

Other functions and features:

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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**. 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. **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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	Delete a row. 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. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. 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. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. 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. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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