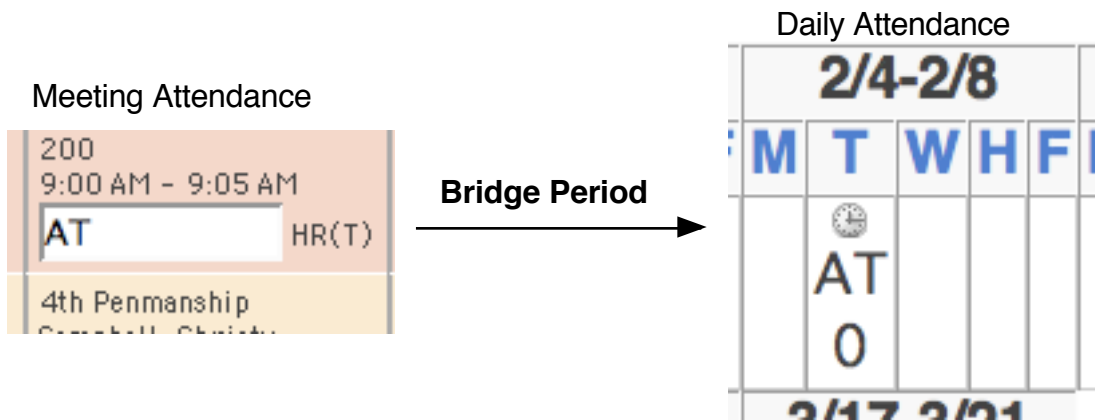# Differences in Daily and Meeting Attendance

1. In Meeting Attendance, a code is recorded for each period; in Daily Attendance, there is one code for the entire day.

2. Meeting Attendance uses attendance codes and optional attendance logs to process check-ins and check-outs; Daily Attendance uses time entry records to track check-ins and check-outs.

3. Meeting Attendance uses a Period to Day conversion to determine a day absent; Daily Attendance uses a Time to Day conversion to determine a day absent.

Daily Attendance Components

1. The Bridge Period
   The Bridge Period is the teacher attendance marking period. The **AT** code entered by the teacher "bridges" to Daily Attendance to create a Daily Attendance record for the student on that date. At this point, the student is absent for the day in Daily Attendance.

Meeting Attendance

Daily Attendance

Bridge Period

2. The Daily Attendance Record

A. **Day of the Week**: Choose this link to edit the Daily Attendance record or to create a new Daily Attendance record.

B. **Clock icon**: Choose this icon to create a new time entry record.

C. **Attendance Code** for the day.

D. **Time Entry:** A previously recorded time entry record. Choose this link to edit the time record.

E. **Total Number of Minutes Present:** This number determines whether an absent or present code should be used in cases of partial absences.

3. **New Daily Attendance** screen: To enter a new Daily Attendance record for the selected student, click on the day of the week.

   NOTE: Time must be entered in HH:MM AM or HH:MM PM format.

4. **Edit Daily Attendance**
   screen: To edit an
   existing Daily Attendance
   record for the selected
   student, click on the day
   of the week.

   NOTE: This screen allows
   you to change the code
   and comment of the
   existing record and will
   display the attendance
   detail for the selected
   student.

Date	2/14/08
Attendance Code	E0 (Excused absence)
Total Time	0 (calculated on submit)
Comment	Doctor Appt

Time In	Time Out	Minutes	Comment	Exclude
8:00 AM	9:45 AM	105		No
		105		

Submit

5. **New Daily Attendance Time Record:** Click the Clock icon displayed
   in the Daily Attendance record to adjust time-in or time-out as
   appropriate.
   NOTE: The time displayed represents minutes **PRESENT** for the
   student during the day.

6. **Edit Daily Attendance Time Record:** Click the existing time record
   on the Daily Attendance record to adjust the time in or out for the
   student.

Edit Daily Attendance Time

Date	2/14/08	
Time in	8:00 AM	(Example entry: 8:00 AM)
Time out	9:45 AM	(Example entry: 2:00 PM)
Exclude from total minute calculation	☐	
Comment		

Submit