

SASlxp™ Attendance Training Guide

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Course Description

This course provides an overview of the period attendance and daily attendance programs, and provides instruction on the use of these atoms:

- Period Attendance
- Daily Attendance
- Class Attendance
- Attendance Scanning
- Update Attendance
- Mass Change
- Attendance Letters
- Phone Dialer
- Attendance Inspector

Expected Outcomes

After finishing this course, you will be able to:

- Enter data in Period/Daily Attendance.
- Use the Quick Change Technique.
- Enter data in Class Attendance.
- Display Period/Daily Attendance records from Class Attendance.
- Create, print, and scan attendance and verification sheets.
- Use the Update Attendance atom.
- Perform a mass change.
- Set up parameters for using attendance letters.
- Set up parameters for using phone dialer.



Taking Attendance

Taking attendance and verifying absences is critical to your school's average daily attendance (ADA) reporting. This section describes these atoms that you can use to enter and maintain attendance data:

- Period Attendance
- Class Attendance
- Daily Attendance

If your school uses section linking, the system uses attendance information from other sections when updating attendance information. [See Section Attendance and Section Linking on page 114.](#)



Period Attendance Functionality

The Period Attendance atom enables you to enter and view a full year's attendance data for each period and day. You can also view a list of periods that a student was marked absent or tardy and the year-to-date attendance totals for each period by absence reason and reason type.

Along with Period Attendance, you also can use these capabilities.

Capability	Description
Class Attendance	Enables you to enter and view attendance data for entire classes. Displays data for the last 40 days in a school's attendance calendar (the dates displayed change as the year progresses). See Using the Class Attendance Atom on page 19.
Attendance Scanning	Enables you to print and scan attendance sheets and attendance verification sheets. See Using Attendance Scanning on page 39.
Mass Change	Enables you to enter similar attendance data or changes in multiple attendance records at the same time. You define the entry or change to make, the dates on which the entry should be made, and the affected records. The SASIxp™ educational software searches for each record that meets your criteria and enters the attendance data for you. See Mass Change Atom on page 52.

Period Attendance Atom

You can use the Period Attendance atom (in the Attendance folder) to keep period attendance records for each student. This atom enables you to enter a full year's attendance data for each period and day.

Student attendance data entered for a specific period is reflected in the Class Attendance record for the corresponding student section. Use Class Attendance to track attendance for entire sections.



You also can use the Period Attendance atom to view a list of periods that a student was marked absent or tardy and to view a student's year-to-date attendance totals for each period by absence reason and type.

The Period Attendance atom contains these screens:

- Full Year
- Days of Activity
- Reason Totals
- Type Totals

Full Year Tab

Use the Period Attendance Full Year tab to mark a student absent or tardy for each period. The matrix contains a row for each date in the Attendance Calendar and columns for each period defined in the School atom. It also includes an *All Day* column to enter a student's attendance for the entire day.

The maximum number of attendance reporting periods is 14. If you define more than 14 periods for a school, you must identify the periods in which attendance is taken using the Other Options tab in the Attendance Setup atom. [See Setting Up Other Options on page 104.](#)

Last Name <ID>		First Name	Middle Name	Grd	Gen	Student ID			
Nix		Omar	D	10	M	1057			
Full Year Days of Activity Reason Totals Type Totals									
Date	All	Attendance Periods							
	Day	1	2	3	4	5	6	7	8
08/31/98							UNV	UNV	
09/01/98									
09/02/98			TDY	UNX					
09/03/98									
09/04/98					ACT	ACT	EXC		
09/07/98									
09/08/98	ILL	ILL	ILL	ILL	ILL	ILL	ILL	ILL	
09/09/98									
09/10/98									
09/11/98	HOL	HOL	HOL	HOL	HOL	HOL	HOL	HOL	HOL
09/14/98									



Full Year Fields

<i>Field</i>	<i>Description</i>
<i>Date</i>	Date for each day in the Attendance Calendar.
<i>All Day</i>	<p>All-day code for a student's attendance on a specified date. You can select all-day codes from the items on the school-defined items on the pop-up list. Entries in this column affect apportionment reports and are reflected in the monthly attendance summaries, available from the Period Attendance menu.</p> <p>Designating an absence reason in every period does not automatically complete this column. If an unverified absence is recorded, you must enter it yourself in the <i>All Day</i> column, or use verification scanning to enter it.</p> <p>Note: You can complete all Attendance Periods columns automatically using the All Day Code by holding down the Shift key while you select a code in the <i>All Day</i> column. If you need to override that code for one or more periods, simply click the cells for those periods and select a different code.</p>
<i>Attendance Periods</i>	<p>Student's attendance data for each period on a specified date. Attendance data can be entered in 14 periods only. One column for each period is defined in the School atom. Period columns are dimmed if a student is not enrolled in classes during those periods. This column is labeled <i>Bell Periods</i> if your school is set up using period rotation or scheduling cycles.</p>



Days of Activity Tab

The Period Attendance Days of Activity tab displays all dates with attendance activity in one or more periods. On these dates a student was marked absent or tardy in the Full Year tab or Class Attendance atom. You can update absence reasons from this tab.

The Days of Activity tab contains the same rows and columns as the Full Year tab. The difference is that the Days of Activity tab displays only data for dates on which a student was marked absent or tardy for one or more periods.

Nix, Omar D. Period Attendance									
Last Name	First Name	Middle Name	Grd	Gen	Student ID				
Nix	Omar	D	10	M	1057				
Full Year		Days of Activity			Reason Totals		Type Totals		
Date	All Day	Attendance Periods							
		1	2	3	4	5	6	7	8
08/31/98							UNV	UNV	
09/02/98			TDY	UNX					
09/04/98					ACT	ACT	EXC		
09/08/98	ILL	ILL	ILL	ILL	ILL	ILL	ILL	ILL	

Reason Totals Tab

The Period Attendance Reason Totals tab displays totals for a particular student’s absence reasons by period and day. The totals are calculated from data entered in the Full Year tab or the Class Attendance atom. Reasons and reason totals cannot be changed from this tab.



Each row in the matrix contains data for one absence reason. There can be up to 50 absence reasons, all of which are defined by your school during user setup. Each absence reason is assigned an absence reason type. You cannot modify the system-defined absence types.

Nix, Omar D.		Period Attendance							
Last Name	First Name	Middle Name	Grd	Gen	Student ID				
Nix	Omar	D	10	M	1057				
Full Year		Days of Activity		Reason Totals				Type Totals	
Reason	All	Attendance absence totals by Period and Reason							
	Day	1	2	3	4	5	6	7	8
Unverified (UNV)								1	1
Truant (CUT)									
Illness (ILL)	1	1	1	1	1	1	1	1	1
Suspended (SUS)									
Tardy (TDY)			1						
Unexcused (UNX)	1	1	1	1					
Activity (ACT)					1	1			
Ill Waiver (WAI)									
Excused (EXC)									



Type Totals Tab

The Period Attendance Type Totals tab displays a student's total for each absence reason type by period and day. A particular absence type may include several absence reasons. For example, absences for Illness and Activity may both get classified as an Excused absence type. Absence type totals are calculated from data entered in the Full Year tab. Absence types and totals cannot be modified in the Type Totals tab.

Nix, Omar D.		Period Attendance							
Last Name	First Name	Middle Name	Grd	Gen	Student ID				
Nix	Omar	D	10	M	1057				
Full Year		Days of Activity		Reason Totals			Type Totals		
Type	All	Attendance absence totals by Reason Type							
	Day	1	2	3	4	5	6	7	8
Unverified							1	1	
Unexcused	1	1	1	1					
Excused	1	1	1	1	2	2	1	1	
School Activity									
Unexcused Tardy			1						
Excused Tardy									
Non-Enrollment									
Positive									
Totals	2	2	3	2	2	2	2	2	
Percent of Absence		13	20	13	13	13	13	13	
Days enrolled to date	11								

In the upper rows of the matrix, each row contains data for one absence reason type. These reason types are system-defined and you cannot modify them.

In the lower rows of the matrix, the *Totals* row displays total absences and tardies to date per period. The *Percent of Absence* row displays the percentage of the total period absences that occurred in each period. In the sample screen, there are 15 total period absences (add periods 1 through 8). Period 2 displays 3 absences, which is 20% of the 15 total period absences. The *Days Enrolled to Date* row displays the total days that student has been enrolled to date during the school year.



Considerations for Attendance

When you display a student attendance record in the Period Attendance Full Year tab, the system automatically enters some of these types of data:

- Codes for holidays, vacation, staff development, and other non-attendance days defined in your school's Attendance Calendar. Days prior to a student's first day of enrollment are marked N/E for non-enrollment. Cells for non-attendance and non-enrollment days are locked.
- Year-to-date attendance data for the student. Blank cells indicate that a student was present. Absence reason codes indicate that a student was absent or tardy and why.

Also keep in mind that:

- Although you can designate a total of 26 periods in the Attendance Setup atom, you can enter attendance data in only 14 of those periods.
- When you select an absence reason for a cell that already contains data, the existing entry is replaced.
- When you save changes in the Full Year tab, information in the Days of Activity, Type Totals, and Reason Totals tabs are modified accordingly. The information also displays in the Class Attendance screen for the selected student.
- Although Days of Activity displays only dates on which a student was marked absent or tardy, you can change any absence reason or tardy to Present. When you save changes, any rows in which a student is marked Present all the way across are removed from this matrix and displayed as a blank row in the Full Year matrix.

You can change the attendance reason type of a student through Period Attendance, Daily Attendance, Mass Change, and the Classxp module. You require Update or All security rights at the Field and File levels in the Security atom for AATD (Daily Attendance) or AATP (Period Attendance) in order to change the attendance.

Using the Period Attendance Atom

Use these procedures to enter and change data in the Period Attendance tabs.



Entering Attendance Data for a Single Period

1. Open the Period Attendance atom.
2. Locate the student record.
3. Locate the field for the date (row) and period (column).



4. In the attendance field for the selected period, select an attendance status from the pop-up list.
 - Unless you are a positive attendance school, leave the field blank to mark a student present.
 - If your school is a positive attendance school, click the field and select Positive from the pop-up list to mark a student present.
 - Select an absence reason from the pop-up list to mark a student with an absence reason.
 - You also can type the first letter of the absence reason in this field so that the system automatically displays it.
5. To enter an all day code, go to the *All Day* field and select an absence reason from the pop-up list. Otherwise, leave the *All Day* field blank so that the student is considered present for the selected date on all attendance reports.
6. Click Save to save the data, or click Undo to erase the data.
7. Click Close.

Entering Attendance Data in the All Day Column

To have the system complete all periods, follow these steps.

1. Open the Period Attendance atom.
2. Locate the student record.
3. Locate the row for the date that you want and go to the *All Day* field.
4. Hold down the Shift key and select an absence reason code from the pop-up list to mark a student absent or tardy for all periods. The system automatically completes all periods in the row with the absence reason code that you select in the *All Day* field.
5. Click Save to save the data, or click Undo to erase the data.
6. Click Close.

Entering Data in Multiple Cells – Quick Change Technique

1. Enter attendance data in one field.
2. For all subsequent fields that require the same data, hold down the Alt key (Windows) or the right mouse button and click the fields. The system displays the last absence reason selected.



- Copy the code into as many fields as you want.
- Copy the code into consecutive fields or jump randomly from field to field.
- The code does not change until you select a different one.

Changing Data From the Days of Activity Tab

1. Open the Period Attendance atom and display the Days of Activity matrix.
2. Click the *Reas* field and select a different absence reason from the school-defined items on the pop-up list.
3. Use the Quick Change Technique to perform additional changes in the Days of Activity matrix. [Entering Data in Multiple Cells – Quick Change Technique on page 11.](#)
4. Click Save to save the data, or click Undo to erase the data.
5. Click Close.

Attendance by Significant Period

If your school's Attendance Calendar designates a significant period and you select the *Attendance by Significant Period* checkbox on the Other Options screen in the Attendance Setup atom, the absence reason code that you select in the significant period is automatically entered in the *All Day* attendance column.

You cannot change the absence reason code in the *All Day* attendance column if the code was entered as a result of selecting an absence reason code in the significant period.

Period Attendance Menu Options

Option	Description
<i>Master Absence List</i> (ATP07)	Produces a list of all students who have an unverified absence during a selected period for any date and any track.



Option	Description
<i>Cut List</i> (ATP08)	Produces a report of students who were marked present or tardy during a selected period and were reported absent in any other period during the day.
<i>Absence List by Student</i> (ATP25)	Produces a list by student name that displays the absence reasons and types you select for each period of the day. You have the ability to report tardies by student.
<i>Absence List by Teacher</i> (ATP18)	Displays student absences by the reason and type specified for each teacher. The report is organized by teacher with one teacher per page.
<i>Students Absent N Times</i> (ATP09)	Produces a list of students who have been marked absent fewer, greater or equal to the number you specify. If you selected the <i>Use Section Linking</i> option in the School atom and you selected the <i>Use Section Attendance</i> option in the Attendance Setup atom, the report includes attendance totals based on section attendance and section linking.
<i>Students Absent N Periods</i> (ATP11)	Produces a list of students reported absent for a specified number of periods during the day. Run the report for any range of dates. Options exist to include only unverified absences and to report on cumulative absences. If <i>Unverified Absences Only*</i> is set to No and <i>Print Cumulative Absences</i> is set to Yes, all types of absences are displayed in the cumulative totals.
<i>Report by Student</i> (ATP13)	Produces a single-page report for each student that displays period attendance data for the current term.
<i>Perfect Attendance List</i> (ATP26)	Displays students with perfect attendance for the date range specified. Data includes student name and ID, gender, grade, phone, and parent or guardian name.



Option	Description
<i>Perfect Attendance Labels</i> (ATP26A)	Produces address labels to parent or guardian for all students with perfect attendance for the date range specified.
<i>Add - Drop Report</i> (ATP28)	Produces a report by teacher of all students who have been added or dropped from a teacher's class. You also have the option to print student absences for the last two weeks. This report can print for a range of teachers and dates.
<i>Gain - Loss Report</i> (ATP51)	Reports enrollment gains and losses by date and student. Also displays starting enrollment by male, female, and total student body.
<i>Monthly Attendance Report</i> (ATP52)	Reports attendance by student for the month specified. Data for each student includes absence reasons for each day in the month and total number of non-enrollment days, non-apportionment absences, apportionment absences, and apportionment days.
<i>Monthly Attendance Summary</i> (ATP53)	Produces a report of totals including days taught, total students enrolled, total gains in student enrollment, total days of absence and illness, apportionment totals, and average daily attendance. The report period is defined in the Attendance Setup atom. If no period is defined in that atom, the software assumes a 20-day report period.
<i>Hourly Attendance Report</i> (ATP20)	Enables continuation schools to report the number of hours that each student is present.
<i>Hourly Attendance Audit Trail</i> (ATP21)	Produces a positive attendance audit report that enables continuation schools to report a summary of the number of hours spent in class. Used to verify where hours over the maximum for apportionment for each week are credited for each student.



Option	Description
<i>Summer School Attendance</i> (ATP60)	Identifies apportionment minutes by instructional setting codes and tracks. This positive attendance audit report displays minutes for both proficiency and core classes.
<i>Absence List by Grade</i> (ATP33)	Reports all students with one or more absences, sorted by grade level and student name. Verified absences are marked with a caret (^) next to the student name.
<i>Course Attendance</i> (ATP38)	Reports absences for each student based on scheduled periods (not bell periods) during a specified date range. Students are excluded if they meet report criteria, but have no absences within the specified date range. The data includes the date, absence code, and track (sorted by date and period) for each student, and the absence totals.
<i>Possible Non-Reported Absences</i> (ATP64)	Reports students marked present during one period but reported absent during both preceding and following periods. Teachers can check their records to verify whether the student was present for the period in question.
<i>Attendance Summary</i> (ATP54)	Produces a report that indicates totals for days in session, opening and closing enrollment, number of tardies and absences, aggregate attendance, dropouts, apportionment, and average daily attendance. Totals are provided by grade and as a grand total.
<i>All Day Master Abs</i> (ATP65)	Reports all students who have an All Day absence code for a specified date. Data includes student name, ID, grade level, and parent or guardian name, home phone, and work phone. Data also includes period attendance codes, the All Day code, and consecutive All Day code absences.



<i>Option</i>	<i>Description</i>
<i>Show Attachment</i>	Enables you to view the Attendance Attachment screen if attendance attachment data exists in a cell. See Attendance Attachment Screen on page 31.

Class Attendance Atom

The Class Attendance atom (in the Attendance folder) enables you to view and enter 40 days of attendance data for an entire class. If your school uses daily attendance (defined in the School atom) and half-days (defined in the Attendance Setup atom), only 20 days of attendance displays.

When you open the Class Attendance atom, the system displays the Class Attendance screen. Display a student's daily or period attendance record from the Class Attendance screen by double-clicking a student name.

Class Attendance Screen

The Class Attendance screen consists of columns for the last 40 days in your school's Attendance Calendar. Fields in the top line of the screen vary according to each school's setup.



If your school is set up as an elementary school without schedules, the top of the screen contains fields for teacher number, name, gender, and ethnic code. If your school is set up as an elementary school with schedules or as a secondary school, it contains fields for Section ID, teacher number and name, period, ending period, and room number.

