


Tardy Tracking & Check In/Check Out System

Version 9.0.0 introduced the Focus School Software Tardy Tracking and Check In/Check Out system. This feature simplifies and automates all aspects of tardy management, including hall passes, automatic excessive tardy referrals/detentions, and school-based check in/check out needs.

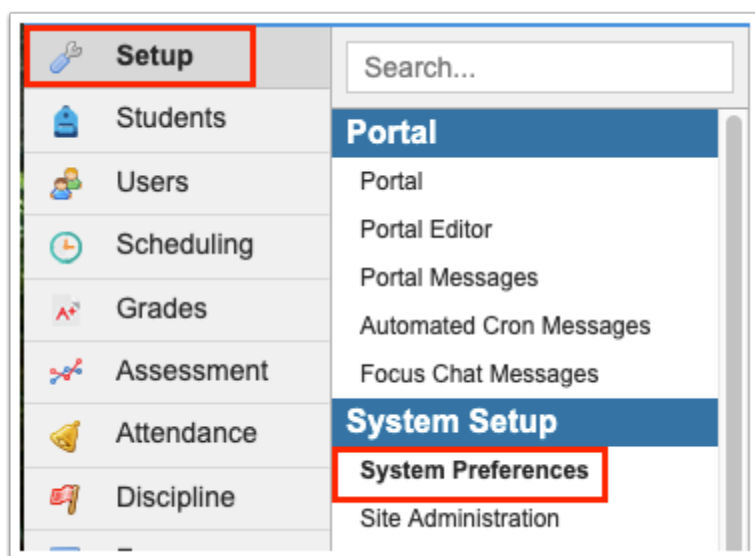
Automating the detention/action resulting from excessive tardies will save administrative time at the school level. Focus allows this to be completed through a kiosk or through the mobile app. Tardy tracking requires the setup of Discipline > [Referral Codes & Actions](#) (with at least one action considered a detention), tardy attendance codes, and start/end times associated with each period. In addition to checking in and out of school through attendance, students may check in/out of the media center, counselors office, clinic, or other school locations. This information is tracked, stored in a logging field, and used to update period attendance.

 Districts can use the kiosk functionality without having a kiosk by appending /kiosk to the end of the district's Focus URL.

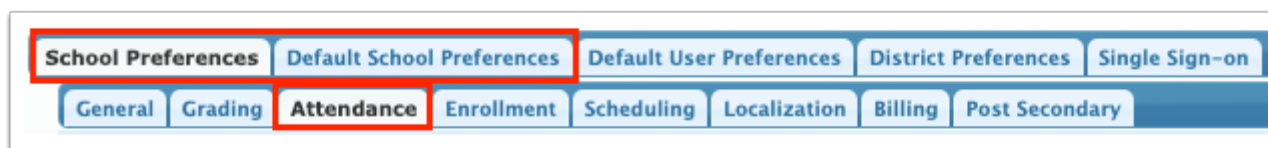
System Preferences

There are several system preferences that need to be configured in order to set up the Tardy Tracking and Check In/Check Out system.

1. In the **Setup** menu, click **System Preferences**.



2. In the **School Preferences** tab or **Default School Preferences** tab, click the **Attendance** sub-tab.



3. Set the following system preferences:

Tardy Tracking Kiosk Configurations:

Student Kiosk ID	Student ID ▼
Student Kiosk Pin Field	▼
Admin Logout Kiosk Pin	2194
Check-in Default Attendance Code	ADM ▼
Check-in Attendance Code Exemptions	<input checked="" type="checkbox"/> Do not update period attendance if the current attendance period is one of the selected attendance codes.
Check-in Between Periods	<input type="checkbox"/> Record student check-in between period times, but do not update next period attendance.
Check-in Minutes Threshold	<input type="text"/> Do not update period attendance within X minutes of the end of the period.
Check-out Default Attendance Code	ADM ▼
Check-out Attendance Code Exemptions	<input checked="" type="checkbox"/> Do not update period attendance if the current attendance period is one of the selected attendance codes.
Check-out Between Periods	<input type="checkbox"/> Record student check-out between period times, but do not update next period attendance.
Check-out Minutes Threshold	<input type="text"/> Do not update period attendance within X minutes of the end of the period.
Attendance Kiosk Print Slip upon Check-Out	<input checked="" type="checkbox"/>
Attendance Kiosk Print Slip upon Check-In	<input checked="" type="checkbox"/>
Enable Attendance Kiosk Print Slip upon Check-In for Log Fields	<input type="checkbox"/>
Send E-mail and Text Message to parents when printing Tardy Slips	<input checked="" type="checkbox"/>
Automatically confirm check in/out for the student	<input type="checkbox"/>
Kiosk Barcode Format	STANDARD ▼ Prints either a QR or Barcode for the Kiosk Print Slip
	<input type="checkbox"/> Disable Excuse Notes for All Users
	<input type="checkbox"/> Disable Excuse Notes for Parents
Check-in Minutes from Start Time Threshold	<input type="text"/> Update the period attendance code if check-in is X minutes or more after the period starts.
Check-in After Threshold Attendance Code	▼ Attendance Code To Use when check-in is after the check-in minutes start time threshold.

System Preference	Description
Student Kiosk ID	<p>Select the desired student identifier when scanning students with the kiosk.</p> <ul style="list-style-type: none"> Student ID - When Student ID is selected, the student's Student ID (students.student_id or custom_53 - local

System Preference	Description
	<p>student ID) will be used when scanning the student with the kiosk.</p> <ul style="list-style-type: none"> • PIN - When PIN is selected, the student field selected in the Student Kiosk Pin Field system preference will be used when scanning a student with the kiosk. • Both - When both is selected, the student's Student ID (students.student_id) and then the student field selected in the Student Kiosk Pin Field system preference will be used when scanning a student with the kiosk. <p>Note: If "Both" is selected and the student does not have a pin, the student will not be able to use the kiosk as it will sit at the pin prompt and it cannot be bypassed.</p>
Student Kiosk Pin Field	If the Student Kiosk ID system preference has been set to "PIN" or "Both," select the student field that will be used in place of the student ID or as a secondary entry when scanning in the student.
Admin Logout Kiosk Pin	A kiosk pin can be set and used instead of entering a username and password when logging out of the kiosk.
Check-in Default Attendance Code	Select the default attendance code to be recorded in period attendance when the student is scanned or keyed in through the kiosk or mobile app when "Check In" is selected.
Check-in Attendance Code Exceptions	When attendance codes are selected in this preference, students who have these attendance codes already populated in period attendance will not have their period attendance updated when checking in. Even though the attendance is not updated, there is a record stored in the database in the kiosk_entries table.
Check-in Between Periods	When the preference is selected, student check ins are recorded in the kiosk_entries

System Preference	Description
	table but the next period attendance is not updated.
Check-in Minutes Threshold	Enter a number of minutes. Period attendance is not updated when students check in within X number of minutes before the end of the period. Period attendance will not be updated, but the record will be stored in kiosk_entries. If it is outside of the defined window, period attendance is updated.
Check-out Default Attendance Code	Select the default attendance code to be recorded in period attendance when the student is scanned or keyed in through the kiosk or mobile app when "Check Out" is selected.
Check-out Attendance Code Exemptions	When attendance codes are selected in this preference, students who have these attendance codes already populated in period attendance will not have their period attendance updated when checking out. Even though the attendance is not updated, there is a record stored in the database in the kiosk_entries table.
Check-out Between Periods	When the preference is selected, student check outs are recorded in the kiosk_entries table but the next period attendance is not updated.
Check-out Minutes Threshold	Enter a number of minutes. Period attendance is not updated when students check out within X number of minutes before the end of the period. Period attendance will not be updated, but the record will be stored in kiosk_entries. If it is outside of the defined window, period attendance is updated.
Attendance Kiosk Print Slip upon Check-Out	Select the check box to print a pass when a student checks out in the attendance kiosk mode. When this preference is disabled, a

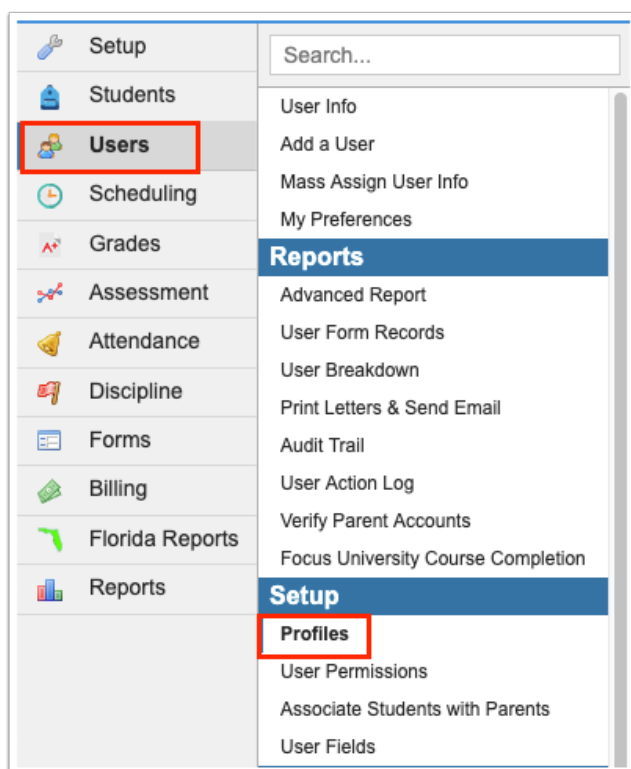
System Preference	Description
	pass will not print when checking out.
Attendance Kiosk Print Slip upon Check-In	Select the check box to print a slip when a student checks in in the attendance kiosk mode. When this preference is disabled, a slip will not print when checking in.
Enable Attendance Kiosk Print Slip upon Check-In for Log Fields	Select the check box to display the option "Print Attendance Slip on Check-In" on the Edit Field window for logging fields that have a kiosk attendance code set in Students > Student Fields. When the "Print Attendance Slip on Check-In" option is enabled for the logging field, a slip will print when students check in on the kiosk using the logging field.
Send E-mail and Text Message to parents when printing Tardy Slips	Select the check box to send an email to custodial contacts who have an email address set up (custom_100000001) when the student is marked tardy. If the custodial contact does not have an email address set up, or there's an absence of a custodial contact altogether, the email will then be forwarded to the email address of the linked user. Custodial users who have signed into the mobile app will receive a notification when the student is marked tardy. If the student has a custodial contact with a cell phone number with SMS set up and the contact has not logged into the mobile app, the contact will receive a text message when the student is marked tardy.
Automatically confirm check in/out for the student	Select the check box to complete the confirmation step automatically after a student scans their badge to check in or check out so that the student does not have to tap Confirm. The student sees the message "Student Automatically confirmed! Redirecting..." after checking in or out.
Kiosk Barcode Format	Select "STANDARD" or "QR." This determines whether a standard barcode or a QR code is printed on the tardy slip from the kiosks or handheld devices.
Check-in Minutes from Start Time Threshold	Enter a number of minutes. Students who

System Preference	Description
	check in X minutes or later after the start time of the class will receive the period attendance code selected in the following preference, "Check-in After Threshold Attendance Code."
Check-in After Threshold Attendance Code	Select the period attendance code that students will receive when checking in at X minutes or later after the start time of the class.

4. Click **Save**.

Profile Permissions

1. In the **Users** menu, click **Profiles**.



2. In the **Permissions** tab, select **Menu** as the **Permission Type**. Select the **Role** and **Profiles**, and click **Submit**.

Permissions

Module Report

Profile Report

Permission Report

Permission Type:

Menu

Role:

Admin

Profiles:

System Administrator

Submit

Edit Profiles

3. If the profile will be using the kiosk logging field mode, select the **View** and **Edit** check boxes for **Mass Add Log Records** in the Students section of the screen.

Mass Assign Student Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mass Add Log Records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change Requests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approve/Deny Change Requests		<input checked="" type="checkbox"/>
Cancel Change Requests	<input checked="" type="checkbox"/>	
View all Change Requests	<input checked="" type="checkbox"/>	

4. If the profile will be using the tardy functionality on the handheld device, select the **View** and **Edit** check boxes for **Absence Summary** in the Attendance section of the screen.

Attendance

View

Edit

Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Late Check In / Early Release	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add Absences		<input checked="" type="checkbox"/>

Reports

View

Edit

Attendance Chart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Absence Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approve Excuse Notes	<input checked="" type="checkbox"/>	
Perfect/Excessive Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Absences by Course and Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Print Absence Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Average Daily Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Average Attendance by Day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher Completion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Verification Sheets/Sub Rosters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Check In/Check Out	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Bulletin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. If the profile will be using the Attendance Kiosk mode, select the **View** and **Edit** check boxes for **Administration** in the Attendance section of the screen.

Attendance	View	Edit
Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Late Check In / Early Release	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add Absences		<input checked="" type="checkbox"/>

6. If the profile will be reviewing the Detention List and checking in students assigned a detention, select the **View** and **Edit** check boxes for **Detention List** in the Discipline section of the screen.

Discipline	View	Edit
Add Referral	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Administrator Fields	<input checked="" type="checkbox"/>	
Referrals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Referrals From Other Schools in List	<input checked="" type="checkbox"/>	
Edit Referrals From Other Schools in List		<input checked="" type="checkbox"/>
View Referrals From All Years	<input checked="" type="checkbox"/>	
View Referrals For Inactive Students	<input checked="" type="checkbox"/>	
Allow Merge of Referrals		<input checked="" type="checkbox"/>
Send Back Referrals		<input checked="" type="checkbox"/>
Delete a Referral		<input checked="" type="checkbox"/>
Print Letters		<input checked="" type="checkbox"/>
Add a Discipline Incident	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Discipline Incidents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View All Schools	<input checked="" type="checkbox"/>	
Delete an Incident		<input checked="" type="checkbox"/>
Detention List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Positive Behavior Awards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. If the profile will be reviewing the check in/check out logs or updating the attendance codes based on check in and check out, select the **View** and **Edit** check boxes for **Late Check In/ Early Release** in the Attendance section of the screen.

Attendance	View	Edit
Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Late Check In / Early Release	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add Absences		<input checked="" type="checkbox"/>

8. If the profile will be setting up the Tardy Thresholds, the following Attendance Setup permissions need to be selected in the Attendance section of the screen:

Setup	View	Edit
Attendance Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Attendance Codes	<input checked="" type="checkbox"/>	
Manage Attendance Codes		<input checked="" type="checkbox"/>
View Substitutes	<input checked="" type="checkbox"/>	
Manage Substitutes		<input checked="" type="checkbox"/>
Recalculate Daily Attendance		<input checked="" type="checkbox"/>
Tardy Thresholds		<input checked="" type="checkbox"/>
Reason Codes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recalculate Hours		<input checked="" type="checkbox"/>
View Hours Override	<input checked="" type="checkbox"/>	
Manage Hours Override		<input checked="" type="checkbox"/>

9. Click **Save**.

10. For profiles using the kiosk logging field mode, select **Student Fields** in the **Permission Type** pull-down. Ensure the correct **Role** and **Profiles** are selected and click **Submit**.

Permissions	Module Report	Profile Report	Permission Report
Permission Type:	Student Fields	Role: Admin	Profiles: System Administrator
			Submit

[Edit Profiles](#)

11. Locate the logging field. At a minimum, the profile needs the **Create - View** check boxes selected on the logging field in order to select the option and use the kiosk mode.

Counselor Notes	Create	Delete	View	Edit	Require Approval
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media Check In Log	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Date in Media Center			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check In			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Out			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reason for Visit to Media Center			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. If the profile needs to see the logging field information for each student, select **View** for each column of the logging field.

Counselor Notes	Create	Delete	View	Edit	Require Approval
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media Check In Log	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Date in Media Center			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check In			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Out			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reason for Visit to Media Center			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

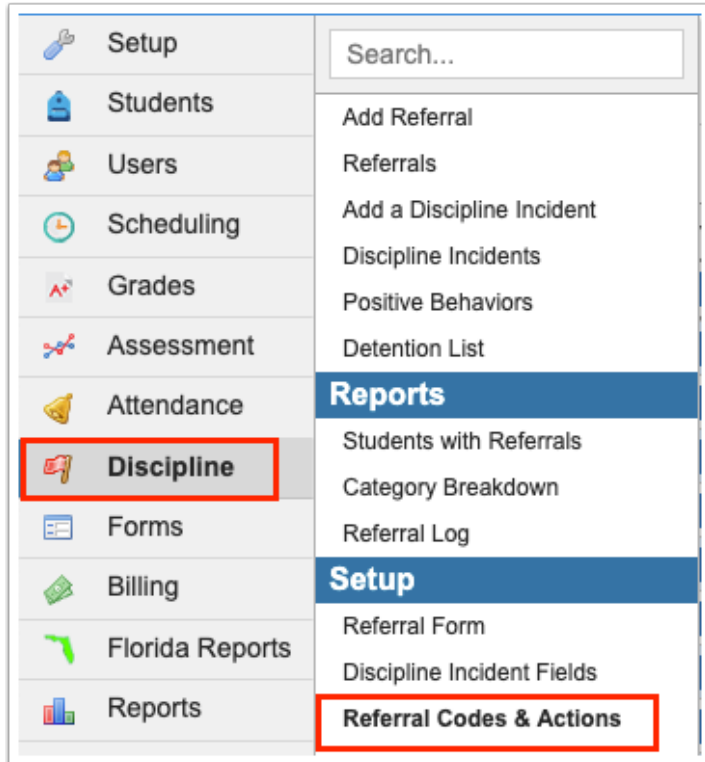
13. If the profile will be updating the check out time through the kiosk (or the logging field), select **Edit** for each column of the logging field.

Counselor Notes	Create	Delete	View	Edit	Require Approval
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Media Check In Log	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Date in Media Center			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check In			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check Out			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reason for Visit to Media Center			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

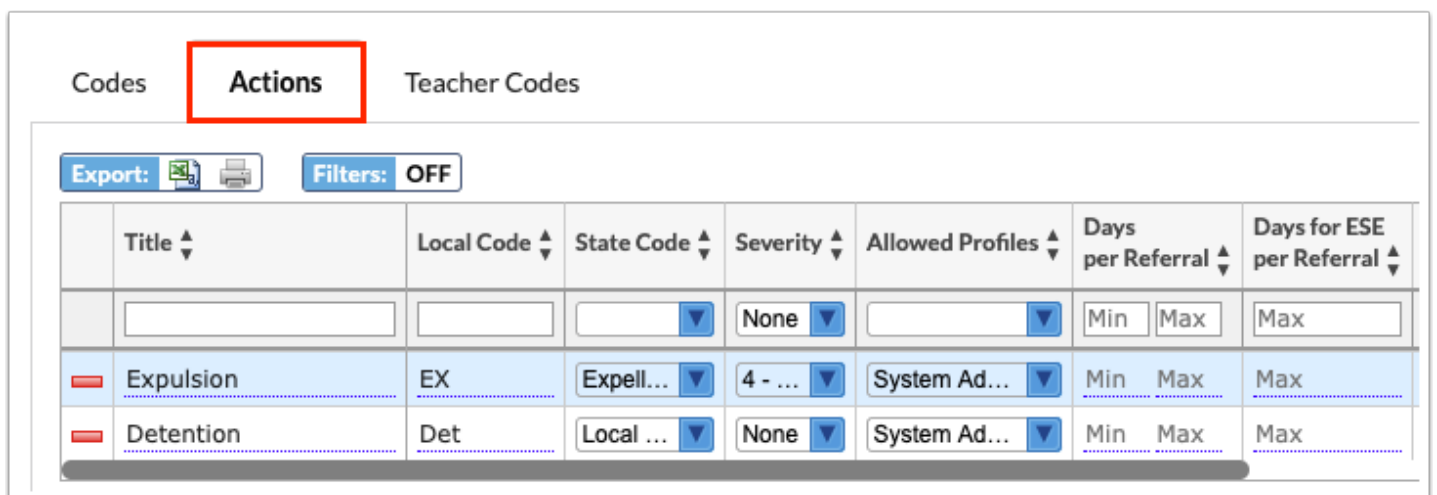
14. Click **Save**.

Discipline Referral Codes & Actions - Detention Check Box

1. In the **Discipline** menu, click **Referral Codes & Actions**.



2. Click the **Actions** tab.



3. Select the **Detention** check box on each action that will be available for selection when [setting up Tardy Thresholds in Attendance Setup](#).

Codes **Actions** Teacher Codes

Export: Filters: OFF

Title	Code	Re-Entry Warning Message	Restrict Re-Entry	Detention	School Exemptions (Re-Entry)
			<input type="checkbox"/>	<input type="checkbox"/>	
Expulsion		Please be advised this stu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detention			<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Attendance Setup - Tardy Thresholds

1. Click the **Tardy Thresholds** tab.

Codes Subs **Tardy Thresholds** Recalculate Daily Attendance Reasons

Manage Tardy Thresholds at Focus High School - 0041. Save

0 Records Export: Filter: OFF

Number of Tardies	Type	Per Class	Timeframe	Timeframe Days	Deadline (School Days)	Start Date	End Date	Attendance Codes	School Periods	Discipline Code	Action
	Single Instance	<input type="checkbox"/>	Year t...			08/21/2023	08/21/2023	All Unexcuse...	All School...		As...

2. To add a new tardy thresholds rule, enter the **Number of Tardies** that when exceeded will trigger the rule in the blank row.

3. Select the **Type**.

Selecting **Single Instance** will create a referral just once when the prescribed number of tardies is met.

Selecting **Consecutive** will create a referral when the prescribed number of tardies is met and for every tardy thereafter.

Selecting **Multiple** will create a referral when the prescribed number of tardies is met and when multiples of the prescribed number of tardies is met.

For example, a student will earn a referral after the third tardy, and for every third tardy after that (6, 9, 12, etc.).

If there is another higher threshold that is met, the referral will use the code and action from that higher threshold. If there is no code and action for the higher threshold, then the code and action from the consecutive or multiple threshold will be used again.

For example, if there is a rule where the student earns a referral for every 3 tardies, and there is another rule where the student earns a referral that has a different code and action for having 9 tardies, then the rule for the 9 tardies will be applied to the student instead of the rule for the 3 tardies when the student hits 9 tardies. If there is no code and action set on the 9 tardies rule, then the code and action from the 3 tardies rule will be applied.

4. Select **Per Class** if the rule will look at the sum of tardies by section. Leave the check box unselected for the rule to look at the sum of tardies across all sections.

5. Select the **Timeframe** the rule will consider when summing tardies.

Options are **Year to Date**, **Semester to Date**, **Quarter to Date**, and **Custom Days**. When Custom Days is selected, define the **Timeframe Days**.

6. Enter the number of school days the student has to serve the detention in the **Deadline (School Days)** field.

7. Enter or select the **Start Date**. Today's date is populated by default. Once the student receives the prescribed number of tardies after the start date, the referral will be added to the student.

Setting the Start Date is important if implementing tardy thresholds rules during the school year. You may not want to make the rule retroactive to the first day of school.

8. To inactivate a tardy threshold rule as of a specific date, enter or select an **End Date**.

9. Select the **Attendance Codes** that will be considered.

By default, all unexcused tardy codes are considered (codes marked as Tardy and not marked as Excused in the Attendance Codes tab). If only specific tardy codes should be considered, select those tardy codes.

Number of Tardies	Type	Per Class	Timeframe	Timeframe Days	Deadline (School Days)	Start Date	End Date	Attendance Codes	School Periods	Dis
2	Consecutive	<input type="checkbox"/>	Year t...		3	08/21/2023	05/24/2024	All Unexcuse...	All School...	<input type="checkbox"/>

10. Select the **School Periods** that will be considered.

By default, all school periods are considered. If only specific school periods should be considered, select those school periods. If the Per Class option was selected for the rule, sections meeting during periods that are not selected in the School Periods pull-down will not be considered.

11. Select the **Discipline Code** that will be included on the referral.

All active discipline codes set up in the [Codes tab of Referral Codes & Actions](#) are available for selection.

12. Select the **Action** that will be included on the referral that will be automatically assigned to the student.

The actions marked as "Detention" in Referral Codes & Actions will be available for selection.

13. To replace the default "Detention" text that displays on the tardy slip when marking students tardy using the kiosk/handheld device, enter the custom **Text**, or leave the Text column blank.

14. Enter the description that will print on the tardy slip when marking students tardy using the kiosk/handheld device in the **Tardy Slip Description of Action** field.

15. If the referral will be an administrative referral, but the office should not have to review and process it, select **Process Referral Automatically**. This will automatically select the "Reviewed by Administrator" check box on the referral once it has been submitted. Administrators will not be alerted to these referrals.

