

Attendance End User

Attendance Tracking and Resolution
Release Pack 2539

ES BOCES
October 2025

Overview

- **Student Attendance Tab** - allows user to view, edit and add attendance events to an individual student
- **Classroom Monitor** – allows user to view Teacher attendance throughout the day as well as take attendance for the Teacher
- **Daily Attendance Processing** – allows user to view and resolve attendance events
- **Attendance Entry Wizard** – allows user to enter attendance events for multiple students
- **Attendance Letters** – communication tool
- **Attendance Messenger** – communication tool
- **Canned Reports** – Suggest sub attendance roster report

Attendance Codes

Attendance policy is determined by each district, so what is considered an excused absence in one district may be considered unexcused in another. **District specific**

Student Attendance is driven by a collection of settings in Infinite Campus, related to the calendar and course settings. “Resolved” attendance means attendance personnel has reviewed and saved an excuse status to the “unknown” teacher absent or tardy mark.

Attendance that is unresolved always displays as the “unknown” excuse code color (yellow), but the actual excuse code is NULL [empty] until resolved by an attendance staff user. Once attendance is resolved by attendance personnel, only users with attendance tool rights may make revisions.

Attendance Codes may be unique per-calendar, or the district may adopt a uniform code list. Usually, they are rolled from the prior year’s calendar.

Attendance Codes

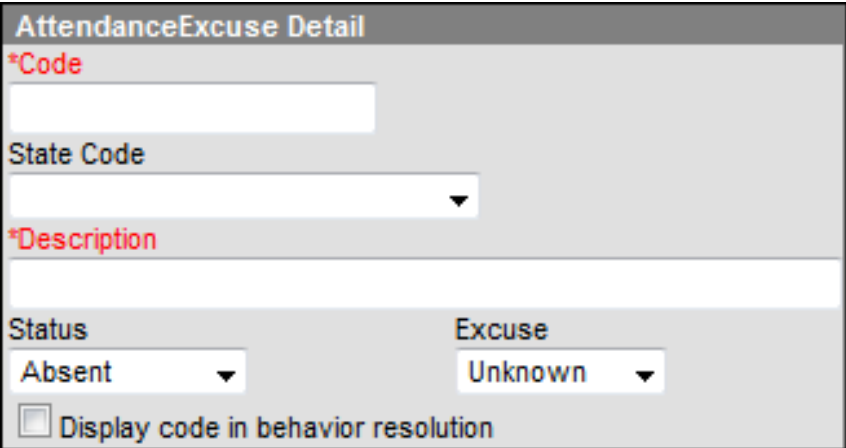
There are four attendance **Status** codes in Campus:

- Present [P]
- Absent [A]
- Early Release – Not available to teachers
- Tardy [T]

There are four **Excuse** codes in Campus: Color coded

- Unknown [Yellow]
- Excused [Green]
- Unexcused [Red]
- Exempt [Gray] - Note: An attendance excuse of Exempt does not count against a student

Resolved attendance marks display with the district created Code (combination of the Status & Excuse) in **bold** font. The color displayed is dependent upon its Excuse.



The image shows a web form titled "AttendanceExcuse Detail". It contains the following fields and controls:

- *Code**: A text input field.
- State Code**: A dropdown menu.
- *Description**: A text input field.
- Status**: A dropdown menu with "Absent" selected.
- Excuse**: A dropdown menu with "Unknown" selected.
- ☐ **Display code in behavior resolution**: A checkbox.

Student Attendance Tab

Path: Student Information > General > Attendance

Student Attendance Tab

The tab shows a table grid for the individual student's marks in the selected calendar, the hover-over and functionality is the same as entry via Daily Attendance Processing. There is a read-only term-table with counts per-period for Absent, Early Release, and Tardy attendance marks. Below that, is a count table with Absent and Tardy marks for each attendance-bearing Course in the student schedule.

New

Period Detail

Daily Detail

Positive Attendance

Documents

Term 1 07/01/2024 - 09/27/2024

Instructional Days: 65 Present Days: 62.9

Period	0	1	2	3	4	5	6	7	8	WIN	ACT	T
Absent	0	4	2	2	2	0	3	1	0	0	0	14
Early Release	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	2	0	0	0	0	0	0	0	0	2

Term 2 09/30/2024 - 12/20/2024

Instructional Days: 60 Present Days: 60

Period	0	1	2	3	4	5	6	7	8	WIN	ACT	T
Absent	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0

Term 3 12/23/2024 - 03/21/2025

Instructional Days: 65 Present Days: 65

Period	0	1	2	3	4	5	6	7	8	WIN	ACT	T
Absent	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0

Term 4 03/24/2025 - 06/30/2025

Instructional Days: 71 Present Days: 71

Period	0	1	2	3	4	5	6	7	8	WIN	ACT	T
Absent	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0

Unknown

Excused

Unexcused

Exempt

Date	0	1	2	3	4	5	6	7	8	WIN	ACT
08/23/2024 Fri Daily	AEX	AEX	AEX	AEX		AEX					
07/26/2024 Fri Daily						AUX	AUX				
07/22/2024 Mon Daily	AEX	TEX									
07/19/2024 Fri Daily	AX	AX	AX	AX		AX					
07/15/2024 Mon Daily	AUK	TUK									
07/10/2024 Wed Daily	AEX	AEX	AEX	AEX		AEX					

Course Number & Name	Absent	Tardy
3300A Concert Choir	2	2
3300B Physical Science	2	0
3300C Government	2	0
1300 Integrated Math III	1	0
3300 English 11	4	0
3300D American Literature	3	0

Student Attendance Tab

New attendance marks can be entered in this tab by clicking New. The functionality is the same as entry via Daily Attendance Processing.

Please always be mindful of your comments! These can be seen by other staff.

Plus, depending on rights and/or settings viewed in Student/Parent portal.

New Period Detail Daily DetailPositive AttendanceDocuments

Attendance Information

Date:

10/11/2024



Refresh

Period	Code	Status	Excuse	Present Minutes	Comments
0					
1					
2					
3					
4					
5					
6					
7					
WIN	** Not Scheduled				
ACT	** Not Scheduled				
	Fill Down	Clear			
**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.					

Student Attendance Tab

The Period Detail report in the toolbar requires the user to select preferences before generating a pdf or docx report. This report allows the user to break down attendance by Term and see attendance by period and by course.

The screenshot shows a web interface for generating an attendance report. At the top, there is a toolbar with five buttons: 'New' (blue), 'Period Detail' (yellow, highlighted), 'Daily Detail' (white), 'Positive Attendance' (white), and 'Documents' (white). Below the toolbar is a dark blue header bar with the text 'Attendance Period Detail Report'. Underneath the header is a white box containing instructions: 'This report will print student attendance suitable for handing out to students. Select the Term and the Attendance Summary type to include in the report. You can also choose to include attendance taken in non-instructional periods then generate the report.'

The main form area has a light gray background. It contains the following sections:

- Which terms would you like to include in the report?**
 - A dropdown menu showing 'All Terms' and a list of four terms:
 - 1 (07/01/2024 - 09/27/2024)
 - 2 (09/30/2024 - 12/20/2024)
 - 3 (12/23/2024 - 03/21/2025)
 - 4 (03/24/2025 - 06/30/2025)
 - Below the dropdown, it says 'CTRL-click or SHIFT-click to select multiple'.
- Which Attendance Summaries would you like to include in the report?**
 - Four checkboxes, all of which are checked:
 - ☒ Course Summary
 - ☒ Period Summary
 - ☒ Day Summary
 - ☒ Term Summary
- How would you like the report oriented?**
 - Two radio buttons:
 - ☒ Portrait
 - ☐ Landscape
- Include attendance taken in non-instructional periods**
 - ☐ Include attendance taken in non-instructional periods
- Report Format:**
 - A dropdown menu with 'PDF' selected. A mouse cursor is hovering over it, and a dropdown menu is open showing 'PDF' (highlighted in blue) and 'DOCX'.
- Generate Report**
 - A button located to the right of the Report Format dropdown.

Student Attendance Tab

The Daily Detail report creates a student header with Day and Minute absent-status summaries based on Whole- and Half-Day attendance minutes thresholds that are created by the Campus Admin in the student's enrollment calendar.

New

 Period Detail

 **Daily Detail**

Positive Attendance

Documents

Daily Detail report displays a daily minute summary (not including exempt attendance events) for each attendance entry in the selected school year.

Report Format: ☒ PDF ☐ DOCX

Generate Report

Student Daily Attendance Detail

Dylan Victor Abegg
ID#: 171900001 Grade: 11 DOB: 09/15/2007

Page 1 of 1
Generated: 10/11/2024 01:53:15 PM

Missed Days Summary (Excludes Exempt)

Term	Days Missed
1	2
2	0
3	0
4	0

Daily Minute Summary (Excludes Exempt)

Date	Minutes	Half/Whole Day
08/23/2024	275	W
07/26/2024	110	
07/22/2024	55	
07/15/2024	55	
07/10/2024	275	W

Classroom Monitor

Path: Main Menu > Attendance Office > Attendance Management > Classroom Monitor

The Classroom Monitor shows which teachers have recorded attendance for a course section during the appropriate period. In addition, the Classroom Monitor allows the attendance clerk to rapidly enter attendance for teachers or substitute teachers if they are provided a roster or other list of students in that section. Red incomplete, Green complete.

The screenshot shows the Infinite Campus navigation menu. The 'Attendance Office' menu item is expanded, showing a sub-menu with 'Attendance Management' highlighted. The 'Attendance Management' sub-menu is also expanded, showing 'Classroom Monitor' highlighted. The breadcrumb trail at the top right reads: 'Attendance Office > Attendance Management > Classroom Monitor'.

