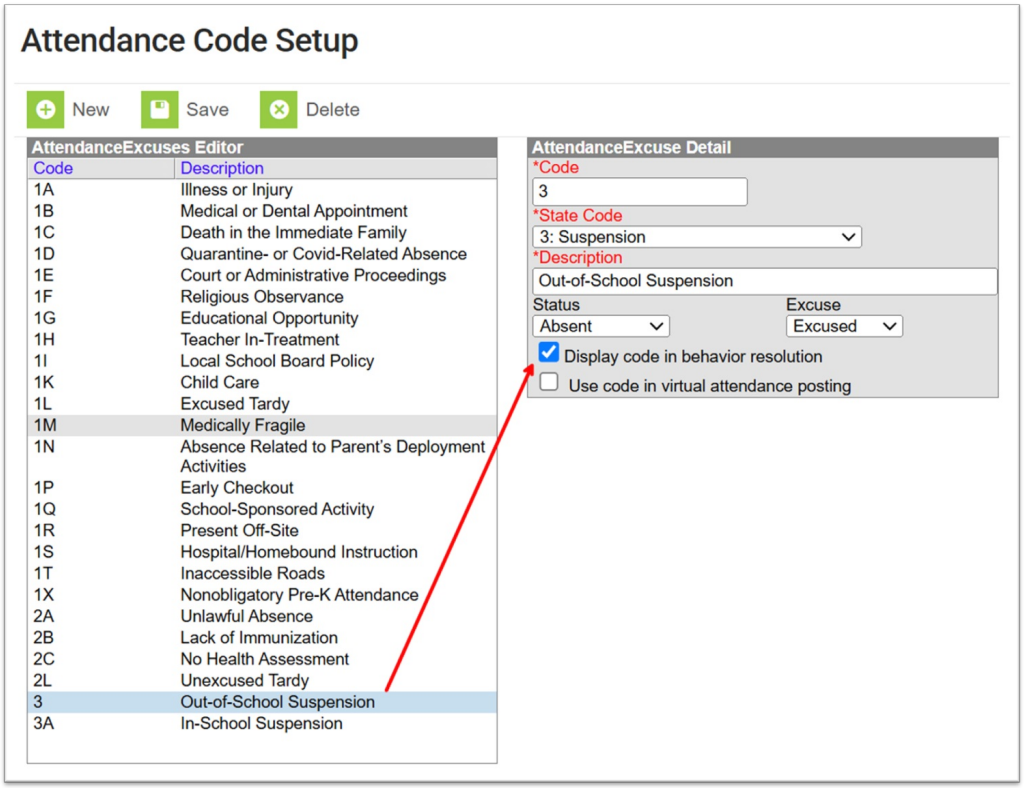
Attendance & Workflow

06/19/2025 9:21 am EDT

Verify Attendance Codes

Navigation: Attendance Office > Settings > Attendance Code Setup

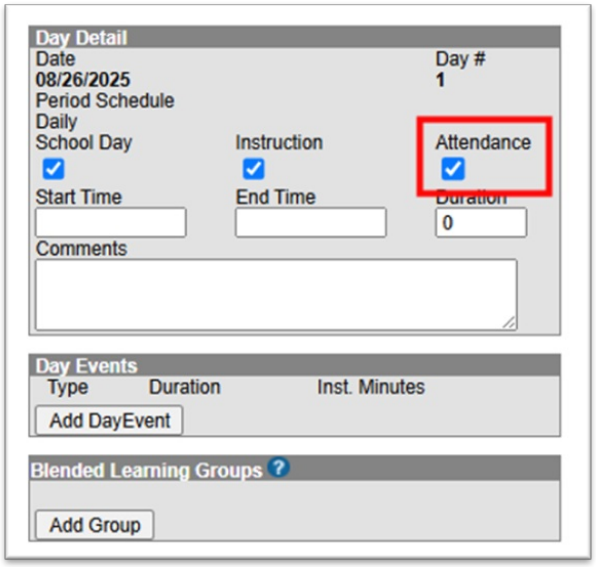
- Attendance codes should reflect correct excused/unexcused settings
- For NC Attendance Codes and directions to setup the attendance codes, see Attendance Code Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-code-setup-d1b6608).
- Link attendance attendance codes to behavior resolutions.



Day Setup Verification

Navigation: Scheduling & Courses > Calendar Setup >Day Setup

- Verify that attendance is checked on the calendar days school is in session.

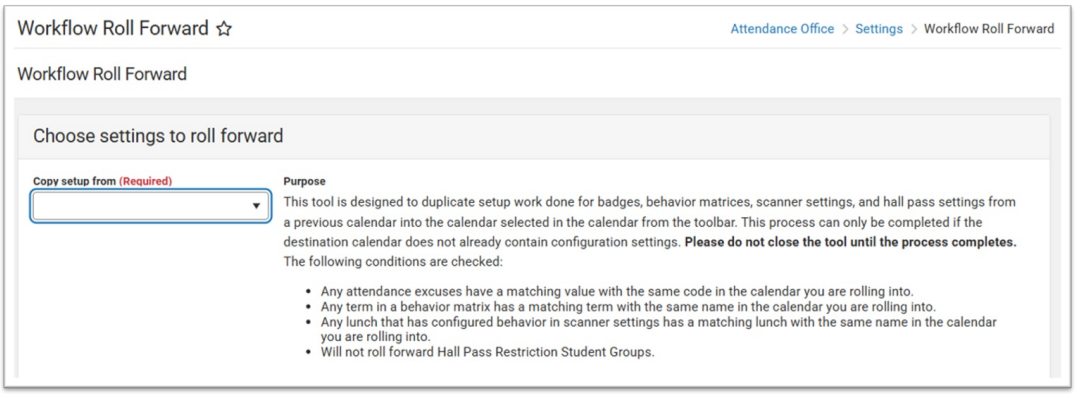


Workflow Roll Forward

Navigation: Attendance Office > Settings > Workflow Roll Forward

The Workflow Roll Forward tool duplicates the setup for Hall Pass, Badges, Behavior Matrices, and Scanner Settings for Check In/Check Out.

- See the Workflow Roll Forward | Infinite Campus (https://kb.infinitecampus.com/help/workflow-roll-forward-article)article for more information Workflow Roll Forward.



Do not close this screen until the entire process has completed.