Custom Computer Specialists
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Attendance Manual

Infinite Campus

Version 1837
This manual created by
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Infinite Campus and Custom Computer Specialists, Inc.

About Infinite Campus

Infinite Campus is a comprehensive, Web-based K-12 student information system (SIS) with real-time access to administration, instruction, communication, curriculum, reporting and analysis, data warehousing functionality and more. For more than 20 years, Infinite Campus has successfully implemented its solutions for customers of all sizes. Managing 7.8 million students in 45 states, Infinite Campus is the most trusted name in student information. Infinite Campus customers range from school districts with fewer than 100 students to those with more than 600,000, as well as regional consortia, state departments of education and the federal government.

About Custom Computer Specialists, Inc.

Headquartered in Hauppauge, NY, Custom Computer Specialists, Inc., is a leading privately held Long Island based technology solution provider. Custom delivers a wide array of technology services including: project management, on-site staffing, managed services, networking and wireless solutions, desktop installation, and service and support.

Table of Contents

ATTENDANCE

Description

Attendance is usually entered into Infinite Campus as a 2-step process. First, the teacher takes attendance in class. The teacher's only responsibility is to determine if the students are present, absent, or tardy. After attendance has been entered by the teacher, it is the job of the Attendance office personnel to resolve the issue. This is accomplished by entering a district-defined code that will determine if the student's attendance is 'Excused', 'Unexcused', or 'Exempt'. Each district will define one or more codes for each of these excuses.

✍ **Special Note:**

All attendance events **must** be resolved. Otherwise, the Attendance Reports will not calculate accurately.

District policy determines the 'grace period' a student has to bring in a note (or pass) to excuse the absence. After that time, the Attendance Wizard can be used to resolve all absences (and tardies) that are still 'unknown'.

Attendance events can also be entered before the teacher takes attendance in class. Examples of entering future attendance might include 'Field Trips', 'Family Vacations', or 'Hospital Stay'.

Daily Attendance is calculated on several of the reports based on the minutes set up in the Calendar. The system only calculates absent minutes for periods the student is coded absent, so for any non-attendance period (i.e., Lunch, Study Hall), the student will be considered 'Present'. For example, a school day is 7 periods of 42 minutes each (total 294 minutes). A student will have one non-attendance period each day for lunch. In order for a student to be marked absent for the day, they must miss 6 periods. The full day absence is 252 minutes (294 – 42).

Listed below is a 'quick reference' guide to the various Attendance sub-modules and their uses.

Classroom Monitor (path: *Attendance > Classroom Monitor*) is used to:

1. View teacher attendance
2. Take attendance for a teacher (usually needed to add attendance for substitute teachers who do not have access to the system)

Daily Attendance (path: *Attendance > Daily Attendance*) is used to:

1. View all attendance events for a day
2. Change/Enter an excuse code for an attendance event (i.e., code a student 'Sick')
3. Print the Caller Report (all unknown absences with contact name and phone numbers)
4. Print Summary Report (all absences by period for the day)

Attendance Tab (path: *Student Information > General > Attendance Tab*) is used to:

1. View a student's attendance for the entire school year
2. Add an attendance event **before** the teacher takes attendance (i.e., the parent calls to inform the school the student is out sick for the day)
3. Change an excuse code for a student (i.e., the student was previously coded as 'Possible Cut' for a period, then brings in a pass from the Nurse's office)

Attendance Wizard (path: *Attendance > Attendance Wizard*) is used to:

1. Enter/Change excuse codes for multiple events or students. Examples:
    a. Enter codes for one student to be absent for multiple days
    b. Enter codes for a group of students to be absent for a field trip
    c. Enter codes to change all 'Unknown Absences' to 'Cuts'

Target Audience
This manual is intended for the Attendance Administrator staff or anyone tasked with resolving attendance events.

Objective
The purpose of this manual is to assist the Attendance Administration staff in creating and resolving Attendance events and running Attendance reports.

Vocabulary

Unknown – All attendance events display as 'unknown' when first entered by a teacher. These events **must** be resolved to a district defined code before the State Attendance Reports are run. Unknown codes display with a yellow background on attendance screens.

Excused – An attendance code that the district determines as an 'excused' event. All attendance events that are coded with an 'excused' code will display on State Reports and all Attendance reports unless otherwise noted. Excused codes display with a green background on attendance screens.

