

Columbus City Schools



**DAILY  
ATTENDANCE  
TRAINING  
GUIDE**

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# Attendance Basics

## **BASICS**

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Attendance is to be taken every day on every student enrolled in your school. 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 generated regularly to identify students who are enrolled but not attending. 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then the principal will sign the 15 day Checklist indicating that the student is not attending school and should be withdrawn. After the student is withdrawn, the checklist should be kept in the student's cumulative record file. Students also need to be scheduled appropriately for attendance to be entered and reports generated.

## **GETTING THE ATTENDANCE OFFICE READY FOR THE DAY**

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- Be ready when the telephone rings.
- Good Morning or Good Afternoon.
- Your school's name.
- This is [your name] – it is important to identify yourself so that the caller will immediately know whom he/she is speaking to.
- 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. 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.

# Daily Attendance Procedures

Columbus City Schools takes attendance on all students every day. It is very important that all students are scheduled appropriately for attendance data to be accurate

## REGISTER REPORT

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- Beginning January 20, 2016, all elementary homeroom teachers, including 6th grade teachers at K-6 schools, are required to record student attendance electronically through Infinite Campus.
- A how-to video was prepared for elementary teachers as well as documentation. Both can be found on the TLC website.
- Homeroom teachers will enter AM Attendance only, except for PK teachers with ½ day classes. The teacher will have to enter attendance in the PM Attendance period as well.
- Teachers are not to enter a Tardy (which will display as a T on the Daily Attendance screen) for students who are late to school.
- If students are being marked tardy to class by teachers, the secretary will change the tardies from a T to a TTC: Tardy to Class using the Attendance Wizard. See Step Four: Process Tardies to School or Class.
- The secretary will change the absences to Daily absences using the Attendance Wizard as
- Elementary secretaries will utilize the Classroom Monitor to verify when teachers have entered attendance.
- Secretaries will continue to enter attendance through the classroom Monitor for substitute teachers or teachers who do not have access to a computer.
- Teachers are to have a paper copy of their Attendance Roster to be used in the event of a system outage or for a substitute teacher to record attendance. The secretary can provide the paper copies to the teachers or the teachers can generate the roster in Campus Tools (see ES Daily Attendance Step One Generating Attendance Rosters).
- Teachers only have access to enter attendance for their homeroom on the current day. They cannot enter or edit attendance for previous or future days. If they have a correction, the secretary will be required to make the correction. Corrections are to be made according to Board guidelines.
- Teachers will be able to view attendance entered by the office, but are unable to override the attendance. If a teacher notices a student's attendance is incorrect, the teacher must notify the secretary in writing to make corrections. Corrections are to be made according to Board guidelines.

### Distribute Register Report

As stated above, all Columbus City School teachers are now required to enter student attendance electronically. The exceptions are: sub teachers, teachers without access to a computer at the time attendance is required, and when the student information system cannot be accessed due to power, network, or system outages.

All teachers are to have a paper roster in the classroom in the event of such exceptions. There are a few options available to generate an attendance roster: Register, Sub Register, and Attendance Register by Period. Note: Teachers have the ability to generate attendance rosters in Infinite Campus.

The Attendance Secretary will prepare then distribute the Register Report to teachers as needed.

Teachers unable to enter attendance electronically will use the roster to record attendance to submit to the office. (See page 6 for instructions on how to print a Register Report). This report is often included in an attendance folder or envelope and distributed to teachers.

If there are students not showing on the Register Report, verify the student's schedule to make sure that courses are assigned appropriately.

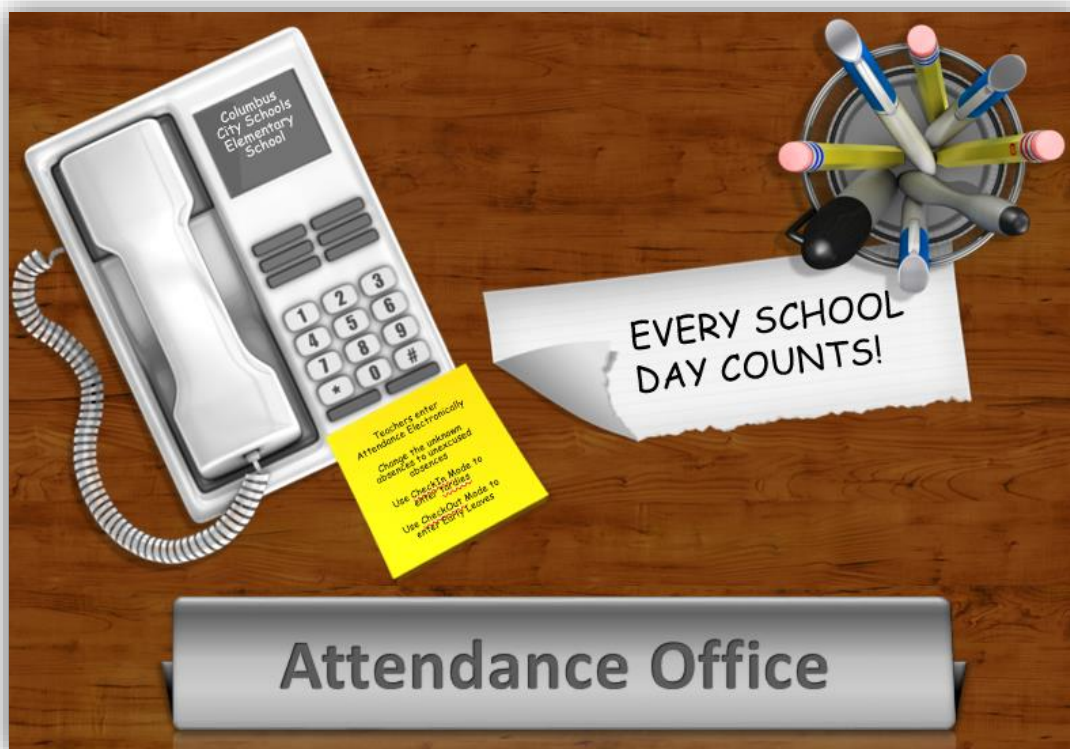
### **Attendance Collection**

Substitute teachers, teachers without computer access, or in the event of power, network or system outages, will record the attendance on the attendance roster. The rosters are to be sent with the attendance folder to the school secretary in a timely manner for data entry into the Classroom Monitor.

The teacher will also place notes from parents regarding their student's previous day's absences and early release notes in the folder so the Secretary can make edits to previous day's absence code.

The Secretary will return the attendance folder containing the Register Report to the teacher(s) after the attendance has been entered.

Teachers have the capability to generate their own attendance rosters to keep in their classroom for sub or emergency purposes. However, in the event that the rosters need to be generated by the office, please find instructions beginning on the following page.



# Daily Attendance Entry

## DAILY ATTENDANCE ENTRY OVERVIEW OF STEPS

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### **Step One: Generate Attendance Rosters as needed (Quick Guide available on TLC SharePoint site)**

See Page 7 for details.

### **Step Two: Classroom Monitor (Quick Guide available on TLC SharePoint site)**

Enter the attendance into Infinite Campus using the Classroom Monitor (See page 10 for instructions).

If any students are not showing on the Register Report, you need to look at the student's schedule to make sure that there are courses assigned.

### **Step Three: Print Caller Report (Quick Guide available on TLC SharePoint site)**

Print the Caller Report to use in step 5 (See page 12 for printing instructions).

### **Step Four: Change Unknown Absences to Unexcused using the Attendance Wizard (Quick Guide available on TLC SharePoint site)**

The Secretary enters all absences as unexcused in Infinite Campus until there is evidence of a legitimate excuse (See page 13 for printing instructions).

### **Step Five: Process Tardies to School (Check In Mode) or Class (Quick Guide available on TLC SharePoint site)**

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 Check in feature in the Attendance Wizard (see page 15 for instructions).

### **Step Six: Check Students out of school early (Check Out Mode) (Quick Guide available on TLC SharePoint site)**

The Secretary will enter all Early Leaves into Infinite Campus using the Check Out feature in the Attendance Wizard. The Student Release Log is sufficient documentation when signing a student out.

### **Step Seven: 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 2 (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 Eight: Excuse Notes**

The Attendance Secretary will also enter all excuse notes into Infinite Campus by using the Attendance Tab (See page 17 for instructions.)

### **Step Nine: Filing and Storing Attendance Excuse Notes, Logs, and Reports**

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 17 for more detailed instructions.

# Daily Attendance Procedures

## STEP ONE: PRINTING THE REGISTER REPORT FOR TEACHERS

Step One is to print the **Register Report**, aka Attendance Roster. The **Register Report** is used for teachers to record attendance to be forwarded to the office in the event that a teacher is not able to enter attendance electronically. The secretary will use the roster for attendance entry.

Plan how you will distribute and receive attendance folders. At most elementary schools, the teacher sends the attendance roster to the office by a student in the classroom. The rosters are usually returned to the teacher in their mailbox.

PATH: Index>Attendance>Reports>Register

The screenshot shows a web-based form for generating an attendance report. It includes sections for report type, dates, orientation, student selection, sorting, and printing options. Red circles with numbers 1 through 8 are overlaid on the form to indicate the steps described in the adjacent list.

1. Select **Course Section Attendance Register**.
2. Select **By Date**:
  - a. Enter the **Start Date** and **End Date**
3. Select **Portrait**.
4. Select **Teachers and Sections**.
  - a. Teachers: to generate for all home room teachers, leave at the default of All Teachers.
5. Sort by: To generate the report for all home room teachers, highlight all of the **AM Attendance** sections. *Note: schools with grades 6 and above will have to scroll down to find the AM Attendance courses. Hint: click on the first section, hold the left mouse button, and scroll to the last AM section.*
6. What options would you like to use for printing? Select **Include only Instructional Days** and **Use District Attendance Codes**.
7. How would you like to sort students? Select **Teacher**.
8. Click **Generate 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	ABS	EX	Off	Roll
100000000	ANDERSON, MARY E (P)						5	0	0	0	0	0	0
100000000	ANDERSON, MARY E (P)						5	0	0	0	0	0	0
100000000	ANDERSON, MARY E (P)						5	0	0	0	0	0	0
100000000	ANDERSON, MARY E (P)						5	0	0	0	0	0	0

**SUPER SECRETARY SIDEBAR**

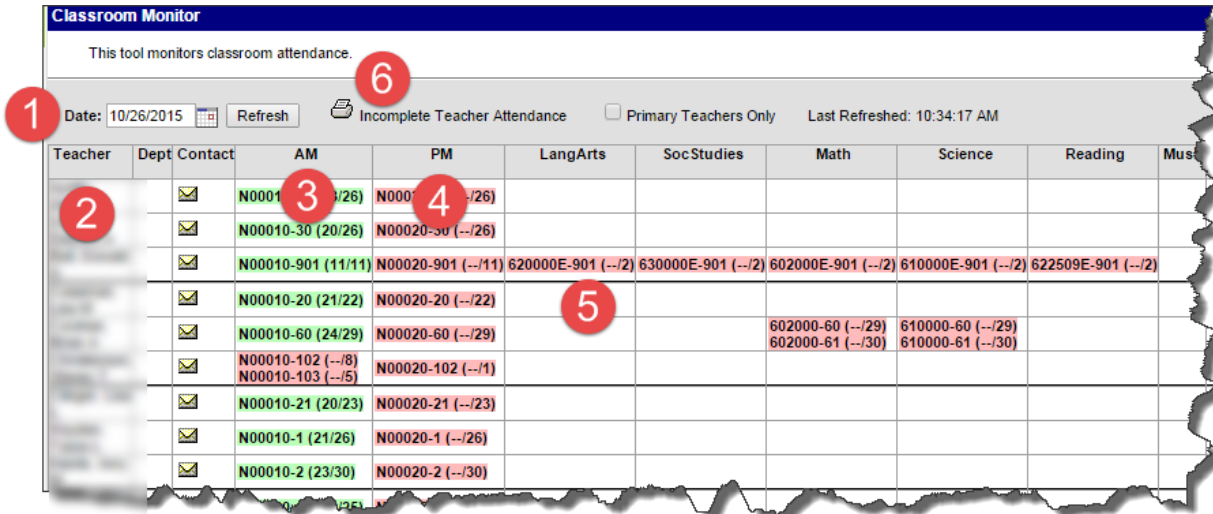
Attendance rosters can also be generated for a single day for sub teachers or by period. See the quick guide 'ES Daily Attendance – Step One Generating Attendance Rosters' for details.

# Daily Attendance Entry

## STEP TWO: USING THE CLASSROOM MONITOR

Step Two of the attendance process is to use the **Classroom Monitor** to record a student's attendance status.

PATH: Index>Attendance>Classroom Monitor



1. The **Classroom Monitor** will open to the current date. To change the date, type the date or use the calendar tool to select the date. Click the **Refresh** button to reload the **Classroom Monitor** for the selected date.
2. The teachers are listed in alphabetical order by last name.
3. The **Periods** display across the top of the **Classroom Monitor**.
  - a. The AM attendance course and section number will display for each Teacher to the right of their name. Teachers will enter attendance for the AM attendance period **ONLY**. Exception: PK teachers with ½ day PK classes will need to take attendance for the PM class as well as the AM class.
  - b. Sections displaying as pink indicate that attendance has not been entered.
  - c. Sections displaying as green indicates that attendance has been entered for that course. If all students are present, the teacher will need to click on the section and click Save.
  - d. The number of student's present displays with the number of students scheduled.
4. Teachers will not enter attendance for the PM attendance period - they will remain pink. Exception: PK teachers with ½ day PK classes will need to take attendance for the PM class as well as the AM class.
5. K-6 schools: Please ignore any 6<sup>th</sup> grade courses displaying on the classroom monitor. Attendance will **NOT** be entered for these courses and they will remain pink.
6. Generate an **Incomplete Teacher Attendance** report for a list of teachers who have not entered attendance, if needed. *Note: this will generate for all teachers since they will not be entering attendance for the PM period.*
  - Teachers are not to enter a Tardy (which will display as a T on the Daily Attendance screen) for students who are late to school.
  - If students are being marked tardy to class by teachers, the secretary will change the tardies from a T to a TTC: Tardy to Class using the Attendance Wizard. See Step Four: Process Tardies to School or Class.



# Daily Attendance Entry

## STEP TWO: USING THE CLASSROOM MONITOR (CONTINUED)

To enter attendance for a substitute teacher or teacher without computer access, follow the steps below:

- Click on the AM course section of the teacher whose roster was sent to the office.

**N00010-20 AM ATTENDANCE - ES**  
Teacher: Crow, Menekse B

Close Save **6**

Date Selector  
12/18/2015 **1** Change Date **2**

Student Name	P	A	T	Excuse Comments
Students: 29 Totals: 26 2 1 <b>5</b>				
02	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
02	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
02	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Mom sent a note with brother that student is ill. <b>4</b>
02	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

- Verify the date. To select another date, type in the new date or use the date selector to choose another date. Click **Change Date**. *Note: teachers cannot select another date.*
- There are 3 attendance columns: P=Present; A=Absent; T=Tardy (to class). All student attendance defaults to P unless attendance was entered in advance through a behavior event or the student's absence was known in advance.
- Mark the student's attendance status by clicking on the radio button in the A column. **Elementary schools will use the T for students who are tardy to class at the principal's discretion. If a teacher has marked a student Tardy and the student was late to school, mark the student A for Absent.**
- Teachers may use the **Comments** field to enter comments. The Comments field is not available unless the A or T radio button is selected for a student. Comments entered here are viewable on the portal.
- The number of students being marked as **Absent** and **Tardy** displays at the top of the columns.
- Click **Save**.

- If no students are absent or tardy to class, click on the course and click **Save**.
- The absent entry reasons are recorded in Infinite Campus as **Absent Unknown**.
- The page will refresh and display the main **Classroom Monitor** view again with the Course Section that was just modified in green.
- Enter attendance for all teachers as needed.
- NOTE:** Do not use the Classroom monitor to enter the PM attendance. The Attendance Wizard will place the absent mark in both the AM and PM fields.

**Classroom Monitor**

This tool monitors classroom attendance.

Date: 06/30/2015 Refresh Incomplete Teacher Attendance Primary Teacher

Teacher	Dept Contact	AM	PM	LangArts	SocStudies	Mat
...	...	000010-8 (17/19)	000020-8 (-/19)			
...	...	000010-5 (26/27)	000020-5 (-/27)			
...	...	000010-16 (18/18)	000020-16 (-/18)			
...	...	000010-20 (-/21)	000020-20 (-/21)			
...	...	000010-18 (5/5)	000020-18 (-/5)			
...	...	000010-3 (-/21)	000020-3 (-/21)			
...	...	000010-16 (18/18)	000020-16 (-/18)			
...	...	000010-21 (-/22)	000020-21 (-/22)			
...	...	000010-11 (-/21)	000020-11 (-/21)			
...	...	000010-9 (-/17)	000020-9 (-/17)			

Section turns green after attendance has been saved for that section. The numbers in parenthesis indicates the number of students present out of the total number of students scheduled in that class.

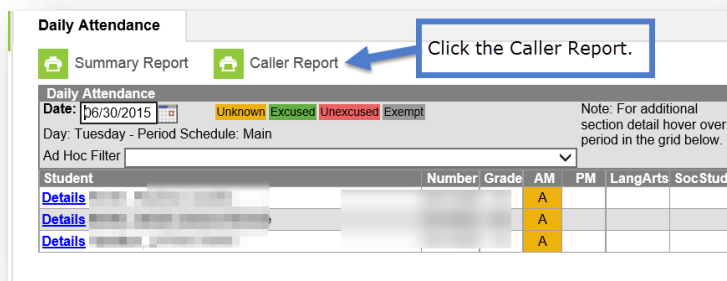
# Daily Attendance Entry

## STEP THREE: PRINT THE CALLER REPORT

Step Three of the attendance process is to print the **Caller Report**. The **Caller Report** prints a list of students reported absent for the day along with the parent/guardian names, home phone number, work phone number and parent/guardian email. This report only prints students marked with an "A" (Absent Unknown) in the **Classroom Monitor**. It is necessary to print this report before using the **Attendance Wizard** to change unknown absences to unexcused absences. Once the attendance codes have been changed to unexcused or excused, those students names will no longer appear on the caller report.

