

Attendance (Portal)

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Attendance (Portal)

[Attendance through the Calendar Tab](#) | [Attendance Tab](#) | [Summary Options](#) | [Detail Options](#)

This document is written for use by parents. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

PATH: *Campus Portal > Attendance*

The Attendance tab of the Campus Portal allows parents to track student attendance using a variety of summary options and attendance views.

Jarred

- Calendar >
- Schedule >
- Attendance**
- Behavior >
- Health >
- Assessment >
- eTranscript Center >
- Graduation Planner >
- Transportation >
- Fees >
- School Choice >
- To Do List >
- Reports >
- Family**
- Messages >
- Family Members >
- Calendar >
- Payments >
- Food Service >
- To Do List >
- User Account**
- Account Management >
- Contact Preferences >
- Access Log >
- Care E1
- Care E2
- Care E3

Attendance

Test Attendance

December 2010 January 2011 February 2011

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4							1				1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28						
							30	31													

Dates that are highlighted can be clicked to view daily period details. Excused Unexcused Exempt Unknown

Course Period Day Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy	Early Release	Present
▶ 701 LANGUAGE ARTS	KENNY S	5	0	1	0
▶ 702even2 MATH	Kom, Mom A	2	0	1	0
▶ 704odd2 SOCIAL STUDIES	Kom, Mom A	2	0	0	0
▶ 705 SCIENCE	WALKER S	5	0	1	0
▶ 711 ART	CYBORON G	3	0	1	0
▶ 713 FCS	BUSHHOUSEN L	2	0	0	0
▶ 721 INST TECH	ZLOMKE P	2	0	1	0
▶ 722 PHYS ED	DENOYER S	1	0	0	0
▶ 733 VOCAL MUSIC	SACKSCHEWSKY J	3	0	1	0
▶ 750 PRIMETIME	BEBERNISS M	3	1	1	0
▶ 777 LUNCH		5	0	1	0
Total		33	1	8	0

Image 1: The Attendance Tab

Attendance through the Calendar Tab

Attendance information can be accessed through the **Calendar** tab in both the **Family** and **Student** sections of the navigation pane. The tab defaults to the current month, but clicking the black arrow icons on either side of the month allows users to view previous and future months.

The screenshot shows the 'Family' section of the Infinite Campus portal. The navigation pane on the left includes 'Messages', 'Family Members', 'Calendar', 'Payments', 'Food Service', 'To Do List', 'User Account', 'Account Management', 'Contact Preferences', and 'Access Log'. The main content area displays a calendar for January 2011. The calendar grid shows dates from 01 to 15. Student names (Mallory, Jeanette, Jarred) are listed for each day, along with attendance icons (bell and star). A legend at the top indicates that the bell icon represents 'Assignment(s) Due' and the star icon represents 'Attendance Event(s)'. The calendar also shows 'In Service' days for Jeanette and Jarred on 10th and 11th, and 'Inclement Weather' on 10th and 11th.

Image 2: Family Calendar Tab

Clicking the **Bell** attendance icon will generate a detail window for that specific attendance event. The **Description** column indicates the type of attendance event which occurred. These descriptions are set by the district. Attendance comments will display if a district has selected this option on the [Portal Options tab](#).

Attendance Details for Jarred

 **January 11, 2011 - Tuesday (Odd Day)**
Term: QT2

Period	Course	Time	Description	Comments
PT	750 PRIMETIME	08:00 AM - 08:13 AM		
1	722 PHYS ED	08:15 AM - 09:00 AM		
2	704odd2 SOCIAL STUDIES	09:03 AM - 10:27 AM	A: Unknown	
3	705 SCIENCE	10:29 AM - 11:53 AM		
4	777 LUNCH	11:55 AM - 12:25 PM		
5	701 LANGUAGE ARTS	12:27 PM - 01:55 PM		
6	711 ART	01:57 PM - 02:42 PM		
7	731 BAND	02:45 PM - 03:30 PM		

