

# SUNGARD® PUBLIC SECTOR

## Attendance Exercises

### These exercises include:

- A. Attendance Entry
- B. Attendance by Activity
- C. Attendance by Class
- D. Attendance by Criteria
- E. Maintaining Individual Students' Attendance

### A. Attendance Entry:

#### Part 1.

- Add attendance entries per your district policy for five students.
- Set up the default code to be Absent, as if you were recording attendance sent to the office by a substitute.
- Use the following situations:

- Student 1      Marked absent by the substitute.
- Student 2      Marked absent by the substitute.
- Student 3      Arrived Tardy. Enter an arrival time, if required.
- Student 4      Received a phone call that the student was seen at the mall. Mark the student Unexcused Absent.
- Student 5      Arrived Tardy. Enter an arrival time, if required.  
For the same student, click on the "+" sign. This student was dismissed early. Enter a dismissal code and dismissal time (if used.)

#### Part 2.

- Enter tardies per your district policy for five students.
- Set up the default code to be Tardy, as if you were recording tardies from a student sign-in sheet.
- Use the following situations:

- Student 1      Arrived tardy. Enter an arrival time, if required. **Write this student's name down for Part E.**
- Student 2      Arrived tardy. Enter an arrival time, if required.
- Student 3      Arrived tardy, but with a note. This student is Excused Tardy. Enter an arrival time, if required.
- Student 4      While you are keying tardies, the principal asked you to enter an In-School Suspension for this student.
- Student 5      You received a doctor's note for this student for today's date. This student is marked Excused Absent.

### B. Attendance by Activity

- Add the following activity to your building: **BN Band**
- Add four students to the Band activity:
- Use the Attendance by Activity option to mark the students in the Band activity with a code of ACT and dismissed at 1:00. Do not update any attendance already entered for the day.

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### C. Attendance by Class:

- Search for a teacher's homeroom.
- Mark three students absent.

### D. Attendance by Criteria

1. Enter tardy excused with an arrival time of 9:00 for all students riding on a specific bus number
2. Enter a field trip code for all students in grade 04
3. Mark all students with a last name of **Martinez** Excused Absent.

### E. Maintain and Individual Student's Attendance

- Use the Student Center to select students and make the following attendance changes:
  1. Adjust the attendance entry for Student 1 in Exercise A, Part 2, for today's date from tardy to Excused Absent.
  2. Select Student 2 and mark the student Unexcused Tardy on February 9. She arrived at 10:30 am.
  3. Select Student 2 and mark the student Excused Absent from April 6 through April 8.
  4. Select Student 2 and mark the student Unexcused Absent from May 3 through May 7.
  5. Select Student 2 and mark the student Unexcused Tardy on February 16 with an arrival time of 1:30 pm.