

ATTENDANCE – Configuring Interactions between Daily & Class Attendance

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I. Introduction to Daily and Class Attendance Interactions

“Daily Attendance” is a student’s official attendance for the day. In New Jersey this is the attendance information that must be reported to the state on the monthly Attendance Registers and on the October 15th NJ ASSA Report.

“Class Attendance” is a student’s attendance for each individual course section or period of the day.

A student gets one official Daily Attendance Code for each day, and gets one Class Attendance Code for each course section or period of each day. There are separate sets of codes for Daily and Class Attendance. Daily Codes are configured on the screen and Class Codes are configured on the screen.

Both Daily Attendance Codes and Class Attendance Codes must be set up – and linked together – to enable Daily Attendance to propagate to Class Attendance or vice versa.

Interactions between Daily and Class Attendance

Genesis can be configured to allow official Daily Attendance to automatically propagate to Class Attendance. For example, if a student is marked absent for a given day, the student will automatically be marked absent in every period/course section that meets on that day.

Genesis can also be configured to work in the opposite direction: to allow Class Attendance taken during a designated “Homeroom period” (e.g. “Period 1”) to automatically propagate to official Daily Attendance.

Genesis can be programmed to allow both these mechanisms to operate simultaneously – to allow teacher-taken class attendance in a designated HR period to propagate to official Daily Attendance, and, simultaneously, allow “Daily Attendance” taken by people in the main office to propagate to Class Attendance.

This document describes how to configure these interactions between Daily and Class Attendance.

“Round Trip” Class Attendance to Daily Attendance to Class Attendance Propagation

- When Genesis is programmed to allow both propagation mechanisms to operate simultaneously, “Round trips” from Class Attendance propagating to Daily Attendance propagating back to Class Attendance in a limited way are possible.
- Round trips from Daily Attendance propagating to Class Attendance propagating back to Daily Attendance: are not possible: they are blocked.

Round trips are explained in detail below.

