

Aspen On Line Attendance for Teachers

Reminder: School Messenger sends home phone calls to families at 10:00 AM daily based on the attendance entered by 9:30 AM. Accurate and timely attendance is a high priority for all.

RESPONSIBILITIES OF YOUR PRINCIPAL AND MAIN OFFICE STAFF

- Decide if your school is doing traditional homeroom attendance or period I attendance. Set and communicate a TIME for which teachers must post their attendance each day.
- Each week, office staff should print out the paper version of homeroom lists for use as a backup or for when teachers are absent. Each office must give substitutes paper homeroom lists to complete.
- Monitor the **Daily Attendance Post Verification Report** after the posting window has closed to see which teachers have not posted. Contact missing teachers to post immediately to have a full attendance record for the school.

RESPONSIBILITIES OF TEACHERS

- Post attendance by the cutoff time set by your principal.
- Notify main office of any student who is missing from your roster or should not be on your roster.
- Double-check your entries before posting since teachers can only post once per day.
- Send or communicate tardy students back to the main office so they can be accurately marked.
- Check the daily attendance bulletin for any discrepancies and report them to the main office.

Some schools can choose to have tardies entered by the teacher or strictly by the office. This preference must be modified by Tech Support

Directions - TEACHERS

- ➊ Access your X2 Aspen account and make sure you are in your **Staff View**.
- ➋ Click the **Attendance Tab** followed by the **Daily Side-Tab** your homeroom
- ➌ Review your students and mark them ABSENT by clicking the **[A]** button. Before the period I attendance cutoff, you can mark students present again by clicking the **[P]** button. You will also have a **[T]** button to mark kids tardy.
- ➍ At the end of homeroom (or by the cutoff time set by your principal) teachers can officially submit their attendance by clicking either of the **POST** buttons. You will be prompted with a popup stating if you wish to Post this class attendance to the daily attendance. Please Click OK to post it

Directions – OFFICE STAFF

- ➊ Distribute paper homeroom lists to any substitutes that day so they may submit paper attendance.
- ➋ After the posting cut off time has past, office staff should go to the Attendance Tab and run the **DAILY ATTENDANCE POST VERIFICATION REPORT**. This report is found under the Reports menu of the Daily Office Side-Tab. This report will show which teachers with a homeroom have posted and which have not posted.
- ➌ Office staff need to call teachers who have not posted and remind them to post their attendance. NOTE: The report will show an (A) next to teachers that are absent that day which will make it easier to track down teachers who need to post.
- ➍ Office staff need to enter any corrections brought to their attention, student tardies and any paper attendance from substitutes to make that day's attendance complete.

Daily Attendance

Daily

Post

The last step is to click the POST button to officially submit your attendance. Teachers can only submit once per day so any changes or tardy students must be called into the main office

< 1: Akbarieh, Sareh >

27 records

Attendance for: 8/23/2009

Local Identifier	Name	Year of graduation	Attendance	Code
L000820	Akbarieh, Sareh	2018	A*	<input type="button" value="A"/> <input type="button" value="P"/>
L000486	Beaudoin, Cassidy Jayde	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
L001463	Coelho, Cattie Ann Marie	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
L000487	DaSilva, Jared Ryan	2018	A*	<input type="button" value="A"/> <input type="button" value="P"/>
L004488	Dasilva, Karah Alexandra	2017	Present	<input type="button" value="A"/> <input type="button" value="P"/>
160405	Dem, Alexia Kay	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
160423	Freitas, Sydney Adelyne	2018	A*	<input type="button" value="A"/> <input type="button" value="P"/>
L000148	Lopes, Tyra Unique Michelle	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
L004487	Lourenco, Brianna Marie	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
160443	Luciano, Tyler Gabriel	2018	A*	<input type="button" value="A"/> <input type="button" value="P"/>
160349	Marfin, Charles Michael	2017	Present	<input type="button" value="A"/> <input type="button" value="P"/>
L000758	Nickerson, Brad Charles	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
160446	Nobrega, Jared Ryan	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
L000833	Oliveira, Morgan Elizabeth	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
L008547	Paga, Jimmie Joseph	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
160463	Pelletier, Sydney Jaoklyn	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
160332	Pessoa, Javier Michael	2017	Present	<input type="button" value="A"/> <input type="button" value="P"/>
160440	Rose, Maryanne Elise	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
L000934	Rothwell, Aaron Thomas	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>
160412	Salmon, Hunter Manuel	2018	Present	<input type="button" value="A"/> <input type="button" value="P"/>

Students are present [P] by default. Click the [A] button to mark a student absent. If an absent student now shows up OR you mark a student absent by mistake, you can click the [P] button to change the student back to present.