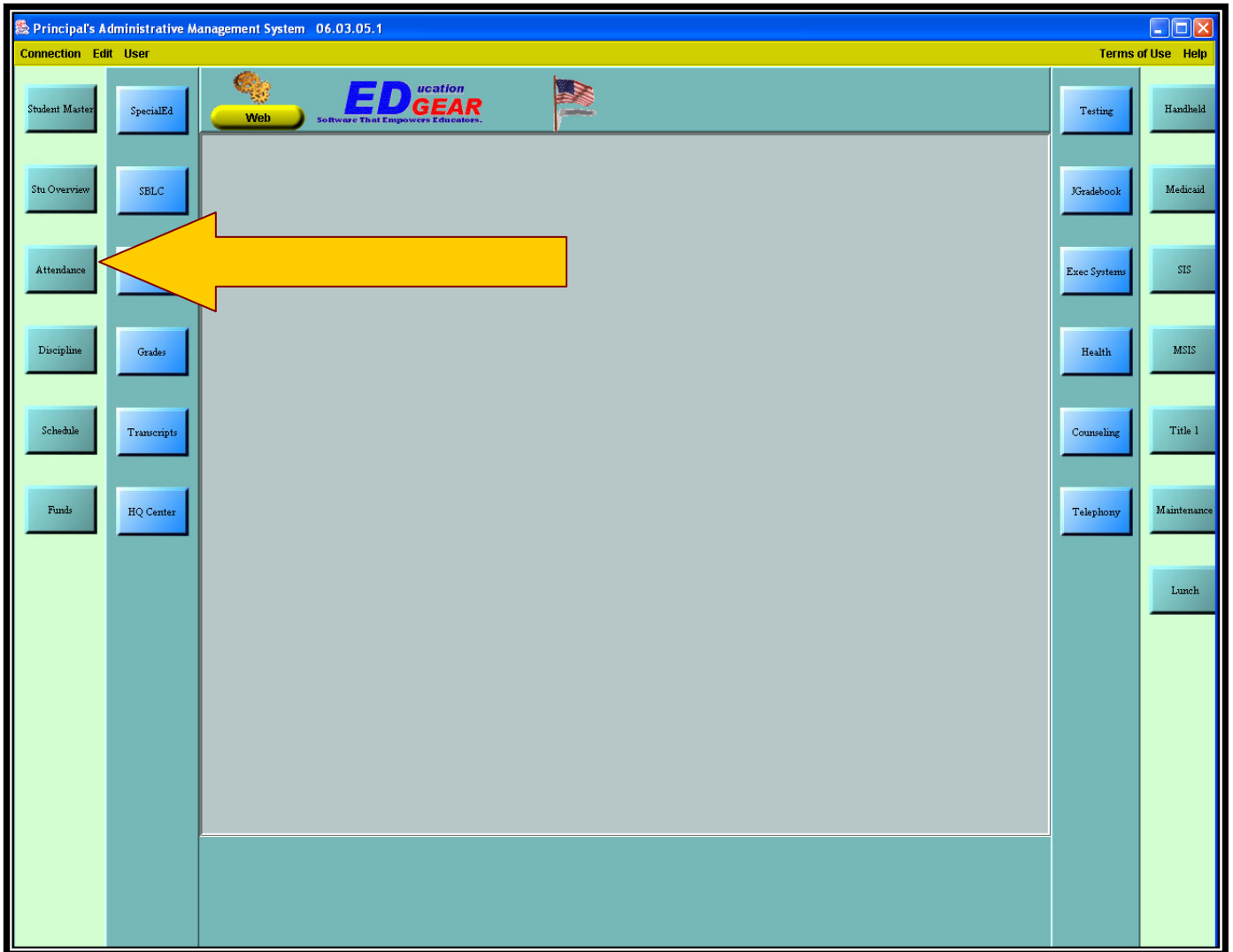


# Attendance



To get to the Attendance area  
double-click on the  
Attendance button.

