

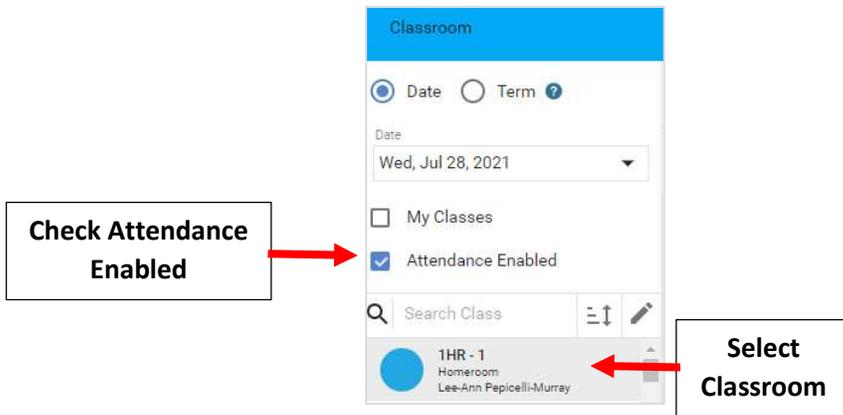
Using NS Code to Record Attendance in FACTS SIS

****Please Note: Only Administrators Can Mark Students "NS"****

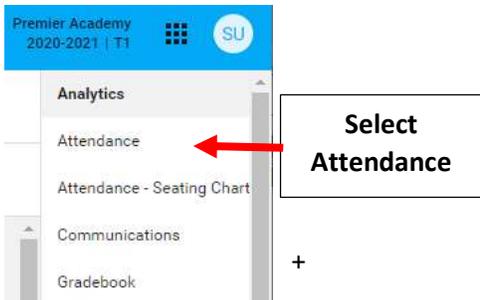
Once logged into FACTS please select **Classroom** from the Left Side Menu



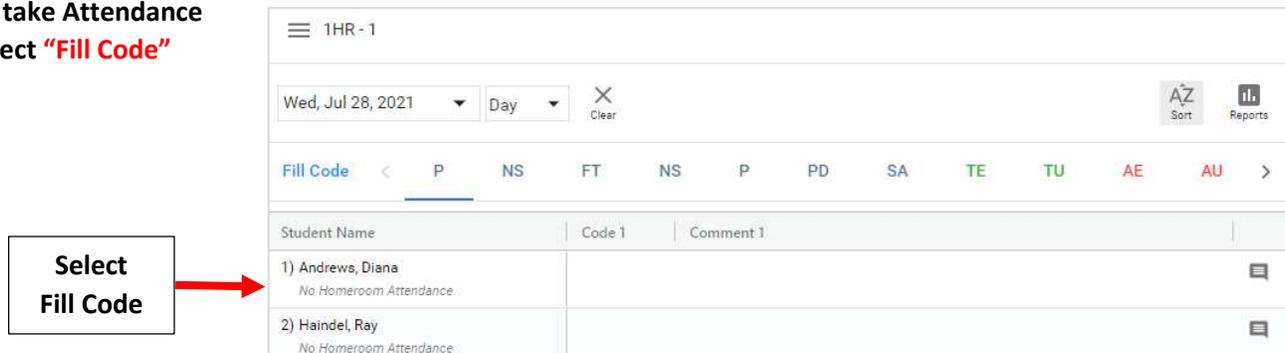
Check "Attendance Enabled" and click on the Class to take Attendance for



Select Attendance from the Right Side Menu



To take Attendance select "Fill Code"



Select **"NS (No School)"** from the Attendance Code dropdown to mark all Students **"No School"** and then click **"Fill"**

Fill Code

Attendance Codes

NS (No School)

Overwrite existing codes

Cancel Fill

****Please Note: Only Administrators**
Can Mark Students "NS"**

Attendance Codes **Save** Automatically, no further action is required. **"NS (No School)"** Code will now display for all students

Classroom

☰ **PK FOR ALL - B

Fri, Oct 08, 2021 Day Clear

Fill Code < P NS ED NE X TE TO

Student Name	Code 1	Comments
1) Andrews, Diana <i>No Homeroom Attendance</i>	NS	
2) Haindel, Ray <i>No Homeroom Attendance</i>	NS	