

Collier County Public Schools

Student Attendance

for Office Staff



Collier County Public Schools
Technology Department

Student Attendance for Office Staff

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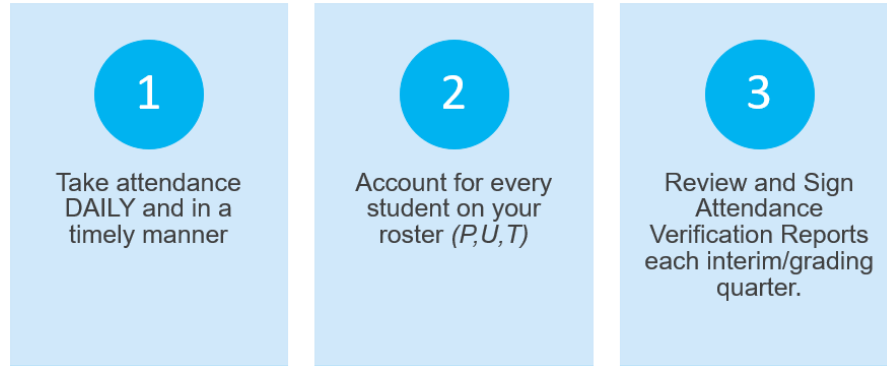
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Student Attendance for Office Staff

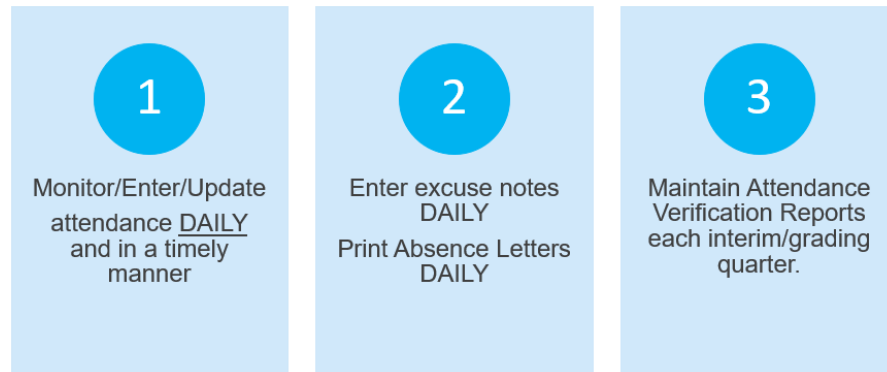
Attendance is entered daily or by period and is immediately accessible to administration, parents, and students. FOCUS also serves as a reliable tool for verifying and reviewing attendance data.

EXPECTATIONS

TEACHER



OFFICE STAFF



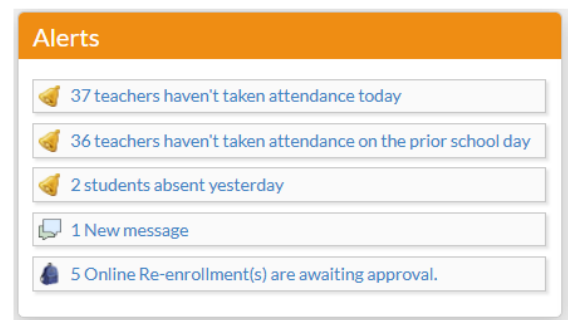
ACCESSING ATTENDANCE

The Take Attendance screen can be accessed through the Attendance Alerts or the Attendance menu.

Attendance Portal Alerts

The *Portal Alerts* section displays real-time alerts, indicating:

- The number of teachers who still need to take attendance today
- The number of teachers who did not take attendance yesterday
- The number of students marked absent today



Student Attendance for Office Staff

Teachers Haven't Taken Attendance:

- Click to view the **Teacher Completion Report** (*Attendance > Teacher Completion*) showing teachers and classes with incomplete attendance. A red X indicates missing attendance for a period.

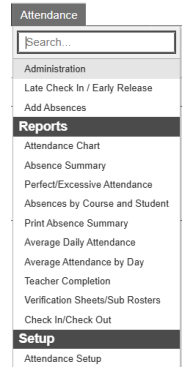
Students Absent Today Alert:

- Click to open the **Attendance Administration** (*Attendance > Administration*) screen to review and update student absences.

Note: The alert shows full-day absences, while the admin screen includes any period marked as non-present.

Attendance Menu

The Attendance tab includes numerous menu options that allow users to track, update, and assess student attendance.



MONITORING ATTENDANCE

The **Teacher Completion Report** allows users to track teachers' attendance status for any day, view late submissions (if enabled), and take or edit attendance for any teacher and class

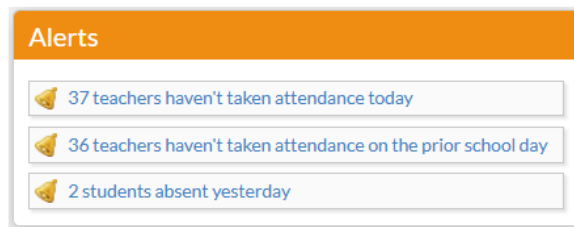
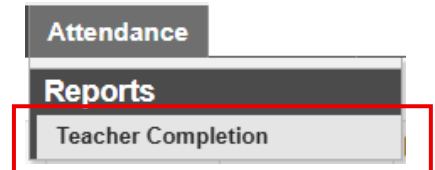
The Take Attendance screen can be accessed through the Attendance Alerts or the Attendance menu.

Teacher Completion Report

To access the report:

- Click **Attendance > Teacher Completion Report**, OR
- Click any **attendance alert** related to missing teacher attendance in the **Alerts** section on the **Portal** page.

Tip: Clicking any teacher attendance alert in the Alerts module will take you directly to the report.



This opens the **Teacher Completion Report** screen, where additional options become available.

Student Attendance for Office Staff

FOCUS Select Student/Staff Teacher Completion Sheryl Priester SIS
 Admin 2024-2025 Quarter 4 ERP

Setup Students Users Scheduling Grades Assessment Attendance Discipline Forms Billing Eligibility Florida Reports SSS Reports

Report Date: 08/26/2025 All Periods Click the red Xs to take attendance for the teacher. Summary over a timeframe Show teachers who took attendance more than 15 minutes late

Advanced 91 Teachers who haven't taken attendance Message Search

Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 99
Anderson, Michael Earl	X		X	X	X	X	X	
Andrews, Kristina		X	X	X	X	X	X	
Atiyeh, Alexander	X	X	X	X	X	X		
Beverage, Robert W	X	X	X	X	X	X	X	
Bosetin, Janette Marie	X	X	X	X	X	X		

Understanding the Report

- A red X = Attendance has not been taken or saved for that period.
- A blank cell = Attendance has been recorded.
- Only teachers with incomplete attendance will appear in the report.

Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 99
Anderson, Michael Earl	X		X	X	X	X	X	
Andrews, Kristina		X	X	X	X	X	X	
Atiyeh, Alexander	X	X	X	X	X	X		

Updating Attendance from the Report

To update attendance directly from the report:

1. Click the red X next to the teacher's name.
2. A pop-up will appear showing the relevant class and period.
3. Enter the attendance information and save.