Principal's Administrative Management System 06.03.05.1

Connection Edit User Terms of Use Help

Student Master

Stu Overview

Attendance

Discipline

Schedule

Funds

SpecialEd

SBLC

Staff

Grades

Transcripts

HQ Center

NO	RUN	HELP	PROGRAM NAME	LAST RUN	USER	VERS	PROGRAM DESCRIPTION
01		HELP	ATDASHBOARDCHOICE OVE...	06/04/2005 08:02:14	TSENECA	1003021510	Current Program: Contains all atdashboardchoice pro
02	RUN	HELP	Post Attendance	11/29/2001 12:44:54	LL	1.01126	Posting Attendance
03	RUN	HELP	EOD Absentee Notice	11/29/2001 12:44:54	LL	1.01126	09 Posting Attendance
04	RUN	HELP	Daily Absentee List	11/29/2001 12:44:54	LL	1.01126	10 Posting Attendance
05	RUN	HELP	Excessive Abs by factor	11/29/2001 12:44:54	LL	1.01126	12 Posting Attendance
06	RUN	HELP	Suspension Attendance Aud	11/29/2001 12:44:54	LL	1.01126	13 Posting Attendance
07	RUN	HELP	Period Attendance Report	11/29/2001 12:44:54	LL	1.01126	14 Posting Attendance
08	RUN	HELP	Perfect Attendance Aud	11/29/2001 12:44:54	LL	1.01126	20 Posting Attendance
09	RUN	HELP	Late Arrive/Early Depart	11/29/2001 12:44:54	LL	1.01126	23 Posting Attendance
10	RUN	HELP	Attendance Log-clis/hrrm	11/29/2001 12:44:54	GEG	1.01126	29 Posting Attendance
11	RUN	HELP	Tardy Analysis	11/29/2001 12:44:54	LL	1.01126	31 Posting Attendance
12	RUN	HELP	DOE aytd keyword update	11/29/2001 12:44:54	LL	1.01126	33 Posting Attendance
13	RUN	HELP	Excuse listing	10/15/2002 07:00	LAH	1.01126	34 Posted excuse listing
14	RUN	HELP	Monthly Attendance Report	11/21/2002 13:00	MLM	11.21.02.1	Monthly Attendance Report
15	RUN	HELP	Suspension Attendance Aud All	12/05/2002 13:00	lah	01.21.05	audit OSS/SS vs attendance
16	RUN	HELP	Attendance Duplication Audit	12/07/02 13:00	LAH	12.07.02.1	audit dup attendance records
17	RUN	HELP	School Absences Grid	03/25/03 13:00	LAH	03.25.03.1	tea and school abs grid
18	RUN	HELP	Atnd Parent Letters	08/31/03 13:00	LAH	03.25.03.1	Parent Letters
19	RUN	HELP	Beauregard Atnd CSV				regardCSV
20	RUN	HELP	AYTD List Homeroom/g				LIST
21	RUN	HELP	Atnd Homeroom Week				ing Attendance
22	RUN	HELP	Truancy RS17-233				Week
23	RUN	HELP	Daily Attendance with E				tend
24	RUN	HELP	RollCall Verification				allVerify
25	RUN	HELP	Bell Schedule Maintena				chedule Maintenance
26	RUN	HELP	Attendance By Course And FIS...	10/07/2002 04:20:00	AL	12.20.02	ABVFPD3
27	RUN	HELP	Mississippi Absentee Report	10/27/2004 12:00:00	AR	10.27.04	atMississippiAbsenteeReport
28	RUN	HELP	Average Daily Attendance Detail	1:14 PM 2/25/2005	TA	02.25.05	atAvgDailyAtndDetail

Testing

JGradebook

Exec Systems

Health

Counseling

Telephony

Handheld

Medicaid

SIS

MSIS

Title 1

Maintenance

Lunch

Please Confirm

Do you wish to use the new Attendance Command Center?  
If not, click 'NO' to load the Attendance Standard Dashboard.

