

ATTENDANCE – Taking Daily Attendance

- I. Introduction to Class Attendance Codes**
- II. Viewing Class Attendance Codes**
- III. Creating a New Class Attendance Code**
- IV. Modifying a Class Attendance Code**
- V. Removing a Class Attendance Code**
- VI. Color Codes Chart**

I. Introduction to Class Attendance Codes

Class Attendance Codes are used for taking Class Attendance. They do not affect Daily Attendance codes or code settings.

Each school and district is responsible for creating their own set of codes. Genesis does not provide a default set of Class Attendance Codes. Before the Class Attendance module can become active, at least one code must be created.

The code of “Present” is a special built-in code that does not appear in the table.

Each code is associated with an *Attendance Value* – this is the portion of the class period the child is counted as either *absent* or *tardy* for. It is a decimal value. A code, for example, can specify that the child loses “.5” or half of a class, or “.3” or 1/3 of a class. Codes can also be flagged as “excused” or “unexcused”, “absent” or “tardy” or as representing visits to nurses, counselors and administrators.

Typical Class Attendance codes include the following:

- **Unexcused Absence** – Absent for the full class period
- **Excused Absence** – Absent for the full class period, but not counting against class attendance absent counts.
- **Unexcused Tardy** – Tardy to class, with or without a required time.
- **Excused Tardy** – Tardy to class, with or without a required time, but not counting against class attendance absent counts.
- **Excused Tardy** – Left the class early, with or without a required time.
- **Late more than 10 minutes** – More than 10 minutes tardy to class, with or without a required time, with loss of credit for the class period (an attendance value of 1.0)
- **Nurse Visit** – At the nurse’s office for all or part of the period, possibly with a time required, typically without loss of credit for the class period.
- **Counselor Visit** – At the guidance counselor’s office for all or part of the period, possibly with a time required, typically without loss of credit for the class period.
- **Counselor Visit** – At the guidance counselor’s office for all or part of the period, possibly with a time required, typically without loss of credit for the class period.
- **Field Trip** – On a field trip associated with another class (e.g. Middle or High School) typically without loss of credit for the class period.

Each school will create its own Class Attendance code set and a wide variety of possibilities can be accounted.

II. Viewing Attendance Codes

Class Attendance → Attendance Codes → Attendance Codes List

The screenshot shows the Genesis Student Information System interface. The top navigation bar includes tabs for Core, Admin, Gradebook, Conduct, Class Attendance, and Elements. The 'Class Attendance' tab is selected, and the 'Attendance Codes' category is chosen. The 'Attendance Codes List' screen is displayed, showing a table of existing codes. A callout box points to the 'New Attendance Code' tab, and another callout box points to the 'edit' icon in the table.

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 1 – The **Class Attendance → Attendance Codes → Attendance Code List** screen shows all existing codes

Find Your District's Set of Class Attendance Codes

The codes are listed on the **Class Attendance → Attendance Codes → Attendance Code List** screen. To view these codes:

1. Click on the **Class Attendance** Top Tab
2. Click on the **Attendance Codes** Category Tab.

If you do not have one or both of these tabs on your Genesis screen, you do not have permission to view the codes.

Codes in the List

The list contains all Class Attendance Codes except "Present" – which is not editable. Note that all the information about each code appears in this list.

On the right side of the list are two icons corresponding to each code. These are the "Edit" icon and the trashcan "Delete" icon. To edit or remove a code, you click the icon corresponding to the code you wish to either edit or remove.

III. Create a New Class Attendance Code

Class Attendance → Attendance Codes → Attendance Codes List

The screenshot shows the 'Create Attendance Code' form within the Genesis Student Information System. The form is titled 'Create Attendance Code' and contains the following fields and options:

- *Attendance Code:
- *Description:
- *Attendance Value:
- *Excused Absence: Yes No
- *Unexcused Absence: Yes No
- *Excused Tardy: Yes No
- *Unexcused Tardy: Yes No
- *Time Required: Yes No
- *Left Early: Yes No
- *Nurse Visit: Yes No
- *Counselor Visit: Yes No
- *Color:
- *Seq:

A 'Save' button is located at the bottom center of the form.

