



MyEducationBC

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# Class Attendance Setup and Management

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February 2026 v1.13

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## Version History

Version	Date	Description
1.0	Sep 2017	Initial Document
1.1	Dec 2018	Updated with Section 6.1.5 New Class Roster Side Tab
1.2	Apr 2019	Added hyperlinks to Table of Contents
1.3	Jul 2019	Update Daily attendance preferences with new 5.10 options 3.1, 4.1, 5.1
1.4	Oct 2019	Section 3.3 updated to School Setup BC Default Template to support Student Portfolios
1.5	Aug 2021	Section 9.1 updated to include changes for BC Class Attendance Letter
1.6	Sep 2022	Section 9.1 Updated BC Class Attendance Post Verification Report with screenshot and table Added Section 10.0 Attendance Labels Added Section 8 .1 – Attendance Reason Codes
1.7	Jul 2023	Section 9.1.2 Updated BC Principal's Attendance Report by Class with new "Group results by". Added Display Comment column
1.8	Jan 2024	Updated 8.1 Attendance Reasons Codes with "Principal / VP"
1.9	Feb 2024	Updated 6.1.1.1 Attendance Discrepancy Filter – Daily to Class Procedure
1.10	July 2024	Multi-Add class attendance functionality button
1.11	Dec 2024	Teacher Class Attendance Posting GDE
1.12	Dec 2025	Upgrade to 2025.2 - Updated Sections 3.2, 4.2, 5.2, 6.1.2, 6.1.4
1.13	Feb 2026	New Attendance codes added

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## 1.0 Class Attendance in MyEducation BC

Class attendance and Daily attendance are separate functions in MyEducation BC. An entry can be created for individual Classes, and one entry created for a Daily attendance value on a given day.

If a School creates a Daily value for a student in addition to class values, school Preferences settings will determine the way a Daily attendance value is created. A Daily value can be created by the posting of one or more Class values, or through the Class to Daily Attendance Procedure.

With Class based attendance, MyEducation BC is set up to record one attendance record per student per class.

- The class attendance record stores the date, the code and whether the late, dismissed, or excused checkboxes were selected.
- The arrival and departure times.

Class Attendance in MyEducation BC can be recorded through the School Office view or through the Teacher Staff view:

- School view > Attendance > Class Office
- Staff view > Class Attendance

The School Setup and Staff Class Attendance input vary slightly depending on the method of Class Attendance selected. Detailed instructions for Staff view attendance are found in the Staff View Setup and Navigation guide.

The School Class Office entry is done in the same way regardless of the method of class attendance selected.

Schools must be setup with an active schedule and days assigned if using course sections in the calendar. See the *School Setup* guide for details.

## 2.0 Class Attendance Options

Class attendance will track which individual classes or course sections your students attended. Class attendance can be taken:

- Once a day by an identified course section
- Twice a day by identified course section(s)
- In each course section scheduled in a day
  - Can be taken twice in a course section that is scheduled twice on the same day

Class attendance can create a Daily attendance value for a student based on School Preference settings:

- The initial posting of *one selected period class attendance* creates a daily attendance value for the student. After the initial class posting, subsequent changes to the daily value can be adjusted by the office as needed.
- The initial posting of *two selected period class attendances* creates a daily attendance value. Each period accounts for a partial amount of the day. After the initial class postings, subsequent changes to the daily value can be adjusted by the office as needed.
- *Class to Daily attendance procedure* creates a daily value for a student based on the class value entered in each scheduled class if one is not created through a class posting. The daily value for the student will be visible on the following day.
  - This procedure will increase the daily value based on class attendance; it will not reduce the daily value based on class attendance. Reduction to a daily value can be adjusted by the office as needed.

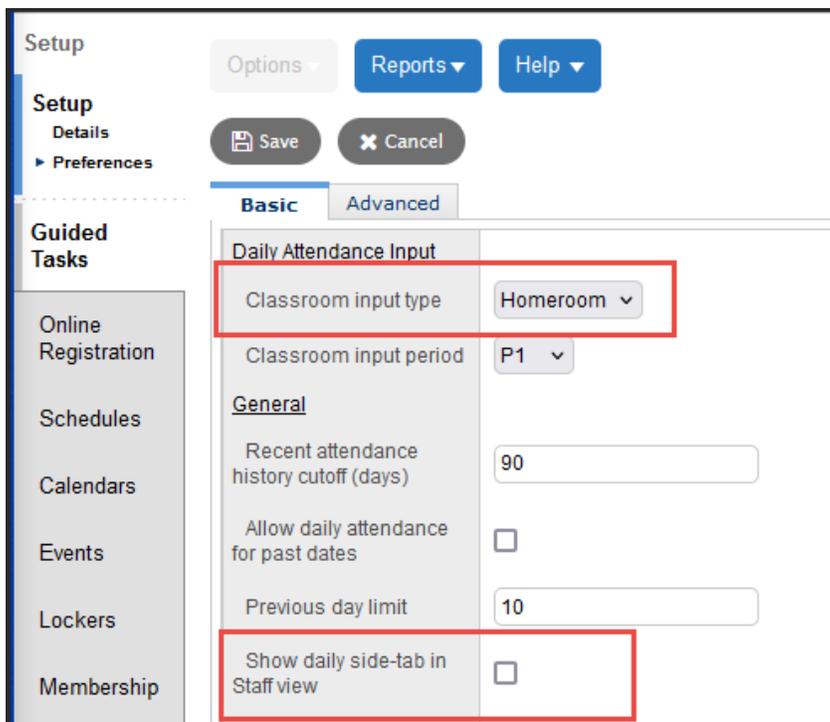
Attendance setup for your school is done from the *School top tab > Setup side tab > Preferences* leaf. Both the Daily Attendance and Period Attendance dropdowns will have preference settings for class attendance.

### 3.0 No Daily Attendance Value created from Class Posting

#### 3.1 Daily Attendance Preferences

School top tab > Setup side tab > Preferences > Category dropdown: Daily Attendance > Basic

- These two settings must be set: **Classroom Input Type to Homeroom** - This setting prevents a daily value from being created by a period class attendance posting.
- **Show Daily Side tab in Staff view to unchecked** - Daily values and Class values are separate, this should only be checked in schools where the teacher is creating a daily value based on students in the homeroom. If the Daily side tab is visible in Staff view a Daily value can be posted for the students listed, overwriting any entry made by the office.



School top tab > Setup side tab > Preferences > Category dropdown: Daily Attendance > Advanced

For details on Weekend Attendance, see the School Setup guide

Second Daily Attendance:

- Second daily attendance – Unchecked
- AM portion absent – Blank
- Classroom input type – Homeroom
- Classroom input period – N/A

Attendance Activity Tracking: District settings determine if a school can edit these fields

- Attendance Activity Tracking – Unchecked – not for use in BC
- Restrict [edit] link in staff view (this setting applies to both class and daily attendance)

- Checked: Presents a view only popup in Staff > Attendance
- Unchecked: Presents an editable popup in Staff > Attendance

The screenshot shows the 'Setup' interface for attendance management. On the left is a navigation menu with categories like 'Guided Tasks', 'Online Registration', 'Schedules', 'Calendars', 'Events', 'Lockers', 'Membership', 'Journals', 'Cashier's Office', 'Ed. Plans', 'Grid Codes', and 'Groups'. The main area is titled 'Setup' and has tabs for 'Basic' and 'Advanced'. The 'Advanced' tab is active, showing settings for 'Weekend Attendance' (Saturday and Sunday attendance checkboxes), 'Second Daily Attendance' (checkbox, AM portion absent input field with '1', and Classroom input type dropdown set to 'Homeroom'), and 'Attendance Activity Tracking' (checkboxes for activity tracking and restricting edit links). Buttons for 'Save' and 'Cancel' are visible at the top and bottom of the form.

If the School Office is entering a Daily attendance value, the following Daily Attendance preferences can also be set. The Advanced Tab allows for the selection of Weekend Attendance if applicable (See School Setup guide for details) and Second Daily Attendance settings which are not applicable to this attendance type.

- Classroom Input Period: N/A
- Recent attendance history cut-off – the number of days of attendance history shown in the Recent Attendance filter.
- Allow daily attendance for past dates – N/A
- Previous day limit – N/A
- Daily Roster Input Buttons – select the number and type of buttons visible in the School > Attendance > Daily Roster side tab if used.
- Daily Office Input Buttons – select the number and type of buttons visible in the School > Attendance > Daily office side tab if used.
- Staff View Input Buttons – N/A

## 3.2 Class Attendance Preferences

*School top tab > Setup side tab > Preferences > Category dropdown: Class Attendance > Basic*

- **Post mode** - determines if and how many times a teacher may post class attendance information to a student record
  - **No Post** – Attendance will be recorded in the Staff view but will NOT be recorded in a student record
  - **Post** – Attendance can be posted to a student Class attendance record multiple times, overwriting the last entry.
  - **Post Once** – Attendance can be posted to a student Class attendance record once, changes made after the initial post will not change the student Class attendance record.
- **Allow Date Change in staff view** – Controls the Date Navigation setting in the Staff view > Attendance
  - **Checked** – Allows date change and attendance adjustment in Staff view (based on post mode setting)
  - **Unchecked** – Changes to Class attendance for previous dates is done only in the office via School view
- **Allow Date Change in Class Roster in School View** - Select this checkbox to enable staff members to be able to enter class attendance for dates other than today (School view, Attendance > Class Roster).
- **Enable Multi Add Button Class Office** - Select this checkbox to enable the Multi-Add button to appear on the Class Office page, allowing users to enter class attendance for several students (for many periods and dates) at once (School view, Attendance > Class Office).
- **Track Class Attendance by Period** - Check if the school has double blocked periods *and* would like an attendance record posted for both periods.
- **Display comment column**
  - Teachers can enter comments directly on Class Attendance input page for their use.
  - For the Comment column to appear, the school must first enable the Display comment column preference.

Elementary 2025-2026 School view Select school Log Off

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin

School Setup :: Elementary

Setup Options Reports Help

Save Cancel Category: Class Attendance

Guided Tasks

Online Registration

Schedules

Calendars

Events

Lockers

Membership

Journals

Cashier's Office

Ed. Plans

Grid Codes

Groups

Basic Advanced

General

Post mode Post

Allow date change in staff view

Allow date change for class roster in school view

Enable Multi Add Button Class office

Track class attendance by period

Display comment column

Staff View Negative Attendance Input Buttons

Number of buttons 3

Code Pop-up

Button 1 A

Button 2 AE

Button 3 L

Button 4

Button 5

School View Negative Attendance Input Buttons

Number of buttons 3

Code Pop-up

Button 1 A

Button 2 AE

Button 3 L

Button 4

Button 5

Save Cancel

Class Attendance > Advanced tab – N/A

### 3.3 Class to Daily Procedure

The Class to Daily Procedure can be run for schools taking Class based attendance and not creating a Daily value.

This procedure can be set up to run nightly and will create a Daily Attendance value based on the classes absent divided by the total classes scheduled for the day. The Daily Attendance value will be visible the following day. This procedure will increase the daily value based on class attendance; it will not reduce the daily value based on class attendance. Reduction to a daily value can be adjusted by the office as needed.

