

SchoolMAX®



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Daily Attendance

Topics covered:

- Introduction
- Student Daily Attendance
- Mark Attendance
- Daily Attendance Absence List And Batch ID Entry
- Mark Attendance Multiple Students/Dates
- Daily Attendance Reports



User's Guide
Daily Attendance

Version 4.0.0



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Note: For basic navigation information, refer to the *Introduction & Navigation User's Guide*.

What Is Daily Attendance?

The Daily Attendance Module is extremely flexible and allows daily attendance records to be entered for an individual student; an entire class roster; as a batch entry; or simultaneously for an entire grade or group. There is one central table that stores all of the attendance data; however, there are different screens (described below) that you can use to enter that data, depending on your specific needs.

Several of the Daily Attendance Module screens discussed in this document, include the following:

"Student Daily Attendance" (AT220) Screen

Use this screen to maintain the attendance records for one student. This screen will allow the user to view and update a student's entire attendance history for the current school year. *This screen is commonly used by the Attendance Clerk, for the maintenance of sign-ins and sign-outs.*

"Mark Attendance" (AT221) Screen

Use this screen to maintain the attendance for an entire class. This screen will allow the user to view and update the attendance records for all students in a class for whatever date you specify. *This screen is commonly used by the Attendance Clerk, to key in attendance records from a class roster.*

"Daily Attendance Absence List and Batch ID Entry" (AT222) Screen

Use this screen to enter student attendance data in batch form, or to view an on-screen list of all students absent on a specific date.

Since all screens described above store their respective data in the same place, any update or change made on one screen is immediately viewable on all other screens. In other words, if a student is marked absent on the (AT221) screen, you can view that student's record on the (AT220) screen, and see that he/she was marked absent that day.

What Is i-Cue?

i-Cue is a peripheral piece of software that functions as an extension of SchoolMAX[®]. The primary purpose of i-Cue is to offer a secure and easy-to-use interface for teachers to record attendance and grades from their classrooms. When a teacher enters attendance records in i-Cue, that data is immediately viewable in SchoolMAX[®], since it updates the same tables as the (AT220), (AT221), and (AT222) screens. Many districts use i-Cue as their primary source for attendance entry; however, they frequently use the (AT220) screen to update the attendance records of students who "come and go" throughout the day.

Notes





Daily Attendance Screens

Overview

This chapter describes how Daily Attendance records may be entered for an individual student; an entire class roster; as a batch entry; or simultaneously for an entire grade or group. Printing of Daily Attendance Reports is also discussed.

Chapter Objectives:

In this chapter, you will learn how to:

- Maintain daily student attendance records.
- Maintain attendance records for an entire class.
- Enter a batch of student daily attendance data.
- Enter attendance records for a teacher, homeroom, grade, group, individual student, or class.
- Print Daily Attendance Reports.



Daily Attendance Screens

Student Daily Attendance (AT220)

The (AT220) screen is used to maintain Daily Attendance records for one student at a time. This screen may be used primarily to maintain absence records that were entered on the (AT221) screen shown in Figure 2 on page 6. If a student signs in late or signs out early, use this screen to update the student's record. Finally, this screen allows the user to update reason codes when students bring in excuse notes.

The screenshot shows the 'Student Daily Attendance (AT220)' screen. At the top, there are navigation tabs: Menu, Prev Screen, Call List, Abs/Tdy Totals, Student, Stu Enroll, and Notes. The main header area displays 'DIST 0901', 'SCH YR 2005 Grade School', 'SCHL 100', and 'ID NUMBER 1'. A search field is present. The student's name is '>Alley, Adam Thomas' and the gender is 'M/F'. The main form area contains several fields: 'Date From' and 'Date To' (with arrows 2 and 3 pointing to them), 'Absent/Tardy' and 'Full/Half Day' (with arrow 4 pointing to them), 'Reason' and '2nd Reason' (with arrow 5 pointing to them), and 'Time In' and 'Time Out' (with arrow 6 pointing to them). Below the form is a table with columns 'Date', 'Status', 'Reason #1', and 'Reason #2', with arrows 7, 8, 9, and 10 pointing to these columns respectively. A 'Delete' button is at the bottom right.

Figure 1: Student Daily Attendance (AT220) Screen

① "M/F"

The "M/F" field designates the gender of the student. This field cannot be changed on this screen.

② "Date From"

Enter the starting date of the absence/tardy.

③ "Date To"

Enter the ending date of the absence/tardy.

④ "Absent/Tardy" and "Full/Half Day"

Click the "Absent/Tardy" field drop-down arrow and click either 'Absent' or 'Tardy' from the drop-down list box. Click the "Full/Half Day" field drop-down arrow and click either 'Full Day' or 'Half Day' from the drop-down list box.

Student Daily Attendance (AT220) - *Continued*

⑤ “Reason” (Code) and “2nd Reason” (Code)

Click the “Reason” field drop-down arrow and click the applicable reason code from the drop-down list box. If a second reason code is needed, click the “2nd Reason” field drop-down arrow and click the applicable reason code from the drop-down list box.

