

# *InformationNOW* – Attendance

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## About this Guide

This Quick Reference Guide provides an overview of the setup, entry and reporting of attendance in *InformationNOW*.

Users are advised to refer the appropriate *InformationNOW* State Guidelines for specific requirements concerning attendance setup.

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## Preliminary Setup

Prior to generating attendance records for students:

- The setup outlined in this document must be completed.
- Students must have schedules. Refer to the *InformationNOW – Scheduling* Quick Reference Guides for details on scheduling students.
- Students must be enrolled. Refer to the *InformationNOW – Student Module* Quick Reference Guide for details regarding enrolling students.

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## Attendance Setup

Before entering student attendance, please review the following information.

### School/District Setup

Go to **School/District | District | Enrollment** tab. Check State Guidelines to determine which options should be selected for state reporting purposes.

The screenshot shows the 'Edit District' interface with the 'Enrollment' tab selected. The 'Enrollment' section is highlighted with a red box and contains the following options:

- Automatic registration into future academic session
- Enroll and Withdraw from same school in a single day
- Enrollment on non-school days
- Non-membership days

The 'Copy' section contains the following options:

- Copy Bus Routes/Stops
- Copy Grade Level
- Copy District Services
- Copy Homeroom
- Copy Lunch Program
- Copy School Programs
- Copy Student FTE
- Copy Transport Method

The 'Disallow Duplicate' section contains the following options:

- Demographic
  - Date of Birth
  - Gender
  - Name, First
  - Name, Middle
  - Name, Last
  - Race
- Identification
  - Alternate Student Number
  - Social Security Number
  - State ID Number

The 'Reporting School' section contains the following options:

- Clear
- Maintain
- Update
- Inherit for Dual Enrollment

The 'No Shows' section contains the following options:

- Disable button on: 08/31/2015
- Academic Year: 2016
- Delete Counselor
- Delete Fees
- Delete Homeroom
- Delete Locker
- Delete Lunch Status
- Delete Parking Number
- Delete Scheduled Sections
- Withdraw from Sections

The 'Withdrawal' section contains the following options:

- Delete Absences After Withdrawal
- Delete Locker
- Delete Parking Number
- End Lunch Status
- Exclude from Class Rank
- Withdraw from Homeroom
- Withdraw from Sections
- Remove Future Registrations

The 'Withdrawal date school enters is student's...' section is highlighted with a red box and contains the following options:

- Last day of attendance  
(Withdrawal is effective next day, i.e. withdraw start date + 1)
- First day of non-attendance  
(Withdrawal is effective same day, i.e. withdraw start date)

- Confirm that the *Withdrawal date school enters in student's* option is set to **The first day of non-attendance** for districts in all states except Arizona and Kentucky.
- Check if enrollment is allowed on a non-school day or non-membership days.
- Check to allow students to enroll and withdraw from the same school on the same day if applicable.
- If applicable, check to *Delete Absences After Withdrawal* for students who are withdrawing.

## Academic Sessions

*Academic Sessions* are used to identify multiple school sessions that occur within a school year (Ex.: *Full Regular Year, Night School, Summer School*). Refer to the *InformationNOW – Creating An Academic Session Quick Reference Guide* for detailed steps for this process.

## Terms

If terms were not creating during the creation of the academic session, they must be created now. A *term* is defined as the shortest amount of time for which classes meet. For example, if the school has classes that meet half of the school year, two terms should be created to accommodate courses for 1<sup>st</sup> term and 2<sup>nd</sup> term. If the school has classes that meet 1/3<sup>rd</sup> of the year, they are probably trimester and three terms should be created to accommodate courses for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> term. If the school has courses that meet 1/4<sup>th</sup> of the year, the school should create 4 terms.

1. Going to **System Preferences | Setup**.
2. Select *Terms* from the list and click **Refresh**.
3. Click **Add**.

4. Complete the appropriate fields. Required fields are indicated with an asterisk (\*).
  - **\*Name:** Enter the name of the term (ex. *Semester 1* or *Term 1*).
  - **Description:** Enter a brief description for the term.
  - **\*Code:** Enter a unique code for this term (ex. *T1* or *I*).
  - **State Code:** If required, enter the appropriate state code for this term for state reporting purposes.
  - **SIF Code:** If a SIF code is required for state reporting, enter the appropriate SIF code here.
  - **NCES/Other:** If an NCES code is required for state reporting, enter the appropriate NCES code here.
  - **Start Date:** Enter the date of the 1<sup>st</sup> day of this term.
  - **End Date:** Enter the date of the last day of this term.
  - **ConnectEdu Term:** If using ConnectEdu, select the corresponding credit bearing graded item.
5. Click **Create**.

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Note: Once the term is created, users may click the **Grading Periods** link under the *Manage* menu on the left to create grading periods for this term. Click **Fill Calendar Day Types** to assign day types to all of the days in the calendar. Day types are created under **School/District | School**. Search for and select to **View** a school. Click the *Acad Session* tab. Click to **View** a session and click the *Day Types* tab. Day types are assigned to the attendance days in the calendar in the order that they appear on the *Day Types* tab. Click **Fill Calendar Bell Schedules** to assign a bell schedule to every day in the calendar. Bell schedules are set up under **System Preferences | Setup** or under **Attendance | Setup**.

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## Day Types

To create day types, go to **School/District | School**. Search for and select to view the school. Click the *Acad. Session* tab and select to view the academic session. Then click the *Day Types* tab.

### Add a Day Type

While in the *Academic Session* screen under **School/District | School** and on the selected school's *Acad. Sessions* tab, click on the *Day Types* tab.

- If the *Each Section Declares the Days of the Week Which it Meets* schedule model was selected for the Academic Session, Day Types will already be generated. The Day Types will be the seven days of the week. The user will need to delete Sunday and Saturday if classes will not meet on those days; see “Delete a Day Type” on page 4 for instructions.

- If there are no Day Types for the selected Academic Session, the setup screen will appear with no day types. Click **Add**.
- Enter information here as follows. Required fields are indicated with an asterisk (\*).
  - **Sequence**: This is auto-generated by the system and cannot be changed.
  - **\*Name**: Enter a name for the Day Type: Examples: *Regular*; *A Day* or *B Day*, etc.
  - **Description**: This field is not required.
  - **\*Code**: Enter a unique code for this day type.
  - **State Code**: If required, enter the appropriate state code for this day type for state reporting purposes.
  - **SIF Code**: If required for state reporting purposes, enter the appropriate SIF code for this day type.
  - **NCES Number**: If required, enter the appropriate NCES Number for this day type.
  - **Active**: Check if this is an active day type.
  - **Time Slot**: Used if a block type of scheduling model was selected. Enter the time slot in the day and select the corresponding block for that time slot.

For example, if on Monday, blocks A, B, C, and D meet, enter *Monday* as the *Name* and *Description*. Enter Time Slot 1 and select the corresponding block of A. Enter Time Slot 2 and select *Block B*; etc.

TimeSlot:	Block:
1	Block A
TimeSlot:	Block:
2	Block B
TimeSlot:	Block:
3	Block C
TimeSlot:	Block:
4	Block D

If on a Tuesday, blocks D, C, B, and A meet in that order, enter *Tuesday* as the *Name* and *Description*. Enter Time Slot 1 and select the corresponding block of *D*. Enter Time Slot 2 and select *Block C*. Enter Time Slot 3 and select *Block B*. Enter Time Slot 4 and select *Block A*.

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Note: The **Add Row** button is used to add additional block pairs (if more than eight pairs are needed). The **Remove Row** button may be used to remove unused block pairs.

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- Click **OK**.
- Continue adding all necessary Day Types. Click **Cancel** when finished.



### ***View a Day Type***

To view or modify an existing day type, place a check next to the day type and click **View** or click the name of day type which appears as a blue link.

### ***Delete a Day Type***

To delete a day type, place a check next to the sequence number and click **Delete**.

### ***Change Day Type Sequence***

When day types are assigned to the attendance days in the calendar, they are assigned in the order (sequence) in which they appear on the *Day Type* screen. If the day type sequence needs to be reordered, place a check next to the day type to move and use the **Up**  or **Down**  buttons to move the day type to the correct location in the list.

## Lookups

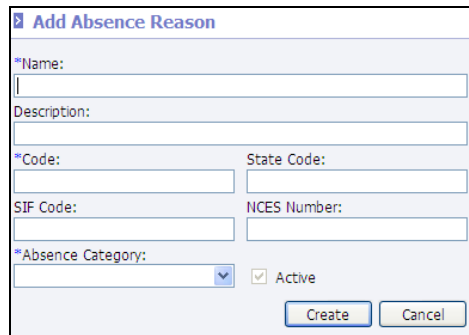
Lookups pertaining to attendance must be created by going to either **System Preferences | Setup** or **Attendance | Setup**.

### Absence Reasons

*Absence Reasons* are the justification for student absence (ex.: *Ill, College Visit, No Note*). Once Absence Reasons are created, they must be assigned to at least one Absence Level. See the section “Absence Levels” below for more information.

### Add Reason Code

Click **Add** to insert a new reason code.



Enter the following criteria. Required fields are indicated with an asterisk (\*).

