Check-In/Out

06/12/2025 8:13 am 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.

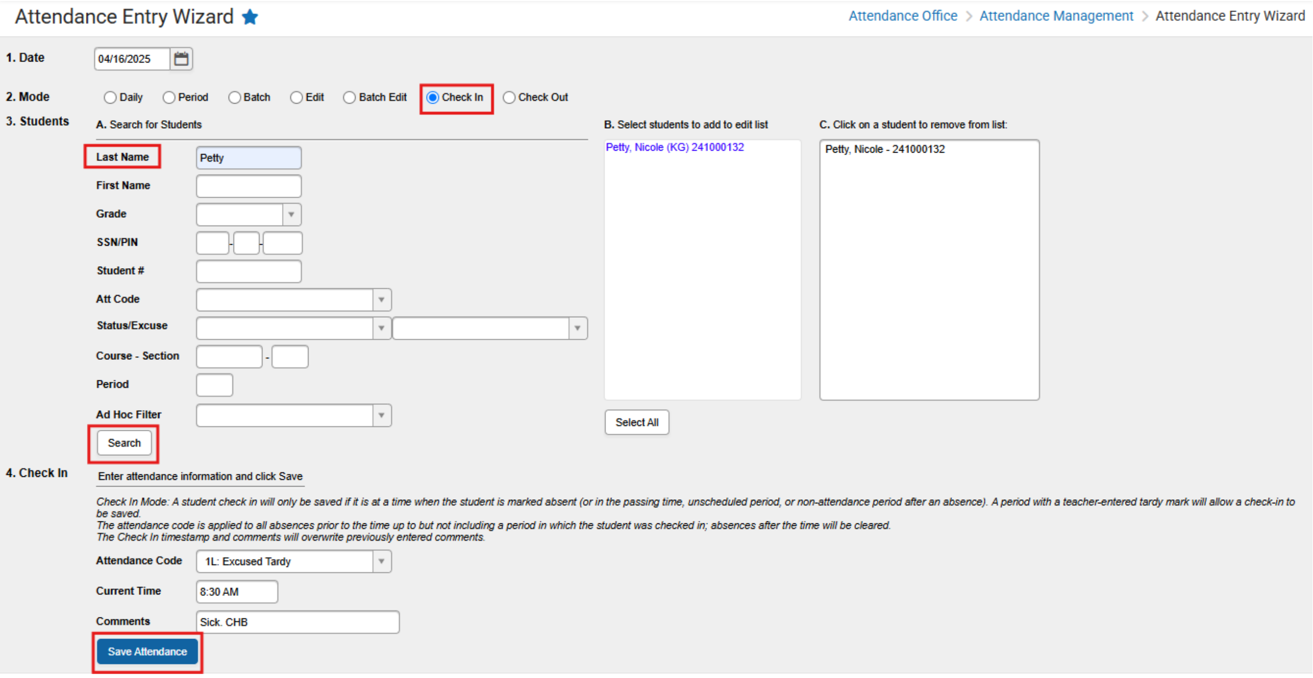
> *The 1L excused tardy attendance code is considered an excused tardy and the 2L unexcused tardy attendance code is considered an unexcused tardy.*

Navigation: Attendance Office > Attendance Management > Attendance Entry Wizard

1. Select 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: 04/16/2025

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

3. Students

A. Search for Students

Last Name: Petty

B. Select students to add to edit list

Petty, Nicole (KG) 241000132

C. Click on a student to remove from list:

Petty, Nicole - 241000132

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.

