# **Getting Started - Attendance**

The CDM+ Attendance program is designed to assist you in recording and evaluating the participation of people in the life of your church. Attendance at committee, council, board, fellowship meetings, worship services, Christian education classes, annual congregational meetings, retreats, or any other type of event can be recorded in CDM+. Recording attendance in CDM+ requires you do two things: acquire the names of those present at a particular service or event, and enter attendance for that particular service or event.

In order to begin tracking attendance in CDM+, you must have the following items in place:

- Individual Records must be entered.
- Master Codes for Services/Events, Church (Sunday) School Classes, and other groups or lists must be identified and entered.
- Membership Status codes should be set up for control of Attendance Lists.

## **Setting up Class and Group Lists**

In order to begin tracking attendance for a class, you must have the classes defined in the Master Coding System and individuals enrolled in the classes. To establish classes follow these steps:

ion	Program	Individual Code Types	Family Status Options	
Codes	Address All	Church School Class Church School Status	Track Attendance	
Codes	Contribution	Family Status	Family Status Codes	Details for Adult
	Event Registration	Gender	X Adult	Leader(s)
Groups	Groups	Individual Title	X Child	
	Individual Item Category	Marital Status Membership Codes	X Head of Household	
• User Fields	Roommate	Membership Status	X Other	Location
	Shipping Category	Occupation Type	X Spouse	
	Visitation/Pastoral Visitor	School	N opouoo	Area
				Event Time
				Event Time
				Entered Feb 26 2019 4:21 PI
				by Administrator
				Modified Feb 26 2019 4:21 F
				by Administrator
				Usage for Adult
				Count ^ Description
				121 Family Status
	-			
Collapse				
Conapse			Add Code	

#### ► File ► Master Coding System ► Codes

With the Codes tab highlighted, click once to select Individual under the Program column. This will provide a list of the Individual Code Types in the column to the right. In this column select 'Sunday School Class.' To add a class, click the small Add Code button at the bottom of the column to the right called 'Sunday School Class Codes'. Type the description for the class in the new line. You may identify a leader, location, area, and time, if desired. To add additional classes, either click the Add button or press the tab key while your cursor is in the class description field to create a new line.

Once you have your classes defined and individuals entered in CDM+, you can assign individuals to classes. Assigning individuals to classes is done through the Individual List Maintenance window.

## Assign Individuals to Classes ▶Program ▶Membership ▶Individual List Maintenance

The list on the left is all the individuals you have entered in CDM+. On the right, choose the code type and code (or class) for the class in which you want to enroll individuals. You can add individuals to a class by any of three methods:

- Selecting a name in the left hand column and dragging it to the right hand column
- Double-clicking a name in the left hand column
- Selecting a name and clicking Transfer Selected button

•			Inc	lividual List Mainte	enance			
			Code Type:	Code:				
Individuals L	ist		Sunday School	Men's Bible C	Class	<b>~</b>		
Advanced Find	Show All		Balling, Michael					
Martin, Sarah Maslin, Mangeret Maslin, Mangeret Maslowski, Stevin Maslowski, Stevin Maslowski, Stevin Mallister, Samual McGoy, Joanna McGoy, Joanna McGoy, Joanna McGoy, Joanna McGuaghin, Danise McLaughin, Denise McLaughin, Denise McLaughin, Michael McLaughin, Michael McLaughin, Senise McLaughin, Senise Mcreitead, Robert Morehead, Raly		>> Drag or select names and click transfer selected to move/copy people from the source list (destination list (right)	Brown, Melvin Bryant, Chase Deivecchio, Brian Disney, Mike Dore, Paul Emerson, David Fitzpatrick, Jack Filtzpatrick, Jack Filtzpatrick, Jack Hintston, Fred Fox, Jim Gambet, Patrick Herman, Hank Hunter, Mark Hunter, Scott James, Brian James, Matthew Jones, Sam Lowe, Christopher					
Odle, Ashley Odle, Brandon Odle, Hannah Odle, Joshua Odle, Joshua Patterson, Danial Patterson, Dean				ean & Sharon Patters	son			Clear Select
Patterson, Sharon Perez, Anita Perez, Jose, Jr. Perez, Jose	ansfer Selected		В	87 Keeling Lane ig City, KY 40123 306.555.8976 idult				
231 displayed Tra	ansfer Selected		Birthdate: F				Close	Save