- **\*Name:** The name of the reason (ex.: *Illness*).
- **Description:** A brief description of the reason (ex.: *Illness Unexcused*).
- **\*Code:** The corresponding code for the absence (ex.: *ILL*). The code will display on most attendance reports.
- **State Code:** Refer to the State Guidelines to determine if state code is required.
- **SIF Code:** Refer to the State Guidelines to determine if SIF code is required.
- **NCES Number:** Refer to the State Guidelines to determine if state code is required.
- **\*Absence Category:** Select if this code is to be considered excused or unexcused.
- **Active:** Check if this is a currently active code. Inactive codes will not display on attendance entry and reporting screens as an option to select.

Click **Create** to save.

### View Reason Code

To view or modify an existing code, either place a check next to the code and click **View** or click the code name, which appears as a blue link.

### Delete Reason Code

To delete a reason code, place a check next to the code and click **Delete**.

### Absence Levels

*Absence Levels* come pre-installed with the program and may not be edited. They include *Tardy, Half Day/Period, Half Day/Period Other, All Day/Period, All Day/Period Other* and *Check In/Check Out*.

Once Attendance Reasons are entered, each one must be assigned to at least one Absence Level. To do so, perform the following steps:

- Go to **System Preferences | Setup** or **Attendance | Setup**.
- Select *Absence Level* from the available list and click **Refresh**.
- Click the name of the *Absence Level* which appears as a blue link (ex.: *Tardy*).
- Place a check next to each reason code for which a student may receive a tardy record (Ex.: *Missed Bus, Dr Appt., Overslept*).
- Place a bullet next to the reason code that is most commonly used for this level of absence. When entering student records, this reason will automatically be selected to save the user data entry time. However, a different reason may be selected at that time.
- Click **OK**.

Continue selecting all appropriate codes for the various absence levels. Codes may be assigned to more than one absence level.

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Note: Codes attached to the absence level *Other* will not count against a student's absence total, ADA or ADM (ex.: *College Visit*).

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## Blocks

A *block* refers to an instructional portion of time in a day. Users may utilize blocks and periods to establish which classes meet on any given day within a rotation-style schedule. When using any type of block scheduling, blocks of instructional time must be created.

To create blocks, go to **Scheduling | Setup**. Select *Blocks* from the list of lookups and click **Refresh**.

<input type="checkbox"/>	Index	Block Name	Description
<input type="checkbox"/>	1	<a href="#">A</a>	
<input type="checkbox"/>	2	<a href="#">B</a>	
<input type="checkbox"/>	3	<a href="#">C</a>	
<input type="checkbox"/>	4	<a href="#">D</a>	

Click **Add** to insert a new block of instructional time that occurs in a typical day. These blocks will be used to determine which periods meet on any given day of a rotation type schedule. Refer to the *InformationNOW – Scheduling* Quick Reference Guide for full details regarding setup required for block scheduling.

## Periods

*Periods* are defined as the instructional blocks of time within a day.

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Note: Even if periods were copied during the *Create Academic Session* process, it is still a good idea to check them for accuracy.

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To create periods, go to **Scheduling | Setup**. Select *Periods* from the list of lookups and click **Refresh**. Insert periods of the day. Periods are then attached to Bell Schedules with start and end times.

Note: Periods are assigned to each section in the Master Schedule. For details, refer to the *InformationNOW – Scheduling Quick Reference Guide*. Students may not be scheduled into more than one class for the same period, day of week and term.

Click **Add** to insert periods of the day representing the instructional blocks of time.

### Bell Schedule

A *Bell Schedule* is created to enter the start and ending times for each period of the day.

Note: Even if bell schedules were copied during the *Create Academic Session* process, it is still a good idea to check them for accuracy.

To create Bell Schedules, go to **Scheduling | Setup**. Select *Bell Schedules* from the list of lookups and click **Refresh**.

**Edit Bell Schedule: Regular**

**Bell Schedule**

\*Bell Schedule Name: Regular

Description: Regular

Total Instructional Minutes: 320  Reconcile Daily Attendance using Bell Schedule Start and End Time

\*Code: R State Code: SIF Code: NCES/Other:

Active  System

**Bell Schedule Definition - 9 periods in day**  
**Total Minutes in Defined Bell Schedule: 418**

Meet	Period	Start Time	End Time	Minutes	Description	Daily Att Per	Sequence
<input type="checkbox"/>	Period 1	8:00:00 AM	8:55:00 AM	55		<input checked="" type="radio"/>	1
<input type="checkbox"/>	Period 2	9:00:00 AM	9:55:00 AM	55		<input type="radio"/>	2
<input type="checkbox"/>	Period 3	10:00:00 AM	10:55:00 AM	55		<input type="radio"/>	3
<input type="checkbox"/>	Period 4A	11:00:00 AM	11:29:00 AM	29		<input type="radio"/>	4
<input type="checkbox"/>	Period 4B	11:30:00 AM	11:59:00 AM	29		<input type="radio"/>	5
<input type="checkbox"/>	Period 4C	12:00:00 PM	12:30:00 PM	30		<input type="radio"/>	6
<input type="checkbox"/>	Period 5	12:35:00 PM	1:30:00 PM	55		<input type="radio"/>	7
<input type="checkbox"/>	Period 6	1:35:00 PM	2:30:00 PM	55		<input type="radio"/>	8
<input type="checkbox"/>	Period 7	2:35:00 PM	3:30:00 PM	55		<input type="radio"/>	9

Show All Periods

A list of periods will display along with the following fields. Required fields are indicated with an asterisk (\*).

- **\*Bell Schedule Name:** Enter a brief name of the bell schedule which will appear when viewing the calendar.
- **Description:** Enter a brief description of the bell schedule.
- **Total Instructional Minutes:** Enter the total instructions minutes for all periods in this bell schedule.
- **Reconcile Daily Attendance using Bell Schedule Start and End Time:** If selected, the student's total number of instructional minutes for the day is calculated by subtracting the end time of the past period of the day on the student schedule from the start time of the first period on the student's schedule. The calculation for total numbers of minutes will not look to determine if any periods are scheduled between the starting and ending period of the day or whether or not the sections are marked as instructional within the day.
- **Code:** Enter up to a 5-digit code for the bell schedule.
- **State Code:** If required for state reporting, enter the state code for the bell schedule.
- **SIF Code:** If required for state reporting, enter the SIF code for the bell schedule.

- **NCES/Other:** If required for state (or other) reporting, enter the NCES code for the bell schedule.
- **Active:** Check if this is an active bell schedule. Bell schedules that are not active will not display in the bell schedule search screen or when assigning bell schedules to the calendar.
- **System:** Will be checked if this bell schedule was automatically created and may not be edited.

### **Bell Schedule Variations**

Users may assign variations to periods within a bell schedule. The most common use for this option would be to assign various lunch waves to one single period. To add variations to a period on the bell schedule, click to view the period.

In the following example, Period 4 is the period of the day during which lunch takes place. There are two lunch waves at the school.

**Edit Period: 03**

**Bell Schedule Name: Blue**

Description:

**Default Settings**

Start Time:  End Time:  Minutes:

**Variations**

Add 
View 
Delete

<input type="checkbox"/>	Name	Description	Start Time	End Time	Minutes
<input type="checkbox"/>	<a href="#">wave A</a>		11:45 AM	1:00 PM	75
<input type="checkbox"/>	<a href="#">wave B</a>		11:15 AM	12:30 PM	75

Add 
View 
Delete

- **Wave A:** Students to go lunch from 11:15 – 11:45 and then to class from 11:45 – 1:00 p.m.
- **Wave B:** Students go to class from 11:15 – 12:30 and then to lunch from 12:30 – 1:00 p.m.

When entering the variation start and end times, enter the instructional time for the students for that period. It is not necessary to enter the non-instructional time. Any time not accounted for in the start/end time range for the variation will be considered non-instructional time.



**Edit Bell Schedule: Regular**

**Bell Schedule**

\*Bell Schedule Name: Regular  
 Description: Regular  
 Total Instructional Minutes: 385  
 Reconcile Daily Attendance using Bell Schedule Start and End Time

\*Code: a1945 State Code: SIF Code: NCES/Other:

Active  System

**Bell Schedule Definition - 7 periods in day**  
 Total Minutes in Defined Bell Schedule: 415

Meet	Period	Start Time	End Time	Minutes	Description	Daily Att Per	Sequence	Lunch A		
								Start	End	Min
<input type="checkbox"/>	Yes 1	8:00:00 AM	8:55:00 AM	55		<input checked="" type="radio"/>	1			
<input type="checkbox"/>	Yes 2	9:00:00 AM	9:55:00 AM	55		<input type="radio"/>	2			
<input type="checkbox"/>	Yes 3	10:00:00 AM	10:55:00 AM	55		<input type="radio"/>	3			
<input type="checkbox"/>	Yes 4	11:00:00 AM	12:25:00 PM	85		<input type="radio"/>	4	11:45:00 AM	1:00:00 PM	75
<input type="checkbox"/>	Yes 5	12:30:00 PM	1:25:00 PM	55		<input type="radio"/>	5			
<input type="checkbox"/>	Yes 6	1:30:00 PM	2:25:00 PM	55		<input type="radio"/>	6			
<input type="checkbox"/>	Yes 7	2:30:00 PM	3:25:00 PM	55		<input type="radio"/>	7			

Show All Periods

Once variations are created, each section in the master schedule for that period should be changed to reflect the appropriate lunch wave. To edit the master schedule, go to **Scheduling | Master Schedule**. On the Search Criteria screen, select the period and click **Search** to view all classes that meet for the period where variations were created. Select to **View** the sections. Select the appropriate wave for the course.

