

Attendance Training Checklist

Part 2 — [Attendance Entry](#)

Teacher Attendance Entry

- • Teacher Access → Attendance.
- • Verify default 'Present' status.
- • Mark absences/tardies and save.
- • Ensure teachers understand timing expectations for submission.

[Office Attendance Entry](#)

- • Use Recorded/Unrecorded Class Attendance screen.
- • Filter by date/period.
- • Create dashboard tiles for monitoring.
- • Enter/edit student attendance via Entry by Student.
- • Enter/edit attendance on Student Profile or Student List.

Part 3 — [Mass Attendance Entry](#)

Class/Activity/Range Based Entry

- • Use Attendance Entry by Class/Activity Range.
- • Run mass updates by grade, class, or activity.
- • Use for SAT testing, field trips, assemblies.
- • Review roster before applying changes.
- • Use 'Undo Run' if incorrect.

Part 4 — [Special Attendance Situations](#)

Dropped & Deleted Attendance

- • Restore attendance that did not auto-transfer when schedules changed.
- • Review deleted attendance and determine if restoration is needed.

Guardian-Entered Absence Requests

- • Review pending requests regularly.
- • Approve or deny using process screen.
- • Copy guardian comments to final record.
- • Add office notes as needed.

Part 5 — [Substitute Teachers](#)

Substitute Assignment Setup

- • Add sub assignments under Staff → Substitute Assignments.
- • Assign substitute to the absent teacher.

- • Apply sub to unassigned periods.
- • Grant attendance-only access.
- • Verify attendance shows sub's name after submission.

Part 6 — [Utilities](#)

Helpful Tools

- • Attendance Audit for checking data validity.
- • Mass Update Calendar Days for snow days and holidays.
- • Mass Delete One Day's Attendance for closures.
- • Clone Calendar for new year setup.

Part 7 — [Reporting](#)

Report Queue Usage

- • All printed reports appear in My Report Queue.
- • Add Report Queue to the Dock for easy access.
- • Download, save, or print reports as needed.

Key Attendance Reports

- • Attendance Roster for subs or field trips.
- • Recorded/Unrecorded Attendance for tracking teacher completion.
- • Student Attendance (daily period view).
- • Attendance Summary (good for parent calls).
- • Monthly/Quarterly Report (same as SMS).
- • Attendance Summary by Student with SIPY for student files.
- • Absence Occurrence and Consecutive Absence reports for BECCA monitoring.

Part 8 — [End-of-Training Review](#)

Staff Should Be Able To

- • Navigate attendance codes and calendar settings.
- • Understand excused/unexcused/other reporting rules.
- • Enter, edit, and verify attendance.
- • Process guardian absence requests.
- • Run and interpret mass attendance entries.
- • Assign substitute access.
- • Use Report Queue efficiently.
- • Generate common attendance reports.
- • Monitor and follow up on unrecorded attendance.

PDC Lessons

Lesson 2: Student Attendance Entry

- [Attendance Entry](#)
- [Attendance Entry - Simulation](#)
- [Fix Student Attendance](#)
- [Update Attendance](#)
- [Historical Attendance](#)
- [Attendance Change History](#)
- [Deleted Attendance](#)
- [Enable In/Out Minutes](#)
- [Enter In/Out Minutes](#)
- [Attendance Entry Mass Processes](#)

Lesson 3: Teacher Attendance Entry

- [Teacher Attendance Settings](#)
- [Teacher Access Entry](#)
- [Teacher Access Attendance](#)
- [Recorded/Unrecorded Class Attendance](#)
- [Family Access Absence Requests](#)

Lesson 5: Attendance Reports

- [Generate Reports](#)
- [Attendance Reports](#)