferent methods to do this. The <u>Attendance Wizard</u> allows the user to apply attendance to a **group** of students at one time. The <u>Student Attendance</u> 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
 - o 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										
	Student <u>IN</u>										
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						
			Student <u>OUI</u>	• •							
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		
			Student <u>IN</u>		
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

	Student <u>OUT</u>									
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 courses ection 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.

Clas	sroom Monito	or									
	This tool monito	ors classroom a	ttendance								
Dat	te: 6/4/2013	Refresh	8	Incomple	te Te	acher Attenda	ance 🗆 p	Primary Teache	ers Only L	ast Refreshed:	Teacher has NOT takend attendance in
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-	100. 100	Teaching Staff		500-1 (7/ 600-1 (9/	7) 11)	600-1 (9/11) 500-1 (7/7)	500-1 (7/7) 600-1 (9/11)	600-1 (9/11) 500-1 (7/7)	500-1 (7/7) 600-1 (9/11)	600-1 (9/11) 500-1 (7/7)	
10.1	Darf In	Teaching Staff	2	200-1 (/16)	200-1 (/16)	200-1 (/16)	200-1 (/16)	200-1 (/16)	200-1 (/16)	-
1.211		reaching Statt		100-1 (11	1/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	
10.000	10.000			400-1 (13 500-2 (6/	3/13) 6)	500-2 (6/6) 400-1 (13/13)	400-1 (13/13) 500-2 (6/6)	500-2 (6/6) 400-1 (13/13)	400-1 (13/13) 500-2 (6/6)	500-2 (6/6) 400-1 (13/13)	
111111	B. (1998)		2	01-1 (12/	13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	
2000	LAND, BLIER,	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	1/12)	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)	300-1 (11/12)	

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

į	Classroom Monitor								
:	This tool monitors classroom attendance.								
	Date: 03/12/2013 📻 Refresh 🖉 Incomplete Teacher Attendance 🗹 Primary Teachers Only Last Refreshed: 03:31:13 PM								03:31:13 PM
1	Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
ł	Adkmann, Clane	Music	$\mathbf{\times}$				8606-1 (15/16)		7602-1 (6/7)
ł	Access Taxan	Language Arts	×	7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)	7100-7 (25/26)	المحسبي

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

į	Classroom Monit	or	r										
į.	This tool mon	This tool monitors classroom attendance.											
	Date: 03/12/2013	Refresh	C Incomplete Teacher Attendance				03:31:13 PM						
	Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a				
!	Aclimann, Cliane	Music	2				8606-1 (15/16)		7602-1 (6/7)				
1	tone Super-	Language Arts	×.	7999-5 (25/26)	7.100-5 (25/26)	7100-5.(25/26)	7100-7 (25/26)	7100.7 (25/26)	قيت من ما				

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 M	onitor			
This tool r	monitors classroom att	endance.		
Date: 03/12/2	2013 Refresh	🖰 Inc	complete Teache	r Atter
Teacher	Dept	Contact	HR	
Service 1998	Music	\sim		
free: Texas	Language Arts		7999-5 (25/26)	7100
NAME OF ADDRESS	Science		6999-7 (25/27)	6300
Barroom Ton	Social Studies	$\mathbf{\times}$	7999-2 (24/27)	7400
BRANK MARK	Social Studies		8999-10 (24/26)	8400
PLANE TRANS	Science	2		
PARTY TANK	Science		6999-11 (/25)	6300
Berreres States	Mathematics		8999-12 (23/2	8200
Service: Manager		N	4	3
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**.

Classroom Moni	tor										
This tool mor	This tool monitors classroom attendance.										
					6999-11 Blazer Time 6						Ղ
		<i>(</i> 72)			Teacher: Ellana, Scott						
Date: 03/12/201	3 Refresh	😂 Ind	complete Teache	r Attend	Close 🔚 Save						
Teacher	Dept	Contact	HR		Date Selector						
Sectore Tests	Music				03/12/2013 Change Date						1
NAMES OF TAXABLE	Language Arts		7999-5 (25/26)	7100-5		_					1
States - House Inc.	Science		6999-7 (25/27)	6300-5	Student Name	Р	A	Т	xcuse	Comments	1
THE PARTY OF THE P	Social Studies		7999-2 (24/27)	7400-1	6999-11 Blazer Time 6						1
TRACTO AND	Social Studies		8999-10 (24/26)	8400-9	Students: 25 Totals	24	1	0			1
HALFS THEFT	Science							Ŭ	-	Interface that DD answered laws	1
States - States	Science		6999-11 (/25)	6300-9		0	0	0	E	dad called, PR, excused kmw	1
Sectores - Sectores	Mathematics		8999-12 (23/24)	8200-9	06	۲	\odot	0			1
STREET, STREET,					06						1
	Science		7999-11 (/25)	7300-9		•	0	0			1
Standard, States.					06	۲	\bigcirc	\odot			1
	Mathematics		8999-4 (20/22)	8200-1	06	۲					1
COMPANYAL CONTRACTOR	Social Studies	🖂 🎒	7999-10 (24/25)	7400-9	06		0				1
	Language Arts	. w.s.	7999-9 (23/27)	7100-9				9			1

9) 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							
Teacher	Dept	Contact	HR				
Seriman Teas	Music						
NUMBER OF STREET	Language Arts	2	7999-5 (25/26)	7100-			
TAXES - HEAR IN	Science		6999-7 (25/27)	6300-5			
Teast rates - Taxes	Social Studies		7999-2 (24/27)	7400-1			
HERE HERE	Social Studies		8999-10 (24/26)	8400-9			
House, Heat	Science		1	. 1			
Parts Traff	Science	×	6999-11 (24/25)	6300-9			
Sectores - Sugar	Mathematics		8999-12 (23/24)	8200-9			
STREET, STREET,		2					
I see the state of the second second	and a second	di wana da	and the local division of the				

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 <u>YELLOW</u> 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.



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

1	Daily Attendance									
	🗁 Summary Report 🗁 Caller Report									
	Daily Attendance									
	Date: 6/4/2013 Unknown Excused Unexcused Ex	kempt				Note: Fo addition	or al secti	00		
						detail ho	over ov	era		
	Day: Tuesday - Period Schedule: RS					period in	n the gr	id		
	Ad Hoc				-	Delow.				
	Filter				•					
	Student	Number	Grade	1	2	3	4	5	6	
	Details Bencomo Jr., Dagoberto Sias	105237746	06	U	U	U	U	U	U	
I	Details Bueno, Alexander	287146718	02	Α	Α	Α	Α	Α	Α	
1	Details Guillen, Yeudy Ulices	270634933	02	А	Α	Α	Α	Α	Α	
	<u>Details</u> Lewis, Mariah Lashell	633060174	03	Α	Α	Α	Α	Α	Α	
	<u>Details</u> Nonn, Jayla Michelle	927672522	01	U	U	U	U	U	U	
	Details Pannell, Jayden Avery Orlando	772181032	02	A	Α	A	A	Α	A	
	Details Summers, Heath Alexander	722778175	02	U	U	U	U	U	U	
l	Details Swires, Lainey Nicole	836997973	01	Α	Α	Α	Α	Α	Α	
	Details Swires, Madison Raelynn	491511283	K	Α	Α	Α	Α	Α	Α	
	Details Thomas-Kwakye, Yaa'lena Tyonne	588838618	01	t						
	Details Weed, ZiaRera Elizabeth Adlisea	377534226	K						L	
Į	Details Wicks, Marcy Renae	161327890	06	Α	A	A	A	A	Α	Ŀ

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.

i	Daily Attendance					1
	Summary Report					- 1
	Daily Attendanc					
i	Date: 6/8/2012 III Unknown Excused Unexcused Ex	empt			Note sec	e: For adi tion detai
ļ	Day: Friday - Period Schedule: 1				ove	r a perior below
	Ad Hoc Filter				▼	
l						
ł	Student	Number	Grade	1	2	3
l	Details Everheart, Keja Monay	9703994	08	t		1
	Details Ferrell, Eric Dewayne Michael	9711807	09	U	U	U
ų				a		and the second se

2) The Summary Report will give you a print out of the daily attendance tab

	1 Lewis & Clar 325 Lewis & Clark Driv Generated on 05/14/201.	2-13 k Middle e, Jefferson Ci 3 04:52:39 PM	Schoo ty MO 65 Page 1	1 101 of 1		Daily Attendance Summary Report Date: 6/8/2012 Report generated for Twehous, Cheri
		22		Period		
Grade	Student	Number	_1	_2_	3	
08 E	Vallage Trag Private	9723934	t			
Comme	ent: Signed in at 8:06am - unexc	ussed ct				
09 F	email, Eric Dewayne Michael	9711807	U		U	
08 H	lampton , Jondan Kanneth Hyde	9906248		<u> </u>	<u> U </u>	
09 H	lett , Jorden Justine	073570130			_U_	
09 F	halps Jr., Richard Harlan	9603771	_A_		9 <u></u> 1-	
08 F	Innada , Nicholas Stephen	9000913	Α	A	A	
Comme	ent: Called mom - ill ct					
07 R	schar , Shavon Makal	0011915	U	U	_U_	
09 S	mith , Clanial John	9722648			_U_	
08 T	hurman , Tyra Lakolo	9808783			_ <u>A</u>	
07 V	Valler , Ruby Pauline Ann	450544057	А	A	A	
Comme	ent: ill - dad called ct					
08 V	Vaturon , Daillas S	9611788	A	A	_A	
Comme	ent: ill - grandma called ct					
09 V	Vymn., Temance L.	341428403	_A			
Attend	lance Code Legend:	r	Tardy			U: Unexcused

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**

Cally Attendance Summary Report Caller Report Daily Attendance Date: p/a/2012 Orknown Excused Unexo	used Exempt	_	-	Not	e: For a	idditional
Day: Friday - Period Schedule: 1 Ad Hoc Filter				sec ove grid	tion def r a peri below.	tail hover iod in the
Student	Number	Grade	1	2	3	
Details Ev		08	t			
Details Fe	1011000	09	U	U	U	
Details H	10000100	08	U	U	U	

2) The Caller Report generates a list of students whose attendance has not been verified and will display parent/guardian contact information.

