

Attendance Information for Cross-Site Students

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Tool Search: Cross-Site Enrollment

Recording attendance for students enrolled in Cross-Site Courses is performed the same way attendance is normally taken at a school, using one of the many available attendance tools in the product, e.g., Attendance Wizard, Classroom Monitor, and Student Attendance.

The same workflow can be followed for teachers recording attendance:

1. The teacher of the Cross-Site Section at the Serving School records attendance for their class.
2. The Attendance Office assigns Attendance Codes to the absences or tardies through the Daily Attendance Tool or modifies student attendance data through the Attendance Entry Wizard or the student's Attendance tool.
3. At the Home School, the Attendance Office can see attendance entries from the Serving School and may need to adjust the Attendance Codes accordingly to match their codes.
4. All attendance entries for a student enrolled in a Cross-Site course display on the portal.

Parents/guardians only need to contact the Home School to report their student's absence. Attendance records posted at the Home School display at the Serving School as well.

Attendance recorded at the Serving School is the school of record.

See the following for more information:

- [Cross-Site Enrollment Workflow](#)
- [Cross-Site Enrollment Workflow Video Series](#)

Student Attendance Display

Attendance information recorded at the Home School and the Serving School displays on the student's Attendance tool for the date and period in which it was recorded and can be viewed by users at the Home School and Serving School when proper tool rights are assigned.

Attendance ☆ Student Information > General > Attendance

Student, Anders Student #: 123456 Grade: 09
 HS Graduation Related Tools ^

New Period Detail Daily Detail Additional Enrollments... Documents

Term Q1 07/01/2023 - 09/29/2023
Instructional Days: 65 Present Days: 65

Period	1	2	3	4	5	6	7	8	T
Absent	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0

Term Q2 10/02/2023 - 12/22/2023
Instructional Days: 60 Present Days: 60

Period	1	2	3	4	5	6	7	8	T
Absent	0	1	0	0	0	0	0	0	1
Early Release	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0

Term Q3 12/25/2023 - 03/29/2024

Unknown
Excused
Unexcused
Exempt

Date	Period							
	1	2	3	4	5	6	7	8
11/21/2023 Tue Even		A						

- Marked by Serving school at 11/21/2023 09:00

Student Attendance Tool - Cross-Site Absence

A Cross-Site Indicator displays next to the event at the Home School; hovering over that entry shows which school recorded it.

When teachers record attendance, they are only choosing an Attendance Status of Absent or Tardy. The Attendance Office is responsible for assigning an Attendance Code to the attendance entered by the teacher.

Attendance Codes DO NOT transfer from one school in the district to another school. This means the Home School may have different Attendance Codes than the Serving School.

Both the Home School and the Serving School need to reconcile the Attendance Codes for the Cross-Site Students.

Student Attendance Display of Minutes

The Attendance Information period grid displays the start and end times of each period, as well as the duration of each period. Periods that include lunch time display a Lunch indicator.

Attendance Information									
Date:		02/27/2026							
Period	Start	End	Duration	Code	Status	Excuse	Present Minutes	Comments	
00			0						
01	08:35 AM	09:23 AM	48						
02	09:28 AM	10:16 AM	48	TAE: Tardy/Ex	T	E	0	parent call	
03	10:21 AM	11:10 AM	49	TAE: Tardy/Ex	T	E	20	parent call	
04	11:10 AM	12:36 PM	86						
05	12:41 PM	01:29 PM	48						
06	01:34 PM	02:22 PM	48						
07	02:27 PM	03:15 PM	48						
08			0						

Duration, Lunch Indicator for Periods

Attendance Logic for Cross-Site Students

As mentioned previously, **the Serving School is the school of record for attendance data**. When the Serving school has provided an Attendance Status or reconciled the attendance record, regardless of whether the Home school has sent any initial attendance, the Home School is no longer able to update that attendance record.

