



# Attendance, Add/Drop, SSA (Safe School Act)

Content Updated: July 31, 2015

## **NOTE TO TEACHERS:**

**In some instances there are features outlined that your district may not adopt. For any questions or clarification on what your district is currently using please speak with your district Aeries administrator.**

## AERIES ATTENDANCE PORTAL SERIES

### ATTENDANCE

The **Attendance** page can be accessed for attendance update or display. Click the mouse on the **Attendance** node on the Navigation tree. The **Current Period** for the teacher signed into Teacher Portal and all students currently enrolled for that period will display. The **Current Period** is determined according to the bell schedule. Take attendance by clicking in the applicable boxes of **A** for Absent or **T** for Tardy to the right of the student's name. **Changes are effective immediately.**

Attendance is missing for yesterday (7/30/2015) for periods: 3, 4

7/31/2015 ▾ Period 2 (8:55 - 9:45) ▾ Attendance for today was submitted at 7/31/2015 2:42 PM.

Dropped Students				
Stu#	Name	Grd	Dropped Date	Reason
1721	31 Miller, Steven J	12	7/24/2015	Transferred to different Class
2718	31 Wheeler, Michael Joseph SSA	12	7/27/2015	Inactive

IBHstAm2/HEcCv																	Acosta		Absence Totals since 6/15/2015				
Stu#	Name	Grd	Prgm	LF	A	T	7/31	7/30	7/29	7/28	7/27	7/26	7/25	7/24	7/23	7/22	7/21	7/20	Tardies	Absences = ( Unverified + Excused + Unexcused )			
1	52  31 Almada, Crystal C.	12	0	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	T				T								2	0	0	0	0
2	61  31 Alvarez, Kathleen	12	0	F	<input type="checkbox"/>	<input type="checkbox"/>													0	0	0	0	0
3	66  31 Amaya, Brandon A.	12	0	F	<input type="checkbox"/>	<input type="checkbox"/>								T					1	0	0	0	0
4	90  31 Arballo, Shanika	12	0	R	<input type="checkbox"/>	<input type="checkbox"/>													0	0	0	0	0
5	220  31 Bednarczyk, Jammal	12	0	F	<input type="checkbox"/>	<input type="checkbox"/>				A									0	1	1	0	0

The attendance page uses a visual indicator to highlight student rows. When users hover their mouse over a student row, that row will be highlighted in green.

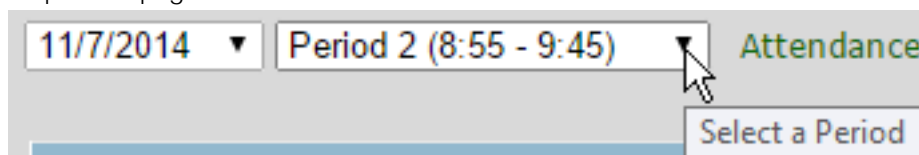
11/7/2014 ▾ Period 2 (8:55 - 9:45) ▾ Attendance submitted at 11/07/2014 3:19 PM

IBHstAm2/HEcCv									
Stu#	Name	Grd	Trk	Prgm	Language Fluency	A	T	11/7	11/6
1	1 Abbott, Allan J. (AJ)	12			L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	
2	215 Beatty, David W.	12		S	E	<input type="checkbox"/>	<input type="checkbox"/>		
3	299 Braggins, Joseph A.	12			E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	
4	628 De Leon, Christopher D.	12			E	<input type="checkbox"/>	<input type="checkbox"/>		
5	940 Gelfuso, Marlinna M.	12			E	<input type="checkbox"/>	<input type="checkbox"/>		
6	948 Gil, Jeremy C.	12			E	<input type="checkbox"/>	<input type="checkbox"/>		I

## AERIES ATTENDANCE PORTAL SERIES

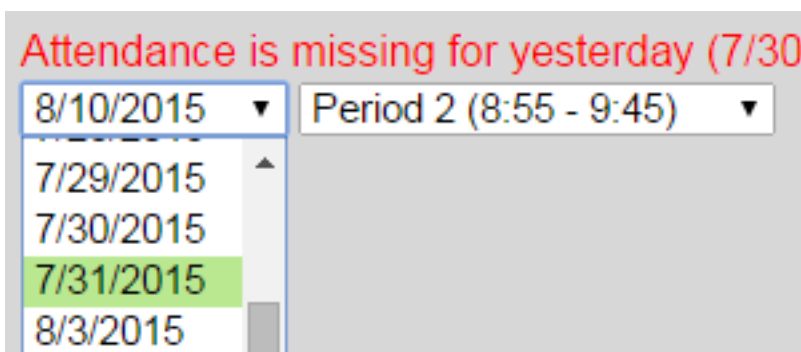
### ATTENDANCE CONTINUED

To change the date or period to post attendance for, click the mouse on the **Attendance Date** or **Period** dropdown at the top of the page.



