attendance, admin, admin essential

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

| Admin | Reports | Acad | emy Teachers | Portal | Неір |
|---------------|---------|------|---------------------------|--------|--|
| Admin Dasht | | | Approve Stack | | Archive Requirements |
| Loader | | | Archived Overview | | Online Scanner |
| Student Info | | • | ✓ Admin | | |
| Staff Info | | • | Activity Scan Logs | | Attendance Change Authorization Codes |
| Attendance | | • | Attendance Claim Override | | Attendance Codes |
| State Report | ng | • | Claim Future Attendance | | Confirm Attendance Forms |
| Transcripts | | • | Print Attendance Forms | | Student Daily Attendance |
| Archives | | • | Truancy Notifications | | |
| Parent Info | | • | ✓ Badges | | |
| Public Regist | ration | • | | | |
| Test Module | | • | | | |
| Website Man | agement | • | | | |
| PLS/Report V | Vriter | • | | | |
| Settings | | • | | | |

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

| Admin | 1 | Reports Aca | idemy Te | achers | Po | rtal | Hel | р | |
|----------|---------|------------------------|------------------|---------|---------|---------|------|---------|----------------|
| Atte | nda | nce Codes | | | | | | | |
| Sho | w Dele | ted/Past Codes? | | | | | | | |
| Target | Code | Description | Apport | Excused | Perfect | Deleted | | | |
| Classr | oom B | ased | | | | | - | Vdd New | |
| CB | pe | present/excused | Y | Yae | Y | | Edit | n 🔻 | • |
| СВ | pf | present/failed | Y | Yae | Y | | Edit | o 🔻 | |
| СВ | pm | present/master | Y | Yae | Y | | Edit | n 🔻 | |
| СВ | tf | tardy/failing | Y | Yae | Y | | Edit | n 🔻 | |
| СВ | tm | tardy/mastery | Y | Yae | Y | | Edit | • | |
| СВ | ab | absent | n | nae | n | | Edit | o 🔻 | |
| СВ | Ρ | Present | Y | Yae | Y | | Edit | n 🔻 | |
| СВ | т | Tardy | Y | nae | n | | Edit | n 🔻 | |
| СВ | A | Absent | n | nae | n | | Edit | o 🔻 | 1 |
| Indepe | endent | Study | | | | | 4 | Add New | $\langle \neg$ |
| IS | IP | I/S Present | Y | Yae | Y | | Edit | n 🔻 | |
| IS | MIP | Modified I/S Present | Y | Yae | Y | | Edit | n 🔍 | |
| IS | SIP | Short-Term I/S Present | t Y | Yae | Y | | Edit | o 🔻 | |
| IS | IA | I/S Absent | n | nae | n | | Edit | o 🔻 | |
| IS | MIA | Modified I/S Absent | n | nae | n | | Edit | o 🔻 | |
| IS | SIA | Short-Term I/S Absent | n | nae | n | | Edit | o 🔻 | 1 |
| SI - 2-9 | 9 Pupil | s Retained/Recommen | ded for Retentio | n | | | ŀ | Add New | $\langle \neg$ |
| RET | SRP | SI-Retention Present | Y | Yae | n | | Edit | n 🔻 | |
| RET | SRA | SI-Retention Absent | n | nae | n | | Edit | | |

Add Attendance Code

| Code: | |
|------------------------|--|
| Celor: | Choose |
| Brief Description: | |
| Attendance Target: | (CB) Classroom Based • |
| Apportioned: | © No © Yes |
| Excused: | No Yes |
| Perfect: | No Vas Terfect" means that this attendance code is considered analogous to "Present" and is eligible to be considered in the "Perfect Attendance" report. |
| Tally As: | Do Net Taby - • Taby A - • |
| Show in Admin Override | © No © 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.

II. Overriding Attendance Claims

• Step 1. Go to Admin>Attendance>Admin>Attendance Claim Override

| Admin | Reports | Acade | emy Teachers | Portal | Help |
|----------------|---------|-------|---------------------------|--------|--|
| Admin Dashb | oard | | Approve Stack | | Archive Requirements |
| Loader | | | Archived Overview | | Online Scanner |
| Student Info | | | ✓ Admin | | |
| Staff Info | | • | Activity Scan Logs | | Attendance Change Authorization Codes |
| Attendance | | • | Attendance Claim Override | \sim | Attendance Codes |
| State Reporti | ng | • | Claim Future Attendance | | Confirm Attendance Forms |
| Transcripts | | • | Print Attendance Forms | | Student Daily Attendance |
| Archives | | • | Truancy Notifications | | |
| Parent Info | | • | ✓ Badges | | |
| Public Registr | ration | • | | | |
| Test Module | | • | | | |
| Website Man | agement | • | | | |
| PLS/Report V | Vriter | • | | | |
| Settings | | • | | | |

