



MyEducationBC

---

# Daily Attendance Setup and Management

---

November 2025 v1.8

---

## 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”                                                                                                                                                                                                                      |
| 1.7     | Jan 2025 | Section 6.1 Attendance History Report, Class to Daily Procedure<br>Updated Section 6.1 BC Attendance History Report displays cross-enrolled and former school attendance information as well as school of origin. Class Attendance reports in Class Attendance Management Guide |
| 1.8     |          | BC Attendance History Report - Updated parameter screen with ability to select whether attendance summary information is included on the report.                                                                                                                                |

## Confidentiality

This document contains information which is proprietary and confidential to Fujitsu Consulting (Canada) Inc. (including the information of third parties, including but not limited to, Follett of Canada Inc., submitted with their permission). In consideration of receipt of this document, the recipient agrees to treat this information as confidential and to not use or reproduce this information for any purpose other than its original intent or disclose this information to any other person for any purpose, without the express prior consent of Fujitsu Consulting (Canada) Inc. (and any applicable third party.)

## Table of Contents

|             |                                                             |           |
|-------------|-------------------------------------------------------------|-----------|
| <b>1.0</b>  | <b>DAILY ATTENDANCE IN MYEDUCATION BC .....</b>             | <b>4</b>  |
| <b>3.0</b>  | <b>ONCE DAILY ATTENDANCE BY HOMEROOM .....</b>              | <b>6</b>  |
| 3.1         | Daily Attendance Preferences .....                          | 6         |
| 3.2         | Taking Attendance – Teacher – Homeroom Once Daily .....     | 8         |
| <b>4.0</b>  | <b>TWICE DAILY ATTENDANCE BY HOMEROOM .....</b>             | <b>9</b>  |
| 4.1         | Daily Attendance Preferences .....                          | 10        |
| 4.2         | Taking Attendance – Teacher – Homeroom Twice Daily .....    | 11        |
| <b>5.0</b>  | <b>TAKING ATTENDANCE – OFFICE .....</b>                     | <b>12</b> |
| 5.1         | Creating or Editing a Student Daily Attendance value .....  | 12        |
| <b>6.0</b>  | <b>ATTENDANCE REPORTS .....</b>                             | <b>18</b> |
| 6.1         | BC Attendance History .....                                 | 18        |
| 6.2         | Class Attendance Reports .....                              | 22        |
| 6.3         | Staff view Attendance Reports .....                         | 22        |
| <b>7.0</b>  | <b>SECURITY ROLES FOR TAKING ATTENDANCE.....</b>            | <b>24</b> |
| <b>8.0</b>  | <b>ATTENDANCE CODES .....</b>                               | <b>25</b> |
| 8.1         | Attendance Reason Codes .....                               | 26        |
| <b>9.0</b>  | <b>ATTENDANCE LABELS .....</b>                              | <b>27</b> |
| <b>10.0</b> | <b>OFF SITE LEARNING CODE .....</b>                         | <b>28</b> |
| 10.1        | Set up Offsite in School Daily Attendance Preferences ..... | 28        |
|             | Set Up Offsite in School Class Attendance Preferences ..... | 29        |
| 10.2        | Use of the Off Site Learning Code.....                      | 30        |

## 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.

## 2.0 Class to Daily Checkbox and Process

Lates and dismissed entries do not update because they are considered attendance activity and do not create an attendance record for a student e.g. Absence or Absence Excused. They are not considered part of the Daily Absence calculations.

Records containing values A-E, A, AUTH, ISS, or OSS will be pushed out from the Daily Code column (Daily Attendance) to the appropriate Period Columns (Class Attendance).

The L (Late Arrivals) and D (Early Dismissals) will not push out to the Period Columns (Class Attendance).

### 2.1 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.

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.

The Procedure will not copy the following information to the Daily Code column:

- Late (L)
- Dismissed (D)
- Attendance Reason

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

### 3.0 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*

The screenshot shows the 'Student Details' form. On the right side, the 'Homeroom' field is highlighted with a red box and contains the value 'D08'. The search icon next to it shows 'Naffissi, Maharika'.

