

MCPS Daily Attendance for Middle School

Main Menu

The main menu for MCPS Daily Attendance is organized into three columns:

- The first column is for **attendance data entry** such as absences and reason codes. A student schedule look-up is provided as a help feature.
- The second column lists menu choices for **maintenance of information** in the attendance system that is collected and entered at the school level. This includes contact information and bus numbers for individual students, general information for the school such address and phone numbers, a password change option, and a utility for local school emergency closings.
- The third column lists all **reports** related to attendance, including an option to print rosters for teachers to record attendance.
- The **date field** on the main screen always defaults to the current date, however, the date can be changed on the main menu as well as in several other locations in the application to allow for recording of information for previous days.

The screenshot shows the main menu of the Montgomery County Public Schools attendance system. At the top, there is a banner with the text "Montgomery County Public Schools" in a stylized font, with "ROCKVILLE, MARYLAND" underneath. Below the banner, there is a section titled "Select the attendance date" followed by a date field showing "oct 28, 2002" and a dropdown arrow. Below this, there are three columns of radio button options. The first column contains "Attendance By Class" (selected), "Attendance By Student", and "Lookup Student Schedule". The second column contains "Student Contacts", "School Information", "Change Password", "Emergency School Closing", and "Enter Bus Numbers". The third column contains "Absence Bulletin", "Abs Bull + Phone#", "Student's History", "Perfect Attendance", "Class Counts", "Attendance Roster", "Unexcused Absence Report", "Class History Report", "Bus Roster", and "Class Bus Roster". At the bottom center, there is a "Continue" button.

Select the attendance date oct 28, 2002 ▼		
<input checked="" type="radio"/> Attendance By Class	<input type="radio"/> Student Contacts	<input type="radio"/> Absence Bulletin
<input type="radio"/> Attendance By Student	<input type="radio"/> School Information	<input type="radio"/> Abs Bull + Phone#
<input type="radio"/> Lookup Student Schedule	<input type="radio"/> Change Password	<input type="radio"/> Student's History
	<input type="radio"/> Emergency School Closing	<input type="radio"/> Perfect Attendance
	<input type="radio"/> Enter Bus Numbers	<input type="radio"/> Class Counts
		<input type="radio"/> Attendance Roster
		<input type="radio"/> Unexcused Absence Report
		<input type="radio"/> Class History Report
		<input type="radio"/> Bus Roster
		<input type="radio"/> Class Bus Roster
<div>Continue</div>		

MCPS Daily Attendance for Middle School

Recording Student Absences

There are two ways to record student absences and student absence reasons:

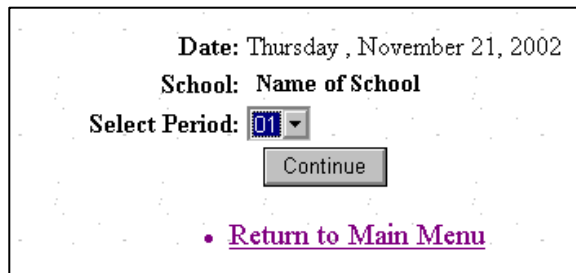
- By designated attendance classes (such as all 1st period classes). (*Attendance by Class*)
- By individual student. (*Attendance by Student*)

The decision to use one over the other is at the discretion of the user. However, if many students are absent from school, recording absences on class screens is more efficient. If only a few students are absent from the entire school, it may be easier to use the *Attendance by Student* to record absences.

Attendance by Class

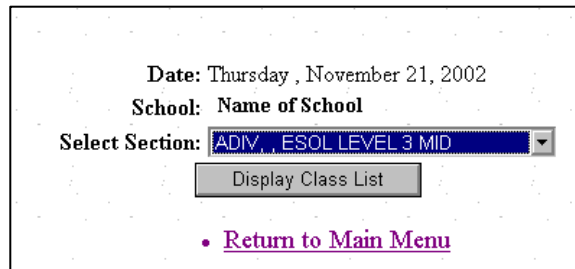
To record absences for all classes meeting during a designated period of the day:

- Select *Attendance by Class* from the main menu.



A screenshot of a web application interface. At the top, it displays 'Date: Thursday , November 21, 2002' and 'School: Name of School'. Below this is a 'Select Period:' label followed by a dropdown menu showing '01'. A 'Continue' button is positioned below the dropdown. At the bottom, there is a purple link that reads '• [Return to Main Menu](#)'.

- Select the class period to be used to record all of the day's absences.
- Click *Continue*.



