

School Attendance User Guide

October 2023



Contents

Overview	4
Product versions	4
Role-based permissions	4
Access	4
Sentral's YouTube channel.....	5
My Settings	5
To edit your personal settings	5
Absences summary	6
To view and change the absences summary	6
Unsubmitted rolls	6
Overview.....	6
To manage unsubmitted rolls	6
Evacuation summary	7
Roll status	7
Partial absences	8
Overview.....	8
To manage partial absences	8
Sick bay	9
Overview.....	9
To check a student into sick bay	9
To check a student out of sick bay	9
To print a slip for a student leaving sick bay to return to class.....	10
To edit a sick bay entry.....	10
To send a notification to parents	10
Bulk absences.....	11
Overview.....	11
To enter an absence for multiple students, classes or roll classes	11
To bulk remove an absence entry	12
Attendance notes	13
Overview.....	13
To add an attendance note.....	13
Export absences	14
Overview.....	14
To export attendance records.....	14
Incursions.....	15
To view the incursions register	15
To create an incursion for an individual student.....	15
Bulk incursions	16
Overview.....	16
To enter an incursion for multiple students, classes or roll classes	16
Attendance concerns	17
Overview.....	17
To set a student as an attendance concern	17

Attendance invalid data cleanup	18
Overview	18
To clean up attendance records	18
Pre-enrolled students	19
Overview	19
Notifications	19
Letters to parents	19
SMS and Email Notifications	20
Reponses	20
Overview	20
To access responses	20
Export	20
To export electronic responses from parents or guardians	20
Future Absence Requests	21
To view future absence requests created in the portal	21
Advance Student Search	22
Overview	22
To complete an advanced student search	22
Rollmarking	23
Overview	23
To mark a roll – primary school	23
To adjust the attendance roll	26
To create an interactive roll	26
To hide sensitive data	27
To complete mobile roll marking	27
To print a roll for classes assigned to you	32
Student attendance	33
Role-based views of information	33
To view a heat map	33
To view contact information	34
To notify teachers	35
To add an extended absence	35
To print an absence history for a student	36
To add, modify, remove absence, and add medical certificate	36
To view and add responses sent via email, letter and SMS	37
Attendance reports	38
Overview	38
To generate a report	39
Travel	39
Overview	39
To check, modify and print the travel rolls	39
To set up student travel	40
To edit the travel schedule for a student	40
To set up a travel route and method	41
Overview	41
To add a new travel method	41
To add a new route	41

Overview

All schools are required to keep a record of attendance for all students. Sentral's Attendance module manages all absence types and records. Its focus is the top-level attendance of students being present at the school daily. Once rolls are set up and the official attendance period is defined, this module has integration with the following Sentral modules:

- Messaging
- Attendance
- PXP
- Timetables
- Portal.

If your school also uses Sentral's Kiosk module, then it also handles all absence types and records via a device. The kiosks can allow students to swipe on and off for late arrivals, early departure, sick bay, incursions, flexible timetabling and more. See [Kiosk User Guide on the Sentral Help Centre](#).

Product versions

Your school will have one of the products listed in the Feature availability table below – with the main difference being the Classic versus Indigo user interface. Some differences exist between product versions. These differences are described at a feature level in this guide.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Attendance	■	■	■

Role-based permissions

Your access is assigned to you by the Sentral Administrator (Administrator) at your school. They can set permissions at a granular level, and this determines the type of access you have and the functions you can access in the Attendance module.

Administrators and overall managers of Attendance have a different view to general teaching staff and perform various daily and weekly tasks that differ to roll class teachers.

Access

To access Attendance from the Sentral home screen:

- Select the menu icon () and choose Attendance.

Sentral's YouTube channel




Video: Visit our YouTube channel to view the [Attendance playlist for teachers and office staff](#).

My Settings



Note: All staff have access to this menu option.

To edit your personal settings


1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Under My Settings in the right pane, select Edit.
3. In Edit My Settings, do any of the following:
4. Sort the student list by surname, firstname, gender, year or roll class.
5. Specify the results per page display.
6. Specify whether to show birthdays, and the student's photo when you hover over their name.
7. Specify whether to show the welcome message that advises you when you have no classes assigned to you.
8. Specify whether to enable the setting to submit rolls on behalf of other staff.
9. Specify whether to enable the use of background colours.
10. Either enter the slip authorisation name to print on slips, or leave it blank if you don't want an authorisation name to display on slips.
11. Select Save.

Absences summary



Note: All staff have access to this menu option.

To view and change the absences summary

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Under Absences Summary in the right pane, select either Today or Yesterday from the list.
3. Select the Year groups you wish to view.
A list of students' absences is displayed.
From the Search Results screen, you can select to unlock and modify an absence or select a student and go to their Attendance home screen.

Unsubmitted rolls


Overview

Use the information in this section manage roll submissions. This is critical to ensure student attendance is reported accurately and SMS/email messages can be sent to parents.



Note: You will only have access to this function if you have executive or admin access.

To manage unsubmitted rolls

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select the link under Unsubmitted Rolls in the right pane.
The Recent Roll Submissions screen displays.
3. Use the link on the top right to switch views between:
 - Show roll classes with unsubmitted rolls.
 - Show all roll classes.




Tip: This helps you follow up and ensure rolls are submitted and data is exported to a government system.

Evacuation summary

Use the information in this section to create a report listing all students who are currently absent or partially absent from school, as well as staff and visitors.





Note: Front office and administration staff have access to this menu option.

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Evacuation Summary in the left pane.
The report is generated.
3. Either view the report in your browser, download, or print it.

Roll status



Note: Front office and administration staff have access to this menu option.

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Roll Status link in the centre of the screen.
 - b. Select Attendance Administration in the left menu and choose Roll Status.
3. Do any of the following:
 - a. Under Roll Submissions, view all the rolls that have and have not been submitted in any given week.
The cross (X) denotes rolls not submitted and the circle () indicates that a roll has been submitted.
Use the arrows or date picker to browse and view information for different weeks.
 - b. Under Absence tallies, view the list of Explained and Unexplained Absences for the week for the whole school.
 - c. Select Print Rolls under each day's date to print the roll for that day.
 - d. Select the class link to view a whole class roll.
As an administrator you can edit, un-submit or submit all class rolls. All changes are tracked and recorded in the history logs.

Partial absences

Overview

Most Schools manage late, early, and timed absences via the front office once rolls have been submitted by teaching staff. Updates to student absences from here, update the roll class as well.




Video: Watch this video on our YouTube channel to learn about recording a partial absence.

[Attendance | How to record a partial absence.](#)



Note: Front office and administration staff have access to this menu option.

