Period Attendance

Tips & Tricks

Overview

Period Attendance vs. Daily Attendance

Daily Attendance answers the question: "Did the student make it to school today?"

Period Attendance answers the question: "Did the student make it to all, some, or none of their classes today?

Unlike Daily Attendance, teachers are sometimes expected to indicate whether a student is excused or unexcused from class when recording Period Attendance.

Students must be scheduled into classes before it is possible to record Period Attendance.
This document assumes students are scheduled into classes.

Viewing Period Attendance

Period Attendance can be seen in the student's Home screen by clicking the "Period Att" radio button.

A student's Period Attendance can also be seen by clicking the Period Attendance hot key.

Viewing Period Attendance

The way the Period Attendance is displayed depends upon the way you set up the specifications.

Print Specifications: View Period Attendance

Specifications: View Period Attendance

1. Display By Periods Or Classes?	BY CLASSES
2. View Attendance Codes Over 200?	☐ Yes ☉ No
3. Print Days With No Attendance Codes?	☐ Yes ☉ No
4. Print Which Days?	ALL DAYS
5. Read Attendance Start Date?	08-19-2015
6. Read Attendance Final Date?	06-28-2018
7. Attendance Code View In Alpha Order?	Alphabetical Order
8. Blank Line Between Printed Codes?	☉ Yes ☐ No
9. First Quarter Ending Date?	10-27-2015
A. Second Quarter Ending Date?	01-12-2016
B. Third Quarter Ending Date?	03-23-2016
C. RC Interface Report Card Column?	ABSENCES
D. RC Interface Attendance Category?	Total Absences
E. Task For F9 Print?	DEFAULT REPORT (Task …

Done   Page Setup

View Period Attendance

Enter ID / Name   Grade 12   Current Quarter: Fourth

Keefe, Mary   #12001

	Crs/Sc	Crs Name	Qtr	Time	Teacher	P	Abs	EA	UA	TAR	ET	UT	O
Reg [F2]	131/01	Pre Calc	ALL	A	Gerrish, Dan	165	0	5	9	0	0	2	0
Att [F8]	040/01	AP English	ALL	B	Carter, Steve	168	0	5	8	0	0	0	0
RC Int [F10]	515/01	Drawing	S 1	C	Green, Manny	0	0	0	0	0	0	0	0
Previous [F4]	824/10	Study/Lab	S 2	C	White, Jim	168	0	5	8	0	0	0	0
Next [F5]	243/01	Physics	ALL	D	Walters, James	168	0	5	8	0	0	0	0
Lookup [F6]	810/02	P E	ALL	E	Sonett, Karla	168	0	5	8	0	0	0	0
Rpt. Srch. [F7]	406/01	Spanish 1	ALL	F	McMann, Dan	168	0	5	8	0	0	0	0
⊟ Print	552/01	Band	ALL	G	Sonett, Karla	168	0	5	8	0	0	0	0
Default													
Custom [F9]													
Change Task													
Help [F1]													
Specs. [Alt+S]													
Exit [Esc]													

Printing Period Attendance

Once Period Attendance has been entered into Administrator's Plus, reports such as letters for students exceeding a certain number of absences can be printed.

DEMO SCHOOL
38 East Brook Drive
Hampden, MA 01036
413-566-3495

Peter James, Principal
Arthur Kilborn, Assistant Principal
Francis Miller, Guidance Director
Peter Dawson, Assistant Principal

06-29-2018

TO: Mr. and Mrs. Phillip Keefe
      125 Green Street
      Hampden, MA 01036

RE: Mary Keefe

The purpose of this letter is to inform you that your daughter, Mary, has had more than 0 absence(s) in one or more of her classes from 08-24-2017 to 07-17-2018.

We, at DEMO SCHOOL, believe that attendance in class is an integral part of a student's total educational experience. We urge you to stress the importance of punctuality and good attendance. The development of good habits in these areas will be invaluable to future schooling and future job performance.

