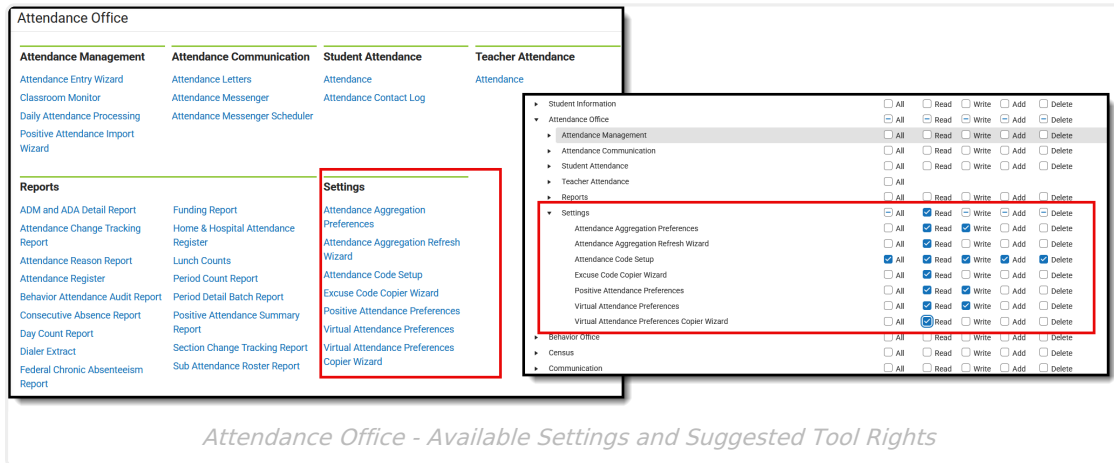


Attendance Office Settings Tool Rights

Last Modified on 06/24/2025 9:01 am CDT

Tools within the Attendance Office Settings category allow administrators to create and manage district-wide attendance codes, copy codes from one calendar to another, set preferences for recording attendance, and much more. This article describes the available tool rights for all tools within the Attendance Settings category.



Attendance Office - Available Settings and Suggested Tool Rights

Attendance Aggregation Preferences

This tool sets the stored procedure and attendance views used in the chronic absenteeism calculation for the entire district. Once set, those preferences are included in the nightly quartz job.

See the [Attendance Aggregation Preferences](#) article for more information.

Attendance Aggregation Preferences ☆
Attendance Office > Settings > Attendance Aggregation Preferences

Save

Attendance Aggregation Preferences

Results of attendance aggregation calculations are used in attendance reporting such as Chronic Absenteeism. Attendance aggregation calculations process nightly.

The Attendance Aggregation Preferences tool allows Districts the ability to select and apply the following attendance aggregation calculation preferences:

- **Aggregation Calculation** – The attendance calculation that will be used for processing aggregate attendance. Currently, only one option is available but individual states may vary.
- **Detail View** – Reserved for future attendance functionality.
- **Summary View** – Used to determine how Chronic Absenteeism is calculated and displayed on the student's attendance tab.
- **Schedule Supplemental Calculation** – District scheduled, additional run, of the Attendance Aggregation calculation. District users should note the following:
 - Only attendance entered before the supplemental run time will be included in calculations.
 - Overnight calculation processing will not be affected.
 - It is recommended that any scheduled processing of attendance calculations be completed during off-peak hours as performance may be compromised for users.

*Aggregation Calculation

sp_SummarizeAttendance

*Detail View

v_AttdayDetail_Federal

*Summary View

v_AttdaySummary_Federal

Schedule Supplemental Calculation

Attendance Aggregation Preferences Editor

R	W	A	D
Access and view the Attendance Aggregation Preferences.	Edit and save Attendance Aggregation Preferences.	N/A	N/A

Attendance Aggregation Refresh Wizard

The Attendance Aggregation Refresh (AAR) tool is used to recalculate and update the [Attendance Day Aggregation table](#), from which the [Chronic Absenteeism](#) calculation is derived.

See the [Attendance Aggregation Refresh](#) article for more information.

