

Columbus City Schools



**PERIOD
ATTENDANCE
TRAINING
GUIDE**

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Attendance Basics

BEGINNING OF THE YEAR BASICS

At the beginning of the school year, STUDENTS WHO HAVE ENROLLED BUT WHO HAVE NOT RETURNED FROM THE SUMMER ARE MARKED ABSENT UNEXCUSED. The absence is unexcused unless the parent has notified the school of the reason for non-attendance and it is a valid excuse. A consecutive absence report should be ran to identify students who have not returned from summer. Social Workers and the Attendance Team in your building will work together to contact the homes of these students to determine their whereabouts and enrollment status. All attempts to locate the student MUST be recorded on the 15 Day Checklist. Once all efforts have been exhausted and the student still cannot be located, then the principal will sign the 15 day Checklist indicating that the student is missing from school. This checklist should be kept in the student's cumulative record file.

GETTING THE ATTENDANCE OFFICE READY FOR THE DAY

- Be ready when the telephone rings
- Good Morning or Good Afternoon
- Your school's name – (Attendance Office for secondary schools)
- This is [your name]
- The person on the other end of the line may say something like "This is Susan Smith's mother. She will not be in school today. She has the flu."
- Thank the parent/guardian for calling and let them know they may receive an automated phone call from the District regarding their student's absence but to disregard it. Remind the parent/guardian it is required for them to send a note with their student when he/she returns to school. The note should indicate the student's first and last name as well as the date(s) and reason for the absence. Keep the "Daily Attendance Call in Parent/Guardian Absence Notification via Telephone" forms near the phone and write the call in information on the form.
- Write the information on the "Daily Attendance Call in Parent/Guardian Absence Notification via Telephone" form. You may excuse the student's absence with this form in lieu of a parent's written note.
- See the PowerPoint, "Attendance Notes" on the TLC website for clarification of current Board Policy and Attendance Procedures.
- Students who arrive late to school must sign in at the designated attendance area.
- The student's tardy must be recorded on the Student Late Arrival Log indicating the student's name, the time the student signed in and whether the tardy is excused or unexcused.
- The student is issued a pink tardy slip to present to the classroom teacher when they enter the classroom. The pink tardy slips can be ordered from the warehouse.
- Many elementary schools issue a lunch slip in lieu of the tardy slip for the student to give to the teacher. In those buildings, the teacher understands that the lunch slip not only represents that the student should receive lunch but also serves as a tardy slip.

Attendance Basics

Columbus City Schools takes attendance on all students every day and tracks each student's attendance every day throughout the school year. **The following procedures must be completed daily in Infinite Campus.**

REGISTER REPORT

Distribute Register Report

The Attendance Secretary should print the Register Report at the beginning of the school year and distribute it to teachers. Since attendance is taken electronically when taking Period Attendance, it is not necessary to print the Register Report weekly. It can be printed as requested.

Attendance Basics

PRINTING THE REGISTER REPORT FOR TEACHERS

The Attendance Secretary should print the Register Report at the beginning of the school year and distribute it to teachers. Since attendance is taken electronically when taking Period Attendance, it is not necessary to print the Register Report weekly. It can be printed as requested.

PATH: Index>Attendance>Reports>Register

Elementary Screen

Attendance Register

The Course Section Attendance Register report prints students' attendance records based on sections, 1 page per section. This is a complex report, please try to limit the number of teachers and sections run per batch.

What report type would you like?

Student Daily Attendance

Course Section Attendance Register 1

What attendance dates would you like to include in the report?

By Date 2

Start Date: 08/27/2012

End Date: 08/31/2012

By Term

How would you like the report oriented?

Portrait 3

Landscape

What students would you like to include in the report?

Select Teachers and Sections 4

Teachers: All Teachers

Sections: 000010-6 AM Attendance - ES, 000010-7 AM Attendance - ES, 000010-8 AM Attendance - ES, 000010-9 AM Attendance - ES, 000010-10 AM Attendance - ES, 000010-11 AM Attendance - ES

Sort by: Number Name

Run with the weekly date range after the first week of school. The monthly date range is not recommended.

Secondary Screen

Sort by: Number Name

Sections: All Sections

200001-1 IB THEORY OF KNOWLEDGE 11

200002-1 IB THEORY OF KNOWLEDGE 12

221010-1 INTRO WORLD LITERATURE 10

221600-1 WORLD STUDIES HUMANITIES-ENG

221600-2 WORLD STUDIES HUMANITIES-ENG

221600-3 WORLD STUDIES HUMANITIES-ENG

221600-4 WORLD STUDIES HUMANITIES-ENG

222000-1 AMERICAN LIT & COMP 11

222000-2 AMERICAN LIT & COMP 11

222220-1 U S STUDIES HUMANITIES-ENG

222220-2 U S STUDIES HUMANITIES-ENG

222410-1 AMERICAN HUMANITIES-ENG

222410-2 AMERICAN HUMANITIES-ENG

222500-1 IB ENGLISH A LITERATURE HL 11

- 1. What report type would you like?**
 - Select Course Section Attendance Register for the report type.
- 2. What attendance dates would you like to include in the report?**
 - Select the date range you would like to include in the report.
- 3. How would you like the report oriented?**
 - Choose Portrait for the report orientation.
- 4. What students would you like to include in the report?**
 - Select Teachers and Sections
 - Select All Teachers when printing for your entire school.
 - Select Sort by Number (above the Sections box).
 - i. If you are a secondary school, choose All Sections. (See above secondary screenshot). Only print the sections for teachers still taking paper attendance).
 - ii. If you are an elementary school, select all AM Attendance sections. (See above primary screenshot)

Attendance Basics

PRINTING THE REGISTER REPORT FOR TEACHERS (CONTINUED)

What options would you like to use for printing?

Print a copy for the Primary Teacher only

Include only Instructional Days **5**

Include Non-Instructional Periods

Use District Attendance Codes **6**

Print Classroom Monitor Attendance Verification

Print Period Schedule

Print District Attendance Codes

How would you like to sort students?

Teacher **7**

Course

8

SUPER SECRETARY SIDEBAR

If you only want to see Instructional Days, click on the Include Only Instructional Days checkbox. This will omit days that there were no classes (such as Holidays).

If you need to run the report again, you will need to click on Register again and repeat the process.

What Options would you like to use for printing?

5. Check the Include only Instructional Days checkbox.
6. Check Use District Attendance Codes.

How would you like to sort students?

7. Choose the Sort by Teacher option.
8. Click Generate Report and print the report.

12-13 Woodcrest Elementary School 5321 E Livingston Ave Columbus, OH 43232 Generated on 07/23/2012 10:17:51 AM Page 1 of 1		Course Section Attendance Register 000010-13 AM Attendance - ES (Primary) Date Range: 08/27/2012 - 08/31/2012 Period: AM Students: 12									
Student #	Student Name	M0827	T0828	W0829	R0830	F0831	Present	Tardy	ABS UNEX	ABS EX	Off Roll
100000	JOHN DOE (1270)						5	0	0	0	0
100000	JANE DOE (1270)						5	0	0	0	0
100000	BOB DOE (1270)						5	0	0	0	0
100000	THOMAS DOE (1270)						5	0	0	0	0

Period Attendance Entry

PERIOD ATTENDANCE ENTRY OVERVIEW OF STEPS

Step One: Mark Students As “Absent Unknown by Period”

The attendance needs to initially be entered by either the teacher in the Gradebook of Infinite Campus. If the teacher is not able to enter the attendance (for example, if there is a substitute teacher), the Attendance Secretary will need to enter the Attendance using the Classroom Monitor. (See page 11 for detailed instructions). If any students are not showing on a Register Report, check the student’s schedule to make sure that there are courses assigned. ATTENDANCE MUST BE ENTERED ELECTRONICALLY FOR EACH PERIOD BY THE END OF THE PERIOD. THE LAST ATTENDANCE PERIOD MUST BE ENTERED AT LEAST 15 MINUTES PRIOR TO THE END OF THE PERIOD.

Step Two: Verify Classroom Attendance Has Been Entered

Attendance Secretary will need to verify that all courses have had attendance entered (See page 13 for detailed instructions).

Step Three: Print Caller Report

Print the Caller Report to use in step 5 (See page 14 for printing instructions).

Step Four: Process Tardies to School (Using the Daily Attendance Batch Mode)

When a student comes in tardy, the time must be recorded on the Student Late Arrival Log. This log is a paper document that will be used to enter the tardy time and attendance code. For audit purposes, the log must be maintained with the attendance files. The Secretary should also update a student’s absence to tardy when they check-in late using the Batch Mode in the Attendance Wizard (see page 15 for instructions).

Step Five: Daily Absence Calls

Use the Daily Caller Report to make phone calls to parent/guardian to inquire as to why the student is not in school. See page 14 (above) for directions on how to run this report. Make sure to cross reference your Student Late Arrival Log so that parents of students who have already checked in are not called.

