

# Attendance

## Student Attendance

**Student Attendance allows you to track and manage the attendance of a student for a day. The Attendance module is designed to help teachers easily mark student attendance during class.**

Attendance Records can be created against Students on a daily basis.

To access Student Attendance, go to:

Home > Education > Attendance > Student Attendance

### 1. How to create Student Attendance

Select the **Student, Course Schedule, and Student Group** for which attendance is to be marked for the given date. Set the Status to Present/Absent and save.

**Student Attendance tool** can be used for bulk updation of the attendance based on **Batch, Course, or Activity**.

From version 15.3.1 onwards: Attendance DocType have 3 States:

1. Present
2. Leave
3. Absent

The status of the attendance can be changed even after submitting the doctype

## Student Attendance Tool

**The Student Attendance tool allows you to bulk update the attendance for students based on Student Group and Course Schedule.**

To access the Student Assessment Tool, go to:

Home > Education > Attendance > Student Attendance Tool

To mark the Attendance based on Student Group select the group based on:

1. Batch
2. Course

### 3. Activity

Student details will be auto-fetched and you can mark the attendance of the given date.

## Student Leave Application

**Student Leave Application is a formal document to keep a track of leaves for a student.**

To access Student Leave Application list, go to:

Home > Education > Attendance > Student Leave Application

### 1 How to create a Student Leave Application

1. Go to the Student Leave Application list, and click on New.
2. Select the Student.
3. Set the 'From Date' and 'To Date' fields for specifying the period.
4. Marking Attendance for the Leave Application is governed by the 'Attendance Based On' field. In ERPNext, Student Attendance can be marked in two ways:
  - **Course Schedule:** If attendance is taken for every lecture (in colleges/universities), then the leave application can be created for that particular course schedule slot.
  - **Student Group:** If attendance is taken for the entire day then student group (class/division) is used to mark attendance so that leave is calculated for the entire day
5. Based on the Attendance field, select the Student Group or Course Schedule. Optionally enter the reason.
6. In case the student is not attending the institute to participate or represent the institute in any event, he/she can be marked as "Present" from the Leave Application itself by checking *Mark as Present*.
7. Save. The 'Total Leave Days' will be calculated and set in the document after excluding the holidays which are part of your default Holiday List.

Education
>
Student Leave Application
>
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1 Student Attendance
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Student \*

Ram Sharma

From Date \*

19-06-2024

Student Name

Ram Sharma

To Date \*

19-06-2024

Total Leave Days

1

Attendance Based On

Student Group

Reason

Sick

Student Group \*

Class 1 Section A

☐ Mark as Present

Check this to mark the student as present in case the student is not attending the institute to participate or represent the institute in any event.

## 1.2 On Submission of Student Leave Application

Once the Student Leave Application is submitted, a Student Attendance record is automatically created with status as 'Leave'. If *Mark as Present* is checked, then the status of the Attendance Record is set as 'Present'. The Leave Application is linked to this Student Attendance document for reference.

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Reports

Student Monthly Attendance Sheet

Student Batch-Wise Attendance

Student \*

Ram Sharma

Date \*

19-06-2024

Student Name

Ram Sharma

Status \*

Leave

Student Mobile Number

9820392119

Leave Application

EDU-SLA-2024-00004

Student Group

Class 1 Section A

Program

Class 1

If any of the dates within the leave period is a holiday, then, Student Attendance record creation is skipped for that date.

### 1.3 On Cancellation of Student Leave Application

On cancellation of the Student Leave Application, the linked Student Attendance record is also cancelled automatically.