



Pathway: TA Start Screen → Daily Attendance → Class Trips Entry → Daily Att – Homeroom Class Trip

This screen is typically used to record information for those students out of school on a field trip.

Home Rooms
Hrm: 1001
Teacher: Carlberg, Alice
Room: Classroom 100

Assumed Reasons
AM: Field Trip
PM: Field Trip
Trip Type:

Class Entry
 Absent
 Late
 None

Check Students who will NOT be on the trip

	Pupil No.	Usual Last Name	Preferred First Name	Phone No.
<input checked="" type="checkbox"/>	413726	Ayres	Otto	(250)555-9173
<input type="checkbox"/>	413631	Billings	Andrew	(250)555-4968
<input checked="" type="checkbox"/>	413635	Carr	Rose	(250)555-1573
<input type="checkbox"/>	413742	Carruthers	James	(250)555-4206
<input checked="" type="checkbox"/>	413731	Chretien	Sonia	(250)555-6750
<input type="checkbox"/>	413727	Ettinger	Bev	(250)555-5205
<input type="checkbox"/>	413630	Faulkner	Rose	(250)555-6527
<input type="checkbox"/>	413636	Fredrickson	Teri-Lynn	(250)555-7813
<input type="checkbox"/>	413634	Gosling	Kirsta	(250)555-4611
<input type="checkbox"/>	413725	Goulet	Jeannie	(250)555-3846
<input type="checkbox"/>	413732	Hillman	Ruhina	(250)555-8754
<input type="checkbox"/>	413633	Hulko	Jocelyn	(250)555-8015
<input type="checkbox"/>	413746	Jay	Blythe	(250)555-4977

Students with existing (different) attendance are color-coded and NOT on trip.
Reason (Green) | Class Entry (Purple) | Reason and Class Entry (Pink)

Check only those students who will **NOT** be attending this trip.

Assumed Reason field can be populated for **AM** or **PM**. There is also a free form field available to indicate **Trip Type**.

Class Entry field indicates how students who are attending this trip should be recorded.

NOTES: