

Change Unknown Absences to the 2A Unexcused Absence

08/16/2024 8:29 am EDT

This article will walk the user through the process to change unknown absences (A) to the 2A unexcused absence attendance code. When a teacher marks a student absent (or tardy) in Campus Instruction, the absences (and tardies) are unknown and must be reconciled and associated with the appropriate NC attendance code. For reconciling tardies, refer to the [Entering Attendance Using Check In and Check Out Mode](#) article.

The Attendance Entry Wizard Period Mode is used to reconcile unknown absences. Students with an unknown absence are listed under the Daily Attendance Processing tool.

Best Practice: Change unknown absences to a 2A at the end of each day and process absentee notes as they are submitted.

Navigation: Attendance Office > Attendance Management > Attendance Entry Wizard

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

2. Select the **Period** mode.

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

A. In **Status/Excuse** dropdown fields, select **Absent** for the status and **Unknown** for the excuse and click **Search** to display students meeting the criteria.

B. Click **Select All** to move the students in Column B to Column C.

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

1. Date: 07/25/2024

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

C. Click on a student to remove from list

4. Period

Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period

Current Period: HR AM (08:30 AM - 11:30 AM)

Attendance Code: 2A: Unlawful Absence

Comments: Absence Unknown

Comments Options: Append comments

Overwrite Existing Data

4. In the Period section:

- Select the **Current Period** from the dropdown list.
- For **Attendance Code**, select 2A: Unlawful Absence from the dropdown list
- **Comment** = User's discretion (follow your PSU guidance)
- **Comment Options** = Follow your PSU guidance. Comments will affect students who may already have information entered.
- **Overwrite Existing Data** = Follow your PSU guidance

5. Click **Save Attendance**

Custom District Tasks - Update Unknown Absences to Unexcused Absences

The Task Scheduler will allow users to schedule and manage the automated task of changing unknown absences to the 2A unexcused absence. This requires setup at the district office level and is recommended to practice this in the sandbox site prior to implementing in the live production site.

Task Scheduler ☆

Scheduled Task List			
Name	Start Date	Frequency	<input type="checkbox"/>
Batch Queue Maintenance	03/12/2024 00:00:00	Daily	<input checked="" type="checkbox"/>
Change Unknown Absences to 2A	04/01/2024 16:03:00		<input checked="" type="checkbox"/>

The SQL script for setting up this process can be copied from the GitHub repository found [HERE](#). On the webpage, click on the SQL report highlighted below and follow the steps listed in the Readme section on How to Use this Repository.

Active Students.md	Add information on how to select Active Students.
README.md	Update README.md
parent_portal_activation_codes.sql	Rename parent_portal_activation_codes to parent_portal_acti...
template.sql	Added template
update_unexcused_absences.sql	Update update_unexcused_absences.sql