**Edit Section: 206.1- Algebra I**

**Summary Main Custom**

**Course Information**

Course Number: 206 Alt Course Number: State:

**Section Details**

\*Section Number: 1 \*Short Name: Algebra I  
 \*Allowable Gender:  Male  Female \*Course Type: Math  
 Teacher: Pitt, Brad Room: 205  
 GPA Credit: 1.000 Graduation Credit: 1.000

\*Period(s):  1  2  3  4  5  6  7

Period Variation:  
 Lunch A -  
 Lunch B-Part 1 -  
 Lunch B-Part 2 -  
 Lunch C -

- All reports and the student locator screen will reflect the period but will not display the variation.
- Attendance calculations will use the variation minutes when calculating student absence portion.

## Calendar

Once Day Types, Bell Schedules and Terms have been established, a *Calendar* must be created. Go to **School/District | School**. Search for and select to **View** the school. Click the *Acad Sessions* tab. Click to view the academic session. Select to *View Year Calendar* under the *Manage* menu at left.

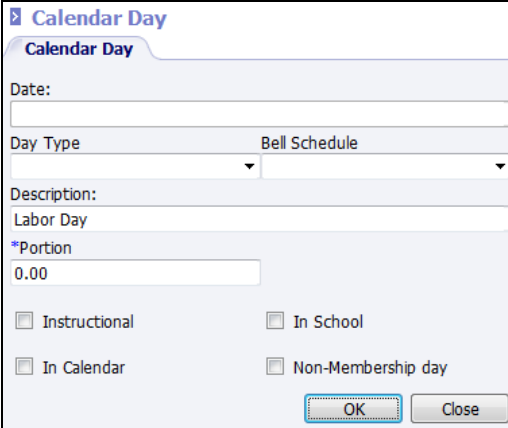
To remove Non-Attendance Days from the calendar:

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Note: Check State Guidelines for specific instructions regarding whether to delete non-attendance days or to mark them as non-attendance.

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- Select day(s) to be removed by placing a check next to the date and click **View**. Remove the Day Type and Bell Schedule if either exists. Enter a description if desired (such as *Labor Day*). Change the *Portion* to *0.00* and uncheck all boxes. Click **OK**.



- When all non-attendance days have been removed as *In School/Instructional*, fill in the day types and bell schedules.
  - **Fill Day Types:** Click to attach the day type to each day in the calendar. Verify the start and end date and click **Create**.
  - **Fill Bell Schedule:** Click to attach the primary regular day Bell Schedule to each day in the calendar. Enter the start and end dates. Select the primary Bell Schedule. Select the day types to which to attach the Bell Schedule and click **OK**.

## Exception Calendars

For students who attend a different portion of the day on any school day, an exception calendar may need to be created.

- Select **Grade Exception Calendars** under the *Manage* menu.
- Click the **Add** button to add an exception calendar.
- Enter a *Name* (such as *No Fridays*, *Half-Day Students*, *120/240 Rule* or *Out of District*).
- Enter a description.
- Click **Create**. Click **Add** in the lower portion of the screen.
  - If every day will have the same information (*Half-Day Students* or the *120/240 Rule*), under *Filter*, select **All**. Under *Date*, select **All**.
  - Enter the appropriate *Portion*. For example, half-day students will have a *Portion* of *0.5*.

- Check the appropriate boxes for the day including **Instructional, In Calendar, In School** and **Non-Membership Day**.
- **Exception:** Select if the *Student Is In School On This Date* or if *Student Is Not In School On This Date*.
- **Portion/Minutes:** Enter the number of minutes required to be considered when calculating attendance. For example, if the student must be there at least 120 minutes to avoid being marked absent all day, enter a 120 in the **Day** field. If the student must be there at least 240 minutes to avoid being marked absent at least a half day, enter a 240 in the **Half** field. If a student must be present at least 300 minutes to avoid being marked tardy, enter 300 in the **Tardy** field.
- **Portion/Fraction:** For days on which the exception students do not attend and regular students do, select the specific date and enter a *Portion* of *0.00*. Then uncheck *In School*. If students attend on a day on which regular students do not, select the specific date and change the *Portion* to *1.00*. Then check *In School*. On the regular calendar, add a Day Type and Bell Schedule.
- **Membership:** Enter the amount to use when calculating ADA/ADM for this day for students who follow this exception calendar. Enter a 1.00 if this day counts as a full day towards membership. Enter a 0.50 if the day counts as a half day in the student's membership calculation.
- If the exception calendar is for an entire grade level, on the *Acad. Session* tab for the school, under the *Manage* menu, select **Grade Exception Calendar**. Check the appropriate grade level(s) and click **View**. Select the *Exception Calendar* from the drop-list and click **OK**. Repeat for each grade level.
- To attach the exception calendar to a specific student, go to **Students | Student Maintenance**. Browse to the student and click on his or her *School* tab. Select the *Exception Calendar* from the drop-list.

## Attendance Month

In order to use the *Monthly Attendance Register* report, months must be created under the **Attendance Month** link under the *Manage* menu on the left. Click **Add** to insert a month.

- **Name:** Enter the name of the month (ex. *I* or *August*).
- **Start Date:** Enter the beginning date for the month (ex. *08/06/2012*). The start date should be the first attendance day for the selected month.
- **End Date:** Enter the last attendance date for the month (ex. *08/31/2012*). The end date should be the last attendance day for the selected month.
- **Lock**
  - **Attendance:** Check to lock attendance records for the month. If the data is locked for the month, no period attendance, check in/out records or daily records may be added, edited or deleted within the start and end dates.

- **Discipline:** Check to lock discipline records for the month. If the data is locked, no records may be entered, edited or deleted for the month. This includes all date fields for discipline records including infraction date, disposition start/end date, action taken date or conference date. Also, if a disposition has been set to auto-create attendance records (ex. *Suspension*), when the discipline record is created for a month that is locked, the attendance records will NOT automatically be created since the month is locked.

## Attendance Settings

To set the appropriate settings, go to **Attendance | Setup**. Click the *Settings* tab.

**Setup**

Lookup Settings Rounded Minutes

School: ANDERSON High QA-LE2

Use district attendance settings  
 Use different attendance settings

**Daily and Period Attendance Calculation**

\*Attendance Unit: Number of Minutes Present

\*Skip Reason: ALLDAY

All Day: 150 All Period: 150

Half Day: 300 Half Period: 300

Tardy Day: 400 Tardy Period: 400

**Daily Tardy Assignment** Always Allow Tardy Records

**Period Tardy Reason**

**Truancy Settings**

Threshold

Number of Absences: OR Number of Unexcused Absences:

\*Absence Reasons:

Code	C	Reason
1	E	ALLDAY
CI	E	CHECK IN
CO	E	CHECK OUT
DDO	E	Doctor/Dentist/Orthodontist
E	E	EXCUSED ABSENCE
HE	E	HALF DAY EXCUSED

**Reason Limits**

Code	Category	Reason	Limit
1	Excused	ALLDAY	
CI	Excused	CHECK IN	
CO	Excused	CHECK OUT	
DDO	Excused	Doctor/Dentist/Orthodontist	
E	Excused	EXCUSED ABSENCE	
HE	Excused	HALF DAY EXCUSED	
HU	Unexcused	HALF DAY UNEXCUSED	
2	Excused	HALFDAY	
P	Excused	PLANNED ABSENCE	
F T	Excused	SCHOOL FIELD TRIP	

OK

- Select **<District Settings>** from the **School** list.
- Enter the most common criteria for the entire district that determine the level of absence the student should receive when checked in or out. Required fields are indicated with an asterisk (\*).

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Note: Once district-wide settings are created the user may select an individual school from the available list, bullet **Use different attendance settings** and set the criteria for the school which differs from the district-wide settings.

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Refer to State Guidelines to determine the proper settings for this screen.

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- **\*Attendance Unit:** Select the method by which attendance should be calculated when a check in/out record exists on a student; either *Number of Minutes Present* or *Percentage of Minutes Absent*.

- **\*Skip Reason:** Select the Reason that should be assigned to a student's period absence record by a teacher. When the teacher marks a student absent for a period and the student has not previously been given a full, half, or check in/out record for that day and period, the student will be marked absent for the period with the reason code selected here.
- **All Day:**
  - If using Percentage: A percentage of time for which a student must be absent before being considered absent for the day. For example, if a student must miss 184 minutes out of 360 minutes to be considered absent, the user would enter 51.00 here.
  - If using Minutes: Enter the number of minutes the student must present be in order to avoid being marked all day absent. For example, if the student must be present at least 150 minutes to avoid being marked absent, enter 150 here.
- **Half Day:**
  - If using Percentage: A percentage of time for which a student must be absent before considered absent half a day (0.5%). For example, if a student must miss 119 minutes out of 360 minutes to be considered missing half a day, enter 31.00.

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Note: If the district does not track Half Day absences, enter a percentage that is 0.01 less than All Day.

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- If using Minutes: Enter the number of minutes a student must be present in order to avoid being marked absent half day. For example, if a student must be present at least 300 minutes, otherwise that student will be marked half day absent, enter 300 here.
- **Tardy Day:**
  - If using Percentage: A percentage of time for which a student must miss class before being considered tardy. For example, if a student must miss one minute of the day to be considered tardy, enter 0.01.
  - If using Minutes: Enter the total number of instructional minutes in a regular day less the total number of minutes allowed for a tardy.
- **All Period:** A percentage of time for which a student must be absent before considered absent for the period. For example, if a student must miss 29 minutes out of 60 minutes to be considered absent for the period, enter 51.
- **Half Period:** A percentage of time for which a student must be absent before considered absent half a period (0.5%). For example, if a student must miss 15 minutes out of 60 minutes to be considered missing half a period, enter 26.0.

---

Note: If the district is not tracking Half Period absences, enter a percentage that is 0.01 less than All Period.

---

- **Tardy Period:** A percentage of time that a student must miss before being considered tardy. For example, if a student must miss one minute of the day to be considered tardy, enter 0.01.

---

Note: The examples given above are not intended to serve as policy for any district. If assistance is required in order to apply existing policy, please contact Support.

---

- **Daily Tardy Assignment:** Specify the type of Tardy record(s) to be assigned to students based on checking in late or leaving early.
  - Never Allow Tardy Records: No tardy record will be created regardless of a check in/check out.
  - Only Allow Tardy Records for Late Arrival: When a student receives a check in record, the program will determine if the student only has a check in record for the day. If the number of minutes missed is calculated as a tardy and the student has a check in only for the day, a daily tardy record will be created.

- **Only Allow Tardy Records for Early Leave:** When a student receives a check out record, the program will determine if the student only has a check out record for the day. If the number of minutes missed is calculated as a tardy and the student has a check out only for the day, a daily tardy record will be created.
- **Always Allow Tardy Records:** This option is selected by default. If the program determines that the student qualifies for a tardy record, a record is created regardless of whether the student checked in or checked out.

---

Note: In all cases, the reason used will be the reason associated with the CICO record. The Reconcile Attendance routine will also use these settings when calculating attendance portions.

---

- **Period Tardy Reason:** If a default period tardy reason is selected, when a student is given a check in or out record and a period tardy record is generated as a result, the record will be given the reason code selected here.

---

Note: For details regarding truancy, refer to the *InformationNOW – Truancy Tracking* quick reference guide.

---

- **Truancy:** See the *InformationNOW - Truancy Quick Reference Guide* for more details regarding truancy setup.
- **Reason Limits:** All available reason codes will display. Enter a numeric limit (1-999) next to each reason code that is to be limited. Leave the field blank if there is no limit on the reason code. Once limits are established, when a user enters a daily absence record that pushes the student over the limit, the user will receive an error and will not be able to save the absence record.
- Click **OK** to save changes.

Once settings have been set for the district, if there is an individual school that follows different criteria, select that school from the available list and then bullet *Use different attendance settings* and enter the criteria for that individual school. Be sure to click **OK** to save settings.

## Rounded Minutes Tab

**Illinois Only:** Rounded minutes are set up under **Attendance | Setup | Rounded Minutes** tab. Check with the state auditor to see if the school qualifies for rounded minutes. If so, simply check the grade levels that qualify.

**Indiana Only:** The ability to set up a 1-minute AM/PM parameter for Indiana is set up under **Attendance | Setup | Rounded Minutes** tab. Check the grade levels to which the 1-minute AM/PM rule applies. For the selected grade levels, all and half-day attendance will be calculated based on this rule. The total number of attendance minutes in the student's bell schedule will be added together and a half-way point will be determined. If a student is present at least 1 minute in the first half of the divided minutes, he or she will be present at least half a day. If a student is also present at least 1 minute in the second half of the divided minutes, he or she will be marked present all day.

## Merge Attendance Rosters

Multiple rosters may be merged together, allowing the teacher to post attendance from one single list of students from multiple courses. Only classes that have the same Teacher, Date, Day Type, Term and Period of the day will be merged.

For example, if a Special Education teacher has several classes assigned for the same period of the day, day type, term and period, all students for all classes will display as one roster, allowing the teacher to post attendance for all classes from the same screen.

To activate this option, go to **School/District | Setup**. Click the *Settings* tab. Check the *Merge Rosters for Attendance* box.

Classroom

Merge Rosters for Attendance  Automatically Recalculate Grade Book

Note: This is a district-wide setting.

All classes will appear on one screen as shown below. The course number will appear to the right of the student name instead of in the screen heading.

Attendance

Period Attendances

Term: Fall Semester Grading Period: 1st nine weeks Period: 02 Teacher: Zakrzewski, Cynthia Date:

Missing Tardy Present

	Student	Name	Alerts	GR	Home	Section Number	Daily		Period	
							Att	Tdy	Att	Tdy
<input type="checkbox"/>	<a href="#">S1216</a>	Adamson, Nancy Elizabeth		09	12	<a href="#">10103.01</a>	1	1		
<input type="checkbox"/>	<a href="#">S1043</a>	Clair, Robert		10	10B	M <a href="#">BU1002.06</a>	2	2		
<input type="checkbox"/>	<a href="#">S1036</a>	Eiger, Elsa		12	10A	F <a href="#">BU1002.06</a>	2	2	2	
<input type="checkbox"/>	<a href="#">S1028</a>	Elliott, Earl		11	11A	M <a href="#">BU1002.06</a>	2	2	1	
<input type="checkbox"/>	<a href="#">S1030</a>	Fiance, Rhonda		10	10B	F <a href="#">BU1002.06</a>				
<input type="checkbox"/>	<a href="#">S1041</a>	Fitzsimmons, James		10	10A	M <a href="#">BU1002.06</a>				

## Attendance Entry

### Attendance Entry by Student

#### Daily Record (Tardy to School, Half Day, All Day)

To enter/edit an attendance record for a student, go to **Students | Student Maintenance**. Select to view the student. Click the **Attendance** option under the *Manage* menu at left.

All existing daily absence records will display (*Tardy, Half Day, All Day*) along with the total membership days, days present and percentage and the total number of unexcused and excused absences and tardies.

Student Attendance of S1014 - Adams, Gary

Absences

	Membership	Present	Absent U	Absent E	Tardy U	Tardy E
Days:	121.00	121.00 100%	0.00	0.00	1	0
Hours:	732.42	732.17 99.97%	0.25	0.00		

Term: --- All --- Refresh

Add View Delete

	Date	Level	Reason	Cat	Periods	Note
<input type="checkbox"/>	<a href="#">02/24/2015</a>	All Day Other	In School Suspension	U	1,2,3,4,5,6,7	I1101(AC-2/24/2015)
<input type="checkbox"/>	<a href="#">02/02/2015</a>	All Day Other	CO test	E	1,2,3,5,6	
<input type="checkbox"/>	<a href="#">10/15/2014</a>	Tardy	In School Suspension	U	1	I1099(AC-10/15/2014)
<input type="checkbox"/>	<a href="#">10/14/2014</a>	All Day Other	In School Suspension	U	1,2,3,4,5,6,7	I1099(AC-10/14/2014)
<input type="checkbox"/>	<a href="#">10/13/2014</a>	All Day Other	In School Suspension	U	1,2,3,5,6,7	I1099(AC-10/13/2014)

Add View Delete

Close

To view absences by *Term*, select the term from the drop-list and click **Refresh**.

## Add Attendance Record

To insert a daily absence tardy, half day or all day record, click **Add**. Required fields are indicated with an asterisk (\*). *Student Number*, *Student Name*, *Gender*, *Homeroom* and *Grade Level* may not be edited.

**Add Attendance for S1014 - Adams, Gary**

Student Number: S1014 Student Name: Adams, Gary Gender: M


\*Start Date: MM/dd/yyyy ... \*End Date: MM/dd/yyyy ... Homeroom: 400 Grade Level: 11

**Attendance Information**

\*Level: [Dropdown] \*Reason: [Table with columns Code, C, Name]

Note: [Text Area]

Create Cancel

- **\*Start/End Date:** The current date will appear by default. Change the date(s) if applicable or click on the  button to browse for the date. If the End Date is later than the Start Date, the student will be marked absent for the range of dates for the selected level and reason.
- **\*Level:** Select the correct Absence Level from the drop-list.

**Add Attendance for S1014 - Adams, Gary**

Student Number: S1014 Student Name: Adams, Gary Gender: M

\*Start Date: MM/dd/yyyy ... \*End Date: MM/dd/yyyy ... Homeroom: 400 Grade Level: 11

**Attendance Information**

\*Level: [Dropdown menu open showing: All Day, Tardy, Half Day, Half Day Other, All Day, All Day Other]

\*Reason: [Table with columns Code, C, Name]

Create Cancel



- **Reason:** Based on the absence level selected, a list of corresponding reasons will display along with the code and classification (*Excused, Unexcused*). Reasons are associated under **Attendance | Setup | Absence Level**. Bullet the appropriate Reason.

- Enter any appropriate *Note*.
- Click **Create**. The record will be saved.
- To view and/or modify the period records that correspond to the absence, click the *Period* tab.
- Make any necessary changes and click **OK** or click **Close**.

### ***View/Edit Attendance Record***

- To edit an attendance record, place a check next to the absence date and click **View** or click the absence date that appears as a blue link.
- The date may not be changed. To correct a date, the current record must be deleted and then a new record with the correct date may be added. The only items that may be edited within the record are the *Absence Level, Reason, Notes* or *Periods*.

### ***Delete Attendance Record***

To delete an attendance record, place a check next to the record and click **Delete**.


## Check In/Check Out Records

### Add Check In/Check Out Record

To enter a check in/out record, go to **Students | Student Maintenance**. Search for and select to view the student. Select **Attendance** under the *Manage* menu at left. Click **Check In/Out** under the *Manage* menu at left. Click **Add**.

Code	C	Name
COTST	E	CO test
COS	E	Counseling Off-site
C	E	Court
FE	E	Family Emergency

Required fields are indicated with an asterisk (\*). *Student Number, Name, Gender, Grade Level* and *Homeroom* may not be edited.

- **\*Date:** The current date will appear by default. Enter the correct date if applicable or click on the  button to browse for the date.
- **\*Time:** Enter the time of the check in/out. Or click **Now** to put the current server time on the record.
- **In/Out:** In is selected by default. Select in or out as needed.
- **Level Is Other:** Check if this is a check in/out record that should not affect the student's ADA/ADM if the check in/out record results in a half or whole day absence.
- **\*Reason:** Select the reason from the list available.

---

Note: If the reason selected has been set to the type of **Other** under **Attendance | Setup | Absence Level**, the check in/out record will also be given a type of other.

---

- **Administrator:** Click **Find** to search for the staff member responsible for recording the check in/out.
- **Note:** Enter any appropriate notes for this check in/out record.
- **Picked Up By:** Select/enter the person to whom the student was released. The list contains any contact who has been marked as *Can Pick Up Student*. If the person needed is not on the list, select **Other** from the list and enter their name in the fields provided.

- **Print Admit Slip:** To print an admit slip for the student, check this box. When the **Create** button is selected, the record will be saved and an Admit Slip report will be generated to the screen. Users may then select to print the report.
  - Include **Note:** Check to include the check in/out note on the report.
  - **Include Sign-Off Table For Periods Missed:** Check to include a line next to each period missed. Teachers may then sign the admit slip next to the appropriate line and the admit slip may be turned back in to the office.

<b>Admit Slip</b>			
Hometown High School			
<b>Student Name:</b> Fred Abbot (S1098)		<b>Homeroom:</b>	
<b>Grade:</b> 9			
<b>Date/Time:</b> August 08, 2012, 9:41 AM			
<b>Administrator:</b> Sanders, Jarod			
<b>Reason:</b> No Note			
<b>Class:</b> UnExcused			
<b>Period(s) Missed:</b>			
Period	Section	Course	Teacher Initials
Period 1	510.1	Spanish II	_____
<b>Note:</b> Fred did not provide a note indicating the reason for his absence.			
_____			_____
<i>Parent or Teacher Signature</i>			<i>Date</i>

Click **Create** to save the record. If **Print Admit** was checked, a admit slip will display on the screen. The user may then select to print the admit slip.

### ***View/Edit Check In/Check Out Record***

To view/edit a check in/out record, place a check next to the check in/out type and click **View** or click the absence date which appears as a blue link.

---

Note: An Admit Slip may be printed after the record has been created. Click to **View** the record and check the **Print Admit Slip** box to print the report to the screen.

---

### ***Delete Check In/Check Out Record***

To delete a check in/out record, place a check next to the record and click **Delete**.

## **Period Absences**

### ***Add Period Absence Record***

To enter a period absence record, go to **Students | Student Maintenance**. Search for and select to view the student. Select **Attendance** under the *Manage* menu at left. Click **Period Absences** under the *Manage* menu at left.

Required fields are indicated with an asterisk (\*). *Student Number, Name, Gender, Homeroom* and *Grade Level* may not be edited.

**Add Period Absence for S1098 - Abbot, Fred**

**Student Information**

Student Number: S1098 Student Name: Abbot, Fred

Gender: M Homeroom: Grade Level: 9

**Period Absence**

\*Date:  ...


\*Period: Period 1

\*Level: All Period

\*Reason:

Code	C	Name
<input type="radio"/> COL	E	College Visit
<input type="radio"/> Court	E	Court
<input type="radio"/> DR	E	Doctor/Dentist
<input type="radio"/> FNR	E	Funeral
<input type="radio"/> Ill	E	Ill
<input type="radio"/> NN	U	No Note
<input checked="" type="radio"/> SC	U	Skipped Class
<input type="radio"/> SUS	U	Suspended

Note:

- **\*Date:** The current date will appear by default. Enter the correct date if applicable or click on the  button to browse for the date.
- **\*Period:** Select the period for which the student is to be marked absent.
- **\*Level:** Select the level of the absence (*Tardy, Half Period, Half Period Other, All Period* or *All Period Other*).

---

Note: *Half Period Other* and *All Period Other* absences will not affect student absence calculation, ADA or ADM.

---

- **\*Reason:** Once a level is selected, the corresponding reasons available will display. Reasons are assigned to the absence level under **Attendance | Setup | Absence Level**.
- **Note:** Enter any appropriate notes for this check in/out record.

Click **Create** to save the record.

### ***View Period Absence Record***

To view/edit a period record, place a check next to the period date and click **View** or click the absence date which appears as a blue link.

### ***Delete Period Absence Record***


To delete a period record, place a check next to the record and click **Delete**.

## Enter Absences by Group

### ***Enter Daily Records (Tardy to School, Half Day, All Day) by Group***

To enter absences for a group of students for the same date, level and reason, go to **Attendance | By Date**. Required fields are indicated with an asterisk (\*).

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral
<input checked="" type="checkbox"/>	Ill	E	Ill
<input checked="" type="checkbox"/>	NN	U	No Note

- Enter the absence criteria.
  - **\*Start Date:** The current date will appear by default. Enter the correct date if applicable or click on the  button to browse for the date.
  - **\*End Date:** The current date will appear by default. To mark a student(s) absent for a range of dates, change the **End Date** to the last date of the student(s) absence.
  - **\*Level:** Select the correct Absence Level from the drop-list.
  - **\*Reason:** Once a level is selected, the corresponding reasons available will display. Reasons are assigned to the absence level under **Attendance | Setup | Absence Level**. Select the reason from the list.
- Click **Continue**.
- A list of students with absences for the selected date range will display.

---

Note: If entering absences for a range of dates, a list of absences for students for the selected date range will appear. A *Date* column will display. Users may click the applicable link under this column to access the absence record for the student.

---

- To mark additional students absent, click **Add**.
- Enter the search criteria to narrow the list of student who may be selected as absent (ex.: *Grade Level*).
- Click **Search**. A list of students matching the criteria entered will display.
- Confirm the *Date*, *Level* and *Reason* selected are correct.
- Place a check next to each student to be marked absent for the selected date, level and reason.

**Add Student Absence**

**Students**

Daily Attendance: 03/03/2015 - 03/03/2015

\*Level: All Day

Note:

Code	C	Name
<input type="radio"/>	COS	E Counseling Off-site
<input type="radio"/>	C	E Court
<input type="radio"/>	E	E Excused
<input type="radio"/>	FE	E Family Emergency
<input type="radio"/>	F	E Funeral
<input type="radio"/>	IE	E Illness
<input type="radio"/>	IU	U Illness Unexcused
<input type="radio"/>	ISS	U In School Suspension
<input type="radio"/>	M	E Medical
<input type="radio"/>	MVE	U No Valid Excuse

<input type="checkbox"/>	Student	Name	GR	Home	G
<input type="checkbox"/>	S1088	Aaron, Hank	12		M
<input checked="" type="checkbox"/>	S1014	Adams, Gary	11	400	M
<input type="checkbox"/>	S1047	Alpha, Patrick	09		M

< Back    OK    Close

- Click **OK**. The student(s) will be added to the list of students absent for the selected date.

**Attendance List by Date**

**Attendance**

Attendance: 03/03/2015 - 03/03/2015

Add View Delete

<input type="checkbox"/>	Date	Student	Name	GR	Home	G	Level	Cat	Reason
<input type="checkbox"/>	<a href="#">03/03/2015</a>	S1014	Adams, Gary	11	400	M	All Day	Unexcused	Unknown
<input type="checkbox"/>	<a href="#">03/03/2015</a>	S1010	Curtis, Brianna Marie	11		F	All Day	Unexcused	Unknown
<input type="checkbox"/>	<a href="#">03/03/2015</a>	S1109	Jones, Larry Sr	12		M	All Day	Unexcused	Unknown

Add View Delete

Close

- Continue adding students.

---

Note: Records may also be viewed/edited or deleted. To view/edit a record, please a check next to the Student Number and click **View** or click the appropriate date, which appears as a blue link.

To delete an absence record, place a check next to the Student Number and click **Delete**.


---

- Click **Close** when finished.

## Enter Check In/Out Records by Group

To insert a check in/out record for a group of students, go to **Attendance | Check In/Out**. Required fields are indicated with an asterisk (\*).

	Code	C	Name
<input type="radio"/>	COL	E	College Visit
<input type="radio"/>	Court	E	Court
<input checked="" type="radio"/>	DR	E	Doctor/Dentist
<input type="radio"/>	FNR	E	Funeral
<input type="radio"/>	Ill	E	Ill

- Enter the absence criteria.
  - **\*Date:** The current date will appear by default. Enter the correct date if applicable or click on the  button to browse for the date.
  - **Pairs:** Checking **Pairs** allows user to enter both check in and out records from the same screen. Only check this option if the user will be entering both check in and out records for the same student from the same screen.
  - **\*Reason:** Select the reason from the list available.

---

Note: If the reason selected has been set to the type of **Other** under **Attendance | Setup | Absence Level**, the check in/out record will also be given a type of other.

---

- **Administrator:** Click **Find** to search for the staff member responsible for recording the check in/out.
- **Note:** Enter any appropriate notes for this check in/out record.
- Click **Continue**. A list of students with check ins/outs for the selected date will display.
- To mark additional students absent, click **Add**.
- Enter the search criteria to narrow the list of student who may be selected as absent (ex.: *Grade Level*).
- Click **Search**. A list of students matching the criteria entered will display.
- Place a check next to each student to be marked with the selected Date and Reason.
- Click **Next**.
- Confirm the *Date*.
- Enter the time.