1

Shift-click to select a series of multiple names in the left-hand panel or control-click to choose several names at once. When the names are selected, drag them to the right-hand panel or click the Transfer Selected button.

The Individual List Maintenance can also be used to move individuals from one class to another. This is an excellent way to perform promotions. Click on the List tab on the left hand side of the window and select the Code Type and Code for a particular class. On the right, select another Code (or class) and move the individuals from the left to the right as described above.

• •		Individual List Maintenar	ce		Note the Address record information for
Individuals List		Code Type: Code: Sunday School Bible Through A	ear 🔽		
Code Type: Code:		Adams, Abby			the individual displays
Sunday School V Men's Bible Class V		Adams, Abby Adams, Alex Allen, Bill			when selected. This is
Allen, Bill		Allen, Lucy			WHEN SCIECTED. THIS IS
Andrews, Bob		Balling, Lucy			
Balling, Michael	>>	Brown, Dorothy			helpful to insure the
Brown, Melvin	Drag or select	Brown, Melvin			neipiul to insule the
Bryant, Chase	names and	Cook, Ruby			
Delvecchio, Brian	click Transfer	Delvecchio, Camille			selection of the prope
Deweese, Adam	Selected to	Disney, Susan			selection of the prope
Disney, Mike	move/copy	Smith, Carol			
Dore, Paul	people from	Strickland, Donald			individual.
Emerson, David	the source list	Strickland, Melissa			inuiviuuai.
Fitzpatrick, Jack	(left) to the	Wang, Jason			
Flintston, Fred	destination	Wang, Sonya			
Fox, Jim	list (right)				
Gambet, Patrick					
Herman, Hank					
Hunter, Mark					
Hunter, Scott					
James, Brian					
James, Matthew					
Jones, Sam					
Lowe, Christopher		15 displayed		Clear Selected	
		Individual Information			
		Address: Albert & Camille Delvecch			
		Address: Albert & Camille Delvecch 1660 Island Dr	5	>	
		Big City, KY 40123			
21 displayed		Big City, KF 40123			
O Move O Copy Transfer Selected					
		Phone: 606.555.4576			
		Family Status: Child			
		Birthdate: Feb 1 2013			
Revert				Close Save	

## **Attendance Preferences**

Prior to entering attendance in CDM+, it is helpful to establish the status codes you would like to see when entering data. You set this in CDM+ Preferences.

## CDM+(Mac)/File(Windows) ▶ Preferences ▶ CDM+ System ▶ Membership and Attendance Attendance

•	-,	Preferences			
General Membership and Attendance	ce Contributions	Accounting	Payroll	Event Registration	Roommate
Fields Defaults	Attendance Worst	nip Sch.	Notice		
Individual	Limit lists to the s Church School C "N/A" Active Deceased			Visitor +N/A* Fifth visit - transfer t First Visit	to Membe
Prospective	Inactive			Fourth Visit	
All None		All None		All	None
Auto Load List	Auto Load Lis	st		Auto Load List	
List Sort C Last Name/Pref	ierred Address/Indiv	ridual Name	Addre	ss/Individual Order	

Here, you can set the status codes for Individuals (Events, Services, etc) and Classes. You can also tell CDM+ to load the class enrollment (based on Status Codes chosen) into the right-hand panel of the Attendance Entry windows by clicking on the **Auto Load List** checkbox. When finished, click Save.

