



MyEducationBC

Daily Attendance Setup and Management

Jan 2024 v1.6

Version History

Version	Date	Description
1.0	Sep 2017	Initial Document
1.1	Dec 2018	Updated – Section 4.1.1.4 Post Daily Attendance from Daily Roster side tab
1.2	Apr 2019	Added hyperlinks to Table of Contents
1.3	May 2019	Updated Section 7 Attendance Reports
1.4	Jul 2019	5.10 update to daily attendance Preference sections 2.1, 3.1
1.5	Aug 2022	Added Section 8.1 Attendance Reason Codes
1.6	Jan 2024	Updated 8.1 Attendance Reasons Codes with “Principal / VP”

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1.0 Daily Attendance in MyEducation BC

Daily attendance and Class attendance are separate functions in MyEducation BC. An entry can be created for a Daily attendance value and individual entries can be made in course sections where Class attendance is taken (if desired).

With Daily attendance, MyEducation BC is set up to record one attendance record per student per day.

- The Daily Attendance record stores the date, the code and whether the late, dismissed, or excused checkboxes were selected.
- The arrival and departure times – for informational purposes.

Daily Attendance in MyEducation BC can be recorded through the School Office view or through the Teacher Staff view, the last post to the daily record creates the value:

- School view > Attendance > Daily Office
- Staff view > Daily Attendance

Detailed instructions for Staff view attendance found in the Staff View Setup and Navigation guide.

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.

The screenshot shows the 'School Setup' form for 'Sardis Secondary'. The form is divided into several sections: 'Setup' (Options, Reports, Help), 'Guided Tasks' (Schedules, Calendars, Events, Lockers, Membership, Journals, Cashier's Office, Ed. Plans, Grid Codes, Groups), and 'General' (Address). The 'General' section contains the following fields:

- School Identifier: 03333018
- Name: Sardis Secondary
- Type: Standard
- School level: Secondary
- Start grade: 9
- Number of grades: 7
- Build Year: 2020
- School year: 2020
- Default Transcript Definition: Quarterly - With School Exam
- School Sub Type: Regular Day School
- Phone 1: 604-845-3459
- Phone 2:
- Fax Number: 604-858-2915

On the right side of the form, there are checkboxes for 'Is inactive?' and 'Class to Daily Attendance Procedure?'. The 'Class to Daily Attendance Procedure?' checkbox is checked and highlighted with a red box.

1.1.1 What copies form Class to Daily – Late Dismissed, Attendance Reasons

Structure Periods is scheduled

2.0 Once Daily Attendance by Homeroom

Daily Attendance is a single Attendance record for a student in a day with a portion absent option and optional time in and time out for students arrive or leave part way through the day.

The Homeroom is recorded on both the Student Details and Staff Details:

School > Student > Details

School > Staff > Details

2.1 Daily Attendance Preferences

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

- **Classroom Input Type to Homeroom** - Allows a daily value to be created by a homeroom teacher in the staff view without a course section being assigned.
- **Show Daily Side tab in Staff view to checked** - Daily values and Class values are separate, this should be checked in schools where the teacher is creating a daily value based on students in the homeroom.
- **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:**
 - *Checked* – Teachers (and the office) can go back and adjust student daily attendance records for past dates.
 - *Unchecked* – Only the office can go back and adjust student daily attendance records for past dates.
- **Previous day limit:**
 - If *Allow daily attendance for past dates* is *checked*, this indicates how many days the teachers can go back and make changes through the staff view.
 - If *Allow daily attendance for past dates* is *unchecked*, the setting is N/A

- **Daily Roster Input Buttons:** The number and type of buttons visible in the *School > Attendance > Daily Roster* side tab if used. The popup checkbox enables the additional details popup for reason, portion abs etc. in this view.
- **Daily Office Input Buttons:** The number and type of buttons visible in the *School > Attendance > Daily office* side tab if used. The popup checkbox enables the additional details popup in this view.
- **Staff View Input Buttons** – The number and type of buttons visible in the *Staff > Attendance > Daily* side tab if used. The popup checkbox enables the additional details popup, if Staff should be entering this information.

