



*Washoe County
School District*

Infinite Campus:

Attendance

Overview & Objectives:

The Attendance Wizard tool allows the attendance office or other office staff to quickly create or change attendance data for a group of students using a variety of modes. Attendance is entered for the current date by default. This date can be changed to another instructional day where attendance was recorded. When the attendance office has updated attendance for a day, teachers will see the entered code and comments, but will not be able to modify that attendance or add to the comments. In addition, attendance information displays on the student's Attendance tab in real time and on the Campus Portal.

NOTE: *The Attendance Wizard is a powerful tool and should be used judiciously as this can mass change students' data instantly. Please make sure you are verifying all data you are entering in the wizard is accurate. Changes made in the wizard cannot be undone once the save button is clicked.*

Throughout the guide, the learner will learn how to:

- *Create attendance events for a given day*
- *Edit existing attendance data using the Attendance Wizard*
- *Use tools within the Infinite Campus Attendance Module regarding attendance*
- *Run custom reports regarding attendance*

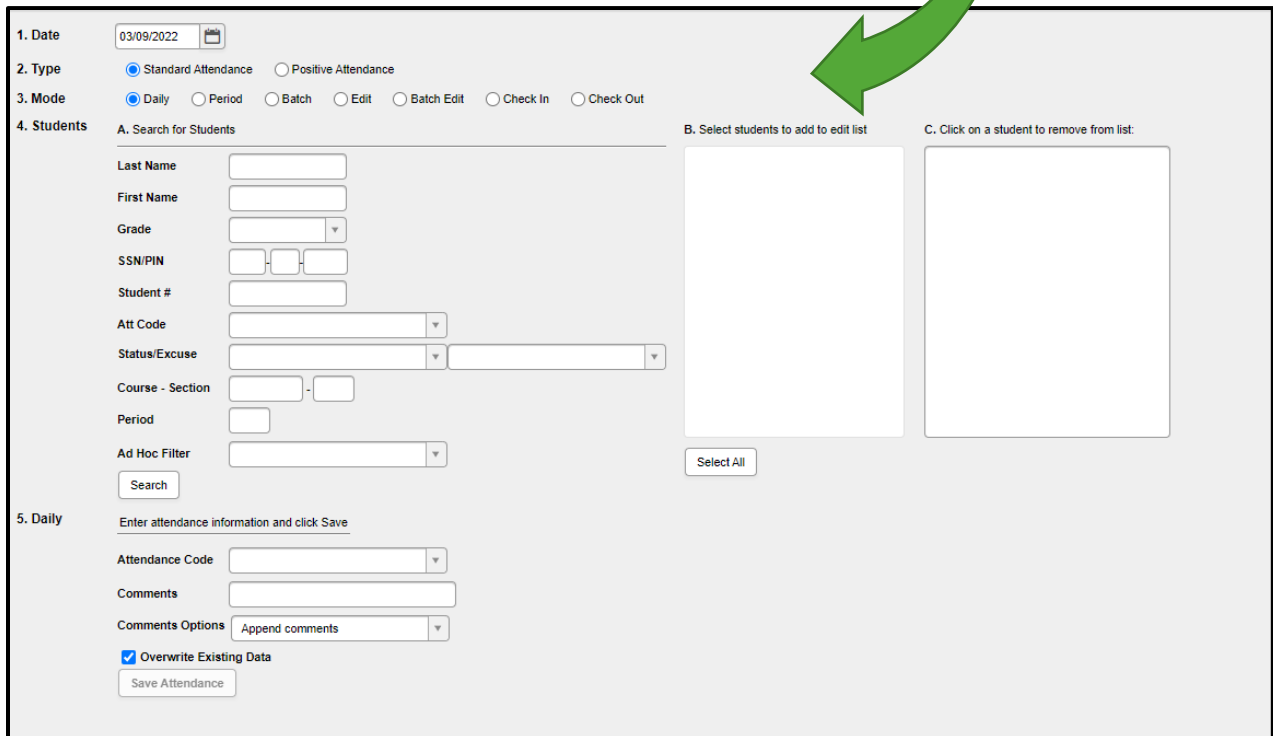
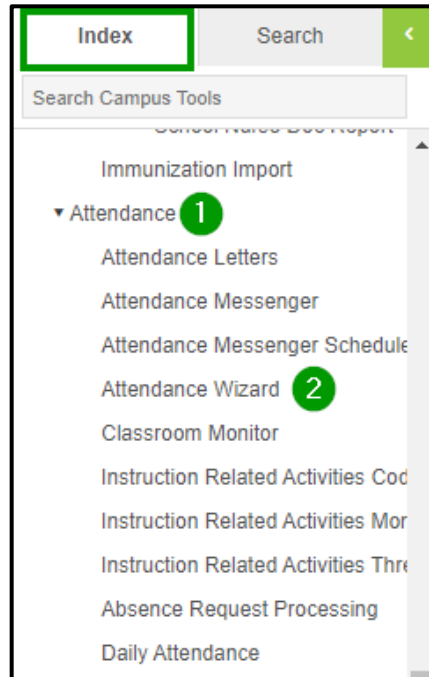
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Navigating to the Attendance Wizard:

Under **Index**, scroll down to **Attendance** and expand the Attendance module. Below **Attendance**, click on **Attendance Wizard**.



