

adsy_attendance

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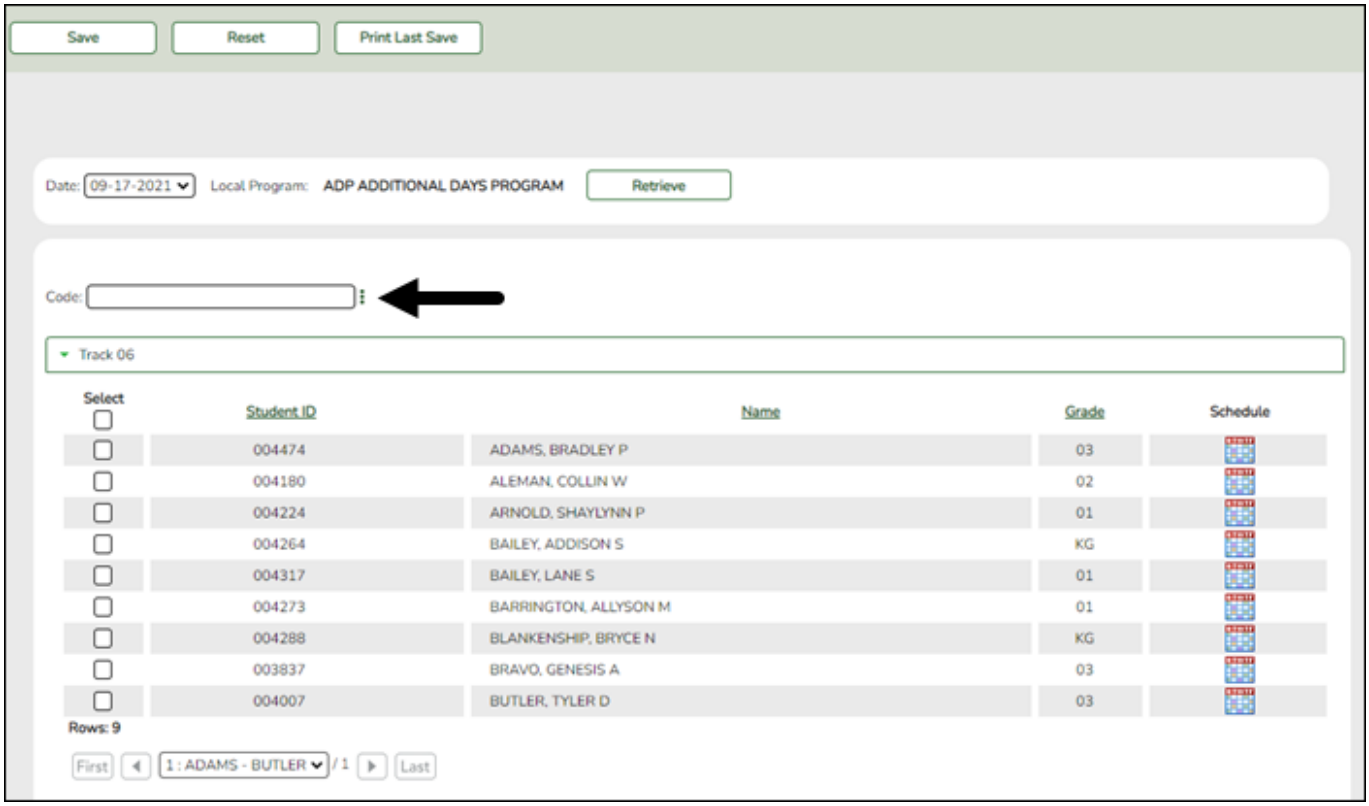
This page allows you to retrieve students who are enrolled in the Additional Days Program.

All students in the group must be absent on the same date and enrolled in the same local program, but they may be on different attendance tracks. You can also overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

NOTE: Students are enrolled in a local program on Registration > Maintenance > Student Enrollment > Local Programs.

