

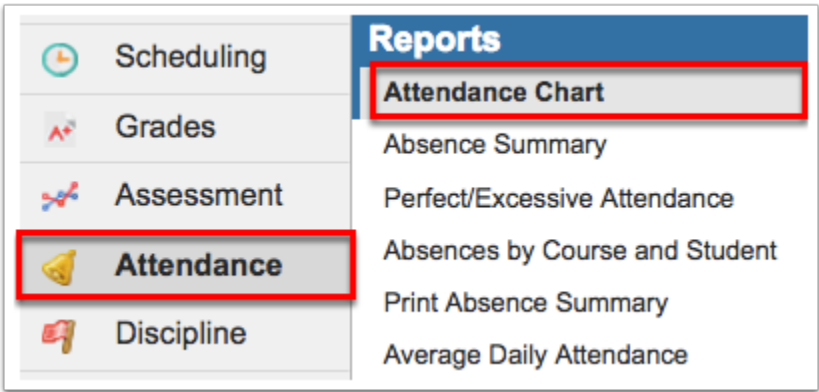
Attendance Chart

The Attendance Chart screen makes it possible to review and edit students' attendance records. Users can set a date range for which to view attendance. Users have the option to review all students, a specific student, or a defined subset of students indicated by the More Search Options feature. In addition to reviewing and editing students' attendance data, users can also export, print, and filter listed data.

K-12 Attendance Chart

Student Search

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




2. If searching for specific students by name or student number, type the information directly into the **Student Search** text box.

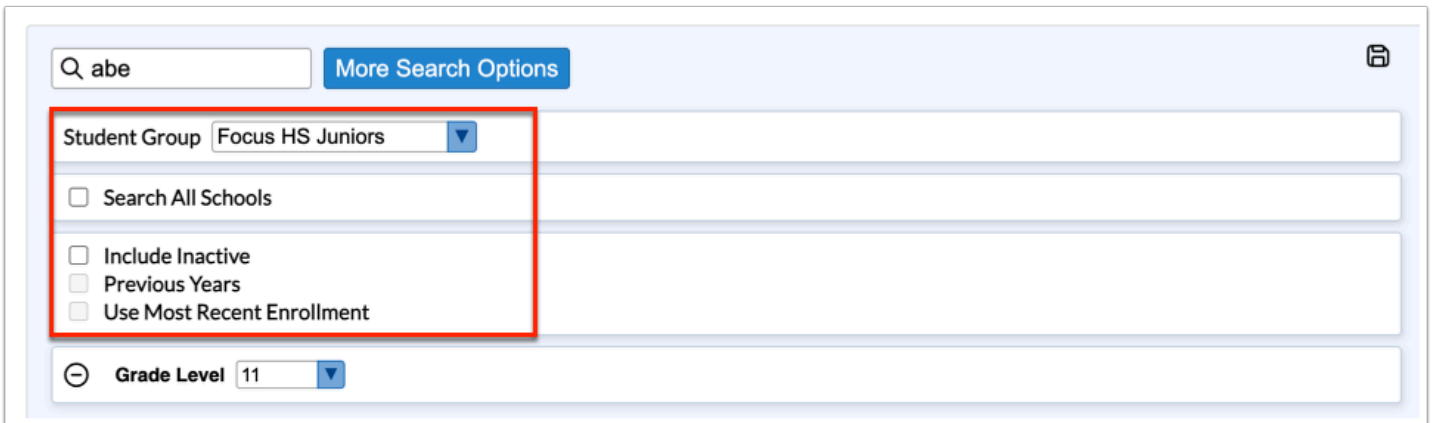
 To generate report cards for all students, leave the **Student Search** text box empty.

3. For a more advanced search and the ability to define a specific subset of students, click **More Search Options**. In the example shown, Gradelevel 11 has been selected; therefore, report cards will be generated only for students in 11th grade.

Apply as many search options, as needed.

 See [Searching for Students](#) for details about conducting and saving student searches.

4. To run the parameters against a **Student Group**, select the applicable group from the corresponding pull-down.
5. Select the **Search All Schools** check box to include students from all schools in your search.
6. Select the **Include Inactive** check box to include students who do not have an active enrollment record at the selected school or all schools (if Search All Schools is selected).
7. Select the **Previous Years** check box to include previous year of inactive data in your search, when Include Inactive is enabled.
8. Select the **Use Most Recent Enrollment** check box to use the most recent enrollment records when conducting a search with Include Inactive enabled.



Search bar: [More Search Options](#)

Student Group:

☐ Search All Schools

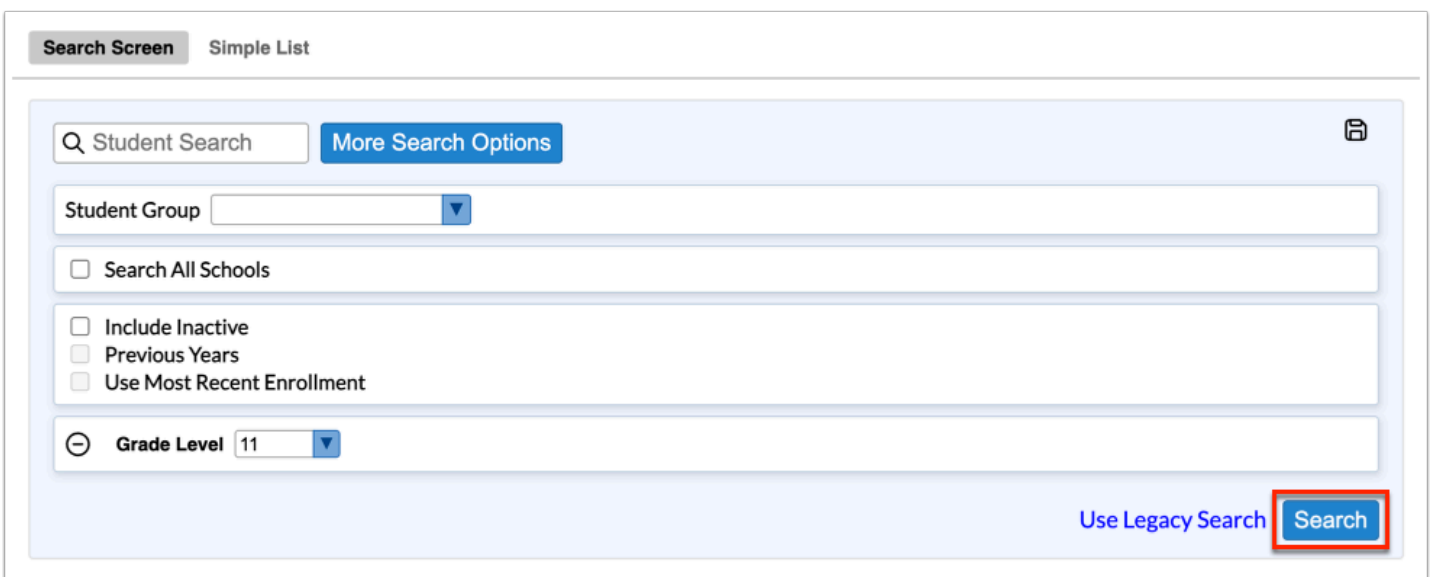
☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Grade Level:

9. Click **Search**.



Search Screen Simple List

Search bar: [More Search Options](#)

Student Group:

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Grade Level:

[Use Legacy Search](#) [Search](#)

The Attendance Chart

Conducting a search navigates to a new Attendance Chart screen where you can set different parameters for reviewing the students' attendance.

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

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

Search Screen Simple List

Page: 1 / 15 Export Filter: OFF

Student	Student ID	Grade	Absences	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14
Abe, Charlie Noel	879	10	1	P	P	P	P	P	P	?	U
Abregan, Kenna Joy	843	10	0	P	P	P	P	P	P	?	?
Acevedo, Diem Donna	057	09	1	P	P	P	P	U	?	?	?
Acevedo, Emerald Vonn	443	12	2	P	U	U	P	?	?	?	?
Acosta, Dexter D	685	10	0	P	P	?	P	?	?	?	?
Acosta, Harry P	780	10	0	P	?	?	P	?	?	?	?
Adams, Peter Kavinsky	236	10	0	P	?	?	P	?	?	?	?
Adams, Ponyboy Henry	404	09	0	P	?	?	P	?	?	?	?
Agreor, Abe Sebastian	059	12	0	P	?	?	P	?	?	?	?

1. To adjust the attendance chart to reflect a specific period of time, use the **Report Timeframe** date text boxes to enter a date range. You can also click on the calendar icons to select the dates.

Focus Writers02 Select Student/Staff Attendance Chart

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

Search Screen Simple List

Page: 1 / 15

Student

Abe, Charlie Noel

Abregan, Kenna Joy

Acevedo, Diem Donna

Acevedo, Emerald Vonn

Acosta, Dexter D


Acosta, Harry P

0058780 10 0

April 2023

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

2. 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.



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 ▴	Period 1	4/5 ▴
Abe, Charlie Noel	55879		P
Abregan, Kenna Joy	61843		P
Acevedo, Diem Donna	23057		P
Acevedo, Emerald Vonn	56443		P
Acosta, Dexter D	86685		P
Acosta, Harry P	58780		P
Adams, Peter Kavinsky	20236	10	0
Adams, Ponyboy Henry	86404	09	0

i The Daily attendance code cannot be edited because it is based on Period attendance codes combined.

3. Click **Update**.



Select Student/Staff ▾
Attendance Chart


Report Timeframe: 05/04/2023 - 14/04/2023
Period 1 ▾ Update

Search Screen Simple List


< Prev Page: 1 / 15 Next > Export Filter: OFF

Student ▴	Student ID ▴	Grade ▴	Absences ▴	4/5 ▴	4/6 ▴
Abe, Charlie Noel	55879	10	1	P	P
Abregan, Kenna Joy	61843	10	0	P	P
Acevedo, Diem Donna	23057	09	1	P	P
Acevedo, Emerald Vonn	56443	12	2	P	U
Acosta, Dexter D	86685	10	0	P	P

In the attendance chart displays the Student name, Student ID, the student's Grade level, the number of Absences reported during the time frame selected, and, in this case, because Daily was selected, each day along with the documented attendance code.

<div>  <div> Select Student/Staff ▾ Attendance Chart </div> <div> Lizette Garcia Focus High School - 0041 ▾ SIS </div> </div>													
<div> Report Timeframe: 05/04/2023 - 14/04/2023 Period 1 Update </div>													
<div> Search Screen Simple List </div>													
<div> <div> Prev Page: 1 / 15 Next </div> <div> Export Filter: OFF </div> </div>													
Student	Student ID	Grade	Absences	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14		
Abe, Charlie Noel	55879	10	1	P	P	P	P	PT	C	?	U		
Abregan, Kenna Joy	61843	10	1	?	C	E	P	I	I	?	?		
Acevedo, Diem Donna	23057	09	1	I	C	P	G	U	?	?	?		
Acevedo, Emerald Vonn	64443	12	2	?	U	U	?	?	?	?	?		
Acosta, Dexter D	86685	10	0	?	I	?	?	?	?	?	?		
Acosta, Harry P	8780	10	0	?	?	?	?	?	?	?	?		

4. Click the student's name in the **Student** column in order to view and/or edit a breakdown of their attendance. For more information on viewing a specific student's attendance chart, see [The Attendance Chart Breakdown per Student](#).

<div>  <div> Select Student/Staff ▾ Attendance Chart </div> </div>				
<div> Report Timeframe: 05/04/2023 - 14/04/2023 Period 1 Update </div>				
<div> Search Screen Simple List </div>				
<div> <div> Prev Page: 1 / 15 Next </div> <div> Export Filter: OFF </div> </div>				
Student	Student ID	Grade	Absences	
Abe, Charlie Noel	55879	10	1	
Abregan, Kenna Joy	61843	10	1	
Acevedo, Diem Donna	23057	09	1	
Acevedo, Emerald Vonn	64443	12	2	
Acosta, Dexter D	86685	10	0	
Acosta, Harry P	8780	10	0	

- i If Protected students are listed, and you do not have permission to **View Protected Students** (Users > [Profiles](#)), you will still be able to view student data; however, the protected students' names will not be clickable links. The "DO NOT RELEASE STUDENT INFO" warning will display for all users. For information on how to set up Protected students, see [Student Fields: Protected Student](#).

