



adsy_attendance

Table of Contents

ADSY Attendance (Additional Days School Year) 1

ADSY Attendance (Additional Days School Year)

Attendance > Maintenance > Addtnl Days Program > ADSY Attendance

This page allows you to retrieve students who are enrolled in the Additional Days Program.

All students in the group must be absent on the same date and enrolled in the same local program, but they may be on different attendance tracks. You can also overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

NOTE: Students are enrolled in a local program on [Registration > Maintenance > Student Enrollment > Local Programs](#).

During the setup process on Registration > Maintenance > District Profile > Local Program Codes, the **Program Title** must be *Additional Days Program* in order for the screen to retrieve the proper local program code.

For Extended School Year Reporting purposes, this local program must be designated for Additional Days School Year in State Reporting > Options.

The screenshot shows the ADSY Attendance interface. At the top, there are buttons for 'Save', 'Reset', and 'Print Last Save'. Below these, there is a 'Date' dropdown set to '09-17-2021', a 'Local Program' field set to 'ADP ADDITIONAL DAYS PROGRAM', and a 'Retrieve' button. A 'Code' input field is highlighted with a black arrow. Below the code field is a 'Track 06' dropdown. The main area contains a table with the following data:

Select	Student ID	Name	Grade	Schedule
<input type="checkbox"/>	004474	ADAMS, BRADLEY P	03	
<input type="checkbox"/>	004180	ALEMAN, COLLIN W	02	
<input type="checkbox"/>	004224	ARNOLD, SHAYLYNN P	01	
<input type="checkbox"/>	004264	BAILEY, ADDISON S	KG	
<input type="checkbox"/>	004317	BAILEY, LANE S	01	
<input type="checkbox"/>	004273	BARRINGTON, ALLYSON M	01	
<input type="checkbox"/>	004288	BLANKENSHIP, BRYCE N	KG	
<input type="checkbox"/>	003837	BRAVO, GENESIS A	03	
<input type="checkbox"/>	004007	BUTLER, TYLER D	03	

At the bottom of the table, it says 'Rows: 9' and there are navigation buttons: 'First', '1: ADAMS - BUTLER / 1', and 'Last'.

To Retrieve a Student:

Select a date from the **Date** drop-down menu. Click **Retrieve**.

