

USER MANUAL Student Attendance (ATT)

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

Schools are required to take student attendance every school day. For half-day bi-sessional (AM/PM) primary schools, attendance is usually taken once a day. For whole-day secondary schools, attendance is usually taken twice a day. For some special events, like school picnic or sports day, schools may choose to take attendance once a day only.

Instead of capturing all student attendance records, the system would capture non-attendance records. Students with no non-attendance records are assumed to be present. On-going student attendance data will be maintained until the student leaves school. However, if a student is identified as a suspected dropout and the corresponding dropout record has been created, no attendance record will be taken and kept.

1.1.2 Basic Concept

(1) Attendance Taking Session

Number of attendance taking session is defined on every school day in which attendance taking is expected. In general, this number would be set to 1 for half-day bi-sessional (AM/PM) primary schools; and set to 2 for whole-day secondary schools.

Number of Attendance Taking Session	Attendance Taking Session Available	Day Count
1	WD (means once-taking)	1.0
2	AM (means 1 st taking) PM (means 2 nd taking)	0.5 0.5

Here are the details:

For 1-session day (attendance taking once), there would be only 1 record (1WD).

eason

Date	Sess	Attendance Status	1
10/09/2002	WD	Present 💽	N.A. 💌

For 2-session day (attendance taking twice), there would be 2 records (1AM, 1PM).

Date	Sess	Attendance Status	Reason
10/09/2002	AM	Present	NA -
	PM	Present 💌	N.A. 💌

It should be reminded that the concept of attendance taking session (AM, PM or WD) is absolutely not associated to the school session (AM, PM or Whole Day).

(2) Attendance Status

There are 5 possible attendance statuses for a student on each attendance taking session.

Attendar	nce Status
	Present
A	Absent
E	Late
EL	Early Leave
LÆL	Late and Early Leave

Remark:

(a) For the screen of attendance taking on both sessions at the same time, the student icons will be replaced by "P" icons to avoid confusion.



- (b) Please remind that "Early Leave" is a new non-attendance type provided in WebSAMS. Combined with "Late" status, "Late and Early Leave" forms another special attendance status. It refers to the case that the student being late at the beginning of the session and take early leave before the end of the session.
- (c) For the cases of suspected dropout or departed students, user cannot modify the attendance status after the last date of attendance.

Special	Student Status
50	Suspected Dropout
0	Departed

ALL the not-returned suspected dropout records, including records of **ALL** school year, are checked. The student who has not-returned suspected dropout record of previous school years and has not departed for the current school year is treated as suspected dropout student.

(3) Punishment for Absence and Lateness

The punishment functions are moved to **Award & Punishment (ANP)** module. Please refer to the corresponding documents for details.

1.2 Function Chart



1.3 Flow Diagram



1.4 Interactions with other modules

School Management (SCH)

• The school calendar and the setup of class details should be completed before using the **Attendance** functions.

Student (STU)

- Class seating plan for current school year should be properly set up before using the **Maintenance by Class** function.
- Enrolment survey must be sent out before Form A (for suspected dropout) / Form B sending out.

Award and Punishment (ANP)

- The ANP scanning function would count the non-attendance records if the reason is "Punishment" indicated.
- If there are any punishment records associated with the non-attendance records going to be deleted, the system will prompt for deletion of the punishment records as well.

Assessment (ASR)

• To capture the non-attendance figures from **Attendance** module, consolidation for required class levels should be performed first.

Communication and Delivery System (CDS)

• To send Form A / B, CDS school key must be installed and properly configured.

Code Management (HSE)

• The applicable reason codes for Absent / Late / Early Leave must be activated before using the **Attendance** functions.

Report Management (RPT)

• User can download the report template for customization.

Security (SEC)

- Email Properties (SMTP server, user name, password, etc) must be properly set up before using the email functions (to NACT / parents).
- To facilitate parent / student enquiry function, corresponding login accounts must be properly set up.

Inter-Year Processing (IYP)

 Suspected dropout records in current school year can retain to new school year. For those suspected dropout students return or depart, please conduct the relevant procedures and send Form A / B to EDB via CDS.

2 Operation Procedures

2.1 Setup

User can set up the attendance parameters and the special attendance taking days for current school year in **Setup** function. It is a prerequisite for all other **Attendance** functions.

2.1.1 Attendance Parameter

 Home 	[S-ATT04-01] Atten	dance > Setup > Attendan	ce Parameter	
School Management	Attendance Para	meter Special Attenda	nce Taking Day	
Student	School Year 2011	-	,	
W Attendance	School Lovel Prin	e rv	School Section Whole Day	
 Setup 	Default Reason		School Session anote bay	
Maintenance	Absent		Sick leave	
Import Data	Absent (suspecte	d dropout period)	Truancy	
 Suspected Dropou 	Late		Traffic jam	
 Consolidation 	Early Leave		Parent's application	•
 Enquiry by CIs Lvl 	Number of Contin	uous Absent Days for Foll	ow-up	
 Enquiry 	Notify Parent/Gua	rdian	2 days	
 Report 	Report Suspected	Dropout	7 days	
Student Activities	Daily Frequency o	f Attendance Taking		
Award & Punishment	🔲 Specify the v	vinter time period (DD/M	М/ҮҮҮҮ)	-
Assessment		Daily Frequency o	f Attendance Taking	
Special Assessment	Class Level	Winter Time	Summer Time	
Staff Deployment	Primary 4	1		
► CDS	Primary 5	1		
► HKAT	Drimary 6	1		
▶ SPA	Printary 0	1		
N. Deport Monogoment	🔯 Reset 🛛 🔲 Sa	ve		

Attendance > Setup > Attendance Parameter

Generation Description

User can maintain the following parameters for Attendance module.

(1) Default Reason

The default reason set for "Absent", "Late" and "Early Leave" will be reflected in **Maintenance** functions when user selects different non-attendance types.

The default reason for "Absent (Suspected Dropout Period)" is used to fill into the absent records within the suspected dropout period when the student is returned from suspected dropout status.

(2) Number of Continuous Absent Days for Follow up (for current school year only)

The follow-up criteria are used in **Suspected Dropout** functions. After scanning, the system will show a list of continuous absent students who are satisfied with the pre-defined condition.

(3) Daily Frequency of Attendance Taking

User can specify the default daily frequency of attendance taking for each class level. If school has different daily frequency of attendance taking in winter and summer time periods, user should also specify the date range of winter time period.

Pre-requisites

- 1. The school calendar and the setup of class details should be completed in **School Management (SCH)** module.
- 2. The applicable reason codes for absent / late / early leave must be activated in **Code Management (HSE)** module. (See <u>Appendix A</u>)
- ¹ User Procedures
 - 1. Click [Attendance] → [Setup] in left menu.
 - 2. Click Attendance Parameter tab.

 Home 	[S-ATT04 04] Attendance >	Setup > Attendance Parameter	
School Management	Attendance Parameter	pecial Attendance Taking Day	
Home School Management Student Attendance Setup	Schoor rear 2011		
	School Level Primary	School Session	ן Whole Day
Setup	Default Reason		

- 3. Maintain parameters in the **Default Reason**, **Number of Continuous Absent Days for Follow-up** and **Daily Frequency of Attendance Taking** sections.
- 4. Finally, click [Save] button to save the settings.

Default Reason		
Absent		Sick leave
Absent (suspecte	d dropout period)	Interval between dropout and readmission 💌
Late		Reason unknown
Early Leave		Parent's application
Number of Contin	uous Absent Days for Folle	ow-up
Notify Parent/Gua	rdian	1 days
Report Suspected	I Dropout	7 days
Daily Frequency o	f Attendance Taking	
🔲 Specify the s	winter time period (DD/MI	MAAAAAA 🔚 - 🕅
	Daily Frequency of	f Attendance Taking
	Winter Time	Summer Time
Primary 1	1	
Primary 2	1	
Primary 3	2	
Primary 4	1	
Primary 5	1	
Primary 6	1	
💽 Reset 🚺 🔚 Sa	ive	

- Post-effects
 - 1. The setting will be saved for the selected school year, school level / session. System will refer to this setting when:
 - a. Filling in non-attendance reasons in Maintenance functions;

- b. Scanning out continuous absent students in **Suspected Dropout** functions;
- c. Filling in absent reason (for suspected dropout period) after student returned from suspected dropout period.
- d. Processing non-attendance records in Maintenance functions.
- 2. Modifying the daily frequency of attendance taking or the setting of the winter time period may cause the system to delete those non-attendance records which conflict with the updated daily frequency of attendance taking.
- Notes
 - 1. Different school years, school levels or sessions would have their own set of default setting.

Home Student Info Enquiry	[S-ATT04-01] Attendance > Setup Attendance Parameter Spec	> Attendance Parameter	
School Management Student	School Year 2011 💌 School Level Primary 💌	School Session	
Attendance Setup	Default Reason Absent		

2. To set up daily frequency of attendance taking for different periods (i.e. winter time and summer time), user should check the "Specify the winter time period" box, and input the desired date range for winter time period. Then, the column for summer time period will be active for setting the default daily frequency of attendance taking.

ily Frequency of	Attendance Taking		
Specify the winter	r time period (DD/MM/YYYY) 08/09/2002 - 20/07/2003	
Class I mail	Daily Frequency (f Attendance Taking	
Cidaa Levei	Winter Time	Summer Time	
Primary 1	1	1	
Primary 2	1	[1	
Primary 3	[1	[1	
Primary 4	1	1	
Primary 5	1	1	
Primary 6	1	1	

Remark: The days outside the date range are automatically regarded as in summer time period.

3. After migrated to a new school year, the previous winter time period must be updated first. Otherwise, all other functions in **Attendance** module cannot be triggered.

2.1.2 Special Attendance Taking Day

Iternating School (T	(vpe 4)		User: atteddie Last Login	1: 09/06/2003 10:59 Logol	<u>nt I Help I 中文版</u>
	10 × 10		Current S	chool Year: 2002	9 June 2003 11:
 Home Attendance Setup 	[S-ATT1 Atten	0-01] Attendance > Sei dance Parameter;	tup > Special Attendance Taking Day pecial Attendance Taking Day		
Maintenance	School	Year 2002 -			
Suspected Drepour	Special	Attendance Taking D	ay		
Consolidation Enquiry		Date (DDMM/YYYY)	Class Level	Class	Daily Frequency of Attendance Taking
Report		05/11/2002	Primary , AM, Primary 1	一甲一 一甲二	1
Customization	П	20/01/2003	Primary , PM, Primary 1	1NM	1
	E	25/01/2003	Primary, PM, Primary 6	六一	2

Function Description

User can set the particular daily frequency of attendance taking for some classes on some special days on need basis. For example, user can set attendance taking on Sundays and public holidays, or override the default daily frequency of attendance taking on some normal school days.

Pre-requisites

School calendar for current school year must be set up in **School Management** (SCH) module first.

Add Special Attendance Taking Day

- ¹ User Procedures
 - 1. Click [Attendance] → [Setup] in left menu.
 - 2. Click Special Attendance Taking Day tab.

 Home Attendance 	[S-ATT10-01] Attendance > Seture - Created Attendance Taking Day
 Setup 	Attendance Parameter openin Attendance Taking Day
Maintenance	School Year 2002 -

3. Click [Add] button to add a new special attendance taking day.

	Date (DDMM/YYYY)	Class Level	Class	Daily Frequency of Attendance Taking
No Reco	ord Found			

4. Enter the fields and click **[Save]** button to save the special days.

Spec	ial Attendance Taking	Day		
	Date (DDMM/YYYY)	Class Level	Class	Daily Frequency of Attendance Taking
	10/09/2002	Primary,PM,Primary 2 💌	281 282	2 -
	Add 🔲 🗐 Save 🕅 🕅 Ca	ncel		

5. Then the special attendance taking day would be added successfully. <u>Delete Special Attendance Taking Day</u>

- ¹ User Procedures
 - 1. Click [Attendance] → [Setup] in left menu.
 - 2. Click Special Attendance Taking Day tab.

 Home Attendance 	[S-ATT10-01] Attendance > Setura - Securation of the Taking Day	
 Setup 	Attendance Parameter Special Attendance Taking Day	_
Maintenance		

3. Select those special days to be deleted and then click [Delete] button to delete the records.

(DD/MM/YYYY)	Class Level	Class	Daily Frequency of Attendance Taking
10/09/2002	Primary , PM, Primary 2	2B1	2

4. Then the special attendance taking day would be deleted successfully.

Post-effects

1. The number of attendance taking session will be changed according to the setup. Also, there would be an asterisk marked beside the date to indicate that it is a special attendance taking day.

Date	Sess	Attendance Status	Reason
10/09/2002	₩D	Present 💌	N.A. 💌
			- Endenmile animal Provide T
Date	Ses.4	Attendance Status	Reason
Date	Ses.s	Attendance Status	Reason
Date 10/09/2002	Ses s AM	Attendance Status Present	Reason

2. If a school day is chosen for the Special Attendance Taking Day, and the number of attendance taking set is different from the default, system will prompt for deletion of existing non-attendance records.

If there is any punishment records associated with the non-attendance records going to be deleted, the system will prompt for deletion of the punishment records as well.

- Notes
 - 1. User can add several special days at one time by clicking [Add] button repeatedly.
 - 2. User cannot add or delete the special day if the action would lead to delete some absent records of suspected dropout.
 - 3. User can view the special attendance taking day information defined in past school years but cannot modify them. If Inter-Year Processing (IYP) is started, user can also maintain special attendance taking days for next school year.

2.2 Maintenance

There are 3 ways of attendance taking in **Maintenance** function, they are:

- (1) By Class
- (2) By Student
- (3) By Batch

User can choose any one of them for attendance taking in different scenarios.

2.2.1 Maintenance by Class

Attendance > Maintenance > By Class

Alternating Schoo	(Type 4)		User: atteddie	Last Login: 09/06/2003 10:59	<u>.ogout Help 中文版本</u>
internating conor	1 (1 1 15 - 11)			Current School Year: 2002	9 June 2003 11:25
 Home Attendance 	[S-ATT01-01] Attenda By Class By Stude	nce > Maintenance ant By Batch	> By Class		
 Setup 	School Level	Primary		School Session	AM 👻
Maintenance	Class Level	Primary 1 💌		Class	18
Suspected Dro	Date (DD/MM/YYYY)	09/06/2003		Attendance Taking Session	AM V
Consolidation	[Fot as Default]	N Nume			
Enquiry	(Jet as berault)	Neat			
Report					
Customization					

Generation Description

User can take attendance for a class by using a pre-defined corresponding seating plan.

- Pre-requisites
 - 1. Attendance parameters must be already set up for current school year.
 - 2. Seating plan for the class must been defined in Student (STU) module.
- 1 User Procedures
 - 1. Click [Attendance] → [Maintenance] in left menu.
 - 2. Click **By Class** tab.

ittendance	By Class By Stude	nce > Maintenance > By nt By Batch	/ Class	
Setup	School Leva	Primary	School Session	PM +
Maintenance	Class Level	Primary 1 🔻	Class	181 -
 Suspected Dropou 	Date (DD/MM/YYYY)	12,06/2003	Attendance Taking Session	AM V
Consolidation	Set as Default	Next		

3. Select a **class** with the **Date** and the **Attendance Taking Session**. Then, click **[Next]** button to go to the next step.

School Level	Primary	School Session	PM -
Class Level	Primary 1 💌	Class	1B1 👻
Date (DD/MM/YYYY)	12/06/2003	Attendance Taking Session	AM 👻

4. On the student sitting plan, user can click the **student icon** to change the corresponding attendance status.

[S-ATT01-02] Attendance > Maintenance > By Class

School Level Class Level Date	Primary Primary 1 12/06/2003		School Sessio Class Attendance Ta	on aking Session	PM 1B1 AM	
		1				Botto
YEUNG HO YEE (32)	YEUNG YEUNG CHI (33)					
WONG WAI YAN (31)	WONG TAK CHUEN (30)	WONG FUNG LING (29)	TSE WAISHUN	TAITAT TAK (27)	SUEN FONG CHUNG	SO YUET SHEUNG (25)
LEE SHU CHIL (18)	I LEUNG WAI	LITAK CHAU	LIU CHEUNG SHEUNG 211	NGHO MAN 1221	SHEUNG YU CHUN (23)	SIT KING TIN (24)
LAU YAN YU LIZ)			LAM HO FAI (14)	KWOK CHI KEE (13)	FONG SAN NEE	CHEUNG SI WAI
AU YEUNG PC YAN	AU YEUNG PO YAN	CHAN CHEUNG WAI	CHAN KWOK KEUNG	CHAN SUN SUN (8)	EL CHAN TZE YAN (9)	CHEUNG SHU
AU YEUNG PC YAN (1)	AU YEUNG PO YAN (4) Next) (7) Canc	CHAN CHEUNG WAI (5) el	CHAN KWOK KEUNG (Z)	CHAN SUN SUN (8)	CHAN TZE YAN (9)	CHEUNG SUN (10)



(i) To input the specific non-attendance reason or remark, user can click **Student Name** hyperlink below the corresponding icon.



- (ii) A pop-up window will be shown up, and user can input the **Attendance Status**, the corresponding **Reason** and the **Remark** accordingly.
- (iii) Click [Confirm] button to confirm the changes.

Student A	ttendand	e Details			
Student Nan	ne	WONG TAK CHUEN (王德全)	Class No	30	
Date	Sess	Attendance Status	Reason		Remark
1000000	۵M	Abcont	loovo		

Then, the screen will back to the student sitting plan. User can click **[Next]** button to go to the next step.

- 5. Review the attendance Information.
- 6. Click [Save] button to save the changes.

[S-ATT01-03] Attendance > Maintenance > By Class

Commu	nation of class Attendance	Dian	01.10		-D) (
School	Level	Primary	School Ses	sion	PM
Class L Date	_evel	12/06/2003	Class	Taking Session	AM
Dine		12/08/2005	Attendance	Turking Session	
Non-at	tendance Summary				
Cis No.	. Name	Sess	Attendance Status	Reason	Remark
9	CHAN TZE YAN (陳子欣)	AM	Early Leave	Parent's application	
17	LAU YAN YU (劉恩雨)	AM	Late	Traffic jam	
24	SIT KING TING (薛敬庭)	AM	Late & Early Leave	Traffic jam (L) Parent's application (E)	
30	WONG TAK CHUEN (王德全) AM	Absent	Sick leave	
Attend	ance Figures		10		
	Attendance S	tatus		Number of Studen	S
Preser	nt .				2
Absent	t				
Late					
Farly I	eave				

Post-effects

Newly created non-attendance records will be then saved.

- Notes
 - 1. User can save the default parameter value by using the **Set as Default** function. It would record the information of school level, school session, class level, class and attendance taking session for each specific user.

By Class By Stude	nt By Batch		
School Level	Primary	School Session	AM 👻
Class Level	Primary 1 💌	Class	1A
Date (DD/MM/YYYY)	12/06/2003	Attendance Taking Session	AM 👻

2. There would be different outcomes if user selects different attendance taking session under various cases.

By Class By Stude	nt By Batch		
School Level	Primary	School Session	PM 🕶
Class Level	Primary 1 💌	Class	+21 -
Date (DD/MM/YYYY)	12/06/2003	Attendance Taking Session	AM -

No. of Attendance Taking Session on the day	Attendance Taking Session selected	Remark	
1 (take attendance once daily)	AM or PM	AM/PM attendance taking (implies attendance taking twice) is invalid for the day in which attendance taking is only once.	Error Message: *Daily Frequency of Attendance Taking does not match with session
2 (take attendance twice daily)	AM V Or PM V	User can take attendance for the specified session.	WONG WAI YAN (31)
	WD 💌	User can take attendance for both sessions.	AM P PM P Wong20 (28)

3. For the cases of suspected dropout or departed students, user cannot click the icon to modify the attendance status after the last date of attendance.



ALL the not-returned suspected dropout records, including records of ALL school year, are checked. The student who has not-returned suspected dropout record of previous school years and has not departed for the current school year is treated as suspected dropout student.

- 4. To remove previous non-attendance records, simply click on the corresponding icon and change it to normal status. Then, previously saved non-attendance records will be deleted when it is confirmed and saved.
- 5. For Daily Frequency of Attendance Taking is 1:
 - Student's picture will be shown if school has uploaded the picture otherwise the default image base on student's gender will be shown.
 - When user clicks on the student picture, the attendance status will change.
- 6. For Daily Frequency of Attendance Taking is 2:
 - Student's picture will be shown if school has uploaded the picture otherwise the default image base on student's gender will be shown.
 - When user clicks on the color patches, the attendance status will change

2.2.2 Maintenance by Student

Attendance > Maintenance > By Student

SR2 Through Train School					
Home Student Info Enquiry	[S-ATT02-01] Attendance > Maintenance > By Stud By Class By Student By Batch	dent			
 School Management Student 	School Year 2010 Fnglish Name	Chinese Name			
▼ Attendance	Reg No	STRN			
Setup Maintenance	School Level	School Session All			
 Import Data 	Class Level All	Class Name All			

Function Description

User can maintain non-attendance records in a specific date range for individual student.

- Pre-requisites
 - 1. Attendance parameters must be already set up for the selected school year.
 - 2. Selected student must not be departed / suspected dropout before or within the selected date range.
 - 3. Students must be already assigned to a specific class.
- ¹ User Procedures
 - 1. Click [Attendance] \rightarrow [Maintenance] in left menu.
 - 2. Click **By Student** tab.

 Home 		
 Student Info Enquiry 	[S-ATT02-04] Attendance > Maintenance > By Student	
School Management	School Year 12010	
Student	English Name	Chinese Name
V Attendance	Reg No	STRN
 Setup 	School Level	School Session All
Maintenance	Class Level All	Class Name All
Import Data	Search Reset	
Suspected Dropou		

- 3. Enter the search criteria and click [Search] button to perform searching student.
- 4. Click Registration Number hyperlink to select the student.

<u>Req No</u>	<u>Eng Name</u>	Chi Name	<u>Sch Sess</u>	<u>Class</u>	CIS No	<u>s</u>
000090	CHEUNG	張	Whole Day	18		409
10081610	WONG		Whole Day	1A		
1006104	T F1B1/4	æ	1111 - 1 - D.	1.4		D 2.44

- 5. Enter the Start Date and End Date for attendance status to be viewed.
- 6. Click [View] button.

[S-ATT02-02] Attenda	nce > Maintenance > By Student		🔍 Go To Search
By Class By Stude	ent By Batch		
School Year	2010		
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 1	Class	1A
Student Name	CHEUNG HOI HANG (張凱恒)	Class No	
Start Date	29/05/2011	End Date	28/06/2011
(DD/MM/YYYY)		(DD/MM/YYYY)	
View 🕅 Reset	Back		

7. Select the **Attendance status** with the **Reason** and input remarks where appropriate. Click **[Save]** button to save the changes.

Date	Sess	Attendance Status	Reason	Remark			
30/05/2011	AM	Absent 💌	Sick leave	Fever			
	PM	Present 💌	N.A. 💌				
31/05/2011	AM	Present 💌	N.A. 💌				
•••							
* : This is a spe	*: This is a special attendance taking day						
🕅 Reset [🖥 Save]							

Post-effects

- 1. New non-attendance records will be then saved.
- 2. If there is any modification to existing non-attendance records, the changes will be saved.
- 3. If the non-attendance type is changed from 'absent' / 'late' / 'early leave' back to 'present', the previous non-attendance records will be deleted.
- 4. User cannot take attendance of departed /suspected dropout students after their last day of attendance.
- Notes

The date range for attendance taking is limited to 30 days.

ALL the not-returned suspected dropout records, including records of **ALL** school year, are checked. The student who has not-returned suspected dropout record of previous school years and has not departed for the current school year is treated as suspected dropout student.

2.2.3 Maintenance by Batch

Attendance > Maintenance > By Batch

s	SR2 Through Train School						
	 Home Student Info Enquiry 	[S-ATT11-01] Attendance > Maintenance > By Class By Student By Batch	By Batch				
	School Management	School Year School Level	2010 💌 Primary 💌	School Session	AM		
V	Attendance Setup Maintenance	Start Date (DD/MM/YYYY) Default Attendance Taking Session	28/06/2011 📰	End Date (DD/MM/YYYY)	28/06/2011		
	► Import Data	Next					

Generation Description

User can input non-attendance records in a specific period for students from different classes.

- Pre-requisites
 - 1. Attendance parameters must be already set up for the selected school year.
 - 2. Students must be assigned with class number to a specific class.
- - 1. Click [Attendance] → [Maintenance] in left menu.
 - 2. Click **By Batch** tab.
 - 3. Enter Start Date, End Date and Default Attendance Taking Session.
 - 4. Click **[Next]** to go to the next step.

[S-ATT11-01] Attendance > Maintenance >	By Batch		
By Class By Studert By Batch			
School Year	2010 💌		
School Level	Primary 💌	School Session	AM 💌
Start Date	28/06/2011	End Date	28/06/2011
(DD/MM/YYYY)	,	(DD/MM/YYYY)	
Default Attendance Taking Session	WD 💌		
Next			

- 5. Enter the non-attendance record of the students.
- 6. Click **[Next]** to go to the next step.

A CONTRACT OF A			575		Session
1. Primary 3	🕶 381 💌	1	Absent 💌	Sick leave	- WD -
2.				•	WD 💌

NOTE : Leave "Class Level" empty means this record is null Bac Dest Dest Cancel

- 7. Select the non-attendance records to be saved by checking the boxes for the specific period.
- 8. Click [Save] button to save the changes.