To manage partial absences

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Partial Absences link in the centre of the screen.
 - b. Select Attendance Administration in the left menu and choose Partial Absences & Slips.
The Partials for the current day display.
3. (Optional) Use the filter options to search for students who belong to a specific absent type and reason.
4. Select the Late, Early, or Timed icon to record absence details.
 - a. Search for a student.
 - b. Either accept default time of the day or adjust the time you wish to record.
 - c. If appropriate, select the Student is out of uniform checkbox.
 - d. Complete the text fields for Comment, Source of Information and Communication Method.
 - e. If appropriate, select the checkbox to remember absence details for the next student.
5. Do one of the following:
 - a. Select Save & Print.



Note: Slip printing needs to be enabled.

- b. Select Save.
The student's name displays in the Partial Logs Register. The record is added to the student's individual profile for the official attendance record.

Sick bay

Overview

Use the information in this section to register and keep records of students who check in and out of sick bay.




Note: You will only have access to edit and view the Sick Bay Register if you have executive or administration access.




Video: Watch this video on our YouTube channel to learn about checking students in and out of sick bay.

[Attendance | Sick Bay Register.](#)

To check a student into sick bay


1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Sick Bay link in the centre of the screen.
 - b. Select Sick Bay in the left menu and choose Sick Bay Register.
The Sick Bay Register displays a log of all students who are or have been in sick bay for the current day.
3. Select Add Sick Bay Entry.
The New Sick Bay Entry screen displays.
4. In the Search field, enter the first few initials of the student's name and select them from the list.
Family details and health concerns (if flagged) for the selected student display.
5. Complete details for the sick bay entry in the right pane.
6. Do one of the following:
 - a. If the student is staying in Sick Bay, select No for Check Out.
 - b. If the student is leaving sick bay, select Yes for Check Out.
 - i. Set the checkout time.
 - ii. Select a resolution option.
 - iii. Select a transport option.
 - iv. Enter an absence comment.
 - c. Select Save or Save & Print if you need to print out a slip.

To check a student out of sick bay


1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Sick Bay link in the centre of the screen.
 - b. Select Sick Bay in the left menu and choose Sick Bay Register.
The Sick Bay Register displays a log of all students who are or have been in sick bay for the current day.
Not checked out displays in the Time Out column if a student has not been checked out of sick bay.

-
3. Select the Not checked out link in the Time Out column.
 4. In Checkout Incursion:
 - a. Set the checkout time.
 - b. Select a resolution option.
 - c. Select a transport option.
 - d. Select OK.


To print a slip for a student leaving sick bay to return to class

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Sick Bay link in the centre of the screen.
 - b. Select Sick Bay in the left menu and choose Sick Bay Register.
The Sick Bay Register displays a log of all students who are or have been in sick bay for the current day.
3. Select Options next to the student and choose Print Slip.
The slip is generated – ready to print.

To edit a sick bay entry

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Sick Bay link in the centre of the screen.
 - b. Select Sick Bay in the left menu and choose Sick Bay Register.
3. Select Options next to the student and choose Edit.
4. Update details.
5. Select Save or Save & Print if you need to print out a slip.

To send a notification to parents

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Sick Bay link in the centre of the screen.
 - b. Select Sick Bay in the left menu and choose Sick Bay Register.
The Sick Bay Register displays a log of all students who are or have been in sick bay for the current day.
3. Select Options next to the student and choose Notify Parents.
4. In New Feed Item:
 - a. Review the pre-filled information.
 - b. Specify whether to display the notification flag for the feed item.
 - c. Specify whether to send a push notification.
 - d. Select Save.

Bulk absences

Overview

Use the information in this section to enter a single administrative absence for multiple students, classes or roll classes.




Note: Front office and administration staff have access to this menu option.

To enter an absence for multiple students, classes or roll classes

1. Select the menu icon (⋮) and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Bulk Absences link in the centre of the screen.
 - b. Select Attendance Administration in the left menu and choose Bulk Absences.
3. Select one of the following tabs: Year, Roll, Class, Class, Activities or Student.
Select the option that best suits what you need. For example, an excursion (a whole class, a year), or multiple absences (students or activities such as the choir or debating).
4. Do one of the following:
 - a. Select an option from the list, select students, and then select Next.
 - b. Use the search field to find specific students, and then select Next.
5. Under Absence Details on the right:
 - a. Set absence dates.
 - b. Specify an absence entry type.
 - c. Specify whether the absence is Whole, Late Arrival, Timed, or Early Leaver.
 - d. Specify whether the absence is unexplained or explained, and then choose the applicable reason from the dropdown list.
 - e. Enter a comment.
 - f. Select Next.
6. In Confirm Bulk Absence Generation:
 - a. Review the details.
 - b. Select Save.

A confirmation message displays confirming the number of absences created.

To bulk remove an absence entry

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Bulk Absences link in the centre of the screen.
 - b. Select Attendance Administration in the left menu and choose Bulk Absences.
3. Select one of the following tabs: Year, Roll, Class, Class, Activities or Student.
Select the option that best suits what you need. For example, an excursion (a whole class, a year), or multiple absences (students or activities such as the choir or debating).
4. Do one of the following:
 - a. Select an option from the list, select students, and then select Next.
 - b. Use the search field to find specific students, and then select Next.
5. Under Absence Details on the right:
 - a. Set absence dates.
 - b. Select Remove as the Absence Entry Type.
 - c. Specify whether to remove explained absences.
 - d. Select Next.Absences that match the details you entered are displayed.
6. In Confirm Bulk Absence Removal:
 - a. Review the details.
 - b. Select Save.A confirmation message displays confirming the number of absences removed.

Attendance notes

Overview

If configured for your school, use the information in this section to add, edit, and remove attendance note types.




Note: Attendance notes are non-official time blocks that can appear on rolls. These notes can be turned into official absences or incursions on demand. Your Sentral Administrator can configure attendance notes via Setup | Attendance Note Types.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Attendance Note Types			■

To add an attendance note

1. Select the menu icon  and choose Attendance.
The Attendance home screen displays.
2. Select Attendance Note Types in the left menu and choose the type of note.
The Attendance Notes Register for that note type displays for the current date.

3. To change the date, use the arrow keys  **18/05/2023** 

4. Select Add Attendance Note.
The Attendance Note screen displays.

Attendance Note: SRC Meeting

Start Time: : AM

End Time: : AM

Comment:

Students

5. Search for and select one or more students.
6. Enter the Start and End Time and a Comment for the note.
7. Select Save.
The screen refreshes and the register is updated.