The following is Mary's attendance in all of her periods:

```
KEY= P:PRESENT | EA: EXCUSED ABS | UA: UNEX ABS| ET: EX TAR | UT: UN TAR | O: OTHER

CRS/SC| CRS NAME  | QTR|  TIME   | TEACHER | P |ABS| EA| UA|TAR| ET| UT| O |

:PERIOD A  :  :A      :        |165|  0|  5|  9|  0|  0|  2|  0|
:PERIOD B  :  :B      :        |167|  0|  5|  9|  0|  0|  0|  0|
:PERIOD C  :  :C      :        |167|  0|  5|  9|  0|  0|  0|  0|
:PERIOD D  :  :D      :        |167|  0|  5|  9|  0|  0|  0|  0|
:PERIOD E  :  :E      :        |167|  0|  5|  9|  0|  0|  0|  0|
:PERIOD F  :  :F      :        |167|  0|  5|  9|  0|  0|  0|  0|
:PERIOD G  :  :G      :        |167|  0|  5|  9|  0|  0|  0|  0|
:PERIOD H  :  :H      :        |167|  0|  5|  9|  0|  0|  0|  0|
```

We would appreciate your help in improving Mary's attendance. In the case of any future absences, we would like to suggest that you phone us at school (413-566-3495) and leave a message that the absence is legitimate and has had parental authorization.

Sincerely,

Peter James
Principal

SKIP LIST

School day #196: 06-29-2018   **GRADE 12**

```
12002) Kendall Albrecht    PERIOD A   ... ABSENCE UN    PERIOD A
                           PERIOD B   ... PRESENT       PERIOD B
                           PERIOD C   ... PRESENT       PERIOD C
                           PERIOD D   ... PRESENT       PERIOD D
                           PERIOD E   ... PRESENT       PERIOD E
                           PERIOD F   ... PRESENT       PERIOD F
                           PERIOD G   ... PRESENT       PERIOD G
                           PERIOD H   ... PRESENT       PERIOD H

12001) Mary Keefe          PERIOD A   ... ABSENCE UN    PERIOD A
                           PERIOD B   ... PRESENT       PERIOD B
                           PERIOD C   ... PRESENT       PERIOD C
                           PERIOD D   ... PRESENT       PERIOD D
                           PERIOD E   ... PRESENT       PERIOD E
                           PERIOD F   ... PRESENT       PERIOD F
                           PERIOD G   ... PRESENT       PERIOD G
                           PERIOD H   ... PRESENT       PERIOD H
```

Or lists showing all students who may have skipped a class on a given day.

Or summary reports which show the Average Daily Attendance, based upon Period Attendance.

PERIOD ATTENDANCE REGISTER BY PERIODS

GRAND TOTALS

INTERVAL: 08-24-2017 TO 07-17-2018

MEMBER	:	190848.00
PRESENT	:	190577.00
ABSENT	:	271.00
UN ABSENT	:	136.00
% ATTENDANCE	:	99.86

YEAR THROUGH 07-17-2018

MEMBER	:	190848.00
PRESENT	:	190577.00
ABSENT	:	271.00
UN ABSENT	:	136.00
% ATTENDANCE	:	99.86
# STUDENTS	:	112.00

Daily Attendance Overview

Register Codes vs. Attendance Codes

Register Codes are the overall categories of *what* a student is...

View, Edit Or Print Register Code List		

Register Codes | Attendance Codes

Record #	Code	Description
1	A	ABSENT
2	T	TARDY
3	D	DISMISSED
4	N	NON-MEMBER
5	E	ENTRY

To search, begin typing the Record #:

Record # 1

Code: A

Description: ABSENT

Exit [Esc] Add [F2] Edit [F3] Lookup [F6] Delete [F8] Print [F9] Accept [F10]

Attendance Codes are the reasons *why* a student is...
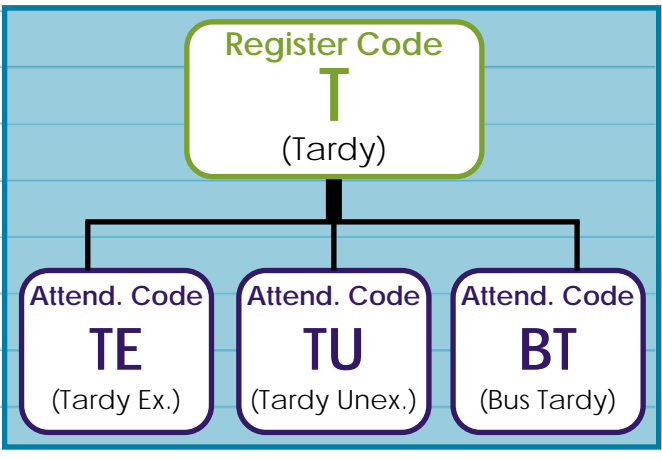
View, Edit Or Print Attendance Code List		