Bridge, W
Class Attendance ✕

Section ID	Tch#	Teacher Name	Period	Ending	Room
0566	27	Bridge, W	05	05	220

September 1998												
Last Name	7	8	9	10	11	14	15	16	17	18	21	22
Ackerman, Brian												
Garcia, Denise L.												
Lawler, Sandra												
Lee, Jennifer												
Morrell, Nicholas D.												
Perez, Daniel	ILL				ACT							
Turpen, Mindy R.												

7 Students in the list

Close

Class Attendance Fields

<i>Field</i>	<i>Description</i>
<i>Month</i>	Months that contain the last 40 days in the school Attendance Calendar. The system automatically updates columns to reflect the current month and the preceding month or months. The current month does not display until you are six days into it.
<i>Date columns</i>	Dates for the most recent 40 days in the school Attendance Calendar. Because the Class Attendance screen for schools that meet on Saturday includes dates for Saturdays, the range of dates for these schools is shorter than the range for non-Saturday schools.



Considerations for Attendance

When you display an attendance record in the Class Attendance screen, the system enters some of the following data.

- Codes for holidays, vacation, staff development, and other non-attendance days defined in your school's Attendance Calendar. Days prior to a student's first day of enrollment are marked N/E for non-enrollment. Fields for non-attendance and non-enrollment days are locked.
- Any data already entered for the last 40 days in the Attendance Calendar. Blank fields indicate that a student was present. Fields with absence reason codes mean that a student was absent or tardy and why.

When you work in a Class Attendance record, you can display daily or period attendance records for individual students at any point. This option enables you to view dates before or after those dates displayed in Class Attendance.

- Double-click a student's name in Class Attendance to display a daily or period attendance record.
- Click Close in the Daily or Period Attendance record to return to Class Attendance.

The maximum number of attendance reporting periods is 14. If you define more than 14 periods for a school, you must identify the periods in which attendance is taken using the Other Options tab in the Attendance Setup atom. [See Setting Up Other Options on page 104.](#)



Using the Class Attendance Atom

These instructions indicate how to enter and change data in the Class Attendance screen.

Entering Data in Class Attendance

1. Open the Class Attendance atom.
2. Locate the class record.
3. Locate the field for the student (row) and date (column). Use the scroll bar if necessary.
 - Leave the field blank to mark a student present.
 - Click the field and select an absence reason from the pop-up list, to mark a student absent or tardy.
4. Mark any other matrix fields with attendance data.
5. Click Save to save the data, or click Undo to erase the data.

Entering Data in Multiple Cells – Quick Change Technique

1. Enter attendance data in one field.
2. For all subsequent fields that require the same data, hold down the Alt key (Windows), the Option key (Macintosh), or the right mouse button and click the fields. The system displays the last absence reason selected.
 - Copy the code into as many fields as you want.
 - Copy the code into consecutive fields or jump from field to field.
 - The code does not change until you select a different one.

Making a Day Change

1. Click the column heading for one day to highlight and select the entire column.
2. Click any field in the highlighted column and select an absence reason from the pop-up list. The system displays a message indicating that you are about to mass change attendance information.



- Click OK to continue. The selected absence reason displays in all cells in the highlighted column (except cells marked N/E).
- Click the *Last Name* column heading to clear highlighting from the selected column.

Changing Data in the Class Attendance Screen

Use the same techniques that you first used to enter data, including the Quick Change Technique and mass change, to change data in the Class Attendance atom.

- When you select a different absence reason for a cell that already contains data, the existing data is replaced.
- When you save changes in Class Attendance, data is modified in the Daily or Period Attendance records of the affected students.

Class Attendance Menu Options

Option	Description
<i>Class Attendance Summary</i> (ATP17 or ATD17)	<p>Produces a report of absence types with totals for each student and each day of the specified date range.</p> <p>From the Report Interface, you can select year-to-date totals for all absences (excused and unexcused) plus all tardies, absences only, or tardies only during the specified date range.</p> <p>You can also print an extended report (in landscape format) including up to 11 weeks of attendance data. The report displays the one-character absence code for each day the student was absent and a dash (-) if the student was present. An asterisk indicates vacations and holidays, and the pound sign (#) indicates non-enrollment days.</p>
<i>Tch Not Taken Attend</i> (CLS01)	Produces a report listing all teachers who have not taken attendance for a given date.



<i>Option</i>	<i>Description</i>
<i>Change Date</i>	The Class Attendance atom automatically displays with the current date in the far right column. This menu option enables you to change that column to a different date within the calendar year.



Daily Attendance Functionality

The Daily Attendance atom enables you to enter and view daily attendance data in records for individual students. This atom displays the entire school Attendance Calendar so you can see a student's year-to-date attendance. This atom also displays a list of days with attendance activity (absences and tardies) and year-to-date totals for absence reasons and absence reason types. Typically, elementary schools use daily attendance.

Daily Attendance provides these capabilities.

Capability	Description
<i>Class Attendance</i>	Enables you to enter and view attendance data for entire classes. Displays data for the last 40 days in a school's attendance calendar (the dates displayed change as the year progresses). See Using the Class Attendance Atom on page 19.
<i>Mass Change</i>	Enables you to enter similar attendance data or changes in multiple attendance records at the same time. You define the entry or change to make, the dates on which the entry should be made, and the affected records. The SASIxp software searches for each record that meets your criteria and enters the attendance data for you. See Mass Change Atom on page 52.



Daily Attendance Atom

Use the Daily Attendance atom (in the Attendance folder) to keep a daily attendance record for each student. This atom enables you to enter a full year's data into individual student attendance records. Attendance for an entire class is tracked using the Class Attendance atom. Data entered in Daily Attendance also is reflected in the Class Attendance record that includes the selected student.

The Daily Attendance atom consists of these tabs:

- Show Full Year
- Days of Activity
- Attendance Totals

Use the first and second tabs to enter data. The third tab provides supplemental information based on data in the first two tabs.

Show Full Year Tab

You can use the Daily Attendance Show Full Year tab to mark a student present, absent, or tardy. This tab contains the school's Attendance Calendar with a date for each date defined in the Attendance Setup atom.



You can access a list of absence reasons from each cell and enter attendance by selecting a reason from the list defined in Attendance Setup.

Paquette, Roschella J.
Daily Attendance ✕

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Paquette	Roschella	J	03	F	366

Show Full Year
Days of Activity
Attendance Totals

Date	Mon	Tue	Wed	Thr	Fri	Date	Mon	Tue	Wed	Thr	Fri
08/31/98	SDD					09/07/98	HOL				
09/14/98		ILL				09/21/98					
09/28/98						10/05/98					
10/12/98	TDY					10/19/98					
10/26/98						11/02/98					
11/09/98						11/16/98					
11/23/98						11/30/98					
12/07/98						12/14/98					
12/21/98	HOL	HOL	HOL	HOL	HOL	12/28/98	HOL	HOL	HOL	HOL	HOL
01/04/99						01/11/99					
01/18/99						01/25/99					
02/01/99						02/08/99					

Close

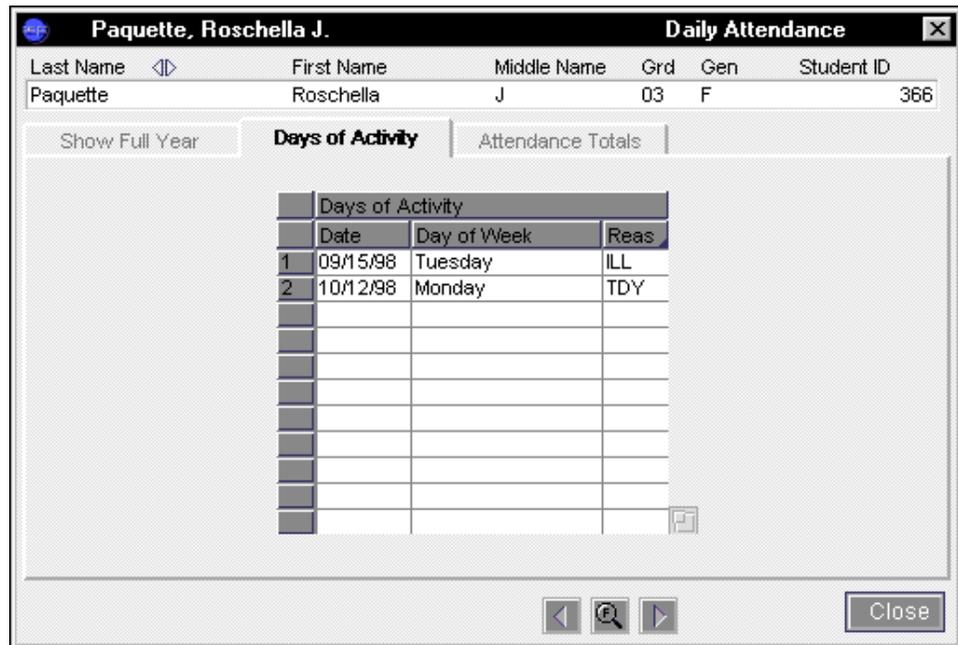
Show Full Year Fields

<i>Field</i>	<i>Description</i>
<i>Date</i>	Starting date for each week in the school Attendance Calendar (starting dates fall on Mondays). Dates display automatically when you display a record.
<i>Day fields</i>	Attendance data for each day of the week (M–F). Monday is the starting day. Saturday displays only if the <i>Meet on Saturday</i> option is selected in the School atom.



Days of Activity Tab

The Daily Attendance Days of Activity tab displays a list of days with attendance activity. This matrix contains all the days to date for which a student was marked absent or tardy in the Show Full Year tab. You can update absence reasons from this matrix but cannot change dates. Each row contains data for a single day in the school's Attendance Calendar.



Days of Activity Fields

<i>Field</i>	<i>Description</i>
<i>Ln</i>	Line number for each row in the matrix.
<i>Date</i>	Data for each date on which a student was marked absent or tardy in the current school year.
<i>Day of Week</i>	Day of the week for each date displayed.
<i>Reas</i>	Absence reason code data for each date.



Attendance Totals Tab

The Attendance Totals tab displays a student's absence totals for each absence reason and reason type. A particular absence type may include several absence reasons. For example, absences for Illness and Activity may both get classified as an Excused absence type.

Totals are calculated from data entered in the Show Full Year tab and cannot be changed in the Attendance Totals tab. The last two rows of the Reason Type tab contain the absence type total and days enrolled to date.

Paquette, Roschella J. Daily Attendance			
Last Name	First Name	Middle Name	Grd Gen Student ID
Paquette	Roschella	J	03 F 366
<div style="display: flex; justify-content: space-between;"> Show Full Year Days of Activity Attendance Totals </div>			
Reason		Totals	
		A.M.	P.M.
Unverified (UNV)			
Illness (ILL)		1	
Inschoolsu (INS)			
Other (OTH)			
Suspension (SUS)			
Tardy (TDY)		1	
Unexcused (UNX)			
Activity (ACT)			
Excused (EXC)			
Reason Type		Totals	
		A.M.	P.M.
Unverified			
Unexcused			
Excused		1	
School Activity			
Unexcused Tardy		1	
Excused Tardy			
Non-Enrollment			
Positive			
Totals		2	
Days enrolled to date		163	

Attendance Total Fields

Field	Description
<i>Reason</i>	Name and 3-letter code for each school-defined absence reason.
<i>Totals</i>	Student's year-to-date total for each absence reason.
<i>Reason Type</i>	Displays the name of each reason type.



<i>Field</i>	<i>Description</i>
<i>Totals</i>	Student's year-to-date total for each reason type.
<i>Totals</i>	Student's year-to-date total absences.
<i>Days Enrolled to Date</i>	Student's days enrolled to date.

Considerations for Attendance

When you display an attendance record in the Show Full Year tab, the system enters some of the following data:

- Codes for holidays, vacation, staff development, and other non-attendance days defined in your school's Attendance Calendar. Days prior to a student's first day of enrollment are marked N/E for non-enrollment. Fields for non-attendance and non-enrollment days are locked.
- Year-to-date attendance data for the selected student. Blank fields indicate a student was present. Fields with absence reason codes indicate that a student was absent or tardy and why.

Using the Daily Attendance Atom

These instructions indicate how to enter and change data in the Daily Attendance matrixes.

Entering Daily Attendance Data in the Show Full Year Tab

1. Open the Daily Attendance atom.
2. Locate the student record.
3. Find the field for the starting date and day.
 - Leave the field blank to mark a student present.
 - Select an absence reason from the pop-up list, to mark a student absent or tardy.
 - You also can type the first letter of the absence reason in this field so that the system automatically displays it.
4. Mark any other fields with attendance data.
5. Click Save to save the data, or click Undo to erase it.



6. Click Close.

Entering Data in Multiple Cells – Quick Change Technique

1. Enter attendance data in one field.
2. For all subsequent fields that require the same data, hold down the Alt key (Windows), the Option key (Macintosh), or the right mouse button and click the fields. The system displays the last absence reason selected.
 - Copy the code into as many fields as you want.
 - Copy the code into consecutive fields or jump randomly from field to field.
 - The code does not change until you select a different one.

Changing Data in the Show Full Year Tab

Use the same techniques that you first used to enter data, including the Quick Change Technique, to change data in the Show Full Year tab. Remember:

- When you select a different absence reason for a cell that already contains data, the existing data is replaced.
- When you save changes in the Show Full Year tab, data is modified in the Days of Activity and Attendance Totals tabs. Data also is modified in the Class Attendance records of the affected students.

Changing Data From the Days of Activity Tab

1. Open the Daily Attendance atom and display the Days of Activity tab.
2. Click the *Reas* field and select a different absence reason from the school-defined items on the pop-up list.
3. Use the Quick Change Technique to modify other fields.
4. Click Save to save all the new data, or click Undo to erase the data.
5. Click Close.



You can change the attendance reason type of a student through Period Attendance, Daily Attendance, Mass Change, and the Classxp module. You require Update or All security rights at the Field and File levels in the Security atom for AATD (Daily Attendance) or AATP (Period Attendance) in order to change the attendance.

Daily Attendance Menu Options

Most options on the Daily Attendance menu enable you to print or display attendance labels, lists, summaries, and reports. The exception is the Mass Change Attendance option, which enables you to quickly update attendance records for multiple students at the same time.

<i>Option</i>	<i>Description</i>
<i>Gain/Loss</i> (ATD01)	Reports enrollment gains and losses by date and student.
<i>Monthly Attendance by Student</i> (ATD02)	Reports attendance by student for the month specified. Data for each student includes absence reasons for each day in the month and the total number of non-enrollment days, non-apportionment absences, apportionment absences, apportionment days, and entry and withdrawal dates. If the <i>Instructional Setting</i> field is included in the Enrollment atom, students tagged with a specific IS code are grouped separately. Note: A student whose IS code is changed on the same date the student is withdrawn is included in the ADA.
<i>Perfect Attendance List</i> (ATD06)	Produces a list of students with perfect attendance for the date range specified. Data includes student name and ID, gender, grade, phone, and parent or guardian name.
<i>Perfect Attendance Labels</i> (ATD06A)	Produces address labels to parent or guardian of all students with perfect attendance for the date range specified.



Option	Description
<i>Daily Absence Listing</i> (ATD07)	Reports students who were absent on the specified date.
<i>Daily Absence Listing by Teacher</i> (ATD07)	Produces a report sorted by teacher displaying students absent on the specified date.
<i>Student Absences</i> (ATD09)	Reports students with the number of absences specified for the selected date range. The report includes up to 11 of the absence reasons your school defined in the Attendance Setup atom.
<i>Quarterly Attendance Report</i> (ATD40)	Reports attendance totals by student for the time period that the report covers. Data consists of days enrolled, days present, total absences, excused absences, unexcused absences, and tardies.
<i>Attendance Summary</i> (ATD41)	Produces a report that summarizes attendance by student for the date range specified. Data consists of each student's totals for days enrolled, present, excused, or unexcused during the date range, and the student's totals for each absence reason.
<i>Student Attendance</i> (ATD42)	Produces a report that details the attendance record for each student for the date range specified (each record displays on a separate page). Data consists of each student's totals for days enrolled, present, excused, or unexcused during the date range (including the absence reason for each date), and his or her totals for each absence reason.
<i>Monthly Attendance Summary</i> (ATD03)	<p>Produces a report that summarizes attendance for the month specified.</p> <p>If the <i>Instructional Setting</i> field is included in the Enrollment atom, students tagged with a specific IS code are grouped separately.</p> <p>Note: A student whose IS code is changed on the same date the student is withdrawn is included in the ADA.</p>



Option	Description
<i>Mass Change Attendance</i>	Opens the Mass Change atom so that you can quickly update multiple attendance records at the same time.
<i>Show Attachment</i>	Enables you to view the Attendance Attachment screen if attendance attachment data exists in a cell.

Attendance Attachment Data

The Attendance Attachment screen enables you to enter additional student attendance data for any day, half-day, or period in which attendance can be recorded in the Daily and Period attendance atoms.

A small red tag displays in the upper right corner of any attendance cell that contains data in the Attendance Attachment screen.

The Attendance Attachment data function is available only if you selected the *Use Attachments* checkbox on the Advanced screen of the Attendance Setup atom.

Attendance Attachment Screen

Att Attachment

Attendance Attachment for Paquette, Roschella J.

