



SYNERGETIC
Management Systems

Synergetic User Guide

Attendance and absence events

Version 67

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Attendance and absence events

Introduction

The Student Attendance and Absence Events module allows you to record student attendances and absence events to meet the needs of:

- your organisation
- the government department that may require information from your organisation, particularly for attendance and truancy matters.

See *Attendance concepts* (on page 3).

A driver for the earlier changes to Synergetic was the New Zealand Ministry of Education's requirements for 2008 and 2009. See *Attendance codes for New Zealand schools* (on page 5).

Student attendances

You can view all of the students in the class and mark the records of those students who were present and absent. Attendance records are created for both absent and present students. See *Class attendance* (on page 11).

Absence event records are created for any absent students or events you need to record. See **Student absence events** below.

You can view reports to assist with managing student attendances. See *Key attendance reports* (on page 257).

Student absence events

You can record individual students as absent. See:

- *Individual student absence events* (on page 57) for an overview.
- *Recording absence slips* (on page 71).
- *Recording late sign ins* (on page 82).
- *Recording all day absences* (on page 152).
- *Recording excursions* (on page 169).

You can record planned absences for individual students. See:

- *Individual student absence events* (on page 57) for an overview.
- *Recording a student's expected arrival* (on page 116).
- *Recording a student's expected departure* (on page 128).
- *Recording a student's expected departure and return* (on page 140).

You can record groups of students as absent, such as when a class is on a camp. See *Group absence events entered in bulk* (on page 185).

You can cancel classes in bulk to maintain accurate records when multiple classes do not occur or a class does not occur for an extended period. See *Cancelling classes in bulk* (on page 206).

You can record students signing in and out manually. See:

- *Recording a student signing in manually* (on page 94).
- *Recording a student signing out manually* (on page 105).

You can also use Synergetic to record students signing in and out using barcodes or RFIDs (Radio Frequency IDs) on their student cards. See *Unattended sign in and sign out* (on page 213).

Unexplained absence events

You can review and follow up unexplained absences that arise during the day. See *Unexplained absences* (on page 227).

Attendance concepts

Attendance

Attendance by students is marked on a:

- classroom by classroom basis
- lesson by lesson basis
- roll call basis, once or twice a day as determined by your organisation's policy.

Typically, teachers update the attendance details for their class using the **Attendance** window. See *Class attendance* (on page 11). A student's nonattendance in class creates an absence event, called a slip.

Absence events

Absence events are:

- Used to track students arriving and leaving your organisation.
- Used throughout Synergetic to record when a student is absent or other absence- or attendance-related event is to be recorded.
- Viewed and managed using the **Absence Events Maintenance** window. See *Absence Events Maintenance window* (on page 65).
- Defined in the **luAbsenceEventType** lookup table. See *luAbsenceEventType lookup table* in the System maintenance manual.

In some organisations, teachers write an absence slip for each student absent from their class during the morning or afternoon roll call. These absence slips are sent to the office for entry into Synergetic. See *Recording absence slips* (on page 71).

Many of the absence events:

- explain why a student is not marked as attending one or more classes or lessons (or the morning or afternoon roll call, if this is done instead)
- record planned absences by students.

These are categorised into the following absence event types:

Absent Event Type (Mode):	See:
Absence Slips	<i>Recording absence slips (on page 71)</i>
Late Sign In	<i>Recording late sign ins (on page 82)</i>
Sign In	<i>Recording a student signing in manually (on page 94)</i>
Sign Out	<i>Recording a student signing out manually (on page 105)</i>
Expected In	<i>Recording a student's expected arrival (on page 116)</i>
Expected Out	<i>Recording a student's expected departure (on page 128)</i>
Expected Out and In	<i>Recording a student's expected departure and return (on page 140)</i>
All Day Absence	<i>Recording all day absences (on page 152)</i>
Excursion Out and In	<i>Recording excursions (on page 169)</i>
Auto Sign In	<i>Recording a student signing in automatically (on page 217)</i>
Auto Sign Out	<i>Recording a student signing out automatically (on page 220)</i>
Automatic with a default absence type code	<i>Recording student movements using default absence type codes (on page 223)</i>

Attendance codes for New Zealand schools

Background

Since 2008, Synergetic has been used to meet the New Zealand Ministry of Education (NZ MOE) attendance and absence requirements.

Either **Synergetic** or SynWeb can be used by teachers to record student attendances. See:

- *Class attendance* (on page 11) in this manual
- *Class attendance* in the **SynWeb** Attendance and absence events manual.

Attendance and absence codes

The following attendance and absence codes apply to New Zealand schools.

Code	Reason	Description	In class?	Audit code	Truancy code	Half day calc
?	Unknown	This is the initial entry for a student not in class and the reason is unknown. It is updated as soon as relevant information becomes available about the reason for the absence.	No	U	U	A
A	Alternative education	The student is not in class, is on the school roll but is funded elsewhere.	No	N	P	P
C	Justice Court proceedings	Under existing legislation this type of absence is deemed to be present when calculating half day summaries.	No	J	J	P
D	Doctor/Dentist	Under existing legislation this type of absence is deemed to be present when calculating half day summaries, provided there is documentation verifying it.	No	J	J	P
E	Explained but unjustified	An explained absence where the explanation is accepted by the school as the reason for the absence but is not a justifiable reason for the student to be absent even though the parents or guardians may think it justified. For example, staying home to look after a younger sibling.	No	U	U	A
F	Off site course/class	The student is not in class but is on a legitimate off-site school-based course.	No	S	P	P
H	Health camp/school	The student is not in class but is in an approved environment for which the school is entitled to be funded, including: <ul style="list-style-type: none"> • health camp • regional health school • residential school. 	No	F	J	P

Attendance and absence events

Code	Reason	Description	In class?	Audit code	Truancy code	Half day calc
I	Internal school appointment	<p>Students who are out of class for internal school appointments, such as meeting with form teachers, deans, senior management, counsellors, sports administrators, nurses or careers advisors.</p> <p>Students who are on an administration activity such as acting as a messenger or collecting attendance.</p> <p>It should not include a student sent out of class (during the period) to the administration area for disciplinary reasons; they would be coded P in the class and possibly changed to R by the senior staff member attending to them.</p>	No	J	J	P
J	Justified	<p>Justified explanation within the school policy that may include:</p> <ul style="list-style-type: none"> • unintentional absences such as a bus breakdown, accident, road closure and so on • nonattendance which is pre-arranged and justified such as for national or local representation in a sporting or cultural event • family circumstances or bereavement. 	No	J	J	A
K	Teen parent unit	The student is not in class, is on the school roll but funded elsewhere.	No	N	J	P
L	Late	School policy (or teacher policy) will determine when this entry is made. For example, the school may decide that more than 5 minutes late is considered late and more than 15 minutes late is considered truant.	No	P	P	P
M	Medical/illness	Student is at home, with an illness or medical reason. Depending on your organisation's policy, a medical certificate may be requested for a prolonged illness.	No	J	J	A
N	School based activity	<p>On site school-based activity, such as:</p> <ul style="list-style-type: none"> • cultural, sporting presentation or practice including swimming or athletic sports • one to one tuition either as tutor or student. 	No	S	P	P

Code	Reason	Description	In class?	Audit code	Truancy code	Half day calc
O	Justified Overseas	The student is accompanying or visiting a family member who is on an overseas posting. For example, a military or diplomatic posting. Other approved overseas absences should be coded J if approved or E if unapproved.	No	J	O	A
P	Present	Student is in their regular class.	Yes	P	P	P
Q	Attending a school trip/camp	Off-site school-based activity, such as: <ul style="list-style-type: none"> • sporting, cultural or academic school trip • school camp • school-organised overseas trip. 	No	S	P	P
R	Removed temporarily from class	Students who are being temporarily supervised in another teacher's class or in the administration corridor.	No	S	P	P
S	Sick bay	Student is known to be in the school sick bay.	No	J	J	P
T	Truant	Absences where no written or phone explanations are received. It may also be applied when the student offers an unacceptable excuse for not attending the class.	No	U	U	A
U	Temporarily withdrawn/ stood down	Student is stood down or suspended according the conditions of Section 14 of the Education Act 1989.	No	J	J	A
V	Study period	This code is for supervised and possibly unsupervised study periods. A school's process should include the means by which the codes are collected and entered for non-supervised study. The school's policy should clearly state the limits of their knowledge of students' whereabouts for unsupervised study.	Yes / No	S	P	P
W	Work experience	Student is working for a recognised employer as part of their course.	No	F	P	P
X	Exam leave	Under existing legislation, a student on exam leave from school is deemed absent when calculating half day summaries.	No	S	J	A
Y	Activity centre	The student is not in class but in an approved environment for which the school is entitled to be funded.	No	F	J	P

For more information:

- Refer to *Electronic Attendance Register 2008: Design Specification for SMS Vendors version 3.3*.
- See *luAbsenceType lookup table* in the **Synergetic** System maintenance manual. These codes can be loaded using the NZMOE external system codes. See *Loading lookup tables for external systems* in the **Synergetic** System maintenance manual.

Audit codes

The following audit codes apply to New Zealand schools and are used for audit resourcing.

Audit code	Description
S	Student is not in class but is on a legitimate school-based activity.
J	Student is not in class but the absence is justified (Ref 1998/48 Circular).
F	Student is not in class but is in an approved environment for which the school is entitled to be funded with the required supporting documentation.
U	Student is not in class and the absence is unjustified.
P	Student is present for tuition in the class.
N	Student is on the school roll but is funded somewhere else.

Truancy codes

The following truancy codes apply to New Zealand schools and are used for truancy reporting.

Truancy code	Description
J	Justified absence.
U	Unjustified absence.
P	Present.
O	Overseas holiday.

Half day calculation codes

The following half day codes apply to New Zealand schools and are used for:

- attendance rate calculation and reporting
- alerting the school should a student's unjustified absenteeism reach a certain number of half days.

Half day calculation code	Description
A	Marked as absent based on certain absence codes that apply to the student's class on a given day.
P	Marked as present based on certain attendance and absence codes that apply to the student's class on a given day.

Centralised entry of attendance data in New Zealand schools

The following process outlines a model for centralised entry of attendance data that can be suitable for schools in New Zealand, with some modifications to suit local conditions.

Note: Information on using Synergetic is displayed in italics (including hyperlinks, if online).

Also, see *Attendance codes for New Zealand schools* (on page 5).

Teachers

Teachers either:

- Take the morning roll and send the class list to the Attendance Officer.
- Take the afternoon roll call and send the class list to the Attendance Officer.
- Mark attendance for each period during the day and send each class list to the Attendance Officer. Alternatively, for decentralised data entry, see *Recording class attendances - Teachers* (on page 31).

Teachers can also:

- Provide a class trip schedule to the Attendance Officer.
- Mark class trip attendance manually and provide results to the Attendance Officer, using a runner or by telephone.
- Provide a remedial teaching schedule to the Attendance Officer.

Note: Co-curricular activities can be maintained using **Staff Schedule Maintenance**. See *Maintaining co-curricular activities* in the Curriculum manual.

Attendance Officer

The Attendance Officer:

- Enters attendance data from the class lists received. See *Recording class attendances - Attendance Officers* (on page 37).
- Checks for any classes that have yet to be marked and contacts the responsible teachers. See *Checking for classes not yet marked* (on page 18).
- Files the hard copy class lists, as set out in the Education School Attendance Regulations 1951.
- Records absences and expected absences for individual students, as required. See:
 - *Recording absence slips* (on page 71)
 - *Recording late sign ins* (on page 82)
 - *Recording a student signing in manually* (on page 94)
 - *Recording a student signing out manually* (on page 105)
 - *Recording a student's expected arrival* (on page 116)
 - *Recording a student's expected departure* (on page 128)
 - *Recording a student's expected departure and return* (on page 140)
 - *Recording all day absences* (on page 152)
 - *Recording excursions* (on page 169)
 - *Recording a student signing in automatically* (on page 217)
 - *Recording a student signing out automatically* (on page 220)
 - Recording student movements using default absence type codes (on page 223).
- Checks against the class trip schedule that all class trips are marked for the day.
- Records class trip absences. See *Recording group absences in bulk* (on page 193).
- Follows up unexplained absences for the day. See *Following up unexplained absences* (on page 229).
- Escalates to other staff members any unexplained absences that remain unresolved, as required by the school's policy.
- Hands over any unexplained absences to Truancy Services if students have more than 40 half days of continuous absence.

Class attendance

Teachers typically either:

- mark the roll in the morning and in the afternoon
- mark student attendances for each of the classes they take during the day.

So that class attendance is recorded, and depending on how your organisation does this, teachers can either:

- Send their class list of attendances to the office. The administration person then enters attendance data into Synergetic.
- Send their absence slips to the office for the Attendance Officer or administration person to enter into Synergetic.
- Enter the class attendances directly into Synergetic themselves. See *Recording class attendances - Teachers* (on page 31).

Attendance Officer / Teacher modes

You can configure Synergetic to differentiate between the Attendance Officer and a teacher entering attendances into Synergetic. By default, the Attendance Officer/Teacher modes are turned off.

If this feature is turned on, two modes appear on the **Attendance** window:

- Attendance Officer
- Teacher.

When attendances are entered:

- centrally using the **Attendance Officer** mode, any reasons entered for absences are treated *definitively* by Synergetic
- by teachers using the **Teacher** mode, reasons entered for absences are treated as *possibilities* by Synergetic.

How to:

Use the **Attendance** window to:

- Search for existing attendance records. See *Searching for attendance records* (on page 13).
- Record class attendances, if you are a teacher. See *Recording class attendances - Teachers* (on page 31).
- Record class attendances, if you are an Attendance Officer. See *Recording class attendances - Attendance Officers* (on page 37).
- Record multi-period class attendances. See *Recording class attendances - multi-periods* (on page 44).
- Check for classes that have not had their attendances marked yet. See *Checking for classes not yet marked* (on page 18).
- Correcting a present student's attendance record when they were inadvertently marked absent. See *Correcting a present student's attendance* (on page 50).
- Reverse the earlier submission of attendance or nonattendance records. See *Reversing a class attendance submission* (on page 54).

What you can do:

What you can do...	See...
<p>Mark students who are:</p> <ul style="list-style-type: none">• attending class• absent from class. <p>Enter possible or definitive reasons why a student is absent from class.</p>	<p><i>Attendance window</i> (on page 20).</p>

Searching for attendance records

Use the **Set Attendance Search Criteria** window to search for attendance records to be updated.

Opening the Set Attendance Search Criteria window

To open the **Set Attendance Search Criteria** window:

1. Select **Module > Students > Attendance Maintenance** from the main menu.



The **Set Attendance Search Criteria** window is displayed.

The screenshot shows the "Set Attendance Search Criteria" window. It has a title bar with a close button (X). The window contains several controls:

- Radio buttons for "Attendance Officer Mode" and "Teacher Mode" (selected).
- File Year: 2014 (dropdown)
- Term: 1 (dropdown)
- School Staff Code: TB (dropdown)
- Staff ID: 18448 (text input)
- Timetable Date: 6/07/2015 (dropdown)
- Refresh button
- Current Day: 2
- Checkbox: "Show All Classes Not Yet Marked by a Staff Member" (unchecked)
- Timetable Group: (dropdown)
- Up to End of Period: (dropdown)
- Legend button
- Sort By: "Period, Class Code" (selected radio button) and "Period, Staff Code" (unselected radio button)

Below the controls is a table with the following data:

Time	Period	Room	Class	Class Description	Staff
8:20am	Homeroom				
8:30am	Assembly			Assembly	
9:00am	Period 1	12A	S/12PHIL2B	Philosophy 3&4	TB
10:00am	Recess			Recess	
10:30am	Period 2	12A	S/12TEXTA	Textiles and Traditions 3&4	TB
11:20am	Period 3	12B	S/12TSTD1A	Theatre Studies 3&4	TB
12:25pm	Period 4				
1:20pm	Lunch			Lunch	
2:15pm	Period 5	12B	S/12VCD3A	Visual Communication 3&4	TB

At the bottom of the window, there is a dropdown menu labeled "Set Attendance records as being entered by a different Staff Member:" and three buttons: "Cancel Class", "OK", and "Cancel".

Note: If the **Attendance** window is open, you can click  to redisplay the **Set Attendance Search Criteria** window.

Set Attendance Search Criteria key fields and buttons

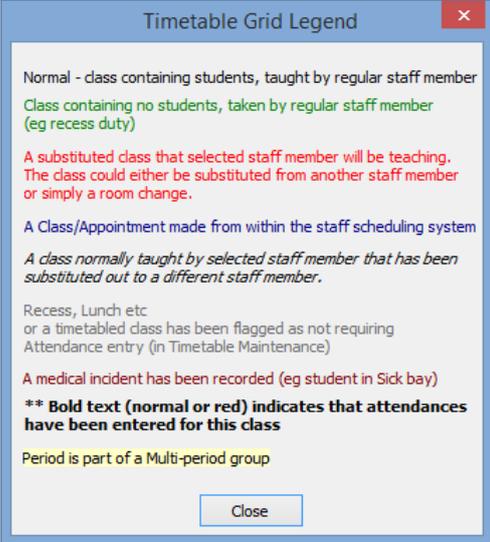
Fields

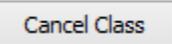
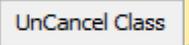
Field	Description																								
Attendance Officer Mode / Teacher Mode	<p>Determines whether data entered on the Attendance window is treated either:</p> <ul style="list-style-type: none"> • <i>definitively</i>, in Attendance Officer mode • as <i>possibilities</i>, in Teacher mode • as <i>possibilities</i>, if this mode is not configured at your organisation. <p>Note: To turn on this setting, see EnableAttendanceOfficerModeFlag configuration setting in the System maintenance manual.</p>																								
File Year / File Term	<p>Year and term or semester you are checking the attendance for. Defaults to the current year and term or semester.</p> <p>Note: You can use the HideFileYearAndSemester configuration setting to hide these fields. See HideFileYearAndSemester configuration setting in the System maintenance manual.</p>																								
School Staff Code	<p>Staff member's identification code or timetable code. Defaults to your staff code. Select from the drop-down list if you are updating another staff member's student attendances.</p>																								
Staff ID	Staff member's Synergetic ID.																								
Timetable Date	<p>Date that you are checking the attendance for. Defaults to today's date.</p>																								
Current Day	<p>Current day of the timetable. For example, some organisations have a fortnightly or ten day timetable cycle. Current day seven is the Tuesday of the second week of the timetable.</p>																								
Show All Classes Not Yet Marked by a Staff Member	<p>Select to show only classes where the roll has not been marked. You can also:</p> <ul style="list-style-type: none"> • select the Timetable Group • select Up to End of Period • select to sort by Period then Class Code or Period then Staff Code. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <input checked="" type="checkbox"/> Show All Classes Not Yet Marked by a Staff Member Timetable Group: <input type="text" value="Senior School"/> Up to End of Period: <input type="text" value="Period 6"/> Sort By: <input checked="" type="radio"/> Period, Class Code <input type="radio"/> Period, Staff Code </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Time</th> <th>Period</th> <th>Room</th> <th>Class</th> <th>Class Description</th> <th>Staff</th> </tr> </thead> <tbody> <tr> <td>8:15am</td> <td>Homeroom</td> <td></td> <td>J/01HOMA</td> <td>HomeRoom 1</td> <td>BDB</td> </tr> <tr> <td>8:15am</td> <td>Homeroom</td> <td></td> <td>J/02HOMA</td> <td>HomeRoom 2</td> <td>BDB</td> </tr> <tr> <td>8:15am</td> <td>Homeroom</td> <td></td> <td>J/03HOMA</td> <td>HomeRoom 3</td> <td>BDB</td> </tr> </tbody> </table> <p>Note: The Staff Code and ID are cleared so that initially all unmarked rolls are displayed, regardless of staff member.</p>	Time	Period	Room	Class	Class Description	Staff	8:15am	Homeroom		J/01HOMA	HomeRoom 1	BDB	8:15am	Homeroom		J/02HOMA	HomeRoom 2	BDB	8:15am	Homeroom		J/03HOMA	HomeRoom 3	BDB
Time	Period	Room	Class	Class Description	Staff																				
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8:15am	Homeroom		J/02HOMA	HomeRoom 2	BDB																				
8:15am	Homeroom		J/03HOMA	HomeRoom 3	BDB																				
Timetable Group	<p>Defines the number of periods or lessons and times followed by a year level. The students' timetable group is linked to the student's year level. The timetable group is set up on the Timetable Group tab of Timetable Maintenance in the Curriculum manual. This option is only available if Show All Classes Not Yet Marked by a Staff Member has been selected.</p>																								

Field	Description																																								
Up to End of Period	<p>Only shows periods not yet marked up until the selected period.</p> <p>Timetable Group: <input type="text" value="Senior School"/> Up to End of Period: <input type="text" value="Period 6"/></p> <p>Sort By: <input checked="" type="radio"/> Period, Class Code <input type="radio"/> Period, Staff Code</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Period</th> <th>Room</th> <th>Class</th> <th>Class Description</th> <th>Staff</th> </tr> </thead> <tbody> <tr> <td>8:15am</td> <td>Homeroom</td> <td></td> <td>J/01HOMA</td> <td>HomeRoom 1</td> <td>BDB</td> </tr> <tr> <td>8:15am</td> <td>Homeroom</td> <td></td> <td>J/02HOMA</td> <td>HomeRoom 2</td> <td>BDB</td> </tr> <tr> <td>8:15am</td> <td>Homeroom</td> <td></td> <td>J/03HOMA</td> <td>HomeRoom 3</td> <td>BDB</td> </tr> </tbody> </table> <p>Tip: Right click on the grid area and select Email Records or Email All Records to email staff members who have not yet marked their class attendances.</p> <p>This option is only available if Show All Classes Not Yet Marked by a Staff Member has been selected.</p>	Time	Period	Room	Class	Class Description	Staff	8:15am	Homeroom		J/01HOMA	HomeRoom 1	BDB	8:15am	Homeroom		J/02HOMA	HomeRoom 2	BDB	8:15am	Homeroom		J/03HOMA	HomeRoom 3	BDB																
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8:15am	Homeroom		J/03HOMA	HomeRoom 3	BDB																																				
Sort By	<p>Sort the timetable by either:</p> <ul style="list-style-type: none"> • Period then Class Code • Period then Staff Code. <p>This option is only available if Show All Classes Not Yet Marked by a Staff Member has been selected.</p>																																								
Set Attendance Records as being entered by a different staff member	<p>If a different staff member is entering the attendance records for this class, select them from this drop-down list.</p> <p>For example, a substitute teacher is taking the class.</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ACP</td> <td>Mr P Andrews</td> <td>13818</td> <td>▲</td> </tr> <tr> <td>ADS</td> <td>Mr S Ashton</td> <td>13714</td> <td></td> </tr> <tr> <td>ALC</td> <td>Ms C Agosti</td> <td>13748</td> <td></td> </tr> <tr> <td>ALD</td> <td>Ms D Ansons</td> <td>13711</td> <td></td> </tr> <tr> <td>ARPSQL</td> <td>Mr A Paydon SQL</td> <td>18363</td> <td></td> </tr> <tr> <td>ARPWIN</td> <td>Mr A Paydon WIN</td> <td>18365</td> <td></td> </tr> <tr> <td>ASK</td> <td>Ms K Ashok</td> <td>13796</td> <td></td> </tr> <tr> <td>BAN</td> <td>Ms N Bailey</td> <td>13788</td> <td>▼</td> </tr> </tbody> </table>					<input type="text"/>				ACP	Mr P Andrews	13818	▲	ADS	Mr S Ashton	13714		ALC	Ms C Agosti	13748		ALD	Ms D Ansons	13711		ARPSQL	Mr A Paydon SQL	18363		ARPWIN	Mr A Paydon WIN	18365		ASK	Ms K Ashok	13796		BAN	Ms N Bailey	13788	▼
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BAN	Ms N Bailey	13788	▼																																						

Buttons

Button	Description
<input type="button" value="Refresh"/>	Refresh the timetable details shown in the grid area based on the selected criteria.

Button	Description	
<p>Legend</p>	<p>Explanation for the formatting applied to each of the classes displayed in the grid area. The following window is displayed.</p> 	
	Colour and Font	Description
	Black, normal font	Class containing students, taught by the regular staff member in the usual room.
	Green, normal font	Class containing no students, taken by a regular staff member. For example, recess duty.
	Red, normal font	Class where a change has been made, either the: <ul style="list-style-type: none"> selected teacher is taking a class that is normally taken by another person class is being held in a different room to the usual room.
	Blue, normal font	A class or appointment has been made using Staff Schedule Maintenance . See <i>Maintaining co-curricular activities</i> in the Curriculum manual.
	Black, italicised font	Class where a change has been made. The selected teacher is the regular teacher for the class but a substitute teacher is taking the class.
	Grey, normal font	Either: <ul style="list-style-type: none"> Recess and lunch. A timetabled class has been flagged as not requiring entry of student attendances.
	Burgundy, normal font	A medical incident has been recorded for the student for the selected day.
	Red or black, bold font	Student attendances have been recorded for the class.
	Yellow shading	Period is part of multi-period group.

Button	Description
	<p>Cancel the highlighted class. For example, if there is a class excursion.</p> <p>Note: You may have to create absence events for all students before cancelling a class, depending on your configuration settings. See CancelClassMustHaveAbsenceEvents configuration setting in the System maintenance manual.</p> <p>Tip: You can reverse a class cancellation and any associated absence events by selecting the cancelled class and clicking .</p>

Checking for classes not yet marked

Administration staff can check at any time to see a list of classes:

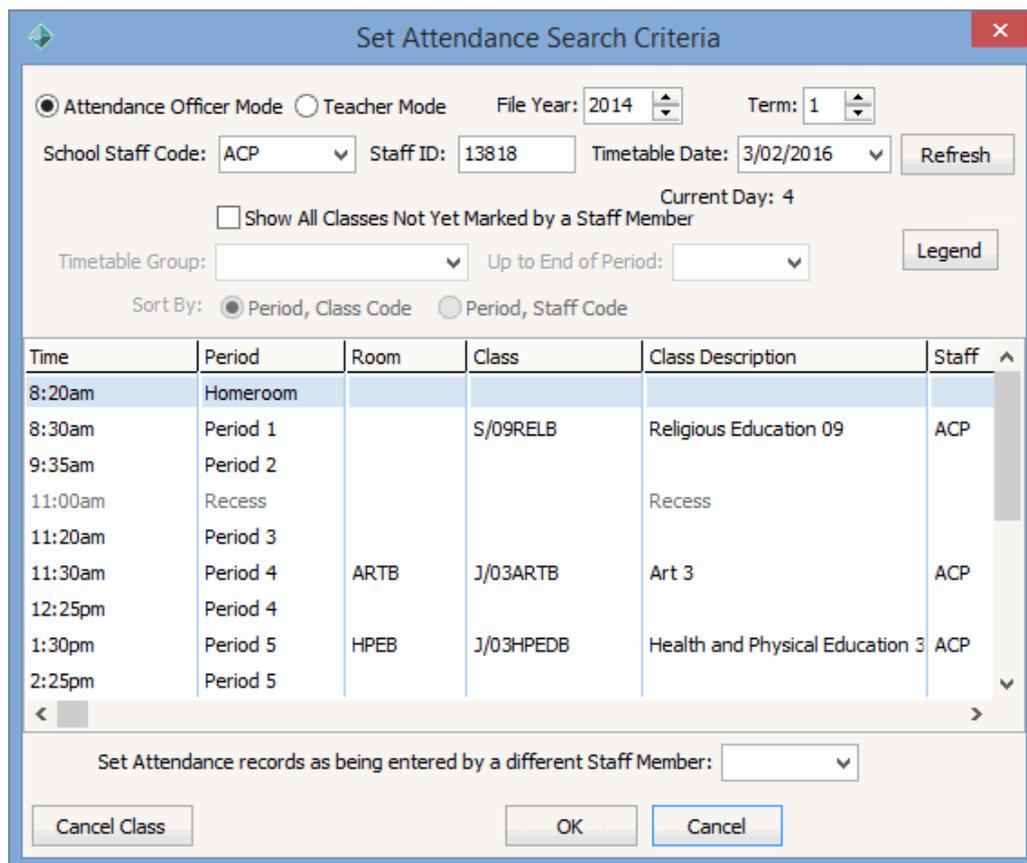
- Where the roll has not been marked.
- Up to the end of a period for a given timetable group. For example, you can check whether staff members have entered attendance records for their classes at the end of period 2.

To check whether the roll has not been marked:

1. Select **Module > Students > Attendance Maintenance** on the main menu.

Tip: You can also access the Attendance functions by clicking  **Students**.

The **Set Attendance Search Criteria** window is displayed.



Set Attendance Search Criteria

Attendance Officer Mode
 Teacher Mode
 File Year: 2014
 Term: 1
 School Staff Code: ACP
 Staff ID: 13818
 Timetable Date: 3/02/2016
 Refresh

Current Day: 4
 Show All Classes Not Yet Marked by a Staff Member

Timetable Group:
 Up to End of Period:
 Legend

Sort By: Period, Class Code
 Period, Staff Code

Time	Period	Room	Class	Class Description	Staff
8:20am	Homeroom				
8:30am	Period 1		S/09RELB	Religious Education 09	ACP
9:35am	Period 2				
11:00am	Recess			Recess	
11:20am	Period 3				
11:30am	Period 4	ARTB	J/03ARTB	Art 3	ACP
12:25pm	Period 4				
1:30pm	Period 5	HPEB	J/03HPEDB	Health and Physical Education 3	ACP
2:25pm	Period 5				

Set Attendance records as being entered by a different Staff Member:

Cancel Class
 OK
 Cancel

- To view classes for a particular staff member, select them from the **School Staff Code** field. Classes where the roll has been marked are shown in bold.

- To view a list of all classes for a particular date where the roll has not been marked, select **Show All Classes Not Yet Marked by a Staff Member**.
A list of classes that have not been marked is displayed.
- Select the **Timetable Group** from the drop-down list, if required.
- Select the period from the **Up to End of Period** drop-down list, to further refine the classes displayed.

Tip: Right click on the grid area and select **Email Records** or **Email All Records**, to email staff members who have not yet marked their class attendances.

Attendance window

Use the **Attendance** window to:

- mark students who are attending class
- mark students who are absent from class
- enter possible or definitive reasons why a student is absent from class.

Note: In New Zealand schools, students who are not marked, that is left blank, are treated as present.

Other organisations can configure Synergetic so that this is the default behaviour.

For details about configuration settings affecting the Attendance window see *Maintaining attendance configuration settings* in the System maintenance manual.

Students with possible nonattendance reasons

When marking attendances, Synergetic looks to see if a student:

- has an absence event record
- is in the sick bay
- has an appointment scheduled with another staff member.

The details of the appointment are displayed at the bottom of the window and the student appears in a blue italicised font in the **Attendance** window grid.

Attendance: 2014 Term 1 Academic												
Period 4 03/02/16 (11:30am - 12:30pm) Art 3 (ACP) ...												
	Alerts	Attended	Poss Tchr Type	Absence Reason	Poss Tchr Description	Late Arrive	Time	Early Depart	Time	Today [now]	Admin Possible Non Attend Reasons	
▶ <i>Adamski, Amanda (J3, B)</i>		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---	<i>Student in Sick Bay (10:01)</i>	
<i>Baracchi, Edmond (J3, B)</i>		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---	<i>AllDay 12/09 Overseas holiday</i>	
Boland, Coby (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---		
Colbourne, Holly (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---		

Student in Sick Bay (10:01)

NOTE: Records in italics indicate that the student may possibly not be attending this class

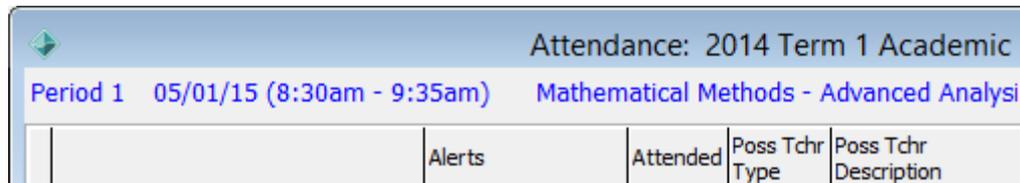
Teacher Mode

Attendance Officer/Teacher Mode

The **Attendance Officer/Teacher** mode on the **Set Attendance Search Criteria** window affects how several fields are displayed and operate on the **Attendance** window. See *Searching for attendance records* (on page 13).

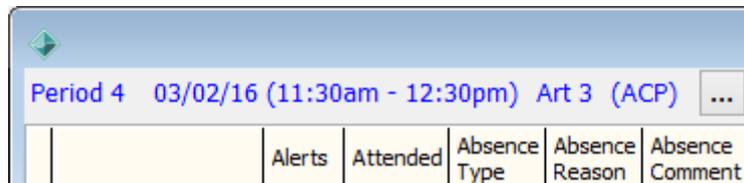
In **Teacher** mode, all selections are deemed possibilities until confirmed by the Attendance Officer. This is the same as when the **Attendance Officer/Teacher** mode is turned off. The following column headings are displayed when the:

- **Teacher** mode is selected
- **Attendance Officer/Teacher Mode** field remains turned off at an organisation.



Attendance: 2014 Term 1 Academic				
Period 1 05/01/15 (8:30am - 9:35am) Mathematical Methods - Advanced Analysis				
	Alerts	Attended	Poss Tchr Type	Poss Tchr Description

In **Attendance Officer** mode, all selections are treated as **definite** and Synergetic then automatically updates the values in the corresponding absence event record. When the **Attendance Officer** mode is switched on and selected, the following column headings are displayed:

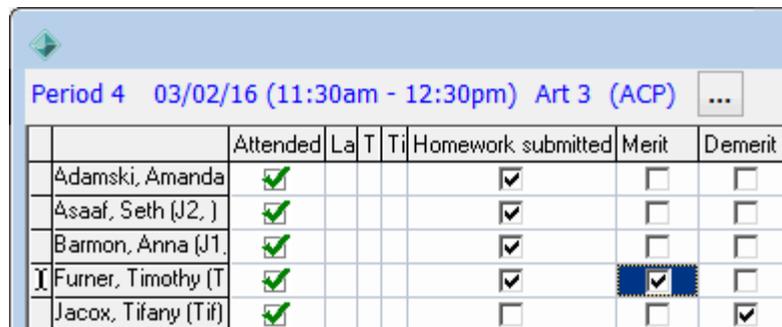


Attendance: 2014 Term 1 Academic					
Period 4 03/02/16 (11:30am - 12:30pm) Art 3 (ACP) ...					
	Alerts	Attended	Absence Type	Absence Reason	Absence Comment

Note: For more information about selecting **Attendance Officer** or **Teacher** mode see [EnableAttendanceOfficerModeFlag configuration setting](#) and [DefaultAttendanceOfficerFlag configuration setting](#) in the System maintenance manual.

User-defined fields that can be displayed in the grid area

Up to five additional user-defined fields (columns) can be included in the grid area. For example, you can set the flags to mark whether homework has been submitted or not, merit points have been awarded or demerit points have been given to a student during class.



Attendance: 2014 Term 1 Academic								
Period 4 03/02/16 (11:30am - 12:30pm) Art 3 (ACP) ...								
	Alerts	Attended	La	T	Ti	Homework submitted	Merit	Demerit
Adamski, Amanda		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asaaf, Seth (J2,)		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barmon, Anna (J1,		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furner, Timothy (T		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jacox, Tiffany (Tif		<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

See *UserFlag configuration settings* in the System maintenance manual.

Custom and standard alert icons can be displayed in the grid area

Up to ten alert icons can be displayed in the grid area. Icons can be standard alerts such as medical or legal alerts or up to five icons can be custom icons.

Period 4 03/02/16 (11:30am - 12:30pm) Art 3		Alerts
▶ Adamski, Amanda (J3, B)		   
Aplin, Celese (J3, B)		

See *IconAlertsDisplay configuration setting* and *Maintaining custom maintenance window icons* in the System maintenance manual.

Opening the Attendance window

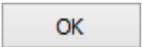
To open the **Attendance** window:

1. Select **Module > Students > Attendance Maintenance** from the main menu.



The **Set Attendance Search Criteria** window is displayed.

2. Update the search criteria, to locate the classes that need updating. See *Searching for attendance records* (on page 13).

3. Click .

The **Attendance** window is displayed.

Attendance: 2015 Term 1 Academic												
Homeroom21/08/14 (8:20am - 8:30am) HomeRoom (BDB) S/12HOMA												
	Alerts	Attended	Poss Tchr Type	Poss Tchr Reason	Poss Tchr Description	Late Arrive	Time	Early Depart	Time	Today [now]	Admin Possible Non Attend Reasons	
▶ Abbot, Jacalyn (S12, A)	 					<input type="checkbox"/>		<input type="checkbox"/>		[?] ---	Slips 8:20am Unknown	
Byrnes, Edan (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Culpin, Abbey (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Del Fabbro, Daemon (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Ellen, Naomi (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Fabro, Rhaul (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Graham, Caelie (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Haenke, Yusuf (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Ingles, Rachael (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[?] ---	Slips 8:20am Unknown	
Jaques, Kahlen (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Kendry, Freya (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Labilliere, Andre (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Mocatta, Gabriella (Gabb)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Neumann, Ian (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		
Oakden, Ebony (S12, A)						<input type="checkbox"/>		<input type="checkbox"/>		[P] ---		

Slips 8:20am Unknown

NOTE: Records in italics indicate that the student may possibly not be attending this class

Teacher Mode

Hold Submit (F12) Exit

Attend: 19 Non Attend: 2

Note: The example above is from **Teacher Mode**. The **Attendance** window appears differently in **Attendance Officer** mode.

Attendance window key fields and buttons

Fields

Field	Description
Attend	Count of the students marked as attending  . <u>Note: By default, any records not yet marked (<input type="checkbox"/>) are treated as attended.</u>
Non Attend	Count of the students marked as being absent  . <u>Note: By default, any records not yet marked (<input type="checkbox"/>) are treated as attended. The <i>TreatBlankAsAttendedFlag</i> configuration setting detailed in the System maintenance manual determines whether when you first click on the box, you change the setting to  or .</u>

Grid area fields

Field	Description
Class Status	Status of the class. <u>Note: To display this field see <i>ShowClassStatus</i> configuration setting in the System maintenance manual.</u>
Alerts	Alert icons for the student. <div style="background-color: #ffffcc; padding: 5px;"><u>Tip: Click on the alert icon for information about its meaning. You may need to launch Current Student Maintenance to see more details. See <i>Maintaining current students</i> in the Current students manual.</u></div> <u>Note: To display this field see <i>IconAlertsDisplay</i> configuration setting in the System maintenance manual.</u>

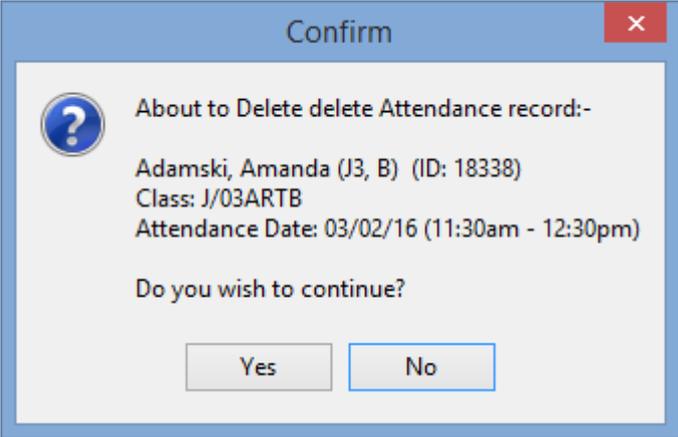
Field	Description																																																												
<p>Attended</p>	<p>Each student's attendance at the class is either:</p> <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> marked as being present • <input checked="" type="checkbox"/> marked as being absent • <input type="checkbox"/> not yet marked or can be marked as present when a user submits the class. By default it is treated as present. <p><u>Note: The initial symbols displayed are set using the <i>DefaultAttendedMode configuration setting</i> detailed in the System maintenance manual.</u></p> <p>When you click repeatedly on the field, it toggles between <input checked="" type="checkbox"/>, <input checked="" type="checkbox"/> and <input type="checkbox"/>.</p> <p><u>Note: The order that these are displayed is determined by the <i>TreatBlankAsAttendedFlag configuration setting</i> detailed in the System maintenance manual.</u></p> <p><u>Note: Present/Absent refers to the class being marked. Synergetic assumes that even if a student is physically present somewhere else in your organisation, if they are not in the class being marked, they should be marked absent.</u></p> <p><u>This is to attempt to make staff check the whole class list and mark each student present or absent.</u></p> <p>Refer to the other fields in the grid when marking whether a student is present or absent. The Admin Possible Non Attend Reason is an important feedback column that can help determine why a student is absent. For example, Sick Bay, Guitar Lesson or All Day Absence.</p>																																																												
<p>Poss Tchr Type/ Absence Type</p>	<p>Drop-down list providing an Absence Type explaining why the student is absent. This is either:</p> <ul style="list-style-type: none"> • <i>possible</i> if entered in Teacher mode • <i>possible</i> if the Attendance Officer/Teacher Mode is not used at your organisation • <i>definite</i> if entered in Attendance Officer mode. <p><u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u></p> <table border="1" data-bbox="507 1429 1139 1778"> <thead> <tr> <th>Absence Type</th> <th>Absence Reason</th> <th>Absence Comment</th> <th>Late Arrive</th> <th>Time</th> <th>Ex De</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="5">Not Selected</td> </tr> <tr> <td>?</td> <td colspan="5">Unknown</td> </tr> <tr> <td>CC</td> <td colspan="5">Cancelled Class</td> </tr> <tr> <td>I</td> <td colspan="5">Internal School Appointment</td> </tr> <tr> <td>J</td> <td colspan="5">Justified within School Policy</td> </tr> <tr> <td>L</td> <td colspan="5">Late</td> </tr> <tr> <td>S</td> <td colspan="5">Sickbay</td> </tr> <tr> <td>D</td> <td colspan="5">Doctor/Dentist</td> </tr> </tbody> </table>	Absence Type	Absence Reason	Absence Comment	Late Arrive	Time	Ex De				<input type="checkbox"/>				Not Selected					?	Unknown					CC	Cancelled Class					I	Internal School Appointment					J	Justified within School Policy					L	Late					S	Sickbay					D	Doctor/Dentist				
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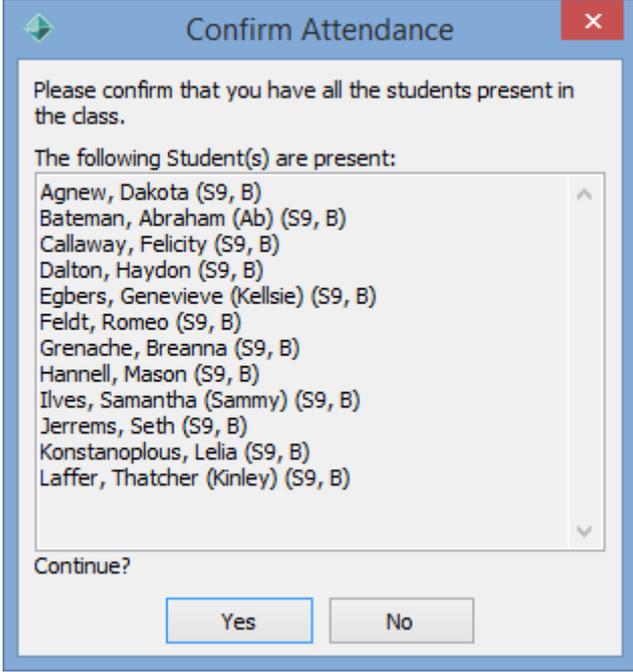
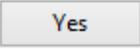
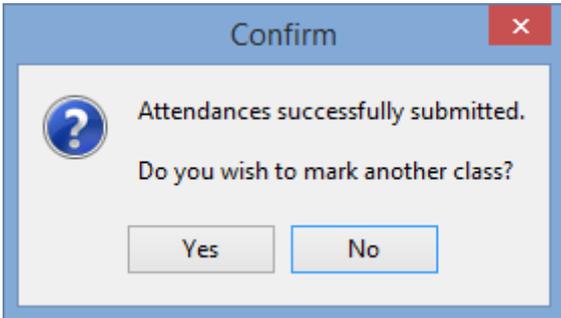
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Poss Tchr Reason/ Absence Reason	<p>Either a:</p> <ul style="list-style-type: none"> • <i>possible</i> reason if entered in Teacher mode • <i>possible</i> reason if the Attendance Officer/Teacher Mode is not used at your organisation • <i>definite</i> absence event reason if entered in Attendance Officer mode. <p>These reasons, both actual and possible can be filtered by Absence Type. For example, absence reasons for an Absence Type of late might be slept in, car broken down or bus late.</p>																																								
Poss Tchr Description/ Absence Comment	<p>Possible description of the reason for the absence. This is either a:</p> <ul style="list-style-type: none"> • <i>possible</i> free-text description or comment if entered in Teacher mode • <i>possible</i> free-text description or comment if the Attendance Officer/Teacher Mode is not used at your organisation • <i>definite</i> absence event description or comment if entered in Attendance Officer mode. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Alerts</th> <th>Attended</th> <th>Poss Tchr Type</th> <th>Poss Tchr Reason</th> <th>Poss Tchr Description</th> </tr> </thead> <tbody> <tr> <td>▶ Adamski, Amanda (J3, B)</td> <td></td> <td></td> <td></td> <td></td> <td>She sprained</td> </tr> </tbody> </table> <p>For example, one of the other students may know that an absent student came down with a cold after school yesterday. Record such comments in the Poss Tchr Description field to assist with identifying any unexplained absences.</p>		Alerts	Attended	Poss Tchr Type	Poss Tchr Reason	Poss Tchr Description	▶ Adamski, Amanda (J3, B)					She sprained																												
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Late Arrive	<p>Select if the student has arrived late for class.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Alerts</th> <th>Attended</th> <th>Poss Tchr Type</th> <th>Poss Tchr Reason</th> <th>Poss Tchr Description</th> <th>Late Arrive</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Adamski, Amanda (J3, B)</td> <td></td> <td></td> <td></td> <td></td> <td>She sprained</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Aplin, Celese (J3, B)</td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>⌵ Boland, Coby (J3, B)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td>10:26am</td> </tr> <tr> <td>Colbourne, Holly (J3, B)</td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Your organisation's policy determines when this entry is made. For example, your organisation decides that a student who arrives:</p> <ul style="list-style-type: none"> • less than 5 minutes after class starts is present • more than 5 minutes after class starts is late • more than 15 minutes after class starts is absent. <p>See <i>MakeLateNotPresentThresholdMinutes</i> configuration setting in the System maintenance manual.</p> <p>Note: Synergetic handles students who arrive late across multi-periods. See Recording class attendances - multi-periods (on page 44).</p>		Alerts	Attended	Poss Tchr Type	Poss Tchr Reason	Poss Tchr Description	Late Arrive	Time	Adamski, Amanda (J3, B)					She sprained	<input type="checkbox"/>		Aplin, Celese (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		⌵ Boland, Coby (J3, B)						<input checked="" type="checkbox"/>	10:26am	Colbourne, Holly (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>	
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Time	<p>Time that the student arrived, if the Late Arrive field is selected.</p> <p>Note: Synergetic can be configured to create an absence event with an Absence Type of Late absence type if the student is flagged as late. See <i>LateAndNotPresentWriteLateTypeFlag</i> configuration setting in the System maintenance manual.</p>																																								

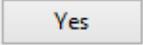
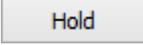
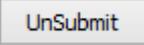
Field	Description																									
Early Depart	<p>Select if the student left early, before the finish time of the class.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 15%;">Alerts</th> <th style="width: 15%;">Attended</th> <th style="width: 10%;">Early Depart</th> <th style="width: 20%;">Time</th> </tr> </thead> <tbody> <tr> <td>Adamski, Amanda (J3, B)</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Aplin, Celese (J3, B)</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Boland, Coby (J3, B)</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>10:33am</td> </tr> <tr> <td>Colbourne, Holly (J3, B)</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Note: Synergetic handles students who depart early across multi-periods. See Recording class attendances - multi-periods (on page 44).</p>		Alerts	Attended	Early Depart	Time	Adamski, Amanda (J3, B)		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Aplin, Celese (J3, B)		<input type="checkbox"/>	<input type="checkbox"/>		Boland, Coby (J3, B)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10:33am	Colbourne, Holly (J3, B)		<input type="checkbox"/>	<input type="checkbox"/>	
	Alerts	Attended	Early Depart	Time																						
Adamski, Amanda (J3, B)		<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
Aplin, Celese (J3, B)		<input type="checkbox"/>	<input type="checkbox"/>																							
Boland, Coby (J3, B)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10:33am																						
Colbourne, Holly (J3, B)		<input type="checkbox"/>	<input type="checkbox"/>																							
Time	Time that the student left, if the Early Depart field is selected.																									
Today [now]	<p>Provides a quick view of the status of Absence Type for a student for the selected day.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 15%;">Attended</th> <th style="width: 45%;">Today [now]</th> </tr> </thead> <tbody> <tr> <td>Adamski, Amanda (J3, B)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>D?PPPP [P]</td> </tr> <tr> <td>Aston, Kirk (J3, A)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>----- [P]</td> </tr> </tbody> </table> <p>The bracketed status [-] relates to the current class, that is, [now].</p> <p>A hyphen (-) is used to indicate that a class has not been marked. In the example above, Damon's first class has not been marked nor has the last class for all of the students shown. That is, we are currently marking the last class of the day for the students displayed.</p> <p>All other codes use the Absence Type recorded for the each of the student's classes during the day. For example, Stephen attended the dentist or doctor (D) in period 1 but period 2 is unknown (?). Further investigation reveals that Stephen was held up at the doctor and the code for period 2 is changed to D as well.</p> <p>The actual codes are configurable. In the example above, D is used for doctor or dentist. See SingleDisplayValue in the <i>luAbsenceType lookup table</i> in the System maintenance manual.</p> <p>Note: New Zealand schools use the absence codes required by the New Zealand Board of Studies. See Attendance codes for New Zealand schools (on page 5).</p>		Attended	Today [now]	Adamski, Amanda (J3, B)	<input checked="" type="checkbox"/>	D?PPPP [P]	Aston, Kirk (J3, A)	<input checked="" type="checkbox"/>	----- [P]																
	Attended	Today [now]																								
Adamski, Amanda (J3, B)	<input checked="" type="checkbox"/>	D?PPPP [P]																								
Aston, Kirk (J3, A)	<input checked="" type="checkbox"/>	----- [P]																								
Admin Possible Non Attend Reasons	<p>Possible nonattendance reason; that is, displayed from other Synergetic data for the student around the time of the class displayed. This includes:</p> <ul style="list-style-type: none"> • absence events • medical incidents • co-curricular activities defined in Staff Schedule Maintenance. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 10%;">Attended</th> <th style="width: 10%;">Today [now]</th> <th style="width: 50%;">Admin Possible Non Attend Reason</th> </tr> </thead> <tbody> <tr> <td>Brakus, Stephen</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>D?PPFF [-]</td> <td>10/10/07 Off site course/class, family holiday</td> </tr> <tr> <td>Comier, Rodger</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>PPPPFF [-]</td> <td>10/10/07 Off site course/class</td> </tr> <tr> <td>Dach, Damon</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>-PPPPP-</td> <td></td> </tr> <tr> <td>Dach, Odie</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>-PPPPP [-]</td> <td>Exp Out (11:00am - 1:00pm) Doctor/Dentist</td> </tr> </tbody> </table> <p>For example, absence events entered earlier are displayed.</p> <p>Note: The possible nonattendance reason for the selected row is also displayed in the status line at the bottom of the window.</p> <p style="background-color: #e0e0e0; padding: 2px;">10/10/07 Off site course/class, family holiday</p>		Attended	Today [now]	Admin Possible Non Attend Reason	Brakus, Stephen	<input checked="" type="checkbox"/>	D?PPFF [-]	10/10/07 Off site course/class, family holiday	Comier, Rodger	<input checked="" type="checkbox"/>	PPPPFF [-]	10/10/07 Off site course/class	Dach, Damon	<input checked="" type="checkbox"/>	-PPPPP-		Dach, Odie	<input checked="" type="checkbox"/>	-PPPPP [-]	Exp Out (11:00am - 1:00pm) Doctor/Dentist					
	Attended	Today [now]	Admin Possible Non Attend Reason																							
Brakus, Stephen	<input checked="" type="checkbox"/>	D?PPFF [-]	10/10/07 Off site course/class, family holiday																							
Comier, Rodger	<input checked="" type="checkbox"/>	PPPPFF [-]	10/10/07 Off site course/class																							
Dach, Damon	<input checked="" type="checkbox"/>	-PPPPP-																								
Dach, Odie	<input checked="" type="checkbox"/>	-PPPPP [-]	Exp Out (11:00am - 1:00pm) Doctor/Dentist																							

Buttons

Button	Description
<div data-bbox="188 331 336 376" style="border: 1px solid gray; padding: 2px; width: fit-content;">Add...</div>	<p>Add a new attendance record. The Student Search window is displayed allowing students to be added.</p> <div data-bbox="461 398 1147 1122" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>This works differently depending on the configuration setting. If it is set to:</p> <ul style="list-style-type: none"> • false, only students that had left the class can be added back • true, any current students can be added. <p>See <i>AddAnyStudentFlag configuration setting</i> in the System maintenance manual.</p>
<div data-bbox="188 1346 336 1391" style="border: 1px solid gray; padding: 2px; width: fit-content;">Stu. Report</div>	<p>Launch a report summarising the student's attendances for this class.</p> <p>Note: This report is configured as a hot report. See Configuring hot reports in the SynWeb System maintenance manual.</p>
<div data-bbox="188 1485 336 1529" style="border: 1px solid gray; padding: 2px; width: fit-content;">Class Report</div>	<p>Launch a report summarising each student's attendance for the class over a period of time.</p> <p>Note: This report is configured as a hot report. See Configuring hot reports in the SynWeb System maintenance manual.</p>

Button	Description
	<p>Delete a student attendance record.</p>  <p>The Delete button is only displayed if the configuration setting is set to True. See <i>Attendances:ShowDeleteButtonFlag configuration setting</i> in the System maintenance manual.</p>
	<p>Launch Absence Events Maintenance. See <i>Individual student absence events</i> (on page 57).</p>
	<p>Launch Student Maintenance. See <i>Maintaining current students</i> in the Current students manual.</p>
	<p>Launch Class Maintenance. See <i>Maintaining classes</i> in the Assessments and reports manual.</p>
	<p>Save the class attendances to update at a later stage. The following confirmation window is displayed.</p>  <p>Attendance details of the students that have been marked present or absent are kept for later completion and submission. A class with the following message has been partially marked:</p>  <p>You can resume marking the attendances for the class after the interruption then submit the class attendance using the  button.</p> <p>Note: This is configurable. See EnableHoldFlag configuration setting in the System maintenance manual. By default it is visible for NZ schools and not visible for Australian organisations.</p>
	<p>Display the Set Attendance Search Criteria window to select a different set of classes. See <i>Searching for attendance records</i> (on page 13).</p>

Button	Description
	Exit from the window.
	<p>Submit the changes and record that the class attendance has been marked. The following confirmation window is displayed:</p>  <p>The dialog box titled "Confirm Attendance" contains the following text: "Please confirm that you have all the students present in the class. The following Student(s) are present:" followed by a list of 13 students: Agnew, Dakota (S9, B); Bateman, Abraham (Ab) (S9, B); Callaway, Felicity (S9, B); Dalton, Haydon (S9, B); Egbers, Genevieve (Kellsie) (S9, B); Feldt, Romeo (S9, B); Grenache, Breanna (S9, B); Hannell, Mason (S9, B); Ilves, Samantha (Sammy) (S9, B); Jerrems, Seth (S9, B); Konstanoplous, Lelia (S9, B); Laffer, Thatcher (Kinley) (S9, B). Below the list is the text "Continue?" and two buttons: "Yes" and "No".</p> <ol style="list-style-type: none"> 1. Review that the list of students attending the class is correct. 2. Click . <p>The following message is displayed.</p>  <p>The dialog box titled "Confirm" contains the following text: "Attendances successfully submitted. Do you wish to mark another class?" followed by two buttons: "Yes" and "No".</p> <ol style="list-style-type: none"> 3. Either mark attendances for another class or continue with another activity.

Button	Description
<p></p> <p>(continued)</p>	<p>Note: Your organisation can be configured to confirm the absence of students. If so, confirm the students that are marked absent are correct and click .</p> <p>Note: Synergetic applies some intelligence when you confirm class attendance and displays any possible conflicting information. For example, when a student has an all day absence, yet has been marked present in class.</p> <p>Note: The display of the confirmation screen can be turned off. See <i>ConfirmStudentsPresentPromptFlag configuration setting</i> in the System maintenance manual.</p> <p>Note: If you are interrupted when marking the attendances, you can click the  button and come back and finish it later.</p>
<p></p>	<p>Reverse the earlier submission of attendance or nonattendance records. For example, Thursday's attendance details for a class have been entered rather than Friday's.</p> <p>See <i>Reversing a class attendance submission</i> (on page 54).</p> <hr/> <p>Note: The  button is only displayed once the  is used and you open the Attendance window again.</p>

Recording class attendances - Teachers

Use this method of recording class attendances if your role is:

- a teacher who records class attendances using the **Teacher** mode
- an administration person who records class attendances then follows up on unexplained absences separately
- a teacher who records class attendances even though the **Attendance Officer/Teacher Mode** option is not displayed on the **Set Attendance Search Criteria** window at your organisation.

Note: The **Attendance Officer/Teacher** mode can be configured to appear on the **Set Attendance Search Criteria** window. By default, this option is not displayed. See [EnableAttendanceOfficerModeFlag configuration setting](#) in the System maintenance manual.

Also, see:

- *Recording class attendances - Attendance Officers* (on page 37)
- *Recording class attendances - multi-periods* (on page 44).

To record class attendances:

1. Select **Module > Students > Attendance Maintenance** from the main menu.

Tip: You can also access the Attendance functions by clicking  Students.

The **Set Attendance Search Criteria** window is displayed.

2. Update the search criteria, to locate the class that needs updating. See *Searching for attendance records* (on page 13).

Tip: If the **Period** fields are highlighted in light yellow, Synergetic has detected multi-periods. See *Recording class attendances - multi-periods* (on page 44).

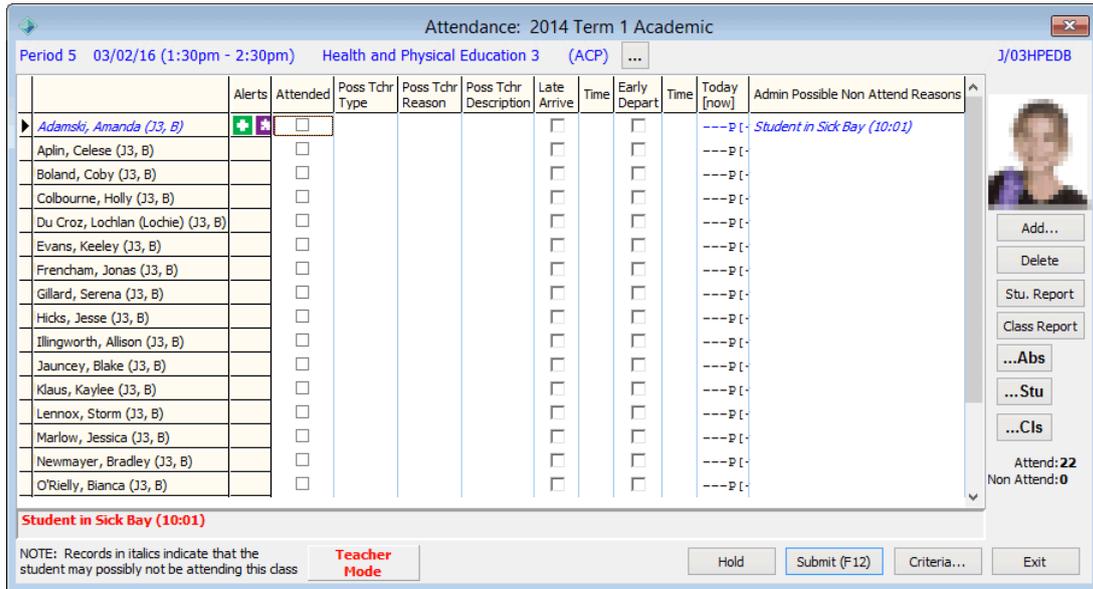
Time	Period	Room	Class	Class Description	Staff
12:45pm	Lunch			Lunch	
1:30pm	Per 5	Q008	S/AC341	Accounting 31	TED
2:30pm	Per 6	Q008	S/AC341	Accounting 31	TED

3. Select **Teacher Mode** if displayed.
4. Select the class you are marking attendances for.

Note: Depending on your configuration settings, you may not be able to mark attendance before the class is scheduled to start. See *AllowFutureEntry configuration setting* in the System maintenance manual.

5. Click .

The **Attendance** window is displayed. See *Attendance window* (on page 20).



	Alerts	Attended	Poss Tchr Type	Poss Tchr Reason	Poss Tchr Description	Late Arrive Time	Early Depart Time	Today [now]	Admin Possible Non Attend Reasons
▶ Adamski, Amanda (J3, B)								---P---	<i>Student in Sick Bay (10:01)</i>
Aplin, Celese (J3, B)		<input type="checkbox"/>						---P---	
Boland, Coby (J3, B)		<input type="checkbox"/>						---P---	
Colbourne, Holly (J3, B)		<input type="checkbox"/>						---P---	
Du Croz, Lochlan (Lochie) (J3, B)		<input type="checkbox"/>						---P---	
Evans, Keeley (J3, B)		<input type="checkbox"/>						---P---	
Frencham, Jonas (J3, B)		<input type="checkbox"/>						---P---	
Gillard, Serena (J3, B)		<input type="checkbox"/>						---P---	
Hicks, Jesse (J3, B)		<input type="checkbox"/>						---P---	
Illingworth, Allison (J3, B)		<input type="checkbox"/>						---P---	
Jauncey, Blake (J3, B)		<input type="checkbox"/>						---P---	
Klaus, Kaylee (J3, B)		<input type="checkbox"/>						---P---	
Lennox, Storm (J3, B)		<input type="checkbox"/>						---P---	
Marlow, Jessica (J3, B)		<input type="checkbox"/>						---P---	
Newmayer, Bradley (J3, B)		<input type="checkbox"/>						---P---	
O'Rielly, Bianca (J3, B)		<input type="checkbox"/>						---P---	

Student in Sick Bay (10:01)

NOTE: Records in italics indicate that the student may possibly not be attending this class

Teacher Mode

Hold Submit (F12) Criteria... Exit

Attend: 22
Non Attend: 0

Note: The column headings displayed vary based on the mode being used. Also see [IconAlertsDisplay configuration setting](#) in the System maintenance manual.

Tip: If a confirmation dialog is displayed about using Multi-Period mode, see [Recording class attendances - multi-periods](#) (on page 44).

6. Select  in the **Attended** field next to an absent student.

Note: You can mark a late student as absent, depending on your organisation's policy. For example, your organisation decides that less than five minutes late is considered present and more than 15 minutes late is considered absent. Synergetic can be configured to create an absence event when you enter a late arrival **Time**. See [Maintaining attendance configuration settings](#) in the System maintenance manual.

7. If you know the details of the absence, select from the **Poss Tchr Type** drop-down list.
8. If you know the reason, select the reason from the **Poss Tchr Reason** drop-down list.

Note: You do not need to select this field in New Zealand schools as the **Absence Type** field is used to determine whether an absence is approved by the NZ MOE or not. See [Attendance codes for New Zealand schools](#) (on page 5).

9. Record any comments in the **Poss Tchr Description** field to assist the administration person with following up any explained absences.
10. Repeat steps 6 through 9 for each absent student.

11. If a student arrives late:

- select the **Late Arrive** field for the student
- type the student's arrival time in the **Time** field next to it.

	Alerts	Attended	Poss Tchr Type	Poss Tchr Reason	Poss Tchr Description	Late Arrive	Time
Adamski, Amanda (J3, B)		<input checked="" type="checkbox"/>			<i>She sprained</i>	<input type="checkbox"/>	
Aplin, Celese (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>	
I Boland, Coby (J3, B)		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	10:26am
Colbourne, Holly (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>	

Note: The time can be configured to automatically populate when the **Late Arrive** field is selected.

12. If a student leaves early:

- select the **Early Depart** field for the student
- type the student's departure time in the **Time** field next to it.

	Alerts	Attended	Early Depart	Time
Adamski, Amanda (J3, B)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Aplin, Celese (J3, B)		<input type="checkbox"/>	<input type="checkbox"/>	
I Boland, Coby (J3, B)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10:33am
Colbourne, Holly (J3, B)		<input type="checkbox"/>	<input type="checkbox"/>	

Note: The time can be configured to automatically populate when the **Early Depart** field is selected.

13. Repeat steps **11** and **12** for all students who are late or leave early.

14. Mark any of the user-defined flags. For example, **No H/W** (homework).

Up to five user-defined flags can be set up. See *Attendance window* (on page 20).

	Alerts	Attended	Poss Tchr Type	Poss Tchr Reason	Poss Tchr Description	Late Arrive	Time	Early Depart	Time	no H/W	Today [now]
▶ Adamski, Amanda (J3, B)					she was sick	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	---P [
Aplin, Celese (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input checked="" type="checkbox"/>	9:16:	<input type="checkbox"/>	---P [
Boland, Coby (J3, B)						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	---P [
Colbourne, Holly (J3, B)		<input type="checkbox"/>				<input checked="" type="checkbox"/>	8:36:	<input type="checkbox"/>		<input type="checkbox"/>	---P [
Du Croz, Lochlan (Lochie) (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	---P [

Student in Sick Bay (10:01)

Attend: **22**
Non Attend: **0**

NOTE: Records in italics indicate that the student may possibly not be attending this class

Teacher Mode

Hold Submit (F12) Criteria... Exit

In the example above:

- Amanda is absent. She was away sick yesterday, so this was entered in the **Poss Tchr Description** as a possible reason for today's absence.
- Celese had to leave the class 15 minutes before the lesson end time.
- Coby is absent but we do not know why.
- Holly arrived six minutes late but it is your organisation's policy to mark her present because she arrived less than 15 minutes after the start of the class.
- Lochlan is present in class but did not hand in his homework, so **no H/W** is selected.

15. Click .

The **Confirm Attendance** window is displayed.

Note the 21 unmarked Student(s) will be marked as Present.
Please confirm that you have 21 students present in the class.

The following Student(s) are present:

- Aplin, Celese (J3, B)
- Colbourne, Holly (J3, B)
- Du Croz, Lochlan (Lochie) (J3, B)

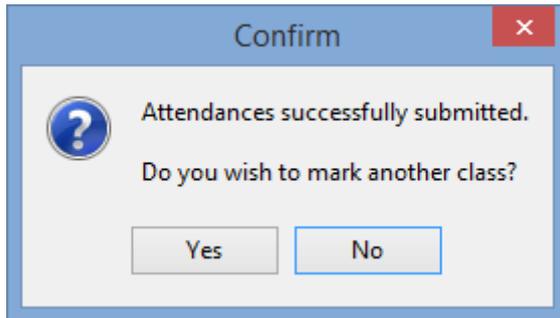
Continue?

