

# Check In/Check Out - Meeting Attendance

10/16/2024 1:51 pm 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 **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**.

Attendance 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

Last Name:

First Name:

Grade:

SSN/PIN:

Student #:

Att Code:

Status/Excuse:

Course - Section:

Period:

Ad Hoc Filter:

Search:

B. Select students to add to edit list:

C. Click on a student to remove from list:

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 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: 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**.

## 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**.

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

1. Date: 09/12/2024

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 #:

Alt Code:

Status/Excuse:

Course - Section:

Period:

Ad Hoc Filter:

Search:

B. Select students to add to edit list

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Select All

C. Click on a student to remove from list

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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:

Comments:

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**.

## 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**.

The screenshot shows the 'Attendance Entry Wizard' interface. At the top, the date is 09/12/2024. Under '2. Mode', the 'Period' radio button is selected. In the '3. Students' section, under 'A. Search for Students', the 'Last Name' input field is highlighted with a red box. Below this are fields for First Name, Grade, SSN/PIN, Student #, Att Code, Status/Excuse, Course - Section, Period, and Ad Hoc Filter. A 'Search' button is also highlighted with a red box. To the right, there are two empty columns labeled 'B. Select students to add to edit list' and 'C. Click on a student to remove from list'. At the bottom, under '4. Period', there are dropdowns for 'Current Period' (set to '2: (08:40 AM - 10:00 AM)'), 'Attendance Code' (set to '1L: Excused Tardy'), and 'Comments' (set to 'Sick, late arrival to school'). There is also a 'Comments Options' dropdown and a checked 'Overwrite Existing Data' checkbox. A 'Save Attendance' button is at the bottom left.

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**.

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

1. Date: 09/12/2024

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

**Search**

B. Select students to add to edit list

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C. Click on a student to remove from list

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Select All

4. Period

Enter attendance information and click Save

Period Mode: The attendance 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

Overwrite Existing Data

Save Attendance

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**.