Date: 10/12/98

Time 1 Field: Weight

Time 2 Field:

Roschella explained that her father dropped her off late because they forgot her lunch and returned home to get it.

Cancel OK



Attendance Attachment Fields

Field	Description
<i>Time 1 Field</i>	User-defined time field. Designate the field on the Advanced Screen in the Attendance Setup atom. This field might record data such as student <i>Arrival Time</i> or <i>Minutes Late</i> .
<i>Time 2 Field</i>	User-defined time field. Designate the field on the Advanced Screen in the Attendance Setup atom. This field might record data such as student <i>Departure Time</i> or <i>Minutes Early</i> .
<i>Weight</i>	Not implemented.
<i>Comments</i>	Any comments about the attendance data.

Using the Attendance Attachment Screen

These instructions indicate how to record and modify data in the Attendance Attachment screen.

Entering Attendance Attachment Data

1. Open the Daily or Period Attendance atom and display the Show Full Year tab.
2. Locate the student record.
3. Hold down the Control key and click the cell for which you want to record attendance attachment data. The Attendance Attachment screen displays.
4. Type information in any fields on the Attendance Attachment screen.
5. Click OK to close the Attendance Attachment screen.
6. Click Save on the Show Full Year tab to save the attendance attachment data. A small red tag displays in the upper right corner of the cell in which you just recorded attachment data.



Viewing or Changing Attendance Attachment Data

1. Open the Daily or Period Attendance atom and display the Show Full Year tab.
2. Locate the student record.
3. Hold down the Control key and click the cell that contains the attendance attachment data. Cells with attachment data display with a small red tag in the upper right corner. The Attendance Attachment screen displays.
4. View the information or type new information in any fields on the Attendance Attachment screen.
5. Click OK to close the Attendance Attachment screen.
6. Click Save on the Show Full Year tab to save the attendance attachment data. A small red tag displays in the upper right corner of the cell in which you just recorded attachment data.



2

Maintaining Attendance Information

This section describes these atoms that you can use to update and maintain attendance information:

- Update Attendance
- Attendance Scanning
- Mass Change



Using the Update Attendance Atom

Use the Update Attendance atom (in the Attendance folder) to update period-by-period or all-day attendance. This atom enables you to update daily attendance, half-day attendance, or period attendance for individual students in the Daily Attendance (AATD) and Period Attendance (AATP) files.

You can add, change, or delete attendance records at any time during the school year. This atom provides a quick way to enter absences for individual students. For example, you can drag and drop students from the Generic Selection atom or Student atom onto the Update Attendance atom when you are calling a list of parents to verify absences.

Update Attendance Screen

The Update Attendance screen enables you to maintain attendance records by student for the current school year. This screen displays different columns depending on your school setup.

Column	Description
<i>Student and Date Information</i>	Student's permanent ID, name, and absence start and end dates. This section displays for all schools.
<i>Daily</i>	All-day absences for schools set up to perform daily attendance, or the AM and PM absences for schools set up to perform daily half-day attendance.
<i>All Day and Bell Periods</i>	All column for all-day absences and columns for bell period absences, based on the number of periods at your school.



When your school is set up to perform period attendance, this screen displays.

Period Attendance
Update Attendance ✕

Default previous lines data when a line is added

Student and Date Information				All Day and Bell Periods										
Ln	Student ID	Student Name	From	To	AI	0	1	2	3	4	5	6	7	8
1	367	Davies, Michael	09/11/98	09/11/98	I	I	I	I	I	I	I	I	I	I
2	744	Kaplan, Nicole	09/11/98	09/11/98	V	V	V	V	V	V	V	V	V	V
3	1200	Rea, Paul P	09/11/98	09/11/98	I	I	I	I	I	I	I	I	I	I
4	1547	Van Slyke, Jennifer H	09/11/98	09/11/98	I	I	I	I	I	I	I	I	I	I

Add
Delete
Undo
Save

Update Attendance Fields

Field	Description
<i>Default previous lines data</i>	Option to default the data that you entered on the previous line to the next line when adding attendance records. This feature saves data entry time.
<i>Student ID</i>	Student's permanent ID number.
<i>Student Name</i>	Student's last and first name.
<i>From</i>	Starting date of the attendance record. This date defaults to the current date.
<i>To</i>	Defaults to the same <i>From</i> field date entered in the <i>From</i> field as you tab across the row. You can change this date as needed.
<i>Daily</i>	Absence indicator for schools set up to perform all-day daily attendance.



<i>Field</i>	<i>Description</i>
<i>AM and PM</i>	Absence indicator for schools set up to perform half-day daily attendance.
<i>All and 1 – 8</i>	Absence indicator for schools set up to perform period attendance. The <i>All</i> column indicates the absence reason code for all-day attendance. The <i>1 – 7</i> columns indicate the absence reason codes for each bell period.

Updating Attendance

These instructions show you how to change an individual student's attendance record.

1. Open the Update Attendance atom.
2. Click Add to add a new line for an attendance record.
3. In the *Student ID* column, type the student's permanent ID number. The system displays the student's last and first name in the *Student Name* column when you exit the cell.
4. In the *From* and *To* columns, type the starting and ending attendance dates using MMDDYY format. The *To* defaults to the *From* date as you tab across the row.
5. In the period columns, select an absence reason code from the pop-up list.
6. Press Add to update attendance for another student, then repeat Steps 2 through 6. You can select the *Default previous lines data when a line is added* checkbox to automatically display the previous line's entry when you click Add.
7. Click Save to update the student attendance records, or click Undo to delete the attendance data.

If you click save, the system validates each record against the school Attendance Calendar before saving the changes. After saving changes, the system displays this message:

```
All students updated successfully. Ok to clear
students from update list?
```

8. Click OK to clear the list immediately or click Cancel to display the update list.
9. Click Close.



Deleting an Attendance Record Entry

1. Open the Update Attendance atom.
2. Click the line number of the record to delete. Ensure that the entire row is highlighted.
3. Click Delete to clear the record from the matrix.
4. Click Save to update the student attendance records or click Undo to delete the attendance data.

If you click save, the system validates each record against the school Attendance Calendar before saving the changes. After saving changes, the system displays this message:

```
All students updated successfully. Ok to clear
students from update list?
```

5. Click OK to clear the list immediately or click Cancel to display the update list.
6. Click Close.

Using Attendance Scanning

Use the Attendance Scanning atom to print and scan attendance and verification sheets for both Daily Attendance and Period Attendance.

This atom cannot be launched if the Paperless Environment option in the General tab of the School atom is set.

The first step in using Attendance Scanning is to create a sheet list. This file on your system contains the student names organized into class lists and the dates that the attendance sheets cover. Create the file at the same time that you print the attendance sheets, or create the file now and print the sheets later.

When printing attendance or verification sheets, ensure that you select the correct printer and that you load blank, preprinted forms in the printer. If necessary, tell the program to restart printing if the printer jams or another error is encountered. You can print each student's cumulative total for all types of absences for the current term on the scan sheet (attendance scanning only).

When scanning attendance or verification sheets using an NCS scanner with a Select Stacker, you can continue the scanning process if an error is found on a sheet. When the *Send Error sheets to selection stacker*



checkbox (in the Attendance Scanning atom) is selected, scanned sheets are directed to the first stacker tray while sheets containing errors are directed to the second stacker tray. All error messages display when the scanning process completes.

If you are using an alternate scanner, tell the program whether to display detailed messages, stop the scanning process if an error or misfeed occurs, and update all days on a sheet instead of a specific date (attendance scanning only).

Before you begin scanning or printing, ensure that these tasks are complete:

- This software has been set up for the scanner you use. Perform scanner setup in the Scanner Options Screen of the Attendance Setup atom.
- Terms have been set up in the Term Duration Screen of the School atom.
- If your school is set up as a secondary school or an elementary school with schedules, a term has been entered in the Sections record for each section (completed in the Section atom).
- Absence Reasons to match the bubbles on your scan sheet have been created in the Attendance Setup atom. For example, if your scan sheet has A, T, and U as choices, you must set up absence reasons that match them.
- Your printer has been selected using Control Panel (Windows) or Chooser (Macintosh).



Attendance Scanning Screen

Attend Scanning
✕

Select Process

Create/Print Sheets

Scan Sheets

Sheet Type

Attendance

Verification

Special Instructions

Print

Restart printing

Create only

Print Cumulative Absences

Mark non attendance days

One sheet per period part

Processing Instructions

Form:

Sheets: to

Teacher #:

Date:

Attendance Scanning Fields

<i>Field</i>	<i>Description</i>
Select Process	
<i>Create/Print Sheets</i>	Option to create a sheet list and print attendance or verification sheets.
<i>Scan Sheets</i>	Option to scan attendance or verification sheets.
Sheet Type	
<i>Attendance</i>	Option to print or scan attendance sheets.
<i>Verification</i>	Option to print or scan verification sheets.
Special Instructions	
<i>Print</i>	Option to create and print attendance sheets.



Field	Description
<i>Restart printing</i>	Option to tell the system to restart after a printing interruption. You must also select a sheet number in the <i>Sheets</i> field of the <i>Processing Instructions</i> box.
<i>Create only</i>	Option to create sheet files without printing them.
<i>Print cumulative absences</i>	Option to tell the program to print each student's cumulative total for all types of absences for the current term on attendance scan sheets. Tardies are not included in the total.
<i>Mark non-attendance days</i>	Option to print an "x" on days that have been identified as non-attendance days in the school Attendance Calendar. This option helps prevent errors when marking bubbles on the attendance sheet.
<i>One sheet per period part</i>	Option for schools that have classes that extend over more than one bell period. When you check this box, the program prints a scan sheet for each period that the class meets, requiring attendance to be taken in each period, even if it is the same class. If you do not select this option, only one attendance sheet prints for the class regardless of the duration of the class.
<i>Show detailed messages</i>	Option to provide additional information as the sheets are scanned. The field is visible only when you select <i>Scan Sheets</i> .
<i>Stop scanner when errors occur</i>	Option to stop the scanning process whenever an error is found on a sheet or a sheet misfeeds. The field is visible only when you select <i>Scan Sheets</i> .
<i>Update all days on sheet</i>	Option to read every column on the sheet being scanned. When selected, you are not prompted to enter the scan date. The field is visible only when you select <i>Scan Sheets</i> and <i>Attendance</i> .



Field	Description
<i>Send error sheets to selection stacker</i>	Option that displays only when you are using an NCS OpScan® scanner with a select stacker and ScanTools® software is enabled. When selected, scanned sheets with errors are directed to a second scanner tray, and the scanning process continues. Misfed sheets cause the scanning process to stop; other errors do not. All error messages display when the scanning process is complete.
Processing Instructions	
<i>Form</i>	Form you are using (Attendance or Verification). The form selected on the Scanner Options Screen of the Attendance Setup atom displays in this field by default. If you are using a different form, use the pop-up list to select another form.
<i>Sheets</i>	Where to restart if you interrupted printing. The field is visible only when you restart printing.
<i>Teacher #</i>	Teacher number from which to restart, if you interrupt printing. The field is visible only when you restart printing.
<i>Date</i>	Date from which to restart, if you interrupt printing. The field is visible only when you restart printing.

Creating and Printing Attendance Sheets

You must create attendance sheets before you can print them. You also must walk through the setup process and complete all setup tasks. [See Using Attendance Scanning on page 39.](#)

Creating Attendance Sheets

1. Open the Attendance Scanning atom.
2. In the *Select Process* section, select the *Create/Print Sheets* option.
3. In the *Sheet Type* section, select the *Attendance* option.
4. In the *Special Instructions* section, select the *Create Only* option.



5. Select the *Print Cumulative Absences* checkbox to print each student's cumulative absence total of all types of absences during the current term (tardies are not included in the total).
6. Select the *Mark non-attendance days* checkbox to cross out non-attendance days with an 'x.'
7. Select the *One sheet per period part* checkbox to create a separate scan sheet for each bell period of a multi-period class.
8. Select the type of scanner form that you are using.
9. Click Create to begin creating the Attendance sheet list. The system prompts you to enter the starting date for new attendance sheets.
10. Enter the starting date for new attendance sheets, then click OK. The system creates the attendance sheet file.
11. Click Close.

Printing Attendance Sheets

1. Open the Attendance Scanning atom.
2. In the *Select Process* section, select the *Create/Print Sheets* option.
3. In the *Sheet Type* section, select the *Attendance* option.
4. In the *Special Instructions* sections, select the *Print* option.
5. Select the *Print Cumulative Absences* checkbox to print each student's cumulative absence total of all types of absences during the current term (tardies are not included in the total).
6. Select the *Mark non-attendance days* checkbox to cross out non-attendance days with an 'x.'
7. Select the *One sheet per period part* checkbox to create a separate scan sheet for each bell period of a multi-period class.
8. Select the type of scanner form that you are using.
9. Load blank forms into the printer and ensure that you have selected the correct printer using the Control Panel (Windows) or Chooser (Macintosh).



10. Click Print to begin printing Attendance sheets. The system prompts you to enter the starting date for new attendance sheets.
11. Enter the starting date for new attendance sheets, then click OK. The system prints attendance sheets.
12. Click Close to exit from the Attendance Scanning atom when you finish printing attendance sheets.

Marking Attendance Sheets

Mark attendance sheets based on the type of attendance sheet that your school uses.

One-Week Sheet

The One-Week attendance sheet (48-channel) has three bubbles for each day of the week and covers one week of attendance. The default definitions of the three bubbles are:

- **A – Absent.** This mark is recorded on the student's attendance record as an unverified absence until it is changed to a verified absence. Students with any unverified absences continue to display on the verification list until the absences are changed to some other type. Absence types can be changed by scanning the verification list or entering the information directly on the screen.
- **T – Tardy.** This mark is recorded as an excused tardy on the student's attendance record.
- **U – Unexcused Tardy.** This mark is recorded as an unexcused tardy on the student's attendance record.

If a student is initially marked A (Absent) on the attendance sheet, but comes in late, you can mark the T (Tardy) without erasing the A. When the attendance sheet is scanned, the T overrides the A.

Two-Week Sheet

The Two-Week (27-channel) attendance sheet has two bubbles for each day of the week and covers two weeks of attendance. This attendance sheet has two columns of M–F bubbles: Absent and Tardy. The default definitions of the bubbles on a two-week sheet are:



- **A – Absent.** This mark is recorded in the attendance files as an unverified absence until a note is received from the parents and it is changed to a verified absence by the attendance office.
- **T – Tardy.** This mark is recorded as an excused tardy on the student's attendance record.

If a student is initially marked A (Absent) on the attendance sheet, but comes in late, you can mark the T (Tardy) without erasing the A. When the attendance sheet is scanned, the T overrides the A.

Creating and Printing Verification Sheets

Use verification sheets to verify absences. Before you print verification sheets, create the sheet file. In addition, ensure that the setup described earlier has been performed and that you have selected your printer and set it up correctly.

Creating Verification Sheets

1. Open the Attendance Scanning atom.
2. In the *Select Process* section, select the *Create/Print Sheets* option.
3. In the *Sheet Type* section, select the *Verification* option.



4. In the *Special Instructions* section, select the *Create Only* option.
5. Select the *Delete Old Verification Sheets* checkbox to delete old verification sheets.
6. In the *Processing Instructions* box, enter instructions:
 - *Form* – Tells the system what type of form you are using (27 or 48 channel).
 - *Date* – Enables you to print verification sheets for a specific date range. Enter an ending date only in the second date field to print all unverified absences from the beginning of year until that date. Enter a beginning date only in the first date field to print all unverified absences from that date to the present. Enter both a beginning and ending date to print all unverified absences within the specified period.
7. Click Create to begin creating the Verification sheet list. The system prompts you to enter the starting date for new verification sheets.
8. Enter the starting date for new verification sheets, then click OK. The system creates the verification sheet file.
9. Click Close.

Printing Verification Sheets

1. Open the Attendance Scanning atom.
2. In the *Select Process* section, select the *Create/Print Sheets* option.
3. In the *Sheet Type* section, select the *Verification* option.
4. In the *Special Instructions* section, select the *Print* option.
5. Select the *Restart Printing* checkbox to tell the system the sheet number to start from, if you interrupted printing. You also must specify a sheet number in the *Sheets* field of the *Processing Instructions* section.
6. Select the *Delete Old Verification Sheets* checkbox to delete old verification sheets.
7. In the *Processing Instructions* box, enter instructions:
 - *Form* – Tells the program what type of form you are using, either 27 or 48 channel.
 - *Date* – Enables you to print verification sheets for a specific date range. Enter an ending date only in the second date field to print all unverified absences from the beginning of year until that date.



Enter a beginning date only in the first date field to print all unverified absences from that date to the present. Enter both a beginning and ending date to print all unverified absences within the specified period.

8. Load blank verification forms into your printer.
9. Click Print to begin printing Verification sheets. The system prompts you to enter the starting date for new verification sheets.
10. Enter the starting date for new verification sheets, then click OK. The system prints verification sheets.
11. Click Close to exit from the Attendance Scanning atom when you finish printing verification sheets.

Marking Verification Sheets

Each unverified student absence prints on verification sheets until the unverified absence is changed to some other type of absence. The verification sheets display each day of absence for each student on a separate line. You have the option of marking the following items. Typically, an attendance clerk calls parents to verify the absences that appear on these sheets.

