Attendance Management

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*Note: This document begins with a suggested workflow for attendance procedures from the classroom and office levels. The remainder of the document details specific functionality and reports available for attendance in MyEducation BC.

1. Attendance Workflow

a. In the Classroom:

The teacher takes attendance in the morning by clicking an A for Absent and entering in any known details if the student is excused and a reason. The teacher may also enter an L for Late, edit the Time In and select excused and a reason if applicable. The teacher will then click Post.

The Class attendance taken by the teacher automatically updates the Daily Attendance field.

Once the teacher has posted their attendance, any changes throughout the day are to be made at the office. Teachers have access to edit the class attendance, however these changes will not update Daily Attendance record, therefore teachers have been instructed not to edit a class attendance record after posting or to enter a Class attendance record if a Daily record already exists for the student. The result could be discrepancies between the Daily and Class attendance records for students which could cause issues for reporting. If a student shows up late for class after the teacher has posted attendance, the student will need to go to the office to check in or the teacher will have to communicate the update with the office.

Teachers cannot enter a multiday absence, a group absence (Field trip) or a portion of the day absence. These will have to be entered by the office.

![Teacher Attendance After Posting](image)

*Figure 1: Teacher Attendance after posting*
b. From the Office:

All attendance records created by teachers will appear in the Attendance Top Tab>Daily Office Side Tab.

Figure 2 Daily Office Side Tab

As teachers are entering and posting attendance the office staff are inputting Daily Attendance records into the system based on phone calls and emails using the Daily Office side tab or the Daily Roster side tab.

Daily Office Side Tab: (For details on the Daily Office side tab see page 8 of this user guide)

The Daily Office side tab allows multiple date entry (page 9/10 of this user guide) and entry of absence records by groups such as a course section, selection or snapshot (page 9/10 of this user guide).

If a student has not already been marked absent by a teacher, enter the last name in the Name/ID field and enter the details of the absence into the pop up window for all students that you have received confirmation of an absence from a parent or guardian.

All absence entries made at the office will appear on the list from the Daily Office Side Tab. This is where the school user will edit any attendance records entered by teachers that require updating.

Figure 3 Edit daily attendance records
Editing a Record: Unexcused to Excused

If a student has been marked absent by a teacher who did not know it was excused and the office receives confirmation from a parent/guardian that the student is ill, the office will click the blue hyperlink (Student’s Name) and edit the absence to include *Excused?* and a reason.

Click the *Daily Office* side tab to return to the full list.

Editing a Record: Absent to Late

If a student who has been marked absent by a teacher then shows up late, the office staff can click the *L* button next to the absence record from the *Daily Office* side tab.

*Figure 5 Click the L button to change an absence to a late.*
From the pop up window deselect "Absent?" and select "Late?", adjust the "Time In" if necessary, select "Excused?" and enter a reason if applicable, click "Save."

![Image of attendance window](https://example.com/attendance.png)

**Figure 6 Editing a record: Changing Absent to Late**

**Editing a Record: Portion of a Day**

If the office receives notification of a student arriving or leaving part way through the day a *Portion of the Day* absence must be entered that includes an arrival or departure time. *Please see the information on portion of the day absences on page 10 of this user guide.*

**Editing a Record: Authorized School Field Trip**

For those students who are absent due to district-sanctioned functions (ex. science fairs, work experience, athletic, arts, careers and trades events), please ensure the following:

1. Teaching staff and counselors are informed that they need to advise the office that this student is out of the building attending this unique event.
2. Office staff enter this into the system using the authorized code. *(Teachers do not have the ability to select the Authorize code)*

Go to the *Daily Office side tab*

For a group of students click on the Multi-Add button and choose from Section, Homeroom, Query, Snapshot, or Selection. *For more information on the Multi-Add functionality see page 9/10 of this user guide.*

- Deselect "Absent?"
- Select "Auth" from the Other Codes drop down window
- Enter a reason such as School Authorized, Team Activity, or Field Trip
The above procedure will allow the school to know which students are not on school property while ensuring that the authorized absence from the school property does not factor into attendance history totals for reporting.

