

# Attendance

## Overview

### [Attendance Calculation](#)

#### To Calculate the Present Minutes

Take the end of school time and minus the check in time and convert to minutes to equal present minutes.

Example 15:51 (3:51 pm) - 12:40 = 3 hours and 11 minutes or 191 minutes

#### To Calculate the Absent Minutes

376 (Instructional minutes in a full day from the Calendar Editor) - 191 present minutes = 185 absent minutes

#### To Calculate Present Percentage

191 (present minutes) divided by 376 (Instructional minutes in a full day from the Calendar Editor) equals 50.79%. So this is greater than 50% present (not absent) which would make the absence an **Other** because the student was not absent a half day or a full day.

**Note:** Days Absent percentage and Days Present percentage will never add up to 100 percent.

### Definitions of Attendance

- F** - Count of "Full" days absent (51% of the day).
- H** - Count of "Half" days absent (26% to 50% of the day)
- O** - Count of times absent that does not meet the definition of either full or half day (less than half day absent 0-25%)
- U** - Count of "unexcused" absences
- S** - Count of days absent because of disciplinary "suspension"
- E** - Count of "excused" absences
- ND** - Count of days absent due to "extenuating" (N) circumstances and "doctor" excuses (D)
- OP** - Count of days using "other" (O) reasons or "present" (P).
- T** - Count of "Tardies" (Code 14)
- L** - Count of "Late To School/Early Departure (Code 19)

### [Attendance By Day](#)

### Tabs



**Current** - This tab will display all attendance records in the current district.

**Imported** - If a student`s attendance records are imported from **another district** during the re-enroll process, the previous school's attendance records will display on this tab.

Dis	Sch	Date	OTIM	OCOD	ITIM	ICOD	DrCd	DrDate	F	H	O	U	S	E	ND	OP	D	Out Reason	In Reason	Dr Reason	Record	Days
1	027	004	05/06/2014	10:27	05	U				*	H							Dr./Parent Note			115757597	.5
2	027	004	03/28/2014	12:17	14	E				*		O						Tardy/to/Class	Tardy/to/Class		115757565	O
3	027	004	03/26/2014	07:53	05	U		13:34	02	D								Dr./Parent Note	Dr Note Verified*		115757523	1
4	027	004	03/25/2014	07:53	05	U				*	F							Dr./Parent Note			115757518	1
5	027	004	02/04/2014	07:53	05	U		12:16	01	E								Dr./Parent Note	Received contact from parent		115757596	.5
6	027	004	02/03/2014	07:53	05	U		12:15	02	D								Dr./Parent Note	Dr Note Verified*		115757595	.5
7	027	004	08/30/2013	07:53	09	S				*	F							Out of School S			115757583	1
8	027	004	08/29/2013	07:53	09	S				*	F							Out of School S			115757582	1

The detail table lists all absences. The summary table skips absences with the following codes: P.

Name	Hmrm	F	H	O	U	S	E	ND	OP	T	L	SIDNO	Grade
		4	3	1	1	2	0	1	0	1	0		01

Setup Print Close

## Column Headers

**F** - Count of **Full** days absent (51% of the day) - The Detail Table is simply the count of \*s in the F (full days) column above. Attendance codes of P are skipped. NOTE: Half days and check in/out minutes will **not** affect the "Full" column total in any way on this table.

**H** - Count of **Half** days absent (26% to 50% of the day) - The detail table is simply the count of \*s in the H (half days) column above. Attendance codes of P are skipped.

**O** - Count of times absent that does not meet the definition of either full or half day (less than half day absent 0-25%) will show in the **Other** column - The detail table is simply the count of \*s in the O (other days) column above. Attendance codes of P are skipped. Also, when Dr notes are entered, the total can be affected.

**U** - Count of **Unexcused** absences, and also displays **H** (half), **F** (Full) or **O** (Other) to show if the absence is counted as a full day (1.0), half day (0.5) or other (0.0) - This corresponds with the **Days** column.