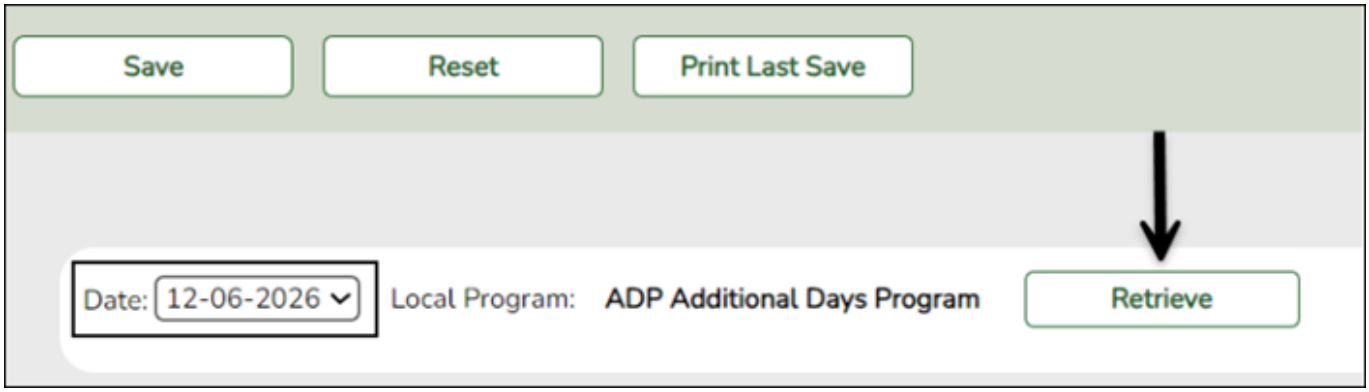
During the setup process on Registration > Maintenance > District Profile > Local Program Codes, the **Program Title** must be *Additional Days Program* in order for the screen to retrieve the proper local program code.

For Extended School Year Reporting purposes, this local program must be designated for Additional Days School Year in Registration > Maintenance > District Profile > Local Program Codes.



To Retrieve a Student:

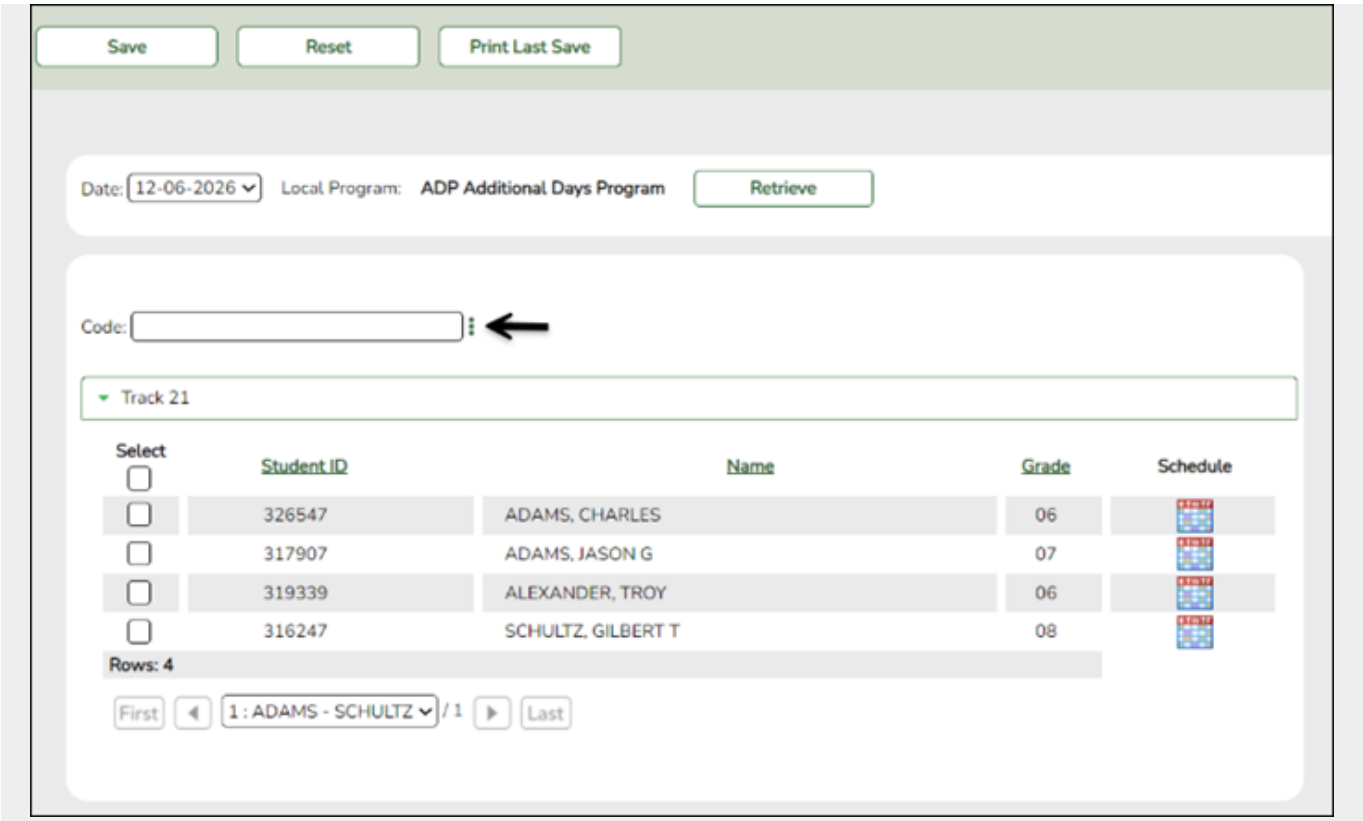
❑ Select a date from the **Date** drop-down menu. Click **Retrieve**.



