

# Teacher Access Center

## Taking Attendance

Teachers in grades PK-6 will take attendance once per day. Attendance should be submitted before 9:30am.

Teachers in grades 7-12 will take attendance every class period. Attendance should be submitted no later than 15 minutes after the start of the period.

If a correction needs to be made, teachers can re-enter the attendance screen and make corrections on the same day on which the error was made. If an attendance error needs to be corrected from a previous day, please see your campus attendance clerk.

Please check with your campus administrator concerning other policies attendance policies and procedures that may be specific to your campus.

From the **Home** screen – under **Attendance Courses**, click the **Att** link.

My Classes															
Courses:		Attendance Courses		Attendance Date:		6/23/2008		RC Run:		6		IPR Date:		6/13/2008	
Period	Course	Description	Room	Cycles	Marking Periods	Actions									
Building: 330 - Training High School												Staff: John Doe			
1	1510B - 1	Chemistry - S2	A3	M, T, W, R, F	M4, M5, M6	List	Att All P	Pic	Def	Score	IPR	RC	Comp		

Student	Grade	A	T	P
<a href="#">Bentley, Jackie Lynn</a>	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Casper, Jonathan Lewis</a>	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">McGruffy, Jessica Rosemary</a>	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Simson, John Bernard</a>	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**A** = place a check if student is absent  
**T** = place a check if student is tardy  
**P** = place a check **ONLY** to make a correction (if student was incorrectly marked absent or tardy, but is present)

**Code, Dismiss Time, Arrive Time, Add Entry, Clear Entry** – for office use only

Student	Grade	A	T	P	Code	Dismiss Time	Arrive Time	Add Entry	Clear Entry
<a href="#">Bentley, Jackie Lynn</a>	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Then click the **Save** button.

Save

If *all students* are present, from the **Home** screen, click the **All P** link.

**My Classes**

Courses: **Current MP Courses** Attendance Date: 6/23/2008 RC Run:

Period	Course	Description	Room	Cycles	Marking Periods			
<b>Building:</b> 330 - Training High School <b>Staff:</b> John Doe								
1	1510B - 1	Chemistry - S2	A3	M, T, W, R, F	M4, M5, M6	<a href="#">List</a>	<a href="#">Att All P</a>	<a href="#">Pic</a>

To take **Picture** attendance, on the Home screen, click the **Pic** link.

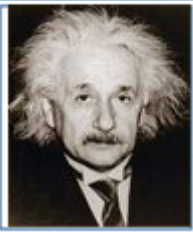
**My Classes**

Courses: **Current MP Courses** Attendance Date: 6/23/2008 RC Run:

Period	Course	Description	Room	Cycles	Marking Periods			
<b>Building:</b> 330 - Training High School <b>Staff:</b> John Doe								
1	1510B - 1	Chemistry - S2	A3	M, T, W, R, F	M4, M5, M6	<a href="#">List</a>	<a href="#">Att All P</a>	<a href="#">Pic</a>

Place a check in the appropriate box.

**Einstein, Albert**



<b>A</b>	<input checked="" type="checkbox"/>
<b>T</b>	<input type="checkbox"/>
<b>P</b>	<input type="checkbox"/>

Then click the **Save** button.

Save