Register Codes | **Attendance Codes**

Record #	Code	Description
1	A	ABSENCE
2	AE	ABSENCE EX
3	AU	ABSENCE UN
4	H	HALF ABSENCE
5	HE	HALF ABSENCE EX

To search, begin typing the Record #:

Record # 1

Code: A

Description: ABSENCE

Enter Time: ○ Yes ◉ No
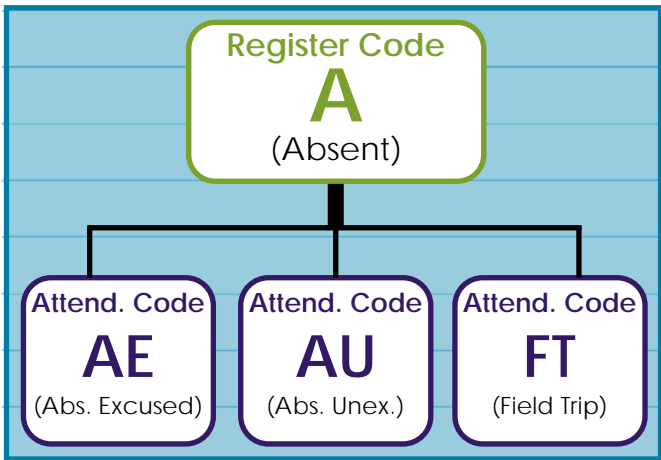
Time Linked Code:

Time Link: ○ Before ○ After

Time Link Time (hh:mm):

Register Link

	Code	AMT	E/U
1.	A	1.00	
2.			

Exit [Esc] Add [F2] Edit [F3] Lookup [F6] Delete [F8] Print [F9] Accept [F10]

Register Code
A
(Absent)

Attend. Code **AE** (Abs. Excused)	Attend. Code **AU** (Abs. Unex.)	Attend. Code **FT** (Field Trip)

Register Code
T
(Tardy)

Attend. Code **TE** (Tardy Ex.)	Attend. Code **TU** (Tardy Unex.)	Attend. Code **BT** (Bus Tardy)

Attendance->Codes

Creating and Linking Attendance Codes to Register Codes

Attendance Codes 1-99 are for student codes

Attendance Codes 100-199 are for staff codes

Attendance Code 200 is the Non-Member code

Attendance Code 201-250 are for Entry/Withdrawal codes

Edit existing Attendance Codes by clicking the **Edit** button.

Add new codes by selecting an unused record number in the appropriate section and clicking the **Edit** button.

Rotations

What is a rotation?

Clock Time	Days->	1	2	3	4	5	6	7	8	9	10
	Periods										
	A										
	B										
	C										
	D										
	E										
	F										
	G										
	H										
	I										
	J										
	K										
	L										
	M										
	N										
	O										
	P										
	Q										
	R										
	S										
	T										
	U										
	V										
	W										
	X										

	Mon	Tues	Wed	Thurs	Fri
7:30-8:20	A1	B2	C3	A4	A5
8:25-9:10	B1	C2	D3	B4	B5
9:15-10:00	C1	D2	E3	C4	C5
10:05-11:00	D1	E2	F3	D4	D5
11:00-12:15	E1	F2	G3	E4	E5
12:20-1:20	F1	G2	A3	F4	
1:25-3:00	G1	A2	B3	G4	

	Mon	Tues	Wed	Thurs	Fri
7:30-8:20	A1 207 Gerrish, Dan Pre Calc	B2 204 Carter, Steve AP English	C3 220 Green, Manny Drawing	A4 207 Gerrish, Dan Pre Calc	A5 207 Gerrish, Dan Pre Calc
8:25-9:10	B1 204 Carter, Steve AP English	C2 220 Green, Manny Drawing	D3 213 Walters, James Physics	B4 204 Carter, Steve AP English	B5 204 Carter, Steve AP English
9:15-10:00	C1 220 Green, Manny Drawing	D2 213 Walters, James Physics	E3 GYM Sonett, Karla P E	C4 220 Green, Manny Drawing	C5 220 Green, Manny Drawing
10:05-11:00	D1 213 Walters, James Physics	E2 GYM Sonett, Karla P E	F3 205 McMann, Dan Spanish 1	D4 213 Walters, James Physics	D5 213 Walters, James Physics
11:00-12:15	E1 GYM Sonett, Karla P E	F2 205 McMann, Dan Spanish 1	G3 BAND Sonett, Karla Band	E4 GYM Sonett, Karla P E	E5 GYM Sonett, Karla P E
12:20-1:20	F1 205 McMann, Dan Spanish 1	G2 BAND Sonett, Karla Band	A3 207 Gerrish, Dan Pre Calc	F4 205 McMann, Dan Spanish 1	F5 205 McMann, Dan Spanish 1
1:25-3:00	G1 BAND Sonett, Karla Band	A2 207 Gerrish, Dan Pre Calc	B3 204 Carter, Steve AP English	G4 BAND Sonett, Karla Band	G5 BAND Sonett, Karla Band