- Any initial status of absent or tardy coming from the Home School is accounted for in the Serving School unless the Serving School has already applied a status.
- Attendance status changes cannot be made at the home school once the Serving School has entered or reconciled the status.
- When the Serving School has already added their own status or reconciled the status, any additional changes from the Home School are limited to changing the code associated with the status set by the Serving School. These changes do not affect the Serving School's attendance record.

The following tables define what occurs when Cross-Site students' attendance is entered at the Serving School and at the Home School, and vice versa.

Serving School Enters Attendance Information

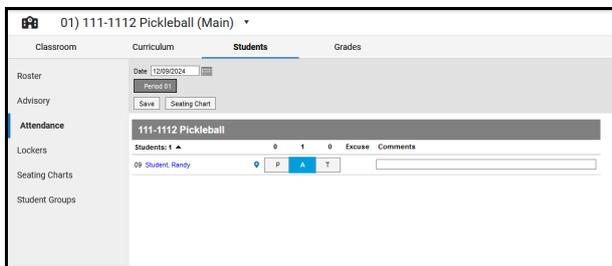
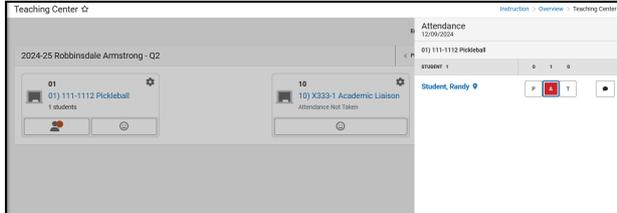
Entering attendance for a Cross-Site Student at the Serving School is no different than entering attendance for non-Cross-Site Students.

Serving School	Home School
Classroom Attendance (Teacher Entry) - New Attendance Entry	

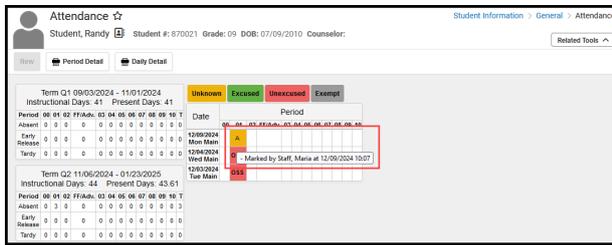
Serving School

The teacher records attendance for Cross-Site students enrolled in their classes from the [Teaching Center](#) or the [class roster](#).

Teachers can assign a value of A (Absent) or T (Tardy) and enter a Comment when known.



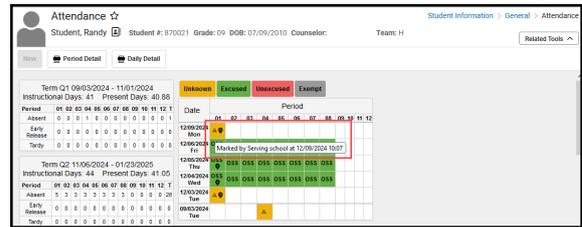
Once saved, that record displays on the student Attendance tool.



Home School

A new attendance record is created for that student at the Home School.

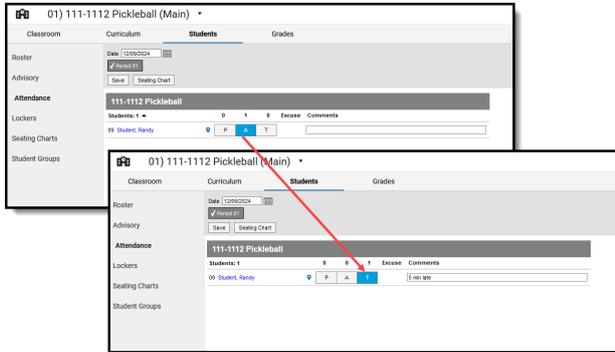
This is reflected on the student's Attendance tool as a status of A or T, displayed in yellow (since there is no excuse associated with that entry) and with the Cross-Site indicator in black. Hovering over that entry lists any comments the teacher entered, who entered them, and the date and time they were entered.



