

STIOffice – Attendance

Tracking Attendance

To track attendance in STIOffice, absentee information should be entered either by:

- Having teachers post attendance in STIClassroom; or
- Entering the attendance in STIOffice.

In STIOffice, students may also be given check in/out records. With schedule types defined for each period, period-by-period attendance may be tracked. Use the attendance type of *Other* to track attendance for students who are not absent from school but may not be in the regular class setting for a day or more. This would include students who are on a field trip, engaged in out-of-school activities, etc.

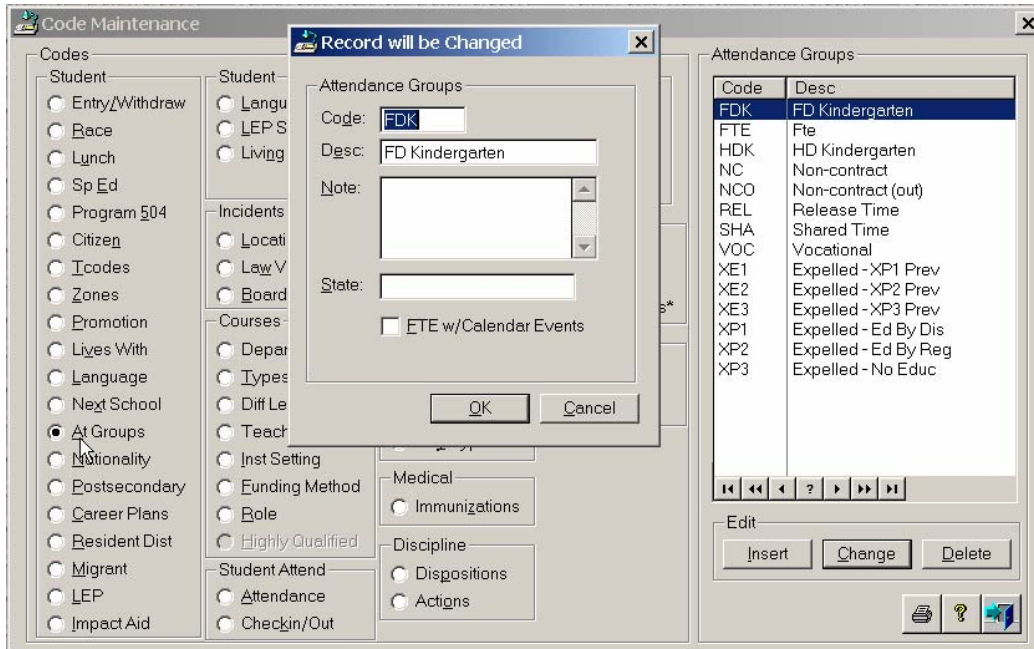
Attendance Groups

Attendance Groups are used to track the attendance of students who are not attending the school fulltime, or when there is a need to separate a group of students' attendance reports from regular fulltime students. Examples include full- or half-day kindergarten; homebound; and students who attend an alternative school. Exceptions may be entered on the calendar for students who are either not in attendance on a regular school day or who may have different attendance requirements than the norm. Exceptions may be entered based on grade level, home room, schedule type or attendance group.

Creating Attendance Groups

To create attendance groups, go to **Utilities | Code Maintenance | Most Codes**.

