
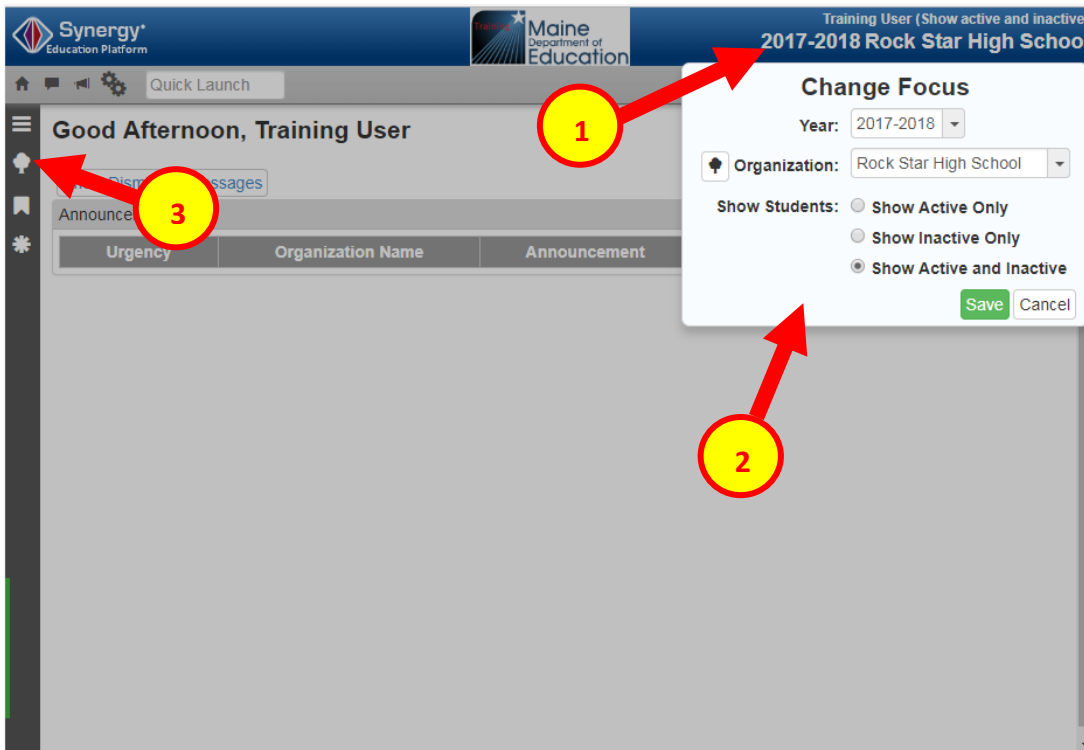


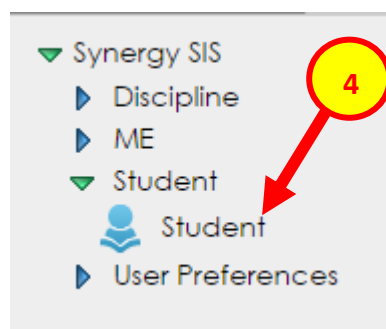
## Synergy – Attendance Manual Entry Guide

- This guide explains how to manually enter attendance data into Synergy. The data is entered on the Student screen and users must first have their focus at the school level (see below)
- See page 2 for entering attendance for currently enrolled students.
- See page 3 for entering attendance for students who have transferred out.

1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:
  - Year:** Select the current school year (the example picture shows 2017-2018)
  - Organization:** Choose your school (the example picture shows Rock Star High School)
  - Show Students:** Show Active and Inactive
3. Click on the PAD Tree icon. 