A screenshot of the 'Attendance Wizard' form. The form is divided into several sections:

- 1. Date:** A date field set to '03/09/2022' with a calendar icon.
- 2. Type:** Radio buttons for 'Standard Attendance' (selected) and 'Positive Attendance'.
- 3. Mode:** Radio buttons for 'Daily' (selected), 'Period', 'Batch', 'Edit', 'Batch Edit', 'Check In', and 'Check Out'.
- 4. Students:**
 - A. Search for Students:** Fields for Last Name, First Name, Grade, SSN/PIN, Student #, Att Code, Status/Excuse, Course - Section, Period, and Ad Hoc Filter. A 'Search' button is below.
 - B. Select students to add to edit list:** An empty box with a 'Select All' button below it.
 - C. Click on a student to remove from list:** An empty box.
- 5. Daily:** Fields for Attendance Code, Comments, and Comments Options (set to 'Append comments'). A checked checkbox for 'Overwrite Existing Data' and a 'Save Attendance' button are at the bottom.

Attendance Wizard View

Attendance Wizard Navigation & Overwrite Existing Data:

The **Attendance Wizard** is broken into **FIVE** parts, including an overwrite existing data selected default option as shown in the image on the previous page. Options for recording attendance vary depending on the options selected here.

1. Attendance Date:

The entered date (always displays the current date) reflects the day for which student attendance is recorded. This date can be modified by entering another date in mmddyy format, or by using the *calendar icon* to select a date.

2. Type:

Attendance can be entered using either the *Standard Attendance* option or the *Positive Attendance* option. The most common type used in schools will be *Standard Attendance*.

3. Mode:

The Attendance modes determine how attendance is recorded. The different modes are described in the beginning of each page on pages 5-9. Different modes are available based on the Type chosen. For each mode, a different way to enter attendance displays for the fifth item in the Attendance Wizard where attendance codes are assigned to the attendance entry.

4. Student Search:

The Attendance clerks can search for students using different methods on the bottom image of page 3. A combination of these fields could be entered, or just one search field can be used to search for students.

5. Recording Attendance:

Options for recording attendance display when the desired Attendance Mode is chosen. Users need to select an Attendance Code from the dropdown list for any option selected. Other items to enter vary on the type of attendance being recorded.

6. Overwrite Existing Data:

The Overwrite Existing Data checkbox will erase any existing attendance data for that date or period and replace it with the code and comments entered in the Wizard. The **DEFAULT** is to overwrite. This box may be unchecked or left checked depending on the need.

For example, if a group of students is on a field trip and this data was entered into Infinite Campus earlier, the box would be checked when entering students who will be absent all day as the result of a parent call. This will remove the indication that the student is on the field trip and replace it with the indication of an all-day excused or unexcused absence.

Conversely, if the all-day absences have been entered first and the field trip list comes in later, the box would be unchecked when the field trip list is entered into the system to preserve any records of students who were absent for an entire day.

Modes: Using the Daily Mode

The **Daily Mode** *records student attendance for the entire day*. The student is marked absent for all scheduled attendance periods in the day. This is the mode that is automatically selected in the Wizard.

Scenario(s) of When to Use: *Student or parent/guardian calls the attendance office notifying the staff of the student being absent for the entire day.*

- **Search** for the students you need to mark once the date is selected. The following search options are available: *last name, first name, attendance code, student number, course/section, or using an existing ad-hoc filter.*
- **Results** will appear in Column B. Choose the student(s) you need by clicking on the names, so the student moves to Column C. You can remove a name by clicking on the name in Column C.
- **Select** the correct attendance code for the situation.
- **Enter** any additional information in the comments field.
- **Select** comment handling option, if needed. Append comments will leave any existing comments and add the user-entered comments at the end of the field.
- **Click** the Save Attendance button.

The screenshot displays the 'Daily Mode' configuration interface. It is divided into four main sections:

- 1. Date:** A date picker set to 03/09/2022.
- 2. Mode:** Radio buttons for 'Daily' (selected), 'Period', 'Batch', 'Edit', 'Batch Edit', 'Check In', and 'Check Out'.
- 3. Students:** A search and selection area with three columns:
 - A. Search for Students:** Fields for Last Name (PAN), First Name (PETER), Grade, SSN/PIN, Student #, Att Code, Status/Excuse, Course - Section, Period, and Ad Hoc Filter. A 'Search' button is at the bottom.
 - B. Select students to add to edit list:** A list of student names and IDs, including Bennet, Elizabeth (07) 2586015, Drew, Nancy (08) 2586024, etc. A 'Select All' button is at the bottom.
 - C. Click on a student to remove from list:** A list of student names and IDs, including Drew, Nancy - 2586024, Eyre, Jane - 2586023, etc.
- 4. Daily:** Fields for Attendance Code (SCH: School Activity), Comments, and Comments Options (Append comments). A checkbox for 'Overwrite Existing Data' is checked. A 'Save Attendance' button is highlighted with a green circle.

Modes: Using the Period Mode

The **Period Mode** *records student attendance for the selected period.*

Scenario(s) of When to Use: *Student is unable to attend school for a set date range starting at a certain time, perhaps for a school function. The Batch mode marks the student absent from the entered time of the start date through the entered time of the end date.*

- **Search** for the students you need to mark once the date is selected. The following search options are available: *last name, first name, attendance code, student number, course/section, or using an existing ad-hoc filter.*
- **Results** will appear in Column B. Choose the student(s) you need by clicking on the names, so the student moves to Column C. You can remove a name by clicking on the name in Column C.
- **Select** the period you want to modify the attendance for and choose the correct attendance code for the situation.
- **Enter** any additional information in the comments field.
- **Select** comment handling option, if needed. Append comments will leave any existing comments and add the user-entered comments at the end of the field.
- **Click** the Save Attendance button.