*School > Staff > Details*

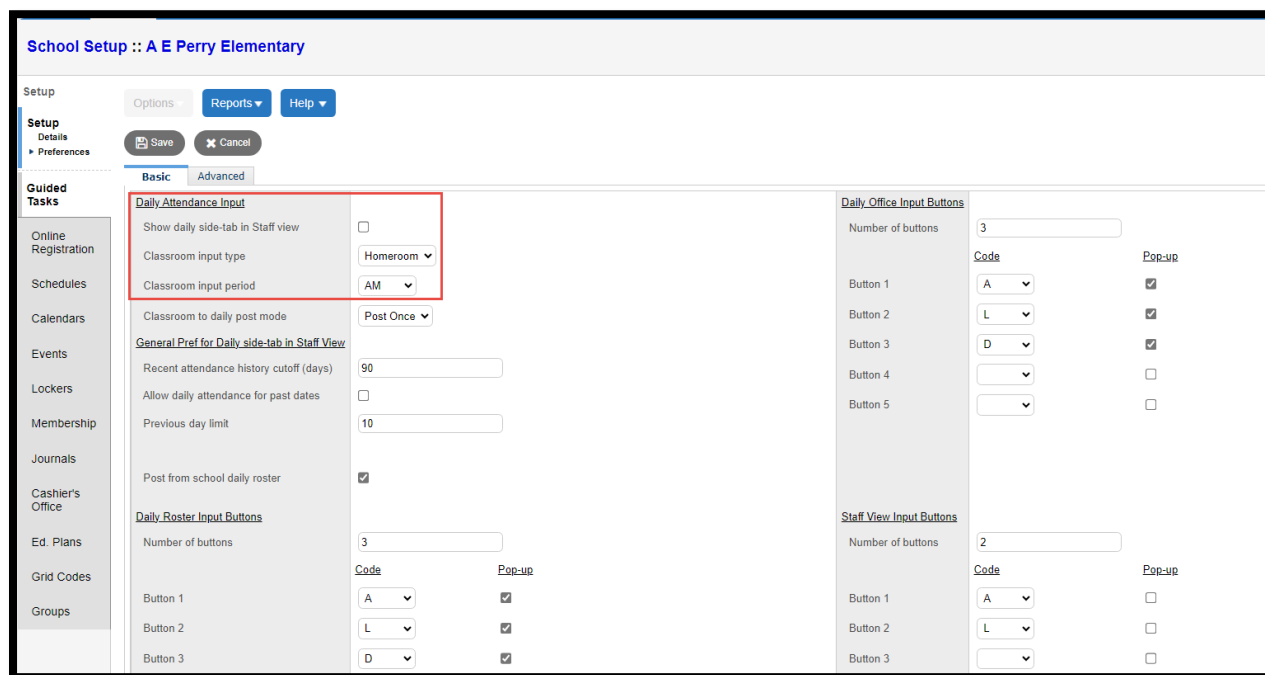
The screenshot shows the 'Staff Details' form for 'Naffissi, Maharika'. The 'Homeroom' field is highlighted with a red box and contains the value 'D08'. The search icon next to it shows 'Naffissi, Maharika'.

### 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.



*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

**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** ☐

## 3.2 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

Seating Chart

Trends

| Class | Pupil # | Name                        | Code                                                                                               | Attendance                           | Year of graduation |
|-------|---------|-----------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------|--------------------|
|       | 1384194 | Aaltomaa, Orsha             | <input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/> | A-E (Illness) <a href="#">[edit]</a> | 2026               |
|       | 1425301 | Baldigara, Iseul            | <input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/> | Present                              | 2026               |
|       | 1410347 | Bulosan, Kambir             | <input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/> | Present                              | 2026               |
|       | 1427000 | Chandanatha, Briellemarie   | <input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/> | Present                              | 2026               |
|       | 1426143 | Coradinmarianofemeira, Tipo | <input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/> | L (9:00 AM) <a href="#">[edit]</a>   | 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.

## 4.0 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 'DIV 003'. To the right of the field, there is a red 'X' icon and the text 'Rauluk, A'. The 'Next homeroom' field is also visible below it.

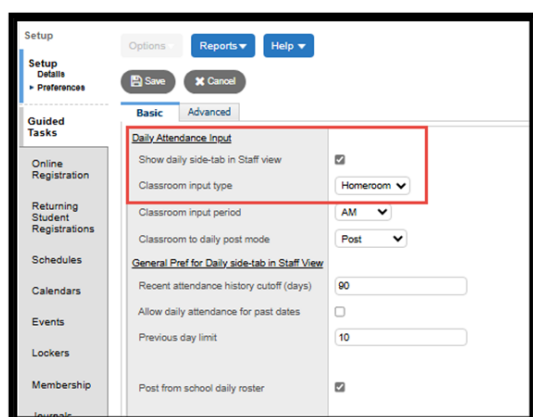
*School > Staff > Details*

This screenshot shows the 'Staff Details' form for 'Abelchitz, Atticus'. The 'Homeroom' field is highlighted with a red box and contains the value 'K-A-A'. The 'Primary Homeroom Teacher' checkbox is checked. The 'Homeroom 2' field is empty. The 'Department' field is also visible at the bottom.

