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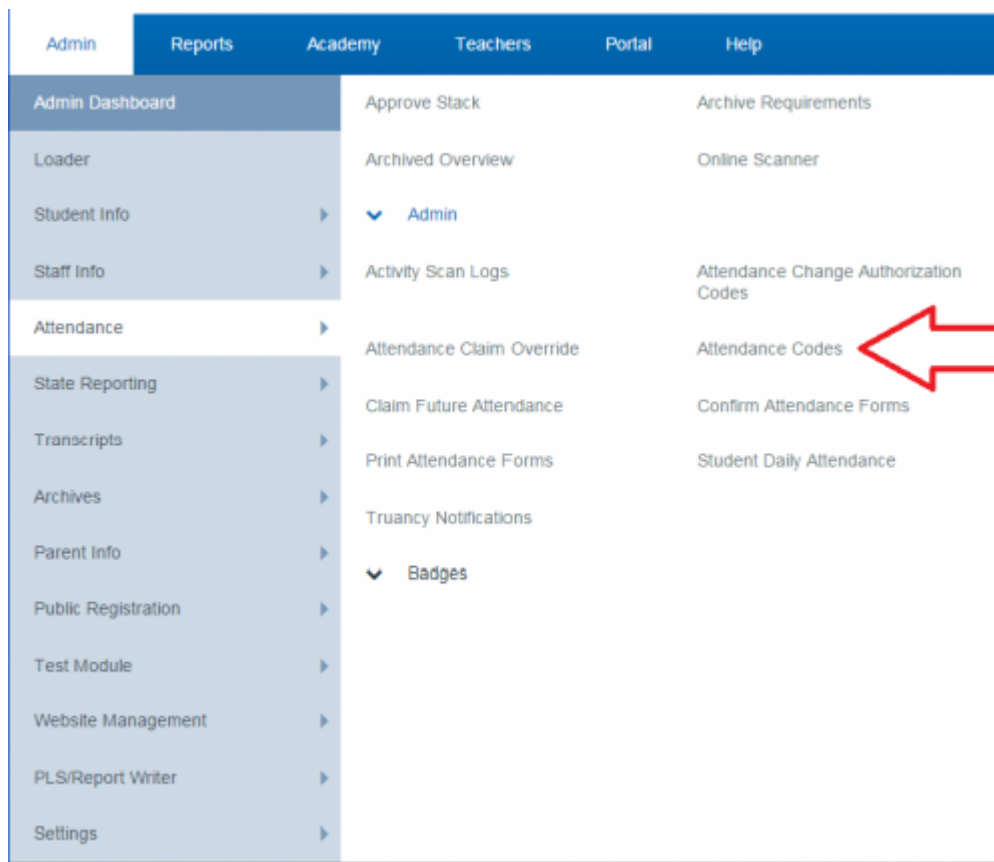
- Step 2. To enter new codes, click Add New under the desired program type. Some codes are preset.

Attendance Codes

☐ Show Deleted/Past Codes?

Target	Code	Description	Apport	Excused	Perfect	Deleted	Edit	Order
Classroom Based								Add New
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	
Independent Study								Add New
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	
SI - 2-9 Pupils Retained/Recommended for Retention								Add New
RET	SRP	SI-Retention Present	Y	Yae	n		Edit	
RET	SRA	SI-Retention Absent	n	nae	n		Edit	