The screenshot displays the 'Period Mode' configuration interface. It is divided into four main sections:

- 1. Date:** A date picker set to 03/09/2022.
- 2. Mode:** Radio buttons for 'Daily', 'Period' (selected), 'Batch', 'Edit', 'Batch Edit', 'Check In', and 'Check Out'.
- 3. Students:**
 - A. Search for Students:** Fields for Last Name, First Name, Grade, SSN/PIN, Student #, Att Code, Status/Excuse, Course - Section, Period, and Ad Hoc Filter. A 'Search' button is at the bottom.
 - B. Select students to add to edit list:** A list of student names and IDs, including Bennet, Elizabeth (07) 2586015, Drew, Nancy (08) 2586024, etc.
 - C. Click on a student to remove from list:** A list of student names and IDs, including Holmes, Sherlock - 2586014, Sawyer, Tom - 2586025, etc.
 - A 'Select All' button is located below list B.
- 4. Period:** A section highlighted with a green border containing:
 - Instruction: 'Enter attendance information and click Save'
 - Text: 'Period Mode: The attendance code is applied to the selected period.'
 - 'Current Period' dropdown: 1: (07:30 AM - 08:41 AM)
 - 'Attendance Code' dropdown: CT. Confirmed Truant
 - 'Comments' text input field
 - 'Comments Options' dropdown: Leave existing comments unchan...
 - Checked checkbox: 'Overwrite Existing Data'
 - 'Save Attendance' button

Modes: Using the Batch Mode

The **Batch Mode** *records student attendance for the entered date range and time range*. The Batch mode marks the student absent from the entered time of the start date through the entered time of the end date.

Scenario(s) of When to Use: *Student is unable to attend school for a set date range starting at a certain time, perhaps for a school function.*

- **Search** for the students you need to mark once the date is selected. The following search options are available: *last name, first name, attendance code, student number, course/section, or using an existing ad-hoc filter.*
- **Results** will appear in Column B. Choose the student(s) you need by clicking on the names, so the student moves to Column C. You can remove a name by clicking on the name in Column C.
- **Select** the correct attendance code for the situation.
- **Enter** the **date** and **time** for when to start applying the attendance code in the **From** area and the last **date** and **time** in the **To** area.
- **Enter** any additional information in the comments field.
- **Select** comment handling option, if needed. Append comments will leave any existing comments and add the user-entered comments at the end of the field.
- **Click** the Save Attendance button.

The screenshot shows a web application interface for marking student attendance. It is divided into four main sections:

- 1. Date:** A date picker set to 03/09/2022.
- 2. Mode:** Radio buttons for Daily, Period, **Batch** (selected), Edit, Batch Edit, Check In, and Check Out.
- 3. Students:**
 - A. Search for Students:** Fields for Last Name, First Name, Grade, SSN/PIN, Student #, Att Code, Status/Excuse, Course - Section, Period, and Ad Hoc Filter. A Search button is at the bottom.
 - B. Select students to add to edit list:** A list of student names and IDs, including Bennet, Elizabeth (07) 2586015, Drew, Nancy (08) 2586024, Eyre, Jane (08) 2586023, Finch, Atticus (06) 2586017, Gatsby, Jay (07) 2586016, Holmes, Sherlock (07) 2586014, March, Jo (06) 2586020, O'Hara, Scarlett (06) 2586018, Pan, Peter (06) 2586019, Sawyer, Tom (08) 2586025, Scrooge, Ebenezer (07) 2586021, Shirley, Anne (08) 2586022, and Simpson, Bart J(07) 10999999. A Select All button is at the bottom.
 - C. Click on a student to remove from list:** A list of student names and IDs: Finch, Atticus - 2586017, Simpson, Bart J - 10999999, Sawyer, Tom - 2586025, Scrooge, Ebenezer - 2586021, and Pan, Peter - 2586019.
- 4. Batch:** A section for entering attendance information, highlighted with a green box. It includes:
 - Attendance Code: SCH: School Activity
 - From: Date 03/09/2022, Time 8:00 AM; To: Date 03/09/2022, Time 12:00 PM
 - Comments: A text input field.
 - Comments Options: Append comments
 - Overwrite Existing Data
 - Save Attendance button

Modes: Using the Edit Mode

The **Edit Mode** allows an existing attendance record to be modified with a different attendance code or different comments on a one-by-one basis for each student. The Edit mode modifies attendance that has already been recorded.

Scenario(s) of When to Use: *The attendance office has already recorded attendance for a few students out on a sports event for the day. However, a weather issue has caused the sports event to be cancelled and students came back to school early.*

- **Select** the date you wish to edit.
- **Results** will appear in Column B. Choose the student(s) you need by clicking on the names, so the student moves to Column C. You can remove a name by clicking on the name in Column C
- **Select** the correct attendance code(s) for the situation and modify the period(s) as needed.
- **Enter** any additional information in the comments field.
- **Click** the Save Attendance button and select the next student, if necessary. Repeat the same steps.

The screenshot displays the 'Edit Mode' interface for managing student attendance. It is divided into four main sections:

- 1. Date:** A date picker set to 11/04/2021.
- 2. Mode:** Radio buttons for 'Daily', 'Period', 'Batch', 'Edit' (selected), 'Batch Edit', 'Check In', and 'Check Out'. The 'Edit' option is circled in green.
- 3. Students:**
 - A. Search for Students:** Fields for Last Name, First Name, Grade, SSN/PIN, Student #, Att Code, Status/Excuse, Course - Section, Period, and Ad Hoc Filter. A 'Search' button is at the bottom.
 - B. Select students to add to edit list:** A list of student names with their IDs: 'Holmes, Sherlock (07) 2586014' (highlighted in green), 'O'Hara, Scarlett (06) 2586018', and 'Simpson, Bart J(07) 10999999'. A 'Select All' button is at the bottom.
- 4. Edit:** A table for entering attendance information. The student 'Holmes, Sherlock - 2586014' is selected. The table has columns for Period, Code, Status, Excuse, Present Minutes, and Comments.

