

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 as attendance would normally be 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. The teacher of the Cross-Site Section at the Serving School records attendance for their class, the Attendance Office assigns Attendance Codes to the absences or tardies through the Daily Attendance Tool or Classroom Monitor or modifies student attendance data through the Attendance Entry Wizard or the student's Attendance tool. This information is also displayed at the Home School.

For all Cross-Site Enrollment schools (interdistrict and intradistrict), 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

Atte	enda ent, A IS Gra eriod E	an An adu Det	Ce de iat	e ' rs ior			S Da	tuo	der Det	ıt #: ail	Student Information > General > Attendance 123456 Grade: 09 Related Tools Additional Enrollments Documents
Term Q1 Instructional I)7/01/)ays: (/20 65	23	ı - Pre	09 25	/29 ent	9/2 i D	02 ay	3 s: (55	Unknown Excused Unexcused Exempt
Period	1	2	3	4	F .	5	6	7	8	T	Date Period
Absent Early Release	0	0	0	0		0	0	0	0	0	1 2 3 4 5 6 7 8 11/21/2023 Tue
Tardy	0	0	0	0		0	0	0	0	0	Even
Term Q2 Instructional [10/02/ Days:	20 60	23	- Pre	12 es	/22 ent	2/2 D	02 ay 7	3 s: (50 T	- Marked by Serving school at 11/21/2023 09:00
Absent	0	1	0	0		0	0	0	0	1	
Early Release	0	0	0	0	1	0	0	0	0	0	
Tardy	0	0	0	0	1	0	0	0	0	0	
Term Q3	12/25/	/20	23	-	03	/29	9/2	02	4		udant Attandanca Taal, Crace Sita Absanca

Attendance information recorded at either the Home School or 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 or Serving School when proper tool rights are assigned.

A Cross-Site Indicator displays next to the event and hovering over that entry indicates it was recorded by which school - the Home School or the Serving School.

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 UNLESS the Attendance Codes were created this way. 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.

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.
- Additional changes from the Home School where the Serving School has already reconciled the status or added their own status not accounted for at the Serving School.
- When the Serving School enters attendance for the day BEFORE the Home School enters attendance, the Home School can only change the code assigned to the entry. Available selections for the code are related to the Status assigned to the 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 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 teacher entered and that it was entered by the Serving School with the date and time it was 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 to Absent to Tardy or Tardy to Absent, or Present to Tardy or Absent, and updates the Comment as needed.

61) 111- 01) 111-	1112 Pickleball (M	ain) 🔹		
Classroom	Curriculum	Students	Grades	
Roster	Date 1209/2024			
Advisory	Save Sealing Chart			
Attendance	111-1112 Picklet	all		
Lockers	Students: 1 A	0	1 0 Excuse Comments	
Seating Charts	EF Student, Handy	V P		
Student Groups	ERE 01) 1	11-1112 Pickle	eball (Main) 🔹	
	Classroom	Curriculun	m Students Grades	
	Roster	Date 12/05/	12024 III	
	Advisory	Save	Sealing Chart	
	Attendance	111-111	12 Pickleball	
	Lockers	Studenta: 1	1 0 0 1 Excuse Comments	
	Seating Charts	09 Student,	Randy P A T Sminite	
	Student Groups			

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 lists any comments the Serving School teacher entered and the date and time it was entered.



When the attendance entry is changed from Absent or Tardy to Present, a P (for Present) displays for that day.

The attendance record at the Home School CANNOT be modified.

Classroom Monitor (Attendance Office)

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

-1 Under Water Basket Weaving her Staft And Close Save Selector event Name P event Name P tudent, Randy 9 tudent, Thea 9		Encuse Co	mments s delay min lada	
-1 Under Water Basket Weaving Her: Staft, Ariel Santes Sant		Excuse Co 2 2 bu 2 5 f	mmenta s deby mn lale	
Information and a set of the set	A T 0 2 0 @	Excuse Co	mments s delay min late	
Clas State		Excuse Co	mments s delay min late	
Sectors ext lune P P P P P P P P P P P P P P P P P P P	A T 0 2 0 0	Excuse Co	mments s delay min late	
ent Name p ent Atom P tudent, Randy 9 Ludent, Thes 9		Excuse Co	mments s delay min late	
ente (D) Totals: • utdent, Randy • • budent, Thes • •) bu	is delay min late	
Subsent, Thes 9	00	5	min late	
	_			

Section Attendance (Attendance Office)

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

This is reflected on the student's Attendance tool and has 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.

