Quick Guide: 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.

** *Refer to the attached PDF for more information.* **

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http://www.imgsoftware.com/kb/entry/1000/