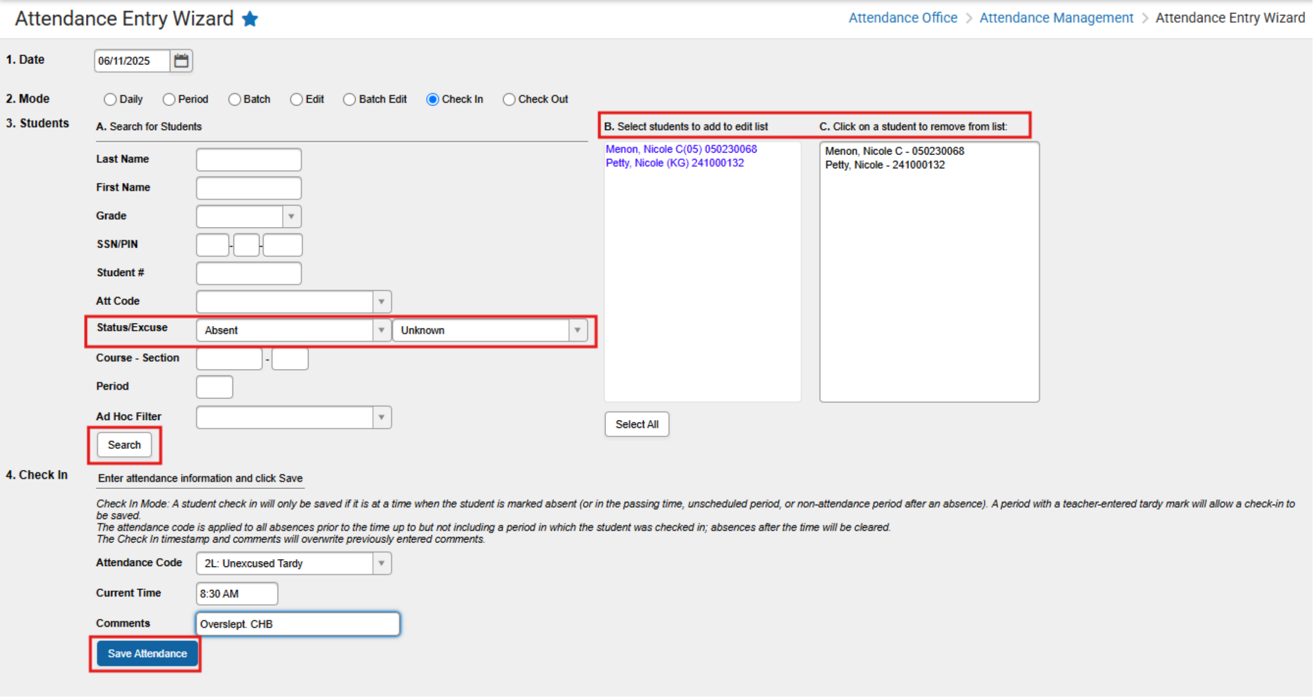
Attendance Code: 1L: Excused Tardy

Current Time: 8:30 AM

Comments: Sick. CHB

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: 06/11/2025

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

3. Students

A. Search for Students

Status/Excuse: Absent | Unknown

B. Select students to add to edit list

Menon, Nicole C(05) 050230068
Petty, Nicole (KG) 241000132

C. Click on a student to remove from list:

Menon, Nicole C - 050230068
Petty, Nicole - 241000132

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: 2L: Unexcused Tardy

Current Time: 8:30 AM

Comments: Overslept. CHB

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(s) arrival.
- **Comment** = User's discretion