16. If the referral should be flagged as a minor infraction, select **Minor Infraction**.

Start Date	End Date	Attendance Codes	School Periods	Discipline Code	Action	Text	Tardy Slip Description of Action	Process Referral Automatically	Minor Infraction
08/21/2023	05/24/2024	All Unexcuse...	All School...	Tardiness	D...	Detentio	Please plan to serve your off	<input checked="" type="checkbox"/>	<input type="checkbox"/>

i If the "Minor Infraction" check box is selected, the "Process Referral Automatically" check box is disabled and cannot be selected, and vice versa.

17. Press **Enter** to add the row.

The row will turn yellow to indicate a change has been made.

18. Click **Save**.

Number of Tardies	Type	Per Class	Timeframe	Timeframe Days	Deadline (School Days)	Start Date	End Date	Attendance Codes	School Periods	Discipline Code
2	Consecutive	<input type="checkbox"/>	Year t...	3		08/21/2023	05/24/2024	All Unexcuse...	All School...	Tardiness

i When the referral is generated based on the tardy threshold rule, the referral will be an administrative or minor infraction referral based upon whether the "Minor Infraction" check box is selected on the rule. If "Process Referral Automatically" is selected on the rule, the referral will automatically have the "Reviewed by Administrator" check box selected and the referral will not need to be reviewed. The action on the referral will be the Action selected in the tardy threshold rule. The Date Decided on the action will be the date the tardy triggered the detention. The Date Ends will be the Date Decided plus the number of days in the Deadline (School Days) field on the rule. The Length of Action will default to 1.

Period Start and End Times

For Focus to determine to which period to attach the tardy when the student ID is scanned or entered in the kiosk or mobile app, the start and end times need to be entered in Setup > [Periods](#). If rotation days are used, start and end times are required for each rotation day.

01 + Add/Modify Bell Schedules								Save
Title	Short Name	Sort Order	Start Time	End Time	Length (minutes)	Used for Attendance	Required for Scheduling	
- Period 1	01	1	07:35 AM	08:25 AM	50	✓	✓	
- Period 2	02	2	08:30 AM	09:25 AM	55	✓	✓	
- Period 3	03	3	09:30 AM	10:20 AM	50	✓	✓	
- Period 4	04	4	10:25 AM	11:15 AM	50	✓	✓	
- Period 5	05	5	11:20 AM	12:40 PM	50	✓	✓	
- Period 6	06	6	12:45 PM	01:35 PM	50	✓	✓	
- Period 7	07	7	01:40 PM	02:30 PM	50	✓	✓	
+						<input type="checkbox"/>	<input type="checkbox"/>	

Student Field Setup

For checking in or out of the clinic, media center, or other location on campus (but not checking in or out of school), logging fields can be created to store the check in and check out times. This time will be updated in the period attendance.

1. In **Students menu, click **Student Fields**.**

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Florida Reports

Reports

Search...

Student Info

Add a Student

Mass Assign Student Info

Mass Add Log Records

Change Requests

Magnet / Special Assignment

Reports

Advanced Report

Add / Drop Report

Student Form Records

Student Breakdown

Print Letters & Send Email

Print Student Information

Print Letters & Send Email (new)

Letter Queue

Workflow Triggers

Print Avery Labels

Audit Trail

Invalid Address Report

Birthday Report

Setup

Student Fields

Address Fields

Student Groups

2. Add a new logging field. For more help on adding student fields, please see [Adding a Field](#).

3. In order to use the logging field in the kiosk, there must be a date field and two time fields (one for check in and one for check out) added as columns to the logging field.

Columns +

Date in Media Center	Check In	Check Out	Reason for Visit to Media Center
Primary Sort Descending	Primary Sort N/A	Primary Sort N/A	Primary Sort N/A
Secondary Sort N/A	Secondary Sort Descending	Secondary Sort N/A	Secondary Sort N/A
<input type="checkbox"/> Fixed Left	<input type="checkbox"/> Fixed Left	<input type="checkbox"/> Fixed Left	<input type="checkbox"/> Fixed Left
Type: Date	Type: Time	Type: Time	Type: Text

It is recommended to set the Primary Sort field on the Date column to Descending, and set the Secondary Sort field on the Check In column as Descending. This will display the most current records at the top of the logging field table.

4. Once the logging field is saved, the **Kiosk (Attendance Code)** field is available on the Edit Field screen. Select from the list of attendance codes the respective attendance code that the student will receive when checking in or out of this location.

The screenshot shows the 'Edit Field: Media Center Check In' interface. On the left, there's a 'Category' section with a toggle for 'Form Categories' and three dropdown menus: 'Select Categories' (N/A), 'N/A Sort Order', and 'End of Category'. On the right, there's an 'Options' section with five toggle switches: 'New Student', 'Required', 'Visible on Discipline Referral', 'Restricted', and 'Show school year'. Below these are a 'Help URL ?' field, a 'Description' text area, and a 'Kiosk (Attendance Code)' dropdown menu which is highlighted with a red box and shows the value 'G'. At the bottom, there are three 'Profiles' sections: 'Profiles (Delete Record)' with 'System Administrator', 'Profiles (Default Create Column)', and 'Profiles (Default View Column)', all with 'System Administrator' selected.

5. Click **Save**.

6. If the system preference "Enable Attendance Kiosk Print Slip upon Check-In for Log Fields" is enabled, the option **Print Attendance Slip on Check-In** is available on the Edit Field screen after the Kiosk (Attendance Code) is selected and saved. Select the toggle to print a slip when the student checks in on the kiosk for the logging field.

Edit Field: Media Center Check In

Category ☐ Form Categories

Select Categories

N/A

N/A Sort Order

End of Category

Options

☐ New Student

☐ Required

☐ Visible on Discipline Referral

☐ Restricted

☐ Show school year

Help URL

Enter URL

Description

Description

Kiosk (Attendance Code)

G

☒ Print Attendance Slip on Check-In

Profiles (Delete Record)

System Administrator

Profiles (Default View Column)

System Administrator

Profiles (Default Edit Column)

System Administrator

Profiles (Restricted View) i

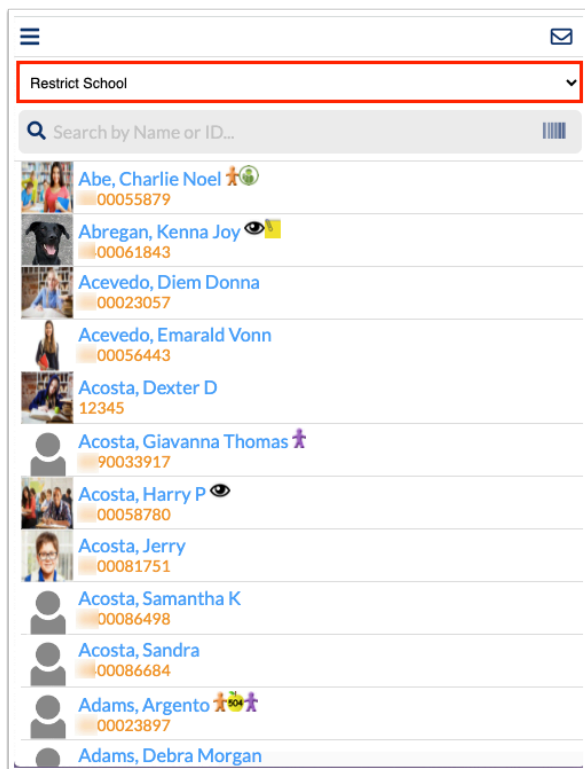
7. Click **Save**.

Entering a Tardy through the Mobile App

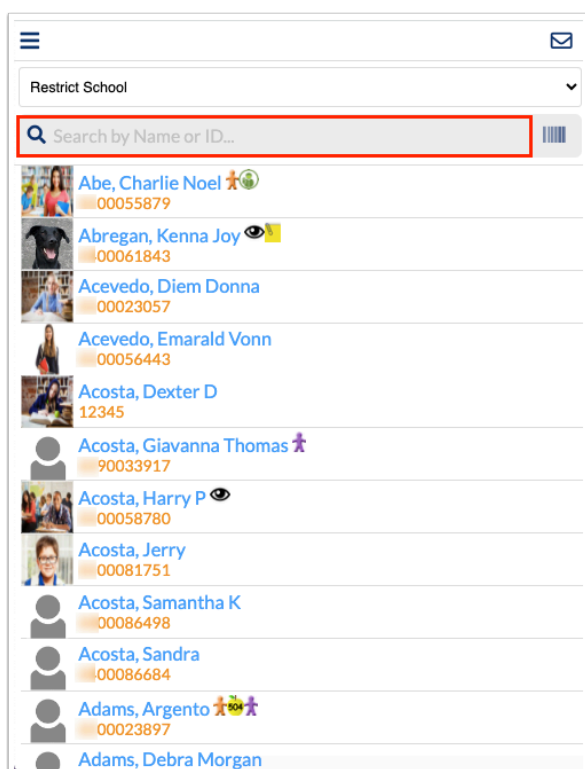
Administrators are able to enter tardy information for a student using the mobile app by scanning the student ID or typing in the student name or ID.

i If using the mobile app on the Focus handheld device, ensure you are using the Student Search mode. To use the Student Search mode, tap the menu icon and tap **Student Search**.

1. If you have access to multiple schools and you would like to limit the search results to a specific school, tap the **Restrict School** pull-down and select the school.



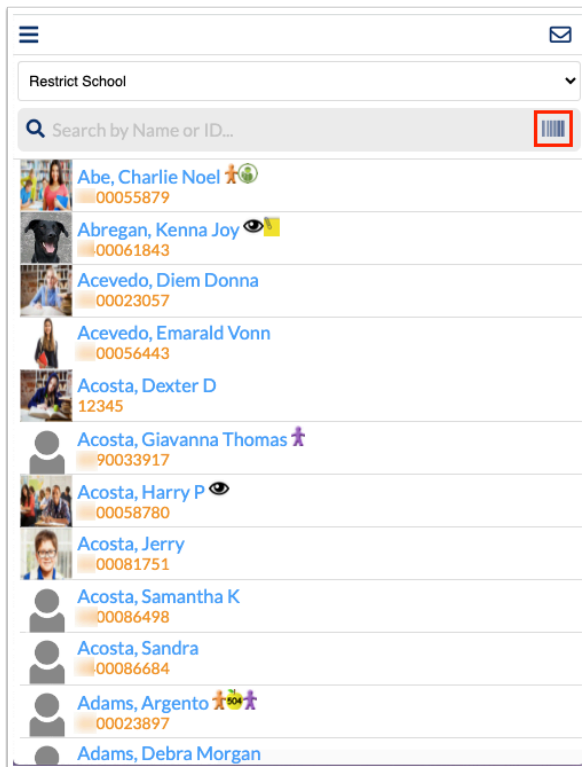
2. Manually search for the student by entering their name or student ID into the Search box. In the list of search results, tap the student's name.



Alternatively, tap the barcode icon and scan the barcode on the student's ID badge.

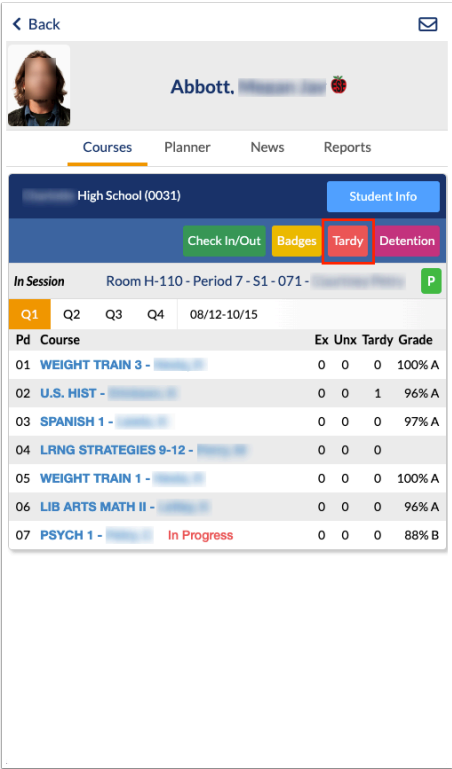


The barcode scanning functionality is only available on the handheld device.



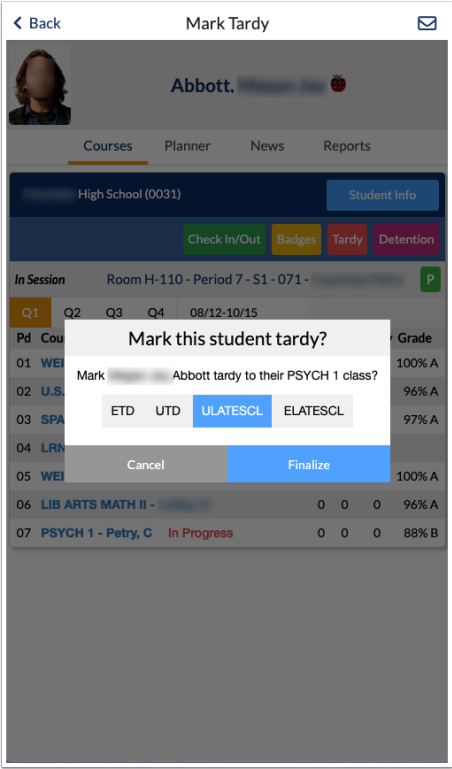
If the student is found, the student's schedule will display in the Courses screen. Based on the bell schedule in period setup, the currently active period will be marked as in progress. A red "Tardy" button will display above the schedule. If there is no active schedule for the student, the "Tardy" button will not display.

2. To mark the student tardy, tap **Tardy**.

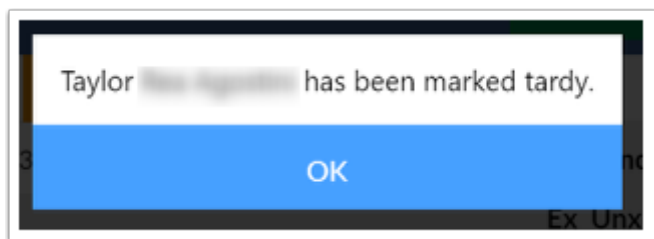


3. In the confirmation pop-up, tap the correct tardy code and tap **Finalize**.

The tardy codes available are based on [Attendance Setup](#).



4. Tap **OK**.



- A tardy slip will print. If the tardy exceeds the threshold set, the message regarding the detention will print on the tardy slip.
- Custodial contacts who have an email address set up (custom_100000001) will receive an email both when the student is marked tardy and when they earn a detention based on that tardy. If the custodial contact does not have an email address set up, or there's an absence of a custodial contact altogether, the email will then be forwarded to the email address of the linked user.
- Custodial contacts who have signed into the mobile app will receive a notification when the student is marked tardy. They will receive another when the student receives a detention based on the tardy.
- If the student has a custodial contact with a cell phone number with SMS set up and the contact has not logged into the mobile app, the contact will receive a text message when the student is marked tardy. They will receive another text message when the student receives a detention based on the tardy.

i If the system preference "Send E-mail and Text Message to parents when printing Tardy Slips" is disabled, emails and text messages will not be sent when the student is marked tardy.

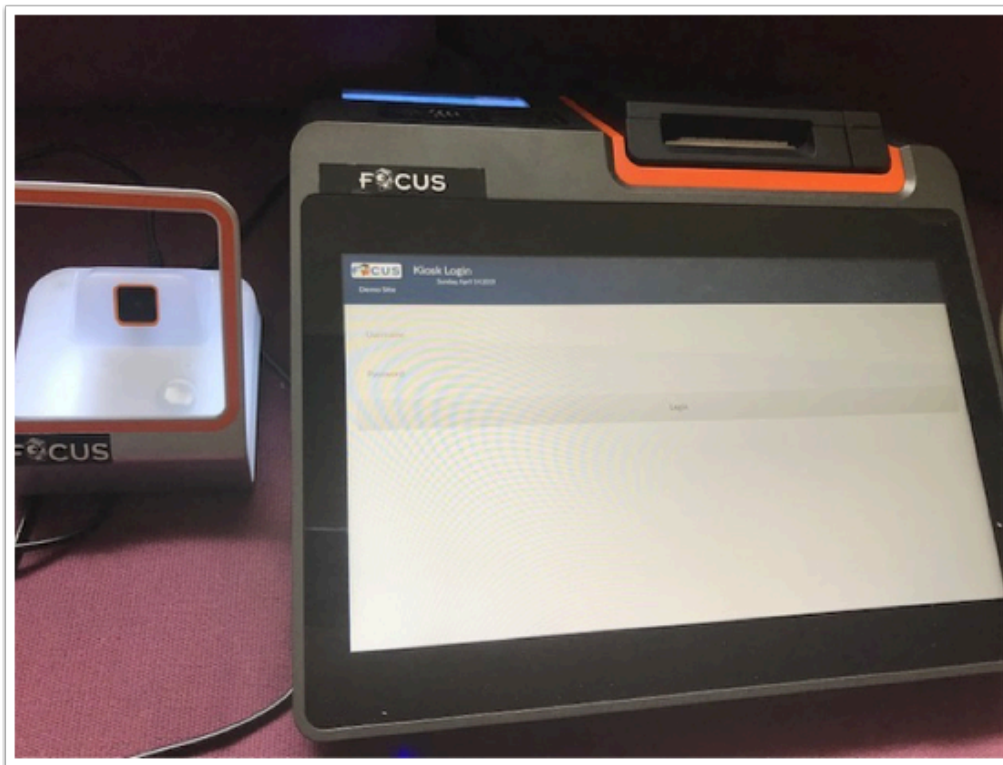
Entering Attendance Check In and Check Out through the Kiosk

Administrators are able to check a student in or out of school using the kiosk by scanning the student ID or typing in the student ID.

1. Connect the camera to the kiosk.

Once the kiosk is turned on, the camera is active. There is no on/off for the camera.

Each kiosk and camera are paired together specifically. It is important that the camera you connect with the kiosk stays with that kiosk. If there is confusion about which devices pair together, please contact Focus Support with the device serial numbers.

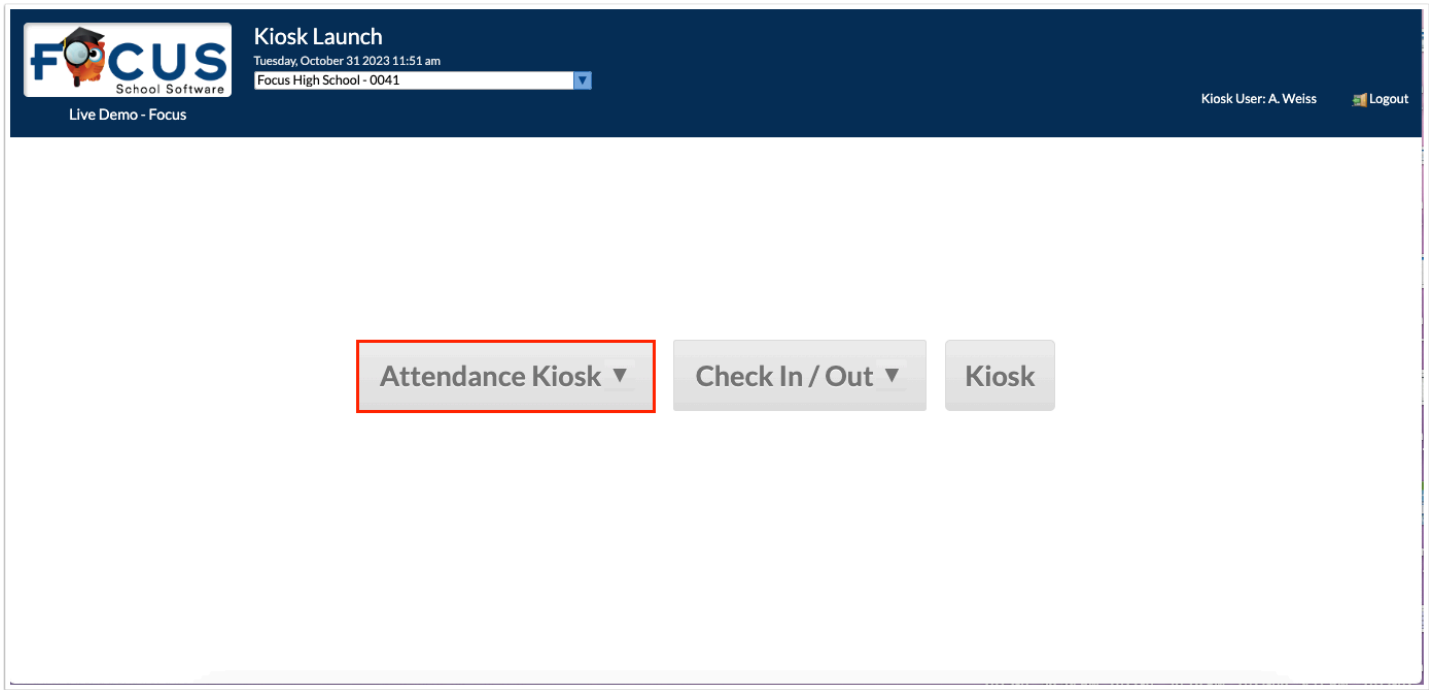


2. Enter your login information and tap **Log In**.

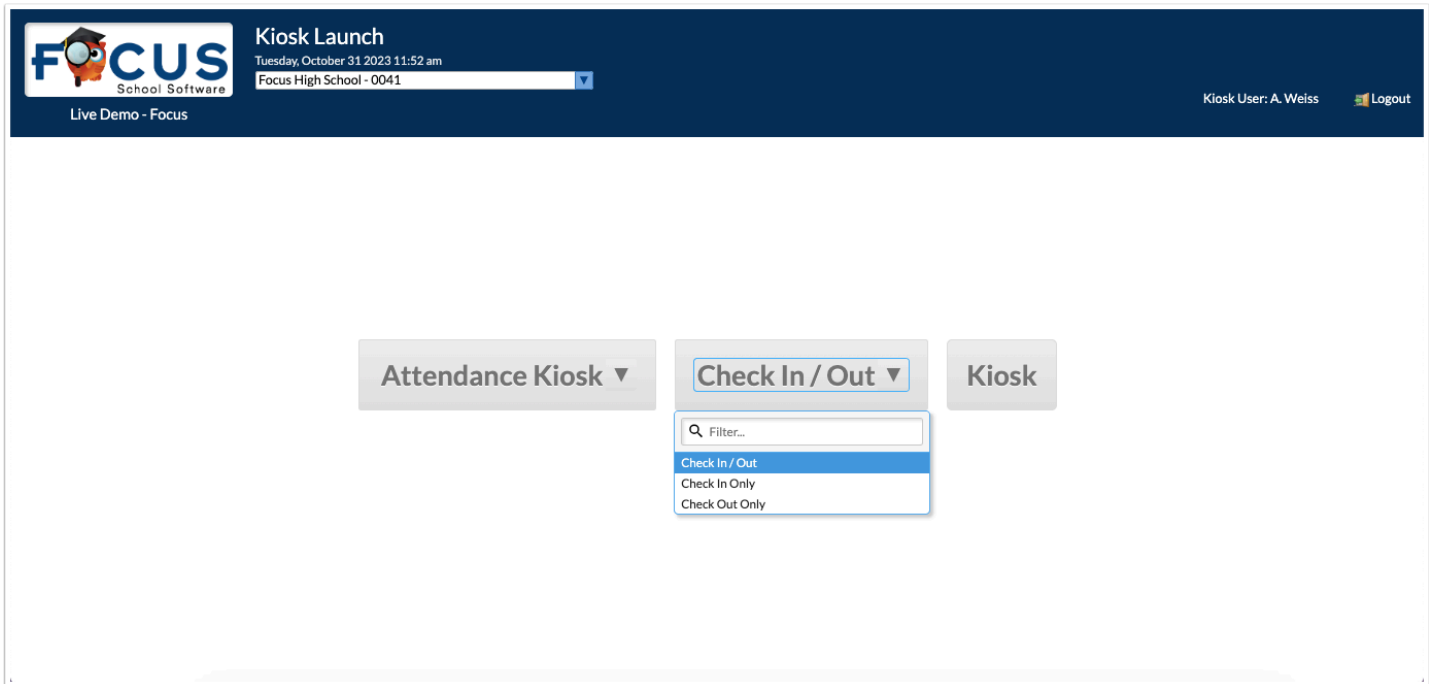


❗ If another user is already logged in, tap **Logout** at the top-right corner of the screen, enter your **Username** and **Password**, and tap **Switch User**.