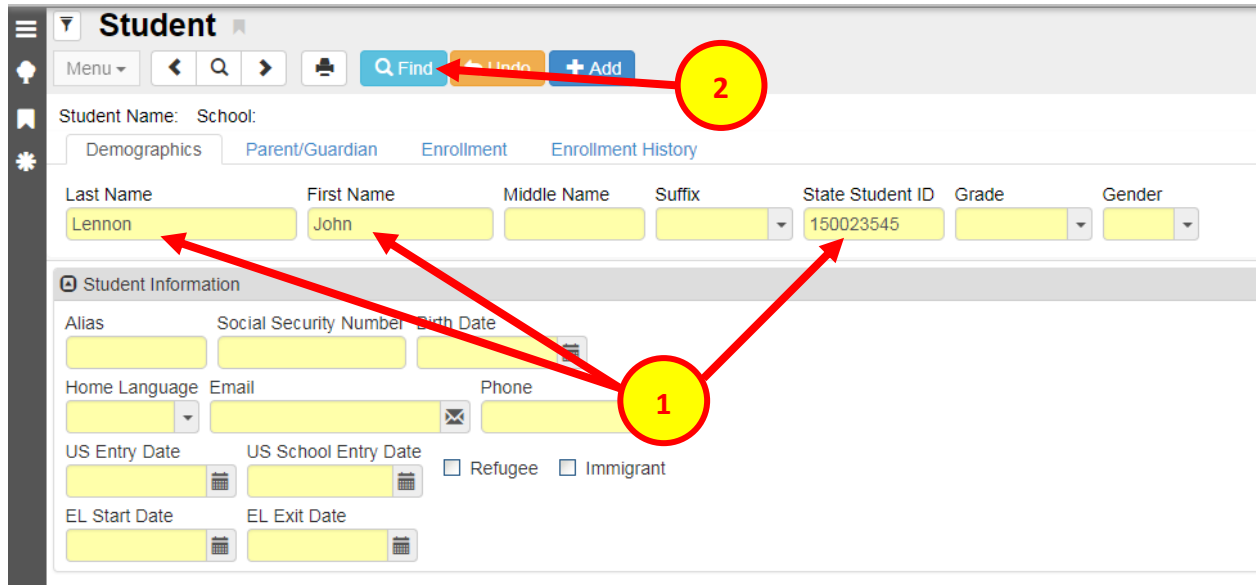


4. In the PAD Tree, Click **Student** to navigate to the Student screen.  
(You may need to click the arrows next to Synergy SIS and Student to expand).



