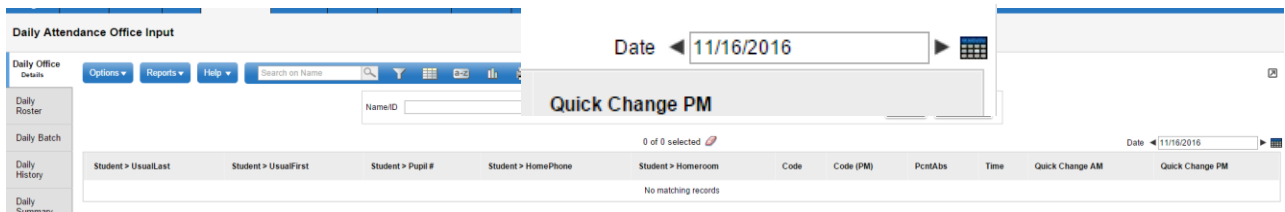


Entering Early Dismissals - Elementary Attendance – Office

1. Use the **Daily Office** ST to enter attendance for students who are dismissed early from school and from your office “Sign Out” sheet.

School View > Attendance TT > Daily Office ST



The screenshot shows the 'Daily Attendance Office Input' window. At the top, there is a 'Date' field set to '11/16/2016'. Below it is a 'Name/ID' search field. A 'Quick Change PM' button is visible. The main area contains a table with columns: Student > UsualLast, Student > UsualFirst, Student > Pupil #, Student > HomePhone, Student > Homeroom, Code, Code (PM), PctAbs, Time, Quick Change AM, and Quick Change PM. The table currently shows 'No matching records'.

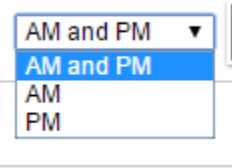
- a. Select the date
- b. In the Code field, use the drop down to select “D”
- c. Select Show Popup if you want more detailed information for each student

Show Popup

- d. Use the drop down to:

Select AM if you want the attendance code to be applied to morning only.

Select PM if you want the attendance code to be applied to afternoon only.



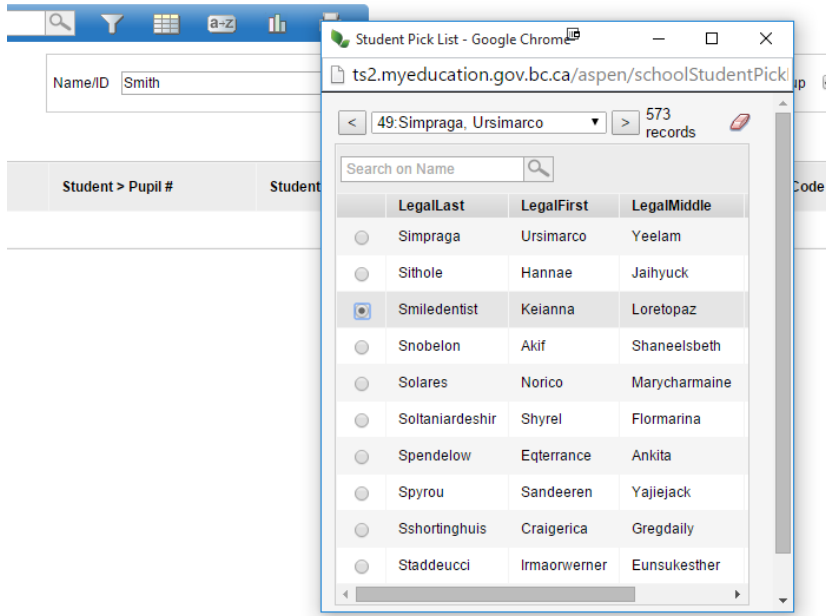
The dropdown menu shows the following options: AM and PM (selected), AM and PM, AM, and PM.

- e. In the Name/ID field, either enter the student’s full or partial name or enter the student’s Pupil #



This section shows the search bar with 'on Name' and a search icon. Below it is a 'Name/ID' input field, a 'Code' dropdown menu set to 'D', a 'Show Popup' checkbox checked, a 'Code (PM)' dropdown menu set to 'AM', and two buttons: '+ Add' and 'Multi-Add...'.

- f. Press Enter or Click the Add button
- g. If the match is not exact a list of students pops up, starting with the closest match



- h. The Add Attendance popup appears
 - i. Select AM or PM side (if leaving in am and not returning you can enter the excused afternoon absence here).
 - ii. Check Dismissed
 - iii. Enter the time student left
 - iv. Use the comment box to record a message (optional)
 - v. Click SAVE

Name: [Redacted]
 Date: 6/19/2017 [Multiple Dates >>](#)
 Portion: 0.0000

AM Attendance	PM Attendance
Absent? <input type="checkbox"/>	Absent? <input type="checkbox"/>
Late? <input type="checkbox"/>	Late? <input type="checkbox"/>
Dismissed? <input type="checkbox"/>	Dismissed? <input checked="" type="checkbox"/>
Excused? <input type="checkbox"/>	Time Out: 12:45 PM
Other code: [Dropdown]	Excused? <input type="checkbox"/>
Reason: [Searchable Input]	Other code 2: [Dropdown]
Comment: [Text Area]	Reason: [Searchable Input]
	Comment: Picked up by mother - doctors