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.

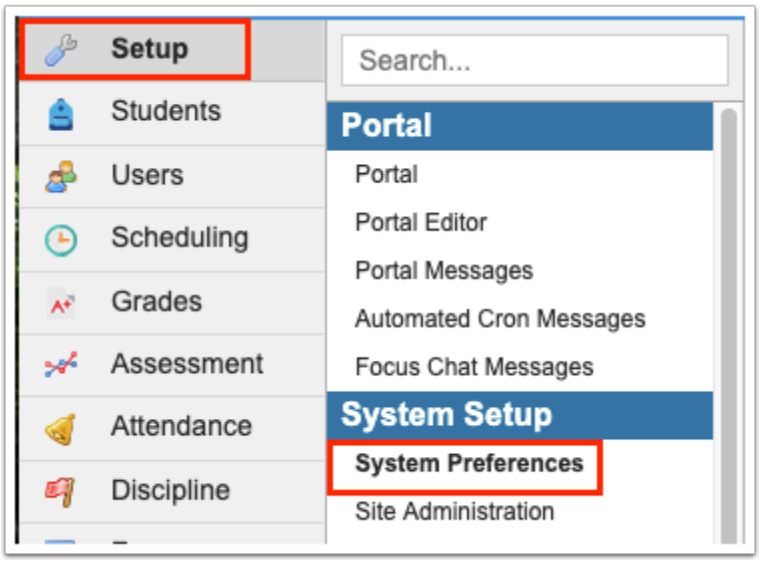
Automating the detention/action resulting from excessive tardies will save administrative time at the school level. Focus allows this to be completed through a kiosk or through the mobile app. Tardy tracking requires the setup of Discipline > Referral Codes & Actions (with at least one action considered 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.

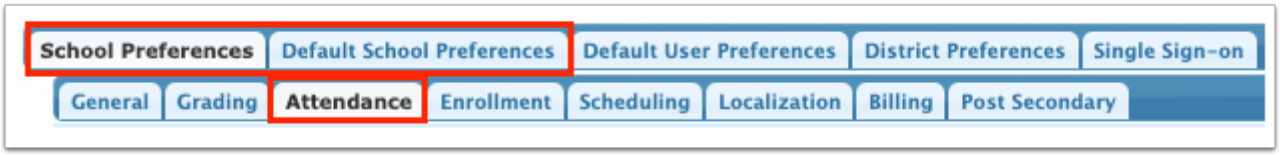
System Preferences

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

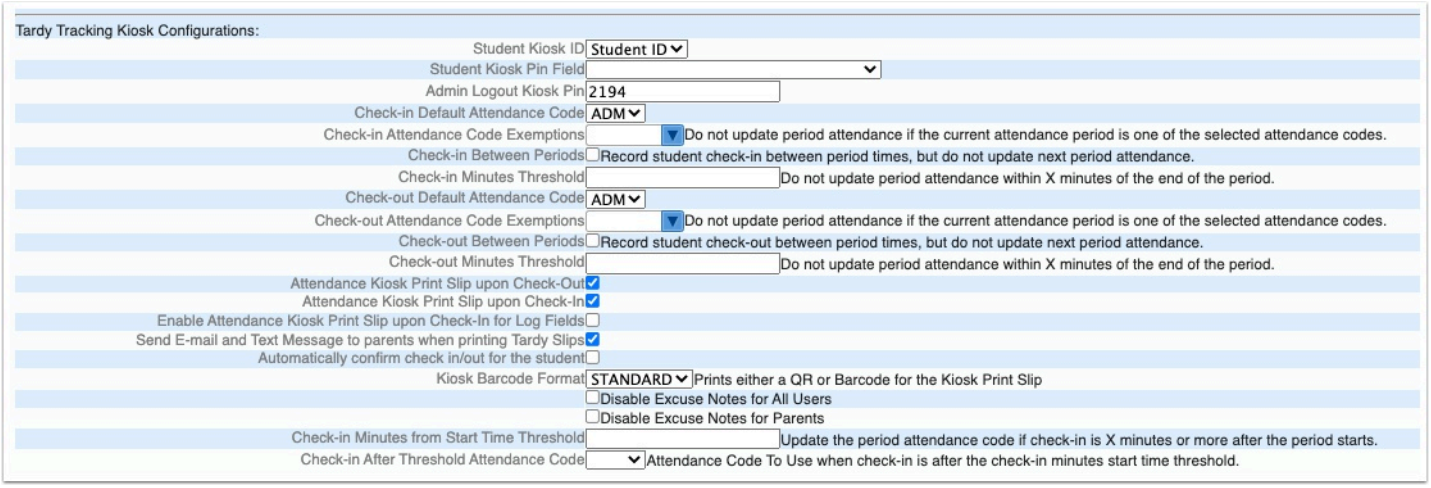
1. In the **Setup** menu, click **System Preferences**.



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



3. Set the following system preferences:



System Preference	Description
Student Kiosk ID	Select the desired student identifier when scanning students with the kiosk. • **Student ID** - When Student ID is selected, the student's Student ID (students.student_id or custom_53 - local

System Preference	Description
	student ID) will be used when scanning the student with the kiosk. • **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. 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.
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

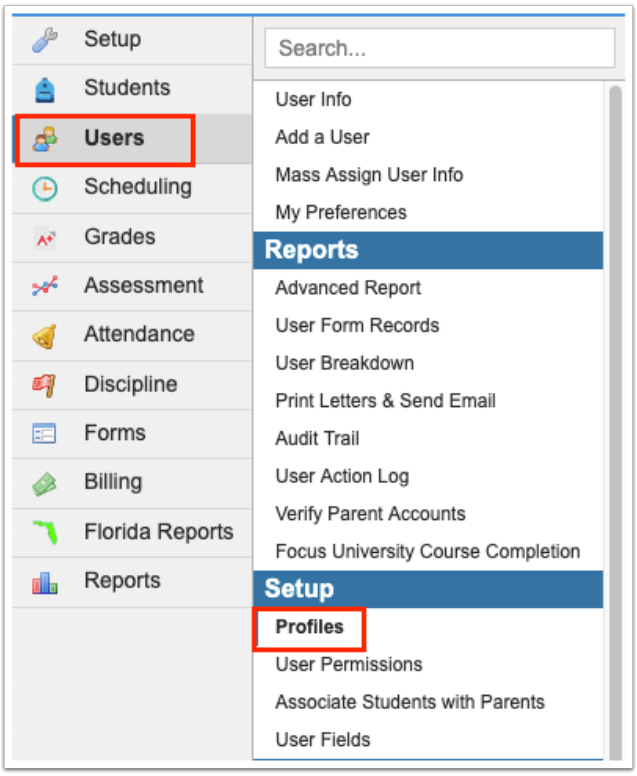
System Preference	Description
	pass will not print when checking out.
Attendance Kiosk Print Slip upon Check-In	Select the check box to print a slip when a student checks in in the attendance kiosk mode. When this preference is disabled, a slip will not print when checking in.
Enable Attendance Kiosk 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.

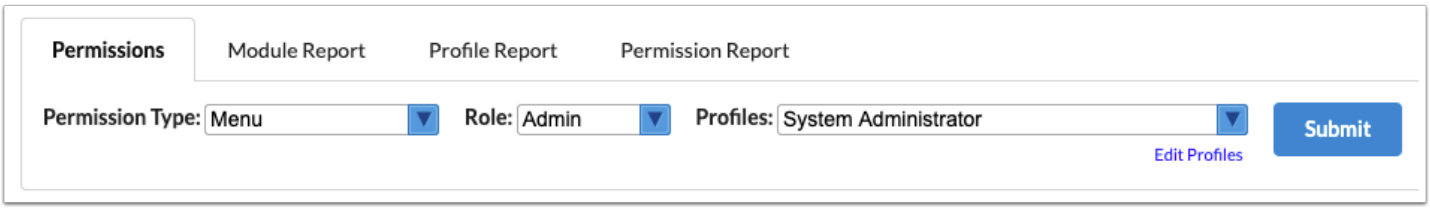
4. Click **Save**.

Profile Permissions

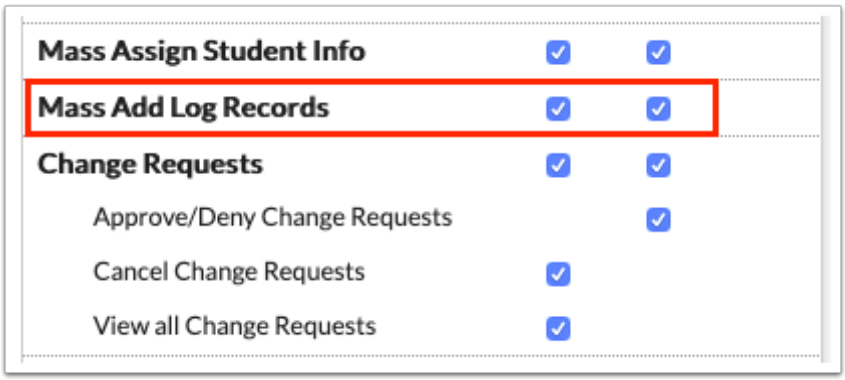
1. In the **Users** menu, click **Profiles**.



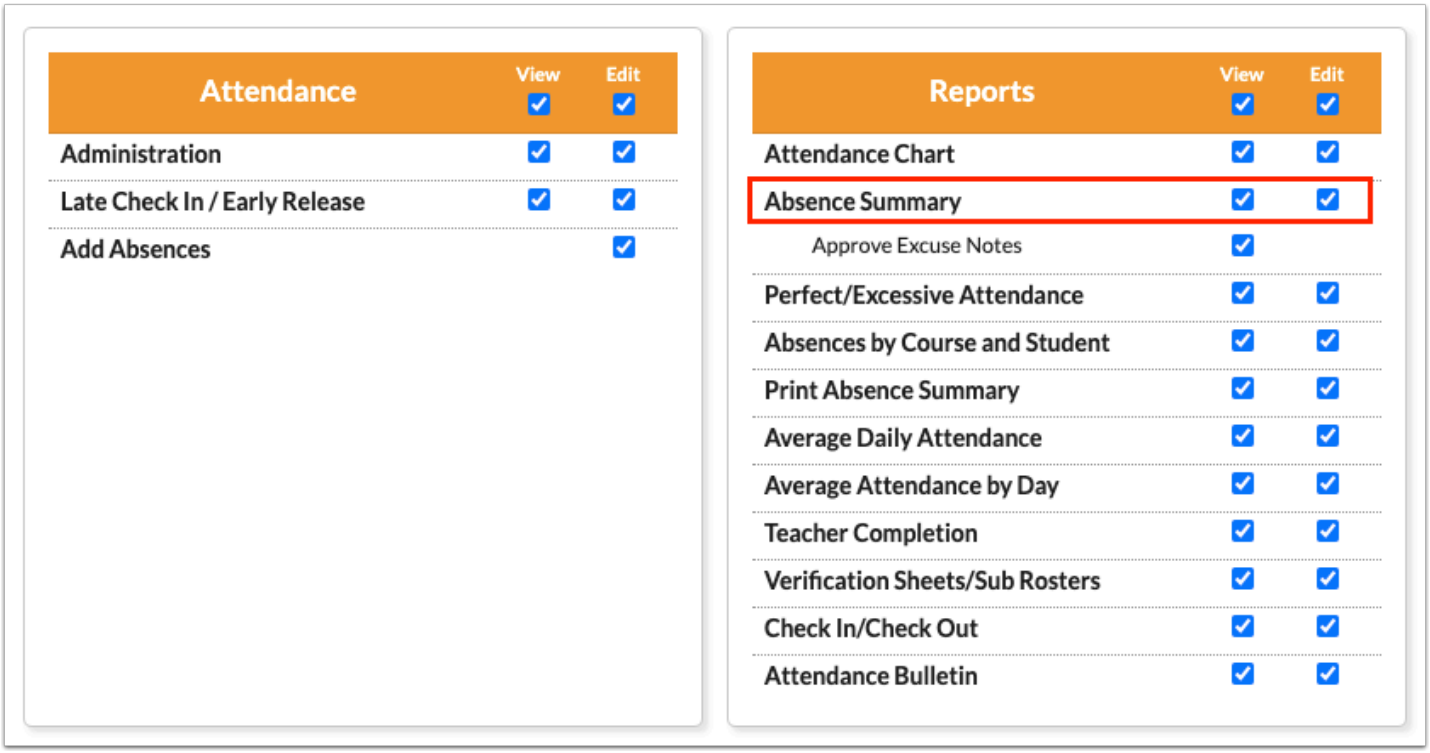
2. In the **Permissions** tab, select **Menu** as the **Permission Type**. Select the **Role** and **Profiles**, and click **Submit**.



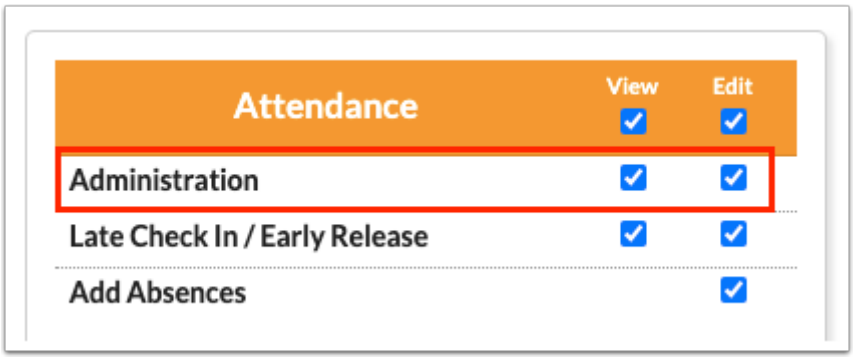
3. If the profile will be using the kiosk logging field mode, select the **View** and **Edit** check boxes for **Mass Add Log Records** in the Students section of the screen.



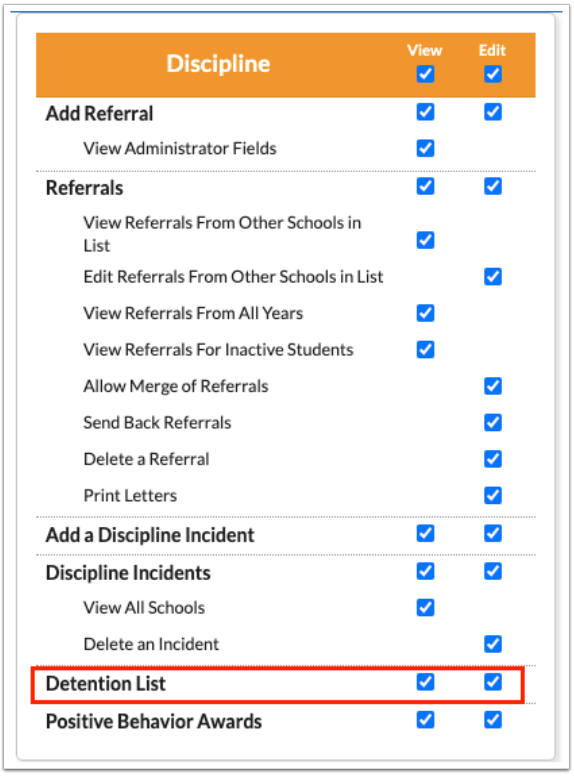
4. If the profile will be using the tardy functionality on the handheld device, select the **View** and **Edit** check boxes for **Absence Summary** in the Attendance section of the screen.



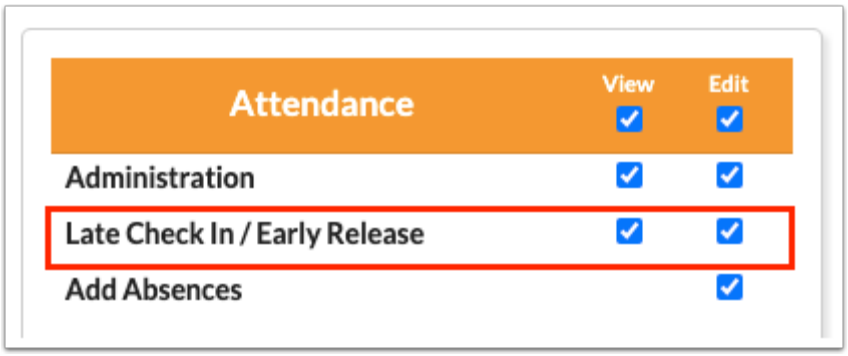
5. If the profile will be using the Attendance Kiosk mode, select the **View** and **Edit** check boxes for **Administration** in the Attendance section of the screen.



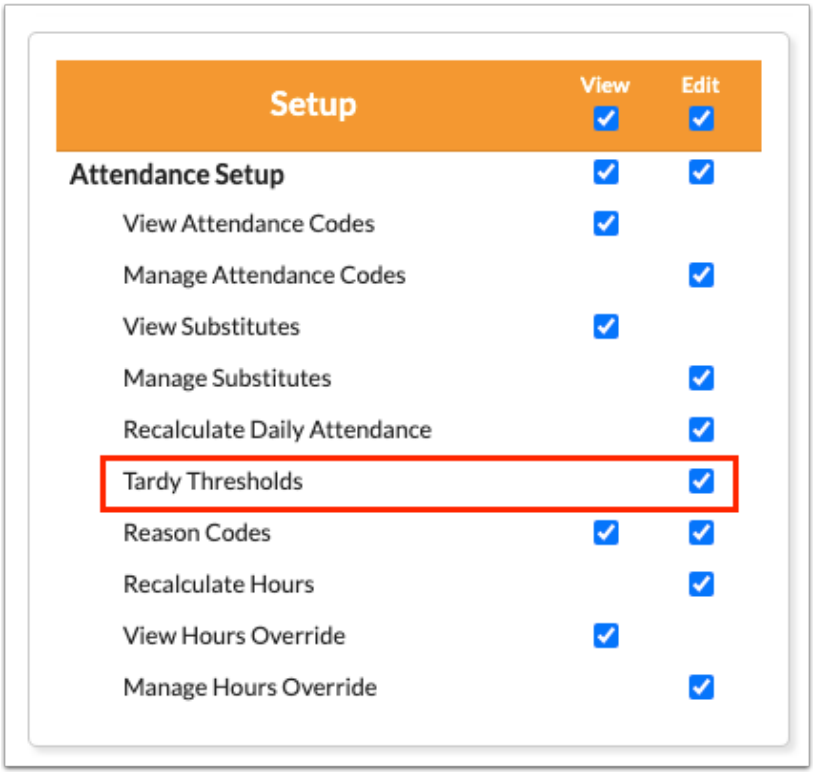
6. If the profile will be reviewing the Detention List and checking in students assigned a detention, select the **View** and **Edit** check boxes for **Detention List** in the Discipline section of the screen.



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.

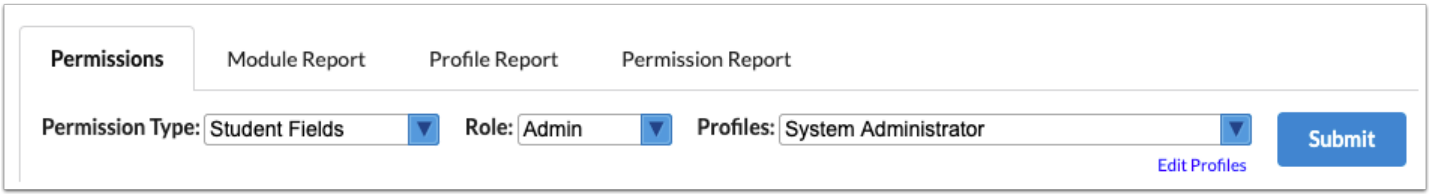


8. If the profile will be setting up the Tardy Thresholds, the following Attendance Setup permissions need to be selected in the Attendance section of the screen:

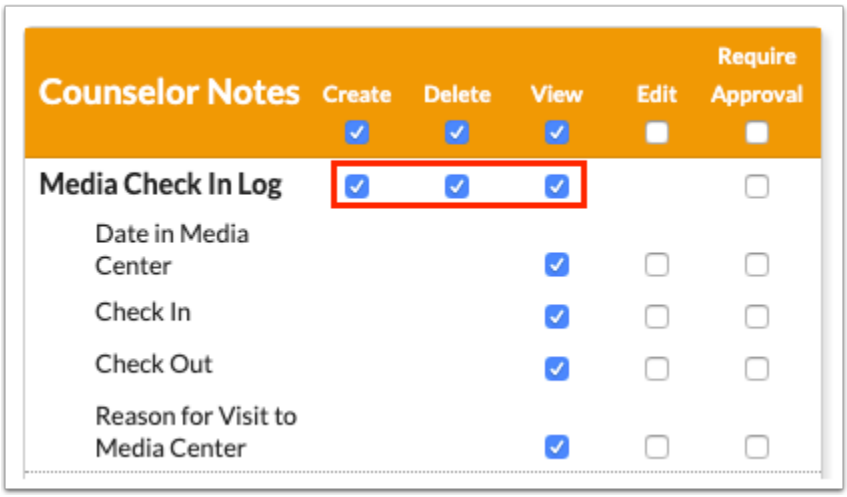


9. Click **Save**.

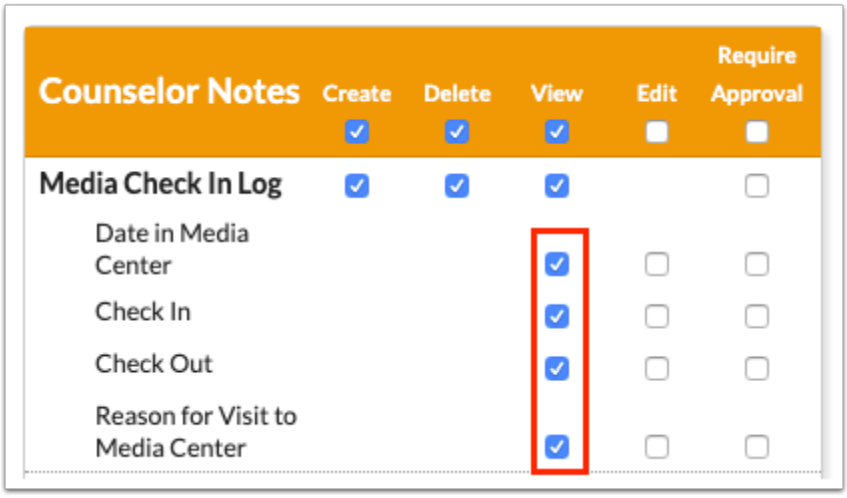
10. For profiles using the kiosk logging field mode, select **Student Fields** in the **Permission Type** pull-down. Ensure the correct **Role** and **Profiles** are selected and click **Submit**.



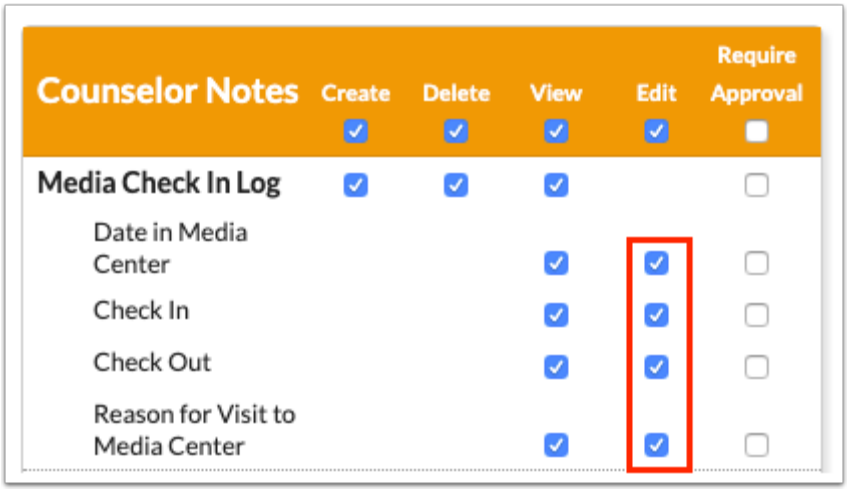
11. Locate the logging field. At a minimum, the profile needs the **Create - View** check boxes selected on the logging field in order to select the option and use the kiosk mode.



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



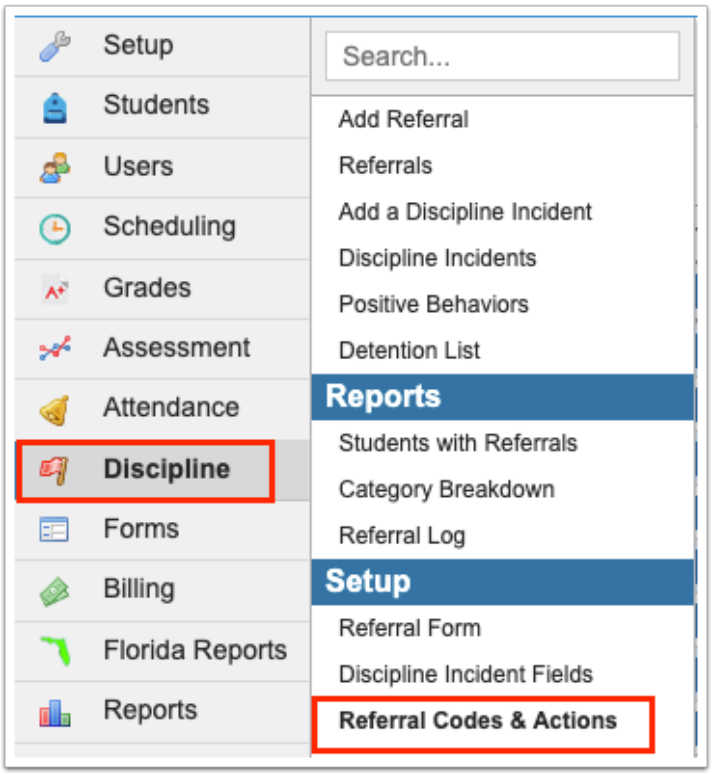
13. If the profile will be updating the check out time through the kiosk (or the logging field), select **Edit** for each column of the logging field.



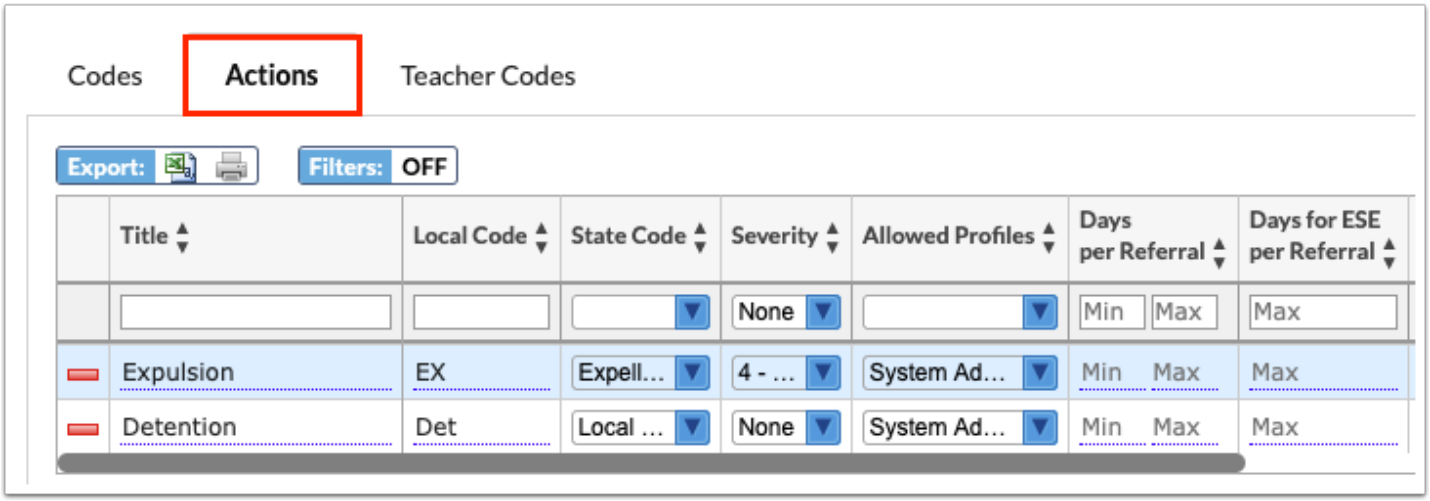
14. Click **Save**.

Discipline Referral Codes & Actions - Detention Check Box

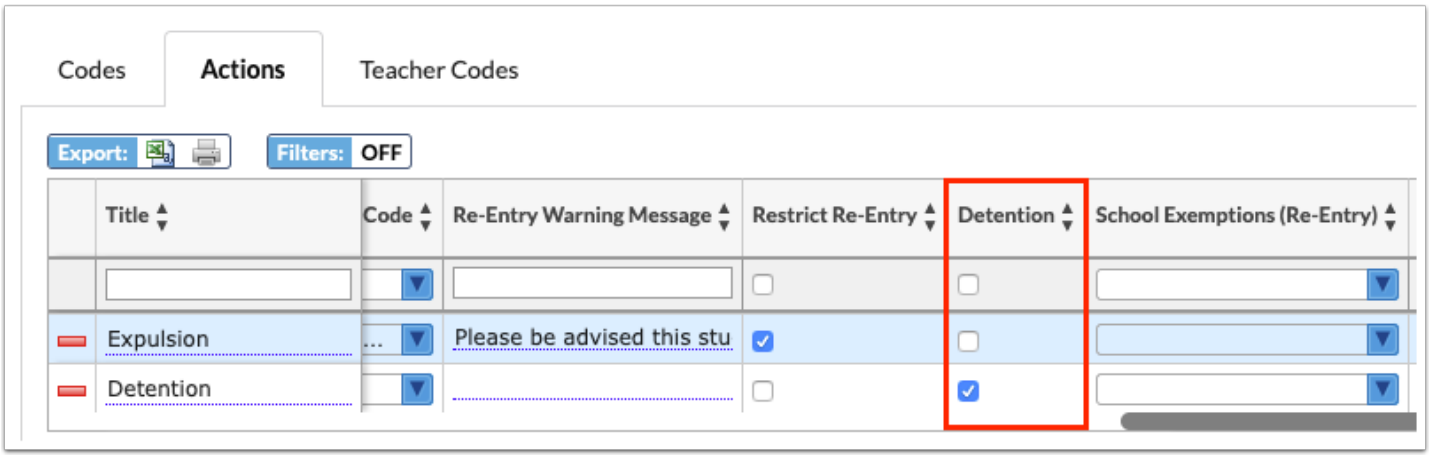
1. In the **Discipline** menu, click **Referral Codes & Actions**.



2. Click the **Actions** tab.

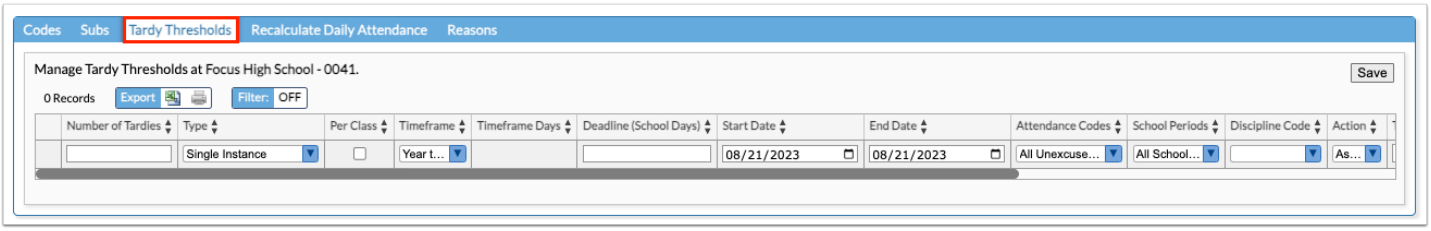


3. Select the **Detention** check box on each action that will be available for selection when [setting up Tardy Thresholds in Attendance Setup](#).



Attendance Setup - Tardy Thresholds

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



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.

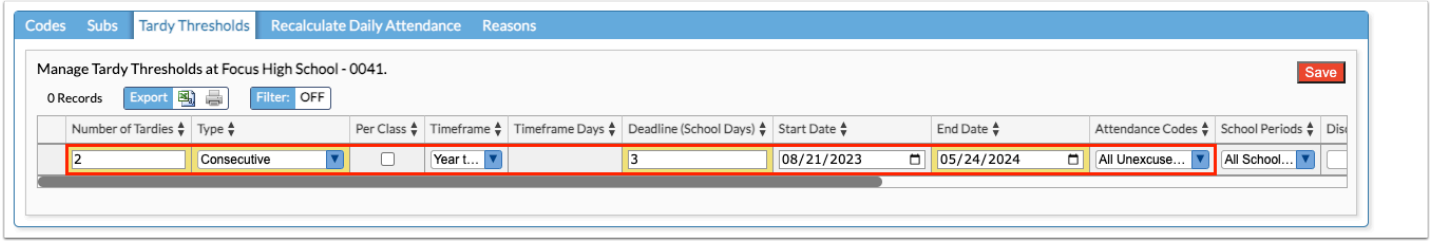
7. Enter or select the **Start Date**. Today's date is populated by default. Once the student receives the prescribed number of tardies after the start date, the referral will be added to the student.

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.



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.

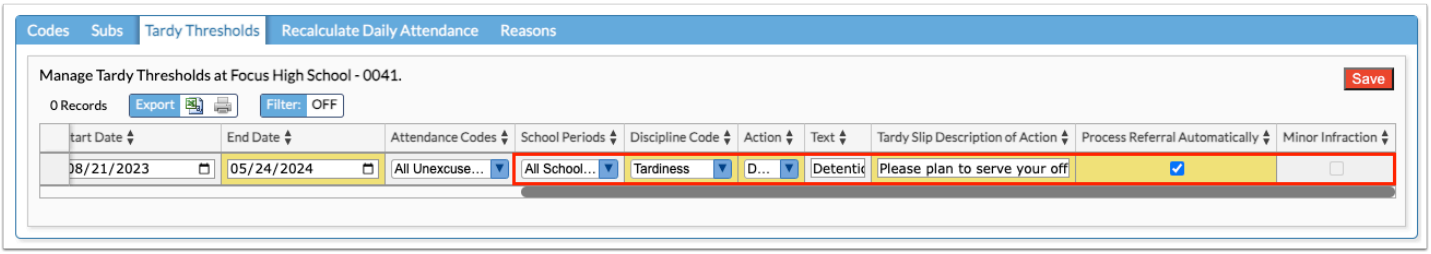
The actions marked as "Detention" in Referral Codes & Actions will be available for selection.

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**.

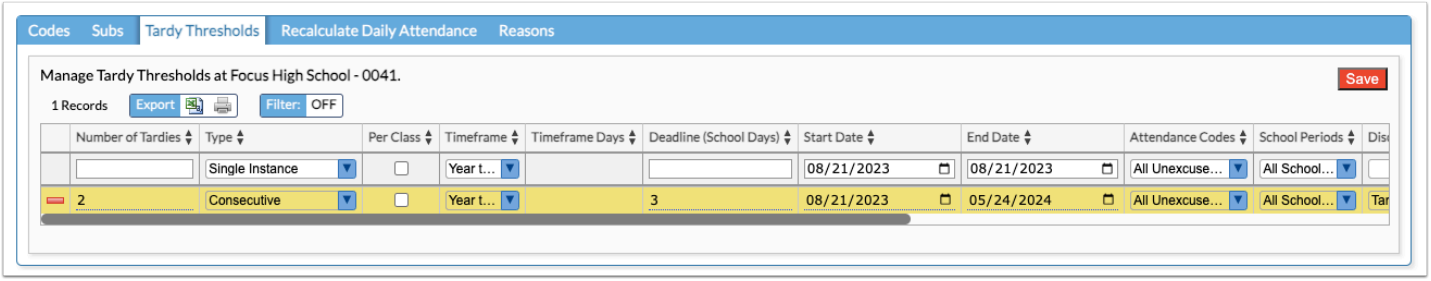


If the "Minor Infraction" check box is selected, the "Process Referral Automatically" check box is disabled and cannot be selected, and vice versa.

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

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

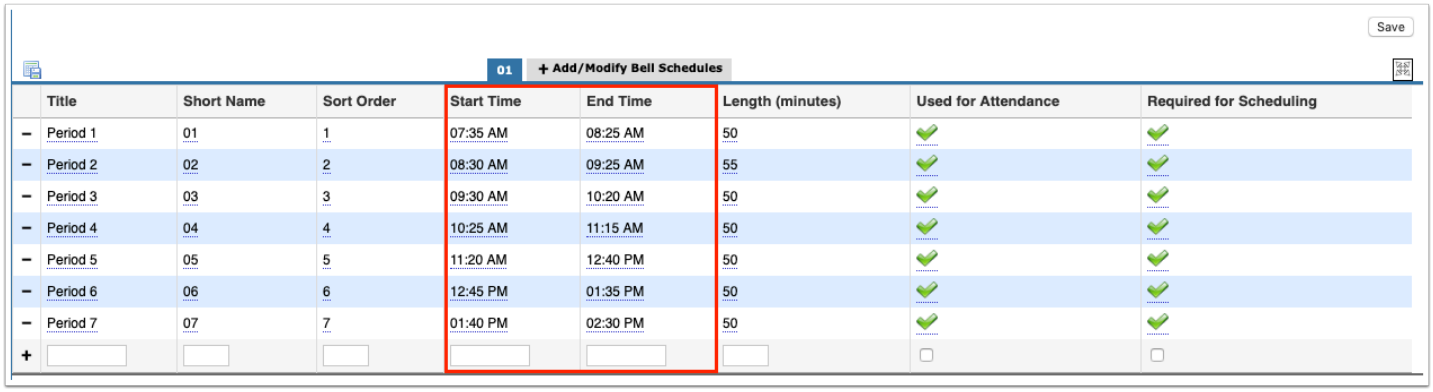
18. Click **Save**.



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.