A screenshot of the same web application interface, but with the 'Select Section:' dropdown menu expanded. The dropdown shows 'ADIV , ESOL LEVEL 3 MID'. Below the dropdown is a 'Display Class List' button. The 'Return to Main Menu' link remains at the bottom.

- Select a class section from the drop-down list.
- Click *Display Class List*.

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Attendance for a student is recorded in the **Status** column by choosing the appropriate option from the drop down list. The Status is always set to *Present* as the default. If no other option is selected, the status will remain as the default selection, which is “present”.

Montgomery County Public Schools
ROCKVILLE, MARYLAND

You are taking/changing attendance for: **Monday , October 14, 2002**

Teacher Last Name, First Name

STATUS

	Name	ID	Reason	Sign In	Sign Out	Absent	Late
						Exc.	Unexc.
Present	Student Last Name, First Name	111111	Unex. Absent	-	-	0	5
Present	Student Last Name, First Name	222222	Unex. Absent	-	-	0	0
Present	Student Last Name, First Name	000000	Unex. Absent	-	-	0	0
Present	Student Last Name, First Name	121212	Unex. Absent	-	-	0	0
Present	Student Last Name, First Name	101010	Unex. Absent	-	-	0	0
Present	Student Last Name, First Name	222222	Unex. Absent	-	-	0	0
Present	Student Last Name, First Name	121212	Unex. Absent	-	-	0	0

Unex. Absent
Approved Work
Court
Death in the Family
Excused-Other Reason
No Auth Transportatn
Out of Country-Appvd
Out of Sch. Susp.
Religious
Sick
State Emergency
Truant
Unex. Absent
Weather Emergency

To record an absence for a student:

- Make sure that the date at the top of the attendance screen is correct for the attendance that is being reported. “*You are taking/changing attendance for: DAY, DATE*”.
Note: If the date is not correct for the absence being recorded, click the back button on the browser to return to the main menu and correct the date.
- Click on the arrow in the drop down box in the status column, (next to the student’s name).
- Click on the absence status for the student. The new selection will now be displayed in the “window” in place of *Present*.
- Select a reason code in the **Reason** column if available at the same time.
- When all students are marked for this class, scroll to the bottom of the screen and click the *Save* button.

To record absence reason codes for students on the class screens :

- Organize the absence notes by class.
- Verify that the date at the top of the screen matches the absence notes. If not, use the back button on the browser to go back to the main menu to change the date.
- Navigate to each class list and select the correct absence reason for each student.
- When all notes are entered for the students in this class, scroll to the bottom of the screen and click on “**Save Attendance**”.
- If the absence notes are organized by student name or by student number, reasons can be recorded on another screen. (See [Attendance by Student](#))

Additional Information available on the *Attendance by Class* screen:

- Student **ID** number: Click on the ID number for the student to display a screen with student demographic information.
- Sign In** and **Sign Out** columns: display any sign in or sign out times that have been entered and saved for the student on the partial day absence screen found under the *Attendance by Student* option.
- Absent** and **Late** columns: display cumulative absence information for the year to the current date.

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Attendance by Student

Select *Attendance by Student* to record absence information for individual students. This can be used to record either a student's absence or a reason code for the same day or previous days of absence.

To record an absence using *Attendance by Student*:

Select the attendance date
oct 14, 2002

Enter Student ID Number:

OR

Enter Student Last Name:

EXAMPLE:
SM% (Names that start with SM)
%TH (Names that end in TH)
SMITH (Names that are SMITH)

CONTINUE

- Set the date for the student's absence.
- Enter the student's ID number or part or the last name in the space provided. (Follow the example)
- Click *Continue*.
- If several students in the school have the same or similar last name, there may be more than one name in the selection field on the next screen. Select the correct student from the list of names in the drop-down list.

Date: Wednesday, October 16, 2002

School: Montgomery Middle School

Student:

☒ All Day Absence

☐ Partial Day Absence

Continue

- Select either **All Day** or **Partial Day** absence.
- Click *Continue*.

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Absence - All Day

A reason can be entered for one day or for a series of consecutive days. This screen is also used to record future absences for a student who will be absent for one day or many days.

To record an all day absence (or absences) for a student:

- If the student was absent for one day, set both **Absent from** and **TO** date fields to the same date. If the student was absent for two or more consecutive days, set the **Absent from** and the **TO** date fields to different dates.
- Select a reason code from the list.
- Click on the button labeled **SAVE**.

