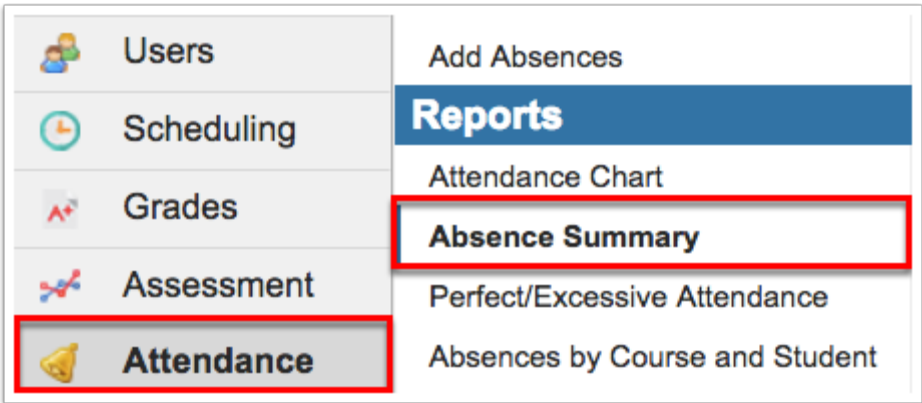


Absence Summary

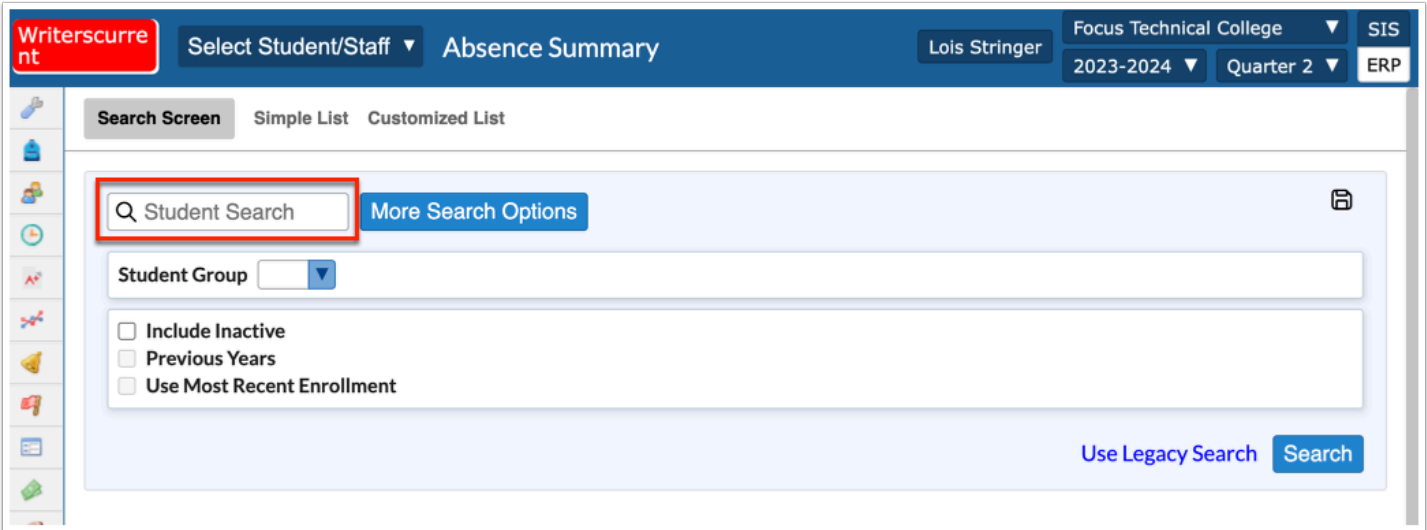
The Absence Summary report allows you to review school-wide attendance information over a specified date range.


Student Search

1. From the **Attendance** menu, click **Absence Summary**.



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




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

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

The screenshot shows the 'Search Screen' with tabs for 'Simple List' and 'Customized List'. The 'Student Search' section includes a search bar, a 'Student Group' dropdown, and three checkboxes: 'Include Inactive', 'Previous Years', and 'Use Most Recent Enrollment'. The 'Grade Level' dropdown is set to '11'. The 'More Search Options' dropdown menu is open, listing various search criteria: 'Search...', 'Course History', 'Discipline', 'Eligibility', 'FAFSA', 'Florida Fields', 'Grade Level' (highlighted), 'Grades/GPA/Class Rank/Honor Roll', 'Name, Student ID, Address, & Schools', and 'Program'. At the bottom right, there are buttons for 'Use Legacy Search' and 'Search'.

Apply as many search options, as needed.

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

4. To run the parameters against a **Student Group**, select the applicable group from the corresponding pull-down.

5. Select the **Include Inactive** check box to include students who do not have an active enrollment record at the selected school or all schools (if Search All Schools is selected).

6. Select the **Previous Years** check box to include previous year of inactive data in your search, when Include Inactive is enabled.

7. Select the **Use Most Recent Enrollment** check box to use the most recent enrollment records when conducting a search with Include Inactive enabled.

Search Screen
Simple List
Customized List

Q Student Search
More Search Options

Student Group
Focus HS Juniors

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Use Legacy Search
Search

8. Click **Search**.

Search Screen
Simple List
Customized List

Q Student Search
More Search Options

Student Group
Focus HS Juniors

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Use Legacy Search
Search

The Absence Summary

Conducting a search navigates to a new Absence Summary screen where you can set different parameters for reviewing the students attendance.


| <div> <div> Select Student/Staff ▾ Absence Summary </div> <div> Lizette Garcia Focus High School - 0041 ▾ Admin ▾ 2022-2023 ▾ 4th 9 Weeks ▾ </div> </div> | | | | | | | | | | | | | | |
|---|-----------------------|-------|-------------------------|------------------|----------------------------|-------------------------------|---------------------|-----------------------------|----------------------------|--------------------|---|------------------------------|----------------------|-----------------------------|
| Report Timeframe: 1 ▾ August ▾ 2022 ▾ — 28 ▾ August ▾ 2023 ▾ : Daily ▾ Go Days Possible: 223 Search Screen Simple List Customized List | | | | | | | | | | | | | | |
| 747 Students <div>Filter Search</div> | | | | | | | | | | | | | | |
| Photo | Student | Grade | Total Full-Day Attended | Periods N/A (NA) | Periods No Show (DNE) (NS) | Periods Unexcused Absence (U) | Periods Present (P) | Periods Unexcused Tardy (T) | Periods Excused Tardy (PT) | Periods Clinic (C) | Periods Unexcused Abs Related to Discipline (D) | Periods Excused Absences (E) | Periods Guidance (G) | Periods Hospital Homebo (H) |
| | Abe, Charlie Noel | 10 | 219 - 98.21% | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Abregan, Kenna Joy | 10 | 221 - 99.1% | 0 | 0 | 13 | 55 | 2 | 1 | 0 | 0 | 0 | 0 | 0 |
| | Acevedo, Diem Donna | 09 | 223 - 100% | 0 | 0 | 0 | 61 | 7 | 1 | 0 | 0 | 0 | 0 | 0 |
| | Acevedo, Emerald Vonn | 12 | 220 - 98.65% | 0 | 0 | 10 | 58 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Acosta, Dexter D | 10 | 222 - 99.55% | 0 | 0 | 10 | 59 | 0 | 2 | 0 | 0 | 0 | 0 | 0 |

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

1. To adjust the attendance summary to reflect a specific period of time, use the **Report Timeframe** date text boxes to enter a date range. You can also click on the **calendar** icons to select the dates. By default, the report timeframe defaults to the first day of school through the current date.

