

SchoolMAX®



**SchoolMAX®**

# Period Attendance

## Topics covered:

- Introduction
- Student Attendance By Class Period
- Period Attendance By Class
- Class Period Absence Batch ID Entry
- Marking Attendance For Multiple Students/Dates
- Period Attendance Reports



**User's Guide**  
**Period Attendance**  
Version 4.0.0





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

### What Is Period Attendance?

Period Attendance is a feature of SchoolMAX<sup>®</sup> that allows for the tracking of student attendance records on a period-by-period basis. The Period Attendance Module is extremely flexible and allows attendance to be recorded by various methods. 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 Period Attendance Module screens discussed in this document, include the following:

#### **"Student Attendance By Class Period" (AT230) 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.*

#### **"Period Attendance By Class" (AT231) 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.*

#### **"Class Period Absence Batch ID Entry" (AT232) 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 (AT231) screen, you can view that student's record on the (AT230) screen, and see that he/she was marked absent that period.

### What Is i-Cue?

i-Cue is a peripheral piece of software that functions as an extension of SchoolMAX<sup>®</sup>. 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<sup>®</sup>, since it updates the same tables as the (AT230), (AT231), and (AT232) screens. Many districts use i-Cue as their primary source for attendance entry; however, they frequently use the (AT230) screen to update the attendance records of students who "come and go" throughout the day.

## Notes





# Period Attendance Screens

## Overview

This chapter describes how Period 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 Period Attendance Reports is also discussed.

## Chapter Objectives:

In this chapter, you will learn how to:

- Maintain individual student attendance records by class period.
- Maintain attendance records for an entire class.
- Enter a batch of student period attendance data.
- Enter period attendance records for a grade, group, individual student, or class.
- Print Period Attendance Reports.



## Period Attendance Screens

### Student Attendance By Class Period (AT230)

The (AT230) screen shown below in Figure 1 is used to maintain period attendance records for one student at a time. This screen may be used primarily to maintain absence records that were entered on the (AT231) 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 individual attendance record. Finally, this screen allows the user to update reason codes when students bring in excuse notes.

The screenshot shows the 'Student Attendance By Class Period (AT230)' screen. At the top, there are navigation buttons: 'Menu' (red), 'Prev Screen' (green), 'Student' (yellow), and 'Schedule' (white). Below these are input fields for 'DIST' (901), 'SCHYR' (2005), 'SCHL' (300), and 'ID NUMBER' (1). The screen also displays 'SchoolMAX HS', 'Grade 11', and the student name '>Alley, Adam Thomas'. A 'Reason code' dropdown menu is highlighted with a circled 1. Below this are radio buttons for 'Periods 1-16' (selected) and 'Periods 17-32'. A table with columns for 'DATE' and 'Periods 1-4' is shown, with rows for 'From' and 'To' dates, 'A/T' status, and 'Rsn' (reason code). The 'From' and 'To' rows are highlighted with circled 2 and 4 respectively. The 'A/T' row is highlighted with a circled 3. A large empty text area is at the bottom.

Figure 1: Student Attendance By Class Period (AT230) Screen

① "Reason code"

Click the "Reason code" field drop-down arrow to view applicable reason codes from the drop-down list box.

② "DATE" Column

Enter the 'From' and 'To' date (MM/DD/YYYY format) of the absence or tardy.

