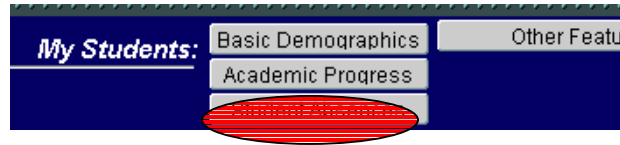


SD #73 BCeSIS Secondary Teacher Assist Resource Manual

Student Absences

Path: **Student Absences button**

This window displays the student attendance detail by class or by date.



Period by Class

A screenshot of a software window titled "Student Absences (TA)". At the top, there is a form for student information: Pupil Number (9962371), Legal Last Name (Chan), Suffix, Preferred First Name (Jackie), Gender (M), Birth Date (27/08/1987), Grade (10), and Middle Name. Below this, there are two tabs: "Period by class" (selected) and "Period by date". Under the "Period by class" tab, there is a summary table with columns: Authorized (0), Excused (0), Unexcused (0), Total Periods Absent (0), and Total Periods Late (1). Below the summary is a table with columns: Class, Sec Sem Per, Date, Class Entry, Office Reason, Tumble, Period, Total, and Auth. The first row shows an absence for "Computer 2" on "02/09/2003" with "Late" as the Class Entry and "Slept In" as the Office Reason. Other rows are empty.

Class	Sec	Sem	Per	Date	Class Entry	Office Reason	Tumble	Period	Total	Auth.
Computer 2	01	1	01	02/09/2003	Late	Slept In	1	1	1	No
Keyboard 3	04	1	01							
Adv Math 2	04	1	02							
Adv Eng 2	01	1	02							
History 2	07	1	03							
History 2	01	1	04							
Adv Math 3	04	1	04							
Computer 2	01	1	05							

This canvas displays dates on which a particular class was missed.

Some items of note include:

- An attendance summary broken out by **Authorized** (school related), **Excused** (absent from class but present at school – ie: field trips), and **Unexcused** (absent from school).
- Select a **class** on the left pane to display the **dates** and reasons why the student was absent from this class.
- If attendance is taken at the class level then an entry is displayed in the **Class Entry** column.
- The **Office Reason** drives the classification of Authorized, Excused etc and a blank or reason of **unknown** causes **unauthorized**.

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Period by Date

The **Period by Date** canvas below, displays the same basic information except we now see the classes that were missed on a particular date. The **Grant** column allows for specific holidays not available to the entire population but granted to some students based on say, religion. The choice of office reason triggers this field and it is not counted as an absence.

The screenshot shows the 'Student Absences (TA)' window. At the top right, there is a yellow 'Alert' button. Below it, student information is displayed in a form: Pupil Number (E962371), Legal Last Name (Chan), Suffix, Preferred First Name (Jackie), Gender (M), Birth Date (27/08/19E7), Grade (10), and Middle Name. Below the form are two tabs: 'Period by class' and 'Period by date', with the latter being selected. Under the 'Period by date' tab, there is a summary row with the following values: Authorized (0), Excused (0), Unexcused (0), Total Periods Absent (0), and Total Periods Late (1). Below this is a table with the following columns: Date, Class En..., Office Reason, Class, Teacher, Auth., and Grant.

Date	Class En...	Office Reason	Class	Teacher	Auth.	Grant.
15/10/2003		Sporting Event	History 2 01	Harry, Deborah	Yes	No
02/09/2003	Late	Slept In	Computer 2 01	Fortunato, Nicholas	No	No