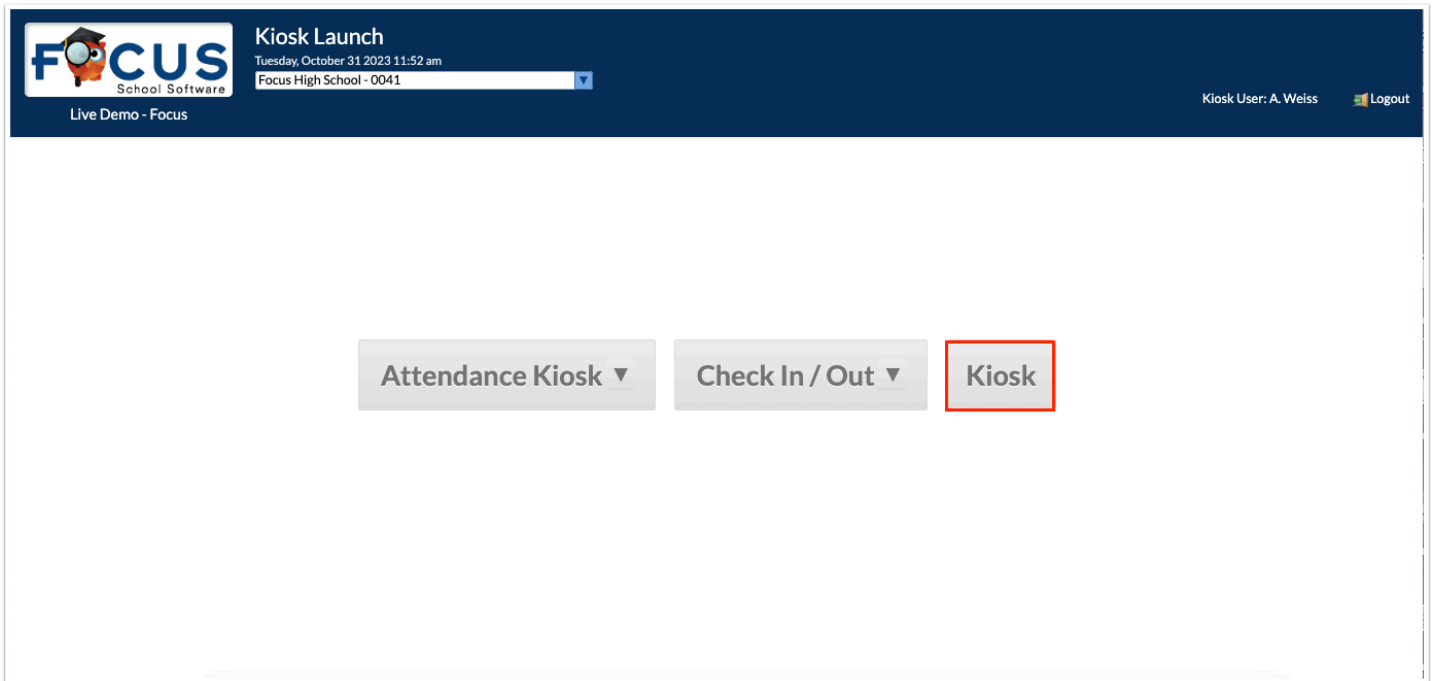
3. Select **Attendance Kiosk** from the available options.



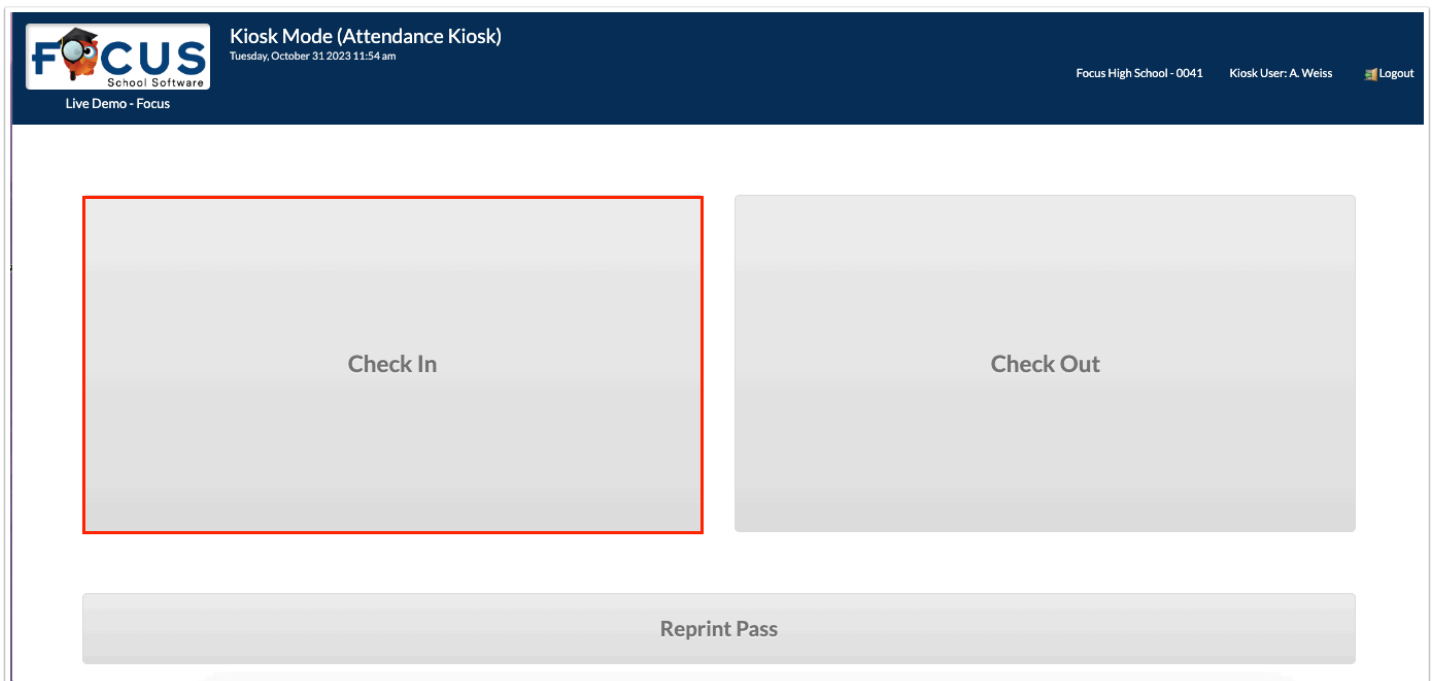
Check In / Out is automatically selected in the second pull-down. This allows students to both check in and check out on this kiosk. Some schools may choose to have separate kiosks dedicated only for check in or check out. Select **Check In Only** in the pull-down if this kiosk will only be used for check in. Select **Check Out Only** if this kiosk will only be used for check out.



4. Tap the **Kiosk** button.



5. Tap **Check In** to check in a student.




6. Manually enter the student's ID using the number pad/keys or scan the student's ID.




If the system preference is set for "Both", then the prompt for the PIN will appear.


7. Tap the green arrow.



Kiosk Mode (Attendance Kiosk)
Tuesday, October 31 2023 12:03 pm


Focus High School - 0041 Kiosk User: A. Weiss  Logout

Enter or Scan Student ID:





Back

8. Tap **Confirm**.



Kiosk Mode (Attendance Kiosk)
Tuesday, October 31 2023 12:04 pm

Focus High School - 0041 Kiosk User: A. Weiss  Logout



Confirm Check In for LEAD SKLS DEV

Emily

Cancel

Confirm

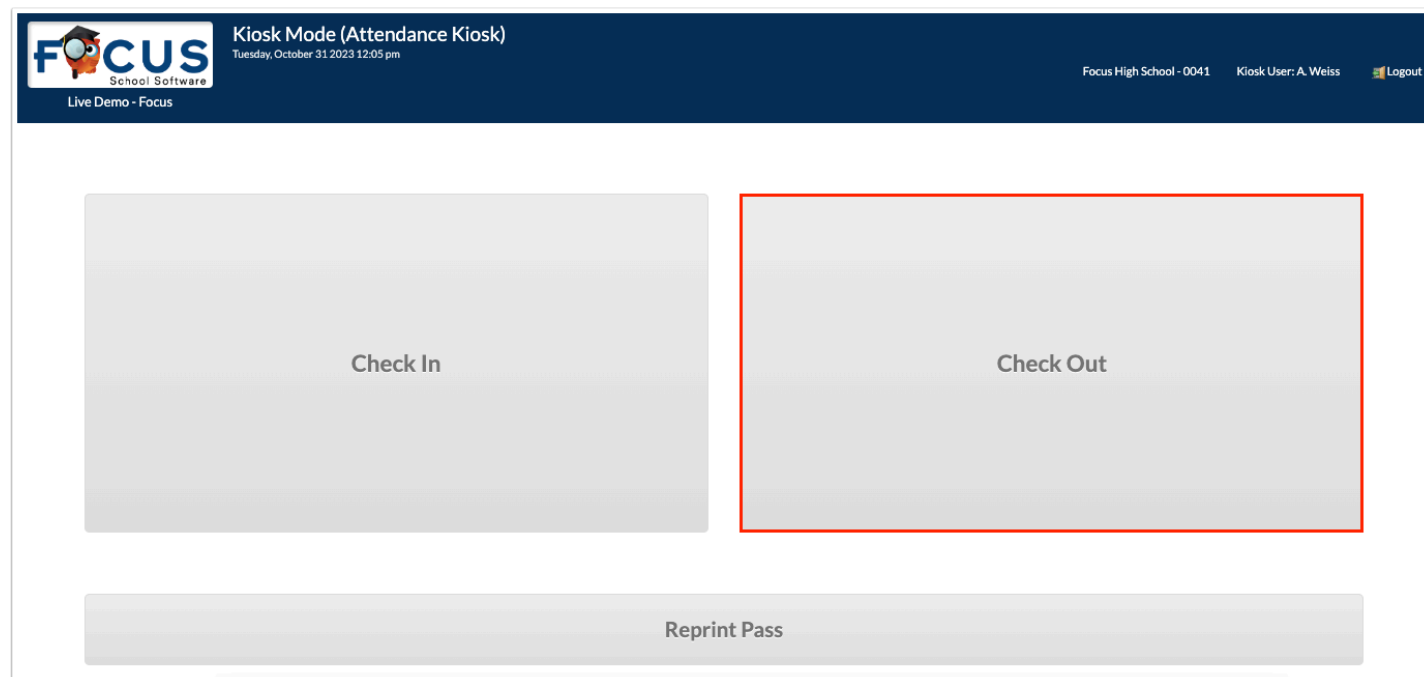
- The tardy will be added for the student based on the time of day and the start and end times set in period setup. The tardy code is based on the [system preferences](#). A tardy slip will print. If the tardy exceeds the threshold set, the message regarding the detention will print on the tardy slip.

i If the section the student checks in to does not take attendance, the attendance code is not added to the student.


- Custodial contacts who have an email address set up (custom_100000001) will receive an email both when the student is marked tardy and when they earn a detention based on that tardy. If the custodial contact does not have an email address set up, or there's an absence of a custodial contact altogether, the email will then be forwarded to the email address of the linked user.
- Custodial contacts who have signed into the mobile app will receive a notification when the student is marked tardy. They will receive another when the student receives a detention based on the tardy.
- If the student has a custodial contact with a cell phone number with SMS set up and the contact has not logged into the mobile app, the contact will receive a text message when the student is marked tardy. They will receive another text message when the student receives a detention based on the tardy.

i If the system preference "Send E-mail and Text Message to parents when printing Tardy Slips" is disabled, emails and text messages will not be sent when the student is marked tardy.

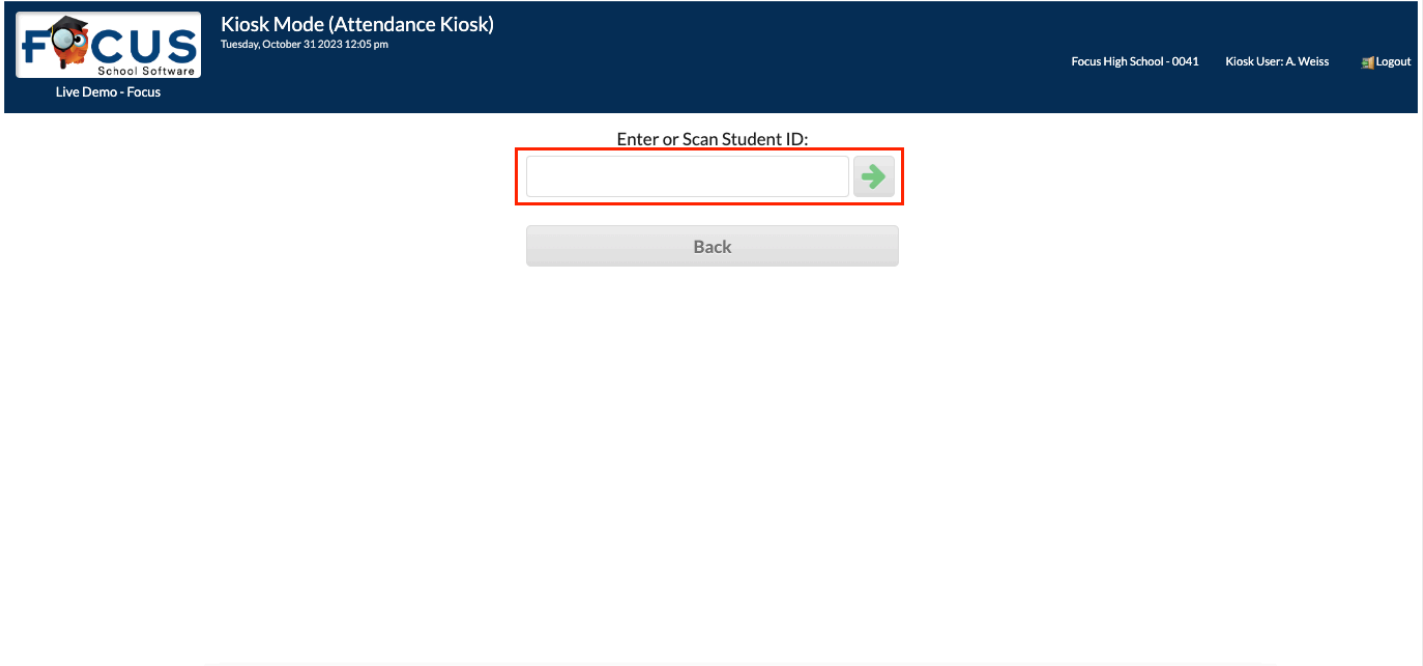
9. To check out a student, tap **Check Out**.



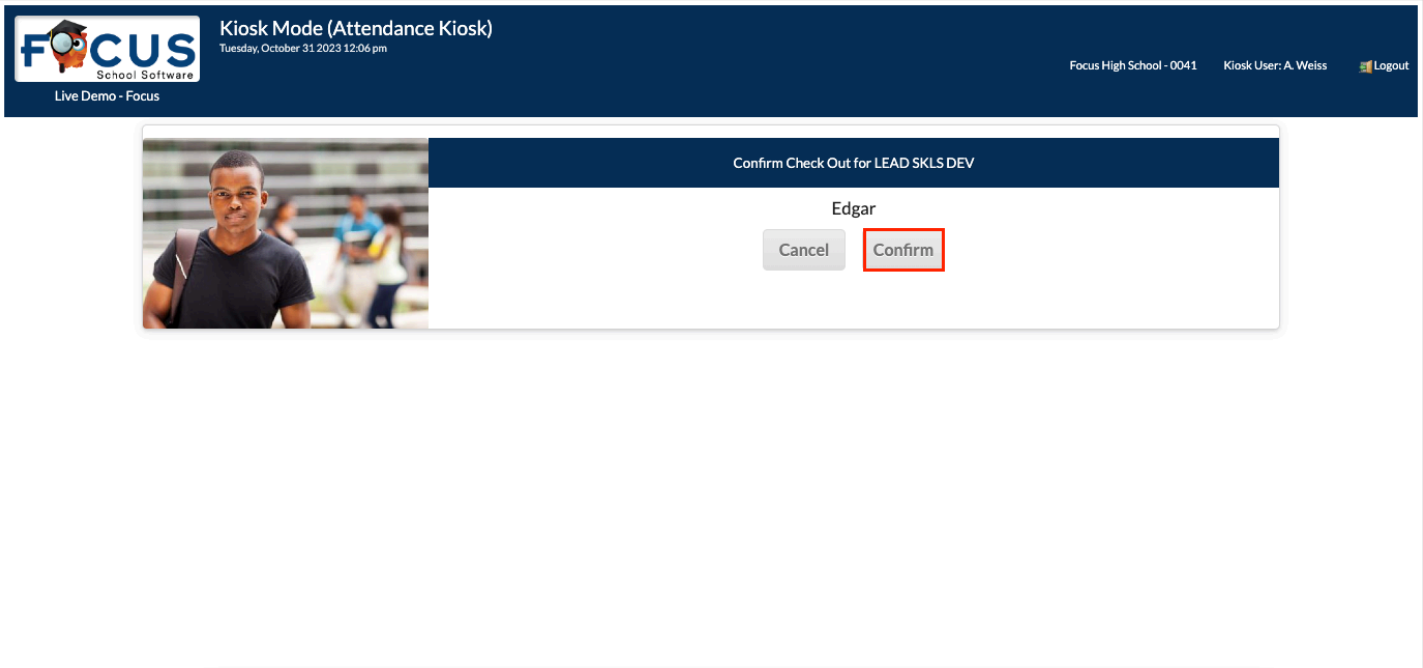
10. Manually enter the student's ID using the number pad/keys or scan the student's ID.

 If the system preference is set for "Both", then the prompt for the PIN will appear.

11. Tap the green arrow.



12. Tap **Confirm**.



The early release code (based on the [system preference "Check-out Default Attendance Code"](#)) will be added for the student based on the time of day and the start and end times

set on the period setup. A slip will print if the system preference "Attendance Kiosk Print Slip upon Check-Out" is enabled.

i If the student checks out of the same period they checked in to, the check out code will overwrite the check in code for the period attendance.

If the student's schedule has spanned periods, the check in and check out code will be stored in the beginning period, even if the check out time is during the ending period. The time will represent the time during the ending period.

If the student is checked in or out for attendance during a timeframe where there is not an active schedule, the screen will display an error message that there is no active school period at this time.

If the section the student checks out of does not take attendance, the attendance code is not added to the student.

Entering Attendance Check In and Check Out through the Mobile App

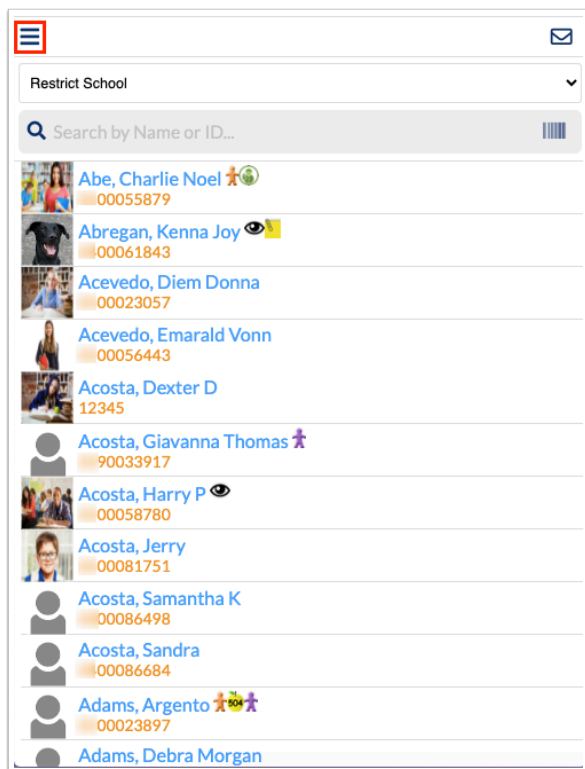
The attendance Check In/Out functionality is also available through the mobile app. The utility version of the mobile app available on the Focus handheld device has a Check In / Check Out Utility mode and a Student Search mode. The Check In/Out functionality is available in both modes.

The version of the mobile app available on other devices also has the Check In/Out functionality. Follow the procedure in [Using the Student Search Mode](#) from step 4 onwards.

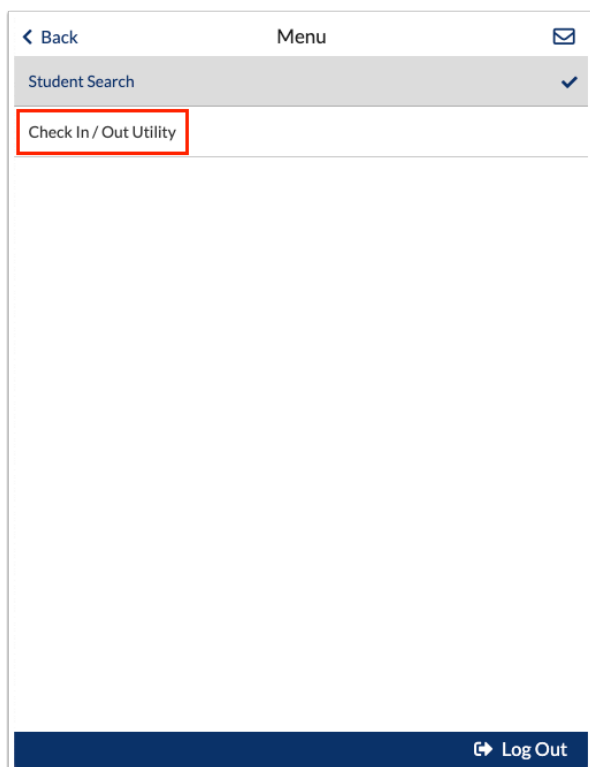
Using the Check In / Check Out Utility Mode

The mobile app on the handheld device has a Check In / Check Out Utility mode that allows administrators to quickly check students in and out.

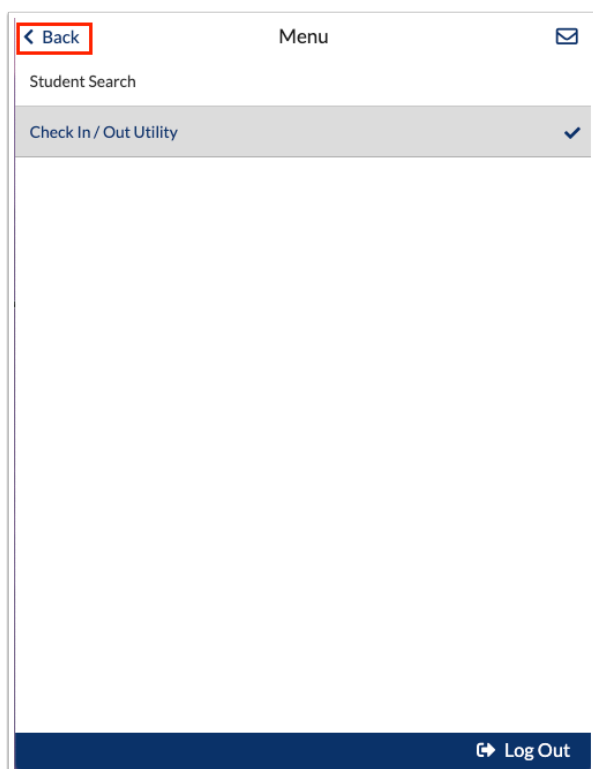
1. After logging into the app on the handheld device, tap the menu icon.



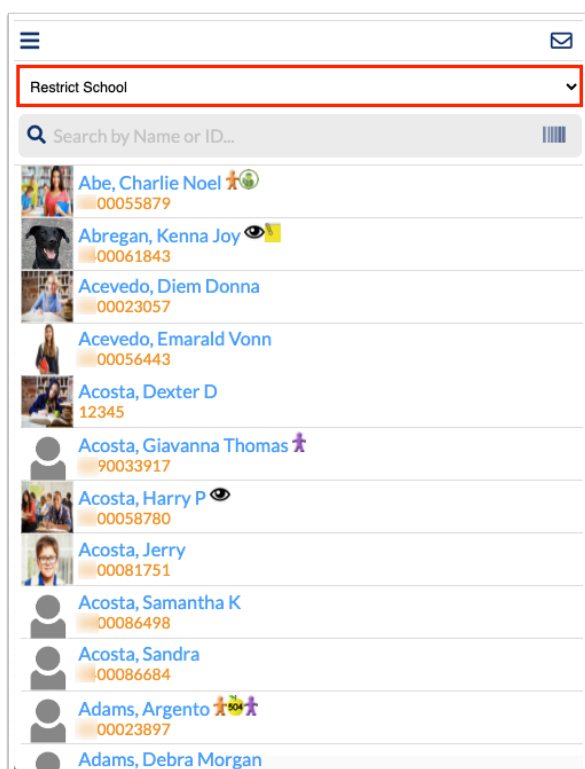
2. Tap **Check In / Out Utility**.