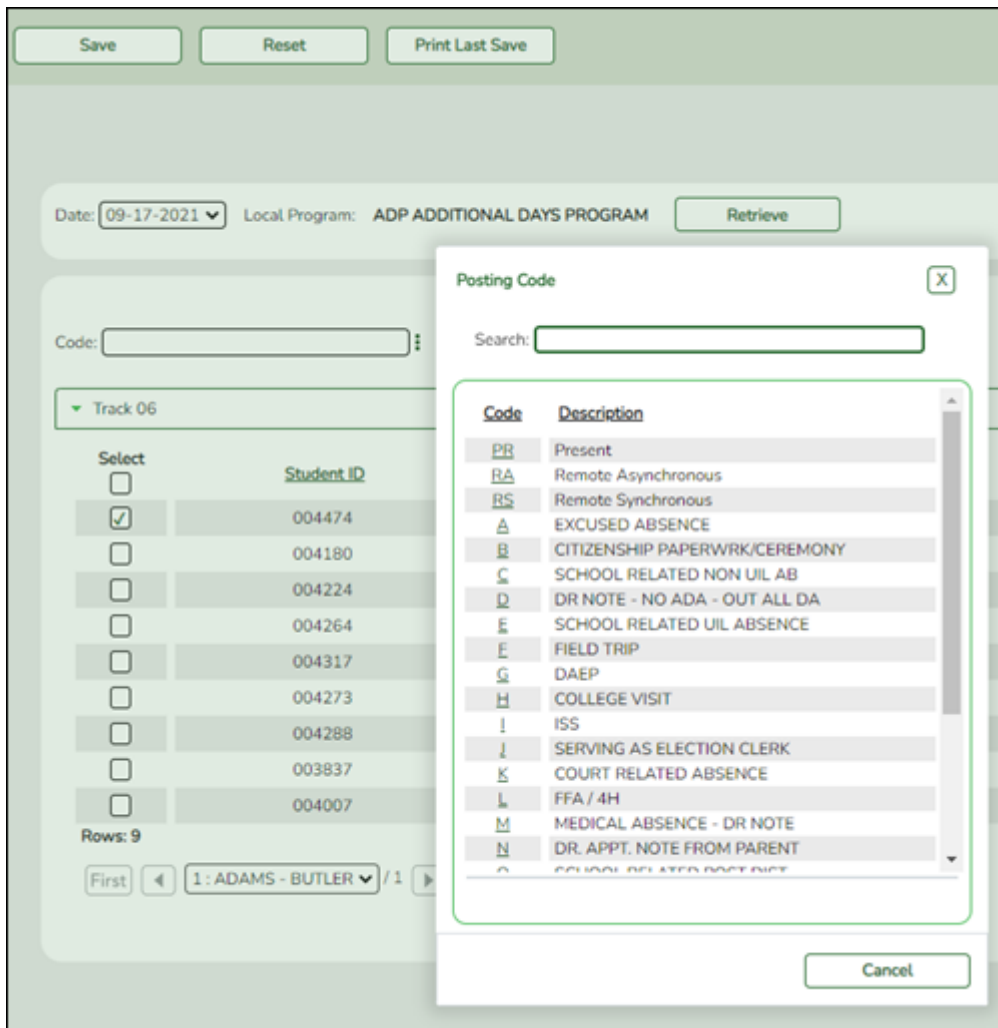
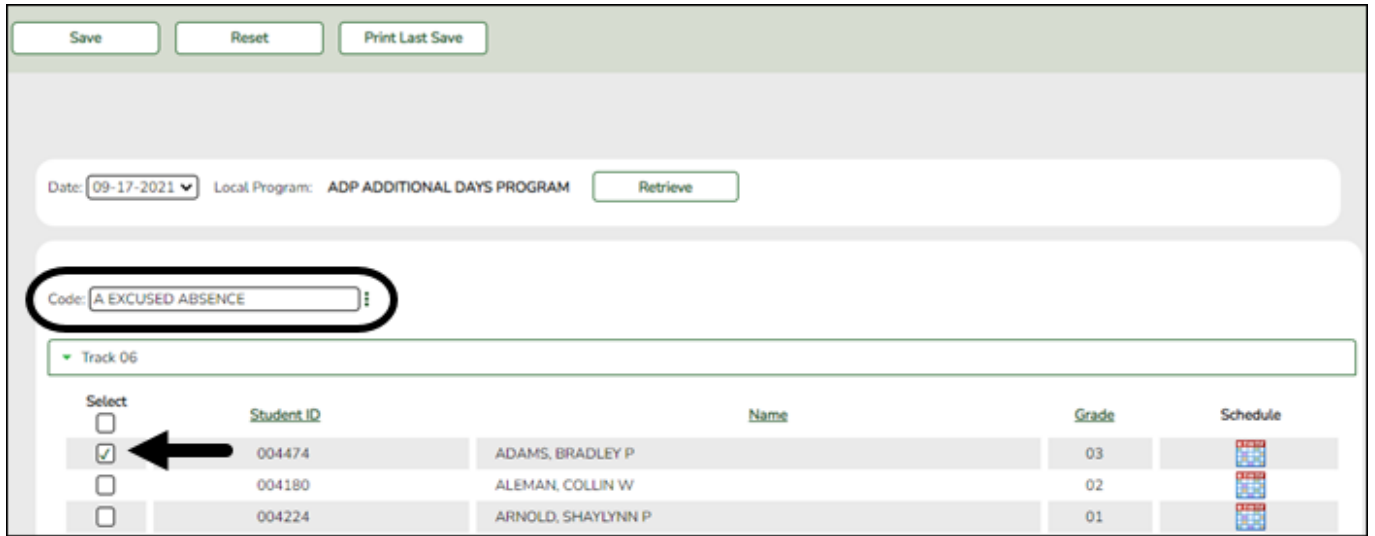
A list of students enrolled in the selected local program on the specified date is displayed. Grade level is also displayed.