Step Six: Check Students out of school early (Using the Daily Attendance Batch Mode)

The Attendance Secretary will enter all Early Leaves into Infinite Campus using the Batch Mode in the Attendance Wizard. The Student Release Log is sufficient documentation when signing a student out. **Note: Starting with the 2015-2016 school year we have two codes for early leave entry; (1) ELV: Early Leave Excused (2) EUX: Early Leave Unexcused** (See page 17 for detailed instructions).

Step Seven: Excuse Notes

The Attendance Secretary will also enter all excuse notes into Infinite Campus by using the Attendance Tab (See page 19 for detailed instructions.)

Period Attendance Entry

Step Eight: Filing and Storing Attendance Excuse Notes

Once the unexcused absences have been edited in Infinite Campus for previous day's absences, the notes should be filed in a manila folder prepared for each student (See page 19 for more detailed instructions).

Step Nine: Change "Unknown Absences" to "UNX: Unexcused" by Period using the Attendance Wizard

The Secretary updates all Unknown Absences to "UNX: Unexcused" in Infinite Campus until there is evidence of a legitimate excuse. This needs to be done at the end of the day (See page 20 for more detailed instructions).

Step Ten: Change "Unknown Tardies" to "TTC: Tardy to Class" (Using the Attendance Wizard Period Mode)

The Attendance Secretary updates all "Unknown Tardies" to "Tardy to Class" in Infinite Campus until there is evidence of a legitimate excuse. It is recommended to do this at the end of the day (See page 22 for more detailed instructions).

Period Attendance Entry

STEP ONE: MARK STUDENTS AS “ABSENT UNKNOWN” BY PERIOD

Step One of the Attendance Recording Process is to initially mark the student absent each period. There are two ways to do this:

- The teacher takes attendance in the Gradebook each period, every period.
- If the teacher is unable to enter the attendance electronically (for example, the teacher is unable to access the Gradebook, or there is a substitute teacher), a paper copy of the Attendance Register Report needs to be sent to the office so the Attendance Secretary can use the Register Report to enter the absence using the Classroom Monitor

SUPER SECRETARY SIDEBAR

Teachers must enter attendance electronically for each period by the end of the period. The last attendance period must be entered at least 15 minutes prior to the end of the period.

PATH: Index>Attendance>Classroom Monitor

- The Classroom Monitor will open the current date.
 - To change the date, either type the date or use the calendar tool to select the date.
 - The Refresh button will reload the Classroom Monitor for the newly chosen date.
- Sections appearing in pink indicate attendance has not been taken for that section.

Classroom Monitor											
This tool monitors classroom attendance.											
Date: 08/28/2015 <input type="button" value="Refresh"/> <input type="checkbox"/> Incomplete Teacher Attendance <input type="checkbox"/> Primary Teachers Only Last Refreshed: 04:27:11 PM											
Teacher	Dept	Contact	1	2	3	4	5A	5B	6	7	8
		<input checked="" type="checkbox"/>	920040-1 (--/29)		920040-3 (--/27)				920040-4 (--/30)	922020-1 (--/49)	
		<input checked="" type="checkbox"/>						N99120-39 (--/33)			
		<input checked="" type="checkbox"/>		930820-5 (--/24)	930500-9 (--/19)	N99110-5 (--/5)	N99120-4 (--/7)		930500-10 (--/33)		930820-4 (--/27)
		<input checked="" type="checkbox"/>		925010-1 (--/24)	920020-4 (--/24)				920020-5 (--/25)	922000-1 (--/61)	
		<input checked="" type="checkbox"/>	902040-1 (--/30)	902040-2 (--/29)		902040-3 (--/30)		N99120-59 (--/30)		902040-4 (--/29)	902030-8 (--/27)
		<input checked="" type="checkbox"/>	902040E-411 (--/1) N99170-40 (--/9)	902030E-400 (--/1) 920040E-411 (--/1)	911000E-40 (--/2) 914000E-40 (--/2) 915000E-40 (--/2)				920010E-40 (--/2) 920020E-40 (--/1) 920030E-40 (--/1) 920040E-40 (--/1)	902010E-40 (--/3) 902020E-40 (--/1) 902030E-40 (--/2)	930500E-40 (--/2) 930600E-40 (--/2) 930820E-40 (--/2)
		<input checked="" type="checkbox"/>		930600-5 (--/25)				N99120-56 (--/24)	930600-6 (--/25)		930940-1 (--/48)
		<input checked="" type="checkbox"/>	940300-1 (--/28)						984020-1 (--/30)		984020-2 (--/30)
		<input checked="" type="checkbox"/>	920010-1 (--/19)	920020-1 (--/26)	920010-2 (--/24)				920010-4 (--/23)	920010-88 (--/4) 920020-6 (--/25) 920020-88 (--/2) 920040-88 (--/2)	

- Click on the section in the classroom monitor that you need to open.

Period Attendance Entry

STEP ONE: MARK STUDENTS AS “ABSENT UNKNOWN” BY PERIOD (CONTINUED)

920040-1 ISSUES IN WORLD LIT 12

Teacher: [Name]

Close Save

Date Selector
08/28/2015 Change Date

Student Name	P	A	T	Excuse	Comments
920040-1 ISSUES IN WORLD LIT 12					
Students: 29 Totals:	28	1	0		
10 [Name]	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		mom called-ill - not coming today
12 [Name]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11 [Name]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 [Name]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11 [Name]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 [Name]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		

- Mark the student’s attendance status by clicking the radio button in the appropriate column.
- The system defaults to P – Present. Click in the A column to mark the student absent.
- The absent entry reasons are recorded in Infinite Campus as Absent Unknown.
- Tardies should only be entered using the Classroom Monitor if the student is late for class. If a student is late to school, they should be marked as absent and the Attendance Secretary will check them in using the Batch Mode of the Attendance Wizard.
- If no students are absent or tardy, no changes should be made. Enter any comments related to the attendance entry. Click the Save icon when finished.
- The page will refresh and display the main Classroom Monitor view again with the Course Section that was just modified in green. See Step 2 on how to verify the attendance has been taken on a period in the Classroom Monitor.
- Record attendance every period! Remember, the teachers will do this in Gradebook, unless they have no access. Then, the Secretary will need to enter it for them, using the Register Report.
- Complete the remainder of the attendance recording process using the Attendance Wizard.

Late to Class: Teachers may mark students who are late to class as tardy in the gradebook, and these tardies will be changed to “TTC: Tardy to Class” at the end of the day. If the student is late to class, there is no need for a pass.

Late to School: If the student was late to school they must check in at the Attendance Office and get a pass. Tardies to school must be documented on the Student Late Arrival Log and must be checked into Infinite Campus by the Attendance Secretary, using the Batch Mode of the Attendance Wizard. The Office must give the student a tardy pass to give to their teacher.

Period Attendance Entry

STEP TWO: VERIFY CLASSROOM ATTENDANCE HAS BEEN ENTERED

Step Two of the Attendance recording process is to verify that all teachers have entered their classroom attendance in the classroom monitor. If the teacher has not entered their attendance yet, notify them to do so.

All sections in all periods in the Classroom Monitor will appear green after the teacher has entered their attendance for the period.

You will need to do this for every period.

Classroom Monitor

This tool monitors classroom attendance.

Date: 08/26/2015 Refresh Incomplete Teacher Attendance Primary Teacher

Teacher	Dept	Contact	1	2	3
		✉	920040-1 (14/29)		920040-3 (--/27)

Sections turn green after attendance is saved in that section. The number in parentheses indicates the number of students present out of the total number of students scheduled in that class. Sections in red indicate that attendance has not been saved for that section.

- Attendance must be taken every period!
- Complete the remainder of the attendance recording process using the Attendance Wizard.

SUPER SECRETARY SIDEBAR

Remember:

Late to school : Sign in at the Attendance Office and get a pass for the teacher.

Late to class: No need for a pass, teacher marks tardy in classroom monitor. If the teacher gets a pass from the office, they do not need to mark the student tardy at all.

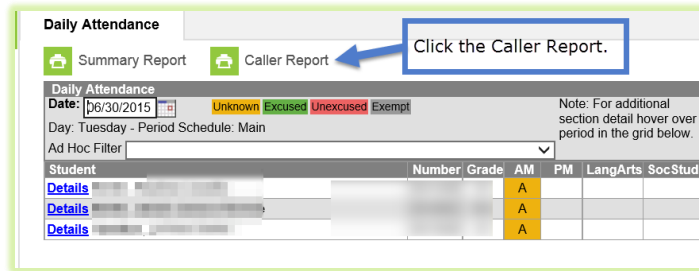
Period Attendance Entry

STEP THREE: PRINT THE CALLER REPORT

Step Two of the attendance recording process is to print the Caller Report. The Caller Report prints a list of students reported absent unknown for any period of the day, along with the parent/guardian contact information. This report only prints students marked with an "A" (Absent Unknown) in the Classroom Monitor. Once the attendance codes have been changed to unexcused or excused, those students names will no longer appear on the caller report. It is necessary to print this report before using the Attendance Wizard to change unknown absences to unexcused absences. Once the Attendance Status has been entered for 1st Period for all students through the Classroom Monitor, generate the Caller Report. Make sure to cross reference your Student Late Arrival Log so that parents of students who have already checked in are not called.

