



Pathway: **BCeSIS Start Screen** → **Attendance Module** → **Period Attendance** → **Full Day/Multi Day Absences**

The **Select Pupil** screen comes up allowing you to query for a student whom you want to enter multiple absences for on a future date.

Query field

Display of those students meeting your query criteria

Selects the student you want to enter multiple absences for.

To record attendance for a student who is going to be way for multiple days

Steps

- 1) Query for the student
- 2) Click in the row of the students name
- 3) Click the Select button (continued on **Attendance Secretary: Full Day/Multi Day Absences** page 2)



4) The following window will open

Full-Day/Multi-Day Absence

From Date: 15-MAY-2006    To Date: 19-MAY-2006    Absence Reason: Work Experience

May 15, 2006 Monday  
May 16, 2006 Tuesday  
May 17, 2006 Wednesday  
May 18, 2006 Thursday  
May 19, 2006 Friday

View:  Absent  
 Omitted

Total: 5

Rose Carr (413635) will be marked absent for the above days

**To Date** field is for the last day the student will be absent

Standard **Absence Reasons** are available from the drop down menu

**Omitted** indicates days a student will not be counted as **Absent**

Multiple records can be entered and all will be listed in this field