Unexcused – An attendance code that the district determines as an 'unexcused' event. All attendance events that are coded with an 'unexcused' code will display on State Reports and all Attendance reports unless otherwise noted. Unexcused codes display with a red background on attendance screens.

Exempt – An attendance code that the district determines as an 'exempt' event. Exempt events usually represent that the student is in school or at a school sanctioned event, but not in class (i.e., In School Suspension, Field Trip, Nurse Office Visit). All attendance events that are coded with an 'exempt' code will not display on State Reports and not count toward the student's overall absences. Exempt codes display with a gray background on attendance screens.

CLASSROOM MONITOR

Description

The Classroom Monitor is used to monitor the results of the teachers taking attendance. It can also be used to take attendance for an absent teacher (or a teacher without a computer). In these cases, the attendance is taken on paper (Sub Attendance Roster Report) and sent to the Attendance Administrator. This screen can be accessed for any day in the school calendar.

Viewing the Classroom Monitor

1. Navigate to *Attendance > Classroom Monitor*.

Classroom Monitor

This tool monitors classroom attendance.

Date: 09/25/2018 📅 Refresh   🖨 Incomplete Teacher Attendance   ☐ Primary Teachers Only   Last Refreshed: 01:43:23 PM

Teacher	Dept	Contact	0	1	2	3	4	5	6	7	ACT
Aarons, Michigan	Science	✉	3100-1 (4/6)								
Admin, Ima		✉		1400-1 (6/8)	1001-1 (--/8)	1700-1 (--/7)			1950-1 (--/7) 2250-1 (--/11)	1001-2 (--/7)	
Battrum, Deon	World Language - LOTE					4530-1 (0/1)					
Bird, Dmitri	Visual and Performing Arts	✉					5110-1 (--/1)				
King, Dwayne	Physical Education							2400-1 (--/1)		2200-1 (--/1)	

2. *Date* – The current date will display. To change the date, type the date needed in the field or click on the calendar icon and choose the date from the calendar. If the date is typed slashes (/) are not necessary, nor are 4 digits for a year. For example, April 2, 2019 can be typed as 040219. The system will insert the missing characters. Click on the <Refresh> button to display the new date's information.

3. Reading the information on the screen:

   Teachers – The teachers will display in alphabetical order on the left side of the screen with all of their classes (by period) on the right.

   Classes – The classes display by teacher and period with the course and section number (i.e., 0100-8, class 0100, section 8). Hovering with the mouse over a class will display the full class name and the room number. The classes display in pink when attendance has not been taken and display in green when attendance has been taken.

   Roster/Attendance – When the attendance has not been taken (class displays in pink) the number of students rostered will display with 2 dashes before it (i.e., --/30). When the attendance has been taken (class displays in green) the number of students present and number of students rostered will display (i.e., 12/14 – 12 out of 14 students are present).

   Envelope/Phone Icon – If an envelope icon displays in the Contact section, it indicates that the teacher has an e-mail address in their census record. Clicking

on the envelope will open an e-mail browser (if set up by the District), allowing the user to e-mail the teacher. If a phone icon displays in the Contact section, it indicates that the teacher has a work phone number in their census record. Hovering over the phone icon will display the phone number.

Taking Attendance Using the Classroom Monitor

1. Navigate to *Attendance > Classroom Monitor*. Change the date if needed and refresh the screen.

2. Click on the class (in pink) to take attendance for that class. The attendance screen will display.

3. The students are automatically marked *P* for present. For all absences, click on the *A* radio button. For all tardies, click on the *T* radio button. Any student with an absent/tardy excuse code previously entered cannot be changed in this screen. The code will display grayed out.

4. Enter comments in the *Comments* box if appropriate. District policy usually determines whether comments are entered.

1400-1 Integrated Math IV
Teacher: Admin, Ima

⊙ Close   🖫 Save

Date Selector
| 09/25/2018 📅 | Change Date |

Student Name	P	A	T	Excuse	Comments
1400-1 Integrated Math IV					
Students: 8 Totals:	5	2	1		
Lunch Count: 0 Milk Count: 0 Adult Count: 0					
11 Addams, Wendy	○	○	◉		15 Minutes Late
11 Adele, Anjeli	◉	○	○		
10 Cutter, Christopher	○	◉	○		
10 Haggar, Alexandra	◉	○	○		
10 Painter, Maggie R	◉	○	○		
10 Poser, Tally	○	◉	○		
10 Rayling, Izzy	◉	○	○		
10 Ressing, Ripley	◉	○	○		

5. Click on the <Save> button.

Printing the Classroom Monitor

1. Navigate to *Attendance > Classroom Monitor*. Change the date if needed and refresh the screen.

2. Click on the <Incomplete Teacher Attendance> button. The system will open the report in Adobe Reader in a new window. The report will print all the teachers (in alphabetical order) with their classes that are missing attendance. Only teachers who did not take attendance for one or more classes will print on the report.