Classroom Attendance (Teacher Entry) - Change to Entered Attendance

Serving School

The teacher modifies previously entered attendance for the class, changing a Cross-Site student's attendance from Absent to Tardy or Tardy to Absent, or Present to Tardy or Absent, and updates the Comment as needed.

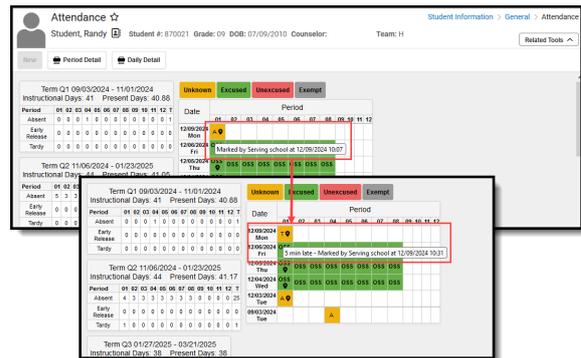


The teacher can also update an attendance record from Absent or Tardy to Present.

Home School

These changes are pushed to the Home School, and the attendance record is updated.

The Cross-Site indicator displays the updated entry. Hovering over that entry displays any comments the Serving School teacher entered, along with the date and time it was entered.



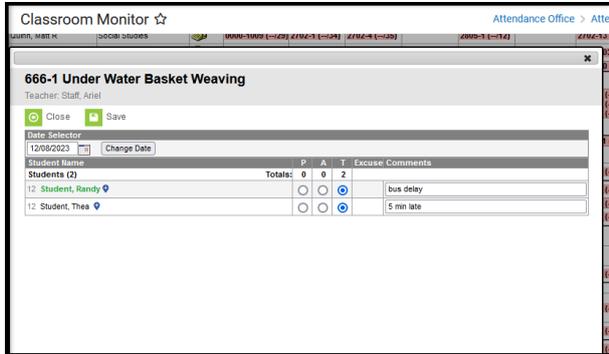
When the attendance entry is changed from Absent or Tardy to Present, a P (for Present), the record is deleted at the Home School, since the student is no longer considered absent or tardy.

The attendance record at the Home School CANNOT be modified.

Classroom Monitor (Attendance Office)

Serving School

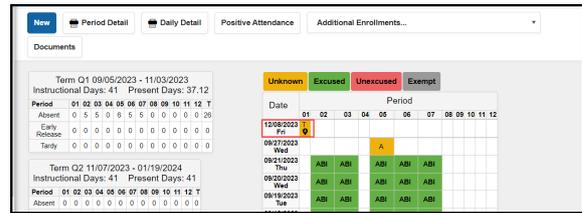
The Attendance Office enters attendance for the teacher, choosing either A or T (or P) for the students, and enters Comments when known.



Home School

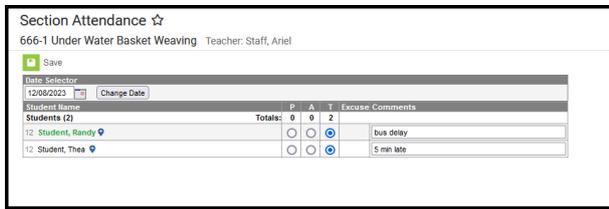
An attendance record is created for that student at the Home School.

This is reflected in the student's Attendance tool, with a status of A or T, displayed in yellow (since there is no excuse associated with that entry), and with the Cross-Site indicator in black. Hovering over that entry displays any comments the attendance office at the Serving School entered, along with the date and time it was entered.



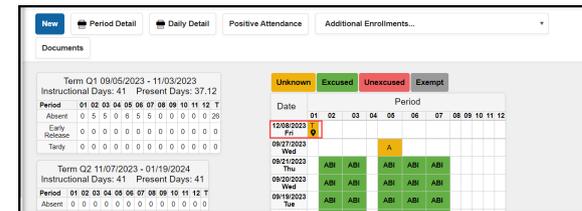
Section Attendance (Attendance Office)

The Attendance Office enters attendance for the teacher, choosing either A or T (or P) for the students, and enters Comments when known.