- Select if this is a check in or out.

---

Note: If **Pairs** was selected, fields will display for both check in and check out time. Enter both times on the same screen.

---

- Confirm the *Reason, Administrator* and *Notes*.
- Click **Create**.
- The student will be added to the list of students with a check in and/or out for the selected date.
- Continue adding students.

---

Note: Records may also be viewed/edited or deleted. To view/edit a record, please check next to the Student Number and click **View** or click the Student Number which appears as a blue link.

---

To delete an absence record, place a check next to the Student Number and click **Delete**.

---

Click **Close** when finished.

---

## Reports

The following section provides information about reports found under the **Attendance | Reports** menu. Required fields are indicated with an asterisk (\*).

- Attendance detail may also be used when calculating Honor Roll or Student Eligibility. See the *InformationNOW – Grading Quick Reference Guide* for details concerning these reports.
- Attendance detail may also be included in the student's *Report Card, Transcript, Comprehensive Progress Report* or *Standard Report Cards*.

---

Note: Each of the reports contains one or both of the following two options:

**Working Filter:** For details concerning the *Working Filter* option, please refer to the *InformationNOW – Filters Quick Reference Guide*, which is available from the Support Web site at <http://support.sti-k12.com/>.

**Format:** Select the desired format for the report – Acrobat (*PDF*) file, *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file, *XML* file with report data. To save this as the default report option for this user, check the *Save As Default* box.

---

### ADA/ADM Report

The *ADA/ADM (Average Daily Attendance/Average Daily Membership)* Report prints a listing by student including the student's last enrollment and withdrawn date if applicable, the membership days, days present, days absent, percent absent and tardies for the selected date range. Also includes totals by grade level.

Options include the ability to include withdrawn students, to give totals for those indicated as migrant, breakdown by ethnicity, breakdown by lunch (free, reduced) or to print summaries only.



**ADA/ADM**

**Criteria**

Student Filter:  Identifier to Print:

\*Start Date:  \*End Date:

\*Lunch Programs to Include:

- Free
- Full Pay
- Reduced

\*Migrant Family Status to Include:

\*Absence Reasons to Include:

Code	C	Reason
<input checked="" type="checkbox"/>	COL	E College Visit
<input checked="" type="checkbox"/>	Court	E Court
<input checked="" type="checkbox"/>	DR	E Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E Funeral
<input checked="" type="checkbox"/>	II	E II
<input checked="" type="checkbox"/>	NN	U No Note
<input checked="" type="checkbox"/>	SC	II Skipped Class

\*Homeroom to Include:

- 101 - Pitt, Brad
- 102 - Andretti, Mario
- 103 - Bonner, Elinor
- 104 - Crowder, Krista
- 105 - Page, Nicholas
- 121 - Howard, Katie
- 201 - Fry, Sheryl
- 202 - Sanders, Jarod
- 205 - Picasso, Pablo

School Program Membership:

- 21st Century Charter School
- Band
- Beta
- French Club
- Spanish Club

**Layout**

\*Order By:

Include Withdrawn Students  Show Summaries Only

By Race  By Migrant Family  By Lunch Program

**Working Filter**

Save to Working Filter  Append to Existing  Overwrite Existing

Format:

Save as Default

- **Student Filter:** To generate the report for a select group of students, select the filter from the available list.
- **Identifier To Print:** Select the student ID (*Alternate Student Number, Social Security Number, State ID Number or Student Number*) to print on the report when printing detail.
- **\*Start/End Date:** Enter the start and end date for the report.
- **\*Lunch Programs To Include:** Select the lunch status codes to be included if the Lunch Program Breakdown option is selected.

---

Note: All students (or those in the selected filter) will be included in the ADA/ADM report, regardless of the lunch code selected. The purpose of selecting a lunch code is only to determine which lunch codes will be included in the Lunch Program Breakdown if included in the report.

---

- **\*Migrant Family Status To Include:** Select the migrant family status codes to be included if the Migrant Family Breakdown option is selected.

---

Note: All students (or those in the selected filter) will be included in the ADA/ADM report, regardless of the migrant family status selected. The purpose of selecting a migrant family status is only to determine which migrant family status codes will be included in the Migrant Family Breakdown if included in the report.

---

- **\*Absences Reasons To Include:** Click the drop list and select **Excused** to automatically select all the excused reason codes from the list below. Select **Unexcused** to only select all of the unexcused reasons from the list below. Alternately, the user may individually check the absence reason codes to include in the absence reason list.
- **\*Homeroom To Include:** Select the homerooms to be included in the report or select **---All---**.
- **School Program Membership:** Select to **Exclude, Ignore** or **Include** students within one or more School Program.
  - **Exclude:** Excludes members from the selected school program(s) from the report. No school program breakdowns will be included. However, the membership numbers will be affected based on the selected school program(s).
  - **Ignore:** Includes students regardless of their participation in school program(s). No school program breakdown is included in the report.
  - **Include:** Includes a separate ADA/ADM totals for students who participate in one or more of the selected program(s).

---

Note: School Program start and end dates are considered when calculating ADA/ADM totals. For example, if the report is generated for August through December but an included program has a start/end date for the month of September, only ADA/ADM totals for the month of September will be included on the report in the School Program ADA/ADM breakdown. If the student is enrolled in more than one selected school program, then membership for that student is reported for each school program.

---

- **\*Order By:** Select to order the report by student's *Display Name, Grade Level, Homeroom, Gender* or *Student Identifier* (Identifier to Print).
- **Include Withdrawn Students:** Check if currently withdrawn students are to be included in the report.
- **Show Summaries Only:** Check to include only a summary of *Days Present, Days Absent, Membership Days, ADM/ ADA* and *Percent ADA* instead of individual student detail.
- **Breakdown:**
  - **Race Breakdown:** Check to include a breakdown of *ADA/ADM, Membership Days, Days Present* and *Days Absent* by *Gender* and *Race*.
  - **Migrant Family Breakdown:** Check to include a breakdown of *ADA/ADM, Membership Days, Days Present* and *Days Absent* by *Gender* and *Migrant Family Status*.
  - **Lunch Program Breakdown:** Check to include a breakdown of *ADA/ADM, Membership Days, Days Present* and *Days Absent* by *Gender* and *Lunch Program Code* (ex.: *Free, Reduced*).

## ADA/ADM By Hours Report

The *ADA/ADM By Hours (Average Daily Attendance/Average Daily Membership)* Report prints a listing by student including the student's last enrollment and withdrawn date if applicable, the membership hours, hours present, hours absent, percent absent and tardies for the selected date range.

Options include the ability to include withdrawn students, to give totals for those indicated as migrant, breakdown by ethnicity, breakdown by lunch (free, reduced) or to print summaries only.

**ADA/ADM by Hours**

**Criteria**

Student Filter:  Identifier to Print:

\*Start Date:  ... \*End Date:  ...

\*Lunch Programs to Include:  \*Migrant Family Status to Include:

\*Absence Reasons to Include:  \*Homeroom to Include:

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral
<input checked="" type="checkbox"/>	Ill	E	Ill
<input checked="" type="checkbox"/>	NN	U	No Note
<input checked="" type="checkbox"/>	SC	U	Skipped Class

School Program Membership:

**Layout**

\*Order By:

Include Withdrawn Students  Show Summaries Only

**Breakdown**

By Race  By Migrant Family  By Lunch Program

**Working Filter**

Save to Working Filter  Append to Existing  Overwrite Existing

Format:   Save as Default

- **Student Filter:** To generate the report for a select group of students, select the filter from the available list.
- **Identifier To Print:** Select the student ID (*Alternate Student Number, Social Security Number, State ID Number or Student Number*) to print on the report when printing detail.
- **\*Start/End Date:** Enter the start and end date for the report.
- **\*Lunch Programs To Include:** Select the lunch status codes to be included if the Lunch Program Breakdown option is selected.

---

Note: All students (or those in the selected filter) will be included in the ADA/ADM report, regardless of the lunch code selected. The purpose of selecting a lunch code is only to determine which lunch codes will be included in the Lunch Program Breakdown if included in the report.

---

- **\*Migrant Family Status To Include:** Select the migrant family status codes to be included if the Migrant Family Breakdown option is selected.

---

Note: All students (or those in the selected filter) will be included in the ADA/ADM report, regardless of the migrant family status selected. The purpose of selecting a migrant family status is only to determine which migrant family status codes will be included in the Migrant Family Breakdown if included in the report.

---

- **\*Absences Reasons To Include:** Select **Excused** to automatically select all the excused reason codes from the list below. Select **Unexcused** to only select all of the unexcused reasons from the list below. Alternately, the user may individually check the absence reason codes to include in the absence reason list.
- **\*Homeroom To Include:** Select the homerooms to be included in the report or select **---All---**.
- **School Program Membership:** Select to **Exclude, Ignore** or **Include** students within one or more School Program.
  - **Exclude:** Excludes members from the selected school program(s) from the report. No school program breakdowns will be included. However, the membership numbers will be affected based on the selected school program(s).
  - **Ignore:** Includes students regardless of their participation in school program(s). No school program breakdown is included in the report.
  - **Include:** Includes a separate ADA/ADM totals for students who participate in one or more of the selected program(s).