Period	Code	Status	Excuse	Present Minutes	Comments
01	** Not Scheduled				
02	SCH: School Activity	A	U	0	Sport event
03	SCH: School Activity	A	U	0	Sport event
ENRICH	** Not Scheduled				
04	EMI: Excused Missed Instruction	A	U	0	Came back early from sport event
MONITOR	** Not Scheduled				
IP	** Not Scheduled				
ESSER	** Not Scheduled				

Buttons for 'Fill Down', 'Clear', and 'Save Attendance' are at the bottom. A red note at the bottom states: '**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.'

Modes: Using the Batch Edit Mode

The **Batch Edit Mode** records attendance for multiple students for a date range on the selected periods. The Batch Edit allows the user to modify attendance for students altogether at once, rather than individually.

Scenario(s) of When to Use: *The yearbook class is meeting off campus for three days during the week in the mornings only. These students are marked Absent/Exempt for the class periods that meet in the morning only for all days in the date range.*

- **Search** for the students you need to mark once the date is selected. The following search options are available: *last name, first name, attendance code, student number, course/section, or using an existing ad-hoc filter.*
- **Results** will appear in Column B. Choose the student(s) you need by clicking on the names, so the student moves to Column C. You can remove a name by clicking on the name in Column C.
- **Enter** the **date** to start applying attendance in the **From** area and the last **date** in the **To** area
- **Select** the correct attendance code for the situation and modify the period(s) as needed.
- **Enter** any additional information in the comments field.
- **Select** comment handling option, if needed. Append comments will leave any existing comments and add the user-entered comments at the end of the field.
- **Click** the Save Attendance button.

1. Date: 03/09/2022

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students

A. Search for Students

Last Name:

First Name:

Grade:

SSN/PIN:

Student #:

Att Code:

Status/Excuse:

Course - Section:

Period:

Ad Hoc Filter:

Search:

B. Select students to add to edit list

- Bennet, Elizabeth (07) 2586015
- Drew, Nancy (08) 2586024
- Eyre, Jane (08) 2586023
- Finch, Atticus (06) 2586017
- Gatsby, Jay (07) 2586016
- Holmes, Sherlock (07) 2586014
- March, Jo (06) 2586020
- O'Hara, Scarlett (06) 2586018
- Pan, Peter (06) 2586019
- Savvyer, Tom (08) 2586025
- Scrooge, Ebenezer (07) 2586021
- Shirley, Anne (08) 2586022
- Simpson, Bart J.(07) 10999999

Select All:

C. Click on a student to remove from list:

- Bennet, Elizabeth - 2586015
- Holmes, Sherlock - 2586014
- March, Jo - 2586020
- O'Hara, Scarlett - 2586018

4. Batch Edit

Enter attendance information and click Save

From: 03/09/2022 To: 03/17/2022

Period	Code	Status	Excuse	Present Minutes	Comments
01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ENRICH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MONITOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESSER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fill Down: Clear:

Save Attendance:

Overwrite existing marks

Options:

Accessing the Tools: Classroom Monitor & Daily Attendance

Under **Index**, scroll down to **Attendance** and expand the Attendance module. Below **Attendance**, the Classroom Monitor and Daily Attendance will display.

Index Search <

Search Campus Tools

- Immunization Import
- ▼ Attendance **1**
 - Attendance Letters
 - Attendance Messenger
 - Attendance Messenger Scheduler
 - Attendance Wizard
 - Classroom Monitor **2**
 - Instruction Related Activities Code
 - Instruction Related Activities Monit
 - Instruction Related Activities Thres
 - Absence Request Processing
 - Daily Attendance **3**
 - Positive Attendance Import Wizard

2: Classroom Monitor

Date: 03/09/2022 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 11:09:03 AM

Teacher	Dept	Contact	01	SEMINAR	02	03	
	SPECIAL EDUCATION	✉		7846-1 (10/13)	2222-4 (19/22)	2222-6 (15/21)	
	CAREER TECH ED	✉	10416-1 (11/12)	7128-5 (22/25)	10416-2 (10/12)		
	MATH	✉		2212-11 (13/27)	2216-1 (30/34)	2212-4 (22/28)	
	SCIENCE	✉	3242-1 (10/14)	7134-3 (25/31)	3112-2 (27/32)	3254-1 (-/17)	
		✉			4102-3 (17/20)	4102-5 (21/26)	
		✉			8161-204 (1/1)	8161-304 (0/1)	
	ENGLISH	✉	1262-1 (17/21)	1410-1 (7/7) 1412-1 (1/1)	1262-2 (21/22)	1252-3 (14/17)	
		✉				6720-2 (2/4) 8161-309 (1/1)	
	SOCIAL STUDIES	✉	4140-1 (27/29)	6420-1 (16/18)	4140-2 (22/22)		
	SOCIAL STUDIES	✉	4142-1 (26/27)	6431-5 (29/33)		4132-10 (18/25) 4132AD-1 (1/1)	
	SPECIAL EDUCATION	✉		7846-2 (7/7)	2212-3 (19/27)	2212-4 (22/28)	
		✉	8097-7 (5/6)		8097-8 (6/7)	8097-9 (5/6)	
		✉	4162-1 (29/30)	7130-5 (23/28)	4162-2 (-/32)	4162-3 (-/18)	
	CAREER TECH ED	✉	3204-1 (35/36)	8680-1 (5/5) 8690-1 (12/12)	10880-1 (14/14) 10882-1 (14/16)	3214-1 (-/15)	
	WORLD LANGUAGES	✉	7622-1 (22/23)	2202-12 (10/21)	4714-1 (13/15)	7612-1 (17/23)	
	ENGLISH	✉		7130-1 (24/28)	1204-1 (38/38)	1244-2 (15/17)	
					3/3	7814-14 (3/3)	
					21/29)	1212-2 (17/27)	1244-1 (13/16)
					(20/27)	5237-1 (49/58)	5311-5 (21/31) 8161-306 (1/1)

