

Documenting attendance in EdNet

- You will enter the date of attendance in the “Last Attendance Date” column in either the mid-term grade or final grade sheet. (Does not matter which grade sheet you use) **The format of the date must be MM/DD/YYYY (01/12/2017 or 01122017)**. You can enter the date with or without slashes but must enter the year with **all four digits**. Not using the correct format will result in the dates not being saved on the roster. (When you hit submit everything will look okay, but they actually were not saved)
- Double check the dates are entered by reviewing the grade sheet again. If you enter the dates in the wrong format they will disappear after you exit the roster, but you will not realize this unless you access the roster again and see that they are not there.
- **Do not enter a date if the student is a No Show and has never attended. Leave the date blank.**
- You must enter a date which falls within the semester beginning and ending dates. If you attempt to enter a date outside the semester date range, it will be rejected.
- Do not remove the dates once you have entered them. Removing the dates will create issues with a student’s second disbursement of financial aid. The only instance you should remove a date is if you made a mistake and entered a date for a student who has never attended.
- **For online courses, DO NOT document attendance for students if they have not participated in a discussion post or assignment. Simply logging into the class or acknowledging the syllabus or academic dishonesty statement is NOT considered participating.**
- You only need to enter the date one time. You do not need to enter a date every time class meets.

- Be sure to enter an attendance date for a student who adds your class late and you have already documented attendance for the rest of the class.
- Any courses which do not begin until the second half of the semester should not be documented at the beginning of the semester. They should be documented later when they actually begin.
- **You need to document attendance for work experience or internship courses.** Do not document attendance for students who have not communicated to you and have not confirmed they have secured a work experience job or placement for their internship.

- Financial aid will not pay to a student’s account if they have not been documented as attending. Financial aid will begin paying to student accounts the second week of classes. This will allow one week for faculty to verify if a student is attending their class.
- The financial aid process does not look at what actual date has been entered. It simply checks to see there is a date entered.