Entering the Rotation for Period Attendance

Go to **Attendance->Calendar->Enter Scheduling Rotation for Period Attendance** to set up the rotation.

It should be the same rotation that you set up in the scheduling module. (**Scheduling->Cust SC-> View/Edit Block Rotation #1**)
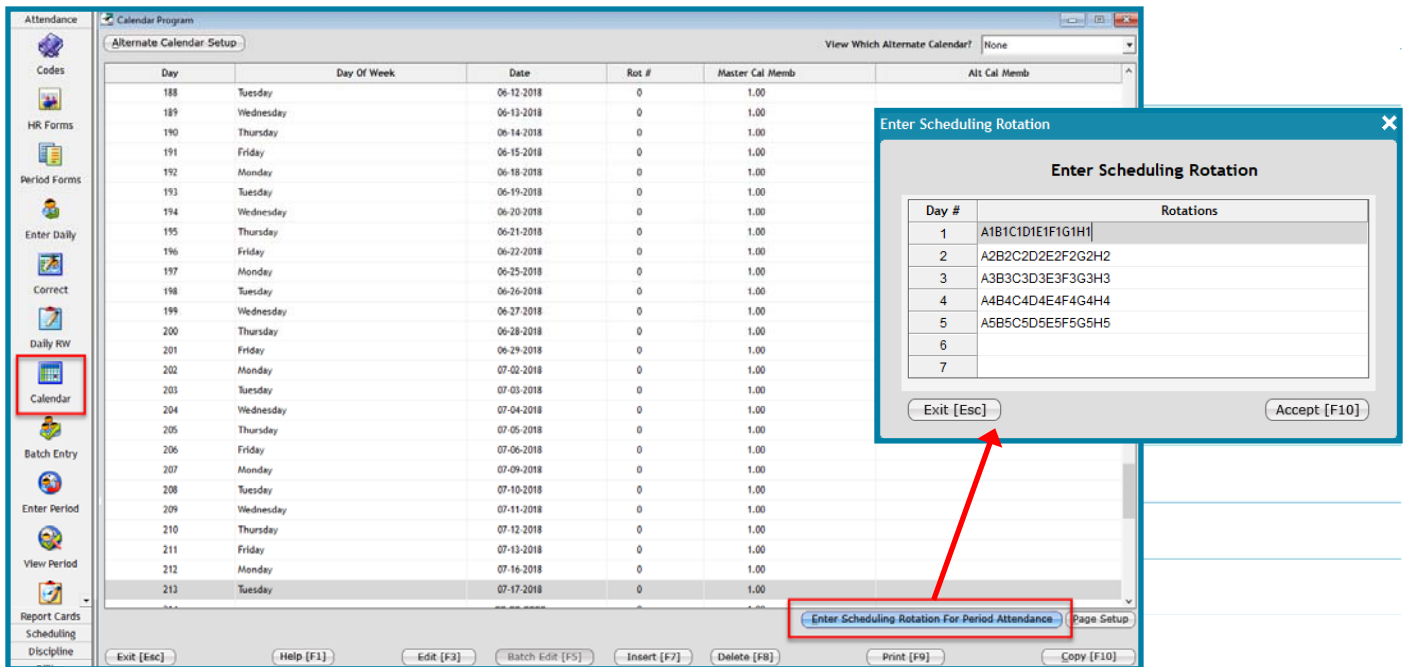
Taking and Sending Attendance

