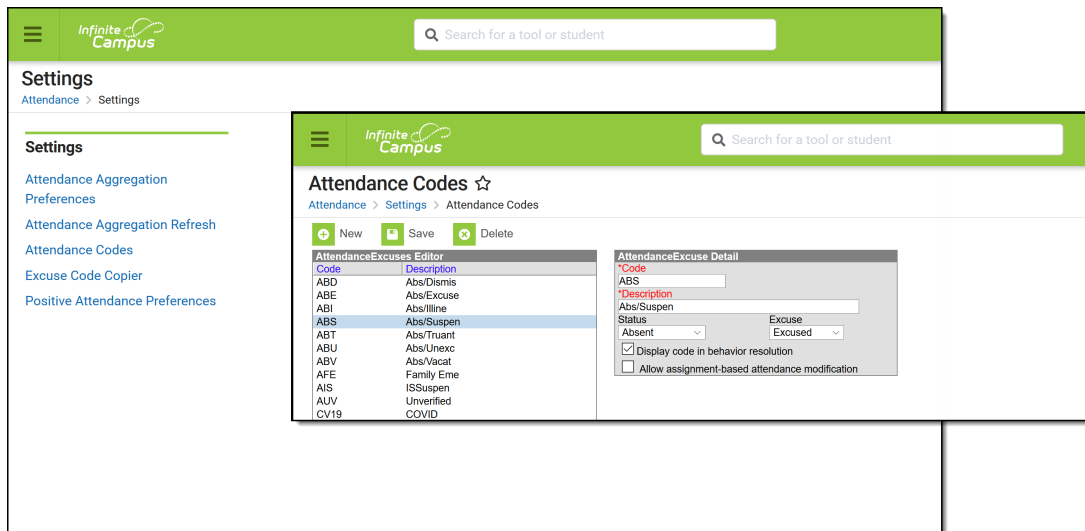# Attendance Setup for Administrators

Last Modified on 12/14/2025 8:45 pm CST

[Management of Attendance Data](#) | [Set Chronic Absentee Calculations](#)

Tool Search: Attendance Settings

The Attendance folder contains tools used for creating attendance codes and copying attendance excuse codes from one calendar to another.



*Attendance Settings*

See the [Attendance Tool Rights](#) for suggested tool right assignments for this area.

## Management of Attendance Data

| Topic | Tool |
|-------|------|
| Create Attendance Codes | [Attendance Codes](#) |
| Copy attendance codes between calendars | [Excuse Code Copier](#) |
| Set Positive Attendance Preferences | [Positive Attendance Preferences](#) |

## Set Chronic Absentee Calculations

| Topic | Tool |
|-------|------|
| Assign preferences for calculating chronic absentee data | [Attendance Aggregation Preferences](#) |

| Topic | Tool |
|---|---|
| Retrieve up-to-the-minute attendance calculations for use in viewing student chronic absentee information | [Attendance Aggregation Refresh](#) |