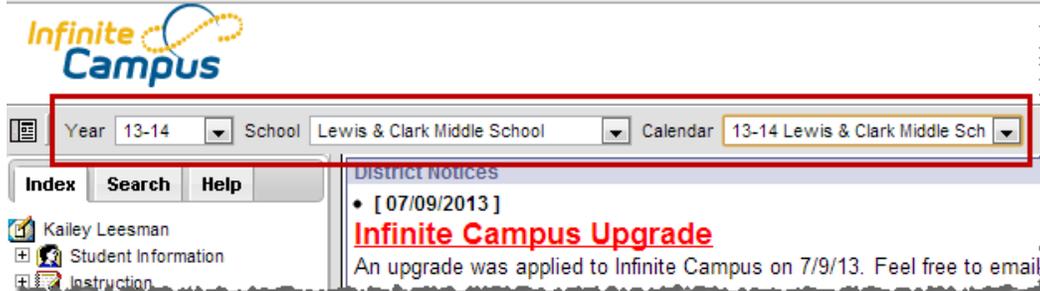


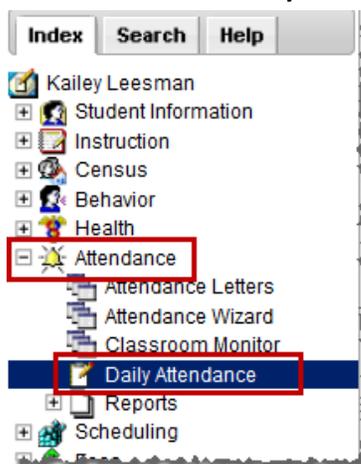
Daily Attendance

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

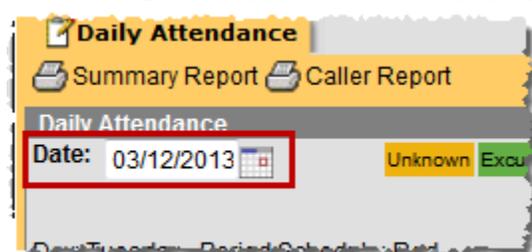
- 1) Select the upcoming **Year**, **School**, and **Calendar**



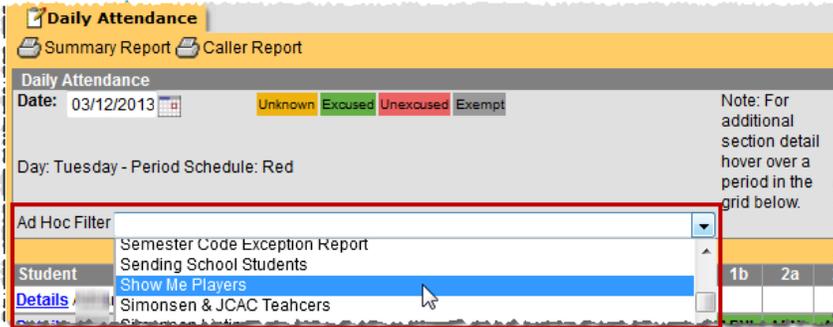
- 2) Click **Attendance > Daily Attendance**



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

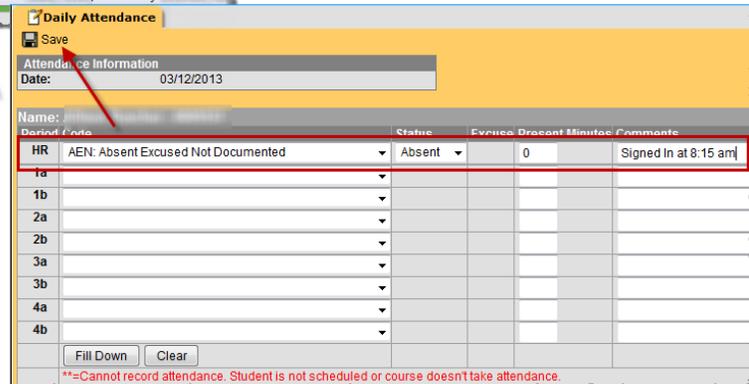
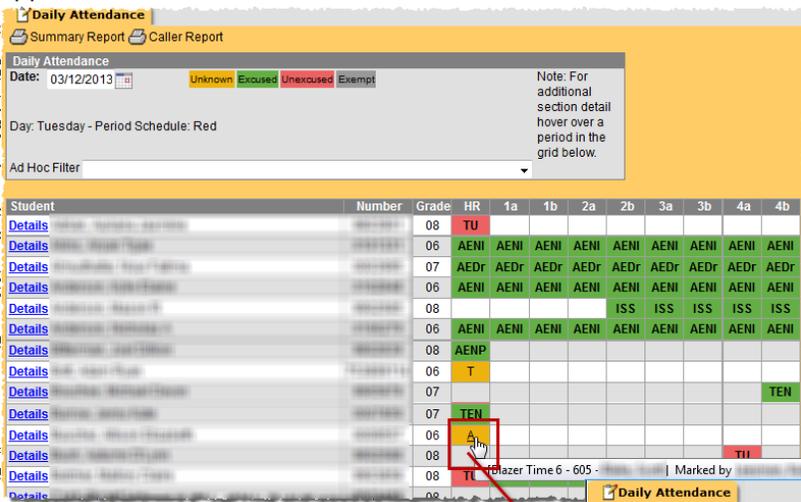


- 4) An Ad Hoc Filter can also be applied to narrow your list of students that display. An Ad hoc filter can be selected that contains students in a particular section, participating in a particular program or involved in after-school activities. When selected, only those students included in that filter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



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

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



- 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 for 03/12/2013. The report shows attendance for Tuesday. The grid below lists students and their attendance codes for periods 08, 06, 07, and 08. A red arrow points to the 'AEN' code for student 07 in period 08.

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

Daily Attendance Report

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

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

Daily Attendance Summary Report for 6/8/2012. The report shows attendance for Friday. The grid below lists students and their attendance codes for periods 1, 2, and 3. The 'Summary Report' button is highlighted.

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

