

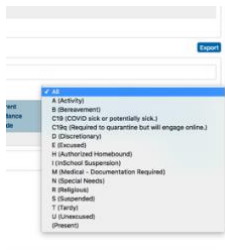
How to Process Attendance

- Click on MBA Attendance Monitor
- Click on Process Attendance (Not Process attendance Rules)
- Set your parameters – Click Search

Process Attendance

Option	Value
Absence Date	2/10/2022 <input type="checkbox"/> Include Multi-Day Absences
Student Selection	All Students <input type="checkbox"/> Include Inactive Students
Include Attendance Records	All
Include Previously Processed Attendance	No
Reason	All
Attendance Codes	All Codes

Begin to process your attendance. You can sort by any column, you can delete any column under column filters. You can also, pull down attendance code bar and sort by one individual attendance codes.



Continue to process attendance, aligning our attendance code to the code parents assigned.

Grant N	2184	11	01/05/2022	8:00 AM - 9:30 AM	1	SCI1000	AGHS1	Thank you, Ms. Salinas Grant will be late to school today, he has a dentist appointment first thing in the morning. Thanks, Mr. Stein	Dental / Doctor Appointment	Urban, Maureen	1/5/2022, 9:36 AM	-- Please Select --	<input type="button" value="Remove"/>
Brandon	1803	12	01/05/2022	All Day	1	ENG1100	AGHS1	Brandon will be out all day today	Family Emergency	Urban, Maureen	1/5/2022, 11:44 AM	ME (Medical Excused)	<input type="button" value="Remove"/>

You will also see any attendance that has been submitted by teachers, it will be much easier to do all of your attendance directly from this page. In this system it's called Non-Reported Attendance.

Brito, Jordan H	62	9	01/05/2022	9:30 AM	1	SOC1000	AGHS1	to school today, he has a dentist appointment first thing in the morning. Thanks, Mr. Stein	Doctor Appointment	Maureen	AM	Non-Reported Attendance	URX (Unexcused)	-- Please Select --	<input type="button" value="Remove"/>
Brito, Jordan H	62	9	01/05/2022		2	PE1200	AGHS1					Non-Reported Attendance	URX (Unexcused)	-- Please Select --	<input type="button" value="Remove"/>
Brito, Jordan H	62	9	01/05/2022		3	MAT1001	AGHS1					Non-Reported Attendance	URX (Unexcused)	-- Please Select --	<input type="button" value="Remove"/>
Brito, Jordan H	62	9	01/05/2022		4	MUR9	AGHS1					Non-Reported Attendance	URX (Unexcused)	-- Please Select --	<input type="button" value="Remove"/>

Rows/Page 100

Click Submit Attendance when done. When you hit Submit the information will roll over to PowerSchool Attendance. Even if you have not completed the entire page, go ahead and click Submit Attendance if you are going to be out of the page for any length of time. When you are ready to do attendance again just click on Process Attendance and start again.