

# School Attendance

Focus allows for significant oversight and control of attendance processes for school administration. Attendance Clerks and other users that have the ability to update attendance can access teacher attendance, take attendance for missing teachers, and leave student lists for substitutes to ensure that attendance is always completed in a timely fashion.

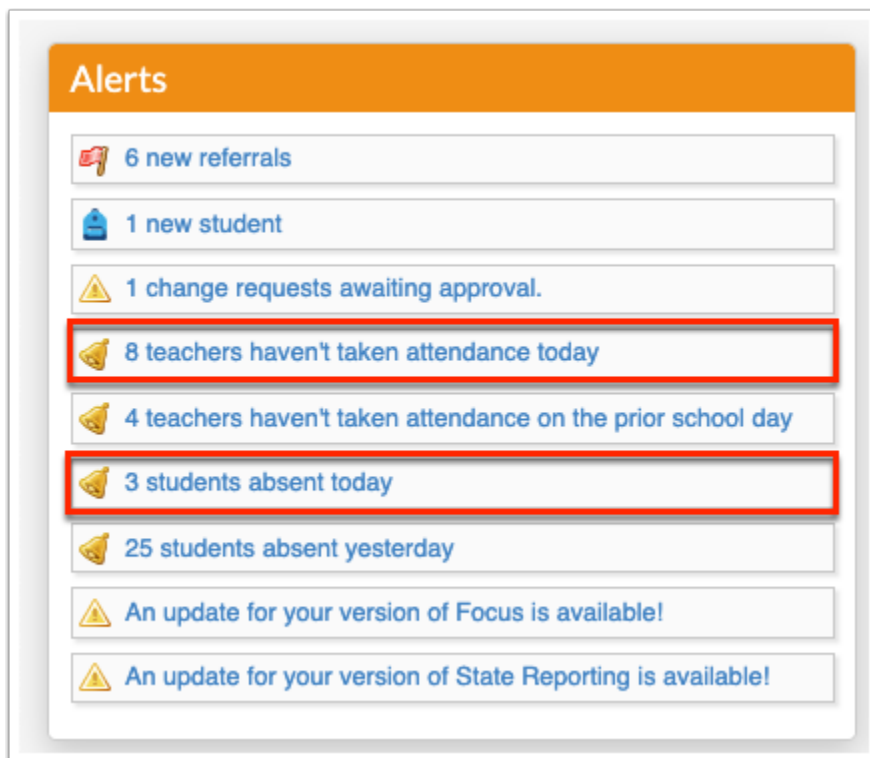
## Accessing Attendance

### Option 1: Attendance Menu

The Attendance menu provides access to attendance actions, reports, and setup.

### Option 2: Portal Alerts

In Portal Alerts, the alerts display a daily total of teachers who have not taken attendance for the current day and for the prior school day. Depending on the district settings, administrators may see the total number of teachers who have not taken attendance by period.



X teachers haven't taken attendance [today] alerts open the **Teacher Completion** report.

X students absent [today] alerts open the attendance **Administration** report.

## Verification Sheets/Substitute Rosters

Verifications Sheets/Sub Rosters gives administration the ability to print class rosters for substitute teachers and attendance verification sheets for teachers.

### Substitute Rosters

The Verification Sheets/Sub Rosters screen allows for printing class rosters for multiple substitutes for the same period of time.

1. Go to the **Attendance** menu and select **Verification Sheets/Sub Rosters**.

**Focus Writers02** Select Student/Staff ▼ **Verification Sheets/Sub Rosters** Lizette Garci Focus High School - 0041 ▼ SIS Admin ▼ 2022-2... ▼ 4th 9 We... ▼ ERP

**Verification Sheet Options**

Teacher: ▼

Period: ▼

Timeframe: 09/01/2023 → 09/19/2023

Mode: ☒ One page per class  
☐ One page per day per class (with empty Absent / Present / Tardy columns)

Extra ☐ Page Breaks between each section  
☒ Print teacher signature lines  
☐ Hide empty classes  
☐ Use FTE Period  
☐ Show classes that don't take attendance  
☐ Do not display Student IDs  
☐ Include Room Number  
☐ Print Student Alert Icons  
14 Date columns per course period  
Student Name Format: Last, First Middle ▼

Print Preview

2. Select the **Teacher** from the pull-down; multiple teachers can be selected if the days and periods of absence will be exactly the same.

3. Select the **Period** from the pull-down. You can select one, multiple, or all periods as needed. For Sub Rosters, select all periods that a substitute will be present.

4. Enter the **Timeframe** to include all days the teacher(s) will be absent. The dates default to the current date and selected date(s) must be the same if being applied to multiple teachers.

If multiple days are selected, rosters will be sorted by day.

5. Select a **Mode**. If using as a sub roster, select **One page per day per class (with empty Absent / Present / Tardy columns)**; this will allow for the sub to fill in the blanks (take attendance) as needed.

6. You can also choose from the **Extra** section.

You can include **Page Breaks between each section** for each course.

You can **Print teacher signature lines**; this extra can be helpful if using for state reporting and/or auditing purposes.

**Hide empty classes** (i.e. classes without any assigned students): This option is useful when a teacher has a placeholder class with no enrolled students.

**Use FTE Period:** FTE windows must be set up by the district for this option to apply FTE dates to data being pulled into the Verification Sheets. The report displays FTE periods and ADA Overrides when Use FTE Period is selected. Note: This selection was customized for Texas.

**Show classes that don't take attendance:** This option is useful for specials in Elementary school or Study Hall in Secondary school where a substitute will need to know who should be in the class regardless of whether or not attendance is taken.

**Do not display Student IDs:** Select the check box to hide student ID number when generating verification sheets or sub rosters.

**Include Room Number:** Select the check box to print the room number in the header of the sheet/roster.

**Print Student Alert Icons:** Select the check box to display alert icons on the printed verification sheets. Note: The alerts printed on the sheets must first be set up via Setup > **Edit Rules & Workflow** > Alert Icons tab and must be enabled so teachers have permission to view them; i.e. select the applicable Teacher profiles from the Profiles pull-down.

**Date columns per course period:** Enter the number of date columns that you would like to print. The column defaults to 14; overflow days generate on additional pages.

**Student Name Format:** Select the Student Name Format from the pull-down to determine how student names display in the report.

7. Click **Print**.

Return To Focus

Modules.php

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Print

More

Student	Grade	4/3	Absent	Present	Tardy
Abe, Charlie Noel	10	?			
Abregan, Kenna Joy	10	?			
Acavedo, Emarald Vonn	12	?			
Acosta, Dexter D	10	?			
Acosta, Harry P	10	?			
Adams, Peter Kavinsky	10	?			
Adams, Ponyboy Henry	09	?			
Agregor, Abe Sebastian	12	?			
Aguilar, Emily Dickinson	12	?			
Aguilar, Sherwood Anderson	10	?			
Ahrens, Edgar Allan	12	?			
Alec, Colleen Joan	10	?			
Alcogory, Potter Ron	11	?			
Ali-Hazelwood, Joseph Quinn	12	?			
Alonso, Isabella Belly	09	?			
Alonso, Mary Shelley	09	?			
Alvarez, Douglas Adam	10	?			
Anthony, Gabriel Marquez	10	?			
August, Kurt V	10	?			
Austen, Olive Jennifer	10	?			
Barron, Debbie	11	?			
Black, Quintana Joan	10	?			
Bradbury, Ray Allen	12	?			
Bukowski, Charlie L	11	?			
Burgess-Garcia, Bruce Lee	09	+			
Total Present:		24			
Total Absent:		0			

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Q

Help

Logout

Once the substitute returns the rosters, the **Teacher Completion** report can be used to enter attendance for the absent teacher.

## Activity

3 teachers have put in for a sick day tomorrow. Create class rosters for each class period to display on a separate sheet. Select any options applicable to school policy for sub rosters.

## Attendance Verification Sheets

Verification Sheets/Sub Rosters allows for printing teacher attendance verification sheets for the FTE reporting window.

**1.** Go to the **Attendance** menu and select **Verification Sheets/Sub Rosters**.

2. Select the **Teacher** for whom you need an attendance sheet. You can select as many teachers as needed.

3. Select the **Period** from the pull-down. You can select one, multiple, or all periods as needed. For Verification Sheets, select all periods for which attendance is taken. For elementary, this may just be the HR or Attendance period.

4. Enter the **Timeframe** for which you need verification of attendance. For Verification Sheets, enter the FTE window in the provided text boxes.

5. Select a **Mode**. If using as attendance verification, select **One page per class**. This selection will break up attendance by class.

6. You can also choose from the **Extra** section.

You can include **Page Breaks between each section** for each course.

You can **Print teacher signature lines**; this extra can be helpful if using for state reporting and/or auditing purposes.

**Hide empty classes** (i.e. classes without any assigned students): This option is useful when a teacher has a placeholder class with no enrolled students.

**Use FTE Period:** FTE windows must be set up by the district for this option to apply FTE dates to data being pulled into the Verification Sheets. The report displays FTE periods and ADA Overrides when Use FTE Period is selected. Note: This selection was customized for Texas.

**Show classes that don't take attendance:** This option is useful for specials in Elementary school or Study Hall in Secondary school where a substitute will need to know who should be in the class regardless of whether or not attendance is taken.

**Do not display Student IDs:** Select the check box to hide student ID number when generating verification sheets or sub rosters.

**Include Room Number:** Select the check box to print the room number in the header of the sheet/roster.

**Print Student Alert Icons:** Select the check box to display alert icons on the printed verification sheets. Note: The alerts printed on the sheets must first be set up via Setup > **Edit Rules & Workflow** > Alert Icons tab and must be enabled so teachers have permission to view them; i.e. select the applicable Teacher profiles from the Profiles pull-down.

