

SISK12: Pre-Marked Attendance

School Information Systems, Inc., Proprietary and Confidential



Path: Click View/Maintain → Attendance → Pre-Marked Attendance

Overview

Pre-marked attendance is used when the office user becomes aware of a planned future absence. This enables you to mark attendance entries in advance, along with a comment, then review and post the pre-marked attendance for the current day.

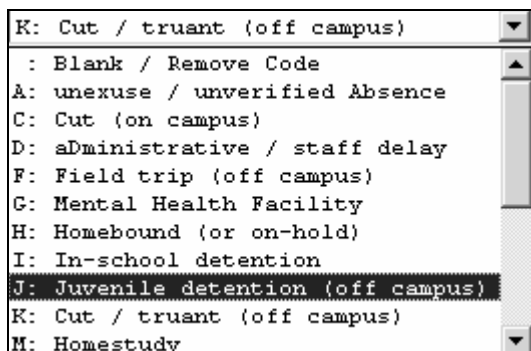
- Add a student in the pre-marked entries list
- Delete a pre-marked entry
- Post attendance for the current day


Add a Student in the Pre-Marked Entries List

1. On the **Pre-Marked Attendance** screen, click the **All Pre-Marked Entries** tab.
2. Click the **Add Student** button. The **Search Student** screen displays.
3. Locate the student(s) and click the select  icon to select a single student from the search result or use your mouse to highlight multiple students and click . The **Pre-Marked Attendance** screen displays with the selected student added to the bottom of the list.

Note: Once you complete the attendance marking and click **Apply**, the list is sorted alphabetically by name.


4. Click in the **Date Start** column to type a different date. The start dates must be equal to or after the current attendance date. All start date must exist in the school calendar.
5. Tab to the **#Days** column and use the spin box or type the number of consecutive days of absence. SISK12 will count off these days according to the school calendar.
6. While the student's record is highlighted, select the appropriate **Code** from the drop-down list.



7. Click  to mark the same code to all the periods.
8. To mark different codes for different periods, double-click on the period and select the attendance code from the drop-down list.
9. You may also add comments to this screen by typing in the **Comment** field.

- Click **Apply** to save and continue or **Done** to save and exit. The list is now sorted by student name.


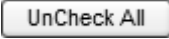
Delete a Pre-Marked Entry

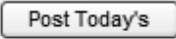

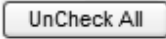
- Locate the appropriate student and click the trash  icon. A confirmation prompt displays.
- Click **OK** to delete the selected entry.

Post Attendance for the Current Day

- If there is any pre-marked attendance for the current attendance date, the entries will display in the **Pending For Today** tab.

Note: When administrators create discipline transactions in the Profile Module for out-of-school suspensions (Attendance Code O) and in-school suspensions (Attendance Code I), these entries will be automatically recorded in pre-marked attendance.

- Check all entries you wish to post either one at a time or by using the  button.
- Click the  button to clear all check marks.
- If an entry is no longer needed, leave the entry unchecked. This will keep the entry from being posted.

Pending For Today		All Pre-Marked Entries								
										
Post	Student	Gr	P1	P2	P3	P4	P5	P6	P7	Comment
<input type="checkbox"/>	Carter, Jackie M	10	*	*	*	*	P	P	P	Dr appt
<input type="checkbox"/>	Drake, Thomas	12	P	P	P	P	P	P	P	funeral - grandmother
<input type="checkbox"/>	Ingles, Ben F	12	P	P	P	P	P	P	P	vacation

- Click the **Post Today's** button to add the checked entries to the current day's attendance.

Note: Pre-marked attendance is usually posted at the start of the day, prior to 1st period bell. This will allow teachers to see the pre-marked attendance when they open their attendance rosters throughout the day.