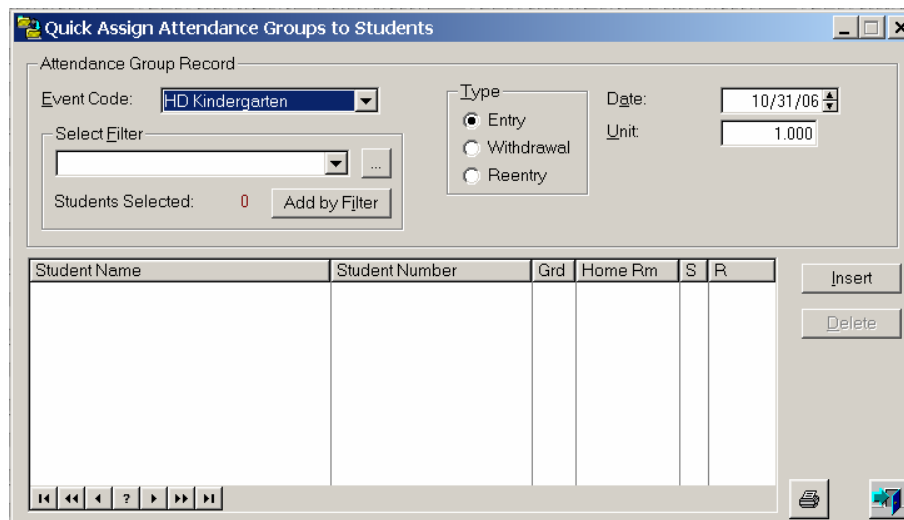
- Click **At Groups**. The attendance group of FTE (full-time exception) comes pre-loaded with the software.
- Click **Insert** to add any additional attendance groups.



Note: Only the attendance group of FTE is recognized as a partial enrollment when calculating Average Daily Attendance (ADA) and Average Daily Membership (ADM) percentages. Therefore, if the student is less than a full-time student, they must be placed into the FTE attendance group with the correct enrollment percentage for ADA/ADM to be calculated correctly.

Inserting Multiple Students into an Attendance Group

To insert multiple students into the same attendance group, go to **Utilities | Attendance | Quick Entry of Attendance Groups**.




Attendance Group Record Section

- **Event Code:** Choose the attendance group in which to enter the students.

- **Type:** Bullet the type of record (Entry, Withdrawal or Reentry).
- **Date:** Enter the date (in mm/dd/yy format) on which the students enrolled into the attendance group. This must be a school attendance day.
- **Unit:** Enter the portion of the day for which the student is enrolled into the attendance group (1.000 being a whole day).

Inserting Students by Selecting from the Roster

- Click **Insert**. A *Select Student for Attendance Group* screen will open.
- Highlight a student and click **Select**, or double-click on the student's name. Continue until all applicable students have been added. Each selected name will appear on the *Quick Assign Attendance Groups to Students* screen.
- Click the  icon to close out.

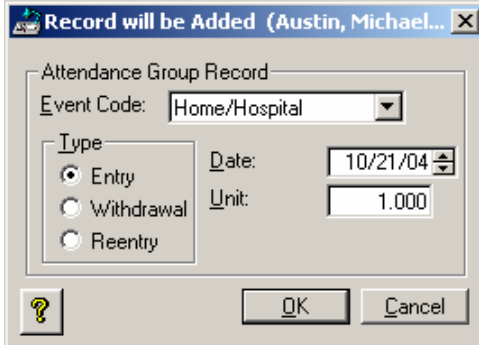
Inserting Students Using a Filter

- Choose a QBE Filter from the *Select Filter* drop down.
- Click **Add by Filter** to add ALL the students in the filter to the selected Attendance Group.
- Click on the printer icon to print a list of Attendance Group assignments.

Inserting One Student into an Attendance Group

To insert one student into an attendance group, go to **Students | Add/Edit Student Information**.

- Select the student.
- Click **Entry/Wd**.
- Click **Insert** in the *Attendance Groups* section.



The screenshot shows a dialog box titled "Record will be Added (Austin, Michael...)" with a close button (X). Inside the dialog, there is a section labeled "Attendance Group Record" containing the following fields:

- Event Code:** A dropdown menu showing "Home/Hospital".
- Type:** Radio buttons for "Entry" (selected), "Withdrawal", and "Reentry".
- Date:** A date picker showing "10/21/04".
- Unit:** A text input field showing "1.000".