⑥ “Time In” and “Time Out”

If the student arrives late, enter the time they arrive in the “Time In” field. If the student leaves early, enter their departure time in the “Time Out” field.

⑦ “**Date**” Column

Indicates the previous date(s) that the student was absent or tardy.

⑧ “**Status**” Column

Indicates if the student was absent or tardy for a full or half day.

⑨ “**Reason #1**” Column

Indicates the first reason code for a previous absence or tardy.

⑩ “**Reason #2**” Column

Indicates the second reason code (if applicable) for a previous absence or tardy.

Daily Attendance Screens

Mark Attendance (AT221)

The (AT221) screen shown below in Figure 2 is used to enter or maintain attendance records for an entire class.

Figure 2: Mark Attendance (AT221) Screen

① [Attn OK]

Click this button to submit the attendance data that has been entered.

Note: If there are more students in the class than appear on the screen, enter the appropriate attendance data for the students on the first screen and click the [Attn OK] button. This submits the attendance for the first screen, and also pulls up the next screen of students. When you enter the attendance data for the second screen, click the [Attn OK] button again to submit the data.

② [Perfect Attn]

If all students are present, pull up the roster, and click this button.

Mark Attendance (AT221) - *Continued*

③ **“List Students by”** Section

Specify the roster from which you will be taking attendance. The roster can be by “Teacher #”, “Homeroom”, “Grade”, or “Group”. You may perform a teacher search by clicking the “TCHR SRCH:” field drop-down arrow and clicking the appropriate teacher from the drop-down list box, or if you know the teacher’s name, you may enter it in this field. Then, press the <Enter> key or click the [Submit] button (not shown).

④ **“DATE”**

Enter the date for which you are taking attendance (automatically defaults to today’s date).

⑤ **“A” and “T”** Columns

Mark students absent (‘A’) or tardy (‘T’) by clicking the appropriate [A] or [T] radio button. The check-boxes located to the left of the “A” and “T” columns allow you to select a student and then navigate to another screen for that student by using the colored tabs at the top of the screen.

⑥ **“Rsn”** Column

Enter the reason code by clicking the appropriate drop-down arrow below this column and clicking the reason code from the drop-down list box. If you know the reason code, you may manually enter it in the appropriate field.

⑦ **“F/H”** Column

Enter ‘F’ for full day or ‘H’ for half day in the appropriate field below this column.

⑧ **“Name”** Column

The fields below this column indicate the name (last, first, middle) of the student.

⑨ **“Grade”** Column

The fields below this column indicate the grade of the student (e.g., ‘01’ equals 1st grade, ‘03’ equals 3rd grade).

Daily Attendance Screens

Daily Attendance Absence List and Batch ID Entry (AT222)

The (AT222) screen shown below in Figure 3 is used to enter a batch of student attendance data, or to view a list of all students who were absent on a specific date. As you can see, there is no “A/C/D” column or maintenance box on this screen. Consequently, enter the attendance data and press the <Enter> key or click the [Submit] button (not shown). The status bar (not shown) at the bottom of the screen will indicate a ‘Successful Entry’ message to let you know that the data has been accepted.

The screenshot shows the AT222 screen with the following elements:

- Navigation buttons: Menu, Prev Screen, Student, Stu Attend, Call List.
- Header: Daily Attendance Absence List and Batch ID Entry.
- Input fields: DIST (0901), SCH YR (2005), SCHL (100), DATE (03/03/2005).
- Red box highlights: "Apply to all students on this screen" section with checkboxes for A/T, Reason Code, and F/H Day.
- Table columns: Name, ID Number, A/T, Reason, F/H Day.
- Table rows: 15 rows, each with a checkbox in the Name column and a dropdown menu in the Reason column.
- Next ID field at the bottom left.

Figure 3: Daily Attendance Absence List and Batch ID Entry (AT222) Screen

① “Apply to all students on this screen” Section

Use this section if the data is the same for all students. Enter an ‘A’ for absent, or a ‘T’ for tardy in the “A/T” field; enter the reason code (if known) in the “Reason Code” field; and enter ‘F’ for full day or ‘H’ for half day in the “F/H Day” field.

② “ID Number” Column

Enter the student ID (for all students who apply) in the appropriate field below this column.

③ “A/T” Column

Individually mark students ‘A’ (absent) or ‘T’ (tardy) in the appropriate field below this column.

Daily Attendance Absence List and Batch ID Entry (AT222) - *Continued*

④ **“Reason”** Column

Click the appropriate field drop-down arrow below this column, and click the applicable reason code in the drop-down list box. If you know the reason code, you may manually enter it in the appropriate field.

⑤ **“F/H Day”** Column

Enter ‘F’ for full day or ‘H’ for half day. If the data is the same for all students, use the **“Apply to all students on this screen”** section.

Daily Attendance Screens

Mark Attendance Multiple Students/Dates (AT321)

The (AT321) screen shown in Figure 4 is used to “mass enter” attendance records for a classroom, an individual student, or a group of students using one of these three boxes below (in the #1 box on the left-hand side) to select the student or students to be marked absent or tardy. The absence records can be created for one day or for a range of days.

