

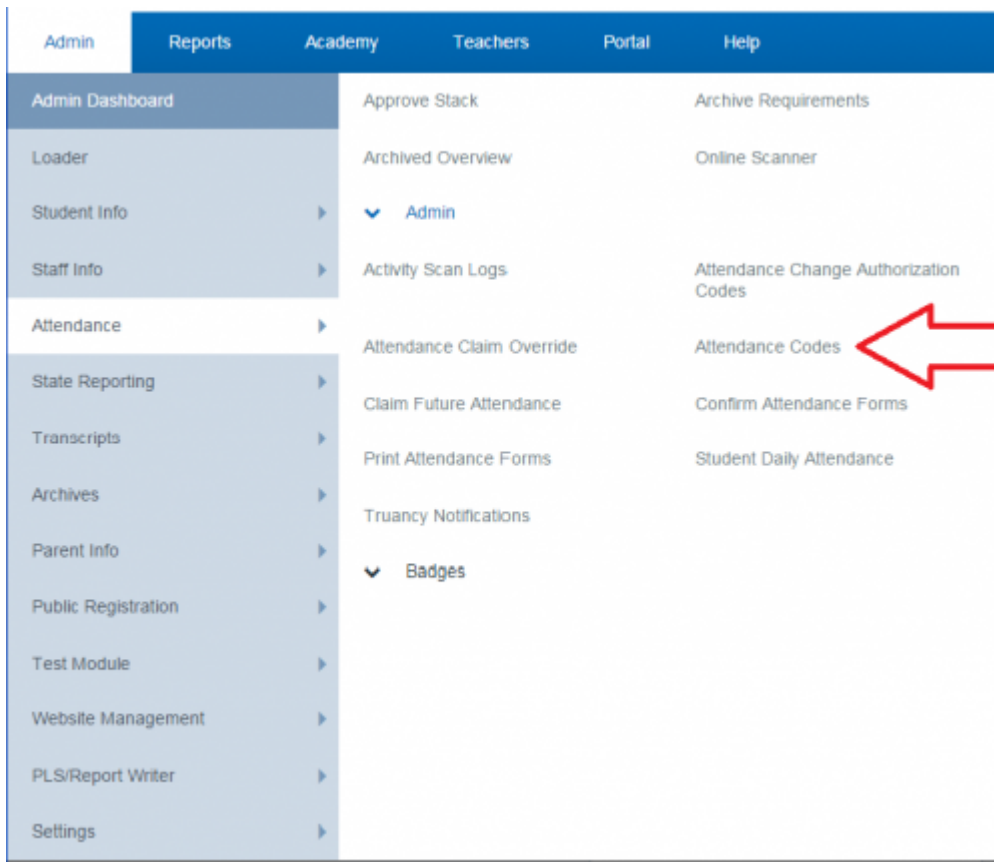
[attendance](#), [admin](#), [admin essential](#), [attendance codes](#)

## Attendance Codes and Claim Override

When students are marked absent or tardy, schools enter a code for the type of absence. This manual explains how to set up the codes your school will use and the two ways you can mark the codes for the absent days.

### I. Setting Codes your School Will Use

- Step 1. In the SIS go to **Admin>Attendance>Admin>Attendance Codes**



- Step 2. To enter new codes, click Add New under the desired program type. Some codes are preset.

Admin
Reports
Academy
Teachers
Portal
Help

### Attendance Codes

Show Deleted/Past Codes?

