

Collier County Public Schools

Student Attendance

for Teachers



Collier County Public Schools
Technology Department

Student Attendance for Teachers

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Contact Us



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Contact the **Help Desk** at ext. 70445 or
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Training:

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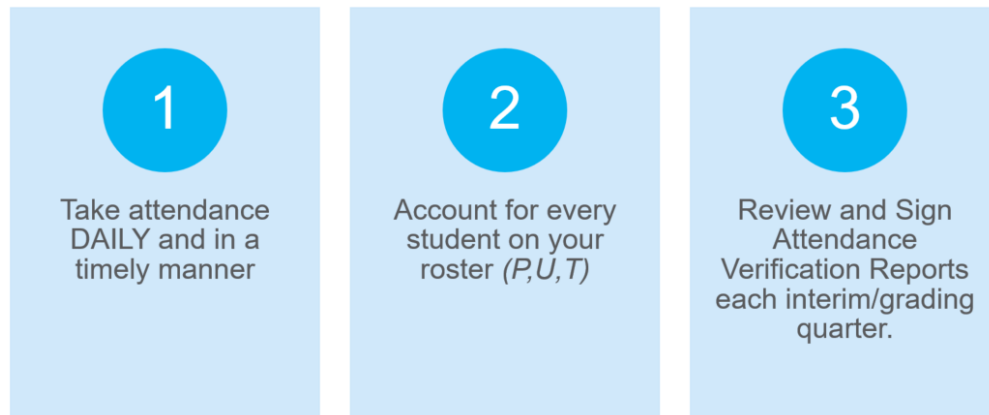
COLLIER COUNTY PUBLIC SCHOOLS

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Student Attendance for Teachers

Teachers use FOCUS to record attendance accurately and in real time. 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.

BEST PRACTICES



ACCESSING ATTENDANCE

Teachers can access the Take Attendance screen through the Attendance Alerts, Featured Programs, or the Attendance menu – all available from the **portal screen**.

Attendance Portal Alert

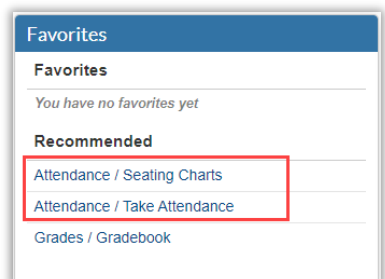
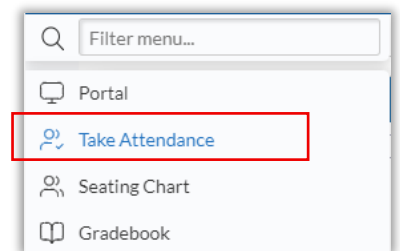
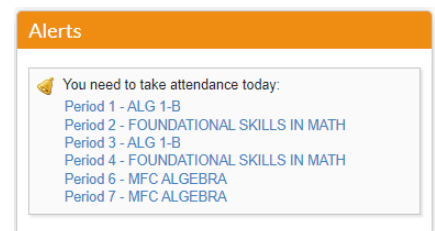
1. Courses missing attendance will appear under “You need to take attendance today.”
2. Click a course section to open the Take Attendance screen.
3. Once attendance is saved, the alert disappears for that period.

Attendance Menu

1. From the sidebar, select Take Attendance.
2. The screen will display all active students in the selected course.

Recommended Favorites

- **Attendance / Take Attendance** – Use **List View** to take attendance.
- **Attendance / Seating Charts** – Use **Seating Chart View** to take attendance.



Student Attendance for Teachers

TAKING ATTENDANCE

The Take Attendance module allows teachers to record daily or by period attendance for the current date using either the List View or Seating Chart View.

Reminders:

- Attendance should be entered **DAILY** and in a timely manner.
- Teachers can only take attendance for the **CURRENT** day.
- Teachers cannot override administratively placed attendance.
(i.e. attendance entered by the front office)
- Teachers can only mark a student P (present), U (unexcused), or T (tardy).

The screenshot shows the 'Take Attendance' interface for Paul Alba Tajada at Barron Collier High (0311) for the 2023-2024 school year, Quarter 1, 01 - X101 - ALG 1-B. The interface includes a 'List' button and a 'Seating Chart' button. The main table displays 18 students with columns for 'Sep 27, 2023', 'Sep 28, 2023', 'Today's Attendance', 'Student Information', 'Student ID', 'Grade', 'Days Absent', 'Present', 'Unexcused/Unvalidated', and 'Tardy (Unexcused)'. The 'Today's Attendance' column shows a grid of checkboxes for each student.

From the Take Attendance screen:

- If assigned to multiple schools, select the correct one from the **school** drop-down.

The screenshot shows the school selection dropdown menu. The selected option is '001 - Technical College'. Other options include '2018-2019', 'FD - 001 - COMPUTER NETWORK SPE', and 'Q1'.