## **Taking Attendance**

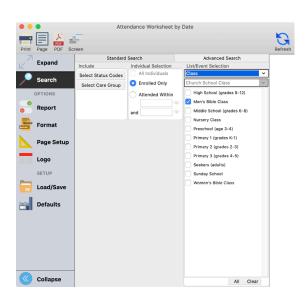
Taking attendance requires that you have the names of those present at the service, class or event. For this, CDM+ has Worksheets for marking attendance prior to inputting it. There are three Worksheets from which to choose:

- Attendance Worksheet by Date
- Attendance Worksheet
- Barcode Worksheet

In addition to attendance worksheets, you can use the CDM+ Mobile app to take attendance. The beauty of using the app is that once you "take" attendance, it is automatically entered in CDM+/

## **Attendance Worksheet By Date**

#### ▶ Reports ▶ Attendance Reports ▶ Worksheets ▶ Attendance Worksheet By Date



The people and classes (or events) are defined in the middle section and the items on the report and its formats are set from items under Options in the sidebar.

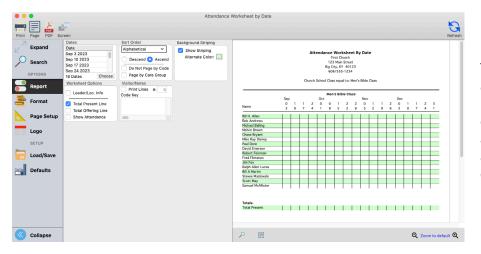
Under "Include" you select the Status Codes (e.g., Active, Inactive, etc.) and/or Care Groups. Under "Individual Selection," you can further define who is on the list by a range of dates an individual has attended, such as only the people who have attended this year. For example, anyone who has not attended between January 1, 2019 and September 30, 2018 would not show up on the worksheet. Under "List/Event Selection," you select the classes or events to be printed on the worksheet. If multiple classes/events are selected, each will print on a separate page or pages.

With the upper part of the window complete, move to the bottom portion of the window. The first tab is the "Report" tab. Choose the dates you want on the worksheet by clicking the Choose button.

For example, to setup a worksheet for each Sunday in the month of September, you select "Sunday" and place a "1" in the box above "Sunday." Enter the first and last Sundays in the date boxes at the bottom of the window. The weekly dates are displayed in the box to the right. When finished, click OK. When you have these parameters set, you are ready to print.



## Sample Attendance Worksheet By Date



The Worksheet lists names alphabetically down the page. As seen on this example, you can choose to add a Notes area, as well as a Totals area, to the bottom of the Worksheet.

## **Barcode Worksheet**

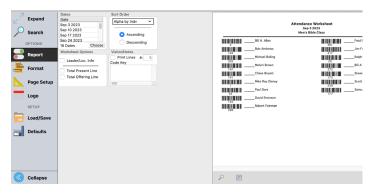
The Barcode Worksheet is an alternative to the regular worksheets, printing a barcode beside each name which you scan with a barcode reader. For information regarding CDM+ compatible barcode readers, please contact the **CDM+ Sales Department** at **(877-891-4236)**.

#### ▶ Reports ▶ Attendance Reports ▶ Worksheets ▶ Barcode Worksheet

As before, you can select the Membership Status, Care Groups, the Event, Class, or Service. You can print the worksheets for a particular date range as well as sort and page the information according to your needs.



 $^{\sim}$  For ease in finding individuals on a long list, click on the Format tab and choose to print Last Name First and Last Name Bold.



