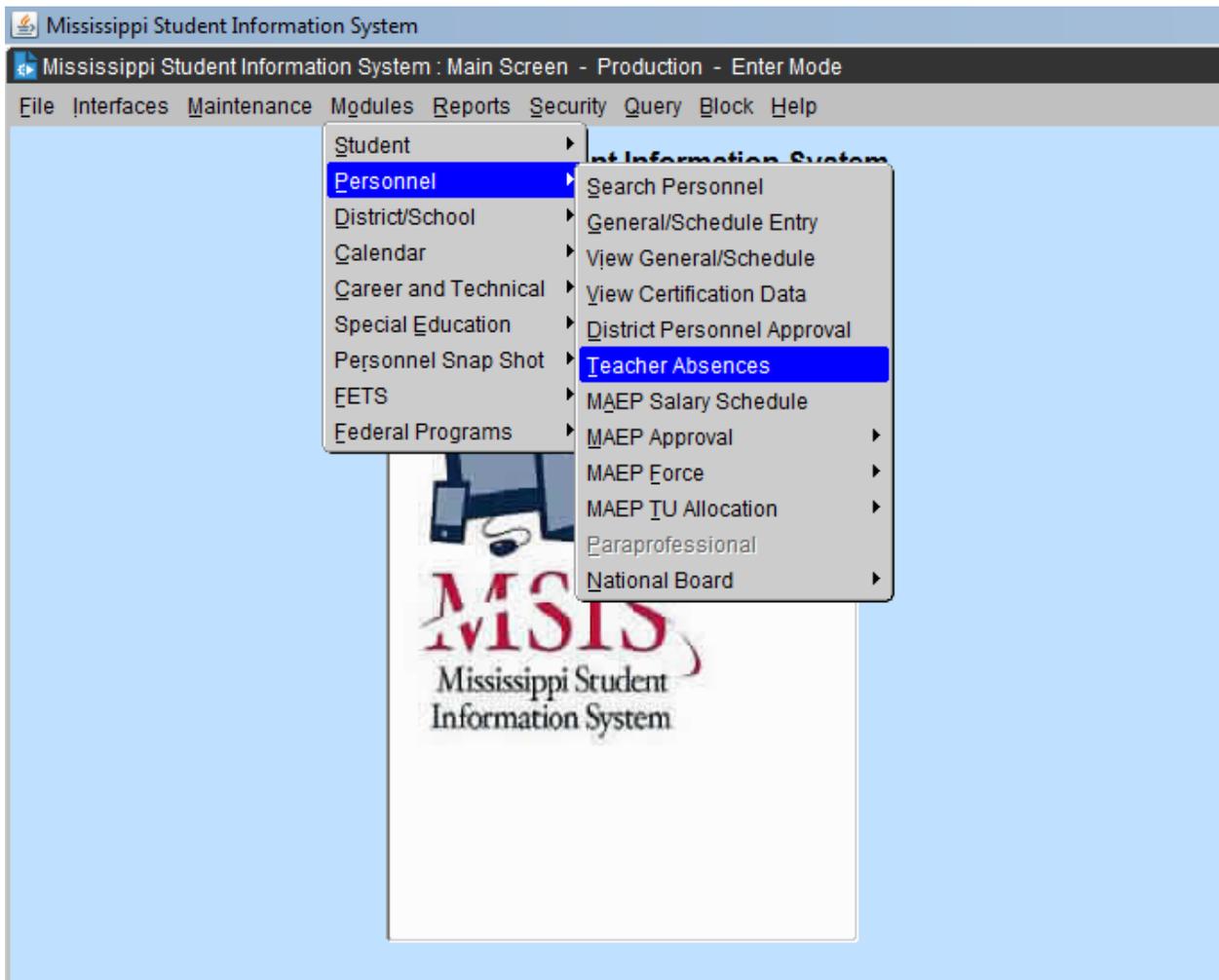


PERSONNEL TEACHER ABSENCES DATA ENTRY

The absences must be filled out for (full-time/part-time) certified personnel (teachers). A teacher is considered absent only if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave. Do not include administratively approved leave for professional development, field trips or other off-campus activities with students. This screen is populated with the current employees when you roll your employees for the new school year.

Go to MODULES=>PERONNEL=>TEACHER ABSENCES



- M7 - March 1st - March 31st.**
- M8 - April 1st - April 30th.**
- M9 - May 1st to last official day students attend class.**
- M10 - Summer School**

Mississippi Student Information System

Mississippi Student Information System : Mississippi Student Information System : Teacher Absences - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Schools Teacher Absence Reporting

Mississippi Student Information System
Teacher Absences

District: 4820 ABERDEEN SCHOOL DIST School: 006 ABERDEEN ELEMENTARY SCHOOL School Year: 2017-2018

Enter the total number of days that the teacher was absent for the reporting period. This information should match payroll hours.

Firstname	MI	Lastname	Ssn	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
				.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
TEST		TESTER	G 995557898	5.0	0	.0	.0	.0	.0	.0	.0	.0	.0

Any questions should be directed to Office of School Recovery at 601-359-1003

A (full-time/part-time) teacher is considered absent if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave.

Do not include administratively approved leave for professional development, field trips or other off-campus activities with students.

Reporting Periods:

- M1 - Official First Day for students to attend class through September 30th.
- M2 - October 1st - October 31st.
- M3 - November 1st - November 30th.
- M4 - December 1st - December 31st.
- M5 - January 1st - January 31st.
- M6 - February 1st - February 28 (February 29 in leap year).
- M7 - March 1st - March 31st.
- M8 - April 1st - April 30th.
- M9 - May 1st to last official day students attend class.
- M10 - Summer School

4. To Save the teacher information click on the **Save icon button**  or clicking on **File** from the menu bar and selecting **Save**.
5. To enter **additional Employees**, repeat steps 2 through 5. You will have to insert a record for any missing personnel using their Social Security Number.