- 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

| iology 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 | Details | | IP | | | HOL | | | | | HOL |
| | | | | | | | | | | | | | | | |
| inglish 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 |
| | | | | | | | | | | | | | | | |
| | (555) 555-5555 | Reeves, LeAnn | 12 | 1:00 pm - 1:55 pm | Details | | | Ρ | | HOL | | | | | HOL |
| | ncy (2402-1:P6-S | p) | | | | 02.08 | 02.09 | | 02.11 | | 02.15 | 02.16 | 02.17 | 02.19 | |
| Math Proficie Student | ncy (2402-1:P6-S Student Phone | p) 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 |
| Math Proficie | ncy (2402-1:P6-S Student Phone | p) | Grd | | | 02 08 | 02 09 | | 02 11 | | 02 15 | 02 16 | 02 17 | 02 18 | |
| Math Proficie Student | ncy (2402-1:P6-S Student Phone | p) 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 |
| Math Proficie Student | ncy (2402-1:P6-S Student Phone | p) 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 |
| Math Proficie Student Jordan, Max | ncy (2402-1:P6-S Student Phone | p) Teacher of Record | Grd | Time | Edit Details | 02 08 | 02 09 | 02 10 | 02 11 | 02 12 | 02 15 | | | | 02 19 |

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 F | | | <u>^</u> | |
| 02 08 | | m Based | 1 | | 02 15 |
| | P - Prese | | | | |
| | T - Tard | | | | |
| | A - Abse | nt | | | |
| | Llomo 9 | Uponital | | | |
| 0200 | Home & HA - HH | | | | 02 15 |
| | HP - HH | | | _ | |
| | | Fiesent | | | |
| | Indepen | dent Stud | dv | | |
| | IAE - Ab | | | | |
| 02 08 | ?IS - X | | | | 02 15 |
| 02.00 | IP - I/S F | resent | | | 02 15 |
| | MIP - MO | dified I/S | S Presen | t | |
| | | | I/S Pres | | |
| | IA - I/S A | bsent | | | |
| | MIA M | dified 1/9 | 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.

| | | | | | | | | | | | | | | | | | | | _ | | - | | | | |
|---------------|-------------------|---------------------|-----|-------------------|--------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------------|-------|
| | | | | | | | | | | | | | | | | | | | | | ~ | | EC | iit Details | Save |
| Biology A (IS | 2603-1:P1-Sp) | | | | | 1 | | | | | | | | | | | | | | | | | | | |
| 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 | 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 16 | 02 16 | 02 17 | 0218 | 0219 | 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 | Details | | | p | | HOL | | | | | HOL | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| Math Profici | ency (2402-1:P6-S | (p) | | | | L | | | | | | | | | | | | | | | | | | | |
| 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 | 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 | E 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.*

| Back | Attendanc | e Claims | | | | | | | | | | | $\overline{\mathbf{v}}$ | Ļ |
|------|--------------|----------------|--------|---------|--------------|--|------------|-------|----|-------|----------------------------|------------------|-------------------------|----|
| Del | Student | Phone | Hist | Notes | Schoolyear | Source | Date | Track | LP | Grade | Start | Finish | Claim Co | de |
| 0 | | | | | Set All | | | - • | | - • | | | - | • |
| | Jordan, Max | | [Hist] | [Notes] | 2015 - 2016 | Biology A (IS2603-1:P1-Sp) | 02/09/2016 | Α | 8 | 10 • | 08 • : 00 • AM • | 08 • : 55 • AM • | IP - I/S Present | • |
| 0 | Jordan, Max | | [Hist] | [Notes] | 2015 - 2016 | Math Proficiency (2402-1:P6-Sp) | 02/10/2016 | Α.* | 8 | 10 . | 02 • : 30 • PM • | 03 • : 25 • PM • | IP - I/S Present | • |
| 8 | Jordan, Max | | [Het] | [Notes] | 2015 - 2016 | Study Skills (IS6001:-SP) | 02/10/2016 | A * | 8 | 10 • | 07 • : 00 • AM • | 07 • : 10 • AM • | IP - I/S Present | • |
| 0 | 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 ev | ery checked-off attendance claim above, and d Cor DELETE all checked ats | efferent : | | | | d click the delete button. | | | |

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 | 2/09/2016 | | 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 | | | |

- Last Updated by Max Williams on 2016/03/07 19:49

From: https://schoolpathways.com/knowledgebase/ - School Pathways Knowledge Base

Permanent link:

https://schoolpathways.com/knowledgebase/doku.php?id=plsis:attendancecodes&rev=1507668131

Last update: 2017/10/10 20:42