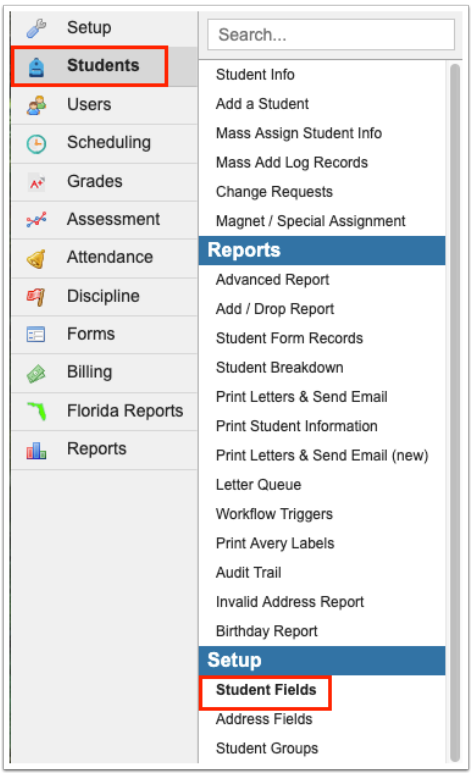


Title	Short Name	Sort Order	Start Time	End Time	Length (minutes)	Used for Attendance	Required for Scheduling
Period 1	01	1	07:35 AM	08:25 AM	50	✓	✓
Period 2	02	2	08:30 AM	09:25 AM	55	✓	✓
Period 3	03	3	09:30 AM	10:20 AM	50	✓	✓
Period 4	04	4	10:25 AM	11:15 AM	50	✓	✓
Period 5	05	5	11:20 AM	12:40 PM	50	✓	✓
Period 6	06	6	12:45 PM	01:35 PM	50	✓	✓
Period 7	07	7	01:40 PM	02:30 PM	50	✓	✓
+						☐	☐

Student Field Setup

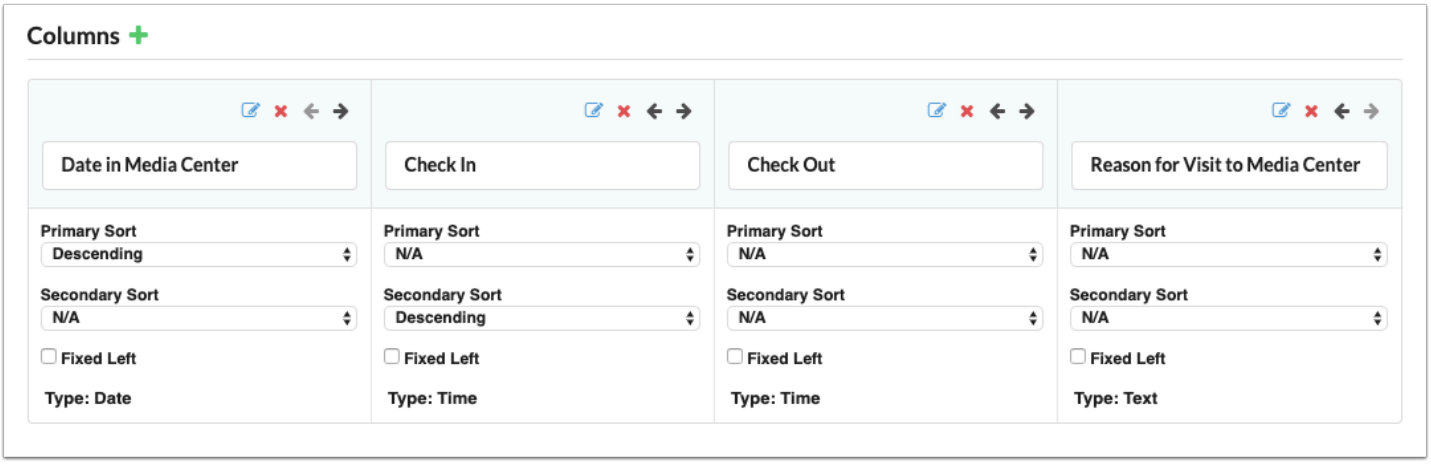
For checking in or out of the clinic, media center, or other location on campus (but not checking in or out of school), logging fields can be created to store the check in and check out times. This time will be updated in the period attendance.

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



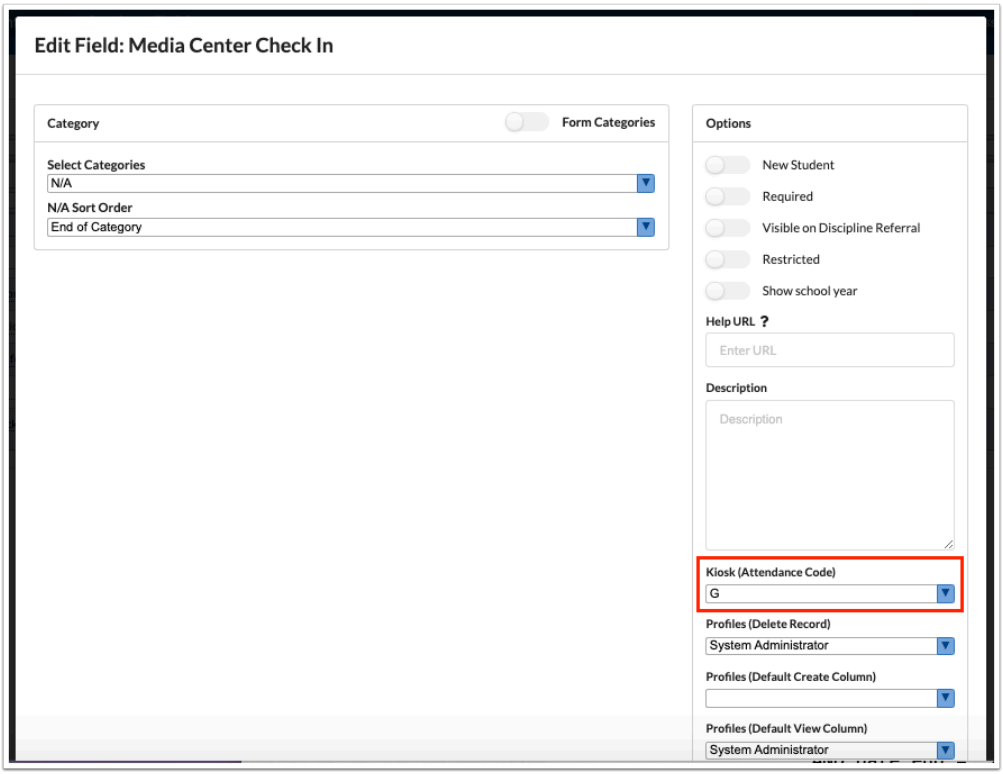
2. Add a new logging field. For more help on adding student fields, please see [Adding a Field.]

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.



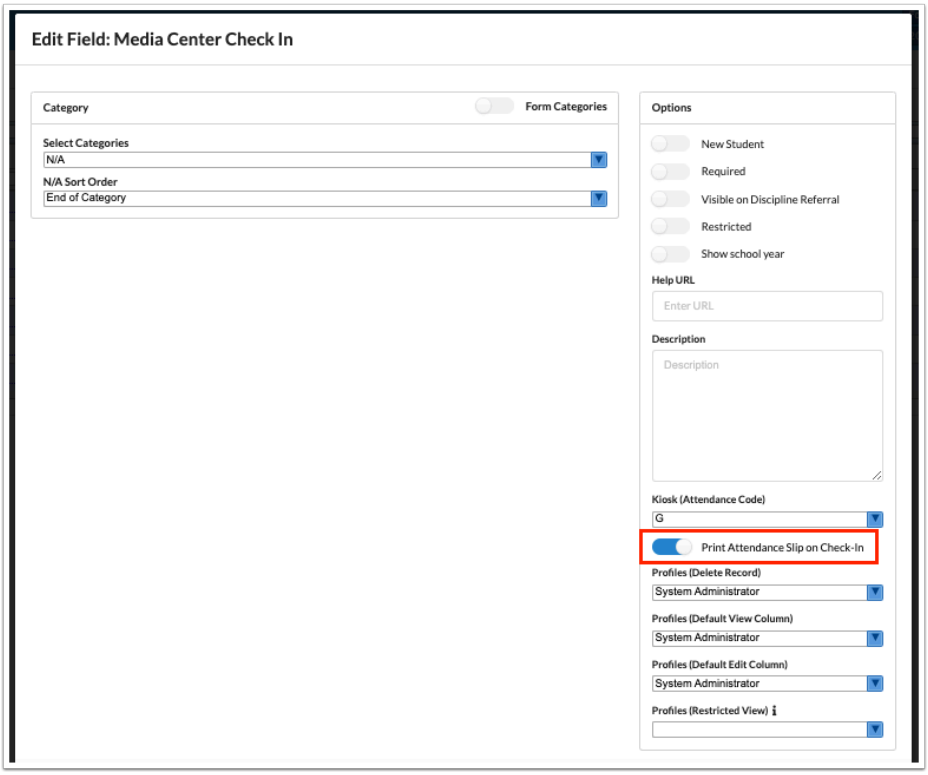
It is recommended to set the Primary Sort field on the Date column to Descending, and set the Secondary Sort field on the Check In column as Descending. This will display the most current records at the top of the logging field table.

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.



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.



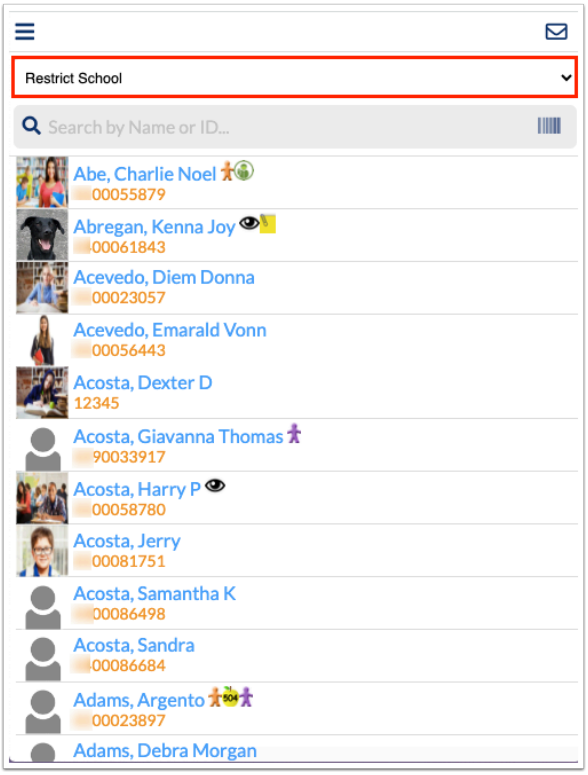
7. Click **Save**.

Entering a Tardy through the Mobile App

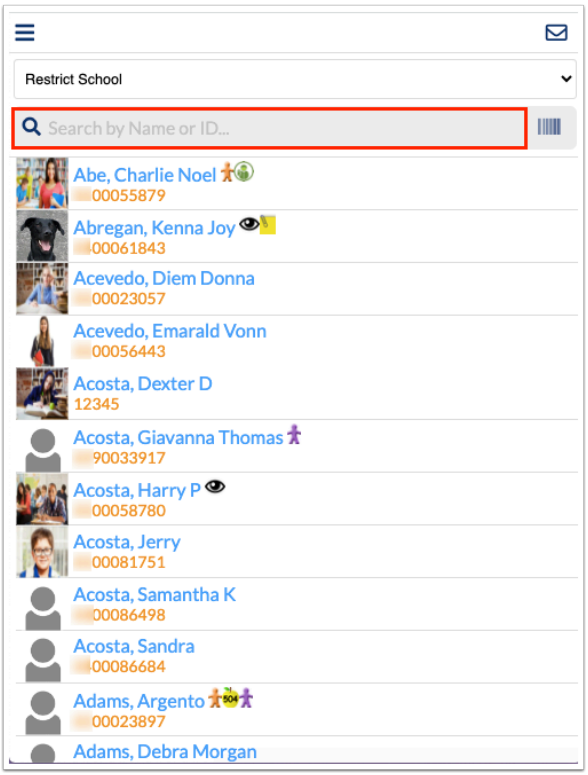
Administrators are able to enter tardy information for a student using the mobile app by scanning the student ID or typing in the student name or ID.

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.

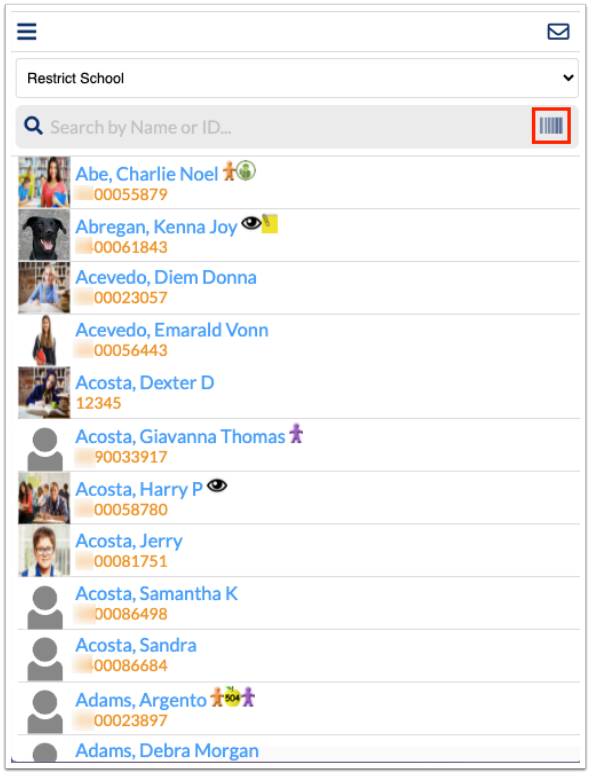


2. Manually search for the student by entering their name or student ID into the Search box. In the list of search results, tap the student's name.



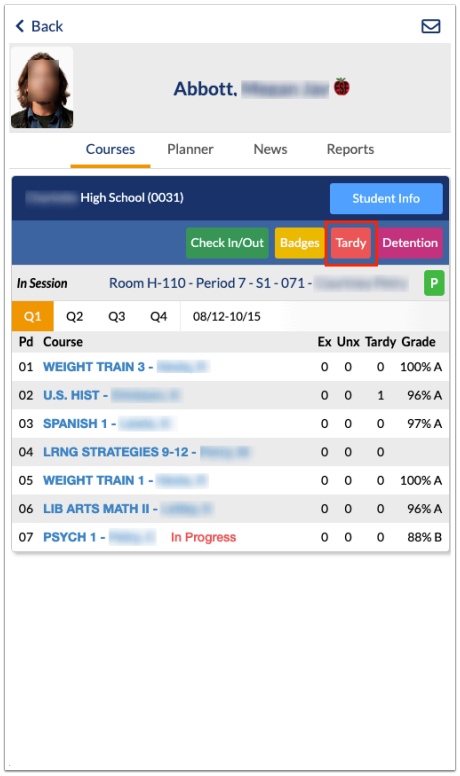
Alternatively, tap the barcode icon and scan the barcode on the student's ID badge.

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



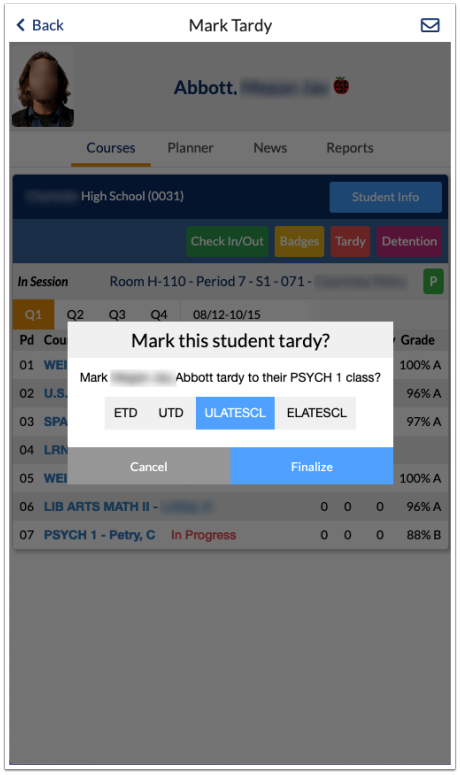
If the student is found, the student's schedule will display in the Courses screen. Based on the bell schedule in period setup, the currently active period will be marked as in progress. A red "Tardy" button will display above the schedule. If there is no active schedule for the student, the "Tardy"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

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

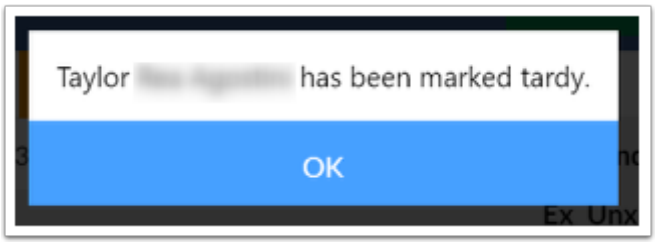


3. In the confirmation pop-up, tap the correct tardy code and tap **Finalize**.

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.

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.

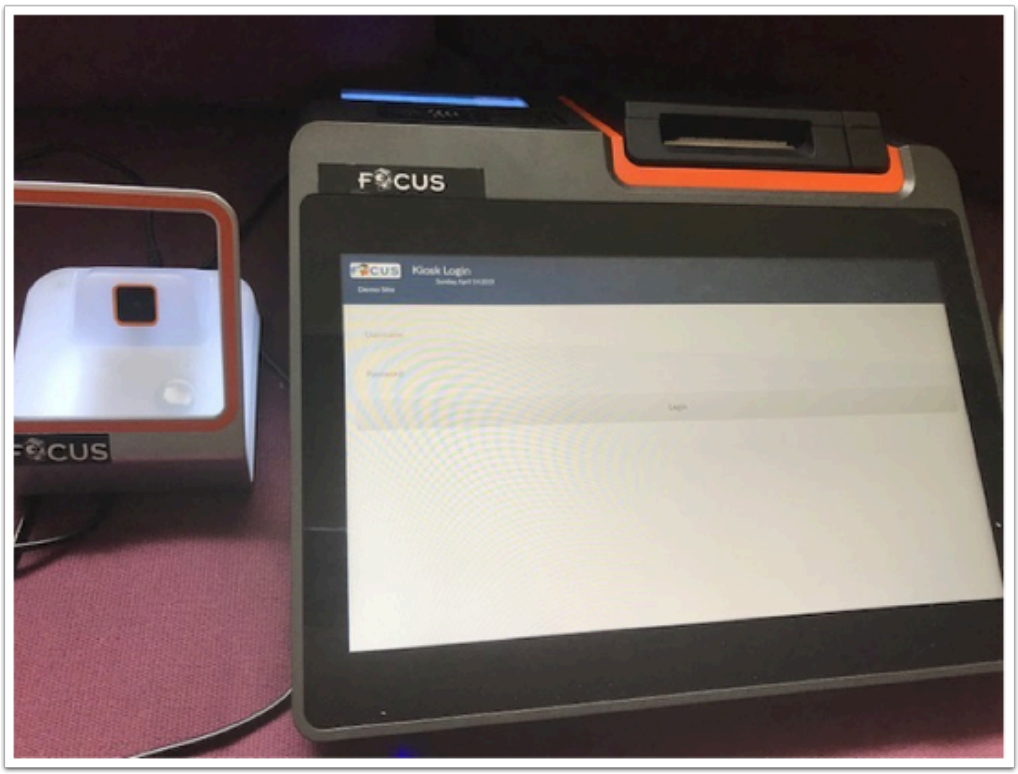
Entering Attendance Check In and Check Out through the Kiosk

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.

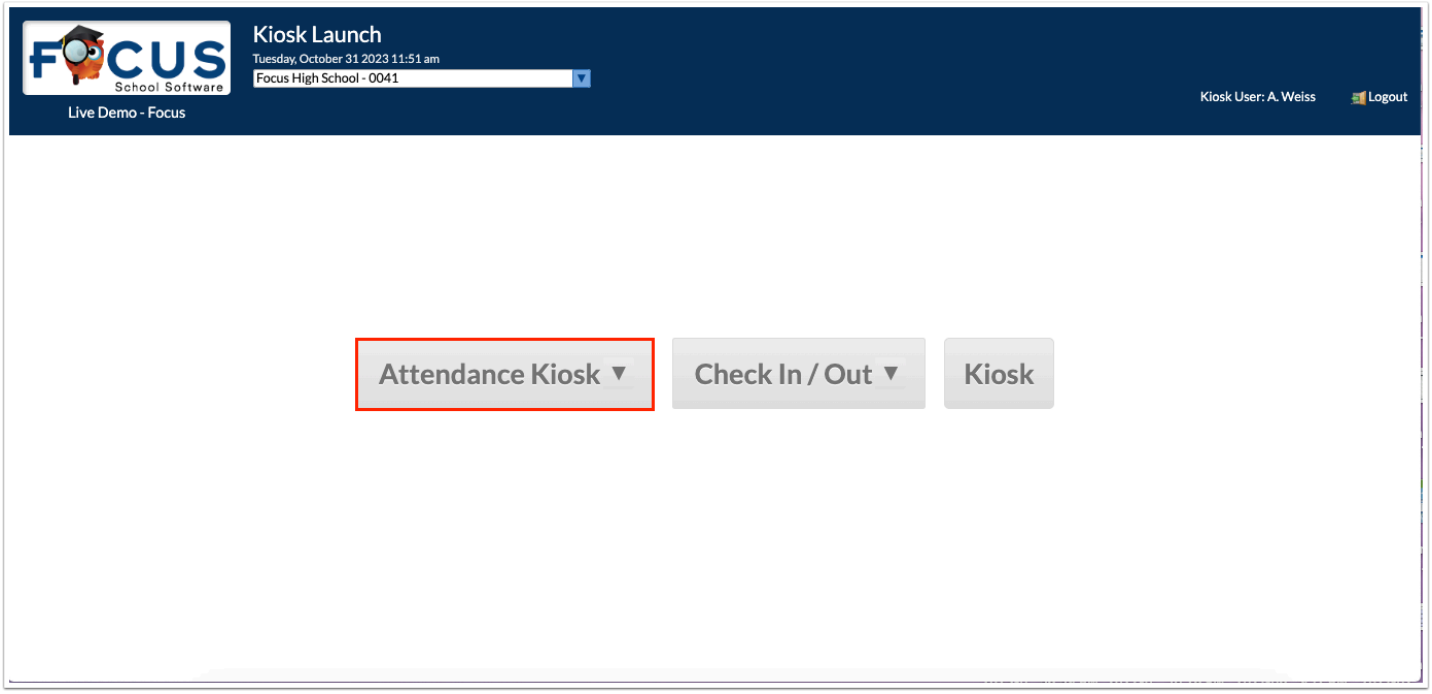
Each kiosk and camera are paired together specifically. It is important that the camera you connect with the kiosk stays with that kiosk. If there is confusion about which devices pair together, please contact Focus Support with the device serial numbers.



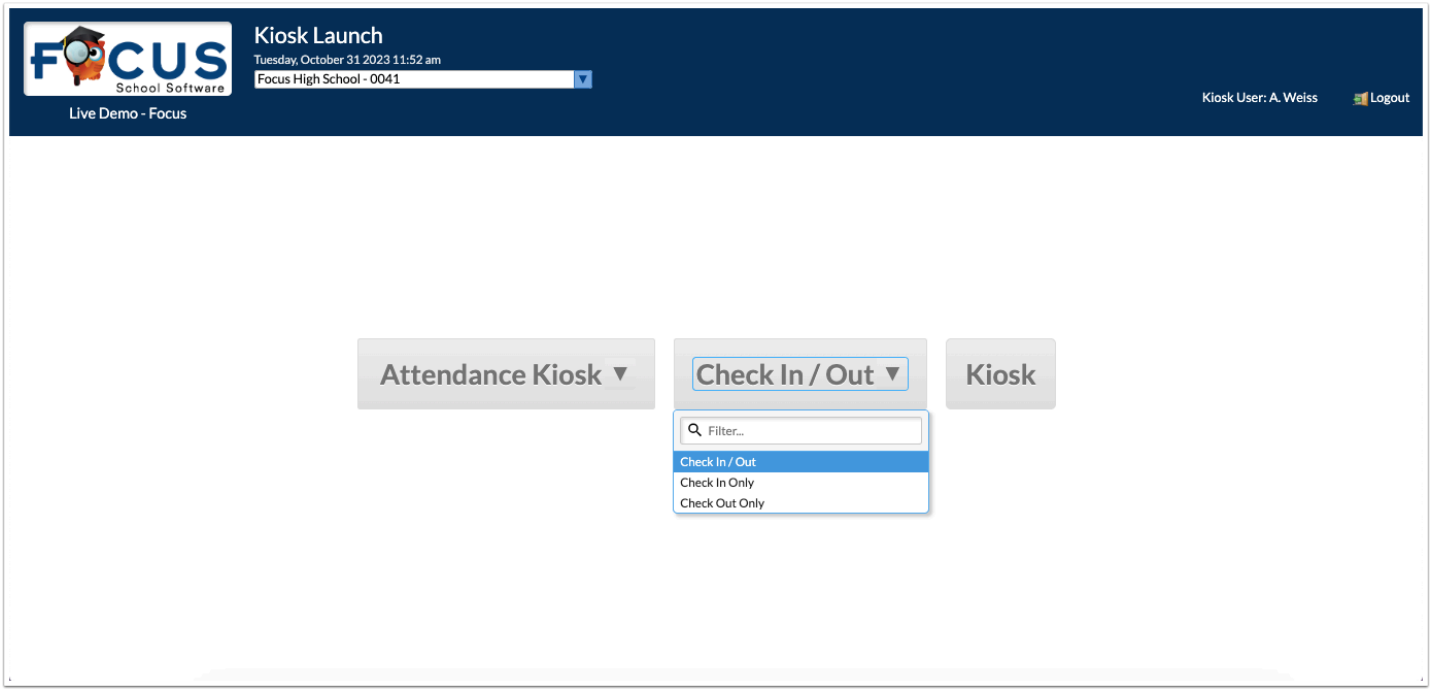
2. Enter your login information and tap **Log In**.

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**.

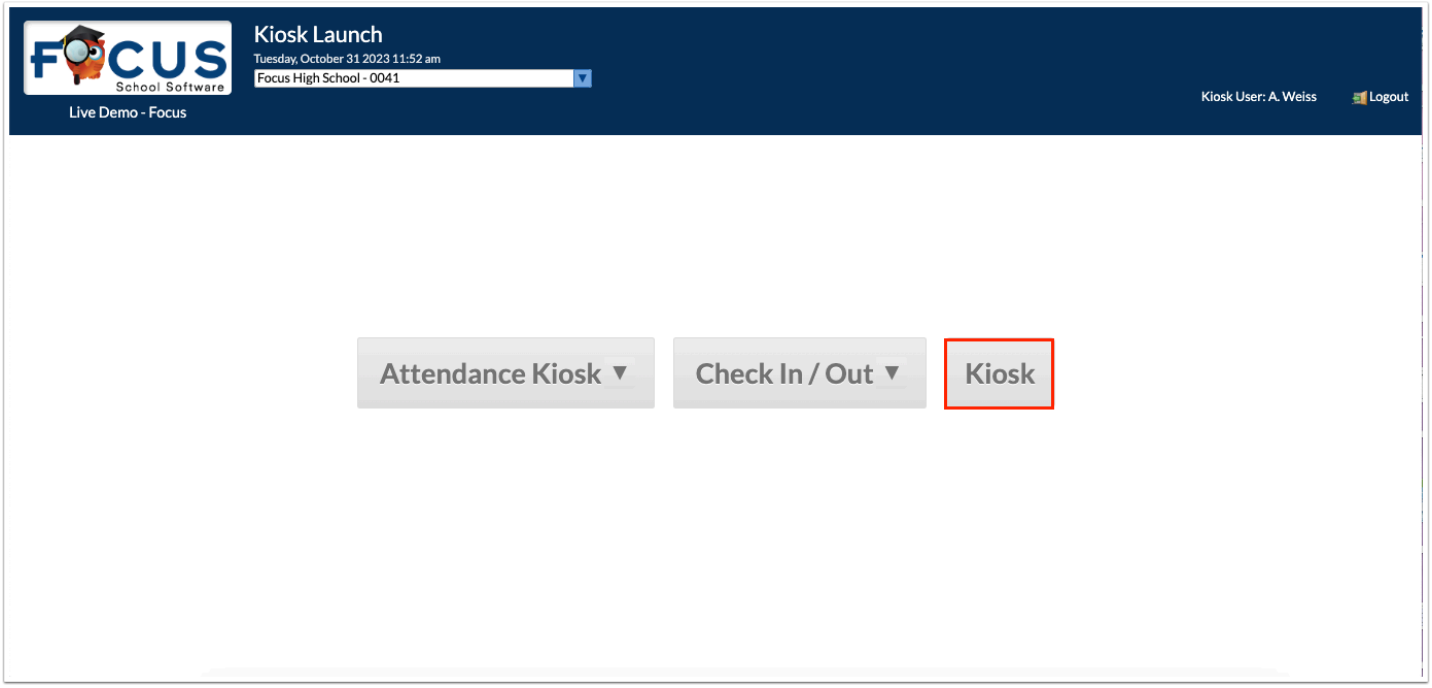
3. Select **Attendance Kiosk** from the available options**.**



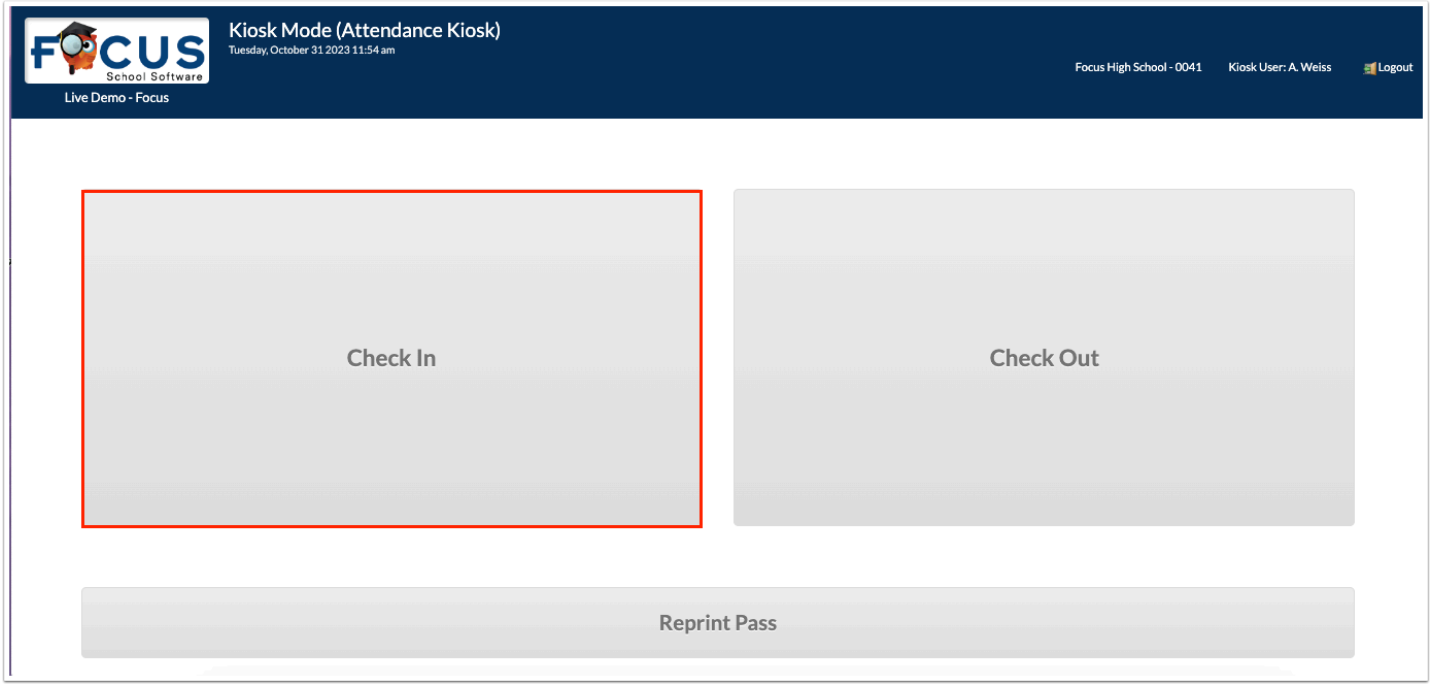
Check In / Out is automatically selected in the second pull-down. This allows students to both check in and check out on this kiosk. Some schools may choose to have separate kiosks dedicated only for check in or check out. Select **Check In Only** in the pull-down if this kiosk will only be used for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



4. Tap the **Kiosk** button.



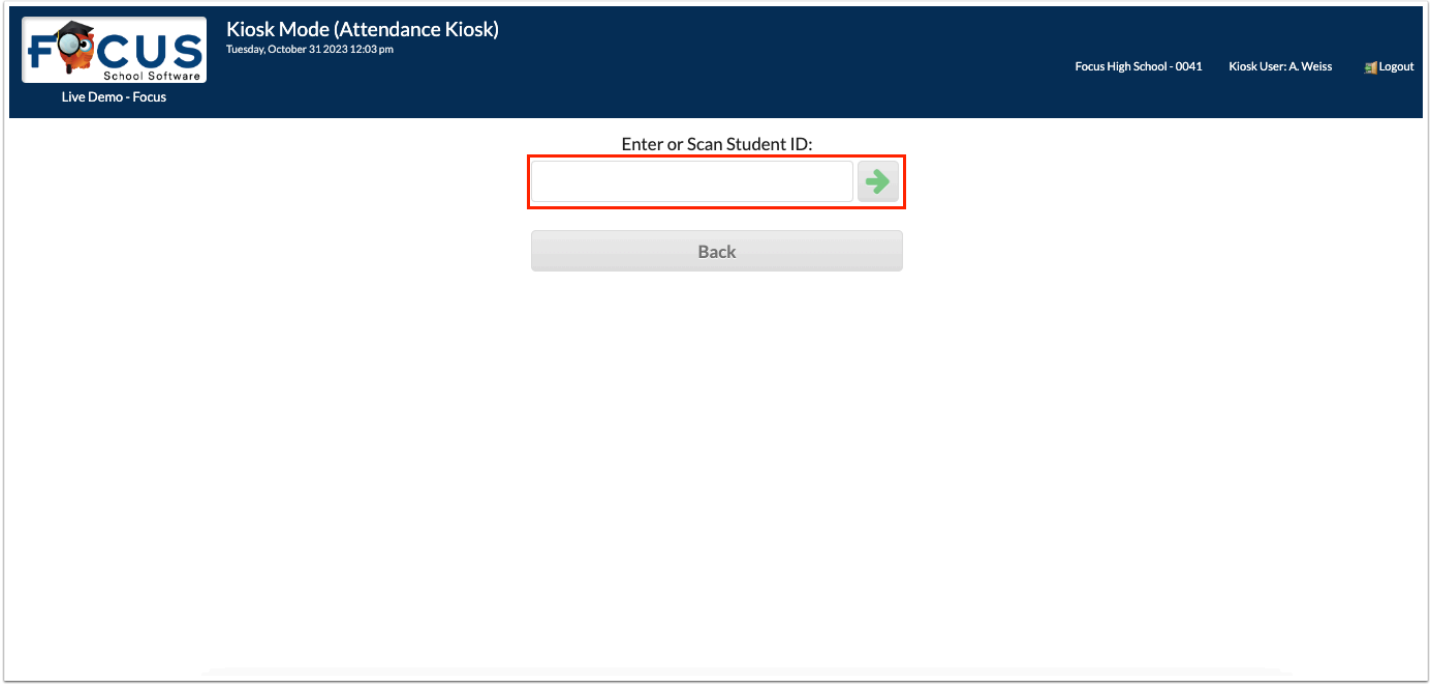
5. Tap **Check In** to check in a student.



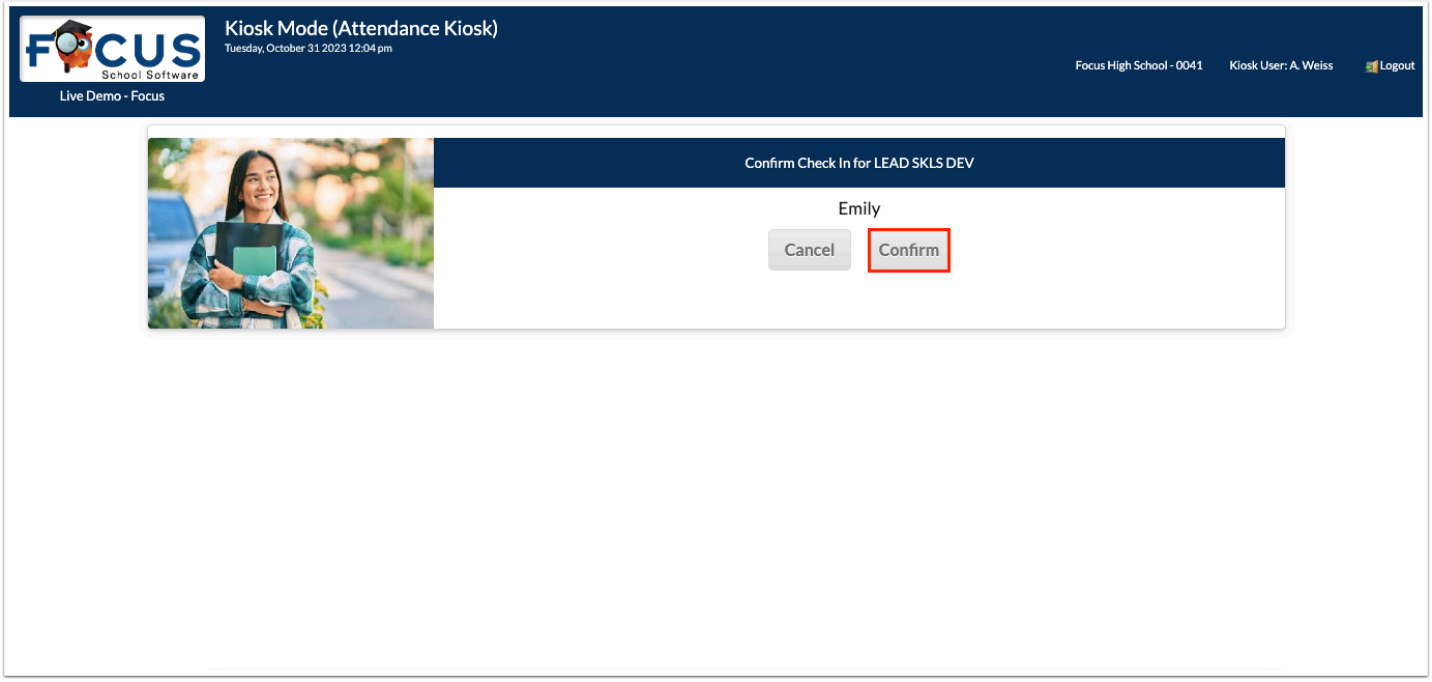
6. Manually enter the student's ID using the number pad/keys or scan the student's ID.

