

Senior Calendar Events

The last weeks of the school year the seniors have events going on that will take them out of the regular classroom. All attendance clerks should have received a copy of the ‘Senior Calendar’ listing the events and times they meet. We are required to mark the students attending the event(s) with an excused absence code “B” - School Business. Those that choose not to attend **must** go to their regular scheduled classes or they will be marked unexcused.

All Day events– All students should be marked with absent code ‘B’ School Business in the **ALL DAY** field. Those that choose not to attend **must** go to their regular scheduled classes or they will be marked unexcused.

(In order to qualify for an ‘All Day’ absence the events must be scheduled to meet the minimum day requirement (240 min.) or the absolute minimum (180 min.) is permissible if minutes in the school day can be averaged with adjacent days. (2 day))

Partial Day events– All scheduled **periods** the student missed to attend, should be marked with absent code “B” School Business code. Those that choose not to attend **must** go to their regular scheduled classes or they will be marked unexcused.

IMPORTANT * Any senior event **not** on the Senior Calendar such as **Senior ditch day** it is not a school event and the students should be marked ‘unexcused/cut’ if they don’t attend school.

High Schools – Graduation Ceremony Schedule

Creekside High School and San Joaquin High	Monday, June 15 @ 2:00 p.m.	TBD
Irvine High School	Wednesday, June 17 @ 1:00 p.m.	Irvine High School Stadium
Northwood High School	Wednesday, June 17 @ 5:00 p.m.	Bren Events Center
University High School	Wednesday, June 17 @ 2:00 p.m.	Bren Events Center
Woodbridge High School	Wednesday, June 17 @ 5:00 p.m.	Irvine High School Stadium

Traditional High Schools

Graduation is on **June 17th**

Alt Ed High Schools

Creekside/San Joaquin, is on **June 15th**

All graduating students should be marked with absent code ‘B’ School Business in the ALL DAY field.

Grad Night: July 18th - All students attending should be marked with absent code ‘B’ School Business in the ALL DAY field too! Grad Night counts as a school activity, certificated staff is present and the early morning hours can be claimed for the following day’s attendance. (Hours are 10PM to 5AM)

Alt Ed High Schools: If students not present on the days **after** graduation they should be marked **unexcused**.

How to do a Mass change for the Senior Days? You must first mass change all of the periods to 'B' and then you have to change the ALL DAY code to "B".

1. Go to Aeries _Attendance Accounting
2. Select report G. Mass Change Period Absences by Class or Stu

Period Attendance Cycle

2012-2013 University High School 5/15/2013

Preview reports before printing Add Access Query condition to reports Clear Check Marks

A. Create New Period Attendance Sheet File ✓ B. Print Period Attendance Scanner Sheets ✓ C. Read Period Attendance Scanner Sheets D. Display and Update Students Q2 Attendance ✓ E. Classroom Attendance Display and Update ✓ F. Print Student Withdrawal Form

L. Print students with unverified Q3 period abs ✓ K. Print absences or tardies, create Q1 dialer file ✓ J. Print Master Absence or Period Cut Listing Q1 I. Print Weekly Attendance Report Q1 H. Mass Change All-Day and Period ATT Codes G. Mass Change Period Absences by Class or Stu

M. Print students with n or more period Q3 absences ✓ N. Print students with excused Q3 absences ✓ O. P. Print Class Period Absence Listing Q1 Q. Print Class Period Absence Summary Q3 R.

Y. W. V. Print Letters to Parents U. T. Read Absence Verification Scanner Sheets S. Print Absence Verification Scanner Sheets

Z. Copy Absences to Grade Report Table Q3 1. Print Audit Listing(s) Q3 2. Print Gain and Loss Report Q2 3. Print Monthly Attendance Report Q1 4. Print Monthly Attendance Summary Q1 X. Exit

Q1 = Report can have Access query condition. Q2 = Form/report uses Aeries Query Skip/Keep. Q3 = Both.

