

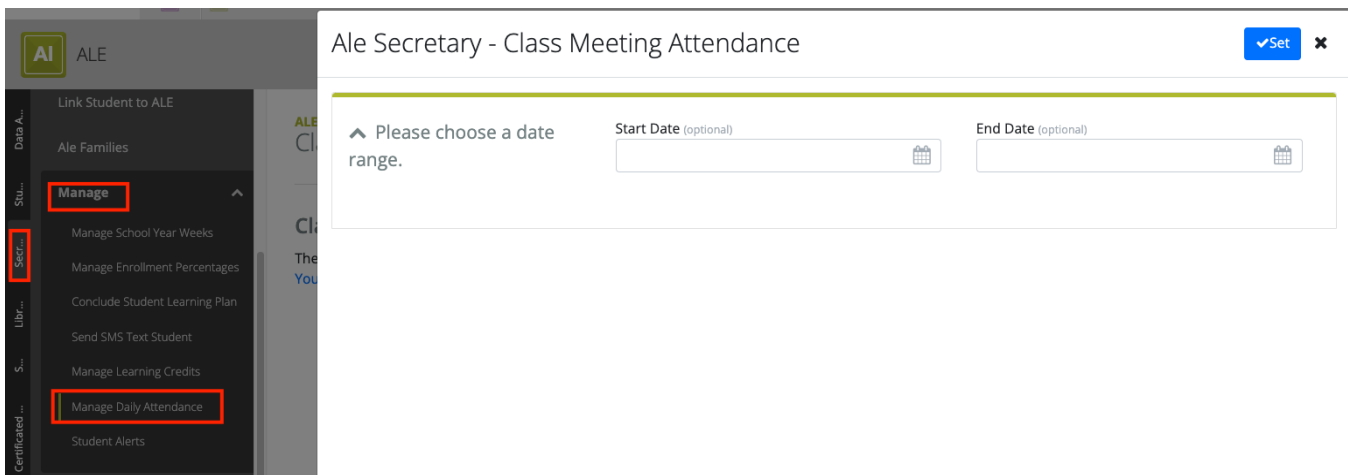
ALE Application: Monitoring/Recording Attendance as Secretary

Users with the **Secretary Role** can monitor attendance taking and record attendance for class meetings and/or individual students.

Monitoring Attendance Completion

Select **Manage** in the left navigation menu, then choose **Manage Daily Attendance**.

You will be asked to enter a **Start and End Date**. To pick one day, enter the same date as both the start and end date:



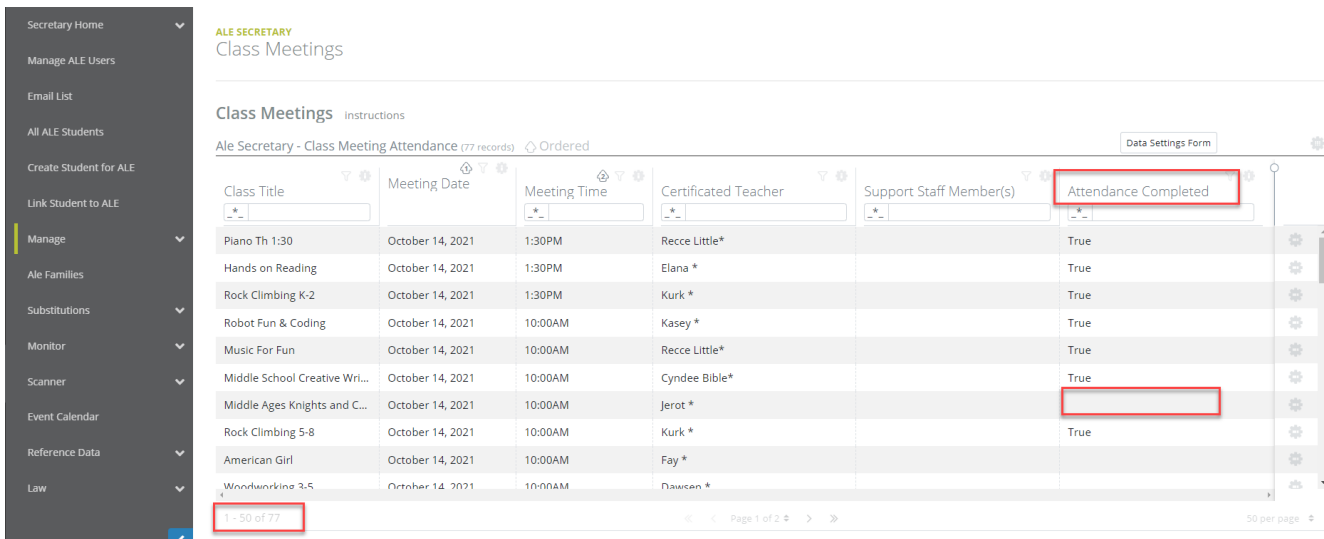
Ale Secretary - Class Meeting Attendance