Abregan, Kenna Joy

061843 - 10

Attendance Chart

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

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

Update

Search Screen Simple List

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

Attendance breakdown for **Abregan, Kenna Joy** (#61843)

DO NOT RELEASE STUDENT INFO

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	0	-	-	-	P	P	P	P	P	P	?	?
CHEM 1 HON (2003350)	1	7	8	87.5	?	C	E	P	I	I	?	?
Period 1 - 004 - Adelle Gaga Casanova ENG 3 (1001370)	0	8	8	100.0	I	?	?	P	?	?	?	?
Period 2 - 004 - Frida Lizette Roxy AP SPANISH LANG & CU (0708400)	0	8	8	100.0	?	?	?	?	?	?	?	?
Period 3 - 001 - Dawkins R Carson	0	8	8	100.0	?	?	?	?	?	?	?	?

5. Here you can review the attendance codes for each day. While the code and the color can help you decipher the students' attendance, you always have the option to hover over each attendance code for more information.

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	0	-	-	-	P	P	P	P	P	P	?	?
CHEM 1 HON (2003350)	1	7	8	87.5	?	C	E	P	I	I	?	?
Period 1 - 004 - Adelle Gaga Casanova ENG 3 (1001370)	0	8	8	100.0	I	?	?	P	?	?	?	?
Period 2 - 004 - Frida Lizette Roxy AP SPANISH LANG & CU (0708400)	0	8	8	100.0	?	?	?	?	?	?	?	?
Period 3 - 001 - Dawkins R Carson AVID 3 (1700410)	0	8	8	100.0	?	?	?	?	?	?	?	?
Period 4 - 002 - Aldous A. Huxley	0	8	8	100.0	?	?	?	?	?	?	?	?

💡 Be sure to scroll all the way to the right to see all of the dates set in the **Report Timeframe**.

The details given in hovering over codes will vary depending on the selection made from the daily or period pull-down. If you selected Daily, the details will simply state the code's meaning: Present and Absent.

If you selected a specific period, such as Period 01, the details will show the Code, the Course, Section, Last updated by, and the day and time the attendance was Last updated.

Search Screen Simple List		Save									
< Prev		Page: 1 / 15	Next >	Export	Filter: OFF						
Student	Student ID	Grade	Absences	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14
Abe, Charlie Noel	5879	10	1	P	P	P	P	PI	C	?	U
Abregan, Kenna Joy	61843	10	1	?	C	E	P	I	I	?	?
Acevedo, Diem Donna	23057	09	1	I	C	P	G	U	?	?	?
Acevedo, Emerald Vonn	6443	12	2	?	U	U	?	Code: Guidance Course: CHEM 1 HON Section: CHEM 1 HON (2003350) Period 1 - 004 - Adelle Gaga Casanova Last updated by: Lizette Garcia Last updated: 2023-09-15 10:10:56-04			
Acosta, Dexter D	6685	10	0	?	I	?	?				
Acosta, Harry P	8780	10	0	?	?	?	?				
Adams, Peter Kavinsky	20236	10	0	?	?	?	?				
Adams, Ponyboy Henry	6404	09	0	?	?	?	?	?	?	?	?
Agregor, Abe Sebastian	0059	12	0	?	?	?	?	?	?	?	?
Aguilar, Emily Dickinson	2481	12	0	?	?	?	?	?	?	?	?

Each district sets up attendance codes via Attendance > [Attendance Setup](#). The district enters each attendance code's Title, Short Name, Sort Order, Type, Color, etc. Therefore, the colors shown in the above examples may differ from district to district.

i Depending on your profile permissions, you may or may not have the ability to edit attendance from this screen. If you have Viewing and Editing permissions, then you will also be able to edit students' attendance. This permissions is set via Users > [Profiles](#) > Attendance (Attendance Chart).

6. 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.

< Prev

Page: 1 / 15

Next >

Export

Filter: OFF

Student	Student ID	Grade	Absences	2/11	2/12	2/16	2/17	2/18	2/19
Abe, Charlie Noel	0055879	10	1	?	E	P	?	?	?
Abregan, Kenna Joy	0061843	10	0	P	P	?	?	?	?
Acevedo, Diem Donna	0023057	09	1	?	U	?	?	?	?
Acevedo, Emerald Vonn	0056443	12	0	?	?	?	?	?	?
Acosta, Dexter D	0086685	10	0	?	?	?	?	?	?
Acosta, Harry P	0058780	12	0	?	?	?	?	?	?
Adams, Peter Kavinsky	0020236	10	0	?	?	?	?	?	?

Student is assumed present

Course: ENV SCI

Section: ENV SCI (2001340)

01 01 - 001 - Catherine Frier

7. Click **Save** to apply changes.

Report Timeframe: 05/04/2023 - 14/04/2023 Period 1 Update

Search Screen Simple List Save

Page: 1 / 15 Export Filter: OFF

Student	Student ID	Grade	Absences	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14
Abe, Charlie Noel	055879	10	1	P	P	P	P	PT	C	?	U
Abregan, Kenna Joy	061843	10	1	?	C	E	P	I	I	?	?
Acevedo, Diem Donna	023057	09	1	I	C	P	G	U	?	?	?
Acevedo, Emerald Vonn	056443	12	2	?	U	U	P	?	?	?	?
Acosta, Dexter D	086685	10	0	?	I	?	?	?	?	?	?
Acosta, Harry P	058780	10	0	?	?	?	?	?	?	?	?
Adams, Peter Kavinsky	020236	10	0	?	?	?	?	?	?	?	?

The Attendance Chart Breakdown per Student

- i** Clicking the student name and opening the individual student's Attendance Chart is beneficial if more than one period of attendance in a day must be updated. Changing the attendance code for any period will update the daily attendance code.

1. Click on the Student name for an Attendance breakdown for that specific student, as shown in the image. From this screen, you have the ability to review the student's daily attendance displayed by period. The Report Timeframe pulls in the dates selected on the previous Attendance Chart screen, but can be changed as needed.

