

# Change Unknown Absences to the 2A Unexcused Absence

01/26/2025 9:49 am EST

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.

Attenda	ince Entry Wi	izard ☆						
. Date	0725/2024							
. Mode	🔿 Daily ( Dei	iod OBatch OEdit OB	atch 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			Abegg, Colton (KG) 103667 Abegg, Robert V/KG) 161900005	Abegg, Colton - 103667			
	First Name				Dawson, Brianna (KG) 241000114	Dawson, Briana - 24100114		
	Grade				Day, Guint (K3) 24100110 Estrada, John (K3) 241000126 Home, Cayden (K3) 241000133 Humphrey, Simone (K3) 241000139 Jenkins, Elizabeth (K3) 241000111 Jollye, Leila (01) 11970 Kiddle, Carina (01) 119471 Kidge, Sanjaev (01) 119527 Lutz, Jonathon (K3) 241000127	Ling, Caran - 24100/110 Estrata, Jahne - 24100/130 Home, Cayden - 24100/130 Hompher, Simone - 24100/129 Jahne, Elizanto - 2010/121 Mildle, Carana - 118471 Kilgle, Sanjerev - 119527 Ling, Janetteno - 24100/127		
	S SN/PIN							
	Student #							
	Att Code							
	Status/Excuse	Absent	* Unknown	*	Montoya, Alena (KG) 241000128 Moody, Conor (KG) 241000125	Montoya, Alena - 241000128 Moody, Conor - 241000125		
	Course - Section				Moran, Pamela (KG) 241000130 Sanders, Alonda (KG) 241000112 Shepard, Makhi (KG) 241000113 Shepard, Makhi - 241000113	Moran, Pamela - 241000130 Sanders, Alondra - 241000112 Shepard, Makhi - 241000113		
	Period							
	Ad Hoc Filter							
	Search				Select All			
4. Period	Enter attendance Information and click Save							
	Period Mode: The att	endance code is applied to the select						
	Current Period	HR AM: (88 30 AM - 11.30 AM) *   2A: Unlawful Absence *   Absence Unknown *						
	Attendance Code							
	Comments							
	Comments Options	Append comments	¥					
	🗹 Overwrite Exist	ing Data						
	Save Attendance							
		-						

#### 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.

Attendance Office > Attendance Management > Attendance Entry Wizard

• 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 ☆							
New Task							
Scheduled Task List							
Name	Start Date	Frequency	0				
Batch Queue Maintenance	03/12/2024 00:00:00	Daily	0				
Change Unknown Absences to 2A	04/01/2024 16:03:00		•				

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