

Define Custom Reason Codes for Absences and Tardies

You can create a custom list that contains typical reasons for student and staff tardiness or absence. For example, individuals may be tardy due to doctor or dentist appointments, traffic-related problems, or because they overslept. They may be absent due to a death in the family, illness, or vacation.

While reason codes are optional, if you plan to use them, you should set them up prior to taking attendance. Once set up, you can quickly select the reason for the student or staff person's absence from a Reason list in the attendance window.

1. On the Home screen, click **Define List**.
2. In the Available Fields list, expand Attendance and click **Reason Codes**.
3. Click **Add**.
4. Enter the reason, and click **OK**.

Note



When you edit or delete reason codes, the code is changed throughout all records using the code.

1. On the Home screen, click **Define List**.
2. In the Available Fields list, expand Attendance and click **Reason Codes**.
3. To change a code, double-click it.
4. Make the changes, and click **OK**.
5. Click **Yes**.