Check-in/Out

03/25/2025 3:00 pm EDT

Check In/Check Out - Daily Attendance

This article will walk the user through the 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

The Check In Mode marks a student Present if they have already been marked absent for the day. This mode will mark the student present from the time the student arrives 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.*

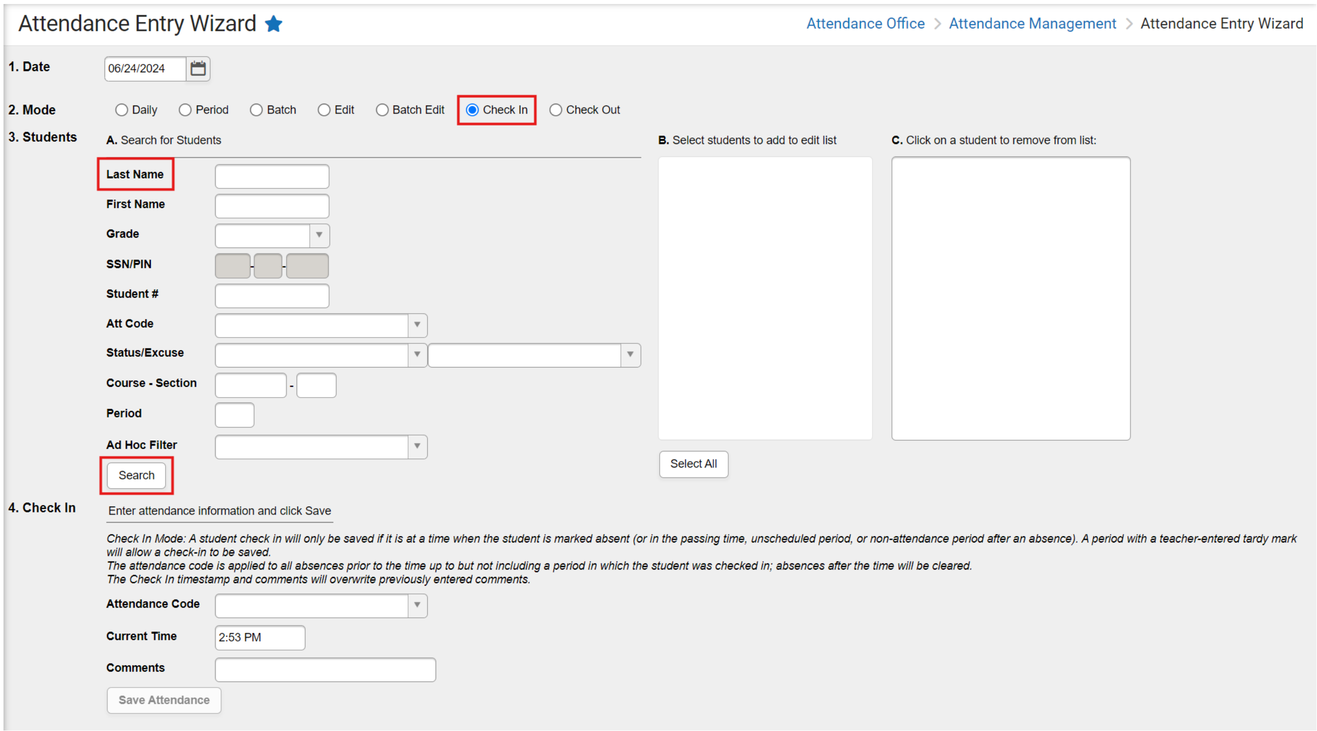
Navigation: Attendance Office > Attendance Management > Attendance Entry Wizard

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

B. Select students to add to edit list

C. Click on a student to remove from list:

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.