Yes No

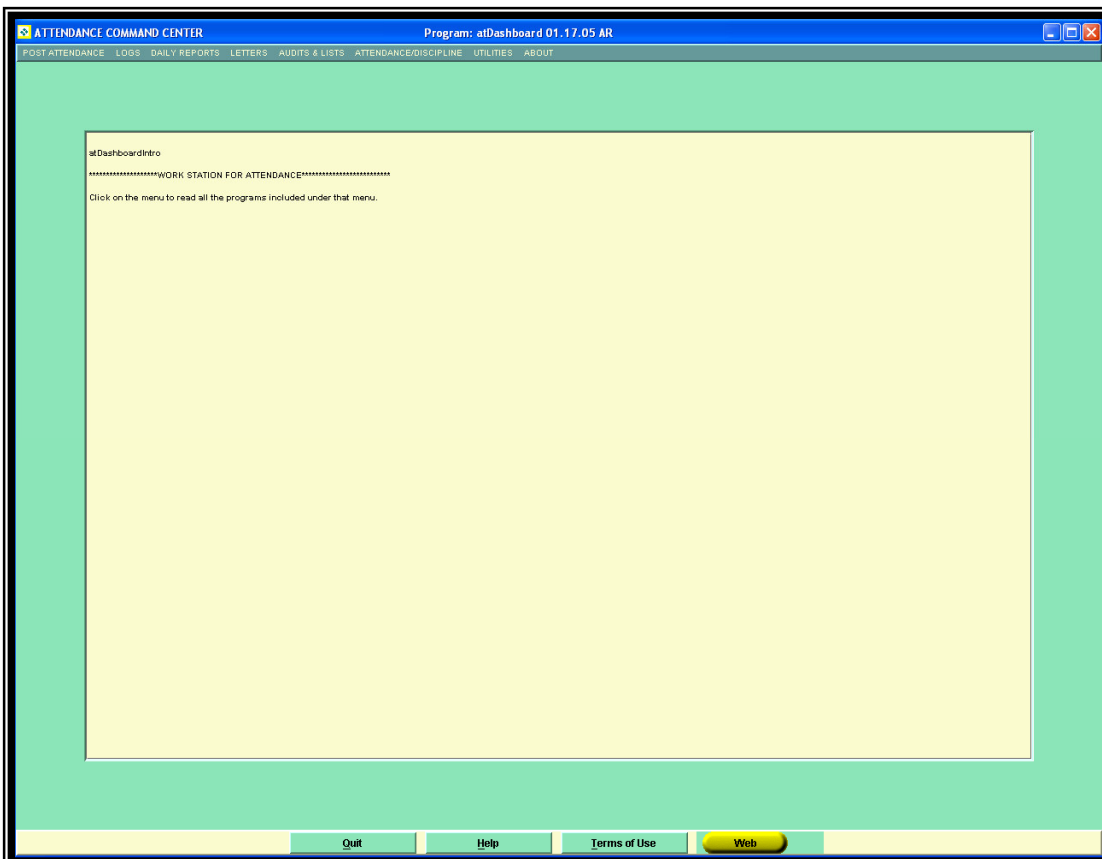
You can access ALL attendance information two ways:

1. By the Attendance Command Center or
2. The Attendance Standard Dashboard.

When you click **NO** you will use the Standard Attendance Dashboard. (See Below)

