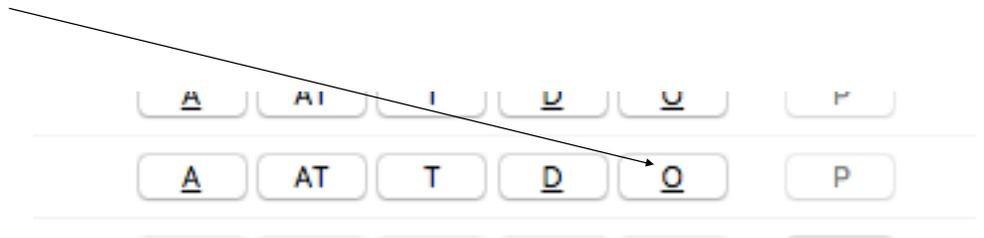


How to Change Class Attendance to excuse student's attendance

1. Sign into Aspen.
2. Click your class period.

The screenshot shows the Aspen attendance management interface for "Period 1". At the top, there are navigation buttons for "Options", "Reports", and "Help". Below these, the text "Period 1" is displayed along with a "Post" button. On the right side, there is a dropdown menu for "Attendance for:". The main area is a table with the following columns: "LASID", "Name", "Code", "Class Attendance", and "Daily Attendance". The table contains six rows of data, each with a set of buttons for selecting an attendance code (A, AT, T, D, Q, P) and the corresponding "Class Attendance" and "Daily Attendance" values.

3. Click on the O option



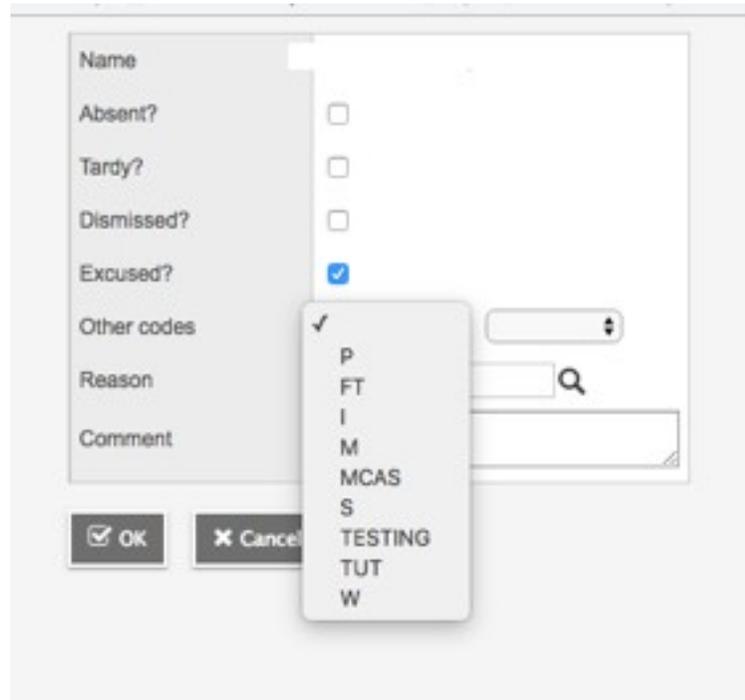
4. This box will open up. Click on "Other Codes"

A screenshot of the attendance code selection dialog box. The dialog has a list of options on the left: "Name", "Absent?", "Tardy?", "Dismissed?", "Excused?", "Other codes", "Reason", and "Comment". The "Excused?" option is checked with a blue checkmark. The "Other codes" option is selected, and a dropdown menu is open, showing a list of codes. The "Reason" field has a search icon, and the "Comment" field is a text area. At the bottom, there are "OK" and "Cancel" buttons.

5. Pick the reason code.

These are the most common codes.

FT= Field Trip
MCAS
S= Suspension



6. Click on OK for it to post.

Here is an example of what it will look like.

E MCAS [edit]	E MCAS
E MCAS [edit]	E MCAS