	Class Level	Class	CIs No	Name	Туре	Reason		Period
1.	Primary 3	3B1	1	STUDENT1311	Absent	Sick leave		16/06/2003 WD
OT	18				-	1		
kist	ing non-attendanc	e record q	oing to be a	overwritten labelled in	red			
		de Intentional	n numbe					
ess	sion conflict record	is labelled i	n purple					
es:	ion conflict record ords after departed	d student's	latest atter	ndace day or records	after suspec	ted dropout stu	ident's	absent start date
Ses: Reco ablie	sion conflict record ords after departed od in orange	d student's	latest atter	ndace day or records	after suspec	ted dropout stu	ident's	absent start date

- Post-effects
 - 1. Newly created non-attendance records will be saved.
 - 2. Previously saved attendance records will be overwritten if user has selected those newly inputted records for saving.
- Notes
 - 1. User can input non-attendance records for 10 students by batch at one time.
 - 2. Non-attendance records for departed /suspected dropout students after their last attendance day will not be saved.

For example, the student is indicated as School Leaver in Student profile.

School Level / Session	Primary / PM	School Leaver	Y
Class Level / Name	Primary 3 / 3B1	Class No	I

Here, user tries to add an absent record which is after the last attendance day.

	Class Level	Class	Cis No	Туре	Reason	Attendance Taking Session
1.	Primary 3 💌	3B1 💌	1	Absent 💽	Sick leave	WD -

The attendance taking session of the corresponding record would be displayed in orange and no checkbox would be provided for saving.

	Class Level	Class	CIs No	Name	Type	Reason	Deried
1,	Primary 3	3B1	1	STUDENT1311	Absent	Sick leave	16/06/2003 WD

3. The attendance taking session of the corresponding record would be displayed in red to indicate non-attendance record for that session already exists.

For exam	ole, t	here is a	Iready a la	ate record on a	a day.
16/06/2003	WD	Late	•	Traffic jam	•

Here, user tries to add an absent record.

	Class Level	Class	Cis No	Туре	Reason	Attendance Taking Session
1.	Primary 3 💌	3B1 💌	2	Absent 💌	Sick leave	WD 💌

User needs to decide whether the existing record should be overwritten or not by the new one. By default, the checkbox is checked.

	Class Level	Class	CIs No	Name	Туре	Reason	1	Period
1.	Primary 3	3B1	2	STUDENT1355	Absent	Sick leave		16/06/2003 WD

4. There would be different outcomes if user selects different attendance taking session under various cases.

No. of Attendance Taking Session on the day	Attendance Taking Session selected	Remark	
1 (take attendance once daily)	AM or PM	No "AM" / "PM" record would be generated on a day in which attendance taking is once only. The attendance taking session of the corresponding record would be displayed in purple to indicate session conflict.	16/06/2003 AM or 16/06/2003 PM
	WD 💌	One record for the specified session will be generated.	▼ 16/06/2003 WD
2 (take attendance twice daily)	AM or PM	One record for the specified session will be generated.	I6/06/2003 AM or I/2 16/06/2003 PM
	WD 💌	Records for both sessions will be generated.	Image: International content Internation International content <

2.3 Import Data

There are 2 functions in **Import Data** function, they are:

- a. Import
- b. Import Log

Import function allows user for importing student attendance from an external interface file. After that, user can use **Import Log** function to search the imported log and download the imported interface file.

2.3.1 Import

Attendance > Import Data > Import

English Name		User: sysadmin Login Time: 08/06/2006 14:22 Logout Help 中文版本
		Current School Year: 2001 8 June 2006 14:30
 Home 	^	
School Managemei		[S-ATT13-01] Attendance > Import Data > Import
> Student		Please input the path & name of attendance data file (.csv).
V Attendance		Filename and Path
Setup		Import
Maintenance		Download Attendance Import File Template
🔻 Import Data		Download Attendance Import File Specification
Import	≣	bownioau Attentiance imporci ne specification
Import Log		
 Suspected Drop 		

Generation Description

User can import student attendance records stored in an interface file. Error report will be displayed for any error/warning occurred.

- Pre-requisites
 - 1. School calendar for the corresponding school years must be set up in **School Management** module.
 - 2. Attendance parameters must be set up for the corresponding school years.
 - 3. **Special Attendance Taking** days for the corresponding school years have been set up.
- ¹ User Procedures
 - 1. Click [Attendance] → [Import Data] → [Import] in left menu.
 - 2. Select interface file by [Browse] button.
 - 3. Click **[Import]** button.



4. Summary of the imported file will be displayed.

English Name	User: sysadmin Lo	gin Time: 15/06/2006 15:30 Logout	Ⅰ <u>Help</u> Ⅰ <u>中文版本</u>
		Current School Year: 2001	15 June 2006 16:07
 Home 	IC ATT/2 021 Manufactor & Instant Date & Instant		
> School Managemer	[S-ATT13-02] Attendance > Import Data > Import		
> Student	Import Attendance Record Summary		
V Attendance	Description Number of record(s) in the interface file	Number of	Record(s)
Setun	Number of valid record(s) without warning		j
Maintenance	Number of valid record(s) with warning	2	
Maintenance	Number of warning(s)	4	
V Import Data	Number of error(s)	i	I
 Import 	View Error Report Confirm Back		
Import Log			
Suspected Drop			
< >			

To view error report when any error/warning message is found

a. Click [View Error Report] button.

-nali	sh Name		User: sysadmin Login Time: 15/06	/2006 15:30 Logout	I <u>Help</u> Ⅰ <u>中文版本</u>
	Shi Nume		Current Sci	nool Year: 2001	15 June 2006 16:07
. н	lome	^	IS ATT13 021 Attendance > Import Data > Import		
> Sch	ool Managemer		[3-ATTI		
> Stud	dent		Description	Number of I	Record(s)
🔻 Atte	endance		Number of record(s) in the interface file	2	
- 5	Setup		Number of valid record(s) without warning Number of valid record(s) with warning	0	
- 1	Maintenance		Number of invalid record(s)	Ő	
v 1	Import Data		Number of warning(s) Number of ence(a)	4	
	Import	(View Error Report) Confirm Back		
	Import Log				
- 5	Suspected Drop				
<	· · · · · >				

b. Error report will be generated.

8-27201	2				Date : 20/01/20
		78	ROUGH TRAIN SCHOOL (Type 一個面學校 (第	6) amend on 25.4.2005 E(6)	
			Import Attendance Data - 國入出席資料 - 創	Error / Warning Report 語史/警告報告	
School	Year 學年 2001	1/2002			Page: I of
School 1	Level 統計 Pri Seo	nary ondary	5	chool Session 把握新 AM DM Whole Day	
Herror L	Ast 撤換列表 Beg No.	Error Field (English)	Error Field (Chinese)	Error Remarks (Emplish)	Error Remarks (Chinese)
列	學生紅田顧納	結誤價位(英文)	· 銀澤躺住(中文)	指書書註(英文)	續誤量註(中文)
10	1999010	School Year	御羊	School Tear is empty or invalid.	意年為是白成不符合要素。
1	1999010	School Session	學校授課詞	School Session is empty or invalid.	學院指譯制為空白或不符合要素
1	1999010	Class Code	能閉代碼	Class Code is empty or invalid.	班别代码 当空白或不符合要求。
1	1999010	Registration Number	學生註冊編號	Student Registration Number does not exist.	學生註冊編號不存在。
12	1999010	Non Attendance Beason Code	缺度展园	Non Attendance Reason Code is empty or invalid.	缺席原因為空白或不符合要求。
1	1999010	Non Attendance Reason Code 2	缺度原因二	Non Attendance Reason Code 2 is empty or invalid.	結構還因二為空白或不符合要求

To confirm importing interface file (for no invalid records found)

a. Click [Confirm] button.

nglish Name	User: sysadmin Login	u Time: 15/06/2006 15:30 Logout Help 中文版Z
ngnon nume		Current School Year: 2001 15 June 2006 16
 Home 		
School Manageme	[S-ATT13-02] Attendance > Import Data > Import	
Student	Import Attendance Record Summary	
84	Description	Number of Record(s)
Attendance	Number of record(s) in the interface file	2
Setup	Number of valid record(s) with warning	2
Maintenance	Number of invalid record(s)	0
🔻 Import Data	Number of warning(s)	4
Import		U U
Suspected Dro	Usen sysalmin Legin	1 Time: 08:06/2006 14:22 Logang 1 Help 1 中文版本
Marrie A		Current School Year: 2001 8 June 2006 14:29
School Managemen Student Attandance	Record(s) saved successfully Please input the path & name of attendance data fi	Ref.cmA
Selup Maintenance	Filename and Path @Import	Browse

Post-effects

User may click the **[Confirm]** button to confirm the import. The latest imported file will supersede existing records. If there is a punishment record related to non-attendance records about to be imported, the update of the non-attendance records will cascade delete the punishment record.

- Notes
 - 1. System will display a summary of the incoming file:
 - a. Number of record(s) in the interface file
 - b. Number of valid record(s) without warning
 - c. Number of valid record(s) with warning
 - d. Number of invalid record(s)

Value at point a = b + c + d.

The number of record(s) in the above is based on number of rows in the interface file. That is, if only a record contains several errors, the number of invalid records will be 1.

- e. Number of warning(s)
- f. Number of error(s)
- 2. If user clicks **[Download Attendance Import File Template]** link, the Attendance Import File can be downloaded.

 Home Home School Managemer Student Student Student Setup Maintenance Import Data Import Data Import Log Suspected Drop File Download Attendance Import File Template Download Attendance Import File Specification File Download Attendance Import File Specification Do you want to open or save this file? Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34, 144 Open Save Cancel	nalish Name		User: sysadmin Login Time	e: 08/06/2006 14:22 Logout	Ⅰ <u>Help</u> Ⅰ <u>中文版本</u>
 Home School Managem Student Attendance Setup Maintenance Import Data Import Import Log Suspected Drof File Download Attendance Import File Specification File Dip File Specification File Dip File Specification	inglish Hame		Cur	rent School Year: 2001	8 June 2006 14:30
Student Please input the path & name of attendance data file (.csv). Attendance Filename and Path Browse Setup Maintenance Download Attendance Import File Template Download Attendance Import File Specification Import Log Suspected Drop Suspected Drop Example.csv Do you want to open or save this file? Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save Cancel	Home	[S-ATT13-01] Attendance > Import Data >	Import		
Attendance • Setup • Maintenance • Import Data • Import Log • Suspected Drop	> Student	Please input th	e path & name of attendance data f	īle (.csv).	
 Maintenance Import Data Import Log Suspected Drop File Download Attendance Import File Specification File Download Attendance Import File Specification Evaluation of the specification Do you want to open or save this file? Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save Cancel	Attendance	Filename and Path		Bro	wse
 Import Data Import Log Suspected Drop File Download Attendance Import File Specification Do you want to open or save this file? Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save Cancel	Maintenance	Import		_	
Import Import Log Suspected Drop	▼ Import Data	Downlo	ad Attendance Import File Template	<u>-</u>	
 Import Log Suspected Drop File Download Do you want to open or save this file? Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save Cancel	■ Import 🗐	Downloa	d Attendance Import File Specificatio	on	
Suspected Drop File Download Do you want to open or save this file? Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save Cancel	Import Log				
File Download Do you want to open or save this file? Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save Cancel	 Suspected Drop 				
File Download Image: Second secon					
Do you want to open or save this file? Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save Cancel	POLICE				
Do you want to open or save this file? Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save	File Download		<u> </u>		
Do you want to open or save this file? Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save Cancel	2	NY 2023			
Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save Cancel	Do you want to op	en or save this file?			
Name: sample.csv Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144 Open Save Cancel					
Type: Microsoft Excel Worksheet, 157 bytes From: 10.15.34.144	Na Na	e: sample.csv			
From: 10.15.34.144	Ту	e: Microsoft Excel Worksheet, 15	7 bytes		
Open Save Cancel	Fn	m: 10.15.34.144			
Open Save Cancel					
		Dpen Save	Cancel		
Always ask before opening this type of file	Always ask be	ore opening this tupe of file			
	E Andro dok be	ore opening this type of the			
	While fil	s from the Internet can be useful s	ome files can notentially		
While files from the Internet can be useful, some files can potentially	harm yo	r computer. If you do not trust the	ource, do not open or		
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or	🤍 save thi	file. What's the risk?			
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>					

a h	ttp://10.	15.34.144	BC10/jsp/	att/sample	.csv - Mic	osoft Inter	net Explor	er.				Ē	
File	Edit Ve	ev insert	Format T	colls Deta	Ge To Fa	workes Hel							22
G	Just :-	0.1	20	\$ D 500	nh 🛧 Fi	rvorkes 🧟		3.81	1 🕞	1	3		
Adde	ess 🔊 het	p://10.15.34.	144:8010/)#	/att/sample.c	84		illine the second			6	Unla M	Øicq - [
-	AI	R	A SCHO	D	F	F	G	H		- 54	K	1	5
1	SCHOOL	SCHOOL	SCHOOL	SCHOOL	CLASS L	ECLASS C	REG NO	NON ATT	NON ATT	NON ATT	NON ATT	NON ATT	REA
2		1000000	1003000	10.0000.000	1000000000	1	And Back	10000000	10000	10000	1.000		
3													
4						1							
6													
6				-				-					
1				_			_						——
9					-	-			-				-
18													
11													
12													
13													
14													
15													
16													
1/				-				-					-
10								-					
20			-										
21								-		-			
22													6
	* #\\sa	mple /		-	I.			10					21
6)										1. 1.	Unitros	en Zone.	