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

7. Tap the green arrow.



8. Tap **Confirm**.



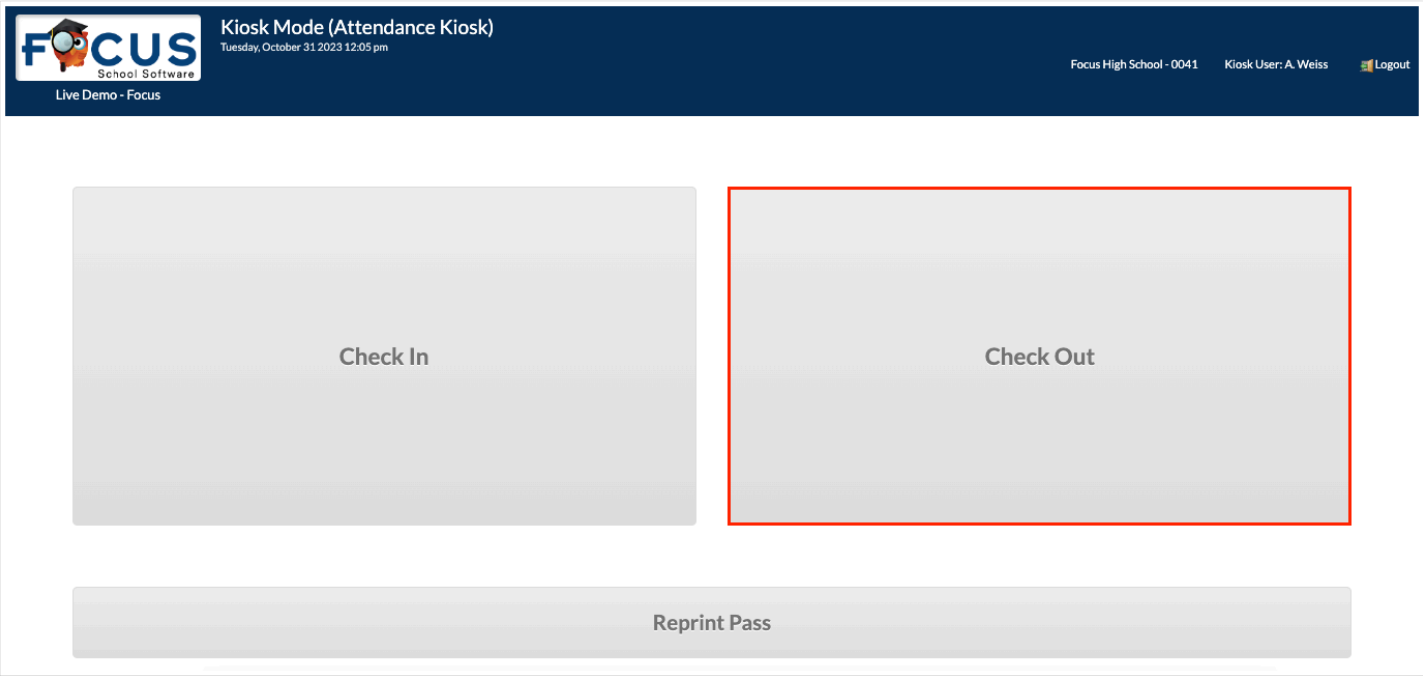
- The tardy will be added for the student based on the time of day and the start and end times set in period setup. The tardy code is based on the system preferences. A tardy slip will print. If the tardy exceeds the threshold set, the message regarding the detention will print on the tardy slip.

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.

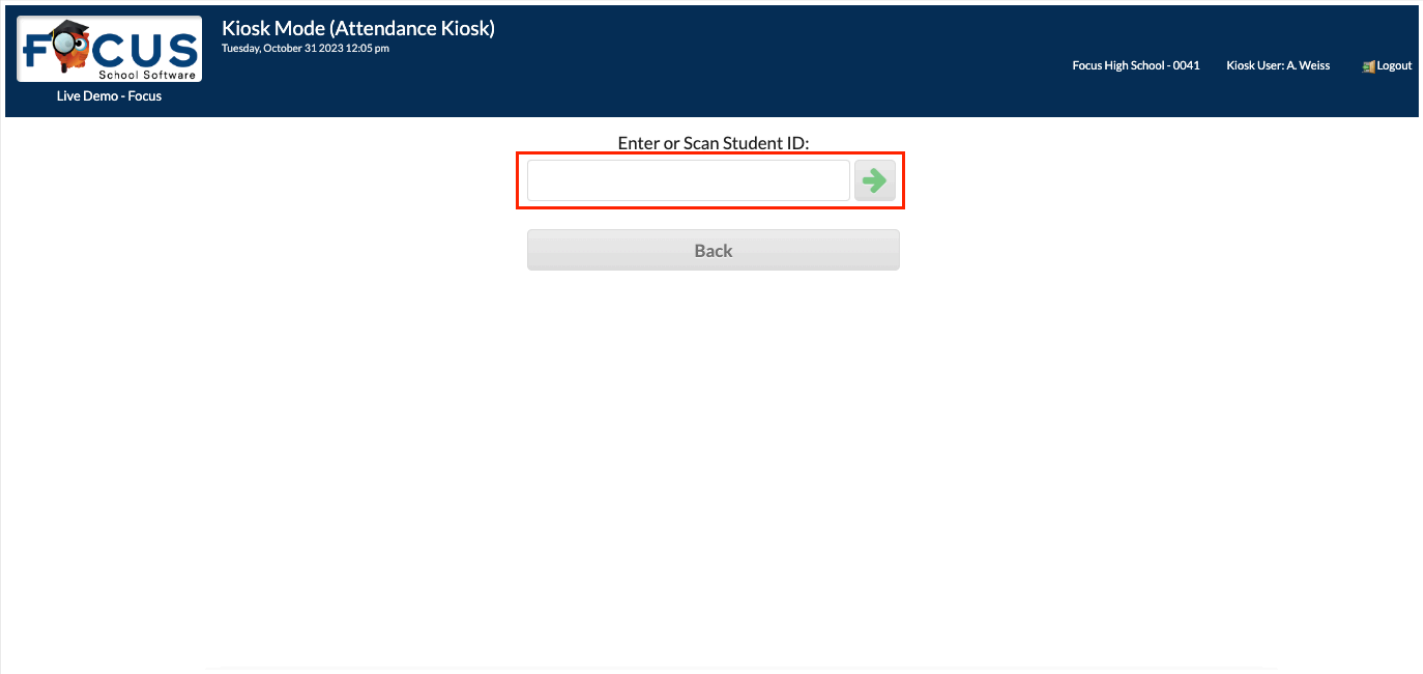
9. To check out a student, tap **Check Out**.



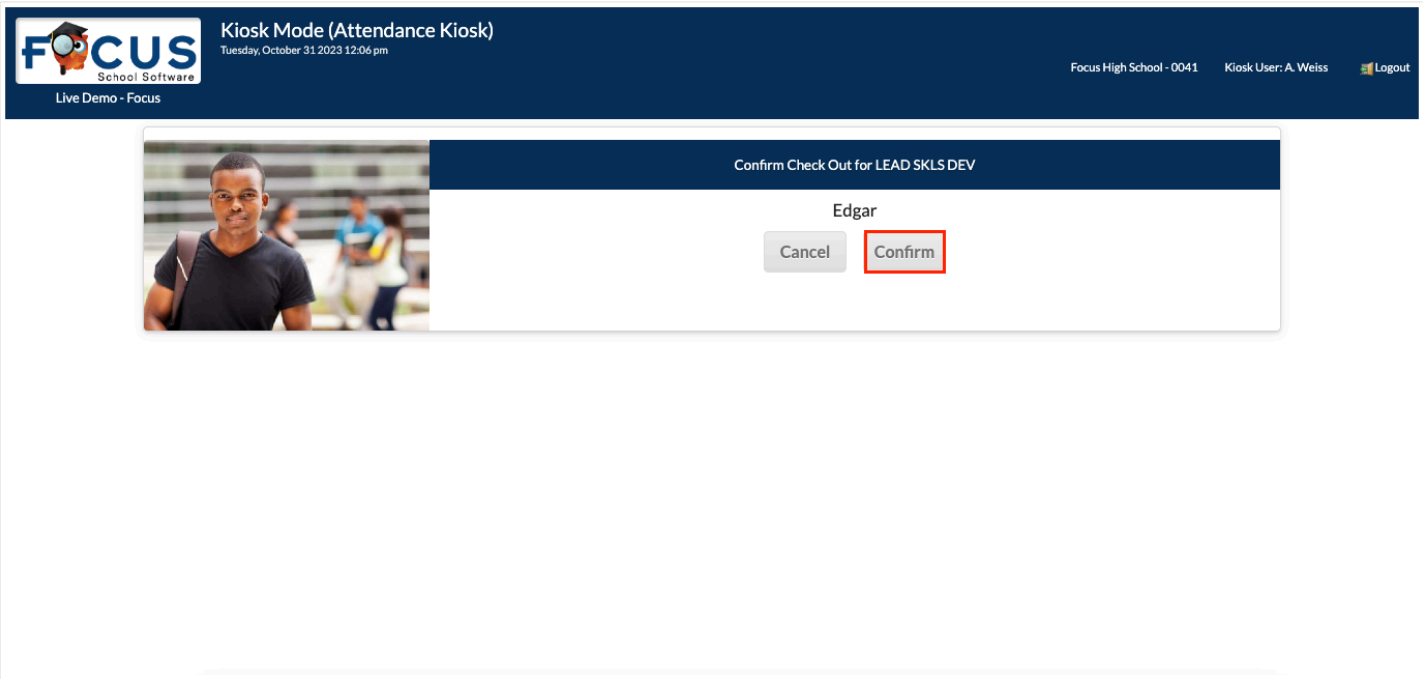
10. Manually enter the student's ID using the number pad/keys or scan the student's ID.

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.

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

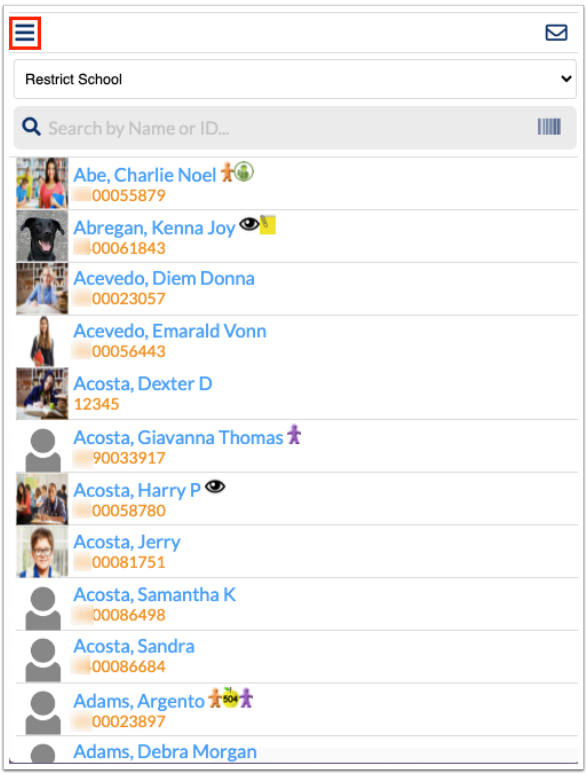
The attendance Check In/Out functionality is also available through the mobile app. The utility version of the mobile app available on the Focus handheld device has a Check In / Check Out Utility mode and a Student Search mode. The Check In/Out functionality is available in both modes.

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.

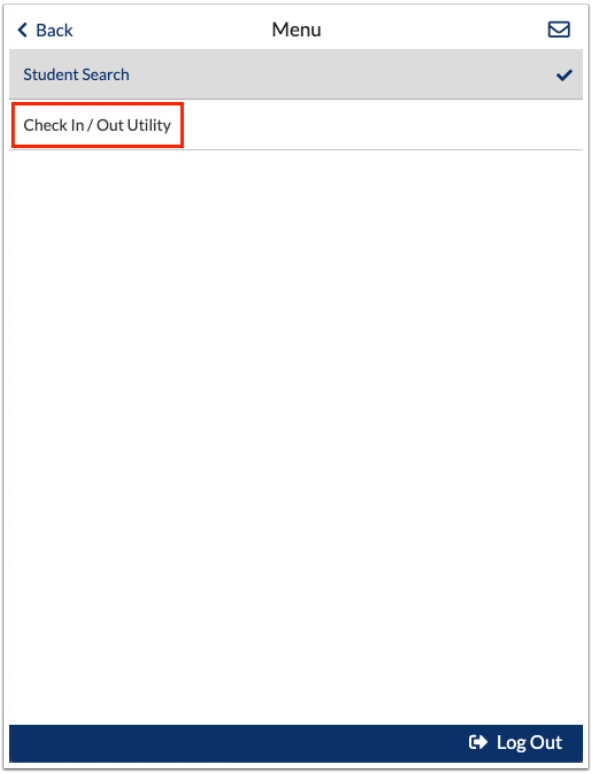
Using the Check In / Check Out Utility Mode

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.

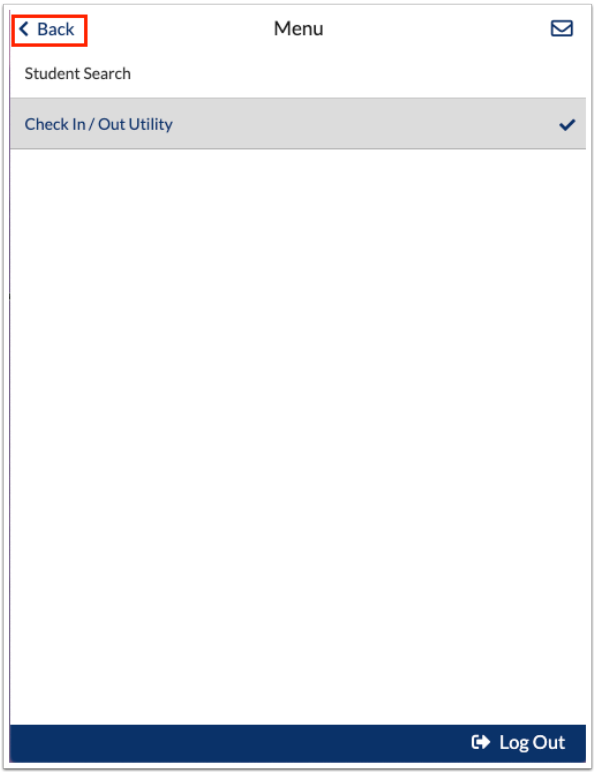
1. After logging into the app on the handheld device, tap the menu icon.



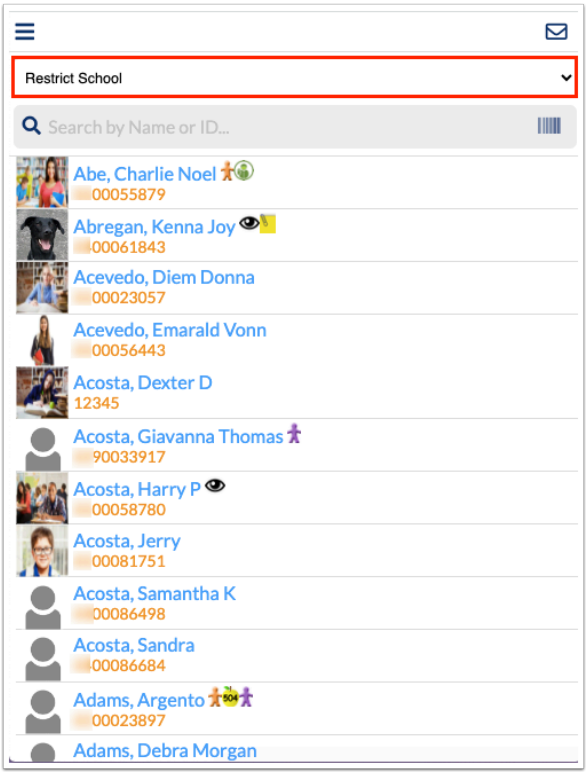
2. Tap **Check In / Out Utility**.



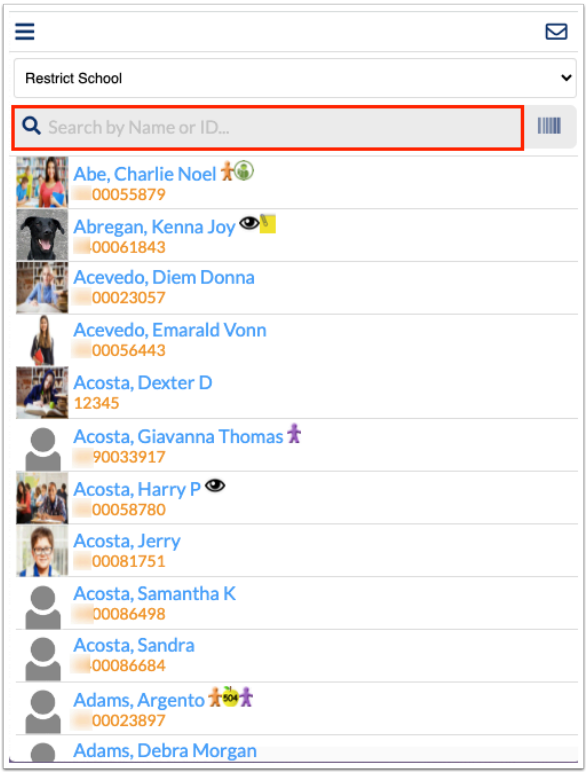
3. Tap **Back**.



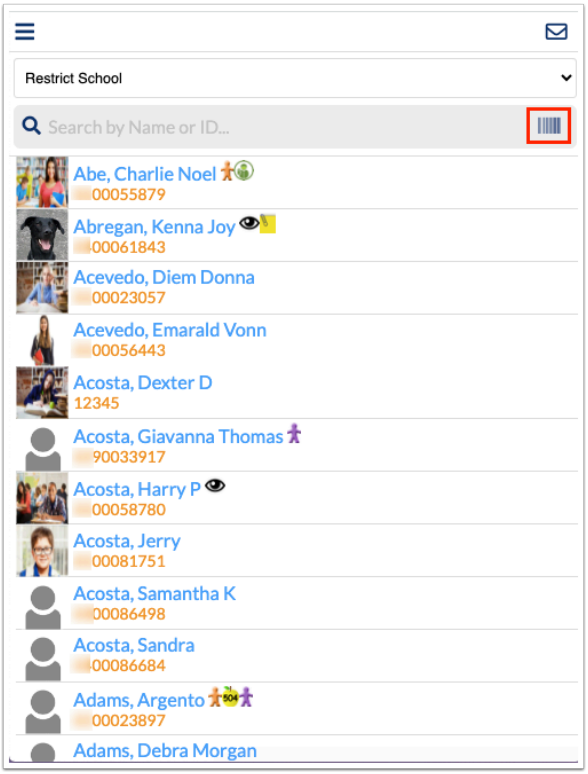
4. If you have access to multiple schools and you would like to limit the search results to a specific school, tap the **Restrict School** pull-down and select the school.



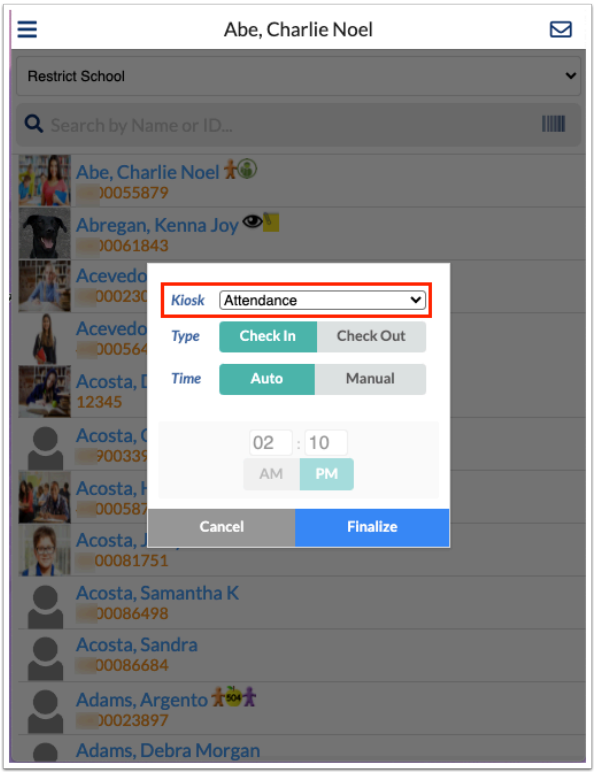
5. Manually search for the student by entering their name or student ID into the Search box. In the list of search results, tap the student's name.



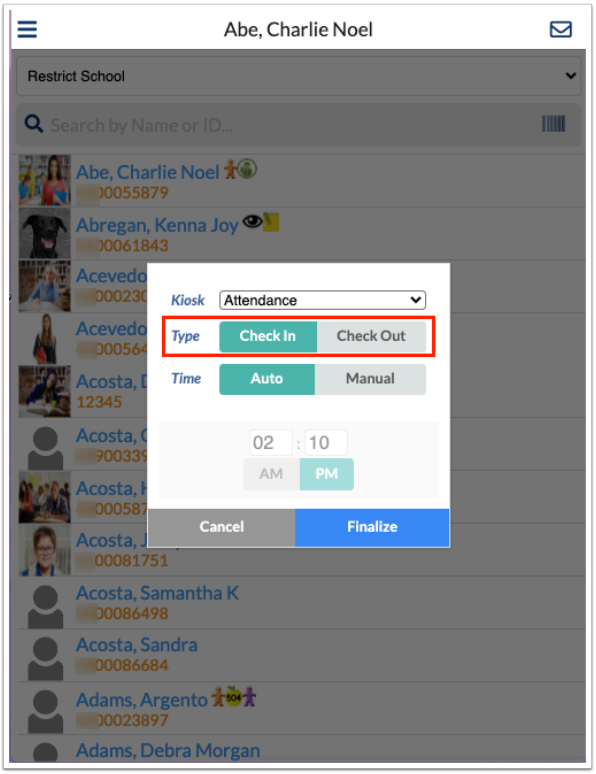
Alternatively, tap the barcode icon and scan the barcode on the student's ID badge.



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



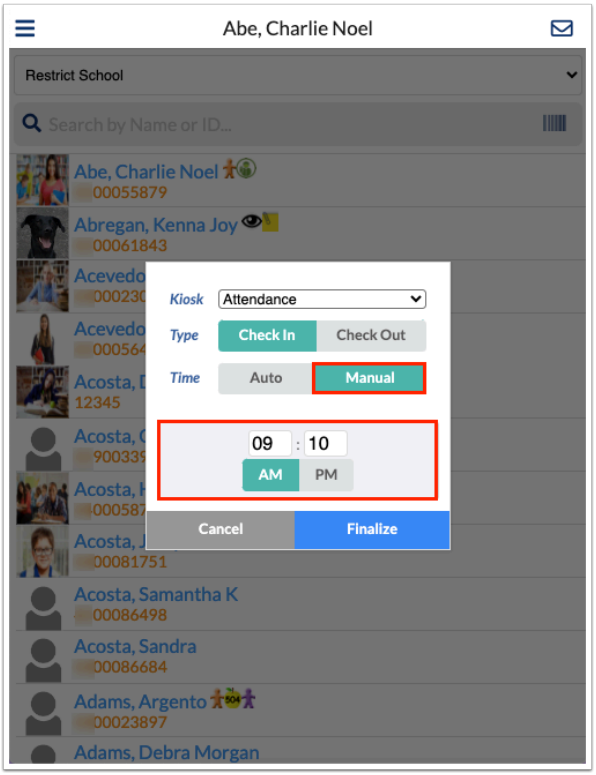
6. If you are checking a student in, tap **Check In.** If you are checking a student out, tap **Check Out**.



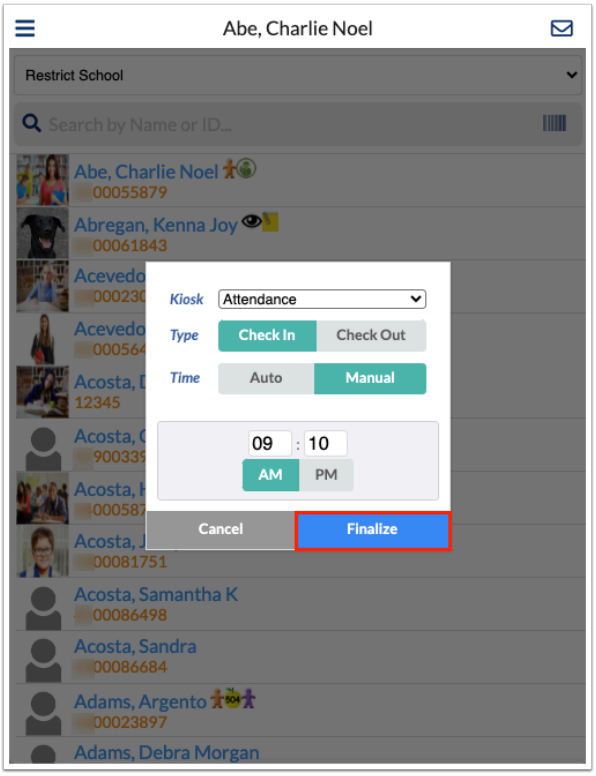
The **Auto** option is automatically selected for the Time. This will check in or check out the student with the current time.

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

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



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



- 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.
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- 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.

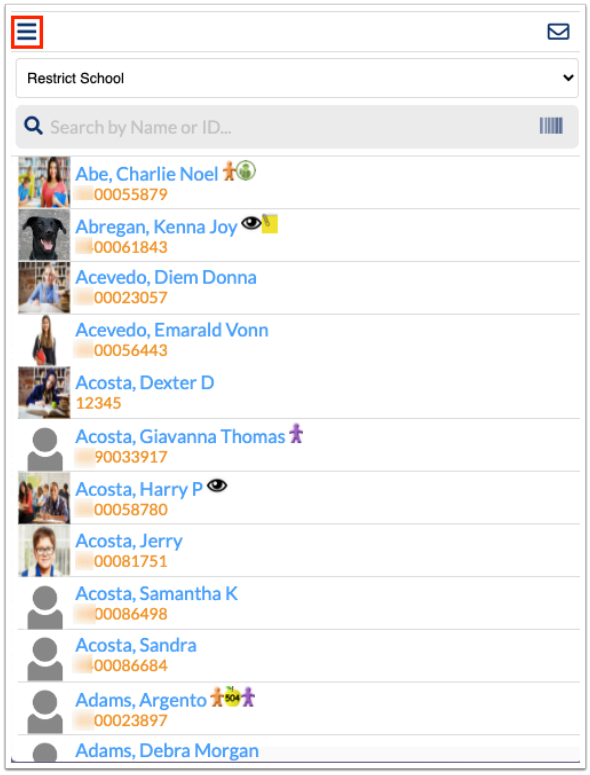
> If the student checks out of the same period they checked in to, the check out code will overwrite the check in code for the period attendance.
>
> If the student's schedule has spanned periods, the check in and check out code will be stored in the beginning period, even if the check out time is during 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.

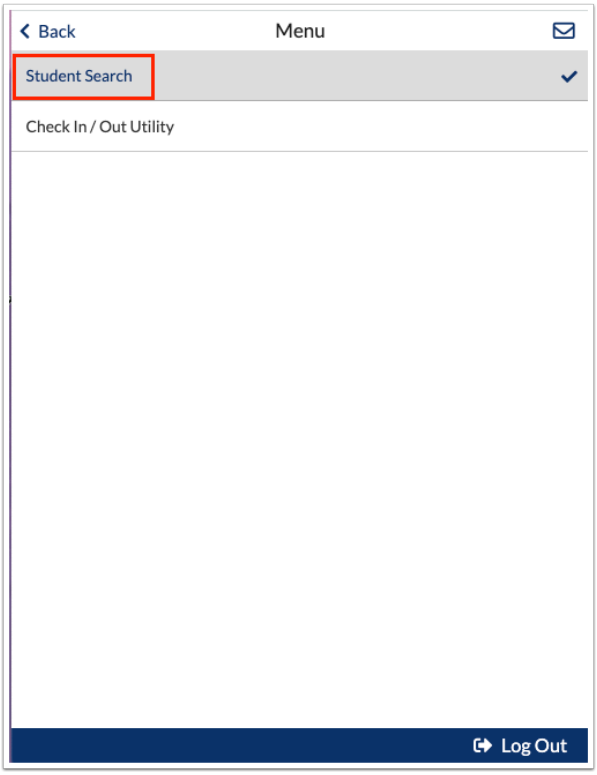
Using the Student Search Mode

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.

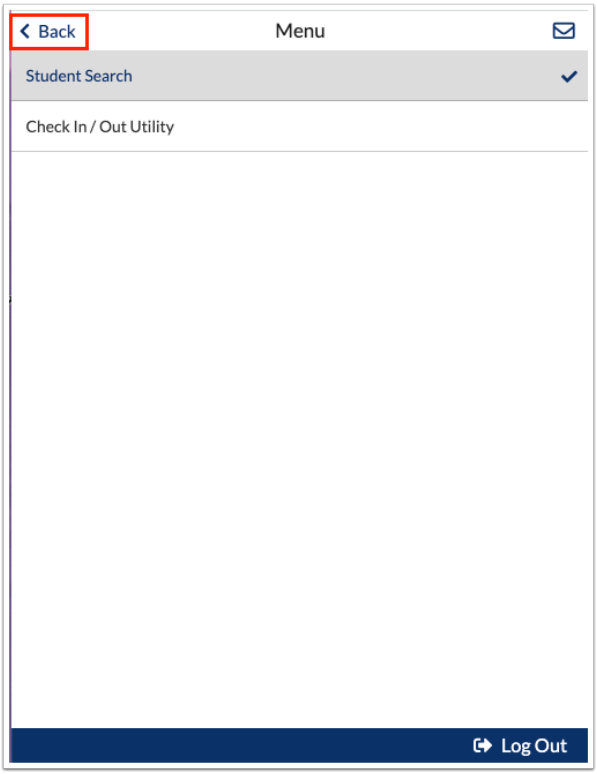
1. After logging into the app on the handheld device, tap the menu icon.



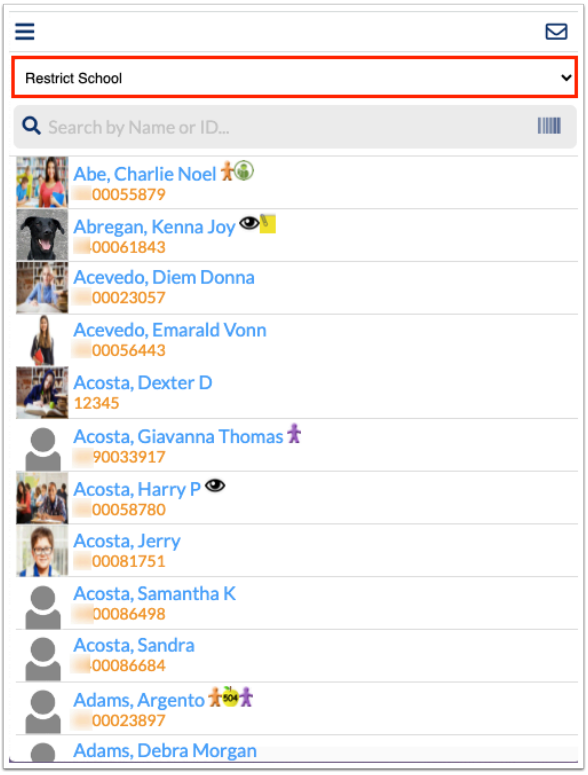
2. Tap **Student Search**.



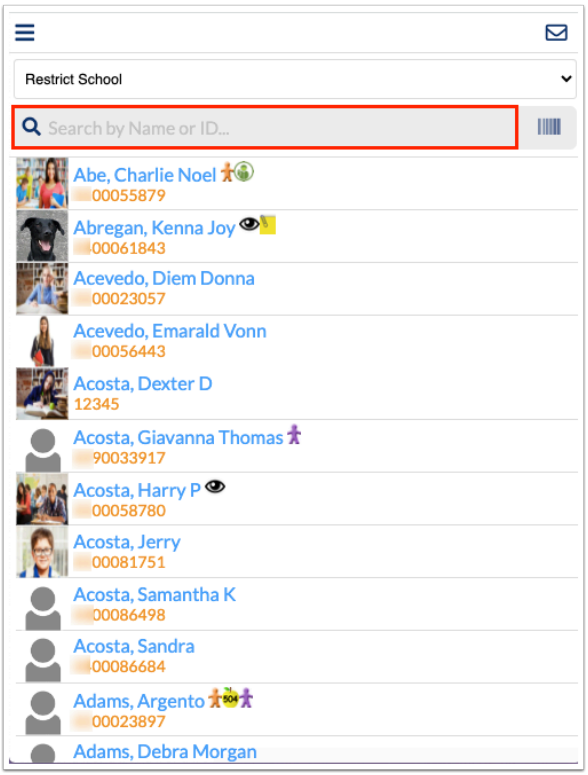
3. Tap **Back**.



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.

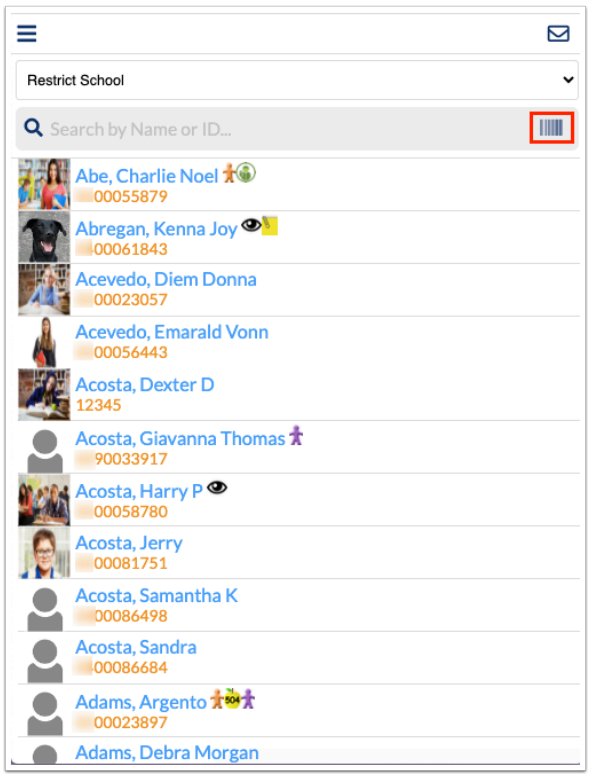


5. Manually search for the student by entering their name or student ID into the Search box. In the list of search results, tap the student's name.



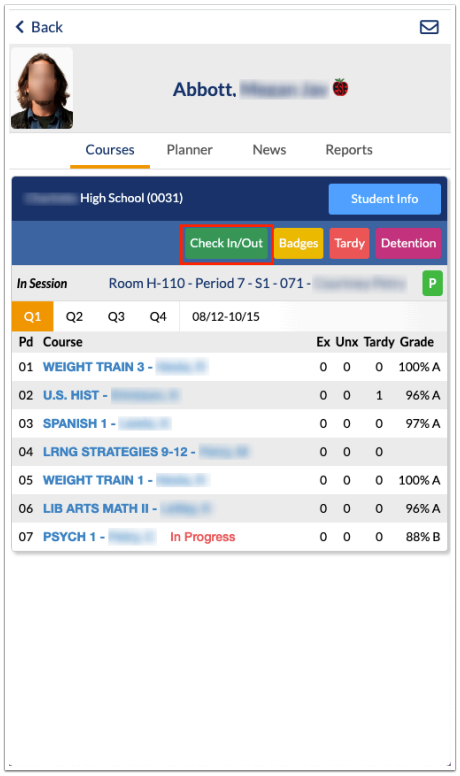
Alternatively, tap the barcode icon and scan the barcode on the student's ID badge.

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



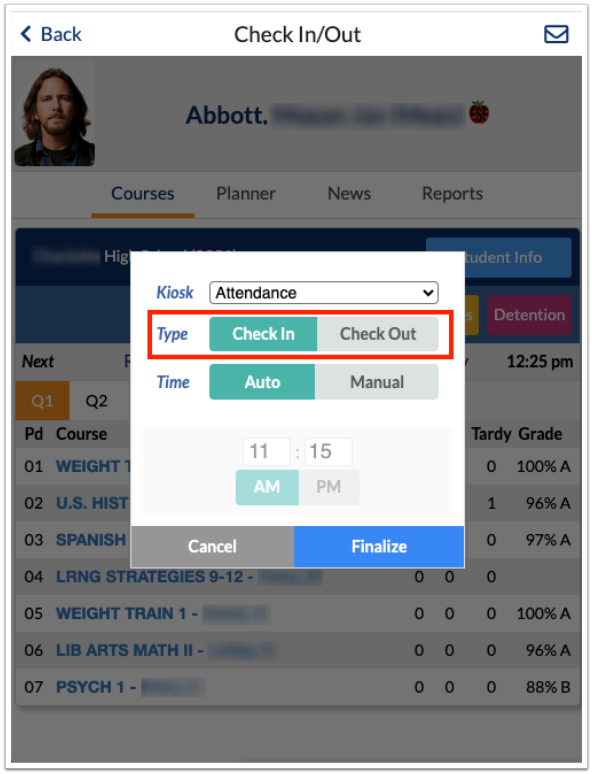
Once the student is selected, their schedule is displayed in the Courses screen.

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



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

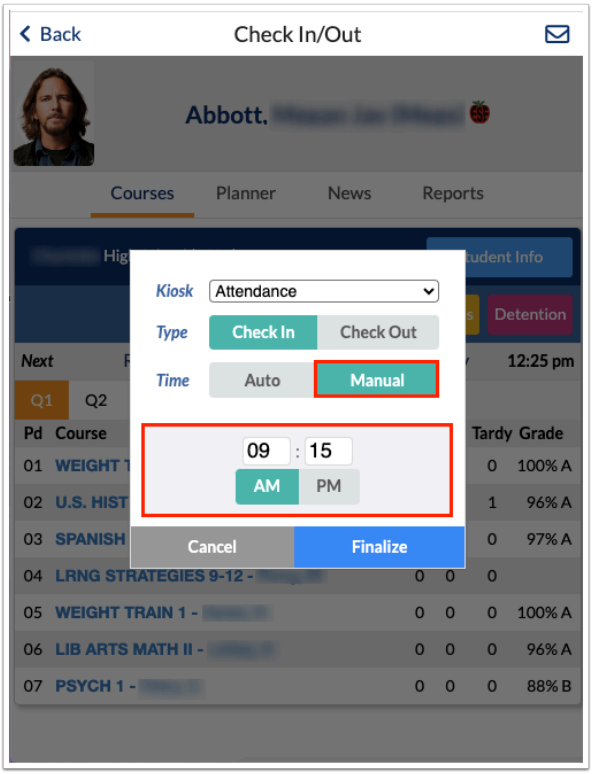
7. If you are checking a student in, tap **Check In.** If you are checking a student out, tap **Check Out**.



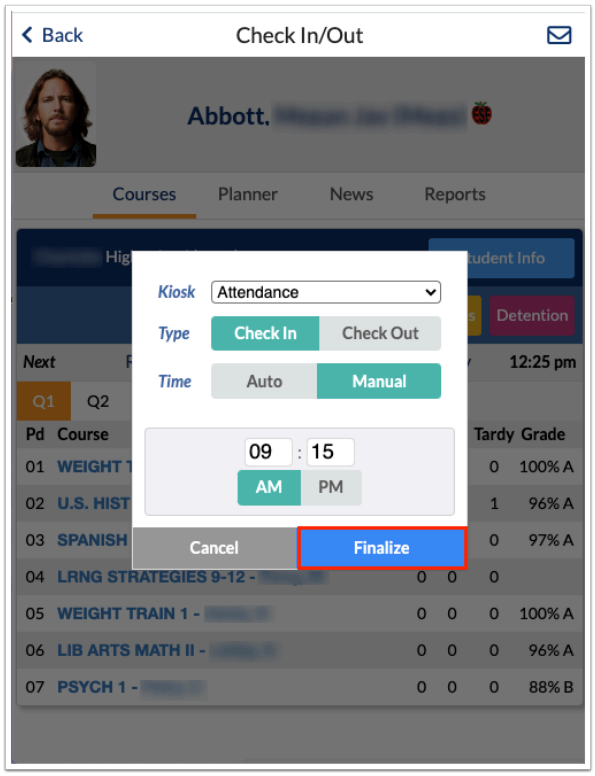
The **Auto** option is automatically selected for the Time. This will check in or check out the student with the current time.

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**.



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> 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

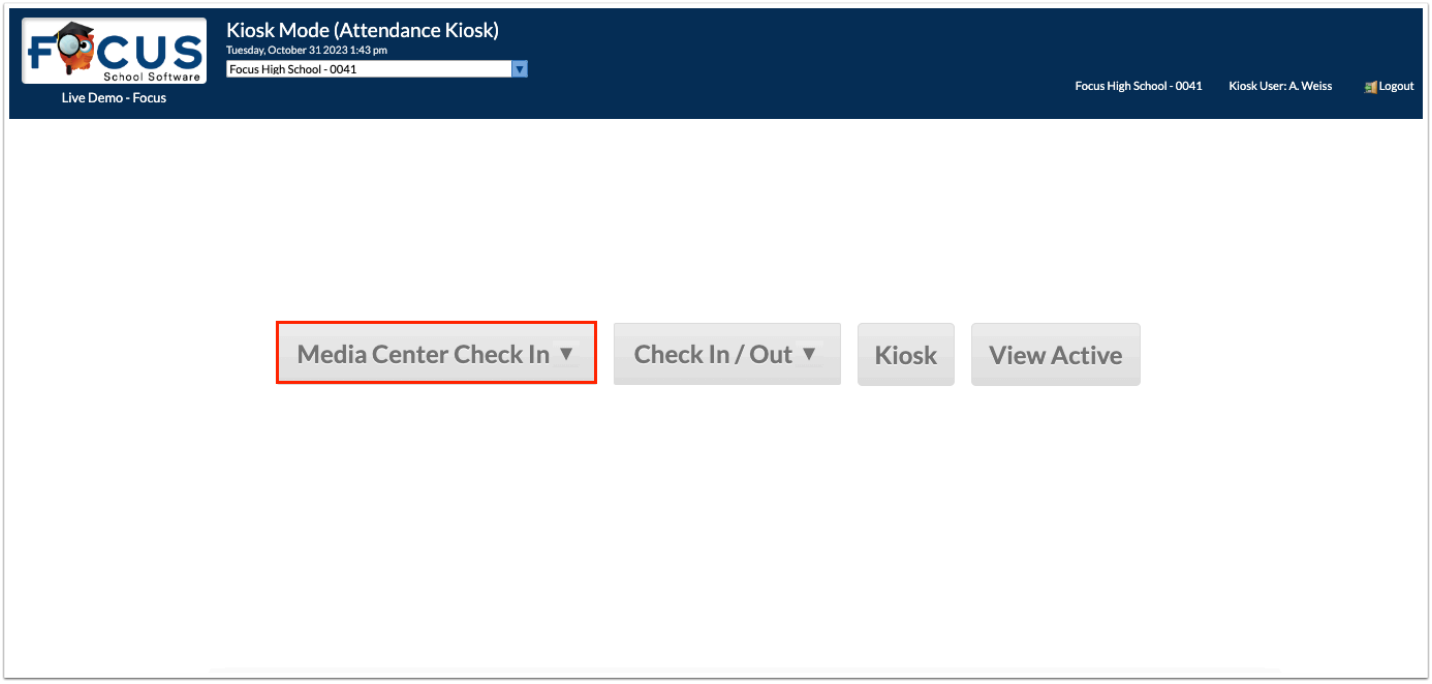
Checking students in and out of the clinic, media center, guidance office, or other areas of campus does not mark the student absent from school, but the time out of class needs to be documented.

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.

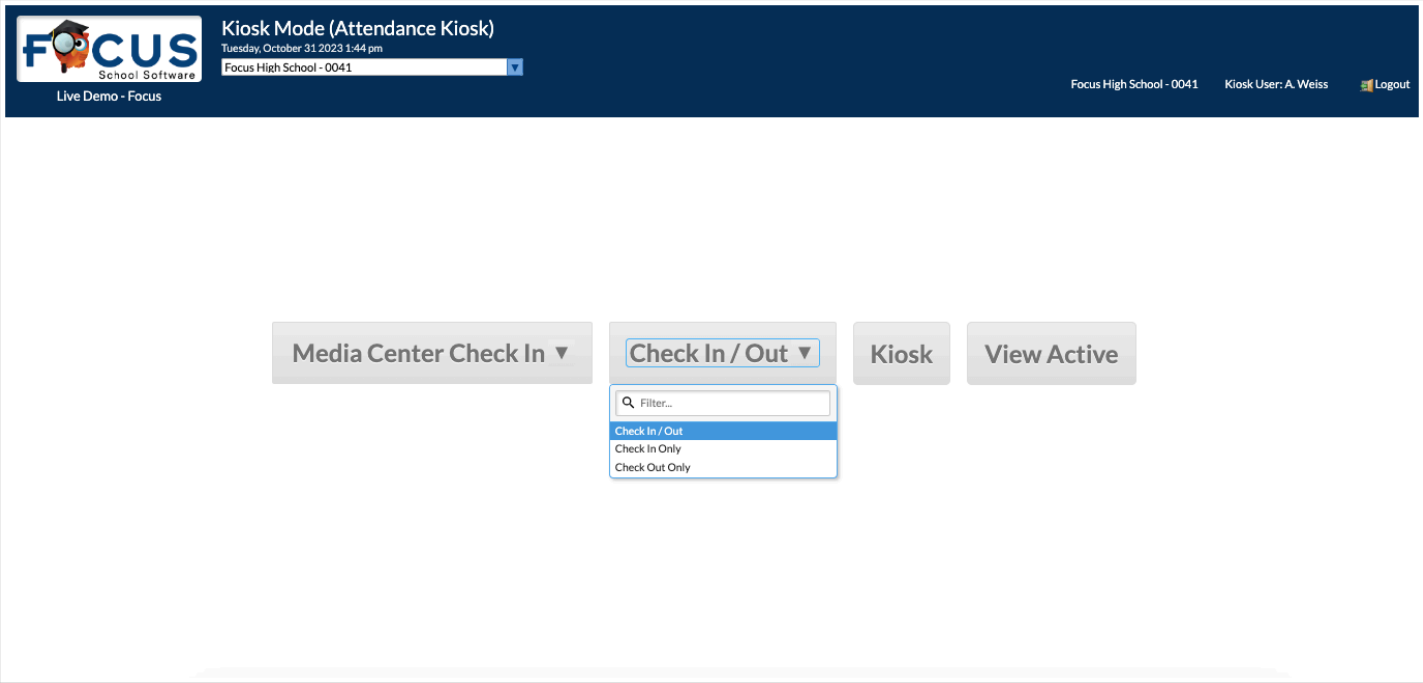
1. Enter your login information and tap **Log In**.

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**.

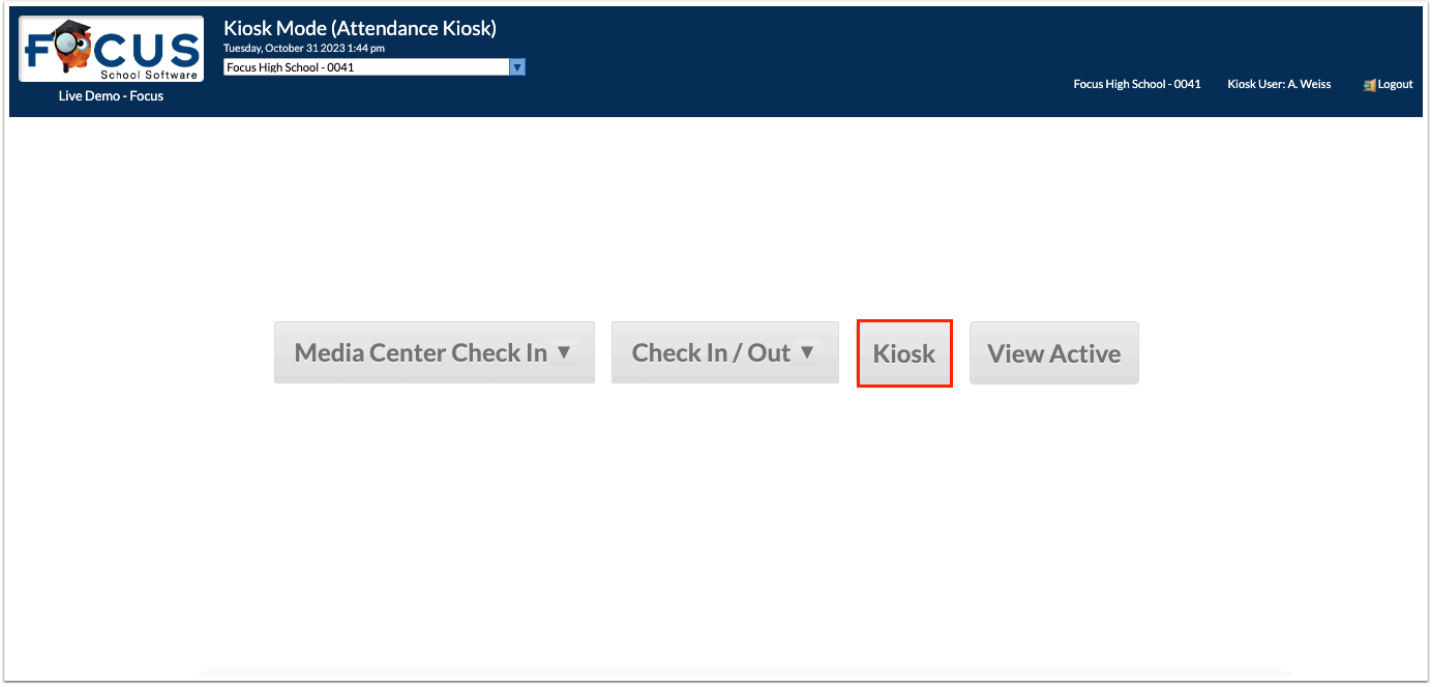
2. Select the appropriate logging field option from the list of available options, based on the location of the kiosk.



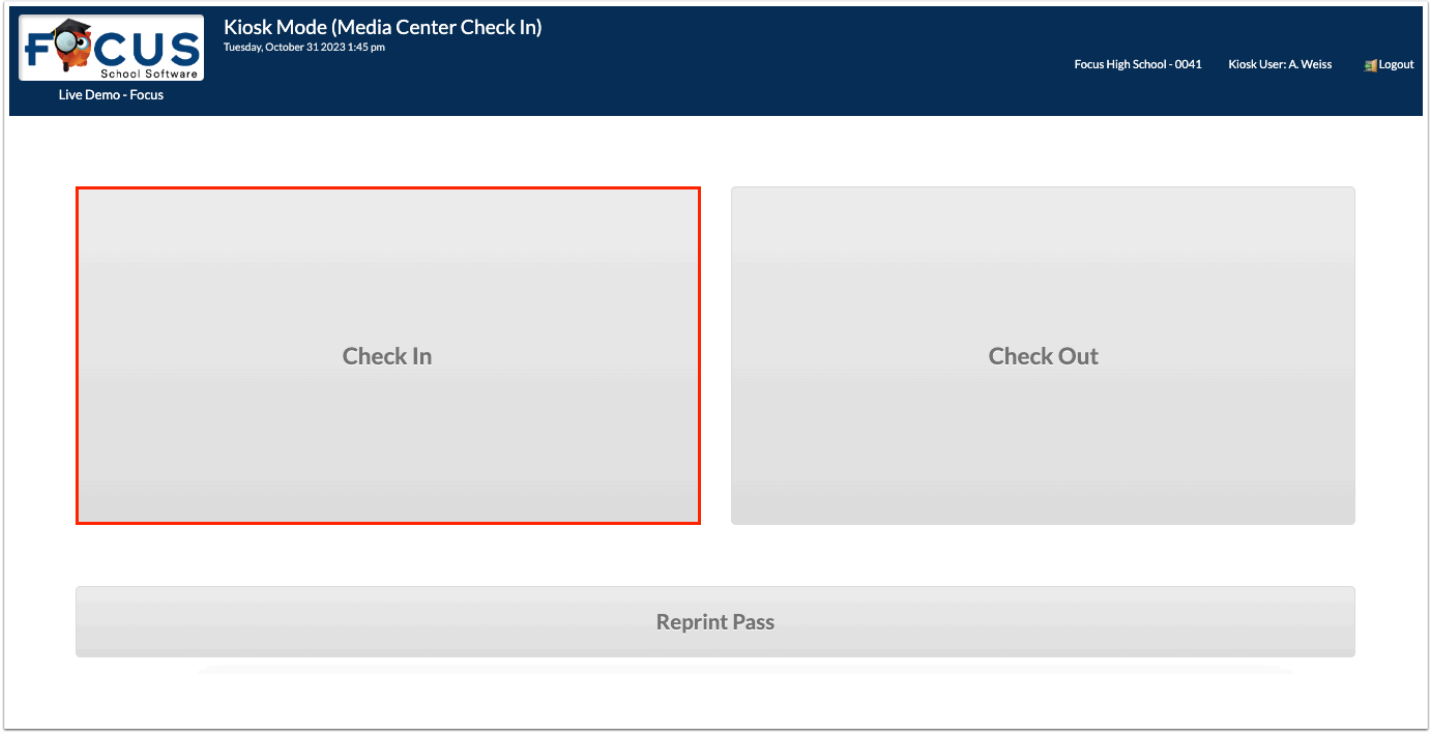
Check In / Out is automatically selected in the second pull-down. This allows students to both check in and check out on this kiosk. Some schools may choose to have separate kiosks dedicated only for check in or check out. Select **Check In Only** in the pull-down if this kiosk will only be used for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



3. Tap the **Kiosk** button.



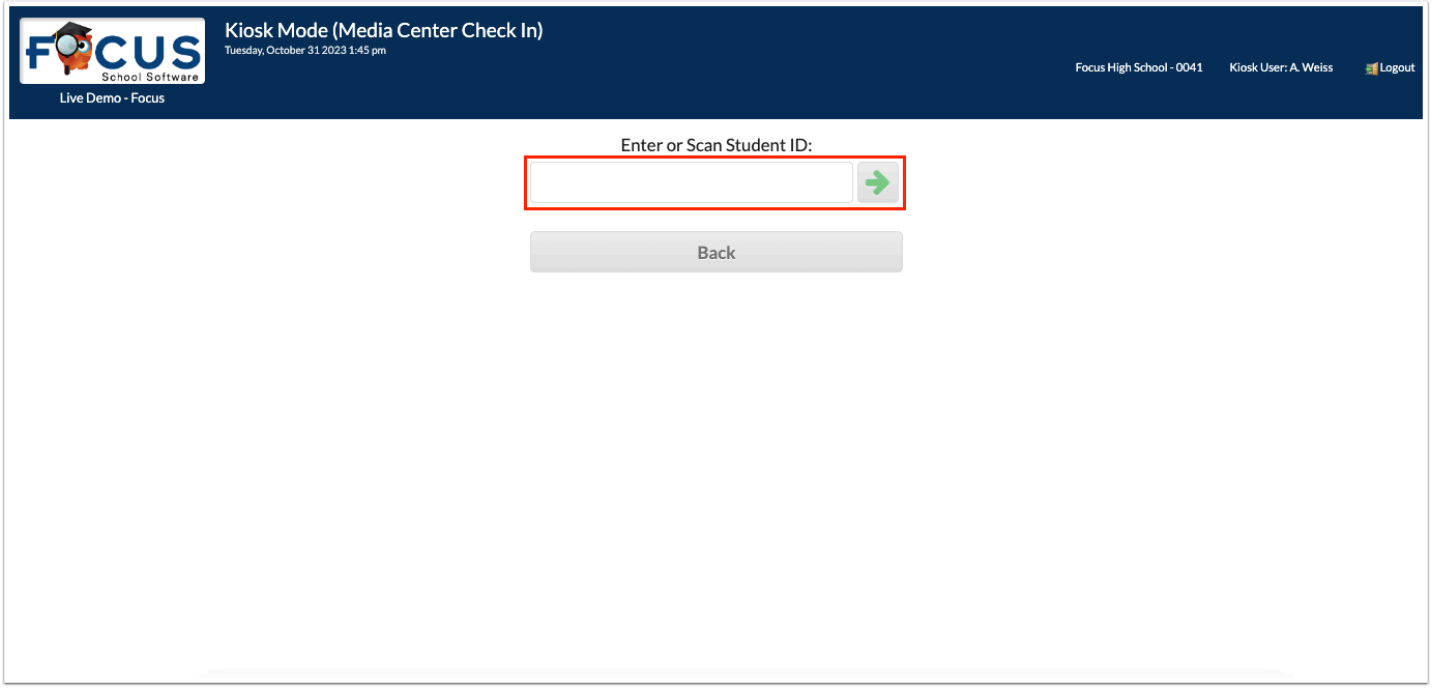
4. Tap **Check In** to check a student in.



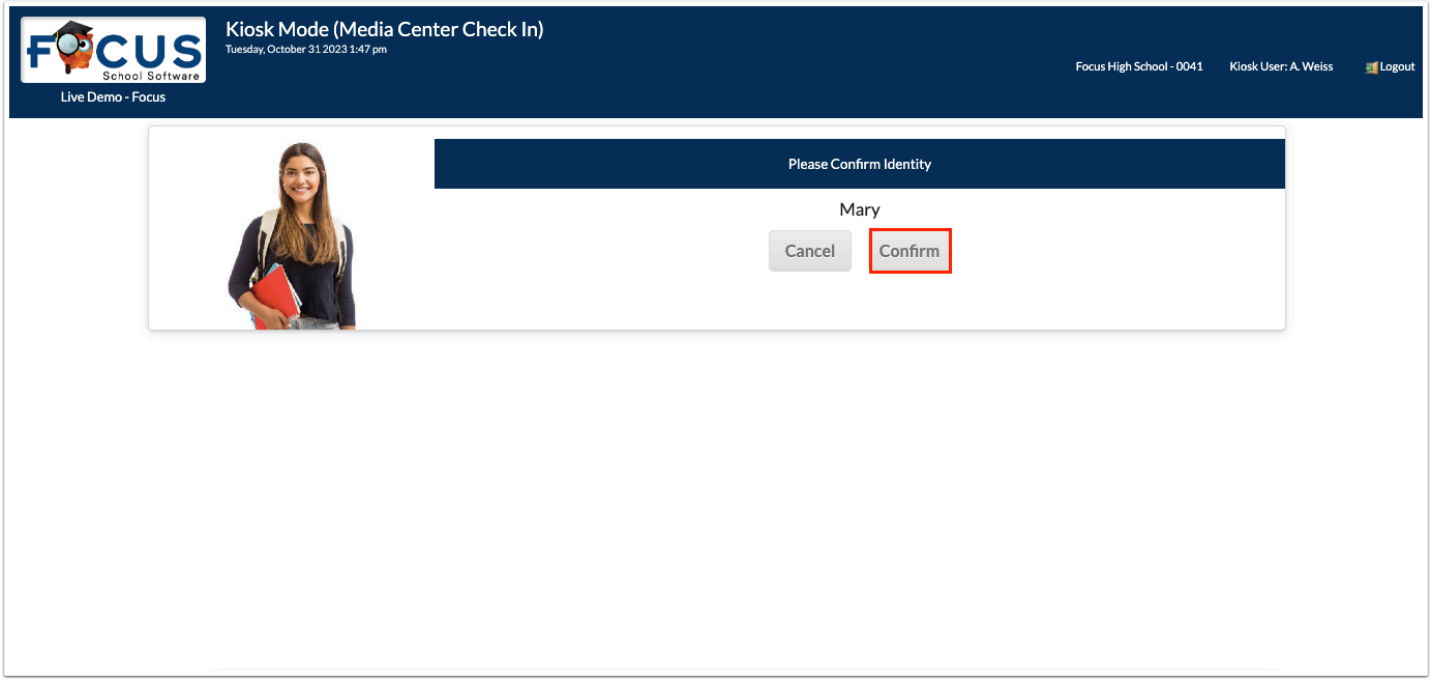
5. Manually enter the student's ID using the number pad/keys or scan the student's ID.

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

6. Tap the green arrow.

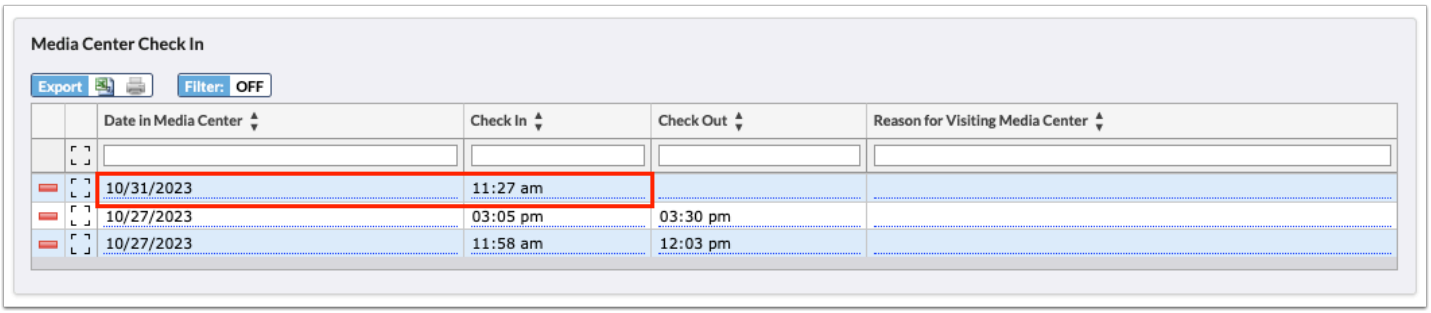


7. Tap **Confirm.**

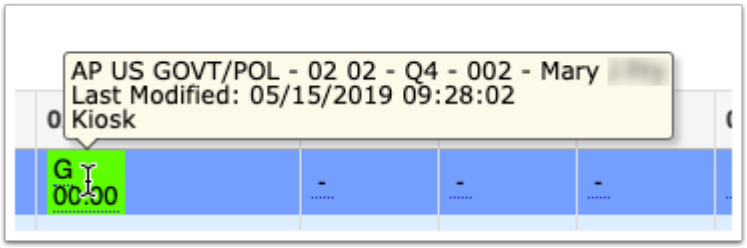


The code that was set in the "Kiosk (Attendance Code)" field for the logging field in Student Fields will be added for the student based on the time of day and the start and end times set in period setup. A slip will print if the "Print Attendance Slip on Check-In" option was enabled for the logging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

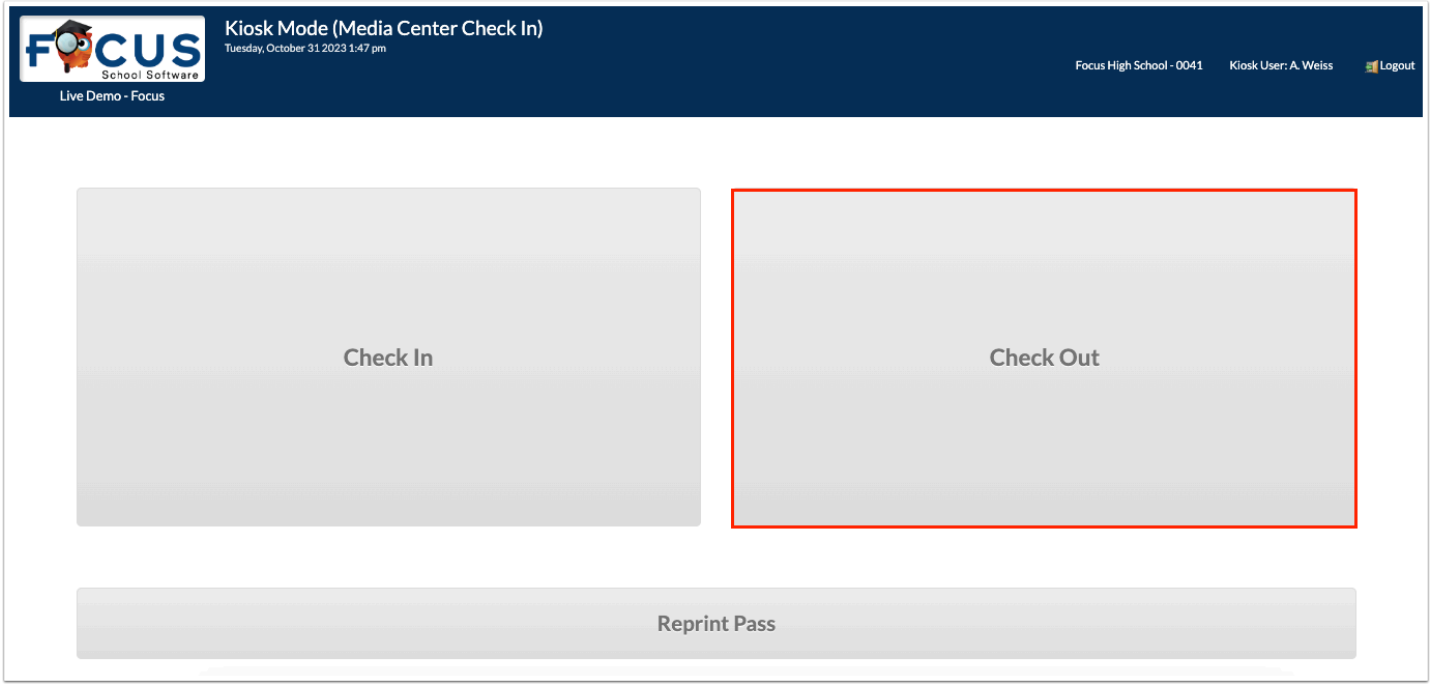
The logging field in Student Info will record the date and time the student was checked in.



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.



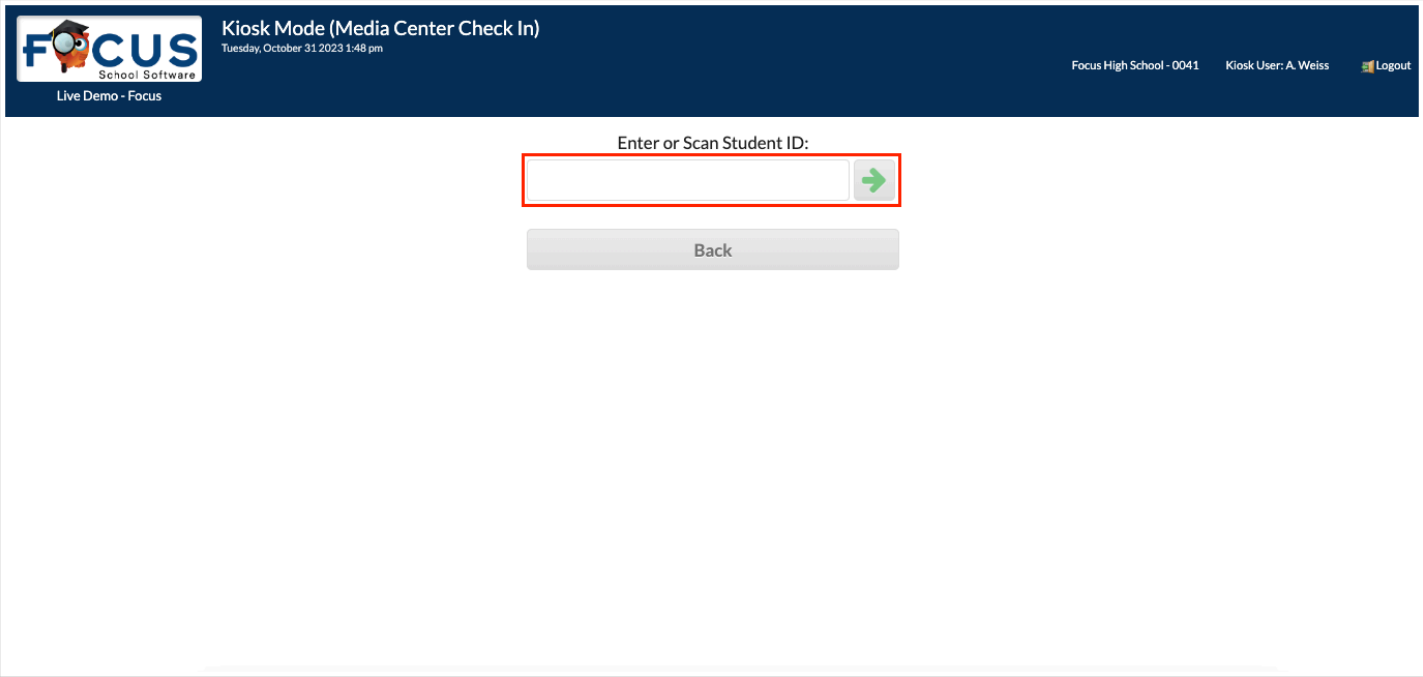
8. To check out a student, tap **Check Out**.



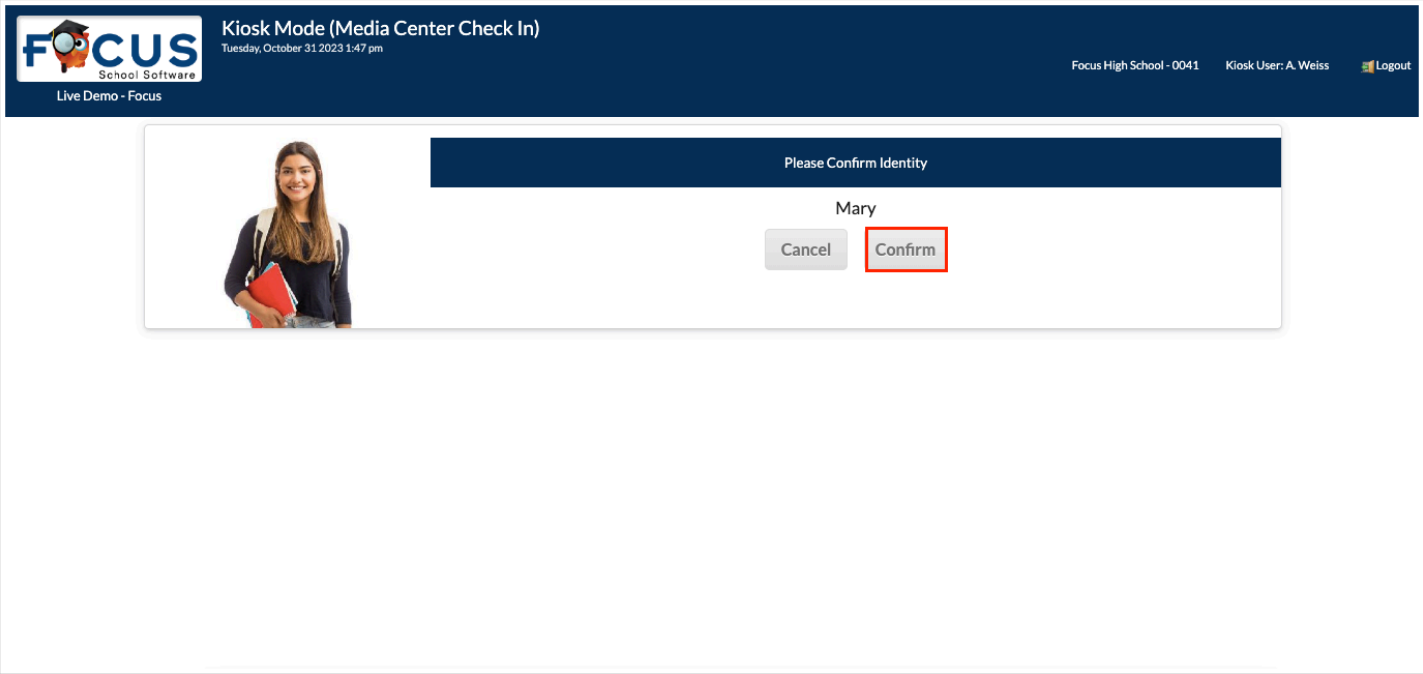
9. Manually enter the student's ID using the number pad/keys or scan the student's ID.

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

10. Tap the green arrow.



11. Tap **Confirm**.

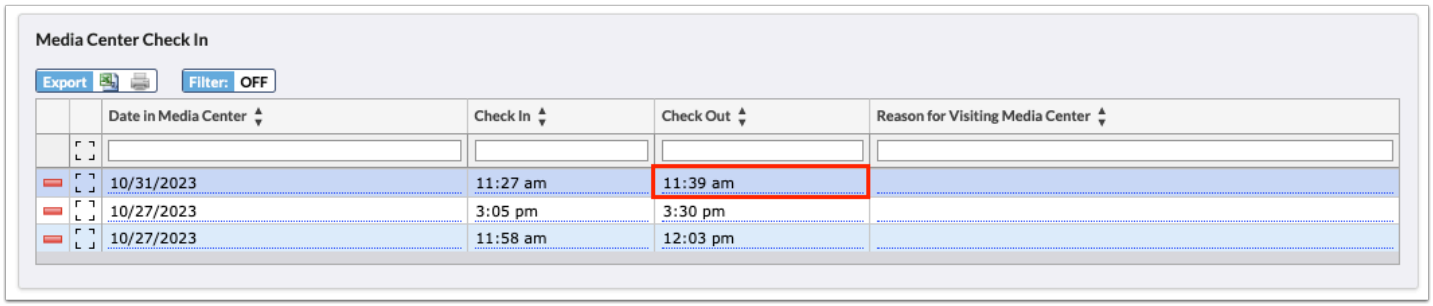


The code that was set in the "Kiosk (Attendance Code)" field for the logging field in Student Fields will be added for the student based on the time of day and the start and end times set in period setup. A slip will print.

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.

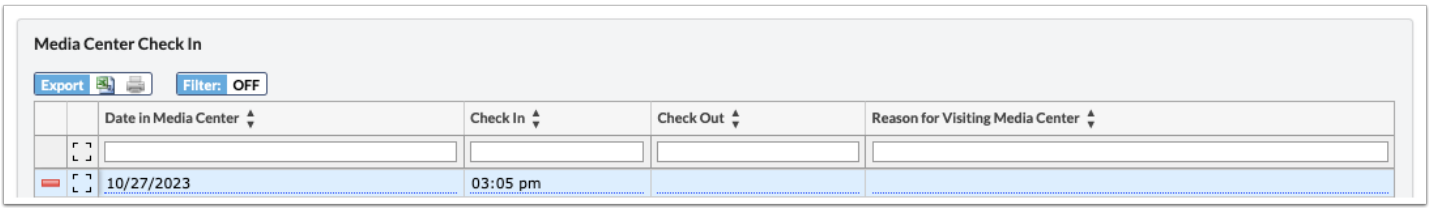
The logging field in Student Info will record the time the student was checked out. If the student returns to the location again, a new row will be added each time the student checks in.



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

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.



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.

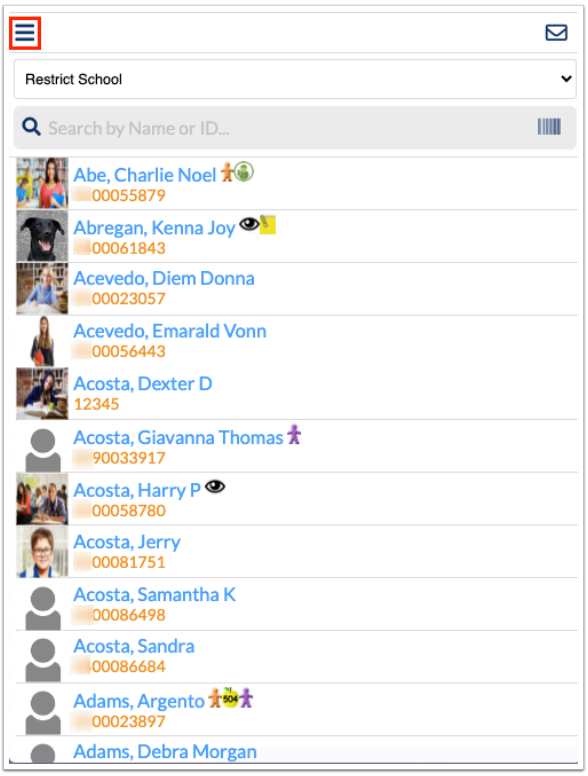
The version of the mobile app available on other devices also has the Check In/Out functionality. Follow the procedure in Using the Student Search Mode from step 4 onwards.

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.

