

[independent study](#), [is teacher essential](#), [attendance](#), [pls](#), [pls student roster](#)

# PLS Attendance

Attendance in the PLS is primarily taken for Independent Study. Ed Code states that IS attendance cannot be taken until on or after the last day of the learning period (LP). This is the default policy in the SIS. Contact School Pathways if you would like to change this policy.

## Part I: Claiming attendance for all students on roster:

On or after the last day of the LP, click on the Att symbol to open the attendance page. Hover over the Att icon for the correct LP to see the date range.

**Roster Options** Reset to defaults

Schoolyear: 2016 - 2017  
Schooltrack: -- All --  
Date Range: -- Filter By Date Range --  
From: 01/21/2017 To: 05/26/2017  
Supervised By: -- All --  
Show students belonging to: Reeves, LeAnn 12 Primary  
Course: -- Homeroom -- (Upload Work Samples)

**PLS Options**

Expand/Collapse Students:

Set Copy MA Mode:

Print Options

**Update** **Print/Export**

LeAnn Reeves has 12 currently enrolled students (and 12 total students, including pre-reg and ...)

Mass Print for PLS Students as of the LAST DAY of the Chosen LP

Semester 2 (Spring) of (2016 - 2017) A	Att	AL	LL	AWR	WS	PBL
LP: 0	<input checked="" type="checkbox"/>					
LP: 1	<input checked="" type="checkbox"/>					
LP: 2	<input checked="" type="checkbox"/>					
LP: 3	<input checked="" type="checkbox"/>					
LP: 4	<input checked="" type="checkbox"/>					
LP: 5	<input checked="" type="checkbox"/>					
LP: 6	<input checked="" type="checkbox"/>					
LP: 7	<input checked="" type="checkbox"/>					

Each day of attendance for the learning period (synonymous with attendance period) is represented.

In the following view, the learning period starts on 6/10 and ends on 06/24 so only those days are available to claim. Gray boxes show days not enrolled.

Set all previously unclaimed to...  
Independent Study -- Set All -- Save

Claiming from PLS for Track B students.

#	Teacher	Source	Time	Student	Set All	06/10	06/11	06/12	06/13	06/14	06/17	06/18	06/19	06/20	06/21	06/24	P/T/A
1	Brenneman, Kathleen	ReportWriter	12	Barton, Amanda	-- Set --	✓ IP	11/0/0										
2	Brenneman, Kathleen	ReportWriter	10	Blom, Jacob	-- Set --	✓ IP	11/0/0										
3	Brenneman, Kathleen	ReportWriter	9	Brown, Thomas	-- Set --	✓ IP	11/0/0										
4	Brenneman, Kathleen	ReportWriter	10	Calvin, Joshua	-- Set --	✓ IP	11/0/0										
5	Brenneman, Kathleen	ReportWriter	10	Erickson, Emily	-- Set --	✓ IP											1/0/0
6		ReportWriter	10	Erickson, Emily	-- Set --		✓ IP	10/0/0									
7	Brenneman, Kathleen	ReportWriter	10	Roberts, James	-- Set --	✓ IP	11/0/0										
8	Brenneman, Kathleen	ReportWriter	9	Short, Adam	-- Set --	✓ IP	11/0/0										

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Click the colored box to change it to an Absent claim. Continue clicking to bring it back to Present. You can also use the SET ALL column to set all days at one time.

