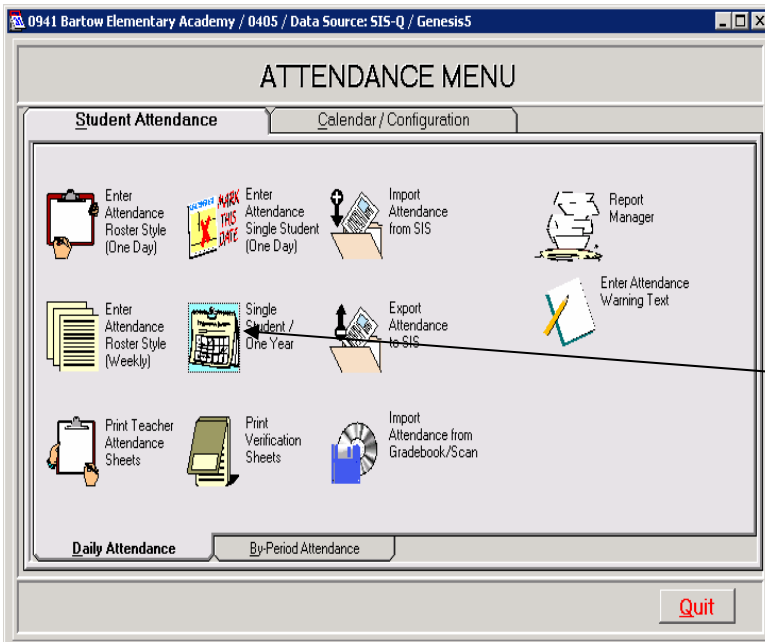


# Genesis Attendance By Period Attendance Single Student Daily

Steps	Screen Displayed	Procedures
<p>1</p>		<p>Click on the 'Attendance' Icon</p>
<p>2</p>		<p>Click on 'By Period Attendance'</p> <p>Click on 'Enter Attendance Single Student (One Day)'</p>

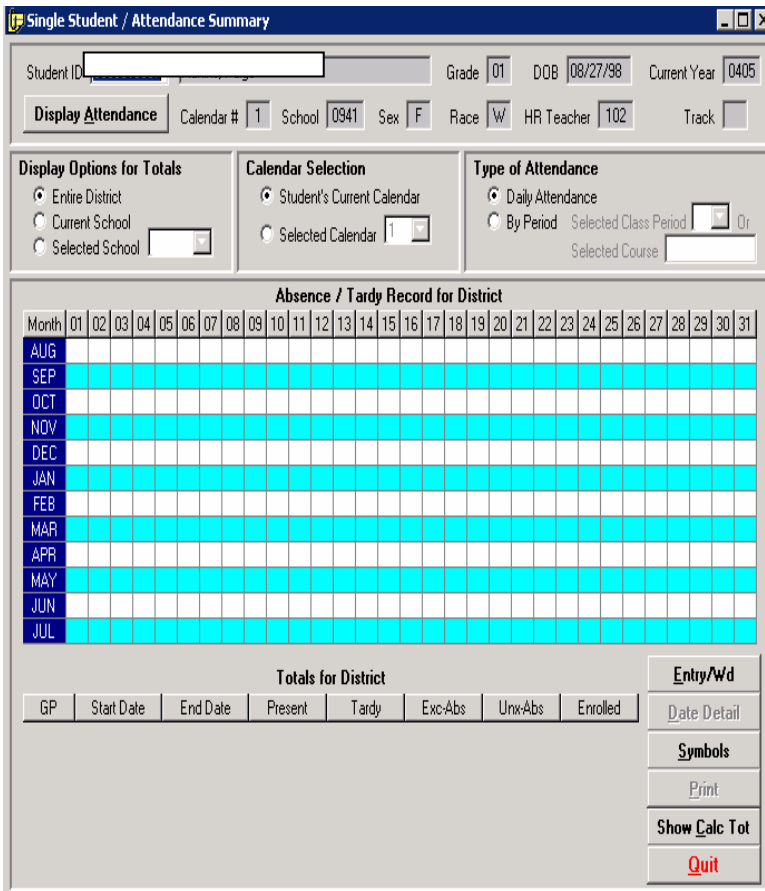
# Genesis Attendance By Period Attendance Single Student Daily

Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> <li>▪ Select a 'Date'</li> <li>▪ Type in 'Student ID'</li> <li>▪ Type in 'Period'</li> <li>▪ Type in the 'Attendance code'.</li> <li>▪ Attendance Codes:               <ul style="list-style-type: none"> <li>0 = Absent excused</li> <li>1 = Absent Unexcused</li> <li>2 = Out of School Suspension</li> <li>3 = Tardy excused</li> <li>4 = Tardy Unexcused</li> </ul> </li> <li>▪ Then press 'Enter' (This will save the student's data)</li> <li>▪ Click 'Quit'</li> </ul>



## To view Attendance:

- Click on 'Single Student/ One Year'



- This screen will give you a view of a single students attendance history.