



By Individual (Attendance Posting)

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Attendance > Maintenance > Student > Student Posting > By Individual

This tab allows you to view, post, and modify attendance for an individual student for one or more dates. Posting codes can vary by period.

This tab allows you to quickly see absences and tardies for an individual student for a specified date range.

Attendance can only be posted for the current school year, and only for tracks that have a calendar set up for the campus.

NOTE: If you post or change a posting code, your user ID and the date-time stamp are saved in the attendance posting table, and an audit record is created in an audit table.

Update data:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none">• Last name, comma, first name (smith, john)• Last name initial, comma, first name initial (s,j)• Comma, first name (,j) <p>Or, click Directory to select a student from the directory.</p>
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☐ Select the date range using one of the following two fields:

Semester	<p>By default, the field is set according to the setting of the Optional Semester field on Attendance > Maintenance > Campus > Campus Options.</p> <p>Select a semester to view the student's absences for the semester.</p> <p>1 - View semester 1. 2 - View semester 2. 3 - View semesters 1 and 2. H - View the current semester, as determined by the system (i.e., current) date.</p>
From Date	<p>To see a student's absences and tardies beginning with a particular date, click <i>in</i> the field to select a date from the calendar. Or, type the date in the MMDDYYYY format.</p>

Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.
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By default, the student's existing absences and tardies are displayed for the specified semester or date range for all periods.





- A code field is displayed for each period, and the student's course number for that period is displayed below the field.
- If a student has been marked absent or tardy for the date and period, the code field displays the posting code.
- You can re-sort the grid (saved rows only) by clicking an underlined column heading.
- If there are multiple pages, [page through the list](#).

From Period To Period	Select the range of periods for which to post attendance. The periods are displayed in the grid according to your selections. Periods are listed according to the settings of the 1st Period Nbr and Last Period Nbr fields on Attendance > Maintenance > Campus > Campus Options .
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If you change the **Student**, **Semester** or **From Date, Track**, and/or **From/To Period**, the page is re-displayed according to your selections. It is not necessary to click **Retrieve**.



☐ To add an absence or tardy for the student, click **+Add**.

A blank row is added to the grid.

Date	Click <i>in</i> the field to select a valid absence date from the calendar. Or, type the date in the MMDDYYYY format. This is the date on which the student will be posted absent or tardy.
Period/Code	For each period where the student was absent or tardy, type or click  to select the posting code . To delete an absence/tardy, type PR (Present) in the Code field and save.
	Click to view the student's class schedule for the semester of the specified date. The schedule opens in a pop-up window.
	The icon is only available if the row has <i>not</i> been saved. Click to delete an unsaved row. The row is shaded red to indicate that it will be deleted when you save. Information in that row will not be saved.
Comments by Period 	Click to enter attendance comments for the student by period. Comments can only be entered if a posting code is entered. The icon does not appear until a date is selected. A pop-up window opens allowing you to view, add, and update comments.

If the same comment applies to multiple periods, you can type the comment once, and select the periods to apply the comment to. Or, you can enter individual comments for each period.

The icon is yellow if comments currently exist for the student, date, and any of the selected periods. The icon is white if the student has no comments on that date.

All Periods (##-##)	<p>Select if you are entering a comment that will apply to the student for <i>all</i> periods on that date. Otherwise, you will select individual periods.</p> <p>IMPORTANT: If selected, the comment applies to <i>all</i> periods, even if the From/To Period fields are not set to include all periods. For example, if the campus has 8 periods, but the From/To Period fields are set to periods 1-3, the comment will be applied to all 8 periods.</p>
Select	<p>Select one or more periods to apply the displayed comment to.</p> <p>To apply the comment to all <i>displayed</i> periods (according to the selections of the From/To Period fields), select the check box in the heading row. Note that this may not include <i>all</i> periods.</p> <p>If you selected All Periods or the check box in the heading row, all individual period fields are selected by default. They can be cleared as needed.</p> <p>If you have added, edited, or deleted any comments in the comment space, the changes or deletion will be applied to the selected period(s).</p>
Period	(Display only) Periods are listed according to the From/To Period range specified on the main page.
View Comment 	<p>The icon is yellow if comments exist. Otherwise the comment icon is white.</p> <p>Click the icon to add, update, or view existing comments for a particular period.</p> <p>When you click the icon, it is outlined with a black box  to indicate that it is the active comment.</p> <p>The space on the right is enabled allowing you to type a comment.</p>
comments	The space on the right is where you add or update comments for the student, up to 255 characters. The space is not enabled until at least one period is selected, or until you click a View Comment icon.

Apply Checked	Click to apply the comments to the periods according to your selections. The button is not enabled unless at least one period is selected.
OK	Once you have clicked Apply Checked , click to close the pop-up window. Comments are applied but must still be saved.
Cancel	Click to close the window without making any changes.

WARNINGS:

Comments are not saved until you click **Save**.


If you enter comments, click **Apply Checked**, receive an Overwrite Warning message and click

OK, and then click the “X” to close the window, the new comment does not overwrite the original comment until you click **Save** and the Saved Successful message is displayed.

If you entered comments for a posting code, and then clear the posting code, the comment is cleared without notification.

A student's comments can be viewed on [Attendance > Maintenance > Student > Student Inquiry > Attendance Audit](#).

☐ Click **Save** to post attendance and save comments.