Documer	nts																										
														_			_	_									
Ter	rm ona		09 av:	1/06 3:4	5/2) 1	023 P	3 - 1 res	11/I ent)3/ Di	20: avs	23 :: 3	7.1	2	Unknown	r	Excu	sed	Une	xcuse	d E	ixempt						
Period	01	03	1 03	04	05	06	07	08	09	10	11	12	т	Date					P	eriod							
Absent	0	5	5	0	6	5	5	0	0	0	0	0	26		01	02	03	04	05	06	07	08	09	10	11	12	
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	12/08/2023 Fri	¢												
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0	09/27/2023 Wed					A								
Tern	n Q	2 1	1/0	07/:	202	3 -	01	/19	W21	024	ı.			09/21/2023 Thu		ABI	ABI		ABI	ABI	ABI						
Instructio	ona	ID	ay	s: 4	1	Ρ	res	ent	D	ays	: 4	1		09/20/2023 Wed		ABI	ABI		ABI	ABI	ABI						



Serving School

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

Section Attendance 🏠 66-1 Under Water Basket Weaving Teacher: Staff, Al	riel			
Save				
Date Selector 12/08/2023 Change Date				
Student Name	Р	A	T	Excuse Comments
Students (2) Totals	: 0	0	2	
12 Student, Randy 🛇	0	0	۲	bus delay
12 Student, Thea 💡	0	0	۲	5 min late

Home School

Attendance record is created for that student at the Home School.

This is reflected on the student's Attendance tool and has 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 the attendance office at the Serving School entered and the date and time it was entered.



Attendance Entry Wizard (Attendance Office)

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



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



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 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)





Home School Enters Attendance Information

In this scenario, the parent/guardian has notified the Home School 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.

The Serving School does need to reconcile the Attendance entry by choosing 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 that Excused because their time for changing to an Unexcused Tardy is 15 minutes.

Record Attendance for Cross-Site Student

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

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

	Enrollments ☆ Student, Anders Student #: 123456 Grade: 09 DOB: 07/28/2008 KING Graduation	
New	Print Enrollment History Notice of Change in Enrollment New Enrollment History Documents	
Enrollr	nent Editor	
Grade 👙	Type Calendar Start Date End Date	
10 Start Status: End Status:	P West High School 24-25 07/01/2024 00 Last year, public school, same district	
09 Start Status: End Status:	S 23-24 East High 11/20/2023 06/30/2024 CSE Enroll CSE Enroll CSE Enroll CSE Enroll	
09 Start Status: End Status:	P 23-24 West High School 07/01/2023 00 Last year, public school, same district 07/01/2023	
08 Start Status: End Status:	P 22-23 South Middle 07/01/2022 00 Last year, public school, same district	
08 Start Status: End Status:	P 21-22 South Middle 07/01/2021 00 Last year, public school, same district	
_		

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 ▲ HS Graduation	Student #: 123456 Grade: 09 DOB:	: 07/28/2008
	● Filter ∨ X 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

Infinite Campus

Record Attendance at the Serving School

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

2) 1050-1 A	P Calculus (Daily) •					53	View as student 🚽
Classroom	Curriculum	Students		Grades				
Roster	Date 11/21/2023							
Advisory	Save Seating Chart							
Attendance	Students: 6 Present: 2 Al Physical: 6 Present: 2 Al Virtual: 0 Present: 0 Al	osent: 1 Tardy: 3 osent: 1 Tardy: 3 osent: 0 Tardy: 0						
∟ockers	1050-1 AP Calculu	IS				Phy	sical	
Seating Charts	Physical Students: 6 🔻	2	1	3 Excuse	Comments			
Student Groups	09 Student, Anders	♥ P	A	т				
Course Requests	09 Student, Ben	P	Α	т				
	11 Student, Camryn	P	Α	т				
ourse Recommendations	10 Student, Dylan	P	А	т				
	12 Student, Emily	Р	A	т				
	09 Student, Franklin	♀ P	A	т				
	1050-1 AP Calculu	S				Vi	rtual	
	No students							
			_	_				
	Теа	acher Atte	ndand	ce for (Cross-Site Studen	ts		



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 attendance recorded by the teacher, 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:

Attendance Office staff at the Serving School can modify the entry to assign an Attendance Code to the event, following school and/or district policy. This can be done through any of the standard attendance tools available to them - Daily Attendance, Classroom Monitor, etc.

