



ASCENDER GUIDES



**attendance\_body**



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**MOBILE DEVICE USERS:** Your student's attendance data is *below* the legend. You may need to scroll down to view data.

**Semester** Select the semester you want to view attendance for.



## Detailed View

Detailed View (All Attendance) is the default view.

**Attendance**

Semester: 1 

**Detailed View**

Detailed View   Detailed

Calendar View

Totals View

**Legend**

**U:Unexcused (U)**

**T:Tardy (T)**

**A:Excused absence (E)**

**F:Non UIL activity/present (S)**

Period	Course	Instructor	8/29	8/30	9/5	9/7
1	Political Sci 1	SOLIS, EDWARD SARA	A	U	F	T
2	Algebra 1	BEATTIE, ANNA ARACELY	A	U	F	T
2	Spanish 3	HERNANDEZ, G JEREMIAH	A	U	F	T
3	Edgenuity	UVIEDO, ANN TAYLOR	A	U	F	
4	Eng4 DC Lit	MCLAUGHLIN, SUSAN LYNN	A	U	F	
5	Pre Calculus	DUENEZ, R DIEGO	A	U	F	

Your student's schedule is displayed. The date appears in the column heading only if your student was marked absent or tardy for any period during that day.

If your student was present and on time for the entire day, nothing appears for the date.

If your student was not present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

## All Attendance/Detailed Toggle

### All Attendance:

The **All Attendance** view is selected by default, which displays the four main absence types:

- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

### Detailed:

☐ Click or tap **All Attendance** to toggle to **Detailed** view where you can see more specific information for an absence, such as whether a doctor note or field trip notice is on file for that absence.

All applicable codes are listed in the **Legend**.



☐ Click or tap **Detailed** to return to **All Attendance** view.

**MOBILE DEVICE USERS:** On a mobile device, if you have numerous absences, you may need to tap a row to open the Details view in order to see all absences for a particular class.

## Calendar View

☐ Click or tap **Calendar View**.

All months for the selected semester are displayed.

If your student was not present for the entire class for any period of the day, the day is shaded on the calendar according to the legend.

**NOTE:** If your student had multiple types of absences on the same date (such as a tardy and

an unexcused absence), the date will be shaded according to the most severe absence type. For example, “Unexcused Absence” is the most severe (red), and “School Related” is the least severe (blue).

☐ Click or tap the date to view details for that date.

The detailed date view opens in place of the month.

**Calendar View**

January 2018      February 2018      March 2018

Mon	Tue	Wed	Thu	Fri	February 20, 2018		Mon	Tu
1	2	3	4	5	<div> <div>Tuesday</div> <div>1:U - Unexcused Absence</div> <div>2:T - Tardy</div> </div>		26	
8	9	10	11	12			5	
15	16	17	18	19			12	
22	23	24	25	26			19	
29	30	31	1	2			26	

For each period your student was absent or tardy, the attendance code and description are displayed and color coded according to severity of the absence. The period is only listed if your student was marked absent or tardy for that period.

☐ Click [X] to close the detail view.

The full month is again displayed.

## Totals View

Click or tap **Totals View**.

Your student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.

Attendance								
Nicholas Valadez - Agarita High School								
Semester: 2 ~		Totals View						
Detailed Attendance		Period	Course	Instructor	Total Absences	E: Excused Absences	U: Unexcused Absences	S: School Related
Calendar View		1	Prin Cybersecur	MCGEE, LYDIA A.	3	1	1	1
Totals View		2	Eng 1-9	LEAL, KATHIE E.	2		1	1
Legend		3	Lunch	VASQUEZ, TIMOTHY	1		1	
U: Unexcused Absences		4	Biology	MAXWELL, LUCRETIA L.	2	1	1	
T: Tardies		5	Spanish 1 MC	LEVRIE, KATINA G.	1		1	
E: Excused Absences		6	Geometry	COLUNGA, CRUZ C.	1		1	
S: School Related		7	Wild Geog 9	TAMAYO, SILVESTRE	1		1	
Tap a row below to view hidden details		8	Ath/FB-1	VELA, TONI	1		1	

The **Total Absences** column displays semester totals for all absence types, excluding tardies.

Instructor

**MOBILE DEVICE USERS:** Tap a row to view semester totals for the class.





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