Daily Attendance Manual Entry

1. In Synergy you must be focused at the school that the student is enrolled at

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	Student .		Year:	2021-2022	•
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	Student Name: School:		State of Main	e	
	Demographics Parent/Guardian Enrollment Enrollment History Special Ed Economic Status Truancy Behavior	CTE	- E Acadia Ac	ademy lic Schools	
* A	Last Name First Name Middle Name Suffix State Student ID Grade	Sex Non-Binary Gender Retired	Acton El	Public School	
	Student Information		—	ol Department - Archive	
	Alias State Student Number Social Security Number Birth Date		—	ool Department - Archive Public Schools	*
	Email Phone		Show Students:	○ Show Active Only	
				O Show Inactive Only	
	US Entry Date US School Entry Date			Show Active and Inactive	Save Cancel
_	EL Start Date EL Exit Date				

2. Next go to the PAD Tree > Synergy SIS > Attendance > Student Daily Attendance

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		Attendance Letter	
	24	Attendance Verification	
	24	Class Daily Attendance	
	24	Class Period Attendance	
		Classroom Taken Attendance Summary	
	1	Course Attendance	
	V .	Daily Affendance	
	X	Mass Change Attendance	
		Period Attendance	
	2	Student Daily Attendance	

- 3. This is the new attendance screen. You can enter in attendance at the daily level along with the modality of the attendance (Face to Face or Remote). The module will automatically show you the percentages of excused, unexcused, present, face to face, and remote.
 - You click add
 - Enter in the date
 - Enter attendance status (Excused, Unexcused, or Present)
 - Enter in the modality (Face to Face or In Person)
 - Finally click save at the top (please note that you can do multiple days at once by clicking the add line for each day).

Education Platform				Test	Maine Department of Education			2021-2022 A	cton Elementary Sch
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Student Daily At Menu - A C Last Name: First Nam	tten 5 nce 🔹	Undo State Student ID:	5-6954					E C C About Stud	ent Daily Attendance view 🚽
Last Name	First Name	Middle Name	State Student ID						
Attendance Type Totals									
Line Attendance	Tupo	Face	e To Face		Remote			Total	
Attendance	e type	Count of Occurrences	Type Percent	age Co	unt of Occurrences	Type Percentage	Count	of Occurrences	Type Percentage
2 Unexcused	0		0%	0	0%		0	0%	
3 Present	0		0%	0	0%		0	0%	
2	^			3	Attendance Status		- 4	Modality	
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4. Once you click save you will see the calculations on the attendance you have entered shown on the screen.

6	Attendance Type Totals									
L	Line	ine Attendance Type T	Face To F	ace	Remot	e	Total			
	Line		Count of Occurrences	Type Percentage T	Count of Occurrences	Type Percentage	Count of Occurrences	Type Percentage T		
		Excused	1	14.29%	1	14.29%	2	28.57%		
		Unexcused	0	0%	0	0%	0	0%		
		Present	2	28.57%	3	42.86%	5	71.43%		

5. If you need to make a change to entered data you can either click into the field you need to modify or delete the whole line, depending on what you need to do. Either option requires you to click save at the top of the screen for the edit to take effect.



Contact for Questions

Should you have questions on what to report, when to report, or have any issues accessing Synergy State Edition, please contact the <u>MEDMS Helpdesk</u> or call us at 207-624-6896.