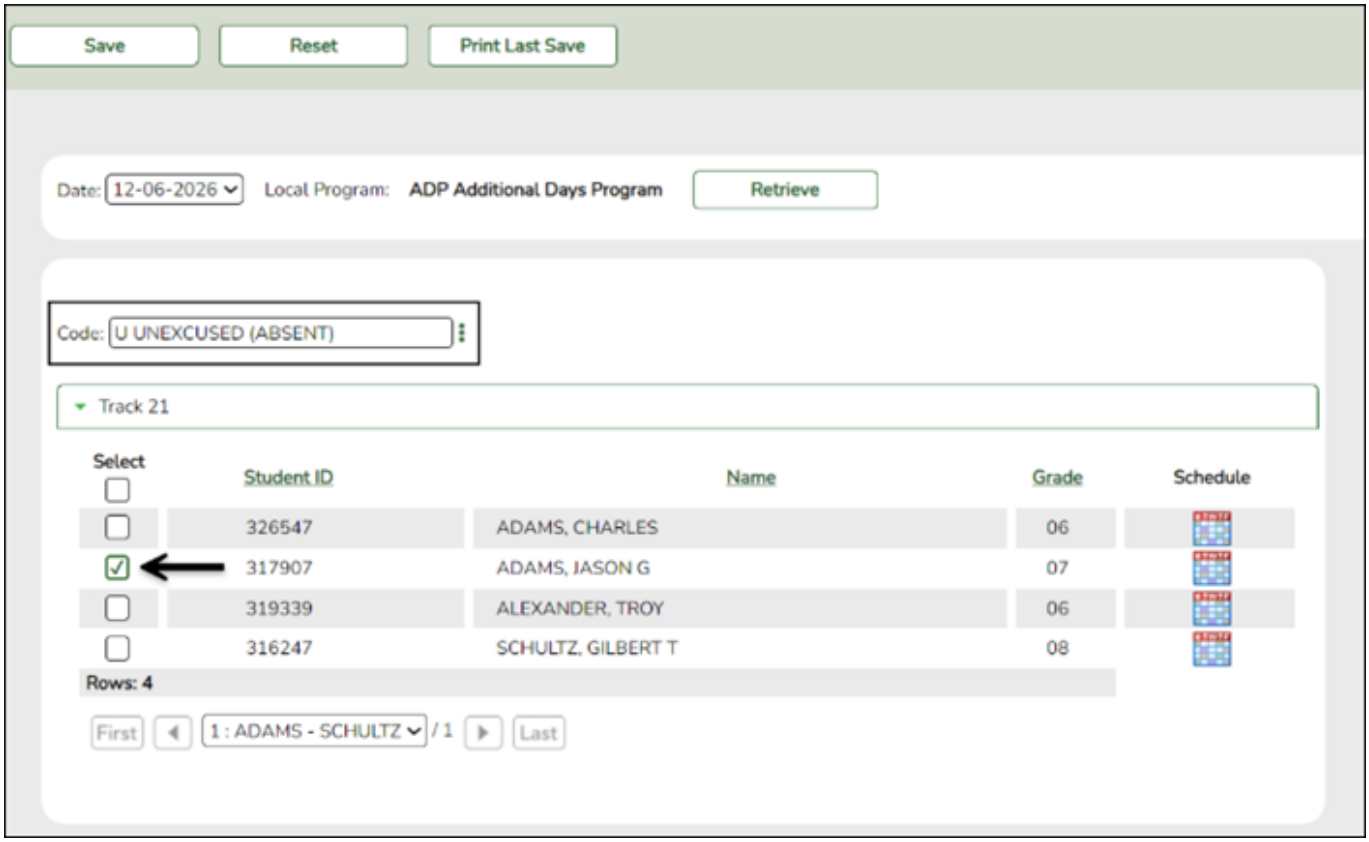
A list of students enrolled in the selected local program on the specified date is displayed. Grade level is also displayed.

