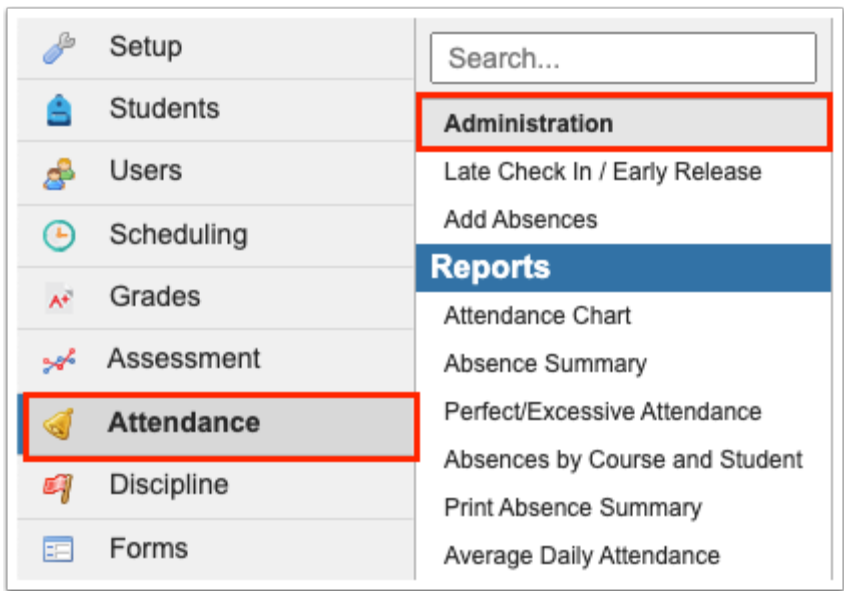


Administration

Attendance Administration screen allows users to review and evaluate attendance records by one or more attendance codes and make any changes. This report can be used by select users to view and edit attendance for students, as well as add comments after making calls to parents; in addition, users can view and/or upload excuse notes, when applicable.

The Attendance Administration Report

1. From the **Attendance** menu, click **Administration**.



💡 The Attendance Administration Report can also be accessed via the Portal page. Click the absence alert in the **Alerts** section to navigate to the Administration screen. Note: The portal alert displays the number of daily absences; therefore, a different number of absences may display in the report based on the attendance code filters used.

Alerts

6 new referrals

1 new student

1 change requests awaiting approval.

8 teachers haven't taken attendance today

4 teachers haven't taken attendance on the prior school day

3 students absent today

25 students absent yesterday

An update for your version of Focus is available!

An update for your version of State Reporting is available!

2. On the Administration screen, start by setting an effective date by clicking the **month**, **day**, and **year** pull-downs or by clicking the **calendar** icon. Note: The effective date defaults to the current date.

Writers02

Select Student/Staff

Administration

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

14

April

2023

+

All

Update

748 Students

Filters: OFF

Search

Photo	Student	Grade	Daily	Comment	Excuse Note	Fill All Periods	01	02	03	04	05	06	07
	Abe, Charlie Noel	10	U	-	No Files	-	U	U	U	U	U	U	U
	Abott-Martinez, Charlie Christopher	09	Pres	-		-							
	Abregan, Kenna Joy	10	Pres	-		-	-	-	-	-	-	-	-
	Acevedo, Diem Donna	09	Pres	-		-	-	-	-	-	-	-	-

3. Select the applicable attendance code from the pull-down. To specify multiple attendance codes, click the **black plus sign** to add another code. You can also select **All** from the pull-down to pull in all attendance codes used. Note: The report defaults to students with any NP (Not Present) code in at least one period.

Lizette Garcia
Focus High School - 0041
SIS

Admin
2022-2023
4th 9 Weeks
ERP

+
P
U
Update

Filters: OFF
Search

Excuse Note	Fill All Periods	01	02	03	04	05	06	07
No Files	-	U	U	U	U	U	U	U
	-							
	-							

4. Once the effective date has been set and the attendance code(s) selected, click **Update** to generate the attendance Administration report.

