Attendance Posting Guide
Jefferson Parish

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.
- **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: T**eachers 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.

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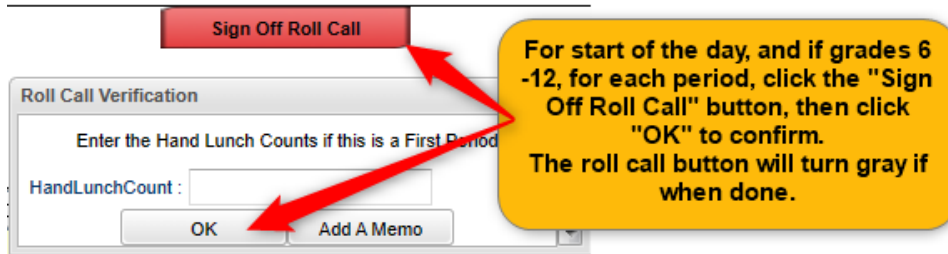
Post a Period Absent (Teacher grade 6-12, after 1st period)

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.

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.

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.