Classroom Monitor ☆												
Classroom Monitor												
This tool monitors classroom attendance.												
Date: 10/11/2024 Refresh Incomplete Teacher Attendance ☐ Primary Teachers Only Last Refreshed: 10:54:18 AM												
Teacher	Dept	Contact	0	1	2	3	4	5	6	7	WIN	ACT
Aarons, Mitchell	Science	✉ 📞		4100-1 (--/26)		4100-3 (--/29)		4100-5 (--/6)	4100-7 (--/25)	4100-9 (--/27)		
Abeggert, Laney	Mathematics	✉ 📞		1175-1 (--/4)		1400-6 (--/27)						
Abra, Dean	Mathematics	✉ 📞			1800-1 (--/21)					1800-2 (--/23)		
Addy, Joseph A	Elective	✉ 📞			3510-1 (--/1)	3510-2 (--/4)	3510-3 (--/1)		3510-4 (--/2)			
Albinak, Gina	Business/Career	✉ 📞		8200-1 (--/21)	8200-2 (14/14)		8200-3 (--/14)			8025-1 (--/12)		

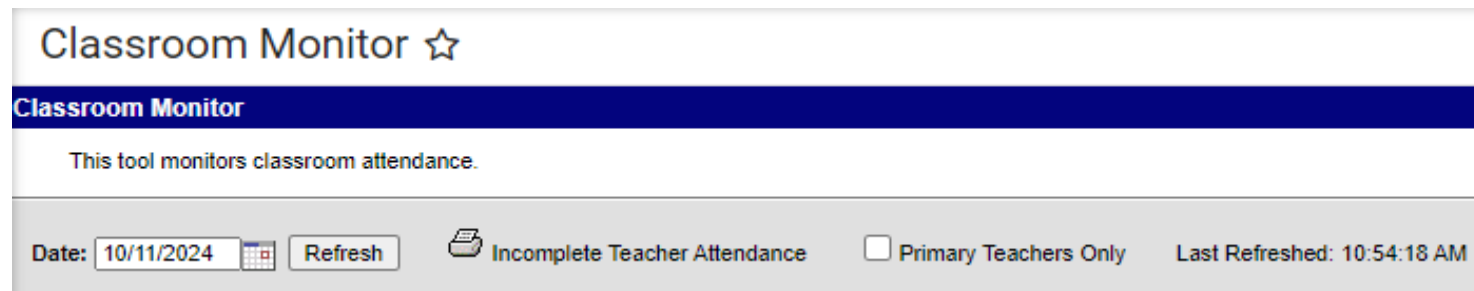
Classroom Monitor

The Date field and Refresh button allows the user to audit dates other than today (screen defaults to “today’s date” view, but can be changed). **Remember** to select the Refresh button when choosing a date different from today. Clicking Refresh (alone) updates the selected date’s section statuses to display in real-time.

Incomplete Teacher Attendance print icon creates a pdf report for the selected day listing the teacher, period, course/section numbers, and course names where attendance has not yet been saved.

Primary Teachers Only checkbox - only those teachers considered the Primary Teacher of the section are listed on the Classroom Monitor.

Last Refreshed is a timestamp letting the user know the last time the statuses were assessed in this display.



The screenshot shows the Classroom Monitor interface. At the top, there is a header "Classroom Monitor ☆" in a light blue box. Below this is a dark blue bar with the text "Classroom Monitor" in white. Underneath the blue bar is a light gray box containing the text "This tool monitors classroom attendance." Below this is a white box with a light gray border. Inside this box, on the left, is a "Date:" label followed by a text input field containing "10/11/2024" and a calendar icon. To the right of the date field is a "Refresh" button. Further right is a print icon followed by the text "Incomplete Teacher Attendance". To the right of this is a checkbox labeled "Primary Teachers Only". On the far right of the box is the text "Last Refreshed: 10:54:18 AM".

Classroom Monitor

Teacher column lists the names of the teachers assigned to course sections in alphabetical order by last name.

Dept column is the department to which the teacher is assigned as noted on the District Assignments. This may be blank.

Contact column will display an envelope icon if the Teacher has a primary email in their Demographics tab, and clicking the envelope will open a message in the default email program set on the user's device.

The phone icon will display if there is a phone number in the Teacher's Demographics tab work phone field, and the number displays upon hover over.

Each column to the right of the Contact column is named with the Period name.

Each cell lists the course number – section number, and present student count/expected student count within the parentheses.

Red has not been saved by the Teacher, green has.

Teacher	Dept	Contact	0	1	2	3	4	5	6	7
Aarons, Mitchell	Science	 		4100-1 (--/26)		4100-3 (--/29)		4100-5 (--/6)	4100-7 (--/25)	4100-9 (--/27)
Abeggert, Laney	Mathematics	 		1175-1 (--/4)		1400-6 (--/27)				
Abra, Dean	Mathematics	 			1800-1 (--/21)					1800-2 (--/23)
Addy, Joseph A	Elective	 			3510-1 (--/1)	3510-2 (--/4)	3510-3 (--/1)		3510-4 (--/2)	
Albinak, Gina	Business/Career	 		8200-1 (--/21)	8200-2 (14/14)		8200-3 (--/14)			8025-1 (--/12)

Classroom Monitor

Clicking on a section's cell opens a popup where unresolved attendance may be directly entered by the attendance staff, using the teacher P/A/T view. If attendance is already resolved for a student, it is displayed as grayed-out and comments may not be entered for any student if the status is Present [P]. The date may also be changed to enter attendance for multiple dates from this view, but be mindful of the entry date before saving. The window can also be closed without saving. Once Save is clicked, the cell will display in green.

1400-6 Integrated Math IV

Teacher: Abeggert, Laney



Close



Save

Date Selector

10/11/2024



Change Date

Student Name

Students (27)

Totals:

27

0

0

Excuse Comments

12 Janke, Omkar



12 Parkins, Ralph



12 Scherff, Vanessa



12 Schminke, Boyce



12 Schrut, Cheryl



Daily Attendance Processing

Path: Main Menu > Attendance Office > Attendance Management > Daily Attendance Processing

Daily Attendance is the main area for resolving student daily attendance. It displays all students with attendance events. The date defaults to “today’s date”, but can be changed.

The “Day” display message also informs the user of the period schedule.

Hovering over a cell will display the last modified information. The list may also be shortened by ad hoc filter for easier use. **New** attendance events cannot be added here.

Attendance Office

Attendance Management

Attendance Communication

Student Attendance

Teacher Attendance

Attendance Office

Daily Attendance Processing

Summary Report

Caller Report

Daily Attendance

Date: 10/11/2024

Day: Friday - Period Schedule: Daily

Ad Hoc Filter

Cross-Site Enrollment

Student	Number	Grade	0	1	2	3	4	5	6	7
Anderson, Jana	181900003	11	AEX	AEX	AEX	AEX	AEX	AEX	AEX	AEX
Bolander, Brady M	035460039	09								TUK
Carr, Shayla	108283	10				AX				
Chamberlaine, Kallum	108446	10							TUX	
Cloutier, Trisha M	53000008	09				TX				
Craig, Kimeene	7555196	10						AUX		
Dade, Dhulakshi	109522	10					TUX			
Damant, Neraj	109587	10				AUK				
Damms, Tejal	109602	10		TUK						
Dillmann, Nyasha	110329	10		TUK						
Drennan, Chrissa	875	10		AX						
Earhart, Carooke	9195237	10							AUX	
El-Khatib, Issraa H.	055460043	09					TUK			
Erskine, Dennis	1023	10		AUK						
Eva, Dia	1027	10								TUK
Fieldling, Martin	0755276	10					AUX	AUX	AUX	AUX
Fischer, Clanica	1103	10	TEX							

Daily Attendance Processing

The grid displays a Student name. Clicking the blue Details link generates the student Person Summary report, which includes household and guardian contact information. Even though the student name is not in blue, the user can click the name to see that student's personal attendance record. Use the back arrow to get back to the main grid.

Number is the local student ID number.

Grade is the active enrollment grade level.

Each column to the right of the grade level shows the Period name.

Daily Attendance Processing ☆

Summary Report

Caller Report

Daily Attendance

Date: 10/11/2024

Unknown

Excused

Unexcused

Exempt

Note: For additional section detail hover over a period in the grid below.

Day: Friday - Period Schedule: Daily

Ad Hoc Filter

Cross-Site Enrollment

Student	Number	Grade	0	1	2	3	4	5	6	7
Details Anderson, Jana	181900003	11	AEX	AEX	AEX	AEX	AEX	AEX	AEX	AEX
Details Bolander, Brady M	035460039	09								TUK
Details Carr, Shayla	108283	10				AX				
Details Chamberlaine, Kallum	108446	10							TUX	
Details Cloutier, Trisha M	53000008	09				TX				
Details Craig, Kimeene	7555196	10						AUX		
Details Dade, Dhulakshi	109522	10					TUX			
Details Damant, Neraj	109587	10				AUK				
Details Damms, Tejal	109602	10		TUK						
Details Dillmann, Nyasha	110329	10		TUK						
Details Drennan, Chrissa	875	10		AX						
Details Earhart, Carooke	9195237	10							AUX	
Details El-Khatib, Issraa H.	055460043	09					TUK			
Details Erskine, Dennis	1023	10		AUK						
Details Eva, Dia	1027	10								TUK
Details Fielding, Martin	0755276	10					AUX	AUX	AUX	AUX
Details Fischer, Clanica	1103	10		TEX						

Daily Attendance and Attendance Codes

Daily Attendance Processing ☆

Summary Report Caller Report

Daily Attendance
 Date: 10/09/2024 Unknown Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below.
 Day: Wednesday - Period Schedule: Daily
 Ad Hoc Filter Cross-Site Enrollment

Student	Number	Grade	0	1	2	3	4	5	6	7
Details Anderson, Jana	181900003	11	AEX	AEX	AEX	AEX	AEX	AEX	AEX	AEX
Details Bolander, Brady M	035460039	09				AX	A			
Details Cardinal, Peggy M	161900006	11					A			
Details Chown, Jasleen	108638	10			TUX					
Details Cloutier, Trisha M	53000008	09					T			
Details Crane, Pani	109197	10					A			
Details Crantz, Dave	109206	10					A			
Details Crissman, Joandac	775	10							TX	
Details Crown, Stacie	109392	10				AX				
Details Curry, Vivia	787	10			AUX					
Details Damms, Tejal	109602	10				TX				
Details Dean, Jen	819	10					T			
Details Demuth, Fra	823	10					A			
Details Dickson, Loroocke	835	10						TX		
Details Drummer, Eve	109594	10					AUX			
Details Dryfus, Joanisa	887	10						AUX		
Details Dunkle, Giulie	907	10					T			
Details Dunlap, Vica	911	10					T			
Details Durstine, Tiffane	915	10								AX
Details Eastwood, Erie	931	10						TUX		
Details Eisenhart, Rachela	963	10							TX	
Details Enderly, Deirdra	0075259	10		TUX						
Details Fair, Alie	1051	10							TX	
Details Frankenberger, Kimel	1635298	10			TEX					

Color coded legend

Unresolved Teacher "unknown" marks, font is not bold

Resolved marks with excuse color coding and **bold** font

Daily Attendance

Whether a mark is resolved or unresolved, hovering over it will display the last updated timestamp information.