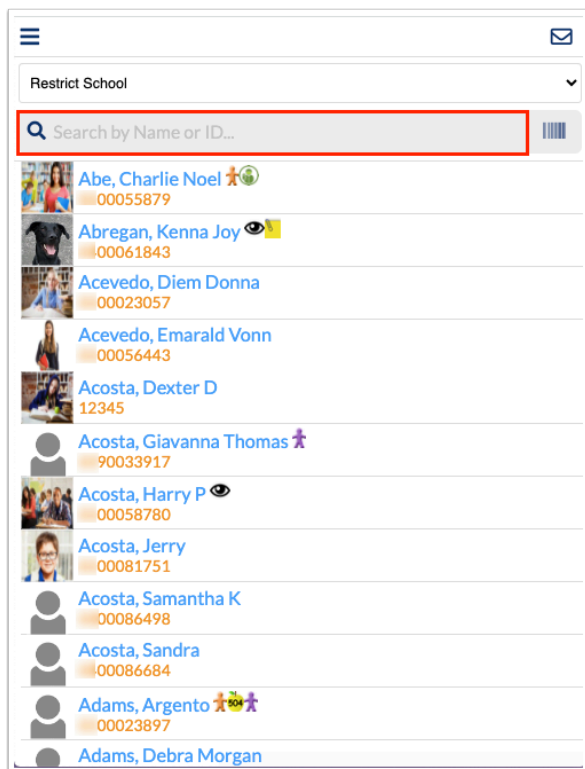
3. Tap **Back**.



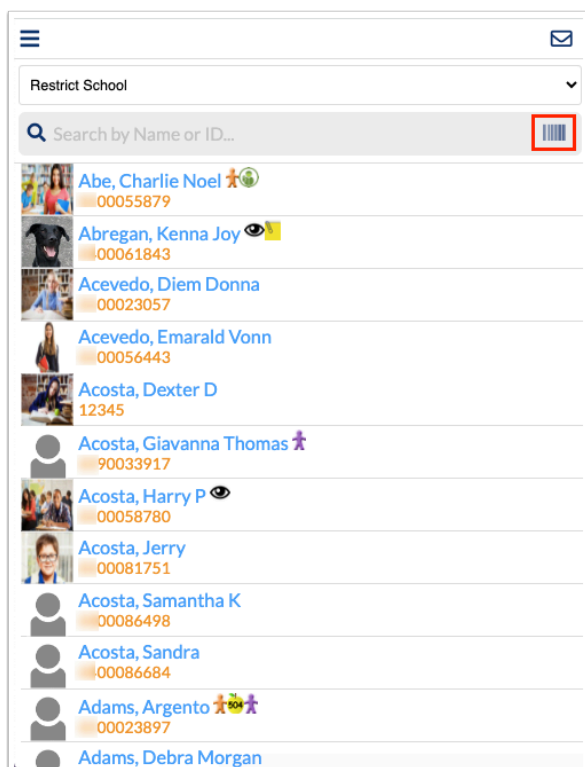
4. If you have access to multiple schools and you would like to limit the search results to a specific school, tap the **Restrict School** pull-down and select the school.



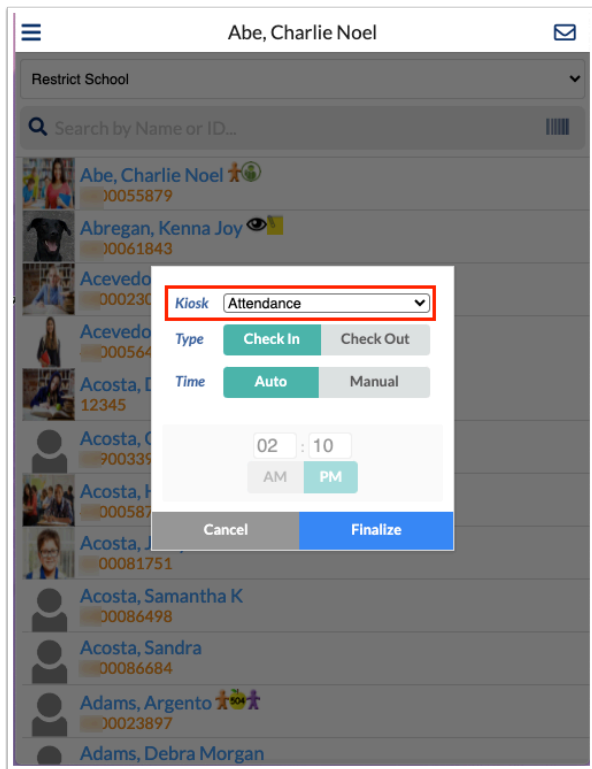
5. Manually search for the student by entering their name or student ID into the Search box. In the list of search results, tap the student's name.



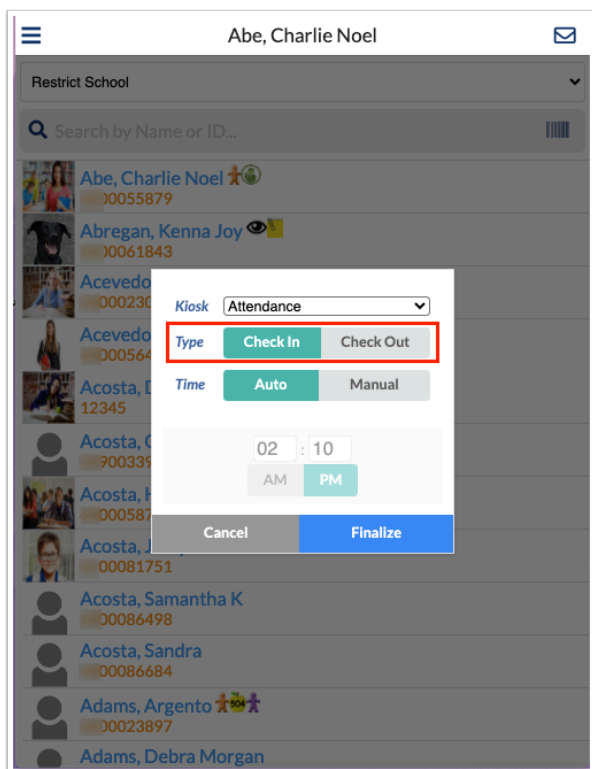
Alternatively, tap the barcode icon and scan the barcode on the student's ID badge.



After selecting the student, a pop-up window is displayed. In the Kiosk pull-down, the Attendance mode is automatically selected.



6. If you are checking a student in, tap **Check In**. If you are checking a student out, tap **Check Out**.



The **Auto** option is automatically selected for the Time. This will check in or check out the student with the current time.

7. To manually enter a check in or out time, tap **Manual**.


8. Enter the hours and minutes and tap **AM** and **PM**.

The screenshot shows the 'Abe, Charlie Noel' profile page. A modal window is open for 'Attendance' tracking. The 'Type' is set to 'Check In' and the 'Time' is set to 'Manual'. The time entry fields show '09 : 10' with 'AM' and 'PM' buttons below them. The 'Finalize' button is highlighted in blue.


9. When finished, tap **Finalize**.

The screenshot shows the same 'Abe, Charlie Noel' profile page. The modal window is still open, but the 'Finalize' button is now highlighted in blue, indicating the final step in the process.


- When checking in a student, the tardy will be added for the student based on the time of day and the start and end times set in period setup. The tardy code is based on the [system preferences](#). A tardy slip will print. If the tardy exceeds the threshold set, the message regarding the detention will print on the tardy slip.

 If the section the student checks in to does not take attendance, the attendance code is not added to the student.

- Custodial contacts who have an email address set up (custom_100000001) will receive an email both when the student is marked tardy and when they earn a detention based on that tardy. If the custodial contact does not have an email address set up, or there's an absence of a custodial contact altogether, the email will then be forwarded to the email address of the linked user.
- Custodial contacts who have signed into the mobile app will receive a notification when the student is marked tardy. They will receive another when the student receives a detention based on the tardy.
- If the student has a custodial contact with a cell phone number with SMS set up and the contact has not logged into the mobile app, the contact will receive a text message when the student is marked tardy. They will receive another text message when the student receives a detention based on the tardy.

 If the system preference "Send E-mail and Text Message to parents when printing Tardy Slips" is disabled, emails and text messages will not be sent when the student is marked tardy.

- When checking out a student, the early release code (based on the [system preference "Check-out Default Attendance Code"](#)) will be added for the student based on the time of day and the start and end times set on the period setup. A slip will print if the system preference "Attendance Kiosk Print Slip upon Check-Out" is enabled.

 If the student checks out of the same period they checked in to, the check out code will overwrite the check in code for the period attendance.

If the student's schedule has spanned periods, the check in and check out code will be stored in the beginning period, even if the check out time is during the ending period. The time will represent the time during the ending period.

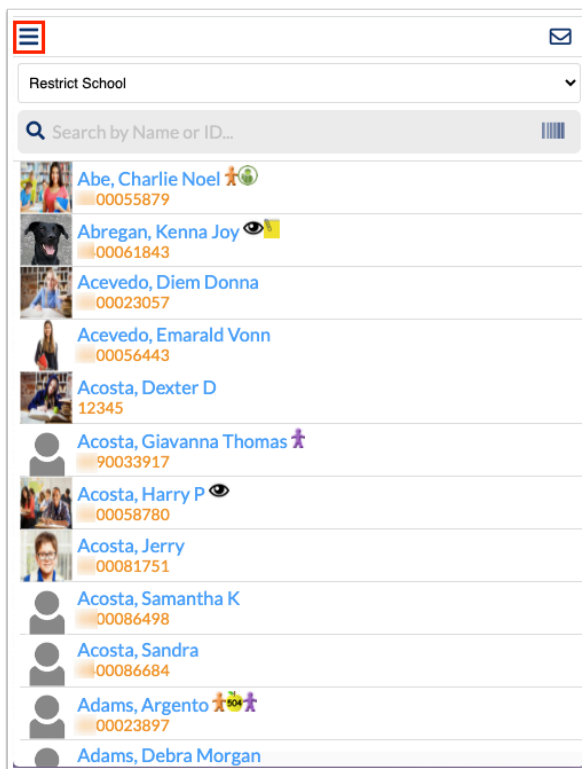
If the student is checked in or out for attendance during a timeframe where there is not an active schedule, the screen will display an error message that there is no active school period at this time.

If the section the student checks out of does not take attendance, the attendance code is not added to the student.

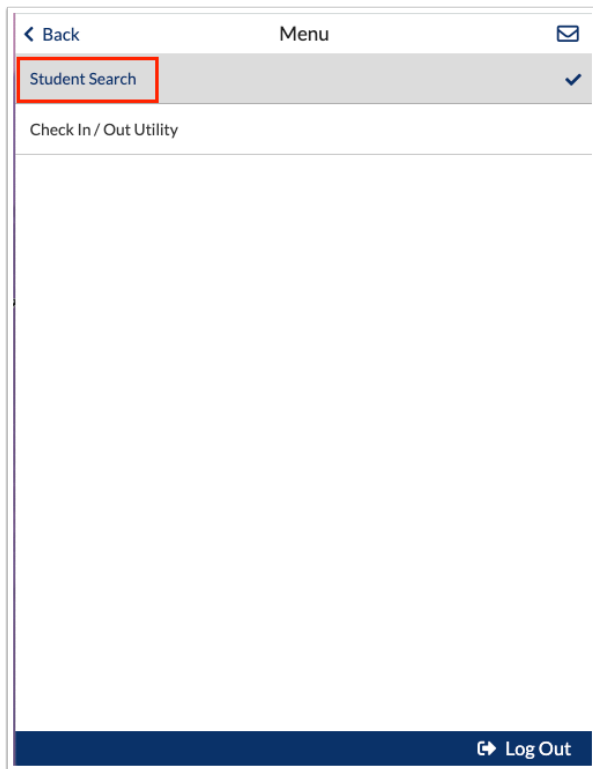
Using the Student Search Mode

While using the Check In / Check Out Utility is quicker, you can also check students in and out of school in the Student Search mode.

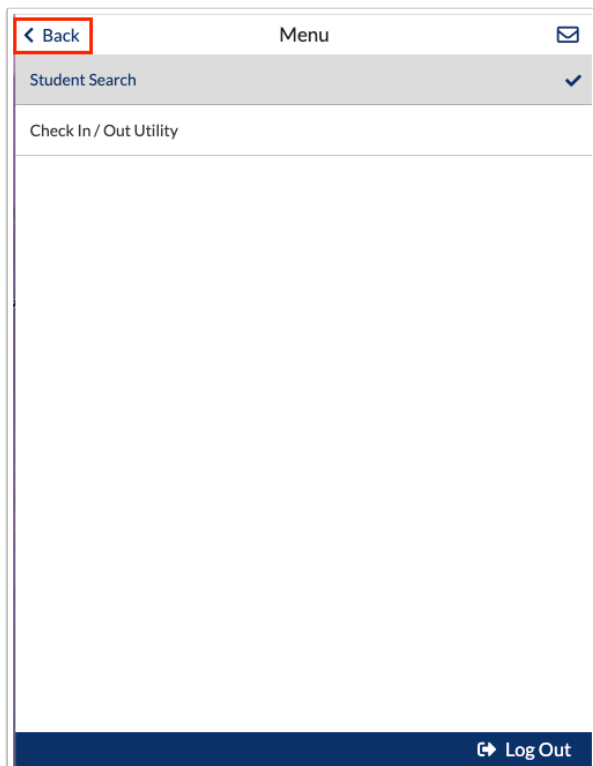
1. After logging into the app on the handheld device, tap the menu icon.



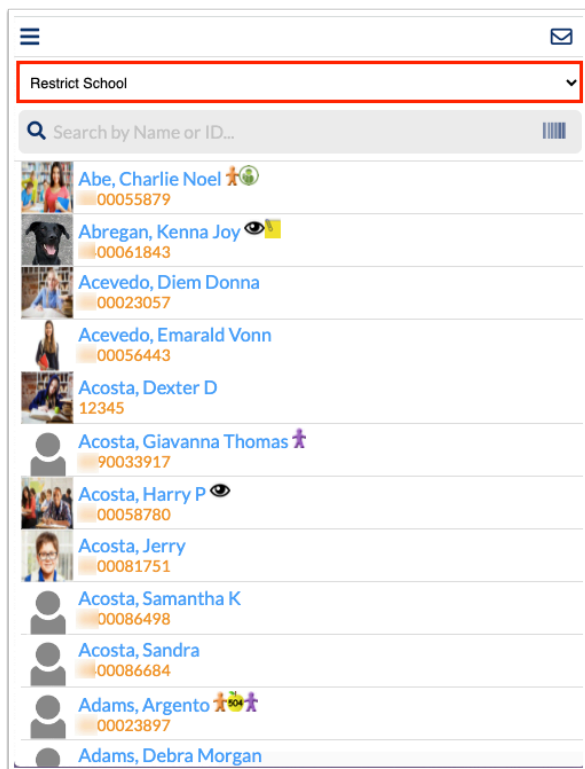
2. Tap **Student Search**.



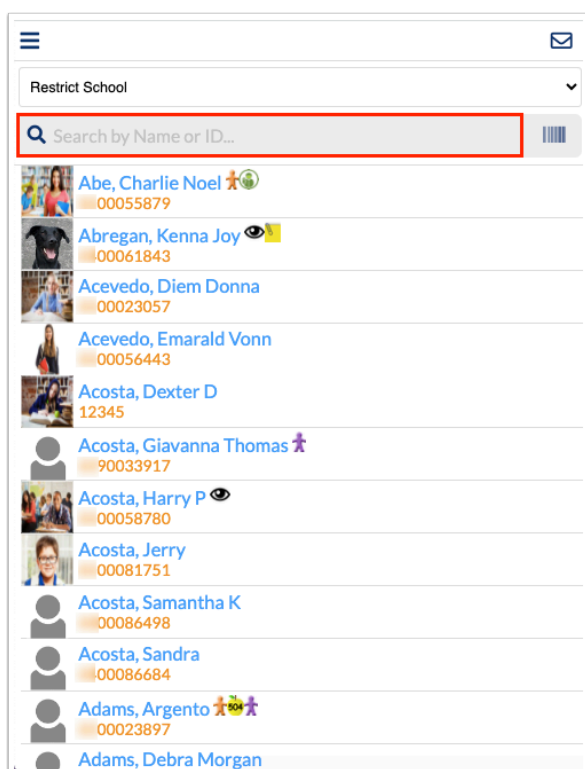
3. Tap **Back**.



4. If you have access to multiple schools and you would like to limit the search results to a specific school, tap the **Restrict School** pull-down and select the school.



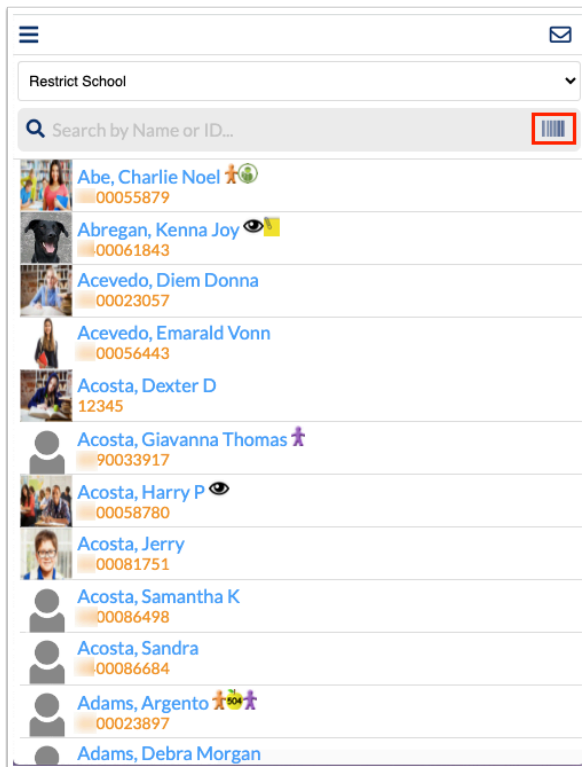
5. Manually search for the student by entering their name or student ID into the Search box. In the list of search results, tap the student's name.



Alternatively, tap the barcode icon and scan the barcode on the student's ID badge.



The barcode scanning functionality is only available on the handheld device.



Once the student is selected, their schedule is displayed in the Courses screen.

6. Tap **Check In/Out** above their schedule.

The screenshot shows the Abbott student information system interface. At the top, there is a header with a back arrow, a profile picture, and the name 'Abbott.' Below this is a navigation bar with 'Courses', 'Planner', 'News', and 'Reports'. The 'Courses' tab is selected. Below the navigation bar, there is a section for 'High School (0031)' with a 'Student Info' button. Below this, there are buttons for 'Check In/Out' (highlighted in a red box), 'Badges', 'Tardy', and 'Detention'. Below these buttons, there is a section for 'In Session' with a dropdown menu showing 'Room H-110 - Period 7 - S1 - 071 -' and a green 'P' button. Below this, there is a table with columns 'Pd', 'Course', 'Ex', 'Unx', 'Tardy', and 'Grade'. The table contains 7 rows of data for various courses.

Pd	Course	Ex	Unx	Tardy	Grade
01	WEIGHT TRAIN 3 -	0	0	0	100% A
02	U.S. HIST -	0	0	1	96% A
03	SPANISH 1 -	0	0	0	97% A
04	LRNG STRATEGIES 9-12 -	0	0	0	
05	WEIGHT TRAIN 1 -	0	0	0	100% A
06	LIB ARTS MATH II -	0	0	0	96% A
07	PSYCH 1 -	0	0	0	88% B

A pop-up window is displayed. In the Kiosk pull-down, the Attendance mode is automatically selected.

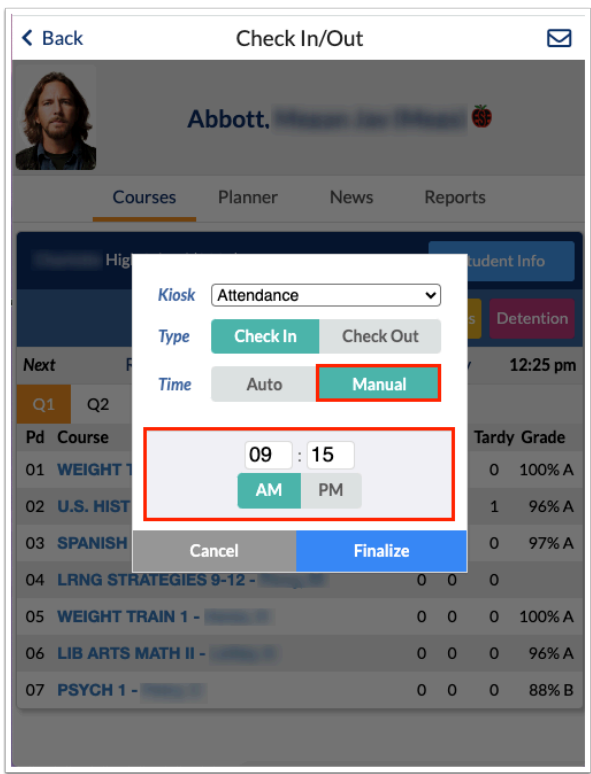
7. If you are checking a student in, tap **Check In**. If you are checking a student out, tap **Check Out**.

The screenshot shows the Abbott student information system interface with a 'Check In/Out' pop-up window displayed. The pop-up window has a 'Kiosk' dropdown menu set to 'Attendance'. Below this, there are two buttons: 'Check In' (highlighted in a red box) and 'Check Out' (highlighted in a red box). Below these buttons, there is a 'Time' section with 'Auto' and 'Manual' options. Below this, there is a time picker showing '11 : 15' with 'AM' and 'PM' options. At the bottom of the pop-up window, there are 'Cancel' and 'Finalize' buttons. The background of the screenshot shows the same interface as the previous screenshot, but with the 'Check In/Out' button highlighted in a red box.

The **Auto** option is automatically selected for the Time. This will check in or check out the student with the current time.

8. To manually enter a check in or out time, tap **Manual**.

9. Enter the hours and minutes and tap **AM** and **PM**.



10. When finished, tap **Finalize**.


The screenshot shows the 'Check In/Out' screen of a mobile application. At the top, there's a 'Back' button and a 'Check In/Out' title. Below this is a student profile for 'Abbott'. A modal window is open in the center, titled 'Attendance'. It has two tabs: 'Check In' (selected) and 'Check Out'. Under 'Type', there are 'Auto' and 'Manual' options. The time is set to 09:15 AM. At the bottom of the modal are 'Cancel' and 'Finalize' buttons, with 'Finalize' highlighted by a red box. The background is slightly dimmed, showing a list of courses and their respective tardy and detention counts.

Pd	Course	Tardy	Grade
01	WEIGHT TRAIN 1 -	0	100% A
02	U.S. HIST	1	96% A
03	SPANISH	0	97% A
04	LRNG STRATEGIES 9-12 -	0	0
05	WEIGHT TRAIN 1 -	0	100% A
06	LIB ARTS MATH II -	0	96% A
07	PSYCH 1 -	0	88% B


- When checking in a student, the tardy will be added for the student based on the time of day and the start and end times set in period setup. The tardy code is based on the [system preferences](#). A tardy slip will print. If the tardy exceeds the threshold set, the message regarding the detention will print on the tardy slip.

i If the section the student checks in to does not take attendance, the attendance code is not added to the student.

- Custodial contacts who have an email address set up (custom_100000001) will receive an email both when the student is marked tardy and when they earn a detention based on that tardy. If the custodial contact does not have an email address set up, or there's an absence of a custodial contact altogether, the email will then be forwarded to the email address of the linked user.
- Custodial contacts who have signed into the mobile app will receive a notification when the student is marked tardy. They will receive another when the student receives a detention based on the tardy.
- If the student has a custodial contact with a cell phone number with SMS set up and the contact has not logged into the mobile app, the contact will receive a text message when the student is marked tardy. They will receive another text message when the student receives a detention based on the tardy.

-  If the system preference "Send E-mail and Text Message to parents when printing Tardy Slips" is disabled, emails and text messages will not be sent when the student is marked tardy.

- When checking out a student, the early release code (based on the [system preference "Check-out Default Attendance Code"](#)) will be added for the student based on the time of day and the start and end times set on the period setup. A slip will print if the system preference "Attendance Kiosk Print Slip upon Check-Out" is enabled.

-  If the student checks out of the same period they checked in to, the check out code will overwrite the check in code for the period attendance.


If the student's schedule has spanned periods, the check in and check out code will be stored in the beginning period, even if the check out time is during the ending period. The time will represent the time during the ending period.

If the student is checked in or out for attendance during a timeframe where there is not an active schedule, the screen will display an error message that there is no active school period at this time.

If the section the student checks out of does not take attendance, the attendance code is not added to the student.

Entering Location Check In and Check Out through the Kiosk

Checking students in and out of the clinic, media center, guidance office, or other areas of campus does not mark the student absent from school, but the time out of class needs to be documented.

-  Students can be checked out without having been first checked in for a kiosk logging field. For example, this might be used when documenting late parent pick ups after school.