Lizette Garcia
Focus High School - 0041
SIS











Admin
2022-2023
4th 9 Weeks
ERP


+
P
U
Update

Filters: OFF
Search


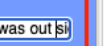




Excuse Note	Fill All Periods	01	02	03	04	05	06	07
No Files	-	U	U	U	U	U	U	U
	-							
	-							

Only students marked with the selected codes appear, along with their absences in each of the periods that are set to take attendance.

	Photo	Student	Student ID	Grade	Daily	Comment	Excuse Note	Fill All Periods	01	02	03	04	05	06	07
		Abe, Charlie Noel	0055879	11	U	-	   Excuse Note.pdf	-	U	U	U	U	U	U	U
		Barron, Debbie	0082679	11	Pres	-	No Files	-	P	P	T	P	P	PT	P
		Blonde, Amal Martin	0077217	11	Pres	-	No Files	-	U	T	U	P	P	P	P
		Bonilla, Alexander James	0058458	11	Pres	-	No Files	-	P	P	P	P	P	P	U
		Castile, Sam	0023462	11	U	-	No Files	-	U	U	U	U	U	U	U
		Collazo, Gabriella	0055469	11	Pres	-	No Files	-	T	T	T	T	T	T	T
		Elam, Angie 🧑🏻	0082720	11	Pres	-	No Files	-	-	P	-	-	-	-	-

 The Used for Attendance column determines the periods that display here via [Setup > Periods](#).

6. From this screen, you also have the ability to enter a **Comment**.

	Photo	Student	Student ID	Grade	Daily	Comment	Excuse Note	Fill All Periods	01
		Abe, Charlie Noel	0055879	11	U	It was out si	   Excuse Note.pdf	-	U
		Barron, Debbie	0082679	11	Pres	-	No Files	-	P
		Blonde, Amal Martin	0077217	11	Pres	-	No Files	-	U

7. If a parent, teacher, or another user has uploaded an Excuse Note, you can view the excuse note by clicking the **Title** of the note or by clicking **Download**. Click the **X** to Delete the note.

FOCUS Writers02 Select Student/Staff Administration Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 4th 9 Weeks ERP

14 April 2023 748 Students

Photo Student Grade Daily Comment Excuse Note

Abe, Charlie Noel 10 U

Abott-Martinez, Charlie Christopher 09 Pres

To Whom It May Concern.docx
Size: 12kb
User: Lizette Garcia
Date: 09/14/2023 02:05 pm

Scan Upload Take Photo

To Whom It May Concern:

Please excuse Charlie Abe from school on 04/14/2023; she was sick.

If you have any questions, please call me at 727-505-2244.

Sincerely,

Lizette Abe (Mom)

a. To add excuse note(s) for a student, hover over the Excuse Note field, then click **Scan** to scan the file from your scanner into Focus.

i. Select the **Scanner** from the pull-down, set additional settings, then click **Scan**.

Pres -

U -

Pres -

Pres -

No Files

No Files

No Files

No Files

Scan Upload Take Photo

Scanner

Scanner

Color

Color

DPI

300

Format

PDF

File Name

20210512

Autofeeder

Duplex

Multi-Page PDF

Show Scan Settings

Scan

Save

Cancel

b. Click **Upload** if the file is already saved on your computer.

i. Search for the file, click the file, then click **Open**. Note: You cannot upload Word documents. However, you can save a Word document as a PDF, then upload it.

