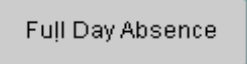



Quick Guide for Period Attendance – Full Day/Multi-Day Absence

Menu Path: *Attendance Window* > *Period Attendance* > **Full Day/Multi-Day Absence**

Menu Path: *Attendance Window* > *Period Attendance* > **Sign In/Out Entry** > **Full Day Absence**

PERIOD ATTENDANCE – Full Day Absence

1. To enter an extended absence for the selected student, in the *Sign In/Out Window* click on the **Full Day Absence** button. 
2. The *Full Day Absence Entry* window appears after selecting the student.
3. Type in the **From Date** and **To Date** for the absence. Choose an appropriate **Absence Reason** from the pull-down list. The system will show the days the student will be absent for, and a tally of the number of days absent. It will also include the number of days omitted (i.e. weekend/non-school days). 
4. To save the information, click on the **SAVE** button.

Need Help?

Try the **Help** feature located on each eSIS screen **OR** call the eSIS Help Line at **571.eSIS (3747)**