II. Attendance Propagation Parameters

Setup→Schools→School Parameters→Basic Parameters

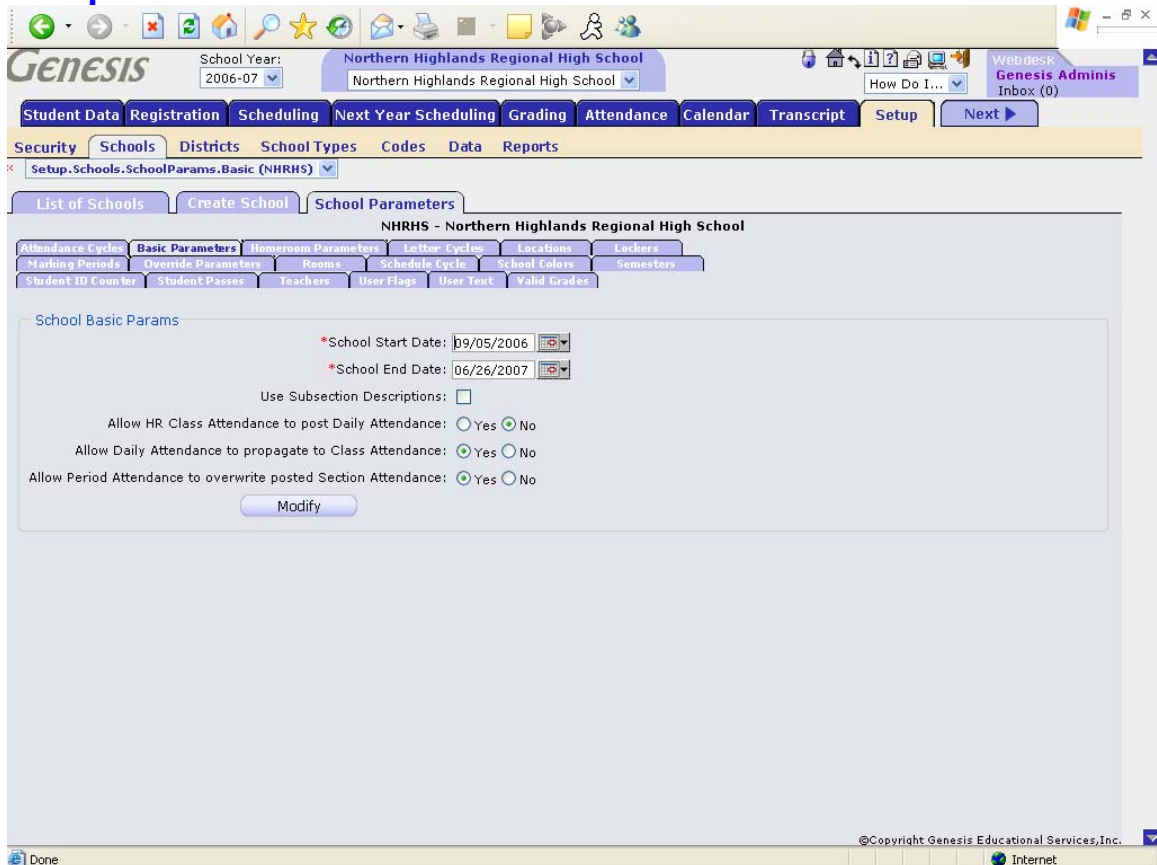


Figure 1 – The Setup→Schools→School Parameters→Basic Parameters screen shows all existing codes

Enable the Propagate Daily Attendance to Class Attendance Feature

The various Attendance flags are listed on the Setup→Schools→School Parameters→Basic Parameters screen. There are three Attendance configuration flags on this screen:

1. The **Allow HR Class Attendance to post Daily Attendance** flag
2. The **Allow Daily Attendance to propagate to Class Attendance** flag
3. The **Allow Period Attendance to overwrite posted Section Attendance** flag

The Allow HR Class Attendance to post Daily Attendance Flag

This flag enables/disables the propagation of Class Attendance taken during a designated HR period to official Daily Attendance.

The Allow Daily Attendance to propagate to Class Attendance Flag

This flag enables/disables the propagation of official Daily Attendance to Class Attendance for all classes.

The Allow Period Attendance to overwrite posted Section Attendance Flag

III. Setting Up Daily and Class Attendance Interactions

A. *Set Flags to Propagate Daily Attendance to Class Attendance*

To enable Daily Attendance to propagate to Class Attendance, the **Allow Daily Attendance to propagate to Class Attendance** flag must be set to “Yes”.

To do this:

1. Go to the **Setup→Schools** screen
2. Locate the school for which you want to adjust attendance propagation
3. Click on the **P** parameters icon button corresponding to your selected school. This will bring up the “Basic Parameters” screen for that school.
4. Select the **Allow Daily Attendance to propagate to Class Attendance** flag and click in the **“Yes”** radio button
5. Click **“Save”** to apply your choice.

B. Set Flags to Propagate Class Attendance in a Designated HR Period to Official Daily Attendance

To enable Class Attendance for a designated period to propagate to Daily Attendance, the **Allow HR Class Attendance to post Daily Attendance** flag must be set to “Yes”.

To do this:

1. Go to the **Setup→Schools** screen
2. Locate the school for which you want to adjust attendance propagation
3. Click on the **P** parameters icon button corresponding to your selected school. This will bring up the “Basic Parameters” screen for that school.
4. Select the **Allow HR Class Attendance to post Daily Attendance** flag and click in the “**Yes**” radio button
5. Click “**Save**” to apply your choice.

Round Trips

If both the **Allow HR Class Attendance to post Daily Attendance** and the **Allow Daily Attendance to propagate to Class Attendance** flags are set, it is possible for a “round trip” from *Class Attendance for the designated HR Period* to *Daily Attendance* back to *Class Attendance for all other periods* to occur.

