



Attendance Posting Guide



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Getting Started

1. Browse to the JCampus login site: <https://jpsis.jpschools.org/jcampus/>
2. At the login screen, enter your username and password.
3. If you are using the “Live” dataset, click **Login**.
 - a. “Live” refers to current, active data.
4. To access the **Training** dataset, on the “Database:” field, click the dropdown arrow and select **Training**. Then click **Login**.
 - a. “**Training**” refers to a copy of data, usually a day or two old. It is usually overwritten each night, allowing the user to practice or “play” with the data.
5. **Waffle**: Click to toggle view of the navigation panel. Makes the viewable area of a screen, such as a gradebook with many columns, wider.
- 
 6. **Favorites**: Click to create up to 15 shortcuts to programs. To create a shortcut, do the following:
 - a. Click the **Favorites** icon.
 - b. Select Configure.
 - c. The window on the left shows all the different modules that can be added to favorites. Click and drag the desired modules to the column on the right.
 - d. Click **Save**.
 - e. To remove, select the module from the window on the right, then click once on the trash can icon in the middle of the two windows. Click **Save**.
- 
 7. **Help**: Click to access the help system of JCampus. A separate tab will open to allow the user to jump back and forth between JCampus and the Help system.

Navigator

1. **Search Box or Magnifying Glass icon**: Located in the upper left, entering a keyword will search the menu items and provide matching programs. Click to run. Click the “**Favorite**” (heart) icon to save it as a Favorite.

Bell Schedule

1. For schools with grades 6-12, a bell schedule needs to be sent to Data Management for entry in order for period attendance to work correctly.

23-24 Daily Attendance Summary

- In Homeroom or 1st period at the start of the day:**
 - All teachers must take JCampus attendance in the **blue** "1st" column, then perform a **"Sign Off Roll Call"**. Students marked absent during Homeroom or 1st period will automatically default as absent for the entire day in JCampus.
 - Office Staff** run **RollCall Verification** for Homeroom or 1st period.
- After Homeroom/1st period:**
 - Teachers in grades PreK – 5:** Teachers verify the class attendance if there is a class group change.
 - Notify the office if there is an attendance discrepancy, such as a student who should be present, but is not in the room.
 - Teachers in grades 6-12:** Teachers must accurately document any new absences at the beginning of each class period, then perform a **"Sign Off Roll Call"**.
 - When a student defaults as present in JCampus, but is physically absent from that class period, that teacher must document the absence in the **yellow** "Out" column by selecting code **"71 U Period Absent"**.
 - When a student defaults as absent in JCampus, but is physically present in that class period, that teacher must notify the office staff.
 - Office Staff** of schools with grades 6-12 run **RollCall Verifications** for each class period.
- Only **office staff** will make JCampus attendance adjustments in the **green** column.

Staff: Sign Off Roll Call Course:

Date: Semester: Class Period:

Teachers: Homeroom/1st period only.

Teachers grades 6-12: Each class period after Homeroom/1st period.

Office staff only

Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason	Dr	GD
1 EDGEAR, ANITA											10
2 EDGEAR, BRIAN											10
3 EDGEAR, CURT											10
4 EDGEAR, DARRYL											10

Value	Description
<input type="checkbox"/> 08	U Skipped
<input type="checkbox"/> 14	U Tardy to class
<input type="checkbox"/> 71	U Period Absent

From the yellow "Out" column:
For grades 6-12, If a student is absent after period 1, but isn't marked as absent in JCampus, the teacher must document the absence by selecting "71 U Period Absent" from the yellow "OUT" column.

Typical Daily Attendance Flow:

Start of the Day

1. **Teacher** posts start of the day attendance for students in first period in the blue “1st” column.
2. **Teacher** confirms Roll Call by clicking the RollCall Verify button. Will turn from red to white when done.
3. **The Secretary or Attendance Clerk** posts students who check in late as the day begins (19 U Late to School).
4. **The Secretary or Attendance Clerk** runs RollCall Verification to make sure all teachers checked roll at the start of the day.
5. **JCampus** system, around 9:00, starts calling parents to notify them that the student is absent.

