



# attendance\_record



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By default, all students are set to **Present**. For students who are tardy or absent for this date-period, mark accordingly.

As you mark students **Absent** or **Tardy**, the rows change color.

- Tardy students are shaded yellow.
- Absent students are shaded red.

If a student's absence is preposted (e.g., a scheduled band trip or a student who called in sick), the student is shaded gray, and the **Attendance** field displays the reason for his absence. Preposted absences are handled by the attendance clerk, so you are not able to mark attendance for the student.

 The  icon is displayed next to the attendance, if the attendance clerk entered comments associated with a student's attendance for the date and period displayed.

Click the icon to view the comments. The Comments window opens, and the comments are displayed. The date-time and user ID of the person who entered the comments are also displayed.

Click **Close** to close the Comments window.

- The **Absent** and **Tardy** fields are disabled during the ADA period, on the first day of school, and on the first day of enrollment.
- The **Absent** and **Tardy** fields *are enabled* during the ADA period if the student has a withdrawal reason of 33 (status change).
- For iTCCS users only:
  - The **Tardy** field is not displayed if **Allow Posting Tardy to ADA Period** is *No* on the iTCCS Attendance Options (1) page.
  - The **Absent** field is not displayed for the period if there is a period entered in **Elem Tardy Period** on the iTCCS Attendance Options (1) page.
  - Some campuses may not allow students to be tardy during the ADA period. This is an option set by the campus. If the campus does not allow you to record tardies during the ADA period, the **Tardy** option is disabled.
  - Some elementary campuses may not allow students to be absent during the elementary tardy period. This is an option set by the campus. If the campus does not allow you to record absences during the elementary tardy period, the **Absent** option is disabled.

For TxEIS users, the **Tardy** field is not displayed if **Default Tdy Cd** is blank on TxEIS Attendance > Maintenance > Grade Book Options > Campus Options.

If the district allows tardies during the ADA period, the tardies may only be valid during a set number of minutes for the period. After this number of minutes has passed, the student should no longer be marked as **Tardy** and should be marked as **Absent**, although the program does not prevent you from marking a student as **Tardy** (except on the first day of semester 1). The number of minutes is determined by the district (and set in the config file). If applicable, a message is displayed above the table indicating when tardies are valid.

Students who are on a track that does not meet on the selected date are listed; however, the **Absent**, **Tardy**, and **Present** fields are replaced by a message indicating that the date is not a membership day for the student.

Students whose first day (or reentry day) is not the official first day of school cannot be marked absent during the ADA period on their first day. The **Absent** option is disabled.

For Midland ISD, the **Tardy** field is not available. Instructors may only mark students **Absent** or **Present**.

For iTCES districts during the mass activation, the **Activate** and **Inactive** fields are displayed instead of the **Absent**, **Tardy**, and **Present** fields. See the **About Mass Activation** section above for more information.