Note: When a teacher marks the roll, they can see the Notes on the Roll Marking screen.

Export absences

Overview

If you are a government school, use the information in this section to export your Attendance records and for upload into the relevant government administration system.

If you are a non-government school, you can export STATS data.



Note: Refer to the [School Attendance FAQs](#) for further details.



Note: Front office and administration staff have access to this menu option.

To export attendance records

1. Select the menu icon (⋮) and choose Attendance.
The Attendance home screen displays.
2. Select Attendance Administration in the left menu and choose Export Absences.
The Export Absences screen displays.
3. Select the relevant export option.

Export for DoE Third Party Integration (3PI) Export attendance for: 18/05/2023 to 18/05/2023 3PI may reject some attendance records due to data mismatches or business rules. View any issues reported by the 3PI export here. Export
Absence Summary Export The Absence Summary Export produces a series of tallies of absences for students within the given date range. It is most appropriately used for exporting attendance data to other reporting systems and similar use cases which require the number of absences for a student within a given time period. Export Absence Summary
ARC ReportCard The ARC ReportCard export produces a tab-delimited export of attendance records. While it is designed for use with ARC ReportCard, it can also be used as a generic tab-delimited export for other systems. Export for ARC ReportCard
Progress Reports The progress reports export produces values useful for displaying on ongoing reports regarding attendance. The fields that are generated are: Percentage Present, Percentage Approved Absent, Percentage Unapproved Absent, Lates, Out of Uniforms. Export for Progress Reports
CEO Census Export The CEO Census export produces values useful for the yearly attendance census. The fields that are generated are: Date Attendance Started, Attending On Census Day. Census date: 18/05/2023 CEO Census Export
ErskineParkHigh Custom Export This custom export has been developed specifically for your school. To run it, click the button below. ErskineParkHigh Export

Export Absences screen example (ST version)

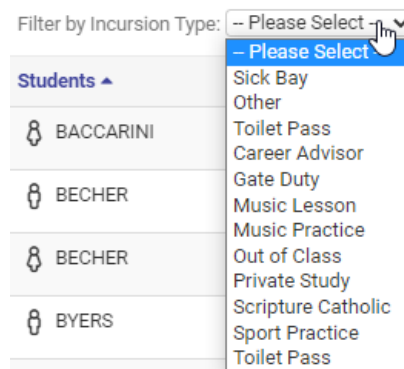
Incursions



Note: Front office and administration staff have access to this menu option.

To view the incursions register

1. Select the menu icon (⋮) and choose Attendance.
The Attendance home screen displays.
2. Select Incursions in the left menu and choose Incursion Register.
The Incursion Register for the current date displays.
3. To filter by Incursion Type, use the dropdown option at the top of the screen.



4. To view a different day, use the arrow keys beside the date < 23/09/2020 >
5. To print the list, select the **Print**.

To create an incursion for an individual student

1. Select the menu icon (⋮) and choose Attendance.
The Attendance home screen displays.
2. Select Incursions in the left menu and choose Incursions Register.
3. To change the date, use the arrow keys < 18/05/2023 >
4. Use the search field to find a specific student.
5. In Incursion Details:
 - a. Set the Time in.
 - b. Select the type of incursion.
 - c. Enter a comment.
 - d. Select Save.
 - e. The incursion is displayed on the Incursion Register.
This gives you the option to print a slip for the student.

Bulk incursions

Overview

Use the information in this section to enter a single administrative incursion for multiple students, classes or roll classes.




Note: An incursion is an activity where the student is not in class but is present at school.



Note: Front office and administration staff have access to this menu option.

To enter an incursion for multiple students, classes or roll classes

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Bulk Incursions link in the centre of the screen.
 - b. Select Incursions in the left menu and choose Bulk Incursions.
3. Select one of the following tabs: Year, Roll, Class, Class, Activities or Student.
4. Do one of the following:
 - a. Select an option from the list, select students, and then select Next.
 - b. Use the search field to find specific students, and then select Next.
5. Under Incursion Details on the right:
 - a. Specify the incursion type.
 - b. Set the date.
 - c. Set the Time in.
 - d. For recurring incursions:
 - i. Specify if the incursion is weekly or fortnightly and choose the day of the week.
 - ii. Set the end date.
 - e. Specify whether the absence is unexplained or explained, and then choose the applicable reason from the dropdown list.
 - f. Enter a comment.
 - g. Select Next.
6. In Confirm Incursions:
 - a. Review the details.
 - b. Select Save.



Note: There is no way to remove a Bulk Incursion except individually for each student.

Attendance concerns

Overview

Use the information in this section to manage the Attendance Concern Register. This register is a daily list of those students that have been flagged with attendance issues.



Video: Watch this video on our YouTube channel to learn about the Attendance Concern Register.

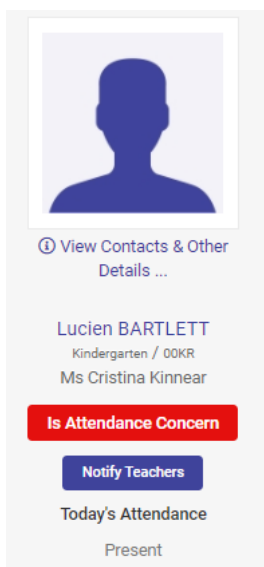
[Attendance | Setting an attendance concern - checking attendance trends.](#)



Note: Front office and administration staff have access to this menu option.

To set a student as an attendance concern

1. Select the menu icon (⋮) and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Attendance Concerns link in the centre of the screen.
 - b. Select Attendance Registers in the left menu and choose Attendance Concern.
The Attendance Concern Register for the current day displays.
3. Use the search field to select a specific student.
The student's Attendance screen displays.
4. Select the Set Attendance Concern button in the left pane – under the student's photograph.
5. In Set Attendance Concern, select Confirm.
The button text changes to 'Is Attendance Concern'.



Attendance invalid data cleanup

Overview

Use the information in this section to clean up in bulk Attendance records for students that have been unenrolled prior to uploading into your government system.

You can also check and remove attendance data that falls outside of a student's enrolment range.

The tool will display all attendance that has been added before a student's enrolment date, or after a student's exit date.




Note: Front office and administration staff have access to this menu option.

To clean up attendance records

1. Select the menu icon (⋮) and choose Attendance.
The Attendance home screen displays.
2. Select Attendance Administration in the left menu and choose Attendance Invalid Data Cleanup The Attendance Concern Register for the current day displays.
3. Use the search field to select a specific student.
The Attendance Invalid Data Cleanup screen displays.