**Daily Roster Side Tab**

Office staff may prefer to enter attendance records according to a class roster. The daily roster side tab allows the office staff to select a class and input daily attendance records for students in that class. The functionality is similar to what a teacher sees except the teacher cannot select a portion of the day absence.

Office staff cannot enter multiday absences or absences for groups from the Daily Roster Side Tab. The daily attendance record may be edited from this window by clicking on the blue edit hyperlink next to the student record you wish to edit.

*For details on the Daily Roster side tab see page 14 of this user guide.*
c. Pushing out Daily Attendance to Class Attendance using the Class Office Side Tab

Once teachers have posted Class attendance, and the office has entered their Daily attendance records based on phone calls and emails and the office has updated the Daily attendance records that were populated from teacher Class attendance entries, it is important to ensure that the daily and class attendance records are equal. This is the process of pushing out the daily attendance record to class attendance from the Class Office side tab.

From the **Class Office Side Tab** select the **Attendance Activity Filter**.

<table>
<thead>
<tr>
<th>Daily Code</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-E (10:30 AM) [Parent Excused]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Parent Excused]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Vacation]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Parent Excused]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Parent Excused]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Vacation]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Vacation]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>L-E (10:30 AM) [Medical Appointment]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Parent Excused]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Parent Excused]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Illness]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Illness]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Illness]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E (11:00 AM) [Parent Excused]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>L-E (10:15 AM) [Medical Appointment]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Parent Excused]</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td>A-E [Illness]</td>
<td>&gt;&gt;</td>
</tr>
</tbody>
</table>

The daily code column and the class column must be the same. Click the double arrows in the Daily code to push out the daily attendance record to the class attendance field.

We can see 3 examples where students are unaccounted for from the office: A

In the example above we can see several examples of class attendance records entered by teachers who did not have the information that the student was excused from class that day. There is an A-E(Reason) in the Daily code field, but there is only an A in the class attendance field.

There are two examples of a situation where the teacher has marked the student A, but the daily attendance record indicates an L-E (Time) (Reason).

There are also 3 examples where there is a daily record, but no class record exists. This is because the teacher followed the instructions and did not enter a class attendance record because a daily record was showing on their class attendance page. (or the teacher did not do their attendance that day. Run a **Post Verification report** (see page30 of this user guide) to ensure all teachers have posted)

In order to balance the daily attendance and class attendance records to ensure both class and daily attendance reporting is correct and to ensure that administrators may track at-risk students accurately,
the office must push out the daily records to class attendance for each student that shows an inconsistency.

Click the double arrows in the Daily code to push out the daily attendance record to the class attendance field. Each record must be pushed out one at a time.

*It is a known issue right now that any Late entries entered at the office will not push out to the class. In this case click on the A blue hyperlink in the Class attendance field and edit the record from the pop up window to reflect the change from A to L.

2. Attendance Top Tab

   a. Attendance Top Tab>Daily Office Side Tab

Enter last name/portion of last name or Student ID

Set desired Code from the drop down menu

Select Show Popup

Click Add

Or...

Set desired Code from the drop down menu

Select Show Popup

Click Add or Multi-Add
Select the student from the popup window
• Click **OK**

Clicking **Multi-Add** allows the user to add multiple attendance records at once.

Add attendance records by Section, Homeroom, Query, Snapshot or Selection.

Then...

Select skip to allow an individual absence to override this group record.

Confirm or select the date

Select Multiple Dates for entries spanning a date range.

Confirm the student name.

Confirm the student name.
- Select **Portion** of the day (see details below)
- Click appropriate check boxes including **Excused?** If there has been confirmation of the absence.
- Select **Reason** if applicable (Select from the pick list, or begin to type the reason and the system will autofill)
- Enter **Comment** as required
- Click **Save**

*Note: Select **Auth** from the **Other codes** drop down menu for school authorized absences do not select the **Absent?** or **Excused?** check box. No absence will be recorded on the student record.*

**b. Using the Portion of the Day drop down window.**

In order for the system to calculate a total number of absences over time, the portion of the day drop down menu must be used. This will allow multiple half day or quarter day absences to be calculated when determining the number of days absent in a report.

The “portion of the day” selection does not specify which portion of the day the student is missing, therefore in order to have an accurate record of the time the student is in attendance a **Departure or Arrival** must also be entered for the student.