During the Day

1. **Elementary PreK-5 Teacher** verifies students who should be present based on check in / check out information shown on screen. Notifies office if a student if discrepancy.
2. **Middle - High School 6-12 Teacher**, for each class period, verifies students who should be present based on check in / check out information on the screen.
 - a. **If a student should be present, but is not, click in the OUT cell, assign code 71 U Period Absent.**
 - i. This will mark the student out for the duration of the class according to the bell schedule.
 - b. **The Middle – High School 6-12 Teacher clicks the “Sign Off Roll Call” button at top of the attendance class roster to confirm attendance has been checked for the class period.**
3. **The Secretary or Attendance Clerk** checks students in and out in the attendance system.
4. **The Secretary or Attendance Clerk** posts any excuses received from parents for previous absences.
5. **The Secretary or Attendance Clerk runs the Roll Call Verification for grades 6-12 classes for each class period to check that teachers have verified attendance for his/her class.**
6. **JCampus** system calls parents if a student has an unexcused check out during the day.

During the Evening

1. **JCampus** looks at ISS and OSS discipline referrals, then automatically creates attendance records related to the discipline records for the coming day.

Types of Attendance Codes:

There are just a few attendance types, but within that group there are different specific codes.

1. **D** = “Dr Note”. These usually do not count against the student when considering letters and denial of credit.
2. **E** = “Excused”. These may, or may not, count against the student when considering letters and denial of credit. Typically these are notes from parents or phone calls from parents. CWA offices usually determine whether to count against the student.
3. **N** = “Extenuating Circumstances”. These usually do not count against the student when considering letters and denial of credit. Examples would be Court appearances, Hospital Stays, Funerals.
4. **P** = “Present Under School Control”. These usually do not count against the student when considering letters and denial of credit. Student is not absent, but there is a record showing the student is not in the normal class. Examples would be field trip or in-school suspension.
5. **S** = “Out of School Suspension”. These may, or may not, count against the student when considering letters and denial of credit. CWA offices usually determine whether to count against the student.
6. **U** = “Unexcused”. These always count against the student when considering letters and denial of credit. Examples are U Dr. Parent Note Needed and U Checked out by Parent.

Tardy Vs. Late to School/Early Departure in JCampus

- In JCampus, **14 Tardy** is not an absence. It is an attendance record indicating the student was at school but was late for a class. Tardy records are typically posted by high school and middle school teachers that have frequent class changes.
- **19 U Late to School** is an absence where the student was not physically present on school and came in late. There is a loss of attendance time. Usually this is used when a student comes in late to school.

Post Attendance at the Start of the Day

Normally, Teachers do this task, but Secretaries can do this also for cases where there is a substitute or someone who does not have access to a gradebook.

1. On the navigation panel on the left, click on **Attendance**, then under **Entry**, select **Post Attendance**.
2. **Teachers:** You can do the same as #1, or in **Classroom**, select the first period class, then click the **Attendance icon** at the top.
3. A setup box will appear. Normally you set this once, then simply click **Ok**.
 - a. Set the normal Year, District, School.
 - b. **1st PD Code** defaults to code **30 U Unexcused**.
 - c. Check **Auto Admit** having the system automatically print admit slips when checking a student out or checking a student in. If you have your own admit slip pad, leave this unchecked.
 - d. Check **Show Keyboard** to be able to see the alpha keys in addition to the search box.
 - e. Click **OK**.
4. To get a list of students:
 - a. Teacher or Office Staff: Click on the **Homeroom** button to get a list of Homeroom teachers. Select a Homeroom teacher to get their list of students on the screen.
 - b. Teacher or Office Staff: Click on the **Class** button to get the Master Schedule. Select a class to get a list of students in that class on the screen.
 - c. Office Staff: Click on the **Students** button at the bottom of the screen to get a complete list of the students.
5. Use the Search box or keyboard to locate the student to be marked absent at the start of the day.
6. Locate the blue field labeled **1ST**. To mark a student absent, click in the first blue cell to the right of the student's name and underneath the heading **1ST**.
 - a. After clicking the first blue cell by the student's name, the start time of school and the default absence code and reason appear in the out area.

b.

	Student	1st	Out	Code	Ex
1	EDGEAR, ANITA				
2	EDGEAR, BRIAN		07:15	30	U
3	EDGEAR, CURT				
4	EDGEAR, DARRYL				

Click in the blue column to mark a student absent at the start of the day.