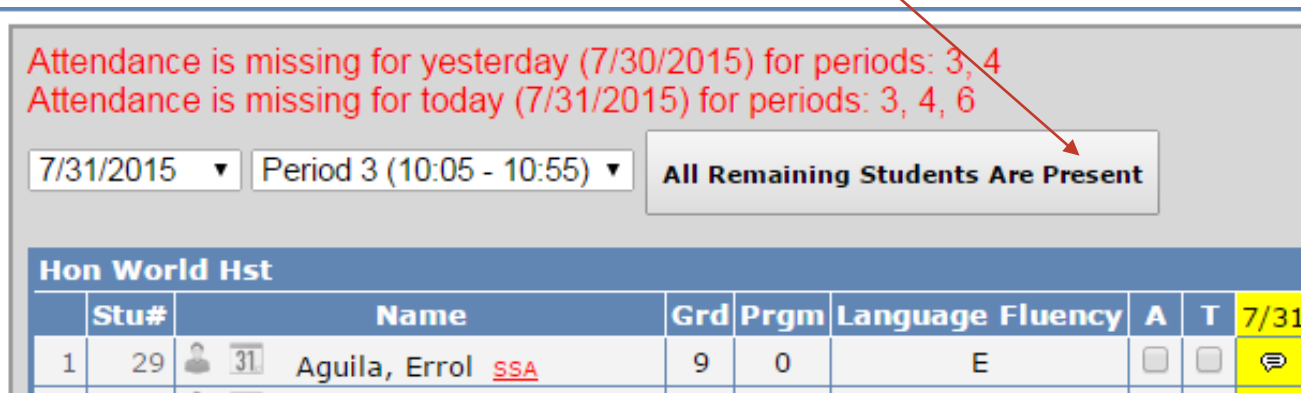
A screenshot of the attendance portal interface. It features two dropdown menus: the first is set to '11/7/2014' and the second is set to 'Period 2 (8:55 - 9:45)'. To the right of these dropdowns is a green button labeled 'Attendance'. Below the dropdowns is a button labeled 'Select a Period'.

The current date will display in green in the date dropdown.



A screenshot of the attendance portal interface. It shows a date dropdown menu with the following options: '8/10/2015', '7/29/2015', '7/30/2015', '7/31/2015' (highlighted in green), and '8/3/2015'. To the right of the date dropdown is a period dropdown menu set to 'Period 2 (8:55 - 9:45)'. Above the date dropdown, a red message reads: 'Attendance is missing for yesterday (7/30)'.

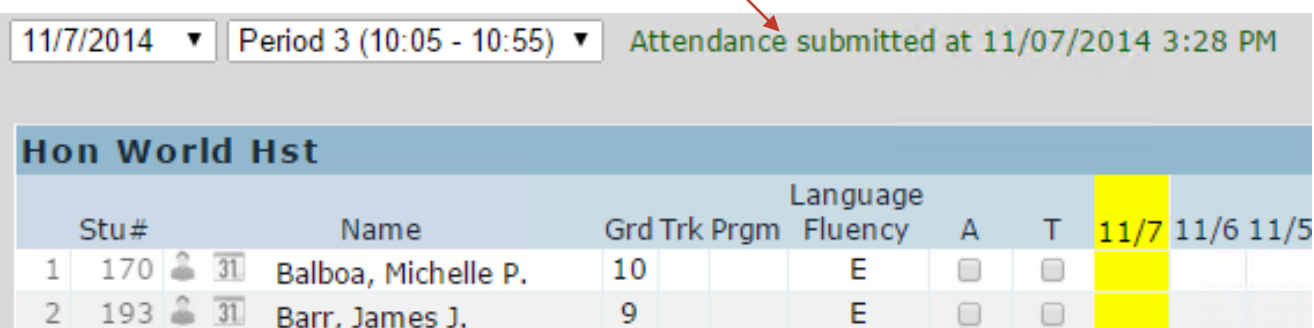
The **All Remaining Students are Present** button at the top of the page can be used to mark all students present for the selected period.



