
The Office of
Strategic Technologies and Accountability

MCPS
Elementary Daily Attendance
Application

Table of Contents

Introduction	3
Accessing the System	3
Main Menu.....	3
Recording Student Absences	
Attendance by Homeroom	4
Attendance by Student.....	7
Information Maintenance	
Student Contacts	9
School Information	10
Bus Numbers	10
Reports	
Absence Bulletin.....	11
Absence Bulletin with Contacts	11
Student History	12
Perfect Attendance	12
Class Counts	12
Attendance Rosters	13
Unexcused Absence Report.....	14
Class History Report.....	14
Bus Roster.....	14
Class Bus Roster	14

MCPS Elementary Daily Attendance Application

Online Daily Attendance for elementary schools is being phased in over the course of the 2004-2005 school year to replace the attendance bubble sheets. The Elementary Daily Attendance Application (EDAA) is a WEB-based application that will replace the current weekly attendance scan (bubble) sheets that you are currently using to collect absences and tardies. Since it is a real-time online application, the data entered will be immediately available to users, allowing printed attendance summary reports by date or student, whenever needed.

ACCESSING THE SYSTEM:

Access to the EDAA is through the Student Systems Homepage located at <http://studentsystems.mcpsmd.org/home/>. To navigate to this page from the MCPS home page, click on **For Staff**. From the resulting page, scroll down to **Student Systems Homepage**.

The Student Systems Application home page has links to several web-based applications that are available throughout MCPS. These applications are organized by grade level; elementary, middle, high. Under the **Elementary Schools** column, select **Daily Attendance**. You will be asked to log in with your MELT (FirstClass) user-id and a password.

MAIN MENU:

Once you have logged in, you will see the Main Menu. The menu page is organized into the four sections listed below:

- Date
- Attendance Data Entry
- Information Maintenance
- Reports

The topmost section is the Date field. The date field defaults to the current date on school days. 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. Note: If school is closed, the date will default to the first day of school.

Montgomery County Public Schools
ROCKVILLE, MARYLAND

Select the attendance date | oct 22, 2004 | ▾

- Attendance By Class
- Attendance By Student
- Student Contacts
- School Information
- Absence Bulletin
- Abs Bull + Phone#
- Change Password
- Student's History
- Enter Bus Numbers
- Perfect Attendance
- Class Counts
- Attendance Roster
- Unexcused Absence Report
- Class History Report
- Bus Roster
- Class Bus Roster

Continue

The remaining sections are in three columns on the main menu.

The first column is for **Attendance Data Entry** and is used to enter absences (current and future), code absences and enter reasons for absences, and enter tardy information.

<input type="radio"/> Attendance By Class
<input type="radio"/> Attendance By Student

<input type="radio"/> Student Contacts
<input checked="" type="radio"/> School Information
<input type="radio"/> Change Password
<input type="radio"/> Enter Bus Numbers

The second column is for **Information Maintenance** and is used to update information collected locally. This might include contact information, bus numbers, and school information. This section also provides uses with the ability to change their password

<input type="radio"/> Absence Bulletin
<input type="radio"/> Abs Bull + Phone#
<input type="radio"/> Student's History
<input type="radio"/> Perfect Attendance
<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

The third column lists all **Reports** related to attendance, including an option to print rosters for teachers to record attendance. These reports include the ability to print absentee information for the entire school or an individual student; the ability to print attendance rosters on-site; and the ability to print bus rosters by class or by bus number.

RECORDING STUDENT ABSENCES:

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

- By the homeroom class screen (**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 a homeroom, recording absences on the homeroom screen is more efficient and presents more information. If only a few students are absent from the entire school, it may be easier to use the **Attendance by Student**.

Taking Attendance by Class (Homeroom)

From the Main Menu, click on **Attendance by Class** to record attendance status (present/absent/tardy) information and absence reasons for students in a particular homeroom. Then click on **Continue**. The resulting screen will ask you to choose the homeroom teacher from a pull down menu.

Date: Friday , October 22, 2004
School: Ashburton ES
Select Section: SCAFIDE, (HOMEROOM--0000 0012) ▾
<input type="button" value="Display Class List"/>
• Return to Main Menu

To select a class:

- Click on the arrow next to the first teacher’s name to display the list of all homeroom teachers in the school.
- Scroll to the section/ teacher needed.
- Click to select section/ teacher.
- Click on the button labeled Display Class List.