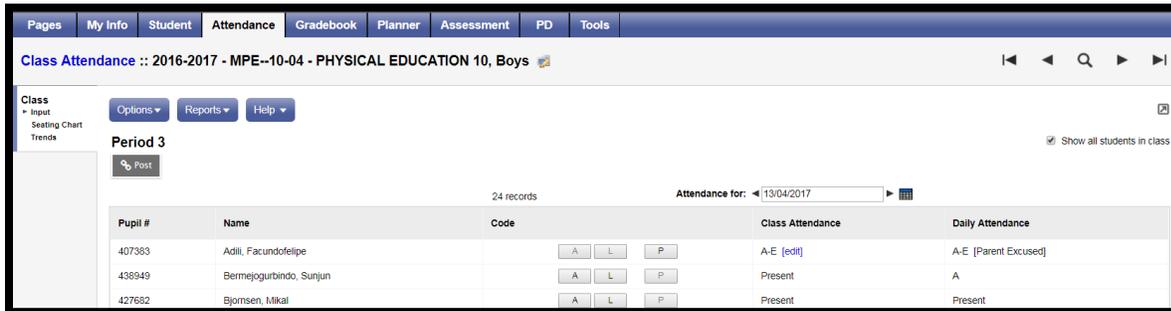
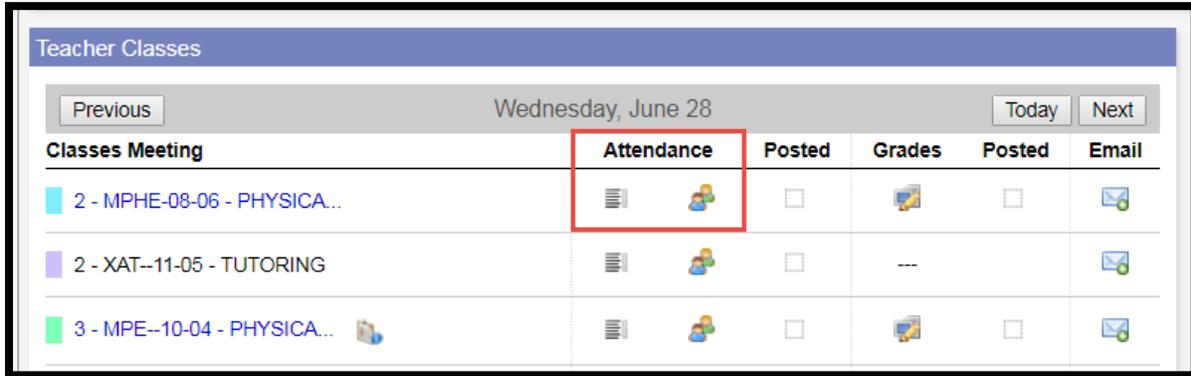
The Class to Daily Nightly process only runs for the current date. If you want to capture historical attendance Class to Daily entries, you must manually run the procedure.

**School view > School top tab > Setup side tab > Details leaf**

The screenshot shows the 'School Setup' interface for 'Sardis Secondary'. The 'Details' leaf is active, displaying various school configuration fields. A red box highlights the 'Class to Daily Attendance Procedure?' checkbox, which is checked. Other visible fields include School Identifier (03333018), Name (Sardis Secondary), Type (Standard), School level (Secondary), Start grade (9), Number of grades (7), Build Year Context (2100), Default Transcript Definition (Quarterly - With School Exam), School Sub Type (Regular Day School), and contact information (Phone 1: 604-845-3450, Phone 2, Fax Number: 604-850-2915). The interface also shows a 'Guided Tasks' sidebar on the left and a 'Principal' selection area on the right.

### 3.4 Staff View Attendance – No Daily Value Created From Class

In Staff view attendance is accessed through the *Today's Classes* widget or the *Attendance top tab*.



Class Attendance is taken for all course sections by selecting the corresponding button (A or L in the screenshot) on a given date and posted to the student record using the Post button. The Post button is active or greyed out depending on the school settings for Post Mode in the Class Attendance preferences screen. No Daily Attendance value is created by the Staff view class posting in any course section.

## 4.0 Daily Attendance Value created from one Class Posting

A Daily Attendance value is created from the initial posting of one selected period Class attendance. Changes to the Daily value after the initial posting can be made through School or Staff view depending on preference settings.

### 4.1 Daily Attendance Preferences

*School top tab > Setup side tab > Preferences > Category dropdown: Daily Attendance > Basic*

These three settings must be set:

- **Classroom Input Type** to *Period* - This setting allows a daily value to be created by a period class attendance posting.
- **Classroom Input Period:** Select the period of the day that will create the Daily attendance value when the class attendance is posted.
- **Show Daily Side tab in Staff view** to *unchecked* – It is recommended that this only be checked in schools where the teacher is creating a daily value based on students in the homeroom, not a course section. If the Daily side tab is visible in Staff view a Daily value can be posted for the students listed in the staff homeroom, overwriting any entry made by the office.

*School top tab > Setup side tab > Preferences > Category dropdown: Daily Attendance > Advanced*

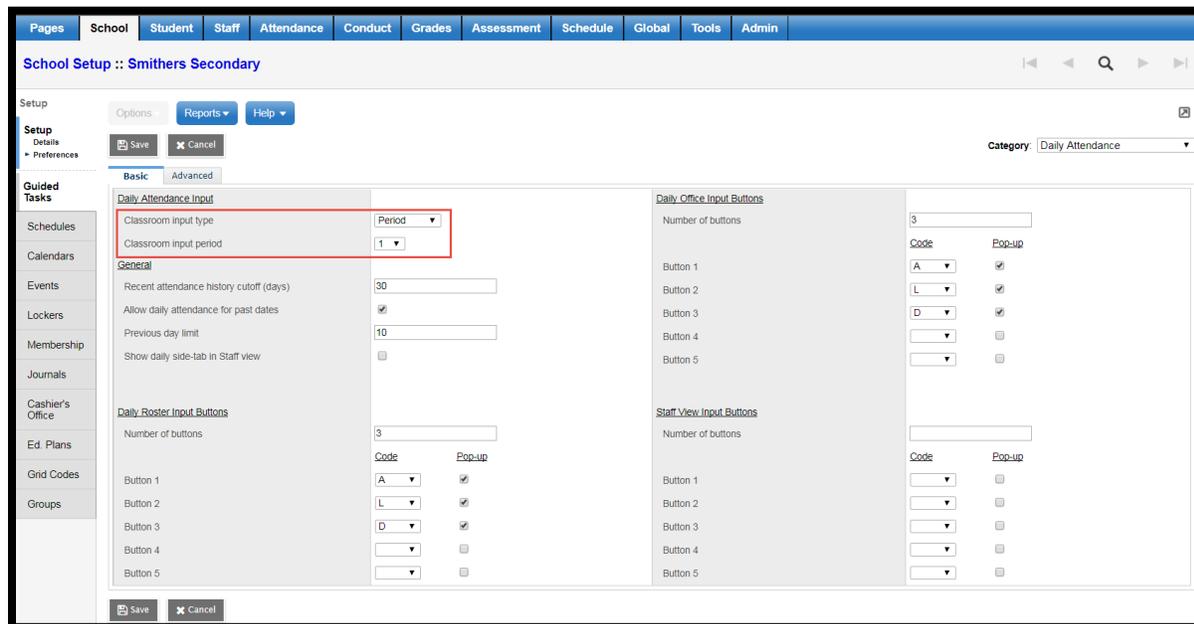
For details on Weekend Attendance, see the *School Setup guide*

Second Daily Attendance:

- **Second daily attendance** – *Unchecked*
- **AM portion absent** – *Blank*
- **Classroom input type** – *Homeroom*
- **Classroom input period** – *N/A*

Attendance Activity Tracking: District settings determine if a school can edit these fields

- **Attendance Activity Tracking** – *Unchecked* – not for use in BC
- **Restrict [edit] link in staff view (this setting applies to both class and daily attendance)**
  - **Checked:** Presents a view only popup in Staff > Attendance
  - **Unchecked:** Presents an editable popup in Staff > Attendance



If the School Office is entering a Daily attendance value, the following Daily Attendance preferences can also be set. The Advanced Tab allows for the selection of Weekend Attendance if applicable (See School Setup guide for details) and Second Daily Attendance settings which are not applicable to this attendance type.

- Recent attendance history cut-off – the number of days of attendance history shown in the Recent Attendance filter.
- Allow daily attendance for past dates – N/A
- Previous day limit – N/A
- Daily Roster Input Buttons – select the number and type of buttons visible in the School > Attendance > Daily Roster side tab if used.
- Daily Office Input Buttons – select the number and type of buttons visible in the School > Attendance > Daily office side tab if used.
- Staff View Input Buttons – N/A

## 4.2 Class Attendance Preferences

The first posting of the Class Attendance for the period selected as the Classroom Input Period in Daily Attendance preferences will create the Daily Attendance value for the student.

Subsequent postings (if allowed by school Post Mode preferences below) will update the Class attendance value, any changes required to the student Daily Attendance value will be done through the office School view.

*School top tab > Setup side tab > Preferences > Category dropdown: Class Attendance > Basic*

- **Post mode** - determines if and how many times a teacher may post class attendance information to a student record
  - **No Post** – Attendance will be recorded in the Staff view but will NOT be recorded in a student record
  - **Post** – Attendance can be posted to a student Class attendance record multiple times, overwriting the last entry.
  - **Post Once** – Attendance can be posted to a student Class attendance record once, changes made after the initial post will not change the student Class attendance record.
- **Allow Date Change in staff view** – Controls the Date Navigation setting in the Staff view > Attendance
  - **Checked** – Allows date change and attendance adjustment in Staff view (based on post mode setting)
  - **Unchecked** – Changes to Class attendance for previous dates is done only in the office via School view
- **Allow Date Change in Class Roster in School View** - Select this checkbox to enable staff members to be able to enter class attendance for dates other than today (School view, Attendance > Class Roster).
- **Enable Multi Add Button Class Office** - Select this checkbox to enable the Multi-Add button to appear on the Class Office page, allowing users to enter class attendance for several students (for many periods and dates) at once (School view, Attendance > Class Office).
- **Track Class Attendance by Period** - Check if the school has double blocked periods *and* would like an attendance record posted for both periods.
- **Display comment column**
  - Teachers can enter comments directly on Class Attendance input page for their use.
  - For the Comment column to appear, the school must first enable the Display comment column preference.

