

Daily Attendance

**ATTENDANCE PROCESSING SCREENS**

- AT220** Student Daily Attendance  
Record or update daily attendance data for one student for one or more dates. Update when sign in or sign out.
- AT221** Mark Attn by Tchr/Hmrm/Grade/Group  
Record or update daily attendance for an entire class, or by homeroom, grade, or group.
- AT222** Absence List and Batch ID Entry  
Record or update daily attendance for a batch of students. View all absent on a specific date.
- AT226** Absence/Tardy Call List  
View attendance history and contact information for student s on the call list. This screens allows you to update the attendance history as the calls are placed.
- AT321** Mark Attendance – Multiple Students/Dates  
Mass-enter attendance data for a specific set of students for a specific date range.
- AT410** Daily Attendance Reports  
Point-and-click interface for commonly-used daily attendance reports.

**ATTENDANCE INQUIRY SCREENS**

- AT220** Student Daily Attendance  
Record or update daily attendance data for one student for one or more dates.
- AT222** Absence List and Batch ID Entry  
View all absent on a specific date.
- AT422** Absence/Tardy by Calendar Period  
Inquire on a student's attendance summary by calendar period

**ATTENDANCE SETUP SCREENS**

- AT210** Attendance Parameters  
Define how often school takes attendance, what constitutes a full day versus a half day absence, what constitutes perfect attendance, and when attendance notification letters are generated.
- AT215** Reason Codes  
Define codes that indicate excuses for absences or tardies.

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