

## Recording Full Day/Multi Day Absences - Daily

Occasionally, students will be absent for multiple, consecutive days (i.e., suspensions). The **Full Day/Multi Day Absence** screen allows the user to enter this type of absence information for individual students when needed without having to enter each day separately. The **Full Day/Multi Day Absence** screen can also be used to enter a single full day absence for a student. This screen does assume the student will be absent (not late) and assumes that the user knows the reason of the absence. The screen will not allow the user to save without the **Office Reason** populated.

### Recording a Full Day Absence

**Navigation:** eSIS Main Start screen > Attendance icon > Daily Attendance > Full Day/Multi Day Absence

1. Query for and select the desired student.  
If the **Confirm Selection** dialog box pops up displaying this message: **"The currently selected student is \_\_\_\_\_. Would you like to select another student to enter attendance for?"**
  - a. Click **No** if you want to enter attendance for this student.
  - b. Click **Yes** if you want to select another student.
    - i. Query for and select the desired student.
2. Verify that the **From Date** is correct.  
**Note:** The date displayed is the date that was used when entering the Attendance Module or the last date selected for entering/updating attendance records.
3. Type the date in the **To Date** field.  
**Note:** If recording a single day absence, type the same date in the **From Date**.
4. Click the appropriate **Absence Reason** from the drop-down menu.  
The date and week day the student will be marked absent will be displayed on the screen.  
**Note:** In the **View** area on the right of the screen there are two radio buttons:
  - The **Absent** radio button will be selected by default and shows the school day(s) the student will be marked absent.
  - The **Omitted** radio button will display any weekends or non school days that fall within the date range of the student absences (for multi day absences).The **Total** field will display the number of days based on the selected radio button above in the **View** area.
5. Click **Save**.
6. Click **Exit**.

## Recording a Multi Day Absence

**Navigation:** Daily Attendance > Full Day/Multi Day Absence

1. Query for and select the desired student.  
If the **Confirm Selection** dialog box pops up displaying this message: **"The currently selected student is \_\_\_\_\_. Would you like to select another student to enter attendance for?"**
  - a. Click **No** if you want to enter attendance for this student.
  - b. Click **Yes** if you want to select another student.
    - i. Query for and select the desired student.
2. Verify that the **From Date** is correct.  
The date displayed is the date that was used when entering the Attendance Module or the last date selected for entering/updating attendance records.
3. Type the date in the **To Date** field.  
This is the last day of the multi day absence.
4. Select the appropriate **Absence Reason** from the drop-down menu.  
This reason will be applied to all days within the date range entered. The dates and week days the student will be marked absent will be displayed on the screen.

**Note:** In the **View** area on the right side of the screen there are two radio buttons:

- The **Absent** radio button will be selected by default and shows the school days the student will be marked absent.
- The **Omitted** radio button will display any weekends or non school days that fall within the designated date range.

The **Total** field will display the number of days based on the selected radio button above in the **View** area.

5. Click **Save**.  
**Note:** If recording future dates (i.e., entering an entire suspension for a student at the time it is assigned you will receive a warning when you click **Save**. This warning states: **"The date(s) specified will create attendance records for future dates. Do you still want to continue?"**
  - a. Click **Yes** if this is correct.
  - b. Click **No** if the dates are incorrect and should not be in the future.
6. Click **Exit**.