



# Teacher Access Center

## Viewing Individual Attendance

Teachers can view students' grades in all of the students' other courses.

Open the class list which contains the student whose grades you wish to view. Each student's name is a hot link. Click the student's name.

Student	ID	Grade	Gender	Homeroom	Birth Date
<a href="#">Palmer, Alyssa</a>	20001	12	Female	103	2/4/1988
<a href="#">Feinstein, Benjamin</a> 	20004	12	Male	103	9/29/1987
<a href="#">Brookheimer, Melou Lee</a> 	20012	12	Female	103	9/15/1987
<a href="#">Nelson, Madeline</a>	20003	12	Female	103	1/26/1988
<a href="#">Bradley, Ashleigh</a>	20007	12	Female	103	9/8/1987

The student Summary window will open in a new window. At the top of the window, click either the link for **Attendance Information**.

### Attendance Information

Room	Course	Description	Attendance Period	Scheduling Period	Absence	Dismiss	Arrive	Source
No attendance information has been entered for this student today.								

A color-coded report will display.

Color Legend			
Multiple codes	Homebound	Suspended	Holding
Parent Note Unexcused	School Activity	Counselor	Court
Truant	Excused Absence	Dentist	Unexcused Absence
Driver License	Doctor Appointment (ADA generated)	Excused Tardy	Parent Note Excused
Family Emergency	Funeral	Out of School Suspension	Parent Called
In School Suspension	Missed Bus	No ID	Nurse
Military TAPS	At Apollo	Absent at Apollo	Runaway
Religious Holiday	Unexcused Tardy	Testing	Unverified Absence
Doctor's Note (Excused Absence)	In the Office (Principal/AP/etc.)		

August 2008	September 2008	October 2008	November 2008																																																																																																																																																										
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By default, **Entire Day** attendance will display. Use the drop down menu to view attendance by a specific class period.

**Student Attendance Year View**

**View:** Entire Day, Building: All

Entire Day, Building: All

Period: 1, Building: 1

Period: 2, Building: 1

Period: 3, Building: 1

Period: 4, Building: 1

Period: 5, Building: 1

Period: 6, Building: 1

Period: 7, Building: 1

Period: 8, Building: 1

Course: 1121A, Building: 1

Course: 1121B, Building: 1

Course: 2111A, Building: 1

Course: 2111B, Building: 1

Course: 2261A, Building: 1

Course: 2261A, Building: 1

Course: 2261B, Building: 1

Course: 2261B, Building: 1

Course: 3041, Building: 1

Course: 3101, Building: 1

Course: 5803, Building: 1

Course: 7241A, Building: 1

Course: 7241B, Building: 1

Course: 9401, Building: 1

Course: ADV4, Building: 1

Multiple codes	Homebound	Unexcused Absence	Unexcused Absence
Parent Note Unexcused	School Activity	Unexcused Absence	Unexcused Absence
Truant	Excused Absence	Unexcused Absence	Unexcused Absence
Driver License	Doctor Appt/Office	Unexcused Absence	Unexcused Absence
Family Emergency	Funeral	Unexcused Absence	Unexcused Absence
In School Suspension	Missed Bus	Unexcused Absence	Unexcused Absence
Military TAPS	At Apollo	Unexcused Absence	Unexcused Absence
Religious Holiday	Unexcused Absence	Unexcused Absence	Unexcused Absence
Doctor's Note (Excused Absence)	In the Office	Unexcused Absence	Unexcused Absence

August 2008							September 2008							October 2008							November 2008											
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