A screenshot of the attendance portal interface. At the top, a red message reads: 'Attendance is missing for yesterday (7/30/2015) for periods: 3, 4' and 'Attendance is missing for today (7/31/2015) for periods: 3, 4, 6'. Below this message are two dropdown menus: the first is set to '7/31/2015' and the second is set to 'Period 3 (10:05 - 10:55)'. To the right of these dropdowns is a button labeled 'All Remaining Students Are Present'. Below the button is a table titled 'Hon World Hst'.

	Stu#	Name	Grd	Prgm	Language Fluency	A	T	7/31
1	29	Aguila, Errol SSA	9	0	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After attendance has been submitted for a period, a **green message** will display the date and time the attendance was submitted.



A screenshot of the attendance portal interface. At the top, a green message reads: 'Attendance submitted at 11/07/2014 3:28 PM'. Below this message are two dropdown menus: the first is set to '11/7/2014' and the second is set to 'Period 3 (10:05 - 10:55)'. Below the dropdowns is a table titled 'Hon World Hst'.

	Stu#	Name	Grd	Trk	Prgm	Language Fluency	A	T	11/7	11/6	11/5
1	170	Balboa, Michelle P.	10			E	<input type="checkbox"/>	<input type="checkbox"/>			
2	193	Barr, James J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>			



## AERIES ATTENDANCE PORTAL SERIES

### ATTENDANCE

If attendance was not submitted, a red message will display on the top of the page indicating which period attendance was not submitted for. The period will also show in red in the period drop down list. If the school allows back posting of attendance, a red message will display when applicable for the previous day only.

Attendance is missing for yesterday (7/30/2015) for periods: 3, 4  
Attendance is missing for today (7/31/2015) for periods: 3, 4, 6

7/31/2015 ▼ Period 3 (10:05 - 10:55) ▼ All Remaining Students Are Present




Hon World Hst									
	Stu#	Name	Grd	Prgm	Language Fluency	A	T	7/31	
1	29	 31 Aguila, Errol <span>SSA</span>	9	0	E	<input type="checkbox"/>	<input type="checkbox"/>		

The attendance page has an **Absence Totals** area on the right side of the page that shows a total of absences that have been given to a student by type of absence.

11/7/2014

Period 6 (1:20 - 2:10)

Mark All Students as Present

Hon World Hst																	Acosta		Absence Totals since 8/4/2014				
Stu#	Name	Grd	Trk	Prgm	Language Fluency	A	T	11/7	11/6	11/5	11/4	11/3	10/31	10/30	10/29	10/28	10/27	Tardies	Absences = ( Unverified + Excused + Unexcused )				
1	87  31 Aquino, Kenneth J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>						U				V	0	2	0	1	1	
2	188  31 Barnett, Michael J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>						I					0	7	2	4	1	
3	226  31 Beintema, Alice J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>				D							0	7	0	4	3	
4	277  31 Bonomo, Sandra	9			E	<input type="checkbox"/>	<input type="checkbox"/>											0	2	2	0	0	
5	303  31 Brandt, Rosalia R.	9			E	<input type="checkbox"/>	<input type="checkbox"/>				I							0	4	0	4	0	

The Absence totals do not automatically update when an attendance code is clicked on for a student. After attendance has been taken for a student or period, click the mouse on the **Refresh Now** button at the bottom of the page which will refresh the absence totals and update the area with the latest totals. Each time **Refresh Now** is clicked, it will update the date and time that the page was last refreshed.

					0	4	2	2	0
The Absence Totals are refreshed only at page load or refresh. Last refreshed 11/7/2014 3:31:47 PM. <a href="#">Refresh Now</a>									







**NOTE:** Attendance **MUST** be submitted regardless if there are no absences or tardies.

## AERIES ATTENDANCE PORTAL SERIES

### ADD AND DROPPED STUDENTS





In **Portal Options**, the option “# Days to Display Add & Drops” can be entered by the administrator to display new and dropped students for a specific number of days.





New students scheduled into the class will display with the word **NEW** in red next to their name.

IBHstAm2/HEcCv					
	Stu#		Name	Grd	Trk
1	156	 	Baca, Jason S. <b>NEW</b>	12	
2	318	 	Brown, Gloria A.	12	
3	371	 	Calucag, Thais J.	12	

Dropped students will display at the top of the attendance page with the drop date and reason.

nce for today was submitted at 7/31/2015 2:13 PM.