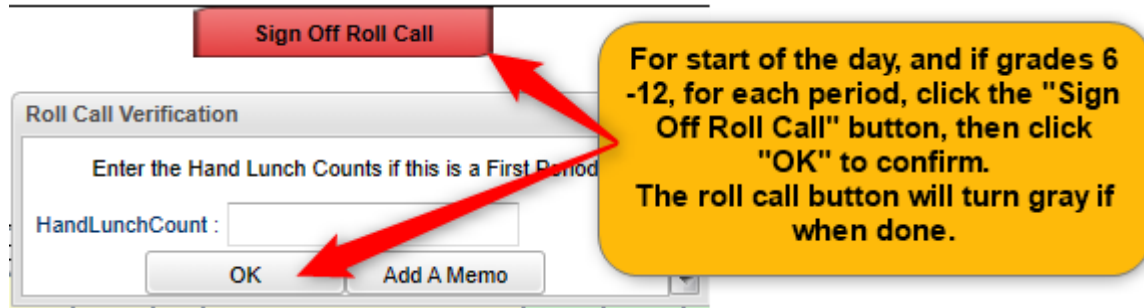
7. ***Marked the wrong student or need it to go away?**
 - a. Click on the **"Out"** time, then select **"Delete Complete Attendance Record"**.

Sign Off Roll Call (Teacher)

Clicking this button tells the office the teacher has checked roll.

All teachers do this for Homeroom/1st period, then 6-12 teachers do this for each period.

1. On the class listing, after entering attendance, click on the red **"Sign Off Roll Call"** button.
2. Click the **Ok** button. You will see the "Sign Off Roll Call" button will change to a gray color to signify roll call verification has been done.



Post a Check In (Office Staff)

When a student is initially absent, but is coming into school, follow the steps below:

1. Locate the late student in the listing of students.
2. Click in the green **"In"** cell. A listing of codes will appear.
3. Select the appropriate code for the check in.
 - a. Student is late to school? Use **19 U Late to School**
4. The record will be added along with a start of day absence record if not already posted.
5. Give the student an admit slip from the school notepad or click the **"Print Admit"** button on the bottom left row to have one printed from the JCampus system.

Post a Check Out (Office Staff)

Follow the steps below to show a student is leaving school and is absent for the rest of the day.

1. Use the Search bar or alpha key button to locate the student checking out.
2. Click in the yellow **Out** column of the student.
3. A list of attendance reasons will appear. Select the appropriate reason for the checkout.
 - a. Often, a school will default to a code of **30 U Unexcused** pending an excuse brought in for the check out.
4. If the student has a health code or alert code, then the demographic page will appear to notify you.
5. If the checkout reason is a medical reason, an additional box will appear listing medical reasons. Find the medical reason that best fits the situation.
 - a. To the left of the medical reasons are check boxes in columns labeled **MI**, **MO**, and **SE**.
 - **MI** = Mild
 - **MO** = Moderate
 - **SE** = Severe
 - b. Select the appropriate severity of the medical reason for the student's checkout.

Post a Period Absent (Teacher grade 6-12, after 1st period)

1. On the attendance posting screen, the teacher clicks the "Class" button and selects the class to be checked.
2. Students who are currently checked out are shaded in yellow.
3. Students who should be in the room are shaded in gray.
4. If a "gray" student is not in the room, click the yellow "OUT" cell, then select "71 U Period Absent".
5. The period absence showing the student as out for the time of the class will be displayed.

Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason
1 EDGEAR, ANITA									
2 EDGEAR, BRIAN		07:15	30	U					
3 EDGEAR, CURT									
4 EDGEAR, DARRYL		07:45	71	U	Period Absent	08:30	71	U	Period Absent
5 EDGEAR, ELAINE									
6 EDGEAR, ESTEP									
7 EDGEAR, IAN									

Student shaded in yellow because student is checked out as of current time.

To mark a "Period Absent", click in the OUT cell, then select "71 U Period Absent".

Change a Period Absent to a Tardy to Class (Teacher grade 6-12)

1. Click on the OUT time of the Period Absent record.
2. Select "Change Check Out to Tardy-to-Class", then click Ok.
3. Select an Excused or Unexcused Tardy code.
4. The Period Absent will then be changed on screen to a Tardy to class.

Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason
EDGEAR, ANITA									
EDGEAR, BRIAN		07:15	30	U					
EDGEAR, CURT									
EDGEAR, DARRYL		07:45	71	U	Period Absent	08:30	71	U	Period Absent
EDGEAR, ELAINE									
EDGEAR, ESTEP									
EDGEAR, IAN									
EDGEAR, JESSE									
EDGEAR, KEVIN									

To change the Period Absent to a Tardy: Click the time in the Out cell. Select "Change Check Out to Tardy-To-Class", then click OK.