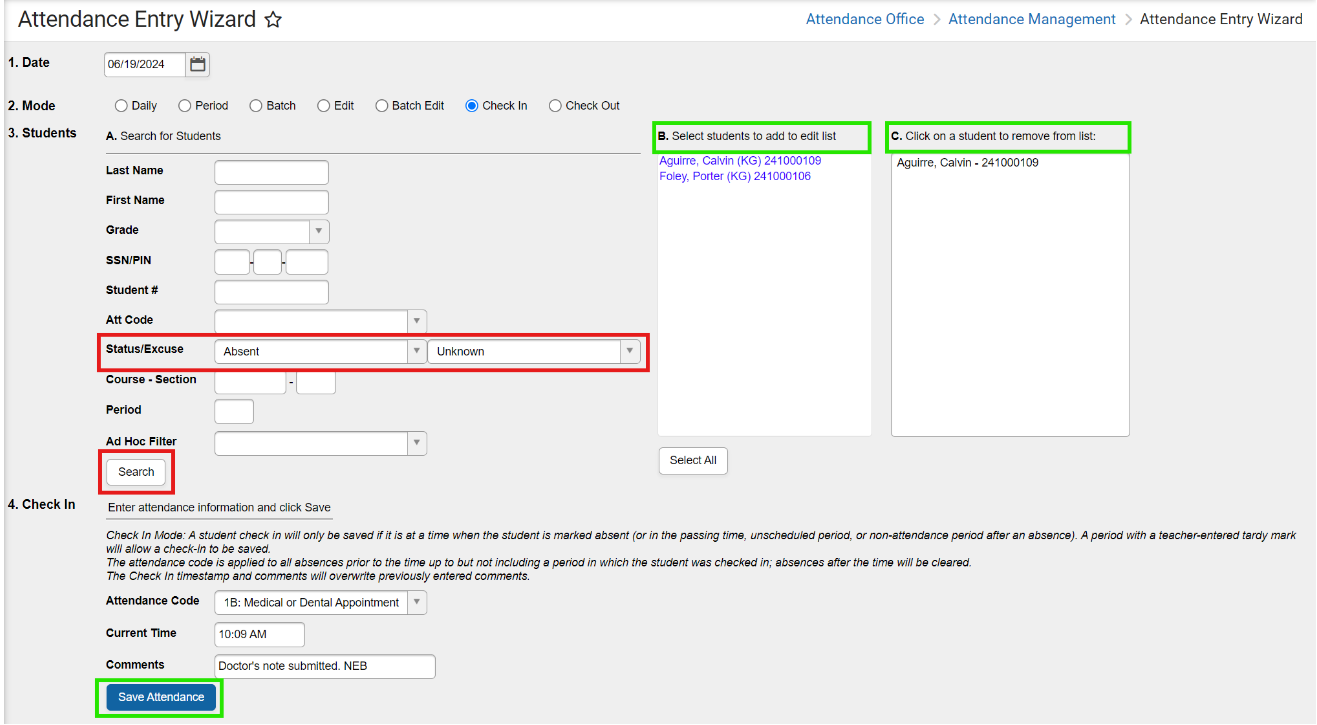
Attendance Code

Current Time 2:53 PM

Comments

B. If there are multiple students arriving at the same time to check-in:

- In **Status/Excuse** dropdown fields, select **Absent** for the status and **Unknown** for the excuse and click **Search** to display students meeting the criteria.
- In Column B, **select** the students to be moved to Column C. Only the students listed in Column C will have attendance updated (checking in).


Attendance Entry Wizard

Attendance Office > Attendance Management > Attendance Entry Wizard

1. Date 06/19/2024

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 Absent Unknown

Course - Section

Period

Ad Hoc Filter

B. Select students to add to edit list

Aguirre, Calvin (KG) 241000109
Foley, Porter (KG) 241000106

C. Click on a student to remove from list:

Aguirre, Calvin - 241000109

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 1B: Medical or Dental Appointment

Current Time 10:09 AM

Comments Doctor's note submitted. NEB

4. In the Check In section:

- Select the **Attendance Code** from the dropdown list to apply the student or group of students listed in Column C.
- Modify the **Current Time** to reflect the time of student arrival.
- **Comment** = User's discretion

5. Click **Save Attendance**

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.