Field	Description
<i>Absent all day</i>	Enters an all-day absence code for this student.
<i>Fill all Periods</i>	Enters the absence reason that you select in all periods for the day. If you do not mark this bubble, only the unverified (UNV) absences are changed to the selected reason.
<i>Reason for Absence</i>	Marks a reason or removes the absence by completing one of the <i>Clear Absence</i> marks.
<i>Clear Absence</i>	Changes the unverified absence to present or tardy.

Scanning Attendance and Verification Sheets

You must ensure that the scanner to which you are connected is prepared for operation according to manufacturer's instructions before you scan attendance sheets or verification sheets.



Scanning Attendance

Attend Scanning
✕

Select Process

Create/Print Sheets

Scan Sheets

Special Instructions

Show detailed messages

Stop scanner when errors occur

Update all days on sheet

Sheet Type

Attendance

Verification

Processing Instructions

Form Attendance (48 Channel)

Close Scan

Scanning Verifications

Attend Scanning
✕

Select Process

Create/Print Sheets

Scan Sheets

Special Instructions

Show detailed messages

Stop scanner when errors occur

Sheet Type

Attendance

Verification

Processing Instructions

Form Verification (48 Channel)

Close Scan



Scanning Attendance or Verification Sheets

1. Open the Attendance Scanning atom.
2. In the *Select Process* section, select the *Scan Sheets* option.
3. In the *Sheet Type* section, select either *Attendance* or *Verification* as the type of sheets you want to scan.
4. From the *Special Instructions* box, select the options you want. All options in the *Special Instructions* box apply to scanning sheets.
 - *Show detailed messages* – Tells the system to provide more detailed information as sheets are scanned. For example, when you select this option, student names are displayed in the scanning message window along with the number of the sheet being scanned.
 - *Update all days on sheet* – Tells the system to read every column on each sheet being scanned. When this option is selected, the system does not prompt you to enter the date. This option is available for attendance scanning only.



- *Send error sheets to selection stacker* – Tells the system to continue the scanning process when an error is found on a sheet. Sheets with errors are directed to a second stacker tray, and the scanning process continues. This option displays only when you are using an NCS OpScan scanner with a Select Stacker, and ScanTools is enabled.
5. In the *Processing Instructions* section, select the correct form type.
 6. Click Scan to begin the scanning process. If you did not select the *Update all days on sheet* option (for attendance sheets only), the system prompts you to enter the date.
 7. Enter the date and click OK to begin scanning data into attendance files.
 8. Misfed sheets cause the scanning process to stop. Reload the misfed sheets and click Resume.
 9. Click Pause to pause the scanning process. Click Resume to resume the scanning process at any time.
 10. Click Missing Sheets to print any missing sheets. The system compares the scanned sheets to the sheet file in the program and provides a list of sheets that were not scanned.
 11. If the *Send error sheets to selection stacker* checkbox is selected, the error messages display when the scanning process is complete. Click Edit to scroll through the messages.
 12. Click Close. The system records changes to attendance information that you entered on the verification sheets. These changes display on each student's record in the Daily or Period Attendance atoms.



Mass Change Atom

You can use the Mass Change atom (in the Attendance module) to update multiple attendance records at the same time. This atom enables you to enter the same attendance data for students in one group, one class, multiple classes, or all classes school-wide.

To use the Mass Change atom, you must define the criteria that determine which student records get updated. You also define the date or dates for the attendance change and specify the actual change or new attendance record. Based on your specified criteria, the system modifies data in the Daily or Period Attendance records for affected students. Attendance modifications also display in the Class Attendance screen.

You can change the attendance reason type of a student through Period Attendance, Daily Attendance, Mass Change, and the Classxp module. You require Update or All security rights at the Field and File levels in the Security atom for AATD (Daily Attendance) or AATP (Period Attendance) in order to change the attendance.

Mass Change Screen

The Mass Change screen contains fields for defining the criteria that determine which students and dates are affected by a mass attendance change. The screen also contains fields for specifying the change or new record. The fields that display vary depending on whether your school is set up to use schedules and whether it is a Daily or Period school. All student criteria (except grade level) are optional.



Period Attendance Mass Change Screen

Period Attendance
Mass Change ✕

Select a group of students from the following criteria:

Grade <input type="text" value="ALL"/>	Group <input type="text"/>
Teacher <input type="text"/>	Section <input type="text"/>
Course <input type="text"/>	

Change period reason
 Fill Period Reasons
 Change all day reason
 Use Rules List

Mass change reasons from **to**

on the date **through**

for the period range **through**

Include all day code

Daily Attendance Mass Change Screen

Daily Attendance
Mass Change ✕

Select a group of students from the following criteria:

Grade <input type="text" value="ALL"/>	Group <input type="text" value="Band"/>
Teacher <input type="text"/>	Section <input type="text"/>
Course <input type="text"/>	

Mass change reasons from **to**

on the date **through**



Mass Change Fields – Change Period Reason

<i>Field</i>	<i>Description</i>
<i>Grade</i> (GRD Table)	Determines whether a change is made for students in a certain grade level or for students in all grade levels. The field defaults to ALL but you can select another item from the pop-up list.
<i>Group</i> (GRP Table)	Limits the change to students in the specified group. The group must have been defined previously using the Student Groups atom.
<i>Teacher</i>	Limits the change to students assigned to the specified teacher. This field includes teacher number and name. The teacher name automatically displays when you type a number and exit the field.
<i>Section</i>	Limits a change to students in the specified section. Enter a Section ID to specify a section. This field does not display for elementary schools without schedules.
<i>Course</i>	Limits the change to students enrolled in the specified course. This field contains the course ID and title. A course title automatically displays when you type an ID and exit the field. This field does not display for elementary schools without schedules.
<i>Change Period Reason</i>	Changes absence reasons for specific periods of the day. (Period attendance only.)
<i>Fill Period Reasons</i>	Fills a range of periods over a specified date range with the absence reason from one specified period. You can also choose to update the <i>All Day Code</i> . (Period attendance only.)
<i>Change All Day Reason</i>	Change absence reasons for the <i>All Day Code</i> . (Period attendance only.)



Field	Description
<i>Use Rules List</i>	Enables you to mass change period attendance based on a pre-defined list of rules. (Period attendance only.)
<i>Mass change reasons from</i>	Absence reason to be replaced using a mass change. Select the old reason from the school-defined list. If you are entering new data only and not changing old data, you can leave the default that displays.
<i>to</i>	New absence reason to be entered. Select a reason from the school-defined list.
<i>on the date</i>	Start of the range of dates for which a mass change should occur.
<i>through</i>	End of the range of dates for which a mass change should occur. To make a change for only one date, specify the <i>through</i> date the same as <i>on the date</i> .
<i>Select part of day to change</i>	Specify whether the program should change data for the entire day, just the morning session, or just the afternoon session in the date range specified. Select an item from pop-up list. This field displays only for schools set up for half-day attendance.
<i>for the period range</i>	Period at the start of the range of periods for which a mass change should occur. This field does not display for Daily Attendance schools.
<i>through</i>	Specifies the period at the end of the range of periods for which a mass change should occur. To make a change for one period, specify the <i>through</i> period the same as the <i>for</i> period. This field does not display for Daily Attendance schools.



<i>Field</i>	<i>Description</i>
<i>Include all day code</i>	Enables you to update codes in the <i>All Day</i> column of the Period Attendance atom. When you perform the mass change, the reason you select in the <i>Mass change reasons to</i> field of the Mass Change screen is entered in the <i>All Day</i> column in period attendance records for appropriate students.

Mass Change Screen – Fill Period Reasons

This screen does not display for Daily Attendance schools.

Period Attendance
Mass Change ✕

Select a group of students from the following criteria:

Grade <input type="text" value="ALL"/>	Group <input type="text" value="Band"/>
Teacher <input type="text"/>	Section <input type="text"/>
Course <input type="text"/>	

Change period reason
 Fill Period Reasons
 Change all day reason
 Use Rules List

Mass change the period range **through**
on the date **through**
to the reason currently in period

Include all day code

Mass Change Fields – Fill Period Reasons

<i>Field</i>	<i>Description</i>
<i>Mass change the period range</i>	First period in a range of periods to be changed using a mass change. Select a period from the school-defined list.



Field	Description
<i>through</i>	Last period to be changed using a mass change. Select a period from the school-defined list. To make a change for only one period, select the same period in the <i>through</i> and <i>Mass change the period range</i> fields.
<i>on the date</i>	Start of the range of dates for which a mass change should occur.
<i>through</i>	End of the range of dates for which a mass change should occur. To make a change for only one date, specify the <i>through</i> date the same as <i>on the date</i> .
<i>to the reason currently in period</i>	Period that contains the absence reason that you want entered in the selected period range.
<i>Include all day code</i>	Enables you to update codes in the <i>All Day</i> column of the Period Attendance atom. When you perform the mass change, the reason you select in the <i>Mass change reasons to</i> field of the Mass Change screen is entered in the <i>All Day</i> column in period attendance records for appropriate students.



Mass Change Screen – Change All Day Reason

Period Attendance		Mass Change ✕	
Select a group of students from the following criteria:			
Grade	ALL ▾	Group	Band ▾
Teacher	<input style="width: 100%;" type="text"/>	Section	<input style="width: 100%;" type="text"/>
Course	<input style="width: 100%;" type="text"/>		
<input type="radio"/> Change period reason <input type="radio"/> Fill Period Reasons <input checked="" type="radio"/> Change all day reason <input type="radio"/> Use Rules List			
Mass change All Day Code to () Present ▾			
on the date		through	
09/25/98		09/25/98	
for the period range		through	
06 ▾		08 ▾	
if 1 ▾ or more reasons of type Any Non-Tardy ▾ occured during the day.			
			<input type="button" value="Close"/> <input type="button" value="Change"/>

Mass Change Fields – Change All Day Reason

<i>Field</i>	<i>Description</i>
<i>Mass Change All Day Code to</i>	Absence reason that you want entered as the all-day code on the records of the selected students.
<i>on the date</i>	Start of the range of dates for which a mass change should occur.
<i>through</i>	End of the range of dates for which a mass change should occur. To make a change for one date, specify this date the same as the <i>on the date</i> field.
<i>for the period range</i>	First period in a range of periods to be changed using a mass change. Select a period from the school-defined list.



<i>Field</i>	<i>Description</i>
<i>through</i>	Last period to be changed using a mass change. Select a period from the school-defined list. To change only one period, specify the <i>through</i> period the same as the period in the <i>for the period range</i> field.
<i>If ___ or more reasons of type ___ occurred during the day</i>	Number and type of reasons that you want to use to select the students whose records require change.

Mass Change Screen – Use Rules List

The fields that display depend on whether your school is set up as a Daily or Period attendance school. This screen displays for Period Attendance schools.

Period Attendance
Mass Change ✕

Select a group of students from the following criteria:

Grade <input type="text" value="ALL"/>	Group <input type="text" value="Band"/>
Teacher <input type="text"/>	Section <input type="text"/>
Course <input type="text"/>	

Change period reason
 Fill Period Reasons
 Change all day reason
 Use Rules List

Mass change using rules list

on the date
 through

Mass Change Fields – Use Rules List

<i>Field</i>	<i>Description</i>
<i>Mass change using rules list</i>	Predefined list of rules to be used for the mass change. Select a rules list from the pop-up list.



<i>Field</i>	<i>Description</i>
<i>on the date</i>	Start of the range of dates for which a mass change should occur.
<i>through</i>	End of the range of dates for which a mass change should occur. To make a change for only one date, specify the <i>through</i> date the same as <i>on the date</i> field.

Considerations for Attendance Mass Change

- The affected student range becomes narrower as you define more student criteria fields. For example, if you enter criteria in all student criteria fields, your mass change affects only student records for the same grade, course, section, and group.
- The affected student range becomes broader as you define fewer student criteria fields. For example, if you enter criteria in only the *Grade* field, your mass change affects all students in the specified grade level. If you accept the default 'ALL' in the *Grade* field, you can change records for the entire student body.
- Specify the date range as narrowly or broadly as you want. To affect only one date, specify the same date in the *on* and *through* date fields.
- Depending on how you open the Mass Change atom, criteria may already display in the criteria fields. You can accept, change, or delete the existing criteria.

For example, if you open the Mass Change atom after displaying a class in the Class Attendance atom (and the *Remember Last Entity* option has been selected in the User atom), the *Teacher*, *Section*, and *Course* fields in the Mass Change atom display data from the Class Attendance atom. If you drag and drop a field from the Teacher atom, the *Teacher* field is completed.

- If you select the *Change All Day Reason* option and you use this atom to mass change the *All Day* code, the system does not change any verified absences that are already recorded. It does change unverified and blank absences.



Performing a Mass Change

1. Open the Mass Change atom.
2. In the *Grade* field, select the affected grade from the pop-up list. ALL defaults to affect the entire student body.
3. In the *Teacher* field, type a teacher number to restrict the change to students assigned to a specific teacher.
4. In the *Group* field, select a group from the pop-up list to restrict the change to the students who belong to the specified group.
5. In the *Section* field, type a Section ID to restrict the change to students who belong to the specified section.
6. In the *Course* field, type a Course ID to restrict the change to students who are in the specified course.
7. At period attendance schools, select the *Change Period Reason* option to change the absence reason for specific periods. Continue to the *Changing Absence Reasons for Specific Periods* section.
 - For period attendance schools, you can select the *Fill Period Reasons* option to complete periods with absence codes from one specified period.
 - You can select the *Change All Day Reasons* option to change the absence reason for the all-day code.
 - For period attendance schools, select the *Use Rules List* option to mass change period attendance based on a pre-defined list of rules.

Changing Absence Reasons for Specific Periods

1. In the *Mass change reasons from* field, select the absence reason to replace from the pop-up list.
2. In the *To* field, select the new absence reason to enter from the pop-up list.
3. In the *on the date* field, enter the start of the range of dates for which a mass change should occur.
4. In the *through* field, enter the end of the range of dates for which a mass change should occur. When you want to make a change for a single date, specify this field the same as the *on the date* field.



5. In the *for the period range* and *through* fields, select the starting and ending periods for which you want to change the absence reason. If you want to change only one period, select the same period in both fields.
6. Select the *All day* code when you want the all-day field to be completed with the absence reason that you already selected.
7. Click Change to initiate a mass change. The system displays the Query progress bar in the Message Center as the program performs the mass change.

Alternatively, click Close to stop a mass change.
8. Click Close.

Entering Period Reasons

1. In the *Mass change the period range* field, select the first period in a range of periods to be changed from the pop-up list.
2. In the *through* field, select the last period in a range of periods to be changed from the pop-up list. When you want to make a change for a single date, specify this field the same as the *Mass change the period range* field.
3. In the *on the date* and *through* fields, enter the range of dates for which a mass change should occur. When you want to make a change for a single date, enter the same date in these fields.
4. In the *to the reason currently in period* field, select the period that contains the absence reason that you want to enter in your specified periods from the pop-up list.
5. Select the *Include all day code* option if you want the all-day field to contain the absence reason currently in your selected period.

Click Change to initiate a mass change. The system displays the Query progress bar in the message center as the program performs the mass change.

Alternatively, click Close to stop a mass change.
6. Click Close.

Changing Absence Reasons for All Day

Use this function to change unverified or blank all day codes to another absence reason.



1. Select the *Change all day reason* option.
2. In the *Mass change All Day Code to* field, select the reason code you want entered on these student records.
3. In the *on the date* and *through* fields, enter the range of dates for which a mass change should occur.
4. In the *for the period range* and *through* fields, select the starting and ending periods for which you want to change the absence reason. If you want to change only one period, select the same period in both fields.
5. Select the number of reasons and reason type you want to use as a basis for selecting the student records to be changed.
6. Click Change to initiate a mass change. Any record that meets the criteria at the top of the screen and has the required number of reasons of the type you select is changed to your selected code.
7. Alternatively, click close to stop a mass change.
8. Click Close.

Using a Rules List

You must define your rules using the Attend Rule Def atom before applying rules to a mass change.

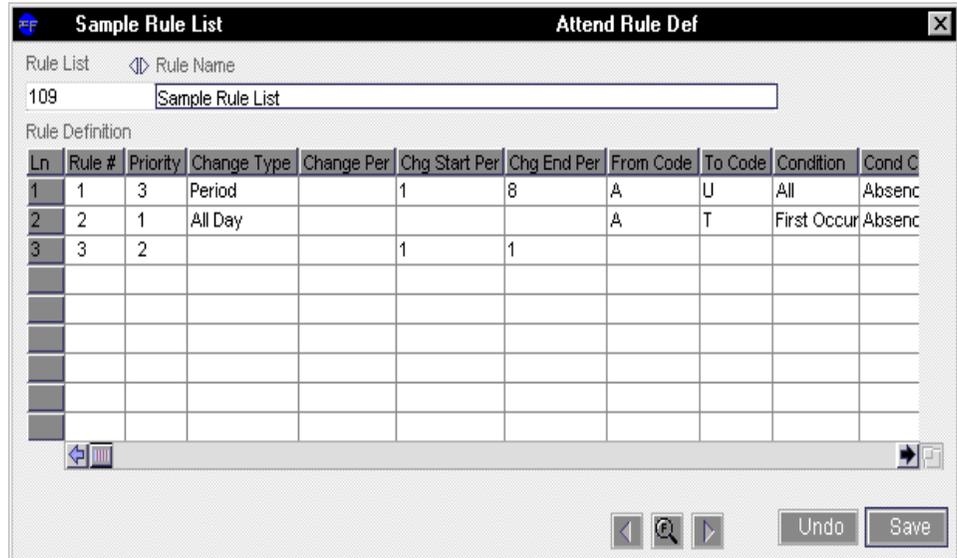
1. In the *Mass change using rules list* field, select the pre-defined list of rules to use during the mass change from the pop-up list.
2. In the *on the date* and *through* fields, enter the range of dates for which a mass change should occur. If you want to make a change for a single date, type the same date in both fields.
3. Click Change to initiate a mass change (or click Close to abandon a mass change). The system displays the Query progress bar in the message center as the program performs the mass change.
4. Click Close.