Focus Writers02 Abe, Charlie Noel Attendance Chart Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 4th 9 Weeks ERP

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

Search Screen Simple List

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

Attendance breakdown for Abe, Charlie Noel (#055879) 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)	1	8	8	100.0	?	?	?	?	?	?	?	U
Period 3 - 001 - Dawkins R Carson AVID 3 (1700410)	1	8	8	100.0	?	?	?	?	?	?	?	U
Period 4 - 002 - Aldous A. Huxley	1	8	8	100.0	?	?	?	?	?	?	?	U

While reviewing the absence Chart, you have the option to click **Summary** in order to navigate to **Attendance** > [Attendance Summary](#).

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	7	2	7	7	0
Total Absent 12	-	-	-	0	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

2. Review the attendance codes for each day. While the code and the color can help you decipher the student's attendance, you always have the option to hover over each attendance code for more information.

<div>Export</div> <div>Filter: OFF</div>												
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

Code: Guidance
Course: AVID 3
Section: AVID 3 (1700410)
Last updated by: Lizette Garcia
Last updated: 2023-09-15 10:27:22-04

The details will show the Code, the Course, Section, Last updated by, and the day and time the attendance was Last updated.

Each district sets up their own attendance codes via Attendance > [Attendance Setup](#). The district enters each attendance code's Title, Short Name, Sort Order, Type, Color, etc. Therefore, the colors shown in the example above may differ from district to district.



Report Timeframe.





also be able to edit student attendance. This permissions is set via Users > [Profiles](#) > Attendance tab > Attendance (Attendance Chart).

3. Click any of the underlined attendance codes or question marks to edit the code.

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

Save

Attendance breakdown for **Abe, Charlie Noel**  
(# 5879)

SummaryChart

Export
Filter: OFF

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

N/A

No Show (DNE)

Unexcused Absence

Present

Unexcused Tardy

Excused Tardy

Clinic

Unexcused Abs Related to Discipline

Excused Absences

Guidance

Hospital Homebound

In School Suspension

Juvenile Detention Center

Unexcused Abs not related to Discipline

Out of School Suspension

Alternative to OSS

School Activity

Excused Doctor Note

Agency Placement

4. Click **Save** to apply changes made.

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

Attendance breakdown for Abe, Charlie Noel (#5879)

SummaryChart

ExportFilter: 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	PT	P	PT	C		U
Period 1 - 004 - Adelle Gaga Casanova ENG 3 (1001370)	1	8	8	100.0	P	Clinic	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


Additional Features

If the chart contains several pages of information, Page numbers display. Click the **Prev** and **Next** buttons to sift through pages. Click the **Page** text box to enter a page number. Press **Enter** to jump to that page.

Select Student/Staff ▾ Attendance Chart						
Report Timeframe: 05/04/2023 - 14/04/2023 Period 1 Update						
Search Screen Simple List						
<div> ◀ Prev Page: 1 / 15 Next ▶ Export Filter: OFF </div>						
Student	Student ID	Grade	Absences	4/5	4/6	
Abe, Charlie Noel	55879	10	1	P	P	
Abregan, Kenna Joy	61843	10	0	P	P	
Acevedo, Diem Donna	23057	09	1	P	P	
Acevedo, Emerald Vonn	56443	12	2	P	U	
Acosta, Dexter D	86685	10	0	P	P	

To export the attendance chart data to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.

To print data, click on the **Printer** icon in the **Export** section.



Select Student/Staff ▾
Attendance Chart

Report Timeframe: 05/04/2023 - 14/04/2023
Period 1
Update

Search Screen Simple List

Prev
Page: 1 / 15
Next

Export

Filter: OFF

Student ▴▾	Student ID ▴▾	Grade ▴▾	Absences ▴▾
Abe, Charlie Noel	55879	10	1
Abregan, Kenna Joy	61843	10	0
Acevedo, Diem Donna	23057	09	1
Acevedo, Emerald Vonn	56443	12	2
Acosta, Dexter D	86685	10	0

Click **Filters** feature to further breakdown data.

Search Screen Simple List

Export
Filter: ON

char

10
09

Student ▴▾	Student ID ▴▾	Grade ▴▾			
Abe, Charlie Noel	055879	10			
Benavides,	056876	09			
Contreras,	086965	10			
Jones,	073718	10			
Montenegro,	086973	10			
Pichardo,	061929	10			
Razo,	057745	09			
Renteria,	086371	10	0	?	?
Richter,	055990	10	0	?	?
Tapia,	021107	10	0	?	?

Contains
Equals
Starts with
Ends with
Has value
Greater
Greater or equal
Less
Less or equal
Between

Not
Not
Not
Not
Not
Not
Not
Not
Not
Not

/12 ▴▾
E
?
?
?
?
?
?
?
?

- 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](#).

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

Report Timeframe: 05/04/2023 - 14/04/2023 Period 1 Update

Search Screen Simple List Save

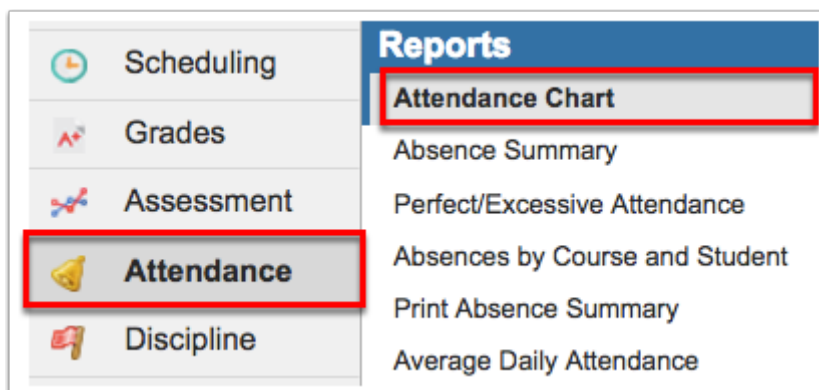
Page: 1 / 15 Export Filter: OFF

Student	Student ID	Grade	Absences	4/5	4/6	4/7	4/10	4/11	4/12	4/13	4/14
Acevedo, Emerald Vonn	6443	12	2	?	U	U	?	?	?	?	?
Abe, Charlie Noel	5879	10	1	P	P	PT	P	PT	C	?	U
Abregan, Kenna Joy	1843	10	1	?	C	E	P	I	I	?	?
Acevedo, Diem Donna	3057	09	1	I	C	P	G	U	?	?	?
Acosta, Dexter D	6685	10	0	?	I	?	?	?	?	?	?
Acosta, Harry P	8780	10	0	?	?	?	?	?	?	?	?