	Lewis & Cl 325 Lewis & Clark E Generated on 05/14/2	2-13 Attendance Caller Report k Middle School Date: 6/82012 c. Jefferson City MO 65101 Date: 6/82012 3 04.49:06 PM Page 1 of 1	
		Period	
Grade	Student	Number 1 2 3	
09 P	adigen, pr. / Weithamski i Haariaan	9803771 <u>A</u>	
		F fer Mother Home: (573)6 Work: (573)6 Cell: (573)6* F Father Home: (573)6 Work: (573)88	
08 TI	services, There is addition	9808783	
		Turnan Edit Mother Home: (573)6 email: e @embargmail.com	
09 W	Permanan (341428403 A	
		Walls Delly Mother Home: (314)43 Cell: (314)43 email: b @yahoo.com	
Attenda A: Absent	ance Code Legend:	t: Tardy U: Unexcused	

Attendance Wizard

Under the Index Tab click on Attendance > Attendance Wizard

Infinite Campus				
Year 13-14 💌 School Belair	Elementary School 👻			
Index Search Help	1. Attendance Date: 04/30/2	013		i
Summer Belair	2. Mode: O Daily O Per	iod 💮 Batch 💮 Edit 💮 Batch Edit 💮 Check In 💮 Check O	ut	
General	3. Students: A. Search for St	udents	B. Select students to add to edit list	C. Click on a student to remove from list:
Census	Last Name			^
⊡ 💥 Attendance	First Name			
The Dialer Activity	Grade			
Daily Attendance	SSN/PIN			
	Student #			
E Reports	Att Code	T		
Ad Hoc Reporting	Statue/Evouea			
Letter Designer	Status/Excuse			
Letter Builder	Course - Section			
Data Export	Period			
	Ad Hoc Filter		Select All	· · · · · · · · · · · · · · · · · · ·
		Search		
	Enter attendance information a	ind click Save		

Follow the steps through the wizard:

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

1. Attendance Date:	06/03/2013	
---------------------	------------	--

- 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**.

3. Students:	A. Search for Students	B. Select students to add to edit list	C. Click on a student to remove from lis
	Last Name First Name Grade SSN/PIN Student # Att Code Status/Excuse Course - Section - Period Ad Hoc Filter	Wé Wé	Ba Bo Bu He Rh Toi Zin

- 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	
	V Overwrite Existing Data	

Period: records student attendance for the selected period

- **<u>Period</u>**: The period the student is signing in or out
- Attendance Code: T: Tardy or L: Left Early
- **<u>Comments</u>**: 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 Exis	ting Data ndance						

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

- From: Select the date range you are entering the attendance for
- **<u>Code</u>**: 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. Bat	tch Edit	Enter att	endance information and c	lick Save		
		From:	06/03/2013 To: 06/0	3/2013 💼		
		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			
		[Save Attendance			
			Overwrite existing m	arks		Append comments

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.

🔄 🛛 Year 13-14 💌 School Belair	Elementary School 💌
Index Search Help	E affiliates, inclution and the
Search for a:	Gender
Er Go	Person Summary Report Perso Person Information
Advanced Search >>	PersonID
Search Results: 1	Name Nickname
K Er	Gender Dace Ethr
	F State Race/Eth

Click on the Attendance Tab, then click New

Elementary School	•															
Entries				2												
Summary	Enrollmer	Ger	nder:	Sch	edul	e 💢	Attendance		Transport	ation	٦Į	AdH	oc Let	ters		
New BPeri	od Detail 🕭	Daily	Det	ail			Unkno	wn Ex	cused Unexci	Jsed E	ixem	pt				
Term Full	Year 06/03/2	013	- 06/	28/2	2013		Dete					Per	iod			
Instructiona	Instructional Days: 20 Present Days: 20						Date				2	3	4		6	
Period	1	2	3 4	1 5	6	Т										
Absent	0	0 0	0	0	0	0										

Date: Will default to today's date

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

		-		
Su	mmary Enrollments	r Schedule <mark>XAttendance</mark>	Transportation	AdHoc Letters DER 911
🔡 Sav	/e			
Attend Date:	dance Information 06/03/2013	Refresh		
Perioc	Code : tatus E	ixcuse Present Minutes Co	omments	
1	A: Absent 💌			
2	A: Absent 💌			
3	t: Tardy 💌	s	igned in at 10:00 am	
4				
5				
6				
	Fill Down			
	Clear			

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 Kindergartner that is remaining at Southwest for summer school will be enrolled in the <u>SS</u> <u>Kindergarten SPED</u> calendar.
 - Any Pre-K students that are not aging into Kindergarten for the upcoming school year will be enrolled in the <u>SS Early Childhood SPED</u> 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.

	District Edition
Username belair.summer	Version: Campus.1541.4 Jefferson City Schools
Password	
Sign In 🔊	
Trouble accessing your account? Contact your admini	strator.

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



Attendance

Attendance will be taken by the teachers each day. Once the attendance has been taken by the teachers, the <u>Classroom Monitor</u> 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. <u>Daily Attendance</u> will b e tool you use to do this. If an absence needs to be created or changed, there are two d ifferent methods to do this. The <u>Attendance Wizard</u> allows the user to apply attendance to a **group** of students at one time. The <u>Student Attendance</u> 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
 - \circ ~ 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

1000011	, i ui uj / 201	e Lui iy chiai e									
	Elementary SS										
			Student <u>IN</u>								
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						

Absent/Tardy/Left Early Chart

Student <u>OUT</u>

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 courses ection 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 Monito	or								
	This tool monito	rs classroom a	ttendance						1	
	Date: 6/4/2013	Refresh	8	Incomplete T	eacher Attend	ance 🗆 p	Primary Teache	ers Only L	ast Refreshed:	Teacher has NOT takend
	Teacher	Dept	Contact	1	2	3	4	5	6	this close
	STREET, SHE	Teaching Staff	2	500-1 (7/7) 600-1 (9/11)	600-1 (9/11) 500-1 (7/7)	500-1 (7/7) 600-1 (9/11)	600-1 (9/11) 500-1 (7/7)	500-1 (7/7) 600-1 (9/11)	600-1 (9/11) 500-1 (7/7)	
	NA TRAFFIC	Teaching Staff		200-1 (/16)	200-1 (/16)	200-1 (/16)	200-1 (/16)	200-1 (/16)	200-1 (/16)	-
		reaching Statt	<u> </u>	100-1 (11/13) 100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	100-1 (11/13)	
	Anton Indian			400-1 (13/13) 500-2 (6/6)	500-2 (6/6) 400-1 (13/13)	400-1 (13/13) 500-2 (6/6)	500-2 (6/6) 400-1 (13/13)	400-1 (13/13) 500-2 (6/6)	500-2 (6/6) 400-1 (13/13)	
	AND THE PARTY OF		2	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	01-1 (12/13)	
	BARRING BETHE	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)	
	NEED TRAFF.	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)	
ų	and and a loss of the loss	and a second	and the second	and the second second	And in the local division of the local divis	diameter da se	all a state of the	A Designation of the local division of the l	inen a de la seni	

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

į	Classroom Monit	or							
i	This tool mon	itors classroom atte	ndance.						
	Date: 03/12/2013 🔤 Refresh 🖉 Incomplete Teacher Attendance 🛛 Primary Teachers Only Last Refreshed: 03:31:13 PM								03:31:13 PM
1	Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
ł	Adkmann, Diane	Music	\sim				8606-1 (15/16)		7602-1 (6/7)
1	Access Dution	Language Arts	×	7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)	7100-7 (25/26)	المحسبي

مستري والمتحد ومحاجب والمرجع والمرجع المصبح والمحمد والمرجع والمرجع والمرجع والمرجع والمرجع

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

Classroom Mor	ssroom Monitor								
This tool mo	nitors classroom atte	endance.							
Date: 03/12/20	13 Tefresh	⊖ Inc	complete Teache	r Attendance	V Primary Te	achers Only	Last Refreshed:	03:31:13 PM	
Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a	
Adimann, Clane	Music					8606-1 (15/16)		7602-1 (6/7)	
Arres Sugar	Language Arts		7999-5 (25/26)	7.100-5 (25/26)	7100-5.(25/26)	7100-7 (25/26)	7100-7 (25/26)	المحمدين	

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 M	onitor			
This tool	monitors classroom at	tendance.		
Date: 03/12/	2013 Tefresh	🖰 Inc	complete Teacher	r Atter
Teacher	Dept	Contact	HR	
Service and a state	Music			
Series Travelle	Language Arts		7999-5 (25/26)	7100
NAME OF A	Science		6999-7 (25/27)	6300
Heat Prairie - The	Social Studies	\sim	7999-2 (24/27)	7400
BRANK BAR	Social Studies		8999-10 (24/26)	8400
PAGES TREET	Science			
THE PLAT	Science		6999-11 (/25)	6300
Sectores States	Mathematics		8999-12 (23/2	8200
STREET, STREET,	-	87	N	5

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**.

Classroom Moni	Classroom Monitor										
This tool mor	This tool monitors classroom attendance.										
	6999-11 Blazer Time 6									L	
		(Th			Teacher: Blanks, Scott						
Date: 03/12/201	Refresh	🖾 Ind	complete Teache	er Attend	😮 Close 🔚 Save						
Teacher	Dept	Contact	HR		Date Selector						
Section Test	Music				03/12/2013 Change Date						
NAMES TRANSF	Language Arts	2	7999-5 (25/26)	7100-		_	_				
TALKS. THERE IS	Science	2	6999-7 (25/27)	6300-4	Student Name	Р	A	т	xcus	e Comments	
	Social Studies	2	7999-2 (24/27)	7400-1	6999-11 Blazer Time 6						
Street, Street	Social Studies		8999-10 (24/26	5) 8400-9	Students: 25 Totals	24	1	0			
House Heat	Science				0.0	-		-	-	ded celled DD avauand laws	
State Test	Science		6999-11 (/25)	6300-9		0	0	0	-	dad called, FR, excused kniw	
Station in the state	Mathematics		8999-12 (23/24	l) 8200-9	06 Harden Marken M	۲	0	0			
					06						
1980 (1980)	Science		7999-11 (/25)	7300-9	The second	•					
Storester, States.					06 #110000 / 10000 /	۲					
	Mathematics		8999-4 (20/22)	8200-1	06	0	0	0			
THE OWNER OWNER	Social Studies	🖂 🌮	7999-10 (24/25	5) 7400- <u>9</u>	06		0	0			
	Language Arts.	- S	7999.9 (23/27)	7100-9							L

9) 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								
Teacher	Dept	Contact	HR					
territoan Tean	Music							
NAMES TRANSFE	Language Arts		7999-5 (25/26)	7100-				
TALKS - HEAR IN	Science		6999-7 (25/27)	6300-5				
Tenerrouter Trees	Social Studies		7999-2 (24/27)	7400-1				
HEALTH HALL	Social Studies		8999-10 (24/26)	8400-9				
House Hear	Science		1	_ 1				
Person Tradit	Science		6999-11 (24/25)	6300- <u>9</u>				
Sectores - Sugar	Mathematics		8999-12 (23/24)	8200-9				
Seconder Street								
In succession of the second second		in work and	and the first state					

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 <u>YELLOW</u> 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.