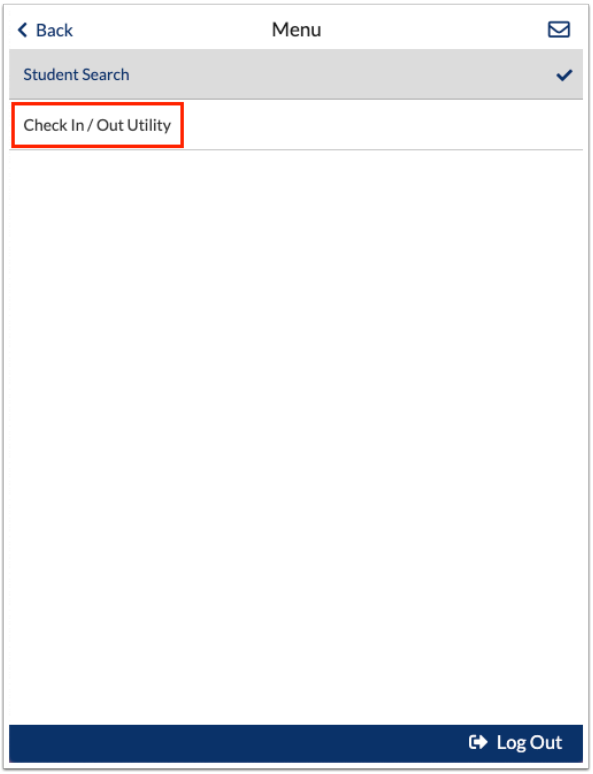
Using the Check In / Check Out Utility Mode

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.

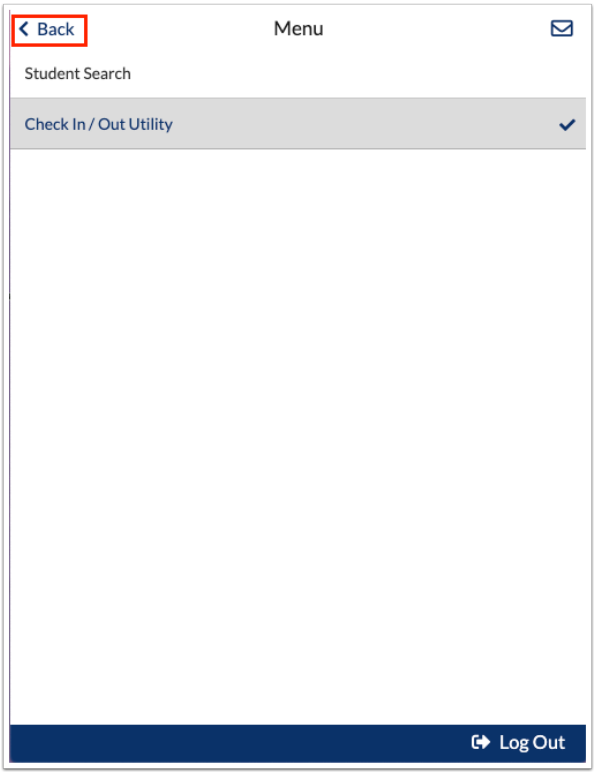
1. After logging into the app on the handheld device, tap the menu icon.



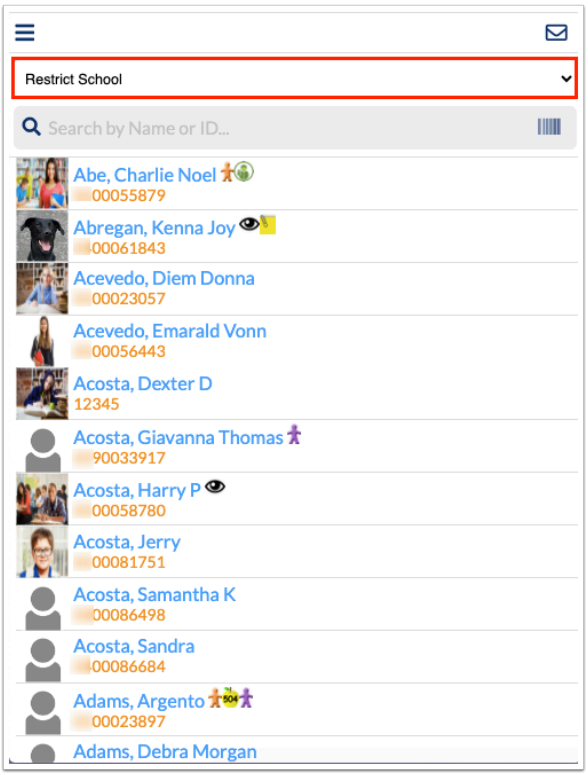
2. Tap **Check In / Out Utility**.



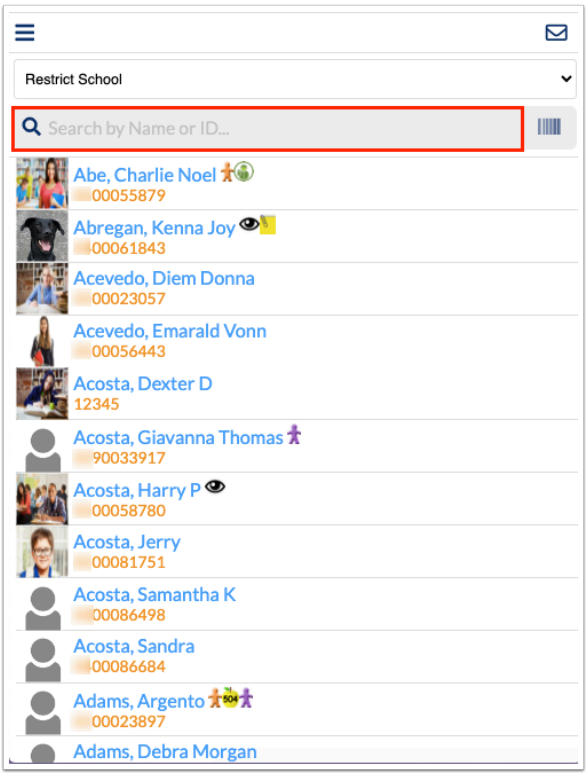
3. Tap **Back**.



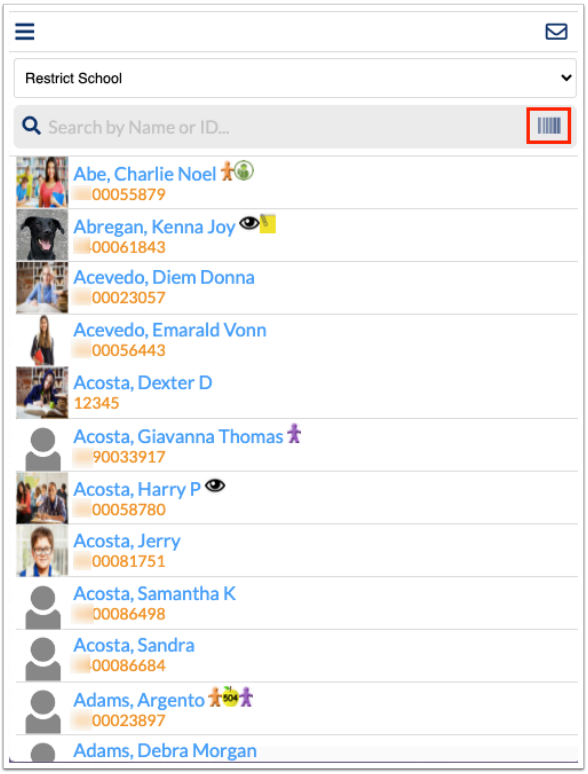
4. If you have access to multiple schools and you would like to limit the search results to a specific school, tap the **Restrict School** pull-down and select the school.



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.

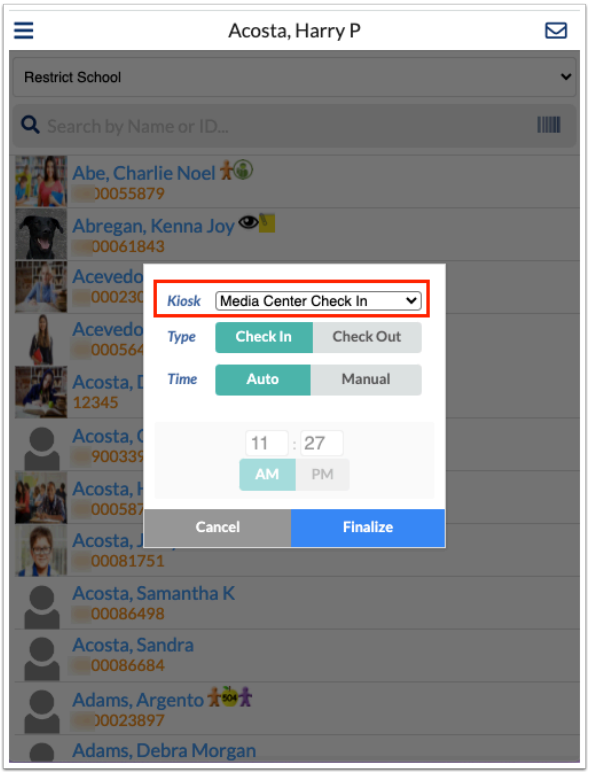


Alternatively, tap the barcode icon and scan the barcode on the student's ID badge.

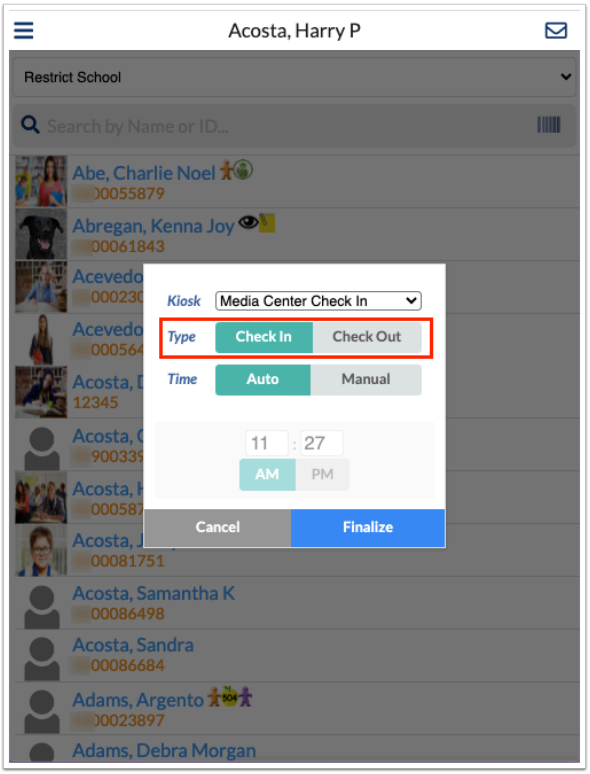


After selecting the student, a pop-up window is displayed.

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



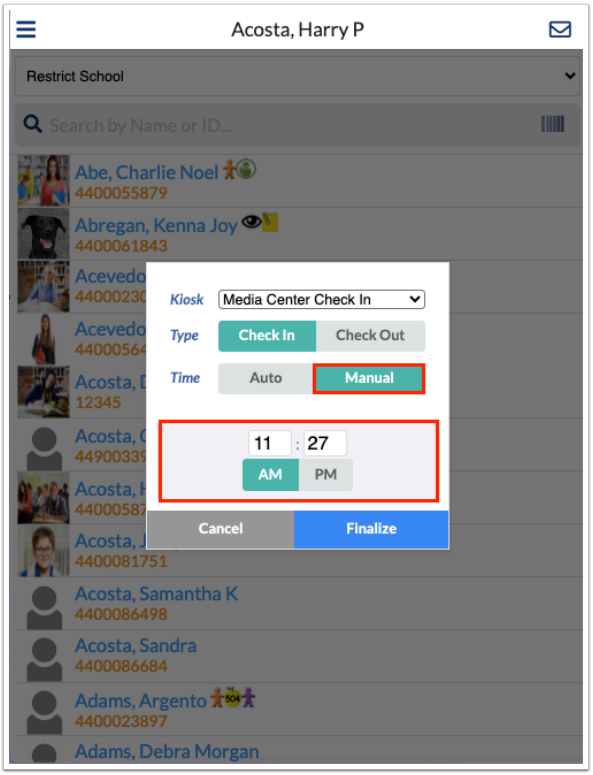
7. If you are checking a student in, tap **Check In.** If you are checking a student out, tap **Check Out**.



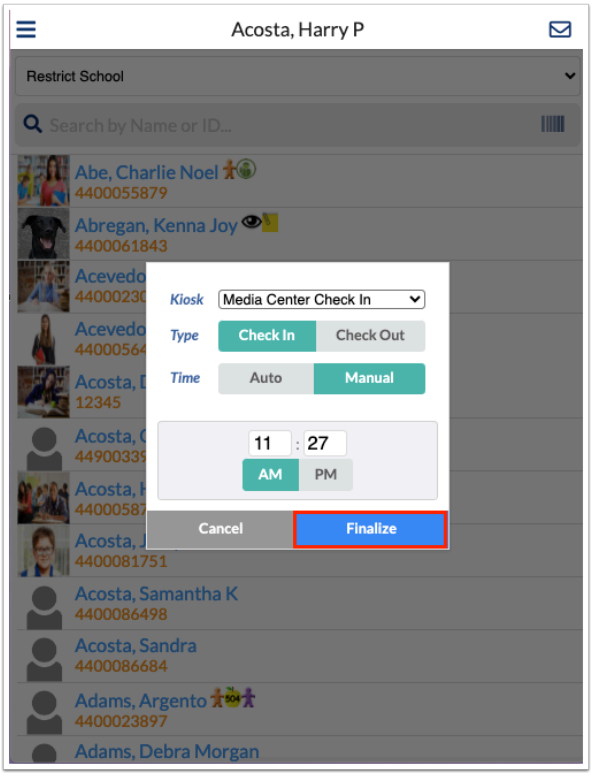
The **Auto** option is automatically selected for the Time. This will check in or check out the student with the current time.

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

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

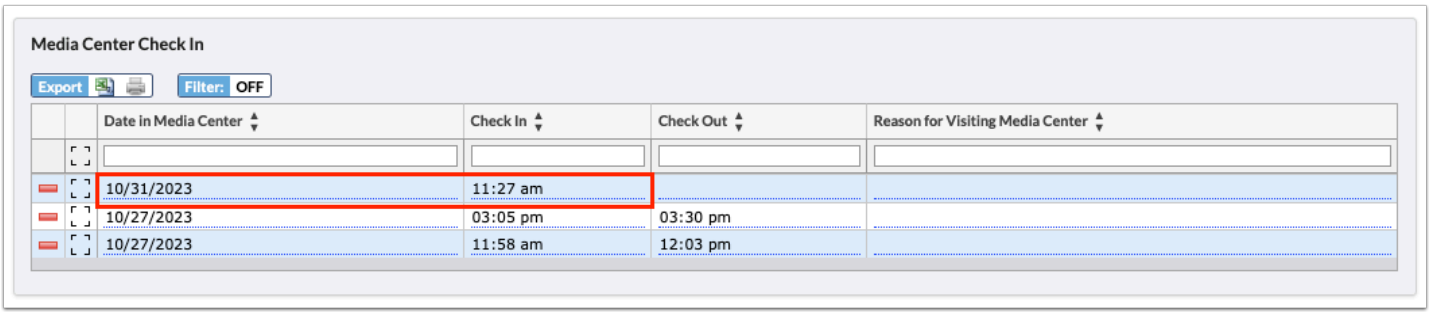


10. When finished, tap **Finalize**.

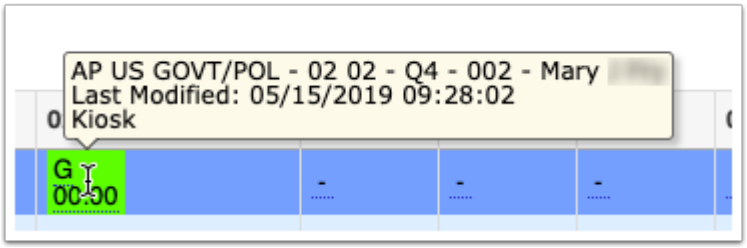


When checking in a student, the code that was set in the "Kiosk (Attendance Code)" field for the logging field in Student Fields will be added for the student based on the time of day and the start and end times set in period setup. A slip will print if the "Print Attendance Slip on Check-In" option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



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.

> 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	

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

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

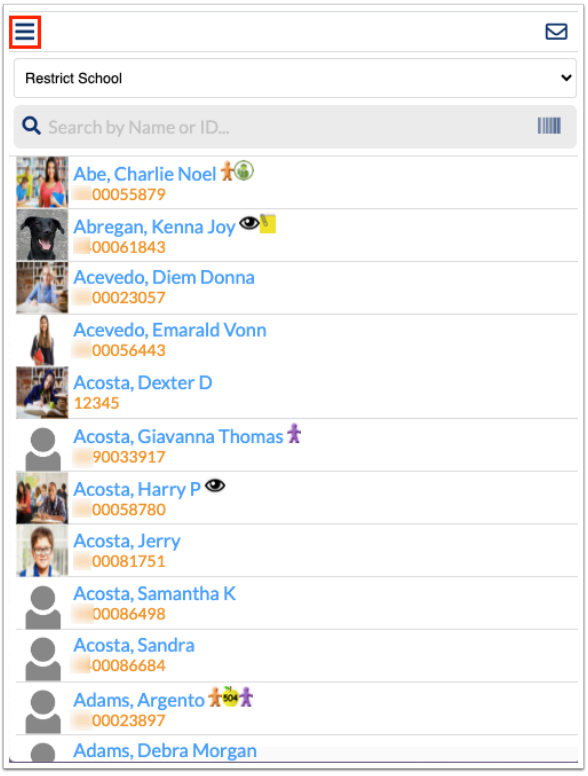
Export | Filter: OFF

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

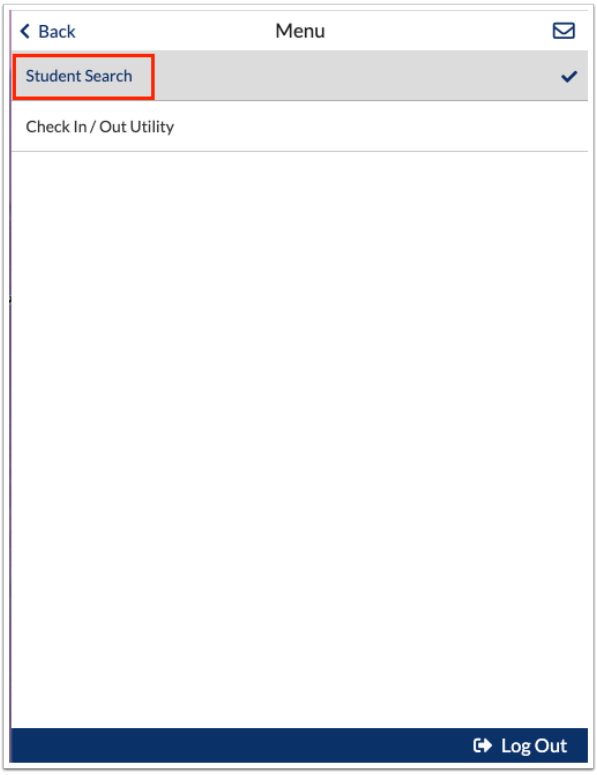
Using the Student Search Mode

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.

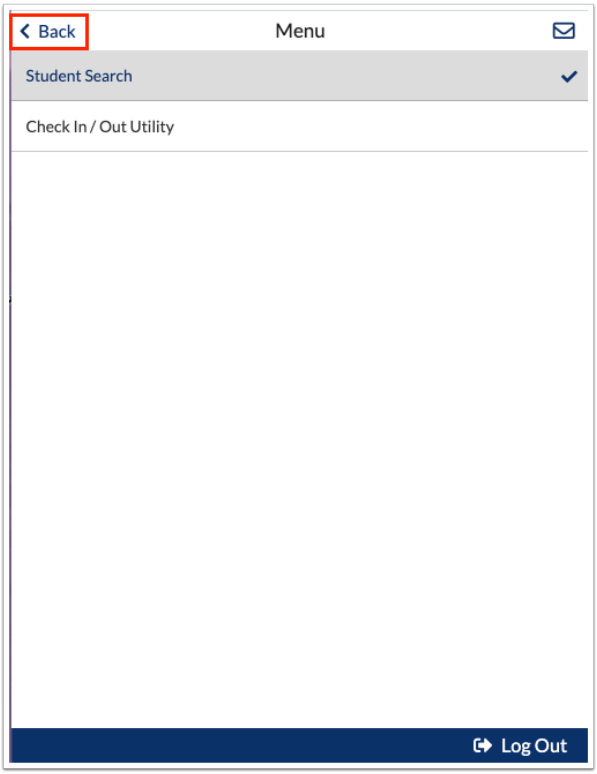
1. After logging into the app on the handheld device, tap the menu icon.



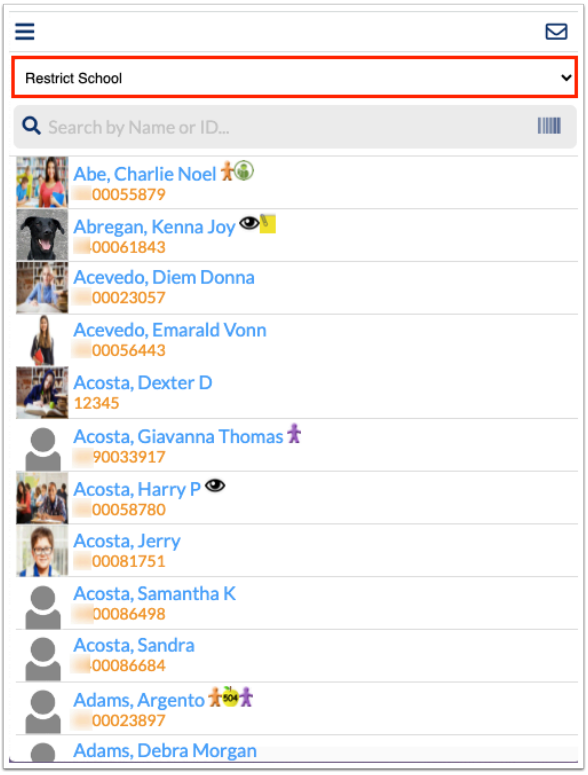
2. Tap **Student Search**.



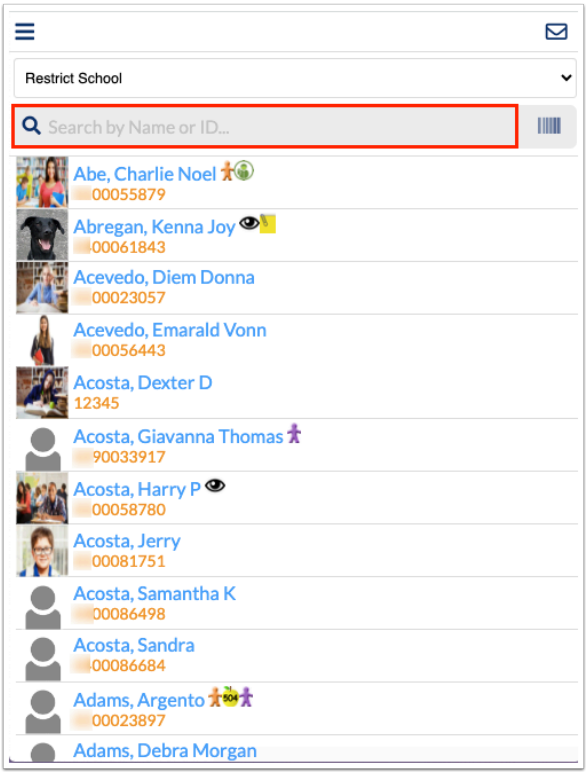
3. Tap **Back**.



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.

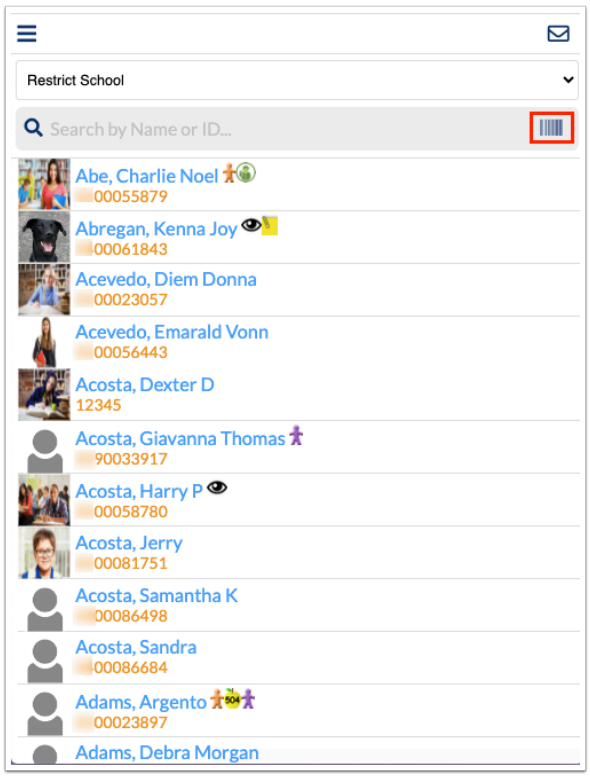


5. Manually search for the student by entering their name or student ID into the Search box. In the list of search results, tap the student's name.



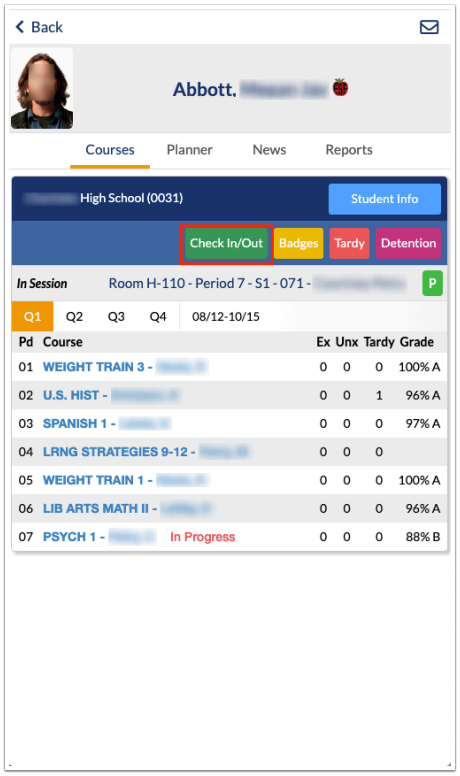
Alternatively, tap the barcode icon and scan the barcode on the student's ID badge.

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



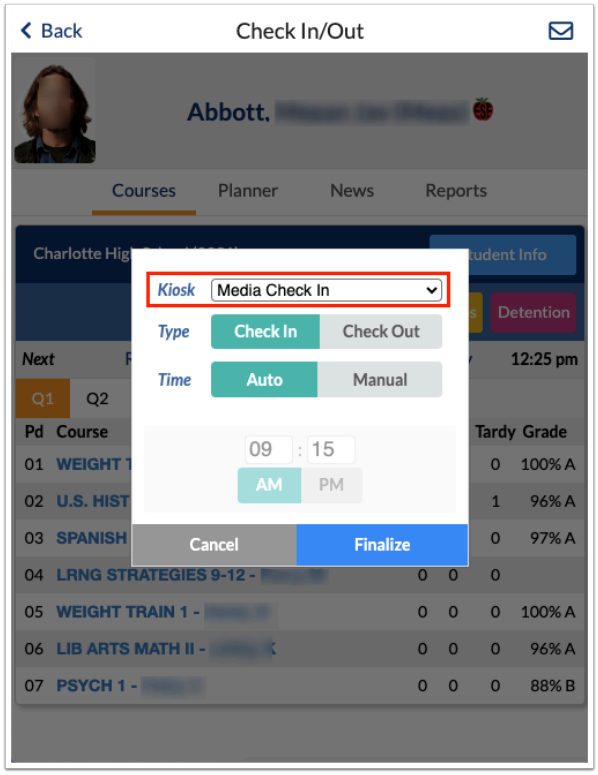
Once the student is selected, their schedule is displayed in the Courses screen.

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

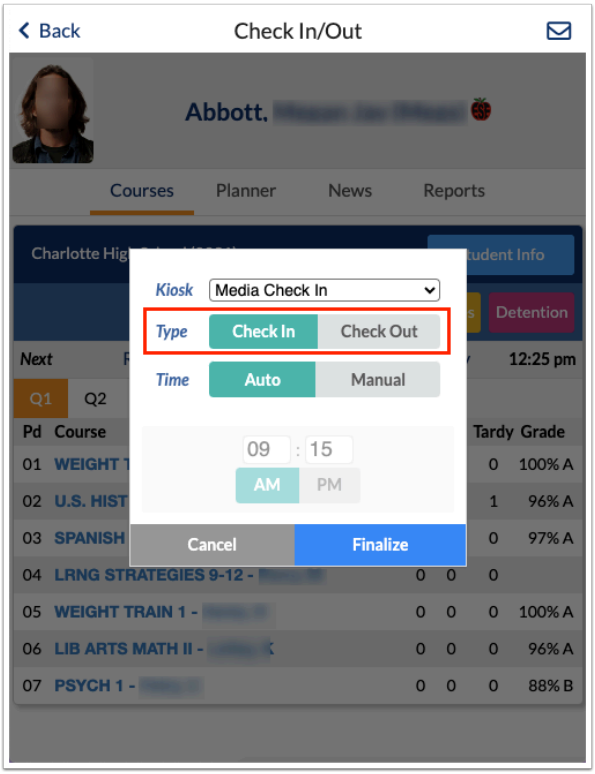


A pop-up window is displayed.

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



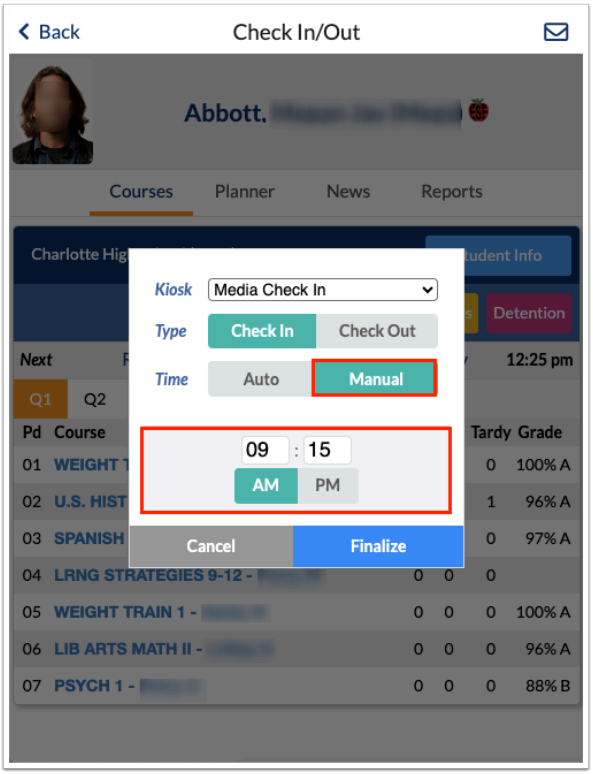
8. If you are checking a student in, tap **Check In.** If you are checking a student out, tap **Check Out**.



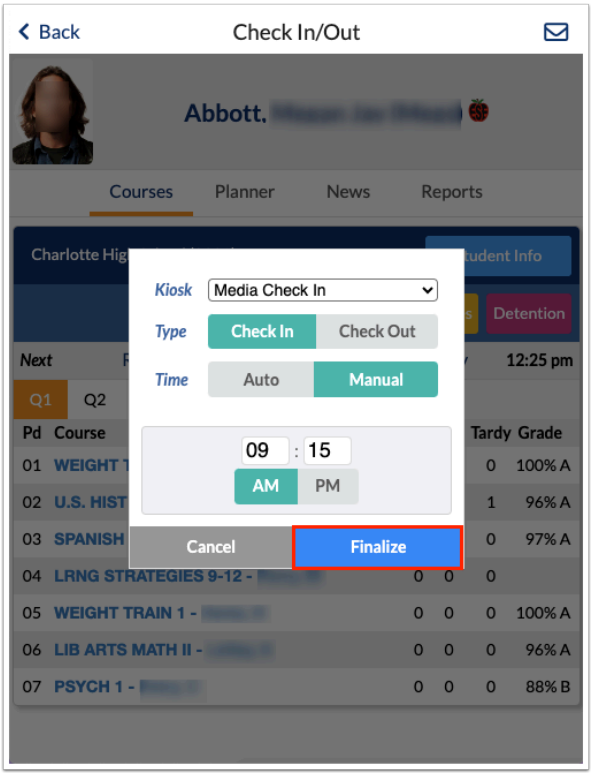
The **Auto** option is automatically selected for the Time. This will check in or check out the student with the current time.

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

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

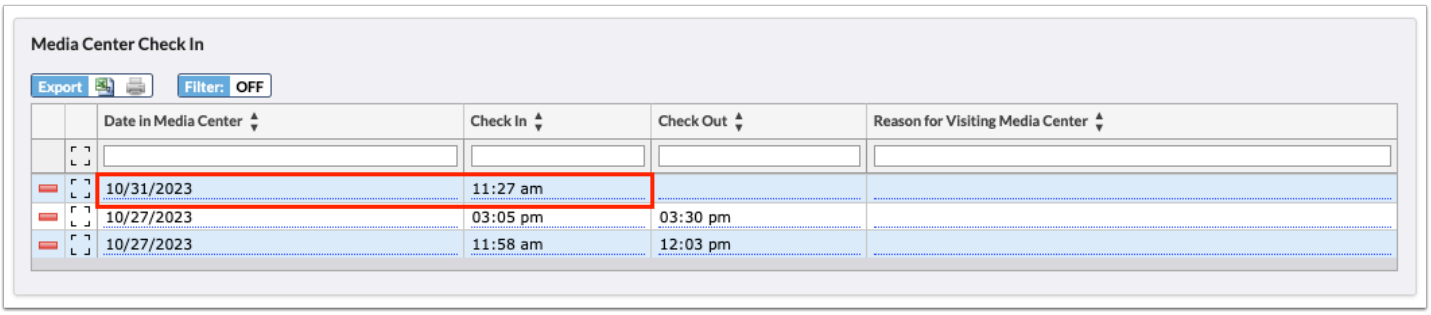


11. When finished, tap **Finalize**.

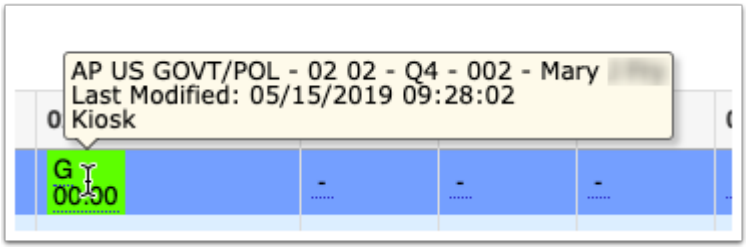


When checking in a student, the code that was set in the "Kiosk (Attendance Code)" field for the logging field in Student Fields will be added for the student based on the time of day and the start and end times set in period setup. A slip will print if the "Print Attendance Slip on Check-In" option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



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.

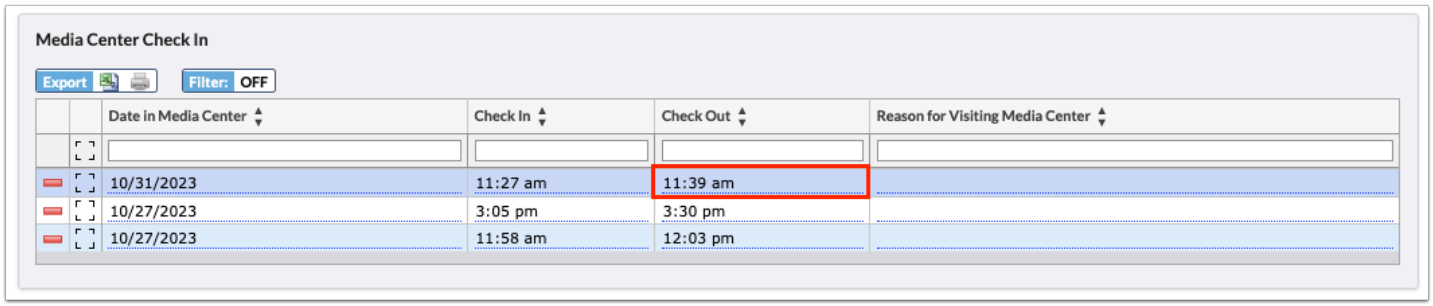


When checking out a student, the code that was set in the "Kiosk (Attendance Code)" field for the logging field in Student Fields will be added for the student based on the time of day and the start and end times set in period setup. A slip will print.

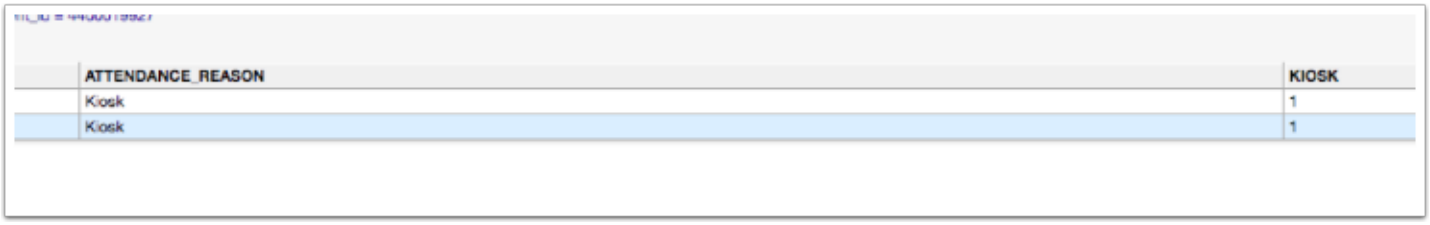
If the student checks out of the same period they checked in to, there will be no change when hovering over the attendance record. If the student checked out the following period, the student will also receive the logging field code for that period.

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.