Attendance Actions

Post New / Multiple Checkout(s)

Post New Tardy-To-Class

Change Check Out Time

Change Check Out To Tardy-To-Class

Delete Complete Attendance Record

Change Check Out Code

Delete Check In Code

Change Check In Code

Print Admit Cancel **OK**

Posting a Tardy to Class (Teacher grade 6-12)

1. Click in the yellow "OUT" cell of the student who is Tardy to class.
2. Select "014 Tardy to class".
3. Select an Excused or Unexcused Tardy reason.

	Student	1st	Out	Code	Ex	Out Reason
1	EDGEAR, ANITA					
2	EDGEAR, BRIAN		07:15	30	U	
3	EDGEAR, CURT					
4	EDGEAR, DARRYL		07:45	71	U	Period Absent
5	EDGEAR, ELAINE					
6	EDGEAR, ESTEP					
7	EDGEAR, IAN					
8	EDGEAR, JESSE					
9	EDGEAR, KEVIN					

Check Out EDGEAR, ESTEP

Manual Time

Value	Description
<input type="checkbox"/> 08	U Skipped
<input checked="" type="checkbox"/> 14	U Tardy to class
<input type="checkbox"/> 71	U Period Absent

To post a Tardy to class, click in the "Out" cell, then select "14 U Tardy to class".

Tardy Selections and History

E	U	Reason
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tardy/to/Class
<input type="checkbox"/>	<input type="checkbox"/>	Bathroom/illness
<input type="checkbox"/>	<input type="checkbox"/>	Bathroom/personal
<input type="checkbox"/>	<input type="checkbox"/>	Bathroom/Dr
<input type="checkbox"/>	<input type="checkbox"/>	Bathroom
<input type="checkbox"/>	<input type="checkbox"/>	Telephone/Illness

Click to select an excused or unexcused tardy reason.

Post Multiple Checkouts (Office Staff)

Sometimes a student will have multiple checkouts. The student may have been absent at the start of the day, came back in, then is headed out. On the screen, the student will have an "Out" and an "In" and it will appear there is no way to add an additional check out, but the directions below show the user how this can be done.

1. If a student has an existing absence with a check-in and they are checking out, go to that student and click on the existing checkout time.
2. A list of options will appear on the screen. Select the first option, **Post New / Multiple Checkout(s)**.
3. A list of attendance codes will appear. Select the appropriate checkout code. A new checkout record will appear.
4. By creating multiple check-ins and checkouts, only the most recent transaction will be visible.
 - a. To view earlier attendance records, place the mouse arrow over the student's name. A gear will appear to the right of the student's name. Click on the gear. A list of options will appear. Click on **Attendance By Day**.

Change Check Out Time

1. Find the student whose attendance records needs to be changed.
2. Click on the **Out** time.
3. A list of options will appear.
4. Select **Change Check Out Time** and click **Ok**.
5. Enter the correct time in the popup and click **Save**.

Change Check Out Code

1. Find the student whose attendance records needs to be changed.
2. Click on the **Out** time.
3. A list of options will appear.
4. Select **Change Check Out Code** and click **Ok**.
5. A list of available codes will appear on the screen.
6. Make your selection and the screen refreshes to display the new check out code.

Change Check In Time

1. Find the student whose attendance records needs to be changed.
2. Click on the **Check in Time**.
3. Enter the correct time in the popup and click **Save**.

Change Check In Code

1. Find the student whose attendance records needs to be changed.
2. Click on the checkout time.
3. A list of options will appear.
4. Select **Change Check In Code** and click **Ok**.
5. A list of available **Check In Codes** will appear.
6. Select the new Check In Code and the screen will refresh and display the new code.

Post Attendance for a Large Group of Students at Once – Mass Button (Office Staff)

Sometimes a user may need to mark a large group of students as being out for a field trip, or school activity, or some other reason. The directions show the user how this can be done, but be careful, there is no UNDO for this step.

1. Click on the **Mass** button at the bottom of the screen to get a setup box for posting mass absences
2. At the setup, configure a filter for students based on Grade, Special Code, Program, Club, Sport, Class etc...
3. If the user needs to individually select students, click in the **Students** cell.
4. Click **Next** when all setup options are correct.
5. An additional popup will appear in which you need to enter the date range and code.
 - a. **From Date** and **To Date** should be set so that the desired attendance date range to post absences to is selected.
 - **Note:** Weekends and holiday's will not be posted to if the date range selected extends over such

days.