Mass Change Period Absences

2012-2013 University High School 5/8/2013

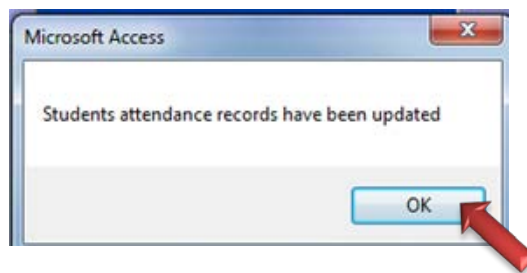
Change students who are in this section: OR Change students whose numbers are entered below: Change absences on: 5/21/2013 during these periods... From 0 through 9 to the following excuse code: B Enter grade to change if not all: 12

Students to be updated:

Stu#	Last Name	First Name	Grd	0	1	2	3	4	5	6	7	8	9
15493	Abassy	Marwah	12	-	-	-	-	-	-	-	-	-	-
15494	Abassy	Safa	12	-	-	-	-	-	-	-	-	-	-
15399	Abbasi	Alara	12	-	-	-	-	-	-	-	-	-	-
15065	Abdinezhad	Anita	12	-	-	-	-	-	-	-	-	-	-
18415	Abedi	Dina	12	-	-	-	-	-	-	-	-	-	-
15731	Abhari	Ida	12	-	-	-	-	-	-	-	-	-	-
15375	Abiri	Arash	12	-	-	-	-	-	-	-	-	-	-
14968	Abunimeh	Amanda	12	-	-	-	-	-	-	-	-	-	-
20627	Adloo	Nozhan	12	-	-	-	-	-	-	-	-	-	-
15466	Aguirre	Anahi	12	-	-	-	-	-	-	-	-	-	-
15425	Ahmadpanah	Seyed	12	-	-	-	-	-	-	-	-	-	-
20494	Ahmed	Farnaz	12	-	-	-	-	-	-	-	-	-	-
18528	Ahn	Seung Joo	12	-	-	-	-	-	-	-	-	-	-
20787	Al Shahrour	Mohamad	12	-	-	-	-	-	-	-	-	-	-
20673	Alabdullatif	Mohammed	12	-	-	-	-	-	-	-	-	-	-

Print Update eXit Total: 729

3. Fill out the appropriate boxes: Enter: **date** Periods: **0** through **9** Excuse code: **B** Grade: **12**
4. Click on **Update**: This process takes about 10-15 minutes in Aeries. Once the records have been updated you will get the following message:



5. Click Ok and exit

Next the ALL DAY code needs to be changed.

6. Go to Attendance Account menu
7. Select report H. Mass Change All-Day and Period ATT Codes

2012-2013 **University High School** **5/8/2013**

Enter Period code to use: **B** Enter All Day code to change to: **B**

☒ Change All Day Code
☐ Change Period codes

Start Date: **5/21/2013** End Date: **5/21/2013**

during at least the following number of periods (0 means they must have been absent every class period)... **0**

Enter grade to change if not all **12**

☒ Detail Report ☐ Summary Report Total: **681**

Students to be updated:

Stu#	Date	Last Name	First Name	Period ATT
15493	5/21/2013	Abassy	Marwah	-BBBBBB-B-
15494	5/21/2013	Abassy	Safa	-BBBBBB---
15399	5/21/2013	Abbasi	Alara	-BBBBBBBBB-
15065	5/21/2013	Abdinezhad	Anita	-BBBBBB---
18415	5/21/2013	Abedi	Dina	-BBBBBB---
15731	5/21/2013	Abhari	Ida	-BBBBBB---
15375	5/21/2013	Abiri	Arash	-BBBBBB---
14968	5/21/2013	Abunimeh	Amanda	-BBBBBB---
20627	5/21/2013	Adloo	Nozhan	-BBBBBB---
15466	5/21/2013	Aguirre	Anahi	-BBBBBBB-B-
15425	5/21/2013	Ahmadpanahi	Seyed	-BBBBBB---
20494	5/21/2013	Ahmed	Farnaz	-BBBBBB-B-
18528	5/21/2013	Ahn	Seung Joo	-BBBBBBBBB-

Update List **Update ATT** **Exit**

8. Enter the appropriate information in the fields Click on: Change All Day Code
 Period Code: **B** All Day Code: **B** Start Date: **enter date** End Date: **enter date**
 Leave **0** Grade to change: **12**
9. Click "Update List"
10. Click **Yes** to the next question about viewing the reports. If you don't want to see the proposed list you can click No.
11. Verify the number of active students in the 12th grade, Click on Update ATT
12. A list will populate showing all the students whose all-day code was changed. Exit
13. Then check a few students Attendance screen to make sure it populated correctly.