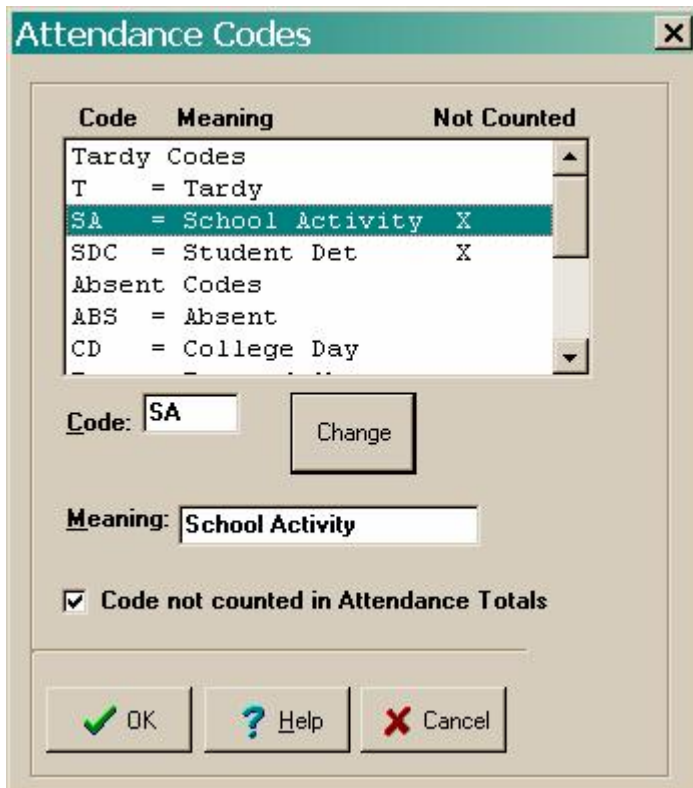


Open your grade book >Select Edit>Attendance>Set Absence /Tardy Codes  
The Attendance Codes application box will then open



Beginning with School Activity—Highlight SA= School Activity  
Click on the box next to “Code not counted in Attendance Totals”  
Then select the “Change” button

Attendance Codes

Code	Meaning	Not Counted
Tardy Codes		
T	= Tardy	
SA	= School Activity X	
SDC	= Student Det	
Absent Codes		
ABS	= Absent	
CD	= College Day	

Code: SDC      Change

Meaning: Student Det

Code not counted in Attendance Totals

OK    Help    Cancel

Follow the same process for SDC

Attendance Codes

Code	Meaning	Not Counted
SA	= School Activity X	
SDC	= Student Det	
Absent Codes		
ABS	= Absent	
CD	= College Day	
E	= Excused Absence	
HB	= Home Bound	

Code: ABS      Change

Meaning: Absent

Code not counted in Attendance Totals

OK    Help    Cancel

Follow the same process for Absent

Attendance Codes

Code	Meaning	Not Counted
SA	= School Activity X	
SDC	= Student Det	
Absent Codes		
ABS	= Absent	
CD	= College Day	
E	= Excused Absence	
HB	= Home Bound	

Code: CD      Change

Meaning: College Day

Code not counted in Attendance Totals

OK    Help    Cancel

Follow the same process for College Day

Attendance Codes

Code	Meaning	Not Counted
SDC	= Student Det	
Absent Codes		
ABS	= Absent	
CD	= College Day	
E	= Excused Absence	
HB	= Home Bound X	
PRE	= Present	

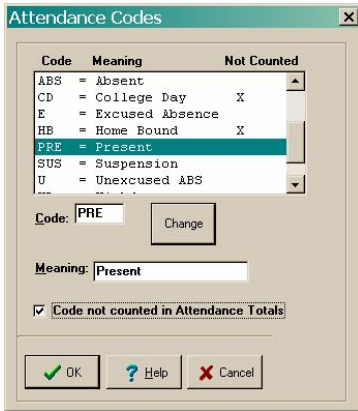
Code: HB      Change

Meaning: Home Bound

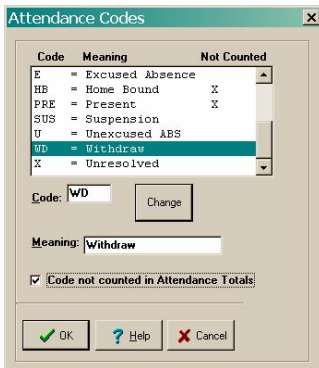
Code not counted in Attendance Totals

OK    Help    Cancel

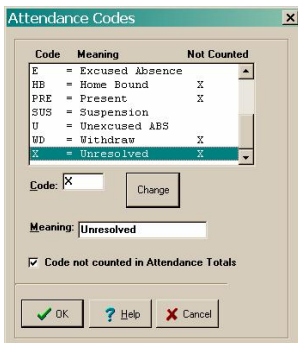
Follow the same process for Home Bound



Follow the same process for PRESENT



Follow the same process for Withdraw



Follow the same process for X Unresolved

You will need to do this for each category we need NOT to Count in Absence and Tardy  
 TOTALS: SA, SDC, ABS, CD, HB, PRE, WD, X

The ONLY Codes we want to report (those who will NOT be checked): T, E, U, SUS

When you have finished changing all the specified codes to NOT count select OK and then save your gradebooks