Attendance Invalid Data Cleanup													
Select Year Level: [N/A]		Select Un-Enrol Year: [-All Years-]										Remove Selected Records	
	Student Name	External ID	Year Level	Enrol Date	Un-Enrol Date	<input type="checkbox"/>	Attendance Date	Attendance Type	Times	Reason			
	Alexis DEEMING	16074	K	09/10/2022	15/10/2022	<input type="checkbox"/>	15/10/2022	Attendance Submitted			i		
						<input type="checkbox"/>	15/10/2022	Absence	Whole Day	Leave	i		
	Amos TINDALE	07072	9	25/07/2021	25/08/2021	<input type="checkbox"/>	25/08/2021	Absence	Whole Day	Leave	i		
						<input type="checkbox"/>	26/08/2021	Absence	Whole Day	Leave	i		
						<input type="checkbox"/>	29/08/2021	Absence	Whole Day	Leave	i		
						<input type="checkbox"/>	30/08/2021	Absence	Whole Day	Leave	i		
						<input type="checkbox"/>	31/08/2021	Absence	Whole Day	Leave	i		
						<input type="checkbox"/>	17/10/2021	Absence	Whole Day	Unjustified	i		
						<input type="checkbox"/>	18/10/2021	Absence	Whole Day	Leave	i		
	Arron HOLLINWORTH	15005	1	01/02/2020	02/08/2021	<input type="checkbox"/>	02/08/2022	Attendance Submitted			i		
	Arron NOWLAND	08012	8	01/02/2018	27/11/2022	<input type="checkbox"/>	27/11/2021	Attendance Submitted			i		
						<input type="checkbox"/>	30/11/2021	Absence	11:00am - 1:20pm	School Business	i		
						<input type="checkbox"/>	21/09/2022	Absence	Whole Day	Unjustified	i		

4. Filter by year level and calendar year to refine the search.
5. Select the Information icon (i) next to a record to display its details.
6. Select a student's name link or attendance date link to drill down further.
7. Do any of the following to select the attendance you wish to correct:
 - a. Select the checkbox in the header row next to Attendance date to select all and bulk remove all absences for all students.

 - b. Select checkboxes by student.
8. Select the Remove Selected Records button and then select Confirm.

Pre-enrolled students

Overview

The NSW Department of Education has transitioned away from OASIS. The replacement EBS4 files show 'students' with no way to distinguish the students as pre-enrolled.

Feature availability



	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Pre-Enrolled Students menu option	Data not provided	Data not provided	

Notifications




Note: Front office and administration staff have access to this menu option.

Letters to parents

1. Select the menu icon  and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Letters link in the centre of the screen.
 - b. Select Notifications in the left menu and choose Letters to Parents.
The Find Students screen displays.
3. Select the data to generate the Attendance Letters.
You can send letters to Residential and Non-Residential Contacts.
4. Under Find:
 - a. Use the filter options to specify the type of absence and absence reasons
 - b. Select a range of dates.
 - c. Specify your preferred results order.
 - d. Specify whether to ignore absences that have received SMS/email alerts.
5. Under For:
 - a. Use the filter options to specify the criteria for students and classes.
 - b. Select Search.
Search results display a list of students matching the search criteria.
6. Select the students to receive letters.
7. Under Templates in the right pane, select a letter template.
8. Under Settings in the right pane, specify whether to generate letter for non-residential families.
9. Select the Preview icon  next to a student to preview the letter content.
10. Select Generate Letters.
Letters are generated.
11. View the letter in your browser or download it as a PDF file for printing.

SMS and Email Notifications

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the SMS and Email link in the centre of the screen.
 - b. Select Notifications in the left menu and choose SMS & Email Notifications.
The Messaging home screen displays.
Refer to the Messaging User Guide in the [Help Centre](#).

Reponses


Overview

Use the information in this section to organise your school's inbound messages and change their status from Direct Message to Response as required.




Note: Once responses are actioned and authorised, the student's attendance record is updated. These Responses can come from the Portal or SMS.

To access responses

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Notifications in the left menu and choose Responses.
The Responses screen displays – with the New Responses tab selected.
3. Next to each student:
 - a. Select a reason from the dropdown list.
Specify whether to add this response to the absence comment.
The checkbox is selected by default.
4. Select Save.


Export

To export electronic responses from parents or guardians

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Notifications in the left menu and choose Export.
The Export Responses screen displays.
3. Select the type of responses to export – SMS, Email, Portal, or All.
4. Specify a date range.
5. Select Export.

Future Absence Requests

To view future absence requests created in the portal

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Notifications in the left menu and choose Future Absence Requests.
The Future Absence Request screen displays – with the Pending tab selected.
3. For each response, do one of the following:
 - a. Select Requires Action.
 - i. In Requires Action, either accept the default comment or overwrite it with a customised comment.
 - ii. Select Save.
A portal message or email is automatically sent to the parent or guardian requesting more information.
 - b. Select Approve.
 - i. In Approve Absence, under Requested Absence, review the details provided and
 - ii. Select Save.
The absence is automatically generated on the requested dates for the student with the correct absence type parameters and includes any comments made by the parent or staff member.
A portal message or email is automatically sent to the parent notifying the future absence request submitted was approved.
 - c. Select Reject.
 - i. In Reject Absence, either accept the default comment or overwrite it with a customised comment.
 - ii. Select Save.
A portal message or email is automatically sent to the parent or guardian notifying them that the future absence request submitted was rejected.

Advance Student Search

Overview

Use the information in this section to look up a group of students (for example, ATSI) or a cohort of students' attendance history of a previous year.




Tip: *Advanced Search also allows you to look at attendance trends.*



Note: *Front office and administration staff have access to this menu option.*

To complete an advanced student search

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Do one of the following:
 - a. Select the Advanced Search link in the centre of the screen.
 - b. Select Attendance Administration in the left menu and choose Advanced Student Search.
The Students Search screen displays.
3. Enter text into the Search field.
4. Specify a date range.
5. Specify additional search criteria.
6. Select Go.
The Advanced Student Search Results display.

Rollmarking

Overview

Use the information in this section to:

- mark rolls in attendance – for teachers
- mark interactive rolls
- make adjustment to rolls – for teachers
- view the status of rolls.



Video: Watch this video on our YouTube channel to learn about marking the roll.

[Attendance | How to mark the roll.](#)




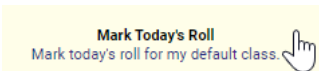
Note: Teachers and front office staff have access to this menu option.

To mark a roll – primary school

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Expanded view and Condensed view icons			■

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Mark Today's Roll in the centre of the screen.



The main roll marking area shows a view of the week's roll calls. By default, students are marked present for the whole day. This is indicated by the circle  in the column for the current day.