Postsecondary Attendance Chart

Student Search

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



2. Enter student search criteria. If searching for specific students by name or student number, you can simply type the information directly into the **Student** text box.

Search Screen

Simple List

Student Search

Student

▶

More Search Options

i To generate the Attendance Chart for all students, leave the **Student Search** text box empty.

3. For a more advanced search and the ability to define a specific subset of students, click **More Search Options**. In the example shown, Grade 31 has been selected; therefore, the Attendance Chart will be generated only for students in grade 31.

Student Search

General

Last Name

First Name

Student ID

Address

Grade

☐ 06

☐ 07

☐ 08

☐ 09

☐ 10

☐ 11

☐ 12

☐ PK

☐ KG

☐ 01

☐ 02

☐ 03

☐ 04

☐ 05

☒ 31

Calendar

N/A

Scheduling

Absences

4. Before conducting your search, you have the ability to select a **Student Group** from the provided pull-down.

Search Screen

Simple List

Student Search

Student

Student Group

District Seniors

☐ Include Inactive Students

More Search Options

Search

Reset

i Student groups must be set up beforehand in order to use this functionality via [Students > Student Groups](#).

5. Select the check box to **Include Inactive Students**. Selecting to Include Inactive Students will display two other options as well: **Include Previous Years Inactive Students** and **Use Most Recent Enrollment**.

Student Group

N/A

☒ Include Inactive Students

☐ Include Previous Years Inactive Students

☐ Use Most Recent Enrollment

6. When the Student Search and/or More Search Options has been defined, click **Search** to go on to the next page. If needed, you can **Reset** to clear everything on the page and start over.

Search

Reset

The Attendance Chart (Postsecondary)

Conducting a search navigates to a new Attendance Chart screen where you can set different parameters for reviewing the students' attendance.

Report Timeframe: 05/01/2022 - 05/31/2022 Daily Update

Search Screen Simple List

Page: 1 / 2 Export Filter: OFF

Student	Student ID	Grade	Absences	5/2	5/3	5/4	5/5	5/6	5/9	5/10	5/11	5/12
Aller	213897	10	2	O	P	P	X	?	-	-	-	-
Bah	211002	07	3	X	P	X	X	?	-	-	-	-
Banks	154110	10	3	X	P	X	X	?	-	-	-	-
Bennett	170927	07	1	P	P	X	P	?	-	-	-	-
Brantman	216782	10	0	P	P	P	P	?	-	-	-	-
Brown	164025	09	0	-	?	P	P	?	-	-	-	-
Brown	162707	10	3	E	X	Q	P	?	-	-	-	-
Brvant	175513	06	1	P	P	P	X	?	-	-	-	-

i The colors set for each attendance code via [Attendance Setup > Codes tab > Attendance tab](#) displays as customized by the district, as shown in the image above.

1. To adjust the attendance chart to reflect a specific period of time, use the **Report Timeframe** date text boxes to enter a date range. You can also click on the calendar icons to select the dates.

Report Timeframe: 03/01/2022 - 03/31/2022 Daily Update

Display Scheduled and Attended Hours

Search Screen Simple List

Page: 1 / 6

March 2022

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

Student: Abernath, Adlin, Andrew

2. 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.

Report Timeframe: 03/01/2022 - 03/31/2022

Display Scheduled and Attended Hours as Decimal: ☐

Search Screen **Simple List**

Page: / 6

Student	Student ID	Grade	3/2
Abernath	0206500	31	?
Adling, b	7091877	11	P
Andrew	9045971	31	P
Annand, Arianna Grace	4074922	12	P

Daily

i The Daily attendance code cannot be edited because it is based on Period attendance codes combined.

3. Click **Update**.

Report Timeframe: 03/01/2022 - 03/31/2022

Display Scheduled and Attended Hours as Decimal: ☐

Search Screen **Simple List**

Page: / 6

Student	Student ID	Grade	Absences	3/1	3/2	3/3	3/4
Abernath, J	0206500	31	0	P	?	?	?
Adling, I	091877	11	1	P	P	P	P
Andrews, n	045971	31	6	5	P	5	P

4. Select the **Display Scheduled and Attended Hours as Decimal** check box for the display of the **Att Hrs** and **Sched Hrs** columns as a decimal values instead of in the HH:MM format, which will appear on the report and in the exported file. If this feature is selected, you must click the **Update** button again to apply changes. Once selected, the check box will remain selected by default.

Report Timeframe: 03/01/2022 - 03/31/2022 Period 1 Update

Display Scheduled and Attended Hours as Decimal: ☒

Search Screen Simple List Mark all present Save

Prev Page: 1 / 6 Next Export Filter: OFF

Student	Student ID	Grade	Absences	Sched Hrs	Att Hrs	3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10	3/11	3/22	3/23
Annar	4074922	12	1	31.2	26	P	P	S	P	P	P	P	P	P	P	P
Bauman	3018021	12	1	31.2	26	1	P	P	P	P	P	P	P	P	P	P
Bell	9050141	12	0	31.2	26	P	L	P	P	P	P	P	P	P	P	P
Blodgett	1056128	11	0	31.2	28.6	P	P	2	C	P	P	P	P	P	P	8
Boswell	9046389	12	0	31.2	28.35	P	F	P	P	P	P	P	L	P	P	P
Byrd	5077809	12	0	31.2	28.6	P	P	P	P	P	P	P	P	P	P	P
Castillo	9200082	11	0	31.2	28.6	P	P	8	P	P	P	P	P	P	P	P

! The **Display Scheduled and Attended Hours as Decimal** option can only function if a **Period** is selected from the Daily pull-down. If Daily is selected, no changes will display.

The attendance chart displays the Student name, Student ID, the student's Grade level, and the number of Absences reported during the time frame selected. You will also see the days entered in the Report Timeframe listed along with the attendance code and number of hours present during that period.

