

Create a recurring absence for a specific day of the week

SCENARIO:

A student has a VET course every Friday from 25/2/15 - 30/4/15

1. Find a student

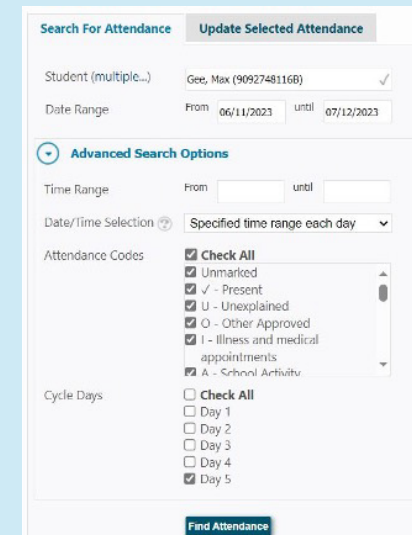
- In the Main Menu on the left hand side, go to **Mark Roll > Mark Students**
- Type the Student's name into the **Student** field and select the correct student from the drop down list
TIP: You can use the arrow keys on your keyboard to select the student from the dropdown list as well



The screenshot shows the 'Search For Attendance' interface. At the top, there are two buttons: 'Search For Attendance' and 'Update Selected Attendance'. Below these, there is a 'Student (multiple...)' dropdown menu with 'Gee, Max (9092748116B)' selected and a checkmark. Below that is a 'Date Range' section with 'From' and 'until' fields, both containing the date '06/11/2023'.

2. Find a student attendance

- Once you have selected the correct student, select the **Date Range** that the student will be absent for
- Click on **Advanced Search Options**
- Uncheck ALL the **Cycle Days** check boxes except for **Day 5** (Day 1 = Monday, Day 2 = Tuesday, etc)
- Click on **Find Attendance**
- You should see the student's scheduled classes every Friday within that Date Range appear on the right hand side



The screenshot shows the 'Advanced Search Options' section of the form. It includes a 'Time Range' section with 'From' and 'until' fields. Below that is a 'Date/Time Selection' dropdown menu set to 'Specified time range each day'. The 'Attendance Codes' section has a 'Check All' checkbox and several checked options: 'Unmarked', '✓ - Present', 'U - Unexplained', 'O - Other Approved', '1 - Illness and medical appointments', and 'A - School Activities'. The 'Cycle Days' section has a 'Check All' checkbox and several unchecked options: 'Day 1', 'Day 2', 'Day 3', 'Day 4', and 'Day 5' (which is checked). At the bottom right, there is a 'Find Attendance' button.

3. Mark a student absent for the selected date range

- Click on the **Update Selected Attendance** tab on the left hand side panel
- Select the appropriate **Attendance Code** from the drop down list (e.g. E - Educational Activity)
- Enter a **Reason** for the Absence (e.g. VET course)
- If you were notified of the absence by the parent, tick the appropriate **Parent Contact** method (e.g. Phone)
- If this is a School Event Absence, tick the **Documented** box if there is permission slip involved
- Once done, click on **Update Attendance**
- You should see the student attendances on the right hand side panel update to show the latest code

The screenshot shows the 'Update Selected Attendance' form in the Spacetalk Schools RollMarker system. The form is titled 'Update Selected Attendance' and is part of a 'Search For Attendance' interface. It contains several fields: 'Attendance Code' (a dropdown menu), 'Reason' (a text input field), 'Parent Contact' (a section with checkboxes for 'Phone?', 'SMS?', 'Email?', and 'Present?'), 'Contact Time' (a text input field), 'Documented?' (a checkbox), and 'Documented Date' (a text input field). At the bottom, there are two buttons: 'Update Attendance' and 'Clear Fields'. The 'Update Selected Attendance' tab is highlighted in yellow, and the 'Update Attendance' button is highlighted in orange.