- b. Click in the **Code** field to select the absence code. The excuse and reason that will be updated based on the code selected. This information will be posted to all students selected.
6. If you click in the **Reason** field you will be able to type a more detailed description if desired.
7. Click **Post** when all setup options are correct.
8. After clicking **Post**, a final confirmation box will appear. Click **Yes** if the total number of students to be posted to and the date range is correct. Click **No** to exit the program and not post the absences.

Posting Excuses (Office Staff)

In JCampus, excuses are not done by changing the original attendance record. The excuse posting in JCampus is done by posting an Excuse code that acts as an override. **Remember: Don't change the original code to post an excuse. Follow the directions below to post an excuse override.**

1. If an excuse needs to be posted for a student's prior absences, with the Post Attendance program open with the students listed on the screen, find the student.
2. Once the student has been found, to the right along the same row, find the column labeled **DR**. Click in the cell.
3. A table listing all the student's prior days' absences will appear. Locate the absences to be excused. After locating them, go to the cell on the row of the absence to be excused and below the column header **DRCD**. Click in that cell.
4. After clicking, a list of excuses will appear. Select the appropriate excuse.
 - a. If the checkout reason is a medical reason, an additional box will appear listing medical reasons. Find the medical reason that best fits the situation.
 - b. To the left of the medical reasons are check boxes in columns labeled **MI**, **MO**, and **SE**.
 - i. **MI** = Mild
 - ii. **MO** = Moderate
 - iii. **SE** = Severe
 - c. Select the appropriate severity of the medical reason for the student's checkout.
5. Once the excuse has been posted, the **DR REASON** can be changed to fit a more unique event. To do this, simply click on the cell with the **DR REASON** to be changed.
6. A text box will appear containing the existing **DR REASON**. Change the information to the desired description then click **Save**.
7. If the excuse was placed on the wrong absence, a red cell is located to the right. Click on the red cell to delete the excuse.
8. After clicking the red delete cell, a deletion verification box will appear. Click **Yes** if you are sure you would like to delete the excuse for the displayed date. Click **No** to cancel.

Using the Gear icon in Post Attendance

The Gear icon floats by the student's name in the Post Attendance screen. Use the Gear icon for the following situations when working with Attendance:

1. **Parent/guardian needs to be called:** Go to Gear / Student / Student Demographic to bring up a demographic page with all of the phone numbers and contact information.
2. **Call student to the office:** Go to Gear / Schedule / Print Student Schedule to look up where the student is at a given period of the day.
3. **Lookup student's schedule:** Same as #2.
4. **Lookup the student's enrollment history:** Go to Gear / Student / Enrollment History

5. **Lookup the student's attendance history:** Go to Gear / Attendance / Attendance by Day
 - a. **TIP:** The Secretary can edit a student's attendance history from the **Attendance by Day** screen.
 - i. Records can be changed by clicking on the cell.
 - ii. Records can be deleted by clicking the red delete button.
6. **Lookup the student's attendance by Course:** Go to Gear / Attendance / Attendance by Course
 - a. The student's courses will be displayed in Term – Period order. On the far right is a total column showing a count of absences for the class.
 - b. Cell click on the count to see the attendance records showing the days the student was out of the class.

RollCall Verification (Office Staff)

It is important to run this report at the start of each day, and if grades 6-12, for each period.

- **Teachers of 6-12 grade classes check off the Sign Off Roll Call button for each class period.**
1. On the left navigation panel, select **Attendance, Lists, and RollCall Verification**.
 2. At the Setup Box, set the usual items such as Year, School. The date will default to the current date.
 3. For **Show**, select **Roll Call Not Taken** to initially see those teachers who have not taken roll for first period.
 4. Click in the field to the right of **Class Period** and set to first period. The listing of staff who have not performed a "Sign Off Roll Call" will be listed.
 - a. Contact the teachers on the list to please perform a "Sign Off Roll Call" for first period.
 - b. Have a class with a substitute showing on the list? The office staff can "Sign Off Roll Call".
 - i. In Post Attendance, click the "Class" button to pull up the class with the sub.
 - ii. Click the red **Sign Off Roll Call** button and enter any lunch count, then click **Ok**. This will take the first period class off the listing.
 5. If a school with grades 6-12, repeat the Roll Call Verification for each class period.

