



# attendance\_record



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By default, all students are set to **Present**. You will see these options if your campus chooses to use **Remote Asynch** attendance, **Remote Sync** attendance, or **Both**.

*Present* - physically present in the classroom

*Remote Synch* - online at the time of class



*Remote Asynch* - will complete the assignment at a later time

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

Student ID	Last Name	First Name	Attendance <span>Please Select</span>					Grade	Course-Section
300215	ARDEN	MACKENZIE A	<input type="radio"/> Absent	<input checked="" type="radio"/> Tardy	<input type="radio"/> Present	<input type="radio"/> Remote Synch	<input type="radio"/> Remote Asynch	10	01 BAND 2 (5725-01)
300324	BAKER	JOSHUA D	<input checked="" type="radio"/> Absent	<input type="radio"/> Tardy	<input type="radio"/> Present	<input type="radio"/> Remote Synch	<input type="radio"/> Remote Asynch	10	01 BAND 2 (5725-01)
300216	BLALOCK	BRIYANNA E	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input type="radio"/> Present	<input type="radio"/> Remote Synch	<input checked="" type="radio"/> Remote Asynch	10	01 BAND 2 (5725-01)
224089	BOGUE	CARSON A	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	<input type="radio"/> Remote Synch	<input type="radio"/> Remote Asynch	09	01 BAND 1 (5715-01)
223015	BOUTIN	GAVIN S	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	<input type="radio"/> Remote Synch	<input type="radio"/> Remote Asynch	10	01 BAND 2 (5725-01)
223014	BRANSCOM	DAVID T	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	<input type="radio"/> Remote Synch	<input type="radio"/> Remote Asynch	10	01 BAND 2 (5725-01)
224080	CARTER	BRAYDEN T	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	<input type="radio"/> Remote Synch	<input type="radio"/> Remote Asynch	09	01 BAND 1 (5715-01)

- 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.

## Attendance

PIN:

Date: 04/21/2020   Semester: 2   Period: 02

Tardies are only valid during the first 10 minutes of the period. After that time the student should be considered absent.

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.



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