Change Unknown Absences to the 2A Unexcused Absence

03/25/2025 2:57 pm 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 (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/entering-attendance-using-check-in-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

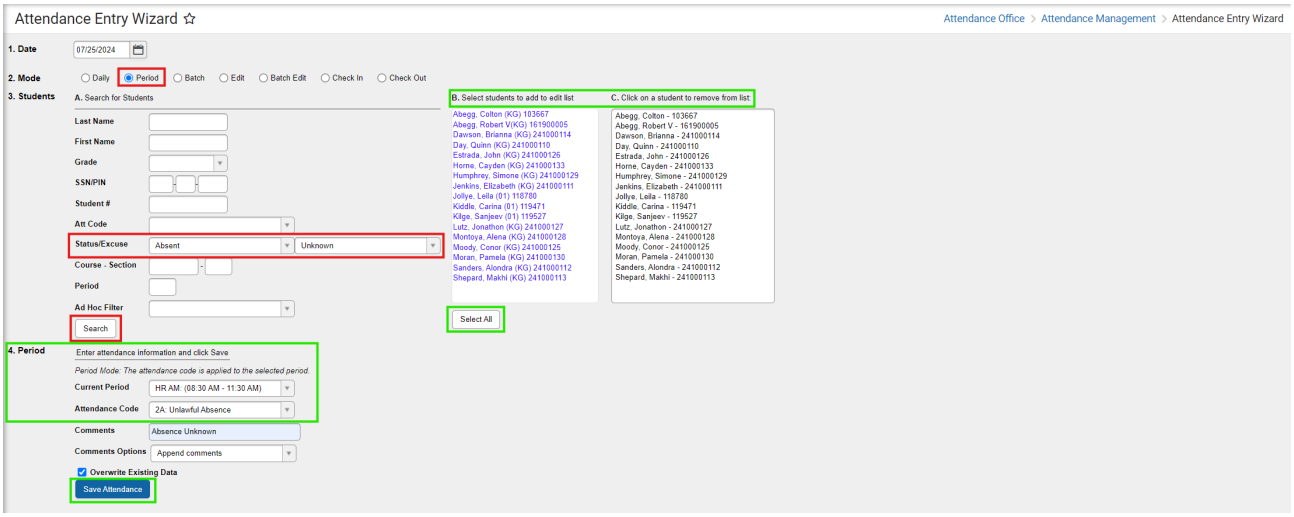
1. Enter the **Attendance Date** (the system defaults to the current date)

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.



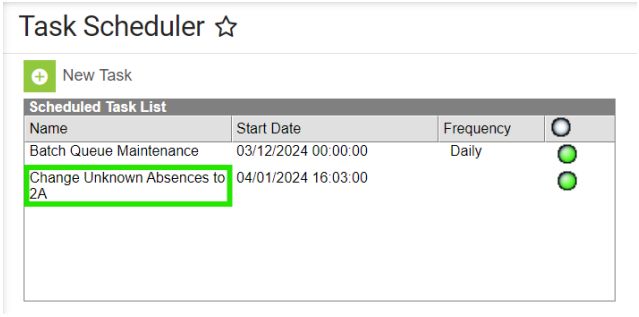
4. In the Period section:

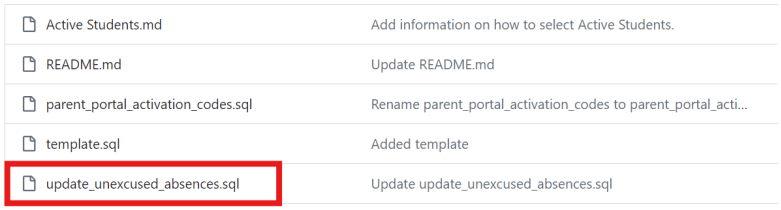
- Select the **Current Period** from the dropdown list.
- For **Attendance Code**, select 2A: Unlawful Absence from the dropdown list
- **Comment** = User's discretion (follow your PSU guidance)
- **Comment Options** = Follow your PSU guidance. Comments will affect students who may already have information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



The SQL script for setting up this process can be copied from the GitHub repository found HERE (https://github.com/NCSIS/InfiniteCampus-

SQL-Reports). 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.