

Excuse Code Copier Wizard

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Tool Search: Excuse Code Copier Wizard

The Excuse Code Copier Wizard allows users to copy excuse codes to different calendars. Local attendance codes can be created in one school within a district and copied to other schools in the same district, allowing the district to quickly standardize codes across all schools.

Excuse Code Copier Wizard ☆

Attendance Office > Settings > Excuse Code Copier Wizard

Attendance Excuse Code Copier

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.

Source Calendar: 23-24 Campus Elementary

Copy Method:

Update matching codes and insert missing ones (Does not delete)

Full Synchronization (Will delete codes in the destination if they are not in the source)

Copy Codes

Destination Calendars:

- 23-24 Campus High Summer School
- 23-24 Campus Elementary
- 23-24 Campus High
- 23-24 Campus Middle
- 23-24 Campus Primary
- 22-23 Campus Elementary
- 22-23 Campus High
- 22-23 Campus Middle
- 22-23 Campus Primary
- 21-22 Campus Elementary
- 21-22 Campus High
- 21-22 Campus Middle
- 21-22 Campus Primary

CTRL-click and SHIFT-click for multiple

Excuse Code Copier

See the [Attendance Office Settings Tool Rights](#) article for information on available tool rights.

Attendance Code Copy

Before copying attendance codes from one calendar to another, verify that they 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. You can verify the 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 it.