**Date columns per course period:** Enter the number of date columns that you would like to print. The column defaults to 14; overflow days generate on additional pages.

**Student Name Format:** Select the Student Name Format from the pull-down to determine how student names display in the report.

## 7. Click **Print**.

Return To Focus

Modules.php

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Download Print

Teacher: Roxy, Frida

Generated: September 19, 2023 10:15 am

ENG 3: Period 2 - 804 - Frida Lisette Baxs (Room: 5 109)

25 Students

Student	Grade	4/3	4/4	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14	4/17	4/18	4/19	4/20
Abe, Charlie Noel	10	?	?	P	C	P	PT	P	?	?	U	?	?	?	?
Abregan, Kenna Joy	10	?	?	T	?	?	P	?	?	?	?	?	?	?	?
Accardo, Emerald Vonn	12	?	?	P	U	U	P	?	?	?	?	?	?	?	?
Acosta, Dexter D	10	?	?	P	U	?	P	?	?	?	?	?	?	?	?
Acosta, Harry P	10	?	?	P	?	?	U	?	?	?	?	?	?	?	?
Adams, Peter Kavinsky	10	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Adams, Pooeyboy Henry	09	?	?	P	?	?	T	?	?	?	?	?	?	?	?
Agarwal, Abe Sebastian	12	?	?	PT	?	?	P	?	?	?	?	?	?	?	?
Aguilar, Emily Dickinson	12	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Aguilar, Sherwood Anderson	10	?	?	P	?	?	U	?	?	?	?	?	?	?	?
Ahrens, Edgar Allan	12	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Aho, Colleen Joan	10	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Alagory, Peter Ron	11	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Ali-Hazelwood, Joseph Quinn	12	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Alonso, Isabella Belly	09	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Alonso, Mary Shelley	09	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Alvarez, Douglas Adam	10	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Anthony, Gabriel Marquez	10	?	?	?	?	?	?	?	?	?	?	?	?	?	?
August, Kurt V	10	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Austen, Olive Jennifer	10	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Barnes, Debbie	11	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Black, Quintana Joan	10	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Bradbury, Ray Allen	12	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Bukowski, Charlie L	11	?	?	P	?	?	P	?	?	?	?	?	?	?	?
Burgess-Garcia, Bruce Lee	09	+	+	+	+	+	+	+	?	?	?	?	?	?	?
Total Present:		24	24	24	22	23	22	24	24	25	24	25	25	25	25
Total Absent:		0	0	0	2	1	2	0	0	0	1	0	0	0	0

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Help Logout

All Attendance Verification sheets will be time stamped with the date and time it was generated.

When the ? (question mark) displays, the teacher did NOT take attendance on that day for that student.


Teachers can adjust the attendance in their **Take Attendance** screen as district policy allows.

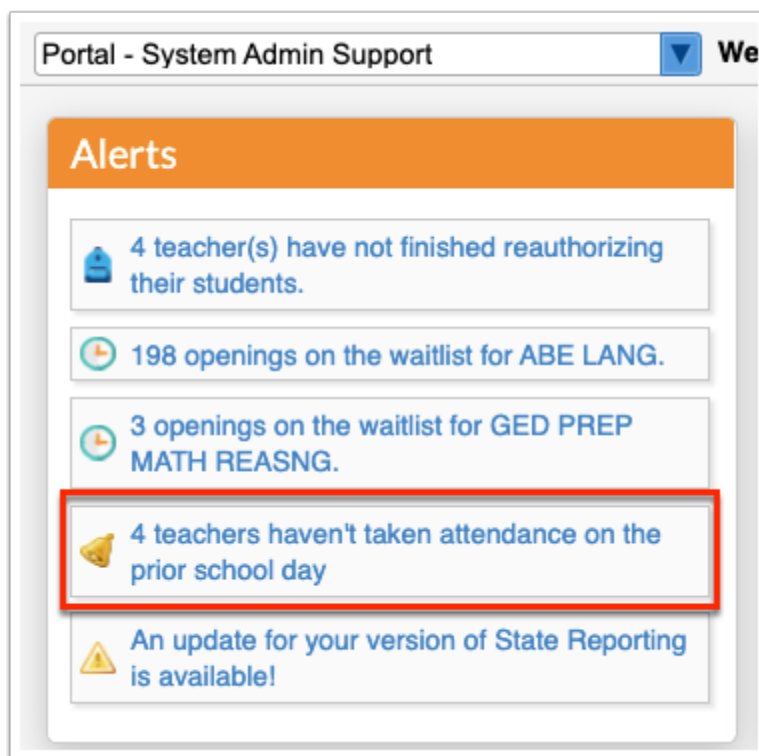
The Verification Sheets can be reprinted and the teacher can sign the updated copy.

# Teacher Completion Report

The Teacher Completion Report lists teachers who have not taken attendance in one or more periods for the current day (previous days can also be selected for viewing).

1. Go to the **Attendance** menu and select **Teacher Completion Report**.

 The Teacher Completion report can also be accessed from the Portal page. Click on any attendance alerts received regarding teachers not taking attendance, via the **Alerts** section of the Portal page.



2. The first option you have is to set a **Report Date**. The date defaults to the current date. Click the text box to change it.

Select Student/Staff ▼
Teacher Completion

Lizette Garcia
Focus High School - 0041
SIS

Admin
2022-2023
4th 9 Weeks
ERP

Report Date: 05/02/2023

All Periods ▼
Advanced

Click the red Xs to take attendance for the teacher.
☐ Summary over a timeframe
☐ Show teachers who took attendance late
☐ Show teachers who took attendance more than 10 minutes early
☐ Course/Section Numbers

15 Teachers who haven't taken attendance
Message
Search

Teacher	Staff ID	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Abernathy, Nora Robin	3105			X	X			
Alanis, Mateo V	3893					X		
Carson, Dawkins R	2978			X				
Casanova, Adelle Gaga	26815	X		X				
Heller, Kramer Mickey	2941			X			X	
Huffman, Kathy Ward	3861							X
Huxley, Aldous A	3655				X			
Martinez, Fabiola Liz	3517					X		
Quinones, Bibiana Maria	3707		X			X		
Romero, Ginnie Hermione	3213		X					
Roxy, Frida Lizette	3014		X					
Samson, Elena Bonnie	3071					X		
Snow, Benton K	4782	X					X	
Staab, Sara Mercedes	3886				X			
Varela, Suzi Mylene	3621							X

Print ▼
Help
Logout

3. Next to the Report Date, select the **Period** you would like to review. The period defaults to All Periods, but you can select one using the pull-down.

4. While you can set a Report Date, you also have the option to review attendance based on a specific time frame, such as the FTE attendance window. To enable this function, select the **Summary over a timeframe** check box. When the check box is selected, the Report Date changes to Report Timeframe.

**i** Note that in using the **Summary over a timeframe** feature, you can no longer take/edit attendance. This feature is used strictly for reviewing attendance.

5. To review attendance that was taken late, select the **Show teachers who took attendance late** check box.

a. If the system preference is enabled by the district, a different option may display: **Show teachers who took attendance more than [10] minutes late**.



Click the red Xs to take attendance for the teacher.

☐ Summary over a timeframe
 ☒ Show teachers who took attendance more than 10 minutes late
 ☐ Course/Section Numbers

Send Messages Search

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	All Day	PT AM	PT PM	Night	Afternoon
Taken: Tue, 04/06/2021, 9:07:20 AM   Class started: 6:00 PM										
⚠	⚠		⚠	✖						
⚠	⚠		✖			⚠	⚠	✖		
			✖			⚠		⚠		

When the check box is selected, a yellow triangle icon displays; for more detailed information regarding the late recorded attendance, hover over the triangle.

- Set the system preference via Setup > **System Preferences** > School Preferences / Default School Preferences > **Attendance** tab. Enter the required minutes in the text box for the Minutes before period attendance is considered late preference.

6. Select the **Show teachers who took attendance more than [10] minutes early** check box to display sections where the teacher took attendance before the time denoted in period setup and system preferences. The applicable periods display with a clock icon.

Hover over the clock icon to show when attendance was taken including the date and time.

Ramos, Aldous A.	3655	✖
Pacheco, Archibaldo J.	3862	✖
Skaggs, Agustin A.	Taken: Mon, 04/12/2021, 12:38:12 PM   Class started: 1:36 PM	
Roxy, Fry L.	14	🕒

- You can track attendance taken early enabled via the setting called Minutes before period attendance is considered early, which can be enabled via Setup > **System Preferences** > School Preferences / Default School Preferences > **Attendance**.

7. You have the option to click the red X and open attendance for that specific period or take/edit attendance per **Teacher** by clicking on the teacher's name.

Select Student/Staff ▼

Teacher Completion

Lizette Garc

Admin

Report Date:

All Periods ▼

Advanced

*Click the red Xs to take attendance for the teacher.* who 1

**15 Teachers who haven't taken attendance**

Teacher	Staff ID	Period 1	Period 2	Period 3	Period 4
<a href="#">Abernathy, Nora Robin</a>	3105			✖	✖
<a href="#">Alanis, Mateo V</a>	3893				
<a href="#">Carson, Dawkins R</a>	2978			✖	
<a href="#">Casanova, Adelle Gaga</a>	26815	✖		✖	
<a href="#">Heller, Kramer Mickey</a>	2941			✖	
<a href="#">Huffman, Kathy Ward</a>	3861				
<a href="#">Huxley, Aldous A.</a>	3655				✖
<a href="#">Martinez, Fabiola Liz</a>	3517				

If the red X is selected for a specific period, the Take Attendance screen displays in another window.