Notifying Teachers of Missing Attendance

Timely attendance entry is critical for accurate student records and effective communication with families. Teachers can only record attendance for the "current" day.

- **Why It Matters:**
Attendance data is used by automated systems (phone dialers) to notify custodial contacts about student absences. If teachers do not enter attendance promptly, it may result in **inaccurate absence notifications** being sent to families.
- **Action Steps for Attendance Staff or Administrators:**
If a teacher has missing attendance:
 - Use the **Teacher Completion Report** to identify periods where attendance is missing.
 - Notify the teacher promptly, either via email or internal messaging, requesting that they update attendance immediately.
 - If needed, follow up with additional reminders or escalate according to school policy.

Student Attendance for Office Staff

Reminder to Teachers:

Always enter and save attendance by the end of each class period to ensure student records and parent notifications are accurate.

Tip: Run your Attendance Verification Report to check for any question marks (?). If any appear, follow up with the appropriate teacher(s) to confirm whether the student was present or absent, and update the information in **FOCUS** accordingly.

MANAGING SUBSTITUTES

Printing Rosters for Substitute Teacher Attendance

Attendance sub rosters are printed and given to substitutes for taking attendance, since they do not have access to FOCUS. After completion, substitutes should return the rosters to the attendance administrator for data entry into FOCUS. Signed and completed rosters are kept with the quarterly attendance verification reports.

Generating Attendance Sheets for Substitutes

1. Go to **Attendance > Verification Sheets/Sub Rosters**.
2. The Verification Sheets/Sub Rosters screen will appear.

Verification Sheet Options

Teacher:

3. Select the teacher for whom you need an attendance sheet or roster.

Period:

4. Select the attendance period from the period drop-down menu.
 - **Elementary:** Select Period 00.
 - **Secondary:** Select all attendance-eligible periods.

Timeframe:

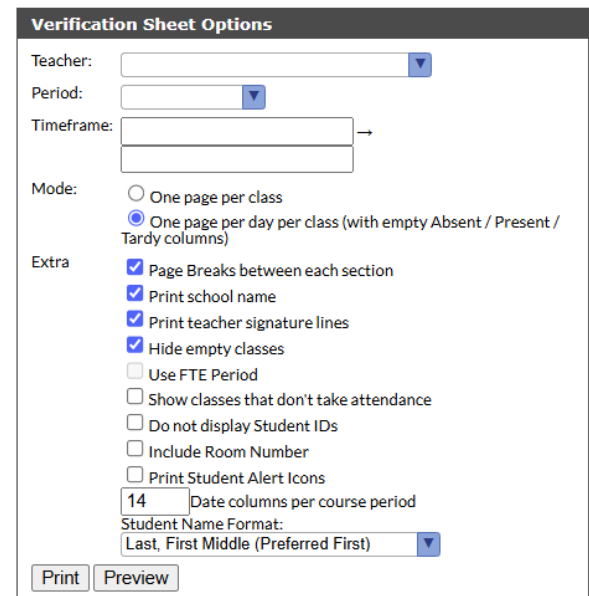
5. Use the calendar tools to select the date range during which the substitute will cover. Note: This can be set to a future date.

Mode:

6. Select "One page per day per class (with empty Absent/Present/Tardy columns)." This format allows the substitute to manually record attendance as needed.

Extra:

7. Check **Page Breaks between each section**.



Verification Sheet Options

Teacher:

Period:

Timeframe:

Mode:

☐ One page per class

☒ One page per day per class (with empty Absent / Present / Tardy columns)

Extra

☒ Page Breaks between each section

☒ Print school name

☒ Print teacher signature lines

☒ Hide empty classes

☐ Use FTE Period

☐ Show classes that don't take attendance

☐ Do not display Student IDs

☐ Include Room Number

☐ Print Student Alert Icons

14 Date columns per course period

Student Name Format:

Last, First Middle (Preferred First)

8. Check **Print school name**.
9. Check **Print teacher signature lines**.
10. Check **Hide empty classes**.
11. Select the Student Name Format from the drop-down menu to determine how student names will appear on the report. It is recommended to choose “**Last, First Middle (Preferred First)**.”

12. Once all selections are made, click the Print button to see a print preview.
13. The print preview will appear on the screen.

14. In the top right corner, click the Download icon to save the PDF to your computer, or click the Printer icon to print it.

15. When you're finished, click **Return to Focus** to return to the Verification Sheets/Sub Rosters screen.

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Revised 08/01/2025

Student Attendance for Office Staff

Provide the sub-roster to the person covering the class. They will need to manually mark attendance in the appropriate columns—Absent, Present, or Tardy—for each student listed. Note: All students must be accounted for.

Teacher: Barron, Mason School: Lely High School (0261) Generated: 5/23/2025 06:25 am

ORCH 1: 03 03 - 003 - Mason Grant Barron 10 Students

Student	Student Id	Grade	5/21	Absent	Present	Tardy
		09	?		✓	
		09	?	✓		
		09	?		✓	
		09	?		✓	
		09	?		✓	
		09	?		✓	
		09	?	✓		
		09	?		✓	
		09	?		✓	✓
		09	?		✓	
Total Present:			10			
Total Absent:			0			

Teacher Signature: [Signature] Date: 5/21/25 1 of 6

Once finished, the substitute must sign the bottom of the roster and return it to the Attendance Office or Data Entry. The attendance clerk will then record the attendance in FOCUS.

UPDATING ATTENDANCE

Updating teacher attendance usually involves recording absences, marking attendance for substitute teachers, or tracking teachers' schedules. There are several ways to update or submit attendance records. Below are the most common methods used by attendance administrators.

Adding Absences for Students

Attendance can be entered for students using the "Add Absences" function. This feature allows the user to record absences for a single date or a range of dates and to include comments related to the absence, if needed.

Attendance Discipline Form

Administration

Late Check In / Early Release

Add Absences

1. Select **Attendance > Add Absences**.
2. Enter your search criteria. Use the search fields to locate a specific student or group of students.
3. Click Search.

Search Screen Simple List Customized List

Q Student Search More Search Options

Student Group [v]

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Search

Student Attendance for Office Staff

- A list of applicable students will appear at the bottom of the page, along with calendar tools and options for adding absences.

Add Absence Options

Periods:

Attendance Code:

Attendance Reason:

Calendar: April 2025, May 2025, June 2025. Date 28 is highlighted.

Search Screen Simple List Customized List

Student:

1 Student ☐

☐	Student	Student ID	Grade
☐	[Redacted]	[Redacted]	05

- Select Periods and Attendance Code.** Use the drop-down menus to choose the appropriate Period(s) and Attendance Code.
- Enter the **Attendance Reason**. Add any relevant **comments** related to attendance.

