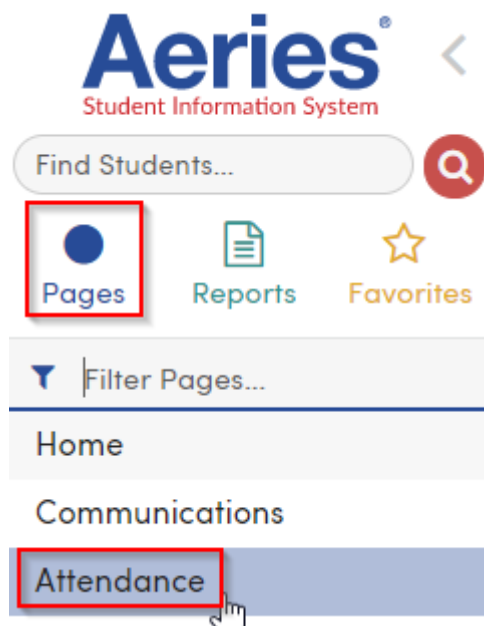# Daily Attendance Submission

Modified on: Tue, Nov 20, 2018 at 7:41 AM

The **Attendance** page can be accessed for information, attendance submission and attendance updates. Currently enrolled students will display when a teacher logs into **Aeries** and navigates to the **Attendance** page.   The teacher's display is determined by the **Attendance Portal Options** that have been specified by the district. The **Attendance Portal Options** determine the following on the **Attendance** page:

- Which attendance codes are available to teachers for attendance submission
- The date ranges which teachers are able to submit or modify attendance
- The time ranges which teachers are able to submit or modify attendance
- Whether teachers can view, submit or modify **Attendance Notes**
- The number of days that student add/drops are displayed on the **Attendance** page
- Any additional student data fields displayed on the **Attendance** page
- **Lunch Count** submission

From the **Pages** navigation tree, search for **Attendance.**

The attendance date on the **Attendance** page will default to the current date and the current date will be highlighted in yellow on the **Attendance** form. To assist teachers with the submission selection process, the **Attendance** page uses a visual indicator which highlights student rows in green when the mouse hovers over a student's name. To take attendance, click in the checkbox for the corresponding absence code of "**A**" for **Absent** or "**T**" for **Tardy** to the right of the student's name. *Attendance submission is **effective immediately** and there is no need for a **Save** button.*

Class Attendance

10/3/2017 ▼ Attendance submitted at 10/03/2017 6:25 PM

Lunch Count		Enos
Main Menu Item		
Cold Lunch		
Hot Lunch		
Main Menu Item		
Vegetarian Option		
	Save Lunch Count	

									Enos	Absence Totals since 7/10/2017				
Stu#	Name	Grd	Prgm	Language Fluency	Special Program	A	T	10/3 10/2 9/29 9/28 9/27 9/26 9/25 9/22 9/21 9/20		Tardies	Absences =	(Unverified +	Excused +	Unexcused)
1	7 Alavez, Abel B. (DB) SSA	4		E		☐	☑	T		0	1	1	0	0
2	18 Alvarez, Haggit B.	4		E		☐	☐			0	0	0	0	0
3	40 Armenta, David M.	4		L		☑	☐	A		0	0	0	0	0

To change the attendance submission date, click the mouse on the **Attendance Date** dropdown field which is located at the top of the page. To assist with selecting dates in the date dropdown, the current date is highlighted in green.

Class Attendance

10/3/2017 ▼ Attendance submitted at 10/03/2017 6:25 PM

9/29/2017
10/2/2017
10/3/2017
10/4/2017
10/5/2017

The **All Remaining Students are Present** button at the top of the page is used to submit that all students present for the selected date.

NOTE: Teachers MUST submit Attendance everyday. If all students are present, use the All Remaining Students Are Present button to log attendance submission.

Once a teacher has submitted attendance:

- The **All Remaining Students Are Present** button will no longer display.
- A green submission date and time stamp replaces the **All Remaining Students Are Present** button.
- The **Attendance Submission Log** registers that attendance has been submitted by the teacher for the specified date.

The **Attendance** form has **Absence Totals** that displays a summary of each student's attendance information by attendance type in the far right columns.

Class Attendance

9/18/2017 ▼

Lunch Count	Enos
Main Menu Item	
Cold Lunch	
Hot Lunch	
Main Menu Item	
Vegetarian Option	

							Enos									Absence Totals since 7/10/2017				
Stu#		Name	Grd	Prgm	Language Fluency	Special Program	9/18	9/15	9/14	9/13	9/12	9/11	9/8	9/7	9/6	9/5	Tardies	Absences = (Unverified +	Excused +	Unexcused)
1	7 👤 31	Alavez, Abel B. (DB) SSA	4		E												0	1	1	0	0
2	18 👤 31	Alvarez, Haggit B.	4		E												0	0	0	0	0

If the district requires attendance to be submitted during a specified time range, the ability to take attendance is disabled after the time range has passed. The time restriction is often required to assure that attendance is submitted prior to the time when the auto-dialer will interface with attendance and notify parents of students who are absent or tardy. The following is an example of a time restriction message that will display on the **Attendance** page.

2017-2018 ∧ Golden Eagle Elementary School

Class Attendance

10/3/2017 ▼ Attendance for today was submitted at 10/3/2017 6:25 PM.

Attendance taking is currently disabled. You may only post attendance between 8:00 AM and 9:00 AM.

Lunch Count	Enos