NO	RUN	HELP	PROGRAM NAME	LAST RUN	USER	VERS	PROGRAM DESCRIPTION
01		HELP	ATDASHBOARDCHOICE OVE...	06/04/2005 08:02:14	TSENECA	1003021510	Current Program: Contains all atdashboardchoice pro
02	RUN	HELP	Post Attendance	11/29/2001 12:44:54	LL	1.01126	Posting Attendance
03	RUN	HELP	EOD Absentee Notice	11/29/2001 12:44:54	LL	1.01126	09 Posting Attendance
04	RUN	HELP	Daily Absentee List	11/29/2001 12:44:54	LL	1.01126	10 Posting Attendance
05	RUN	HELP	Excessive Abs by factor	11/29/2001 12:44:54	LL	1.01126	12 Posting Attendance
06	RUN	HELP	Suspension Attendance Aud	11/29/2001 12:44:54	LL	1.01126	13 Posting Attendance
07	RUN	HELP	Period Attendance Report	11/29/2001 12:44:54	LL	1.01126	14 Posting Attendance
08	RUN	HELP	Perfect Attendance Aud	11/29/2001 12:44:54	LL	1.01126	20 Posting Attendance
09	RUN	HELP	Late Arrive/Early Depart	11/29/2001 12:44:54	LL	1.01126	23 Posting Attendance
10	RUN	HELP	Attendance Log-clis/hmmr	11/29/2001 12:44:54	GEG	1.01126	29 Posting Attendance
11	RUN	HELP	Tardy Analysis	11/29/2001 12:44:54	LL	1.01126	31 Posting Attendance
12	RUN	HELP	DOE aytd keyword update	11/29/2001 12:44:54	LL	1.01126	33 Posting Attendance
13	RUN	HELP	Excuse listing	10/15/2002 07:00	LAH	1.01126	34 Posted excuse listing
14	RUN	HELP	Monthly Attendance Report	11/21/2002 13:00	MLM	11.21.02.1	Monthly Attendance Report
15	RUN	HELP	Suspension Attendance Aud All	12/05/2002 13:00	lah	01.21.05	audit OSS/ISS vs attendance
16	RUN	HELP	Attendance Duplication Audit	12/07/02 13:00	LAH	12.07.02.1	audit dup attendance records
17	RUN	HELP	School Absences Grid	03/25/03 13:00	LAH	03.25.03.1	tea and school abs grid
18	RUN	HELP	Atnd Parent Letters	08/31/03 13:00	LAH	03.25.03.1	Parent Letters
19	RUN	HELP	Beauregard Atnd CSV	09/25/2003 18:00:00	AC	09.19.03	atBeauregardCSV
20	RUN	HELP	AYTD List Homeroom/grade	09/30/03 10:00	LAH	09/30/03	atAYTDLIST
21	RUN	HELP	Atnd Homeroom Week Log	11/29/2001 12:44:54	AC	1.01126	29 Posting Attendance
22	RUN	HELP	Truancy RS17-233	12/09/2003 12:00:00	KLS	12.09.03	atFourWeek
23	RUN	HELP	Daily Attendance with Email	03/24/2004 12:00:00	AR	03.24.04	atDayAttend
24	RUN	HELP	RollCall Verification	07/20/2004 12:00:00	AR	07.20.04	atRollCallVerify
25	RUN	HELP	Bell Schedule Maintenance	10/07/2002 04:20:00	AC	12.20.02	Bell Schedule Maintenance
26	RUN	HELP	Attendance By Course And His...	10/07/2002 04:20:00	AC	12.20.02	AtByPD3
27	RUN	HELP	Mississippi Absentee Report	10/27/2004 12:00:00	AR	10.27.04	atMissisipiAbsenteeReport
28	RUN	HELP	Average Daily Attendance Detail	1:14 PM 2/25/2005	TA	02.25.05	atAvgDailyAtndDetail

When you click **YES** you will use the Attendance Command Center. (See Below)



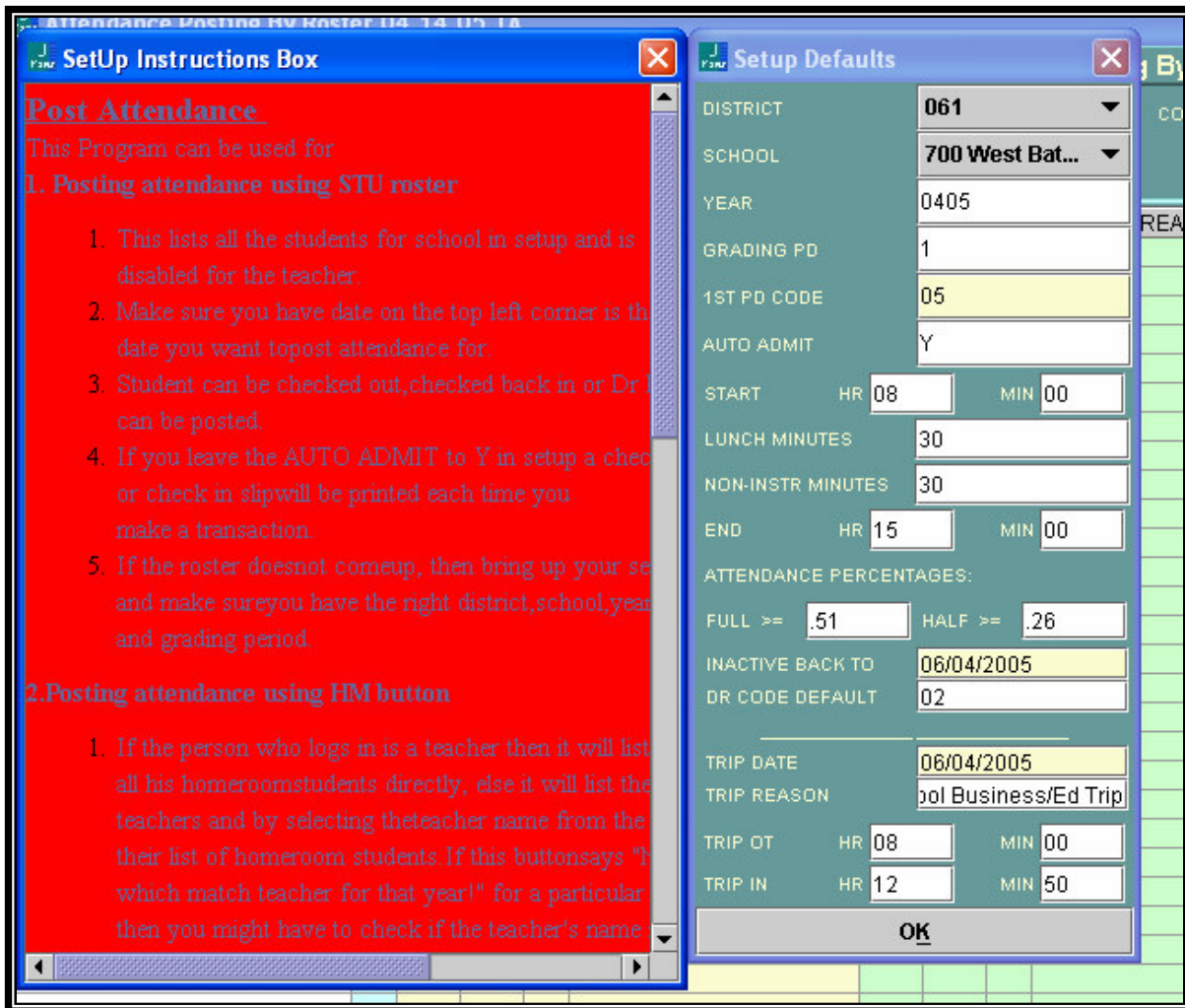
# To Post Daily Attendance:

NO	RUN	HELP	PROGRAM NAME
01		HELP	ATDASHBOARDCHOICE OVE...
02	RUN	HELP	Post Attendance
03	RUN	HELP	EOD Absentee Notice
04	RUN	HELP	Daily Absentee List
05	RUN	HELP	Excessive Abs by factor
06	RUN	HELP	Suspension Attendance Aud
07	RUN	HELP	Period Attendance Report
08	RUN	HELP	Perfect Attendance Aud
09	RUN	HELP	Late Arrive/Early Depart
10	RUN	HELP	Attendance Log-clis/hmrm
11	RUN	HELP	Tardy Analysis
12	RUN	HELP	DOE aytd keyword update
13	RUN	HELP	Excuse listing
14	RUN	HELP	Monthly Attendance Report
15	RUN	HELP	Suspension Attendance Aud All
16	RUN	HELP	Attendance Duplication Audit
17	RUN	HELP	School Absences Grid
18	RUN	HELP	Atnd Parent Letters
19	RUN	HELP	Beauregard Atnd CSV
20	RUN	HELP	AYTD List Homeroom/grade
21	RUN	HELP	Atnd Homeroom Week Log
22	RUN	HELP	Truancy RS17-233
23	RUN	HELP	Daily Attendance with Email

On the Attendance Dashboard:  
Click on the RUN by 02 Post Attendance

ATTENDANCE COMMAND CENTER		Program: atDashboard 01.17.05					
POST ATTENDANCE	LOGS	DAILY REPORTS	LETTERS	AUDITS & LISTS	ATTENDANCE/DISCIPLINE	UTILITIES	ABOUT
Post Attendance							

In the Attendance Command Center  
Click on Post Attendance



You will first need to fix the SETUP defaults for your computer.

NOTE: Every time you go to another computer you will have to set it up again....

## Setup Defaults:

DISTRICT	061
SCHOOL	700 West Bat...
YEAR	0405
GRADING PD	1
1ST PD CODE	05
AUTO ADMIT	Y
START	HR 08 MIN 00
LUNCH MINUTES	30
NON-INSTR MINUTES	30
END	HR 15 MIN 00
ATTENDANCE PERCENTAGES:	
FULL >=	.51
HALF >=	.26
INACTIVE BACK TO	06/04/2005
DR CODE DEFAULT	02
TRIP DATE	
06/04/2005	
TRIP REASON	
ool Business/Ed Trip	
TRIP OT	HR 08 MIN 00
TRIP IN	HR 12 MIN 50
OK	

Make sure that the **district** is 061.

Change the **School** to your school.