Report Timeframe: 03/01/2022 - 03/31/2022 Daily Update

Display Scheduled and Attended Hours as Decimal: ☒

Search Screen Simple List

Prev Page: 1 / 6 Next Export Filter: OFF

Student	Student ID	Grade	Absences	3/1	3/2	3/3	3/4
Abernathy	206500	31	0	P	?	?	?
Adling	091877	11	1	P	P	P	P
Andrews	045971	31	6	S	P	S	P
Annand	074922	12	1	P	P	A	P
Arcadia	204465	12	0	P	P	P	P
Arthur	201023	12	1	P	P	P	P
Avey	094069	12	2	P	P	P	P
Bacon	078592	31	1	P	S	P	P

5. Click on a **Student** in order to view and/or edit a breakdown of his/her attendance. For more information on viewing a specific student's attendance chart, see [The Attendance Chart Breakdown per Student \(Postsecondary\)](#).

Report Timeframe: 03/01/2022 - 03/31/2022 Daily Update

Display Scheduled and Attended Hours as Decimal: ☒

Search Screen Simple List

< Prev

Page: 1 / 6

Next >

Export

Filter: OFF

Student	Student ID	Grade	Absences	3/1	3/2	3/3	3/4
Abernathy	206500	31	0	P	?	?	?
Adling	091877	11	1	P	P	P	P
Andrewson	045971	31	6	S	P	S	P
Annand	074922	12	1	P	P	A	P
Arcadia	204465	12	0	P	P	P	P
Arthur	201023	12	1	P	P	P	P
Avey	094069	12	2	P	P	P	P
Bacon	078592	31	1	P	S	P	P

6. Here you can review the attendance codes for each day. While the code and the color can help you decipher the students' attendance, you always have the option to hover over each attendance code for more information.

Grade	Absences	Sched Hrs	Att Hrs	3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10
12	1	30	25	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	5 0:00	P 2:30
11	0	30	27.5	P 2:30	P 2:30	8 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30
11	0	30	27.5	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30
12	1	30	25	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30
11	2	30	22.5	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30
12	2	30	22.5	P 2:30	P 2:30	P 2:30	P 2:30	5 0:00	P 2:30	P 2:30	P 2:30

Code: Tardy

Course: ELECTRICITY 3

Section: ELECTRICITY 3 (8727230)

02 03 - 223 - OGEA

Last updated by: OGEA

Last updated: 2022-03-03 09:58:26-06

Be sure to scroll all the way to the right to see all of the dates set in the **Report Timeframe**.

The details given in hovering over codes will vary depending on the selection made from the daily or period pull-down. If you selected Daily, the details will simply state the code's meaning: Present and Absent.

Grade	Absences	3/1	3/2	3/3	3/4	3/7	3/8	3/9
31	0	P	?	?	?	?	P	?
11	1	P	P	P	P	1	P	P
31	6	5	P	5	P	1	1	1
12	1	P	P	A	P	P	P	P
12	0	P	P	P	P	P	P	P
12	1	P	P	P	P	P	P	P
12	2	P	P	P	P	P	P	P
31	1	P	5	P	P	P	P	P
31	1	P	5	P	P	P	P	P

If you selected a specific period, such as Period 01, the details will show the Code, the Course, Section, Last updated by, and the day and time the attendance was Last updated.

3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10
P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	5 0:00	P 2:30
P 2:30	P 2:30	8 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30
P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30
P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30	P 2:30
P 2:30	P 2:30	P 2:30	P 2:30	5 0:00	P 2:30	P 2:30	P 2:30

Each district sets up attendance codes via Attendance > [Attendance Setup](#). The district enters each attendance code's Title, Short Name, Sort Order, Type, Color, etc., as shown in the image below. Therefore, the colors shown in the above examples may differ from district to district.

i Depending on your profile permissions, you may or may not have the ability to edit attendance from this screen. If you have Viewing and Editing permissions, then you will also be able to edit students' attendance. This permissions is set via Users > [Profiles](#) > Attendance tab > Attendance Chart.

7. You may notice that the attendance codes are underlined; this means that they are editable. Click on any of the codes to change it.

Grade	Absences	Sched Hrs	Att Hrs	3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10
12	1	31.2	26	P 2:36	P 2:36	5 0:00	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
12	1	31.2	26	1 0:00	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
12	0	31.2	26	1 2:36	L 0:00	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
11	0	31.2	28.6	P 2:36	P 2:36	2 2:36	C 2:36	P 2:36	P 2:36	P 2:36	P 2:36
12	0	31.2	28.35	P 2:36	F 2:21	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	L 2:36

8. If any changes have been made to the students' attendance codes, click **Save** to apply changes.

Period 1
Update

☒

Mark all present

Export

Filter: OFF

Grade	Absences	Sched Hrs	Att Hrs	3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10	3/11	3/22	3/23
12	1	31.2	26	P 2:36	P 2:36	5 0:00	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
12	1	31.2	26	1 0:00	P 2:36	Pres 1:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
12	0	31.2	26	Exc / 2:36	L 0:00	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36
11	0	31.2	28.6	P 2:36	P 2:36	2 2:36	C 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	8 2:36
12	0	31.2	28.35	P 2:36	F 2:21	P 2:36	P 2:36	P 2:36	P 2:36	P 2:36	L 2:36	P 2:36	P 2:36	P 2:36

Save

The Attendance Chart Breakdown per Student (Postsecondary)

i Clicking the student name and opening the individual student's Attendance Chart is beneficial if more than one period of attendance in a day must be updated. Changing the attendance code for any period will update the daily attendance code.

1. Click on the **Student** name for an Attendance breakdown for that specific student, as shown in the image. From this screen, you have the ability to review the student's daily attendance displayed by period. The Report Timeframe pulls in the dates selected on the previous Attendance Chart screen, but can be changed as needed.