Add Absence Options

Periods:

Attendance Code:

Attendance Reason:

- Choose Absence Date(s).** Select the day(s) for which the absences should apply.
Note: The calendar only allows selection of dates marked as "School Days" on the Attendance Calendar. *The current date is highlighted in orange by default.*

Calendar: April 2025, May 2025, June 2025. Date 25 is highlighted in orange, 28 is highlighted in yellow.

- Select Students.** Check the box next to each student's name to apply the absence individually, or check the box at the top of the **Student** column to select all listed students.

Student Attendance for Office Staff

Search Screen Simple List Customized List

Student: [Redacted]

1 Student 1 Selected Message

Student	Student ID	Grade
[Redacted]	[Redacted]	05

9. Click the **Submit Absence(s)** button to finalize.

13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Submit Absence(s)

Search Screen Simple List Customized List

Student: [Redacted]

1 Student 1 Selected Message

Student	Student ID	Grade
[Redacted]	[Redacted]	[Redacted]

10. A confirmation message will appear, indicating that the absences have been successfully added.

Results

Student	Student ID	Inserted	Updated	Removed
[Redacted]	[Redacted]	2	0	0

Taking Attendance for Absent Teachers

The Take Attendance module allows users to review and record daily or period attendance for teachers using List View or Seating Chart View.

1. Go to **Users > Take Attendance**.
2. The Find a Teacher search screen will appear.
3. Enter the user's name or EID in the User text box.
4. Click Search.
5. Find the teacher's name in the results and click on it to open the attendance screen.
6. The Take Attendance screen will appear.

Users Scheduling Grades

Search...

Teacher Programs

Take Attendance

Reward Positive Behavior

Student Attendance for Office Staff

Take Attendance

Sheryl Priester | Highlands Elementary School (...) | SIS

Admin | 2024-2025 | Quarter 4 | ERP

Setup | Students | **Users** | Scheduling | Grades | Assessment | Attendance | Discipline | Forms | Billing | Eligibility | Florida Reports | SSS | Reports

Teacher Program

00 - 104 - 5100070 FIRST GRADE

June | 30 | 2025 | Go

[List] [Seating Chart] [Save]

Change all students to: ☐ Present ☐ Unexcused/Unvalidated ☐ Tardy (Unexcused)

Student Information				[x] Jun 30, 2025		
	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
	4	01	0	☐	☐	☐
ntal Consent for Basic First Aid Yes	4	01	2	☐	☐	☐
t for Basic First Aid Yes Consent to Non-academic Counseling Yes Migrant Services Y	4	01	1	☐	☐	☐
Parental Consent for Basic First Aid Yes Consent to Non-academic Counseling Yes	4	01	1	☐	☐	☐
services Y	4	01	0	☐	☐	☐

Reviewing and Taking Attendance

1. Select the **course** for which you want to take attendance from the course drop-down.

Elementary schools take daily attendance during Period 00 only, while secondary grade levels take attendance by period throughout the day.

2. Select the **date** for which you are entering attendance.
3. Click Go.

Take Attendance

Sheryl Priester | Highlands Elementary School (...) | SIS

Admin | 2024-2025 | Quarter 4 | ERP

Setup | Students | **Users** | Scheduling | Grades | Assessment

Teacher Program

00 - 104 - 5100070 FIRST GRADE

June | 30 | 2025 | Go

Take Attendance

Sheryl Priester | Highlands Elementary School (...) | SIS

Admin | 2024-2025 | Quarter 4 | ERP

Setup | Students | **Users** | Scheduling | Grades | Assessment

Teacher Program

00 - 104 - 5100070 FIRST GRADE

June | 30 | 2025 | Go

4. The Take Attendance screen will display students enrolled in the selected course section.

[List] [Seating Chart] [Save]

Change all students to: ☐ Present ☐ Unexcused/Unvalidated ☐ Tardy (Unexcused)

Student Information				[x] Jun 30, 2025		
	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
	4	01	0	☐	☐	☐
ntal Consent for Basic First Aid Yes	4	01	2	☐	☐	☐
t for Basic First Aid Yes Consent to Non-academic Counseling Yes Migrant Services Y	4	01	1	☐	☐	☐
Parental Consent for Basic First Aid Yes Consent to Non-academic Counseling Yes	4	01	1	☐	☐	☐
services Y	4	01	0	☐	☐	☐

The Take Attendance screen defaults to the List view, but users can record attendance using either the List or Seating Chart view. The List view is recommended because not all teachers have a seating chart set up.

Student Attendance for Office Staff

Teacher Program

00 - 104 - 5100070 FIRST GRADE

June | 30 | 2025 | Go

Change all students to: ☐ Present ☐ Unexcused/Unvalidated ☐ Tardy (Unexcused)

16 Students

Student Information					[x] Jun 30, 2025		
	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)	
		01	0	☐	☐	☐	
		01	2	☐	☐	☐	
		01	1	☐	☐	☐	
		01	1	☐	☐	☐	
		01	0	☐	☐	☐	

5. In the “Change all students to:” section, select ‘Present’.

6. Attendance will default to Present for all students listed. Use the radio buttons to mark Unexcused or Tardy as needed.

Change all students to: ☒ Present ☐ Unexcused/Unvalidated ☐ Tardy (Unexcused)

[x] Jun 30, 2025						
	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
		01	0	☒	☐	☐
		01	2	☒	☐	☐
		01	1	☒	☐	☐
		01	1	☒	☐	☐
		01	1	☒	☐	☐

[x] Jun 30, 2025						
	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
		01	0	☒	☐	☐
		01	2	☐	☒	☐
		01	1	☒	☐	☐
		01	1	☒	☐	☐
		01	0	☐	☒	☐
		01	2	☐	☐	☒
		01	7	☒	☐	☐
		01	14	☒	☐	☐

7. Click **Save** to officially record attendance, even if all students are present.

Save

[x] Sep 29, 2023			
Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
4	☒	☐	☐

The colored boxes under Today's Attendance show that the student was marked.

- Green = present
- Red = absent
- Yellow = tardy

Today's Attendance	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
☒		01	0	☒	☐	☐
☒		01	3	☐	☒	☐
☒		01	1	☒	☐	☐
☒		01	1	☐	☒	☒
☒		01	1	☐	☒	☐
☒		01	2	☐	☐	☒
☒		01	7	☒	☐	☐
☒		01	14	☒	☐	☐

Student Attendance for Office Staff

8. In the upper left portion of the screen, a green check mark and the message “You have taken attendance today for this period” will indicate that attendance was properly recorded.

Take Attendance

Setup Students Users Scheduling Grades Assessment Attendance Discipline

Teacher Program

00 - 104 - 5100070 FIRST GRADE

June 30 2025 Go

✓ You have taken attendance today for this period. [Click if you're not finished](#)

Click the “Click if you’re not finished” link to keep the Attendance Alert active on your Portal page. This can be used when the teacher wants to follow up on attendance.

Teacher Program

00 - 104 - 5100070 FIRST GRADE

June 30 2025 Go

✓ You have taken attendance today for this period. [Click if you're not finished](#)



Teachers cannot modify attendance entered by the office, even if the attendance code used is "Present." If attendance was entered incorrectly, you must clear the attendance codes to allow the teacher to take attendance.