PATH: Index>Attendance>Daily Attendance>Caller Report

The Date defaults to the current day's date; change it, if necessary.



The report opens in PDF format; click the Print icon to print the report or the Save icon to save it to your computer.



15-16 Whetstone High School 4405 Scenic Dr. Columbus OH 43214 Generated on 08/01/2015 11:48:05 AM Page 1 of 1		Attendance Caller Report Date: 07/30/2015 Report generated for student20, student20									
Grade	Student	Number	Period								
			1	2	3	4	5A	5B	6	7	8
09	HR: Hollinan, B		A	A	A	A		A	A	A	A
12	HR: Heydlauff, S.				A						

Attendance Code Legend:

CLS: Class excused	DR: Death of relative	EXC: Excused	HOM: Home instruction
INS: Institutionalized	ISS: In school suspension	MAH: Medical and homework	OSS: OSS with homework
OSW: OSS without homework	PALS: PALS	TIC: TIC	UNX: Un-excused
TEX: Tardy Excused	NCH: Nation-wide Children's Hospital	RMV: Disciplinary Removal	IPW: IPASS Enrollment Wait Period
KDG: Staggered Start Kindergarten	PK: Staggered Start PRE-K	ELV: Early Leave Excused	EUX: Early Leave Unexcused
PAA: Parent Authorized Absence	TUX: Tardy Unexcused	TTC: Tardy to Class (Present)	

Information on the Attendance Caller Report

The highlighted area shows the periods, see directly below each period to see what period student was marked.

- | | |
|-------------------------------|----------------------------------|
| 1. Student Grade | 6. Home (Household) Phone Number |
| 2. Student Name | 7. Parent Work Phone Number |
| 3. Teacher Name | 8. Parent Cell Phone Number |
| 4. Student Number | 9. Parent Email Address |
| 5. Parent(s)/Guardian(s) Name | 10. Attendance Code Legend |

Period Attendance Entry

STEP FOUR SIGN IN STUDENTS ARRIVING LATE TO USING THE BATCH MODE OF THE ATTENDANCE WIZARD

Step Four of the attendance recording process is to use the Batch Mode of the Attendance Wizard to update a student's attendance to reflect the time they were actually absent from the building and code them as tardy. The Batch Mode allows you to mark the student absent from school for a specified time during the day.

When a student comes in tardy to school, the time must be recorded on the Student Late Arrival Log. This log is a paper document that will be used to enter the tardy time and give the Attendance Secretary an indication of how to code the Tardy. For audit purposes, the log must be maintained with the attendance files. Enter tardies into Infinite Campus by the end of the day.

1. Attendance Date: 07/31/2015

2. Mode: Daily Per Batch Edit Batch Edit Check In Check Out

3. Students:

A. Search for Students

Last Name: [Text Field] 3

First Name: [Text Field]

Grade: [Dropdown]

SSN/PIN: [Text Field] - [Text Field]

Student #: [Text Field]

Att Code: [Dropdown]

Status/Excuse: [Dropdown] [Dropdown]

Course - Section: [Text Field] - [Text Field]

Period: [Text Field]

Ad Hoc Filter: [Text Field]

4 Search

B. Select students to add to edit list

5 Student's name will appear in both Column B & C if you only search for an individual student, one at a time.

C. Click on a student to remove from list:

5 Student's name will appear in both Column B & C if you only search for an individual student, one at a time.

Select All

PATH: Index>Attendance>Attendance Wizard>Batch Mode

1. The current date will automatically be entered into the date field. This can be changed to create or edit attendance events for any attendance date. You can either type the date in the mm/dd/yyyy format or choose the date from the calendar by clicking on the icon to the right of the date field.
2. Choose the Batch Mode radio button. Note: The Batch Mode marks selected students as absent for selected dates, during specified times.
3. Search for the student by name.
4. Click Search.
5. The Search results will appear in Columns B and C if you search for an individual student. If you search for multiple students, you must click on their name to move them to Column C, after each search.

NOTE: To remove a student from Column C, click on their name to move it back to Column B.

Period Attendance Entry

STEP FOUR SIGN IN STUDENTS ARRIVING LATE TO USING THE BATCH MODE OF THE ATTENDANCE WIZARD (CONTINUED)

4. Batch

Enter attendance information and click Save

6 Attendance Code: TEX: Tardy Excused 9

7 From: Date: 07/31/2015 Time: 07:30 AM 8 To: Date: 07/31/2015 Time: 09:00 AM 10

11 Comments: SIGNED IN AT 9:00 A.M.-APPT-NOTE ON FILE x

12 Comments Options: Append comments

13 Overwrite Existing Data

14 Save Attendance

6. Choose the attendance code of “TEX: Tardy Excused” or “TUX: Tardy Unexcused”, based on documentation on the Student Late Arrival Log and/or documentation from the parent.
7. Enter the beginning date you are marking them tardy.
8. Enter the end date you are marking them tardy. This should be the date entered in the above step.
9. Enter the time that the absence starts. This should be the time that school starts. If school starts at 7:30 a.m., enter 7:30 in this field.
10. Enter the time the student arrived in this field. Use the time written the Student Late Arrival Log. The system will calculate the time the student was absent from school and will calculate the minutes present for the period this time falls in.
11. Enter comments in the comments field. Make sure that you note the time that the student signed in on the log, such as “Signed in at 9:00 a.m.” This is very important because the time will not show in any other place.
12. Leave Append Comments in the Comments Options field.
13. Make sure that Overwrite Existing Data is marked.
14. Click Save

STEP FIVE: DAILY ABSENCE CALLS

Use the Daily Caller Report to make phone calls to parent/guardian to inquire as to why the student is not in school. See Step Three for directions on how to run this report.

Period Attendance Entry

STEP SIX: CHECK A STUDENT OUT OF SCHOOL EARLY USING THE BATCH MODE OF THE ATTENDANCE WIZARD

This mode is commonly used when a student leaves early and needs to be marked absent for the rest of the day. It is recommended you do this at the end of the day, as sometimes students may return from an appointment.

PATH: Index>Attendance>Attendance Wizard>Batch Mode

1. Attendance Date: 08/26/2015

2. Mode: Daily Per Batch Edit Batch Edit Check In Check Out

3. Students:

A. Search for Students

Last Name
First Name
Grade
SSN/PIN
Student #
Att Code
Status/Excuse
Course - Section
Period
Ad Hoc Filter

B. Select students to add to edit list

C. Click on a student to remove from list:

Select All

Search

1. The current date will automatically be entered into the date field. This can be changed to create or edit attendance events for any attendance date. You can either type the date in the mm/dd/yyyy format or choose the date from the calendar by clicking on the icon to the right of the date field.
2. Choose the Batch Mode radio button. Note: The Batch Mode marks selected students as absent for selected dates, during specified times.
3. Search for the student by name.
4. Click Search.
5. The Search results will appear in Columns B and C if you search for an individual student. If you search for multiple students, you must click on their name to move them to Column C, after each search.
NOTE: To remove a student from Column C, click on their name to move it back to Column B.

Period Attendance Entry

STEP SIX: CHECK A STUDENT OUT OF SCHOOL EARLY USING THE BATCH MODE OF THE ATTENDANCE WIZARD (CONTINUED)

4. Batch Enter attendance information and click Save

6 Attendance Code 9

From: 7 Date Time To: Date Time 8 10

Comments 11

Comments Options 12

13 Overwrite Existing Data

14

6. Choose the attendance code of “ELV: Early Leave Excused” or “EUX: Early Leave Unexcused”, based on documentation on the Student Late Arrival Log and/or documentation from the parent.
7. Enter the beginning date you are marking them out (the date they are leaving early).
8. Enter the end date you are marking them out (the date they are leaving early). This should be the date entered in the above step.
9. Enter the time that the absence starts. This should be the time they signed out on the Student Release Log. In the example above, the student left at 2:00 p.m, therefore, this is the start time of the absence.
10. Enter the time the absence ends. This should be the time that school ends. In the example above, school ends at 2:30 p.m., therefore, this is the end time of the absence. The system will calculate the time the student was absent from school and will calculate the minutes present for the period this time falls in.
11. Enter comments in the comments field. Make sure that you note the time that the student was signed out on the log, such as “Signed out at 2:00 p.m.” There is no other place to mark the time the student logged in, so it is important that you specify that time in this area. It is best practice to enter the reason the student left in this area.
12. Leave Append Comments in the Comments Options field.
13. Make sure that Overwrite Existing Data is marked.
14. Click Save

Note: If the student returns after being signed out for the day, you would enter the time they were absent, using the batch mode, and entering the applicable code for the time they were out, depending on the documentation. This will calculate the appropriate time the student was out of the building. It is recommended that you enter your early leaves at the end of the day.

Period Attendance Entry

STEP SEVEN: EXCUSE NOTES

Unexcused absences from previous days should be edited to “PAA: Parent Authorized Absence” when a note is received from the parent that includes an excusable reason for the student’s absence, but lacks supporting documentation from an authorized source according to Board Policy. If supporting documentation is provided from an authorized source, i.e. medical professional, college visitation, court provided documentation, then the code would be entered as “EXC: Excused”.