Please choose a date range.

Start Date (optional)

End Date (optional)

The resulting list will include all class meetings scheduled for the selected date range. In the column at the far right, **Attendance Completed**, you can easily see which class meetings have been marked as **Attendance Taking Was Completed** and those that have not yet been completed.



Secretary Home

Manage ALE Users

Email List

All ALE Students

Create Student for ALE

Link Student to ALE

Manage

Ale Families

Substitutions

Monitor

Scanner

Event Calendar

Reference Data

Law

ALE SECRETARY

Class Meetings

Class Meetings instructions

Ale Secretary - Class Meeting Attendance (77 records) Ordered

| Class Title | Meeting Date | Meeting Time | Certificated Teacher | Support Staff Member(s) | Attendance Completed |
|-------------------------------|------------------|--------------|----------------------|-------------------------|----------------------|
| Piano Th 1:30 | October 14, 2021 | 1:30PM | Recce Little* | | True |
| Hands on Reading | October 14, 2021 | 1:30PM | Elana * | | True |
| Rock Climbing K-2 | October 14, 2021 | 1:30PM | Kurk * | | True |
| Robot Fun & Coding | October 14, 2021 | 10:00AM | Kasey * | | True |
| Music For Fun | October 14, 2021 | 10:00AM | Recce Little* | | True |
| Middle School Creative Wri... | October 14, 2021 | 10:00AM | Cyndee Bible* | | True |
| Middle Ages Knights and C... | October 14, 2021 | 10:00AM | Jerot * | | |
| Rock Climbing 5-8 | October 14, 2021 | 10:00AM | Kurk * | | True |
| American Girl | October 14, 2021 | 10:00AM | Fay * | | |
| Woodworking 3-5 | October 14, 2021 | 10:00AM | Dawson * | | |

