



*Realtime has features for a wide variety of student and staff attendance keeping requirements.*

## Attendance

### Included Attendance Functionality

#### Daily Attendance

- Teachers can submit Daily Attendance for students by homeroom in alphabetical order or by the seating chart attendance screen that the teacher has set up to match the classroom arrangement.
- A Verification List provides the Administration confirmation of teachers who submitted Daily Homeroom Attendance and when it was submitted.
- Districts using the Parent Portal can allow parents to submit student absences on the portal, which enables the Attendance Officer to review and update absences rather than listening to multiple voicemails from parents.
- Using the Daily Mass Entry option student Daily Attendance may be updated by Student ID, Student Name, and Date Range for those students that will be out for an extended period of time.
- Multiple Attendance Reporting tools enable users to review and analyze student attendance in a variety of ways. Users can review the Daily Attendance list, Consecutive Attendance, Attendance Percentage, Date Range, along with the Attendance YTD-EOY listing.
- Attendance Maintenance options include Attendance Codes, Student Calendars, Warning Flags, Attendance Status, and Attendance Settings and provide districts complete required and optional reporting.
- Daily Attendance Letter Writing Programs create attendance letters by school. Letter types include Daily Letters that show YTD attendance, Warning Letters, which are generated based on the Warning Flags set up. Realtime also offers Attendance Report Letters that are generated from the Perfect Excessive Report and Perfect Attendance Letters. Letters may also be based on a variety of criteria.
- Districts using the Notification Module will be able to send Daily Attendance and YTD Attendance Notifications. Push notifications are also available to users of the Parent App.
- Chronic Absenteeism Reports are also available for districts.

#### Period Attendance

- Teachers can submit Period Attendance by Teacher in alphabetical order or by the seating chart attendance screen that the teacher has set up to match the classroom arrangement.
- Authorized users can update both a student's period and daily attendance in the Period by Student screen. A verification list displays teachers who have and have not submitted period attendance and when they submitted.
- A Convert to Daily option is available to convert attendance to a selected class period into Daily Attendance.
- Period Mass Entry options are by Student ID or Student Name and Date Range to update period and daily attendance.
- Period Attendance Letters can be generated for YTD excessive period attendance.
- Period Attendance Reporting includes Period Attendance List, and Daily Cut list by Student, Attendance Comparison, and Perfect Excessive report.

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## Staff Attendance

- Realtime's Staff Attendance Module allows for Staff Calendars and Attendance Codes to be maintained for the district. Calendars can be assigned to specific staff members or by position.
- Staff Attendance can be submitted daily, and via Date Range.
- Staff Attendance Reporting provides lists for Daily List, Attendance Counts, Yearly Staff Calendars, and Staff Calendar List.

## Scanning Module

- Student and staff scanning feature is available through Realtime's SIS. Once configured, staff and students can scan in/out of various locations using the barcode printed on their IDs. Once created, scans are identified by unique URLs. Scans can update attendance as well as the "currently in" area of the student information page. These scanning functions are provided by Realtime at no-charge; however, the district must provide scanners, and Dymo printers to print passes.
- If activated, students will have a Scan sub-tab nested in the student attendance area. This area will display the scans and allow staff to run an individualized report to locate specific information based on criteria selected in the search.
- The Student Scans area contains an option to add student scans on an as-needed basis as well as a maintenance report that allows the deletion of incorrect scans.
- The Scanning report area permits users to run reports based on selected criteria for both staff and students. Searches are flexible with options to download as a csv and window date searchers in addition to other filters.
  - Student scans can be used to help identify a student's movement within the building when they are not in compliance with their assigned schedules. Utilizing the scan in/out features in addition to updating the Currently In option, staff can see that a student is in the nurse's office, media center/library, guidance office, restroom, etc. Using an in/out option helps track location and time spent out of the classroom.
  - Scans that are set up for attendance can be connected to period or daily attendance codes. A scan can be mapped to multiple codes when using times. Districts frequently use tardy scans, which are set to update their daily attendance from absent to tardy. Scans can also be configured for early dismissals, half days, etc.
  - Employee Scans allow the staff to scan in/out of the location. This will enable the user to know when the specific staff members are coming into and leaving the building(s).

## Optional Attendance Functionality

### Child Care

- Child Care is an add on module that allows districts to manage students enrolled in the Child Care/Latch Key program and associated attendance. The module also provides employee sign-in/out and attendance for the supervision of the program, allowing users to view the time the students and employees are in the program as well as the days attended.
- A Student Attendance page provides the students' daily attendance, medical concerns, and warning flags to check students in and out of the session.
- Contacts who can pick up the student on the student data contact tab are listed as contacts who can pick up from the Child Care Session.
- Students can be mass checked in, or mass checked out based on Before Care and After Care.
- Child Care Reporting for Student and Employee Time Sheet & Consolidated listings are available.

### Action Scan

- This entry control tool manages students' tardy entrance into the building, dress code violation, missing Student ID, and will create a disciple entry.
- It applies predefined discipline rules to the situation and prints passes and/or a summary of the discipline resolution and date to be served.