

Attendance Training Information



Description: This session covers the setup of Attendance Absence Codes, Calendars, and Bell Schedules. It also covers entering attendance by date, by student, or by class or activity as well as generating poor attendance letters and reporting.

Click the following link to view an overview tutorial for the Attendance module.

[Attendance Overview](#)

NOTE: Underlined items on the agenda are links to more information. Pressing the Ctrl button on the keyboard and clicking the link in the document at the same time will launch the item. You may receive a prompt asking if you wish to open the document. Click OK.

Interaction: The Attendance module interacts with Current Year Scheduling, Discipline, EA+/Gradebook, and State Reporting.

Audience: This training is intended for attendance secretaries and individuals who will be maintaining Calendar information and updating attendance records. Other staff that may find this training helpful include principals and administrators who may need to run reports based on attendance information.

Outcome: Upon completion of this training class, the attendee will be able to do the following:

- Maintain Calendar information.
- Enter daily attendance for individual students.
- Enter daily attendance for classes or activities.
- Generate poor attendance letters.
- Run reports on attendance information.

Resources: Click [here](#) for printable step-by-step information

Best Practices: Click [here](#) for best practice information

Attendance Class Outline



Session 1

- Overview of the Attendance Module (2-5 minutes)

Calendar Information

Calendar Master

- Stop and Start Dates
- Use Zero Mod
- Method review: Calendar, Schedule and Formula
- Maximum Periods in a Day

Calendar Detail

- Minutes Per Day
- Non-Instructional Days
- Periods per Half Day
- Calendar method thresholds if using

Calendar Terms

Calendar Days

- Adding a Day
- How to adjust for non-school day
- Adding an event to a calendar day
- How to adjust day number if using a rotation

Bell Schedule

- Adding a bell schedule
- Reasons for multiple bell schedules

Calendar Utilities

- Generate Calendar Days
- Assign Day Bell Schedule
- Mass Change Calendar Days
- Assign Day Rotation

Absence Codes

Absence Types

- Adding a Code
- Absence Category and how it is used in calculations
- Count in Truancy
- Include in Total Attendance
- Do Not Display in Family/Student Access
- Do Not Include in Auto Email



Absence Reason Codes

- Adding a Code
- Family Access Entry option

Entity Year Attendance Configuration

- Attendance Transaction Tracking
- In/Out Minutes
- Fill Periods of Attendance Based on Schedule
- Review of items discussed in this session** (2-5 minutes)

Session 2

- Overview of areas to be covered in this session** (2-5 minutes)

Attendance Entry – Office

Entry by Date

- Filters on browse screen
- Enter Attendance
 - Student Lookup and Ranges
 - Comments
 - Parent Notified
 - Show All Current Year Attendance
 - Save and Add vs. Save and Back
 - Attendance Notes
 - All Notes
 - Hall Pass
- Edit
- Delete
- Totals
- User Entry Defaults
- User Entry Ranges
- Parent Entered Request



Entry by Student

- Filters
- Expanding Student Data
- Add Attendance
- Quick Print
- Letters
- Suspension/Expulsion

By Class or Activity

- Class/Activity/Field Trip Selection
 - Attendance to update – one period vs. range of periods
 - Selecting Individual or All Students
 - Attendance History
- Transaction Tracking Inquiry
- By Student
 - By Attendance Date
 - By Transaction Effective Date

Attendance Entry – Student Tab

Student Profile

- Filters
- Graph
- Student Browse

Attendance Office Visits Setup

- Entry
- Attendance Office Visit Report

- Review of items discussed in this session** (2-5 minutes)



Session 3

Overview of areas to be covered in this session (2-5 minutes)

Device Entry

Wanding

- Setup
- Use

Sim Scan

- Creating Codes
- Creating a Batch
- Recreating a Batch
- Printing a Batch
- Entering Data from a Batch

Tardy Kiosk

- Configuration
- Setup Required
- Printing Tardy Slip

Attendance Reporting

- [Daily Reports – Morning Report and Day Summary Period Detail](#)
- Attendance Detail or Summary
- Absence Occurrence Report
- Teacher/Class Attendance
- Unrecorded Class Attendance Report
- Monthly/Quarterly Report (except Illinois)
- Attendance Graphs

Attendance Letters

- Setup
- Attendance Type Maintenance: Total, Class and Period
- Thresholds
- Update Process
- Report and Mail Merge options
- Generated or Automated
- Custom Attendance Letters

Additional Setup Options

- Automatic Email Configuration
- Unrecorded Class Attendance
- Advanced Features



Attendance Utilities

- [Change Subsystem Control Dates](#) Clone Calendar Info in Same Year
- Update Student Classes with Term Attendance
- Update Student Yearly Attendance
- Mass Add For Single Day
- Mass Change for a Range
- Mass Delete One Day's Attendance

Educator Access + -Demonstrate Teacher Attendance Entry

- By Name
- By Seating Chart

Positive Attendance Review

- Review of items discussed in this session** (2-5 minutes)

Printable Resources

- [Attendance Configuration](#)
- [Attendance Codes Setup](#)
- [Report Templates](#)
- [Print Queue](#)
- [Attendance Setup Utilities](#)
- [Attendance Entry](#)
- [Attendance Reports](#)

Best Practices

- [Attendance by Using In Out Times](#)

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