Unresolved marks display the course name, teacher name, name of the user recording the mark, and date/time.

0	1	2	3	4	5	6	7	WIN	ACT
AEX	AEX	AEX	AEX	AEX	AEX	AEX	AEX		
			AX	A					
				A					
		TUX		T					

[English 11 - 370 - Lifellearn, Brian] Marked by Administrator, System at 10/09/2024 14:39

Resolved marks display the excuse code's full description, the course name, teacher name, name of the user recording the mark, and date/time.

0	1	2	3	4	5	6	7	WIN	ACT
AEX	AEX	AEX	AEX	AEX	AEX	AEX	AEX		
			AX	A					
				A					
		TUX		T					

Tardy Unexcused [Biology A - 1212 - Buckberge, Bai] Marked by Administrator, Demo at 10/09/2024 05:11

Daily Attendance Processing

There are two reports in the Daily Attendance toolbar.

Summary Report creates a pdf or docx report with a school calendar-based header block, a shaded-row summary of the existing Daily Attendance marks, and an Attendance Code legend.

REMINDER – IT IS BEST PRACTICE TO PRINT/SAVE THIS REPORT BEFORE STARTING TO RESOLVE DAILY ATTENDANCE!

Daily Attendance Processing ☆

Summary Report

Caller Report

Daily Attendance

Date: 10/11/2024

Unknown Excused Unexcused Exempt

Note: For additional section detail hover over a period in the grid below.

Day: Friday - Period Schedule: Daily

Ad Hoc Filter

Cross-Site Enrollment

The Daily Attendance Summary Report displays the attendance events for each student and period for the day entered on the Daily Attendance Tab. An explanation of the codes describing each attendance event appears at the end of the report. Homeroom teacher, where used, appears below the student's name. This report displays all attendance entries for the day, including those with an Unknown excuse and those that have been processed by the attendance office.

Report Format: ☒ PDF ☐ DOCX

Generate Report

24-25
Harrison High
5856 Peachtree Parkway, Metro City NY 55436
Generated on 10/11/2024 12:12:43 PM Page 1 of 5

Daily Attendance Summary Report
Date: 10/11/2024
Report generated for BOCES, ES

Grade	Student	Number	Period								WIN	ACT
11	Anderson, Jana HR: Lifellearn, M.	181900 003	AEX	AEX	AEX	AEX	AEX	AEX	AEX	AEX		
Comment: Guardian called, student is out sick.												
09	Bolander, Brady M HR: Mason, D.	035460 039								AUK		
10	Carr, Shayla HR: Lifellearn, A.	108283				AX						
10	Chamberlaine, Kallum HR: Lifellearn, P.	108446								TUX		
09	Cloutier, Trisha M HR: Backes, P.	530000 08				TX						

Attendance Code Legend:

ABR: Attendance-Behavior Related
AX: Absent Exempt
ERX: Early Release Exempt
PC: Present - Counseling
TEX: Tardy Excused

AEX: Absent Excused
EReX: Early Release Excused
ISS: In-School Suspension
PH: Present - Health
TUK: Tardy Unknown

AUK: Absent Unknown
ERuK: Early Release Unknown
MED: Medical excused
PRE: Present
TUX: Tardy Unexcused

AUX: Absent Unexcused
ERuX: Early Release Unexcused
OSS: Out of School Suspension
TBUS: Tardy Bus Late
TX: Tardy Exempt

Daily Attendance Processing

Caller Report creates a pdf or docx with a school calendar-based header block, a shaded-row summary of the existing unresolved Daily Attendance marks, a list of each student's in-household guardians, their respective contact information, and an Attendance Code legend. Only posts students with unknown absences.

Daily Attendance Processing ☆

Summary Report

Caller Report

Daily Attendance

Date: 10/11/2024
Unknown Excused Unexcused Exempt
Note: For additional section detail hover over a period in the grid below.

Day: Friday - Period Schedule: Daily

Ad Hoc Filter

Cross-Site Enrollment

24-25
Harrison High
5856 Peachtree Parkway, Metro City NY 55436
Generated on 10/11/2024 12:16:50 PM Page 1 of 1

Attendance Caller Report
Date: 10/11/2024
Report generated for BOCES, ES

Grade	Student	Number	0	1	2	3	4	5	6	7	WIN	ACT
09	Bolander, Brady M HR: Mason, D.	035460 039								AUK		
10	Damant, Neraj HR: Buckberge, B.	109587				AUK						
10	Ersline, Dennis HR: Lifellearn, A.	1023		AUK								
12	Gisch, Liberty HR: Lifellearn, Y.	114151							AUK			
09	Hoffner, Morsal HR: Abeggert, L.	117533		AUK								
09	Ledig, Ricardo HR: Abeggert, L.	121376		AUK								
12	Schwendler, Santos HR: Baum, H.	130485			AUK							
12	Weidling, Acton HR: Lifellearn, Y.	135496			AUK							

Attendance Code Legend:

ABR: Attendance-Behavior Related
AX: Absent Exempt
ERX: Early Release Exempt
PC: Present - Counseling
TEX: Tardy Excused

AEX: Absent Excused
EReX: Early Release Excused
ISS: In-School Suspension
PH: Present - Health
TUK: Tardy Unknown

AUK: Absent Unknown
ERuX: Early Release Unknown
MED: Medical excused
PRE: Present
TUX: Tardy Unexcused

AUX: Absent Unexcused
ERuX: Early Release Unexcused
OSS: Out of School Suspension
TBUS: Tardy Bus Late
TX: Tardy Exempt

Resolving Attendance in Daily Attendance Processing

Clicking on a mark allows a user to resolve teacher attendance, edit existing resolved marks, and add resolved attendance for the student's entire day.

Unresolved marks display the teacher-mark for the period(s) in which a student has an unresolved mark.

Periods where no course attendance is expected (lunch, activity, late arrival, etc.) are listed as “not scheduled”.

Daily Attendance Processing ☆

 Save

Attendance Information

Date: 10/09/2024

Name: Trisha Cloutier - 53000008

Period	Code	Status	Excuse	Present Minutes	Comments
0	** Not Scheduled				
1					
2					
3					
4		Tardy		0	
5					
6					
7					
WIN	** Not Scheduled				
ACT	** Not Scheduled				
	Fill Down Clear				
**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.					

Resolving Attendance in Daily Attendance Processing

Resolved marks display the attendance code name and the related status/excuse for the period(s) in which a student has a resolved mark.

Daily Attendance Processing ☆

 Save

Attendance Information

Date: 10/11/2024

Name: Kimeene Craig - 7555196

Period	Code	Status	Excuse	Present Minutes	Comments
0	** Not Scheduled				
1					
2					
3					
4					
5	AUX: Absent Unexcused	A	U	0	
6					
7					
WIN	** Not Scheduled				
ACT	** Not Scheduled				
Fill Down		Clear			
**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.					

A mix of resolved and unresolved marks for a student within the same date will display the related column types.

Resolving Attendance in Daily Attendance Processing

To resolve or edit a mark in Daily Attendance, the attendance staff needs to select a code from the drop-down.

The status and excuse codes fill in when saved.

Enter a comment, if necessary, which **may be viewed by staff, users, and Students/Parents if the portal displays student attendance.**

Once the resolutions are completed, click Save.

Daily Attendance Processing ☆

 Save

Attendance Information

Date: 10/09/2024

Name: Caleb Hartog - 115931

Period	Code	Status	Excuse	Present Minutes	Comments
0	** Not Scheduled				
1	MED: Medical excused	Absent		0	Note from Mom - Medical procedure this morning
2					
3					
4					
5					
6					
7					
WIN	** Not Scheduled				
ACT	** Not Scheduled				
	Fill Down Clear				

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

Resolving Attendance in Daily Attendance Processing

If resolutions are not complete and the same status applies to the entire student day, click on Fill Down at the bottom of the table and click Save. If it is early in the day, teachers for future periods will not be able to over-write the attendance staff user's resolved mark.

To DELETE marks and comments in every period, click Clear.

There is only a Save button in this toolbar. If an error is made, and it should NOT be saved, navigate off the page without saving.

Daily Attendance Processing ☆

 Save

Attendance Information

Date: 10/09/2024

Name: Caleb Hartog - 115931

Period	Code	Status	Excuse	Present Minutes	Comments
0	** Not Scheduled				
1	MED: Medical excused	Absent		0	Note from Mom - Medical procedure this morning
2	MED: Medical excused				Note from Mom - Medical procedure this morning
3	MED: Medical excused				Note from Mom - Medical procedure this morning
4	MED: Medical excused				Note from Mom - Medical procedure this morning
5	MED: Medical excused				Note from Mom - Medical procedure this morning
6	MED: Medical excused				Note from Mom - Medical procedure this morning
7	MED: Medical excused				Note from Mom - Medical procedure this morning
WIN	** Not Scheduled				
ACT	** Not Scheduled				
	Fill Down	Clear			

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

Attendance Entry Wizard

Path: [Menu](#) > [Attendance Management](#) > [Attendance Entry Wizard](#)

The Attendance Entry Wizard allows a user to enter and edit attendance for students with a batch-mode functionality. There are seven modes which may be run:

Daily - enters one attendance code for every attendance-bearing period for selected students on a specific calendar date.

