Post Mass Absences

On the menu on left, Click on **Attendance**. Under **Entry**, select **Post Attendance**.

1. **1st PD Code** defaults to code 05 Doctor's note needed.   Click OK.

Setup - 10.05.2017 MBL	
Year :	1718
District :	010
School :	002
1st PD Code :	05
	☐ Auto Admit
	☐ Show Keyboard
	☐ Print Receipt Label
	Add Comment

   Trip Settings

Date :	Oct 25 2017
Reason :	School Business/ED Trip
Out :	07:50 HH:MM
In :	15:00 HH:MM

   Advanced
   OK

2. Click on the **Mass** button at the bottom of the screen to get a setup box for posting mass absences

   | Student | Homeroom | Class | Bus | Sport/Club | Spec | Setup | Mass | Help |

   Mass Post Attendance For A Date Range

-1	8009064	STAGG
02	4739893	WALKE
-1	7029988	DROST

3. An additional setup box will appear.

4. The next items are not found on the standard setup options document.

   - If **all students** in the list are to have attendance records posted to them based on the options selected, leave **Select Students** blank.

   - If only certain students within the options selected are to have absences posted, click in the **Select Students** field to select the appropriate students to post to.

   Choose Students to Mass Post

Year :	1718
District :	010
School :	002

   Student Specific Filters

Grade :	02
Gender :	
Ethnic :	
Special Codes :	
Programs :	
Clubs :	
Sports :	
Homeroom :	
Class :	
Sped :	◉ All ○ Sped Only ○ Non Sped
504 :	◉ All ○ 504 Only ○ Non 504
Students :	

   Next

   > Fill in the fields on the setup box that apply to the "field trip." Grade(s), Clubs,etc....
   >
   > If you want to pick certain students, click in the students field and pick the students you wish to post the abscence.

5. Click **Next** when all setup options are correct.

6. An additional popup will appear in which you need to enter the date range and code.

- **From Date** and **To Date** should be set so that the desired attendance date range to post absences to is selected.
  - **Note**: Weekends and holiday's will not be posted to if the date range selected extends over such days.
- Click in the **Code:** field to select the absence code. The excuse and reason that will be updated based on the code selected. This information will be posted to all students selected. (it defaults to **code 04 P School Business/Ed Trip**)

7. If you click in the **Reason** field you will be able to type a more detailed description if desired.

8. Click **Post** when all setup options are correct.

9. After clicking **Post**, a final confirmation box will appear. Click **Yes** if the total number of students to be posted to and the date range is correct. Click **No** to exit the program and not post the absences.