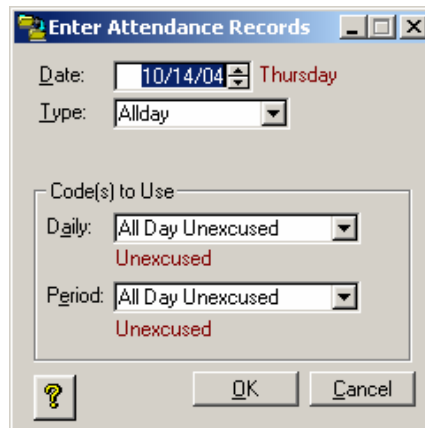
At the bottom of the dialog, there is a help icon (question mark), an "OK" button, and a "Cancel" button.

- **Event Code:** Choose the attendance group in which to enter the students.
- **Type:** Bullet the type of record (Entry, Withdrawal or Reentry).
- **Date:** Enter the date (in mm/dd/yy format) on which the students enrolled into the attendance group. This must be a school attendance day.
- **Unit:** Enter the portion of the day for which the student is enrolled into the attendance group (1.000 being a whole day).

Entering Absentees in STIOffice by Group

To enter attendance for a group of students, go to **Daily | Attendance | Enter Attendance**. Perform the following steps:

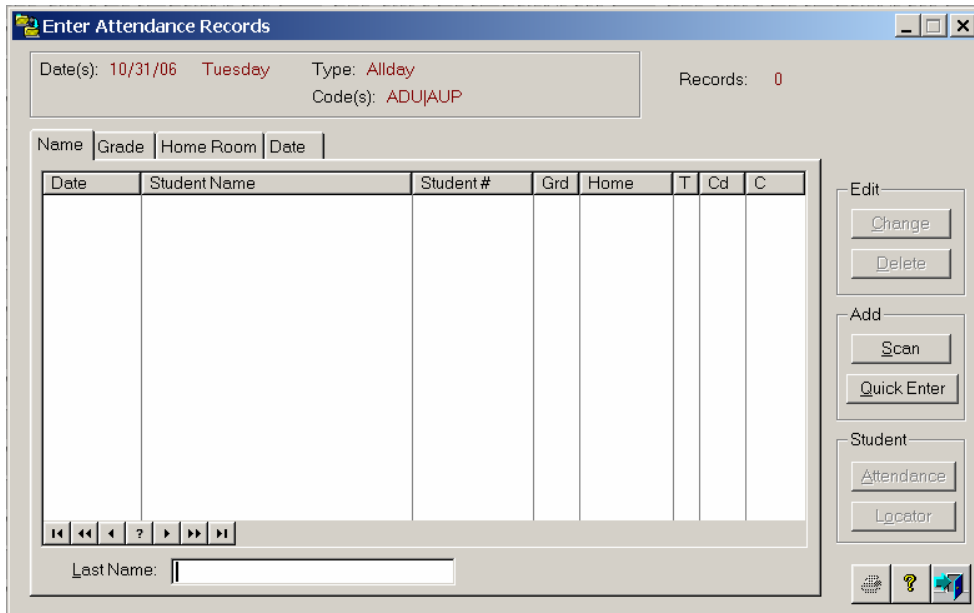
Note: When entering attendance for a student, if there an Exception entered on the calendar indicating that the student's grade level, home room, schedule type or attendance group is not in attendance on the day in question, an attendance record cannot be entered.