Montgomery County Public Schools
ROCKVILLE, MARYLAND

ID	Name	Grade	Gender	Ethnicity
111111	Last, First	5	Female	Am Indian

Absent from: oct 16, 2002 TO: oct 16, 2002
Reason Code: Sick

SAVE

• [Return to Main Menu](#)

Reason Code List:
Unex. Absent
Approved Work
Court
Death in the Family
Excused-Other Reason
No Auth Transportatn
Out of Country-Appvd
Out of Sch. Susp.
Religious
Sick
State Emergency
Truant
Unex. Absent
Weather Emergency

Absence - Partial Day

Use this screen if a student is absent for part of a day. This screen permits the selection of a reason code and recording of a **Sign in Time** or **Sign out Time**. These times will be displayed on the main class screen for this student for this date.

Note the warning on the bottom of the screen. If Save is clicked without selecting a reason code, any prior reasons that were saved for this date will be removed. This feature can be used to correct a data error.

To record a partial day absence:

- Select a status for **"When Absent"**.
- Select a **Reason Code**.
- Enter **Sign In** or **Sign Out** time.
- Click **SAVE**.

Montgomery County Public Schools
ROCKVILLE, MARYLAND

ID	Name	Grade	Gender	Ethnicity
111111	LAST, FIRST	5	Female	Am Indian

Absence for October 16, 2002
When Absent: All Day Abs Reason Code: Sick

Sign in Time: Sign out Time:

SAVE

• [Return to Main Menu](#)

(SAVE without Reason Code will remove preexisting reason codes for the selected dates.)

Reason Code List:
Unex. Absent
Approved Work
Court
Death in the Family
Excused-Other Reason
No Auth Transportatn
Out of Country-Appvd
Out of Sch. Susp.
Religious
Sick
State Emergency
Truant
Unex. Absent
Weather Emergency

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Lookup Student Schedule

Access to student schedules is provided as a utility for the attendance secretary to locate any student in the school. To find a student schedule:

- Select the menu option *Lookup Student Schedule*.
- Enter either the student's ID number or the student's last name or part of the name as in the example.
- Click *Continue*.
- If more than one student has a similar last name, select the correct student from the list.
- Click *Continue* to display the student's schedule.

Enter Student ID Number:

OR

Enter Student Last Name:

EXAMPLE:

SM% (Names that start with SM)

%TH (Names that end in TH)

SMITH (Names that are SMITH)

• [Return to Main Menu](#)

Date: Monday, December 09, 2002

School: MONTGOMERY MIDDLE SCHOOL

Student:

Information Maintenance

Student Contacts

The Student Contact menu choice is optional. It provides a place to enter information for each student such as primary contact person and phone numbers.

To enter student contact information:

- Select a student from the list of student names.
- Select an option to either enter a new contact or to modify already existing contact information for the student.
- Click *Continue*.

Date: Wednesday, October 16, 2002

School: Montgomery Middle School

Student:

☐ View or Modify Contact Information

☒ Enter New Contact Information

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Enter New Contact Information

- Select either Yes or No for Primary Contact.
- Make a selection for Relationship from the drop-down list.
- Type in any other available information.
- Click *Save*.

Contact information for Student Name, Student ID Grade Level
(Enter contact information then scroll to bottom of page and click SAVE.)

Primary Contact:	No
Relationship:	UNCLE
Title: (limit 6 characters)	
Last Name:	
First Name:	
Home Phone:	
Work Phone:	
Cell Phone:	
email:	

Notes

SAVE

School Information

The School Information screen allows the input of school specific items such as address, phone number, and principal, which may be needed for any reports that are generated. Information can be entered and saved. Entries can be updated at any time.

School Information

School Number	
Type:	
Name:	Name of School
Principal:	Principal's Name
Phone Number:	School Phone Number
Street Number:	
Street	
City:	
State	
Zip	
Block School	N

SAVE

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Emergency School Closing

If an individual school is to be closed for a day due to an emergency, any absences already reported for students will be removed. Students will not be charged with an absence for the day. Note: All attendance is closed centrally in the event all schools are closed due to an emergency.

- Select Weather or Non Weather related closure.
- Type in a reason for the closing.
- Click *Continue*.
- Two verification messages will be displayed asking are you sure you what to close school.

Close (Name of School)
ON Thursday , November 21, 2002

Clicking on the continue button will remove any absence that has been previously entered on the date selected.