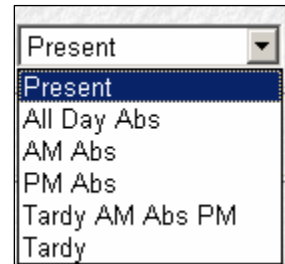
Once you click on Display Class List, the **Class Attendance** screen will appear:

You are taking/changing attendance for: **Friday , October 22, 2004**

Teacher: ██████████, Period: 99

Status	Name	ID	Reason	Sign In	Sign Out	Absent		Late	
						Exc.	Unexc.	Exc.	Unexc.
Present	██████████	██████████	Unex-Oth-Out Sch	-	-	0	0	0	0
Present	██████████	██████████	Unex-Oth-Out Sch	-	-	0	0	0	0
Present	██████████	██████████	Unex-Oth-Out Sch	-	-	0	0	0	0
Present	██████████	██████████	Unex-Oth-Out Sch	-	-	0	0	0	0

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 the default “Present” and will remain unless another option is selected. Note: **Both Status and Reason must be selected to record an attendance.** From the Status column choose one of the options shown on the right.



From the Reason column, you will be asked to choose from one of the following reasons:

Alternative Educ; Band; Chorus; Court; Death in the Family; Educ Trip – Approved; Exc-Oth-In Sch; Exc-Oth-Out Sch; Field Trip; Guidance; Health Room; Home/Hosptl Teaching; In Lock-up Facility; In-School Suspension; Late Bus; No Auth Transportation; Office; Out of Country-Appvd; Out of Sch. Susp.; Religious; Sick; Special Teacher; Sports; State Emergency; Student Government; Theater; Truant; Unex-Oth-In Sch; Unex-Oth-Out Sch; Weather Emergency

Each of these absence reasons will code the absence as either excused or unexcused as prescribed by MSDE and MCPS. It is important to indicate the absence reasons as soon as the parent note is submitted to the school.

To record an absence for a student:

- Make sure that the date at the top of the Homeroom Class Screen is correct for the attendance that is being reported.

You are taking/changing attendance for: **Friday , October 22, 2004**

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** where the date can be changed.

- 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 in the **Reason** column if available at the same time.
- When all students are marked for this homeroom, scroll to the bottom of the screen and click the **Save Attendance** button.

You are taking/changing attendance for: **Friday , October 22, 2004**

Save Attendance

To record absence reasons for students on the homeroom screen:

- Organize the absence notes by homeroom.
- Set the date for the absence notes on the main menu before moving to the Homeroom Class screen. **Note:** Always verify that the date at the top of the screen matches the absence note before entering a reason. If not, use the back button on the browser to go back to the Main Menu to change the date.
- Navigate to each homeroom, and select the correct absence reason for each student. **Note:** To save a student's reason, the student's **Status** column must also be a status other than Present.
- **To delete an existing Status and Reason, click the Status to Present.**
- When all notes are entered for a homeroom class, scroll to the bottom of the screen and click on **Save Attendance** before moving to the next homeroom.

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: displays current cumulative absence information for the year.

Partial Day Classes (Example: AM Kindergarten)

- Absences to partial day classes should be marked as if it were a whole day.
Ex: Mark absent for the entire AM Kindergarten class as **All Day Absent**.

Attendance by Student

Select Attendance by Student to record absence information for individual students.

This can be used to either record a student's absence or to record a reason code for the same day or previous days of absence.

To record an absence using

Attendance by Student:

- Select the date for the student's absence.
- Enter the student's ID number, or enter the first part or the entire last name in the space provided (follow the example provided on screen).
- Click Continue.

Select the attendance date
oct 22, 2004

Enter Student ID Number: 944926

OR

Enter Student Last Name: %

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

CONTINUE

- [Return to Main Menu](#)

- If several students in the school have the same or similar last name, there may be more than one name in the selection field. Select the correct student from the list of names in the drop-down list that is displayed.
- Select either All Day or Partial Day absence.
- Click Continue.

Date: Day, Date

School: School Name

Student: Last, First Name Init ID Grade

All Day Absence

Partial Day Absence

Continue

Absence - All Day

A reason can be entered for all day absences for one day or for a series of consecutive days. This screen is also used to record future absence information 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 ALL DAY from and to date fields to the same date. If the student was absent for two or more consecutive days, set the Absent ALL DAY from and the to date fields to different dates.
- Select a **Reason Code** from the drop down list.
- Click on the button labeled **SAVE**.

