

# Attendance: Minutes Late & Comments

There are two ways to enter attendance and comments for a late or absent student; by class or by student.



## By CLASS-

1. Log into Chancery. From your home page click on 'Classes' in the left side of the screen.
2. You can expand the Class Search options by clicking the arrow, or click on the attendance icon of the class you wish to enter attendance for.
3. On the class attendance page you can change the attendance code and type in a number for 'Min Abs', you can also type comments. I would suggest typing comments about any phone calls from or to parents regarding reasons for the student's absence or tardiness.
4. Be sure to click 'Save' when you are done.

Class	Teacher	Term	Meeting Pattern	Room	Roster	Attendance	Grading
<input type="checkbox"/> Alaska History (05-2S)	Thurman, Donald	2S	05				
<input type="checkbox"/> Algebra I (01-FY)	Thurman, Donald	FY	01				
<input type="checkbox"/> Applied Reading 1 (04-FY)	Osborn, Jeffrey	FY	04				
<input type="checkbox"/> Applied Reading 2 (04-FY)	Osborn, Jeffrey	FY	04				
<input type="checkbox"/> Art 1-1	Wentz, Barbara	FY					
<input type="checkbox"/> Art 2-1	Osborn, Barbara	FY					
<input type="checkbox"/> Art 3-1	Osborn, Barbara	FY					

			Student Name	Code	Min Abs	Comment
<input type="checkbox"/>	A	T		Pr	0	type your comments here
<input type="checkbox"/>	A	T		Pr	0	
<input type="checkbox"/>	A	T		Pr	0	
<input type="checkbox"/>	A	T		Pr	0	
<input type="checkbox"/>	A	T		Pr	0	
<input type="checkbox"/>	A	T		Pr	0	
<input type="checkbox"/>	A	T		Pr	0	

## By STUDENT-

1. From your home page do a search for the student. Click on their name to open their record, then click on 'Attendance' on the left side of the screen.
2. You will see attendance for the past week and next week for that student. You can change the attendance code for the class that you need, to add comments and Min Abs click on the comments icon on the right side.
3. The comments window opens, here you can type comments and enter the Min Abs in the box.
4. After typing comments, be sure to click OK and then 'Save'.

Date	Daily	01	02	03	04	05	06
Oct 01 (Mon)	T	T	Pr	Pr	Pr	Pr	Pr
Oct 02 (Tue)	AU	AU	Pr	Pr	Pr	Pr	Pr
Oct 03 (Wed)	AU	AU	Pr	Pr	Pr	Pr	Pr
Oct 04 (Thu)	T	T	Pr	Pr	Pr	Pr	Pr
Oct 05 (Fri)	AU	AU	Pr	Pr	Pr	Pr	Pr
Oct 08 (Mon)		Pr	Pr	Pr	Pr	Pr	Pr
Oct 09 (Tue)		Pr	Pr	Pr	Pr	Pr	Pr
Oct 10 (Wed)		Pr	Pr	Pr	Pr	Pr	Pr
Oct 11 (Thu)		Pr	Pr	Pr	Pr	Pr	Pr
Oct 12 (Fri)		Pr	Pr	Pr	Pr	Pr	Pr

Period 01

type your comments here

20 (Max absent min. : 54)

Save