

## Set Up Check In and Check Out Attendance Options

By setting attendance options, students are automatically marked absent until they check in. They can also be marked tardy or present after checking in.

You can set separate attendance options according to grade level. For example, if your school's policy states that students in grades K5 through 5th are officially tardy after 8:01 a.m., enter "8:01 AM" in the Time Student is Tardy field. If a student checks in at 8:02 a.m., they'll automatically be marked tardy and will be presented with the Check In/Out Tardy Notes, if any have been entered.

1. On the Home screen, click **Options**.
  2. Click **Check In/Out**.
  3. On the Attendance tab, set the tardy and absent times and enter any notes.
  4. Click **Close**.
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1. On the Home screen, click **Options**.
  2. Click **Check In/Out**.
  3. On the Attendance tab, select the **Print a label whenever a student is tardy** check box.
  4. Click **Close**.

### Useful Information



The tardy slips print to the same printer designated for Student/Visitor labels. You can set up this printer on the Check In/Out tab.