Attendance Configuration

The Attendance Configuration screen includes both district-wide and school-specific configuration settings. Individual schools can choose to set up Period Attendance to update Daily Attendance and/or Daily Attendance to update Period Attendance.

Please play close attention to which field selections are school specific and which ones are district-wide. Changes made to district-wide fields will affect all schools.

The Attendance Configuration is school year specific and gets rolled over as part of the **End of Year Procedures (Phase III) > Attendance Rollover process**. This must be done prior to the first day of school.

Attendance System > Maintenance – Attendance > Attendance Configuration.

Configuration for Period Attendance Updating Daily Attendance

The Daily Attendance Mode can be set up to vary by School.

- **Separate Daily Attendance**

This selection is made when the school does <u>NOT</u> use Period Attendance to update Daily Attendance. Submitting attendance on the Enter Period Attendance will not update Daily Attendance.

NOTE: The Absent Code should be set to the code agreed to be used district-wide for absences.

- **Set Period For Daily Attendance**

This selection is made when the school wants Period Attendance to update Daily Attendance. The number entered in the Period field indicates the block of the day to use to update Daily Attendance. The number "1" indicates the first class of each day.

The Additional Periods field is used only when more than one block is used to submit Period Attendance to update Daily Attendance. For example, PreK AM and PreK PM classes are scheduled for a morning block (Period 1) and an afternoon block (Period 2) and Period Attendance is submitted by both in a single day.

NOTE: The Absent Code should be set to the code agreed to be used district-wide for absences.
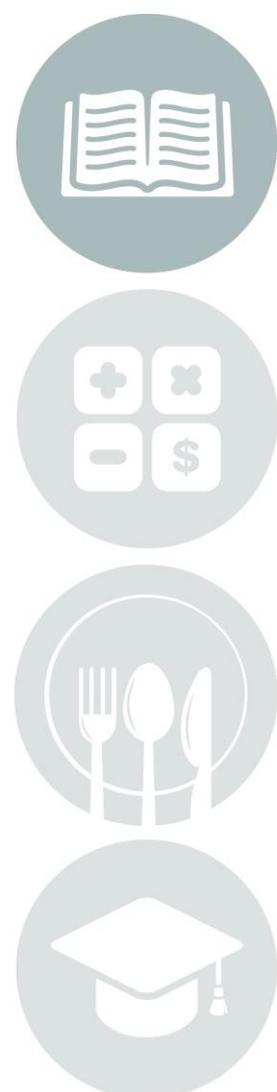
Next, the "codes to apply" must be set up for the Period Attendance to update the Daily Attendance. When the Period Attendance is submitted, the Daily Attendance code is updated based on this configuration.

NOTE: This is a district-wide configuration – see important note below.

In the example above, when the Period Attendance code of Absent-Unexcused – Period is entered, the Daily Attendance Code is updated to Absent Unexcused.

NOTE: Be sure that all codes you want applied have a specific code selected and is **NOT** set to ** All **. If set to ** All ** then the Daily Attendance code will not be updated.

IMPORTANT NOTE: The Configuration for Period Attendance Updating Daily Attendance and the Configuration for Daily Attendance Updating Period Attendance are both **district-wide** settings. If more than one school plans to use Period Attendance to generate Daily Attendance or Daily Attendance to update Period Attendance, all schools must either use the same Attendance Codes or create school-specific Period and/or Daily Attendance Codes. The reasoning behind this is that each Attendance Code can only have one (1) Daily-To-Period and one (1) Period-To-Daily code selected. See Attendance Code example below.

Attendance System > Maintenance – Attendance > Attendance Codes

Configuration for Daily Attendance Updating Period Attendance

The Period Attendance Mode can be set up to vary by School.

- **Separate Period Attendance**

This selection is made when the school does <u>NOT</u> use Daily Attendance to update Period Attendance. Submitting attendance on the Enter Daily Attendance screen will not update Period Attendance.

- **Daily Attendance Updates Period Attendance**

This selection is made when the school wants Daily Attendance to update Period Attendance.

For example, when a student is set to Daily Attendance code of Dismissed by the office, the Period Attendance for that period will be updated to Dismissed Period.

Next, the "codes to apply" must be set up for the Daily Attendance to update the Period Attendance. When the Daily Attendance is submitted, the Period Attendance code is updated based on this configuration.
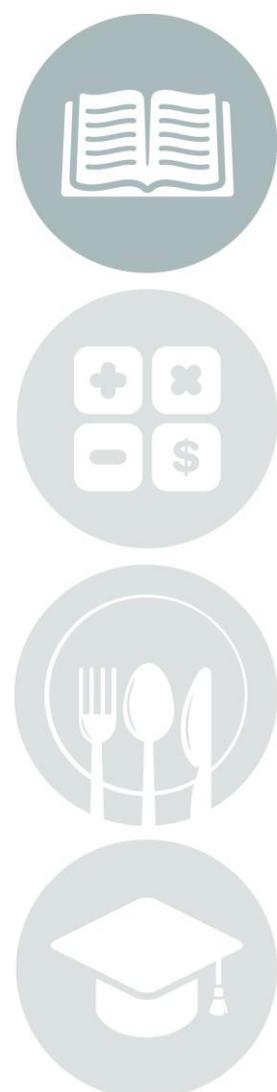
NOTE: This is a district-wide configuration – see important note below.

CONFIGURATION FOR DAILY ATTENDANCE UPDATING PERIOD ATTENDANCE	
Period Attendance Mode:	Daily Attendance updates Period Attendance ▼
Daily Absent Attendance Codes	**Code to apply to Period Attendance**
A Absent	Absent Period ▼
AD Absence - Documented	Absent Period ▼
Dismissed Attendance Codes	**Code to apply to Period Attendance**
D Dismissed	Dismissed Period ▼
DD Dismissal - Documented	Dismissed Period ▼
R Returned	** All ** ▼
Tardy Attendance Codes	**Code to apply to Period Attendance**
T Tardy	Tardy Period ▼
TD Tardy - Documented	Tardy Period ▼

NOTE: Be sure that all codes you want applied have a specific code selected and is **NOT** set to ** All **. If set to ** All ** then no Period Attendance code will be generated.

IMPORTANT NOTE: The Configuration for Period Attendance Updating Daily Attendance and the Configuration for Daily Attendance Updating Period Attendance are both **district-wide** settings. If more than one school plans to use Period Attendance to generate Daily Attendance or Daily Attendance to update Period Attendance, all schools must either use the same Attendance Codes or create school-specific Period and/or Daily Attendance Codes. The reasoning behind this is that each Attendance Code can only have one (1) Daily-To-Period and one (1) Period-To-Daily code selected.

*** Please consult the iPass Support Team if you are unsure how to set the Attendance Configuration screen for your schools/district. ***

The **Defaults** & **Attendance Types** settings at the bottom of the Attendance Configuration screen are district-wide settings and should not be changed. They are there to view the selections, but there is no need to modify these.

DEFAULTS

Default Present	Present ▼
Default Absent	Absent ▼
Default Dismissed	Dismissed ▼
Default Tardy	Tardy ▼

Submit

ATTENDANCE TYPES

Absent:	Absent ▼
Dismissed:	Dismissed ▼
Tardy:	Tardy ▼
Tardy Dismissed:	Combined-Tardy/Dismissed ▼
Inside/Outside Suspension:	Suspension ▼

Submit