## 4.1 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.



*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

## 4.2 Taking Attendance – Teacher – Homeroom Twice Daily

Staff > Attendance > Daily

| Pupil # | Name                     | Code | Attendance                  | Year of graduation |
|---------|--------------------------|------|-----------------------------|--------------------|
| 1213363 | Almaq, Joshua Miguel     |      | Present                     | 2024               |
| 895943  | Aisingioro, Shudhansh    |      | A-E [Parent Excused] [edit] | 2024               |
| 906303  | Anuroffmetnyk, Muhtobwah |      | Present                     | 2024               |

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.

## 5.0 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.

### 5.1 Creating or Editing a Student Daily Attendance value

#### 5.1.1 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 View > Attendance > Daily Office in a Once Daily Attendance School*

**Daily Attendance Office Input**

Options Reports Help Search on Name

Name/ID Code A Show Popup Add Multi-Add...

1 Aaltomaa, Grisha 1384194 0 of 59 selected Date 28/03/2017

| 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 View > Attendance > Daily Office in a Twice Daily Attendance School*

**Daily Attendance Office Input**

Options Reports Help Search on Name

Name/ID Code A Show Popup Add Multi-Add...

0 of 16 selected Date 28/03/2017

| 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           |                        | KP              | A-E  | Appointment       | 1.0     |             | A L D P         | A L D P         |
| Bukth, Shiza      | Bukth, Shiza         | 800051            |                        | 06              | L    |                   | 0.0     | In: 8:50 AM | A L D P         | A L D P         |

### 5.1.1.1 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 below 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.

### 5.1.1.2 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:

Twice Daily school setup:

### 5.1.1.3 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, Eiliyah

Options Reports Help

Daily Office Details

Daily Roster Add Delete

Daily Batch

Daily History

Daily Summary

Class Office

Class Trends

Class History

Staff Roster

Staff History

Staff Covers

Arrivals & Departures

| Type    | Time     | Is excused? |
|---------|----------|-------------|
| Arrival | 10:19 AM | N           |

Add Delete

#### 5.1.1.4 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*

A E Perry Elementary 2023-2024

Pages School Student Staff Attendance Conduct Grades Assess

Homerooms :: DIV 001 - Gingerysty, Kellyanne

Daily Office Options Reports Help

Daily Roster Students Post

Daily Batch

Daily History

Daily Summary

Class

| Pupil # | Name                  |
|---------|-----------------------|
| 2737012 | Carabetta, Jadenavtar |
| 2796241 | Dolati, Earljames     |

### 5.1.1.5 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.

## 6.0 Attendance Reports

### 6.1 BC Attendance History

*School > Student > Reports > Other Jurisdiction*

*School > Student > Attendance side tab > Daily Attendance > Reports*

Generates a list of student's Daily Attendance history for a defined date range. The report can be specified to include attendance from secondary schools and former schools.

**Note:** A secondary (cross enrolled) school is only able to generate the report with their attendance records. The report includes a summary of attendance records that totals all attendance listed. Selecting previous or cross-enrolled school attendance information in the parameter screen may result in the summary totals not matching the itemized list. Attendance information is displayed in the report with the corresponding school where the attendance was recorded. Attendance Summary information can be included on the report by selecting the check box.

### BC Attendance History

|                                              |                                     |
|----------------------------------------------|-------------------------------------|
| School                                       | Kelowna Secondary                   |
| Start date                                   | 8/11/2024                           |
| End date                                     | 11/4/2025                           |
| Students to include                          | All                                 |
| Search value                                 |                                     |
| Include cross-enrolled attendance history    | <input type="checkbox"/>            |
| Include previous school's attendance history | <input type="checkbox"/>            |
| Include attendance summary information       | <input checked="" type="checkbox"/> |
| Sort results by                              | Name                                |
| Format                                       | Adobe Acrobat (PDF)                 |

Run
Cancel

## 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

## 6.2 Class Attendance Reports

*Refer to Class Attendance Management Guide*

## 6.3 Staff view Attendance Reports

*Staff View > 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
- **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
- **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

*Staff View > 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

## 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 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)

## 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.

- **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

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      |

## 9.0 Attendance Labels

*School View > Student Top Tab > Reports > Labels*

### 9.1.1 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

## 10.0 Off Site Learning Code

To assist with tracking students engaged in their learning programs remotely or during a transition phase a new code, OffSite is available in both the Class and Daily Attendance Codes.

The OffSite attendance code will create an attendance activity record, in a standard negative-attendance school, without recording an absence for students engaged in their learning program off school premises.

This code allows a record to be created for tracking, without the record displaying on the student PSR or on Report Cards. Data will be reported daily to Ministry via an extract from MyEducation BC and is also available for extraction and analysis by schools and school districts via existing reports in MyEducation BC. For further details on Class and Daily attendance settings and use see the Class and Daily Attendance guides on the MyEducationBC.info site.

### 10.1 Set up Offsite in School Daily Attendance Preferences

School View>School Top Tab>Set Up Side Tab>Preferences>Category>Daily Attendance

Note: Schools may have additional buttons as needed.