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:

		23-24 West (Home) School 🌲 🕐 🏭 💄
Attendance 🌣 Student, Anders 🗈 Student #: 12345 C HS Graduation	i6 Grade: 09 DOB: 07/28/2008	Student Information > General > Attendance Related Tools
Term Q1 07/01/2023 - 09/29/2023 Instructional Days: 65 Period 1 2 31 45 6 Prind Absent 0 0 1 2 31 45 6 Prind Tardy 0 0 0 0 1 2 31 45 6 Prind 1 2 31 44 1 2 31 44 1 2 31 44 1 2 31 44 1 2 31 44 1 2 3 44 1 2 3 44 1 2 3 44 1 2 3 44 1 2 3 44 1 2 3 44 1 2 3 44 1 3 0 1 0 1 0 1 0 1 0 0 1 0 0 0 0 0 0 0	Unknown Excused Unexcused Exempt Date Period 1 2 3 4 5 6 7 8 120650203 Tate TO 1 2 3 4 5 6 7 8 112/250203 Tate TO 1 5 6 7 8 112/25020 Tate To 1 5 6 7 8 1112/25020 Tate To 1 5 6 7 8 1112/25020 Tate To 1 5 6 7 8 1112/25020 Tate To 1 5 6 7 8 </td <td></td>	
	Student Attendance Display at the Ho	ome 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 perhaps the student, depending on district policy and age) to call the school's Attendance Office and report the student to be out or late for a particular reason. This practice does not change for Cross-Site students.

Starting at the **Home School**, the student is marked absent for the classes occurring at their Home School AND at 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 is listed on the main view of the Attendance tool.

Student, Anders E Student #: 123456 Grade: 09 DOB: 07/28/2008 Related Tools Related Tools
Save Documents
Attendance Information
Date: 12/07/2023
Period Code Status Excuse Present Minutes Comments
1 ** Not Scheduled
2 AEX: Absent Excused v A E 0 parent call
3 AEX: Absent Excused v A E 0 parent call
4 ** Not Scheduled
Fill Down Clear
**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.
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 the hover text showing the Attendance Code, the comments, and who entered the entry.

Atten	Ida	n	ce	Ľ	7																	
Studer	nt, A Gra	nc du	ler atio	s (on		4	Stu	de	nt #:	123456 Grad	le: 09 DOB:	07/2	28/20	800								
New 🖶 Peri	od D	eta	il			D	aily	De	tail	Additional	Enrollments.	•		۳		Docu	ıme	nts				
Term Q1 07.	/01/2 vs: 6	20:	23 P	- 0 res	9/2 ier	29/: nt [202 Dav	23 /s:	65		Unknown	Exc	cused		Une	xcus	ed	Ex	emp	t		
Period	1	2	3	4	5	6	7	8	т		Date				F	Perio	d					
Absent	0	0	0	0	0	0	0	0	0		Date	1	2		3	4	5	6	7	8	6	
Early Release	0	0	0	0	0	0	0	0	0		12/07/2023 Thu Even		AEX	4 ا	AEX							
Tardy	0	0	0	0	0	0	0	0	0		12/05/2023 Tue Even		TBU	S		F				- 11		(2022 10.25
Term Q2 1 Instructional Day	0/02 vs: 6	2/2 i0	02: F	3 - res	12 ier	/22 nt [2/20 Dav	023 'S:	3 59.2	2	12/04/2023 Mon All	AUX	AUX	(Ab	isent	Excus	sea	AUX	AU	x	Marked by Administrator, Demo at 12/07,	/2023 10:25
Period	1			3	4	5	6	7	8	т	11/21/2023 Tue Even		TEX	¢								
Absent	2	2	1			0	1	1	0	8	11/15/2023		<u> </u>			A.5.V						
Early Release	0	0	(1		0	0	0	0	0	Wed Odd	AEX				AEX						
	0	1			<u> </u>	0	0	0	•	4												

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 removing the checkbox to **Overwrite Existing Data.**
- 7. Click **Save Attendance** when finished.

