

Days Two Through Nine

07/27/2026 9:04 pm EDT

The **Days Two Through Nine** process focuses on reviewing information and making updates after the first day of school. Continue verifying enrollment, attendance, scheduling, and other data. Resolve issues as they are identified and complete any remaining local procedures to help ensure information is accurate. Processes may be completed by various staff and should follow local procedures.

Attendance Cleanup

Continue confirming teachers are taking attendance and that attendance is corrected when necessary. Attendance should be reconciled to ensure correct North Carolina attendance codes are assigned. Continue using the [Classroom Monitor | Infinite Campus](https://kb.infinitecampus.com/help/classroom-monitor-article) (<https://kb.infinitecampus.com/help/classroom-monitor-article>), [Daily Attendance Processing | Infinite Campus](https://kb.infinitecampus.com/help/daily-attendance-processing) (<https://kb.infinitecampus.com/help/daily-attendance-processing>), and [Attendance Entry Wizard | Infinite Campus](https://kb.infinitecampus.com/help/attendance-entry-wizard) (<https://kb.infinitecampus.com/help/attendance-entry-wizard>) tools for attendance processes.

Below are a few reports that may be helpful for confirming and monitoring students' attendance. These reports are helpful if attendance is remaining in the student's record until day ten during the start of school. PSUs may have local processes or reports that are used as well.

Period Count Report

The [Period Count | Infinite Campus](https://kb.infinitecampus.com/help/period-count) (<https://kb.infinitecampus.com/help/period-count>) report counts attendance marks for students in the periods selected. The total count will sum the values in the period to meet the criteria entered.

Navigation: Menu > Attendance Office > Reports > Period Count Report

- Select the group of students to include.
- Enter the **Enrollment Effective Date**.
- Choose a Report Type of **Total Count**.
- Enter a **Start Date**.
- Enter an **End Date**.
- Enter the **minimum** number of period absences that a student can have based on the criteria of the report you are generating in the Having at least box.
- Enter the **maximum** number of period absences that a student can have based on the criteria of the report you

are generating in the Having at most box.

- Select the **Period Group Options**.
- Select the **Sort Options**.
- Select the **Attendance Mark Status(es)** based on the criteria of the report you are generating.
- Select the **Attendance Excuse Status(es)** based on the criteria of the report you are generating.
- Select the **Excuse Code(s)** based on the criteria of the report you are generating.
- Choose the **Report Format**.
- **Generate Report**.

Period Count Report ☆

Which students would you like to include in the report?

☒ Grade

All Students

PK

9

10

11

☐ Ad Hoc Filter

Enrollment Effective Date

07/20/2026

Report Type

☒ Total Count ☐ Count By Period

Start Date

07/01/2026

End Date

07/03/2026

Having at least

1

attendance marks

Having at most

attendance marks

Group Options

☒ Period ☐ Period Schedule

Sort Options

☒ Alpha ☐ Grade/Alpha

Status ☐ All

☒ Absent

☐ Tardy

☐ Early Release

Excuse ☐ All

☒ Unknown

☒ Excused

☒ Unexcused

☐ Exempt

Excuse Code ☐ All (excuses count: 25)

☐ 1A: Illness or Injury☐ 1B: Medical or Dental Appointments☐ 1C: Death in the Immediate Family☐ 1D: Quarantine or Covid Related Absences☐ 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 Deployment Activities☐ 1P: Early Checkout☐ 1Q: School Sponsored Activity☐ 1R: Present Off-Site☐ 1S: Hospital/Homebound☐ 1T: Inaccessible Roads☐ 1X: Nonobligatory (PK-Use Only)☐ 2A: Unexcused Absent☐ 2B: Lack of Immunization☐ 2C: No Health Assessment☐ 2L: Unexcused Tardy☐ 3: Suspensions or Expulsions☐ 3A: In-School Suspension

Report Format: PDF

Generate Report

26-27

Monroe High School

4321 109th Ave NE, Blaine, NC 55449

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Attendance Counts By Period

All Grades Effective Date: 07/20/2026 Group By Period

Date Range: 07/01/2026 - 07/03/2026 Total Count: >= 1

Status: Absent Excuses: Unknown, Excused, Unexcused Excuse Codes: All Excuse Codes

Total Students: 2

Student	1	2	3	4	5	6	10	11	12	15	WIN	Tiger
Young, Brandon (#22289)	2	1	2	2								
Grade: 9 Total Absence: 7												
Young, Kane (#12743)	3	1	3	3	3							
Grade: 9 Total Absence: 13												

Day Count Report

This report determines the total number of days a student has been in attendance based on the minutes entered on

the Whole Day Absence field on the Calendar Information tool. Attendance counts are reported in whole-day values.