Daily Attendance

Date: 03/09/2022 Unknown Excused Unexcused Exempt

Day: Wednesday - Period Schedule: WED A

Ad Hoc Filter

Note: For additional section detail hover over a period in the grid below.

Student	Number	Grade	01	SEMINAR	02	03	MON	E
Details		12		UNV		T		
Details		09		T				
Details		11	MED	MED	MED	MED		
Details		09	T			T		
Details		09		T				
Details		09	DOM	DOM	DOM	DOM		
Details		10			EMI	MED		
Details		10	T					
Details		11				T		
Details		10	SUS	SUS	SUS	SUS		
Details		12			DOM	DOM		

3: Daily Attendance

Classroom Monitor Tool

The **Classroom Monitor** shows which teachers have recorded attendance for a course/section during the appropriate period. In addition, the Classroom Monitor allows the attendance clerk to rapidly enter attendance for teachers or substitute teachers if they are provided a roster or other list of students in that section.

- Date:** Infinite Campus automatically defaults to the current date. You may change the date by clicking on the calendar icon and selecting the day.
- Refresh:** If the date needs to be changed other than the current date, click refresh to reload it for that date.
- Contact:** The email address and work phone number for a teacher as entered on their Census>Person demographics may be obtained by hovering over the icons in the contact column next to their name. Clicking on the email icon will open a new message in your email program.
- Pink/Green:** Any section highlighted in green with the number of students present out of the total number of students in parenthesis indicates that attendance has been taken for that section. A pink background without a number of students present indicates that attendance has not been taken for that section.

If a substitute teacher is given a class roster and turns it into the office, the attendance office can enter the attendance by clicking on the section in the Classroom Monitor. When finished, clicking save will mark attendance as taken in that period for that teacher. Their entry on the Classroom Monitor will then show as pink.

Classroom Monitor

This tool monitors classroom attendance.

1 Date: 02/26/2013 Refresh 2 Incomplete Teacher Attendance

Teacher	Dept	Contact	00	01
Teacher, Maive		3		
Teacher, Amber	Global Language		0000-21 (--/4)	
			0000-24 (--/3)	1007-2 (1/1)
			0000-32 (--/4)	
			0000-55 (--/6)	
			0000-47 (--/1)	
Teacher, Ginger	Science		0000-11 (--/4)	

The teacher for this section has already recorded attendance. The total number of students marked present out of the total number of students in the section displays.

Students marked tardy are not considered absent and are not counted in this total.

3015-2 English II

Teacher: Staff, Debra

Close Save

Date Selector
10/03/2019 Change Date

Student Name	P	A	T	Excuse	Comments
3015-2 English II					
	Students: 32	Totals: 28	2	2	
10 Student, Elliott N	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Student, Dominic B	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
10 Student, Isaac M	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
10 Student, Travis W	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Student, Thomas L	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Student, Codey	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
10 Student, Isabel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		

Daily Attendance Tool

The **Daily Attendance** tool displays student attendance events (absences or tardies) for a given day. From here, an attendance clerk may process individual student attendance events following district policy. Daily Attendance displays the current date by default. Users can enter another date to view attendance information for that day.

- 1. Reports:** The **Summary Report** displays the attendance events for each student and period for the day entered on the Daily Attendance Tab. An explanation of the codes describing each attendance event appears at the end of the report. The **Caller Report** lists students whose parents/guardians may need to be contacted to determine the status of the attendance event and will only generate on the day in question.
- 2. Date:** If the date needs to be changed other than the current date, click refresh to reload it for that date.
- 3. Day:** This lets the user know what the period schedule is on the date chosen.
- 4. Ad-Hoc:** This lets the user select an **Ad Hoc Filter** from the dropdown list to only display students included in that filter.
- 5. Details:** Click the **Details** link to generate the **Daily Attendance Person Summary Report**. This is the same report that generated from the student's Summary tab. The report will display contact information and household information for each student on an individual basis.
- 6. Colors:** Attendance entries with a yellow color (i.e. A & T) are from a teacher who took attendance. An excused tardy requires an **EMI** comment from the teacher. IT has an overnight process that will convert any absences into AUK's as well as any excused tardies. All other colors have been entered by Attendance Staff and cannot be changed by the teacher.

The screenshot shows the 'Daily Attendance' interface. At the top, there are two buttons: 'Summary Report' (1) and 'Caller Report'. Below these is the 'Daily Attendance' section with a date field set to '03/29/2022' (2) and a 'Day' field set to 'Tuesday - Period Schedule: A' (3). An 'Ad Hoc Filter' dropdown menu is visible (4). The main part of the interface is a table with columns for 'Student', 'Number', 'Grade', and periods '01', '02', '03', 'ENRICH', '04', 'MONITOR', 'IP', and 'ESSER'. The table contains several rows of student data with attendance codes like 'CT', 'MED', 'AUK', 'SCH', 'RWY', and 'T' in various colored cells. A 'Details' link is present for each student row (5). A note on the right side of the table reads: 'Note: For additional section detail hover over a period in the grid' (6).