## Entering Attendance for Currently Enrolled Students:

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



**Student**

Menu < > Find Undo + Add

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

Last Name First Name Middle Name Suffix State Student ID Grade Gender

Lennon John 150023545

Student Information

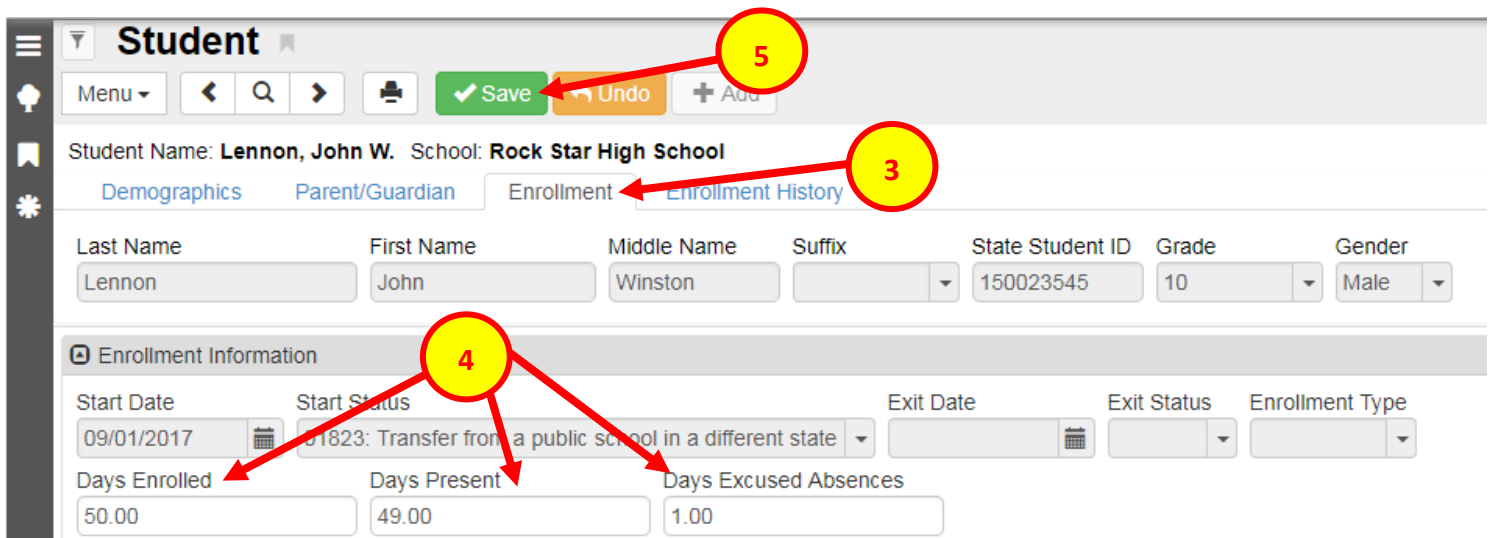
Alias Social Security Number Birth Date

Home Language Email Phone

US Entry Date US School Entry Date  Refugee  Immigrant

EL Start Date EL Exit Date

3. Click on the **Enrollment** tab.
4. Enter attendance in the Days Enrolled, Days Present and Days Excused Absences fields  
**Enter whole numbers only. Partial days are NOT allowed.** For more info on how to define attendance, visit <http://www.maine.gov/doe/data/student/attendance.html>
5. Click **Save**.



**Student**

Menu < > Save Undo + Add

Student Name: **Lennon, John W.** School: **Rock Star High School**

Demographics Parent/Guardian Enrollment Enrollment History

Last Name First Name Middle Name Suffix State Student ID Grade Gender

Lennon John Winston 150023545 10 Male

Enrollment Information

Start Date Start Status Exit Date Exit Status Enrollment Type

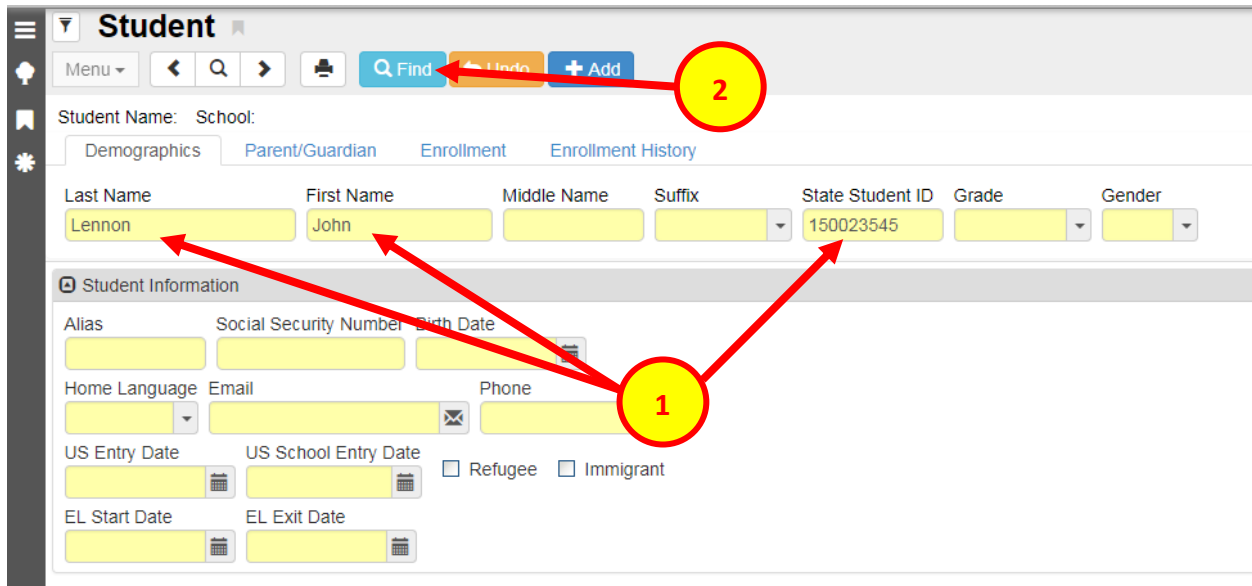
09/01/2017 01823: Transfer from a public school in a different state

