



EXCLUSIVE PARTNERS  
FOR OVER 25 YEARS



# Tardy Kiosk

## Product Information



## System Requirements

- A computer running Windows 10 or a Mac
- Any of the following web browsers:
  - Internet Explorer
  - Google Chrome
  - Mozilla Firefox
- One free USB port for the Tardy Kiosk keypad
- One free USB port for the USB printer or an Ethernet port for the Ethernet printer
- A dedicated login to Skyward for the Tardy Kiosk



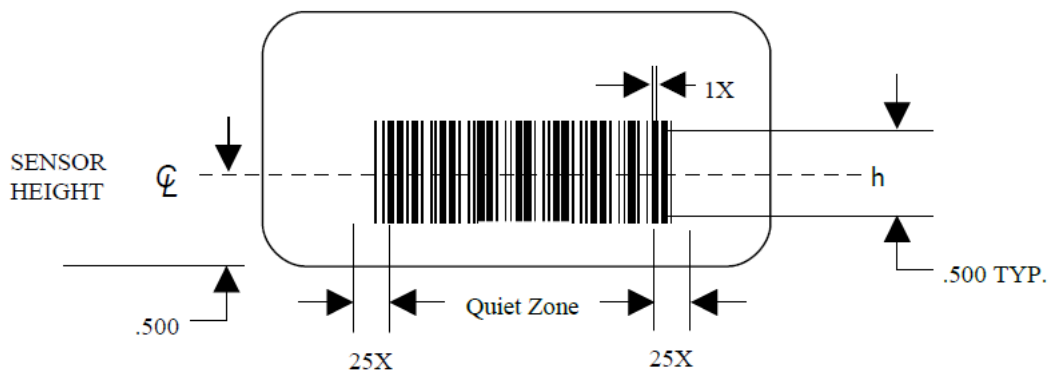
## Recommended Barcode Specifications

### Physical Specifications:

The laminate covering the barcode must be no thicker than .010" and transparent to light in the 600 to 9200 nanometer wavelength range.

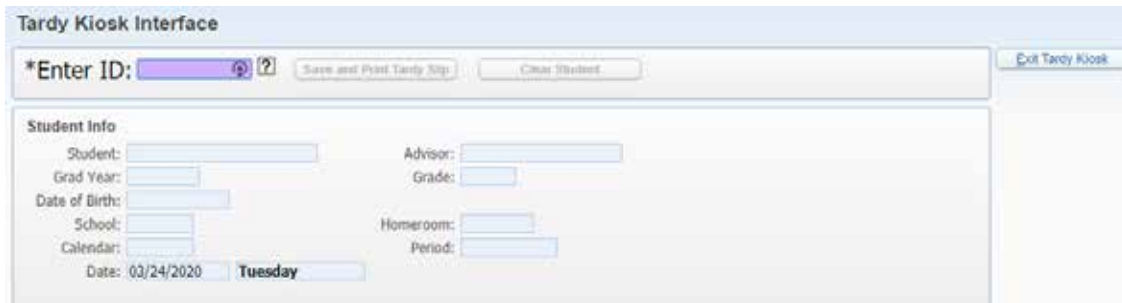
### Printing Specifications:

1. The print contrast ratio (PCR) of the barcode should not be greater than .75 for light in the 600 to 920 nanometer wavelength range
2. The minimum width of the narrow barcode element should be .010"
3. The width to height ratio should be in the range of 2.2:1 to 3:1
4. A quiet zone of at least 25x or twenty five times the width of the narrow element is required on each end of the barcode. There can be no transitions in this area as stock to stock seam, the edge of the label, or the beginning of the blocking pattern
5. The barcode height should be at least .250" high
6. The wider a barcode is, the longer it will take to read
7. A high quality printing method should be used which will minimize bar element imperfections such as voids and smears



## Tardy Kiosk Software

The software is already a part of the Skyward Student Suite, it can be found going to Office > Device Entry > Tardy Kiosk > Enter Tardy Kiosk



## Tardy Kiosk Hardware

School Technology Associates offers hardware with built-in ROM to automate the clicks required to enter a tardy and print a slip on the Tardy Kiosk page in Skyward, so an attendant does not need to monitor the screen. It consists of a keypad with an optional built-in barcode scanner and a thermal receipt printer with USB or Ethernet hook up options.

