

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.

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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.

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

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Daily Attendance Report

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

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

Daily Attendance Summary Report Caller Report Daily Attendance					
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Page **3** of **4** Office of Student Information, Planning and Assessment

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

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omment: Signed in at 8:06am - uneo	cussed ct		
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08 Hampion , Jordan Kanneth-Hyd	ie 9906248 U	U	_U_
09 Hart, Junten Justine	073670130 U	U	U
09 Pholps Jr., Richard Harlan	98823771 A		
08 Filhoads , Nicholas Stephen	9800913 A	А	A
Comment: Called mom - ill ct			
7 Rucker Shavon Mekel	0011915 U	U	_U_
J9 Smith Daniel John	9722648 U	<u> </u>	_U_
38 Thurman , Tyra Lakole	94002783		A
07 Wallier, Ruby Pauline Ann	#SID544D57 A	A	_A
Comment: ill - dad called ct			
8 Watson , Duilias S	METTRE A	A	A
Comment: ill - grandma called ct			
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tendance Code Legend: Absent	t: Tardy		

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**

Attendance Summary Report Daily Attendance Daily Attendance Daily Attendance Date: 5/6/2012 Day: Friday - Period Schedule: 1 Ad Hoc Filter	used Exempt			Note sec ove grid	e: For a tion del r a peri l below.	dditional tail hover iod in the
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2) The Caller Report generates a list of students whose attendance has not been verified and will display parent/guardian contact information.

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08 TI	1996 (1996)	9808783 Thurman, Ed	 ith Moth	er Home: (<u>A</u> 573)6	email: el @embargmail.com
09 Winne Ten	NAMES (341428403 Waits, Betty	A Mother	Home: (314	1)4:	Cell: (314)4: email: b @yahoo.com
Attendance Co A: Absent	ode Legend:	t T	ardy			U: Unexcused