3. If user clicks **[Download Attendance Import File Specification]** link, the Attendance Interface File Specification can be downloaded.

File Dow	vnload 🛛 🔀					
Do you	want to open or save this file?					
	Name: InterfaceFileSpec.doc Type: Microsoft Word Document, 60.0 KB From: localhost					
	<u>O</u> pen <u>S</u> ave Cancel					
🔽 Al <u>w</u> a	Always ask before opening this type of file					
1	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>					

Tele: Bran	- Times	New Portian + 18 + 1	/ U = = = =		±+11Ξ.1Ξ +12+++13++	ik ik ⊡ • ♥ • ▲ • . 14-1-55-1-16-1-20-1-36-1-36-1-36-1-32-1-32-1		
-								
		Au	tendance In	terfac	e File S	pecification		
1. 2. 3. 4.	Interface file must be in Comma definitied CSV format. All cohomo sourt exist in import. The first row is the heading row for the CSV file for storing the field names. The Heading row values are based on the "Field Name" in the Interface file. The data of the interface file is start at row 2.							
4	The data of	f the interface file is start of r	our 2					
4	The data of	the interface file is start of r	Field Description	Field Format	Mandatory / Optional	Remark		
4	The date of Column Sequence	the interface file is start of re Field Name SCHOOL ID	Field Description School ID	Field Format X(0)	Mandatory / Optional 36	Remark		
4	The data of Column Sequence	The interface file is start at so Field Name SCHOOL_ID SCHOOL_YEAR	Field Description School D School Year	Field Format X(0) X(4)	Mandatory / Optional M	Remark		
4	The data of Column Sequence 1 2 3	The interface file is start of re Field Name BCHOOL_ID SCHOOL_YEAR SCHOOL_LEVEL	Field Description School D School Year School Lavei	Field Format X(6) X(4) X(1)	Mandatory / Optional M M	Remark 1 Kindergarten 2 Primary 3 Secondary 9 Others		

4. **ALL** the not-returned suspected dropout records, including records of **ALL** school year, are checked. The student who has not-returned suspected dropout record of previous school years and has not departed for the current school year is treated as suspected dropout student.

2.3.2 Import Log

Attendance > Import Data > Import Log

English Name		User: sysudmin Login Time: 20/01/2002 12:25 Log	<u>pout</u> <u>Help</u> <u>中文版本</u>
Home School Managemer Student Attendance Setup Maintenance Minport Data Import Emport Log	(S-ATT14-41] Attendance > Import D Imported Start Date (DDMM/YYY) Search (P Reset)	Current School Year: 20 uta > Import Log Imported End Date (DDAMMYYYY)	01 16 May 2006 15:04

Function Description

User can search the imported log and download the imported interface file. Besides, user can delete the imported log and file.

Pre-requisites

N/A

- [⊕] User Procedures
 - 1. Click [Attendance] → [Import Data] → [Import Log] in left menu.
 - 2. Enter [Imported Start Date] and [Imported End Date] as searching criteria.
 - 3. Click [Search] button.

English Name		User: sysadmin	Login Time: 20/01/2002 12:25 Logout	I <u>Help</u> I <u>中文版本</u>
			Current School Year: 2001	16 May 2006 15:04
 Home School Manageme 	[S-ATT14-01] Attendance	> Import Data > Import Log		
Student Attendance Setup Maintenance	Imported Start Date	Impor	ted End Date	
 Import Data Import Import Log Suspected Dro 	-			

SR2 Through Train	School	U	User: sysadnin. Login Time: 16/05/2006 15:33 Logonf Help 中文版本 Current School Year: 2003 16 May 2006 15::		
Home Student Info Engl	(S-ATT14-91) Attendan	ce > Import Data > Import L	og		
School Managemen Student Attendance	Imported Start Date (DDMMYYYY)	t	(DD.MMYYYY)		
 Setup 		Imported Time +	File	<u>User ID</u>	
 Maintenance 		03/01/2004 12:00 AM	Download	sysadain	
Import Data		04/01/2004 12:00 AM	<u>Download</u>	sysadain	
Import		25/04/2006 06:07 PM	<u>Download</u>	sysadain	
• ImportLog	n	25/04/2006 11:31 AM	Download	sysadain	
Consolidation		27/04/2006 12:50 PM	<u>Download</u>	sysadain	
Enquiry by Cis L		27/04/2006 12:50 PM	<u>Download</u>	sysadain	
Enquiry		27/04/2006 03:07 PM	Download	sysadain	
 Report 	Delete				

- 4. Click [Check Box] beside the Imported Time.
- 5. Click **[Delete]** button.

			Current School Ye	ear: 2003 16 May 2006 1
Home Student Info Enc	A [S-ATT14-41] A	ittendance > Import Data > Import Log		
chool Manageme	Imported Star	t Date 📃 I	mported End Date	
tudent	(DDMMVYYYY)		DDMMIYYYY)	
ttendance	Search	Reset		
Setup	H	Imported Time 🕳	File	User ID
Maintenance		03/01/2004 12:00 AM	lownload	sysadain
Import Data		04/01/2004 12:00 AM	Bownload	sysadmin
 Import 		25/04/2006 06:07 PM	Bownload	sysadmin
Import Log	Π	25/04/2006 11:31 AM	Bownload	sysadmin
Suspected LIFO		27/04/2006 12:50 PM	Bownload	sysadmin
Convolidation		07 (04 J000C 10.00 TH	Bownload	sysadmin
Consolidation	Π	27/04/2006 12:00 PM		

- 6. Confirm message "Are you sure to delete the selected record(s)?" will be prompted.
- 7. Click **[OK]** button to confirm the deletion of the log.



			Current School Ye	ear: 2003 16 May 2006 15:5
Home Student info Eng	Record deleted	Hendance > Import Bata > Import Log successfully,		
 School Managemer Student Attendance 	Imported Star (DDMM/YYYY) (R Search)	t Date	Imported End Date (DDMMAYYYY)	
Setup		Imported Time -	File	<u>User ID</u>
Maintenance		04/01/2004 12:00 AM	Dovaload	sysadain
Import Data	Π	25/04/2006 06:07 PM	Download	sysadain
Import		26/04/2006 11:31 AM	Download	sysadain
• ImportLog	Π	27/04/2006 12:50 PM	Download	sysadain
Suspected Urop	ī	27/04/2006 12:50 PM	Download	sysadain
Consolidation	-			

Post-effects

The selected log(s) and the corresponding interface file will be deleted. For existing imported log(s), user can click the **[Download]** link to download the imported file.

SR2 Through Train S	School	User	r: sysadnin Login Time: 16/05/20061: Current School Y	5 <u>53 Logout</u> I <u>Help</u> I <u>中文版本</u> (ear: 2003 — 16 May 2006 15-54
Home Student Info Enq.	[S-ATT14-41] Atte Record deleted suc	idance > Import Data > Import Log resstuty.		
 School Management Student 	Imported Start Da (DDAMMYYYY)	de 🔄	DOMMATYYY)	
Altendance	Search	Reset		
 Setup 		Imported Time -	File	User ID
Maintenance		04/01/2004 12:00 AM	Iovaload	sysadain
Import Data		25/04/2006 06:07 PM	Dovaload	sysadain
 Import 		25/04/2006 11:31 AM	Dovaload	svsadain
 Import Log 	<u> </u>	27/04/2006 12-50 PM	Download	susadain
Suspected Drop	L	10.00 10.00 IE	20132000	Cycloarth
 Consolidation 		27/04/2006 12:50 PM	Dowaload	sysadain
Enquiry by Cis L		27/04/2006 03:07 PM	Dovaload	sysadain
Enquiry	Delete			

Notes

- 1. User may click **[Reset]** button to reset the search criteria.
- 2. User can sort the imported log by either **Imported Time** or **User ID**.
- 3. If user entered an invalid calendar date, an error message will be shown.
- 4. If no log is selected for deletion, an error message will be shown and no log will be deleted.

English Name		User: sy	sadmin Legin i	ime: 20/01/20/2 1 "urrent School '	7-25 Logoda Help + X	<u>17-26</u>
 Home School Manageme 	S-ATT14-01] Atten	dance > Import Data > Import Log			10 may 2000	
 Student Attendance 	Imported Start Da (DD/MM/YYYY)	te [Imported End (DDAMMYYYYY)	Date		
Setup Maintenance	Search S	Microsoft Internet Explorer		File	<u>User ID</u>	1
 Import Data Import Import Log 	No record.	No record selected for de	eletion.			
Suspected Dro Consolidation		OK				

2.4 Suspected Dropout

There are 3 functions in **Suspected Dropout** function, they are:

- (1) Notifying Parent / Guardian
- (2) Maintain Suspected Dropout
- (3) Return of Suspected Dropout

Continuous absent student will be scanned out in **Notifying Parent / Guardian** and **Maintain Suspected Dropout** functions. For different scenarios, user can print notification list, generate warning letters or report the suspected dropout case to EDB for follow-up. If the suspected dropout student is returned afterwards, user can mark the student as returned student in the **Return of Suspected Dropout** function.

2.4.1 Notifying Parent / Guardian

Attendance > Suspected Dropout > Notifying Parent / Guardian

Alternating School	(Type 4)	User: atteddi	e Last Login: 09/06/200 Current School Yea	13 10:59 Logout	1 Help 1 中文版本 9 June 2003 11:32
 Home Attendance 	[S-ATT03-01] Attendance > S Notifying Parent/Guardian	Suspected Dropout > Notify	ing Parent/Guardian opout Return of Susp	ected Dropout	1
Setup Maintenance Suspected Dropo Consolidation	School Level E Class Level Case Type	Primary All 💽 © Outstanding	School Session Class Name C Processed	All 💌 All 💌	
Enquiny Report > Customization	View				

Generation Description

User can scan and identify the students whose non-attendance records have reached the criteria for issuing continuous absence warning letters. The scanning criterion is defined in **Attendance Parameter** screen.

Continuous absence count is traced from today, or the latest school day if current day is not a school day. Also, only those absent records with reasons accounted for suspected dropout will be scanned.

- Pre-requisites
 - 1. Absent Reason code table must be set up in Code Management (HSE) module. By default, absent reason Truancy and Reason Unknown are accounted for suspected dropout.
 - 2. The scanning criterion should be properly defined in **Attendance Parameter** screen.

Number of Continuous Absent Days for Follow-up			
Notify Parent/Guardian	1	days	
Report Suspected Dropout	7	days	

- 3. For letter preparation function, parent records must be associated to the students.
- For email sending to guardian or parent, school should enable the function and configure the setting properly in the E-Mail section under Security > Configuration > System Configuration screen.
- ✓ User Procedures
 - 1. Click [Attendance] → [Suspected Dropout] in left menu.
 - 2. Click Notifying Parent / Guardian tab.
 - 3. Enter the search criteria and click **[View]** button to view students who reach the number of continuous absent days for notifying parent / guardian.

-	tendance	Notifying Parent/G	uardian 🕥 laintain Suspe	cted Dropout Return of	Suspected Dropout
9	Setup	Schoor Level	Primary	School Session	All
	Maintenance	Class Level		Class Name	
	Suspected Dropou	Caco Tumo			100
	Consolidation	case type	 Outstanding 	V Processed	
	Enguiry	View			
	Penort				

4. A list of students satisfied the searching criteria and met the scanning criterion will be displayed.

	Date Created	Sch Sess	<u>Class</u>	Cis No	Student Name	Continuous Absent Days	Print Letter	Guardian with Email	Send Email
Г	18/06/2003	PM	P3- 3B1	11	STUDENT1375	4	Not yet		Not ye
Pare	nt/Guradian	Notificat	ion List						
Tem	plate	Built-ir	n Template	+					
Forn	nat	PDF	-						
	Desuisuu 9. De	int)							
P Nar	ning Letter /	Email							
War Tem	ning Letter /	Email Built-ir	n Template						

Here, user can print a notification list or prepare warning letter as below mentioned.

To print a notification list

- a. Under **Parent/Guardian Notification List** section, select appropriate template and format.
- b. Click [Preview & Print] button.

Template	Built-in Template 💌	
Format	PDF V	
c. A list of the continuously absent students will be generated.

	f Outsta	nding C	ases : 1		
Primary 3	3B1	11	STUDENT1375	仲暉廖	14/06/2003-18/06/2003
Class Level	Class	Class No	English Name	Chinese Name	Absent Duration
School Level	.: Primar	-y	School Session:		
School Year	:2002/2	003			Page:1 of 1
			Primary School (Alt Parent/Guardian No (Outstandir	ernate) (Type 4) tification List g Cases)	
K AII0II-L					Date:18/06/2003

To prepare warning letter

a. Select student by checking the boxes on the left and click **[Prepare]** button to generate the warning letters.