Elementary 2025-2026 School view Select school Log Off

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin

School Setup :: Elementary

Setup Options Reports Help

Setup Details Preferences Save Cancel

Category: Class Attendance

Basic Advanced

**General**

Post mode Post

Allow date change in staff view

Allow date change for class roster in school view

Enable Multi Add Button Class office

Track class attendance by period

Display comment column

**Staff View Negative Attendance Input Buttons**

Number of buttons 3

**Code Pop-up**

Button 1 A

Button 2 AE

Button 3 L

Button 4

Button 5

**School View Negative Attendance Input Buttons**

Number of buttons 3

**Code Pop-up**

Button 1 A

Button 2 AE

Button 3 L

Button 4

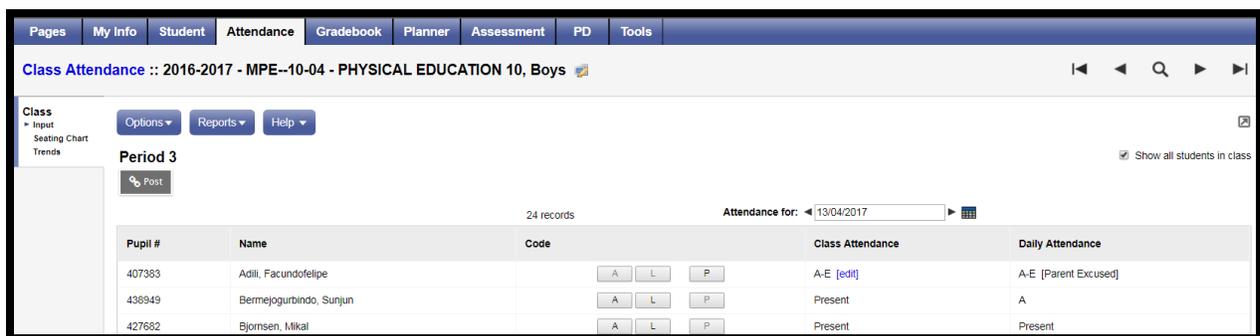
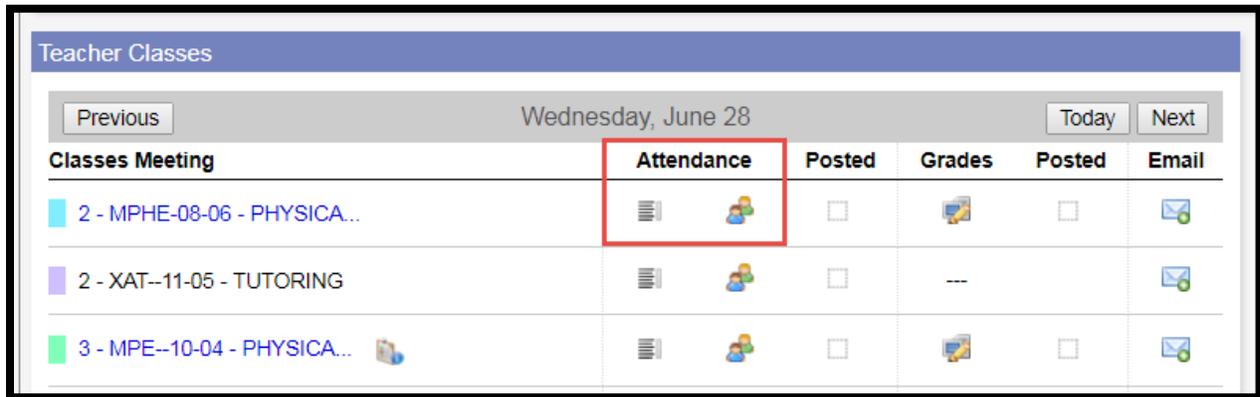
Button 5

Save Cancel

Class Attendance > Advanced tab – N/A

### 4.3 Staff View Attendance – Daily Value Created from One Class Posting

In Staff view attendance is accessed through the *Today's Classes* widget or the *Attendance top tab*.



Class Attendance for all course sections is taken by selecting the corresponding button (A or L in the screenshot) on a given date and posted to the student record using the Post button. The Post button is active or greyed out depending on the school settings for Post Mode in the Class Attendance preferences screen.

The **first posting** by the teacher of the Class Attendance for the period creates the Daily Attendance value for the student. Subsequent Class Attendance postings for the section (if allowed by school Post Mode preferences) will update the Class attendance value, not the student Daily Attendance value. Any changes required to the student Daily Attendance value will be done through the office School view.

## 5.0 Daily Attendance Value Created from Two Class Postings

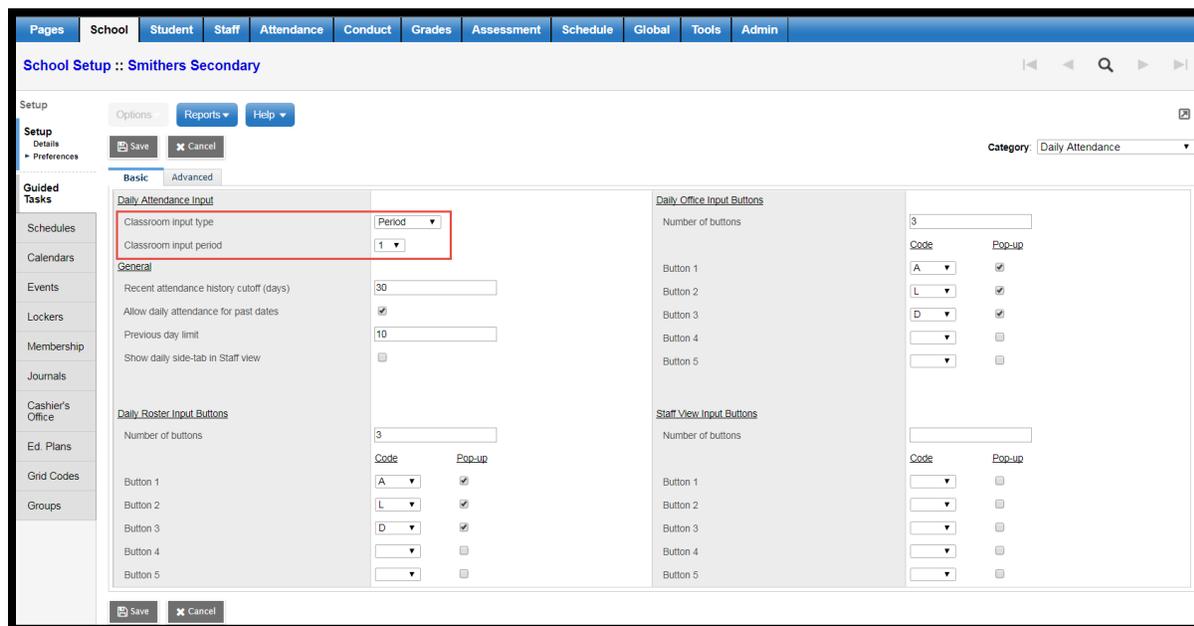
A Daily Attendance value is created from the posting of two selected period Class attendances, typically a morning and an afternoon class. Changes to the Daily value after the initial posting can be made through School or Staff view depending on preference settings.

### 5.1 Daily Attendance Preferences

School top tab > Setup side tab > Preferences > Category dropdown: Daily Attendance > Basic

These settings must be set:

- **Classroom Input Type** to *Period* - This setting allows a daily value to be created by a period class attendance posting.
- **Classroom Input Period:** Select the period of the day that will create the first or morning portion of the student Daily attendance value when the class attendance is posted.
- **Show Daily Side tab in Staff view** to *unchecked* – It is recommended that this only be checked in schools where the teacher is creating a daily value based on students in the homeroom, not a course section. If the Daily side tab is visible in Staff view a Daily value can be posted for the students listed in the staff homeroom, overwriting any entry made by the office.



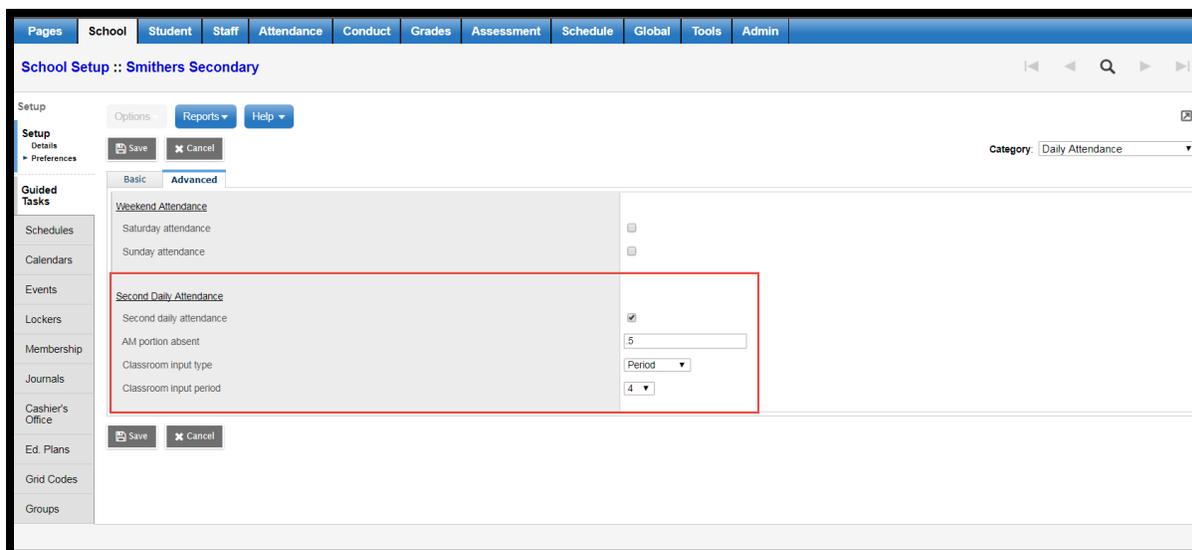
School top tab > Setup side tab > Preferences > Category dropdown: Daily Attendance > Advanced

- **Second daily attendance:** *checked* – This setting allows a portion of the daily attendance to be created separately from the first posting
- **AM portion absent** – Enter the portion of the day that the morning absence counts for (.5 for half of the day)

- **Classroom input type** – Period - This setting allows a daily value to be created by a period class attendance posting
- **Classroom input period** - Select the period of the day that will create the second or afternoon portion of the student Daily attendance value when the class attendance is posted.

Attendance Activity Tracking: District settings determine if a school can edit these fields

- **Attendance Activity Tracking** – *Unchecked* – not for use in BC
- **Restrict [edit] link in staff view (this setting applies to both class and daily attendance)**
  - **Checked:** Presents a view only popup in Staff > Attendance
  - **Unchecked:** Presents an editable popup in Staff > Attendance



If the School Office is entering a Daily attendance value, the following Daily Attendance preferences can also be set. The Advanced Tab allows for the selection of Weekend Attendance if applicable (See School Setup guide for details).

- Recent attendance history cut-off – the number of days of attendance history shown in the Recent Attendance filter.
- Allow daily attendance for past dates – N/A
- Previous day limit – N/A
- Daily Roster Input Buttons – select the number and type of buttons visible in the School > Attendance > Daily Roster side tab if used.
- Daily Office Input Buttons – select the number and type of buttons visible in the School > Attendance > Daily office side tab if used.
- Staff View Input Buttons – N/A

## 5.2 Class Attendance Preferences

The first posting of Class Attendance for the periods set as the Classroom Input Periods together will create a single Daily Attendance value for the student. Subsequent postings (if allowed by school Post Mode preferences below) will update the Class attendance value, any changes required to the student Daily Attendance value will be done through the office School view.

*School top tab > Setup side tab > Preferences > Category dropdown: Class Attendance > Basic*

- **Post mode** - determines if and how many times a teacher may post class attendance information to a student record
  - **No Post** – Attendance will be recorded in the Staff view but will NOT be recorded in a student record
  - **Post** – Attendance can be posted to a student Class attendance record multiple times, overwriting the last entry.
  - **Post Once** – Attendance can be posted to a student Class attendance record once, changes made after the initial post will not change the student Class attendance record.
- **Allow Date Change in staff view** – Controls the Date Navigation setting in the Staff view > Attendance
  - **Checked** – Allows date change and attendance adjustment in Staff view (based on post mode setting)
  - **Unchecked** – Changes to Class attendance for previous dates is done only in the office via School view
- **Allow Date Change in Class Roster in School View** - Select this checkbox to enable staff members to be able to enter class attendance for dates other than today (School view, Attendance > Class Roster).
- **Enable Multi Add Button Class Office** - Select this checkbox to enable the Multi-Add button to appear on the Class Office page, allowing users to enter class attendance for several students (for many periods and dates) at once (School view, Attendance > Class Office).
- **Track Class Attendance by Period** - Check if the school has double blocked periods *and* would like an attendance record posted for both periods.
- **Display comment column**
  - Teachers can enter comments directly on Class Attendance input page for their use.
  - For the Comment column to appear, the school must first enable the Display comment column preference.