Daily Roll 01W			Mon 15/5	Tue 16/5	Wed 17/5	Thu 18/5	Fri 19/5
Class 01W			✓	✓	✓	✗	✗
👤	BASKERVILLE	Arron	1	All Day (A)	All Day (A)	All Day (A)	○
👤	BEAL	Tanner	+	○	○	○	○
👤	BODY	Violette	1	○	All Day (S)	All Day (S)	○
👤	BOWKER	Sharita	1	○	○	○	○
👤	CHRISTIAN	Rolf	+	○	○	○	○
👤	CURTIN	Wyatt	1	All Day (S)	○	○	○
👤	FLYNN	Maira	1	○	All Day (A)	○	○
👤	TILLY	Juan	1	○	○	○	○
			Roll Submitted	Roll Submitted	Roll Submitted	Submit Roll	Submit Roll
Tally							
Present (All Day / Partially)			13	13	16	18	18
Whole Day Absences (Unexplained)			4	4	1	0	0
Whole Day Absences (Explained)			1	1	1	0	0
Whole Day Absences (Not Counted)			0	0	0	0	0
Total			18	18	18	18	18

Roll marking area example – ST version

If a student has flags, they display next to student's name 🚩. Medical flags display a cross + sign.

👤	FLYNN	Maira	🚩	1	○
👤	HAIGH	Darell	🚩		
👤	HORNUNG	Roger	🚩		
👤	LEVERRIER	Humberto	🚩		
👤	LONGWORTH	Aura	🚩		

👤	K		+		
---	---	--	---	--	--

Student flag example – ST version

Medical flag example – ST version

- Do one of the following:
 - To mark a student absent for the whole day as 'Unexplained', double click the circle icon (○) next to their name.
 - To mark a student absent for a day, select the circle icon (○) next to their name.
- In the pop-up that displays, complete details for the absence.
 - Specify whether the absence is Whole Day, Late, Timed, or Early.
 - Specify whether it is explained or unexplained and select a reason from the list.
 - Enter a comment, source of information and communication method.
 - Select OK.

When you make a variation, a visual indicator displays against the student, with an appropriate code and colour.
- To mark a student who is present 'out of uniform', hover over the box to the left of the student's circle icon (○), and select the person icon (👤) that displays.

The student is flagged as out of uniform (👤).

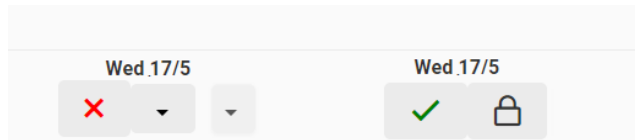
👤	BODY	Violette	🚩	1	👤	○
👤	BOWKER	Sharita	🚩	1	👤	○

Uniform icon example – ST version

- Once you've marked the roll, select Submit Roll.
- Select OK to confirm.

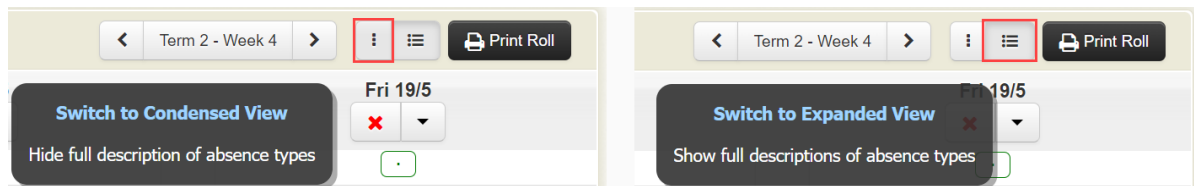
The roll marking screen displays a warning banner at the top of the roll if there are any students in the class who have a blank or missing enrolment start date. This should expedite identifying and remediating incomplete data that has an impact on the Attendance rolls.

The cross at the top of the day's roll changes to a tick, and a padlock indicates that the roll is locked from editing.



Roll submitted indicators example – ST version

- (ENT version) Use the icons next to Print Roll to toggle between the condensed or expanded view of absences.



Condensed view and Expanded view examples – ENT version


To adjust the attendance roll

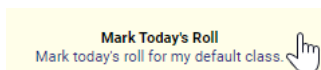
For many schools, after the roll is submitted, all further changes (such as late students, or early leavers) are processed by the front office administration staff. If, however the teachers at your school adjust the roll once they have submitted, follow the steps below.







Video: Watch these videos on our YouTube channel.

[Attendance | How to modify a roll](#) and [Attendance | How to record a partial absence](#)

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Mark Today's Roll in the centre of the screen.



The main roll marking area shows a view of the week's roll calls.

3. On the weekly roll screen, above the column for the day's roll, select the locked padlock icon () . It changes to the Edit icon () .
4. Make any changes required the same way you initially marked the roll, and then select the Edit icon () .
5. To lock the roll after you have finished making adjustments, click the pen and paper icon. It will turn back into a padlock.
The locked padlock icon () displays.


To create an interactive roll

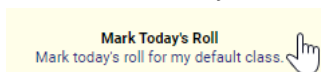
Use the information in this section to create an interactive roll where a student can select their name from the whiteboard.



Video: Watch this video on our YouTube channel to learn about using interactive rolls.

[Attendance | How to use interactive rolls](#)

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Mark Today's Roll in the centre of the screen.



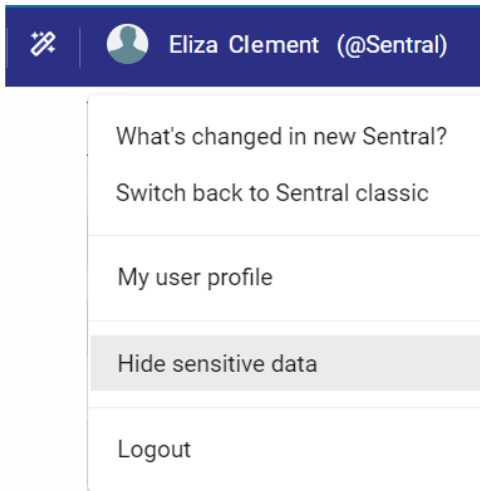
The main roll marking area shows a view of the week's roll calls.

3. At the top of today's roll, select the arrow next to the cross and choose one of the options listed under Interactive rolls.
A message displays
4. Select Start.
Students can come out and touch their name on the whiteboard.
You can Undo and Reset your roll using the buttons at the top right of the screen.
5. Select Finish.

To hide sensitive data

Use the information in this section to protect the privacy of students you may have sensitive information or flags against their name by sensitive data when you're using interactive rolls.