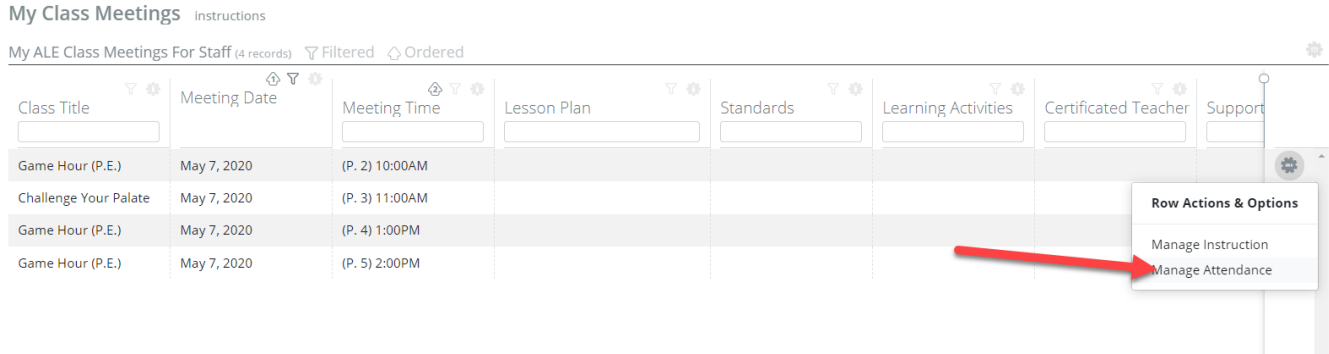
1 - 50 of 77

Page 1 of 2

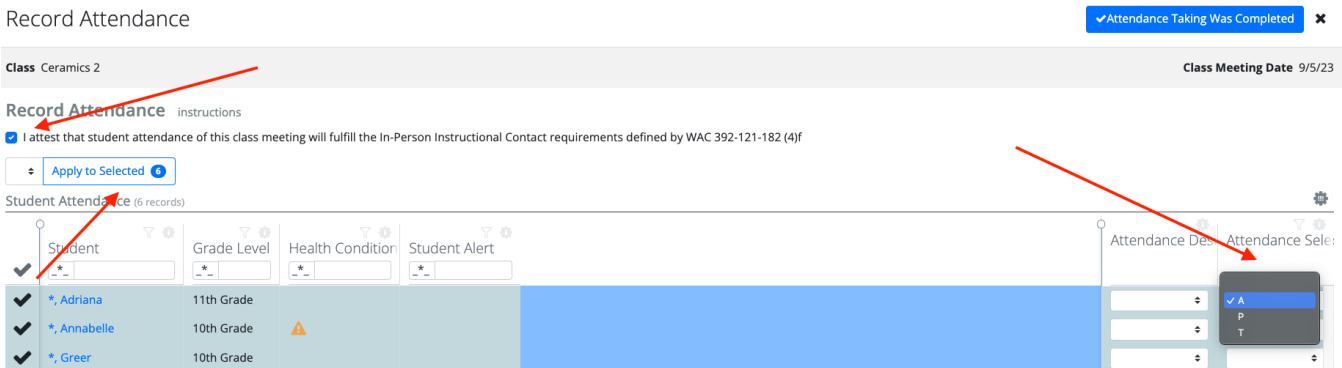
50 per page

Recording Attendance for a Class

To take attendance for a particular class meeting from the **Manage Daily Attendance** table, use the **Row Action & Options gear** for that class and choose **Manage Attendance**.



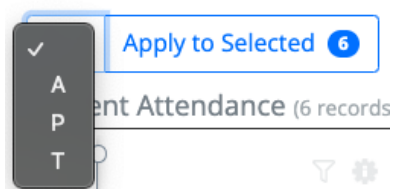
A list of all students registered in the class will appear, where you have several different options for recording attendance.



In the **Attendance Selection** column, use the drop-down menu to mark a student:

- A - Absent
- P - Present
- T - Tardy

Alternatively, you may use the **checkboxes** at the left to choose all students (the very top check) or a group of students to apply a single attendance selection. Select from the drop-down menu to the left of the **Apply to Selected** button.



Attendance as Weekly Contact

In the system, when attendance is recorded by an individual logged in as a Certificated Teacher, weekly contact records are automatically generated for each marked Present or Tardy student.

When a School Support Staff records attendance, weekly contact records are not always automatically generated based on program preference. At the top of the screen, you can **check a box** indicating I attest that student attendance of this class meeting will fulfill the In-person Instructional Contact requirements defined by WAC 39201210182 (4)f.

Record Attendance

Class Game Hour (P.E.)

Record Attendance instructions

I attest that student attendance of this class meeting will fulfill the In-Person Instructional Contact requirements defined by WAC 392-121-182 (4)f

If this box is checked, then weekly contact records are generated. If unchecked, records are not generated.

