

Excuse Code Copier

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Local attendance codes may be created in one school within a district and copied to other schools in the same district. This allows the district to quickly standardize codes across all schools, allowing the schools to create local attendance codes.

The screenshot shows the 'Excuse Code Copier' tool interface. At the top, there's a green header with the Infinite Campus logo and a search bar. Below the header, the title 'Excuse Code Copier' is followed by a star icon and a breadcrumb trail: 'Attendance > Settings > Excuse Code Copier'. A blue bar highlights the title 'Attendance Excuse Code Copier'. Below this, a warning message states: 'This tool will copy excuse codes from 1 calendar to the others, and is useful for maintaining district-wide codes. WARNING: Attendance data gets linked to an excuseID (an internal identifier), so if you delete an excuse from the list, you will also remove the excuse code from the attendance data. The data is synchronized by using the code field, so if you change a code that has the effect of deleting the old code and creating a new code, so this should only be used to modify existing code labels, add new codes, or setup/synchronize codes in new calendars.' The interface is divided into two main sections. The left section, 'Source Calendar', has a dropdown menu set to '21-22 Abbott Elementary'. Below it, the 'Copy Method' section has two radio buttons: 'Update matching codes and insert missing ones (Does not delete)' (which is selected) and 'Full Synchronization (Will delete codes in the destination if they are not in the source)'. A 'Copy Codes' button is at the bottom of this section. The right section, 'Destination Calendars', is a scrollable list containing: '21-22 Abbott Elementary', '21-22 Bryant Elementary', '21-22 Colfax Middle', '21-22 Dupont Middle', '21-22 Emerson High', and '21-22 Franklin High'. At the bottom of this list, it says 'CTRL-click and SHIFT-click for multiple'. The entire interface is titled 'Excuse Code Copier' at the bottom.

Attendance Code Copy

Before copying attendance codes from one calendar to another, verify the attendance codes have been created properly on the [Attendance Codes](#) page.

1. Select the appropriate **Source Calendar** from the dropdown list. This is the school from which the codes will be copied.
2. Select the appropriate **Copy Method**. See definitions of options below.
3. Select the school **Destination Calendar(s)** that should receive the attendance codes from the Source Calendar.
4. Click the **Copy Codes** button. The wizard copies the attendance codes into the appropriate school. Verify information by viewing the Attendance Codes in one of the destination calendars.

Copy Method	Definition
Update matching codes and insert missing ones	This option modifies the description, state code, status and excuse based on a match to the Code field. Codes from the Source Calendar are inserted as additional attendance codes.
Full synchronization	This option copies all codes directly from the Source Calendar to the Destination Calendar. It removes any code from the Destination Calendar that does not match one in the Source Calendar and inserts any codes from the Source Calendar that are not currently in the Destination Calendar.