

# How To Take Missing Attendances On Behalf Of Teachers

If teachers have forgotten to take attendance for a day, missing attendance notification will be generated for the teachers and the administrator. On the administrator's dashboard there will be a missing attendance notification. Clicking on it will take the administrator to the list of teachers who have missing attendances.

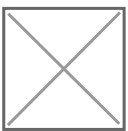


A sample screenshot is given below. This screen can be accessed by the administrator by going to **Attendance >>Missing Attendance** menu also.

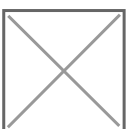


You can select any date range within the school year to find if there are any missing attendances. Once the list is generated, under the **Actions** menu, click on the timepiece icon to take view the periods with missing attendances.

Below is a sample screenshot of the list of individual periods where attendance was not taken by the teacher. Under the **Take Attendance** column, click on the icon to take attendance.



Once the attendance marking screen opens, take attendance as usual. Remember to click **Submit** to save the records.



---

Revision #6

Created 2026-01-26 21:00:14 UTC by Administrator

Updated 2026-01-26 21:55:46 UTC by Administrator