Attendance Aggregation Refresh Wizard ☆
Attendance Office > Settings > Attendance Aggregation Refresh Wizard

Attendance Aggregation Refresh

The Attendance Aggregation Refresh Tool forces a manual update of aggregate attendance data for all students in the selected calendar(s). This data is used for absenteeism calculations and other attendance reporting in Campus. Attendance aggregation is automatically updated each night and includes the previous day's attendance information and any other attendance modifications (excluding calendar and course level changes). Manually performing this refresh only needs to be done when:

- A calendar or course level change modifies attendance in the past.
- Today's attendance data, or recent attendance modifications, need to be included prior to the nightly automatic run.
- Aggregate attendance data needs to be calculated for past calendars.
- Other applications at your district also collect attendance information that needs to be included in the automatic run (these are applications outside of Infinite Campus tools).

It is recommended that this task be completed after school hours and for a limited number of calendars at a time. Selecting all calendars for a district at one time may compromise performance for all users.

NOTE: Calendar level changes affecting attendance do not refresh aggregation data. If such modifications are made, this tool should be run to update existing aggregation data.

Find more information about this tool [here](#).

Select Calendars

Which calendar(s) would you like to select?

☒ active year
☐ list by school
☐ list by year

2024-25 Holy Trinity (Non Rpt)
2024-25 Home School (Non Rpt)
2024-25 King of Grace (Non Rpt)
2024-25 Lakeview Elementary
2024-25 Meadow Lake Elementary
2024-25 Middle School Targeted
2024-25 Neill Elementary
2024-25 Noble Elementary
2024-25 Non-Attending Non Pub
2024-25 Northport Elementary
2024-25 Open Enrolled OUT (Non
2024-25 Plymouth Middle School
2024-25 PreSchool Screening
2024-25 Robbinsdale Academic S
2024-25 Robbinsdale Armstrong

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 06/10/2025 and 06/17/2025

Batch Queue List	Report Title	Status	Download
Queued Time			

Attendance Aggregation Refresh Tool

R	W	A	D
<ul style="list-style-type: none"> Access and use the Attendance Aggregation Refresh tool. 	N/A	N/A	N/A

Attendance Code Setup

The **Attendance Codes** are used to create the attendance codes that are assigned to student attendance entries. These codes need to be assigned to a school calendar.

See the [Attendance Code Setup](#) article for more information.

Attendance Code Setup ☆ Attendance Office > Settings > Attendance Code Setup

New Save Delete

Code	Description
ABD	Abs/Dismis
ABE	Abs/Excuse
ABI	Abs/illine
ABS	Abs/Suspen
ABT	Abs/Truant
ABU	Abs/Unexc
AIS	ISSuspen
AT	Abs/Transportation
AUV	Unverified
HBD	Homebound (Medical)
HBPT	Part-time instruction out of school
HBSP	Special Ed part-time instruction out of school
IMM	Immunization Non-Compliance
OSS	Out-of-School Suspension
SG	Scanner
SGCG	Scanner/Counseling
SGHO	Scanner/Health Office
SGMC	Scanner/Media Center
SGRR	Scanner/Resource Room
TAE	Tardy/Ex
TAU	Tardy/Unexc
TUV	Tardy/Unverified
WBLE	Work Based Learning/Experience

AttendanceExcuse Detail

*Code
ABS

*Description
Abs/Suspen

Status
Absent

Excuse
Exempt

☐ Display code in behavior resolution

☐ Use code in virtual attendance posting

Attendance Code Setup

The checkbox **Display code in behavior resolution** requires at least **Read, Write and Add** tool rights.

R	W	A	D
<ul style="list-style-type: none"> Access and view the Attendance Code Setup tool. 	<ul style="list-style-type: none"> Modify existing Attendance Codes. 	<ul style="list-style-type: none"> Add new Attendance Codes. 	<ul style="list-style-type: none"> Delete Attendance Codes.

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.

See the [Excuse Code Copier](#) article for more information.

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

Calendar rights to more than one calendar and year is recommended.

R	W	A	D
<ul style="list-style-type: none"> Access and view the Excuse Code Copier. Copy excuse codes from one calendar to another. 	N/A	N/A	N/A

Positive Attendance Preferences

The Positive Attendance Preferences determine how a specific calendar records positive attendance for students. Positive Attendance is available per calendar, meaning in order for this editor to display, a School must be selected in the Campus toolbar. Preferences must be turned on in order to see related Positive Attendance tools.

See the [Positive Attendance Preferences](#) article for more information.

Positive Attendance Preferences ☆
Attendance Office > Settings > Positive Attendance Preferences

Save

Calendar Preferences

Enable Positive Attendance tools and reports: Yes

Allow teachers to modify Positive Attendance for previous 10 days.