Select Type of Emergency Closure: Weather Related School Closing
Weather Related School Closing
NON Weather Related School Closing

Enter Reason for School Closing:

CONTINUE

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Enter Bus Numbers

The menu selection *Enter Bus Numbers* enables a school to record student bus information and to print it in a roster displayed by class or by bus number.

To enter bus numbers for an entire class:

- Select the menu option labeled *Enter Bus Number*.
- To enter bus numbers for an entire class, click on the arrow for the drop-down list labeled *Select Section*.
- Click *Continue*.

Select Section: 01, A -----, ESOL LEVEL 3 MID
01, A -----, ENGLISH GRADE 6
01, B -----, ENGLISH GRADE 6
01, B -----, SCIENCE GRADE 7
01, B -----, SCIENCE GRADE 7
01, C -----, SOCIAL STS GRD 6
01, C -----, SOC STUDS GRD 6
01, D -----, MATHEMATICS B
01, D -----, SCIENCE GRADE 6
01, E -----, SCIENCE GRADE 6
SMITH (Names that are SMITH)

CONTINUE

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- Enter the bus numbers for the students.
- Click *Save Bus Numbers*.

If the AM and PM bus number is the same for the student, only enter the AM information.

ID	Name	Bus Number AM	School Bus Code AM	Bus Number PM	School Bus Code PM
000000	LAST NAME, FIRST NAME	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
000000	LAST NAME, FIRST NAME	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
000000	LAST NAME, FIRST NAME	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To enter bus information for an individual student:

- Select *Enter Bus Numbers* from the main menu.
- Select either *Enter a Student ID Number* or *Enter Student Last Name*. (Follow the example provided)

Select Section:

OR

Enter Student ID Number:

OR

Enter Student Last Name:

EXAMPLE:
SM% (Names that start with SM)
%TH (Names that end in TH)
SMITH (Names that are SMITH)

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- Click *Continue*.
- Enter numbers for the student.
- Click *Save Bus Numbers*.

MCPS Daily Attendance for Middle School

Reports

Absence Bulletin

To create an absence bulletin for a day:

- Select *Absence Bulletin* from the main menu to display a report of all students who are absent for a day.
- Click *Continue* on the main menu screen.
- To display an absence bulletin for another day, change the date on the main menu screen before selecting *Absence Bulletin*.
- To print the absence bulletin, use the print function of the browser.

Absence Bulletin							
By Grade and Student Name							
Date: Monday , December 09, 2002							
School: MONTGOMERY MIDDLE SCHOOL							
STUDENT ID	NAME	GRADE	STATUS	REASON FOR ABS	TIME IN	TIME OUT	

Absence Bulletin With Contacts

To create an absence bulletin for a day containing student contact information in addition to absences:

- Select *Absence Bull + Phone #'s* on the main menu.
- Click *Continue*.
- To display an absence bulletin for another day, change the date on the main menu screen before selecting this option.
- To print the bulletin, use the print function of the browser.

Absence Bulletin (Contacts)								
By Grade and Student Name								
Date: Tuesday , December 10, 2002								
School: Montgomery Middle School								
STUDENT ID	NAME	HOME PHONE	GRADE	STATUS	REASON FOR ABS	CONTACT		
						NAME	HOME	WORK

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Student's History

A student's history report provides a summary of absences with dates, reasons and status for a student for a specified range of dates. The report can be printed using the browser's print function.

To create an attendance report for an individual student:

- Select *Student's History* from the main menu.
- Set the date range for the report.
- Enter either the student's ID number or part or the entire last name. (See the example)
- Click *Continue*.
- Select the student from the drop-down list of names.
- Click *Continue* to display the student's report.

Select the attendance date
dec 04,2002 dec 10,2002

Enter Student ID Number:

OR

Enter Student Last Name:

EXAMPLE:
SM% (Names that start with SM)
%TH (Names that end in TH)
SMITH (Names that are SMITH)

For a one-day report, make both dates the same. For a period of days, set a beginning and an end date.

Date: Tuesday , December 10, 2002
School: MONTGOMERY MS
Student:

☒ View Student's History By Date

Student's Attendance History By Absence Date
From: Wednesday, December 04, 2002 Thru: Tuesday , December 10, 2002
School:

STUDENT: LAST NAME, FIRST NAME(000000) GRADE: 06 SPEC ED : N

ABSENCE DATE	ABSENCE REASON	STATUS
06-DEC-02	Court	All Day Abs
09-DEC-02	Court	All Day Abs
10-DEC-02	Sick	All Day Abs

STUDENT: LAST NAME, FIRST NAME(000000) GRADE: 06 SPEC ED : N

ADDRESS: 1000 ANYWHERE STREET
ANYTOWN, MD(22222)
HOME PHONE: 1112223333

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Perfect Attendance

To generate a report of all students in the school with perfect attendance:

- Select the main menu option, *Perfect Attendance*.
- Set the date range for the report.

