

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) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-code-setup-d1b6608>).
- Link attendance attendance codes to behavior resolutions.

Attendance Code Setup

New Save Delete

Code	Description
1A	Illness or Injury
1B	Medical or Dental Appointment
1C	Death in the Immediate Family
1D	Quarantine- or Covid-Related Absence
1E	Court or Administrative Proceedings
1F	Religious Observance
1G	Educational Opportunity
1H	Teacher In-Treatment
1I	Local School Board Policy
1K	Child Care
1L	Excused Tardy
1M	Medically Fragile
1N	Absence Related to Parent's Deployment Activities
1P	Early Checkout
1Q	School-Sponsored Activity
1R	Present Off-Site
1S	Hospital/Homebound Instruction
1T	Inaccessible Roads
1X	Nonobligatory Pre-K Attendance
2A	Unlawful Absence
2B	Lack of Immunization
2C	No Health Assessment
2L	Unexcused Tardy
3	Out-of-School Suspension
3A	In-School Suspension

AttendanceExcuse Detail

*Code
3

*State Code
3: Suspension

*Description
Out-of-School Suspension

Status
Absent

Excuse
Excused

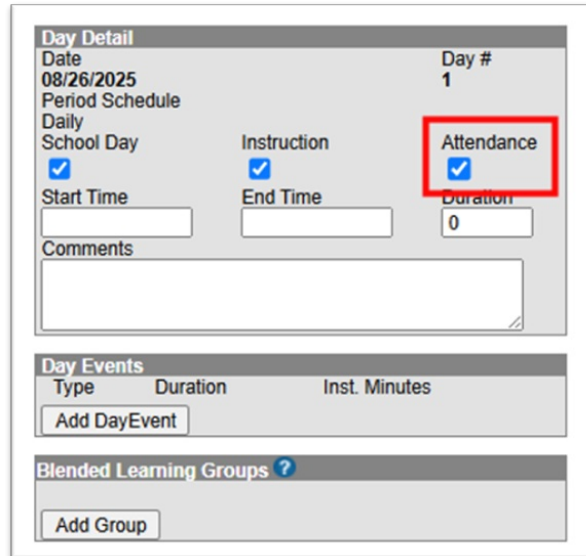
☒ Display code in behavior resolution

☐ Use code in virtual attendance posting

Day Setup Verification

Navigation: Scheduling & Courses > Calendar Setup > Day Setup

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



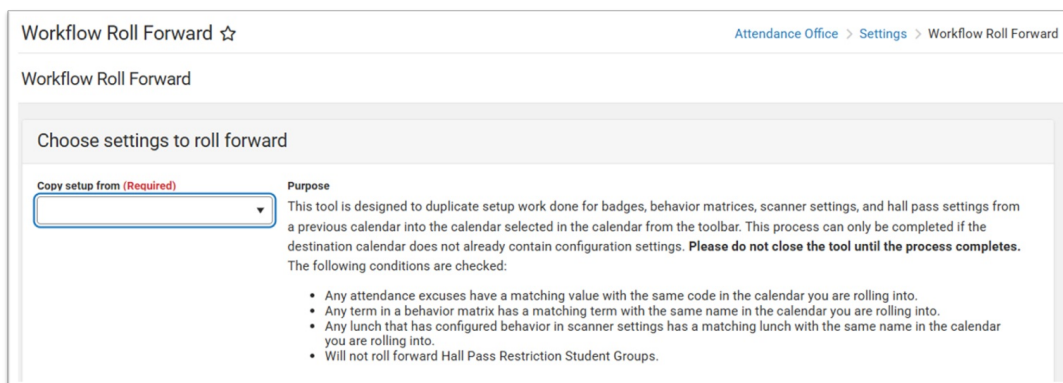
The screenshot shows the 'Day Detail' form. The 'Date' is 08/26/2025 and 'Day #' is 1. The 'Period Schedule' is 'Daily'. The 'School Day' checkbox is checked. The 'Instruction' checkbox is checked. The 'Attendance' checkbox is checked and highlighted with a red box. The 'Start Time' and 'End Time' fields are empty. The 'Duration' field is 0. There is a 'Comments' text area. Below the form is a 'Day Events' section with a table header: Type, Duration, Inst. Minutes. There is an 'Add DayEvent' button. Below that is a 'Blended Learning Groups' section with an 'Add Group' button.

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



The screenshot shows the 'Workflow Roll Forward' tool interface. At the top, there is a title bar with 'Workflow Roll Forward ☆' and a breadcrumb trail: 'Attendance Office > Settings > Workflow Roll Forward'. Below the title bar, the text 'Workflow Roll Forward' is displayed. The main content area is titled 'Choose settings to roll forward'. It features a dropdown menu labeled 'Copy setup from (Required)' with a downward arrow. To the right of the dropdown is a 'Purpose' section. The purpose text states: 'This tool is designed to duplicate setup work done for badges, behavior matrices, scanner settings, and hall pass settings from a previous calendar into the calendar selected in the calendar from the toolbar. This process can only be completed if the destination calendar does not already contain configuration settings. Please do not close the tool until the process completes. The following conditions are checked:'. Below the purpose text is a bulleted list of conditions: 'Any attendance excuses have a matching value with the same code in the calendar you are rolling into.', 'Any term in a behavior matrix has a matching term with the same name in the calendar you are rolling into.', 'Any lunch that has configured behavior in scanner settings has a matching lunch with the same name in the calendar you are rolling into.', and 'Will not roll forward Hall Pass Restriction Student Groups.'



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

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