## Entering Attendance for a Service or Event ▶ Program ▶ Attendance ▶ Event Attendance

•	Event A	ttendance Entry		
Display				
Event		Attendance Date		
Sunday Morning 9:15 Worship	~	Sep 24 2023 🗸 🔍		
Individuals Visi	tors	Those Present		
Advanced Find	Show All	S Delvecchio, Al C.	Patrick	
Adams, Alex	1	😵 Delvecchio, Camille		
Adams, Greta Anne		😚 Delvecchio, Stepha	nie Marie	
Allen, Jenny Dawn		🚱 Disney, Mike Ray		
Allen, Jesse Ray		😵 Disney, Robin Marie		
Allen, Lucy Summers		Disney, Susan Mich	nelle	
Cook, Camille Audrey		O Jones, Patricia		
Cook, Charles T.		😵 Lucas, Peggy 🚱 Lucas, Ralph Allen		
Cook, Ruby Johnson		Patterson, Dean Th	0.000.00	
Cook, Thomas Ray		The solution of the solution o	lomas	
Delvecchio, AI C.				
Delvecchio, Brian Patrick				
Delvecchio, Camille Sewell			Total Attendees	: 1 <sup>.</sup>
		Show Existing		
Add New Individual	Mark Selected		Scan Barcode	Clear Selected
ndividual Information			Present List Ke	у
Address: Dean & Sharon Patterson 287 Keeling Lane Big City, KY 40123	Family Sta Birtho	one: 606.555.8976 itus: Adult late: Apr 21 1993 ded: Mar 4 2023	· · · · · · · · · · · · · · · · · · ·	tendance d Attendance
Add Duplicate Change D	#         Image: Second se			× 🔛

To begin entering attendance data, you click the Add button at the bottom left of the window.

On the pop-up window, enter the date of the event and choose the Code Type and Codes. Click OK.

•		Event Attendance Entry		
Event	Attendance Date:	Sep 24 2023		
Sunday Mornin	Code Type:	Event	~	
<b></b> _	Codes:	Sunday Morning 9:15 Worship	Y Add Code	
Advanced Find		Cancel	ОК	

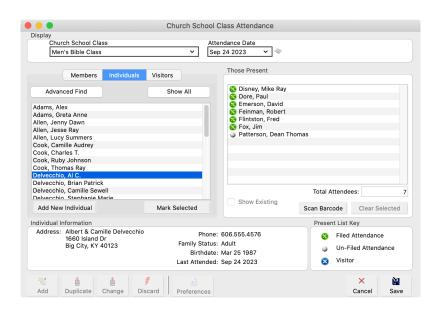
Using the Attendance Entry window is similar to the Individual List Maintenance. To mark an individual as attending a particular event, move the name from the left to the right. Refer to the Assign Individuals to Classes section above for instructions.

While you are actively moving names from the left to the right, the dot beside the name on the right will be gray. After saving the entries, the dot will turn green signifying that the attendance was saved. A blue dot indicates that a person is a visitor.

A barcode reader, in conjunction with a Barcode Worksheet, may be used to enter attendance. Click the *Scan Barcode* button at the bottom of the right-hand panel and scan the appropriate barcodes.

## **Entering Attendance for a Class**

#### ▶ Program ▶ Attendance ▶ Class Attendance



Click the Add button and select the class and date. Move names of those present to the right as previously described. When finished, click Save.

**NOTE**: If you set your System Preferences to Auto-Load class members, those enrolled in the class will display as present automatically. To mark attendance with Auto-Load selected, you will *remove people who were not present* by double-clicking the name or by selecting multiple names and clicking the Clear Selected button at the bottom of the window.

#### Using a Barcode Reader to Enter Attendance

After you select an Attendance Date and Class Code, click the *Scan Barcode* button at the bottom of the right-hand panel (see below). Then use the Barcode reader to scan the appropriate barcodes. If you have class members' names auto-load, remember you are scanning the barcodes of those persons NOT present.