1. Enter your login information and tap **Log In**.



The login screen features a dark blue overlay with white text and input fields. At the top, the Focus School Software logo is displayed. Below it, there are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a link that says 'Sign in with SAML P...'. Below the 'Password' field is a link that says 'Parents: Forgot Password?'. At the bottom of the overlay is an orange 'Log In' button. The background of the screen shows a blurred image of a library with bookshelves and a magnifying glass over an open book. At the bottom of the screen, there is a small text disclaimer and the copyright notice 'Focus School Software © 2004-2020'.

Username

Password

Sign in with SAML P...

Parents: Forgot Password?

Log In

This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator and Focus Student Information System. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the full extent of the law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

Focus School Software © 2004-2020

! If another user is already logged in, tap **Logout** at the top-right corner of the screen, enter your **Username** and **Password**, and tap **Switch User**.

2. Select the appropriate logging field option from the list of available options, based on the location of the kiosk.

The header of the Kiosk Mode interface is dark blue. On the left is the Focus School Software logo. To its right, the text 'Kiosk Mode (Attendance Kiosk)' is displayed. Below this, the date and time 'Tuesday, October 31 2023 1:43 pm' and the school name 'Focus High School - 0041' are shown. On the right side of the header, the text 'Focus High School - 0041' and 'Kiosk User: A. Weiss' are displayed, followed by a 'Logout' button with a user icon.

Focus School Software

Kiosk Mode (Attendance Kiosk)

Tuesday, October 31 2023 1:43 pm

Focus High School - 0041

Focus High School - 0041

Kiosk User: A. Weiss

Logout

Media Center Check In ▼

Check In / Out ▼

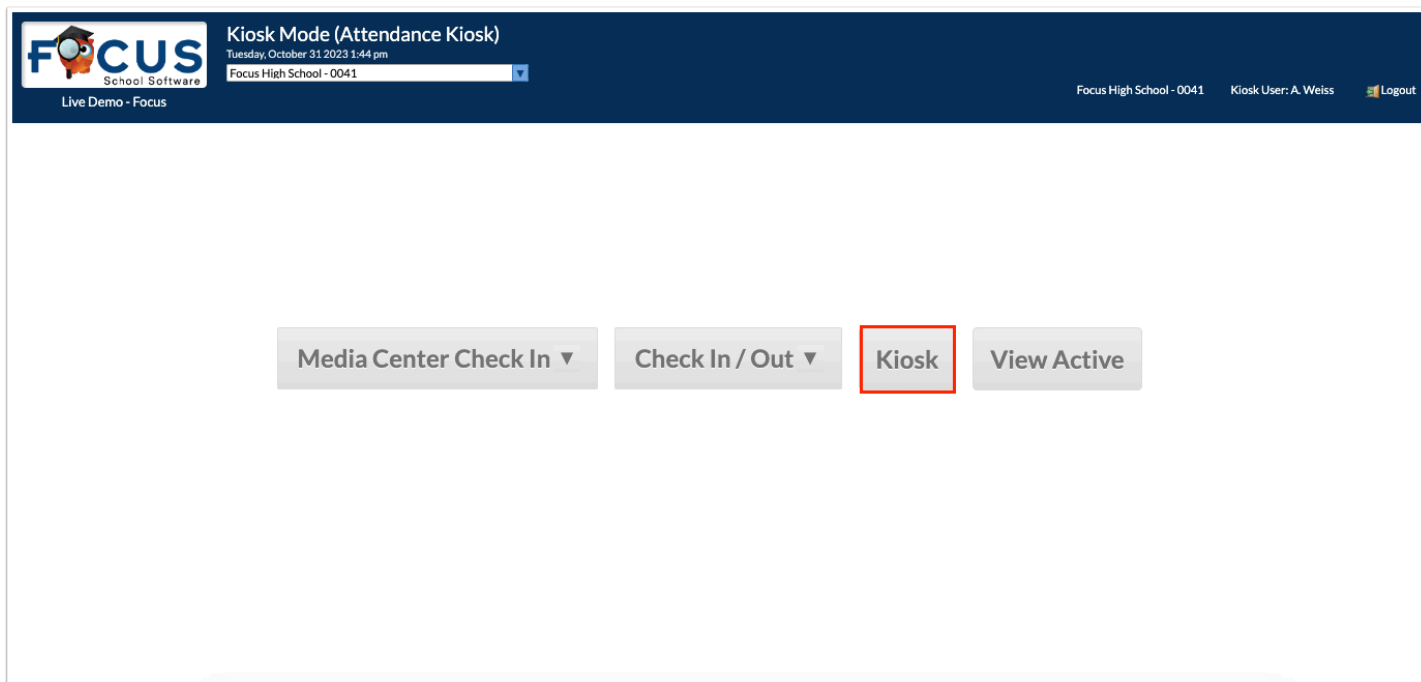
Kiosk

View Active

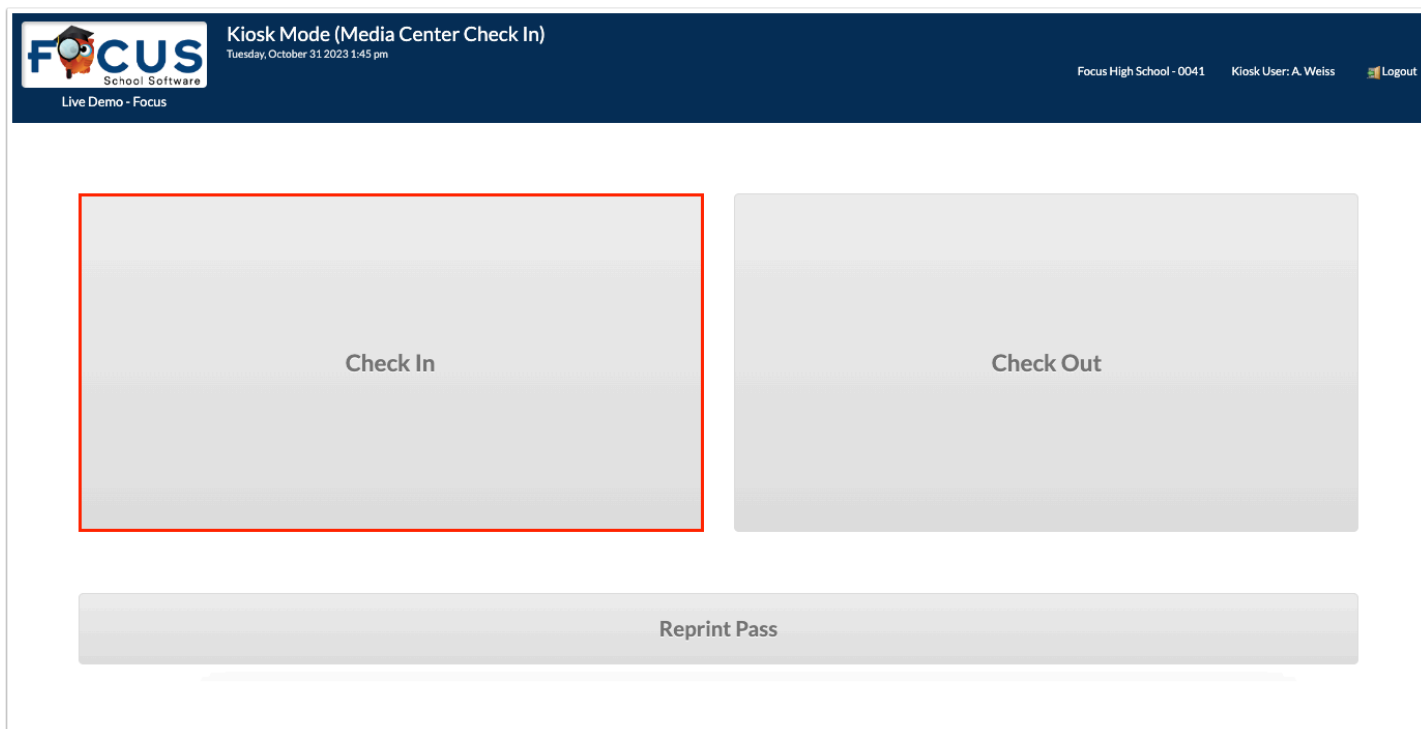
Check In / Out is automatically selected in the second pull-down. This allows students to both check in and check out on this kiosk. Some schools may choose to have separate kiosks dedicated only for check in or check out. Select **Check In Only** in the pull-down if this kiosk will only be used for check in. Select **Check Out Only** if this kiosk will only be used for check out.

The screenshot displays the Focus School Software Kiosk Mode (Attendance Kiosk) interface. The header bar includes the Focus logo, 'Live Demo - Focus', the title 'Kiosk Mode (Attendance Kiosk)', the date and time 'Tuesday, October 31 2023 1:44 pm', the school name 'Focus High School - 0041', and user information 'Focus High School - 0041 Kiosk User: A. Weiss' with a 'Logout' button. The main area contains four buttons: 'Media Center Check In', 'Check In / Out', 'Kiosk', and 'View Active'. The 'Check In / Out' button is selected, and a dropdown menu is open showing options: 'Check In / Out' (highlighted), 'Check In Only', and 'Check Out Only'.


3. Tap the **Kiosk** button.




4. Tap **Check In** to check a student in.



5. Manually enter the student's ID using the number pad/keys or scan the student's ID.

 If the system preference is set for "Both", then the prompt for the PIN will appear.

6. Tap the green arrow.



Kiosk Mode (Media Center Check In)

Tuesday, October 31 2023 1:45 pm

Focus High School - 0041


Kiosk User: A. Weiss

Logout

Enter or Scan Student ID:

Back

7. Tap **Confirm**.




Kiosk Mode (Media Center Check In)

Tuesday, October 31 2023 1:47 pm

Focus High School - 0041

Kiosk User: A. Weiss

Logout







Please Confirm Identity

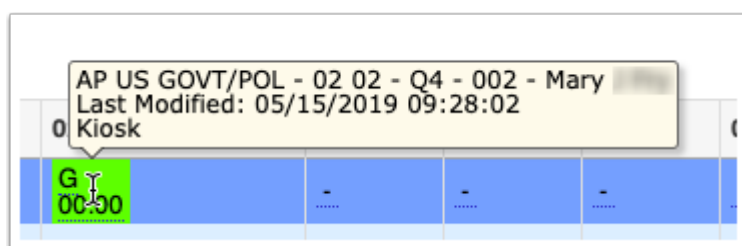
Mary

The code that was set in the "Kiosk (Attendance Code)" field for the logging field in [Student Fields](#) will be added for the student based on the time of day and the start and end times set in period setup. A slip will print if the "Print Attendance Slip on Check-In" option was enabled for the logging field in [Student Fields](#).

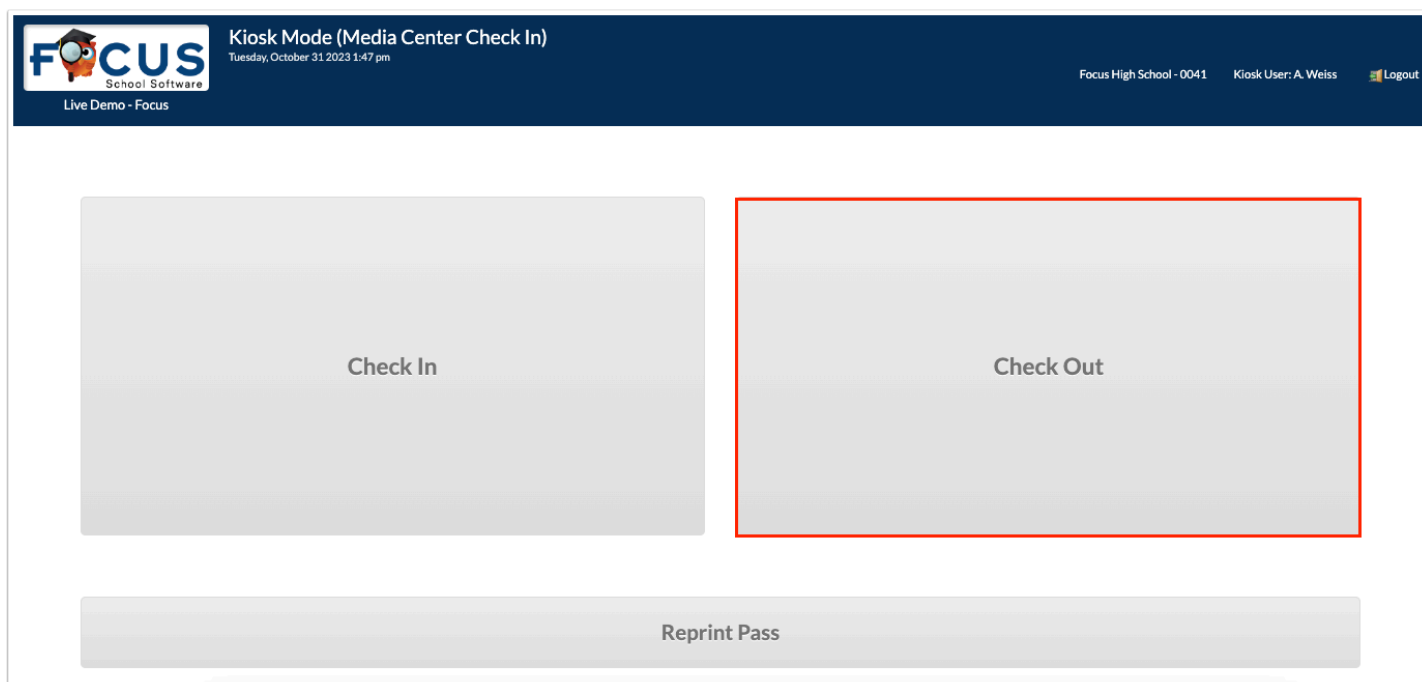
The logging field in Student Info will record the date and time the student was checked in.

Media Center Check In				
Export 		Filter: OFF		
	Date in Media Center ▲	Check In ▲	Check Out ▲	Reason for Visiting Media Center ▲
	10/31/2023	11:27 am		
	10/27/2023	03:05 pm	03:30 pm	
	10/27/2023	11:58 am	12:03 pm	

The attendance record will display the code set for the logging field in Student Fields, with the date and time the student checked in. The word "Kiosk" will display.




8. To check out a student, tap **Check Out**.



9. Manually enter the student's ID using the number pad/keys or scan the student's ID.

 If the system preference is set for "Both", then the prompt for the PIN will appear.

10. Tap the green arrow.



Kiosk Mode (Media Center Check In)

Tuesday, October 31 2023 1:48 pm

Focus High School - 0041


Kiosk User: A. Weiss

Logout

Enter or Scan Student ID:

Back

11. Tap **Confirm**.




Kiosk Mode (Media Center Check In)

Tuesday, October 31 2023 1:47 pm

Focus High School - 0041

Kiosk User: A. Weiss

Logout







Please Confirm Identity

Mary

The code that was set in the "Kiosk (Attendance Code)" field for the logging field in [Student Fields](#) will be added for the student based on the time of day and the start and end times set in period setup. A slip will print.

- i** If the student checks out of the same period they checked in to, there will be no change when hovering over the attendance record. If the student checked out the following period, the student will also receive the logging field code for that period.
- If the student's schedule spans periods, the check in and check out code will be stored for the beginning period, even if the check out time is during the ending period.

The logging field in Student Info will record the time the student was checked out. If the student returns to the location again, a new row will be added each time the student checks in.

Media Center Check In				
Export 		Filter: OFF		
	Date in Media Center	Check In	Check Out	Reason for Visiting Media Center
	10/31/2023	11:27 am	11:39 am	
	10/27/2023	3:05 pm	3:30 pm	
	10/27/2023	11:58 am	12:03 pm	

- i** When a student's attendance is updated via the kiosk (attendance or logging field mode), the attendance_reason column in the attendance_period table is updated with "Kiosk" and the Kiosk field is updated with 1.

ATTENDANCE_REASON		KIOSK
Kiosk		1
Kiosk		1

- i** If a student is checked in or out using a logging field option and there is not an active period of the day, the logging field will still update with the time in or out, but no attendance record will be updated.

Period 7	07	7	01:15 PM	02:45 PM	50
Period 8	08	8	02:45 PM	03:00 PM	50
Period 9	09	9			50

Media Center Check In

Export

Filter: OFF

	Date in Media Center	Check In	Check Out	Reason for Visiting Media Center
	10/27/2023	03:05 pm		

Entering Location Check In and Check Out through the Mobile App

The location Check In/Out functionality is also available through the mobile app. The utility version of the mobile app available on the Focus handheld device has a Check In / Check Out Utility mode and a Student Search mode. The Check In/Out functionality is available in both modes.

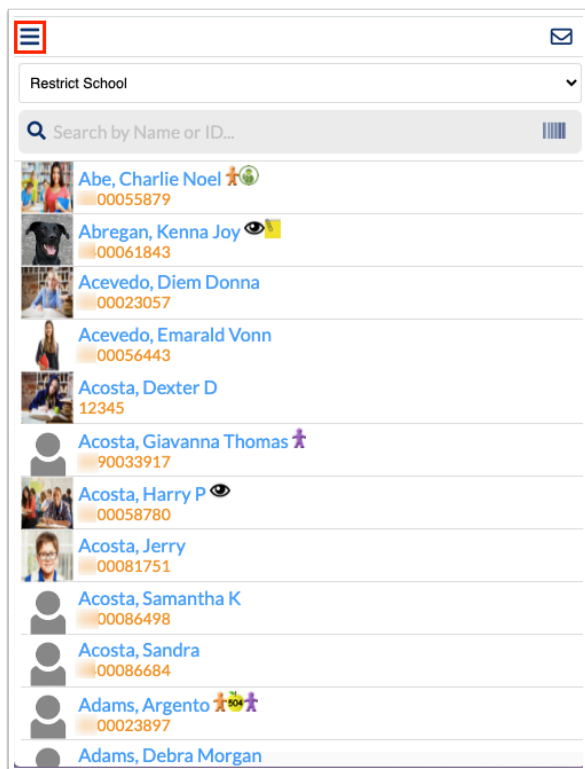
The version of the mobile app available on other devices also has the Check In/Out functionality. Follow the procedure in [Using the Student Search Mode](#) from step 4 onwards.

- Students can be checked out without having been first checked in for a kiosk logging field. For example, this might be used when documenting late parent pick ups after school.

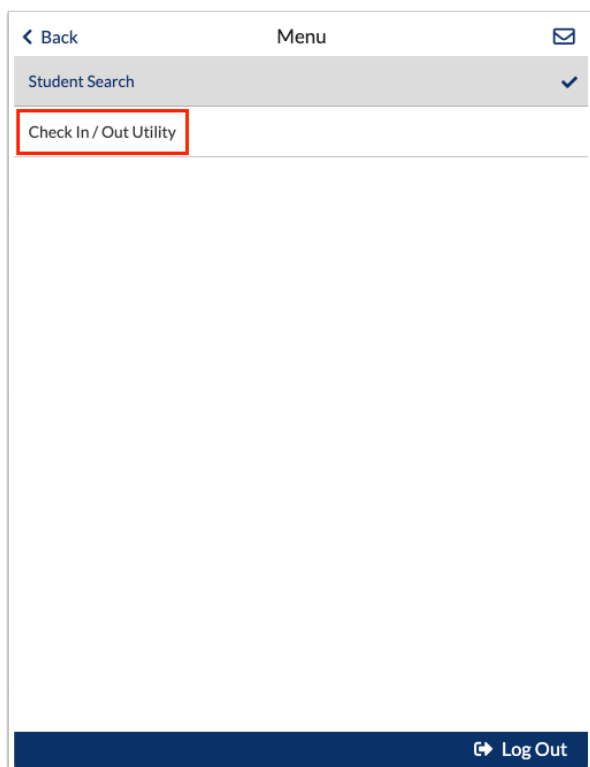
Using the Check In / Check Out Utility Mode

The mobile app on the handheld device has a Check In / Check Out Utility mode that allows administrators to quickly check students in and out.

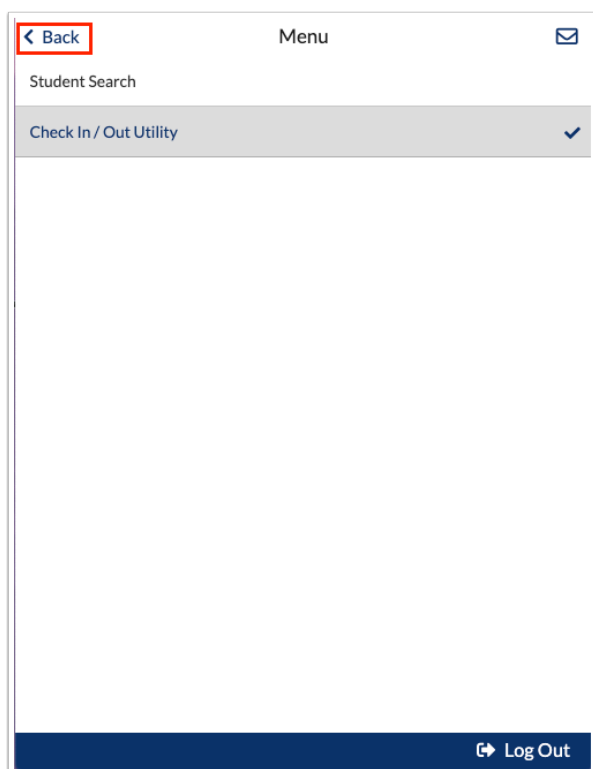
- After logging into the app on the handheld device, tap the menu icon.



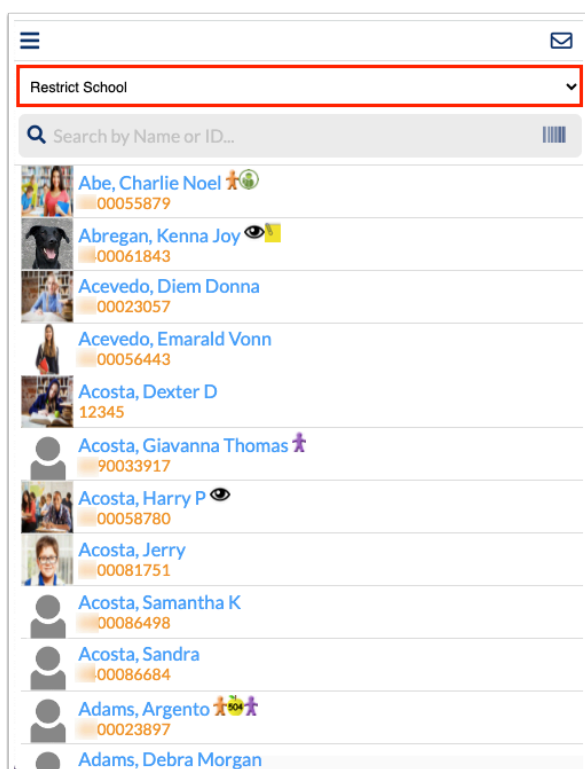
2. Tap **Check In / Out Utility**.



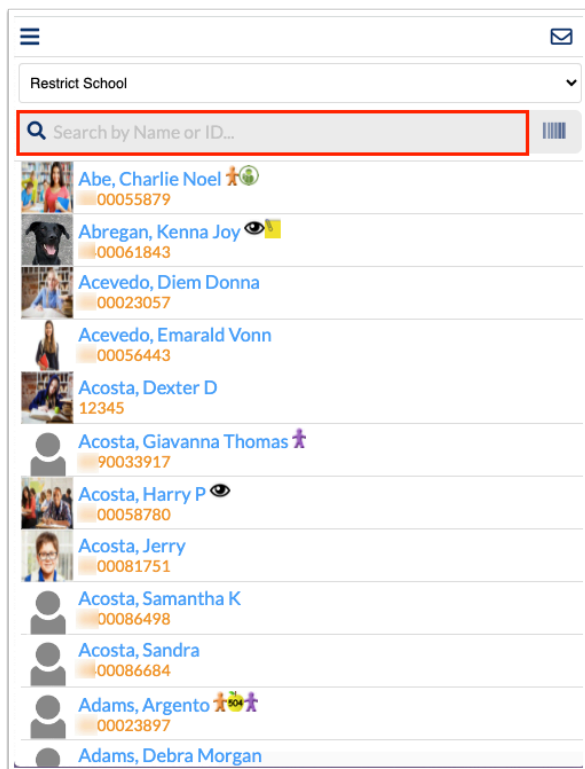
3. Tap **Back**.