5. Click **Save Attendance.**

Check Out Mode

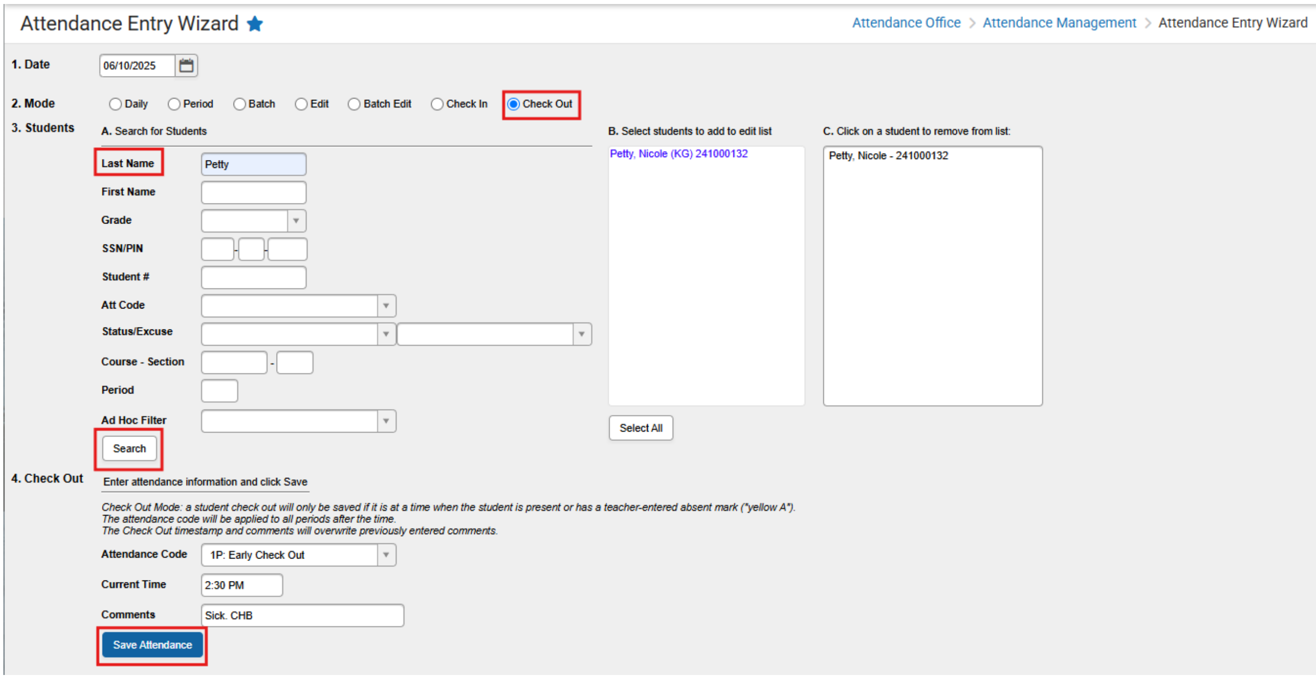
The Check Out Mode marks a student Absent for the remainder of the day from the current time forward. This mode will mark the student absent from the time the student leaves and for the rest of the school day. Students **may** have an attendance code of Present or Tardy in order to be checked out.