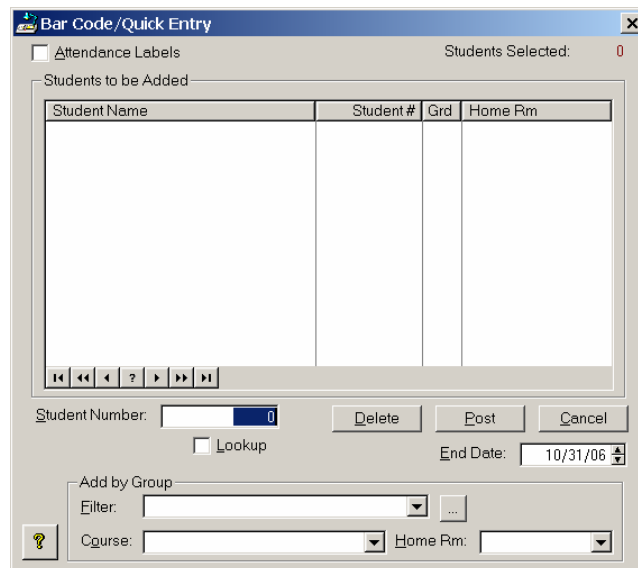
- Choose the date for which absentees will be entered. This will be the current date by default.
- Choose the type of attendance. This will be *Allday* by default. Attendance types are defined as follows:
 - **Allday:** Select for students who are absent all day or who were not present at the time of attendance recording. A check in record may be entered later in the day at which time the program will calculate an all-day, half-day or tardy record according to the attendance requirements.
 - **Halfday:** Select this type if entering students as half-day absent and not giving check in/out time.
 - **Tardy:** Select this type if entering students as tardy to school and not giving a check in/out time.
 - **Other:** Select this type for an attendance event that does not count against the student's ADA/ADM totals, such as Field Trip or In-School Suspension.
 - **Period:** Select this type if marking student absent for a particular period.
 - ***Other - Period:** Select this type if marking student absent for a particular period and the absence should not count against the students ADA/ADM totals.
 - **Weekly - Period:** Select to enter absences for a single period for a selected date range.

Note: If a student is marked absent for a single period, the program will not calculate an all-day, half-day or tardy record automatically.

- Choose the *Daily* and *Period* attendance code to be used for each student. Click **OK** and the *Enter Attendance Records* screen will appear.




- If using scan sheets, click **Scan** and feed the attendance sheets to the optical reader scanner.
 - Scan sheets must first be printed under **Utilities | Attendance | Print Scan Card/Bar Code Labels**. Select the filter and select to print the *Type of Form* of Scan Sheets.
 - If using Form Number 76187 from the STI catalog, go to **Utilities | System Utilities | INI File Settings** and select the Model of *Full*. If using Form Number 25850 from the STI Catalog, go to **Utilities | System Utilities | INI File Settings** and select the Model of *Half*. The *Scan Sheet* option controls the printing of grade scan sheets.
 - When printing forms, click **Pre-slug Student Number** to have the printer bubble in the Student ID number. Teacher Number and the number of period absences for the student must be bubbled in manually.
- If manually entering students, click **Quick Enter**:



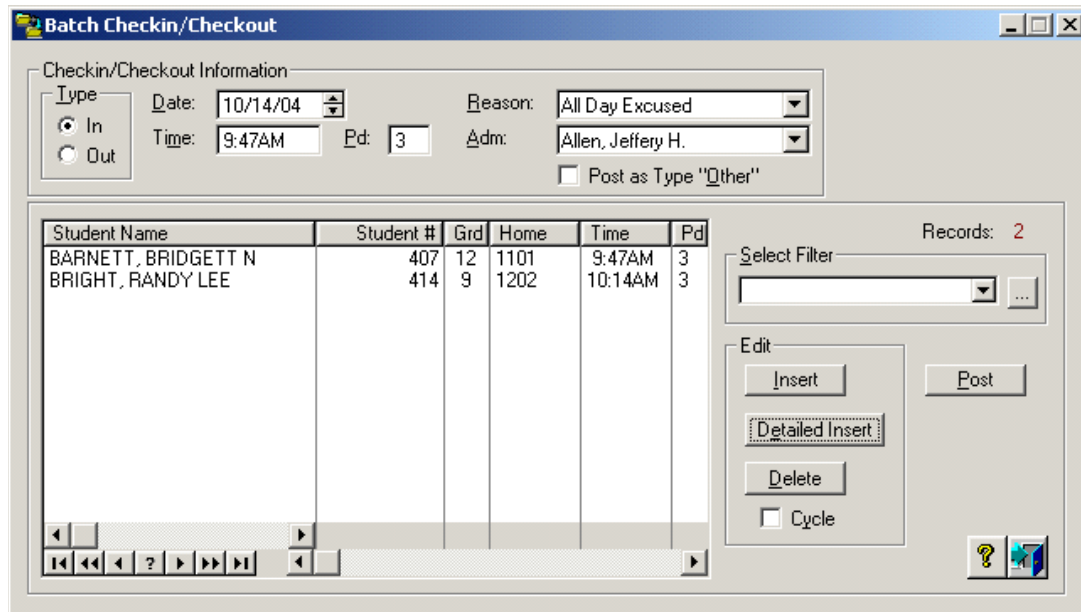
- Choose an *End Date* if entering a range of dates for student absences.