	Church Schoo	ol Class Atten	dance	
Display				
Church School Class		Attendance Date		
Men's Bible Class	~	Sep 24 2023	✓ ≪	
		Those Pre	econt	
Members Individ	duals Visitors		536110	
Advanced Find	Show All	ID	Last	First
		1	Disney	Disney, Mike Ray
Adams, Alex Adams, Greta Anne		54	Dore	Dore, Paul
Allen, Jenny Dawn		155	Emerson	Emerson, David
Allen, Jesse Ray Allen, Lucy Summers		298	Feinman	Feinman, Robert
Cook, Camille Audrey		301	Flintston	Flintston, Fred
Cook, Charles T.		217	Fox	Fox, Jim
Cook, Ruby Johnson Cook, Thomas Ray		24	Patterson	Patterson, Dean The
Delvecchio, Al C.		Ō	_	
Delvecchio, Brian Patrick		I <u>U</u>		
Delvecchio, Camille Sewell				Total Attendees:
Delvecchio Stenhanie Marie		Show	Existing	
Add New Individual	Mark Selected	511044	Existing	Use List Clear Selected
ndividual Information				Present List Key
Address:	Pho	ne:		Filed Attendance
	Family Stat	us:		•
	Birthda	te:		Un-Filed Attendance
	Last Attende	ed:		😝 Visitor
	East Attend			
11 a a	1 2 1 3			×
Add Duplicate Change	Discard Preferences			Cancel Save
Duplicate Challge	Preferences			Cancer Save

**NOTE:** To enter attendance using a barcode reader, you must use the Barcode Worksheet to mark attendance.

## Setting Up Attendance Taking on a Tablet or Phone

ſ	4 Sat	fari 4:2	8 PM	Tue Aug	22			
	Sel	ect Gr	oup		Su	nday I	Aornir	ng 11:0
				Se	ect G	roup		
			Т	ue A	u <mark>g 2</mark> 2	, 202	3	
			Schoo / 1 (gra					
	Ρ	rimary	/ 2 (gr	ades :	2-3)			
	Ρ	Car	ncel		Today	'	Cor	ifirm
	S				Sunda	ау		
	S	Augu	ust 20		WED	THU	FRI	SAT
	N			1	2	3	4	5
	E	6	7	8	9	10	11	12
	0		14	15	16	17	18	19
	S		21	22	23	24	25	26
	s	27	28	29	30	31	-	_
	S	unday	Morn	ing 9:	15 Wo	rship		
	N	Vedne	sday F	Prayer	Servio	e		

Set Up Attendance Taking – tablet app

Begin by selecting the **Date** (note that it will default to today's date), then tap to select the group from the list below. This can be a group, class or event. CDM+ Mobile will display any that you specified in CDM+ can track attendance.

If you tap on a class or group, only the persons who are members of that group will appear in the list of Individuals.

If you tap an event, such as Sunday Morning Worship, the list will display all Individuals in your CDM+ Membership database.

#### Set Up Attendance Taking – phone app

							Adult Bible Fellowship on 9/5/23
tem	ber 2	023 >			<	>	Individuals (15) In Attendance (1
N	ION	TUE	WED	THU	FRI	SAT	L .
					1	2	
	4	5	6	7	8	9	
	11	-	40	14	45		Balling, Derek Head of Household
	11	12	13	14	15	16	
	18	19	20	21	22	23	Clay, Test
	25	26	27	28	29	30	Other
		20	2,	20	20	00	
ch C	Foup	s				\$	Folsom, Lute
Bil	ole Fe	ellowsh	ip			с е	Folsom, Randy
Ch	oir					G	
Gu	ild					K	Folsom, Rebekah
		ellows					Folsom, Sweetie Child
			nip			R	
		wship				1	<ul> <li>Hatmaker, Terry</li> </ul>
	Colle	wship	Interes	t		÷	Head of Household

To accommodate the smaller screen, Attendance setup requires a second window in the phone app. Select the **Date**, then tap the **Group** button to open the **Select Group** screen and select the group.

Once you have selected a group, the app will return to the Setup screen with the group selected. Tap **Mark Attendance** to begin taking attendance.

## Using CDM+ Mobile to Enter Attendance

To take attendance, tap a name in the Individuals list to move it to the In Attendance list. If you make a mistake simply tap the name in the In Attendance list to move it back to the Individuals list.