Template	Built-in Template 💌	
Format	PDF 💌	

b. Click **[Preview]** button to preview the email generated. Print it out as a hard copy of warning letter if necessary.

Stude	ent Name	Parent / Guardian Name	Parent / Guardian Email	Letter
STUDENT137	75 (仲暉廖)	Liu Tai Man (廖大 文)	tmliu@abc.com	Preview
C Attachment Content				

- Send Email Add/Delete Attachments Breset Add/Delete Attachments
- c. Fill in the Subject, CC and Content of the Email.
- d. Click [Add/Delete Attachments] button to add or delete additional attachments.
- e. Click [Send Email] button to send the Email.
- Post-effects

After the warning letter is pre-viewed or the email is sent, the status of the notification records would be updated and they would be categorized as "processed" records.

- Notes
 - 1. Graduated / departed students would not be considered.
 - 2. Here is the explanation for **Case Type** of the records.

Case Type	Explanation
Outstanding	No warning letter has been printed and no email has been
	sent for particular students.
Processed	The actions, such as printing warning letter, sending email
	for particular students, have been already initiated.

3. Here is the explanation for the status fields of the records.

Status Field	Status	Explanation
Print Letter	Printed	The warning letter has been printed.
	Not yet	The warning letter has not been printed.
Guardian with Email	Y	The guardian has email account.
	Ν	The guardian has no email account.
	-	No guardian record is associated.
Send Email	Sent	The email has been sent.
	Not yet	The email has not been sent.

4. To check if the email is sent or not, user can go to **E-Mail > Mail History** screen for enquiry.

[S-INM03-01] E-Mail > Mail History

	Sender	Ű	E-Mail Subject	Date/Time -	Status
-	sysadmin	Û	Warning Letter	29/04/2003 04:10:46	Sent
		1.000		15 51	4

2.4.2 Maintain Suspected Dropout

Attendance > Suspected Dropout > Maintain Suspected Dropout

Alternating School (1	ternating School (Type 4)		atteddie Last Login: 09/06/2	2003 10:59 Logout	I <u>Help</u> I <u>中文版本</u>
, ,	, ,		Current School Y	'ear: 2002	9 June 2003 11:34
 Home Attendance 	[S-ATT03-03] Attendan	ce > Suspected Dropout >	Maintain Suspected Dropou	ıt	
Setun	Notifying Parent/Gu	iardian Maintain Suspec	ted Dropout Return of Su	ispected Dropout	
Maintenance	School Level	Primary	School Session	All 💌	
Suspected Dropour	Class Level	All	Class Name	All 💌	
 Consolidation 		🖲 Outstanding	© Processed		
Enquiry	View				
 Report 					
Customization					

Maintain Suspected Dropout

Generation Description

User can scan and identify the students whose non-attendance records have reached the criteria for reporting suspected dropout. The scanning criterion is defined in **Attendance Parameter** screen.

Continuous absence count is traced from today, or the latest school day if current day is not a school day. Also, only those absent records with reasons accounted for suspected dropout will be scanned.

Processed suspected dropout records of **ALL** school year can be listed.

For manually added suspected dropout students, the defined scanning criterion is not applied.

- Pre-requisites
 - 1. Absent Reason code table must be set up in Code Management (HSE) module. By default, Truancy and Reason Unknown are accounted for suspected dropout.
 - 2. The scanning criterion is pre-defined by EDB in **Attendance Parameter** screen.

Number of Continuous Absent Days for Follow-up			
Notify Parent/Guardian	1	days	
Report Suspected Dropout	7	days	

- 3. For sending Form A data via CDS, enrolment survey must be sent out first. Also, for preparing new Form A data, previously prepared / confirmed Form A data must be sent out / un-prepare out first, otherwise the new data cannot be prepared.
- 4. Make sure the connectivity between school and EDB is okay, otherwise the Form A data cannot be sent via CDS.

¹ User Procedures

- 1. Click [Attendance] → [Suspected Dropout] in left menu.
- 2. Click Maintain Suspected Dropout tab.
- 3. Enter the search criteria and click **[View]** button to view students who reach the number of continuous absent days for reporting suspected dropout.

 Home Attendance 	[S-ATT03-03] Attend	ance > Suspected Dropout >	Maintain Suspected Dropout	spected Deppout
Setup Maintenance Suspected Dropou	School Level Class Level	Primary All	School Session Class Name	All 💌 All 💌
Consolidation Enquiry Report	View	 Outstanding 	O Processed	

4. A list of students satisfied the searching criteria and met the scanning criterion will be displayed.

Outs	Dutstanding Case									
	<u>Date</u> <u>Created</u> ⊽	User created	Sch Sess	<u>Class</u>	CIs No	<u>Student Name</u>	Continuous Absent Days	Send Data to CDS	Form A Completed	
	20/05/2008	N	Whole Day	\$2- 2A	88	Lee Ho	10	Required	N	
Sei	Send Data to CDS									
	Add 🛛 🔀 De	elete								

5. Initially, the **Form A Completed** status is "N". Click the hyperlink on the status and fill the necessary information in the form. One of the most important fields must be filled is **Reason for Leave/Absent from School**.

Notifying Parent	/Guardian Main	tain Suspected Dropout Reb	urn of Suspected Dropout	
Form A				✓Botton
Name of Student (Eng)	Lee Ho	Sex	Male	
Name of Student (Chi)	李好	STRN	26725415	
Class Level Last	Secondary 2	Last Day of Attendance	06/05/2008	
Reason for Leavin School	g/Absent from			

6. Complete the form and click [Confirm] button.

Discrict Marine		District Marite	Hong Kong	
Telephone	128895500			
Remarks				
			×.	
Confirm 1	Back			_Te

7. After confirmation, the Form A Completed status would be changed to "Y".

<u>Date</u> <u>Created</u> ⊽	User created	Sch Sess	<u>Class</u>	CIs No	<u>Student Name</u>	Continuous Absent Days	Send Data to CDS	Fo Con	orm A npleted
20/05/2008	N	Whole Day	S2- 2A	88	Lee Ho	10	Required		Y

For student with STRN

i. Select the suspected dropout records and then click [Send Data to CDS] button.

	Outstanding Case									
	•	<u>Date</u> <u>Created</u> ⊽	User created	Sch Sess	<u>Class</u>	CIs No	<u>Student Name</u>	Continuous Absent Days	Send Data to CDS	Form A Completed
		20/05/2008	N	Whole Day	\$2- 2A	88	Lee Ho	10	Required	Ϋ́
1	Send Data to CDS									

ii. In the popup window, click [Prepare] button to prepare the Form data.

[S-ATT03-06] Attendance > Suspected Dropout > Maintain Suspected Dropout									
Send to CDS									
Reg No	Er	ng Name	Chi Name	Class	CIs No	STRN			
APL600	APL600 Lee Ho 李好 S2 - 2A 88 Z6725415								
File	File Status File Description								
Form A - Students Leaving from School									
Prepare	🕖 🔀 Close)							

- iii. Click [Preview] button to preview the generated Form A;
- iv. Click [Confirm] button to confirm the data.

[S-ATT03-06] Attendance > Suspected Dropout > Maintain Suspected Dropout Data file prepared successfully.								
Send to CDS								
Reg No	E	ng Name	Chi Name	Class	CIs No	STRN		
APL600 Lee	e Ho		李好	S2 - 2A	88	Z6725415		
File Sta	File Status File Description							
Prepared Form A - Students Leaving from School								
Un-prepar Confirm Preview Kose								

v. After the Form A is confirmed, user can go to **CDS** module to proceed the transmission process.

[S-ATT03-06] Attendance > Suspected Dropout > Maintain Suspected Dropout

Data file confirmed successfully.									
Send to CDS									
Reg No	Eng Name	Chi Name	Class	CIs No	STRN				
APL600 Lee Ho 李好 S2 - 2A 88 Z6725415									
File Status File Description									
Confirmed Form A - Students Leaving from School									
🔀 Close	Close								

For student without STRN

[S-ATT03-03] Attendance > Suspected Dropout > Maintain Suspected Dropout

Form A cannot be prepared for student(s) without STRN. Please contact the liaison officers of the School Places Allocation Section of the Education Bureau for the STRN of the student(s). Chan Yuet Five P2-2A1 #20

No	tifying Pare	nt/Guardi	an Main	tain Suspec	ted	Dropout Return o	of Suspected	Dropout	
School Level Primary					School Session	A	11 💌		
Clas	s Level	vel 🛛 🖌 🔽		*	Class Name		A	11 💌	
Cas	Case Type 💿 Outstanding		anding	O Processed					
Vie	View								
Out	standing Ca	se							
	<u>Date</u> <u>Created</u> ⊽	User created	Sch Sess	<u>Class</u>	CIS No	<u>Student Name</u>	Continuous Absent Days	Send Data to CDS	Form A Complete
	29/05/2008	N	AM	P2- 2A1	20	Chan Yuet Five	10	Required	N
Se	Send Data to CDS								
	Add Zelete								

User has to contact the liaison officers of the School Place Section of the Education Bureau for the STRN of the students. Only the students with STRN can send data to CDS.

Post-effects

When the suspected dropout record is processed, user cannot take attendance on the student after his last day of attendance.

Notes

- 1. Graduated / departed students would not be considered.
- 2. Here is the explanation for **Case Type** of the records.

Case Type	Explanation
Outstanding	No CDS data has been sent for particular students.
Processed	The action sending data to CDS for particular students,
	have already been initiated.

3. Here is the explanation for the status fields of the suspected dropout records.

Status Field	Status	Explanation
Send Data to CDS	Required	Student has STRN and thus Sending Form A data to EDB is required.
	Sent	Form A data is sent to EDB.

- 4. The status of the students will be marked as suspected dropout once their suspected dropout records become 'Processed'.
- 5. If CDS operation fails or is rejected, the suspected dropout status of the student will be reset.
- 6. Each time **[View]** button is clicked for outstanding records, all existing outstanding records will be removed except for those with prepared CDS data and manually created suspected dropout.
- 7. Parent information saved in Form A would automatically be updated the student parent's record.
- 8. It is mandatory to input "Remarks" field for Form A when the "Reason for Leaving/Absent from School" field is "Non-attendance (other reasons)".

Manually Add Suspected Dropout

Generation Description

User can manually add suspected dropout record for the student who is at least absent on the latest school days.

- - 1. Click [Attendance] → [Suspected Dropout] in left menu.
 - 2. Click Maintain Suspected Dropout tab.
 - 3. Click [View] button.

4. Click [Add] button to manually add suspected dropout record.

Out	Outstanding Case								
	■ Date Created Created Sess Class No Student Name Continuous Absent Days Send Data Form A Completed								
No r	No record.								
Se	Send Data to CDS								
Ð	P Add Delete								

5. In the student search screen, enter the search criteria and click **[Search]** button to perform searching.

Notifying Pan	ent/Guardian	Maintain Suspe	sted Dropout	Return of S	Suspected Dropout
School Year	2002		0.000		4777 - 1778 - 1778 - 1778 - 1778 - 1778 - 1778 - 1778 - 1778 - 1778 - 1778 - 1778 - 1778 - 1778 - 1778 - 1778 -
English Name		i.	Chine	se Name	-
Reg No			STRN	l [
School Level	Primary		Scho	ol Session	All 💌
Class Level	All	1	Class	Name	381 -

6. A list of matched record is displayed. Click the **Registration Number** hyperlink to select the student to be added.

2000084 [TSUI YIN YIN 徐嫣然 [Whole Day] 2B | 86 | Z6665382 | Active

7. A manually added suspected dropout record would be created.

[S-ATT03-03] Attendance >	Suspected Dropout >	Maintain Suspected Dropout
---------------------------	---------------------	----------------------------

Record saved successfully.					
Notifying Parent/Guardia	an Maintain Suspec	ted Dropout Return o	f Suspected	Dropout	
School Level	Secondary 💌	School Session	Al	.1 💌	
Class Level	A11 💌	Class Name	Al	A11 💌	
Case Type	© Outstanding	C Processed			
View					
Outstanding Case					
■ <u>Date</u> User <u>Created</u> user	Sch Sess <u>Class</u>	CIs No <u>Student Name</u>	Continuous Absent Days	Send Data to CDS	Form A Completed
□ 20/05/2008 Y	Whole S2-2B Day	86 TEUI YIN YIN	1	Required	N
Send Data to CDS					
🔁 Add 🔀 🔀 Delete					

Delete Suspected Dropout

Generation Description

User can delete manually added suspected dropout record.

- ¹ User Procedures
 - 1. Click [Attendance] → [Suspected Dropout] in left menu.
 - 2. Click Maintain Suspected Dropout tab.
 - 3. Click [View] button.