1. Step 1: Class Attendance is taken in the designated HR period. The student is either absent or comes in tardy and a Class Attendance code other than “Present” is selected for the *class*.
2. Step 2: The selected Class Attendance code is linked to a Daily Attendance Code.
3. Step 3: The linked Daily Attendance Code is posted to the student’s Daily Attendance status. The Daily Attendance Code itself is linked back to a Class Attendance Code.
4. Step 4: The linked Class Attendance code is now used to update all other Class periods for the student (but not the designated HR period which was already updated directly by the HR teacher).

It is **not** possible for a “round trip” from *Daily Attendance* to *Class Attendance for all periods* back to *Daily Attendance* to occur. Round trips from Daily Attendance to Class Attendance are blocked; when a user posts Daily Attendance directly, the Daily Attendance Code posted may be linked to Class Attendance Code. If so, the Class Attendance Code is posted as described, but no further actions are taken: no ‘round trip’ back to Daily Attendance is permitted.

C. Set Configuration Parameters for Period vs. Course Section Class Attendance

To enable *Period* instead of *Course Section* Class Attendance, the **Allow Period Attendance to overwrite posted Section Attendance** flag must be set to “Yes”.

To do this:

1. Go to the **Setup→Schools** screen
2. Locate the school for which you want to adjust attendance propagation
3. Click on the **P** parameters icon button corresponding to your selected school. This will bring up the “Basic Parameters” screen for that school.
4. Select the **Allow Period Attendance to overwrite posted Section Attendance** flag and click in the “**Yes**” radio button
5. Click “**Save**” to apply your choice.

IV. Setup Daily and Class Attendance Codes

To enable Daily Attendance to propagate to Class Attendance, the **Allow Daily Attendance to propagate to Class Attendance** flag must be set to “Yes”.

Attendance→Attendance Codes→Attendance Codes→Attendance Codes List

Seq	Attendance Code	State Code	Class Code	Class Code After	Class Code Prior	Value	Code Description	Color
0	-	-				0.0	Present	
1	CAB	1	NIC			1.0	Called In Absence	Red
2	ABV	1	NIC			1.0	Absence - Verified by Administration	Red
2	1	1	NIC			1.0	Absent	Red
4	3	3	NIC			0.0	Excused: Religious Holiday or Bring child to work	Green
4	CV	1	NIC			1.0	College Visit	Magenta
5	F	-				0.0	Field Trip	Yellow
5	G	1	NIC			1.0	Grieving	Black
5	A	-	NIC			0.0	School Activity - Excused Absence	Green
5	RET					0.0	Returned to school from partial day absence	Yellow
6	5	5				0.5	Absent Half Day	Brown
7	6	1	NIC			1.0	Suspended - Out of School	Green
10	D		NIC			1.0	In-School Suspension	Brown
11	E					0.5	Early Dismissal (w/ time)	Brown
13	LEX					0.0	Late to School - Excused	Blue
14	LUX					0.0	Late to School - Unexcused	Purple
20	C	1				1.0	Condensed	Pink
50	M	5				0.5	Medical Appointment	Purple
80	7 (Homebound Code)					0.0	Home Instruction	Blue
89	W (Weekend Code)	W				0.0	Weekend	Blue
90	T					0.0	Tardy	Brown
95	4	1				1.0	Excused Absent (VOC) - Inclement Weather	Brown

Figure 2 - The Attendance→Attendance Codes→Attendance Codes→Attendance Codes List screen

Setting Up Daily Attendance Codes to Propagate to Class Attendance

Even if the above flags are set, Daily Attendance will not propagate to Class Attendance unless the Class Codes are programmed into the Daily Codes that will trigger them.

To program the Daily Codes to trigger off Class Codes, each individual Daily Code must be updated with the Class Codes it must trigger. To do this, follow the procedure below:

1. Go to the [Attendance→Attendance Codes→Attendance Codes→Attendance Codes List](#) screen.
2. Locate a Daily Attendance Code you wish to trigger Class Attendance Codes
3. Click on the Edit icon button corresponding to your selected code.
4. Update any or all of the 3 Class Attendance Code fields – see below for an explanation of these codes.
5. Click “Save” to record your programming.