Select your profile name on the menu bar and choose Hide sensitive data.



Hide sensitive data menu option – ST example



Video: Watch this video on our YouTube channel to learn about hiding sensitive data from your screen.

[Attendance | Hide sensitive data from your screen.](#)

To complete mobile roll marking

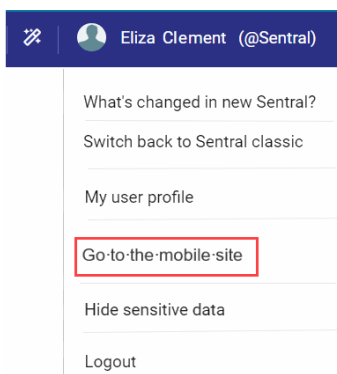
If you have access to marking rolls, use the information in this section to mark the roll on a mobile device.

There are two options for mobile device roll marking:

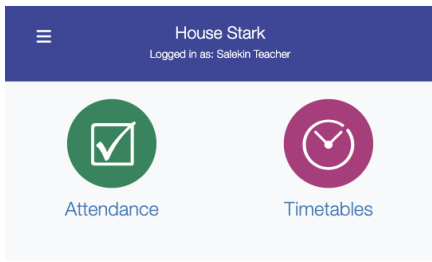
- via the Sentral for Teachers App (coming soon)
- via the Attendance module mobile rollmarking option.



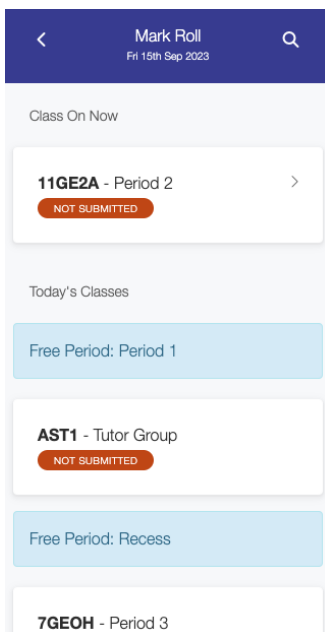
Note: The mobile view is only available if you're accessing Sentral via a mobile device. It is not visible when accessed via a computer). You can switch to the mobile view.



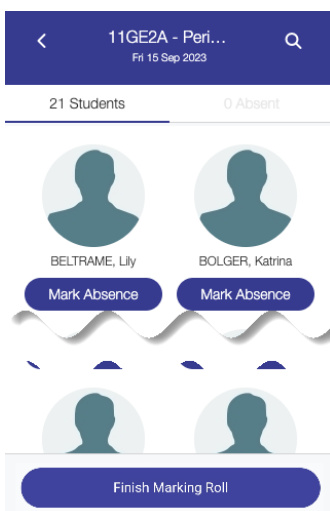
1. Select your profile name on the menu bar and choose Go to the mobile site.
The mobile view has icons for roll marking and the timetable.



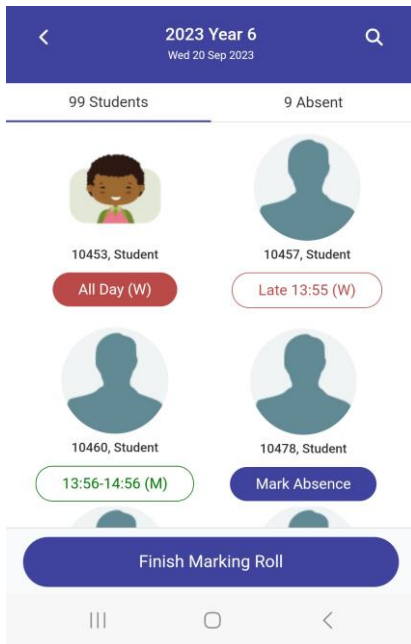
2. Select the Attendance icon to access your roll.
 - If you have a single roll class available (i.e. a primary school setup), your class is listed and ready for marking.
 - If you have multiple classes available via period roll marking (PxP), your classes are listed by period.



3. Tap your class to begin marking the roll or continue marking an existing unsubmitted roll.
All students are marked as present by default.

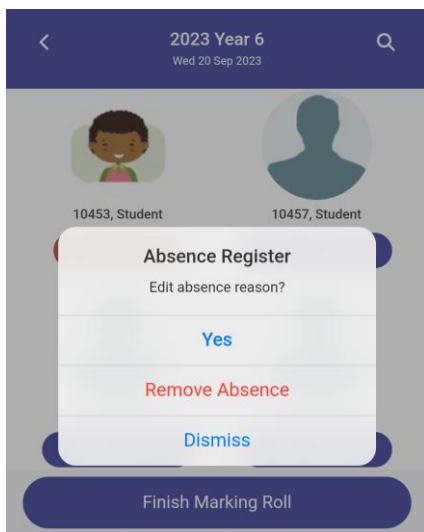


4. Tap Mark Absence to mark a student absent for a whole day (or period for PxP users).



5. Tap again to do any of the following:

- Remove the absence
- Mark a partial absence
- Add an absence reason.



6. To remove the absence, select Remove Absence.

7. To mark a partial absence or edit an absence:

- a. Under Edit absence reason, select Yes.
- b. Under Absence Type, select whether the student's absence is Whole Day, Late, Early, or Timed.
 - i. For a Whole Day absence, select the Absence Status (i.e. Unexplained or Explained) and the Absence Reason. Select Save to return to the roll marking screen and continue marking.

The screenshot shows a mobile application interface for a student named 'Student 10292' on 'Wed 20 Sep 2023'. The 'Explained' status is selected. Under the 'Absence Reason' section, there is a list of radio button options: B - School Business, E - Suspended, F - Flexible, L - Leave, M - Exempt, S - Sick, A - Unjustified, and H - Alternate Education Setting. At the bottom, there are two buttons: 'Save' (dark blue) and 'Cancel' (white with a blue border).

- ii. For a Late, Timed, or Early absence, enter the time. Select Save to return to the roll marking screen and continue marking.

The screenshot shows a mobile application interface for a student named 'ANDERSON, Annabelle' with the title '111 - Late arrival at school'. Under the 'Absence Type' section, the 'Late' option is selected. Below this, the 'Time' section has two input fields: 'From' (9:30 AM) and 'To' (10:30 AM). At the bottom, there are two buttons: 'Save' (dark blue) and 'Cancel' (white with a blue border).

-
8. Once you've finished marking the roll, select Finish Marking Roll.
The Roll Submission Summary displays.