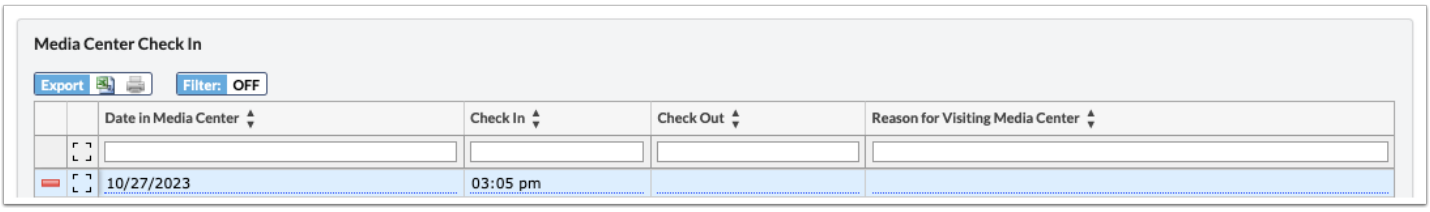
The logging field in Student Info will record the time the student was checked out. If the student returns to the location again, a new row will be added each time the student checks in.



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.



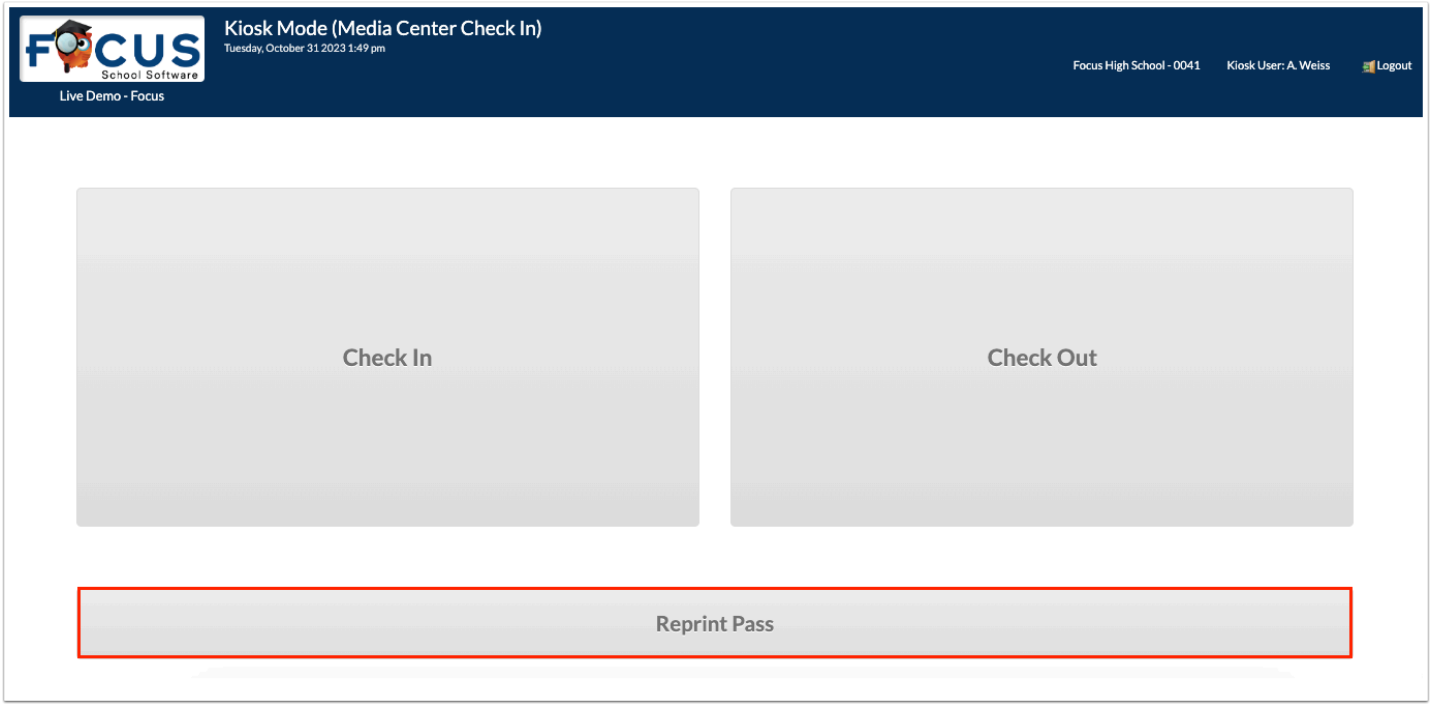
If a student is checked in or out using a logging field option and there is not an active period of the day, the logging field will still update with the time in or out, but no attendance record will be updated.



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.

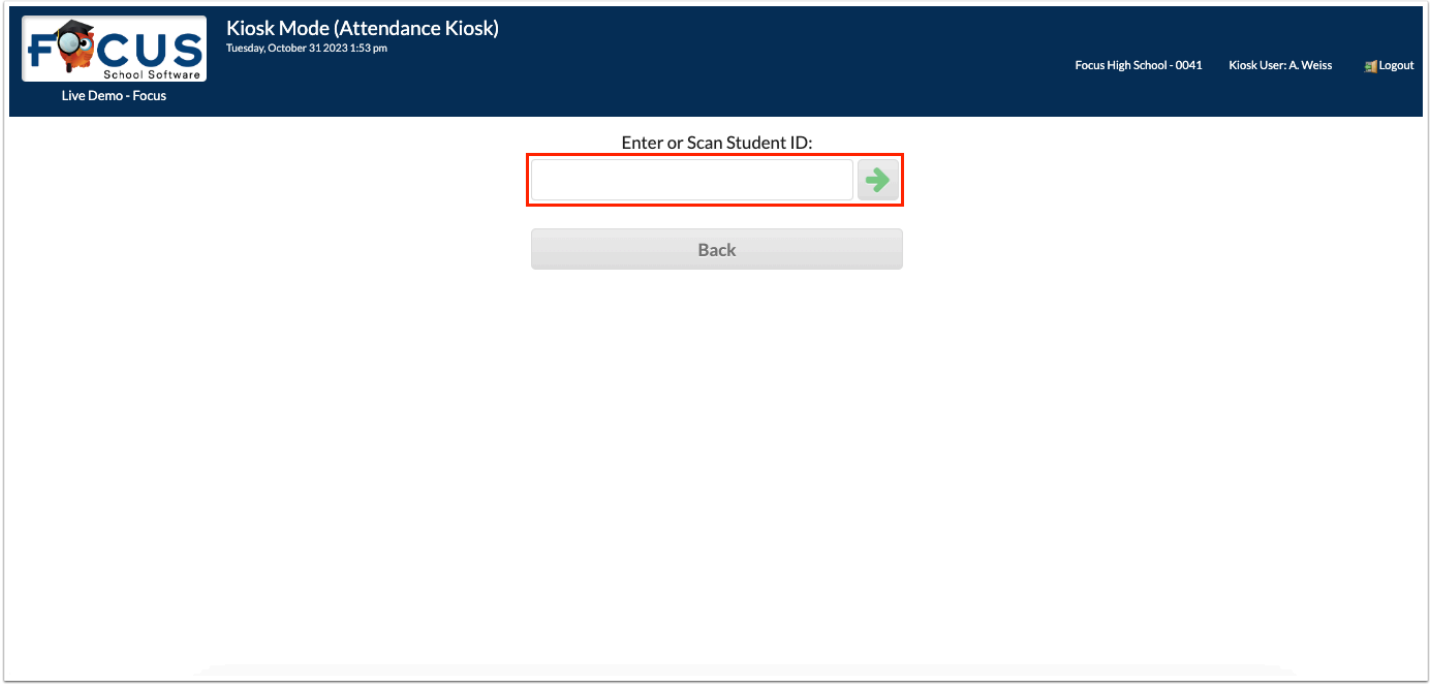
1. In the Attendance Kiosk or logging field mode, tap **Reprint Pass**.



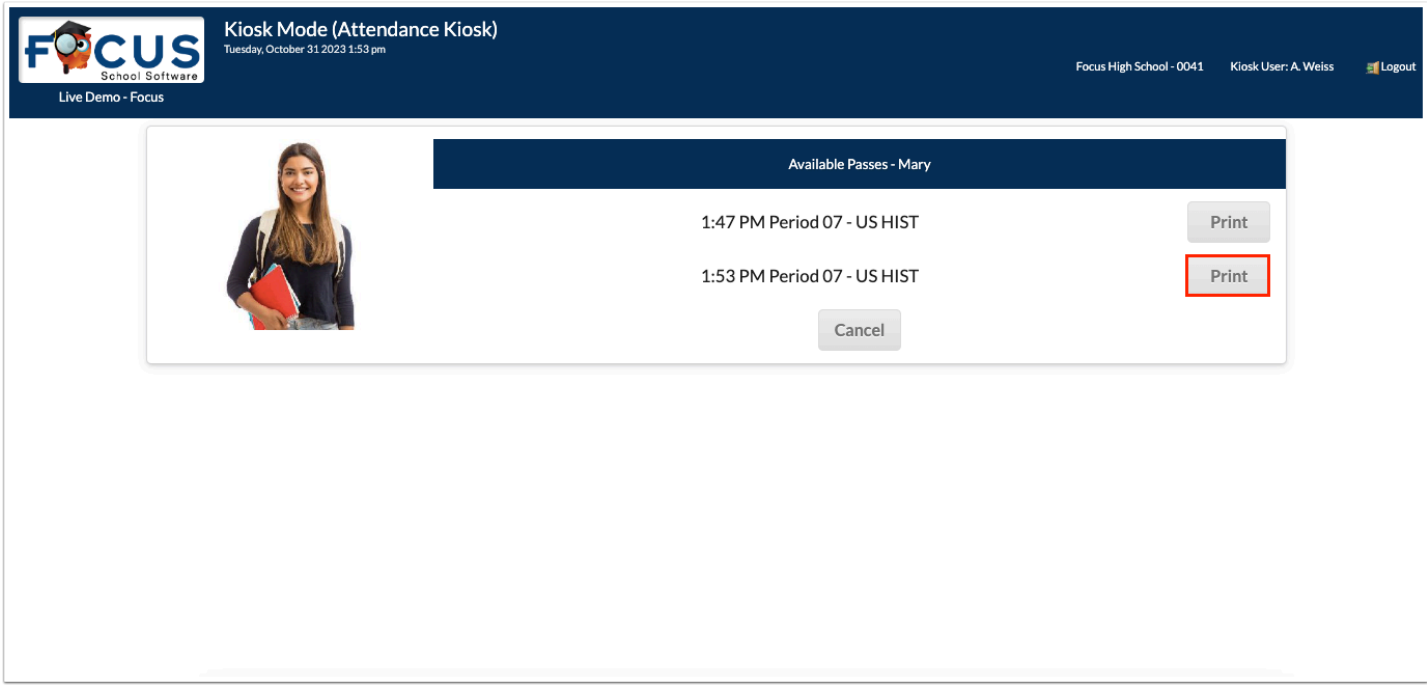
2. Manually enter the student's ID using the number pad/keys or scan the student's ID.

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

3. Tap the green arrow.



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

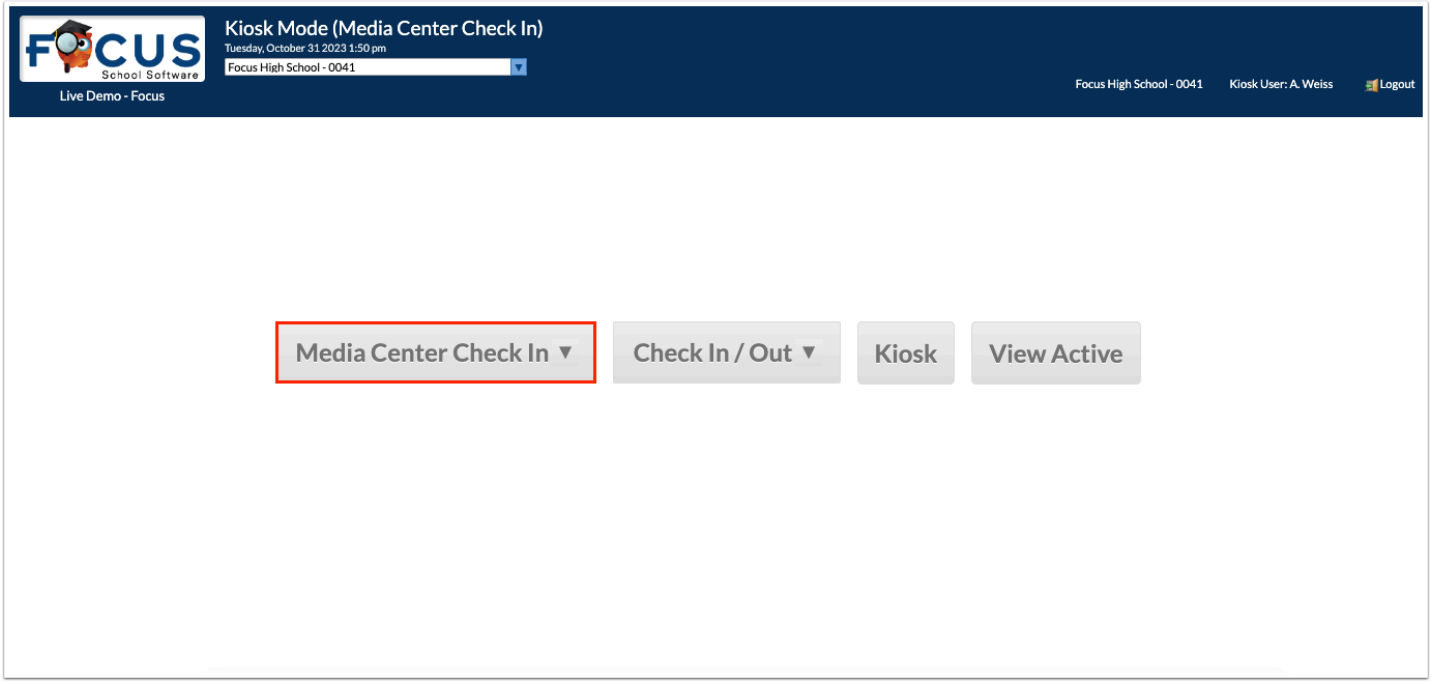


Viewing the Check In Log on the Kiosk

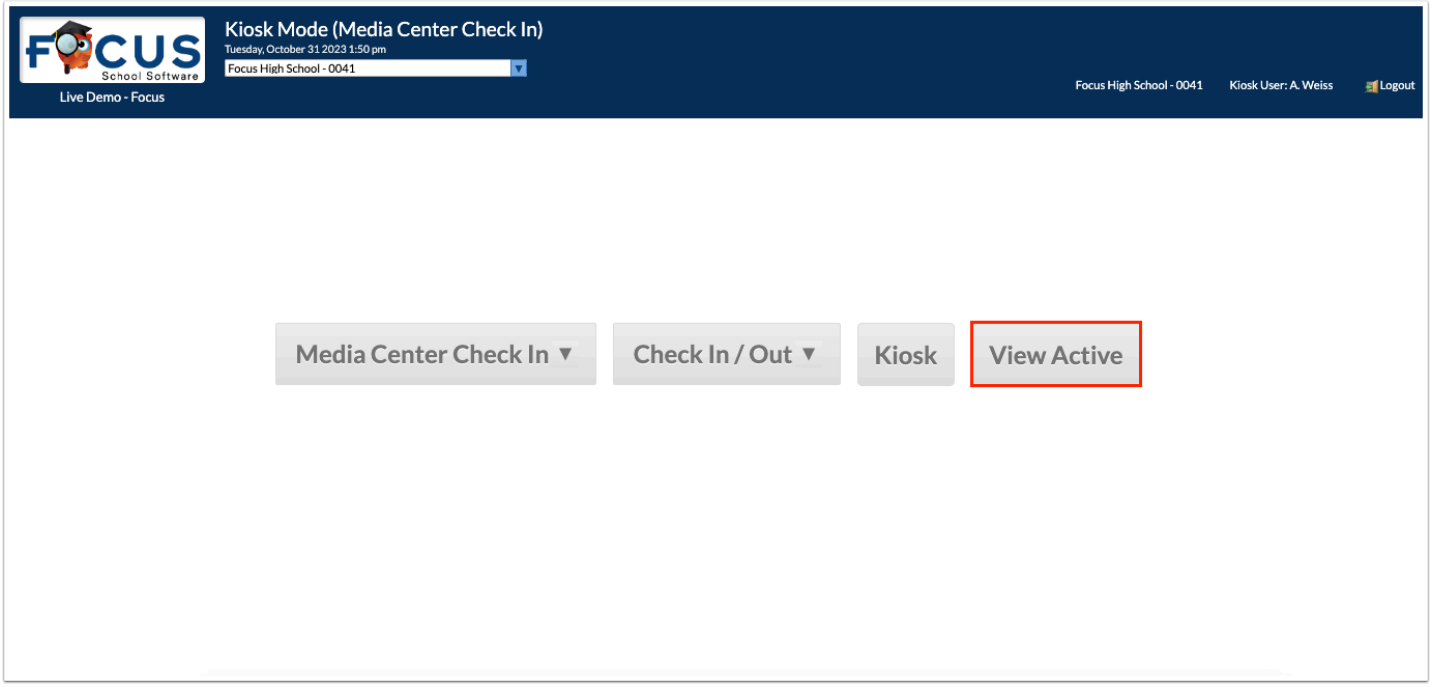
1. Enter your login information and tap **Log In**.

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**.

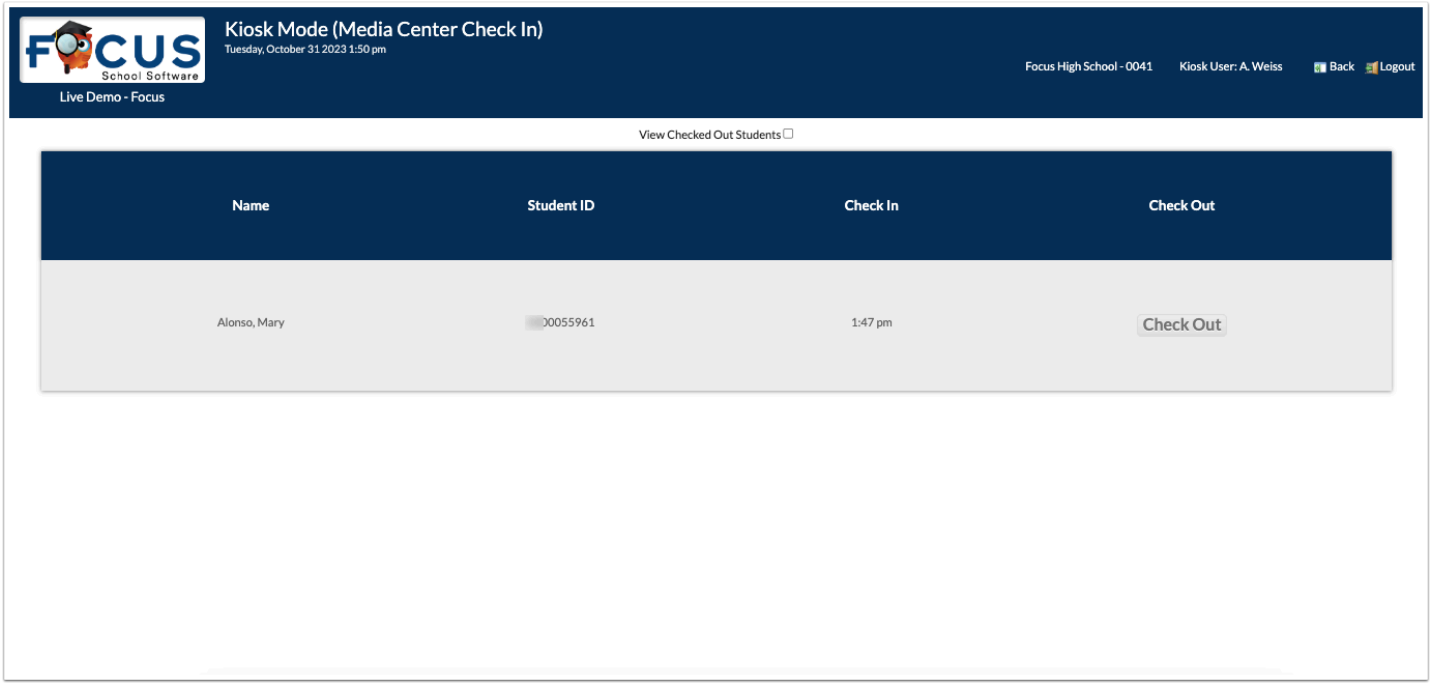
2. Select the appropriate logging field option from the list of available options, based on the location of the kiosk.



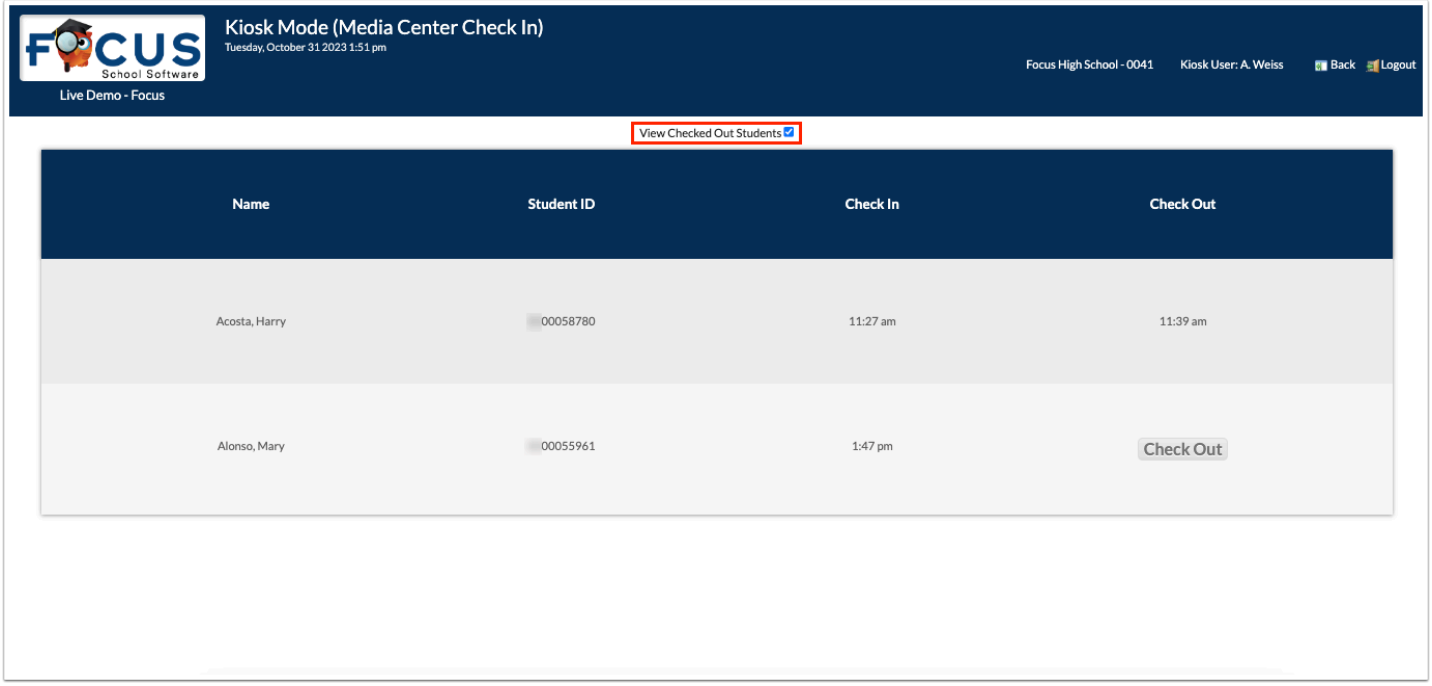
3. Tap **View Active**.



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

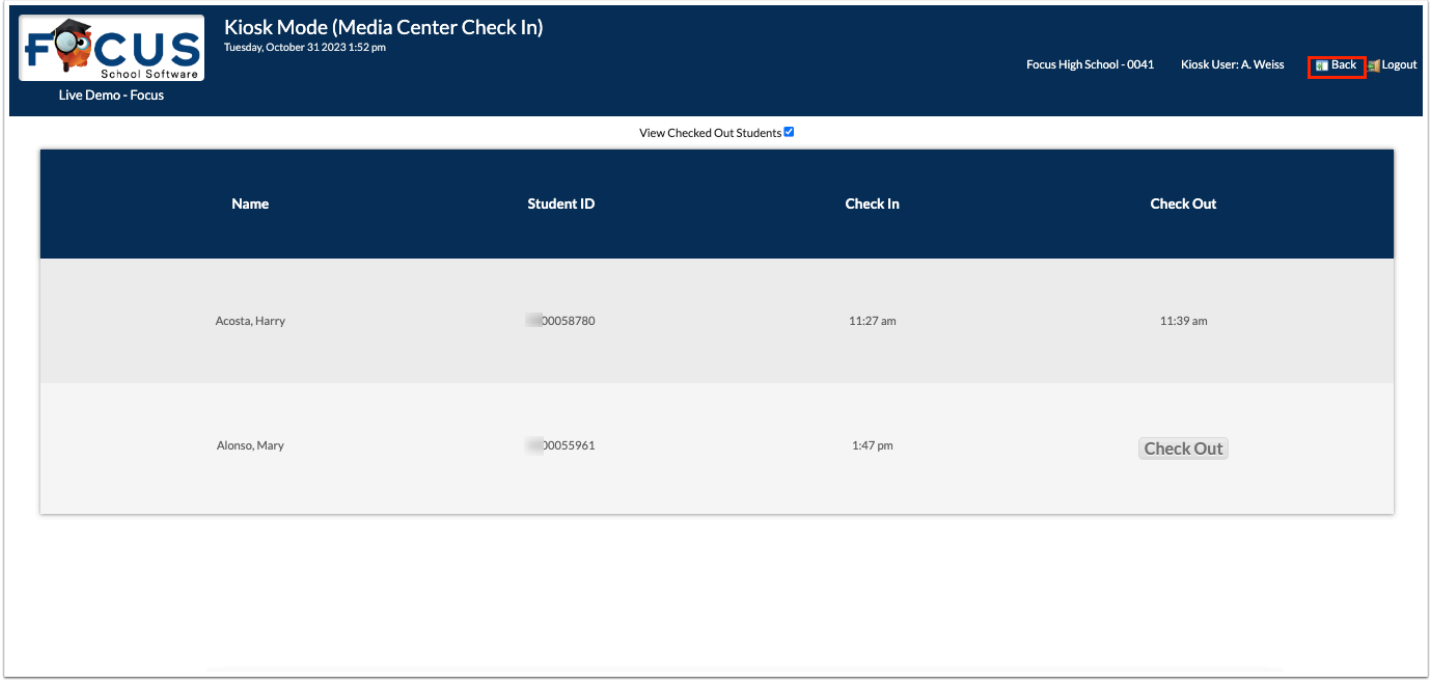


4. Select the **View Checked Out Students** check box to view students that have already checked out.



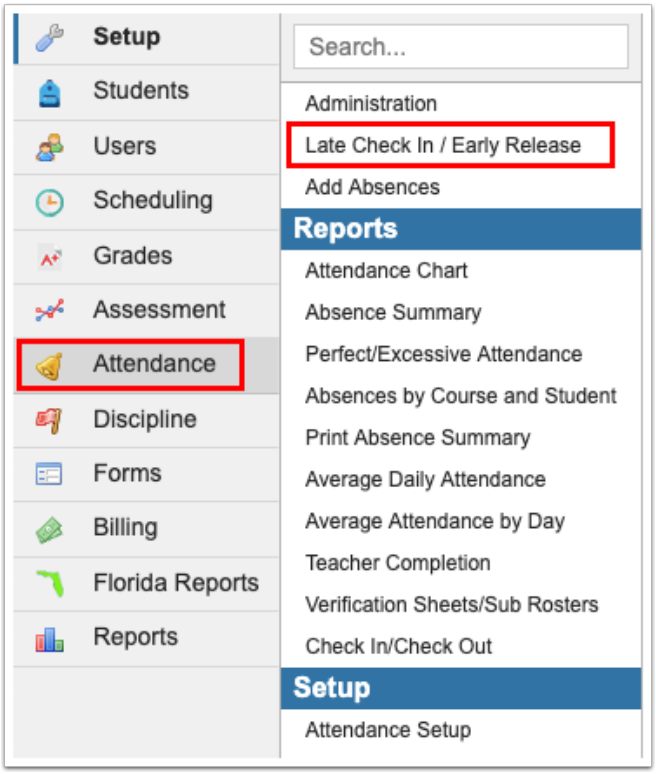
Tap **Check Out** to enter the time the student checked out. This updates the logging field but not the period attendance.

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



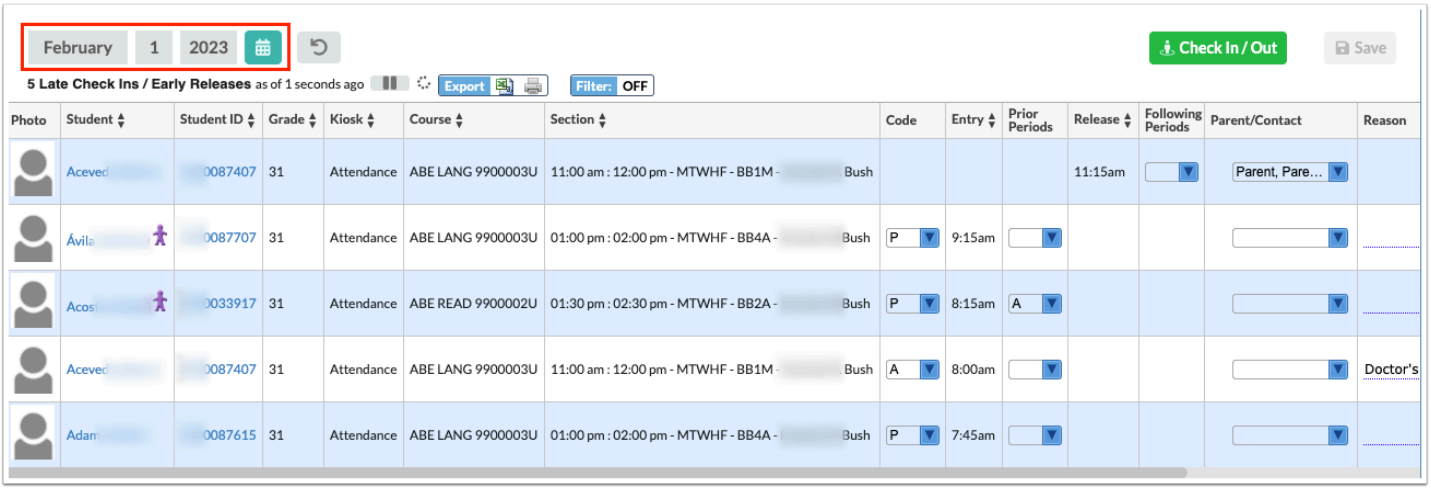
Updating Attendance through the Late Check In/Early Release Screen

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

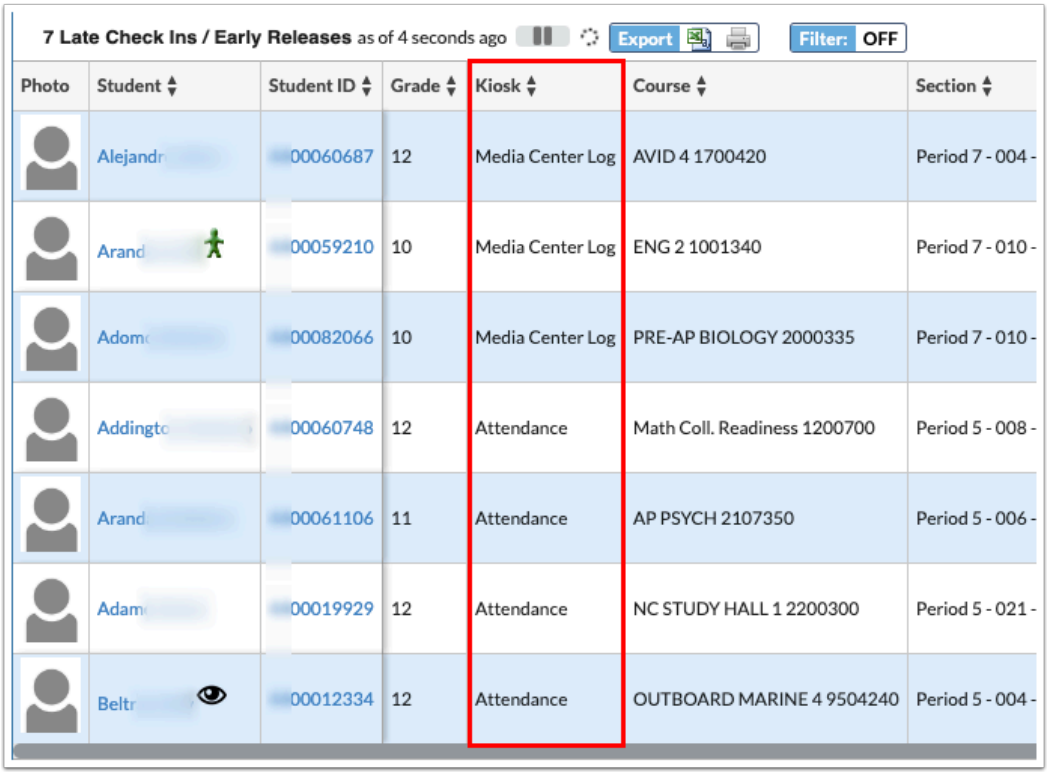


The report date defaults to today's date.

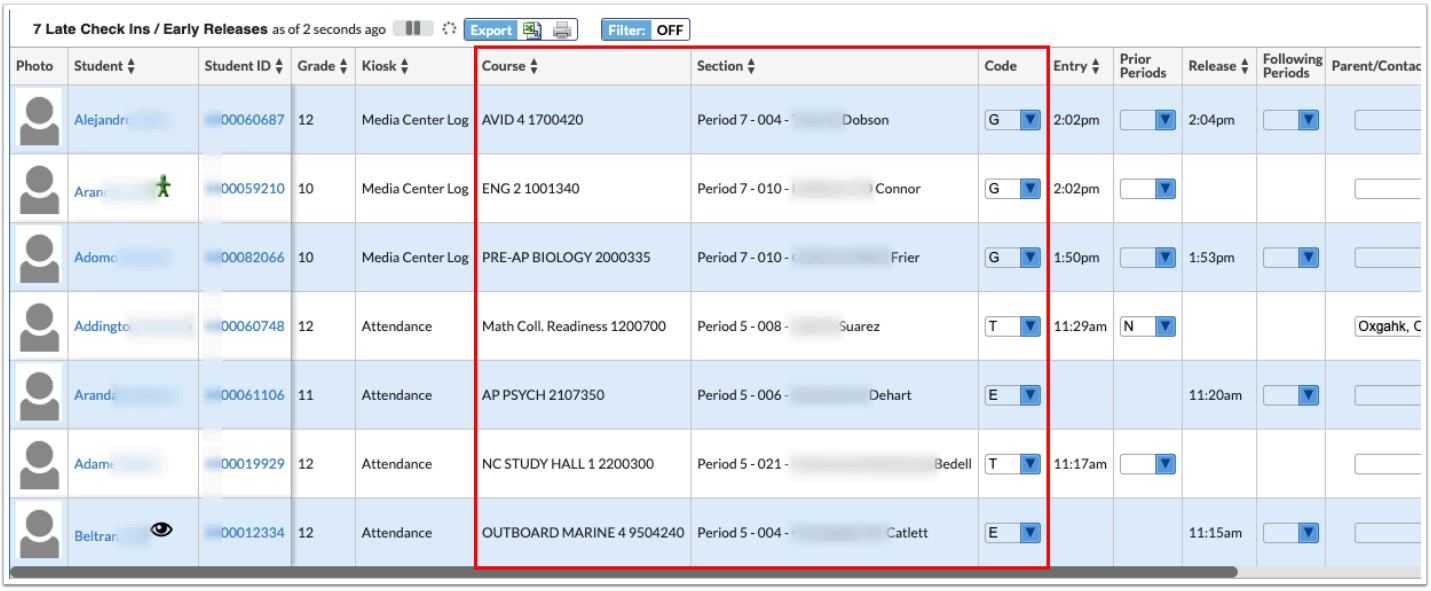
2. To change the date of the report, select the date from the pull-downs or from the calendar icon.