Make sure the **grading period** is correct.

The **1<sup>st</sup> PD Code** defaults to 05 (If a child is put in absent at 1<sup>st</sup> period it marks them absent all day.)

**Auto Admit:** If marked with a Y it will print out an admit slip for late check-ins. If you change this to N then there will be no printout for check-ins.

**Note: Make sure to change the start and end times to reflect your changes for this school year.**

Lunch Minutes: Total time for lunch

Non-Instr Minutes: Total amount of time for recess, locker time, etc. for the entire day.

The Attendance Percentages are set by the state and **CAN NOT** be changed.

**All time should be entered in MILITARY TIME.**



CLR	QUIT	PRTADM	RPTS	STU	HM	CLS	SETUP	HELP
-----	------	--------	------	-----	----	-----	-------	------

To begin posting Attendance use of the following methods:

Click:

**STU** To obtain a Student Roster or list of students

**HM** To obtain a list of students by Homeroom Teacher

**CLS** To obtain a list of students via a Master Schedule

Attendance Posting By Roster

STAFF:

COURSE:

DATE: 06/04/2005

GR PD:  CLS PD:  ROOM:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

STUDENT	1ST	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	GD	SID
ALBAREZ, BLAIR MARY VIRGIE												06 8110290
ALBERT, DUSTIN PAUL												06 3040024
ALLEMAN, DEVIN CLAY												06 8110332
ALLEN, CHANTRECIA												07 4020038
ALLEN, DEXTER DEE												06 8110129
ANDRE, BENJAMIN HUNTER												06 8110139
ANDRIES, LONDON												07 5020011
ARMSTRONG, BRITTANY NICOLE												08 8110180
ARMSTRONG, LAUREN ASHLEY												06 8110278
ASKINS, JAMEL JERMAINE												08 8110296
ASKINS, KAYLA ALICY												06 8110146
BABIN, KAITLYN MARIE												08 8110360
BADÉAUX, CHASE JOSEPH												06 8110274
BADÉAUX, JOSHUA JOSEPH												07 8110016
BALTAZAR, REGINALD JULIUS												06 5020006
BARRETO, NORMA MARIE												08 4020049
BATISTE, JAMES JOHN												08 8060345
BATISTE, JASMINE CHERALL												08 8110033
BEGUE, MEGAN ELIZABETH												07 8110309
BEHRNES, SPENCER MICHAEL												07 8110378
BELLO, DYLAN												07 5020008
BENNETT, BRANDON DAVID												07 5029995
BERGER, BREANN MARIE												07 4020001
BERTHELOT, HALIE MARIE												06 8110203
BIZETTE, IAN MICHAEL												08 8110019
BLANCHARD, SLADE PATRICK												07 8110312
BLANK, FALLON ANN												06 8110337
BLINK, JAMEE BREANNE												08 8110012
BOLDS, TABITHA RENEE												06 3060024
BONAVENTURE, TYLER JAMES												07 5029985
BOSWELL, KAYLA KRISTEN												07 0115084
BOURG, BLAKE NICHOLAS												07 4020002
BOURGEOIS, KODY THOMAS												07 5029998
BROUSSARD, TAYLOR NICOLE												07 8110314
BROWN, JASON DWAYNE												08 8110347
BROWN, NOLAN RICARDO												06 8110097
BRUNO, GABRIELLE LEIGH												07 8110147
BUTLER, DEMEISHA ARCOLA												08 8110234
BUTLER, GEON ENORRIS												07 8110042
BUTLER, SHANISE DEON												08 8110174
BYNUM, JASMINE DAISY												08 8060268
BYNUM, MALQUINCIA ANTOINETT												06 8110214
BYNUM, NIJIAH PEARL												07 8110264
CALDWELL, LILLIONA C												07 4020006
CALLICOATTE, GEORGE CHRISTIAN												08 8110121
CANTRELLE, CHANDLER												07 1060021
CARLINE, O BRYANT ANTHONY												07 8110017
CARLINE, STEPHEN CODIE												07 9115024
CARNEY, DUSTON SHAYNE												07 2020042

Click on 1<sup>st</sup> to put  
in the absence.

