

About Attendance Tumblers

Attendance may not be taken at a school until the Attendance Tumble Calendar has been built. Although Daily Attendance schools do not use multiple Tumble Patterns they must still build the Tumble Calendar. The Tumble Calendar ties the School Schedule and the Non School Days together to create a school instructional calendar. Sometimes changes need to be made to the school calendar during the year – unexpected school closings or a change in day rotation of classes. In this case you would need to edit your Tumble calendar.

Building the Tumble Calendar

Navigation: Daily/Period Attendance > Attendance Tumblers

1. Click **Rebuild Calendar**.

Note: When the calendar is built both the **Tumble** and **Day** columns will default to **1**.

2. Type the applicable number over the **1** that is displayed in the **Tumble** column if the school has multiple Tumble Patterns.
3. Type the applicable number over the **1** that is displayed in the **Day** column if the school has more than one Day in its schedule.

Note: If the school is on a 5-day rotation the numbers in the **Day** column would rotate 1-5 depending on the day of the week the calendar date falls on.

4. Click **Save**.
5. **Print** a copy of the completed Tumble Calendar.

Editing the Tumble Calendar

When school is closed unexpectedly (i.e., inclement weather), the **Non School Days** and **Attendance Tumblers** will need to be updated. The **Rebuild Calendar** button on the **Attendance Tumblers** screen should not have to be used as changes should filter over from the **Non School Days** screen.

1. Remove any attendance records for the affected school day(s) prior to updating the calendar.
2. Use the **Non School Days** screen to **Add** or **Delete** full days.
3. On the **Attendance Tumblers** screen, click the date to be updated.
4. Update the applicable column, either **Tumble** or **Day**, on the calendar.
5. Click **Save**.
6. **Print** a new copy of the Tumble Calendar.

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