Yes No

16. Check that the students displayed are in class.

17. Click .

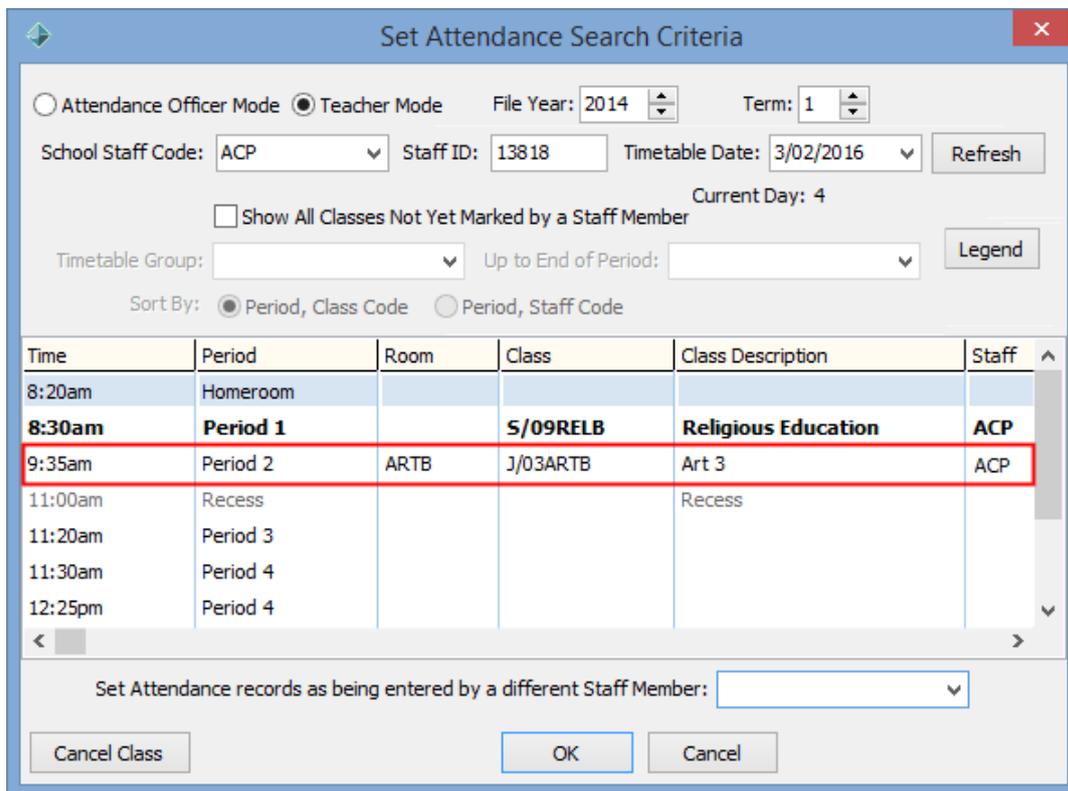
The following dialog is displayed.



18. Click if you have more classes to mark, otherwise finish here.

The **Set Attendance Search Criteria** window is redisplayed with the marked class in bold.

19. Select the next period to mark.



20. Click .

21. Repeat steps 6 through 20 for each class.

Recording class attendances - Attendance Officers

Use this method of recording class attendances if you are using the **Attendance Officer** mode.

Note: The **Attendance Officer/Teacher** mode can be configured to appear on the **Set Attendance Search Criteria** window. By default, this option is not displayed. See [EnableAttendanceOfficerModeFlag configuration setting](#) in the System maintenance manual.

Also, see:

- *Recording class attendances - Teachers* (on page 31)
- *Recording class attendances - multi-periods* (on page 44).

To record class attendances:

1. Select **Module > Students > Attendance Maintenance** from the main menu.

Tip: You can also access the Attendance functions by clicking  Students.

The **Set Attendance Search Criteria** window is displayed.

2. Update the search criteria, to locate the class that needs updating. See:
 - *Searching for attendance records* (on page 13)
 - *Checking for classes not yet marked* (on page 18).
3. Select **Attendance Officer Mode**.

- Select the class you are marking attendances for.

Set Attendance Search Criteria ✕

Attendance Officer Mode
 Teacher Mode
 File Year:
 Term:

School Staff Code:
 Staff ID:
 Timetable Date:

Current Day: 4

Show All Classes Not Yet Marked by a Staff Member

Timetable Group:
 Up to End of Period:

Sort By: Period, Class Code
 Period, Staff Code

Time	Period	Room	Class	Class Description	Staff
8:20am	Homeroom	11A	S/11LRNEB	Learning Enhancement	ADS
8:30am	Period 1	11A	S/11LRNEB	Learning Enhancement	ADS
9:35am	Period 2	11A	S/11LRNEB	Learning Enhancement	ADS
11:00am	Recess			Recess	
11:20am	Period 3	11B	S/11LRNEB	Learning Enhancement	ADS
11:20am	Period 3	11A	S/11MMAE1C	Mathematical Methods - Advanc	ADS
12:25pm	Period 4	11A	S/11LRNEB	Learning Enhancement	ADS
1:30pm	Lunch			Lunch	
2:25pm	Period 5	11B	S/11LRNEB	Learning Enhancement	ADS

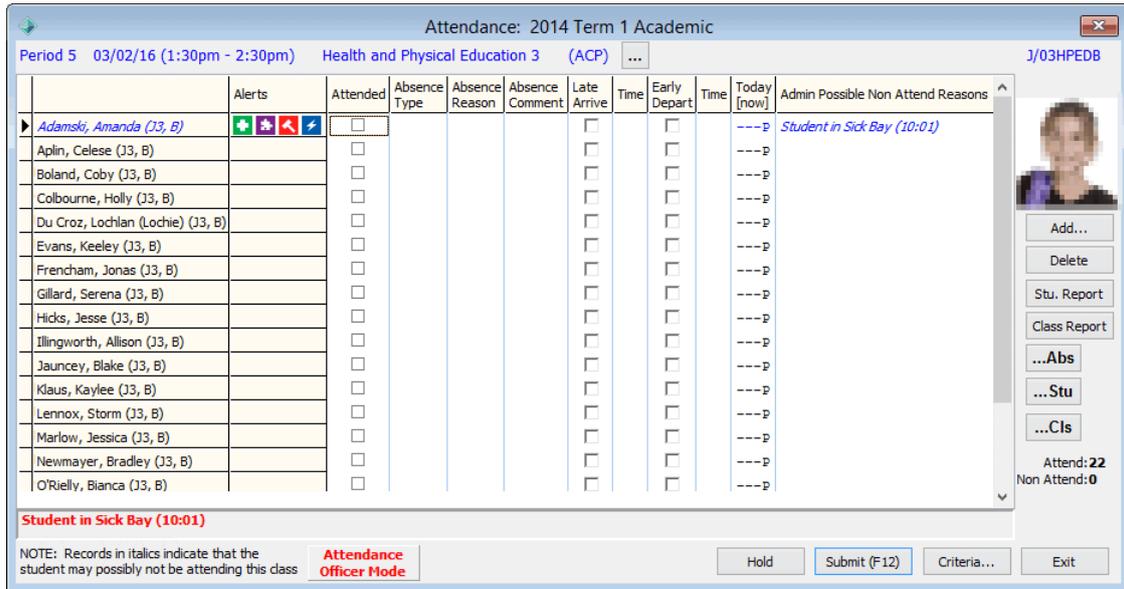
Set Attendance records as being entered by a different Staff Member:

Tip: If the **Period** fields are highlighted in light yellow, Synergetic has detected multi-periods. See [Recording class attendances - multi-periods](#) (on page 44).

Time	Period	Room	Class	Class Description	Staff
12:45pm	Lunch			Lunch	
1:30pm	Per 5	Q008	S/AC341	Accounting 3 1	TED
2:30pm	Per 6	Q008	S/AC341	Accounting 3 1	TED

5. Click .

The **Attendance** window is displayed. See *Attendance window* (on page 20).



	Alerts	Attended	Absence Type	Absence Reason	Absence Comment	Late Arrive	Time	Early Depart	Time	Today [now]	Admin Possible Non Attend Reasons
▶ Adamski, Amanda (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	Student in Sick Bay (10:01)
Aplin, Celese (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Boland, Coby (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Colbourne, Holly (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Du Croz, Lochlan (Lochie) (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Evans, Keeley (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Frencham, Jonas (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Gillard, Serena (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Hicks, Jesse (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Illingworth, Allison (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Jauncey, Blake (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Klaus, Kaylee (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Lennox, Storm (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Marlow, Jessica (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
Newmayer, Bradley (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	
O'Rielly, Bianca (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		---P	

Student in Sick Bay (10:01)

NOTE: Records in italics indicate that the student may possibly not be attending this class

Attendance Officer Mode

Hold Submit (F12) Criteria... Exit

J/03HPEDB

Add... Delete Stu. Report Class Report ...Abs ...Stu ...Cls

Attend: 22 Non Attend: 0

Note: The column headings displayed vary based on the mode being used. Also see [IconAlertsDisplay configuration setting](#) in the System maintenance manual.

Tip: If a confirmation dialog is displayed about using Multi-Period mode, see [Recording class attendances - multi-periods](#) (on page 44).

6. Select  in the **Attended** field next to an absent student.

Note: You can mark a late student as absent, depending on your organisation's policy. For example, your organisation decides that less than five minutes late is considered present and more than 15 minutes late is considered absent. Synergetic can be configured to create an absence event when you enter a late arrival **Time**. See [Maintaining attendance configuration settings](#) in the System maintenance manual.

7. If you know the details of the absence, select from the **Absence Type** drop-down list.
8. If you know the reason, select the reason from the **Absence Reason** drop-down list.

Note: You do not need to select this field in New Zealand schools as the **Absence Type** field is used to select one of the reasons pre-defined by the NZ Ministry of Education. See [Attendance codes for New Zealand schools](#) (on page 5).

9. Record any comments in the **Absence Comment** field.
10. Repeat steps **6** through **9** for each absent student.

11. If a student arrives late:

- select the **Late Arrive** field for the student
- type the student's arrival time in the **Time** field next to it.

	Alerts	Attended	Absence Type	Absence Reason	Absence Comment	Late Arrive	Time
Adamski, Amanda (J3, B)		<input checked="" type="checkbox"/>			<i>She was st</i>	<input type="checkbox"/>	
Aplin, Celese (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>	
I Boland, Coby (J3, B)		<input type="checkbox"/>				<input checked="" type="checkbox"/>	1:46am

12. If a student leaves early:

- select the **Early Depart** field for the student
- type the student's departure time in the **Time** field next to it.

	Alerts	Attended	Early Depart	Time
Adamski, Amanda (J3, B)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Aplin, Celese (J3, B)		<input type="checkbox"/>	<input type="checkbox"/>	
I Boland, Coby (J3, B)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10:33am
Colbourne, Holly (J3, B)		<input type="checkbox"/>	<input type="checkbox"/>	

13. Repeat steps 11 and 12 for all students who are late or leave early.

14. Mark any of the user-defined flags. For example, **No H/W** (homework).

Up to five user-defined flags can be set up. See *Attendance window* (on page 20).

Attendance: 2008 Semester 1 Academic

Period 1 23/01/08 (8:30am - 9:30am) English (TED) J/00EN1

	Attended	Absence Type	Absence Reason	Absence Comment	Late Arrive	Time	Early Depart	Time	no H/W	Today [now]
▶ Adamski, Amanda (J2)	<input checked="" type="checkbox"/>	D	DENT	Fillings done	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	[-]--
Asaaf, Seth (J2,)	<input type="checkbox"/>				<input type="checkbox"/>		<input checked="" type="checkbox"/>	9:16am	<input type="checkbox"/>	[-]--
Barmon, Anna (J1,)	<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	[-]--
Furner, Timothy (Tim)	<input type="checkbox"/>				<input checked="" type="checkbox"/>	8:36 am	<input type="checkbox"/>		<input type="checkbox"/>	[-]--
Jacox, Tiffany (Tif) (J2)	<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	[-]--

NOTE: Records in italics indicate that the student may possibly not be attending this

Attendance Officer Mode

Hold Submit (F12) Criteria... Exit

Attend: 5
Non Attend: 0

In the example above:

- Amanda is absent all day. A note was received from home that she was going to the dentist to have some fillings and will not be in today. An Absence Event Slip is created for the dentist visit.
- Seth had to leave the class 15 minutes before the class finish time.
- Anna is absent but we do not know why yet. You will follow this up later. See *Unexplained absences* (on page 227). An Unexplained Absence Event Slip is created.
- Timothy arrived six minutes late but it is your organisation's policy to mark her present because she arrived less than 15 minutes after the start of the class.
- Tiffany is present in the class but did not hand in his homework, so **no H/W** is selected.

15. Click .

The **Confirm Attendance** window is displayed.

Confirm Attendance

Note the 21 unmarked Student(s) will be marked as Present.
Please confirm that you have 21 students present in the class.

The following Student(s) are present:

- Aplin, Celese (J3, B)
- Colbourne, Holly (J3, B)
- Du Croz, Lochlan (Lochie) (J3, B)

Continue?

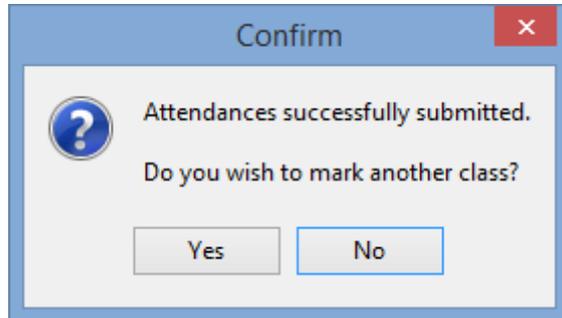
Yes No

- Check that the students displayed were in class.

Note: New Zealand schools that use this approach to set students to **Present**, rather than marking each student present, must either be marking attendances manually on computer-generated class lists or have roll books available for auditors to cross reference as appropriate.

- Click .

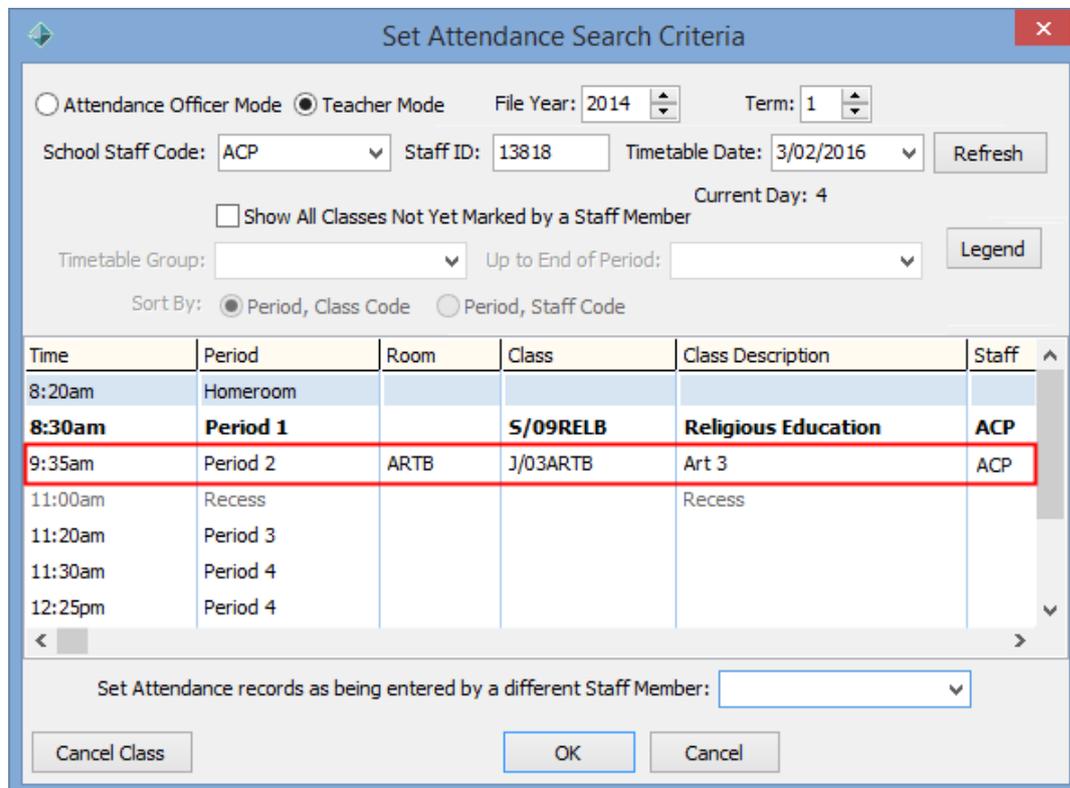
The following dialog is displayed.



- Click if you have more classes to mark, otherwise finish here.

The **Set Attendance Search Criteria** window is redisplayed with the marked class in bold.

- Select the next period to mark.



- Click .

- Repeat steps 6 through 20 for each class.

Attendance Officer Mode example

In the **Amanda Adamski** example on earlier pages, the **Absence Type**, **Absence Reason** or **Absence Comment** fields were updated on the **Attendance** window. Because you are using the **Attendance Officer** mode these values are used by Synergetic to automatically update the corresponding absence event in the **Details** area, shown below.

Modify Absence Event: Absence Slips [Adamski, Amanda]

Absence Event Type (Mode)

Absence Slips
 Sign In
 Expected In
 Expected Out and In
 Excursion Out and In
 Auto In
 Late Sign In
 Sign Out
 Expected Out
 All Day Absence
 Exam Leave
 Auto Out

Submit Absence Slips Time

Absent Date: 23/01/2008 Tue
Period: 1
or Time: 8:30 AM

Reported By: r'ship
 staff

Details

Absence Type: Doctor/Dentist
Reason: Dentist
Comment: Fillings done

Contact Made
 Contact Rcvd
 Note Made
 Note Rcvd

Select Student

Actual Superseded

Timetable 10/01/12 Type: Year: 2008 1 Refresh Supersede ...

Time	Period	Attended	Class	Class Description	Staff	Poss Typ
8:00am		<input type="checkbox"/>		Clarinet Indiv 30 Mii	TED	
8:30am	Per 1	<input checked="" type="checkbox"/>	J	English	TED D/ Fillir	
9:30am	Per 2	<input type="checkbox"/>	S	Mathematics - 1A		
9:30am	Per 2	<input type="checkbox"/>	S	Mathematics - 1A	TED	
10:45am	Per 3	<input type="checkbox"/>	S	Personal Developm		
11:45am	Per 4	<input type="checkbox"/>	S	French A		
1:30pm	Per 5	<input type="checkbox"/>	S	Physical Education		
2:30pm	Per 6	<input type="checkbox"/>	S	English - Creative W		

Apply Submit Cancel Show Second Screen Bulk Add...

Given that we have in our possession a note from the parent, we can update the **Note Rcvd** field too then submit the changes.

Recording class attendances - multi-periods

Synergetic can combine attendance records to mark attendances for classes that span multiple periods.

Multi-periods

Multi-periods occur when the same class is scheduled in sequential periods, and may include a brief break to change rooms or for recess.

Multi-periods are indicated by a light yellow shading in the **Period** field of affected classes. In the following example, periods **5** and **6** are a multi-period of **Accounting 3 1** and they can be marked together or separately; depending on the configuration settings and lookup table.

Time	Period	Room	Class	Class Description	Staff
8:30am	Per 1	101	J/00EN1	English	TED
9:30am	Per 2	C201	S/MAC17	Mathematics - 1A	TED
10:30am	Recess	GND2	PG	Playground Duty	TED
10:45am	Per 3				
11:45am	Per 4				
12:45pm	Lunch			Lunch	
1:30pm	Per 5	Q008	S/AC341	Accounting 3 1	TED
2:30pm	Per 6	Q008	S/AC341	Accounting 3 1	TED

Note: To configure multi-periods, see *Maintaining attendance configuration settings* in the *System maintenance manual*.

Also see:

- *Recording class attendances - Teachers* (on page 31)
- *Recording class attendances - Attendance Officers* (on page 37).

Recording multi-period attendances

To record class attendances for multi-periods:

1. Select **Module > Students > Attendance Maintenance** from the main menu.



The **Set Attendance Search Criteria** window is displayed.

2. Update the search criteria, to locate the multi-period classes that need updating. See *Searching for attendance records* (on page 13).

The screenshot shows the "Set Attendance Search Criteria" window. It includes the following fields and options:

- Attendance Officer Mode Teacher Mode
- File Year: 2014 Term: 1
- School Staff Code: ADS Staff ID: 13714 Timetable Date: 3/02/2016 Refresh
- Show All Classes Not Yet Marked by a Staff Member Current Day: 4
- Timetable Group: [dropdown] Up to End of Period: [dropdown] Legend
- Sort By: Period, Class Code Period, Staff Code

Time	Period	Room	Class	Class Description	Staff
8:20am	Homeroom	11A	S/11LRNEB	Learning Enhancement	ADS
8:30am	Period 1	11A	S/11LRNEB	Learning Enhancement	ADS
9:35am	Period 2	11A	S/11LRNEB	Learning Enhancement	ADS
11:00am	Recess			Recess	
11:20am	Period 3	11B	S/11LRNEB	Learning Enhancement	ADS
11:20am	Period 3	11A	S/11MMAE1C	Mathematical Methods - Advanced	ADS
12:25pm	Period 4	11A	S/11LRNEB	Learning Enhancement	ADS
1:30pm	Lunch			Lunch	
2:25pm	Period 5	11B	S/11LRNEB	Learning Enhancement	ADS

Set Attendance records as being entered by a different Staff Member: [dropdown]

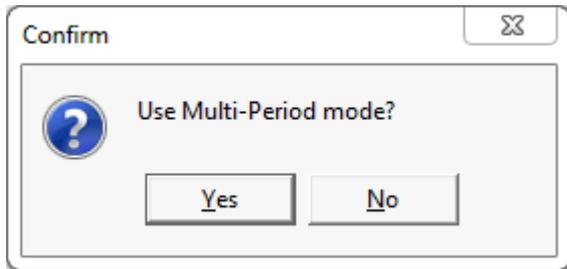
Buttons: Cancel Class, OK, Cancel

3. Depending on your role, select either the **Attendance Officer Mode** or **Teacher Mode** if displayed. See:
 - *Recording class attendances - Teachers* (on page 31)
 - *Recording class attendances - Attendance Officers* (on page 37).
4. Select the class you are marking attendances for.

Note: Depending on your configuration settings, you may not be able to mark attendance before the class is scheduled to start. See *AllowFutureEntry configuration setting* in the System maintenance manual.

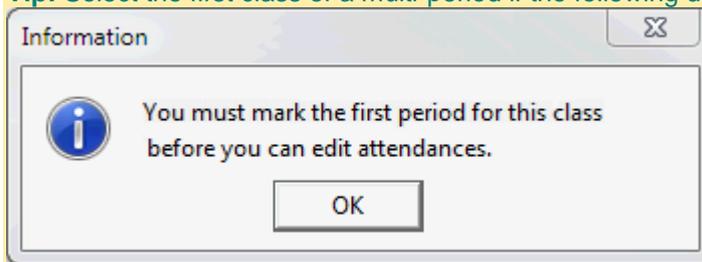
- Click .

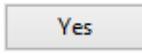
The following dialog is displayed, if multi-period is configured to prompt for the file type of the class. For example, music classes.



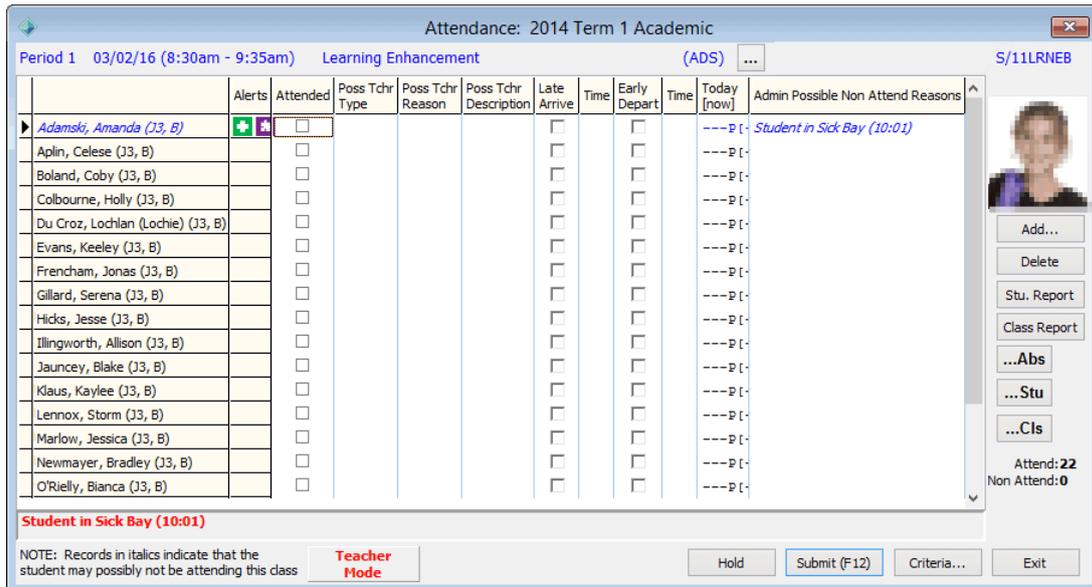
Note: Multi-period attendance mode is determined by a subjects **File Type**. See *luFileType lookup table* in the System maintenance manual.

Tip: Select the first class of a multi-period if the following dialog window is displayed.



- Click  if needed.

The **Attendance** window is displayed. See *Attendance window* (on page 20).



Note: The column headings displayed vary based on the mode being used.

- Select  in the **Attended** field next to an absent student.

Note: You can mark a late student as absent, depending on your organisation's policy. For example, your organisation decides that less than five minutes late is considered present and more than 15 minutes late is considered absent. Synergetic can be configured to create an absence event when you enter a late arrival **Time**. See *Maintaining attendance configuration settings* in the System maintenance manual.

- If you know the details of the absence, select from the **Poss Tchr Type** or **Absence Type** drop-down list.
- If you know the reason, select the reason from the **Poss Tchr Reason** or **Absence Reason** drop-down list.

Note: You do not need to select this field in New Zealand schools as the **Absence Type** field is used to determine whether an absence is approved by the NZ MOE or not. See *Attendance codes for New Zealand schools* (on page 5).

- Record any comments in the **Poss Tchr Description** or **Absence Comment** field to explain absences.
- Repeat steps **6** through **10** for each absent student.
- If a student arrives late:
 - select the **Late Arrive** field for the student
 - type the student's arrival time in the **Time** field next to it.

	Alerts	Attended	Poss Tchr Type	Poss Tchr Reason	Poss Tchr Description	Late Arrive	Time
Adamski, Amanda (J3, B)					She sprained	<input type="checkbox"/>	
Aplin, Celese (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>	
Boland, Coby (J3, B)						<input checked="" type="checkbox"/>	10:26am
Colbourne, Holly (J3, B)		<input type="checkbox"/>				<input type="checkbox"/>	

Note: The time can be configured to automatically populate when the **Late Arrive** field is selected.

- If a student leaves early:
 - select the **Early Depart** field for the student
 - type the student's departure time in the **Time** field next to it.

	Alerts	Attended	Early Depart	Time
Adamski, Amanda (J3, B)			<input type="checkbox"/>	
Aplin, Celese (J3, B)		<input type="checkbox"/>	<input type="checkbox"/>	
Boland, Coby (J3, B)			<input checked="" type="checkbox"/>	10:33am
Colbourne, Holly (J3, B)		<input type="checkbox"/>	<input type="checkbox"/>	

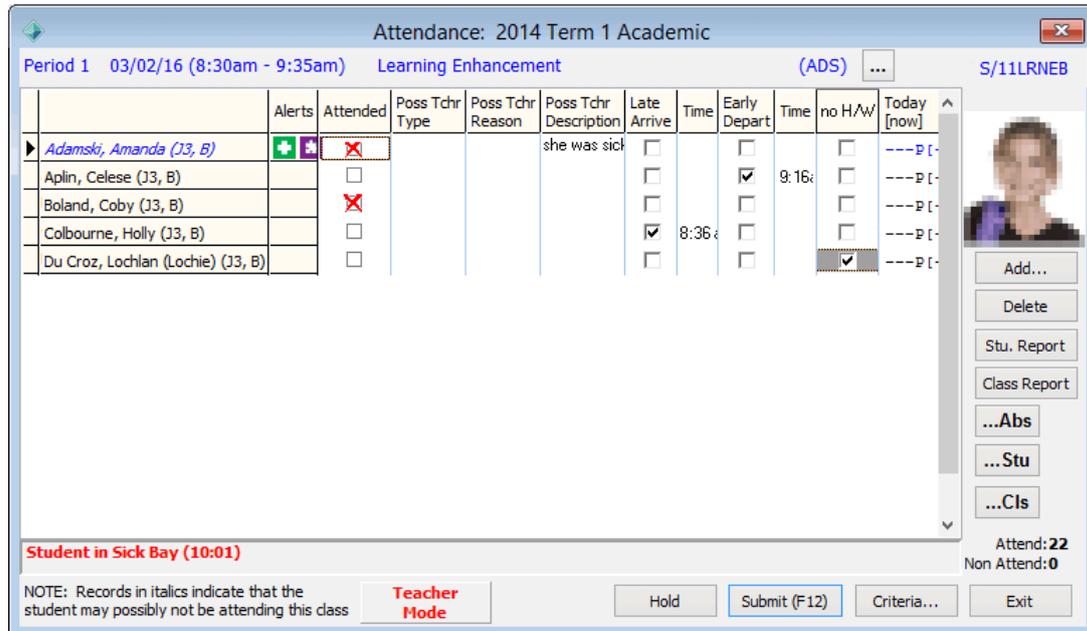
Note: The time can be configured to automatically populate when the **Early Depart** field is selected.

- Repeat steps **12** and **13** for all students who are late or leave early.

Note: Synergetic handles students who are late or leave early across multi-periods. For example, the attendance status of a student during each period is adjusted automatically if they are late or leave early.

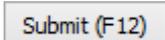
15. Mark any of the user-defined flags. For example, **No H/W** (homework).

Up to five user-defined flags can be set up. See *Attendance window* (on page 20).

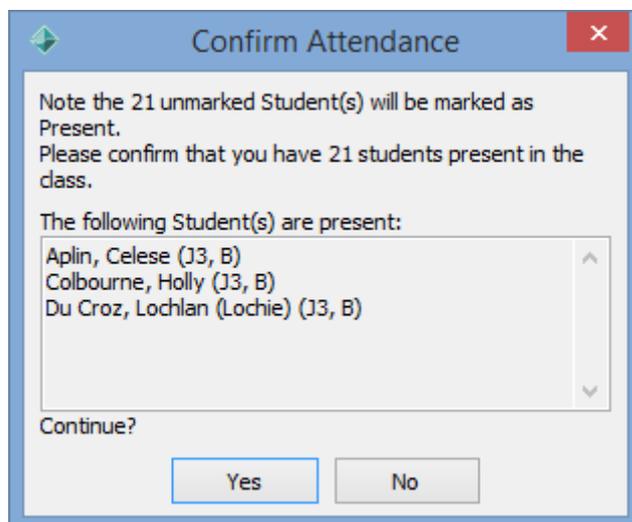


In the example above:

- Amanda is absent. She was away sick yesterday, so this was entered in the **Poss Tchr Description** as a possible reason for today's absence.
- Celese had to leave the class 15 minutes before the lesson end time.
- Coby is absent but we do not know why.
- Holly arrived six minutes late but it is your organisation's policy to mark her present because she arrived less than 15 minutes after the start of the class.
- Lochlan is present in class but did not hand in his homework, so **no H/W** is selected.

16. Click .

The **Confirm Attendance** window is displayed.

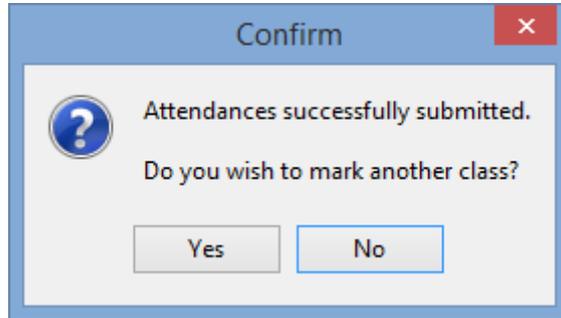


17. Check that the students displayed are in class.

Note: Synergetic also marks the student attendances in the subsequent periods, based on these first period attendances.

18. Click .

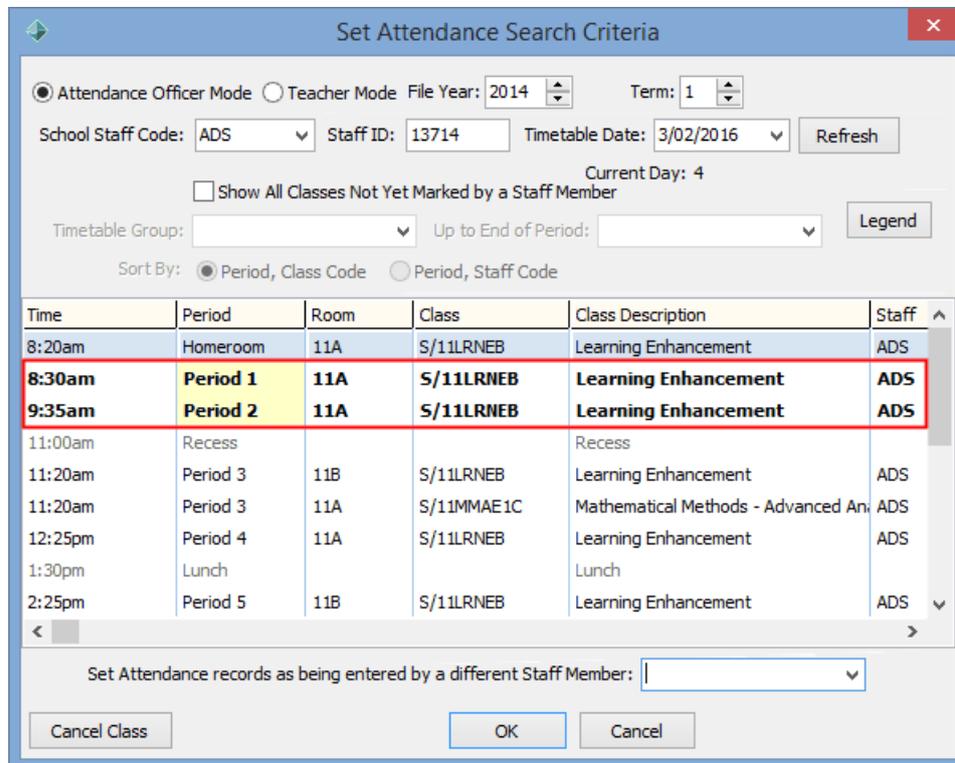
The following dialog is displayed.



19. Click if you have more classes to mark, otherwise finish here.

The **Set Attendance Search Criteria** window is redisplayed with the marked class in bold.

20. Select the next period to mark.



21. Click .

22. Repeat steps 6 through 21 for each class.

Correcting a present student's attendance

Sometimes the Attendance Officer or administration person has to correct a student's records. For example, the student has been wrongly marked absent in one class by the teacher when they were in fact present in all of their classes for the day.

To correct a wrongly entered absence event:

- correct the attendance record
- change the absence event to **present**.

Correcting attendance records

To correct an incorrect attendance record:

1. Open the **Absence Events Maintenance** window.

See *Absence Events Maintenance window* (on page 65).



2. Highlight the incorrect absence event record.

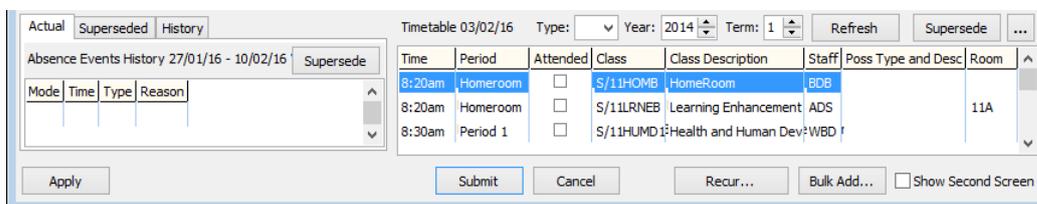
3. Click .

The **Modify Absence Event** window is displayed.

4. If required, drag the bottom of the window down to display the timetable area.



The **Actual** tab and the **Timetable** grid are displayed.



- Select the record on the timetable grid that has been marked absent.

Modify Absence Event: Absence Slips [Kraft, Gwenyth] -

Absence Event Type (Mode)
 Absence Slips Sign In Expected In Expected Out and In Excursion Out and In
 Late Sign In Sign Out Expected Out All Day Absence

Submit Absence Slips Time
 Absent Date: 3/02/2016 Wed
 Period: 1
 or Time: 8:30 AM
 Reported By: r'ship staff

Details
 Absence Type: Unknown
 Reason:
 Comment:
 Contact Made Contact Rcvd Note Made Note Rcvd

Select Student
 Student ID/Barcode: 12056 **Kraft, Gwenyth (Gwen) (S11, B)**
 Name: Mr Vadim L Kraft Spouse: Mrs Kerrie B Kraft
 (Father) Ph BH: (Mother) Ph BH: 03 9878 8053
 Default Mob: 0401 100 053 Default Mob: 0413 567 053
 Email: email@emailaddress.com.au Email: email@emailaddress.com.au
 Mailing Address: PO Box 53, Burwood East VIC 3151 Ph AH: 03 9803 7053 AH Alt:

Actual Superseded History
 Absence Events History 27/01/16 - 10/02/16 Supersede

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/11HOMB	HomeRoom	BDB		
8:20am	Homeroom	<input type="checkbox"/>	S/11LRNEB	Learning Enhancement	ADS		11A
8:30am	Period 1	<input checked="" type="checkbox"/>	S/11LRNEB	Learning Enhancement	ADS		11A
9:35am	Period 2	<input checked="" type="checkbox"/>	S/11LRNEB	Learning Enhancement	ADS		11A
9:35am	Period 2	<input type="checkbox"/>	S/11PHYS1	Physics 1&2	DEMC		12A_1
11:20am	Period 3	<input type="checkbox"/>	S/11LRNEB	Learning Enhancement	ADS		11B

Apply Submit Cancel Recur... Bulk Add... Show Second Screen

- Click **...** (next to the **Supersede** button) to open the attendance record.

The **Attendance** window is displayed with the attendance record for the student's class.

Attendance: 2014 Term 1 Academic

Period 1 03/02/16 (8:30am - 9:35am) Learning Enhancement (ADS) S/11LRNEB

	Alerts	Attended	Poss Tchr Type	Poss Tchr Reason	Poss Tchr Description	Late Arrive	Time	Early Depart	Time	Today [now]	Admin Possible Non Att
Addand, Larissa (S11, B)		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P-	
Badham, Jacob (S11, B)		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P-	
Cusack, Hannah (S11, B)		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P-	
Delamothe, Karl (S11, B)		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P-	
Enright, Philippa (S11, B)		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P-	
Fairbairn, Kain (S11, B)		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P-	
Giorno, Francesca (S11, B)		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P-	
Halford, Eamon (S11, B)		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P-	
Impagnatello, Victoria (Vick) (S11, B)		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P-	
Jasprizza, Dominique (Dom) (S11, B)		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P-	
<i>Kraft, Gwenyth (Gwen) (S11, B)</i>		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		- [P] P- Slips 8:30am Unknown	

Slips 8:30am Unknown

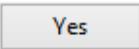
NOTE: Records in italics indicate that the student may possibly not be attending this class

Teacher Mode Hold Submit (F12) Exit

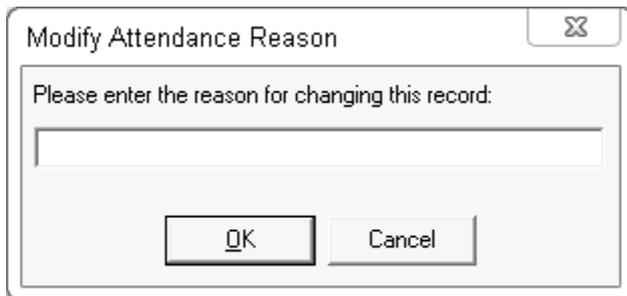
7. Select the **Attended** field.

The following dialog is displayed.

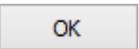


8. Click .

The **Modify Attendance Reason** window is displayed.



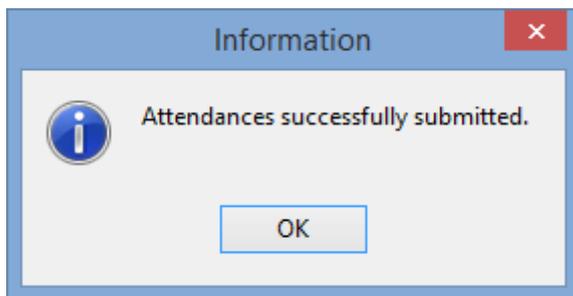
9. Type in a reason for modifying the attendance record.

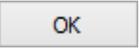
10. Click .

The **Attended** field is changed to .

11. Click .

The following dialog is displayed.



12. Click .

The student's attendance record is changed and the **Absence Events Maintenance** window is displayed.

Correcting absence events

Once you have corrected the attendance record, you need to correct the absence event. To set the absence event to **present**:

1. Continue modifying the absence event.
2. Set the **Absence Type** to **Present**.

Absence Type: Present

- M Medical/Illness
- N School based activity
- O Overseas holiday
- P Present**
- Q School Trip/Camp
- R Removed temporarily from class
- S Sickbay
- T Truant

3. Add additional information in the **Comment** field to explain the correction.

Modify Absence Event: Absence Slips [Kraft, Gwenyth]

Absence Event Type (Mode): Absence Slips Sign In Expected In Expected Out and In Excursion Out and In
 Late Sign In Sign Out Expected Out All Day Absence

Submit Absence Slips Time

Absent Date: 3/02/2016 Wed
 Period: 1
 or Time: 8:30 AM

Details

Absence Type: Present
 Reason:
 Comment: Student was previously incorrectly marked as absent.

AutoMatch
Use Feedback

4. Click **Submit**.

The absence event is saved and the **Absence Events Maintenance** window is redisplayed with the corrected record.

Absence Events Maintenance: 23/01/08 - 23/01/08

Sort By: Date Alphabetically Filter: All Absence Events Refresh

Out Time	In Time	Per	Name	Type
	23/01/08 11:30am	AM	Adamski, Angelo (S10, BO)	Doctor/Dentist
23/01/08 2:33pm		PM	Adamski, Angelo (S10, BO)	Unknown
	23/01/08 10:20am	AM	Agius, Byron (S12, BL)	Doctor/Dentist
23/01/08 9:30am		2	Agius, Anthony (Tony) (S10,)	Present
23/01/08 11:55am		AM	Allan, Joseph (Joey) (S12, BL)	Unknown

...Stu
Add...
Modify...
Delete

Reversing a class attendance submission

If the attendance records for the wrong class were submitted, you can reopen the **Attendance** window for the class and reverse the entries using the  button.

To reverse the class attendance records:

1. Select **Module > Students > Attendance Maintenance** from the main menu.

Tip: You can also access the Attendance functions by clicking  **Students**.

The **Set Attendance Search Criteria** window is displayed.

2. Update the search criteria, to locate the class that needs updating. See *Searching for attendance records* (on page 13).
3. Select the marked class, displayed in bold.

Set Attendance Search Criteria

Attendance Officer Mode
 Teacher Mode
 File Year: 2014
 Term: 1
 School Staff Code: ACP
 Staff ID: 13818
 Timetable Date: 3/02/2016
 Refresh

Current Day: 4

Show All Classes Not Yet Marked by a Staff Member

Timetable Group:
 Up to End of Period:
 Legend

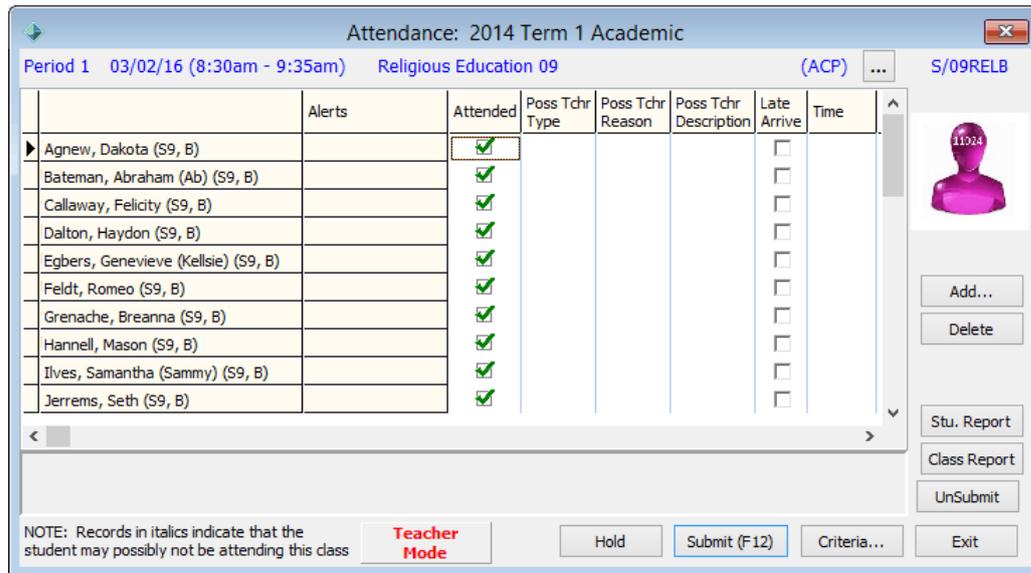
Sort By: Period, Class Code Period, Staff Code

Time	Period	Room	Class	Class Description	Staff
8:20am	Homeroom				
8:30am	Period 1		S/09RELB	Religious Education 09	ACP
9:35am	Period 2				
11:00am	Recess			Recess	
11:20am	Period 3				
11:30am	Period 4	ARTB	J/03ARTB	Art 3	ACP
12:25pm	Period 4				
1:30pm	Period 5	HPEB	J/03HPEDB	Health and Physical Education 3	ACP
2:25pm	Period 5				

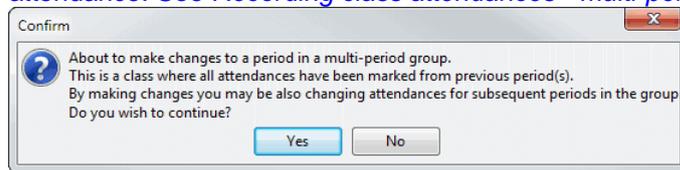
Set Attendance records as being entered by a different Staff Member:

- Click .

The **Attendance** window is displayed.

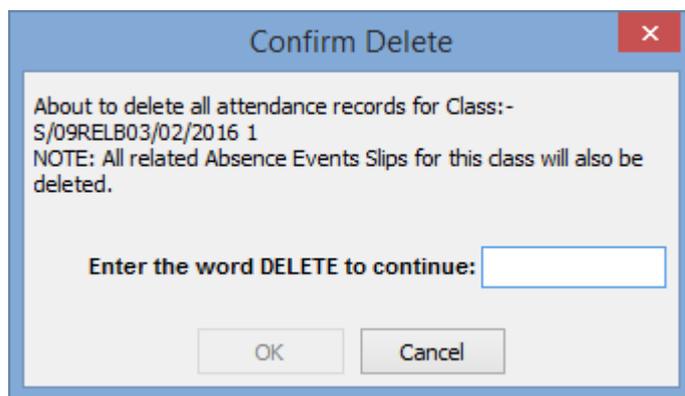


Note: The following dialog window is displayed if the selected class is a part of a multi-period attendance. See *Recording class attendances - multi-periods* (on page 44).

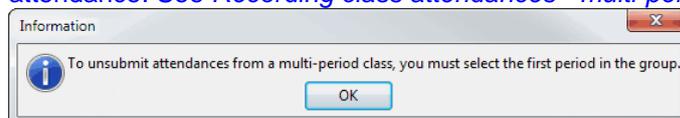


- Click .

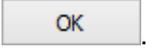
The following dialog window is displayed for **single** classes.



Note: The following dialog window is displayed if the selected class is a part of a multi-period attendance. See *Recording class attendances - multi-periods* (on page 44).



6. Type **delete**.

7. Click .

The attendance entries for the selected class, and any corresponding absence event records, are deleted.

8. Update the class details afresh. See:

- *Recording class attendances - Teachers* (on page 31)
- *Recording class attendances - Attendance Officers* (on page 37).

Individual student absence events

You can record absence events for:

- Individual students, as described below.
- Groups of students. See *Group absence events entered in bulk* (on page 185).

How to

Use the **Absence Events Maintenance** window to:

- Search for existing absence events. See *Searching for absence events* (on page 59).
- Add new absence events, each with a different mode (absence event type):
 - Record details of absence slips that were returned from classes. See *Recording absence slips* (on page 71).
 - Record details of a student who signed in late. See *Recording late sign ins* (on page 82).
 - Record details of a student signing in. See *Recording a student signing in manually* (on page 94).
 - Record details of a student signing out. See *Recording a student signing out manually* (on page 105).
 - Record details of a student who is expected in at a given date and time. See *Recording a student's expected arrival* (on page 116).
 - Record details of a student who is expected to leave at a given date and time. See *Recording a student's expected departure* (on page 128).
 - Record details of a student who is expected to leave at a given date and time, and is expected back by a given time. See *Recording a student's expected departure and return* (on page 140).
 - Record details of a student who is absent all day or for a number of days. See *Recording all day absences* (on page 152).
 - Record details of a student who is absent on an excursion. See *Recording excursions* (on page 169).
 - Record details of students sign in or signing out automatically. See *Unattended sign in and sign out* (on page 213).

Note: To record a group absence, see *Recording group absences in bulk* (on page 193).

- Modify existing absence events.

The fields differ from mode to mode, so refer to the corresponding mode above for the field descriptions.

Modifying all day absences have some restrictions. See *Modifying all day absences* (on page 166).

Example of using two absence events

If a student leaves on one day and is expected to return during the following day, use two absence events:

- Record the student's expected departure. See *Recording a student's expected departure* (on page 128).
- Record the student's expected return. See *Recording a student's expected arrival* (on page 116).

Changing the Synergetic configuration

For detailed information about configuring the way the Absence Events function operates, see:

- *Maintaining absence events lookup tables* in the System maintenance manual
- *Maintaining absence events configuration settings* in the System maintenance manual.

If you need to restrict the overall modes available, including on a PC by PC basis, this can be done using the **luAbsenceEventType** lookup table. See *luAbsenceEventType lookup table* in the System maintenance manual.

In the example shown, below a PC has been setup up for unattended sign in and sign out of students. The **Auto Sign In** and **Auto Sign Out** options have been set up to be displayed only for the PC specified.

Multiple host names can be set up against one mode (such as **Sign In**) by specifying each computer, each separated by a comma.

If you want to turn off the host names specified, just put an asterisk in front of them. This saves having to type them in at a later date.

Code	ScannerPrefix	HostNames
AllDayAbsence		*Reception
AutoSignIn	001	*All,Reception
AutoSignOut	002	*All,Reception
ExcursionOutIn		*Reception
ExpectedIn		*Reception
ExpectedOut		*Reception
ExpOutAndIn		*Reception
Late		*Reception
SignIn		
SignOut		
▶Slips		*Reception

If you need to speed up data entry of individual student absences, discuss with the Synergetic administrator clearing the **ShowAttendDetailsOnCreateFlag** in the **luAbsenceEventType** lookup table. The absences history and student's timetable are not displayed when creating absences. See *ShowApplyAbsenceTypeAlwaysFlag configuration setting* in the System maintenance manual.

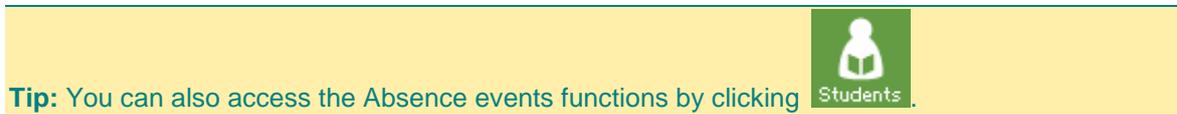
Searching for absence events

Use the **Set Absence Events Search Criteria** window to search for absence events to be reviewed and updated.

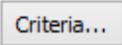
Opening the Set Absence Events Search Criteria window

To open the **Set Absence Events Search Criteria** window:

1. Select **Module > Students > Absence Events Maintenance** from the main menu.



The **Absence Events Search Criteria** window is displayed.

Note: If the **Absence Events Maintenance** window is open, you can click  to redisplay the **Set Absence Events Search Criteria** window.

Set Absence Events Search Criteria window key fields

Field	Description
Absence Event Type	Type of absence event, such as an all day absence. Absence event types are defined in the luAbsenceEventType lookup table. See: <ul style="list-style-type: none"> <i>Attendance concepts</i> (on page 3) <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
File Year File Term	Year and term or semester you are checking the absence events for. Defaults to the current year and term or semester.
Campus	Campus the students are enrolled at.
Year Level	Year level the students are attending.
Sub School	Search for students by the sub-school they are grouped into, if applicable. This is used mostly by multi-campus organisations that provide schooling for all year levels at each campus. For example, year levels can be grouped into: <ul style="list-style-type: none"> junior school middle school senior school. <p>Warning: Do not add sub-schools by selecting from the right click menu because entries are required in both the <i>luSubSchool</i> and the <i>luYearLevel</i> lookup tables.</p> <p>See <i>luSubSchool</i> and <i>luYearLevel</i> lookup tables in the System maintenance manual.</p>
Period	Period that the absence events occur in.
Absence Type	Type of absence. Absence types are defined in the luAbsenceType lookup table. Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).
Absence Reason	Reason code that applies to the absence. Absence reasons are defined in the luAbsenceReason lookup table.
Description	Comments added to the absence event.
House	House that the students belong to.
Form	Form that the students are members of.
Tutor Group	Tutor group that the students belong to.
Absent Date >=	Starting date for the range of absences. Defaults to today's date.
Absent Date <=	Ending date for the range of absences. Defaults to today's date.
Surname	Surname of the students.

Field	Description
Preferred	Preferred name of the students.
Gender	Select: <ul style="list-style-type: none"> • Female to search for only female students • Male to search for only male students • Leave blank to search for all students.
ID	Synergetic ID of the students.
Tagged IDs	Select to display the absence events for the list of tagged community members. See <i>Displaying absence events using tag lists</i> (on page 63).
Contact Made	Select based on whether the Contact Made field was selected or not: <ul style="list-style-type: none"> • Ignore. Default. This field is ignored when selecting records. • Yes. Include records where contact has been made. • No. Exclude records where contact has been made.
Contact Received	Select based on whether the Contact Received field was selected or not: <ul style="list-style-type: none"> • Ignore. Default. This field is ignored when selecting records. • Yes. Include records where you have been contacted regarding the absence. • No. Exclude records where you have been contacted regarding the absence.
Note Made	Select based on whether the Note Made field was selected or not: <ul style="list-style-type: none"> • Ignore. Default. This field is ignored when selecting records. • Yes. Include records where a note has been made. • No. Exclude records where a note has been made.
Note Received	Select based on whether the Note Rcvd field was selected or not: <ul style="list-style-type: none"> • Ignore. Default. This field is ignored when selecting records. • Yes. Include records where a note has been received. • No. Exclude records where a note has been received.
Late Arrivals	Check absence events with an Absence Type of Late as follows: <ul style="list-style-type: none"> • Ignore. Default. This field is ignored when selecting records. • Yes. Include records with an Absence Type of Late. • No. Exclude records with an Absence Type of Late.
Bulk Created Absence	Include records where the records were created using the Absentee Bulk Entry window.
Approved	If the Approved flag is shown on the Create Absence Event window, set as follows: <ul style="list-style-type: none"> • Ignore. Default. This field is ignored when selecting records. • Yes. Include records where the absence is approved. • No. Exclude records where the absence is approved.

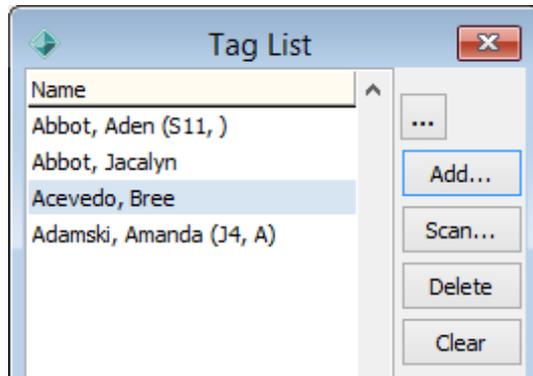
Field	Description
Notification sent	Select the status of the absence event notification: <ul style="list-style-type: none"><li data-bbox="507 309 1278 342">• Ignore. Default. This field is ignored when selecting records.<li data-bbox="507 353 986 387">• Yes. The notification has been sent.<li data-bbox="507 398 1018 432">• No. The notification has not been sent.

Displaying absence events using tag lists

To display absence events for the current tag list:

1. Create a tag list of students. See *Tagging community records for later use* in the Introduction manual.

The **Tag List** window is displayed.



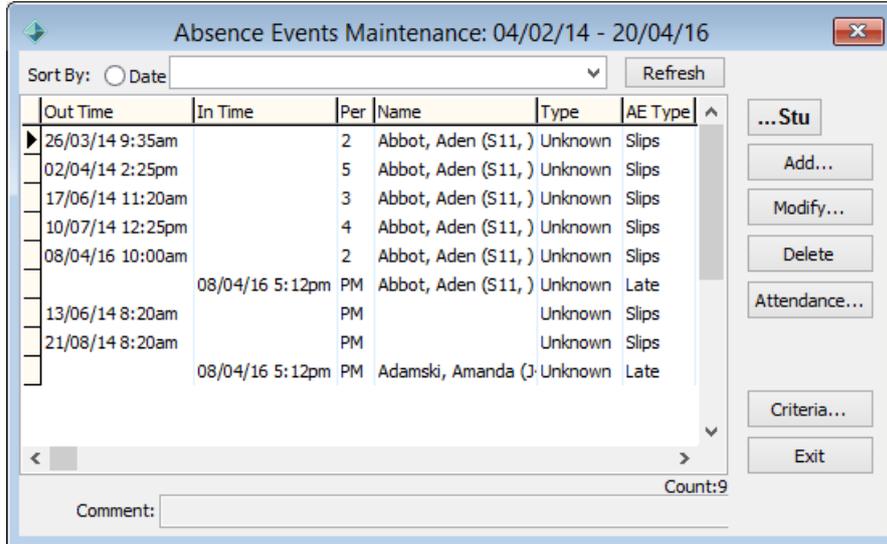
2. Select **Module > Students > Absence Events Maintenance** from the main menu.

The **Absence Events Search Criteria** window is displayed.

3. Update the date range using the **Absent Date** fields. See *Searching for absence events* (on page 59).

4. Select the **Tagged IDs** field.
5. Click .

The **Absence Events Maintenance** window is displayed with absence events for the tagged students.



Absence Events Maintenance window

Use the **Absence Events Maintenance** window to manage and record details of:

- absence slips that were returned from classes
- a student who signed in late
- a student who signed in manually
- a student who signed out manually
- a student who is expected to arrive at a given date and time
- a student who is expected to depart at a given date and time
- a student who is expected to depart at a given date and time and is expected back at a given time
- a student who is absent one or more full days
- a student who is on an excursion
- a student who signed in automatically
- a student who signed out automatically.

In the case of a student leaving early on one day (for example, Friday) and away for a number of days (for example, all of next week) enter two absence events:

- the first, where the student is expected to depart at a given date and time
- the second, an **all day** absence event from the start of the week until the end of the week.

Note: You can configure Synergetic to automatically create a report when specific absence events types or absence types are created. For example, a form for a late student to take to class explaining their absence. See *luAbsenceEventType lookup table* and *luAbsenceType lookup table* in the System maintenance manual.

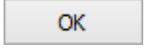
Opening the Absence Events Maintenance window

To open the **Absence Events Maintenance** window:

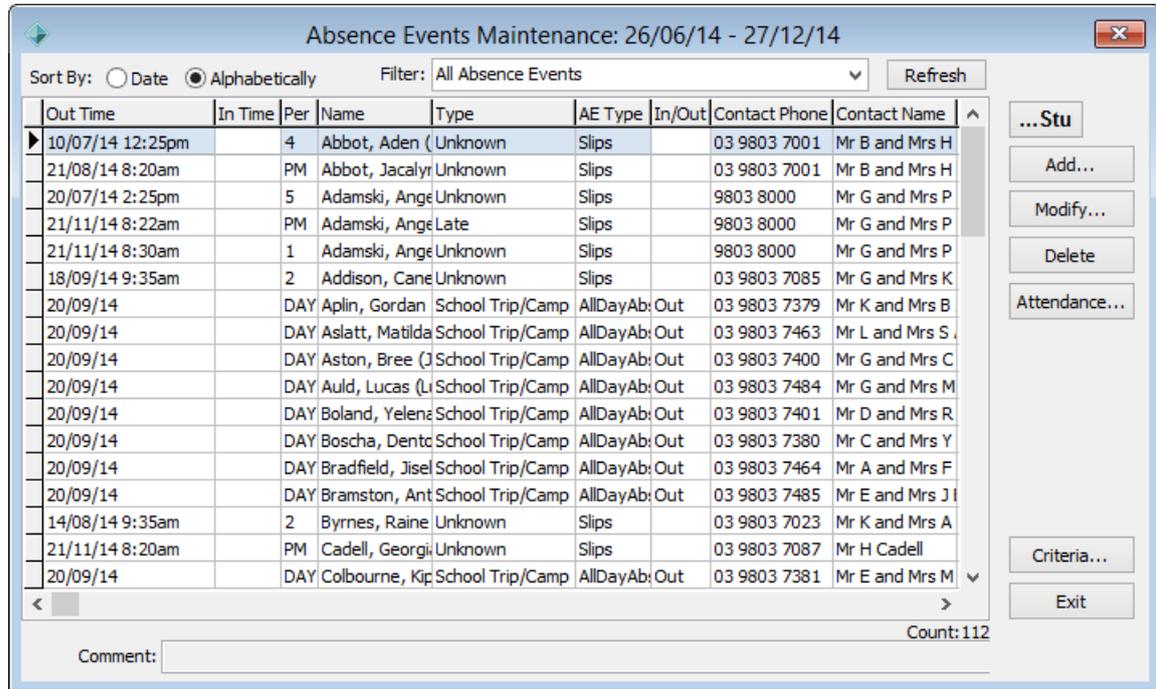
1. Select **Module > Students > Absence Events Maintenance** from the main menu.

The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

3. Click .

The **Absence Events Maintenance** window is displayed.

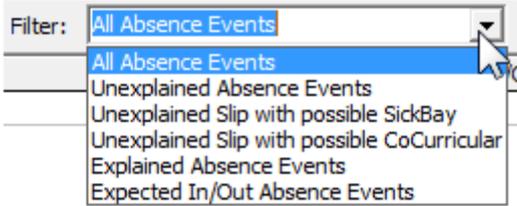


The screenshot shows the 'Absence Events Maintenance: 26/06/14 - 27/12/14' window. It features a table with columns: Out Time, In Time, Per, Name, Type, AE Type, In/Out, Contact Phone, and Contact Name. The table is sorted by 'Date' and filtered by 'All Absence Events'. A sidebar on the right contains buttons for 'Add...', 'Modify...', 'Delete', 'Attendance...', 'Criteria...', and 'Exit'. A 'Comment:' field is located at the bottom left, and a 'Count: 112' indicator is at the bottom right.

Out Time	In Time	Per	Name	Type	AE Type	In/Out	Contact Phone	Contact Name
10/07/14 12:25pm		4	Abbot, Aden (Unknown	Slips		03 9803 7001	Mr B and Mrs H
21/08/14 8:20am		PM	Abbot, Jacalyr	Unknown	Slips		03 9803 7001	Mr B and Mrs H
20/07/14 2:25pm		5	Adamski, Ange	Unknown	Slips		9803 8000	Mr G and Mrs P
21/11/14 8:22am		PM	Adamski, Ange	Late	Slips		9803 8000	Mr G and Mrs P
21/11/14 8:30am		1	Adamski, Ange	Unknown	Slips		9803 8000	Mr G and Mrs P
18/09/14 9:35am		2	Addison, Cane	Unknown	Slips		03 9803 7085	Mr G and Mrs K
20/09/14		DAY	Aplin, Gordan	School Trip/Camp	AllDayAb	Out	03 9803 7379	Mr K and Mrs B
20/09/14		DAY	Aslatt, Matilda	School Trip/Camp	AllDayAb	Out	03 9803 7463	Mr L and Mrs S
20/09/14		DAY	Aston, Bree (J	School Trip/Camp	AllDayAb	Out	03 9803 7400	Mr G and Mrs C
20/09/14		DAY	Auld, Lucas (L	School Trip/Camp	AllDayAb	Out	03 9803 7484	Mr G and Mrs M
20/09/14		DAY	Boland, Yelene	School Trip/Camp	AllDayAb	Out	03 9803 7401	Mr D and Mrs R
20/09/14		DAY	Boscha, Dentc	School Trip/Camp	AllDayAb	Out	03 9803 7380	Mr C and Mrs Y
20/09/14		DAY	Bradfield, Jisel	School Trip/Camp	AllDayAb	Out	03 9803 7464	Mr A and Mrs F
20/09/14		DAY	Bramston, Ant	School Trip/Camp	AllDayAb	Out	03 9803 7485	Mr E and Mrs J
14/08/14 9:35am		2	Byrnes, Raine	Unknown	Slips		03 9803 7023	Mr K and Mrs A
21/11/14 8:20am		PM	Cadell, Georgi	Unknown	Slips		03 9803 7087	Mr H Cadell
20/09/14		DAY	Colbourne, Kip	School Trip/Camp	AllDayAb	Out	03 9803 7381	Mr E and Mrs M

Absence Events Maintenance window key fields and buttons

Fields

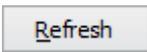
Field	Description
Sort By	Sort by either: <ul style="list-style-type: none"> • Date, with the oldest date and time first • Alphabetically, in ascending order. For example, you might sort records alphabetically to group together absence events for a student that has missed several periods but which can be explained by them having been in the sick bay.
Filter	Filter the absence events further based on whether they are: <ul style="list-style-type: none"> • unexplained • unexplained with possible sickbay or co-curricular reasons • confirmed • expected out/in absence events.  <p>The Unexplained Absence Events filters are useful to the administration person working through the students with unexplained absences. As each is explained, the list gets smaller.</p>
Count	The number of absence events records for the selected criteria.
Comment	Type in a comment to apply to the highlighted records.