Days Enrolled Days Present Days Excused Absences

50.00 49.00 1.00

## Entering Attendance for Students who have Transferred Out:

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



**Student**

Menu    **2**

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: Gender:

**Student Information**

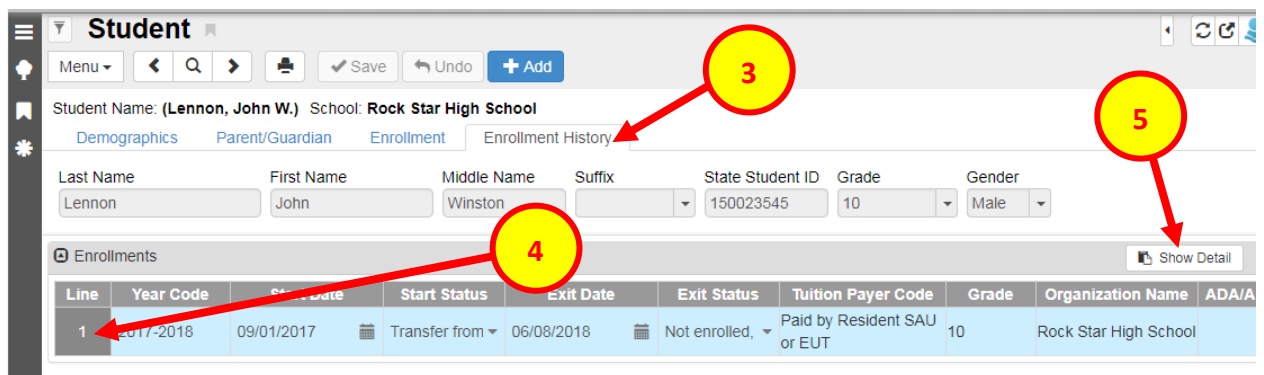
Alias Social Security Number Birth Date

Home Language Email Phone **1**

US Entry Date US School Entry Date  Refugee  Immigrant

EL Start Date EL Exit Date

3. Click on the **Enrollment History** tab.
4. In the Line column, click on the Line number of the enrollment to select the row – the selected row will turn blue.
5. Click **Show Detail** to expand the enrollment.



**Student**

Menu    **3**

Student Name: (Lennon, John W.) School: Rock Star High School

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

**Enrollments**  **5**

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA/A
1	2017-2018	09/01/2017	Transfer from	06/08/2018	Not enrolled,	Paid by Resident SAU or EUT	10	Rock Star High School	

**4**

6. In the expanded enrollment section, enter attendance in the Days Enrolled, Days Present and Days Excused Absences fields.

**Enter whole numbers only. Partial days are NOT allowed.** For more info on how to define attendance, visit <http://www.maine.gov/doe/data/student/attendance.html>

7. Click **Save**.

**Student**

Menu

Student Name: **(Lennon, John W.)** School: **Rock Star High School**

Demographics Parent/Guardian **Enrollment** Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

**Enrollments**

Line	Year Code
1	2017-2018

**Student School**

Alternative Education Student  Night Time Residence  Unaccompanied Youth  Gifted Talented Academic

Gifted Talented Artistic  Bilingual Services  Sheltered English  Heritage Language Services  Section 504 Plan

Title 1A Math  Title 1A ELA  Military Family

Days Enrolled: 50.00 Days Present: 49.00 Days Excused Absences: 1.00