Attendance Rule Definition Atom

The Attend Rule Def atom enables you to define attendance rules so that the system can analyze period absences and update the All Day Code and individual period absence codes during the Mass Change process.

Attendance Rule List Definition Screen



Attendance Rule List Definition Fields

Field	Description
<i>Rule List</i>	Identification number of the rule list.
<i>Rule Name</i>	Name of the rule list.
<i>Rule #</i>	Number of the specific rule in the list.
<i>Priority</i>	Priority of the rule (from 1 to 999 where 1 is the highest priority). The priority determines the order in which the system processes the rules. A zero temporarily disables a rule.
<i>Change Type</i>	Type of mass change (All Day or Period) performed by the rule.



Field	Description
<i>Change Per</i>	Indicates whether to change codes for all periods or only for the specified periods.
<i>Chg Start Per</i>	First period to be changed.
<i>Chg End Per</i>	Last period to be changed.
<i>From code</i>	Code that you want to change.
<i>To code</i>	Code that replaces the original code.
<i>Condition</i>	<p>Check condition that controls whether a code is changed.</p> <ul style="list-style-type: none"> • None – No condition to verify for the change. • Any – Performs the change if any of the specified periods contain the specified absence code, type, or group. • First Occurrence – Performs the change if the first occurrence of attendance within the specified periods contains the specified absence code, type, or group. • All – Performs the change if all of the specified periods contain the specified absence code, type, or group. • Only – Performs the change if the absences posted in any of the specified periods match the specified absence code, type, or group. • Count – Performs the change if the specified periods contain the designated number of the specified absence code, type, or group.
<i>Cond Code Type</i>	Indicates whether the check condition is based on absence codes, absence types, or absence groups.
<i>Cond Code</i>	Absence code, type, or group used by the check condition.
<i>Cond End Pd</i>	Last period to evaluate for the check condition.



<i>Field</i>	<i>Description</i>
<i>Cond Strt Pd</i>	First period to evaluate for the check condition.
<i>Fill Pd</i>	Period containing the reason you want to use to fill the specified periods.
<i>Per Cnt</i>	Number of occurrences that must contain the specified absence code, type, or group.

Attendance Rule Detail Screen

The Attendance Rule detail screen displays when you select the Add Rule Definition option from the Rule menu to change:

- All day code.
- Period codes.
- Fill period codes.

Sample Rule List
Attend Rule Def ✕

Rule List	Rule Name			
109	Sample Rule List			

Rule #	Priority			
1	3			

Change All Day
 Change Periods
 Fill Period

Change periods in range 1 to 8

From code (A) Unverified To (U) Unexcused if condition All

period contain Absence type of Unverified

for periods in range 1 to 8

Undo
Save



Attendance Rule Detail Fields

<i>Field</i>	<i>Description</i>
Change All Day Fields	
<i>From code</i>	Code that you want to change.
<i>To</i>	Code that replaces the original code.
<i>if condition</i>	<p>Check condition that controls whether a code is changed.</p> <ul style="list-style-type: none"> • None – No condition to verify for the change. • Any – Performs the change if any of the specified periods contain the specified absence code, type, or group. • First Occurrence – Performs the change if the first occurrence of attendance within the specified periods contains the specified absence code, type, or group. • All – Performs the change if all of the specified periods contain the specified absence code or type. • Only – Performs the change if the absences posted in any of the specified periods match the specified absence code or type. • Count – Performs the change if the specified periods contain the designated number of the specified absence code, type, or group.
<i>_ or more</i>	Number of periods that must contain the specified check condition.
<i>period contain</i>	Indicates whether the check condition is based on absence code, type, or group.
<i>of</i>	Absence code, type, or group used by the check condition.
<i>for periods in range _ to</i>	Range of periods to evaluate for the check condition.



<i>Field</i>	<i>Description</i>
Change Periods Fields	
<i>Change</i>	Indicates whether you want to change all periods in the specified range to the specified code or change only periods that contain an absence code that matches the one in the <i>From code</i> field.
<i>periods in range _ to</i>	Range of periods you want to change.
<i>From code</i>	Code that you want to change. Displays only if you select Only in the <i>Change</i> field.
<i>To</i>	Code that replaces the original code.
<i>if condition</i>	<p>Check condition that controls whether a code will be changed.</p> <ul style="list-style-type: none"> • None – No condition to verify for the change. • Any – Performs the change if any of the specified periods contain the specified absence code, type, or group. • First Occurrence – Performs the change if the first occurrence of attendance within the specified periods contains the specified absence code, type, or group. • All – Performs the change if all of the specified periods contain the specified absence code, type, or group. • Only – Performs the change if the only absences posted in any of the specified periods match the specified a absence code, type, or group. • Count – Performs the change if the specified periods contain the designated number of the specified absence code, type, or group.
<i>period contain</i>	Indicates whether the check condition is based on absence codes or absence types.



Field	Description
<i>_ or more</i>	Number of periods that must contain the specified check condition.
<i>of</i>	Absence code, type, or group used by the check condition.
<i>for periods in range _ to</i>	Range of periods to evaluate for the check condition.
Fill Periods Fields	
<i>Change the period range</i>	Range of periods you want to change.
<i>to the reason currently in the period</i>	Period containing the absence code to which you want to change the specified periods.

Using the Attendance Rule List Definition Atom

These instructions indicate how to define, add, and delete rule lists as well as how to disable and delete specific rules in rule lists.

Defining a Rule List

1. Open the Attendance Rule List Definition atom.
2. From the Data menu, select the Add Rule List option.
3. In the *Rule List* field, type up to three digits to identify the rule list.
4. In the *Rule Name* field, type a name for the rule list.
5. Click Save to save the rule list.

Deleting a Rule List

1. Open the Attendance Rule List Definition atom.
2. Locate the rule list that you want to delete.
3. From the Data menu, select the Delete Rule List option.
4. Click OK to confirm deletion of the rule list.



Adding Rules to Change the All Day Code

1. Open the Attendance Rule List Definition atom.
2. Locate the rule list to which you want to add a rule.
3. From the Rule menu, select the Add Rule Definition option. The Attendance Rule Detail screen displays.
4. In the *Priority* field, type a rule priority from 1 to 999 to indicate the order in which the rule is processed, where 1 is the highest priority.
5. Select the Change All Day option.
6. In the *From Code* field, select the all-day code you want to change.
7. In the *To* field, select the code to replace the original all-day code.
8. In the *If condition* field, select a check condition option.
9. In the *_ or more* field, select the number of periods that must contain the check condition. This option displays only if you select *Count* in the *if condition* field.
10. In the *period contain* field, select whether the check condition is based on absence codes, absence types, or absence groups.
11. In the *of* field, select the absence type or code used by the check condition.
12. In the *for periods in range* field, select the range of periods to evaluate for the check condition.
13. Click Save to add the rule to the rule list.

Adding a Rule to Change Period Codes

1. Open the Attendance Rule List Definition atom.
2. Locate the rule list to which you want to add a rule.
3. From the Rule menu, select the Add Rule Definition option. The Attendance Rule Detail screen displays.
4. In the *Priority* field, type a rule priority from 1 to 999 to indicate the order in which the rule is processed.
5. Select the Change Periods option.
6. In the *Change* field, select All to change all periods in the specified range or Only to change only periods that contain an absence code that matches the one specified in the *From code* field.



7. In the *periods in range* field, select the range of periods you want to change.
8. In the *From Code* field, select the period code you want to change.
9. In the *To* field, select the code to replace the original period code.
10. In the *If condition* field, select a check condition option.
11. In the *_ or more* field, select the number of periods that must contain the check condition. This option displays only if you select *Count* in the *if condition* field.
12. In the *periods contain* field, select whether the check condition is based on absence codes, absence types, or absence groups.
13. In the *of* field, select the absence type or code used by the check condition.
14. In the *for periods in range* field, select the range of periods to evaluate for the check condition.
15. Click Save to add the rule to the rule list.

Adding Rules to Fill Period Codes

1. Open the Attendance Rule List Definition atom.
2. Locate the rule list to which you want to add a rule.
3. From the Rule menu, select the Add Rule Definition option. The Attendance Rule Detail screen displays.
4. In the *Priority* field, type a rule priority from 1 to 999 to indicate the order in which the rule is processed.
5. Select the Fill Period option.
6. In the *Change the period range* fields, select the range of periods you want to change.
7. In the *to the reason currently in period* field, select the period that contains the absence code you want to use to fill the selected range.
8. Click Save to add the rule to the rule list.

Disabling Rules Temporarily

1. Open the Attendance Rule List Definition atom.
2. Locate the rule list containing the rule you want to disable.



3. In the *Priority* field for the rule, type **0**.
4. Click Save to save the modified rule list.

Deleting Rules

1. Open the Attendance Rule List Definition atom.
2. Locate the rule list containing the rule you want to delete.
3. Click the line number for the rule you want to delete. Ensure that the entire row is highlighted.
4. From the Rule menu, select the Delete Rule Definition option.
5. Click Save to save the rule list.



3

Using Attendance Capabilities

This section describes these additional capabilities of atoms in the Attendance module:

- Attendance Letters
- Phone Dialer

Using the Attendance Letters Atom

You can use the Attendance Letters atom (in the Attendance folder) to send letters to parents about excessive absences of their children. This atom enables you to create and print a list of students whose absences exceed a preset limit.

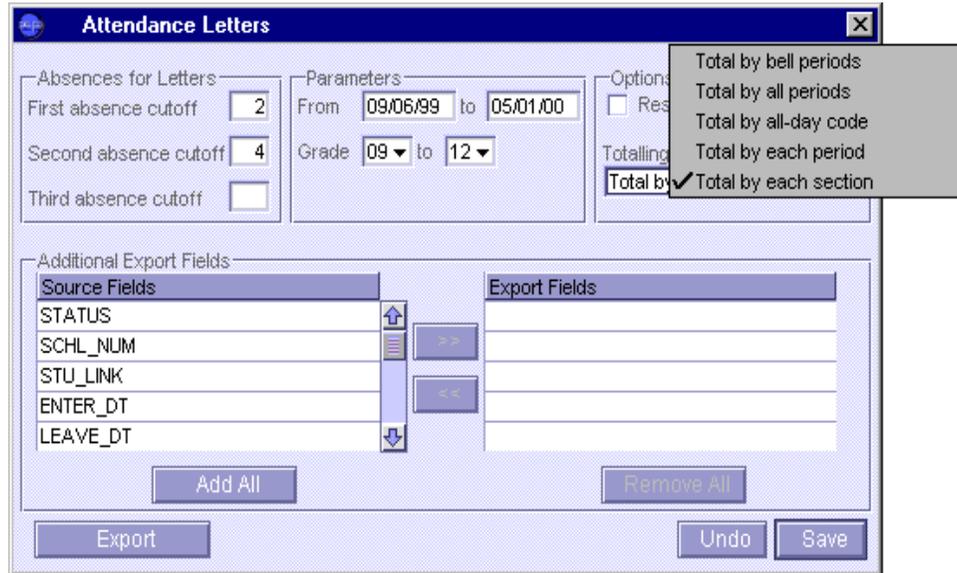
You can maintain up to three different letters to send when absences exceed each of three preset limits. The system tracks the letters that were sent already so that you can send letters of increasing severity as absences increase. As appropriate, reset the counters that track this information for a new term.



This atom also enables you to create an export list that can be used to generate attendance letters. The export list contains fields of information (such as name and address) that can be used by most word processing software to perform a mail merge. The program creates three ASCII-delimited files (one for each type of letter).

Attendance Letters Screen

The Attendance Letters screen enables you to set the parameters that govern who receives attendance letters and which of the three attendance letters to send. You can also select the fields that you want to use to create attendance letters.



Attendance Letters Fields

<i>Field</i>	<i>Description</i>
Absences for Letters	
<i>First Absence Cutoff</i>	Number of absences that a student must accumulate to be included in the export list for the first attendance letter. Absence reasons to be included in letters are set up in the Attendance Setup atom.



Field	Description
<i>Second and Third Absence Cutoff</i>	Number of absences that a student must accumulate to be included in the export list for the second or third attendance letter. The system treats a blank field as a zero. So, if you are not using the second or third cutoffs, they should be set to a high number such as 999.
Parameters	
<i>From/to</i>	Date range for which absences are accumulated. The defaults in these fields are the first day of the period (<i>From</i>) and the current date (<i>to</i>). You can change the dates as required. The system checks dates to ensure that they are school days.
<i>Grade/to</i>	Range of grades for which you want to create an export list. Select the grades from the pop-up list. If you are creating letters for one grade only, specify both fields with the same grade number. For example, to limit the letters to the ninth grade only, set the <i>Grade</i> field to 9 and the <i>to</i> field to 9.
<i>Track</i>	Track for which you want to accumulate absences and create an export list. This field displays only if your school is set up to use tracks in the School atom.



<i>Field</i>	<i>Description</i>
Options	
<i>Reset Counters</i>	Clears the counters that record which letter (1, 2, or 3) the students received and on what date the export list was created. The next export starts the tracking again, and all students again receive the first letter.
<i>Totaling Methods</i>	<p>Enables you to select the method by which absences are calculated.</p> <ul style="list-style-type: none"> • <i>Total by Bell Periods:</i> Number of absences for any one period during the day. The extract file displays a single absence total for the corresponding cut-off. • <i>Total by All Periods:</i> Number of absences for all periods. You can set your cut-off based on the total number of absences during the date range. The extract file displays a single absence total for the corresponding cut-off. • <i>Total by All Day:</i> Number of absences for the all-day code. This option applies only when you use Period Attendance. The extract file displays an absence total for the corresponding cut-off for each period. • <i>Total by Each Period:</i> The number of absences in each period during the date range. The extract file displays a single absence total for the corresponding cut-off. This option produces identical results as <i>Total by bell periods</i> but it uses section attendance. • <i>Total by Each Section:</i> The number of absences in each section included in the date range. <p>Note: Section Linking enables you to link the details of an existing section to a new one.</p>



<i>Field</i>	<i>Description</i>
Additional Export Fields	
<i>Source Fields</i>	<p>Lists the fields that are available for inclusion in the export file. These fields are used by word processing software to create letters using the mail merge feature.</p> <p>These fields are always exported; you can select any other fields that you want from the list in the <i>Source Fields</i> list.</p> <ul style="list-style-type: none"> • <i>Parent</i> – Name of parent or guardian from the Student screen. • <i>Addr1</i> – Street address line of address. • <i>Addr2</i> – City, state, zip code line of address. • <i>Formatted Student Name</i> (first MI last). • <i>PermNum</i> – Student ID number. • <i>P0, P1, P2, ...</i> – Period number. Use this only if your school is set up for period attendance. • <i>A0, A1, A2, ...</i> – Cumulative absences for each period for each student. Use this only if your school is set up for period attendance. • <i>Absences</i> – Total daily absences. Use this only if your school is set up for Daily Attendance.
<i>Export Fields</i>	Displays all fields that you selected for inclusion in your export list.



Creating Attendance Letter Export Lists

The Attendance Letter atom enables you to create a list of students who need to receive attendance letters, and an export list of fields to be used for a mail merge. The export list that you create can be used by most word processing software to generate attendance letters.

Each word processing package uses this list in a slightly different manner. See the user manual for your word processing software for instructions on how to use the list of fields that is generated by the SASIxp software.

1. Open the Attendance Letters atom.
2. Enter cutoffs for the number of absences that qualify a student to receive the first, second, and third absence letters.

If this is the first time you are creating an export list or if you selected the *Reset Counters* checkbox, all students get letter #1, regardless of the number of absences they have accumulated.

If you use only one absence letter regardless of the number of absences, you have two choices:

- You can enter the same cutoff number in all three fields. All students with absences above the cutoff point receive a letter every time they are generated (for a maximum of three times). However, it would be better to select *Reset Counters* every time you generate letters.
 - You can enter your preferred cutoff in the first field and a high number (such as 999) in the other two absence cutoff fields. Students receive a letter the first time they exceed the cutoff, but do not receive letters after that (because they don't ever surpass the limit).
3. Enter the date range for this set of absence letters. The default dates are the date for the beginning of the term and the current date. You can change either date.
 4. Select the grades that you want to include in this set of absence letters from the pop-up list.
 5. If your school uses tracks, enter the track for this set of absence letters. This field does not display if your school does not use tracks.
 6. To reset the counters that indicate the last letter that a student received, select the *Reset Counters* option. The system resets the counter and all students on the export list receive the first letter.



7. Select the fields to include in the export list.

Click Add All to include all fields in the export list.

Click the individual field names in the *Source Fields* list to highlight them, then click the >> arrow to copy the field names to the *Export Fields* list. Alternatively, double-click a field name to copy it to the *Export Fields* list.