INCOMPLETE TEACHER ATTENDANCE REPORT
09/28/2018

TEACHER	PERIOD	COURSE-SECTION	NAME
Admin, Ima	1	0001-1	Math
Albinak, Gina	1	0001-3	Math
Atlas, Candace	2	0002-2	Science
Bacall, Lauren	2	0002-3	Science
Bacall, Lauren	2	0002-4	Science

DAILY ATTENDANCE

Description

The Daily Attendance screen displays all the students with attendance events for a day. It automatically displays the current date, but can be changed to any day in the school calendar.

The Daily Attendance screen provides the Attendance staff member with the ability to change student attendance for the day listed. Several reports can be run using this screen. New attendance events cannot be added here, refer to Attendance Tab (page 12), or Attendance Wizard (page 18), for more information.

Viewing Student Attendance

1. Navigate to *Attendance > Daily Attendance*.

2. *Date* – The current date will display. To change the date, type the date needed in the field or click on the calendar icon and choose the date from the calendar. If the date is typed slashes (/) are not necessary, nor are four digits for year. For example, April 3, 2017 can be typed as 040317. The system will insert the missing characters. Refresh the screen to display the new date's information.

Daily Attendance

Summary Report   Caller Report

Daily Attendance

Date: 09/28/2018   Unknown Excused Unexcused Exempt   Note: For additional section detail hover over a period in the grid below.

Day: Friday - Period Schedule: Daily

Ad Hoc Filter ⌄

Student	Number	Grade	0	1	2	3	4	5	6	7	ACT
Details Addams, Wendy	171900005	11		AU	AU	AU	AU	AU	AU	AU	
Details Cutter, Christopher	035460003	10		A							
Details Haggar, Alexandra	666060	10		A							
Details Painter, Maggie Rose	666287	10		AE							
Details Poser, Tally	126726	10		TE						TE	

All students with an attendance event for the date will display in alphabetical order (with their student number and grade). The list can be filtered using an Ad Hoc Filter from the dropdown list at the top (e.g., Grade 10 only) if one is set up. The Details link can be used to print a student's **Person Summary Report**. The system will open the report in Adobe Reader in a new window.

The periods will display across the top of the screen. For each period the student has an attendance event, the code will display. An 'A' or 'T' with a yellow background will display as a result of the teacher's attendance (or the Attendance Administrator taking attendance using the Classroom Monitor). If the attendance event was resolved already, the code used will display with either a green, red, or gray background.

Hovering with the mouse over any event with a code will display the full name of the excuse code, any comments entered, the course name and teacher for the period missed, as well as the person who last changed the record with the date and time.

Daily Attendance

Summary Report   Caller Report

Daily Attendance
Date: 09/28/2018   [Unknown Excused Unexcused Exempt]   Note: For additional section detail hover over a period in the grid below.
Day: Friday - Period Schedule: Daily
Ad Hoc Filter ____ ▼

Student	Number	Grade	0	1	2	3	4	5	6	7	ACT
Details Addams, Wendy	171900005	11		AU	AU	AU	AU	AU	AU	AU	
Details Cutter, Christopher	035460003	10		A							
Details Haggar, Alexandra	666060	10		A							
Details Painter, Maggie Rose	666287	10		AE							
Details Poser, Tally	126726	10		TE						TE	

Tardy - 15 minutes late! [Integrated Math IV - 1001 - Admin, Ima] Marked by Tarley, Samwell at 09/28/2018 12:09

Resolving Student Attendance

Student attendance can be resolved on this screen for individual students. If more than one student has the same resolution (i.e., 10 students out sick for the day), using the Attendance Wizard is a more efficient method of resolving events.