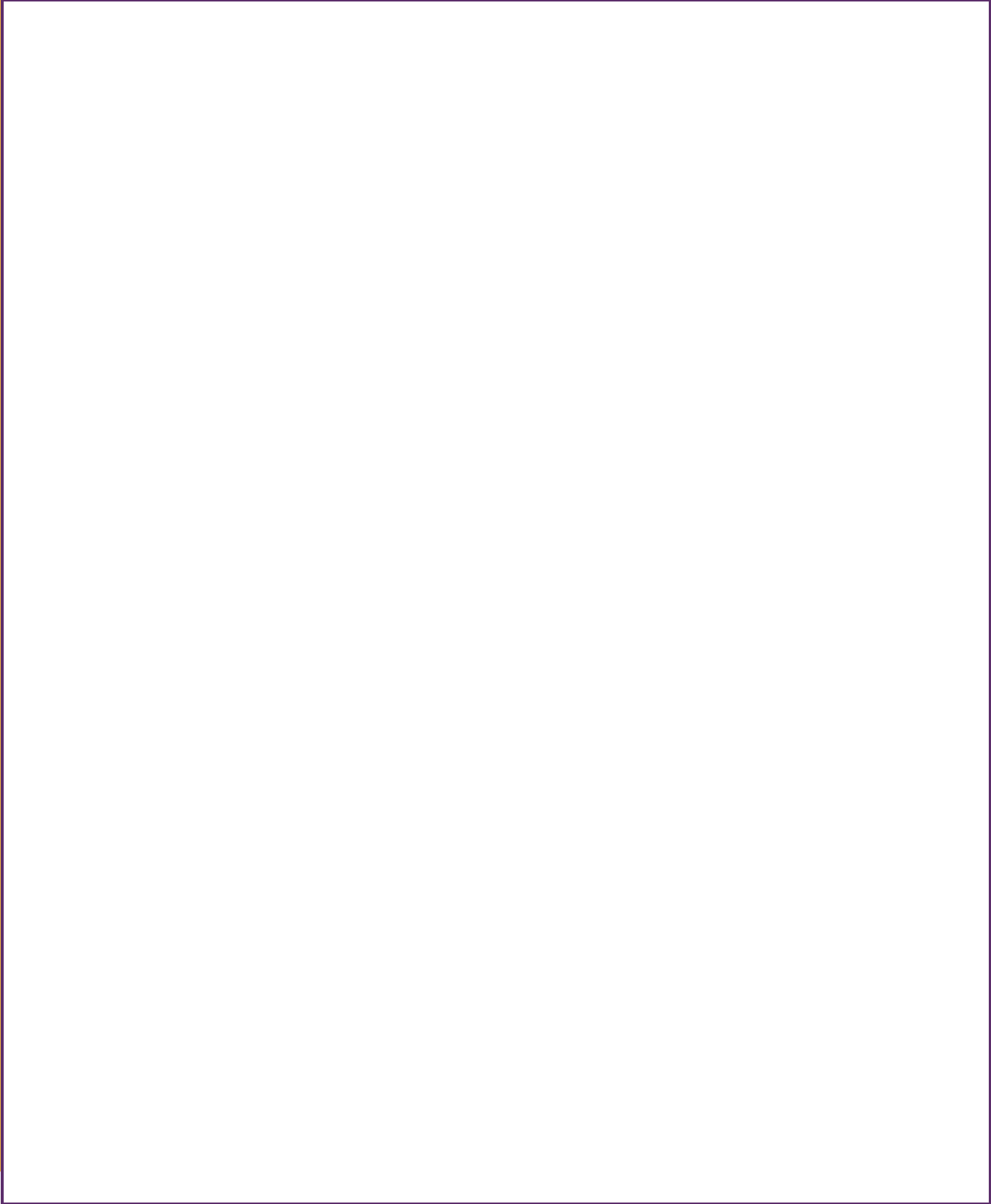
③ "A/T" Row

Enter either an 'A' for absent or a 'T' for tardy, in the appropriate field below the column for each respective class period.

④ "Rsn" Row

Enter the absence/tardy reason code (if known). A list of possible codes may be viewed as discussed in #1 above. Finally, press the <Enter> key or click the [Submit] button (not shown).

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## Period Attendance Screens

### Period Attendance By Class (AT231)

The (AT231) screen shown below in Figure 2 is used to enter or maintain attendance records for an entire class.

Figure 2: Period Attendance By Class (AT231) 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. To mark an entire class absent or tardy for the same reason code, enter 'A' or 'T' and a valid reason code in the "A/T" and "Reason" code fields in the "Apply to ENTIRE Class" section. Finally, press the <Enter> key or click the [Submit] button (not shown).

## Period Attendance Screens

### Period Attendance By Class (AT231) - *Continued*

③ “**A**”, “**T**”, and “**Rsn**” Columns

Mark students absent ('A') or tardy ('T') by clicking the appropriate [A] or [T] radio button. Enter the reason code if known. The check-boxes located to the left of the “A” & “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.

④ “**COURSE**”

Enter the course for which you are taking attendance.

⑤ “**DATE**”

Enter the date (MM/DD/YYYY format) for which you are taking attendance (automatically defaults to today's date).

⑥ “**Name**” Column

After submitting the attendance data, the fields below this column will display the name (last, first, middle) of the student.

⑦ “**M/F**” Column

The fields below this column indicate the gender of the student.

⑧ “**Grade**” Column

The fields below this column indicate the grade of the student (e.g., '01' equals 1<sup>st</sup> grade, '03' equals 3<sup>rd</sup> grade).



## Period Attendance Screens

### Mark Attendance Multiple Students/Dates (AT321)

The (AT321) screen shown below in Figure 4 is used to “mass enter” attendance records for a class, an individual student, or a group of students, using one of the sections below (in the #1 box on the left-hand side) to select the student or students to be marked absent or tardy. The absence/tardy records can be entered for one day (MM/DD/YYYY format) or for a range of days.

The screenshot shows the AT321 screen with the following elements:

- Navigation:** Menu, Prev Screen, Next Screen (dropdown).
- System Info:** DIST: 901, SCHYR: 2005, SCHL: 100 Grade School.
- Section 1 (Red Box):** Select Students by Enrollment Record Values. Includes fields for Teacher #, Homeroom, Grade, and Group, separated by -OR-. Includes a TEACHER SEARCH dropdown.
- Section 2 (Red Box):** Apply to ALL. Includes radio buttons for Absent, Tardy, and Pre-excused (selected). Includes a Reason dropdown.
- Section 3 (Red Box):** For Dates. Includes From and Through date fields (MM/DD/YYYY).
- Section 4 (Red Box):** For Periods. Includes From and Through period fields, and Maximum Periods per Day (10).
- Section 5 (Red Box):** Start Process button.

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**

Enter the appropriate class period in the “From” and “Through” fields.

### 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.

## Period Attendance Screens

### Period Attendance Reports (AT411)

The (AT411) screen shown below in Figure 5 is used to print common Period Attendance reports.

Figure 5: Period Attendance Reports (AT411) Screen

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

① "Attendance Data Sheet" Section

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

② "Call List" Section

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

③ "Absence Alert Report" Section

Prints a list of all students who have missed a specific number of periods, during the specified time period.

④ "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.

### **Period Attendance Reports (AT411) - *Continued***

⑤ **“Student Schedule with Attendance”** Section

Once their ID number has been entered, this section prints a list of one student’s classes, along with the student’s attendance history in each class.

⑥ **“Absence Notification”** Section

Generates absence notification letters to be sent home.

⑦ **“Absence List”** Section

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

⑧ **“Teacher’s Daily Attendance List”** Section

Once the teacher’s ID number has been entered, this section prints an attendance data sheet for one teacher for a specific date (MM/DD/YYYY format).

⑨ **“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.

## Notes