Elementary 2025-2026 School view Select school Log Off

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin

School Setup :: Elementary

Setup Options Reports Help

Setup Details Preferences Save Cancel

Category: Class Attendance

Guided Tasks

- Online Registration
- Schedules
- Calendars
- Events
- Lockers
- Membership
- Journals
- Cashier's Office
- Ed. Plans
- Grid Codes
- Groups

Basic Advanced

**General**

Post mode Post

Allow date change in staff view

Allow date change for class roster in school view

Enable Multi Add Button Class office

Track class attendance by period

Display comment column

**Staff View Negative Attendance Input Buttons**

Number of buttons 3

**Code Pop-up**

Button 1 A

Button 2 AE

Button 3 L

Button 4

Button 5

**School View Negative Attendance Input Buttons**

Number of buttons 3

**Code Pop-up**

Button 1 A

Button 2 AE

Button 3 L

Button 4

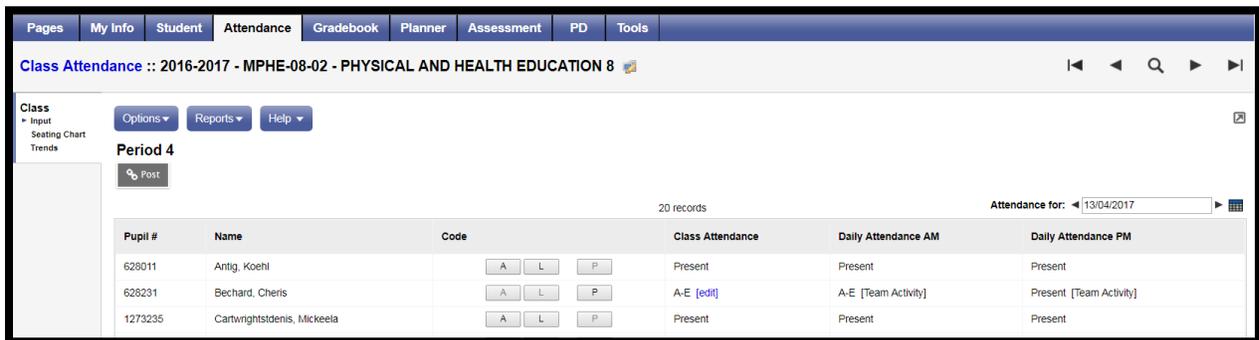
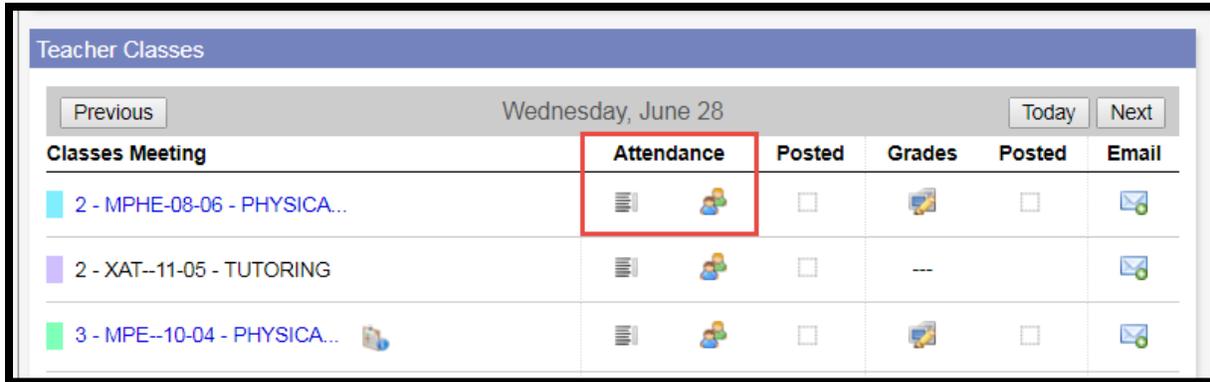
Button 5

Save Cancel

Class Attendance > Advanced tab – N/A

### 5.3 Staff View Attendance – Daily Value Created from Two Class Postings

In Staff view attendance is accessed through the *Today's Classes* widget or the *Attendance top tab*.



Class Attendance for all course sections is taken by selecting the corresponding button (A or L in the screenshot) on a given date and posted to the student record using the Post button. The Post button is active or greyed out depending on the school settings for Post Mode in the Class Attendance preferences screen.

The **first posting** of Class Attendance by the teacher in the designated periods creates the Daily Attendance value for the student. The periods are defined by the preference setting in Daily Attendance Preferences > Basic and Advanced. Subsequent Class Attendance postings for the course section (if allowed by school Post Mode preferences) will update the Class attendance value, not the student Daily Attendance value. Any changes required to the student Daily Attendance value will be done through the office School view.

## 6.0 Taking Attendance – Office

Each side tab in the Attendance top tab has different action items under the Options menu and different reports available in the Reports menu.

### 6.1 Creating or Editing a Student Class Attendance Value

#### 6.1.1 Class Office Side Tab

*School > Attendance > Class Office*

Student Daily Attendance values and Class or Period Attendance values are separate. This screen lists all the students in the school and has one column for the Daily code and columns for any scheduled periods in your school on the date selected on the top right of the screen. Records created for either the Daily or Class attendance values for a student will display in the appropriate columns.

Class attendance entered here will be visible in the Staff view, teachers can edit the record if necessary, prior to posting the Staff view attendance.

Note: Rotating your schedule in the Build View as a part of the Schedule Build process will allow this screen to list the course sections in the order they occur on the date selected. Using the Bell Schedule to rotate the school schedule presents this screen in a *flat schedule* order and the user will need to determine which order the periods occur on the date selected. See *Rotations, Pattern Library and Pattern Sets* reference guide for further details.

System Filters on the Class Office side tab include:

- **All Records:** This contains every student in the school, regardless of whether they have an existing attendance record or not.

Filters to narrow the scope of the list:

- **Attendance Activity:** Students with any attendance records assigned to them on the given date, regardless of whether they are Daily Attendance or Class Attendance records
- **Truant List:** Students that have Absence records assigned in one or more classes during the day, but the student Daily Attendance value is empty
- **Course Section = ?:** Students scheduled into the selected course section
- **Attendance Discrepancy:** Students with a Daily Attendance value of Absent, but have no Absent records for any of their classes that day
- **Grade Level =?:** Students in a selected grade
- **Group =?:** Students in a specified group
- **Homeroom =?** Students in a selected homeroom
- **Program =?** Students in a specified program

### 6.1.1.1 Attendance Discrepancy - Daily Attendance To Class Attendance Procedure

**School View > Attendance top tab > Class Office side tab > filter = Attendance Discrepancy > Options > Attendance Discrepancy - Daily Attendance To Class Attendance**

The purpose of this procedure is to push attendance records from the Daily Code column to the Period Columns in the Class Office side tab to every scheduled period for a student on a specific day avoiding the need to use the chevrons and doing the process one at a time.

- eliminates the need to push the values out one by one using the chevrons.
- works only with the Attendance Discrepancy filter.
- gives users the option of running the procedure from anywhere in the Class Office side tab but will only run for records identified in the Attendance Discrepancy filter.

**Kelowna Secondary 2022-2023** School view

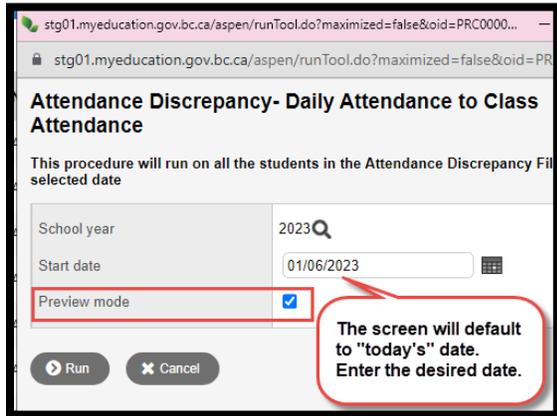
Pages School Student Staff **Attendance** Conduct Grades Assessment Schedule

**Class Attendance Office Input**

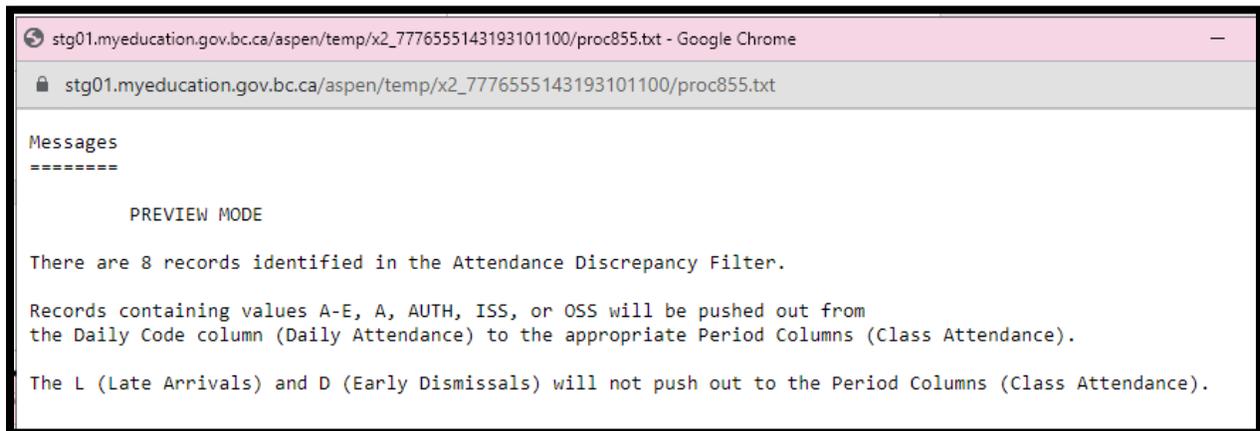
Daily Office Options Reports Help Search on Name 0 of 8 selected

	Name	Pupil #	Grade	Daily Code	1	2	3	4	5	6
<input type="checkbox"/>	Aason, Keithmaverick	909900	12	A-E [Illness]	>>	...	...	...	...	...
<input type="checkbox"/>	Abalos, Ezraelijah	962043	12	AUTH	>>	...	...	...	...	...
<input type="checkbox"/>	Abamo, Aidyngabriel	1351456	10	L (9:40 AM)	>>	...	...	...	...	...
<input type="checkbox"/>	Abbottnelson, Alexahjesh	1229643	11	D (2:45 PM)	>>	...	...	...	...	...
<input type="checkbox"/>	Abdelkawy, Aubreelarissa	910524	10	ISS	>>	...	...	...	...	...
<input type="checkbox"/>	Abdolkarimi, Pionelorry	909918	12	OSS	>>	...	...	...	...	...
<input type="checkbox"/>	Abecia, Jihun	1256368	11	A	>>	...	...	...	...	...
<input type="checkbox"/>	Ablay, Ramcharantejas	1236312	11	AUTH	>>	...	...	...	...	...