- If using a wand bar code reader, check the *Attendance Labels* box in the upper left hand corner and scan the attendance labels.

Note: Bar codes labels must first be printed under **Utilities | Attendance | Print Scan Card/Bar Code Labels**. Select the type of form of *Bar Code Labels* and choose the absence type of *Absence* or *Tardy*. If using bar code labels to scan both absences and tardies, separate sheets must be printed for each attendance type.

- Click on the **Lookup** box to browse the student list and choose individual students to include. Highlight the student to be marked absent and click **Select** or double-click each student name. Click the  icon to close out.
- Delete an incorrectly selected student by highlighting the student and clicking the **Delete** button.
- Select **Add by Group** to choose a filter for mass insertion of students based on a *QBE Filter*, *Course* or *Home Room*.
- When all students have been selected, click **Post**.
- Click **Change** to edit a highlighted student's attendance.
- Click **Delete** to erase a highlighted student's attendance.
- Click **Attendance** to edit or view any of a highlighted student's attendance records.
- Click **Locator** to view the course the student should currently be attending based on their schedule. **Note:** Students must have schedules entered. The program will display the period, course, teacher, room and day based on the current date and time.
- Click the **Printer** icon to print a *Daily List (Simple)* attendance report.

To enter check-in/out for multiple students, (used when multiple students are checking in or out at the same time for the same reason), go to **Daily | Attendance | Batch Checkin/Checkout**. Perform the following steps:



Student Name	Student #	Grd	Home	Time	Pd
BARNETT, BRIDGETT N	407	12	1101	9:47AM	3
BRIGHT, RANDY LEE	414	9	1202	10:14AM	3

- Choose the *Type* of procedure: *In* or *Out*.
- Enter the *Date* on which the students are checking in/out.

- Enter the *Time* at which the students are checking in/out.
- Enter the *Period* during which the students are checking in/out.
- Enter the *Reason* for the check-in/checkout.
- Choose the *Administrator* who approved each check-in/out, if desired.
- If the check-in/out is to be coded as *Other*, check the *Post as Type Other* box. This will create period attendance records with a type of *Other (O)*, and no daily attendance will be calculated.
- Click the *Select Filter* drop down to select a filter of students. To enter one student, click **Insert**. To enter a few students, check *Cycle* and then click **Insert**.
- To enter a time, period, or reason that is different from the information entered at the top of the batch checkin/checkout screen, click the **Detailed Insert** button. Highlight the student and click **Select**. Enter the *Time*, *Period* and *Reason* for the check in/out.

Note: The option to change the record to a check in or out is not available on this screen. The in/out option must be selected on the batch check in/out screen.

- Click **Delete** to erase a student from the list of check-ins/outs.
- Click **Post** to save the information to each student's attendance record.

Changing/Viewing Attendance Records

Edit Attendance Records by Group

To edit existing student attendance records for multiple students at once, go to **Daily | Attendance | Maintain Attendance** and perform the following steps:

- Select the *Starting* and *Ending* dates to be edited.

- Select the attendance *Type* of daily or period.
- In the *Codes* drop-list, select a single absence reason code to limit the absences. Leave this field blank to display all codes.
- Click **OK**. Previously entered attendance will be displayed.

