



# Period Attendance

## Spring Conference: Session 371

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### Attendance Dashboard

- Navigation Roadmap
- Order of Operations
- Hyperlinks to Forms and Reports

### Electronic Signatures

- Eliminates Weekly Teacher Report
- Less Paperwork
- More Efficient

### Attendance Portal Options

- Determines Teacher Input of Attendance
- Lunch Count Option (permissions required)
- Attendance Times

### Absence Code Table

- District Approved
- Map Independent Study Codes
- Print Report for Reference

### School Programs

- Determines Grouping on Attendance Reports

### Attendance History

- Nightly Process to Update Attendance Data
- Longitudinal Attendance Data
- CALPADS STAS Reporting

### Attendance Notes

- Replaces Paper Log
- ADA Make-Up
- Report Options Available

### Attendance Enrollment

- Exiting a Student
  - Inactivate the Student
  - Update Attendance Button
  - Must have a Withdrawal Reason Code
  - Changing Teacher/Program - use Code 440
- SDC Placement

## Entering/Updating Attendance

- Attendance Management Dashboard
- Enter Absences by Student
  - Fill periods options
- Updating Absences by Student
- Updating Absences for Multiple Days by Student
- Mass Change Period Absences
  - Change absences based on section number or KEEP statement
  - Date range is available
  - Includes Attendance Note option
- Mass Change All Day Code
  - Changes All Day code to selected Code
  - Date Range available - Attendance Month
  - Use for updating Unverified Absences
  - Preview/Summary Report available
- Mass Change Attendance Codes
  - Will populate an All Day Code if there is none entered
  - Will update period absences based on code value
  - Date range is available for change
  - Changes Unverified absences to “Unexcused”
  - Filters by day, numbers of periods or grade level
  - View Detail Report
  - View Summary Report
- Red Flags Available
  - Initial and date

## Independent Study

- Create Independent Study Credit/No Credit Codes
- Always a “Verified Not Absent” Absence
- Use Program Code “I” (STU.SP) to Group in Monthly Attendance Report
- Update Leave/Enter Date in Attendance Enrollment with Update Attendance Button and using 440 Reason Code

## Attendance Reports

- Class Roster - Can Add STU Fields
- See Freshdesk for List
- Attendance Reports

## Attendance Letters/Log

- Zero Out the Counter Each School Year
- Create and Label Letters
  - Letter Counters support “Absent” and “Tardy” only
  - Spanish letters are the same name. Select the Language option
- Print Attendance Letter to Parents
  - Use the option to Print Letters
  - Updates the Letter Log
  - Recommended: Run first to view *without updating the counts*. Confirm results. Then, rerun the process to update the log.
- Letter Log
  - Displays who received letter by Letter Type
  - Displays who received letter by Student
  - Delete letter for any exceptions

## Teacher Portal

- Same interface as School Office Personnel
- Attendance Portal Options and Permissions Determine View Rights
- Attendance Submission by Class or Photo
- Gradebook