ELEMENTARY AND MIDDLE SCHOOL DAILY (OFFICE) ATTENDANCE

Teachers take Class Attendance

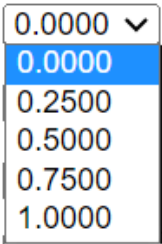The Office takes Daily Attendance

MANUAL ATTENDANCE SHEET (TTOCS)

Attendance TT > Daily Office ST > Reports > **Attendance Homeroom Input**

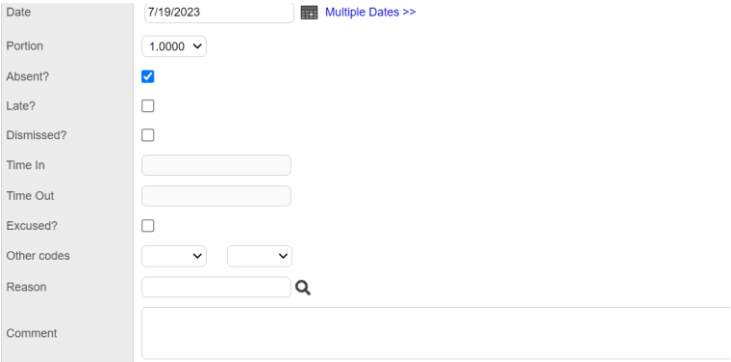Sections to Include: All, Teacher or **Homeroom**

PORTION ABSENT IN DAILY ATTENDANCE

- Portion absent can only be recorded if Absent is selected
- A student cannot be late for a portion of the day
- Absent portions limited to: 0.0, 0.25, 0.5, 0.75 or 1.0

PARTS OF AN ATTENDANCE RECORD

1. The actual record:

    a. Date

    b. Code (A) + Portion Absent

    c. Any checkboxes selected: late, dismissed, or excused

2. The arrival and departure times: *informational purposes only*.

TAKING DAILY ATTENDANCE AT THE OFFICE

BY HOMEROOM

Note: Office staff cannot enter multiday absence from this screen

Attendance TT > **Daily Roster ST** > Pick Homeroom

	PrimaryRoom > Num ▾	Course	Description
☐	W113	ATT--AM-63	AM Attendance

Check Date > Home Room > Take Attendance > Save

- Advance to next class using Records Navigation Bar **OR**
- Classes > Pick Homeroom

BY SECTION

Daily Roster ST needs a custom Fieldset

- Attendance TT > **Daily Roster ST**
- Click Field Set Icon > Click Manage Field Sets > Select Default > Click Copy
  - o **Name**: ie Division #
  - o **Type:** User = Only you, School= Anyone who can see Daily Roster ST
  - o Click Save
- Select new fieldset > Click Edit
- Click Section Number > Click Add
- Click Section Number > Click Up to move it to the top
- Save
- Select new Field Set and move to the top of the list

	SecNo	PrimaryRoom > Num ▾	Course
☐	63	W113	ATT--AM-63

Check Date > Click on Division # (section#) > Take Attendance > Save

- Advance to next class using Records Navigation Bar **OR**
- Classes > Pick Homeroom

SINGLE STUDENT FOR SINGLE DAY OR MULTI DATES

Attendance TT > **Daily Office ST** >

1. Check Date, Set Code, Select Popup

Updated July 19, 2023

2. Type last name or Student number
3. Click **Add or** button

In Pop up window

1. Add End Date, or click "Multiple Dates",
2. Click Save

MULTI STUDENT ADD

Attendance TT > **Daily Office ST** >

1. Check Date, Set Code
2. Click "Multi-Add…"

In Pop up window

1. Choose Students
2. Choose Skip or Replace
3. Click "Multiple Dates" if required
4. Click Save

POST VERIFICATION REPORTS

BC Class Attendance Post Verification

- Attendance TT > Class Office ST > Reports

Safe Arrival Report

BC Daily Attendance Call

- Attendance TT > Daily Roster ST > Reports or;
- Attendance TT > Daily Office ST > Reports

ADJUSTING AN ATTENDANCE RECORD TO RECORD AN ARRIVAL OR DISMISSAL

- Daily Roster ST > Click (edit) hyperlink beside attendance code

Attendance

A-E [edit]

- Daily Office ST > Click Student Name hyperlink

In Pop up window

- Absent must be ticked to adjust portion absent
- Tick Late or Dismissal
- Click Add to enter Departure or Arrival (information only)

REPORT CARDS

- Show Absences and Lates as a summary for the year

STUDENT NAME		GRADE	ATTENDANCE RECORD FOR 2015												
Gnam, Saul		**12**	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
DIV NUMBER	TEACHER	ABSENT	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTACHMENTS	STUDENT PEN 135332203	LATE	0	0	0	0	0	0	0	0	0	0	0	0	0

NOTE: Remember that Class and Daily will not be equal because we are not Pushing out Daily Attendance to Class attendance in the Class Office ST. Daily Attendance is the OFFICIAL attendance record for students.