Setup

Options Reports Help

Save Cancel

Guided Tasks

Schedules

Calendars

Events

Lockers

Membership

Journals

Cashier's Office

Ed. Plans

Grid Codes

Groups

Category: Daily Attendance

Basic Advanced

Daily Attendance Input

Classroom input type: Homeroom

Classroom input period: [dropdown]

Recent attendance history cutoff (days): 30

Allow daily attendance for past dates: [checked]

Previous day limit: 10

Show daily side-tab in Staff view: [checked]

Daily Roster Input Buttons

Number of buttons: 3

Code	Pop-up
A	[checked]
L	[checked]
D	[checked]
[dropdown]	[checkbox]
[dropdown]	[checkbox]

Daily Office Input Buttons

Number of buttons: 2

Code	Pop-up
A	[checkbox]
L	[checkbox]
[dropdown]	[checkbox]
[dropdown]	[checkbox]
[dropdown]	[checkbox]

Staff View Input Buttons

Number of buttons: 2

Code	Pop-up
A	[checkbox]
L	[checkbox]
[dropdown]	[checkbox]
[dropdown]	[checkbox]
[dropdown]	[checkbox]

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

Category: Daily Attendance

Basic **Advanced**

Weekend Attendance

Saturday attendance ☐

Sunday attendance ☐

Second Daily Attendance

Second daily attendance ☐

AM portion absent

Classroom input type

Classroom input period

Attendance Activity Tracking

Attendance activity tracking ☐

Restrict [edit] link in staff view ☐

Save Cancel

2.2 Taking Attendance – Teacher – Homeroom Once Daily

Staff > Attendance > Daily

Pages My Info Student Attendance Gradebook Planner Assessment PD Tools

Daily Attendance

Daily Options Reports Help

Post

Seating Chart

Trends

Class

21 records Attendance for: 28/03/2017

Pupil #	Name	Code	Attendance	Year of graduation
1384194	Aaltomaa, Orsha	A L P	A-E [Illness] [edit]	2026
1425301	Baldigara, Iseu	A L P	Present	2026
1410347	Bulosan, Karmbir	A L P	Present	2026
1427000	Chandanatha, Briellemarie	A L P	Present	2026
1426140	Coradinimarianofereira, Tipo	A L P	L (8:00 AM) [edit]	2026

Homeroom Attendance 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.

3.0 Twice Daily Attendance by Homeroom

Daily Attendance is a single Attendance record for a student in a day with a portion absent option and optional time in and time out for students arrive or leave part way through the day. Attendance is entered for both AM and PM.

The Homeroom is recorded on both the Student Details and Staff Details:

School > Student > Details

This screenshot shows the 'Student Details' form. The 'Homeroom' field is highlighted with a red box and contains the value 'D2'. Other visible fields include 'Year of graduation' (2024), 'Dip/SCCP Date', 'Grade level' (05), 'Enrollment status' (Active), 'Calendar' (Standard), 'BC Personal Health Number', 'Confidential Student Date', 'Confidential Student Flag', 'Family Courier' (Yes), 'Locker', 'Parking Space', and 'Counsellor'.

School > Staff > Details

This screenshot shows the 'Staff Details' form for 'Townsend, Tenney'. The 'Homeroom' field is highlighted with a red box and contains the value 'D2'. Other visible fields include 'Suffix', 'Legal first name' (Tenney), 'Legal middle name', 'Legal last name' (Townsend), 'Usual first name' (Tenney), 'Usual last name' (Townsend), 'Login ID' (ttownsend), 'Date of birth', 'Gender' (F), 'Home phone' (250-118-8614), 'Cell phone', 'Email Number', 'School - Name' (Telkwa Elementary School), 'Staff Type' (Teacher), 'Staff ID' (739598), 'Employee number', 'Calendar ID' (Standard), 'Special education', and 'Special education role'.