To remove one or more fields from this list, highlight the field name in the *Export Fields* list and click the << arrow. To clear all field names from the *Export Fields* list, click Remove All.

8. Click Export to create the export list. To stop the export process at any time, click Stop in the message center.
9. The export list for each letter is created and a message pops up asking if you want to change the storage location of the export list.

If you click Yes, a save window appears to specify the save location.

If you click No, the lists are sent to the DATAFILE folder within the SASIxp folder. The lists are given these file names, where ??? indicates the school number:

1ST???.LTR for the first letter
 2ND???.LTR for the second letter
 3RD???.LTR for the third letter

10. When the list is complete, the system displays this message:

```
Print list of student receiving letters.
```

Click No if you do not want to print a list of students included in this export list. Click Yes to print this list. The printed list provides you with a reference copy that displays the date, student's name, and the letter number that was sent on this date.

Creating an Attendance Letter Template

To generate attendance mail merge letters, create a letter template using your word processing software that calls for the field names in the SASIxp software. The definition requirements vary depending your software. These are examples of some attendance letter formats that you can use.



First Letter

(1st nnn .ltr file where nnn is the school number)

M/M John Q. Smith *{Parent/Guardian Name}*
 4555 Main Street *{Addr1}*
 Libertyville, OK 88555 *{Addr2}*
 RE: Jimmy Q. Smith *{PermNum}*, Student # 995222 *{PermNum}*

Dear Parent:

The attendance records at our school show that your child has been marked absent from class for more than 6 days. Below are the absences that were reported for each period of the day.

Period: <i>{P0, P1, etc.}</i>	0	1	2	3	4	5
Absences: <i>{A0, A1, etc.}</i>	1	7	3	5	5	

We are concerned about the number of classroom instruction days that your child is missing. I am sure that you agree that there is a correlation between good attendance and achievement in school. If you have any questions, please contact the counseling department at 555-1234.

Sincerely,

George Jones
 Assistant Principal



Second Letter

(2ndnnn.ltr file where *nnn* is the school number)

M/M John Q. Smith
4555 Main Street
Libertyville, OK 88555

RE: Jimmy Q Smith, Student # 995222
Dear Parent:

The attendance records at our school show that your child has been marked absent from class for more than 12 days. Below are the absences that were reported for each period of the day.

Period:	0	1	2	3	4	5
Absences	1	14	3	5	7	9

If your child misses school in the future due to illness, a doctor's note will be required to excuse your child's absence. If you have any questions, please contact the counseling department at 555-1234.

Sincerely,

Mary Lou Phillips
Assistant Principal



Third Letter

(3rd nnn .ltr file where nnn is the school number)

M/M John Q. Smith
4555 Main Street
Libertyville, OK 88555

RE: Jimmy Q. Smith, Student #995222
Dear Parent:

The attendance records at our school show that your child has been marked absent from class for more than 18 days. Below are the absences that were reported for each period of the day.

Period:	0	1	2	3	4	5
Absences	6	22	3	5	10	13

If you do not advise our counseling department of the reason for the excessive absences, we will be required to drop your child from enrollment at our school, making him or her ineligible for promotion at the end of the school year. If you have any questions, please contact the counseling department at 555-1234.

Sincerely,

Bart Cooker
Principal



Using the Phone Dialer Atom

This atom enables you to create a file of information that is used by automatic phone dialing software to place telephone calls to students or parents. Use this function:

- To call parents when a student is absent for a specified number of periods or days.
- To call specific groups of students, such as an athletic team, to advise them of a change in a scheduled activity.
- To send telephone reminders to all parents or groups of parents regarding meetings or upcoming school events.

The software products that are supported by the Phone Dialer atom are PhoneMaster™, PhoneMaster II, PhoneMaster III, PhoneMaster 2000, Watson Dialer, and Center Voice. The PhoneMaster software runs on an IBM-compatible PC that must have the appropriate dialing hardware with phone dialing software loaded on the system hard drive.

The phone dialer software to make telephone calls uses the list that you create in the SASIxp software.

Phone Dialer Screen



Phone Dialer Fields

<i>Field</i>	<i>Description</i>
Parameters	
Setting parameters enables you to limit the group of students who are included in the list that you create for the Phone Dialer software. In addition, you can use a system filter.	
<i>From/to</i>	Range of dates to use for absence calculation.
<i>Grade/to</i>	Range of grades to use in the list.
<i>Track</i>	Tracks that you want included from the pop-up list. This field displays only if your school is set up to use tracks in the School atom.
<i>Select Students</i>	<p>Click this button to open the generic selection atom where you can select students to include in the call list. Use <i>Select Students</i> when you want to limit the list created from the entire grade or track to a smaller group of students.</p> <p>Students can also be selected based on a system filter (KEEP or SKIP) generated by the Query atom. If you are using a system filter, it may not be necessary to use <i>Select Students</i> unless you want to further limit the selected group of students.</p>



<i>Field</i>	<i>Description</i>
Processing Instructions	
<i>Phone Dialer Type</i>	Type of phone dialer software that you are using from the pop-up list. The products currently supported are: PhoneMaster, PhoneMaster I, PhoneMaster II, PhoneMaster III, PhoneMaster 2000, Watson Dialer, and Center Voice. These options default from the school setup.
<i>Use Absences</i>	<p>Indicates whether to use absences as the basis for creating the list. Do not use this option when creating another type of list, such as sports team members. For a period attendance school, when you select this option, the <i>All Day Code</i>, <i>Period Absences per Day</i>, and <i>Number of Period Absences</i> selections display.</p> <p>For a daily attendance school, only the <i>Number of Absences</i> field displays. When you use this option, be sure to check the date range designated in <i>Parameters</i>.</p> <p>Absence Reasons to be included in the dialer are set up in attendance setup.</p>
<i>Multiple List Output</i>	Select this checkbox if you want to divide the students into several lists; for example, if your school has several phone dialers or several phone lines being used by the dialer and you want to divide the total list among them. Additional options display.
<i>Number of Lists</i>	Number of lists you want to create. Displays when you select the <i>Multiple List Output</i> checkbox. The program divides the students by putting the first student in the first list, the second student in the second list, and so on. Typically, you create one for each phone line or dialer.
<i>10 Digit Local Numbers</i>	Select this checkbox if you want the program to dial the area code as well as the seven-digit number for local calls.



Field	Description
<i>Suppress Long Distance "1"</i>	Select this checkbox if you want the system not to dial '1' before the phone number.
If the School is a Period Attendance School	
<i>All Day Code</i>	Displays when you select the <i>Use Absences</i> checkbox. Select this option for the system to review the all day absence code in each student's record to include them in the list.
<i>Number of Daily Absences</i>	Displays when you select the <i>All Day Code</i> option. Enter the number of all-day absences within the defined date range that the system should use as a minimum for inclusion in the list.
<i>Period Absences per Day</i>	Displays when you select the <i>Use Absences</i> checkbox. Select this option for the system to review the number of periods a student was absent to include them on the phone dialer list.
<i>Number of Period Absences</i>	Displays when you select the <i>Period Absences per Day</i> option. Enter the number of periods of absences per day within the defined date range that the system should use as a <i>minimum</i> for inclusion in the list. A large number causes the system to be more selective. For example, if you enter 6 in a school with 6 periods, only students with all six periods marked absent are selected. If one teacher fails to report the student absent, the student is not included.
If the School is a Daily Attendance School	
<i>Number of Absences</i>	Displays when you select the <i>Use Absences</i> checkbox. Enter the number of absences within the defined date range to use as a minimum for inclusion in the list.



Creating a Phone Dialer List

Before you create a phone dialer list, you may want to set selection criteria using a system filter created in the Query atom. This step enables you to select students based on many types of criteria (such as instructional setting).

1. Open the Phone Dialer atom.

The parameters that you set to select students for the phone dialer list are treated as “AND” conditions. To be included in the list, the student must be in the grades or tracks that were selected AND they must have at least the number of absences you selected in the date range you selected AND they must be on the “Select Students” list (if you create one). All of the parameters are optional. Each one restricts the selection of students on the list.

2. In the *Date* field, enter the date range that the list should cover. The date range applies only when you are creating a list based on attendance records.
3. In the *Grade* field, select the grades to include from the pop-up list.
4. If your school is a track school, enter the track range from which to draw the list. If your school is not set up as a track school, this field does not display.
5. To select a small group of students individually, click Select Students. The system displays the Generic Selection Screen. Select students from this screen.

Do not use Select Students if you intend to select the *Use Absences* checkbox in the Processing Instructions section.

6. In the *Dialer Type* field, select the phone dialer software that you are using from the pop-up list.
7. Select *Use Absences* if you are creating a list for calling the homes of absent students. The system displays the *All day Code* and *Period Absences per day* fields. If you are creating a list for a different purpose, such as calling members of a sports team, do not select the *Use Absences* option.
8. If you want to create the list based on whether the all day code is marked in the student’s attendance record, select *All Day Code*. Then enter the number of days within the defined date range that you want to use as the minimum cutoff for inclusion in the list in the *Number of Absences* field.



OR

If you want to base the telephone dialer list on the number of period absences in a day, select the *Period Absences per Day* option. Enter the number of period absences on any day within the defined date range as the minimum cutoff in the *Number of Period Absences* field.

9. If you want more than one list, select the *Multiple List Output* option. The program splits the list into several smaller lists.
10. In the *Number of Lists* field, select the number of lists you want to create from the pop-up list.
11. Select the *10 Digit Local Numbers* and *Suppress Long Distance "1"* checkboxes if your school serves an area that uses 10-digit local telephone numbers.
12. Click OK to create the list (or click Cancel to quit without creating one).

The list system creates a file named PDLnXXX.ext, (*n* is the list number, *XXX* is your school number, and *ext* is the file name extension. If you create more than one list, there is a PDL1XXX, PDL2XXX, and so on.

When the system dialog box displays, select the destination for the PDL file.

The file name extension varies according to the version of PhoneMaster that you select in the *Dialer Type* field. PhoneMaster 2000 uses a file extension of .PCS. All other versions use a file extension of .LST.

13. Close the Phone Dialer atom.
14. Copy the PDL file that was created on the hard drive of the PC where PhoneMaster is used. The file always has the same name, regardless of the day it was created. If you do not want to overwrite the old file, change the old or new file name.



4

Setting Up Attendance

Some attendance setup occurs in the School atom where you specify attendance type, number of tracks, track type, phone dialer, and whether your school offers Saturday classes. However, most attendance setup occurs in the Attendance Setup atom (in the Attendance module). Typically, the district office personnel set up the attendance options.

The Attendance Setup atom enables you to define the Attendance Calendar for the school year, all attendance reporting periods, a list of absence reasons, reports groups, and scanner options. You also can set up for half-day attendance.

Define attendance setup before the beginning of each school year. Setup options typically do not change after that time. The attendance setup automatically applies to the school and year that you are logged into.



Attendance Setup Atom

The Attendance Setup atom consists of these screens:

- Calendar
- Report Periods
- Bell Schedules
- Absence Reasons
- Other Options
- Scanner Options
- Advanced

Calendar Tab

You use the Calendar tab to set up the Attendance Calendar for the current school year. All attendance atoms (including Daily Attendance, Period Attendance, and Class Attendance) return to information in the Attendance Calendar for regular attendance days, vacation days, holidays, staff development days, and for any other non-attendance days. If your school uses scheduling cycles and period rotation, you can assign the days of the cycle to calendar periods.

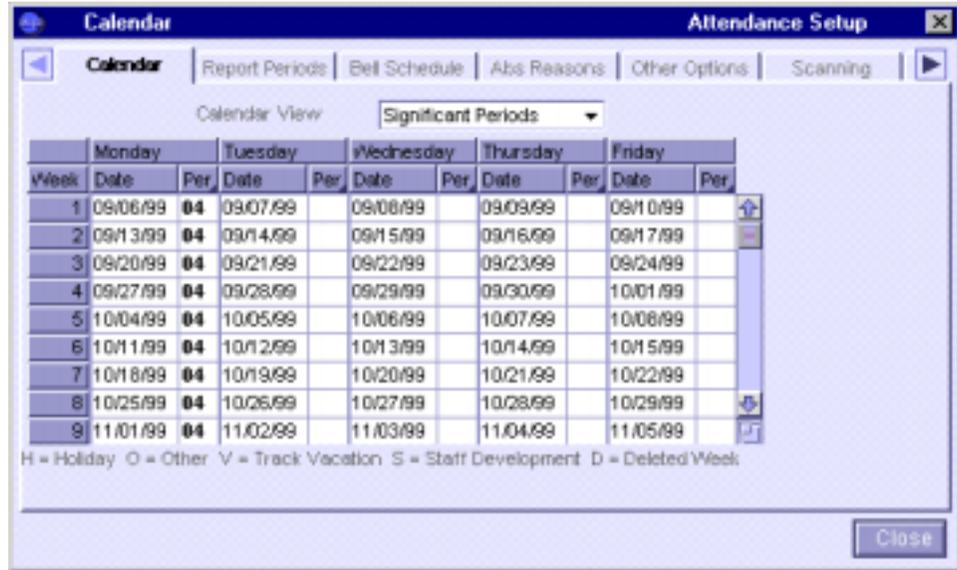
Calendar Attendance Days View

	Monday			Tuesday			Wednesday			Thursday			Friday						
Week	Date	B	R	T	Date	B	R	T	Date	B	R	T	Date	B	R	T			
1	09/06/99	0		H	09/07/99	0	B		09/08/99	0	A		09/09/99	0	B		09/10/99	0	A
2	09/13/99	0	A		09/14/99	0	B		09/15/99	0	A		09/16/99	0	B		09/17/99	0	A
3	09/20/99	0	A		09/21/99	0	B		09/22/99	0	A		09/23/99	0	B		09/24/99	0	A
4	09/27/99	0	A		09/28/99	0	B		09/29/99	0	A		09/30/99	0	B		10/01/99	0	A
5	10/04/99	0	A		10/05/99	0	B		10/06/99	0	A		10/07/99	0	B		10/08/99	0	A
6	10/11/99	0	A		10/12/99	0	B		10/13/99	0	A		10/14/99	0	B		10/15/99	0	A
7	10/18/99	0	A		10/19/99	0	B		10/20/99	0	A		10/21/99	0	B		10/22/99	0	A
8	10/25/99	0	A		10/26/99	0	B		10/27/99	0	A		10/28/99	0	B		10/29/99	0	A
9	11/01/99	0	A		11/02/99	0	B		11/03/99	0	A		11/04/99	0	B		11/05/99	0	A

H = Holiday O = Other V = Track Vacation S = Staff Development D = Deleted Week



Calendar Significant Periods View



Calendar Fields

<i>Field</i>	<i>Description</i>
<i>Calendar View</i>	You can toggle between the normal calendar and significant period view. In the significant period view, you can identify a significant period for each day in the attendance calendar from a pop-up list of periods.
<i>Week</i>	Number for each week in the Attendance Calendar. This column is also the line number for each row.
<i>Day of Week</i>	Sub-columns for Date, Bell Schedule, Rotation, and Track. There is a column for each school day (Monday through Friday). If <i>Meet on Saturday</i> is selected in the School atom, the matrix also includes a column for Saturday.



Field	Description
<i>Date</i>	Date for each day in the Attendance Calendar. Dates fall in the appropriate <i>Day of Week</i> column and are entered automatically when you set up the calendar. Each school day has a column.
<i>B</i> (Bell)	Bell schedule for each day in the Attendance Calendar.
<i>R</i> (Rotation)	Code for the rotation day assigned to this day. This column displays only if your school uses a schedule cycle. Selections from the pop-up list are defined by the day codes that you set up in the Rotation Definitions atom. You can change the day code for one day only or you can rotate the entire calendar forward from the day you select. Choose the blank selection to clear the field.
<i>T</i> (Track)	<p>Identify attendance and non-attendance days for the track displayed in the <i>Track Selection</i> box. Attendance days are designated by blank cells. Non-attendance days are identified with a tag selected from the pop-up list.</p> <p>The column labels are dependent on the track type selected in the School atom. For Traditional (no tracks), these columns are labeled with T. For Alpha, they are labeled with a track letter. For Numeric, they are labeled with a track number. Each school day has a track column.</p>
<i>Per</i> (Period)	In the significant period view, you can identify a significant period for each day in the attendance calendar using the pop-up list of periods.



<i>Field</i>	<i>Description</i>
<i>Track Selection</i>	Enables you to select the track to work with or display in all track columns in the Calendar screen. This field displays only if you entered a number in the <i>Tracks</i> field in the School atom. To display a specific track calendar, use the pop-up list to select the appropriate track.
<i>Non-Attendance Day Codes</i>	Listed under the screen to indicate what the non-attendance day codes represent in track columns.

Setting Up the Attendance Calendar

Attendance Calendar setup should occur before the school year begins. You need to enter the beginning and ending school year dates. The SASixp software completes the span of attendance dates.

You can identify non-attendance dates for the various tracks at your school. You also can select a bell schedule for each track if your school uses bell schedules. However, you must first define the bell schedules in the Bell Schedule screen. Finally, you can set up for period rotation if applicable at your school. Again, you must first define the rotation in the Rotation Definition atom.