Figure 2 – The [Attendance → Attendance Codes → Modify Attendance Code](#) screen

Create a Class Attendance Code

1. Click on the “New Attendance Code” tab. This brings up the “**New Attendance Code**” screen. This is where you define how the new code will work.
2. Fill in the fields – all fields are required:
 - a. **Attendance Code** – This is the code itself. It is a short 1 to 3 character code that identifies the type of “class attendance event”.
 - b. **Description** – This is your description of what the code means (e.g. “Left Class Early”)
 - c. **Attendance Value** – This is the decimal numeric value that specifies “*how much absence*” from class this code corresponds to. For example, an unexcused Absence would be “1.0” – missing an entire class. A code of “Left in first 10 minutes” might be worth “.5” or “.3” of an absence from class. It is this value that is added to a student’s total class absence ‘count’.
 - d. **Excused Absence** – Does this code represent an excused absence?
 - e. **Unexcused Absence** – Does this code represent an unexcused absence?

- f. **Excused Tardy** – Does this code represent an excused tardy?
 - g. **Unexcused Tardy** – Does this code represent an unexcused tardy?
 - h. **Time Required** – Should the user be prompted to enter the *time* the student arrived or left class?
 - i. **Left Early** – Does this code indicate the child left class early?
 - j. **Nurse Visit** – Does this code indicate the child was in the nurse’s office rather than in class?
 - k. **Counselor Visit** – Does this code indicate the child was in the counselor’s office rather than in class?
 - l. **Color** – This is a hex code that controls the *color* in which the Attendance Code is displayed. There is a “Color Codes Chart” in the How Do I? drop down for this screen. It is included as Appendix A of this document.
 - m. **Seq** – This sequence number does not affect attendance at all – it controls where the new code will be listed in the list of Class Attendance codes on the **Class Attendance→Attendance Codes→List Codes** screen. The codes are sorted in the “Sequence number order” on that screen.
3. Click “**Save**” to create the new code.

IV. Create a New Class Attendance Code

Class Attendance→Attendance Codes→Attendance Codes List

The screenshot shows the 'Create Attendance Code' form within the Genesis Student Information System. The interface includes a navigation bar with tabs for 'Core', 'Admin', 'Gradebook', 'Conduct', 'Class Attendance', 'Elem. Grading', 'Parents', and 'Nurses'. The 'Class Attendance' tab is active, and the 'Attendance Codes' sub-tab is selected. The form contains the following fields and options:

- *Attendance Code:
- *Description:
- *Attendance Value:
- *Excused Absence: Yes No
- *Unexcused Absence: Yes No
- *Excused Tardy: Yes No
- *Unexcused Tardy: Yes No
- *Time Required: Yes No
- *Left Early: Yes No
- *Nurse Visit: Yes No
- *Counselor Visit: Yes No
- *Color:
- *Seq:

A 'Save' button is located at the bottom of the form. The footer of the page indicates '©Copyright Genesis Educational Services, Inc.' and 'Internet'.

Figure 2 – The [Attendance→Attendance Codes→Modify Attendance Code](#) screen

Modify a Class Attendance Code

1. Go to the [Class Attendance→Attendance Codes→List Codes](#) screen.
2. Click on the “[Edit](#)” icon button corresponding to the code you wish to update. This brings up the “[Modify Attendance Code](#)” screen.
3. You can now update the fields you wish to change – all fields are required:
 - a. **Attendance Code** – This is the code itself. It is a short 1 to 3 character code that identifies the type of “class attendance event”. ***You cannot change the Attendance Code itself.*** If you want to change the code itself, you must delete it and start over.
 - b. **Description** – This is your description of what the code means (e.g. “Left Class Early”)
 - c. **Attendance Value** – This is the decimal numeric value that specifies “***how much absence***” from class this code corresponds to. For example, an unexcused Absence would be “1.0” – missing an entire class. A code of “Left in first 10 minutes” might be worth “.5” or “.3” of an absence from

