

# Momentum ESR guide for Late Arrival and Early Leaver slips in Attendance

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Please contact us if you need any additional assistance:

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## Momentum ESR – Attendance

### Printing late arrival and early leaver absence notes

You can print absence notes on receipt printers with the following instructions:

1. Select the **Attendance** tab
2. Select **Print Receipt** on the left-hand menu
3. Start typing in the name of the student and select the student from the auto-match list (*you can also look up a student by selecting the **Bulk Assign** icon*) – you can add multiple students at a time
4. Select the **Absence Type** for e.g. Late Arrival and select the time of arrival
5. Select Reason or leave as “A – Unjustified” and add a comment if you wish
6. Select **Save and Print**

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*The absence notes will be downloaded as a pdf of 80mm width and 100mm height, and can be printed on a receipt printer. Select the downloaded pdf and right-click on your mouse and select **Print** or select the **printer icon** on the top right-hand corner, and select your receipt printer. For printing issues, refer to **Page 8 – Resolving printer issues***

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### Sample of an absence note

**Name:** Nathan Fisher

**Class:** 2B

**Absence Info**

Date 2019-07-26

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Time Arrived at 09:45

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Reason Late arrival at 9:45 AM / Unjustified

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Comments

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Bus was late

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7. The recorded absence will be recorded in the student’s roll class as well.

- [Print Receipt](#)
- [Summary](#)
- [Levels](#)
- [Absences](#)
- [Year K](#)
- [Year 1](#)
- [Year 2](#)
- [Year 3](#)
- [Year 4](#)
- [Year 5](#)
- 5A
- 5B

**Attendance - Class 5B on Friday 2nd August**

Class 5B | Term 3 | Week 2 | Friday 02/08/2019

This Roll is unsubmitted Submit Print 5B Date Week

<input type="checkbox"/>	Student	Year	Gender	Code	Status
<input type="checkbox"/>	<a href="#">Yin, Tate</a>	5	Male	✓	
<input type="checkbox"/>	<a href="#">Xiao, Thomas</a>	5	Male	✓	
<input type="checkbox"/>	<a href="#">Wilby, Sophie</a>	5	Female	✓	
<input type="checkbox"/>	<a href="#">Wannigama, Samantha</a>	5	Female	P - A	Unjustified
<input type="checkbox"/>	<a href="#">Wang, Calista</a>	5	Female	✓	
<input type="checkbox"/>	<a href="#">Wang, Kiana</a>	5	Female	✓	
<input type="checkbox"/>	<a href="#">Teng, Roger</a>	5	Female	✓	
<input type="checkbox"/>	<a href="#">Sutherland, Kyle</a>	5	Male	✓	
<input type="checkbox"/>	<a href="#">Singh, Ozge</a>	5	Female	✓	

## Updating whole absences marked by the class teacher

*The process for updating late arrivals or adding in absences has now been simplified so that you can do it from the same Print Receipt screen*

The teacher marks the absent students as whole absences

Student	Year	Gender	Code	Status
Akbar, Lucy	5	Female	A	Unjustified
Ali, Caleb	5	Male	A	Unjustified
Ellis, Damien	5	Male	A	Unjustified
Explorer, Dora	5	Female	A	Unjustified
Fairclough, Alicia	5			
Gonsalves, Natalie				
James, Daniella				
Justin, Darren				
Kavanagh, Keerthe				

Steps to update the marked absences:

1. Select **Print Receipt** on the left-hand menu
2. Start typing in the name of the student and select the student from the auto-match list (you can also look up a student by selecting the **Bulk Assign** icon) – you can add multiple students at a time
3. Select the **Absence Type** for e.g. Late Arrival and select the time of arrival
4. Select Reason or leave as “A – Unjustified” and add a comment if you wish

1. Print Receipt

2. Bulk Assign

3. Absence Type

4. Reason

5. Comment

5. Select **Save and Print**

**Name:** Damien Ellis

**Class:** 5B

**Absence Info**

Date            2019-09-10

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Time            Arrived at 09:39

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Reason        Late arrival / Unjustified

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Comments

students missed the bus

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6. The updated absence will replace the whole absence marked by the teacher

