



Pathway: BCeSIS Start Screen → Attendance Module → Period Attendance → Period Att –Sign In/Sign Out

This screen can be used to enter information for a student who will be leaving school for part of the day.

Peri...	Course	Course Short Name	S...	Abs	Late	Sign In/Out	Time	Office Reason	Class Entry
1	MDRG-10--Y	DRAMA 10	02	2	0	Out	10:00	Non Medical Appoint	Absent
2	MEN--10--Y	ENG 10	02	3	0			Vacation	Absent
3	MFR--10--Y	FRENCH 10	02	3	0			Vacation	Absent
4	MMA--10--Y	MATH 10 PR	02	3	0			Vacation	Absent

Identify when the student will be out/in

A time must be entered for when the student is OUT or IN.

Reason field must be completed.

Indicate if the student will be Absent or Late for this period.

To record attendance for a student who is going to be away for part of the day  
Steps

- 1) Query for the student
- 2) Under the Sign In/Out column select Out
- 3) Enter the Time.
- 4) Enter the Office Reason
- 5) Indicate the student will be absent
- 6) Repeat steps 2-5, in the period the student will be returning.

NOTES: