



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.

Here are the details:

| 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 |

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

| Date | Sess | Attendance Status | Reason |
|------------|------|-------------------|--------|
| 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 | N.A. |
| | 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.

| Attendance Status | |
|---|----------------------|
|  | Present |
|  | Absent |
|  | Late |
|  | Early Leave |
|  | 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.

i.e.

| | | |
|----|---|--------------------------|
| AM |  | Present at both sessions |
| PM |  | |

- (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.

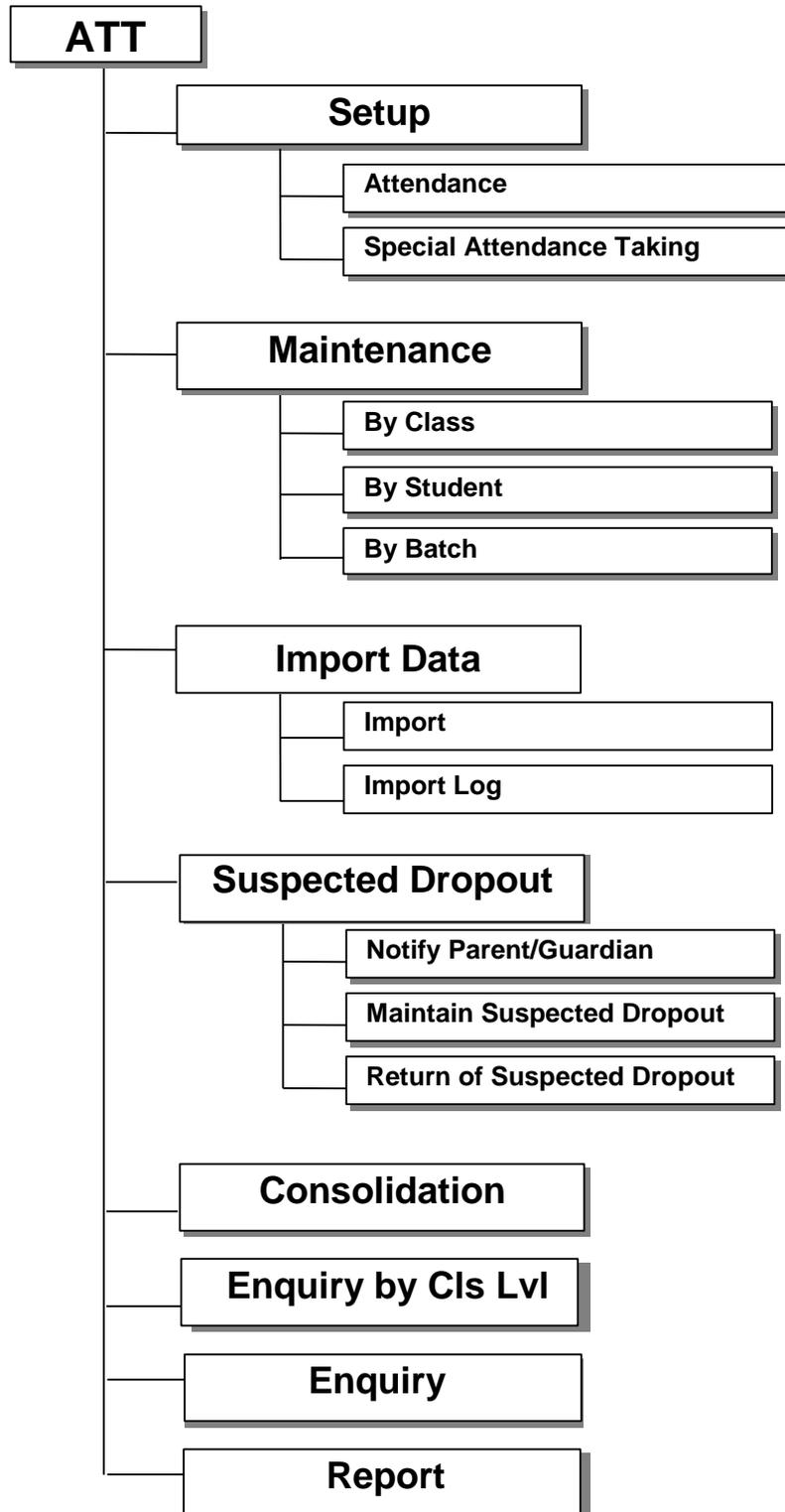
| Special Student Status | |
|---|-------------------|
|  | Suspected Dropout |
|  | Departed |

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.

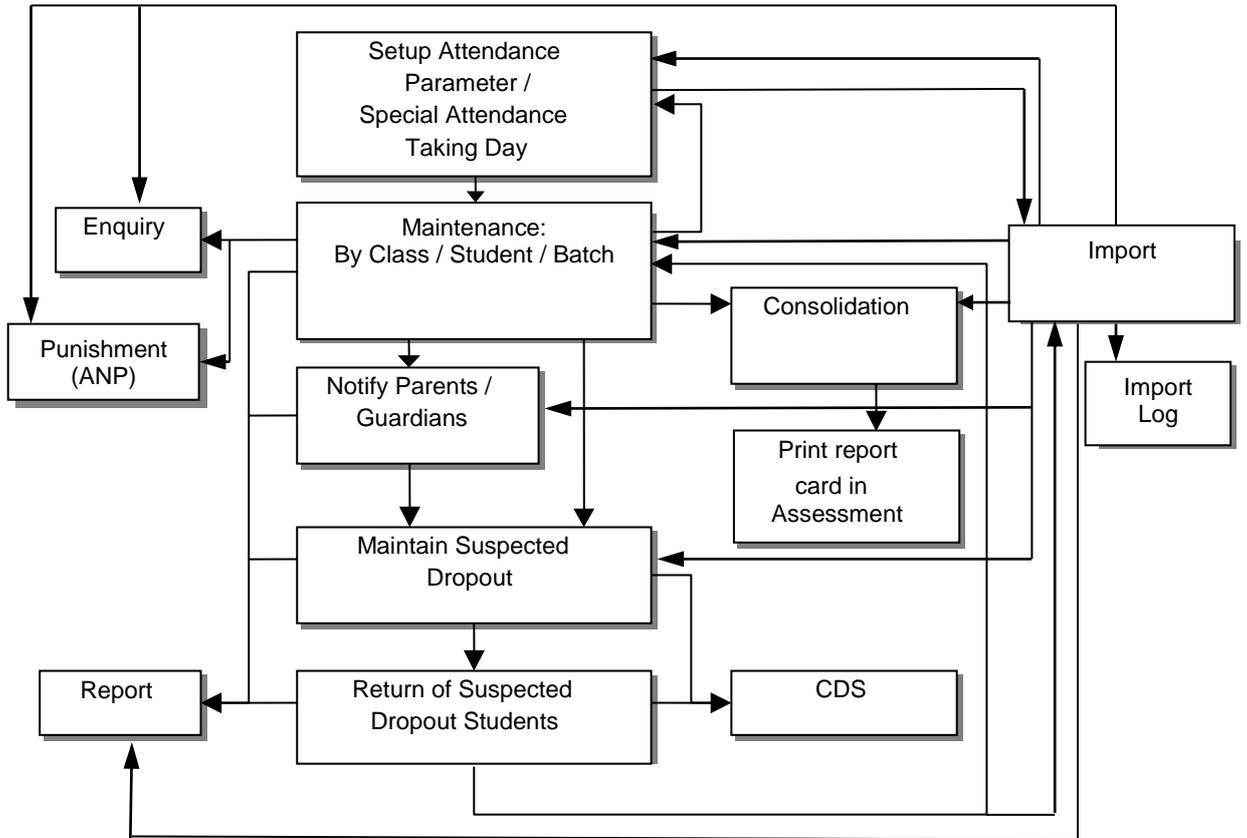
(3) Punishment for Absence and Lateness

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

Attendance > Setup > Attendance Parameter

[S-ATT04-01] Attendance > Setup > Attendance Parameter

Attendance Parameter Special Attendance Taking Day

School Year 2011

School Level Primary School Session Whole Day

Default Reason

Absent Sick leave

Absent (suspected dropout period) Truancy

Late Traffic jam

Early Leave Parent's application

Number of Continuous Absent Days for Follow-up

Notify Parent/Guardian 2 days

Report Suspected Dropout 7 days

Daily Frequency of Attendance Taking

Specify the winter time period (DD/MM/YYYY) -

| Class Level | Daily Frequency of Attendance Taking | |
|-------------|--------------------------------------|-------------|
| | Winter Time | Summer Time |
| Primary 4 | 1 | |
| Primary 5 | 1 | |
| Primary 6 | 1 | |

Reset Save

Function 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 [Appendix A](#))

 User Procedures

1. Click **[Attendance]** → **[Setup]** in left menu.
2. Click **Attendance Parameter** tab.



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 (suspected dropout period): Interval between dropout and readmission

Late: Reason unknown

Early Leave: Parent's application

Number of Continuous Absent Days for Follow-up

Notify Parent/Guardian: 1 days

Report Suspected Dropout: 7 days

Daily Frequency of Attendance Taking

Specify the winter time period (DD/MM/YYYY) [] - []

| Class Level | Daily Frequency of Attendance Taking | |
|-------------|--------------------------------------|-------------|
| | Winter Time | Summer Time |
| Primary 1 | 1 | |
| Primary 2 | 1 | |
| Primary 3 | 2 | |
| Primary 4 | 1 | |
| Primary 5 | 1 | |
| Primary 6 | 1 | |

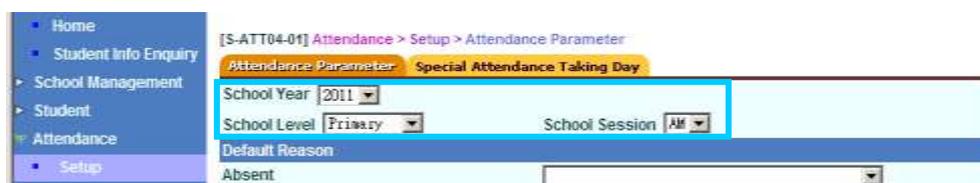
 Post-effects

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;

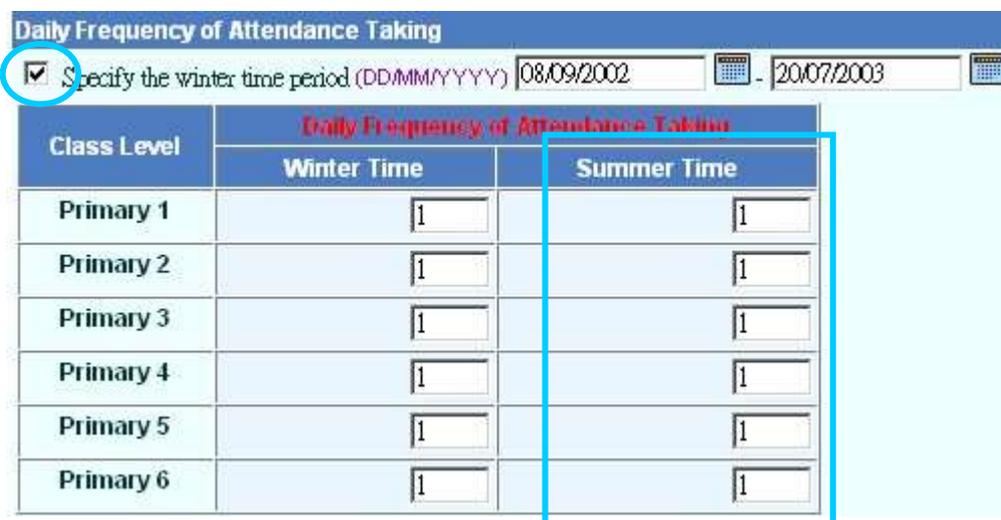
- b. Scanning out continuous absent students in **Suspected Dropout** functions;
 - c. Filling in absent reason (for suspected dropout period) after student returned from suspected dropout period.
 - d. Processing non-attendance records in **Maintenance** functions.
2. Modifying the daily frequency of 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.



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.



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

Attendance > Setup > Special Attendance Taking Day

| | Date (DDMM/YYYY) | Class Level | Class | Daily Frequency of Attendance Taking |
|--------------------------|---------------------|-------------------------|---------|--------------------------------------|
| <input type="checkbox"/> | 05/11/2002 | Primary , AM, Primary 1 | 一甲一 一甲二 | 1 |
| <input type="checkbox"/> | 20/01/2003 | Primary , PM, Primary 1 | 1NM | 1 |
| <input type="checkbox"/> | 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

User Procedures

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

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

| | Date (DDMM/YYYY) | Class Level | Class | Daily Frequency of Attendance Taking |
|-----------------|---------------------|-------------|-------|--------------------------------------|
| No Record Found | | | | |

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

| Special Attendance Taking Day | | | | |
|-------------------------------|---------------------|----------------------|------------|--------------------------------------|
| <input type="checkbox"/> | Date (DDMM/YYYY) | Class Level | Class | Daily Frequency of Attendance Taking |
| | 10/09/2002 | Primary,PM,Primary 2 | 2B1 2B2 | 2 |

- Then the special attendance taking day would be added successfully.
- Delete Special Attendance Taking Day

User Procedures

- Click **[Attendance]** → **[Setup]** in left menu.
- Click **Special Attendance Taking Day** tab.

| | |
|--|---|
| <ul style="list-style-type: none"> Home Attendance <ul style="list-style-type: none"> Attendance Paramet Special Attendance Taking Day Setup Maintenance | [S-ATT10-01] Attendance > Setup > Special Attendance Taking Day School Year 2002 |
|--|---|

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

| Special Attendance Taking Day | | | | |
|-------------------------------------|---------------------|------------------------|-------|--------------------------------------|
| <input type="checkbox"/> | Date (DDMM/YYYY) | Class Level | Class | Daily Frequency of Attendance Taking |
| <input checked="" type="checkbox"/> | 10/09/2002 | Primary, PM, Primary 2 | 2B1 | 2 |

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

Post-effects

- 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 | WD | Present | N.A. |

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

- 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

Function 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 be defined in **Student (STU)** module.

User Procedures

1. Click **[Attendance]** → **[Maintenance]** in left menu.
2. Click **By Class** tab.

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

[S-ATT01-01] Attendance > Maintenance > By Class

By Class By Student By Batch

| | | | |
|------------------|------------|---------------------------|-----|
| School Level | Primary | School Session | PM |
| Class Level | Primary 1 | Class | 1B1 |
| Date (DDMM/YYYY) | 12/06/2003 | Attendance Taking Session | AM |

Set as Default **Next**

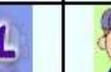
- On the student sitting plan, user can click the **student icon** to change the corresponding attendance status.

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

By Class By Student By Batch

| | | | |
|--------------|------------|---------------------------|-----|
| School Level | Primary | School Session | PM |
| Class Level | Primary 1 | Class | 1B1 |
| Date | 12/06/2003 | Attendance Taking Session | AM |

Bottom

| | | | | | | |
|---|---|---|--|--|---|--|
|  YEUNG HO YEE (32) |  YEUNG YEUNG CHI (33) | | | | | |
|  WONG WAI YAN (31) |  WONG TAK CHUEN (30) |  WONG FUNG LING (29) |  TSE WAI SHUN (28) |  TAI TAT TAK (27) |  SUEN FONG CHUNG (26) |  SO YUET SHEUNG (25) |
|  LEE SHU CHIU (18) |  LEUNG WAI YAN (19) |  LITAK CHAU (20) |  LIU CHEUNG SHEUNG (21) |  NG HO MAN (22) |  SHEUNG YU CHUN (23) |  SIT KING TING (24) |
|  LAU YAN YU (17) |  LAU WAI TONG (16) |  LAU SAM MIU (15) |  LAM HO FAI (14) |  KWOK CHI KEE (13) |  FONG SAN NEE (12) |  CHEUNG SIU WAI (11) |
|  AU YEUNG PO YAN (1) |  AU YEUNG PO YAN (4) |  CHAN CHEUNG WAI (5) |  CHAN KWOK KEUNG (7) |  CHAN SUN SUN (8) |  CHAN TZE YAN (9) |  CHEUNG SHUN SUN (10) |

Back Next Cancel Top



- 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.

[S-ATT01-04] Attendance > Maintenance > By Class

Student Attendance Details

Student Name: WONG TAK CHUEN (王德全) Class No: 30

| Date | Sess | Attendance Status | Reason | Remark |
|------------|------|-------------------|------------|--------|
| 12/06/2003 | AM | Absent | Sick leave | |

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

Confirmation of Class Attendance

| | | | |
|--------------|------------|---------------------------|-----|
| School Level | Primary | School Session | PM |
| Class Level | Primary 1 | Class | 1B1 |
| Date | 12/06/2003 | Attendance Taking Session | AM |

Non-attendance Summary

| Cls 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) | |
| 30 | WONG TAK CHUEN (王德全) | AM | Absent | Parent's application (E) Sick leave | |

Attendance Figures

| Attendance Status | Number of Students |
|-------------------|--------------------|
| Present | 26 |
| Absent | 1 |
| Late | 2 |
| Early Leave | 2 |

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.

[S-ATT01-01] Attendance > Maintenance > By Class

By Class By Student 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

Set as Default Next

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

[S-ATT01-01] Attendance > Maintenance > By Class

By Class By Student By Batch

School Level Primary School Session PM

Class Level Primary 1 Class 1A

Date (DD/MM/YYYY) 12/06/2003 Attendance Taking Session AM

Set as Default Next

| 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 |
| | WD | User can take attendance for the specified session. |  |
| 2 (take attendance twice daily) | AM or PM | | |
| | WD | User can take attendance for both sessions. |  |

- 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.

| | | | |
|---|-------------------|--|----------|
|  | Suspected Dropout |  | 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.

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

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.

User Procedures

1. Click **[Attendance]** → **[Maintenance]** in left menu.
2. Click **By Student** tab.

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

| Reg No | Eng Name | Chi Name | Sch Sess | Class | Cls No | S |
|--------------------------|----------|----------|-----------|-------|--------|------|
| 000090 | CHEUNG | 張 | Whole Day | 1A | | 4091 |
| 10081610 | WONG | | Whole Day | 1A | | |
| 1005104 | TRIMING | 田 | Whole Day | 1A | | 1005 |

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

[S-ATT02-02] Attendance > Maintenance > By Student Go To Search

By Class By Student By Batch

| | | | |
|--------------|-----------------------|----------------|------------|
| School Year | 2010 | School Session | Whole Day |
| School Level | Secondary | Class | 1A |
| Class Level | Secondary 1 | Class No | |
| Student Name | CHEUNG HOI HANG (張凱恒) | End Date | 28/06/2011 |
| Start Date | 29/05/2011 | | |

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 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

Function 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.

User Procedures

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.

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

| | Class Level | Class | Cls No | Type | Reason | Attendance Taking Session |
|----|-------------|-------|--------|--------|------------|---------------------------|
| 1. | Primary 3 | 3B1 | 1 | Absent | Sick leave | WD |
| 2. | | | | | | WD |

...

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

◀ Back **▶ Next** ⌂ 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 | Cls No | Name | Type | Reason | | Period |
|----|-------------|-------|--------|-------------|--------|------------|-------------------------------------|---------------|
| 1. | Primary 3 | 3B1 | 1 | STUDENT1311 | Absent | Sick leave | <input checked="" type="checkbox"/> | 16/06/2003 WD |

NOTE :
Existing non-attendance record going to be overwritten labelled in red
Session conflict records labelled in purple
Records after departed student's latest attendance day or records after suspected dropout student's absent start date labelled in orange

◀ Back **Save** ⌂ Cancel ▶ Top

 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.

| Current Schooling Information | | | |
|-------------------------------|-----------------|---------------|----------|
| School Level / Session | Primary / PM | School Leaver | Y |
| Class Level / Name | Primary 3 / 3B1 | Class No | 1 |

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

| | Class Level | Class | Cls No | Type | 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 | Cls No | Name | Type | Reason | Period |
|----|-------------|-------|--------|-------------|--------|------------|---------------|
| 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 example, there is already a late record on a day.

| | | | |
|------------|----|------|-------------|
| 16/06/2003 | WD | Late | Traffic jam |
|------------|----|------|-------------|

Here, user tries to add an absent record.

| | Class Level | Class | Cls No | Type | 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 | Cls No | Name | Type | Reason | <input type="checkbox"/> | Period |
|----|-------------|-------|--------|-------------|--------|------------|-------------------------------------|---------------|
| 1. | Primary 3 | 3B1 | 2 | STUDENT1355 | Absent | Sick leave | <input checked="" type="checkbox"/> | 16/06/2003 WD |

- 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. | <input checked="" type="checkbox"/> 16/06/2003 WD |
| 2 (take attendance twice daily) | AM or PM | One record for the specified session will be generated. | <input checked="" type="checkbox"/> 16/06/2003 AM or <input checked="" type="checkbox"/> 16/06/2003 PM |
| | WD | Records for both sessions will be generated. | <input checked="" type="checkbox"/> 16/06/2003 AM <input checked="" type="checkbox"/> 16/06/2003 PM |

2.3 Import Data

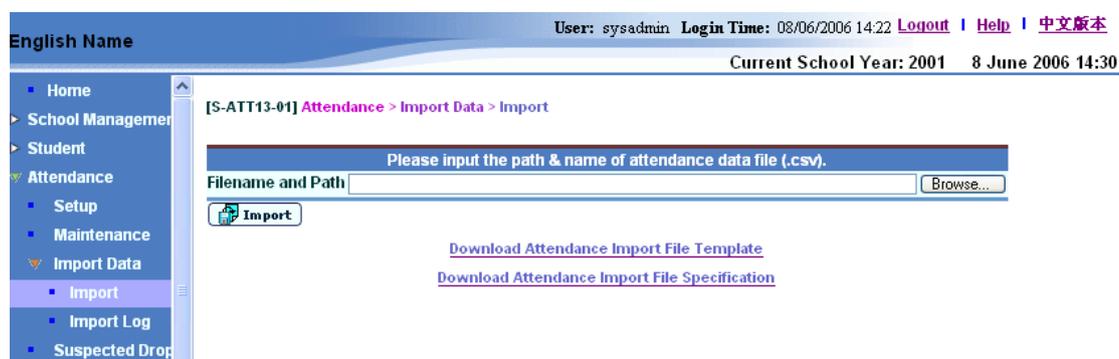
There are 2 functions in **Import Data** function, they are:

- 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



Function Description

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

Pre-requisites

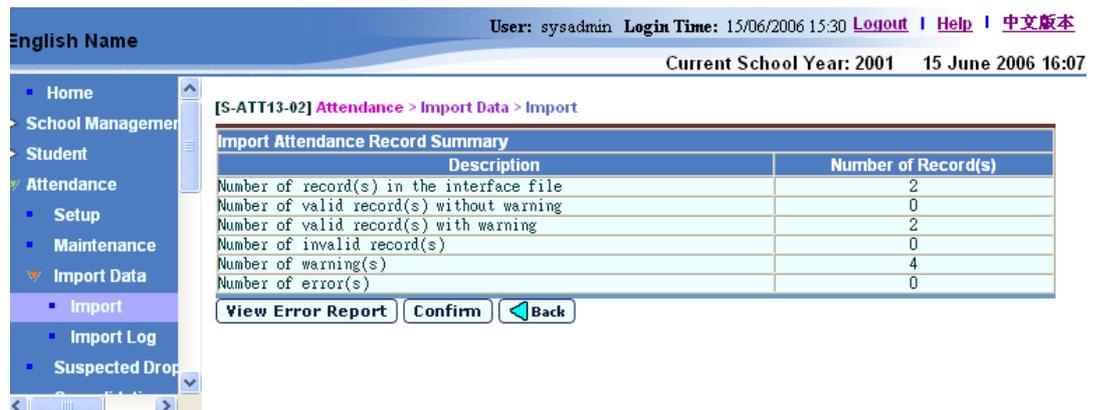
1. School calendar for the corresponding school years must be set up in **School Management** module.
2. Attendance parameters must be set up for the corresponding school years.
3. **Special Attendance Taking** days for the corresponding school years have been set up.

User Procedures

1. Click **[Attendance]** → **[Import Data]** → **[Import]** in left menu.
2. Select interface file by **[Browse]** button.
3. Click **[Import]** button.

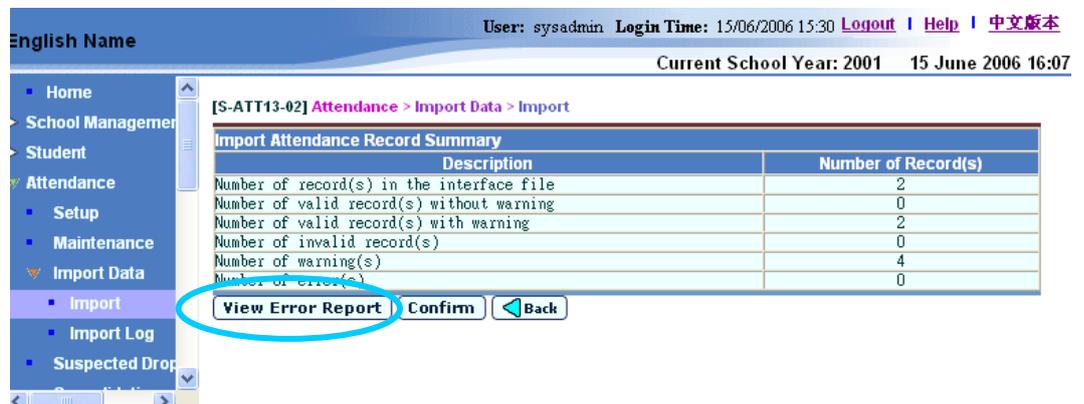


4. Summary of the imported file will be displayed.



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

- a. Click **[View Error Report]** button.



- b. Error report will be generated.

| Row No | Reg No. | Error Field (English) | Error Field (Chinese) | Error Remarks (English) | Error Remarks (Chinese) |
|--------|---------|------------------------------|-----------------------|---|-------------------------|
| 1 | 1999010 | School Year | 學年 | School Year is empty or invalid. | 學年為空白或不符合要求。 |
| 1 | 1999010 | School Session | 學校校課制 | School Session is empty or invalid. | 學校校課制為空白或不符合要求。 |
| 1 | 1999010 | Class Code | 班別代碼 | Class Code is empty or invalid. | 班別代碼為空白或不符合要求。 |
| 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。 |
| 1 | 1999010 | Non Attendance Reason Code | 缺席原因 | 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 | 缺席原因二 | Non Attendance Reason Code 2 is empty or invalid. | 缺席原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.

English Name User: sysadmin Login Time: 15/06/2006 15:30 Logout | Help | 中文版本

Current School Year: 2001 15 June 2006 16:07

[S-ATT13-02] Attendance > Import Data > Import

| Description | Number of Record(s) |
|---|---------------------|
| Number of record(s) in the interface file | 2 |
| Number of valid record(s) without warning | 0 |
| Number of valid record(s) with warning | 2 |
| Number of invalid record(s) | 0 |
| Number of warning(s) | 4 |
| Number of error(s) | 0 |

View Error Report **Confirm** Back

English Name User: sysadmin Login Time: 08/06/2006 14:22 Logout | Help | 中文版本

Current School Year: 2001 8 June 2006 14:29

[S-ATT13-02] Attendance > Import Data > Import

Record(s) saved successfully.

Please input the path & name of attendance data file (.csv).

Filename and Path Browse...

Import

[Download Attendance Import File Template](#)
[Download Attendance Import File Specification](#)

📖 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.

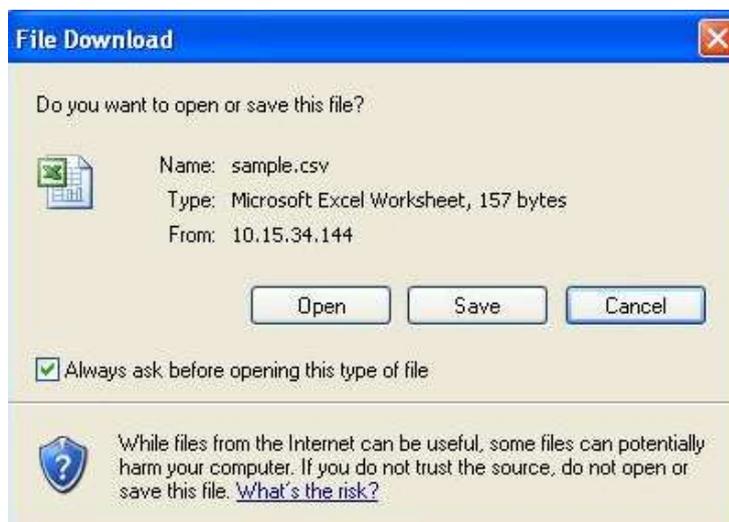
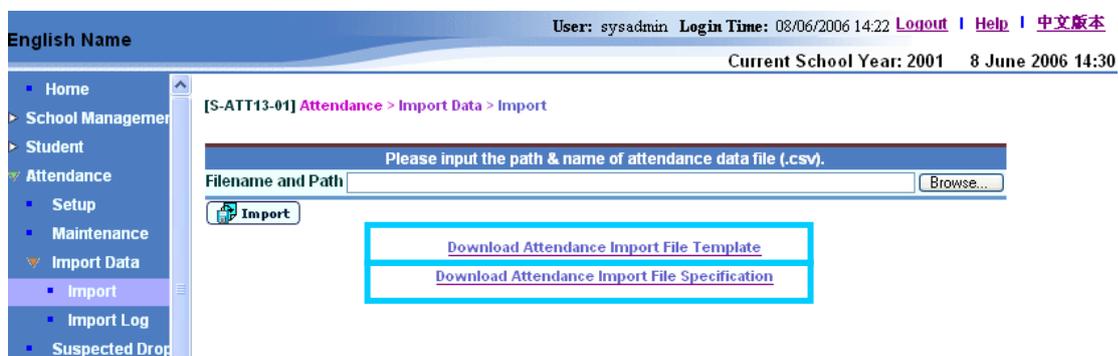
 Notes

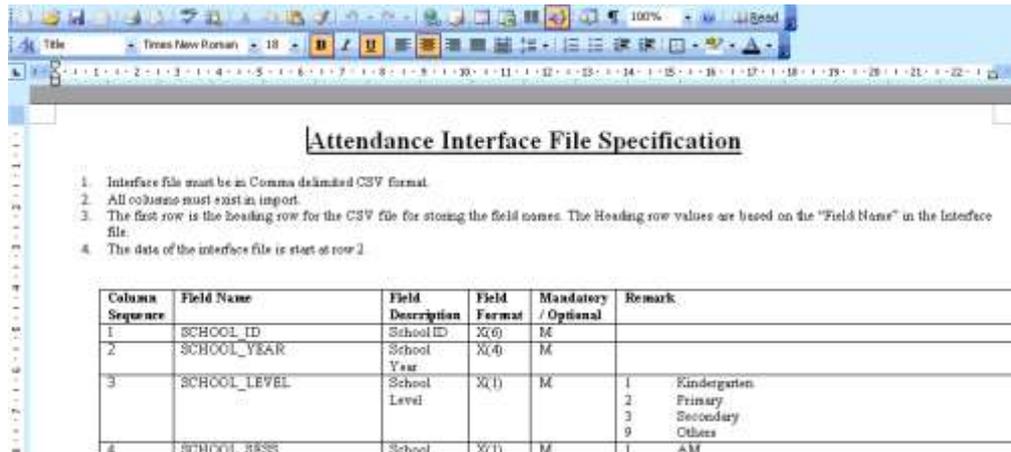
1. System will display a summary of the incoming file:
 - a. Number of record(s) in the interface file
 - b. Number of valid record(s) without warning
 - c. Number of valid record(s) with warning
 - d. Number of invalid record(s)

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.

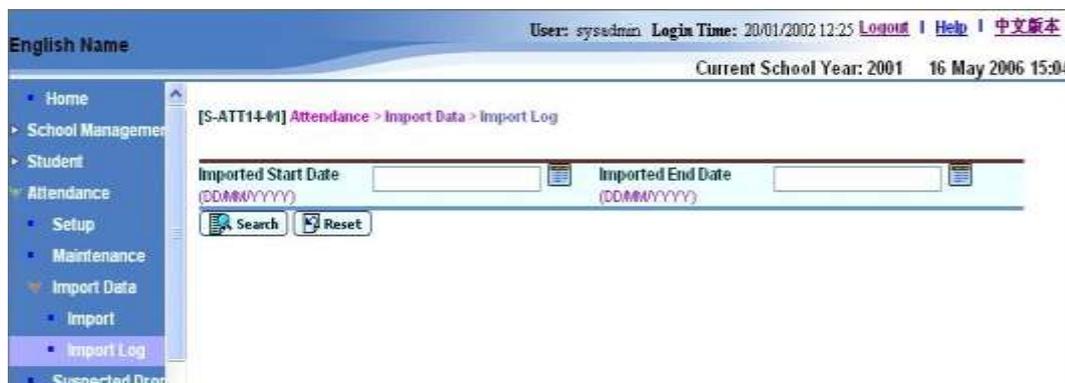




4. **ALL** the not-returned suspected dropout records, including records of **ALL** school year, are checked. The student who has not-returned suspected dropout record of previous school years and has not departed for the current school year is treated as suspected dropout student.

2.3.2 Import Log

Attendance > Import Data > Import Log



Function Description

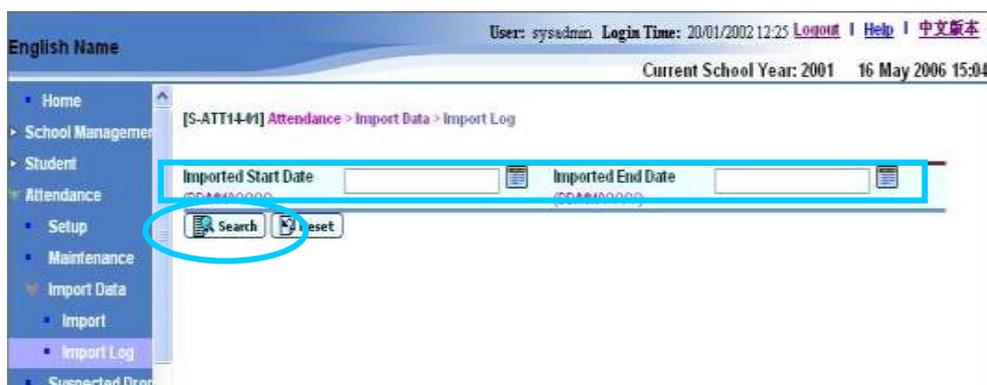
User can search the imported log and download the imported interface file. Besides, user can delete the imported log and file.

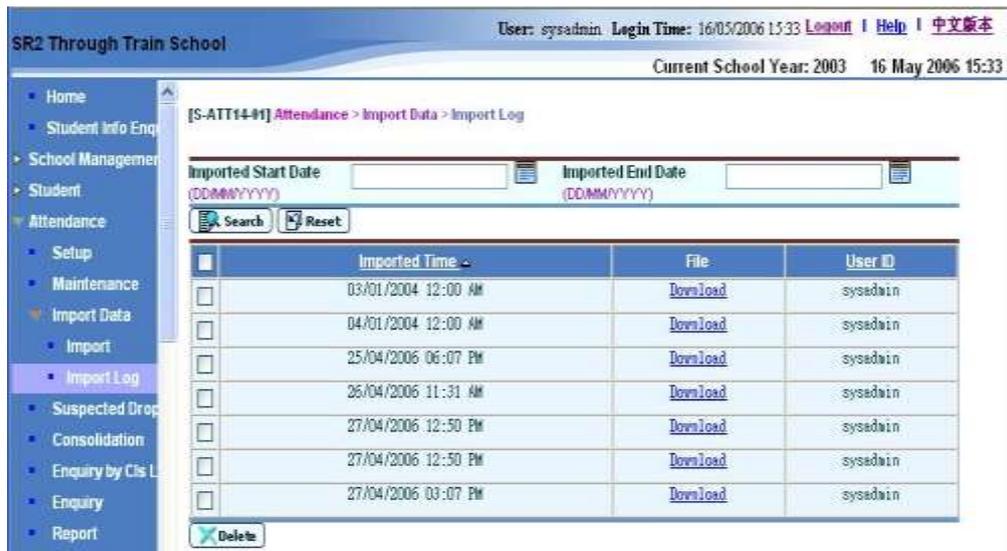
Pre-requisites

N/A

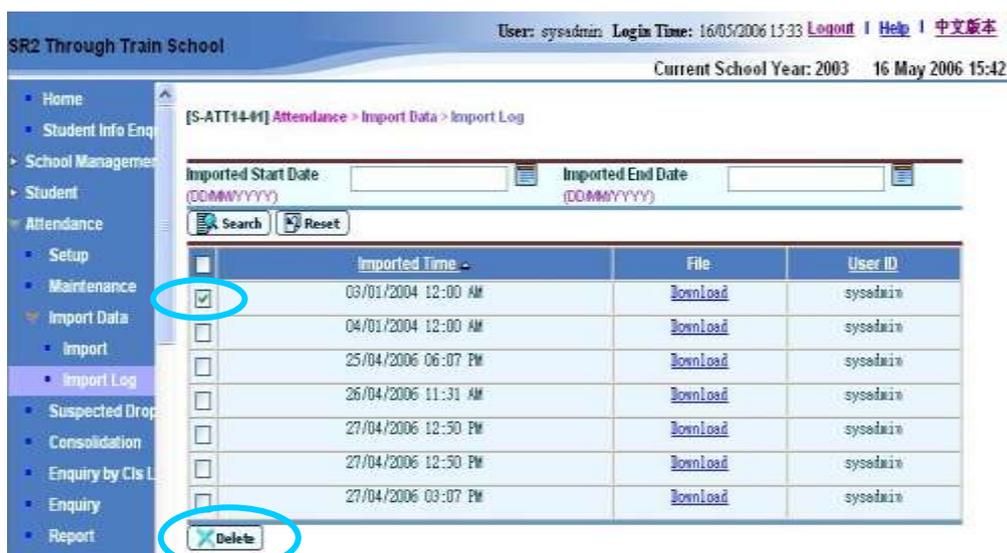
User Procedures

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.



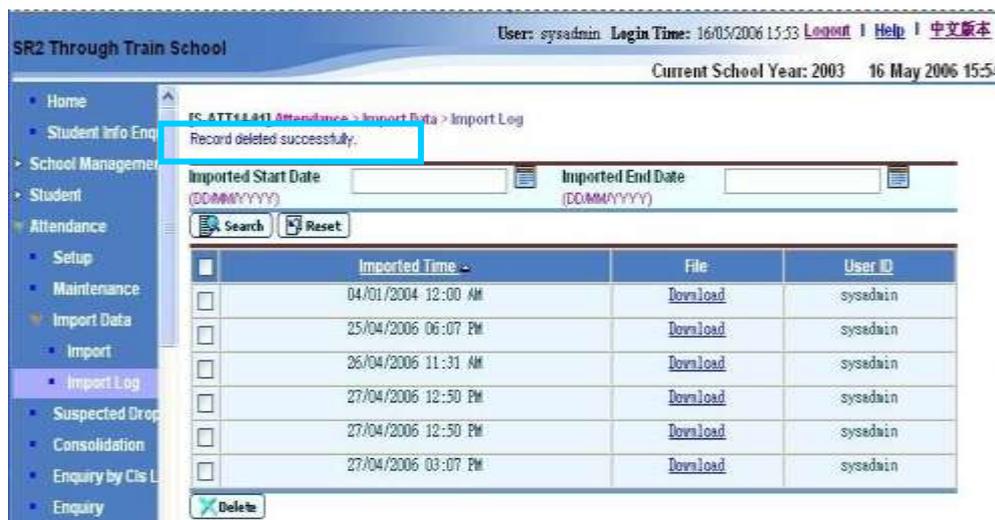


4. Click **[Check Box]** beside the Imported Time.
5. Click **[Delete]** button.



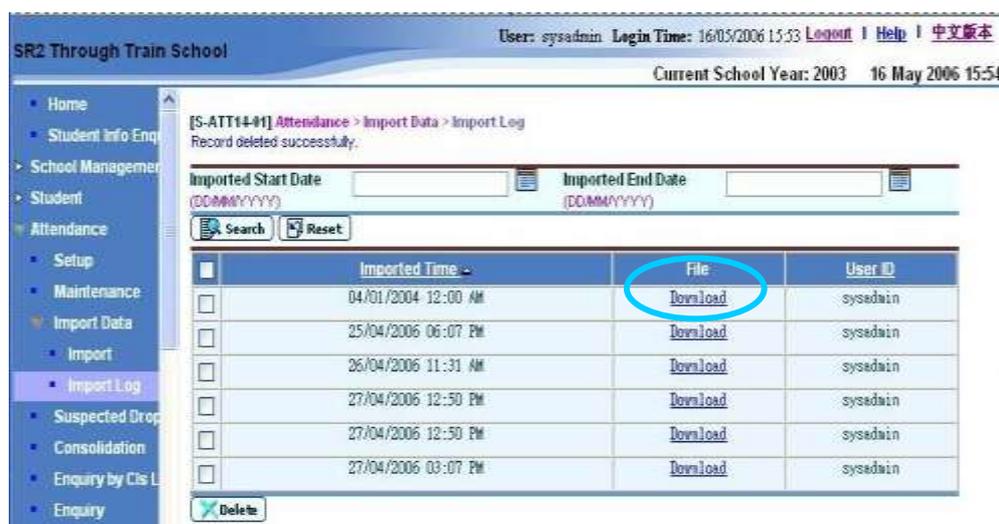
6. Confirm message **“Are you sure to delete the selected record(s)?”** will be prompted.
7. Click **[OK]** button to confirm the deletion of the log.





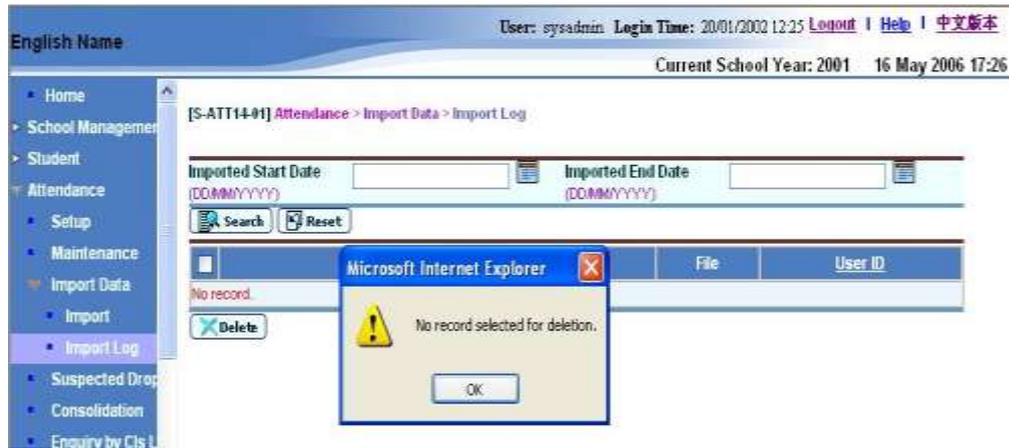
Post-effects

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.



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.



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



Function 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

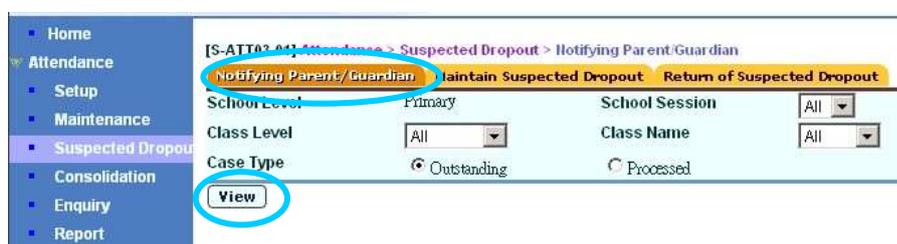
1. **Absent Reason** code table must be set up in **Code Management (HSE) module**. By default, absent reason **Truancy** and **Reason Unknown** are accounted for suspected dropout.
2. The scanning criterion should be properly defined in **Attendance Parameter** screen.

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

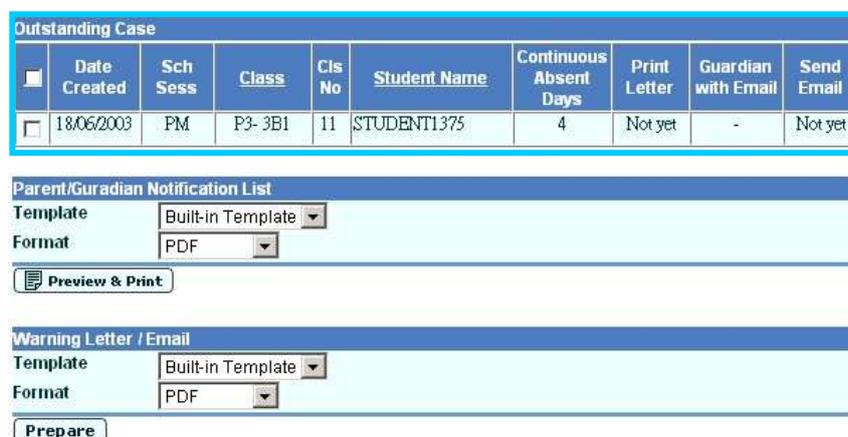
3. For letter preparation function, parent records must be associated to the students.
4. For email sending to guardian or parent, school should enable the function and configure the setting properly in the **E-Mail** section under **Security > Configuration > System Configuration** screen.

 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.



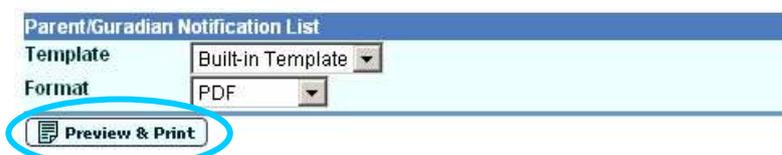
4. A list of students satisfied the searching criteria and met the scanning criterion will be displayed.



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

To print a notification list

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



- c. A list of the continuously absent students will be generated.

| | | | | | |
|---|--------------|-----------------|---------------------|---------------------|------------------------|
| R-ATT011-E | | Date:18/06/2003 | | | |
| Primary School (Alternate) (Type 4) Parent/Guardian Notification List (Outstanding Cases) | | | | | |
| School Year :2002/2003 | | | Page:1 of 1 | | |
| School Level: Primary | | School Session: | | | |
| Class Level | Class | Class No | English Name | Chinese Name | Absent Duration |
| Primary 3 | 3B1 | 11 | STUDENT1375 | 仲暉廖 | 14/06/2003-18/06/2003 |
| Total No. of Outstanding Cases : 1 | | | | | |
| *** End of Report *** | | | | | |

To prepare warning letter

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

Warning Letter / Email

Template

Format

Prepare

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

[S-ATT03-02] Attendance > Suspected Dropout > Notifying Parent/Guardian

Email Warning Letter to Parent / Guardian

| Student Name | Parent / Guardian Name | Parent / Guardian Email | Letter |
|-------------------|------------------------|-------------------------|----------------|
| STUDENT1375 (仲暉廖) | Liu Tai Man (廖大文) | tmliu@abc.com | Preview |

Subject

CC

Attachment

Content

- 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. |
| | N | 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-IHM03-01] E-Mail > Mail History

| <input type="checkbox"/> | Sender | | E-Mail Subject | Date/Time | Status |
|--------------------------|----------|--|----------------|---------------------|--------|
| <input type="checkbox"/> | sysadmin | | Warning Letter | 29/04/2003 04:10:46 | Sent |

Bottom

Top

Delete

2.4.2 Maintain Suspected Dropout

Attendance > Suspected Dropout > Maintain Suspected Dropout

Maintain Suspected Dropout



Function 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.

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.

The screenshot shows the left-hand navigation menu with 'Attendance' expanded to 'Suspected Dropout'. The 'View' button is circled in red. The main content area shows the breadcrumb trail: [S-ATT03-03] Attendance > Suspected Dropout > Maintain Suspected Dropout. Below this are three tabs: 'Notifying Parent/Guardian', 'Maintain Suspected Dropout' (selected), and 'Return of Suspected Dropout'. Search filters include School Level (Primary), School Session (All), Class Level (All), Class Name (All), and Case Type (Outstanding selected, Processed unselected). The 'View' button is circled in red.

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

| Outstanding Case | | | | | | | | | |
|--------------------------|--------------|--------------|-----------|--------|--------|--------------|------------------------|------------------|-------------------|
| <input type="checkbox"/> | Date Created | User created | Sch Sess | Class | Cls No | Student Name | Continuous Absent Days | Send Data to CDS | Form A Completed |
| <input type="checkbox"/> | 20/05/2008 | N | Whole Day | S2- 2A | 88 | Lee Ho | 10 | Required | N |

Send Data to CDS

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**.

The screenshot shows the 'Form A' details for student Lee Ho. The breadcrumb trail is [S-ATT03-05] Attendance > Suspected Dropout > Maintain Suspected Dropout. The 'Form A' tab is selected. The form fields are: Name of Student (Eng) Lee Ho, Sex Male; Name of Student (Chi) 李好, STRN 26725415; Class Level Last Attended Secondary 2, Last Day of Attendance 06/05/2008. The 'Reason for Leaving/Absent from School' field is highlighted with a red oval. Below it is a checkbox for 'This is a SGO/SGI/SGP/Social Worker case'.

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

7. After confirmation, the **Form A Completed** status would be changed to “Y”.

| <input type="checkbox"/> | Date Created | User created | Sch Sess | Class | Cls No | Student Name | Continuous Absent Days | Send Data to CDS | Form A Completed |
|--------------------------|--------------|--------------|-----------|--------|--------|--------------|------------------------|------------------|------------------|
| <input type="checkbox"/> | 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.

| <input checked="" type="checkbox"/> | Date Created | User created | Sch Sess | Class | Cls No | Student Name | Continuous Absent Days | Send Data to CDS | Form A Completed |
|-------------------------------------|--------------|--------------|-----------|--------|--------|--------------|------------------------|------------------|------------------|
| <input checked="" type="checkbox"/> | 20/05/2008 | N | Whole Day | S2- 2A | 88 | Lee Ho | 10 | Required | Y |

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

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

| Reg No | Eng Name | Chi Name | Class | Cls No | STRN |
|--------|----------|----------|---------|--------|----------|
| APL600 | Lee Ho | 李好 | S2 - 2A | 88 | 26725415 |

| File Status | File Description |
|-------------|---------------------------------------|
| | Form A - Students Leaving from School |

Prepare

- 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.

| Reg No | Eng Name | Chi Name | Class | Cls No | STRN |
|--------|----------|----------|---------|--------|----------|
| APL600 | Lee Ho | 李好 | S2 - 2A | 88 | 26725415 |

| File Status | File Description |
|-------------|---------------------------------------|
| Prepared | Form A - Students Leaving from School |

Confirm

- 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 | Cls No | STRN |
| APL600 | Lee Ho | 李好 | S2 - 2A | 88 | 26725415 |
| File Status | | File Description | | | |
| Confirmed | | Form A - Students Leaving from School | | | |

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

| Notifying Parent/Guardian | Maintain Suspected Dropout | Return of Suspected Dropout |
|---------------------------|--|---------------------------------|
| School Level | Primary | School Session |
| Class Level | All | Class Name |
| Case Type | <input checked="" type="radio"/> Outstanding | <input type="radio"/> Processed |

| Outstanding Case | | | | | | | | | |
|--------------------------|--------------|--------------|----------|---------|--------|----------------|------------------------|------------------|-------------------|
| | Date Created | User created | Sch Sess | Class | Cls No | Student Name | Continuous Absent Days | Send Data to CDS | Form A Complete |
| <input type="checkbox"/> | 29/05/2008 | N | AM | P2- 2A1 | 20 | Chan Yuet Five | 10 | Required | N |

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. |

- The status of the students will be marked as suspected dropout once their suspected dropout records become 'Processed'.
- If CDS operation fails or is rejected, the suspected dropout status of the student will be reset.
- 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.
- Parent information saved in Form A would automatically be updated the student parent's record.
- 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



Function Description

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

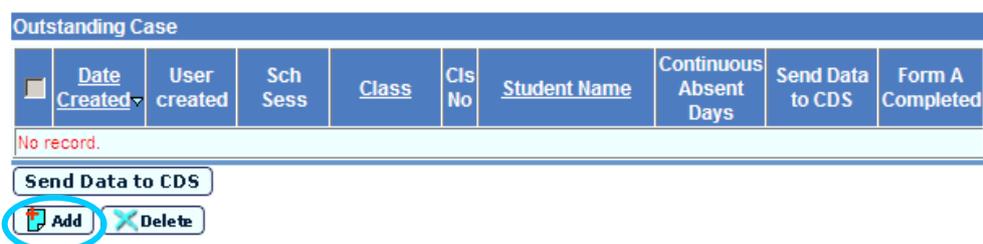


User Procedures

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



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



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

[S-ATT03-07] Attendance > Suspected Dropout > Maintain Suspected Dropout

Notifying Parent/Guardian Maintain Suspected Dropout Return of Suspected Dropout

School Year: 2002

English Name: Chinese Name:

Reg No: STRN:

School Level: Primary School Session: All

Class Level: All Class Name: 3B1

Search Reset Back

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

| | | | | | | | |
|-------------------------|--------------|-----|-----------|----|----|----------|--------|
| 2000084 | TSUI YIN YIN | 徐曉然 | Whole Day | 2B | 86 | 26665382 | Active |
|-------------------------|--------------|-----|-----------|----|----|----------|--------|

- A manually added suspected dropout record would be created.

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

Record saved successfully.

Notifying Parent/Guardian Maintain Suspected Dropout Return of Suspected Dropout

School Level: Secondary School Session: All

Class Level: All Class Name: All

Case Type: Outstanding Processed

View

Outstanding Case

| | Date Created | User created | Sch Sess | Class | Cls No | Student Name | Continuous Absent Days | Send Data to CDS | Form A Completed |
|--------------------------|--------------|--------------|-----------|--------|--------|--------------|------------------------|------------------|-------------------|
| <input type="checkbox"/> | 20/05/2008 | Y | Whole Day | S2- 2B | 86 | TSUI YIN YIN | 1 | Required | N |

Send Data to CDS

Add **Delete**

Delete Suspected Dropout



Function Description

User can delete manually added suspected dropout record.



User Procedures

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

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

Notifying Parent/Guardian **Maintain Suspected Dropout** Return of Suspected Dropout

School Level: Primary School Session: All

Class Level: All Class Name: All

Case Type: Outstanding Processed

View

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

| Outstanding Case | | | | | | | | | |
|-------------------------------------|--------------|--------------|-----------|--------|--------|--------------|------------------------|------------------|-------------------|
| <input checked="" type="checkbox"/> | Date Created | User created | Sch Sess | Class | Cls No | Student Name | Continuous Absent Days | Send Data to CDS | Form A Completed |
| <input checked="" type="checkbox"/> | 20/05/2008 | Y | Whole Day | S2- 2B | 86 | TSUI YIN YIN | 1 | Required | N |

 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 | <ul style="list-style-type: none"> Send Form A data via CDS | <ul style="list-style-type: none"> 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

- Enrolment survey must be sent out through **CDS** before preparing Form A/B in **Attendance** module.
- 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.
- 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

Return Suspected Dropout



Function 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.



User Procedures

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

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

| Return of Suspected Dropout | | | | | | |
|-----------------------------|----------|---------|--------|---------------------|----------------------|-------------|
| Date created | Sch Sess | Class | Cls No | Student Name | Last Attendance Date | Return Date |
| 23/06/2003 | PM | P3- 3B1 | 11 | STUDENT1375 | 12/06/2003 | 24/06/2003 |
| 23/06/2003 | PM | P4- 4B1 | 46 | Wong Ling Ling Mary | 12/06/2003 | 24/06/2003 |

Save

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

Record saved successfully.

Notifying Parent/Guardian Maintain Suspected Dropout **Return of Suspected Dropout**

| Return of Suspected Dropout | | | | | | |
|-----------------------------|----------|-------|--------|--------------|----------------------|-------------|
| Date created | Sch Sess | Class | Cls No | Student Name | Last Attendance Date | Return Date |
| No Record Found | | | | | | |

Save

| Returned Student | | | | | | | | |
|--------------------------|--------------|----------|---------|--------|---------------------|----------------------|-------------|-------------|
| | Date created | Sch Sess | Class | Cls No | Student Name | Last Attendance Date | Return Date | Send Form B |
| <input type="checkbox"/> | 23/06/2003 | PM | P3- 3B1 | 11 | STUDENT1375 | 12/06/2003 | 24/06/2003 | Required |
| <input type="checkbox"/> | 23/06/2003 | PM | P4- 4B1 | 46 | Wong Ling Ling Mary | 12/06/2003 | 24/06/2003 | - |

Send Data to CDS **Preview** **Save**

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.

| Returned Student | | | | | | | | |
|-------------------------------------|--------------|----------|---------|--------|---------------------|----------------------|-------------|-------------|
| | Date created | Sch Sess | Class | Cls No | Student Name | Last Attendance Date | Return Date | Send Form B |
| <input checked="" type="checkbox"/> | 23/06/2003 | PM | P3- 3B1 | 11 | STUDENT1375 | 12/06/2003 | 24/06/2003 | Required |
| <input type="checkbox"/> | 23/06/2003 | PM | P4- 4B1 | 46 | Wong Ling Ling Mary | 12/06/2003 | 24/06/2003 | - |

Send Data to CDS **Delete** **Save**

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

[S-ATT09-01] Attendance > Suspected Dropout > Return of Suspected Dropout

| Send to CDS | | | | | |
|-------------|-------------|----------|------------|--------|----------|
| Reg No | Eng Name | Chi Name | Class Name | Cls No | STRN |
| 20095 | STUDENT1375 | 仲暉廖 | P3 - 3B1 | 11 | Y4245863 |

| Form Status | Data File Description |
|-------------|--|
| | Form B - Admission of Students with STRN |

Prepare **Close**

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

[S-ATT09-01] Attendance > Suspected Dropout > Return of Suspected Dropout
Data file prepared successfully.

| Send to CDS | | | | | |
|---|-------------|--|------------|--------|----------|
| Reg No | Eng Name | Chi Name | Class Name | Cls No | STRN |
| 20095 | STUDENT1375 | 仲暉廖 | P3 - | 11 | Y4245863 |
| Form Status | | Data File Description | | | |
| Prepared | | Form B - Admission of Students with STRN | | | |
| <input type="button" value="Un-prepare"/> <input type="button" value="Confirm"/> <input type="button" value="review"/> <input type="button" value="Close"/> | | | | | |

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

[S-ATT09-01] Attendance > Suspected Dropout > Return of Suspected Dropout
Data file confirmed successfully.

| Send to CDS | | | | | |
|--------------------------------------|-------------|--|------------|--------|----------|
| Reg No | Eng Name | Chi Name | Class Name | Cls No | STRN |
| 20095 | STUDENT1375 | 仲暉廖 | P3 - 3B1 | 11 | Y4245863 |
| Form Status | | Data File Description | | | |
| Confirmed | | Form B - Admission of Students with STRN | | | |
| <input type="button" value="Close"/> | | | | | |



Post-effects

- 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.
- Student suspected dropout status would be resumed to normal.



Notes

- For students with STRN, status will NOT be updated until Form B has been sent out successfully via CDS.
- 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. |

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

Delete Return Record



Function Description

User can delete Returned Student record.

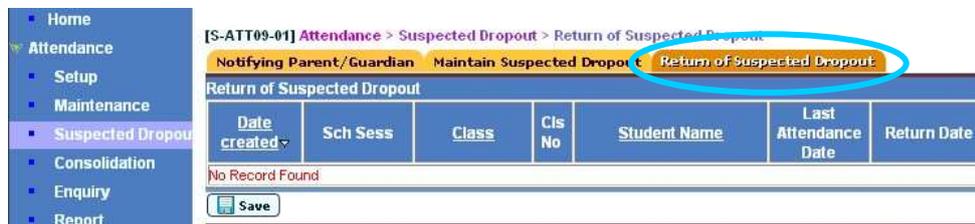


Pre-requisites

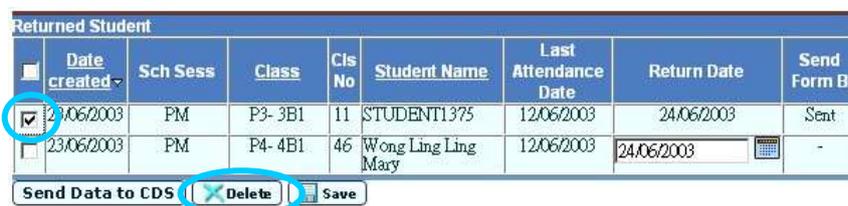
For student with STRN, the Form B must be successfully sent.

 User Procedures

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



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.



 Post-effects

The Return record would be deleted accordingly.

2.5 Consolidation

2.5.1 Consolidate Student Attendance

Attendance > Consolidation

| School Level | School Session | Class Level | Consolidation Period | Consolidation Date | Assessment Module Captured |
|--------------|----------------|-------------|-------------------------|--------------------|----------------------------|
| Primary | AM | Primary 1 | 01/06/2011 - 30/06/2011 | 28/06/2011 | 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

User Procedures

1. Click [**Attendance**] → [**Consolidation**] in left menu.

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

[S-ATT08-01] Attendance > 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

Consolidate

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

| Last Consolidation Record | | | | | |
|---------------------------|----------------|-------------|-------------------------|--------------------|----------------------------|
| School Level | School Session | Class Level | Consolidation Period | Consolidation Date | Assessment Module Captured |
| Primary | AM | Primary 1 | 01/06/2011 - 30/06/2011 | 28/06/2011 | N |

Post-effects

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.
2. 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**.

[S-ASR14-01] Assessment > Data Entry > Others > Non-Attendance Record

School Year: Current Year (2002) School Level: Primary
 School Session: AM Class Level: Primary 1
 Class Name: 1A Assessment / Term / Annual: T1

Date of Consolidation: 25/06/2003 for records in the period from 01/09/2002 to 15/08/2003

Total Number of School Days:

Copy From Student Attendance Module Bottom



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

2.6 Enquiry by Cls Lvl

2.6.1 Enquire Attendance Rate by Class Level

Attendance > Enquiry by Cls 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.

User Procedures

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

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 | Secondary | School Session | Whole Day | |
|---------------------------------------|------------|----------------|--------------------|-----------------|
| Attendance Rate by 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 6 | 01/09/2003 | 15/01/2004 | 58 | 99.3% |
| Sec 7 | 01/09/2003 | 15/01/2004 | 41 | 99.9% |



Post-effects

N/A

Notes

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

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

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

Function 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.

User Procedures

4. Click **[Attendance]** → **[Enquiry]** in left menu.

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

| Reg No | Eng Name | Chi Name | Sch Sess | Class Name | Cls No | STRN | Status |
|-----------------------|-------------|----------|----------|------------|--------|----------|----------|
| 20027 | STUDENT1311 | 顏文甘 | PM | 3B1 | 1 | Y3887357 | Inactive |
| 20075 | STUDENT1355 | 顏謙朱 | PM | 3B1 | 2 | Y3141630 | Active |

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

[S-ATT06-03] Attendance > Enquiry

| | | | |
|--------------|-------------------|----------------|-----|
| School Level | Primary | School Session | PM |
| Class Level | Primary 3 | Class Name | 3B1 |
| Student Name | STUDENT1311 (顏文甘) | Class No | 1 |

Summary

| Type | Total |
|--------|--|
| Absent | 2.0 day(s) (Excluding 0.0 day(s) Waived Records) |
| Late | 1 time(s) (Excluding 0 time(s) Waived Records) |

Non-attendance Records

| Date | Sess | Type | 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 |

[Back](#)

 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.

[S-ATT06-03] Attendance > Enquiry

| | | | |
|--------------|-------------------|----------------|-----|
| School Level | Primary | School Session | PM |
| Class Level | Primary 3 | Class Name | 3B1 |
| Student Name | STUDENT1375 (仲暉廖) | Class No | 11 |

Summary

| Type | Total |
|--------|--|
| Absent | 3.0 day(s) (Excluding 0.0 day(s) Waived Records) |

Non-attendance Records

| Date | Sess | Type | Waived | Reason |
|------------|------|--------|--------|----------------|
| 12/06/2003 | WD | Absent | N | Sick leave |
| 13/06/2003 | WD | Absent | N | Reason unknown |
| 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.