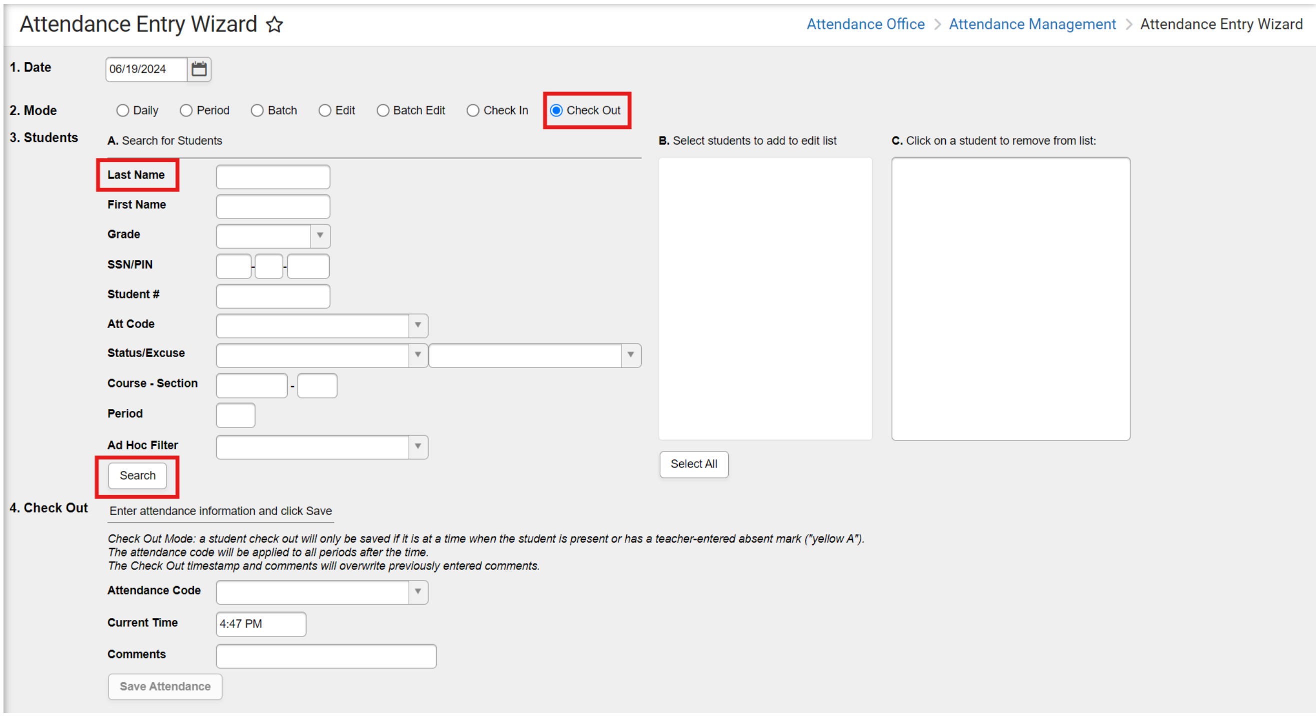
Navigation: Attendance Office > Attendance Management > Attendance Entry Wizard

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
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
Select All
C. Click on a student to remove from list:
4. Check Out
Attendance Code
Current Time
Comments
Save Attendance