< 2023 Year 6
Wed 20th Sep 23

Roll Submission Summary

Total Number of Students in class
99

Present
90

Absent
9

Students Absent
10453, Student
10457, Student
10460, Student
10951, Student
10468, Student
10453, Student
10457, Student
10460, Student
10951, Student

Once a roll has been submitted, any further changes will be logged into the system.

Submit


9. View information on the Roll Submission Summary screen.
- If information is correct, tap Submit.
The Mark Roll screen displays and the status shows as submitted.
 - If information is incorrect, select Back (⏪), edit the roll, and then tap Finish Marking Roll.

To print a roll for classes assigned to you



Video: Watch this video on our YouTube channel to learn about printing a roll from the Attendance home screen.

[Attendance | How to print a roll.](#)

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Under Paper Rolls, select a class from the list.
3. Select whether to print this week's roll, term roll or photo roll.
The class list and attendance details are generated as a PDF.
4. Choose whether to save or download the roll.

Student attendance

Role-based views of information

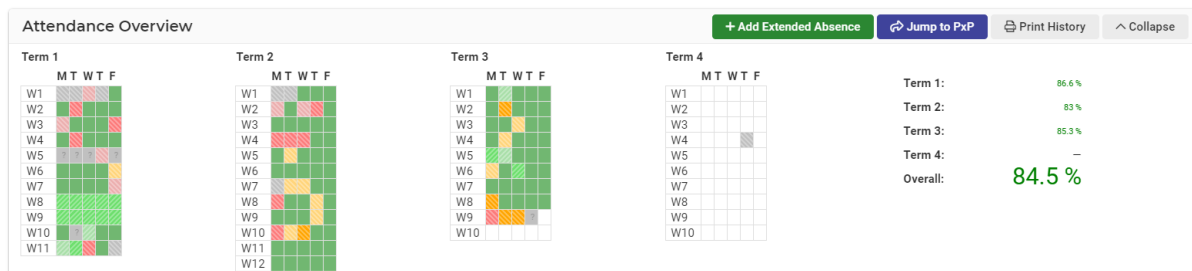
Your role determines the information you see:

- Administrators of Attendance can view whole school, cohort and class attendance data.
- Teachers can view classes.
- All staff can drill down to view a student's attendance records.

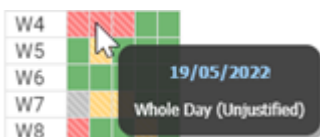
To view a heat map

When you select a student's name from your roll you are taken to an overview of that student's attendance patterns.

1. Select the menu icon (⋮) and choose Attendance.
The Attendance home screen displays.
2. Open your roll.
See Rollmarking
3. Select a student's name.
The Attendance Overview for that student displays. It has heat maps created by the term that show patterns of attendance behaviour.



4. Hover over each cell for more detail.
The traffic light colours provide a visual of the student's attendance at school.




To view contact information

1. Select the menu icon (☰) and choose Attendance.
The Attendance home screen displays.
2. Open your roll.
See [Rollmarking](#)
3. Select a student's name.
The Attendance Overview for that student displays.
4. Select View Contacts & Other Detail in the left pane.
Details for the student display with the Overview tab selected.

Melvin ARGYLE – 03M / Year 3 ×

Overview Contact Info Timetable



View Complete Profile

ACCESS Anaphilactic

Emergency Care Plan

EXCURSION_CONSENT

Favourite NRL

Has Confidential Documentation

Has Diagnosed Disorders Referrals

Has In-School Support Referrals

Has Legacy Student Plans

Has Support Referrals IEP

OK

Date of Birth: 07/01/2008
Age: 12 years, 8 months
Gender: Male
Year: 3
Class: 03M
House: Pennant
Photograph Privacy:
Country of Birth: Australia
Religion: Jewish
Home Language: English
ATSI: No
Visa Sub Class: -

Primary Contacts


1 Mrs Jeanette Argyle Mother	02 9934 0944 02 9933 6971	Residential Guardian
2 Mr Cleo Argyle Father	02 9934 0944 02 9384 6591	Residential Guardian

5. View more read-only information on each of the tabs – Overview, Contact Info and Timetable.

To notify teachers

Feature availability


	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Notify Teachers button			■

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Open your roll.
See [Rollmarking](#)
3. Select a student's name.
The Attendance Overview for that student displays.
4. Select Notify Teachers in the left pane.
5. In Notify Teachers:
 - a. View the teachers listed to receive the notification – and adjust as required.
 - b. View the default subject text – and adjust as required.
 - c. Enter a staff message.
 - d. Select Save.


To add an extended absence




Tip: Adding an extended absence is a simple way to fill in a student's absences sheet if they are going to be absent for more than a few days. These can cover full or partial absences too.

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Open your roll.
See [Rollmarking](#)
3. Select a student's name.
The Attendance Overview for that student displays.
4. Select Add Extended Absence.
The Add Extended Absence screen displays.
5. In Add Extended Absence:
 - a. Specify a date range.
 - b. Specify whether to overwrite current absences.
 - c. Choose the frequency.
 - d. Specify whether the absence is Whole Day, Late, Timed, or Early.
 - e. Specify the type of absence and select a reason.
 - f. Enter comments, source of information and communication method.
 - g. Select Save.
6. Go to the Attendance History of the student and go to the dates selected for this Extended Absence.
You should see multiple entries, duplicate comments, and repeated specifications.

To print an absence history for a student

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Open your roll.
See [Rollmarking](#)
3. Select a student's name.
The Attendance Overview for that student displays.
4. Select Print History.
The Absence report Options screen displays.
5. In Absence Report Options:
 - a. Select the report period.
 - b. Select options to include.
 - c. Select Generate Report.The generated report displays in your browser. Select whether to download or print the report.

Central Public School
Student History Report: All Absences - Term: 2 - 2023





Total Partial Absences: 1, Total Whole Absences: 7

Melvin ARGYLE (ID 13032, Year 3, 03M)

Date	Type	Time Period	Reason	Comment
Mon 24/04/2023	Late	08:30 AM - 11:25 AM	P A Unjustified	
Tue 02/05/2023	Whole		L Leave	
Wed 03/05/2023	Whole		L Leave	
Thu 04/05/2023	Whole		L Leave	
Fri 05/05/2023	Whole		L Leave	
Mon 08/05/2023	Whole		A Unjustified	
Tue 09/05/2023	Whole		A Unjustified	
Wed 17/05/2023	Whole		S Sick	via Portal: Melvin felt dizzy. I took him to the doctors today.


