



**identiMetrics®**  
Simplify Your School Day

# AutoTardy User Guide

v 3.0.16

**identiMetrics, Inc.**

115 York Road  
Suite 200  
Jenkintown, PA 19046  
[www.identimetrics.net](http://www.identimetrics.net)  
215-836-5640

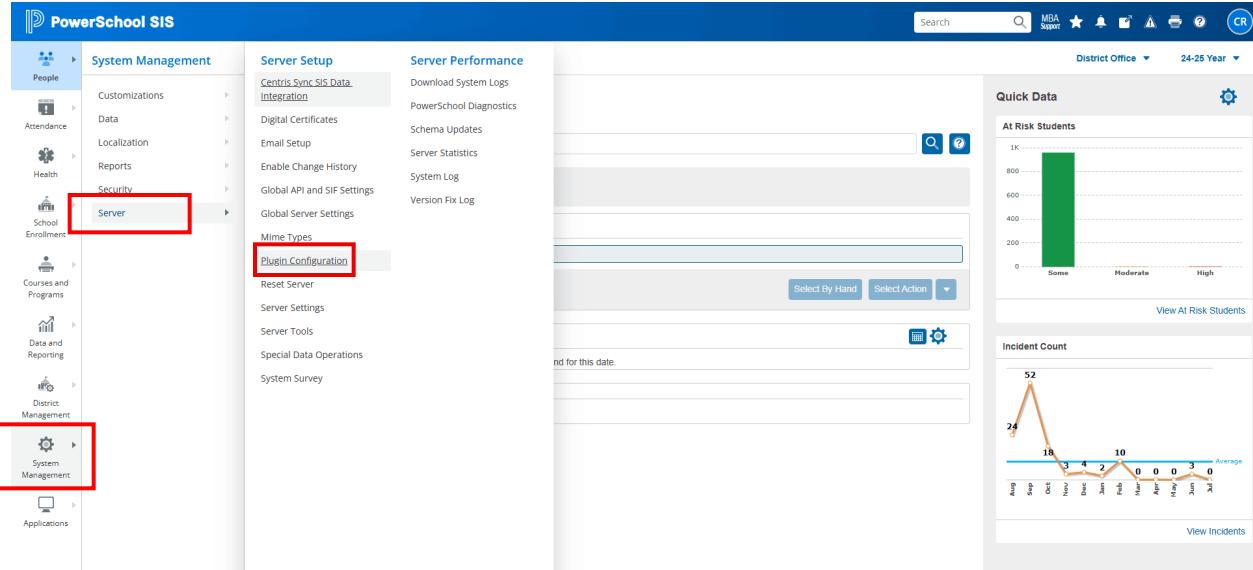
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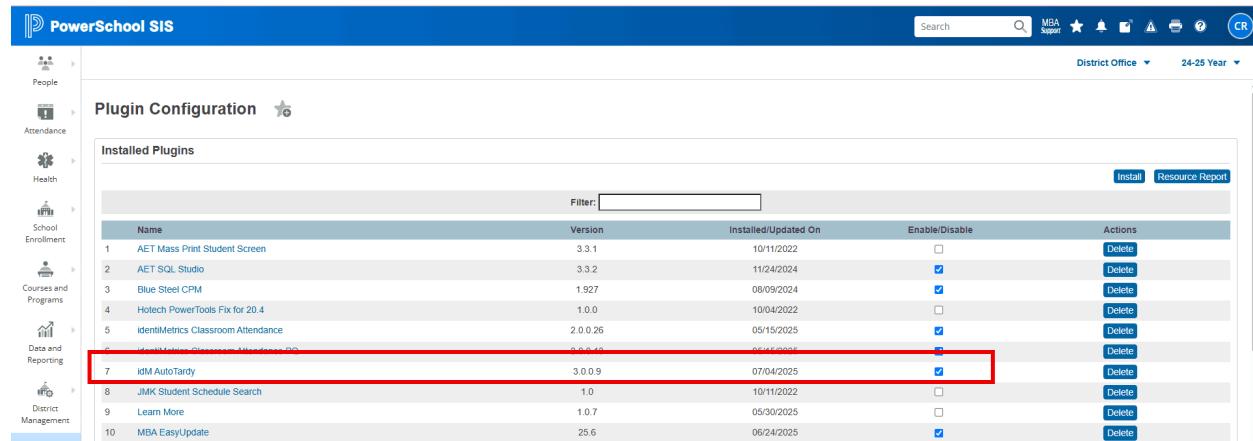
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# Installing AutoTardy

## Install and enable the plugins



The screenshot shows the PowerSchool SIS interface. On the left, the 'System Management' menu is open, with 'Server' and 'Plugin Configuration' highlighted with red boxes. The main content area shows the 'Plugin Configuration' page, which lists installed plugins. One plugin, 'idM AutoTardy', is also highlighted with a red box. The right side of the screen displays various system status and performance metrics.

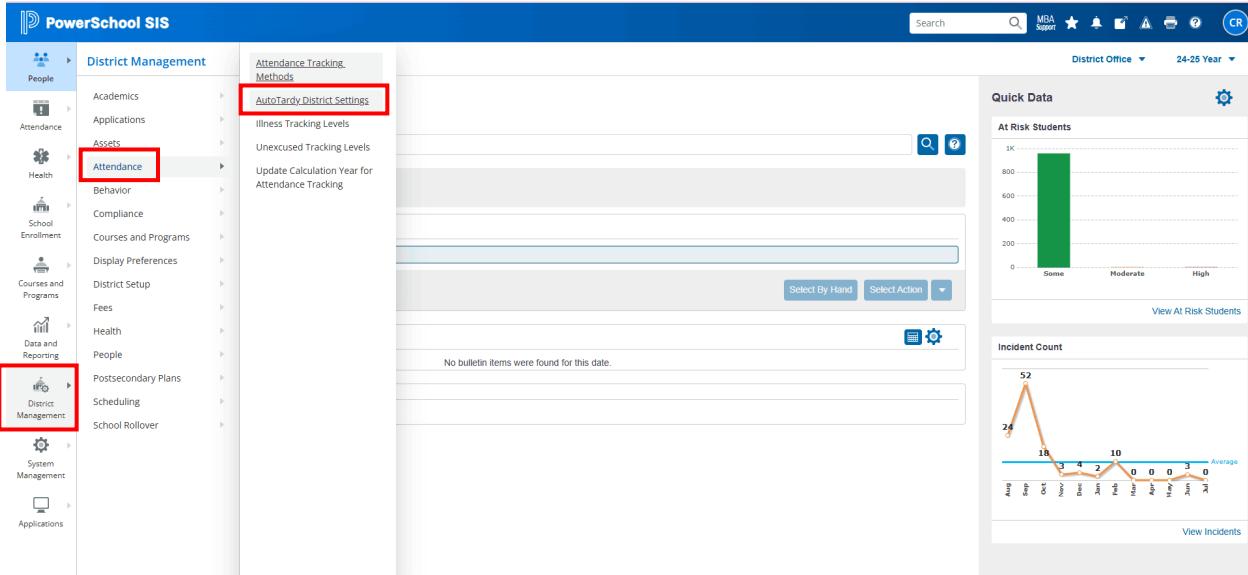


The screenshot shows the 'Plugin Configuration' page with the 'idM AutoTardy' plugin selected. The plugin is highlighted with a red box. The page displays the plugin's name, version (3.0.9), installed date (07/04/2025), and an enable/disable checkbox which is checked. The 'Actions' column for this row also contains a red box around the 'Delete' button.

# Configuring AutoTardy

## AutoTardy District Settings

The District Settings can be applied to all schools in the district if desired. Alternatively, each school can configure their settings independently. To access the District Settings, choose District Management>Attendance>AutoTardy District Settings.



The screenshot shows the PowerSchool SIS interface. The left sidebar is titled 'District Management' and contains several categories: People, Attendance, Health, School Enrollment, Courses and Programs, Data and Reporting, and District Management. The 'Attendance' link is highlighted with a red box. The main content area shows a list of 'Attendance Tracking Methods' with 'AutoTardy District Settings' highlighted with a red box. To the right, there is a 'Quick Data' section with a bar chart titled 'At Risk Students' and a line chart titled 'Incident Count' showing the number of incidents per month.

## District Settings



Option	Value
Allow schools to set their own settings	No

**Allow schools to set their own settings** - Set value to YES to allow schools to apply their own settings. Set value to NO if schools are not allowed to use their own settings and must use the settings as defined by the AutoTardy District Settings page. By default, this value is set to NO.

## School Settings

School Settings	
Option	Setting
Attendance Mode	Daily Attendance
Tardy Count Term Length	1/2

**Attendance Mode** - Determines the attendance recording preference. Choose either Daily or Meeting Attendance.

**Tardy Count Term Length** - Counts tardies within each term length and resets at the change of each term. The terms available reflect the terms you have set up in your PowerSchool Calendar.

**Note:** Both settings can be overridden at the individual schools when the 'Allow schools to set their own settings' value is set to No.

## Main Settings

Main Settings	
Option	Setting
Default Attendance Code	(TU) Tardy Unexcused
Return to Default After Scan	Yes
Default Print Hall Pass	Yes
Scan with Student_Number or Student ID?	Student Number
Include Scan Time in Attendance Comment	Yes
Use Clock-in/Clock-out	Yes
Scanning Page: Limit number of records displayed	20

**Default Attendance Code** – Choose the attendance code that is expected to be used most often. The code can also be changed from the default on the 'Record Attendance' page if needed. **Note:** Attendance codes require configuration for use with the plugin. These need to be configured at the school level.

**Return to Default After Scan** – Choose if you want the Record Attendance page to return to the chosen default after each attendance event.

**Default Print Hall Pass** – Choose if you want a hall pass to be printed by default after each attendance event. This must be set to YES if you want any attendance codes to generate a hall pass. This is a global setting. You will also need to configure individual attendance codes to generate a hall pass.

**Scan with Student\_Number, Student ID or Lunch ID?** – Choose which student identifier you are using to identify students in PowerSchool.

**Include Scan Time in Attendance Comment** – Choose if you want to have the time stamp included in the comment that is saved with the attendance record.

**Use Clock-in/Clock-Out** – Choose if you will be using the clock-in/clock-out features. This is a global setting. You will also need to configure individual attendance codes for clock-in/clock-out functions.

**Scanning Page: Limit number of records displayed** – Use this to set a limit on how many attendance records are displayed on the Record Attendance page. If left empty, this will allow an unlimited number.

## Print Slip Settings

Print Slip Settings		
Option	District Setting	School Setting
Print Typed Attendance Comment and Status on Hall Pass	Yes	<input checked="" type="checkbox"/> Yes
Print Class on Hall Pass	Yes	<input checked="" type="checkbox"/> Yes
Print Attendance Code on Hall Pass	Yes	<input checked="" type="checkbox"/> Yes
Print Counts on Hall Pass	Yes	<input checked="" type="checkbox"/> Yes
Print Pre-set Comment on Hall Pass	Yes	<input checked="" type="checkbox"/> Yes
Print District/School Logo	No	<input checked="" type="checkbox"/> Yes
District/School Logo Filename		/images/Picture.png

**Print Typed Attendance Comment and Status on Hall Pass** – Choose if you want the attendance comment that is typed on the Record Attendance page to be displayed on the hall pass.

**Print Class on Hall Pass** – Choose if you want the Course Name and Expression of the class that the student is enrolled to at the time of the scan to be displayed on the hall pass.

**Print Attendance Code on Hall Pass** – Choose if you want the attendance code and code category displayed on the hall pass.

**Print Counts on Hall Pass** – Choose if you want to include the total tardy count for the selected attendance code as well as the overall tardy count for all tardy codes for the chosen term length to be displayed on the hall pass. This is a global setting. You will also need to configure individual attendance codes to display counts on the hall pass.

**Print Pre-set Comment on Hall Pass** – Choose if you want to include the pre-set comment for the tardy count on the hall pass. This is a global setting. You will also need to configure individual attendance codes to display comments on the hall pass.

**Print District/School Logo** – Choose if you want to display the district or school logo on the hall pass.

**District/School Logo Filename** - The logo image file needs to be prepared as a square .jpg or .png file (recommended 250x250 pixel range) with an ‘appropriate for website’ name (e.g school\_logo.png). The file should be uploaded to the Custom Page Management images folder. Input the name of the file to the Filename field.

## Pre-set Tardy Comments

Pre-set Tardy Comments

Expand All

- ▶ Tardy Comments Maximum: 9
- ▶ Excused Tardy Comments Maximum: 37
- ▶ Unexcused Tardy Comments Maximum: 8

For each tardy type, choose the maximum number of comments (up to 50) that you expect to use.

Pre-set Tardy Comments

Expand All

Tardy Count	Comment	Maximum:
1	Tardy DO 1	10
2		
3		
4		

Expand the tardy type group. Add up to 400 characters of text to the comment field for the associated tardy count threshold.

You can use the down arrow to autofill your comment to subsequent threshold counts.

Pre-set Tardy Comments

Expand All

- ▶ Tardy Comments  Override District Comments  
Maximum: 50
- ▶ Excused Tardy Comments Maximum: 50
- ▶ Unexcused Tardy Comments Maximum: 50

If Pre-set Tardy Comments are allowed to be set at the school level, then you must enable Override District Comments first. This will allow you to begin adding text to the comment fields.

## Schedule Exception Settings

Schedule Exception Settings

Option	Setting
Scanning To Overlapping Periods	Validation Error
Scanning To Periods with Multiple Sections 	Validation Error
Scanning Outside of a Period	Validation Error

**Submit**

This feature is only active when the plugin is configured for Meeting Attendance. **It customizes attendance recording when a student scans at a time that their schedule includes one or more of the following:**

- **Overlapping Periods:** Multiple periods scheduled at the same time on a student's schedule.
- **Multiple Sections per Period:** Several sections assigned to the same period.
- **Passing/Non-Scheduled Periods:** Passing periods or non-scheduled periods within the school day.

## Scanning to Overlapping Periods

Schedule Exception Settings

Option	Setting
Scanning To Overlapping Periods	<b>Validation Error</b> All Periods Any Period Daily Attendance Shortest Period(s) Longest Period(s) Specific Period(s) (Configure at the School Level)
Scanning To Periods with Multiple Sections 	Validation Error
Scanning Outside of a Period	Validation Error

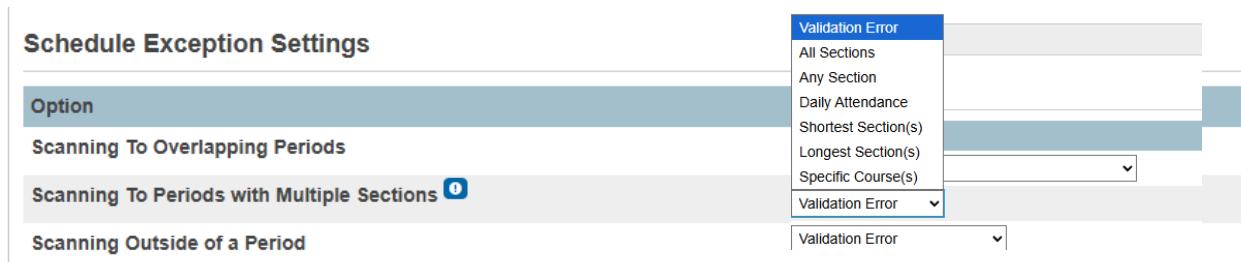
Enable this setting to handle attendance when a scan occurs during overlapping periods on a student's schedule. Select an option to define attendance recording behavior.

### Options and Behaviors(1) Scanning to Overlapping Periods

Option	Description	Timestamp Behavior	Tardy Count	Attendance Activity	Hall Pass
<b>Validation Error</b>	Displays a dialog on the AutoTardy Record Attendance page for manual selection at scan time.	Dependent on user selection	Dependent on user selection	Dependent on user selection	Created for configured codes.

<b>All Periods</b>	Records selected attendance code to <i>all</i> overlapping periods.	If code-enabled, records meeting time entry; timestamp added to comments for all periods.	Each period adds to the tardy count if code is set to count as tardy.	Details shown for each period.	Created for each overlapping period for configured codes.
<b>Any Period</b>	Records selected attendance to the <i>first</i> available overlapping period.	If code-enabled, records meeting time entry; timestamp added to comments for that period.	Only the selected period adds to the tardy count if code is set to count as tardy.	Details shown for the selected period.	Created for the selected period for configured codes.
<b>Daily Attendance</b>	Records to the daily record only (ignores periods).	Not recorded (even if code-enabled); timestamp added to daily comments.	Not applied.	Details shown as a daily record.	Created for configured codes.
<b>Shortest Period(s)</b>	Records to the <i>shortest</i> overlapping period(s).	If code-enabled, records meeting time entry; timestamp added to comments for selected period(s).	Selected period(s) add to the tardy count if code is set to count as tardy.	Details shown for selected period(s).	Created for selected period(s) for configured codes.
<b>Longest Period(s)</b>	Records to the <i>longest</i> overlapping period(s).	Same as Shortest.	Same as Shortest.	Same as Shortest.	Same as Shortest.
<b>Specific Period(s)</b>	Records to user-defined period(s) Must be configured at the school level <b>Multi-Select using Ctrl+click).</b>	If code-enabled, records meeting time entry; timestamp added to comments for selected period(s).	Selected period(s) add to the tardy count if code is set to count as tardy.	Details shown for selected period(s).	Created for selected period(s) for configured codes.

## Scanning to Periods with Multiple Sections



The screenshot shows a configuration interface for 'Schedule Exception Settings'. A dropdown menu is open for the 'Scanning To Periods with Multiple Sections' option, listing several validation error handling options: 'Validation Error', 'All Sections', 'Any Section', 'Daily Attendance', 'Shortest Section(s)', 'Longest Section(s)', 'Specific Course(s)', and 'Validation Error' again. The 'Validation Error' option is the current selection.

Option	Validation Error
Scanning To Overlapping Periods	All Sections
Scanning To Periods with Multiple Sections	Validation Error
Scanning Outside of a Period	Validation Error

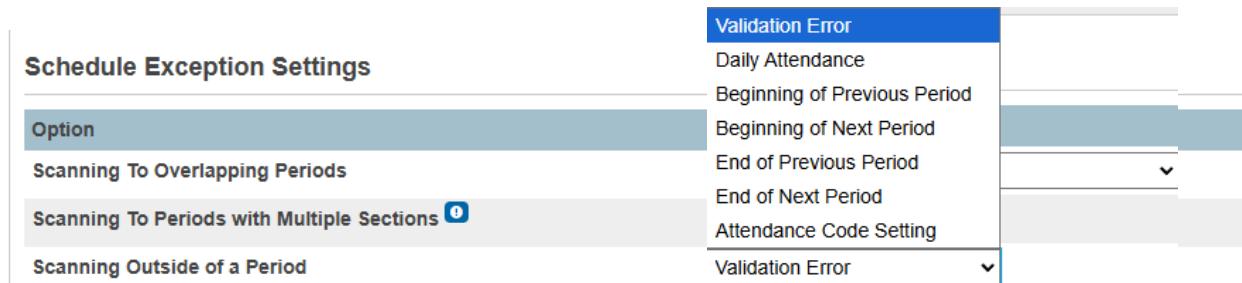
Enable this setting to handle attendance when a scan occurs at a time a student has multiple sections scheduled in the same period. Select an option for attendance recording behavior.

**Important:** If the attendance code uses Clock In/Clock Out, it records to *all* sections regardless of setting (applies "All Sections" behavior).

## Options and Behaviors( 2) Scanning to Periods with Multiple Sections

Option	Description	Timestamp Behavior	Tardy Count	Attendance Activity	Hall Pass
<b>Validation Error</b>	Displays a dialog for manual selection at scan time.	Dependent on user selection	Dependent on user selection	Dependent on user selection	Created for configured codes.
<b>All Sections</b>	Records to <i>all</i> sections in the period.	If code-enabled, records meeting time entry; timestamp added to comments for all sections.	Each section adds to the tardy if code is set to count as tardy.	Details shown for each section.	Created for each section for configured codes.
<b>Any Section</b>	Records to the <i>first</i> available section.	Timestamp added to comments for that section.	Selected section adds to the tardy count if code is set to count as tardy.	Details shown for the selected section.	Created for the selected section for configured codes.
<b>Daily Attendance</b>	Records to the daily record only (ignores sections).	Not recorded; timestamp added to daily comments.	Not applied.	Details shown as a daily record.	Created for configured codes.
<b>Shortest Section(s)</b>	Records to the <i>shortest</i> section(s) in the period.	Timestamp added to comments for selected section(s).	Selected section(s) add to the tardy count if code is set to count as tardy.	Details shown for selected section(s).	Created for selected sections(s) for configured codes.
<b>Longest Section(s)</b>	Records to the <i>longest</i> section(s) in the period.	Same as Shortest.	Same as Shortest.	Same as Shortest.	Same as Shortest.
<b>Specific Course(s)</b>	Records attendance to defined course(s). <b>Enter comma-separated course number(s) to field provided.</b>	Timestamp added to comments for selected course(s).	Selected course(s) add to the tardy count if code is set to count as tardy.	Details shown for selected course(s).	Created for selected courses(s) for configured codes.

## Scanning Outside of a Class Period

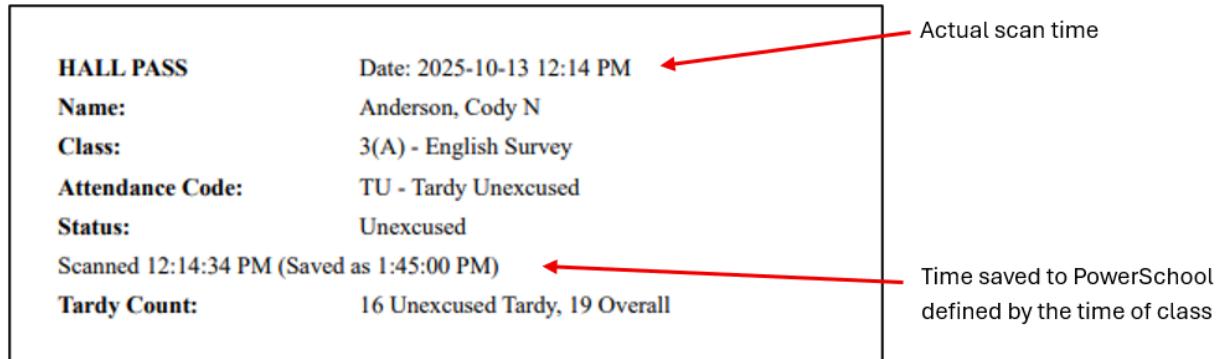


Enable this setting for scans during passing/non-scheduled times. Select an option to record attendance.

### Options and Behaviors( 3) Scanning Outside of a Class Period

Option	Description	Timestamp Behavior	Tardy Count	Attendance Activity	Hall Pass
<b>Validation Error</b>	Displays a dialog for manual selection.	Dependent on user selection	Dependent on user selection	Dependent on user selection	Created for configured codes.
<b>Daily Attendance</b>	Records to the daily record only.	Not recorded; timestamp added to daily comments.	Not applied.	Details shown as a daily record.	Created for configured codes.
<b>Beginning of Previous Class</b>	Records to the start of the previous class (uses its start time as "saved time").	If code-enabled, uses class start time for meeting entry; both scanned and saved times added to comments. <a href="#">See Images</a>	Selected class adds to the tardy count if code is set to count as tardy.	Details shown for the class. <a href="#">See Images</a>	Created for selected class for configured codes. <a href="#">See Images</a>
<b>Beginning of Next Class</b>	Records to the start of the next class.	Same as Previous.	Same as Previous.	Same as Previous.	Same as Previous.
<b>End of Previous Class</b>	Records to the end of the previous class.	Same as Previous.	Same as Previous.	Same as Previous.	Same as Previous.
<b>End of Next Class</b>	Records to the end of the next class.	Same as Previous.	Same as Previous.	Same as Previous.	Same as Previous.
<b>Attendance Code Setting</b>	Configure per-code behaviors via <a href="#">AutoTardy</a> , <a href="#">Attendance Code Settings</a> .	Based on attendance code level setting	Based on attendance code level setting	Based on attendance code level setting	Based on attendance code level setting

## Images



Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code
Anderson, Cody N	14	9	English Survey: 3(A)	25-26	10/13/2025	Scanned 12:14:34 PM (Saved as 1:45:00 PM)	TU

## AutoTardy School Settings

To access the School Settings, choose School Management>Attendance>AutoTardy School Settings.