PATH: Index>Attendance>Daily Attendance>Caller Report

Once attendance has been entered for all students through the **Classroom Monitor** by the teacher or secretary, generate the **Caller Report**. The date defaults to the current day's date. It can be changed as needed.



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: Hollihan, B		A	A	A	A		A	A	A	A
			Mother Home: (614)			Work: (614)		Cell: (614)			
12	HR: Heydlauff, S.		Mother Home: (614)			Cell: (		email: r			
			Father Home: (614)			email:					

**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: Nationwide 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
- |                               |                                  |
|-------------------------------|----------------------------------|
| 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       |

# Daily Attendance Entry

## STEP FOUR: CHANGE UNKNOWN ABSENCES TO UNEXCUSED USING THE ATTENDANCE WIZARD DAILY MODE TO RECORD ATTENDANCE

Step Four of the attendance process is to use the **Attendance Wizard** to change the unknown absences to unexcused absences.

PATH: Index>Attendance>Daily Attendance>Attendance Wizard

1. The current date will automatically be entered in the **Attendance Date** field. This can be changed to create or edit attendance events for any attendance date. You can either type the date using 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 **Daily Mode** radio button. Note: The **Daily Mode** marks selected students as absent for the entire day.
3. In the **Status/Excuse** fields, choose **Absent – Unknown**
4. Click **Search**. **Column B** shows the list of all students having a mark of **Absent Unknown**.
5. Click **Select All**. This will move their names into **Column C**.

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

### SUPER SECRETARY SIDEBAR

The Attendance Wizard will place the absent mark in both the AM and PM fields. For K-6 schools, the absence will be changed to Unexcused for all periods displayed on the Daily Attendance screen. The absences for periods other than AM and/or PM are not reported and do not count against the student's nor the school's attendance. It is not necessary to delete these absences.

# Daily Attendance Entry

## STEP FOUR: CHANGE UNKNOWN ABSENCES TO UNEXCUSED USING THE ATTENDANCE WIZARD DAILY MODE TO RECORD ATTENDANCE (CONTINUED)

After the students have been moved to **Column C**:

6. **Attendance Code:** Select **Unexcused** from the drop-down list.
  - **Do not enter comments or change the Comments Options during this step**
7. Verify **Overwrite Existing Data** is checked. This will overwrite the absent unknown code and change it to absent unexcused.
8. Click **Save Attendance**.

🔗 Click on the **Daily Attendance** screen again to see how this process affected the attendance.

Student	Number	Grade	AM	PM	LangArts	SocStudies	Math
<a href="#">Details</a>		01	UNX	UNX			
<a href="#">Details</a>		KG	UNX	UNX			
<a href="#">Details</a>		01	UNX	UNX			

**Note:** Unknown absences must be changed to unexcused absences in order to be calculated properly in Infinite Campus.

# Daily Attendance Entry

## STEP FIVE: PROCESS TARDIES TO SCHOOL OR CLASS

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Step Five of the Daily Attendance process for elementary schools is to edit the student's absence when they check in late to school or if a student is considered tardy to class by the teacher.

**Tardy to School:** The **Check in Mode** is designed to change existing absence marks to a user-specified code up to the time entered in the Current Time field. If a teacher has recorded a tardy for a student who has signed-in late to school in the office, the tardy has to be edited to an absence before the tardy to school can be entered by the office.

**Tardy to Class:** Students who are at school, but have arrived late to their classroom for various reasons, usually due to being in the breakfast room too long, are considered tardy to class and can be marked as tardy by the classroom teacher. The tardy entered by the teacher is changed to a TTC: Tardy to Class. The student is considered present to school with the use of this code. **Elementary schools will use the T for students who are tardy to class at the principal's discretion.**

### **Absence codes for tardies:**

- TEX: Tardy Excused
  - A student is considered tardy excused only if there is supporting documentation from a professional provider.
- TUX: Tardy Unexcused
  - A student is considered tardy unexcused if there is no reason given for the tardy when the student signs in at the office or if the reason provided is not Board approved.
- PAA: Parent Authorized Absence
  - A parent/guardian note has been received or absence reason included on the Late Arrivals log, but there has not been supporting documentation provided for the absence and the absence reason is Board approved. The student is considered absent excused for the time prior to the CheckIn time.
  - When PAA is used as an absence code for a tardy, it does not count towards the student's 9 parent authorized absences allowed before administrative approval has to be received to excuse the absences.
  - The PAA used for tardies will appear on the Period Count report when getting a count of PAA's for each student. The PAA tardy will not be distinguishable as a tardy on the Daily Attendance screen or on the student's Attendance Tab.
- CLS: Class Excused:
  - If the student is late to school because the student's bus was late, the reason for the late arrival is Class Excused. CLS is an exempt absence and will not calculate any time against the student's or the school's attendance.



Students HAVE to be recorded as absent in Infinite Campus before the Check In can be entered through the Attendance Wizard.

It is important to follow the steps below in the order provided to correctly record the tardy.

## STEP FIVE: PROCESS TARDIES TO SCHOOL OR CLASS (CONTINUED)

### Tardy to School

The **Check In Mode** applies the attendance code to all absences prior to check-in time. Absences after the time entered will be removed. The **CheckIn** timestamp will be appended into the comments. It will be noted on the **Summary Report** which can be generated from the **Daily Attendance** screen.

