Summer School Attendance

02/06/2026 7:28 am EST

Use the following articles for processes during Summer School.

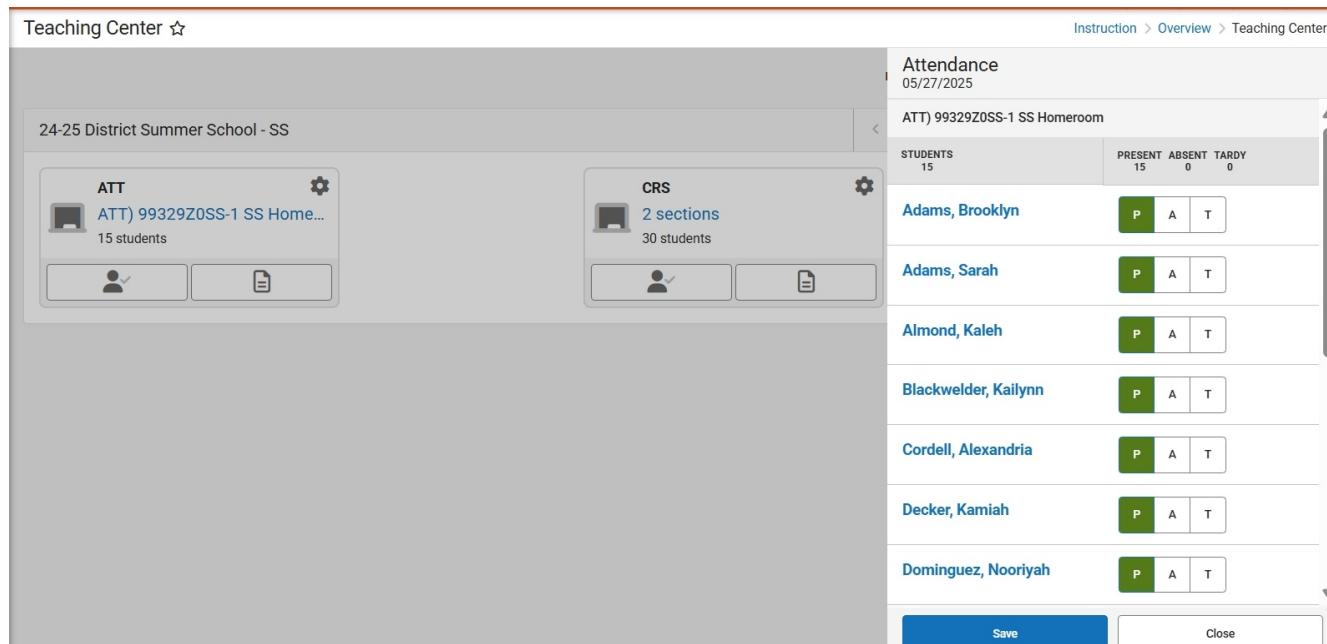**Once Summer School has completed, navigate to** Summer Education Program
(https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program).

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.

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.

🔵 Summer School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school)

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