---

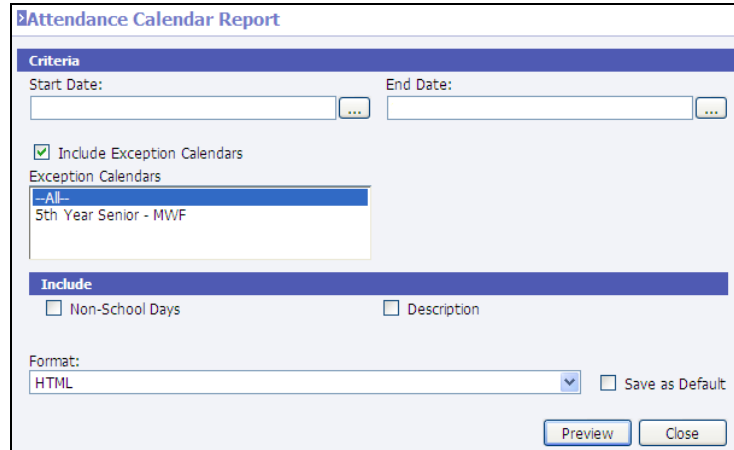
Note: School Program start and end dates are considered when calculating ADA/ADM totals. For example, if the report is generated for August through December but an included program has a start/end date for the month of September, only ADA/ADM totals for the month of September will be included on the report in the School Program ADA/ADM breakdown. If the student is enrolled in more than one selected school program, then membership for that student is reported for each school program.

---

- **\*Order By:** Select to order the report by student's *Display Name, Grade Level, Homeroom, Gender* or *Student Identifier* (Identifier to Print).
- **Include Withdrawn Students:** Check if currently withdrawn students are to be included in the report.
- **Show Summaries Only:** Check to include only a summary of *Days Present, Days Absent, Membership Days, ADM/ ADA* and *Percent ADA* instead of individual student detail.
- **Breakdown:**
  - **Race Breakdown:** Check to include a breakdown of *ADA/ADM, Membership Days, Days Present* and *Days Absent* by *Gender* and *Race*.
  - **Migrant Family Breakdown:** Check to include a breakdown of *ADA/ADM, Membership Days, Days Present* and *Days Absent* by *Gender* and *Migrant Family Status*.
  - **Lunch Program Breakdown:** Check to include a breakdown of *ADA/ADM, Membership Days, Days Present* and *Days Absent* by *Gender* and *Lunch Program Code* (ex.: *Free, Reduced*).

## Attendance Calendar Report

The *Attendance Calendar Report* is a report of the calendar that has been entered under **School/District | School** from the school's *Acad. Session* tab.



The screenshot shows a dialog box titled "Attendance Calendar Report". It has a "Criteria" section with "Start Date:" and "End Date:" fields, each with a calendar icon. Below this is a checked checkbox for "Include Exception Calendars" and a dropdown menu for "Exception Calendars" showing "--All--" and "5th Year Senior - MWF". An "Include" section has checkboxes for "Non-School Days" and "Description". At the bottom, there is a "Format:" dropdown set to "HTML" and a "Save as Default" checkbox. "Preview" and "Close" buttons are at the bottom right.

- **Start/End Date:** Enter the starting and ending dates to include on the report.
- **Include Exception Calendars:** Check to include details regarding exception calendars that have been created with dates within the specified date range. If selected, choose the exception calendars to include or select **All**.
- **Include Non-School Days:** Check to include days that have not been marked as *In School* in the report.
- **Include Description:** Check to include the description that was entered for the day in the report.

## Attendance Letters

For complete details regarding attendance letters, please refer to the *InformationNOW – Letters* Quick Reference Guide, which is available from the support site at <http://support.sti-k12.com>.

## Attendance Profile

The *Attendance Profile* is a one-per-student report including the student's daily absences.

Options include the ability to print period attendance, include totals by absence reason, include check in/out detail, unlisted information (phone number or address which has been marked as unlisted) and notes.

**Attendance Profile**

**Criteria**

Student Filter: \_\_\_\_\_

\*Group By: No Grouping      \*Id to Print: Student ID

Start Date: MM/dd/yyyy      End Date: MM/dd/yyyy

---

**Include**

Period Absences       Unlisted Information  
 Reason Totals       Notes  
 Check In/Out       Withdrawn Students

\*Absence Reasons: \_\_\_\_\_      \*Terms: --- All ---  
Term 1  
Term 2

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral
<input checked="" type="checkbox"/>	Hunt	E	Hunting
<input checked="" type="checkbox"/>	Ill	F	Ill

---

**Working Filter**

Save to Working Filter       Append to Existing       Overwrite Existing

Format: Acrobat (PDF) file       Save as Default

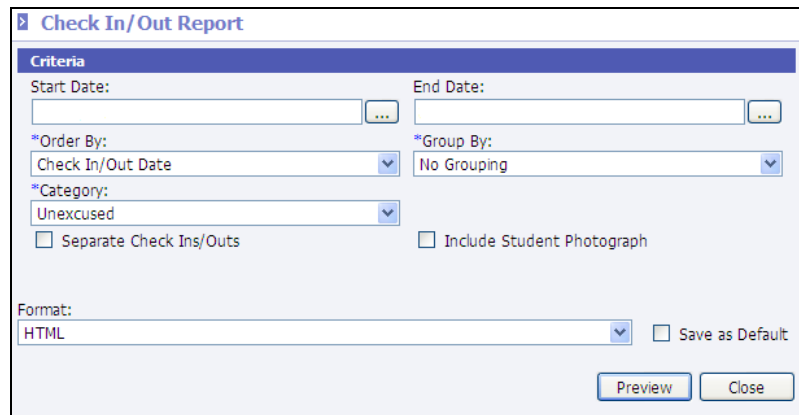
Preview      Close

- **Student Filter:** To generate the report for a select group of students, select the filter from the available list.
- **\*Group By:** Select whether to group by *Grade Level*, *Homeroom*, or no group, which will print in alphabetical order.
- **\*ID To Print:** Select the student ID (*Student ID*, *State ID Number*, *Alternate Student Number*, *Social Security Number* or *None*) to print on the report when printing detail.
- **Start/End Date:** Enter the range of dates to be included on the report.
- **Include:**
  - **Period Absences:** Check to include the individual period absence detail for the student.
  - **Reason Totals:** Check to include the totals by absence reason and by student on the report.
  - **Check In/Out:** Check to include the check in or out detail for the student.
  - **Unlisted Information:** Check to include the phone or address information of the student even if it has been marked as unlisted.
  - **Notes:** Check to include any notes that have been entered on the student’s daily absence record.
  - **Withdrawn Students:** Select to include currently withdrawn students.
- **\*Absences Reasons:** Select Excused to automatically select all the excused reason codes from the list below. Select Unexcused to only select all of the unexcused reasons from the list below. Alternately, the user may individually check the absence reason codes to include in the absence reason list.
- **\*Terms:** Select **---All---** to print attendance detail for the entire academic session or select the term. Use *Ctrl+click* or *Shift+click* to select multiple terms.

## Check In/Out Report

The *Check In/Out Report* generates a list of students with a check in and/or out record for the selected date range.

Options include the ability to separate check ins from check outs and to include student photograph.



The screenshot shows a dialog box titled "Check In/Out Report" with a "Criteria" section. It contains the following fields and options:

- Start Date:** A text input field with a calendar icon (three dots).
- End Date:** A text input field with a calendar icon (three dots).
- \*Order By:** A dropdown menu with "Check In/Out Date" selected.
- \*Group By:** A dropdown menu with "No Grouping" selected.
- \*Category:** A dropdown menu with "Unexcused" selected.
- Separate Check Ins/Outs**
- Include Student Photograph**
- Format:** A dropdown menu with "HTML" selected.
- Save as Default**

At the bottom right, there are "Preview" and "Close" buttons.

- **Start/End Date:** Enter the start and end date for the report.
- **\*Order By:** Select the order for the report – *Check In/Out Date*, *Student Display Name* or *Student Number*.
- **\*Group By:** Select whether to group by *Grade Level*, *Homeroom*, or no group which will print in alphabetical order.
- **\*Category:** Select to print for *Excused*, *Unexcused* or *Both* absence types.
- **Separate Check Ins/Out:** Check to separate the check ins from the check outs on the report.
- **Include Student Photograph:** Check to include the student's photograph on the report if on file.

## Cumulative Absence Report

The *Cumulative Absence Report* generates a list of students who have met a level of absences and/or tardies either *Equal To*, *Less Than Or Equal To* or *Greater Than Or Equal To* a specified number.

Options include the ability to include consecutive absences only or to include the student photograph.

**Cumulative Absence Report**

**Criteria**

Student Filter:

\*Order By:  \*Group By:  \*Absence Reasons:

Start Date:  ... End Date:  ...