**PATH:** Index>Attendance>Attendance Wizard>Check In Mode

**1. Attendance Date:** 12/17/2015

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

**3. Students:**

**A. Search for Students**

Last Name: broyles  
 First Name: jenna  
 Grade: [v]  
 SSN/PIN: [ ][ ]-[ ][ ]-[ ][ ]  
 Student #: [ ]  
 Att Code: [v]  
 Status/Excuse: [v]  
 Course - Section: [ ]-[ ]  
 Period: [ ]  
 Ad Hoc Filter: [v]  
 Search

**B. Select students to add to edit list:** Broyles, Jenna F(04) 1238396

**C. Click on a student to remove from list:** Broyles, Jenna - 1238396

**4. Check In** Enter attendance information and click Save

*Check In Mode: The attendance code is applied to all absences prior to the time. Absences after the time will be cleared out. The Check In timestamp and comments will overwrite previously entered comments.*

Attendance Code: TEX: Tardy Excused  
 Current Time: 9:20 AM  
 Comments: Doctor's Excuse  
 Save Attendance

1. In the **Attendance Wizard**, enter the **Attendance Date** or use the date selector to choose the date of the tardy.
2. Select **Check In Mode**.
3. Search for the student who is to be recorded as tardy to school by entering the student's name or student number in the applicable fields. If multiple students are to be recorded as tardy with the same check in time and same comments, another search can be completed for additional students.
4. Click **Search**. (Note: the student's name will no longer display in the search fields after clicking Search.)
5. Students who match the search criteria will display in column B. If there are multiple students matching the search criteria, click on the name of the student to be recorded as tardy to display that student's name to Column C. If there is only student matching the search criteria, that student's name will also display in Column C.
6. Select the appropriate Attendance Code from the drop-down menu. See Page 1 for codes.
7. Enter the time of the student's arrival as recorded on the Late Arrival Log.
8. Enter comments as appropriate. Comments entered here are viewable on the portal.
9. Click **Save Attendance**.

Student	Number	Grade	AM	PM
<a href="#">Details</a> Broyles, Jenna Faith	1238396	04		TUX
<a href="#">Details</a> Varney, Jensen Hunter	1236403	04	TEX	TEX

If a student arrives after lunch, the Tardy will appear in the AM and PM periods. Click on the tardy code to view the student's calculated minutes present

## STEP FIVE: PROCESS TARDIES TO SCHOOL OR CLASS (CONTINUED)

### Tardy to Class

**Elementary schools will use the T for students who are tardy to class at the principal's discretion. If a teacher records a student as tardy, but the student did not sign in at the office, the tardy is to be changed to TTC: Tardy to Class through the Attendance Wizard.**

*The process to enter Tardy to Class is new for elementary schools. The Period mode is used instead of the Daily mode. TTC is a present code and will not subtract any time against the student's attendance.*

The screenshot shows the Attendance Wizard interface with the following elements and callouts:

- 1. Attendance Date:** 12/17/2015
- 2. Mode:** Radio buttons for Daily, Period (selected), Batch, Edit, Batch Edit, Check In, Check Out.
- 3. Students:**
  - A. Search for Students:** Fields for Last Name, First Name, Grade, SSN/PIN, Student #, Att Code, Status/Excuse (Tardy/Unknown), Course - Section, Period (AM), Ad Hoc Filter, and a Search button.
  - B. Select students to add to edit list:** A list containing "Broyles, Leah (04) 1235806" and "Varney, Jensen H(04) 1236403".
  - C. Click on a student to remove from list:** A list containing "Broyles, Leah - 1235806" and "Varney, Jensen H - 1236403".
  - 6. Select All:** A button located below the student lists.
- 4. Period:**
  - Enter attendance information and click Save.
  - Period Mode: The attendance code is applied to the selected period.
  - Current Period: AM (09:00 AM - 12:15 PM)
  - Attendance Code: TTC: Tardy to Class
  - Comments: A text input field.
  - Comments Options: Append comments
  - Overwrite Existing Data
  - Save Attendance button.

1. In the **Attendance Wizard**, enter the **Attendance Date** or use the date selector to choose the date of the tardy.
2. **NEW!! Mode:** select **Period**.
3. **Status/Excuse:** select **Tardy/Unknown**.
4. **NEW!! Period:** enter **AM**.
5. Click **Search**.
  - a. All students with an unknown tardy will display in Column B.
6. Click **Select All** to add all student names to the C column.
  - a. Students appearing in Column C will be recorded as tardy to class.
7. **NEW!! Current Period:** select **AM** from the drop-down menu.
8. **Attendance Code:** select **TTC: Tardy to Class** from the drop-down menu.
  - a. Leave the **Comments Options** field at **Append Comments** to ensure that teacher comments are not overwritten. Comments entered here are viewable on the portal.
9. Click **Save Attendance**.

<a href="#">Details</a>	Broyles, Leah	1235806	04	TTC
<a href="#">Details</a>	Varney, Jensen Hunter	1236403	04	TTC

The TTC is recorded in the AM attendance period only. If you click on the student's TTC entry, it will show 0 minutes present for the AM period. However, it does not subtract any time from the student's attendance.



# Daily Attendance Entry

## STEP SIX: CHECK A STUDENT OUT OF SCHOOL EARLY

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Step Six of the Daily Attendance process for elementary schools is to use the **Check Out Mode** in the **Attendance Wizard** when a student leaves early and needs to be marked as absent for the remainder of the day.

The **Check Out Mode** applies the attendance code to all absences after the check-out time. The Check Out timestamp will be appended into the comments. It will be noted on the Summary Report which can be generated from the Daily Attendance screen.

### Absence codes for Early Leaves:

- ELV: Early Leave Excused
  - A student is considered early leave excused only if there is supporting documentation from a professional provider.
- EUX: Early Leave Unexcused
  - A student is considered tardy unexcused if there is no reason given for the early leave when the student is signed out at the office or if the reason provided is not Board approved.
- PAA: Parent Authorized Absence
  - A parent note has been received or absence reason included on the Early Leave log, but there has not been supporting documentation provided for the absence and the absence reason is Board approved.
  - When PAA is used as an absence code for an Early Leave, it does not count towards the student's 9 parent authorized absences allowed before administrative approval has to be received to excuse the absences.
  - The PAA used for Early Leaves will appear on the Period Count report when getting a count of PAA's for each student. The Early Leave will not be distinguishable as an Early Leave on the Daily Attendance screen or on the student's Attendance Tab.