Target	Code	Description	Apport	Excused	Perfect	Deleted	Edit	Order
<b>Classroom Based</b> <span style="float: right;">Add New</span>								
CB	pe	present/excused	Y	Yae	Y		Edit	↑ ↓
CB	pf	present/failed	Y	Yae	Y		Edit	↑ ↓
CB	pm	present/master	Y	Yae	Y		Edit	↑ ↓
CB	tf	tardy/failing	Y	Yae	Y		Edit	↑ ↓
CB	tm	tardy/mastery	Y	Yae	Y		Edit	↑ ↓
CB	ab	absent	n	nae	n		Edit	↑ ↓
CB	P	Present	Y	Yae	Y		Edit	↑ ↓
CB	T	Tardy	Y	nae	n		Edit	↑ ↓
CB	A	Absent	n	nae	n		Edit	↑ ↓
<b>Independent Study</b> <span style="float: right;">Add New</span>								
IS	IP	I/S Present	Y	Yae	Y		Edit	↑ ↓
IS	MIP	Modified I/S Present	Y	Yae	Y		Edit	↑ ↓
IS	SIP	Short-Term I/S Present	Y	Yae	Y		Edit	↑ ↓
IS	IA	I/S Absent	n	nae	n		Edit	↑ ↓
IS	MIA	Modified I/S Absent	n	nae	n		Edit	↑ ↓
IS	SIA	Short-Term I/S Absent	n	nae	n		Edit	↑ ↓
<b>SI - 2-9 Pupils Retained/Recommended for Retention</b> <span style="float: right;">Add New</span>								
RET	SRP	SI-Retention Present	Y	Yae	n		Edit	↑ ↓
RET	SRA	SI-Retention Absent	n	nae	n		Edit	↑ ↓

#### Add Attendance Code

Code:	<input type="text"/>
Color:	<input type="text"/> <input type="button" value="Choose"/>
Brief Description:	<input type="text"/>
Attendance Target:	(CB) Classroom Based
Apportioned:	<input type="radio"/> No <input type="radio"/> Yes
Excused:	<input type="radio"/> No <input type="radio"/> Yes
Perfect:	<input type="radio"/> No <input type="radio"/> Yes <small>"Perfect" means that this attendance code is considered considered analogous to "Present" and is eligible to be considered in the "Perfect Attendance" report.</small>
Tally As:	<small>- Do Not Tally -</small> <small>"Tally As" determines how attendance claims with this code will be tallied on certain reports such as report cards and attendance form summaries. It does not affect apportionment settings, excused settings, attendance target, or anything else, other than how the code will be added up for a few reports. It is not used in any report related to ADA or state reporting.</small>
Show in Admin Override	<input type="radio"/> No <input type="radio"/> Yes

- Step 3. Fill in the following fields:
  - Code: What do you want the code to be.
  - Color: Choose a color that will be distinct and has not been used yet.
  - Brief Description: Enter a brief description so other people will know what the code is.
  - Attendance Target: What type of attendance is this code for.
  - Apportioned: Will this code allow apportionment?
  - Excused: Will this code mark the day as excused?
  - Perfect: Will this code be considered analogous to 'Present' and be eligible to be considered in the "Perfect Attendance" report.
  - Show in Admin Override: Will the code be available on the Administration Claim Override Report.
- Step 4. Click the Save Changes button.  
Now the code will be shown as an option on the attendance Codes page.

### I-A: Enabling New Codes for Instructor Use

Following the steps above, your new attendance codes are available in the system for administrators

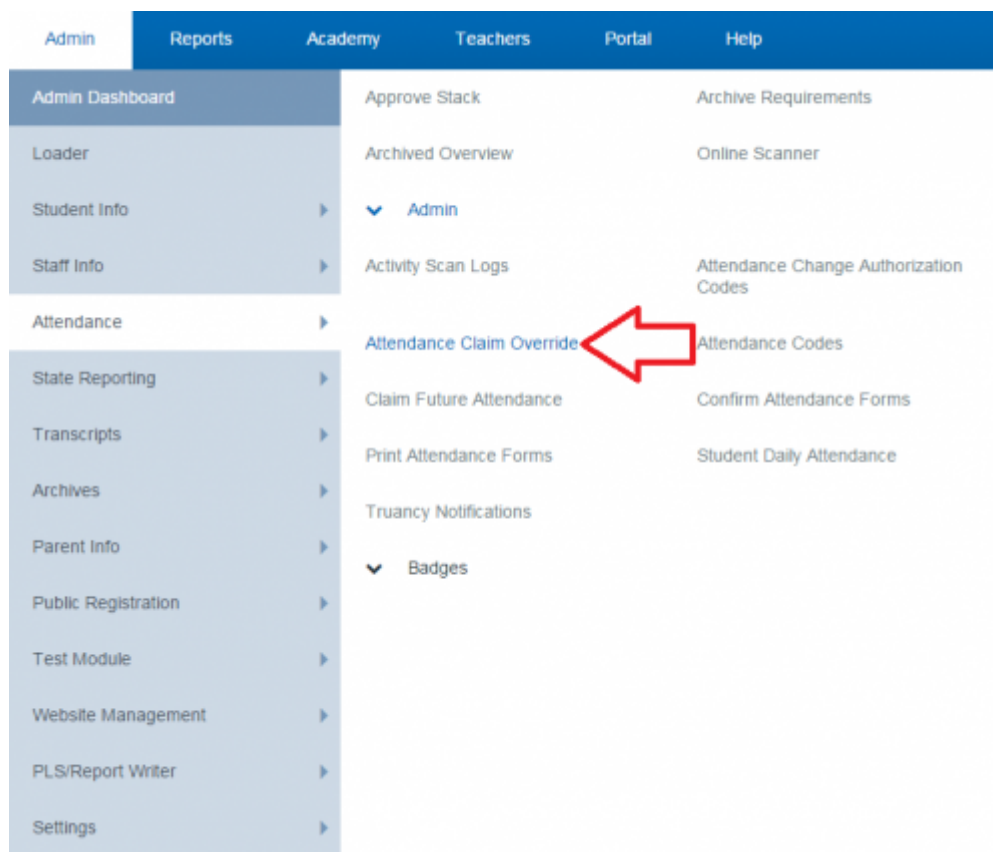
to use in Attendance Claim Override, but are not available for instructors to use on their initial attendance claims.