Options > Attendance Discrepancy - Daily Attendance To Class Attendance

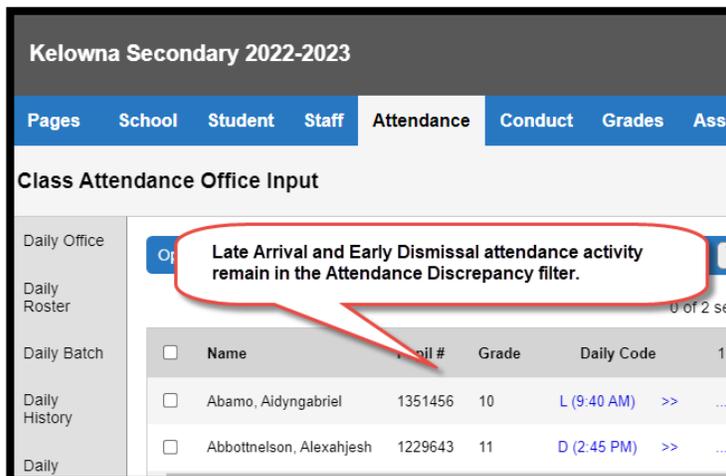


Selecting Preview produces a pop up providing information about the procedure execution.



Run the Procedure:

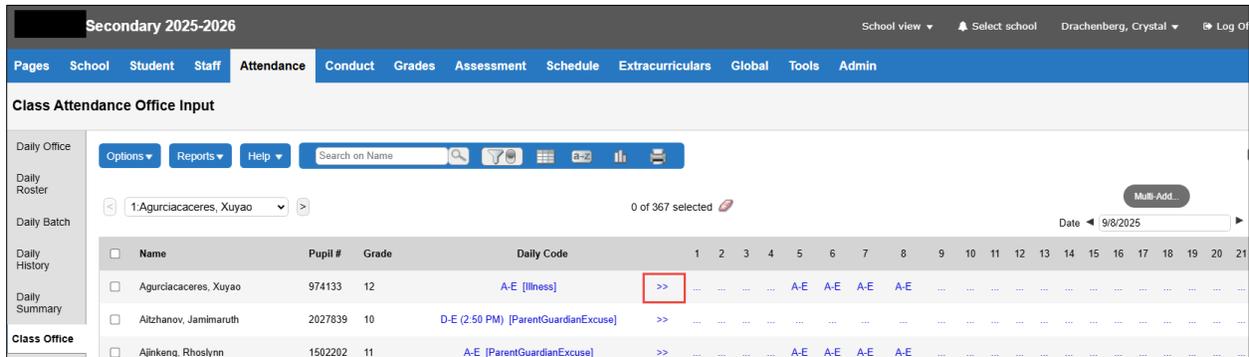
- Refresh the screen (reload the Attendance Discrepancy filter)



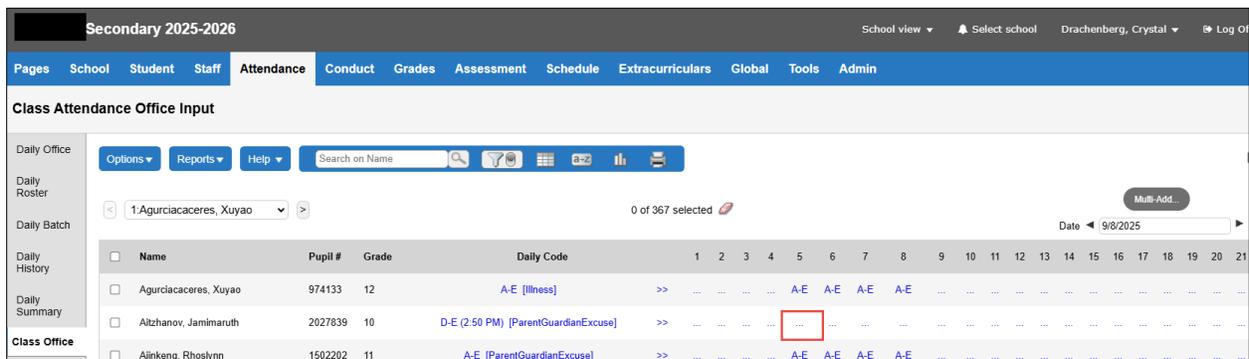
### 6.1.2 Taking Class Attendance in the Class Office Side Tab

If a Daily Attendance record exists, the values can be “pushed out” to all the classes. In the **Daily Code** column, there will be a Daily Attendance value, followed by two “greater than” symbols, like so: >>. Click that symbol and it will copy the **A-E** code to each of the student’s classes. This value will push out to all course sections scheduled that day. If the absence is for a portion of the day only, adjust the class attendance by period as needed.

When the teacher logs in, it will show that student has been marked absent for that section.



Class Attendance can also be entered for an individual by clicking on the ellipsis in the appropriate period column, bringing up a popup. An attendance code and reason can be entered for that class only.



Name	Alayoamaya, Tracii	Comment	Tracii leaving after period 1 for dental appointment.
Course	MEN--10-04		
Period	2		
Date *	25/04/2017		
Is absent?	<input checked="" type="checkbox"/>		
Is late?	<input type="checkbox"/>		
Is dismissed?	<input checked="" type="checkbox"/>		
Is excused?	<input checked="" type="checkbox"/>		
Other code	<input type="text"/>		
Other code 2	<input type="text"/>		
Reason	Medical Appointment		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

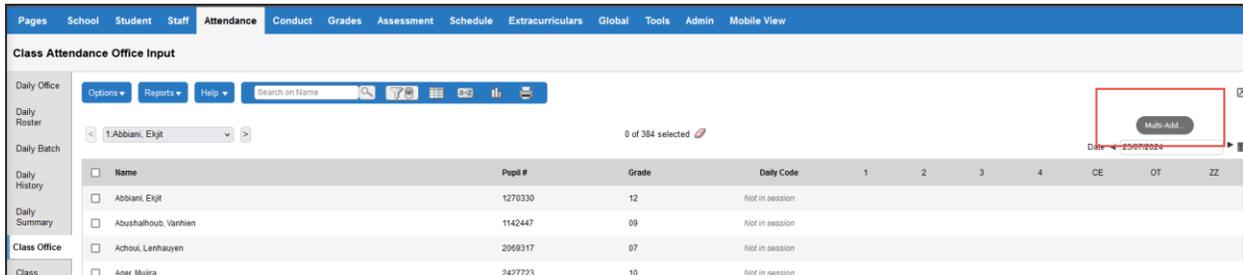
Any changes you make in this screen will be visible to the teacher when they go to their Staff view > Attendance for this course section.

### 6.1.3 Entering Class Attendance for Multiple Students at the Same Time – Two process choices

#### 6.1.3.1 Process 1 - Class Attendance > Multi Add Button

School users can enter class attendance for several students, for many periods and dates, at once. Use the Multi-Add button on the Class Attendance Office Input page to enter the same attendance code for several students at once by section, homeroom, group, query, snapshot, or selection. This is not a BC Specific process.

**School View > Attendance Top Tab > Class Office Side Tab > Multi Add Button**



To enter attendance for several students at a time on the Class Attendance Office Input page:

- Click Multi-Add Button - The Multi-Add Attendance pop-up appears.

#### Class Office Multi-Add Button pop-up

School: Crow Point High School

Students:  Section  Homeroom  Group  Query  Snapshot  Selection

Duplicate Records:  Skip  Replace

Selected students: 0

Date:  [Multiple Dates >>](#)

Periods:

Absent?

Tardy?

Dismissed?

Time In:

Time Out:

Excused?

Other code:

Other code 2:

Reason:

Comment:

Buttons: Preview, Save, Cancel

### 6.1.3.2 Students

Select Students - Section, Homeroom, Group, Query, Snapshot, or Selection.

Note: If you select Query or Snapshot, the queries and snapshots available are the saved queries and snapshots on the Student tab.

In the pick list, select the section, homeroom, group, query, snapshot, or selection containing the students you want to enter the same attendance code for, and then click OK. Review the Selected students value to ensure that number matches your expectations.

### 6.1.3.3 Duplicate Records

To determine what you want the system to do if students you include already have an attendance record for this date, select Skip or Replace.

Note: Skip is the default. If a student has an attendance record because, for example, the parent called the school to report their absence, then MyEducation BC will skip that student. If you select Replace, MyEducation BC overwrites the existing record.

### 6.1.3.4 Date

To enter this attendance record for the selected students for multiple dates, click Multiple Dates. The Multi-Add Attendance pop-up displays Start date and End date fields for you to populate.

In the pop-up, enter the attendance information that applies to all the selected students.

### 6.1.3.5 Other Code and Reason Fields

At the Other code and Reason fields, you can provide an explanation for the absence, such as a field trip. Enter any additional information for the records in the Comment field.

### 6.1.3.6 Action Items

Do one of the following:

Click Preview to view the student class attendance records and, when appropriate, daily attendance records that will be created. Then, click Cancel or Save to proceed.

Click Save to close the pop-up. The attendance records for the students you selected appear on the Class Attendance Office Input page.

Note: If your school has set the Daily Attendance preference Classroom input type to Period, then the corresponding daily attendance records will be created.

### 6.1.3.7 Preview Screen

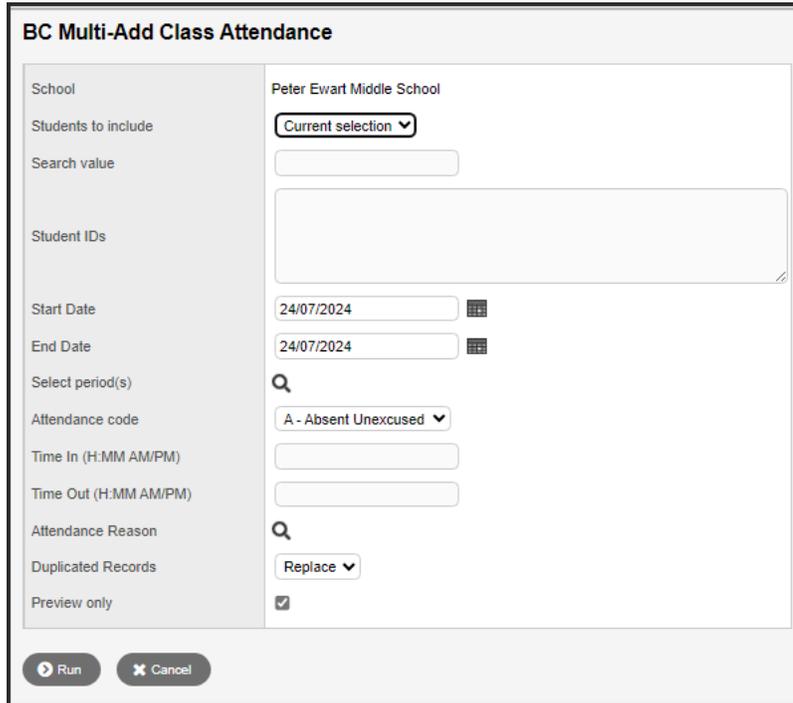
Daily Attendance									
Date	Student Name	Code	Absent?	Tardy?	Dismissed?	Excused?	Reason	Time	
Class Attendance									
Date	Student Name	Course	Description	Period	Code	Absent?	Tardy?	Dismissed?	Excused?
06/12/2024	Achoui, Lenhauyen	MADST07-005	Explorations 7	1	A-E	Y	N	N	Y
06/12/2024	Achoui, Lenhauyen	ATT-AM-002	AM Attendance English First	1,2	A-E	Y	N	N	Y
06/12/2024	Ager, Mujira	MEFLS10-012	Peoples Literary Studies 10 English First	1	A-E	Y	N	N	Y
06/12/2024	Ager, Mujira	MEFWR10-012	Peoples Writing 10	1	A-E	Y	N	N	Y
06/12/2024	Abushalhoub, Vanhien	MPHE-09-006	PE 9	1	A-E	Y	N	N	Y



### 6.1.3.8 Process 2 - BC Multi-Add Class Attendance

#### School View > Attendance top tab > Class Office side tab > Options > BC Multi-Add Class Attendance

School users can enter class attendance for several students, for many periods and dates, at once. BC Multi-Add Class Attendance was created for BC. A confirmation pop-up will appear indicating how many records were updated.