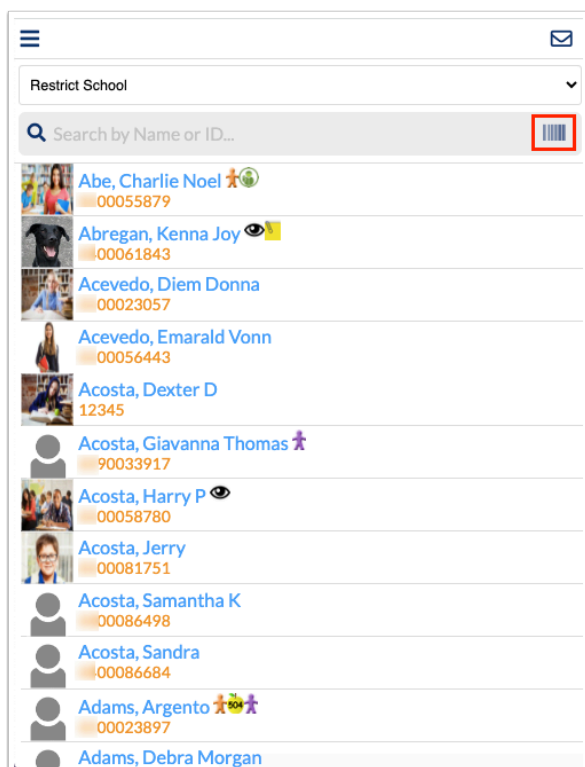
4. If you have access to multiple schools and you would like to limit the search results to a specific school, tap the **Restrict School** pull-down and select the school.



5. Manually search for the student by entering their name or student ID into the Search box. In the list of search results, tap the student's name.

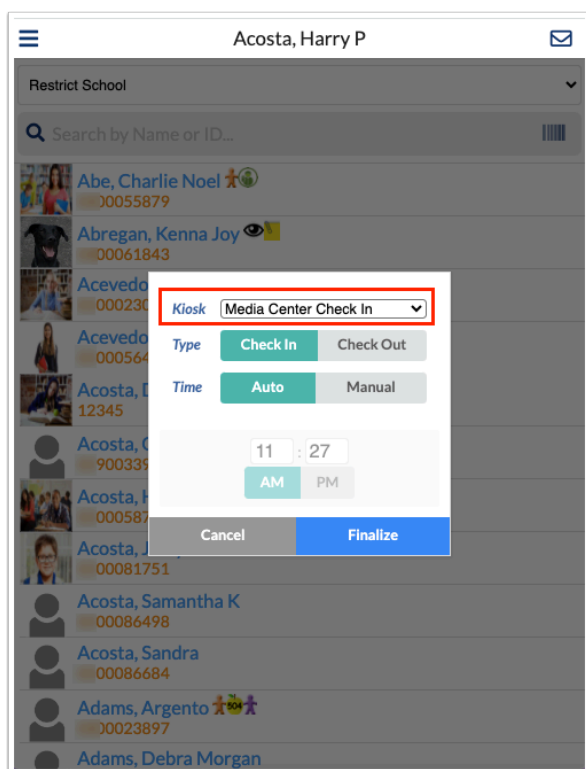


Alternatively, tap the barcode icon and scan the barcode on the student's ID badge.

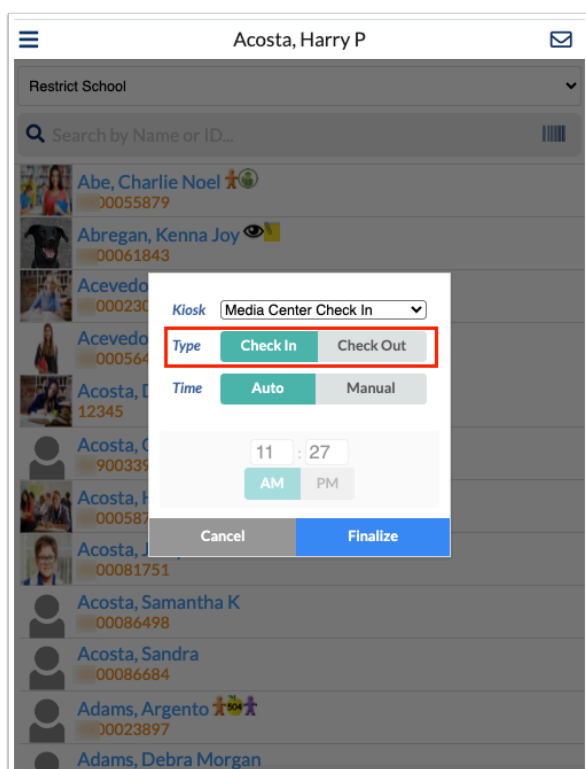


After selecting the student, a pop-up window is displayed.

6. In the **Kiosk** pull-down, select the location logging field.



7. If you are checking a student in, tap **Check In**. If you are checking a student out, tap **Check Out**.



The **Auto** option is automatically selected for the Time. This will check in or check out the student with the current time.

8. To manually enter a check in or out time, tap **Manual**.

9. Enter the hours and minutes and tap **AM** and **PM**.


The screenshot shows a mobile application interface for "Acosta, Harry P". At the top, there is a "Restrict School" dropdown and a search bar labeled "Search by Name or ID...". Below the search bar is a list of students with their names and IDs. A modal is open in the center of the screen, titled "Kiosk Media Center Check In". The modal has two tabs: "Check In" and "Check Out". Under the "Check In" tab, there are two buttons: "Auto" and "Manual". The "Manual" button is highlighted with a red box. Below the buttons, there is a time selection area with two input fields for hours and minutes, currently showing "11" and "27". Below the time fields are two buttons: "AM" and "PM". At the bottom of the modal are two buttons: "Cancel" and "Finalize".

10. When finished, tap **Finalize**.

This screenshot is identical to the previous one, showing the same modal and student list. However, in this image, the "Finalize" button at the bottom of the modal is highlighted with a red box, indicating the next step in the process.

When checking in a student, the code that was set in the "Kiosk (Attendance Code)" field for the logging field in [Student Fields](#) will be added for the student based on the time of day and the start and end times set in period setup. A slip will print if the "Print Attendance Slip on Check-In" option was enabled for the logging field in [Student Fields](#).


The logging field in Student Info will record the date and time the student was checked in.

Media Center Check In				
Export 		Filter: OFF		
	Date in Media Center	Check In	Check Out	Reason for Visiting Media Center
	10/31/2023	11:27 am		
	10/27/2023	03:05 pm	03:30 pm	
	10/27/2023	11:58 am	12:03 pm	

The attendance record will display the code set for the logging field in Student Fields, with the date and time the student checked in. The word "Kiosk" will display.

AP US GOVT/POL - 02 02 - Q4 - 002 - Mary				
Last Modified: 05/15/2019 09:28:02				
Kiosk				
G	00:00	-	-	-

When checking out a student, the code that was set in the "Kiosk (Attendance Code)" field for the logging field in [Student Fields](#) will be added for the student based on the time of day and the start and end times set in period setup. A slip will print.

-  If the student checks out of the same period they checked in to, there will be no change when hovering over the attendance record. If the student checked out the following period, the student will also receive the logging field code for that period.
- If the student's schedule spans periods, the check in and check out code will be stored for the beginning period, even if the check out time is during the ending period.

The logging field in Student Info will record the time the student was checked out. If the student returns to the location again, a new row will be added each time the student checks in.

Media Center Check In

Export Filter: OFF

	Date in Media Center	Check In	Check Out	Reason for Visiting Media Center
	10/31/2023	11:27 am	11:39 am	
	10/27/2023	3:05 pm	3:30 pm	
	10/27/2023	11:58 am	12:03 pm	

- i** When a student's attendance is updated via the kiosk (attendance or logging field mode), the attendance_reason column in the attendance_period table is updated with "Kiosk" and the Kiosk field is updated with 1.

SQL_ID = 4400019927

ATTENDANCE_REASON	KIOSK
Kiosk	1
Kiosk	1

- i** If a student is checked in or out using a logging field option and there is not an active period of the day, the logging field will still update with the time in or out, but no attendance record will be updated.

Period	U/I	I	01:14 PM	02:45 PM	BU
Period 8	08	8	02:46 PM	03:00 PM	50
Period 9	09	9	-	-	50

Media Center Check In

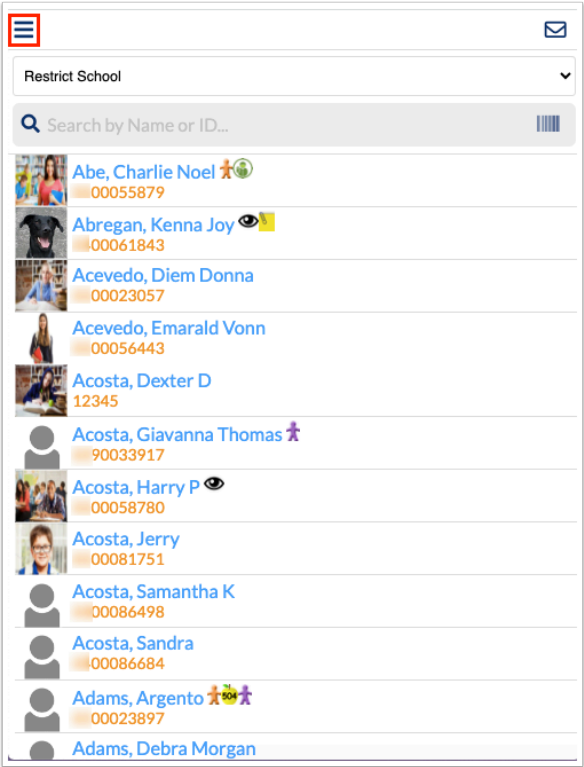
Export Filter: OFF

	Date in Media Center	Check In	Check Out	Reason for Visiting Media Center
	10/27/2023	03:05 pm		

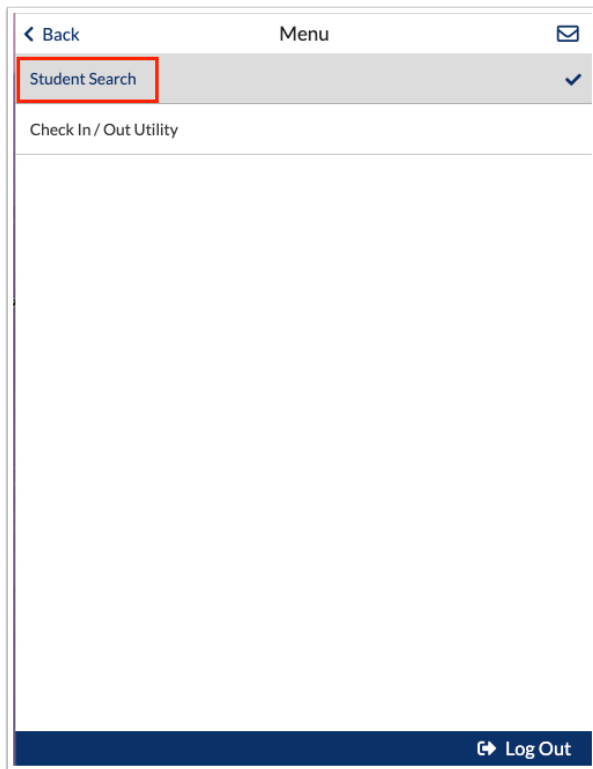
Using the Student Search Mode

While using the Check In / Check Out Utility is quicker, you can also check students in and out of a location in the Student Search mode.

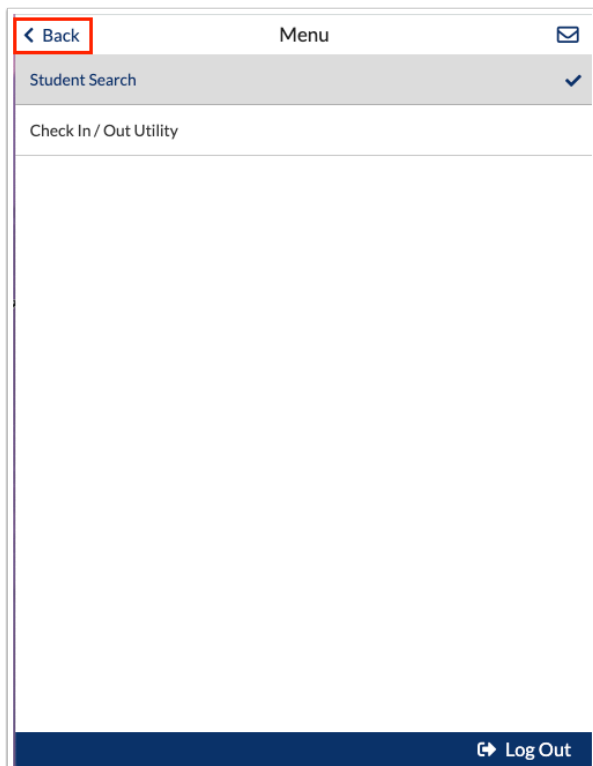
1. After logging into the app on the handheld device, tap the menu icon.



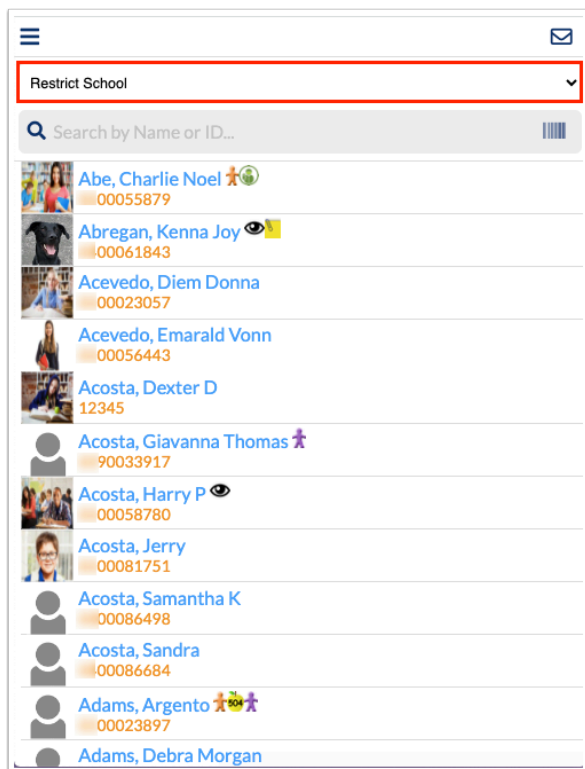
2. Tap **Student Search**.



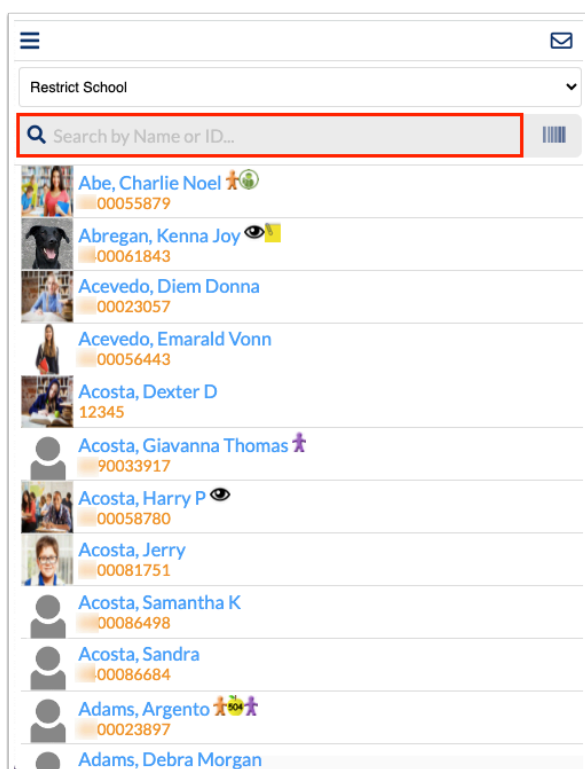
3. Tap **Back**.



4. If you have access to multiple schools and you would like to limit the search results to a specific school, tap the **Restrict School** pull-down and select the school.



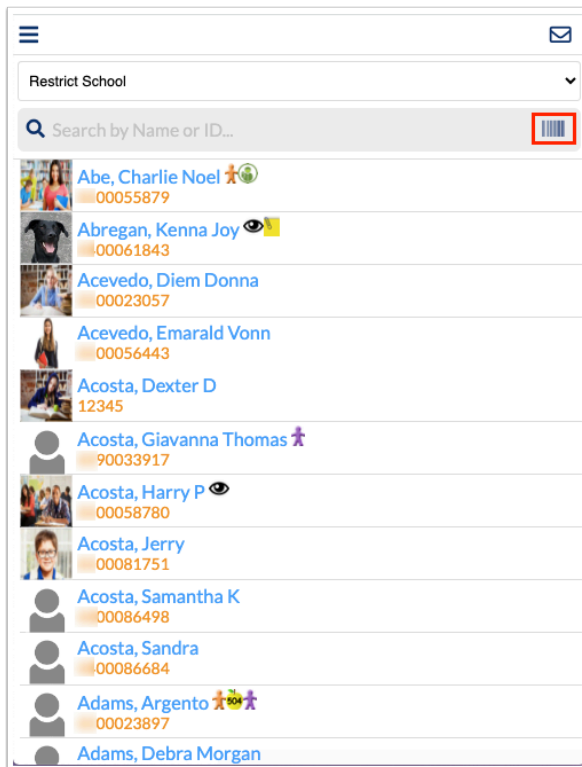
5. Manually search for the student by entering their name or student ID into the Search box. In the list of search results, tap the student's name.



Alternatively, tap the barcode icon and scan the barcode on the student's ID badge.

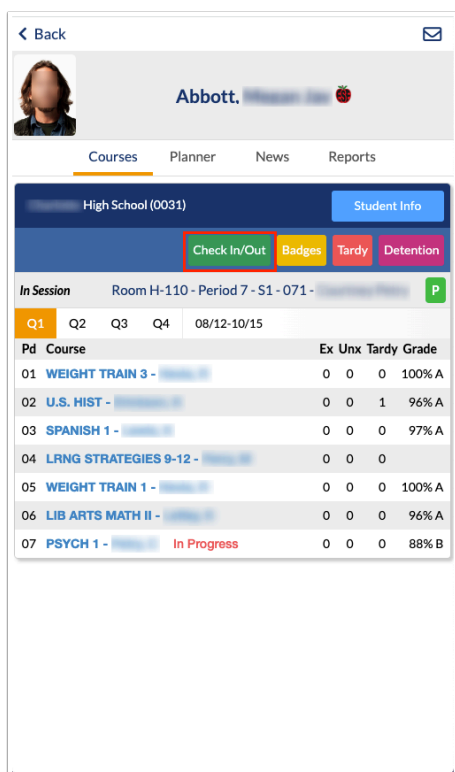


The barcode scanning functionality is only available on the handheld device.



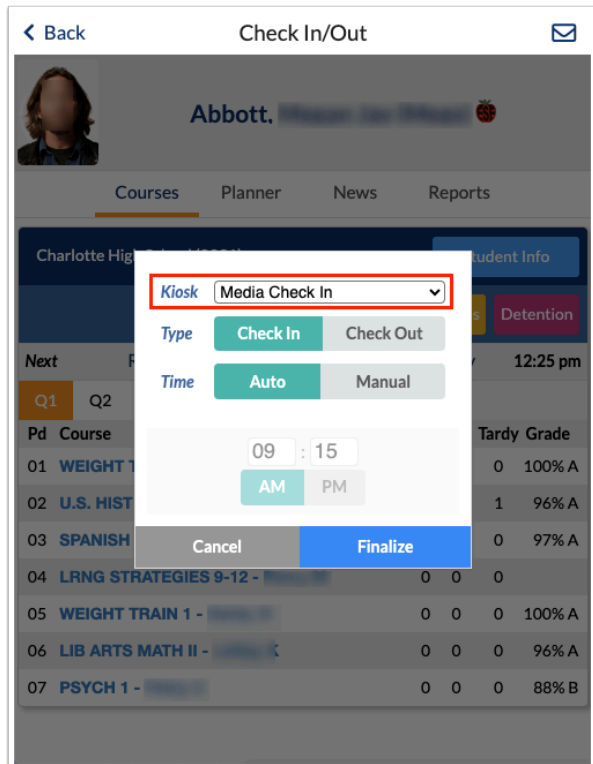
Once the student is selected, their schedule is displayed in the Courses screen.

6. Tap **Check In/Out** above their schedule.



A pop-up window is displayed.

7. In the **Kiosk** pull-down, select the location logging field.



8. If you are checking a student in, tap **Check In**. If you are checking a student out, tap **Check Out**.

Check In/Out

Abbott.

Courses Planner News Reports

Charlotte Hig

Kiosk Media Check In

Type **Check In** Check Out

Time **Auto** Manual

09 : 15

AM PM

Cancel Finalize

Pd	Course	Tardy	Grade
01	WEIGHT 1	0	100% A
02	U.S. HIST	1	96% A
03	SPANISH	0	97% A
04	LRNG STRATEGIES 9-12 -	0	0
05	WEIGHT TRAIN 1 -	0	0 100% A
06	LIB ARTS MATH II -	0	0 96% A
07	PSYCH 1 -	0	0 88% B

The **Auto** option is automatically selected for the Time. This will check in or check out the student with the current time.

9. To manually enter a check in or out time, tap **Manual**.

10. Enter the hours and minutes and tap **AM** and **PM**.

Check In/Out

Abbott.

Courses Planner News Reports

Charlotte Hig

Kiosk Media Check In

Type **Check In** Check Out

Time **Manual** Auto

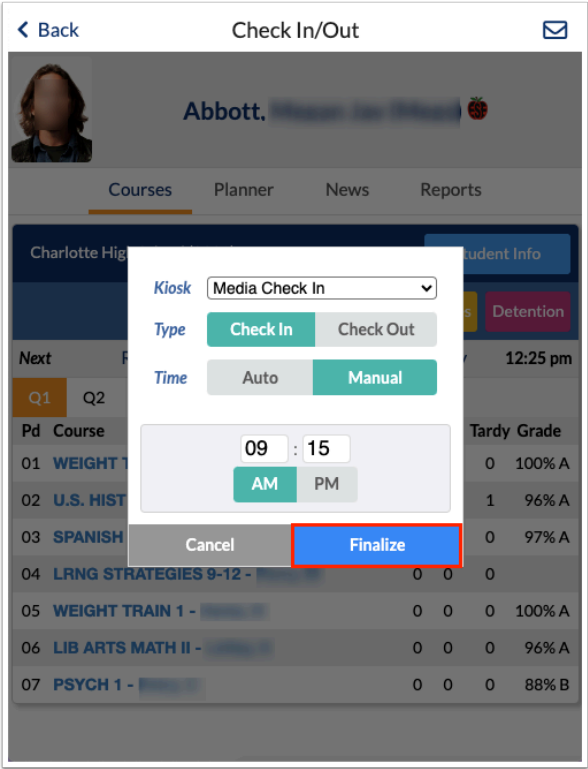
09 : 15

AM PM

Cancel Finalize

Pd	Course	Tardy	Grade
01	WEIGHT 1	0	100% A
02	U.S. HIST	1	96% A
03	SPANISH	0	97% A
04	LRNG STRATEGIES 9-12 -	0	0
05	WEIGHT TRAIN 1 -	0	0 100% A
06	LIB ARTS MATH II -	0	0 96% A
07	PSYCH 1 -	0	0 88% B

11. When finished, tap **Finalize**.

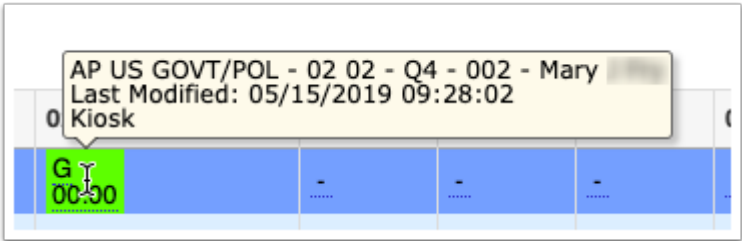


When checking in a student, the code that was set in the "Kiosk (Attendance Code)" field for the logging field in [Student Fields](#) will be added for the student based on the time of day and the start and end times set in period setup. A slip will print if the "Print Attendance Slip on Check-In" option was enabled for the logging field in [Student Fields](#).

The logging field in Student Info will record the date and time the student was checked in.

Media Center Check In				
Export		Filter: OFF		
	Date in Media Center	Check In	Check Out	Reason for Visiting Media Center
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	10/31/2023	11:27 am		
	10/27/2023	03:05 pm	03:30 pm	
	10/27/2023	11:58 am	12:03 pm	

The attendance record will display the code set for the logging field in Student Fields, with the date and time the student checked in. The word "Kiosk" will display.



When checking out a student, the code that was set in the "Kiosk (Attendance Code)" field for the logging field in [Student Fields](#) will be added for the student based on the time of day and the start and end times set in period setup. A slip will print.