1. Date: 06/19/2024

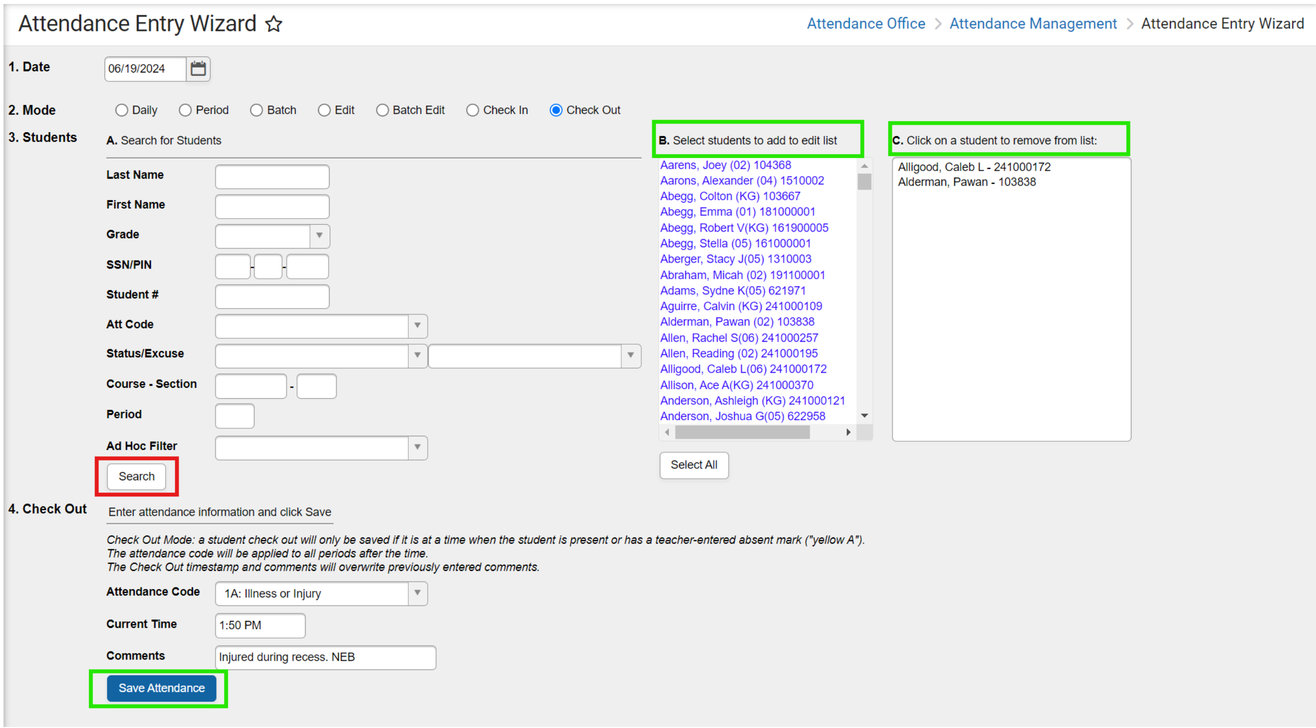
2. Mode: ● Check Out

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.

Current Time: 4:47 PM

B. If there are multiple students leaving at the same time to check-out:
   - Click **Search**.
   - In Column B, **select** the students to be moved to Column C. Only the students listed in Column C will have attendance updated (checking out).


Attendance Entry Wizard ☆
Attendance Office > Attendance Management > Attendance Entry Wizard
1. Date
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 Out
Enter attendance information and click Save
Attendance Code
Current Time
Comments
Save Attendance

1. Date: 06/19/2024

2. Mode: Check Out

B. Select students to add to edit list

Aarens, Joey (02) 104368
Aarons, Alexander (04) 1510002
Abegg, Colton (KG) 103667
Abegg, Emma (01) 181000001
Abegg, Robert V(KG) 161900005
Abegg, Stella (05) 161000001
Aberger, Stacy J(05) 1310003
Abraham, Micah (02) 191100001
Adams, Sydne K(05) 621971
Aguirre, Calvin (KG) 241000109
Alderman, Pawan (02) 103838
Allen, Rachel S(06) 241000257
Allen, Reading (02) 241000195
Alligood, Caleb L(06) 241000172
Allison, Ace A(KG) 241000370
Anderson, Ashleigh (KG) 241000121
Anderson, Joshua G(05) 622958

C. Click on a student to remove from list:

Alligood, Caleb L - 241000172
Alderman, Pawan - 103838

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: 1A: Illness or Injury

Current Time: 1:50 PM

Comments: Injured during recess. NEB

4. In the Check Out section:

- Select the **Attendance Code** from the dropdown list to apply the student or group of students listed in Column C.
- Modify the **Current Time** to reflect the time of student departure
- **Comment** = User's discretion

5. Click **Save Attendance**

Students with Multiple Entries in a Single Day

There can be multiple check in/check outs for a student in a single day. If the student is checking in or checking out multiple times in one day, you must follow the steps outlined above to record each individual entry.

When a student has multiple check ins, the most recent saved attendance entry code will be displayed for the current period at the time of check in and all periods prior to the check in where an absence has been entered.

All attendance changes are tracked and can be seen on the Attendance Change Tracker Report.