Report Timeframe: 03/01/2022 - 03/31/2022 Daily Update

Display Scheduled and Attended Hours as Decimal: ☒

Search Screen Simple List

Prev Page: 1 / 6 Next Export Filter: OFF

Student	Student ID	Grade	Absences	3/1	3/2	3/3	3/4
Abernathy	206500	31	0	P	?	?	?
Adling	091877	11	1	P	P	P	P
Andrew	045971	31	6	5	P	5	P
Annand	074922	12	1	P	P	A	P
Arcadia	204465	12	0	P	P	P	P
Arthur	201023	12	1	P	P	P	P
Avey	094069	12	2	P	P	P	P
Bacon	078592	31	1	P	5	P	P

FOCUS Writers02 Acosta, Giavanna Thomas Attendance Chart Lizette Garcia Adult Education - 9103 SIS Admin 2022-2023 Term D ERP

Report Timeframe: 10/04/2023 - 14/04/2023 Update

Display Scheduled and Attended Hours as Decimal: ☐

Search Screen Simple List

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

Attendance breakdown for Acosta, Giavanna Thomas (#3917) Summary Chart

Export Filter: OFF

Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	4/10	4/11	4/12	4/13	4/14
INFO TECH ASST (OTA0040A)	2	0:00	4:00	0.0	0:00	P 5:00	0:00	P 7:00	0:00
ABE LANG (9900003M)	3	0:00	0:00	nan	0:00	P 4:00	? 0:00	A 0:00	0:00
Period 99 - D - TWH - 001 - Elaine Benes Bush					0	0	0	0	0
Total Present	-	-	-	-	0	2	1	2	0
Total Absent	5	-	-	-	0:00	0:00	0:00	0:00	0:00
Total Hours	-	0:00	out of 4:00	0.0%	0:00	0:00	0:00	0:00	0:00
Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	4/10	4/11	4/12	4/13	4/14

While reviewing the absence Chart, you have the option to click **Summary** in order to navigate to Attendance > [Attendance Summary](#).

Acosta, Giavanna Thomas

3917 - 31

Attendance Chart

Lizette Garcia

Adult Education - 9103

SIS

Admin

2022-2023

Term D

ERP

Report Timeframe: 10/04/2023 - 14/04/2023

Update

Display Scheduled and Attended Hours as Decimal: ☐

Search Screen Simple List

Demographic

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

ISP Page

Files

SSS

Choice

Billing

Attendance breakdown for Acosta, Giavanna Thomas (#3917)

Summary

Chart

Export

Filter: OFF

In a specific student's Attendance Chart, you can review the Course, the number of Absences per period/course, Attn Hrs (number of attended hours), Sched Hrs (the number of scheduled hours), Hourly Att % (hourly attendance percentage), and the attendance code per day as listed.

Attendance breakdown for Acosta, Giavanna Thomas (#3917)

Summary

Chart

Export

Filter: OFF

Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	4/10	4/11	4/12	4/13	4/14
INFO TECH ASST (OTA0040A)	0	12:00	4:00	300.0	- 0:00	P 5:00	- 0:00	P 7:00	- 0:00
05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush									
ABE LANG (9900003M)	2	4:00	0:00	inf	- 0:00	P 4:00	? 0:00	A 0:00	- 0:00
Period 99 - D - TWH - 001 - Elaine Benes Bush									
Total Present -	-	-	-	-	0	2	0	1	0
Total Absent 2	-	-	-	-	0	0	1	1	0
Total Hours -	-	16:00	out of 4:00	400.0%	0:00	9:00	0:00	7:00	0:00
Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	4/10	4/11	4/12	4/13	4/14

i If More Search Options have been defined from the Scheduling tab (as described in [Student Search](#)), you will only see attendance for the course/section specified in the scheduling search criteria when viewing the attendance breakdown for a single student.

The totals are listed at the bottom of each column. The Total Present, Total Absent, and the Total Hours are listed along with a total percentage.

Report Timeframe: 10/04/2023 - 14/04/2023 Update

Display Scheduled and Attended Hours as Decimal: ☐

Search Screen Simple List

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

Attendance breakdown for **Acosta, Giavanna Thomas** (#4490033917) Summary Chart

Export Filter: OFF

Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	4/10	4/11	4/12	4/13	4/14
INFO TECH ASST (OTA0040A)	0	2:00	4:00	50.0	-	P 1:00	-	P 1:00	-
05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush					-	P 1:00	-	P 1:00	-
ABE LANG (9900003M)	1	1:30	0:00	inf	-	P 1:00	P 0:30	A 0:00	-
Period 99 - D - TWH - 001 - Elaine Benes Bush					-	P 1:00	P 0:30	A 0:00	-
Total Present -	-	-	-	-	0	2	1	1	0
Total Absent 1	-	-	-	-	0	0	0	1	0
Total Hours -	-	3:30	out of 4:00	87.5%	0:00	2:00	0:30	1:00	0:00
Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	4/10	4/11	4/12	4/13	4/14

2. Review the attendance codes for each day including the code and the color. Hover over each attendance code for more information.

Sched Hrs	Hourly Att %	3/1	3/2	3/3	3/4	3/7	3/1
136:00	0.0	0:00	0:00	0:00	0:00	0:00	0:00
10:33	100.0	P 3:31	-	-	-	-	-
-	-	1	0	0	0	0	0
out of 146:33	7.2%	3:31	0	0	0	0	0
Sched Hrs	Hourly Att %	3/1	3/2	3/3	3/4	3/7	3/1

Code: Present

Course: PLUMBING TECH-APPR

Section: PLUMBING TECH-APPR (I46052R)

10 - T - 394 - MOORE

Last updated by: MOORE

Last updated: 2022-03-01 20:37:55-06

The details show the Code, the Course, Section, Last updated by, and the day and time the attendance was Last updated.

Each district sets up their own attendance codes via Attendance > [Attendance Setup](#). The district enters each attendance code's Title, Short Name, Sort Order, Type, Color, etc., as shown in the image below. Therefore, the colors shown in the example above may differ from district to district.




💡 Be sure to scroll all the way to the right to see all of the dates originally set in the **Report Timeframe**.

i Depending on your profile permissions, you may or may not have the ability to edit attendance from this screen. If you have Viewing and Editing permissions, then you will also be able to edit student attendance. This permissions is set via Users > [Profiles](#) > Attendance tab > **Attendance Chart**.

3. You may notice that the attendance codes are underlined; this means that they are editable. Click on any of the codes to change it.

