

# SISK12: Attendance Marking: Current Day (by Class)

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**Path:** View/Maintain → Attendance → Current Day (by Class)

## Overview

This section enables you to locate, view, and edit current day attendance marking of students by class. If teachers are not marking attendance online, but turning in attendance using manual entry collection sheets, this function will allow the office user to select classes one at a time.

## Attendance Marking by Class

1. Verify the attendance date in the Screen Heading.
2. In the **Sort Classes by** section, select the appropriate attendance marking option.
  - Select Period/Teacher if marking classes by period.
  - Select Teacher/Period if marking from manual entry sheets.
  - Select Subject# to display a list of subjects by number.
3. Select whether to view all periods or a range of periods.

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Select **From Period 1 to Period 1** to display only subjects that meet Period 1.

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4. The **Enable editing of all periods?** option is checked on by default.

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This feature gives the user the ability to mark a student absent all day from the class selected.

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**CURRENT DAY ATTENDANCE MARKING BY CLASS**

ZZHS - 0607 (Current) Edwards High School - Aug 23, 2006 - May 15, 2007  
Attendance Date: Wednesday, 01/03/07 Sem=2 Trm=3 Per=1234567

Done Edit Cancel

Sort Classes by:

Period/Teacher  
 Teacher/Period  
 Subject#

All Periods  
 From: [ ] to [ ]

Enable editing of all periods?

Continue

5. Click the **Continue** button. The screen refreshes, displaying the class list sorted as selected on the previous screen.

Select	Section	Per	Term	Title	#Std	Marked	Teacher
	H7800-01	1x3	S2	VOTECH I	1		Atoó ,Aonean
	H6506-02	1	S2	COMM ART	1	Perfect	Bookworm ,Alicia
	H5200-01	1	S2	PHYS ED	21	Teacher	Clives ,Hillary
	H7810-01	1x3	S2	VOTECH II	7		Countin ,Ursulla
	H7150-01	1	S2	BUSINESS ECONOMICS	21	Teacher	Curlin ,JamiLyn
	H6500-01	1	S2	ART	24	Teacher	English ,Sally
	H2200-02	1	S2	ALGEBRA I	1		Garner ,Bill
	H7220-03	1	S2	ENTREPRENEURSHIP	2		Gilmore ,Joseph
	H7820-01	1x3	S2	VOTECH III	14	Office	Haughton ,Heather
	H7550-03	1	S2	AGRIBUSINES	6		Hayes ,Sally
	H4170-02	1	S2	PHYSICS	11		Miller ,James
	H1010-02	1	S2	BASIC READING	1		Sands ,Wendy
	H6005-01	1	S2	BAND	27		Stephenson ,Emily
	H3360-01	1	S2	WESTERN CIVILIZATION	14		Vonk ,Hans

- The **Marked** column will indicate if the **Teacher** or **Office** completed the attendance marking, or **Perfect** for classes with no absences.
- Locate the appropriate class and click the select icon. The screen refreshes displaying the attendance roster.


L/E	Student	Gr	P1	P2	P3	P4	P5	P6	P7	Comment
	Alexander, Charles P	11								
	Cage, Douglas D	12								
	Camden, Paul W	11								
	Clarkson, Timothy T	12								

- To display student photos while marking attendance, check the option **Show Student photo**.

L/E	Student	Gr	P1	P2	P3	P4	P5	P6	P7	Comment
	Griffith, Allan L	11								

- To mark a single period for a student, click the cell in the appropriate period. Select the appropriate code from the drop-down list. Or, click the cell and type the letter of the attendance code.
- To mark all periods for the student, click in the student's row and then select the appropriate attendance code from the drop-down list.

Attendance Codes :	: Blank / Remove Code
	: Blank / Remove Code
	A: unexcuse / unverified Absence
	B: school Bus delay
	C: Cut (on campus)
	D: administrative / staff delay
	E: Early dismissal
	F: Field trip (off campus)
	G: Mental Health Facility
	H: Homebound (or on-hold)
	I: In-school detention
	J: Juvenile detention (off campus)


11. Click . The selected code is displayed in all periods.
12. To mark a student absent for late arrival (L) and/or early dismissal (E), select the edit  icon in the **L/E** column.
13. The **Student Attendance** screen displays. First enter the *L* or *E* in the **Code** column in the appropriate period.
14. Type the number of minutes that the student was late to class or left early in the **L/E** column. This will allow you to capture the minutes of attendance, even though the student did not attend the full period.

Per	Min	Code	L/E
1	54	A	
2	54	A	
3	54	A	
4	55	L	40
5	55		
6	54		
7	54		

**Note:** The ability to use the *E* and *L* attendance codes to mark partial minutes is driven by your system settings. Using these codes gives you the ability to count every minute a student is in attendance, rather than simply marking the student absent for the entire period if the student has missed more than half the period and cannot be marked as tardy. This will boost your ADA.

15. Select **Done** to save your changes and return to the roster of students.
16. Add comments if needed by typing the comment field.
17. To mark perfect attendance for the class, click . You may only mark perfect attendance if there are no other attendance marks in the period.
18. Click **Apply** to save and continue or **Done** to save and exit.

### View/Edit an Existing Current Day Attendance Marking By Class

1. Select the class  from the list. Locate the appropriate student and click the cell of the period you wish to edit. Select the appropriate code from the drop-down list.
2. To change the code used to Mark All Day, click in the student's row. Then select the appropriate attendance code from the drop-down list. Click .
3. Click **Apply** to save and continue or **Done** to save and exit.


### View Contact Summary Information

1. Locate the appropriate student and click the Contact Summary  icon. A confirmation prompt displays.



2. Click **OK** to save the attendance data and to view the student's contact summary information.
3. Click **Done** to return to the **Attendance** screen.

### View/Edit Current Day Attendance Marking by Student Screen

Click the View  icon to view the **Student Attendance** screen.

### Actions Menu – Class List Screen

When viewing the **Class List**, select the **Actions** Menu to print the list of classes. The list is printed in grid format.

1. To include only classes that have not yet been marked for attendance, click **Actions** → **Print Class List** → **Print Non Marked Attendance**.
2. To include all classes listed on the screen regardless of whether attendance has been marked or not, click **Actions** → **Print Class List** → **Print All**.

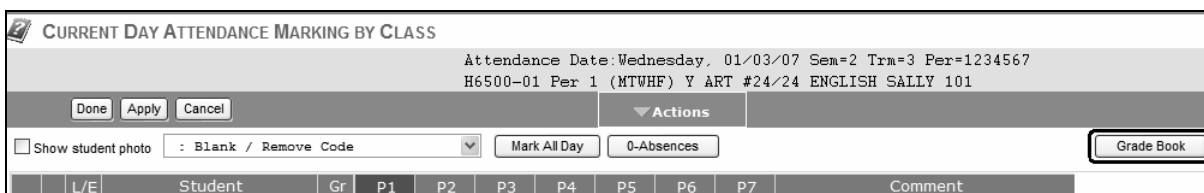
### Actions Menu – Class Roster Screen

When viewing the **Attendance Roster**, the **Actions Menu** allows you to do the following:

1. **Create New Discipline for Highlighted Student.**
2. Print a **Photo Roster** for the class.
3. Print **Manual Entry Roster** for the class.

### View Teacher Grade Book

1. To view the Grade Book of the selected class, select the  button.



2. Click Done to return to the **Current Day Attendance Marking By Class** screen.