

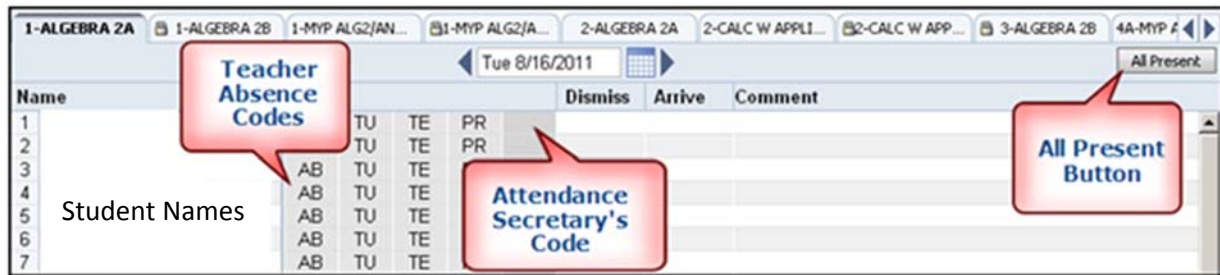
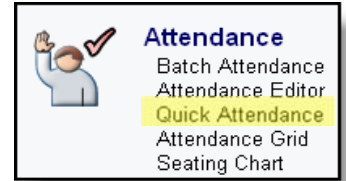
# Welcome to Pinnacle Attendance

This fall, all high schools and select middle schools will continue to use Pinnacle to record period-by-period attendance. Pinnacle will provide schools with accurate, real-time student attendance data and makes it easy for teachers to post attendance during each class period.

## Posting Attendance

Once logged in, teachers will select **Quick Attendance** from the navigation page.

Click on the appropriate class tab and verify the date. At this point, the screen should look like this:



There are four possible teacher codes; *AB* (absent), *TU* (tardy, unexcused), *TE* (tardy, excused), and *PR* (present). To record attendance, mark only those students who are either absent (*AB*), or tardy (*TE* or *TU*). Since attendance data is required for all students, use the **All Present** to mark the remaining students as present,

Once attendance has been started for the current day, a green check mark will appear next to the class title.

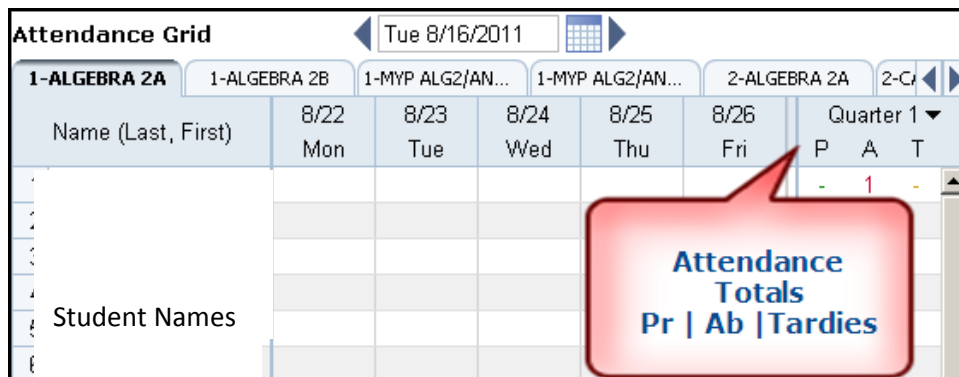


The attendance secretary will enter a reason code for all absences and tardies which will mark the absence excused or unexcused.

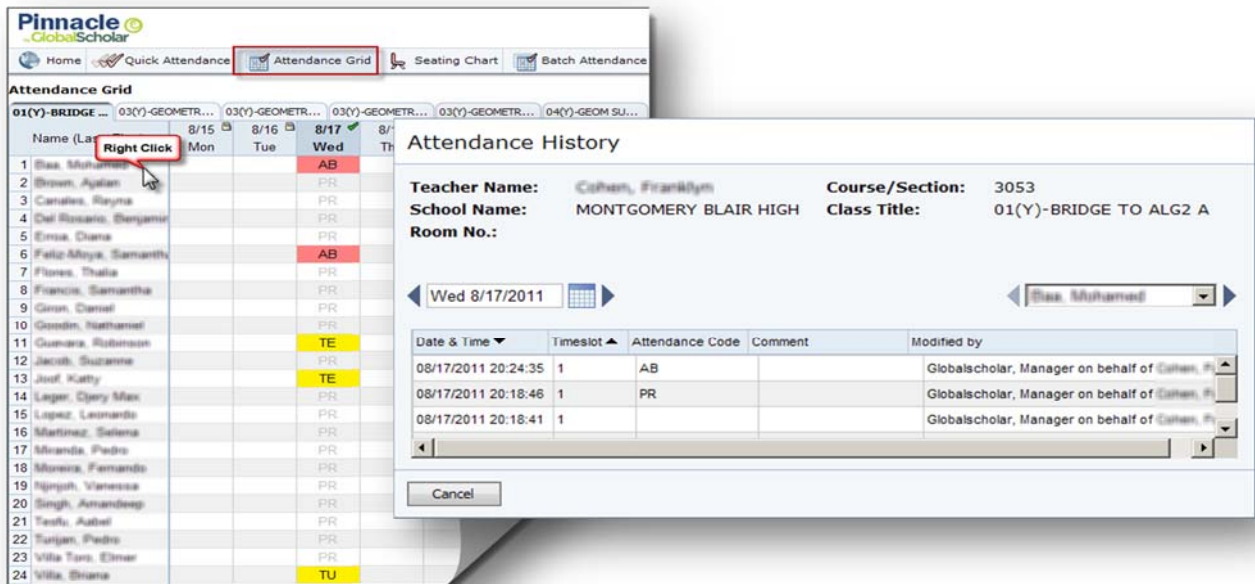
## Checking Absences

### *Class Absences from the Attendance Grid*

To see the running totals for student absences for each marking period, select **Attendance Grid** from the navigation page.

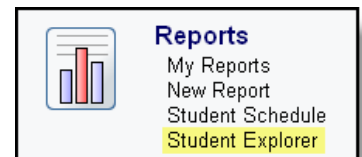


To see the history of the changes to a student’s attendance from within the **Attendance Grid**, right click on a student’s name.



### Student Absences from Student Explorer

To see if a student was present in a class earlier in the day, select **Student Explorer** from the navigation page. On the **Student Explorer** page, enter the student’s name, and then select *Attendance Summary*. This will display the *Detailed Attendance* for the current day.



To see data from a previous marking period, be sure to set the marking period in the middle of the left hand column before selecting *Attendance Summary*.

### Attendance Reports

Pinnacle provides many new individual and class reports. From the Home screen, click *New Report* to view these reports.

The *Class Attendance Summary* report is available to classroom teachers. The report shows a grid view of students with dates of absences and codes. The *Summary Report* also will provide running totals of the number of absences and times tardy, broken down by *excused* and *unexcused*.

Additionally, teachers will be able to print a blank attendance roster for substitute teachers by running the *Substitute Teacher Report*.