

Import Rollmarker Absences into SIS

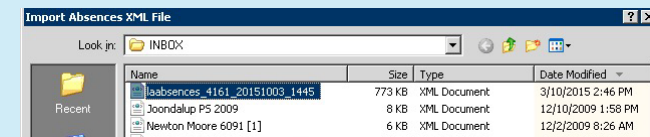
1. Access import absences into SIS

- Log in to **SIS**
- Go to **Lesson Attendance**
- Click on **Absences**
- Double click on **Import Absences XML File**



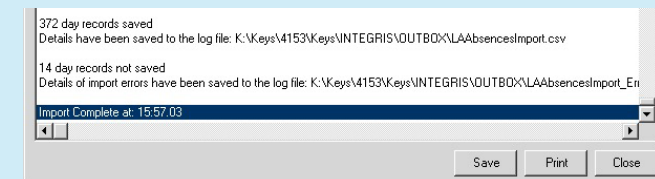
2. Import Rollmarker absences

- Find the latest **laabsences** file in the INBOX folder and double click on it.
The file name are always in the format:
laabsences_schoolnumber_YYYYDDMM_HHMM



3. Review SIS import

- Once the import has completed, review the import and make sure there is no errors.
- If there are errors, you will find them in the location below:
K:\Keys\schoolnumber\Keys\INTEGRIS\OUTBOX\LAAbsencesImportErrors.csv



TIPS

If a Z or W record was created directly in SIS, RollMarker will not be able to overwrite these codes in the Import process. This may be the reason for the records not saving.