- class. It is this value that is added to a student's total class absence 'count'.
- d. **Excused Absence** – Does this code represent an excused absence?
 - e. **Unexcused Absence** – Does this code represent an unexcused absence?
 - f. **Excused Tardy** – Does this code represent an excused tardy?
 - g. **Unexcused Tardy** – Does this code represent an unexcused tardy?
 - h. **Time Required** – Should the user be prompted to enter the *time* the student arrived or left class?
 - i. **Left Early** – Does this code indicate the child left class early?
 - j. **Nurse Visit** – Does this code indicate the child was in the nurse's office rather than in class?
 - k. **Counselor Visit** – Does this code indicate the child was in the counselor's office rather than in class?
 - l. **Color** – This is a hex code that controls the *color* in which the Attendance Code is displayed. There is a "Color Codes Chart" in the How Do I? drop down for this screen. It is included as Appendix A of this document.
 - m. **Seq** – This sequence number does not affect attendance at all – it controls where the new code will be listed in the list of Class Attendance codes on the **Class Attendance→Attendance Codes→List Codes** screen.
4. Click "**Save**" to modify the code.

V. Delete a Class Attendance Code

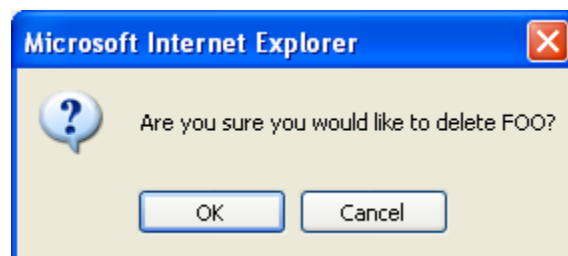
Class Attendance→Attendance Codes→Attendance Codes List

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 1 – The **Class Attendance→Attendance Codes→Attendance Code List** screen shows all existing codes

Delete a Class Attendance Code

1. Go to the **Class Attendance→Attendance Codes→List Codes** screen.
2. Click on the trashcan “Delete” icon button corresponding to the code you wish to remove. You will be shown a verification dialog:



Click “**OK**” to remove the code or “**Cancel**” to leave it in the list of valid codes. You will not be shown a confirmation dialog; the code will simply be removed from the list.

VI. Color Codes Chart – Selecting Colors

Genesis accepts 6 digit hexadecimal color codes wherever it asks you to make a color choice. This table below contains a set of suggested color choices. You can select a code from this list and use it “as is” – or you can use any of these codes as starting points to come up with colors of your own.

Each code can be broken in to 3 sets of 2 digits each:

rr gg bb - Each two digit pair controls one of the three primary hues.

‘rr’ – These two digits control the amount of “red hue” in the final color, from none (“00”) to “as much as possible (“ff”).

‘gg’ – These two digits control the amount of “green hue” in the final color, from none (“00”) to “as much as possible (“ff”).

‘bb’ – These two digits control the amount of “blue hue” in the final color, from none (“00”) to “as much as possible (“ff”).

The final color is computed as: “**the amount of red hue**” + “**the amount of green hue**” + “**the amount of blue hue**” = “**final color**”.

How to Create Your Own Colors:

You can either copy a code directly out of the table below (use the codes in the left hand column) and use them “as-is”, or you can copy the code and change it until you have a color that suits you.

Color Codes:

The chart below contains a wide range of possible code colors. The names of the colors have been selected to be as descriptive as possible – or amusing, when descriptions fail - and do not reflect any “official” definitions of these colors (with the exception of red, green, blue, aqua, yellow and fuchsia).

