How Admin Can Mark Attendance For Students Before Teacher

Often the school Administrator has to mark student attendance before a teacher takes the attendance for a day. To do so, login as an admin and go to **Attendance >>Add Absences**

Fill out the **Attendance Category** , **Attendance Code** and the **Attendance Dates**. You can select one or more dates. Finally select the **Student**. You can also select a group of students and mark their attendances.

In this example below, the administrator needed to mark one student excused absence for one week since the student will be away from school for a week. Note that the admin does not know the student's schedule and therefore kept the **Course Section** field empty. The system will find the course sections the student is scheduled into and mark his attendance.



When the Teacher will try to take attendance for the day, the system will display the **Attendance** marked by the administrator along with the comment.



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