**S** - Count of days absent because of disciplinary **Suspension**, and also displays **H** (half), **F** (Full) or **O** (Other) to show if the absence is counted as a full day (1.0), half day (0.5) or other (0.0) This corresponds with the **Days** column.

**E** - Count of **Excused** absences, and also displays **H** (half), **F** (Full) or **O** (Other) to show if the absence is counted as a full day (1.0), half day (0.5) or other (0.0) - This corresponds with the **Days** column.

**ND** - Count of days absent due to **Extenuating** (N) circumstances and **Doctor** excuses (D), and also displays **H** (half), **F** (Full) or **O** (Other) to show if the absence is counted as a full day (1.0), half day (0.5) or other (0.0) - This corresponds with the **Days** column.

NOTE: Dr. excused absences will never show up in the **E** column as they are a separate code. Also, the **Out Reason** column will not change from unexcused absence to excused absence. But, also note that the Dr excused absences will not be sent down to the state as an absence.

**OP** - Count of days using **Other** (O) reasons or **Present** (P), and also displays **H** (half), **F** (Full) or **O** (Other) to show if the absence is counted as a full day (1.0), half day (0.5) or other (0.0) - This corresponds with the **Days** column.

**D** - Delete button - To delete a record, you have to give a reason for deleting the attendance record.

**T** - Count of Tardies (Code 14)

**L** - Count of **Late To School/Early Departure** (Code 19)

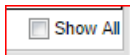
**Create Date** - The day the entry was created

**Create User** - The user that created the record

**Change Date** - The day the entry was edited or changed

**Change user** - The user that changed the record

**NOTE:** In the Summary Table, half days will not be displayed as ".5" so there has to be at least two half days before it displays a whole day. So in the example shown above, the Summary Table "U" column only shows "1" even though there is a "H" and a "F" in the "U" column in the Detail chart above. After another half day "H" is added, then the Summary Table number total would change from a "1" to "2". This is also evident in the "E" column and the "ND" column.



**Show All** - Check to show all attendance records regardless of entry/exit date. This box will be in the bottom right corner of the "Attendance By Day" window.

# Entry

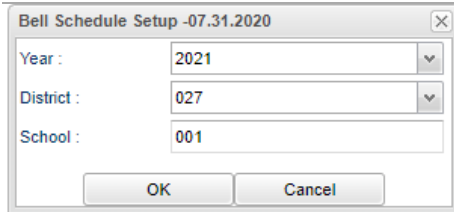
## [Bell Schedule Maintenance](#)

This program will provide the user a way to view, edit and create bell schedules.

## Menu Location

Select **Attendance > Entry > Bell Schedule Maintenance.**

## Setup Options



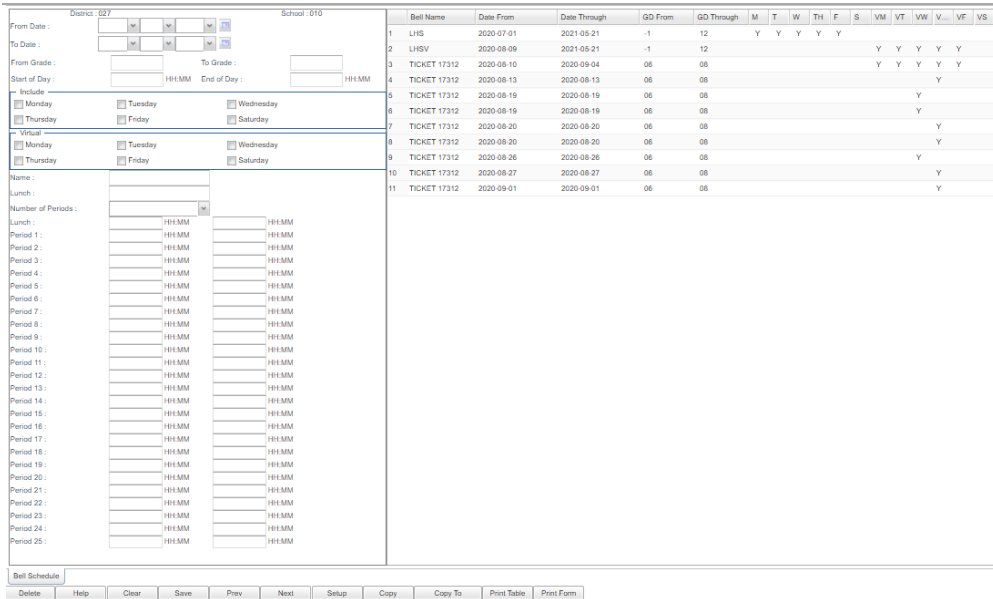
**Year** - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.

