

SeniorSystems

Dean's Office Software Features

The Senior Dean's Office system provides a feature-rich module for tracking attendance, discipline and weekend sign-outs.

Student attendance is one of the core features in Dean's Office. Several entry and reporting options may be used to enter attendance either by school day and/or by class period. The system allows for unlimited attendance types and codes to make the data more meaningful to your school. Several reports are available for printing and counting attendance data.

Student infractions and consequences are also tracked through Dean's Office. Drop-down menus allow the school to easily customize these selections. Infraction descriptions as well as faculty, parent and student comments can be entered for each occurrence.

For those boarding schools out there, Dean's Office also allows for weekend sign-out and permission tracking for each student as well as tracking of Dorm room, roommate and telephone extension information.

Our web-based Faculty/Staff community of My Backpack allows for teachers to enter and view student attendance and infraction data. Teachers are able to get up to the minute attendance information for each student.

Attendance Features

- Quick Daily Attendance entry by Student, Homeroom/Homeroom Teacher, Advisor or Period
- Classroom Attendance by Student or Class
- User-definable attendance values, points and sorting
- Over 20 attendance reports
- Daily Status reports
- Student history reports
- Summary attendance reports by Day, Marking Period or Date Range
- Attendance count reports
- Online attendance entry by teacher (requires Teacher Administration add-on module)
- Attendance entry via Scantron OMR forms
- Import attendance from Jackson Software's GradeQuick

Conduct Tracking Features

- User-definable infractions, actions and demerit values
- At-a-glance screen allows administrators to see today's attendance quickly and easily (see *Image 10 below*)
- Globally create attendance entries for sports/clubs (see *Image 11 below*)
- See which teachers have taken attendance (see *Image 12 below*)
- Easy entry of Infraction information including Date, Time, Location, Teacher and description (see *Image 13 below*)
- Actions include Date/Time range, Location, letter sent home and notes
- Daily Status reports
- Student history reports
- Probation status fields and reports
- Online entry by teachers via Teacher Administration or My Backpack

Attendance at a Glance

Displaying Attendance for 03-29-2007 Group Student Change Options Save Settings

Refresh every 0 minutes. Refresh Sort by Name Only show students with an absence

Name	ID	Grade	Daily Absence	A	B	C	D	E	F	G	H
Baker, Joshua	BAK001	11	Present					A			
Bates, Susan	BAT119	12	Present					T			
Bell, Anna	BEN090	9	Present		A						
Bell, Finnegan	BEL101	11	Present					A			
Boviard, Charles	BAT118	11	Present					A			
Brent, Caroline	BRE212	12	Absent	A	A	A	A	A	A		
Briggs, Joseph	BRI201	11	Present								
Burke, Winifred	BUR090	9	Present		A						
Cabot, Barkley	CAB008	11	Present					A			
Carr, Adam	CAR090	9	Present		A						
Casey, Kevin	CAS010	11	Present					A			
Chase-Carpenter, Cordelia	CHA090	9	Present		A						
Chorky, Deif	CHO110	9	Present		A						
Copperfield, Danielle	COP201	11	Tardy	T							
Crewe, Sara	CRE201	11	Present								
Donovan, Michael	DON144	10	Present								
Duncan, Malcolm	DUN203	11	Present					A			
Eyre, Jane	EYR203	11	Absent	A	A	A	A		A		
Goodall, Jelena	GDL215	11	Present								
Gunn, Charles	GUN090	9	Present		A						
Hack, Shelley	HAC101	11	Present								

Selected Student

Edit Attendance Daily absence codes Present Print Close

Registrar Grading Section Comments Screenshot – Image 10

Class Attendance by Group ✖

Attendance

Date to
1 day

All Day
 Range of Periods

Grade ▾
From ▾
To ▾

Marking Period

Absence Type ▾
Absent Excused
 Faculty Reported

Description

Points Count

Registrar Class Attendance by Group Screenshot – Image 11

Discipline Entry - (Joshua Aaron Baker)

Infraction | Action | Comments

Date: 03-29-2007 Academic Yr.: 2007 Marking Period: Mid-Quarter 4

Infraction: Chewing gum in class Advisor: Mr. Paul Bell

Description: Josh was found chewing gum when working on his experiment today. There is no food/drink allowed in the chem lab.

Points: 1.00

Location: Classroom

Section I.D.: 4013-1
Chemistry

Reporting Faculty: OS46
Mr. John Osmand

Marking Period	Points	
Mid-Quarter 1	1.00	
Quarter 1	1.00	
Mid-Quarter 2	1.00	
Quarter 2	0.00	
Mid-Quarter 3	0.00	
Quarter 3	0.00	
Mid-Quarter 4	0.00	
TOTAL	3.00	

OK Cancel

Registrar Discipline Entry Screenshot – Image 13

Mailing and Export Features

- Student-based Excel export
- Easy-to-use mail merge of discipline letters
- Student/family mailings