

## Editing Student Attendance Records - Period

Sometimes it is necessary to edit student absences in eSIS (i.e., student is marked absent and then comes in late) or delete incorrect entries from the students' eSIS record (i.e.: student was marked absent but was present).

### Editing Student Attendance Records

**Navigation:** eSIS Main Start screen > Common View > Student Absences *or* Attendance Module > Period Attendance > Student Absences

1. Query for the student.
2. Highlight the attendance record to be edited.

Note: Clicking once on the Date button at the top of the column will sort attendance records chronologically. Clicking twice will reverse the order.

3. Click the **Modi fy Absence** button.
4. Verify or update the following fields:
  - a. **Class Entry**
  - b. **Offi ce Reason**
  - c. **Si gn In/Out**
  - d. **Time**

**Important:** If the absence is unexcused be sure to enter **Unexcused Absence** in the **Offi ce Reason** field.

5. Click **Save**.
6. Click **Exi t**.

### Deleting Student Attendance Records

**Navigation:** eSIS Main Start Screen > Common View > Student Absences *or* Attendance Module > Period Attendance > Student Absences

1. Query for the student.
2. Highlight the attendance record to be deleted.
3. Click the **Modi fy Absence** button.
4. Click the **DEL** button.
5. Click **Save**.
6. Click **Exi t**.

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