

Attendance – Late Check-In / Early Release

Late Check In / Early Release

The late check-in / early release screen displays a list of students who check-in/out of different areas and sign-in/out of school using the kiosk. Note: Attendance taken using the handheld device does not appear on this list. Attendance for prior and future periods can be submitted using this screen and will update a student's attendance.

To access:

1. Click the Attendance tab.
2. Select Late Check In /Early Release.
3. The list will display in the middle of the screen.

To view another date:

1. Select the date in the upper right of the screen.
2. Click the refresh button.
3. The list will refresh and display the list based on the selected date.

Understanding the Late Check In/Early Release Screen

Photo	Student	Student ID	Course	Section	Code	Entry	Prior Periods	Release	Following Periods	Parent/Contact	Reason
	Student Name	Student ID	AP PHYSICS 1 2003421	06 06 - 206 - Gina Marie Dziuba	Q	12:19pm		12:19am	A		Early Release

1. Student Information.
2. The attendance code for the period/course section in which the student check in/out.
3. Time the student checked into the location/school.
4. Attendance code for the periods prior to the current period.
5. Time the student checked out of the location/school.
6. Attendance code for the periods following the current period.
7. Parent/Contact who picked up the student. VERY IMPORTANT!
8. Reason for student check-in or signing out.

Notes entered in the reason field do not export over the comments field on the student's absence summary.

Attendance – Late Check-In / Early Release

Note: Click the student's name or student ID to view the student's Absence Summary. The entries made in the Code and Prior fields will display immediately.

The Check In/Early Release screen refreshes every 3-4 seconds.

April ▼ 23 ▼ 2019 ▼ 

238 Late Check Ins / Early Releases as of 4 seconds ago   Exp

Photo	Student ▼	Student ID ▼	Course ▼
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Attendance Codes (Check In-Out)

Students checking in/out of various locations are coded as follows:

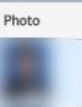
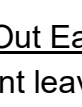
The following codes should be used:

Location	Code Selected	Location	Code Selected
Classroom	F	Lab	F
Clinic	C	Media Center	W
Discipline	W	Office	W
Guidance	W	Test Session	F
ISS	I		

Checked in to a Location for Multiple Periods

If the student is signed into the location for multiple periods, the attendance is automatically updated when the student checks out. Once checked out, the student will display multiple times on the list if they are checked in to a location for more than one period.

For example, this student was checked into the Guidance Office for periods 1-4

Photo	Student ▼	Student ID ▼	Course ▼	Section ▼	Code	Entry ▼	Prior Periods	Release ▼
	Student Name	Student ID	CERAM/POT 1 0102300	01 01 - 101 - Leslie Shannon Loughran	W ▼	07:31am		10:00am
	Student Name	Student ID	GEO 1206310	02 02 - 502X - Daniel John Hansen	W ▼			10:00am
	Student Name	Student ID	BIO 1 2000310	03 03 - X103 - Ian Crosier Sharp	W ▼			10:00am
	Student Name	Student ID	FIT ISSUES FOR ADOL 1501320	04 04 - S2 - ABCD - 104 - Ted J Parsons	W ▼			10:00am

Sign-Out Early (Early Release)

Student leaves school before the end of the school day.

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The following codes should be used:

- **Q** = Left School Before End of Day (Tardy, validated)
- **V** = Left School Before End of Day (Tardy, Excused - doctor or legal note on file)

Code Selected	Current Period	Prior Periods	Following Periods
Q	Q	N/A	A
V	V	N/A	E

Note: If a student signs out and is expected to return, there is no need to select an attendance code for “Following Periods”.

Student Returns to School OR Comes Late to School

Student leaves school early and later returns the same day OR comes to school late.

The following codes should be used:

- **L** = Tardy (Excused – doctor or legal note on file)
- **M** = Tardy by 10+ minutes in period = Absent (Unexcused/validated)
- **T** = Tardy (Unexcused/validated)

Code Selected	Current Period	Prior Periods	Following Periods
L	L	E	N/A
M	M	A	N/A
T	T	A	N/A

Note: M attendance code will automatically populate for Middle and High School only.

Check In/Out Update

If there is a recorded check in time, but no check out time, the **Change to Check Out** button displays in the Check In/Out Update Control column allowing you to change the record from check in (Entry) to check out (Release).

