

## Set the Number of Unexcused Tardies that Equal an Absence

In Attendance Options, you can set the number of unexcused tardies that equal one absence. You can use this setting when calculating attendance for:

- Report Cards
- Student tab
- Post Grades
- HeadMaster Online
- Class Roster Attendance Summary report
- School Attendance Summary report
- Student Attendance Summary report

1. On the Home screen, click **Options**.
2. Click **Attendance**.
3. Enter an amount. For example, 2 unexcused tardies equal 1 unexcused absence.