End of Year 2023 07

Attendance

For School Administrative Staff

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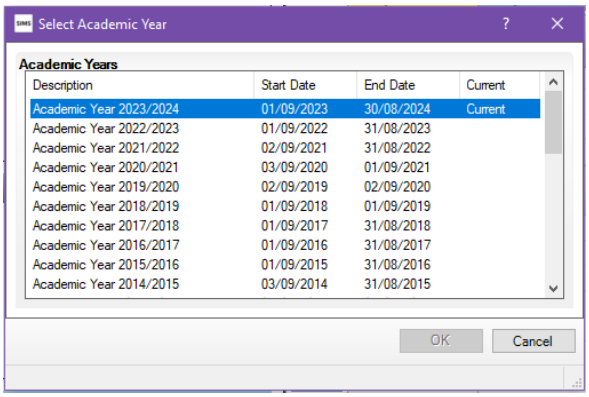
Printing Registers for the First Weeks of Term

You will need to print **Registers** for the First Week of next academic year (**2023/2024**).

Setting the Academic Year to 2023/2024

1. Follow Route **Tools / Academic Management / Set Academic Year**.



2. Select **Academic Year 2023/2024**.

NOTE: If you cannot see the correct Academic Year in this screen then it has not been created. You will need to do this before you can go any further.

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3. Click **Ok**.

4. Click **Ok** at the confirmation screen.

Printing OMR Registers

1. Follow route **Attendance / OMR Entry / Print OMR Registration Sheets**.
2. Tick the **Include Accepted Applicants** check box.

Printing Manual Registers

1. Follow route **Reports / Attendance / Manual Entry / Print Registration Sheet**.
2. Tick the **Include accepted applicants** check box.
3. Tick the **Include Existing Marks** box if you wish to see any marks that may already be entered.

   Once printed, change the academic year back to the current one through route **Tools / Academic Management / Set Academic Year**

Completing Information for 2022/2023

REMEMBER: Once the registers have been printed for the first week of the new term, the Academic Year will need to be set back to the current academic year. Please follow the **Setting the Academic Year** section in order to do this.

Carry on manually entering Attendance and Reasons for Absence marks or reading your OMR Forms as usual until the end of term.