Enter or update attendance for individual students from the office

You can enter attendance for students one at a time by name, LASID, or SASID on the Attendance tab, Daily Office Input side-tab.

Commonly, attendance staff members use the Daily Office Input side-tab to update attendance for students who arrive or are dismissed after daily attendance has been initially entered.

> **Example:** A student arrives at school an hour after homeroom period. They are already absent in the system. The attendance manager types the student's name and changes the original Absent code to Tardy.

To enter attendance for one student at a time on the Daily Office Input side-tab:

1. Log on to the School view.
2. Select **Attendance > Daily Office**. The Daily Attendance Office Input page appears.
3. Do one of the following:
   - To enter the same attendance code *for more than one student*, select the appropriate code at the **Code** drop-down, and then click **Add** or press **ENTER**.
   - To enter an attendance code *for a single student*, use the **Quick Change** buttons in Step 5, instead of the **Code** drop-down.
4. In the **Name/ID** field, do one of the following to select the record you want to update:
   - Use your scanner to scan the barcode of the student from an input sheet.
   - Type the student's full or partial name, and then press **Enter**. If a direct match is found, Aspen highlights the student's name on the Input page. If more than one record meets the criteria, a pop-up displays a list of potential matches. Select the student, and then click **OK**. Aspen highlights the row with the selected student's name.
   - Type the student's ID, and press **Enter**.
5. Click the appropriate attendance code in the **Quick Change** column in the student's row.
6. If you need to enter more detailed information, select the **Show Popup** checkbox to enter it on the Add Attendance pop-up.
7. If your school collects second daily attendance (as specified in its Daily attendance preferences), a drop-down `AM and PM ▼` appears at the top of the page. Click the drop-down, and do one of the following:
   - Select **AM and PM** if you want the attendance code you are entering to be applied to both the student's AM and PM daily attendance records.
   - Select **AM** if you want the attendance code you are entering to be applied only to the student's AM daily attendance record.
   - Select **PM** if you want the attendance code you are entering to be applied only to the student's PM daily attendance record.
8. Depending on your settings, a pop-up might let you print the student a pass to class.

Enter student attendance by homeroom from the office

You can use the Daily Roster side-tab to enter student daily attendance from the office by homeroom or classroom input period, depending on your school's daily attendance preferences.

You can also enter lunch counts by class on this page, if your school tracks that information.

To enter student attendance by homeroom or classroom:

1. Log on to the School view.
2. Click the **Attendance** tab, **Daily Roster** side-tab. The Daily Roster page displays a list of homerooms or classroom input periods in your school.
3. Click the homeroom or classroom name or number you want to enter attendance for. The list of students in that room appears:
4. In the **Code** column, click the correct code for any students who are not present. One of the following occurs:
   - Aspen highlights that row with gray. This alerts you that you clicked a code but have not saved that attendance record.
   - If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information. If the Override Reason field is required on the pop-up, click 🔍 and select a code. If you select **Other**, enter an **Activity Comment** to describe the reason. Click **OK**.

   After you click a code, the system highlights that row with gray. This alerts you that you clicked a code but have not saved that attendance record.
5. If your school tracks lunch counts, enter the appropriate numbers in the lunch count fields.
6. Click **Save** or **Post**. (The button that appears depends on your district's or school's daily attendance preference.) The system alerts you to how many attendance records you entered for the homeroom or class.
7. In the breadcrumbs, click **Classes** to return to the list of classes, or use the record navigation bar to move to the next homeroom or class on the list.

Quickly change a student's record

To quickly change an individual student's record, click the appropriate code in the **Quick Change** column, or click the student's name to edit the record. If you click more than one code in the **Quick Change** column, or click the same code twice, verify that the correct values appear in the **Code** column. Depending on how your Aspen administrator creates attendance codes, the system either adds or replaces codes you click.

For example, if you click **A** (absent), and then click **T** (tardy) in the Code column to mark a student tardy and absent, the system either displays AT or only T in the Code column.

Enter attendance for several students at once from the office

Use the Multi-Add button on the Daily Attendance Office Input page to enter the same attendance code for several students at once by section, selection, homeroom, query, or snapshot.

> **Example**: Assume an entire homeroom will be absent today because of a field trip. You can use the Multi-Add button to enter the absent code for all students in that homeroom. Or, if a bus full of students will be tardy, use the button to enter the tardy code for each student on the bus.

To enter attendance for several students at a time on the Daily Attendance Office Input page:

1. Log on to the School view.
2. Select **Attendance > Daily Office**. The Daily Attendance Office Input page appears.
3. Click **Multi-Add.** The Multi-Add Attendance pop-up appears.
4. Select **Section, Homeroom, Query, Snapshot,** or **Selection.** The corresponding pick list appears.

   > **Note**: If you select Query or Snapshot, the queries and snapshots available are the saved queries on the Student tab.

   > **Example:** A Bus Number query would be helpful when a bus runs late. Then, all students on the bus can receive the same attendance record at once.

5. In the pick list, select the homeroom, section, students, query, or snapshot containing the students you want to enter the same attendance code for, and then click **OK**. Review the Selected students value to ensure that number matches your expectations.
6. To determine what you want the system to do if students you include already have an attendance record for the date, select **Skip** or **Replace**. Skip is the default. If a student has an attendance record because, for example, the parent called the school to report his absence, then Aspen will skip that student. If you select Replace, Aspen overwrites the existing record.
7. To enter this attendance record for the selected students for multiple dates, click **Multiple Dates.** The Multi-Add Attendance pop-up displays "Start date" and "End date" fields for you to populate.
8. On the pop-up, enter the attendance information that applies to all the selected students. At the **Other codes** and **Reason** fields, you can provide an explanation for the absence, such as a field trip. Enter any additional information for the records in the **Comment** field.
9. Click **Save** to close the pop-up. The attendance records for the students you selected appear on the Daily Attendance Office Input page.

Attendance Bulletin

Run the Attendance Bulletin to see a list of attendance records entered on a specific date. For each attendance record, the report displays the student's name, year of graduation, homeroom, attendance code, time of arrival or departure, total attendance records since the beginning of the current school year, and number of attendance records consecutive with this record.

To print the Attendance Bulletin:

1. Log on to the School view.
2. Click the **Attendance** tab.
3. Click the **Daily Office**, **Daily Roster**, or **Daily History** side-tab.
4. On the **Reports** menu, click **Attendance Bulletin**. The Attendance Bulletin pop-up appears.
5. Enter the report parameters. The report appears in the format you specify.