


# Posting Codes

# Table of Contents

**Posting Codes** ..... 1

# Posting Codes

***Attendance > Maintenance > District > Posting Codes***

This page allows you to maintain a list of district-level attendance posting codes that are used at all campuses when a student is absent from school to indicate the reason for the student's absence.

Any changes or deletions to the table should be made before the start of the school year.

## Update data:

Existing attendance posting codes are displayed in order by posting code.

❑ Click **+Add**, or press ALT+1.

A blank row is added to the grid.

**NOTE:** When using ALT+1 to add a row, you must press the 1 key on the keyboard, not the 1 key on the numeric keypad.

| | |
|---|---|
| **Posting Code** | Type the one-character code for the attendance posting that does not already exist in the table. This is the district-determined code that will be used to record attendance for the corresponding **Absence Type**.<br>Code P is used to delete an absence that was posted in error. The **Absence Type** for code P must be P (*present*). |
| **Description** | Type a description for the code, up to 29 characters. |
| **ADA Code** | Select if the new code should be considered an absence when determining Average Daily Attendance (ADA). The field must be selected if **Absence Type** is A or U. |
| **Prepost** | Select if the code can be posted to the student record prior to the date of the absence. Preposting can be used when the school is aware of the absence in advance (e.g., for a field trip). |
| **Absence Type** | Type the one-character absence type code to be displayed on the report card. Or, click ⋮ to select the code.<br><br>**Absence Types** are a pre-set list of available attendance/tardy types. The district can use the **Posting Code** field to specify a district code for each attendance type. The posting code table serves as a crosswalk allowing ASCENDER attendance reports to display the district codes for each absence/tardy type. |

❑ Click **Save**.

❑ To update data for a posting code, type over the existing data and save.

> You cannot update a code. To change a code, you must delete and re-enter the code and description.

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**Other functions and features:**

| | |
|---|---|
|  | Delete a row.<br>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). |
| **Print** | Print district posting codes.<br><br>**Review the report using the following buttons**:<br><br>Click  to go to the first page of the report.<br>Click  to go back one page.<br>Click  to go forward one page.<br>Click  to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


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# Back Cover