




## 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. Check the [Timetable](#) for roll call periods.
2. Ensure your attendance status labels are clear on the reports.
3. Multi update allows you to set and lock attendance statuses for students.
4. You can edit past and future statuses, if they have not been locked.
5. The maximum length of the update cannot be more than **one week** (Past/Future).
6. Audit attendance taking to avoid data gaps
7. Certain [attendance statuses](#) can trigger SMS messages to students and guardians.
8. Reports and stats for attendance can be viewed via the *Overview*, *Attendance menu*, *Students' Profile*, and *PSR*, *SWEo7*, and *Quick reports*.

## GOOD TO KNOW

1. Teachers will **TAKE** attendance for one day.
2. Administrators can update attendance in mass.
3. Audit attendance on a weekly basis.

### 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)