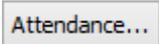
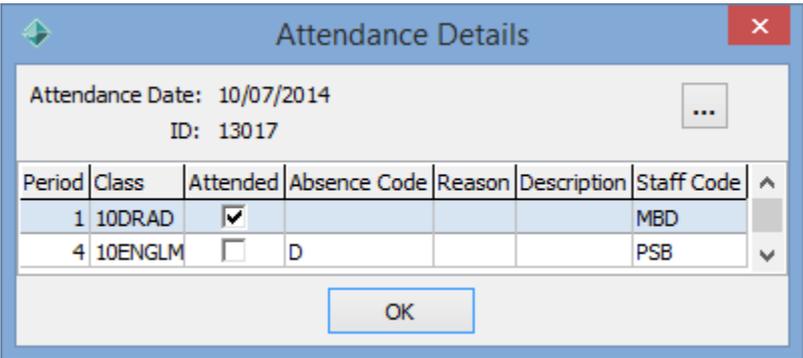
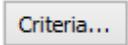
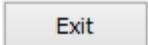
Grid area fields

Field	Description
Out Time	The out date and time for the absence event, if relevant (see In/Out below): <ul style="list-style-type: none"> • The date is derived from the Absent Date field when creating an absence event. • The time is derived from the time that the event is recorded for. For example, some organisations record attendance in the morning and the afternoon only. If the Period field is selected, when creating an absence event, the start time of the period is used. The Out Time is blank when it is not available, such as for Expected In absence events.
In Time	The in date and time for the absence event, if relevant (see In/Out below). For example, for an Excursion Out and In absence event, the: <ul style="list-style-type: none"> • date is derived from the Excursion In Date field • time is derived from the corresponding Time field.

Field	Description
Per	<p>Period of the absence, if available.</p> <p>Period 0 is either the:</p> <ul style="list-style-type: none"> • home group period • all day absence • AM absence, if the roll is marked twice a day at your organisation • PM absence, if the roll is marked twice a day at your organisation. <p>Refer to the luAbsencePeriod lookup table. See <i>luAbsencePeriod lookup table</i> in the System maintenance manual.</p>
Name	<p>Student's name. The name is formatted as:</p> <p><Last name>,<Preferred first name> (<campus><year level>).</p>
Type	<p>The type of absence for the absence event. For example, school camp.</p> <p>Absence types are defined in the luAbsenceType lookup table.</p> <p><u>Note: New Zealand schools use the absence codes required by the New Zealand Board of Studies. See <i>Attendance and absence codes for New Zealand schools</i> (on page 5).</u></p>
AE Type	<p>The type of absence event or mode. For example, absence slips.</p>
In/Out	<p>If available, whether an absence event is either a student:</p> <ul style="list-style-type: none"> • expected out (out) • out (out) • returning (in) • arriving late (in) • whose absence is unexplained (blank) • who we entered a slip or auto slip for (blank).
Contact Phone	<p>Home phone number for the primary contact (SC1 contact), as specified on the Contacts tab for the student. See <i>Current Student Maintenance - Contacts tab</i> in the Current students manual.</p>
Contact Name	<p>Person who is the primary contact for the student (SC1 contact), as specified on the Contacts tab for the student. See <i>Current Student Maintenance - Contacts tab</i> in the Current students manual.</p>
Reason	<p>Reason code given for the absence, if available.</p> <p>See the Reason field in the Modify Absence Event window.</p>
Comment	<p>Any extra comments entered about the absence in the Modify Absence Event window.</p>
ID	<p>Synergetic ID of the student.</p>
Seq	<p>Unique order number assigned to the absence event.</p>
Notification status	<p>Status of the absence event notification when</p> <ul style="list-style-type: none"> • event first created: blank • queued for processing: "{Email/SMS} to {email address} queued for sending" • sent: "{Email/SMS} to {email address} queued send {date time}."

Buttons

Button	Description
	Refresh the absence events displayed.
	Launch into Current Student Maintenance for the selected student. See <i>Maintaining current students</i> in the Current students manual.
	Launch the Create Absence Event window to add a new absence event. Depending on the mode, see: <ul style="list-style-type: none"> • <i>Recording absence slips</i> (on page 71) • <i>Recording late sign ins</i> (on page 82) • <i>Recording a student signing in manually</i> (on page 94) • <i>Recording a student signing out manually</i> (on page 105) • <i>Recording a student's expected arrival</i> (on page 116) • <i>Recording a student's expected departure</i> (on page 128) • <i>Recording a student's expected departure and return</i> (on page 140) • <i>Recording all day absences</i> (on page 152) • <i>Recording excursions</i> (on page 169) • <i>Recording a student signing in automatically</i> (on page 217) • <i>Recording a student signing out automatically</i> (on page 220) • <i>Recording student movements using default absence type codes</i> (on page 223).
	Modify an existing absence event. If the existing absence event is an Absence slip , you can change its mode to either: <ul style="list-style-type: none"> • Expected in, when the parent or guardian is contacted and they confirm that the student is attending later in the day. • All day absence, when the parent or guardian is contacted and they confirm that the student is away all day. In all other cases, either: <ul style="list-style-type: none"> • Modify the details of the existing entry. • Add a second absence event and supersede the current absence event. See <i>Superseding unknown absence events</i> (on page 179). <p>Note: Custom icons are now displayed on the Modify Absence Events window. See <i>Maintaining custom maintenance window icons</i>.</p>
	Delete an existing absence event. This button is only displayed if the configuration setting is set to True . See the <i>AbsenceEvents:ShowDeleteButtonFlag</i> configuration setting in the System maintenance manual.

Button	Description
	<p>Opens the Attendance Details window detailing the attendance details for the class missed by the currently selected student.</p>  <p>Select the entry and click  to launch the Attendance window. See <i>Attendance window</i> (on page 20).</p> <p>Tip: Double click the entry to open it quickly.</p>
	<p>Change the criteria used to display. See <i>Searching for absence events</i> (on page 59).</p>
	<p>Exit from the window.</p>

Recording absence slips

Absence slips are used by some organisations for recording unexplained absences from class. They are returned from classes or roll calls, and usually consist of student names.

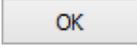
Tip: If you use class lists with both the student's Synergetic ID and the student's name listed, the absence slips can be put in quickly using the absent student's Synergetic ID.

To record absence slips received for one or more absent students for a period of time:

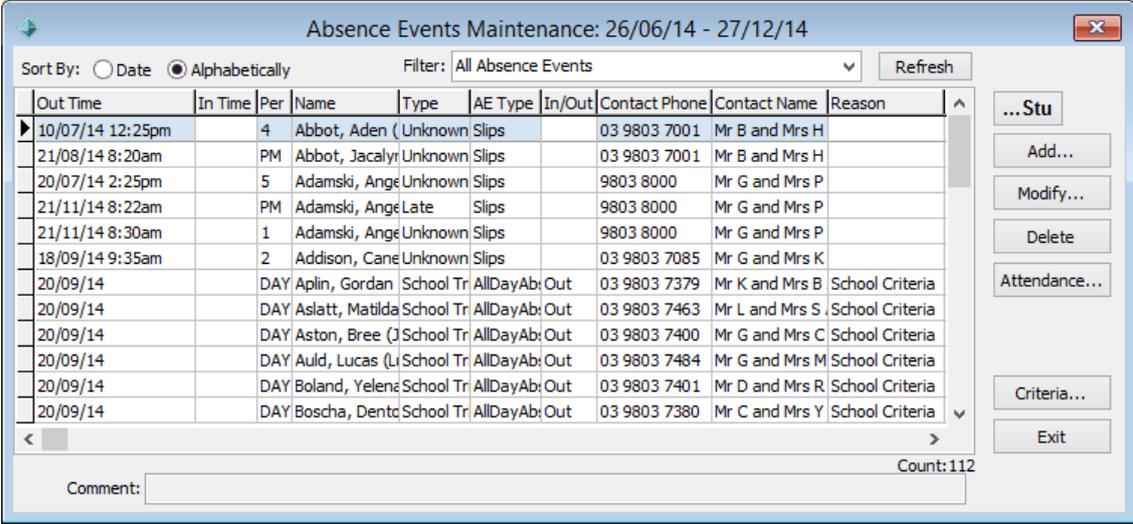
1. Select **Module > Students > Absence Events Maintenance** from the main menu.

The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

3. Click .

The **Absence Events Maintenance** window is displayed.



The screenshot shows the 'Absence Events Maintenance: 26/06/14 - 27/12/14' window. It features a table with columns: Out Time, In Time, Per, Name, Type, AE Type, In/Out, Contact Phone, Contact Name, and Reason. The table is sorted alphabetically and filtered to show 'All Absence Events'. The count of events is 112. A comment field is visible at the bottom left.

Out Time	In Time	Per	Name	Type	AE Type	In/Out	Contact Phone	Contact Name	Reason
10/07/14 12:25pm		4	Abbot, Aden (Unknown	Slips		03 9803 7001	Mr B and Mrs H	
21/08/14 8:20am	PM		Abbot, Jacalyn	Unknown	Slips		03 9803 7001	Mr B and Mrs H	
20/07/14 2:25pm		5	Adamski, Ange	Unknown	Slips		9803 8000	Mr G and Mrs P	
21/11/14 8:22am	PM		Adamski, Ange	Late	Slips		9803 8000	Mr G and Mrs P	
21/11/14 8:30am		1	Adamski, Ange	Unknown	Slips		9803 8000	Mr G and Mrs P	
18/09/14 9:35am		2	Addison, Cane	Unknown	Slips		03 9803 7085	Mr G and Mrs K	
20/09/14		DAY	Aplin, Gordon	School Tr	AllDayAb:	Out	03 9803 7379	Mr K and Mrs B	School Criteria
20/09/14		DAY	Aslatt, Matilda	School Tr	AllDayAb:	Out	03 9803 7463	Mr L and Mrs S	School Criteria
20/09/14		DAY	Aston, Bree (J	School Tr	AllDayAb:	Out	03 9803 7400	Mr G and Mrs C	School Criteria
20/09/14		DAY	Auld, Lucas (L	School Tr	AllDayAb:	Out	03 9803 7484	Mr G and Mrs M	School Criteria
20/09/14		DAY	Boland, Yelena	School Tr	AllDayAb:	Out	03 9803 7401	Mr D and Mrs R	School Criteria
20/09/14		DAY	Boscha, Denta	School Tr	AllDayAb:	Out	03 9803 7380	Mr C and Mrs Y	School Criteria

- Click .

The **Create Absence Event** window is displayed.

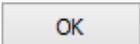
- If not already selected, select the **Absence Slips** mode.
- Either:
 - select the **Period** that the absence slips apply to
 - type the **Time** of the absence slips.
- Get one of the absence slips.
- Type the first few letters of the student's last name in the **Student ID/Barcode or Surname** field.

Tip: You can use a barcode scanner to input the student.

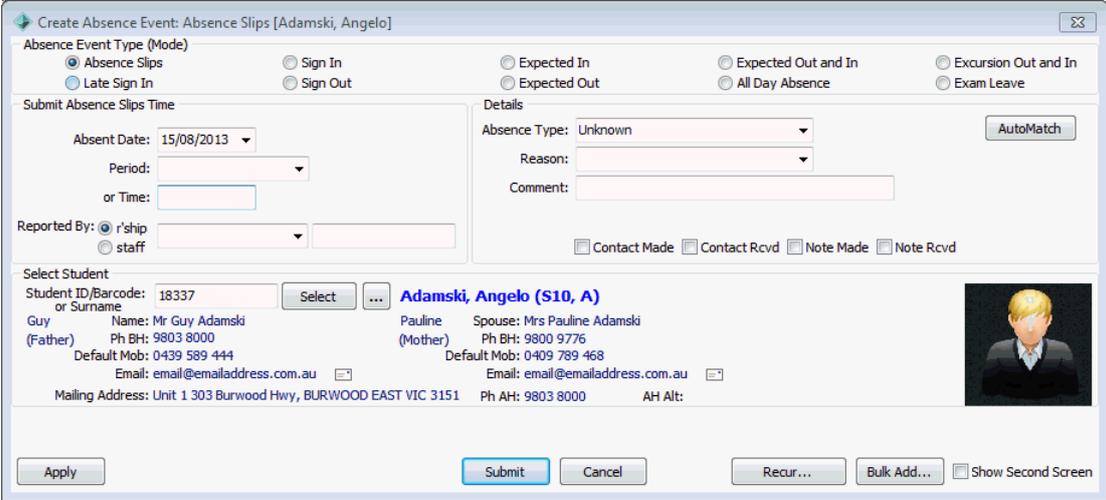
- Click .

The **Student Search** window is displayed.

Student	ID
Adamski, Amanda (J3, B)	18338
Adamski, Angelo (S10, A)	18337

10. If you need to, refine the search and click .
11. Select the student that is absent.
12. Click .

The **Create Absence Event** window is redisplayed with the selected student.



Create Absence Event: Absence Slips [Adamski, Angelo]

Absence Event Type (Mode)

- Absence Slips
- Sign In
- Expected In
- Expected Out and In
- Excursion Out and In
- Late Sign In
- Sign Out
- Expected Out
- All Day Absence
- Exam Leave

Submit Absence Slips Time

Absent Date: 15/08/2013

Period: [Dropdown]

or Time: [Text]

Reported By: r'ship staff

Details

Absence Type: Unknown

Reason: [Dropdown]

Comment: [Text]

Contact Made Contact Rcvd Note Made Note Rcvd

Select Student

Student ID/Barcode: 18337

Name: Mr Guy Adamski (Father) | Pauline (Mother) | Spouse: Mrs Pauline Adamski

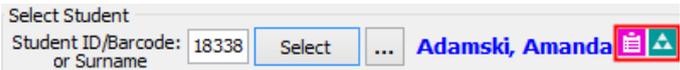
Ph BH: 9803 8000 | Ph BH: 9800 9776 | Default Mob: 0409 789 468

Email: email@emailaddress.com.au | Email: email@emailaddress.com.au

Mailing Address: Unit 1 303 Burwood Hwy, BURWOOD EAST VIC 3151 | Ph AH: 9803 8000 | AH Alt:

Buttons: Apply, Submit, Cancel, Recur..., Bulk Add..., Show Second Screen

Note: Notification icons are used to indicate important information about the student. In this case the icons indicate Amanda Adamski has an active individual plan and an anaphylaxis alert. See *Using notification icons* in the Introduction manual.



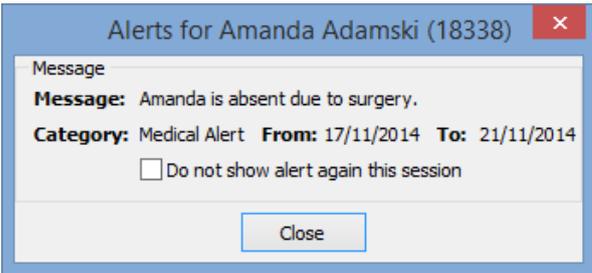
Select Student

Student ID/Barcode: 18338

Name: Adamski, Amanda

Notification icons: [Alert icon] [Plan icon]

Note: If the student has an active alert a popup message will display the details of the alert. See *Current Student Maintenance - Alerts tab*.



Alerts for Amanda Adamski (18338)

Message

Message: Amanda is absent due to surgery.

Category: Medical Alert **From:** 17/11/2014 **To:** 21/11/2014

Do not show alert again this session

Close

13. Add any additional details if available such as comments about the possible reason for the absence.

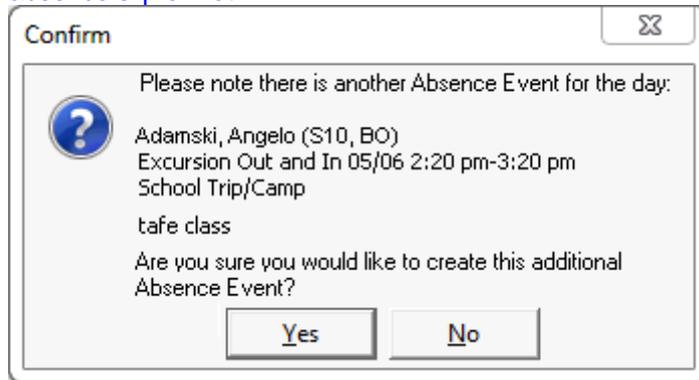
Note: The field selections in the **Details** area remain the same as the last entry. They are reset when you change modes (Absence Event Type).

Tip: You can organise the slips so that those with similar absence details are entered at the same time.

14. Click .

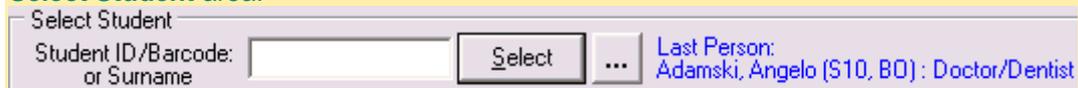
The absence event is saved and the **Create Absence Event** window is redisplayed ready for the next entry.

Note: When submitting a slip, Synergetic searches for any absence events that overlap up to an hour later. For example, a student is on an excursion starting at 2:20pm. The following message is displayed for a slip being submitted with a starting time at 2:00pm. Decide whether to supersede the absence slip or not.



15. Repeat steps 7 through 14 until all slips are completed for the period of time.

Tip: You can modify the previous absence event by double clicking on the **Last Person** in the **Select Student** area.



Create Absence Event window - Absence Slips key fields and buttons

The following fields and buttons are displayed on the **Create Absence Event** window when the **Absence Slips** mode is selected.

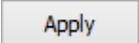
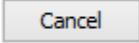
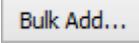
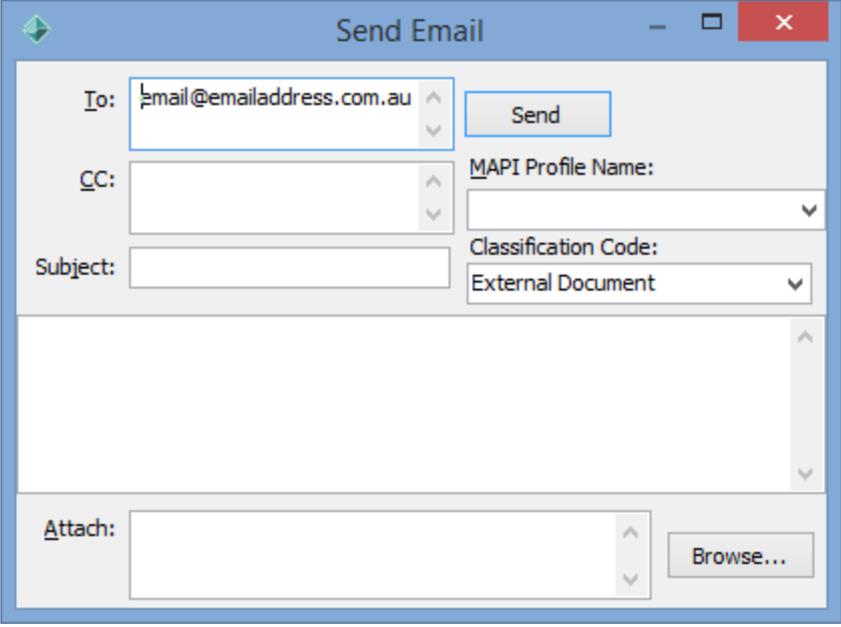
Fields

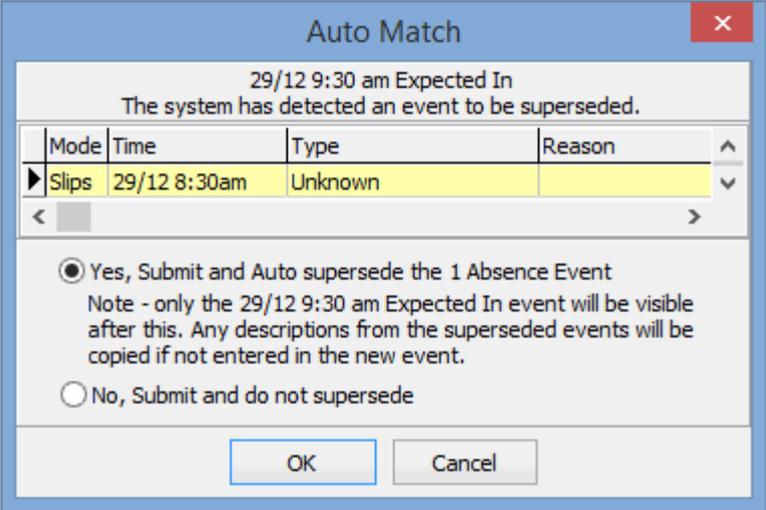
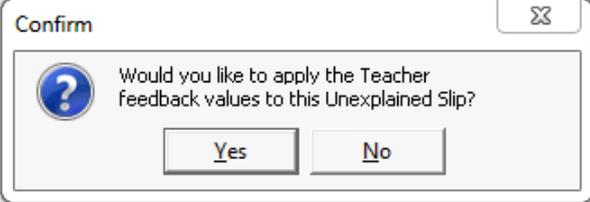
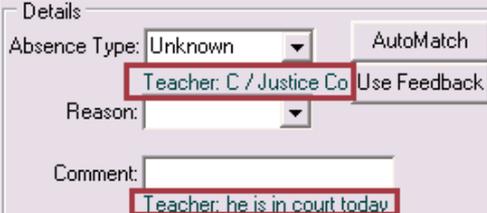
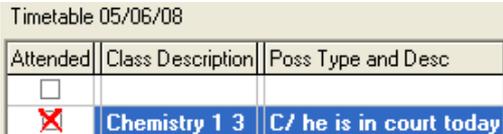
Field	Description
Absence Event Type (Mode)	The type of absence event, as defined in the luAbsenceEventType lookup table. See: <ul style="list-style-type: none"> <i>Attendance concepts</i> (on page 3) <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
Absent Date	Date that the absence slips are entered for. Defaults to today's date.
Period	Period that the absence slips are for. Periods are defined in the luAbsencePeriod lookup table. See <i>luAbsencePeriod lookup table</i> in the System maintenance manual.
Time	Time that absence slips are recorded for. For example, some organisations record attendance in the morning and the afternoon only. If the Period field was selected, the start time of the period is populated from either the: <ul style="list-style-type: none"> Timetable, if timetables are used at your organisation. OverrideTime value for the period in the luAbsencePeriod lookup table. See <i>luAbsencePeriod lookup table</i> in the System maintenance manual. If neither of these is available, type in the start time of the period. <u>Note: An optional 24 hour time format can be used. This allows for quicker data entry using the numeric keypad as the AM or PM does not need to be entered.</u>
Reported By	Name of the person who provides the information about the student's absence. The person can be selected by: <ul style="list-style-type: none"> selecting r'ship and selecting a relation from the drop-down list selecting staff and selecting a staff member from the drop-down list typing the person's name in the free-text field when the person is not a relation or staff member.
Absence Type	The type of absence. Absence types are defined in the luAbsenceType lookup table. <u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u> <u>Note: The field selections in the Details area remain the same as the last entry. They are reset when you change modes (Absence Event Type).</u> <u>Tip: You can organise the slips so that those with similar absence details are entered at the same time.</u>
Reason	Reason for the absence.

Field	Description
Comment	Additional information available about the absence.
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.
Note Made	Select if a note has been created to send home with the student. <u>Note: Your organisation may use this field for another purpose. For example, to indicate a diary entry has been created.</u>
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode. <u>Note: You do not need to select this field in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5).</u> <u>Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.</u>
Student ID/Barcode or Surname	When selecting a student to record an absence event for, you can: <ul style="list-style-type: none"> • type the student's Synergetic ID in the field • scan the student's barcode, if available and configured • type all or part of the student's surname and click  • click  <u>Note: Some organisations have a second screen to view the photo of the student just scanned or submitted.</u>
Show Second Screen	Most relevant with the Auto Sign In or Auto Sign Out modes. This allows a second screen to be displayed, when Synergetic is used for unattended signing in and out of students. The PC generally has: <ul style="list-style-type: none"> • two barcode scanners attached, one in and one out • a graphics adapter able to display two screens at once.

Buttons

Button	Description
	Select a student who is absent and who an absence event is being created for. If the Student ID/Barcode or Surname field: <ul style="list-style-type: none"> • is empty, the Student Search window is displayed without students • has a value that has been entered, the Student Search window is displayed with students that match.
	Launch Student Maintenance for the selected student. See <i>Maintaining current students</i> in the Current students manual.

Button	Description
	Save the details of the absence event without leaving the window.
	Save the current absence event details.
	Exit from the current window without saving your changes.
	Add a group of absence events records in bulk. For example, if a group of students is attending a school camp. See <i>Group absence events entered in bulk</i> (on page 185).
	Set up a recurring schedule for this absence event. See <i>Recording a recurring absence event</i> (on page 183).
	<p>Send an email to the parent or guardian's email address if it is defined. Alternatively, if a second contact is displayed you can send them an email. The Send Email window is displayed to allow you to type a message.</p> 

Button	Description
<p>AutoMatch</p>	<p>Automatically match unknown absence events with the event being added. If there are existing unknown events, they are displayed on the Auto Match window.</p>  <p>You have the option to supersede the unknown event(s) with the current absence event. See <i>Superseding unknown absence events</i> (on page 179). For example, three absence slips were entered for absences from morning classes. Subsequently you received a note to say that the student was at the dentist and expected in later in the morning.</p>
<p>Use Feedback</p>	<p>Use the teacher's feedback for the actual details of the absence event. The following dialog window is displayed.</p>  <p>When a teacher submits a nonattendance using the Attendance window, any additional information they entered is also displayed in the Details area of the Create Absence Event window.</p>  <p>This information is available in the Timetable area of the Create Absence Event window.</p> 

Actual tab fields and buttons

Note: Superseded absence events can be viewed on the **Superseded** tab. The fields on the **Superseded** tab are identical to those on the **Actual** tab.

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	

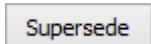
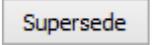
Entries highlighted in yellow are today's entries. Only absence events with a start date a week before or after today's date are displayed.

Note: The date range is + or - seven days by default. This is configurable. See *DayRange configuration setting* in the System maintenance manual.

Fields

Field	Description
Mode	Abbreviation for the Absence Event Type (or mode) of the absence event.
Time	Either: <ul style="list-style-type: none"> In Time of the absence event Out Time if an In Time is not available.
Type	Absence Type description of the absence event.
Reason	Reason given for the absence event.

Buttons

Button	Description												
	<p>Supersede individual absence events on the Actual tab, rather than Synergetic automatically matching.</p> <p>To supersede an individual absence event:</p> <ol style="list-style-type: none"> Select the absence event to supersede on the Actual tab. <div data-bbox="512 1442 1273 1644" data-label="Image"> <table border="1"> <thead> <tr> <th>Mode</th> <th>Time</th> <th>Type</th> <th>Reason</th> </tr> </thead> <tbody> <tr style="background-color: blue; color: white;"> <td>ExpOut</td> <td>11/02 1:00pm</td> <td>Off site course/class</td> <td></td> </tr> <tr> <td>AllDay</td> <td>01/02</td> <td>Explained but Unjustified</td> <td></td> </tr> </tbody> </table> </div> <p>Note: You can select multiple records by holding down the Ctrl key and clicking on each record in turn. You can also use the Ctrl key to de-select records.</p> <ol style="list-style-type: none"> Click  . The Auto Match window is displayed. Click  . <p>Tip: You can view superseded absence events on the Superseded tab.</p>	Mode	Time	Type	Reason	ExpOut	11/02 1:00pm	Off site course/class		AllDay	01/02	Explained but Unjustified	
Mode	Time	Type	Reason										
ExpOut	11/02 1:00pm	Off site course/class											
AllDay	01/02	Explained but Unjustified											

Timetable details fields and buttons

The student's timetable for the day of the absence event is displayed, along with any attendances marked, medical incidents and co-curricular activities.

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMD	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10DRAD	Drama	MBD		
9:35am	Period 2	<input type="checkbox"/>					
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ENGLM1C	English	PSB		
2:25pm	Period 5	<input type="checkbox"/>					
3:30pm	Period 6	<input type="checkbox"/>					

Timetable area fields

Field	Description
Type	<p>Filter the academic and co-curricular timetable entries based on their file type. For example:</p> <ul style="list-style-type: none"> • A for academic subjects • M for music subjects • and so on, depending on the file types at your organisation. <p>By default all entries are displayed.</p>
Year / Term	<p>The Year and Term are used when modifying an absence event from a previous term or semester. You will need to adjust the fields to ensure that the correct timetable is displayed.</p>

Grid area fields

Field	Description
Time	Start time of the period.
Period	Description of the period when the class is scheduled to take place.
Attended	The student's attendance for each class is either: <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> marked as being absent • <input checked="" type="checkbox"/> marked as being present • <input type="checkbox"/> not marked yet.
Class / Description	Description of the: <ul style="list-style-type: none"> • academic class • co-curricular activity • medical incident.
Staff	Staff code for the teacher scheduled to take the class.
Poss Type and Desc	Possible description of the reason for the absence.
Room	Room where the class is scheduled to be held.

Note: These grids are only displayed if the **ShowAttendDetailsOnCreateFlag** is selected in the **luAbsenceEventType** lookup table for the type of absence. See *luAbsenceEventType lookup table* in the System maintenance manual.

Recording late sign ins

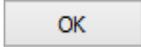
Use the **Late Sign In** absence event to record a student arriving late.

To record a late sign in for a student:

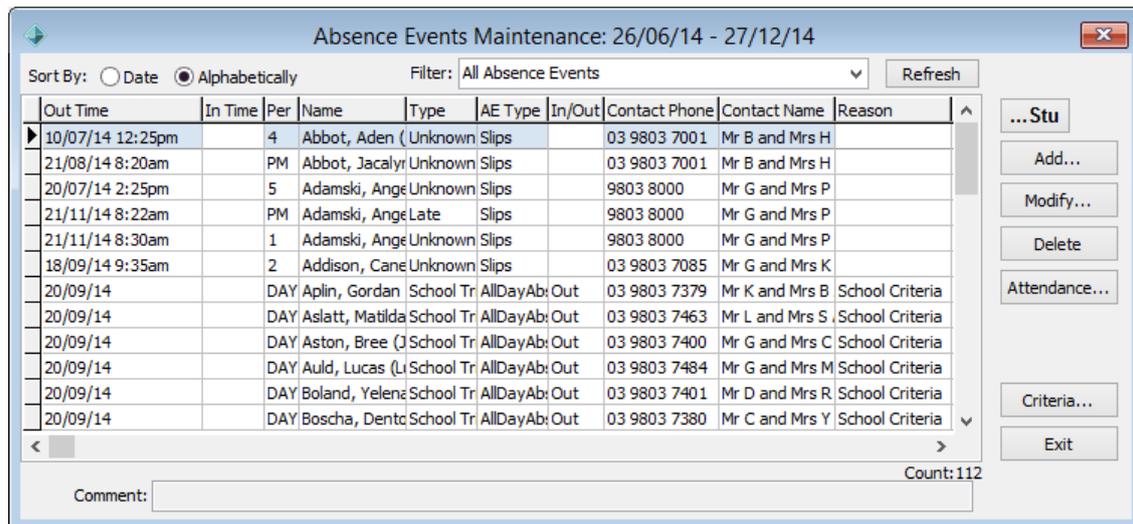
1. Select **Module > Students > Absence Events Maintenance** from the main menu.

The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

3. Click .

The **Absence Events Maintenance** window is displayed.



4. Click .

The **Create Absence Event** window is displayed.

5. Select the **Late Sign In** mode.

The **Create Absence Event** window is redisplayed with details required for a **Late Sign In** absence event.

6. Type the first few letters of the student's last name in the **Student ID/Barcode or Surname** field.

Tip: You can use a barcode scanner to input the student.

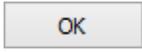
7. Click **Select...**

The **Student Search** window is displayed.

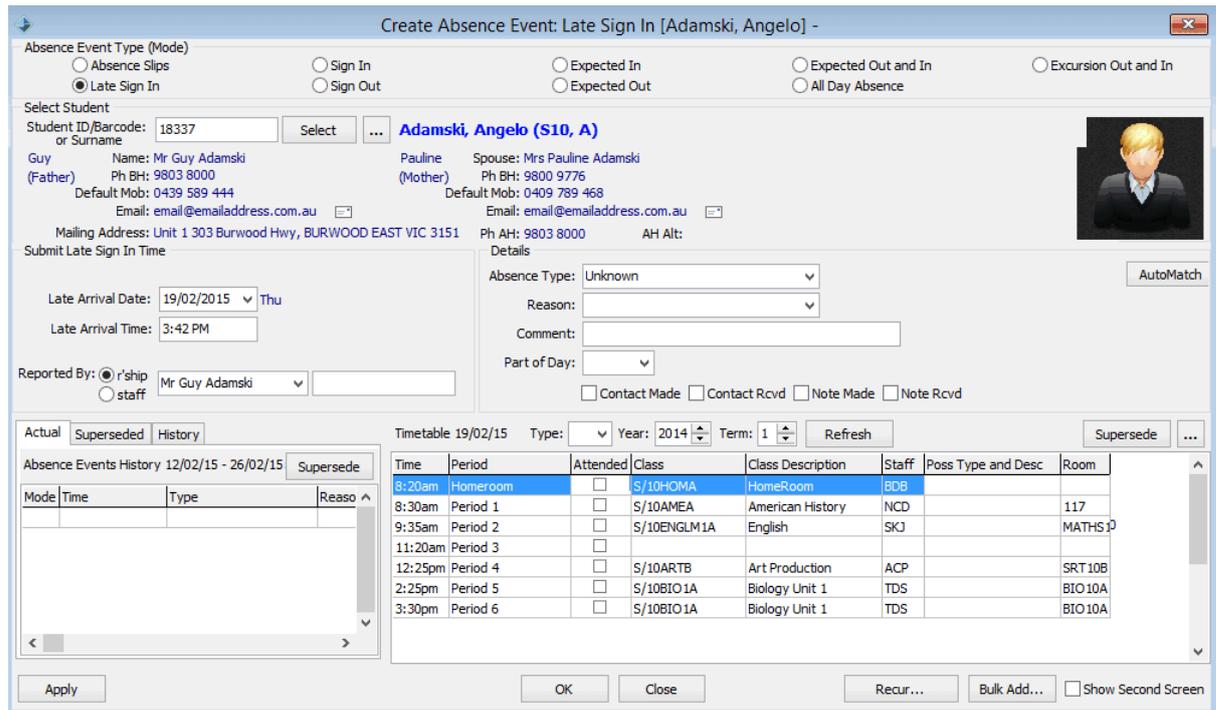
Student	ID
Adamski, Amanda (J3, B)	18338
Adamski, Angelo (S10, A)	18337

8. If you need to, refine the search and click **Refresh Grid**.
9. Select the student who is signing in late.

Attendance and absence events

10. Click .

The **Create Absence Event** window is redisplayed with the selected student.



Create Absence Event: Late Sign In [Adamski, Angelo] -

Absence Event Type (Mode)
 Absence Slips Sign In Expected In Expected Out and In Excursion Out and In
 Late Sign In Sign Out Expected Out All Day Absence

Select Student
 Student ID/Barcode: 18337 Select ... **Adamski, Angelo (S10, A)**

Guy (Father) Name: Mr Guy Adamski Ph BH: 9803 8000 Default Mob: 0439 589 444 Email: email@emailaddress.com.au
 Pauline (Mother) Spouse: Mrs Pauline Adamski Ph BH: 9800 9776 Default Mob: 0409 789 468 Email: email@emailaddress.com.au

Mailing Address: Unit 1 303 Burwood Hwy, BURWOOD EAST VIC 3151 Ph AH: 9803 8000 AH Alt:

Submit Late Sign In Time
 Late Arrival Date: 19/02/2015 Thu
 Late Arrival Time: 3:42 PM

Reported By: r/ship staff Mr Guy Adamski

Details
 Absence Type: Unknown Reason: Comment: Part of Day: AutoMatch

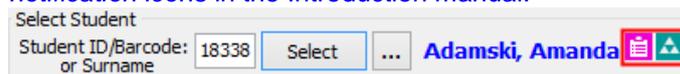
Contact Made Contact Rcvd Note Made Note Rcvd

Actual Superseded History Timetable 19/02/15 Type: Year: 2014 Term: 1 Refresh Supersede ...

Time	Period	Attended	Class	Class Description	Staff	Pos Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMA	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10AMEA	American History	NCD		117
9:35am	Period 2	<input type="checkbox"/>	S/10ENGLM1A	English	SKJ		MATHS D
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ARTB	Art Production	ACP		SRT 10B
2:25pm	Period 5	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A
3:30pm	Period 6	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A

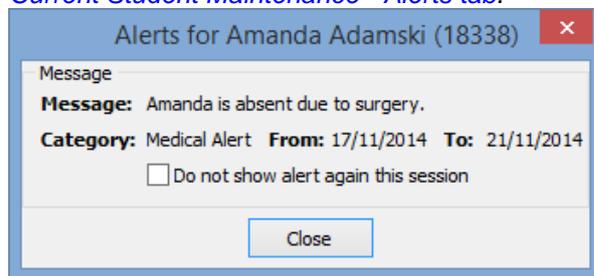
Apply OK Close Recur... Bulk Add... Show Second Screen

Note: Notification icons are used to indicate important information about the student. In this case the icons indicate Amanda Adamski has an active individual plan and an anaphylaxis alert. See *Using notification icons* in the Introduction manual.



Select Student
 Student ID/Barcode: 18338 Select ... **Adamski, Amanda**  

Note: If the student has an active alert a popup message will display the details of the alert. See *Current Student Maintenance - Alerts tab*.

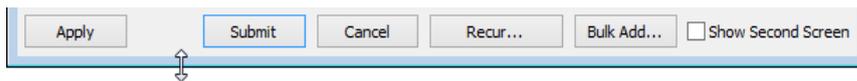


Alerts for Amanda Adamski (18338) 

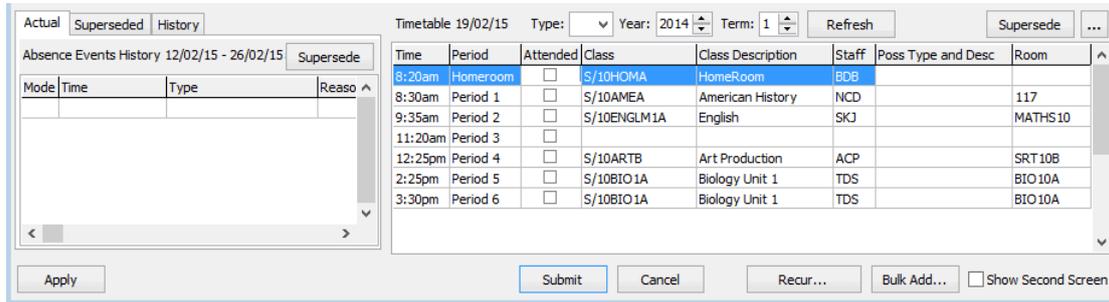
Message
Message: Amanda is absent due to surgery.
Category: Medical Alert **From:** 17/11/2014 **To:** 21/11/2014
 Do not show alert again this session

Close

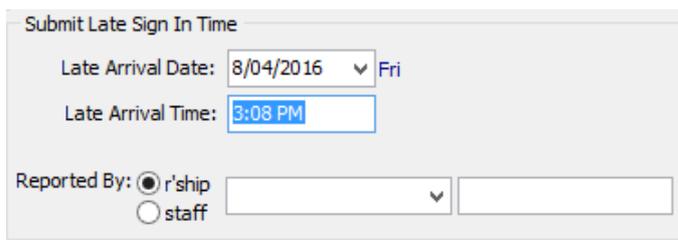
11. If required, drag the bottom of the screen down to view related details.



The **Actual** tab and the **Timetable** grid are displayed.

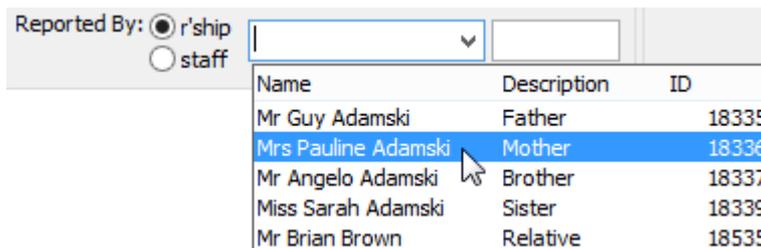


12. Update the **Late Arrival Date** and **Time**, if required.

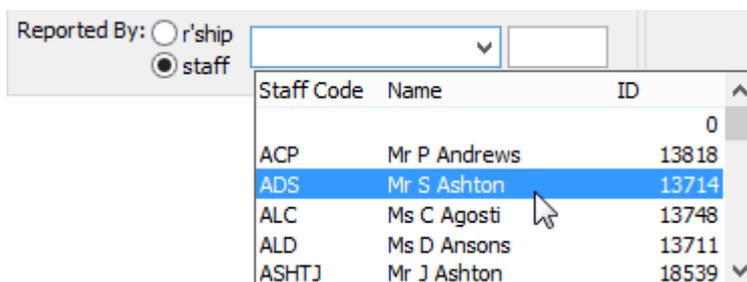


13. Update the details of the person reporting the student's late arrival. Either:

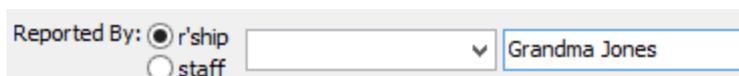
- Select the relation from the drop-down list.



- Select **Staff** and select the staff member from the drop-down list.



- Type the person's name in the free-text field.



14. Select the **Absence Type** from the drop-down list.

Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See [Attendance codes for New Zealand schools \(on page 5\)](#).

15. Select the **Reason** from the drop-down list, if applicable.

16. Type any comments in the **Comment** field.

17. Select either:

- **Contact Made** if you have contacted the parent or guardian
- **Contact Rcvd** if the person specified in the **Reported By** field has contacted you.

18. Select **Note Rcvd** if a note has been received from the parent or guardian.

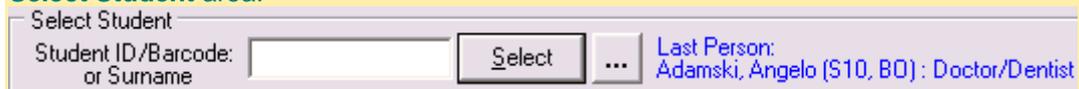
For example, a parent has written a note to say that their child has a dentist's appointment.

19. Select **Note Made** if a note has been created to send home to the parent or guardian.

20. Click .

The absence event is saved and the **Create Absence Event** window is redisplayed ready for the next entry. See *Individual student absence events* (on page 57).

Tip: You can modify the previous absence event by double clicking on the **Last Person** in the **Select Student** area.



Select Student
Student ID/Barcode: ... Last Person:
Adamski, Angelo (S10, BO) : Doctor/Dentist

Create Absence Event window - Late Sign In key fields and buttons

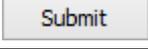
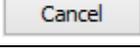
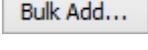
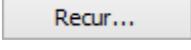
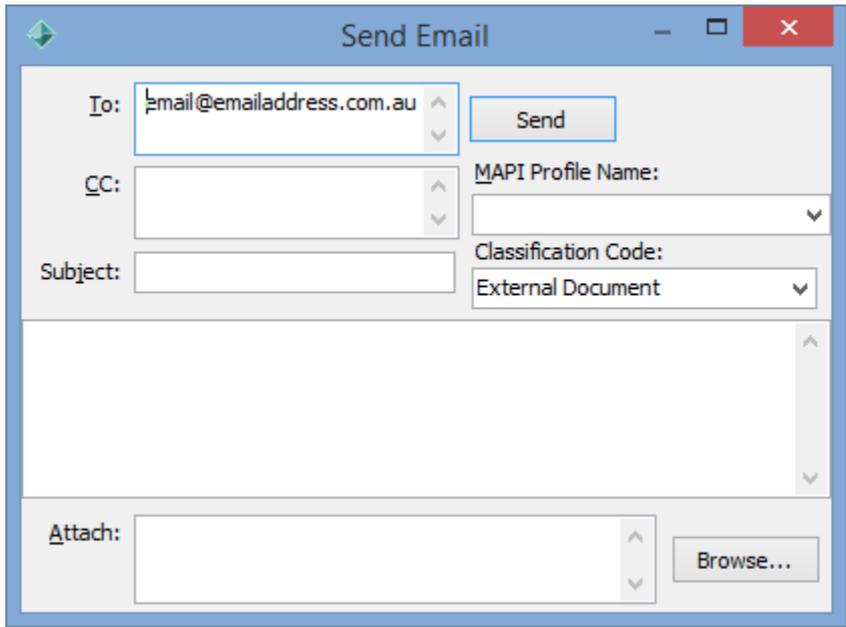
The following fields and buttons are displayed on the **Create Absence Event** window when the **Late Sign In** mode is selected.

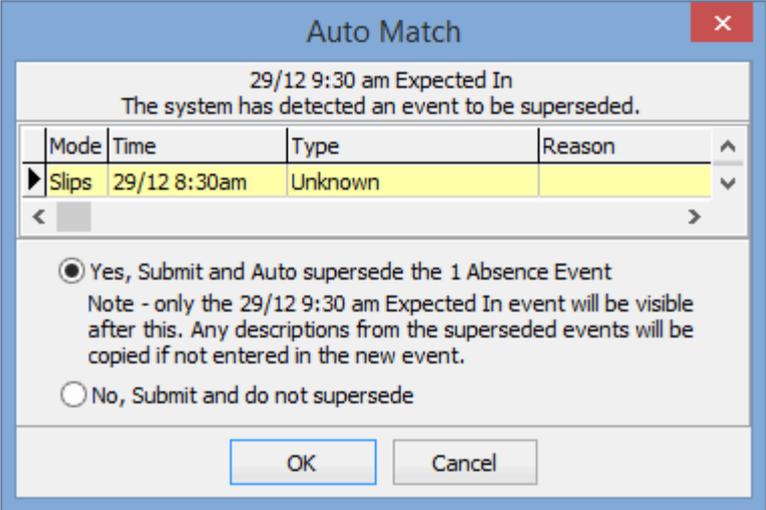
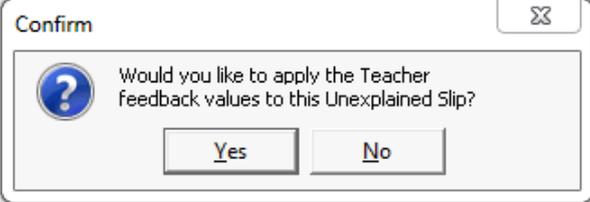
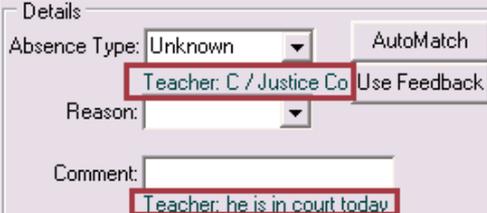
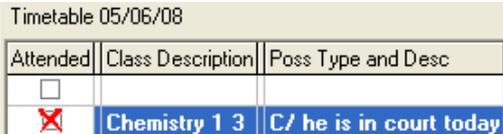
Fields

Field	Description
Absence Event Type (Mode)	The type of absence event, as defined in the luAbsenceType lookup table. See <i>Attendance concepts</i> (on page 3).
Student ID/Barcode or Surname	When selecting a student to record an absence event for, you can: <ul style="list-style-type: none"> type the student's Synergetic ID in the field scan the student's barcode, if available and configured type all or part of the student's surname and click <input type="button" value="Select..."/> click <input type="button" value="Select..."/>
Late Arrival Date / Sign In Date	Date that the student arrives. Defaults to today's date. For details on using the calendar to select a date, see <i>Entering dates and times</i> in the Introduction manual.
Late Arrival Time / Sign In Time	Time that the student arrives. Defaults to the time that absence event was created. <u>Note: An optional 24 hour time format can be used. This allows for quicker data entry using the numeric keypad as the AM or PM does not need to be entered.</u>
Reported By	Name of the person who provides the information about the student's lateness. The person can be selected by either: <ul style="list-style-type: none"> selecting r'ship and selecting a relation from the drop-down list selecting staff and selecting a staff member from the drop-down list typing the person's name in the free-text field when the person is not a relation or staff member.
Absence Type	The type of absence, as defined in the luAbsenceType lookup table. <u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u> <u>Note: The late mode sets the default Absence Type to Late.</u>
Reason	Reason for the absence.
Comment	Additional information available about the absence.
Part of Day	Part of the day (morning, afternoon or whole day) that the absence event occurs. If you leave this field blank, Synergetic automatically determines whether it is morning, afternoon or all day, based on the times in the absence event. This ensures that reports that rely on whether a student was absent morning, afternoon or a whole day continue to work.

Field	Description
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.
Note Made	<p>Select if a note has been created to send home with the student.</p> <p><u>Note: Your organisation may use this field for another purpose. For example, to indicate a diary entry has been created.</u></p>
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	<p>Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode.</p> <p><u>Note: You do not need to select this field in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5).</u></p> <p><u>Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.</u></p>
Show Second Screen	<p>Most relevant with the Auto Sign In or Auto Sign Out modes.</p> <p>This allows a second screen to be displayed, when Synergetic is used for unattended signing in and out of students. The PC generally has:</p> <ul style="list-style-type: none"> • two barcode scanners attached, one in and one out • a graphics adapter able to display two screens at once.

Buttons

Button	Description
	Select a student who is absent and who an absence event is being created for. If the Student ID/Barcode or Surname field: <ul style="list-style-type: none"> is empty, the Student Search window is displayed without students has a value that has been entered, the Student Search window is displayed with students that match.
	Launch Student Maintenance for the selected student. See <i>Maintaining current students</i> in the Current students manual.
	Save the details of the absence event without leaving the window.
	Save the current absence event details.
	Exit from the current window without saving your changes.
	Add a group of absence events records in bulk. For example, if a group of students is attending a school camp. See <i>Group absence events entered in bulk</i> (on page 185).
	Set up a recurring schedule for this absence event. See <i>Recording a recurring absence event</i> (on page 183).
	Send an email to the parent or guardian's email address if it is defined. Alternatively, if a second contact is displayed you can send them an email. The Send Email window is displayed to allow you to type a message. 

Button	Description
<p>AutoMatch</p>	<p>Automatically match unknown absence events with the event being added. If there are existing unknown events, they are displayed on the Auto Match window.</p>  <p>You have the option to supersede the unknown event(s) with the current absence event. See <i>Superseding unknown absence events</i> (on page 179). For example, three absence slips were entered for absences from morning classes. Subsequently you received a note to say that the student was at the dentist and expected in later in the morning.</p>
<p>Use Feedback</p>	<p>Use the teacher's feedback for the actual details of the absence event. The following dialog window is displayed.</p>  <p>When a teacher submits a nonattendance using the Attendance window, any additional information they entered is also displayed in the Details area of the Create Absence Event window.</p>  <p>This information is available in the Timetable area of the Create Absence Event window.</p> 

Actual tab fields and buttons

Note: Superseded absence events can be viewed on the **Superseded** tab. The fields on the **Superseded** tab are identical to those on the **Actual** tab.

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	

Entries highlighted in yellow are today's entries. Only absence events with a start date a week before or after today's date are displayed.

Note: The date range is + or - seven days by default. This is configurable. See *DayRange configuration setting* in the System maintenance manual.

Fields

Field	Description
Mode	Abbreviation for the Absence Event Type (or mode) of the absence event.
Time	Either: <ul style="list-style-type: none"> In Time of the absence event Out Time if an In Time is not available.
Type	Absence Type description of the absence event.
Reason	Reason given for the absence event.

Buttons

Button	Description
Supersede	<p>Supersede individual absence events on the Actual tab, rather than Synergetic automatically matching.</p> <p>To supersede an individual absence event:</p> <ol style="list-style-type: none"> Select the absence event to supersede on the Actual tab. <div data-bbox="512 1442 1273 1644" data-label="Image"> </div> <p>Note: You can select multiple records by holding down the Ctrl key and clicking on each record in turn. You can also use the Ctrl key to de-select records.</p> <ol style="list-style-type: none"> Click  . The Auto Match window is displayed. Click  . <p>Tip: You can view superseded absence events on the Superseded tab.</p>

Timetable details fields and buttons

The student's timetable for the day of the absence event is displayed, along with any attendances marked, medical incidents and co-curricular activities.

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMD	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10DRAD	Drama	MBD		
9:35am	Period 2	<input type="checkbox"/>					
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ENGLM1C	English	PSB		
2:25pm	Period 5	<input type="checkbox"/>					
3:30pm	Period 6	<input type="checkbox"/>					

Timetable area fields

Field	Description
Type	<p>Filter the academic and co-curricular timetable entries based on their file type. For example:</p> <ul style="list-style-type: none"> • A for academic subjects • M for music subjects • and so on, depending on the file types at your organisation. <p>By default all entries are displayed.</p>
Year / Term	<p>The Year and Term are used when modifying an absence event from a previous term or semester. You will need to adjust the fields to ensure that the correct timetable is displayed.</p>

Grid area fields

Field	Description
Time	Start time of the period.
Period	Description of the period when the class is scheduled to take place.
Attended	The student's attendance for each class is either: <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> marked as being absent • <input checked="" type="checkbox"/> marked as being present • <input type="checkbox"/> not marked yet.
Class / Description	Description of the: <ul style="list-style-type: none"> • academic class • co-curricular activity • medical incident.
Staff	Staff code for the teacher scheduled to take the class.
Poss Type and Desc	Possible description of the reason for the absence.
Room	Room where the class is scheduled to be held.

Note: These grids are only displayed if the **ShowAttendDetailsOnCreateFlag** is selected in the **luAbsenceEventType** lookup table for the type of absence. See *luAbsenceEventType lookup table* in the System maintenance manual.

Recording a student signing in manually

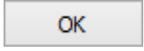
Use the **Sign In** absence event to record a student signing in.

To record a sign in for a student:

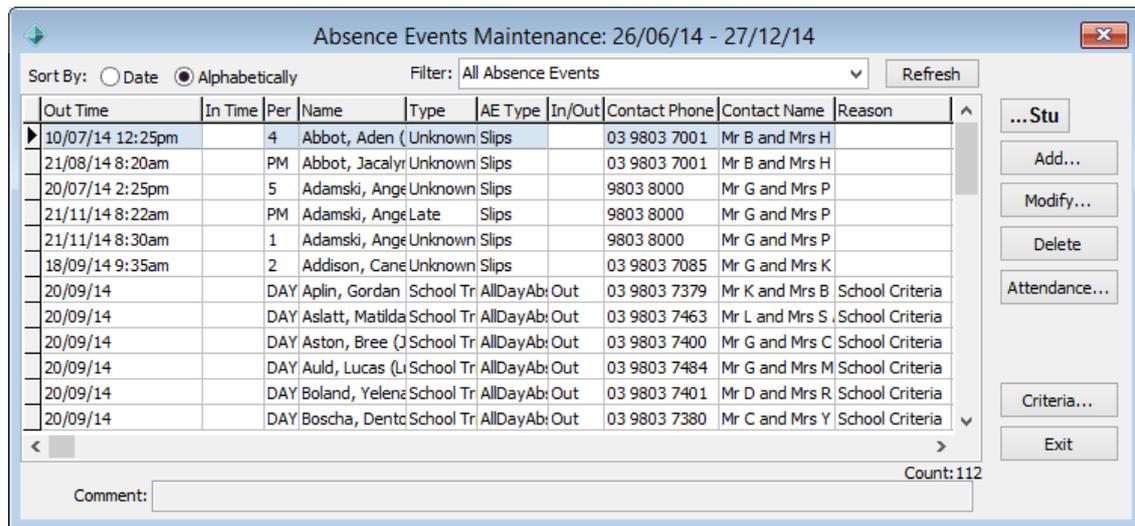
1. Select **Module > Students > Absence Events Maintenance** from the main menu.

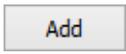
The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

3. Click .

The **Absence Events Maintenance** window is displayed.



4. Click .

The **Create Absence Event** window is displayed.

5. Select the **Sign In** mode.

The **Create Absence Event** window is redisplayed with details required for a **Sign In** absence event.

6. Type the first few letters of the student's last name in the **Student ID/Barcode or Surname** field.

Tip: You can use a barcode scanner to input the student.

7. Click **Select...**

The **Student Search** window is displayed.

Student	ID
Adamski, Amanda (J3, B)	18338
Adamski, Angelo (S10, A)	18337

8. If you need to, refine the search and click **Refresh Grid**.

9. Select the student who is signing in.

10. Click **OK**.

The **Create Absence Event** window is redisplayed with the selected student.

Create Absence Event: Sign In [Adamski, Angelo] -

Absence Event Type (Mode)
 Absence Slips
 Sign In
 Late Sign In
 Sign Out
 Expected In
 Expected Out
 Expected Out and In
 All Day Absence
 Excursion Out and In

Select Student
 Student ID/Barcode: 18337
 Name: **Adamski, Angelo (S10, A)**

Guy Name: Mr Guy Adamski
 (Father) Ph BH: 9803 8000
 Default Mob: 0439 589 444
 Email: email@emailaddress.com.au

Pauline Spouse: Mrs Pauline Adamski
 (Mother) Ph BH: 9800 9776
 Default Mob: 0409 789 468
 Email: email@emailaddress.com.au

Mailing Address: Unit 1 303 Burwood Hwy, BURWOOD EAST VIC 3151
 Ph AH: 9803 8000 AH Alt:

Submit Sign In Time
 Sign In Date: 18/02/2015 Wed
 Sign In Time: 12:30 PM

Reported By: r'ship
 staff

Absence Type: Unknown
 Reason:
 Comment:
 Part of Day:
 Contact Made Contact Rcvd Note Made Note Rcvd

Actual Superseded History
 Absence Events History 11/02/15 - 25/02/15

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
Sign In	18/02 12:30pm	Unknown	

Timetable 18/02/15 Type: Year: 2014 Term: 1 Refresh

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMA	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10AMEA	American History	NCD		117
9:35am	Period 2	<input type="checkbox"/>	S/10ENGLM1A	English	SKJ		MATHS 10
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ARTB	Art Production	ACP		SRT 10B
2:25pm	Period 5	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A
3:30pm	Period 6	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A

Apply Submit Cancel Recur... Bulk Add... Show Second Screen

Note: Notification icons are used to indicate important information about the student. In this case the icons indicate Amanda Adamski has an active individual plan and an anaphylaxis alert. See *Using notification icons* in the Introduction manual.

Select Student
 Student ID/Barcode: 18338
 Name: **Adamski, Amanda**

Note: If the student has an active alert a popup message will display the details of the alert. See *Current Student Maintenance - Alerts tab*.

Alerts for Amanda Adamski (18338)

Message
Message: Amanda is absent due to surgery.
Category: Medical Alert **From:** 17/11/2014 **To:** 21/11/2014
 Do not show alert again this session
 Close

11. If required, drag the bottom of the screen down to view related details.

Apply Submit Cancel Recur... Bulk Add... Show Second Screen

The **Actual** tab and the **Timetable** grid are displayed.

Actual Superseded History
 Absence Events History 12/02/15 - 26/02/15

Mode	Time	Type	Reason
------	------	------	--------

Timetable 19/02/15 Type: Year: 2014 Term: 1 Refresh

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMA	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10AMEA	American History	NCD		117
9:35am	Period 2	<input type="checkbox"/>	S/10ENGLM1A	English	SKJ		MATHS 10
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ARTB	Art Production	ACP		SRT 10B
2:25pm	Period 5	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A
3:30pm	Period 6	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A

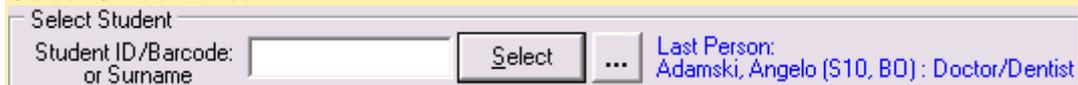
Apply Submit Cancel Recur... Bulk Add... Show Second Screen

12. Update the **Sign In Date** and **Time**, if required.
13. Update the following fields, if relevant:
 - **Absence Type**
 - **Reason**
 - **Comment.**

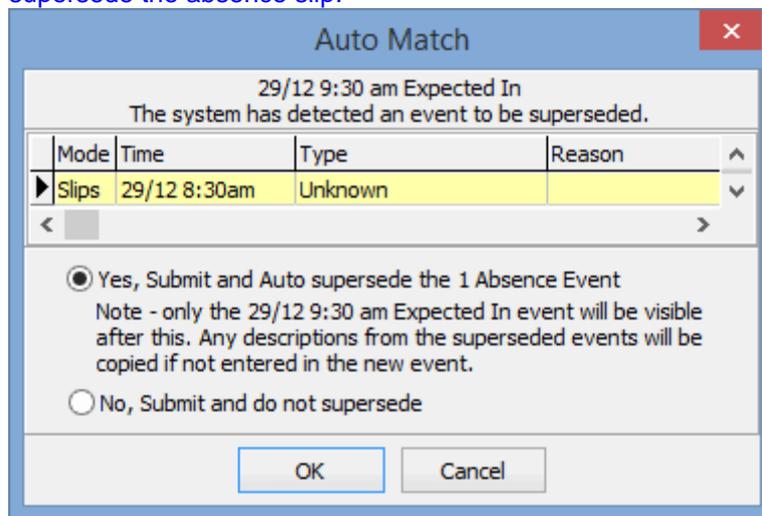
14. Click .

The absence event is saved and the **Create Absence Event** window is redisplayed ready for the next entry. See *Individual student absence events* (on page 57).

Tip: You can modify the previous absence event by double clicking on the **Last Person** in the **Select Student** area.



Note: If a teacher has marked a class, they may have created an absent slip for the student. An **Auto Match** window is displayed showing the absent slip to be superseded. Select **Yes** to supersede the absence slip.



Mode	Time	Type	Reason
Slips	29/12 8:30am	Unknown	

Yes, Submit and Auto supersede the 1 Absence Event
 Note - only the 29/12 9:30 am Expected In event will be visible after this. Any descriptions from the superseded events will be copied if not entered in the new event.

No, Submit and do not supersede

Create Absence Event window - Sign In key fields and buttons

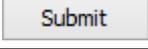
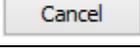
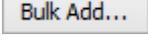
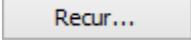
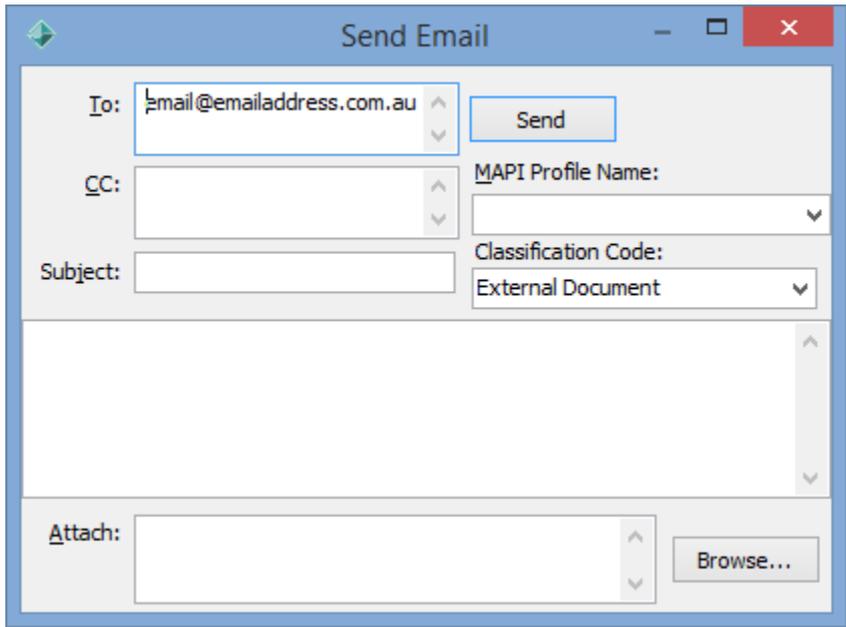
The following fields and buttons are displayed on the **Create Absence Event** window when the **Sign In** mode is selected.

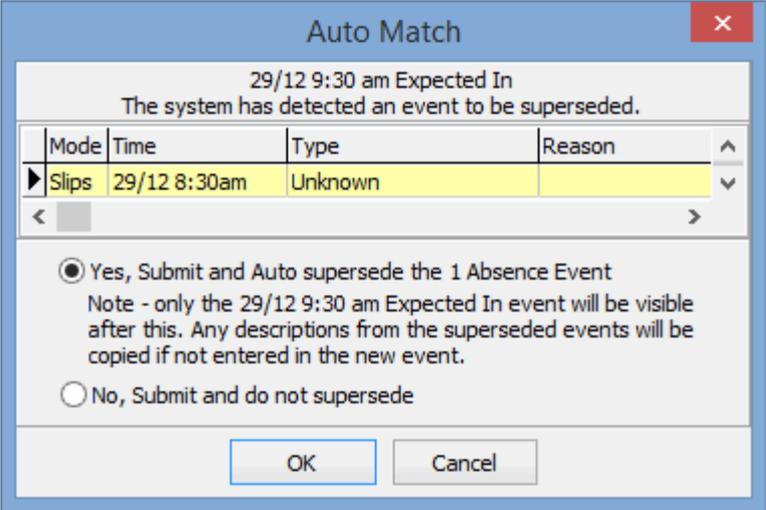
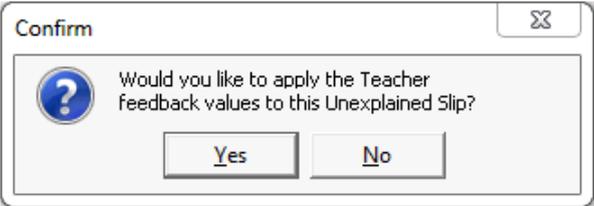
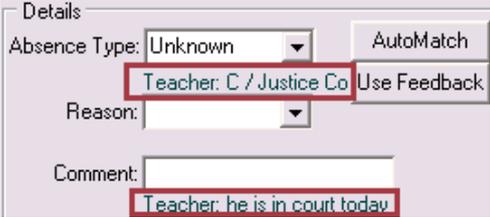
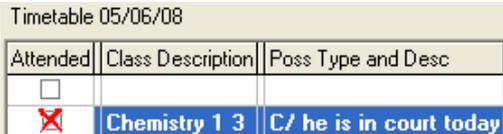
Fields

Field	Description
Absence Event Type (Mode)	The type of absence event, as defined in the luAbsenceEventType lookup table. See: <ul style="list-style-type: none"> <i>Attendance concepts</i> (on page 3) <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
Student ID/Barcode or Surname	When selecting a student to record an absence event for, you can: <ul style="list-style-type: none"> type the student's Synergetic ID in the field scan the student's barcode, if available and configured type all or part of the student's surname and click <input type="button" value="Select..."/> click <input type="button" value="Select..."/>
Sign In Date	Date that the student arrives. Defaults to today's date. For details on using the calendar to select a date, see <i>Entering dates and times</i> in the Introduction manual.
Sign In Time	Time that the student arrives. Defaults to the time that absence event was created. <u>Note: An optional 24 hour time format can be used. This allows for quicker data entry using the numeric keypad as the AM or PM does not need to be entered.</u>
Reported By	Name of the person who provides the information about the student's absence. The person can be selected by either: <ul style="list-style-type: none"> selecting r'ship and selecting a relation from the drop-down list selecting staff and selecting a staff member from the drop-down list typing the person's name in the free-text field when the person is not a relation or staff member.
Absence Type	The type of absence, as defined in the luAbsenceType lookup table. <u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u>
Reason	Reason for the absence.
Comment	Additional information available about the absence.
Part of Day	Part of the day (morning, afternoon or whole day) that the absence event occurs. If you leave this field blank, Synergetic automatically determines whether it is morning, afternoon or all day, based on the times in the absence event. This ensures that reports that rely on whether a student was absent morning, afternoon or a whole day continue to work.