## Tardy Slips

In Skyward you can choose specific fields such as the student's name, grade level, and period. You can use customizable fields to add specific content, such as the school tardy policy or reminders.

### *How long does one roll of paper last?*

Our estimate based on average slip size is 900 slips per roll. If two slips are printed per student, the estimate is 450 student tardies per roll.

### *Why are there white and colored paper options?*

Our solution uses a thermal receipt printer that is similar to what you would find at a retail store. While we still offer white, color paper allows staff to easily distinguish a tardy slip from a store receipt at a distance without having to look closely.



## How Tardy Kiosk Works

1. Have a computer designated for running the Tardy Kiosk. This does not need to be a new computer, see system requirements
2. Have the hardware connected to the computer
3. Pull up the Tardy Kiosk interface in Skyward with the cursor active in the ID input field
4. Students can type in their pin or scan their barcode, the tardy will be entered in Skyward, and a slip will print within 6 seconds with no interaction by an attendant needed

## Tardy Attendance Code

The Skyward Tardy Kiosk software can be set up to assign only one Absence Type/ Absence Reason code per entity. Due to this setting, we recommend using the entity's Tardy-Unexcused code with a custom reason code of TK to know it came from the kiosk. This typically covers most of the check-ins the front office will see. The entity's less common Tardy-Excused exceptions can still be entered into Skyward attendance manually.



Ent	Year	Atnd Date	Nbr	Cmnt	P-N	FP	-00-	-01-	-02-	-03-	-04-	-05-	-06-	-07-	-08-
007	2020	03/25/2020 Wed		N	N	-	-	-	-	-	-	-	-	-	-

### How to utilize the kiosk for more than one attendance code?

For tracking excused tardies, the printer can be set up to print two slips per student. One slip goes with the student, the other is placed next to the kiosk. Students with a note from parents, doctor, etc. can staple it to the tardy slip. Once the office attendant has time, they can change the attendance code in Skyward to whichever is more fitting.

Options for tracking students leaving the building:

- Set up two tardy kiosks with two different colors of paper. Have one color designated for students leaving the building and the other color for students entering
- Add a customizable field on your slip for students to fill out. For example, IN and OUT, for the students to circle

The office attendant can go through the slips when they have time and manually change the codes in Skyward.

**Tardy Pass**	
School Technology	
05/08/2019	02:30 PM
JANE SMITH	
Grade: 10	
Class: MATH	
Tchr: ANDERS	
Room: 102	
Total Periods Tardy: 2	
Total Days Absent: 0	
CHECK IN	CHECK OUT

## Additional Resources

### *How have other schools implemented and communicated this new process to their community?*

- Create one uniform tardy policy
- Communicate the new system and policies along with expectations via postcards, posters, table signs, and scanners with sample ID's for parents and students to try out during registration day
- Train, practice, and troubleshoot with staff prior to school wide launch

View an example template of the 5x7 postcard Nicolet High School in Wisconsin printed to communicate their new system and policies [here](#).

### *Automate the process further by setting up Automated Discipline in Skyward.*

Within skyward, you can set tardy and absence thresholds and assign a consequence when a threshold is reached. Within the Scheduled Task area you can create Attendance Letters that can automatically be sent to students and parents to notify them of the discipline.

### *What are school's experience with the Tardy Kiosk?*

Take a look at various articles on how schools across the United States are using the Tardy Kiosk on our news page here: <https://k12sta.com/tag/tardy-kiosk/>

Here are some recommended articles:

[Tardy Kiosk Marion County Success Story](#)

[How we turned around our student tardy numbers](#)

[Setting up a Tardy Kiosk](#)

[Combating Student Tardiness with Kiosks and an SIS](#)

[Tardy Kiosk and MSD of Pike Township](#)



Nicolet High School - Front Office Tardy Kiosk Setup