

# Check In/Out

Last Modified on 04/16/2026 1:16 pm CDT

The Scanning toolset is part of the [Campus Workflow Suite](#).

## Tool Search: Check In/Out

The Check In/Out tool is used to track tardies at the beginning of the school day when students enter the building late or to track students who leave before the end of the school day. Students can scan their ID cards at a designated area, like the front office, or the attendance taker can enter student ID numbers manually on the **Check In/Out** screen. Attendance takers may also enter the reason why the student is checking in or out. This information is automatically sent to a printer, and a hall pass is printed for the student.

An alert sounds when a student triggers a stop or warning scan, or when the scanned student number is invalid.

For scanners to function correctly, the cursor must be positioned in the entry box *before* scanning a barcode. If the cursor is not in the box, the scanner cannot copy/paste the number, and the student does not correctly scan in.

Printers must be configured to automatically print hall passes. See [Printer Setup](#) for more information.

Check In/Out ☆ Attendance Office > Scanning > Check In/Out

Student Number \*

**Enter**

Check In/Out

Name: Aagard, Jonathan  
Grade: 12  
PersonID: 18725

**Check In** **Check Out**

Period	Course(s)	Room(s)	Excuse Name	Status	Excuse	New Excuse	Comments
1	Homeroom	100				▼	
2	Art	148				▼	
3	Science	200	Absent Unknown	A		Absent Unknown ▼	Created by IC scanning module
4	History	100				▼	
5	Algebra II	220				▼	
6	Study Hall	300	Absent Unknown	A		Absent Unknown ▼	Created by IC scanning module
7	Science	135				▼	
8	Physical Education	175				▼	
9	Technology Education	222				▼	
10 🕒	Health	100				NO: Nurse Office ▼	

**Confirm** Cancel Fill Down Reset Clear

## Check In/Out Field Descriptions

After you enter a Student Number and click **Enter**, an image of the student, along with their identification information and their current period schedule, displays. The current period is indicated with a clock icon.

Field	Description
<b>Check In or Check Out</b>	Use the toggle to indicate whether the student is checking in or checking out.
<b>Period</b>	The name of the Period.
<b>Course(s)</b>	The name of the course.
<b>Room</b>	The room in which the Course is scheduled.
<b>Excuse Name</b>	The existing excuse code and name for the period.
<b>Status</b>	The attendance status for the period: <b>T: Tardy</b> , <b>P: Present</b> , or <b>A: Absent</b> .

Field	Description
<b>Excuse</b>	The existing excuse code for the period.
<b>New Excuse</b>	<p>The new excuse code for the period. See <a href="#">New Excuse Field Logic</a> for more information.</p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Users with R (Read) rights only cannot modify the New Excuse. The default New Excuse can be set at System Administration &gt; Scanning &gt; Scanner Settings. See <a href="#">Scanner Settings</a> for additional information.</p> </div>
<b>Comments</b>	Use this field to enter any additional information about the absence.

## New Excuse Field Logic

### Check In/Out Scanner Check In Logic

- The system compares the attendance code assigned to the period the student is checking into against the scheduled periods before and after the check-in. If the student checks in during passing time, the code for the next period is used.
- For any periods *before* the check-in, the system compares each period working backward one-by-one from the current period:
  - If the Attendance Codes match OR attendance was entered by the teacher, the code is overwritten to the default code (from [Scanner Settings](#) for the Check In/Out Scanner) and continues to check prior periods.
  - If Attendance Codes do NOT match AND attendance was NOT entered by the teacher, the existing codes are left as-is, and stop checking prior periods.
- For any periods *after* the check-in, the system compares each period working forward one-by-one from the current period:
  - If the Attendance Codes match OR attendance was entered by the teacher, the code is removed (because the student is now present in school) and continues to check future periods.
  - If Attendance Codes do NOT match AND the teacher did NOT enter attendance, the existing codes are left as-is, and no further checks are performed for future periods.

### Check In/Out Scanner Check Out Logic

- The system compares the attendance code assigned to the period the student is checking out of against periods after the check-out. If the student checks out during passing time OR an unscheduled period, the code for the last period is used.
- For any periods *before* the check-out:
  - All existing attendance will remain as-is since check-outs do not affect prior periods.
- For any periods *after* the check-out the system compares each period working forward one-by-one from the current period:
  - If the Attendance Codes match OR attendance was entered by the teacher, the code is overwritten to the default code (from [Scanner Settings](#) for the Check In/Out Scanner).
  - If Attendance Codes do NOT match AND the teacher did NOT enter attendance, the existing codes are left as-is, and no further checks are performed for future periods.

## Actions

Action	Description
<b>Confirm</b>	Saves the values and navigates the user back to the Tardy Scanning Screen.
<b>Cancel</b>	Navigates back to the Tardy Scanning screen.
<b>Fill Up/Down</b>	Select a New Excuse for the Period the student scanned in, then click <b>Fill Up</b> . All previous periods' New Excuse will change to the selected excuse. <b>Fill Down</b> is used when the <b>Check Out</b> is selected.
<b>Reset</b>	Resets the default New Excuse values if the values were cleared in error.
<b>Clear</b>	Removes all selected values in the New Excuse and Comments fields.

Attendance data in the grid is automatically captured on the student's Attendance tab once you click Confirm. See the [Attendance documentation](#) for additional information.