- i** If the student checks out of the same period they checked in to, there will be no change when hovering over the attendance record. If the student checked out the following period, the student will also receive the logging field code for that period.

If the student's schedule spans periods, the check in and check out code will be stored for the beginning period, even if the check out time is during the ending period.

The logging field in Student Info will record the time the student was checked out. If the student returns to the location again, a new row will be added each time the student checks in.

Media Center Check In

Export Filter: OFF

	Date in Media Center	Check In	Check Out	Reason for Visiting Media Center
	10/31/2023	11:27 am	11:39 am	
	10/27/2023	3:05 pm	3:30 pm	
	10/27/2023	11:58 am	12:03 pm	

- i** When a student's attendance is updated via the kiosk (attendance or logging field mode), the attendance_reason column in the attendance_period table is updated with "Kiosk" and the Kiosk field is updated with 1.

ATTENDANCE PERIOD

ATTENDANCE_REASON	KIOSK
Kiosk	1
Kiosk	1

- i** If a student is checked in or out using a logging field option and there is not an active period of the day, the logging field will still update with the time in or out, but no attendance record will be updated.

Period 7	07	7	01:14 PM	02:45 PM	50
Period 8	08	8	02:46 PM	03:00 PM	50
Period 9	09	9			50

Media Center Check In

Export

Filter: OFF

	Date in Media Center	Check In	Check Out	Reason for Visiting Media Center
	10/27/2023	03:05 pm		

Reprinting a Pass on the Kiosk

The Reprint Pass button is available in both the Attendance Kiosk mode and logging field mode. Tapping Reprint Pass displays all available passes from today for the student to select to print. Passes are available, if applicable, by period. If a student checks in and out of school during the same period, they would only have the check out pass available for printing. If a student is manually checked in or out from the [Late Check In/Early Release](#) screen, their pass can be printed from the Reprint Pass screen.

1. In the Attendance Kiosk or logging field mode, tap **Reprint Pass**.

Kiosk Mode (Media Center Check In)

Tuesday, October 31 2023 1:49 pm

Focus High School - 0041

Kiosk User: A. Weiss


Logout

Check In

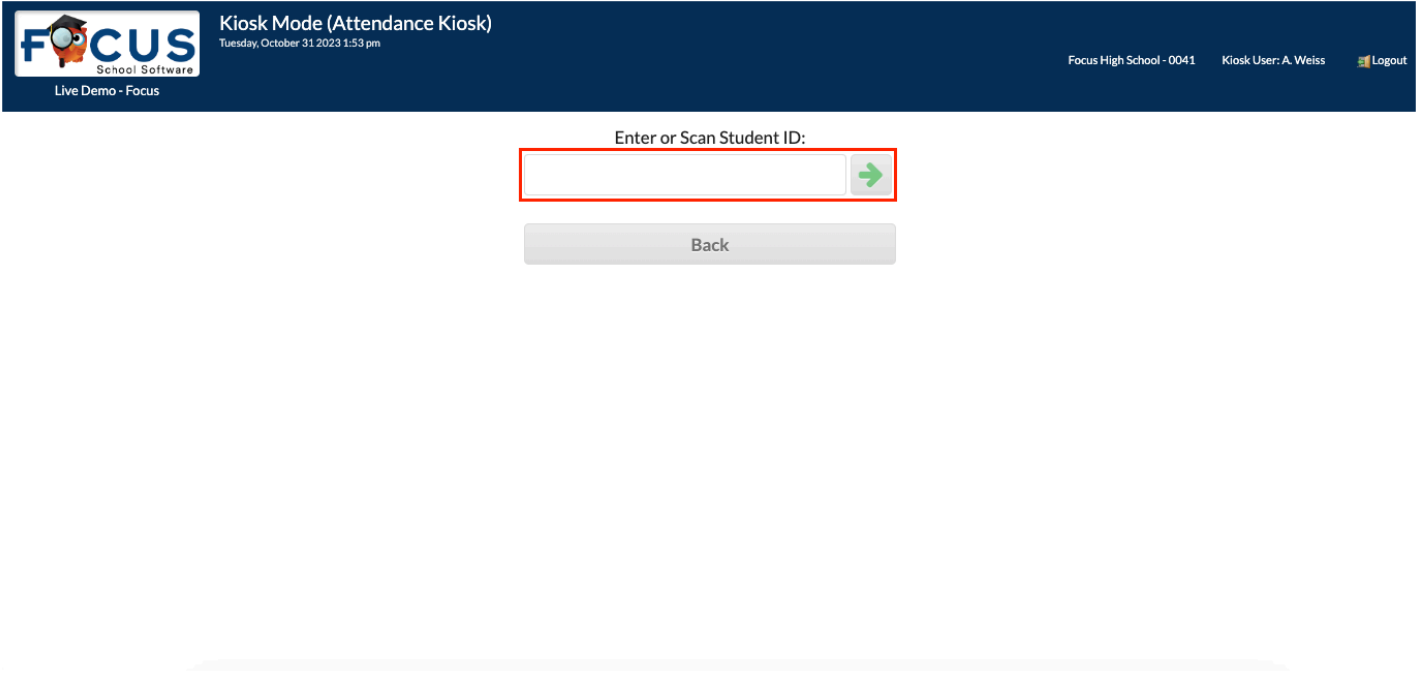
Check Out

Reprint Pass

2. Manually enter the student's ID using the number pad/keys or scan the student's ID.

 If the system preference is set for "Both", then the prompt for the PIN will appear.

3. Tap the green arrow.



Focus School Software
Live Demo - Focus

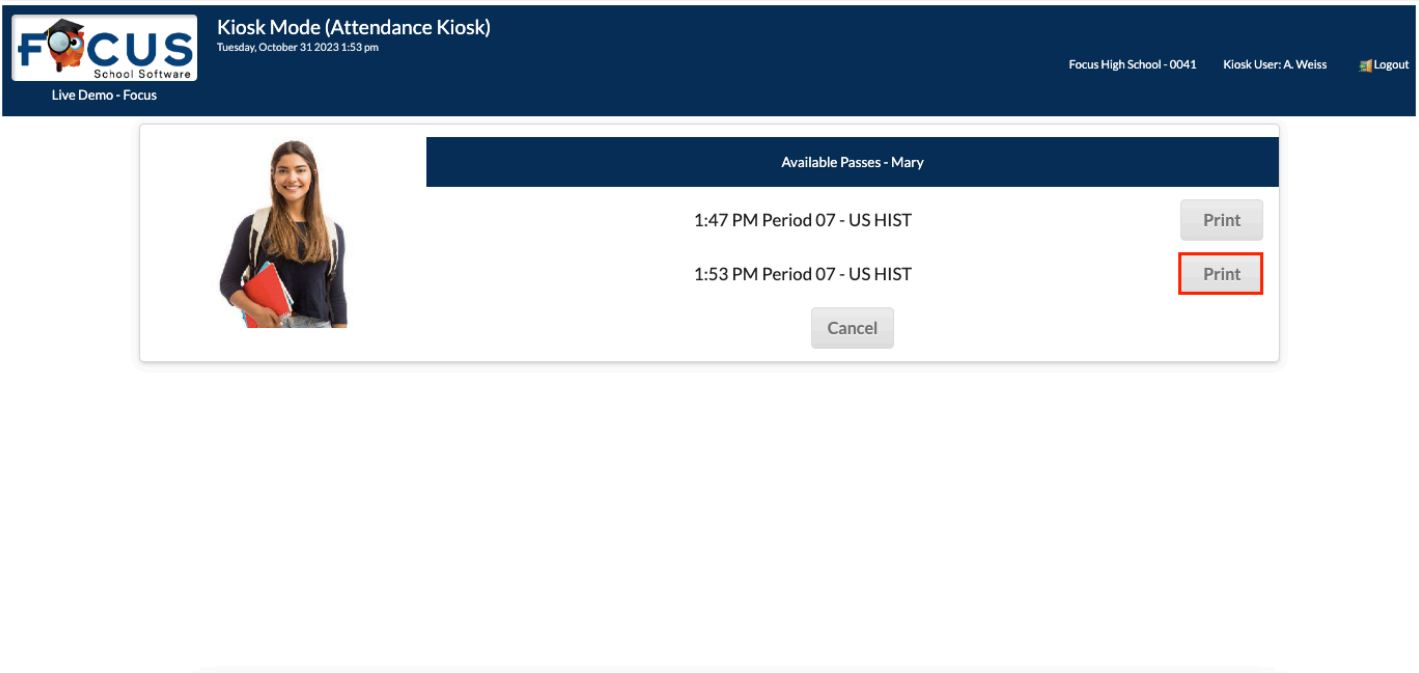
Kiosk Mode (Attendance Kiosk)
Tuesday, October 31 2023 1:53 pm

Focus High School - 0041 Kiosk User: A. Weiss Logout

Enter or Scan Student ID:

Back

4. Tap **Print** next to the appropriate pass.



Focus School Software
Live Demo - Focus

Kiosk Mode (Attendance Kiosk)
Tuesday, October 31 2023 1:53 pm

Focus High School - 0041 Kiosk User: A. Weiss Logout

Available Passes - Mary

1:47 PM Period 07 - US HIST Print

1:53 PM Period 07 - US HIST Print

Cancel

Viewing the Check In Log on the Kiosk

1. Enter your login information and tap **Log In**.



Username

Password

Parents: [Forgot Password?](#)

Log In

[Sign in with SAML P...](#)

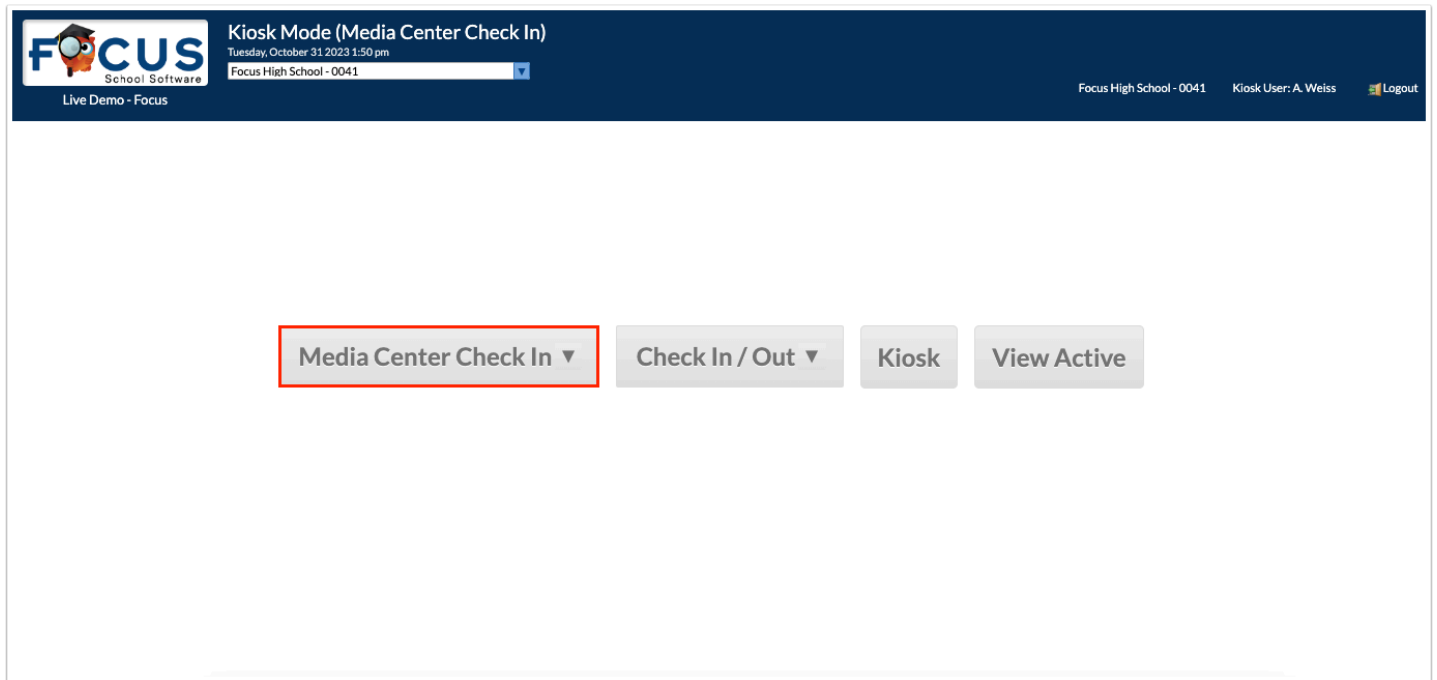
FOCUS
School Software

This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator and Focus Student Information System. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the full extent of the law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

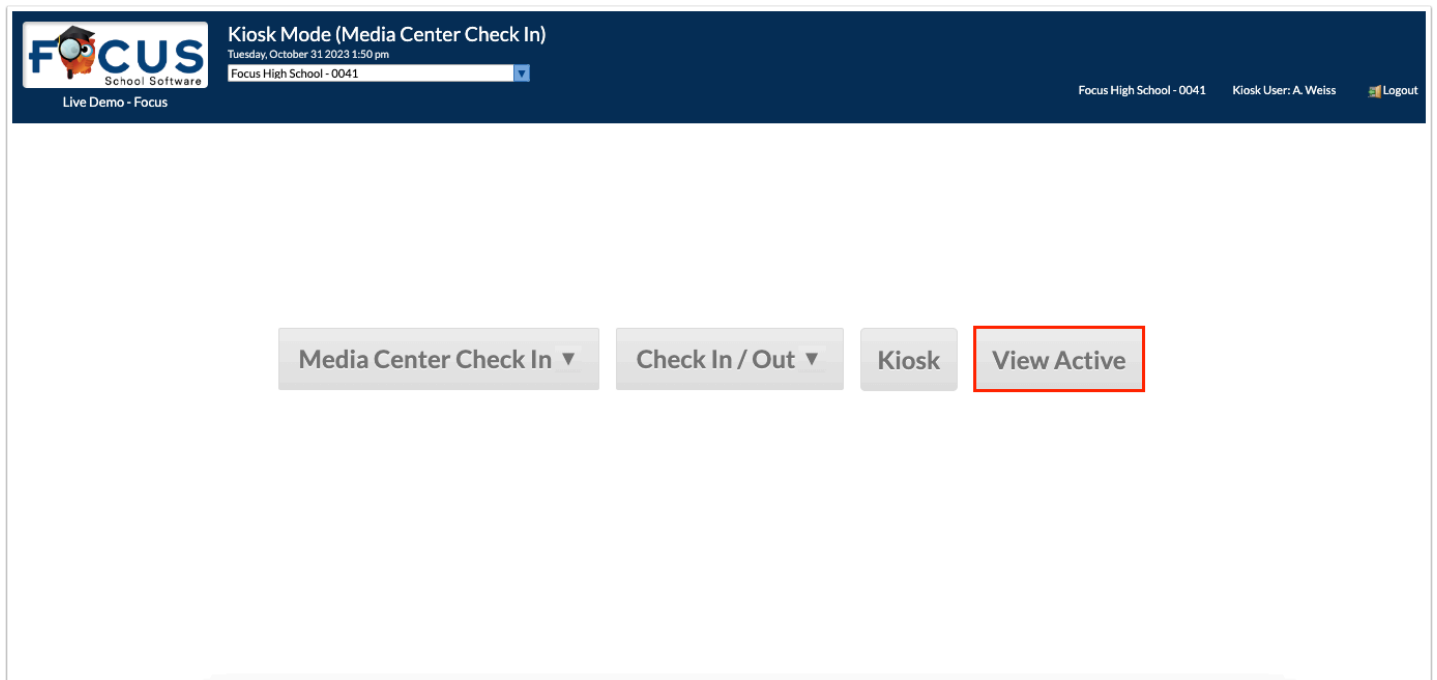
Focus School Software © 2004-2020

❗ If another user is already logged in, tap **Logout** at the top-right corner of the screen, enter your **Username** and **Password**, and tap **Switch User**.


2. Select the appropriate logging field option from the list of available options, based on the location of the kiosk.



3. Tap **View Active**.



A list of students who are currently checked in to the location are displayed.



Kiosk Mode (Media Center Check In)

Tuesday, October 31 2023 1:50 pm

Focus High School - 0041


Kiosk User: A. Weiss

Back Logout

View Checked Out Students ☐

Name	Student ID	Check In	Check Out
Alonso, Mary	00055961	1:47 pm	Check Out

4. Select the **View Checked Out Students** check box to view students that have already checked out.



Kiosk Mode (Media Center Check In)

Tuesday, October 31 2023 1:51 pm


Focus High School - 0041

Kiosk User: A. Weiss


Back Logout

View Checked Out Students ☒

Name	Student ID	Check In	Check Out
Acosta, Harry	00058780	11:27 am	11:39 am
Alonso, Mary	00055961	1:47 pm	Check Out

 Tap **Check Out** to enter the time the student checked out. This updates the logging field but not the period attendance.

5. Tap **Back** at the top-right corner of the screen to return to the previous screen.



Kiosk Mode (Media Center Check In)

Tuesday, October 31 2023 1:52 pm

Focus High School - 0041

Kiosk User: A. Weiss


[Back](#)
[Logout](#)


View Checked Out Students


Name	Student ID	Check In	Check Out
Acosta, Harry	00058780	11:27 am	11:39 am
Alonso, Mary	00055961	1:47 pm	Check Out


Updating Attendance through the Late Check In/Early Release Screen


1. In the **Attendance** menu, click **Late Check In / Early Release**.



Setup



Students



Users



Scheduling



Grades



Assessment



Attendance


Discipline


Forms


Billing


Florida Reports


Reports

Search...

Administration

Late Check In / Early Release

Add Absences

Reports

Attendance Chart

Absence Summary

Perfect/Excessive Attendance

Absences by Course and Student

Print Absence Summary

Average Daily Attendance

Average Attendance by Day

Teacher Completion

Verification Sheets/Sub Rosters

Check In/Check Out

Setup

Attendance Setup

The report date defaults to today's date.

2. To change the date of the report, select the date from the pull-downs or from the calendar icon.

February

1

2023

📅

↺

Check In / Out

Save

5 Late Check Ins / Early Releases

as of 1 seconds ago

Export

Filter: OFF

Photo	Student	Student ID	Grade	Kiosk	Course	Section	Code	Entry	Prior Periods	Release	Following Periods	Parent/Contact	Reason
	Acevedo	0087407	31	Attendance	ABE LANG 9900003U	11:00 am : 12:00 pm - MTWHF - BB1M -	Bush			11:15am		Parent, Pare...	
	Avila	0087707	31	Attendance	ABE LANG 9900003U	01:00 pm : 02:00 pm - MTWHF - BB4A -	Bush	P	9:15am				
	Acosta	0033917	31	Attendance	ABE READ 9900002U	01:30 pm : 02:30 pm - MTWHF - BB2A -	Bush	P	8:15am	A			
	Acevedo	0087407	31	Attendance	ABE LANG 9900003U	11:00 am : 12:00 pm - MTWHF - BB1M -	Bush	A	8:00am				Doctor's
	Adams	0087615	31	Attendance	ABE LANG 9900003U	01:00 pm : 02:00 pm - MTWHF - BB4A -	Bush	P	7:45am				

The students who have checked in or out in the attendance mode or logging field mode are displayed. The **Kiosk** column displays "Attendance" if the student was checked in or out of school in the attendance mode, or displays the name of the logging field if the student was checked in or out in the logging field mode.

7 Late Check Ins / Early Releases











as of 4 seconds ago

Export











Filter: OFF

Photo	Student	Student ID	Grade	Kiosk	Course	Section
	Alejandro	00060687	12	Media Center Log	AVID 4 1700420	Period 7 - 004 -
	Arand	00059210	10	Media Center Log	ENG 2 1001340	Period 7 - 010 -
	Adom	00082066	10	Media Center Log	PRE-AP BIOLOGY 2000335	Period 7 - 010 -
	Addingto	00060748	12	Attendance	Math Coll. Readiness 1200700	Period 5 - 008 -
	Arand	00061106	11	Attendance	AP PSYCH 2107350	Period 5 - 006 -
	Adam	00019929	12	Attendance	NC STUDY HALL 1 2200300	Period 5 - 021 -
	Beltr	00012334	12	Attendance	OUTBOARD MARINE 4 9504240	Period 5 - 004 -

The **Course** and **Section** number for the respective entry is displayed. The **Code** column displays the attendance code, which is editable if your profile has edit rights to this screen. If the student was checked in and out within the same period, the latest code will display. If the section does not take attendance, the Code will be blank and not editable.

7 Late Check Ins / Early Releases as of 2 seconds ago    Filter: OFF												
Photo	Student	Student ID	Grade	Kiosk	Course	Section	Code	Entry	Prior Periods	Release	Following Periods	Parent/Contact
	Alejandro	00060687	12	Media Center Log	AVID 4 1700420	Period 7 - 004 - Dobson	G	2:02pm		2:04pm		
	Aran	00059210	10	Media Center Log	ENG 2 1001340	Period 7 - 010 - Connor	G	2:02pm				
	Adomo	00082066	10	Media Center Log	PRE-AP BIOLOGY 2000335	Period 7 - 010 - Frier	G	1:50pm		1:53pm		
	Addingto	00060748	12	Attendance	Math Coll. Readiness 1200700	Period 5 - 008 - Suarez	T	11:29am	N			Oxgahk, C
	Aranda	00061106	11	Attendance	AP PSYCH 2107350	Period 5 - 006 - Dehart	E			11:20am		
	Adam	00019929	12	Attendance	NC STUDY HALL 1 2200300	Period 5 - 021 - Bedell	T	11:17am				
	Beltran	00012334	12	Attendance	OUTBOARD MARINE 4 9504240	Period 5 - 004 - Catlett	E			11:15am		

3. Edit the **Code**, as needed.

7 Late Check Ins / Early Releases as of 0 seconds ago    Filter: OFF												
Photo	Student	Student ID	Grade	Kiosk	Course	Section	Code	Entry	Prior Periods	Release	Following Periods	Parent/Contact
	Alejandro	00060687	12	Media Center Log	AVID 4 1700420	Period 7 - 004 - Dobson	G	2:02pm		2:04pm		
	Aranda	00059210	10	Media Center Log	ENG 2 1001340	Period 7 - 010 - O Connor	G	2:02pm				
	Adomo	00082066	10	Media Center Log	PRE-AP BIOLOGY 2000335	Period 7 - 010 - Frier	G	1:50pm		1:53pm		
	Addington	00060748	12	Attendance	Math Coll. Readiness 1200700	Period 5 - 008 - Suarez	T	11:29am	N			Oxgahk, C
	Aranda	00061106	11	Attendance	AP PSYCH 2107350	Period 5 - 006 - Dehart						
	Adame	00019929	12	Attendance	NC STUDY HALL 1 2200300	Period 5 - 021 - Bedell						
	Beltran	00012334	12	Attendance	OUTBOARD MARINE 4 9504240	Period 5 - 004 - Catlett						

Filter

- N - Unexcused Abs not related to Disci...
- NA - N/A
- NS - No Show (DNE)
- O - Out of School Suspension
- P - Present
- PT - Excused Tardy
- Q - Alternative to OSS
- S - School Activity
- T - Unexcused Tardy**
- U - Unexcused Absence

4. If there is a recorded check in time, but no check out time, the **Change to Check Out** button displays in the Check In/Out Update Control column allowing you to change the record. If there is a recorded check out time, but no check in time, the **Change to Check In** button displays allowing you to change the record.

Export

Filter: OFF

Code	Check In/Out Update Control	Entry	Prior Periods	Release	Following Periods
<input type="checkbox"/>	Change to Check Out	02:16 p	<input type="checkbox"/>		
P	Change to Check Out	01:54 p	<input type="checkbox"/>		
P		01:40 p	<input type="checkbox"/>	01:54 p	<input type="checkbox"/>
P		01:38 p	<input type="checkbox"/>	01:39 p	<input type="checkbox"/>

6. Select the **Prior Periods**, as needed.

Code	Check In/Out Update Control	Entry	Prior Periods	Release	Following Periods
<input type="checkbox"/>	Change to Check Out	02:16 p	<input type="checkbox"/>		
P	Change to Check Out	01:54 p			
P		01:40 p			<input type="checkbox"/>
P		01:38 p			<input type="checkbox"/>
<input type="checkbox"/>		01:27 p			<input type="checkbox"/>

Filter

45D - 45D
ABS - Absent
ACT - Activity
CLINIC - Clinic
EAB - Excused
EER - ExcEarlyRel
EEREL - EExitReturned
ETd - Exc Tardy
HHB - Homebound

If the student was checked out, the time will display in the **Release** column, and the **Following Periods** column will be active. This allows you to update the remaining periods' attendance. For example, if the student checks out during period 4, the period 4 attendance code will be the early release code, but the remaining periods can be updated here with the appropriate absence code.