ID	Name	Grade	Gender	Ethnicity
3055	XXXXXXXXXX	01	Female	White

Absent ALL DAY from TO

Reason Code

Absence - Partial Day

The partial day screen permits the selection of both a reason code and either 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.

ID	Name	Grade	Gender	Ethnicity
3055	XXXXXXXXXX	01	Female	White

Absence for October 22,2004

When Absent: Reason Code

Sign in Time: Sign out Time:

To record a partial day absence:

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

DAILY ATTENDANCE –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.

A screenshot of a web application interface for selecting a student. At the top, there are labels for 'Date: Day, Date' and 'School: School Name'. Below these is a 'Student:' label followed by a dropdown menu containing the text 'Last, First Name Init ID Grade'. Underneath the dropdown are two radio buttons: the first is selected and labeled 'View or Modify Contact Information', and the second is unselected and labeled 'Enter New Contact Information'. At the bottom center is a 'Continue' button.

To 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.

A screenshot of a 'Contact information for' form. The title is 'Contact information for Last, First Name Init ID Grade:'. Below the title is a note: '(For Corrections, scroll to bottom of page and click SAVE.)'. The form consists of several rows of input fields:

Delete this contact:	NO
Primary Contact:	Yes
Relationship:	MOTHER
Title: (limit 6 characters)	Mrs.
Last_Name:	
First_Name:	
Home Phone: ex: 301-222-2222	301-999-999
Work Phone: ex: 301-222-2222	301-999-999
Cell Phone:	301-999-999
email:	

Below the input fields is a 'Notes' section with a text area and a scroll bar.

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 at any time.

Enter Bus Numbers (Completely Optional)

The menu selection for bus numbers enables a school to record student bus information. If bus numbers are entered, rosters with bus information are available either by homeroom section or bus number.

To create a bus roster for a homeroom section:

- Select the option **Enter Bus Numbers**.
- To enter bus numbers for an entire class, click on the arrow for the drop-down list labeled **Select Section**.
- Scroll and click on the section to be entered.
- Click **Continue**.

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)

CONTINUE

Pd, Last Name, , Class Description
 Pd, Last Name, , Class Description
 Pd, Last Name, , Class Description
 Pd, Last Name, , Class Description
 Pd, Last Name, , Class Description

- 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"/>

Save Bus Numbers

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 (as in the example provided on screen), and enter information.
- Click Continue.
- If more than one student in the school has the same last name, select the correct name from the drop-down list of names and click Continue to proceed.
- From the resulting screen, enter bus numbers for the student.
- Click Save Bus Numbers.
- Message UPDATE Successful will be displayed.

School: School Name

Student: Last, First Name Init ID Grade ▾

• [Return to Main Menu](#)

REPORTS

NOTE: Use the down arrow and select the “Main Menu” or another web page from the Browser’s “Back” button when you want to exit a report that loaded after the “Please note that this report may take a minute or two to appear” message.

Absence Bulletin/ Absence Bulletin with Contacts

To create a daily absence bulletin (with or without contact information):

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

Absence Bulletin						
By Grade and Student Name						
Date: Day, Date						
School: School Name						
STUDENT ID	NAME	GRADE	STATUS	REASON FOR ABS	TIME IN	TIME OUT
ID	Last, First Name	Grade	All Day Abs	Sick		
ID	Last, First Name	Grade	AM Abs	College Visit	10	12:00

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. For a 1-day absence report, set both dates to the same date.
- Enter either the student's ID number or part or all of the last name, see the example. If more than one student has the same last name, select Student from the drop-down list of names.
- Click Continue.

Select the attendance date

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)

Perfect Attendance

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

- From the Main Menu, select Perfect Attendance.
- Set the date range for the report.
- Click Continue.

SCHOOL:

REPORT FROM TO

Definition of perfect attendance is defined as follows:
 A student cannot be absent or tardy from school for any reason.

Class Counts

To see a list of homeroom class counts:

- Select Class Counts from the Main Menu.
- Click Continue.

Class Counts By Course Code

For:

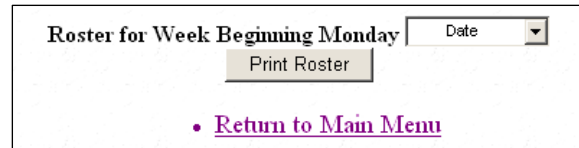
As of:

Course Number	Teacher Name	Num Students
#####	Last, First Name	##
#####	Last, First Name	##

Attendance Roster

To print weekly rosters for teachers to use to record attendance information, select the Attendance Roster menu choice.