Attendance Designations

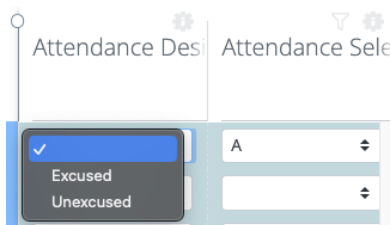
Attendance Designations is a list of customizable selections that can be set during class attendance. An attendance selection must be made for a student before the Attendance Designation selector will show up for a student. By default, all districts have been set up with **Excused** and **Unexcused** as options associated with Absent. It may be changed at any time.

Attendance Designations are for recording program information and more specific information about a student's attendance. In some schools, beginning hybrid models where students can choose whether they attend in person or not are used to record in-person or online attendance.

Anyone who can take attendance for students can set an Attendance Designation. This includes users with the Secretary Role in all classes, Support Staff, and Certificated Teachers in classes assigned to them.

Attendance Designations may be found anywhere Attendance is taken or in the Attendance section of any Student Learning Plan.

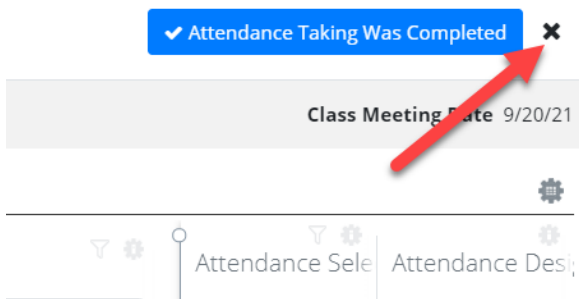
Contact support@schooldata.net to request having Attendance Designations added or removed.



Marking Attendance Completed

A button on the attendance interface will allow users to enter information to clearly indicate when attendance has been completed for any one class meeting.

If attendance is recorded for one or more students and the user exits this form using the “X” at the top right, the information is saved, and weekly contact records are generated if needed. Still, attendance for the class has not yet been completed. This might be done by a secretary who is entering an absence for a student prior to the day of a class meeting taking place.



Only when attendance has been recorded for all students in the class should the user click the blue **Attendance Taking was Completed** button. This will indicate that attendance is complete and will be displayed throughout the attendance interfaces with a new **Attendance Completed** column.

ALE TEACHER

My Class Meetings

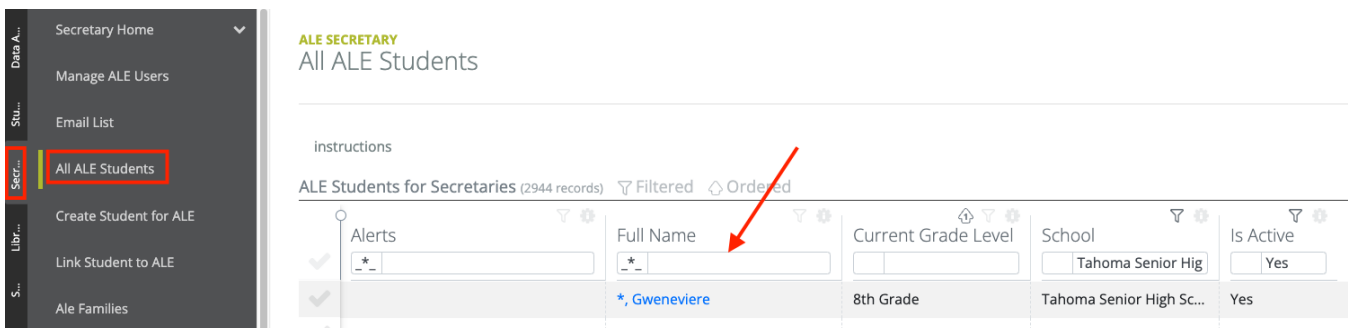
My Class Meetings instructions

My ALE Class Meetings For Teacher (91 records) Filtered Ordered

| Class Title | Meeting Date | Meeting Time | Certificated Teacher | Attendance Completed |
|-------------------------|------------------|--------------|----------------------|----------------------|
| Engineering with Legos | January 12, 2021 | 11:00AM | Deidra McCollum* | true |
| Engineering with Leg... | January 12, 2021 | 11:30AM | Deidra McCollum* | |

Recording Attendance for a Single Student in Multiple Classes

Users with the Secretary Role have the ability to record individual student attendance for all their classes in one interface. To do this, navigate to **All ALE Students** and filter to find a student.