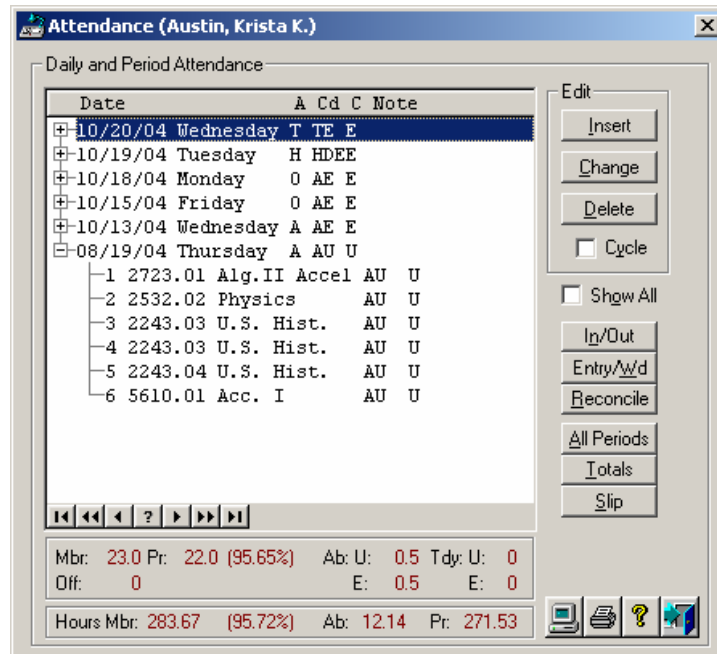
- Click **Change** to edit the record.
- Click **Delete** to remove the attendance for the student.
- Click **Attendance** to edit or view any of a highlighted student's attendance records.
- Click **Locator** to view the course the student should currently be attending based on their schedule.

Note: Students must have schedules entered. The program will display the period, course, teacher, room and day based on the current date and time.

Edit Attendance Records by Individual Record

To change/view attendance records for an individual student, go to **Students | Add/Edit Student Information** and perform the following steps:

- Highlight the student whose attendance record is to be modified, then click the **Attendance** button.



- Click **Insert** to add an absence record. Select **Cycle** if making multiple insertions of absence records and then click **Insert**.
- Click **Change** to edit an absence record.
 - To change the attendance codes for consecutive days absent (for example, to change two *Unexcused Absent* days to *Excused Absent* days), select the earliest date of absence and click **Change**. Select the appropriate code, then click **OK**. When the message *Press OK to change consecutive absence thru <the last date of absence>* appears, click **OK**. **Note:** In order for users to be able to change consecutive absences, the *Option to Change Consecutive Abs* box must first be checked under **Utilities | Attendance | System File**.
 - Exit the screen and reopen it to view changes.
- Click **Delete** to erase a highlighted absence record.
- Check *Show All* to view both daily and period attendance. If no daily absence is associated with period absence, the heading will read *No Daily Record*.

Note: The format of this menu view will be saved; thus, the next time the *Attendance* button is accessed it will appear in the same manner.

- Click **In/Out** to change/view the student's check-ins/outs.
- Click **Entry/Wd** to view the student's entries and withdrawals. It is recommended that insertions be made in the **Students | Add/Edit Student Information | Entry/Wd** button. Changes should be made under **Students | Add/Edit Student Information | Options | Correct Entries/Wds**.
- Click **All Periods** to change/view all period attendance for the student.

- Click **Totals** to view the student's total amount of daily and period absences for each attendance code for each course and period of the day.
- Click **Slip** to print an admit slip for the highlighted attendance record.
- Click the **Printer** button to print a student attendance profile which will display every all-day, half-day, tardy and check in/out records for the selected student. Including discipline and grade history is an option. If using partial day codes and the **Show Schedule Period** option is selected, the student absences by scheduled periods (classes) will be shown as opposed to their attendance periods.
- In the *Attendance* screen, click the **Plus** sign to the left of an attendance day absence to show all period absences for that day. Grand totals are listed at the bottom for the student's membership, days off roll, days present, and both excused and unexcused daily absences and tardies. For states that require reporting of hourly membership, hours and percentage of membership, absences by hours and attendance by hours will also be displayed.