From here, you can take attendance for the selected date and period, which is displayed on the right of the screen. You can also take attendance for other days if you scroll to the left of the screen.

If you select to take/edit attendance per teacher by clicking the Teacher's name, a new Teacher Completion report will display where a Date column will take the place of the Teacher column to show all days missing attendance based on criteria entered above.

<div> <div> <div>Abernathy, Nora Robin</div> <div>3105</div> </div> <div>Teacher Completion</div> <div> Lizette Garcia Admin </div> </div>						
<div> <div>Report Date: 05/02/2023</div> <div> <input type="checkbox"/> Summary </div> </div>						
<div> <div>All Periods</div> <div>Advanced</div> <div>Click the red Xs to take attendance for the teacher.</div> <div>who took attendance at</div> </div>						
60 Days with incomplete attendance						
Date	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Wed, 8 Feb 2023			X			
Thu, 9 Feb 2023			X			
Fri, 10 Feb 2023			X			
Mon, 13 Feb 2023			X			
Tue, 14 Feb 2023			X			
Wed, 15 Feb 2023			X			
Thu, 16 Feb 2023			X			
Fri, 17 Feb 2023			X			
Mon, 20 Feb 2023			X			
Tue, 21 Feb 2023			X			
Wed, 22 Feb 2023			X	X		
Thu, 23 Feb 2023			X	X		
Fri, 24 Feb 2023			X	X		
Mon, 27 Feb 2023			X	X		
Tue, 28 Feb 2023			X	X		

8. The **Course/Section Numbers** check box is selected by default, which displays section information in the corresponding period columns. Clear the selected check box to revert back to the original Teacher Completion report.

<div> <div> <div>Select Student/Staff</div> <div>Teacher Completion</div> </div> <div> Lizette Garcia Admin </div> <div> Focus High School - 0041 2022-2023 4th 9 Weeks SIS ERP </div> </div>						
<div> <div>Report Date: 05/02/2023</div> <div> <input type="checkbox"/> Summary over a timeframe </div> <div> <input type="checkbox"/> Show teachers who took attendance late </div> <div> <input type="checkbox"/> Show teachers who took attendance more than 10 minutes early </div> <div> <input checked="" type="checkbox"/> Course/Section Numbers </div> </div>						
15 Teachers who haven't taken attendance						
Teacher	Staff ID	Period 1	Period 2	Period 3	Period 4	
Abernathy, Nora Robin	3105			WORLD HIST 2109310-006	AP WORLD HIST:MODERN 2109420-C	
Alanis, Mateo V	3893					
Carson, Dawkins R	2978			AP SPANISH LANG & CU 0708400-001		
Casanova, Adelle Gaga	26815	CHEM 1 HON 2003350-004		AP CHEM 2003370-001		
Heller, Kramer Mickey	2941			PRE-CALCULUS HON 1202340-001		
Huffman, Kathy Ward	3861					
Huxley, Aldous A	3655				AVID 3 1700410-002	
Martinez, Fabiola Liz	3517					
Quinones, Bibiana Maria	3707		NC STUDY HALL 1 2200300-001			
Romero, Ginnie Hermione	3213		ENG 4 1001400-004			
Roxy, Frida Lizette	3014		ENG 3 1001370-004			
Samson, Elena Bonnie	3071					
Snow, Benton K	4782	AP DRAWING 0104300-001				
Staab, Sara Mercedes	3886				AP HUMAN GEOG 2103400-003	
Varela, Suzi Mylene	3621					

- Sections that are tied to periods with 0 length in minutes will not display on the Teacher Completion report, even if the **Take Attendance** check box is selected on the **Period** setup.

## Batch Attendance Message

- Click **Message** to send a batch message to teachers via **Communication** in order to notify them to take attendance or review attendance, etc.

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

Report Date: 05/02/2023 Click the red Xs to take attendance for the teacher. ☐ Summary over a timeframe ☐ Show teachers who took attendance late ☐ Show teachers who took attendance more than 10 minutes early ☐ Course/Section Numbers

15 Teachers who haven't taken attendance **Message** Search

Teacher	Staff ID	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Abernathy, Nora Robin	3105			X	X			
Alanis, Mateo V	3893					X		
Carson, Dawkins R	2978			X				
Casanova, Adelle Gaga	26815	X		X				
Heller, Kramer Mickey	2941			X			X	
Huffman, Kathy Ward	3861							X
Huxley, Aldous A.	3655				X			
Martinez, Fabiola Liz	3517					X		
Quinones, Bibiana Maria	3707		X			X		
Romero, Ginnie Hermione	3213		X					
Roxy, Frida Lizette	3014		X					
Samson, Elena Bonnie	3071					X		
Snow, Benton K	4782	X					X	
Staab, Sara Mercedes	3886				X			
Varela, Suzi Mylene	3621							X

Print Help Logout

- From the Communication screen, complete all steps listed below to send the message.

The screenshot shows the Focus Writers2 Communication interface. The top navigation bar includes the Focus logo, a 'Select Student/Staff' dropdown, and the 'Communication' tab. The user is logged in as Lizette Garcia, Focus High School - 0041, SIS Admin, for the 2022-2023 school year, 4th 9 Weeks, ERP. The left sidebar contains navigation links: Compose, Templates, Announcements, Inbox, Sent, Scheduled, Drafts, and Settings. The main composition area has tabs for Message, Template, and Announcement. It includes a 'Save Draft' button, a 'Discard' button, a 'Print' button, a 'Use Template' button, a 'Schedule' button, and a 'Send' button. The 'Message' tab is active, showing a 'Students' dropdown, a search field, and a 'Letterhead' dropdown. The 'Staff' dropdown is set to 'Abernathy, Nora (3105...)'. Below these are checkboxes for 'Secure Email', 'Add Log Record', 'Copy Self', 'Send as District', and 'Allow Student/Parent Reply'. The 'Email' tab is selected, showing a 'Subject' field with 'New Message', a 'Cc' field with 'person1@example.com; person2@example.com', and a 'First Only' checkbox. The email body contains a graphic that says 'take ATTENDANCE' with a checkmark icon. At the bottom, there is a search bar, a 'Help' button, and a 'Logout' button.

3. Select the applicable staff member(s) from the **Staff** pull-down.
4. Select the **Letterhead** template that you'd like applied to your message from the pull-down, if applicable.
5. Select the **Secure Email** check box to flag the messages as secure and require users to log into Focus in order to view the message.
6. Select the **Add Log Record** check box to log the message in the students' and/or users' Letter Log record in Student Info and/or User Info. The message will be logged when the message is sent. Messages are also logged for students when the message is printed.
7. Select the **Copy Self** check box to copy yourself on the email so a copy of the email is sent to you as well as the selected recipients.
8. Select the **Send as District** check box to send messages (and attachments) to recipients from the "district;" the message displays as if sent by the district and doesn't include your name or information. Once sent, you will receive a confirmation that the message was sent, but the message will not display in your Sent folder.
9. Enter the **Subject** of the message in the provided text box. If a subject is not entered, the subject defaults to New Message.
10. To copy other users on the message/email, enter the emails addresses separated by semicolons in the **Cc** text box. For example, `lizette@focus.org; robinjacobs@gmail.com`
11. Select the **First Only** check box to copy the entered email addresses in the Cc text box on one email only. When the check box is cleared, the email addresses entered in the Cc text box display on all emails sent.

**12.** Enter the **Email** (message) in the provided text editor. There are a variety of tools available, including text formatting and the ability to add links and images.

**13.** Click **Send** to send the message right away.

## Activity

- There are several teachers who have not entered attendance today. Where can you go to identify which teachers have no recorded attendance today and/or the previous school day?
- A teacher neglected to input his attendance for 4th period. He has informed the office that two students should be marked as unexcused absence and two students should be marked unexcused tardy. Enter attendance for this teacher.

## Adding Absences for Students

Attendance can be added for students individually or en masse using the Add Absences function. Attendance can be added for either a singular or range of calendar date(s), as well as providing comments related to the absence. This is helpful for current or future class absences such as field trips or assemblies, adding upcoming absences, or excusing previous absences for a sick student.

- 1.** Go to the **Attendance** menu and select **Add Absences**.
- 2.** Use the search bar for an individual, the Student Group pull-down (if assigned) or More Search Options for a group of students.
- 3.** A list of all the applicable students will populate below the calendars and options for adding absences to the selected students.

Select Student/Staff ▼ Add Absences

Lizette Garcia Focus High School - 0041 SIS  
Admin ▼ 2022-2023 ▼ 4th 9 Weeks ▼ ERP

Add Absence Options

Periods: ▼  
Attendance Code: P - Present ▼  
Attendance Reason:

September 2023
October 2023
November 2023

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
					1	2	1	2	3	4	5	6	7						1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30				

Submit Absence(s)

Search Screen Simple List Customized List

746 Students

<input type="checkbox"/>	Student	Grade
<input type="checkbox"/>	Abe, Charlie Noel	10
<input type="checkbox"/>		10

Message

Print ▼ Help Logout

4. Select the applicable **Periods** for which to add absences, as well as the **Attendance Code**, and any comments related to **Attendance Reason**.

5. Select the day(s) for which the absence(s) should apply. The current date is highlighted yellow by default. Selected dates will display a dark colored border.

The calendar only allows the selection of dates that are marked as **School Days** in the **Calendar** setup.

Click the left and right arrows to navigate through the available school months.