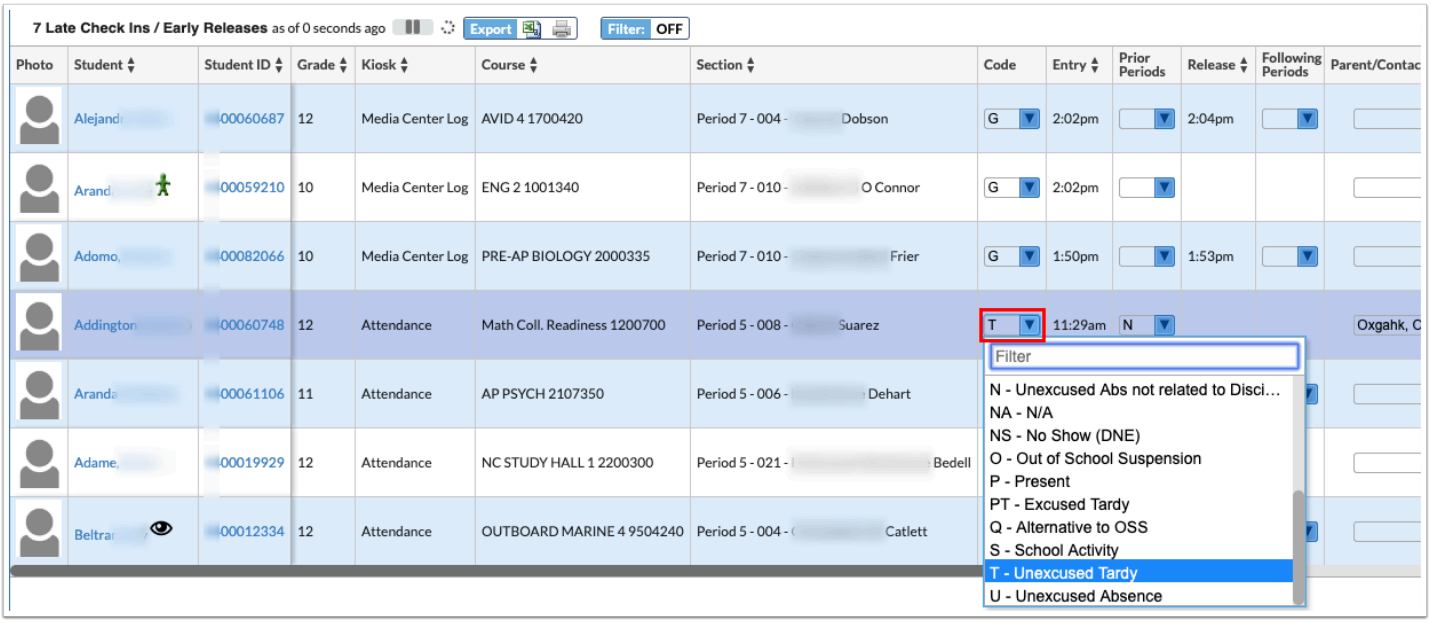
The students who have checked in or out in the attendance mode or logging field mode are displayed. The **Kiosk** column displays "Attendance" if the student was checked in or out of school in the attendance mode, or displays the name of the logging field if the student was checked in or out in the logging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



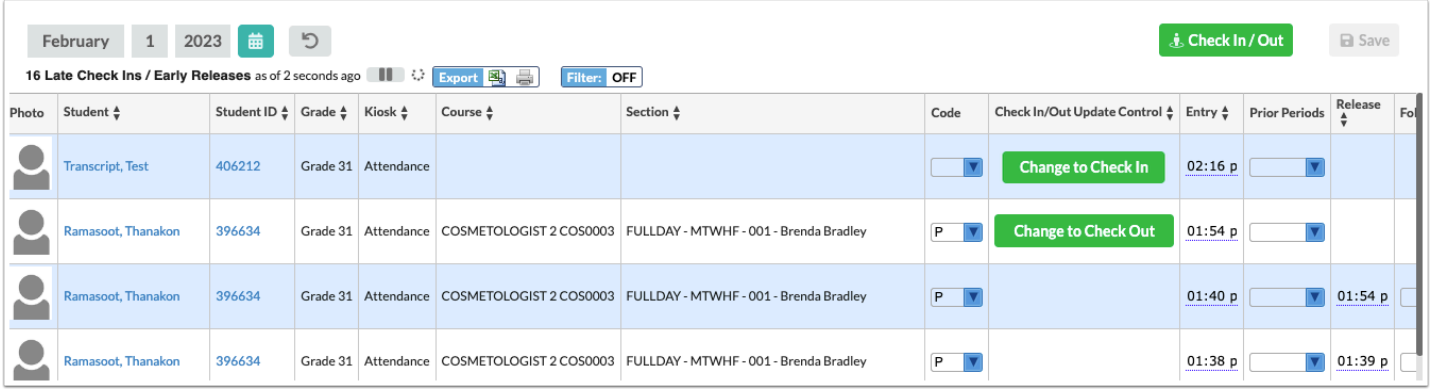
The **Course** and **Section** number for the respective entry is displayed. The **Code** column displays the attendance code, which is editable if your profile has edit rights to this screen. If the student was checked in and out within the same period, the latest code will display. If the section does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



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

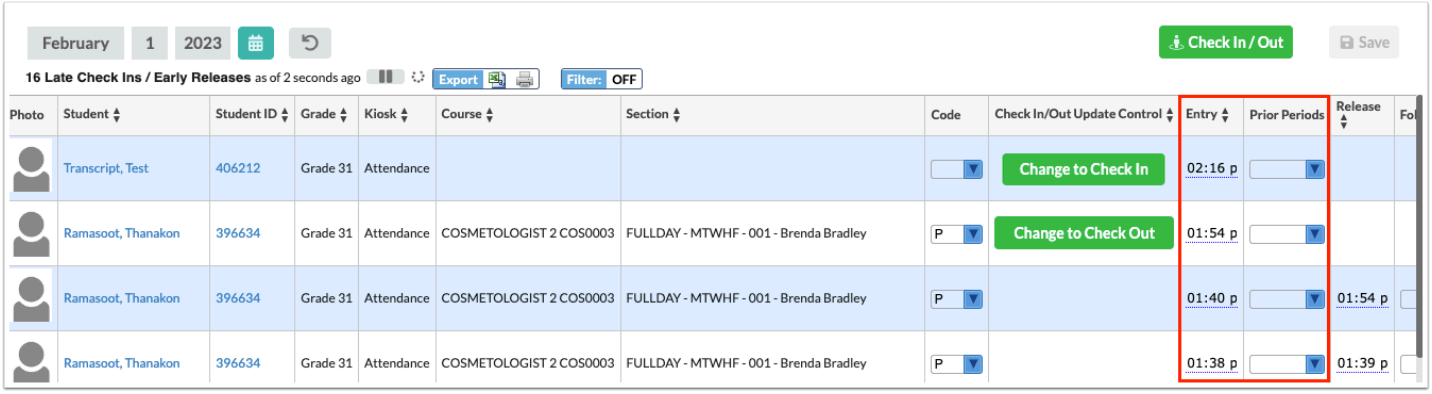


4. If there is a recorded check in time, but no check out time, the **Change to Check Out** button displays in the Check In/Out Update Control column allowing you to change the record. If there is a recorded check out time, but no check in time, the **Change to Check In** button displays allowing you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

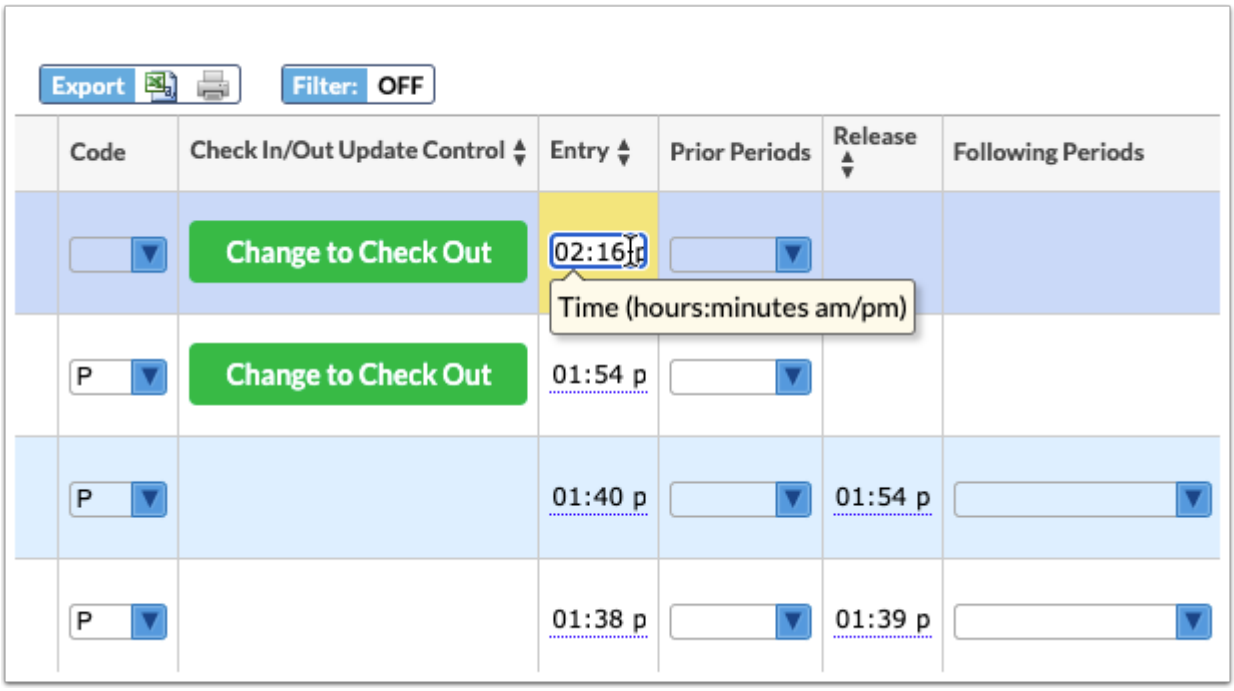


The Change to Check In or Change to Check Out buttons do not display if you select values for **Following Periods** from the corresponding pull-down. The buttons do not appear if there are check in and check out entries for a record.

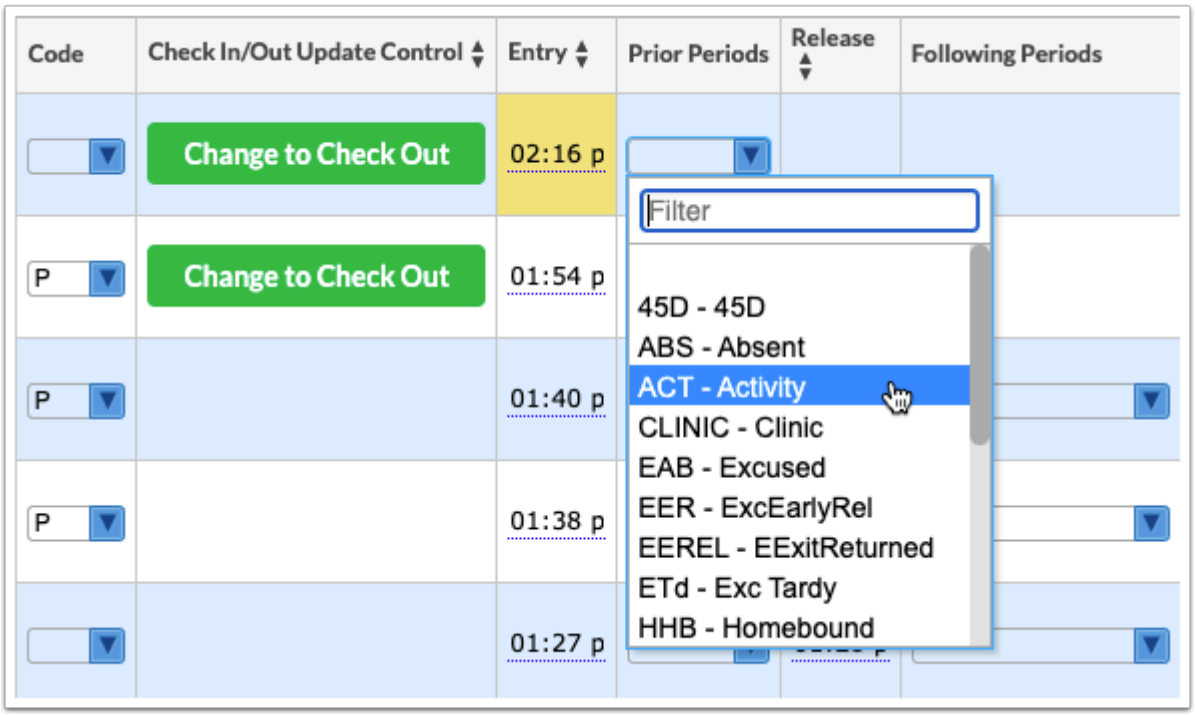
If the student was checked in, the time will display in the **Entry** column, and the **Prior Periods** column will be active. This allows you to update the prior periods' attendance from this screen. For example, if the student checks in to school late in period 4, the period 4 attendance code will be the tardy code, but the prior periods 1-3 can be updated here with the appropriate absence code.



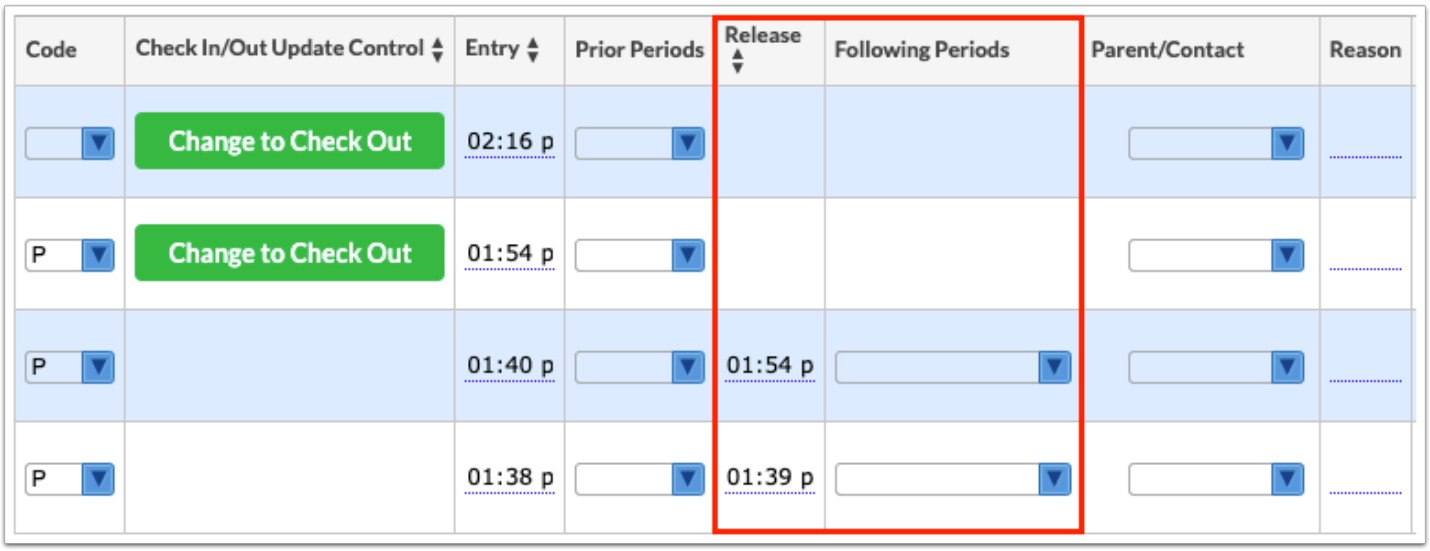
5. Edit the **Entry** time by clicking the field.



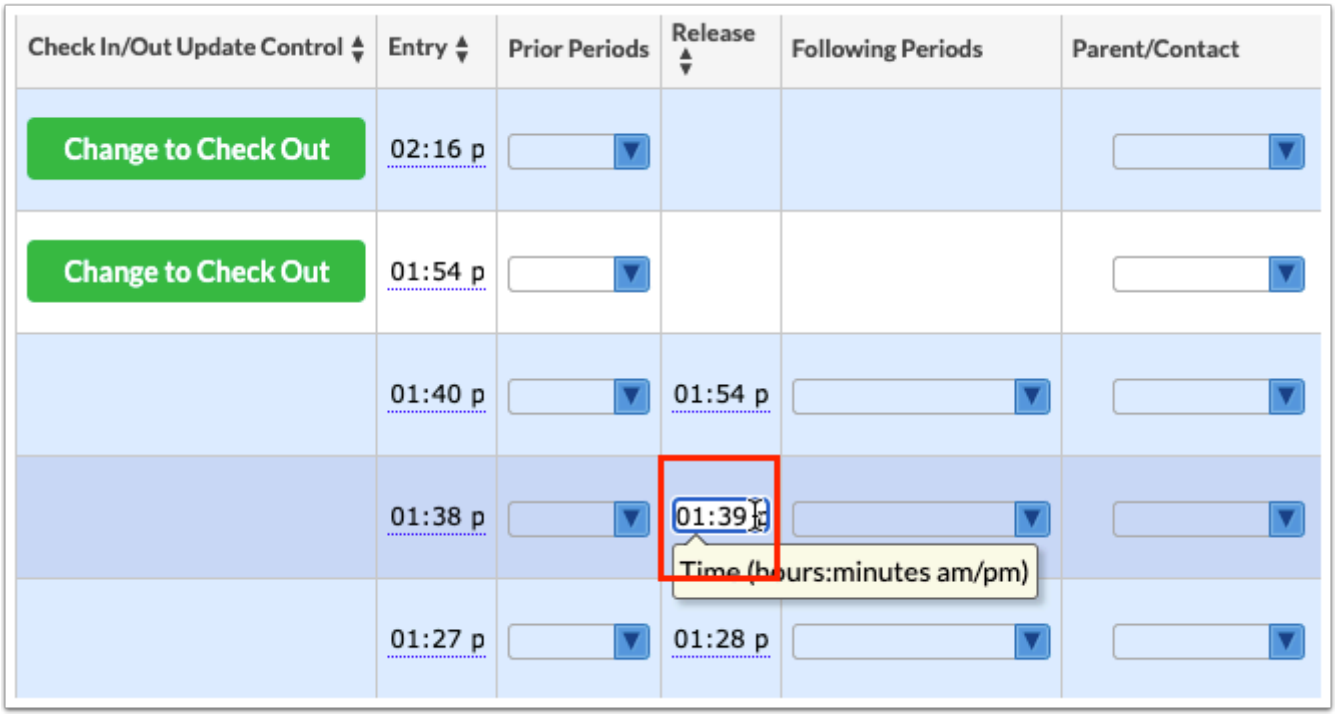
6. Select the **Prior Periods**, as needed.



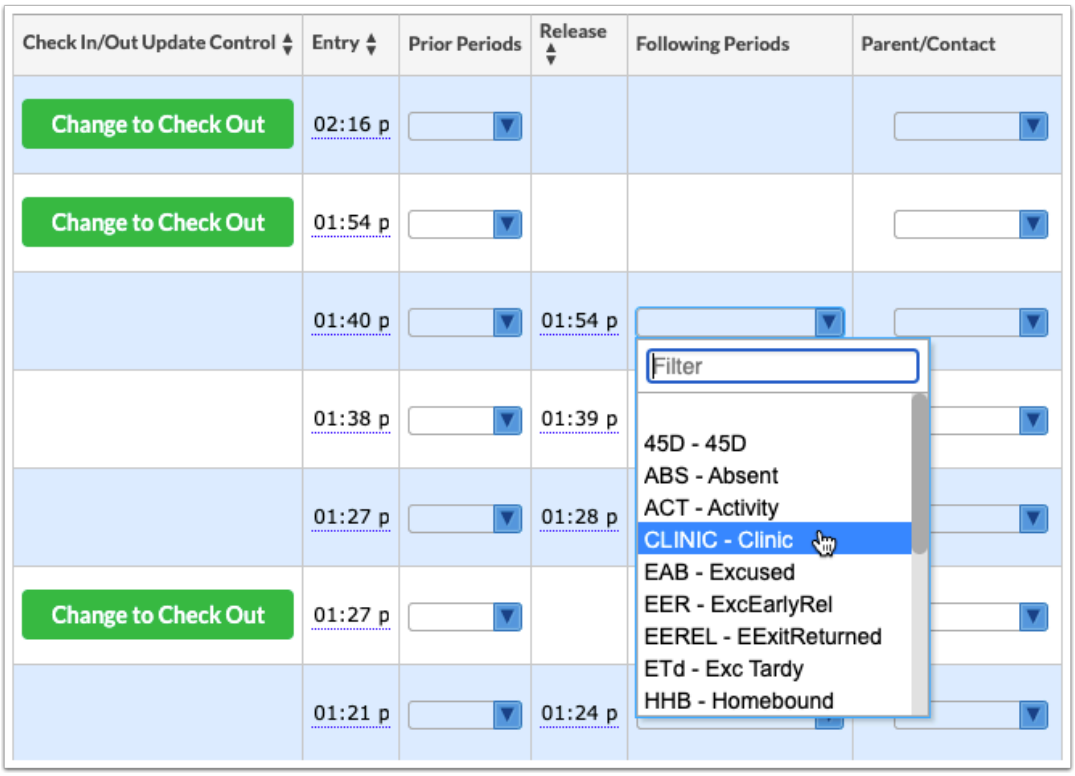
If the student was checked out, the time will display in the **Release** column, and the **Following Periods** column will be active. This allows you to update the remaining periods' attendance. For example, if the student checks out during period 4, the period 4 attendance code will be the early release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



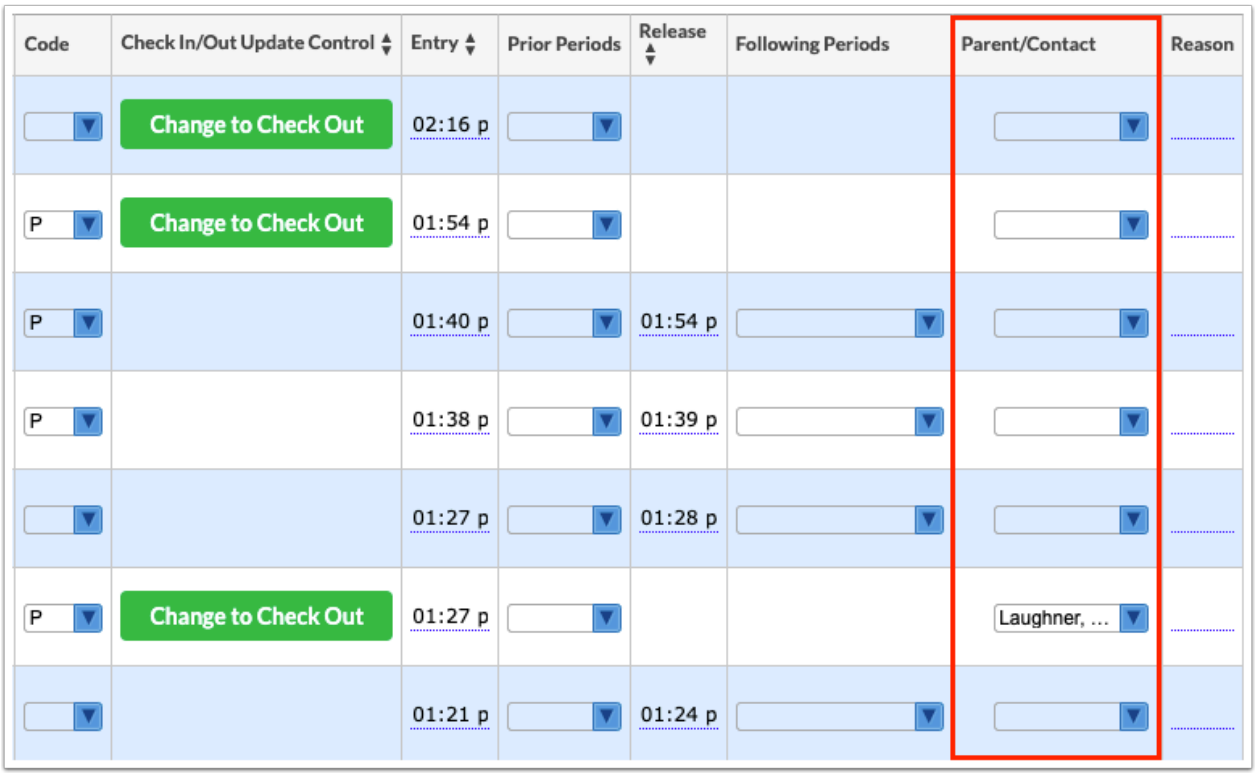
7. Edit the **Release** time by clicking the field.



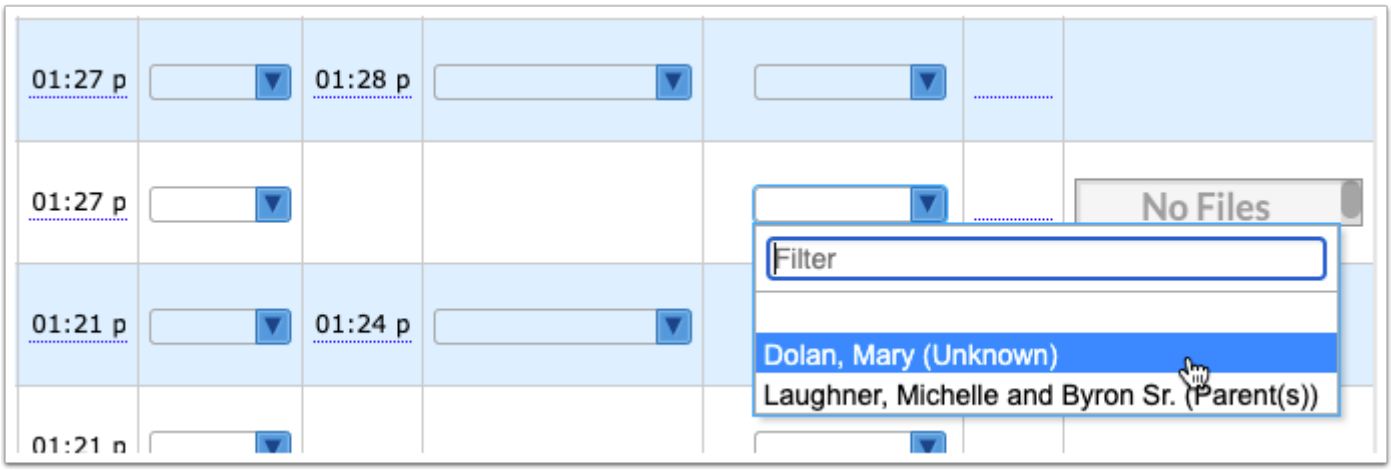
8. Select the **Following Periods**, as needed.



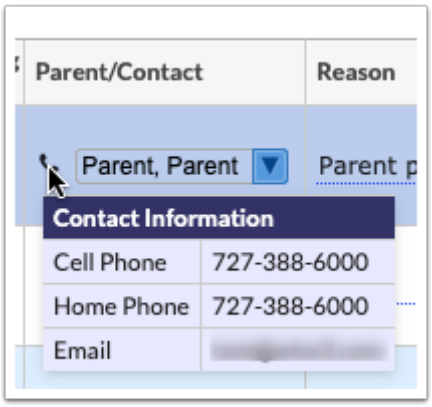
If custodial contacts are available for the student, they will appear in the **Parent/Contact** pull-down. Selecting who picked up or dropped off the student is optional.



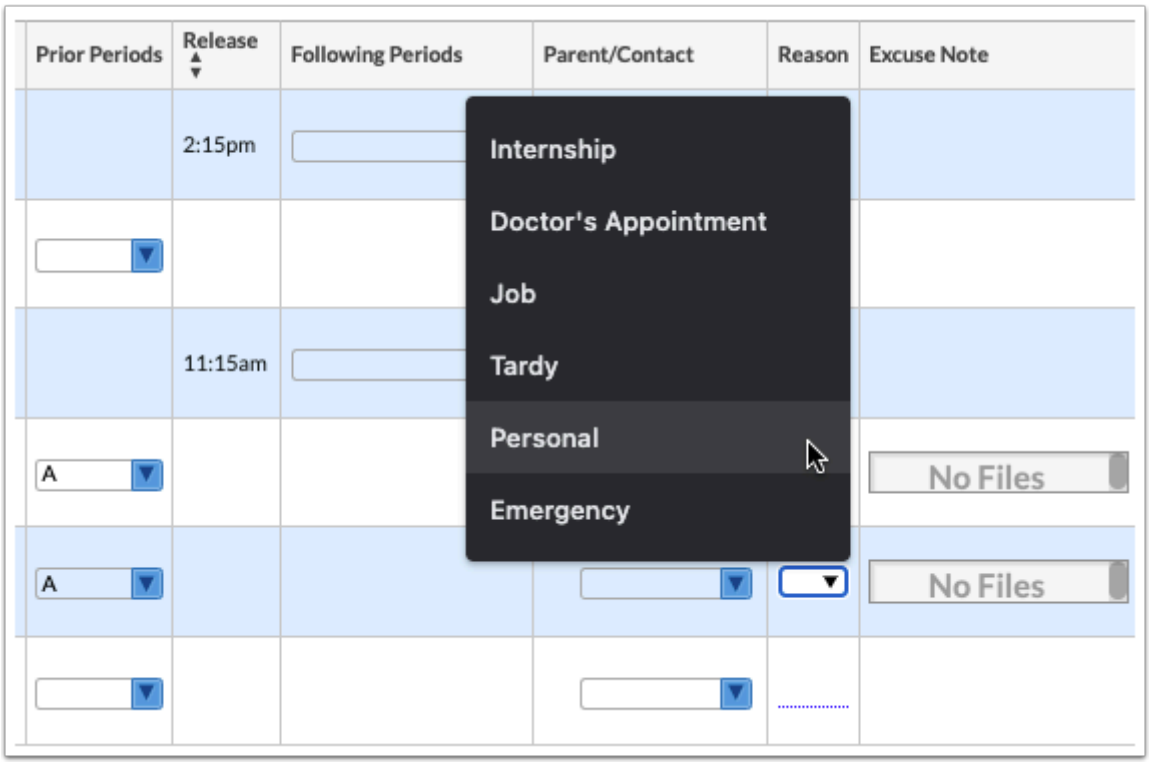
9. Select a **Parent/Contact,** as needed.



When a parent/contact is selected, hovering over the phone icon will display the contact details.



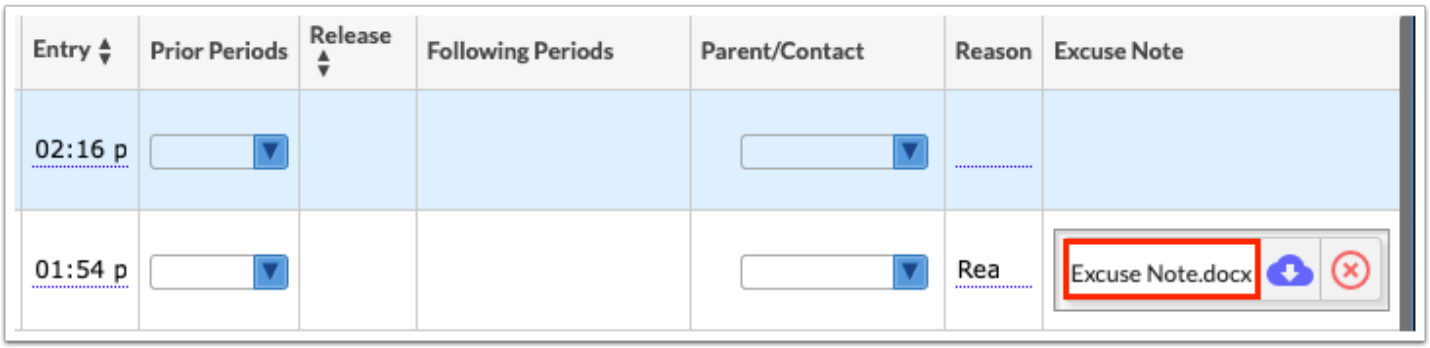
10. Enter a **Reason**, as needed. If the district has set up reason codes, you can select from the Reason pull-down or enter a reason in the text box.

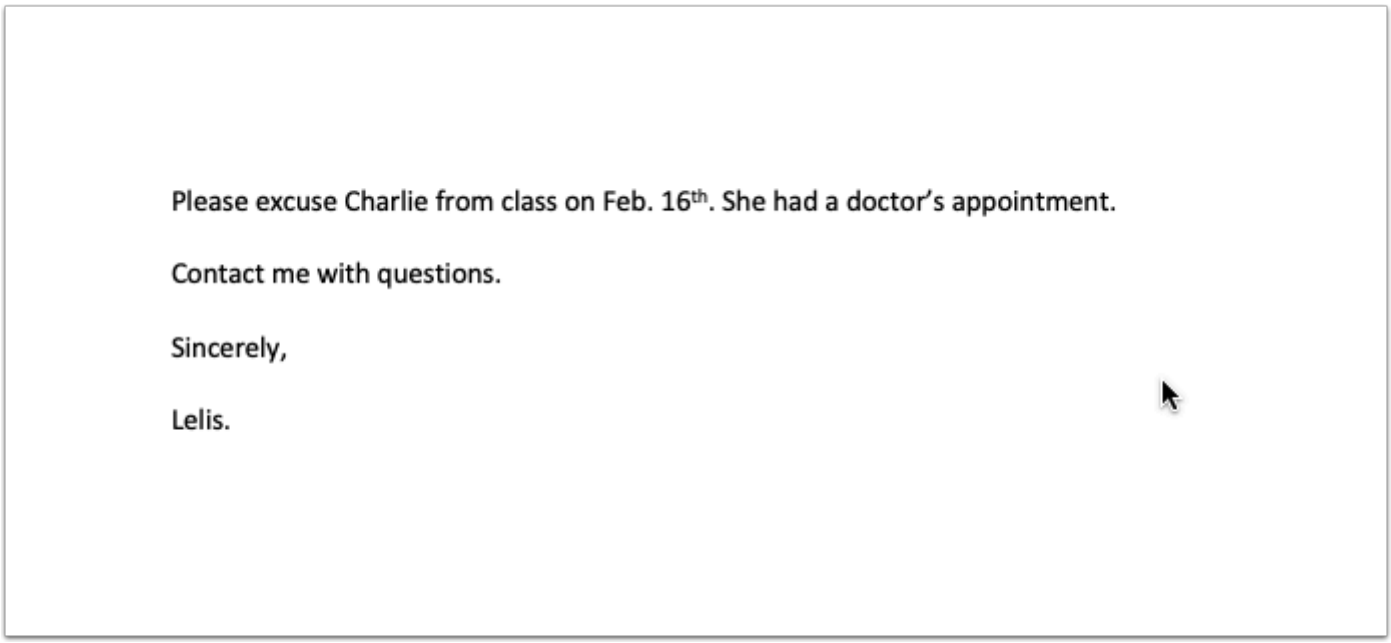


Reason codes are set up via Attendance > Attendance Setup > Reasons tab.

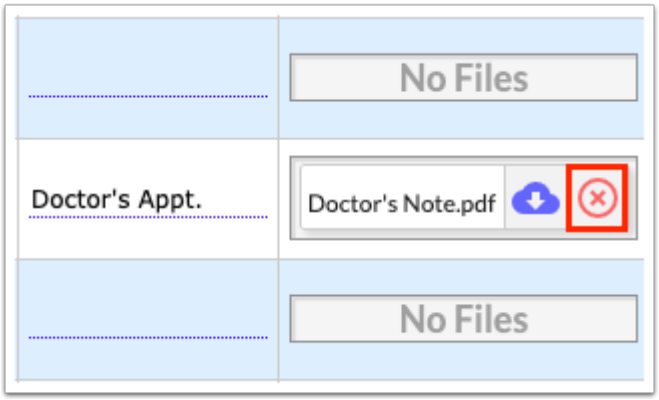
The Reason text box/pull-down only displays if the late check in or early release record contains an attendane **Code**.

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**.

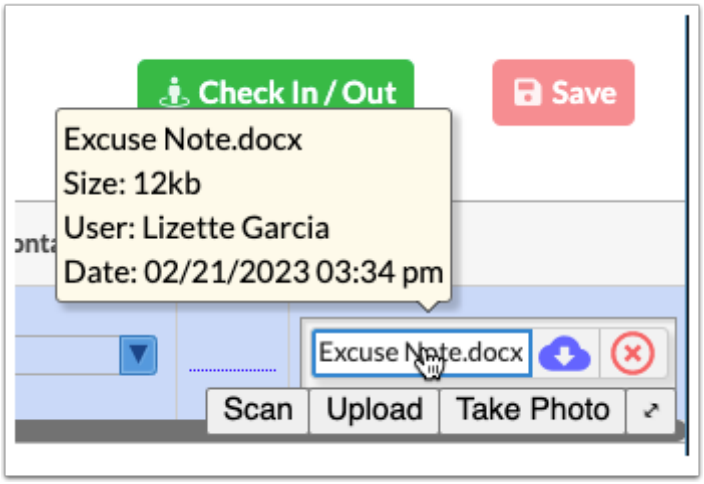




Click the red **X** to Delete the excuse note.

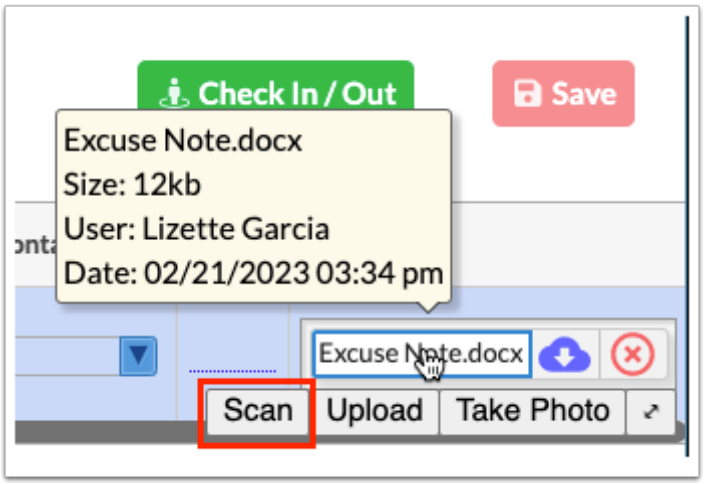


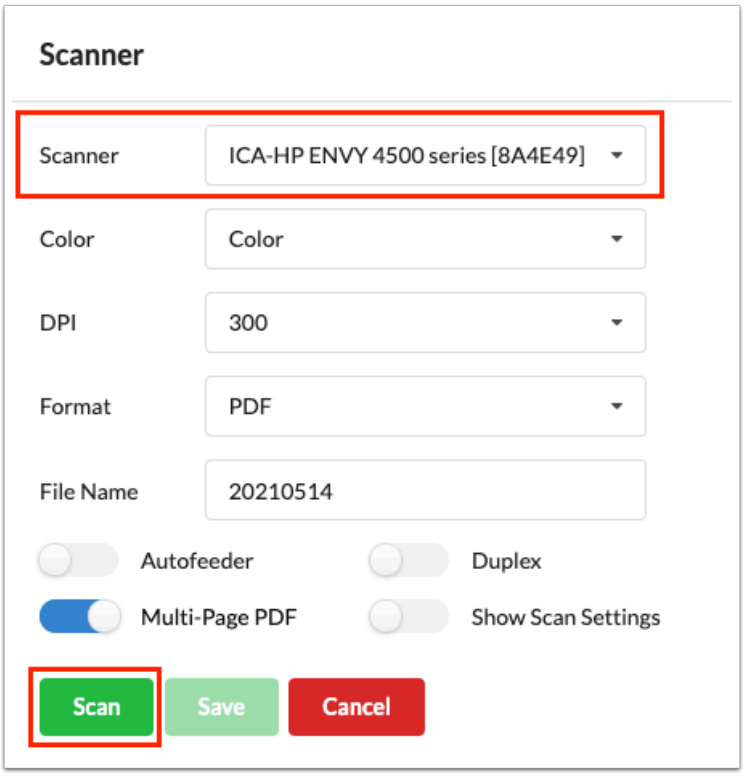
Hover over the attached excuse note with the mouse to view additional information.



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.