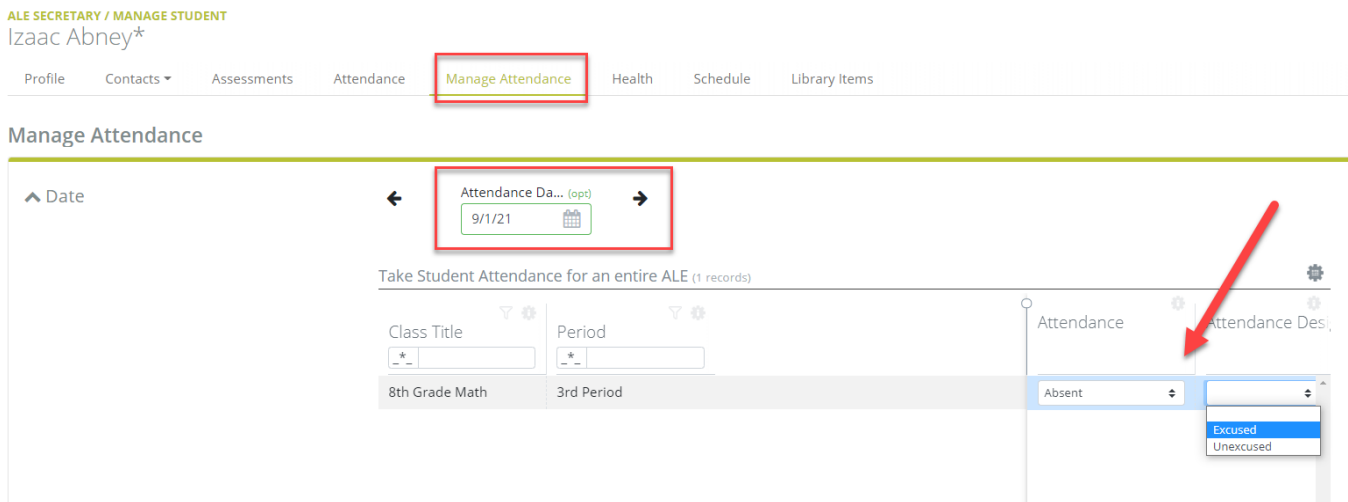
ALE SECRETARY
All ALE Students

instructions

ALE Students for Secretaries (2944 records) Filtered Ordered

| Alerts | Full Name | Current Grade Level | School | Is Active |
|--------|--------------|---------------------|----------------------|-----------|
| _* | * Gweneviere | 8th Grade | Tahoma Senior Hig... | Yes |

Click on the **Student Name** and then on the **Manage Attendance Tab**.



ALE SECRETARY / MANAGE STUDENT
Izaac Abney*

Profile Contacts Assessments Attendance **Manage Attendance** Health Schedule Library Items

Manage Attendance

Attendance Date (opt) 9/1/21

Take Student Attendance for an entire ALE (1 records)

| Class Title | Period | Attendance | Attendance Desi |
|----------------|------------|------------|----------------------|
| 8th Grade Math | 3rd Period | Absent | Excused Unexcused |

From here, the **Attendance Date** field can be used to navigate to the date you'd like to record attendance. Using the right selectors, **Absent, Present, or Tardy** can be indicated. If **Attendance Designations** are configured for your district, those can also be entered.

Attendance entered here will be displayed immediately in the **Manage Class** interface for each associated class.