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

Periods:   
Attendance Code: P - Present  
Attendance Reason:

**September 2023** **October 2023** **November 2023**

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2	1	2	3	4	5	6	7					1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			

Submit Absence(s)

Search Screen Simple List Customized List

746 Students Message 3:20 PM

<input type="checkbox"/>	Student	Grade
<input type="checkbox"/>	Abe, Charlie Noel	10
<input type="checkbox"/>	Abregan, Kenna Joy	10
<input type="checkbox"/>	Acevedo, Diem Donna	09

Print Help Logout

6. Scroll to the bottom of the screen to the student section. Here you must select the student(s) for whom the absences are being created. Select the check box next to the student. You can also select the check box in the header to select all listed students.

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

**September 2023** **October 2023** **November 2023**

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2	1	2	3	4	5	6	7					1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			

Submit Absence(s)


Search Screen Simple List Customized List

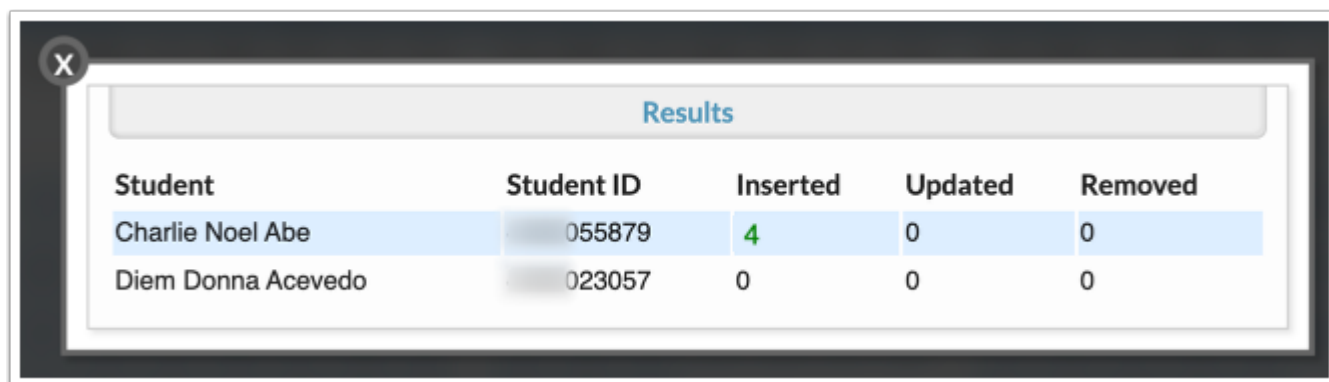
746 Students 2 Selected Message 3:20 PM

<input type="checkbox"/>	Student	Grade
<input checked="" type="checkbox"/>	Abe, Charlie Noel	10
<input type="checkbox"/>	Abregan, Kenna Joy	10
<input type="checkbox"/>	Acevedo, Diem Donna	09
<input checked="" type="checkbox"/>	Acevedo, Emerald Vonn	12
<input type="checkbox"/>	Acosta, Dexter D	10

7. When the student(s) have been selected, click the **Submit Absence(s)** button to create the absences.



-  Attendance codes entered by administrative staff are locked and cannot be overridden by teachers on their attendance screens.



The screenshot shows a window titled "Results" with a table of attendance data. The table has five columns: Student, Student ID, Inserted, Updated, and Removed. There are two rows of data.

Student	Student ID	Inserted	Updated	Removed
Charlie Noel Abe	055879	4	0	0
Diem Donna Acevedo	023057	0	0	0

- **Inserted:** The total number of new absences added to the student based on the number of days and periods selected.
- **Updated:** The number of periods/days with existing attendance that was changed.
- **Removed:** Only displays a value when a future attendance code has been replaced with the Present code; this allows teachers to enter attendance for students when that day/period arrives (e.g. a future field trip has been canceled).

 Use this same report and process to:

- Update multiple PAST days of Unexcused absences to Excused for a student
- Enter multiple days of FUTURE absences for a student
- REMOVE or CHANGE a future date for a group of students or an individual

## Attendance Administration Report

Attendance Administration allows the review and update of period-by-period student attendance records. This report is helpful for finding all tardies or absences to update the unexcused to excused. It can also be used to track students who arrive tardy to school or who leave school early. The Daily Attendance code will generate automatically based on absence/presence codes entered for all periods that take attendance; the daily code is also determined by system preferences.

1. Go to the **Attendance** menu and select **Administration**.

💡 Clicking the **Portal Alert** for students absent navigates to the **Administration** screen.

### 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!

⚠️ The Portal Alert value for absent students may not match the attendance **Administration** report as the **Alert** indicates Daily absences whereas the attendance Administration report includes any student with any one period marked with a code other than P-Present.

# Report Display Options

The screenshot shows the Focus Writers02 Administration interface. At the top, there's a header with the Focus logo, a 'Select Student/Staff' dropdown, and 'Administration' text. On the right, there are fields for 'Lizette Garcia', 'Focus High School - 0041', 'SIS', 'Admin', '2022-2023', '4th 9 Weeks', and 'ERP'. Below the header, there's a date selector showing '14 April 2023' and an 'Update' button. A sidebar on the left contains various icons. The main area displays a table with 748 students. The table has columns for Photo, Student, Grade, Daily, Comment, Excuse Note, Fill All Periods, and seven period columns (01-07). The first student, Abe, Charlie Noel, is shown with a grade of 10, a daily status of 'U' (red), and a 'No Files' message in the Excuse Note column. The other students shown are Abbott-Martinez, Charlie Christopher (Grade 09, Pres), Abregan, Kenna Joy (Grade 10, Pres), and Acevedo, Diem Donna (Grade 09, Pres). The period columns show attendance codes like 'U' for 'U' and '-' for '-'. There are also 'Filters: OFF' and 'Search' options at the top right of the table.

1. 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.
2. 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.

 The attendance codes in the pull-down and in the period fields populate with the Short Name for the attendance code.

Time In/Time Out and the Excuse Note upload must be set in system preferences for the school in order to display on this report.

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

Select Student/Staff

Administration

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

14 April 2023

+ U P

Update

5 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	-	Excuse Note.pdf	-	U	U	U	U	U	U	U
	Abregan, Kenna Joy	10	Pres	-	No Files	-	P	P	P	P	P	P	P
	Acevedo, Emerald Vonn	12	Pres	-	No Files	-	P	P	P	P	P	P	P
	Acosta, Dexter D	10	Pres	-	No Files	-	P	P	P	P	P	P	P
	Acosta, Harry P	10	U	-	No Files	-	U	U	U	U	U	U	U

If enabled, Time In and Time Out can be used to enter the time a late student arrives and the time a student leaves school early.

4. A **Comment** can be entered to describe the reason for absence, tardy or early release. Comments will be visible to the parents and students on the student's **Absence Summary** screen.

If enabled, the Excuse Note field can be used to upload an absence or tardy note from the parent.

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

## Update Unexcused Absences to Excused

- Go to the **Attendance** menu and select **Administration**.
- Select the **Unexcused Absence** code from the attendance code pull-down.
- Click **Update**.



May	17	2021						+ U	Update
5 Students		Filters: OFF		Search					
	Photo	Student	Grade	Daily	Comment	Excuse Note	Fill All Periods		
		Benavides, Geoffrey	05	U	-	No Files	-	-	-
		Finley, Brandon Elise	KG	U	-	No Files	-	-	-
		Mares, Andre Thomas	05	U	-	No Files	-	-	-

6. Click **Update** after making changes directly on the Administration report.

Students will be removed from the displayed list if all periods were updated with the new code and no periods contain the code selected at the top of the report.

Once the report is refreshed with NP displayed, the updated student(s) will be accessible.

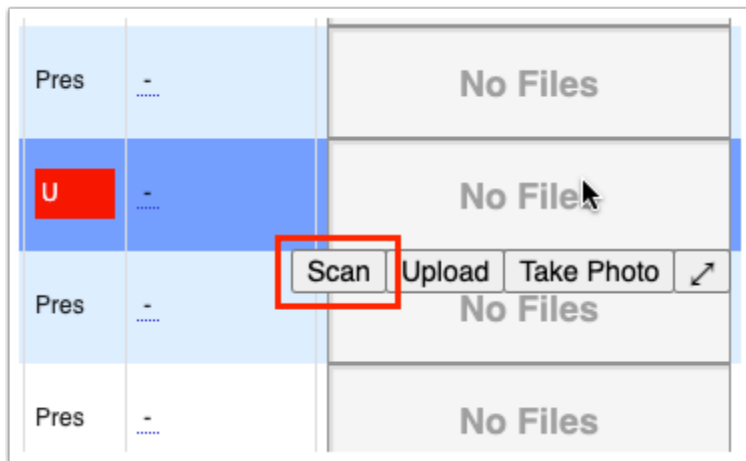
## Upload Excuse Note to Administration Report

If the system preference has been enabled for the school, the office staff can upload a hardcopy of excuse notes sent in by parents for the applicable day(s) a student had an unexcused absence or tardy.

**i** 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.

1. Go to the **Attendance** menu and select **Administration**.
2. If the note is for the current date, locate the student on the report.
3. To add excuse note(s) for a student, hover over the Excuse Note field, then click **Scan**, **Upload**, or **Take Photo**.
  - a. Select the **Scanner** from the pull-down, set additional settings, then click **Scan**.