Navigation: Attendance Office > Attendance Management > Attendance Entry Wizard

1. Select 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
Save Attendance

1. Date: 06/10/2025

Last Name: Petty

B. Select students to add to edit list: Petty, Nicole (KG) 241000132

C. Click on a student to remove from list: Petty, Nicole - 241000132

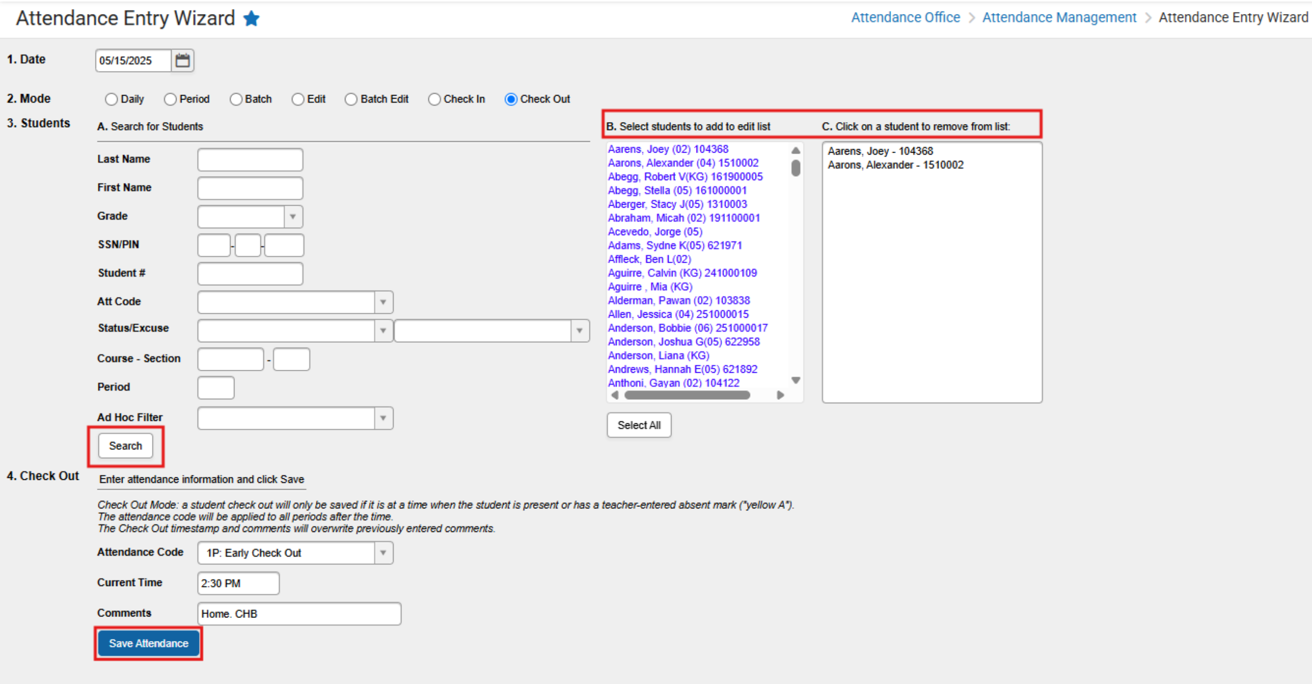
4. Check Out — Enter attendance information and click Save

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 Check Out
Current Time: 2:30 PM
Comments: Sick. CHB

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
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
Save Attendance

1. Date: 05/15/2025

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

B. Select students to add to edit list
- Aarens, Joey (02) 104368
- Aarons, Alexander (04) 1510002
- Abegg, Robert V(KG) 161900005
- Abegg, Stella (05) 161000001
- Aberger, Stacy J(05) 1310003
- Abraham, Micah (02) 191100001
- Acevedo, Jorge (05)
- Adams, Sydne K(05) 621971
- Affleck, Ben L(02)
- Aguirre, Calvin (KG) 241000109
- Aguirre , Mia (KG)
- Alderman, Pawan (02) 103838
- Allen, Jessica (04) 251000015
- Anderson, Bobbie (06) 251000017
- Anderson, Joshua G(05) 622958
- Anderson, Liana (KG)
- Andrews, Hannah E(05) 621892
- Anthoni, Gayan (02) 104122

C. Click on a student to remove from list:
- Aarens, Joey - 104368
- Aarons, Alexander - 1510002

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 Check Out
Current Time: 2:30 PM
Comments: Home. CHB

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(s) 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