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										
Date: 6/4/2013 Unknown Excused Unexcused Exempt							Note: For additional section detail hover over a period in the grid			
Ad Hoc Filter				T	0010117.					
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	Α	Α	Α	Α	Α	Α		
Details Guillen, Yeudy Ulices	270634933	02	А	А	Α	Α	Α	Α		
Details Lewis, Mariah Lashell	633060174	03	Α	Α	Α	Α	Α	Α		
		0.4			U	U	U	U		
Details Nonn, Jayla Michelle	927672522	01		~						
Details Nonn, Jayla Michelle Details Pannell, Jayden Avery Orlando	927672522 772181032	02	A	A	A	A	A	А		
Details Nonn, Jayla Michelle Details Pannell, Jayden Avery Orlando Details Summers, Heath Alexander	927672522 772181032 722778175	01 02 02	A U	A	A	AU	A U	A U		
Details Nonn, Jayla Michelle Details Pannell, Jayden Avery Orlando Details Summers, Heath Alexander Details Swires, Lainey Nicole	927672522 772181032 722778175 836997973	02 02 01	A U A	A U A	A U A	A U A	A U A	A U A		
Details Nonn, Jayla Michelle Details Pannell, Jayden Avery Orlando Details Summers, Heath Alexander Details Swires, Lainey Nicole Details Swires, Madison Raelynn	927672522 772181032 722778175 836997973 491511283	02 02 01 K	A U A A	A U A A	A U A A	A U A A	A U A A	A U A A		
Details Nonn, Jayla Michelle Details Pannell, Jayden Avery Orlando Details Summers, Heath Alexander Details Swires, Lainey Nicole Details Swires, Madison Raelynn Details Thomas-Kwakye, Yaa'lena Tyonne	927672522 772181032 722778175 836997973 491511283 588838618	01 02 02 01 K 01	A U A A t	A U A A	A U A A	A U A A	A U A A	A U A A		
Details Nonn, Jayla Michelle Details Pannell, Jayden Avery Orlando Details Summers, Heath Alexander Details Swires, Lainey Nicole Details Swires, Madison Raelynn Details Thomas-Kwakye, Yaa'lena Tyonne Details Weed, ZiaRera Elizabeth Adlisea	927672522 772181032 722778175 836997973 491511283 588838618 377534226	01 02 01 K 01 K	A U A A t	A U A A	A U A A	A U A A	A U A A	A U A A L		

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.

i	Daily Attendance								
	Summary Report					- 1			
Į	Daily Attendance				Net	- Free di			
ł	Unknown Excused Unexcused Exemp	1			sect	tion detai			
i	Day: Friday - Period Schedule: 1 over a period								
	Ad Hoc Filter				grid	below.			
i					·				
1	Student Nu	mber (Grade	1	2	3			
ł	Details Everheart, Keja Monay 970	3994	08	t		1			
1	Details Ferrell, Eric Dewayne Michael 9711807 09 U								
٩			-			and the second second			

Infinite Campus

Infinite Campus is our student information system.

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



Enter your user name & password and click Sign In.

	District Edition
Username	Version: Campus.1541.4
kailey.leesman	Jefferson City Schools
Password	
•••••	
Sign In 🔉	
Trouble accessing your account? Contact your a	administrator.
Forgot your password? Forgot your username?	

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

Infinite Campus	District Edition						
Year 16-17	- Schoo	Jefferson City High School - NCC 👻 Calendar SS 16-17 Jefferson City High S 💌					
Index	Search	District Announcements Optime Resources					
Kailey Leesmai	Kailey Leesman A link to online resources for Infinite Campus has been a						
Student lafor	Student Jeformation						

2) The Summary Report 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 Twehous, Cheri
				Period		
Grade	Student	Number		2	3	
08 E	Evalitati mas finas.	9703934				
Comm	ent: Signed in at 8:06am - unexci	ussed ct				
09 F	errall, Eric Dewayne Michael	9711807	<u>U</u>			
08 H	lampton , Jordan Kanneth Hyde	9906248		<u> </u>	<u> U </u>	
09 H	Hart , Jorden Justine	073670130		U		
09 F	Italips Jr., Richard Harlan	9603771	_A_		· · · · ·	
08 F	Boads , Nicholas Stephen	9000913	А	A	A	
Comm	ent: Called mom - ill ct					
07 F	Rectiver , Shavon Makal	0011915	U	_U_	U	
09 \$	Smith , Clamial John	9702648		_U_	U	
08 1	Norman , Tyra Lakolo	9808783			A	
07 \	Valler , Ruby Pauline Ann	450544057	А	А	А	
Comm	ent: ill - dad called ct					
08 \	Watson , Daillas S	9011708	А	A	A	
Comm	ent: ill - grandma called ct					
09 \	Nymm , Temance L	341420403	_A_			
Atten A: Abs	dance Code Legend: ent	t	Tardy			U: Unexcused

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**

Daily Attendance Summary Report Daily Attendance Date: p/8/2012 Day: Friday - Period Schedule: 1	ed Unexcused Exempt			Note sec ove grid	e:Fora tiondet raperi below.	idditional tail hover iod in the
Ad Hoc Filter				•		
Student	Number	Grade	1	2	3	1
Details Ev		08	t			
Details Fe	1011000	09	U	U	U	
Details H	1000100	08	U	U	U	

2) The Caller Report generates a list of students whose attendance has not been verified and will display parent/guardian contact information.

	Lewis & Cla 325 Lewis & Clark D Generated on 05/14/2	-13 Attendance Caller Report (Middle School Date: 6/8/2012 Jefferson City MO 65101 04:49:06 PM Page 1 of 1 Report generated for Twehous, Cheri
Grade	e Student	Number Period
09	Plana a Suden	9803771 A
		F fer Mother Home: (573)6 Work: (573)6 Cell: (573)6 F Father Home: (573)6 Work: (573)8
08	Thursday, Tanai Lakoka	9808783 A
		Turnan Edit Mother Home: (573)6 email: elemente @embarqmail.com
09	Manage and a second sec	341428403 _A
		Waits Berry Mother Home: (314)43 Cell: (314)43 email: b @yahoo.com
Atter A: Ab	ndance Code Legend: osent	t: Tardy U: Unexcused

1

Attendance Wizard

Under the Index Tab click on Attendance > Attendance Wizard

Infinite Campus								
🗐 🛛 Year 13-14 💌 School Belair Elementary School 💌								
Index Search Help	1. Attendanc	e Date: 04/30/2013						
summer Belair Student Information	2. Mode:	💿 Daily 💿 Period 💿 Batch 💿 Edit 💿 Batch Edit 💿 Check In 💿 Check Out						
General	3. Students:	A. Search for Students	B. Select students to add to edit list	C. Click on a student to remove from list:				
Census		Last Name		A				
드 💥 Attendance		First Name						
Attendance Wizard		Grade						
Daily Attendance	1	SSN/PIN						
Reports		Shudaat #						
T Reports		Student #						
Ad Hoc Reporting		Att Code						
Filter Designer		Status/Excuse						
Letter Designer		Course - Section -						
Data Export		Period						
O Log Off		Ad Hoc Filter	Select All	· · · · · · · · · · · · · · · · · · ·				
		Search						
	Enter attend	ance information and click Save						

Follow the steps through the wizard:

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

1. Attendance Date:	06/03/2013	
---------------------	------------	--

- 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**.

3. Students:	A. Search for Students	B. Select students to add to edit list	C. Click on a student to remove from lis
	Last Name First Name Grade SSN/PIN Student # Att Code Status/Excuse Course - Section Period Ad Hoc Filter Search	Wé Wé Wé Wi Wi Wi Wi Wi Wi Wi Wi Wi Wi Wi Wi Wi	Ba Bo Bu He Rh Toi Zin

- 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									
	Verwrite Existing Data									

Period: records student attendance for the selected period

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

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							
Verwrite Exis	ting Data ndance							
	Enter attendance in Period Mode: The a Current Period Attendance Code Comments Comments Options							

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

- From: Select the date range you are entering the attendance for
- **<u>Code</u>**: 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 att	endance information and c	lick Save		
	From:	06/03/2013 To: 06/0)3/2013 💼		
	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			
	[Save Attendance	arks		Options Append comments

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.

🔄 Year 13-14 💌 School Bela	ir Elementary School 💌	
Index Search Help	Entries, in History (*	
Search for a:	#823886788 COB 92/29 2007	Gender
Chudaat	Summary Enrollme	nts 🃸
Student	Person Summary Report	
<u>Er</u> Go	Person Information	0
Advanced Search >>	PersonID	
	40468	
Search Results: 1	Name	Nickname
K Ed	En +m	
K LI		
	Gender	Race Ethr
	F	State
		Race/Eth

Click on the Attendance Tab, then click New

E Gender.F Summary Enrollments Schedule New Period Detail Daily Detail Unknown Excused Unexcused Exempt Term Full Year 06/03/2013 - 06/28/2013 Instructional Days: 20 Period 1 2 3 4 5 6 T	intary School	•							
Term Full Year 06/03/2013 - 06/28/2013 Period Instructional Days: 20 Present Days: 20 Period 1 2 3 4 5	Summary New BPerio	Ge Enrollments d Detail 🕘 Dai	ander:F B Iy Detai	: chedule 1	XAttendance	Transportation	n MAdH	loc Letters) DE
Period 1 2 3 4 5 6 T						And the second se			
	Term Full Y	ear 06/03/2013 Days: 20 Pre	3 - 06/2 :sent [8/2013 Days: 20	Date	1	Pe 2 3	riod 4 5	6

Date: Will default to today's date

<u>Code:</u> 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 Gender F												
Summary Enrollments 🗿 Schedule 👯 Attendance 🖓 Transportation 🔤 AdHoc Letters 🗅 ER 911												
I Save												
Atten	Attendance Information											
Date:	06/03/2013	Refresh										
	_											
Period	Code ta	itus 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 attenda	ance. Student is not scheduled or	course doesn't take attendance.									

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@icschools.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 (<u>sarah.wilkinson@jcschools.us</u> 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@icschools.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>U</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 (<u>sarah.wilkinson@icschools.us</u> 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** (<u>http://intranet.jcschools.us</u>). 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.