- You can re-sort the grid by clicking an underlined column heading.
- If there are multiple pages, [page through the list](#).

NOTE: Students are grouped by track. By default, the lowest track is expanded to display students on that track. Click other tracks to expand/hide the list of students.

Select	Student ID	Name	Grade	Schedule
<input type="checkbox"/>	004474	ADAMS, BRADLEY P	03	
<input type="checkbox"/>	004180	ALEMAN, COLLIN W	02	
<input type="checkbox"/>	004224	ARNOLD, SHAYLYNN P	01	
<input type="checkbox"/>	004264	BAILEY, ADDISON S	KG	
<input type="checkbox"/>	004317	BAILEY, LANE S	01	
<input type="checkbox"/>	004273	BARRINGTON, ALLYSON M	01	
<input type="checkbox"/>	004288	BLANKENSHIP, BRYCE N	KG	
<input type="checkbox"/>	003837	BRAVO, GENESIS A	03	
<input type="checkbox"/>	004007	BUTLER, TYLER D	03	

Enter an attendance code in the **Code** field or use the ellipsis to choose a posting code from the drop-down list.



Click **Save**.

If attendance was previously posted for the same student, date, and period, a pop-up window opens when you save prompting to confirm that you want to overwrite the previous data:

The screenshot shows a software interface with a green header bar containing 'Save', 'Reset', and 'Print Last Save' buttons. Below the header, there are search filters for 'Date: 09-17-2021', 'Local Program: ADP ADDITIONAL DAYS PROGRAM', and a 'Retrieve' button. A 'Code: F FIELD TRIP' field is visible. A sidebar on the left shows 'Track 06' and a 'Select' list with four checked items. An 'Overwrite Warning' dialog box is open, displaying a table with the following data:

Student ID	Name	Grade	Previous Code	New Code	Overwrite Code	Tab
004474	ADAMS, BRADLEY P	03	A	F	<input type="checkbox"/>	

The dialog box also includes 'OK' and 'Cancel' buttons at the bottom right.

The grid displays the previously posted code and the new code for each period, as well as the tab on which the new code was posted, for the date specified on the main page.

Overwrite Code

For each row, indicate if you want to overwrite the existing posting code for the student, date, and selected period(s). If there are multiple rows, you can select the check box in the heading to overwrite the code for all rows.

If *not* selected, the original code will remain.

