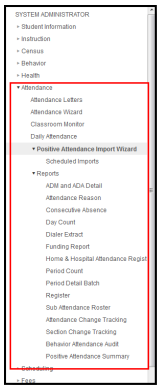


Attendance

Last Modified on 10/21/2024 8:19 am CDT

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The Attendance module contains all tools necessary to properly enter student attendance information, maintain historical attendance records and generate reports and letters related to student attendance.



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Manage Attendance Messages to Guardians

Topic	Tool
Create an extract for use by a third party dialer system	Dialer Extract Report
Generate an Attendance Form Letter for students	Attendance Letters
Generate a report of period attendance and guardian contact information for students who have unknown absences	Daily Attendance Caller Report
Schedule an Attendance Email Message	Attendance Messenger Scheduler
Set criteria and define template for attendance email messages	Attendance Messenger
Set criteria and define template for attendance form letters	Attendance Letters
Generate delivery report for attendance messages	Sent Message Log

Audit Student Attendance

Topic	Tool
Generate a report of attendance changes for a selected date range	Attendance Change Tracking Report
Generate a report of attendance changes for specific course sections	Section Change Tracking Report
Generate a report of attendance entries that do not match related behavior resolutions.	Behavior Attendance Audit

Monitor Teacher Attendance

Topic	Tool
Generate a report of teachers who have not taken attendance on the selected day	Classroom Monitor
Monitor teacher attendance submission status	Classroom Monitor

Record and Edit Student Attendance

Topic	Tool
Check in one or more students for the remainder of the day	Attendance Wizard
Check out one or more students for the remainder of the day	Attendance Wizard
Create or edit attendance records for groups of students based on user-defined criteria	Attendance Wizard
Edit an attendance event for a student	Daily Attendance
Edit attendance records for a student	Attendance Wizard
Generate a spreadsheet of students in a school for tracking attendance/instructional hours	Home and Hospital Attendance Report
Mark one or more students absent for a range of dates	Attendance Wizard
Mark several students absent for a particular period	Attendance Wizard
Mark several students absent for an entire day at the same time	Attendance Wizard
View students' attendance event information for a specific date	Daily Attendance

Report Student Attendance

Topic	Tool
Generate a report of individual student attendance records	Period Detail Batch Report
Generate a report of attendance by period and code	Period Count Report
Generate a report of attendance for a selected date	Daily Attendance Summary Report
Generate a report of individual student ADA and ADM	ADM and ADA Detail Report
Generate a report of absent students for a number of consecutive days	Consecutive Absence Report
Generate a report summarizing district level ADA and ADM by school, grade level and NCLB sub-category	Attendance Funding Report
Generate a report of whole and half day attendance by course section	Course Section Register Report
Generate a report of whole and half day attendance by student	Student Daily Attendance Register Report
Generate a report of attendance data by attendance code	Attendance Reason Report
Print a report of whole and half day absences by student	Register Report
Generate a list of students for recording attendance by a substitute teacher	Sub Attendance Roster Report
Generate a spreadsheet of students in a school for tracking attendance/instructional hours	Home and Hospital Attendance Report
Generate a report of whole and half day absence	Day Count Report

Link Behavior Records and Attendance Records

Task	Tool
Mark the appropriate attendance codes that relate to behavior resolutions.	Attendance Codes
Mark the appropriate behavior resolution types to allow for attendance modification.	Resolution Types
Create a behavior incident , assigning events and participants .	Behavior Management Behavior Referral

Task	Tool
Enter a behavior resolution for one of the event participants.	Behavior Management Student Behavior
Verify the entered behavior event and resolution, and mark the incident complete.	Behavior Management
Verify the behavior event displays on the student's behavior tab.	Student Behavior
Verify the attendance tab displays an entry for the behavior resolution.	Student Attendance
Generate a report looking for any inconsistencies in linked behavior/attendance records.	Behavior Attendance Audit Report

Record Time-Based Attendance

Perform the following tasks to record positive attendance records and generate reports.

Task	Tool
Set school-level positive attendance preferences.	Positive Attendance Preferences
Mark courses accordingly to record positive attendance entries.	Course Editor
Determine if Positive Attendance records display on the Campus Portal.	Portal Display Options
Record attendance using one of the following attendance tools: <ul style="list-style-type: none"> Attendance Wizard Student Attendance Tab Campus Instruction Positive Attendance 	Attendance Wizard Student Attendance Tab Campus Instruction Positive Attendance
Generate reports that list positive attendance information. <ul style="list-style-type: none"> Student Attendance Tab Campus Instruction Positive Attendance Positive Attendance Student Summary Positive Attendance Course Section Summary 	Student Attendance Tab Campus Instruction Positive Attendance Positive Attendance Summary
Import positive attendance information.	Positive Attendance Import Wizard

For additional information on time-based attendance, see the [Positive Attendance](#) article.

Other Attendance Tools

See the following for additional tasks related to attendance information:

- [System Administration Attendance](#)
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