1. Navigate to *Attendance > Daily Attendance*. Change the date if needed and refresh the screen.

2. Click on the attendance event to be resolved.

Attendance Information
Date: 09/28/2018

Name: Wendy Addams - 171900005

Period	Code	Status	Excuse	Present Minutes	Comments
0	AU: Absent Unexcused ▼	A	U	0	
1	AU: Absent Unexcused ▼	A	U	0	
2	AU: Absent Unexcused ▼	A	U	0	
3	AU: Absent Unexcused ▼	A	U	0	
4	AU: Absent Unexcused ▼	A	U	0	
5	AU: Absent Unexcused ▼	A	U	0	
6	AU: Absent Unexcused ▼	A	U	0	
7	AU: Absent Unexcused ▼	A	U	0	
ACT	** Not Scheduled				
	Fill Down Clear				

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

The attendance screen will display for the student. Each period where the student has a scheduled (attendance taking) course will display with a dropdown field for

Daily Attendance

the attendance *Code*. The period(s) where the teacher took attendance will display in the *Status* field as either 'Absent' or 'Tardy'.

3. Click on the *Code* dropdown box and choose the correct attendance code to resolve the student's attendance. This list is created by the district and can be edited by the System Administrator.

4. The *Present Minutes* field can be used to record actual minutes present in the period. For example, a school could use this to record actual minutes present when recording an 'Early Release' in a school with only one attendance-taking period (i.e., Elementary schools).

5. If needed, type a comment in the *Comments* field.

6. If the student is to be absent all day (for the same reason), click on the <Fill Down> button. Both the excuse code and the comments will copy to all periods.

7. Click on the <Save> button. The system will display the Daily Attendance screen with the changes. Teachers for subsequent periods will see the student as already absent for their classes and will be unable to edit the information.

Changing Student Attendance

Student attendance can be changed on this screen for individual students. If a student was incorrectly marked as absent by a teacher on a previous day, the teacher cannot edit that information – the Attendance Administrator must make the change. In addition, if a student was marked with one excuse code and it needs to be changed, the Attendance Administrator can change it here. Both of these changes can be made on Attendance tab of the individual student or by using the Daily Attendance tool.

1. Navigate to *Attendance > Daily Attendance*. Change the date if needed and refresh the screen.

2. Click on the attendance event to be changed. Make the changes necessary.

    a. **Changing the excuse code** – click on the *Code* dropdown box. Choose the correct code from the list. Click on the <Fill Down> button if needed.

    b. **Deleting incorrect teacher attendance** – click on the *Status* dropdown box. Click on the white bar above the codes. This will remove the incorrect code. In addition, the <Clear> button can be used – see next step.

    c. **Clearing out all attendance for the day** – click on the <Clear> button. This will remove **all** attendance for the day (including the teacher-entered attendance and comments). The <Clear> button should only be used to completely clear all attendance events for the student for the entire day.

*Example **before** using <Clear>*   *Example **after** using <Clear>*

Click on the <Clear> button.

All attendance events are cleared; *Status* (entered by Teacher) and *Code* (entered by Attendance Administrator staff).

3. Click on the <Save> button.

Daily Attendance

Daily Attendance Reports

Two reports can be printed from this module.

Daily Attendance

🖶 Summary Report   🖶 Caller Report

The **Summary Report** will print the Daily Attendance screen in report format. It will print the full description of each code and any comments entered. It is recommended to print or save this report at the end of each day as well as printing or saving it **before** making changes using the Attendance Wizard.

					Period					
Grade	Student	Number	01	02	03	04	05	06	07	
08	Cohen , Pillayar	1771	ER							
07	Kernan , Tyler	33446	CUT							
08	Miller , Zoha	34814	T							
08	Paraskevas , Mi	27299	T							
09	Whelan , Marissa	19511	BUS							

At the end of the report is a legend of all the codes and full description.

Attendance Code Legend:

AExu: Absent Excused	AExp: Absent Exempt	TExu: Tardy Excused	TExp: Tardy Exempt
TUnx: Tardy Unexcused	FT: Field Trip	Sick: Ill	Susp: Suspension
BRV: Absent Bereavement	BUS: Bus Late	REL: Absent Religious	FV: Family Vacation
HOSP: Hospital	ER: Early Release-Excused	EX: Early Release-Exempt	LTS: Long Term Suspension
MED: Medical Excused Absence	OFF: Office	OS: Out-of-School Suspension	TRU: Truancy
IS: In School Suspension	CUT: Possible Cut	NUR: Nurse	AUnx: Absent Unexcused

The **Caller Report** will print only the students who have unknown absences. This report prints the student's names & periods absent as well as the student's guardians' names and phone numbers. It can be used to make the calls home to determine the student's whereabouts.