Attendance Reports

- **Daily List (Simple)**: Prints one day's attendance with only student names. Check ins/out may be included; however, only those check ins/out that result in a daily record will print. If a check in/out record is entered for a student and is not enough for the student to be tardy, half or all day absent based on the setup under **Utilities | Attendance | System File**, they will not be included in the report.
- **Daily List (Detailed)**: This report also prints for only one day but includes more student detail such as phone number and address. Also prints consecutive absences and cumulative totals to date.
- **Check In/Out List**: Prints the date, time and reason of all check ins/out for a single day.
- **Daily/Summary by Teacher**: Prints absences by teacher for a given date range. Daily and period records may be included.
- **Student Profile**: Prints the entire student attendance history for the selected term(s). Prints one page per student or multiple students per page if simple is checked. Including discipline and grade history is an option. If using partial day codes and the **Show Schedule Period** option is selected, the student absences by scheduled periods (classes) will be shown as opposed to their attendance periods.
- **Weekly Absence List**: Prints all day and half day absence records for students within the specified date range. Tardies may also be included. The dates that attendance letters were generated may also be included.
- **Letters**: Prints letters for attendance records within a specified date range. Thresholds may be entered for each letter generated. For detailed instructions regarding letters, see the *STIOffice – Letters and Forms Quick Reference Guide*, available on the Documentation page of the STI Support site at <http://support.sti-k12.com> (login and password required).
- **Cumulative Daily Absences**: May be used for perfect attendance within a specified date range. Parameters of Greater or =, Less or =, and Equal to may be set for both daily absences and tardies.
- **Daily Summary**: Includes ADA and ADM percentages. Options include:
 - **Attendance Groups**: Include Group(s) Separately, Exclude Group(s), Group(s) only
 - **Enrollment totals**: Gives an enrollment history by gender including the number of students enrolled on the first day of the report, adds/drops within the specified date range and enrollment totals on the last day of the report.
 - **Race**: Includes ADA and ADM breakdown by ethnicity codes.
 - **Lunch**: Gives ADA and ADM totals for the selected lunch status codes (ex. Free, Reduced, Full Pay)
 - **Special Ed**: Gives ADA and ADM totals for the selected special ed codes

- **Daily Summary by Hours**: Includes hours attended, absent and belonging. Includes the options for breakdown by attendance groups.
- **Checkin/Checkout Summary**: Gives a report of all students who have check in/out records within the specified date range, broken down by reason.
- **Re-admit Slips**: Prints admit slips for the specified date range and filter. Options include printing previous consecutive absences and a signature line.
- **Entries/Withdrawals**: Prints a report of all entry or withdrawal records within the selected date range.
- **Transportation Code History**: Includes the number of days transported by student for the selected date range and transportation codes.
- **Attendance Groups**: Prints a list of all students within the selected attendance group including enrollment portion.
- **Daily/Summary Period List**: Prints all period absences/totals for the given date range. If the date range is greater than one day, the options for Minimum to Print/Period and # Tardies = 1 Absence are enabled. Also, if *Count "Other" Absences as 1 Abs* is selected, any period absences of type *Other* will be counted.

Note: # Tardies = 1 Absence should be set to a minimum of at least 1.

- **Period Totals List**: Prints the totals for a selected period for a given date range. This report is good for printing a list of students with the period absence code of @@@, or the specified skip code set up in Principal's Module to indicate skipping.
- **Absence Collection Sheets**: Prints by week a roster of students for the selected course, teacher or homeroom to be distributed to teachers to manually report students who are absent. The teacher would circle the name of the absent student and return the absence collection sheet to the office for the attendance to be entered into STIOffice.
- **State Reports**:
 - **Monthly Attendance Register**: Gives individual absence detail and group absence totals for the selected month. The month must be set up under **Utilities | Attendance | State System File**. Includes the option to print the / for half day absences or X for full day absences.