Student	Number	Grade	01	02	03	ENRICH	04	MONITOR	IP	ESSER
Details Bennet, Elizabeth	2586015	07			CT					
Details Drew, Nancy	2586024	08	MED	MED	MED	MED	MED			
Details Eyre, Jane	2586023	08			AUK					
Details Finch, Atticus	2586017	06	SCH	SCH	SCH	SCH	SCH			
Details Gatsby, Jay	2586016	07	T							
Details Holmes, Sherlock	2586014	07	A							
Details Pan, Peter	2586019	06	RWY	RWY	RWY					
Details Sawyer, Tom	2586025	08			CT					
Details Shirley, Anne	2586022	08		CT	CT					
Details Simpson, Bart Jojo	10999999	07	T							

Daily Attendance Tool, continued:

To Process an Attendance Event for a Student:

1. Select the event you wish to edit by clicking on the code.
2. In the dropdown select the attendance code.
3. Enter any new comments in the **Comments** field.
4. If the change should be applied to all subsequent periods (as in a parent calls excusing an entire day), select the **"Fill Down"** option. If the entire day need to be marked as present (as in the case of clerical error), click **Clear**.
5. Click **SAVE** when finished.

Details Simpson, Bart Jojo | 10999999 | 07 | CTL | CTL | CTL | CTL | CTL | 1

Daily Attendance

Save 5

Attendance Information

Date: 03/09/2022

Name: Bart Simpson - 10999999

Period	Code	Status	Excuse	Present Minutes	Comments
01	CT: Confirmed Truant 2	A	U	0	3
02	CT: Confirmed Truant	A	U	0	
03	CT: Confirmed Truant	A	U	0	
ENRICH	CT: Confirmed Truant	A	U	0	
04	CT: Confirmed Truant	A	U	0	
MONITOR	** Not Scheduled				
IP	** Not Scheduled				
ESSER	** Not Scheduled				

Fill Down | Clear 4

**Cannot record attendance. Student is not scheduled or course doesn't take attendance.

To View a Student's Attendance History:

Navigate to the **Attendance Tab** under **Student Information > General** to view the history for the school and year.

1. The **left-hand** side shows attendance totals broken down by terms and periods.
2. The **right-hand** side displays attendance by periods with attendance codes.

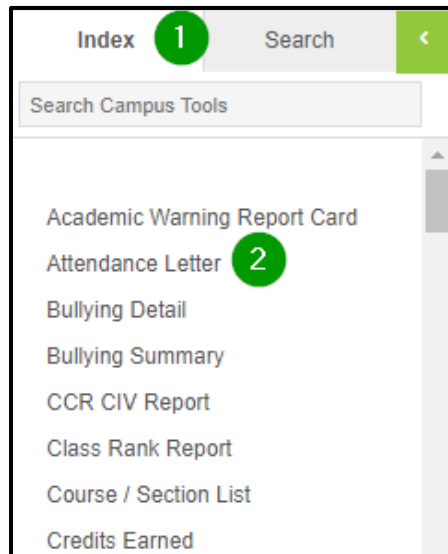
Term T1 08/09/2021 - 10/15/2021 1													
Instructional Days: 42 Present Days: 41.23													
Period	01	02	03	ENRICH	04	05	06	07	08	MONITOR	IP	ESSER	T
Absent	0	0	0	1	0	1	1	1	0	0	0	0	4
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0

Term T2 10/18/2021 - 12/16/2021													
Instructional Days: 39 Present Days: 38.01													
Period	01	02	03	ENRICH	04	05	06	07	08	MONITOR	IP	ESSER	T
Absent	1	1	1	1	1	0	0	0	0	0	0	0	5
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0

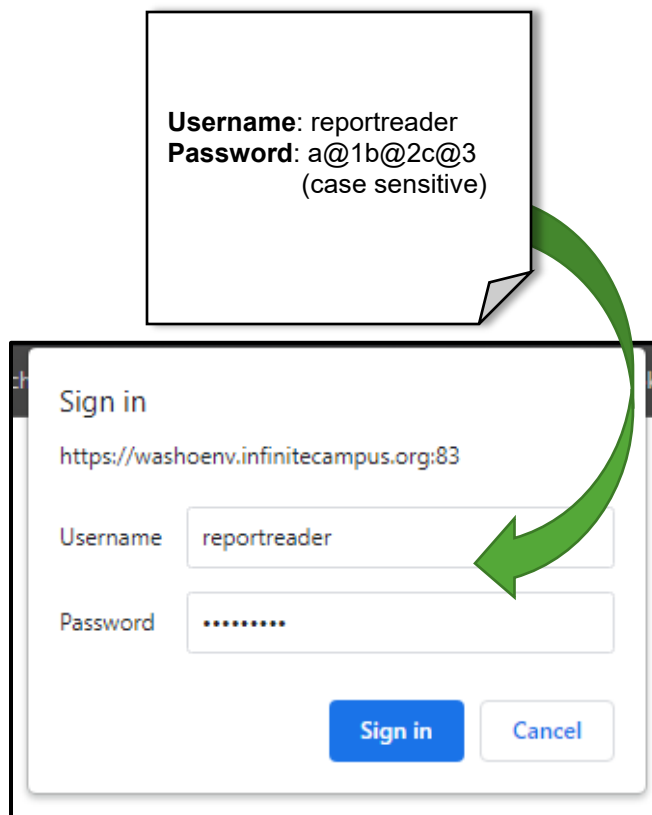
Unknown Excused Unexcused Exempt 2												
Date	Period											
	01	02	03	ENRICH	04	05	06	07	08	MONITOR	IP	ESSER
03/09/2022 Wed WED A	CTL	CTL	CTL	CTL	CTL							
03/08/2022 Tue B				SCH		SCH	SCH	SCH	SCH			
03/07/2022 Mon A	SCH	SCH	SCH	SCH	SCH							
03/04/2022 Fri B				SCH		SCH	SCH	SCH	SCH			
03/03/2022 Thu A	SCH	SCH	SCH	SCH	SCH							
03/02/2022 Wed WED B				SCH		SCH	SCH	SCH	SCH			

Reports: Attendance Letter:

In Infinite Campus under **Index**, navigate to the **Attendance Letter** report.



