

# Enter Absences Using the Edit Mode

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Tool Search: Attendance Wizard

1. Enter the **Attendance Date** for which to record attendance.
2. Select the **Edit Mode**.
3. Search results do not need to be entered for this mode, as attendance edits can only be made for students who already have attendance entries. Instead, select the name of the student for whom to edit attendance from **Column B**. Existing attendance data will appear in the **Edit** section.
4. Modify the previously assigned **Attendance Code, Present Minutes or Comments**.
5. To apply the changes to all periods, click the **Fill Down** button.
6. To clear entered attendance, click the **Clear** button.
7. Click the **Save Attendance** button.

If the entered date is a non-attendance day (set on the [Calendar Days](#) tab) in the School and Schedule selected in the Campus toolbar, a warning message displays indicating attendance can only be recorded for days marked as attendance.

- When a school has multiple schedule structures and a specific schedule is selected in the Schedule field, that schedule is used to determine if the entered date is an attendance day.
- When a school has multiple schedule structures and the Schedule field is set to All, the schedule with the highest structureID is used to determine if the entered date is an attendance day.

Attendance Wizard 

Attendance > Main Tools > Attendance Wizard

**1. Date** 09/30/2019

**2. Type**  Standard Attendance  Positive Attendance

**3. Mode**  Daily  Period  Batch  Edit  Batch Edit  Check In  Check Out

**4. Students**

A. Search for Students

Last Name   
First Name   
Grade    
SSN/PIN     
Student #   
Att Code    
Status/Excuse     
Course - Section  -   
Period   
Ad Hoc Filter

B. Select students to add to edit list

Student, Brianna L(11) 111553  
Student, Antonio M(10) 107998  
Student, Rafael M(12) 107999

**5. Edit** Enter attendance information and click Save

Student, Brianna L - 111553

| Period | Code               | Status | Excuse | Present Minutes | Comments |
|--------|--------------------|--------|--------|-----------------|----------|
| 0      | ** Not Scheduled   |        |        |                 |          |
| 1      | ERE: Early Release |        |        |                 |          |
| 2      | ERE: Early Release |        |        |                 |          |
| 3      | ERE: Early Release |        |        |                 |          |
| 4      | ERE: Early Release |        |        |                 |          |

*Edit Mode Options*

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