**Scanner**

Scanner

Color

DPI

Format

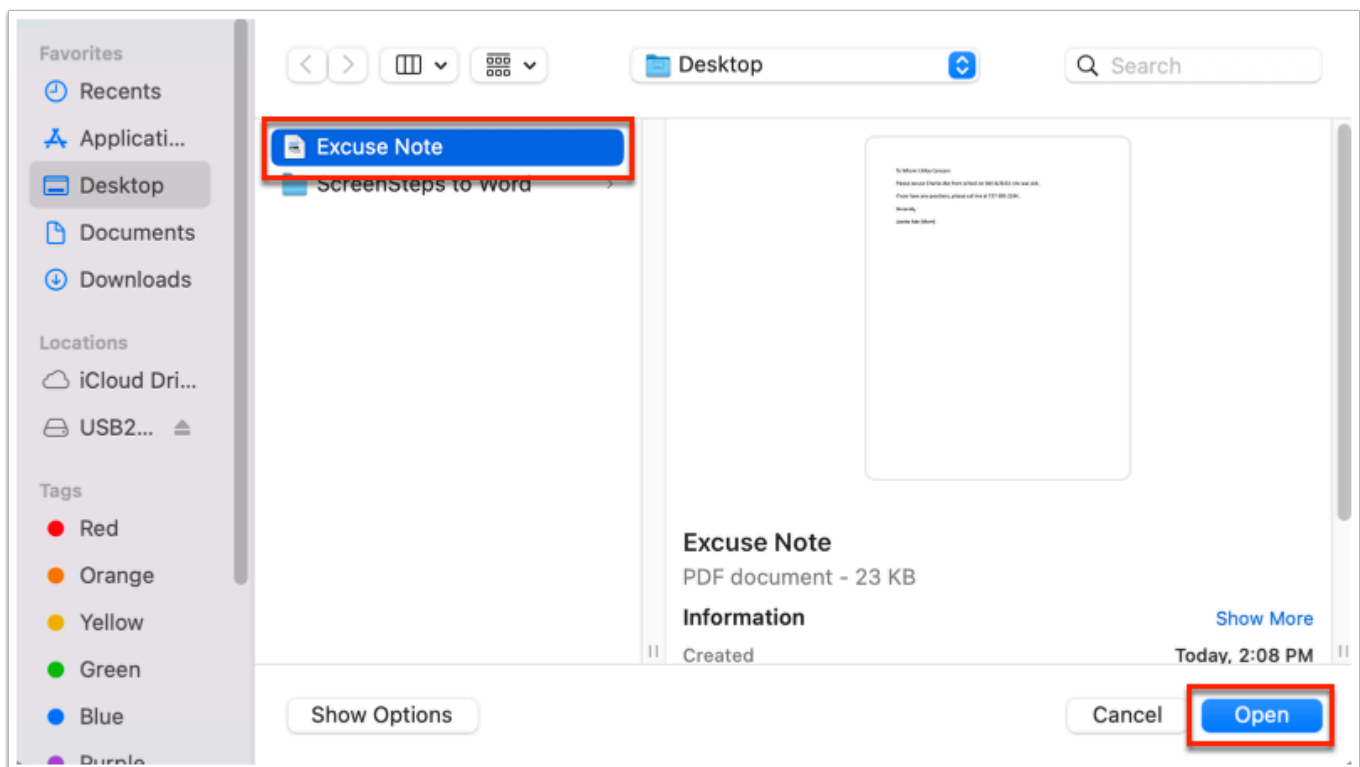
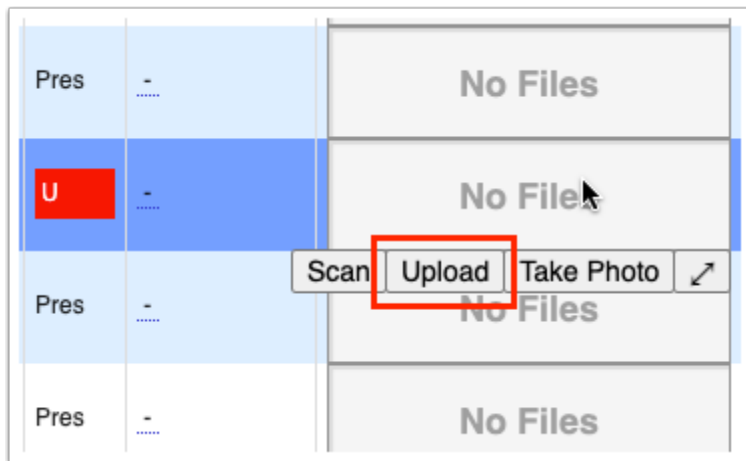
File Name

☐ Autofeeder ☐ Duplex

☒ Multi-Page PDF ☐ Show Scan Settings

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

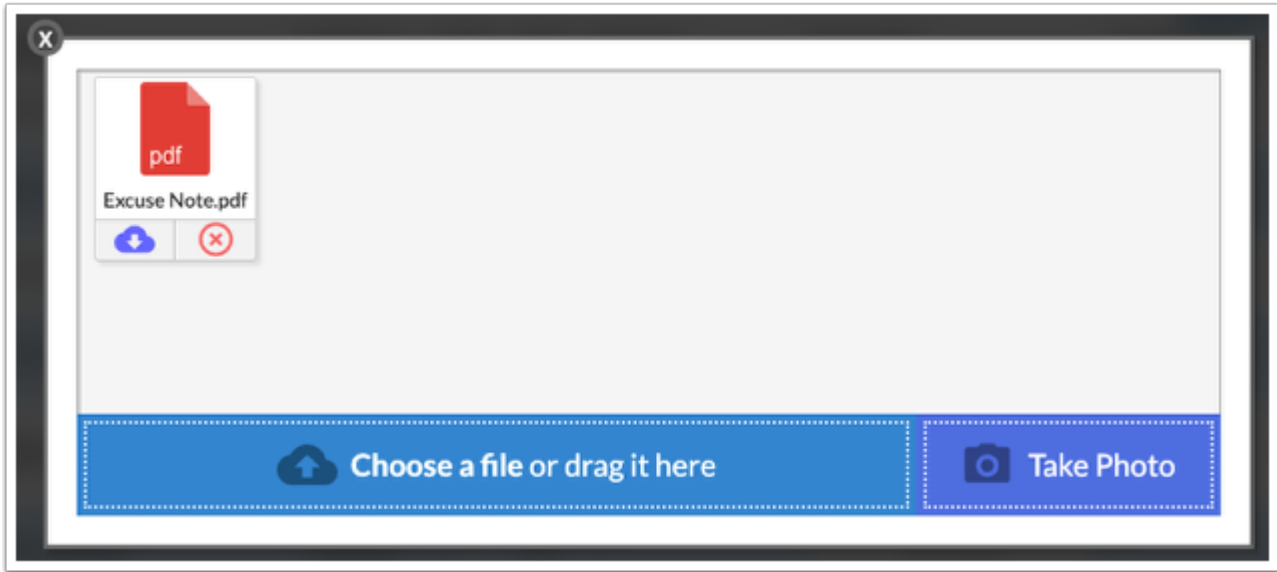
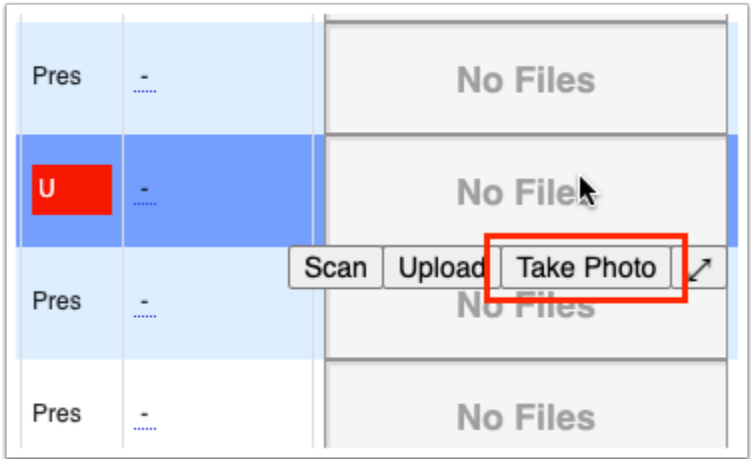
**i.** Search for the file, click the file, then click **Open**. Note: You cannot upload Word documents. However, you can save a Word document as a PDF, then upload it.



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**.





4. 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.

The screenshot shows the Focus Writers02 Administration interface. At the top, there's a header with the Focus logo, 'Writers02', and navigation links like 'Select Student/Staff' and 'Administration'. User information for Lizette Garcia at Focus High School is displayed. A date filter is set to April 14, 2023. Below this is a table with 748 students. The table has columns for Photo, Student, Grade, Daily, Comment, and Excuse Note. Two students are visible: Abe, Charlie Noel (Grade 10, marked 'U') and Abbott-Martinez, Charlie Christopher (Grade 09, marked 'Pres'). An 'Excuse Note' column shows a document icon for Charlie Noel. A tooltip for this document indicates it's 'To Whom It May Concern.docx', 12kb, uploaded by Lizette Garcia on 09/14/2023 at 02:05 pm. Below the table, a red box highlights a preview of the document. The document text reads: '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)'.

5. If the absence or tardy note is acceptable, update the affected period(s) with the applicable attendance code as described in the section entitled **Attendance Administration Report**.

- 💡 If a note is for a previous day's absence, change the date using the date fields or calendar icon on the Administration report; alternatively use the student's Absence Summary screen to upload the excuse note for the applicable date.

## Time In/Time Out on the Administration Report

If the district uses Raptor or another software for students arriving late or leaving early, they might continue to follow their current practice. The school might also need to put this information into Focus.

- 📘 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.

1. Go to the **Attendance** menu and select **Administration**.

Late arriving students will only appear by default on this report if they have already been marked absent in at least one period.

Students leaving early will appear by default if they have a non-present code already entered for at least one period.

If the applicable student does not appear by default, select **All** from the attendance code pull-down, then click **Update**.

Use the **Filters** or the search bar to locate a specific student on the report.

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> <div> <div>Download</div> <div>Delete</div> </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

**2.** Enter the **Time In** for late arrival. Enter **Time Out** for early release.

Focus auto-formats the time, so no colons are necessary. If the integer entered is < 7, the system will auto-format time as PM and if >7, it will auto-format as AM.

24

▼

August

▼

2023

▼

📅

+

All

▼






Up

78 Students

📄

Filters: OFF

Search

📞	Photo	Student	Grade	Daily	Time In	Time Out	Comment	Excuse Note
📞	 ▼	<u>Acosta, Giavanna Thomas</u> 🧑	31	Abs	<u>09:00 am</u>	<u>11:30 am</u>	-	No Files
📞	 ▼	<u>Adams, Debra Morgan</u>	31	Abs	<u>08:00 am</u>	-	-	No Files
📞	 ▼	<u>Amal, Anderson Neo</u> 🧑	31	Abs	09:45 am	-	flat tire	
📞	 ▼	<u>Atencio, Benny Ozark</u>	30	Abs	08:00 am	10:30 am	feeling ill	
📞	 ▼	<u>Balderas, Lily Atlas</u>	30	Abs	-	-	-	

3. Enter a **Comment** (if applicable).

4. Use **Fill All Periods** or adjust the necessary periods. Elementary will only fill Homeroom with the applicable code for Tardy or Early Release.

5. Click **Update** to save all changes.

## Activity

- Add absences to a group of 10 students using the Add Absences screen.
- Update one student's attendance to Excused Absence and make a note.
- Update one student's attendance to Tardy, enter a Time In, and add a Comment.

## Absence Summary Report

The Absence Summary allows administrators to view on one screen all the attendance codes in use at the school with the total number of periods each code has been assigned to each student over a user-defined timeframe. The report can be viewed schoolwide, by an individual student, or for a select group of students. When viewed for an individual student, the Absence Summary can be used to update the student's attendance, including uploading an Excuse Note.

1. Go to the **Attendance** menu and select **Absence Summary**.

2. Search for an individual student or use **More Search Options** to locate a group of students.

3. You have the option to choose whether you'd like to see the attendance by day or by period. This option will default to **Daily**. Use the pull-down to select a period instead.



Abe, Charlie Noel

379 - 10

Absence Summary

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

S

 School Activity 0 periods

A

 Agency Placement 0 periods

LE

 Left Early Excused 0 periods

LU

 Left Early Unexcused 0 periods

V

 Covid/Virtual 0 periods

Total Full Days Possible: 223

Total Full Days Attended: 219 (98.21%)

Total Full Days Absent: 4 (1.79%)

Enrollment Dates: Tue, 2 May 2023 - ...

Summary

Chart

13 Days

Search

Date	Daily	Comment	Excuse Note	Note Status	Fill All Periods	01	02	03	04	05	06	07
Wed, 17 May 2023	Present	-	No Files	N/A	-	U	-	-	-	-	-	-
Mon, 10 Apr 2023	Present	-	No Files	Set Message N/A	-	-	PT	-	-	-	-	-
Thu, 9 Feb 2023	Unexcused Absence	-	No Files	Set Message N/A	-	U	U	U	U	U	U	U
Tue, 7 Feb 2023	Present	-	No Files	Set Message N/A	-	-	C	-	-	-	-	-
Fri, 3 Feb 2023	Present	-	No Files	Set Message N/A	-	C	C	E	E	E	E	E

1. If needed, select an attendance code from the **Fill All Periods** pull-down to populate all periods with the selected code or select an attendance code for each period, as needed.

If attendance is logged based on an hourly attendance method, you will also have the option to enter the amount of time present in addition to the attendance code.

2. With editing permissions, you have the ability to enter a comment. Click the **Comment** field and type your message.

3. To add excuse note(s) for a student, hover over the Excuse Note field, then click **Scan**, **Upload**, or **Take Photo**.

4. If an excuse note has been uploaded by teachers or parents, and you have permission to Approve Excuse Notes (Users > **Profiles** > Attendance tab), you can select the **Note Status** of the excuse note from the corresponding pull-down. The status defaults to Pending. Select Approved once the note has been reviewed and deemed acceptable. Select Denied, if the uploaded note isn't acceptable.

5. To add a Note Status message viewable by parents and teachers, click **Set Message**.

6. Click **+ Add Absence** located in the right top corner. Clicking + Add Absence navigates to the Add Absences screen, which can be accessed via the **Attendance** menu > **Add Absences**.

The **Show minutes missed in Student Absence Summary** setting can be turned on to show the minutes missed in the individual Student Absence Summary via System Preferences.

The **Total Instructional Minutes Missed** will display with the **Total Full Days Possible**, **Attended**, and **Absent**. The minutes missed are tied to the minutes missed from absences, late check ins, and early releases.

**FOCUS**
**Acosta, Giavanna Thomas**
Absence Summary

Lizette Garcia
Adult Education - 9103
SIS

Report Timeframe: 8 June 2022 --
Save

20 September 2023
Go

Demographic
Enrollment
Schedule
Requests
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
ISP Page
Files
SSS
Choice
Billing

**Absent: 1 periods (during 1 days)**

C	Class Canceled (AE)	0 periods
A	Absent	1 periods -- 1 days
NS	No Show	0 periods

**Other Marks: 4 periods (during 4 days)**

R	Re-Registration/Re-Entry	0 periods
E	Enrollment/Entry	0 periods

[+ Add Absence](#)

Total Full Days Possible: 253

Total Full Days Attended: 251 (99.21%)

Total Full Days Absent: 2 (0.79%)

Total Instructional Minutes Missed: ⓘ 180

Summary
Chart

Enrollment Dates: Wed, 8 Jun 2022 - ...

5 Days
Search

Date	Comment	Time In	Time Out	Excuse Note	Note Status	99
Thu, 13 Apr 2023	-	-	-	No Files	Set Message N/A	P 1.00

 The individual student **Absence Summary** can also be accessed from **Attendance > Absence Summary > Search by individual student name or ID**.

## Attendance Chart

The Attendance Chart is used to view and update records of student absences by period for a specific time frame. Florida schools use this chart for FTE Attendance Reporting.

1. Go to the **Attendance** menu and select **Attendance Chart**.
2. Search for an individual student or use **More Search Options** for a particular group of students.

Attendance codes considered Absent typically display in red.

Attendance codes considered Present typically display in green.





Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Files SSS Choice Billing

Attendance breakdown for Abe, Charlie Noel (#5879)

Summary Chart

Export Filter: OFF

Course	Absences	Att Periods	Sched Periods	Daily Att %	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14
Daily Attendance	1	-	-	-	P	P	P	P	P	P	?	U
CHEM 1 HON (2003350)	1	8	8	100.0	P	P	P	P	PT	C	?	U
Period 1 - 004 - Adelle Gaga Casanova ENG 3 (1001370)	1	8	8	100.0	P	C	P	PT	P	P	?	U
Period 2 - 004 - Frida Lizette Roxy AP SPANISH LANG & CU (0708400)	2	7	8	87.5	P	P	C	P	U	C	?	U
Period 3 - 001 - Dawkins R Carson AVID 3 (1700410)	2	7	8	87.5	P	P	G	P	U	P	?	U
Period 4 - 002 - Aldous A. Huxley LEAD SKLS DEV (2400300)	2	7	8	87.5	P	P	P	P	U	P	?	U
Period 5 - 003 - Elena Bonnie Samson ALG 2 (1200330)	2	7	8	87.5	P	P	P	P	U	P	?	U
Period 6 - 001 - Kramer Mickey Heller US HIST (2100310)	2	7	8	87.5	P	P	P	P	U	P	?	U
Period 7 - 001 - Suzi Mylene Varela	2	7	8	87.5	P	P	P	P	U	P	?	U
Total Present	-	44	out of 56	78.6%	7	7	7	7	2	7	7	0
Total Absent	12	-	-	-	0	0	0	0	5	0	0	7
Course	Absences	Att Periods	Sched Periods	Daily Att %	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14

## Update Attendance Codes on the Attendance Chart

### Option 1

1. Select the applicable period from the **Daily** pull-down.

Select Student/Staff ▾ Attendance Chart

Report Timeframe: 05/04/2023 - 14/04/2023

Daily ▾
Update

Search Screen Simple List

Prev

Page: 1 / 15

Next

Export

Student	Student ID	4/5
Abe, Charlie Noel	55879	P
Abregan, Kenna Joy	61843	P
Acevedo, Diem Donna	123057	P
Acevedo, Emerald Vonn	56443	P
Acosta, Dexter D	36685	P
Acosta, Harry P	58780	P
Adams, Peter Kavinsky	20236	10 0 P
Adams, Ponyboy Henry	36404	09 0 P

Filter...

Daily
Period 1
Period 2
Period 3
Period 4
Period 5
Period 6
Period 7
Period 8

2. Change each student individually.

3. Click **Save**.

## Option 2



1. Click the student's name in the **Student** column in order to view and/or edit a breakdown of their attendance.

2. When viewing the report based on attendance by period, you can click the existing attendance code or question mark to edit the attendance code. The option to edit daily attendance codes, is not supported because the daily code is based on all period codes combined.

