

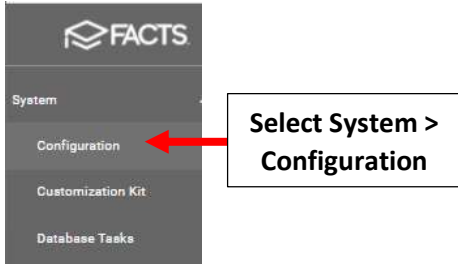
Record Attendance for UPK When K-8 are Not in School

1. Take Attendance. Record Attendance for your UPK Students. K-8 Students should be marked with the Attendance Code **“NS”**

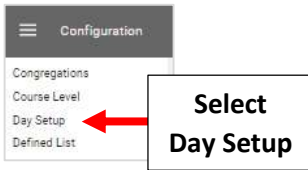
Student Name	Code 1
1) Adams, Frank No homeroom attendance	NS
2) Alvarado, Hannah No homeroom attendance	NS
3) Andrews, Diana No homeroom attendance	NS

Mark K-8 with Attendance Code **“NS”**

2. Enter Day Off. Select **System > Configuration** from the Left Side Menu



Select **Day Setup**



Verify **School Year** and Select **Template**

School Year: 2024-2025
Template: Homeroom

Verify School Year and Select Template

Date: 10/04/2024

Day Type:
 School Day
 No School (General)
 No School (Holiday)

Day Title: Diocese PD Day

Schedule Day: 0

1. System Defaults to Today's Date

2. Select No School (General)

3. Enter Title for Day Off

Attendance

No Attendance

Full Day 1. Select Full Day

Half Day

Last Period for Attendance (0=Full Day)

Childcare Day Type
Day List

Instructional Minutes (Optional)

Select "Save to All Templates"

To View a List of Days Off please go to **Report Manager > Administration > Year and Term Report Attendance Taken** should be **Yes "Y"**. School Day should be **No "N"**

Premier Academy Year and Term Dates

Key: DOW=Day of Week; AT=Attendance Taken; SD=School

<u>Date</u>	<u>DOW</u>	<u>AT</u>	<u>SD</u>	<u>TC</u>	<u>YC</u>	<u>Note</u>	<u>D</u>
10/02	Wed	Y	Y	21	21		
10/03	Thu	Y	Y	22	22		
10/04	Fri	Y	N			All Templates:Dio PD #1 K-8 School Closed	

Attendance Taken = Yes

School Day = No

Day Off Listed

Verify your Day Count for the Year Total equals **178**

<u>Date</u>	<u>DOW</u>	<u>AT</u>	<u>SD</u>	<u>TC</u>	<u>YC</u>	<u>Note</u>
06/15	Sun	N	N			
06/16	Mon	N	Y	60	175	
06/17	Tue	N	Y	61	176	
06/18	Wed	N	Y	62	177	
06/19	Thu	N	N			All Templates:Juneteenth
06/20	Fri	N	Y	63	178	

Day Count for the Year Total equals **178**