At	Home tendance	[S-ATT03-03] Attenda Notifying Parent/G	nce > Suspected propout > Guardial • Maintain Suspec	Manuan Crenected Dropo ted Dropout Re um of S	out Suspected Dropout
•	Setup Maintenance Suspected Dropou	School Level Class Level Case Type	Primary	Class Name	All 💌
	Consolidation Enquiry Report	View	Uutstanding	€ Processed	

4. Select students to be deleted by checking the boxes on the left. Click [Delete] button to delete the selected suspected dropout record.

Outs	standing Ca	se							
•	<u>Date</u> <u>Created</u> マ	User created	Sch Sess	<u>Class</u>	CIs No	<u>Student Name</u>	Continuous Absent Days	Send Data to CDS	Form A Completed
	20/05/2008	Y	Whole Day	\$2- 2B	86	TSUI YIN YIN	1	Required	N
Se	nd Data to	CDS							
(†	Add XDe	elete							

Post-effects

Selected suspected dropout record will be deleted. The status of the student would resume to normal.

Special Notes

Actions required for processing suspected dropout records

	Student with STRN	Student without STRN
All age of students	 Send Form A data via CDS 	 Contact the liaison officers of the School Places Allocation Section of the Education Bureau for the STRN of the student(s) Send Form A data via CDS

Interactions with student module

- 1. Enrolment survey must be sent out through **CDS** before preparing Form A/B in **Attendance** module.
- 2. If a suspected dropout student is later departed in student module, system will delete the suspected dropout record and non-attendance records after last day of attendance for that student.
- 3. Prepared / Confirmed form A in **Student (STU)** module will block the preparation of form A in **Attendance** module, and vice versa.

Interactions with Inter-Year processing

Suspected dropout records in current school year can retain to new school year. For those suspected dropout students return or depart, please conduct the relevant procedures and send Form A / B to EDB via CDS.

2.4.3 Return of Suspected Dropout

Attendance > Suspected Dropout > Return of Suspected Dropout

Primary School (Alte	rnate) (Type 4)		U	ser: atteddie	Last Logir	n: Nil Logout	Help I <u>中文版本</u>
Home Attendance Setup	[S-ATT09-01] Attendance Notifying Parent/Guar	> Suspected Dro dian Maintain :	opout > Retu Suspected I	Current Sc Irn of Suspec Dropout Re	ted Dropout turn of Susp	ected Dropout	9 June 2003 11:5
Maintenance Suspected Dropou Consolidation	Date <u>Created</u> No Record Found	s <u>Class</u>	Cis No	<u>Student</u>	<u>Name</u>	Last Attendance Date	Return Date
Enquiry Report	Returned Student						
	☐ <u>Date</u> created → Sch Ses	s <u>Class</u>	Cls No <u>Stude</u>	nt Name A	Last ttendance Date	Return Dat	e Send Form B
	No Record Found Send Data to CDS	🗙 Delete 🕽 🔚 S	ave				

Return Suspected Dropout

Generation Description

User can change the suspected dropout status of a student to normal status.

Pre-requisites

The default absent reason for suspected dropout period should be properly set up in **Attendance Parameter** screen.

Albertance Revenues Agencel Atten	stance Taking Day	
School Year 2011	School Session (Wale Day 💌	
Centault Newson	10000	
Allow and	(1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	
Absent (suspected dropout period)	Tick leave	
l ale	(Reduce)	
Early Leave	Licksen	

- ¹ User Procedures
 - 1. Click [Attendance] → [Suspected Dropout] in left menu.
 - 2. Click Return of Suspected Dropout tab.

* A1	tendance	Notifying Parent/Guardian Maintain Suspected Droport Return of Suspected Droport Droport								
	Setup	Return of Suspected Dropout								
	Maintenance	Data			Cla		Last			
	Suspected Dropou		Sch Sess	Class	No	Student Name	Attendance	Return Date		
	Consolidation	23052003	DM	D2 3B1	11	CTT IDENTI 375	12.05/2003	- (
	Enquiry	25/00/2005	L IAI	FJ- 5D1	11	PIODUNIDA	12/00/2005			
	Report	23/06/2003	PM	P4-4B1	46	Wong Ling Ling Mary	12/06/2003			

- 3. Enter the return date of suspected dropout students.
- 4. Click **[Save]** button to change the student to normal status.

<u>Date</u> created √	Sch Sess	<u>Class</u>	Cis No	Student Name	Last Attendance Date	Peture Nate
23/06/2003	PM	P3- 3B1	11	STUDENT1375	12/06/200	24/06/2003
23/06/2003	PM	P4-4B1	46	Wong Ling Ling Mary	12/06/2003	24,06/2003

5. After confirmation, the records would be moved down to Returned Student list for further processing.

Noury	ning Par	enc/ duardia	n Plaintai	n ous	pected D	ropour		pacead bropod	-	
leturn	of Susp	ected Dropo	ut							
<u>Dat</u> creat	te ted⊽	Sch Sess	Clas	2 5 5	Cis No	Stud	ent Name	Last Attendance Date	Retu	rn Date
lo Recc	ord Found	k								
Sau	ve									
📑 Sau	ve) ed Stude	ent			_	_			_	_
leturne	ve) ed Stude <u>Date</u> eated⊽	ent Sch Sess	Class	Cis No	Studen	<u>it Name</u>	Last Attendance	Return Dat	e	Send Form E
eturne eturne cre 23/	ve ed Stude Date eated v 06/2003	ent Sch Sess PM	<u>Class</u> P3- 3B1	Cis No 11	<u>Studen</u> STUDEN	ı <u>t Name</u> TT1375	Last Attendance Date 12/06/2003	Return Dat 24/06/2003	e	Send Form I Require

- 6. If the student has no STRN, then no further process is needed. If the student has STRN, then sending data to CDS is required.
- 7. Select the records for sending Form B by checking the boxes on the left. Click **[Send Data to CDS]** button to send data to CDS.

	<u>Date</u> created →	Sch Sess	<u>Class</u>	Cis No	Student Name	Last Attendance Date	Return Date	Send Form B
•	3,06/2003	PM	P3- 3B1	11	STUDENT1375	12/06/2003	24/06/2003	f Required
	23/06/2003	PM	P4- 4B1	46	Wong Ling Ling Mary	12/06/2003	24/06/2003	-

8. In the **Send to CDS** pop-up screen, click **[Prepare]** button to prepare the Form B data.

end to CD)S				
Reg No	Eng Name	Chi Name	Class Name	Cis No	STRN
20095 ST	UDENT1375	仲暉廖	P3 - 3B1	11	Y4245863
Form S	tatus	D	ata File Descripti	оп	
		Form B - Ad	Imission of Student	s with STRN	

- 9. Click [Preview] button to preview the generated Form B;
- 10. Click **[Confirm]** button to confirm the data.

end to	CDS				
Reg No	Eng Name	Chi Name	Class Name	CIS No	STRN
20095	STUDENT1375	仲暉廖	P3-	11	Y4245863
For	m Status	D	ata File Descripti	on	
]	Prepared	Form B - A	dmission of Studen	s with STRN	

11. After the Form B is confirmed, user can go to **CDS** module to proceed the transmission process.

end to	CDS				
Reg No	Eng Name	Chi Name	Class Name	Cis No	STRN
20095	STUDENT1375	仲暉廖	P3 - 3B1	11	Y4245863
For	m Status	D	ata File Descripti	on	
	Confirmed	Form B - A	Imission of Studen	s with STRN	

Post-effects

- 1. The attendance status of the returned student in the period between the last day of absence and the return date will be marked as absent, filled with default reason for suspected dropout period.
- 2. Student suspected dropout status would be resumed to normal.
- Notes
 - 1. For students with STRN, status will NOT be updated until Form B has been sent out successfully via CDS.
 - 2. Here is the explanation for the Send Form B status of the Returned Student records.

Status Field	Status	Explanation
Send Form B	Required	Student with STRN. It is required to send
		Form B to EDB.
	Confirmed	Form B data is confirmed but not sent.
	Sent	Form B data is sent.

3. The function lists the not-returned suspected dropout records of **ALL** school years of students who has not departed yet.

Delete Return Record

Generation Description

User can delete Returned Student record.

Pre-requisites

For student with STRN, the Form B must be successfully sent.

- 1. Click [Attendance] → [Suspected Dropout] in left menu.
- 2. Click Return of Suspected Dropout tab.

Attendance	Notifying Pa	rent/Guardian	Maintain Su	spected D	roport	Return of Su	apected Dropout	
Setup	Return of Sus	pected Dropou	t					
Maintenance	Date			Cle		a n ama a	Last	
 Suspected Dropou 		Sch Sess	<u>Class</u>	No	Stuc	lent Name	Attendance	Return Date
Consolidation	No. Descend Com			/ k			Date	

- 3. In Returned Student table, select records to be deleted by checking the boxes on the left.
- 4. Click [Delete] button to delete the selected records.

	<u>Date</u> created √	Sch Sess	<u>Class</u>	Cis No	Student Name	Last Attendance Date	Return Date	Send Form B
~	23/06/2003	PM	P3-3B1	11	STUDENT1375	12/06/2003	24/06/2003	Sent
	23/06/2003	PM	P4-4B1	46	Wong Ling Ling Mary	12/06/2003	24.06/2003	-

Post-effects

The Return record would be deleted accordingly.

2.5 Consolidation

2.5.1 Consolidate Student Attendance

Attendance > Consolidation

SR2	Through Train S	chool						
1	Home Student Info Enquin	[S-ATT08-01] Att	endance >	Consolidat	tion			
⊳ Sc	hool Management	School Year School Level		2010 💌 Primary		School Session	AM	
► Sti ▼ Att	udent tendance	Class Level		Primary				
•	Setup	Start Date		Primary Primary	3 .	End Date		
⊳	Import Data)			(DD/MM/YYYY)	I	
•	Suspected Dropou	Consondace)					
•	Enquiry by Cls Lvl	Last Consolidat	tion Record	d Class	0		Consolidation	Assessment
1	Enquiry Report	Level Se Primary	ession AM P	Level Primary 1	Consolida 01/06/2011	- 30/06/2011	<u>Date</u> 28/06/2011	Module Captured N

Function Description

User can consolidate the student non-attendance records for the use of report card printing in **Assessment (ASR)** module.

Pre-requisites

N/A

- ¹ User Procedures
 - 1. Click [Attendance] → [Consolidation] in left menu.

SR2 Through Tra	iin School				
 Home Student Info Er 	[S-ATT08-01]	Attendance > Consolida	ation		
School Managem	ent School Year	2010 💌			-
Student	School Level	Primary	 School 	Session AM	-
▼ Attendance	Class Level	Primary	1		
 Setup 		Primary	3 -		
Maintenance	Start Date		End Dat	te	
Import Data	Consolidat		(DD/MM/	1111)	
Suspected Dr	onou				
 Consolidation 	Last Consolie	lation Record			
Enquiry by Cit	LVI School	School Class	Consolidation Dari	Consolidation	n Assessment
Enquiry	Level	Session Level	Consolidation Perio	Date	Module Captured
Report	Primary	AM Primary 1	01/06/2011 - 30/06/:	2011 28/06/2011	N

- 2. Select **Class Level** (multiple selection is allowed) with the **Start Date** and **End Date**.
- 3. Click [Consolidate] button to perform consolidation.

School Year	2010 💌		
School Level	Primary 💌	School Session	AM 💌
Class Level	Primary 1 Primary 2 Primary 3		
Start Date	01/06/2011	End Date	30/06/2011

4. If the process is successfully completed, the latest consolidation record would be displayed.

Last Consol	ast Consolidation Record							
<u>School</u>	School	Class	Consolidation Period	Consolidation	Assessment			
LOTO	<u></u>	LOYOI		Date	mouule cuptureu			
Primary	AM	Primary 1	01/06/2011 - 30/06/2011	28/06/2011	N			
-								

Post-effects

N

Consolidated non-attendance data will be stored and can be captured in **Assessment** module.

- Notes
 - 1. Anytime there would be only one set of consolidated data for each class level. Newly consolidated data would overwrite the previous one.
 - If the consolidated data is captured by Assessment module in Assessment > Data Entry > Others > Non-attendance Record screen, the Assessment Capture Indicator here would be changed from N to Y.



Once the consolidation is performed again, the indicator would be reset to N.

Y

2.6 Enquiry by Cls Lvl

2.6.1 Enquire Attendance Rate by Class Level

Attendance > Enquiry by Cls Lvl

 Home 	[S-ATT12-01] Att	endance > Enquiry by (Class Level			
Student Info Enquiry	Cohool Yoor	2012				
School Management	School Level	Primary V		School Session		
Student	Class Level	A11 💌				
▼ Attendance	Start Date	01/09/2012		End Date	01/09/2012	
Setup	Search	Reset				
Maintenance		<u>,</u>)				
Import Data						
Suspected Dropou						
 Consolidation 						
Enquiry by CIs Lvl						

Function Description

Staff can view class level attendance rate for current school year.

Pre-requisites

In School Management > Sch Calendar > Setup, input the term start day and end day in term information and school holidays.