Period – enters one attendance code within a specific period schedule sequence for selected students on a specific calendar date.

Batch - enters one attendance code for every attendance-bearing period for selected students within a given date range and time span (daily attendance mode, but for several consecutive dates).

Edit – locates students with existing attendance codes [and comments] for record updates on a selected calendar date.

Batch Edit - locates students with existing attendance codes [and comments] for record updates within a given date range.

Check In – resolves attendance code for all absent-marked instructional minutes/periods up until time specified (marks prior to until HH:MM).

Check Out - adds attendance code for all scheduled instructional minutes/periods after time specified (HH:MM until end of student day).

Attendance Entry Wizard

Step 1: Select an Attendance Date.

Batch and Batch Edit modes can have the “selected dates” over-written. All other modes read from and write into this date.

Edit mode will locate students with existing attendance marks on this date only (as “edit” implies an update).

Attendance Entry Wizard ☆

1. Date

10/11/2024 

2. Type

☒ Standard Attendance ☐ Positive Attendance

3. Mode

☒ Daily ☐ Period ☐ Batch ☐ Edit ☐ Batch Edit ☐ Check In ☐ Check Out

4. Students

A. Search for Students

Last Name

First Name

Grade

SSN/PIN

Student #

Att Code

Status/Excuse

Course - Section

Period

Ad Hoc Filter

Search

B. Select students to add to edit list

Select All

C. Click on a student to remove from list:

5. Daily

Enter attendance information and click Save

Attendance Code

Comments

Comments Options

☐ Overwrite Existing Data

Save Attendance

Attendance Entry Wizard

Step 2: Select a mode.

Step 3: With the exception of Edit mode, use the search “Search for Students” fields to locate students in steps 3A and 3B.

Move students from the “student pool” 3B column to the “selected students” 3C column by clicking the student name blue link.

If a student is accidentally selected, the name may be removed by clicking it off of the selected list.

Step 4: Varies per mode, as described in slide 24.

Each option with the exception of Edit and Check In allows a user to over-write or append existing data and comments.

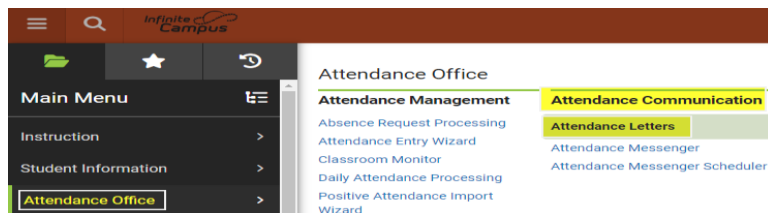
Edit mode is used expressly for over-writing existing data.

Check In will over-write any existing absence marks recorded (up until check-in time) with the new status and comments, as any prior data up to this point is unconfirmed. Check In will not write attendance excuses to any period where a student has not been previously marked absent (student present in period).

REVIEW EACH SELECTION FOR EACH STEP before clicking Save Attendance. This is a wizard that updates immediately. There is no test mode available and no way to retrieve data that was over-written mistakenly. This is also why printing and/or saving the Summary report is beneficial.

Attendance Letters

Main Menu > Attendance Office > Attendance Communication > Attendance Letters



Attendance Letters print an addressed-format letter for each student meeting the “absence letter” criteria.

Attendance letters are prepared by adding a weight value to each type of mark a student may accrue, and then prints the letter with the date on which the student reached the qualification threshold. A student cannot reach the same threshold more than once, so letters based on accrued increments (i.e 5, 10, 15) must be created separately.

A calendar must be selected to create a letter format. Letters created to include/exclude specific students, sections, or using location-specific Attendance Code types should probably have their calendar name included in the title to avoid confusion and error.

All regular census information must be filled for a letter to generate for a student. If a student’s attendance marks meet the criteria and a letter is not generating, **make sure the student has a Guardian relationship, that relationship also has the ‘mailing’ check, and that the Guardian’s address is also checked as ‘mailing’ for the household.**

Attendance Letters

Attendance Letters may be printed by

Period Marks – counts the criteria of absence marks based on the period sequence placement, and can use the “sections to exclude” list to locate a specific period number.

Course Marks – creates a letter for any course number in which the student meets the qualifier, and can use the “sections to exclude” list to prevent counts from unintended course/sections.

Whole/Half Day Absences – applies a weight to each absence excuse, and adds a tardy weighting. Whether a day’s minutes qualify as whole or half is based on calendar settings.

Exact Day Absences – applies a weight to each absence excuse, and adds a tardy weighting. Students must meet the full minutes to qualify as a full day based on calendar settings.

Single Day Count – applies a weight to each absence excuse, and adds a tardy weighting. If a student has one or more periods with a qualifying attendance entry, the day counts towards the total number of events for a letter.

Absenteeism Level - This letter type can be used to send letters when students are approaching or have reached the district's definition of being chronically absent. Choose this letter type to list a student's percentage of being absent. It does not rely on weights or intervals.

and weight counts can be accrued by

Status/Excuse Codes

Attendance Codes

allowing users to create letters based on all attendance marks, or resolved attendance only.

Exempt Attendance Codes are not recognized in any letter count. Attendance events occurring in non-instructional periods are also excluded from the trigger calculation.

Attendance Letters

Attendance letters can assess student attendance in intervals...

By Year

By Term

By Course

By Course and Term

Attendance letters also allow filtering the selected student list by Teacher, by Section, and allows for specifically including/excluding sections for which to count.

Letters can be saved to a specific user account, or shared by user group. Existing letters display in the Saved Letters window

The letter body is created by the user, and can include data from Campus fields [i.e. student.firstName] and Campus sub-reports.

Attendance Letters

A calendar must be selected to create a letter format. Letters created to include/exclude specific students, sections, or using location-specific Attendance Code types should probably have their calendar name included in the title to avoid confusion and error.

The name of the letter must be unique, and a user notice pops up if a name is repeated.

To create a letter format, click New Letter.

The screenshot displays the 'Attendance Letters' interface. At the top, an orange header bar contains the text '24-25 Harrison High' and several icons (bell, question mark, grid, and user profile). Below this, a white navigation bar shows 'Attendance Letters ☆' on the left and a breadcrumb trail 'Attendance Office > Attendance Communication > Attendance Letters' on the right. A dark blue bar below the navigation bar is labeled 'Attendance Letter Wizard'. The main content area has a light gray background and contains two paragraphs of instructional text: 'To create a new letter, click the New button to set up the attendance letter qualification criteria and printing format. Once a letter is saved, it can be selected in the Saved Letters selection list.' and 'To generate a letter, select a saved letter and click Preview and Print Letters. A screen with qualifying students appears. A letter can be generated for each student that meets or exceeds the qualification total.' Below the text is a section titled 'Saved Letters' which contains a large, empty white rectangular box. To the right of this box is a button labeled 'Preview and Print Letters'. At the bottom left of the 'Saved Letters' section, there are four small buttons: 'Edit', 'Delete', 'Copy', and 'New'.

Attendance Letters – Period Marks

Select a Letter Type to determine how Campus will calculate counts.

Period Marks counts the criteria of absence marks based on the period sequence placement.

Period Marks with Status/Excuse require a selection of Status (A, T, E), but Excuse may remain blank if desired (this will count unresolved absences). A weight must be assigned for each new Status record selected. Up to four status/excuse combinations can be set per letter format.

A threshold for counts must be selected. Term and Course displays are determined by the originating calendar selection, and will limit the source for qualifying student marks counts.

The screenshot shows the 'Attendance Letter Wizard' interface. At the top, a blue header bar contains the title 'Attendance Letter Wizard'. Below the header, a instruction line reads: 'Select a Letter Type and give the letter a Name. Qualifying criteria varies depending on the selected Letter Type. For more information, [click here](#).' The main form area has a light gray background. It starts with a red asterisk label '*Name' followed by a text input field and a checkbox labeled 'Allow Letter Requalification'. Below this is a section titled 'Select a letter type and enter attendance criteria:'. This section contains two dropdown menus: '*Type' (set to 'Period Marks') and 'Attendance Type' (set to 'Status/Excuse'). Underneath these are three columns of controls: 'Status', 'Excuse', and 'Weight'. Each column has four rows of controls. The 'Status' and 'Excuse' columns use dropdown menus, while the 'Weight' column uses text input fields. At the bottom of the form, there is a red asterisk label '*Qualification Criteria for Letter' followed by a text input field. Finally, at the very bottom, there is an 'Interval' section with five radio button options: 'by Year' (selected), 'by Term', 'by Course', 'by Course/Term', and 'by Date Range'.

Attendance Letter Wizard

Select a Letter Type and give the letter a Name. Qualifying criteria varies depending on the selected Letter Type. For more information, [click here](#).

*Name ☐ Allow Letter Requalification

Select a letter type and enter attendance criteria:

*Type Attendance Type

Status	Excuse	Weight

*Qualification Criteria for Letter

Interval ☒ by Year ☐ by Term ☐ by Course ☐ by Course/Term ☐ by Date Range

Attendance Letters – Period Marks

Which students would you like to include in the letter? - reduces by teacher roster (left column) and/or by section number (right column) which student numbers may be selected for letter generation, based on the student roster membership. It is not a way to filter the sections that will be counted in the letter-qualifying criteria count. Selecting anything other than all/all is filtering out all of the non-highlighted roster members from the eligible student pool.

Filter students by selecting teachers and/or sections:

Teachers (Total 224)	Sections (Total 1825)	Sort by ☒ Number ☐ Name
All Teachers	All Sections	
Aarons, Mitchell	1001-1 AP Statistics	
Abeggert, Laney	1050-1 AP Calculus	
Abra, Dean	1100-1 Integrated Math I	
Addy, Joseph	1100-2 Integrated Math I	
Administrator, Demo	1100-3 Integrated Math I	
Administrator, System	1100-4 Integrated Math I	
Albinak, Gina	1100-5 Integrated Math I	
Allen, Theon	1100-6 Integrated Math I	
Allsey, Dino	1100-7 Integrated Math I	

CTRL-click or SHIFT-click to select multiple

Attendance Letters– Period Marks

Excluding Student in Selected Sections - filters where the qualifying student attendance marks take place. In the case of Period Marks selection, all sections occurring in the desired period should be de-selected, and all others selected.