**Students to Include** – select the students

**Student IDs** – opens the Student IDs entry box for entry of pupil numbers

**Current Selection** – uses the Current Selection of students on the Class Office Screen. Filter to the group of students needed before choosing BC Multi-Add Class Attendance

**Start and End Dates** – defaults to the current date, enter the correct date or range of dates for the attendance record entry

**Select period(s)** – select a single or multiple periods from the picklist

**Attendance code** – The code determines the type of Daily Attendance record created, select the appropriate code for:

**A** – Absent

**AE** – Absent Excused

**L** - Late

**LE** – Late Excused

**AUTH** – Authorized

**D** – Early Dismissal

**Time In** - available for entry when Attendance code of L - Late or LE - Late Excused is selected. Time can be entered as a numeric and will be automatically formatted on the student record - HH:MM AM/PM. (10:15 AM)

**Time Out** – available for entry when Attendance code of D – Early Dismissal is selected. Time can be entered as a numeric and will be automatically formatted on the student record - HH:MM AM/PM. (10:15 AM)

**Attendance Reason** – select the appropriate Attendance Reason from the picklist per school or district policy

**Duplicated Records** - provides options for how the system handles a record if one already exists for a student on that date.

**Skip** – will not overwrite the existing class attendance record

**Replace** – will overwrite the existing class attendance record with the new information

Click **Run** to record these absences. A confirmation pop-up will appear indicating how many records were updated.

Name	1535158	08	...	>>	AUTH	AUTH	AUTH	AUTH	...	...	AUTH
Agullarreyes, Saheera											AUTH
Bedardmarcill, Nigor											AUTH
Bellpario, Kaino											AUTH
Beltrandoncel, Hexi											AUTH
Csampa, Tegman											AUTH
Fortuin, Monria											AUTH
Herschler, Kirstenclaire											AUTH
Jimenezdasilva, Naazpreet											AUTH
Lardiller, Malley											AUTH
Lychak, Loklan											AUTH
Mather, Thaaphuongphuong	1535158	08		>>	AUTH	AUTH	AUTH	AUTH			AUTH
Mills, Sophiejeante	1365446	08		>>	AUTH	AUTH	AUTH	AUTH			AUTH
Mosadiq, Mikkenzie	1372166	08		>>	AUTH	AUTH	AUTH	AUTH			AUTH
Nagaiprice, Nhien	1535097	08		>>	AUTH	AUTH	AUTH	AUTH			AUTH

### 6.1.4 Modifying Class Attendance in the Class Office Side Tab

Select the date on the top right of the screen and click the blue, hyperlinked Daily Attendance record or Class Attendance record to be modified. Change, add or remove any information as required for accuracy, or delete the entire record using *Options* > Delete. The Arrivals and Departures section can be edited by clicking into the blue hyperlinked details of the entry or using the *Add* or *Delete* buttons.

**Class Attendance Office Input**

0 of 367 selected
Date 9/8/2025

Name	Pupil #	Grade	Daily Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
<input type="checkbox"/> Agurciacaceres, Xuyao	974133	12	A-E [Illness]	>>	...	...	...	A-E	A-E	A-E	A-E	...	...	...	...	...	...	...	...	...	...	...
<input type="checkbox"/> Altzhanov, Jamimaruth	2027839	10	D-E (2-50 PM) [ParentGuardianExcuse]	>>	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
<input type="checkbox"/> Ajinkeng, Rhoslynn	1502202	11	A-E [ParentGuardianExcuse]	>>	...	...	...	A-E	A-E	A-E	A-E	...	...	...	...	...	...	...	...	...	...	...
<input type="checkbox"/> Alalialjasem, Varundeep	1560763	10	A-E [ParentGuardianExcuse]	>>	...	...	...	A-E	A-E	...	...	...	...	...	...	...	...	...	...	...	...	...
<input type="checkbox"/> Alamwala, Norvinjr	2902169	12	A	>>	...	...	...	A	...	...	...	...	...	...	...	...	...	...	...	...	...	...

### 6.1.5 New Class Roster Side Tab

This new side tab will allow the school user to post daily, and class attendance based on the school settings.

If the school is set with classroom input type “Homeroom” in preferences, the class attendance will be posted from the Class Roster screen.

If the school is set with classroom input type “Period” in preferences, there will be an option to post both Daily and Class attendance from the Class Roster screen. Regardless of the option selected, class attendance will be posted respectively.

*School View > Attendance (TT) > Class Roster (ST) > Select Course > Take Attendance > Click Post button*

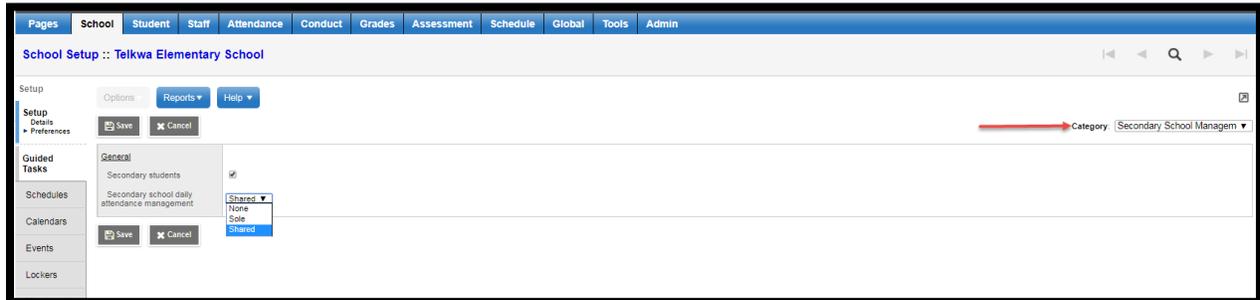
The screenshot shows the 'Class Roster' side tab in the MyEducationBC system. The main content area displays a table of student attendance for 'Period 1' on 12/13/2018. The table has columns for Pupil #, Name, Code, Class Attendance, and Daily Attendance. A 'Post' button is highlighted in the top left of the table area.

Pupil #	Name	Code	Class Attendance	Daily Attendance
701378	Bartoli, Jiehao		Present	Present
740027	Borujerdi, Isaacantonio		Present	Present
855604	Boy, Tagish		Present	Present
798568	Calahaisonkozak, Tessalyn		Present	Present
496920	Clamosa, Kaltee		Present	Present
696224	Czeppel, Chinghang		Present	Present
739530	Dilgir, Yayun		Present	Present

## 6.1.6 Secondary School Management

Secondary School Management handles how your school works with Cross-Enrolled students. These settings will allow students to show in your *All Active Students* and *All Students* filters. They also control which school has the ability to create or own a Daily Attendance record.

*School > Setup > Preferences > Secondary School Management*



- **Secondary Students**
  - **Checked** - will include students with secondary associations to your school in the *Active Students* and related filters along with the student's primary to your school. *This is the recommended setting in BC for full functionality.*
  - **Unchecked** – will not include students with secondary associations to your school in the *Active Students* and related filters. Secondary students will show in *All Students*.
- **Secondary School Management** - pull-down menu determines which school can take and manage *Daily Attendance*.
  - **None** – Only the Primary School can create and manage the Daily Attendance record.
  - **Sole** – Only the Secondary school can create and manage the Daily Attendance record.
  - **Shared** – Either the Primary or any of the student's Secondary schools can create the Daily record; however, once a record is created on a day only the school that created it can modify it at any point.

**Note:** This pull-down menu ONLY affects Daily Attendance. Class attendance for any course section can be edited by any one of the students Primary or Secondary schools.

### 6.1.7 Positive Attendance in individual sections

Positive Attendance is Class Attendance where a student is defaulted to Absent and is marked Present if in attendance.

School view > School top tab > Setup > Preferences > Class Attendance > Advanced

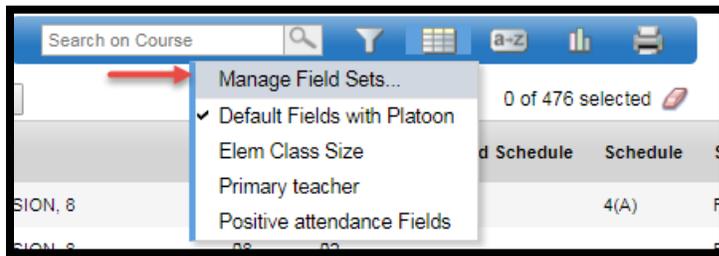
- **Positive attendance in all classes** – unchecked

Set the number and type of attendance input buttons available in the staff view

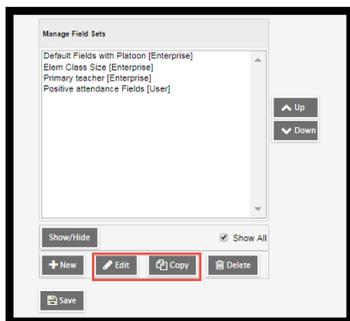


School > Schedule > Master > Sections

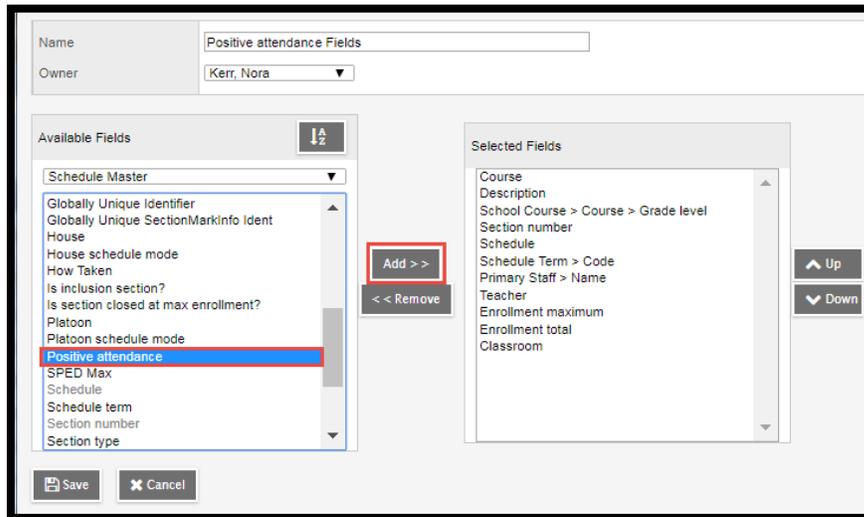
Add *Positive Attendance* to your field set:



On the *Manage Field Sets* menu, highlight a field set you wish to use, and either edit that field set, or else make a copy and edit the copy



In the *Schedule Master* table, highlight *Positive Attendance* and click the **Add** button.