Code	Color Description
ffffff	White (total red + total green + total blue)
000000	Black (no red, green or blue hue)
ff0000	Red (total red + no green + no blue)
00ff00	Green (no red + total green + no blue)
0000ff	Blue (no red + no green + total blue)
ffff00	Yellow (total red + total green + no blue)
ff00ff	Fuchsia (total red + no green + total blue)
00ffff	Aqua (no red + total green + total blue)
0000b0	dark ultramarine blue
0000cc	Deep Pure Blue
0000dd	TRUE BLUE
0033be	MIDNIGHT
0033ff	ROYAL BLUE
004f96	DEEP MARINE BLUE (IN THE DEPTHS)
0066ff	Bright Blue

007499	Dark Night blue green
008080	Dark Mallard Green
008766	Dark pine green
009999	Medium Mallard Green
0099cc	Tropical Pond
0099ff	PEACOCK
00aac2	Light Mallard
00cc66	PURE GREEN
00e2ff	medium blue teal
00e678	Spring green
00ffff	turquoise
0207ce	Ultramarine
0400ff	Brilliant blue
05dc83	Green - flat lawn green
05eecc	Same as blue/aqua with a greenish tinge
05ffff	blue/aqua Caribbean pool
0a58cc	Marine blue
0a6699	Greenish blue
0acca2	Carnival green
149014	dark - brightish lime green/piney
168ed8	Dark something teal
17a925	Pine Green
14c0c0	dark teal
24ca9b	Even lighter mallard
24d474	greensleaves
26b666	EMERALD
282899	Navy Blue
28cc68	Emerald Lawn
2a52d6	Flat sapphire
2a52ff	Medium sapphire
2a6679	OMINOUS SKY
2a6699	MARINE DAWN
333395	TWILIGHT
3333cc	True sapphire
3333d7	DAWN
3366ff	LIGHT BLUE
339966	Sea Green
339999	Dark Mallard
3399ff	SKY BLUE
399c8f	Grey Green BLUENESS
429999	Mallard Sky
4299ff	WILD SKY BLUE
42abec	dark teal
48a503	Dark flat lime
5155f1	Dark cornflower blue

51c800	Lawn Green
51c8ff	Caribbean teal
51cbff	Wild Teal
51ffff	Pool Water
55aaaa	Dark surf
55aacc	Light surf
55ccaa	Flat light grey green
55d0b7	WILD Water
56c404	LIME LIME
63e105	WILD LIME
663300	Dark BROWN
663333	Dark reddish brown
663366	Very dark purple grey
663399	Dark flat grey purple
6633aa	purple blue Midnight
6633cc	Blue purple
6633ff	Lavender Lavender
666666	GREY BLACK
6666ff	LAPIS LAZULI
669966	UNIFORM DRAB GREEN
669999	Grey Green
6699aa	Flat Grey Mallard
6699ff	Marine Blue
7544ff	purple blue
75046a	purple maroon
7575ff	classic medium cornflower blue
8ffd7f	bright medium to light green
94d4f9	flat darkish teal blue
94fc46	SOME LIME LIKE GREEN
966e73	DRAB DAGON SCALE MAUVE
97e9bc	TENDER GREEN
990033	Red brown
990099	Red PURPLE brown
993333	Russet Brown Potato
996633	DELIVERY TRUCK BROWN
996666	PURPLISH BROWN
996699	DARK PURPLE
9966cc	Bright flat grey purple
9966ff	PURPLE
998Bee	Dark Periwinkle
999913	Olive drab
999933	Olive olive
999966	OLIVE GREY - DARK STEEL
999699	steel grey
999999	Silver

