



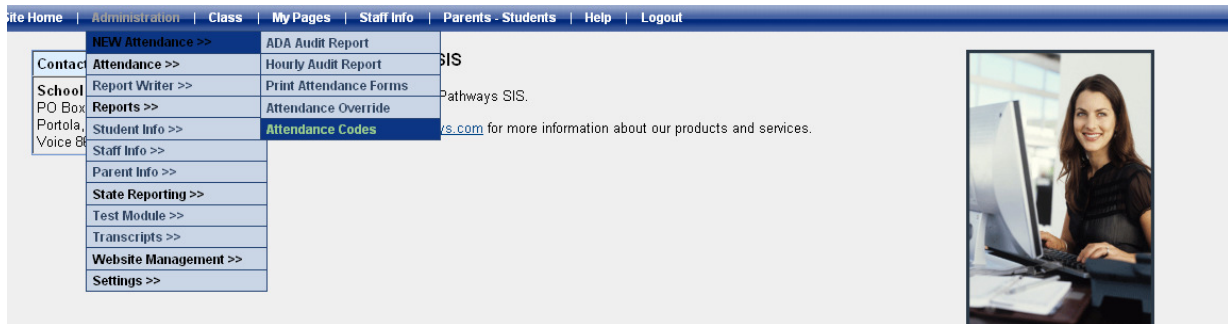
## Attendance Codes - Classroom-Based Attendance

When students are marked absent or tardy, schools enter a code for the type of absence. This manual explains how to set up the codes your school will use and the two ways you can mark the codes for the absent days.

- A. Setting Codes Your School Will Use.
- B. Entering Codes

### A. Setting Codes Your School Will Use.

1. In SpSIS go to Administration>New Attendance!>Attendance Codes



2. Some codes are preset. To enter codes for Classroom-Based click Add New.

**Attendance Codes**

Show Deleted/Past Codes?

Target	Code	Apport	Excused	Deleted	Edit
<b>Classroom Based</b> <a href="#">Add New</a>					
CB	P	Y	Y		<a href="#">Edit</a>
CB	T	Y	n		<a href="#">Edit</a>
CB	A	n	n		<a href="#">Edit</a>
<b>Regular Independent Study</b> <a href="#">Add New</a>					
IS	IP	Y	Y		<a href="#">Edit</a>
IS	MIP	Y	Y		<a href="#">Edit</a>
IS	IA	n	n		<a href="#">Edit</a>
IS	MIA	n	n		<a href="#">Edit</a>
<b>SI - 2.9 Pupils Retained/Recommended for Retention</b> <a href="#">Add New</a>					
RET	SRP	Y	Y		<a href="#">Edit</a>
RET	SRA	n	n		<a href="#">Edit</a>
<b>SI - 7.12 Remedial Instruction</b> <a href="#">Add New</a>					
REM	RIP	Y	Y		<a href="#">Edit</a>

3. Enter the information in the fields

*Code:* What do you want the code to be

*Color:* Choose a color that will be distinct and not used yet

*Brief Description:* Enter a brief description so other people will know what the code is.

*Attendance Target:* What type of attendance is this code for.

*Apportioned:* Will this code allow apportionment?

*Excused:* Will this code mark the day as excused?

Click the 'Save Changes' button

Now that code will show as an option.

Continue to set up any other codes you want to use in this manner.

**Attendance Codes**  
 Show Deleted/Past Codes?

Target	Code	Apport	Excused	Deleted	Edit
<b>Classroom Based</b> <a href="#">Add New</a>					
CB	P	Y	Y		<a href="#">Edit</a>
CB	T	Y	n		<a href="#">Edit</a>
CB	A	n	n		<a href="#">Edit</a>
CB	Ex	n			<a href="#">Edit</a>
<b>Regular Independent Study</b> <a href="#">Add New</a>					
IS	IP	Y	Y		<a href="#">Edit</a>
IS	MIP	Y	Y		<a href="#">Edit</a>
IS	IA	n	n		<a href="#">Edit</a>
IS	MIA	n	n		<a href="#">Edit</a>
<b>SI - 2.9 Pupils Retained/Recommended for Retention</b> <a href="#">Add New</a>					

**B. Entering Codes**

Now choose Administration>New Attendance!>Attendance Override

<b>Attendance</b>	NEW Attendance >>	ADA Audit Report
	Attendance >>	Hourly Audit Report
<input type="checkbox"/> Show	Report Writer >>	Print Attendance Forms
Target	Reports >>	<b>Attendance Override</b>
Classroom Based	Student Info >>	Attendance Codes <a href="#">w</a>
CB	Staff Info >>	<a href="#">Edit</a>
CB	Parent Info >>	<a href="#">Edit</a>
CB	State Reporting >>	<a href="#">Edit</a>
CB	Test Module >>	<a href="#">Edit</a>
CB	Transcripts >>	<a href="#">Edit</a>
Regular Independent Study	Website Management >>	<a href="#">Add New</a>
	Settings >>	

1. Choose

- the attendance period/learning period you wish to work with
- the teachers you want to work with (classroom or teacher of record)
- if you want only absent claims to show - enter check in box.

Click the UPDATE button.

**Attendance Claim Override**

Schoolyear\* 2008 - 2009

Learning Period\* 5

Class Instructor -- All Instructors --

Teacher of Record -- All Teachers --

Search for Students... Student ID Last Name First Name

'Present' Claims  Check this box to not show any attendance claims which are 'Present' (that is, both apportioned and excused).