Field	Description
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.
Note Made	<p>Select if a note has been created to send home with the student.</p> <p><u>Note: Your organisation may use this field for another purpose. For example, to indicate a diary entry has been created.</u></p>
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	<p>Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode.</p> <p><u>Note: You do not need to select this field in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5).</u></p> <p><u>Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.</u></p>
Show Second Screen	<p>Most relevant with the Auto Sign In or Auto Sign Out modes.</p> <p>This allows a second screen to be displayed, when Synergetic is used for unattended signing in and out of students. The PC generally has:</p> <ul style="list-style-type: none"> • two barcode scanners attached, one in and one out • a graphics adapter able to display two screens at once.

Buttons

Button	Description
	Select a student who is absent and who an absence event is being created for. If the Student ID/Barcode or Surname field: <ul style="list-style-type: none"> • is empty, the Student Search window is displayed without students • has a value that has been entered, the Student Search window is displayed with students that match.
	Launch Student Maintenance for the selected student. See <i>Maintaining current students</i> in the Current students manual.
	Save the details of the absence event without leaving the window.
	Save the current absence event details.
	Exit from the current window without saving your changes.
	Add a group of absence events records in bulk. For example, if a group of students is attending a school camp. See <i>Group absence events entered in bulk</i> (on page 185).
	Set up a recurring schedule for this absence event. See <i>Recording a recurring absence event</i> (on page 183).
	Send an email to the parent or guardian's email address if it is defined. Alternatively, if a second contact is displayed you can send them an email. The Send Email window is displayed to allow you to type a message. 

Button	Description
<p>AutoMatch</p>	<p>Automatically match unknown absence events with the event being added. If there are existing unknown events, they are displayed on the Auto Match window.</p>  <p>You have the option to supersede the unknown event(s) with the current absence event. See <i>Superseding unknown absence events</i> (on page 179). For example, three absence slips were entered for absences from morning classes. Subsequently you received a note to say that the student was at the dentist and expected in later in the morning.</p>
<p>Use Feedback</p>	<p>Use the teacher's feedback for the actual details of the absence event. The following dialog window is displayed.</p>  <p>When a teacher submits a nonattendance using the Attendance window, any additional information they entered is also displayed in the Details area of the Create Absence Event window.</p>  <p>This information is available in the Timetable area of the Create Absence Event window.</p> 

Actual tab fields and buttons

Note: Superseded absence events can be viewed on the **Superseded** tab. The fields on the **Superseded** tab are identical to those on the **Actual** tab.

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	

Entries highlighted in yellow are today's entries. Only absence events with a start date a week before or after today's date are displayed.

Note: The date range is + or - seven days by default. This is configurable. See *DayRange configuration setting* in the System maintenance manual.

Fields

Field	Description
Mode	Abbreviation for the Absence Event Type (or mode) of the absence event.
Time	Either: <ul style="list-style-type: none"> In Time of the absence event Out Time if an In Time is not available.
Type	Absence Type description of the absence event.
Reason	Reason given for the absence event.

Buttons

Button	Description
Supersede	<p>Supersede individual absence events on the Actual tab, rather than Synergetic automatically matching.</p> <p>To supersede an individual absence event:</p> <ol style="list-style-type: none"> Select the absence event to supersede on the Actual tab. <div data-bbox="512 1442 1275 1644" data-label="Image"> </div> Click  . The Auto Match window is displayed. Click  . <p>Tip: You can view superseded absence events on the Superseded tab.</p>

Timetable details fields and buttons

The student's timetable for the day of the absence event is displayed, along with any attendances marked, medical incidents and co-curricular activities.

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMD	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10DRAD	Drama	MBD		
9:35am	Period 2	<input type="checkbox"/>					
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ENGLM1C	English	PSB		
2:25pm	Period 5	<input type="checkbox"/>					
3:30pm	Period 6	<input type="checkbox"/>					

Timetable area fields

Field	Description
Type	<p>Filter the academic and co-curricular timetable entries based on their file type. For example:</p> <ul style="list-style-type: none"> • A for academic subjects • M for music subjects • and so on, depending on the file types at your organisation. <p>By default all entries are displayed.</p>
Year / Term	<p>The Year and Term are used when modifying an absence event from a previous term or semester. You will need to adjust the fields to ensure that the correct timetable is displayed.</p>

Grid area fields

Field	Description
Time	Start time of the period.
Period	Description of the period when the class is scheduled to take place.
Attended	The student's attendance for each class is either: <ul style="list-style-type: none">• <input checked="" type="checkbox"/> marked as being absent• <input checked="" type="checkbox"/> marked as being present• <input type="checkbox"/> not marked yet.
Class / Description	Description of the: <ul style="list-style-type: none">• academic class• co-curricular activity• medical incident.
Staff	Staff code for the teacher scheduled to take the class.
Poss Type and Desc	Possible description of the reason for the absence.
Room	Room where the class is scheduled to be held.

Note: These grids are only displayed if the **ShowAttendDetailsOnCreateFlag** is selected in the **luAbsenceEventType** lookup table for the type of absence. See *luAbsenceEventType lookup table* in the System maintenance manual.

Recording a student signing out manually

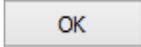
Use the **Sign Out** absence event to record a student signing out.

To record a sign out for a student:

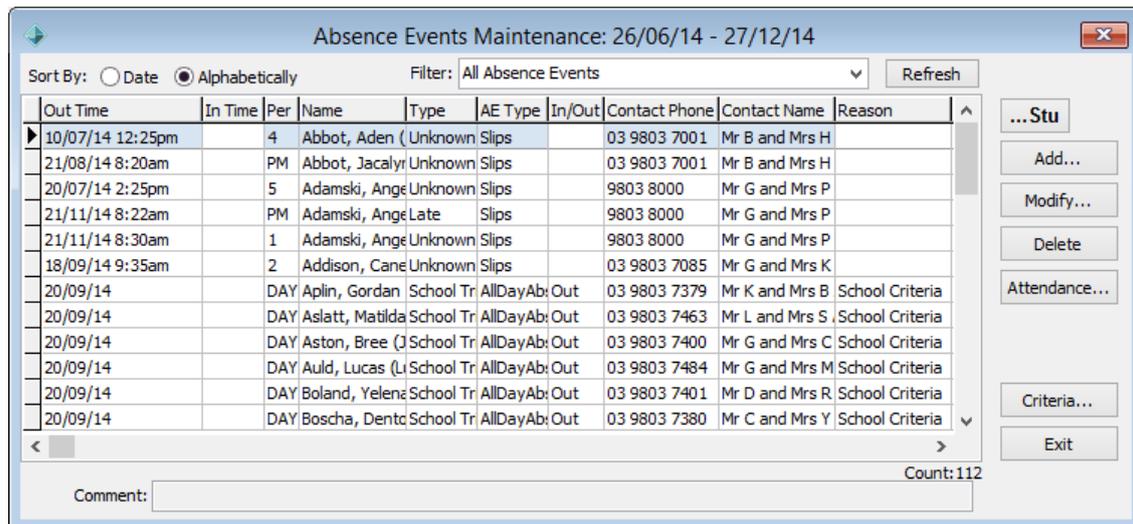
1. Select **Module > Students > Absence Events Maintenance** from the main menu.

The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

3. Click .

The **Absence Events Maintenance** window is displayed.



Absence Events Maintenance: 26/06/14 - 27/12/14

Sort By: Date Alphabetically Filter: All Absence Events Refresh

Out Time	In Time	Per	Name	Type	AE Type	In/Out	Contact Phone	Contact Name	Reason
10/07/14 12:25pm		4	Abbot, Aden (Unknown	Slips		03 9803 7001	Mr B and Mrs H	
21/08/14 8:20am		PM	Abbot, Jacalyn	Unknown	Slips		03 9803 7001	Mr B and Mrs H	
20/07/14 2:25pm		5	Adamski, Ange	Unknown	Slips		9803 8000	Mr G and Mrs P	
21/11/14 8:22am		PM	Adamski, Ange	Late	Slips		9803 8000	Mr G and Mrs P	
21/11/14 8:30am		1	Adamski, Ange	Unknown	Slips		9803 8000	Mr G and Mrs P	
18/09/14 9:35am		2	Addison, Cane	Unknown	Slips		03 9803 7085	Mr G and Mrs K	
20/09/14		DAY	Aplin, Gordan	School Tr	AllDayAb	Out	03 9803 7379	Mr K and Mrs B	School Criteria
20/09/14		DAY	Aslatt, Matilda	School Tr	AllDayAb	Out	03 9803 7463	Mr L and Mrs S	School Criteria
20/09/14		DAY	Aston, Bree (J	School Tr	AllDayAb	Out	03 9803 7400	Mr G and Mrs C	School Criteria
20/09/14		DAY	Auld, Lucas (L	School Tr	AllDayAb	Out	03 9803 7484	Mr G and Mrs M	School Criteria
20/09/14		DAY	Boland, Yelena	School Tr	AllDayAb	Out	03 9803 7401	Mr D and Mrs R	School Criteria
20/09/14		DAY	Boscha, Dento	School Tr	AllDayAb	Out	03 9803 7380	Mr C and Mrs Y	School Criteria

Count: 112

Comment:

Buttons: ... Stu, Add..., Modify..., Delete, Attendance..., Criteria..., Exit

4. Click .

The **Create Absence Event** window is displayed.

5. Select the **Sign Out** mode.

The **Create Absence Event** window is redisplayed with details required for a **Sign Out** absence event.

6. Type the first few letters of the student's last name in the **Student ID/Barcode or Surname** field.

Tip: You can use a barcode scanner to input the student.

7. Click **Select...**

The **Student Search** window is displayed.

Student	ID
Adamski, Amanda (J3, B)	18338
Adamski, Angelo (S10, A)	18337

8. If you need to, refine the search and click **Refresh Grid**

9. Select the student who is signing out.

10. Click **OK**

The **Create Absence Event** window is redisplayed with the selected student.

Create Absence Event: Sign Out [Adamski, Angelo] -

Absence Event Type (Mode): Absence Slips Sign In Expected In Expected Out and In Excursion Out and In
 Late Sign In Sign Out Expected Out All Day Absence

Select Student: Student ID/Barcode: 18337 ... **Adamski, Angelo (S10, A)**

Guy (Father): Name: Mr Guy Adamski, Ph BH: 9803 8000, Default Mob: 0439 589 444, Email: email@emailaddress.com.au
 Pauline (Mother): Name: Mrs Pauline Adamski, Ph BH: 9800 9776, Default Mob: 0409 789 468, Email: email@emailaddress.com.au
 Spouse: Mrs Pauline Adamski, Ph BH: 9800 9776, Default Mob: 0409 789 468, Email: email@emailaddress.com.au
 Mailing Address: Unit 1 303 Burwood Hwy, BURWOOD EAST VIC 3151, Ph AH: 9803 8000, AH Alt:

Submit Sign Out Time: Sign Out Date: 18/02/2015 (Wed), Sign Out Time: 4:38 PM

Reported By: r'ship staff ASK

Absence Type: Medical/Illness, Reason: [Empty], Comment: [Empty], Part of Day: [Empty]

Contact Made Contact Rcvd Note Made Note Rcvd

Actual | Superseded | History

Absence Events History 11/02/15 - 25/02/15

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	
SignIn	18/02 12:30pm	Unknown	

Timetable 18/02/15 Type: [Dropdown] Year: 2014 Term: 1 Refresh

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMA	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10AMEA	American History	NCD		117
9:35am	Period 2	<input type="checkbox"/>	S/10ENGLM1A	English	SKJ		MATHS10
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ARTB	Art Production	ACP		SRT10B
2:25pm	Period 5	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A
3:30pm	Period 6	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A

Show Second Screen

Note: Notification icons are used to indicate important information about the student. In this case the icons indicate Amanda Adamski has an active individual plan and an anaphylaxis alert. See *Using notification icons* in the Introduction manual.

Select Student: Student ID/Barcode: 18338 ... **Adamski, Amanda** [Icons]

Note: If the student has an active alert a popup message will display the details of the alert. See *Current Student Maintenance - Alerts tab*.

Alerts for Amanda Adamski (18338)

Message: **Message:** Amanda is absent due to surgery.
Category: Medical Alert **From:** 17/11/2014 **To:** 21/11/2014
 Do not show alert again this session

11. If required, drag the bottom of the screen down to view related details.

Show Second Screen

The **Actual** tab and the **Timetable** grid are displayed.

Actual | Superseded | History

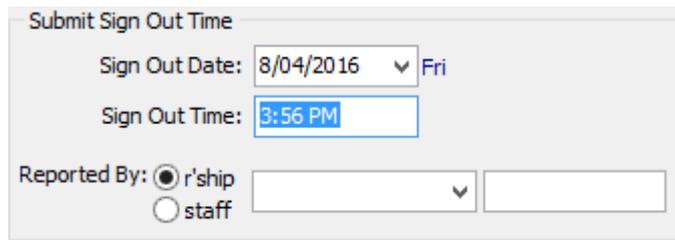
Absence Events History 12/02/15 - 26/02/15

Timetable 19/02/15 Type: [Dropdown] Year: 2014 Term: 1 Refresh

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMA	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10AMEA	American History	NCD		117
9:35am	Period 2	<input type="checkbox"/>	S/10ENGLM1A	English	SKJ		MATHS10
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ARTB	Art Production	ACP		SRT10B
2:25pm	Period 5	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A
3:30pm	Period 6	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A

Show Second Screen

12. Update the **Sign Out Date** and **Time**, if required.



Submit Sign Out Time

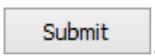
Sign Out Date: 8/04/2016 Fri

Sign Out Time: 3:56 PM

Reported By: r'ship staff

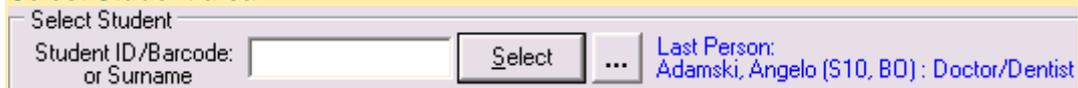
13. Update the following fields, if relevant:

- **Absence Type**
- **Reason**
- **Comment.**

14. Click .

The absence event is saved and the **Create Absence Event** window is redisplayed ready for the next entry. See *Individual student absence events* (on page 57).

Tip: You can modify the previous absence event by double clicking on the **Last Person** in the **Select Student** area.



Select Student

Student ID/Barcode: ... Last Person: Adamski, Angelo (S10, B0) : Doctor/Dentist

or Surname

Create Absence Event window - Sign Out key fields and buttons

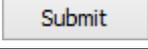
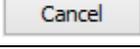
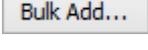
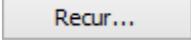
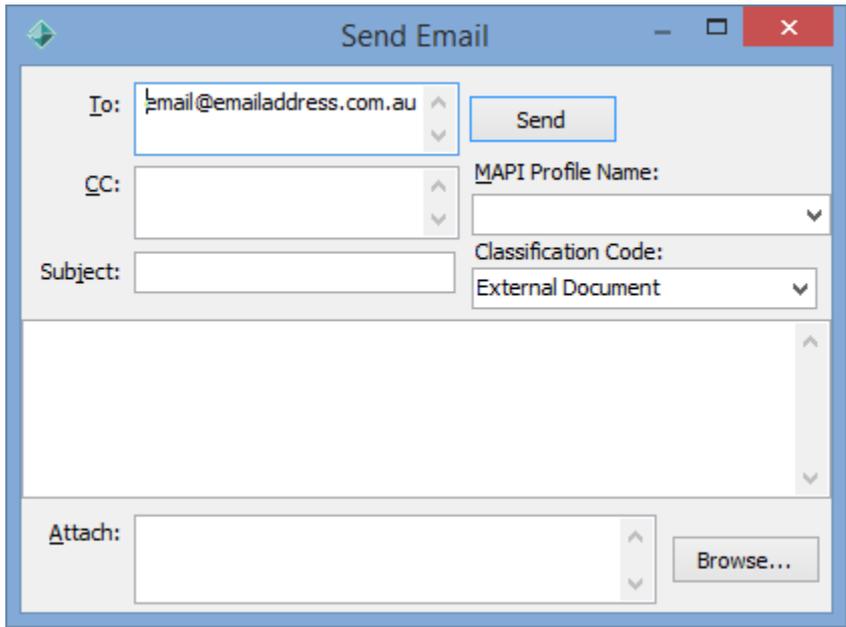
The following fields and buttons are displayed on the **Create Absence Event** window when the **Sign Out** mode is selected.

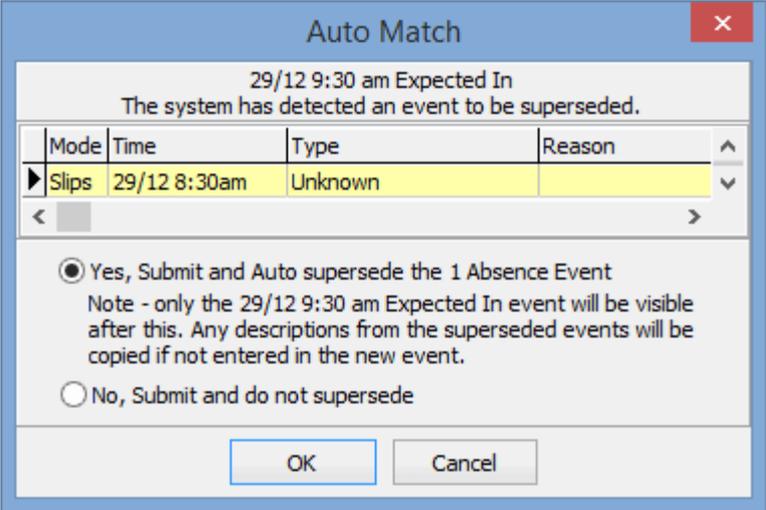
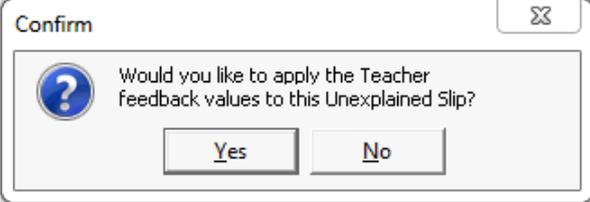
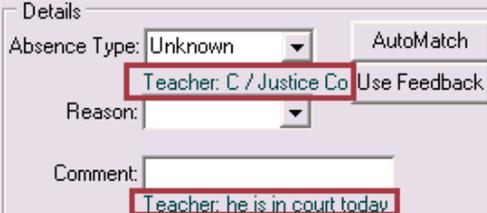
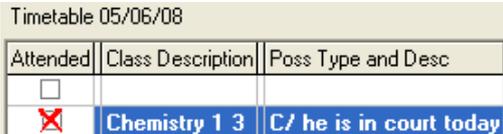
Fields

Field	Description
Absence Event Type (Mode)	The type of absence event, as defined in the luAbsenceEventType lookup table. See: <ul style="list-style-type: none"> • <i>Attendance concepts</i> (on page 3) • <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
Student ID/Barcode or Surname	When selecting a student to record an absence event for, you can: <ul style="list-style-type: none"> • type the student's Synergetic ID in the field • scan the student's barcode, if available and configured • type all or part of the student's surname and click <input type="button" value="Select..."/> • click <input type="button" value="Select..."/>
Sign Out Date	Date that the student departs. Defaults to today's date. For details on using the calendar to select a date, see <i>Entering dates and times</i> in the Introduction manual.
Sign Out Time	Time that the student departs. Defaults to the time that absence event was created. <u>Note: An optional 24 hour time format can be used. This allows for quicker data entry using the numeric keypad as the AM or PM does not need to be entered.</u>
Reported By	Name of the person who provides the information about the student's absence. The person can be selected by either: <ul style="list-style-type: none"> • selecting r'ship and selecting a relation from the drop-down list • selecting staff and selecting a staff member from the drop-down list • typing the person's name in the free-text field when the person is not a relation or staff member.
Absence Type	The type of absence, as defined in the luAbsenceType lookup table. <u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u>
Reason	Reason for the absence.
Comment	Additional information available about the absence.
Part of Day	Part of the day (morning, afternoon or whole day) that the absence event occurs. If you leave this field blank, Synergetic automatically determines whether it is morning, afternoon or all day, based on the times in the absence event. This ensures that reports that rely on whether a student was absent morning, afternoon or a whole day continue to work.

Field	Description
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.
Note Made	Select if a note has been created to send home with the student. <u>Note: Your organisation may use this field for another purpose. For example, to indicate a diary entry has been created.</u>
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode. <u>Note: You do not need to select this field in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5).</u> <u>Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.</u>
Show Second Screen	Most relevant with the Auto Sign In or Auto Sign Out modes. This allows a second screen to be displayed, when Synergetic is used for unattended signing in and out of students. The PC generally has: <ul style="list-style-type: none"> • two barcode scanners attached, one in and one out • a graphics adapter able to display two screens at once.

Buttons

Button	Description
	Select a student who is absent and who an absence event is being created for. If the Student ID/Barcode or Surname field: <ul style="list-style-type: none"> is empty, the Student Search window is displayed without students has a value that has been entered, the Student Search window is displayed with students that match.
	Launch Student Maintenance for the selected student. See <i>Maintaining current students</i> in the Current students manual.
	Save the details of the absence event without leaving the window.
	Save the current absence event details.
	Exit from the current window without saving your changes.
	Add a group of absence events records in bulk. For example, if a group of students is attending a school camp. See <i>Group absence events entered in bulk</i> (on page 185).
	Set up a recurring schedule for this absence event. See <i>Recording a recurring absence event</i> (on page 183).
	Send an email to the parent or guardian's email address if it is defined. Alternatively, if a second contact is displayed you can send them an email. The Send Email window is displayed to allow you to type a message. 

Button	Description
<p>AutoMatch</p>	<p>Automatically match unknown absence events with the event being added. If there are existing unknown events, they are displayed on the Auto Match window.</p>  <p>You have the option to supersede the unknown event(s) with the current absence event. See <i>Superseding unknown absence events</i> (on page 179). For example, three absence slips were entered for absences from morning classes. Subsequently you received a note to say that the student was at the dentist and expected in later in the morning.</p>
<p>Use Feedback</p>	<p>Use the teacher's feedback for the actual details of the absence event. The following dialog window is displayed.</p>  <p>When a teacher submits a nonattendance using the Attendance window, any additional information they entered is also displayed in the Details area of the Create Absence Event window.</p>  <p>This information is available in the Timetable area of the Create Absence Event window.</p> 

Actual tab fields and buttons

Note: Superseded absence events can be viewed on the **Superseded** tab. The fields on the **Superseded** tab are identical to those on the **Actual** tab.

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	

Entries highlighted in yellow are today's entries. Only absence events with a start date a week before or after today's date are displayed.

Note: The date range is + or - seven days by default. This is configurable. See *DayRange configuration setting* in the System maintenance manual.

Fields

Field	Description
Mode	Abbreviation for the Absence Event Type (or mode) of the absence event.
Time	Either: <ul style="list-style-type: none"> In Time of the absence event Out Time if an In Time is not available.
Type	Absence Type description of the absence event.
Reason	Reason given for the absence event.

Buttons

Button	Description
Supersede	<p>Supersede individual absence events on the Actual tab, rather than Synergetic automatically matching.</p> <p>To supersede an individual absence event:</p> <ol style="list-style-type: none"> Select the absence event to supersede on the Actual tab. <div data-bbox="512 1442 1273 1644" data-label="Image"> </div> <p>Note: You can select multiple records by holding down the Ctrl key and clicking on each record in turn. You can also use the Ctrl key to de-select records.</p> <ol style="list-style-type: none"> Click  . The Auto Match window is displayed. Click  . <p>Tip: You can view superseded absence events on the Superseded tab.</p>

Timetable details fields and buttons

The student's timetable for the day of the absence event is displayed, along with any attendances marked, medical incidents and co-curricular activities.

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMD	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10DRAD	Drama	MBD		
9:35am	Period 2	<input type="checkbox"/>					
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ENGLM1C	English	PSB		
2:25pm	Period 5	<input type="checkbox"/>					
3:30pm	Period 6	<input type="checkbox"/>					

Timetable area fields

Field	Description
Type	<p>Filter the academic and co-curricular timetable entries based on their file type. For example:</p> <ul style="list-style-type: none"> • A for academic subjects • M for music subjects • and so on, depending on the file types at your organisation. <p>By default all entries are displayed.</p>
Year / Term	<p>The Year and Term are used when modifying an absence event from a previous term or semester. You will need to adjust the fields to ensure that the correct timetable is displayed.</p>

Grid area fields

Field	Description
Time	Start time of the period.
Period	Description of the period when the class is scheduled to take place.
Attended	The student's attendance for each class is either: <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> marked as being absent • <input checked="" type="checkbox"/> marked as being present • <input type="checkbox"/> not marked yet.
Class / Description	Description of the: <ul style="list-style-type: none"> • academic class • co-curricular activity • medical incident.
Staff	Staff code for the teacher scheduled to take the class.
Poss Type and Desc	Possible description of the reason for the absence.
Room	Room where the class is scheduled to be held.

Note: These grids are only displayed if the **ShowAttendDetailsOnCreateFlag** is selected in the **luAbsenceEventType** lookup table for the type of absence. See *luAbsenceEventType lookup table* in the System maintenance manual.

Recording a student's expected arrival

Use the **Expected In** absence event to record a student expected to arrive at a given date and time.

For example, a parent or guardian contacts your organisation to inform you that the student is going to a dentist's appointment in the morning and is expected to arrive at 10.30am.

The information about a student's arrival time can be reported by:

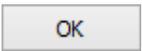
- a parent or guardian
- a staff member
- someone not in the community database.

To record an expected arrival time for a student:

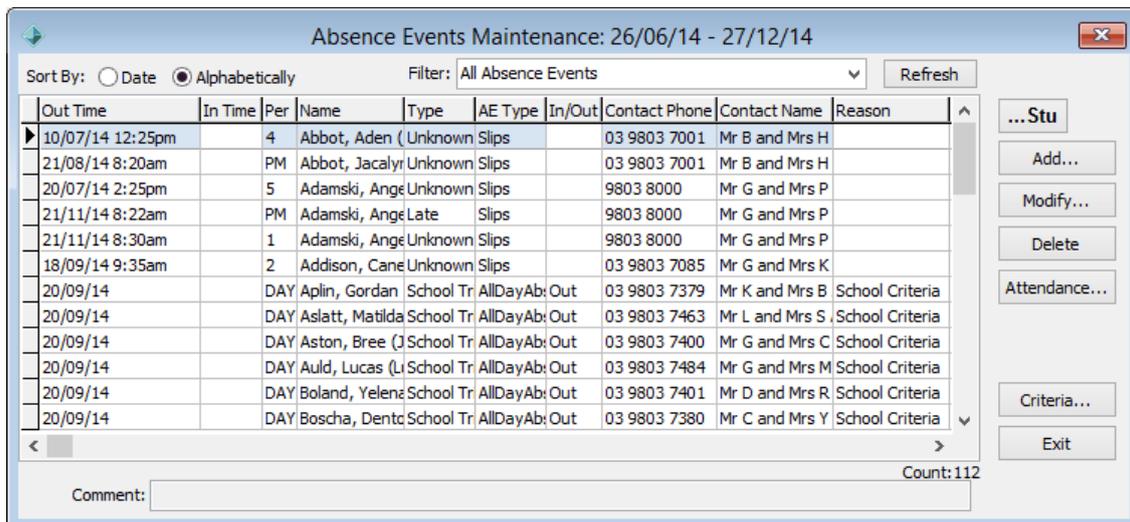
1. Select **Module > Students > Absence Events Maintenance** from the main menu.

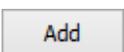
The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

3. Click .

The **Absence Events Maintenance** window is displayed.



4. Click .

The **Create Absence Event** window is displayed.

5. Select the **Expected In** mode.

The **Create Absence Event** window is redisplayed with details required for an **Expected In** absence event.

Create Absence Event: Expected In

Absence Event Type (Mode)
 Absence Slips Sign In Expected In Expected Out and In Excursion Out and In
 Late Sign In Sign Out Expected Out All Day Absence

Select Student
 Student ID/Barcode or Surname: ...

Name: _____ Spouse: _____
 (Relationship) Ph BH: _____ (Relationship) Ph BH: _____
 Default Mob: _____ Default Mob: _____
 Email: _____ Email: _____
 Mailing Address: _____ Ph AH: _____ AH Alt: _____

Submit Expected In Time
 Expected Arrival Date:
 Expected Arrival Time:

Reported By: r'ship
 staff

Details
 Absence Type:
 Reason:
 Comment:
 Part of Day:

Contact Made Contact Rcvd Note Made Not

Actual Superseded History Timetable Type: Year: 2015 Term: 1 ...

Absence History

Mode	Time	Type	Reason

 Show Second Screen

6. Type the first few letters of the student's last name in the **Student ID/Barcode or Surname** field.

Tip: You can use a barcode scanner to input the student.

7. Click .

The **Student Search** window is displayed.

Student Search

Search Criteria
 Campus: ID:
 Surname:
 Preferred:
 Year Level:
 Sub School:
 Form:
 House:

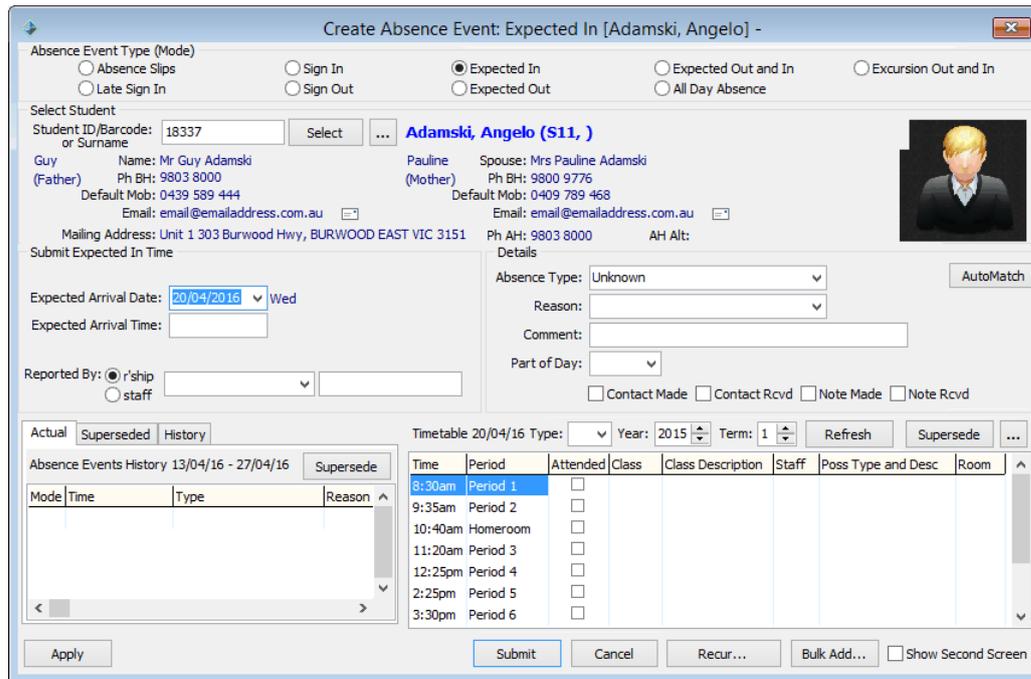
Student	ID
Adamski, Amanda (J3, B)	18338
Adamski, Angelo (S10, A)	18337

8. If you need to, refine the search and click .

9. Select the student that is expected in.

10. Click 

The **Create Absence Event** window is redisplayed with the selected student.



Create Absence Event: Expected In [Adamski, Angelo] -

Absence Event Type (Mode)
 Absence Slips Sign In Expected In Expected Out and In Excursion Out and In
 Late Sign In Sign Out Expected Out All Day Absence

Select Student
 Student ID/Barcode: 18337 Select ... **Adamski, Angelo (S11,)**

Guy Name: Mr Guy Adamski Pauline Spouse: Mrs Pauline Adamski
 (Father) Ph BH: 9803 8000 (Mother) Ph BH: 9800 9776
 Default Mob: 0439 589 444 Default Mob: 0409 789 468
 Email: email@emailaddress.com.au Email: email@emailaddress.com.au

Mailing Address: Unit 1 303 Burwood Hwy, BURWOOD EAST VIC 3151 Ph AH: 9803 8000 AH Alt:

Submit Expected In Time Details

Expected Arrival Date: 20/04/2016 Wed AutoMatch
 Expected Arrival Time:
 Reason:
 Comment:
 Part of Day:
 Contact Made Contact Rcvd Note Made Note Rcvd

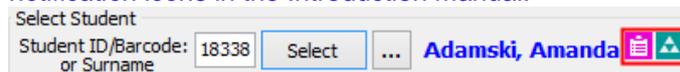
Reported By: r'ship staff

Actual Superseded History Timetable 20/04/16 Type: Year: 2015 Term: 1 Refresh Supersede ...

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:30am	Period 1	<input type="checkbox"/>					
9:35am	Period 2	<input type="checkbox"/>					
10:40am	Homeroom	<input type="checkbox"/>					
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>					
2:25pm	Period 5	<input type="checkbox"/>					
3:30pm	Period 6	<input type="checkbox"/>					

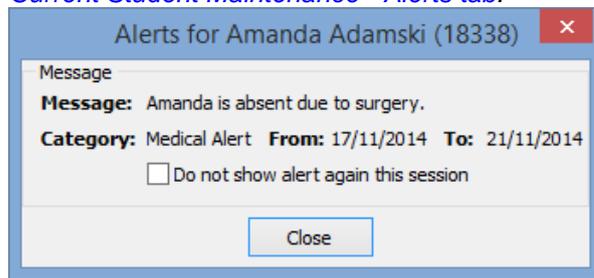
Apply Submit Cancel Recur... Bulk Add... Show Second Screen

Note: Notification icons are used to indicate important information about the student. In this case the icons indicate Amanda Adamski has an active individual plan and an anaphylaxis alert. See *Using notification icons* in the Introduction manual.



Select Student
 Student ID/Barcode: 18338 Select ... **Adamski, Amanda** 

Note: If the student has an active alert a popup message will display the details of the alert. See *Current Student Maintenance - Alerts tab*.

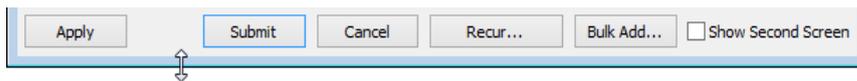


Alerts for Amanda Adamski (18338) ✕

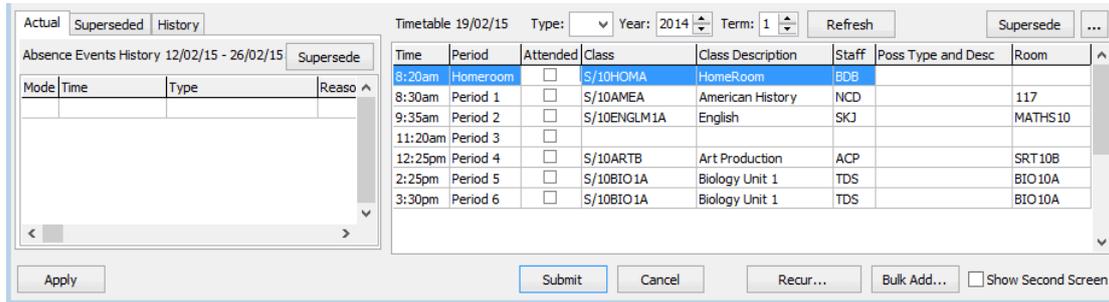
Message
Message: Amanda is absent due to surgery.
Category: Medical Alert **From:** 17/11/2014 **To:** 21/11/2014
 Do not show alert again this session

Close

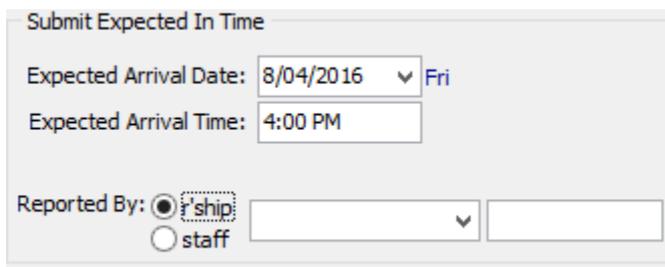
11. If required, drag the bottom of the screen down to view related details.



The **Actual** tab and the **Timetable** grid are displayed.

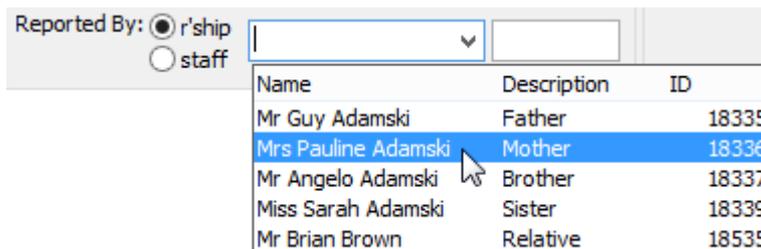


12. Update the **Expected Arrival Date and Time**.

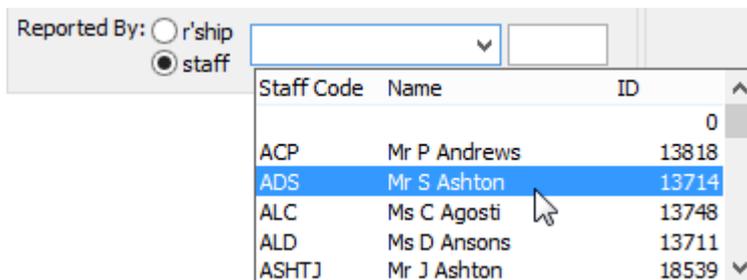


13. Update the details of the person reporting the student's expected arrival. Either:

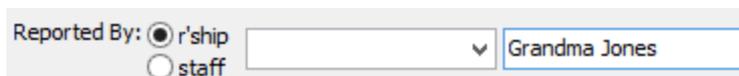
- Select the relation from the drop-down list.



- Select **Staff** and select the staff member from the drop-down list.



- Type the person's name in the free-text field.



14. Select the **Absence Type** from the drop-down list.

Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See [Attendance codes for New Zealand schools](#) (on page 5).

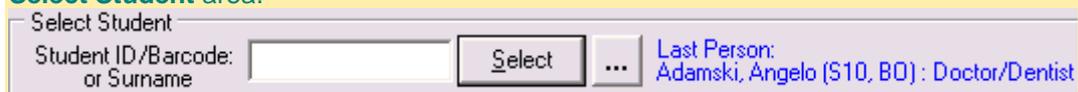
Tip: You can organise the entries so that those with similar absence details are entered at the same time.

15. Select the **Reason** from the drop-down list, if applicable.
16. Type any comments in the **Comment** field.
17. Select either:
 - **Contact Made** if you have contacted the parent or guardian
 - **Contact Rcvd** if the person specified in the **Reported By** field has contacted you.
18. Select **Note Rcvd** if a note has been received from the parent or guardian.
For example, a parent has written a note to say that their child has a dentist's appointment.

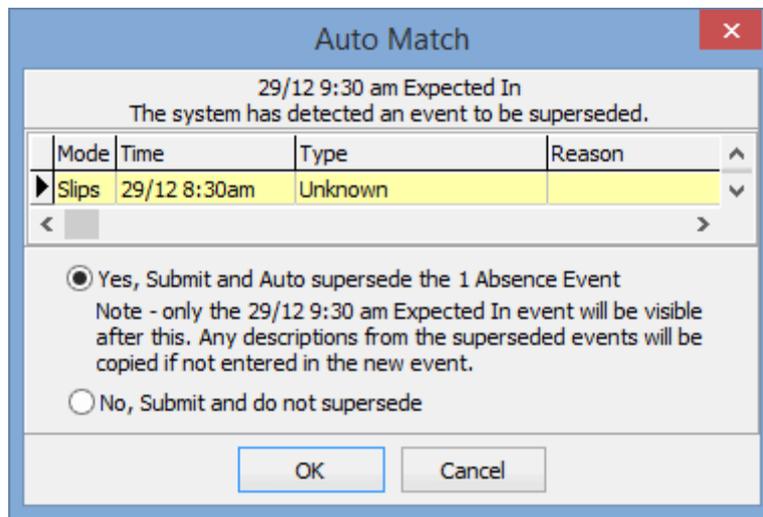
19. Click .

The absence event is saved and the **Create Absence Event** window is redisplayed ready for the next entry. See *Individual student absence events* (on page 57).

Tip: You can modify the previous absence event by double clicking on the **Last Person** in the **Select Student** area.



Note: If a teacher has already marked the student absent or present in class, an **Auto Match** window is displayed. Select **Yes** to supersede the teacher's attendance or absence slip, or **No** to not supersede it.



Mode	Time	Type	Reason
Slips	29/12 8:30am	Unknown	

Yes, Submit and Auto supersede the 1 Absence Event
 Note - only the 29/12 9:30 am Expected In event will be visible after this. Any descriptions from the superseded events will be copied if not entered in the new event.

No, Submit and do not supersede

Create Absence Event window - Expected In key fields and buttons

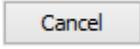
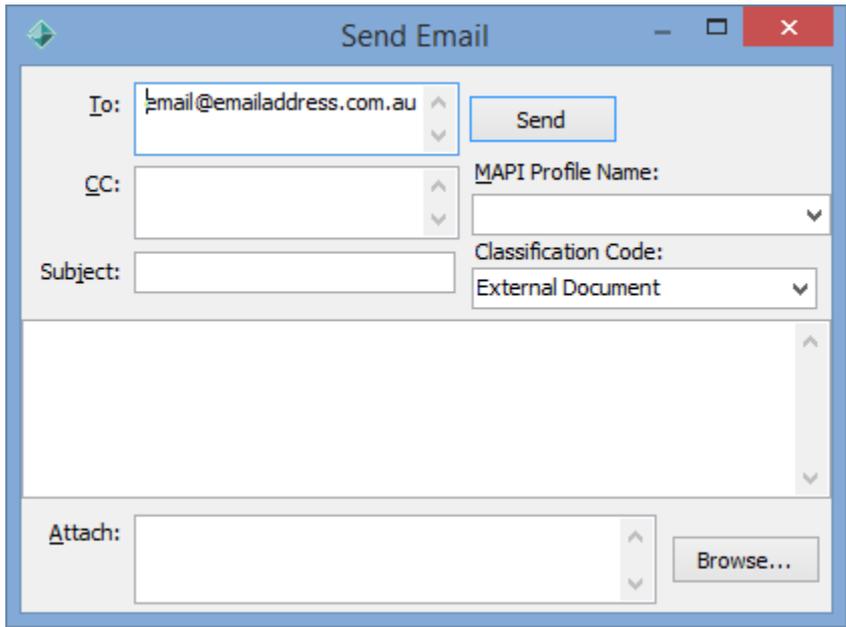
The following fields and buttons are displayed on the **Create Absence Event** window when the **Expected In** mode is selected.

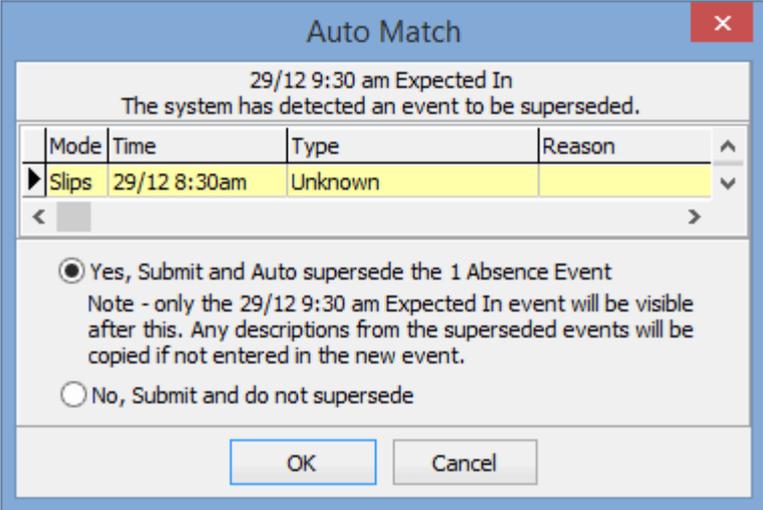
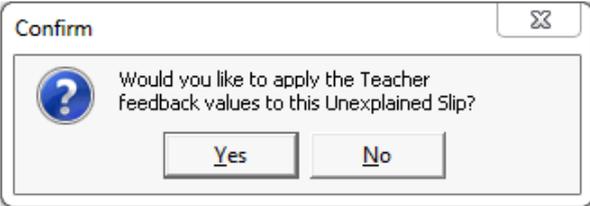
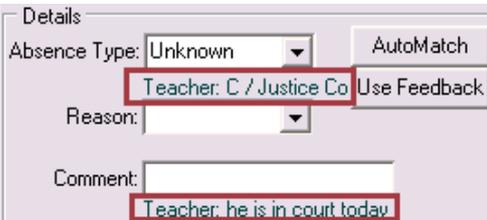
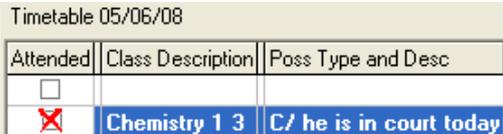
Fields

Field	Description
Absence Event Type (Mode)	The type of absence event, as defined in the luAbsenceEventType lookup table. Only Absence Event Types or modes in use at your organisation are displayed. See: <ul style="list-style-type: none"> <i>Attendance concepts</i> (on page 3) <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
Student ID/Barcode or Surname	When selecting a student to record an absence event for, you can: <ul style="list-style-type: none"> type the student's Synergetic ID in the field scan the student's barcode, if available and configured type all or part of the student's surname and click <input type="button" value="Select..."/> click <input type="button" value="Select..."/>
Expected Arrival Date	Date that the student is expected to arrive. Defaults to today's date. For details on using the calendar to select a date, see <i>Entering dates and times</i> in the Introduction manual.
Expected Arrival Time	Time that the student is expected to arrive. Defaults to the time that absence event was created. <u>Note: An optional 24 hour time format can be used. This allows for quicker data entry using the numeric keypad as the AM or PM does not need to be entered.</u>
Reported By	Name of the person who provides the information that the student is expected in at a certain time. The person can be selected by either: <ul style="list-style-type: none"> selecting r'ship and selecting a relation from the drop-down list selecting staff and selecting a staff member from the drop-down list typing the person's name in the free-text field when the person is not a relation or staff member.
Absence Type	The type of absence, as defined in the luAbsenceType lookup table. <u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u>
Reason	Reason for the absence. The lookup table luAbsenceReason can be set up so that the reason corresponds to particular absence types. For example, Doctor and Dentist reasons would have their Absence Type set to D , so that these reasons are displayed when the Doctor/Dentist (D) was selected from the Absence Type drop-down list.
Comment	Additional information available about the absence event.

Field	Description
Part of Day	<p>Part of the day (morning, afternoon or whole day) that the absence event occurs.</p> <p>If you leave this field blank, Synergetic automatically determines whether it is morning, afternoon or all day, based on the times in the absence event.</p> <p>This ensures that reports that rely on whether a student was absent morning, afternoon or a whole day continue to work.</p>
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.
Note Made	<p>Select if a note has been created to send home with the student.</p> <hr/> <p>Note: Your organisation may use this field for another purpose. For example, to indicate a diary entry has been created.</p> <hr/>
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	<p>Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode.</p> <hr/> <p>Note: You do not need to select this field in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5).</p> <hr/> <p>Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.</p> <hr/>
Show Second Screen	<p>Most relevant with the Auto Sign In or Auto Sign Out modes.</p> <p>This allows a second screen to be displayed, when Synergetic is used for unattended signing in and out of students. The PC generally has:</p> <ul style="list-style-type: none"> • two barcode scanners attached, one in and one out • a graphics adapter able to display two screens at once.

Buttons

Button	Description
	Select a student who is absent and who an absence event is being created for. If the Student ID/Barcode or Surname field: <ul style="list-style-type: none"> is empty, the Student Search window is displayed without students has a value that has been entered, the Student Search window is displayed with students that match.
	Launch Student Maintenance for the selected student. See <i>Maintaining current students</i> in the Current students manual.
	Save the details of the absence event without leaving the window.
	Save the current absence event details.
	Exit from the current window without saving your changes.
	Add a group of absence events records in bulk. For example, if a group of students is attending a school camp. See <i>Group absence events entered in bulk</i> (on page 185).
	Set up a recurring schedule for this absence event. See <i>Recording a recurring absence event</i> (on page 183).
	Send an email to the parent or guardian's email address if it is defined. Alternatively, if a second contact is displayed you can send them an email. The Send Email window is displayed to allow you to type a message. 

Button	Description
<p>AutoMatch</p>	<p>Automatically match unknown absence events with the event being added. If there are existing unknown events, they are displayed on the Auto Match window.</p>  <p>You have the option to supersede the unknown event(s) with the current absence event. See <i>Superseding unknown absence events</i> (on page 179). For example, three absence slips were entered for absences from morning classes. Subsequently you received a note to say that the student was at the dentist and expected in later in the morning.</p>
<p>Use Feedback</p>	<p>Use the teacher's feedback for the actual details of the absence event. The following dialog window is displayed.</p>  <p>When a teacher submits a nonattendance using the Attendance window, any additional information they entered is also displayed in the Details area of the Create Absence Event window.</p>  <p>This information is available in the Timetable area of the Create Absence Event window.</p> 

Actual tab fields and buttons

Note: Superseded absence events can be viewed on the **Superseded** tab. The fields on the **Superseded** tab are identical to those on the **Actual** tab.

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	

Entries highlighted in yellow are today's entries. Only absence events with a start date a week before or after today's date are displayed.

Note: The date range is + or - seven days by default. This is configurable. See *DayRange configuration setting* in the System maintenance manual.

Fields

Field	Description
Mode	Abbreviation for the Absence Event Type (or mode) of the absence event.
Time	Either: <ul style="list-style-type: none"> In Time of the absence event Out Time if an In Time is not available.
Type	Absence Type description of the absence event.
Reason	Reason given for the absence event.

Buttons

Button	Description
Supersede	<p>Supersede individual absence events on the Actual tab, rather than Synergetic automatically matching.</p> <p>To supersede an individual absence event:</p> <ol style="list-style-type: none"> Select the absence event to supersede on the Actual tab. <div data-bbox="512 1442 1273 1644" data-label="Image"> </div> Click  . The Auto Match window is displayed. Click  . <p>Note: You can select multiple records by holding down the Ctrl key and clicking on each record in turn. You can also use the Ctrl key to de-select records.</p> <p>Tip: You can view superseded absence events on the Superseded tab.</p>

Timetable details fields and buttons

The student's timetable for the day of the absence event is displayed, along with any attendances marked, medical incidents and co-curricular activities.

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homerroom	<input type="checkbox"/>	S/10HOMD	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10DRAD	Drama	MBD		
9:35am	Period 2	<input type="checkbox"/>					
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ENGLM1C	English	PSB		
2:25pm	Period 5	<input type="checkbox"/>					
3:30pm	Period 6	<input type="checkbox"/>					

Timetable area fields

Field	Description
Type	<p>Filter the academic and co-curricular timetable entries based on their file type. For example:</p> <ul style="list-style-type: none"> • A for academic subjects • M for music subjects • and so on, depending on the file types at your organisation. <p>By default all entries are displayed.</p>
Year / Term	<p>The Year and Term are used when modifying an absence event from a previous term or semester. You will need to adjust the fields to ensure that the correct timetable is displayed.</p>

Grid area fields

Field	Description
Time	Start time of the period.
Period	Description of the period when the class is scheduled to take place.
Attended	The student's attendance for each class is either: <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> marked as being absent • <input checked="" type="checkbox"/> marked as being present • <input type="checkbox"/> not marked yet.
Class / Description	Description of the: <ul style="list-style-type: none"> • academic class • co-curricular activity • medical incident.
Staff	Staff code for the teacher scheduled to take the class.
Poss Type and Desc	Possible description of the reason for the absence.
Room	Room where the class is scheduled to be held.

Note: These grids are only displayed if the **ShowAttendDetailsOnCreateFlag** is selected in the **luAbsenceEventType** lookup table for the type of absence. See *luAbsenceEventType lookup table* in the System maintenance manual.

Recording a student's expected departure

Use the **Expected Out** absence event to record a student's expected departure.

A parent or guardian contacts your organisation to:

- Inform you that the student is expected to be leaving at a given time and is not intending to return until the next day. For example, the student is attending an appointment with a medical specialist.
- Find out what classes the student is attending on a given day so that an appointment can be arranged. For example, a parent is trying to schedule a dentist's appointment for a day and time that does not impact too much on academic subjects.

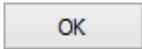
Timetable						
Time	Period	Attended	Class	Class Description	Poss Desc	Staff
8:15am	Home Group	<input type="checkbox"/>	S	Form Class 2		HO
8:30am	Period 1	<input checked="" type="checkbox"/>	S	History		CP
9:30am	Period 2	<input checked="" type="checkbox"/>	S	Science		NO
10:30am	Period 3	<input checked="" type="checkbox"/>	S	English		EB
12:30pm	Period 4	<input checked="" type="checkbox"/>	S	Maths		YA
1:30pm	Period 5	<input checked="" type="checkbox"/>	S	Chemistry		HO
2:30pm	Home Group	<input type="checkbox"/>	S	Form Class 2		HO

To record the date and time that a student is expected to be departing:

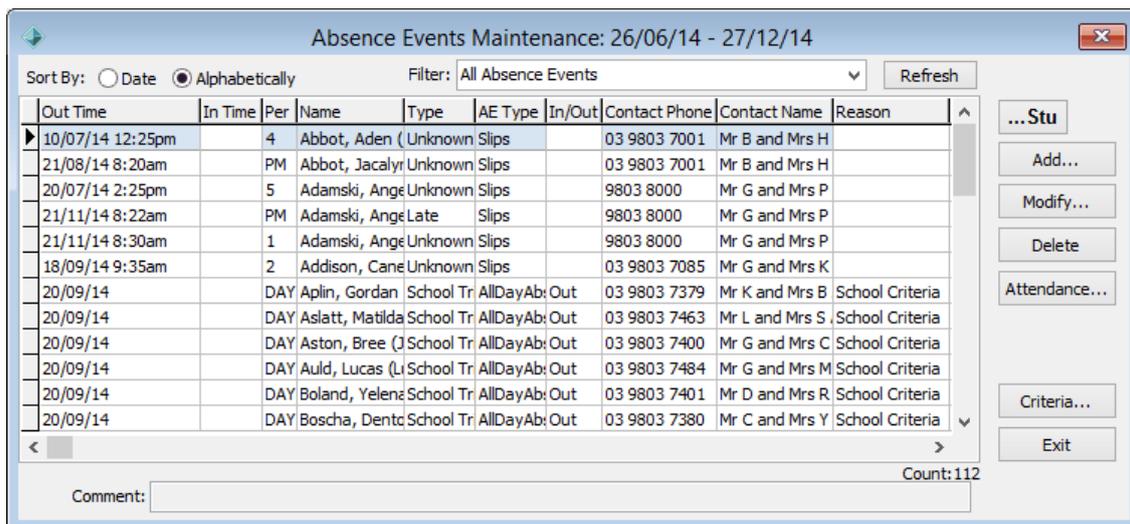
1. Select **Module > Students > Absence Events Maintenance** from the main menu.

The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

3. Click .

The **Absence Events Maintenance** window is displayed.



Out Time	In Time	Per	Name	Type	AE Type	In/Out	Contact Phone	Contact Name	Reason
10/07/14 12:25pm		4	Abbot, Aden (Unknown	Slips			03 9803 7001	Mr B and Mrs H	
21/08/14 8:20am		PM	Abbot, Jacalyn (Unknown	Slips			03 9803 7001	Mr B and Mrs H	
20/07/14 2:25pm		5	Adamski, Ange (Unknown	Slips			9803 8000	Mr G and Mrs P	
21/11/14 8:22am		PM	Adamski, Ange (Late	Slips			9803 8000	Mr G and Mrs P	
21/11/14 8:30am		1	Adamski, Ange (Unknown	Slips			9803 8000	Mr G and Mrs P	
18/09/14 9:35am		2	Addison, Cane (Unknown	Slips			03 9803 7085	Mr G and Mrs K	
20/09/14		DAY	Aplin, Gordan (School Tr	AllDayAb:Out			03 9803 7379	Mr K and Mrs B	School Criteria
20/09/14		DAY	Aslatt, Matilda (School Tr	AllDayAb:Out			03 9803 7463	Mr L and Mrs S	School Criteria
20/09/14		DAY	Aston, Bree (J School Tr	AllDayAb:Out			03 9803 7400	Mr G and Mrs C	School Criteria
20/09/14		DAY	Auld, Lucas (Li School Tr	AllDayAb:Out			03 9803 7484	Mr G and Mrs M	School Criteria
20/09/14		DAY	Boland, Yelena (School Tr	AllDayAb:Out			03 9803 7401	Mr D and Mrs R	School Criteria
20/09/14		DAY	Boscha, Denton (School Tr	AllDayAb:Out			03 9803 7380	Mr C and Mrs Y	School Criteria

4. Click .

The **Create Absence Event** window is displayed.

5. Select the **Expected Out** mode.

The **Create Absence Event** window is redisplayed with details required for an **Expected Out** absence.

6. Type the first few letters of the student's last name in the **Student ID/Barcode or Surname** field.

Tip: You can use a barcode scanner to input the student.

7. Click **Select...**

The **Student Search** window is displayed.

8. If you need to, refine the search and click **Refresh Grid**

9. Select the student that is expected out.

10. Click **OK**

The **Create Absence Event** window is redisplayed with the selected student.

Create Absence Event: Expected Out [Adamski, Angelo]

Absence Event Type (Mode)
 Absence Slips Sign In Expected In Expected Out and In Excursion Out and In
 Late Sign In Sign Out Expected Out All Day Absence

Select Student
 Student ID/Barcode: 18337 Select ... **Adamski, Angelo (S10, A)**

Guy Name: Mr Guy Adamski Pauline Spouse: Mrs Pauline Adamski
 (Father) Ph BH: 9803 8000 (Mother) Ph BH: 9800 9776
 Default Mob: 0439 589 444 Default Mob: 0409 789 468
 Email: email@emailaddress.com.au Email: email@emailaddress.com.au

Mailing Address: Unit 1 303 Burwood Hwy, BURWOOD EAST VIC 3151 Ph AH: 9803 8000 AH Alt:

Submit Expected Out Time
 Expected Out Date: 19/02/2015 Thu
 Expected Out Time: 2:30 PM

Reported By: r'ship staff RDW

Details
 Absence Type: School based activity AutoMatch
 Reason:
 Comment:
 Part of Day:
 Contact Made Contact Rcvd Note Made Note Rcvd

Actual Superseded History Timetable 19/02/15 Type: Year: 2014 Term: 1 Refresh Supersede ...

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	

Time	Period	Attended	Class	Class Description	Staff	Post Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMA	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10AMEA	American History	NCD		117
9:35am	Period 2	<input type="checkbox"/>	S/10ENGLM1A	English	SKJ		MATHS10
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ARTB	Art Production	ACP		SRT10B

Apply Submit Cancel Recur... Bulk Add... Show Second Screen

Note: Notification icons are used to indicate important information about the student. In this case the icons indicate Amanda Adamski has an active individual plan and an anaphylaxis alert. See *Using notification icons* in the Introduction manual.

Select Student
 Student ID/Barcode: 18338 Select ... **Adamski, Amanda**  

Note: If the student has an active alert a popup message will display the details of the alert. See *Current Student Maintenance - Alerts tab*.

Alerts for Amanda Adamski (18338)

Message
Message: Amanda is absent due to surgery.
Category: Medical Alert **From:** 17/11/2014 **To:** 21/11/2014
 Do not show alert again this session

Close

11. Update the **Expected Out Date** and **Time**.

Submit Expected Out Time
 Expected Out Date: 8/04/2016 Fri
 Expected Out Time: 4:00 PM
 Reported By: r'ship staff

12. Update the details of the person that reported that the student is expected to be leaving early. Either:

- Select the relation from the drop-down list.

Reported By: r'ship staff

Name	Description	ID
Mr Guy Adamski	Father	18335
Mrs Pauline Adamski	Mother	18336
Mr Angelo Adamski	Brother	18337
Miss Sarah Adamski	Sister	18339
Mr Brian Brown	Relative	18535

- Select **Staff** and select the staff member from the drop-down list.

Reported By: r'ship staff

Staff Code	Name	ID
		0
ACP	Mr P Andrews	13818
ADS	Mr S Ashton	13714
ALC	Ms C Agosti	13748
ALD	Ms D Ansons	13711
ASHTJ	Mr J Ashton	18539

- Type the person's name in the free-text field.

Reported By: r'ship staff

Grandma Jones

- Select the **Absence Type** from the drop-down list.

Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See *Attendance codes for New Zealand schools* (on page 5).

Tip: You can organise the entries so that those with similar absence details are entered at the same time.

- Select the **Reason** from the drop-down list, if applicable.

- Type any comments in the **Comment** field.

Details

Absence Type: Doctor/Dentist

Reason:

Comment: Braces fitted

Part of Day:

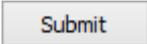
Contact Made Contact Rcvd Note Made Note Rcvd

- Select either:

- Contact Made** if you have contacted the parent or guardian
- Contact Rcvd** if the person specified in the **Reported By** field has contacted you.

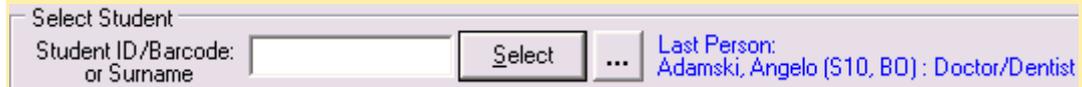
- Select **Note Rcvd** if a note has been received from the parent or guardian.

For example, a parent has written a note to say that their child has a dentist's appointment.

18. Click .

The absence event is saved and the **Create Absence Event** window is redisplayed ready for the next entry. See *Individual student absence events* (on page 57).

Tip: You can modify the previous absence event by double clicking on the **Last Person** in the **Select Student** area.



The screenshot shows a software interface for selecting a student. It features a text input field labeled "Student ID/Barcode: or Surname" which is currently empty. To the right of the input field is a "Select" button. Further right is a small square button containing three dots "...". To the right of the three dots, the text "Last Person: Adamski, Angelo (S10, B0) : Doctor/Dentist" is displayed in blue, indicating the currently selected student.

Create Absence Event window - Expected Out key fields and buttons

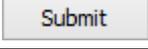
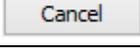
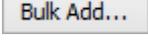
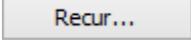
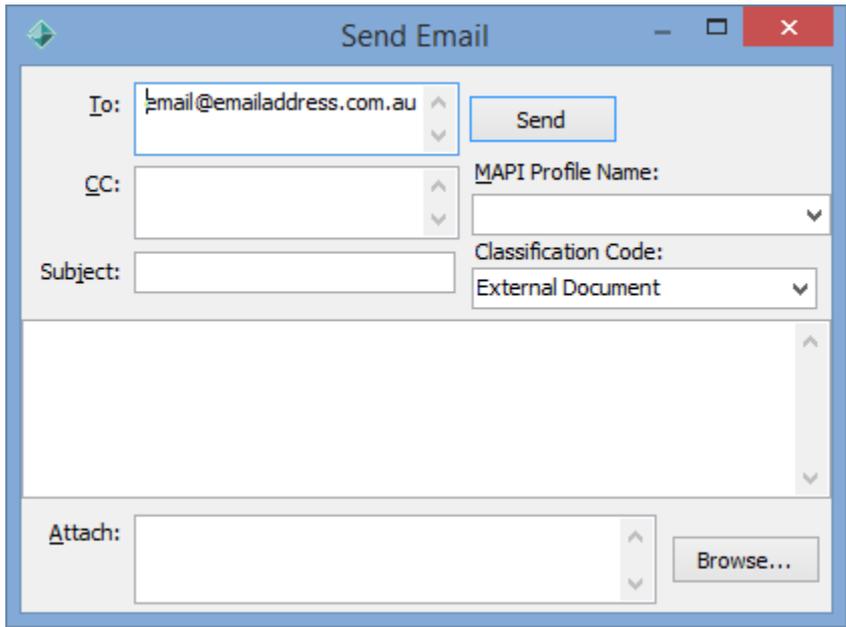
The following fields and buttons are displayed on the **Create Absence Event** window when the **Expected Out** mode is selected.

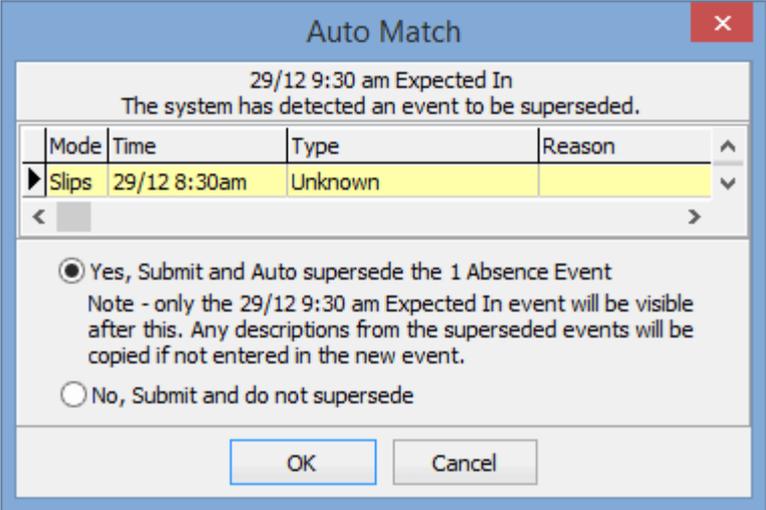
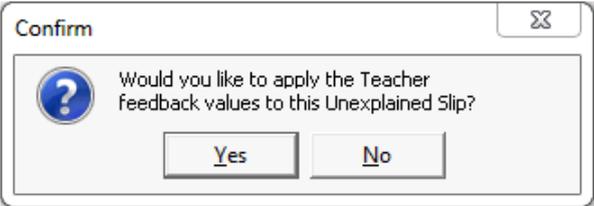
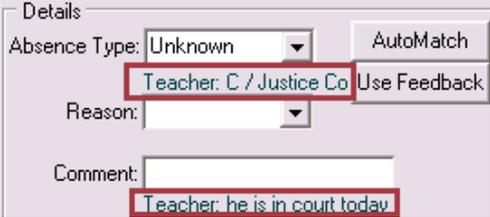
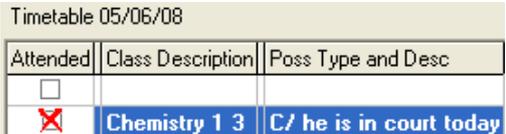
Fields

Field	Description
Absence Event Type (Mode)	The type of absence event, as defined in the luAbsenceEventType lookup table. See: <ul style="list-style-type: none"> <i>Attendance concepts</i> (on page 3) <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
Student ID/Barcode or Surname	When selecting a student to record an absence event for, you can: <ul style="list-style-type: none"> type the student's Synergetic ID in the field scan the student's barcode, if available and configured type all or part of the student's surname and click <input type="button" value="Select..."/> click <input type="button" value="Select..."/>
Expected Out Date	Date that the student is leaving early. Defaults to today's date. For details on using the calendar to select a date, see <i>Entering dates and times</i> in the Introduction manual.
Expected Out Time	Time that the student is expected to be leaving. Defaults to the time that absence event was created. <u>Note: An optional 24 hour time format can be used. This allows for quicker data entry using the numeric keypad as the AM or PM does not need to be entered.</u>
Reported By	Name of the person who provides the information that the student is expected out at a certain time. The person can be selected by either: <ul style="list-style-type: none"> selecting r'ship and selecting a relation from the drop-down list selecting staff and selecting a staff member from the drop-down list typing the person's name in the free-text field when the person is not a relation or staff member.
Absence Type	The type of absence, as defined in the luAbsenceType lookup table. <u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u>
Reason	Reason for the absence. The lookup table luAbsenceReason can be set up so that the reason corresponds to particular absence types. For example, Doctor and Dentist reasons would have their Absence Type set to D , so that these reasons are displayed when the Doctor/Dentist (D) is selected from the Absence Type drop-down list.
Comment	Additional information available about the absence event.