| <div> <div> Select Student/Staff ▾ Absence Summary </div> <div> Lizette Garcia Focus High School - 0041 ▾ Admin ▾ 2022-2023 ▾ 4th 9 Weeks ▾ </div> </div> | | | | | | | | | | | | | | |
|---|---------------------|-------|-------------------------|------------------|----------------------------|-------------------------------|---------------------|-----------------------------|----------------------------|--------------------|---|------------------------------|----------------------|-----------------------------|
| Report Timeframe: 1 ▾ August ▾ 2022 ▾ — 28 ▾ August ▾ 2023 ▾ : Daily ▾ Go Days Possible: 223 Search Screen Simple List Customized List | | | | | | | | | | | | | | |
| 747 Students <div>Filter Search</div> | | | | | | | | | | | | | | |
| Photo | Student | Grade | Total Full-Day Attended | Periods N/A (NA) | Periods No Show (DNE) (NS) | Periods Unexcused Absence (U) | Periods Present (P) | Periods Unexcused Tardy (T) | Periods Excused Tardy (PT) | Periods Clinic (C) | Periods Unexcused Abs Related to Discipline (D) | Periods Excused Absences (E) | Periods Guidance (G) | Periods Hospital Homebo (H) |
| | Abe, Charlie Noel | 10 | 219 - 98.21% | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Abregan, Kenna Joy | 10 | 221 - 99.1% | 0 | 0 | 13 | 55 | 2 | 1 | 0 | 0 | 0 | 0 | 0 |
| | Acevedo, Diem Donna | 09 | 223 - 100% | 0 | 0 | 0 | 61 | 7 | 1 | 0 | 0 | 0 | 0 | 0 |

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




Select Student/Staff ▾


Absence Summary

Report Timeframe: 1 ▾ August ▾ 2022 ▾ — 28 ▾ August ▾ 2023 ▾ :
Daily ▾ Go
Period 1 ▾ Days Possible: 223
Period 2 ▾ Search Screen Simple List Customized List
Period 3 ▾
Period 4 ▾
Period 5 ▾
Period 6 ▾
Period 7 ▾

| Photo | Student | Grade | Total Full-Day Day Attended | Periods N/A (NA) | Periods No Show (DNE) (NS) |
|-------|---------|-------|-----------------------------------|------------------------|--|
|-------|---------|-------|-----------------------------------|------------------------|--|

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

3. Once a time frame has been set and a period selected (or daily), click **Go**.



Select Student/Staff ▾

Absence Summary

Report Timeframe: 1 ▾ August ▾ 2022 ▾ — 28 ▾ August ▾ 2023 ▾ :
Daily ▾ Go
Days Possible: 223
Search Screen Simple List Customized List
747 Students

| Photo | Student | Grade | Total Full-Day Day Attended | Periods N/A (NA) | Periods No Show (DNE) (NS) | Periods Unexcused Absence (U) | Periods Present (P) | Periods Unexcused Tardy (T) |
|-------|---------|-------|-----------------------------------|------------------------|--|--|---------------------------|-----------------------------------|
|-------|---------|-------|-----------------------------------|------------------------|--|--|---------------------------|-----------------------------------|

Directly beneath the Report Timeframe are the number of Days Possible per the Standard District Calendar and the Summer Term.

Days Possible:
Standard District Calendar: 185
Summer Term: 32

Search Screen







Simple List

Customized List







Student: martin
Grade: 09

In the attendance summary, you will see the student's Photo, Student name, Student ID, the students Grade level, and attendance codes used at the school; the codes displayed in the image shown are specific to the school and may not reflect the codes used at your school.


Scroll to the right to see all listed attendance codes. The Total for each column is also listed in the last row of the report.

| Photo | Student | Student ID | Grade | Total Full-Day Attended | Periods N/A (NA) | Periods No Show (DNE) (NS) | Periods Unexcused Absence (U) | Periods Present (P) | Periods Unexcused Tardy (T) | Periods Excused Tardy (PT) | Periods Clinic (C) |
|--|---|------------|-------|-------------------------|------------------|----------------------------|-------------------------------|---------------------|-----------------------------|----------------------------|--------------------|
|  | Abel, Emma Lorraine  | 0060059 | 11 | 118 - 100% | 0 | 0 | 7 | 531 | 1 | 1 | 0 |
|  | Acevedo, Angelina | 0082214 | 10 | 110 - 93.22% | 0 | 0 | 43 | 441 | 1 | 0 | 0 |
|  | Adler, Alexandria Lynn | 0057442 | 11 | 115 - 97.46% | 0 | 0 | 21 | 486 | 1 | 0 | 0 |
|  | Adrian, Lillie  | 0061678 | 11 | 115 - 97.46% | 0 | 0 | 38 | 450 | 5 | 1 | 0 |






4. Click on a Student in order to view and/or edit a breakdown of his/her attendance. For more information on viewing a specific student's absence summary, see the section titled, [The Absence Summary Breakdown per Student](#).

| 745 Students  | | | | |
|--|--|------------|-------|-------------------------|
| Photo | Student | Student ID | Grade | Total Full-Day Attended |
|  | <u>Abe, Charlie Noel</u> | 0055879 | 11 | 168 - 99.41% |
|  | <u>Abrego, _____</u>   | 0061843 | 10 | 169 - 100% |
|  | <u>Acevedo, _____</u> | 0023057 | 09 | 169 - 100% |


The Absence Summary Breakdown per Student


 Clicking the student name and opening the individual student's Absence Summary is beneficial if more than one period of attendance in a day must be updated. Changing the attendance code for any period will update the daily attendance code. This screen also allows users to upload and view excuse notes.

1. Click on a **Student** in order to view and/or edit a breakdown of his/her attendance.

| 745 Students  | | | | |
|--|--|------------|-------|-------------------------|
| Photo | Student | Student ID | Grade | Total Full-Day Attended |
|  | <u>Abe, Charlie Noel</u> | 0055879 | 11 | 168 - 99.41% |
|  | <u>Abrego, _____</u>  | 0061843 | 10 | 169 - 100% |
|  | <u>Acevedo, _____</u> | 0023057 | 09 | 169 - 100% |

Clicking the Student name generates an Absence Summary for the selected student, as shown in the image. From this screen, you have the ability to review the student's daily attendance displayed by period. The Report Timeframe pulls in the dates selected on the previous Absence Summary screen, but can be changed as needed.





Abe, Charlie Noel

379 - 10

Absence Summary

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

S

 School Activity 0 periods

A

 Agency Placement 0 periods

LE

 Left Early Excused 0 periods

LU

 Left Early Unexcused 0 periods

V

 Covid/Virtual 0 periods

Total Full Days Possible: 223


Total Full Days Attended: 219 (98.21%)

Total Full Days Absent: 4 (1.79%)

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

Summary

Chart

13 Days 

Date

Daily

Comment

Excuse Note

Note Status

Fill All Periods

01

02

03


04

05

06

07

| | | | | | | | | | | | | |
|------------------|-------------------|---|----------|-------------|---|---|----|---|---|---|---|---|
| Wed, 17 May 2023 | Present | - | No Files | N/A | - | U | - | - | - | - | - | - |
| Mon, 10 Apr 2023 | Present | - | No Files | Set Message | - | - | PT | - | - | - | - | - |
| Thu, 9 Feb 2023 | Unexcused Absence | - | No Files | Set Message | - | U | U | U | U | U | U | U |
| Tue, 7 Feb 2023 | Present | - | No Files | Set Message | - | - | C | - | - | - | - | - |
| Fri, 3 Feb 2023 | Present | - | No Files | Set Message | - | C | C | E | E | E | E | E |

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

In a specific student's Absence Summary, you will see the Date, the Daily attendance code, the Comment that pertains to the Daily attendance code (if enabled), an uploaded Excuse Note (if enabled), Note Status, the Time In and Time Out (if applicable), the Fill All Periods code, and all attendance codes per period.

Total Full Days Possible: 223
Total Full Days Attended: 219 (98.21%)
Total Full Days Absent: 4 (1.79%)
Enrollment Dates: Tue, 2 May 2023 - ...