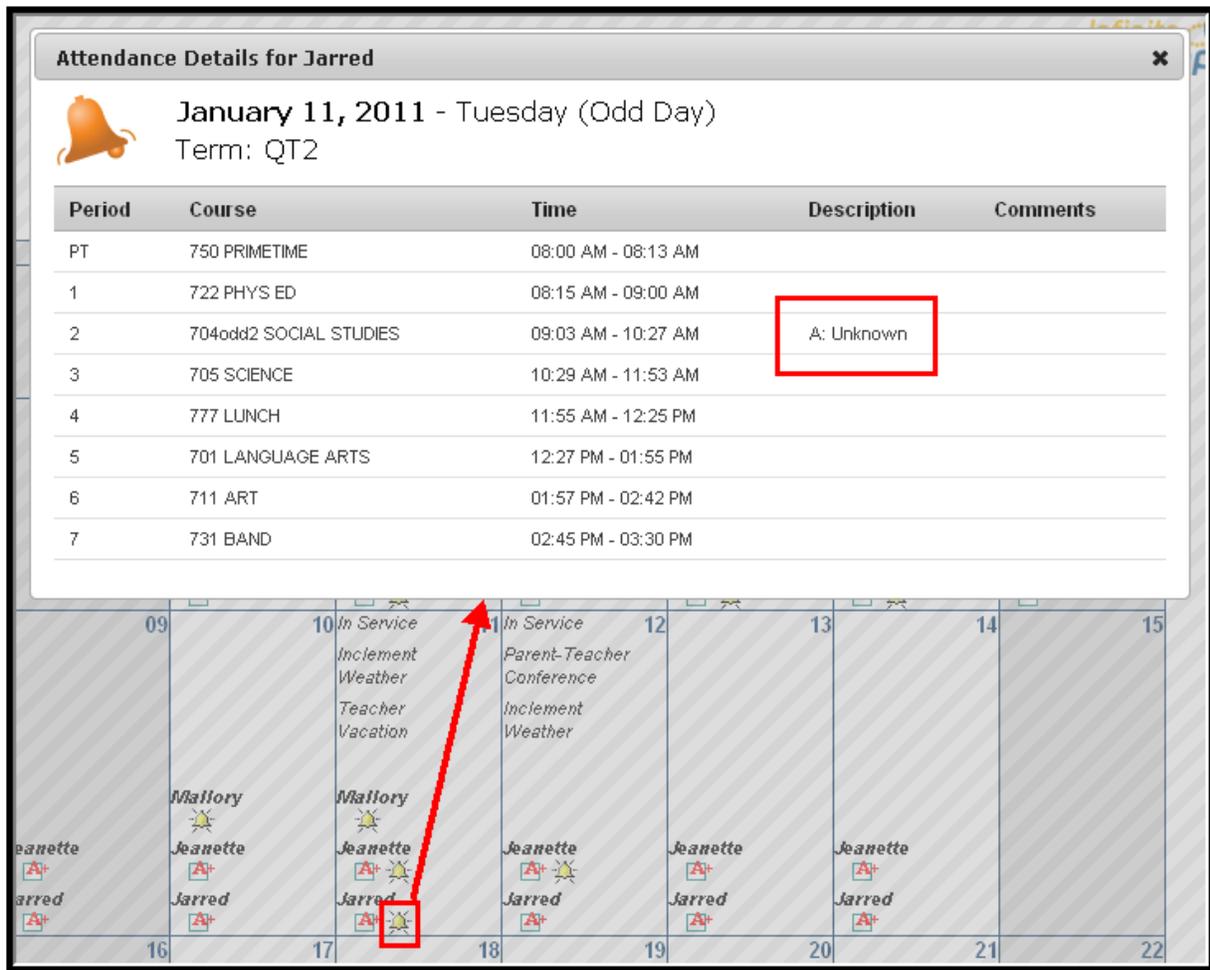


Image 3: Attendance Detail Window from the Calendar

Attendance Tab

The **Attendance Tab** can be accessed from the **Student** section of the navigation pane, after a specific student has been chosen from the Switch Student menu. This section provides a variety of summary and detail options for viewing attendance information. This section is updated in real time, as the teacher or attendance clerk enters daily or period attendance.