What the teachers do

Because students can come and go from classes at any time, it is typically recommended that teachers take and send attendance at the beginning of each period, then update and send again after class ends.
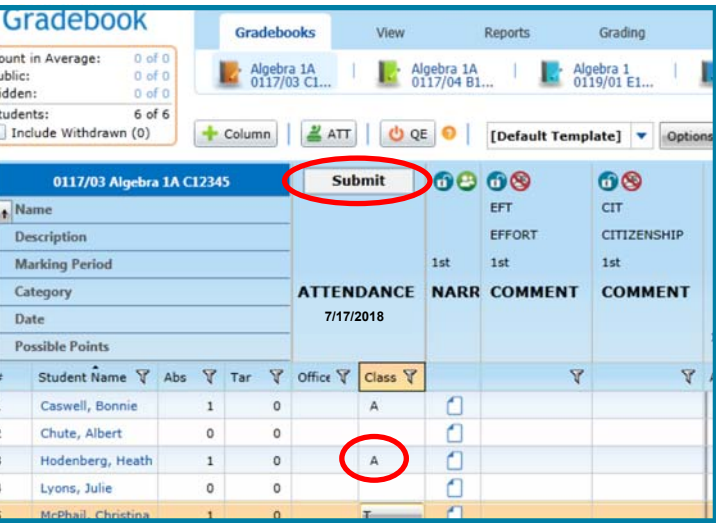
In their grade books, the teacher will click in the Attendance column and mark students absent.

Clicking the **Submit** button will send their attendance to a holding folder on the server, where it waits for someone in the office to import it.
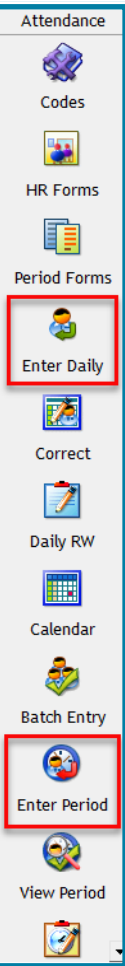
What the main office staff does

Before any attendance (daily or period) can be imported or manually entered, "today" must be created in the master school calendar.

"Today" can be added in either Enter Daily OR Enter Period. The day does NOT need to be added in both places.

Make sure the rotation day is selected for "today" so that your period attendance records are correct.

Use **Attendance->Enter Period->Receive from TeacherPlus Gradebook** to import period attendance that the teachers have submitted.
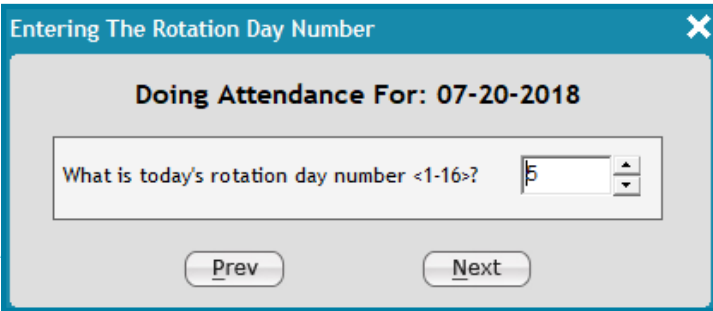
Administrator's Plus

Enter Period Attendance

Date : 07-20-2018 [···]   Period : A

☑ Include Previous Attendance   FRIDAY   Day # 216

- ◉ 1. Manual Entry
- ○ 2. Scanner Entry
- ○ 3. Corrections & Messages
- ○ 4. Nurse Dismissals
- ○ 5. Print Bulletin
- ○ 6. Inspect / Change Entry Specifications
- ○ 7. Inspect / Change Print Specifications
- ○ 8. Apply Daily Attendance(absences only)
- ○ 9. Apply Daily Attendance(abs & tar)
- ○ A. Batch Enter For a Section / Group
- ○ B. Receive From GQ/PDA/APWeb Holding Bin
- ○ C. Receive From TeacherPlus Gradebook
- ○ D. Receive From File

◀ Quit   Next ▶

Administrator's Plus

CHECKING GRADEBOOK SERVER FOR NEW ATTENDANCE

It is recommended that you always check the server for new Attendance.

Do you want to check the server for new Attendance now?

[Yes]   [No]

TeacherPlus Gradebook Sync Engine 1.0.37

Syncing with the Gradebook Cloud Server

The Sync with the Gradebook Cloud Server has been successfully completed.

[Done]

Receive Period Attendance from TeacherPlus Gradebook

Receive Period Attendance from TeacherPlus Gradebook for 07-20-2018

Replace existing codes?   Yes

Show Attendance from which Gradebooks?
- ◉ All
- ○ Not Submitted (Exception List)
- ○ Submitted
- ○ Resubmitted
- ○ Received
- ○ Not Received
- ○ Custom

☐ Also receive which period's attendance into daily (homeroom) attendance   A

Place in Code 1 of Daily Attendance   ☑ Hide Inactive Staff

How to handle multi-period classes?