Using the “D” button for a dismissal allows the user to enter a time, but it requires a “0.00” portion of the day value, which means the absence will not be calculated when running a total attendance history report.

**Attendance Top Tab>Daily Office Side Tab**

- Enter the last name of the absent student
- Set the code drop down window to “A” for absent
- Ensure the **Show Pop-Up** window is selected
- Click **Add**
- Confirm the name and date
- If the student is not considered late, but is absent for anything less than a full day select the Portion of the Day from the drop down window.
- Make the appropriate selection for Excused?
- Add information such as reason and comment
- Click Save

- The absence is now visible from the Daily Office side tab.
- To add a Departure or Arrival time, click the student name (blue hyperlink).

- Click the Add button under the Arrivals & Departures window
- From the pop up window select Arrival or Departure
- Enter the time
- Select Is excused? if applicable
- Click OK
The absence record now includes the portion of the day and the time in, allowing staff to know when the student is actually in attendance.

- Click the “P” button to reset the absence to “Present”
• The absence record will now appear in the teacher class view in the *Daily Attendance* field.

![Class Attendance screenshot](image)

c. **Recording a Late or Dismissal from the office**

![Attendance entry screenshot](image)

• Change the drop down code menu to *Late* or *Dismissal*
• Enter in the last name and click add or choose the name from the pick list
• Confirm or edit the autopopulated time
• Make appropriate selections such as *Excused*?
• Click *Save*

2. **Viewing, Adding, and Editing Individual Student Attendance Records**

• *Student Top Tab*
• Select a student record
• Select the *Attendance Side Tab*
• Use the filter to select *Current Year or All Records*
• A student absence can be added, deleted or edited at this location within a student record.
- Click **Options>Add**, or select the check box next to a record and click **Options>Delete**
- Click the blue date hyperlink to edit the absence record.

All students with an absence record will show an **Absence Alert** for the day the record is recorded:

**3. Taking Attendance from the office by Division (Class)**

**Attendance Top Tab>Daily Roster Side Tab**

- Select a Homeroom or Course Number by clicking on the blue hyperlink
- Confirm the date
- Click the applicable button A=Absent, L=Late, D=Dismissed, P=Present

*The “P” button will only be available after an attendance record has previously been posted.*

- Make the appropriate selections from the popup window
Click OK

Click Save

Click the blue edit hyperlink to edit the record

Use the Records Navigation tool to move forward and back through the list of classes

4. Daily Batch Side Tab

This side tab is designed to do batch entry of attendance records that share characteristics.

For example, to record a series of students who are all excused with an illness:

- Confirm the date
- Confirm the Is absent? check box is selected and the portion of the day is set to 1.0
• Select the **Is excused?** check box
• Type in or select the **Illness** reason
• Enter a student last name or pupil number
• Click **Add**

For the next student *who is also excused and ill* type in the last name or pupil number and click **Add**.

This may be useful for entering in a group of students who are appearing in the office late for the day.

Select the **Is Late?** check box enter in the student last name or pupil number and click Add. Enter in the next student last name etc.

Click the **Post** Button

Choose to skip or replace duplicate records and whether or not to clear the list after posting.

5. **Daily History Side Tab**

This side tab displays all Recent Attendance records (the “recent” value is created in school set-up daily attendance preferences) this example is set to the last 90 days.

Use the filter to view:

• All Records
• Current Month
• Current School Year
• Current Week

Click the blue hyperlink to view or edit a specific daily attendance record.

Sort by Student Name field to view all Daily Attendance records grouped by students.
6. Daily Summary Side Tab

Allows the user to view daily absence records for the entire school based on criteria set by the user such as date range and number of absences or lates.

- Click Change Filter...
- Enter a start and end date
- Choose one of the following operators:
  - Greater than or equal to
  - Equals
  - Greater than
  - Less than
  - Less than or equal to
- Type in a value for absences and combine the results with late or dismissal results if necessary.
Choose to select a reason if desired
Choose to Exclude excused if desired
Click OK

The result is a list of students who match the desired criteria.