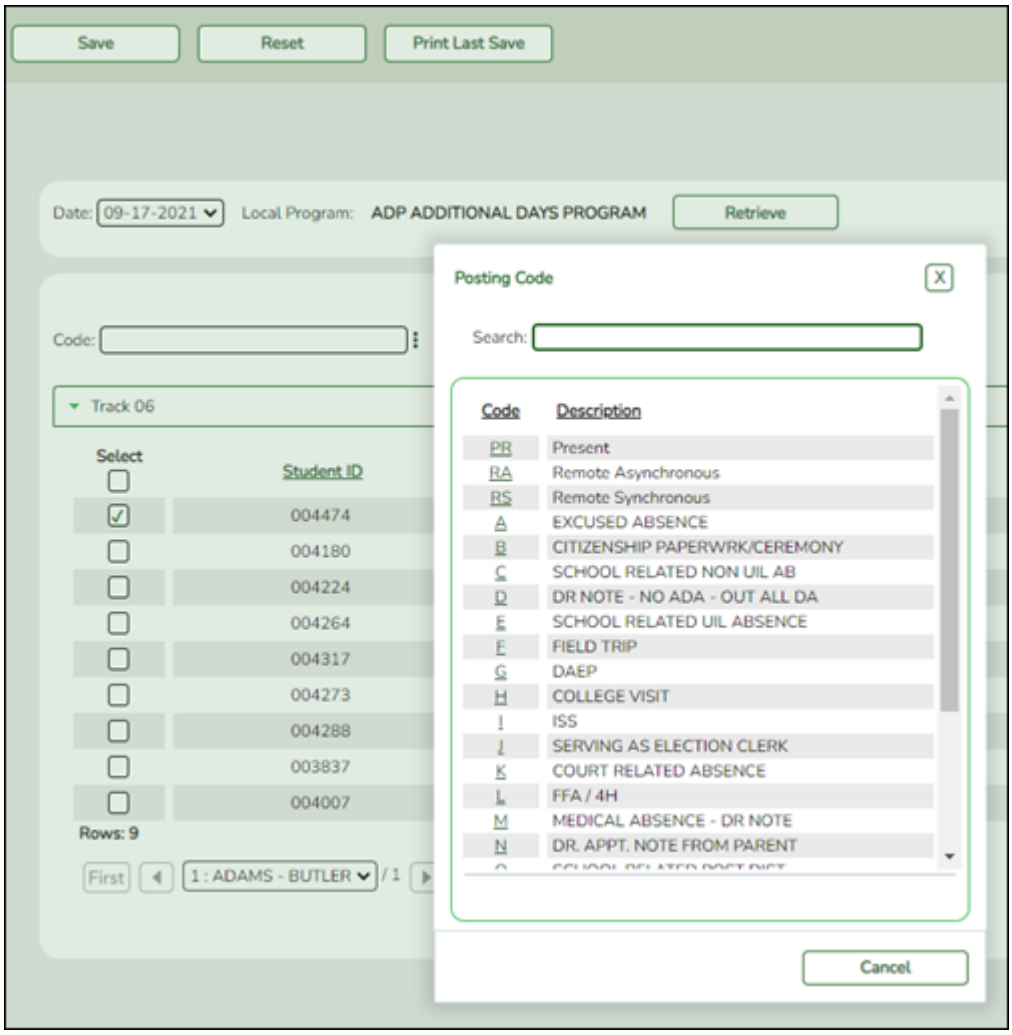
- You can re-sort the grid by clicking an underlined column heading.
- If there are multiple pages, page through the list.