If the student has more than 9 absences, or if the absence excuse is received more than one week after the last date they were absent it requires approval. The Secretary will attach the excuse note to the Request for Approved Absence Form. If the Principal approves and signs the note it can be entered as excused in Infinite Campus.

STEP EIGHT: FILING AND STORING ATTENDANCE EXCUSE NOTES

Once the unexcused absences have been edited in Infinite Campus for the previous day’s absences, the notes should be filed in the student’s individual attendance folder. The folders **must** be labeled and sorted alphabetically by Last Name then First Name. When a note excuses multiple students, a copy of the note should be placed in each student’s respective attendance folder. These files should be stored in an accessible filing drawer/cabinet dedicated to attendance documentation.

All attendance related files must be stored on site. The storage boxes should clearly indicate contents in bold letters on the outside of the box. For example, ATTENDANCE NOTES 2012-2013. Refer to Columbus City Schools record retention guideline for specific storage timeline.

Period Attendance Entry

STEP NINE: CHANGE ALL UNKNOWN ABSENCES FROM UNKNOWN TO UNEXCUSED (BY PERIOD) USING THE PERIOD MODE OF THE ATTENDANCE WIZARD AT THE

At the end of the day, the Attendance Secretary needs to go into the Attendance Wizard and change all of the Unknown Absences to Unexcused Absences for each period.

PATH: Index>Attendance>Attendance Wizard>Period Mode

The screenshot displays the Attendance Wizard interface with the following elements:

- 1. Attendance Date:** A date field showing 08/26/2015 with a calendar icon to its right.
- 2. Mode:** Radio buttons for Daily, Period (selected), Batch, Edit, Batch Edit, Check In, and Check Out.
- 3. Students:**
 - A. Search for Students:** Fields for Last Name, First Name, Grade, SSN/PIN, Student #, Att Code, Status/Excuse (set to Absent/Unknown), Course - Section, Period (set to 1), and Ad Hoc Filter. A Search button is at the bottom.
 - B. Select students to add to edit list:** A list of student names.
 - C. Click on a student to remove from list:** A list of student names.
 - Select All:** A button located below the student lists.

1. The current date will automatically be entered into the date field. This can be changed to create or edit attendance events for any attendance date. You can either type the date in the mm/dd/yyyy format or choose the date from the calendar by clicking on the icon to the right of the date field.
2. Choose the Period Mode radio button. Note: The Period Mode marks selected students as absent for selected periods only.
3. Status/Excuse: Choose Absent/Unknown
4. Choose Period 1
5. Click Search.
6. All students marked Absent Unknown during Period 1 will appear in Column B. NOTE: To remove a student from Column C, click on their name to move it back to Column B.
7. Click Select All to move all students from Column B to Column C. Only these students in Column C will be affected by this process.

Period Attendance Entry

STEP NINE: CHANGE ALL UNKNOWN ABSENCES FROM UNKNOWN TO UNEXCUSED (BY PERIOD) USING THE PERIOD MODE OF THE ATTENDANCE WIZARD

4. Period Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period.

8 Current Period 1 (07:30 AM - 08:23 AM) ▼

9 Attendance Code UNX: Un-excused ▼

Comments

10 Comments Options Append comments ▼

11 Overwrite Existing Data

12 Save Attendance

8. Select Period 1 from the Current Period drop down menu. MAKE SURE THIS PERIOD MATCHES THE PERIOD YOU CHOSE IN #4!!!
9. Select UNX: Unexcused from the Attendance Code drop down menu.
10. Leave the Comments field blank in this step. Leave the Comments Options default of Append Comments.
11. Make sure Overwrite Existing Data is checked.
12. Click Save.
13. REPEAT THIS PROCESS FOR THE REMAINING PERIODS OF THE DAY, SUBSTITUTING THE CORRECT PERIOD.

For Period 2, choose 2 in the Period Field and Choose 2 in the Current Period field.
For Period 3, choose 3 in the Period Field and Choose 3 in the Current Period field.
For Period 4, choose 4 in the Period Field and Choose 4 in the Current Period field.
For Period 5, choose 5 in the Period Field and Choose 5 in the Current Period field.
For Period 6, choose 6 in the Period Field and Choose 6 in the Current Period field.
For Period 7, choose 7 in the Period Field and Choose 7 in the Current Period field.
For Period 8, choose 8 in the Period Field and Choose 8 in the Current Period field.

Make sure that the period that you are searching from above matches the period you are writing to below. Any mismatch will result in incorrect data being recorded. See the example below.

Status/Excuse Absent ▼ Unknown ▼

Course - Section

Period 3

Ad Hoc Filter

Search

Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period.

Current Period 3 (09:15 AM - 10:07 AM) ▼

Attendance Code

Comments

Comments Options

Overwrite Exist

Save Atter

1 (07:30 AM - 08:23 AM)
2 (08:23 AM - 09:15 AM)
3 (09:15 AM - 10:07 AM)
4 (10:07 AM - 10:59 AM)
5A (10:59 AM - 11:28 AM)
5B (11:28 AM - 11:57 AM)
6 (11:57 AM - 12:49 PM)
7 (12:49 PM - 01:41 PM)
8 (01:41 PM - 02:30 PM)

Period Attendance Entry

STEP TEN: CHANGE ALL UNKNOWN TARDIES TO TTC: TARDY TO CLASS (PRESENT) CODE FOR EACH PERIOD, USING THE PERIOD MODE OF THE ATTENDANCE WIZARD

Any tardies to school MUST be checked in by the Attendance Secretary. Teachers should track tardies to class by marking their students tardy in the gradebook, which will record as Tardy Unknown. Teachers should not mark a student tardy if the student is coming with an authorized pass from school personnel or the Attendance Office. The Attendance Secretary will need to go back in in by the end of the day and change all of the unknown tardies to TTC: Tardy to class using the Attendance Wizard.

At the end of the day, the Attendance Secretary needs to go into the Attendance Wizard and change all of the Unknown Tardies to TTC: Tardy to Class (Present) for each period.

PATH: Index>Attendance>Attendance Wizard>Period Mode

1. The current date will automatically be entered into the date field. This can be changed to create or edit attendance events for any attendance date. You can either type the date in the mm/dd/yyyy format or choose the date from the calendar by clicking on the icon to the right of the date field.
2. Choose the Period Mode radio button. Note: The Period Mode will mark selected students as tardy for selected periods only.
3. Status/Excuse: Choose Tardy/Unknown
4. Choose Period 1
5. Click Search.
6. All student marked Tardy Unknown during Period 1 will appear in Column B. NOTE: To remove a student from Column C, click on their name to move it back to Column B.
7. Click Select All to move all students from Column B to Column C. Only these students in Column C will be affected by this process.

Period Attendance Entry

STEP TEN: CHANGE ALL UNKNOWN TARDIES FROM UNKNOWN TO TTC: TARDY TO CLASS (PRESENT) CODE FOR EACH PERIOD, USING THE PERIOD MODE OF THE ATTENDANCE WIZARD (CONTINUED)

4. Period Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period.

8 Current Period 1 (07:30 AM - 08:23 AM) ▼

9 Attendance Code TTC: Tardy to Class (Present) ▼

Comments

10 Comments Options Append comments ▼

11 Overwrite Existing Data

12 Save Attendance

8. Select Period 1 from the Current Period drop down menu. MAKE SURE THIS PERIOD MATCHES THE PERIOD YOU CHOSE IN #4!!!
9. Select TTC: Tardy to Class (Present) from the Attendance Code drop down menu.
10. Leave the Comments field blank in this step. Leave the Comments Options default of Append Comments.
11. Make sure Overwrite Existing Data is checked.
12. Click Save.
13. REPEAT THIS PROCESS FOR THE REMAINING PERIODS OF THE DAY, SUBSTITUTING THE CORRECT PERIOD.

For Period 2, choose 2 in the Period Field and Choose 2 in the Current Period field.
For Period 3, choose 3 in the Period Field and Choose 3 in the Current Period field.
For Period 4, choose 4 in the Period Field and Choose 4 in the Current Period field.
For Period 5, choose 5 in the Period Field and Choose 5 in the Current Period field.
For Period 6, choose 6 in the Period Field and Choose 6 in the Current Period field.
For Period 7, choose 7 in the Period Field and Choose 7 in the Current Period field.
For Period 8, choose 8 in the Period Field and Choose 8 in the Current Period field.

Make sure that the period that you are searching from above matches the period you are writing to below. Any mismatch will result in incorrect data being recorded. See the example below.

Course - Section - Make sure the period you are searching matches the period you are writing to!

Period 3

Ad Hoc Filter

Search

Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period.

Current Period 3 (09:15 AM - 10:07 AM) ▼

Attendance Code

Comments

Comments Options

Overwrite Exist

Save Atter

1 (07:30 AM - 08:23 AM)
2 (08:23 AM - 09:15 AM)
3 (09:15 AM - 10:07 AM)
4 (10:07 AM - 10:59 AM)
5A (10:59 AM - 11:28 AM)
5B (11:28 AM - 11:57 AM)
6 (11:57 AM - 12:49 PM)
7 (12:49 PM - 01:41 PM)
8 (01:41 PM - 02:30 PM)

After you have changed the remaining periods of the day, open the Daily Attendance Module to make sure that there are no "Tardy Unknowns". There should be no unknown codes remaining for the day!