An attendance record is created for that student at the Home School.

This is reflected in the student's Attendance tool, with a status of A or T, displayed in yellow (since there is no excuse associated with that entry), and with the Cross-Site indicator in black. Hovering over that entry lists any comments the attendance office at the Serving School entered and the date and time it was entered.



Attendance Entry Wizard (Attendance Office)

Serving School

The Attendance Office modifies the attendance for the student to assign Attendance Codes and add Comments when necessary.

When viewing the student's Attendance tool at the Serving School, the record is updated to include the assigned Attendance Code.

Home School

The Status of A or T still displays, along with the Cross-Site indicator. Since there is no excuse or Attendance Code associated with the entry at the Home School, it displays in yellow. Any comments the Serving School added are noted in the hover text.

The existing attendance record is **NOT** assigned the Attendance Code from the Serving School. The Home School needs to audit the attendance entries and assign appropriate Attendance Codes to those events.

Daily Attendance (Attendance Office)

The Attendance Office updates the attendance record to assign the appropriate Attendance Code for the student.

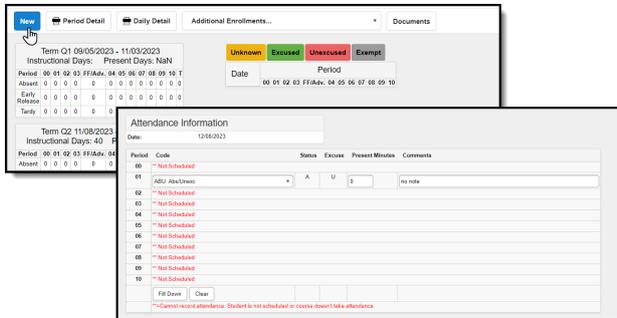
The Status of A or T displays, along with the Cross-Site indicator. Since there is no excuse or Attendance Code associated with the entry at the Home School, it displays in yellow. Any comments the Serving School added are included in the entry's hover text.

The attendance record is **NOT** assigned the Attendance Code from the Serving School. The Home School needs to audit the attendance entries and assign appropriate Attendance Codes to those events.

Student Attendance (Attendance Office)

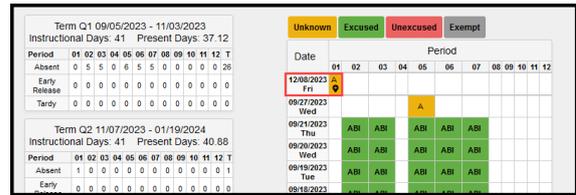
Serving School

The Attendance Office enters attendance for JUST the periods where the student attends classes at the Serving School, using the Attendance Codes in use at the Serving School.



Home School

The Status of A or T still displays, along with the Cross-Site indicator. Since there is no excuse or Attendance Code associated with the entry at the Home School, it displays in yellow. Any comments the Serving School added are included in the hover text of the entry.



The attendance record is NOT assigned the Attendance Code from the Serving School. The Home School needs to audit the attendance entries and assign appropriate Attendance Codes to those events.

Home School Enters Attendance Information

In this scenario, the parent/guardian has notified the Home School that their student is absent (or late) for the day (or a period).

When a Cross-Site student has an Attendance event that is recorded by the Home School, or when an Attendance event is deleted, that information is pushed to the Serving School.

Because the Home School initiates the Attendance entry, no further action is needed by the Home School UNLESS the Serving School changes the status. Then the Home School record changes to match the Serving School status. In this situation, the Home School needs to reconcile the record again.

The Serving School needs to reconcile the Attendance entry by selecting that school's Attendance Code for the event. For example, when the Home School assigns a Tardy/Unexcused event for the student because they were 10 minutes late, the Serving School may call it Excused because their time to change it to an Unexcused Tardy is 15 minutes.

Record Attendance for Cross-Site Students

[Record Attendance at the Serving School](#) | [Record Attendance at the Home School](#)

The following scenario records attendance for a student enrolled at West High School for the entire day (Home School), except for one class, when they attend East High School (Serving School).

