

Summer School Attendance

02/06/2026 7:28 am EST

Use the following articles for processes during Summer School.

Once Summer School has completed, navigate to **Summer Education Program**

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program>) • 

 **Summer School** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>)

Attendance

Navigation: *Instruction > Overview > Teaching Center*

Teachers will take attendance in the Attendance period for each instructional day. Teachers will mark students, Present, Absent or Tardy according to the PSU procedures.

Teaching Center ☆

24-25 District Summer School - SS

ATT

ATT) 99329Z0SS-1 SS Home...

15 students

CRS

2 sections

30 students

Attendance

05/27/2025

ATT) 99329Z0SS-1 SS Homeroom

STUDENTS	PRESENT	ABSENT	TARDY
15	15	0	0
Adams, Brooklyn	P	A	T
Adams, Sarah	P	A	T
Almond, Kaleb	P	A	T
Blackwelder, Kailynn	P	A	T
Cordell, Alexandria	P	A	T
Decker, Kamiah	P	A	T
Dominguez, Nooriyah	P	A	T

Save

Close

If attendance will be completed by the main office, users can use the **Classroom Monitor** tool to mark attendance per attendance period.

Reconcile Attendance

Navigation: Attendance Office > Attendance Management > Attendance Entry Wizard

Attendance must be reconciled each day to ensure proper attendance coding. This can be completed by using the **Attendance Entry Wizard** tool. The period mode allows users to update the unknown absences to unexcused.

If the PSU utilizes the **Task Scheduler** to change unknown absences to unexcused absences and paused for the end of year process, the task can be un-paused to pick reconcile attendance for summer school.

Attendance Entry Wizard ★

Attendance Office > Attendance Management > Attendance Entry Wizard

1. Date: 06/27/2025

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 ID:
Alt Code:
Status/Excuse: Absent Unknown
Course - Section:
Period:
Ad Hoc Filter:
Search:

B. Select students to add to edit list

Adams, Brooklyn (3) 12069
Decker, Karmah (3) 17298

C. Click on a student to remove from list:

Adams, Brooklyn - 12069
Decker, Karmah - 17298

4. Period

Enter attendance information and click Save

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

Current Period: ATT (Invalid date - Invalid date)

Attendance Code: 2A

Comments:

Comments Options: Append comments

☒ Overwrite Existing Data

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