Dropped Students																
Stu#	Name					Grd	Dropped Date		Reason							
1721			Miller, Steven J			12	7/24/2015		Transferred to different Class							
2718			Wheeler, Michael Joseph <span>SSA</span>			12	7/27/2015		Inactive							

Acosta																	
rd	Prgm	Language	Fluency	A	T	7/31	7/30	7/29	7/28	7/27	7/24	7/23	7/22	7/21	7/20	Tardies	Abs
.2	0	E		<input type="checkbox"/>	<input type="checkbox"/>		P			P 						0	
.2	0	F		<input type="checkbox"/>	<input type="checkbox"/>		P			P						0	

### SSA DATE (SAFE SCHOOL ACT)

Students who have a date in the **SSA Date (Safe School Act)** field on the **Assertive**

**Discipline** form will display with a red **SSA** to the right of their name. If the teacher portal group has at least Read permissions to the Assertive Discipline page, teachers will be able to click on **SSA** and be taken to the Assertive Discipline page for the student. If the teacher portal group does not have permission to the Assertive Discipline page, **SSA** will still display in red but will not do anything when clicked on.







IBHstAm2/HEcCv					
	Stu#		Name	Grd	
1	1	 	Abbott, Allan J. (AJ)	12	
2	215	 	Beatty, David W. <b>SSA</b>	12	
3	299	 	Braggins, Joseph A.	12	


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## AERIES ATTENDANCE PORTAL SERIES









### SSA DATE (SAFE SCHOOL ACT) CONTINUED

The attendance page displays a profile and calendar icon to the left of each student name. Clicking the mouse on the **Profile** icon will take the user to the Profile page for that student.

Stu#		Name	
1	1	 	Abbott, Allan J. (AJ)
2	215	 	Beatty, David W. <b>SSA</b>
3	299	View Student Profile  	


























2014-2015 Screaming Eagle High School												
	Student Profile											
	StuNum	Last Name	First Name	Middle Name	Perm ID Num	State Stu ID	Sex	Grd	Age			
	1	Abbott	Allan (AJ)	James	99400001	1234567890	M	12	17			
	Ethnicity	Race	User1	User2	User3	User4	Band	GATE	User7			
	N	White				N		G		C		
Attendance Summary					Gradebook Summary							
Code	Description	All	0	1	2	3	4	5	6	7	8	9
A	UNVERIFIED	0		1								
Current										M		

Clicking the mouse on the **Calendar** icon to the left of the student name will take the user to that students attendance detail page.



Stu#		Name	
1	1	 	Abbott, Allan J. (AJ)
2	215	 	Beatty, David W. <b>SSA</b>
3	299	View Attendance Detail  	
4	628	 	De Leon, Christopher D.

## AERIES ATTENDANCE PORTAL SERIES

### SSA DATE (SAFE SCHOOL ACT) CONTINUED

2014-2015 Screaming Eagle High School											
										Attendance	
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog		
	1	Abbott	Allan (AJ)	James	99400001	M	12	17			
	09/08	- - - - -		09/09	- - - - -		09/10	- - - - -		09/11	- - - -
	09/15	- - - - -		09/16	- - - - -		09/17	- - - - -		09/18	- - - -
	09/22	- - - - -		09/23	- - - - -		09/24	- - - - -		09/25	- - - -
	09/29	- - - - -		09/30	- - - - -		10/01	- - - - -		10/02	- - - -
	10/06	- - - - -		10/07	- - - - -		10/08	- - - - -		10/09	- - - -
	10/13	U - - - - -		10/14	- - - - -		10/15	- - - - -		10/16	- - - -

attendance rules can be applied by the district. They can include restricting the times that teachers are able to post attendance. If the district has restricted attendance to only be taken during the period class time and that time has passed, the ability to take attendance will be disabled. The following is an example of a message that will display to the teacher.

11/7/2014	Period 1 (8:00 - 8:50)	Attendance for today was submitted at 11/7/2014 3:04 PM.																
Attendance for this period is closed. You may only post attendance for this period between 8:00 AM and 8:50 AM.																		
IBHstAm2/HEcCv													Acosta		Absence Totals s			
Stu#	Name	Grd	Trk	Prgm	Language	11/7	11/6	11/5	11/4	11/3	10/31	10/30	10/29	10/28	10/27	Tardies	Absences = ( Unverifier	
1	156   Baca, Jason S. NEW	12			E	A										0	1	1