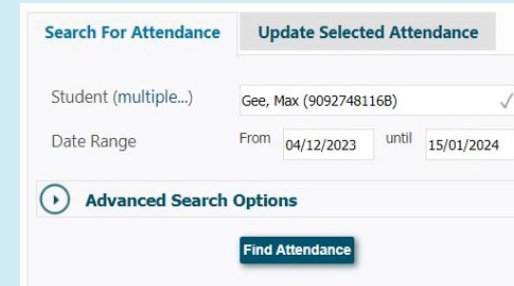


Mark a student absent for a date range

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 drop down list as well



Search For Attendance Update Selected Attendance

Student (multiple...) Gee, Max (90927481168) ✓

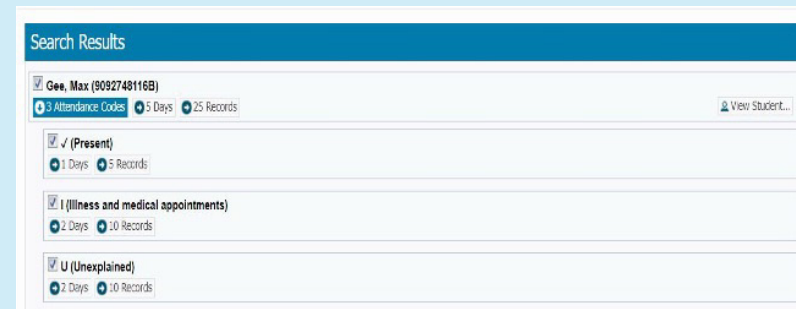
Date Range From 04/12/2023 until 15/01/2024

▶ Advanced Search Options

Find Attendance

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 **Find Attendance**
- You should see the student's scheduled classes for that Date Range appear on the right hand side



Search Results

✓ Gee, Max (90927481168) View Student...

3 Attendance Codes 5 Days 25 Records

✓ (Present) 3 Days 5 Records

✓ (Illness and medical appointments) 2 Days 10 Records

✓ U (Unexplained) 2 Days 10 Records

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 a web interface for updating attendance. At the top, there are two tabs: 'Search For Attendance' and 'Update Selected Attendance'. The 'Update Selected Attendance' tab is active. Below the tabs is a section titled 'Enter New Attendance Information' with a help icon. The form contains several fields: 'Attendance Code' (a dropdown menu), 'Reason' (a text area), 'Parent Contact' (a section with four checkboxes: 'Phone?', 'SMS?', 'Email?', and 'Present?'), 'Contact Time' (a text input field), 'Documented?' (a checkbox), and 'Documented Date' (a text input field). At the bottom right of the form are two buttons: 'Update Attendance' and 'Clear Fields'.