9999cc	Grey blue
9999ff	SOFT GREY BLUE
99ee9a	medium green – flat, green lawn color
99ff99	VERY LIGHT LEMONY GREEN
999f9b	Light Blue
99ffcc	Going to Pool Aqua
9d7e71	Light Mud
a1b5a2	MEDIUM GREY
a3c1ad	SMOKY GREEN HAZE
a43113	dark red orange brown – rust
a43199	WINE country
a4447c	CLARET
a4877c	EARTH Brown
a5b7db	Cadet Blue Grey
a5ccff	Blue clue
a5f0a5	GREEN HAZE
A7ffc2	Soft green haze
aa0000	Brown red brown
aa0033	Mahogany
aa0066	Rose Mahogany
aa0099	dark dusky rose
aa069a	Dark Magenta
aa66aa	Dark dusky mauve
aaa794	Grey putty
aa9900	Hot Spanish Olive
aa99aa	Mauve grey – dark fog
aa99cc	Murky grey mauve
aa99ff	Light MAUVE LAVENDER
aabbcc	Gunmetal Blue
aac257	Light olive green
aac299	Wet Sand
aacccc	Sea fog – grey sky
aae0f0	flat light teal blue
aaeeaa	Tropical green
aaeeb0	flat, medium grayish green
aaff00	Bright Yellow Green
aaffcc	Hot pool aqua
aa0766	Red Red purple Brown Brown
ab1066	Royal Mahogany
ab3386	Dusky red mauve
qb6600	Yellow Brown
ab665c	MUD MUD MUD
ab6666	Potato Brown
ab66ab	Beach Fog

ab9999	Grey heat
abc1ff	Blue Haze
abcc99	North Atlantic Seas – grey sea green
abcccc	Deep grey sea
ac10f2	Royal purple
acffb0	quite light medium green
acffbf	Subtle beach green
addcc	Cool running
aebff6	Light blue
afb670	Grey green
b3aefa	Periwinkle
b3ccc2	Confederate Grey
b4fff0	Tropical Paradise
b500ff	HOT PURPLE
b5067e	Wild Red Purple
b7c8ff	Summer Sky
b85454	DARK BURNT MAHOGANY
bac971	Some green or other
bac9bb	TRUE GREY
bae0f8	watery blue
bb0000	Bright red orange brown
bb8934	mustard dark yellow brown
bbbc00	Spanish olive
bbf84e	Light Lime
bbff00	dark citrine lime yellow
bbff34	lime/citrine yellow green
bbffdd	aqua – very light aqua
bde9c4	GREEN FOGGY Haze GREEN FOGGY HAZE
c0c0c0	Grey
c0f2d7	faded GREEN BLUE faded green blue
c1ffaa	Yellowish lime green
c1ffba	Light Lime Green
c1ffcc	Soft blue green
c1ffe2	light chiffon blue green
c1ffff	Soft green blue
c2ccff	Light grey blue
c2aacc	Flat purple grey
c24ef6	Light Purple purple
c2fbfa	AIRY fine clear sky airy fine clear sky
c3e4f9	Soft AIRY blue sky robin's egg blue
c6c2fe	Grey Powdery Blue
c6fd9d	LIME breeze LIME BREEZE
c7b4ad	Mud Brick
c8c8ff	dull blue/grey lavender

cbcbff	Powder blue
cbcb11	Olive
cc0000	Russet
cc0033	BLOOD RED
cc0066	OFF DARK ROSE
cc0099	DUSKY ROSE
cc00aa	Flat magenta
cc00cc	Hot hot hot fuchsia
cc66cc	amethyst
cc99cc	Flat mauve
cc99aa	MORE MAUVE
ccaaaa	Mocha Mocha Mocha
ccaacc	Mocha Raspberry
ccb1df	Soft Grey Lavender
ccccaa	LIGHT SAND
cce3cc	STORM CLOUD SKY
cff22	bright lime green
cffcc	Sea Foam
cffff	Light aquamarine
cd9014	dark brown mustard yellow
cd9966	Mocha brown
cdaaaa	Light mauve tan
cdacfe	Soft periwinkle
cebcbce	Grey Sand - Concrete Ready Mix
cffb0	light pale lime green
d47df7	Soft antique rose
d4cdff	BLUE SMOKE blue smoke
d4fb8d	Yellow lime green
d4fcf4	Aqua gauze Aqua gauze
d507c1	Magenta mauve
d7f1eb	VANISHINGLY SOFT BLUE GAUZE BLUE gauze
d890af	SMOKY RED HAZE
d8bfff	Light lavender
d9febe	GENTLE green BREEZE
dae2da	FAINT GREY BLUE HAZE faint grey blue haze
dba6fc	Smoky PURPLE
dc9292	Burnt pink ASH
dc9292	Sandy SUMMER TRAIL
dcddfb	COLD BLUE LIGHT AT WINTER DAWN
dcebfa	LIGHT BLUE AT DAWN light blue at dawn
dcfcfc	Blue air white sail invisible blue air
dd0000	Fall leaves