Attendance Calendars

The attendance calendar at the top of the attendance screen provides color-coded absence and tardy information for the selected student. The current day is outlined in blue. Clicking the black arrow icons will allow the user to view previous and future months. All instructional days can be selected. Non-instructional days are grayed out and cannot be selected.

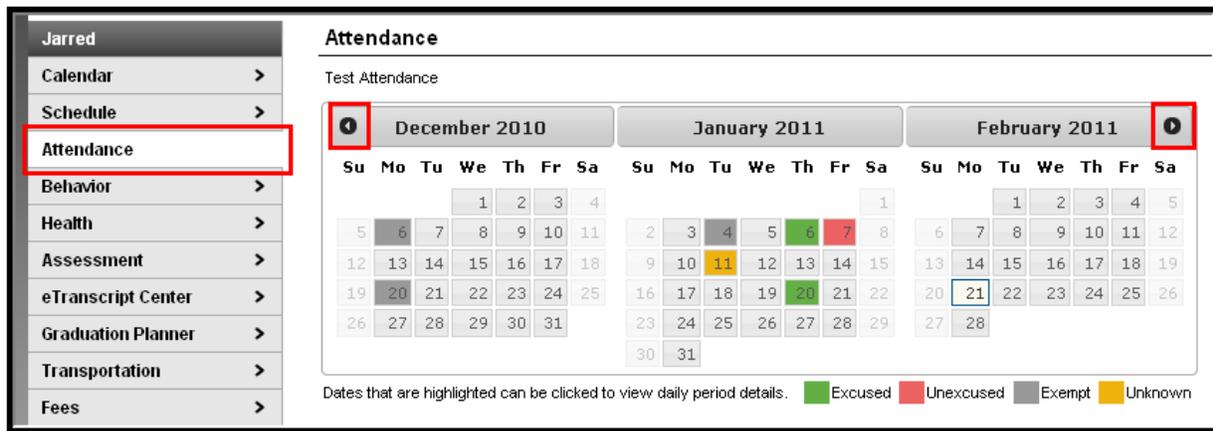


Image 4: Attendance Calendars

The attendance colors are defined as follows. These definitions can vary by district.

Color	Code	Definition
Green	Excused	Parents notify the school with a reason for the absence and district policy determines this it to be an excused absence, such as illness, funerals, medical appointments, etc.
Red	Unexcused	Districts have determined that the absence is not excused. This might include truancy, suspensions, unplanned vacations, etc.
Grey	Exempt	These are usually school-sponsored events, such as field trips, concerts or athletic activities.

Yellow	Unknown	The reason for the absence has not been verified by school staff.
<div style="border: 1px solid yellow; padding: 10px; margin: 10px auto; width: 80%;"> Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned. </div>		

Clicking on an instructional day will generate a detail window including any absence or tardy information for that day. The window displays attendance information by period, including the period of the course, the name of the course and the time the course meets. Attendance Event information is found in the **Description** column. Depending on the district's preferences, attendance **Comments** may also appear. Clicking the 'X' in the top right corner of the detail window to return to the original attendance screen.

Attendance

Test Attendance

December 2010

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2011

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

Attendance Details ✕

January 20, 2011 - Thursday (Even Day)
Term: QT2

Period	Course	Time	Description	Comments
PT	750 PRIMETIME	08:00 AM - 08:13 AM	CV:COLLEGE VISIT	
1	721 INST TECH	08:15 AM - 09:00 AM	CV:COLLEGE VISIT	
2	702even2 MATH	09:03 AM - 10:27 AM	CV:COLLEGE VISIT	
3	705 SCIENCE	10:29 AM - 11:53 AM	CV:COLLEGE VISIT	
4	777 LUNCH	11:55 AM - 12:25 PM	CV:COLLEGE VISIT	
5	701 LANGUAGE ARTS	12:27 PM - 01:55 PM	CV:COLLEGE VISIT	
6	711 ART	01:57 PM - 02:42 PM	CV:COLLEGE VISIT	
7	733 VOCAL MUSIC	02:45 PM - 03:30 PM	CV:COLLEGE VISIT	

Image 5: Attendance Day Detail

Summary Options

Below the Calendar, four tabs allow users to view summaries of attendance information by [Course](#), by [Period](#), by [Day](#) and by [Term](#). Dates in the summary tabs can be selected to generate a [detail window](#). Selectable links appear in [blue](#) text.