ADDING, EDITING & DELETING AN ATTENDANCE EVENT

GUIDELINES FOR VERIFYING PROPER ATTENDANCE CODING & CORRECTING ATTENDANCE DATA ERRORS

Attendance Events are modified when the reason code or comments are changed. This happens when the school receives notification either written or verbal as to the reason for the absence. Some examples as to why an attendance event may need edited:

- Parental Notification Received
- Attendance Event was entered in error
- Attendance Change Tracking Report
- Schedule Change

Be sure to follow Board Policy 5131.3 when excusing absences. When editing an Attendance Event (with proper documentation), follow the Guidelines for Verifying Proper Attendance Coding & Correcting Attendance Data Errors.

- Prior to making any modification:
Print the Period Detail report. Leave all report options default. (As required in the Guidelines For Verifying Proper Attendance Coding and Correcting Attendance Data Errors)

ATTENDANCE ERRORS IDENTIFIED WITHIN 30 DAYS OF THE DATE OF ABSENCE:

If the modification is less than 30 days from the date of absence and the secretary has received proper documentation they should:

- A. Print the student's Period Detail Report
- B. Make the necessary changes to update the record in Infinite Campus and enter information regarding the change in the "Comments" field. A copy of supporting documentation must be kept in the student's attendance file. Include all pertinent information regarding the error and documentation justifying a change to the attendance data. See Guidelines for Verifying Proper Attendance Coding & Correcting Attendance Data Errors for acceptable documentation.
- C. Notify the principal in writing via email that an error has been identified. Include the student's name, ID number, grade level, gender and the nature of and date(s) on which the error was made.

SUPER SECRETARY SIDEBAR

You can verify all changes were saved by going to the Daily Attendance tab.

DO NOT DESTROY ATTENDANCE INFORMATION. For [Guidelines](#) on long term storage at the warehouse, please visit the [Purchasing, Delivery Services, Print Services and Warehousing](#) page on the Intranet under departments.

ADDING, EDITING & DELETING AN ATTENDANCE EVENT

ATTENDANCE ERRORS IDENTIFIED WITHIN 30 DAYS OF THE DATE OF ABSENCE:

If the modification is more than 30 days from the date of absence and the secretary has received proper documentation they should:

- A. Print the student's Period Detail Report
- B. Notify the principal in writing via email that an error has been identified. Include the student's name, ID number, grade level, gender, and the nature of and date(s) on which the error was made. Include all pertinent information regarding the error and documentation justifying a change to the attendance data. See Guidelines for Verifying Property Attendance Coding and Correcting Attendance Data Errors for acceptable documentation.
- C. Upon approval by the principal via email, the secretary shall make the necessary change(s) to update the record(s) for accuracy. Information regarding the change(s) should be made in the "Comments" field. A copy of the notification to the principal and supporting documentation shall be kept in the student's attendance file.

SUPER SECRETARY SIDEBAR

Attendance for a particular class but not for purposes of daily attendance, may be made without notification to the principal; provided documentation has been given to the attendance secretary

If the incorrect attendance code was chosen, click the Clear button. Enter the correct code prior to saving.

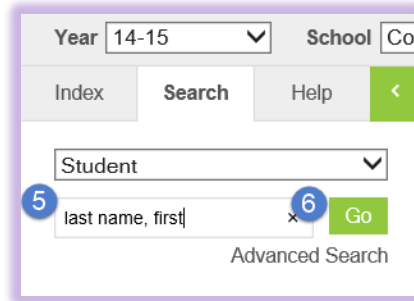
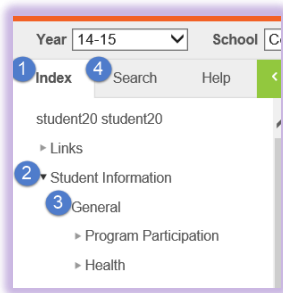
Clicking the Fill Down button will copy the attendance code from the selected period through the remaining fields.

ADDING, EDITING & DELETING AN ATTENDANCE EVENT

ACCESSING THE STUDENT'S ATTENDANCE TAB

The Attendance Tab can be used to add, edit or delete an attendance event.

PATH: Student Information>General>Search for the student>Attendance Tab



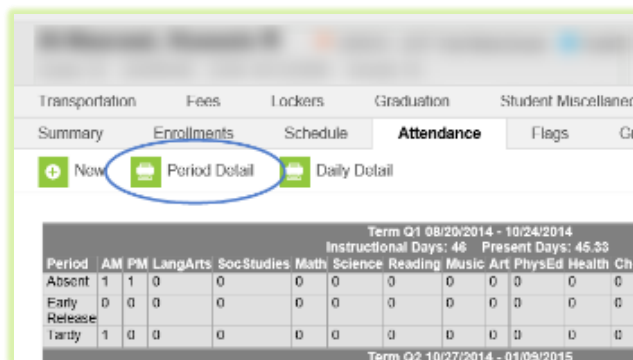
1. Click the Index tab
2. Click Student Information
3. Click General
4. Click the Search tab
5. Type in the student's name to search for them
6. Click Go

Modification Alerts

The Attendance tab will note the last person to have modified the student's attendance record when the entry is hovered over. This is reported when a new entry is added or when an existing entry is modified.

PRINTING STUDENT'S PERIOD DETAIL REPORT

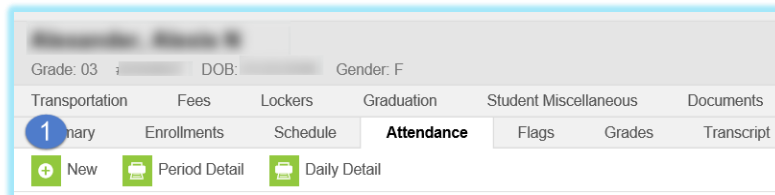
- Go to the student's Attendance Tab.
- Click on Period Detail.
- Open the report and print it.



ADDING, EDITING & DELETING AN ATTENDANCE EVENT

ADDING A NEW EVENT USING THE STUDENT'S ATTENDANCE TAB

The attendance office was made aware of an omission of an attendance event, i.e., a student believed to be present, was absent. The attendance event will need to be added.



1. Click the New icon at the top of the Attendance tab.

Period	Code	Status	Excuse	Present	Minutes	Comments
AM	UNX: Un-excused					
PM	UNX: Un-excused					
LangArts	** Not Scheduled					
SocStudies	** Not Scheduled					

2. Enter the Date of the attendance occurrence.
3. Click the Refresh button.
4. In the Code dropdown menu, select the Attendance code.
5. Enter Comments according to documentation.
6. Click the Save icon when finished.

NOTE: Do not add Attendance connected to behavior events; this will create an exception on the Behavior Attendance Audit Report. This attendance must be changed in the Behavior Resolution. See Behavior Resolution documentation for directions.

SUPER SECRETARY SIDEBAR

Clicking the Fill Down button will copy the attendance code from the selected period through the remaining fields.

If the incorrect attendance code was chosen, click the Clear button. Enter the correct code prior to saving.

ADDING, EDITING & DELETING AN ATTENDANCE EVENT

EDITING AN ATTENDANCE CODE ON THE ATTENDANCE TAB

To change a student's attendance code on their attendance tab:

The screenshot shows a student's attendance record for two terms. The 'Attendance' tab is selected. The calendar view shows the date 05/28/2015 selected. The attendance code for that date is UNX UNX.

Term	Start Date	End Date	Instructional Days	Present Days
Term Q1	08/20/2014	10/24/2014	46	37.72
Term Q2	10/27/2014	01/09/2015	39	35.32

1. Click their Attendance tab.
2. Select the date of the absence.

The 'Attendance Information' dialog box shows the following details:

Period	Code	Status	Excuse	Present Minutes	Comments
AM 3	UNX: Un-excused	A	U	0	
PM	UNX: Un-excused	A	U	0	

Below the table, the following subjects are listed as not scheduled:

- LangArts ** Not Scheduled
- SocStudies ** Not Scheduled
- Math ** Not Scheduled
- Science ** Not Scheduled
- Reading ** Not Scheduled
- Music ** Not Scheduled

3. Click on the period(s) to be modified.

ADDING, EDITING & DELETING AN ATTENDANCE EVENT

EDITING AN ATTENDANCE CODE ON THE ATTENDANCE TAB (CONTINUED)

Save **7**

Attendance Information
Date: 05/28/2015

Period	Code	Status	Excuse	Present Minutes	Comments
AM 4	PAA: Parent Authorized Absence	A	U	0	5 note from mom received-ill
PM	UNX: Un-excused	A	U	0	
LangArts	** Not Scheduled				
SocStudies	** Not Scheduled				
Math	** Not Scheduled				
Science	** Not Scheduled				
Reading	** Not Scheduled				
Music	** Not Scheduled				
Art	** Not Scheduled				
PhysEd	** Not Scheduled				
Health	** Not Scheduled				
Chorus	** Not Scheduled				
InstMusic	** Not Scheduled				
WorkSocial	** Not Scheduled				
InterimK-5	** Not Scheduled				
6	Fill Down	Clear			

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

4. In the Code dropdown menu, select the Attendance code.
5. Enter Comments according to documentation.
6. Click fill down to copy the attendance code down to remaining fields. Be mindful that you don't overwrite existing recorded attendance.
7. Click Save.

