How To Override Attendance Taken By A Teacher

Sometimes an administrator has to override attendance taken by a teacher. An example would be that a student was marked absent by the teacher, but the student was actually out sick and returned with a doctor's note. So the administrator had to go into the system and change the attendance from Absent to Excused Absence.

To do this, login as an administrator and navigate to **Attendance >> Administration**.

In this example, the Teacher has marked the student absent on March 1st. To override the attendance, the administrator selected the **Attendance Date** , **Attendance Code** , selected the **Student** and changed the **Attendance** from **Absent** to **Excused Absence**. Finally the administrator added a **Comment** by clicking on the comment blurb icon and updated the screen.



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