A. Link Daily Attendance Codes to Class Attendance Codes

Class Attendance→Attendance Codes→Attendance Codes→Modify Attendance Codes

The screenshot shows the 'Modify Attendance Code' screen in the Genesis Student Information System. The 'Attendance Code' is 'CAB'. The 'Class Attendance Code' is 'NIC - Not in Class'. The 'Class Code Pre Event' and 'Class Code Post Event' fields are empty. A red box highlights these three fields. A yellow callout bubble points to them with the text: 'There are three Class Attendance Codes linked to each Daily Attendance code. See explanation below.'

Figure 3 – The Attendance→Attendance Codes→Modify Attendance Code screen

Linking a Daily Attendance Code to Class Attendance Codes

There are three “Class Attendance Code” fields on each Daily Attendance Code and these are used to propagate the Daily Attendance information to Class Attendance, as appropriate for this one code.

The three Class Code fields on each Daily Code are:

- **Class Attendance Code** field – If this field is set, the other two fields are ignored. This code affects all of the student’s classes meeting “today”.
- **Class Attendance Pre-Event** field – This field affects the currently meeting class only – the class meeting at the moment the Daily Attendance Code is actually posted.
- **Class Attendance Post Event** field – This field all classes meeting later in the day – and specifically not the class meeting at the moment the Daily Attendance Code is posted.

If the **Class Attendance Code** field is blank, either or both of the other two fields can be set.

None of the 3 fields are required to be set: all may be left blank.

The Daily Attendance to Class Attendance Propagation Mechanism

Propagation of Daily Attendance to Class Attendance is controlled by the three codes described above. The mechanism works as follows:

- If the “Class Attendance Code” field is set, then when this Daily Attendance Code is given to a student, *all* of the student’s classes for the day are marked with the Class Attendance Code specified here. The Class Code Pre-Event and Class Code Post Event fields are ignored.
- If the “Class Attendance Code” field is NOT set and either or both of the **Class Code Pre-Event** or **Class Code Post Event** codes are set, when this Daily Attendance Code is set for a student:
 - The **Class Code Pre-Event** is used to set Class Attendance for the *class that is currently meeting*. This code applies *only* to the currently meeting class.
 - The **Class Code Post Event** is used to set Class Attendance for all *classes that meet later in the day*. This code does not apply to the currently meeting class, but to all classes that meet after it.

B. Link Daily Attendance Codes to Class Attendance Codes

[Class Attendance](#)→[Attendance Codes](#)→[Attendance Codes](#)→[Attendance Codes List](#)

Seq Code	Description	Tardy	Absence	Value	Time Required	Nurse	Counselor
10	NIC Not in Class	No	Unexcused	1.0	No	No	No
20	TEX Tardy - Excused	Excused	No	0.0	Yes	No	No
30	TDY Tardy - Unexcused	Unexcused	No	0.0	Yes	No	No
40	L20 Late 20 minutes or more to class	Excused	Unexcused	1.0	Yes	No	No

Figure 4 – The [Class Attendance](#)→[Attendance Codes](#)→[Modify Attendance Code](#) screen

Linking a Class Attendance Code to a (Daily) Attendance Code

In contrast to the three Class Attendance codes that can be specified on a Daily Attendance Code, a Class Attendance Code is linked to only one Daily Attendance Code.

To specify the Daily Attendance Code to be linked *from* a Class Attendance Code, do the following:

1. Go to the [Class Attendance](#)→[Attendance Codes](#) screen
2. Locate the Class Code on which you wish to specify a linked Daily Attendance Code.
3. Click on the **Edit** icon button corresponding to your selected code. This will bring up the “Modify Class Attendance Code” screen for the selected Code
4. Locate the “Corresponding Daily Attendance Code” field and select the Daily Code.
5. Click “**Save**” to apply your choice.

When is this necessary?

Placing a Daily Code on a Class Code is *only* necessary when propagating Class Attendance for a designated HR period to Daily Attendance.

V. Period vs. Course Section Class Attendance