Summary By Course

Clicking the **Course** tab within the attendance section will display attendance events sorted by the courses in which a student is enrolled. Courses appear in numerical order by course number with the teacher's name following. Attendance information is summarized by event type Periods Absent, Tardy, Early Release and Present. Totals for each event type are located at the bottom of the tab. If no attendance events are recorded for Early Release and Present, these columns will be hidden from view.

Clicking the arrow next to the name of a course will expand a list of all attendance events for that course. Dates and attendance event counts will appear in blue and can be selected to display a [detail window](#). Courses that do not have any attendance events will not display in the list.

Course	Teacher	Periods Absent	Tardy	Early Release	Present
▼ 701 LANGUAGE ARTS	KENNY S	5	0	1	0
07/12/2010 Monday - Absent Excused 07/14/2010 Wednesday - Absent Excused 11/15/2010 Monday - Early Release Excused 11/24/2010 Wednesday - Absent Unexcused 12/06/2010 Monday - Early Release Exempt 12/20/2010 Monday - Absent Exempt 01/04/2011 Tuesday - Present Exempt 01/07/2011 Friday - Absent Unexcused 01/20/2011 Thursday - Absent Excused					
▶ 702even2 MATH	Kom, Mom A	2	0	1	0
▶ 704odd2 SOCIAL STUDIES	Kom, Mom A	2	0	0	0

Image 6: Attendance Summary by Course

Positive Attendance by Course

If any of the student's courses record attendance using minutes present (instead of minutes absent), this time displays after the Summary by Course list. The course name and teacher, Present Time and the expected Hours are viewable. Click the linked Present Time value to see specific time in and out values.

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy	
1246 AP ENG LIT 6		1	0	
Attendance Details				
2232 PRE-CALCULUS (H)				
Date	Course	Time In	Time Out	Present Time
03/12/2014	2232 - PRE-CALCULUS (H)	09:00 AM	09:30 AM	0h 30m
Total		7	0	

Course	Teacher	Present Time	Expected Hours
2232 PRE-CALCULUS (H)	TEACHER, ROBERT	0h 30m	75.00
Total		0h 30m	

Image 7: Positive Attendance Entries

Summary By Period

Attendance information can also be summarized by class meeting times by selecting the **Periods** tab. Clicking the black arrow icons on either side of the Term name will display information for previous or future terms. The date range of the term appears below the term name. Attendance information is summarized by event type Periods Absent, Tardy, Early Release and Present. Totals for each event type are located at the bottom of the tab. If no attendance events are recorded for Early Release and Present, these columns will be hidden from view.

Clicking the arrow next to the name of a period will expand a list of all attendance events for that period. Dates and attendance event counts will appear in blue and can be selected to display a [detail window](#).

Course	Period	Day	Term	
<p>Attendance Summary by Period</p> <p>Term: QT2</p> <p>11/02/2010 - 01/23/2011</p>				
Period	Absent	Tardy	Early Release	Present
▶ PT (08:00 AM-08:13 AM)	2	1	1	0
▼ 1 (08:15 AM-09:00 AM)	2	0	1	0
<p>11/15/2010 Monday - Early Release Excused</p> <p>12/06/2010 Monday - Early Release Exempt</p> <p>12/20/2010 Monday - Absent Exempt</p> <p>01/04/2011 Tuesday - Present Exempt</p> <p>01/07/2011 Friday - Absent Unexcused</p> <p>01/20/2011 Thursday - Absent Excused</p>				
▶ 2 (09:03 AM-10:27 AM)	3	0	1	0
▶ 3 (10:29 AM-11:53 AM)	3	0	1	0
▶ 4 (11:55 AM-12:25 PM)	3	0	1	0
▶ 5 (12:27 PM-01:55 PM)	3	0	1	0
▶ 6 (01:57 PM-02:42 PM)	3	0	1	0
▶ 7 (02:45 PM-03:30 PM)	1	0	1	0
Total	20	1	8	0