Other Features

Refresh Icon

Click to clear unsaved attendance and start over.

List Seating Chart Refresh Save

[x] Sep 29, 2023

Days	Present	Unexcused/Unvalidated	Tardy (Unexcused)
4	☒	☐	☐

Student Category Menu

Click the student icon arrow to open a quick-access menu. This links to commonly used screens, including (but not limited to): Demographics, Schedule, Grades or Course History, Absences, etc..

Student Information

Student	Student ID	Grade	Day Abs
...	...	10	4
...	...	09	8
...	...	10	0
...	...	09	2
...	...	09	6
...	...	10	1

Demographics Absences Add Referral Referrals Test History SSS

Student Attendance for Office Staff

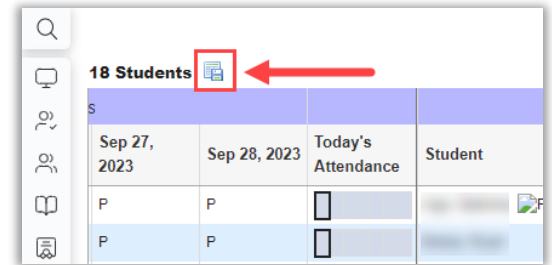
Export to Excel

Click the floppy disk icon above the student list to export student data to an Excel spreadsheet.

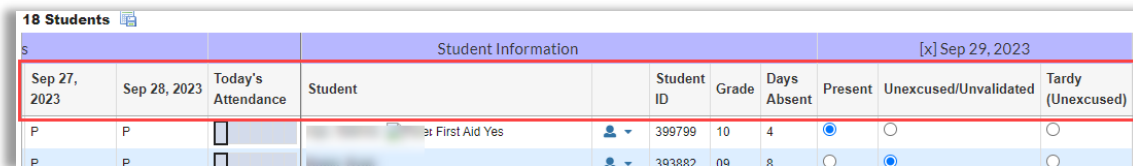
Sorting Data

Click any column header to sort the list:

- **Once** for ascending order (A-Z).
- **Twice** for descending order (Z-A).



Sep 27, 2023	Sep 28, 2023	Today's Attendance	Student
P	P	☐	
P	P	☐	



Sep 27, 2023	Sep 28, 2023	Today's Attendance	Student	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
P	P	☐	at First Aid Yes	399799	10	4	☒	☐	☐
P	P	☐		393882	09	8	☐	☒	☐

ATTENDANCE REPORTS

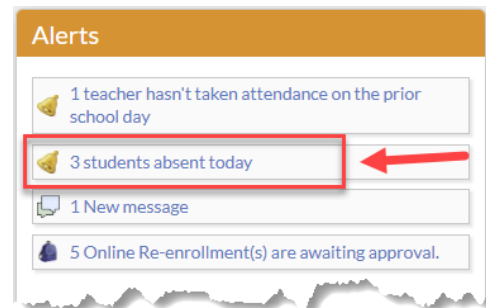
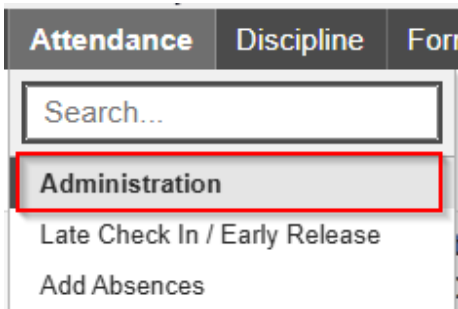
FOCUS offers various reports to help users gain a clearer understanding of student attendance.

Attendance Administration Report

The **Attendance Administration Report** allows users to review, edit, and manage student attendance records. It also provides space to add comments, such as after contacting parents.

Accessing the Report

- Go to **Attendance > Administration**, or
- Click the “# student(s) absent today” alert on the portal.



The Administration page will display.

Student Attendance for Office Staff

The screenshot shows the FOCUS Student Attendance interface. At the top, there's a header with the FOCUS logo, a 'Select Student/Staff' dropdown, and 'Administration' text. To the right, there are user and school information: 'Sheryl Priester', 'Highlands Elementary School (...)', 'Admin', '2024-2025', and 'Quarter 4'. Below this is a navigation bar with tabs: Setup, Students, Users, Scheduling, Grades, Assessment, **Attendance**, Discipline, Forms, Billing, Eligibility, Florida Reports, SSS, and Reports. The 'Attendance' tab is active. Below the navigation bar, there's a date selector showing 'April 10 2025' and a '+ NP' button. A 'Filters: OFF' button is also present. The main table has columns: Photo, Student, Student ID, Grade, Daily, Comment, Note Status, Fill All Periods, and a final column with '00'. The table contains four rows of student data. The second row has a red 'A' in the 'Daily' column and a note 'phone call to mom student out sick'.

Note: The **Portal Alert** only counts students marked **Absent** with the daily code, while the **Attendance Report** includes all students marked **non-present** for any period—so the report may show a higher number.

Default Settings

- Defaults to the current date and the **NP (Non-Present)** attendance code.
- These settings can be adjusted at the top of the screen.

This screenshot is identical to the one above, showing the FOCUS Student Attendance interface with the default settings. The date is set to 'April 10 2025' and the attendance code is 'NP'.

Use the **date field** to select a specific day and the **Attendance Codes drop-down** to filter results.

Tip: Use the “+” icon to select multiple attendance codes. Codes are listed by their **Short Name**.

This screenshot is identical to the previous ones, but with red arrows highlighting the date field and the attendance code drop-down. The date field is 'April 10 2025' and the attendance code is 'NP'.

Student Attendance for Office Staff

Editing and Filtering

- Add **comments**, **fill all periods**, or edit **individual periods** directly from the main screen.
- Use the **Filter** button to narrow results by specific student groups or other fields.
- Click **Update** to save changes.

Student Detail View

Click a student's name to open their **schedule view**, where you can update attendance and add comments for each period.

Report Date: June 28 2025 Update

1 Course Filters: OFF 06/28/2025

Period - Teacher	Course	Attendance Code	Teacher's Entry	Comments
00 00 - 104 - Rosa Maria Maldonado	FIRST GRADE - 1	Unexcused/Unvalidated	Unexcused/Unvalidated	-

After making changes, click **Update**, then click the “x” next to the student's name to return to the main report.

FOCUS  x Administration Sheryl Priester Highlands Elementary School (...) SIS

Admin 2024-2025 Quarter 4 ERP

[Setup](#) [Students](#) [Users](#) [Scheduling](#) [Grades](#) [Assessment](#) **[Attendance](#)** [Discipline](#) [Forms](#) [Billing](#) [Eligibility](#) [Florida Reports](#) [SSS](#) [Reports](#)

Report Date: June 28 2025 Update

1 Course Filters: OFF 06/28/2025

Period - Teacher	Course	Attendance Code	Teacher's Entry	Comments
00 00 - 104 - Rosa Maria Maldonado	FIRST GRADE - 1	Unexcused/Unvalidated	Unexcused/Unvalidated	-

Attendance Chart

The **Attendance Chart** is used to view and update records of student absences by attendance code and in a specified frame of time. The timeframe can be a single day, or it can span days, weeks, months, terms or calendar years. The report includes filtering options to display specific results, and the most recent changes to a record will display when the user hovers over a code. To view this, click on **Attendance Chart** from the **Attendance** menu.