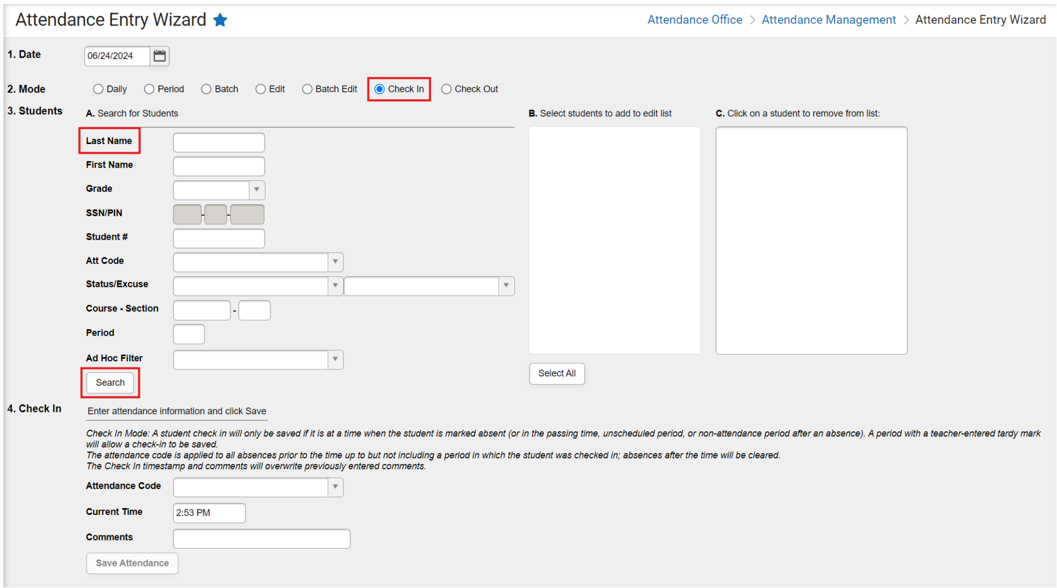
Using the Check In Mode

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
Save Attendance

1. Date 06/24/2024

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

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

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.**

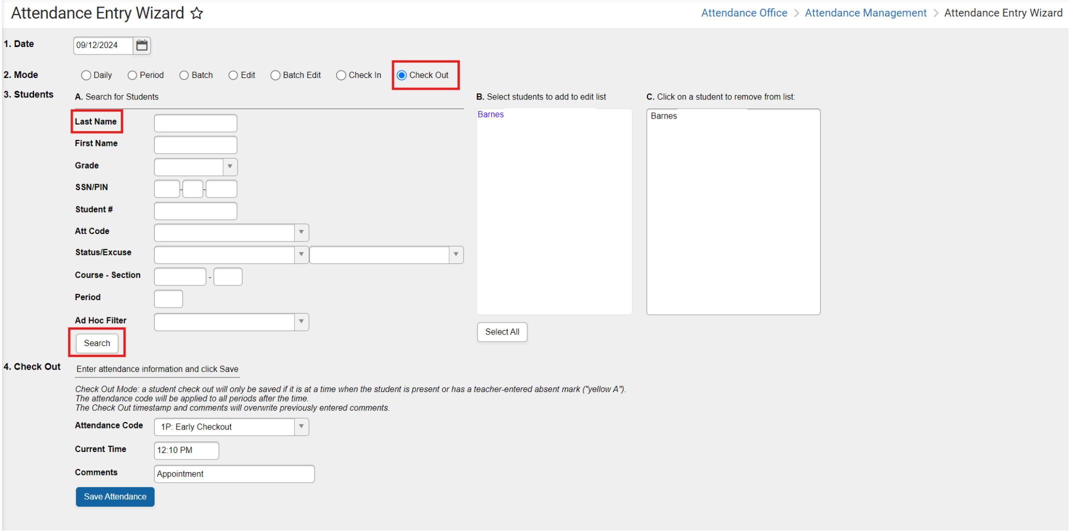
Note: The attendance code used when checking the student in is also applied to all scheduled periods BEFORE the check in time. Follow your PSU guidelines for marking the previous periods before the check in with the appropriate absence code.

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**.



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: 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.**

> ***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.

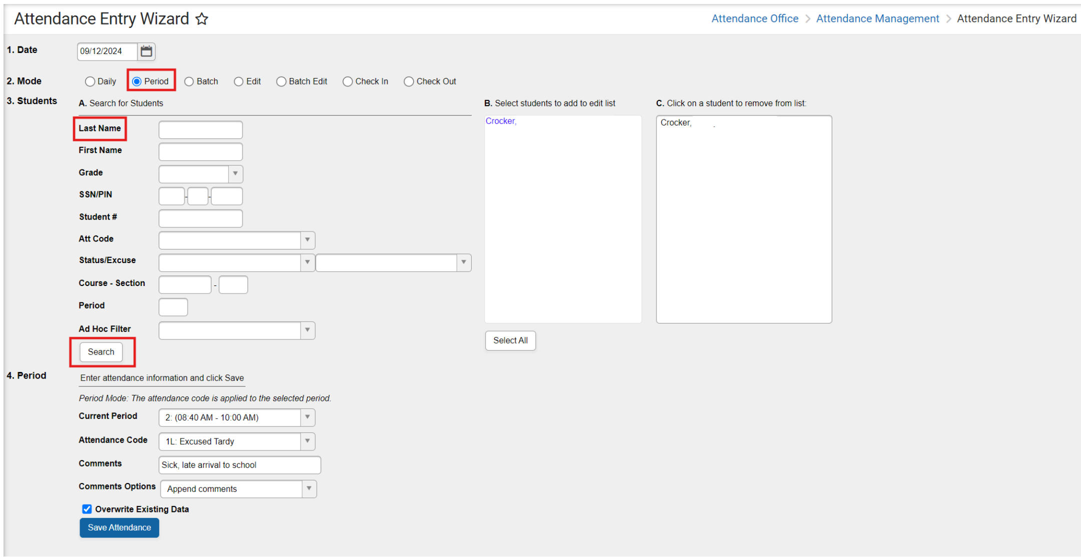
> **The Period mode does not calculate present minutes for the period. Once the student has been checked in or checked out using this mode, there will need to be a manual calculation of present minutes entered for the appropriate period on the student attendance record.**