Image 8: Attendance Summary by Period

Summary By Day

The **Day** tab lists all attendance events for the school year beginning with the most recent. Each day is broken up by period. Events from different terms are divided by a gray line. Events are color-coded based on the same system as the [Attendance Calendars](#) and the following abbreviations:

- A: Absent
- T: Tardy
- P: Present
- E: Exempt

Dates and period totals will appear in blue and can be selected to display a [detail window](#). Attendance information is summarized at the bottom of the tab by Absent Totals, Tardy Totals, Early Release Totals and Present Totals.

Attendance Summary by Day									
Date	PT	1	2	3	4	5	6	7	ACT
01/20/2011 Thu	A	A	A	A	A	A	A	A	
01/11/2011 Tue			A						
01/07/2011 Fri	A	A	A	A	A	A	A		
01/06/2011 Thu	T								
01/04/2011 Tue	P	P	P	P	P	P	P	P	
12/20/2010 Mon	A	A	A	A	A	A	A		
12/06/2010 Mon	E	E	E	E	E	E	E		
11/24/2010 Wed				A	A	A	A		
11/15/2010 Mon	E	E	E	E	E	E	E	E	
07/14/2010 Wed				A	A	A	A		
07/12/2010 Mon	A	A	A	A	A	A	A	A	
Absent Totals	3	3	4	5	5	5	5	3	0
Tardy Totals	1	0							
Early Release Totals	1	0							
Present Totals	0								

Image 9: Attendance Summary by Day

Positive Attendance by Day

If any of the student's courses record attendance using minutes present (instead of minutes absent), this time displays on the Summary by Day view. Click the Date or the Present Time value to see more information about the entered time.