Organized To - selects whether or not to share this template with other users in your groups, or save for your use alone.

The screenshot shows a web interface for selecting sections to exclude students from. The title is "Exclude students scheduled in the following sections:". Below the title, there is a section header "Sections (Total 1825)" and a "Sort by" dropdown menu with "Number" selected (indicated by a blue circle) and "Name" as an option. A list of sections is displayed in a scrollable area, starting with "No Sections" and followed by "1001_1 AP Statistics", "1050_1 AP Calculus", and several "1100_1 Integrated Math I" sections. Below the list, there is a note "CTRL-click or SHIFT-click to select multiple". At the bottom, there is a "Organized To:" label and a dropdown menu showing "User Account". At the very bottom, there are three buttons: "Save", "Save and Continue ->", and "Back".

Exclude students scheduled in the following sections:

Sections (Total 1825) Sort by ☒ Number ☐ Name

No Sections
1001_1 AP Statistics
1050_1 AP Calculus
1100_1 Integrated Math I
1100_2 Integrated Math I
1100_3 Integrated Math I
1100_4 Integrated Math I
1100_5 Integrated Math I
1100_6 Integrated Math I
1100_7 Integrated Math I

CTRL-click or SHIFT-click to select multiple

Organized To: User Account

Save Save and Continue -> Back

Attendance Letters– Period Marks

Period Marks with Attendance Code requires a resolved attendance code to be selected from the available non-exempt-type list, and a weight assigned. Any number of codes and weights can be added.

A threshold for counts must be selected. Term and Course displays are determined by the originating calendar selection, and will limit the source for qualifying student marks counts.

Attendance Letters ☆

Attendance Letter Wizard

Select a Letter Type and give the letter a Name. Qualifying criteria varies depending on the selected Letter Type. For more information, [click here](#).

***Name** ☐ Allow Letter Requalification

Select a letter type and enter attendance criteria:

***Type** Period Marks ▼ Attendance Type Attendance Code ▼

	Attendance Code	Weight
✕	AUX:Absent Unexcused ▼	1
✕	MED:Medical excused ▼	1
✕	OSS:Out of School Suspension ▼	1
✕	ISS:In-School Suspension ▼	1
✕	AEX:Absent Excused ▼	1
✕	EReX:Early Release Excused ▼	1
✕	TEX:Tardy Excused ▼	1

***Qualification Criteria for Letter**

Interval ☒ by Year ☐ by Term ☐ by Course ☐ by Course/Term ☐ by Date Range

Attendance Letters – Course Marks

Course Marks work with the same screen selections as Period Marks. They:

Can be selected by Status/Excuse type with up to four selections, or Attendance Code type with unlimited selections.

Use the Teacher/Section lists to create the eligible student pool.

Can exclude specific sections if the Status/Excuse type is used.

Cannot exclude specific sections if the Attendance code type is used.

***Name** ☐ Allow Letter Requalification

Select a letter type and enter attendance criteria:

***Type** **Attendance Type**

Status	Excuse	Weight

***Qualification Criteria for Letter**

Interval ☒ by Year ☐ by Term ☐ by Course ☐ by Course/Term ☐ by Date Range

Filter students by selecting teachers and/or sections:

Teachers (Total 224)	Sections (Total 1825)	Sort by ☒ Number ☐ Name
All Teachers	All Sections	
Aarons, Mitchell	1001-1 AP Statistics	
Abeggert, Laney	1050-1 AP Calculus	
Abra, Dean	1100-1 Integrated Math I	
Addy, Joseph	1100-2 Integrated Math I	
Administrator, Demo	1100-3 Integrated Math I	
Administrator, System	1100-4 Integrated Math I	
Albinak, Gina	1100-5 Integrated Math I	
Allen, Theon	1100-6 Integrated Math I	
Allsey, Dino	1100-7 Integrated Math I	

CTRL-click or SHIFT-click to select multiple

Exclude students scheduled in the following sections:

Sections (Total 1825) Sort by ☒ Number ☐ Name

No Sections
1001_1 AP Statistics
1050_1 AP Calculus

***Name** ☐ Allow Letter Requalification

Select a letter type and enter attendance criteria:

***Type** **Attendance Type**

Attendance Code **Weight**

***Qualification Criteria for Letter**

Interval ☒ by Year ☐ by Term ☐ by Course ☐ by Course/Term ☐ by Date Range

Filter students by selecting teachers and/or sections:

Teachers (Total 224)	Sections (Total 1825)	Sort by ☒ Number ☐ Name
All Teachers	All Sections	
Aarons, Mitchell	1001-1 AP Statistics	
Abeggert, Laney	1050-1 AP Calculus	
Abra, Dean	1100-1 Integrated Math I	
Addy, Joseph	1100-2 Integrated Math I	
Administrator, Demo	1100-3 Integrated Math I	
Administrator, System	1100-4 Integrated Math I	
Albinak, Gina	1100-5 Integrated Math I	
Allen, Theon	1100-6 Integrated Math I	
Allsey, Dino	1100-7 Integrated Math I	

CTRL-click or SHIFT-click to select multiple

Organized To:

Attendance Letters – Whole/Half Day Absences

Creates a letter when the student reaches a “whole day” based on minute counts on the calendar’s settings. Each date for a student is assessed as a half-or whole day mark.

Students may accumulate “half day” counts, but won’t generate until they reach the threshold based on the “whole day” threshold.

For example, a school’s calendar may determine that a half-day absence for a student is two periods, 80 minutes, and a full day absence is four periods, 160 minutes.

A student may be absent one period (40 minutes) every single day, and will not generate a letter, because they never reach the half-day mark in any one day.

However, once a student reaches a half- or whole-minute total for the day, a tally will start for minute marks on this letter/report. Two half-absent days equal one absent day. A student must reach the letter criteria threshold in whole days to have a letter generate.

Whole Day Absence (minutes)	Half Day Absence (minutes)
160	80

Attendance Letters – Whole/Half Day Absences

Whole Day Absence (minutes)	Half Day Absence (minutes)
160	80

Student Absent Date	Absent Minutes	Whole Day	Half Day
10.15.20xx	60		
12.12.20xx	120		X
01.13.20xx	160	X	
01.21.20xx	320	X	
03.10.20xx	60		
04.28.20xx	80		X

Although weights are assigned for each type of absence excuse separately, once the day “qualifies”, it is counted for the student, according to its weighted value. If the absent threshold for this letter was set at “3”, the student would generate as eligible for a letter on 04.28. The half days are worth half the ‘whole day’ weighted value in the count.

Attendance Letters – Whole/Half Day Absences

Whole Half Day selections are based on resolved Absences only, plus Tardy. Each gets a weight to accumulate to a total value, independent of the half/whole day count. Counts can be assessed by Year, or by Term(s), and sections cannot be selected for exclusion.

The screenshot shows a web-based configuration interface for attendance letters. At the top, there is a field for '*Name' set to 'Wholehalf' and a checkbox for 'Allow Letter Requalification'. Below this, a section titled 'Select a letter type and enter attendance criteria:' contains a dropdown for '*Type' set to 'Whole/Half Day Absences' and another dropdown for 'Attendance Type' set to 'Status/Excuse'. A table follows with columns for 'Status', 'Excuse', and 'Weight'. The table has three rows: 'Absent' with 'Excused' and a weight of 1, 'Absent' with 'Unexcused/Unknown' and a weight of 1, and 'Tardy' with an empty weight field. Below the table is a field for '*Qualification Criteria for Letter' set to 1. There are three radio buttons for 'Interval': 'by Year' (selected), 'by Term', and 'by Date Range'. A section titled 'Filter students by selecting teachers and/or sections:' contains two lists: 'Teachers (Total 224)' and 'Sections (Total 1825)'. The 'Teachers' list includes names like Aaron, Mitchell, Abeggert, Laney, etc. The 'Sections' list includes 'All Sections' and various AP Statistics and Integrated Math sections. Below the lists is a 'Sort by' dropdown set to 'Number'. At the bottom, there is a field for 'Organized To:' set to 'User Account' and three buttons: 'Save', 'Save and Continue ->', and 'Back'.

*Name: Wholehalf ☐ Allow Letter Requalification

Select a letter type and enter attendance criteria:

*Type: Whole/Half Day Absences Attendance Type: Status/Excuse

Status	Excuse	Weight
Absent	Excused	
Absent	Unexcused/Unknown	1
Tardy		

*Qualification Criteria for Letter: 1

Interval: ☒ by Year ☐ by Term ☐ by Date Range

Filter students by selecting teachers and/or sections:

Teachers (Total 224): All Teachers, Aarons, Mitchell, Abeggert, Laney, Abra, Dean, Addy, Joseph, Administrator, Demo, Administrator, System, Albinak, Gina, Allen, Theon, Allsey, Dino

Sections (Total 1825) Sort by: ☒ Number ☐ Name

All Sections: 1001-1 AP Statistics, 1050-1 AP Calculus, 1100-1 Integrated Math I, 1100-2 Integrated Math I, 1100-3 Integrated Math I, 1100-4 Integrated Math I, 1100-5 Integrated Math I, 1100-6 Integrated Math I, 1100-7 Integrated Math I

CTRL-click or SHIFT-click to select multiple

Organized To: User Account

Save Save and Continue -> Back

Attendance Letters – Exact Day Absences

Exact Day uses the count of minutes accumulated over the course of the selected time span (Year, Term(s)) to reach the Student Day minute count from the calendar. Student Whole/Half Absent day minute values are irrelevant. Counts can be assessed by Year, or by Term(s), and sections can not be selected for exclusion.