Infinite Campus	District Edition						
Year 16-17	- School	Lew	is & Clark Middle School				
Index	Search	<	District Announcements				
Kailey Leesmar ► Student Inforr	n mation		A link to online resources for Infinite Campus has been add City Public School website Infinite Campus Staff Resources				
▶ Census			Mowill continue to add and undate documentation to these				

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

Infinite Campus	District Edition					
Year 16-17	- School	Jeff	erson City High School - NCC 👻			
Index	Search	<	District Announcements			
			Online Resources			
Kailey Leesmar	n		A link to online resources for Infinite Campus has been add			
Student Inform	nation		City Public School website Infinite Campus Staff Resource			

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 <u>Create Enrollment</u> section of this document
- The building secretary will schedule the student into classes.
 - See the <u>Scheduling</u> 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 <u>Transportation</u> 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:
 - \circ $\,$ If we are able to verify with the parent the student will not be attending, the enrollment can be deleted.
 - See the <u>Deleting the Enrollment</u> 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 <u>Deleting the Enrollment</u> 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 <u>Transportation</u> 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

۵		Year	13-14	•	School	Lewis & Clark Middle School 🗸	•	Calendar	SS LCMS 13-14 🗸	De la
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2. Under the Search tab, search for the student's name under "All People"

Index	Search	Help	
Search	for a:		
All Peo	ple		-
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Adv	anced Sea	irch >>	
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3. Once you have found the correct student, click on the "Enrollments" tab and click "New"

										1
Grade:0	6									
Athl	etics 🛛 🔛	AdHoc	Letters	Waiver	Records	Transfer	Misc	🗅 ER 911		Service
🔍 Si	ummary	Enrolln	nents	Schedu	le 🔆 🏹 At	tendance	Flags(f	ormerly Pro	grams)	A+Grades
BPri	int Enrollme	nt Histor	y 🗋 New	New E	inrollment H	listory				
Enro	llment Edi	itor	$\overline{}$							
Edit	Grade	Туре	Calenda	r				Start Date	End	i Date 🛛 🧃
7	07	P	13-14 Le	wis & Clark	k Middle Sc	h		08/15/2013		
Star	t Status: R	101 Rem	ained: Ad	vanced						1
End	Status:									
7	06	Р	12-13 Le	ewis & Cla	rk Middle	Sch		08/22/2012		
Star	t Status: S	100 Stope	out							
End	Status:									
17	06	P	12.13 Le	wia & Clark	Middle Sc	h(No Show)		08/46/2012		6/2012

- 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**

Encoint Edit Gra C 0 C 0	New E ent Edito ade T 7 P 6 P 6 P	Enrollm r ype	ent History Calendar 13-14 Lewis & Clark Middle Sch 12-13 Lewis & Clark Middle Sch 12-13 Lewis & Clark Middle Sch(No Show)	Start Date 08/15/2013 08/22/2012 08/16/2012	End Date	
Cale SS	5 P ieneral Er indar LCMS 13-1 t Date	nrollm	11-12 Elem Gifted ent Information No Show No Show No Show End Date No Show No S	08/22/2011 *Grade 07 ↓ End Action	05/21/2012 Class Rank E	e
6/3/ Star R10 Trans	2013 T Status 11: Remain sfer To Dis	ed: Ad	vanced	End Status	P: Primary	•
Start	Comment	S	H.	End Comments		i i i i i i i i i i i i i i i i i i i

# **End-Dating the Enrollment**

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

Athle	Athletics AdHoc Letters Waiver Records Transfer DMisc DER 911 DLEP DService							
📮 Sı	Summary Enrollments grades Schedule							
🕭 Pri	nt Enrollm	ent History	/ 🗋 New 📄 New Enrollme	ent History				
Enro	llment E	ditor						
Edit	Grade	Туре	Calendar		Start Date	End Date		
17	07	Р	SS LCMS 13-14	1	06/03/2013			
Star	t Status:	R101: Rem	nained: Advanced	(")				
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- 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

e	Save D	<mark>elete </mark> litor	Print Enrollment History	New 🗋 New Enrollr	nent History		
Edit	Grade	Туре	Calendar		Start Date	End Date	
17	07	Р	13-14 Lewis & Clark Mid	Idle Sch	08/15/2013		*
2	06	Р	12-13 Lewis & Clark M	Aiddle Sch	08/22/2012	6	
2	06	Р	12-13 Lewis & Clark Mid	Idle Sch(No Show)	08/16/2012	08/16/2012	-
2	05	Р	11-12 Elem Gifted		08/22/2011	05/21/2012	<b>•</b>
	- 0	1 <b>F</b>					
•	Celeoder	I Enrollr	nent information	*Schodule	*Crade	Class Bask F	volude
	Calendar	12.14		Moin	OT		xciude
	SS LUMS	13-14	¥				
	*Start Date	-	No Show	End Date	End Action	*Service Type	e
	6/3/2013	-		06/11/2013	<b>•</b>	P: Primary	<b>•</b>
	*Start Statu	s		$\overline{}$	End Status		
	R101: Rem	nained: A	dvanced	-			<b>•</b>
	Transfer To	District			Transfer To Sch	ool	{
			-				
	Start Comm	ents			End Comments		
					Withdrew due t	o parent request	
						o parone roquoot.	

## **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

Athl	Athletics AdHoc Letters Waiver Records Transfer Misc DER 911 DLEP DService								
<b>Q</b> s	Summary Enrollments Schedule								
🕭 Pr	int Enrollme	ent History	/ 🗋 New 🗋 New Enrollment History						
Enro	llment Ed	litor							
Edit	Grade	Туре	Calendar	Start Date	End Date				
17	07	Р	SS LCMS 13-14	06/03/2013					
Star End	t Status:   Status:	R101: Rem	nained: Advanced						
7	06	10	100 - TELEVIS - TELEVIS - TELEVIS						
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7	05		1 - 3 Perman Perman	1808031-	TENTINE				

2. Click "Delete"

	🖥 Save 🗙 Delete 🔂 Print Enrollment History 🗋 New 📋 New Enrollment History									
Enro	ollment cu	nor								
Edit	Grade	Туре	Calendar		Start Date	End Date				
7	07	Р	13-14 Lewis & Clark Midd	le Sch	08/15/2013					
7	06	Р	12-13 Lewis & Clark Mi	iddle Sch	08/22/2012	E				
7	06	Р	12-13 Lewis & Clark Midd	le Sch(No Show)	08/16/2012	08/16/2012				
7	05	Ρ	11-12 Elem Gifted		08/22/2011	05/21/2012 👻				
•	General	Enrolln	nent Information							
	Calendar			*Schedule	*Grade	Class Rank Exclu	Jde			
	SS LCMS 1	3-14	•	Main 👻	07 👻		Ę			
1	Start Date		No Show	End Date	End Action	*Service Type				
	6/3/2013	-			•	P: Primary	<b>•</b>			
1	Start Status	s			End Status					
	R101: Rem	ained: A	dvanced	•			-			
]	Fransfer To	District			Transfer To Scho	ol				
			•							
5	Start Comme	ents			End Comments					
							2			
							al .			

3. The following warning will appear – click OK:



# 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

	Year	13-14	•	School	Lewis & Clark Middle School	•	Calendar	SS LCMS 13-14	•	and all
5	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	v~~~~~		······································		~~~	· · · · · · · · · · · · · · · · · · ·		· · · · · · ·	Ψ

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 "Transportation" tab and click "New"

Athletics AdHoc Letters Waiver Records Tra	nsfer DMisc DER 911 DLEP							
Schedule 💥 Attendance Flags(formerly Programs)								
New								
Iransportation Calendar								
Edit Calendar	Start Date End Date							
SS JCHS 13-14	06/03/2013							
12-13 Thomas Jefferson Middle	08/16/2012							
10-11 Thomas Jefferson Middle	08/17/2010							
09-10 Pioneer Trail Elementary	08/19/2009							
08-09 West Elementary School	08/18/2008							
07-08 West Elementary School	08/20/2007							

- 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 dropdown "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.

Parking Permit	
District Defined Elements	
Bus Rider	Bus:
Vilsie care.	vvaix.
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
Adult 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	District Notices							
🚮 Cheri Twehous	• [04/23/2013]							
E Student Information	Phishing Scam Alert from Infinite Campus							
🗄 💁 Census								
🛨 🕵 Behavior	Some districts have reported that staff or parents have							
E Theatth	Some districts have reported that stall of 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.

🔳 Y	'ear 13-14	•	Schoo	Le			
Index	Search	Help					
Search	for a:			1.7			
Studer	^{it} τ		•	1			
	Ĺ		Go	H			
Advanced Search >>							

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

Athle	tics	AdHoc	Letters	Waiver	Re	cords Transfer	D Misc D
Sur	nma	ry Enroll	ments	Schedu	le	💥 Attendance	Flags(forme
Table -	Grou	p by Course	e (All Te hm	•) , (Die	play Active Courses	s Only 🗁 Print
T (06/0	erm [*] 3/13	Term 1 -06/28/13)					
1 EMPT	Y						
2 EMPT	Y						
3 EMPT	Y						
Period	l Infe						
Name	Seq	Tin	ne	Lunch Tir	ne	Non-Instructiona	
1	1	07:40 AM -	10:27 AM	0			
2	2	10:27 AM -	11:13 AM	15			-
3	3	11:13 AM -	02:30 PM	0			

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

1	Athletics AdHoc	Letters Wa	aiver Reco	ords Transfer	🗅 Misc	🗅 ER 911	DLEP	Services	🗅 A Plus 🛛 🙋	Rep
1	Summary Enroll	ments 🚮 S	chedule 🔒	Attendance	Flags(fo	ormerly Pro	grams)	A+Grades T	enseript Cre	dit Su
	Table - Group by Course	e (All Terms)	👻 🖄 Displa	y Active Course	s Only 🗁	Print OR Ch	oose a repo	ort option , 🖄	Walk-in Schedul	er 🔄
	Term Term 1 (06/03/13-06/28/13)									- 1
1	EMPTY					/				1
2	EMPTY									- 1
3	EMPTY									
										- 1
I	Period Info									

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

Athletics AdHoc Letters Waiver Records Tra	nsf	er 🗅 Misc	BER 911	BLEP) 🗅 S	ervice	
Summary Enrollments Schedule	dan	ce Flags(fo	rmerly Progra	ams)	A+Gr	ades	
Table - Group by Course (All Terms) 🚽 🏠 Display Active	Cou	rses Only 🖂	Print OR Choos	e a rep	ort optic	on 🚽	
🗳 Load 🗳 Unload 資 End 🗳 Restore 🔍 Search	🝸 Load 🝸 Unload 🗳 End 🗳 Restore 🔍 Search 🛛 🔚 Save Reqs 🗙 Clear Reqs 🗳 Get Sched Reqs 🖠						
Effective Date 🔲 Terms 💟 1	Re	quested Units	s: (0/3)				
Term 1	@	Course #	Course Name	Sn#	Туре	Lock	
06/03/2013 - 06/28/2013					R 👻	1	
					R 👻		
					R 👻		
					R 👻	1	
					R		

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.

