Attendance Dashboard
- Navigation Roadmap
- Order of Operations
- Hyperlinks to Forms and Reports

Electronic Signatures
- Eliminates Weekly Teacher Report
- Less Paperwork
- More Efficient

School Programs
- Determines Grouping on Attendance Reports

Attendance Notes
- Replaces Paper Log
- ADA Make-Up
- Report Options Available

Attendance Enrollment
- Exiting a Student
    - Inactivate the Student
    - Update Attendance Button
    - Must have a Withdrawal Reason Code
    - Changing Teacher/Program – use Code 440
- SDC Placement
- Extended TK (Birthday after Feb 2nd)
- Red Flags Available

No Show
- No Show Setup Form
- No Show Guidelines
- No Show Manager

Entering/Updating Attendance
- Attendance Management Dashboard
    - Mass Input Attendance Codes/Tardy Sweep
        - Will not override an inputted attendance code
- Enter Absences by Student
- Updating Absences by Student
- Updating Absences for Multiple Days by Student

- Mass Change All Day Code
    - An All Day Code must exist in order to use
    - Changes All Day code to selected Absence Code
    - Date Range available – Attendance Month
    - Use for updating Unverified Absences
    - Preview/Summary Report available

Independent Study
- Create Independent Study Credit/No Credit Codes
- Always a "Verified Not Absent" Absence
- Use Program Code "I" (STU.SP) to Group in Monthly Attendance Report
- Update Leave/Enter Date in Attendance Enrollment with Update Attendance Button and using 440 Reason Code
- Use Attendance Management to Reconcile

Attendance Reports
- Class Roster – Can Add STU Fields
- New Report – Average Daily Attendance Summary
- See Freshdesk Attendance Reports Listing
- Attendance Reports
- **Daily Procedures at the School Level
- **Monthly Reconciliation Procedures at the School Level
- **Monthly Reconciliation Procedures at the District Level

Teacher Portal
- Same interface as School Office Personnel
- Attendance Portal Options and Permissions Determine View Rights
- Attendance Submission by Class or Photo