

HOW TO DEAL WITH SCHOOL CLOSURES

This document explains how to deal with attendance on days when the school is closed due to bad weather, mechanical breakdown or other reason. There are two different methods depending on whether the closure is for a full day or just half-a-day: full day closures are handled through the **Calendar**. Half day closures are dealt with using **Excursions**.

DEALING WITH A FULL DAY SCHOOL CLOSURE

Go to **File, School Setup, Calendar, Edit**. Select (click) the affected date and it will turn blue. Then click **Grant Day** (used for unexpected school closures; reduces the students' possible days of attendance) at the bottom of the screen.

The system will ask if you want to reassign the cycle days since you are skipping a day due to school closure. Select **No** if you want to just skip the cycle day. Select **Yes** if you want to re-assign the cycle day of the affected date to the following day (and all consecutive days will be bumped up as well).

In the picture below, November 20 is selected. Once you click some other date, you will see that the affected date has now turned green.

School Calendar 2012-2013 - Qitiliq School

File Edit Help

July 2012							August 2012							September 2012							October 2012						
Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	* 15	16	17	18	3	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

November 2012							December 2012							January 2013							February 2013						
Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1			1	2	3	4	5						1	2
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
							30	31																			

March 2013							April 2013							May 2013							June 2013						
Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

Normal Holiday Exam Special Grant Day Board Remove Options... Done

11/20/2012 10:03 AM

DEALING WITH A HALF DAY CLOSURE

Example scenario: the whole school is closed for the morning due to a blizzard. Note that the method is slightly different depending whether your school is an elementary or secondary school.

Elementary schools

Go to **Attendance, Enter Attendance, Excursions**.

Choose the **All Students** tab, check off the box for **Morning** and use the **G: Grant Day** attendance code (used for unexpected school closures; reduces the students' possible days of attendance). Enable **Change All**: it changes the attendance for all the students regardless of what may have been previously entered in the attendance. Check off **Apply attendance note to excursion** if you want to specify a note to each student's records.

If you are setting the attendance for a day in the past, use the **Attendance Date** field in the bottom to define the day. Hit **Start** when you are ready to apply the changes.

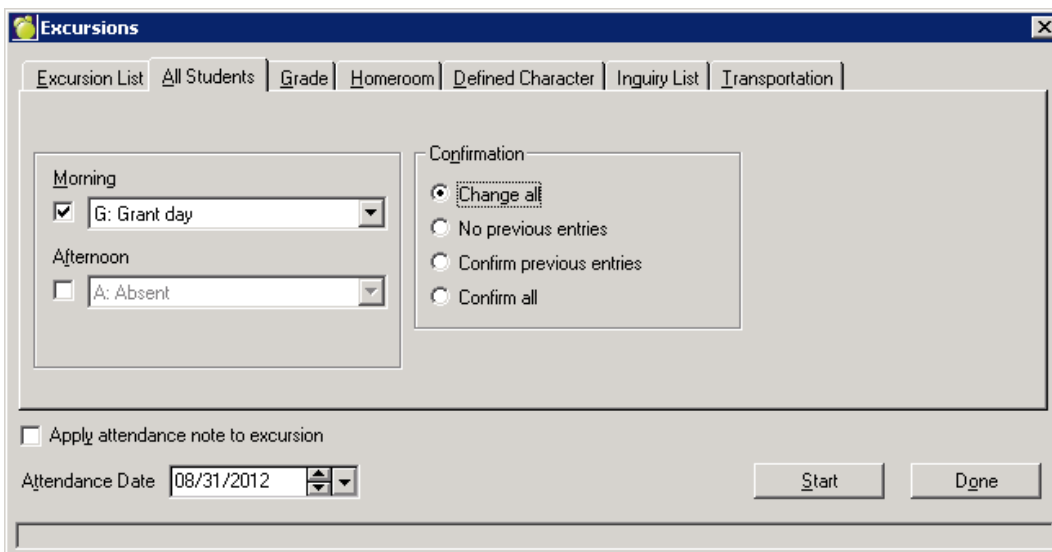


Figure 1: Excursions screen in elementary schools. Note that there is only AM/PM attendance, and the Attendance Date can be set at the bottom of the screen.

Secondary schools

Go to **Attendance, Enter Attendance, Excursions**.

Choose the **All Students** tab; check off the boxes for the morning periods (in this case 1-4) and use the **G: Grant Day** attendance code (used for unexpected school closures; reduces the students' possible days of attendance). Enable **Change All**; it changes the attendance for all the students regardless of what may have

been previously entered in the attendance. Select **Override teacher entries**. Check off **Apply attendance note to excursion** if you want to specify a note to each student's records.

Unlike in the elementary schools, the **Attendance Date** cannot be set here; the attendance is set for today only. If you need to work with another date, use **File, Change Date** but realize that this changes the System Date and should not be done if teachers or anybody else are logged in. The best time would be to do this after you have posted today's attendance already but before you have initialized the next day's attendance.

Figure 2: Excursions screen in secondary schools. Also an Attendance Note has been added in this screen.