Attenda	nce Entry Wizard 🏠	Attendance Office > Attendance Management	> Attendance Entry Wizard
1. Date	12/07/2023		
2. Mode	● Daily O Period O Batch O Edit O Batch Edit O Check In O Check Out		
3. Students	A. Search for Students	B. Select students to add to edit list C. Click on a student	to remove from list:
	Last Name Student	Student, Anders (09) 123456 Student, Anders - 1	123456
	First Name		
	Grade		
	SSN/PIN		
	Student#		
	Att Code		
	Status/Excuse		
	Period		
	Ad Hoc Filter		
	Search	Select All	
4. Daily	Enter attendance information and click Save		
	Attendance Code AEV: Aboost Evoluted		
	Comments		
	Comments Options		
	✓ Overwrite Existing Data		
	Save Attendance		
_			
	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.

Term 1	07 al C	7/0)ar	1/ /s:	20)2: F	3 - Pre	09 956	9/2 ent	29/2 Da	023 ys:	NaN	Unknowr	n E	x	cuse	1	Jne	xcu	sed	E	xemp	ot						
eriod	0	1	2	3	4	5	6	7 8	w	N A	ст т	Date					F	Peri	od									
Absent	0	0	0	0	0	0 () (0	0		0 0	Duto	0	•	1 2	3	4	5	6	7 8	WIN	ACT						
arly Release	0	0	0	0	0	0 () (0	0		0 0	12/07/2023 Thu Daily	23 V		A													
Tardy	0	0	0	0	0 (0 () (0	0		0 0	12/05/2023 Tue Daily	y 23 y		Ð	- Ma	ked	l by	Hor	ne s	hool	at 12/	07/2	023	10:5	7		
Term Instructiona	2 1 al D	10.)a:	/02 /S:	2/2	20: 0	23 	- Pre	12 250	/22 ent	/202 Dav	3 s: 24.1	12/04/2023 Mon Daily	23 Iy		AE	¢												
eriod	0	1	2	3	4	łŧ	6	7	8	WIN	ACT	11/21/2023 Tuo Daily	3		т													
Absent	0	0	2	0	0	0	0	0	0	0	0	Tue Daily	У															

The Attendance Office can use the Daily Attendance tool to update this entry to select an appropriate and corresponding 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.

Status Status	Daily Attendance Processing ☆	Attendance Office > Attendance Management > Daily Attendance Processing	
Deally Attendance Bryon 2046 00 K Ker (Bryon 2046 00	Catter Report	4 5 6 7 WHI ACT	
	Details Student, Bryan Z34567 09 AEX C Details Student, Bryanna 345678 09 AX	Daily Attendance Processing ☆	Attendance Office > Attendance Management > Daily Attendance Processing
Attendance Information bate 1007/2023 Date 1007/2023 Partod Code Status Excesse 0 Hits Status Excesse Present Minutes Comments 0 Hits Status Excesse Present Minutes Comments 1 Hits Status Excesse Present Minutes Comments 2 Intermediate 0 parent call 3 Aller, Adment Caceled 0 parent call 4 Aller, Adment Caceled 0 parent call 6 Aller, Adment Caceled Intermediate Intermediate 7 Aller, Adment Caceled Intermediate Intermediate 6 Aller, Adment Caceled Intermediate Intermediate 7 Aller, Adment Caceled Intermediate Intermediate 8 Aller, Adment Caceled Intermediate Intermediate 9 Aller, Adment Caceled Intermediate Intermediate 9 Aller, Adment Caceled Intermediate Intermediate 9 Aller, Adment Caceled In		Save	
Name Anders Studert - 12468 Parror Code Status Excuse Present Minutes 0 • • • • • Socialization 1 • • • • • • • • • • • • • • • • • • •		Attendance Information Date: 12/07/2023	
Period Code Status Excuse Present Minutes Comments 0 **ed Sochkadet **ed Sochkadet **ed Sochkadet 1 **ed Sochkadet 0 parent call 2 **ed Sochkadet 0 parent call 3 * **ed Sochkadet 0 4 ARRA Attention-tore Restard 0 **ed Sochkadet 6 ARXA Abset Tocated **ed Sochkadet **ed Sochkadet 6 ARXA Abset Tocated **ed Sochkadet **ed Sochkadet 7 ARXA Abset Tocated **ed Sochkadet **ed Sochkadet 6 Rock Taryfields Exclused **ed Sochkadet **ed Sochkadet 6 Rock Taryfields Exclused **ed Sochkadet **ed Sochkadet 7 Rock Taryfields Exclused **ed Sochkadet **ed Sochkadet 8 Rock Taryfields Exclused **ed Sochkadet **ed Sochkadet		Name: Anders Student - 123456	
Image: Constraint of the Constr		Period Code Status Excuse Present Minutes Comments	
2 • Abent • 0 parent call 3		1 ** Not Scheduled	
3 AR Advantance-Behaviore Nambel 4 AR Advantance-Behaviore Nambel 6 AREX-Advantance 7 AREX-Advantance 7 AREX-Advantance 8 Arbit Advantance 9 AREX-Advantance 9 AREX-Advantance 9 AREX-Advantance 9 AREX-Advantance 9 AREX-Advantance 9 Exc.tarly Rease Stacked 9 Exc.tarly Rease Stacked		2 v Absent v 0 parent call	
Active Advancement of Medicard Active Advancement of Medicard Active Advancement One Advancement Active Ac			
 Allic Asset Universität T Allic Asset Universität T Allic Asset Universität With Ac Asset Exercise With Carly Resea Universität Ellic Carly Resea Universität Ellic Carly Resea Universität Ellic Carly Resea Universität 		ABX: Attendance-Benavior Related ABX: Absent Excused	
With AX Absett Surgit ACT BXX: Early Resease Underwork ExaX: Early Resease Underwork		6 AUK: Absent Unknown 7 AUX: Absent Unknown	
ACT ERX: Early Resear Exceed ERX: Early Resear Exceed ERX: Early Resear Exceed ERX: Early Resear Execution ERX: Ea		VIN AX: Absent Exempt	
USC Entry devised a campton SS is School Supremention MED Medical exclused		Act TRRC Entry Resease Stocawd ERUC Entry Resease Stocawd ERU ENTRY ERU ENTRY	
Daily Attendance Processing at the Serving School	Daily Att	tendance Processing at the Serving	I School