SummaryChart

13 Days

Search

13 Days

| Date | Daily | Comment | Excuse Note | Note Status | Fill All Periods | 01 | 02 | 03 | 04 | 05 | 06 | 07 |
|------------------|-------------------|---------|--------------|-------------------------|------------------|----|----|----|----|----|----|----|
| Wed, 17 May 2023 | Present | - | No Files | N/A | - | U | - | - | - | - | - | - |
| Mon, 10 Apr 2023 | Present | - | No Files | Set Message N/A | - | - | PT | - | - | - | - | - |
| Thu, 9 Feb 2023 | Unexcused Absence | - | Absence.docx | Approved Set Message | - | U | U | U | U | U | U | U |
| Tue, 7 Feb 2023 | Present | - | No Files | Set Message N/A | - | - | C | - | - | - | - | - |
| Fri, 3 Feb 2023 | Present | - | No Files | Set Message N/A | - | C | C | E | E | E | E | E |
| Wed, 1 Feb 2023 | Unexcused Absence | - | No Files | Set Message N/A | - | U | U | U | U | U | U | U |

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

SummaryChart

Search

| Comment | Time In | Time Out | Excuse Note | 99 |
|---------|----------|----------|-------------------|---------|
| - | 08:00 am | 11:15 am | Doctor's Note.pdf | A 00:00 |
| - | 08:09 am | - | Doctor's Note.pdf | P 00:00 |
| - | - | - | No Files | P 00:00 |
| - | - | - | No Files | A 00:00 |

For an explanation of each code, see the legend at the top of the screen. The legend also lists the number of periods and days each code was applied. For example, U (Unexcused Absence) was applied to 25 periods or 3 days.

Abe, Charlie Noel

579 - 10

Absence Summary

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Report Timeframe: 1 August 2022

28 August 2023 Go

Save

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

Absent: 37 periods (during 9 days)

| | | |
|----|---|----------------------|
| NS | No Show (DNE) | 0 periods |
| U | Unexcused Absence | 25 periods -- 3 days |
| D | Unexcused Abs Related to Discipline | 0 periods |
| E | Excused Absences | 12 periods -- 1 days |
| N | Unexcused Abs not related to Discipline | 0 periods |
| O | Out of School Suspension | 0 periods |
| Q | Alternative to OSS | 0 periods |
| M | Excused Doctor Note | 0 periods |

Other Marks: 7 periods (during 6 days)

| | | |
|----|---------------------------|-----------|
| NA | N/A | 0 periods |
| T | Unexcused Tardy | 1 periods |
| PT | Excused Tardy | 2 periods |
| C | Clinic | 4 periods |
| G | Guidance | 0 periods |
| H | Hospital Homebound | 0 periods |
| I | In School Suspension | 0 periods |
| J | Juvenile Detention Center | 0 periods |
| S | School Activity | 0 periods |
| A | Agency Placement | 0 periods |
| LE | Left Early Excused | 0 periods |
| LU | Left Early Unexcused | 0 periods |
| V | Covid/Virtual | 0 periods |

Total Full Days Possible: 223

Total Full Days Attended: 219 (98.21%)

Summary

Chart

For listed days and percentages, see the section below the legend, as shown in the image below.

Abe, Charlie Noel

55879 - 10

Absence Summary

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Report Timeframe: 1 August 2022

28 August 2023 Go

Save

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

O

Q

M

Out of School Suspension

Alternative to OSS

Excused Doctor Note

0 periods

0 periods

0 periods

H

I

J

S

A

LE

LU

V

Hospital Homebound

In School Suspension

Juvenile Detention Center

School Activity

Agency Placement

Left Early Excused

Left Early Unexcused

Covid/Virtual

0 periods

0 periods

0 periods

0 periods

0 periods

0 periods

0 periods

Total Full Days Possible: 223

Total Full Days Attended: 219 (98.21%)

Total Full Days Absent: 4 (1.79%)

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

Summary

Chart

13 Days

Search

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

There are also totals for each code listed at the bottom of the Absence Summary chart under **ABSENCES**.

Total Full Days Possible: 169
Total Full Days Attended: 168 (99.41%)
Total Full Days Absent: 1 (0.59%)
Enrollment Dates: Aug 13, 2020 - ...

Summary
Chart

40 Days

Search

| Date | Daily | Comment | Excuse Note | Fill All Periods | 01 | 02 | 03 | 04 | 05 | 06 | 07 |
|---|---------|---------|-------------|------------------|----|----|----|----|----|----|----|
| Feb 21, 2020 | Present | - | No Files | - | | | | | | | |
| ABSENCES: Unexcused Absences Excused Absences Total Absences TARDIES: Unexcused Tardies Excused Tardies Total Tardies Other Marks | | | | | 0 | 2 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | | | | | 1 | 3 | 1 | 1 | 1 | 1 | 1 |
| | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

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

School Activity 0 periods
Agency Placement 0 periods
Left Early Excused 0 periods
Left Early Unexcused 0 periods

Summary

Chart

Search

| Periods | 01 | 02 | 03 | 04 | 05 | 06 | 07 |
|---------|----|----|----|----|----|----|----|
| | U | - | U | U | U | - | U |
| | - | - | - | - | - | U | - |
| | - | - | T | - | - | - | - |

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

Total Full Days Possible: 223
Total Full Days Attended: 219 (98.21%)
Total Full Days Absent: 4 (1.79%)
Enrollment Dates: Tue, 2 May 2023 - ...

Summary Chart

13 Days

| Date | Daily | Comment | Excuse Note | Note Status | Fill All Periods | 01 | 02 | 03 | 04 | 05 | 06 | 07 |
|------------------|-------------------|--------------|--------------|-------------|------------------|----|----|----|----|----|----|----|
| Wed, 17 May 2023 | Present | - | No | Age | - | U | - | - | - | - | - | - |
| Mon, 10 Apr 2023 | Present | - | No | Age | - | - | PT | - | - | - | - | - |
| Thu, 9 Feb 2023 | Unexcused Absence | Doctor's app | Absence.docx | Approved | - | U | U | U | U | U | U | U |
| Tue, 7 Feb 2023 | Present | - | - | N/A | - | - | C | - | - | - | - | - |

Search

Absence.docx
Size: 12kb
User: Lizette Garcia
Date: 08/28/2023 11:35 am

Scan Upload Take Photo

Set Message N/A

- i** If your district has enabled the **Approve Excuse Notes** permission via Users > Profiles, Portal alerts will display for administrative users when excused attendance notes are added by other users, such as parents or teachers. When you click the Portal Alert, you will be brought to the Absence Summary screen where the applicable students will be listed.

Portal - System Administrator Welcome, Lizette Garcia

Alerts

- 1 new referral
- 36 teachers haven't taken attendance for Period 1
- 3 Excuse Notes have been uploaded for Review.**
- An update for your version of State Reporting is available!
- 7 Online Enrollment request(s) are awaiting approval.
- Active Students Updated (1)

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**.

| Comment | Excuse Note |
|-----------------------|--|
| Dr. appt. | <div>No Files</div> <div> <div>Scan</div> <div>Upload</div> <div>Take Photo</div> <div>↗</div> </div> <div>Excuse Note 2.16.pdf</div> <div> <div>↓</div> <div>×</div> </div> |
| Student was out sick. | <div>Excuse Note.pdf</div> <div> <div>↓</div> <div>×</div> </div> |

