



Period Attendance

Fall Conference: Session 371

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
 - Mass Input Attendance Codes/Tardy Sweep
 - Will not override an inputted attendance code
- Enter Absences by Student
 - Fill periods options
- Updating Absences by Student
- Updating Absences for Multiple Days by Student
- Mass Change Period Absences
 - Use this process to change an Unverified or Blank Code to a specific Code
 - Change absences based on section number or KEEP statement
 - Date range is available
 - Includes Attendance Note option
- Mass Change All Day Code
 - Use this process to change an All Day code to selected Code based on a designated number of Period Absences
 - Date Range available - Attendance Month
 - Use for updating Unverified Absences
 - Preview/Summary Report available
- Mass Change Attendance Codes
 - Use this process to change a specific code Period code to another Code
 - Will populate an All Day Code if none is 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