This three-hour training will provide procedures and best practices for the use and application of Period Attendance in Aeries® SIS, including daily processes and end of month reporting. This training will include student-specific pages related to Attendance management, as well as tools such as the Attendance Process Dashboard, Attendance Management Dashboard, No Show Manager, Teacher Portal Attendance Interface, and a review of key reports related to Period Attendance reconciliation. It is recommended that Attendance Setup and Configuration training is included with Period Attendance Management training.

**A – Overview of Aeries**

* Expanding/collapsing nodes and branches
* Searching for students
* Filter for Pages/Reports
* Favorites – customize frequently accessed Pages/Reports
* Highlight State Reporting Fields
* Attendance information located on:
	+ Home page
	+ Attendance Dashboard
	+ Profile page
	+ YTD Attendance Totals
	+ Attendance page
		- Red Flag - initial and date entries
		- **Attendance Process Dashboard**
			* Order of operations
			* Hyperlinks to Pages and Reports

**B – Verify/Review School Options**

**(Attendance Process Dashboard A8)**

**Node: School Info | School Options**

* **School Options** – defines key configurations in database
	+ Att Type – Period
	+ Att Reporting – Negative

**C – Verify/Update Teachers**

**Node: School Info | Teachers**

* Add/update Teacher table for the school year
* Confirm Electronic Tag

**D – No Show Code (A9, C2)**

**Node: School Info | Configurations | No Show Setup**

* **No Show Code** populates *Summer Withdrawal Reason* on **Demographics/ Tab 2**
* **No Show Setup** configured each year to reflect last day of school from prior year
* Using No Show Code deletes all attendance and scheduling/course information
* Recommended practices:
	+ Disable the No Show Code after a few weeks to avoid accidental loss of attendance data
	+ District should determine who will manage the **No Show Setup**
* Use the **No Show Guidelines Chart** as a resource for reporting No Show students
* **No Show Manager**
	+ Displays potential No Show students
	+ Allows for mass entry of No Show Code

**E – Attendance Notes**

**Node: Student Data | Attendance**

* Replaces paper log
	+ If still using a paper log, obtain approval from auditor
* ADA Makeup code
	+ Updates attendance accounting to garner ADA
	+ Absence Code does not change
* Attendance Notes Report available

**F – Attendance Enrollment**

**Node: Student Data | Attendance Enrollment**

* Student Enter/Leave information including Grade Level, Student Program, Teacher, Inter/Intra Transfer changes
* 440 Reason Code used by Aeries for students with Grade Level, Student Program, Teacher, Inter/Intra Transfer changes
* Course Attendance Records (CAR) dates must align

**G – Entering/Updating Attendance (C)**

* Multiple options for attendance reconciliation

**Node: Attendance Accounting | Attendance** **Management (C1)**

* **Verification Tab**
	+ One page that provides access to all needed fields for monitoring attendance
* **Mass Add Tab**
	+ Mass Input Codes/Tardy Sweep
	+ Will not override an attendance code previously inputted

**Node: Student Data | Attendance (C4)**

* Update attendance by student
	+ Update student for multiple days using Update ATT Data button

**Node: Attendance Accounting | Mass Change Period Absences (C7)**

* Same options as Attendance Management/Mass Add Tab

**Node: Attendance Accounting | Mass Change Attendance Codes (C6)**

* Mass changes All Day code or period codes based on a specific criterion
	+ Populates All Day code if none is entered
	+ Populates period absences based on code value
	+ Changes *Unverified* absences to *Unexcused*
	+ Date Range and Filter Options available
	+ Preview/Summary Report available

**Node: Attendance Accounting | Mass Change All Day Code (C5)**

* Mass changes All Day code to a selected code
	+ Use for updating unverified absences
	+ Date Range available – Attendance Month
	+ Preview/Summary Report available

**Node: Attendance Accounting | Classroom Attendance (C3)**

* Office access for entering attendance by teacher
	+ Attendance entry for substitute teachers

**H – Reconciling Attendance**

* Monitoring Daily Attendance
	+ Refer to daily attendance best practices documentation for a checklist of procedures
* Reconciling Monthly Attendance
	+ Refer to monthly reconciliation best practices documentation for a checklist of procedures
* District Level Reconciliation for Attendance
	+ Refer to district level best practices documentation for a checklist of procedures

**I – Attendance Reports and Resources**

* **Attendance Reports Listing** documentation
* **Attendance Reports**
	+ Class Roster – can add up to three STU fields

**J – Teacher Portal**

* Teachers have the same interface as school office personnel
* **Attendance Portal Options** and **Security** determine view
* Two options for submitting attendance
	+ By Class
	+ By Photo/Seating Chart