Athletics AdHoc Letters Waiver Reco	ords Transfer 🗅 Misc 🗅 ER 911 🗅 LEP 🗅 Serv
Summary Enrollments Schedule	Attendance Flags(formerly Programs)
Table - Group by Course (All Terms) 🚽 🖄 Displa	y Active Courses Only 🕘 Print OR Choose a report option 🕇
🖌 Load 🛱 Unload 🛱 End 🗳 Restore 🗳 Student	Section Search
Effective Date Terms 🗸 1	Start Date 06/04/2013
06/03/2013 - 06/28/2013	Course Number
1 EMPTY	Course Name
2 EMPTY	Department 🗸
3 EMPTY	Teacher
	Term Term 1
	Period 1
	schedule
	Search
	108 SS ESOL
	108 SS-1 (0/) Barlow, Jane T:Term 1 P:1 IEPs: 0
	1P-1 (0/) T:Term 1 P:1 IEPs: 0
	200 Math SS
	200-1 (0/) Wilson, Brenda T:Term 1 P:1 IEPs: 0
	200-3 (0/) Duryea, Crystal I:Term 1 P:1 IEPs: 0 200-5 (0/) Gauzy, Don T:Term 1 P:1 IEPs: 0
	200-601 (0/) Kelly, Sue T:Term 1 P:1 IEPs: 0
and the state of the	- 28 - 78 - (84) Habrin - Lietle and Witten die Dub ID - 6

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

Athletics AdHoc Letters Waiver Reco	rds Transfer DMisc DER 911 DLEP DServ
Table - Group by Course (All Terms) 	Active Courses Only Print OR Choose a report option
Effective Date Terms V 1 Term 1 06/03/2013 - 06/28/2013 1 EMPTY 2 EMPTY 3 EMPTY	Start Date 06/04/2013 Course Number Course Name Department Teacher Term Term Term Term Schedule Search
	108 SS ESOL 108 SS-1 (0/) Barlow, Jane T:Term 1 P:1 IEPs: 0 109 Freferred Family SS 19-1 (0/) T:Term 1 P:1 IEPs: 0 200 Math SS 200-1 (0/) Wilson, Brenda T:Term 1 P:1 IEPs: 0 200-3 (0/) Duryea, Crystal T:Term 1 P:1 IEPs: 0 200-5 (0/) Gauzy, Don T:Term 1 P:1 IEPs: 0 200-5 (0/) Gauzy, Don T:Term 1 P:1 IEPs: 0 E

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

Athletics AdHoc Letters Waiver Rec	ords Transfer DMisc DER 911 DLEP DServ
Summary Enrollments Schedule	Attendance Flags(formerly Programs) Attended
Table - Group by Course (All Terms) 🚽 🖄 Displa	y Active Courses Only 🕘 Print OR Choose a report option
🖌 Load 🏹 Unload 🗳 End 🏹 Restore 🗳 Student	Section Search
Effective Date Terms ♥ 1 Term 1 06/03/2013 - 06/28/2013 1 EMPTY 2 EMPTY 3 EMPTY	Start Date 06/04/2013 TE Course Number Course Name Department Teacher Term Term 1 Period 1 Schedule Search
	108 SS ESOL 108 SS ESOL 108 SS-1 (0/) Barlow, Jane T.Term 1 P.1 EPs: 0 1P Preferred Family SS 1P-1 (0/) TTerm 1 P:1 EPs: 0 200-1 (0/) Wilson, Brenda T.Term 1 P:1 EPs: 0 200-601 (0/) Kelly. Sue T.Term 1 P:1 EPs: 0 200-601 (0/) Kelly. Sue T.Term 1 P:1 EPs: 0 200-601 (0/) Kelly. Sue T.Term 1 P:1 EPs: 0

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 <u>MUST</u> 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 <u>Classroom Monitor</u> and <u>Daily</u> <u>Attendance</u>. Attendance can also be entered on a student at the office. There are two d ifferent methods for entering attendance. The <u>Attendance Wizard</u> allows the user to a pply attendance to a group of students at one time. The <u>Student Attendance</u> allows the user to enter to enter to enter a minitial 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 <u>Daily Attendance</u> 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.

	Thomas Jefferson/Lewis & Clark SS						
	Student <u>IN</u>						
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		
	Student <u>OUT</u>						
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			L: Left Early				

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

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

High School SS								
	Student <u>IN</u>							
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 <u>OUT</u>

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

Infinite Campus							
Year 13-14 - School Lewis	s & Clark Middle School 🗸 Calendar SS LCMS 13-14 🗸						
Index Search Help Constant of the search Help Constant of th	District Notices • [04/23/2013] Phishing Scam Alert from Infinite Campus						
Behavior Hatto	Some districts have reported that staff or parents have						
2) Click Attendance > Classroom Monitor

Infinite Campus	
Year 13-14 👻 School Thomas	s Jefferson Middle S
Index Search Help	Classroom Mon
 Image: Student Information Image: Student Student Information Image: Student S	This tool mor
⊡ 😵 Health ⊡ 🔆 Attendance	Date: 06/10/20
Attendance Dialer	Teacher
Attendance Letters	Banks, Sharman
Classroom Monitor	Barlow, Jane
	Corcoran, Michael
Z Daily Attendance	Forck, Andrea
Dialer Scheduling	Harris, Laurie

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

Classroom Mon	itor						
This tool monitors classroom attendance.							
Date: 06/10/2013 Refresh 🗗 Print 🗖 Primary Teachers Only							
reacner	υερτ	Contact	1	2	1		
Banks, Sharman		🖂 🎒	100-21 (40/41)	200-21 (/40)	1		
Barlow, Jane		STA AN					

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 Mon	itor				Teesherber
This tool mon	itors classroom att	endance.			taken
Date: 06/10/20	13 💼 Refresh	9	Print 🔲 P	rimary Teachers	attendance in this class
Teacher	Dept	Contact	1	2	
Banks, Sharman		🖂 🎒	100-21 (40/41)	200-21 (/40)	
Barlow, Jane		🖂 🎒			
Corcoran, Michael	Special Education		100-11 (/40)	200-11 (/41)	Teacher has
Forck, Andrea			100-21 (40/41)	200-21 (/40)	not taken
Harris, Laurie			100-11 (/40)	200 11 (/41)	attendance
Harris, Lindsey	Science		100-11 (/40)	200-11 (/41)	in this class
Schafer, Connie		\mathbf{M}			1
Schlender, Ashley		\mathbf{M}	100-21 (40/41)	200-21 (/40)	1
Smothers, Greg					1
Wibberg, Cindy			500-1 (/7)	500-2 (/7)	j.

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.

areas not in the second se									
This tool mon	This tool monitors classroom attendance.								
Date: 06/10/2013 💼 Refresh 🖨 Print 🗆 Primary Teachers Only									
Teacher	Dept	Contact	1	2	1				
Banks, Sharman		🖂 🎒	100-21 (40/41)	200-21 (/40)	1				
larlow, Jane		🖂 🏈			- 1				
Corcoran, Michael	Special Education		100-11 (/40)	200-11 (/41)					
Forck, Andrea			100-21 (40)	/00-21 (/40)					
Harris, Laurie			100-11 (/4	200-11 (/41)	1				
Harris, Lindsey	Science	×	100-11 (/40)	200-11 (/41)					

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

100-11 SS PBL Comm Arts/Math Teacher: Corcoran, Michael								
Date Selector								
Student Name 100-11 SS PBL Comm Arts/Math	Р	A	TE	cuse Comments				
Students: 37 Totals	35	2	0					
07 Alternal Arm D	۲	0	0					
08 Alter, Theorem C	0	0	0					
07 Brann, Jardian K	۲	0	0					
08 Burnall, Tarry G	۲	0						

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.

Summary Report 🗁 Caller Report						
Daily Attendance						
Date: 06/08/2012	Inexcused Exempt			Not	e: For add	ditiona
Day: Friday - Period Schedule: 1	ove grid	section detail hover over a period in the grid below.				
Ad Hoc Filter				•		
Student	Number	Grad	1	2	3	1
Details Exercised, fair thread	9703994	08	t			
Details Ferreit, Erie Carwayne Melhael	9711807	09	U	U	U	
Details Hampton, Jurilian Kannath Huda	9906248	08	U	U	U	
Details Harf, Jordan Justina	073570130	09	U	U	U	
Details Phales in Tailtant farlan	9803771	09	Α			
Details Rhoulds, Hichoides Shaphan	9808913	08	Α	Α	Α	
Details Ruchan Shavon Walat	0011915	07	U	U	U	
Details Smith Canad John	9702648	09	U	U	U	
Details Thurman, Tura Lakola	9808783	08			A	
Details Visiter Tuby Peuten Arm	450544057	07	Α	Α	Α	
Details Without Chilling S	9811788	08	Α	Α	Α	
Details Warm, 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.



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.

Daily Attendance								
Summary Report Caller Report								
Daily Attendance								
Date: 06/08/2012	ixempt			Not	e: For a	dditional		
Day: Friday - Period Schedule: 1				ove	r a peri	od in the		
Ad Hoc Filter				_ grid ▼	Delow.	1		
Student	Number	Grade	1	2	3			
Details Eventual Maja Meney	9703994	08	t					
Details Format, End Conveying Middland	9711807	09	U	U	U			
Details Hungton, Jonium Kannalh Hydu	9906248	08	U	U	U			
Details Harf, Jardan Junibra	073570130	09	U	U	U			
Details Phalas in Tailtand Itarian	9803771	09	А					
Details Rhoulds, Higheilas Stagitum	9808913	08	А	Α	Α			
Details Runham Shanner Wahal	0011915	07	U	U	U			
Details Smith, Canad John	9702648	09	U	U.	U	_		
Details Thurman, Tura Lakala	9808783	08			A			
Details Walker Hulles Pauling Ann	450544057	07	Α	Α	Α	•		
Details Wattern, Caller S	9811788	08	А	А	Α			
Details Vienn, Terrenne L	341428403	09	А					

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**

Daily Attendance Summary Report Daily Attendance Daily Attendance Daily Attendance Daily Attendance Day: Friday - Period Schedule: 1 Ad Hoc Filter	xempt			Note sec ove grid	e: For a tion det r a peri below.	dditional tail hover od in the
Student	Number	Grade	1	2	3	
Details Ev		08	t			1
Details Fe	1011100	09	U	U	U	
Details H	10000-00	08	U	U	U	

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

Lewis & Cl 325 Lewis & Clark I Generated on 05/14/	12-13 ark Middle School hive, Jeffron City MO 65101 013 04.49:06 PM Page 1 of 1	Attendance Caller Report Date: 6%2012 Report generated for Twehous, Cheri
Grade Student	Number 1 2 3	
09 P	9803771 <u>A</u> F fer Mother Home: (573)6 F Father Home: (573)6	
08 TI HERE THE AREA	9808783 / / / / / / / / / / / / / / / /	email: ei @embarqmail.com
09 Weiner Terrennen	341428403 <u>A</u> Wats Betty Mother Home: (314)4:	Cell: (314)4: email: b @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 Caller Report Daily Attendance									
Date: 6/8/2012 Unknown Excused Unexcused Exempt Note: For ad section deta over a perio grid below. Ad Hoc Filter									
Student	Number	Grade	1	2	3				
Details Everheart, Keja Monay	9703994	08	t						
Details Ferrell, Eric Dewayne Michael	09	U	U	U					