Field	Description
Part of Day	<p>Part of the day (morning, afternoon or whole day) that the absence event occurs.</p> <p>If you leave this field blank, Synergetic automatically determines whether it is morning, afternoon or all day, based on the times in the absence event.</p> <p>This ensures that reports that rely on whether a student was absent morning, afternoon or a whole day continue to work.</p>
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.
Note Made	<p>Select if a note has been created to send home with the student.</p> <hr/> <p>Note: Your organisation may use this field for another purpose. For example, to indicate a diary entry has been created.</p> <hr/>
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	<p>Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode.</p> <hr/> <p>Note: You do not need to select this field in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5).</p> <hr/> <p>Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.</p> <hr/>
Show Second Screen	<p>Most relevant with the Auto Sign In or Auto Sign Out modes.</p> <p>This allows a second screen to be displayed, when Synergetic is used for unattended signing in and out of students. The PC generally has:</p> <ul style="list-style-type: none"> • two barcode scanners attached, one in and one out • a graphics adapter able to display two screens at once.

Buttons

Button	Description
	Select a student who is absent and who an absence event is being created for. If the Student ID/Barcode or Surname field: <ul style="list-style-type: none"> is empty, the Student Search window is displayed without students has a value that has been entered, the Student Search window is displayed with students that match.
	Launch Student Maintenance for the selected student. See <i>Maintaining current students</i> in the Current students manual.
	Save the details of the absence event without leaving the window.
	Save the current absence event details.
	Exit from the current window without saving your changes.
	Add a group of absence events records in bulk. For example, if a group of students is attending a school camp. See <i>Group absence events entered in bulk</i> (on page 185).
	Set up a recurring schedule for this absence event. See <i>Recording a recurring absence event</i> (on page 183).
	Send an email to the parent or guardian's email address if it is defined. Alternatively, if a second contact is displayed you can send them an email. The Send Email window is displayed to allow you to type a message. 

Button	Description
<p>AutoMatch</p>	<p>Automatically match unknown absence events with the event being added. If there are existing unknown events, they are displayed on the Auto Match window.</p>  <p>You have the option to supersede the unknown event(s) with the current absence event. See <i>Superseding unknown absence events</i> (on page 179). For example, three absence slips were entered for absences from morning classes. Subsequently you received a note to say that the student was at the dentist and expected in later in the morning.</p>
<p>Use Feedback</p>	<p>Use the teacher's feedback for the actual details of the absence event. The following dialog window is displayed.</p>  <p>When a teacher submits a nonattendance using the Attendance window, any additional information they entered is also displayed in the Details area of the Create Absence Event window.</p>  <p>This information is available in the Timetable area of the Create Absence Event window.</p> 

Actual tab fields and buttons

Note: Superseded absence events can be viewed on the **Superseded** tab. The fields on the **Superseded** tab are identical to those on the **Actual** tab.

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	

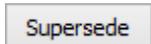
Entries highlighted in yellow are today's entries. Only absence events with a start date a week before or after today's date are displayed.

Note: The date range is + or - seven days by default. This is configurable. See *DayRange configuration setting* in the System maintenance manual.

Fields

Field	Description
Mode	Abbreviation for the Absence Event Type (or mode) of the absence event.
Time	Either: <ul style="list-style-type: none"> In Time of the absence event Out Time if an In Time is not available.
Type	Absence Type description of the absence event.
Reason	Reason given for the absence event.

Buttons

Button	Description												
	<p>Supersede individual absence events on the Actual tab, rather than Synergetic automatically matching.</p> <p>To supersede an individual absence event:</p> <ol style="list-style-type: none"> Select the absence event to supersede on the Actual tab. <div data-bbox="512 1442 1273 1644" data-label="Image"> <table border="1"> <thead> <tr> <th>Mode</th> <th>Time</th> <th>Type</th> <th>Reason</th> </tr> </thead> <tbody> <tr style="background-color: blue; color: white;"> <td>ExpOut</td> <td>11/02 1:00pm</td> <td>Off site course/class</td> <td></td> </tr> <tr> <td>AllDay</td> <td>01/02</td> <td>Explained but Unjustified</td> <td></td> </tr> </tbody> </table> </div> <p>Note: You can select multiple records by holding down the Ctrl key and clicking on each record in turn. You can also use the Ctrl key to de-select records.</p> <ol style="list-style-type: none"> Click  . The Auto Match window is displayed. Click  . <p>Tip: You can view superseded absence events on the Superseded tab.</p>	Mode	Time	Type	Reason	ExpOut	11/02 1:00pm	Off site course/class		AllDay	01/02	Explained but Unjustified	
Mode	Time	Type	Reason										
ExpOut	11/02 1:00pm	Off site course/class											
AllDay	01/02	Explained but Unjustified											

Timetable details fields and buttons

The student's timetable for the day of the absence event is displayed, along with any attendances marked, medical incidents and co-curricular activities.

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homerroom	<input type="checkbox"/>	S/10HOMD	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10DRAD	Drama	MBD		
9:35am	Period 2	<input type="checkbox"/>					
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ENGLM1C	English	PSB		
2:25pm	Period 5	<input type="checkbox"/>					
3:30pm	Period 6	<input type="checkbox"/>					

Timetable area fields

Field	Description
Type	<p>Filter the academic and co-curricular timetable entries based on their file type. For example:</p> <ul style="list-style-type: none"> • A for academic subjects • M for music subjects • and so on, depending on the file types at your organisation. <p>By default all entries are displayed.</p>
Year / Term	<p>The Year and Term are used when modifying an absence event from a previous term or semester. You will need to adjust the fields to ensure that the correct timetable is displayed.</p>

Grid area fields

Field	Description
Time	Start time of the period.
Period	Description of the period when the class is scheduled to take place.
Attended	The student's attendance for each class is either: <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> marked as being absent • <input checked="" type="checkbox"/> marked as being present • <input type="checkbox"/> not marked yet.
Class / Description	Description of the: <ul style="list-style-type: none"> • academic class • co-curricular activity • medical incident.
Staff	Staff code for the teacher scheduled to take the class.
Poss Type and Desc	Possible description of the reason for the absence.
Room	Room where the class is scheduled to be held.

Note: These grids are only displayed if the **ShowAttendDetailsOnCreateFlag** is selected in the **luAbsenceEventType** lookup table for the type of absence. See *luAbsenceEventType lookup table* in the System maintenance manual.

Recording a student's expected departure and return

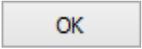
Use the **Expected Out and In** absence event to record a student's expected departure and return on the same day.

To record an absence for a student that is expected to leave at a given date and time, and return at a later date and time:

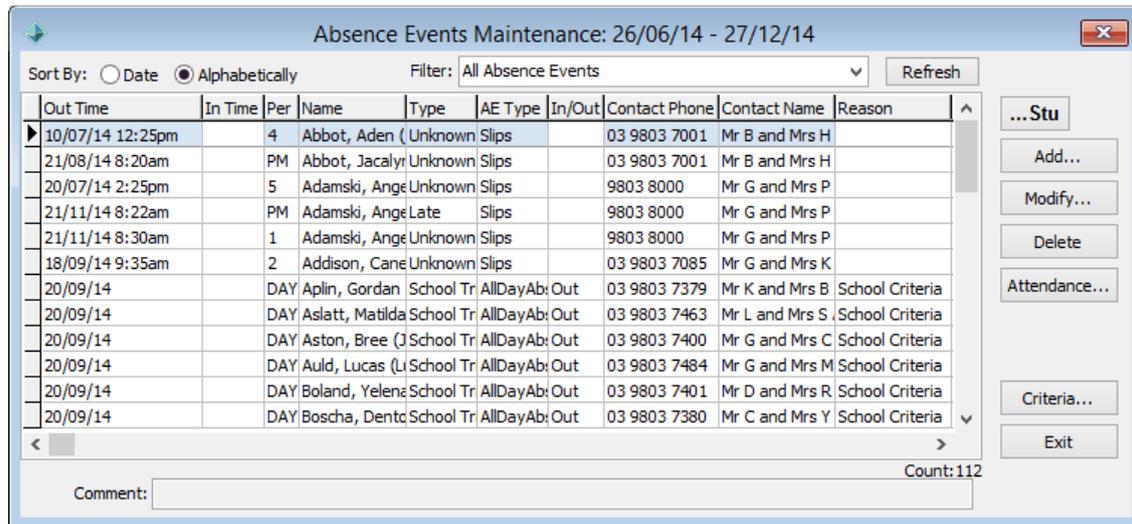
1. Select **Module > Students > Absence Events Maintenance** from the main menu.

The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

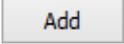
3. Click .

The **Absence Events Maintenance** window is displayed.



The screenshot shows the 'Absence Events Maintenance: 26/06/14 - 27/12/14' window. It features a table with columns for Out Time, In Time, Per, Name, Type, AE Type, In/Out, Contact Phone, Contact Name, and Reason. The table is sorted by 'Alphabetically' and filtered by 'All Absence Events'. A 'Refresh' button is located to the right of the filter. On the right side of the window, there are several buttons: '... Stu', 'Add...', 'Modify...', 'Delete', 'Attendance...', 'Criteria...', and 'Exit'. At the bottom, there is a 'Comment:' field and a 'Count: 112' indicator.

Out Time	In Time	Per	Name	Type	AE Type	In/Out	Contact Phone	Contact Name	Reason
10/07/14 12:25pm		4	Abbot, Aden (Unknown	Slips		03 9803 7001	Mr B and Mrs H	
21/08/14 8:20am		PM	Abbot, Jacalyn	Unknown	Slips		03 9803 7001	Mr B and Mrs H	
20/07/14 2:25pm		5	Adamski, Ange	Unknown	Slips		9803 8000	Mr G and Mrs P	
21/11/14 8:22am		PM	Adamski, Ange	Late	Slips		9803 8000	Mr G and Mrs P	
21/11/14 8:30am		1	Adamski, Ange	Unknown	Slips		9803 8000	Mr G and Mrs P	
18/09/14 9:35am		2	Addison, Cane	Unknown	Slips		03 9803 7085	Mr G and Mrs K	
20/09/14		DAY	Aplin, Gordan	School Tr	AllDayAb:	Out	03 9803 7379	Mr K and Mrs B	School Criteria
20/09/14		DAY	Aslatt, Matilda	School Tr	AllDayAb:	Out	03 9803 7463	Mr L and Mrs S	School Criteria
20/09/14		DAY	Aston, Bree (J	School Tr	AllDayAb:	Out	03 9803 7400	Mr G and Mrs C	School Criteria
20/09/14		DAY	Auld, Lucas (L	School Tr	AllDayAb:	Out	03 9803 7484	Mr G and Mrs M	School Criteria
20/09/14		DAY	Boland, Yelena	School Tr	AllDayAb:	Out	03 9803 7401	Mr D and Mrs R	School Criteria
20/09/14		DAY	Boscha, Denta	School Tr	AllDayAb:	Out	03 9803 7380	Mr C and Mrs Y	School Criteria

4. Click .

The **Create Absence Event** window is displayed.

5. Select the **Expected Out and In** mode.

The **Create Absence Event** window is redisplayed with details required for an **Expected Out and In** absence.

6. Type the first few letters of the student's last name in the **Student ID/Barcode or Surname** field.

Tip: You can use a barcode scanner to input the student.

7. Click .

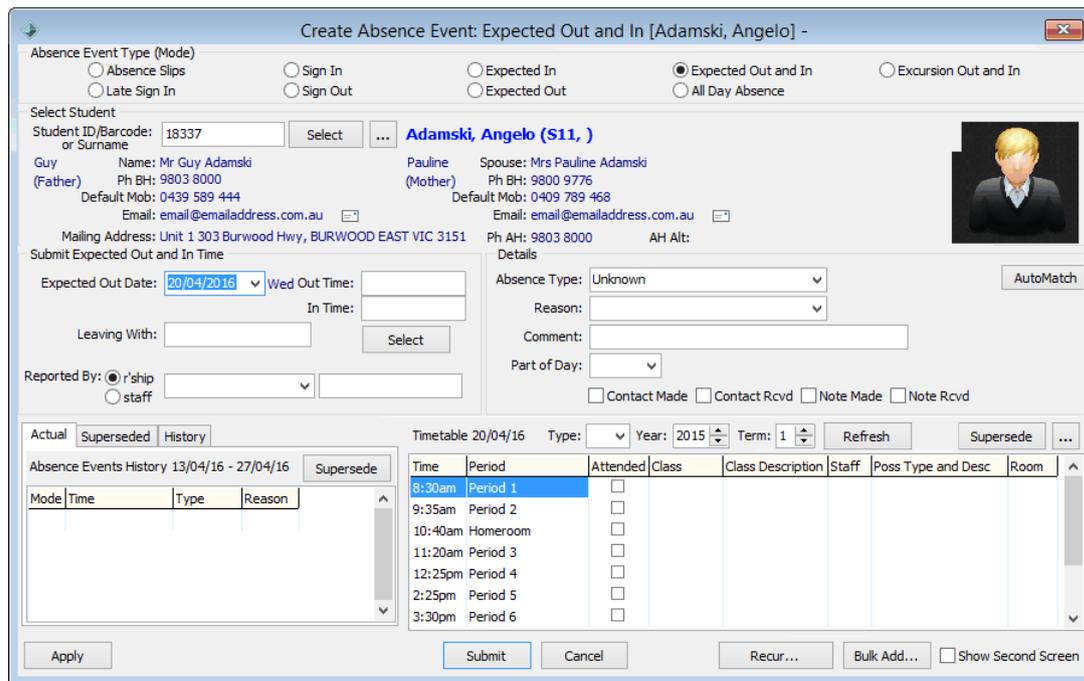
The **Student Search** window is displayed.

8. If you need to, refine the search and click .

9. Select the student that is expected to depart and return on the same day.

10. Click .

The **Create Absence Event** window is redisplayed with the selected student.



Create Absence Event: Expected Out and In [Adamski, Angelo]

Absence Event Type (Mode)
 Absence Slips Sign In Expected In Expected Out and In Excursion Out and In
 Late Sign In Sign Out Expected Out All Day Absence

Select Student
 Student ID/Barcode: 18337 Select ... **Adamski, Angelo (S11,)**

Guy Name: Mr Guy Adamski Pauline Spouse: Mrs Pauline Adamski
 (Father) Ph BH: 9803 8000 (Mother) Ph BH: 9800 9776
 Default Mob: 0439 589 444 Default Mob: 0409 789 468
 Email: email@emailaddress.com.au Email: email@emailaddress.com.au

Mailing Address: Unit 1 303 Burwood Hwy, BURWOOD EAST VIC 3151 Ph AH: 9803 8000 AH Alt:

Submit Expected Out and In Time

Expected Out Date: 20/04/2016 Wed Out Time: In Time: Absence Type: Unknown AutoMatch
 Leaving With: Reason: Comment: Part of Day: Contact Made Contact Rcvd Note Made Note Rcvd

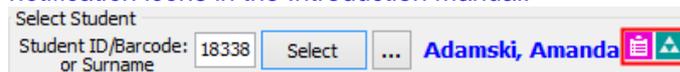
Reported By: r'ship staff

Actual Superseded History Timetable 20/04/16 Type: Year: 2015 Term: 1 Refresh Supersede ...

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:30am	Period 1	<input type="checkbox"/>					
9:35am	Period 2	<input type="checkbox"/>					
10:40am	Homeroom	<input type="checkbox"/>					
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>					
2:25pm	Period 5	<input type="checkbox"/>					
3:30pm	Period 6	<input type="checkbox"/>					

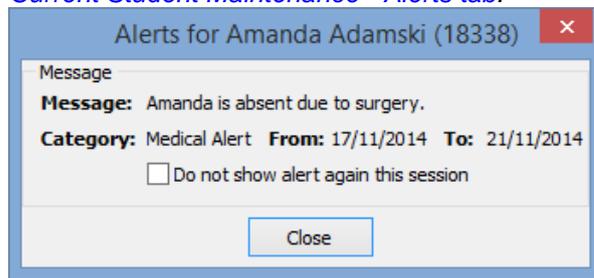
Apply Submit Cancel Recur... Bulk Add... Show Second Screen

Note: Notification icons are used to indicate important information about the student. In this case the icons indicate Amanda Adamski has an active individual plan and an anaphylaxis alert. See *Using notification icons* in the Introduction manual.



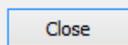
Select Student
 Student ID/Barcode: 18338 Select ... **Adamski, Amanda** 

Note: If the student has an active alert a popup message will display the details of the alert. See *Current Student Maintenance - Alerts tab*.



Alerts for Amanda Adamski (18338) 

Message
Message: Amanda is absent due to surgery.
Category: Medical Alert **From:** 17/11/2014 **To:** 21/11/2014
 Do not show alert again this session



11. If required, drag the bottom of the screen down to view related details.



The **Actual** tab and the **Timetable** grid are displayed.

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMA	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10AMEA	American History	NCD		117
9:35am	Period 2	<input type="checkbox"/>	S/10ENGLM1A	English	SKJ		MATHS 10
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ARTB	Art Production	ACP		SRT 10B
2:25pm	Period 5	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A
3:30pm	Period 6	<input type="checkbox"/>	S/10BIO1A	Biology Unit 1	TDS		BIO 10A

12. Select the **Expected Out Date**, if required.

13. Type the student's expected time out in the **Out Time** field.

14. Type the student's expected time of return in the **In Time** field.

Submit Expected Out and In Time

Expected Out Date: 8/04/2016 Fri Out Time:

In Time:

Leaving With:

Reported By: r'ship staff

15. Update the details of the person that reported that the student is expected to be away for part of the day. Either:

- Select the relation from the drop-down list.

Reported By: r'ship staff

Name	Description	ID
Mr Guy Adamski	Father	18335
Mrs Pauline Adamski	Mother	18336
Mr Angelo Adamski	Brother	18337
Miss Sarah Adamski	Sister	18339
Mr Brian Brown	Relative	18535

- Select **Staff** and select the staff member from the drop-down list.

Reported By: r'ship staff

Staff Code	Name	ID
0		
ACP	Mr P Andrews	13818
ADS	Mr S Ashton	13714
ALC	Ms C Agosti	13748
ALD	Ms D Ansons	13711
ASHTJ	Mr J Ashton	18539

- Type the person's name in the free-text field.

Reported By: r'ship staff

Grandma Jones

16. Select the **Absence Type** from the drop-down list.

Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See *Attendance codes for New Zealand schools* (on page 5).

Tip: You can organise the slips so that those with similar absence details are entered at the same time.

17. Select the **Reason** from the drop-down list.

18. Type any comments in the **Comment** field.

19. Select either:

- **Contact Made** if you have contacted the parent or guardian
- **Contact Rcvd** if the person specified in the **Reported By** field has contacted you.

20. Select **Note Rcvd** if a note has been received from the parent or guardian.

21. Click .

The absence event is saved and the **Create Absence Event** window is redisplayed ready for the next entry. See *Individual student absence events* (on page 57).

Tip: You can modify the previous absence event by double clicking on the **Last Person** in the **Select Student** area.

Select Student

Student ID/Barcode: ... Last Person: Adamski, Angelo (S10, B0) : Doctor/Dentist

Create Absence Event window - Expected Out and In key fields and buttons

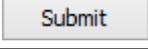
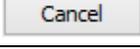
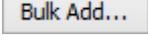
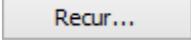
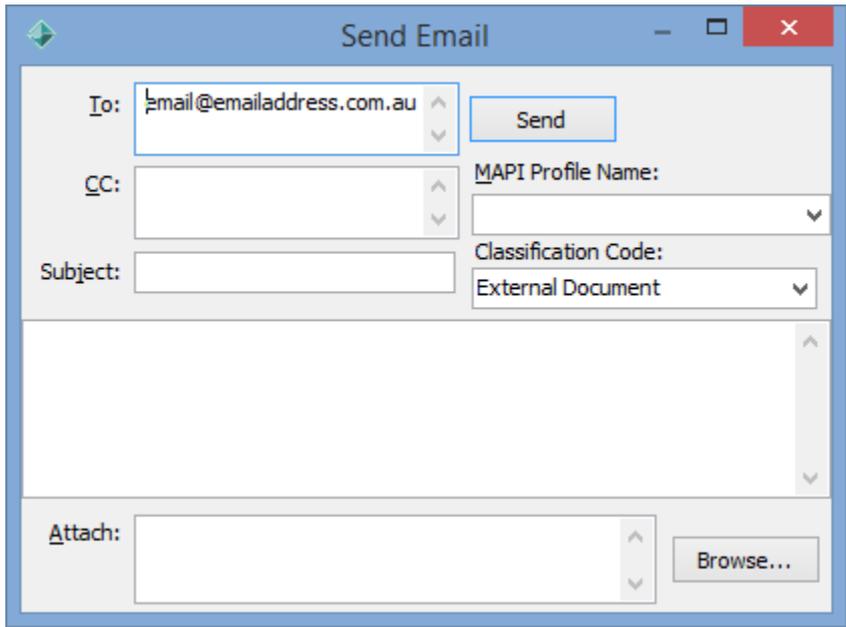
The following fields and buttons are displayed on the **Create Absence Event** window when the **Expected Out and In** mode is selected.

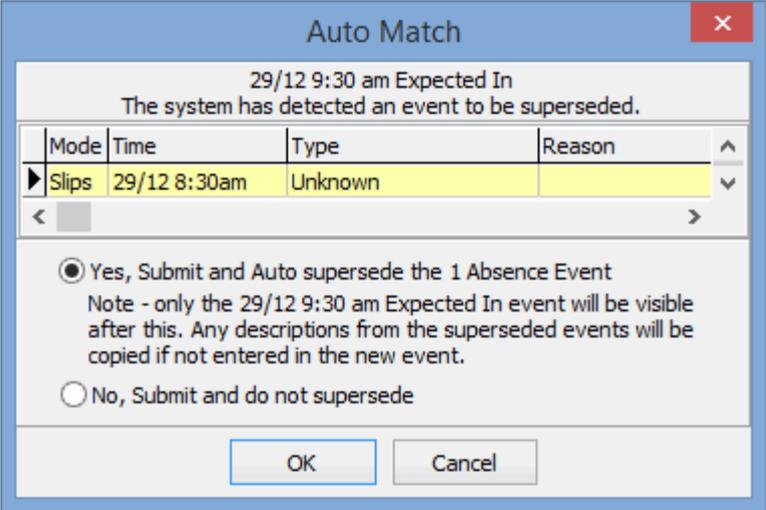
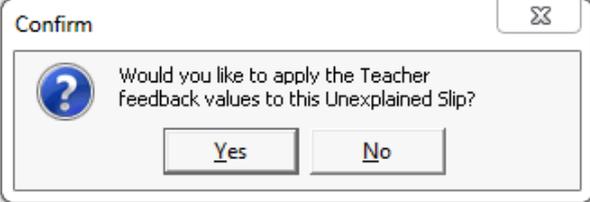
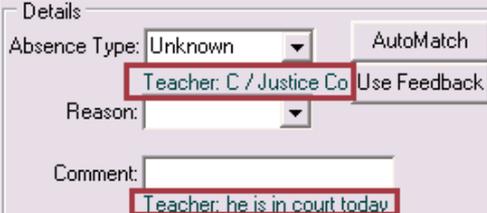
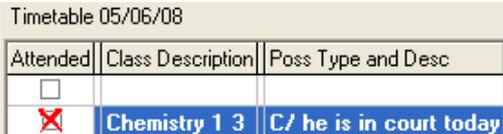
Fields

Field	Description
Absence Event Type (Mode)	The type of absence event, as defined in the luAbsenceEventType lookup table. See: <ul style="list-style-type: none"> <i>Attendance concepts</i> (on page 3) <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
Student ID/Barcode or Surname	When selecting a student to record an absence event for, you can: <ul style="list-style-type: none"> type the student's Synergetic ID in the field scan the student's barcode, if available and configured type all or part of the student's surname and click <input type="button" value="Select..."/> click <input type="button" value="Select..."/>.
Expected Out Date	Date that the student is expected to leave. Defaults to today's date. For details on using the calendar to select a date, see <i>Entering dates and times</i> in the Introduction manual.
Out Time	Time that the student is expected to leave. <u>Note: An optional 24 hour time format can be used for the Out Time and In Time fields. This allows for quicker data entry using the numeric keypad as the AM or PM does not need to be entered.</u>
In Time	Time that the student is expected back at your organisation.
Leaving With	Name of the community member that is picking up the student. The person can be selected by typing all or part of their name and clicking <input type="button" value="Select..."/> .
Reported By	Name of the person who provides the information that the student is going to be away. The person can be selected by either: <ul style="list-style-type: none"> selecting r'ship and selecting a relation from the drop-down list selecting staff and selecting a staff member from the drop-down list typing the person's name in the free-text field when the person is not a relation or staff member.
Absence Type	The type of absence, as defined in the luAbsenceType lookup table. <u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u>
Reason	Reason for the absence.
Comment	Additional information available about the absence.

Field	Description
Part of Day	<p>Part of the day (morning, afternoon or whole day) that the absence event occurs.</p> <p>If you leave this field blank, Synergetic automatically determines whether it is morning, afternoon or all day, based on the times in the absence event.</p> <p>This ensures that reports that rely on whether a student was absent morning, afternoon or a whole day continue to work.</p>
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.
Note Made	<p>Select if a note has been created to send home with the student.</p> <hr/> <p>Note: Your organisation may use this field for another purpose. For example, to indicate a diary entry has been created.</p> <hr/>
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	<p>Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode.</p> <hr/> <p>Note: You do not need to select this field in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5).</p> <hr/> <p>Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.</p> <hr/>
Show Second Screen	<p>Most relevant with the Auto Sign In or Auto Sign Out modes.</p> <p>This allows a second screen to be displayed, when Synergetic is used for unattended signing in and out of students. The PC generally has:</p> <ul style="list-style-type: none"> • two barcode scanners attached, one in and one out • a graphics adapter able to display two screens at once.

Buttons

Button	Description
	Select a student who is absent and who an absence event is being created for. If the Student ID/Barcode or Surname field: <ul style="list-style-type: none"> is empty, the Student Search window is displayed without students has a value that has been entered, the Student Search window is displayed with students that match.
	Launch Student Maintenance for the selected student. See <i>Maintaining current students</i> in the Current students manual.
	Save the details of the absence event without leaving the window.
	Save the current absence event details.
	Exit from the current window without saving your changes.
	Add a group of absence events records in bulk. For example, if a group of students is attending a school camp. See <i>Group absence events entered in bulk</i> (on page 185).
	Set up a recurring schedule for this absence event. See <i>Recording a recurring absence event</i> (on page 183).
	Send an email to the parent or guardian's email address if it is defined. Alternatively, if a second contact is displayed you can send them an email. The Send Email window is displayed to allow you to type a message. 

Button	Description
<p>AutoMatch</p>	<p>Automatically match unknown absence events with the event being added. If there are existing unknown events, they are displayed on the Auto Match window.</p>  <p>You have the option to supersede the unknown event(s) with the current absence event. See <i>Superseding unknown absence events</i> (on page 179). For example, three absence slips were entered for absences from morning classes. Subsequently you received a note to say that the student was at the dentist and expected in later in the morning.</p>
<p>Use Feedback</p>	<p>Use the teacher's feedback for the actual details of the absence event. The following dialog window is displayed.</p>  <p>When a teacher submits a nonattendance using the Attendance window, any additional information they entered is also displayed in the Details area of the Create Absence Event window.</p>  <p>This information is available in the Timetable area of the Create Absence Event window.</p> 

Actual tab fields and buttons

Note: Superseded absence events can be viewed on the **Superseded** tab. The fields on the **Superseded** tab are identical to those on the **Actual** tab.

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	

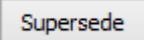
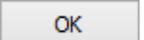
Entries highlighted in yellow are today's entries. Only absence events with a start date a week before or after today's date are displayed.

Note: The date range is + or - seven days by default. This is configurable. See *DayRange configuration setting* in the System maintenance manual.

Fields

Field	Description
Mode	Abbreviation for the Absence Event Type (or mode) of the absence event.
Time	Either: <ul style="list-style-type: none"> In Time of the absence event Out Time if an In Time is not available.
Type	Absence Type description of the absence event.
Reason	Reason given for the absence event.

Buttons

Button	Description												
Supersede	<p>Supersede individual absence events on the Actual tab, rather than Synergetic automatically matching.</p> <p>To supersede an individual absence event:</p> <ol style="list-style-type: none"> Select the absence event to supersede on the Actual tab. <div data-bbox="513 1442 1275 1644" data-label="Image"> <table border="1"> <thead> <tr> <th>Mode</th> <th>Time</th> <th>Type</th> <th>Reason</th> </tr> </thead> <tbody> <tr style="background-color: blue; color: white;"> <td>ExpOut</td> <td>11/02 1:00pm</td> <td>Off site course/class</td> <td></td> </tr> <tr> <td>AllDay</td> <td>01/02</td> <td>Explained but Unjustified</td> <td></td> </tr> </tbody> </table> </div> <p>Note: You can select multiple records by holding down the Ctrl key and clicking on each record in turn. You can also use the Ctrl key to de-select records.</p> Click  . The Auto Match window is displayed. Click  . <p>Tip: You can view superseded absence events on the Superseded tab.</p>	Mode	Time	Type	Reason	ExpOut	11/02 1:00pm	Off site course/class		AllDay	01/02	Explained but Unjustified	
Mode	Time	Type	Reason										
ExpOut	11/02 1:00pm	Off site course/class											
AllDay	01/02	Explained but Unjustified											

Timetable details fields and buttons

The student's timetable for the day of the absence event is displayed, along with any attendances marked, medical incidents and co-curricular activities.

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMD	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10DRAD	Drama	MBD		
9:35am	Period 2	<input type="checkbox"/>					
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ENGLM1C	English	PSB		
2:25pm	Period 5	<input type="checkbox"/>					
3:30pm	Period 6	<input type="checkbox"/>					

Timetable area fields

Field	Description
Type	<p>Filter the academic and co-curricular timetable entries based on their file type. For example:</p> <ul style="list-style-type: none"> • A for academic subjects • M for music subjects • and so on, depending on the file types at your organisation. <p>By default all entries are displayed.</p>
Year / Term	<p>The Year and Term are used when modifying an absence event from a previous term or semester. You will need to adjust the fields to ensure that the correct timetable is displayed.</p>

Grid area fields

Field	Description
Time	Start time of the period.
Period	Description of the period when the class is scheduled to take place.
Attended	The student's attendance for each class is either: <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> marked as being absent • <input checked="" type="checkbox"/> marked as being present • <input type="checkbox"/> not marked yet.
Class / Description	Description of the: <ul style="list-style-type: none"> • academic class • co-curricular activity • medical incident.
Staff	Staff code for the teacher scheduled to take the class.
Poss Type and Desc	Possible description of the reason for the absence.
Room	Room where the class is scheduled to be held.

Note: These grids are only displayed if the **ShowAttendDetailsOnCreateFlag** is selected in the **luAbsenceEventType** lookup table for the type of absence. See *luAbsenceEventType lookup table* in the System maintenance manual.

Recording all day absences

Examples of **all day** absences are when a parent or guardian contacts your organisation informing that a student is absent:

- today because the student has an illness that prevents them from attending
- for one or more days because the student is away on an overseas or local holiday during the term
- for the remainder of the week due to a bereavement in the family.

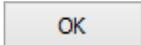
If you need to enter an **all day** absence for a group of students, also see *Creating all day absence events for groups* (on page 195).

To record an **all day** absence for a student:

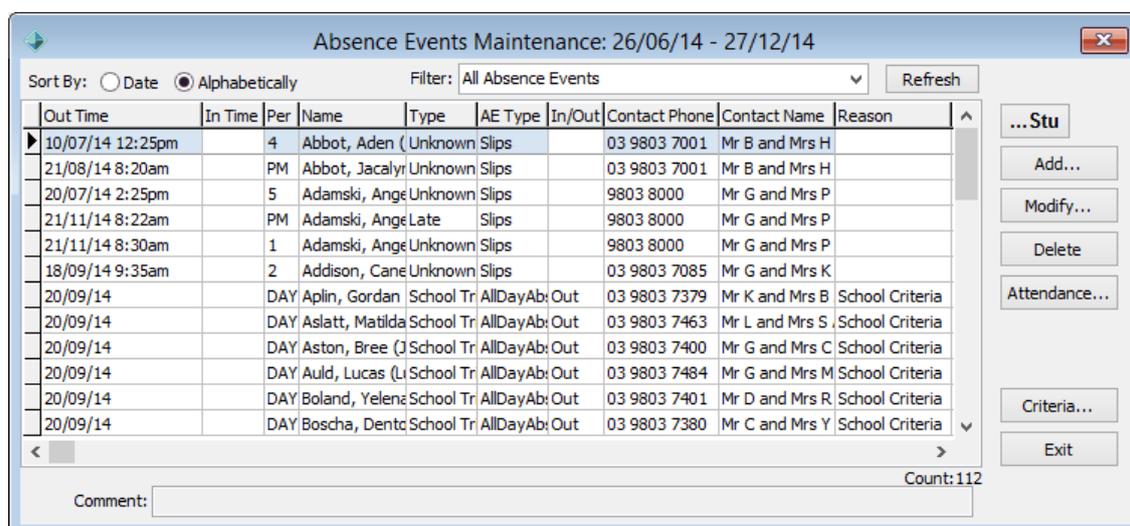
1. Select **Module > Students > Absence Events Maintenance** from the main menu.

The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

3. Click .

The **Absence Events Maintenance** window is displayed.



4. Click .

The **Create Absence Event** window is displayed.

5. Select the **All Day Absence** mode.

The **Create Absence Event** window is redisplayed with details required for an **all day** absence.

6. Type the first few letters of the student's last name in the **Student ID/Barcode or Surname** field.

Tip: You can use a barcode scanner to input the student.

7. Click **Select...**

The **Student Search** window is displayed.

Student	ID
Adamski, Amanda (J3, B)	18338
Adamski, Angelo (S10, A)	18337

8. If you need to, refine the search and click **Refresh Grid**.
9. Select the student who is absent.

10. Click .

The **Create Absence Event** window is redisplayed with the selected student.

Note: Notification icons are used to indicate important information about the student. In this case the icons indicate Amanda Adamski has an active individual plan and an anaphylaxis alert. See *Using notification icons* in the Introduction manual.

Note: If the student has an active alert a popup message will display the details of the alert. See *Current Student Maintenance - Alerts tab*.

11. Select the start and end dates that the student is absent.

12. Select either **Include Sat** and/or **Include Sun**, if required.

For example, when a boarding student is absent during weekends.

13. Update the details of the person reporting the student's absence. Either:

- Select the relation from the drop-down list.

Reported By: r'ship staff

Name	Description	ID
Mr Guy Adamski	Father	18335
Mrs Pauline Adamski	Mother	18336
Mr Angelo Adamski	Brother	18337
Miss Sarah Adamski	Sister	18339
Mr Brian Brown	Relative	18535

- Select **Staff** and select the staff member from the drop-down list.

Reported By: r'ship staff

Staff Code	Name	ID
ACP	Mr P Andrews	13818
ADS	Mr S Ashton	13714
ALC	Ms C Agosti	13748
ALD	Ms D Ansons	13711
ASHTJ	Mr J Ashton	18539

- Type the person's name in the free-text field.

Reported By: r'ship staff

Grandma Jones

14. Select the **Absence Type** from the drop-down list.

Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See [Attendance codes for New Zealand schools \(on page 5\)](#).

Tip: You can organise the entries so that those with similar absence details are entered at the same time.

15. Select the **Reason** from the drop-down list, if applicable.

16. Type any comments in the **Comment** field.

17. Select either:

- **Contact Made** if you have contacted the parent or guardian
- **Contact Rcvd** if the person specified in the **Reported By** field has contacted you.

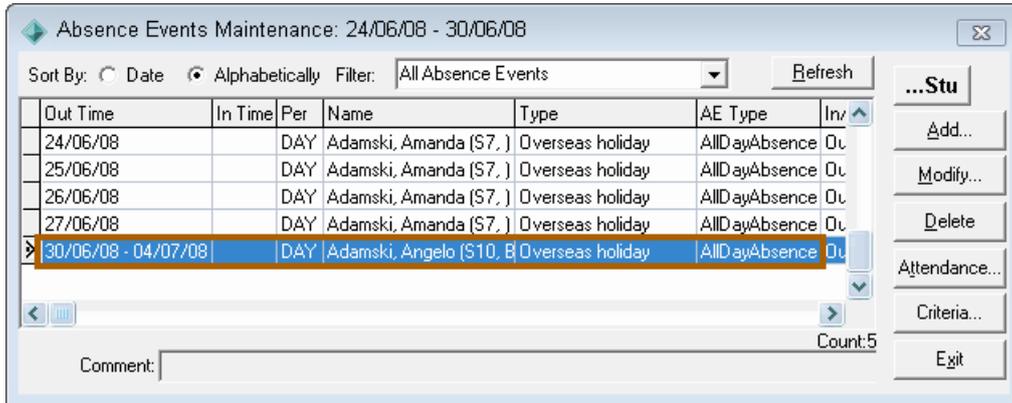
18. Select **Note Rcvd** if a note has been received from the parent or guardian.

For example, a parent has written a note to say that their child is away next week on an overseas holiday.

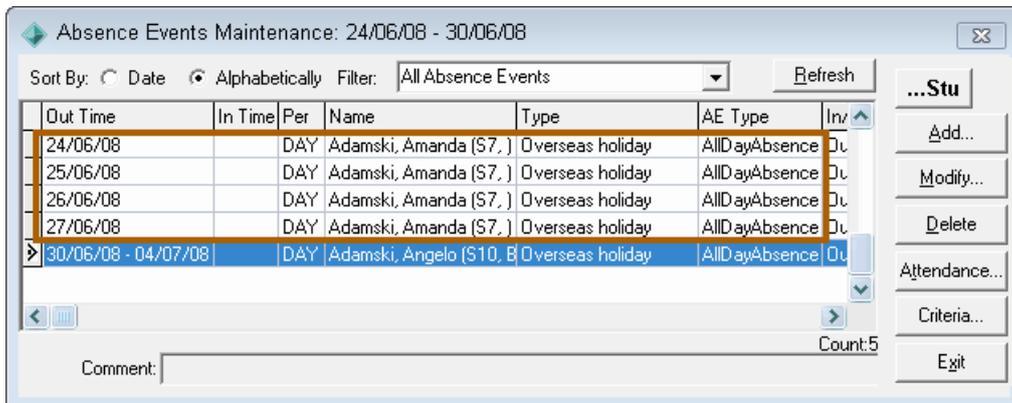
19. Click .

Either:

- A single absence event is saved and the **Create Absence Event** window is redisplayed ready for the next entry. See *Individual student absence events* (on page 57).



- Multiple absence events are created and the **Create Absence Event** window is redisplayed ready for the next entry.



Note: The method used depends on **ExplodeMultiAllDayEventsFlag**, which is set in **Configuration File Maintenance**. See *ExplodeMultiAllDayEventsFlag configuration setting in the System maintenance manual*.

Tip: You can modify the previous absence event by double clicking on the **Last Person** in the **Select Student** area.



Note: If a teacher has already marked the student absent or present in class, an **Auto Match** window is displayed. Select **Yes** to supersede the teacher's attendance or absence slip, or **No** to not supersede it.

Auto Match

29/12 9:30 am Expected In
The system has detected an event to be superseded.

Mode	Time	Type	Reason
Slips	29/12 8:30am	Unknown	

Yes, Submit and Auto supersede the 1 Absence Event
Note - only the 29/12 9:30 am Expected In event will be visible after this. Any descriptions from the superseded events will be copied if not entered in the new event.

No, Submit and do not supersede

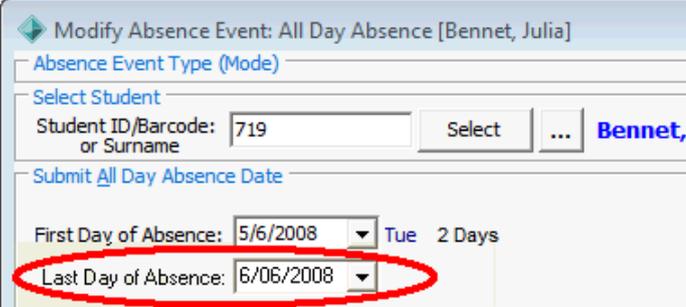
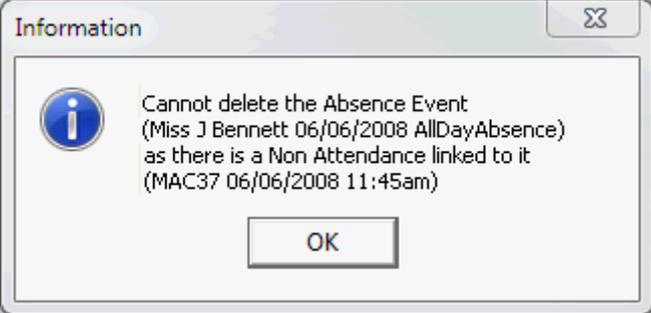
OK Cancel

Create Absence Event window - All Day Absence key fields and buttons

The following fields and buttons are displayed on the **Create Absence Event** window when the **All Day Absence** mode is selected.

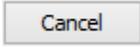
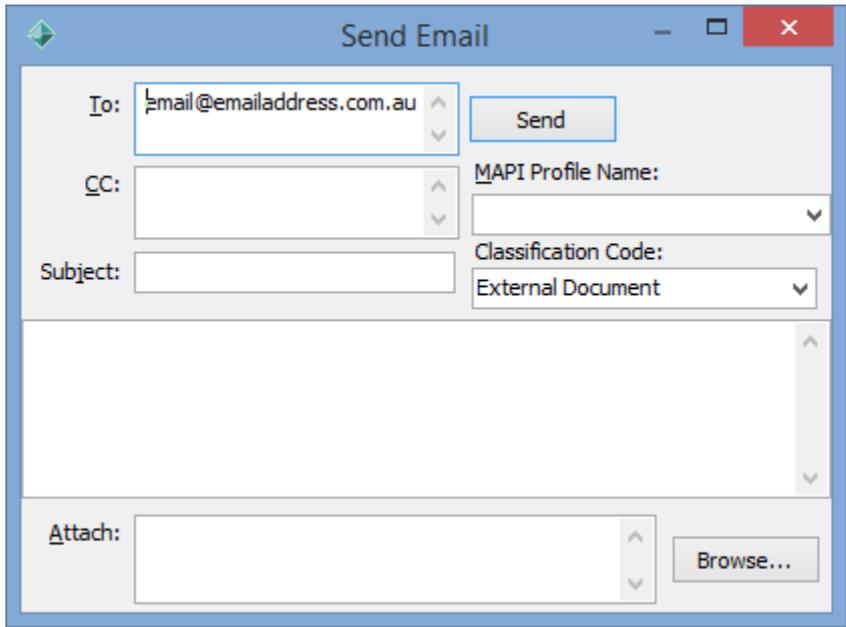
Fields

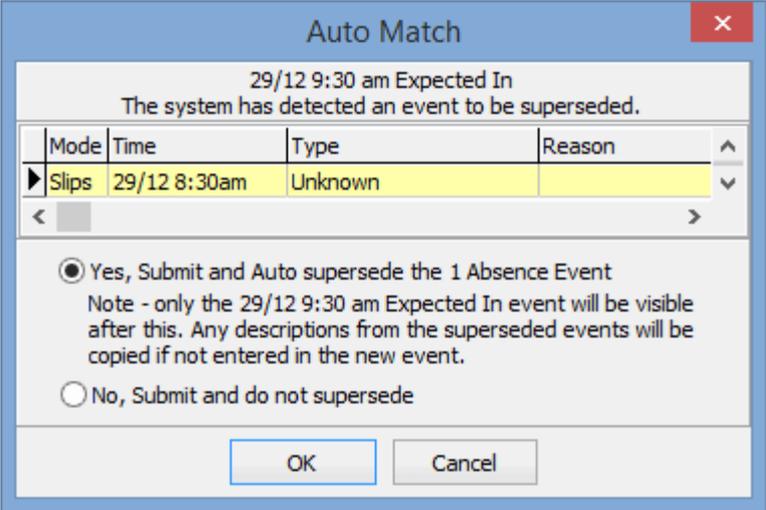
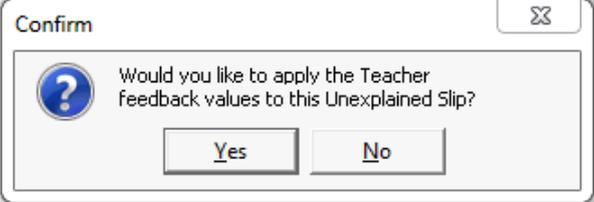
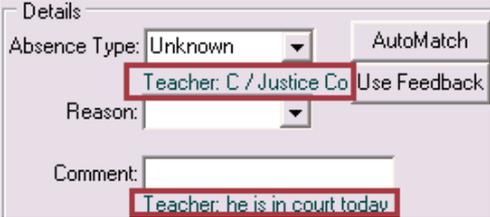
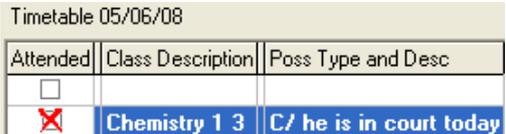
Field	Description
Absence Event Mode	<p>The type of absence event, as defined in the luAbsenceEventType lookup table.</p> <p>See:</p> <ul style="list-style-type: none"> • <i>Attendance concepts</i> (on page 3) • <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
Student ID/Barcode or Surname	<p>When selecting a student to record an absence event for, you can:</p> <ul style="list-style-type: none"> • type the student's Synergetic ID in the field • scan the student's barcode, if available and configured • type all or part of the student's surname and click <input type="button" value="Select..."/> • click <input type="button" value="Select..."/>.
First Day of Absence	<p>The first date that the student or students are away.</p> <p>Defaults to today's date.</p> <p>For details on using the calendar to select a date, see <i>Entering dates and times</i> in the Introduction manual.</p>

Field	Description
Last Day of Absence	<p>The last date that the student or students are away. Defaults to today's date.</p> <p>Note: When students are marked as not attending on the Attendance window, each nonattendance record is linked to each day of the absence event if it spans several days.</p>  <p>Should a multi-day absence event be modified later, Synergetic checks to ensure that days cannot be deleted when a nonattendance has already been marked.</p>  <p>See <i>Modifying all day absences</i> (on page 166).</p>
Include Sat	<p>Select to include any Saturdays between the first and last days. For example, a boarding student who is normally present over the weekend but is absent on the Saturday.</p> <p>Note: This field is the first day of your weekend. If your week starts on a day other than Monday, this field is labelled differently.</p>
Include Sun	<p>Select to include any Sundays between the first and last days. For example, a boarding student who is normally present over the weekend but is absent on the Sunday.</p> <p>Note: This field is the last day of your weekend. If your week starts on a day other than Monday, this field is labelled differently.</p>
Reported By	<p>Name of the person who provides the information that the student or students are going to be away. The person can be selected by either:</p> <ul style="list-style-type: none"> • selecting r'ship and selecting a relation from the drop-down list • selecting staff and selecting a staff member from the drop-down list • typing the person's name in the free-text field when the person is not a relation or staff member.

Field	Description
Absence Type	The type of absence, as defined in the luAbsenceType lookup table. <u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u>
Reason	Reason for the absence.
Comment	Additional information available about the absence.
Part of Day	Part of the day (morning, afternoon or whole day) that the absence event occurs. If you leave this field blank, Synergetic automatically determines whether it is morning, afternoon or all day, based on the times in the absence event. This ensures that reports that rely on whether a student was absent morning, afternoon or a whole day continue to work.
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode. <u>Note: This field does not need selecting in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5).</u> <u>Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.</u>
Show Second Screen	Most relevant with the Auto Sign In or Auto Sign Out modes. This allows a second screen to be displayed, when Synergetic is used for unattended signing in and out of students. The PC generally has: <ul style="list-style-type: none"> • two barcode scanners attached, one in and one out • a graphics adapter able to display two screens at once.

Buttons

Button	Description
	Select a student who is absent and who an absence event is being created for. If the Student ID/Barcode or Surname field: <ul style="list-style-type: none"> is empty, the Student Search window is displayed without students has a value that has been entered, the Student Search window is displayed with students that match.
	Launch Student Maintenance for the selected student. See <i>Maintaining current students</i> in the Current students manual.
	Save the details of the absence event without leaving the window.
	Save the current absence event details.
	Exit from the current window without saving your changes.
	Add a group of absence events records in bulk. For example, if a group of students is attending a school camp. See <i>Group absence events entered in bulk</i> (on page 185).
	Set up a recurring schedule for this absence event. See <i>Recording a recurring absence event</i> (on page 183).
	Send an email to the parent or guardian's email address if it is defined. Alternatively, if a second contact is displayed you can send them an email. The Send Email window is displayed to allow you to type a message. 

Button	Description
<p>AutoMatch</p>	<p>Automatically match unknown absence events with the event being added. If there are existing unknown events, they are displayed on the Auto Match window.</p>  <p>You have the option to supersede the unknown event(s) with the current absence event. See <i>Superseding unknown absence events</i> (on page 179). For example, three absence slips were entered for absences from morning classes. Subsequently you received a note to say that the student was at the dentist and expected in later in the morning.</p>
<p>Use Feedback</p>	<p>Use the teacher's feedback for the actual details of the absence event. The following dialog window is displayed.</p>  <p>When a teacher submits a nonattendance using the Attendance window, any additional information they entered is also displayed in the Details area of the Create Absence Event window.</p>  <p>This information is available in the Timetable area of the Create Absence Event window.</p> 

Actual tab fields and buttons

Note: Superseded absence events can be viewed on the **Superseded** tab. The fields on the **Superseded** tab are identical to those on the **Actual** tab.

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	

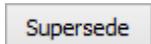
Entries highlighted in yellow are today's entries. Only absence events with a start date a week before or after today's date are displayed.

Note: The date range is + or - seven days by default. This is configurable. See *DayRange configuration setting* in the System maintenance manual.

Fields

Field	Description
Mode	Abbreviation for the Absence Event Type (or mode) of the absence event.
Time	Either: <ul style="list-style-type: none"> In Time of the absence event Out Time if an In Time is not available.
Type	Absence Type description of the absence event.
Reason	Reason given for the absence event.

Buttons

Button	Description												
	<p>Supersede individual absence events on the Actual tab, rather than Synergetic automatically matching.</p> <p>To supersede an individual absence event:</p> <ol style="list-style-type: none"> Select the absence event to supersede on the Actual tab. <div data-bbox="512 1442 1273 1644" data-label="Image"> <table border="1"> <thead> <tr> <th>Mode</th> <th>Time</th> <th>Type</th> <th>Reason</th> </tr> </thead> <tbody> <tr style="background-color: blue; color: white;"> <td>ExpOut</td> <td>11/02 1:00pm</td> <td>Off site course/class</td> <td></td> </tr> <tr> <td>AllDay</td> <td>01/02</td> <td>Explained but Unjustified</td> <td></td> </tr> </tbody> </table> </div> <p>Note: You can select multiple records by holding down the Ctrl key and clicking on each record in turn. You can also use the Ctrl key to de-select records.</p> Click  . The Auto Match window is displayed. Click  . <p>Tip: You can view superseded absence events on the Superseded tab.</p>	Mode	Time	Type	Reason	ExpOut	11/02 1:00pm	Off site course/class		AllDay	01/02	Explained but Unjustified	
Mode	Time	Type	Reason										
ExpOut	11/02 1:00pm	Off site course/class											
AllDay	01/02	Explained but Unjustified											

Timetable details fields and buttons

The student's timetable for the day of the absence event is displayed, along with any attendances marked, medical incidents and co-curricular activities.

Time	Period	Attended	Class	Class Description	Staff	Poss Type and Desc	Room
8:20am	Homeroom	<input type="checkbox"/>	S/10HOMD	HomeRoom	BDB		
8:30am	Period 1	<input type="checkbox"/>	S/10DRAD	Drama	MBD		
9:35am	Period 2	<input type="checkbox"/>					
11:20am	Period 3	<input type="checkbox"/>					
12:25pm	Period 4	<input type="checkbox"/>	S/10ENGLM1C	English	PSB		
2:25pm	Period 5	<input type="checkbox"/>					
3:30pm	Period 6	<input type="checkbox"/>					

Timetable area fields

Field	Description
Type	<p>Filter the academic and co-curricular timetable entries based on their file type. For example:</p> <ul style="list-style-type: none"> • A for academic subjects • M for music subjects • and so on, depending on the file types at your organisation. <p>By default all entries are displayed.</p>
Year / Term	<p>The Year and Term are used when modifying an absence event from a previous term or semester. You will need to adjust the fields to ensure that the correct timetable is displayed.</p>

Grid area fields

Field	Description
Time	Start time of the period.
Period	Description of the period when the class is scheduled to take place.
Attended	The student's attendance for each class is either: <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> marked as being absent • <input checked="" type="checkbox"/> marked as being present • <input type="checkbox"/> not marked yet.
Class / Description	Description of the: <ul style="list-style-type: none"> • academic class • co-curricular activity • medical incident.
Staff	Staff code for the teacher scheduled to take the class.
Poss Type and Desc	Possible description of the reason for the absence.
Room	Room where the class is scheduled to be held.

Note: These grids are only displayed if the **ShowAttendDetailsOnCreateFlag** is selected in the **luAbsenceEventType** lookup table for the type of absence. See *luAbsenceEventType lookup table* in the System maintenance manual.

Modifying all day absences

You can modify an absence event if the details have changed. For example, an **all day** absence event created for a student on holiday for a week can be modified if the student returns from holiday sooner.

Outlined below is information on:

- restrictions when modifying a multi-day absence, created using the **all day** mode
- an alternative method of configuring Synergetic so that these restrictions do not occur.

Restrictions on modifying an all day absence event

Synergetic restricts you from modifying the **Day of Absence** fields when students are marked as not attending on the **Attendance** window, as each nonattendance record is linked to the corresponding day of the absence event.

In the following example, Julia Bennett has:

- an **all day** absence event created for two days of a family holiday
- been marked as absent from class on the 5th June and 6th June.

Attendance: 2005 Term 1 Academic

Period 4 06/06/08 (11:45am - 12:45pm) Mathematics - 2A (ASO) S/MAC37

	Attended	Admin Possible Non Att
Aardvark, Georgia (S11, JM, B, Buckle	<input type="checkbox"/>	
ABAWAZIS, James (Jim) (S12, , ,)	<input type="checkbox"/>	
<i>Able, Mathew (S11, , ,)</i>	<input type="checkbox"/>	<i>(2:20pm - 3:20pm) Sch</i>
<i>Agius, Byron (S11, , ,)</i>	<input type="checkbox"/>	<i>Slips 9:00am Justice C.</i>
Anderson, Melanie (S11, , B,)	<input type="checkbox"/>	
Asaaf, Jasinta (S11, , ,)	<input type="checkbox"/>	
Bean, Jason (J2, , B, PT)	<input type="checkbox"/>	
▶ Bennett, Julia (S11, , ,)	<input checked="" type="checkbox"/>	AllDay (05/06 - 06/06)

Attend: 17
Non Attend: 1

AllDay (05/06 - 06/06) Overseas holiday, family holiday

NOTE: Records in italics indicate that the student may possibly not be attending this class

Submit (F12) Criteria... Exit

Tip: You can click the **History** tab to view previous modifications to the selected absence event.

Select Student

Student ID/Barcode: 18337 Select

Guy Name: Mr Guy Adamski
(Father) Ph BH: 9803 8000
Default Mob: 0439 589 444
Email: email@emailaddress.com.au
Mailing Address: Unit 1 303 Burwood Hwy, BURWOOD

Actual Superseded **History**

Created:

Modified By Modified Date

When modifying an absence event's dates, Synergetic checks whether any nonattendance records exist.

Modify Absence Event: All Day Absence [Bennet, Julia]

Absence Event Type (Mode)

Select Student

Student ID/Barcode: 719 Select ... Bennet,

Submit All Day Absence Date

First Day of Absence: 5/6/2008 Tue 2 Days

Last Day of Absence: 6/06/2008

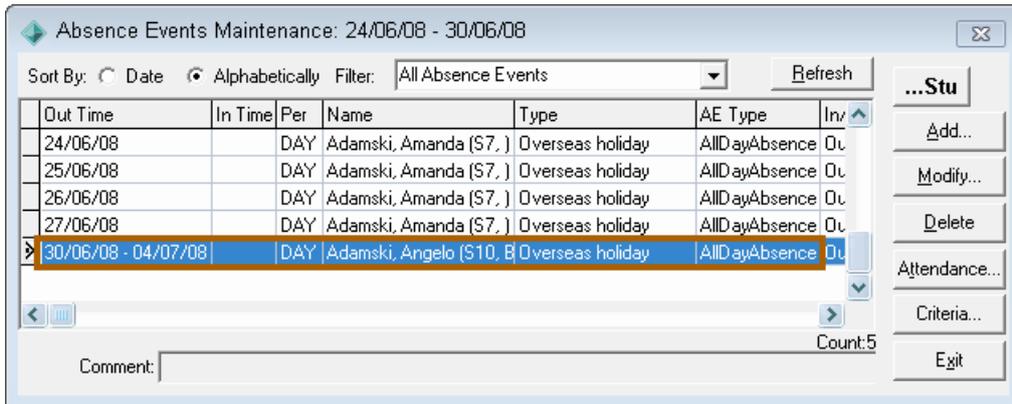
If nonattendance has already been marked for the student and you attempt to:

- change one or both of the **Day of Absence** fields, the nonattendance is changed to a slip
- delete the **Day of Absence** fields, Synergetic displays a window to confirm the deletion and changes the nonattendance to a slip.

Alternative approach to modifying an all day absence event

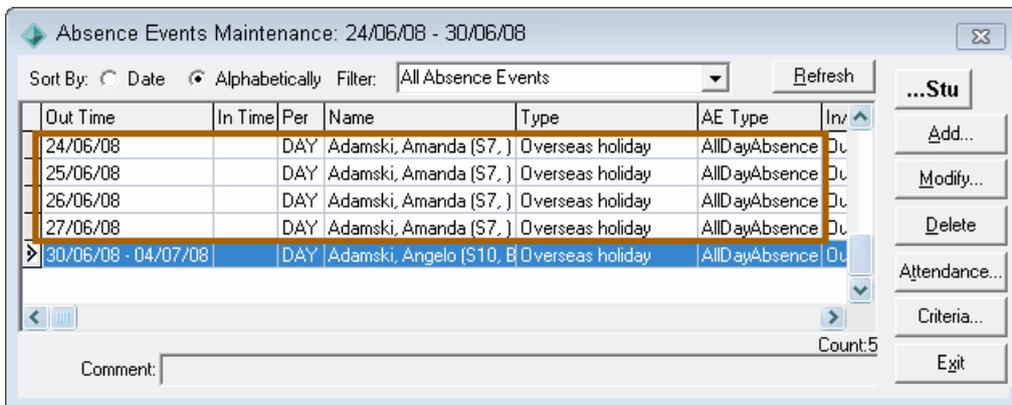
The default is to create a single absence event for a multi-day absence event, using the **all day** mode.

For example, Angelo Adamski is on an overseas holiday from the 30/06 until 4/07.



When the **ExplodeMultiAllDayEventsFlag** is set to true in **Configuration File Maintenance**, you can avoid the restriction outlined earlier. See *ExplodeMultiAllDayEventsFlag configuration setting* in the System maintenance manual.

For example, Amanda Adamski is on an overseas holiday from the 24/06 until 27/07 but this is represented as several **all day** absences.



Recording excursions

Use the **Excursion Out and In** mode for an excursion absence event for one or more students, one at a time.

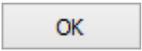
You can also enter the details using the **Absentee Bulk Entry** window, if that suits. See *Creating excursion absence events for groups* (on page 198).

To record an excursion for one or more students:

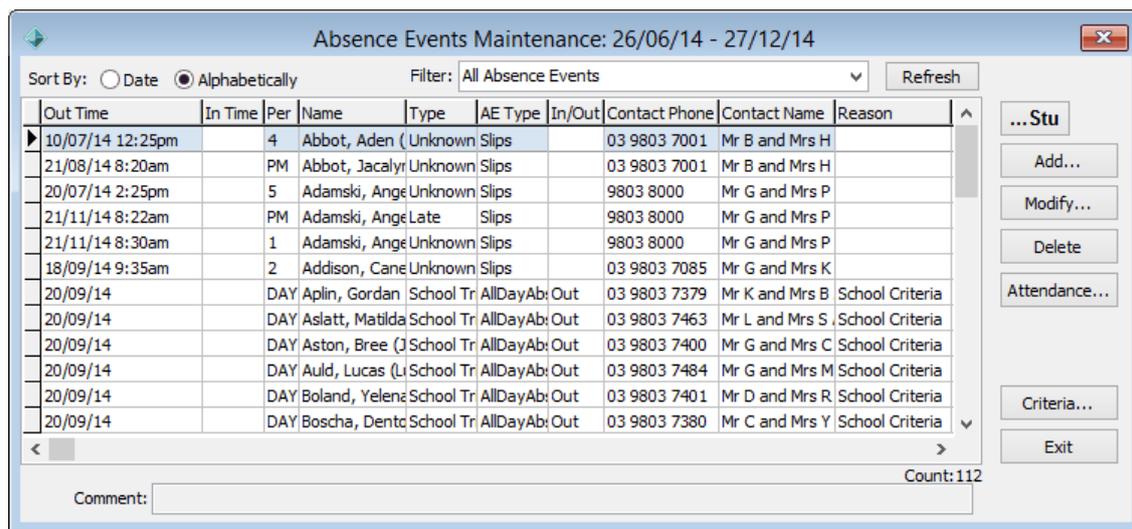
1. Select **Module > Students > Absence Events Maintenance** from the main menu.

The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

3. Click .

The **Absence Events Maintenance** window is displayed.



The screenshot shows the 'Absence Events Maintenance: 26/06/14 - 27/12/14' window. It features a table with columns: Out Time, In Time, Per, Name, Type, AE Type, In/Out, Contact Phone, Contact Name, and Reason. The table is sorted by 'Alphabetically' and filtered to 'All Absence Events'. The count of events is 112. On the right side, there are buttons for '...Stu', 'Add...', 'Modify...', 'Delete', 'Attendance...', 'Criteria...', and 'Exit'. A 'Comment:' field is located at the bottom left.

Out Time	In Time	Per	Name	Type	AE Type	In/Out	Contact Phone	Contact Name	Reason
10/07/14 12:25pm		4	Abbot, Aden (Unknown	Slips		03 9803 7001	Mr B and Mrs H	
21/08/14 8:20am		PM	Abbot, Jacalyn	Unknown	Slips		03 9803 7001	Mr B and Mrs H	
20/07/14 2:25pm		5	Adamski, Ange	Unknown	Slips		9803 8000	Mr G and Mrs P	
21/11/14 8:22am		PM	Adamski, Ange	Late	Slips		9803 8000	Mr G and Mrs P	
21/11/14 8:30am		1	Adamski, Ange	Unknown	Slips		9803 8000	Mr G and Mrs P	
18/09/14 9:35am		2	Addison, Cane	Unknown	Slips		03 9803 7085	Mr G and Mrs K	
20/09/14		DAY	Aplin, Gordon	School Tr	AllDayAb:	Out	03 9803 7379	Mr K and Mrs B	School Criteria
20/09/14		DAY	Aslatt, Matilda	School Tr	AllDayAb:	Out	03 9803 7463	Mr L and Mrs S	School Criteria
20/09/14		DAY	Aston, Bree (J	School Tr	AllDayAb:	Out	03 9803 7400	Mr G and Mrs C	School Criteria
20/09/14		DAY	Auld, Lucas (L	School Tr	AllDayAb:	Out	03 9803 7484	Mr G and Mrs M	School Criteria
20/09/14		DAY	Boland, Yelena	School Tr	AllDayAb:	Out	03 9803 7401	Mr D and Mrs R	School Criteria
20/09/14		DAY	Boscha, Dentc	School Tr	AllDayAb:	Out	03 9803 7380	Mr C and Mrs Y	School Criteria

4. Click . The **Create Absence Event** window is displayed.

5. Select the **Excursion Out and In** option. The **Create Absence Event** window is redisplayed with details required for an excursion.

6. Select the **Excursion Out Date** and type the out **Time**.
7. Select the **Excursion In Date** and type the in **Time**.
8. Either:
 - Select the **Excursion Teacher** from the drop-down list
 - Type the person's name in the free-text field.

9. Change the **Absence Type** from the drop-down list, if required.

Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See *Attendance and absence codes for New Zealand schools* (on page 5).

Note: The excursion mode will set the default **Absence Type** to the **luAbsenceType** record that has a **SynergyMeaning** of **Excursion**. For example, **School Trip/Camp**.

Tip: You can organise the entries so that those with similar absence details are entered at the same time.

10. Select the **Reason** from the drop-down list, if required.

For example, some organisations categorise the **School Trip/Camp Absence Type** by creating reasons in the **luAbsenceReason** lookup table that have the same **Absence Type Code** as the **Absence Type**.

11. Type any comments in the **Comment** field.

12. Select **Approved Absence** if the excursion has been approved.

Note: New Zealand schools rely on the absence code selected using the **Absence Type** field to determine whether an absence is approved by the NZ MOE or not. See *Attendance and absence codes for New Zealand schools (on page 5)*.

Note: This flag is only displayed if **ShowApprovedFlag** is selected for the absence event type in the **luAbsenceEventType** lookup table.

13. Click

The **Student Search** window is displayed.

Tip: Type the first letter of the student's last name to limit the students displayed on the **Student Search** window.

14. Update the search criteria to limit the search.

15. Click .

The **Student Search** window is redisplayed with students that meet the search criteria.

16. Select the student.

17. Click .

The absence event is saved and the **Create Absence Event** window is redisplayed ready for the next entry.