Claiming from PLS for Track B students. Save

#	Teacher	Source	Time	Student	Set All	06/10	06/11	06/12	06/13	06/14	06/17	06/18	06/19	06/20	06/21	06/24	P/T/A
1	Brenneman, Kathleen	ReportWriter	12	Barton, Amanda	-- Set --	✓ IP	11/0/0										
2	Brenneman, Kathleen	ReportWriter	10	Blom, Jacob	-- Set --	✓ IP	11/0/0										
3	Brenneman, Kathleen	ReportWriter	9	Brown, Thomas	-- Set --	✓ IP	✓ IA	✓ IA	9/0/2								
4	Brenneman, Kathleen	ReportWriter	10	Calvin, Joshua	-- Set --	✓ IP	11/0/0										
5	Brenneman, Kathleen	ReportWriter	10	Erickson, Emily	-- Set --	✓ IP											1/0/0
6		ReportWriter	10	Erickson, Emily	-- Set --		✓ IP	10/0/0									
7	Brenneman, Kathleen	ReportWriter	10	Roberts, James	-- Set --	✓ IP	✓ IA	✓ IA	✓ IA	✓ IA	7/0/4						
8	Brenneman, Kathleen	ReportWriter	9	Short, Adam	-- Set --	✓ IP	11/0/0										

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[Return to Calendar](#) Save

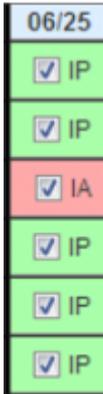
 When one refers to **“Claimed Attendance”**, they are referring to attendance that has been reviewed and saved. In the above view, even though we can see the pending **IP** attendance marks, we know it has not been saved (claimed) yet because there is a white border around the colored boxes. Once the page is saved, the white border will be gone which indicates the attendance has been saved.

 **NOTE:** If your school is using the PLS Activity Monitor and has the policy set to show discrepancy warnings, all boxes will be set according to work noted on logs in student portal

 or to actual site class attendance.

Save.

You'll know the claim was saved because if you access the attendance again, color floods the boxes.



Click Print, choose Portrait from the popup, and print the pdf. Then sign and date to turn into the office. Click the BACK button or close the tab.

Save Successful

You just saved attendance for the following dates:  
06/25/2013

Below is a summary of your currently opened attendance form.

Portrait Landscape Automatic  
Archive

Form # h33c: Brennemman, Kathleen  
Form Status: Has not been printed  
Edited: Tue Jun 25, 2013 - 11:36 am by leann

Form # h33d: Brennemman, Kathleen  
Form Status: Has not been printed  
Edited: Tue Jun 25, 2013 - 11:52 am by leann

Source	LP	# Days	# Claims	P/T/A
ReportWriter	2	1	1	1/0/0
ReportWriter	2	1	1	1/0/0
ReportWriter	2	1	1	0/0/1
ReportWriter	2	1	1	1/0/0
ReportWriter	2	1	1	1/0/0
ReportWriter	2	1	1	1/0/0

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 **Note:** DO NOT PRINT YOUR ATTENDANCE CLAIM UNTIL ALL STUDENTS ON YOUR ROSTER HAVE BEEN CLAIMED FOR THE LP. NEVER PRINT FOR JUST ONE STUDENT UNLESS DIRECTED BY YOUR SCHOOL OFFICE.

## Part II. Claiming students individually:

Go to a student>click on the REPORTS tab for an individual student » choose the Att button for the appropriate LP.

The screenshot shows a web application interface. At the top, there is a navigation bar with a dropdown menu set to '4'. Below this, a table lists student information. The first row is highlighted in green and contains the following data: ID 78576, Name Brown, Thomas, Age 10, School Portola, Phone (530) 493-8275, and Birthdate 01/01/2002. Below the table, there is a 'Semester 1 (Fall) (2013 - 2014)' section with a 'Reports' menu. The 'Reports' menu is circled in blue. To the right of the menu is a table with columns: Print, Att., Note, WS, AWR, LL, PR. The 'Att.' column is highlighted with a red box. A blue arrow points from the 'Reports' menu to the 'Att.' column. Below the 'Reports' menu, there are links for 'Report Card', 'Rubrics Report Card', and 'Master Agreement'. At the bottom of the screenshot, there is another table with student information:

5		78652	Calvin, Joshua			11	Graeagle	96103	555-5555	07/13/1996
6		78599	Casey, Terry			11	Graeagle	96103	(530) 836-0384	09/09/1995
7		78780	Crow, Marion			3	Portola	96106	(530) 555-5555	02/02/2007

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