Update

2. You will get a list of all students enrolled on that day. Days absent or tardy will show in red.

**Attendance - Ms. Bari**

Student	Teacher of Record	Grade	Time	12/08	12/09	12/10	12/11	12/12	12/16
del Real, Daniela	Moulin, Bari	KN	9:00 am - 3:00 pm						
Ellis, Asher	Moulin, Bari	KN	9:00 am - 3:00 pm						
Ellis, Judah	Moulin, Bari	2	9:00 am - 3:00 pm						
Guerrero, Estefanie	Moulin, Bari	2	9:00 am - 3:00 pm			A			
Herrera, Rocio	Moulin, Bari	2	9:00 am - 3:00 pm	A					
Jardines, Stephanie	Moulin, Bari	1	9:00 am - 3:00 pm						
Lopez, Jose	Moulin, Bari	2	9:00 am - 3:00 pm						
Martinez, Jason	Moulin, Bari	1	9:00 am - 3:00 pm						
Mason, Hayden	Moulin, Bari	2	9:00 am - 3:00 pm	A					
Molina, Anna	Moulin, Bari	1	9:00 am - 3:00 pm						
Mosso, Alondra	Moulin, Bari	1	9:00 am - 3:00 pm						
Mosso, Joanna	Moulin, Bari	2	9:00 am - 3:00 pm						
Rodriguez, Mathieu	Moulin, Bari	1	9:00 am - 3:00 pm						
Rojas, Emiliana	Moulin, Bari	2	9:00 am - 3:00 pm						
Saenz, Alexandra	Moulin, Bari	KN	9:00 am - 3:00 pm						
Whang, Yetu	Moulin, Bari	1	9:00 am - 3:00 pm						

**Attendance - Ms. Stanford**

Student	Teacher of Record	Grade	Time	12/08	12/09	12/10	12/11	12/12	12/16
Ellis, Levi	Stanford, Casey	3	9:00 am - 3:00 pm						
Enciso, Eduardo	Stanford, Casey	3	9:00 am - 3:00 pm						
Guerra, Abraham	Stanford, Casey	4	9:00 am - 3:00 pm						
Lopez Garibay, Norma Paola	Stanford, Casey	4	9:00 am - 3:00 pm						
Mason, Taylor	Stanford, Casey	5	9:00 am - 3:00 pm	A					
Molina, Alvaro	Stanford, Casey	3	9:00 am - 3:00 pm						
Rojas, Alejandro	Stanford, Casey	4	9:00 am - 3:00 pm						A
Saenz, Ariana	Stanford, Casey	5	9:00 am - 3:00 pm						

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3. If you click in the red or yellow boxes, a pop-up will appear and you can choose the code that should be in the box for attendance.

The code will fill in the box.

excused).

Update

Save

**Attendance - Ms. Bari**

Student	Teacher of Record	Grade	Time	12/08	12/09	12/10	12/11	12/12	12/16	
<a href="#">del Real, Daniela</a>	<a href="#">Moulin, Bari</a>	KN	9:00 am - 3:00 pm							
<a href="#">Ellis, Asher</a>	<a href="#">Moulin, Bari</a>	KN	9:00 am - 3:00 pm							
<a href="#">Ellis, Judah</a>	<a href="#">Moulin, Bari</a>	2	9:00 am - 3:00 pm							
<a href="#">Guerrero, Estefanie</a>	<a href="#">Moulin, Bari</a>	2	9:00 am - 3:00 pm			A				
<a href="#">Herrera, Rocio</a>	<a href="#">Moulin, Bari</a>	2	9:00 am - 3:00 pm	A - Absent Classroom Based A - Absent Ex - Absent - Excused T - Tardy Informational a - Absent t - Tardy Regular Independent Study IA - I/S Absent ISA - Independent Study - Absent ISP - Independent Study - Present MIA - Modified I/S Absent SI - 2-9 Pupils Retained/Recommended for Retention SRA - SI-Retention Absent SL - 7-12 Remedial Instruction						
<a href="#">Jardines, Stephanie</a>	<a href="#">Moulin, Bari</a>	1	9:00 am - 3:00 pm							
<a href="#">Lopez, Jose</a>	<a href="#">Moulin, Bari</a>	2	9:00 am - 3:00 pm							
<a href="#">Martinez, Jason</a>	<a href="#">Moulin, Bari</a>	1	9:00 am - 3:00 pm							
<a href="#">Mason, Hayden</a>	<a href="#">Moulin, Bari</a>	2	9:00 am - 3:00 pm							
<a href="#">Molina, Anna</a>	<a href="#">Moulin, Bari</a>	1	9:00 am - 3:00 pm							
<a href="#">Mosso, Alondra</a>	<a href="#">Moulin, Bari</a>	1	9:00 am - 3:00 pm							
<a href="#">Mosso, Joanna</a>	<a href="#">Moulin, Bari</a>	2	9:00 am - 3:00 pm							
<a href="#">Rodriguez, Mathieu</a>	<a href="#">Moulin, Bari</a>	1	9:00 am - 3:00 pm							
<a href="#">Rojas, Emiliana</a>	<a href="#">Moulin, Bari</a>	2	9:00 am - 3:00 pm							
<a href="#">Saenz, Alexandra</a>	<a href="#">Moulin, Bari</a>	KN	9:00 am - 3:00 pm							
<a href="#">Whang, Yetu</a>	<a href="#">Moulin, Bari</a>	1	9:00 am - 3:00 pm							

**Attendance - Ms. Stanford**

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<a href="#">Ellis, Levi</a>	<a href="#">Stanford, Casey</a>	3	9:00 am - 3:00 pm		
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<a href="#">Lopez Garibay, Norma Paola</a>	<a href="#">Stanford, Casey</a>	4	9:00 am - 3:00 pm		
<a href="#">Mason, Hayden</a>	<a href="#">Stanford, Casey</a>	2	9:00 am - 3:00 pm		

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4. Save the page before exiting.