- Select the week for which rosters will be printed.
- Click Print Roster.
- A warning will be displayed indicating that the report takes a few minutes.

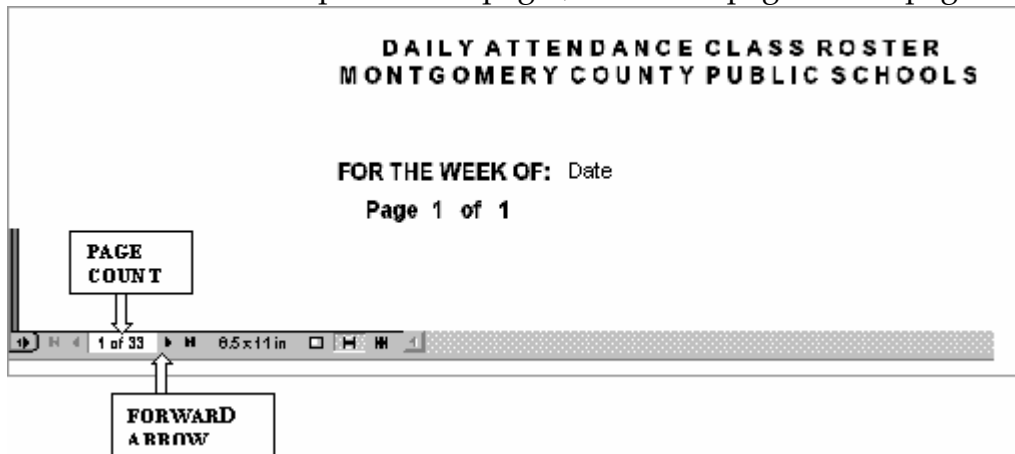


Roster for Week Beginning Monday
[Return to Main Menu](#)

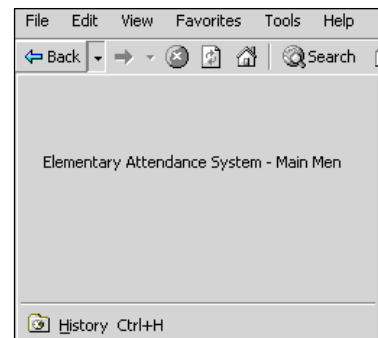


Please note that this report may take a minute or two to appear. Thanks for your patience.

- Click the button labeled Run Report.
- Depending upon your configuration, Acrobat Reader will open within the browser or as a separate application on screen, and the report will be generated. Note: The first page of the report is a blank page. There will be a page count at the bottom left. This report has 33 pages, one blank page and 32 pages of rosters.



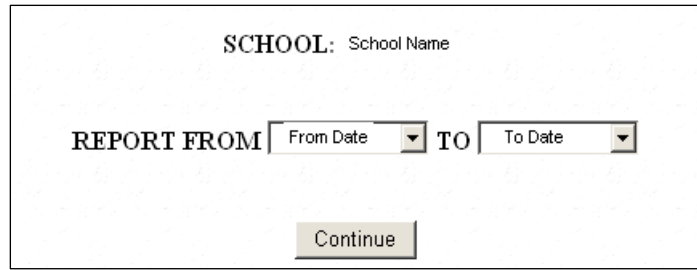
- Click the forward arrow in the Acrobat program to see the first roster.
- To print the rosters, click on File in the menu bar and select the Print command.
- To return to the main menu, use the drop-down arrow next to the Back button of Internet Explorer.
- Select the link for Elementary Attendance System – Main Menu.



Unexcused Absence Report

The unexcused absence report will provide a list of all students who are unexcused within a defined date range.

- Select Unexcused Absence Report from the Main Menu.
- Click Continue.
- Set the range of dates for the report.
- Click Continue.



The screenshot shows a web form for generating an unexcused absence report. At the top, it says "SCHOOL: School Name". Below that, there are two dropdown menus for "From Date" and "To Date", with the text "REPORT FROM" and "TO" respectively. At the bottom of the form is a "Continue" button.

Class History Report

The Class History Report provides an alphabetical list of students and their absences within a defined date range.

Bus Roster

The Bus Roster provides lists of students assigned to buses arranged by bus number.

Class Bus Roster

The Class Bus Roster provides lists of students and their buses arranged by Homeroom Class.