If you'd like instructors to be able to use the codes, complete the following:

1. Go to **Admin > Settings > Program Options**
2. Click on the **Edit** link to the far right of the program name matching the Attendance Target you chose for the new code(s) (See Step 3 above)
3. Find the new codes in the list in the **Attendance Codes** section near the center of the next page.
4. To make the code available for instructors, check the box in the **Code** column. To make it the default code when claiming attendance, check the box in the **Default?** column.

## II. Overriding Attendance Claims

- Step 1. Go to **Admin>Attendance>Admin>Attendance Claim Override**



- Step 2. Fill in the following fields:
  - The Academy
  - School Year
  - School Track
  - Learning Period
  - Date Range
  - Academy Instructor (if desired)
  - Teacher of Record (if desired)
  - Attendance Target (if desired)
  - Whether or not to hide "Present" claims, "Informational" claims, or Deleted claims

-Or just search for a specific student by name

- Step 3. Click Update

Biology A (IS2603-1:P1-Sp)															
Student	Student Phone	Teacher of Record	Grd	Time	Edit Details	02 08	02 09	02 10	02 11	02 12	02 15	02 16	02 17	02 18	02 19
Jordan, Max		Brenneman, Kathleen	10	8:00 am - 8:55 am	<input type="checkbox"/> Details		IP			HOL					HOL

English 10A (2131:P5)															
Student	Student Phone	Teacher of Record	Grd	Time	Edit Details	02 08	02 09	02 10	02 11	02 12	02 15	02 16	02 17	02 18	02 19
Reeves, Case	(555) 555-5555	Reeves, LeAnn	12	1:00 pm - 1:55 pm	<input type="checkbox"/> Details			P		HOL					HOL

Math Proficiency (2402-1:P6-Sp)															
Student	Student Phone	Teacher of Record	Grd	Time	Edit Details	02 08	02 09	02 10	02 11	02 12	02 15	02 16	02 17	02 18	02 19
Jordan, Max		Brenneman, Kathleen	10	2:30 pm - 3:25 pm	<input type="checkbox"/> Details			IP		HOL					HOL

Study Skills (IS6001--SP)															
Student	Student Phone	Teacher of Record	Grd	Time	Edit Details	02 08	02 09	02 10	02 11	02 12	02 15	02 16	02 17	02 18	02 19
Jordan, Max		Brenneman, Kathleen	10	7:00 am - 7:10 am	<input type="checkbox"/> Details			IP		HOL					HOL

You will get a list of all students who had attendance claimed for the specifications you set  
 Green Squares indicate that the student was present, red squares indicate that the student was absent, and yellow squares indicate that the student was tardy

If you click on any of the claims, a pop-up will appear and you will be able to choose the code that you wish to override the original claim with

02 08	02 09	02 10	02 11	02 12	02 15
	IP			HOL	

IP - I/S Present

Classroom Based

P - Present

T - Tardy

A - Absent

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Home & Hospital

HA - HH Absent

HP - HH Present

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Independent Study

IAE - Absent Excused

?IS - x

IP - I/S Present

MIP - Modified I/S Present

SIP - Short-Term I/S Present

IA - I/S Absent

MIA - Modified I/S Absent

- Step 4. Click save to save any changes you have made  
 You can mass change claims by selecting the "Details" check box and clicking the "Edit Details" buttons.