NOTE: Students are grouped by track. By default, the lowest track is expanded to display students on that track. Click other tracks to expand/hide the list of students.



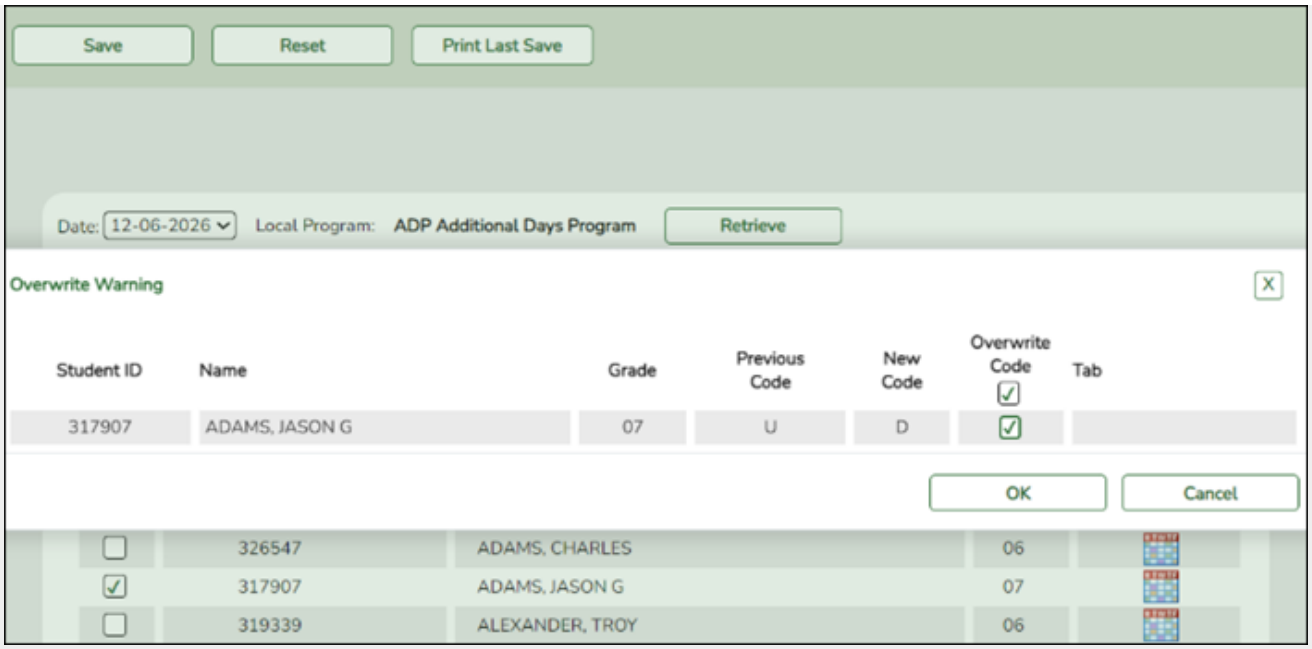
❑ Enter an attendance code in the **Code** field or use the ellipsis to choose a posting code from the drop-down list.





❑ Click **Save**.