dd0066	rosy carnelian
dd00ff	BRIGHT ORCHID
dd6600	Burnt umber
dd9966	Dark TAN
ddaaff	dark, purple rosy mauve
ddccff	Light light light amethyst
ddcc00	dark yellow green mustard
ddccfd	Very light lavender
defcce	Cool mint breeze COOL MINT BREEZE
dffe94	Winter Mint
c8c8ff	dull blue/grey lavender
ddddee	GREY BLUE FOG
deddab	light wet SAND light wet sand
dffdbf	quite light yellowish green
e007bb	bright rose mauve
e1e2aa	sand
e686d4	Dusty garnet garnet
e6b5f9	Purple rose
e9bdfb	Baby's breath soft lavender pink
ebefba	very, very light grayish blue
edd2fe	Baby's breath pink and blue
eddce4	very light grayish/pinkish lavender
eedd00	dark gulden's mustard - stone ground
eff8b	infinitely LIGHT YELLOW LIGHT YELLOW
efbefe	LIGHT MAUVE ROSE' LIGHT MAUVE ROSE' MAUVE
f0dafe	LAVENDER FOG Lavender Fog
f0e2ff	light pink lavender
f1feaa	light lemon chiffon
f3c3fa	Rose pink
f5dbec	SMOKY ROSE HAZE IN THE AIR
f6d650	Mustard Flame
f6ff9f	Yellow pastel YELLOW PASTEL
f8bc89	flat dull orange
f8befe	Angels Breath Pink
f8c8fc	Bare pink
fadb9c	Haze Flame
fc9cfc	Rose carnelian
fcc2b2	FADED PINK FADED PINK
fd0505	Flaming Orange
febce00	Gulden's mustard
fecccc	RED ORNAGE RED RED ORANGE RED

feddfd	light mauve pink
ff0011	fire engine red
ff004d	red - medium fire, flat
ff0066	RED red
ff00b0	bright rose fuchsia
ff00cc	Fuchsia
ff1010	red bright
ff3300	hot orange
ff3366	Flat red paint
ff3399	Bright fuchsia
ff33ff	Bright Magenta
ff8d00	orange
ff5500	darker orange
ff6600	classic orange
ff6699	SALMON PINK
ff66ff	PINK MAGENTA
ff75ff	Magenta rose
ff78d8	HOT PINK
ff8800	dark orange
ff8899	Salmon
ff9966	DARK SALMON
ff99cc	FLAT PINK
ff9999	Light Salmon
ffbdf6	Rose Sky at dawn
ffb9f7	ROSE SKY AT DUSK
ffc5c5	Baby's Breath pink
ffc8ff	Light Rose pink
ffcc00	GOLD
ffcc99	PURE EVEN TAN
ffcfbb	classic pink/orange Caucasian skin color
ffd28f	FADING TANGERINE ORANGE VIEW
ffef99	light orange yellow
ffeebb	buff, medium caucasian skin color
ffff00	YELLOW
ffff33	CANARY YELLOW
ffff66	SOFT YELLOW
Ffff99	EVEN LIGHTER YELLOW
ffffb0	very light buff yellow