Select Group Sunday	Morning 11:00 Worship on 8/20/23	
۹		
Individuals (47)	In Attendance (	[17]
A	A	
Adams, Alex Aduit	Allen, Jenny Other	
Adams, Greta	Allen, Jesse Child	
в	A Allen, Lucy B Adult	
Border, Ann Chid	c c	
Border, Jacob	Cook, Charles	
Border, Kelly Spouse	H Cook, Ruby Adult	
Border, Ryan Head of Household	K D	
c	Delvecchio, Al Adult	
Carter, Cece	<ul> <li>Delvecchio, Camille</li> <li>Adult</li> </ul>	
Carter, Jim Head of Household	R H	
Carter, Pam Spouse	Hamilton, Zenia Adult	
Carter, Phillip	v Hunter, Kathy w Child	
Cook, Camille	Y Hunter, Mark	
Cook, Thomas	Z Hunter, Andrea	

To search for an Individual by name, tap the search bar, enter a name, and the device will display all Individuals that match that search. This is useful to mark attendance of visitors or individuals who are not listed as members of a group. Members of a group will be marked with a green 'E'; visitors will have a blue 'V' next to their names.

To search for an Individual by name, tap the search bar, enter a name, and the device will display all Individuals that match that search. This is useful to mark attendance of visitors or individuals who are not listed as members of a group. Members of a group will be marked with a green 'E'; visitors will have a blue 'V' next to their names.

Unlike in the tablet app that displays the Individuals and In Attendance lists side-by-side, you must tap buttons to switch your view of the lists when using the phone app.

NOTE: Marking attendance on one device does not immediately update the screen on any other device taking

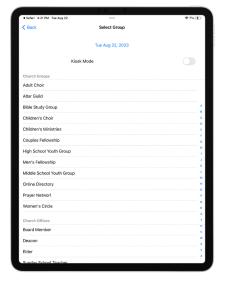
attendance for the same event on the same day. However, the attendance is still saved live to the database, and reloading the attendance list on other devices will show a current list of those marked for attendance and those not in attendance.

## **Barcode Attendance app**

**NOTE:** This app is not available on devices that do not have a camera.

Tap the Barcode Attendance icon on the launcher page to open the Barcode Attendance app. The setup page will open and allow you to change the attendance date by tapping the **Change** button.

Select a group to start the scanner. The scanner will scan for Individual barcode. You can print name tags that include Attendance Barcodes using the Individual Name Badges report in CDM+ Membership. If CDM+ Mobile finds a valid barcode, it will mark that individual for attendance. Otherwise it will display an error.



*If your device has both front and back cameras*, you can tap the **Flip** button in the bottom right corner to switch between the cameras.

You can set the barcode attendance scanner to **Kiosk** mode on the Barcode Attendance setup page. Kiosk mode will require you to enter your PIN to exit the Barcode Attendance app, or to Flip the camera.

Barcode Attendance in CDM+ Mobile scans the same barcodes as the Barcode Attendance Worksheet.

## **Update Attendance History and View**

#### ▶ Program ▶ Attendance ▶ Update Attendance History

The Update Attendance History updates the attendance information displayed on the Attendance tab of the Individual Record.

Enter the Current Period and History Period date ranges. Click Update, and if you are sure you want to do this, click Yes. **NOTE:** This only affects Event Attendance.

Check attendance period be renamed.	Update Attendand is to update, and enter start and end d	,	ndance period descriptions ca
	Period Description	Start	End
🗹 Current Period	Current YTD	Jan 1 2023	▷ Dec 31 2023
History Period 1	Last Year	Jan 31 2022	▷ Dec 31 2022
History Period 2	Prior Year	Jan 1 2021	▷ Dec 31 2021
Update Last Performed	:Sep 20 2019	Cancel	Update

After running the Update Attendance History function, you can view the updated information on the Individual Record. This function can be run at any time, for example, after you discover a missing record for attendance and add it to last year's attendance records for completion sake. You must run the Update Attendance History function in order for it to display correctly on the Individual Record.