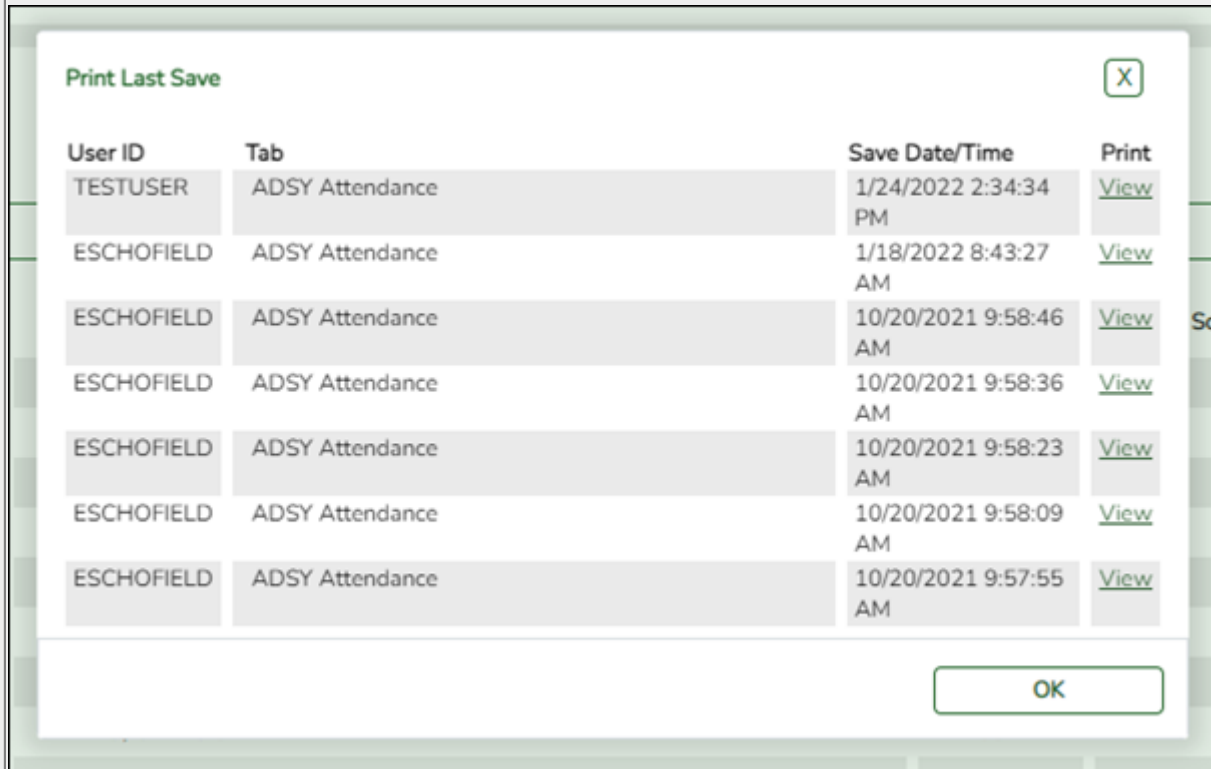
Click **OK**.

The changes are saved.

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

Print Last Save

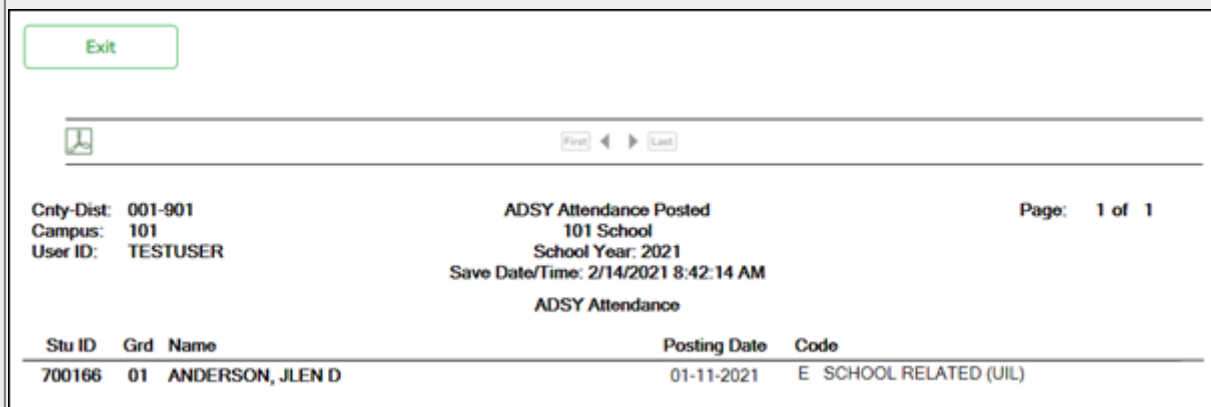
A pop-up window opens which displays a list of the last 10 times attendance was posted from any attendance posting tab, including the user ID of staff who posted attendance, and the date-time stamp indicating when the attendance was posted. The list is retained even if you exit the page or application.



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.



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



Back Cover