

# Entering Student Attendance

**Step 1:** Go to FEMIS- [www.femis.gov.fj](http://www.femis.gov.fj)

**Step 2:** Log on into your school login

**Step 3:** Click on Classes/Students

**Step 4:** Click on VIEW Class/StudentInfo for the class you want to enter attendance for.

Classes - Set up the classes at your school Select a class below to view the students in that class.

Add and view Classes for this year-> **2020** You can change this year to add and view classes in a different year.

To add a new class, pick the Class/Form, the Stream and the Teacher below and click **Create This NEW Class**.

If you have any questions please call the District Office for assistance.

Class/Form:  Teacher:

Stream:  Assistant Teacher:

Class Type

Current classes this year are listed below.

Year	Class	Stream	Class Type	Students	Teacher			
2020	1	1	Mainstream (normal)	39		<a href="#">VIEW Class/StudentInfo</a>	<a href="#">DeleteTheClass</a>	<a href="#">ChangeStream/Teacher(s)</a>
2020	1	2	Mainstream (normal)	38		<a href="#">VIEW Class/StudentInfo</a>	<a href="#">DeleteTheClass</a>	<a href="#">ChangeStream/Teacher(s)</a>
2020	2	1	Mainstream (normal)	36		<a href="#">VIEW Class/StudentInfo</a>	<a href="#">DeleteTheClass</a>	<a href="#">ChangeStream/Teacher(s)</a>
2020	2	2	Mainstream (normal)	37		<a href="#">VIEW Class/StudentInfo</a>	<a href="#">DeleteTheClass</a>	<a href="#">ChangeStream/Teacher(s)</a>
2020	3	1	Mainstream (normal)	35		<a href="#">VIEW Class/StudentInfo</a>	<a href="#">DeleteTheClass</a>	<a href="#">ChangeStream/Teacher(s)</a>

**Step 5:** Click on Attendance

**Step 6:** Click inside the box to enter the Absent reason. The codes are provided on the right-hand side.

**Step 7:** If the student is not absent, DO NOT ENTER anything. Leave the box empty.

**Step 8:** If all students are present in a day (100% attendance), tick the box on the top. (Shown in green box in the picture below)

**Step 9:** Once all attendance has been entered, click on the Save button.

Class - Year: 2020 Class: 1 Stream: 1 Class Type: Mainstream (normal) Teacher: Testing

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-----PLEASE NOTE NEW FORMAT FOR REPORTING 100% ATTENDANCE. PLEASE MARK 100% ATTENDANCE SEPARATELY FOR EACH DAY.-----

Class Attendance - A blank attendance box means the student was attending school that morning or afternoon. Go to reports to print a blank sheet.

Week starting: 06/07/2020

BDM/PassportStudentID	Surname	Firstname	Mon		Tue		Wed		Thu		Fri			
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
			100% Attendance This Day:											
123456	0123456	XYZ	<input checked="" type="checkbox"/>	<input type="checkbox"/>										
123455	0123452	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123454	0123453	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123456	0123456	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123455	0123452	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123454	0123453	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123456	0123456	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123455	0123452	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123454	0123453	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123456	0123456	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123455	0123452	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123454	0123453	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123456	0123456	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123455	0123452	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123454	0123453	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123456	0123456	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123455	0123452	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
123454	0123453	XYZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

*Tick box for no absence in one whole day*

Code	Absent Reason
WE	Weather
FY	Family
SK	Sick
TY	Truancy
UN	Unknown
TP	Transport
NF	Non Payment of Fees
NL	No Lunch
DP	Domestic Problems
RC	Religious Celebration
ND	Natural Disaster

*Absent codes*

Blank means student in school

July 2020						
Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9