18. Repeat steps **10** through **17** until all students are processed.

Create Absence Event window - Excursion Out and In key fields and buttons

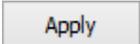
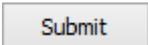
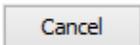
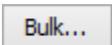
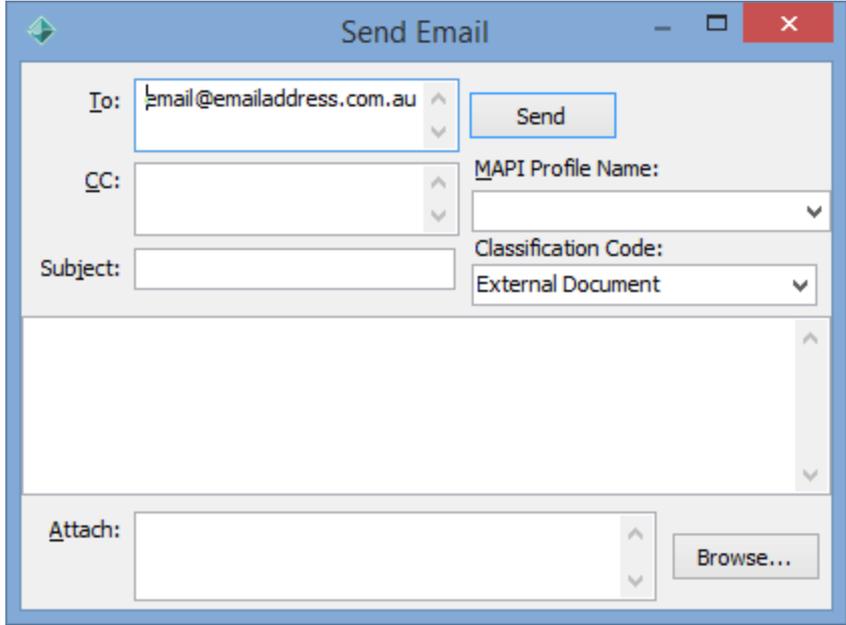
The following fields and buttons are displayed on the **Create Absence Event** window when the **Excursion Out and In** option is selected.

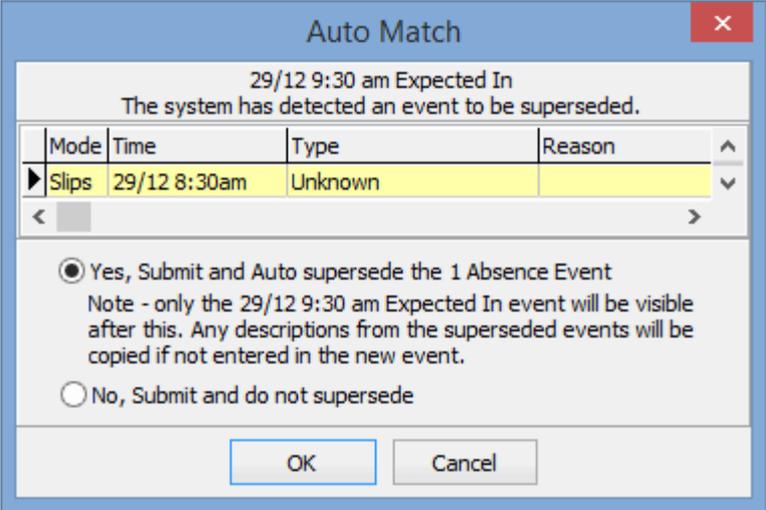
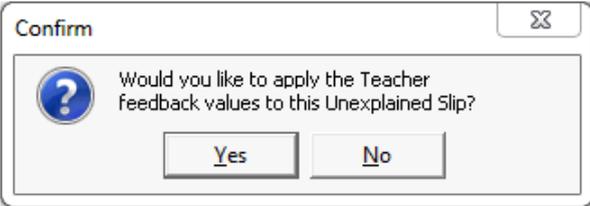
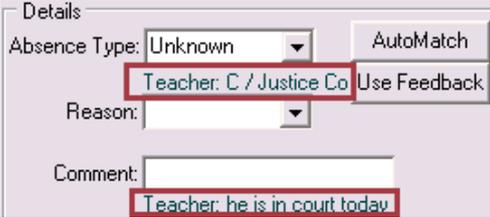
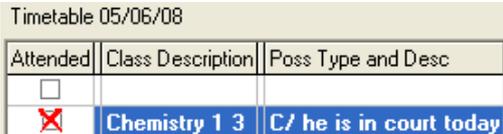
Fields

Field	Description
Absence Event Mode	The type of absence event, as defined in the luAbsenceEventType lookup table. See: <ul style="list-style-type: none"> <i>Attendance concepts</i> (on page 3) <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
Excursion Out Date	Date that the excursion starts. For details on using the calendar to select a date, see <i>Entering dates and times</i> in the Introduction manual.
Out Time	Time that the excursion starts. <u>Note: An optional 24 hour time format can be used for all time fields. This allows for quicker data entry using the numeric keypad as the AM or PM does not need to be entered.</u>
Excursion In Date	Date that the excursion ends.
Time	Time that the excursion ends.
Excursion Teacher	Either: <ul style="list-style-type: none"> select the supervising teacher from the staff drop-down list type in the person's name in the free-text field.
Absence Type	The type of absence. Absence types are defined in the luAbsenceType lookup table. <u>Note: The excursion mode will set the default Absence Type to the luAbsenceType record that has a SynergyMeaning of Excursion. For example, School Trip/Camp.</u> <u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u>
Reason	Reason for the absence.
Comment	Additional information available about the absence.
Part of Day	Part of the day (morning, afternoon or whole day) that the absence event occurs. If you leave this field blank, Synergetic automatically determines whether it is morning, afternoon or all day, based on the times in the absence event. This ensures that reports that rely on whether a student was absent morning, afternoon or a whole day continue to work.
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.

Field	Description
Note Made	Select if a note has been created to send home with the student. <hr/> Note: Your organisation may use this field for another purpose. For example, to indicate a diary entry has been created.
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode. <hr/> Note: You do not need to select this field in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5). <hr/> Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.
Student ID/Barcode or Surname	When selecting a student to record an absence event for, you can: <ul style="list-style-type: none"> • type the student's Synergetic ID in the field • scan the student's barcode, if available and configured • type all or part of the student's surname and click <input type="button" value="Select..."/> • click <input type="button" value="Select..."/>. <hr/> Note: Some organisations have a second screen to view the photo of the student just scanned or submitted.
Show Second Screen	Most relevant with the Auto Sign In or Auto Sign Out modes. This allows a second screen to be displayed, when Synergetic is used for unattended signing in and out of students. The PC generally has: <ul style="list-style-type: none"> • two barcode scanners attached, one in and one out • a graphics adapter able to display two screens at once.

Buttons

Button	Description
	Select a student who is absent and for whom an absence event is being created. If the Student ID/Barcode or Surname field: <ul style="list-style-type: none"> is empty, the Student Search window is displayed without students has a value that has been entered, the Student Search window is displayed with students that match.
	Launch Student Maintenance for the selected student. See <i>Maintaining current students</i> in the Current students manual.
	Save the details of the absence event without leaving the window.
	Save the current absence event details.
	Exit from the current window without saving your changes.
	Add a group of absence events records in bulk. For example, if a group of students is attending a school camp. See <i>Group absence events entered in bulk</i> (on page 185).
	Send an email to the parent or guardian's email address if it is defined. Alternatively, if a second contact is displayed you can send them an email. The Send Email window is displayed to allow you to type a message. 

Button	Description
<p>AutoMatch</p>	<p>Automatically match unknown absence events with the event being added. If there are existing unknown events, they are displayed on the Auto Match window.</p>  <p>You have the option to supersede the unknown event(s) with the current absence event. See <i>Superseding unknown absence events</i> (on page 179). For example, three absence slips were entered for absences from morning classes. Subsequently you received a note to say that the student was at the dentist and expected in later in the morning.</p>
<p>Use Feedback</p>	<p>Use the teacher's feedback for the actual details of the absence event. The following dialog window is displayed.</p>  <p>When a teacher submits a nonattendance using the Attendance window, any additional information they entered is also displayed in the Details area of the Create Absence Event window.</p>  <p>This information is available in the Timetable area of the Create Absence Event window.</p> 

Actual tab fields and buttons

Mode	Time	Type	Reason
Late	19/02 11:30pm	Doctor/Dentist	
SignIn	18/02 12:30pm	Unknown	

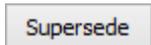
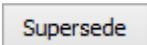
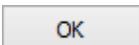
Entries highlighted in yellow are today's entries. Only absence events with a start date a week before or after today's date are displayed.

Note: The date range is + or - seven days by default. This is configurable. See *DayRange configuration setting* in the System maintenance manual.

Fields

Field	Description
Mode	Abbreviation for the Absent Event Type (or mode) of the absence event.
Time	Either: <ul style="list-style-type: none"> In Time of the absence event. Out Time if an In Time is not available.
Type	Absence Type description of the absence event.
Reason	Reason given for the absence event.

Buttons

Button	Description
	<p>Supersede individual absence events on the Actual tab, rather than Synergetic automatically matching.</p> <p>To supersede an individual absence event:</p> <ol style="list-style-type: none"> Select the absence event to supersede on the Actual tab. <div data-bbox="512 1341 1273 1545" data-label="Image"> </div> Click  . The Auto Match window is displayed. Click  . <p>Note: You can select multiple records by holding down the Ctrl key and clicking on each record in turn. You can also use the Ctrl key to de-select records.</p>

Timetable details fields and buttons

The student's timetable for the day of the absence event is displayed, along with any attendances marked, medical incidents and co-curricular activities.

Actual		Superseded		Timetable 02/05/08 Type:		Year: 2005	2	Supersede	...
Absence Events History 25/04/08 - 09/05/08				Supersede		Time	Period	Attended	Class Description
Mode	Time	Type	Reason	8:15am	Home Group	<input type="checkbox"/>	Form Class 3		
Slips	02/05 9:00am	Unknown		8:30am	Period 1	<input type="checkbox"/>	English		
				9:30am	Period 2	<input type="checkbox"/>	Maths		

Timetable fields and buttons

Field	Description
Type	Filter the academic and co-curricular timetable entries based on their file type. For example: <ul style="list-style-type: none"> • A for academic subjects • M for music subjects • and so on, depending on the file types at your organisation. By default all entries are displayed.
Year / Term	The Year and Term are used when modifying an absence event from a previous term or semester. You will need to adjust the fields to ensure that the correct timetable is displayed.

Grid area fields

Field	Description
Time	Start time of the period.
Period	Description of the period when the class is scheduled to take place.
Attended	The student's attendance for each class is either: <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> marked as being absent • <input checked="" type="checkbox"/> marked as being present • <input type="checkbox"/> not marked yet.
Class / Description	Description of the: <ul style="list-style-type: none"> • academic class • co-curricular activity • medical incident.
Poss Desc	Possible description of the reason for the absence.
Staff	Staff code for the teacher scheduled to take the class.

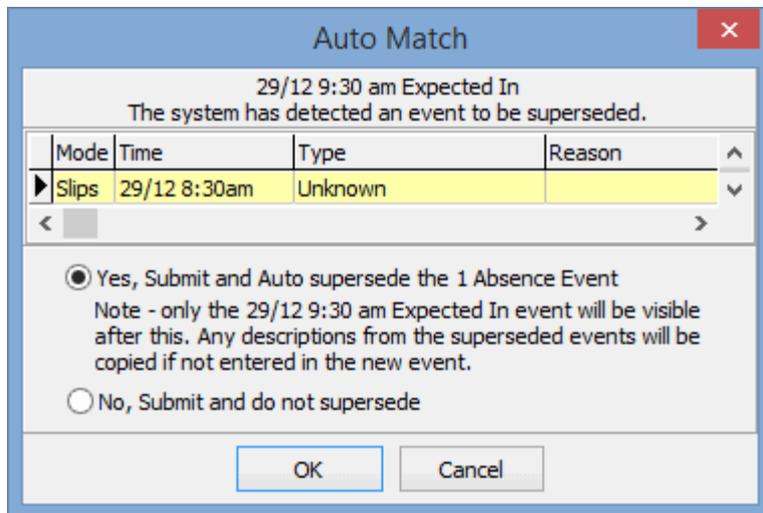
Note: These grids are only displayed if the **ShowAttendDetailsOnCreateFlag** is selected in the **luAbsenceEventType** lookup table for the type of absence. See *luAbsenceEventType* lookup table in the System maintenance manual.

Superseding unknown absence events

Some absence events explain (supersede) other absence events, with a lower priority.

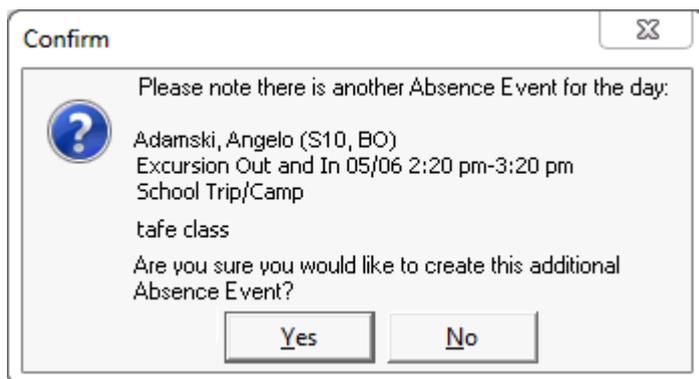
Because you cannot change the mode of most absence events, a second absence event is required if your original information was not correct on the first one. In the case of absence slips though, instead of being superseded they can be modified to either an:

- **All Day Absence** absence event
- **Expected In** absence event.



Synergetic also searches for overlapping absence events:

- up to an hour after the start of an absence slip being entered, when entering slips
- with a similar priority, when entering absence events that are **not** slips.



Example 1 - Superseding events

For example, a student is absent from period 1, 2 and 3 classes, each entered by the three class teachers as absence slips. Later, the student's parent rings the office to let you know that the student is at the dentist and is expected in at 11:30am. You enter this as an **Expected In** absence event.

Synergetic checks for student absence events which have a lower priority (see below) around the same time as the one entered, and displays these in the **Auto Match** window. In this case, the three absence slips can be explained (superseded) by the **Expected In** absence event being entered.

Example 2 - Modifying an existing absence event, instead of superseding

For example, a student is absent from their period one class and the teacher returned a slip to the office recording the absence. The slip is entered into Synergetic with an unknown **Absence Type**. Later, the student's parent phones to let you know that the student is at the dentist and is expected in at 9:30am. Because you can change the mode of an absence slip to **Expected In**, it is best to modify the existing one.

Priority of absence events

The way that absence events supersede other absence events, depends on their priority set in the **luAbsenceEventsType** lookup table. See *luAbsenceEventType lookup table* in the System maintenance manual.

Code	SupersedePrioritySeq
	0
AllDayAbsence	15
ExcursionOutIn	20
ExpectedIn	10
ExpectedOut	10
ExpOutAndIn	10
Late	20
SignIn	20
SignOut	20
Slips	-1

Initially, absence events priorities are set as follows but can be different for your organisation:

- Absence slips are set with the lowest priority, as they generally have no explanation given (-1 in the example shown).
- Expected in or out absence events are next highest (10 in the example shown), as there is an explanation available.
- All day or half day absences have the next highest priority (15 in the example shown). While an explanation is available, the absence event can be superseded by an absolute event. For example, a student is expected to be away for the day but signs in.
- Absolute events, such as a sign in absence event or a sign out absence event, have the highest priority (20 in the example shown), as we have an explanation and a definite time that they signed in/out, were absent or on an excursion.

Synergetic looks for absence events of a lower priority than the current one; to determine whether they might be superseded. These are presented on the **Auto Match** window for you to decide whether they indeed can be explained by the other absence events shown.

Superseding one or more absence events

To supersede one or more absence events:

1. Create the absence event. This provides the actual reason for the student's absence from class.

See *Individual student absence events* (on page 57).

Create Absence Event: Expected In [Adamski, Amanda]

Absence Event Type (Mode)

Absence Slips
 Sign In
 Expected In
 Expected Out and In
 Late Sign In
 Sign Out
 Expected Out
 All Day Absence

Select Student

Submit Expected In Time

Expected Arrival Date: 23/01/2008 Tue

Expected Arrival Time: 9:03 AM

Reported By: r'ship Mrs Pauline Adamski staff

Details

Absence Type: Medical/Illness

Reason:

Comment:

Part of Day:

Contact Made Cc

Actual | Superseded

Timetable 10/01/12 Type: Year:

Absence Events History 03/01/12 - 17/01/12 Supersede

Mode	Time	Type	Reason
Slips	23/01 8:30am	Unknown	

Time	Period	Attended
8:30am	Per 1	<input checked="" type="checkbox"/>
9:30am	Per 2	<input type="checkbox"/>

Note: You can drag the bottom of the **Modify Absence Event** window to display the **Superseded** tab.

Apply OK Close Recur... Bulk Add... Show Second Screen

2. Click either **Submit** or **AutoMatch**.

The **Auto Match** window is displayed.

Auto Match

29/12 9:30 am Expected In

The system has detected an event to be superseded.

Mode	Time	Type	Reason
Slips	29/12 8:30am	Unknown	

Yes, Submit and Auto supersede the 1 Absence Event
 Note - only the 29/12 9:30 am Expected In event will be visible after this. Any descriptions from the superseded events will be copied if not entered in the new event.

No, Submit and do not supersede

OK Cancel

- Check if the listed absence event(s) are explained by the absence event you are submitting.
For example, the **Absence Slip** entered for Period 1 (8:30am) is explained by the **Expected In** absence event, so the **Expected In** absence event can supersede and replace the 8:30am slip.

- Click .

The explained absence slip is moved to the **Superseded** tab of the **Create/Modify Absence Events** window.

Create Absence Event: Expected In [Adamski, Amanda]

Absence Event Type (Mode)

Absence Slips
 Sign In
 Expected In
 Expected Out and In
 Late Sign In
 Sign Out
 Expected Out
 All Day Absence

Select Student

Submit Expected In Time

Expected Arrival Date: 23/01/2008 Tue

Expected Arrival Time: 9:03 AM

Reported By: r'ship Mrs Pauline Adamski staff

Details

Absence Type: Medical/Illness

Reason:

Comment:

Part of Day:

Contact Made Co

Actual **Superseded**

Timetable 10/01/12 Type: Year:

Absence Events superseded by the current AE				UnSupersede
Mode	Time	Type	Reason	
Slips	23/01 8:30am	Unknown		

Time	Period	Attended
8:30am	Per 1	<input checked="" type="checkbox"/>
9:30am	Per 2	<input type="checkbox"/>

Recording a recurring absence event

You can record recurring absence events if a student will repeatedly be absent at a specified day or time, for example if they have a recurring medical appointment.

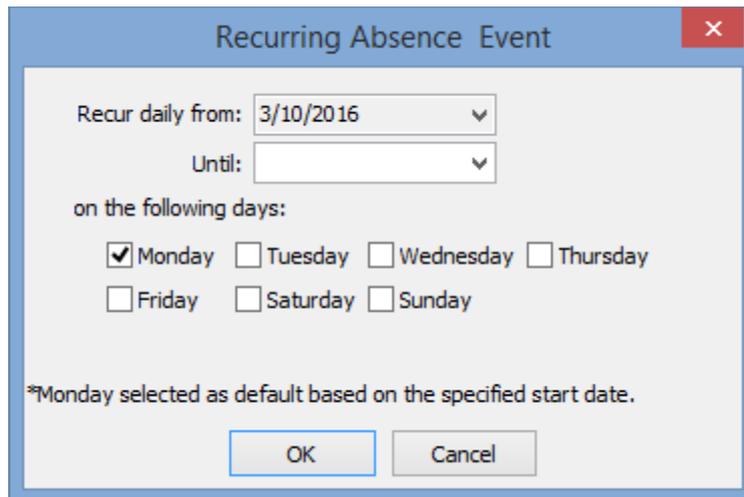
Note: Recurring absence events must happen on the same day and time each week. It is not possible to create a recurring absent event that recurs each fortnight, month, or number of days.

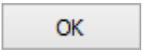
To record a recurring absence event:

1. Create an absence event with the appropriate absence event type. For example, a late sign in. See *Absence Events Maintenance window* (on page 65).

2. Click .

The **Recurring Absence Event** window is displayed.



3. Select the date that the absence event should start to recur in the **Recur daily from** field.
4. Select the date that the absence event should stop recurring in the **Until** field.
5. Select which days of the week the absence event should recur.
6. Click .

The absent event is scheduled to recur.

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Group absence events entered in bulk

There are a number of reasons why a group of students can be absent from their usual classes. These include:

- sporting, cultural or academic trips
- camps
- on site activities such as cultural events, sporting presentations or practices including swimming or athletic sports
- off-site courses or classes
- health camps
- regional health schools
- residential schools
- work experience.

You can record absence events for:

- Groups of students, as described in this section.
- Tagged students. See *Creating absence events for tagged students* (on page 203).
- Individual students. See *Individual student absence events* (on page 57).

How to:

Use the **Absence Events Bulk Entry** window to:

- Select absentees for bulk entry. See *Selecting absentees for bulk entry* (on page 187).
- Record group absences in bulk. See *Recording group absences in bulk* (on page 193).

Once the group is selected, you create the absence events. For example, you can:

- Create all day absences for the selected group. See *Creating all day absence events for groups* (on page 195).
- Create excursion absences for the selected group. See *Creating excursion absence events for groups* (on page 198).

Note: All of the usual modes available for individual students are also available for processing groups. Refer to the corresponding mode for details of the fields. See *Individual student absence events* (on page 57).

What you can do:

What you can do...	See...
<p>You can:</p> <ul style="list-style-type: none">• select the group of students who are absent from their usual classes• remove students from the group that were initially selected but need to be put in the NOT to be Processed list• add more students to the To be Processed list• accept the list to be processed and create the absence events.	<p><i>Absence Events Bulk Entry window</i> (on page 191).</p>

Selecting absentees for bulk entry

Use the **Absence Events Bulk Entry - Selection Screen** window to select the groups of students who are absent from their usual classes.

Opening the Absence Events Bulk Entry - Selection Screen window

1. Select **Module > Students > Absence Events Bulk Entry**.

Tip: You can also access the Attendance functions by clicking

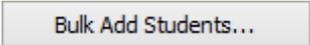


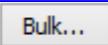
The **Absence Events Bulk Entry - Selection Screen** window is displayed.

 A screenshot of a software window titled "Absence Events Bulk Entry - Selection Screen". The window has a blue header bar with a close button (X) in the top right corner. The main area is titled "Selections" and contains various input fields and controls:

- File Year: 2016 (text box)
- File Term: 1 (text box)
- Process Date: 8/04/2016 (dropdown menu)
- Tagged IDs: (checkbox)
- ID: (text box) with a "Find..." button to its right
- Campus: Not Selected (dropdown menu)
- From Year Level: (dropdown menu)
- To Year Level: (dropdown menu)
- Form: (dropdown menu)
- House: Not Selected (dropdown menu)
- Tutor Group: (dropdown menu)
- Boarder: Not Selected (dropdown menu)
- Status: Not Selected (dropdown menu)
- Process All Tuition Variation Types (checkbox)
- Tuition Variation: Not Selected (dropdown menu)
- Include Exclude (radio buttons)
- Class:- File Type: (dropdown menu)
- Campus: Not Selected (dropdown menu)
- Code: (dropdown menu)
- Students Who Are Selected Are:-
 - To be Processed
 - Not to be Processed

 At the bottom of the window, there are five buttons: "Load Students From File...", "Delete...", "OK", "Clear", and "Cancel".

Note: If the **Absence Events Bulk Entry** window is open you can click  to display the **Absence Events Bulk Entry - Selection Screen** window. This allows you to add more absent students to the list that you are working with.

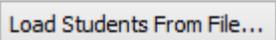
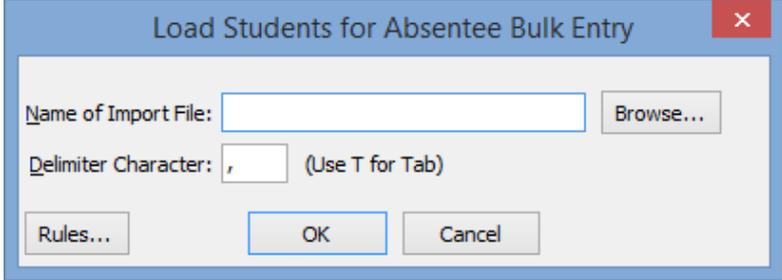
Note: If the **Create Absence Event** window is open, you can click  to display the **Absence Events Bulk Entry - Selection Screen** window. See *Individual student absence events* (on page 57).

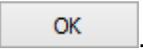
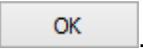
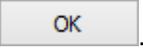
Absence Events Bulk Entry - Selection Screen window key fields and buttons

Fields

Field	Description
File Term / Year	Year and term you are including. Defaults to the current year and term.
Process Date	Include records updated in Synergetic on a given date. Defaults to today's date.
Tagged IDs	Include the students tagged earlier. See <i>Creating absence events for tagged students</i> (on page 203).
ID	Synergetic ID of an individual student.
Campus	Campus that the students are enrolled at.
From Year Level / To Year Level	Year level or range of year levels.
Form	Form that the students are members of.
House	House that the students are members of.
Tutor Group	Tutor group that the students are members of.
Boarder	Students with a given residential status.
Status	Students with a given status. Note: The system administrator defines the student record file types. Refer to the System maintenance manual.
Process All Tuition Variation Types	Select to include all Tuition Variation Types . Clear to select an individual Tuition Variation Type .
Class	Select a class or group of classes based on: <ul style="list-style-type: none"> • File Type • Campus • Class Code.
Students Who Are Selected Are	Include the students in one of the panes on the Absence Events Bulk Entry window, either the: <ul style="list-style-type: none"> • To be Processed pane • Not to be Processed pane. <p>The default selection is that selections are To be Processed.</p>

Buttons

Button	Description
	<p data-bbox="513 331 1337 389">Loads student details from a file created in another program, such as Microsoft Excel.</p>  <p data-bbox="561 712 1388 770">Note: The file must have the Synergetic ID number in the first column, with one student per row.</p>

Button	Description																
<p data-bbox="193 264 327 309">Delete</p>	<p data-bbox="513 264 1390 327">Delete a bulk absence event. For example, you can delete a bulk absence event created for the wrong group.</p> <p data-bbox="513 340 1118 371">The Select Process Number window is displayed.</p> <div data-bbox="513 387 1157 696"> <table border="1" data-bbox="523 439 1147 555"> <thead> <tr> <th>Process No</th> <th>Date</th> <th>Description</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>3/07/2014 3:24:22 PM</td> <td>06/07/2014, OPENDAY,</td> <td>1140</td> </tr> <tr> <td>14</td> <td>3/07/2014 3:18:37 PM</td> <td>06/07/2014, OPENDAY,</td> <td>1140</td> </tr> <tr> <td>5</td> <td>20/09/2013 11:19:28 AM</td> <td>04/07/2012, PHONED, Infor</td> <td>84</td> </tr> </tbody> </table> </div> <p data-bbox="513 705 896 736">To delete a bulk absence event:</p> <ol data-bbox="513 745 999 840" style="list-style-type: none"> <li data-bbox="513 745 999 777">1. Select the process number to delete. <li data-bbox="513 790 778 840">2. Click . <p data-bbox="561 857 1051 889">The following dialog window is displayed.</p> <div data-bbox="561 902 1179 1193"> </div> <ol data-bbox="513 1211 778 1305" style="list-style-type: none"> <li data-bbox="513 1211 778 1243">3. Type delete. <li data-bbox="513 1256 778 1305">4. Click . <p data-bbox="561 1323 1051 1355">The following dialog window is displayed.</p> <div data-bbox="561 1368 1112 1630"> </div> <ol data-bbox="513 1648 778 1697" style="list-style-type: none"> <li data-bbox="513 1648 778 1697">5. Click . 	Process No	Date	Description	Count	15	3/07/2014 3:24:22 PM	06/07/2014, OPENDAY,	1140	14	3/07/2014 3:18:37 PM	06/07/2014, OPENDAY,	1140	5	20/09/2013 11:19:28 AM	04/07/2012, PHONED, Infor	84
Process No	Date	Description	Count														
15	3/07/2014 3:24:22 PM	06/07/2014, OPENDAY,	1140														
14	3/07/2014 3:18:37 PM	06/07/2014, OPENDAY,	1140														
5	20/09/2013 11:19:28 AM	04/07/2012, PHONED, Infor	84														
<p data-bbox="193 1724 327 1769">OK</p>	<p data-bbox="513 1724 1390 1818">Use the search criteria entered to select students to be placed in either the To be Processed or Not to be Processed pane of the Absentee Bulk Entry window.</p>																

Absence Events Bulk Entry window

Use the **Absence Events Bulk Entry** window to:

- Select the group of students who are absent from their usual classes.
- Remove students from the group that were initially selected but need to be put in the **NOT to be Processed** list.

For example, half of the class is attending swap day events at a second campus while the remainder of the class are in their usual class (along with students from the other campus).

- Add more students to the **To be Processed** list.
- Accept the list to be processed and create the absence events.

Opening the Absence Events Bulk Entry window

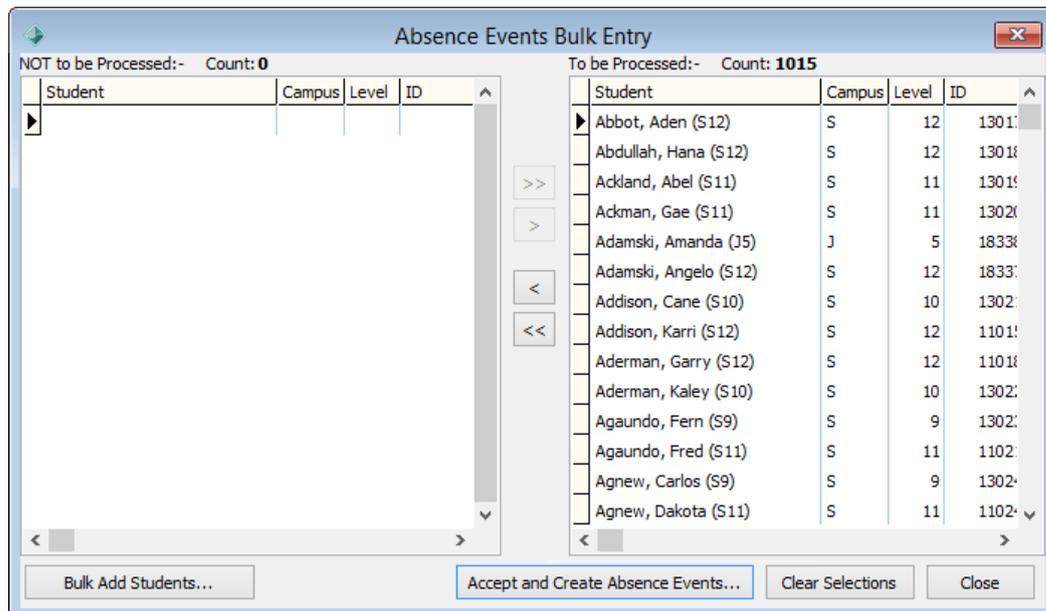
1. Select **Module > Students > Absence Events Bulk Entry**.



The **Absence Events Bulk Entry - Selection Screen** window is displayed.

2. Update the selection criteria. See *Selecting absentees for bulk entry* (on page 187).
3. Click .

The **Absence Events Bulk Entry** window is displayed.

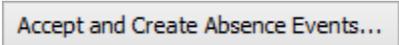
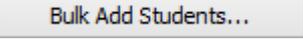
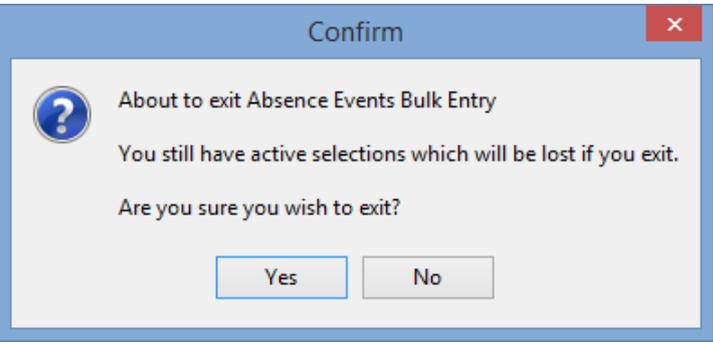


Absence Events Bulk Entry window key fields and buttons

Grid area fields

Field	Description
Student	Student name.
Campus	Campus that the student attends.
Level	Year level of the student.
ID	Synergetic ID of the student.

Buttons

Button	Description
	Move all of the students from the left-hand pane area to the right-hand pane.
	Move the selected students from the right-hand pane to the left-hand pane. Tip: You can use the mouse and the normal Windows Shift and Ctrl keys to select multiple students. Hold down the Shift key and click on the first student you want to select. While still holding down the Shift key, click the last student. All students in between your two selections are highlighted. Alternatively, you can hold down the Ctrl key while clicking on different students in the list to highlight them.
	Move all of the students back to the left-hand pane.
	Move the selected students back from the right-hand pane to the left-hand pane.
	Select more students using a new selection criterion and add them to the To be Processed list. See <i>Selecting absentees for bulk entry</i> (on page 187).
	Accept the list of students to be processed and create the absence events, including the details of the trip or camp. The Create Bulk Absence Events window is displayed. See <i>Recording group absences in bulk</i> (on page 193).
	Clear the students selected in both the left- and right-hand panes. This allows you start the selection process again, using the  button.
	Close the current window. If there are selections that have already been made, the following message is displayed to either close or continue with the current selections. 

Recording group absences in bulk

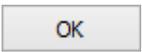
If a group of students is absent from their usual classes, you can add attendance records for them all as follows:

1. Select **Module > Students > Absence Events Bulk Entry**.

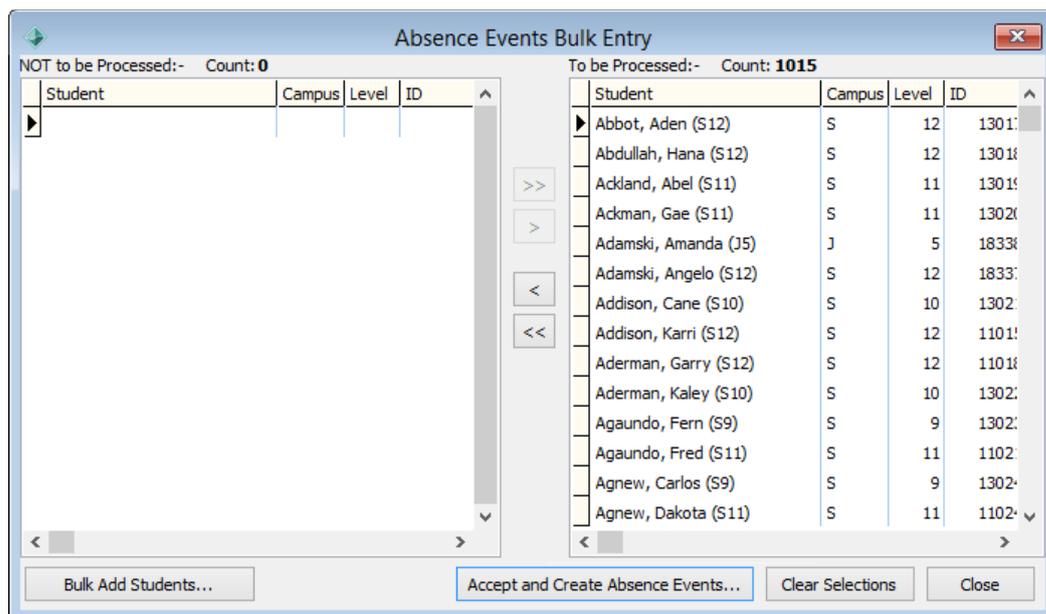
The **Absence Events Bulk Entry - Selection Screen** window is displayed.

2. Enter the selection criteria for the group of students. See *Selecting absentees for bulk entry* (on page 187).

Tip: You can make multiple selections to build up the group of students.

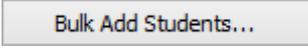
3. Click .

The **Absence Events Bulk Entry** window is displayed.

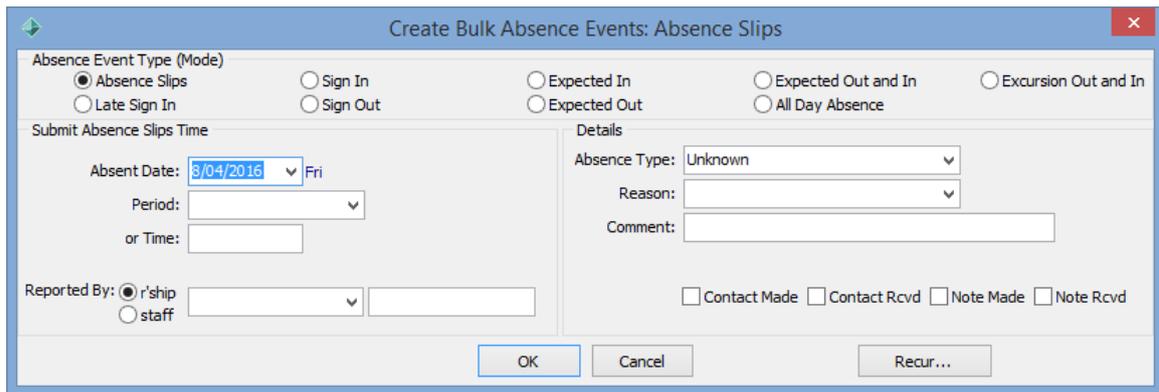


Note: After you have selected the group of students, you can manually add or remove students from the **To be Processed** pane. Select any students who were not absent and click  to move the selected students from the right-hand pane to the left-hand pane. If you accidentally move an absent student, move them back to the right-hand pane by selecting them and clicking . You can use  and  to move all students from one pane to the other. See *Absence Events Bulk Entry window* (on page 191).

Tip: You can use the mouse and the normal Windows **Shift** and **Ctrl** keys to select multiple students. Hold down the **Shift** key and click on the first student you want to select. While still holding down the **Shift** key, click the last student. All students in between your two selections are highlighted. Alternatively, you can hold down the **Ctrl** key while clicking on different students in the list to highlight them.

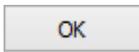
4. Click  to add more students to the list, if required.
5. Click  to create absences for the selected students.

The **Create Bulk Absence Events** window is displayed.

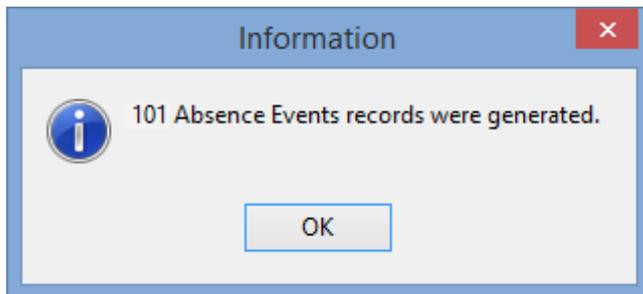


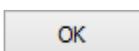
6. Select the **Absence Event Mode** for the group absence.
7. Create the absence events for the selected mode. See:
 - *Creating all day absence events for groups* (on page 195).
 - *Creating excursion absence events for groups* (on page 198).
 - *Creating recurring absence events for groups* (on page 202).

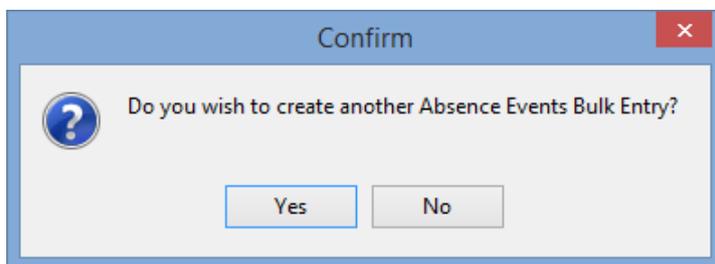
Note: To add groups using other modes, refer to the corresponding individual mode. See *Individual student absence events* (on page 57).

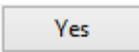
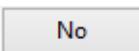
8. Click  to save your changes.

The following message is displayed.



9. Click .



10. Either click:
 -  to add another bulk absence event
 -  to return to the **Absence Events Bulk Entry** window.

Creating all day absence events for groups

If a group of students is on an **all day** absence, you create the absence events for them as follows:

1. First select the group of students that are absent. See *Recording group absences in bulk* (on page 193).

2. Click .

The **Create Bulk Absence Events** window is displayed.

3. Select the **All Day Absence** mode.

The **Create Bulk Absence Events** window is redisplayed with the fields for an **all day** absence.

4. Select the first and last dates that the students are absent.

5. Select the **Absence Type** from the drop-down list.

Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See *Attendance codes for New Zealand schools* (on page 5).

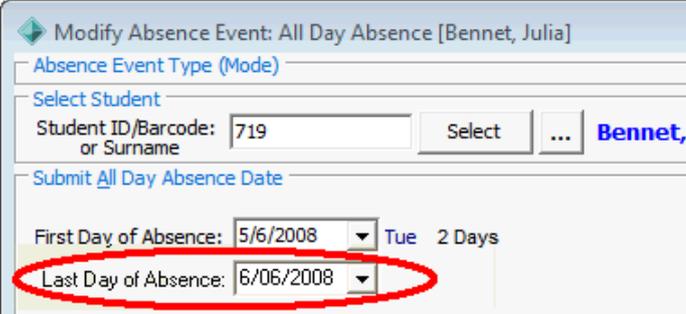
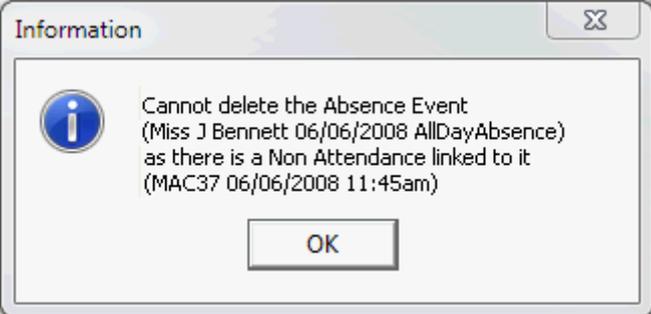
6. Select the **Reason** from the drop-down list.
7. Type any comments in the **Comment** field.
8. Update any other fields, as required.

9. Click .

The absence events are created for the group of students.

Create Bulk Absence Events window - All Day Absences key fields

Fields

Field	Description
Absence Event Mode	<p>The type of absence event, as defined in the luAbsenceEventType lookup table.</p> <p>See:</p> <ul style="list-style-type: none"> • <i>Attendance concepts</i> (on page 3) • <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
First Day of Absence	<p>The first date that the student or students are away.</p> <p>Defaults to today's date.</p> <p>For details on using the calendar to select a date, see <i>Entering dates and times</i> in the Introduction manual.</p>
Last Day of Absence	<p>The last date that the student or students are away.</p> <p>Defaults to today's date.</p> <p>Note: When students are marked as not attending on the Attendance window, each nonattendance record is linked to each day of the absence event if it spans several days.</p>  <p>Should a multi-day absence event be modified later, Synergetic checks to ensure that days cannot be deleted when a nonattendance has already been marked.</p>  <p>See <i>Modifying all day absences</i> (on page 166).</p>
Include Sat	<p>Select to include any Saturdays between the first and last days.</p> <p>For example, a boarding student who is normally present over the weekend but is absent on the Saturday.</p> <p>Note: This field is the first day of your weekend. If your week starts on a day other than Monday, this field is labelled differently.</p>

Field	Description
Include Sun	<p>Select to include any Sundays between the first and last days.</p> <p>For example, a boarding student who is normally present over the weekend but is absent on the Sunday.</p> <p>Note: This field is the last day of your weekend. If your week starts on a day other than Monday, this field is labelled differently.</p>
Reported By	<p>Name of the person who provides the information that the student or students are going to be away. The person can be selected by either:</p> <ul style="list-style-type: none"> • selecting r'ship and selecting a relation from the drop-down list • selecting staff and selecting a staff member from the drop-down list • typing the person's name in the free-text field when the person is not a relation or staff member.
Absence Type	<p>The type of absence, as defined in the luAbsenceType lookup table.</p> <p>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</p>
Reason	Reason for the absence.
Comment	Additional information available about the absence.
Part of Day	<p>Part of the day (morning, afternoon or whole day) that the absence event occurs.</p> <p>If you leave this field blank, Synergetic automatically determines whether it is morning, afternoon or all day, based on the times in the absence event.</p> <p>This ensures that reports that rely on whether a student was absent morning, afternoon or a whole day continue to work.</p>
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	<p>Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode.</p> <p>Note: This field does not need selecting in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5).</p> <p>Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.</p>

Creating excursion absence events for groups

If a group of students is on an excursion, you create the absence events for them as follows:

1. First select the group of students that are absent. See *Recording group absences in bulk* (on page 193).

2. Click .

The **Create Bulk Absence Events** window is displayed.

3. Select the **Excursion Out and In** mode.

The **Create Bulk Absence Events** window is redisplayed with the fields for the **Excursion Out and In** mode.

4. Select the **Excursion Out Date** and type the out **Time**.

5. Select the **Excursion In Date** and type the in **Time**.

6. Either:
- Select the **Excursion Teacher** from the drop-down list.

Submit Excursion Out and In Time

Excursion Out Date: 1/08/2033 ▼ Mon Out Time:

Excursion In Date: ▼ In Time:

Excursion Teacher: ▼

Staff Code	Name	ID
		0
ACP	Mr P Andrews	13818
ADS	Mr S Ashton	13714
ALC	Ms C Agosti	13748
ALD	Ms D Ansons	13711
ARPSQL	Mr A Paydon SQL	18363
ARPWIN	Mr A Paydon WIN	18365
ASK	Ms K Ashok	13796

- Type the person's name in the free-form text field.
7. Select the **Absence Type** from the drop-down list, if different from the default.

Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See [Attendance codes for New Zealand schools \(on page 5\)](#).

8. Select the **Reason** from the drop-down list, if required.
9. Type any comments in the **Comment** field.
10. Update any other fields, as required.

Details

Absence Type: School Trip/Camp ▼

Reason: ▼

Comment:

Part of Day: ▼ Approved

Contact Made Contact Rcvd Note Made Note Rcvd

11. Click .

The absence events are created for the group of students.

Create Bulk Absence Events window - Excursion key fields

Field	Description
Absence Event Mode	The type of absence event, as defined in the luAbsenceEventType lookup table. See: <ul style="list-style-type: none"> <i>Attendance concepts</i> (on page 3) <i>luAbsenceEventType lookup table</i> in the System maintenance manual.
Excursion Out Date	Date that the excursion starts. For details on using the calendar to select a date, see <i>Entering dates and times</i> in the Introduction manual.
Out Time	Time that the excursion starts. <u>Note: An optional 24 hour time format can be used for all time fields. This allows for quicker data entry using the numeric keypad as the AM or PM does not need to be entered.</u>
Excursion In Date	Date that the excursion ends.
Time	Time that the excursion ends.
Excursion Teacher	Either: <ul style="list-style-type: none"> select the supervising teacher from the staff drop-down list type in the person's name in the free-text field.
Absence Type	The type of absence. Absence types are defined in the luAbsenceType lookup table. <u>Note: The excursion mode will set the default Absence Type to the luAbsenceType record that has a SynergyMeaning of Excursion. For example, School Trip/Camp.</u> <u>Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See <i>Attendance codes for New Zealand schools</i> (on page 5).</u>
Reason	Reason for the absence.
Comment	Additional information available about the absence.
Part of Day	Part of the day (morning, afternoon or whole day) that the absence event occurs. If you leave this field blank, Synergetic automatically determines whether it is morning, afternoon or all day, based on the times in the absence event. This ensures that reports that rely on whether a student was absent morning, afternoon or a whole day continue to work.
Contact Made	Select if you contacted the person specified in the Reported By field to confirm the details of the absence event.
Contact Rcvd	Select if the person specified in the Reported By field contacts you to confirm the details of the absence event.
Note Made	Select if a note has been created to send home with the student. <u>Note: Your organisation may use this field for another purpose. For example, to indicate a diary entry has been created.</u>

Field	Description
Note Rcvd	Select if a signed note has been received from the parent or guardian.
Approved	<p>Select if the reason given for the absence meets the policy in force at your organisation. This field may not be active for this mode.</p> <p>Note: You do not need to select this field in New Zealand schools as the Absence Type field is used to determine whether an absence is approved by the NZ MOE or not. See <i>Attendance codes for New Zealand schools</i> (on page 5).</p> <p>Note: This flag is only displayed if ShowApprovedFlag is selected for the absence event type in the luAbsenceEventType lookup table.</p>
Student ID/Barcode or Surname	<p>When selecting a student to record an absence event for, you can:</p> <ul style="list-style-type: none"> • type the student's Synergetic ID in the field • scan the student's barcode, if available and configured • type all or part of the student's surname and click <input type="button" value="Select..."/> • click <input type="button" value="Select..."/> <p>Note: Some organisations have a second screen to view the photo of the student just scanned or submitted.</p>
Show Second Screen	<p>Most relevant with the Auto Sign In or Auto Sign Out modes.</p> <p>This allows a second screen to be displayed, when Synergetic is used for unattended signing in and out of students. The PC generally has:</p> <ul style="list-style-type: none"> • two barcode scanners attached, one in and one out • a graphics adapter able to display two screens at once.

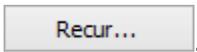
Creating recurring absence events for groups

You can record recurring absence events if a group of students will repeatedly be absent at a specified time, for example if they have a recurring excursion.

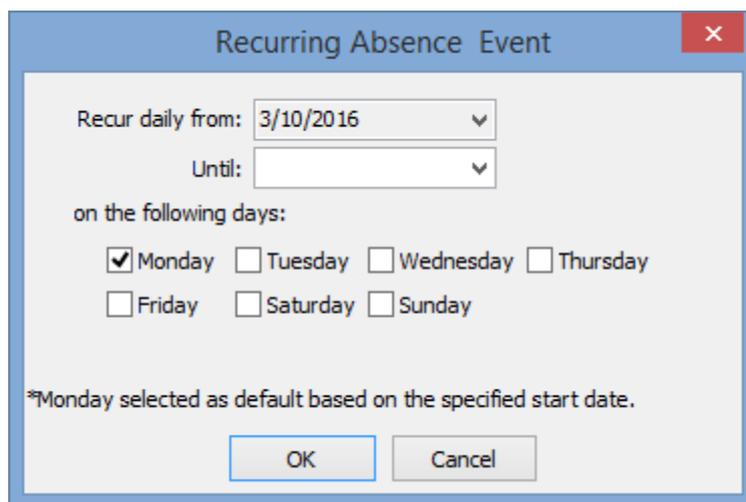
Note: Recurring absence events must happen on the same day and time each week. It is not possible to create a recurring absent event that recurs each fortnight, month, or number of days.

To record a recurring absence event for a group:

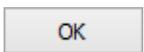
1. Create a bulk absence event with the appropriate absence event type. For example, an excursion. See *Recording group absences in bulk* (on page 193).

2. Click .

The **Recurring Absence Event** window is displayed.



3. Select the date that the absence event should start to recur in the **Recur daily from** field.
4. Select the date that the absence event should stop recurring in the **Until** field.
5. Select which days of the week the absence event should recur.

6. Click .

The absent event is scheduled to recur.

Creating absence events for tagged students

You can tag students then create absence events for the group.

For example, students on the school bus are late because of a breakdown.

To create absence events for tagged students:

1. Select **Module > Students > Current Student Maintenance** from the main menu.

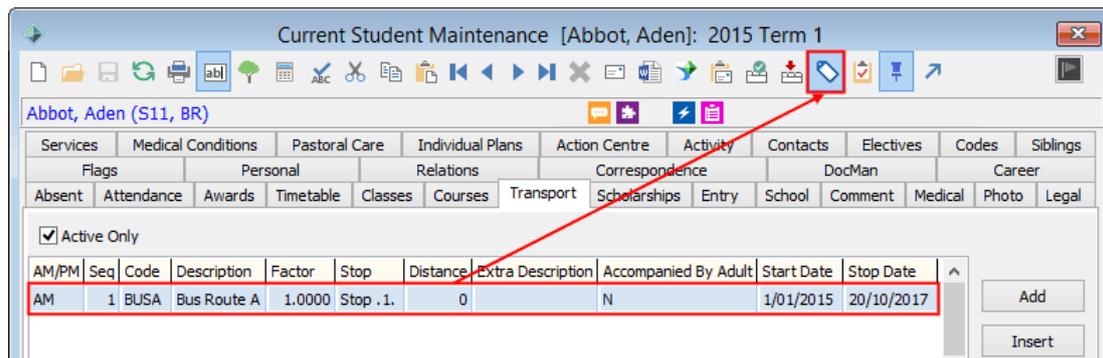
The **Set Current Student Search Criteria** window is displayed.

2. Search for the students to tag. See *Searching for existing students* in the Current students manual.

Note: Alternatively, you might have a class set up for the students who travel on the school bus route in the morning.

3. Click on the relevant tab.

In this example, we are searching for students who usually travel on the school bus route affected, as specified on the **Transport** tab.



4. Select the student.

5. Click .

The student is added to the tag list.

Name	Constituencies	ID
Abbot, Aden (S11,)	SC (S11/NOR), kura	13017
Abdullah, Hana	SC, bus-1	13018
Ackland, Abel (S10,)	SC (S10/NOR), kura	13019
Adamski, Amanda (J4, A)	SC (J4/D/NOR), gateway, peng	18338
Aderman, Kaley (S9,)	SC (S9/NOR), bus-1	13022

6. Repeat steps 4 and 5 until there are no more students to add.

Note: You can also create a tag list by scanning barcodes of student cards or searching for students. See *Tagging community records for later use* in the Introduction manual.

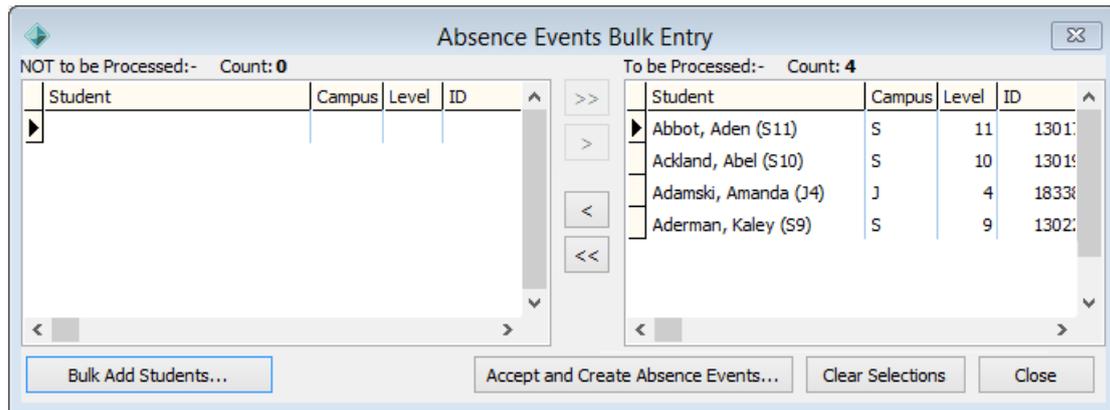
7. Select **Module > Students > Absence Events Bulk Entry**.

The **Absence Events Bulk Entry - Selection Screen** window is displayed.

8. Select the **Tagged IDs** field.

- Click .

The **Absence Events Bulk Entry** window is displayed with the relevant students.

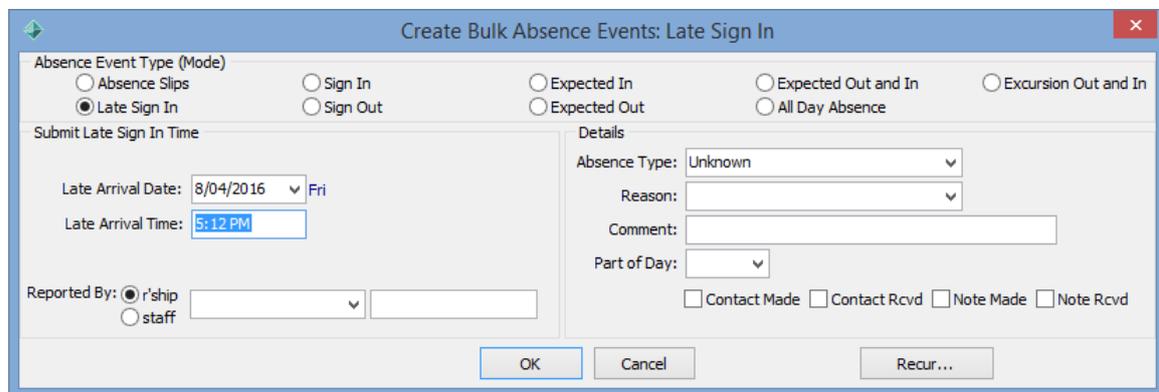


- Click .

The **Create Bulk Absence Events** window is displayed.

- Select the **Late Sign In** mode.

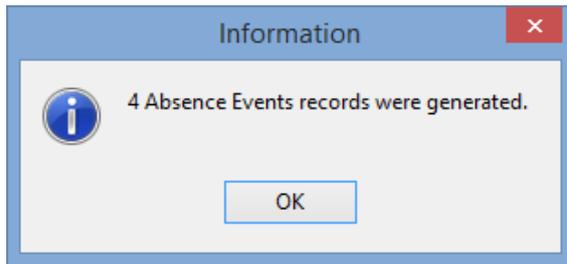
The **Create Bulk Absence Events - Late Sign In** window is displayed.



- Update the **Late Arrival Time** field.
- Update the fields in the **Details** area, as required.

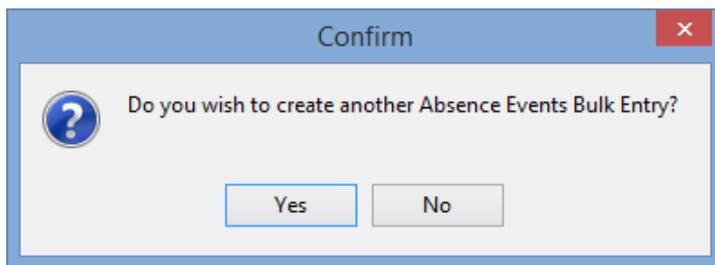
14. Click .

The following dialog window is displayed.



15. Click .

The following message is displayed.



16. Either click:

- to add another bulk absence event
- to return to the **Absence Events Bulk Entry** window.

Cancelling classes in bulk

You can use Synergetic to cancel classes in bulk. To cancel an individual class, use SynWeb. See *Cancelling classes* in the SynWeb Attendance manual.

Cancelling classes when they do not occur is useful for maintaining accurate records. Your organisation may want to bulk cancel classes for many reasons. For example:

- certain year levels have study leave. For example, no year 12 classes occur after the end of year exams and their teachers can substitute for other classes.
- large groups of students have their classes interrupted by a special event. For example, a sports carnival occurs one afternoon.
- all classes taught by one teacher cannot take place. For example, a teacher is ill and cannot be replaced.

Instead of cancelling each class individually, you can either:

- simultaneously cancel all classes in a timetable group.
- filter the classes you want to cancel by certain criteria. For example, year level or teacher.
- import a list of classes to cancel from a merge file.

Note: Depending on your configuration settings, you may only be able to cancel a class if an absence event has already been created for every student in the class. For example, **Excursion** absence events have been created for all students in a year level who are participating in a sports afternoon. See *CancelClassMustHaveAbsenceEvents configuration setting* in the System maintenance manual.

To cancel multiple classes:

1. Select **Students > Student Classes Bulk Cancel**.

The **Bulk Add Classes - Selection Screen** is displayed.

The screenshot shows a dialog box titled "Bulk Add Classes - Selection Screen". The dialog contains a section labeled "Selections" with the following fields:

- File Type: Academic (dropdown)
- Year: 2015 (spinner)
- Term: 1 (spinner)
- Campus: (empty dropdown)
- From Year Level: (empty dropdown)
- To Year Level: (empty dropdown)
- Staff Code: (empty dropdown)
- Assessment Code: (empty dropdown)
- Class Code: (empty dropdown)

At the bottom of the dialog, there are five buttons: "Load Classes From File...", "Delete...", "OK", "Clear", and "Cancel".

- Enter the selection criteria for the classes that you want to cancel.

Tip: Enter broad criteria that include all the classes you want to cancel. You can exclude classes that will not be cancelled later.

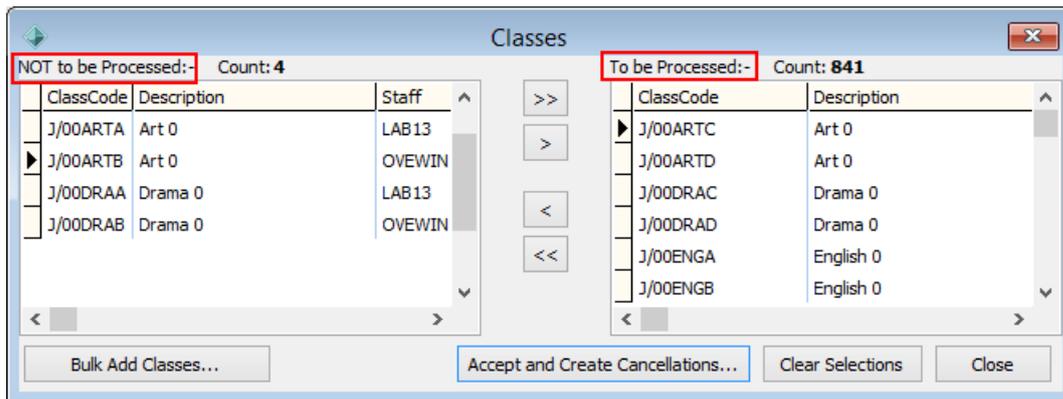
Note: You can also load a list of classes from a merge file, such as a Notepad file or an Excel spreadsheet. Click **Load Classes From File...** and enter details about the merge file in the **Load Merge File** window. See *Loading debtor charges merge files* in the Debtors manual or click **Rules...** for more information about how to use merge files in Synergetic.

- Click **OK**.

The **Classes** window is displayed with classes that fulfil your search criteria.

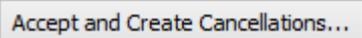
ClassCode	Description
J/00ARTA	Art 0
J/00ARTB	Art 0
J/00ARTC	Art 0
J/00ARTD	Art 0
J/00DRAA	Drama 0
J/00DRAB	Drama 0

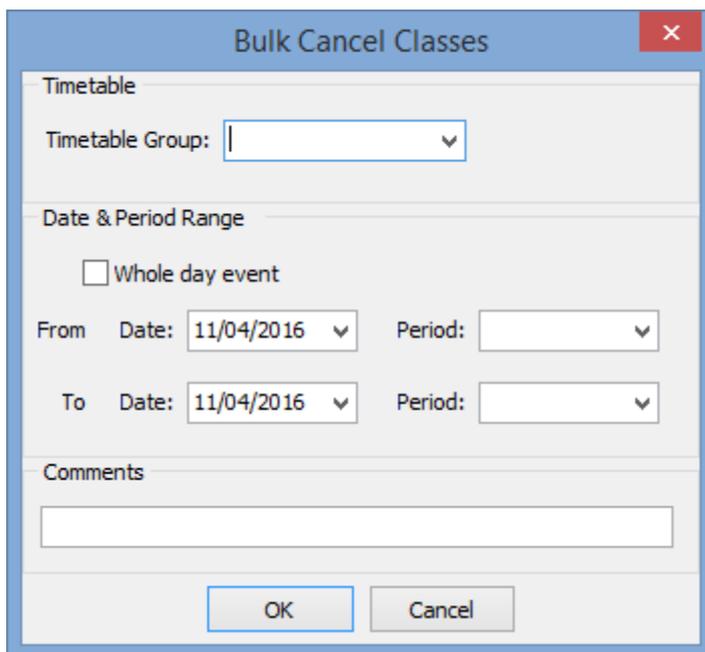
- Use the  and  to align the classes you want to cancel in the right pane. Classes in the left pane are not bulk cancelled.



Tip: You can use  and  to move all classes from one pane to another.

Tip: You can use the mouse and the normal Windows **Shift** and **Ctrl** keys to select multiple classes. Hold down the **Shift** key and click on the first class you want to select. While still holding down the **Shift** key, click the last class. All students in between your two selections are highlighted. Alternatively, you can hold down the **Ctrl** key while clicking on different classes in the list to highlight them.

- Click . The **Bulk Cancel Classes** window is displayed.

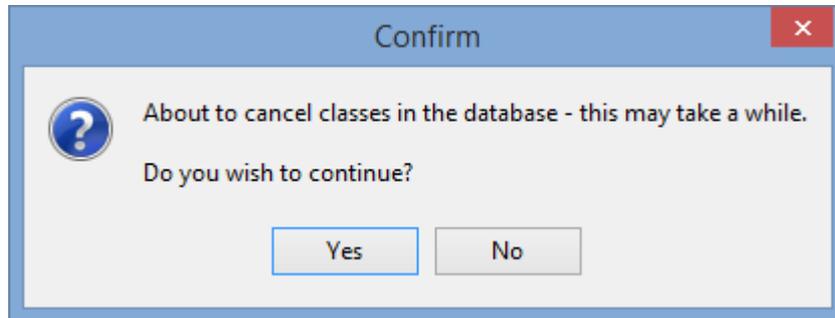


6. Enter the timetable group, first and last periods to be cancelled and comments about the cancellation.

Tip: Select the **Whole day event** field to cancel classes for the whole day.

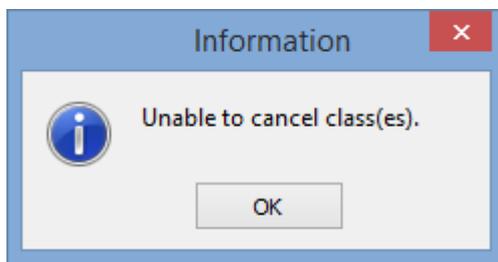
7. Click .

The **Confirm** window is displayed.



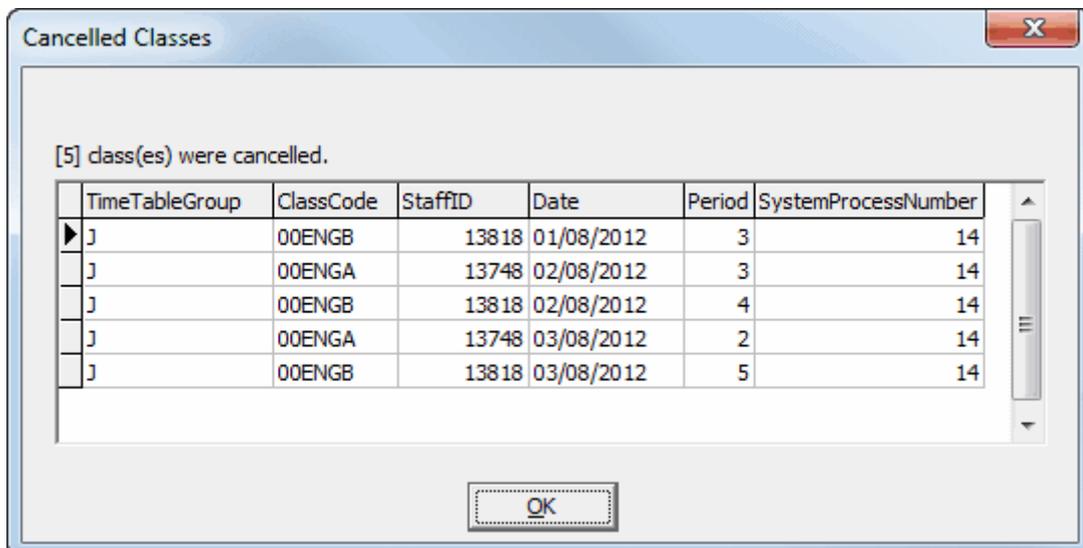
Either:

- The following message is displayed if not successful and you are returned to the **Classes** window.