**District** - Default value is based on the user's security settings. The user will be limited to their district only.

**School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

**OK** - Click to continue.

## Main



Bell Name	Date From	Date Through	GD From	GD Through	M	T	W	TH	F	S	VM	VT	V	VF	VS	C
1 LHS	2020-07-01	2021-05-21	-1	12		Y	Y	Y	Y	Y						
2 LHSV	2020-08-09	2021-05-21	-1	12							Y	Y	Y	Y	Y	
3 TICKET 17312	2020-08-10	2020-09-04	06	08							Y	Y	Y	Y	Y	
4 TICKET 17312	2020-08-13	2020-08-13	06	08										Y		
5 TICKET 17312	2020-08-19	2020-08-19	06	08									Y			
6 TICKET 17312	2020-08-19	2020-08-19	06	08									Y			
7 TICKET 17312	2020-08-20	2020-08-20	06	08									Y			
8 TICKET 17312	2020-08-20	2020-08-20	06	08									Y			
9 TICKET 17312	2020-08-26	2020-08-26	06	08									Y			
10 TICKET 17312	2020-08-27	2020-08-27	06	08									Y			
11 TICKET 17312	2020-09-01	2020-09-01	06	08									Y			

## Column Headers – Top Left

**From Date and To Date** - A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.

**From Grade and To Grade** - This will be the grade level(s) of students that this bell schedule will apply to.

**Start of Day to End of Day** - Set the Start of Day and End of Day times. Note: Use military time in all time fields.

**"Include" - M - S** - Click the days of the week that the schedule will be in effect.

**"Virtual" - M - S** - Click the days of the week that the schedule will be in effect for virtual school. Virtual days can be used in conjunction with "on campus" days that are listed under "Include".

**Name** - Enter a Name of the bell schedule.

**Lunch** - For the Lunch field, enter the number of minutes the lunch period lasts.

**Number of Periods** - Enter the Number of Periods the bell schedule contains. The maximum number of periods displaying in this box will match the highest period in your [Master Schedule Editor](#).

Enter the start and end time of the Lunch session associated with this bell schedule.

Enter the required start and end time of each period in military time. Leave out the time in between classes.

## Column Headers – Top Right

**Bell Name** - Enter a Name of the bell schedule.

**Date From to Date Through** - A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.

**GD From to GD Through** - This will be the grade level(s) of students that this bell schedule will apply to.

**M - S** - Selected days of the week with a "Y".

**VM - VS** - Selected virtual days of the week with a "Y".

## Bottom

Delete	Help	Clear	Save	Prev	Next	Setup	Copy	Copy To	Print Table	Print Form
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**Delete** - Delete schedule(s)

**Help** - Click to view written instructions and/or videos.

**Clear** - Click to clear any information

**Save** - Click to save information

**Prev** - Click to go to previous schedule/screen

**Next** - Click to go to next schedule/screen

**Setup** - Click to go back to the setup box.

**Copy** - Click to copy bell schedules and also from week to week like in a A/B schedule situation or day to day like a rotating A/B schedule.