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.**


Attendance Entry Wizard ☆
Attendance Office > Attendance Management > Attendance Entry Wizard
○ Daily
○ Batch
○ Edit
○ Batch Edit
○ Check In
○ Check Out
A. Search for Students
Last Name
First Name
Grade
SSN/PIN
Student #
Att Code
Status/Excuse
Course - Section
Period
Ad Hoc Filter
Search
Select All
Save Attendance

1. Date: 09/12/2024

2. Mode: ● Period

3. Students

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

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

4. Period

Enter attendance information and click Save

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

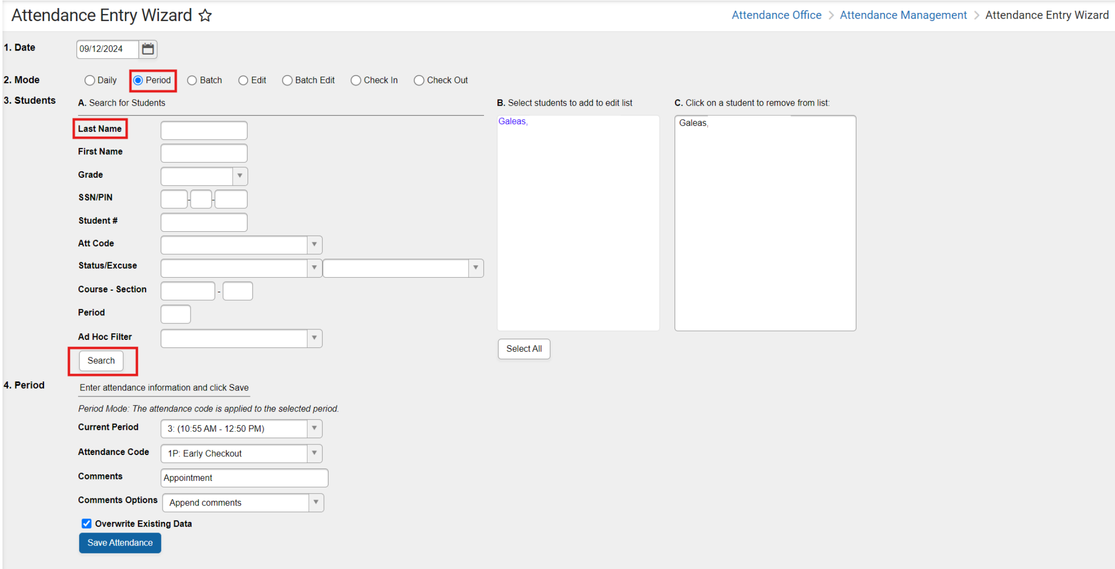
4. In the Period section:
    a. Select the **Current Period** from the dropdown list to apply to the student listed in Column C.
    b. Select the **Attendance Code** from the dropdown list.
    c. **Comments** = User's discretion.
    d. **Comments Options** = User's discretion.
5. Click **Save Attendance.**

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.**
