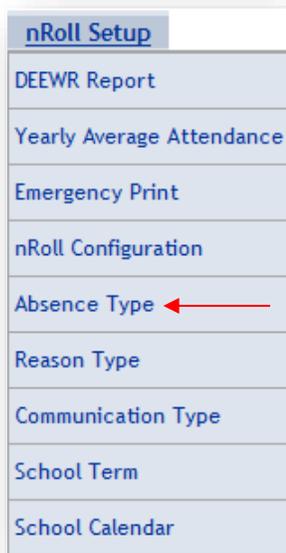




Absence Type

From the nRoll Setup drop down menu, click on Absence Type.



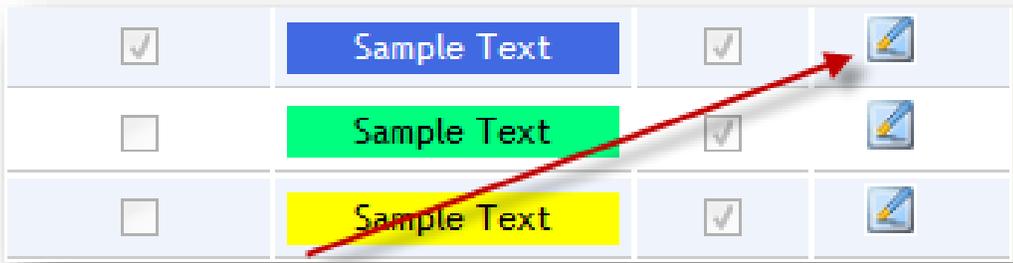
Absence Types have been set to a default list. This list cannot be changed due to DEEWR reporting requirements. However, Absence Reasons can be associated with these Absence Types. See that section for more details.

Absence Type

Absence Type	Display Order	Inc on Daily Print Roll	Inc on VELS	Inc For DEEWR	Inc For Yearly Average Attendance	Colour	Display on Roll	Command
Full Day Absence	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Morning Absence	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Afternoon Absence	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Late Arrival	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Early Dismissal	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Late Arrival - Early Dismissal	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Out Temporarily	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Off Site	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Off Site A.M.	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Off Site P.M.	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Transition Program Full Day	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Transition Program A.M.	12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Transition Program P.M.	13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Full Day Absence - Other School	14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Morning Absence - Other School	15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Afternoon Absence - Other School	16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Other Absence	17	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Strike Day	18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Natural Disaster	19	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
Grade Specific Non School Day	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	

You can edit certain features of an existing absence type.

Click on the edit icon of the required absence type



<input checked="" type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Sample Text	<input checked="" type="checkbox"/>	

Use this window to edit existing settings.

1. Place a tick in this tick box if you require the selected absence type to appear on Daily Roll Printout.
2. Place a tick in this tick box if you require the selected absence type to appear on the Vels Report as part of the Attendance Comment.
3. Change the Background or Text Colour of the Absence Type. These colours will be displayed on the Daily Roll marking page.
4. Place a tick in the tick box if you require the selected absence type to appear in Daily Roll drop down selection.

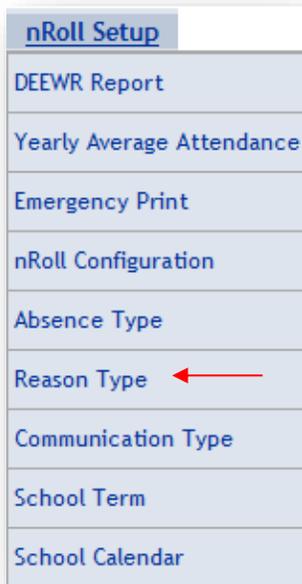


Absence Type	Display Order	Inc on Daily Print Roll	Inc on VELS	Inc For DEEWR	Inc For Yearly Average Attendance	Colour	Display on Roll	Command
Full Day Absence	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Background Colour : RoyalBlue Text Colour : White	<input checked="" type="checkbox"/>	

Click on the green tick icon to save all changes. Click on the red cross to cancel any changes.

Reason Type

Select Reason Type from the menu



To add a new reason type, click in the Reason Type field and enter a new name.



The "Add Reason Type" form contains three fields: "Reason Type" (a text input field), "Display Order" (a checkbox), and "Display On Roll" (a checkbox). Red arrows point to each of these three fields.

Tick the appropriate boxes for Display Order and Display on Roll if required.

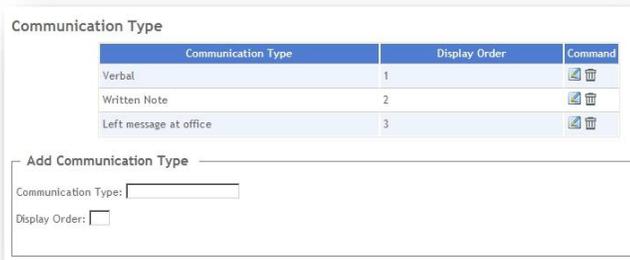
Click 'Save All' to save changes

Communication Type

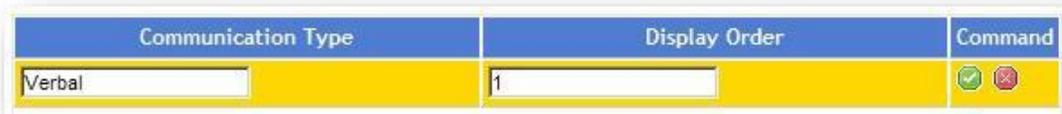
From the nRoll Setup drop down menu, click on Communication Type.



Click on the edit icon to edit the Communication Type.



You can edit the existing name or change the Display Order.



Click on the green tick icon to save all changes. Click on the red cross to cancel any changes.

To add a new communication type, click in the Communication Type field and enter a new entry. Click on the Display Order field and enter a number.



Click Save All to save changes.