

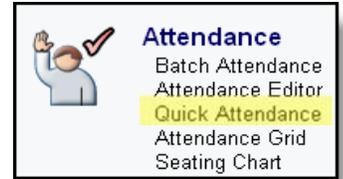
Welcome to Pinnacle Attendance

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.

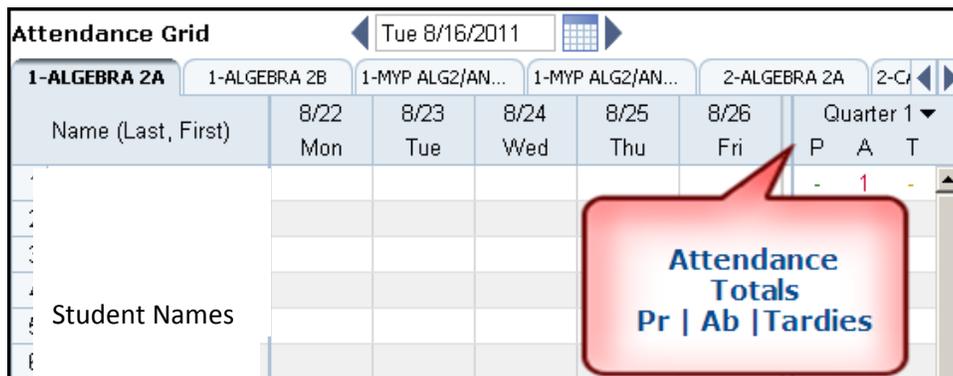


The attendance secretary will enter a reason code for all absences and tardies which will mark the absence excused or unexcused.

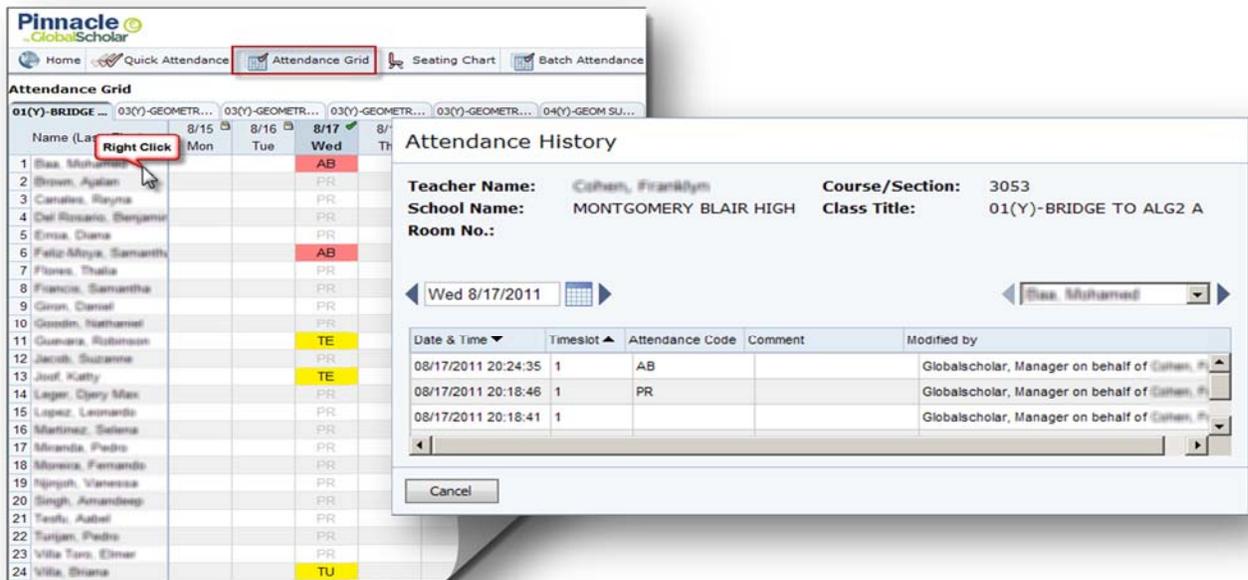
Checking Absences

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.

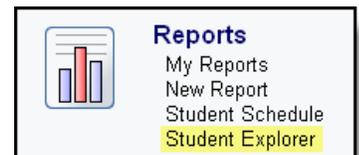


To see the history of the changes to a student’s attendance from within the **Attendance Grid**, right click on a student’s name.



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*.