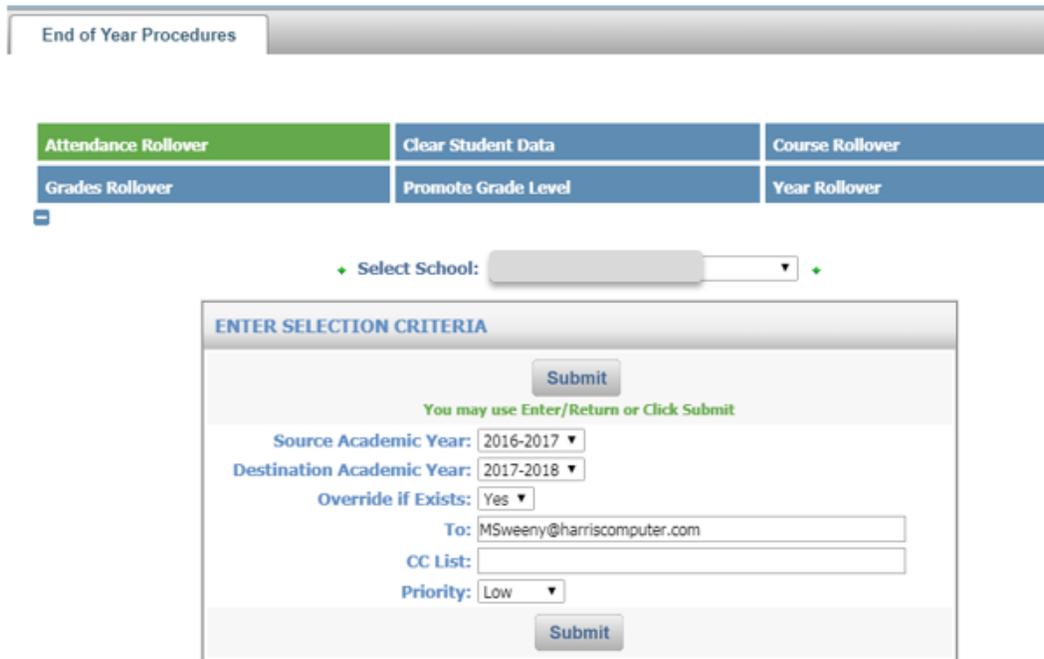


Attendance Configuration

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 pay 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.



The screenshot shows a navigation bar with 'End of Year Procedures' selected. Below it is a grid of tabs: 'Attendance Rollover' (highlighted in green), 'Clear Student Data', 'Course Rollover', 'Grades Rollover', 'Promote Grade Level', and 'Year Rollover'. A 'Select School:' dropdown menu is visible. The main form is titled 'ENTER SELECTION CRITERIA' and contains the following fields:

- Submit button
- Instruction: You may use Enter/Return or Click Submit
- Source Academic Year: 2016-2017
- Destination Academic Year: 2017-2018
- Override if Exists: Yes
- To: MSweeny@harriscomputer.com
- CC List: (empty field)
- Priority: Low
- Submit button

Attendance System > Maintenance – Attendance > Attendance Configuration.



The 'ATTENDANCE FILTERS' section includes the following fields:

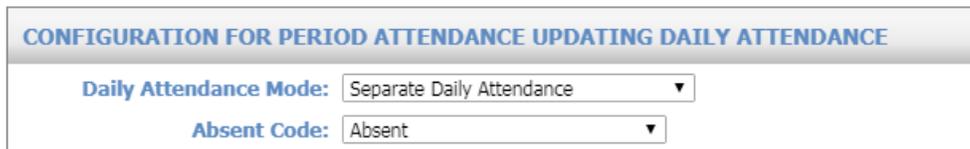
- School: (dropdown menu)
- School Year: 2017-2018



Configuration for Period Attendance Updating Daily Attendance

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

- **Separate Daily Attendance**

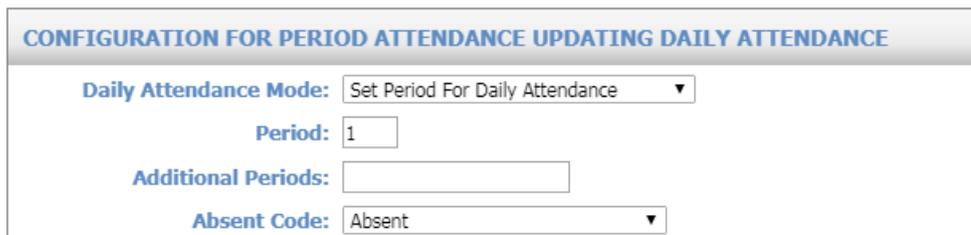


The screenshot shows a configuration window titled "CONFIGURATION FOR PERIOD ATTENDANCE UPDATING DAILY ATTENDANCE". It contains two dropdown menus: "Daily Attendance Mode" is set to "Separate Daily Attendance" and "Absent Code" is set to "Absent".

This selection is made when the school does NOT 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**

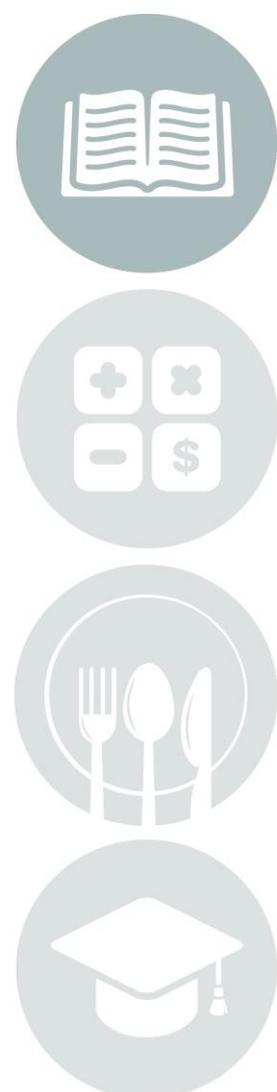


The screenshot shows a configuration window titled "CONFIGURATION FOR PERIOD ATTENDANCE UPDATING DAILY ATTENDANCE". It contains four fields: "Daily Attendance Mode" is set to "Set Period For Daily Attendance", "Period" is a text box containing "1", "Additional Periods" is an empty text box, and "Absent Code" is set to "Absent".

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.

CONFIGURATION FOR PERIOD ATTENDANCE UPDATING DAILY ATTENDANCE	
Period Absent Attendance Codes	Code to apply to Daily Attendance
AUPer Absent Unexcused - Period	Absent Unexcused
Dismissed Attendance Codes	Code to apply to Daily Attendance
Tardy Attendance Codes	Code to apply to Daily Attendance
TPP Tardy Period	Tardy Unexcused

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



NEW ATTENDANCE CODE

Code: A

Description: Absent

Type: Absent

Daily-Period: Daily

Daily-To-Period: Period Absent

Display-Order: 2

Excused-Unexcused: UnExcused

Perfect-Attendance: Yes

Period-To-Daily: Absent

Present-Absent: Absent

Time-Input Required: No

Absent Day Code: Full Day

State Reportable: Yes

Configuration for Daily Attendance Updating Period Attendance

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

- **Separate Period Attendance**

CONFIGURATION FOR DAILY ATTENDANCE UPDATING PERIOD ATTENDANCE

Period Attendance Mode: Separate Period Attendance

This selection is made when the school does NOT 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**

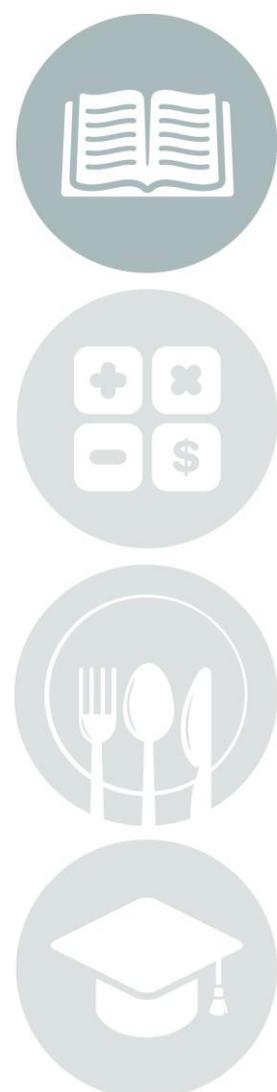
CONFIGURATION FOR DAILY ATTENDANCE UPDATING PERIOD ATTENDANCE

Period Attendance Mode: 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: <input type="text" value="Daily Attendance updates Period Attendance"/>	
Daily Absent Attendance Codes	Code to apply to Period Attendance
A Absent	<input type="text" value="Absent Period"/>
AD Absence - Documented	<input type="text" value="Absent Period"/>
Dismissed Attendance Codes	Code to apply to Period Attendance
D Dismissed	<input type="text" value="Dismissed Period"/>
DD Dismissal - Documented	<input type="text" value="Dismissed Period"/>
R Returned	<input type="text" value="** All **"/>
Tardy Attendance Codes	Code to apply to Period Attendance
T Tardy	<input type="text" value="Tardy Period"/>
TD Tardy - Documented	<input type="text" value="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