Add the OffSite dropdown selection to Daily Roster, Daily Office Input and Staff View Input Button sections, and remove any buttons that are not being used as required and save.

The screenshot shows the 'Setup' screen for 'Daily Attendance' preferences. The left sidebar contains a 'Guided Tasks' menu with options like Schedules, Calendars, Events, Lockers, Membership, Journals, Cashier's Office, Ed Plans, Grid Codes, and Groups. The main area is divided into three sections: 'Daily Attendance Input', 'Daily Roster Input Buttons', and 'Daily Office Input Buttons'. Each section has a 'Number of buttons' field and a table of buttons with 'Code' and 'Exclude' columns. In the 'Daily Roster Input Buttons' section, 'Button 3' is set to 'OffSite'. In the 'Daily Office Input Buttons' section, 'Button 4' is set to 'OffSite'. In the 'Staff View Input Buttons' section, 'Button 3' is set to 'OffSite'. Red boxes highlight these 'OffSite' selections.

## Set Up Offsite in School Class Attendance Preferences

School View>School Top Tab>Set Up Side Tab>Preferences>Category>Class Attendance

Note: Schools may have additional buttons as needed.

Add the OffSite dropdown selection to Staff View and School View Negative Attendance Input Button sections, remove any buttons that are not being used as required and save.

The screenshot shows the 'Daily Attendance Office' interface. On the left is a sidebar with navigation options like 'Daily Roster', 'Daily Batch', 'Daily History', 'Daily Summary', 'Class Office', 'Class Roster', and 'Class Trends'. The main area displays student information for 'Abel, Gjun' with ID '1250239'. The date is '18/09/2019'. There are checkboxes for 'Portion' (set to '0.0000'), 'Absent?', 'Late?', 'Dismissed?', 'Time In', 'Time Out', 'Excused?', and 'Other codes'. A dropdown menu for 'OffSite' is visible. On the right, there is a table with columns 'IntAbs', 'Time', and 'Quick Change', showing attendance data for various students.

The screenshot shows the 'Setup' screen for 'Class Attendance'. It has tabs for 'Basic' and 'Advanced'. Under 'Basic', there are sections for 'General' and 'School View Negative Attendance Input Buttons'. The 'General' section includes options for 'Post mode', 'Allow date change', and 'Track class attendance by period'. The 'School View Negative Attendance Input Buttons' section shows a list of buttons (Button 1 to Button 5) with dropdown menus for 'Code/Status'. Button 3 is highlighted with a red box, showing 'OffSite' as the selected status.

Once added to the school preferences, the *OffSite* button will be visible for use in the School and Staff view. Users will select the appropriate button and post per normal school process.

*School > Attendance > Class and Daily side tabs and Staff > Attendance Input Screens*

The screenshot shows the 'Class Attendance' input screen for '2019-2020 - MMA--09-05 - MATHEMATICS 9'. It includes a sidebar with 'Class' and 'Input' tabs. The main area displays a table of attendance records for 'Period 2'. The table has columns for 'Name', 'YOG', 'Code', 'Class Attendance', and 'Daily Attendance'. The first row is highlighted with a red box, showing 'Ak, Williamzian' with 'YOG 2023', 'Code A L OffSite P', 'Class Attendance OffSite', and 'Daily Attendance Present'.

| Name               | YOG  | Code          | Class Attendance | Daily Attendance |
|--------------------|------|---------------|------------------|------------------|
| Ak, Williamzian    | 2023 | A L OffSite P | OffSite          | Present          |
| Ailing, Bobkenrick | 2023 | A L OffSite P | A*               | Present          |
| Amonson, Levin     | 2023 | A L OffSite P | Present          | Present          |

## 10.2 Use of the Off Site Learning Code

*OffSite* can be selected by the school in either the Class or Daily Attendance entry screens per standard attendance processes. In all pop-up screens, ensure the Portion is set to 0.0 and the Absent? checkbox is not checked to ensure the student is not marked Absent.

The screenshot displays the 'Daily Attendance Office' interface. On the left is a sidebar with navigation links: Daily Office, Daily Roster, Daily Batch, Daily History, Daily Summary, Class Office, Class Roster, Class Trends, and Class. The main area shows student details for 'Abal, Gijun 1250239' on the date '18/09/2019'. A red box highlights the 'Portion' dropdown menu, which is currently set to '0.0000'. Below it is an 'Absent?' checkbox, which is unchecked. Other fields include 'Late?', 'Dismissed?', 'Time In', 'Time Out', 'Excused?', 'Other codes' (set to 'OffSite'), 'Reason', and 'Comment'. On the right, there is a table with columns 'IntAbs', 'Time', and 'Quick Change', showing attendance data for various time slots.