Hourly Att %	3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10
0.0	-	-	-	-	-	-	-	-
	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
100.0	<u>Pres</u>	-	-	-	-	<u>P</u>	-	-
	3:31	0:00	0:00	0:00	0:00	3:31	0:00	0:00
-	1	0	0	0	0	1	0	0
-	0	0	0	0	0	0	0	0
7.2%	3:31	0:00	0:00	0:00	0:00	3:31	0:00	0:00
Hourly Att %	3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10

4. Click **Save** to apply changes.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS Billing															
Attendance breakdown for <u>Abernathy</u>															Search... 
(# 206500)															
Summary Chart															
Export  Filter: OFF															
Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10	3/11	3/14	3/15
PLUMBING TECH-APPR (I46052R)	0	0:00	136:00	0.0	-	-	-	-	-	-	-	-	-	-	-
07 - MTWHF - 316 - MOORE					0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
PLUMBING TECH-APPR (I46052R)	0	10:33	10:33	100.0	<u>Pres</u>	-	-	-	-	<u>P</u>	-	-	-	-	-
10 - T - 394 - MOORE					3:31	0:00	0:00	0:00	0:00	3:31	0:00	0:00	0:00	0:00	0:00
Total Present	-	-	-	-	1	0	0	0	0	1	0	0	0	0	0
Total Absent	0	-	-	-	0	0	0	0	0	0	0	0	0	0	0
Total Hours	-	10:33	out of 146:33	7.2%	3:31	0:00	0:00	0:00	0:00	3:31	0:00	0:00	0:00	0:00	0:00
Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	3/1	3/2	3/3	3/4	3/7	3/8	3/9	3/10	3/11	3/14	3/15

Additional Features

From this screen, you also have the ability to navigate to the students [Demographic](#), [Enrollment](#), [Schedule](#), [Requests](#), [Grades](#), [Absences](#), [Activities](#), [Referrals](#), [Test History](#), [Grad](#), [SSS](#), and [Billing](#). These tabs are listed in gray across the top of the page. Please note that in doing so, you will be navigating away from the Absence Chart.

Acosta, Giavanna Thomas

3917 - 31

Attendance Chart

Lizette Garcia
Adult Education - 9103
SIS
Admin
2022-2023
Term D
ERP

Report Timeframe: 10/04/2023 - 14/04/2023
Update

Display Scheduled and Attended Hours as Decimal: ☐

Search Screen
Simple List

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

Attendance breakdown for Acosta, Giavanna Thomas (#3917)
Summary
Chart

Export
Filter: OFF

Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	4/10	4/11	4/12	4/13	4/14
INFO TECH ASST (OTA0040A)	2	0:00	4:00	0.0	-	P 5:00	-	P 7:00	-
05:00 pm : 07:00 pm - TH - 001 - Elaine Benes Bush					0:00	5:00	0:00	7:00	0:00
ABE LANG (9900003M)	3	0:00	0:00	nan	-	P 4:00	? 0:00	A 0:00	-
Period 99 - D - TWH - 001 - Elaine Benes Bush					0:00	4:00	0:00	0:00	0:00
Total Present	-	-	-	-	0	0	0	0	0
Total Absent	5	-	-	-	0	2	1	2	0
Total Hours	-	0:00	out of 4:00	0.0%	0:00	0:00	0:00	0:00	0:00
Course	Absences	Att Hrs	Sched Hrs	Hourly Att %	4/10	4/11	4/12	4/13	4/14

If the chart contains several pages of information, Page numbers display. Click the **Prev** and **Next** buttons to sift through pages. Click the **Page** text box to enter a page number. Press **Enter** to jump to that page.

Select Student/Staff

Attendance Chart

Report Timeframe: 10/04/2023 - 14/04/2023
Period 99
Update

Display Scheduled and Attended Hours as Decimal: ☐

Search Screen
Simple List

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Page: 1 / 2
Next >

Export
Filter: OFF


Student	Student ID	Grade	Abser
<u>Acosta, Giavanna Thomas</u>	3917	31	0
<u>Adams, Debra Morgan</u>	7615	31	0
<u>Amal, Anderson Neo</u>	7707	31	0

To export the attendance chart data to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.

To print data, click on the **Printer** icon in the **Export** section.

Attendance Chart

Page 28




Select Student/Staff ▼
Attendance Chart

Report Timeframe: 10/04/2023 - 14/04/2023
Period 99
Update

Display Scheduled and Attended Hours as Decimal: ☐

Search Screen Simple List

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Export


Filter: OFF

Student	Student ID	Grade	Abser
⚠️ <u>Acosta, Giavanna Thomas</u> 🧑	33917	31	0
⚠️ <u>Adams, Debra Morgan</u>	7615	31	0
⚠️ <u>Amal, Anderson Neo</u> 🧑	7707	31	0

Click **Filters** feature to further breakdown data.

Search Screen Simple List

Export


Filter: ON

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- 09

Student	Student ID	Grade			
<u>Abe, Charlie Noel</u> !	055879	10			
<u>Benavides,</u>	056876	09			
<u>Contreras,</u>	086965	10			
<u>Jones,</u> 🧑	073718	10			
<u>Montenegro,</u>	086973	10			
<u>Pichardo,</u>	061929	10			
<u>Razo,</u>	057745	09			
<u>Renteria,</u>	086371	10	0	?	?
<u>Richter,</u> 🧑👁️	055990	10	0	?	?
<u>Tapia,</u>	021107	10	0	?	?

Contains
Equals
Starts with
Ends with
Has value
Greater
Greater or equal
Less
Less or equal
Between
Not
Not
Not
Not
Not
Not
Not
Not

- 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](#).

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

Search Screen


Simple List


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Export





Filter: OFF

Student	Student ID	Grade	Absences	2/11	2/12	2/16	2/17	2/18	2/19	2/22	2/23	2/24	2/25
Castile	023462	11	1	?	U	P	?	?	P	?	?	?	?
Abe, Charlie Noel	055879	10	1	P	E	P	P	?	P	?	?	?	?
Acevedo, Diem Donna	023057	09	1	?	U	?	?	?	?	?	?	?	?
Acevedo, Emerald Vonn	056443	12	0	?	?	?	?	?	?	?	?	?	?
Acosta, Harry P	058780	12	0	?	?	?	?	?	?	?	?	?	?
Aguilar, Emily Dickinson	022481	12	0	?	?	?	?	?	?	?	?	?	?
Ahrens, Edgar Allan	057390	12	0	?	?	?	?	?	?	?	?	?	?
Alarcon,	060094	12	0	?	?	?	?	?	?	?	?	?	?