

Entering # Code for Applicable Pupils/Students Only

1. **Focus | Attendance | Exceptional Circumstances**
2. Click **New**
3. Enter the relevant date range in the **From** and **To** fields
4. Select **Group Type** of **Individual Students**
5. Click **Search**
6. Click **Select All** to highlight all pupil/student names
7. Hold down the **Ctrl** key and select the names of any pupils/students who are attending school – this will deselect them from the list
8. Select **#** from the **Code** drop down menu
9. Enter a **Description**
10. Click **Apply**
11. Click **Yes** to confirm that you wish to make these changes to registers
12. A message will confirm that the marks have been applied.
13. Click **OK**

➤ Marks for the pupils/students attending school can now be entered via their registers.