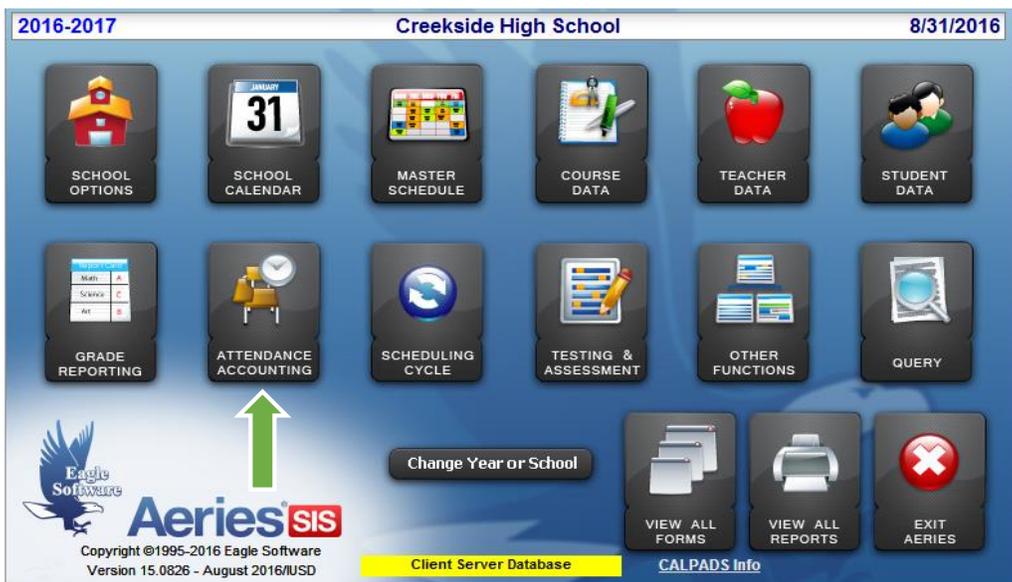


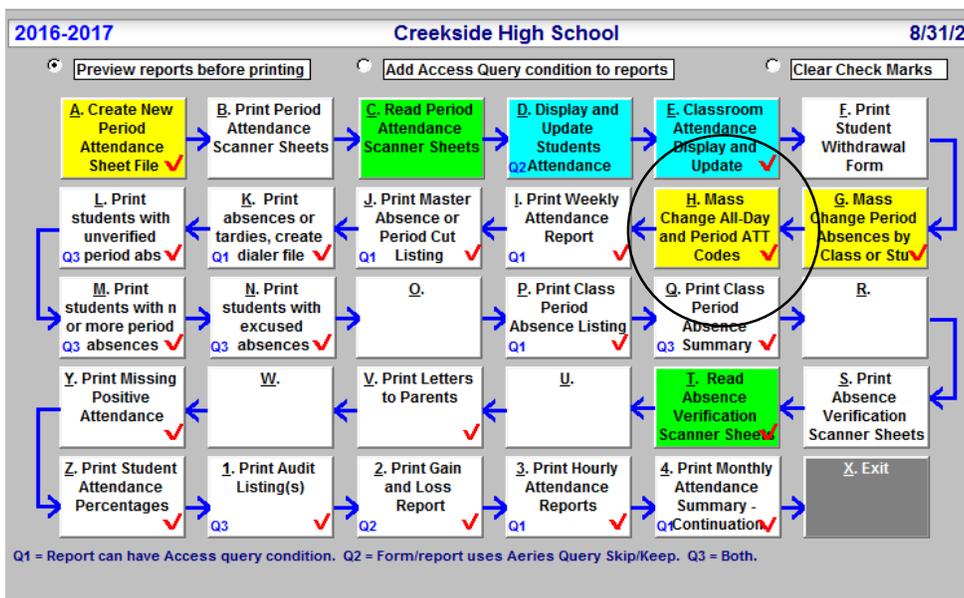
How to do a Mass Change to all unverified periods absences?

All absences that are not cleared by the parents calling them in or contacting the attendance office must be changed to a verified absent code. Since no contact was made, the 'A' absences are considered unexcused. The High School clerk must do a Mass Change to the attendance data to change these "A" absent codes to Unexcused.

This procedure is normally done each week at the High Schools. The clerks will select the prior week date range to allow for any late call-ins in the current week. These absent changes must be complete by attendance month-end. Two step process, see instructions below.



1. Select _Attendance Accounting



2. Select _ H. Mass Change All-Day and Period ATT Codes

3. Click on the **Change All Day Codes** box
4. Enter the Period code to 'A' Enter Period code to change to 'U' or 'C'
5. Enter the date range you want to change _Start Date: and End Date:

6. Now Click **Update List** (displays students who meet your criteria)

It will ask you; Would you like to preview Att. Code changes? *You can answer* Yes or No
 If yes, once you view the detail list of students with 'A' attendance changes.

7. Click **Update ATT** (It will ask you to verify changes you're making)

Changing all day 'A' to 'U'? **YES** enter No (if error)

Print this report? **YES** Review report

Next, you must now mass change all periods

Repeat but this time Select_ Change Period codes

1. Click on the **Change Period Codes** box
2. Enter the Period code to 'A' Enter Period code to change to 'U' or 'C'
3. Enter the **date range** you want to change _Start Date: and End Date:

IMPORTANT DO NOT CLICK THE BOX THAT SAYS: Also Change All Day Code?

4. Now Click **Update List** (displays students who meet your criteria)

It will ask you; Would you like to preview Att. Code changes? *You can answer* Yes or No
If yes, once you view the detail list of students with 'A' attendance changes.

5. Click **Update ATT** (It will ask you to verify changes you're making)

Changing Period 'A' to 'U'? **YES** No (if error)

In every period? **YES**

Print this report? **YES** Review report – Check if student has all periods marked absent 'All Day' code needs to be added.

Very important *Period absences do not print on the monthly report only all day absences.
You must review this Mass Change report to make sure that all of the ALL DAY absent codes are entered in Aeries. If the teachers have marked all periods absent, the ALL DAY code needs to be entered in Aeries. (Student Data screen_1.Attendance_ Attendance by calendar)