	SHOW	First Name	Individual L ^	Last Name	Primary Phone	Salutation Name						
*		Susan	Disney	Disney	606.555.1739	Mike & Susan						
۳.	~	Elizabeth	Disney	Disney	606.555.1739	Mike & Susan						
0	None	Robin	Disney	Disney	606.555.1739	Mike & Susan						
	Find	Michael	Disney	Disney	606.555.1739	Mike & Susan	1					
		Jane	Doe	Doe		John and Jane						
Ď,	Searches	John	Doe	Doe		John and Jane						
	Grid	Paul	Dore	Dore	606.555.6373	Paul and Windy						
	Reports	Glenda	Emerson	Emerson	518.555.1000	David & Glenda						
		C Mike Di	snev	-							231 Res	ults Filtere
	DO	-		Phones : E	mail : Personal	: Membership	: Groups	: Photo	s : User Fields :	Attendance :	Pastoral :	Visitation
÷.	Add	< 0	: Name :			: Membership	: Groups	: Photos	s : User Pields :	Attendance :	Pastoral :	visitation
÷.	Multi-Add			Atten	dance History		Date	Event/List				
۳.				Fire	t Attendance: Feb 1	0 2008	Sep 24 2023	Men's Bibl	e Class			
1	Change						Sep 24 2023	Sunday Me	orning 9:15 Worship			
2	Register			Las	it Attendance: Sep 2		May 7 2023		orning 9:15 Worship			
	GO						Mar 4 2023	Bible Stud		_		
				Even	t Attendance History		Feb 28 2023	Bible Stud				
Ť.	Employee				Current YTD Ever		Feb 6 2023		orning 11:00 Worship			
Ð.	Address				Last Year Ever		Oct 7 2022	Men's Bibl				
	Giving Unit						Oct 2 2022		orning 9:15 Worship			
â.	Grving Unit				Prior Year Ever		Sep 4 2022		arning 11:00 Worship			
-	Visitation						Aug 21 2022 Aug 19 2022		orning 9:15 Worship orning 9:15 Worship			
2	Pastoral						Jul 3 2022		orning 9:15 Worship			
τ.							Mar 7 2022	Adult Choi				
à.	Customer						Jan 2 2022	Men's Bibl				
							Jan 2 2022		arning 11:00 Worship			
							Jun 17 2021	Bible Stud				
							May 3 2021	Rible Stud				
		-					Delete Print	Summary	Add Attendance			
¢.	Configure											

## **Attendance Promotion**

#### ▶ Program ▶ Membership ▶ Individual List Maintenance

The Individual List Maintenance can be used to move individuals from one class to another. This is an excellent way to perform promotions. Click on the List tab on the left to open a pop-up window where you select the Code Type and Code for a particular class. On the right hand side, select another Code and then move the individuals from the left to the right as described above.

• • •	Indi	vidual List Maintena	nce		
Individual L1 Code Type: Code: Church School ( V Adams, Ava Balling, David Fitzpatrick, Lain Fitzpatrick, Lain Fox, May Harvey, Max Odle, Hannah Shank, Carla Wright, Kate Yang, Jonathan	>> Drag or select names and click Transfer Selected to move/copy people from the source list (left) to the destination list (right)	Code Type:	Code:		
		Church School Class	<ul> <li>High School (grades 9 </li> </ul>		
		Balling, Annette Dewese, Rose Hernar, Timanda Hunter, Terri Maslowski Stephanie Yang, Katherine			
		7 displayed			Clear Selected
		Individual Information			Clear Selected
9 displayed O Move Copy Transfer Selected		Address: Alex a 823 C			
		Phone: Family Status: Child Birthdate: Jul 1			
Revert				Close	Save

If classes are age-graded, start with the oldest age to be promoted. Example: Move 12<sup>th</sup> Grade to next class; then 11<sup>th</sup> grade into 12<sup>th</sup>; 10<sup>th</sup> grade into 11<sup>th</sup>; etc.