					Period					
Grade	Student	Number	01	02	03	04	05	06	07	
09	Blechman , Robert	25539							A	
	Cribbins, Suzanne Guardian/Child		Home: (555)123-1234		Work: (555)123-1234					
	Quattrochi, Emma Guardian/Child		Home: (555)123-1234		Work: (555)123-1234					
09	Jardemark , Cheryl	2638							A	
	Hsiao, Michael Mother/Child		Home: (555)123-1234		Work: (555)123-1234					
	Jordan, Anne Marie Father/Child		Home: (555)123-1234		Work: (555)123-1234					

ATTENDANCE TAB

Description

Attendance events can be viewed, changed, or added on an individual student's Attendance Tab.

Viewing Student Attendance

1. Navigate to *Student Information > General > Attendance Tab.*

2. The system displays attendance information in three different views enabling the user to search for patterns.

Attendance by Date – The system will display any date on which the student has an attendance event. It lists the date, day of week, schedule day (i.e., A/ B, Blue/Gold), and the attendance excuse code by period. The terms are separated by a thick line. Hovering with the mouse over any event with a code will display full description of the excuse code, any comments entered, as well as the person who last changed the record with the date and time.

Unknown	Excused	Unexcused	Exempt

Date	Period								
	0	1	2	3	4	5	6	7	ACT
09/25/2018 Tue	AE	AE	AE	AE	AE	AE	AE	AE	
09/18/2018 Tue		AU							
08/29/2018 Wed		AU							

Attendance by Term – The system will display the total number of 'Absent', 'Tardy', and 'Early Release' events by term and by period. It displays the total number of Instructional Days and Present Days for the term. The 'Total' column indicates the total number of periods for the attendance type, not total number of days. Exempt absences will not be included in the number.
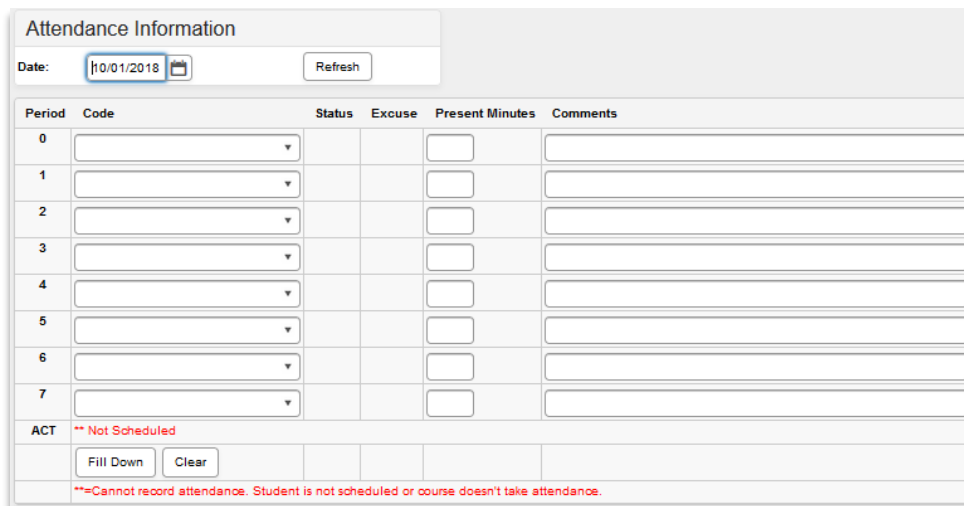
Term 1 07/03/2018 - 10/31/2018
Instructional Days: 86   Present Days: 79.73

Period	0	1	2	3	4	5	6	7	ACT	T
Absent	2	11	6	6	6	6	6	6	0	49
Early Release	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0

Attendance by Course – The system will display the total number of 'Absent' and 'Tardy' events by course. Exempt absences will not be included in the number.

Course Number & Name	Absent	Tardy
1001 AP Statistics	6	0
1400 Integrated Math IV	11	0
1700 Trigonometry A	6	0
1950 Calculus B	5	0
2200 World History A	6	0
2250 World History B	6	0
2400 US Government	6	0
3100 English 9	2	0
4530 Forensic Science	6	0
5110 Spanish I	6	0

Adding an Attendance Event

1. Navigate to *Student Information > General > Attendance Tab*.

2. Click on the <New> button. The Attendance Information screen will display.

3. *Date* – The current date will display. Change the date if needed and refresh the screen. Future events can be entered by changing the date.