Scanner

Scanner

Color

Color

DPI

300

Format

PDF

File Name

20210512

Autfeeder

Duplex

Multi-Page PDF

Show Scan Settings

Scan

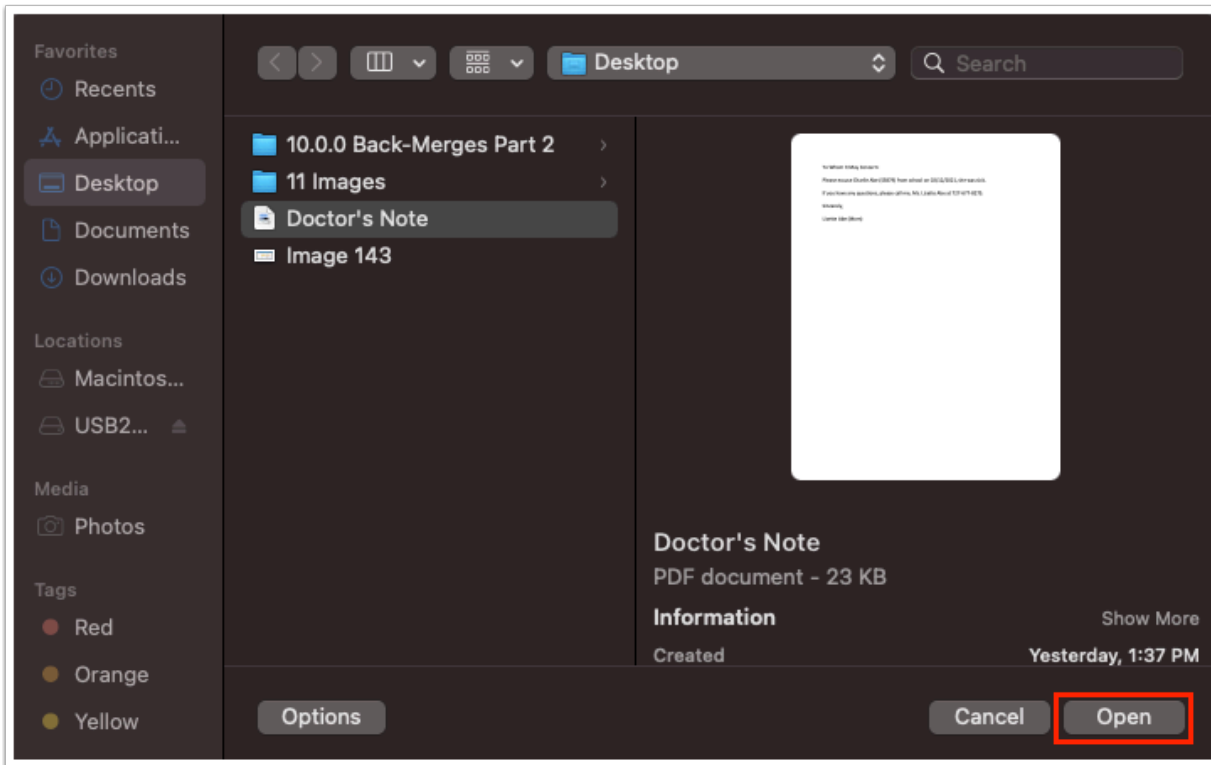
Save

Cancel

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

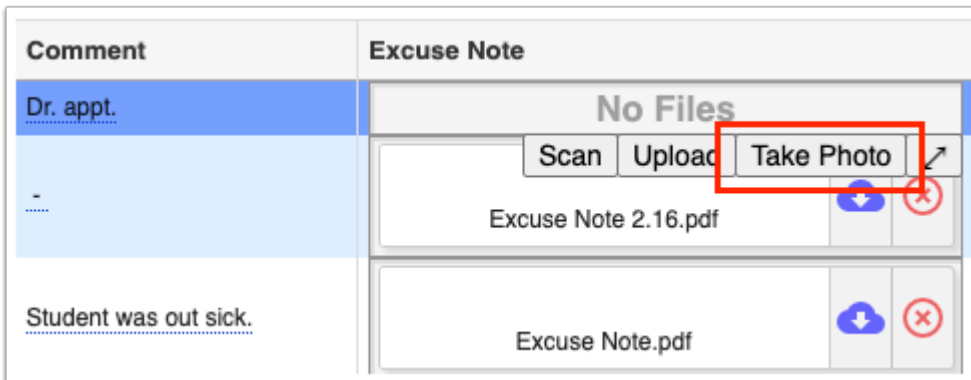
i. Search for the file, click the file, then click **Open**. Note: You cannot upload Word documents. However, you can save a Word document as a PDF, then upload it.

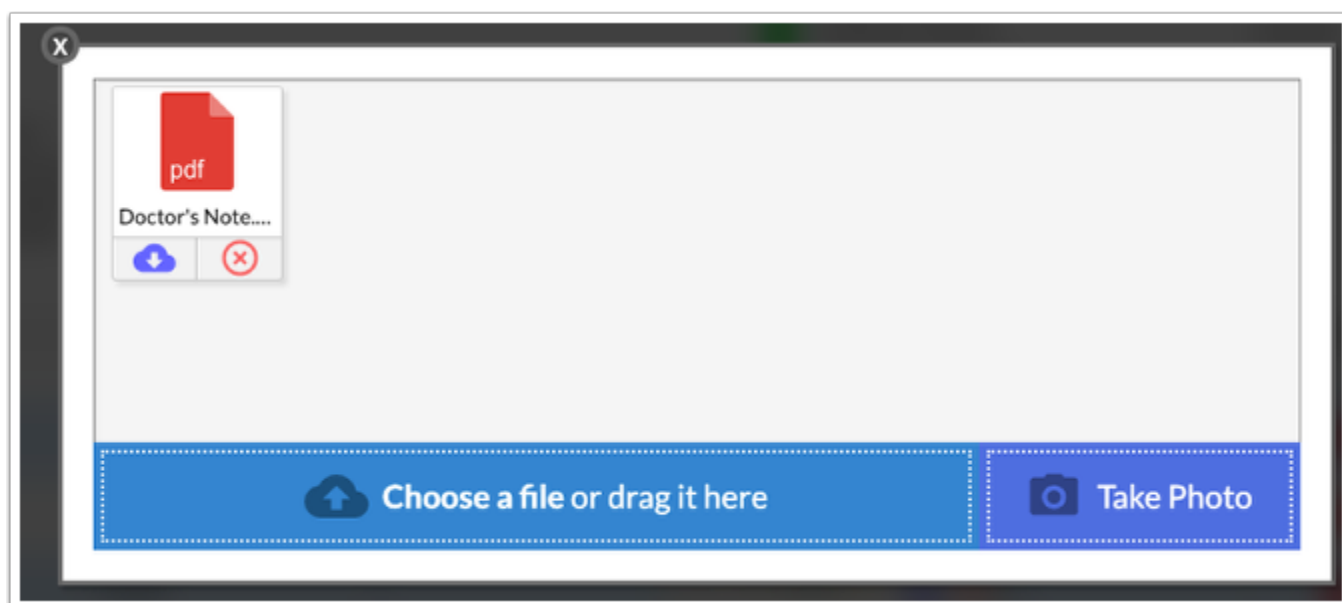
| Comment | Excuse Note |
|-----------------------|--|
| Dr. appt. | <div>No Files</div> <div> <div>Scan</div> <div>Upload</div> <div>Take Photo</div> <div>↗</div> </div> <div>Excuse Note 2.16.pdf</div> <div> <div>↓</div> <div>×</div> </div> |
| Student was out sick. | <div>Excuse Note.pdf</div> <div> <div>↓</div> <div>×</div> </div> |



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.

| Daily | Comment | Excuse Note | Note Status |
|-------------------|--------------|---|--|
| Present | - | | message |
| Present | - | | message |
| Unexcused Absence | Doctor's app | <div> <div>Absence.docx</div> <div>Size: 12kb</div> <div>User: Lizette Garcia</div> <div>Date: 08/28/2023 11:35 am</div> </div> <div> <div>Absence.docx</div> <div> <div>Download</div> <div>Delete</div> </div> </div> | <div>Approved</div> <div>Set Message</div> |
| Present | - | <div> <div>Scan</div> <div>Upload</div> <div>Take Photo</div> </div> | <div>Set Message</div> <div>N/A</div> |

- 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.

To ensure added excuse notes are visible to teachers, be sure the **View Excuse Notes** permission is enabled for the Teacher Role via Users > [Profiles](#) > Attendance tab.

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

| Comment | Excuse Note | Note Status | Fill All Periods |
|---------|---|---|------------------|
| - | NO FILES | Set Message | - |
| - | <div> <div>Excuse Note Absence May 19.pdf</div> <div> </div> </div> | <div> <div>Pending</div> <div>Approved</div> <div>✓ Denied</div> </div> | - |
| - | No Files | Set Message N/A | - |

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

| Daily | Comment | Excuse Note | Note Status | Fill All Periods | 01 | 02 | 03 | 04 | 05 | 06 | 07 |
|---------|---|--|---|------------------|----|----|----|----|----|----|----|
| Present | Dr. appt. | <div> <div>Doctor's Note.pdf</div> <div> </div> </div> | <div> <div>Approved</div> <div>Set Message</div> </div> | - | PT | U | - | - | - | - | - |
| Present | Student had an injury during PE | No Files | Set Message N/A | - | - | C | U | - | - | - | - |

a. Enter the message in the pop-up and click **Save Message**.