1. Go to **Attendance > Attendance Chart**, OR
2. Click the **Absences** link from the Student's **Demographics** screen (individual absence summary) and select the **Chart** icon in the bottom right portion of the screen.

Student Attendance for Office Staff

Report Timeframe: 04/01/2025 - 04/30/2025 Period 00 Update

Search Screen Simple List

Page: 1 / 13 Export Filter: OFF

Student	Student ID	Grade	Absences	4/1	4/2	4/3	4/4	4/7	4/8	4/9	4/10	4/11	4/14	4/15	4/16
Consent to Non-academic Counseling Yes	05	0	P	P	P	P	P	P	P	P	P	P	P	P	P
Basic First Aid Yes	04	1	P	P	P	P	P	P	P	P	P	P	P	P	P
Basic First Aid Yes Consent to Non-acad	02	0	P	P	P	P	P	P	P	P	P	P	P	P	P
Basic First Aid Yes Consent to Non-a	KG	0	P	P	P	P	P	P	P	P	P	P	P	P	P
Basic First Aid Yes Consent to Non-aomp	01	1	P	P	P	P	P	P	P	P	P	P	P	P	P
Basic First Aid Yes Consent to Non-aomp	04	0	P	P	P	P	P	P	P	P	P	P	P	P	P
	03	0	P	P	P	P	P	P	P	P	P	P	P	P	P
	04	4	P	P	P	P	P	P	P	P	P	P	P	P	P

Code: Absent
Course: FOURTH GRADE
Section: FOURTH GRADE (5100100)
00 00 - 403 - Anna Mariana Tidwell
Last updated: 2025-04-07 09:38:25.0000000
Comment: mom call student out sick

Adjust the timeframe or period as needed, then click Update. Timeframes can include days, weeks, months, terms, or entire calendar years. The period menu in the header allows administrators to view student attendance for a specific period. Click the Update button to refresh the report with these menu selections.

FOCUS Select Student/Staff Attendance Chart

Setup Students Users Scheduling Grades Assessment Attendance Disc

Report Timeframe: 05/01/2025 - 05/30/2025 Period 00 Update

Search Screen Simple List

Page: 1 / 13 Export Filter: OFF

Student	Student ID	Grade	Abs
	20074	05	

Hover over any record to display details of the code.

E	E	P	P	P
P	Code: Excused Course: FOURTH GRADE Section: FOURTH GRADE (5100100) 00 00 - 403 - Anna Mariana Tidwell Last updated by: Ma Garcia Last updated: 2025-05-05 14:17:42.0000000			
P				
P				
P				
P				
P				

At the bottom of the Attendance Chart, there are totals for all the recorded data.

Total Present -	20	out of 21	95.2%	1	1	1	1
Total Absent 1	-	-	-	0	0	0	0
Course	Absences	Att Periods	Sched Periods	Daily Att %	5/1	5/2	5/5
					5/6		

Student Attendance for Office Staff

Click on the student's name to view their attendance chart, which displays the Daily Attendance Value and attendance by course. You can also view detailed attendance records and update attendance codes as needed.

Course	Absences	1/20	1/21	1/22	1/23	1/25	1/26
Daily Attendance	2	P	P	P	?	OSS	OSS
01 01 - ENG1 - Melissa Bright	2	P	P	P	-	OSS	OSS
04 04 - 001 - Suki Velez	0	?	?	?	-	?	?
04 04 - 099ALGB4 - Armand Decker	2	P	P	P	-	OSS	OSS
05 05 - 303 - Murphy B Durham	2	P	P	P	-	OSS	OSS

In addition to the regular attendance codes ("P", "T", "U", etc.) users may see three additional symbols in the **Attendance Chart**.

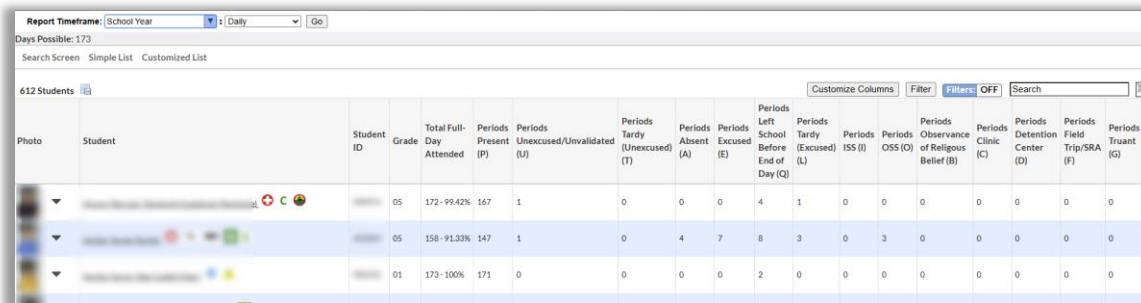
?	Student assumed Present, and the teacher did not take attendance
*	No Active Scheduled Class for the date and/or time
-	Not Enrolled , No School, or Future Date

Note: Hovering over a symbol can provide more information.

Absence Summary Report

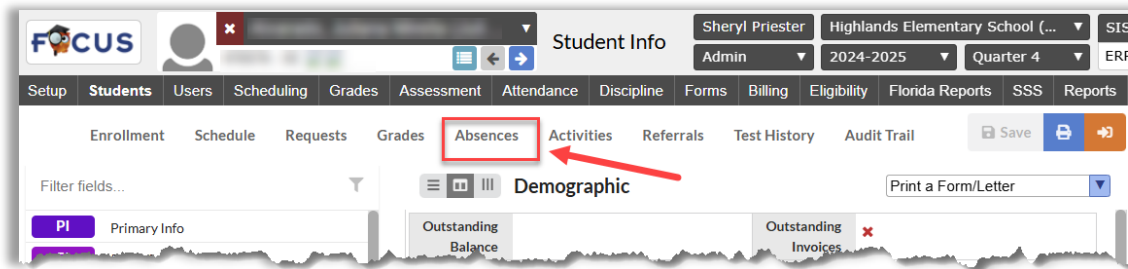
The Absence Summary provides a breakdown of different attendance codes over a selected date range. Users can search for specific student groups or fields to display alongside the attendance data. While the Absence Summary defaults to Daily attendance, users can choose specific periods to view.