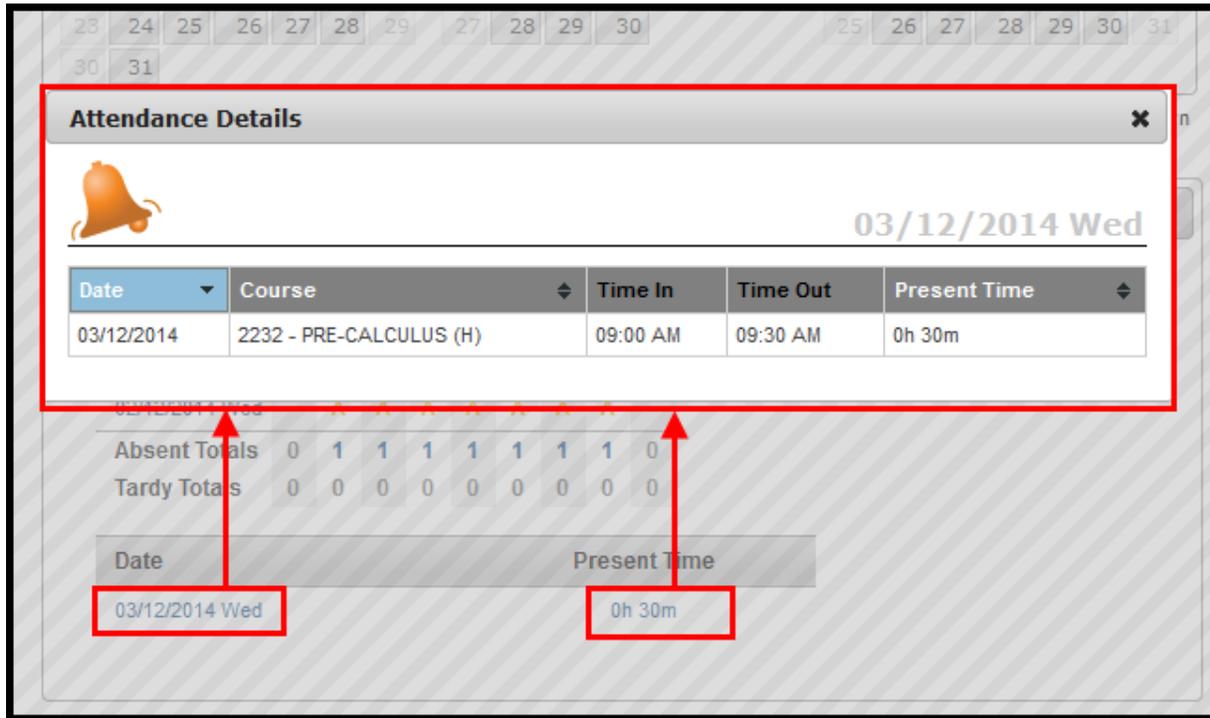


Image 10: Positive Attendance by Day

Summary By Term

Clicking on the **Term** tab will sort attendance information by term such as quarter, trimester, or some other school-established term. The dates included in each term are listed next to the term name. Attendance information is summarized by event type Periods Absent, Tardy, Early Release and Present. Totals for each event type are located at the bottom of the tab. If no attendance events are recorded for Early Release and Present, these columns will be hidden from view. A total per term of **Days Absent** also appears measured in whole/half days as defined by the district. Attendance information is totaled at the bottom of the tab.

Clicking the arrow next to the name of a term will expand a list of dates on which attendance events occurred for that term. Dates, attendance event counts and totals will appear in blue and can be selected to display a [detail window](#).

Course	Period	Day	Term		
Attendance Summary by Term					
Term	Days Absent	Periods Absent	Tardy	Early Release	Present
▶ QT1 (07/01/2010-11/01/2010)	1.5	13	0	0	0
▼ QT2 (11/02/2010-01/23/2011)	2.5	20	1	8	0
11/15/2010 Monday - Early Release Excused 11/24/2010 Wednesday - Absent Unexcused 12/06/2010 Monday - Early Release Exempt 12/20/2010 Monday - Absent Exempt 01/04/2011 Tuesday - Present Exempt 01/06/2011 Thursday - Tardy Excused 01/07/2011 Friday - Absent Unexcused 01/11/2011 Tuesday - Absent Unknown 01/20/2011 Thursday - Absent Excused					
QT3 (01/24/2011-03/11/2011)	0	0	0	0	0
QT4 (03/14/2011-06/30/2011)	0	0	0	0	0
Total	4	33	1	8	0

Image 11: Attendance Summary by Term

Positive Attendance by Term

If any of the student's courses record attendance using minutes present (instead of minutes absent), this time displays on the Summary by Term view. A list of the terms in the calendar and the entered Present Time is listed. Click the time entry to see additional details.

Course Period Day Term

Attendance Summary by Term

Term
Days Absent
Periods Absent
Tardy

Attendance Details
✕

Term: T2

Date	Course	Time In	Time Out	Present Time
03/12/2014	2232 - PRE-CALCULUS (H)	09:00 AM	09:30 AM	0h 30m

Term	Days Absent	Periods Absent	Tardy
T7 (06/06/2014-06/06/2014)	0	0	0
T8 (06/07/2014-06/07/2014)	0	0	0
Total	1	7	0

Term	Present Time
T1 (07/01/2013 - 12/30/2013)	0h 0m
T2 (12/31/2013 - 06/01/2014)	0h 30m
T3 (06/02/2014 - 06/02/2014)	0h 0m
T4 (06/03/2014 - 06/03/2014)	0h 0m
T5 (06/04/2014 - 06/04/2014)	0h 0m
T6 (06/05/2014 - 06/05/2014)	0h 0m
T7 (06/06/2014 - 06/06/2014)	0h 0m
T8 (06/07/2014 - 06/07/2014)	0h 0m
Total	0h 30m

Image 12: Positive Attendance by Term

Detail Options

At various points in the Attendance Summary tabs, dates, attendance event counts and totals will appear in blue and can be clicked to generate an additional detail window. Clicking the 'X' in the top right corner will return the user to the original attendance page.