**PowerSchool SIS**

**School Management**

**Attendance**

**AutoTardySchool Settings**

**Quick Data**

Attendance Taken

0%

**At Risk Students**

600

400

200

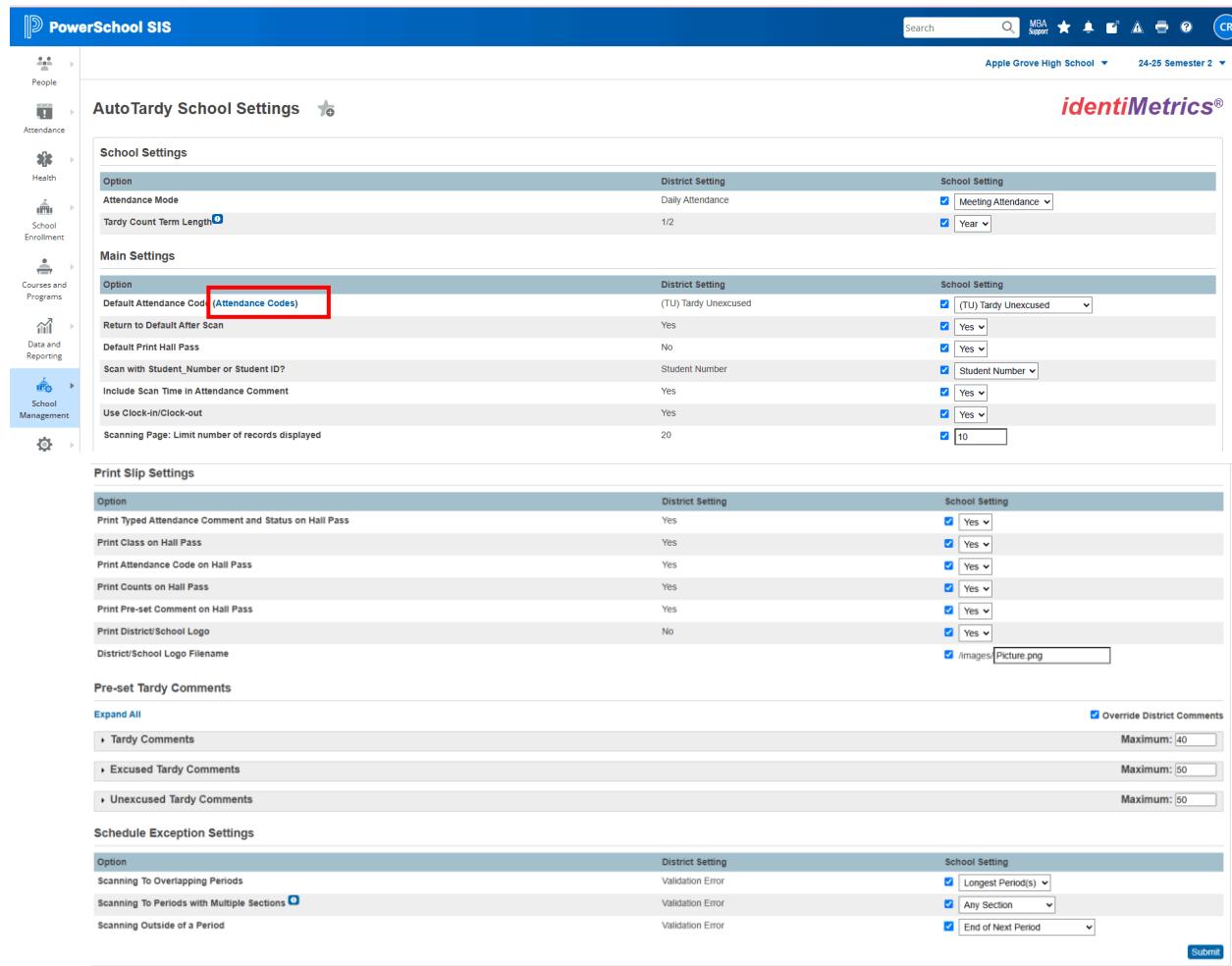
0

Some Moderate High

View At Risk Students

**Incident Count**

Please see [School Settings](#) for configuration details.



The screenshot shows the PowerSchool SIS interface for 'AutoTardy School Settings'. The left sidebar includes links for People, Attendance, Health, School Enrollment, Courses and Programs, Data and Reporting, and School Management. The 'School Management' link is highlighted. The main content area is titled 'AutoTardy School Settings' and contains several sections: 'School Settings', 'Main Settings', 'Print Slip Settings', 'Pre-set Tardy Comments', and 'Schedule Exception Settings'. The 'Attendance Codes' link under 'School Settings' is highlighted with a red box. The 'Main Settings' section includes options like 'Default Attendance Code' (highlighted with a red box), 'Return to Default After Scan', 'Default Print Hall Pass', 'Scan with Student Number or Student ID?', 'Include Scan Time in Attendance Comment', 'Use Clock-in/Clock-out', and 'Scanning Page: Limit number of records displayed'. The 'Print Slip Settings' section includes options like 'Print Typed Attendance Comment and Status on Hall Pass', 'Print Class on Hall Pass', 'Print Attendance Code on Hall Pass', 'Print Counts on Hall Pass', 'Print Pre-set Comment on Hall Pass', 'Print District/School Logo', and 'District/School Logo Filename'. The 'Pre-set Tardy Comments' section includes 'Tardy Comments', 'Excused Tardy Comments', and 'Unexcused Tardy Comments' with maximum values of 40, 50, and 50 respectively. The 'Schedule Exception Settings' section includes 'Scanning To Overlapping Periods', 'Scanning To Periods with Multiple Sections', and 'Scanning Outside of a Period' with school settings for validation errors. The 'Submit' button is located at the bottom right.

## Attendance Code Setup

All attendance codes that will be used to record attendance with the AutoTardy plugin must be configured.

There are two ways to access the Attendance code page. Navigate to School Management>Attendance>Attendance codes or on the AutoTardy School Settings page use the link provided for the Attendance codes.

Attendance Preferences

Attendance Bridge  
Synchronization  
Preferences

Attendance Code Categories

Attendance Codes

New

	Teachers Assign	Counts ADA	Counts ADM	Presence	Sort
Attendance Conversions	✓	✓	✓	Present	1 ▾
Attendance Tracking Modes	✓	✓	✓	Absent	2 ▾
AutoTardy School Settings	✓	✓	✓	Present	3 ▾
Full-Time Equivalencies	✓	✓	✓	Present	4 ▾
Illness Tracking Categories		✓	✓	Absent	5 ▾
Map Attendance and Action Codes		✓	✓	Absent	6 ▾
Section Attendance Settings		✓	✓	Present	7 ▾
Unexcused Tracking Categories		✓	✓	Present	8 ▾
		✓	✓	Absent	9 ▾
		✓	✓	Absent	10 ▾
		✓	✓	Absent	11 ▾
	✓	✓	✓	Present	12 ▾
	✓	✓	✓	Present	13 ▾
	✓	✓	✓	Present	14 ▾
		✓	✓	Present	15 ▾
		✓	✓	Present	16 ▾
	✓	✓	✓	Present	17 ▾

Submit

Select the attendance code you are configuring. In this example I will use Tardy Unexcused.