On the Enrollment tool, notice West High School's primary enrollment and East High School's Cross-Site Enrollment.

Enrollments ☆

Student, Anders **Student #:** 123456 **Grade:** 09 **DOB:** 07/28/2008

HS Graduation

New

Print Enrollment History

Notice of Change in Enrollment

New Enrollment History

Documents

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
10	P	West High School 24-25	07/01/2024	
<i>Start Status: 00 Last year, public school, same district</i>				
<i>End Status:</i>				
09	S	23-24 East High	11/20/2023	06/30/2024
<i>Start Status: CSE Enroll</i>				
<i>End Status: CSE Enroll</i>				
09	P	23-24 West High School	07/01/2023	
<i>Start Status: 00 Last year, public school, same district</i>				
<i>End Status:</i>				
08	P	22-23 South Middle	07/01/2022	
<i>Start Status: 00 Last year, public school, same district</i>				
<i>End Status:</i>				
08	P	21-22 South Middle	07/01/2021	
<i>Start Status: 00 Last year, public school, same district</i>				
<i>End Status:</i>				

Cross-Site Enrollment Record

The student's Schedule for the current quarter shows course sections at both West High (the Home School) and East High (the Serving School with the Cross-Site indicator).

Schedule ☆

Student, Anders Student #: 123456 Grade: 09 DOB: 07/28/2008

HS Graduation

● Filter ▾

✕ Reset

⚙️ Settings

Q2 (10/2/2023 - 12/22/2023)			
	All	Even	Odd
1	Integrated Math I Room: T802 Staff	No Scheduled Course	Integrated Math I Room: T802 Staff
2	AP Calculus Staff East High Hybrid Start: 11/20/2023	AP Calculus Staff East High Hybrid Start: 11/20/2023	AP Calculus Staff East High Hybrid Start: 11/20/2023
3	No Scheduled Course	Physical Science A Room: 104 Staff	No Scheduled Course
4	No Scheduled Course	English 9 Room: Cafe Staff	Geography A Room: 102 Staff

Cross-Site Schedule Display

Record Attendance at the Serving School

The teacher at the Serving School records attendance for their class, recording either A for absent students or T for tardy students. Cross-Site students display in the roster like any other student, but with a Cross-Site indicator.

2) 1050-1 AP Calculus (Daily) ▾
 View as student ▾

Classroom

Curriculum

Students

Grades

Roster

Advisory

Attendance

Lockers

Seating Charts

Student Groups

Course Requests

Course Recommendations

Date:

Period 2

Students: 6 Present: 2 Absent: 1 Tardy: 3
 Physical: 6 Present: 2 Absent: 1 Tardy: 3
 Virtual: 0 Present: 0 Absent: 0 Tardy: 0

1050-1 AP Calculus
Physical

		2	1	3	Excuse	Comments
09 Student, Anders		P	A	T		<input type="text"/>
09 Student, Ben		P	A	T		<input type="text"/>
11 Student, Camryn		P	A	T		<input type="text"/>
10 Student, Dylan		P	A	T		<input type="text"/>
12 Student, Emily		P	A	T		<input type="text"/>
09 Student, Franklin		P	A	T		<input type="text"/>

1050-1 AP Calculus
Virtual

No students

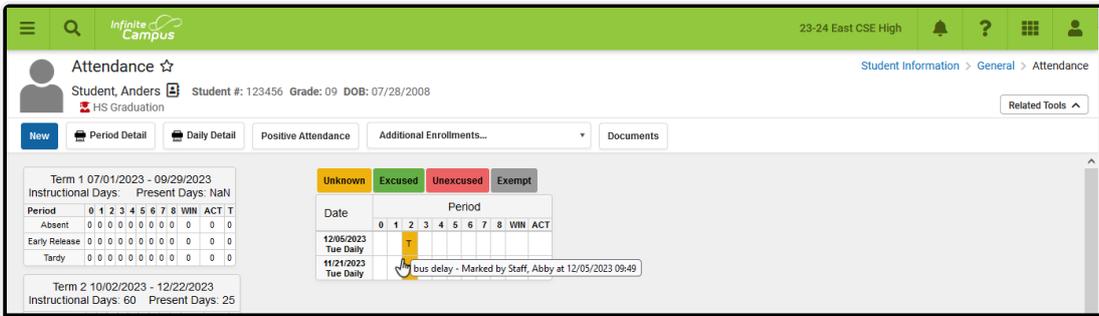
Teacher Attendance for Cross-Site Students

Page 10

The teacher can click on their names and view Student Details and Contact Information.