Positive Attendance Preferences

R	W	A	D
<ul style="list-style-type: none"> Access and view the Positive Attendance Preferences tool. View the preferences set for the selected calendar. 	<ul style="list-style-type: none"> Set Positive Attendance Preferences for the selected calendar. 	N/A	N/A

Virtual Attendance Preferences

Virtual Attendance Preferences determine how and when teachers record attendance for virtual classes and how students and/or parents indicate they participated in virtual classes.

See the [Virtual Attendance Preferences](#) article for more information.

Virtual Attendance Preferences ☆
Attendance Office > Settings > Virtual Attendance Preferences

Virtual Attendance Preferences

When "Enable Virtual Attendance" is selected, options for indicating participation and posting non-participation to the attendance table can be entered. The student participation section determines if participation is indicated by teachers and/or students and parents and defines the date and time parameters during which participation can be recorded. The "Posting Virtual Attendance" section determines the frequency with which non-participation is posted to the attendance table and the attendance code that will be used for non-participation. Attendance codes need to be defined in System Admin > Attendance > Attendance Codes before setting up attendance posting. If Virtual Attendance is not enabled, regular Present/Absent/Tardy attendance will be available for the teacher. These preferences are specific to the calendar selected in the toolbar.

☒ Enable Virtual Attendance

☐ Disable Classroom Attendance ⓘ
☒ Participation-Based Entry

☒ Allow student attendance check in
☐ Allow Parent to enter student attendance check in

☒ Check in once per day

12 : 00 AM Start Time
11 : 59 PM End Time

☐ Check in once per course/section

☒ Between the Period Start and End Times
☐ Set Time

12 : 00 AM Start Time
11 : 59 PM End Time

☒ Allow teacher to mark student participation for previous 0 days.
☐ Indicate that attendance was taken when a teacher saves participation for a previous day. ⓘ
☒ Allow teacher to override participation after student has checked in.
☒ Allow teacher to move physical students to virtual and mark them as participated in a period.

Posting Virtual Attendance
☐ Enable Virtual Attendance Posting

06/18/2025 Posting Job Start Date ⓘ

Daily Frequency
11 : 59 PM Time
06/18/2025 Attendance Posting Start Date ⓘ

Virtual Attendance Preferences

R	W	A	D
<ul style="list-style-type: none"> Access and view the Virtual Attendance Preferences tool. 	<ul style="list-style-type: none"> Modify and save existing Virtual Attendance Preferences. Select and save new Virtual Attendance Preferences. 	N/A	N/A

Virtual Attendance Preferences Copier Wizard

The Virtual Attendance Preferences Copier Wizard copies saved [Virtual Attendance Preferences](#) from the source calendar to the selected destination calendar(s).

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See the [Virtual Attendance Preferences Copier Wizard](#) article for more information.

Virtual Attendance Preferences Copier Wizard ☆
Attendance Office > Settings > Virtual Attendance Preferences Copier Wizard

Virtual Attendance Preferences Copier

This tool will copy virtual attendance preferences from one calendar to others. Select a source Calendar and one or more destination calendars from the same school year. Virtual attendance preferences can be copied to calendars with no preferences set or they can overwrite existing preferences. Each calendar should have an attendance code for the posting process with "Use code in virtual attendance posting" checked. Best practice is to use the Excuse Code Copier tool before the Virtual Attendance Preferences Copier.

Source Calendar
2024-25 High School

Select Destination Calendars
2024-25 2/3 Day Preschool - NH
2024-25 2/3 Day Preschool - ZL
2024-25 5 Day Preschool - NHLC
2024-25 Adult Academic Program
2024-25 Armstrong Credit Recov
2024-25 C & T OUT (Non Rpt)
2024-25 Cooper Credit Recovery
2024-25 ECFE - FLT (Non Rpt)
2024-25 ECFE NHLC (Non Rpt)
2024-25 ECFE NHLC Preschool
2024-25 ESC (Non Rpt)

CTRL-click and SHIFT-click for multiple

Copy Preferences

Virtual Attendance Preferences Copier Wizard

Calendar rights to more than one calendar and year is recommended.

R	W	A	D
<ul style="list-style-type: none"> Access and view the Virtual Attendance Copier Wizard Preferences tool. Copy virtual attendance preferences from one calendar to another. 	N/A	N/A	N/A

Suggested User Groups

- [Attendance Administrators](#)

See [User Groups and Suggested Roles](#) for more information.
