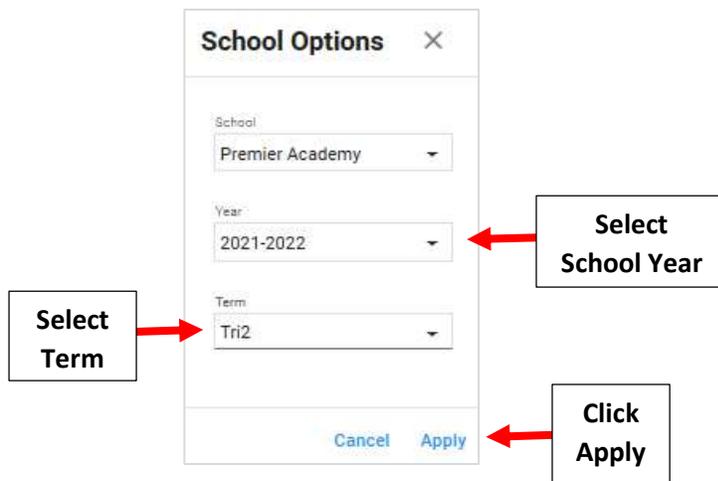
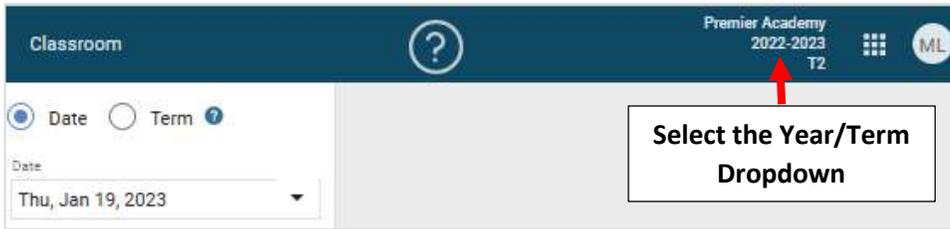


How to Edit Attendance in in FACTS SIS

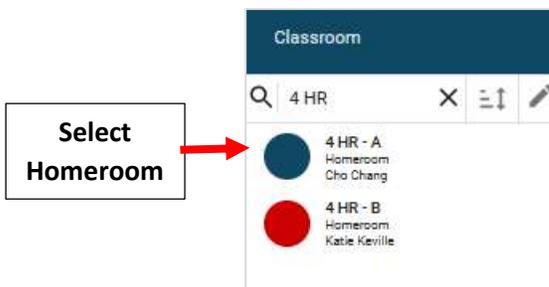
Once logged into FACTS please select **Classroom**



Select the **Year/Term** Option Dropdown



Select **Homeroom**



The system defaults to the Current Date. **Select a Different Date** within the Term to **View Attendance**. Select **Attendance Code** then Click in the **Add Code Column** Next to Student to Update. Update will **Save** Automatically

Select a Different Date within the Term

☰ 4 HR - A

Wed, Dec 01, 2021 Day Clear

Fill Code < P Add Code

Student Name	Code 1	Comment 1
1) Cameron, Sophia <i>No Homeroom Attendance</i>	P	
2) Carpenter, Preston <i>No Homeroom Attendance</i>	P	
3) Dougherty, Savannah <i>No Homeroom Attendance</i>	P	
4) Fischer, Charlie <i>No Homeroom Attendance</i>	OLA	

Select Attendance Code

Click in the Add Code Column