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Attendance Codes - Classroom-Based Attendance 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. A. Setting Codes Your School Will Use. B. Entering Codes A. Setting Codes Your School Will Use. 1. In SpSIS go to Administration»Attendance»Administration»Attendance Codes 2. Some codes are preset. To enter new codes click Add New under the desired program type. Generated by Foxit PDF Creator © Foxit Software <http://www.foxitsoftware.com> For evaluation only. Updated 9/16/2013 Page 2

3. Enter the information in the fields Code: What do you want the code to be. Color: Choose a color that will be distinct and not 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 beconsidered in the "Perfect Attendance" report. Show in Admin Override: Will the code be available on the Administration ClaimOverride Report. Click the 'Save Changes' button Now the code will show as an option. Continue to set up any other codes you want to use in this manner. B. Overriding Attendance Codes Now choose Administration»Attendance»Administration»Attendance Claim Override Generated by Foxit PDF Creator © Foxit Software <http://www.foxitsoftware.com> For evaluation only. Updated 9/16/2013 Page 3

1. Choose The attendance period/learning period you wish to work with The teachers you want to work with (classroom or teacher of record) If you want only absent claims to show - check the Hide 'Present' Claims box. If you want to hide informational attendance claims - check the box. If you want the report to generate in PDF format - check the box. Click the UPDATE button. 2. You will get a list of all students enrolled on that day. Days absent will show in red and tardy claims will show in yellow. 3. 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. Generated by Foxit PDF Creator © Foxit Software <http://www.foxitsoftware.com> For evaluation only. Updated 9/16/2013 Page 4

4. Save the page before exiting. If you need to adjust multiple claims for a class you can mass change claims by selecting the "Details" check box and then clicking the "Edit Details" button. From this page you can change multiple attendance claims at once 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. When you are finished, click the Save Changes button. You can also view the History of an attendance claim with details such as the date/time the claim was made and the staff member who claimed the attendance. You can access this data by clicking on the "Hist" link. Generated by Foxit PDF Creator © Foxit Software <http://www.foxitsoftware.com> For evaluation only.

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