[S-ATT06-01] Attendance > Enquiry

List of students

| Sch Lvl | Sch Sess | Class Name | Class No | Student Name | No. of Absent | No. of Late | No. of Early Leave |
|---------|----------|------------|----------|--------------|---------------|-------------|--------------------|
| Primary | PM | 3B1 | 1 | STUDENT1311 | 2.0 | 1 | 0 |
| Primary | PM | 3B1 | 11 | STUDENT1375 | 3.0 | 0 | 0 |

2.8 Report

2.8.1 Generate Report

Attendance > Report



Function Description

User can generate and print report.

Pre-requisites

N/A

User Procedures

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



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



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) |
| 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) |
| 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.

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

| Non-attendance Report by Class (R-ATT001-E) | | | |
|---|----------|---------|---------------|
| Template Description | Type | Creator | Creation Date |
| Built-in Template | Built-In | --- | --- |

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

[S-ATT05-02] Attendance > Report

Non-attendance Report by Class (R-ATT001-E) :-
Built-in Template

Please Input The Print Criteria

School Year: 2002
 School Level: Primary
 School Session: AM
 Class Level: Primary 1
 Class Name: 1A
 Non-attendance Type: All
 Period: Term All Month All
 From: 03/09/2002 To: 31/08/2003
 Format: PDF

[Preview & Print](#) [Reset](#) [Back](#)

- The report would be then generated.

R-ATT001-E Date: 26/06/2011

Lui Kai Through-train School
Non-attendance Report by Class
Period: (01/10/2010 - 31/10/2010)

School Year: 2010/2011 Page 1 of 1

School Level: Primary School Session: AM Class Level: Primary 1

| Class | Class No | Eng Name | Chi Name | Date | Ses | Waived | Reason | Remark |
|--|----------|------------|----------|------------|-----|--------|------------|--------|
| Absent Record | | | | | | | | |
| 2A | 11 | step4 test | | 11/10/2010 | AM | N | Sick leave | |
| 2A | 11 | step4 test | | 11/10/2010 | PM | N | Sick leave | |
| Total : 1.0 day(s) (Excluding 0.0 day(s) waived records) | | | | | | | | |

*** End of Report ***

 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)



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 |

 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 criteria.

School Year: 2003
 School Level: Primary
 School Session: AM
 Class Level: Primary 1
 Class Name: 一甲一
 Non-attendance Type: All
 Period: Term All Month All
 From: 03/09/2003 To: 31/08/2004
 Format: PDF

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)

 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 |

 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 print criteria.

| | | | |
|--------------|---|----------------|----------------------------------|
| School Year | <input type="text" value="Current Year"/> | Chinese Name | <input type="text"/> |
| English Name | <input type="text"/> | STRN | <input type="text"/> |
| Reg No | <input type="text"/> | School Session | <input type="text" value="All"/> |
| School Level | <input type="text" value="Primary"/> | Class Level | <input type="text" value="All"/> |
| Class Level | <input type="text" value="All"/> | Class Name | <input type="text" value="All"/> |

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**.

| | | | | | | | | |
|-------------------------------------|-----------|--------------|------|----|------|----|----------|--------|
| <input checked="" type="checkbox"/> | 2003test0 | LEE CHI WING | 目李智下 | PM | 1B12 | 91 | Z4129971 | Active |
|-------------------------------------|-----------|--------------|------|----|------|----|----------|--------|

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Period School Year From To

* The start / end dates must be within current school year

Format

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)

 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 |

 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) :-
Built-in Template

Please input the print criteria.

School Year: 2003
 School Level: Primary
 School Session: AM
 Class Level: Primary 1
 Class Name: 一甲
 Period: Term: All, Month: All
 From: 03/09/2003 To: 31/08/2004
 Format: PDF

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 |
| RICTEXT (RTF) | Microsoft Word / Word pad |
| EXCEL (XLS) | Microsoft Excel |

 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 > Report

Suspected Dropout List by Class (R-ATT004-E) :-
Built-in Template

Please input the print criteria.

School Year: 2003
 School Level: Primary
 School Session: AM
 Class Level: Primary 1
 Class Name: 一甲
 Case Type: Outstanding Processed
 Format: PDF

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 |
| RICTEXT (RTF) | Microsoft Word / Word pad |
| EXCEL (XLS) | Microsoft Excel |

 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 Template

Please input the print criteria.

School Year: 2003
 School Level: Primary
 School Session: AM
 Class Level: Primary 1
 Class Name: --甲--
 Period: Term: All, Month: All
 From: 03/09/2003 To: 31/08/2004
 Format: PDF

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 |
| RICTEXT (RTF) | Microsoft Word / Word pad |
| EXCEL (XLS) | Microsoft Excel |

 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

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)

 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 |
| RICTEXT (RTF) | Microsoft Word / Word pad |
| EXCEL (XLS) | Microsoft Excel |

 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 criteria.

School Level Primary
 School Session AM
 School Year(s) From: 2003 To: 2003
 Format PDF

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 pop-up 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)

 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 |
| RICTEXT (RTF) | Microsoft Word / Word pad |
| EXCEL (XLS) | Microsoft Excel |

 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 Report for Specified No. of Absence, Lateness or Early Leave (R-ATT008-E) :-
Built-in Template**

Please input the print criteria.

School Year: 2003
 School Level: Primary
 School Session: AM
 Class Level: Primary 1
 Class Name: --甲--
 Student Selection: Absent >= 0 time(s) / day(s)
 Period: Term: All Month: All
 From: 03/09/2003 To: 31/08/2004
 Format: PDF

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)

 **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 |

 **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**.

[S-ATT05-17] Attendance > Report

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 Name: 1A
 Period: Term All
 From: 01/09/2011 To: 10/07/2012
 Month: All

Orientation: Horizontal Vertical
 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)

 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 |
| RICTEXT (RTF) | Microsoft Word / Word pad |
| EXCEL (XLS) | Microsoft Excel |

 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.

School Year: 2003
 School Level: Primary
 School Session: AM
 Class Level: Primary 1
 Non-attendance Type: All
 Reason: All

Period: Term 1, Month All
 From: 03/09/2003 To: 14/01/2004

Format: PDF

Preview & Print | Reset | 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)



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 |
| RICTEXT (RTF) | Microsoft Word / Word pad |
| EXCEL (XLS) | Microsoft Excel |



User Procedures

1. Select **School Year**.
2. Select **School Level**, and **School Session**.
3. Enter **Date**.

4. Select **Format**.

[S-ATT05-15] **Attendance > Report**

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)

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 |
| RICTEXT (RTF) | Microsoft Word / Word pad |
| EXCEL (XLS) | Microsoft Excel |

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 | 2003 |
| School Level | Secondary |
| School Session | PM |
| Format | PDF |

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 pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

 Notes

N/A

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 | Type |
|-------------------------------------|--------|
| 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 Type : SCHOOL
> Bottom

| Code | English Description (+) | Chinese Description (+) | Suspected Dropout Indicator | Punishment Indicator | Waived Indicator | Status |
|------|--|-------------------------|-----------------------------|----------------------|------------------|--------|
| 01 | Interval between dropout and readmission | 懷疑退學與重新取得期間紀錄 | N | N | N | A C I |
| 02 | Reason unknown | 原因不詳 | Y | Y | N | A C I |

- (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.



Late Reason

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

Table : Late Reason Type : SCHOOL
Bottom

| Code | English Description [:] | Chinese Description [:] | Punishment Indicator | Waived Indicator | Status |
|------|-------------------------|-------------------------|----------------------|------------------|--------|
| 01 | Reason unknown | 原因不詳 | Y | N | A C I |
| 02 | Traffic jam | 交通擠塞 | N | N | A C I |

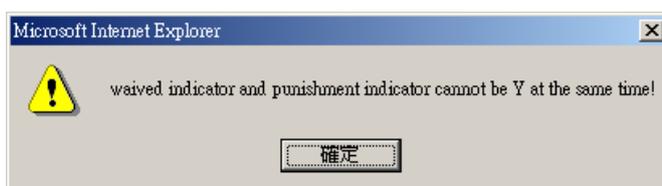
- (1) If “Punishment” indicator is set as “Y”, then the late records with this type of reason will be counted in the scanning of functions in **Award & Punishment (ANP)** module.
- (2) If “Waived” indicator is set as “Y”, then the late records with this type of reason will not be consolidated and captured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



Early Leave Reason

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

Table : Early Leave Reason Type : SCHOOL
Bottom

| Code | English Description [:] | Chinese Description [:] | Waived Indicator | Status |
|------|-------------------------|-------------------------|------------------|--------|
| 01 | Reason unknown | 原因不詳 | N | A C I |
| 02 | External activities | 課外活動 | N | A C I |

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 : EMB
Bottom

| Code | English Description | Chinese Description | Status |
|------|--|---------------------|--------|
| 51 | Non-attendance (with academic difficulties) | 缺課 (因學習困難) | Ⓐ Ⓒ Ⓓ |
| 52 | Non-attendance (with behaviour difficulties inside school) | 缺課 (因校內行為問題) | Ⓐ Ⓒ Ⓓ |