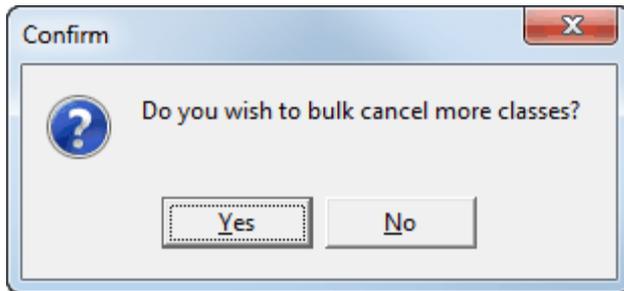
- The classes are cancelled and are listed in the **Cancelled Classes** window.

Note: If the **CancelClassCreatesAttendanceRecords** configuration setting is **true**, attendance records are created for the cancelled classes. See *CancelClassCreatesAttendanceRecords configuration setting* in the System maintenance manual.



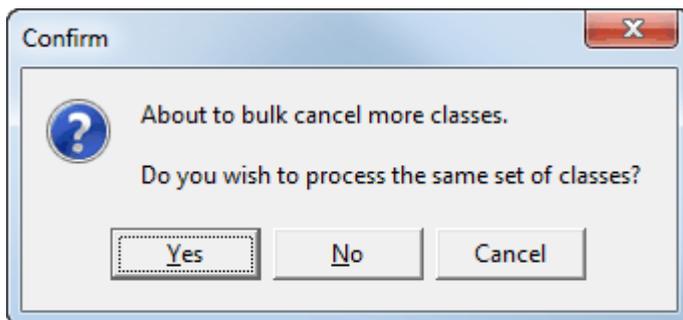
8. Click .

The following dialog is displayed.



9. To bulk cancel more classes, click .

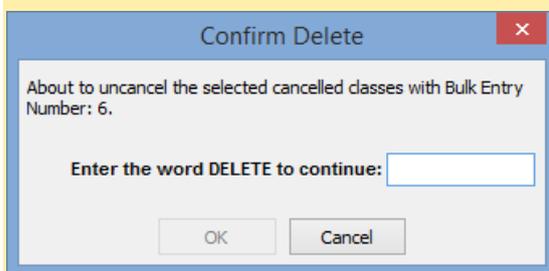
10. The following dialog is displayed.



11. Click:

- to display the **Bulk Cancel Classes** window and repeat steps 6 to 8.
- to display the **Bulk Add Classes - Selection Screen** and repeat steps 2 to 7.

Tip: If you have accidentally cancelled the wrong classes, you can reverse the bulk cancel and delete any associated attendance records. Click on the **Bulk Add Classes - Selection Screen** then select the process number for the classes that were incorrectly cancelled.



Cancelled classes are marked with a strikethrough in **Attendance Maintenance**.

Time	Period	Room	Class	Class Description	Staff
8:20am	Homeroom				
8:30am	Assembly			Assembly	
9:00am	Period 1		S/08GEOC	Geography 08	ACP
10:00am	Recess			Recess	
10:30am	Period 2				
11:20am	Period 3				
11:30am	Period 4 - Cancelled	ARTB	J/03ARTB	Art 3	ACP
12:25pm	Period 4	SRT 10B	S/10ARTB	Art Production	ACP
1:20pm	Lunch			Lunch	
1:30pm	Period 5	HPEB	J/03HPEDB	Health and Physical Education 3	ACP
2:15pm	Period 5				

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Unattended sign in and sign out

Synergetic supports:

- unattended sign in and sign out of students using individual student ID cards with barcodes
- recording other student movements, such as recording **exam leave** sign outs or **bus late** sign ins.

The student ID cards need to have the student's Synergetic ID encoded as a barcode. Alternatively, student ID cards can use RFIDs (Radio Frequency IDs).

How to:

- To sign in, a student scans their student card with the **In** barcode scanner. This creates an **Auto Sign In** absence event. See *Recording a student signing in automatically* (on page 217).
- To sign out, a student scans their student card with the **Out** barcode scanner. This creates an **Auto Sign Out** absence event. See *Recording a student signing out automatically* (on page 220).
- To record student movements with a default reason code. See *Recording student movements using default absence type codes* (on page 223).

PC setup

To sign students in and out, you need to set up a PC with:

- one labelled barcode scanner for students signing in, attached to the PC
- a second labelled barcode scanner for students signing out, attached to the PC
- Synergetic logged into the **Create Absence Event** window
- a second screen driven by a dual graphics card, if required.

Additional barcode scanners can be set up for special purposes, such as recording **exam leave** sign outs. Each barcode scanner needs to be labelled so that the students use the correct one.

Setting up Synergetic for Auto Sign In and Auto Sign Outs

You can set up the Synergetic lookup table **luAbsenceEventType** so that:

- the barcode scanner **Prefix** is set up for both the:
 - **in** barcode scanner (**Auto Sign In** mode)
 - **out** barcode scanner (**Auto Sign Out** mode)
- the **Hostname** of the PC is specified so that only the **Auto Sign In** or **Auto Sign Out** modes are used on this PC:
 - if the **Hostname** is blank, these modes can be used on any PC
 - if the **Hostname** contains a PC name, then the modes can only be used on that PC
 - if the **Hostname** contains a PC name with an asterisk before it, then it can be used on all PCs **except** that one.

Code	ScannerPrefix	HostNames
AllDayAbsence		*Reception
AutoSignIn	001	*All,Reception
AutoSignOut	002	*All,Reception
ExcursionOutIn		*Reception
ExpectedIn		*Reception
ExpectedOut		*Reception
ExpOutAndIn		*Reception
Late		*Reception
SignIn		
SignOut		
▶Slips		*Reception

See *luAbsenceEventType* lookup table in the System maintenance manual.

Given that the PC remains logged into the **Create Absence Event** window all through the day, it is advisable to set up a special user which is given security access to this function only.

Setting up Synergetic for Exam Leave or other purposes

You can add entries to the **luAbsenceEventType** lookup table to cater for recording specific student movements, such as:

- **late bus** sign ins
- **exam leave** sign outs.

In the following example, an **exam leave** entry has been added to the lookup table.

luAbsenceEventType	Code	Description	SynergyMeaning	SortSeq	ShortPrefix	AutoSubmitFlag	SupersedePrioritySeq	ScannerPrefix	DefaultAbsenceTypeCode
luAbsencePeriod	*	ExamLeave	Exam Lea&ve	SignOut	110	ExamLve	<input checked="" type="checkbox"/>	20##	X

Set up the fields shown to meet the needs of your sign in or sign out option. The scanner prefix matches the value programmed into the specific barcode scanner. See *luAbsenceEventType lookup table* in the System maintenance manual.

Code	Description	SynergyMeaning	SortSeq
X	Exam leave		140
Y	Activity centre		180

The **DefaultAbsenceTypeCode** should already be defined in the **luAbsenceType** lookup table. See *luAbsenceType lookup table* in the System maintenance manual.

Note: New Zealand schools must use the values already defined by the NZ Ministry of Education.

Second screen

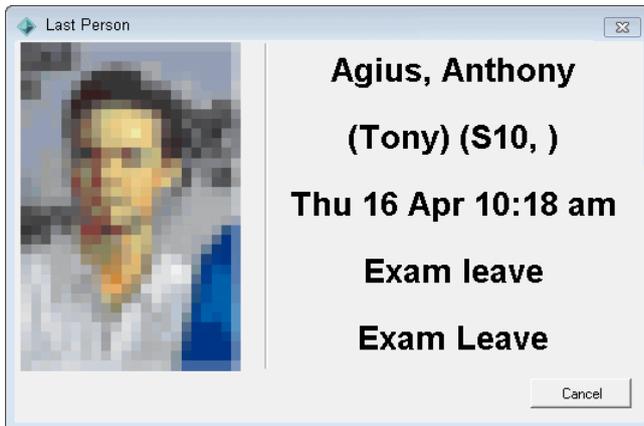
The second screen can be a larger wall mounted screen which displays the student signing in or out. If the PC has a second screen attached, the student's name and photo is displayed. This is to deter students signing each other in or out.

Unexplained is displayed in red and the PC beeps, if the student signs in or out but there is no prior arrangement and this setting is configured. See *BeepWhenUnexplainedFlag configuration setting* in the System maintenance manual.



The second screen is displayed normally with the **Absence Type** and mode if:

- A prior arrangement is made by adding an **Expected in**, or similar, absence event.
- Student movements have been recorded with a default reason code (such as **exam leave** or **bus late**).



Inactivity

After a configurable amount of inactivity the screen displays a default screen.



See *ClearFormAfterXMinutes configuration setting* in the System maintenance manual.

Recording a student signing in automatically

The **sign in** barcode scanner is programmed with a prefix code, decided by your organisation. The prefix (**001** in the example) is used by Synergetic to select the **Auto In** mode on the **Create Absence Event** window.

To sign in students automatically:

1. At the start of the day, display the **Create Absence Event** window, if not already done.

2. Select the **Auto In** mode.

Tip: You can set up other modes that have scanners linked to the same PC.

3. Select **Show Second Screen** if you have a second screen to display student photos.

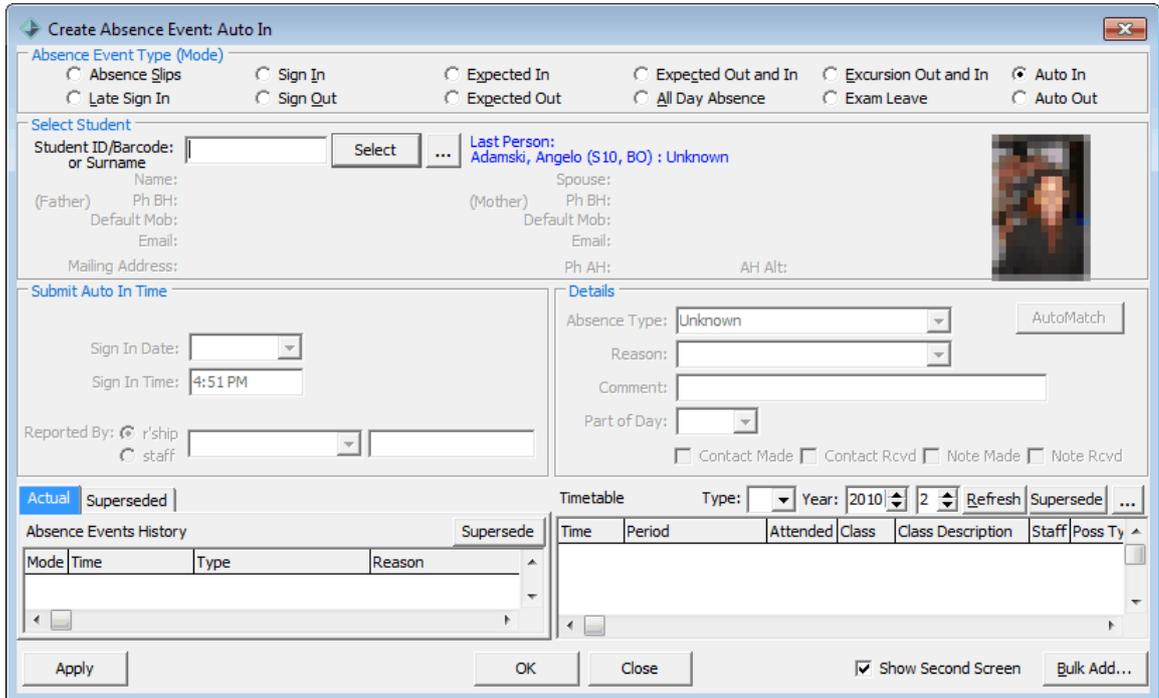
4. The student scans the barcode on their student card using the **sign in** barcode scanner.

The **sign in** barcode scanner fills the **Student ID/Barcode or Surname** field with the:

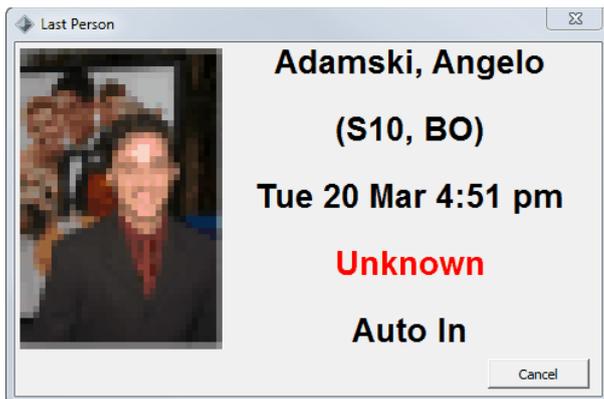
- prefix (**001** in the example)
- Synergetic ID of the student (**56** for Angelo Adamski in the example).

Synergetic then automatically:

- selects the **Auto In** mode on the **Create Absence Event** window
- creates an **Auto In** absence event
- redisplayes the **Create Absence Event** window



- displays the second screen, if available.



Note: Unexplained is displayed in red and the PC beeps, if the student signs in or out but there is no prior arrangement and this setting is configured. See *BeepWhenUnexplainedFlag configuration setting* in the System maintenance manual.



Recording a student signing out automatically

The **sign out** barcode scanner is programmed with a prefix code, decided by your organisation. The prefix (**002** in the example) is used by Synergetic to select the **Auto Out** mode on the **Create Absence Event** window.

To sign out students automatically:

1. At the start of the day, sign into the **Create Absence Event** window, if not already done.

2. Select the **Auto Out** mode.
3. Select **Show Second Screen** if you have a second screen to display student photos.

Tip: You can set up other modes that have scanners linked to the same PC.

4. The student scans the barcode on their student card using the **sign out** barcode scanner.

The **sign out** barcode scanner fills the **Student ID/Barcode or Surname** field with the:

- prefix (**002** in the example)
- Synergetic ID of the student (**56** for Angelo Adamski in the example).

Create Absence Event: Auto Out

Absence Event Type (Mode)

Absence Slips Sign In Expected In Expected Out and In Excursion Out and In Auto In
 Late Sign In Sign Out Expected Out All Day Absence Exam Leave Auto Out

Select Student

Student ID/Barcode: ...

Name: _____ Spouse: _____
(Relationship) Ph BH: _____ (Relationship) Ph BH: _____
Default Mob: _____ Default Mob: _____
Email: _____ Email: _____
Mailing Address: _____ Ph AH: _____ AH Alt: _____

Submit Auto Out Time

Sign Out Date:
Sign Out Time:

Reported By: r'ship
 staff

Details

Absence Type:
Reason:
Comment:
Part of Day:
 Contact Made Contact Rcvd Note Made Note Rcvd

 Show Second Screen

Synergetic then automatically:

- selects the **Auto Out** mode on the **Create Absence Event** window
- creates an **Auto Out** absence event
- redisplayes the **Create Absence Event** window

- displays the second screen, if available.

Note: **Unexplained** is displayed in red and the PC beeps, if the student signs in or out but there is no prior arrangement and this setting is configured. See *BeepWhenUnexplainedFlag configuration setting* in the System maintenance manual.

Recording student movements using default absence type codes

Additional barcode scanners can be programmed with prefix codes for recording additional student movements, such as:

- **bus late** sign ins
- **exam leave** sign outs.

See *Unattended sign in and sign out* (on page 213).

To record student movements with a default **Absence Type Code**:

1. At the start of the day, sign into the **Create Absence Event** window, if not already done.
2. Select the mode that has been set up. In this example, **Exam Leave**.

Create Absence Event: Exam Leave

Absence Event Type (Mode)

Absence Slips Sign In Expected In Expected Out and In Excursion Out and In Auto In
 Late Sign In Sign Out Expected Out All Day Absence Exam Leave Auto Out

Select Student

Student ID/Barcode:

Name: Spouse:
 (Relationship) Ph BH: (Relationship) Ph BH:
 Default Mob: Default Mob:
 Email: Email:
 Mailing Address: Ph AH: AH Alt:

Submit Exam Leave Time

Sign Out Date:
 Sign Out Time:

Reported By: r'ship staff

Details

Absence Type:
 Reason:
 Comment:
 Part of Day:

Contact Made Contact Rcvd Note Made Note Rcvd

Actual | Superseded |

Absence History

Mode	Time	Type	Reason

Timetable Type: Year: 2010 2

Time	Period	Attended	Class	Class Description	Staff	Pos Type

 Show Second Screen

3. Select **Show Second Screen** if you have a second screen to display student photos.

Tip: You can set up other modes that have scanners linked to the same PC.

- The student scans the barcode on their student card using the barcode scanner that has been set up for the mode.

The barcode scanner fills the **Student ID/Barcode or Surname** field based on the:

- scanner prefix (**#e#** in the example)
- Synergetic ID of the student (**314** in the example).

Create Absence Event: Exam Leave

Absence Event Type (Mode)

Absence Slips Sign In Expect

Late Sign In Sign Out Expect

Select Student

Student ID/Barcode: #e#314 Select ...

or Surname

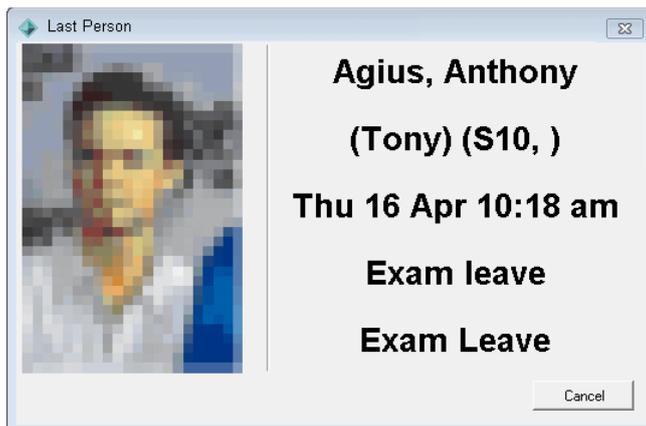
Name:

(Relationship) Ph BH:

Synergetic then automatically:

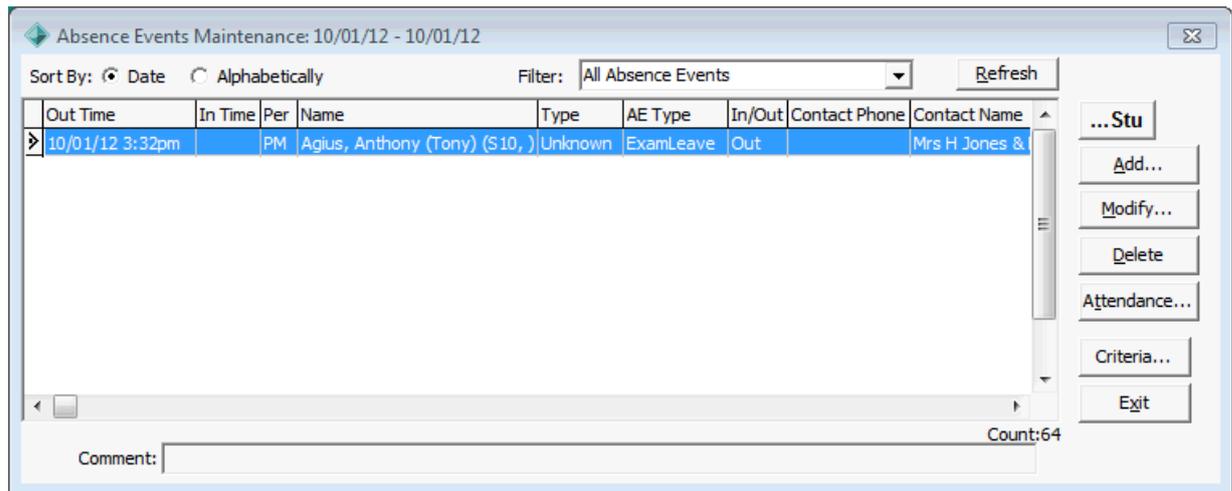
- selects the related mode on the **Create Absence Event** window
- creates an absence event
- redisplay the **Create Absence Event** window

- displays the second screen, if available.



Attendance and absence events

5. You can check the absence events on the **Absence Events Maintenance** window, if required. See *Absence Events Maintenance window* (on page 65).



Unexplained absences

Students can be absent for a variety of reasons. Those that remain unexplained need to be followed up with, according to:

- your organisation's policy, and
- that of your governing department, particularly if there are attendance and truancy policies that you need to adhere to.

If your organisation is a New Zealand school, see *Attendance codes for New Zealand schools* (on page 5).

How to

Use the **Absence Events Maintenance** window to:

- Follow up on unexplained absences. See *Following up unexplained absences* (on page 229).
- Follow up on unexplained absences with overlapping co-curricular activities. See *Resolving absence events explained by co-curricular activities* (on page 233).
- Follow up on unexplained absences when students have been in the sick bay. See *Resolving absence events explained by medical incidents* (on page 239).
- Delete one or more absence events that are no longer required. See *Deleting several absence events* (on page 243).
- Resolve absence events, such as **all day** ones, with linked nonattendances. See *Resolving absence events with linked nonattendances* (on page 246).
- Resolve absence events entered in error at an *unattended sign in and sign out* workstation. See *Resolving absence events explained by multiple auto submits* (on page 250).
- Mark a student as **present** after an absence event arises from a nonattendance entry. See *Marking a student present from an absence slip* (on page 253).

Examples of using the Timetable tab to explain absences

The **Timetable** tab of the **Absence Events Maintenance** window can be used to help resolve some unexplained absences. See *Absence Events Maintenance window* (on page 65).

Example 1

For example, the following student is absent in period 4. When reviewing the timetable grid area of the **Absence Events Maintenance** window (as shown below) you can see that the student is listed as being in the sick bay; the nurse added a medical incident for the student earlier. After checking with the nurse, the **Absence Type** for the absence in period 4 can be updated to **S** (sick bay).

Timetable 10/10/07				
Time	Period	Attended	Class	Class Description
8:15am	Home Group	<input checked="" type="checkbox"/>	S	Form Class 3
8:30am	Period 1	<input checked="" type="checkbox"/>	S	History
9:30am	Period 2	<input checked="" type="checkbox"/>	S	Science
10:30am	Period 3	<input checked="" type="checkbox"/>	S	English
10:57am	Sick Bay	<input type="checkbox"/>		
12:30pm	Period 4	<input checked="" type="checkbox"/>	S	Maths

Example 2

The following student is absent for all periods that have been marked so far today. When reviewing the timetable grid area of the **Absence Events Maintenance** window (as shown below) you can see that one of their fellow students volunteered that he thought that Roger is on holiday. After a phone call to the parent's mobile, it can be confirmed that Roger is leaving a day before the end of term on an overseas holiday. The **Absence Type** for all absence events can be updated to **O** (Overseas holiday).

Timetable 10/10/07						
Time	Period	Attended	Class	Class Description	Poss Desc	Staff
8:15am	Home Group	<input checked="" type="checkbox"/>	S	Form Class 3	Rodger said he is on holiday	CP
8:30am	Period 1	<input checked="" type="checkbox"/>	S	History		CP
9:30am	Period 2	<input checked="" type="checkbox"/>	S	Science		NO
10:30am	Period 3	<input checked="" type="checkbox"/>	S	English		EB
12:30pm	Period 4	<input checked="" type="checkbox"/>	S	Maths		YA
1:30pm	Period 5	<input checked="" type="checkbox"/>	S	Chemistry		HO
2:30pm	Home Group	<input type="checkbox"/>	S	Form Class 3		CP

Following up unexplained absences

To follow up unexplained absences:

1. Open the **Absence Events Maintenance** window. See *Absence Events Maintenance window* (on page 65).

The **Absence Events Maintenance** window is displayed with all absence events by default.

2. Select the filter from the **Filter** drop-down list that suits, usually **Unexplained Absence Events**.

The **Absence Events Maintenance** window is redisplayed with unexplained absence events only.

The screenshot shows the 'Absence Events Maintenance: 01/06/11 - 01/06/11' window. The 'Sort By' dropdown is set to 'Unexplained Absence Events'. The table below shows three rows of data:

Out Time	In Time	Per	Name	Type	AE Type	In/Out	Cont
01/06/11 9:30am		2	Asaaf, Seth (J2,)	Unknown	Slips		9685
01/06/11 9:30am		2	Brown, Emma (J4,)	Unknown	Slips		9372
01/06/11 9:30am		2	Jacox, Tifany (Tif) (J2,)	Unknown	Slips		9648

The right-hand sidebar contains the following controls:

- Buttons: ... Stu, Add..., Modify..., Delete, Attendance...
- Section: Apply to selected records:
- Fields: Absence Type (dropdown), Reason (dropdown), Comment (text input)
- Buttons: Apply, Criteria..., Exit
- Status: Count: 3
- Field: Comment: (text input)

3. Change the **Sort By** field, if required.

Tip: You can change the **Absence Type**, **Reason** or **Comment** for several absence events at once by using Ctrl-click to select the required events, selecting the **Absence Type** or **Reason** from the drop-down list or typing a **Comment** in the **Apply To Selected Events** fields and clicking

Apply

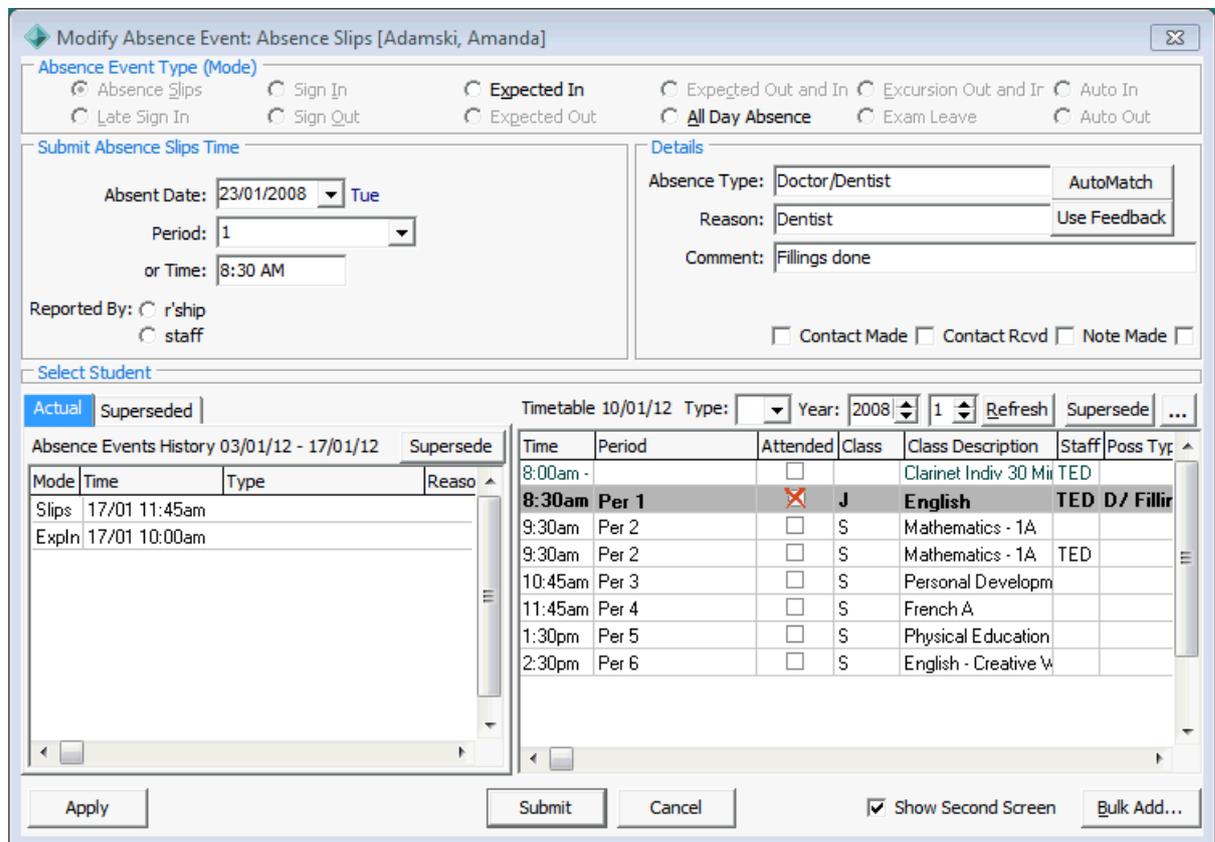
4. Select the unexplained absence to resolve.

5. Click .

The **Modify Absence Event** window is displayed based on the absence event type created. For field descriptions, see:

- *Recording absence slips* (on page 71)
- *Recording late sign ins* (on page 82)
- *Recording a student signing in manually* (on page 94)
- *Recording a student signing out manually* (on page 105)
- *Recording a student's expected arrival* (on page 116)
- *Recording a student's expected departure* (on page 128).
- *Recording a student's expected departure and return* (on page 140)
- *Recording all day absences* (on page 152)
- *Recording excursions* (on page 169)
- *Recording a student signing in automatically* (on page 217)
- *Recording a student signing out automatically* (on page 220).

6. Review the information available on the window, such as the **Timetable** grid.



Modify Absence Event: Absence Slips [Adamski, Amanda]

Absence Event Type (Mode)

Absence Slips
 Sign In
 Expected In
 Expected Out and In
 Excursion Out and In
 Auto In
 Late Sign In
 Sign Out
 Expected Out
 All Day Absence
 Exam Leave
 Auto Out

Submit Absence Slips Time

Absent Date: 23/01/2008 Tue

Period: 1

or Time: 8:30 AM

Reported By: r'ship staff

Details

Absence Type: Doctor/Dentist

Reason: Dentist

Comment: Fillings done

Contact Made Contact Rcvd Note Made

Select Student

Actual | Superseded | Timetable 10/01/12 Type: [v] Year: 2008 [v] 1 [v] Refresh Supersede ...

Time	Period	Attended	Class	Class Description	Staff	Poss Typ
8:00am -		<input type="checkbox"/>	J	Clarinet Indiv 30 Mii	TED	
8:30am	Per 1	<input checked="" type="checkbox"/>	J	English	TED	D/ Fillir
9:30am	Per 2	<input type="checkbox"/>	S	Mathematics - 1A		
9:30am	Per 2	<input type="checkbox"/>	S	Mathematics - 1A	TED	
10:45am	Per 3	<input type="checkbox"/>	S	Personal Developm		
11:45am	Per 4	<input type="checkbox"/>	S	French A		
1:30pm	Per 5	<input type="checkbox"/>	S	Physical Education		
2:30pm	Per 6	<input type="checkbox"/>	S	English - Creative W		

Apply Submit Cancel Show Second Screen Bulk Add...

7. Follow up with the parent or guardian, if required.

Select Student

Student ID/Barcode: 18338 Select ... **Adamski, Amanda (J4, A)**

Guy Name: Mr Guy Adamski Pauline Spouse: Mrs Pauline Adamski
 (Father) Ph BH: 9803 8000 (Mother) Ph BH: 9800 9776
 Default Mob: 0439 589 444 Default Mob: 0409 789 468
 Email: email@emailaddress.com.au Email: email@emailaddress.com.au
 Mailing Address: Unit 1 303 Burwood Hwy, BURWOOD EAST VIC 3151 Ph AH: 9803 8000 AH Alt:

8. If:

- This is an absence slip, you can change the mode (absence event type) to either:
 - **Expected In**
 - **All Day Absence.**
- This is another absence event type (mode) you may need to create a new absence event. See *Individual student absence events* (on page 57).
- There are multiple absence slips you will need to create a new absence event. An **Auto Match** window is displayed, allowing you to supersede the absence slips. See *Individual student absence events* (on page 57).

Auto Match ✕

29/12 9:30 am Expected In
The system has detected an event to be superseded.

Mode	Time	Type	Reason
Slips	29/12 8:30am	Unknown	

Yes, Submit and Auto supersede the 1 Absence Event
 Note - only the 29/12 9:30 am Expected In event will be visible after this. Any descriptions from the superseded events will be copied if not entered in the new event.

No, Submit and do not supersede

9. Select the **Absence Type** from the drop-down list, if an explanation for the absence is determined. The following message is displayed.

Modify Absence Code Reason ✕

Please enter the reason for changing this record:

Note: New Zealand schools use the absence codes required by the NZ Ministry of Education (NZ MOE). See [Attendance codes for New Zealand schools](#) (on page 5).

10. Type the reason for changing the **Absence Type**.
11. Click .
12. Update other fields on the **Modify Absence Event** window, as required.

13. Click  .

The **Absence Events Maintenance** window is redisplayed without the absence event that was just resolved.

Resolving absence events explained by co-curricular activities

Some absence events can be explained by co-curricular activities. For example, students having music lessons have been marked absent from their usual classes.

You can filter for unexplained absence events with possible related co-curricular activities on the **Absence Events Maintenance** window. This is particularly useful for organisations that enter co-curricular activities at the end of the day. Select **Unexplained Slip with possible CoCurricular** from the **Filter** drop-down list.

Filter: Unexplained Slip with possible CoCurric

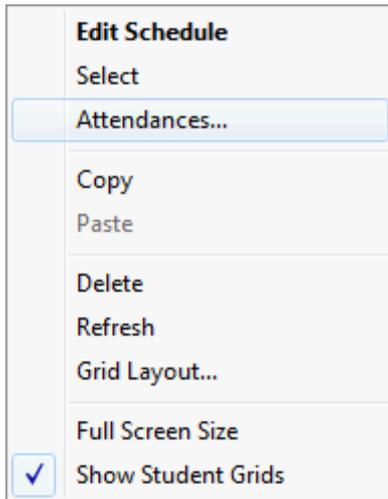
Example

In the following example, several students have a guitar lesson scheduled with Mr Diamond from 9:00am until 10:00am. The lesson has been booked using the **Schedule** tab of **Staff Schedule Maintenance**. See *Staff Schedule Maintenance - Schedule tab* in the Curriculum manual.

	23 June	24 June
8:00am - 9:00am	S/GEEC1 Q004	
9:00am - 10:00am	S/GEEA1 Q004	Guitar lesson (4) Adamski, Angelo...

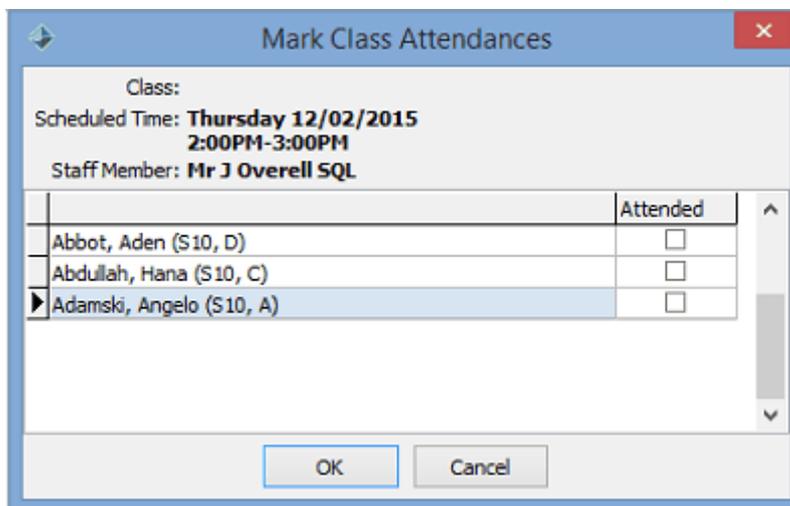
You can view the students who are scheduled to attend this guitar lesson by:

- right clicking when positioned on the blue-coloured co-curricular appointment

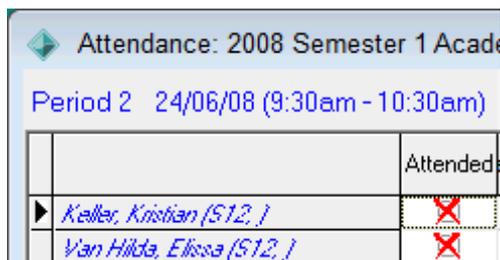


- selecting **Attendances**.

The **Mark Class Attendances** window is displayed.



Two of these students have been marked absent on the **Attendance Maintenance** window and corresponding absence events have been automatically generated by Synergetic. See *Attendance window* (on page 20).



Resolving absence events

To resolve unexplained absences that can be explained by students attending co-curricular activities instead of their usual classes:

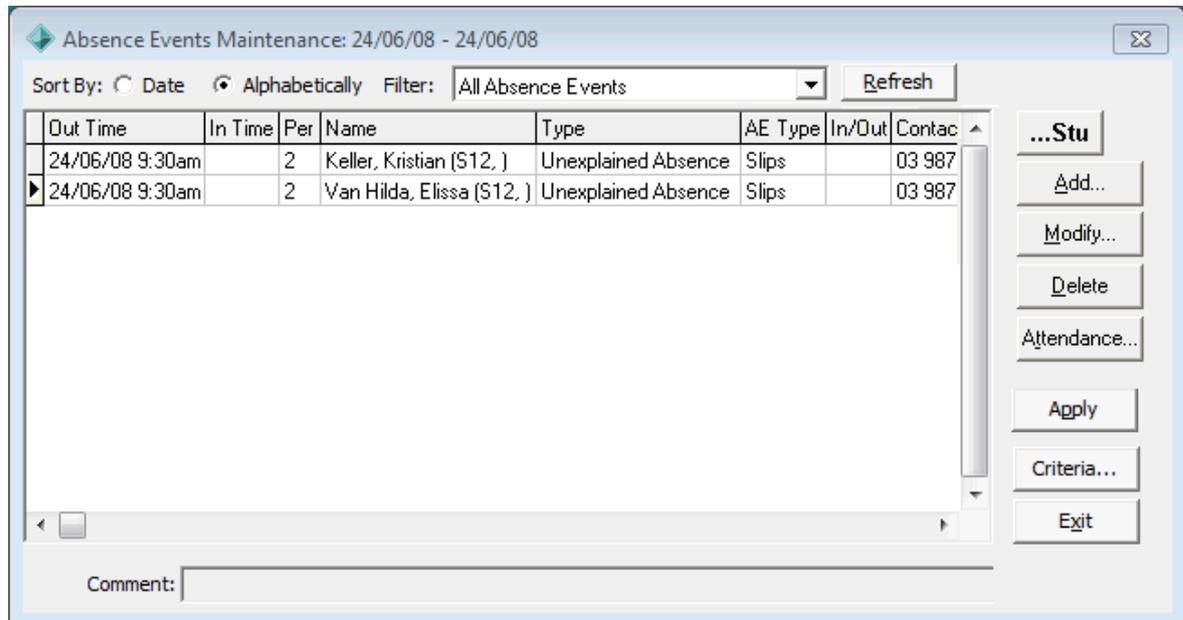
1. Select **Module > Students > Absence Events Maintenance**.

The **Set Absence Events Search Criteria** window is displayed.

2. Update the search criteria, as required. See *Searching for absence events* (on page 59).

3. Click .

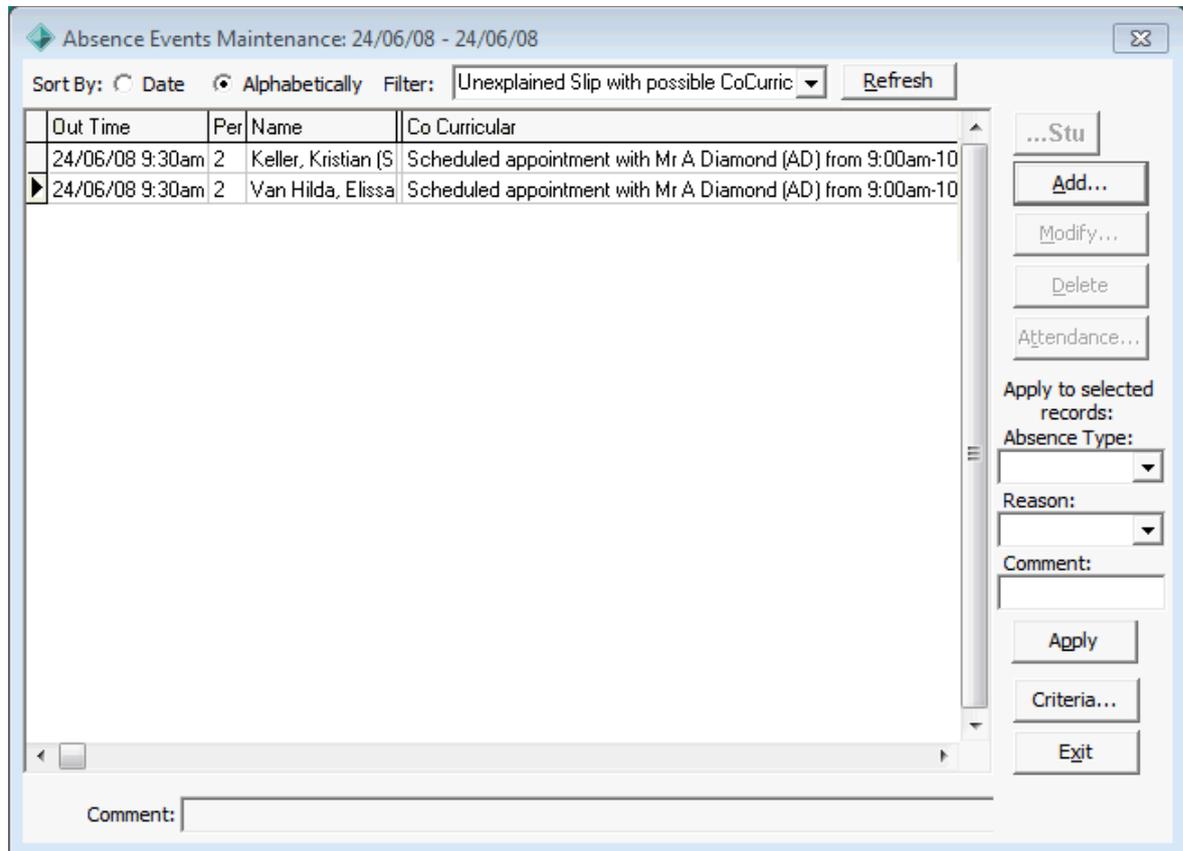
The **Absence Events Maintenance** window is displayed.



4. Select **Unexplained Slip with possible CoCurricular** from the **Filter** drop-down list.

Filter:

The **Absence Events Maintenance** window is redisplayed with any absence events with overlapping co-curricular activities for each student.



5. Select the similar absence events that you want to resolve.



Tip: You can use the mouse and the normal Windows **Shift** and **Ctrl** keys to select multiple absence events. Hold down the **Shift** key and click on the first absence event you want to select. While still holding down the **Shift** key, click the last absence event. All absence events in between your two selections are included.

Alternatively, you can hold down the **Ctrl** key while clicking on different absence events in the list to select or clear them.

6. Update the following fields for the group of absence events being resolved:

- **Absence Type**
- **Reason**
- **Comment.**

Absence Type: ▾
Reason: ▾
Comment:

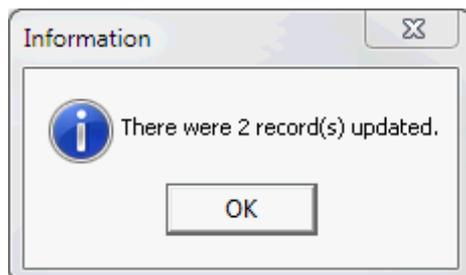
7. Click .

The following dialog window is displayed.



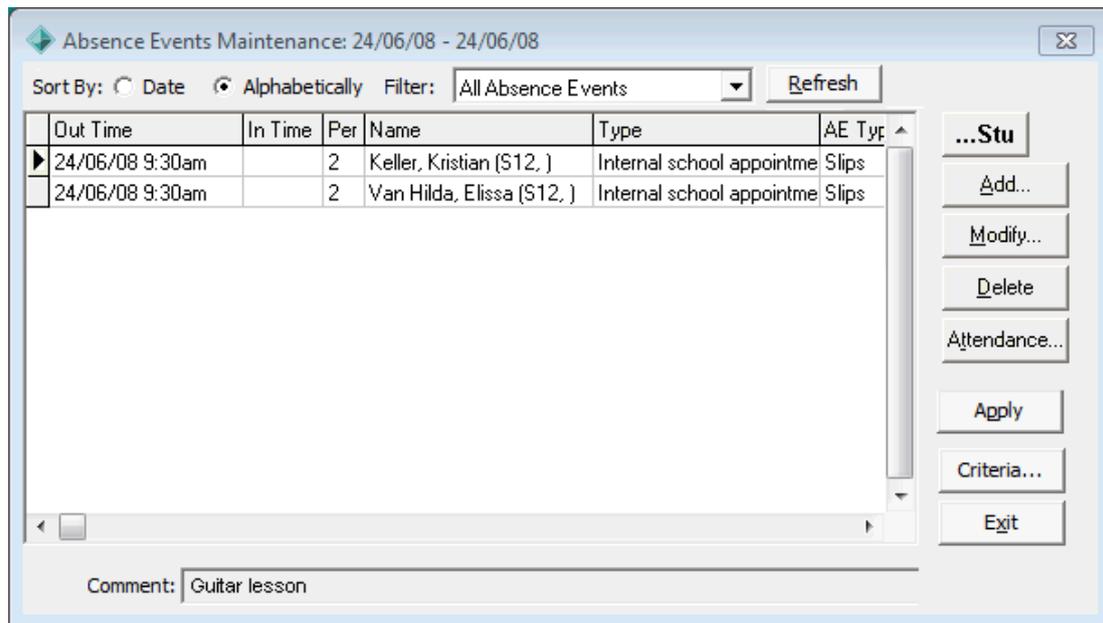
8. Click .

The following dialog window is displayed.



9. Click .

The **Absence Events Maintenance** window is redisplayed, with the absence events having been resolved.



Note: The **All Absence Events** filter has been used to display the resolved absence events.

10. Repeat steps 5 through 9 until each group of absence events with co-curricular activities is resolved.

Resolving absence events explained by medical incidents

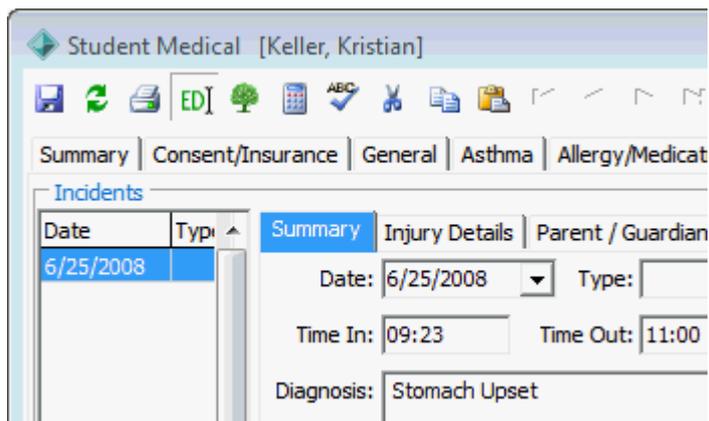
Some absence events can be explained by medical incidents. For example, students are in the sick bay.

You can filter for unexplained absence events with possible related medical incidents on the **Absence Events Maintenance** window. This is particularly useful for organisations that enter the medical incidents at the end of the day. Select **Unexplained Slip with possible SickBay** from the **Filter** drop-down list.

Filter: Unexplained Slip with possible SickBay ▼

Example

In the following example, a student is in the sick bay with an upset stomach. A medical incident has been added on the **Incidents** tab of the **Student Medical** window. See *Medical Maintenance - Incidents tab* in the Medical details manual.



The student has also been marked absent on the **Attendance Maintenance** window and a corresponding absence event has been automatically generated by Synergetic. See *Attendance window* (on page 20).

The screenshot shows the 'Attendance: 2008 Semester 1 Academic' window for 'Period 2 25/06/08 (9:30am - 10:30am)'. The table below shows the attendance status for two students:

	Attended
Agius, Byron (S11,)	<input type="checkbox"/>
Keller, Kristian (S12,)	<input checked="" type="checkbox"/>

Resolving absence events

To resolve unexplained absences that can be explained by students being in the sick bay instead of being at their usual classes:

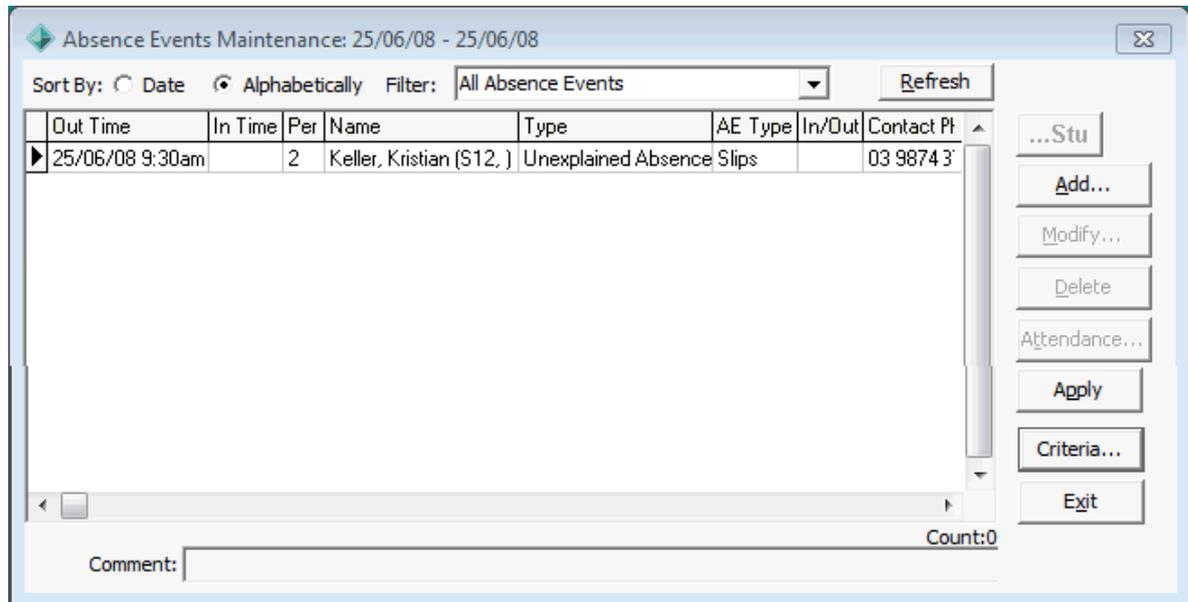
1. Select **Module > Students > Absence Events Maintenance**.

The **Set Absence Events Search Criteria** window is displayed.

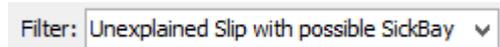
2. Update the search criteria, as required. See *Searching for absence events* (on page 59).

3. Click .

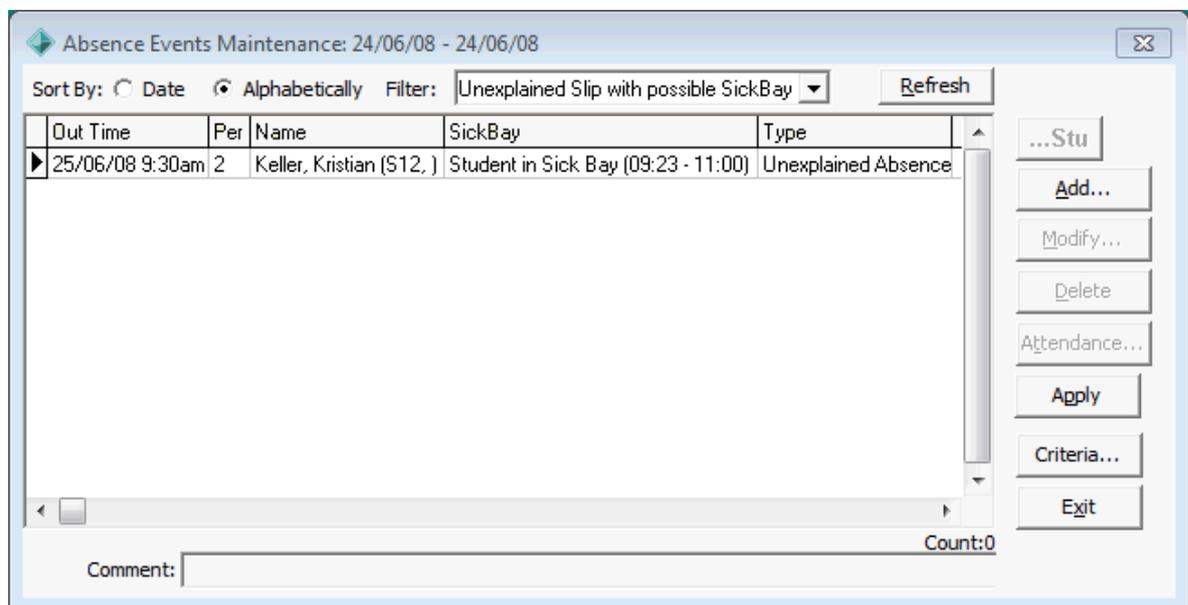
The **Absence Events Maintenance** window is displayed.



4. Select **Unexplained Slip with possible SickBay** from the **Filter** drop-down list.



The **Absence Events Maintenance** window is redisplayed with any absence events that have overlapping medical incidents for each student.



5. Select the similar absence events that you want to resolve.

Out Time	Per	Name	SickBay	Type
25/06/08 9:30am	2	Keller, Kristian (S12,)	Student in Sick Bay (09:23 - 11:00)	Unexplained Absence

Tip: You can use the mouse and the normal Windows **Shift** and **Ctrl** keys to select multiple absence events. Hold down the **Shift** key and click on the first absence event you want to select. While still holding down the **Shift** key, click the last absence event. All absence events in between your two selections are included.

Alternatively, you can hold down the **Ctrl** key while clicking on different absence events in the list to select or clear them.

6. Update the following fields for the group of absence events being resolved:

- **Absence Type**
- **Reason**
- **Comment.**

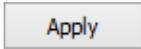
Apply to selected records:

Absence Type:
Sickbay

Reason:
[Dropdown]

Comment:
[Text Field]

Apply

7. Click .

The following dialog window is displayed.

Confirm

Are you sure you would like to update the 1 records with the Sickbay Absence Type?

Yes No

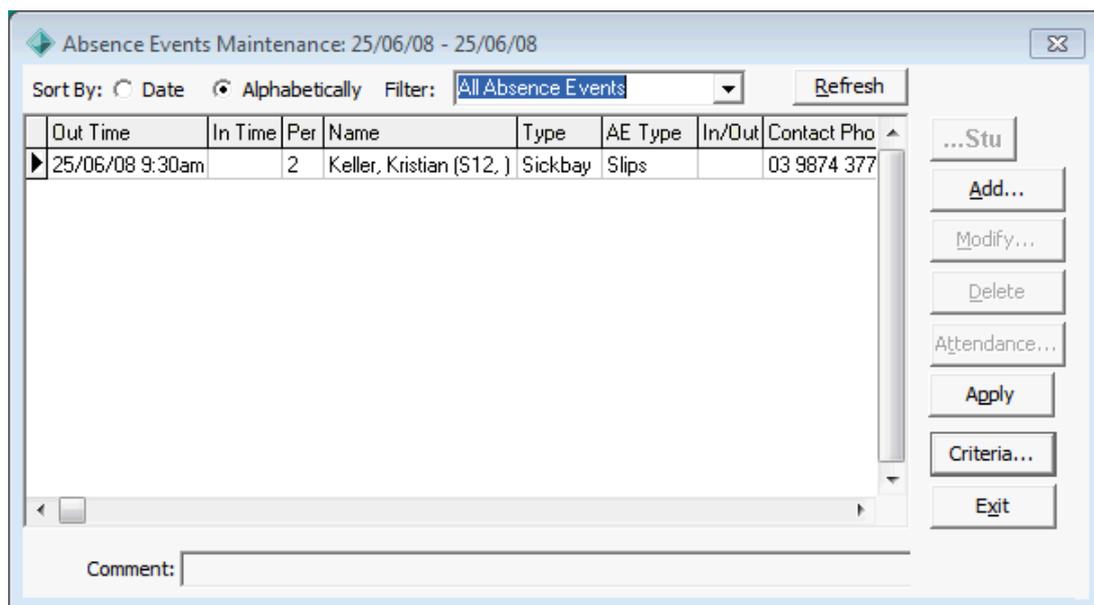
8. Click .

The following dialog window is displayed.



9. Click .

The **Absence Events Maintenance** window is redisplayed, with the absence events having been resolved.



Note: The **All Absence Events** filter has been used to display the resolved absence event.

10. Repeat steps 5 through 9 until each group of absence events with medical incidents is resolved.

Deleting several absence events

Once you have resolved most of the absence events, there can be absence events that are no longer relevant. If you have security access, you can delete these absence events at the end of the day. This ensures that your organisation is starting the day with a clean slate.

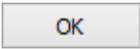
For example, you have been advised that students were expected in at a certain time but they arrived at the usual time. These absence events records are no longer required.

To delete several irrelevant absence events, such as **Expected in** absence events:

1. Select **Module > Students > Absence Events Maintenance** from the main menu.

The **Set Absence Events Search Criteria** window is displayed.

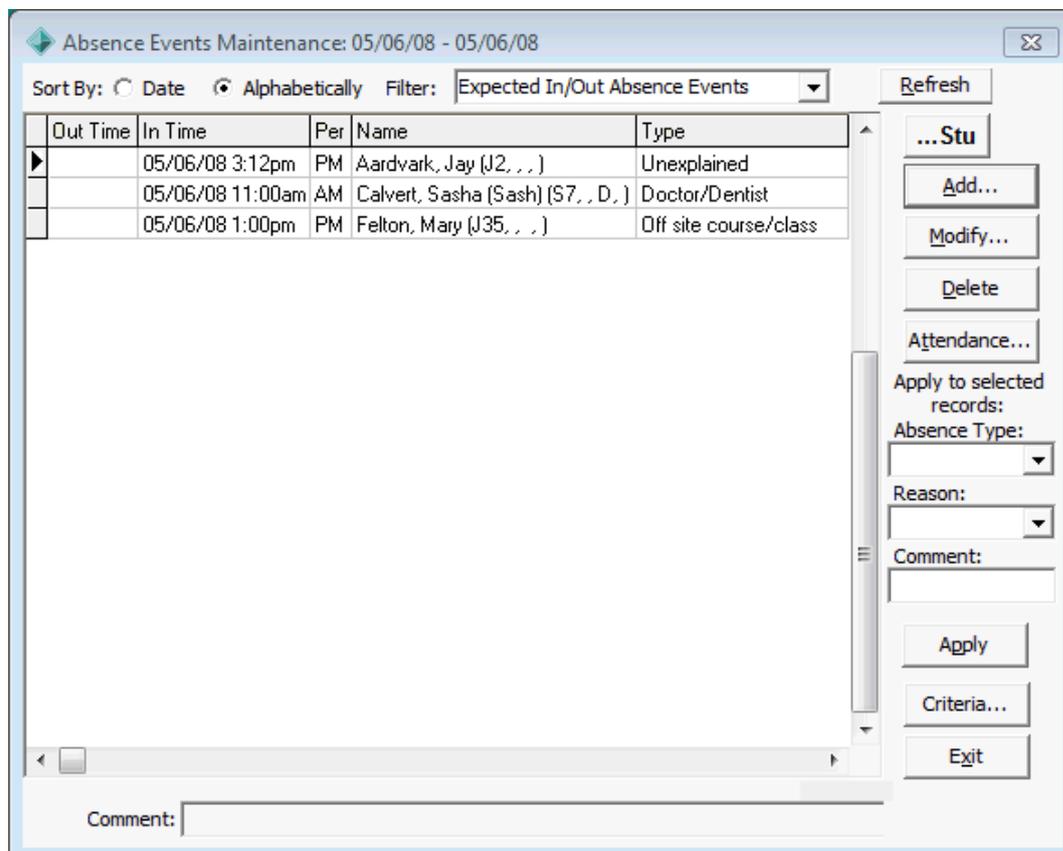
2. Update the search criteria, if required. See *Searching for absence events* (on page 59).

3. Click .

The **Absence Events Maintenance** window is displayed.

4. Select the appropriate filter from the **Filter** drop-down list. For example, select the **Expected In/Out Absence Events** filter.

The **Absence Events Maintenance** window is redisplayed.



The screenshot shows the 'Absence Events Maintenance: 05/06/08 - 05/06/08' window. At the top, there are options for 'Sort By' (Date, Alphabetically) and a 'Filter' dropdown set to 'Expected In/Out Absence Events'. A 'Refresh' button is also present. Below this is a table with the following data:

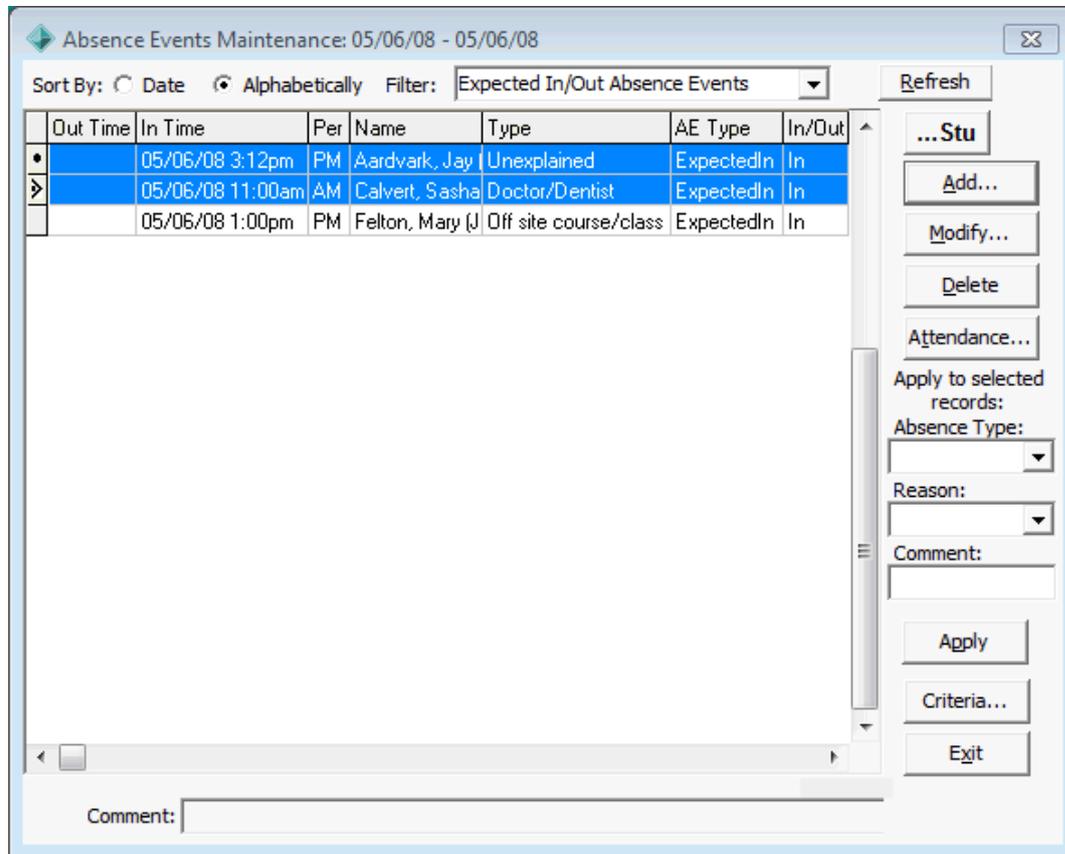
	Out Time	In Time	Per	Name	Type
▶		05/06/08 3:12pm	PM	Aardvark, Jay (J2, . .)	Unexplained
		05/06/08 11:00am	AM	Calvert, Sasha (Sash) (S7, . D.)	Doctor/Dentist
		05/06/08 1:00pm	PM	Felton, Mary (J35, . .)	Off site course/class

On the right side of the window, there is a sidebar with several buttons: '... Stu', 'Add...', 'Modify...', 'Delete', 'Attendance...', 'Apply to selected records:', 'Absence Type:' (dropdown), 'Reason:' (dropdown), 'Comment:' (text input), 'Apply', 'Criteria...', and 'Exit'. At the bottom of the window, there is a 'Comment:' text input field.

- Select the records that you want to delete.

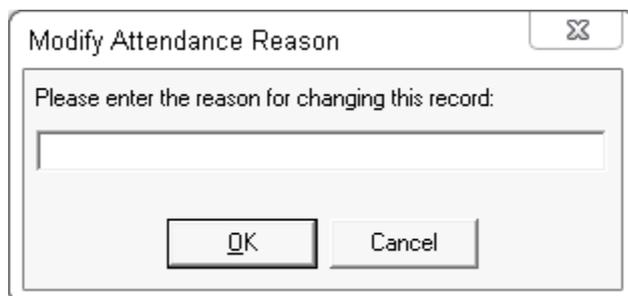
Tip: You can use the mouse and the normal Windows **Shift** and **Ctrl** keys to select multiple absence events. Hold down the **Shift** key and click on the first absence event you want to select. While still holding down the **Shift** key, click the last absence event. All absence events in between your two selections are included.

Alternatively, you can hold down the **Ctrl** key while clicking on different absence events in the list to select or clear them.

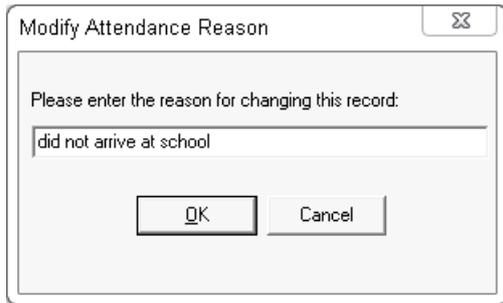


- Click .

The **Modify Attendance Reason** window is displayed.

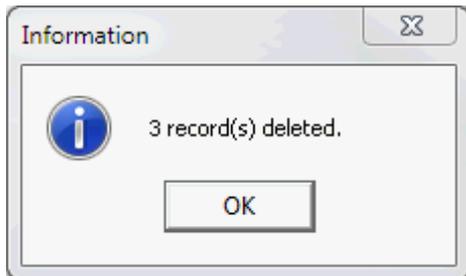


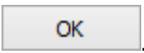
7. Type the reason for deleting the records.



