

Planned Absence

- When in doubt, refer to the building handbook.
- Student has planned absence for this week (tonsillectomy scheduled). Student comes back to school Wed, March 2 so sec removes planned absence and changes code to present for March 2 and future dates that were previously marked as a planned absence, but then the student is actually tardy (yesterday and today). Secretary can change attendance to record the tardy, but the teacher cannot. Should the teacher be able to?

The teachers can't change anything that is set in the office. The office secretary can change multiple days by going to the student attendance screen, clicking on meeting and then selecting the dates to change. Then, click on "select all for codes to scan for" and then mark "set to present" and then leave on "overwrite".