4. For the period needed, click on the *Code* dropdown box and choose the correct attendance code to add the student's event. This list is created by the district and can be edited by the System Administrator.

5. The *Present Minutes* field can be used to record actual minutes present in the period. For example, this can be used by a school to record actual minutes present when recording an 'Early Release' in a school with only one attendance-taking period (i.e., Elementary schools).

6. If needed, type a comment in the *Comments* field.

7. If the student is to be absent all day (for the same reason), click on the <Fill Down> button. Both the excuse code and the comment will copy to all periods.

8. Click on the <Save> button. The system will display the student's Attendance screen with the changes. Once resolved by the Attendance Administrator, teachers for subsequent periods will be able to view the student's attendance but unable to edit the information.

9. The ability to upload documents in various areas of Campus will be decided upon by the System Administrator. One such area is *Student Information>General>Attendance*
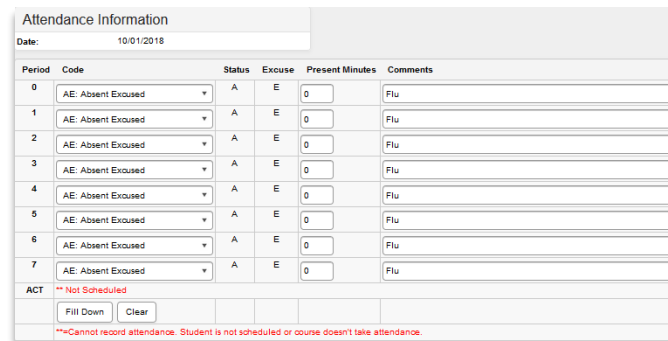
Changing Student Attendance

Student attendance can be resolved or changed on this screen. If a student was incorrectly marked as absent by a teacher on a previous day, the teacher cannot edit that information – the Attendance Administrator staff must make the change. In addition, if a student was marked with one excuse code and it needs to be changed, the Attendance Administrator staff can change it here. Both these changes can be made on the Daily Attendance screen as well as in the Attendance module (see page 8).

1. Navigate to *Student Information > General > Attendance* tab.

2. Click on the attendance event to be changed. Make the changes necessary.

    a. **Resolve unknown attendance** – click on the *Code* dropdown box and choose the correct attendance code to resolve the student's attendance. If needed, type a comment in the *Comments* field.

    If the student is to be absent all day (for the same reason), click the <Fill Down> button. Both the excuse code and the comment will copy to all periods.

    b. **Deleting incorrect teacher attendance** – click on the *Status* dropdown box. Click on the white bar above the codes. This will remove the incorrect code. In addition, the <Clear> button might be able to be used – see next step.

    c. **Clearing out all attendance for the day** – click on the <Clear> button. This will remove <u>all</u> attendance for the day including the teacher-entered attendance. The <Clear> button should only be used to completely clear all attendance events for the student for the entire day.

    d. **Changing the excuse code** – click on the *Code* dropdown box. Choose the correct code from the list. Click on the <Fill Down> button if needed.

Period	Code		Status	Excuse	Present Minutes	Comments
0		▼				
1	NE: Nurse Excused	▼				
2		▼				
3		▼				

> This scenario is changing a 'Cut' to 'Nurse'. In this case, the <Fill Down> will **not** be used because the change is for period 01 only.

3. Click on the <Save> button. The system will display the student's Attendance screen with the changes.

Chronic Absenteeism Information (Federal)

Chronic Absenteeism Information (Federal)

Absenteeism Percentage (Federal)
7.94%

Chronically Absent (Federal) ❓
NO

Scheduled Days (YTD)
63

Days Absent (Federal) ❓
5

The Federal Chronic Absenteeism provides information of chronic absenteeism for a student based on Federal Guidelines. Reports for school/district are available in *Attendance>Reports.*

Attendance Reports

Two attendance reports can be run on *Student Information>General>Attendance*. These reports print the individual student's attendance record for the current school year.

The **Period Detail** report prints the information displayed on the Attendance Tab in a report format. It will print the full description of each code and any comments entered. This report is useful for meetings with Parent/Guardian, Social Workers, etc.