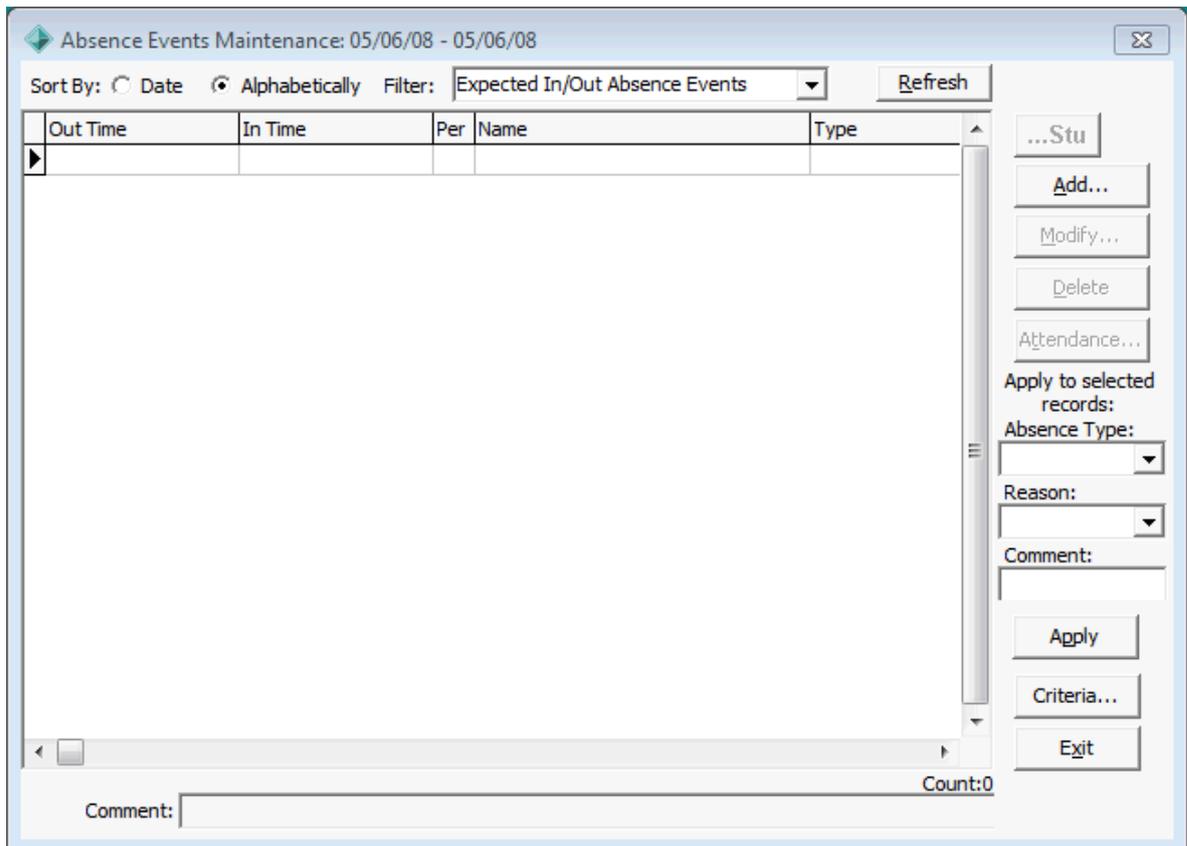
8. Click .

The following dialog window is displayed.



9. Click .

The **Absence Events Maintenance** window is redisplayed without the deleted records.



Resolving absence events with linked nonattendances

One possible scenario is where:

- an **all day** absence event, or something similar, is created for a student
- the student arrives after all and the absence event needs deleting
- any outstanding nonattendances need to be followed up.

In the following example, two records have been created for Anna Barmon:

- An **all day** absence event was entered, in response to a phone call from one of her parents.

- An absence was marked by the teacher for the period. Synergetic automatically creates a nonattendance record linked to the **all day** absence event.

Attendance: 2008 Semester 1 Academic		
Period 3 14/04/09 (10:45am - 11:45am) English:		
	Attended	Poss Tchrr Type
▶ Asaaf, Seth (J2,)	✓	
<i>Barmon, Anna (J1,)</i>	✗	
Furner, Timothy (Tim) (J2,)	✓	
Jacox, Tifany (Tif) (J2,)	✓	

However, the teacher later phoned you because the student had actually arrived and needed to be marked as **present**. To resolve this:

1. Create a **sign in** event for the student.

Create Absence Event: Sign In [Barmon, Anna]

Absence Event Type (Mode)

Absence Slips **Sign In** Expected In Expected Out and In
 Late Sign In Sign Out Expected Out All Day Absence

Select Student

Student ID/Barcode: 191 **Barmon, Anna (J1,)**

Robert (Father) Name: Mr Robert J Barmon Ph BH: 03 9855 6511 Default Mob: 0416 655 668 Email: barmon@eisa.com.au

Allie (Mother) Spouse: Mrs Allison C Barmon (Allie) Ph BH: 03 9855 6511 Default Mob: 0416 889 355 Email: barmon@eisa.com.au

Mailing Address: 641 Mt Alexander Rd, MOONEE PONDS VIC 3039 Ph AH: 9869 6445 AH Alt:

2. Select the **all day** absence event in the **Absence Events History** grid.

Create Absence Event: Sign In [Barmon, Anna]

Absence Event Type (Mode)

Absence Slips **Sign In** Expected In Expected Out and In
 Late Sign In Sign Out Expected Out All Day Absence

Select Student

Student ID/Barcode: 191 **Barmon, Anna (J1,)**

Robert (Father) Name: Mr Robert J Barmon Ph BH: 03 9855 6511 Default Mob: 0416 655 668 Email: barmon@eisa.com.au

Allie (Mother) Spouse: Mrs Allison C Barmon (Allie) Ph BH: 03 9855 6511 Default Mob: 0416 889 355 Email: barmon@eisa.com.au

Mailing Address: 641 Mt Alexander Rd, MOONEE PONDS VIC 3039 Ph AH: 9869 6445 AH Alt:

Submit Sign In Time

Sign In Date: Sign In Time:

Reported By: r'ship staff

Details

Absence Type: Reason: Comment: Part of Day:

Contact Made

Absence Events History

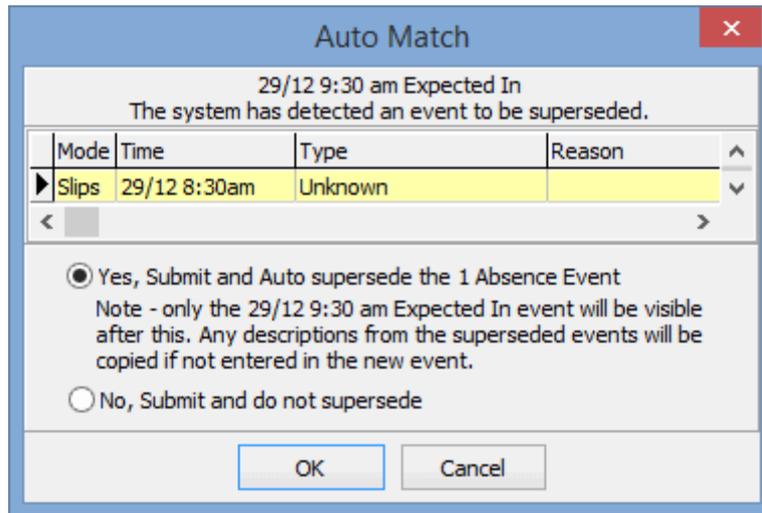
Mode	Time	Type	Reason
AllDay	02/05	Medical/Illness	Flu

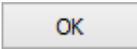
Timetable

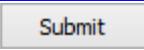
Time	Period	Attend
8:30am	Per 1	<input type="checkbox"/>
9:30am	Per 2	<input type="checkbox"/>
10:45am	Per 3	<input type="checkbox"/>
11:45am	Per 4	<input type="checkbox"/>
1:30pm	Per 5	<input type="checkbox"/>
2:30pm	Per 6	<input type="checkbox"/>

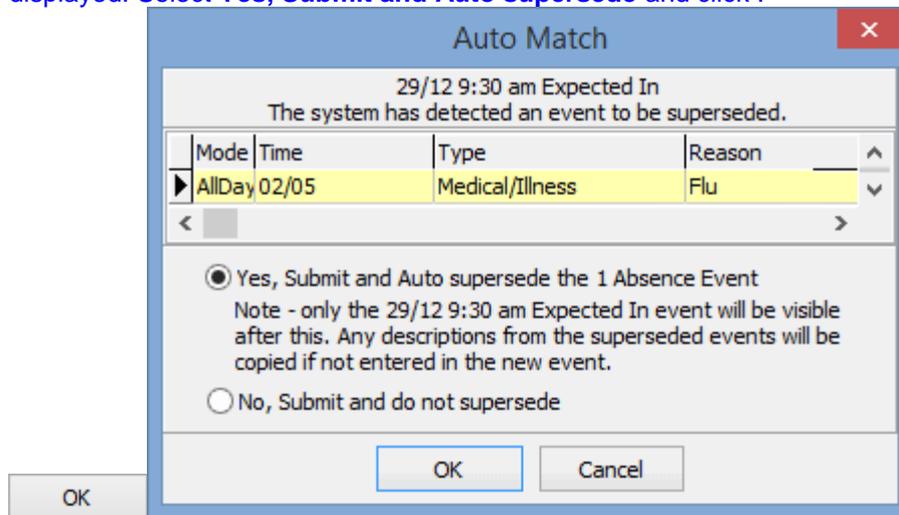
- Click .

The **Auto Match** widow is displayed.



- Click .

Note: Alternatively, you can click  without selecting the original absence event to supersede. If Synergetic detects that one event may supersede another, the **Auto Match** window is displayed. Select **Yes, Submit and Auto supersede** and click .



- Click .

The **sign in** event overrides the **all day** absence event. The original absence event is displayed in the **Superseded** tab of the **sign in** event.

Modify Absence Event: Sign In [Barmon, Anna]

Absence Event Type (Mode)

Absence Slips
 Sign In
 Expected In
 Expected Out
 Late Sign In
 Sign Out
 Expected Out
 All Day Absence

Select Student

Student ID/Barcode: ... **Barmon, Anna (J1,)**

Robert (Father) Name: Mr Robert J Barmon Ph BH: 03 9855 6511 Default Mob: 0416 655 668 Email: barmon@eisa.com.au

Allie (Mother) Spouse: Mrs Allison C Barmon (Allie) Ph BH: 03 9855 6511 Default Mob: 0416 889 355 Email: barmon@eisa.com.au

Mailing Address: 641 Mt Alexander Rd, MOONEE PONDS VIC 3039 Ph AH: 9869 6445 AH Alt:

Submit Sign In Time

Sign In Date:

Sign In Time:

Reported By: r'ship staff

Details

Absence Type:

Reason:

Comment:

Part of Day:

Contact Made

Actual **Superseded**

Absence Events superseded by the current AE

Mode	Time	Type	Reason
AllDay	02/05	Medical/Illness	Flu

Timetable 02/05/11 Type:

Time	Period	Attend
8:30am	Per 1	<input type="checkbox"/>
9:30am	Per 2	<input type="checkbox"/>
10:45am	Per 3	<input type="checkbox"/>
11:45am	Per 4	<input type="checkbox"/>
1:30pm	Per 5	<input type="checkbox"/>
2:30pm	Per 6	<input type="checkbox"/>
3:30pm	Per 7	<input type="checkbox"/>

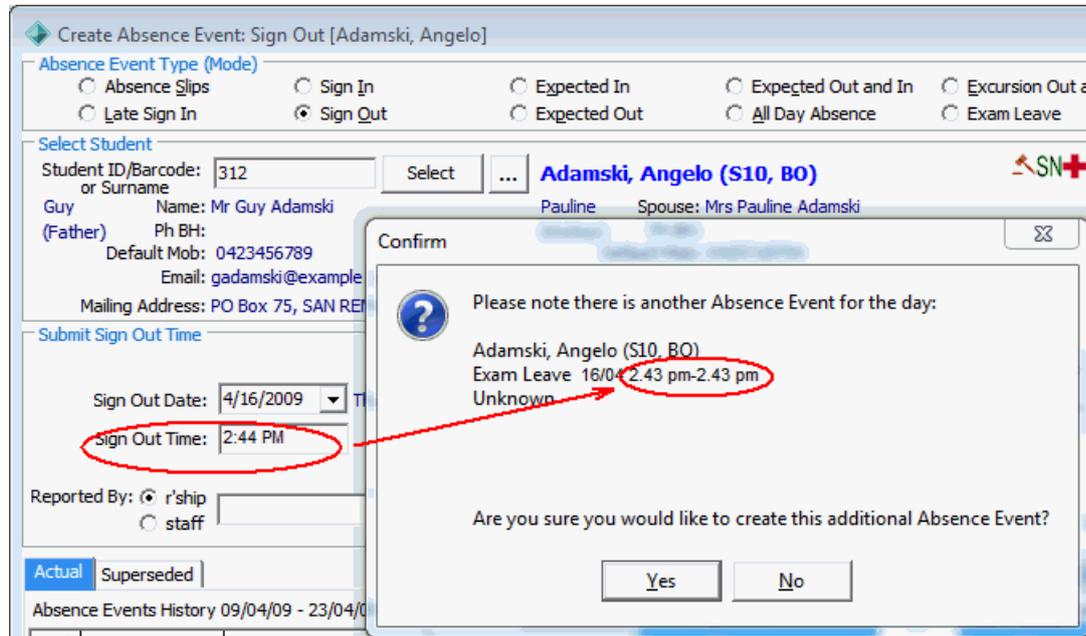
Resolving absence events explained by multiple auto submits

If you use *unattended sign in and sign out* (on page 213) functions, multiple transactions can be recorded for the same student. This occurs if the student:

- swipes their student card under the barcode scanner several times
- uses the other barcode scanners indiscriminately.

Manually entered absence events

Synergetic normally alerts you to extra absence events. For example, if you try to manually enter a second **Sign Out** absence event just after the first one, Synergetic displays the following message.



Unattended absence events

Synergetic has been set up to ignore similar problems for automatically submitted modes because:

- the PC is unattended
- other student movements need to be recorded freely.

No dialog windows are displayed for modes that have the **AutoSubmitFlag** field selected in the **luAbsenceEventType** lookup table. See *luAbsenceEventType lookup table* in the System maintenance manual. For example:

- **Slips**
- **AutoSignIn**
- **AutoSignOut**
- **ExamLeave** and any other specialised modes added.

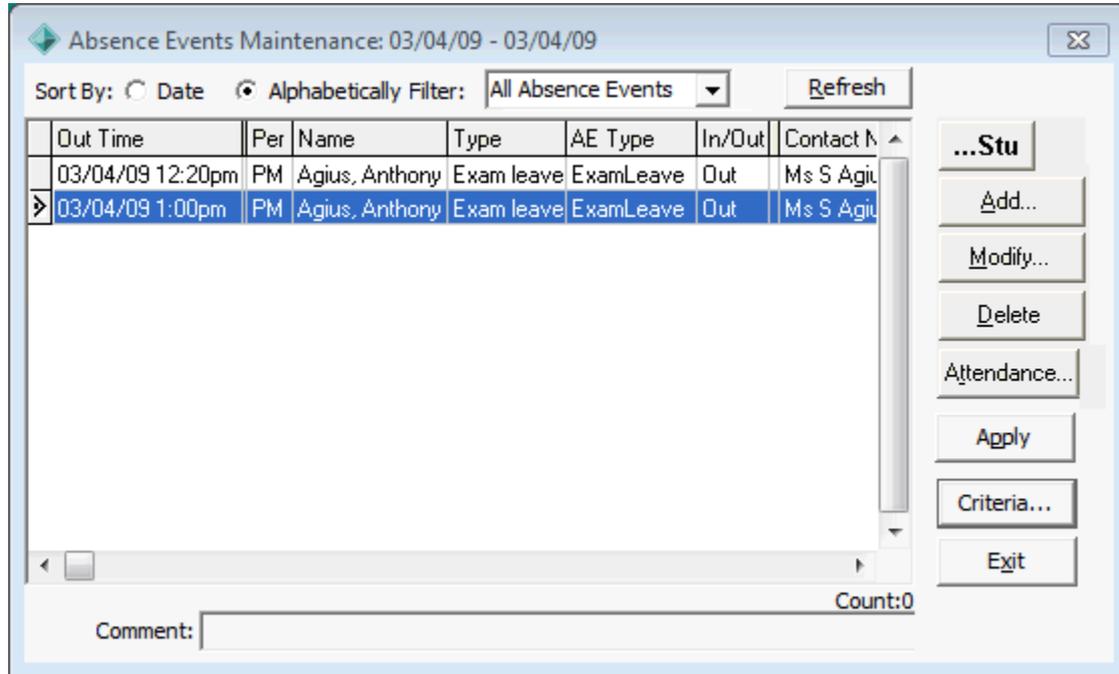
Table Name:-	Table Data:-	<input checked="" type="checkbox"/> Active Records Only	
luAbsenceEventType	Code	Description	AutoSubmitFlag
luAbsencePeriod		Not Selected	<input type="checkbox"/>
luAbsenceReason	AllDayAbsence	&All Day Absence	<input type="checkbox"/>
luAbsenceType	ExamLeave	Exam Lea&ve	<input checked="" type="checkbox"/>
luAchievementType	ExcursionOutIn	&Excursion Out and In	<input type="checkbox"/>
luAddressRegion	ExpectedIn	E&xpected In	<input type="checkbox"/>
luAppeal	ExpectedOut	Ex&pected Out	<input type="checkbox"/>
luArchiveCondition	ExpOutAndIn	Expe&cted Out and In	<input type="checkbox"/>
luArchiveItem	Late	&Late Sign In	<input type="checkbox"/>
luAssociationMember	SignIn	Sign &In	<input type="checkbox"/>
luAsthmaCategory	SignInAuto	Auto In	<input checked="" type="checkbox"/>
luAward	SignOut	Sign &Out	<input type="checkbox"/>
luAwardClassification	SignOutAuto	Auto Out	<input checked="" type="checkbox"/>
luAwardRequiredPoin	Slips	Absence &Slips	<input checked="" type="checkbox"/>
luBank			
luBankStateBranch			
luBoarder			
luBoardingHouse			

Deleting absence events created in error

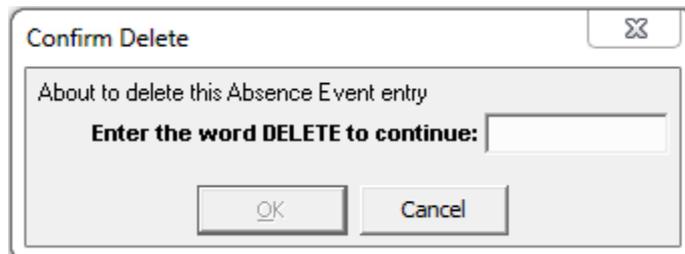
To delete absence events created in error:

1. Search for absence events. See *Searching for absence events* (on page 59).

The **Absence Events Maintenance** window is displayed.



2. Select the absence events that were created in error.
3. Click .
4. The following dialog window is displayed.



5. Type **delete**.
6. Click .

The selected absence events are deleted.

Marking a student present from an absence slip

If you are an Attendance Officer or undertake a similar role, the following situation can occur:

- a student is marked as non-attending by a teacher
- the teacher contacts you later to say that the student is to be marked as present.

Attendance: 2008 Semester 1 Academic				
Period 1 20/04/09 (8:30am - 9:30am) English				
	Attended	Poss Tchr Type	Poss Tchr Reason	
Asaaf, Seth (J2,)	<input checked="" type="checkbox"/>			
▶ Barmon, Anna (J1,)	<input checked="" type="checkbox"/>			
Furner, Timothy (Tim) (J2,)	<input checked="" type="checkbox"/>			
Jacox, Tiffany (Tif) (J2,)	<input checked="" type="checkbox"/>			

To mark a student present from an absence slip:

1. Search for the absence event. See *Searching for absence events* (on page 59).

The **Absence Events Maintenance** window is displayed.

The screenshot shows the 'Absence Events Maintenance' window for the date 20/04/09. The window has a title bar with a close button. Below the title bar, there are controls for 'Sort By' (radio buttons for Date and Alphabetically) and a 'Filter' dropdown menu set to 'All Absence Events'. A 'Refresh' button is also present. The main area contains a table with the following data:

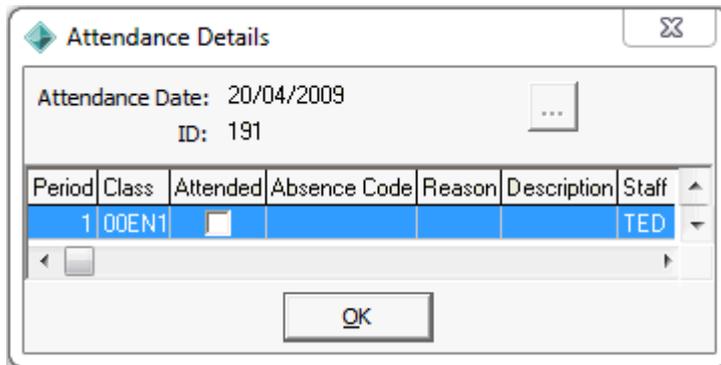
Out Time	Per	Name	Type	AE Type	Contact
20/04/09 8:30am	1	Barmon, Anna	Unexplained Absence	Slips	9869 6...

To the right of the table is a vertical list of buttons: '...Stu', 'Add...', 'Modify...', 'Delete', 'Attendance...', 'Apply', 'Criteria...', and 'Exit'. At the bottom of the window, there is a 'Comment:' text box and a 'Count: 1' label.

2. Select the absence event.

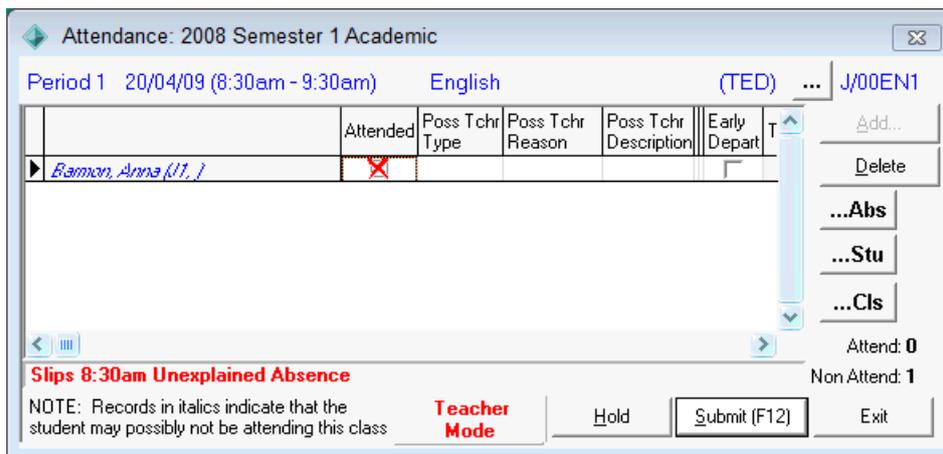
- Click **Attendance...**.

The **Attendance Details** window is displayed.

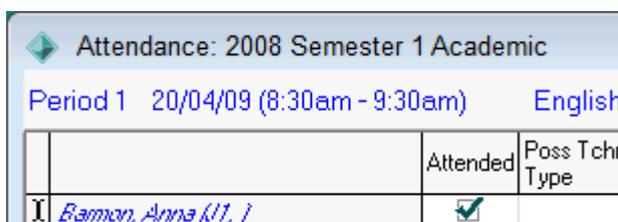


- Double click on the required entry.

The **Attendance** window is displayed.

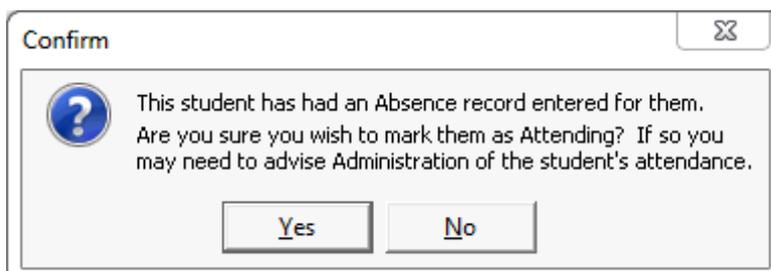


- Select the **Attended** field to mark the student as attending.



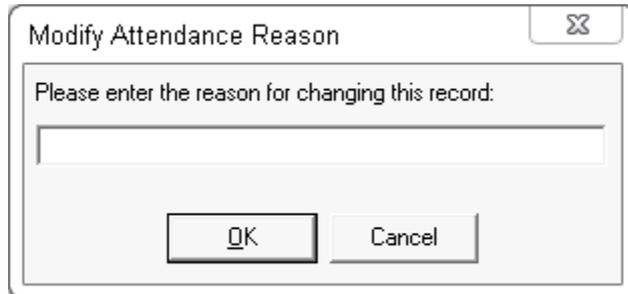
- Click **Submit (F12)**.

The following dialog window is displayed.



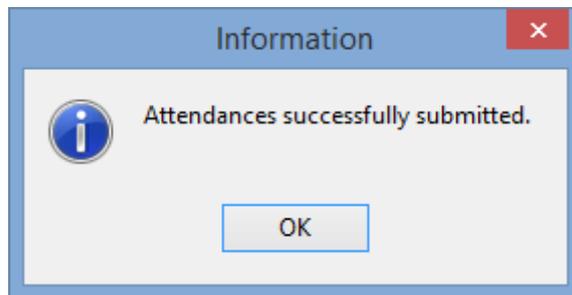
7. Click .

The **Modify Attendance Reason** window is displayed.



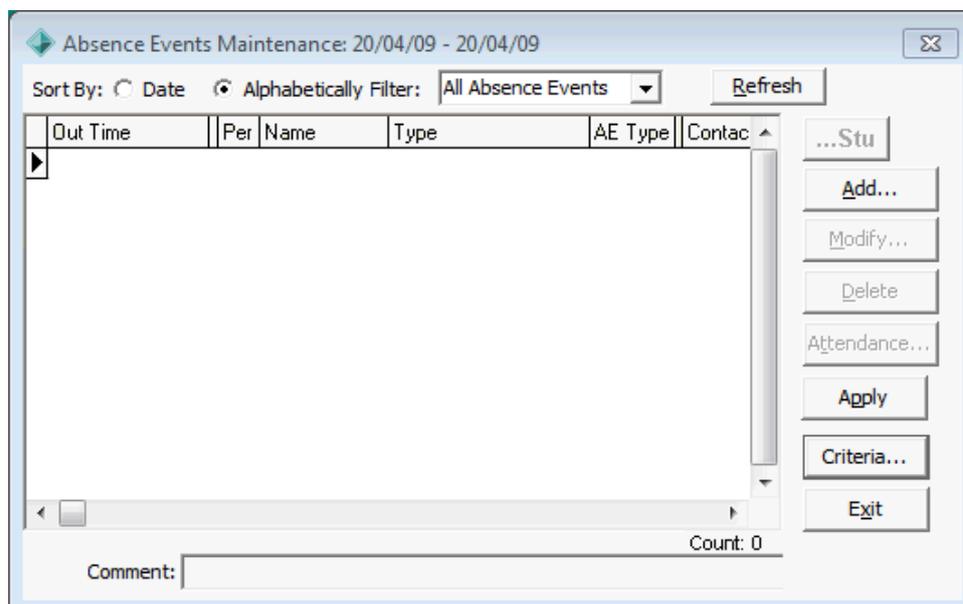
8. Type in a reason for modifying the attendance record.
9. Click .
10. Click .

The following dialog window is displayed.



11. Click .

Synergetic deletes the absence slip.

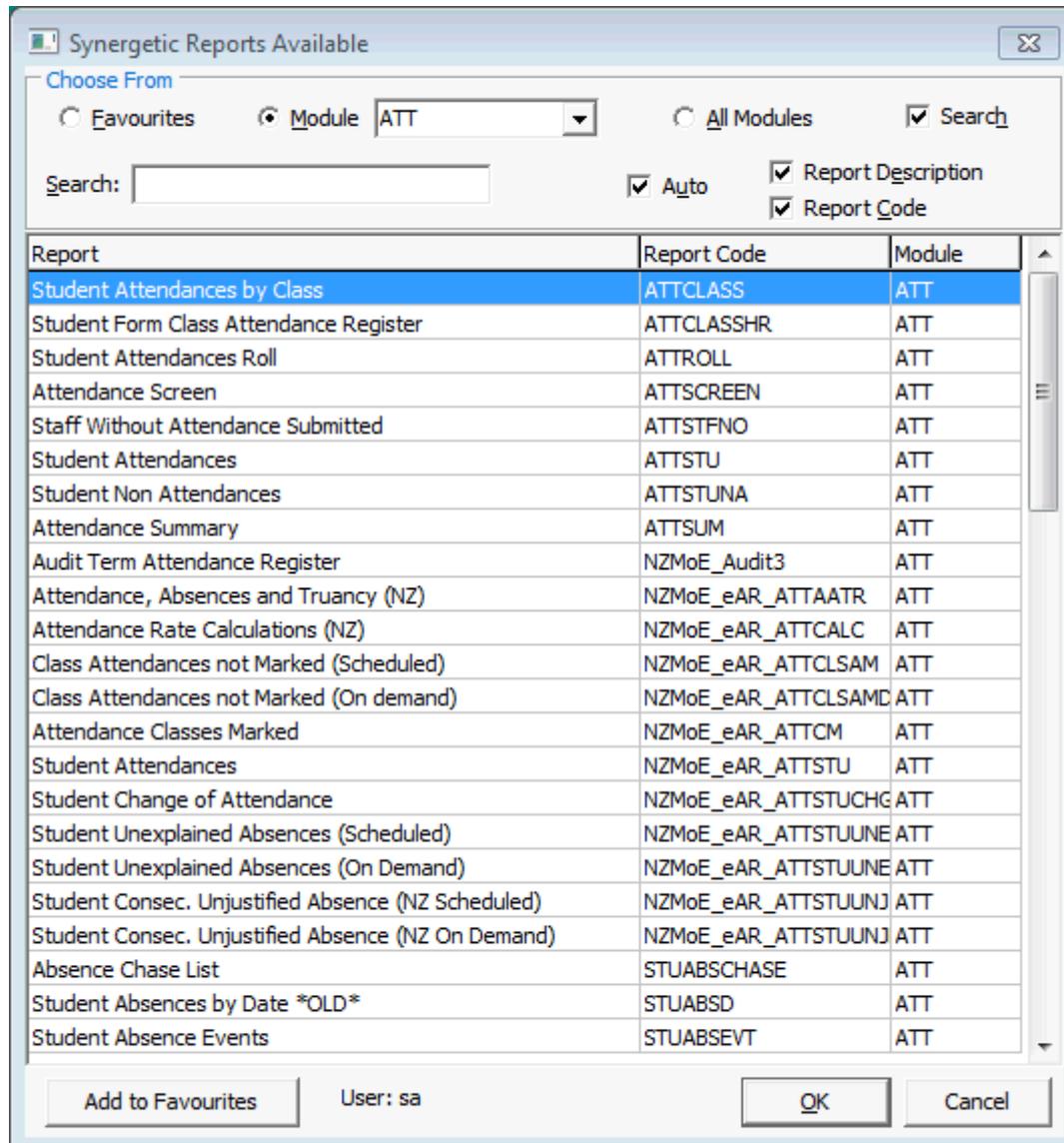


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Key attendance reports

There are a number of standard reports available to you to help you manage student attendance and absences. See the folder of Crystal Reports supplied to your organisation.

To access these reports, select **Module > Students > Attendance Crystal Reports Available**. See *Running reports* in the Introduction manual for general information on how to run reports in Synergetic.



Synergetic Reports Available

Choose From

Favourites Module All Modules Search

Search:

Auto Report Description Report Code

Report	Report Code	Module
Student Attendances by Class	ATTCLASS	ATT
Student Form Class Attendance Register	ATTCLASSHR	ATT
Student Attendances Roll	ATTROLL	ATT
Attendance Screen	ATTSCREEN	ATT
Staff Without Attendance Submitted	ATTSTFNO	ATT
Student Attendances	ATTSTU	ATT
Student Non Attendances	ATTSTUNA	ATT
Attendance Summary	ATTSUM	ATT
Audit Term Attendance Register	NZMoE_Audit3	ATT
Attendance, Absences and Truancy (NZ)	NZMoE_eAR_ATTATR	ATT
Attendance Rate Calculations (NZ)	NZMoE_eAR_ATTCALC	ATT
Class Attendances not Marked (Scheduled)	NZMoE_eAR_ATTCLSAM	ATT
Class Attendances not Marked (On demand)	NZMoE_eAR_ATTCLSAMD	ATT
Attendance Classes Marked	NZMoE_eAR_ATTTCM	ATT
Student Attendances	NZMoE_eAR_ATTSTU	ATT
Student Change of Attendance	NZMoE_eAR_ATTSTUCHG	ATT
Student Unexplained Absences (Scheduled)	NZMoE_eAR_ATTSTUUNE	ATT
Student Unexplained Absences (On Demand)	NZMoE_eAR_ATTSTUUNE	ATT
Student Consec. Unjustified Absence (NZ Scheduled)	NZMoE_eAR_ATTSTUUNJ	ATT
Student Consec. Unjustified Absence (NZ On Demand)	NZMoE_eAR_ATTSTUUNJ	ATT
Absence Chase List	STUABSCHASE	ATT
Student Absences by Date *OLD*	STUABSD	ATT
Student Absence Events	STUABSEVT	ATT

Add to Favourites User: sa OK Cancel

Description of key reports

Report	Description																												
<p>Student Attendances by Class</p>	<p>Summarise student attendances by class. Select the date range and optional selections on the Student Attendances by Class selection window.</p> <div data-bbox="416 439 1190 1227" style="border: 1px solid gray; padding: 5px;"> </div> <p>In the following example, the report summarises attendance for the selected period.</p> <div data-bbox="416 1308 1190 1854" style="border: 1px solid gray; padding: 5px;"> <h3 style="text-align: center;">Attendance Report By Class</h3> <p>00EN1: English Teacher: Dawson, Tim (TED - 165) Total Classes: 5 Total Students In Class: 5 Attendance %: 92.00</p> <table border="1"> <thead> <tr> <th>Class Date</th> <th>Period</th> </tr> </thead> <tbody> <tr><td>17/02/2006</td><td>1</td></tr> <tr><td>20/02/2006</td><td>1</td></tr> <tr><td>30/03/2006</td><td>1</td></tr> <tr><td>29/11/2007</td><td>3</td></tr> <tr><td>4/02/2008</td><td>1</td></tr> </tbody> </table> <hr/> <p>AC341: Accounting 3 1 Teacher: Dawson, Tim (TED - 165) Total Classes: 7 Total Students In Class: 7 Attendance %: 87.50</p> <table border="1"> <thead> <tr> <th>Class Date</th> <th>Period</th> </tr> </thead> <tbody> <tr><td>2/03/2006</td><td>2</td></tr> <tr><td>30/03/2006</td><td>4</td></tr> <tr><td>13/04/2006</td><td>1</td></tr> <tr><td>19/04/2006</td><td>4</td></tr> <tr><td>24/04/2006</td><td>1</td></tr> <tr><td>29/11/2007</td><td>2</td></tr> <tr><td>23/06/2008</td><td>2</td></tr> </tbody> </table> </div>	Class Date	Period	17/02/2006	1	20/02/2006	1	30/03/2006	1	29/11/2007	3	4/02/2008	1	Class Date	Period	2/03/2006	2	30/03/2006	4	13/04/2006	1	19/04/2006	4	24/04/2006	1	29/11/2007	2	23/06/2008	2
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24/04/2006	1																												
29/11/2007	2																												
23/06/2008	2																												

Report	Description																												
Student Form Class Attendance Register	<p>Summarise student attendances by staff member. Select the date range and optional selections on the Student Form Class Attendance Register selection window.</p> <div data-bbox="416 371 1190 1162" style="border: 1px solid gray; padding: 5px;"> <p>Student Form Class Attendance Register [X]</p> <p>Required Selections</p> <p>File Year: <input type="text" value="2012"/> Date Range => From <input type="text" value="1/11/2012"/> To <input type="text" value="1/11/2012"/></p> <p>Term: <input type="text" value="2"/></p> <hr/> <p>Student Optional Selections</p> <p>ID: <input type="text"/> <input type="checkbox"/> Tagged IDs</p> <p>Surname: <input type="text"/> Preferred: <input type="text"/></p> <p>Campus: <input type="text"/> Year Level: <input type="text"/></p> <p>House: <input type="text"/> Form: <input type="text"/></p> <p>Tutor Group: <input type="text"/> Status: <input type="text"/></p> <p>Boarder: <input type="text"/> Boarder NOT: <input type="text"/></p> <p>Boarder Type: <input type="text"/> Boarder House: <input type="text"/></p> <p>Full Fee: <input type="text"/></p> <hr/> <p>Staff Optional Selections Class Optional Selections</p> <p>Staff Code: <input type="text"/> Class Code: <input type="text"/></p> <p>Surname: <input type="text"/></p> <p>Preferred: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Print..."/> <input type="button" value="Preview"/> <input type="button" value="Clear All"/> <input type="button" value="Cancel"/> </p> </div> <p>In the following example, the report summarises attendance for the selected period.</p> <div data-bbox="416 1240 1265 1854" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">Student Form Class Attendance Register</p> <hr/> <p>00EN1: English</p> <p>Teacher: Dawson, Tim (TED - 165)</p> <p>Total Classes: 5 Total Students In Class: 5 Attendance %: 92.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Class Date</th> <th>Period</th> </tr> </thead> <tbody> <tr><td>17/02/2006</td><td>1</td></tr> <tr><td>20/02/2006</td><td>1</td></tr> <tr><td>30/03/2006</td><td>1</td></tr> <tr><td>29/11/2007</td><td>3</td></tr> <tr><td>4/02/2008</td><td>1</td></tr> </tbody> </table> <hr/> <p>AC341: Accounting 3 1</p> <p>Teacher: Dawson, Tim (TED - 165)</p> <p>Total Classes: 7 Total Students In Class: 6 Attendance %: 92.86</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Class Date</th> <th>Period</th> </tr> </thead> <tbody> <tr><td>2/03/2006</td><td>2</td></tr> <tr><td>30/03/2006</td><td>4</td></tr> <tr><td>13/04/2006</td><td>1</td></tr> <tr><td>19/04/2006</td><td>4</td></tr> <tr><td>24/04/2006</td><td>1</td></tr> <tr><td>29/11/2007</td><td>2</td></tr> <tr><td>23/06/2008</td><td>2</td></tr> </tbody> </table> </div>	Class Date	Period	17/02/2006	1	20/02/2006	1	30/03/2006	1	29/11/2007	3	4/02/2008	1	Class Date	Period	2/03/2006	2	30/03/2006	4	13/04/2006	1	19/04/2006	4	24/04/2006	1	29/11/2007	2	23/06/2008	2
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29/11/2007	2																												
23/06/2008	2																												

Report	Description
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Student Attendances Roll

Report on student attendances by class based on the roll call. Select the date range and optional selections on the **Student Attendances Roll** selection window.

Student Attendances Roll
✖

Required Selections

File Year: Date Range => From To

Term:

Student Optional Selections

ID: Tagged IDs

Surname: Preferred:

Campus: Year Level:

House: Form:

Tutor Group: Status:

Boarder: Boarder NOT:

Boarder Type: Boarder House:

Full Fee:

Staff Optional Selections

Staff Code:

Surname:

Preferred:

Class Optional Selections

Class Code:

In the following example, the report includes attendance records for the specified period.

Attendance Records		
Mr S Welsh		
WoodWork11 Woodwork basics Yr 11		
Date	Period	5-Jun-2008
		5
		Total
ABLE, Mathew (11127)		1 1
AGIUS, Byron (287)		1 1
CARTER, Matt (274)		1 1
DENNIS, Mark(315)		0 0
MASSINGHAM, Rex (10671)		1 1
SA, Ang(312)		1 1
Total		5 5

Report	Description																		
Staff Without Attendance Submitted	<p>Report on staff members who have not submitted attendances for their classes. Select the T/T Group (timetable group) and any other selections on the Staff Without Attendance Submitted selection window.</p> <div data-bbox="416 371 1182 674" style="border: 1px solid gray; padding: 5px;"> </div> <p>In the following example, the report lists staff members and the classes they have yet to mark.</p> <div data-bbox="416 752 983 1037" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">Staff with no Attendances Submitted 24/06/2008 (Day 3)</p> <table border="0"> <tr> <td colspan="3">CLEMMONS, David</td> </tr> <tr> <td style="padding-right: 10px;">6</td> <td style="padding-right: 20px;">PH122</td> <td>Physics 1 2</td> </tr> <tr> <td colspan="3">DAWSON, Tim</td> </tr> <tr> <td style="padding-right: 10px;">3</td> <td style="padding-right: 20px;">00EN1</td> <td>English</td> </tr> <tr> <td style="padding-right: 10px;">3</td> <td style="padding-right: 20px;">AC341</td> <td>Accounting 3 1</td> </tr> <tr> <td style="padding-right: 10px;">6</td> <td style="padding-right: 20px;">CH123</td> <td>Chemistry 1 3</td> </tr> </table> </div>	CLEMMONS, David			6	PH122	Physics 1 2	DAWSON, Tim			3	00EN1	English	3	AC341	Accounting 3 1	6	CH123	Chemistry 1 3
CLEMMONS, David																			
6	PH122	Physics 1 2																	
DAWSON, Tim																			
3	00EN1	English																	
3	AC341	Accounting 3 1																	
6	CH123	Chemistry 1 3																	

Report	Description
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Student Attendances

Summarise student attendances by student.
 Select the date range and optional selections on the **Student Attendances** selection window.

In the following example, the report summarises attendance for the selected period.

Attendance Report By Student			
AARDVARK, Georgia (10609)			
Subject: MAC37: Mathematics - 2A			
Teacher: SOMODIO, Anelie (ASO - 164)			
Total Classes For Period:	1	Classes Attended:	1
Attendance %:		100.00	
Date	Period	Attended	Possible Absence Description
5/06/2008	5	✓	

Report	Description
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Student Non Attendances

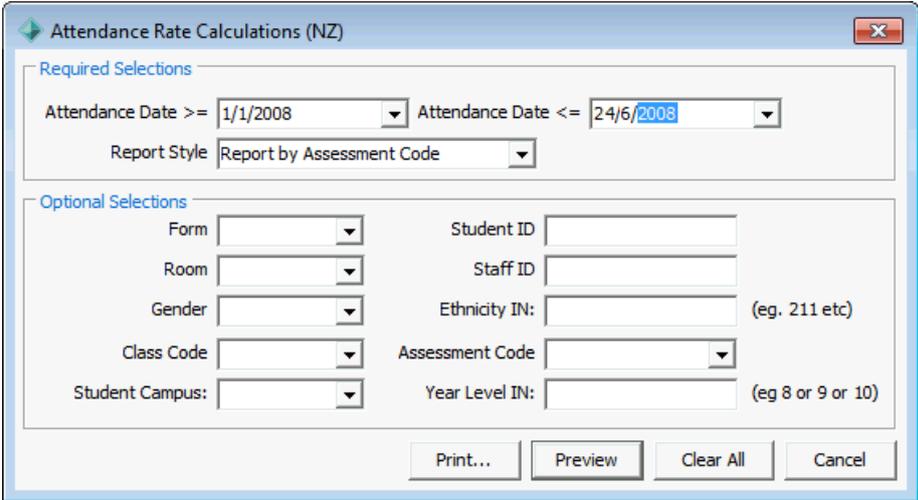
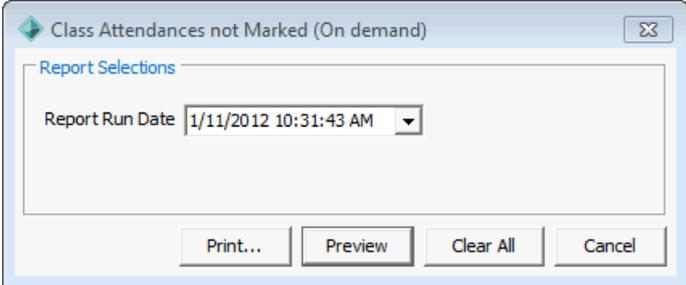
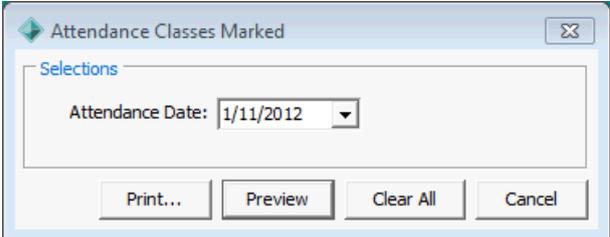
Report on student nonattendance (absences).
 Select the date range and optional selections on the **Student Non Attendances** selection window.

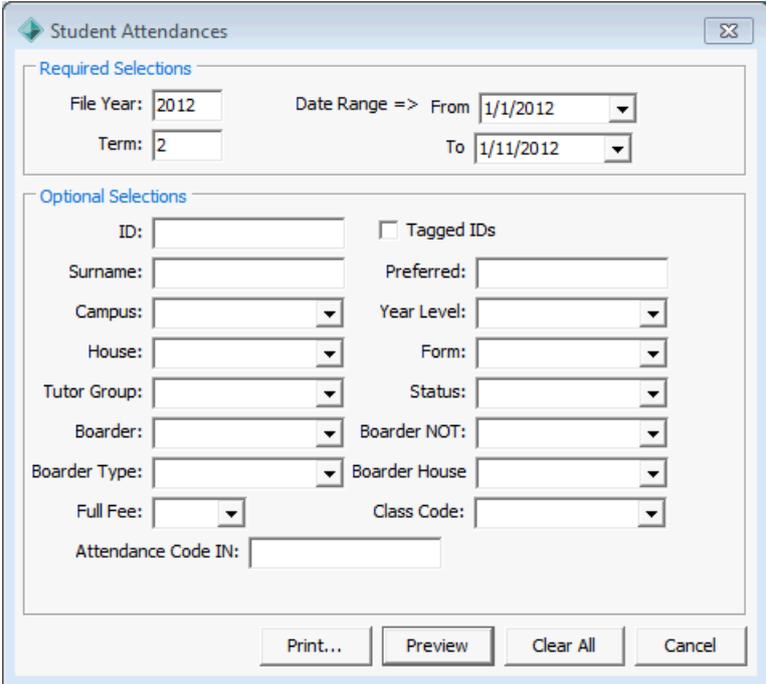
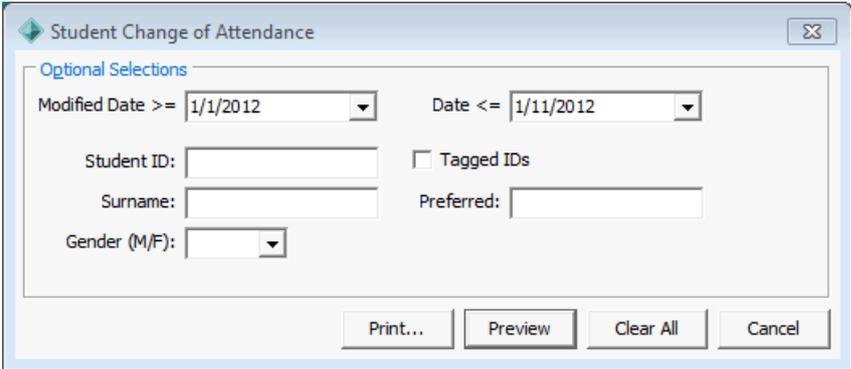
In the following example, the report details nonattendances for the selected period.

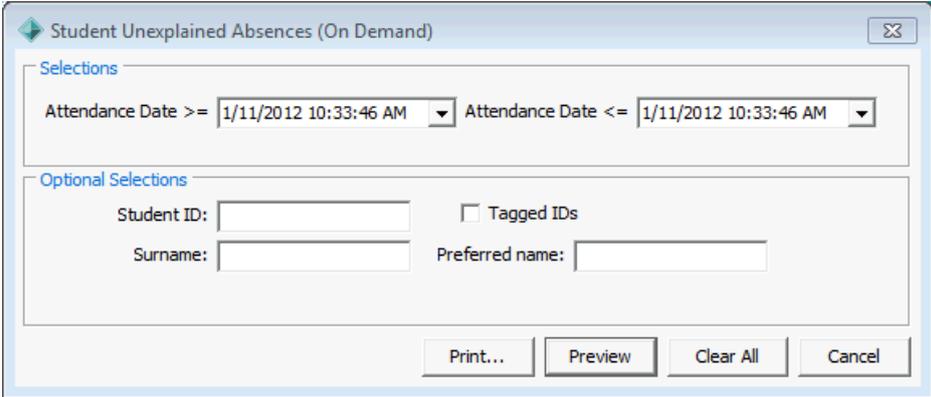
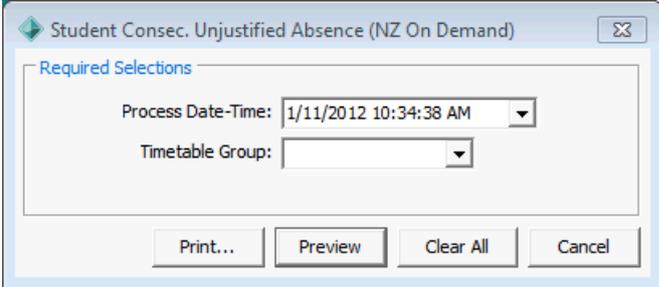
Students Not in Class							
Student Name	Form	Date	Period	Absence Type	Description	Class	Teacher
AGIUS, Byron (287)	BR	05/08/08	2	C	Justice Court Proceeding	CH123	TED
BENNETT, Julia (10815)		05/08/08	5			MAC37	ASO
DENNIS, Mark (315)	CR	05/08/08	5	D	Doctor/Dentist	WoodWork 11	SJW
Count of students - 3							
Count of Attendances - 3							

Attendance, Absences and Truancy (NZ)

Summarise attendance, absences and truancy at a New Zealand school.
 Select the date range and optional selections on the **Attendance, Absences and Truancy (NZ)** selection window.

Report	Description																								
<p>Attendance Rate Calculations (NZ)</p>	<p>Summarise attendance rate calculations at a New Zealand school. Select the date range and optional selections on the Attendance Rate Calculations (NZ) selection window.</p>  <p>In the following example, the report summarises attendance calculations for the selected period.</p> <table border="1" data-bbox="416 949 1321 1229"> <thead> <tr> <th colspan="5">Attendance Calculations</th> </tr> <tr> <th colspan="5">1/01/2008 to 24/06/2008</th> </tr> <tr> <th colspan="2">Report by Subject Assessment</th> <th rowspan="2">Total Student Count</th> <th rowspan="2">Total Attended Periods</th> <th rowspan="2">Possible Attendance Periods</th> <th rowspan="2">Per Period Attendance Rate</th> </tr> <tr> <th>Subject Assessment</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td colspan="2">Totals</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Attendance Calculations					1/01/2008 to 24/06/2008					Report by Subject Assessment		Total Student Count	Total Attended Periods	Possible Attendance Periods	Per Period Attendance Rate	Subject Assessment	Teacher	Totals					
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Report by Subject Assessment		Total Student Count	Total Attended Periods	Possible Attendance Periods	Per Period Attendance Rate																				
Subject Assessment	Teacher																								
Totals																									
<p>Class Attendances not Marked (Scheduled)</p>	<p>Report on class attendances not marked. This report can be scheduled to automatically run at certain times during the day. The report can either be printed or emailed. See <i>Scheduling user reports</i> in the System maintenance manual.</p>																								
<p>Class Attendances not Marked (On demand)</p>	<p>Report on class attendances not marked at a New Zealand school.</p> 																								
<p>Attendance Classes Marked</p>	<p>Report on class attendances marked.</p> 																								

Report	Description																				
<p>Student Attendances</p>	<p>Report on student attendances. Select the date range and optional selections on the Student Attendances selection window.</p>  <p>In the following example, the report includes attendance details for the specified period.</p> <table border="1" data-bbox="416 1137 1102 1361"> <thead> <tr> <th colspan="4" style="text-align: center;">Student Attendances</th> </tr> <tr> <th colspan="4" style="text-align: center;">1/01/2006 to 24/06/2008</th> </tr> <tr> <th style="text-align: left;">Student Legal Name</th> <th style="text-align: left;">Preferred</th> <th style="text-align: left;">MoE Year Level</th> <th style="text-align: left;">Birth Date</th> </tr> </thead> <tbody> <tr> <td>M s Amanda Lola Adamski</td> <td>Amanda</td> <td>7</td> <td>3/01/1995</td> </tr> <tr> <td colspan="4">04/02/2008 08:30 1 P</td> </tr> </tbody> </table>	Student Attendances				1/01/2006 to 24/06/2008				Student Legal Name	Preferred	MoE Year Level	Birth Date	M s Amanda Lola Adamski	Amanda	7	3/01/1995	04/02/2008 08:30 1 P			
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Student Legal Name	Preferred	MoE Year Level	Birth Date																		
M s Amanda Lola Adamski	Amanda	7	3/01/1995																		
04/02/2008 08:30 1 P																					
<p>Student Change of Attendance</p>	<p>Report on changes in student attendances. Select the date range and optional selections on the Student Change of Attendance selection window.</p> 																				
<p>Student Unexplained Absences (Scheduled)</p>	<p>Report on unexplained student absence events. This report can be scheduled to automatically run at certain times during the day. The report can either be printed or emailed. See <i>Scheduling user reports</i> in the System maintenance manual.</p>																				

Report	Description																									
<p>Student Unexplained Absences (On Demand)</p>	<p>Report on unexplained student absence events. Select the date range and optional selections on the Student Unexplained Absences (On Demand) selection window.</p>  <p>In the following example, the report includes unexplained absence events for the specified period.</p> <table border="1" data-bbox="416 848 1070 1140"> <thead> <tr> <th colspan="5">Unexplained Absentees Report</th> </tr> <tr> <th colspan="5">24/06/2003 1:33:47PM to 24/06/2008 1:33:47PM</th> </tr> <tr> <th>Student Number</th> <th>Student preferred name</th> <th>Class where absence occurred</th> <th>Teacher name</th> <th>Primary caregiver contact details</th> </tr> </thead> <tbody> <tr> <td>312</td> <td>Angelo</td> <td>S/AC341</td> <td>Mr T Dawson</td> <td>Guy Adamski AH: Silent Phone</td> </tr> <tr> <td>311</td> <td>Jasinta</td> <td>S/AC341</td> <td>Mr T Dawson</td> <td>Ben Asaaf AH: 9685413</td> </tr> </tbody> </table>	Unexplained Absentees Report					24/06/2003 1:33:47PM to 24/06/2008 1:33:47PM					Student Number	Student preferred name	Class where absence occurred	Teacher name	Primary caregiver contact details	312	Angelo	S/AC341	Mr T Dawson	Guy Adamski AH: Silent Phone	311	Jasinta	S/AC341	Mr T Dawson	Ben Asaaf AH: 9685413
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311	Jasinta	S/AC341	Mr T Dawson	Ben Asaaf AH: 9685413																						
<p>Student Consec. Unjustified Absence (NZ Scheduled)</p>	<p>Report on students with unjustified absences on consecutive days at a New Zealand school. This report can be scheduled to automatically run at certain times during the day. The report can either be printed or emailed. See <i>Scheduling user reports</i> in the System maintenance manual.</p>																									
<p>Student Consec. Unjustified Absence (NZ On Demand)</p>	<p>Report on students with unjustified absences on consecutive days at a New Zealand school.</p> 																									

Report	Description
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Absence Chase List

Lists student absences for a given date range and provides location class room details for a given follow up date.
 Select the required and optional selections on the **Absence Chase List** selection window.

In the following example, the report includes the absence event details and the classes that the students are scheduled to attend around the same time.

Student Absences Followup Report - (1/04/06 - 30/04/08)						
ID	Student Name	Yr Lvl/ Campus	Absence Date	Absence Time	Period 1 Room/Class	Period 2 Room/Class
312	Angelo Adamski	S/10	19/04/06	8:30 am		B204/S CC 17
			24/04/06	8:30 am		
291	Joey Allan	S/12	24/04/06	8:30 am	N202/CN121	Q010/EC122
287	Byron Agius	S/11	24/04/06	8:30 am	Q106/HT122	Q003/JA121
280	Penelope De Cruz	S/10	19/04/06	8:30 am	R201/MAC19	COLE/CDC111

Report	Description
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Student Absence Events

Report on absence events.
 Select the date range and optional selections on the **Student Absence Events** selection window.

In the following example, the report includes the absence events based on the report selections.

Student Absence Events			
Student Name	Form	Absent Date	Period
AD AMSKI, Angelo (312)	BO	19/04/2006	
		24/04/2006	
AGIUS, Byron (287)		24/04/2006	

Report	Description																												
<p>Student Absence Events by Date</p>	<p>Report on absence events, sorted by date.</p> <div data-bbox="416 302 1267 1010" style="border: 1px solid gray; padding: 5px;"> <p>Student Absence Events by Date ✖</p> <p>Report Selections</p> <p>Absence Date >= <input type="text" value="1/1/2012"/> Date <= <input type="text" value="1/11/2012"/></p> <p>Period: <input type="text"/> Absence Type: <input type="text"/></p> <p>Student ID: <input type="text"/> <input type="checkbox"/> Tagged IDs</p> <p>Surname: <input type="text"/> Preferred: <input type="text"/></p> <p>Campus: <input type="text"/> Gender (M/F): <input type="text"/></p> <p>Year Level: <input type="text"/> House: <input type="text"/></p> <p>Year Level >= <input type="text"/> Year Level <= <input type="text"/></p> <p>Form: <input type="text"/> Tutor Group: <input type="text"/></p> <p>Boarder: <input type="text"/> Boarder NOT: <input type="text"/></p> <p>Boarder Type: <input type="text"/> Boarder House: <input type="text"/></p> <p>Full Fee: <input type="text"/></p> <p>Status: <input type="text"/> Family Position: <input type="text"/></p> <p>Leaving Date > <input type="text" value="1/11/2012"/> Entry Date <= <input type="text" value="1/11/2012"/></p> <p style="text-align: right;"> <input type="button" value="Print..."/> <input type="button" value="Preview"/> <input type="button" value="Clear All"/> <input type="button" value="Cancel"/> </p> </div> <p>In the following example, the report includes the absence events based on the report selections.</p> <table border="1" data-bbox="416 1093 1011 1366"> <thead> <tr> <th colspan="4" style="text-align: center;">Student Absence Events by Date</th> </tr> <tr> <th style="text-align: left;">Student Name</th> <th style="text-align: left;">Form</th> <th style="text-align: left;">Period</th> <th style="text-align: left;">Absence Event Time</th> </tr> </thead> <tbody> <tr> <td colspan="4">Date: 30/03/2006 12:00:00AM</td> </tr> <tr> <td>ADAMSKI, Amanda (56)</td> <td></td> <td></td> <td>8:30 am</td> </tr> <tr> <td>AGIUS, Tony (314)</td> <td></td> <td>DAY</td> <td>12:00 am</td> </tr> <tr> <td>ASAAF, Jasinta (311)</td> <td></td> <td></td> <td>8:30 am</td> </tr> <tr> <td>BOWMAN, Dana (306)</td> <td></td> <td></td> <td>8:30 am</td> </tr> </tbody> </table>	Student Absence Events by Date				Student Name	Form	Period	Absence Event Time	Date: 30/03/2006 12:00:00AM				ADAMSKI, Amanda (56)			8:30 am	AGIUS, Tony (314)		DAY	12:00 am	ASAAF, Jasinta (311)			8:30 am	BOWMAN, Dana (306)			8:30 am
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<p>Student Absence Events by Form</p>	<p>Report on absence events, sorted by form.</p> <div data-bbox="416 302 1267 1010" style="border: 1px solid gray; padding: 5px;"> <p>Student Absence Events by Form ✖</p> <p>Report Selections</p> <p>Absence Date >= 1/1/2012 Date <= 1/11/2012</p> <p>Period: Absence Type:</p> <p>Student ID: <input type="checkbox"/> Tagged IDs</p> <p>Surname: Preferred:</p> <p>Campus: Gender (M/F):</p> <p>Year Level: House:</p> <p>Year Level >= Year Level <=</p> <p>Form: Tutor Group:</p> <p>Boarder: Boarder NOT:</p> <p>Boarder Type: Boarder House:</p> <p>Full Fee:</p> <p>Status: Family Position:</p> <p>Leaving Date > 1/11/2012 Entry Date <= 1/11/2012</p> <p style="text-align: right;"> <input type="button" value="Print..."/> <input type="button" value="Preview"/> <input type="button" value="Clear All"/> <input type="button" value="Cancel"/> </p> </div> <p>In the following example, the report includes the absence events based on the report selections.</p> <table border="1" data-bbox="416 1093 967 1473"> <thead> <tr> <th colspan="4" style="text-align: center;">Student Absence Events by Form</th> </tr> <tr> <th>Absent Date</th> <th>Period</th> <th>Student Name</th> <th>Absence Type</th> </tr> </thead> <tbody> <tr> <td colspan="4">Year 8</td> </tr> <tr> <td colspan="4">Form: Not Selected</td> </tr> <tr> <td>19/04/2006</td> <td>AM</td> <td>ALBERT, Joshua (172)</td> <td></td> </tr> <tr> <td colspan="4">Year 10</td> </tr> <tr> <td colspan="4">Form: Not Selected</td> </tr> <tr> <td>19/04/2006</td> <td></td> <td>DE CRUZ, Penelope (280)</td> <td></td> </tr> <tr> <td colspan="4">Form: Bosker</td> </tr> <tr> <td>19/04/2006</td> <td></td> <td>ADAMSKI, Angelo (312)</td> <td></td> </tr> <tr> <td>24/04/2006</td> <td></td> <td>ADAMSKI, Angelo (312)</td> <td></td> </tr> </tbody> </table>	Student Absence Events by Form				Absent Date	Period	Student Name	Absence Type	Year 8				Form: Not Selected				19/04/2006	AM	ALBERT, Joshua (172)		Year 10				Form: Not Selected				19/04/2006		DE CRUZ, Penelope (280)		Form: Bosker				19/04/2006		ADAMSKI, Angelo (312)		24/04/2006		ADAMSKI, Angelo (312)	
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Report	Description									
<p>Student Absence Events by Form (In Columns)</p>	<p>Report on absence events, sorted by form and formatted in columns.</p> <div data-bbox="416 302 1267 1099" style="border: 1px solid gray; padding: 5px;"> <p>Student Absence Events by Form (In Columns) ✖</p> <p>Required Selections</p> <p>Absence Date >= <input type="text" value="1/1/2012"/> Date <= <input type="text" value="1/11/2012"/></p> <p>Optional Selections</p> <p>Period: <input type="text"/> Count as Absence Flag <input type="text"/></p> <p>Student ID: <input type="text"/> <input type="checkbox"/> Tagged IDs</p> <p>Surname: <input type="text"/> Preferred: <input type="text"/></p> <p>Campus: <input type="text"/> Gender (M/F): <input type="text"/></p> <p>Year Level: <input type="text"/> House: <input type="text"/></p> <p>Year Level >= <input type="text"/> Year Level <= <input type="text"/></p> <p>Form: <input type="text"/> Tutor Group: <input type="text"/></p> <p>Boarder: <input type="text"/> Boarder NOT: <input type="text"/></p> <p>Boarder Type: <input type="text"/> Boarder House: <input type="text"/></p> <p>Full Fee: <input type="text"/></p> <p>Status: <input type="text"/> Family Position: <input type="text"/></p> <p>Leaving Date > <input type="text" value="1/11/2012"/> Entry Date <= <input type="text" value="1/11/2012"/></p> <p style="text-align: right;"> <input type="button" value="Print..."/> <input type="button" value="Preview"/> <input type="button" value="Clear All"/> <input type="button" value="Cancel"/> </p> </div> <p>In the following example, the report includes the absence events based on the report selections.</p> <div data-bbox="416 1176 1102 1377" style="border: 1px solid gray; padding: 5px;"> <p>Student Absence Events by Form (in Columns)</p> <p>14/01/2003</p> <p>YEAR: 4</p> <table border="0"> <tr> <td>BL</td> <td>T Haruff (Full-Day - DAY)</td> <td>T Cassell (Sport - AM)</td> </tr> <tr> <td></td> <td>C Imgrund (Sick - 7)</td> <td>C Imgrund (School Camp - DAY)</td> </tr> <tr> <td></td> <td>M Minot (Family - PM)</td> <td>S Crupi (Late - 4)</td> </tr> </table> </div>	BL	T Haruff (Full-Day - DAY)	T Cassell (Sport - AM)		C Imgrund (Sick - 7)	C Imgrund (School Camp - DAY)		M Minot (Family - PM)	S Crupi (Late - 4)
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	M Minot (Family - PM)	S Crupi (Late - 4)								

Report	Description																
<p>Student Absence Events Letter</p>	<p>Letter to parents or guardians of students with unexplained absence events.</p> <div data-bbox="416 302 1268 1075" style="border: 1px solid gray; padding: 5px;"> <p>Student Absence Events Letter [X]</p> <p>Required Selections</p> <p>File Year: <input type="text" value="2012"/> Term: <input type="text" value="2"/></p> <p>Absence Date >= <input type="text" value="1/11/2012"/> Date <= <input type="text" value="1/11/2012"/></p> <p>Optional Selections</p> <p>Period: <input type="text"/></p> <p>Student ID: <input type="text"/> <input type="checkbox"/> Tagged IDs</p> <p>Surname: <input type="text"/> Preferred: <input type="text"/></p> <p>Campus: <input type="text"/> Gender (M/F): <input type="text"/></p> <p>Year Level: <input type="text"/> House: <input type="text"/></p> <p>Year Level >= <input type="text"/> Year Level <= <input type="text"/></p> <p>Form: <input type="text"/> Tutor Group: <input type="text"/></p> <p>Boarder: <input type="text"/> Boarder NOT: <input type="text"/></p> <p>Boarder Type: <input type="text"/> Boarder House: <input type="text"/></p> <p>Full Fee: <input type="text"/></p> <p>Status: <input type="text"/> Family Position: <input type="text"/></p> <p>Leaving Date > <input type="text" value="1/11/2012"/> Entry Date <= <input type="text" value="1/11/2012"/></p> <p>Print... Preview Clear All Cancel</p> </div> <p>In the following example, the basic letter is displayed.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Dear</p> <p>RE: Absence from school -</p> <p>Our Records indicate that your child was absent on the day(s) indicated below.</p> <p>It is a legal requirement that all student absences are explained to the School. Please provide the reason for this/these absence(s) by completing the tear-off section and returning it to student services as soon as possible.</p> <p>Many thanks</p> <p>Student Services Officer</p> <hr style="border-top: 1px dashed black;"/> <p>Absences from school -</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Day</th> <th style="width: 15%;">Date</th> <th style="width: 15%;">Period</th> <th style="width: 60%;">Reason for absence (please specify)</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 40px;"> </td> </tr> <tr> <td colspan="4" style="height: 40px;"> </td> </tr> <tr> <td colspan="4" style="height: 40px;"> </td> </tr> </tbody> </table> <p>day(s) with absences</p> <hr/> <p>Parent / Guardian Signature _____ Date _____</p> </div>	Day	Date	Period	Reason for absence (please specify)												
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Report	Description
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Student Absence Events by Tutor

Report on absence events, sorted by tutor.
 Records can be sorted within tutorial group by either:

- student surname
- absence date.

In the following example, the report includes the absence events based on the report selections.

Student Absence Events by Tutor			
Absent Date	Period	Student Name	Form
Tutor Group: DM			
24/04/2006		ADAMSKI, Angelo (312)	BO
24/04/2006		AGIUS, Byron (287)	
24/04/2006		ALLAN, Joey (291)	

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