ADDING, EDITING & DELETING AN ATTENDANCE EVENT

DELETING AN ATTENDANCE EVENT

The attendance office was made aware of an attendance event recorded in error, i.e., a student believed to be absent was present. The attendance event will need to be deleted.

- Prior to making any deletion - Print the Period Detail report. Leave all report options default.

Term Q1 08/20/2014 - 10/24/2014													Unknown	Excused	Unexcused	Exempt							
Period	AM	PM	LangArts	SocStudies	Math	Science	Reading	Music	Art	PhysEd	Health	Chorus	InstMusic	WorkSocial	InterimK-5	T	Date	AM	PM	LangArts	Soc		
Absent	9	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	05/28/2015	Thu	UNX	UNX		
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	05/27/2015	Wed	TU	X		
Tardy	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	05/18/2015	Mon	TU	X		
Term Q2 10/27/2014 - 01/09/2015																							
Instructional Days: 39 Present Days: 35.32																							
Absent	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	05/08/2015	Fri	UNX	UNX		
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	05/05/2015	Tue	UNX	UNX		
Tardy	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	05/04/2015	Mon	UNX	UNX		
																		05/01/2015	Fri	TU	X		
																		04/30/2015	Thu	TU	X		
																		04/20/2015	Mon	UNX	UNX		
																		04/16/2015	Thu	TU	X		

1. Click their Attendance tab.
2. Select the date of the absence.

Period	Code	Status	Excuse	Present Minutes	Comments
AM 3	UNX: Un-excused	A	U	0	
PM	UNX: Un-excused	A	U	0	
LangArts	** Not Scheduled				
SocStudies	** Not Scheduled				
Math	** Not Scheduled				
Science	** Not Scheduled				
Reading	** Not Scheduled				
Music	** Not Scheduled				
Art	** Not Scheduled				
PhysEd	** Not Scheduled				
Health	** Not Scheduled				
Chorus	** Not Scheduled				
InstMusic	** Not Scheduled				
WorkSocial	** Not Scheduled				
InterimK-5	** Not Scheduled				
		Fill Down	Clear		

**--Cannot record attendance. Student is not scheduled or course doesn't take attendance.

3. Click on the period(s) to be modified.
4. Click the Clear button
5. Click Save

ATTENDANCE WIZARD

INFINITE CAMPUS – ATTENDANCE WIZARD GUIDE

The Attendance Wizard tool allows the Attendance Office to quickly create or change attendance data for an individual or a group of students. Using a variety of modes, the Attendance Wizard allows the entering of Attendance Codes and comments.

The different modes that can be used are Daily, Batch, Edit, Batch Edit, Check In and Check Out

Mode	Functions	Examples of when to use
Daily	Records student attendance for the entire day.	This mode is not used in schools taking period by period attendance.
Period	Record student's attendance for the selected period.	A group of students or an individual student will be off campus or will miss class for a selected period only, such as testing during a certain period. Use this mode when changing Unknown Absences and Unknown Tardies to Unexcused or Excused or Tardy to Class.
Batch	Records student attendance for the entered date range and time range. Used for multiple day absences.	Student is having surgery or will be on vacation. This mode will be used to check late arrival students in for schools doing Period by Period Attendance and to mark students tardy.
Edit	The Edit Mode allows the user to record attendance for more than one student and more than one period at a time, but not for an entire day. When using this mode you can select a different attendance code and enter different comments for each period.	A group of students will be attending an event or field trip, such as Compass Placement Testing, for multiple periods on a specific date, but not for the entire day.
Batch Edit	Records attendance for a date range for the selected periods. The students would be marked absent for the same periods on all attendance days during the entered range.	The yearbook class is meeting off campus for three days during the week in the mornings only. These students would be marked Absent/Exempt for the class periods that meet in the morning only for all days in the date range.
Check In	Using this mode marks the student as present (in attendance) from the time of arrival through the remainder of the day.	This mode is not to be used in schools taking period attendance.
Check Out	Using this mode marks the student as absent (not in attendance) from the time of departure through the remainder of the day.	This mode is not to be used in schools taking period attendance.

ATTENDANCE WIZARD

PERIOD MODE IN ATTENDANCE WIZARD

The Period Mode in the Attendance Wizard records attendance for a student or a group of students for a selected period.

Example: You get a note from the counselor that a group of students will be going off site during their math period for Testing on May 1.

PATH: Index>Attendance>Attendance Wizard

- 1. Date:** The current date will automatically be entered into the date field. This can be changed to create or edit attendance events for any attendance date. You can either type the date in the mm/dd/yyyy format or choose the date from the calendar by clicking on the icon to the right of the date field.
- Choose the **Period** mode. This will only mark the students absent during the selected periods.
- Search** for the student by Name or Student Number.
- Click Search. The Search results will appear in the column labeled B
- Select the students from Column B to move to Column C. Only students in Column C will have attendance entered for them. You can search individually and move students over by searching for a new student after moving each one to Column C.
Note: To remove a student's name from the list, click on their name in column C. After the students have been moved to Column C:
- Select the **Current Period** from the dropdown list. Period meeting times display in the dropdown list.
- Select the **Attendance Code** from the dropdown list that relates to the absence for the period. This code will be applied to all students in Column C.
- Enter **Comments** related to the attendance entry based on the documentation received.
- Change Comment Option to Overwrite Existing Comments.
- Leave **Overwrite Existing Data** checked.
- Click the **Save** button.

The screenshot shows the Attendance Wizard interface for Weinland Park Elementary School. It includes a date field (05/01/2015), mode selection (Period selected), and a search form with fields for Last Name (smith), First Name, Grade, SSN/PIN, Student #, Alt Code, Status/Excuse, Course - Section, Period (8), and Ad Hoc Filter. A search button is present. Below the search form are instructions for the Period mode, including a dropdown for Current Period (Math (-)), Attendance Code (E.S. Class excused), and Comments (Students going offsite). There are also options for Comments Options (Leave existing comments unchanged) and Overwrite Existing Data (checked). A Save Attendance button is at the bottom. Two instructional boxes are overlaid: one for selecting students from Column B to move to Column C, and another for removing students from Column C. A 'New Screen Shot' box is also present.

ATTENDANCE WIZARD

BATCH MODE IN ATTENDANCE WIZARD

The Batch Mode marks selected students as absent for a range of dates. The batch mode can be used when a student will be absent from school for multiple days.

EXAMPLE 1: MULTIPLE DAY ABSENCE DUE TO SURGERY

A student turns in a doctor's note indicating they will be absent for a week due to surgery.

PATH: Index>Attendance>Attendance Wizard

Weinland Park Elementary School

1. Attendance Date: 05/04/2015

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students:

A. Search for Students

Last Name:

First Name:

Grade:

SSN/PIN: - -

Student #:

Att Code:

Status/Excuse: -

Course - Section: -

Period:

Ad Hoc Filter:

4 Search

5 B. Select students to add to edit list

Adams, Di

Select All

C. Click on a student to remove from list:

Adams, D

Selecting the student in Column B will move their name to Column C.

Students selected in Column B are moved to Column C. Only students in Column C's attendance will be affected.

1. **Date:** The current date will automatically be entered into the date field. This can be changed to create or edit attendance events for any attendance date. You can either type the date in the mm/dd/yyyy format or choose the date from the calendar by clicking on the icon to the right of the date field. Select the first date the student will be absent.
2. Choose the **Batch** Mode.
3. **Search** for the student you want to mark absent by entering their Name or Student Number.
4. Click Search. The Search results will appear in the column labeled B
5. Select the students from Column B to move to Column C. Only students in Column C will have attendance entered for them. You can search individually and move students over by searching for a new student after moving each one to Column C.

Note: To remove a student's name from the list, click on their name in column C.

ATTENDANCE WIZARD

BATCH MODE IN ATTENDANCE WIZARD (CONTINUED)

After the students have been moved to Column C:

4. Batch Enter attendance information and click Save

6 Attendance Code EXC: Excused

7 From: Date 05/04/2015 Time 8:30 AM To: Date 05/08/2015 Time 03:30 PM

8 Comments note from doc received-student having surgery

9 Comments Options Overwrite existing comments

Overwrite Existing Data

10 Save Attendance

6. Select the **Attendance Code** from the dropdown list that relates to the absence for the days. This code will be applied to all students in Column C.
7. Enter the **Date** and **Time** range that the student will be absent. Enter the first date of absence and the time (usually the time school starts), then enter the last date of absence and the time (usually the time school ends for the day).
8. Enter **Comments** related to the attendance entry according to documentation received.
9. Change the Comment Options to **Overwrite Existing Comments**. Verify **Existing Data** is checked.
10. Click the **Save** button.