3.1 Daily Attendance Preferences

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

- **Classroom Input Type** to *Homeroom* - Allows a daily value to be created by a homeroom teacher in the staff view without a course section being assigned.
- **Show Daily Side tab in Staff view** to *checked* - Daily values and Class values are separate, this should be checked in schools where the teacher is creating a daily value based on students in the homeroom.
- **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:**
 - *Checked* – Teachers (and the office) can go back and adjust student daily attendance records for past dates.
 - *Unchecked* – Only the office can go back and adjust student daily attendance records for past dates.
- **Previous day limit:**
 - If *Allow daily attendance for past dates* is *checked*, this indicates how many days the teachers can go back and make changes through the staff view.
 - If *Allow daily attendance for past dates* is *unchecked*, the setting is N/A
- **Daily Roster Input Buttons:** The number and type of buttons visible in the *School > Attendance > Daily Roster* side tab if used. The popup checkbox enables the additional details popup for reason, portion abs etc. in this view.
- **Daily Office Input Buttons:** The number and type of buttons visible in the *School > Attendance > Daily office side tab* if used. The popup checkbox enables the additional details popup in this view.
- **Staff View Input Buttons** – The number and type of buttons visible in the *Staff > Attendance > Daily side tab* if used. The popup checkbox enables the additional details popup, if Staff should be entering this information.

The screenshot displays the 'Daily Attendance' setup window. On the left is a sidebar with 'Setup' and 'Guided Tasks' sections. The main area has two tabs: 'Basic' and 'Advanced'. The 'Basic' tab contains the following settings:

- Daily Attendance Input:** Classroom input type is set to 'Homeroom'.
- General:**
 - Recent attendance history cutoff (days): 30
 - Allow daily attendance for past dates: ☒
 - Previous day limit: 10
 - Show daily side-tab in Staff view: ☒
- Daily Roster Input Buttons:** Number of buttons is 3. Buttons 1, 2, and 3 have codes A, L, and D respectively, all with the 'Pop-up' checkbox checked.
- Daily Office Input Buttons:** Number of buttons is 3. Buttons 1, 2, and 3 have codes A, L, and D respectively, all with the 'Pop-up' checkbox checked.
- Staff View Input Buttons:** Number of buttons is 2. Buttons 1 and 2 have codes A and L respectively, both with the 'Pop-up' checkbox checked.

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** – *Checked* – creates an AM and a PM column for attendance entry
- **AM portion absent** – enter the portion of the day a student is absent for if marked absent for AM
- **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**
 - **Checked:** Presents a view only popup in Staff > Attendance
 - **Unchecked:** Presents an editable popup in Staff > Attendance

3.2 Taking Attendance – Teacher – Homeroom Twice Daily

Staff > Attendance > Daily

Homeroom Attendance is taken by selecting the dropdown list for either AM or PM and the corresponding button (A or L in the screenshot) on a given date, then posted to the student record using the Post button.

4.0 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 based on the information presented in the side tab.