Navigation: Menu > Attendance Office > Reports > Day Count Report

- Select the group of students to include and/or an Ad Hoc Filter.
- Enter a **Start Date**.
- Enter an **End Date**.
- Enter the **minimum** number of daily absences that a student can have based on the criteria of the report you are generating in the days of Absences box.
- Enter the **maximum** number of daily absences that a student can have based on the criteria of the report you are generating in the days of Absences box.
- Choose the **DAILY APPROXIMATION** option under Calculation Options.
- Choose the **Sort Option**.
- Choose the **Report Format**.
- **Generate Report**.

Day Count Report ☆

Attendance Day Count Report

This report calculates Whole Day & Half Day attendance based off the number of minutes defined in the calendar, and sums and filters the totals based on the report options below.

Which students would you like to include in the report?

☒ Grade

All Students
PK
9
10
11

☐ Ad Hoc Filter

Start Date

End Date

Having at least days of Absence

Having at most days of Absence

Calculation Options

☐ EXACT (The sum of minutes absent / student day)

☒ DAILY APPROXIMATION
(Whole Day/Half Day attendance is approximated and these days are summed)

Sort Options ☒ Name ☐ Grade & Name ☐ Absent Days & Name

Report Format

Generate Report

26-27

Monroe High School

4321 109th Ave NE, Blaine, NC 55449

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Attendance Day Count Report

All Grades Calculation: Daily Approximation

Date Range: 07/01/2026 - 07/03/2026 Absence Days: 1 -

Total Students: 2 Sort By Student Name

Student	Student#	Grade	Days
Young, Brandon	22289	9	2.0
Young, Kane	12743	9	3.0

Attendance Change Reports

Use the following information to determine changes made to attendance for a date range or course. This can be helpful when determining changes made to attendance and tracking student information.

Navigation: Menu > Attendance Office > Reports > Attendance Change Tracking Report

This option will extract attendance changes that have been made **for the selected attendance date** range during the

selected modification time frame. Each modification to a student's section attendance is displayed in a separate row so please try to limit the length of the Attendance Date Range entered. The report can be printed in two formats CSV and HTML.

- Enter **Attendance Date Range**.
- Select **Filter** Criteria.
- Choose one of three filters: ("Include only attendance audit records that are tied to a course section") is the most common.
- Select **Format** CSV or HTML (CSV will Export to an Excel File. HTML will look like an ad hoc query report. No pretty-formatted PDF is available for this).
- **Generate Report**.

This option will display changes to the student attendance in a **course section**. Enter the Attendance Date Range and the Modification Date Range. Each modification to a student's attendance record displays in a separate row in the report so please limit the length of the Attendance Date Range entered. Select the course sections of interest and the desired printing option.

- Enter **Attendance Date Range**.
- Select **Filter** Criteria.
- Select a **Teacher(s)** and/or **Section(s)**.
- Choose to **Print by Teacher or Course**.
- **Generate Report**. (PDF is the only available option for this report.)

Enrollment Verification

- Ensure all new students are enrolled with the correct start date and start status.
- Ensure record transfer requests are processed.
- Follow the selected **No Show Start of School** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school>) process for students that have not attended.
- Ensure all students that have attended have the correct start date and roster start dates.

Enrollment Cleanup

Continue working on ensuring student enrollment is accurate in the NCSIS.

- Use the **Beginning of Year Student Information** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information-boy>) articles for guidance and reports for reviewing enrollment information and cleaning up overlapping enrollments.
- Use **PMR Validation Review** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-validation-review>) reports to assist in ensuring student information is aligning with state requirements.

Schedule Cleanup

Continue processing schedule adjustments as necessary. Some items to consider are listed below. Remember to adjust section rosters information based on dates. If students attend the section, the student should be dropped as of the last day in attendance and the new section added when the student attends. Roster information should not be deleted.

- Remove empty sections.
- Balance overloaded sections.
- Ensure all students are rostered into courses correctly. Remove place holders for students as necessary. See the [NC College Connect Data Pull and Scheduling Guidance](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-college-connect-data-pull-and-scheduling-guidance) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-college-connect-data-pull-and-scheduling-guidance>) for information on scheduling with placeholders.
- Update Section Staff History if there are teacher changes. Remember start and end dates should be used when staff are changing after the term has started or before the term has ended.

Census Verification

Continue to review Census information to ensure student's household information is updated per local processes.

- Ensure household addresses are updated as appropriate. Remember to end date the address association to the household and use start dates to start new address associations to the household.
- Ensure student guardian information is updated as appropriate. Remember to end date relationships where applicable and use start dates to add new relationships.
- Ensure student emergency contact information is updated as appropriate. Remember to end date relationships where applicable and use start dates to add new relationships.
- Ensure contact phone numbers are updated as appropriate.
- The [Census Wizard | Infinite Campus](https://kb.infinitecampus.com/help/census-wizard) (<https://kb.infinitecampus.com/help/census-wizard>) tool can help adjust household relationships and addresses. Be sure to use end dates and start dates.



You've completed this section.

Choose where to go next.

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[Start of School Day Ten](#)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-ten>)