

Attendance Marking: Current Day (by Student)



To schedule individual training for your district, contact SISTraining@tylertech.com.

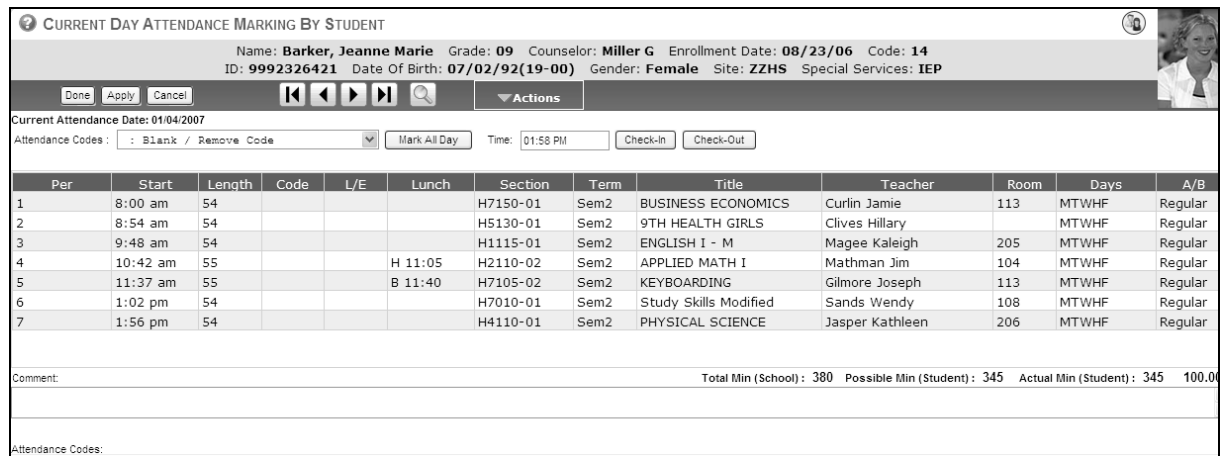
Path: View / Maintain → Attendance → Current Day (by Student)

Overview

This function is used by the office staff responsible for daily attendance marking. This feature works well when editing individual student attendance, such as adjusting attendance based on the office sign in/out sheet.

Attendance Marking by Student

1. On the Search Students screen, enter the search criteria and click. Search Selected Site
2. Select the student by clicking the select icon . The Current Day Attendance Marking by Student screen displays.
 - The student's name, grade, enrollment date, etc. displays in the screen heading.
 - Move from student to student by using the navigation  tool bar.
 - The student's schedule displays by period. An asterisk in a period denotes the student has no course assigned to the period. A full time student should have a course scheduled in each period of the day.
 - In the middle of the screen is a box for entering comments.



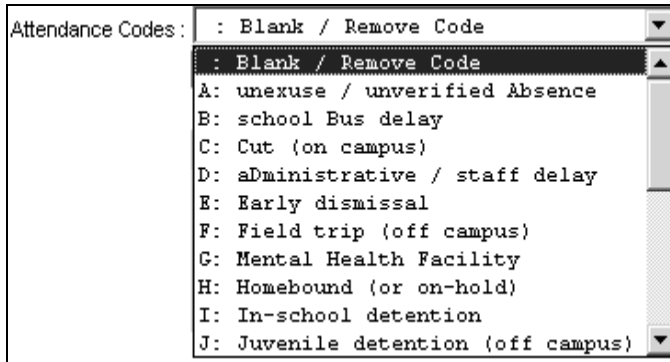
Per	Start	Length	Code	L/E	Lunch	Section	Term	Title	Teacher	Room	Days	A/B
1	8:00 am	54				H7150-01	Sem2	BUSINESS ECONOMICS	Curlin Jamie	113	MTWHF	Regular
2	8:54 am	54				H5130-01	Sem2	9TH HEALTH GIRLS	Clives Hillary		MTWHF	Regular
3	9:48 am	54				H1115-01	Sem2	ENGLISH I - M	Magee Kaleigh	205	MTWHF	Regular
4	10:42 am	55			H 11:05	H2110-02	Sem2	APPLIED MATH I	Mathman Jim	104	MTWHF	Regular
5	11:37 am	55			B 11:40	H7105-02	Sem2	KEYBOARDING	Gilmore Joseph	113	MTWHF	Regular
6	1:02 pm	54				H7010-01	Sem2	Study Skills Modified	Sands Wendy	108	MTWHF	Regular
7	1:56 pm	54				H4110-01	Sem2	PHYSICAL SCIENCE	Jasper Kathleen	206	MTWHF	Regular

Comment: Total Min (School): 380 Possible Min (Student): 345 Actual Min (Student): 345 100.0

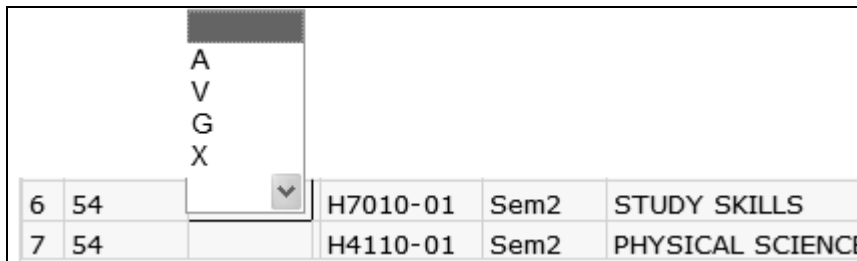
Attendance Codes:

- The bottom part of the screen indicates the total number of minutes reported in your school calendar, with the possible and actual minutes for this student.
- The student's ADA is calculated as you **Apply** attendance marks.
- The last item is a list of your Attendance codes indicating how the code is used. These codes are maintained in **Management** → **District Level** → **District Code Tables** → **Attendance Codes**.

- Click Edit to begin marking absences. The Attendance Codes drop-down list displays the attendance codes and their descriptions.



- To mark an attendance code all day, select the code from the drop-down list and click . The selected code is displayed in all periods.
- To remove attendance codes from all periods, select **Blank/Remove Code** and click .
- To mark an attendance code in certain periods only, click in the **Code** column for the appropriate period and select the appropriate attendance code from the drop-down list.



Or click the cell and type the letter of the attendance mark.

- For late arrival (L) and/or early dismissal (E), first enter the *L* or *E* in the **Code** column in the appropriate period.
- Enter the number of minutes that the student was late to class or left early in the **L/E** column. This will allow you to capture the minutes of attendance, even though the student did not attend the full period.

Per	Min	Code	L/E
1	54	A	
2	54	A	
3	54	A	
4	55	L	40
5	55		
6	54		
7	54		

Note: The ability to use the *L* and *E* attendance codes to mark partial minutes is driven by your system settings. Using these codes gives you the ability to count every minute a student is in attendance, rather than simply marking the student absent for the entire period if the student has missed more than half the period and cannot be marked as tardy. This will boost your ADA, if the *L* and *E* codes count for state attendance for your state.

9. In the **Comment** field, enter the appropriate attendance comments (optional). This field has a maximum of 300 characters.

Comment: Ortho appointment - braces removed, cleaning
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Note: All users who view or mark attendance will see comments. Teachers can view comments created by office users if Site Settings indicate Teachers Can Mark All Day Attendance for Each Student.

10. Click **Apply** to save and continue (the screen refreshes the minutes calculations based on the attendance markings made) or **Done** to save and exit.

Total Min (School): 380 Possible Min (Student): 380 Actual Min (Student): 326 85.79%

Commonly-used Codes

T	Used for Tardy to Class and is not an absence for state reporting purposes
Q	Used for Tardy (excused), and is not an absence for state reporting purposes
E	Used for Early Dismissal and is an absence for state reporting purposes in some states
L	Used for Late Arrival and is an absence for state reporting purposes in some states
I	Used for In-School Suspension and is not an absence for state reporting purposes
O	Used for Out of School Suspension and is an absence for state reporting purposes

Check-In/Check-Out

You can automatically mark students absent by period by clicking **Check-In** or **Check-Out**. The attendance screen initially shows current time, but may be changed. See the Quick Reference Sheet, Maintain Site Settings, for setup instructions.