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

The screenshot shows the course selection dropdown menu. The selected option is 'FD - 001 - COMPUTER NETWORK SPE'. Other options include 'Q1'.

Elementary takes **daily attendance** using **Period 00** only, while secondary grade levels take **attendance by period** throughout the day.

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

This is a duplicate of the screenshot above, showing the 'Take Attendance' interface for Paul Alba Tajada at Barron Collier High (0311) for the 2023-2024 school year, Quarter 1, 01 - X101 - ALG 1-B. The interface includes a 'List' button and a 'Seating Chart' button. The main table displays 18 students with columns for 'Sep 27, 2023', 'Sep 28, 2023', 'Today's Attendance', 'Student Information', 'Student ID', 'Grade', 'Days Absent', 'Present', 'Unexcused/Unvalidated', and 'Tardy (Unexcused)'. The 'Today's Attendance' column shows a grid of checkboxes for each student.

Student Attendance for Teachers

Teachers can take attendance via the list display or the seating chart display.
The Take Attendance screen defaults to the **List** view.

Student Information			[x] Sep 29, 2023			
Student	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
Parental Consent for Basic First Aid Yes		10	4	☒	☐	☐
		09	8	☒	☐	☐
Parental Consent for Basic First Aid Yes		10	0	☒	☐	☐
G 504 Parental Consent for Basic First Aid Yes		09	2	☒	☐	☐
		09	6	☒	☐	☐
		10	1	☒	☐	☐
504 Parental Consent for Basic First Aid Yes		10	1	☒	☐	☐

Click **Seating Chart** to take attendance while viewing the student attendance chart, photos, etc.

For more information, see Seating Charts.

Note: FOCUS will remember your last selected view.

- Attendance defaults to Present. Use the radio buttons to mark **Unexcused** or **Tardy** as needed.

Student Information				[x] Sep 29, 2023		
Student	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
Parental Consent for Basic First Aid Yes		10	4	☒	☐	☐
		09	8	☐	☒	☐
Parental Consent for Basic First Aid Yes		10	0	☒	☐	☐
504 Parental Consent for Basic First Aid Yes		09	2	☒	☐	☐
		09	6	☐	☐	☒
		10	1	☒	☐	☐
504 Parental Consent for Basic First Aid Yes		10	1	☒	☐	☐

Student Attendance for Teachers



Teachers cannot modify attendance entered by the office.

If the message “Attendance has been taken for this course” appears before a teacher records attendance, it means the office has already entered it.

025	Today's Attendance	Student	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
			4	01	0			
			4	01	2		-	-
			4	01	1			

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

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

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

List
Setting Chart
Save

[x] Sep 29, 2023

Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
4			

Today's Attendance	Student	Student ID	Grade	Days Absent	Present	Unexcused/Unvalidated	Tardy (Unexcused)
		4	01	0			
		4	01	2			
		4	01	7			
		4	01	13			
		4	01	3			

- A green check mark and the message “You have taken attendance today for this period” will appear in the upper left portion of the screen to indicate that attendance was properly recorded.

Students
Scheduling
Grades
Attendance
Discipline
School Information

You have taken attendance today for this period. Click if you're not finished

22 Students

Previous Days

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.

Students
Scheduling
Grades
Attendance
Discipline
School Information

You have taken attendance today for this period. Click if you're not finished

22 Students

Previous Days

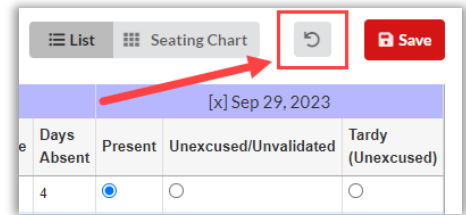
If you forget to take attendance for the previous day, provide the attendance codes to your front office attendance staff so they can enter it on your behalf.

Student Attendance for Teachers

OTHER FEATURES

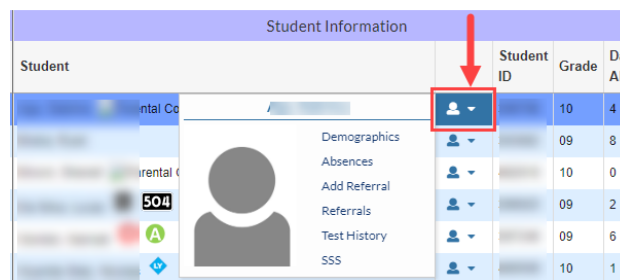
Refresh Icon

Click to clear unsaved attendance and start over.



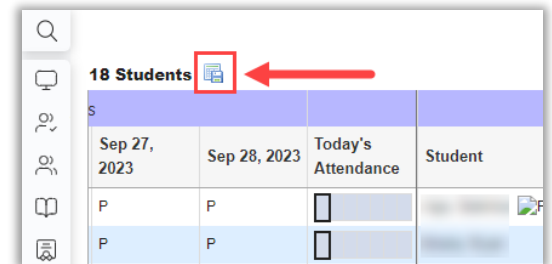
Student Category Menu

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..