Excuse Note Message

Your excuse note was approved. The status of the absence has been changed to excused.

Save Message

Close

b. To edit a saved message, click **Edit Message**.

| Excuse Note | Note Status | Fill All Periods | 01 | 02 |
|--|--|------------------|----|----|
| <div> <div>Doctor's Note.pdf</div> <div> <div></div> <div></div> </div> </div> <div>No Files</div> | <div> <div>Approved</div> <div>Edit Message</div> </div> | - | PT | E |
| | Set Message N/A | - | - | C |

6. Hover over each code for detailed information about the course, period, date, etc.

Total Full Days Possible: 223

Total Full Days Attended: 219 (98.21%)

Total Full Days Absent: 4 (1.79%)

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

Summary

Chart

13 Days

| Date | Daily | Comment | Excuse Note | | 02 | 03 | 04 | 05 | 06 | 07 |
|------------------|-------------------|--------------|--------------|-------------------------|----|----|----|----|----|----|
| Wed, 17 May 2023 | Present | - | No Files | Set Message N/A | U | - | - | - | - | - |
| Mon, 10 Apr 2023 | Present | - | No Files | Set Message N/A | - | PT | - | - | - | - |
| Thu, 9 Feb 2023 | Unexcused Absence | Doctor's app | Absence.docx | Approved Set Message | U | U | U | U | U | U |
| Tue, 7 Feb 2023 | Present | - | No Files | Set Message N/A | - | C | - | - | - | - |

CHEM 1 HON - Period 1 - 004 - Adelle Gaga Casanova

Last Modified: 07/17/2023 09:50:35

Garcia, Lizette

Search

3/2 3/6

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

| Excuse Note | | Note Status | Fill All | 01 | 02 | 03 | 04 | 05 | 06 | 07 |
|---|--|---|----------|-----|-----|-----|-----|-----|-----|-----|
| <div> <div>Excuse Note Absence May 19.pdf</div> <div> </div> </div> | | <div>Approved ▾</div> <div>Edit Message</div> | - | U | U | U | U | U | U | U |
| No Files | | <div>Set Message</div> <div>N/A</div> | D ▾ | D ▾ | D ▾ | D ▾ | D ▾ | D ▾ | D ▾ | D ▾ |





i Attendance codes that have been changed are highlighted in red.

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


| Note Status | Fill All | 01 | 02 | 03 | 04 | 05 | 06 | 07 |
|---|----------|-------|-------|-------|-------|-------|-------|-------|
| Set Message | - | - | U | - | - | - | - | - |
| N/A | | | | | | | | |
| <div>Approved ▾</div> <div>Edit Message</div> | - | E ▾ | U | E ▾ | U | U | U | U |
| Set Message | D ▾ | D ▾ | P ▾ | D ▾ | D ▾ | D ▾ | D ▾ | D ▾ |


i When setting a future date to **N/A**, the period attendance record is removed and the daily code for the student is set to present. When setting a previous date to **N/A**, the period attendance records are set to the default code and the daily code is changed accordingly.

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

| Time Out | Excuse Note | 99 |
|----------|---|---------------------------------|
| 11:15 am | <div>Doctor's Note.pdf</div> <div>   </div> | <div>P ▼</div> <div>02:00</div> |
| | <div>Doctor's Note.pdf</div> <div>   </div> | <div>P</div> <div>00:00</div> |

9. Click the **Save** button to apply the changes made and save excuse notes and note status changes.





Abe, Charlie Noel
879 - 10

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

Report Timeframe: 1 August 2022 -
28 August 2023 Go

Save

| Absent: 37 periods (during 9 days) | | Other Marks: 7 periods (during 6 days) | |
|------------------------------------|---|--|-------------------------------------|
| NS | No Show (DNE) 0 periods | NA | N/A 0 periods |
| U | Unexcused Absence 25 periods -- 3 days | T | Unexcused Tardy 1 periods |
| D | Unexcused Abs Related to Discipline 0 periods | PT | Excused Tardy 2 periods |
| E | Excused Absences 12 periods -- 1 days | G | Clinic 4 periods |
| N | Unexcused Abs not related to Discipline 0 periods | G | Guidance 0 periods |
| O | Out of School Suspension 0 periods | H | Hospital Homebound 0 periods |
| Q | Alternative to OSS 0 periods | I | In School Suspension 0 periods |
| M | Excused Doctor Note 0 periods | J | Juvenile Detention Center 0 periods |
| | | S | School Activity 0 periods |
| | | A | Agency Placement 0 periods |
| | | LE | Left Early Excused 0 periods |
| | | LU | Left Early Unexcused 0 periods |
| | | V | Covid/Virtual 0 periods |

Total Full Days Possible: 223
Total Full Days Attended: 219 (98.21%)

Summary Chart

10. When the review of the selected student's absence summary is complete, click the red X next to the student's name located in the header to return to the Absence Summary Search Screen.

FOCUS Writers02 Abe, Charlie Noel 79 - 10

Absence Summary

Report Timeframe: 1 August 2022

28 August 2023 Go

Demographic Enrollment Schedule Requests Grades **Absences** Activities

Absent: 37 periods (during 9 days)

| | | |
|----|-------------------------------------|----------------------|
| NS | No Show (DNE) | 0 periods |
| U | Unexcused Absence | 25 periods -- 3 days |
| D | Unexcused Abs Related to Discipline | 0 periods |
| E | Excused Absences | 12 periods -- 1 day |

11. To return to the listed students of your last conducted search, click **Back to Search Results**.

FOCUS Writers02 Abe, Charlie Noel 5879 - 10

Absence Summary

Report Timeframe: 1 August 2022 Back to Search Results

28 August 2023 Go


Demographic Enrollment Schedule Requests Grades **Absences** Activities

Absent: 37 periods (during 9 days)

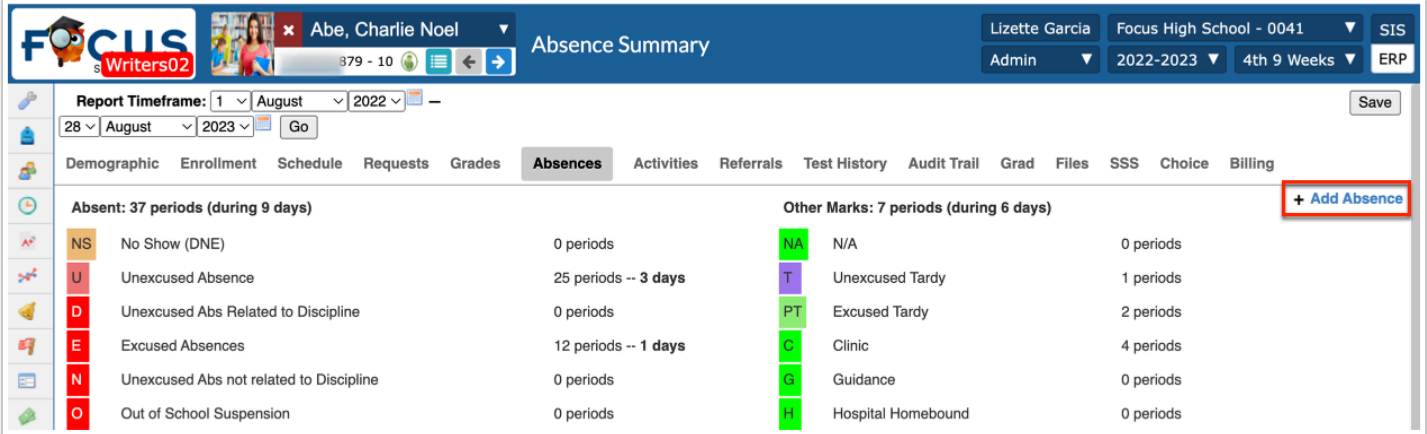
| | | |
|----|-------------------------------------|----------------------|
| NS | No Show (DNE) | 0 periods |
| U | Unexcused Absence | 25 periods -- 3 days |
| D | Unexcused Abs Related to Discipline | 0 periods |