Students have to be present in Infinite Campus before using the **Check Out Mode** in the **Attendance Wizard**.

It is important to follow the steps below in the order provided to correctly record the early leave.





## STEP SIX: CHECK A STUDENT OUT OF SCHOOL EARLY (CONTINUED)

PATH: Index>Attendance>Attendance Wizard>Check Out Mode

1. In the Attendance Date field, type or select the date from the date selector.
2. Select **Check Out**.
3. Enter the name or student number of the student leaving early in the applicable fields.
4. Click **Search**.
5. Select the student in **Column B** to place their name in **Column C**. If all students in Column B are leaving at the same time and reason, click **Select All**.
6. Select the **Attendance Code** from the drop-down menu. See the Attendance Codes on Page 1.
7. Enter the time the student signed out. You can enter the time as 4 digits.
8. Enter any **Comments** as needed. Comments entered here are viewable on the portal.
9. Click **Save Attendance**.

Note: You can verify your recorded entries on the **Daily Attendance** screen.

<a href="#">Details</a>		05		EUX
<a href="#">Details</a>		04	ELV	ELV

If a student leaves before lunch, Early Leave will appear in the AM and PM periods. Click on the early leave code to view the student's calculated minutes present.

Note: If the student returns after being signed out for the day, you would sign them back in using the check in mode, and using PAA: Parent Authorized Absence or EXC: Excused as the reason. This will calculate the appropriate time the student was out of the building.

# Daily Attendance Entry

## STEP SEVEN: EDITING ATTENDANCE REASONS

Step Seven of the Daily Attendance process for elementary schools is to edit unexcused absences as needed. Student absences are to be edited when Board approved reasons for the absences are provided by the parent/guardian and/or professional provider.

**PATH:** Index>Attendance>Daily Attendance

Student	Number	Grade	AM	PM	LangArts
<a href="#">Details</a>		03	UNX	UNX	
<a href="#">Details</a>		02	TUX		
<a href="#">Details</a>		KG	UNX	UNX	
<a href="#">Details</a>		04	UNX	UNX	
<a href="#">Details</a>		KG	TUX		
<a href="#">Details</a>		05	ELV	ELV	
<a href="#">Details</a>		KG	PAA	PAA	
<a href="#">Details</a>		03	RMV	RMV	
<a href="#">Details</a>	Jada Leona	1774	UNX	UNX	

The **Daily Attendance** screen allows users to see at a glance all students who have an attendance event (absence/ tardy/early leave etc.) for a selected day. Attendance can be edited from here by clicking on the attendance event.

Board policy expectations are for parent/guardians to notify their child's school of the student's absence by 9:30 a.m. The phone call is to be recorded on an **Attendance Call In Form**. The **Call In Form**, note from parent/guard, or document for a professional provider, is used to edit the student's absence, tardy, or early leave according to the **Attendance Codes** document, available on the TLC SharePoint site.

Some of the more common attendance codes include, but definitely not limited to:

- PAA: Parent Authorized Absence
  - A parent/guardian note has been received for the student's absence, tardy, or early leave, but there has not been supporting documentation from a professional provider. The absence reason has to be according to Board policy.
  - After 9 parent authorized absences, additional PAA's have to be approved by the school principal on the Request for Excused Absence Form to excuse the absences. Once the principal approves the absence, it is to be edited to Excused.
- EXC: Excused
  - When the parent/guardian provides documentation from the professional provider, the student's absence is to be edited to Excused. The absence reason has to be according to Board policy.

Reference the **Attendance Codes** document on the TLC SharePoint site for a complete list of Attendance, definitions, and documentation needed.

Attendance Codes associated with behavior are to be entered through the Behavior Event ONLY. The following codes should never be used to edit a student's absence, unless it is edited through the behavior:

- IPW: IPASS Enrollment Wait Period
- ISS: In School Suspension
- OSS: Out of School Suspension with Homework
- OSW: Out of School Suspension without Homework
- PALS: Positive Alternative for Students
- RMV: Disciplinary Removal
- TIC: Truancy Intervention Center



Save **4**

**Attendance Information**  
Date: 12/17/2015

Name: Jensen Varney -

Period	Code	Status	Excuse	Present Minutes	Comments
AM	PAA: Parent Authorized Absence <b>1</b>		E	0	Mom called. Student has the flu <b>2</b>
PM	PAA: Parent Authorized Absence	A	E	0	Mom called. Student has the flu
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				
<b>3</b> Fill Down		Clear			

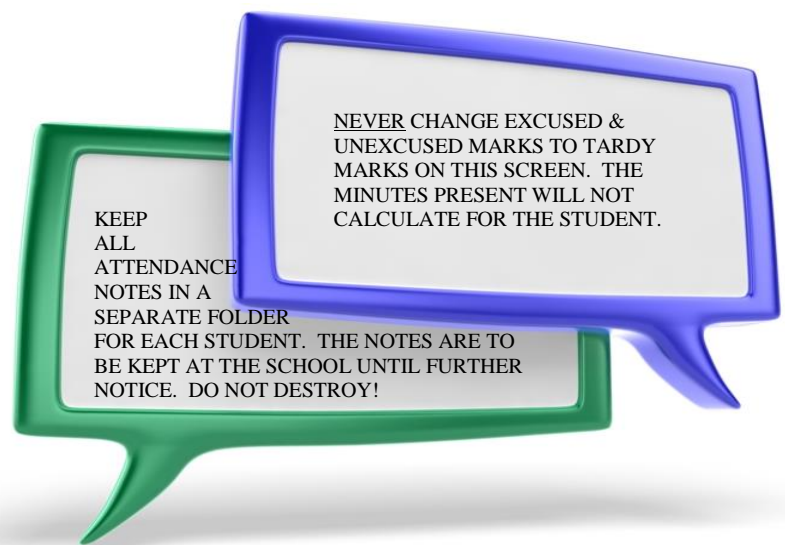
\*=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

## STEP SEVEN: EDITING ATTENDANCE REASONS (CONTINUED)

1. Select the **Attendance Code** from the drop-down list. Reference the **Attendance Codes** document available on the TLC SharePoint site for a breakdown of all attendance codes and when applicable.
2. Enter **Comments**. Comments entered here display on the portal.
3. Click **Fill Down**.
4. Click **Save**. Note: the above edits can be made on the student's **Attendance** tab.