Pres

-

No Files

U

-

No Files

Pres

-

No Files

Pres

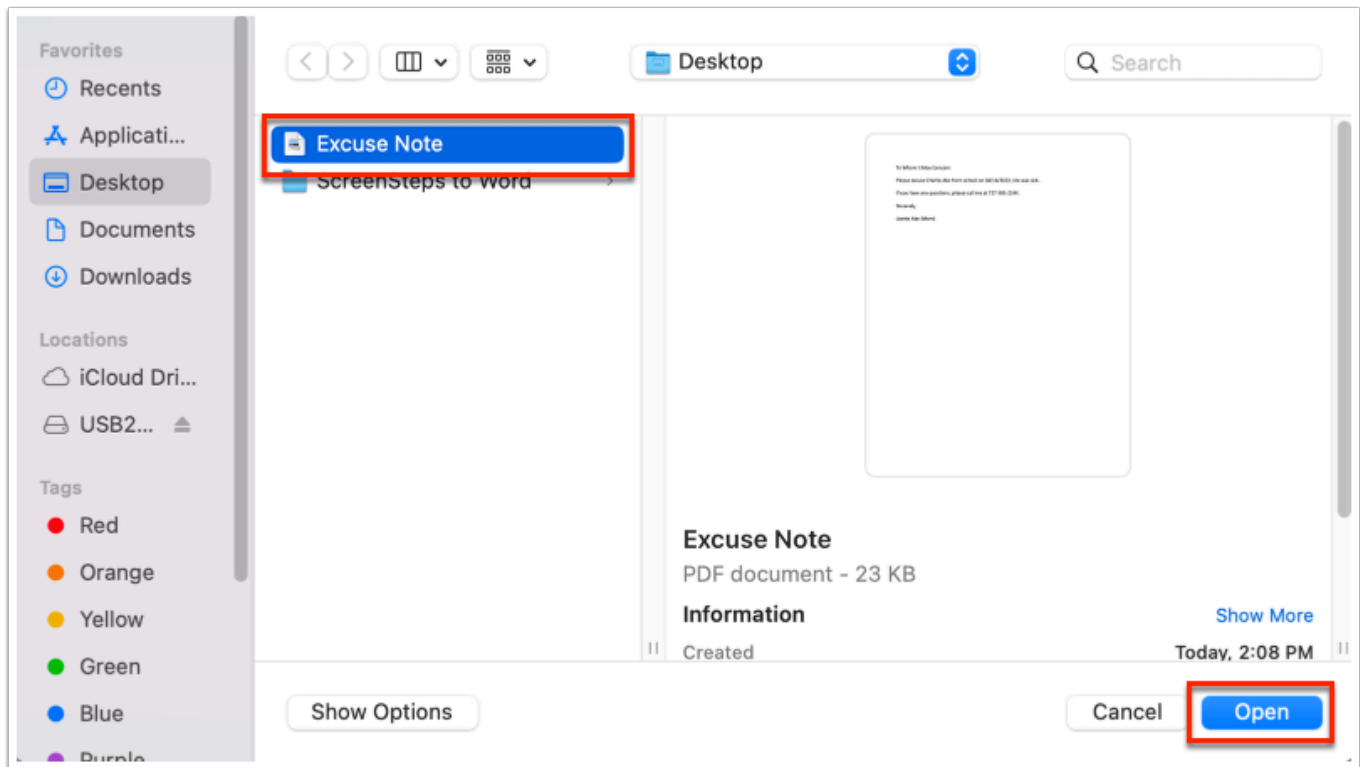
-

No Files

Scan

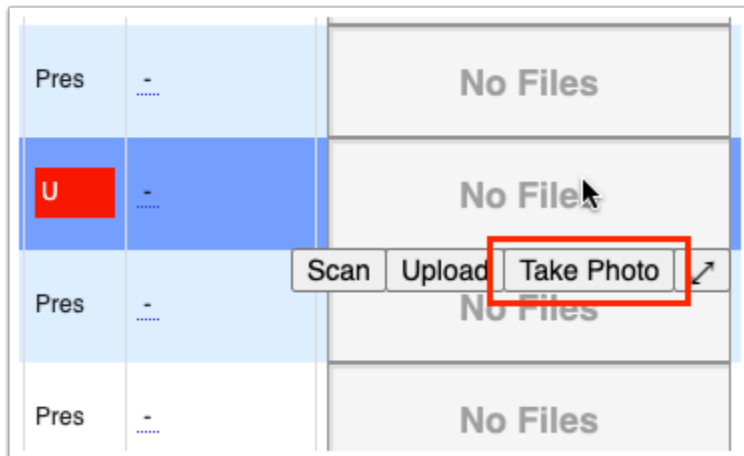
Upload

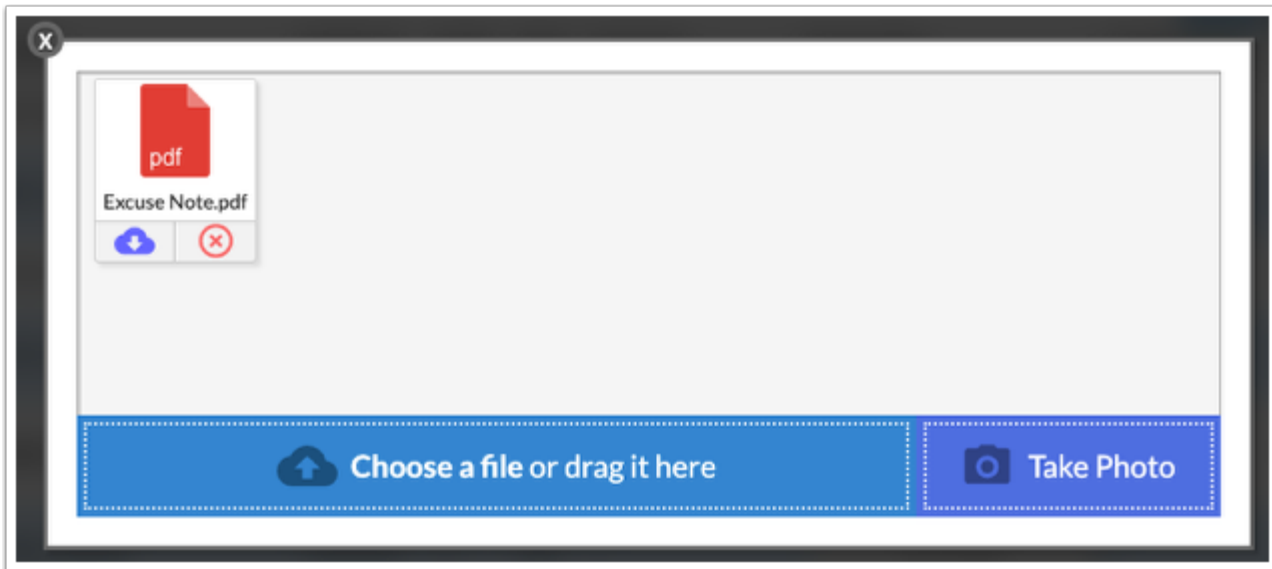
Take Photo



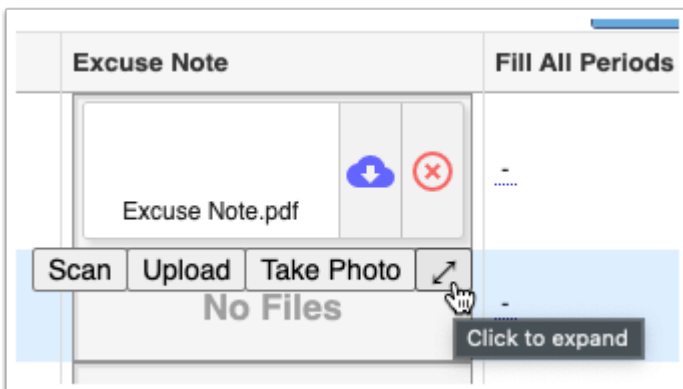
c. Click **Take Photo** to take a picture of the note with your computer camera.

i. Once the note is in view of the camera, click **Take Photo**.





- Click the expansion arrows to view the Excuse Note field in a pop-up window where you can drag files for uploading, view uploaded files, and take photos, as needed.



- If Excuse Notes have been disabled by the district, then you will not see the Excuse Note column. The **Disable Excuse Notes for All Users** setting determine whether the Excuse Note column displays, which can be enabled/disabled via Setup > [System Preferences](#) > School Preferences / Default School Preferences > [Attendance](#).

Note: Administrative users can also **Disable Excuse Notes for Parents** via Setup > [System Preferences](#) > School Preferences / Default School Preferences > [Attendance](#), which hides the Excuse Note column for all applicable attendance screens prohibiting parents from uploading excuse notes.