EXAMPLE 2: FIELD TRIPS

An example of when to use this mode would be when you receive a note from the Anatomy teacher that all Anatomy students will be absent on May 11th for a field trip to visit the Ohio State University Anatomy labs for the day.

Helpful Hint: Mark the all-day Field Trip absences using the Batch Mode before you mark other absences through the Classroom Monitor. By following these steps, the Caller Report will still populate when the other absences are entered through the Classroom Monitor.

A list of students attending the field trip should be received by the office. This list allows the secretary to enter the attendance into Infinite Campus. The documentation will then be filed with the attendance files.

PATH: Index>Attendance>Attendance Wizard

Whetstone High School

1. Attendance Date: 05/11/2015

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students:

A. Search for Students

Last Name:

First Name:

Grade:

SSN/PIN:

Student #:

Att Code:

Status/Excuse:

3 Course - Section: 246700 -

Period:

Ad Hoc Filter:

4 Search

5 B. Select students to add to edit list

C. Click on a student to remove from list:

Select All

- Date:** The current date will automatically be entered into the date field. This can be changed to create or edit attendance events for any attendance date. You can either type the date in the mm/dd/yyyy format or choose the date from the calendar by clicking on the icon to the right of the date field. Select the first date the student will be absent.
- Choose the **Batch** Mode.
- In the Course/Section field, type the course code to find all students taking this course (In this case, we used 246700 – Anatomy). This will return all students enrolled in this course. Choose only those students who have permission to attend this field trip.
- Click Search. The Search results will appear in the column labeled B. Column B shows the list of all students in that Course and Section number.**
- Select the names of the students in Column B that are going on the field trip.** This will move their names into Column C.

ATTENDANCE WIZARD

BATCH MODE IN ATTENDANCE WIZARD (CONTINUED)

4. Batch Enter attendance information and click Save

6 Attendance Code CLS: Class excused

7 From: Date 05/11/2015 Time 07:30 AM To: Date 05/11/2015 Time 02:30 PM

8 Comments note from teacher, Field Trip to OSU Anatomy Lab

9 Comments Options Append comments

10 Overwrite Existing Data

11 Save Attendance

6. Select the correct **Attendance Code – Class Excused**
7. Enter the **Date** and **Time** range that the student will be absent. Enter the first date of absence and the time (usually the time school starts), then enter the last date of absence and the time (usually the time school ends for the day).
8. In the **Comments** Field, enter Field Trip and where students are going.
9. Leave **Append Comments** in the Comments Options field if you want to keep any existing comments in the comments. Change the Comment Options to **Overwrite Existing Comments** if you want to overwrite the comments and place these comments in there.
10. Verify the box **Overwrite Existing data** is checked.
11. Click the **Save Attendance** button.

NOTE: Any time Class Excused is used as the attendance code, a comment **must be entered stating what the activity is and where it is taking place. I.e. Field Trip – COSI**

ATTENDANCE WIZARD

EDIT MODE IN ATTENDANCE WIZARD

The Edit Mode allows the user to edit or create an attendance event for more than one student **and** more than one period at a time for a specific date, but **not** for an entire day. **If the absence is for an entire day, or range of dates, do not use this mode.** When using this mode you can select a different attendance code and enter different comments for each period.

An example of when to use this code is when a group of students attend an event or field trip, such as Compass Placement Testing, for multiple periods on a specific date, but **not** for the entire day.

PATH: Index>Attendance>Attendance Wizard

1. Attendance Date: 05/04/2015

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students: A. Search for Students

Last Name:
First Name:
Grade:
SSN/PIN: - -
Student #:
Att Code:
Status/Excuse:
Course - Section: -
Period:
Ad Hoc Filter:

4. Search

B. Select students to add to edit list

Davis, E

Only the student you searched for will appear in Column B. This is the student whose event will be modified.

Select All

4. Edit

Enter attendance information and click Save
Davis, Elijah N - 1216815

Period	Code	Status	Excuse	Present Minutes	Comments
AM	CLS: Class excused	A	U	0	note from Gifted Teacher-at Invention Convention
PM	CLS: Class excused	A	U	0	
LangArts	** Not Scheduled				
SocStudies	** Not Scheduled				
Math	** Not Scheduled				
Science	** Not Scheduled				
Reading	** Not Scheduled				
Music	** Not Scheduled				
Art	** Not Scheduled				
PhysEd	** Not Scheduled				
Health	** Not Scheduled				
Chorus	** Not Scheduled				
InstMusic	** Not Scheduled				
WorkSocial	** Not Scheduled				
InterimK-5	** Not Scheduled				

7. Fill Down Clear
8. Save Attendance

1. **Date:** The current date will automatically be entered into the date field. This can be changed to create or edit attendance events for any attendance date. You can either type the date in the mm/dd/yyyy format or choose the date from the calendar by clicking on the icon to the right of the date field.
2. Choose the **Edit** mode.
3. **Search** for the student you want to mark absent by entering Name or Student Number.
4. Click **Search**. The Search results will appear in the column labeled B
5. Edit the previously selected **Attendance Code** from the dropdown list that relates to the absence for the period. For a new entry select the appropriate attendance code from the dropdown list.

ATTENDANCE WIZARD

EDIT MODE IN ATTENDANCE WIZARD (CONTINUED)

6. Edit the **Comments** related to the attendance entry, or enter comments for a new entry. This should match what is stated in the documentation received for the selected period(s).
7. To apply the changes to all periods, click the **Fill Down** button.
8. Click the **Save Attendance** button.

ATTENDANCE WIZARD

BATCH EDIT MODE IN ATTENDANCE WIZARD

The Batch Edit Mode allows the user to record attendance for a range of dates for more than one student and more than one period at a time. If the absence is for an entire day you do not use this mode. When using this mode you can select a different attendance code and enter different comments for each period.

An example of when to use this mode would be when you receive a note from the Yearbook Advisor that says a group of students will be taking yearbook photos during 6th period, from May 5th through May 7th and need excused from class during this time frame.

PATH: Index>Attendance>Attendance Wizard

The screenshot shows the Attendance Wizard interface for Whetstone High School. The interface is divided into several sections:

- 1. Attendance Date:** 05/05/2015
- 2. Mode:** Daily, Period, Batch, **Batch Edit**, Check In, Check Out
- 3. Students:**
 - A. Search for Students:** Last Name, First Name, Grade, SSN/PIN, Student #, Alt Code, Status/Excuse, Course - Section, Period, Ad Hoc Filter, Search
 - B. Select students to add to edit list:** A list of students (Acuna, Adkins, H, Ahmed, A) with a 'Select All' button.
 - C. Click on a student to remove from list:** A list of students (Acuna, Adkins, H, Ahmed, A) with a callout box: "Only students in Column C will have their attendance affected by this process."
- 4. Batch Edit:** Enter attendance information and click Save
 - From:** 05/05/2015 **To:** 05/07/2015
 - Table:**

PeriodCode	StatusExcuse	Present Minutes	Comments
1			
2			
3			
4			
5A			
5B			
6	CLS Class excused		note from Yearbook Advisor taking book photos
7			
8			
 - Fill Down** **Clear**
 - Save Attendance**
 - Overwrite existing marks**
 - Options:** Append comments

- Date:** The current date will automatically be entered into the date field. This can be changed to create or edit attendance events for any attendance date. You can either type the date in the mm/dd/yyyy format or choose the date from the calendar by clicking on the icon to the right of the date field. Select the first date the student will be absent.
- Choose the **Batch Edit** mode.
- Search** for the student you want to mark absent by entering Name or Student Number.
- Click **Search**. The Search results will appear in the column labeled B
- Select the students from Column B to move to Column C. Only students in Column C will have attendance entered for them. You can search individually and move students over by searching for a new student after moving each one to Column C.
Note: To remove a student's name from the list, click on their name in column C.
After the students have been moved to Column C:
- Enter the **Date Range** in the mm/dd/yy format. Attendance information will be entered for all days during this range.

ATTENDANCE WIZARD

BATCH EDIT MODE IN ATTENDANCE WIZARD (CONTINUED)

7. Select the **Attendance Code** from the dropdown list that relates to the absence for the days. This code will be applied to all students in Column C.
8. Enter **Comments** related to the attendance entry. This should match whatever was on the note that you received that prompted you to enter this absence for these days.
9. Change the Comment Options to **Overwrite Existing Comments**. Verify **Existing Data** is checked.
10. Select **Append Comments**.
11. Click the **Save** button.

