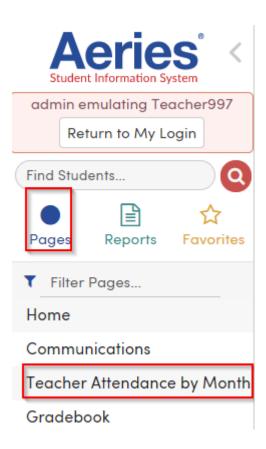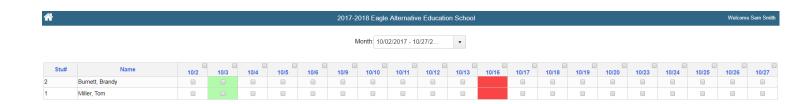# Attendance By Month

Modified on: Mon, Dec 10, 2018 at 4:58 PM

Post by Month is a Daily Attendance Reporting option and only for use with an Elementary with Master Schedule school type.

Positive attendance schools have the option to take attendance by month. The **System Administrator** can select the **Post Attendance by Month** option in Portal Options. When the option is selected, the **Pages** navigation tree will include Teacher Attendance by Month when logged in as a teacher.

The following page will display to teachers.

Teachers can take attendance by clicking in the boxes to the right of the student's name in the applicable date column. When using Attendance by Month in a Positive Attendance school, a Present code will be submitted. **Changes are effective immediately.**

The **Mark Absent if not Present** option can be used to mark all students absent for the day by selecting the check box at the top right of the date column. The Absent code will be submitted wherethe Present check box is not selected for all students in the class for that date.

Stu#	Name	10/2	10/3	10/4
2	Burnett, Brandy	☐	☐	☐
1	Miller, Tom	☐	☐	☐

mark absent if not present