

## Updating Attendance in Infinite Campus: Directions

- Go to Daily Attendance
- Change the date to 2/26 and then
- Print the summary report.
  - You can either physically print it or just keep it as a PDF on your desktop. In this report all the comments are showing, and you can use that to work on the attendance if you want.

18-19 Brody Middle 2501 Park Ave., Des Moines IA 50321 Generated on 02/26/2019 08:47:55 AM Page 1 of 14			Daily Attendance Summary Date: 02/26/2019 Report generated for NEVE, MARGA								
Grade	Student	Number	Period							ACT	
			01	02	03	04	05	06	07		08
06	HR. TEHMAN, K. Comment: ELPA Testing										
07	HR. EASLEY, D. Comment: Parent/Guardian called in AM-Sick.										
06	 Comment: Checkin 8:49 AM Woke up late										
07	HR. THOMAS, J. Comment: Checkin 10:45 AM Dr. appt.										
07	HR. EASLEY, D.										
06											
06	HR. RICHARDS, T. Comment: Dad called 2/25-Out of town. Rtn 2/27. Chg.		E1	E1	E1	E1	E1	E1	E1	E1	E1

To fix the attendance where you have information on what code was used, you will need to:  
*(I am working form the daily attendance tab in the following example)*

1. Click on the student's name that needs to be fixed
2. Click on the date

	Unknown	Excused	Unexcused	Exempt
Date	Period			
	01	02	03	04 05 06 07
02/27/2019 Wed Wednesday A		E6		
02/26/2019 Tue B				
02/18/2019 Mon				

3. Here is the current view for this student's attendance on 2/26.
  - It shows which periods had something entered (01,02 and 03) and the comments.

Period	Code	Status	Excuse	Present Minutes	Comments
01	<input type="text"/>			0	ELPA Testing
02	<input type="text"/>			0	ELPA Testing
03	<input type="text"/>			0	ELPA Testing
04	<input type="text"/>				
05	<input type="text"/>				
06	<input type="text"/>				

4. Pick the correct code for those periods and click save.

Period	Code	Status	Excuse	Present Minutes	Comments
01	E8: Excused - School Activity			0	ELPA Testing
02	E8: Excused - School Activity			0	ELPA Testing
03	E8: Excused - School Activity			0	ELPA Testing
04	<input type="text"/>				
05	<input type="text"/>				

5. This student is fixed.

In a check in or check out situation when you have correctly used the CheckIN or CheckOut functionality of Campus: *(DO NOT TRY TO CHECK THEM IN OR OUT AGAIN!)*

1. Click on the student's name that needs to be fixed
2. Click on the date

Date	01	02	03	04	05	06	07
02/27/2019 Wed Wednesday A		E8					
02/26/2019 Tue B							
02/18/2019 Mon							

3. In this example, they student checked in during third period. The system added the CheckIn Comment with the timestamp used.

Period	Code	Status	Excuse	Present Minutes	Comments
01	<input type="text"/>			0	Checkin 10:45 AM Dr. appt.
02	<input type="text"/>			0	Checkin 10:45 AM Dr. appt.
03	<input type="text"/>			14	Checkin 10:45 AM Dr. appt.
04	<input type="text"/>				

4. Choose the right code and save.

- a. The system has already marked the present minutes for the periods affected. Since this student checked in during third period, it calculated the time in class.

*If you check a student in or out but did not use the Campus functionality, you need to contact me (Margi Neve) or Kellie Hanlon on the proper way to do a check in or out. This situation will affect the overall minutes a student is marked absent.*

There are some cases where there is not enough information in the comments box to choose the right attendance code.

1. For example, the following student only has one period with a yellow box.

09									
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2. I click on the student's name, then the date in question and this is what I see:

Period	Code	Status	Excuse	Present Minutes	Comments
EB	** Not Scheduled				
05	<input type="text"/>			<input type="text"/>	<input type="text"/>
06	<input type="text"/>			<input type="text"/>	<input type="text"/>
East Ac(B)	<input type="text"/>			<input type="text"/>	<input type="text"/>
07	<input type="text"/>			<input type="text"/>	<input type="text"/>
08	<input type="text"/>			0	<input type="text"/>

3. At this time, you have two possible options.
  1. If you have any information on the situation, pick the code that matches your information. This might be on a call log or a physical note you have.
  2. If you do not have any information and want to remove the attendance mark, you can erase the 0 in the present minutes, save and the yellow box will go away forever. Just remember that there will be no record of any attendance having been entered for this student on this day for that period if you do this one.

For students who have been sent to truancy court or have chronic absenteeism, you may not have supporting information (calls, emails, notes, etc.) for their attendance on this day. We recommend that you confirm with staff or your admin if the student was in attendance or not and code appropriately. This will also affect the consecutive day absent report.

Please note that you will need to check 2/26, but may need to go back in time to Monday 2/25 or even into the future to find all the empty yellow boxes. Also because of this situation, you will continue to erroneously receive the notification from Tableau about un-coded absences. Once all the attendance corrections have been entered and any remaining yellow boxes are cleared out, you will only receive the message when you have too many un-coded absences.