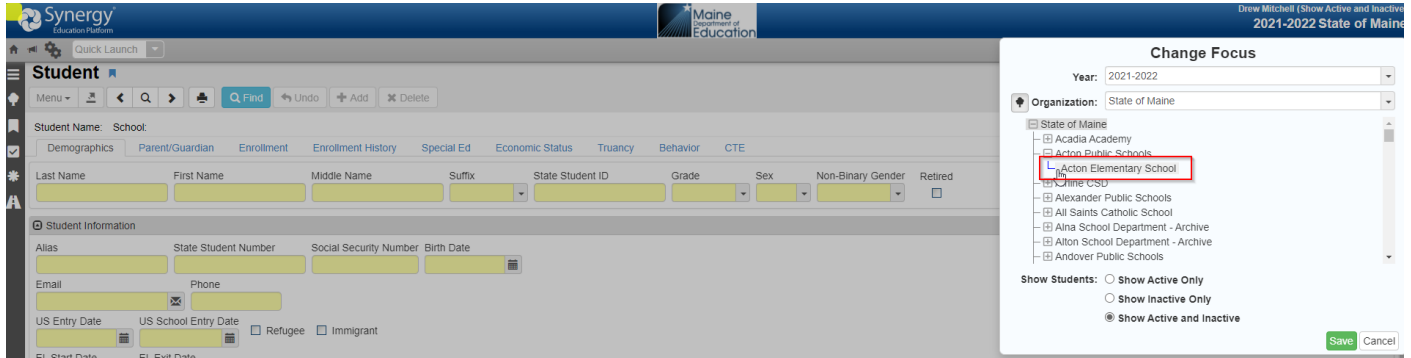
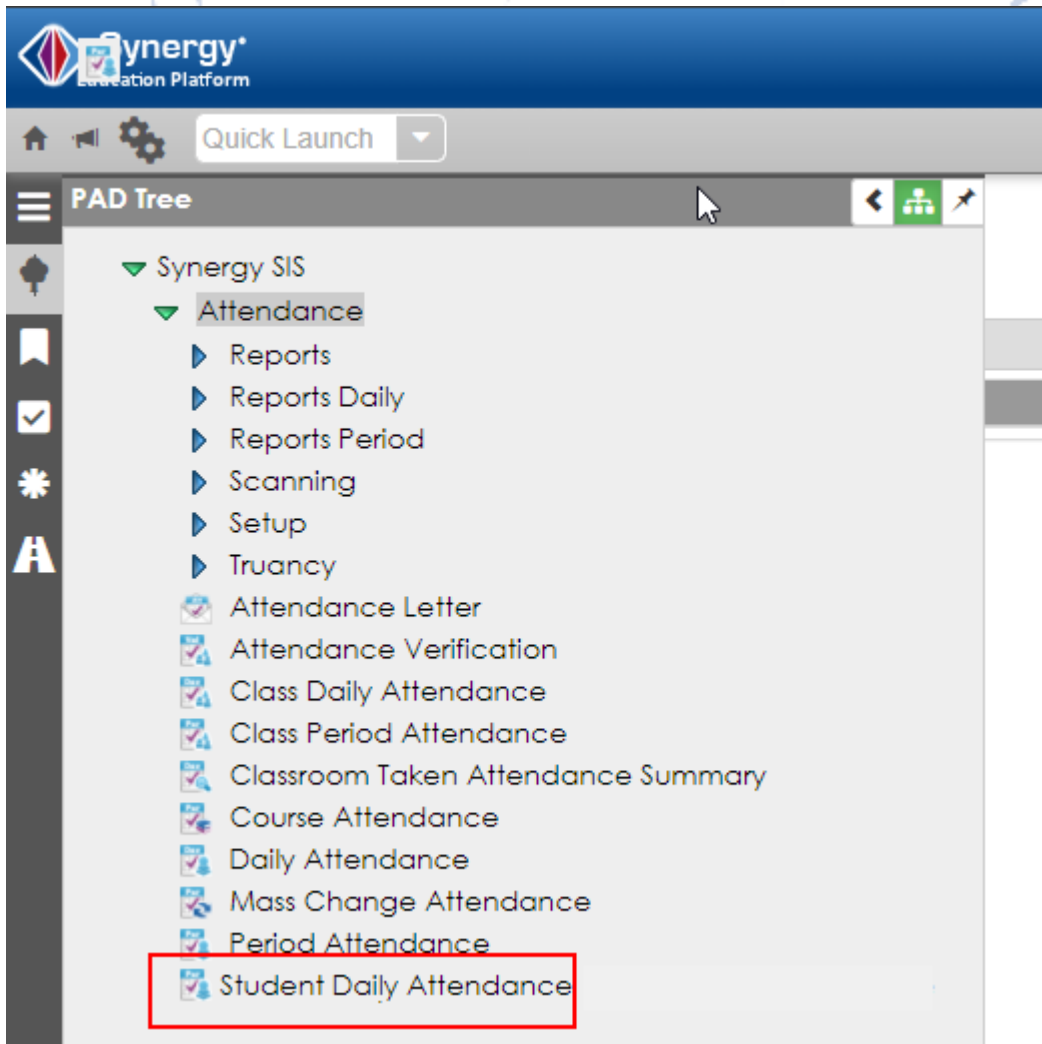


Daily Attendance Manual Entry

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



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

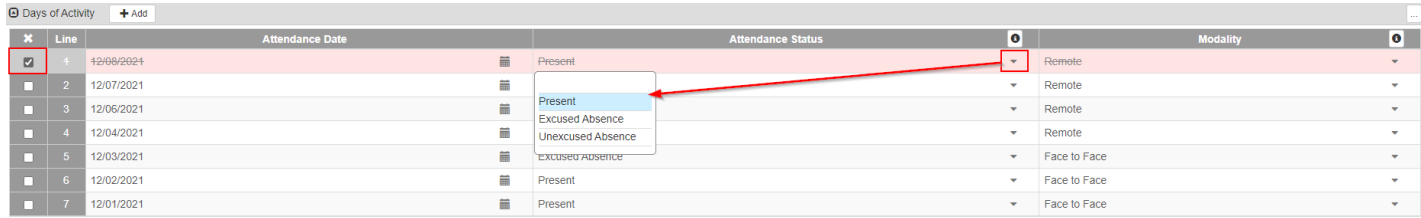
3a: Example of entering multiple days at once

Line	Attendance Date	Attendance Status	Modality
12/01/2021	Present	Face to Face	
12/02/2021	Present	Face to Face	
12/03/2021	Excused Absence	Face to Face	
12/04/2021	Excused Absence	Remote	
12/06/2021	Present	Remote	
12/07/2021	Present	Remote	
12/08/2021	Present	Remote	

4. Once you click save you will see the calculations on the attendance you have entered shown on the screen.

Line	Attendance Type	Face To Face		Remote		Total	
		Count of Occurrences	Type Percentage	Count of Occurrences	Type Percentage	Count of Occurrences	Type Percentage
1	Excused	1	14.29%	1	14.29%	2	28.57%
2	Unexcused	0	0%	0	0%	0	0%
3	Present	2	28.57%	3	42.86%	5	71.43%

- 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.



The screenshot shows a table titled "Days of Activity" with columns for Line, Attendance Date, Attendance Status, and Modality. A dropdown menu is open for the "Attendance Status" column of the first row, showing options: Present, Excused Absence, and Unexcused Absence. A red arrow points from the dropdown menu to the "Attendance Status" cell of the first row.

Line	Attendance Date	Attendance Status	Modality
1	12/06/2021	Present	Remote
2	12/07/2021	Present	Remote
3	12/06/2021	Present	Remote
4	12/04/2021	Unexcused Absence	Remote
5	12/03/2021	Excused Absence	Face to Face
6	12/02/2021	Present	Face to Face
7	12/01/2021	Present	Face to Face



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 [MEDMS Helpdesk](#) or call us at 207-624-6896.