4.1 Creating or Editing a Student Daily Attendance value

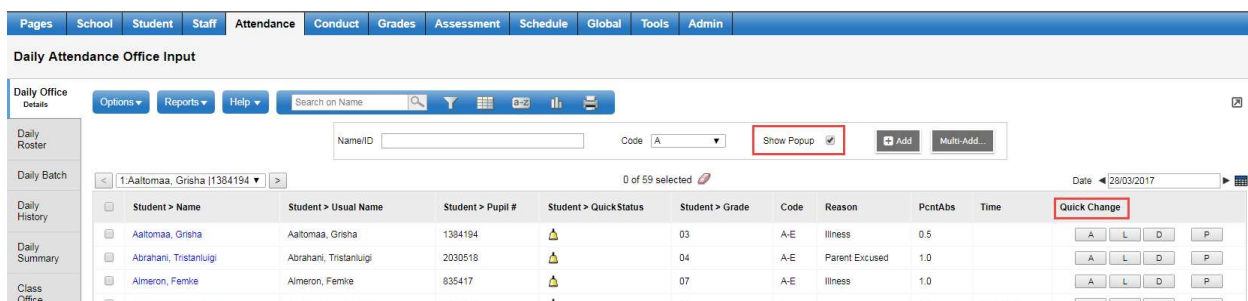
4.1.1 Daily Office Side tab

School > Attendance > Daily Office

This screen shows All Daily Attendance records entered for the date selected in the Date field at the top right of the screen. New Daily Attendance records can be entered, or existing Daily Attendance can be edited using the details the school would like to track.

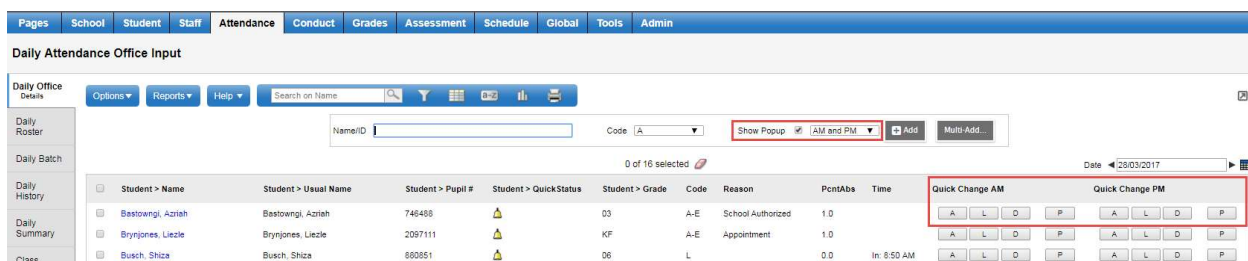
The Daily Office side tab allows you to enter a Daily Attendance value for students as a guardian calls the school, or as the student arrives or is dismissed from school.

School > Attendance > Daily Office in a Once Daily Attendance School



Student > Name	Student > Usual Name	Student > Pupil #	Student > Quick Status	Student > Grade	Code	Reason	PcntAbs	Time	Quick Change
Aaltomaa, Grisha	Aaltomaa, Grisha	1384194		03	A-E	Illness	0.5		[A] [L] [D] [P]
Abraham, Tristanluigi	Abraham, Tristanluigi	2030518		04	A-E	Parent Excused	1.0		[A] [L] [D] [P]
Almeron, Femke	Almeron, Femke	835417		07	A-E	Illness	1.0		[A] [L] [D] [P]

School > Attendance > Daily Office in a Twice Daily Attendance School



Student > Name	Student > Usual Name	Student > Pupil #	Student > Quick Status	Student > Grade	Code	Reason	PcntAbs	Time	Quick Change AM	Quick Change PM
Bestowngi, Azriah	Bestowngi, Azriah	746488		03	A-E	School Authorized	1.0		[A] [L] [D] [P]	[A] [L] [D] [P]
Brynjones, Lizzie	Brynjones, Lizzie	2097111		KF	A-E	Appointment	1.0		[A] [L] [D] [P]	[A] [L] [D] [P]
Busch, Shiza	Busch, Shiza	880851		06	L		0.0	In: 8:50 AM	[A] [L] [D] [P]	[A] [L] [D] [P]

4.1.1.1 Entering a Daily Absence, Daily Late or Daily Dismissal value from the Daily Office Side Tab for an individual student

To enter a Daily Attendance record for an individual:

- Select or confirm the date in the top right of the screen.
- **Name/ID** - enter the student's name, last name first, or Pupil #
 - The system will select the best match based on the information entered. Ensure the correct student is selected.
 - Or, the **Add** button provides a list of students to select from