Student Day (instructional minutes)
360

*Name Exact Day		☐ Allow Letter Requalification
Select a letter type and enter attendance criteria:		
*Type Exact Day Absences	Attendance Type Status/Excuse	
Status	Excuse	Weight
Absent	Excused	1
Absent	Unexcused/Unknown	1
Tardy		
*Qualification Criteria for Letter		1
Interval ☒ by Year ☐ by Term ☐ by Date Range		
Filter students by selecting teachers and/or sections:		
Teachers (Total 224)	Sections (Total 1825) Sort by ☒ Number ☐ Name	
All Teachers	All Sections	
Aarons, Mitchell	1001-1 AP Statistics	
Abeggert, Laney	1050-1 AP Calculus	
Abra, Dean	1100-1 Integrated Math I	
Addy, Joseph	1100-2 Integrated Math I	
Administrator, Demo	1100-3 Integrated Math I	
Administrator, System	1100-4 Integrated Math I	
Albinak, Gina	1100-5 Integrated Math I	
Allen, Theon	1100-6 Integrated Math I	
Allsey, Dino	1100-7 Integrated Math I	
CTRL-click or SHIFT-click to select multiple		
Organized To: User Account		
Save Save and Continue -> Back		

Attendance Letters – Single Day Absences

Single Day count uses the criteria matching at least one attendance mark within a date, and the sum of the dates are counted to meet the minimum qualifying threshold set for the letter. Single Day selections are based on resolved Absences only, plus Tardy, by Status/Excuse combination or Excuse Code.

***Name** Single Day ☐ Allow Letter Requalification

Select a letter type and enter attendance criteria:

***Type** Single Day Count **Attendance Type** Status/Excuse

Status	Excuse	Weight
Absent	Excused	1.0 ☒
Absent	Unexcused	1.0 ☒
Tardy		☐

***Qualification Criteria for Letter** 3

Interval ☒ by Year ☐ by Term ☐ by Date Range

Filter students by selecting teachers and/or sections:

Teachers (Total 224)

All Teachers
Aarons, Mitchell
Abeggert, Laney
Abra, Dean
Addy, Joseph
Administrator, Demo
Administrator, System
Albinak, Gina
Allen, Theon
Allsey, Dino

Sections (Total 1825)

All Sections
1001-1 AP Statistics
1050-1 AP Calculus
1100-1 Integrated Math I
1100-2 Integrated Math I
1100-3 Integrated Math I
1100-4 Integrated Math I
1100-5 Integrated Math I
1100-6 Integrated Math I
1100-7 Integrated Math I

Sort by ☒ Number ☐ Name

CTRL-click or SHIFT-click to select multiple

Organized To: User Account

Save Save and Continue -> Back

***Name** Single Day ☐ Allow Letter Requalification

Select a letter type and enter attendance criteria:

***Type** Single Day Count **Attendance Type** Attendance Code

Attendance Code AEX:Absent Excused **Weight** 1.0

Add Attendance Code

***Qualification Criteria for Letter** 3

Interval ☒ by Year ☐ by Term ☐ by Date Range

Filter students by selecting teachers and/or sections:

Teachers (Total 224)

All Teachers
Aarons, Mitchell
Abeggert, Laney
Abra, Dean
Addy, Joseph
Administrator, Demo
Administrator, System
Albinak, Gina
Allen, Theon
Allsey, Dino

Sections (Total 1825)

All Sections
1001-1 AP Statistics
1050-1 AP Calculus
1100-1 Integrated Math I
1100-2 Integrated Math I
1100-3 Integrated Math I
1100-4 Integrated Math I
1100-5 Integrated Math I
1100-6 Integrated Math I
1100-7 Integrated Math I

Sort by ☒ Number ☐ Name

CTRL-click or SHIFT-click to select multiple

Organized To: User Account

Save Save and Continue -> Back

Attendance Letters

Once a letter type (set criteria) and letter format (letter text body) has been saved, letters can be edited by highlighting the letter name, and clicking Edit. If editing a group-shared letter format, it is edited for all users.

If you preview a letter and not actually print the letter, the template can be deleted. Letter templates can only be deleted if they have not yet generated data.

Attendance Letters ☆ Attendance Office > Attendance Communication > Attendance Letters

Attendance Letter Wizard

Select the students who may receive a printed attendance letter. Students who have already received this letter are not selected, and a new letter does not print unless the checkbox next to their name is marked.
Click Print Letters to access options for sorting and posting information to the Attendance Contact Log.
Students who have only a non-Primary service type enrollment in this calendar have an asterisk next to their grade level. Students whose enrollment or calendar end date has passed appear in red.

Preview Summary - 5 Absences ☐ Hide printed students

☒	Name	Grade	Course Number	Qualified	Printed	Logged Contact	
☒	Anderson, Jana	11	3300A	07/05/2024	10/15/2024		✕
☐	Anderson, Jana	11	3300B	07/05/2024	10/15/2024	10/15/2024	✕
☐	Anderson, Jana	11	3300C	07/05/2024	10/15/2024	10/15/2024	✕
☐	Anderson, Jana	11	3300E	07/05/2024	10/15/2024	10/15/2024	✕
☐	Anderson, Jana	11	3300D	07/05/2024	10/15/2024	10/15/2024	✕
☐	Anderson, Jana	11	1300	07/05/2024	10/15/2024	10/15/2024	✕
☐	Anderson, Jana	11	3300	07/05/2024	10/15/2024	10/15/2024	✕
☐	Fielding, Martin	10	7250	07/31/2024	10/15/2024	10/15/2024	✕
☐	Jack, Hermione	12	4400	08/01/2024	10/15/2024	10/15/2024	✕
☐	Stanley, Yoshiko	11	1001	08/05/2024	10/15/2024	10/15/2024	✕
☐	Drummer, Eve	10	1200	08/12/2024	10/15/2024	10/15/2024	✕

Back Export Preview Print Letters

Harrison High
5850 Peachtree Parkway
Metro City, NY 55436
(763)555-5555

Report generated:
10/15/2024

Student #18190003
Grade: 11
Birthdate: 06/15/2007

Parent/Guardian of: Anderson, Jana
620 Rice Creek Ter NE
Blaine, NY 55449

WARNING LETTER!
Dear Parent or Guardian:

Our records indicate that Jana Anderson has 5 absences in one or more of the following course(s) listed below.

If this pattern continues, Jana may exceed our District attendance policy limits, hinder his or her academic success, and potentially impact on-time graduation.

Course	Term 1		Term 2		Term 3		Term 4		Total	
	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
3300D American Literature	65	0	60	0	65	0	69	0	259	0
3300A Concert Choir	65	0	60	0	65	0	69	0	259	0
3300 English 11	65	0	60	0	65	0	69	0	259	0
3300C Government	65	0	60	0	65	0	69	0	259	0
1300 Integrated Math II	65	0	60	0	65	0	69	0	259	0
3300B Physical Science	65	0	60	0	65	0	69	0	259	0
3300E US History	65	0	60	0	65	0	69	0	259	0

Please discuss the importance of regular attendance with your child.

If you have any questions, please contact your child's teacher(s) via e-mail or call the High School Attendance Office at (631) 522-0353.

After discussing the above with your child and note any errors, please have your son/daughter bring this letter to the teacher of record. The teacher will verify and sign below.

Your child **must** bring this form to the Attendance Office to have the correction made once signed by his/her teacher.

** If no correction is necessary in the attendance, then please keep this letter for your records.

Teacher Signature: _____

Correction to be made: _____ Date: _____

training189.infinitecampus.com says
Are you sure you wish to delete this Letter Design?

Attendance Letters ☆

Attendance Letter Wizard

To create a new letter, click the New button to set up the attendance letter qualification criteria and printing format. Once a letter is saved, it can be selected in the Saved Letters select.
To generate a letter, select a saved letter and click Preview and Print Letters. A screen with qualifying students appears. A letter can be generated for each student that meets or exceeds

Saved Letters
5 Absences

Saved Letters

Security: The record you tried to delete is linked up with other records, and the system will not allow you to delete it until you delete the records that are linked to it. This is to prevent you from deleting something by accident. Remove the records in dbo.AttendanceLetterHistory to be able to delete this.

District: Campus Training - NY (Training) appServer
app1

Date: Oct 15, 2024 8:34:06 AM

Error Token: 661124178

Attendance Letters

To generate a completed letter, select the related school year/calendar in the header, highlight the letter name, and click Preview and Print Letters. A grid with a row for each qualified student will display.

Attendance Letters ☆

Attendance Office > Attendance Communication > Attendance Letters

Attendance Letter Wizard

Select the students who may receive a printed attendance letter. Students who have already received this letter are not selected, and a new letter does not print unless the checkbox next to their name is marked.

Click Print Letters to access options for sorting and posting information to the Attendance Contact Log.

Students who have only a non-Primary service type enrollment in this calendar have an asterisk next to their grade level. Students whose enrollment or calendar end date has passed appear in red.

☐ Hide printed students

☒	Name	Grade	Course Number	Qualified	Printed	Logged Contact	Reset
☒	Anderson, Jana	11	3300A	07/05/2024			
☒	Anderson, Jana	11	3300B	07/05/2024			
☒	Anderson, Jana	11	3300C	07/05/2024			
☒	Anderson, Jana	11	3300E	07/05/2024			
☒	Anderson, Jana	11	3300D	07/05/2024			
☒	Anderson, Jana	11	1300	07/05/2024			
☒	Anderson, Jana	11	3300	07/05/2024			
☒	Fielding, Martin	10	7250	07/31/2024			
☒	Jeck, Hermione	12	4400	08/01/2024			
☒	Stanley, Yoshio	11	1001	08/05/2024			
☒	Drummer, Eve	10	1200	08/12/2024			
☒	West, Casey	11	3300	08/12/2024			

Back Export Preview Print Letters

Attendance Letters

Select/de-select all, or single student

All column headers are sortable ascending/descending

Hide letters already printed for this criteria

Attendance Letters ☆ Attendance Office > Attendance Communication

Attendance Letter Wizard

Select the students who may receive a printed attendance letter. Students who have already received this letter are not selected, and a new letter does not print unless the checkbox next to their name is marked.