1. Open the Attendance Setup atom and display the Calendar tab. If the calendar is blank, the system prompts you to enter the beginning and ending dates of the school year.
2. In the fields provided, enter the complete beginning and ending school year dates in mm/dd/yy format where mm represents the two-number format of the month, dd represents the two-number format of the day, and yy represents the two-number format of the year.
3. Click OK (or click Cancel to abandon calendar setup). The system automatically completes the calendar with all days between your specified beginning and ending dates. If your beginning or ending dates fall in the middle of the week, the system adjusts the calendar to display the Monday before your beginning date and the Friday after your end date.
4. To specify non-attendance dates for the school year or current track, click cells for those dates in track columns and use the program-defined list of non-attendance codes to select the appropriate code. Leave cells blank for attendance days.



- Columns are labeled T if you select the traditional (no track) track type in the School atom.
 - Columns are labeled A for the first track if you select the Alpha track type in the School atom. The column label changes when a different track is chosen from the Track Selection box above the Calendar matrix.
 - Columns are labeled 1 for the first track if you select the Numeric track type in the School atom. The column label changes when a different track is chosen from the Track Selection box above the Calendar matrix.
5. If your school uses period rotation, click the *R* cell for the first date in the calendar and select a day code from the pop-up list. The day codes are defined in the Rotation Definition atom. For example, if your day codes are A – E and you want the first calendar day to be an “A” day, select A in the cell for the first day of the year. A dialog box displays with this message:
- Do you want to rotate the calendar to the end of the year?
- Use one of these options:
- Click OK to create a rotating calendar for the entire school year starting at the date you just selected. The calendar is readjusted forward from that day.
 - Click Cancel to put the day code in the cell you just selected without rotating the schedule for the entire year. Use this option when you want to change only one day of the rotation without affecting the rest of the year.
6. If your school uses bell schedules, specify the bell schedule to be used for each date in the school year or current track from the pop-up list.
7. If your school has more than one track, define non-attendance days and bell schedules for each track. You can select tracks one at a time or display them all at once.
8. If your school identifies certain periods in each day as significant periods, toggle the calendar view to the significant period view. Then, you can click the *Per* field to specify the significant period from the pop-up list of periods. Toggle the calendar view back to the Attendance Days view.
9. Click Save to save the data, or click Undo to erase the data.
10. Click OK to confirm that you want to save all changes.



Changing the Attendance Calendar

1. Open the Attendance Setup atom.
2. From the Attendance Setup menu, select the Change Calendar option. The system displays this message:

WARNING: All dates will be changed! This change WILL affect attendance files. Are you sure?
3. Click OK to proceed. The system prompts you to enter the beginning and ending dates of the school year.
Alternatively, click Cancel to cancel.
4. In the fields provided, enter the complete beginning and ending school year dates.
5. Click OK. The system completes the calendar with all days between your specified beginning and ending dates. If your beginning or ending dates fall in the middle of the week, the system adjusts the calendar to display the Monday before your beginning date and Friday after your end date.
Alternatively, click Cancel to stop the calendar setup.
6. To specify new non-attendance dates for the school year or current track, click cells for those dates in track columns and use the program-defined list of non-attendance codes to select the appropriate code. Leave cells blank for attendance days.
7. If your school uses bell schedules, change the bell schedule to be used for each date in the school year or current track from the pop-up list.
8. If your school has more than one track, define new non-attendance days and bell schedules for each track. You can select tracks one at a time or display them all at once.
9. If your school identifies certain periods each day as significant periods, toggle the calendar view to the significant period view. Then, you can click the *Per* field to specify the significant period from the pop-up list of periods. Toggle the calendar view back to the Attendance Days view.
10. Click Save to save the data, or click Undo to erase the data.
11. Click OK to confirm that you want to save all changes.



Performing a Mass Change

1. If you are working by column, click the heading for one *B* (Bell Schedule) column or hold down the Shift key and click headings for several columns. If you are working by row, click the week number for one week or hold down the Shift key and click several week numbers.
2. Select a bell schedule from the list in any highlighted Bell Schedule cell. Click any highlighted track cell to select a non-attendance day tag. A warning message advises that you are about to mass change all selected dates.
3. Click OK to continue. The system automatically enters or changes bell schedules or tags in the highlighted columns or rows.

Alternatively, click Cancel to cancel.

4. Click the *Week* row heading to clear highlighting from all selected columns or rows.
5. Click Save to save the data, or click Undo to erase the data.

If the confirm change option is selected in the current School or User record, the system displays a dialog box. Click OK to confirm that you want to save all changes.

Deleting a Week

You can delete one or more weeks so that those dates do not display in the Attendance atom screens or on Attendance scanner sheets. The dates still display in the Attendance Calendar but they are tagged with D (delete).

1. Click the week number for one week or hold down the Shift key and click week numbers for multiple weeks. Ensure that each row is highlighted.
2. From the Data menu, select Delete week. Track cells for dates in the selected week or weeks are tagged with D (for delete).
3. Click the *Week* row heading to clear highlighting from all selected rows.
4. Click Save to save the data, or click Undo to erase the data.
5. Click OK to confirm the week deletion.



Setting Up Reporting Periods

Once you set up an Attendance Calendar, you can define attendance reporting periods in the Report Periods tab of the Attendance Setup atom. These periods can vary for each track used by your school. The reporting periods are used for attendance reports.

The attendance program automatically defines 4-week attendance periods. You can leave this screen blank if you report attendance every 20 school days. However, if your reporting periods are other than every four weeks, enter the correct dates for each period.

The system validates the dates that you enter to identify the beginning and end of a reporting period against the current Attendance Calendar. If you enter an invalid date, the system displays a message. You must re-enter the date before you can continue.

Period	Start Date	Stop Date	Period	Start Date	Stop Date
1	09/06/99	10/06/99	11		
2	10/11/99	11/12/99	12		
3	11/15/99	12/17/99	13		
4	12/20/99	01/21/00	14		
5	01/24/00	02/25/00	15		
6	02/28/00	03/31/00	16		
7	04/03/00	05/05/00	17		
8	05/08/00	06/16/00	18		
9			19		
10			20		



Report Periods Fields

<i>Field</i>	<i>Description</i>
<i>Track Selection</i>	Enables you to select the track to work with in both matrixes. This selection displays only if your school is set up as a track school in the School atom.
<i>Left or Right Matrix</i>	Each row is devoted to one attendance reporting period. The <i>Period</i> column contains a number for each reporting period. The <i>Start Date</i> column contains the starting date for each reporting period list. The <i>Stop Date</i> column contains the stop date for each reporting period listed. The system validates start and stop dates against the Attendance Calendar.

Defining Reporting Periods

1. Open the Attendance Setup atom and display the Report Periods tab.
2. Go to the first *Start Date* cell in the first matrix and type the starting date of the first reporting period.
3. In the *Stop Date* field, type the ending date for the first reporting period.
4. Enter dates in additional *Start Date* and *Stop Date* fields to define additional reporting periods for the current track (you can define up to 20). If you complete all 10 rows in the first matrix, click in the first *Start Date* cell in the matrix on the right to enter more dates.
5. Select additional tracks from the *Track Selection* box above the first matrix and repeat Steps 2 through 4 if you are using more than one track.
6. Click Save to save the data, or click Undo to erase the data.
7. Click OK to confirm the data save.



Setting Up Bell Schedules

If your school uses Bell Schedules, you can establish up to nine different schedules in the Bell Schedules tab. You must establish bell schedules before you assign Bell Schedules on the Attendance Calendar.

Typically, continuation schools use this function. If your school uses Classroomxp, you also need to set up bell schedules.

Period	Start Time	Stop Time	Total	Passing Time
1	8:00AM	8:50AM	0:50	0:10
2	9:00AM	9:50AM	0:50	0:10
3	10:00AM	10:50AM	0:50	0:10
4	11:00AM	11:50AM	0:50	0:10
5	1:00PM	1:50PM	0:50	0:10
6	2:00PM	2:50PM	0:50	0:10
7				
8				
9				
10				

Bell Schedules Fields

<i>Field</i>	<i>Description</i>
<i>Period</i>	Number for each period in the school's schedule. A maximum of 12 periods can be set up in the School atom.
<i>Start Time</i>	Starting hour and minute for each period in a schedule. If you enter just digits, the program automatically inserts a colon and adds AM when you exit the cell. For afternoon time, you'll need to type PM.



Field	Description
<i>Stop Time</i>	Stopping hour and minute for each period in a schedule. If you enter just digits, the program automatically inserts a colon and adds AM when you exit the cell. For afternoon time, you'll need to type PM.
<i>Total</i>	Total number of minutes in each period. This number is automatically calculated by the program when you exit the <i>Stop Time</i> field. A total is not calculated if the value for either the start or stop time is zero.
<i>Passing Time</i>	Time allotted for passing from one period to the next; for example, 10 minutes may be allotted for going to the next classroom. If you enter passing times, you'll need to adjust <i>Start Time</i> (unlike <i>Total</i> , these numbers are not automatically entered by the program).
<i>Bell Schedule Selection Box</i>	Enables you to select the bell schedule to work with from the bell schedule matrix. You can modify the program-assigned titles (Bell Schedule 1, Bell Schedule 2) to make them more descriptive.

Defining Bell Schedules

1. Open the Attendance Setup atom and display the Bell Schedule tab.
2. Select a title for the new schedule from the list at the top of the page. You can change the title.
3. Enter start times and stop times for each period of the day. For afternoon time, you must type PM. The system calculates *Total* and *Time Processing*.
4. In the *Passing Time* column, enter the amount of time allotted for passing from one period to the next. If you enter a passing time, make sure the next start time begins at the end of the passing period.
5. If you are using more than one Bell Schedule, select another designation from the selection box at the top of the matrix and enter start and stop times for the second bell schedule.
6. Click Save to save the new schedule, or click Undo to erase the data.



Defining Absence Reasons

Using the Absence Reasons tab you can define the absence reasons used in the Attendance atoms and most attendance reports. Define up to 50 absence reasons. All reasons defined on this tab comprise the pop-up list that displays in Attendance atoms (including Daily Attendance, Period Attendance, Class Attendance, and Mass Change). These reasons are used in attendance reports and letters, and as verification reasons for attendance scanner sheets.

Add or delete reasons using options on the Data menu. Do not delete reasons after your teachers or attendance clerks start entering attendance data.

Num	Cd	Title	Abbr	Type	Receives Apportion	Included in Dialer	Included in Letters	Included in Reports
1	A	Unverified	UNV	Unverified		Yes	Yes	Yes
2	C	Truant	CUT	Unexcused		Yes	Yes	Yes
3	I	Illness	ILL	Excused	Yes	Yes	Yes	Yes
4	S	Suspended	SUS	Unexcused		Yes	Yes	Yes
5	T	Tardy	TDY	Unexcused Tardy	Yes	Yes		Yes
6	U	Unexcused	UNX	Unexcused		Yes	Yes	Yes
7	V	Activity	ACT	Excused	Yes	Yes	Yes	Yes
8	W	Waiver	WAI	Excused	Yes	Yes		Yes
9	X	Excused	EXC	Excused	Yes	Yes	Yes	Yes

Absence Reasons Fields

Field	Description
<i>Num</i>	Line number for each row. You can click a line number to select a row and highlight it.
<i>Cd</i>	One-character code for each absence reason defined by the school. Codes display in parentheses on pop-up lists in attendance-related atoms and display as bubbles on attendance verification scan forms.



<i>Field</i>	<i>Description</i>
<i>Title</i>	A 10-character description for each absence reason defined by the school. Descriptions display on pop-up lists in attendance-related atoms.
<i>Abbr</i>	A 3-character abbreviation for each absence reason defined here by the school. Abbreviations display in cells in attendance-related atoms when you select reasons from the pop-up list.
<i>Type</i> (<i>ATR table</i>)	Type for each absence reason. You can view absence totals by reason type in the Daily Attendance and Period Absence atoms. You can classify multiple reasons under one type. For example, Illness, Lice, and Other might qualify as Excused absences. Because unverified absences require follow-up, Unverified should be the only absence reason classified under the Unverified type. Note: The Non-Enrollment absence reason applies only to the State of New Jersey. Users in New Jersey must select New Jersey in the localization tab of the School atom.
<i>Receives Apportion</i>	Indicates whether an absence reason meets state criteria for attendance funding. The correct setting of indicators in this column is critical in calculating totals for attendance reports. Click Yes (to enable funding) or leave blank (does not enable funding).
<i>Included in Dialer</i>	Indicates whether the phone dialer program uses this absence reason. Typically, a school makes calls regarding unverified or unexcused absences. Click Yes (call the home) or leave blank (reason does not merit a call).
<i>Included in Letters</i>	Indicates whether the attendance letters program uses this absence reason. Click Yes (send letter) or leave blank (reason does not merit a letter).



<i>Field</i>	<i>Description</i>
<i>Included in Reports</i>	Indicates whether the selected absence reason should be included in all attendance reports. Click Yes (reason should be included) or leave blank (reason should not be included).
<i>Absence Group</i>	Indicates the absence reasons group to which the absence reason belongs. Use this field when setting up Mass Change rules.

Adding Absence Reasons

1. Open the Attendance Setup atom and display the Abs Reasons tab.
2. From the Data menu, select the Add Reason option. The system adds a line for the record that you want to add.
3. In the *Cd* field, type a code for the absence reason. Codes display in parentheses on pop-up lists in attendance-related atoms.
4. In the *Title* field, type a title or description for the absence reason. Descriptions display on pop-up lists in attendance-related atoms.
5. In the *Abbr* field, type an abbreviation for the absence reason. Abbreviations display in cells in attendance-related atoms when you select reasons from the pop-up list.
6. In the *Type* field, select the absence type from the pop-up list.
7. Click the *Receives Apportion* field to select Yes if the absence reason meets state criteria for attendance funding. Leave blank if the reason does not enable for funding.
8. Click the *Included in Dialer* field to select Yes if the absence reason should be used by the school's auto dialer system. Leave blank if the reason does not merit a call.
9. Click the *Included in Letters* field to select Yes if the absence reason should be used by the attendance letters program. Leave blank if the reason does not merit a letter.



10. Click the *Included in Reports* field to select Yes if the absence reason should be included in attendance reports. Leave blank if it should not be included.
11. In the *Absence Group* field, select the absence group to which the absence reason belongs.
12. Click Save to save the new data, or click Undo to erase the data.

Deleting Absence Reasons

1. Open the Attendance Setup atom and display the Absence Reasons screen.
2. Click the line number for the reason you want to delete. Ensure that the row is highlighted.
3. From the Edit menu, select the Delete option. The system removes the record from the matrix.
4. Click Save to delete the record from the absence reason list.

Setting Up Other Options

The Other Options tab enables you to perform miscellaneous attendance setup such as defining report groups, selecting the half-day attendance option, specifying periods when attendance should be taken, and more. Other options vary according to whether you select Daily or Period Attendance in the School atom. For period attendance schools, the number of periods that you set up affects the options that display. Although you can designate a total of 26 periods, you can enter attendance data in only 14 of those periods.



Period Attendance School

Other Options
Attendance Setup ✕

Calendar
Report Periods
Bell Schedule
Abs Reasons
Other Options
Scanning
Advanced

Description	09	10	11	12
Report Groups	9	9	9	9

Description	09	10	11	12
Instructional Days	180	180	180	180
Non-Instructional Days	0	0	0	0
Day Length in Minutes	350	350	350	350

Periods of the day when attendance is taken

01	02	03	04	05	06	07	08						
----	----	----	----	----	----	----	----	--	--	--	--	--	--

Attendance by Significant Period

Close

Daily Attendance School

Other Options
Attendance Setup ✕

Calendar
Report Periods
Bell Schedule
Abs Reasons
Other Options
Scanning

Description	0K	01	02	03	04	05	06
Report Groups	K	1	1	1	4	4	4

Description	0K	01	02	03	04	05	06
Instructional Days	180	180	180	180	180	180	180
Non-Instructional Days	3	3	3	3	4	4	4
Day Length in Minutes	330	330	330	330	330	330	330

School is Using Half Day Attendance

Close



Other Options Fields

Field	Description
<i>Report Groups (ATC table)</i>	Group in which to include each grade level for subtotal purposes when running Monthly Attendance Summary reports, available from the Daily Attendance or Period Attendance atom. The table displays a field for each grade level defined in the School atom.
<i>Instructional Days</i>	State-specific number of instructional days (students and teachers are present) for each grade level in the matrix.
<i>Non-Instructional Days</i>	State-specific number of non-instructional days (only teachers are present) for each grade level in the matrix.
<i>Day Length in Minutes</i>	Number of minutes in the school day for each grade. Use this field if your school is not using bell schedules but still needs to specify the length of the school day.
Schools Defined as a Daily Attendance School	
<i>School is Using Half Day Attendance</i>	Enables a daily attendance school to take half-day attendance. When this option is selected, pairs of AM and PM columns display on all screens in the Daily Attendance and Class Attendance atoms. In addition, a field labeled <i>Select part of day to change</i> displays in the Mass Change screen. This option displays only if <i>Daily</i> is selected as the attendance type in the School atom.