Adding an Absence

1. From the Absence Summary search results, click the **Student** for whom an absence needs to be added.

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

2. Click **+ Add Absence** located in the right top corner.



Report Timeframe: 1 August 2022

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

Absent: 37 periods (during 9 days)

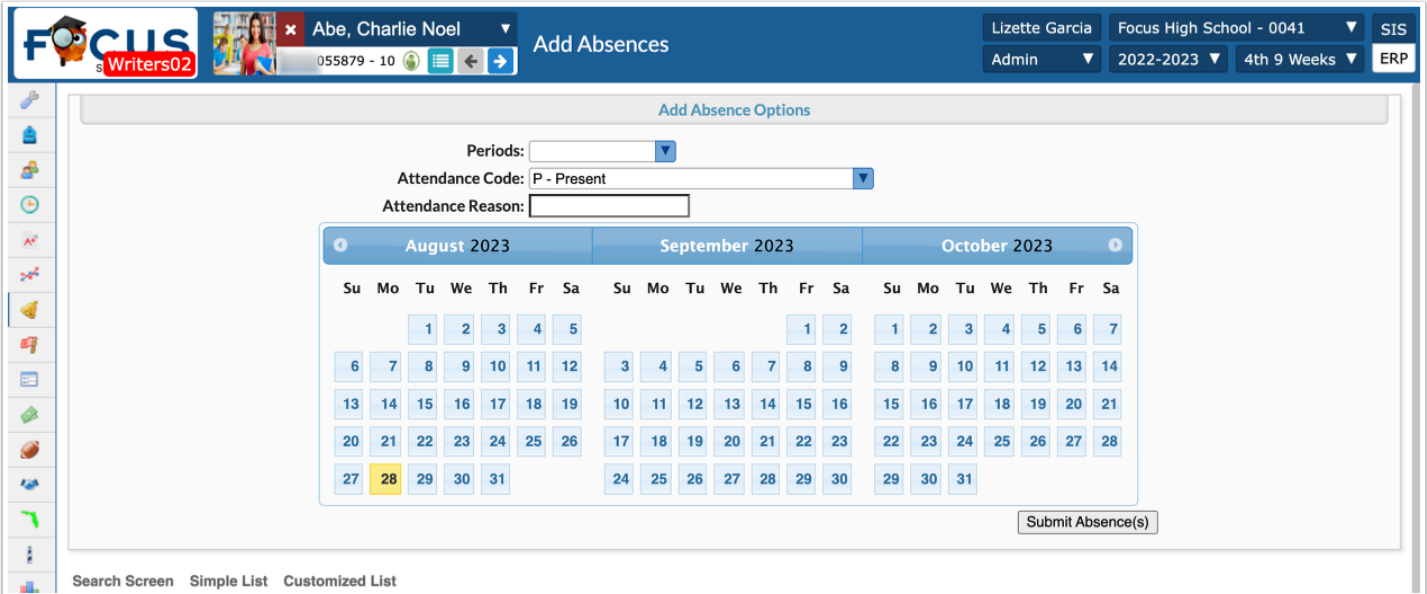
| Code | Description | Periods |
|------|---|----------------------|
| NS | No Show (DNE) | 0 periods |
| U | Unexcused Absence | 25 periods -- 3 days |
| D | Unexcused Abs Related to Discipline | 0 periods |
| E | Excused Absences | 12 periods -- 1 days |
| N | Unexcused Abs not related to Discipline | 0 periods |
| O | Out of School Suspension | 0 periods |

Other Marks: 7 periods (during 6 days)

| Code | Description | Periods |
|------|--------------------|-----------|
| NA | N/A | 0 periods |
| T | Unexcused Tardy | 1 periods |
| PT | Excused Tardy | 2 periods |
| C | Clinic | 4 periods |
| G | Guidance | 0 periods |
| H | Hospital Homebound | 0 periods |

+ Add Absence

Clicking **+ Add Absence** navigates to the Add Absences screen, which can be accessed via the **Attendance** menu > [Add Absences](#).



Add Absence Options

Periods:

Attendance Code:

Attendance Reason:

Calendar View:

| August 2023 | | | | | | | September 2023 | | | | | | | October 2023 | | | | | | | |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | |

Submit Absence(s)

3. Select the **Periods** the student was absent from the provided pull-down.

Add Absence Op

Periods: 02 - Period 2, ... ▼

Attendance Code:

Attendance Reason:

March 2021

| Su | Mo | Tu | We | Th |
|----|----|----|----|----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |

01 - Period 1
☒ 02 - Period 2
☐ 03 - Period 3
☐ 04 - Period 4
☒ 05 - Period 5
☐ 06 - Period 6
☐ 07 - Period 7
☐ 08 - Period 8

4. Select an **Attendance Code** for the selected periods from the corresponding pull-down.

Add Absence Options

Periods: 02 - Period 2, ... ▼

Attendance Code: P - Present ▼

Attendance Reason:

March 2021

| Mo | Tu | We | Th |
|----|----|----|----|
| 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 |
| 29 | 30 | 31 | |

NA - N/A
 NS - No Show (DNE)
 U - Unexcused Absence
 P - Present
 T - Unexcused Tardy
 PT - Excused Tardy
☒ C - Clinic
 D - Unexcused Abs Related to Discipline
 E - Excused Absences
 G - Guidance

5. If applicable, enter an **Attendance Reason** in the provided text box.

Add Absence Options

Periods: 02 - Period 2 ▼

Attendance Code: C - Clinic ▼

Attendance Reason: Student had an injury dur

6. Select the days the student was absent for the specified periods from the calendars. Click each day the student was absent. You can select as many as needed. Once selected, a red box will display on the date. To clear the selection of a date, click the date again and the red box will disappear. The current date is highlighted in yellow.

Add Absence Options

Periods: 02 - Period 2 ▼

Attendance Code: C - Clinic ▼

Attendance Reason: Student had an injury di

| August 2023 | | | | | | | September 2023 | | | | | | | October 2023 | | | | | | |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | |

Submit Absence(s)

7. Click the **arrows** in the two top corners to navigate to previous and future months (the days listed depend on the set district calendars).

Add Absence Options

Periods: 02 - Period 2 ▼
 Attendance Code: C - Clinic ▼
 Attendance Reason: Student had an injury d

🕒 July 2023
August 2023
September 2023 🕒

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

Submit Absence(s)

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

Search Screen
Simple List
Customized List
Customize Student List

Student ID: 0055879

1 Student
1 Selected
🔍

| | | Student | Student ID | Grade |
|-------------------------------------|---|-------------------|------------|-------|
| <input checked="" type="checkbox"/> | 👤 | Abe, Charlie Noel | 0055879 | 11 |

i

You will only see one student listed here due to the adding of absences via the Absence Summary screen. To add absences for multiple students, click the **Search Screen** tab to start a new search, or from the Attendance menu, select [Add Absences](#) to start from the beginning.

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

Add Absence Options

Periods: 02 - Period 2 ▼
 Attendance Code: C - Clinic ▼
 Attendance Reason: Student had an injury di

| July 2023 | | | | | | | August 2023 | | | | | | | September 2023 | | | | | | |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |

Submit Absence(s)

Upon successfully created/changing absences, a **Results** pop-up displays.

X
Results

| Student | Student ID | Inserted | Updated | Removed |
|------------------|------------|----------|---------|---------|
| Charlie Noel Abe | 055879 | 1 | 0 | 0 |

Did You Know?

If the student has been flagged as a Protected Student, a warning message displays on the Absence Summary screen: **DO NOT RELEASE STUDENT INFO**. The warning message displays for all users. For more information about how to set up a Protected Student, see [Student Fields: Protected Student](#).

