

TIP SHEET: OFFICE ATTENDANCE CLASS LISTS METHOD

DAILY:

#	Task	Menu item	Explanation
1	Change Date* :	File, Change Date	Change the system date to current date
2	Excursion Lists	Attendance, Enter Attendance, Excursions	Set attendance for groups of students, even the whole school, at once. Example: school closures due to weather or breakdown .
3	Enter Homeroom Attendance	Attendance, Enter Attendance, Homeroom Attendance	Set attendance for students in a specific homeroom (AM or PM); monitor if teachers have collected their attendance for the day
4	Print Today's Absentees	Attendance, Print Today's Absentees	Print a report of students who were absent from school for the AM, PM or both.

***Denotes a mandatory step**

TIPS

Step one should be done first thing in the morning to allow teachers to enter attendance.

SETTING PAST ATTENDANCE

In elementary and middle schools attendance can be entered for past dates by teachers, however, staff are **strongly** encouraged to ensure their attendance is completed each day.