**To Check In:**  
Click on IN  
Give Time  
Click on Reason  
will Popup

STUDENT	1ST	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	GD	SID
---------	-----	-----	-----	---	----------	----	-----	---	----------	----	----	-----

Click in the DR Column:

Brings up every absence for a student

Post Doctor's Excuses

Click DR

Find Date

DRCOD Column – Defaults to 02

Any other excuse – pick the one you want

### **To Delete:**

Click on the D red cell

Deletes excuse only not absences

### **To Check Out:**

Click on Out

Put in Reason

To **get a history** of Attendance:

Click on Student's Name

Then will get an attendance by day

To delete a record you would go here.



# Notes about Attendance:

**Suspensions** that are placed into the Discipline section will be posted in Attendance at night. If this is not happening then we need to call Shreveport and find out why this program is not running.

Attendance Posting By Roster																		
STAFF	COUNTS																	
DATE: 06/04/2005	GR PD	CLS PD	ROOM															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
STUDENT	1ST	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	OO	SD						
ALBARR, ELAN MARY KRIGE										06	8110230							
ALEERT, JUSTIN PAUL										06	3030024							
ALLEMAN, DEVIN CLAY										06	8110232							
ALLER, CHARITRECA										07	4020030							
ALLER, DESTER GEE										06	8110130							
AMDEG, BENJAMIN HUNTER										06	8110139							
ANDRIES, LINDON										07	5020011							
ARMSTRONG, BRITTANY NICOLE										06	8110180							
ARMSTRONG, LAUSEN ASHLEY										06	8110270							
ASHINS, JAMEL AERNAIME										06	8110236							
ASHINS, HAYLA ALJCY										06	8110186							
ASHER, KATHY MARIE										06	8110260							
BADEAUX, CHASE JOSEPH										06	8110274							
BADEAUX, JOSHUA JOSEPH										07	8110016							
BALFORD, RICHARD JULIUS										06	5020096							
BARRETO, ROSNA MARIE										06	4020049							
BATISTE, JAMES JOHN										06	8000345							
BATISTE, JASMINE CHERALL										06	8110033							
BEAULIEU, MEGAN ELIZABETH										07	8110209							
BEHRENS, SPENCER MICHAEL										07	8110370							
BELLO, D'YLAN										07	5020003							
BENNETT, BRANDON DAVID										07	5020095							
BENDER, BREAHH MARIE										07	4020001							
BERTHELOT, HALE MARIE										06	8110203							
BISETTE, IAN MICHAEL										06	8110019							
BLANCHARD, SLADE PATRICK										07	8110212							
BLANK, FALLON ANN										06	8110327							
BLNY, JAMIE BREAHE										07	8110012							
BOLLO, TAYNA RENEE										07	8110214							
BONAVENTURE, TYLER JAMES										07	8110214							
BOSWELL, HAYLA KRISTEN										06	8110234							
BOYD, BLAKE NICHOLAS										07	8110042							
BOYDREDS, HIDEY THOMAS										06	8110174							
BROUSSARD, TAYLOR NICOLE										06	8000205							
BROWN, JASON DWAYNE										06	8110214							
BROWN, NOLAN RICARDO										07	8110264							
BRUNO, QUESHELLE LEIGH										06	8110214							
BUTLER, DEMEISHA ARCOLA										06	8110234							
BUTLER, DEON ENORIS										07	8110042							
BUTLER, SHARON DEON										06	8110174							
BYNUM, JASMINE DAISY										06	8000205							
BYNUM, MALQUENCIA ANTOINETT										06	8110214							
BYNUM, MIAMI PEARL										07	8110264							
CALDWELL, LILLIANA C										07	4020096							
CALICOATE, GEORGE CHRISTIAN										06	8110121							
CANTRELL, SHANDLEY										07	9000211							
CARLINE, C BRUNANT ANTHONY										07	8110017							
CARLINE, STEPHEN CODIE										07	8110024							

**DO NOT** put excuses into the **YELLOW** cells- this will cause the student to be **CHECKED OUT**.



ATTENDANCE COMMAND CENTER
Program: atDashboard 01.

[POST ATTENDANCE](#) | [LOGS](#) | [DAILY REPORTS](#) | [LETTERS](#) | [AUDITS & LISTS](#) | [ATTENDANCE/DISCIPLINE](#) | [UTILITIES](#) | [ABOUT](#)

**Attendance Log-clis/hmrm**

**Attnd Homeroom Week Log**

Under the Attendance Command Center you can print out a Homeroom Week Log that has a ledger like grid.