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

	1 Lewis & Clar 325 Lewis & Clark Driv Generated on 05/14/2013	2-13 k Middle re, Jefferson Ci 3 04:52:39 PM	Schoo ty MO 65 Page 1 o	l 101 of 1		Daily Attendance Summary Report Date: 6/8/2012 Report generated for Twehous, Cheri
		2		Period		
Grade	Student	Number	_1	2	3	
08 Ev	stituati inga i birrogi	9703994	t			
Comment	t: Signed in at 8:06am - unexci	ussed ct				
09 Fee	nall , Eric Dewayne Michael	9711807	U			
08 Ha	ngiton , Jondan Kanneth-Plyde	9906248	<u>U</u>		<u> </u>	
09 H	4 . Jundien Justine	073570130			_U_	
09 Phe	alps Jr., Richard Harlan	9603771	_A_	· · _ · ·		
08 Film	nads "Nichulas Stephen	9800913	A	_A	_A	
Comment	t: Called mom - ill ct					
07 Rei	diar , Shavon Makai	0011915	U		U	
09 Sm	ith , Clanial John	9722648		_U_		
08 Thu	urman , Tyra Lakole	9808783			A	
07 Wa	der , Ruby Pauline Ann	450544057	А	A	А	
Comment	t: ill - dad called ct					
08 Wa	toon , Dallas S	9811788	A	A	A	
Comment	t: ill - grandma called ct		8 3		67	
09 Wj	nn , Tenance L	341428403	_A			
Attenda A: Absent	nce Code Legend:	t	Tardy			11: 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

Infinite Campus			
Year 13-14 Vear Belair	r Elementary School 💌		
Index Search Help	1. Attendance Date: 04/30/2013		· · · · · · · · · · · · · · · · · · ·
🗹 summer Belair 🗆 🖸 Student Information	2. Mode: O Daily O Period O Batch O Edit O Batch Edit O Check In O Check Ou	t	
General	3. Students: A. Search for Students	B. Select students to add to edit list	C. Click on a student to remove from list:
Census	Last Name		A
E 💥 Attendance	First Name		
Attendance Wizard	Grade		
Daily Attendance	SSN/PIN		
Scheduling	Student #		
Reports Ad Hoc Reporting	Att Code		
Filter Designer	Status/Excuse		
Letter Designer	Course - Section -		
Data Export	Period		
U Log Uff	Ad Hoc Filter	Select All	•
	Search		
	Enter attendance information and click Save		

- 2) Follow the steps through the wizard:
 - 1. Attendance Date: This date will default to the current date

1. Attendance Date:	06/03/2013	
---------------------	------------	--

- 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. Attendanc	e 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**.

3. Students:	A. Search for Students	B. Select students to add to edit list	C. Click on a student to remove from lis
	Last Name First Name Grade SSN/PIN Student # Att Code Course - Section Period Ad Hoc Filter	We We We We We Wi Wi Wi We Wi Wi We Wi We Wi We We Wi We We	Ba Bo Bu He Rh Tol Zin

- 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
	V Overwrite Existing Data

Period: records student attendance for the selected period

- **<u>Period</u>**: The period the student is signing in or out
- Attendance Code: T: Tardy or L: Left Early
- **<u>Comments</u>**: 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							
	Verwrite Existing Data Save Attendance							

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

- **From:** Select the date range you are entering the attendance for
- **<u>Code:</u>** 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 att	endance information and c	lick Save		
	From:	06/03/2013 To: 06/0	3/2013 💼		
	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			
	- [Save Attendance			Options Append comments
		• Overwrite existing m	arks		Append commente

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

Summary Er	orollme Detail (=	nts 3 Da	ily C	eta	ill a	edu	le	endance Stra	ansportati	ion Į	Мадн	loc Let	ters	- ER 91
								Unknown Excus	ed Unexcuse	d Exem	pt			
Term Full Yea	r 06/03/	201	3 - (06/2	28/2	013	è	Date			Pe	riod		
Instructional Da	ys: 20	Pr	ese	nt	Day	/s: 2	20	Date	1	2	3	4	5	6
Period	1	2	3	4	5	6	Т							
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							

4. **<u>Date</u>**: Will default to today's date

<u>Code</u>: Enter an attendance code for each period the student has missed <u>Comments</u>: Enter whether the student signed in or out and the time. Click **Save**

Summary Enrollments ASchedule XAttendance SaTransportation MAdHoc Letters DER 911										
Attend Date:	e ance Information 06/03/2013	Refre	esh							
Perioc 1	Code	tatus Excuse Present N	Minutes Comments							
2	A: Absent									
4	t: Tardy 💌		Signed in at 10:00 am							
5	•									
	Fill Down									
	Clear **=Cannot record atten	idance. Student is not sche	eduled 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 <u>Transportation</u> 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.
- **9**th **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 <u>Transportation</u> 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.

• **9**th **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	-
1.000	in succession in the local division of the l	the state of the second se	1.484-0	and the second second lines	and the state of the	And Person in which the	A surface density of the	and the state of the	and it is shown in such that

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

Index	Search	Help
Search	for a:	
All Peo	ple	-
		Go
Adv	anced Sea	rch >>
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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



- 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

	AdHoc Let	tters \	Naiver R	ecords Trans	fer 🗅 Misc	🗅 ER 911	GLEP	Services	🗅 A Plus	Rep	port Commen
٩	Summary	Enrol	Iments 🔮	Schedule	Attendance	Flags	A+Grades	Transcript	Credit Su	mmary	Assessmen
	Save 📄 Ne	ew Enroll	ment History								3
Enr	ollment Ed	litor									
Edi	Grade	Туре	Calendar				Start Date	End Dat	e		1
1	12	P	13-14 Jeff	erson City A	cademic	08	/15/2013		*		
1	12	P	12-13 Jeff	erson City Aca	Idemic	03	/04/2013	05/21/2013			- 1
3	12	Р	12-13 Jeff	erson City Aca	idemic	01	/03/2013	02/06/2013			
3	11	Р	12-13 Jeff	erson City High	1 Scho(No Show)	08	/16/2012	08/16/2012	-		. 1
	E Conora	al Enroll	mont Inforr	nation							3
	*Calendar				*Schedule	*Gr	ade	Class	Rank Exclu	de	
	SS JCHS	13-14		)							
	*Start Date		~	No Show	End Date	FIT	Action	*Serv	ice Type		- 1
	6/3/2013		)				-	P: Pr	imary		1
>	*Start Statu	IS				Enc	I Status				1
	R101: Ren	nained: A	dvanced		-)					•	
											1
	Transfer To	District				Tra	nsfer To Sch	lool			1
				-							1
	Start Comm	nents				End	I Comments				
											5
											1
											3
										الان	

# **End-Dating the Enrollment**

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

AdHoc Lett	ers Wa	aiver Rec	ords Transfer	🗅 Misc	BER 911	GLEP	Services	
Summary	Enrollm	nents 👩	Schedule 💥	Attendance	Flags	A+Grades	Transcript	Credit S
🗁 Print Enrollme	nt History	New 🗋	New Enrollment	t History				
Enrollment Ed	itor							
Edit Grade	Туре	Calendar				Start Date	End Dat	e ]
7 12	P 1	13-14 Jeffei	rson City Acade	emic	0	3/15/2013		- A
Start Status: R	102 Rema	ained: Retair	ned					
End Status.								
12	P S	SS JCHS 13	-14		0	6/03/2013		
Start Status: R	101 Rema	ained: Advan	iced					_ հե
End Status:								
12	P 1	12-13 Jeffer	son City Academi	ic	0	3/04/2013	05/21/2013	
Start Status: S	100 Stopo	out AS only						1
End Status: R	002 Rema	ained: Retain	ned					
122	- <b>B</b>	COLUMN ASSOCIATION	and the second	and the second second		100000000000000000000000000000000000000		And in case of the local division of the loc

- 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

	Summary	Enrol	Iments 🚮 S	chedule 💥 Attendance	Flags AtGrades	Transcript	Credit S	ummary	Assessment
	Save 🗙 De	elete 🖂	Print Enrollment	History 🗋 New 📄 New En	rollment History				
En	rollment Ed	litor							1
Edi	t Grade	Туре	Calendar		Start Date	End Dat	e		
2	12	Р	13-14 Jeffers	son City Academic	08/15/2013				
17	12	Р	SS JCHS 13-1	4	06/03/2013				
2	12	Р	12-13 Jeffers	on City Academic	03/04/2013	05/21/2013			1
3	12	Р	12-13 Jeffers	on City Academic	01/03/2013	02/06/2013	-		
Ŧ	Genera	al Enroll	ment Informat	tion					
	Calendar			Schedule (read only)	*Grade	Class	Rank Exclu	de	
	SS JCHS 1	3-14		Main 👻	12 🔻				1
	*Start Date		No Show	End Date	End Action	*Servi	се Туре		
	06/03/201	3 🗔		6/11/2013	-	P: Prir	mary	•	
	*Start Statu				End Status				
	R101 Ren	nained: A	dvanced		Lind Oldrado			-	
	Transfer To	District			Transfer To Schoo	al.			1
				-					1
	Start Comm	ents			End Comments				
					Withdrew due to a	narent request	4		1
					Williarew due to	parent request	1		
									1
								1	
-	and the second second	-		Tennes Tennes	And in case of the local division of the loc				State of the local sector

# **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

AdHoc Letters	Waiver Records Transfer	DMisc DER 911		ervices 🗅 A Plu
Summary	ollments 🚮 Schedule 💢 🗸	Attendance Flags	A+Grades Tra	nscript Credit S
📇 Print Enrollment His	tory 🗋 New 📄 New Enrollment	History		1
Enrollment Editor				
Edit Grade Type	e Calendar		Start Date	End Date
💙 12 P	13-14 Jefferson City Acade	mic 08	/15/2013	
Start Status: R102 R	Remained: Retained			
End Status.				
[ 12 P	SS JCHS 13-14	06	/03/2013	) I
Start Status: R101 R	emained: Advanced			վետ 📕
End Status:				
12 P	12-13 Jefferson City Academi	ic 03	/04/2013 05	/21/2013
Start Status: S100 S	topout AS only			3
End Status: R002 R	emained: Retained			
122	A COMPANY AND A SECOND AND A COMPANY		1001004010-00000	100/0040.

