

MHS Attendance Procedures

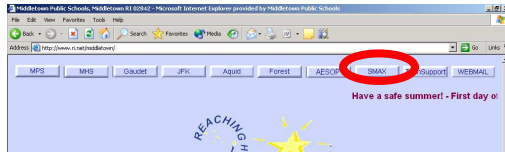
- Please begin electronic period attendance the first day of school (09/06/2006).
- Please be sure to **submit** period attendance **before the end** of each period.
- **PLEASE DO NOT OVERRIDE ATTENDANCE THAT HAS BEEN ENTERED BY THE ATTENDANCE CLERK (i.e. the student was marked tardy for school or student that was dismissed by nurse).**
- **Do not submit tardy to school or dismissal** information as this will be done in the attendance office only. A student that is tardy to school will have an attendance office pass.
- If **a student has a pass to leave class** for an appointment they should be marked PRESENT.
- Students should not be allowed to attend another **advisory** other than where they are scheduled.
- **Field trip lists** need to be sent to the attendance office and the dean's office to ensure their correct coding in iCUE. This will be done by the attendance office.
- It is imperative **that the attendance office be notified of all absences.** (In the event that a parent reports a student's absence to a teacher please be sure that the attendance office has been notified as well.)
- **Teachers should keep an up-to-date printed class roster** in the event of a loss of network connectivity, power or emergency. Teachers should reprint this list whenever they have a class change and place a copy of this list in their substitute folder.
- **Substitute teachers** do not have access to iCUE. Substitute folders should have current rosters to take attendance (see Frequently Asked Questions #7 for how to print these rosters). The substitute should be left instructions that these completed attendance rosters should be sent to the attendance office.
- Any teachers that have **trouble logging** in to icue should submit a technology work order. A teacher may also report trouble logging in as a technology emergency to your main office.

**Middletown High School
Attendance Guidelines
2006 - 2007**



Directions:

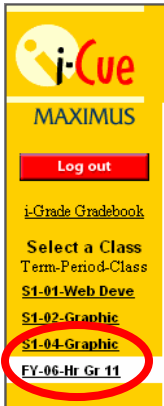
1. From the district homepage (www.ri.net/middletown) select the SchoolMAX button. You should then select the **School MAX iCUE Log-In Link**. (You may also enter icue.schoomax.net in the address bar in Internet Explorer.)



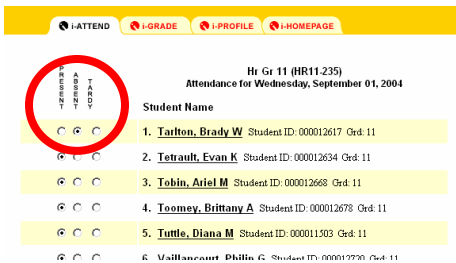
2. Enter your log-in information (Caps-lock should not be on)

DISTRICT=3019

3. Select the appropriate class from the list on the left hand side of the screen.



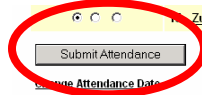
5. All students will default to present. Please click absent button in front of the name for any students that are not present.



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6. Select SUBMIT ATTENDANCE.



7. If you would like to change something that was just submitted you will need to select the correct option next to that student's name and select SUBMIT ATTENDANCE.

8. Please be sure to log-out when you are done.



MHS Attendance Reason Codes

These reason codes can be viewed when a teacher selects a student's attendance history (see Frequently Asked Questions # 3)

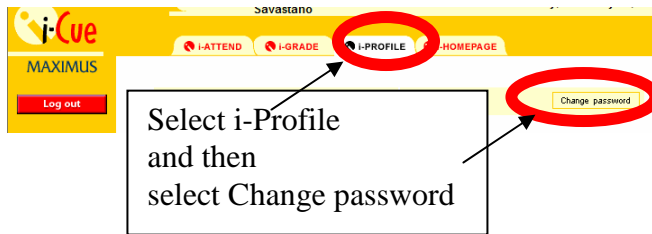
Code	Description	Definition of use at MHS	Excused or Unexcused*
AE	Absent Excused	Student is absent and the reason is excusable – for example the student is sick and at doctors	E
AS	Assembly	Student was in an Assembly for the period	E
AU	Absent Unexcused	Student that is still being followed up on – for example the parent will be sending in a doctor's note the next day	U
CV	College Visit	Student was visiting a college	E
FT	Field Trip	Student was attending a school sponsored field trip	E
GP	Guidance All Pd	Student was with their guidance counselor or visiting college all period	E
NE	Not Enrolled	Previous Code – from data conversion – currently not used but needs to remain so data is not orphaned	E
OC	Off Campus Abs	Student is currently enrolled but attends off campus classes at a community college, etc (full time). Student is assumed to be present for these classes.	E
OT	Off Track	Previous Code – from data conversion – currently not used but needs to remain so data is not orphaned	E
SP	Suspension	Student was suspended from school – details reside in discipline module	S
TR	Truant	Student that has cut class – absent without permission	U
UV	Unverified Abs	Student is absent but reason is not known	U
VA	Vacation	Student is absent because of a (family) vacation	U

MHS Tardy Reason Codes

Code	Description	Definition of use at MHS	Counts towards DAILY Tardy Totals (tardy to school totals)
DI	Dismissed	Student is dismissed from school	N
DN	Doctor Note	Student is tardy to school with a doctor's note	Y
DP	Tardy/Exc/Dism	Student is tardy to a school and dismissed from school during the same period (excused)	Y
DR	Dismiss Return	Student was dismissed and returned during the same period	N
ND	Nurse Dismissal	Student is dismissed from school by nurse	N
TA	Tardy/Unex/Dism	Student is tardy to a school and dismissed from school during the same period (unexcused)	Y
TC	Tardy to Class	Student is tardy to class	N
TE	Tardy Excused	Student is tardy to school (excused)	Y
UN	Tardy Unexcused	Student is tardy to school (unexcused)	Y

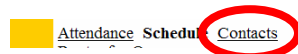
Frequently Asked Questions about Using i-Cue.....

1. How do I change my password?

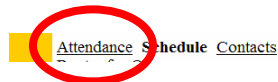


2. How can I see contact information for a student in my class?

While in i-ATTEND or i-GRADE select the student's name. You can then click on the contact link.



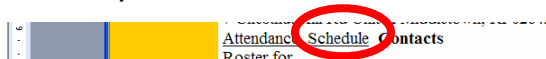
3. How can I see attendance for a student in my class? Will I see the reason that they were absent?



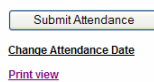
You can see past attendance on a student by clicking on the student's name. You can then click on the Attendance link. You will see the reason that they were absent.

4. Can I see schedule information for a student in my class?

While in i-ATTEND or i-GRADE select the student's name. You can then click on the schedule link. You will only see the student's schedule for that day.



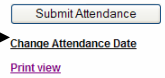
5. If all students are present in my class do I still have to submit attendance?



Yes, you need to click the Submit Attendance button.

6. If I make a mistake in attendance can I resubmit?

Yes, you can resubmit your attendance. You can edit your attendance data for 24 hours before it is locked. At this point you would need to contact the MHS Attendance Office to make a change. You can view attendance for the entire school year.



7. How can I print out attendance sheets to place in my SUB FOLDER?

You can select the print view link at the bottom of the i-Attend screen and then select File – Print from your browser.

