

Check In/Check Out - Meeting Attendance

06/11/2025 8:16 am EDT

This article will walk the user through the meeting 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 | Check Out Mode | Period Mode Check In | Period Mode Check Out

Using the Check In Mode

The Check In Mode marks a student Present if they have already been marked absent in a period. This mode will mark the student present from the time the student arrives at school and for the rest of the school day. Students <u>must</u> 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.

Attenda	ance Entry Wizard 🚖	Attendance Office > Attendance Management > Attendance Entry Wizard
1. Date	06/24/2024	
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 v	
	Course - Section	
	Period	
	Ad Hoc Filter	
	Search	Select All
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 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 The Check in timestamp and commants will overvine previously entered comments.	in the passing time, unscheduled period, or non-attendence period after an absence). A period with a teacher-entered tardy mark student was checked in; absences after the time will be cleared.
	Attendance Code	
	Current Time 2:53 PM	
	Comments	
	Save Attendance	

- 4. In the Check In section:
 - a. Select the Attendance Code from the dropdown list to apply the student(s) listed in Column C.
 - b. Modify the Current Time to reflect the time of the student arrival.
 - c. Comment = User's discretion.
- 5. Click Save Attendance.

Note: The attendance code used when checking the student in is also applied to all scheduled periods BEFORE the check in time. Follow your PSU guidelines for marking the previous periods before the check in with the appropriate absence code.

Using the 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.

Attenda	nce Entry Wizard 🏠		Attendance Office > Attendance Management > Attendance Entry Wizard
1. Date	09/12/2024		
2. Mode	Oaily OPeriod OBatch OEdit OBatch Edit OCheck In		
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	Barnes	Barnes
	First Name		
	Grade		
	SSN/PIN		
	Student #		
	Att Code v		
	Status/Excuse		
	Course - Section		
	Period		
	Ad Hoc Filter		
	Search	Select All	
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 h The attendance code will be applied to all pendos after the time. The Check Out timestamp and comments will overwrite proviously entered comments.	as a teacher-entered absent mark ("yellow A").	
	Attendance Code 1P: Early Checkout *		
	Current Time 12:10 PM		
	Comments Appointment		
	Save Attendance		

- 4. In the Check Out section:
 - a. Select the Attendance Code from the dropdown list to apply the student(s) listed in Column C.
 - b. Modify the Current Time to reflect the time of student(s) departure.
 - c. **Comment** = User's discretion.
- 5. Click Save Attendance.

Note: The attendance code used when checking the student out is also applied to all scheduled periods AFTER the check out time. Follow your PSU guidelines for marking the future periods after the check out with the appropriate absence code.

Period Mode

The Period Mode allows the user to check in or check out a student for a specific period.

The Period mode does not calculate present minutes for the period. Once the student has been checked in or checked out using this mode, there will need to be a manual calculation of present minutes entered for the appropriate period on the student attendance record.

Using Period Mode to Check In

Students **must** have an attendance code of Absent or Tardy (entered by the teacher or main office) for a selected period in order to be checked in. If a student has been marked absent or tardy in a selected period, using the period mode will update the attendance for the selected period only.

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. Enter search criteria in the Students section:
 - a. If searching for an individual student, enter the student's last name and click Search.

Attenda	ance Entry Wi	zard ☆				Attendance Office > At	tendance Management > Attendance Entry Wizard
1. Date	09/12/2024						
2. Mode	🔿 Daily 💿 Peri	od OBatch OEdit OBat	h Edit 🔿 Check In 🔿	Check Out			
3. Students	A. Search for Student	s			B. Select students to add to edit list	C. Click on a student to remove from list:	
	Last Name				Crocker,	Crocker, .	
	First Name						
	Grade						
	SSN/PIN						
	Student #						
	Att Code		*				
	Status/Excuse		7	T			
	Course - Section	· · · ·					
	Period						
	Ad Hoc Filter		*		Select All		
	Search						
4. Period	Enter attendance info	rmation and click Save					
	Period Mode: The atte	andance code is applied to the selected	period.				
	Current Period	2: (08:40 AM - 10:00 AM)	Ŧ				
	Attendance Code	1L: Excused Tardy	*				
	Comments	Sick, late arrival to school					
	Comments Options	Append comments	T				
	Overwrite Existi Save Attendance	ng Data					

- 4. In the Period section:
 - a. Select the Current Period from the dropdown list to apply to the student listed in Column C.
 - b. Select the Attendance Code from the dropdown list.
 - c. Comments = User's discretion.
 - d. Comments Options = User's discretion.
- 5. Click Save Attendance.

Using Period Mode to Check Out

Students **may** have an attendance code of Present or Tardy for the selected period. Using the period mode will update the attendance for the selected period only.

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. Enter search criteria in the Students section:
 - a. If searching for an individual student, enter the student's last name and click Search.

Attenda	ance Entry Wi	zard ☆		Attendance Office > At	tendance Management > Attendance Entry Wizard
1. Date	09/12/2024				
2. Mode	O Daily 💿 Per	iod O Batch O Edit O Batch Edit O Check In O Check Out			
3. Students	A. Search for Studen	Is	B. Select students to add to edit list	C. Click on a student to remove from list:	
	Last Name		Galeas,	Galeas	
	First Name				
	Grade	T			
	SSN/PIN				
	Student #				
	Att Code				
	Status/Excuse				
	Course - Section				
	Period				
	Ad Hoc Filter	v			
	Search		Select All		
4. Period	Enter attendance infe	prmation and click Save			
	Period Mode: The att	endance code is applied to the selected period.			
	Current Period	3: (10:55 AM - 12:50 PM)			
	Attendance Code	1P: Early Checkout			
	Comments	Appointment			
	Comments Options	Append comments v			
	Overwrite Exist Save Attendance	ng Data			

- 4. In the Period section:
 - a. Select the **Current Period** from the dropdown list to apply to the student listed in Column C.
 - b. Select the Attendance Code from the dropdown list.
 - c. **Comments** = User's discretion.
 - d. **Comments Options** = User's discretion.
- 5. Click Save Attendance.