8. If needed, select an attendance code from the **Fill All Periods** pull-down to populate all periods with the selected code.

7 Students

Filters: OFF Search

Photo	Student	Student ID	Grade	Daily	Comment	Excuse Note	Fill All Periods	01	02	03	04	05	06	07
		Abe, Charlie Noel	055879	11	<div>U</div>	Student was out sick.	<div>Excuse Note.pdf</div> <div></div> <div></div>	<div>E</div>	<div>E</div>	<div>E</div>	<div>E</div>	<div>E</div>	<div>E</div>	<div>E</div>
		Barron, Debbie	082679	11	Pres	-	No Files	-	P	P	T	P	P	PT
		Blonde, Amal Martin	077217	11	Pres	-	No Files	-	U	T	U	P	P	P

9. Click the period fields to adjust individual attendance periods, such as 01, 02, etc. Once enabled, select the applicable attendance code from the pull-down.

Excuse Note	Fill All Periods	01	02	03	04	05
<div>Excuse Note.pdf</div> <div></div> <div></div>	<div>E</div>	<div>E</div>	<div>E</div>	<div>E</div>	<div>E</div>	<div>E</div>
No Files	-	P	P	<div>T</div>	P	P
No Files	-	U	T	U	P	P

When checking in or out using the kiosk or the [Late Check In/Early Release](#) screen, the Time In and Time Out columns in the Administration screen are updated. Updating the Time In and Time Out columns in the Administration screen will update the corresponding Entry and Release columns on the Late Check In/Early Release screen. Note: The setting **Track Time In/Time Out on Daily Attendance** must be enabled for the Time In and Time Out columns to display on the Administration screen via [Setup > System Preferences > School Preferences/Default School Preferences > Attendance](#) tab.

14 April 2023

+ NP P Update

4 Students

Filters: OFF Search

	Photo	Student	Student ID	Grade	Daily	Time In	Time Out	Comment	Excuse Note	99
		Acevedo	087407	31	A	08:00 am	11:15 am	-	<div> Doctor's Note.pdf </div>	A 00:00
		Acos	033917	31	Pres	08:15 am	02:15 pm	-	No Files	P 00:00
		Adams	087615	31	Pres	07:45 am	-	-	No Files	P 00:00
			087707	31	Pres	08:15 am	-	-	No Files	P 00:00

10. To save entered or selected data, click the **Update** button.

Current Student + NP

Update

Filters: OFF Search

Excuse Note	Fill All Periods	01	02	03	04	05	06	07
<div> Excuse Note.pdf </div>	E	E	E	E	E	E	E	E
No Files	-	P	P	T	P	P	PT	P
No Files	-	U	T	U	P	P	P	P

11. Hover over the **phone** icon for the student's Contact Information.

Select Student/Staff ▾
Administration

14 ▾ April ▾ 2023 ▾

748 Students

	Photo	Student	Grade
		<u>Abe, Charlie Noel</u>	10
		<u>Christopher</u>	09
			10
		<u>Accevedo, Brian Donna</u>	09

Contact Information
Mother: Mel Brown
Home Phone (727) 555-8275
Email lizetteg@focusschoolsoftware.com
Cell Phone (727) 677-8275

12. Click the **Student** name to open a concentrated view of the Administration report for the specified student.

Select Student/Staff ▾
Administration

14 ▾ April ▾ 2023 ▾

748 Students

	Photo	Student	Grade	Daily
		<u>Abe, Charlie Noel</u>	10	U
		<u>Abott-Martinez, Charlie Christopher</u>	09	Pres

💡 If you previously had a student open, you will see Current Student displayed in the top right. Click **Current Student** to view Administration breakdown for that student.

a. From the student's Administration breakdown, you have the ability to edit the **Attendance Code** fields and **Comments** made by clicking the underlined data. If changes are made, click **Update** to save data.