Once the attendance is entered and saved, the student's Attendance record is updated to reflect the entry. Since there is no excuse associated with the teacher's attendance record, the attendance event displays in yellow (until an excuse is added by the attendance office).

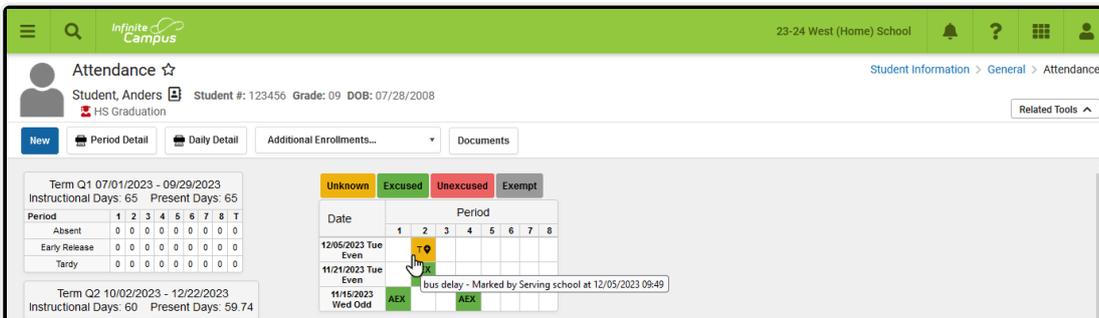
Viewing the student's attendance at the Serving School looks like this:



Student Attendance Display at the Serving School

Attendance Office staff at the Serving School can modify the entry to assign an Attendance Code to the event, in accordance with school and/or district policy. This can be done through any of the standard attendance tools available to them, such as Daily Attendance.

Viewing the student's attendance at the Home School looks like this, with the Cross-Site indicator next to the entry, and the hover text indicates it was recorded at the serving school:



Student Attendance Display at the Home School

Record Attendance at the Home School

When a student is known to be absent or tardy, a standard practice is for a parent/guardian (or, depending on district policy and age, the student) to contact the school's Attendance Office to report the student as out or late for a specific reason. This practice does not change for Cross-Site students.

Starting at the **Home School**, the student is marked absent for classes at both the Home School and the Serving School. This alerts the Serving School teacher that the student is out for the day.

From the [Student Attendance](#) tool:

1. Click **New**. The **Attendance Information** editor displays.
2. Select the appropriate **Attendance Code** from the dropdown list for the periods.
3. Enter the appropriate **Comments** for the student's absence.
4. Click **Fill Down** to apply the selected Attendance Code and Comments to all periods.
5. Click **Save** when finished. The entry displays in the main view of the Attendance tool.

Period	Start	End	Duration	Code	Status	Excuse	Present Minutes	Comments
00			0	ABI: Abs/lline			<input type="checkbox"/>	parent call
01	08:35 AM	09:17 AM	42	ABI: Abs/lline			<input type="checkbox"/>	parent call
02	09:22 AM	10:04 AM	42	** Not Scheduled				
Flex	10:09 AM	10:49 AM	40	ABI: Abs/lline			<input type="checkbox"/>	parent call
03	10:54 AM	11:35 AM	41	ABI: Abs/lline			<input type="checkbox"/>	parent call
04	11:40 AM	12:57 PM	77	ABI: Abs/lline			<input type="checkbox"/>	parent call
* Lunch								
05	01:02 PM	01:43 PM	41	ABI: Abs/lline			<input type="checkbox"/>	parent call
06	01:48 PM	02:29 PM	41	ABI: Abs/lline			<input type="checkbox"/>	parent call
07	02:34 PM	03:15 PM	41	ABI: Abs/lline			<input type="checkbox"/>	parent call
08			0					

Student Attendance Entry at the Home School for the Entire Day

The student's Cross-Site Course is scheduled during Period 2. The new attendance event displays the Cross-Site indicator, with hover text showing the Attendance Code, comments, and who entered the entry.