1. Go to **Attendance > Absence Summary**, OR
2. Click the **Absences** link from the Student's **Demographics** screen (individual absence summary)

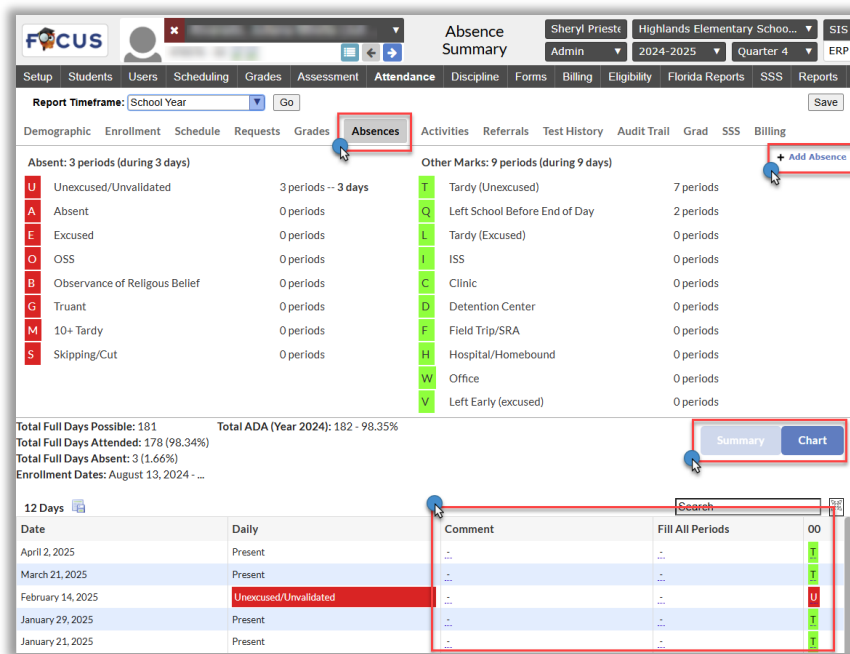


Click the student's name to view the Absence Summary for the selected student.

Student Attendance for Office Staff



With the **Absence Summary** the user can see the period-by-period code along with the daily code.



- The user has the option to change the attendance code by clicking the drop down.
- The ability to **Fill All Periods**, add a **Comment** and modify the **Report Timeframe** can also be done in the individual Absence Summary.
- Clicking the **+ Add Absence** in the top right corner will bring the user to the **Add Absence** screen with the individual student selected for adding absences (e.g. the parent calls and says the student will be out sick for the next three school days).

Attendance Chart vs. Attendance Summary

- Both tools can be used to view attendance for all students, an individual student, or a specific group.
- Each allows filtering by a custom date range and supports viewing by Daily or Period attendance.
- Attendance updates can be made when viewing an individual student's record in either tool.

Student Attendance for Office Staff

- The Attendance Chart displays attendance codes only for the selected date range and is commonly used for FTE reporting.
- The Attendance Summary provides totals and percentages for all attendance codes over the selected timeframe, giving a broader overview.

Tip: Use the **Attendance Chart** for detailed, day-by-day reviews and the **Attendance Summary** for overall patterns and analysis.

CLEARING ATTENDANCE CODES

Teachers cannot modify attendance entered by the office, even if the code is "Present." If attendance was entered in error, it must be **cleared** to allow teachers to take attendance.

Attendance codes can be cleared by changing the current code to N/A. This can only be done from the Attendance Administration screen or the student's Absence Summary screen.

Attendance Administration

- Go to **Attendance > Administration**.
- Locate the date and the student.
- Select the attendance code drop-down and choose **N/A**. Repeat as needed.
- Click Update to save.
- The attendance field will be cleared, and the teacher will now be able to take attendance.

The screenshot shows the 'Attendance Administration' interface. At the top, there is a date selector set to 'June 27, 2025' and a 'Current Student' dropdown set to 'NP'. An 'Update' button is visible. Below this is a table with columns: Photo, Student, Student ID, Grade, Daily, Comment, Note Status, Fill All Periods, and a final column with a dropdown menu. The table contains one row for a student with ID '01' and grade '01'. The 'Daily' column shows a red 'A' (Absent). The 'Note Status' column shows 'N/A'. The dropdown menu in the final column is open, showing options: 'A', 'N/A', 'P', 'U', 'T', 'A', and 'V'. Red arrows point to the date selector and the dropdown menu.

Absence Summary

From the Student Demographics screen:

- Click the Absences link.
- Make sure you are on the student's absence **summary** screen.
- Select the attendance code drop-down and choose **N/A**.
- Click Save.
- The attendance field will be cleared, and the teacher will now be able to take attendance.

Student Attendance for Office Staff

Note: If the code is cleared **after the actual day**, attendance must be **entered manually by the user** —teachers can only submit attendance for the **current day**.

VERIFYING ATTENDANCE

Attendance Verification Report

Used to verify and sign off on attendance for auditing and state reporting. Includes options for periods, dates, and display settings. **Reports are reviewed and signed each interim/grading quarter.**

1. Select **Attendance > Verification Sheets/Sub Rosters**.
2. Enter Verification Sheet Options.
3. Click Print.

Teacher: Abarca, Ana School: Immokalee Middle School (0361) Generated: 29, 2025 05:43 am

ALG 1: 03 03 - 1234567 - 004 - Ana Gloria Abarca 15 Students

Student	Student Id	Grade	5/1	5/2	5/5	5/6	5/7	5/8	5/9	5/12	5/13	5/14	5/15	5/16	5/19	5/20	5/21	5/22	5/23	5/27	5/28	5/29	5/30
08			P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
08			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
08			P	U	P	P	P	P	P	P	P	P	P	P	P	P	P	P	U	P	P	P	P
08			P	M	P	P	P	M	U	P	P	P	P	P	P	P	P	P	P	P	P	P	P
08			P	P	M	P	U	O	O	O	O	-	-	-	-	-	-	-	-	-	-	-	-
08			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
08			P	P	P	P	P	P	P	P	P	P	P	P	T	P	P	P	P	P	P	P	P
08			P	P	P	P	P	P	P	P	P	P	P	P	U	P	P	P	P	P	P	P	P
08			P	U	P	P	P	P	U	P	P	P	P	U	P	P	P	P	P	P	P	P	P
08			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	U	P	P
08			P	P	P	P	P	P	T	P	P	P	P	P	P	P	P	P	P	P	P	P	P
08			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
08			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	U	P	P	P	P
08			P	P	M	T	P	T	M	P	T	T	P	T	P	P	P	P	U	P	P	P	P
08			P	P	P	P	P	P	U	P	P	P	P	P	U	P	P	P	P	P	P	P	P
Total Present:			15	12	13	15	14	13	10	13	14	14	13	14	12	14	14	14	10	14	14	12	14
Total Absent:			0	3	2	0	1	2	5	2	1	0	1	0	2	0	0	0	4	0	0	2	0

Student Attendance for Office Staff

Important Notes:

- **There should be NO question marks.** Question Marks indicate that neither the teacher nor the front office took attendance.
- Refer to the Attendance Verification Schedule for the specific date range for each quarter.
- Each teacher must review, sign, and date their report and return it to the attendance office. If a teacher is unable to certify attendance, consult with your Principal.
- Keep signed attendance reports and sub-rosters (hard copy or digital) on file for 3 years per district. policy.