Daily Absentee List

This report is a listing of student(s) absences by day but can also give a summary of counts for a date range.

Many schools send this report to the cafeteria manager.

1. On the left navigation panel, click on **Attendance**. Under **Lists**, select **Daily Absentee List**.
2. At the setup box, configure the usual Year, School, Date options.
3. Select **Detail Report** to get detailed list of students and their detailed attendance records.
4. At the bottom row are checkboxes to add details to the report:
 - a. **Homeroom**, the student's homeroom will be printed on the report and a homeroom column will appear on the table.
 - b. By checking **Legend**, an explanation of the attendance headers will be printed out.
5. Select **Summary Report** to get a list of students and the number of days they have been absent for a date range.
6. If **Summary Report** is selected, other options become available at the bottom of the setup screen:
 - a. **Over Days** allows the printing of students with a range of days absent. Set the range as desired.
7. **Skip Codes** allows the program to ignore certain attendance codes when counting the number of days absent. Click in the field and select the codes to skip and click "OK"
8. If **Active** is checked, only students who are currently enrolled will be listed.
9. If **Skips** is checked, only students with skip codes will be listed.

- a. **Attention High Schools and Middle Schools:** It is suggested that this report with the “Skips” option be run after each period to check if students have been marked as skipped by teachers and are unaccounted for.

10. The report will appear on the screen. Click "**Print**" to print the report as shown on the screen.

Late Arrival/Early Departure

This will show you how to generate a report of students with a late arrival attendance record or an early departure attendance record. You can generate the report for a range of days or for the to-date in the date range.

1. On the left navigation panel, click on **Attendance**. Under **Lists**, select **Late Arrival/Early Departure**.
2. At the setup box, configure the usual standard setup options. For the other setup values:
 - **Show Total Counts** – check this option to have the Period to Date and Year to Date totals show in a separate row per student.
 - **Code 19 Only** – Do not use normally. Can be used to get a list of students who have been code 19 Late to School.
 - **Count>/=** -Not normally used. If you enter a number in this box, after clicking OK, you will get Code 19s only.
 - In the **Late Arrivals** area complete the following information:
 - Select Show Late Arrivals for the To Date if you want to limit the report to include students with a Late Arrival attendance record with a check out date equal to the to date and a late arrival code.
 - Select Show Late Arrivals – This will include any student with a late arrival code on a date in the date range specified below.
 - Enter the **Begin Time**
 - Enter the **End Time**
 - Enter the **No. of Late Arrivals > =** (Enter the least number of late arrivals required for a student to be on the report.) Enter this number only if you DO NOT select the show late arrivals for the to date.
 - In the **Early Departures** area complete the following information only if you want to include these students on the report:
 - Select the **Show Early Departures** check box to include these students on the report.
 - Enter the **Begin Time**
 - Enter the **End Time**
 - Enter the **No. of Early Departures > =** (Enter the least number of early departures required for a student to be on the report.)
 - Select the **Skip Reasons** which are the letters such as P (in-school suspension, field trip...), D (Doctor appointment), N (Extenuating Circumstances).
 - Select the **Skip Codes** which are number codes such as 01 (Received contact from parent), 02 (Dr. Note Verified), 03 (In-school Suspension).
 - Select the **Order by:** Alpha, Grade or Homeroom.
 - Select to **Show** either Detail or Summary.
 - Indicate whether you want active students only.
3. Click the **OK** button to begin.

Letters: Excessive Abs by Factor (Attendance by Day)

These instructions will show you how to generate a report or parent letters based on excessive absentees by factor for your school. **NOTE:** You must verify that the letter you want to print is available, or you must create the letter before you continue in **Letter Maintenance** found in **Student Master, Letters**.

1. On the left navigation panel, click on **Attendance**. Under **Count**, select **Excessive Abs by Factor**.
2. At the setup box, configure the usual standard setup options. For the other setup values:
 - **Team** – Absentees by Teams can be selected by clicking in the cell and choosing the team(s).
 - **Exclude Program** – This option allows certain programs to be excluded from the report.
 - **Skip Codes** – These are non-attendance codes that you do not want to be considered for the report. In Jefferson, generally we skip any code D, E, P, N.
 - **Skip L Codes** – Check to NOT list students who have leave codes in Student Master and have dropped from you school.
 - Check **Today’s Abs Only** to limit the list of students to those who have records on the To Date.
 - **Print Detail** – Print attendance history with the letters.
 - **Show Remote Only**
 - If your school does NOT offer any remote classes, this feature does not apply.
 - As a school that offers remote classes, by checking this box the list of students will be those from other schools in your district that attend classes on your campus. Students from your school will not be on the list if this box is checked.
 - Check **Do Not Print Previously Printed Letters** to not include the students who have already had a letter printed for this letter title.
3. Click **Letters** to choose a letter that corresponds to the number of absences. To do this, check the row of the **Letter** column that corresponds with the number of absences, then click on the row in the **blank space** under the **Letter Selections** column to choose the letter name needed. Also, place a check in the Letter column.
4. Click **OK** to generate your report.
5. Definitions of Column Headers

