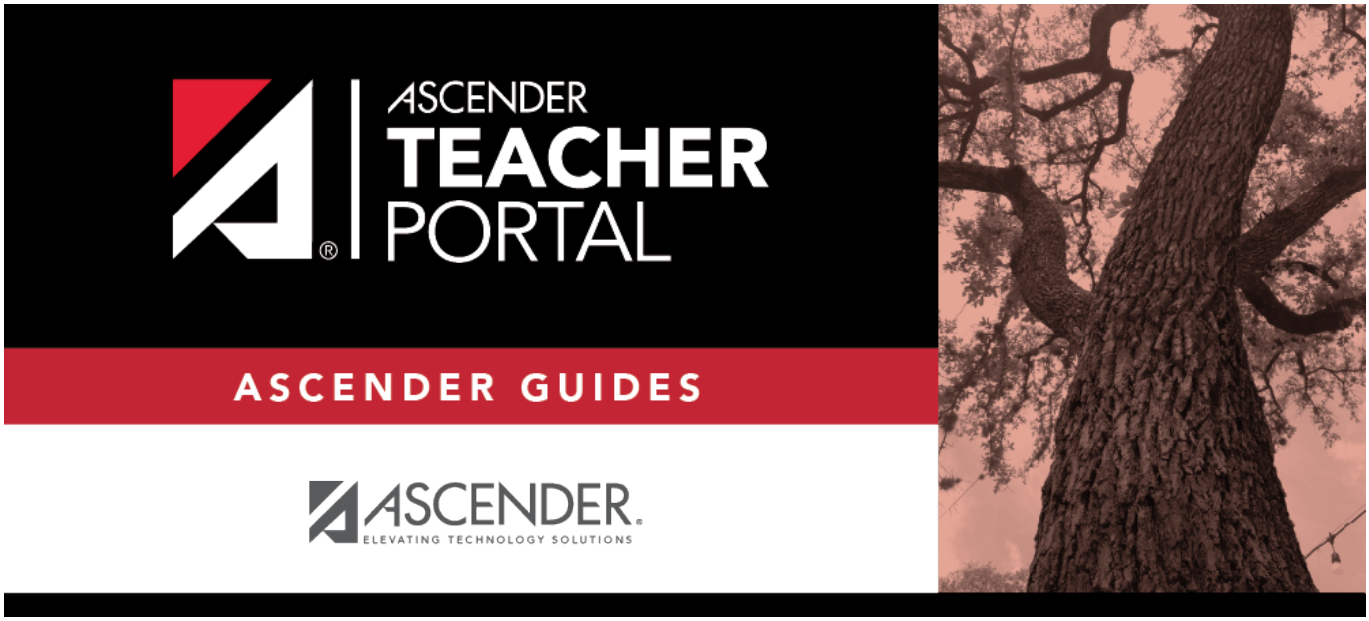

attendance_record

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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. You may also use the **Attendance** drop-down field to give all students the same attendance.

You may change **Absent** to **Remote Synch**. You may change **Present** or **Tardy** to either **Remote Synch** or **Remote Asynch**

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

Student ID	Last Name	First Name	Attendance			Grade	Course-Section
003262	AULDRIDGE	TREY N	Absent	Tardy	Present	10	02 SPANISH 2 (7200-02)
003913	BOW	COLTON N	Absent	Tardy	Present	11	02 SPANISH 2 (7200-02)
003121	CANDELARIA	ANDREA E	Absent	Tardy	Present	10	02 SPANISH 2 (7200-02)
003770	CARROLL	TUCKER J	Absent	Tardy	Present	12	02 SPANISH 2 (7200-02)
003132	DICKENS	JORGE L	Absent	Tardy	Present	10	02 SPANISH 2 (7200-02)
003179	DUBEC	CLARA G	Absent	Tardy	Present	10	02 SPANISH 2 (7200-02)
003379	EDWARDS	JOHNATHAN E	Absent	Tardy	Present	10	02 SPANISH 2 (7200-02)
003129	EPPINETT	JARRETT M	Absent	Tardy	Present	10	02 SPANISH 2 (7200-02)
003162	FISHER	JESSICA P	Absent	Tardy	Present	10	02 SPANISH 2 (7200-02)

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

If a student's absence is pre-posted (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 the absence. Pre-posted 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.

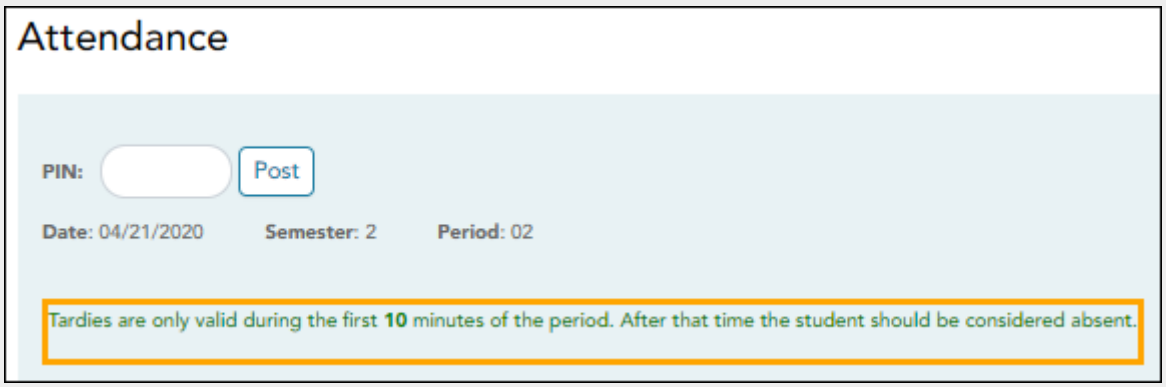
Click **Close** to close the Comments window.

• 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 due to a status change.

The **Tardy** field may not be displayed depending on campus attendance settings.

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. 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 re-entry 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.