



# Reconciling Period Attendance

AeriesCon Spring 2024: Session 371

---

## 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
- Red Flag 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
  - Fill periods options
- Updating Absences by Student
- Updating Absences for Multiple Days by Student
- Mass Change Period Absences
  - Use this process to change an Unverified or Blank Code to a specific Code
  - Change absences based on section number or KEEP statement
  - Date range is available
  - Includes Attendance Note option

- Mass Change All Day Code
  - Use this process to change an All Day code to selected Code based on a designated number of Period Absences
  - Date Range available - Attendance Month
  - Use for updating Unverified Absences
  - Preview/Summary Report available
- Mass Change Attendance Codes
  - Use this process to change a specific code Period code to another Code
  - Will populate an All Day Code if none is entered
  - Will update Period Absences based on code value
  - Date range is available for change
  - Changes Unverified absences to “Unexcused”
  - Filters by day, numbers of periods or grade level
  - View Detail Report
  - View Summary Report
- School Setting: Populate All Day Attendance Code Automatically
  - Must be activated by an Aeries Admin with access to School Settings
  - Applies if the All Day code **has not** been populated
  - If the All Day code has been populated, the process will not override the value
  - If every period has the same attendance code, automatically populates the All Day code with the attendance code in the periods
  - Only works for “Absent” codes and will not work for “Verified Not Absent” codes

## 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 for 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