Tardies:	◉ Count for 1st period only	○ Count for all periods
Absences:	○ Count for 1st period only	◉ Count for all periods
Other Codes:	○ Count for 1st period only	◉ Count for all periods

#	Section	Subject	Teacher	Meeting Time ▲	Period	Status	Submitted Date	Received Date
	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)
1	0123/01	Geometry	Bosworth; Elise	A	A5			
2	0063/01	English 4	Brown; James	A	A5			
3	0001/01	Social Dev	Canavan; Dawn	A	A5			
4	0013/01	Fr English	Carter; Steve	A	A5			
5	0067/01	English 8	Coombs; Ray	A	A5			
6	0500/01	Art 1	Dow; Joe	A	A5			
7	0102/01	Math 3	Frank; Linda	A	A5			
8	0131/01	Pre Calc	Gerrish; Dan	A	A5			
9	0808/02	PE/Hlth	Glennon; Walter	A	A5			
10	0332/02	US History	Harris; Larry	A	A5			
11	0066/01	English 7	LaFleck; Dominic	A	A5			
12	0842/01	Sign Lang	Mayers; Margaret	A	A5			
13	0323/01	World Geo	McHugh; Beth	A	A5			
14	0423/01	Latin 2	Ray; Dawn	A	A5			
15	0550/01	Chorus	Sonett; Karla	A	A5			

Select All   Unselect All

[Exit [Esc]] [TeacherPlus Sync] [View Log] [Send To Excel [Alt+X]] [Print [F9]] [Receive Attendance]

Manually Entering Period Attendance

Using the Correct screen to edit Period Attendance

Period Attendance Report Writer

Specifications: Period Attendance Report Writer

Initial Specifications: Period Attendance Report Writer

Page 1 | **Page 2**

1. Current Task?	Skip List: Both Pres _Abs today [...]
2. Print Letters / Reports For?	Both PRES and ABS on END date [...]
3. Active Letter / Report?	Skip Lst Sort or Not (Rep #004) [...]
4. Duplicate Letter Check?	○ On ● Off
5. Read Attendance Start Date?	08-24-2017 [...]
6. Read Attendance End Date?	07-20-2018 [...]
7. Register Code For Searches?	ABSENT [...]
8. Register Searches: Include E, U OR B?	Excused, Unexcused & Blank [...]
9. Attendance Code For Searches?	ABSENCE [...]
A. Register / Attendance Code Limit?	0
B. Key Period?	DAILY ATTENDANCE [...]
C. Omit If Key Period Excused Absent?	○ Yes ● No
D. Search / Display By Courses Or Periods?	PERIODS
E. Print Students How Many Times?	1 REPORT PER COURSE (all courses)
F. Current Quarter?	FOURTH
G. Print Preview?	● Yes ○ No
H. First Course To Print?	1
I. Last Course To Print?	999
J. Print Field Name Or Description?	● Name ○ Description

[Reset Default]   [Done]

Specifications: Period Attendance Report Writer

More Specifications: Period Attendance Report Writer

Page 1 | **Page 2**

1. Start Grade For All Grades?	Grade 9
2. End Grade For All Grades?	Grade 12
3. Include Blank Search / Sort Categories?	● Include ○ Do NOT Include
4. Active / Inactive Students?	Active Students Only
5. Attendance Codes Alpha / Numeric?	Print numerically in table
6. Search Mode?	<> INDIVIDUAL COURSES

7. Multiple Search: Equal Date?	08-24-2017 [...]
8. SEM / QTR Limits = ALL YEAR Limits?	SEM / QTR LIMITS DO NOT = ALL YEAR

	ALL	SEM	QTR
9. Multiple Search: Limit #1?	0	0	0
A. Multiple Search: Limit #2?	0	0	0
B. Multiple Search: Limit #3?	0	0	0
C. Multiple Search: Limit #4?	0	0	0
D. Multiple Search: Limit #5?	0	0	0
E. Multiple Search: Limit #6?	0	0	0

F. How To Count Register Codes?	INCREMENT BY 1
G. Include Which Register Codes?	CODE 1 ONLY
H. First Course Not To Print?	0
I. Last Course Not To Print?	0
J. How Many Tardies Equals One Absent?	3 ☐ Use in Multi-Limit Search

[Reset Default]   [Done]