- **Code** – The code determines the type of Daily Attendance record created, see the Attendance Codes Appendix for details. Select a code here for basic entry or add the code in the popup Reason code entry screen to provide more detailed information using **Show Popup**.
 - **A** – Absent
 - **A-E** – Absent Excused
 - **L** – Late
 - **D** – Dismissed
 - **AUTH** – Authorized
 - **ISS** – In School Suspension
 - **OSS** – Out of School Suspension
- **Show Popup** – presents a popup window for the Reason code entry screen
- **Add** - will pop up a list of all active students in your school to select a student (instead of entering the **Name/ID** above)
- **Multi-Add** – Select multiple students. Detailed instructions below:

Note: If you did not check the *Show popup* box, your student will appear in the list of students on this page with the code selected in the attendance **Code** column. Additional information can be entered using the Show Popup checkbox at the time of entry or by clicking into the record after it is entered and filling in the details.

4.1.1.2 Entering Daily Attendance Records for Multiple Students at the Same Time

MyEducation BC allows you to record Attendance records for multiple students at the same time for one day or multiple days in the same way attendance is entered for individual students. Follow the steps above selecting the Show Popup checkbox and the Multi-Add button.

Click the **Multi-Add** button to get the Attendance Record details popup.

Students provides options to select the students:

- **Section** – All students in a selected course section
- **Homeroom** – All students in a selected homeroom
- **Query** – All students in a saved query
- **Snapshot** – All students in a saved snapshot
- **Selection** – Select specific students from the school

Duplicate 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 daily attendance record

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

Date – enter the date of the absence

Multiple Dates >> a blue hyperlink toggle that presents a Start Date and End Date field if the absence spans more than one date

Single Date >> a blue hyperlink toggle that returns the popup to a single Date field

Portion Absent – dropdown list for options to indicate the absence is not a full day

The remaining selection options will present as one choice in a once daily attendance school or as AM Attendance and PM Attendance in a twice daily school and can be filled in as appropriate.

Once Daily school setup:

The screenshot shows a web form for 'Once Daily' attendance setup. At the top, there are two sections: 'Students' with radio buttons for Section, Homeroom, Query, Snapshot, and Selection; and 'Duplicate Records' with radio buttons for Skip and Replace. Below these is a 'Selected students: 0' label. The main form area includes a 'Date' field with a calendar icon and a 'Multiple Dates >>' link, a 'Portion' dropdown menu set to '1.0000', and checkboxes for 'Absent?', 'Late?', 'Dismissed?', and 'Excused?'. There are also 'Other codes' dropdowns, a 'Reason' search field, and a 'Comment' text area. At the bottom are 'Save' and 'Cancel' buttons.

Twice Daily school setup:

The screenshot shows a web form for 'Twice Daily' attendance setup. It has the same 'Students' and 'Duplicate Records' sections as the first form, but with 'Selected students: 24'. The main form area includes 'Start date' and 'End date' fields with calendar icons, a '<< Single Date' link, and a 'Portion' dropdown menu set to '1.0000'. Below this are two columns: 'AM Attendance' and 'PM Attendance'. Each column has checkboxes for 'Absent?', 'Late?', 'Dismissed?', and 'Excused?', 'Other code' dropdowns, 'Reason' search fields, and 'Comment' text areas. At the bottom are 'Save' and 'Cancel' buttons.

4.1.1.3 Modifying Attendance Records from the Daily Office Side Tab

Select the date on the top right of the screen and click the blue, hyperlinked name of the student with the Daily 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.

Daily Attendance Office Input :: 11/04/2017 - Alvaradoramirez, Eilayah

Options Reports Help

Daily Office Details

Add Cancel

Delete

Student Name: Alvaradoramirez, Eilayah

Date: 11/04/2017

Absent? ☒

Late? ☒

Dismissed? ☐

Excused? ☐

Portion absent: 1.0000

Other code:

Other code 2:

Reason:

Comment:

Arrivals & Departures

Type	Time	Is excused?
Arrival	10:19 AM	N

Save Cancel

Add Delete

4.1.1.4 Post Daily Attendance from Daily Roster side tab

This feature allows the school user to post daily attendance from the Daily Roster side tab and is usable based on the preference settings.