**Copy to** - Click to copy to either another year or another school if none is already existing.

**Print Table** - Print table of all bell schedules

**Print Form** - Click to print the Bell Schedule Maintenance Form

## How-to

### [Assign a Bell Schedule to a Single/Multiple Students](#)

Single Student: In Student Master click in the School field (3rd column). Window opens. Select Bell Schedule and choose the appropriate bell schedule for the student.

Multiple Students: Go to Student Master>Loaders>Bell Schedule Loader. Select the student or students on the left and the Bell Schedule on the right to assign the bell schedule.

### [Post Attendance](#)

**This program provides the user a way to post daily attendance.**

## Menu Location

On the left navigation panel, select **Attendance > Entry > Post Attendance.**

## Setup Options

**Year** - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.

**District** - Default value is based on the user's security settings. The user will be limited to their district only.

**School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

**1st Period Code** - Code to insert when using the first column to do a first period check out.

**Auto Admit** - Tells whether to print an auto admit slip.

- EDgear uses the Dymo labelwriter 450 twin. Our software calls the Operating System to handle the printing. But if ANY printer is properly installed, it should work.

**Show Keyboard** - To show keyboard for mobile posting attendance.

**Print Receipt Label** - Print 2 5/16 x 4 labels

Setup - 01.04.2021

Year : 2021  
District : 026  
School : 700  
1st PD Code : 30

Auto Admit  
 Show Keyboard  
 Print Receipt Label

Add Comment

Trip Settings

Date : May 18, 2021  
Reason : Tardy To Class  
Out : 08:00 HH:MM  
In : 15:00 HH:MM

Advanced  
OK

**Add Comment** - This will bring up a dialog box that will allow personalized comments to be set for each of the different admit slips.

**Trip Settings**

**Date** - Date that will be used when posting field trips.

**Reason** - Reason that will be used when posting field trips.

**Trip Check Out Time** - Check out time that will be used when posting field trips.

**Trip Check In Time** - Check in time that will be used when posting field trips.

**Advanced** - This will bring up a dialog box that will allow advanced additional options to be set.

**OK** - Click to continue.

**Main**

Staff: \_\_\_\_\_ Course: \_\_\_\_\_  
 Date: Feb 11 2021 \_\_\_\_\_ Semester: \_\_\_\_\_ Class Period: \_\_\_\_\_ Room: \_\_\_\_\_  
 Place cursor on table headers for instructions  
 Search: \_\_\_\_\_

Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason	Dr	GD	SIDNO	Bell Name	Homeroom
1 ACHANE, CHRIS DAVID											12	8089977		
2 ACHANE, DAVID ERVIN											11	8090019		
3 ACHANE, DAVID SHAWN											11	5139994	RICHARD STEPHANIE	
4 ADAMS, STEPHANIE MARIE											09	1089942	ARDOIN TISHA M	
5 ALLEN, JASON MICHAEL											06	3109970	ARABIE REBECCA ANN	
6 ALLEN, RACHAEL GRACE											07	2109969	KINNEY RACHAEL S	
7 ANTUNEZ, JOHN YAEL											07	0109847	LHS KINNEY RACHAEL S	
8 ANTUNEZ, SHAUNA NICOLE											08	0109848	CLEMMONS MARK ALAN	
9 ARDOIN, BEVERLY CLAIRE											08	2109966	LHS ARABIE REBECCA ANN	
10 ARDOIN, CATHERINE GRACE											10	0109995	LHS OLIVER STEPHANIE	
11 ARDOIN, CHRIS CASH											06	3109998	LHS ARABIE REBECCA ANN	
12 ARDOIN, CHRIS SHANE LAN...											08	2109999	LHS TAYLOR SHAUNA D	
13 ARDOIN, JEFF JAMES											11	9109996	LHS ARABIE REBECCA ANN	
14 ARDOIN, JEFF PRICE											03	7109896	LHS ARABIE REBECCA ANN	
15 ARDOIN, MIKE											09	0009985	LHS HOLLIER CHRIS	
16 ARDOIN, RACHAEL BREE											06	4109999	LHS SINGLETARY RACHAEL	
17 ARDOIN, RACHAEL KATE											12	2109958	LHS HOLLIER CHRIS	
18 ARDOIN, REBECCA NICOLE											06	6109847	LHS SINGLETARY RACHAEL	
19 ARDOIN, SALLY LYNN											02	8109893	LHS ARDOIN TISHA M	
20 ARDOIN, SHAUNA GRACE											07	3139954	LHS MATTE-COBB SHERRI MA...	
21 ARMENTOR, BEVERLY FAITH											06	6109803	LHS MARCANTEL MIKE E	
22 ARMENTOR, MARK MURPHY											08	6109802	LHS TAYLOR SHAUNA D	
23 ARSEMENT, BEVERLY JOY											11	1109963	LHS COOLEY BEVERLY	
24 ARVIE, JOHN JAMES											02	8109832	LHS ARDOIN TISHA M	
25 ASHFORD, JASON HOLDEN											07	3109984	LHS MATTE-COBB SHERRI MA...	
26 ASHFORD, JOHN GAIGE											11	9109994	LHS COOLEY BEVERLY	
27 ATKINS, SALLY LAYNE											09	1089855	LHS HOLLIER CHRIS	
28 AUGUSTINE, BEVERLY GRACE											11	9109980	LHS COOLEY BEVERLY	
29 AUGUSTINE, REBECCA ADEL...											12	8109968	LHS COOLEY BEVERLY	
30 BABINEAUX, RACHAEL ANN											05	9109846	LHS CARTER SHERRI L	
31 BAGUEX, DARRYL LUKE											11	9109993	LHS COOLEY BEVERLY	

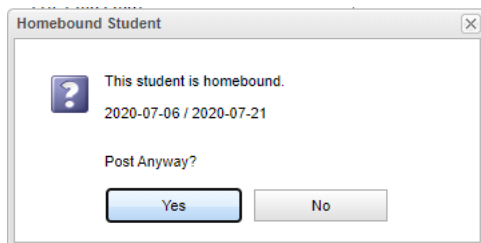
Refresh Print Admit Student Homeroom Class Bus Sport/Club Spec Custom Setup Mass Help Scan Show Me

**Column Headers**

**Student** - Student Name (The student's name will turn yellow when marked absent. It is not easy for Teachers to quickly tell who is currently absent. Especially in the afternoon when there are many tardies posted earlier, check-ins, and start of the day, and skips. Teachers need an easy way to tell at a glance who is absent on the post attendance screen.)

**1st** - Click 1st period to show student as absent. If a student is marked homebound, their name will be shaded red. When you click on the **1st Period** or **Out** boxes, this box will appear and will show the homebound information. **From Date and To Date** and ask if the user wants to **Post Anyway**.

**Out** - Check out/Check out options



**Manual Time** - If the user wants to manually enter the time of the check out (as opposed to having the computer automatically add the time), check the Manual box and enter the time of check out, then choose the code.

**Code** - Check out code

**Ex** - Student check out code

**Out Reason** - Student check out reason

**In** - Check in

**Code** - Check in code

**Ex** - Student check in code

**In Reason** - Student check in reason

**Dr** - Open Dr's note window. If an existing doctor note is selected then the doctor note for the items selected is printed. If no items are selected then the program will follow current default behavior.