Select the Field Set and Options > Modify List

Check the sections using Positive Attendance and check the green save checkbox at the top of the column.

Master Schedule										
Master										
Options ▾ Reports ▾ Help ▾ Search on Course										
1:FFRAL08-01 0 of 476 selected										
	Course	Description	GrdLvl	PosAttendance	SecNo	Schedule	ScheduleTerm > Code	Primary Staff > Name	Teacher	Max
Matrix View	<input type="checkbox"/>	FFRAL08-01	FRENCH IMMERSION, 8	<input checked="" type="checkbox"/>	01	4(A)	FY	Jonesfortugno, Charlizemadison	Jonesfortugno, Charlizemadison	26
	<input type="checkbox"/>	FFRAL08-02	FRENCH IMMERSION, 8	<input checked="" type="checkbox"/>	02		FY	Ainscow, Haykon	Ainscow, Haykon	0
Classes	<input type="checkbox"/>	MADER09-01	INTRODUCTION TO ROBOTICS	<input type="checkbox"/>	01	4(A-B)	S1	Sturbyfriesen, Ngockhuongduy	Sturbyfriesen, Ngockhuongduy	28
Class Size Summary	<input type="checkbox"/>	MADER09-03	INTRODUCTION TO ROBOTICS	<input type="checkbox"/>	03	4(A)	S1	Sturbyfriesen, Ngockhuongduy	Sturbyfriesen, Ngockhuongduy	0

## 7.0 Security Roles for Taking Attendance

To take Attendance, the user will require a security role with *Create*, *Read*, *Update* and *Delete* permissions on the following tables:

- **Daily** attendance requires this access **Student Attendance** table
- **Class** Attendance requires this access to the **Student Class Attendance** table

School-level staff using the **Staff** view to take attendance will also require:

- *Create* permission on the **Gradebook Access Grant** table
- *Create permission*, and *Gradebook Administrator Access* permission on the **Organization** table

Attendance permissions have already been given to the following Baseline Security Roles:

- Clerical – School Admin Assistant
- Clerical – SIS Admin
- School Administrator
- District Support (Help Desk/Level 1)
- Teacher (**Staff** view for all school types)

## 8.0 Attendance Codes

Student Attendance codes indicate what type of Attendance Record is created for the student. These six system codes, combined with optional additional settings, define the type of attendance record. A Reason code may be assigned to indicate why a student was given the attendance record per school or district policy. There are several Enterprise level Reason Codes outlined in Section 8.1 that are available for District and School users.

- **A (Absent)** – Absent Excused or Absent Unexcused
  - **Excused** – check the excused checkbox or use the A-E dropdown if available
  - **Unexcused** – leave the checkbox unchecked
- **L (Late)** – Late Excused or Late Unexcused
  - **Excused** – check the *Excused* checkbox
  - **Unexcused** – leave the *Excused* checkbox unchecked
  - **Time In** – place to record the time the student arrived (per school or district policy) defaults to the current time, edit as appropriate
- **D (Dismissal)** – Dismissal Excused and Dismissal Unexcused
  - **Excused** – check the *Excused* checkbox
  - **Unexcused** – leave the *Excused* checkbox unchecked
  - **Time Out** – place to record the time the student left (per school or district policy) defaults to the current time, edit as appropriate
- **AUTH (Authorized)** –
  - **Absent?** – determines if the AUTH code day is counted as an absence for the student in summary counts
    - **Checked** will count as an absence for the student
    - **Unchecked** will not count as an absence for the student
- **ISS (In School Suspension)** – can be applied as a standard attendance entry *and* is automatically assigned as *ISS – Excused* to a student given an In School Suspension with a date range in the Conduct module. The record can be edited to uncheck the Excused checkbox per school or district policy. See the *Conduct Management* guide for details.
- **OSS (Out of School Suspension)** can be applied as a standard attendance entry *and* is automatically assigned as *OSS – Excused* to a student given an Out of School Suspension with a date range in the Conduct module. The record can be edited to uncheck the Excused checkbox per school or district policy. See the *Conduct Management* guide for details.

## 8.1 Attendance Reason Codes

Attendance Reason codes can be used to track or define student exclusions from school. It is each school's choice to determine how, when or why they would like to use the codes.

ParentGuardianExcuse
Illness
Vacation
Appointment
Alternate Program
Cultural Activity
Emergency Closure
Field Trip
In School Activity
School Authorized
School Counsellor
Principal / VP
Suspension – In
Suspension – Out
Team Activity
Transport/Bus Issue
Weather
Work Experience
External Support
No Support Staff
Partial Days
Reset Day

## 9.0 Attendance Reports

### 9.1 Class Attendance Reports

School > Attendance > Class Office side tabs

#### 9.1.1 BC Class Attendance Call Sheet

A BC report listing students with an Absent (unexcused) attendance record entered on that day, report includes: Name, Grade level, Homeroom, Gender, Attendance Code, and the Name and Phone numbers of the two student contacts with highest priority

- **Date**
- **Sort results by** – select Name, Grade Level or Homeroom from the dropdown list
- **Format** – select the format to print
- **BC Class Attendance Post Verification** – a BC report advising when and if Class attendance was posted by a staff user on the selected date. The report can be run for a selected course section or for a selected teacher.
  - **Start and End Dates** - enter the range of dates to include on the report
  - **Select class** – select a course section from the picklist
  - **Select teacher** – select a teacher from the picklist
  - **Show non-posts only**
    - **Check** - to only show classes where attendance was not posted
    - **Uncheck** - to show all classes and if they were posted or not
  - **Sort results by** – Name or Time posted
  - **Format** – select the format to print

Nanaimo-Ladysmith		Wellington Secondary - SD68				
BC Class Attendance Post Verification						
Page 1		October 14, 2021				
Posts for 13/10/2020						
Period #A1						
ID	Name	Homeroom	Course description	Course #	Date and Time	Post Count
706634	Abouelarab, Apishalini	1112-08	PRE-CALCULUS 11	MPREC11--S-01	12/10/2021 5:25 PM	1
151551	Azeze, Lochlin		ASSIGNED TIME 10 (DL Support)	XAT--10DLY-01	Did Not Post	
S1042920	Bonafine, Luisroberto	8-04	SCIENCE 9	MSC--09--S-05	13/10/2020 3:17 PM	1
S1929518	Braybrook, Mussawer		ADST 8 - General Explorations (Modules)	MADGE08--Y-01	13/10/2020 12:35 PM	1
S1082298	Cavallin, Shawneil	10-02	SCIENCE 9	MSC--09--S-06	13/10/2020 12:34 PM	1
S1061712	Chadwickbooker, Indica	8-01	SOCIAL STUDIES 9	MSS--09--S-01	13/10/2020 2:36 PM	1
S1063267	Chehlwight, Ayun		ADST 8 - General Explorations (Modules)	MADGE08--Y-05	13/10/2020 3:07 PM	1
S1063267	Chehlwight, Ayun		ADST - FOOD STUDIES 10	MFOOD10--S-01	13/10/2020 3:38 PM	1
S1063267	Chehlwight, Ayun		MODIFIED FOODS 11A	XSIEP1AFDS-01	Did Not Post	
706672	Christopoulos, Donghoo	9-04	ADST 8 - General Explorations (Modules)	MADGE08--Y-06	13/10/2020 3:10 PM	1
710157	Dorf, Marcusanjelo	8-05	ACTIVE LIVING 12	MACLV12--S-01	13/10/2020 3:11 PM	1
710157	Dorf, Marcusanjelo	8-05	ACTIVE LIVING 11	MACLV11--S-02	13/10/2020 3:11 PM	1
S1063695	Germain, Singjo		ASSIGNED TIME 10	XAT--10--S-01	Did Not Post	
S1063695	Germain, Singjo		LD LEARNING STRATEGIES 9	XLDC09LSS-01	Did Not Post	
S1028940	Gerz, Kyrstyn		ADST 8 - General Explorations (Modules)	MADGE08--Y-03	13/10/2020 1:50 PM	1
S1029098	Gutierrezgilmartin, Karmia		WORKPLACE MATHEMATICS 11	MWPM-11--S-01	13/10/2020 12:28 PM	1
S1029098	Gutierrezgilmartin, Karmia		MODIFIED MATH 11	XSIEP1AMAS-01	Did Not Post	
S1063709	Hadijehrani, Japanjot	10-06	BA PSYCHOLOGY 12A	YPSYC2A--S-01	13/10/2020 1:25 PM	1
712117	Kalenuik, Yujinqi	50	ASSIGNED TIME 11	XAT--11-01	13/10/2020 3:07 PM	1
S1929042	Kaltsidis, Baoliang		SCIENCE 9	MSC--09--S-04	13/10/2020 12:43 PM	1
S1068696	Kamerik, Jonaslorenz	10-05	COMPOSITION 10	MCMP10--S-04	Did Not Post	
706681	Karwal, Mikhail	8-06	SCIENCE 9	MSC--09--S-07	13/10/2020 12:55 PM	1
706662	Kocyba, Gweynethquintin		BAND 8: CONCERT BAND	XBA--08CBA-01	13/10/2020 1:00 PM	1

Field Name	Description
<b>ID</b>	This field displays the Staff ID
<b>Name</b>	This is field displays the Staff Name
<b>Homeroom</b>	This displays the staff homeroom number
<b>Course Description</b>	This field displays the course description
<b>Course #</b>	This field displays the course code with section
<b>Date and Time</b>	This field displays attendance posted date and time
<b>Post Count</b>	This field displays attendance post count by the teacher against a course section

- **BC Class Attendance Post History** – a BC report providing a historical record of attendance postings by course section or by teacher
  - **Start and End Dates** - enter the range of dates to include on the report
  - **Select class** – select a course section from the picklist
  - **Select teacher** – select a teacher from the picklist
  - **Sort Results by** – Date, Post Count or Period
  - **Format** – select the format to print
- **BC Homeroom List w. Grid** – a BC report listing students in a course section with fillable column headers in a grid format
  - **Column Labels** – enter the information to print in the Column Headers
  - **Sections to include** – select All or select a Term Code, Course Number, Section, Schedule Expression or Teacher.
  - **Sort results by** - select Course or Teacher
  - **Format** – select the format to print

### 9.1.2 BC Principal's Attendance Report by Class

A BC reporting tool allowing schools to review and analyze student Class attendance using a parameter form with multiple criteria. The tool will return a list of students that meet the specified threshold. If the criteria are to include Absences greater than or equal to 3, the report will include students that have 3 or more absences per section but will return a complete listing of the student's attendance in their other sections.