Add Attendance Code

Code:	
Color:	[Choose]
Brief Description:	
Attendance Target:	(CB) Classroom Based ▼
Apportioned:	○ No ○ Yes
Excused:	○ No ○ Yes
Perfect:	○ No ○ Yes "Perfect" means that this attendance code is considered considered analogous to 'Present' and is eligible to be considered in the "Perfect Attendance" report.
Tally As:	-- Do Not Tally -- ▼ "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.
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**
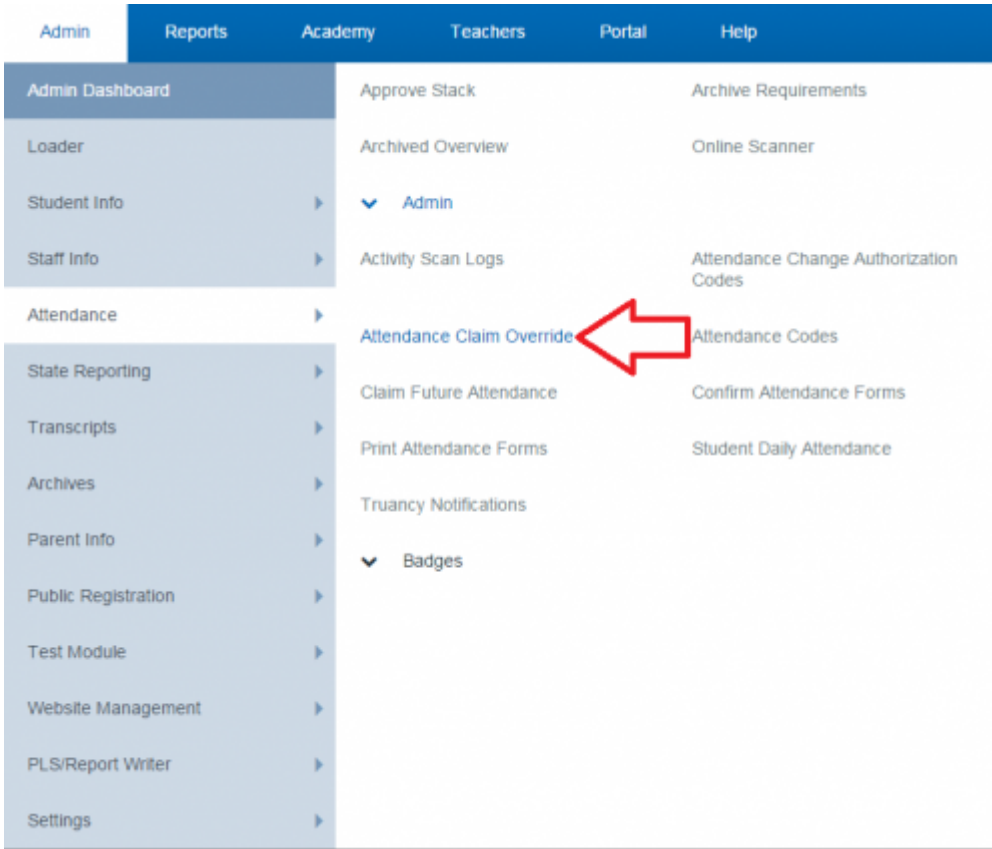
- Step 2. Fill in the following fields:
  - The Academy
  - School Year
  - School Track
  - Learning Period
  - Date Range
  - Academy Instructor (if desired)
  - Teacher of Record (if desired)
  - Attendance Target (if desired)
  - Whether or not to hide "Present" claims, "Informational" claims, or Deleted claims
 - Or just search for a specific student by name

- Step 3. Click Update

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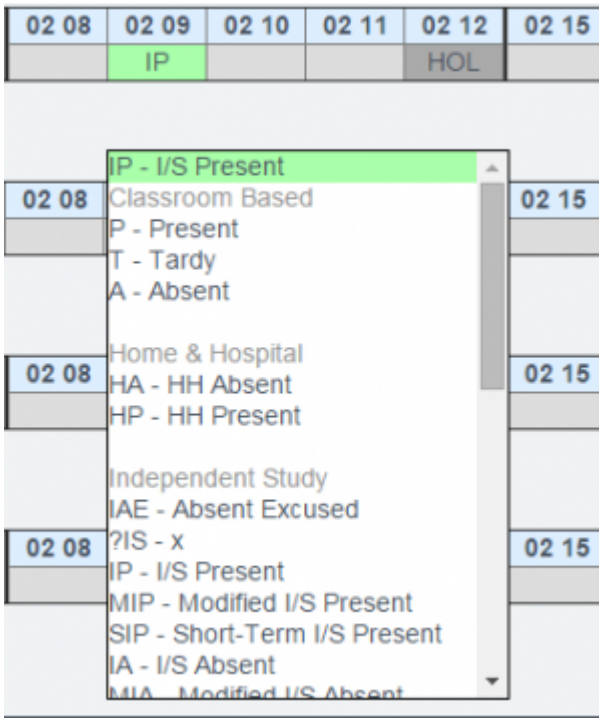
- Step 4. Click save to save any changes you have made
  You can mass change claims by selecting the "Details" check box and clicking the "Edit Details" buttons.

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.*

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	--

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