3. Click **Save** to apply changes.

The Daily Attendance value cannot be updated.

The most recent changes to a record will display when hovering over a code as will teacher comments entered when taking attendance (if that option has been enabled), and office comments added when updating student attendance.

Export		 		Filter: OFF								
Course	Absences	Att Periods	Sched Periods	Daily Att %	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14
Daily Attendance	1	-	-	-	P	P	P	P	P	P	?	U
CHEM 1 HON (2003350)	1	8	8	100.0	P	P	P	P	PT	C	?	U
Period 1 - 004 - Adelle Gaga Casanova ENG 3 (1001370)	1	8	8	100.0	P	C	P	PT	P	P	?	U
Period 2 - 004 - Frida Lizette Roxy AP SPANISH LANG & CU (0708400)	2	7	8	87.5	P	P	C	P	U	C	?	U
Period 3 - 001 - Dawkins R Carson AVID 3 (1700410)	2	7	8	87.5	P	P	G	P	U	P	?	U
Period 4 - 002 - Aldous A. Huxley LEAD SKLS DEV (2400300)	2	7	8	87.5	P	P	P				?	U
Period 5 - 003 - Elena Bonnie Samson ALG 2 (1200330)	2	7	8	87.5	P	P	P				?	U
Period 6 - 001 - Kramer Mickey Heller US HIST (2100310)	2	7	8	87.5	P	P	P				?	U
Period 7 - 001 - Suzi Mylene Varela	2	7	8	87.5	P	P	P				?	U
Total Present -		44	out of 56	78.6%	7	7	7					0
Total Absent 12		-	-	-	0	0	0					7
Course	Absences	Att Periods	Sched Periods	Daily Att %	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14

**Code:** Guidance

**Course:** AVID 3

**Section:** AVID 3 (1700410)

Period 4 - 002 - Aldous A. Huxley

**Last updated by:** Lizette Garcia

**Last updated:** 2023-09-15 10:27:22-04

Code: Guidance  
Course: AVID 3  
Section: AVID 3 (1700410)  
Period 4 - 002 - Aldous A. Huxley  
Last updated by: Lizette Garcia  
Last updated: 2023-09-15 10:27:22-04

### Additional symbols that may display:

? = Student is assumed Present. The teacher did not take attendance.

\* = No active scheduled class at this time and/or date.

- = Future date, student not enrolled, or no school on that day.

### Attendance Chart vs. Absence Summary

- Both can be viewed by all students, individual students or a specific group.
- Both can be viewed by a specific timeframe and by Daily or Period attendance.
- Both allow updating when viewed at the individual student level.
- The Attendance Chart shows attendance totals and percentages for all codes for a specified date range.
- The Attendance Chart is mostly for FTE.
- The Absence Summary shows attendance for absence codes only for the specified date range.
- The Absence Summary is where most users will make changes.

## Activity

For each of the following scenarios, determine the best approach for updating attendance:

- Mrs. Smith's physics class is going on a field trip for two days.
- Ted's mom came to school to excuse his absences for the past 4 days and provided a doctor's note.
- The attendance secretary has the sign-in sheet and is making phone calls to verify student absences. She needs to update attendance based on parent contact.
- The attendance secretary needs to mark attendance for the substitute teacher's classes for today.

## Additional Attendance Reports

Focus has a variety of Attendance Reports that schools and districts can use to analyze attendance records and trends.

## Perfect/Excessive/Skip Attendance Report

1. Go to the **Attendance** menu and select **Perfect/Excessive Attendance**.

## Perfect Attendance

The Perfect Attendance Report generates a list of students who meet a user-defined attendance Threshold of from 0 to 5 full-day absences within a selected Timeframe.

The **Timeframe** options include the entire School Year, the 2nd 9 Weeks, Month to date, Last 30-90 days, or create a Custom Timeframe.

This report will also **Ignore Excused Absences**, if selected.

The screenshot shows the 'Perfect Attendance' report interface. At the top, there's a header with the Focus SIS logo, a 'Select Student/Staff' dropdown, and the report title 'Perfect/Excessive Attendance'. On the right, user information 'Lizette Garcia' and school 'Focus High School - 0041' are displayed, along with a 'SIS' button. Below this, there's a navigation bar with 'Perfect Attendance', 'Excessive Absences', and 'Skip Report' tabs. The 'Perfect Attendance' tab is active. The main form includes a 'Threshold' dropdown set to '0 Daily Absences', a 'Timeframe' dropdown set to 'School Year', a 'Show Teacher' dropdown set to 'Period 1', and a checked checkbox for 'Ignore Excused Absences'. A 'Go' button is to the right. Below the form, there are links for 'Search Screen', 'Simple List', and 'Customized List'. A summary bar shows '736 Students'. A table displays student data with columns: Photo, Student, Grade, Days Absent, Periods Absent, and Periods Tardy. Three students are visible: Acosta, Harry P. (Grade 10, 0 Days Absent, 2 Periods Absent, 1 Periods Tardy), Agregor, Abe Sebastian (Grade 12, 0 Days Absent, 0 Periods Absent, 1 Periods Tardy), and Ahrens, Edgar Allan (Grade 12, 0 Days Absent, 0 Periods Absent, 1 Periods Tardy). A 'Filters: OFF' button and a search bar are also present.

Photo	Student	Grade	Days Absent	Periods Absent	Periods Tardy
	Acosta, Harry P.	10	0	2	1
	Agregor, Abe Sebastian	12	0	0	1
	Ahrens, Edgar Allan	12	0	0	1

## Excessive Absences Report

The Excessive Absences report generates a list of students who exceed the user-defined Threshold from a high of 20 down to a low of 1 full day absence within a selected Timeframe.

The screenshot shows the 'Excessive Absences' report interface. The header and navigation bar are similar to the previous report. The 'Excessive Absences' tab is active. The main form has a 'Threshold' dropdown set to '5 Daily Absences', a 'Timeframe' dropdown set to 'School Year', a 'Show Teacher' dropdown set to 'Period 1', and a checked checkbox for 'Ignore Excused Absences'. A 'Go' button is to the right. Below the form, there are links for 'Search Screen', 'Simple List', and 'Customized List'. A summary bar shows '2 Students'. A table displays student data with columns: Photo, Student, Student ID, Grade, Days Absent, and Periods Tardy. Two students are visible: Aguilar, Emily Dickinson (Student ID 022481, Grade 12, 5 Days Absent, 1 Periods Tardy) and Alegory, Potter Ron (Student ID 059241, Grade 11, 14 Days Absent, 0 Periods Tardy). A 'Filters: OFF' button and a search bar are also present.

Photo	Student	Student ID	Grade	Days Absent	Periods Tardy
	Aguilar, Emily Dickinson	022481	12	5	1
	Alegory, Potter Ron	059241	11	14	0

## Skip Report

The Skip Report lists students who were marked absent in at least 1 period and present in a different period of the same day.

A **Filter** can be applied to view students with a specific number of skipped days.

The Skip Report also displays the number of absences for each student.

Clicking on the individual student's name will bring up the student's individual Absence Summary.

Perfect Attendance Excessive Absences Skip Report

Timeframe: School Year Show Teacher: Period 1 ☒ Ignore Excused Absences Go

This report lists students who were marked absent in at least 1 period and present in a different period of the same day.

Search Screen Simple List Customized List

746 Students Filters: OFF Search

Photo	Student	Grade	Days Absent	Skipped Days
	<a href="#">Abe, Charlie Noel</a>	10	5	3
	<a href="#">Acosta, Dexter D</a>	10	1	2
	<a href="#">Abregan, Kenna Joy</a>	10	2	1
	<a href="#">Acevedo, Diem Donna</a>	09	1	1

Click the **Student** name link to open the student's **Absence Summary**.

## Attendance Bulletin

The Attendance Bulletin displays attendance data by specific school and a user-defined Report Date with columns of student demographic data. Attendance data includes the Daily Attendance Code, Time In, Time Out, Consecutive Absences, and Cumulative Absences. Users can view report data for an individual student, a group of students or all students.

1. Go to the **Attendance** menu and select **Attendance Bulletin**.
2. Select search criteria and click **Search**.



student's name, the school the student attended, the school year, the student's ID, and it is time stamped with the date and time it was generated.

1. Go to the **Attendance** menu and select **Print Absence Summary**.
2. Search for an individual student or use **More Search Options** for a particular group of students.
3. Select the **Letterhead Template** from the provided pull-down. The letterhead selected will be the template displayed for all absence summaries printed.
4. Select the **Include Summary & Totals** check box to display absence summaries and totals on the report. Without this, the only items to display will be dates the student received any attendance code other than Present with comments and periods (not recommended).
5. You have the ability to select a **Student Group** from the provided pull-down.
6. You can further filter the data by setting a **Report Timeframe**. Select a month, day, and year from the provided pull-downs or click the calendar icon to select a date.
7. Use the radio buttons to specify if the report is to be printed for each student, emailed to each student in the list, or emailed to each custodial contact.

**Focus Writers02** Select Student/Staff Print Absence Summary Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 4th 9 Weeks ERP

Report Timeframe: 1 August 2022 - 20 September 2023

Print absence summary: ☒ For each student ☐ To each student ☐ To each Custodial Contact

Email absence summary: ☐ To each student ☐ To each Custodial Contact

Preview Print

Search Screen Simple List Customized List

746 Students Search

Photo	Student	Grade
	Abe, Charlie Noel	10
	Abregan, Kenna Joy	10

8. Select the students for whom you need absence summaries by selecting the check box next to each student. As students are selected, the number of selections made will display next to the number of students pulled originally.

