

## Post Excuse:

If an excuse needs to be posted for a student's prior absences, with the Post Attendance program open with the students listed on the screen, find the student.

\*HINT: You can narrow down your search using the alphabet bar at the top of the Post Attendance screen. Click the letter that corresponds with the student's last name.

Search :  

- Once the student has been found, to the right along the same row, find the column labeled **DR**. Click in the cell.

STUDENT	1ST	OUT	CODE	EX	O-REASON	IN	CODE	EX	I-REASON	DR	D	SIDNO
39 AUGUSTINE, DAVID JOSEPH											0	0100008
40 AUGUSTINE, JAY MICHAEL											4	7110001
41 AUGUSTINE, MARK JAMES											8	2100012

- A table listing all the student's prior day's absences will appear. Locate the absences to be excused. After locating them, go to the cell on the row of the absence to be excused and below the column header **DRCD**. Click in that cell.

Sel	Date	OTIM	OC...	ITIM	ICOD	DrCd	Posted	Dr Reason	D	Rec No	HLT	D...
<input type="checkbox"/>	2019-12-06	07:50	05 U	10:22	19 U					773560...		
<input type="checkbox"/>	2019-12-06	13:30	04 P	15:05	04 P					773597...		
<input type="checkbox"/>	2019-12-02	07:50	05 U	08:59	02 D	02 D	2019-12-02	Dr Note Verified*		773357...	V703	Dr...
<input type="checkbox"/>	2019-11-19	14:00	04 P	15:05	04 P					773157...		
<input type="checkbox"/>	2019-11-08	07:50	02 D							772826...	V703	Dr...

- After clicking, a list of excuses will appear. Select the appropriate excuse.

- If the checkout reason is a medical reason, an additional box will appear listing medical reasons. Find the medical reason that best fits the situation.

Value	Description
<input type="checkbox"/> 01	E Received contact from parent
<input type="checkbox"/> 02	D Dr Note Verified*
<input type="checkbox"/> 03	P In School Suspension
<input type="checkbox"/> 04	P School Business/Ed Trip
<input type="checkbox"/> 05	U Dr./Parent Note Needed
<input type="checkbox"/> 06	N Extenuating Circumstances
<input type="checkbox"/> 07	N Funeral
<input type="checkbox"/> 08	U Skipped
<input type="checkbox"/> 09	S Out of School Suspension
<input type="checkbox"/> 10	N Hospital Stay*
<input type="checkbox"/> 11	P Homebound
<input type="checkbox"/> 12	U No Valid Reason
<input type="checkbox"/> 13	U Dress code violation
<input type="checkbox"/> 14	U Tardy to class
<input type="checkbox"/> 15	E Other Medical*
<input type="checkbox"/> 16	N Court

Ok

- To the left of the medical reasons are checkboxes in columns labeled **MI** (Mild), **MO** (Moderate), or **SE** (Severe). Select the appropriate severity of the medical reason for the student's check out.

MI	MO	SE	CODE	DESC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7703	Dr Appointment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4939	Asthma
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49390	Asthma


4. Once the excuse has been posted, the DR REASON can be changed to fit a more unique event. To do this, simply click on the cell with the **DR REASON** to be changed.
- A text box will appear containing the existing DR REASON, change the information to the desired description, then click **SAVE**.
  - If the excuse was placed on the wrong absence, a red cell is located to the right. Click on the red cell to delete the excuse.
  - After clicking the red delete cell, a deletion verification box will appear. Click **YES** if you are sure you would like to delete the excuse for the displayed date. Click **NO** to cancel.


DATE	OTIM	OCOD	ITIM	ICOD	DRCD	POSTED	DR REASON	D	REC NO	HLT	DESC
2011-05-16	11:02	30 U	13:15	29 E					1541561		
2011-05-14	07:50	05 U	11:01	07 N					1541558		
2011-05-02	07:50	19 U	07:50	19 U					153909C		
2011-04-12	07:45	07 N							154144E		
2010-09-13	10:15	05 U			02 D	2010-09-14	Dr Note Verified*		1539814	V703	Dr Appointment

**DO NOT CHANGE THE DATE AT THE TOP OF THE ATTENDANCE SCREEN TO POST AN EXCUSE FOR A PRIOR DAY'S ABSENCE. \*\*\*\***

Welcome | Dashboard | Classroom | Post Grades By Student | Post Attendance

Staff:  Course:

Date: Dec 11 2019  Place cursor on blue items in title for instructions. Semester:

Search:  

**DO NOT CHANGE THIS DATE TO POST AN EXCUSE FOR A PRIOR DAY'S ABSENCE.**

Student	1st	O	In	Code	Ex	In Reason	Dr	GD	SIDNO	Homeroom
1								10		
2								09		
3								08		