

## Attendance Conversions

Go to each school and click on School under Setup > Attendance Conversions

This is what you might see if you use Meeting Period-to-Day for your attendance:

### Attendance Conversions

FTE	Period	Code	Time
<b>Normal Conversion</b>			
Non Attending	(NONE)	(NONE)	(NONE)
Full Time	Defined	0 .. 1	(NONE)

This is what you might see if you use Daily Code-to-Day for your attendance:

### Attendance Conversions

FTE	Period	Code	Time
<b>Normal Attendance Conversion</b>			
Full Time FTE	(NONE)	Defined	0 .. 1
Non-Attending	(NONE)	(NONE)	(NONE)

Click on the word “[Defined](#)” to open up the detail and make sure your conversion is there. If there is no data in the fields, you will need to re-enter the information. **\*TIP\*** You can flip back to the 12-13 school year to see how you set up the conversions previously.

For Meeting, Period-to-Day an example of a setup is below:

Periods Present	Day Attendance Value
0	<input type="text" value="0"/>
1	<input type="text" value="0"/>
2	<input type="text" value="0"/>
3	<input type="text" value="0"/>
4	<input type="text" value="0.5"/>
5	<input type="text" value="0.5"/>
6	<input type="text" value="1"/>
7	<input type="text" value="1"/>
8	<input type="text" value="1"/>
9	<input type="text" value="1"/>
10	<input type="text" value="1"/>
11	<input type="text" value="1"/>

For Daily, Code-to-Day an example of a setup is below:

Code	Day Attendance Value
(Present)	1
A (Absent)	0
T (Tardy)	1
P (Parent Excused)	0
U (Unexcused)	0
S (School Excused)	1
I (In School Suspension)	1
O (Out of School Suspension)	0
X (Truant)	0
V (Vacation)	0
F (Field Trip)	1