Click Print Letters to access options for sorting and posting information to the Attendance Contact Log.

Students who have only a non-Primary service type enrollment in this calendar have an asterisk next to their grade level. Students whose enrollment or calendar end date has passed appear in red.

Preview Summary - 5 Absences ☐ Hide printed students

☒	Name	Grade	Course Number	Qualified	Printed	Logged Contact	Reset
☒	Fielding, Martin (end dated)	09	2100	07/26/2023			

Name, red font = inactive
(end dated) = no longer enrolled
(Previous calendar)
(withdrawn) = dropped (Current calendar)

24-25 Harrison High Attendance Office > Attendance Communication

Name of selected Behavior Admin, or name of user generating letter (read-only)

Students who have only a non-Primary service type enrollment in this calendar have an asterisk next to their grade level. Students whose enrollment or calendar end date has passed appear in red.

Preview Summary - 5 Absences ☐ Hide printed students

☒	Name	Grade	Course Number	Qualified	Printed	Logged Contact	Reset
☐	Anderson, Jana (withdrawn)	11	3300A	07/05/2024	10/15/2024	10/15/2024	✕
☐	Anderson, Jana (withdrawn)	11	3300B	07/05/2024	10/15/2024	10/15/2024	✕
☐	Fielding, Martin	10	7250	07/31/2024	10/15/2024	10/15/2024	✕
☐	Jeck, Hermione	12	4400	08/01/2024	10/15/2024	10/15/2024	✕
☐	Stanley, Yoshio	11	1001	08/05/2024	10/15/2024	10/15/2024	✕

Back Export Preview Print Letters

Delete 'printed' status [X icon]

Choose new letter without printing

Date student met (or exceeded) qualifying criteria threshold

Date letter was printed

Print a Preview pdf batch without logging "Print date" and/or "Contact Date"

Complete the print process and save date

Attendance Letters

Select the student(s) to print. Preview will display the letter batch data (summary and letter pages) with a watermark in the background.

Generated on 10/15/2024 10:18:02 AM
Page 1 of 1

Attendance Letter
5 Absences

24-25 Harrison High
123 Main Street, Metro City, NY 55555

Name	Grade	Address
Fieldling, Martin	10	1875 109th AV , Blaine, NY 55449

Harrison High
5856 Peachtree Parkway
Metro City, NY 55436
(763)555-5555

Report generated:
10/15/2024

Student #0755276
Grade: 10
Birthdate: 04/04/2009

Parent/Guardian of: Fieldling, Martin
1875 109th AV
Blaine, NY 55449

WARNING LETTER!
Dear Parent or Guardian:

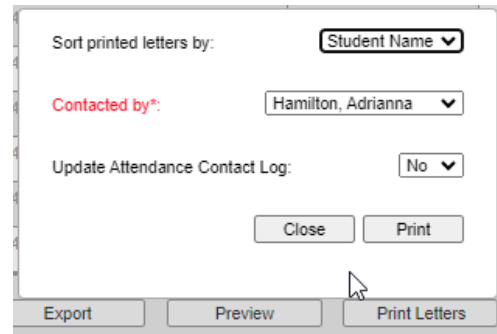
Our records indicate that Martin Fieldling has 5 absences in one or more of the following course(s) listed below.

If this pattern continues, Martin may exceed our District attendance policy limits; hinder his or her academic success; and potentially **impact on-time graduation**.

Course	Term 1		Term 2		Term 3		Term 4		Total	
	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
4200 Biology A	9	1	9	0	0	0	0	0	18	1
4250 Biology B	0	0	0	0	12	0	8	0	20	0
3200 English 10	9	0	8	1	12	0	10	0	39	1
7250 Health 10	10	1	8	1	0	0	0	0	18	2
1200 Integrated Math II	9	0	9	0	12	0	8	1	38	1
7200 Physical Education 10	0	0	0	0	12	0	9	0	21	0
2300 US History A	9	0	9	0	0	0	0	0	18	0
2350 US History B	0	0	0	0	11	1	10	0	21	1
6650 Varsity Choir IIA	9	0	9	0	0	0	0	0	18	0
6655 Varsity Choir IIB	0	0	0	0	11	0	9	1	20	1

Attendance Letters

If the Preview appears correctly, click Print Letters. Complete the popup selections, Print to save and generate, Close to cancel.



A screenshot of a 'Print Letters' dialog box. It contains three dropdown menus: 'Sort printed letters by:' set to 'Student Name', 'Contacted by*:' set to 'Hamilton, Adrianna', and 'Update Attendance Contact Log:' set to 'No'. At the bottom are 'Close' and 'Print' buttons. Below the dialog box, three buttons are visible: 'Export', 'Preview', and 'Print Letters'.

Contacted by drop-down list offers the name of the logged-in user, and the Behavior Admins in the Campus database.

Update Contact Log is optional per district. It logs a record in the Student Information > Contact Log tab with pre-formatted information.

24-25 Harrison High							
Attendance Contact Log ☆							
Anderson, Jana ⓘ Student #: 181900003 Grade: 11 DOB: [REDACTED]							
Contacted About	Module	Contacted By	Contacted	Contact Type	Date/Time ↓	Details	
Anderson, Jana	Attendance	BOCES, ES	Recipients hidden, Attendance Letter	U.S. Mail	10/15/2024 09:32 AM	5 Absences - 3300 English 11, qualified date: 07/05/2024	
Anderson, Jana	Attendance	BOCES, ES	Recipients hidden, Attendance Letter	U.S. Mail	10/15/2024 09:32 AM	5 Absences - 1300 Integrated Math III, qualified date: 07/05/2024	
Anderson, Jana	Attendance	BOCES, ES	Recipients hidden, Attendance Letter	U.S. Mail	10/15/2024 09:32 AM	5 Absences - 3300D American Literature, qualified date: 07/05/2024	

Attendance Letters

Printed letters print without a summary page, and without the watermark. Previously printed students can be hidden, and also have a “reset” option to re-print and re-contact. The student qualified date will not change if the student is reset.

☒	Name ▾	Grade ▴	Qualified ▾	Previously Qualified ▴	Printed ▴	Logged Contact ▴	Reset
☒	Fielding, Martin	10	07/25/2024	07/02/2024	10/16/2024	10/16/2024	✕
☒	Heinze, Samir	11	08/05/2024	07/08/2024	10/16/2024	10/16/2024	✕

If the user elects not to update the Contact log while printing, there will be a blue link to log the entry at any time.

10	07/25/2024	07/02/2024	10/16/2024	Post to Contact Log
----	------------	------------	------------	-------------------------------------

If the user resets a student’s letter, the Contact log is not altered. It is a district policy decision whether to alter any previously- logged records.

Are you sure you want to delete the letter history?

Please make any appropriate changes to the Attendance Contact Log after deleting the letter history.

OK

Cancel

If the letter is reset, a new letter may be printed with the same qualifying data, but will have an updated generation date. (Print again.)

Attendance Messenger

Attendance Messenger sends student-Messenger-checked-Guardians messages through the internal Campus Messenger system based on resolved Period absences/tardy marks. Templates can be saved to singular users or shared user groups, and copied or deleted once saved.

Messages are run by calendar header selection, and can be filtered to Grade Level. Attendance must be resolved for Status and Excuse code, and reach the user-set threshold by period count.

The student list can be limited by an ad hoc filter.

Unless regularly-scheduled, messages select a single effective date to assess student attendance marks.

Depending upon district messaging configuration and add-on products, the messages can be sent via Inbox (Portal,) Email, Voice, Text or any combination.

They require a Message Subject line, and the Message Body uses the same Campus Fields functionality as the Letter text body (sub-reports are not available).

If enabled, attachments can be sent with Email messages (only, not Inbox or Voice).

A date and time can be selected for generation and transmission, and a preview may be viewed for any recipient.

Attendance Messenger

Select whether to save to User or Group if saving as a template. All minimum required fields must be filled before clicking Save.

- Status
- Excuse
- Minimum Periods
- Message Body

Use an existing template by selecting it from the drop-down.

The screenshot shows the 'Attendance Messenger' configuration page. At the top, there's a title bar with 'Attendance Messenger' and a star icon. Below it, a blue header bar contains the text 'Attendance Messenger'. The main content area has a light gray background. It starts with a note: 'Attendance Messenger sends attendance related messages to Messenger contacts based on the criteria selected. To limit the message recipients, select an Ad Hoc Filter. The Template Name and User/Group can be changed after selecting Save or Copy.' Below this, there are two dropdown menus: 'User/Group' (set to 'User') and 'Template' (set to '<new>'). To the right of these are buttons for 'Save', 'Copy', and 'Delete'. The next section is titled 'Enter the filter criteria for Attendance Messenger:'. It contains four dropdown menus: 'Grade' (set to 'All Grades'), 'Status' (set to 'A: Absent'), 'Excuse' (set to 'Unknown'), and 'Minimum Periods' (set to '1'). These are connected by 'AND' operators. Below this is an 'Ad Hoc Filter (Further narrows criteria)' dropdown menu. The next section has two fields: 'Effective Date' (set to '10/15/2024') and 'Limit delivery to contacts that speak' (set to 'No Language Preference'). Below these are four checked checkboxes for 'Delivery Devices': 'Inbox', 'Email', 'Voice', and 'Text'. The next section has two input fields: 'Reply To Email' (set to 'icdemo@icdemo.mg.infinitecampus.org') and 'Caller ID' (set to '(763)555-5550'). Below this is a 'Message Subject' input field (set to 'Student Attendance'). The final section is 'Message Body', which has a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, image, table, undo, redo, text color, background color, and font size. The text area below the toolbar is empty.

Attendance Messenger

Create a message by completing the fields as necessary. Make sure the effective date is correct, as it is the field that identifies which student Guardians are contacted.

Language preference selection looks at a Guardian's demographic tab to determine home language preference, but the system does not translate to alternate languages (the user must enter the corresponding language in the message body).