Code	Check In/Out Update Control ▾	Entry ▾	Prior Periods	Release ▾	Following Periods	Parent/Contact	Reason
<input type="text"/>	Change to Check Out	02:16 p	<input type="text"/>			<input type="text"/>	
P ▾	Change to Check Out	01:54 p	<input type="text"/>			<input type="text"/>	
P ▾		01:40 p	<input type="text"/>	01:54 p	<input type="text"/>	<input type="text"/>	
P ▾		01:38 p	<input type="text"/>	01:39 p	<input type="text"/>	<input type="text"/>	

7. Edit the **Release** time by clicking the field.

Check In/Out Update Control ▾	Entry ▾	Prior Periods	Release ▾	Following Periods	Parent/Contact
Change to Check Out	02:16 p	<input type="text"/>			<input type="text"/>
Change to Check Out	01:54 p	<input type="text"/>			<input type="text"/>
	01:40 p	<input type="text"/>	01:54 p	<input type="text"/>	<input type="text"/>
	01:38 p	<input type="text"/>	01:39 p	<input type="text"/>	<input type="text"/>
	01:27 p	<input type="text"/>	01:28 p	<input type="text"/>	<input type="text"/>

8. Select the **Following Periods**, as needed.

Check In/Out Update Control	Entry	Prior Periods	Release	Following Periods	Parent/Contact
Change to Check Out	02:16 p				
Change to Check Out	01:54 p				
	01:40 p		01:54 p		
	01:38 p		01:39 p		
	01:27 p		01:28 p		
Change to Check Out	01:27 p				
	01:21 p		01:24 p		

Filter

- 45D - 45D
- ABS - Absent
- ACT - Activity
- CLINIC - Clinic
- EAB - Excused
- EER - ExcEarlyRel
- EEREL - EExitReturned
- ETd - Exc Tardy
- HHB - Homebound

If custodial contacts are available for the student, they will appear in the **Parent/Contact** pull-down. Selecting who picked up or dropped off the student is optional.

Code	Check In/Out Update Control	Entry	Prior Periods	Release	Following Periods	Parent/Contact	Reason
	Change to Check Out	02:16 p					
P	Change to Check Out	01:54 p					
P		01:40 p		01:54 p			
P		01:38 p		01:39 p			
		01:27 p		01:28 p			
P	Change to Check Out	01:27 p				Laughner, ...	
		01:21 p		01:24 p			



9. Select a **Parent/Contact**, as needed.

Prior Periods	Release ▲▼	Following Periods	Parent/Contact	Reason	Excuse Note
	2:15pm			<div> Internship Doctor's Appointment Job Tardy Personal Emergency </div>	
	11:15am				
A					No Files
A					No Files

i

Reason codes are set up via Attendance > [Attendance Setup](#) > [Reasons](#) tab.
The Reason text box/pull-down only displays if the late check in or early release record contains an attendance **Code**.

11. 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**.

Entry ▲▼	Prior Periods	Release ▲▼	Following Periods	Parent/Contact	Reason	Excuse Note
02:16 p						
01:54 p					Rea	<div> <div>Excuse Note.docx</div> <div>   </div> </div>

Please excuse Charlie from class on Feb. 16th. She had a doctor's appointment.



Contact me with questions.

Sincerely,

Lelis.



Click the red **X** to Delete the excuse note.



	No Files
Doctor's Appt.	Doctor's Note.pdf  
	No Files

Hover over the attached excuse note with the mouse to view additional information.

Check In / Out

Save

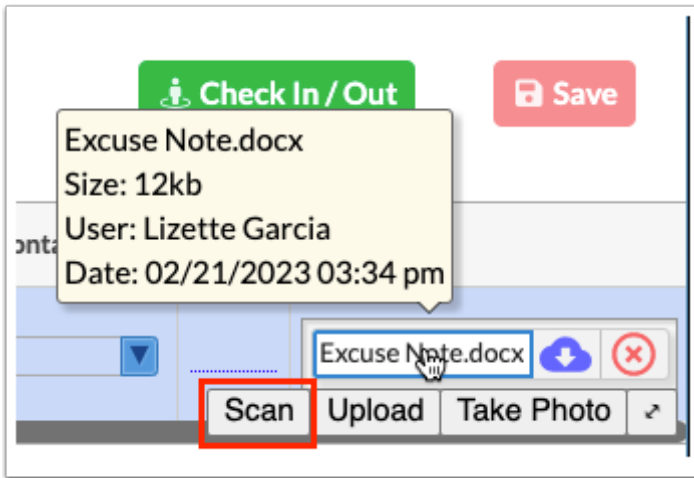
Excuse Note.docx
Size: 12kb
User: Lizette Garcia
Date: 02/21/2023 03:34 pm

Excuse Note.docx  

Scan Upload Take Photo

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

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



Scanner

Scanner ICA-HP ENVY 4500 series [8A4E49] ▼

Color Color ▼

DPI 300 ▼

Format PDF ▼

File Name 20210514

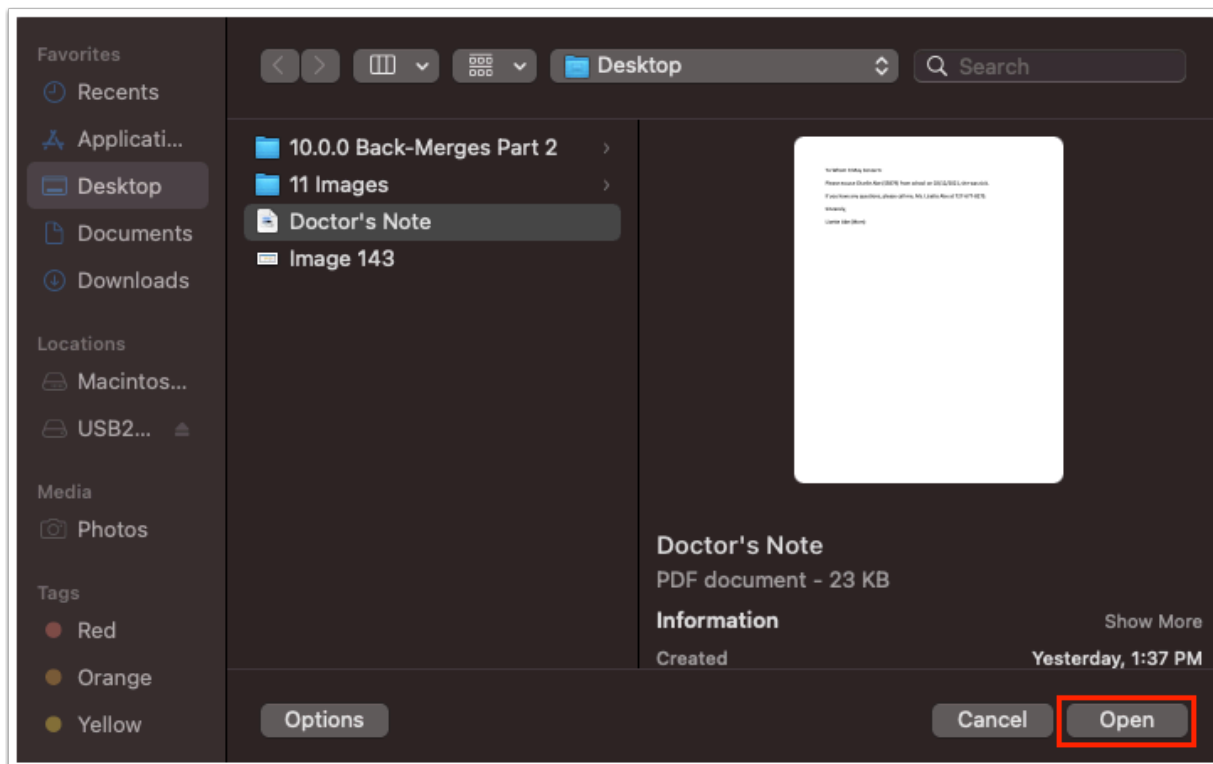
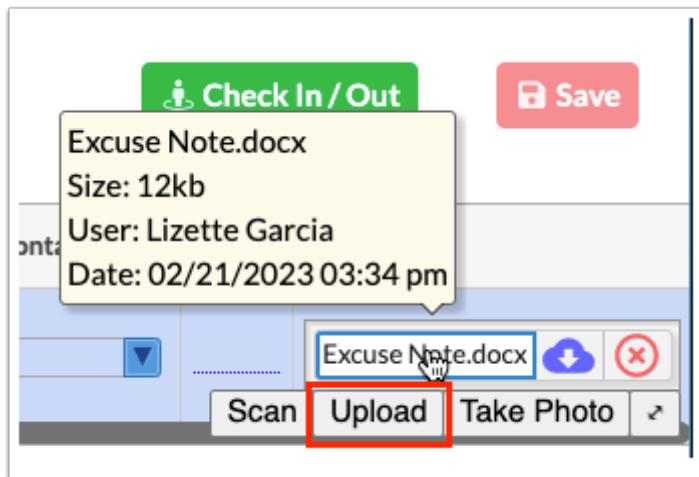
☐ Autofeeder ☐ Duplex

☒ Multi-Page PDF ☐ Show Scan Settings

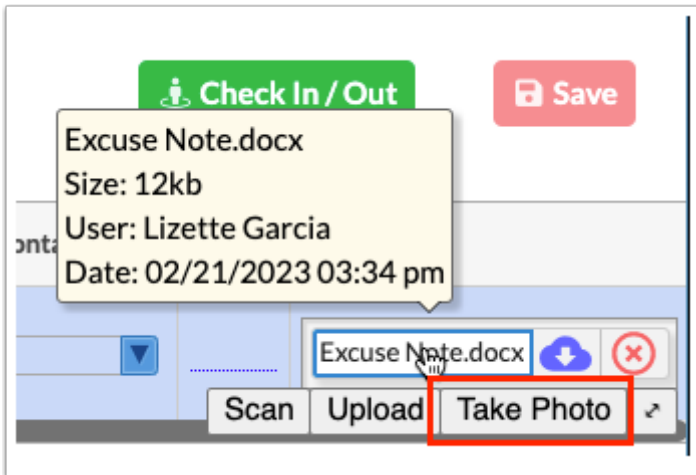
Scan Save Cancel

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

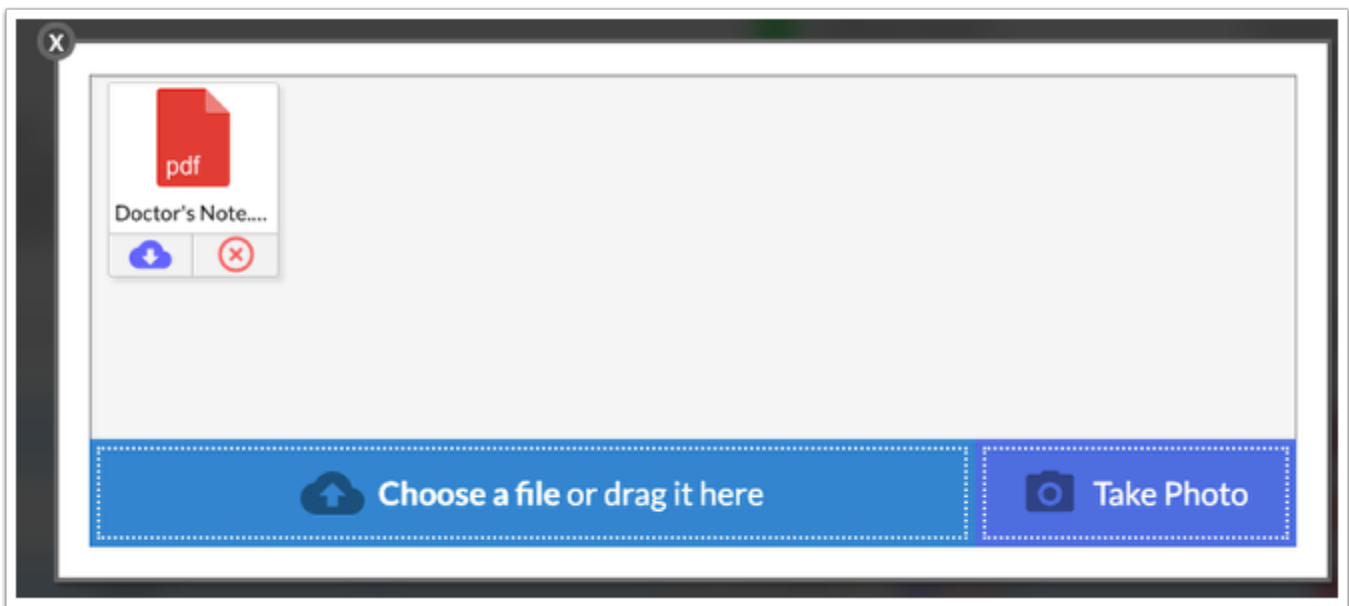
i. Search for the file, click the file, then click **Open**. Note: You cannot upload Word documents. However, you can save a Word document as a PDF, then upload it.



- c. Click **Take Photo** to take a picture of the note with your computer camera.
- i. Once the note is in view of the camera, click **Take Photo**.



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



February
1
2023

Check In / Out
Save

2 Late Check Ins / Early Releases
Export
Filter: OFF

Photo	Student	Student ID	Grade	Kiosk	Course	Section	Code	Check In/Out Update Cor
	Amal, Anderson	087707	31	Attendance				Change to Check C
	Acosta, Giavanna	033917	31	Attendance	GED PREP MATH REASNG 9900134U	01:00 pm : 02:00 pm - MWF - BB2A - Elaine Benes Bush	A	Change to Check I

Manually Checking In/Out a Student from the Late Check In/Early Release Screen

Students can be manually checked in or out in the attendance mode or logging field mode from the Late Check In/Early Release screen. Students can be checked in or out for the current day, past days, or future days. The student's pass can be printed from the kiosk by clicking [Reprint Pass](#) in the attendance mode or logging field mode.

- Students can be checked out without having been first checked in for a kiosk logging field. For example, this might be used when documenting late parent pick ups after school.

1. In the **Attendance** menu, click **Late Check In/Early Release**.

Setup	Search...
Students	Administration
Users	Late Check In / Early Release
Scheduling	Add Absences
Grades	Reports
Assessment	Attendance Chart
Attendance	Absence Summary
Discipline	Perfect/Excessive Attendance
Forms	Absences by Course and Student
	Print Absence Summary
	Average Daily Attendance

2. At the top of the screen, select the date from the pull-downs or calendar icon and click **Check In/Out**.

February 1 2023

Check In / Out
 Save

1 Late Check Ins / Early Releases

Export

Filter: OFF

Photo	Student	Student ID	Grade	Kiosk	Course	Section	Code	Check In/Out Update Cor
	Acosta, Giavanna	0033917	31	Attendance	GED PREP MATH REASNG 9900134U	01:00 pm : 02:00 pm - MWF - BB2A - Elaine Benes Bush	A	Change to Check

3. In the pop-up window, select the **Student**.

X

Manual Check-In or Check-Out entries are recorded right away, for the selected time.
The Student may print their pass at anytime, by selecting 'Reprint Pass' at a Kiosk.

StudentAmal, Anderson N (Grade: 31 - DOB: 01/17/1995)▼

Time

hhmm

am or pm

KioskAttendance▼

Check-In & Scan Note

Check-In or Check-Out or Cancel

4. Enter the **Time**.
5. Select the **Kiosk** mode.
6. Click **Check-In** or **Check-Out**.

X

Manual Check-In or Check-Out entries are recorded right away, for the selected time.
The Student may print their pass at anytime, by selecting 'Reprint Pass' at a Kiosk.

StudentAmal, Anderson N (Grade: 31 - DOB: 01/17/1995)▼

Time

1115

am or pm

KioskAttendance▼

Check-In & Scan Note

Check-In or Check-Out or Cancel

7. Click **Check-In & Scan Note** to check in the student, then scan an excuse note, which will upload to the Excuse Note field.

X

Manual Check-In or Check-Out entries are recorded right away, for the selected time.
The Student may print their pass at anytime, by selecting 'Reprint Pass' at a Kiosk.

Student

Amal, Anderson N (Grade: 31 - DOB: 01/17/1995)

Time

11

:

15

am

or

pm

Kiosk

Attendance

Check-In & Scan Note

Check-In

or

Check-Out

or

Cancel

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

Scanner

Scanner

ICA-HP ENVY 4500 series [8A4E49]

Color

Color

DPI

300

Format

PDF

File Name

20210514

Autfeeder

Duplex

Multi-Page PDF

Show Scan Settings

Scan

Save

Cancel

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

Referral Action



When a tardy triggers a detention, a referral is inserted. Based on the [tardy threshold setup in Attendance Setup](#), the referral will be administrative or minor infraction. If "Process Referral Automatically" was selected, the administrator will not need to review the referral or select "Reviewed by an Administrator" on the referral.

The action record on the referral will be added based on:

- **Action** - The action set up in Tardy Thresholds will be added by default.
- **Date Decided** - The date of the scanned tardy that triggered the detention will display by default.
- **Date Ends** - The Date Decided plus the number of days set up in the Deadline column in Tardy Thresholds will display by default.
- **Length of Action** - This defaults to 1.
- **Action Record Notes (log_field8)** - "Automatically created for excessive tardies" will generate by default.

If "Process Referral Automatically" was selected in Tardy Thresholds, the "Reviewed by an administrator" check box on the referral will be checked when the referral is created.

Action Record(s)

Export   Filter: OFF

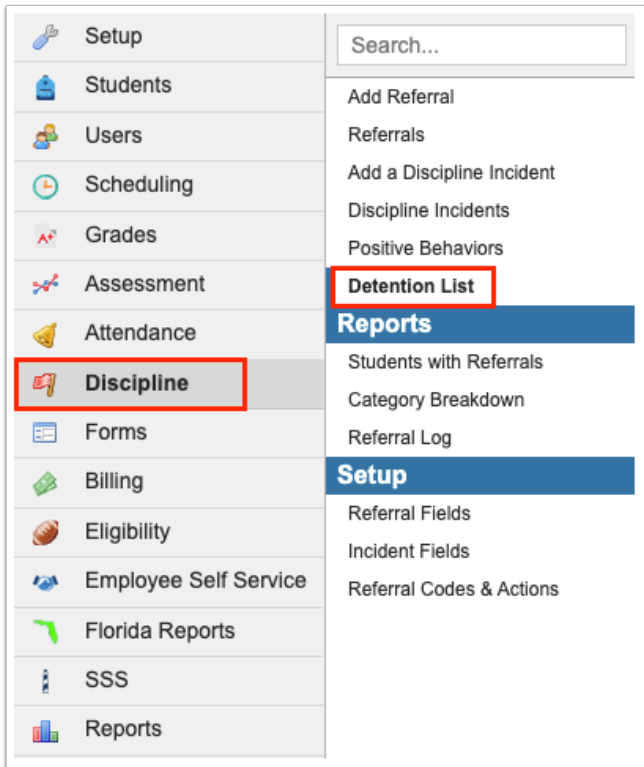
	Days Completed	Resultant Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered by	Zero-Tolerance: Expl	Action Record Notes	Detention Period
		Detention	11/01/2023			1				Automatically created	

Updating the Detention List

Students assigned a detention through the above process will appear on the Detention List (please also see the next section [Detentions and Tardies Entered Manually and Not through](#)

the Kiosk). Users with permissions to edit the Detention List will be able to check in students attending detention.

1. In the **Discipline** menu, click **Detention List**.



Students who have a pending detention are displayed, along with their current grade level, the referral reason (discipline code), the action that was assigned, the assigned date, the due date, the length of action, and the days completed. The due date is highlighted in red if it has passed.

 Click the student's name or student ID to open the referral in another tab.

<div> + Add Detention <input type="checkbox"/> Show Completed Check/Uncheck All 0/3 checked Save </div>									
<div> 4 Records Export Filter: OFF </div>									
Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00055879	Abe, Charlie Noel	10	Profanity (Using)	Detention	10/16/2023	10/16/2023	1	0	<input type="checkbox"/>
00058780	Acosta, Harry P	10	Inappropriate Behavior	Detention	10/16/2023	10/17/2023	1	0	<input type="checkbox"/>
00022481	Aguilar, Emily Dickinson	12	Fighting Lesser/Physical Aggression	Detention	10/11/2023	10/12/2023	1	0	<input type="checkbox"/>
00059241	Alegory, Potter Ron	11	Fighting Lesser/Physical Aggression	Detention	10/12/2023	10/16/2023	3	1	10/16/2023

2. To mark a detention as completed, select **Completed** for the applicable student.

3. Click **Save**.

+ Add Detention
☐ Show Completed
[Check/Uncheck All](#)
1/3 checked
Save

4 Records
Export

Filter: OFF

Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00055879	Abe, Charlie Noel	10	Profanity (Using)	Detention	10/16/2023	10/16/2023	1	0	<input type="checkbox"/>
00058780	Acosta, Harry P	10	Inappropriate Behavior	Detention	10/16/2023	10/17/2023	1	0	<input type="checkbox"/>
00022481	Aguilar, Emily Dickinson	12	Fighting Lesser/Physical Aggression	Detention	10/11/2023	10/12/2023	1	0	<input checked="" type="checkbox"/>
00059241	Alegory, Potter Ron	11	Fighting Lesser/Physical Aggression	Detention	10/12/2023	10/16/2023	3	1	10/16/2023

For students with a 1 day detention (Length of Action equals 1), the Days Completed field will update to 1. The Completed field will populate with today's date. Once the screen is refreshed, the student is removed from the list.

+ Add Detention
☐ Show Completed
[Check/Uncheck All](#)
0/2 checked
Save

4 Records
Export

Filter: OFF

Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00055879	Abe, Charlie Noel	10	Profanity (Using)	Detention	10/16/2023	10/16/2023	1	0	<input type="checkbox"/>
00058780	Acosta, Harry P	10	Inappropriate Behavior	Detention	10/16/2023	10/17/2023	1	0	<input type="checkbox"/>
00022481	Aguilar, Emily Dickinson	12	Fighting Lesser/Physical Aggression	Detention	10/11/2023	10/12/2023	1	1	10/16/2023
00059241	Alegory, Potter Ron	11	Fighting Lesser/Physical Aggression	Detention	10/12/2023	10/16/2023	3	1	10/16/2023

For students with a multi-day detention (Length of Action is greater than 1), the Completed field will populate with today's date. The Days Completed field will increment by 1. When the screen is refreshed, the student will remain on the Detention List until the Days Completed equals the Length of Action.

+ Add Detention
☐ Show Completed
[Check/Uncheck All](#)
0/2 checked
Save

4 Records
Export

Filter: OFF

Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00055879	Abe, Charlie Noel	10	Profanity (Using)	Detention	10/16/2023	10/16/2023	1	0	<input type="checkbox"/>
00058780	Acosta, Harry P	10	Inappropriate Behavior	Detention	10/16/2023	10/17/2023	1	0	<input type="checkbox"/>
00022481	Aguilar, Emily Dickinson	12	Fighting Lesser/Physical Aggression	Detention	10/11/2023	10/12/2023	1	1	10/16/2023
00059241	Alegory, Potter Ron	11	Fighting Lesser/Physical Aggression	Detention	10/12/2023	10/16/2023	3	1	10/16/2023

To mark the entire list of students as completed, click **Check/Uncheck All** at the top of the screen to select all the Completed check boxes, and click **Save**.

+ Add Detention
☐ Show Completed
[Check/Uncheck All](#)
2/2 checked
Save

3 Records
Export

Filter: OFF

Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00055879	Abe, Charlie Noel	10	Profanity (Using)	Detention	10/16/2023	10/16/2023	1	0	<input checked="" type="checkbox"/>
00058780	Acosta, Harry P	10	Inappropriate Behavior	Detention	10/16/2023	10/17/2023	1	0	<input checked="" type="checkbox"/>
00059241	Alegory, Potter Ron	11	Fighting Lesser/Physical Aggression	Detention	10/12/2023	10/16/2023	3	1	10/16/2023

Once the student is checked in for detention, the action logging field on the referral is updated. The Date Begins is populated with the date the detention is served. The Date Ends is populated with the same date. The Notes field will be populated with "Detention Served - 0X-XX-202X."

Detentions and Tardies Entered Manually and Not through the Kiosk

Currently, tardies entered through the mobile app and kiosk will trigger detentions based on the thresholds setup.

Focus understands tardies may be manually entered by the teacher or office staff. Focus also understands detentions may be assigned for items other than those defined in the threshold. Focus has a scheduled job "Create Detentions from Tardies" that will:

- Review student tardies and thresholds setup and add detentions based on the criteria met.
- Add above detentions to the Detention List.

Review tardy codes that may have been changed that would reverse the detention and remove the detention from the student and from the Detention List.