Check In/Check Out - Meeting Attendance

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**

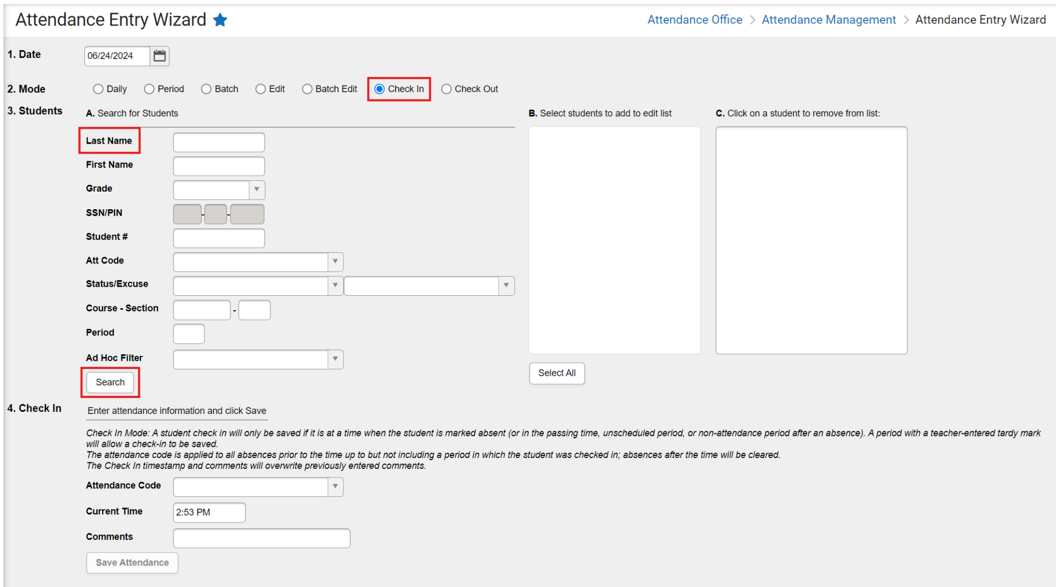
Using the Check In Mode

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
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
Course - Section
Period
Ad Hoc Filter
Search
Select All
4. Check In
Enter attendance information and click Save
Attendance Code
Comments
Save Attendance

1. Date 06/24/2024

2. Mode ○ Daily ○ Period ○ Batch ○ Edit ○ Batch Edit ● Check In ○ Check Out

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.

Current Time 2:53 PM

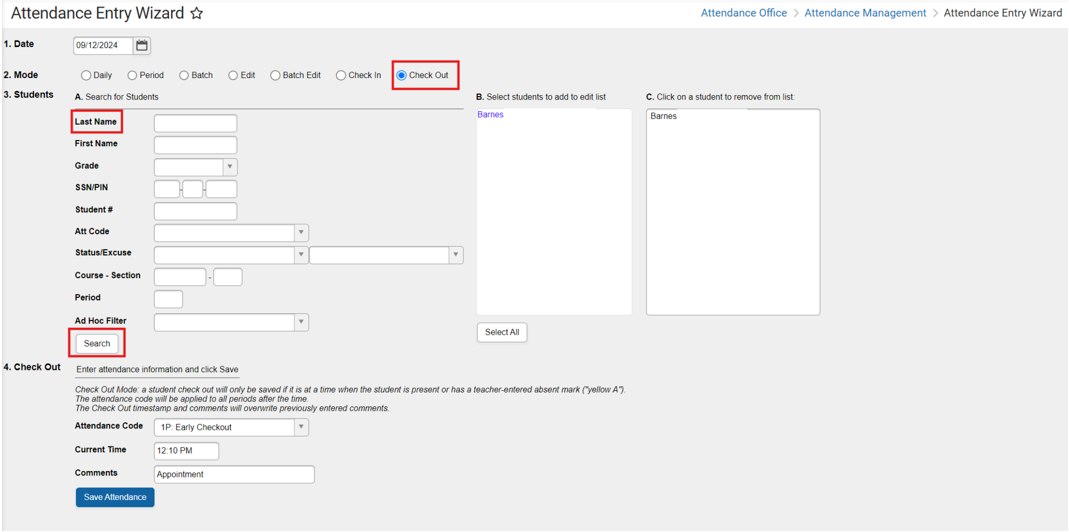
4. In the Check In section:
    a. Select the **Attendance Code** from the dropdown list to apply the student(s) listed in Column C.
    b. Modify the **Current Time** to reflect the time of the student arrival.
    c. **Comment** = User's discretion.
5. Click **Save Attendance.**

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
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
Select All
C. Click on a student to remove from list:
Save Attendance

1. Date 09/12/2024

2. Mode ○ Daily ○ Period ○ Batch ○ Edit ○ Batch Edit ○ Check In ● Check Out

B. Select students to add to edit list: Barnes

C. Click on a student to remove from list: Barnes

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: 1P: Early Checkout
Current Time: 12:10 PM
Comments: Appointment

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.