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.



# Daily Attendance Entry: Adding, Editing & Deleting An Attendance Event

## **GUIDELINES FOR VERIFYING PROPER ATTENDANCE CODING & CORRECTING ATTENDANCE DATA ERRORS**

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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.

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

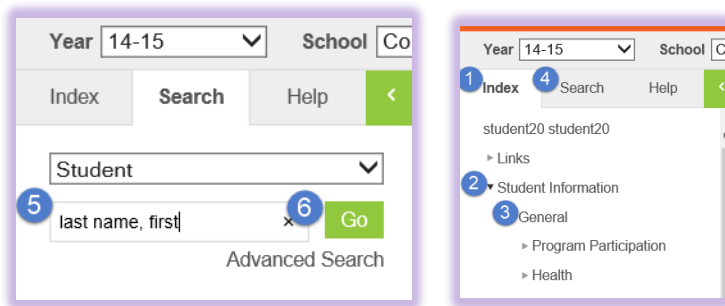
If the modification is more than 30 days from the date of absence and the secretary has received proper documentation they should:

- 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.

## 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



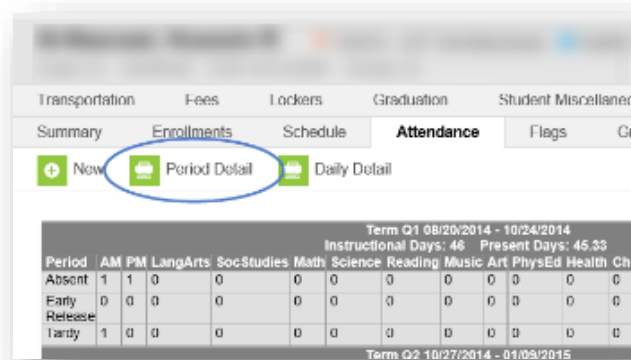
1. Click the **Index** tab.
2. Click **Student Information**.
3. Click **General**.
4. Click the **Search** tab.
5. Type in the student's name to search for them.
6. Click **Go**.

### 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.



**SUPER SECRETARY SIDEBAR**

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 and comments from the selected period through the remaining fields.

# Adding, Editing & Deleting An Attendance Event

## ADDING A NEW EVENT USING THE STUDENT'S ATTENDANCE TAB

When attendance office is 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.

The screenshot shows the 'Attendance' tab in a student information system. At the top, there are navigation tabs: Summary, Enrollments, Schedule, Attendance (selected), Flags, Grades, Transcript, Credit Summary, and Assessment. Below the tabs, there is a 'Save' button with a green icon and a blue circle with the number 6. The 'Attendance Information' section includes a 'Date' field with a calendar icon and a blue circle with the number 2, and a 'Refresh' button with a blue circle with the number 3. Below this is a table with columns: Period, Code, Status, Excuse, Present, Minutes, and Comments. The 'Code' column has a dropdown menu with 'UNX: Un-excused' selected, marked with a blue circle with the number 4. The 'Comments' column has a text input field with a blue circle with the number 5. Below the table, there are two rows: 'LangArts' and 'SocStudies', both with the text '\*\* Not Scheduled'.

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











## **STEP SEVEN: DAILY ABSENCE CALLS**

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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.

## **STEP EIGHT: FILING AND STORING ATTENDANCE EXCUSE NOTES, LOGS, AND REPORTS**

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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 in the Attendance file. 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.

Every school is to have an attendance file for the following documents:

- Summary Report
- Student Late Arrive Log
- Student Release Log
- Route Lists of late bus arrivals
- Fields trips, etc.

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.



### **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.

# 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.	Change Unknown Absences to Unexcused. Could also be used to mark a group of students absent that may not have initially been marked in the classroom monitor.
Period	Record student's attendance for the selected period.	This mode is not used in schools taking daily attendance.
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.
Edit	The Edit Mode allows the user to record attendance for more than one student <b>and</b> more than one period at a time, but <b>not</b> for an entire day. When using this mode you can select a different attendance code and enter different comments for each period.	This mode is not used in schools taking daily attendance.
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.	This mode is not used in schools taking daily attendance.
Check In	Using this mode marks the student as present (in attendance) from the time of arrival through the remainder of the day.	Student comes to school AFTER having been marked absent for the entire day. Check in will remove the attendance record from the time of arrival through the end of the day (See Instructions on Page 15).
Check Out	Using this mode marks the student as absent (not in attendance) from the time of departure through the remainder of the day.	Student leaves school after being in attendance from the beginning of the school day through the leave time. Check Out will apply the attendance record from the time of departure through the end of the day (See instructions on Page 16).

# Attendance Wizard

## DAILY MODE IN ATTENDANCE WIZARD

The **Attendance Wizard** tool allows the attendance office to quickly create or edit existing attendance data for a group of students using a variety of modes. The most common use of this mode is changing the unknown absences for the day to unexcused absences.

- Records student attendance for the entire day. The student will be marked absent for all scheduled periods in the day.
- This is where you would change unknown absences to unexcused. See Step 4 beginning on Page 11.
- Use this mode when marking a group of students absent that may not have initially been marked absent in the classroom monitor.

