



Attendance Setup and Configurations

AeriesCon Spring 2024: Session 350

Attendance Dashboard

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

Annual Startup Tasks

- Confirm School Options
 - Update Principal information
 - Signature Upload
 - District Logo
- School Settings: Populate All Day Attendance Code Automatically
 - Must be activated by an Aeries Admin with access to School Settings
 - Used for Period Attendance
 - If every period has the same attendance code, automatically populates the All Day code with the attendance code in the periods
 - Only updates Absence Codes - *Not Verified not Absent Codes*
- Calendar
 - Calendar Tracks can be used for Staggered School Start Dates
 - Push and Pull Setup Tables (DAY)
 - Print for Reference
- Terms
 - Identifies Grading Terms
 - Push and Pull Setup Tables (TRM)
- Absence Codes
 - District Approved
 - Color Code Absence Codes
 - Map Independent Study Codes
 - Print for Reference
 - Push and Pull Setup Tables (ABS)
- Portal Options
 - Review and update options
 - Configuration of Teacher options for Attendance submission
 - Lunch Count option - Elementary schools only (permissions required)
 - Attendance times for submission
- Attendance Notes
 - Update Attendance Notes Codes
- Attendance History Configurations
 - Nightly Process to Update Attendance Data
 - Longitudinal Attendance Data
 - CALPADS STAS Reporting
- Student Programs (STU.SP)
 - Determines Grouping on Attendance Reports
 - Mapped for CALPADS

- Bell Schedule
 - The “**here**” indicator on the Classes page is determined by assigned Bell Schedule
 - In Teacher Portal, class attendance displays by assigned Bell Schedule
 - In a positive attendance school, Bell Schedule determines instructional minutes
 - Aeries Classic
 - Add/Update Default Bell Schedule on School Options
 - Add additional Bell Schedule Definitions (BSD.TY)
 - Assign any non-default Bell Schedules to Calendar
 - Flex Schools
 - Add additional Bell Schedule Definitions (BSD.TY)
 - Add/Update Bell School on School Flex Periods
 - Assign any non-default Bell Schedules to Calendar
- Scheduled Days for Classes/Attendance
 - Aeries Classic - Block Schedule Calendar
 - Determines which periods meet on each day
 - Use Repeat Buttons to populate
 - Flex Schools - Class Calendars
 - Replaces the Block Schedule Calendar
 - Determines days of the week when classes meet

Initialize Attendance

- Performed only once, as close to first day of school
- Use page to review and validate enrollment before initializing
- Can be run at the district level for all schools
- Establishes Enrollment Records (Attendance Enrollment) as of the first day of school
- Establishes Class Attendance Records (Course Attendance) for Period Attendance/Flex Schools using the Calendar (DAY) and Term (TRM) dates
- Alt Ed Scheduling - at least one student must be scheduled to initialize the Course Attendance Records (CAR)

No Show Setup

- No Show Setup Form
- Status Code Colors