Teacher: Abarca, Ana School: Immokalee Middle School (0361) Generated: _____, 2025 05:43 am

HOMEROOM: 00 00 - 001 - Ana Gloria Abarca

Student	Student Id	Grade	5/1	5/7	5/15
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	?
		08	?	P	U
		08	?	P	?
Total Present:			24	24	23
Total Absent:			0	0	1

Teacher Signature: _____ Date: _____

Year-End Attendance Verification Summary

This document confirms that attendance verification reports were generated, reviewed, and signed by teachers at the end of each grading and interim period for the current school year. Make sure all attendance verification dates are reviewed and that each reporting period specified has been properly accounted for. Once finished, have the principal sign and date this form. Then, email the signed document to Student Relations.

YEAR-END ATTENDANCE SUMMARY STATEMENT

Attendance records were run and verified at the end of each grading/interim period as follows:

☐ 1.	August 10, 2021	September 10, 2021
☐ 2.	September 13, 2021	October 15, 2021
☐ 3.	October 18, 2021	January 13, 2022
☐ 4.	November 29, 2021	January 13, 2022
☐ 5.	January 18, 2022	February 15, 2022
☐ 6.	February 16, 2022	March 25, 2022
☐ 7.	March 29, 2022	April 29, 2022
☐ 8.	May 2, 2022	June 2, 2022

I certify the following:

- Attendance Verification Reports were run and verified by each teacher by class at the end of each grading/interim period (8 reports annually)
- All attendance was updated and/or edited prior to printing the interim/report cards
- Attendance verification reports are complete and accurate for all students active at the school
- The school will keep Attendance Verification Reports for **three (3) years**

Principal Signature _____

School Name _____

Date _____

Note:

- Refer to iBriefings for further instructions outlined by Technology Operations on processing/storing Attendance Verification Reports.
- Year-End Attendance Summary Statement must be signed and submitted to the Department of Student Relations via email to studentrelations@collierschools.com no later than **June 8, 2022**.

Student Attendance for Office Staff

ADDITIONAL ATTENDANCE REPORTS

FOCUS offers several attendance reports to help track attendance trends and identify patterns. All reports can be accessed via the **Attendance** menu.

Perfect/Excessive Attendance Report

Tracks students with excellent or concerning attendance patterns based on defined attendance criteria and absence thresholds (number of absences). Timeframes can be set for the school year, quarter, current month, or last 30/60/90 days, with the option to ignore excused absences. Clicking a student's name opens their individual Absence Summary.

Featured reports include:

- **Perfect Attendance Report:** Highlights students with excellent attendance and tracks tardies to account for punctuality.
- **Excessive Absences Report:** Flags students who meet or exceed a set absence threshold to support early intervention.
- **Skip Report:** Identifies students marked absent for at least one period but present in others on the same day.
- **Consecutive Absences Report:** Lists students with multiple consecutive days of absence.

Attendance

Search...

Administration

Late Check In / Early Release

Add Absences

Reports

Attendance Chart

Absence Summary

Perfect/Excessive Attendance

Absences by Course and Student

Print Absence Summary

Average Daily Attendance

Average Attendance by Day

Teacher Completion

Verification Sheets/Sub Rosters

Check In/Check Out

Setup

Attendance Setup

FOCUS

Select Student/Staff

Perfect/Excessive Attendance

Sheryl Priester

Highlands Elementary School (...)

Admin

2024-2025

Quarter 4

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Florida Reports

SSS

Reports

Perfect Attendance

Excessive Absences

Skip Report

Threshold: 0 Daily Absences

Timeframe: School Year

Show Teacher:

☐ Ignore Excused Absences

Go

Search Screen

Simple List

Customized List

31 Students

Filters: OFF

Search

Print

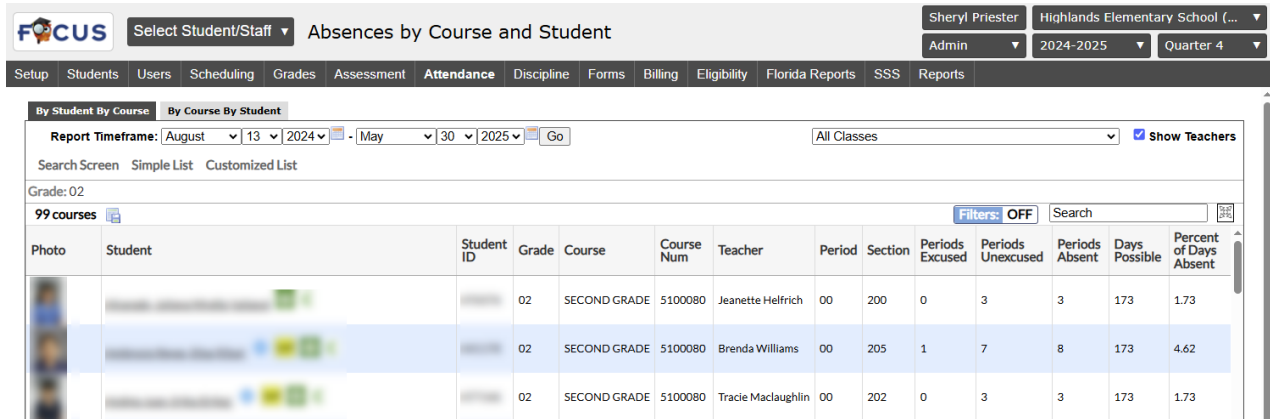
PDF

Photo	Student	Student ID	Grade	Days Absent	Periods Absent	Periods Tardy
	[Student Name]	[Student ID]	01	0	0	2
	[Student Name]	[Student ID]	05	0	0	2
	[Student Name]	[Student ID]	04	0	0	3

Student Attendance for Office Staff

Absences by Course and Student Report

Displays attendance either by student by course (*organized by individual or groups of students*) or by course by student (*organized by course*), showing periods absent, days possible, and percent of days absent, with filters for absence thresholds and the option to include excused absences.

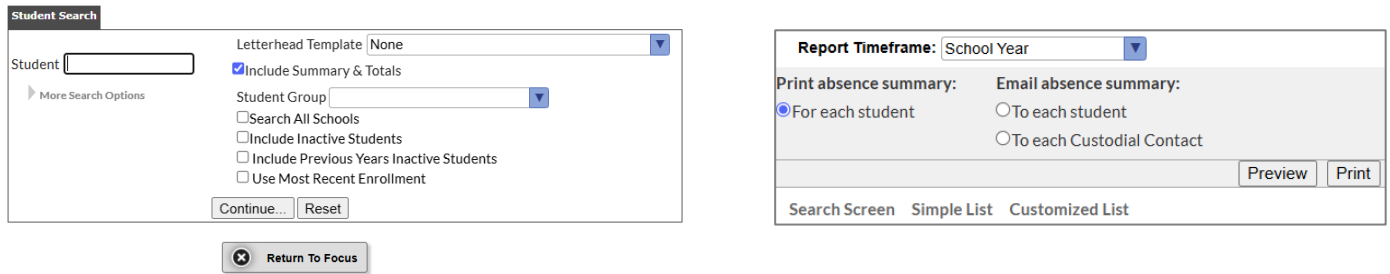


The screenshot shows the FOCUS web application interface for the 'Absences by Course and Student' report. The top navigation bar includes links for Setup, Students, Users, Scheduling, Grades, Assessment, Attendance (highlighted), Discipline, Forms, Billing, Eligibility, Florida Reports, SSS, and Reports. The user is logged in as Sheryl Priestler at Highlands Elementary School. The report is configured for the 2024-2025 school year, Quarter 4. The report type is set to 'By Student By Course'. The report timeframe is August 13, 2024, to May 30, 2025. The report shows 99 courses. The table displays student attendance data for three students in the second grade, showing periods absent, days possible, and percent of days absent.