Abregan, Kenna Joy
343 - 10

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

Report Timeframe: 1 August 2022 - 13 September 2023
DO NOT RELEASE STUDENT INFO
Save

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

Absent: 13 periods (during 2 days)

Other Marks: 3 periods (during 3 days)
+ Add Absence

| | | | | | |
|----|---|----------------------|----|---------------------------|-----------|
| NS | No Show (DNE) | 0 periods | NA | N/A | 0 periods |
| U | Unexcused Absence | 13 periods -- 2 days | T | Unexcused Tardy | 2 periods |
| D | Unexcused Abs Related to Discipline | 0 periods | PT | Excused Tardy | 1 periods |
| E | Excused Absences | 0 periods | C | Clinic | 0 periods |
| N | Unexcused Abs not related to Discipline | 0 periods | G | Guidance | 0 periods |
| O | Out of School Suspension | 0 periods | H | Hospital Homebound | 0 periods |
| Q | Alternative to OSS | 0 periods | I | In School Suspension | 0 periods |
| M | Excused Doctor Note | 0 periods | J | Juvenile Detention Center | 0 periods |
| | | | S | School Activity | 0 periods |
| | | | A | Agency Placement | 0 periods |

The setting, **Show minutes missed in Student Absence Summary** enabled via Setup > System Preferences > [Attendance](#) tab, calculates and displays Minutes missed from late check-in/early release in the report when using the late check-in/early release functionality.

Additional Features

From the student breakdown screen, click the following tabs to navigate to the student's [Demographic](#), [Enrollment](#), [Schedule](#), [Requests](#), [Grades](#), [Activities](#), [Referrals](#), [Test History](#), [Grad](#), [SSS](#), and [Billing](#). These tabs are listed in gray across the top of the page. Please note that in doing so, you will be navigating away from the Absence Summary.

Report Timeframe: February 13 2020 - May 13 2021
Go





Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad SSS Billing

Absent: 155 periods (during 35 days)


Other Marks: 29 periods (during 5 days)

| | | | | | |
|----|-------------------------------------|-----------------------|----|-----------------|-----------|
| NS | No Show (DNE) | 0 periods | NA | N/A | 0 periods |
| U | Unexcused Absence | 148 periods -- 5 days | T | Unexcused Tardy | 0 periods |
| D | Unexcused Abs Related to Discipline | 0 periods | PT | Excused Tardy | 1 periods |
| E | Excused Absences | 7 periods -- 1 days | C | Clinic | 0 periods |

Click the **down arrow** next to the student Photo to open the category menu, which includes quick links to the following screens/information, most of which can be accessed by [Student Info](#): [Demographics](#), [Schedule](#), [Grades](#) or [Course History](#), [Absences](#), [Add Referral](#), [Test History](#), [SSS](#), [Enrollment](#), [Requests](#), [Standard Grades](#), [Activities](#), [Referrals](#), [Grad Reqs](#), and [Billing](#).

| Photo | Student | Student ID | Grade |
|---|-------------------------------------|-----------------|------------|
|  | Abe, Charlie | 0055879 | 11 |
|  | Demographics | Enrollment | |
|  | Schedule | Requests | |
|  | <u>Grades</u> | Standard Grades | 0061843 10 |
| | Absences | Activities | |
| | Add Referral | Referrals | 0023057 09 |
| | Test History | Grad Reqs | |
| | SSS | Billing | 0056443 12 |
| | <u>Acuerdo, Encarnación Valente</u> | | |

Click the **floppy disk** icon to export the information to an Excel spreadsheet.

| Total Full Days Possible: 80 | | |
|---------------------------------------|---|---------------------------------|
| Total Full Days Attended: 79 (98.75%) | | |
| Total Full Days Absent: 1 (1.25%) | | |
| Enrollment Dates: Aug 13, 2020 - ... | | |
| 5 Days |  | |
| Date | Daily | Comment |
| May 6, 2021 | Present | Student had an injury during PE |
| Feb 16, 2021 | Present | - |
| Feb 12, 2021 | Excused Absences | Student was out sick. |

Click the **Filter** button to add Filter Rules to the report. Start by adding one rule, such as Periods Contains 1, as shown in the image. The first pull-down is the listed columns. The second pull-down is the rule, such as contains, equal, starts with, etc. Then enter the information you'd like to filter by in the text box.

Report Timeframe: 1 August 2022 - 28 August 2023 :
 Daily Go
 Days Possible: 223

Search Screen Simple List Customized List

FILTER RULES

Periods Unexcused Absence (U) Contains 1 Run Filter

[Add Rule](#) [Clear Rules](#)

8 Students Filter Search

| Photo | Student | Grade | Total Full-Day Attended | Periods N/A (NA) | Periods No Show (DNE) (NS) | Periods Unexcused Absence (U) | Periods Present (P) | Periods Unexcused Tardy (T) | Periods Excused Tardy (PT) | Periods Clinic (C) | Periods Unexcused Abs Related to Discipline (D) | Periods Excused Absences (E) | Periods Guidance (G) | Periods Hospital Homebound (H) | P S S (I) |
|-------|-----------------------|-------|-------------------------|------------------|----------------------------|-------------------------------|---------------------|-----------------------------|----------------------------|--------------------|---|------------------------------|----------------------|--------------------------------|-----------|
| | Abe, Charlie Noel | 10 | 219 - 98.21% | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Abregan, Kenna Joy | 10 | 221 - 99.1% | 0 | 0 | 13 | 55 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Acevedo, Emerald Vonn | 12 | 220 - 98.65% | 0 | 0 | 10 | 58 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

- Click **Add Rule** to add an additional filter.
- You can clear the filter by clicking **Clear Rules**.
- To remove just one rule/filter, click **Remove** next to each listed filter.
- Select **AND** or **OR** from the pull-down to determine how filter rules are applied when more than one filter is used.










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

Student: ab


7 Students Search

| Photo | Student | Student ID | Grade | Total Full-Day Attended | Periods N/A (NA) | Periods No Show (DNE) (NS) | Periods Unexcused Absence (U) | Periods Present (P) | Periods Unexcused Tardy (T) | Periods Excused Tardy (PT) | Periods Clinic (C) | Periods Unexcused Abs Related to Discipline (D) | Periods Excused Absences (E) | Periods Guidance (G) | Periods Hospital Homebound (H) |
|-------|-------------------|------------|-------|-------------------------|------------------|----------------------------|-------------------------------|---------------------|-----------------------------|----------------------------|--------------------|---|------------------------------|----------------------|--------------------------------|
| | Abe, Charlie Noel | 055879 | 11 | 169 - 99.41% | 0 | 0 | 1 | 3 | 0 | 1 | 1 | 0 | 13 | 0 | 0 |
| | Cannon, ... | 078124 | 09 | 170 - 100% | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Abrego, ... | 061843 | 10 | 170 - 100% | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Carvajal, ... | 076162 | 11 | 170 - 100% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

| Search Screen Simple List Customized List | | | | | | | | | | |
|---|--|------------|-------|-------------------------|------------------------------|---------------------------------|-----------------------------------|---------------------------|----------------------|---|
| 19 Students  | | | | | | | | | | abe  |
| Photo | Student | Student ID | Grade | Total Full-Day Attended | Periods Agency Placement (A) | Periods Left Early Excused (LE) | Periods Left Early Unexcused (LU) | Periods Covid/Virtual (V) | Total Periods Missed | Relevance |
|  | Abe, Charlie Noel | 00055879 | 11 | 169 - 99.41% | 0 | 0 | 0 | 0 | 14 | <div></div> |
|  | Cabel, _____ | 00021481 | 09 | 170 - 100% | 0 | 0 | 0 | 0 | 0 | <div></div> |
|  | Rowe, _____ | 00057467 | 11 | 170 - 100% | 0 | 0 | 0 | 0 | 0 | <div></div> |
|  | Wilson, _____ | 00055061 | 11 | 170 - 100% | 0 | 0 | 0 | 0 | 0 | <div></div> |
|  | Arreola, _____   | 00058470 | 10 | 170 - 100% | 0 | 0 | 0 | 0 | 0 | <div></div> |

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

| Search  | | | | |
|--|--------------------|---|------------------------------|---------|
| Periods Excused Tardy (PT) | Periods Clinic (C) | Periods Unexcused Abs Related to Discipline (D) | Periods Excused Absences (E) | P G (C) |

Use the **Filter** text box located at the top of each pull-down for a quick search. Begin typing the name or number of the desired field in the text box.

