

Marking Attendance

Step 1. Expand the “Attendance” option in the control bar on the left and choose “Record Daily”. Click the edit button on the right end of the row for the date you wish to record attendance.

Navigation: Dashboard, Enrollment, Attendance, Record Daily, School Teams

Record Daily Attendance - 05/26/2016

4 total records

Date	Total Students	Recorded Attendance	Missing Attendance	Status	Actions
05/26/2016	36	0	36	Not Submitted	Edit Submit Attendance
05/25/2016	36	0	36	Not Submitted	Edit Submit Attendance
05/24/2016	34	0	34	Not Submitted	Edit Submit Attendance
05/23/2016	34	0	34	Not Submitted	Edit Submit Attendance

Step 2. Choose the appropriate attendance code for absent student(s). Notice you can filter the student list by team or search for student by name.

Navigation: Dashboard, Enrollment, Attendance, Record Daily, School Teams

Record Daily Attendance at ATOKA ELEMENTARY

All Grade Levels All Teams Search for a student

36 total records

Name	Local Id	Grade Level	Team	Daily Attendance Code
[Redacted]	10003790	02	JF2	(AE) Excused
[Redacted]	10003785	01	SB1	(AE) Excused
[Redacted]	10003786	01	SB1	(AE) Excused
[Redacted]	10003787	01	SB1	(AE) Excused
[Redacted]	10003788	01	SB1	(AE) Excused

Daily Attendance Code dropdown options:
-- No code set --
(P) Present
(AU) Unexcused
(AUM) Unexcused (AM)
(AUPM) Unexcused (PM)
(AE) Excused
(AEAM) Excused (AM)
(AEEMERPM) Excused: Emergency (PM)
(AELLNPM) Excused: Illness (PM)
(AETRAN) Excused: Transportation
(AETRANAM) Excused: Transportation (AM)
(AETRANPM) Excused: Transportation (PM)
(AEEMER) Excused: Emergency
(AEEMERAM) Excused: Emergency (AM)
(AEPW) Excused (PM)

Step 3. Mark remaining students as present by choosing the “Set Missing to Present” button.

Navigation: Dashboard, Enrollment, Attendance, Record Daily, School Teams

Home > Student Attendance > Record Daily Attendance > Atoka Public Schools > ATOKA ELEMENTARY

Record Daily Attendance at ATOKA ELEMENTARY Not Submitted Missing Attendance

All Grade Levels All Teams Search for a student Clear

Thursday, May 26, 2016

Clear Recorded Set Missing to Present Submit Attendance

36 total records

Name	Local Id	Grade Level	Team	Daily Attendance Code
ALEJANDRO, SCARLETT ROZE	10003790	02	JF2	(AE) Excused
AYERS, JACKSON DANIEL EUSEBIO DELAO	10003785	01	SB1	-- No code set --
AYERS, JACKSON DANIEL EUSEBIO DELAO	10003786	01	SB1	-- No code set --

Step 4. Submit attendance by choosing the “Submit Attendance” button.

Choctaw Summer School Management System (Choctaw Summer School Admin)

Navigation: Dashboard, Enrollment, Attendance, Record Daily, School Teams

Home > Student Attendance > Record Daily Attendance > Atoka Public Schools > ATOKA ELEMENTARY

Record Daily Attendance at ATOKA ELEMENTARY Not Submitted Missing Attendance

All Grade Levels All Teams Search for a student Clear

Thursday, May 26, 2016 Students have missing attendance.

Clear Recorded Set Missing to Present Submit Attendance

36 total records

Name	Local Id	Grade Level	Team	Daily Attendance Code
ALEJANDRO, SCARLETT ROZE	10003790	02	JF2	(AE) Excused
AYERS, JACKSON DANIEL EUSEBIO DELAO	10003785	01	SB1	-- No code set --