

Attendance Review

Welcome to the Attendance Review link of the Academics module. This link is designed to allow academic administrators evaluate attendance.

Highlights of the Attendance Review link:

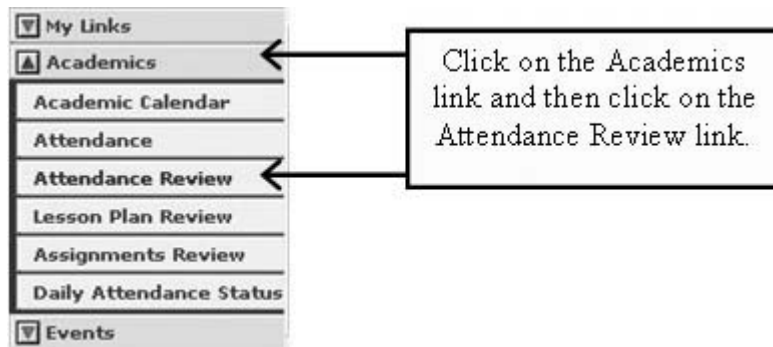
1. Administrators can see who is absent for the current date and send an email to all parents and/or students if they choose to do so.
2. Administrators can decide the number of days for which they would like to see students who have been absent for.
3. Administrators can set multiple thresholds to send e-notifications.
4. Administrators can decide who should get the e-Notification
5. Administrators can see the number of e-Notifications received by students who have been absent for at least 3 days.

Attendance Review by Date

Attendance Review by Class

Comments for Absenteeism

1. To begin, click on the Academics link and then click on the Attendance Review link.



Attendance Review by Date

The default view of this page is Attendance Review by Date which is today's date. This means that you will see a list of students who were marked absent for today. Below you will see students absent in the current marking period up to today's date. On top of the Attendance Review page you will see Search options. You can search for absent student by selecting the Grade and Date or by Last Name.

Show absentees reports **Attendance Review** **Review By Class**

Search By:

Academic Year: 2004-2005 Grade: All

Date: Monday, August 22, 2005

Student Last Name: Levi Go

Compose Email

Student Absent on Date (8/22/2005):

Student	Class	# Absent	Email Student	Email Parent
Laura Abecasis	General Studies 4-316	1	<input type="checkbox"/>	<input type="checkbox"/>
Christina Arnold	General Studies 4-318	1	<input type="checkbox"/>	<input type="checkbox"/>
Scott Brown		1	<input type="checkbox"/>	<input type="checkbox"/>
Scott Brown		1	<input type="checkbox"/>	<input type="checkbox"/>
Scott Brown		1	<input type="checkbox"/>	<input type="checkbox"/>
Scott Brown		1	<input type="checkbox"/>	<input type="checkbox"/>

← Shows students ABSENT today, or for the above selected date

← Select date for which you want to view attendance. Default is today's date.

Student Absent till (8/22/2005): Check All | Clear All

Student	Class	# Absent	Email Student	Email Parent
Laura Abecasis	General Studies 4-316	1	<input type="checkbox"/>	<input type="checkbox"/>
Christina Arnold	General Studies 4-318	1	<input type="checkbox"/>	<input type="checkbox"/>
Scott Brown	General Studies 5-335	1	<input type="checkbox"/>	<input type="checkbox"/>

← Shows students ABSENT for this marking period up to the above selected date

2. In "Student Absent on Date" you will see the students marked absent for today or for a date you selected above. You will see the student's name and the class they were marked absent for. The number in the "# Absent" column will always be one. This means that this student was absent today. You will then see two columns, E-mail Student and E-mail Parent. In those columns, there are checkboxes. Select the checkbox to send an e-mail to the student or parent. Click on the student's name to view the student's profile. Click on the number in the "Absent" column to view attendance details for this student.

Show absentees reports **Attendance Review** **Review By Class**

Search By:

Academic Year: 2004-2005 Grade: All

Date: Tuesday, August 23, 2005

Student Last Name: Go

Compose Email

Students Absent on Date (8/23/2005): Check All | Clear All

Student	Class	# Absent	Email Student	Email Parent
Laura Abecasis	General Studies 4-316	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Christina Arnold		1	<input type="checkbox"/>	<input type="checkbox"/>
Scott Brown		1	<input type="checkbox"/>	<input type="checkbox"/>
Scott Brown		1	<input type="checkbox"/>	<input type="checkbox"/>
Scott Brown		1	<input type="checkbox"/>	<input type="checkbox"/>

Click on the student's name to view his/her profile

Select students/parents to send e-mail to and click on the Compose E-mail button

Click on the number in the # Absent column to view attendance details of this student

3. Schools can decide to an e-notification sent for absences lasting either 3 days or 5 days. This means that when any student has been absent for 3 or 5 days consecutively, the system will send an automatic notification of excessive absenteeism. The email contents can say: "Hope you feel better. We look forward to seeing you back at school soon." The e-mail will automatically be sent to parents, students, administrators and homeroom teachers.