Attendance Messenger ☆

Attendance Messenger

Attendance Messenger sends attendance related messages to Messenger contacts based on the criteria selected. To limit the message recipients, select an Ad Hoc Filter.

The Template Name and User/Group can be changed after selecting Save or Copy.

User/Group:
 Template:

Enter the filter criteria for Attendance Messenger:

Grade	Status	Excuse	Minimum Periods
All Grades	AND A.Absent	AND Unknown	AND 1

Ad Hoc Filter (Further narrows criteria)

Effective Date: Limit delivery to contacts that speak:

Delivery Devices: ☒ Inbox ☒ Email ☒ Voice ☒ Text

Reply To Email: Caller ID:

Message Subject:

Message Body

Attendance Messenger

Depending on district Messenger preferences, the user may or may not be able to alter “Sender’s Email” field.

Also dependent upon district Messenger preferences, the user may have the ability to add an email attachment.

Test allows email or voice transmission test, and the user may enter an email or phone number that does not have to be available in the Campus database (can be a non-census linked contact).

Preview/send gives a popup of recipients and counts of their receipt method(s).

Attendance Messenger

Attendance Messenger sends attendance related messages to Messenger contacts based on the criteria selected. To limit the message recipients, select an Ad Hoc Filter.
The Template Name and User/Group can be changed after selecting Save or Copy.

User/Group: User Template: Student Attendance Save Copy Delete

Enter the filter criteria for Attendance Messenger:

Grade	Status	Excuse	Minimum Periods
All Grades	AND	A.Absent	AND
		Unknown	AND
			1

Ad Hoc Filter (Further narrows criteria)

Effective Date: 10/15/2024 Limit delivery to contacts that speak: No Language Preference

Delivery Devices: ☒ Inbox ☒ Email

Reply To Email: noreply@esbores.org

Message Subject: Student Attendance

Message Body

Your child student.legalFirstName student.legalLastName was absent today. Please call the attendance office to discuss this. 631-586-0123.

Preview Message

Click Review Recipients to view the people and devices.
Click Send Message to deliver this message.

Recipient Count	2
Process Inbox Count	2
Email Count	2

Cancel Send Message Review Recipients

Attendance Messenger

Review Recipients gives data with their receipt method(s) that may be removed on-the-spot, and a preview of the actual message to be sent including the Campus-fields inserted data.

Save Edited List. Exit without altering.

Review Recipients

Clear the checkboxes next to recipients or devices to prevent them from receiving the message. All eligible recipients display. However, only recipients with any of the following delivery devices displayed will receive the message: Process Inbox, email address, or a phone number (when Voice is enabled).

Select Save & Return to retain any changes to recipients. Select Cancel to go back to Preview Message without saving changes.

Save & Return Cancel

Message Preview			
☒	Recipient Name	Student Name	Preview
☒	Parise, Emelia ☒ jferrell@esboces.org ☒ Process Inbox	Parise, Zach	
☒	Parise, J. P. ☒ jferrell@esboces.org ☒ Process Inbox	Parise, Zach	

Save & Return Cancel

Select/de-select recipient method(s). Users without a method list must be contacted using an alternate method (no messenger capability).

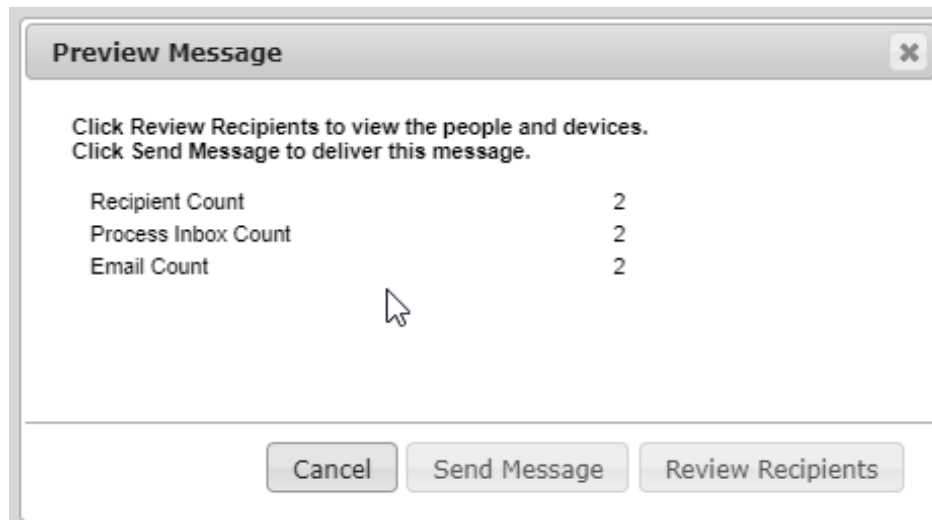
Preview of actual student-aligned message as seen in Inbox view (default).

Message Recipient Preview

Recipient Name:	Parise, Emelia
Device (1):	jferrell@esboces.org
Device (2):	Process Inbox
Subject:	Student Attendance
Message Body:	Your child Zach Parise was absent today. Please call the attendance office to discuss this. 631-586-0123.
Close	

Attendance Messenger

View returns to the popup after confirmation, where “Send Message” may be clicked. The message will be sent at the appointed time, and the message data is saved in the admin messenger log.



Attendance Reports

For each Report in Infinite Campus, there is a header/s that explains the Report Data and the Report Options. Each report is generated by selecting options and clicking Generate Report. Some reports allow for data extraction from calendar sources other than what is selected in the header. Read the options information for each report to make sure it is locating the necessary data. The options selected may alter the report output data as well as its sorting and appearance. All reports generate in pdf unless there is an output Format drop-list option.

ADM and ADA Detail - gives a percent-in-attendance calculation for students based on days of enrollment count, and non-exempt attendance marks counts. Can be exact per calendar minutes, or whole/half day minutes (same logic as letters minutes for each). Can be summarized by grade level, or detailed per-student.

Attendance Reason - counts the attendance period, attendance days, and minutes, grouped by attendance reason.

Consecutive Absence - counts the number of days students are absent from all scheduled instructional (only) periods.

Day Count - calculates exact or whole/half day attendance, and sums and filters the totals as selected.

Dialer Extract - generates a file for importing into an attendance auto-dialer. Returns the names, phone numbers and a period string where the student was absent and their excuse is unknown for the selected date.

Attendance Reports

Funding Report - prints district-level summaries of membership and attendance for funding. However, this report may not be appropriate for NYS funding information, as the “NCLB Subgroup” options are most likely not filled in the correlating Campus fields of your database. See more information in the knowledge base to determine where this data is sourced.

Home & Hospital Attendance - produces a weekly or monthly attendance register grid for manual documentation of student attendance in hours or days.

Period Count - counts attendance marks per student. The Report Type option determines how attendance marks are summed.

Period Detail Batch - prints the student information attendance Period Detail report in batch for selected students (all, grade level, or ad hoc filter).

Attendance Register - prints a summary of whole/half attendance, membership and non-enrolled day count, and absent day count students within a date range.

Sub Attendance Roster - prints a substitute teacher roster for manual attendance recording.

Attendance Change Tracking - reports attendance changes that have been made for the selected attendance date range, audited by modified date timestamps.

Section Change Tracking - same report as above, sorted and/or filtered by section.

Behavior Attendance Audit - identifies students who have behavior resolutions not linked to an attendance entry, or attendance codes that are not linked to a behavior resolution type but are eligible to be linked.

Positive Attendance Summary - sums students' attending minutes from all positive attendance records during the specified time frame.

Attendance Reports - Misc

Infinite Campus does not have a canned report for perfect attendance - below are two options...

Student Pass Through Query using Ad Hoc

This query returns students who have perfect attendance records – that is, students who have no attendance marks

Box A

LEFT OUTER JOIN attendance a ON
a.personID = student.personID AND
a.calendarID = student.calendarID

Box B

AND a.attendanceID IS NULL

OR - Day Count Report

See screen shot to the right

Day Count Report ☆

Attendance Day Count Report

This report calculates Whole Day & Half Day attendance based off the number of minutes defined in the calendar, and sums and filters the totals based on the report options below.

Which students would you like to include in the report?

☒ Grade

All Students
KG
01
02
03

☐ Ad Hoc Filter

Start Date

End Date

Having at least

days of Absence

Having at most

days of Absence

Calculation Options

☒

EXACT (The sum of minutes absent / student day)

☐

DAILY APPROXIMATION

(Whole Day/Half Day attendance is approximated
and these days are summed)

Sort Options

☒

Name

☐

Grade & Name

☐

Absent Days & Name

Report Format: PDF

Generate Report

Enter first day of school to
desired end date. Then on
"Having the most" field
enter a zero

Have Questions?

Need more help?

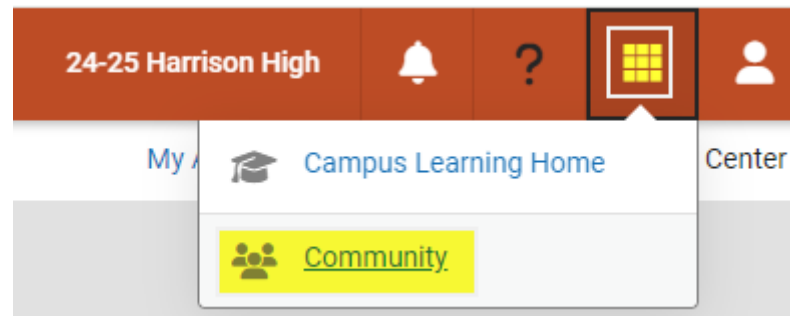
<https://kb.infinitecampus.com/help/classroom-monitor-article>

<https://kb.infinitecampus.com/help/daily-attendance>

<https://kb.infinitecampus.com/help/attendance-wizard>

<https://kb.infinitecampus.com/help/attendance-letters>

<https://kb.infinitecampus.com/help/attendance-messenger>



Campus Community is a great resource!

Click the Campus Community link in your Campus header, and search the Knowledge Base.



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