<i>Field</i>	<i>Description</i>
Schools Defined as a Period Attendance School	
<i>Periods of Day When Attendance is Taken</i>	Enables you to specify the periods when attendance should be taken if the school uses 14 periods or more. When a school uses less than 14 periods, this software assumes attendance is taken every period. This table displays only if <i>Period</i> is selected as the attendance type in the School atom and the total number of periods defined is 14 or more.
<i>Attendance by Significant Period</i>	Enables you to designate a significant period for each day in the attendance calendar. If you select this option, the significant period attendance reason displays and prints in the all day code on all screens and reports.

Adding Other Options

1. Open the Attendance Setup atom and display the Other Options tab.
2. In the *Report Groups* fields, select the report group in which each grade should be included for Monthly Attendance Summary reports from the pop-up lists.
3. In the *Instructional Days* fields, type the number of days for each grade (optional).
4. In the *Non-Instructional Days* fields, type the number of days for each grade (optional).
5. In the *Day Length in Minutes* field, type the number of minutes for each grade (optional).
6. To activate half-day attendance for a daily-attendance school, select *School is Using Half Day Attendance*.
7. If your school uses 14 periods or more, define the periods when attendance should be taken in the *Periods of day when Attendance is taken* field.
8. To enable attendance by significant period, select *Attendance by Significant Period*. Then specify the significant period you want to use on the Calendar screen from the Significant Period view.



9. Click Save to save the new data, or click Undo to erase the data.

Setting Scanner Options

Use the Scanning tab to set up how the system interacts with the scanner and scanner forms that your school uses for attendance. All fields in this screen contain pop-up lists with values that you defined in the Tables atom.

Scanner Options Fields

<i>Field</i>	<i>Description</i>
<i>Scanner Form</i> (SCA table)	Type of scanner form your school uses. Select from a pop-up list of four choices: 27 channel (long/skinny timing marks), 48 channel (short/fat timing marks), 1 week, or the NCS 1 week tear off (48ch) form.
<i>Scanner Verification Form</i> (SCV table)	Type of scanner verification form your school is using. Select from a pop-up list with three choices: 27 channel, 48 channel, or the 48 channel P/Gnm form.



Field	Description
<i>Verification Sheet Reason</i>	Any absence reasons to be verified in the two additional columns available on 48- channel verification forms. These fields apply only to 48-channel forms. Select a reason from the pop-up list defined in the Absence Reasons screen of Attendance Setup.
<i>Sheet File Type</i>	Identifies whether your school uses a two-week or one-week sheet file. <ul style="list-style-type: none"> • 48-channel forms – Two-week sheets have two bubbles for each day. One-week sheets have three bubbles for each day. • 27-channel forms – Use to record absences and tardies for one week or to record absences for two weeks. When you use the form for two weeks, select Two Week Sheet File (for tracking excused and unexcused tardies separately).
<i>Scanner (SCN table)</i>	Scanner your school uses; for example, NCS OpScan. Select from a school-defined pop-up list.
<i>Port (PRT table)</i>	Port to which your scanner attaches. Select from a school-defined pop-up list.
<i>Print Mark Darkness (PMD table)</i>	Degree of darkness of printed mark (slug) on 48-channel scanner sheets that can be read successfully; for example, 10. The setting varies depending upon how dark your printer normally prints.
<i>Pencil Mark Darkness (PMD table)</i>	Degree of darkness of pencil marks on 48-channel scanner sheets that are read successfully; for example, 7. The setting varies depending upon how dark each attendance bubble is colored. If your scanner seems to pick up too many stray pencil marks, this number can be increased.



<i>Field</i>	<i>Description</i>
<i>Pencil Mark Difference (PMD table)</i>	<p>Acceptable difference in darkness between two pencil marks in the same selection group; for example, 4.</p> <p>In this example, if the valid mark has a darkness of 6 and the erasure has a darkness of 4, the program disregards the erasure when the difference setting is 2 or lower. It would not disregard the erasure if the difference setting were at 3, but instead report an error. If your scanner is not differentiating between the marks and erasures, increase this number.</p>



<i>Field</i>	<i>Description</i>
<p><i>Absence Reasons Bubble 1–2</i></p>	<p>Absence reason that is recorded for each of the two (or three) bubbles on your attendance sheet. Select from the pop-up list of absence reasons. The Present setting is the default.</p> <p>If you do not change the reasons in these fields, these Present defaults apply to the bubbles on your attendance sheets.</p> <p>One-Week Sheet</p> <ul style="list-style-type: none"> ● A – Absent. This mark is recorded on the student’s attendance record as an unverified absence until it is changed to a verified absence. Students with any unverified absences continue to display on the verification list until the absences are changed to some other type. Absence types can be changed by scanning the verification list or entering the information directly on the screen. ● T – Tardy. This mark is for an excused tardy. It is recorded as a tardy on the student’s attendance record. ● U – Unexcused Tardy. This mark is recorded as an unexcused tardy on the student attendance record. <p>Two-Week Sheet</p> <ul style="list-style-type: none"> ● A – Absent. This mark is recorded in the attendance files as an unverified absence until a note is received from the parents and it is changed to a verified absence by the attendance office. ● T – Tardy. This mark is for an excused tardy. It is recorded as a tardy on the student’s attendance record. <p>The ability to define the meanings of the bubbles on your attendance sheets gives you the flexibility to take positive attendance with scan sheets.</p>



Setting Up Scanner Options

1. Open the Attendance Setup atom and display the Scanner Options tab.
2. In the *Scanner Form* field, select the type of scanner form that your school uses from the pop-up list.
3. In the *Scanner Verification Form* field, select the type of scanner verification form that your school uses from the pop-up list.
4. If your school uses 48-channel verification forms, select two additional absence reasons in the *Verification Sheet Reason* fields.
5. In the *Sheet File Type* field, select the sheet file type from the pop-up list.
6. In the *Scanner* field, select the scanning device that your school uses from the pop-up list.
7. In the *Port* field, select the port to which your scanner connects from the pop-up list.
8. In the *Print Mark Darkness* field, select the minimum degree of darkness that is acceptable for printed marks on scanner sheets from the pop-up list.
9. In the *Pencil Mark Darkness* field, select the minimum degree of darkness that is acceptable for pencil marks on scanner sheets from the pop-up list.
10. In the *Pencil Mark Difference* field, select the acceptable difference in darkness between erasures and valid pencil marks from the pop-up list.
11. Click Save to save the data, or click Undo to erase the data.



Setting the Advanced Options

You can use the Advanced tab to set up this software to use attachments or section attendance. Attachments are additional attendance data that you can enter for each student. Section attendance enables you to process, total, and report attendance by class instead of period.

If you do not use section attendance, system reports include the attendance data for the first period of the group. If you use section attendance, system reports include attendance data for the first period by individual classes.

Advanced Fields

Field	Description
<i>Use Attachments</i>	Activates attendance attachments in the Period or Daily Attendance atoms.
<i>Time 1 Heading</i>	Name to use for the first time field in the attendance attachment, such as Arrival Time or Minutes Late. Displays only if you select the <i>Use Attachments</i> checkbox.



Field	Description
<i>Time 2 Heading</i>	Name to use for the second time field in the attendance attachment, such as Departure Time or Minutes Early. Displays only if you select the <i>Use Attachments</i> checkbox.
<i>Use Time As</i>	Time format to use: <ul style="list-style-type: none"> • <i>minutes</i> - Displays time information as a total number of minutes. • <i>time</i> - Displays time information as a time of day.
<i>Use Section Attendance</i>	Activates section attendance. This option is one step in the Section Linking process that enables grading and attendance information to follow a student from a dropped class to a new class.
<i>Count Block Period Sections As One Absence</i>	Counts absences in blocked period classes as a single absence. Displays only if you select the <i>Use Section Attendance</i> checkbox.
<i>Count Absence if Any Period Absent</i>	Counts a student absent if the student was absent in any of the periods of the blocked class. Displays only if you select the <i>Count Block Period Sections As One Absence</i> checkbox.
<i>Count Absence if All Periods Absent</i>	Counts a student absent if the student was absent in all of the periods of the blocked class. Displays only if you select the <i>Count Block Period Sections As One Absence</i> checkbox.

Section Attendance and Section Linking

Section linking enables attendance and grading information to follow a student who drops one class and enrolls in another. Any two classes can be linked, regardless of Course ID, Term Duration, or Period.



Attendance and grading information for dropped courses that are linked to currently enrolled courses is reported on the Progress Report Card (PRG04) and the Grade Report Card (GRD04). Attendance information for linked courses is totaled and reported on Attendance Letters. No other information about the dropped course (course name, ID, section number, and so on) is included on any of these reports.

Setting up section linking involves several atoms in different folders. To enable section linking, you must:

- Enable section linking on the Schedule screen of the School atom.
- Enable section attendance on the Advanced screen of the Attendance Setup atom.
- Define section link codes using the Tables Definition atom, if you do not want to use the default codes.
- Define section links on the Sections Links screen of the Classes atom.

The Section Links screen of the Classes atom displays only when section linking is selected in the School atom and section attendance is selected in the Attendance Setup atom.

Using Attachments or Section Attendance

1. Open the Attendance Setup atom and display the Advanced tab.
2. Select the *Use Attachments* checkbox to activate attendance attachments. The system displays the *Time 1 Heading* and *Time 2 Heading* fields.
3. In the *Time 1 Heading* and *Time 2 Heading* fields, type the names that you want to use for the first and second time fields, respectively, on the attendance attachments.
4. Select the *Use Section Attendance* checkbox to activate section attendance. The system displays the *Count Block Period Sections As One Absence* checkbox and its two options.
5. Select the *Count Block Period Sections As One Absence* checkbox to count absences in block period absences as a single absence.
6. Select the *Count absence if any period absent* option to count a student absent if the student was absent in any of the periods of the blocked class.

OR



Select the *Count absence if all periods absent* option to count a student absent if the student was absent in all of the periods of the blocked class.

- Click Save to save the data, or click Undo to erase the data

Attendance Setup Menu Options

<i>Option</i>	<i>Description</i>
<i>Change Calendar</i>	<p>Enables you to renumber an Attendance Calendar for the next school year before the current year begins. Because renumbering a calendar removes existing tags for non-attendance days and can affect existing data, do not use this option after you begin entering attendance data for the current school year.</p> <p>When you select Change Calendar, the system displays this message: WARNING: All dates will be changed! This change WILL affect attendance files. Are you sure?</p> <p>Click OK to proceed. The system displays another message prompting you to enter the beginning and ending dates of the school year. When you click OK, the program completes the calendar.</p> <p>Alternatively, click Cancel to stop.</p>
<i>Calendar Report</i>	<p>Prints an Attendance Calendar Report that displays all the dates in a school's Attendance Calendar. Non-attendance dates are identified with the same tags you entered in the Calendar itself. Columns indicate month number, week number, and each day of the school week.</p>
<i>Change Period(s) Length</i>	<p>Enables you to override the time shown in the <i>Totals</i> column to accommodate special period lengths.</p>



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Attendance Inspector

Using the Attendance Inspector atom, you can view the Attendance log file for audit trail purposes, archive the attendance log file records for backup and unarchive the earlier records from backup for viewing. This atom opens only if the Paperless Environment is set.

Attendance Inspector Screen

The Attendance Inspector screen contains a matrix, an operation, and date range fields.

The matrix provides

1. Attendance information of individual students.
2. The date, time, and identity of the user logging the information.
3. 100% attendance information for a class.

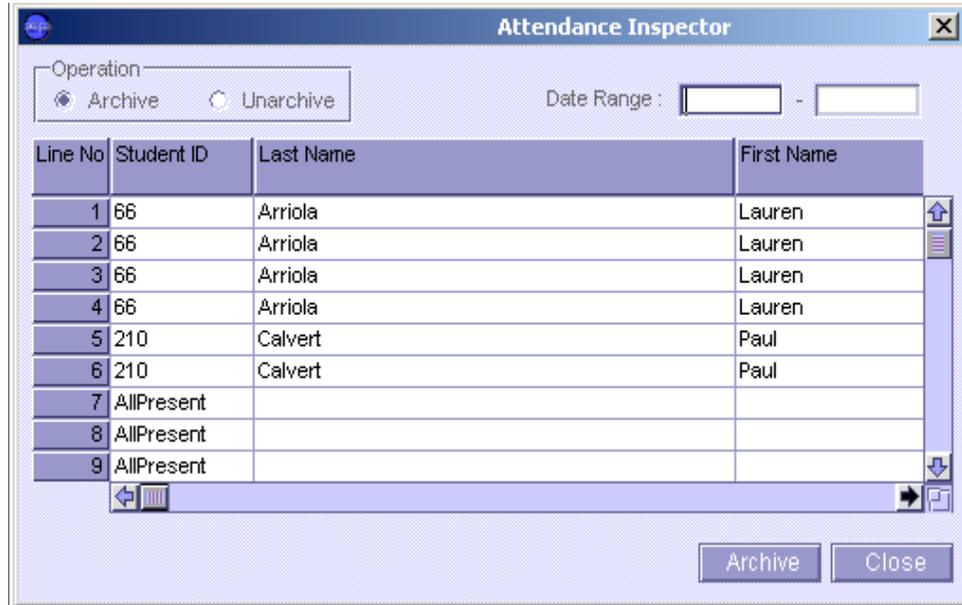
You have the option to select, archive, or unarchive the records. You can use the Archive operation to take a backup of attendance records for a specific time period.

Note: The attendance records between the user entered date range will not be visible in the matrix after the archive operation is completed.



Using the Unarchive operation, you can view the attendance records of a specific time period which are stored in the backup in the matrix.

You can use the Date Range fields to enter the To and From date for the archive or unarchive operation.



Attendance Inspector Fields

<i>Fields</i>	<i>Description</i>
<i>Student ID</i>	Perm Num of the student.
<i>Last Name</i>	Last name of the student.
<i>First Name</i>	First name of the student.
<i>Middle Name</i>	Middle name of the student.



Fields	Description
<i>Abs Cd1</i>	The Absence Code entered in the All Day field of Period Attendance Atom. OR a) The Absence Code entered in the Day field of Daily Attendance Atom if Half Day option is not set. b) The Absence Code entered in AM related field of Daily Attendance if Half Day option is set.
<i>Abs Cd2</i>	The Absence Code entered corresponding to the Bell Period. OR a) Blank if Half Day option is not set. b) The Absence Code entered in PM related field of Daily Attendance if Half Day option is set.
<i>Date of Absence</i>	Date on which the student is absent.
<i>Section ID / Advisor</i>	Section ID or Advisor number corresponding to the Student ID.
<i>Abs Per</i>	Period of Absence works on the following conditions: 1. If Attendance type is Daily and half day is set, then it is <ul style="list-style-type: none"> ● 1 for attendance record of AM half of a day ● 2 for PM half of a day. 2. If Attendance type is Period <ul style="list-style-type: none"> ● It is blank for attendance record of All day abs ● Each period has its own respective values.
<i>Date</i>	The date on which the attendance record was logged.



<i>Fields</i>	<i>Description</i>
<i>Time</i>	The time at which the attendance record was logged.
<i>User ID</i>	The login ID of the user.
<i>Change Reason</i>	The reason for making the change. The values for this field are auto-populated. Note: When you enter an absence reason with a note in the attachment, this automatically reflects in the <i>Change Reason</i> field of the Attendance Inspector.
Operations	
<i>Archive</i>	Select this operation to store attendance records for backup.
<i>Unarchive</i>	Select this option to display the attendance records, that are already backed up, in the matrix.
<i>Date Range</i>	Enter the dates for which you wish to archive or unarchive the records.

Procedure for Setting up Paperless Environment

1. Open the SASIxp.ini file.
2. In the SASIxp.ini file, enter UseAttendMonitoring = True in the Monitoring section.
3. Save the SASIxp.ini file.
4. Close the file.
5. Run the SASIxp application.
6. Open the School atom.
7. Select the Paperless Environment option in the General tab of the School atom.
8. Click Save.
9. Close the School atom.

Note: If Paperless Environment is not set,



- An error message, "Paperless Environment is not set" displays when you open the Attendance Inspector atom.
- The Attendance Inspector atom does not open.

Archiving Attendance Records

1. Open the Attendance Inspector atom.

This atom opens only if the **Paperless Environment** is set.

2. Select the *Archive* option.
3. Specify a valid *Date Range* of the period during which you wish to archive the attendance records. If the date range is not valid, the error message "Invalid Date Range specified" displays.
4. Click **Archive**.

A confirmation message, "# Records Archived" displays.

5. Click **OK**.

If there are other SASIxp/Classxp users modifying attendance records or trying to archive or un-archive records, SASIxp gives an error message to the user "Archival process can not be performed while Attendance records are being modified by another SASIxp user. Please retry the archive process later".

6. Restart SASIxp and retry archive/unarchive after making sure that no other user across the network is accessing the attendance records.

Unarchiving Attendance Records

1. Open the Attendance Inspector atom.

This atom opens only if the **Paperless Environment** is set.

2. Select the *Unarchive* option.
3. Specify a valid *Date Range* of the period during which you wish to unarchive the attendance records. If the date range is not valid, the error message "Invalid Date Range specified" displays.
4. Click **Unarchive**.

A confirmation message, "# Records Unarchived" displays.



5. Click OK.

If there are other SASIxp/Classxp users modifying attendance records or trying to archive or un-archive records, SASIxp gives an error message to the user "Archival process can not be performed while Attendance records are being modified by another SASIxp user. Please retry the archive process later".

6. Restart SASIxp and retry archive/unarchive after making sure that no other user across the network is accessing the attendance records.