**Attendance**

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

### Example Absences

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Duration</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/23/16</td>
<td>Absent</td>
<td>8 Periods</td>
<td>E</td>
</tr>
<tr>
<td>03/16/16</td>
<td>Absent</td>
<td>1 Period</td>
<td>C</td>
</tr>
<tr>
<td>03/07/16</td>
<td>Absent</td>
<td>4 Periods</td>
<td>E, L, E</td>
</tr>
</tbody>
</table>

### Courses

- **Period 5**
  - Year: 140101-01
  - Course Name: Academic Career Lab
- **Period 6**
  - Year: 120907-01
  - Course Name: American Hist
- **Period 7**
  - Sem: 145100-01
  - Course Name: MISSED CHECK OUT
- **Period 8**
  - Year: 15036-04
  - Course Name: Seminar 11
The Code Legend button on this screen’s Tool Bar shows the explanation for each Absence Code in the grid.

**Excessive Absences**

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

![Image of student profile: Jeane Barker]

<table>
<thead>
<tr>
<th>Date</th>
<th>Minutes Attended</th>
<th>Minutes Possible</th>
<th>Reason Code</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 04/27/16</td>
<td>40</td>
<td>40</td>
<td>A+</td>
<td></td>
</tr>
<tr>
<td>Wed 04/28/16</td>
<td>40</td>
<td>40</td>
<td>A+</td>
<td></td>
</tr>
<tr>
<td>Fri 04/30/16</td>
<td>45</td>
<td>45</td>
<td>GIFT</td>
<td>Special project</td>
</tr>
<tr>
<td>Wed 05/03/16</td>
<td>40</td>
<td>40</td>
<td>A+</td>
<td></td>
</tr>
</tbody>
</table>