

Posting Codes

Table of Contents

Posting Codes 1

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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.

3. In the Posting Code field, type the code for the attendance posting. The field is one character (1 through 9 or A through Z), and it must be a unique code that does not already exist in the table.

Notes:

● Code P is used to delete an absence that was posted in error. The Absence Type field for code P must be P (present).

● You can update the Description, ADA Code, Prepost, and Absence Type fields for a code; however, you cannot change a posting code. You must delete and re-add the code.

4. In the Description field, type the description for the new attendance posting code. The field can be up to 29 characters.

5. Select ADA Code if the new code should be considered an absence when determining Average Daily Attendance (ADA). The field must be selected if the Absence Type field is A or U.

6. Select Prepost 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).

7. In the Absence Type field, type the absence type code to be displayed on the report card. The field is one character.

If you do not know the code, click elipsis button to select the code.

8. Click Save.

9. To delete an attendance posting code, click trashcan icon. 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.

● Click Save. A message is displayed asking you to confirm that you want to delete the row.

Click Yes to continue. The selected rows are deleted. Otherwise, click No.

Note: You can save changes and delete records in the same step (i.e., the changes are all committed when the record is saved). If any changes do not pass validation (i.e., cannot be deleted or have validation errors), none of the changes are saved.

10. Click Print to generate a report of the district posting codes. Review, save, print, and close the report.


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Back Cover