If there is a recorded check out time, but no check in time, the **Change to Check In** button displays allowing you to change the record from check out (Release) to check in (Entry).

Attendance – Late Check-In / Early Release

Note: You will not be able to edit the time, just the record type (entry/release).

Photo	Student	Student ID	Grade	Kiosk	Course	Section	Code	Check In/Out Update Control	Entry	Prior Periods	Release
	Gr...		PK	Attendance	PK ATTENDANCE PKATTEND	00 00 - 010 - Sa	Q	Change to Check In			10:00
	Al...		PK	Attendance	PK ATTENDANCE PKATTEND	00 00 - 011 - N...	T	Change to Check Out	10:01am		
	Pe...		02	Attendance	SECOND GRADE 5100080	00 00 - 203 - St	Q	Change to Check In			8:56

The Change to Check In or Change to Check Out buttons do not display if you select values for **Following Periods** from the corresponding pull-down. The buttons do not appear if there are check in and check out entries for a record.

Photo	Student	Student ID	Section	Code	Check In/Out Update Control	Entry	Prior Periods	Release	Follow
			07 07 - 013 - L...	Q	Change to Check In			1:39pm	
			07 07 - 001 - L...	W		1:34pm		2:05pm	

Focus Kiosk Manual Check-in/Check-out

Manual check-in or check-out entries are recorded right away, for the selected time. The student may print their pass at any time.

From the Late Check In/Early Release screen:

1. Click the Green Check In/Out button
2. A popup displays with a student drop-down, the time and a kiosk selection. To sign a student in/out of school, use the **Attendance** option.

Manual Check-In or Check-Out entries are recorded right away, for the selected time. The Student may print their pass at anytime, by selecting 'Reprint Pass' at a Kiosk.

Student: [Dropdown]

Time: 02 : 00 am or pm

Kiosk: Attendance

Check-In or Check-Out or Cancel

Attendance – Late Check-In / Early Release

Select **Check-in** or **Check-out** and the popup will close. The Late Check In/Early Release page refreshes and now shows the manual entry, including the student's class at time of the future check-out. Select the appropriate **Code**, **Following** or **Prior Periods** and click Save.

The student's attendance is automatically updated.

Total Full Days Possible: 2 Total Full Days Attended: 2 (100%) Total Full Days Absent: 0 (0%) Enrollment Dates: Aug 13, 2019 - ...											
1 Day											
Date	Daily	Comment	Fill All Periods	00	01	02	03	04	05	06	07
Aug 14, 2019	Present										

Correcting Attendance Scanned in Error

If a student scans in/out using the kiosk in error, attendance is recorded on the late check-in/early release screen regardless. You will need to correct the attendance.

Clear the attendance via the Absence Summary

1. Click the Attendance tab
2. Select Absence Summary
3. Search for and select the student
4. Locate the period with the incorrect attendance code
5. Click the editable field and select N/A from the drop-down.
6. Click Save.

Total Full Days Possible: 9
Total Full Days Attended: 9 (100%)
Total Full Days Absent: 0 (0%)
Enrollment Dates: Aug 13, 2019 - ...

1 Day

Search

Date	Daily	Comment	Fill All Periods	01	02	03	04	05	06	07
Aug 22, 2019	Present	-	-	-		-	-	-	-	N/A

Attendance – Late Check-In / Early Release

This will clear the attendance, so the teacher is able to take attendance. If a code is selected (i.e., P for Present), the teacher will not be able to take attendance for that period because it is considered as administratively placed attendance.

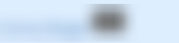
The record will remain on the late check-in/early release screen but will reflect the updated attendance code.

FOCUS Late Check In / Early Release
 SIS ERP Sheryl Priester Pine Ridge Middle (0251) 2019-2020 Quarter 1

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

August 22 2019 
Save

74 Late Check Ins / Early Releases 
Export  Filter: OFF

Photo	Student	Student ID	Grade	Kiosk	Course	Section	Code	Entry	Prior Periods
			06	Clinic (C) Check-in/Check-out	M/J COMPRE GRDE 6/7 1508600A	07 07 - S1 - 25 - Kimberly Ann Marie Gonder	P	3:34pm	