The screenshot shows the 'Mark Attendance Multiple Students/Dates' screen. At the top, there are navigation buttons for 'Menu' and 'Prev Screen', and a 'Next Screen' dropdown. The main header area includes 'DIST 901', 'SCHYR 2005', and 'SCHL 100 Grade School'. Below this, there are three selection methods: 'Select Students by Enrollment Record Values' (with fields for Teacher #, Homeroom, Grade, and Group), 'Select an Individual Student' (with a SEARCH field), and 'Select Students by Class' (with Course and Section fields). To the right, there are three configuration sections: 'Apply to ALL' (with Status radio buttons for Absent, Tardy, and Pre-excused, and a Reason dropdown), 'For Dates' (with From and Through date pickers), and 'For Periods' (with From and Through period pickers and a Maximum Periods per Day field set to 10). A 'Start Process' button is located at the bottom right. Numbered callouts 1 through 5 point to these key sections.

Figure 4: Mark Attendance Multiple Students/Dates (AT321) Screen

① **“Select Students by Enrollment Record Values”, “Select an Individual Student”, and “Select Students by Class” Section**

Use one of the methods within this section to select the student or students to be marked absent or tardy.

② **“Apply to ALL” Section**

Mark student(s) by clicking the [Absent], [Tardy], or [Pre-excused] radio button. To enter a reason code, click the “Reason” field drop-down arrow, and click the appropriate reason code from the drop-down list box.

③ **“For Dates” Section**

Enter the date range (MM/DD/YYYY format) to be applied in the “From” and “Through” fields.

④ **“For Periods” Section**

This option does not apply to schools using daily attendance!

Mark Attendance Multiple Students/Dates (AT321) - *Continued*

⑤ [Start Process]

Click the **[Start Process]** button to initiate a report that will update the attendance records, based on all selections made on this screen. The status bar (not shown) at the bottom of the screen will indicate when the report starts and completes.

Daily Attendance Screens

Daily Attendance Reports (AT410)

The (AT410) screen shown in Figure 5 is used to print common Daily Attendance reports.

The screenshot shows the 'Daily Attendance Reports (AT410)' interface. At the top, there are navigation buttons: 'Menu' (red) and 'Prev Screen' (green). Below these are input fields for 'DIST' (0901), 'SCHYR' (2005), and 'SCHL' (100 Grade School). The title 'Daily Attendance Reports' is centered. To the right is a 'Next Screen' dropdown menu. The main area contains seven report sections, each with a 'Print' button and a circled number (1-7) indicating the section described in the text below. The sections are: 1. Absence List: Date (03/03/2005), Sort by (Student Name, Teacher, Grade, Homeroom). 2. Attendance Roster - One Day: Sort by (Student Name, Teacher, Grade, Homeroom), (Optional) Enrolled as of (03/03/2005). 3. Comprehensive Attendance List: Date From and through fields, Sort by (Student Name, Teacher, Grade, Homeroom), Include (All Students, Stu w Abs/Tdy). 4. Call List: Sort by (Student Name, Teacher, Grade, Homeroom). 5. Attendance Roster - 2 Weeks: Begin Date field, Sort by (Student Name, Teacher, Grade, Homeroom), (Optional) Enrolled as of (03/03/2005). 6. Attendance Data Sheet: for Student ID Number field, SEARCH: field, dropdown menu. 7. Attendance Statistics: Date From and through fields, Sort by (Student Name, Teacher, Grade, Homeroom), Include (All Students, Currently Enr).

Figure 5: Daily Attendance Reports (AT410) Screen

Note: Clicking the [Print] button in any of the sections described below will send the report to a preferred printer. To change to another printer, change the default printer as directed on the "Operator Preferred Printer" (PR110) screen.

① "Absence List" Section

Prints a list of all students absent on a specific date (MM/DD/YYYY format).

② "Attendance Roster - One Day" Section

Prints daily attendance rosters for one day, for all classes.

③ "Comprehensive Attendance List" Section

Prints a list of all absences within a specific date range (MM/DD/YYYY format), including a detail line on every absence, for every student.

④ "Call List" Section

Prints a list of all students with unresolved absences, along with each student's contact information.

Daily Attendance Reports (AT410) – *Continued*

⑤ “**Attendance Roster - 2 Weeks**” Section

Prints two-week attendance rosters for all classes. When printing these rosters, the “Begin Date” field must be a Monday (MM/DD/YYYY format). Rosters will automatically indicate non-instructional days. To print a two-week roster for one specific class, enter the “Course” and “Sec” (section) information in the “**For a Specific Class**” section. Then, click the [Print] button

⑥ “**Attendance Data Sheet**” Section

Prints all attendance data for one student, once their student ID number has been entered.

⑦ “**Attendance Statistics**” Section

Prints a list of all students who have absences within a specific date range, including only summary information such as total absence counts for each student, rather than detailing each absence.

Notes