2. Click "Delete"

	otters	Waiver R	ecords Trans	fer DiMisc	DIER 91		Dervices		Ren
		Harrison (1)	(Calcadada)		-) []	At Canada a	Transmint	Constitution	
Journar			Schedule	Accentratio	e riays	Graues	Transcript	Credit Sun	imary
Il Save X D	elete 🚝	Print Enrollm	ent History	New ] New E	nrollment Hi	story			
Inrollment i	- In			_		Start Data	End Dat		
		13.14 left	areon City A	cademic		Start Date	Elio Dat	e	
12	P	SS JCHS	13-14	cademic	0	6/03/2013		- Â	
7 12	Р	12-13 Jeff	erson City Aca	demic	C	3/04/2013	05/21/2013		
7 12	Р	12-13 Jeff	erson City Aca	demic	C	1/03/2013	02/06/2013	-	
Gener Calendar SS JCHS Start Date 06/03/20 *Start Stat R101: Re	ral Enro 13-14 e 13 1 tus emained:	No Sho	mation Schedu Main w End Da 6/11/2	ule (read only) te D13	*Gr 12 End	Action Status	Class Servi P: Pri	Rank Exclude <mark>ce Type</mark> mary	•
Transfer 1 Start Com	To Distric	t	•		Tra	nsfer To Scho	ol		
					Wi	thdrew due to	parent request	t i	

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 of sure you want to do this instead of entering an enrollment end date?	enrollments in this calendar. Are you
r: Ac International Transfer To School	OK Cancel

# **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

	Year	13-14	•	School	Lewis & Clark Middle School	•	Calendar	SS LCMS 13-14	
20	· · · · · · · · · · · · · · · · · · ·	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					· · · · · · · · · · · · · · · · · · ·	والمحاول والمحاجز والمراجع والمحاجب والمحاجب والمحاجب والمحاج والمحاج	~~~~~

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 "Transportation" tab and click "New"

Athletics AdHoc Letters Waiver Records Trai	nsfer DMisc DER 911 DLEP				
Schedule XAttend	dance Flags(formerly Programs)				
New					
Transportation Calendar					
Edit Calendar	Start Date End Date				
Y SS JCHS 13-14	06/03/2013				
12-13 Thomas Jefferson Middle	08/16/2012				
10-11 Thomas Jefferson Middle 08/17/2010					
O9-10 Pioneer Trail Elementary	08/19/2009				
08-09 West Elementary School 08/18/2008					
07-08 West Elementary School	08/20/2007				

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 dropdown "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.

District Defined Elements Pue Dider	Rus
	bus.
Unsite care:	Walk:
•	<b>•</b>
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
Adult 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
contraction of the second s	▼

# 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 <u>AFTER</u> 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.

Index Search Help Search for a: Student Go Advanced Search >>	I Y	'ear 13-14	· ·	School	Le
Search for a:	Index	Search	Help		1
Student Go	Search	for a:			
Go Advanced Search >>	Studer	^{it} τ		-	
Advanced Search >>		Ĺ		Go	
	Adv	anced Sea	ICII 22	_	Ι.,

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

AdHoc Letters W	aiver Records Transfe	er DMisc DER S
Summary Enrolli	nent: 🚮 Schedule 🖡	Attendance Flag
Table - Group by Course	(All Terms) 🚽 😁 Displa	y Active Courses Only
Term Term 1 (06/03/13-06/28/13)	)	
1A EMPTY		1
1B EMPTY		
2A EMPTY		
2B EMPTY		1
AS EMPTY		1
		/

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.

AdHoc Letters   Waiver   Records Transfer   DMisc   DER 911   DLEP   DServi	ces 🗅 A Plus 🏾 🚰 Report Comments 🗖 504 🕅 🤅
Summary Enrollments Schedule Attendance Flags Attended Transco	ript   Credit Summary   Assessment   🔯 Behavior
Table - Group by Course (All Terms) - Display Active Courses Only Print OR Choose a re	port option 👻 🖄 View Schedule 🖂 Scheduling Messengt
C Load C Unload E End Restore S Student Requests	Section Search
	Start Date 6/4/2013
Term 1	Course Number
06/03/2013 - 06/28/2013	Course Name
1A EMPTY	Department _
1B EMPTY	Teacher
2A EMPTY	Term Term 1
2B EMPTY	Deriod 44
AS EMPTY	Sebedule
	Schedule
	Search
	1
	10 Dec (
	1P Preterred Family SS 1P-1 (0/) Titerm 1 P:1A S:1 IEPs: 0
	801 CRAM SS
	801-100 (4/20) Ritter, Timothy T:Term 1 P:1A-1B S:1 IEPs:
	801-101 (7/20) Vogler, Kelsey T:Term 1 P:1A-1B S:1 IEPs;
	801-102 (9/20) Malik, Naveed 1:1erm 1 P:1A-1B S:1 IEPS. 801-103 (12/20) Turner, Becky TTerm 1 P:1A-1B S:1 IEP
	801-104 (0/18) T:Term 1 P:1A-1B S:1 IEPs: 0
	801-105 (13/20) Earle, Lynn T:Term 1 P:1A-1B S:1 IEPs: 0
	801-106 (10/20) Gilles, Elizabeth T:Term 1 P:1A-1B S:1 IE
	801-107 (10/20) Hodge, Brian T:Term 1 P:1A-1B S:1 IEPs
	835-10 (12/15) Tabb. Heather T:Term 1 P:1A-1B S:1 IEPs:
a provide a provide the state of the device of the state of the	

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

AdHoc Letters Waiver Records Transfer DMisc DER 911 DLEP DSe	ervices 🗅 A Plus 📝 Report Comments 🗅 504 🕴
Summary Enrollments Schedule Attendance Flags ArGrades Tra	nscript Credit Summary Assessment & Behavior
Table - Group by Course (All Terms) 🗸 🏠 Display Active Courses Only 🖉 Print OR Choose	a report option 🚽 🏠 View Schedule 🖂 Scheduling Messenge
🖌 Load 🖌 Unload 🖌 End 🗳 Restore 🗳 Student Requests	Section Search
Effective Date Terms I 1 06/03/2013 - 06/28/2013 14. EMPTY 18. EMPTY 28. EMPTY 28. EMPTY 34. EMPTY	Start Date 6/4/2013 Course Number Course Name Department Teacher Term Term 1 Period 1A Schedule Search
	1P Preferred Family SS           1P-1 (0) TTerm 1 P:1A.51 EPs: 0           801 CRAM SS           801-100 (4/20) Niter, Timothy TTerm 1 P:1A-1B S:1 EPs: 801-101 (7/20) Vojer, Kelsey TTerm 1 P:1A-1B S:1 EPs: 801-102 (9/20) Malk, Naved TTerm 1 P:1A-1B S:1 EPs: 801-102 (1/20) Turm, Becky TTerm 1 P:1A-1B S:1 EPs: 801-104 (0/18) TTerm 1 P:1A-1B S:1 EPs: 801-104 (0/18) TTerm 1 P:1A-1B S:1 EPs: 801-107 (1/20) Leides, Etzabeth TTerm 1 P:1A-1B S:1 EPs: 801-106 (1/020) Hodge, Starb TTerm 1 P:1A-1B S:1 EPs: 801-106 (1/020) Hodge, Starb TTerm 1 P:1A-1B S:1 EPs: 801-107 (1/20) Hodge, Starb TTerm 1 P:1A-1B S:1 EPs: 835.Jurng Start Math           833-101 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P:1A-1B S:1 EPs: 835-835 (2/15) Tabb, Heather TTerm 1 P

#### 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 <u>MUST</u> be listed if a student is starting a class <u>after</u> 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 <u>Classroom Monitor</u> and <u>Daily</u> <u>Attendance</u>. Attendance can also be entered on a student at the office. There are two d ifferent methods for entering attendance. The <u>Attendance Wizard</u> allows the user to a pply attendance to a group of students at one time. The <u>Student Attendance</u> allows the user to enter 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 <u>IN</u>											
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 <u>OUT</u>										
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

	Year	13-14	•	School	Jeff	erson City High School - NCC	•	Calendar	SS JCHS 13-14	-	1
Inc	iex (	Search	Hel	p		District Notices					
<b>1</b>	failer V	100		al a de la		•	-				.i

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**.

Classroom Mor	nitor									
This tool monitors classroom attendance.										
Date: 06/10/20	13 💼 Refresh	B	Print 🔲 P	rimary Teacher	s Only					
reacner	υερτ	Contact	1	2						
Banks, Sharman		🖂 🎒	100-21 (40/41)	200-21 (/40)						
Barlow, Jane		S71 200								

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 Mon	itor					
This tool mon		Teacher has taken				
Date: 06/10/20	13 💼 Refresh	) 8	Print 🔲 P	rimary Teacher	s Only	attendance in this class
Teacher	Dept	Contact	1	2		
Banks, Sharman		🖂 炎	100-21 (40/41)	200-21 (/40)	1	
Barlow, Jane		🖂 🎒				
Corcoran, Michael	Special Education		100-11 (/40)	200-11 (/41)	- 2	Teacher has
Forck, Andrea			100-21 (40/41)	200-21 (/40)	5	not taken
Harris, Laurie			100-11 (/40)	200 ni (/41)	-	attendance
Harris, Lindsey	Science	2	100-11 (/40)	200-11 (/41)	4	in this class
Schafer, Connie		2			1	
Schlender, Ashley		2	100-21 (40/41)	200-21 (/40)	1	
Smothers, Greg		2			1	
Wibberg, Cindy			500-1 (/7)	500-2 (/7)	3	
A	A silve A support	-	A set & set & set	and the design of the local division of the	the second second	

- 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.

assnooline. No de la companya de la											
This tool monitors classroom attendance.											
Date: 06/10/2013 💼 Refresh 🖉 Print 🗌 Primary Teachers Only											
Teacher	Dept	Contact	1	2	1						
Banks, Sharman		🖂 🎒	100-21 (40/41)	200-21 (/40)	- 1						
larlow, Jane		2			- 1						
Corcoran, Michael	Special Education		100-11 (/40)	200-11 (/41)	- 1						
Forck, Andrea			100-21 (40 <u>0</u> ),	/00-21 (/40)							
Harris, Laurie			100-11 (/4	200-11 (/41)	1						
Harris, Lindsey	Science	×	100-11 (/40)	200-11 (/41)							

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

100-11 SS PBL Comm Arts/Math Teacher: Corcoran, Michael					
Save					
Date Selector					
6/10/2013 Change Date				_	
Student Name	P	A	T	Eccus	e Comments
100-11 SS PBL Comm Arts/Math					
Students: 37 Totals	35	2	0		
08 Adams, Juntos A	۲				
07 Alternati Arms 2	۲	$\bigcirc$	$\odot$		
08 Alleri, Shaundrage C	۲	$\bigcirc$	$\odot$		
07 Appairs Marrowski A	۲	$\bigcirc$	$\odot$		
07 Brann, Jordan W.	۲	$\bigcirc$	$\odot$		
08 Burnall, Tarry G	۲	$\bigcirc$	۲		

# 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



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

Date: 06/08/2012 Unknown Excused Unexcused Exempt Note: For additional											
Day: Friday, Derind Schedule: 1 OVET a Dr											
			grid	below.							
Ad Hoc Filter											
			_								
Number	Grace		2	3							
9703994	08	t									
9711807	09	U	U	U							
9906248	08	U	U	U							
073570130	09	U	U	U							
9803771	09	A									
9808913	08	Α	Α	Α							
0011915	07	U	U	U							
9702648	09	U	U	U							
9808783	08			A							
450544057	07	Α	Α	Α							
9811788	08	Α	Α	Α							
341428403	09	А									
	used Exempt Number 9703994 9711807 9906248 073570130 9803771 9808913 0011915 9702648 9808783 450544057 9811788 341428403	Number         Grac         e           9703994         08         971807         9           9711807         09         9         9303771         09           9803771         09         9         9803771         09           9808913         08         011915         07           9702648         09         9808783         08           450544057         07         9811788         08           341428403         09         9         9	Number         Graver         1           9703994         08         1           9711807         09         1           9711807         09         1           9703994         08         1           9711807         09         1           9705248         08         1           98089713         09         4           9808913         08         4           9702648         09         10           9808783         08         4           9808783         08         4           9811788         08         A           9811788         08         A           341428403         09         A	Number         Grac         1         2           9703994         08         1         2           9703994         08         1         2           971807         09         0         0         0           971807         09         0         0         0         0           9703971         09         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0	Note:         For addition detail over a perior grid below.           Number         Grac         1         2         3           9703994         08         t         -         -         -           9703994         08         t         -         -         -         -           9711807         09         U         U         U         U         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -						

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.