SCHOOL: MONTGOMERY MIDDLE SCHOOL

REPORT FROM TO

Definition of perfect attendance is defined as follows:

1. The student has been in all all day, every day of the time period defined
2. Early dismissal or late arrivals for Dr.'s appointments are not accepted
3. Late arrival with parent permission as excused are not accepted
4. No unexcused tardies

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- Click *Continue* to display a report organized alphabetically by student last name.

PERFECT ATTENDANCE
By Student Name

For: MONTGOMERY MIDDLE SCHOOL

STUDENT ID	NAME
000000	LAST NAME,FIRST NAME
111111	LAST NAME,FIRST NAME

Class Counts

To create a list of all classes with class counts:

- Select the main menu option *Class Counts*.
- The report takes a minute or so to run before it will be displayed on the screen.
- Note: Classes are organized by Course Codes.

Class Counts
By Course Code

For:

As of: December 10,2002

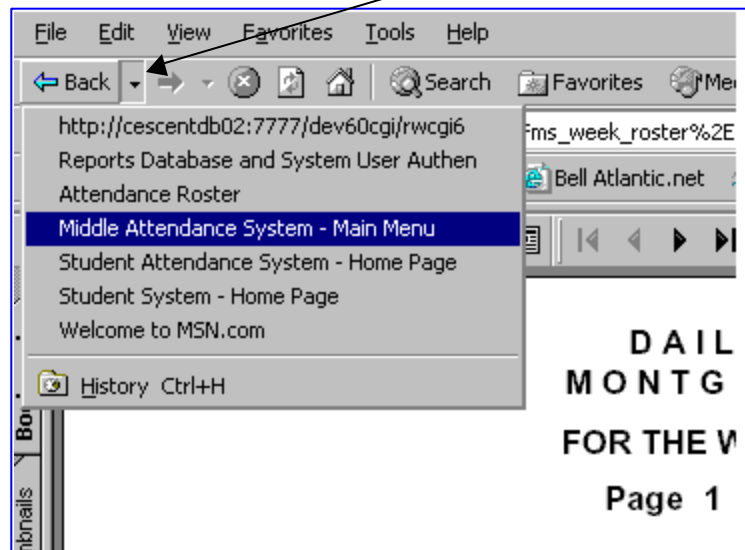
Course Number	Course Title	Period	Teacher Name	Num Students
10101125	ENGLISH GRADE 7	02		21
10102125	ENGLISH GRADE 7	03		17
10103125	ENGLISH GRADE 7	06		27
10103211	ENGLISH GRADE 7	05		1
10201125	ENGLISH GRADE 7	06		23

MCPS Daily Attendance for Middle School

Attendance Roster

To print rosters for distribution to teachers to use to record attendance information:

- Select the *Attendance Roster* from the main menu.
- There are two options: print an individual teacher or print all teacher rosters in a batch print. To print an individual teacher's roster, select the teacher from the drop-down list. To print rosters for all teachers, leave the teacher selection field blank.
- Click *Continue* to launch the report.
- A warning will be displayed indicating that the report takes a few minutes.
- Click the button labeled *Run Report*.
- The Acrobat program will open on the screen.
- The report will be generated.
- **Note:** the first page of the report is a blank page however there is a page count at the bottom left of the screen indicating the number of rosters to be printed.
- Click the forward arrow in the Acrobat program to see the first roster.
- To print the rosters, click on File in the menu bar and select the Print command.
- To return to the main menu, use the drop down arrow next to the Back button of IE.



MCPS Daily Attendance for Middle School

Unexcused Absence Report

To create a report of all students who are unexcused for a period of time:

- Select *Unexcused Absence Report* from the main menu.
- Set the range of dates for the report or set both dates to the same date to produce a report for one day.
- Click *Continue*.

SCHOOL: MONTGOMERY MIDDLE SCHOOL

REPORT FROM TO

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UNEXCUSED ABSENCE REPORT
By Grade and Student Name

For: Montgomery Middle School

STUDENT ID	NAME	GRADE	Date of Absence
000000	LAST,FIRST	06	December 05,2002