

Change of Absence Reason User Guide



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Important: Please read before continuing.

- Changes can be made to the Reasons for Absence through the AttendanceCode.xml. Before making ANY changes to the xml please check with the System Administrator.
- If you remove any Reasons already in use you will receive the Reason as Renegade and will have to either select a new reason or add the original reason back into the xml.
- The School Code of ?, P and T must not be deleted.

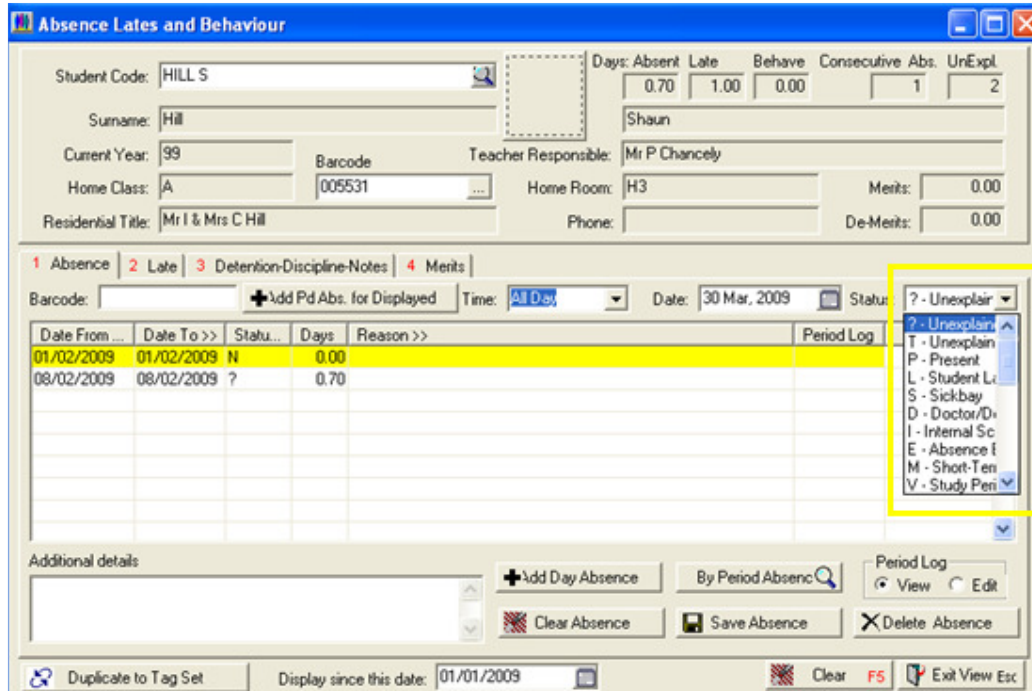
Changing Absence Reason

Reasons Location

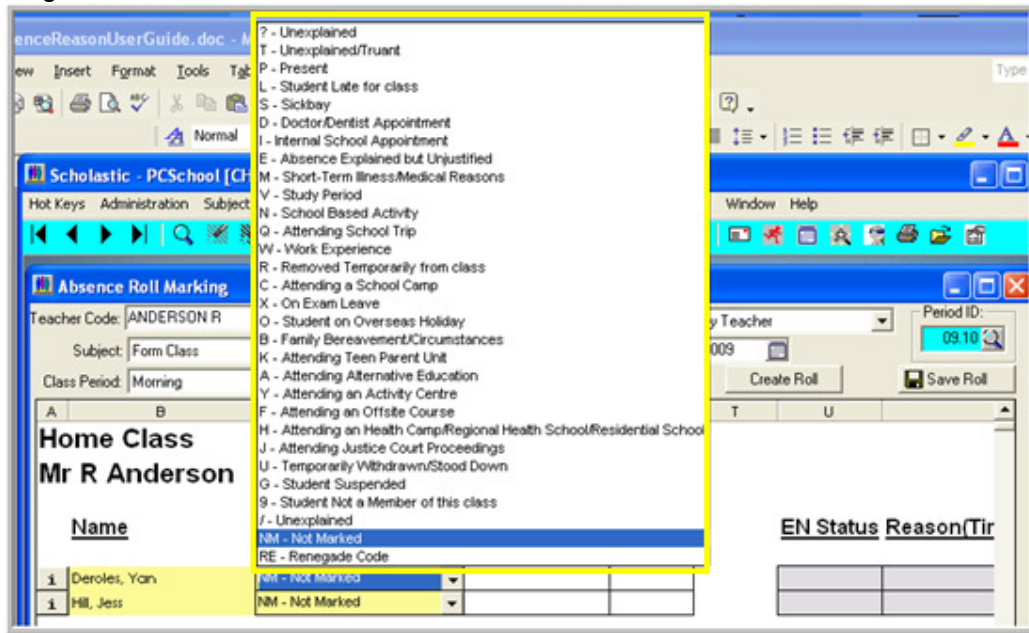
The Reasons that can be changed are found in:

- Absence Lates and Behaviour Student
- Roll marking
- Quick Student Data Entry/Absence

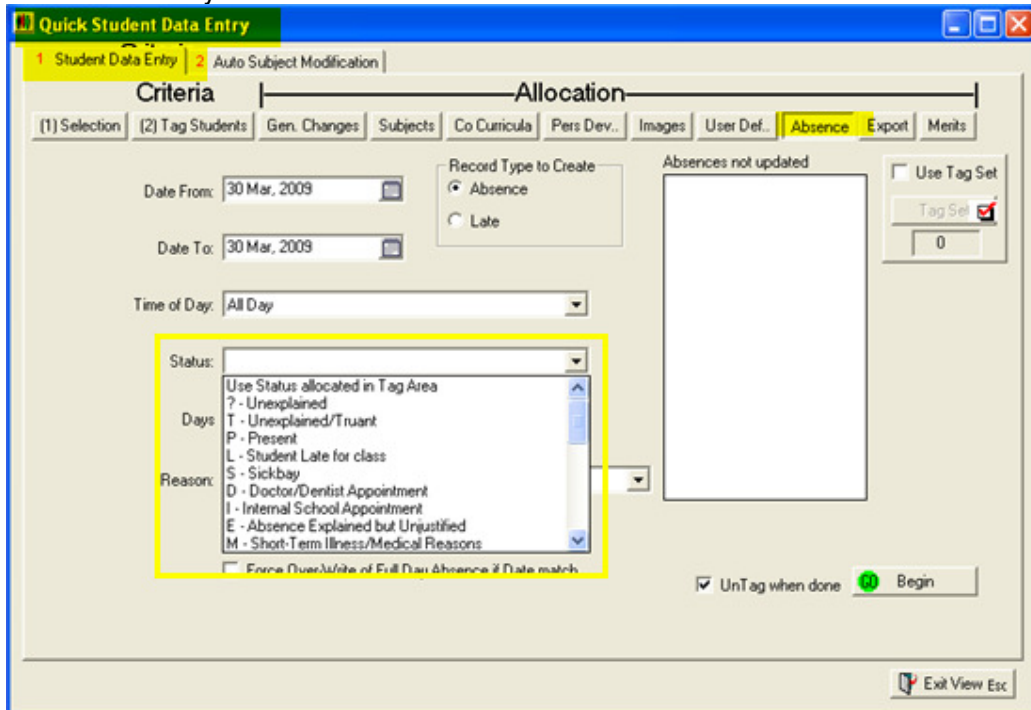
Absence Lates and Behaviour Student.