If attendance was previously posted for the same student, date, and period, a pop-up window opens when you save prompting to confirm that you want to overwrite the previous data:



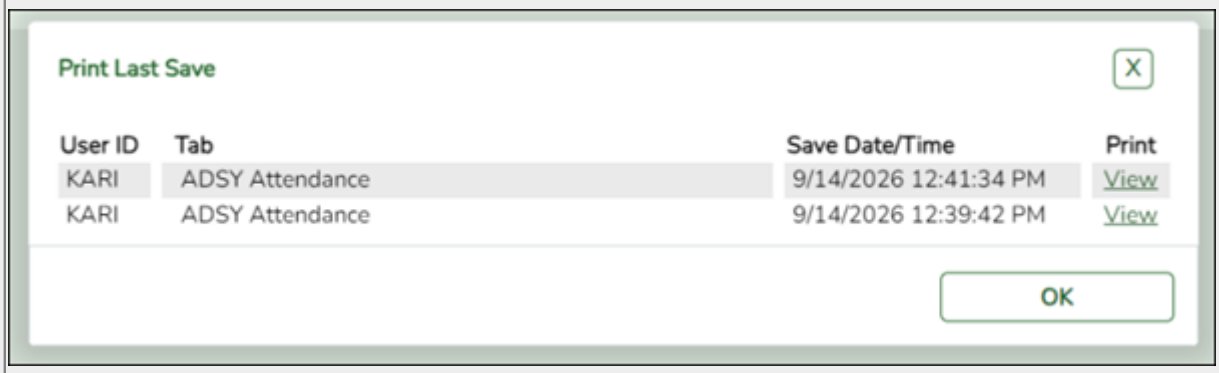
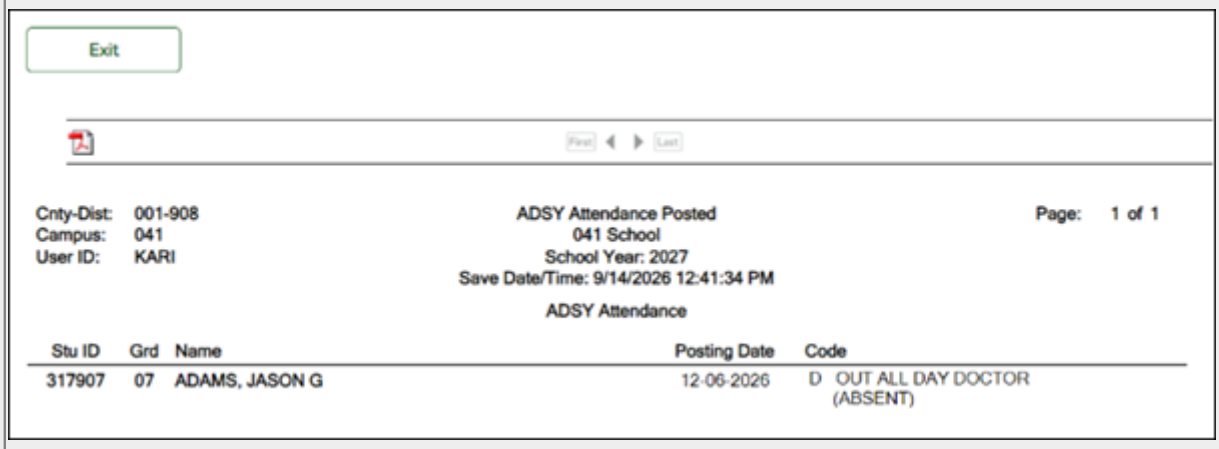
The grid displays the previously posted code and the new code for each period, as well as the tab on which the new code was posted, for the date specified on the main page.

Overwrite Code	For each row, indicate if you want to overwrite the existing posting code for the student, date, and selected period(s). If there are multiple rows, you can select the check box in the heading to overwrite the code for all rows. If *not* selected, the original code will remain.

❑ Click **OK**.

The changes are saved.

Reset	Clear unsaved changes and start over. The settings of the selection criteria fields will be retained.

Print Last Save	A pop-up window opens which displays a list of the last 10 times attendance was posted from any attendance posting tab, including the user ID of staff who posted attendance, and the date-time stamp indicating when the attendance was posted. The list is retained even if you exit the page or application.  The posted attendance for each save can be viewed and saved as a PDF. Click **View** to open the report. The report opens in a new window and includes the student ID, name, grade level, absence/tardy date, period, course (if applicable), district posting code and description. The report heading indicates the tab on which attendance was posted. If multiple tabs were used in one save, the report includes a separate page for each tab.  Click **Exit** to close the report window.


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