1. Select the *Terms* needed for the report. More than one term may be selected by holding down the <CTRL> button on the keyboard and clicking on the terms.

2. Choose the *Attendance Summaries* needed.

3. Select how to orient the report – Portrait ☐ or Landscape ☐.

4. Check the *Include attendance taken in non-instructional periods* checkbox if needed. Checking this box will include attendance events for additional periods created by the school (e.g., an afterschool 'Activity' period).

5. Click on the <Generate Report> button.

18-19 **Harrison High** 585 Peachtree Parkway, Metro City NY 55436 Generated on 10/02/2018 08:05:22 AM Page 1 of 2	**Student Period Attendance Detail** Wendy Addams ID#: 171900005 Grade: 11 DOB: 06/06/2006

Terms Included: All Terms

Course Summary

Course	Excused	Unexcused	Tardy
1001-1 AP Statistics	5	1	0
1400-1 Integrated Math IV	6	6	0
1700-1 Trigonometry A	5	1	0
1950-1 Calculus B	4	1	0
2200-1 World History A	5	1	0
2250-1 World History B	5	1	0
2400-1 US Government	5	1	0
3100-1 English 9	2	0	0
4530-1 Forensic Science	5	1	0
5110-1 Spanish I	5	1	0

Period Summary

Period	Excused	Unexcused	Tardy
0	2	0	0
1	6	6	0
2	5	1	0
3	5	1	0
4	5	1	0
5	5	1	0
6	5	1	0
7	5	1	0

Day Summary

Date	0	1	2	3	4	5	6	7	ACT
10/01/2018 Daily		A							
09/25/2018 Daily	AE	AE	AE	AE	AE	AE	AE	AE	
Description: Absent Excused									
09/18/2018 Daily		AU							
Description: Absent Unexcused									
08/29/2018 Daily		AU							
Description: Absent Unexcused									
08/28/2018 Daily		AU							
Description: Absent Unexcused									
08/23/2018 Daily		AE	AU	AU	AU	AU	AU	AU	
Description: Absent Excused									
Description: Absent Unexcused									
08/22/2018 Daily		AU							
Description: Absent Unexcused Comments: 9:15									
08/21/2018 Daily		Sick	Sick	Sick	Sick	Sick	Sick	Sick	
Description: Sick									
08/15/2018 Daily			Sick	Sick	Sick	Sick	Sick	Sick	
Description: Sick Comments: Mother Called Wednesday has Stomach Virus									
08/13/2018 Daily			Sick	Sick	Sick	Sick	Sick	Sick	
Description: Sick									
08/01/2018 Daily			Sick	Sick	Sick	Sick	Sick	Sick	
Description: Sick									
07/26/2018 Daily		A							

Term Summary

1	0	1	2	3	4	5	6	7	ACT	Total
Absent	2	12	6	6	6	6	6	6	0	50
Early Release	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0
2	0	1	2	3	4	5	6	7	ACT	Total

The **Daily Detail** report prints the student's daily attendance for the school year by full and half days (by term). In addition, it lists each day the student had an attendance event with the minutes they were absent. This report does not include exempt (gray) codes.

Student Daily Attendance Detail
Wendy Addams
ID#: 171900005 Grade: 11 DOB: 06/06/2006

Missed Days Summary (Excludes Exempt)

Term	Days Missed
1	6
2	0
3	0
4	0

Daily Minute Summary (Excludes Exempt)

Date	Minutes	Half/Whole Day
10/01/2018	45	
09/25/2018	345	W
09/18/2018	45	
08/29/2018	45	
08/28/2018	45	
08/23/2018	315	W
08/22/2018	45	
08/21/2018	345	W
08/15/2018	315	W
08/13/2018	315	W
08/01/2018	315	W
07/26/2018	45	

Attendance Tab

ATTENDANCE WIZARD

Description

The Attendance Wizard is used to enter or change attendance codes for multiple students or multiple events at the same time. The events can be entered in advance (field trip) or to resolve 'teacher entered' attendance. Some standard examples of using the Attendance Wizard are:

- Coding one student out for multiple days (i.e., Medical, Family Vacation, In School Suspension)
- Coding multiple students out for one day (i.e., Field Trip, Sick)
- Changing 'unknown' codes to 'unexcused' by period (ensuring that all attendance events are resolved)

> **STOP** It is **HIGHLY recommended to print/generate the Summary Report from the Daily Attendance module BEFORE using the Attendance Wizard.**
>
> **It is possible to enter an incorrect attendance event for the entire school but the Summary Report will assist the Attendance Office in restoring the original attendance.**

Choose the date.

