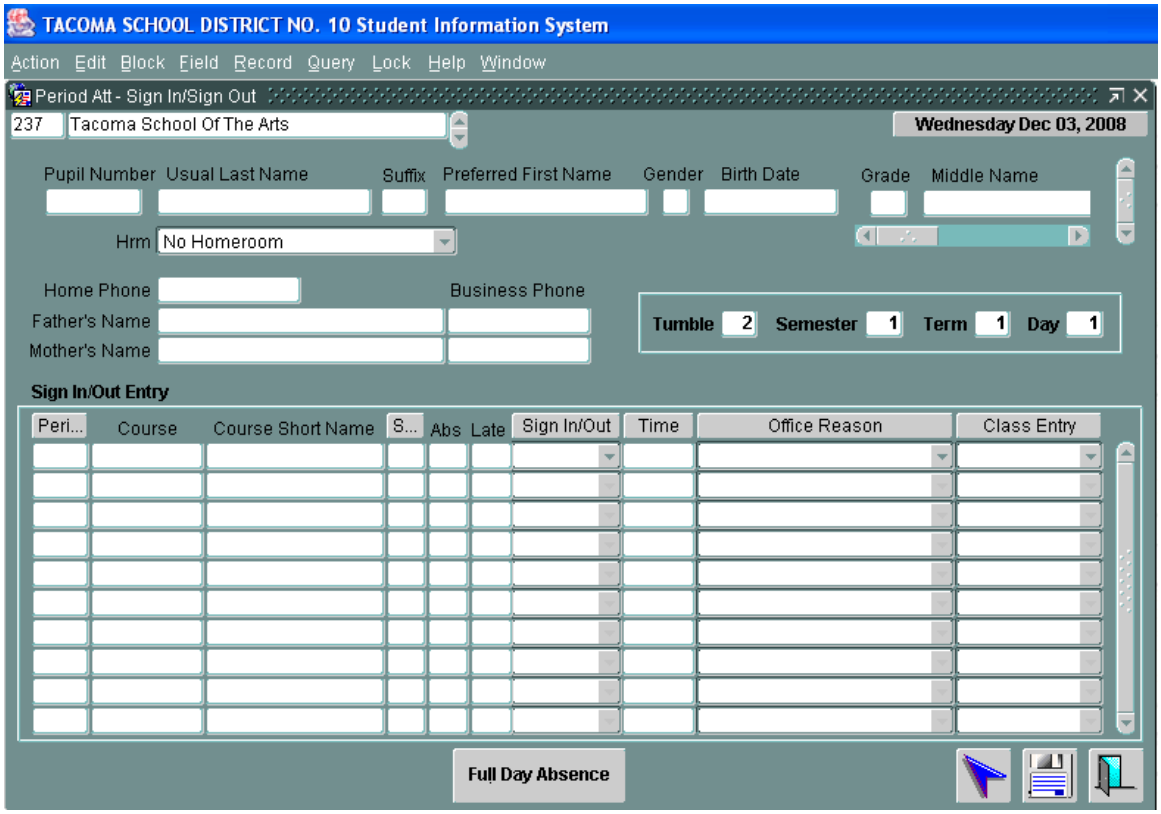
Quick Guide for **Period Attendance – Sign In/Out Entry**

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

PERIOD ATT. – Sign In/Sign Out



Use the Sign In/Out Entry window to record attendance if a student has to sign in or out, or to record the start and end dates of a student's extended absence.

1. Use the Query function **(F7…F8)** to find an individual student. The demographic area displays basic student information.

2. In the **Sign In/Out** fields, select from the pull-down list for the appropriate period(s).

3. Enter the time in the **Time** field.

4. In the **Office Reason** fields, select a reason from the pull-down list.

5. In the **Class Entry** fields, select 'absent' or 'late' from the pull-down list.

6. To save the information, click on **Save** button.

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