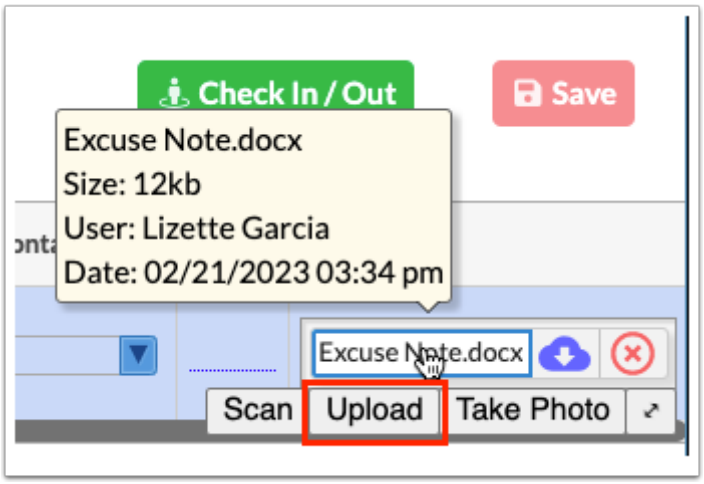
i. Select the **Scanner** from the pull-down, set additional settings, then click **Scan**.

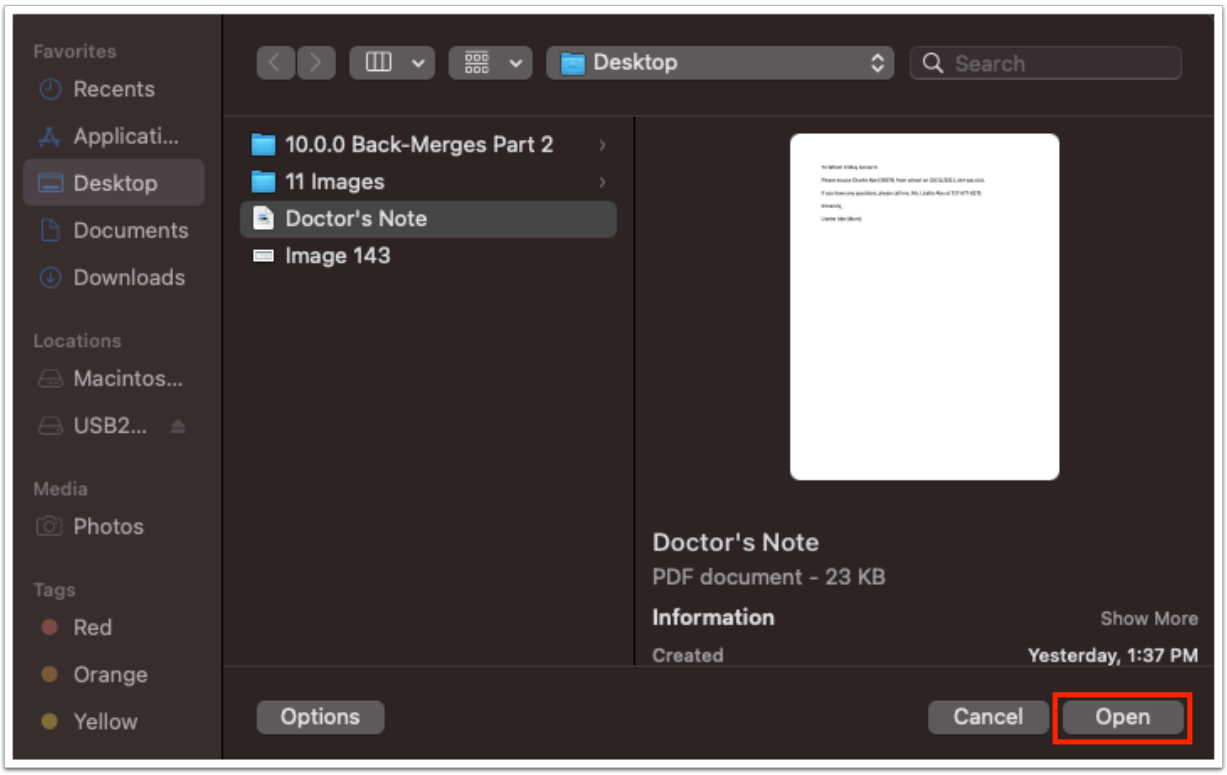




b. Click **Upload** if the file is already saved on your computer.

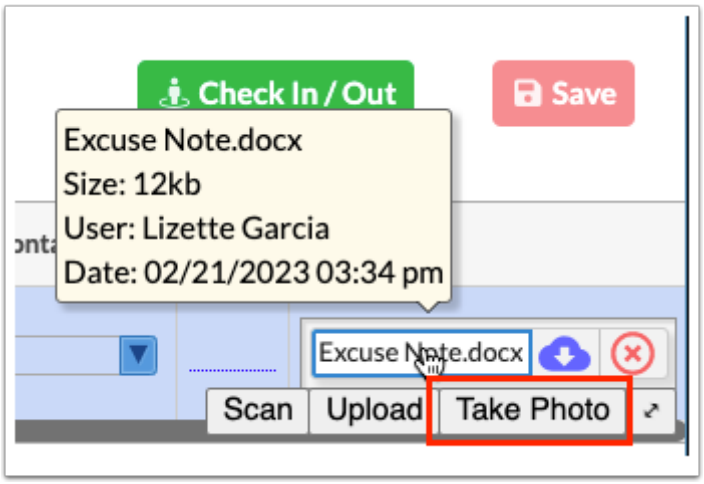
i. Search for the file, click the file, then click **Open**. Note: You cannot upload Word documents. However, you can save a Word document as a PDF, then upload it.



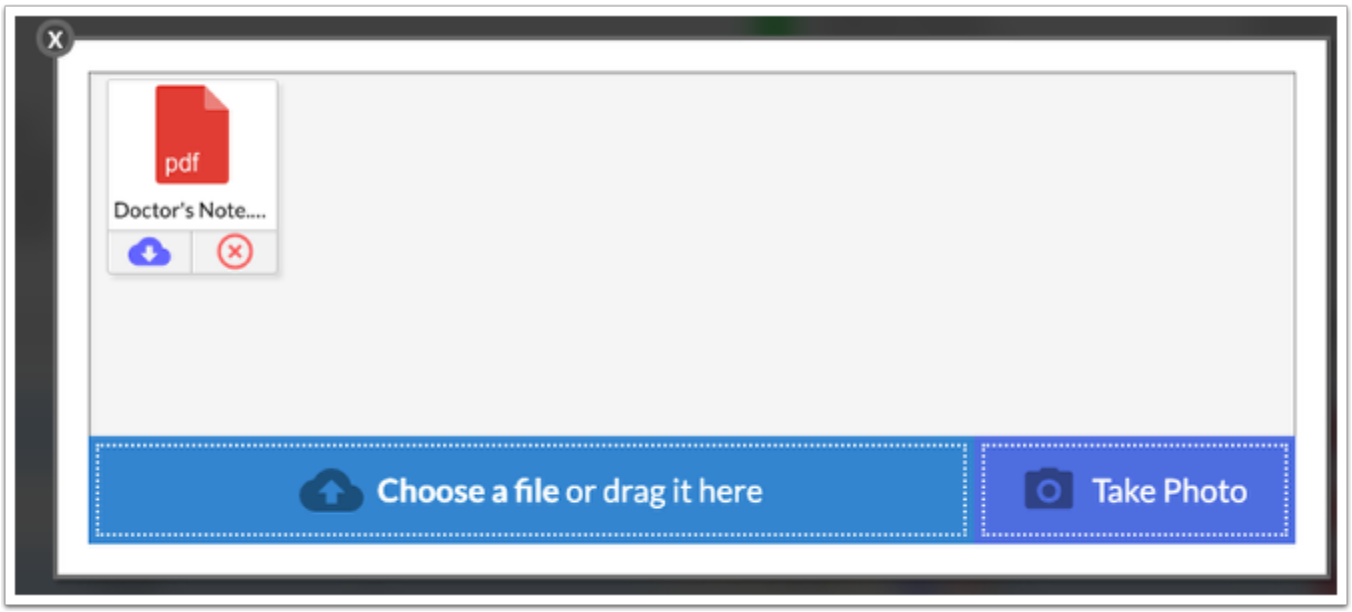


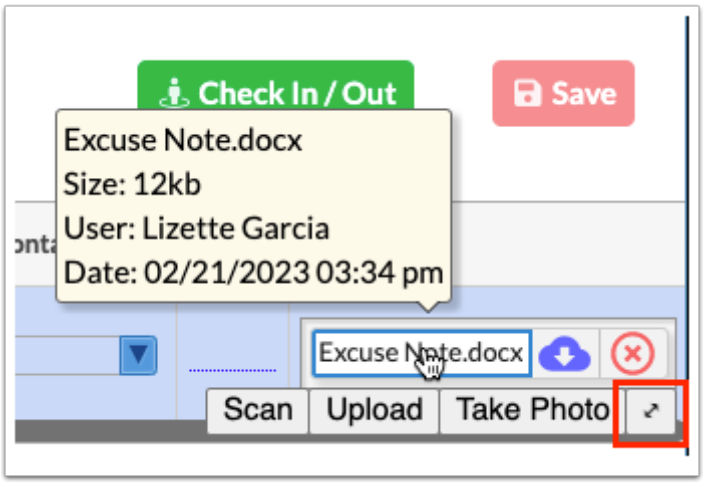
c. Click **Take Photo** to take a picture of the note with your computer camera.

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.

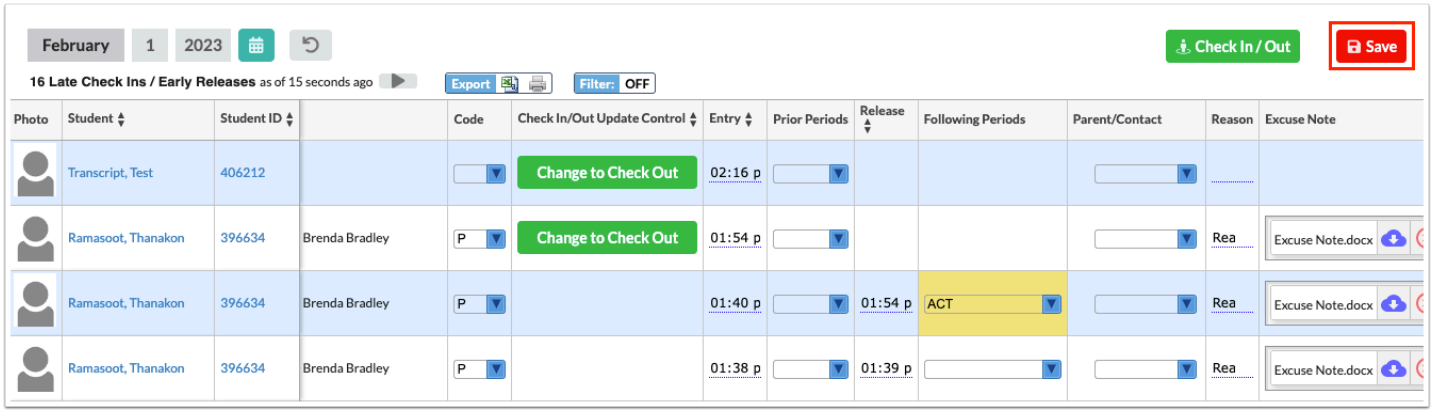




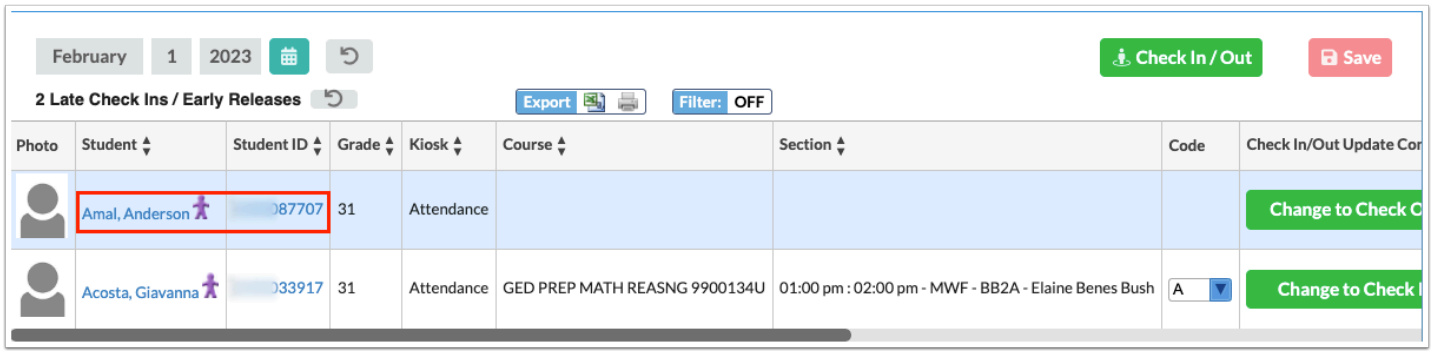
If Excuse Notes have been disabled by the district, then you will not see the Excuse Note column. The **Disable Excuse Notes for All Users** setting determine whether the Excuse Note column displays, which can be enabled/disabled via Setup > System Preferences > School Preferences / Default School Preferences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

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

12. Click **Save** after making any changes.



13. Click the **Student** name or **Student ID** link to open the Absence Summary for the student.

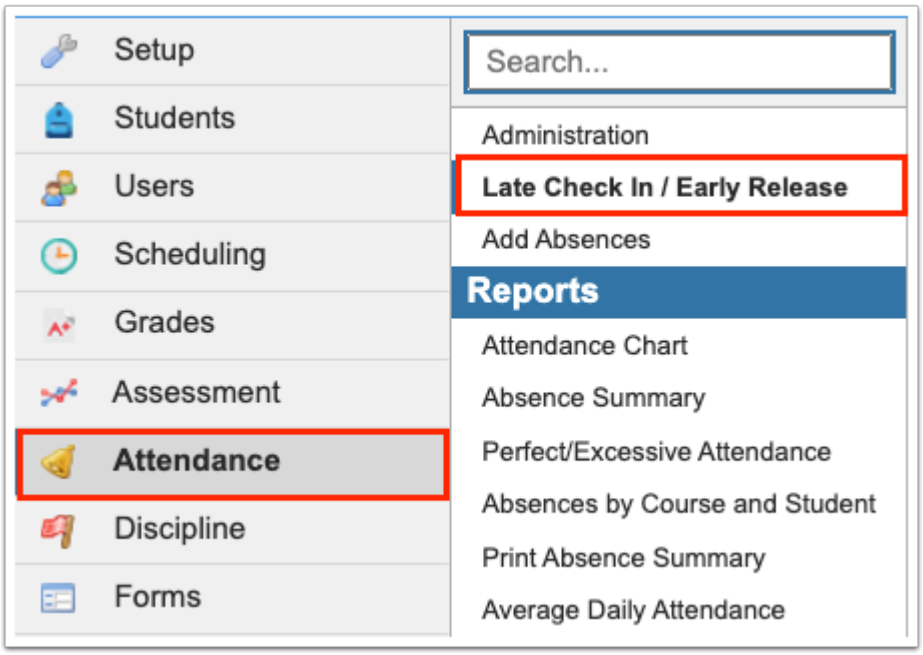


Manually Checking In/Out a Student from the Late Check In/ Early Release Screen

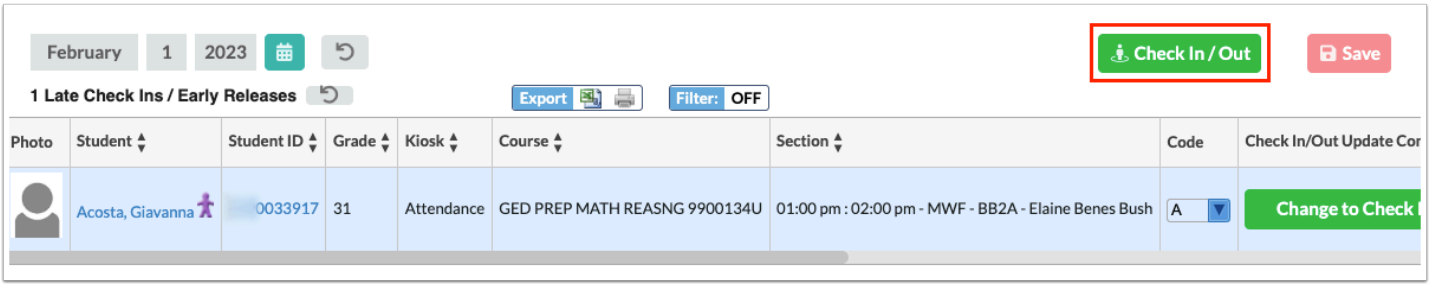
Students can be manually checked in or out in the attendance mode or logging field mode from the Late Check In/Early Release screen. Students can be checked in or out for the current day, past days, or future days. The student's pass can be printed from the kiosk by clicking Reprint Pass in the attendance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

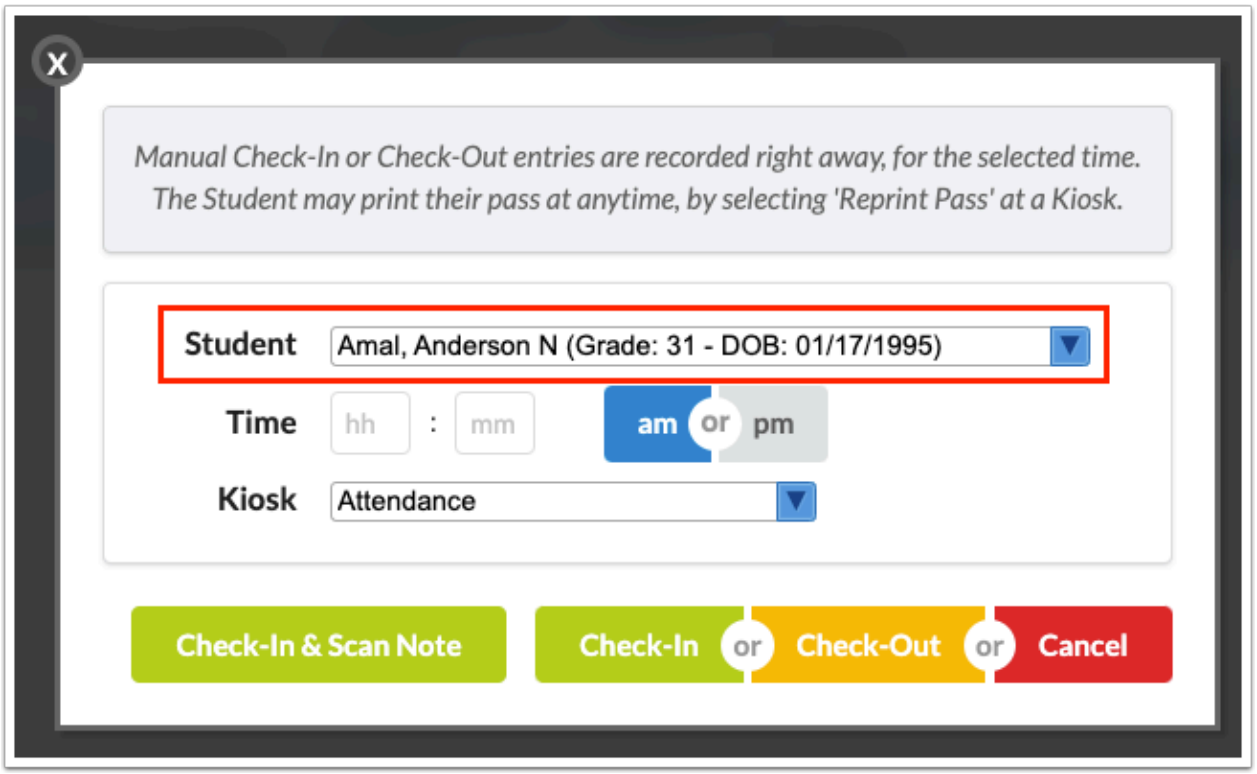
1. In the **Attendance** menu, click **Late Check In/Early Release**.



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



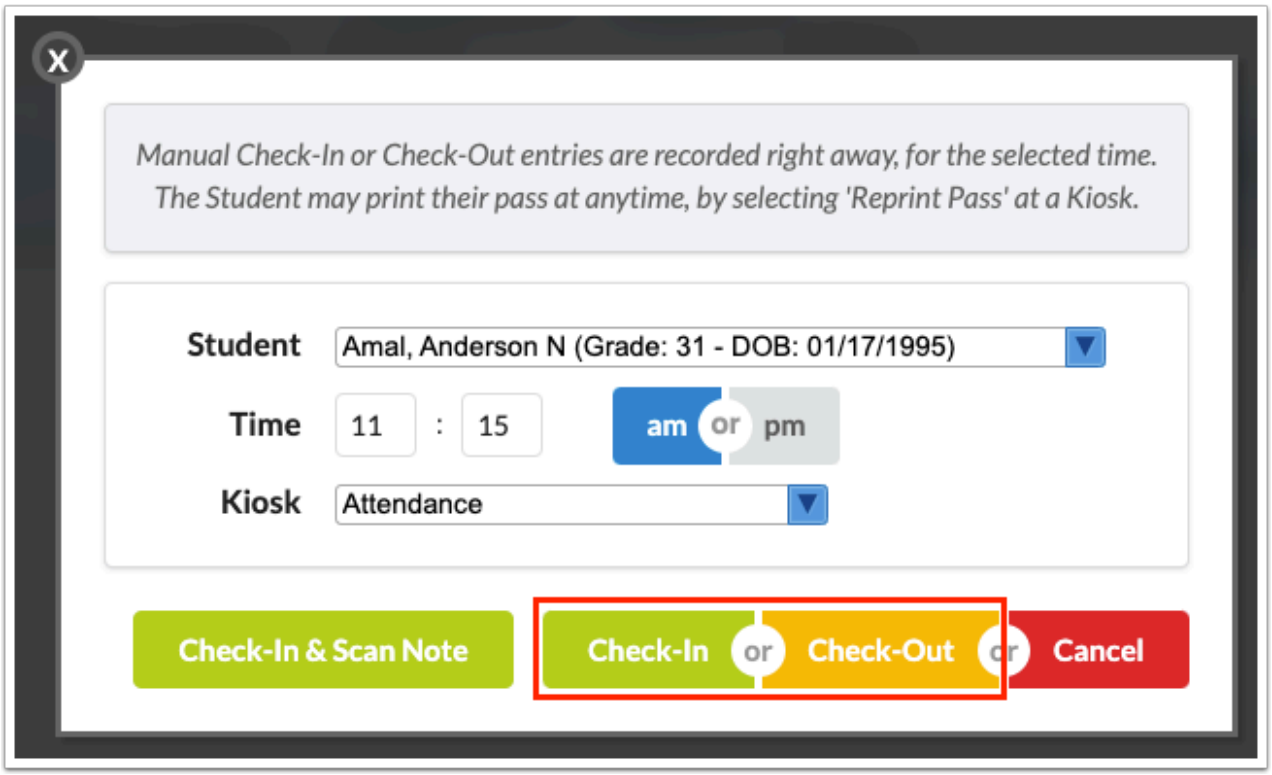
3. In the pop-up window, select the **Student**.



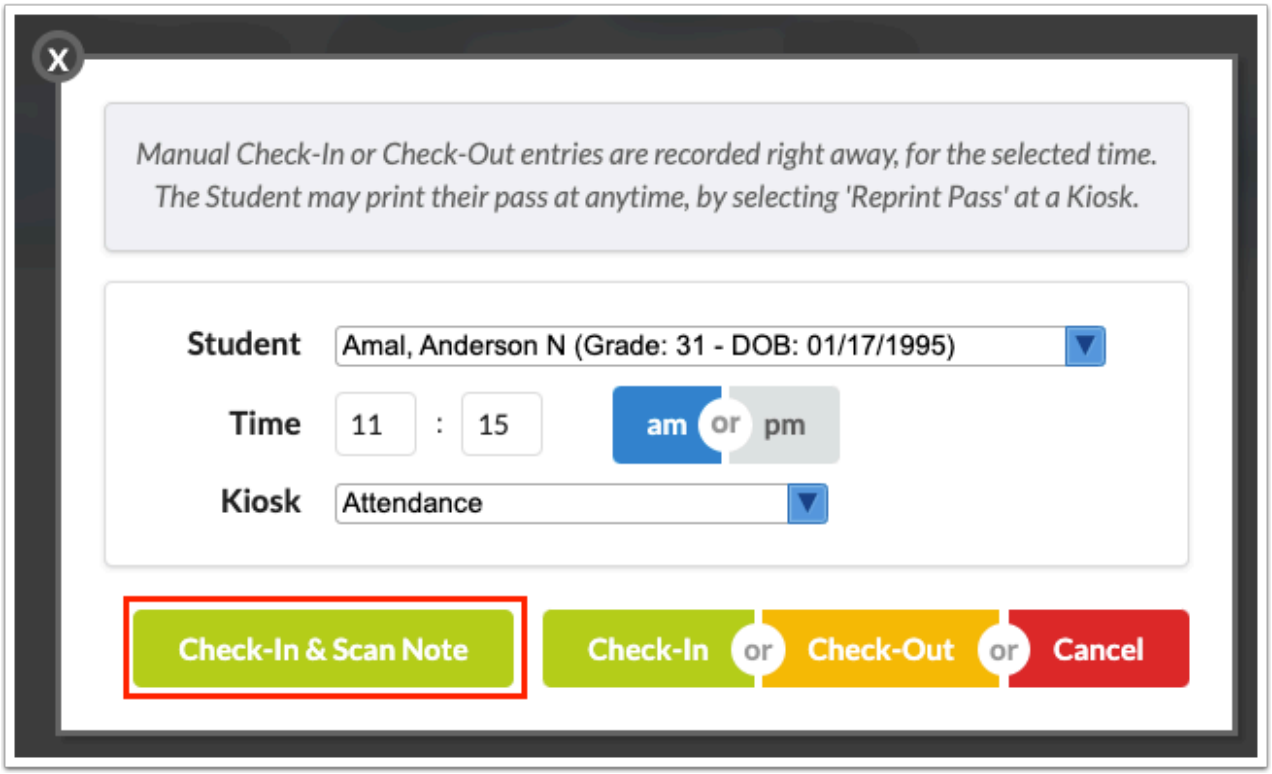
4. Enter the **Time**.

5. Select the **Kiosk** mode.

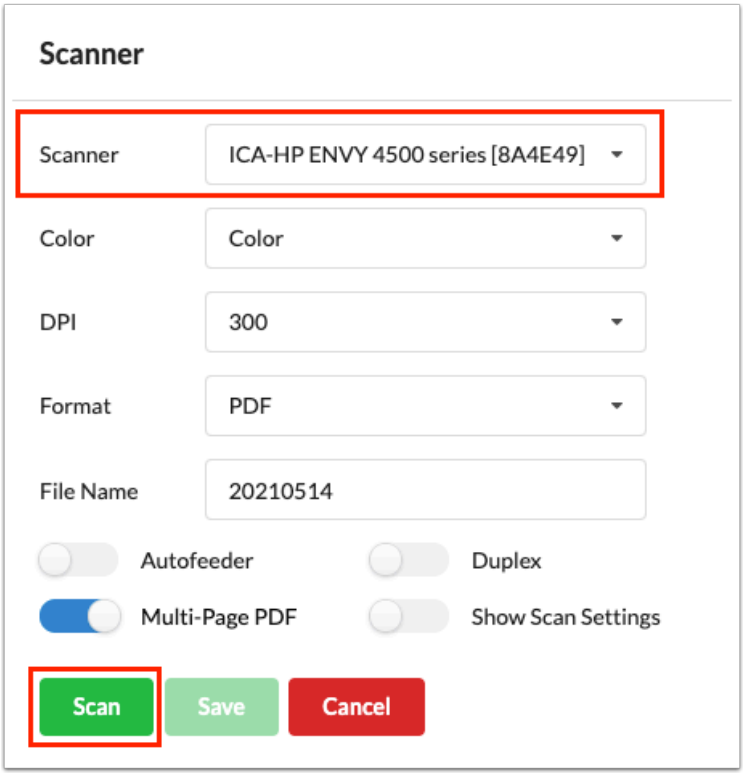
6. Click **Check-In** or **Check-Out**.



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



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



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.

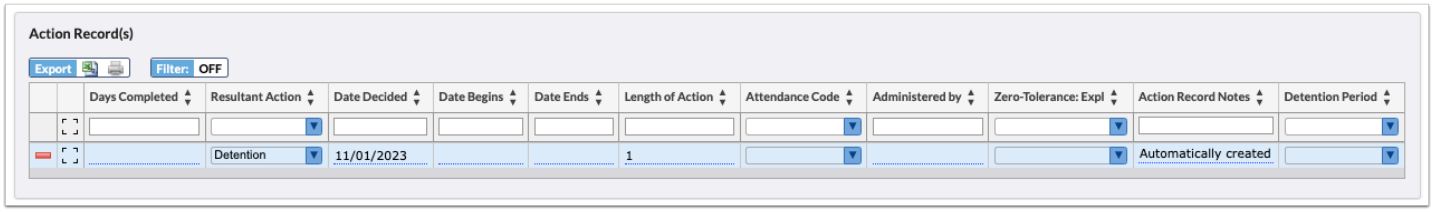
Referral Action

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.

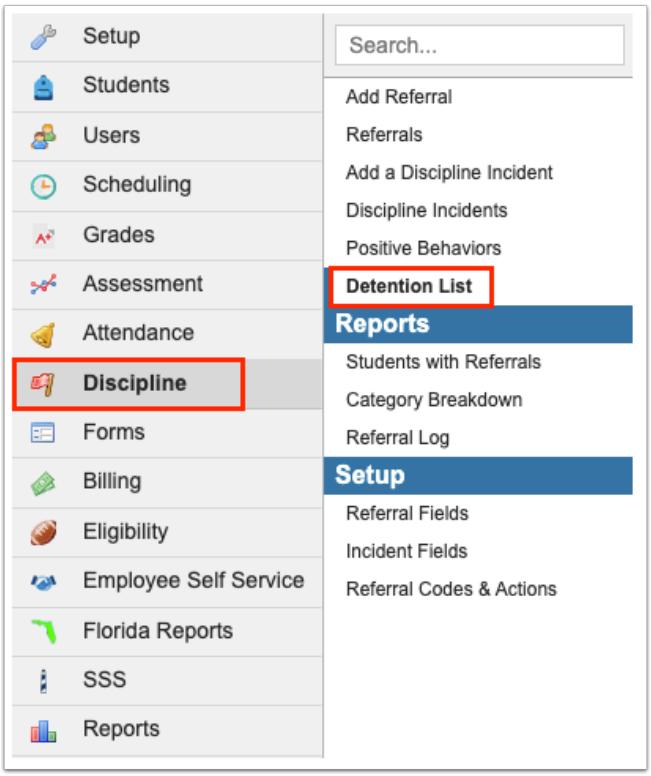


Updating the Detention List

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

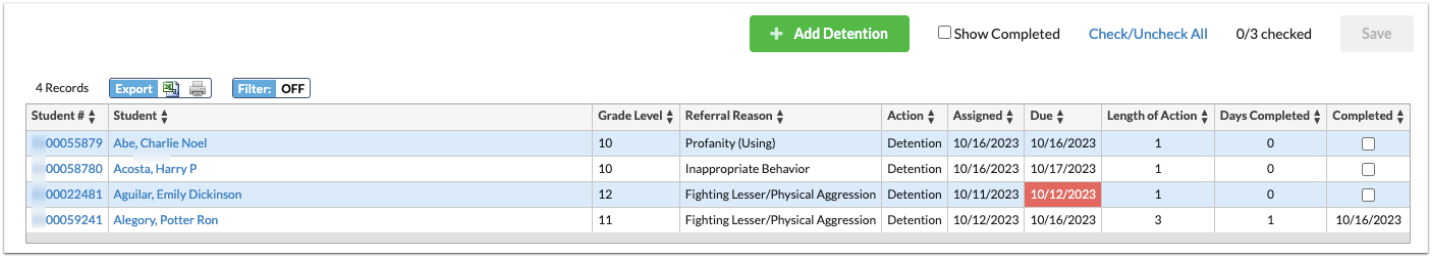
the Kiosk). Users with permissions to edit the Detention List will able to check in students attending detention.

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.

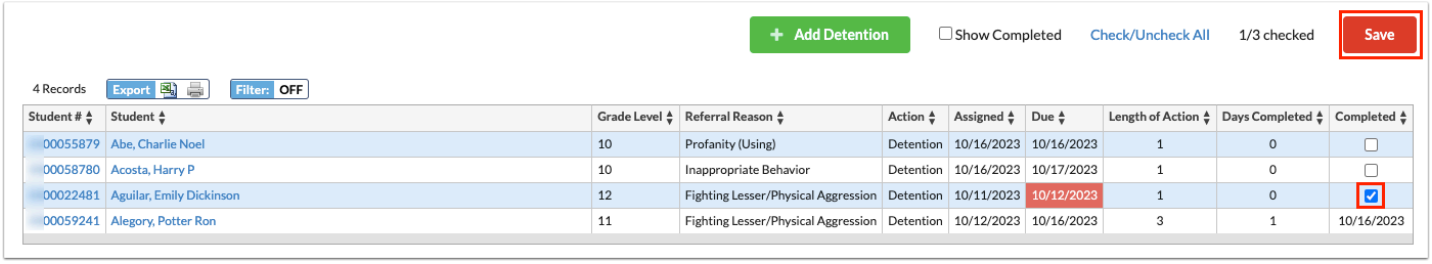
Click the student's name or student ID to open the referral in another tab.



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	☐
00058780	Acosta, Harry P	10	Inappropriate Behavior	Detention	10/16/2023	10/17/2023	1	0	☐
00022481	Aguilar, Emily Dickinson	12	Fighting Lesser/Physical Aggression	Detention	10/11/2023	10/12/2023	1	0	☐
00059241	Alegory, Potter Ron	11	Fighting Lesser/Physical Aggression	Detention	10/12/2023	10/16/2023	3	1	10/16/2023

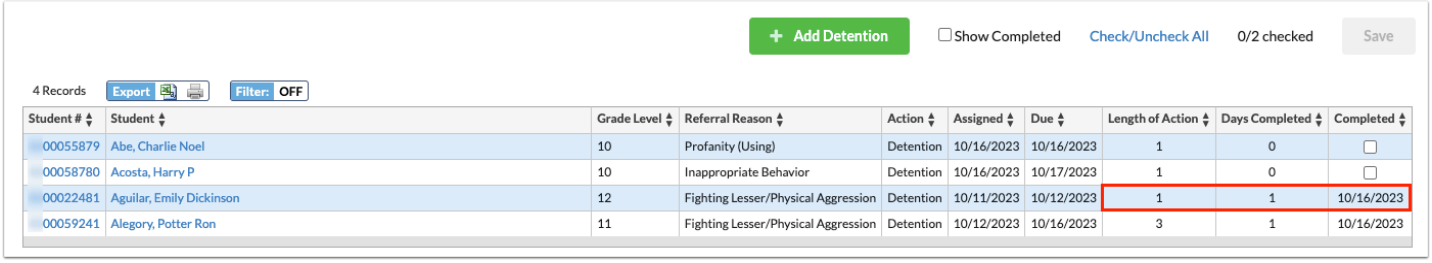
2. To mark a detention as completed, select **Completed** for the applicable student.

3. Click **Save**.



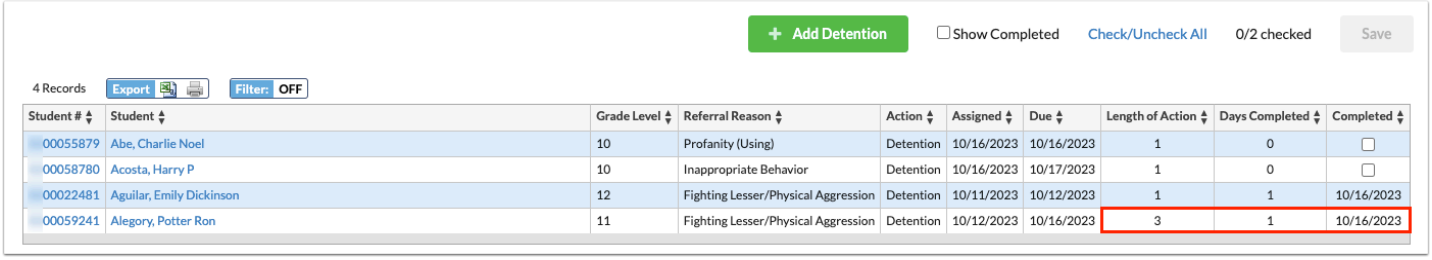
Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00055879	Abe, Charlie Noel	10	Profanity (Using)	Detention	10/16/2023	10/16/2023	1	0	
00058780	Acosta, Harry P	10	Inappropriate Behavior	Detention	10/16/2023	10/17/2023	1	0	
00022481	Aguilar, Emily Dickinson	12	Fighting Lesser/Physical Aggression	Detention	10/11/2023	10/12/2023	1	0	☑
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.



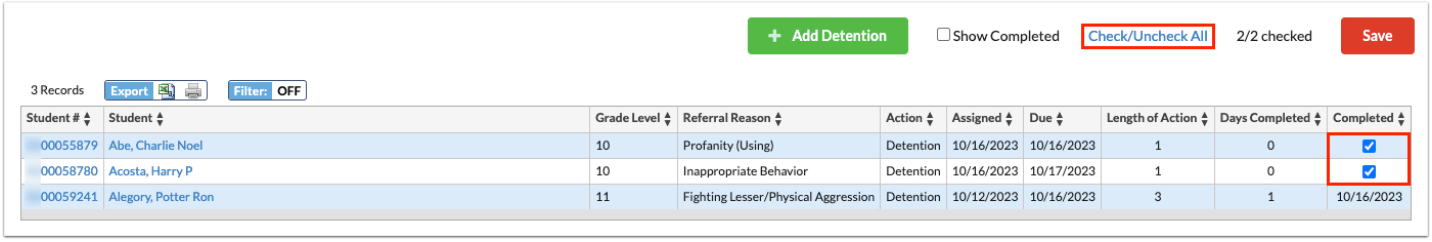
Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00055879	Abe, Charlie Noel	10	Profanity (Using)	Detention	10/16/2023	10/16/2023	1	0	
00058780	Acosta, Harry P	10	Inappropriate Behavior	Detention	10/16/2023	10/17/2023	1	0	
00022481	Aguilar, Emily 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.



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	
00058780	Acosta, Harry P	10	Inappropriate Behavior	Detention	10/16/2023	10/17/2023	1	0	
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**.



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	☑
00058780	Acosta, Harry P	10	Inappropriate Behavior	Detention	10/16/2023	10/17/2023	1	0	☑
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.