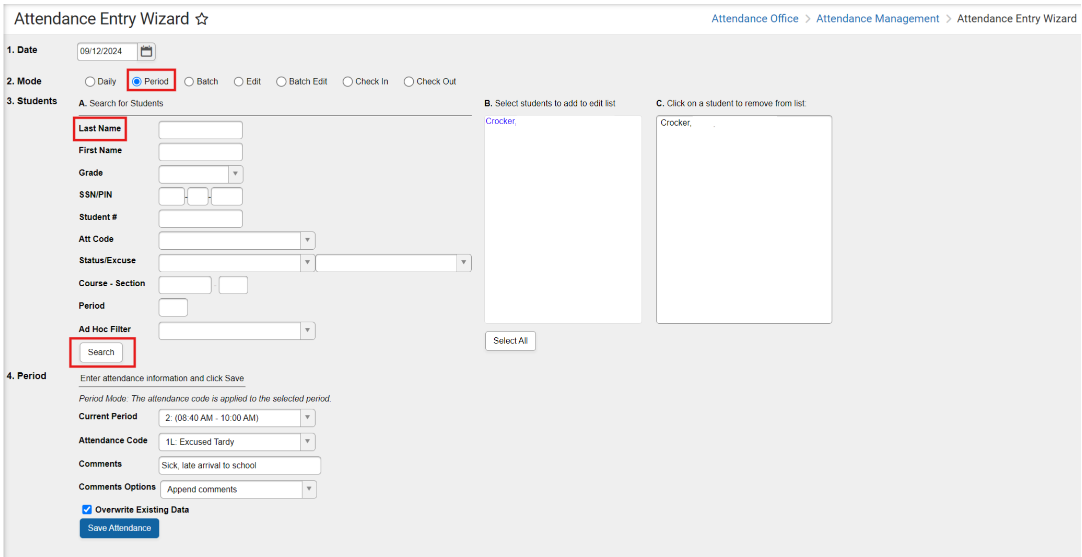
The Period mode does not calculate present minutes for the period. Once the student has been checked in or checked out using this mode, there will need to be a manual calculation of present minutes entered for the appropriate period on the student attendance record.

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.**


Attendance Entry Wizard ☆
Attendance Office > Attendance Management > Attendance Entry Wizard
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
Select All
C. Click on a student to remove from list:
4. Period
Enter attendance information and click Save
Save Attendance

1. Date: 09/12/2024

2. Mode: ○ Daily ● Period ○ Batch ○ Edit ○ Batch Edit ○ Check In ○ Check Out

B. Crocker,

C. Crocker,

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

Current Period: 2: (08:40 AM - 10:00 AM)

Attendance Code: 1L: Excused Tardy

Comments: Sick, late arrival to school

Comments Options: Append comments

☑ Overwrite Existing 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.

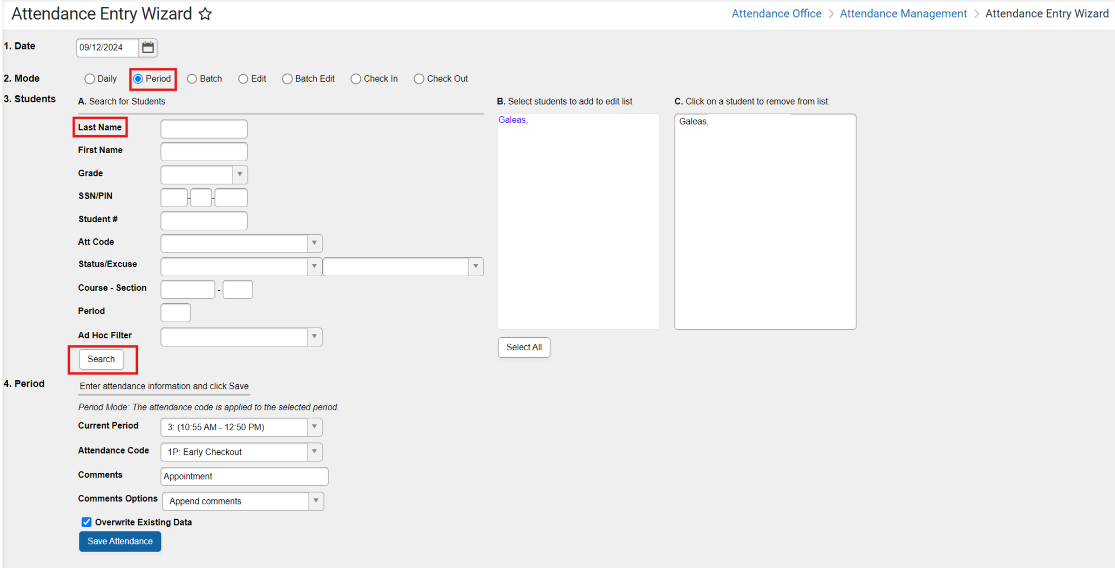
5. Click **Save Attendance.**

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**.



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

B. Select students to add to edit list: Galeas,

C. Click on a student to remove from list: Galeas,

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

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.**