**Include Only Students With Cumulative...**

Absences:  Absences Value:

Tardies:  Tardies Value:

Include Student Photograph

**Include**

Include Consecutive Absences Only  Race/Gender Breakdown

**Working Filter**

Save to Working Filter  Append to Existing  Overwrite Existing

Format:   Save as Default

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral
<input checked="" type="checkbox"/>	Ill	E	Ill
<input checked="" type="checkbox"/>	NN	U	No Note
<input checked="" type="checkbox"/>	SC	U	Skipped Class

- **Student Filter:** To generate the report for a select group of students, select the filter from the available list.
- **\*Order By:** Select the order for the report –*Student Display Name* or *Student Number*. This field is only active if user selects to group by *No Grouping*.
- **\*Group By:** Select whether to group by *Grade Level*, *Homeroom*, *Ethnicity* or *No Grouping* which will print in alphabetical order.
- **\*Absences Reasons:** Select *Excused* to automatically select all the excused reason codes from the list below. Select *Unexcused* to only select all of the unexcused reasons from the list below. Alternately, the user may individually check the absence reason codes to include in the absence reason list.
- **Start/End Date:** Enter the start and end date for the report.
- **Include Only Students With Cumulative:**
  - **Absences:** Select Equal To, Greater Than or Equal To >= or Less Than or Equal To <=.
  - **Absences Value:** Enter the value in a decimal format (ex.: 1.0).
  - **Tardies:** Select Equal To, Greater Than or Equal To >= or Less Than or Equal To <=.
  - **Tardies Value:** Enter the value in a decimal format (ex.: 1.0).
- **Include Student Photograph:** Check to include the student’s photograph on the report if on file.
- **Include Consecutive Absences Only:** Check to generate a report only for students whose absences which meet the criteria occurred on consecutive school days.
- **Race/Gender Breakdown:** Check to include a breakdown by both race and gender on the report.



## Daily Absence Listing

The *Daily Absence Listing* is a report of students with a daily absence record (*Tardy, Half Day or All Day*) for a specified date.

Options include the ability to include absence notes and include unlisted phone numbers and addresses.

- **Student Filter:** To generate the report for a select group of students, select the filter from the available list.
- **\*Group By:** Select whether to group by *Grade Level, Homeroom* or *No Grouping* which will print in alphabetical order.
- **\*Absences Reasons:** Select Excused to automatically select all the excused reason codes from the list below. Select Unexcused to only select all of the unexcused reasons from the list below. Alternately, the user may individually check the absence reason codes to include in the absence reason list.
- **Date:** Enter the date for the report.
- **\*ID To Print:** Select the student ID (*Student ID, State ID Number, Alternate Student Number, Social Security Number* or *None*) to print on the report when printing detail.
- **Absence Levels:** Select the absence levels (tardy, half day) to include in the report.
- **Include Absence Note:** Check to include notes that have been entered on the student's daily absence record.
- **Include Unlisted Information:** Check to include the phone or address information of the student even if it has been marked as unlisted.
- **Guardian Information:** Check to include guardian information on the report including name, relationship and phone number.

## Monthly Attendance Report

The *Monthly Attendance* report is a grid style listing of students including enrollment codes and attendance records. Summary also includes totals and percentages by day and race code. Required fields are indicated with an asterisk (\*).

**Criteria**

Title  
Monthly Attendance Register

\*Academic Session

Student Filter (Include)

Student Filter (Exclude)

\*Absence Reasons:

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral
<input checked="" type="checkbox"/>	Hunt	E	Hunting
<input checked="" type="checkbox"/>	Ill	E	Ill
<input checked="" type="checkbox"/>	NN	U	No Note

\*Month

\*Report Type  
Both

\*Order By  
Last Name

Show Local Reason Code

Include Tardies

**Working Filter**

Save to Working Filter    Append to Existing    Overwrite Existing

Format:  
Acrobat (PDF) file    Save as Default

Preview   Close

- **Title:** Enter a unique title for the report.
- **Academic Session:** Select the academic session for which to print. The academic session that was selected at the time of login will be selected by default.
- **Student Filter (Include/Exclude):** If desired, select a filter of students to include in and/or exclude from the report.
- **\*Absences Reasons:** Select Excused to automatically select all the excused reason codes from the list below. Select Unexcused to only select all of the unexcused reasons from the list below. Alternately, the user may individually check the absence reason codes to include in the absence reason list.
- **\*Month:** Select the month to print. Months must be created under **School/District | School**. Search for and select to **View** a month. Click the *Acad Session* tab. Click to **View** a session. Click the **Attendance Month** link under the *Manage* menu on the left.
- **\*Report Type:** Select to print a *Summary*, *Detail* or *Both*.
- **Order:** Select to order the report by *Last Name*, *Grade Level* or *Homeroom*.
- **Show Local Reason Code:** Select to print the absence reason Code. If not checked, the absence reason State Code will print.
- **Include Tardies:** Check to include tardy information on the report in addition to daily absences.

## Perfect Attendance List

The *Perfect Attendance List* is a report of students without daily absence records (*Tardy*, *Half Day* or *All Day*) for a specified date range.

Options include the ability to include unlisted phone numbers and addresses as well as student photographs and to ignore tardies.

<input type="checkbox"/>	Code	C	Reason
<input type="checkbox"/>	COTST	E	CO test
<input type="checkbox"/>	COS	E	Counseling Off-site
<input type="checkbox"/>	C	E	Court
<input type="checkbox"/>	E	E	Excused
<input type="checkbox"/>	FE	E	Family Emergency
<input type="checkbox"/>	F	E	Funeral

- **Student Filter:** To generate the report for a select group of students, select the filter from the available list.
- **Start/End Date:** Enter the start and end date for the report.
- **Ignore The Following Absence Reasons:** Select *Excused* to automatically select all the excused reason codes from the list below. Select *Unexcused* to only select all of the unexcused reasons from the list below. Alternately, the user may individually check the absence reason codes to ignore in the absence reason list.
- **Include Other Absence Levels:** When selected, a student who only has absences with a type of *Other* will still be included on the perfect attendance report. For example, if the only absences for a junior are college visits that are designated as a type of *Other*, the student will be included on the perfect attendance report. All absences that are checked below will be considered including daily, period or check ins/outs.
- **\*Order By:** Select the order for the report – *Grade Level*, *Homeroom*, *Student Display Name* or *Student Number*.
- **Display Unlisted Information:** Check to include the phone or address information of the student even if it has been marked as unlisted.
- **Display Student Photograph:** Check to include the student’s photograph on the report if on file.
- **Ignore Tardies:** Check to ignore daily tardies when calculating perfect attendance.
- **Include Daily Attendance:** Check to check student’s daily absences to determine if the student has perfect attendance.

- **Include Period Attendance:** Check to check student's period absences to determine if the student has perfect attendance.
- **Include Check-In/Check-Out:** Check to check student's check in/out absences to determine if the student has perfect attendance.

## Period Absence List

The *Period Absence List* is a report of students and their period absence records for a specified date range.

Code	C	Reason
<input checked="" type="checkbox"/>	COL	E College Visit
<input checked="" type="checkbox"/>	Court	E Court
<input checked="" type="checkbox"/>	DR	E Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E Funeral
<input checked="" type="checkbox"/>	Hunt	E Hunting
<input checked="" type="checkbox"/>	Ill	E Ill
<input checked="" type="checkbox"/>	NN	U No Note
<input checked="" type="checkbox"/>	SC	U Skipped Class
<input checked="" type="checkbox"/>	SUS	U Suspended
<input checked="" type="checkbox"/>	TE	E Tardy - Excused
<input checked="" type="checkbox"/>	TU	U Tardy - Unexcused
<input checked="" type="checkbox"/>	TR	U Truant

- **Student Filter:** To generate the report for a select group of students, select the filter from the available list.
- **ID to Print:** Select to print the *Student ID*, *State Student ID*, *Alternate Student ID*, *Social Security Number* or *None*.
- **Order By:** Determines the order in which students will be displayed. Select *Student Display Name*, *Student Grade Level*, *Student Homeroom*, *Teacher*, *Course* or *Section*.
- **\*Absences Reasons:** Select *Excused* to automatically select all the excused reason codes from the list below. Select *Unexcused* to only select all of the unexcused reasons from the list below. Alternately, the user may individually check the absence reason codes to include in the absence reason list.
- **Start/End Date:** Enter the start and end date for the report.
- **Include Only Students with Period:** Only students with period absences matching the selection here will be included on the report.
  - **Periods:** Select a specific period to include on the report or all periods.
  - **Absences:** Select *Equal To*, *Greater Than or Equal To*  $\geq$ , or *Less Than or Equal To*  $\leq$  and enter the number of period absences.

- **Tardies:** Select *Equal To*, *Greater Than or Equal To* >=, or *Less Than or Equal To* <= and enter the number of period tardies.
- **Where:** Select to include students where *Absence/Tardy value is met by the sum total for all periods* or *Absence/Tardy value is met by any period*.
- **Tardies:** Check to include tardies on the report.
- **Totals Only:** Check to print only totals instead of individual period detail.
- **Days Met:** Check to include details regarding day met (*A Day, B Day*).
- **Student Schedule:** Check to print the student's schedule on the report.
- **Unlisted Information:** Check to include the phone or address information of the student even if it has been marked as unlisted.
- **Student Photograph:** Check to include the student's photograph on the report if on file.
- **Withdrawn Students:** Select to include currently withdrawn students.

## Unposted Attendance Report

*Unposted Attendance* is a report of teachers who have not yet posted attendance for the selected date and period.

Options include the ability to print the posted attendance information.

The screenshot shows a configuration window titled "Unposted Attendance". It is divided into several sections:

- Criteria:** Contains two fields: "\*Date:" with a text input and a calendar icon, and "\*Period:" with a dropdown menu.
- Include:** Contains a checkbox labeled "Posted Attendance".
- Format:** Contains a dropdown menu currently set to "HTML" and a checkbox labeled "Save as Default".
- Buttons:** "Preview" and "Close" buttons are located at the bottom right.

- **Date:** Enter the date to be checked for unposted attendance.
- **Period:** Select the period to be checked for unposted attendance.
- **Posted Attendance:** Check to include posted attendance detail.