Attendance Codes

Code	Description	Teachers Assign	Counts ADA	Counts ADM	Presence	Sort
	Present	✓	✓	✓	Present	1 ▾
A	Absent	✓	✓	✓	Absent	2 ▾
TU	Tardy Unexcused	✓	✓	✓	Present	3 ▾
TE	Tardy Excused	✓	✓	✓	Present	4 ▾
P	Parent Excused	✓	✓	✓	Absent	5 ▾
U	Unexcused	✓	✓	✓	Absent	6 ▾
S	School Excused	✓	✓	✓	Present	7 ▾
I	In School Suspension	✓	✓	✓	Present	8 ▾
O	Out of School Suspension	✓	✓	✓	Absent	9 ▾
X	Truant		✓	✓	Absent	10 ▾
V	Vacation		✓	✓	Absent	11 ▾
F	Field Trip		✓	✓	Present	12 ▾
EO	Early Out	✓	✓	✓	Present	13 ▾
PR	Present	✓	✓	✓	Present	14 ▾
T	Tardy	✓	✓	✓	Present	15 ▾

Submit

Auto Tardy Attendance Code Settings IdentMetrics®

Tardy Type	<input type="radio"/> None (Do not count) <input type="radio"/> Tardy <input type="radio"/> Excused Tardy <input checked="" type="radio"/> Unexcused Tardy
Clock In / Clock Out Usage	Plan B: ClockInTime to ScanTime, ClockOutTime to End of Period
Use this code to Print Hall Pass	<input checked="" type="checkbox"/>
Use this code on Attendance Activity Page	<input checked="" type="checkbox"/>
Print Counts on Hall Pass	<input checked="" type="checkbox"/>
Print Pre-set Comment on Hall Pass	<input checked="" type="checkbox"/>
Behavior When Scanning Outside of a Class Period	End of Previous Class <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">           Daily Attendance            Beginning of Previous Class            Beginning of Next Class  <b>End of Previous Class</b>            End of Next Class         </div>
<small>Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary for assigning the single-letter code. The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (b). "A" and "a" are equivalent.</small>	
<input type="button" value="Delete"/> <input type="button" value="Submit"/>	

**Tardy Type-** Choose the tardy type that you would like assigned to the attendance code. Tardies of this type will be grouped and counted together.

*Note: When the plugin is configured to Meeting Attendance, the tardy counts shown will be the combined tardy totals for that code and of that type across all meetings.*

**Clock In/ Clock Out Usage** – Select the plan that will be applied to the timestamp entry for this attendance code. If not using this option, please select Plan A: no times needed. Plan B is typically used for Tardy codes. Plan C is typically used for Early Dismissal codes.

### For Meeting Attendance

Plan B: ClockIn Time to Scan Time, ClockOut Time to End of Period.

Plan C: ClockIn Time to Start of Period, ClockOut Time to Scan Time.

### For Daily Attendance

Plan B: ClockIn Time to Scan Time, ClockOut Time to End of Day.

Plan C: ClockIn Time to Start of Day, ClockOut Time to Scan Time.

*Note: For Daily Attendance, if a student scans in more than once with a tardy code set to use clock-in/clock-out, the clock in time will be updated to the most recent scan time.*

**Use this code to Print Hall Pass** – Select this option if a hall pass should be generated for this attendance code.

**Print Counts on Hall Pass** – Select this option if counts should be displayed on the hall pass.

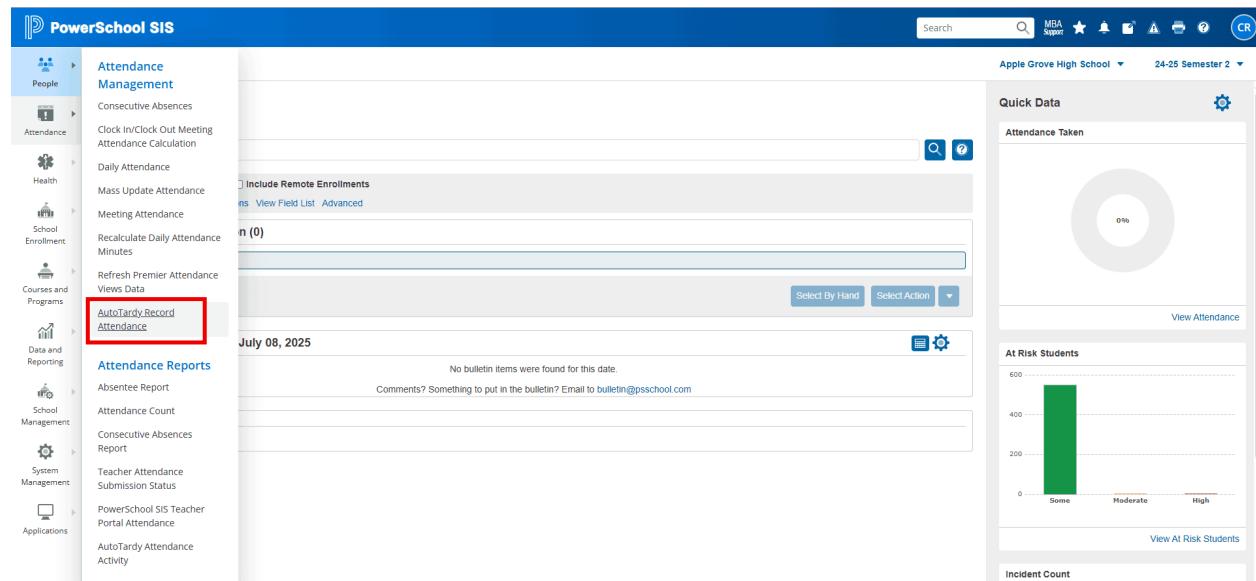
**Print Pre-set Comment on Hall Pass** – Select this option if a comment should be displayed on the hall pass.

**Scanning Outside of Scheduled Period** - Select an option for non-scheduled period scans (See Options and Behaviors(3) Scanning Outside of a Class Period)

## Using AutoTardy

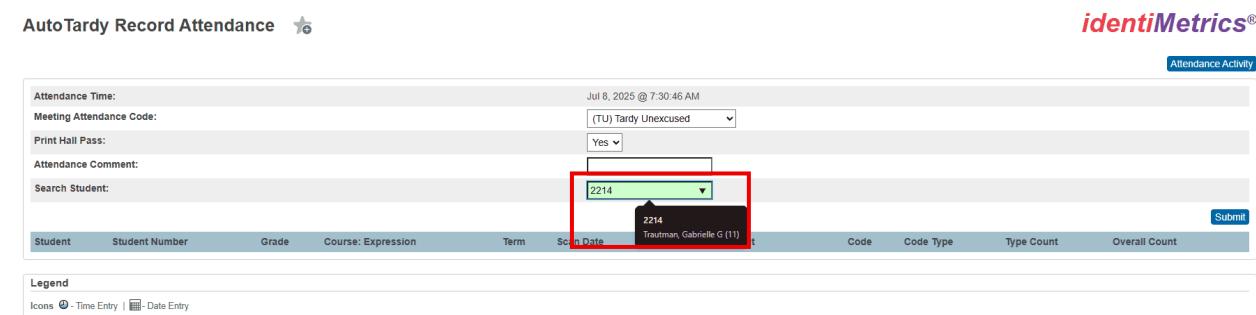
Login to PowerSchool with a full access account that includes edit privileges by default.

Navigate to the AutoTardy Record Attendance page.



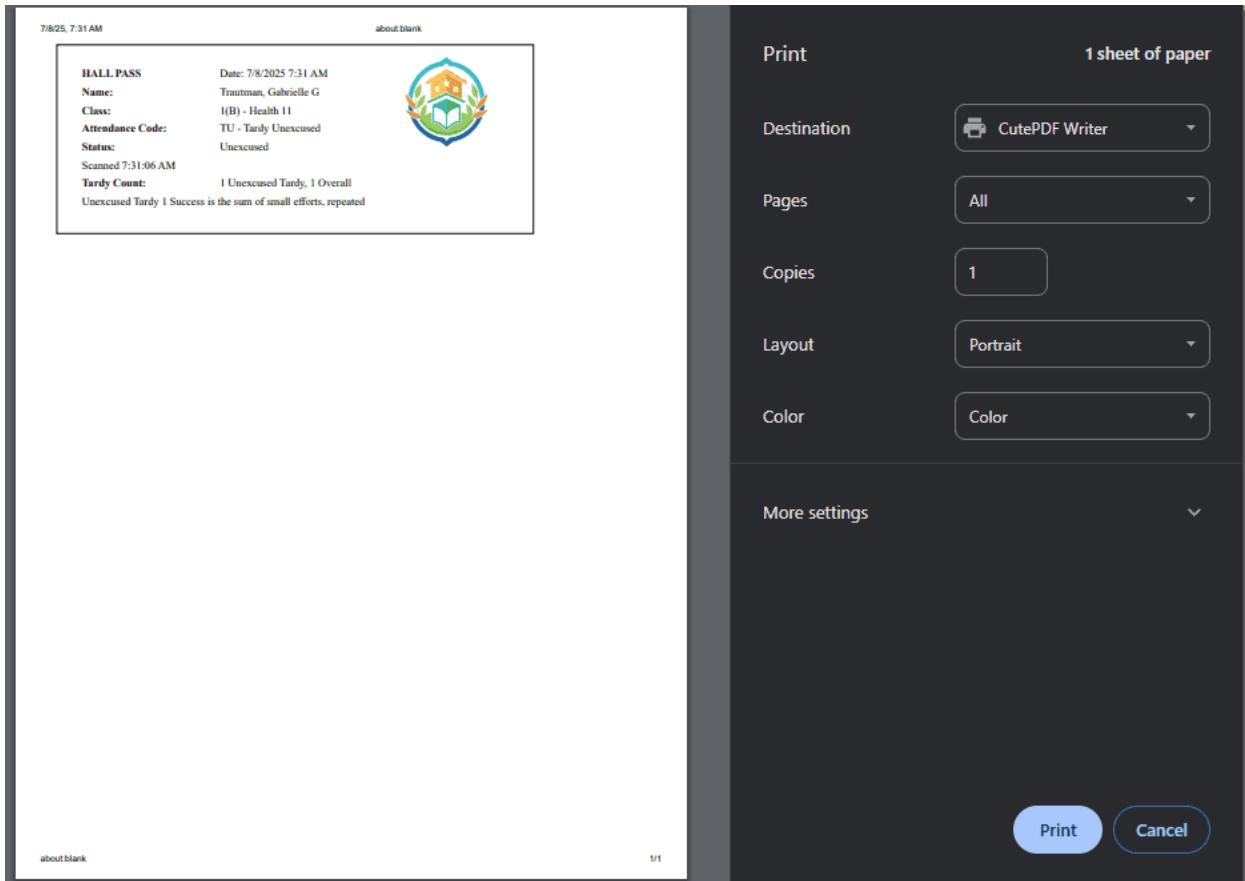
The screenshot shows the PowerSchool SIS dashboard. The left sidebar is titled 'Attendance Management' and includes links for Consecutive Absences, Clock In/Clock Out Meeting, Attendance Calculation, Daily Attendance, Mass Update Attendance, Meeting Attendance, Recalculate Daily Attendance Minutes, Refresh Premier Attendance, and Views Data. The 'AutoTardy Record Attendance' link is highlighted with a red box. The main content area shows a search bar with 'Search' and 'MBA Report' buttons, and a date selector for 'July 08, 2025'. A message states 'No bulletin items were found for this date.' Below the date, there is a 'Comments?' section with an email address. To the right, there is a 'Quick Data' panel with a 'Attendance Taken' chart (0%) and an 'At Risk Students' bar chart (Some). The bar chart has three categories: Some (green bar), Moderate (yellow bar), and High (orange bar). The 'At Risk Students' chart has a y-axis from 0 to 600 and an x-axis with categories Some, Moderate, and High.

To record attendance, enter or scan the Student Number, Student ID or Lunch ID to the 'Search Student' field or begin typing the first few letters of the last name to select your student and then click Submit.



The screenshot shows the 'AutoTardy Record Attendance' page. It includes fields for Attendance Time (Jul 8, 2025 @ 7:30:46 AM), Meeting Attendance Code ((TU) Tardy Unexcused), Print Hall Pass (Yes), Attendance Comment, and a 'Search Student' dropdown menu. The 'Search Student' dropdown is highlighted with a red box and shows the student ID '2214' and name 'Trautman, Gabrielle G (11)'. Below the dropdown, there is a table with columns: Student, Student Number, Grade, Course: Expression, Term, Scan Date, Code, Code Type, Type Count, and Overall Count. A legend at the bottom left indicates that icons for Time Entry and Date Entry are used.

If a hall pass option is configured for this attendance code, select Print or if your browser is set to 'kiosk mode' your hall pass will automatically print.



Repeat these steps to record attendance for your students.

## Helpful Hints

- ✓ If you need to select a different attendance code from the default that has been chosen, use the drop-down option for the **Attendance Code** field to display your list of attendance code options.

Attendance Activity

Attendance Time: Jul 8, 2025 @ 7:36:53 AM

Meeting Attendance Code:

Print Hall Pass:

Attendance Comment:

Search Student:

Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count	Submit
Trautman, Gabrielle G	2214	11	Health 11: 1(B)	24-25	07/08/2025	(TU) Tardy Unexcused	TU	Unexcused Tardy	1 UNX	1	<input type="button" value="View Tardy Slip"/>

Legend  
Icons  Time Entry |  Date Entry

- ✓ If you wish to view the attendance page for a selected student, click in the student's name to link you to that page.
- ✓ Use the Refresh Data option to display attendance activity recorded by another user.
- ✓ To reprint or view the hall pass for any student click on View Tardy Slip.