**GD** - Student's grade of enrollment

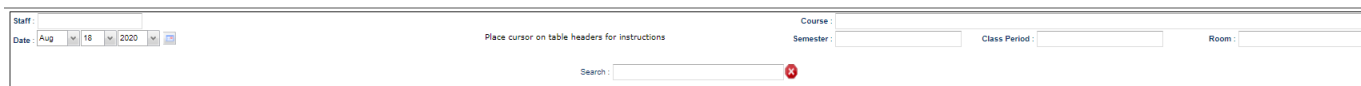
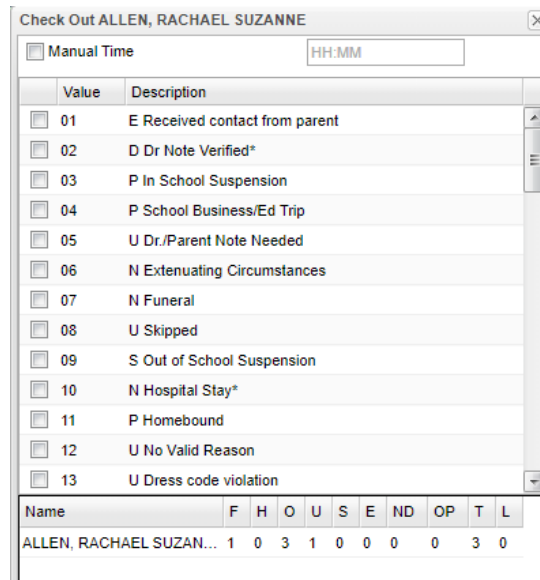
**SIDNO** - Student's identification number

**Bell Name** - Name of the student's bell schedule

**Homeroom** - Student's homeroom

To find definitions of commonly used column headers, follow this link: [Common Column Headers](#).

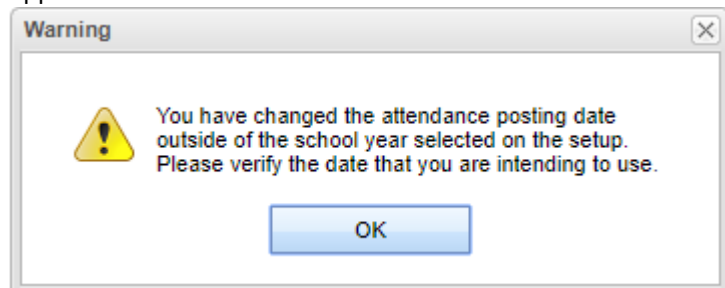
Top



**Staff** - If the **Homeroom** or **Class** button is chosen, the staff name chosen will appear in the field.

**Course** - If the **Class** button is chosen, the course name chosen will appear in the field.

**Date** - Defaults to current date. If the date is not within the selected school year on the setup, this warning will appear.



**Place Cursor on Table Headers for Instructions**

**Semester** - If the **Class** button is chosen, the semester number of the course chosen will appear in the field.

**Class Period** - If the **Class** button is chosen, the class period number of the course chosen will appear in the field.

**Room** - If the **Class** button is chosen, the room number of the course chosen will appear in the field.

**Search** - This allows the user to find a student using the Search Bar.

Bottom



**Refresh** - Click current roster

**Print Admit** - Print current admit

**Student** - Student roster

**Homeroom** - Homeroom roster

**Class** - Class roster, when no students appear on post attendance as a class, then a fading wait window will appear that states, "No Students found for the Class Period and Day of Week".

**Bus** - Student's bus information.

**Sport or Club** - Sport or club roster

**Spec** - Show students based on special codes. Click inside the box for a list of Special Codes. The user can also use the search bar to find a specific code.

**Custom** - Show students based on custom codes. Click inside the box for a list of Custom Codes. The user can also use the search bar to find a specific code.

**Setup** - Click to return to setup box.

**Mass** - A user can post missed day(s) for a mass of students with the same code or also post a mass of missed days for a single student.

**Help** - Click to view written instructions and/or videos.

**Scan** - Scan attendance record.

**Show Me** - Control various color highlights like custom codes. This is not for displaying students on the list with the chosen custom codes. It is for adding color to the student names as assigned in the [Custom Code Management](#).