Roll Marking



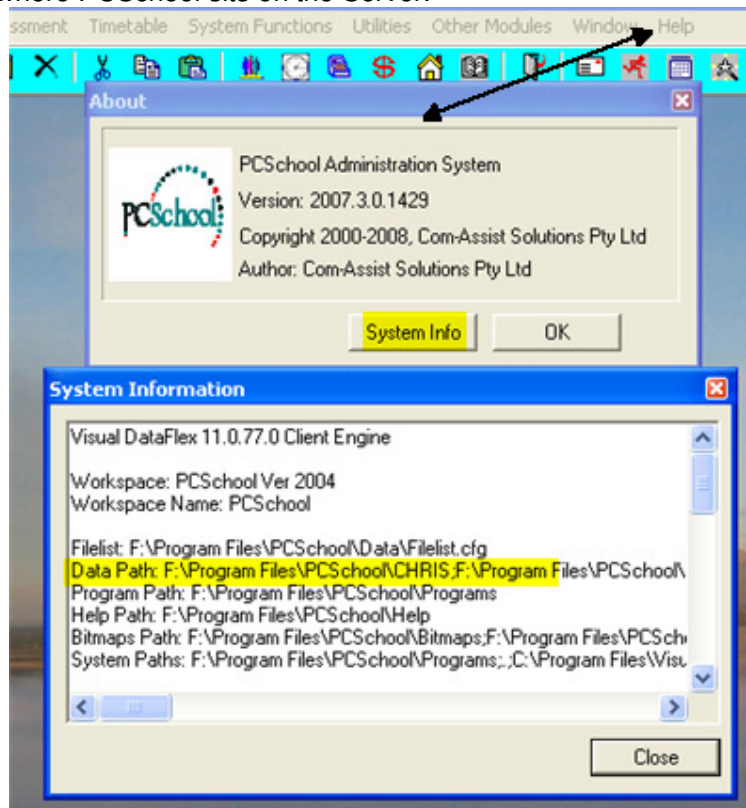
Quick Student Data Entry



Find the Path to the XML

Path: Help → About

You need to know where PCSchool sits on the Server.



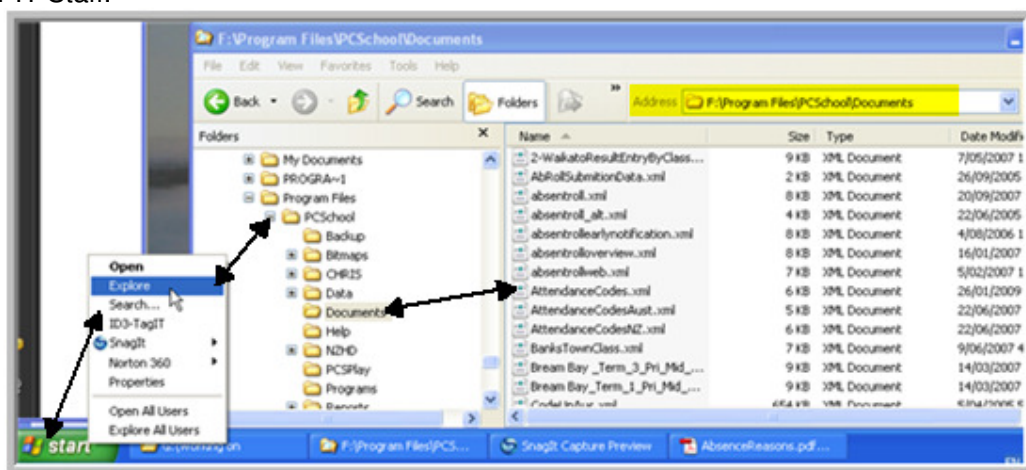
•	Click Help.
•	Click About.
•	Click System Info.
•	Find the Path to PCSchool Data on the server.

Find the XML.

The Path in the Address bar must be the same as the Data Path, either;

- Paste the Path into the Address field
- Enter the Path into the Address field
- Follow the Path in the Explorer tree

Your View may differ from this, this is from Windows XP, if you have difficulty finding the XML please ask your IT Staff.



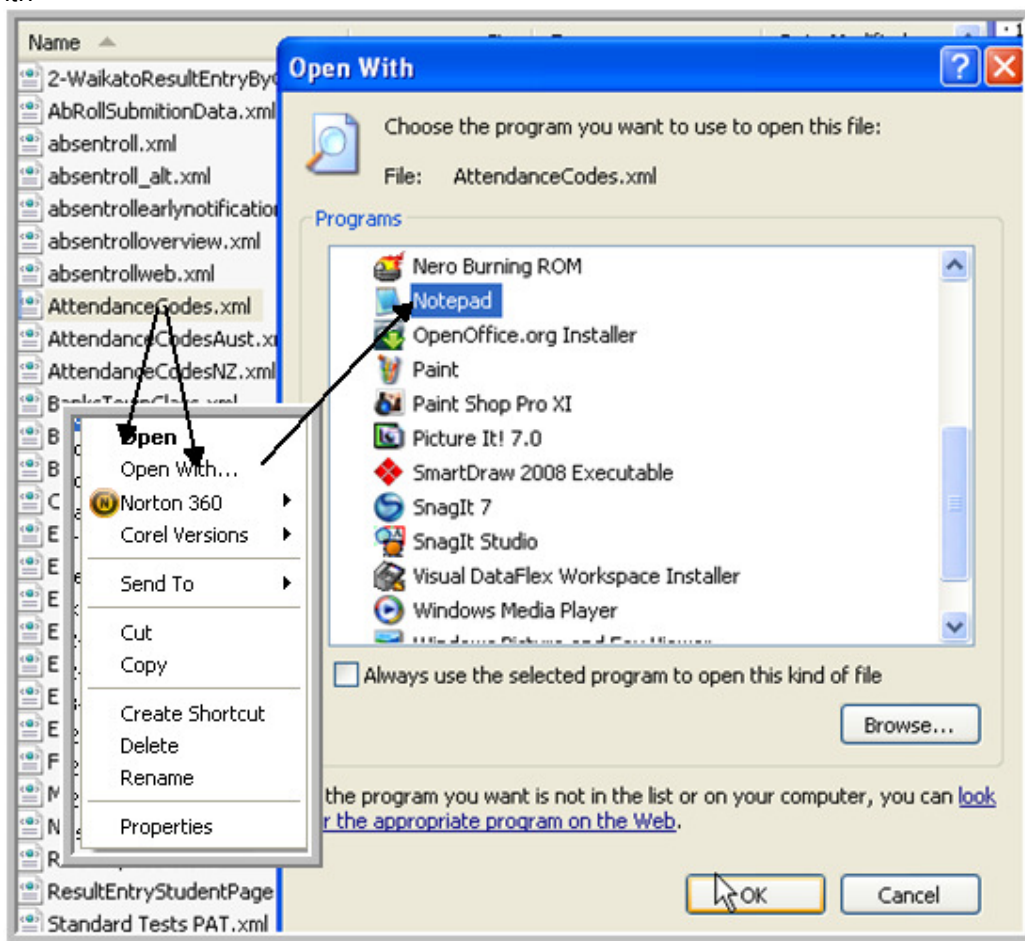
•	Right Click on Start.
•	Click Explore.
•	Find the Path to PCSchool.
•	Click on the Documents folder under PCSchool.
•	Find AttendanceCodes.XML. and make a copy of the file before continuing.