4. In addition to this, administrators can send e-Notifications to students and parents for absenteeism at any time. Simply select the student and his/her parents and click on the Compose E-mail button. This will take you to the Compose E-mail page where you type your message. Click on SAVE once you are done.

Attendance Review By Class

1. Administrators can review attendance by class. To do so, click on the Review by Class link located on top of the Attendance Review by Date page.

The screenshot shows the 'Attendance Review' page. At the top, there are three links: 'Show absentees reports', 'Attendance Review', and 'Review By Class'. The 'Review By Class' link is highlighted with a black box and an arrow pointing to it. A callout box with a black border contains the text: 'Click on this link to review attendance by class.' Below the links is a search form with the following fields: 'Search By:', 'Academic Year:' (set to 2004-2005), 'Grade:' (set to All), 'Date:' (set to Tuesday, August 23), and 'Student Last Name:'. There is a 'Compose Email' button at the bottom of the form.

2. On the Attendance Review by Class page you can search for attendance by selecting Grade, Month, Class and Attendance Status. Make your selection and click on the "GO" button. A list of students matching the search criteria will be generated.

You will see the student's name and Attendance Status. You will see a number in each of the Attendance Status columns. Ex. if there is a number 5 in the A column, this means that this student has been absent for five days. The % of Absenteeism for current month column calculates the % of a total number of days the student has been absent for the current month. You can click on the Details link to view detailed attendance for this student. To send an e-mail to students and or parents, selecting E-mail Student and W-mail Parent checkboxes and click on the Compose E-mail button.

Attendance Status legend:

P - Present **A** - Absent **E** - Excused **T** - Tardy **L** - Left Early **D** - Discharged

Choose your search options here. Select Grade, Month, Class and Attendance Status. Click on the GO button

Notes: »

Search By:

Academic Year: 2004-2005 Grade: 4 Marking Period: 3 Month: August

Class: -- All Classes -- Attendance Status: Absent 1 day

Student Last Name: [] Go

Student Name	P	A	E	T	L	D	% of P, L and D for August-05	Details	Email Student	Email Parent
Lauren Abancora	0	5	0	0	0	0	0%	Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Charal Acosta	0	1	0	0	0	0	0%	Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grant Fox	0	1	0	0	0	0	0%	Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tamir Levi	0	1	0	0	0	0	00%	Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Recipients: Lauren Abancora, Mr. Abancora, Mrs. Abancora, Charal Acosta, Mr. Acosta, Mrs. Acosta, Grant Fox, Mr. Fox, Mrs. Fox, Tamir Levi, Mrs. Levi

Compose Email

Search results will be shown here. Select students and parents to send e-mail to and click on the Compose E-mail button

Comments for Absenteeism

This link displays students who have received an "Excessive Absenteeism" e-Notification. People who have access to this link can write comments for such students.

[Comments for Absenteeism](#) Attendance Review [Review By Class](#) [Help](#)

Search By:

Academic Year: 2004-2005 Grade: All

Date: Monday, August 22, 2005

Student Last Name: [] Go

Click on the Comments for Absenteeism link to see names of students who have received an "Excessive Absenteeism" e-Notification. There u can write comments for such students.

nt	Email Student	Email Parent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the Admin Comment for Absenteeism page you will see the student's name, Grade and the number of excessive absenteeism e-mails which were sent to this student. For each e-mail listed there, academic administrator has an option of entering comments. Enter absenteeism comments for any student by selecting his name and clicking on the Update button.

Admin Comment for Absenteeism

[← BACK](#)

Marking Period: ALL ▾

Search By Last Name:

Student	Grade	# of Enotifications	Select	Student	Grade	# of Enotifications	Select
Alexandra, Lauren	4	1	<input checked="" type="radio"/>	Akmal, Gad	5	1	<input type="radio"/>
Anna, Saul	2	1	<input type="radio"/>	Bawn, James	4	1	<input type="radio"/>
Brown, Sydney	2	1	<input type="radio"/>	Betesh, Ralph J.	4	1	<input type="radio"/>
Kanani, Jennifer							

To enter absenteeism comments for a student, select the student by selecting the circle in the Select column and click on the Update button. Or click on the number in the # of eNotification columns

On the next page enter your comments and click on the SAVE button. Other academic administrators will be able to view your comments.