





- Click "**Show dropped classes also**" if you want to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.
- Click **Change Meeting Attendance**. The Change Meeting Attendance page appears.

**Attendance Change**     
Anderson, Jane S AGHS

Option	Value															
Change attendance for	Anderson, Jane S															
From this date	4/27/2007															
To this date	4/27/2007															
Meetings to scan	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Select All"/> <input type="button" value="Clear"/> </p>		A	B	1	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
	A	B														
1	<input type="checkbox"/>	<input type="checkbox"/>														
2	<input type="checkbox"/>	<input type="checkbox"/>														
3	<input type="checkbox"/>	<input type="checkbox"/>														
4	<input type="checkbox"/>	<input type="checkbox"/>														
Code(s) to scan for	<input checked="" type="radio"/> All <input type="radio"/> These codes <div style="border: 1px solid black; padding: 2px;"> Present  HD - Half Day  A - Absent  T - Tardy  P - Parent Excused  U - Unexcused  S - School Excused  I - In School Suspension  O - Out of School Suspension  X - Truant </div>															
Attendance code to set	(Present)															
If other than a default present (default presents will be overwritten regardless)	<input checked="" type="radio"/> Overwrite <input type="radio"/> Don't Overwrite															
Comment	<div style="border: 1px solid black; height: 40px;"></div>															

- Use the following table to enter information in the fields:



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Field	Description
Change attendance for	The selected student(s) appear.
From this date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
To this date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Meetings to scan	Select the checkbox(es) to indicate the period(s) to change. To mark attendance for the entire day, click Select All.
Code(s) to scan for	Either choose all by selecting the "All" button or select the "These Codes" option and then choose the attendance code(s) for which you want to scan
Attendance code to set	Choose the attendance code to apply to the date range from the pop-up menu.
If other than a default present	Select the option to either overwrite or not overwrite any existing attendance codes.
Comment	Enter comments that are relevant to this attendance record.

7. Click **Submit**. The Changes Recorded page appears.