Biology A (IS2603-1:P1-Sp)																										
Student	Student Phone	Teacher of Record	Grd	Time	Edit Details	02 08	02 09	02 10	02 11	02 12	02 15	02 16	02 17	02 18	02 19	02 22	02 23	02 24	02 25	02 26	02 29	03 01	03 02	03 03	03 04	
Jordan, Max		Brenneman, Kathleen	10	8:00 am - 8:55 am	<input type="checkbox"/> Details			IP		HOL					HOL											

English 10A (2131:P5)																										
Student	Student Phone	Teacher of Record	Grd	Time	Edit Details	02 08	02 09	02 10	02 11	02 12	02 15	02 16	02 17	02 18	02 19	02 22	02 23	02 24	02 25	02 26	02 29	03 01	03 02	03 03	03 04	
Reeves, Case	(555) 555-5555	Reeves, LeAnn	12	1:00 pm - 1:55 pm	<input type="checkbox"/> Details			P		HOL					HOL											

Math Proficiency (2402-1:P6-Sp)																										
Student	Student Phone	Teacher of Record	Grd	Time	Edit Details	02 08	02 09	02 10	02 11	02 12	02 15	02 16	02 17	02 18	02 19	02 22	02 23	02 24	02 25	02 26	02 29	03 01	03 02	03 03	03 04	
Jordan, Max		Brenneman, Kathleen	10	2:30 pm - 3:25 pm	<input type="checkbox"/> Details			IP		HOL					HOL											

Study Skills (IS6001--SP)																										
Student	Student Phone	Teacher of Record	Grd	Time	Edit Details	02 08	02 09	02 10	02 11	02 12	02 15	02 16	02 17	02 18	02 19	02 22	02 23	02 24	02 25	02 26	02 29	03 01	03 02	03 03	03 04	
Jordan, Max		Brenneman, Kathleen	10	7:00 am - 7:10 am	<input type="checkbox"/> Details			IP		HOL					HOL											

From this page you can change multiple attendance claims at once by changing fields in the top "Set All" row. The claims can also be mass-deleted by selecting the check box on the top left

hand side of the page.

Then select the terms you wish to change and it will populate the fields as requested. *Click Save Changes button when you are finished.*

**Edit Attendance Claims**

Back Save Changes

Del	Student	Phone	Hist	Notes	Schoolyear	Source	Date	Track	LP	Grade	Start	Finish	Claim Code
<input type="checkbox"/>	Jordan, Max		[Hist]	[Notes]	2015 - 2016	Biology A (HS2603-1 P1-Sp)	02/09/2016	A	8	10	08:00 AM	08:55 AM	IP - US Present
<input type="checkbox"/>	Jordan, Max		[Hist]	[Notes]	2015 - 2016	Math Proficiency (2402-1 P6-Sp)	02/10/2016	A	8	10	02:30 PM	03:25 PM	IP - US Present
<input type="checkbox"/>	Jordan, Max		[Hist]	[Notes]	2015 - 2016	Study Skills (056001-SP)	02/10/2016	A	8	10	07:00 AM	07:10 AM	IP - US Present
<input type="checkbox"/>	Reeves, Case	(555) 555-5555	[Hist]	[Notes]	2015 - 2016	English 10A (2131 P5)	02/10/2016	A	8	12	01:00 PM	01:55 PM	P - Present

To delete every checked-off attendance claim above, and discard all other changes made, type CONFIRM and click the delete button.  
 Confirm:   
 [DELETE all checked attendance claims and ignore other changes]

By clicking on this Hist link, you can view the History of an attendance claim with details such as the date/time that claim was made and the staff member who claimed the attendance.

Jordan, Max      02/09/2016      Source: Biology A

Track	Grade	LP	Code	Times	Claimed By	Admin?	Created	Deleted
A	10	8	IP	8:00 - 8:55	Reeves, LeAnn	Yes	02/10/2016 10:22 am	--

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