The following window will open. Log in with the following credentials to access the report:



Reports: Attendance Letter, continued:

The **Attendance Letter** report is one of the customized reports the Washoe County School District uses to send out to parents when their student(s) has been absent. Users can generate letters which are then used to mail out to parents to notify them about unexcused absences.

- 1. Term:** For middle schools and high schools, select the appropriate term, **T1** or **T2**. For elementary schools, the value will be **All**.
- 2. Signer:** Add the name of the person.
- 3. Signers Title:** Add the job title of the person in question.
- 4. Update Student Attendance Letter Tab:**

If a school wants to run a test of attendance letters, leave the default option as **No**. Updating to **Yes** will update the attendance letter tab for students in Infinite Campus and they will no longer be available to run. If this gets done by accident, you can put in a ticket to the Web Help Desk.
- 5. Grade:** The letters can be printed out specifically by grade or for all students.
- 6. Letter:** Select which **Letter** sequence you are running the report for.
- 7. Triggers:** Please notice the **Default Trigger** values for each letter. If these numbers are incorrect, please update to the correct value and log a ticket into the **Web Help Desk** to have them updated.
- 8. View Report:** Once all options have been selected, run the report. If the Update Student Attendance Letter Tab has been selected as **Yes**, the **Attendance Letter Tab(s) will automatically update with the date the report was run and your name.**

The screenshot shows a web form for generating an Attendance Letter report. The form includes the following fields and controls:

- 1:** Term dropdown menu set to "T1".
- 2:** Signer text input field.
- 3:** Signer's Title text input field.
- 4:** Update Student Attendance Letter Tab dropdown menu set to "No".
- 5:** Grade dropdown menu set to "<Select a Value>".
- 6:** Letter dropdown menu set to "<Select a Value>".
- 7:** A green box highlights the Trigger 1 (6), Trigger 2 (12), and Trigger 3 (19) input fields.
- 8:** View Report button.

The screenshot shows a navigation bar for the report. It includes the following elements:

- Navigation icons: back, forward, search, and refresh.
- Page indicator: "1 of 2 ?".
- Zoom control: "100%" dropdown menu.
- Print options:** A dropdown menu with a floppy disk icon highlighted in a green box, and a printer icon.
- Search and navigation: "Find | Next" button.

To output letters for printing, choose **PDF** from the **dropdown menu** with the **floppy disk icon** and the letters will appear on a separate tab in a one-page format. Repeat this process for Letter 1, Letter 2, and Letter 3. The letter will be generated in either **English** or **Spanish** based on the Connect Ed language populated on the student's Demographic page.

Reports: Period Count Report

The **Period Count** Report under **Attendance > Reports** in the Index of Infinite Campus counts attendance marks for students in the selected calendar that meet the filter criteria. Totals are calculated by the selection of the Report Type, based on the student's Enrollment Effective Date and the Start and End Dates entered.

The screenshot shows the Infinite Campus interface for the Period Count Report. It includes a header with the Infinite Campus logo and a navigation menu. Below the header is the report title 'Period Count Report' and a sub-header 'Attendance Period Count Report'. A descriptive paragraph explains that the report counts attendance marks per student and that the Report Type option determines how attendance marks are summed. It lists two report types: 'Total Count' and 'Count by Period'. Below this is a section for selecting students to include in the report, with a dropdown menu for 'Grade' (options: All Students, 09, 10, 11, 12) and an 'Ad Hoc Filter' option. A section for 'Enrollment Effective Date' shows '01/10/2022'. The 'Report Type' section has 'Total Count' selected. The 'Start Date' is '09/01/2021' and the 'End Date' is '12/31/2021'. The 'Having at least' and 'Having at most' sections have '4' and '8' respectively. The 'Group Options' section has 'Period' selected. The 'Sort Options' section has 'Alpha' selected. The 'Status' section has 'All' selected. The 'Excuse' section has 'All' selected. The 'Excuse Code' section has 'All (excuses count: 32)' selected. The 'Report Format' section has 'PDF' selected. A 'Generate Report' button is at the bottom right.