CURRENT DAY ATTENDANCE MARKING BY STUDENT	
Name: Barker, Jeanne Marie Grade: 09 Counselor: Miller G Enrollment Date: 08/23/06 Code: 14 ID: 9992326421 Date Of Birth: 07/02/92(19-00) Gender: Female Site: <b b="" zzhs<=""> Special Services: IEP 	
<input type="button" value="Done"/> <input type="button" value="Apply"/> <input type="button" value="Cancel"/>	
<input type="button" value="Actions"/>	
Current Attendance Date: 01/04/2007	
Attendance Codes: <input type="text" value=" : Blank / Remove Code"/>	<input type="button" value="Mark All Day"/>
Time: <input type="text" value="01:58 PM"/>	<input type="button" value="Check-In"/> <input type="button" value="Check-Out"/>

1. After selecting the student and clicking the **Edit** button, the current time displays in the **Time** field.
2. Use the 00:00 PM (or AM) format when manually changing the time.

3. Click **Check-In** and the period of the day the student checks in is marked with an **L** in the code column and the number of minutes late is displayed in the **L/E** column. All previous periods are marked as an absence. The comment box also displays the Check-In time. The **Total Minutes** displays the correct calculation.

Per	Start	Length	Code	L/E	Lunch	Section	Term	Title	Teacher	Room	Days	A/B
1	8:00 am	54	A			H7150-01	Sem2	BUSINESS ECONOMICS	Curlin Jamie	113	MTWHF	Regular
2	8:54 am	54	A			H5130-01	Sem2	9TH HEALTH GIRLS	Clives Hillary		MTWHF	Regular
3	9:48 am	54	A			H1115-01	Sem2	ENGLISH I - M	Magee Kaleigh	205	MTWHF	Regular
4	10:42 am	55	A		H 11:05	H2110-02	Sem2	APPLIED MATH I	Mathman Jim	104	MTWHF	Regular
5	11:37 am	55	L	20	B 11:40	H7105-02	Sem2	KEYBOARDING	Gilmore Joseph	113	MTWHF	Regular
6	1:02 pm	54				H7010-01	Sem2	Study Skills Modified	Sands Wendy	108	MTWHF	Regular
7	1:56 pm	54				H4110-01	Sem2	PHYSICAL SCIENCE	Jasper Kathleen	206	MTWHF	Regular

Comment: Total Min (School): 380 Possible Min (Student): 345 Actual Min (Student): 103 29.86%
 Check-in at 12:17 pm

4. In this example, the student is also leaving early the last period of the day. If the time is not correct, edit this field and then select **Check-Out**. The code column is marked with an **E** for the correct period and the **L/E** column displays the number of minutes leaving early. All subsequent periods are marked as an absence. The comment box now displays the Check-in and Check-out times. The **Total Minutes** displays the correct calculation.


Per	Start	Length	Code	L/E	Lunch	Section	Term	Title	Teacher	Room	Days	A/B
1	8:00 am	54	A			H7150-01	Sem2	BUSINESS ECONOMICS	Curlin Jamie	113	MTWHF	Regular
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5	11:37 am	55	L	20	B 11:40	H7105-02	Sem2	KEYBOARDING	Gilmore Joseph	113	MTWHF	Regular
6	1:02 pm	54				H7010-01	Sem2	Study Skills Modified	Sands Wendy	108	MTWHF	Regular
7	1:56 pm	54	E	50		H4110-01	Sem2	PHYSICAL SCIENCE	Jasper Kathleen	206	MTWHF	Regular

Comment: Total Min (School): 380 Possible Min (Student): 345 Actual Min (Student): 53 15.36%
 Check-in at 12:17 pm Check-Out at 2:00 pm

Note: A student can be checked-in and checked-out in the same period. When this happens, the last code used will be displayed in the code column. The comment box will still display the Check-In and Check-Out times.

Admittance Slip

The **Current Day Attendance Marking By Student** screen may be printed and used as an Admittance Slip to class.

Click the Printer Icon  located below the View/Maintain menu and proceed through the print prompts.

Actions Menu –View Today’s In/Out Scanning

When viewing Current Day Attendance Marking by Student, click the Actions button to View Today’s In/Out Scanning. This allows you to view the current day’s Check In/Out screen.