Sch	School Name	2=	3+	3=	5+	5=	8+	8=	10+	13+	13=	15+	15=	20+	25+	30+	35+	40+	Total
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- **Sch # and School** – your school site # and Name will appear.
- **Number followed by an equal (Ex: 2=)** – total number of absences that are equal to 2
- **Number followed by a plus (Ex: 3+)** – total number of absences that are equal to 3 and less than 5 (which is the next plus)
- **Total** – total number of absences of all columns.
- **Note:** click on the counts in the columns to view student information. Here you will be able to print this list of students, attendance letters, FINS Letters, and attendance history.

Letters: Attendance by Course History for High Schools (Attendance by Period)

The directions below are for 4x4 high schools to obtain a list of students who have missed a specific number of absences for half credit courses ending in the first grading period.

****Students need a bell schedule for this program to work.**

1. Go to **Attendance / Counts / Attendance by Course History**
2. Set the **"From Date"** to the start of the school year. After mid term, set to first day back from Christmas break.
3. Set the **"To Date"** to the end of the Fall or Spring Term.
4. **Full Credit Threshold:** (Count of absences for full credit courses) Set to number of absences considered max.
5. **Half Credit Threshold:** (Count of absences for half credit courses) Set to number of absences considered max.
6. **Skip Codes:** Select the attendance codes to skip from being counted.
 - a. Click on the field and sort by "Description". Select all codes to skip except the ones with "P" and "S".
7. **Check Boxes to Select:**

<input type="checkbox"/> Print Break on Homeroom	<input checked="" type="checkbox"/> Show Half/Full Totals in History
<input type="checkbox"/> Show Remote Scheduled Only	<input checked="" type="checkbox"/> Courses On This Campus Only
<input checked="" type="checkbox"/> Active Only	<input checked="" type="checkbox"/> Active Schedules Only
<input type="checkbox"/> Carnegie Credit Courses Only	<input checked="" type="checkbox"/> Ignore 'Do Not Post Grade' Courses

- a. **Active Only:** Select to run for students currently enrolled only.
- b. **Show Half/Full Totals in History:** Shows attendance detail on "History" tab.
- c. **Courses on this Campus Only:** Select to run report only for courses located on campus.
- d. **Active Schedules Only:** Select to run for current classes on the student's schedule.
- e. **Ignore "Do Not Post Grade" Courses:** Select to leave out classes that do not post grades.
8. **Bottom Settings:**
 - a. **Sped:** Set to "All" for all students.
 - b. **Marking Period:** Set to "P2" for Fall. Set to "P4" for Spring.
 - c. **Hide:** Select to hide "-1".
 - d. **Marking Period to Post:** Leave blank.
9. **Letters Button:** Click to select the type of letter to be printed.
10. Select **OK** at the bottom of the setup box.
11. A list of students appears with courses and a count of number of times the class was missed is displayed.
12. The students who need a letter will be checked off.
13. Click the **"Print Letters"** button to make letters to send home.
14. A history of the student's absences can be selected by clicking on the **History** tab. This will give a complete history of absences for all or a specific student.

Marking Attendance Recovery Days

1. Go to **Attendance / Entry / Post Attendance**
2. Click **Ok** at the setup box.
3. Click the **"Student"** button at the bottom left. A listing of the students at school will appear.
4. Use the **Search** box to locate a student.
5. Click in the **"DR"** cell of the student (on the far right of the row of the student).

6. Place a check by the attendance date(s) that the student is going to receive attendance recovery.
7. Click in the **blue DR Code** cell of the row, then select **40 P Attendance Recovery** or **59 P Banked Time Off**.
 - a. This will show the date the attendance recovery was issued.
8. Mark other days in the same manner.
9. Close the student's listing, then search for the next student to work with.
10. Repeat steps above.