



## WHERE IS IT?

In the main menu or the quick menu

 Attendance > Administrative update

### As a school clerk you can:

- Administer student attendance
- Run completion audit report
- Run student attendance reports

## Taking attendance

The Attendance Administration function enables updates to be made for a single student on multiple days, or multiple students on a single day.

1. Select **Admin Update** from Attendance menu.
2. Select *single student* or *multiple*.
3. Enter a date range or start/end date. Maximum of 1 week periods.
4. Fetch the results, and check all the dates and periods that need to be changed
5. Use **mass update** to change attendance status for all selected
6. Locking the status will prevent users from changing this when using [Take attendance](#)
7. Enter comment to support
8. Save the update

## GOOD TO KNOW

*Certain statuses trigger reports and flags.  
Notifications are sent to main guardians.  
Leave comments if unsure*

There is no school on the 12/20/2018 (Christmas party)  
There is no school on the 12/21/2018 (Christmas party)

Use [Holiday Management](#) to block dates from attendance roster.

Present
Late
Absent
Absent with Medical Certificate
In School
Left/leaving early with justification
Late but excused
Excused with note or phone call
School Trip

### Links to Attendance knowledge base guides

-  [Introduction to Attendance](#)
-  [Attendance Report](#)
-  [Attendance Administration](#)
-  [Auditing Attendance](#)
-  [Taking Student Attendance](#)

If this guide is printed, you can find these articles by searching for the above titles at [support.msm.io](http://support.msm.io)