To add, modify, remove absence, and add medical certificate



1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Start typing a student's name in the Attendance search field and select a student from the results list.
3. Under Attendance history, do any of the following:
 - a. To add a mass absence:
 - i. Select one or more days and select Add absence.
 - ii. In Add Mass Absence, specify absence details and select Save.
 - b. To modify a mass absence:
 - i. Select one or more days and select Modify absence.
 - ii. In Modify Mass Absence, update absence details and select Save.
 - c. To remove an absence:
 - i. Select one or more days and select Remove absence.
 - ii. Select OK to confirm.
 - d. To add a medical certificate for an absence:
 - i. In Add Medical Certificate, enter a description and select a date range.
 - ii. Drag and drop the medical certificate file on to the upload area.
 - iii. Select Save Medical Certificate.

An Attachment icon  displays next to the date. A description displays if you hover your mouse over the icon.

To view and add responses sent via email, letter and SMS

The Attendance History panel has a column called Follow Up which displays three icons for each school day. If an icon is highlighted, it is considered active. If grey, not active.

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Start typing a student's name in the Attendance search field and select a student from the results list.
3. Under Attendance history, view information in the Follow Up column.

Three icons display for each school day Letter sent () , Email sent () , SMS message sent () .

If an icon is highlighted, it is considered active. If all three icons are inactive, nothing will happen. There must be at least one active icon for you to be able to manually add an Absence Response. These (active) absence responses are triggered from Notifications.

4. Select an icon to view details.
5. In Add Absence Response, do any of the following:
 - a. View details.
 - b. Enter text in the response field.
 - c. Select the type of response – Email, Letter or SMS.
 - d. Select Save.

Attendance reports

Overview

Use the information in this section when you require reporting, aggregation, and extraction of attendance data and enrolment data from the Attendance module.



Note: *Sentral Administrators for the Attendance module have access to this menu option.*




Video: *Watch these videos on our YouTube channel to learn more about the Absence Tally Report and Absences List report.*

[Attendance | Absence Tally Report](#) and [Attendance | Absences List Report](#).

Report	Description
Absences Tallies	Generates a tally of how many absences there are for each student matching the criteria.
Absences Lists	Generates a list a student's absences for a period of time.
Compact Daily	Generates a list of absences for a specific day in a condensed format.
Enrolment Listing	Generates any student who was enrolled on a certain date.
Incursion Listing	Generates a listing of incursions of a given type.
Incursion Tallies	Generates a tally of incursions of a given type.
Grid Roll Sheets	Produces a list of students displayed in a grid format.
Official Record of Attendance	Generates a hard copy of rolls for compliance with procedures requiring paper records.
Percentage Attendance	Shows each students attendance as a fraction of the overall data.
Return of Absences	Returns the total absences for students per term, broken down into student year and gender.
Roll Marking Sheets	Generates lists of students with several boxes next to their names for manual marking
Sick Bay	Generates the logs of incursions in the Sick Bay as recorded in Attendance.
Student History	Generates individual student histories for each student.
Uniform	Generates the students who have been recorded as being out of uniform.
Summary	Generates a list of students with a tally of their absences for the specified time.

To generate a report

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Reports in the left menu and choose a report type.
3. Do one of the following:
 - e. Select parameters for the report type.
 - f. Select a report shortcut in the right pane.
Shortcuts are available for some report types.
4. Do any of the following:
 - a. Select Print to generate the report. Choose whether to view the report in your browser or download the report.
 - b. Select Export.
 - c. Select Export CSV.
Some report types have the option to export to an Excel or CSV file.

Travel


Overview

If you are involved in school administration, use the information in this section to manage and monitor student movement to and from school.




Note: Administration staff have access to this menu option.

To check, modify and print the travel rolls


1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Travel in the left menu and choose Daily Lists and Rolls.
3. Do one of the following to view a travel roll:
 - a. Select a tab to view the a particular travel route.
 - b. Under Filter rolls, specify a travel method, and select Filter.
4. Do any of the following:
 - a. Select Add Student to this Route for this Date.
The Add Students to this Route screen displays.
 - i. Search for a student a student to add to the route.
 - ii. Enter a reason for the change.
 - iii. Select Save.
 - iv. The student is added to the list of students added to the selected mode of travel.
 - b. Under Printing and Exports:
 - i. Specify print and/or export options.
 - ii. Select Export.

To set up student travel

Use the information in this section to assign students or groups to different travel methods and routes.

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Travel in the left menu and choose Student Travel Setup.
3. Select Enable Mass Editing.
4. Under Filter students:
 - a. Specify how many students to display in search results per page.
 - b. Select options to filter students by name, year, roll class.
 - c. Select Filter.
5. Select and/or deselect students to refine the list.
6. Set the travel method for the select students.
7. Specify the days of the week for the student travel.
8. Select Save.

To edit the travel schedule for a student

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Travel in the left menu and choose Student Travel Setup.
3. Under Filter students in the right pane:
 - a. Select the Name contains checkbox.
 - b. Enter the student's name.
 - c. Select Filter.
4. Select Edit next to the student's name.
The travel schedule for the student displays.
5. Do one of the following:
 - a. Next to Overall Travel Schedule:
 - i. Select the travel route that a student normally takes.
 - ii. Next to Alternative #, specify any alternative routes.
 - iii. Select Save.
 - b. Select Expand to Day View:
 - i. Select a travel method for each day of the week.
 - ii. Next to Alternative #, specify any alternative routes.
 - iii. Select Save.



Tip: For one-off variations to a student's schedule, use the Daily Lists and Rolls menu option.

To set up a travel route and method

Overview


There are two considerations:

- Travel method
Travel methods define the way a student travels each day.
- Travel route
Each travel method is assigned to one or more travel routes.
Routes can be assigned to also include other routes. This is useful in the cases where a travel route is on the way to other routes.




Note: Each travel method can be assigned to one or more travel routes. The combination of a travel method and route makes a roll.

To add a new travel method

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Travel in the left menu and choose Route Setup.
The Travel Methods and Routes screen displays with the Getting Started tab selected.
3. Select Add.
The Add Travel Method screen displays.
4. Enter a name for the travel method and select Save.
The travel method displays as a tab – without any routes attached.

To add a new route

1. Select the menu icon () and choose Attendance.
The Attendance home screen displays.
2. Select Travel in the left menu and choose Route Setup.
The Travel Methods and Routes screen displays with the Getting Started tab selected.
3. Select a travel method tab.
4. Select Add a new route.
The Travel Route screen displays.
5. Enter a route name – noting that the selected travel method displays next to this field.
6. Specify whether to include the travel route by default on the daily roll print-outs.
7. Do one of the following:
 - a. To include another route in rolls for this route, select Add route and choose an option from the list.
This is useful in the cases where a travel route is on the way to other routes.
 - b. Go to the next step.
8. Select Save.