## How-to

### [Post Excuse](#)

#### How add a Doctor Excuse To a Student's Absence(s)

To mark a student's attendance record with a doctor excuse, go to **Post Attendance** and find the student.

Next, click in the column with column header of **Dr**, on the same row as the student's name. A popup box will appear with a list of the student's absences.

Sel	Date	OTIM	OC...	ITIM	ICOD	DrCd	Posted	Dr Reason	D	Rec No	HLT	Desc
<input type="checkbox"/>	2021-05-17	08:15	69 U							209340...		
<input type="checkbox"/>	2021-05-14	08:15	69 U							209335...		
<input type="checkbox"/>	2021-05-12	08:15	69 U							209325...		
<input type="checkbox"/>	2021-05-10	08:15	69 U							209314...		
<input type="checkbox"/>	2021-05-07	08:15	69 U							209309...		
<input type="checkbox"/>	2021-05-05	08:15	69 U							209298...		
<input type="checkbox"/>	2021-05-03	08:15	69 U							209288...		
<input type="checkbox"/>	2021-04-30	08:15	69 U							209283...		
<input type="checkbox"/>	2021-04-28	08:15	69 U							209273...		
<input type="checkbox"/>	2021-04-26	08:15	69 U							209262...		

Click the DRCD to post or change an excuse. Excuses can be removed by clicking the 'D' column. You may change the Dr. Reason verbiage by overtyping the text. You can quickly update the Dr. Excuses for multiple days by clicking on the check box on the left, and then selecting the code and reason for any of the dates on the right.

Print Close

### Single Absence

To post a doctor excuse for a single absence for a student, locate the absence to be excused. Next, click in the **DrCd** field, a popup box will appear to select the reason the student is excused.

If a medical reason is selected (\*), an additional popup box will appear with a list of medical reasons.

Next, find the medical reason for the student. Then, next to each description, clarify if the reason is: MI - Mild, MO - Moderate, and SE - Severe, by checking in the correct box. If the wrong reason was selected, simply select the **DrCd** box again to make the change. Once the correct selection has been made, the doctor's code and note will automatically fill in the rest of the corresponding fields.

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. 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.

### Multiple Absences

To post a doctor excuse for multiple absences, locate the absences to be excused. Next, check all check boxes in the Sel (Select) column of the corresponding dates to excused. Then follow the above instructions.

**Additional available directions for the following are available by going to Help, Attendance, Post Attendance**

[Post First Period Absence](#)  
[Post Tardy to Class](#)  
[Post Multiple Checkouts](#)  
[Print Admit Slip](#)  
[Change Check Out Time](#)  
[Change Check Out to Tardy-to-Class](#)  
[Delete Complete Attendance Record](#)  
[Change Check Out Code](#)  
[Change Check In Code](#)  
[Delete Check In Code](#)  
[Change Check In Time](#)  
[Attendance Scanning](#)  
[Location Scanning](#)  
[Scan Entry Report](#)  
[Scan Error Report](#)  
[Timecard Report](#)  
[Travel Time Report](#)

## Lists

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[Absence Analysis](#)  
[Attendance Analysis Report](#)  
[Attendance Duplication Audit](#)  
[Attendance Parent Letters](#)  
[Attendance Rollbook](#)  
[Attendance Signature List](#)  
[Attendance Summary Report](#)  
[Average Daily Attendance](#)  
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[Suspension Attendance Audit All](#)

## Count

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[Attendance By School and Ethnic](#)  
[Attendance By Course and History](#)  
[Attendance By Grade](#)  
[Excessive Abs by Factor](#)  
[Monthly Attendance Report](#)  
[Period Attendance Report](#)



School Absences Grid  
Student Absentee Statistics  
Tardy Analysis  
Tardies by Teacher Per Period  
Truancy RS17-233

## Trends

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Attendance Trends Graphing