

## Recording Attendance Using Class Entry - Period

Class Entry is used by Period Attendance schools. This is the same screen teachers use to enter their attendance each period. Teachers can only enter attendance for their classes and may update **Absent Codes** but not **Office Reasons**. Office staff can query by **Course** or **Teacher** as well as **Semester, Term, Day** or **Period**. The **Office Reason, Sign In/Out** and **Time** cannot be entered from the **Class Entry** screen.

**Navigation:** eSIS Main Start screen > Attendance icon > Period Attendance > Class Entry

1. Query for a **Class** by using any of the following fields:
  - **Course** – course code
  - **Section** – course section
  - **S, T, D, P** – semester, term, day or period
  - **Teacher** – teacher name
  - **Room** – room number assigned
2. To mark a student absent, highlight the applicable student and check the **A** box.
3. To mark a student late, highlight the applicable student and check the **L** box.
4. Continue marking students absent or late as needed.
5. Once all students have been marked appropriately check the **Attendance Entry Completed** box.
6. Click **Save**.
7. Query for next **Class**.
8. Follow steps 2 – 6.
9. Once attendance has been entered for all classes, click **Exit**.