School View > Attendance (TT) > Daily Roster (ST) > select the course > take attendance > Click on "Post" button

Sardis Secondary 2018-2019

School view Select school Nadeem, Hassam Log Off

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

Classes :: MFR--12-11 - 11 - LA-FRENCH 12

Daily Office Options Reports Help

Daily Roster Students Post

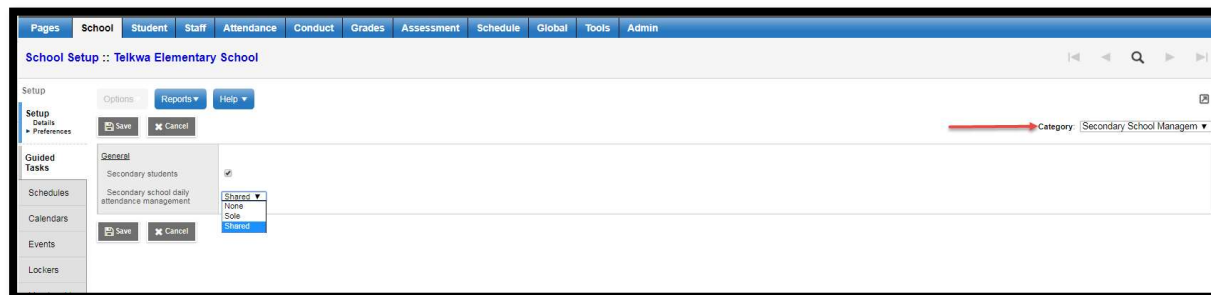
15 records Attendance for: 12/14/2018

Pupil #	Name	Code	Attendance	Year of graduation
696324	Apanowicz, Halious		A*	2020
761060	Azimzadehtabrizi, Tejwinder		Present	2019
1507675	Carrete, Ziyuan		Present	2019
880216	Ghadami, Hongzhao		A*	2020
2277187	Jehmannmorandje, Chunhai		Present	2019
446451	Knodel, Rozalan		Present	2019

4.1.1.5 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 students 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.

5.0 Attendance Reports

5.1 Daily Attendance Reports

School > Attendance > Daily side tabs > Reports

- **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
- **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
- **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
- **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
- **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
- **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
- **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

- **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
- **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
- **Daily Attendance Totals** – a core report advising Daily attendance totals when posted by a staff user on the selected date
 - **Start Date:** Provide start date to process
 - **End Date:** Provide end date to process
 - **Start YOG**
 - **End YOG**
 - **Group by School /YOG**
 - **Check** – The report will display attendance totals by YOG and school selected
 - **Uncheck** - The report will display attendance totals without any categorization selected
 - **Sort results by** – Code or Count
 - **Format** – select the format to print
- **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

5.2 Class Attendance Reports

School > Attendance > Class Office side tabs

- **BC Class Attendance Call Sheet** – a BC report listing students with an Absent (unexcused) attendance record entered on that day, report includes Name, YOG, Homeroom, Gender, Attendance Code, and the Name and Phone number 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
- **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
- **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
- **BC Principal's Attendance Report by Class – 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 is 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, House Code, Team Code
- **Format** – select the format to print

5.3 Staff view Attendance Reports

Staff > Attendance > Reports

- **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
- **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
- **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
- **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
- **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
- **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

- **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
- **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
- **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

6.0 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 been already 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)

7.0 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.

- **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.

7.1 Attendance Reason Codes

There are several Enterprise level Reason Codes that are available for District and School users. These Attendance Reason codes are not editable at the District or School level.

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

8.0 Attendance Labels

School View > Student Top Tab > Reports > Labels

8.1.1 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 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