Date	00	01	02	Flex	03	04	05	06	07	08	09	10
02/27/2026 Fri Main	ABI	ABI			ABI	ABI	ABI	ABI	ABI	ABI	ABI	ABI
10/08/2025 Wed Main					SGRR							
10/07/2025 Tue Main					SGRR							
10/06/2025 Mon Main					A							
10/03/2025 Fri Main					SGRR					ABE		

Tooltip: Abs/lline - parent call - Marked by Administrator, System at 02/26/2026 08:50

Attendance Entry at Home School for Cross-Site Course

From the [Attendance Entry Wizard](#)

1. Verify the **Date** is correct. It displays the current date automatically, but can be changed for a future attendance entry.
2. Choose the **Daily Mode**.
3. Search for the Student by entering the **Last Name**, **First Name**, and any other identifying information that is needed.
4. Select that student so they are listed in the **C**. column.
5. Select the appropriate **Attendance Code** and **Comments**.
6. When existing attendance information is entered for the student:
 - Choose to **Append Comments**, **Overwrite Comments** or **Leave Existing Comments Unchanged**.

- Determine whether existing attendance entries should be overwritten or left as is by marking or clearing the Overwrite Existing Data checkbox.
7. Click **Save Attendance** when finished.

Attendance Wizard Entry for Cross-Site Student Absent All Day

The Serving School can see the Attendance Entry made by the Home School on the Student Attendance tool. The hover text indicates it was made by the Home School.

Student Attendance Tool - Home School Entry Displayed at Serving School

The Attendance Office can use the [Daily Attendance](#) tool to update this entry and select an appropriate Attendance Code for the Serving School records.

1. Click the Attendance entry for the Cross-Site Student.
2. Select the appropriate **Attendance Code** from the dropdown list for that entry. The **Comment** entered by the Home School is already entered.
3. Click **Fill Down** to apply that code to other Cross-Site Periods they may be scheduled for at the school.
4. Click **Save** when finished.

The Daily Attendance list of entries now displays the Attendance Code instead of the Absent entry.

Student	Number	Grade	0	1	2	3	4	5	6	7	WIN	ACT
Student, Adam	789123	12			TEX				AUX			
Student, Anders	123456	09			AEX							
Student, Bryan	234567	09			AEX			TX				
Student, Bryanna	345678	09			AX							

Daily Attendance View AFTER Assigning Attendance Code

The Student Attendance tool also updates to list the Attendance Code. The hover still indicates the entry was recorded by the Home School.

The teacher of the Cross-Site Course can also see that the student has already been marked absent for the day.

Student	Attendance Code	Comments
09 Student, Ashley	P	
12 Student, Bethany	P	
10 Student, Christian	P	
11 Student, Dala	P	
09 Student, Erik	P	
09 Student, Anders	AEX	parent call

Teacher Attendance - Absent Cross-Site Student

Additional Cross-Site Attendance Logic

Additional logic is used when Cross-Site Enrollment is between multiple districts. The steps to record attendance are the same.

The Serving School is the school of record. Because of this, the following attendance tools have added logic to prohibit Home School users from modifying attendance data once the Serving School has processed it:

- [Student Attendance](#) - The Excuse field only includes codes with the same Status as the locked Attendance record. Options in the dropdown to change the status are disabled.
- [Attendance Entry Wizard](#) - In Edit mode, the options available in the code field are related only to the status set by the Serving School. Note that options are NOT disabled here, so

users can select another status; however, the changes are not saved.