Make a Copy of the XML before making any changes.

Open the XML with Notepad.

You may need to search for through a list of programs to find Notepad or you may need to select Notepad through Open With, this option is not always available. Yours system may be different from the options below.

Open With



- Right Click Attendance Codes.
- Select Open With.
- Select Notepad.

The XML will open for editing.

Do not delete the ?, P or the T School Codes.

XML Code		Notes	Order
<pre> <code> <reason>unexplained</reason> <schoolcode>?</schoolcode> <auditcode>U</auditcode> <truancycode>U</truancycode> <calchalfday>A</calchalfday> </code> </pre>		Do not delete, can move. The code in this field will be the default in PCSchool.	1
<pre> <code> <reason>unexplained/Truant</reason> <schoolcode>T</schoolcode> <auditcode>U</auditcode> <truancycode>U</truancycode> <calchalfday>A</calchalfday> </code> </pre>		Do not delete can move	2
<pre> <code> <reason>Present</reason> <schoolcode>P</schoolcode> <auditcode>P</auditcode> <truancycode>P</truancycode> <calchalfday>P</calchalfday> </code> </pre>		Do not delete can move	3
<pre> <code> <reason>Student Late for class</reason> <schoolcode>L</schoolcode> <auditcode>P</auditcode> <truancycode>P</truancycode> <calchalfday>P</calchalfday> </code> <code> <reason>Sickbay</reason> <schoolcode>S</schoolcode> <auditcode>J</auditcode> <truancycode>J</truancycode> <calchalfday>P</calchalfday> </code> </pre>		Can delete, edit or move all the others	4

1.	This will be the code you wish to have as a default when entering Absences.
2.	The position of Unexplained/Truant can be changed to come further down the list for selection, the reason can be changed.
3.	The position of Present can be changed to come further down the list for selection, the reason can be changed.
4.	All other Codes can be deleted or edited to suit schools requirements.

Add a new Code

The easiest way to create a new code is to copy and paste the section between <code> and </code> then change the details.

```

<code>
  <reason>Family Bereavement/Funeral</reason>
  <schoolcode>F</schoolcode>
  <auditcode>J</auditcode>
  <truancycode>J</truancycode>
  <calchalfday>A</calchalfday>
</code>

```

•	Delete the old Reason.
•	Enter a new Reason.
•	Enter the School Code you wish to use making sure it is not already in use.
•	Enter the Audit Code the most common codes are; <ul style="list-style-type: none"> • J – Absent but Justified • U – Absent but Unexplained • P – Present
•	Enter the Truancy Code the most common codes are; <ul style="list-style-type: none"> • J – Absent but Justified • U – Absent but Unexplained • P – Present
•	Enter the code for Half Day Absences; <ul style="list-style-type: none"> • A – Absent • P - Present

Once all the changes have been made click File and Save. The new codes will be available for use.