Setting up Attendance Periods in eSchoolPLUS

Administration > General Setup > Checklists > Building Checklist

The Building Checklist page in eSchoolPLUS will show the tables that have been completed by having a check mark under the completed column. This is a great page to refer back to and see what has been done and what still needs to be completed before the first day of school. Please note that High School setups are slightly different from Elementary, and you will find examples and instructions for both.
1.) The Scheduling Periods Table and the Scheduling Timetables need to be completed before you can complete the Attendance Periods. Below are example screen shots of the COMPLETED Scheduling Periods, and Scheduling Timetables. This will be the same setup for High Schools and Elementary Schools.
2.) After completing both Scheduling Periods and Timetables the Attendance Periods can be filled out. Below is an example of an **INCOMPLETE** Attendance Periods table. This will be the same for High Schools and Elementary Schools.

3.) High Schools please continue to 3a.)

Elementary Schools please skip to 3b.)

3a.) For High schools you will continue to complete the table, you need to enter the information from the Scheduling Periods and Timetables to create the Attendance Periods. Please see the **COMPLETED** Attendance Periods example below. Notice how the information in the Attendance Periods fields match the information that was inserted in the Scheduling Periods and Timetables screen shots.

All periods need to match. See example from the first row (period 1) of the Scheduled Timetables above, matching the first row (period 1) of the Attendance Periods below.
3b.) For Elementary setups you will enter the Attendance Period based on homeroom. You will only have one row filled out, with the start and end time entered. Please see below for **COMPLETED** Attendance Periods for an Elementary School.

See example to the right the Scheduling Timetables start time is 9:30am and the end time is 4:00pm. See example above of the completed Attendance Periods with the homeroom entered with 9:30am as the start time and 4:00pm as the end time.