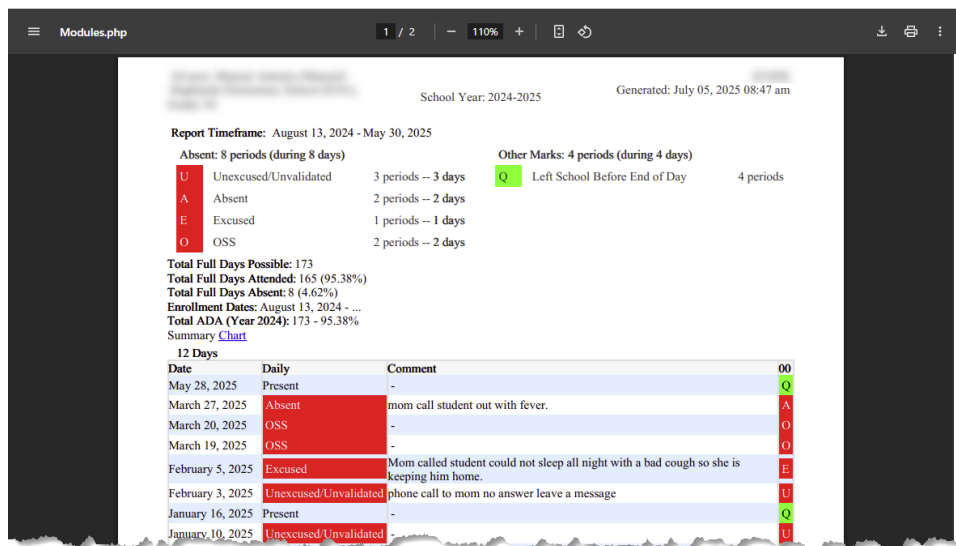
Photo	Student	Student ID	Grade	Course	Course Num	Teacher	Period	Section	Periods Excused	Periods Unexcused	Periods Absent	Days Possible	Percent of Days Absent
		02	SECOND GRADE	5100080	Jeanette Helfrich	00	200	0	3	3	173	1.73	
		02	SECOND GRADE	5100080	Brenda Williams	00	205	1	7	8	173	4.62	
		02	SECOND GRADE	5100080	Tracie MacLaughlin	00	202	0	3	3	173	1.73	

Print Absence Summary

Allows schools to print or email Absence Summary data as letters to students or their custodial contacts for easy distribution.



The screenshot shows the FOCUS web application interface for the 'Print Absence Summary' feature. The 'Student Search' section includes a search bar and options to include summary and totals, search all schools, include inactive students, include previous years inactive students, and use most recent enrollment. The 'Report Timeframe' is set to 'School Year'. The 'Print absence summary' section has options to print for each student, to each student, or to each custodial contact. The 'Email absence summary' section has options to email to each student or to each custodial contact. The interface includes a 'Preview' button and a 'Print' button.



The screenshot shows the FOCUS web application interface for the 'Print Absence Summary' report output. The report is generated for the school year 2024-2025, generated on July 05, 2025 at 08:47 am. The report timeframe is August 13, 2024 - May 30, 2025. The report shows attendance data for a student, including periods absent, days possible, and percent of days absent. The report includes a summary of attendance data and a detailed daily attendance log.

Date	Daily	Comment	00
May 28, 2025	Present	-	Q
March 27, 2025	Absent	mom call student out with fever.	A
March 20, 2025	OSS	-	O
March 19, 2025	OSS	-	O
February 5, 2025	Excused	Mom called student could not sleep all night with a bad cough so she is keeping him home.	E
February 3, 2025	Unexcused/Unvalidated	phone call to mom no answer leave a message	U
January 16, 2025	Present	-	Q
January 10, 2025	Unexcused/Unvalidated	-	U

Student Attendance for Office Staff

Average Daily Attendance (ADA) Report

Displays average student attendance within a specified timeframe, including average daily membership, student days present, student days absent, etc..

Report Timeframe: 04/01/2025 - 04/30/2025 ☐ All Schools ☒ Include Secondary Enrollments By Grade Level [Advanced Search](#) [Go](#)

7 Records [Export](#) [Filter: OFF](#)

Grade	Average Daily Membership	Days Possible	Student Days Present	Student Days Absent	ADA	Percent of Students Chronically Absent	Average Students Attended per day	Average Students Absent per day	Days Absent	Days Observation of Religious Belief	Days Excused	Days Truant	Days 10+ Tardy	Days OSS	Days Skipping/Cut	Days Unexcused/Unvalidated
PK	679	21	573	106	84.39%	43.3%	27.29	5.05	23		7					76
KG	2292	21	2173	119	94.81%	11.91%	103.48	5.67	36		31					52
05	1680	21	1612	68	95.95%	7.5%	76.76	3.24	23		18					27
04	1773	21	1671	102	94.25%	16.58%	79.57	4.86	28		34					40
03	1942	21	1854	88	95.47%	12.98%	88.29	4.19	25		17					46
02	2100	21	2011	89	95.76%	10%	95.76	4.24	36		16			1		36
01	2492	21	2387	105	95.79%	10.95%	113.67	5	23		31					51
Total	12958	21	12281	677	94.78%	0.63%	584.81	32.24	194	0	154	0	0	1	0	328

Average Attendance by Day Report

Displays “daily” attendance totals by grade level within a specified timeframe, including the number of students, number present, number absent, and Average Daily Attendance (ADA).

Report Timeframe: 04/01/2025 - 04/30/2025 ☒ Include Secondary Enrollments By Grade Level [Advanced Search](#) [Go](#)

[Export](#) [Filter: ON](#) [Clear All Filters](#)

Date	Grade	Average Daily Membership	Days Possible	Present	Absent	ADA	Percent of Students Chronically Absent	Average Attendance	Average Absen
April 2, 2025	03	93	1	93	0	100%		93	0
April 9, 2025	03	93	1	93	0	100%		93	0
April 30, 2025	01	118	1	118	0	100%		118	0
April 3, 2025	05	80	1	79	1	98.75%		79	1
April 8, 2025	05	80	1	79	1	98.75%		79	1
April 10, 2025	05	80	1	79	1	98.75%		79	1