Dashboard
Admin
Attend...
Assess...
Markb...
Welfare
Rep...
Apps

Print Receipt

Summary

Levels

Absences

Year K

Year 1

Year 2

Year 3

Year 4

Year 5

- 5A
- 5B

### Attendance - Class 5B on Tuesday 10th September

Class 5B | Term 3 | Week 8 | Tuesday 10/09/2019

This Roll is unsubmitted
Submit
Print
5B
Date
Week

	Student	Year	Gender	Code	Status
<input type="checkbox"/>	Akbar, Lucy	5	Female	P - A	Unjustified
<input type="checkbox"/>	Ali, Caleb	5	Male	P - A	Unjustified
<input type="checkbox"/>	Ellis, Damien	5	Male	P - A	Unjustified
<input type="checkbox"/>	Explorer, Dora	5		A	Unjustified
					✓
					✓
					✓
					✓

Whole absences marked by the class teacher now updated to Late Arrivals

## View and edit any absence for today in **Absences>Today**

You can view all the absences for the day; and edit any absence through the **Absences>Today** screen. You can print or re-print the absence notes from this screen as well.

1. View all absences for today by going to **Absences**
2. Select **Today**
3. You can edit or update the absence by selecting the **pencil icon**
4. You can print the absence note by selecting the **printer icon** or delete the absence by selecting the **red button icon** with the white “minus” symbol
5. If you want to print absence notes for several students, simply select the checkboxes next to the names of the students and;
6. Select the printer icon located after the name of the last student, to print absence notes for all selected students

The screenshot shows the 'Absences - Today' interface. On the left, a sidebar contains navigation options: 'Print Receipt', 'Summary', 'Levels', and 'Absences'. Under 'Absences', there are radio buttons for 'All', 'Today' (selected), and 'Unexplained'. Below these are buttons for 'Year K' through 'Year 8'. Callout 1 points to the 'Absences' button, and callout 2 points to the 'Today' radio button. The main area displays a table of absences with columns for Student, G, Y, Class, Date, Code, Status, Flags, and Actions. Callout 3 points to the pencil icon in the Actions column for 'Wannigama, Samantha'. Callout 4 points to the printer and red minus icons in the Actions column for 'Lee, Jordan'. Callout 5 points to the checkboxes in the Student column. Callout 6 points to the printer icon at the bottom of the table.

Student	G	Y	Class	Date	Code	Status	Flags	Actions
<input type="checkbox"/> Brown, Aaron	Male	2	2B	Wed 07/08/2019 08:55am - 10:07am	P - A	Unjustified (today)		
<input type="checkbox"/> Cheng, Aalia	Female	6	6A	Wed 07/08/2019 08:55am - 10:07am	P - A	Unjustified (today)		
<input type="checkbox"/> Zhao, James	Male	3	3A	Wed 07/08/2019 08:55am - 10:24am	P - A	Unjustified (today)		
<input type="checkbox"/> Wannigama, Samantha	Female	5	5B	Wed 07/08/2019 08:55am - 10:24am	P - A	Unjustified (today)		
<input type="checkbox"/> Crisanto, Gregory	Male	2	2B	Wed 07/08/2019 Whole day	A	Unjustified (today)		
<input type="checkbox"/> Daddar, Wesley	Male	2	2B	Wed 07/08/2019 Whole day	A	Unjustified (today)		
<input type="checkbox"/> Ellis, Megan	Female	2	2B	Wed 07/08/2019 Whole day	A	Unjustified (today)		
<input type="checkbox"/> Fairclough, Alicia	Female	5	5B	Wed 07/08/2019 Whole day	A	Unjustified (today)		
<input type="checkbox"/> Justin, Darren	Male	5	5B	Wed 07/08/2019 Whole day	A	Unjustified (today)		
<input type="checkbox"/> Lee, Jordan	Male	5	5B	Wed 07/08/2019 Whole day	A	Unjustified (today)		
<input type="checkbox"/> Sutherland, Kyle	Male	5	5B	Wed 07/08/2019 Whole day	A	Unjustified (today)		

*Note: If you need to add any additional absences for the student i.e. student arrived late but has to leave early, then you can easily do that in the Print Receipt screen – refer to Page 3*

## Resolving printer issues

The absence notes are set to print with a width of 80mm and a height of 100mm.

**If you're using Internet Explorer as your web browser for Momentum ESR, please switch to Chrome and this will resolve your printing issues.**

If you are still having issues, please contact your school's IT Support so they can look at the printer settings for your receipt printer.

Please contact us if you need any additional assistance:

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