Report Date: 14 April 2023

Update

7 Courses

Filters: OFF Search

Period - Teacher	Course	Attendance Code	Teacher's Entry	Comments
01 01 - 004 - BETANCOURT	CHEM 1 HON - 1	Excused Absences		
Period 2 - 004 - Fry L Roxy	ENG 3 - 1	Excused Absences	Unexcused Absence	A note was s
03 03 - 001 - Ruiz	AP SPANISH LANG & CU - 1	Excused Absences		-
04 04 - 002 - Dobson	AVID 3 - 1	Excused Absences		-
05 05 - 003 - Rife	LEAD SKLS DEV - 1	Excused Absences		-
06 06 - 001 - Wischmeier	ALG 2 - 1	Excused Absences		-
07 07 - 001 - Downing	US HIST - 1	Excused Absences		-

b. To close the student's Administration and return to the main screen, click the red **X** by the student's name.

X

Abe, Charlie Noel

379 - 10

Administration


Report Date: 14 April 2023

7 Courses

Period - Teacher	Course
Period 1 - 004 - Adelle Gaga Casanova	CHEM 1 HON - 1
Period 2 - 004 - Frida Lizette Roxy	ENG 3 - 1
Period 3 - 001 - Dawkins R Carson	AP SPANISH LANG & CU - 1
Period 4 - 002 - Aldous A. Huxley	AVID 3 - 1

Additional Features



Click the floppy disk icon to export the students and attendance data to an Excel spreadsheet.



Select Student/Staff ▼
Administration

14 ▼ April ▼ 2023 ▼

748 Students

Photo	Student	Grade	Daily
	Abe, Charlie Noel	10	U
	Abbott-Martinez, Charlie Christopher	09	Pres




Click **Filters** to further breakdown data.

14 ▼ April ▼ 2023 ▼

3 Students

Filters: ON

Search

Photo	Student	Daily	Comment	Excuse Note	Fill All Periods	01	02	03	04	05	06
	Abe, Charlie Noel	E	Student was out sick.	Excuse Note.pdf	-	E	E	E	E	E	E
	Barron, Debbie	Pres	-	No Files	-	P	P	T	P	P	PT
	Collazo, Gabriella	Pres	-	No Files	-	T	T	T	T	T	T

- To add more than one filter to a column, click on the **green plus sign**.
- To delete an added filter, click on the **red minus sign**.
- Select the **gray arrow** for more filtering options.

 For more information, see [Filters](#).

If looking for specific information housed within the resulting data, type the information in the **Search** text box provided and press **Enter**.

14
April
2023

+ NP
Update

2 Students

Filters: OFF

	Photo	Student	Student ID	Grade	Daily	Comment	Excuse Note	Fill All Periods	01	02	03	04	05	06	07	Relevance
		Abe, Charlie Noel	055879	11	E	Student was out sick.	<div>Excuse Note.pdf</div> <div> </div>	-	E	E	E	E	E	E	E	
		Castile, Sam	023462	11	U	Sick Note	<div>Excuse Note.pdf</div> <div> </div>	-	U	U	U	U	U	U	U	

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

Administration
Receive Transfer

sandbox.focusschoolsoftware.com/writers02/Modules.php?modname=Attendance/Administration.php&table=0&next_modname=Atte...

WritersCurrent
Writers' Trunk
ScreenSteps
Help Doc Updates...
ERP for Focus Em...
JIRA
ZenDesk
Help Docs to Revi...
Writers'

7 Students

Filters: OFF

	Photo	Student	Student ID	Grade	Daily	Comment	Excuse Note	Fill All Periods	01	02	03	04	05	06	07
		Abe, Charlie Noel	055879	11	E	Student was out sick.	<div>Excuse Note.pdf</div> <div> </div>	-	E	E	E	E	E	E	E
		Barron, Debbie	082679	11	Pres	-	No Files	-	P	P	T	P	P	PT	P
		Blonde, Amal Martin	077217	11	Pres	-	No Files	-	U	T	U	P	P	P	P
		Bonilla, Alexander James	058458	11	Pres	-	No Files	-	P	P	P	P	P	P	U
		Castile, Sam	023462	11	U	Sick Note	<div>Excuse Note.pdf</div> <div> </div>	-	U	U	U	U	U	U	U
		Collazo, Gabriella	055469	11	Pres	-	No Files	-	T	T	T	T	T	T	T

You can sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

