

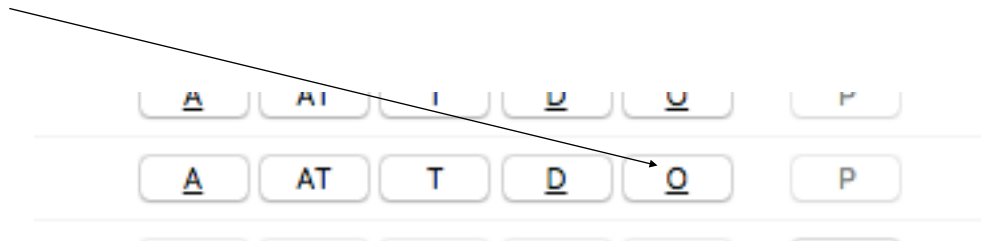
How to Excused a student Absent

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

Attendance for: [dropdown]

LASID	Name	Code	Class Attendance	Daily Attendance
		A AT T D Q P	A [edit]	A
		A AT T D Q P	Present	Present
		A AT T D Q P	E MCAS [edit]	E MCAS
		A AT T D Q P	E MCAS	E MCAS
		A AT T D Q P	Present	Present
		A AT T D Q P	E MCAS [edit]	E MCAS

3. Click on the O option



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

Name

Absent?

Tardy?

Dismissed?

Excused?

Other codes [dropdown]

Reason [search]

Comment [text area]

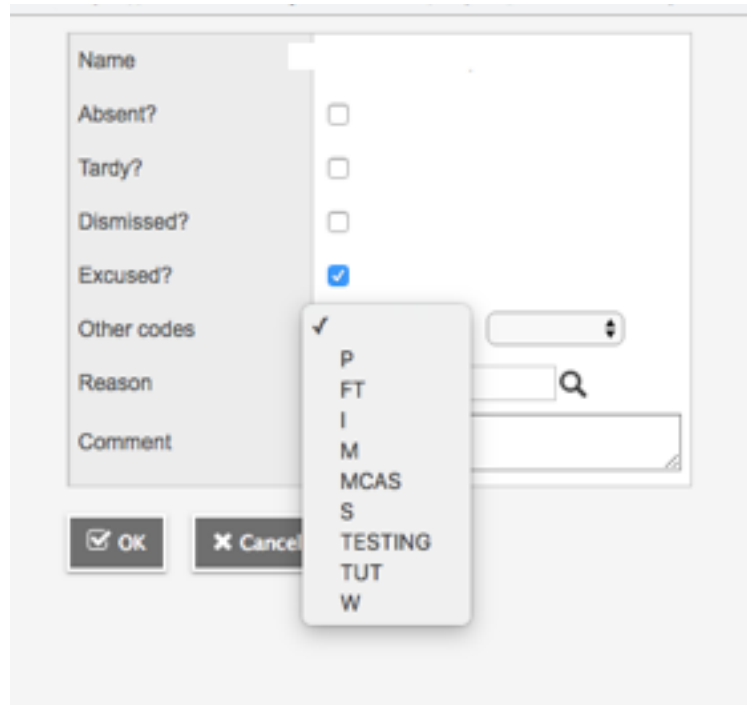
OK Cancel

How to Excused a student Absent

5. Pick the reason code.

These are the most common codes.

FT= Field Trip
MCAS
S= Suspension



The screenshot shows a web form for marking a student absent. The form includes fields for Name, Absent?, Tardy?, Dismissed?, Excused?, Other codes, Reason, and Comment. The 'Excused?' checkbox is checked. A dropdown menu is open over the 'Reason' field, showing a list of codes: P, FT, I, M, MCAS, S, TESTING, TUT, and W. The 'MCAS' option is highlighted. At the bottom of the form are 'OK' and 'Cancel' buttons.

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