Daily Attendance							3						
Summary Report  Caller Report													
Daily Attendance							1						
Date: 06/08/2012	xempt			Note	e: For additional		1						
Day: Friday - Period Schedule: 1				sect over grid	r a period in the below.								
Ad Hoc Filter				-			1						
Student	Number	Grade	- 1	2	3								
Details Everheart, Keja Monay	9703994	08	t				1						
Details Ferrell, Eric Dewayne Michael	9711807	09	U	U	U								
Details Hampton, Jordan Kenneth-Hyde	9906248	80	U	U	U								
Details Hart, Jorden Justine	073570130	09	U	U	U		_						
Details Phelps Jr., Richard Harlan	9803771	09	- Ahn										
Details Rhoads, Nicholas Stephen	9808913	08	A.7	A	A								
Details Rucker, Shavon Mekel	0011915	07	U	[Math	SS - 812 - Gauzy,	, Don] Marked k	oy Gauž						
Details Smith, Daniel John	9702648	09	U	U	N.								
Details Thurman, Tyra Lakole	9808783	08			A	1 20-1	5						
Notaile Maller, Duky Deuline Ann. A an	450544067			~		Attenda		ion					
						Date:	1	06/08/2012	2				
						Namar	ishard help	0002774					
						Period (	Ichard Fyleip: Code	5 - 9803771 Status	Excus	se Prese	nt Minutes	Comment	
						1		<ul> <li>Absent</li> </ul>	-	0			
						2		-	_	-	-		
						3	* Not Schodulo						
							Fill Down Clear						
							*=Cannot recor	d attendance	Student is	not sched	uled or cou	rse doesn't ta	ke 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.

Daily Attendance											
😂 Summary Report 😂 Caller Report											
Daily Attendance											
Date: 06/08/2012 Unknown Excused Unexcused Exempt Note: For additional											
Day: Friday - Period Schedule: 1 over a period in the grid below.											
Ad Hoc Filter				•							
Student	Number	Grade	1	2	3						
Details Eventuer, Kaje Money	9703994	08	t								
Details Ferreit, Ede Severence Methant	9711807	09	U	U	U						
Details Hanglon, Jonian Kannath Hyda	9906248	08	U	U	U						
Details Harf, Jordan Juniter	073570130	09	U	U	U						
Details Photos in Tailtant funder	9803771	09	А	Г							
Details Rhoulds, Histholas Stagitan	9808913	08	А	Α	Α						
Details Rushar, Sharoon Wahal	0011915	07	U	U	U						
Details Smith, Canad Jan	9702648	09	U	U	U						
Details Thurman, Tura Lakola	9808783	08			А	1					
Details Walker, Builty Pauling Ann	450544057	07	Α	Α	Α						
Details Wattern, Caller S	9811788	08	Α	А	Α						
Details Warm, Tarrania L	341428403	09	А								

#### **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

Cally Attendance     Summary Report     Caller Report     Daily Attendance     Date: 5/8/2012     Daty: Friday - Period Schedule: 1     Ad Hoc Filter	oused Exempt			Note sec ove grid	e: For a tion det r a peri below.	dditional ail hover od in the
Student	Number	Grade	1	2	3	
	111110	08	t			
Details H	(210715)	08	U	U	U	

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

1

	Lewis & Cl 325 Lewis & Clark I Generated on 05/14/2	12-13 ark Middle S Drive, Jefferson City 2013 04:49:06 PM	School 7 MO 6510 Page 1 of	1 1	Attendance Caller Report Date: 6/8/2012 Report generated for Twehous, Cheri	
rade	Student	Number —	1	Period 2	3	
9 Photo 1	The Paper of the Paper	9803771 F	A fer Mothe Father	r Home: ( Home: (573)	73)6 Work: (573)6: Cell: (573)61 Work: (573)8:	
18 TI	There classes	9808783 Thurman, Ed	m Mother	Home: (5	_A36 email: e @embarqmail.com	
9 W	ranca I.	341428403 Waits, Betty	A Mother	Home: (314)	 Cell: (314)4: email: b @yahoo.com	
ttendance C Absent	ode Legend:	t T	ardy		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.

Date:       6/8/2012       Unknown       Excused       Unexcused       Exempt       Note: For ad section deta over a perio grid below.         Day: Friday - Period Schedule: 1	Caller Report           Daily Attendance         Caller Report           Daily Attendance         Caller Report								
Student Number Grade 1 2 3	Date:         6/8/2012         II         Unknown         Excused         Unexcused         Exempt         Note: For add section detal over a perior grid below.								
Student Number Grade 1 2 3									
	Student Number Grade 1 2 3								
Details Everheart, Keja Monay 9703994 08 t									
Details Ferrell, Eric Dewayne Michael 9711807 09 U U U	Details Ferrell, Eric Dewayne Michael 9711807 09 U U U								

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

	1 Lewis & Clar 325 Lewis & Clark Driv Generated on 05/14/201	2-13 k Middle e, Jefferson Ci 3 04:52:39 PM	Schoo ity MO 65 Page 1	<b>1</b> 101 of 1		Daily Attendance Summary Report Date: 6/8/2012 Report generated for Twehous, Cheri
				Period		
Grade	Student	Number		_2	3	
08 Ev	uti /maji/Meregi	9723934	t			
Comment: Si	gned in at 8:06am - unexc	ussed ct				
09 Femal	Eric Dewayne Michael	9711807	U	U	U	
08 Hamyn	on , Jonian Kanneth Hyde	9906248	<u>    U     </u>	<u>    U     </u>	<u>    U     </u>	
09 Ham J	iondian Justiline	073570130			_U_	
09 Phailpa	Jr., Richard Harlan	9603771	_A_			
08 Filhoadh	s , Nicholas Stephen	9800913		_A_	_A_	
Comment: Ca	alled mom - ill ct					
07 Redikar	, Shavon Makal	0011915	U	_U_	_ <u>U</u>	
09 Smith	Danial John	9722648		_U_		
08 Thurna	en , Tyra Lakolo	9808783			A	
07 Wailing	Ruby Pauline Ann	450544057	А	A	А	
Comment: ill	- dad called ct				-	
08 Wattoor	, Dailtas S	9811708	А	A	А	
Comment: ill	- grandma called ct		8 8		0	
09 Wymm	Ternance L	341429403				
Attendance A: Absent	e Code Legend:	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

Infinite Campus								
I Year 13-14 💌 School Belair Elementary School 💌								
Index Search Help	1. Attendance Da	ate: 04/30/2013						
🚮 summer Belair	2 Modo:							
E 🔝 Student Information	2. Mode.	Daily O Penda O Batch O Edit O Batch Edit O Check III O Check Out						
General	5. Students: A.	. Search for Students	B. Select students to add to edit list	C. Click on a student to remove from list:				
Addronana	La	ast Name		A				
⊡ ∰ Attendance	Fin	rst Name						
Attendance Wizard	60	rada						
Daily Attendance     Daily Attendance     Di Reports	SS	SN/PIN						
C A Scheduling	Stu	udent #						
E Reports		t Carla						
🖃 🔤 Ad Hoc Reporting	Au							
Filter Designer	Sta	atus/Excuse						
Letter Designer	Co	ourse - Section -						
Data Export	Pe	eriod						
O Log Off								
	Ad	d Hoc Filter	Select All					
		Search						
	Enter attendance	e information and click Save						

- 2) Follow the steps through the wizard:
  - 1. Attendance Date: This date will default to the current date

1. Attendance Date: 06/03/2013

#### 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 H
2. Mode:  O Dail	y $\bigcirc$ Period $\bigcirc$ Batch $\bigcirc$ Edit $\bigcirc$ Batch Edit $\bigcirc$ Check In $\bigcirc$ Check Out

#### 3. Students:

e.

- 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**.

3. Students:	A. Search for Students	B. Select students to add to edit list	C. Click on a student to remove from lis
	Last Name First Name Grade SSN/PIN Student # Att Code Status/Excuse Course - Section - Period Ad Hoc Filter	Wé           Wé           Wé           Wé           Wé           Wí           Wí           Wí           Wí           Wí           Wí           Wí           Wí           Select All	Ba Bo Bu He Rh Tol Zin

- 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							
	Verwrite Existing Data Save Attendance							

Period: records student attendance for the selected period

- **<u>Period</u>**: The period the student is signing in or out
- Attendance Code: T: Tardy or L: Left Early
- **<u>Comments</u>**: 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							
	Verwrite Existing Data Save Attendance							

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
- **<u>Comments</u>**: Enter whether the student signed in or out and the time.
- Click Save Attendance

4. Batch Edit	dit Enter attendance information and click Save									
	From:	06/03/2013 To: 06/0	03/2013 💿							
	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       Save Attendance       Image: Construction of the existing matrix	arks		Options 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.



3. Click on the Attendance Tab, then click New

Summary Er	n <b>rollme</b> Detail (=	onts 3 Da	ily De	rso tail	che:	dule	tendance 🛛 🞾 Ti	ransportati	ion   Į	Мадн	oc Let	ters	- ER 91
Term Full Yes	ır 06/03/	201	3 - 0	6/28	8/20	13	Date	sed Unexcuse	d Exem	pt Pei	riod		
Period	iys: 20 1	2	a ser	4	Jays 5	6 T	_	1	2	3	4	5	
Absent	0	0	0	)	0	0 0							
arly Release	0	0	0	)	0	0 0							
Tardy	0	0	0	0	0	0 0							
	0.14	-	_		Abo	ont	172000						

4. Date: Will default to today's date

**<u>Code</u>**: Enter an attendance code for each period the student has missed <u>**Comments**</u>: Enter whether the student signed in or out and the time. Click **Save** 

E	Entre State Stat									
Su	mmary Enrollments	s) 🎒 Schedule 💥 Attendar	nce   🐲 Transportation   🖾 AdHoc Letters   🗅 ER 911							
Sav	Save									
Attend	Attendance Information									
Date:	06/03/2013	Refresh								
Perior	Code	atus Evouse Dresent Minuted	Comments							
1	A: Absent									
2	A: Absent									
3	t Tardy									
			Signed in at 10:00 am							
4										
5	<b></b>									
6	•									
	Fill Down									
	Clear									
	**=Cannot record attend	Jance. Student is not scheduled o	r 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**





Modified 8/5/2019