

Check In/Check Out - Daily Attendance

09/13/2024 4:50 pm EDT

This article will walk the user through the attendance Check In and Check Out process within the NCSIS. In order for the process to work correctly, you will need to have an understanding of the total number of minutes in your school day and what number of minutes constitute an absence for the day.

Check In Mode

The Check In Mode marks a student Present if they have already been marked absent for the day. This mode will mark the student present from the time the student arrives and for the rest of the school day. Students **must** have an attendance code of Absent or Tardy (entered by the teacher or main office) in order to be checked in.



The 1L excused tardy attendance code is considered an excused tardy and the 2L unexcused tardy attendance code is considered an unexcused tardy.

Navigation: Attendance Office > Attendance Management > Attendance Entry Wizard

1. Enter the **Attendance Date** (the system defaults to the current date)
2. Select the **Check In** mode.
3. Enter search criteria in the **Students** section:
 - A. If searching for an individual student, enter the student's last name and click **Search**.

1. Date

2. Mode Daily Period Batch Edit Batch Edit Check In Check Out

3. Students

A. Search for Students

Last Name

First Name

Grade

SSN/PIN

Student #

Att Code

Status/Excuse

Course - Section

Period

Ad Hoc Filter

B. Select students to add to edit list

C. Click on a student to remove from list:

4. Check In

Enter attendance information and click Save

*Check In Mode: A student check in will only be saved if it is at a time when the student is marked absent (or in the passing time, unscheduled period, or non-attendance period after an absence). A period with a teacher-entered tardy mark will allow a check-in to be saved.
The attendance code is applied to all absences prior to the time up to but not including a period in which the student was checked in; absences after the time will be cleared.
The Check In timestamp and comments will overwrite previously entered comments.*

Attendance Code

Current Time

Comments

B. If there are multiple students arriving at the same time to check-in:

- In **Status/Excuse** dropdown fields, select **Absent** for the status and **Unknown** for the excuse and click **Search** to display students meeting the criteria.
- In Column B, **select** the students to be moved to Column C. Only the students listed in Column C will have attendance updated (checking in).

1. Date

2. Mode Daily Period Batch Edit Batch Edit Check In Check Out

3. Students

A. Search for Students

Last Name

First Name

Grade

SSN/PIN

Student #

Att Code

Status/Excuse

Course - Section

Period

Ad Hoc Filter

B. Select students to add to edit list

Aguirre, Calvin (KG) 241000109
Foley, Porter (KG) 241000106

C. Click on a student to remove from list:

Aguirre, Calvin - 241000109

4. Check In

Enter attendance information and click Save

*Check In Mode: A student check in will only be saved if it is at a time when the student is marked absent (or in the passing time, unscheduled period, or non-attendance period after an absence). A period with a teacher-entered tardy mark will allow a check-in to be saved.
The attendance code is applied to all absences prior to the time up to but not including a period in which the student was checked in; absences after the time will be cleared.
The Check In timestamp and comments will overwrite previously entered comments.*

Attendance Code

Current Time

Comments

4. In the Check In section:

- Select the **Attendance Code** from the dropdown list to apply the student or group of students listed in Column C.
- Modify the **Current Time** to reflect the time of student arrival.
- **Comment** = User's discretion

5. Click **Save Attendance**

Check Out Mode

The Check Out Mode marks a student Absent for the remainder of the day from the current time forward. This mode will mark the student absent from the time the student leaves and for the rest of the school day. Students **may** have an attendance code of Present or Tardy in order to be checked out.

Navigation: Attendance Office > Attendance Management > Attendance Entry Wizard

1. Enter the **Attendance Date** (the system defaults to the current date)

2. Select the **Check Out** mode.

3. Enter search criteria in the **Students** section:

A. If searching for an individual student, enter the student's last name and click **Search**.

Attendance Entry Wizard ☆ Attendance Office > Attendance Management > Attendance Entry Wizard

1. Date 06/19/2024

2. Mode Daily Period Batch Edit Batch Edit Check In Check Out

3. Students A. Search for Students B. Select students to add to edit list C. Click on a student to remove from list:

Last Name First Name Grade SSN/PIN Student # Att Code Status/Excuse Course - Section Period Ad Hoc Filter Search

4. Check Out Enter attendance information and click Save

Check Out Mode: a student check out will only be saved if it is at a time when the student is present or has a teacher-entered absent mark ("yellow A"). The attendance code will be applied to all periods after the time. The Check Out timestamp and comments will overwrite previously entered comments.

Attendance Code Current Time 4:47 PM Comments Save Attendance

B. If there are multiple students leaving at the same time to check-out:

- Click **Search**.
- In Column B, **select** the students to be moved to Column C. Only the students listed in Column C will have attendance

updated (checking out).

Attendance Entry Wizard ☆ Attendance Office > Attendance Management > Attendance Entry Wizard

1. Date: 06/19/2024

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students

A. Search for Students

Last Name:

First Name:

Grade:

SSN/PIN:

Student #:

Att Code:

Status/Excuse:

Course - Section: -

Period:

Ad Hoc Filter:

B. Select students to add to edit list

- Aarens, Joey (02) 104368
- Aarons, Alexander (04) 1510002
- Abegg, Colton (KG) 103667
- Abegg, Emma (01) 181000001
- Abegg, Robert V(KG) 161900005
- Abegg, Stella (05) 161000001
- Aberger, Stacy J(05) 1310003
- Abraham, Micah (02) 191100001
- Adams, Sydne K(05) 621971
- Aguirre, Calvin (KG) 241000109
- Alderman, Pawan (02) 103838
- Allen, Rachel S(06) 241000257
- Allen, Reading (02) 241000195
- Allgood, Caleb L(06) 241000172
- Allison, Ace A(KG) 241000370
- Anderson, Ashleigh (KG) 241000121
- Anderson, Joshua G(05) 622958

C. Click on a student to remove from list:

- Allgood, Caleb L - 241000172
- Alderman, Pawan - 103838

4. Check Out

Enter attendance information and click Save

*Check Out Mode: a student check out will only be saved if it is at a time when the student is present or has a teacher-entered absent mark ("yellow A").
The attendance code will be applied to all periods after the time.
The Check Out timestamp and comments will overwrite previously entered comments.*

Attendance Code: 1A: Illness or Injury

Current Time: 1:50 PM

Comments: Injured during recess. NEB

4. In the Check Out section:

- Select the **Attendance Code** from the dropdown list to apply the student or group of students listed in Column C.
- Modify the **Current Time** to reflect the time of student departure
- **Comment** = User's discretion

5. Click **Save Attendance**

Students with Multiple Entries in a Single Day

There can be multiple check in/check outs for a student in a single day. If the student is checking in or checking out multiple times in one day, you must follow the steps outlined above to record each individual entry.

When a student has multiple check ins, the most recent saved attendance entry code will be displayed for the current period at the time of check in and all periods prior to the check in where an absence has been entered.

All attendance changes are tracked and can be seen on the Attendance Change Tracker Report.