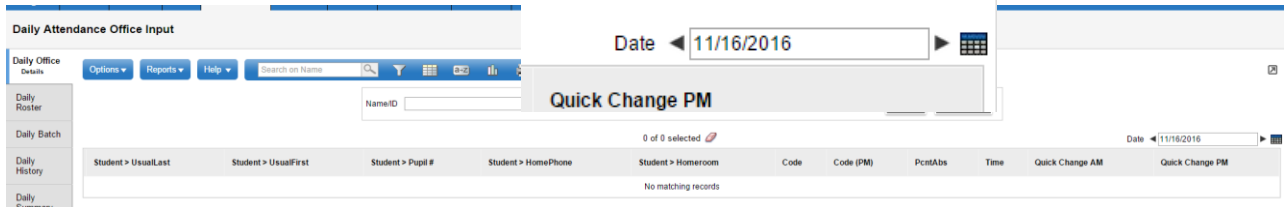


## Entering Early Dismissals - Elementary Attendance – Office

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



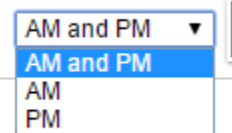
- a. Select the date
- b. In the Code field, use the drop down to select “D”
- c. Select Show Popup if you want more detailed information for each student

Show Popup

- d. Use the drop down to:

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

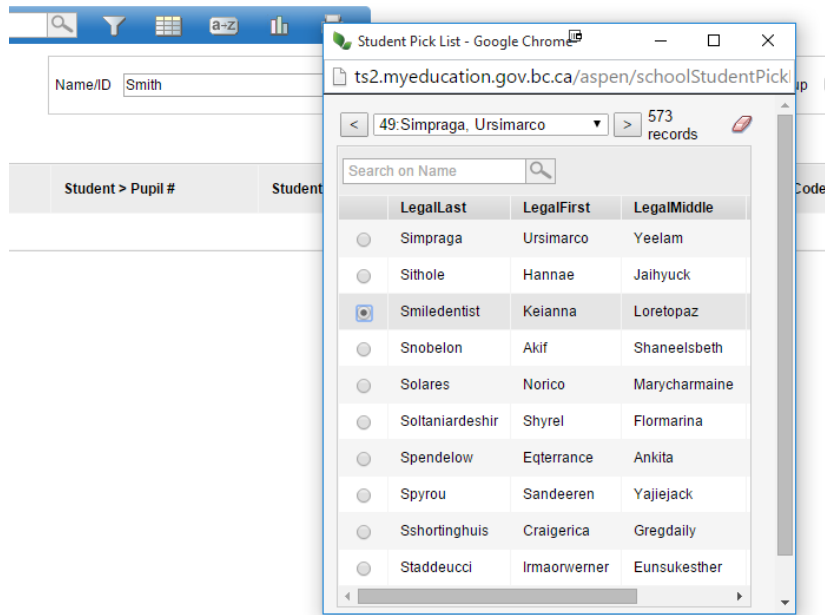
Select PM if you want the attendance code to be applied to afternoon only.



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



- 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. Click SAVE

Name [REDACTED]

Date  [Multiple Dates >>](#)

Portion

---

**AM Attendance**

Absent?

Late?

Dismissed?

Excused?

Other code

Reason

Comment

**PM Attendance**

Absent?

Late?

Dismissed?

Time Out

Excused?

Other code 2

Reason

Comment