Attendance Activity

Attendance Time: Aug 26, 2025 @ 9:05:03 AM

Meeting Attendance Code:

Print Hall Pass:

Attendance Comment:

Search Student:

Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count	Refresh Data	Submit
Cheatham, Dewey	78	11	Phys Ed 11: 1(A)	25-26	08/26/2025	No Scan Scanned 9:04:09 AM	TU	Unexcused Tardy	1 UNX	1	<input type="button" value="View Tardy Slip"/>	<input type="button" value="View Tardy Slip"/>
Watanaabe, Akari Y	1399	9	Consumer Math: 1(A-B)	25-26	08/26/2025	No Scan Scanned 8:15:47 AM	TU	Unexcused Tardy	1 UNX	1	<input type="button" value="View Tardy Slip"/>	<input type="button" value="View Tardy Slip"/>

## Attendance Activity

To review historical attendance activity for your students, click on Attendance Activity.

Attendance Activity

Attendance Time: Jul 8, 2025 @ 7:40:33 AM

Meeting Attendance Code:

Print Hall Pass:

Attendance Comment:

Search Student:

Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count	Submit
Trautman, Gabrielle G	2214	11	Health 11: 1(B)	24-25	07/08/2025	Scanned 7:31:06 AM	TU	Unexcused Tardy	1 UNX	1	<input type="button" value="View Tardy Slip"/>

Legend  
Icons  Time Entry |  Date Entry

Scan Listing for Apple Grove High School

From: 01/12/2026  To: 1/19/2026

Basic Filter											
<input type="text"/> <input type="button" value="+"/> <input type="button" value="Clear"/> <input type="button" value="Apply"/>											
1-7 of 7 items											
<input type="button" value="Filter Table"/> <input type="button" value="Make Current Selection (5)"/> <input type="button" value="Export Selected (7)"/>											
Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count	
<input checked="" type="checkbox"/> Birklacich, Kathryn B	63	11	Spanish 1: 1-2(A-B)	25-26	01/16/2026	Scanned 9:13:54 AM	TU	Unexcused Tardy	1 UNX	1	

The page will display the current day's attendance activity with an option to filter on a specific date or date range.

**Please note- this page will display attendance activity for attendance codes that have 'Use this code on Attendance Activity Page' selected.**

Basic Filter

Student

Basic Filter											
<input type="text"/> <input type="button" value="+"/> <input type="button" value="Clear"/> <input type="button" value="Apply"/>											
Student											
<input type="text"/> <input type="button" value="+"/> <input type="button" value="Clear"/> <input type="button" value="Apply"/>											
Student Number											
Grade											
Term											
Scan Date											
Attendance Comment											
Code											
Code Type											
Type Count											
Overall Count											
Expression											
Created By AutoTardy											
Has Tardy Slip											
Course											
<input checked="" type="checkbox"/> Birklacich, Kathryn B											
<input checked="" type="checkbox"/> Thomas, Evan	2204	10	Word Processing: 1(B)	25-26	01/16/2026	Scanned 9:13:33 AM	TU	Unexcused Tardy	2 UNX	2	<input type="button" value="View Tardy Slip"/>
<input checked="" type="checkbox"/> Phan, Minh D	73	9	Music: 1(B)	25-26	01/16/2026	Scanned 9:13:45 AM	TU	Unexcused Tardy	2 UNX	2	<input type="button" value="View Tardy Slip"/>

Click on the + to view the list of filter options. Multiple filters can be applied to a single search.

**Student** – Type the student's last name, first name to list attendance activity for a specific student.

**Student Number** – Type the student number to find attendance activity for a specific student.

**Grade** – Type the grade level to find attendance activity for students in a specific grade.

**Term** – Type the term using the PowerSchool abbreviation to find attendance activity for a student within that term e.g S1, S2, T2, 25-26.

**Scan Date** – Search a date to find associated attendance activity. This can also be used as a filter within the date range selected.

**Attendance Comment** – Type the first few letters of the comment you wish to search to find associated attendance activity for those students.

**Code** – Select the code to search attendance activity associated with students assigned to that code.

**Code Type** – Select the code type you wish to search to find associated attendance activity for those students.

**Type Count** – Type a value to search for all code types that meet the assigned criteria.

**Overall Count** - Type a value to search for the overall count that meets the assigned criteria.

**Expression** – Type a period number or expression value to search for attendance activity assigned to that period.

**Created by AutoTardy** – Select YES to search all attendance records that were created by AutoTardy. Select NO to search all attendance records that were not created by AutoTardy.

**Has Tardy Slip** – Select YES to search all attendance records where AutoTardy has created a tardy slip.

**Course** – Type the course name to search for attendance activity that corresponds to the selected course.

1-10 of 29 items												
<input type="button" value="Filter Table"/>												
<input checked="" type="checkbox"/>	Student	Student Number	Grade	Course: Expression	Term	Scan Date	Attendance Comment	Code	Code Type	Type Count	Overall Count	
<input checked="" type="checkbox"/>	Birkclach, Kathryn B	63	11	Spanish 1: 1-2(A-B)	25-26	01/16/2026	Scanned 9:13:54 AM	TU	Unexcused Tardy	1 UNX	1	
<input checked="" type="checkbox"/>	Anderson, Cameron	25	12	Algebra: 1(A-B)	25-26	01/16/2026	Scanned 9:14:20 AM	TE	Excused Tardy	1 EXC	22	<input type="button" value="View Tardy Slip"/>
<input checked="" type="checkbox"/>	Birkclach, Kathryn B	63	11	Spanish 1: 1-2(A-B)	25-26	01/16/2026	Scanned 9:13:54 AM	TU	Unexcused Tardy	2 UNX	2	<input type="button" value="View Tardy Slip"/>
<input checked="" type="checkbox"/>	Allen, Victor C	8	11	Spanish 1: 1-2(A-B)	25-26	01/08/2026	Scanned 9:03:11 AM	Present				



## Managing User Selection

**Make Current Selection** – Use the check box to select specific records or the check box in the Student column to select all. This will set the selected group of records as your ‘Current Student Selection’ for subsequent actions.

**Export Selection** – Allows you to export data for the current selection of students into a file.

There is an option to reprint the Tardy Slip. Clicking on the student’s name will link you directly to the student’s attendance page.