¹ User Procedures

1. Click [Attendance] → [Enquiry by Cls Lvl] in left menu.

 Nome Student Into English 	[5-ATT12-01] A	tlendance > Enquiry b	ý Clasa Level			
School Management Student	School Year School Level	2012 Primary		School Seat	ion 🛺 💌	
= Attendance	Start Date	01/09/2012		End Date	01/09/2012	10.4
Setup	Saarch	Reset				
+ Import Data						
Suspected Dropou						
Consolidation						
CONTRACTOR OF CALCULATION						

- 2. Select school level, school session, class level and enter the start and end date. Then click **[Search]** button to perform searching for class level attendance rate.
- 3. List of class level attendance rates would be displayed.

[S-ATT12-02] Attendance > Enquiry by Cls Lvl

School Level	Seconda	ry Scl	hool Session	Whole Day	
Attendance Rate k	iy Class Level				
Class Level	Start Date	End Date	No. of School Days	Attendance Rate	
Sec 1	01/09/2003	15/01/2004	86	99.6%	
Sec 2	01/09/2003	15/01/2004	85	99.8%	
Sec 3	01/09/2003	15/01/2004	82	99.5%	
Sec 4	01/09/2003	15/01/2004	74	99.9%	
Sec 5	01/09/2003	15/01/2004	60	100.0%	
Sec б	01/09/2003	15/01/2004	58	99.3%	
Sec 7	01/09/2003	15/01/2004	41	99.9%	
Back					

Post-effects

N/A

Notes

Attendance rate is calculated by the formula below for each class level:

Attendance rate = { 1 - [total school days of absence between start and end date / (no. of students x no. of school days between start and end date – adjusted school days)]} x 100%.

where the "No. of school days between start and end date" is number of days within term period minus number of holidays:

number of days within term period = end date – start date + 1

- number of holidays = number of holidays (Monday to Friday) within term period + total number of Saturdays within term period + number of Sundays within term period – number of school days on Saturday within term period

and the "Adjusted school days" is the school days between:

- departure date and end date for each departed student

- start date and first attendance date for each new student enrolled after school year has started

2.7 Enquiry

2.7.1 Enquire Student Attendance

Attendance > Enquiry

Alternating School (1	(Vpe 4)		User: atteddie	Last Login: 09/	06/2003 10:59 Log	out I <u>Help</u> I <u>中文版本</u>
				Current Schoo	l Year: 2002	9 June 2003 11:56
Home	[S-ATT06-02] At	tendance > Enquiry				
Setup	School Year English Name	2002		Chinese Name		
Maintenance Suspected Dropou	Reg No School Level	Primary		STRN School Session		
Enquiry	Class Level	All 💌		Class Name	All 💌	
 Report Customization 						

Generation Description

Staff can view student non-attendance information for current school year. For parents or guardians login, they can view their children non-attendance information online.

- Pre-requisites
 - 1. For viewing multiple children information, the sibling relationship must be set up in **Student (STU)** module.
 - 2. For parent or guardians login, proper set up in **Security (SEC)** module is required.
- ¹ User Procedures
 - 4. Click [Attendance] \rightarrow [Enquiry] in left menu.

Home Hendenee	[S-ATT06-02] Attendance > Enquiry							
Altenuance	School Year	2002						
Setup	English Name		Chinese Name					
Maintenance	Reg No		STRN					
Suspected Dropou	School avai	l Drimarti	School Soccion					
Concelidation	School Level		School Session All					
Enquiry	Class Level	All	Class Name All					
Report	Search	Reset						

- 5. Enter the search criteria and click **[Search]** button to perform searching student.
- 6. Click **Registration Number** hyperlink to select the student for enquiry.

<u>Reg No</u>	Eng Name	Chi Name	<u>Sch Sess</u>	<u>Class</u> Name∠	Cls No	STRN	Status
20027	STUDENT1311	頌文甘	PM	3B1	1	Y3887357	Inactive
20075	STUDENT1355	穎謙朱	PM	3B1	2	Y3141630	Active
00000		->	The	0704		170005.007	1 1

7. List of non-attendance records would be displayed.

[S-ATT06-03] Attendance > Enquiry

School Level	Pr	imary		School Session	PM		
Class Level	Pr	imary 3		Class Name	3B1		
Student Name	SI	UDENT1311 (頌文甘)		1			
Summary							
	Туре			Total			
Absent			2.0 day(s) (Excluding 0.0 day(s) W	Vaived Records		
Late			1 time(s) (Excluding 0 time(s) Waived Record				
Non-attendance R	ecords			nan an			
Date 🔺	Sess	Туре	Waived	Reason			
09/01/2003	WD	Late	N	Traffic jam			
03/02/2003	WD	Absent	N	Reason unknown			
04/02/2003	WD	Absent	N	Reason unknown			

Post-effects

N/A

- Notes
 - 1. For student access, there would be no search screen. The student can view only his own non-attendance information.

	 Home 	[S-ATT06-03] Atter	ndance > Enq	uiry				
	Attendance	School Level	imary		School Session	PM		
	 Enquiry 	Class Level	Pr	imary 3		Class Name	3B1	
Þ	Student Activities	Student Name	STUDENT1375 (仲暉廖)			Class No	11	
	Award & Punishment	Summary						
	 Customization 		Туре		Total			
1	customicution	Absent			3.0 day(s) (Excluding 0.0 day(s) Waived Record			
		Non-attendance R	lecords					
		Date 🔺	Sess	Туре	Waived	Reason		
		12/06/2003	WD	Absent	N	Sick leave		
		13/06/2003	WD	Absent	N	Reason unknown	5	
		18/06/2003	WD	Absent	N	Truancy		

2. For parent or guardian access, if the associated students with siblings, a list of students would be displayed for selection. User can click on the student name to view the non-attendance records.

 Home Attendance 	[S-ATT06-01] Attendance > Enquiry									
 Enquiny Award & Punishment 	Sch Lvi	Sch Sess	Class Name	Class No	Student Name	No. of Absent	No. of Late	No. of Early		
 Assessment Special Assessment 	Primary Primary	PM PM	3B1 3B1	1	STUDENTI311 STUDENTI375	2.0	1	0		
 Customization 	<u>.</u>		0		1		1			

2.8 Report

2.8.1 Generate Report

Attendance > Report

Alternating School (Type 4)	User: atteddie	User: atteddie Last Login: 09/06/2003 10:59 Logout H				
Anterna ing concert (Current School Year: 2002	9 June 2003 11:57			
 Home 		Derest					
▼ Attendance	[5-A 105-01] Attendance >	кероп					
 Setup 							
 Maintenance 	Category	All Categories	-				
 Suspected Dropou 	Language	• English • Chinese					
 Consolidation 							
 Enquiry 							
 Report 	BA Search						
Customization							

Generation Description

User can generate and print report.

Pre-requisites

N/A

- - 1. Click [Attendance] → [Report] in left menu.

 Home Attendance 	[S-ATT05-01] Attenda	lance > Report
SetupMaintenance	Category	All Categories
 Suspected Dropou Consolidation 	Language	• English C Chinese
Report	Search 🕅 Re	eset

2. User can select another category and the language. Then, click **[Search]** button.

[S-ATT05-01] Attendance >	> Report
Category Language	All Categories All Categories Attendance Contact List for Absent Students Nun-attendance
💽 Search 🕅 Reset	Statistics Suspected Dropout

3. All reports under the selected category will be displayed.

Report Name (ID)
Attendance Report by Class (R-ATT009-E)
Contact List for Absent Students (R-ATT005-E)
PNon-attendance Report by Class (R-ATT001-E)
PNon-attendance Report by Student (R-ATT002-E)
PNon-attendance Report by Type of Reason (R-ATT010-E)
PNon-attendance Report for Specified No. of Absence, Lateness or Early Leave (R-ATT008-E)
Non-attendance Summary Report by Class (R-ATT003-E)
Statistics - Attendance Rate Report for different school years (R-ATT016-E)
Statistics - Daily Attendance Rate Report (R-ATT015-E)
Statistics - Non-attendance Report for different months (R-ATT006-E)
Statistics - Non-attendance Report for different school years (R-ATT007-E)
Suspected Dropout List by Class (R-ATT004-E)
* Click > or the link to display the report template(s) and then click the template you need to create the report.

- 4. Click on **Report Name (ID)** link and then a list of built-in and user-defined report templates would be displayed.
- 5. Click on the **Report Template** link to go to the report parameter screen.

attendance Report	ov Class (R-ATT001-E)				
Ten	Template Description		Creator	Creation Date	
Built-in Template		Built-In			

6. After the parameters are entered, click [Preview and Print] button for report generation.

Non-attendance Repo Built-in Template	t by Class (R-A1 1001-E) :-
Please Input The Print Criter	a
School Year	2002 -
School Level	Primary
School Session	AM 👻
Class Level	Primary 1 💌
Class Name	
Non-attendance Type	
Period	Term All 💌 Month All 💌
	From 03.09/2002 To 31.08/2003
Format	PDF

7. The report would be then generated.

School	Year	: 203	0/2011		Lui Hon- Perio	Kei Through- attendance Rep d: (01/10/2010	train port - 31	by 1/10	hool Class /2010)			Pager1 of
School	Lave	L: P	rimary	1	chool	Session: J	RH .			<1	ass Level:	Primary I
Class	Class No	Eng N	A0.0	Chi	Name	Date	-	5e.e	Waived	Reas	m	Renark
Absent	Recor	đ										
2A	11	step4	tent			11/10/20	10	AN	31	sick	leave	
2A	11	15404	1001			11/10/20	10	RM .	11	filok	1eave	
Total	: 1.0	day(s) (Excluding	8.0	dayin	waived reco	rda)					

Post-effects

The selected report will be displayed in a popup window. User can preview and then print it out.

- Notes
 - 1. The reports are classified into the following 5 categories in **Attendance** module:
 - (1) Contract List for Absent Students
 - Contact List for Absent Students (R-ATT005-E)
 - (2) Non-attendance
 - Non-attendance Report by Class (R-ATT001-E)
 - Non-attendance Report by Student (R-ATT002-E)
 - Non-attendance Report by Type of Reason (R-ATT010-E)
 - Non-attendance Report for Specified No. of Absence, Lateness or Early Leave (R-ATT008-E)
 - Non-attendance Summary Report by Class (R-ATT003-E)
 - (3) Statistics
 - Statistical Non-attendance Report for different months (R-ATT006-E)
 - Statistical Non-attendance Report for different school years (R-ATT007-E)
 - Statistical Daily Attendance Rate Report (R-ATT015-E)
 - Statistical Attendance Rate Report for different school years (R-ATT016-E)
 - (4) Suspected Dropout
 - Suspected Dropout List by Class (R-ATT004-E)
 - (5) Attendance
 - Attendance Report by Class (R-ATT009-E)
 - 2. Besides the above mentioned reports, user can find the following reports in **Report Management (RPT)** module.
 - (1) Parent / Guardian Notification
 - Parent / Guardian Notification List by Class (R-ATT011-E)
 - (2) Warning Letter for Absent Students
 - Warning Letter for Continuous Absence (R-ATT012-E)

Non-attendance Report by Class (R-ATT001-E)

Generation Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.
 - 2. Select School Level, and School Session.
 - 3. Select Class Level and Class Name.
 - 4. Select Non-Attendance Type.
 - 5. Enter Period (may use Term and Month to select).
 - 6. Select Format.

[S-ATT05-02] Attendance > Report				
Non-attendance Report by Class (R-ATT001-E) :-				
Built-in Template				
Please input the print criter	ia.			
School Year	2003 -			
School Level	Primary			
School Session	AM Y			
Class Level	Primary 1 💌			
Class Name				
Non-attendance Type	All			
Period	Term All Y Month All Y			
	From 03.09/2003 To 31.08/2004			
Format	PDF 🔽			
📴 Preview & Print 🕅 🕅 R	leset) Back			

- 7. Click [Preview & Print] button.
- Post-effects

The report Non-attendance Report by Class (R-ATT001) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Non-attendance Report by Student (R-ATT002-E)

Generation Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.
 - 2. Enter English Name, Chinese Name, Reg No or STRN as search criteria.
 - 3. Select School Level and School Session.
 - 4. Select Class Level and Class Name.
 - 5. Click [Search] to search students.

[S-ATT05-03] Attendance > Report				
Non-attendance Report by Student (R-ATT002-E) :- Built-in Template				
Please input the pr	int criteria.			
School Year 🛛 🖸	Current Year 💌			
English Name		Chinese Name		
Reg No		STRN		
School Level Pri	imary	School Session	All 💌	
Class Level 🛛 🗛	,II <u>-</u>	Class Name	All	
🔜 Search 🕅 R	teset Back			

- 6. A list of students is displayed. Select the student(s) to be printed.
- 7. Select School Year or Period (From/To).
- 8. Select Format.