- [Section Attendance](#) - An alert displays stating that Section Attendance cannot be edited for Cross-Site Mapped sections.

Present Minutes

Present minutes can be updated at the Home School from the student attendance detail by modifying the value in the Present Minutes column for the period where the student was marked absent AFTER the Serving School has recorded attendance or reconciled attendance. The Serving School can also update the present minutes. **This can only be done on the Student Attendance tool.**

When a student is marked absent for part of the Cross-Site Course, the present minutes are transferred, along with the attendance record, to the other school based on the value recorded at the school taking attendance, taking into account the section total minutes at both schools.

Attendance Logic	Logic
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Attendance Logic	Logic
<p>Present Minutes are transferred from the Serving School to the Home School</p>	<p>When present minutes at the Serving School are less than the section total mapped minutes at the Home School, present minutes at the Home School are set to be equal to the present minutes entered at the Serving School.</p> <p>When the present minutes at the Serving School are greater than or equal to the section total mapped minutes at the Home School, present minutes at the Home School are set to be equal to the total section mapped minutes at the Home School.</p> <p>When the Home School section spans multiple adjacent periods, then:</p> <ul style="list-style-type: none"> • Present minutes are distributed across the periods based on the time allocated to each. • When a check-in event occurs, the number of present minutes is deducted starting from the first mapped period. • When a check-out event occurs, the number of present minutes is deducted starting from the last mapped period. • When there is no event (e.g., minutes are manually entered via the Student Attendance tool), present minutes are deducted starting from the last mapped period. • The calculated number of present minutes in periods with lunch is reduced by the number of lunch minutes in those periods.
<p>Present Minutes are transferred from the Home School to the Serving School</p>	<p>When transferring present minutes from the Home school to the Serving School, the same logic used in the Serving School to Home School transfer applies when attendance has not yet been taken at the Serving School.</p>

Attendance Logic	Logic
Tardies	When a student is marked Tardy at the Serving school, as many periods as necessary are also marked as Tardy at the Home school to accurately reflect the student's actual present minutes.
Present Minutes Updated at the Home School	Administrators at the Home school should modify the present minutes under these conditions: <ul style="list-style-type: none"> • All updates to present minutes must be made only through the Student Attendance screen. • Attendance taken through the Attendance Wizard (any mode) must not overwrite present minutes tied to a reconciled cross-site attendance event. • When the Home School updates present minutes, and the Serving School later changes the entered minutes, the Home School must reapply their changes.

Other Attendance Tools

Attendance can be recorded for Cross-Site students through any available attendance tools, following district procedures and policies. These tools are as follows:

- [Attendance Entry Wizard](#)
- [Classroom Monitor](#)
- [Course Section Attendance](#)
- [Daily Attendance](#)

The functionality of those tools has not changed; rather, the addition of Cross-Site indicators displayed next to student names to identify Cross-Site students in the Serving School, where necessary.

Daily Attendance Processing ☆ Attendance Office > Attendance Management > Daily Attendance Processing

Summary Report Caller Report

Daily Attendance

Date: 12/05/2023 Unknown Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below.

Day: Tuesday - Period Schedule: Daily

Ad Hoc Filter Cross-Site Enrollment

Student	Number	Grade	0	1	2	3	4	5	6	7	WIN	ACT
Details Student, Avery Cross-Site	204250001	09			T							
Details Student, Dallas	109301	12			A							
Details Student, Jana	181900003	11	AEX									
Details Student, Arjun	055460071	09			A							
Details Student, Khalil	108293	10							AUK			

Daily Attendance Tool - Cross-Site Students

Section Attendance ☆

0074-2 Vocational Exploration Teacher: Staff, Grant

Related Tools ^

Save

Date Selector

12/05/2023

Change Date

Student Name

Students (6)

Student Name	Totals:	P	A	T	Excuse Comments
11 Student, Amanda	6	0	0	0	
09 Student, Brian		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10 Student, Carly		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
09 Student, Deena		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10 Student, Erik		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12 Student, Francine		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Section Attendance - Cross-Site Students