



View Student Folder – Daily Attendance Page

This page allows the user to search for attendance records for the student within a specified period of time, and displays those records in a single frame divided into three sections.

Print Screen
Previous Student
Student Folder - Aguilar, Jermorius Carlos - Daily Attendance
Next Student

Student Name:

Student Code:

ADA Grade:

Begin Date:

End Date:

Ignore Default Present Codes Show All Schools [Go To Attendance](#)

Date	Code	Status	Check In/Out	Reason
9/7/2017	Absent	Unexcused	Check Out - 10:42 AM	Unknown
9/12/2017	Absent	Unexcused		
10/19/2017	Absent	Excused	Check Out - 10:30 AM	Unknown

[Attendance Documents](#)

- General 1
- General 2
- Parent & Guardian
- Residency Proof
- Address/Phone
- Classes
- At-Risk
- Immunization
- Daily Grades
- Term Grades
- Course History
- Entry/Exit
- Standardized Tests
- Activities
- Reference Notes
- Discipline
- Health
- Check-In/Out
- Daily Attendance
- Period Attendance
- Photos
- Honor Roll
- Vocational
- Discipline History

Attendance Frame—

The first section of the Attendance Frame contains three static-text fields displaying basic information about the student.

- **Student Name:** Displays the student’s full name (Last, First, Middle).
- **ADA Grade:** Displays the student’s current ADA Grade.
- **Student Code:** Displays the student’s school-assigned identification number.

The second section of the Attendance Frame contains two open-text fields for entry of the start and end dates to search for attendance records for the student.

- **Ignore Default Present Codes:** The checkbox, if checked, will not display Present attendance codes.
- **Show All Schools:** The checkbox, if checked, will display all schools in which the student had attendance records.

- **Go to Attendance:** Users with access rights may click the blue link to access the attendance in the Attendance Module.
- **Begin Date:** An open-text field for entry of the date at which to start the search for attendance records for the student. The standard format for entry of dates in SAM Spectra is **MM/DD/YYYY**. The user may also click the calendar icon to enter the date using SAM Spectra's graphic calendar.
- **End Date:** An open-text field for entry of the date. The standard format for entry of dates in SAM Spectra is **MM/DD/YYYY**. The user may also click the calendar icon to enter the date using SAM Spectra's graphic calendar. at which to end the search for attendance records for the student.

(Note: SAM Spectra automatically enters the official start date for the current academic session in the Start Date field, and the current date in the End Date field when the Attendance Page is accessed).

Once the desired dates have been entered into the *Begin Date* and *End Date* fields, click the "Filter" command button to search within the specified period of time for attendance records for the student. SAM Spectra will produce a list of any attendance records matching the selected criteria below.

The third section of the Attendance frame lists the search results, with details about each attendance record found for the student under several columns, labeled *Date*, *Code*, *Status*, *Check-In/Out*, and *Reason*.

- **Date:** Displays the date on which the attendance record was created for the student.
- **Code:** Displays the attendance code ("Absent," "Present," » « Tardy, » etc.) assigned to the student for the day the attendance record was created.
- **Status:** Displays the attendance status ("Excused" or "Unexcused") for the student's absence or check-out record. The text "Excused" is displayed if the absence was excused; the text "Unexcused" is displayed if the absence was unexcused.
- **Check-In/Out:** Indicates whether the attendance record was a check-in or check-out record, and displays the time of day at which the student was checked in to or out of school. The "Check In" is displayed with the check-in time if the student was checked in to school; the text "Check Out" is displayed with the check-out time if the student was checked out of school. If the record is an absence record, nothing is displayed in the *Check-In/Out* column.
- **Reason:** Displays the reason designated for the student's absence or check-in/out record.

Users with access rights may click the record type/time displayed in blue text in the *Check-In/Out* column to access the Check-In/Out Maintenance Page.

Check-In/Out Maintenance Page—

This page displays details about the selected check-in/out record in various fields, and enables the user to modify some of these fields and save the changes to the check-in/out record.

Student Name	<input type="text" value="Aguilar, Jermorius Carlos"/>	ADA Grade	<input type="text" value="9th"/>
Student ID	<input type="text" value="351438215"/>	Chrono Grade	<input type="text" value="9th"/>
Direction	<input type="text" value="Out"/>		
Reason	<input type="text" value="Unknown"/>		
In/Out Date	<input type="text" value="09/07/2017"/>		
In/Out Time	<input type="text" value="10"/> : <input type="text" value="42"/> <input type="text" value="AM"/>	Check In/Out Status	<input type="text" value="Unexcused"/>
Comments	<input type="text"/>		
<input type="button" value="Update Code"/> <input type="button" value="Cancel"/> <input type="button" value="Delete Code"/>			

- **Student Name:** A static-text field displaying the student's first and last name.
- **Student ID:** A static-text field displaying the student's school-assigned identification number.
- **ADA Grade:** A static-text field displaying the student's current ADA Grade level.
- **Chrono Grade:** A static-text field displaying the student's current Chrono Grade level.
- **Direction:** A static-text field indicating whether the student was checked into or out of school when the check in/out record was created. The text "In" is displayed if the student was checked in; the text "Out" is displayed if the student was checked out. The *Direction* cannot be changed; if the *Direction* is entered incorrectly, the record must be deleted and a new one created.
- **Reason:** A drop-down box listing the school- or district-designated codes for reasons a student may be checked into or out of school, such as "Doctor's Appointment," "Sickness," "Behavior," "Car Trouble," etc. The current reason entered for the selected check-in/out record is displayed; a different reason may be selected from the list if necessary.

(Note: Check-in/out reasons are set in SAM Spectra's Administration Module. The order in which the reasons are listed can be changed in SAM Spectra's Administration Module; see the Administration documentation or contact the district's SAM Spectra Administrators for information on adding to or changing the order of this list).

- **In/Out Date:** An open-text field for entry of the date on which the student was checked in to or out of school. The current date entered for the selected check-in/out record is displayed; a different date may be entered if necessary. The standard format for entry of dates in SAM Spectra is **MM/DD/YYYY**. The user may also click the calendar icon to enter the date using SAM Spectra's graphic calendar.

- **In/Out Time:** An open-text field for entry of the time at which the student was checked in to or out of school. The current time entered for the selected check-in/out record is displayed; a different date may be entered if necessary. The time should be entered in **HH:MM** format. To the right of this field is a drop-down box listing the options “AM” and “PM.” If the student was checked in/out in the morning, “AM” should be selected; if the student was checked in/out in the afternoon, “PM” should be selected.
- **Check-In/Out Status:** A drop-down box listing the available options for the student’s check-in/out status (“Excused” or “Unexcused”) for the selected check-in/out record. The current check-in/out status entered for the record is displayed, but may be modified as needed.
- **Comments:** An open-text field for entry of any comments or notes regarding the selected check-in/out record. Comments currently entered for the check-in/out record are displayed, and may be edited as needed.

Once all of the necessary changes have been made to the student’s check-in/out record, click the “Update Code” command button to save the changes and return to the Daily Attendance Page of the student folder.

Click the “Cancel” command button to return to the Daily Attendance Page without saving the changes to the student’s check-in/out record.

Click the “Delete Code” command button to delete the check-in/out record from the student’s attendance record. A note will appear in red text at the top of the Check-In/Out Maintenance Page, asking the user to verify the deletion of the selected record. Click the “Delete Code” command button at the bottom of the page to confirm deletion of the check-in/out record from the student folder and return to the Daily Attendance Page.

Click the “Cancel” command button to return to the Daily Attendance Page without deleting the check-in/out record.