Select Student/Staff

Print Absence Summary

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Report Timeframe: 1 August 2022 - 20 September 2023

Print absence summary:

Email absence summary:

☒ For each student
 ☐ To each student
 ☐ To each Custodial Contact

Preview Print

Search Screen Simple List Customized List

746 Students 3 Selected

Search

	Photo	Student	Grade
<input checked="" type="checkbox"/>		Abe, Charlie Noel	10
<input type="checkbox"/>		Abregan, Kenna Joy	10
<input checked="" type="checkbox"/>		Acevedo, Diem Donna	09
<input checked="" type="checkbox"/>		Acevedo, Emerald Vonn	12
<input type="checkbox"/>		Acosta, Dexter D	10
<input type="checkbox"/>		Acosta, Harry P	10

9. Click **Preview** (selected for screenshot) or **Print** to create the report.

Return To Focus

Abe, Charlie Noel

Focus High School - 0041, Grade: 10

School Year: 2022-2023

Generated: September 20, 2023 01:00 pm

Report Timeframe: Mon, 1 Aug 2022 - Wed, 20 Sep 2023

Absent: 49 periods (during 11 days)

U

 Unexcused Absence 37 periods -- 4 days
 

E

 Excused Absences 12 periods -- 1 days

Other Marks: 14 periods (during 10 days)

T

 Unexcused Tardy 1 periods
 

PT

 Excused Tardy 4 periods
 

C

 Clinic 8 periods
 

G

 Guidance 1 periods

Total Full Days Possible: 223  
 Total Full Days Attended: 218 (97.76%)  
 Total Full Days Absent: 5 (2.24%)  
 Enrollment Dates: Mon, 1 Aug 2022 - ...

Summary Chart

18 Days

Date	Daily	Comment	Excuse Note	Note Status	01	02	03	04	05	06	07
Wed, 17 May 2023	Present	-		<a href="#">Set Message</a> N/A	U						
Fri, 14 Apr 2023	Unexcused Absence	-	Excuse Note.pdf	<a href="#">Set Message</a> Approved	U	U	U	U	U	U	U
Wed, 12 Apr 2023	Present	-		<a href="#">Set Message</a> N/A	C		C				
Tue, 11 Apr 2023	Present	-		<a href="#">Set Message</a> N/A	PT		U	U	U	U	U
Mon, 10 Apr 2023	Present	-		<a href="#">Set Message</a> N/A		PT					

School Attendance

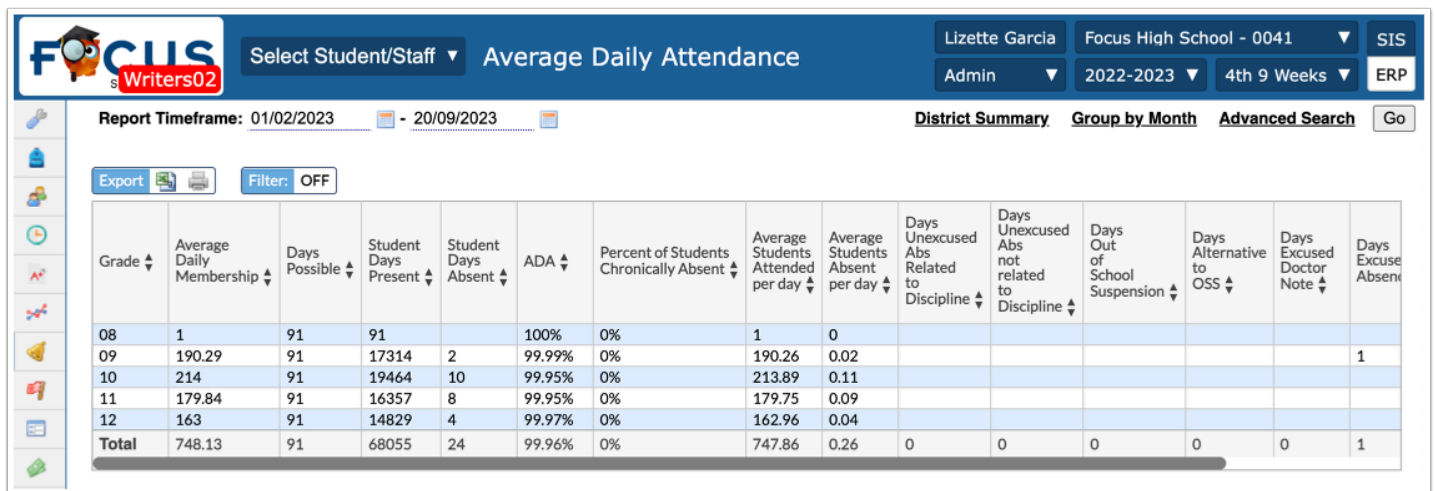
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# Average Daily Attendance Report

The Average Daily Attendance report examines the average daily attendance by Grade Level for a specified Report Timeframe). It displays columns of statistics related to average days present and absent, as well as total days excused vs. unexcused, and days for OSS per grade level. Scroll right to view all fields.

1. Go to the **Attendance** menu and select **Average Daily Attendance**.



Grade	Average Daily Membership	Days Possible	Student Days Present	Student Days Absent	ADA	Percent of Students Chronically Absent	Average Students Attended per day	Average Students Absent per day	Days Unexcused Abs Related to Discipline	Days Unexcused Abs not related to Discipline	Days Out of School Suspension	Days Alternative to OSS	Days Excused Doctor Note	Days Excuse Absent
08	1	91	91		100%	0%	1	0						
09	190.29	91	17314	2	99.99%	0%	190.26	0.02						1
10	214	91	19464	10	99.95%	0%	213.89	0.11						
11	179.84	91	16357	8	99.95%	0%	179.75	0.09						
12	163	91	14829	4	99.97%	0%	162.96	0.04						
Total	748.13	91	68055	24	99.96%	0%	747.86	0.26	0	0	0	0	0	1

**Average Daily Membership** shows the average number of students in that grade level that was in attendance for the selected date range.

**Days Possible** displays the total days possible based on the date range.

**Student Days Present** is the product of the previous two columns minus any days absent for the grade level.

**Student Days Absent** displays the grade level total of days marked absent for any reason.

**ADA** (Average Daily Attendance) is calculated by multiplying the Average Daily Membership by the Days Possible and then dividing by Student Days Present.

**Average Students Attended per day** is the result of dividing the Student Days Present by the Days Possible.

**Average Students Absent per day** is the result of dividing Student Days Absent by Days Possible.

The remaining columns will display grade level totals based on the total days students have been marked with the applicable attendance code.

2. To view the report grouped by month, click **Group by Month** at the top-right of the screen.

3. To view the report for a specific group of students, click **Advanced Search**.
4. To only include information for schools that are included in state reporting, select **Only show state reportable schools** at the top of the screen and click **Go**.

## Average Attendance by Day Report

The Average Attendance by Day Report examines Daily Attendance by various fields.

1. Go to the **Attendance** menu and select **Average Attendance by Day**.

</

# Attendance Letters

Attendance Letters are generated at the school level. The District can setup the following triggers to generate letters:

- 10 Days Unexcused
- 5 Days Unexcused

1. Go to the **Students** menu and select **Letter Queue**.
2. Use the **Search** text box to locate a specific student or click **Simple List** to view all students.

Report Timeframe:
March 1 2022 - August 12 2022
☒ Include Printed/Emailed Letters
Update

☒ Print Letters
☐ Send Emails
Method:

Delete
Preview
Print Without Adding Log Entries
Print Letters & Add Log Entries

Search Screen
Simple List
Customized List

42 letters
Filter
Filters: OFF
Search

<input type="checkbox"/>	Recipient	Letter Template	Added	Added By	Photo	Student ID	Grade
<input type="checkbox"/>	Adams, _____	Attendance Letter 10 in 90	Apr 7, 2022			2062282	10
<input type="checkbox"/>	Baggish, _____	Attendance Letter 10 in 90	May 31, 2022			9050139	12
<input type="checkbox"/>	Baggish, _____	Attendance Letter 10 in 90	May 11, 2022			9050139	12
<input type="checkbox"/>	Burkett, _____	Attendance Letter 10 in 90	Mar 2, 2022			0055033	11
<input type="checkbox"/>	Cooley, _____	Attendance Letter 10 in 90	Apr 7, 2022			3069826	09
<input type="checkbox"/>	Deese, _____	Attendance Letter 10 in 90	May 11, 2022			3070052	09

3. Select the applicable student(s) and one of the following options:
  - Clicking **Delete** removes the letter.
  - Clicking **Preview** displays the letter in a new window.
  - Clicking **Print Without Adding Log Entries** generates PDF to print or save.
  - Clicking **Print Letters & Add Log Entries** generates PDF to print or save and adds a record of the sent letter to the Letter Logging tab in Student Info.

Abe, Charlie Noel

55879 - 10

Student Info

Lizette Garcia

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Save

Files

SSS

Choice

Billing

Filter fields...

Health Medical

Health Medication Administ...

Homeless

ISP

Letter Logging

MTSS

Magnet/Special Assignment

Medical (System)

Migrant

N/A

Letter Logging

Export

Filter: OFF

	Recipient	Date	Subject	Body	Sender	Time	Letter PDF	Rec
							(Save to Upload)	
	Student	01/26/2022	Grade 9	 	Lizette C	11:48	Grade 9 F Letter.pdf	
	Both	08/12/2022	Absence:	Aloha,	Lizette C	01:47	Absences.pdf	
	Parents	09/01/2022	Student	WORKI	Lizette C	1:58 P	Student Field Updated.pdf	