*PATH: Index>Attendance>Attendance Wizard*

The screenshot shows the Attendance Wizard interface with the following elements and callouts:

- 1.** Attendance Date: 06/30/2015
- 2.** Mode: Daily (selected), Period, Batch, Edit, Batch Edit, Check In, Check Out
- 3.** Students: A. Search for Students
  - 3.** Last Name: banks
  - First Name: [empty]
  - Grade: [dropdown]
  - SSN/PIN: [input]
  - Student #: [input]
  - Alt Code: [dropdown]
  - Status/Excuse: [dropdown]
  - Course - Section: [input]
  - Period: [input]
  - Ad Hoc Filter: [dropdown]
  - 4.** Search
- B.** Select students to add to edit list
  - Banks, A
  - Banks, A
  - Banks, J
  - Banks, J
  - Banks, S

Select the student from Column B that you want to move to Column C
- C.** Click on a student to remove from list
  - Banks, A
  - Banks, J

Only students in Column C will have attendance entered for them
- 4. Daily**
  - Enter attendance information and click Save
  - Attendance Code: UNX Un-excused
  - 6.** Comments: [input]
  - Comments Options: Append comments
  - 8.**  Overwrite Existing Data
  - 9.** Save Attendance

1. The current date will automatically be entered into the **Attendance 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 **Daily Mode** radio button. Note: The **Daily Mode** marks selected students as absent for the entire day.
3. Search for student by entering their name
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. Repeat Steps 3 and 4 to search for additional students. **Note:** To remove a student's name from the list, click on their name in **Column C**.
6. Select the correct **Attendance Code** to be applied to all students— In this case, **Unexcused** was chosen.
7. **Comments:** Append Comments should be automatically selected. Do not enter comments or change the Comments Options, unless they apply to all students for the day.
8. Verify **Overwrite Existing Data** is checked.
9. Click **Save Attendance**.

# 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

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

**PATH:** Index>Attendance>Attendance Wizard

The screenshot shows the Attendance Wizard interface for Weinland Park Elementary School. It includes a search section for students, a batch mode selection, and a section for entering attendance information. Numbered callouts (1-10) indicate the sequence of steps for entering a batch absence.

1. **Attendance 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 **Batch Mode**.
3. Enter the student's 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. Repeat Steps 3 and 4 to search for additional students. **Note:** To remove a student's name from the list, click on their name in column C.
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. **From:** Enter the first date of absence and the time (usually the time school starts). **To:** 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**.
  - a. Verify that the **Overwrite Existing Data** box is checked.
10. Click **Save**.

# 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 <del>provided transportation</del> delays.	Present	Exempt	Attendance Roster of School Structured Activity (Field Trip, Extra Curricular Club, Off Campus Event), Bus Route Roster of Late Busses, 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 S200c
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 <del>teachers</del> onsite at Nationwide Children's Hospital.	Absent	Exempt	Nationwide Children's Hospital ADM Report

Rev. Date: 07/31/2015

# Attendance Codes



## COLUMBUS CITY SCHOOLS ATTENDANCE CODES 2015-2016

<b>OSS</b>	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
<b>OSW</b>	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
<b>PAA</b>	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.
<b>PALS</b>	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.
<b>PK</b>	Staggered Start Pre-K	Beginning of the Year Staggered Start	Absent	Exempt	Official District Calendar, Letter from School
<b>RMV</b>	Disciplinary Removal	Student is removed from school pending a parent guardian hearing.	Absent	Excused	Hearing Resolution, Behavior Letter
<b>TEX</b>	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
<b>TIC</b>	Truancy Intervention Center	Code applies to students assigned to Truancy Intervention Center	Absent	Exempt	Documentation from Truancy Intervention Center'
<b>TTC</b>	Tardy to Class	This documents a student that was present in the building but tardy to class.	Present	Unexcused	Teacher Attendance Entry
<b>TUX</b>	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
<b>UNX</b>	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

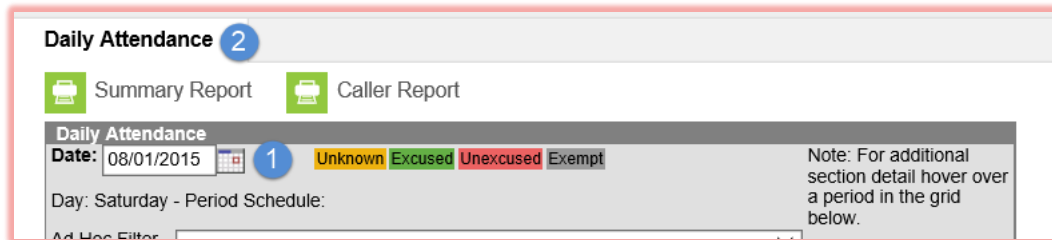
Rev. Date: 07/31/2015

# Attendance Reports

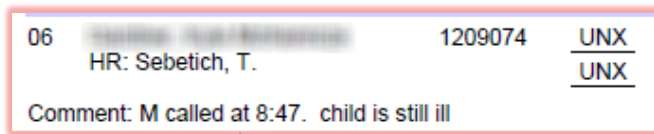
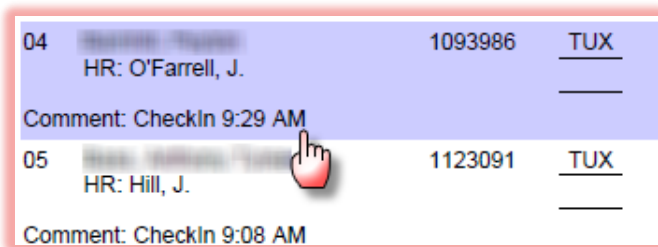
## ATTENDANCE SUMMARY

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 open as a PDF document.



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.

*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.*



# Attendance Reports

## MISCELLANEOUS ATTENDANCE REPORTS

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### **ADM and ADA Detail Report**

This report calculates Average Daily Membership & Average Daily Attendance 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, please make sure only your school is selected in the field 'Which calendar(s) would you like to include in the report?'** field.

### **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 SharePoint site.

### **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 on the number of minutes defined for the school, and sums and filters the totals based on the report options selected. This could be used to find which students qualify for Perfect Attendance, as long as they do not have any tardy marks.

### **Attendance Summary Report**

The **Attendance Summary Report** can be generated by Student# or Grade Level to show the attendance summary for students. See Page 31 for instruction on how to run this report.

### **Authorized Absences**

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

### **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.

## SUPER SECRETARY SIDEBAR

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.