ATTENDANCE CODES



COLUMBUS CITY SCHOOLS ATTENDANCE CODES 2015-2016

Code	Definition	Situation	Code	Status	Documentation Needed:
CLS	Class Excused	Student not physically present but is participating in a school approved activity, or has been prevented from attending class due to district provided transportation delays.	Present	Exempt	Attendance Roster of School Structured Activity (Field Trip, Extra Curricular Club, Off Campus Event), Bus Route Roster of Late Buses, Attendance Roster of Athletic Team
DR	Death of Relative	Death of immediate family member or relative. The absence arising from this event is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence	Absent	Excused	Copy of Obituary, Memorial Card or Copy of Death Certificate
ELV	Early Leave	Parent/Guardian is signing out a student and can provide documentation of excuse.	Absent	Excused	Student Release Log *see documentation for EXC
EUX	Early Leave Unexcused	Parent/Guardian is signing a student out of school and fail to provide documentation of excused absence.	Absent	Unexcused	Student Release Log
EXC	Excused Absence	Code is for verified student absences. Student excuse notes required to document absence.	Absent	Excused	Medical Professional Appointment Card or Excuse Note, Court Notice, Observation of Religious Holiday documentation, College Visit Excuse Note from Admission Office, and other documentation as outlined by Board Policy 5200c
HOM	Home Instruction	This code applies to students absent from school and assigned home instruction by the Home Instruction Office	Absent	Exempt	Home Instruction Approval Letter
INS	Institutionalized	Code applies to those students admitted to a psychiatric hospital, treatment center, juvenile detention center or substance abuse facility.	Absent	Exempt	Court Documents, Facility Document
IPW	IPASS Enrollment Wait Period	Students Assigned to IPASS	Absent	Excused	Hearing Resolution, Hearing Details
ISS	In School Suspension	This code applies to student assigned to In-School Suspension status.	Present	Exempt	Behavior Resolution, ISS Attendance Roster
KDG	Staggered Start Kindergarten	Beginning of the Year Staggered Start	Absent	Exempt	Official District Calendar, Letter from School
MAH	Medical with Class Work	Code applies to students determined as medically fragile, or chronically ill, Students are under physician care and have disabilities documented by physician.	Absent	Exempt	Documentation from Medical Professional, IEP, Medical and Homework Assignment Form
NCH	Nationwide Children's Hospital	Students that are admitted to Nationwide Children's Hospital and being taught by CCS teachers onsite at Nationwide Children's Hospital.	Absent	Exempt	Nationwide Children's Hospital ADM Report

Rev. Date: 07/31/2015

Revised 8/10/15

ATTENDANCE CODES



COLUMBUS CITY SCHOOLS ATTENDANCE CODES 2015-2016

OSS	Out-of-school suspension with homework	Student absent from class because of an out-of-school suspension. Homework is assigned during the length of suspension.	Absent	Exempt	Out of School Suspension Assignment Form
OSW	Out-of-school suspension without homework.	Out-of-school suspension code that results in an absence from the classroom.	Absent	Unexcused	OSW Resolution, Behavior Letter
PAA	Parent Authorized Absence	Parent provides absence note for excused activity but does not provide supporting documentation.	Absent	Excused	Parent Note *A parent is only allotted to excuse 9 attendance days using code: PAA. After 9, additional documentation is required.
PALS	Positive Alternative for Students	This code applies to students assigned to PALS Center as a result of discipline infraction.	Absent	Exempt	Assignment to PALS Centers in agreement with school administrator and parent.
PK	Staggered Start Pre-K	Beginning of the Year Staggered Start	Absent	Exempt	Official District Calendar, Letter from School
RMV	Disciplinary Removal	Student is removed from school pending a parent guardian hearing.	Absent	Excused	Hearing Resolution, Behavior Letter
TEX	Tardy Excused	This is used when a student is reporting to school after the official start of the school day and can provide documentation of an excused absence as outlined by Board Policy 5200c.	Absent	Excused	Student Late Arrival Log *see documentation for EXC
TIC	Truancy Intervention Center	Code applies to students assigned to Truancy Intervention Center	Absent	Exempt	Documentation from Truancy Intervention Center'
TTC	Tardy to Class	This documents a student that was present in the building but tardy to class.	Present	Unexcused	Teacher Attendance Entry
TUX	Tardy Unexcused	This is used when a student is reporting to school after the official start of the school day.	Absent	Unexcused	Student Late Arrival Log
UNX	Unexcused Absence	School absences that have not been verified. School office has not received parent excuse note, documentation or notification as to the reason for absence or the reason for absence is not excusal as per Board Policy 5200c.	Absent	Unexcused	N/A

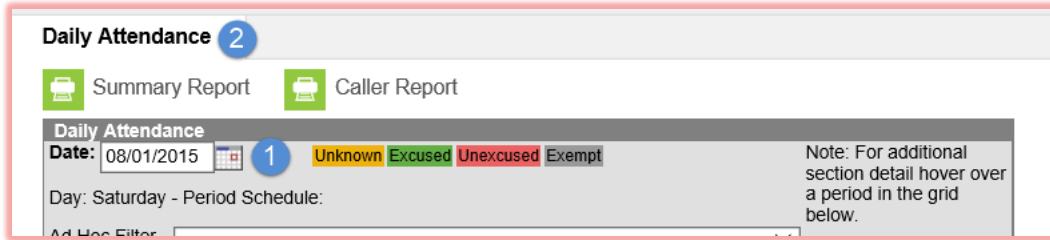
Rev. Date: 07/31/2015

ATTENDANCE REPORTS

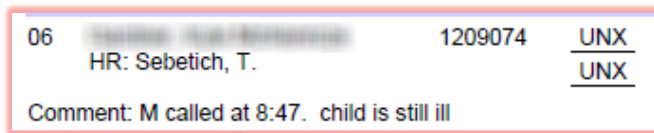
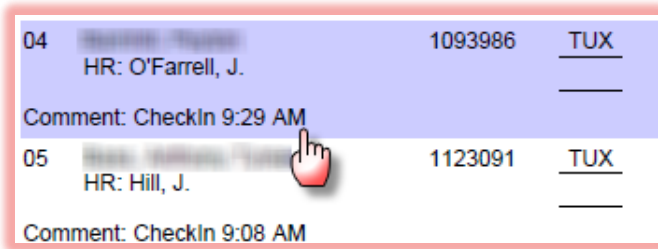
HOW TO RUN THE ATTENDANCE SUMMARY REPORT

The Summary Report lists all attendance events recorded on a specific day.

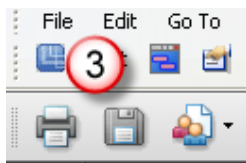
Path: Index>Attendance>Daily Attendance>Summary Report



1. Infinite Campus will default to the current date. In the Date field enter the desired date to generate the report.
2. Select Summary Report at the top of the tab. The Report will generate.



3. Click the Printer icon to print or the Save icon to save a copy to your computer.



SUPER SECRETARY SIDEBAR

- The report will list the students in alphabetical order. When Check-in mode is used, the check-in time will appear in the Comment section under the student's name.
- Comments entered for the student appear in the Comments section and provides a way of communicating with building staff.
- This report can be used by teachers on hall or lunch duty to verify if a student that was marked absent (on the report) has signed in late in the designated attendance area.

ATTENDANCE REPORTS

MISCELLANEOUS ATTENDANCE REPORTS

ADM and ADA Detail Report

This report calculates ADM & ADA based off either Whole Day & Half Day attendance defined in the calendar, or using an exact minute calculation. It summarizes the data by student, grade and calendar for the date range entered. Blank dates default to the start/end dates of the calendar.

This is a very complex report, so try to limit the number of calendars run per batch.

Attendance Change Tracking Report (ACTR)

This report will extract attendance changes that have been made for the selected attendance date range during the selected modification time frame. Each modification to a student's section attendance is displayed in a separate row so please try to limit the length of the Attendance Date Range entered. The report can be printed in two formats CSV and HTML. See separate documentation on the TLC Website.

Behavior

The Behavior Attendance Audit report identifies students who have behavior resolutions not linked to an entry in their attendance record, or attendance codes not linked to a behavior resolution type. If attendance modification from Behavior Management has been enabled the Attendance created from a Behavior Resolution report will display instances where an attendance record was created from a Behavior Resolution.

Day Count Report – Perfect Attendance with No Tardy Marks

This report calculates Whole Day & Half Day attendance based off the number of minutes defined in the calendar, and sums and filters the totals based on the report options below. This could be used to find out which students qualify for Perfect Attendance, as long as they do not have any tardy marks.

Attendance Summary ReportThe Attendance Summary Report can be run by Student# or Grade Level to show the attendance summary for students. See page 37 for information on how to run this report.

Authorized Absences

This report contains a list of students who have authorized absence days.

Blackboard Connect, the District's automatic phone dialer, will call the homes of students who have an unexcused absence for the day. These calls will be made between the hours of 5:00-9:00 p.m.

Please note that the phone dialer does not replace the responsibility of making a personal phone call when a student is absent. It is a safety issue to ensure that we connect with families in the morning, especially at the elementary level.

Period Detail Batch Report

This report will batch print student attendance period detail, 1 page or 2 pages per student suitable for handing out to students.

Tardy and Early Leave by Date Report

This report displays a list of students by date that have been marked as tardy or coded with an early leave

Tardy and Early Leave by Name Report

This report displays a list of students by name that have been marked as tardy or coded with an early leave

Please check the Attendance Reports module frequently. New reports are added periodically.

There are some attendance reports that have been created specifically for CCS in the Ad Hoc Reports area: Attendance Summary by Team, Attendance Summary by Year, Absence Marked Unknown, and Unexcused Tardies.