*This process can be used to identify students with perfect attendance by entering in a 0 value for absences and an operator of Less than or equal to.
7. Class Office Side Tab

- Click on the three dots in the **Daily Code** field adjacent to the student name.
- Confirm the date
- Select the appropriate check boxes
- Select the **Portion Absent**
- Enter a **Reason** and **Comment** as necessary
- Click **Save**

*Arrivals and departures can be recorded from the popup window as well.*
To enter Class Office attendance by homeroom create a custom Field Set that includes Homeroom number and/or Teacher and sort the list by clicking at the top of the homeroom field.

Four filters available from the Class Office side tab:

1. All Records: A list of all active students in the school
2. Attendance Activity: Displays all students with any attendance activity that day
3. Truant List: Displays all students with a Class attendance record, but no Daily Attendance record (This will only occur after using the Multi-Add Class Attendance functionality explained below)
4. Attendance Discrepancy: Displays all students who have a Daily Attendance record, but no Class record exists.

*Office staff must push out the Daily Attendance to Class Attendance in order for the class attendance field to populate in the teacher attendance window.
Set the filter to *Attendance Activity* and click the double arrows for every attendance record that requires balancing (see page 7 in the Attendance Workflow section of this user guide for further details).

**Multi-Add Class Attendance**

This method could be helpful when recording an entire class or group away for an *Authorized* field trip, which does not apply to a student’s attendance record.

- **Class Office Side Tab**
- Options > *Multi-Add Attendance*
- Choose to enter attendance by Student ID’s, Snapshot, or YOG (Use this method for quick entry if homeroom snapshots have been created)
- For ID’s enter the ID numbers separated by a comma
- Confirm the date
- Select the period (1 is the only option)
- Choose the code and reason
- Select the *Overwrite existing* check box to have this record overwrite any existing attendance records.
- Click *Run*
8. Class Trends Side Tab

Select this side tab to view attendance records over time for selected classes.

Click on the blue hyperlink to select a class

The result is a grid of the students in the class and all attendance records. The blue column indicates today’s date.

Use the records navigation tool to advance to the next class on the list or click the Class Trends side tab to go back to all classes.

Select a student or click on the details leaf to view the same grid for a single student in the class and use the filter to set the grid to the entire year, the current term or month.
9. Class History Side Tab

Use the filter to select Recent Attendance, All Records, Current Month, Current School Year, or Current Week.

Select the Class History side tab to run the following reports:

- Class Attendance Post History: View history of posted attendance for teachers
- Class Attendance Post Verification: View a list of which teachers have, or have not posted class attendance that day.

Sorting by student name or creating a Group quick report from the Class Attendance side tab will allow the user to identify students with multiple excused or unexcused absences over time.
10. Staff Roster Side Tab

**TOC's in the district will be invited to complete the online training to receive credentials for MyEducation BC.**

**Attendance Top Tab>Staff Roster Side Tab**

- Click on the **TOC** button next to the name of the teacher who is away.

- Confirm the name of the absent teacher
- Confirm the date or enter in the multiple date range
- Choose the replacement TOC from the pick list
- Select the **Gradebook Access?** check box to give the TOC access to the absent teacher's gradebook. (For example, in the case of a long term TOC)
Note: The **Selection based on** drop down menu allows the user to choose from available staff within the current school as well as from the teacher on call list.

- Click OK
- Click Save
11. Attendance Reporting

Several Key Reports are available from the Daily Office or Daily History side tabs:

Attendance Letter

[Letter Image]

The Absence Letter report identifies students with five or more absences and prepares letters to send to parents. This report is not customizable by number of absences etc.; it is hard-coded into the system. Parameters that can be changed include date range and whether to exclude excused absences or students that have had previous absence letters sent home.

Attendance Bulletin

[Table Image]

The Attendance Bulletin report lists all students recorded as absent that day. You may wish to run the Daily Attendance Post Verification report first to ensure that all teachers/office staff have posted their attendance, however the report can be run multiple times as your daily attendance comes in.
The report will display names of students along with their Year of Graduation, Homeroom, Attendance codes applied and time (if applicable). There is a summary at the bottom that will list all Absences, Lates and Dismissals, both Excused and Unexcused.

