**USE CASE DESCRIPTION**

1. **Record attendance:**

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| **Use case ID** | UC-01 | |
| **Use case name** | Record attendance | |
| **Brief description** | The class monitor will make a roll call at the beginning of each class then write the absent students’ name on the board. The supervisor will pass by each class to check attendance and make a record onto the system. | |
| **Actor** | Supervisor | |
| **Pre-condition** | - The class monitor has made a roll call and write on the board.  - The supervisor has logged in using supervisor’s account | |
| **Trigger** | Supervisor does this activity everyday at 7:30 AM for morning classes and 2:00 PM for afternoon classes | |
| **Post-condition** | - The attendance data of students is updated | |
| **Flow of activities** | **Actor** | **System** |
| 1. Access to ‘Record attendance’ page  2. Select date and class  3. Tick the absent students  4. Submit the record | 1.1. Display ‘Record attendance’ interface  2.1. Display the students list of selected class  4.1. Create attendance record and save to database |
| **Exception conditions** | 4.1. Attendance record is duplicated | |

1. **View attendance data:**

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| **Use case ID** | UC-02 | |
| **Use case name** | View attendance data | |
| **Brief description** | Supervisors can view attendance data of each student | |
| **Actor** |  | |
| **Pre-condition** |  | |
| **Trigger** |  | |
| **Post-condition** |  | |
| **Flow of activities** | **Actor** | **System** |
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| **Exception conditions** |  | |

1. **Send urgent email for unexcused absence:**

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| **Use case ID** | UC-03 | |
| **Use case name** | Send urgent email for unexcused absence | |
| **Brief description** | In case of emergency that parents cannot apply an application for leave of absence on time, the chief supervisor will send an email for parents to respond for this absence | |
| **Actor** | Chief supervisor | |
| **Related Use Case** | Respond to urgent email | |
| **Pre-condition** | - The chief supervisor has logged in using supervisor’s account.  - Supervisors has recorded attendance of the day.  - The student is recorded unexcused absence. | |
| **Trigger** | The student is recorded unexcused absence | |
| **Post-condition** | - The student absence is updated as excused | |
| **Flow of activities** | **Actor** | **System** |
| 1. Filter the recorded attendance data  2. Select a student  3. Select ‘Send email’  4. Click ‘Send’  5. Get a response from parents email | 1.1. Display the list of absent students of the day  2.1. Display student’s information  3.1. Display the email sending interface  4.1. Send email to the parents  5.1. Notify the supervisor this response  5.2. Update student absence as excused |
| **Exception conditions** | * 1. Students attendance of the day has not been recorded   5.1 Not updating student absence as excused if parents do not respond to urgent email | |

1. **Respond to urgent email:**

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| **Use case ID** |  | |
| **Use case name** |  | |
| **Brief description** |  | |
| **Actor** |  | |
| **Pre-condition** |  | |
| **Trigger** |  | |
| **Post-condition** |  | |
| **Flow of activities** | **Actor** | **System** |
|  |  |
| **Exception conditions** |  | |

1. **Apply an application for leave of absence:**

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| **Use case ID** | UC-05 | |
| **Use case name** | Apply an application for leave of absence | |
| **Brief description** | Parents create an application for their children absence | |
| **Actor** | Parent | |
| **Pre-condition** | - Parents have logged in using parents’ account | |
| **Trigger** | Student cannot go to school and his/her parents want to apply an application for this absence | |
| **Post-condition** | - An application for leave of absence is create  - This absence is recorded as excused | |
| **Flow of activities** | **Actor** | **System** |
| 1. Access to ‘Create application’ page  2. (loop) Enter information  3. Submit the application | 1.1. Display ‘Create application’ interface  3.1. Create application and save to database  3.2. Notify the supervisor this application |
| **Exception conditions** |  | |

1. **View child’s attendance data:**

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| **Use case ID** |  | |
| **Use case name** |  | |
| **Brief description** |  | |
| **Actor** |  | |
| **Pre-condition** |  | |
| **Trigger** |  | |
| **Post-condition** |  | |
| **Flow of activities** | **Actor** | **System** |
|  |  |
| **Exception conditions** |  | |

The ‘High School Attendance Recording System’ is built with specific functions that help supervisors to manage students attendance more effectively and allow parents to monitor their children attendance.

As normal, the supervisors have to perform a manual procedure that they record the attendance using notebook then summarize the data for the chief supervisor to manually enter into the system. With our system, manual operations are kept to a minimum with least time-consuming for supervisors.

As for parents, the system helps them to announce their children absence, as well as to track number of their absences. Instead of submitting a hand-writing application at school, the system allows parents to apply for students absence online. Moreover, in case of emergency, the chief supervisor will send an email for parents to respond for their children unexcused absence with a single button, which saves them a bunch of time.