



Attendance

Taking Attendance - Office

School > Attendance > Daily Office

All Daily Attendance records entered for a specific date are viewed on this screen. The date is located to the far right of the screen.

The Daily Office tab allows values to be entered for students as parents/guardians contact the school, including making changes for students recorded Absent who arrive late. Clicking on the L of an existing absent record prompts a pop-up window where changes such as removing the absent coding or leaving it and changing the portion of time that the student is recorded A/A-E. It also records the time of the entry which should be the time the student arrives and allows the entry/exit details of a student leaving and/or returning to the school. Please refer to the [Attendance Standards](#) guide.

To enter Daily attendance:

1. Change the date if necessary.
2. Enter the student's name, last name first. The system will select the best match but always be sure to verify that you have the correct student and click Add.
3. Alternatively, select the Add button, without filling in a name and a list of students in your school will pop up.
4. Multi-Add – please refer to the document found on yukonsis.ca/attendance.html. Although the Multi Student Absence document focuses more on entering data for full classes or the whole school, the process is the same if you were to add multiple family members. One entry for >1 student.

Code – determines the type of Daily Attendance record that is created. Select the appropriate code here and fill in any other required information in the popup screen. Reference the [Attendance Standards Guide](#) to determine our district expectations for records.

A	Absent
A-E	Absent Excused
L	Late
D	Dismissed
AUTH	Authorized (records absence but does not record as a day absent on reports)
OFFSITE	Activity not in the school building
ONSITE	Activity in the school building
ISS	In School Suspension (not recorded absent)
OSS	Out of School Suspension (recorded absent)
Show Popup	Presents for quick access to enter additional information in the Reason code entry screen