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).

18 Students			Student Information				[x] Sep 29, 2023			
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	☐	☒	☐	

Student Attendance for Teachers

ATTENDANCE REPORTS

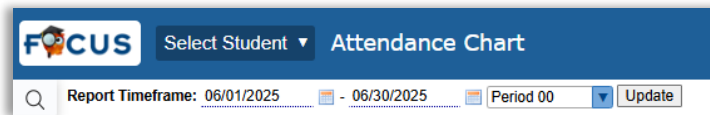
FOCUS provides several reports to help teachers gain a better perspective on student attendance.

Attendance Chart

View student absences within a chosen timeframe and by specific attendance codes.

1. Select Reports > Attendance > Attendance Chart.
2. Set search criteria and click Search, OR click Simple List to view the entire class.

Adjust the timeframe and or period as needed, then click **Update**. Timeframes can cover days, weeks, months, terms, or entire calendar years.



Absence Summary

Displays totals for absence and tardy codes (not "Present") over a selected date range. You can also filter by student groups or fields.

1. Select Reports > Attendance > Absence Summary.
2. Enter or Select your search criteria.

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

Student Attendance for Teachers

Attendance Verification

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. **The front office will distribute them.**

1. Select Reports > Attendance > Attendance Verification/Sub Rosters.

09/01/2023 → 09/29/2023 Period 1, Period 2... ☐ Page Breaks between each section ☐ Print signature lines ☐ Hide empty classes ☐ Sub Rosters ☐ Do not display Student IDs

☐ Print Student Alert Icons 14 Date columns per course period

Print Preview

ALG 1-B: 01 01 - X101 - Paul E Alba Tajada

Student	Student Id	Grade	9/1	9/5	9/6	9/7	9/8	9/11	9/12	9/13	9/14	9/15	9/18	9/19	9/20	9/21
Consent for Basic First Aid Yes	10	U	P	P	P	P	P	P	P	P	P	P	P	P	P	P
al Consent for Basic First Aid Yes	09	T	M	P	M	P	P	P	P	P	P	P	P	P	P	P
Parental Consent for Basic First Aid Yes	09	P	P	P	P	P	P	P	P	E	P	P	P	P	P	P
arental Consent for Basic First Aid Yes	10	P	P	P	P	P	P	P	P	E	P	P	P	P	P	P
al Consent for Basic First Aid Yes	09	P	P	P	P	P	P	P	P	T	P	P	P	P	P	P
Parental Consent for Basic First Aid Yes	10	*	*	*	*	*	*	*	*	*	*	*	*	*	*	I
Consent for Basic First Aid Yes	09	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Parental Consent for Basic First Aid Yes	10	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Parental Consent for Basic First Aid Yes	10	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Parental Consent for Basic First Aid Yes	10	O	O	O	O	O	P	P	U	P	P	T	P	P	P	P
n	12	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	09	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	10	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	09	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Total Present:			14	15	16	15	16	17	17	13	17	17	16	15	17	18
Total Absent:			3	2	1	2	1	0	0	4	0	0	1	2	1	0

Important Notes:

- **There should be NO question marks.** Question Marks indicate that neither the teacher nor the front office took attendance.
- Teachers can only enter attendance for the current day. For past or future dates, provide attendance codes to the attendance clerk or front office.

ALG 1-B: 01 01 - X101 - Paul E Alba Tajada

Student	Student Id	Grade	9/22	9/27	9/28	9/29
Parental Consent for Basic First Aid Yes	10	U	P	P	P	?
Parental Consent for Basic First Aid Yes	09	P	P	P	P	?
Parental Consent for Basic First Aid Yes	10	P	P	P	P	?
Parental Consent for Basic First Aid Yes	09	P	P	P	P	?
Parental Consent for Basic First Aid Yes	09	U	M	P	P	?
Parental Consent for Basic First Aid Yes	10	P	P	P	P	?
Parental Consent for Basic First Aid Yes	10	P	T	P	P	?
Parental Consent for Basic First Aid Yes	11	P	P	P	P	?
Parental Consent for Basic First Aid Yes	09	P	P	P	P	?
Parental Consent for Basic First Aid Yes	10	P	U	P	P	?
Parental Consent for Basic First Aid Yes	09	P	P	P	P	?
Parental Consent for Basic First Aid Yes	10	P	P	P	P	?
Parental Consent for Basic First Aid Yes	10	A	P	P	P	?
Parental Consent for Basic First Aid Yes	10	P	P	P	P	?
Parental Consent for Basic First Aid Yes	12	P	P	P	P	?
Parental Consent for Basic First Aid Yes	09	P	P	P	P	?
Parental Consent for Basic First Aid Yes	10	P	P	P	P	?
Parental Consent for Basic First Aid Yes	09	P	P	P	P	?
Total Present:			15	16	18	18
Total Absent:			3	2	0	0