Summary-Specific Detail

Where attendance events exist, totals appear for each summary type, including course, period or term. Clicking these attendance event counts will generate a detail window which displays the count by status, Excused, Unexcused, Exempt and Unknown.

Course	Teacher	Periods Absent	Tardy	Early Release	Present
701 LANGUAGE ARTS	KENNY S	5	0	1	0
702even2 MATH	Korn, Mom A	2	0	1	0

Absent Details	
701 LANGUAGE ARTS	
Excused	3
Unexcused	2
Exempt	1
Unknown	0

Image 13: Summary Detail Window

Date Detail

Where attendance events exist on the Course, Period and Term summary tabs, clicking the black arrow will expand the list of dates that make up the attendance count. Next to the date itself, which is a link to a detail window, appears the day of the week, the type of attendance event (Absent, Tardy, Early Release or Present) and the status of the event (Excused, Unexcused, Exempt or Unknown).

Clicking on the date will generate a detail window for that day. This window lists **Period**, **Course** and **Time** the event took place as well as a **Description** of the attendance event and any **Comments**.

Attendance Summary by Period

Term: QT2
11/02/2010 - 01/23/2011

Period	Absent	Tardy	Early Release	Present
PT (08:00 AM-08:13 AM)	2	1	1	0
1 (08:15 AM-09:00 AM)	2	0	1	0
11/15/2010 Monday - Early Release Excused				
12/06/2010 Monday - Early Release Exempt				
12/20/2010 Monday - Absent Exempt				
01/04/2011 Tuesday - Present				
01/07/2011 Friday - Absent				
01/20/2011 Thursday - Absent				
2 (09:03 AM-10:27 AM)				
3 (10:29 AM-11:53 AM)				
4 (11:55 AM-12:25 PM)				
5 (12:27 PM-01:55 PM)				
6 (01:57 PM-02:42 PM)				
7 (02:45 PM-03:30 PM)				
Total				

Attendance Details

December 20, 2010 - Monday (Odd Day)
Term: QT2

Period	Course	Time	Description	Comments
PT	750 PRIMETIME	08:00 AM - 08:13 AM	AEXP: Absent exempt	
1	722 PHYS ED	08:15 AM - 09:00 AM	AEXP: Absent exempt	
2	704odd2 SOCIAL STUDIES	09:03 AM - 10:27 AM	AEXP: Absent exempt	
3	705 SCIENCE	10:29 AM - 11:53 AM	AEXP: Absent exempt	
4	777 LUNCH	11:55 AM - 12:25 PM	AEXP: Absent exempt	
5	701 LANGUAGE ARTS	12:27 PM - 01:55 PM	AEXP: Absent exempt	
6	711 ART	01:57 PM - 02:42 PM	AEXP: Absent exempt	
7	731 BAND	02:45 PM - 03:30 PM	AEXP: Absent exempt	

Image 14: Date Detail Window

Total Detail

Where attendance events exist, each type of attendance event (such as absence, tardy, etc.) is totaled at the bottom of the tab. Clicking these totals will generate a detail window which sorts the attendance events by status, Excused, Unexcused, Exempt and Unknown. This option is available for all summary tabs.

Course Period Day Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy	Early Release	Present
▶ 701 LANGUAGE ARTS	KENNY S	5	0	1	0
▶ 702even2 MATH	Kom, Mom A	2	0	1	0
▶ 704odd2 SOCIAL STUDIES	Kom, Mom A	2			
▶ 705 SCIENCE	WALKER S	5			
▶ 711 ART	CYBORON G	3			
▶ 713 FCS	BUSHOUSEN L	2			
▶ 721 INST TECH	ZLOMKE P	2			
▶ 722 PHYS ED	DENOYER S	1			
▶ 733 VOCAL MUSIC	SACKSCHEWSKY J	3	0	1	0
▶ 750 PRIMETIME	BEBERNISS M	3	1	1	0
▶ 777 LUNCH		5	0	1	0
Total		33	1	8	0

Absent Details ✕

	Total
Excused	21
Unexcused	11
Exempt	7
Unknown	1

Image 15: Total Detail Window