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

Daily Attendance Processing ☆	r						Att	tendar	nce Of	ffice	> Atte	endance Management > Daily Atte	ndance Processing
😑 Summary Report 📄 Caller Report													
Daily Attendance Date: 12/07/2023 Dimensional Unknown Excused Unexcu Day: Thursday - Period Schedule: Daily Ad Hoc Filter	sed Exempt	Note: hover below	For additio r over a per v. oss-Site Enr	nal secti iod in th collment	ion detai e grid	il							
Student	Number	Grade	0 1	2	3	4	5	6	7	WIN	ACT	1	
Details Student, Adam	789123	12		TEX				AUX]	
Details Student, Anders 🛛	123456	09		AEX									
Details Student, Bryan	234567	09	AEX		Γ		ТΧ						
Details Student, Bryanna	345678	09	AX										

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

Term 1 Instructiona	07. II D	01. avs	/20	23 P	- (res)9/2 ent	29/2 Da	2023 1VS:	3 Nal	4	Unknown	Ex	cus	ed	Une	cus	sed	Ex	emp	t									L
Period	0	1 2	3	4 5	6	7 8	W	IN A	СТ	т	Date				F	Perio	bd												н
Absent	0 0	0	0	0 0	0	0 0	0		0	0		0	1	2	3 4	5	6 7	8	WIN	ACT	t i								
Early Release	0 (0	0	0 0	0	0 0	0	/	0	0	12/07/2023 Thu Daily		A	EX															L
Tardy	0 0	0	0	0 0	0	0 0	0		0	0	12/05/2023 Tue Daily		Ľ) Abse	ent Fx	cuse	d - n	aren	it call	- Ma	rked I	w He	h	sch	nol at 1	12/07/	2023 1	11:33	L
Term Instructiona	21 ID	0/0 avs	2/2 : 6	202 0	3 - Pi	12 rese	/22/ ent	/202 Dav	23 /s: 2	4.7	12/04/2023 Mon Daily		A	EX								.,							L
Period	0	1 :	2 3	4	5	6 7	8	WIN	A	тт	11/21/2023 Tue Daily			г															L
Absent	0	0	2 0	0	0	0 0	0	0	0	2																			

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



absent for the day.

(A) 2) 1050-1 A	P Calculus (Daily)) -			53	View as student \neg
Classroom	Curriculum	Students	Grades			
Roster	Date 12/07/2023					
Advisory	Save Seating Chart					
Attendance	Students: 6 Present: 5 Ab Physical: 6 Present: 5 Ab	sent: 1 Tardy: 0 sent: 1 Tardy: 0 sent: 0 Tardy: 0				_
Lockers	1050-1 AP Calculu	S			Physical	
Seating Charts	Physical Students: 6 🔺	5	1 0 Excuse	Comments		
Student Groups	09 Student, Ashley	♥ Р	A T			
Course Requests	12 Student, Bethany	P	A T			
	10 Student, Christian	P	A T			
Course Recommendations	11 Student, Dalia	Р	A T			
	09 Student, Erik	Р	A T			
	09 Student, Anders	\$	AEX	parent call		
	1050-1 AP Calculu	s			Virtual	
	No students					

Interdistrict Cross-Site Attendance Logic

Additional logic is used when Cross-Site Enrollment is between multiple districts. The steps to record attendance is 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 excuses with the same Status as the locked Attendance record. Radio buttons to change the status are disabled.
- Attendance Entry Wizard Changing a Status on a locked Attendance record alerts the user that the record cannot be changed. Radio buttons to change the status on the locked record are disabled.
- Section Attendance Radio buttons to change the status on the Attendance side panel are disabled.
- Teaching Center Radio buttons to change the status using Take Attendance or the Seating Chart are disabled.

When the Serving School records attendance...

When the Serving School saves an attendance event, a trigger occurs to share (push) that data with the Home School, and the Home School's database is updated with the new record.

The attendance record only has a Status of either A (absent) or T (tardy); an attendance code or



excuse is not populated, but any comments the Serving School recorded are populated. A change in the attendance status (from Absent to Tardy or Tardy to Absent) at the Serving School is pushed to the Home School, and the record is updated there. Data is not sent to the Home School when the Serving School assigns a Code/Excuse to the attendance event using Daily Attendance.

The Home School must follow the district's process for assigning Codes/Excuses. This can be done using Daily Attendance, looking for all Cross-Site Course Sections that have attendance events. The assigned Code/Excuse made at the Home School is not pushed to the Serving School.

Data is shared with the Home School when:	Data is NOT shared with the Home School when:
 A new attendance event is created. An attendance event is deleted. The status of an attendance event is modified. An Enrollment record is ended before the date of the attendance record, causing the attendance record to be deleted. A roster record is ended before the date of the attendance record, causing the attendance record, causing the attendance record to be deleted. 	An Excuse or Attendance Code is assigned to the attendance event.

When the Home School records attendance...

When the Home School saves an attendance event, a trigger occurs to share (push) that data with the Serving School, and the Serving School's database is updated with the new record. Present, Tardy, and Early Release records are not shared.

The attendance record only has a Status of A (absent); an attendance code or excuse is not populated, but any comments the Home School recorded are populated.

The Serving School must follow the district's process for assigning Codes/Excuses. This can be done using Daily Attendance, looking for all Cross-Site Course Sections with attendance events. The assigned Code/Excuse made at the Serving School is not pushed to the Serving School.

Data is shared with the Serving School when:	Data is NOT shared with the Serving School when:
 A new attendance event is created. An attendance event is deleted. The status of an attendance event is modified. 	• An Excuse or Attendance Code is assigned to the attendance event.

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 ☆						At	tenda	nce O	ffice	> Atte	endanc	ce Mar	agement	> Dail	ly Atten	idance P	rocessin
🚍 Summary Report 🛛 🚍 Caller Report																	
Daily Attendance Date: 12/05/2023 Unknown Excused Unexcused Day: Tuesday - Period Schedule: Daily Ad Hoc Filter	Exempt	No ho bei	te: For ver ove low. Cross-S	addition r a peri Site Enro	al sect od in th ollment	ion deta le grid	il										
Student	Number	Grade	0	1	2	3	4	5	6	7	WIN	ACT					
Details Student, Avery 🖓	204250001	09			T	_											
Details Student, Dallas	109301	12	AEV	AEV	AEV	AEV	AEV	AEV	AEV	AEV							
Details Student Ariun	055460071	09	ALA	ALA		ALA	ALA	ALA	ALA	ALA							
Details Student Khalil	108293	10			^				AUK								
						_	-								_	_	
	Daily /	Atte	nda	nce	То	01 -	Cro.	ss-S	ite S	Stua	ents	5					
ection Attendance ☆												Sched	uling & Cour	rses >	Courses	> Sectio	n Attendan

Save					
Date Selector					
12/05/2023 Change Date					
Student Name Students (6)	P Totals: 6	A 0	T Ex	cuse Comments	
11 Student, Amanda	۲	0	0		
09 Student, Brian	۲	0	0		
10 Student, Carly	۲	0	0		
09 Student, Deena 😌	۲	0	0		
10 Student, Erik	۲	0	0		
12 Student, Francine 💡	۲	0	0		

Section Attendance - Cross-Site Students