	View medical alert. The button is displayed if a medical warning exists for the student and Consent to Display Alert is selected on Health > Maintenance > Student Health > Emergency . Click to view the student's medical alert information.
Documents	View or attach supporting documentation.

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

User ID	Tab	Save Date/Time	Print
TESTUSER	By Individual	1/20/2022 1:47:43 PM	View
TESTUSER	By Individual	1/20/2022 1:47:25 PM	View
TESTUSER	By Individual	1/20/2022 1:46:24 PM	View
TESTUSER	By Individual	1/20/2022 1:46:14 PM	View
TESTUSER	By Individual	1/18/2022 3:59:19 PM	View
TESTUSER	By Period	1/18/2022 3:58:38 PM	View
TESTUSER	By Period	1/18/2022 3:58:29 PM	View
TESTUSER	By Individual	1/18/2022 3:50:09 PM	View
TESTUSER	By Individual	1/18/2022 3:49:53 PM	View
TESTUSER	By Individual	1/18/2022 3:49:43 PM	View

The posted attendance for each save can be viewed and saved as a PDF. Click **View** to open the report.

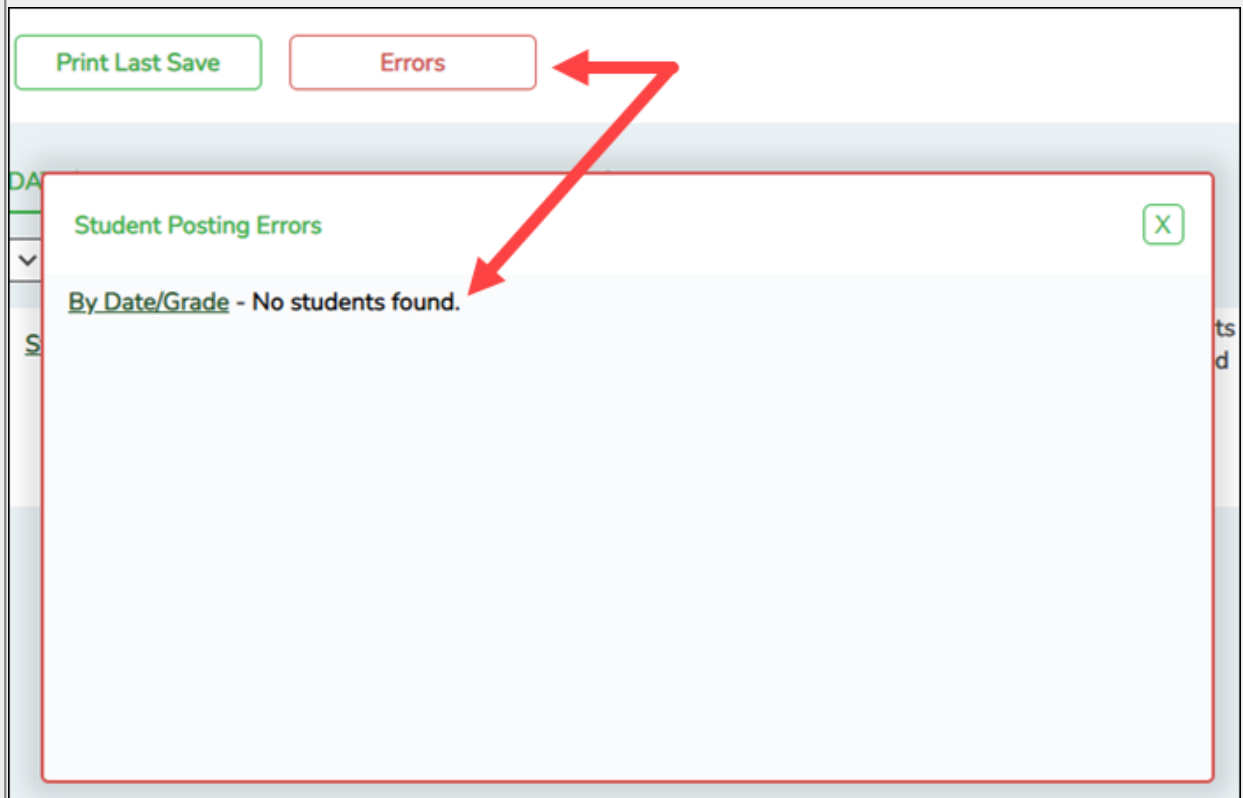
The report opens in a new window and includes the student ID, name, grade level, absence/tardy date, period, course (if applicable), district posting code and description.

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.

Stu ID	Grd	Name	Posting Date	Prd	Crs	Code
003592	04	BACHMEYER, SHELBY L	04-01-2022	01	RA	Remote Asynchronous
			04-01-2022	02	RA	Remote Asynchronous
			04-01-2022	03	RA	Remote Asynchronous

Click **Exit** to close the report window.

Errors The button appears if errors are encountered on any attendance posting tab, and the Student Posting Errors pop-up window opens automatically which lists the tab name containing the error, and the error message.



Click the tab name to go to the tab where the error exists. The field(s) containing errors are highlighted red.

The Student Posting Errors pop-up window is updated as errors are corrected.

If all errors are corrected, the Student Posting Errors pop-up window and **Errors** button are no longer displayed.

If you close the Student Posting Errors pop-up window and errors still exist, click the **Errors** button to re-open the pop-up window.



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