**Attendance Call Sheet**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>YOG</th>
<th>Hrm</th>
<th>G</th>
<th>Parent/Guardian</th>
<th>Phone number</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addison, Hana</td>
<td>2027</td>
<td>08</td>
<td>F</td>
<td>Nan, Phoenix</td>
<td>(250)655-1234</td>
<td>A-E</td>
</tr>
<tr>
<td>Adema, Nimai</td>
<td>2025</td>
<td>05</td>
<td>M</td>
<td>Elau, Ash</td>
<td>(250)655-1234</td>
<td>L-E</td>
</tr>
<tr>
<td>Aeck, Dominique</td>
<td>2026</td>
<td>05</td>
<td>F</td>
<td></td>
<td>(250)655-1234</td>
<td>L-E</td>
</tr>
<tr>
<td>Angrove, Hanise</td>
<td>2024</td>
<td>03</td>
<td>F</td>
<td>Olsson, Stacy</td>
<td>(250)655-1234</td>
<td>L-E</td>
</tr>
<tr>
<td>Atto, Cyndy</td>
<td>2027</td>
<td>08</td>
<td>F</td>
<td>Eskander, Kaden</td>
<td>(250)655-1234</td>
<td>A</td>
</tr>
<tr>
<td>Axel, Sabine</td>
<td>2024</td>
<td>03</td>
<td>F</td>
<td>Ngo, Preslley</td>
<td>250-555-1234</td>
<td>A</td>
</tr>
<tr>
<td>Aytes, Inga</td>
<td>2023</td>
<td>01</td>
<td>F</td>
<td>Nutall, Cass</td>
<td>(250)655-1234</td>
<td>A-E</td>
</tr>
<tr>
<td>Fernandez, Elia</td>
<td>2023</td>
<td>01</td>
<td>M</td>
<td>St John, Garnet</td>
<td>(250)655-1234</td>
<td>A-E</td>
</tr>
<tr>
<td>Hepp, Loisa</td>
<td>2022</td>
<td>01</td>
<td>F</td>
<td>Skeck, Rylee</td>
<td>(250)655-1234</td>
<td>L-E</td>
</tr>
<tr>
<td>Kobe, Timen</td>
<td>2024</td>
<td>03</td>
<td>M</td>
<td>Unchard, Jean</td>
<td>(250)655-1234</td>
<td>A</td>
</tr>
<tr>
<td>Montgomery, Hartaj</td>
<td>2023</td>
<td>01</td>
<td>M</td>
<td>Hynes, Carson</td>
<td>(250)655-1234</td>
<td>A</td>
</tr>
<tr>
<td>Ralph, Danielle</td>
<td>2024</td>
<td>03</td>
<td>F</td>
<td>Mac, Cameron</td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

The **Attendance Call Sheet** displays a list of all students with attendance records for a given day, along with their highest priority contact and their phone number.

**Attendance Classroom and Homeroom Input Sheets**

The Attendance Classroom Input and Attendance Homeroom Input are two types of class roster lists that you can give a teacher who will be taking attendance manually for their class, and handing them into the office to be entered into the system.

**Consecutive Absence List**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>YOG</th>
<th>Hrm</th>
<th>Consec</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldrich, Jillian</td>
<td>2024</td>
<td>03</td>
<td>6</td>
<td>1/30/2015</td>
<td>2/6/2015</td>
</tr>
</tbody>
</table>

This report will display all students with a predetermined number of consecutive absences in a designated date range.
Daily Attendance Post Verification

The Daily Attendance Post Verification report will let the office know which teachers have posted their Daily Attendance, and which teachers still need to post. This report can be run several times during the day, after the teachers have been reminded to post, to confirm that they have indeed sent in their Daily Attendance.

Daily Attendance Totals

Run this report to view, by year of graduation, attendance totals for your school for the date range you specify.

Monthly Register

Monthly attendance records separated by grade.
Principal’s Attendance Report

Customize an attendance report based on selected date range, number of absences, number of lates, sorted by Name or Homeroom.

Individual Student Attendance Reports

To run an attendance report for attaching to report cards:

Student Top Tab > Select the student or group of students > Reports Drop Down Menu > Attendance History > select the date range > Select the students to include (Current Selection) > Click Run