2003 test0 LEE CHI WING	目李智下	PM	1B12	91	Z4129971	Active
						📥 Тор
Period O School Year 2003 -						
O From To						
* The start / end dates must be within current school year						
Format PDF 🔽						
📴 Preview & Print 🕑 Reset 🕄 💙 Back						

- 9. Click [Preview & Print] button.
- Post-effects

The report Non-attendance Report by Student (R-ATT002-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Non-attendance Summary Report by Class (R-ATT003-E)

Generation Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.
 - 2. Select School Level, and School Session.
 - 3. Select Class Level and Class Name.
 - 4. Enter **Period** (may use **Term** and **Month** to select).
 - 5. Select Format.

[S-ATT05-04] Attendance > Report				
Non-attendance Summary Report by Class (R-ATT003-E) :-				
Please input the print criter	ia.			
School Year	2003 -			
School Level	Primary			
School Session	AM 💌			
Class Level	Primary 1 💌			
Class Name	一甲一 ▼			
Period	Term All • Month All •			
	From 03/09/2003 To 31/08/2004			
Format	PDF V			
📄 Preview & Print 🛛 🕅 R	eset Back			

6. Click [Preview & Print] button.

Post-effects

The report Non-attendance Summary Report by Class (R-ATT003-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Suspected Dropout List by Class (R-ATT004-E)

Function Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.
 - 2. Select School Level, and School Session.
 - 3. Select Class Level and Class Name.
 - 4. Select Case Type (Outstanding or Processed).
 - 5. Select Format.

[S-ATT05-05] Attendance >	sport
Suspected Dropout L Built-in Template	st by Class (R-ATT004-E) :-
Please input the print crite	a.
School Year	2003 -
School Level	Primary
School Session	AM 🔽
Class Level	Primary 1 💌
Class Name	
Case Type	Outstanding O Processed
Format	PDF -
🗐 Preview & Print 🛛 🕅 F	set Back

6. Click [Preview & Print] button.

Post-effects

The report Suspected Dropout List by Class (R-ATT004-E) records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Contact List for Absent Students (R-ATT005-E)

Function Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.
 - 2. Select School Level, and School Session.
 - 3. Select Class Level and Class Name.
 - 4. Enter **Period**, (may use **Term** and **Month** to select)
 - 5. Select Format.

[S-ATT05-06] Attendance > Report				
Contact List for Absent Students (R-ATT005-E) :- Built in Tomplate				
Please input the print cr	iteria.			
School Year	2003 -			
School Level	Primary			
School Session	AM 💌			
Class Level	Primary 1 🔹			
Class Name				
Period	Term All • Month All •			
	From 03.09/2003 To 31.08/2004			
Format	PDF -			
🕞 Preview & Print 🛛 [Reset Back			

6. Click [Preview & Print] button.

Post-effects

The report Contact List for Absent Students (R-ATT005-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Statistical Non-attendance Report for different months (R-ATT006-E)

Function Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.
 - 2. Select School Level, and School Session.
 - 3. Select Non-Attendance Type.
 - 4. Select Format.

[S-ATT05-07] Attendance > Report		
Statistics - Non-attendance Report for different months (R-ATT006-E) :-		
Built-in Template		
Please input the print criteria.		
School Year	2003 -	
School Level	Primary	
School Session	AM 🔽	
Non-attendance Type	All	
Format	PDF •	
Preview & Print Reset Aback		

- 5. Click [Preview & Print] button.
- Post-effects

The report Statistical Non-attendance Report for different months (R-ATT006-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Statistical Non-attendance Report for different school years (R-ATT007-E)

Generation Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Level, and School Session.
 - 2. Select School Year(s): From and To.
 - 3. Select Format.

[S-ATT05-08] Attendance > Report		
Statistics - Non-attendance Report for different school years (R-ATT007-E) :- Built-in Template		
Please input the print c	riteria.	
School Level School Session School Year(s) Format	Primary AM • From: 2003 • To: 2003 • PDF •	
🕞 Preview & Print 🛛	🖗 Reset) <	

- 4. Click [Preview & Print] button.
- Post-effects

The report Statistical Non-attendance Report for different school years (R-ATT007-E) containing records that matched the criteria will be displayed in popup window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Non-attendance Report for Specified No. of Absence, Lateness or Early Leave (R-ATT008-E)

Generation Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.
 - 2. Select School Level, and School Session.
 - 3. Select Class Level and Class Name.
 - 4. Enter Student Selection (non-attendance type, and time(s)/day(s))
 - 5. Enter Period, Enter Period, (may use Term and Month to select)
 - 6. Select Format.

[S-ATT05-09] Attendance > Report		
Non-attendance Repo	rt for Specified No. of Absence, Lateness or Early Leave (R-ATT008-E) :-	
Built-in Template		
Please input the print criteri	a.	
School Year	2003 -	
School Level	Primary	
School Session	AM 💌	
Class Level	Primary 1 💌	
Class Name		
Student Selection	Absent >= V 0 time(s) / day(s)	
Period	Term All	
	From 03.09/2003 To 31.08/2004	
Format	PDF -	
🗐 Preview & Print 🛛 🛐 Re	eset Back	

- 7. Click [Preview & Print] button.
- Post-effects

The report Non-attendance Report for Specified No. of Absence, Lateness or Early Leave (R-ATT008-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Attendance Report by Class (R-ATT009-E)

Generation Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.
 - 2. Select School Level, and School Session.
 - 3. Select Class Level and Class Name.
 - 4. Enter **Period** (may use **Term** and **Month** to select).
 - 5. Select Orientation
 - 6. Select **Print Departed Students**
 - 7. Select Format.

Attendance Report by Class (R-ATT009-E) :- Built-in Template Please input the print criteria. School Year 2011 • School Level Secondary School Session Whole Day Class Level Secondary 1 • Class Level 14 • Period Term All • Period Term All • From 01/09/2011 To 10/07/2012 Orientation Horizontal © Vertical Print Departed Students Include "Printing in Report" indicators are checked • Format PDF •	[S-ATT05-17] Attendance > Report	
Please input the print criteria. School Year 2011 Secondary School Session Whole Day Class Level Secondary 1 Class Name 1A Period Term All From 01/09/2011 To 10/07/2012 Orientation Horizontal Vertical Print Departed Students Include "Printing in Report" indicators are checked Format PDF	Attendance Report by Class (Built-in Template	R-ATT009-E) :-
School Year 2011 School Year 2011 School Level Secondary School Session Whole Day Class Level Secondary 1 Class Name 1A Period Term All From 01/09/2011 To 10/07/2012 Orientation Horizontal Vertical Print Departed Students Include "Printing in Report" indicators are checked Format PDF	Please input the print criteria.	
Orientation Horizontal Format PDF Format Point Departed Students Include "Printing in Report" indicators are checked • PDF •	School Year School Level School Session Class Level Class Name Period	2011 • Secondary Whole Day Secondary 1 • 1A • Term All • From 01/09/2011 To 10/07/2012
Print Departed Students Include "Printing in Report" indicators are checked Format PDF	Orientation	🔘 Horizontal 🔘 Vertical
Format PDF -	Print Departed Students	Include "Printing in Report" indicators are checked 👻
	Format	PDF -

- 8. Click [Preview & Print] button.
- Post-effects

The report Attendance Report by Class (R-ATT009) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Non-attendance Report by Type of Reason (R-ATT010-E)

Generation Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.
 - 2. Select School Level, and School Session.
 - 3. Select Class Level.
 - 4. Select Non-Attendance Type and Reason(s).
 - 5. Enter **Period**, (may use **Term** and **Month** to select).

6. Select Format.

[S-ATT05-10] Attendance > Report Non-attendance Report by Type of Reason (R-ATT010-E) :- Built-in Template		
Please input the print criteria	h.	
School Year	2003 •	
School Level	Primary	
School Session	AM 💌	
Class Level	Primary 1 💌	
Non-attendance Type	All	
Reason	AI	
Period	Tem 1 v Month All v	
	From 03/09/2003 To 14/01/2004	
Format	PDF V	
📴 Preview & Print 🛛 🕅 Re	set Back	

- 7. Click [Preview & Print] button.
- Post-effects

The report Non-attendance Report by Type of Reason (R-ATT010-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Statistical Daily Attendance Rate Report (R-ATT015-E)

Generation Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.
 - 2. Select School Level, and School Session.
 - 3. Enter Date.

4. Select Format.

[S-ATT05-15] Attendance > Report	
Statistics - Daily Attendance Rate Report (R-ATT015-E) :- Built-in Template	
Please input the print criteria.	
School Year	2003 -
School Level	Secondary
School Session	Whole Day
Date	03/12/2003
Format	PDF
厚 Preview & Print 🛛 🕑 Reset	Back

- 5. Click [Preview & Print] button.
- Post-effects

The report Daily Attendance Rate (R-ATT015-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

Students with not-returned suspected dropout records of the selected school year or previous school years fulfilling following criteria is counted as "Suspected Dropout" in report R-ATT015-E/C:

- 1) The Last Attendance Date is before the selected date.
- 2) The Return Date is null or after the selected date.

Statistical Attendance Rate Report for different school years (R-ATT016-E)

Generation Description

This report allows user to generate reports based on the selected print report criteria.

Pre-requisites

Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- ¹ User Procedures
 - 1. Select School Year.

- 2. Select School Level, and School Session.
- 3. Select Format.

[S-ATT05-16] Attendance > Report					
Statistics - Attendance Rate Report for different school years (R-ATT016-E) :- Built-in Template					
Please input the print criteria.					
School Year School Level School Session Format	2003 V Secondary PM V PDF V				
🗐 Preview & Print 🛛 🕅 Reset	Back				

- 4. Click [Preview & Print] button.
- Post-effects

The report Statistical Attendance Rate Report for different school years (R-ATT016-E) containing records that matched the criteria will be displayed in popup window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

N/A

Type: SCHOOL

3 Appendix

3.1 Appendix A – Non-attendance Reason Code

For Attendance category, there are 4 codified tables to store the non-attendance reason codes in **Code Management (HSE)** module.

Code Table	Туре
Absent Reason	School
Late Reason	School
Early Leave Reason	School
Absent Reason for Suspected Dropout	EDB

Besides the common columns (code, descriptions and status), there are some specific indicators built in these non-attendance reason code tables.

Absent Reason

There are 3 special indicators, "Suspected Dropout", "Punishment" and "Waived", in this table.

Table : Absent Reason

						>Bottom
Code	English Description (+)	Chinese Description [+]	Suspected Dropoul Indicator	Punishment Indicator	Waived Indicator	Status
01	Instrual between dropout and readmission	摄旋返星與重新取得期間紀得	Nv	N·	N ¥	evel
02	Reson unknown	原因不詳	Y -	Y .	N ¥	GACI

- (1) If "Suspected Dropout" indicator is set as "Y", then the absent records with this type of reason will be counted in the scanning of **Suspected Dropout** functions.
- (2) If "Punishment" indicator is set as "Y", then the absent records with this type of reason will be counted in the scanning of functions in **Award & Punishment (ANP)** module.
- (3) If "Waived" indicator is set as "Y", then the absent records with this type of reason will not be consolidated and captured to **Assessment (ASR)** module.

Remark:

Please be reminded that the system does not allow the following combinations since they are not reasonable.

Suspected Dropout	Punishment	Waived
Y	Y	Y
Y	N	Y
N	Y	Y

A pop-up message will be displayed when user tries to save the records.
Microsoft I	Internet Explorer	×
	waived indicator can not be Y if either suspected dropout indicator or punishment indicator	r is already ¥!

Late Reason

There are 2 special indicators, "Punishment" and "Waived", in this table.

Table : Late Reason Type : SCH				Softom	
Code	English Description (+)	Chinese Description [+]	Punishment Indicator	Waived Indicator	Status
01	Reson unknows	原因不詳	Y¥	N·	GACI
02	Traffic jam	交通済塞	N×	N .+	GACI

- If "Punishment" indicator is set as "Y", then the late records with this type of reason will be counted in the scanning of functions in Award & Punishment (ANP) module.
- (2) If "Waived" indicator is set as "Y", then the late records with this type of reason will not be consolidated and captured to **Assessment (ASR)** module.

Remark:

Please be reminded that the system does not allow the following combinations since they are not reasonable.

Punishment	Waived
Y	Y

A pop-up message will be displayed when user tries to save the records.

Microsoft Internet Explorer			
⚠	waived indicator and punishment indicator cannot be Y at the same time!		
	[]		

Early Leave Reason

There is only 1 special indicator, "Waived", in this table.

Table : Early Leave Reason			Type : SCHOOL	
Code	English Description [+]	Chinese Description [+]	Waved	Status
01	Resion unknown	原因不詳	N -	GAC1
02	Exemal activities	課外活動	N -	eAC1

If "Waived" indicator is set as "Y", then the early leave records with this type of reason will not be consolidated and captured to **Assessment (ASR)** module.

Absent Reason for Suspected Dropout

There is no special indicator in this table. Nothing can be set besides status for this kind of EDB codified table.

Table : Absent Reason for Suspected Dropout			Type : EM	
Code	English Description	Chinese Description	Status	
51	Non-attendance (with academic difficulties)	缺謀(因學習困難)	GACI	
52	Non-attendance (with behaviour difficulties incide school)	缺乏(因权内行為問題)	PACI	