1 Which students would you like to include in the report?
 Grade Ad Hoc Filter

2 Enrollment Effective Date 01/10/2022

3 Report Type Total Count Count By Period

4 Start Date 09/01/2021
End Date 12/31/2021

5 Having at least 4 attendance marks
Having at most 8 attendance marks

6 Group Options Period Period Schedule

7 Sort Options Alpha Grade/Alpha

8 Status All
 Absent Tardy Early Release
Excuse All
 Unknown Excused Unexcused Exempt

Excuse Code All (excuses count: 32)
 ACT: Activity HH: Home Hosp rLIA: Respiratory-Like Illness Absence
 CLR: Tardy/Ctr HHC: Home Hosp Confirmed rLIE: Respiratory-Like Illness Early Release
 CUT: Cut IH: Inhouse SC: School Closure - Emerg. Conditions
 DET: Detention ILL: Illness SN: Snow Day Power/Roads
 DLE: Distance Learning - Excused IMD: Illness Medical Note Received SO: Site Other
 DL: Distance Learning - In Lieu of In-Person ISC: Completed Work SS: Served SS
 DLU: Distance Learning - Unexcused ISN: Incmpl Wrk SUS: Suspended
 ERE: Early Release ISP: Independent Study Pending TDY: Tardy/Sarb
 EXC: Excused LTE: Tardy UNV: Unverified
 EXQ: Excused - PH OTH: Other UNX: Unexcused
 POS: Positive XCLM: Excluded Failure to Comply - Mask Mandate

9 Report Format: PDF

10 Generate Report

Generate the Period Count Report:

1. Select which students to include on the report by choosing either a **Grade Level** or an **Ad hoc Filter**.

2. Enter the **Enrollment Effective Date**.

3. Select the desired **Report Type - Total Count or Count by Period**.

4. Enter the **Start Date** and **End Date** of the desired attendance marks.

5. Enter the desired value for the **Having at Least** and **Having at Most** periods of attendance.

6. Select the desired **Group Option - Period or Period Schedule**.

7. Select the desired **Sort Option - Alpha or Grade/Alpha**.

8. Choose either a **Statuses** and **Excuse** combination or choose desired **Excuse Codes**.

9. Select the desired **Report Format**.

10. Click the **Generate Report** button.

Reports: Consecutive Absence Report

The **Consecutive Absence** Report under **Attendance > Reports** in the Index of Infinite Campus counts the instructional periods in which a student is scheduled during the date range entered. If the student is absent from all scheduled instructional periods, the student is counted as absent in this report.

Consecutive Absence Report ☆

Consecutive Absence Report

This report counts the instructional periods in which a student is scheduled during the date range entered. If the student is absent from all scheduled instructional periods they are ignored.
This report displays a summary of the attendance data by student and calendar. If the date range is left blank the report will default to the calendar start and end dates.

Which date range would you like to include in the report?

1 Start Date: 09/01/2021

2 End Date: 12/01/2021

3 Active Enrollments Only

Which students would you like to include in the report?

4 Grade: All Students (dropdown: AAP, EC, HK, K)

Ad Hoc Filter

Consecutive days absent:

5 Minimum*: 3

6 Maximum:

Which Absence Excuse type should be counted?

7 Unexcused, Excused, and Unknown

Unexcused, and Unknown

Report Format: PDF

8

9 Which calendar(s) would you like to include in the report?

active year

list by school

list by year

2021-22

- 2021-22 Abbott Elementary
- 2021-22 Baird Elementary
- 2021-22 Chowen Middle
- 2021-22 Drew Middle
- 2021-22 Ewing High
- 2021-22 Fremont High

10 Generate Report Submit to Batch

CTRL-click or SHIFT-click to select multiple

Generate the Consecutive Absence Report:

1. Enter a **Start Date** on which to base the number of attendance days included in the report.
2. Enter an **End Date** for this report.
3. Determine if only active enrollments should be included in the report. If yes, mark the **Active Enrollments Only** checkbox.
4. Select the students to include in the report by choosing a **Grade level** or by choosing an **Ad hoc Filter**.
5. Enter the **Minimum** number of days absent for this report.
6. If desired, enter the **Maximum** number of days absent for this report.
7. Select the appropriate option for the **Absent Excuse** types to include in the report.
8. Select the desired **Report Format**.
9. Select the desired **Calendar** to include in the report.
10. Click the **Generate Report** button to see the results of the report immediately.

Blended Learning Group Assignments:

Whenever a student needs to be added to a learning group, the **Blended Learning Group Assignments tab** allows staff members to do so by clicking **Add** from the students' demographic page.

The screenshot shows a student's demographic page for **Pan, Peter**. At the top, it lists his grade (06), ID (#2586019), date of birth (11/15/2009), and gender (M). Below this is a navigation menu with various tabs: Summary, Profile, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, Credit Summary, Behavior, Transportation, Lockers, Graduation, Ad Hoc Letters, Records Transfer, Adult Education, ELL, Attendance Notes, RTI, FERPA, WCHD, HS Athletics, Records Request, ReEngagement Center, Home Visits, APTT, Attendance Letters New, Unity Foster, Credit GPA, Student Accounting, and **Blended Learning Group Assignments**. The 'Blended Learning Group Assignments' tab is highlighted with a green box. Below the navigation menu is a table with columns for **GROUP**, **START DATE**, and **END DATE**. At the bottom left of the page, there are two buttons: **Add** (highlighted with a green box) and **Print**. A green arrow points from the 'Add' button to the 'Blended Learning Group Assignments' tab.

Add Group Assignment appears on the right-hand side.

1. Select the appropriate **Group** from the dropdown.
2. Select the **Start Date** the student will begin learning virtually
3. Select the **End Date** as the last date the student will stop learning virtually
4. Click **Save**

The screenshot shows the 'Add Group Assignment' form. It has a title bar 'Add Group Assignment'. Below the title bar are three required fields: **Group *** (a dropdown menu with a green circle '1' next to it), **Start Date *** (a date input field with a calendar icon and a green circle '2' next to it), and **End Date *** (a date input field with a calendar icon and a green circle '3' next to it). At the bottom of the form are two buttons: **Save** (a blue button with a green circle '4' next to it) and **Cancel** (a white button).

Once the group assignment has been added to the student, clicking on their Blended Learning Group will allow you to modify dates, if necessary. Follow the same procedure above.

Notes:
