

Attendance

Jeanne Barker
Grade 11 - Edwards High School

Attendance
Academic Year - 2015-16

Regular Absences Excessive Absences Special Additional

View: By Date (Entire Year)

More	Date	Type	Duration	Codes
+	Fri 03/25/16	Absent	8 Periods	E
+	Thu 03/10/16	Absent	1 Period	C
-	Mon 03/07/16	Absent	4 Periods	L, E

Meets	Term	Course-Section	Course Name	Code	Comment
P5	Year	H8905-01	ACADEMIC CAREER LAB	L	
P6	Year	H2060-07	AMERICAN HIST	E	
P7	Sem2	H5330-01	MIXED CHOIR	E	Check-Out at 12:15 pm
P8	Year	H9036-04	SEMINAR 11	E	

Expand All Collapse All Code Legend

The Attendance screen displays three types of attendance:

- **Regular (Absences)** – a grid displaying each date or course for which the student has been absent.
- **Excessive (Absences)** – the tracking groups that could result in letters being sent due to excessive absence
- **Special Additional** – if a student attends school outside of his or her course schedule, these records display here


Regular (Absences)

This screen shows the times when a student was absent from school. Use the View drop-down to display these records arranged four ways:

- By Date (Entire Year) – shows the absences in reverse-chronological order
- By Course Schedule – shows the absences sorted by course
 - Today Only – shows all absences, but only for courses that meet today
 - This Term – shows all absences, but only for courses that meet this term
 - All – shows all absences for all enrolled courses


Attendance Code Legend

Code	Description
A	Absent
C	Checked In
E	Excused
L	Left School (checked out)
M	Medical on File
R	Truant

 Close

The Code Legend button on this screen’s Tool Bar shows the explanation for each Absence Code in the grid.

Excessive Absences





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Regular Absences | **Excessive Absences** | Special Additional


View: Individual Period | Tracking Group: ZZHS Attendance Letters

More	Meets	Step	Points	Appeal Status								
-	P6	2	4									
<table border="1"><thead><tr><th>Term</th><th>Course-Section</th><th>Course Name</th><th>Teacher</th></tr></thead><tbody><tr><td>Sem2</td><td>H2060-07</td><td>AMERICAN HIST</td><td>Holiman M</td></tr></tbody></table>					Term	Course-Section	Course Name	Teacher	Sem2	H2060-07	AMERICAN HIST	Holiman M
Term	Course-Section	Course Name	Teacher									
Sem2	H2060-07	AMERICAN HIST	Holiman M									
+	P7	2	4									
+	P8	3	5									

 
Expand All Collapse All

If the student has been included in tracking groups for an excessive number of period or daily absences, those records display in the Excessive (Absences) grid. The + button in the More column shows additional details about a tracking group, including any courses or periods that are being tracked.

Special Additional Attendance



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Regular Absences Excessive Absences **Special Additional**

▼Date	Minutes Attended	Minutes Possible	Reason Code	Comment
Wed 04/27/16	40	40	A+	
Wed 04/20/16	40	40	A+	
Fri 04/15/16	45	45	GIFT	Special project
Wed 04/13/16	40	40	A+	