

# Attendance

## Daily Attendance

Daily Attendance is your child’s official daily attendance.

The screenshot shows the 'Attendance' page in the Parent Resources system. At the top, there are navigation tabs for Summary, Assessments, Attendance (selected), Grading, Discipline, Gradebook, Scheduling, Documents, Forms, Conferences, and Letters. Below these is a 'SELECT STUDENT:' dropdown menu set to 'Daily, Caitlin'. The main content area is titled 'Attendance' and has two sub-tabs: 'DAILY ATTENDANCE' (selected) and 'CLASS ATTENDANCE'. The page displays a calendar for the school year 2002-2003 at Genesis High School. The calendar is color-coded: green for Present, purple for Unexcused Tardy (w/time), blue for Absent - Never Attended, light blue for Left Early (w/time), pink for Funeral Day, brown for Excused Tardy (w/time), yellow for Excused Absent, grey for In-School or ICE Suspension, and red for Unexcused Absent - Full Day. A 'TOTALS' box on the right provides a summary: Possible Days 215/215, Total Tardies 15 (3 Excused, 12 Unexcused), and Total Absences 9 (6 Excused, 3 Unexcused). A callout bubble points to this box with the text 'Student's attendance summary for the school year.'

This is your student’s Daily Attendance summary for the whole school year.

- The Attendance Calendar with each day color coded
- A summary of the student’s Attendance for the year
- The ‘Legend’ of Attendance codes for your school district.

### Attendance Color Codes

Your district selects its own set of Attendance codes and selects the color for each one. When you look at this screen you will see the Attendance codes for **your** school district. Common Attendance codes include:

- Unexcused absence
- Excused absence
- Unexcused tardy
- Excused tardy
- Left early
- Field trip

This screenshot is identical to the one above, showing the attendance summary for Caitlin. The legend on the right side is more fully visible, listing various attendance codes and their corresponding colors: Present (green), Unexcused Tardy (w/time) (purple), Absent - Never Attended (blue), Left Early (w/time) (light blue), Funeral Day (pink), Excused Tardy (w/time) (brown), Excused Absent (yellow), In-School or ICE Suspension (grey), Unexcused Absent - Full Day (red), Weekend (light grey), Holiday (dark grey), and Emergency Closure (dark blue).

## Class Attendance

If your child is in Middle School or High School and has separate courses, Class Attendance may show you their attendance for each separate subject. You must click the **CLASS ATTENDANCE** tab under **Attendance** to find class attendance. If this button does not appear, your child’s school does not record individual class attendance.

Class Attendance for the Month of March

DAY	DATE	DAILY ATTENDANCE	US HISTORY 2	*CALCULUS AP	WOODS TECH 1	*ENGLISH 4 AP	*PHYSICS HON	*PHYSICS HON	PE 4/SCI	SPANISH 4
F	03/01/2013	-						Not Meeting		
M	03/04/2013	A						Not Meeting		
T	03/05/2013	T							Not Meeting	
W	03/06/2013	A		AB				Not Meeting		
R	03/07/2013	A		AB				Not Meeting		
F	03/08/2013	A						Not Meeting		
M	03/11/2013	T						Not Meeting		
T	03/12/2013	-							Not Meeting	
W	03/13/2013	-						Not Meeting		
R	03/14/2013	-						Not Meeting		
F	03/15/2013	T	AB	AB	AB	AB	AB	Not Meeting	AB	AB
M	03/18/2013	-						Not Meeting		
T	03/19/2013	-						Not Meeting		
W	03/20/2013	-						Not Meeting		
R	03/21/2013	-						Not Meeting		
F	03/22/2013	-						Not Meeting		
M	03/25/2013	-						Not Meeting		
T	03/26/2013	-						Not Meeting		
W	03/27/2013	-						Not Meeting		
R	03/28/2013	-						Not Meeting		
F	03/29/2013	-						Not Meeting		

CODE DESCRIPTION  
Present  
AB Absence

The Class Attendance screen shows you your student’s Class Attendance summary for each of their separate subjects. One month is displayed at a time and the screen always starts by showing you **the current month’s attendance**. You may select any month you wish.

- Class attendance is listed by each school day in the month and shows which classes the student may have missed on each day. Each day for each subject is color coded.
- The ‘Legend’ of color-coded Attendance codes for your school is shown at upper right.
- “Today” is always highlighted in yellow (e.g. above 11/21/2008).
- Along the right side of the screen there is a separate summary for each subject for the entire school year, divided by Marking Periods.

US HISTORY 2	
	T=2.0
MP1	U=2.0 E=0.0
	T=0.0
MP2	U=0.0 E=0.0
	T=2.0
MP3	U=2.0 E=0.0
	T=0.0
MP4	U=0.0 E=0.0
YTD	T=4.0 U=4.0 E=0.0

Each subject summary contains the following attendance totals for the class, overall and by Marking Period:

- T** - All absences for the subject – the Total
- U** – The Unexcused absences
- E** – The Excused absences

Totals

Type:

	US HISTORY 2	*CALCULUS AP	WOODS TECH 1	*ENGLISH 4 AP	*PHYSICS HON	PE 4/SCI	SPANISH 4
<b>MP1</b>	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=1.0 U=1.0 E=0.0	T=2.0 U=2.0 E=0.0
<b>MP2</b>	T=0.0 U=0.0 E=0.0	T=2.0 U=2.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0
<b>MP3</b>	T=2.0 U=2.0 E=0.0	T=5.0 U=5.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0
<b>MP4</b>	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0
<b>YTD</b>	T=4.0 U=4.0 E=0.0	T=9.0 U=9.0 E=0.0	T=4.0 U=4.0 E=0.0	T=4.0 U=4.0 E=0.0	T=4.0 U=4.0 E=0.0	T=3.0 U=3.0 E=0.0	T=4.0 U=4.0 E=0.0