Add Absence Options

Periods: 02 - Period 2

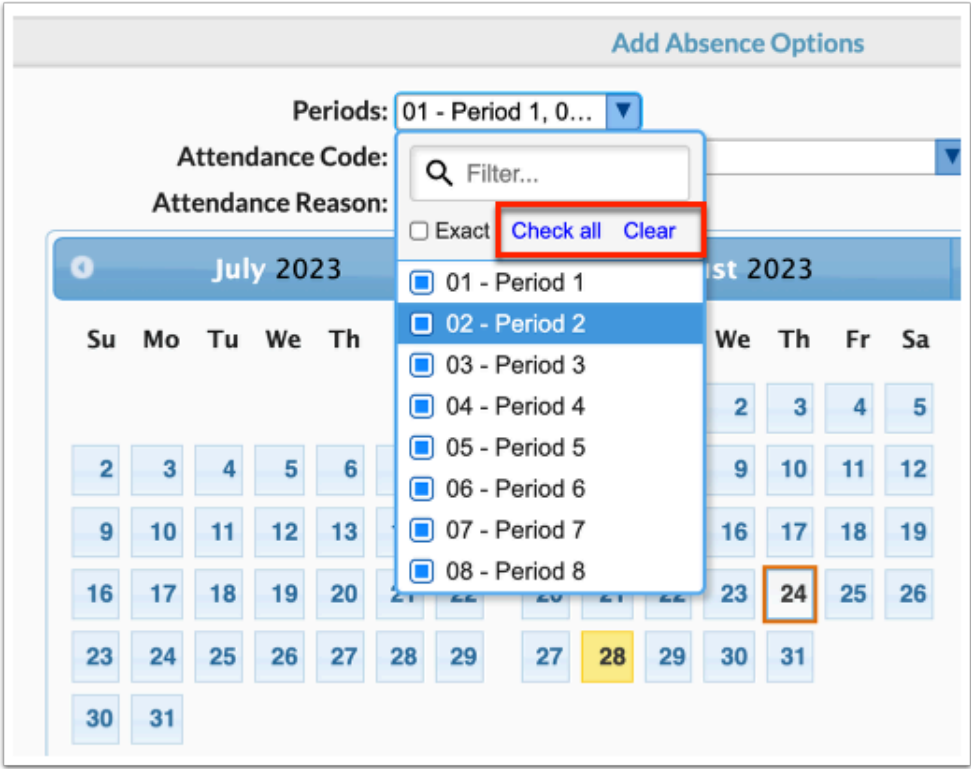
Attendance Code:

Attendance Reason:
☐ Exact
☒ Check all

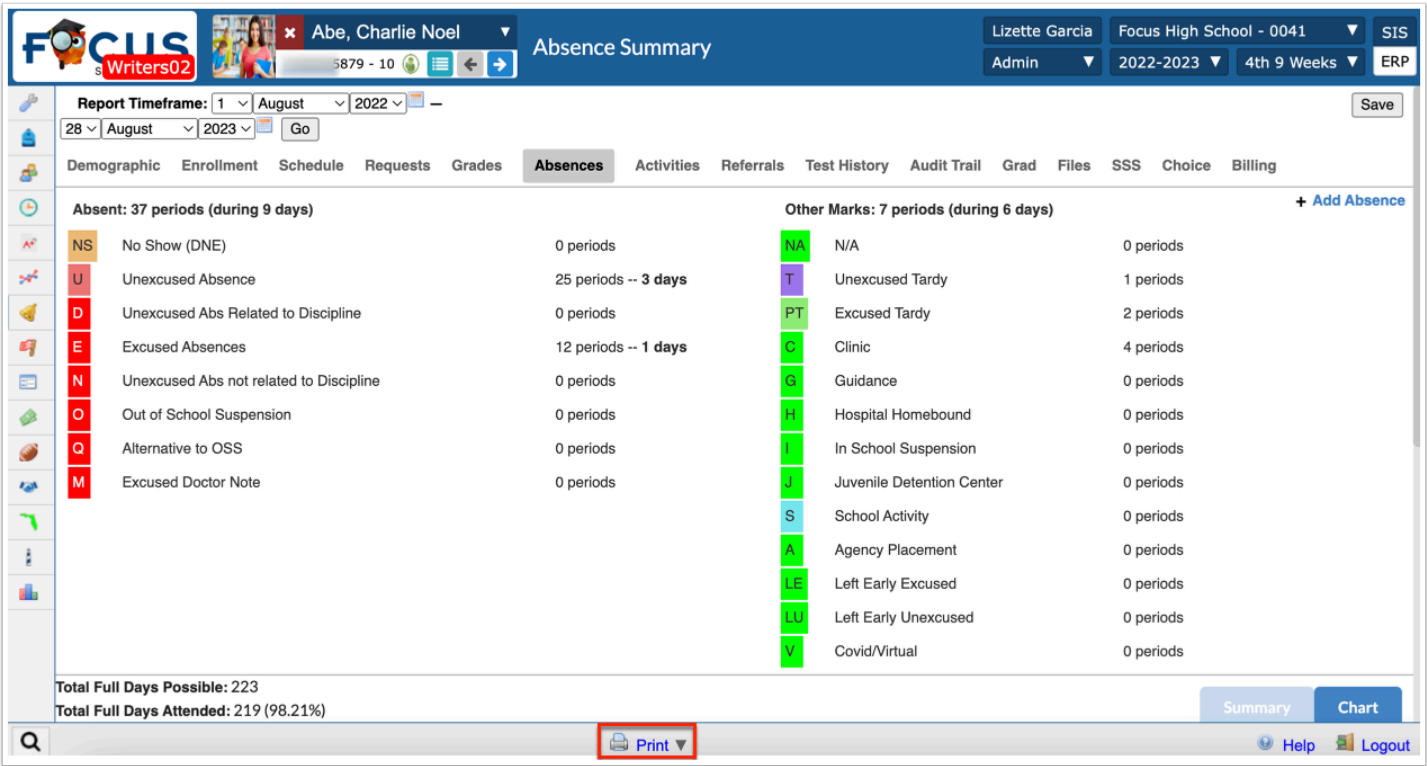
July 2023
☒ 02 - Period 2
August 2023

- a. Select the **Exact** check box to filter data based on the exact text entered in the text box.

Click **Check all** and **Clear** for quick selections and quick clearing.



To print the Absence Summary report, click the **Print** button located in the footer of the screen.



Clicking Print generates a print preview screen.

Click the Download as a PDF icon (down arrow) to download the file to your computer.

Click the Print icon (printer) to print the page.

When finished, click the black **X** to return to the Absence Summary screen.

Report Timeframe: Aug 13, 2020 - May 14, 2021

Absent: 14 periods (during 3 days) **Other Marks:** 2 periods (during 2 days)

U Unexcused Absence 1 periods PT Excused Tardy 1 periods

E Excused Absences 13 periods -- 1 days C Clinic 1 periods

Total Full Days Possible: 170
Total Full Days Attended: 169 (99.41%)
Total Full Days Absent: 1 (0.59%)
Enrollment Dates: Aug 13, 2020 - ...
Summary [Chart](#)

5 Days

| Date | Daily | Comment | Excuse Note | 01 | 02 | 03 | 04 | 05 | 06 | 07 |
|--------------|------------------|---------------------------------|-------------|----|----|----|----|----|----|----|
| May 12, 2021 | Present | Dr. appt. | | PT | | | | | | |
| May 6, 2021 | Present | Student had an injury during PE | | | C | | | | | |
| Feb 16, 2021 | Present | - | | | E | E | E | E | E | E |
| Feb 12, 2021 | Excused Absences | Student was out sick. | | E | E | E | E | E | E | E |

- a. If there is a specific template you'd like to use in the printing the Absence Summary report, click the **arrow** next to Print to select the Template. You also have the option for Small Font, and Print Preview before printing.

Print Options

Template:

Small Font: ☐

Print Preview: ☒

[Back to Student List](#) **Print** ▼