- **Start and End Dates** – enter the range of dates to include on the report
- **Students to include** – select All, Current Selection or select a YOG, Snapshot, Course Section, Combined Classes ID, Grade or Student Program
- **Criteria** – enter and combine different criteria to build the report
  - **Absence Code** – use prefilled values or select a code from the dropdown
  - **Reasons** – select from the dropdown
  - **Operator** – select from the dropdown
  - **Exclude Excused** – check to exclude for each criteria line
  - **Connector** – select *And* or *Or* to combine criteria lines
- **Sort results by** – Name, YOG or Homeroom
- **Group results by** – Homeroom, Teacher, Course Section, Period, Combined Class Id, Student, Grade
- **Format** – select the format to print

### 9.1.3 BC Class Attendance Letter

A BC reporting tool which generates student attendance history i.e. absences, late, dismissals, excused, unexcused and prepares letters to send to parents. The tool uses a parameter form with multiple selection criteria and returns a list of students that meet the specified threshold. If the criteria is to include minimum 3 Attendance (e.g. absence) records (by default the value is set to 5), the letter will include students that have 3 or more absences in total for all course sections along with other attendance information for the date range selected by the user. The letter allows you to use the standard text or customized text which is then printed on the letter.

**Note:** The letter can also be printed in French.

Parameters that can be selected include:

#### **First Tab – General**

- **School** – The school's name will be displayed in a read-only mode
- **Start and End Dates** – enter the range of dates to include on the report
- **Students to include** – select All, Current Selection, Snapshot, YOG, or Homeroom
- **Search Value** – enter the value for Snapshot, YOG, and Homeroom
- **Minimum attendance** – Enter the number in this field. By default, set to 5
- **Attendance Type** – select from the dropdown (Absence, Late, Dismissal, and ALL)
- **Excusal Type** - select from the dropdown (Excused, Unexcused or Both)
- **Attendance Reason** - select from the dropdown
- **Sort results by** – Usual Last Name, YOG or Homeroom
- **Format** – select the format to print

### **Second Tab – User Specific Parameters**

- **Use Default Letter Body** – check this box when you want to use standard text. Checked by default
- **Custom Letter Body** – uncheck the box “Use Default Letter body” and enter customized text. The text will precede the attendance data inserted in the letter
- **Display Box for Principal Signature** – check this if you want a box for Principal Signature on the letter. Checked by default
- **Print Double-Sided** – select this if you want double sided output. Checked by default
- **Print in French Language** – select this box for French translation of the letter

### **Third Tab – Publish**

- **Delivery Type** – select from Preview or Publish
- **Email subject** – include an email subject
- **Email message** – use this rich text field to include tables, text etc.
- **Viewing start date** – current date (default)
- **Viewing end date** – select until when the sent email can be viewed
- **Cleanup date** – this date can be modified

## 9.2 Daily Attendance Reports

*School > Attendance > Daily side tabs > Reports*

### 9.2.1 Absence Letter

A core report which identifies students with five or more absences and prepares letters to send to parents. The report is not customizable by number of absences. Parameters that can be selected include:

- **Start and End Dates** – enter the range of dates to include on the report
- **Exclude Excused Absences** – check to exclude
- **Include students with previous letters home** – check to include
- **Alternate mailings** – check to send a letter to parent/guardian designated to receive attendance mailing in School > Student > Contacts
- **Sort results by** – select Name, YOG or Homeroom from the dropdown list
- **Format** – select the format to print

### 9.2.2 Attendance Bulletin

- A core report listing all students with an attendance record entered that day, report includes: Name, YOG, Homeroom, Absence Code and Time (if entered)
  - **Date**
  - **Sort results by** – select Name, YOG or Homeroom from the dropdown list
  - **Include secondary students** – check to include
  - **Format** – select the format to print

### 9.2.3 BC Daily Attendance Call Sheet

A core report listing students with an attendance record entered on that day, report includes: Name, YOG, Homeroom, Gender, Attendance Code, and the Name and Phone numbers of the two student contacts with highest priority

- **Date**
- **Sort results by** – select Name, YOG or Homeroom from the dropdown list
- **Format** – select the format to print

### 9.2.4 Attendance Classroom Input

A core report listing the students in a course section with dates for the week selected as column headers

- **Week of** – select a date to define the date column headers
- **Students to include** – select: All or select a Class, Teacher, or Course number
- **Format** – select the format to print

### 9.2.5 Attendance Homeroom Input

A core report listing the students in a homeroom with dates for the week selected as column headers

- **Week of** – select a date to define the date column headers
- **Students to include** – select: All or select a Teacher or Homeroom
- **Format** – select the format to print

### 9.2.6 BC Homeroom List w. Design

A BC report listing students in a homeroom, based on the parameters selected the report can include: Name, Pupil #, Gender, Grade, Age, Birthday, Student Services Designation and Aboriginal Ancestry indicator

- **Students to include** – All or select a Homeroom or Grade
- **Aboriginal Y/N** – check to include the Aboriginal Ancestry column in the report
- **Include Exceptionality Type** – Defaults to all designations checked
  - **Checked** – an assigned 1701 primary designation program will print
  - **Unchecked** – will not print designations in the column
- **Sort Results by** – select Name or Grade
- **Format** – select the format to print

### 9.2.7 BC Homeroom List w. Grid

A BC report listing students in a homeroom with fillable column headers in a grid format

- **Column Labels** – enter the information to print in the Column Headers
- **Students to include** – select All or select a Homeroom or Grade
- **Sort results by** - select Name or Grade
- **Format** – select the format to print

### 9.2.8 Consecutive Absence List

A core report listing students absent for a selected number of days in a row during the specified date range

- **Start and End Dates** – enter the range of dates to include on the report
- **Count** – enter the minimum consecutive absence records needed to include the student on the report
- **Exclude excused** – check to exclude
- **Sort results by** – select Name, YOG, Homeroom or Count
- **Include secondary students** – check to include
- **Format** – select the format to print

### 9.2.9 Daily Attendance Post Verification

A core report advising when and if Daily attendance was posted by a staff user on the selected date

- **Date**
- **Show non-posts only**
  - **Check** - to only show classes where attendance was not posted
  - **Uncheck** - to show all classes and if they were posted or not
- **Sort results by** – Name or Time posted
- **Format** – select the format to print

### 9.2.10 Principal's Attendance

A core report tool allowing schools to review and analyze student Daily attendance using a parameter form with multiple criteria

- **Start and End Dates** – enter the range of dates to include on the report
- **Students to include** – select All or select a YOG or Snapshot
- **Criteria** – enter and combine different criteria to build the report
  - **Absence Code** – use prefilled values or select a code from the dropdown
  - **Reasons** – select from the dropdown
  - **Operator** – select from the dropdown
  - **Exclude Excused** – check to exclude for each criteria line
  - **Connector** – select *And* or *Or* to combine criteria lines
- **Sort results by** – Name, YOG or Homeroom
- **Group results by** – Homeroom, House Code, Team Code
- **Format** – select the format to print

## 9.3 Staff view Attendance Reports

### Staff > Attendance > Reports

#### 9.3.1 Attendance Bulletin

A core report listing all students with an attendance record entered that day, report includes: Name, YOG, Homeroom, Absence Code and Time (if entered)

- **Date**
- **Sort results by** – select Name, YOG or Homeroom from the dropdown list
- **Include secondary students** – check to include
- **Format** – select the format to print

#### 9.3.2 Attendance Classroom Input

A core report listing the students in a course section with dates for the week selected as column headers

- **Week of** – select a date to define the date column headers
- **Students to include** – select: All or select a Class, Teacher, or Course number
- **Format** – select the format to print

#### 9.3.3 Attendance Homeroom Input

A core report listing the students in a homeroom with dates for the week selected as column headers

- **Week of** – select a date to define the date column headers
- **Students to include** – select: All or select a Teacher or Homeroom
- **Format** – select the format to print

#### 9.3.4 BC Homeroom List w. Grid

A BC report listing students in a course section with fillable column headers in a grid format

- **Column Labels** – enter the information to print in the Column Headers
- **Sections to include** – select All or select a Term Code, Course Number, Section, Schedule Expression or Teacher.
- **Sort results by** - select Course or Teacher
- **Format** – select the format to print

#### 9.3.5 BC Homeroom List w. Desig

A BC report listing students in a homeroom, based on the parameters selected the report can include: Name, Pupil #, Gender, Grade, Age, Birthday, Student Services Designation and Aboriginal Ancestry indicator

- **Students to include** – All or select a Homeroom or Grade
- **Aboriginal Y/N** – check to include the Aboriginal Ancestry column in the report
- **Include Exceptionality Type** – Defaults to all designations checked

- **Checked** – an assigned 1701 primary designation program will print
- **Unchecked** – will not print designations in the column
- **Sort Results by** – select Name or Grade
- **Format** – select the format to print

### 9.3.6 Consecutive Absence List

A core report listing students absent for a selected number of days in a row during the specified date range

- **Start and End Dates** – enter the range of dates to include on the report
- **Count** – enter the minimum consecutive absence records needed to include the student on the report
- **Exclude excused** – check to exclude
- **Sort results by** – select Name, YOG, Homeroom or Count
- **Include secondary students** – check to include
- **Format** – select the format to print

**Staff > Attendance > Class > Details > Input > Reports**

### 9.3.7 Class Attendance Summary

A summary of the attendance statistics in a course section by student

- **Start and End Dates** – enter the range of dates to include on the report
- **Format** – select the format to print

### 9.3.8 Class Attendance History

A listing of the attendance entries for a course section

- **Start and End Dates** – enter the range of dates to include on the report
- **Print for** – select Current Selection, or All
- **Sort Results by** – Name or Date
- **Format** – select the format to print

### 9.3.9 StrongStart Attendance Summary

A BC report listing the students in the course section and the number of POS and Absent entries in the selected date range

- **Start and End Dates** – enter the range of dates to include on the report
- **Format** – select the format to print

## 10.0 Attendance Labels

School View > Student Top Tab > Reports > Labels

### 10.1.1 Attendance Label FSS and Attendance Label FSS 5162

The attendance label report provides school and staff users with an option to generate Daily and Class (ATT AM/PM) attendance information for the students selected. These labels can be placed on the reports wherever attendance information is required. The daily attendance labels when selected, adds separate rows for absences and late daily attendance data and provides counts by month including the total count in the reporting period. The class attendance labels when selected, adds separate rows for AM absences/late, PM absences/late class attendance data by month including the total count in the reporting period.

Note: The size of the attendance label 5159 format is 1.5” by 4” and prints 14 attendance labels per page. The size of the attendance label 5162 format is 1-1/3” by 4” and prints 14 attendance labels per page.

#### Parameter Screen

- **School** – The school’s name will be displayed in a read-only mode
- **Students to include** – select All, Current Selection, YOG, or Homeroom
- **Search Value** – enter the value for YOG and Homeroom
- **Sort results by** – Current sort order, Name, YOG or Homeroom
- **First Name Format** – Usual or Legal
- **Last Name Format** – Usual or Legal
- **ATT AM/PM Summary** – when selected will print class attendance ATT AM/PM attendance data by month
- **Print Late** – when selected prints a separate row for class/daily attendance late information, otherwise, only absences will be displayed
- **Format** – select the format to print

## 11.0 Teacher Class Attendance Posting

GDE that will show teacher's posting of attendance. GDE runs in School View only. See GDE documentation on L1 Information Station for more information.

**School View > Student Top Tab>Options>**

GDE includes:

Data Elements	Description
School Number	Unique identifier for school
School Name	Name of the school
Staff ID	Unique identifier for staff
Employee ID	Legal last name
Teacher Name	Course section teacher name
Course Code	Course Code
Section Number	Course section number
Attendance Date	Date of attendance record
Posting Date	Date attendance was posted
Posting Time	Time attendance was posted