

## Recording Attendance Using Mass Sign In/Out - Daily

eSIS functionality allows each school to track the time in and out for multiple students at one time. If there are several students that need to be marked absent or late, and they have the same reason code, this information can be entered at the top of the screen using the drop-down fields in the **AM** row. The information entered here will be the default codes that will be entered automatically for any students added to the screen.

**Navigation:** eSIS Main Start screen > Attendance icon > Daily Attendance > Mass Sign In/Out Entry

**Note:** Students can be added individually with different reason codes as well. In this case, no information should be populated at the top of the screen.

1. Click **Add** to add a new student.  
The **Select Pupil** screen opens.
2. Query for and highlight the desired student.
3. Click **Select**.  
The user is returned to the **Daily Att. – Mass Sign In/Sign Out** screen.
4. There are four columns that can be used to enter information:
  - **Type**
  - **Reason**
  - **In/Out**
  - **Time**
5. From the **Type** column, click **Absent** if the student is to be counted absent for the day or **Late** if the student came in tardy.

**Note:** If student should be counted absent, using the **AM** row, select **Absent** for the **Absent/Late** field. The information automatically populates in the **PM** row.

If student should be counted Late, enter **Late** in the **Absent/Late** field. All fields in the **PM** line should be blank.

6. From the **Reason** column, click the applicable reason for the absence or late type.  
**Note:** **Late** types can only have the reasons of **Excused Late** or **Unexcused Late**.
7. From the **In/Out** column drop-down click the appropriate option:
  - a. **In** if the student came in late.
  - b. **Out** if the student is signing out early.

**Important:** Leave this column blank if the student is absent for the entire day.

8. In the **Time** column, type the time the student arrived or left school.

**Note:** Time must be typed using military time.

9. Click **Save**.

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