Choose the students.

Choose the Mode.

Enter the criteria to search for the students.

Using the Attendance Wizard

There are several steps to using the Attendance Wizard:

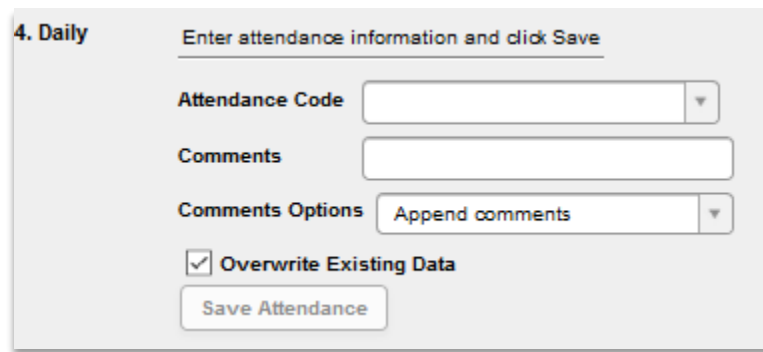1. Navigate to *Attendance > Attendance Wizard*.

Choose the Date

2. *Attendance Date* – The current date will display. To change the date, type the date needed in the field or click on the calendar icon and choose the date from the calendar. If the date is typed slashes (/) are not necessary, nor are 4 positions for year. For example, April 2, 2018 can be typed as 040218. The system will insert the missing characters.
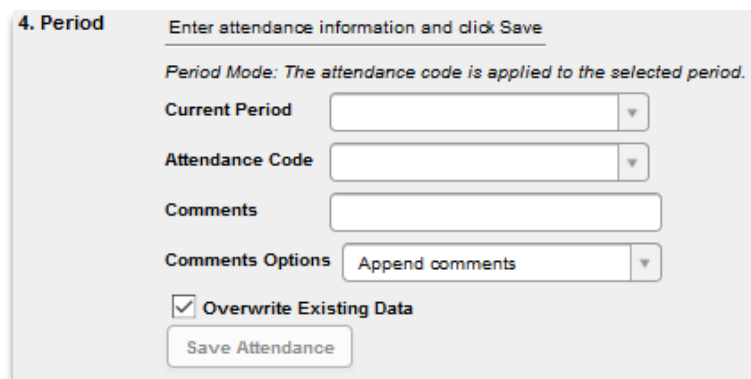
Choose the Mode

3. Choose the *Mode*. There are 7 different modes for making changes using the Wizard:

   Daily Mode – allows the user to enter an excuse code for the day (used for any full day events).

   Period Mode – allows the user to enter an excuse code for a specific period. If the school has a rotating schedule (i.e., A/B, 1/2/3/4, Blue/Gold), this mode should be used with caution as the user must know in advance which schedule the event falls on.

Batch Mode – allows the user to enter an excuse code for a range of dates by using a beginning and ending date (and time if needed). This should not be used unless the district is using minute by minute attendance, otherwise the user must delete the Times from the *Time* fields.

The minutes must be deleted from the *Time* fields for Districts not using minute by minute attendance.

Edit Mode – allows the user to view all students who have attendance events for the date. Clicking on a student will display the current attendance events on the bottom of the screen.

Batch Edit Mode – allows the user to enter an excuse code for a date, range of dates, just one period, or all periods. *This mode is used most often due to its flexibility.*

The user can enter codes for a single date or range of dates.

The user can enter codes by period or for the full day (by using the <Fill Down> button).

Check In Mode – allows the user to enter an excuse code 'as of' a specific time. If a school is using period attendance (not minute attendance), it will mark the student as absent for the period the time falls into and all periods prior with the same code. However, *the student must already be marked absent or tardy by the teacher for this mode to be used*. Also, *the student must be scheduled into an attendance-taking course in the period for attendance to be modified*. Therefore, it is rarely used.

Check Out Mode – allows the user to enter an excuse code 'after' a specific time. In a school using period attendance (not minute attendance), it will mark the student as absent for the period the time falls into and all periods subsequent with the same code.

Search for Students

4. Search for and choose the student(s). The search function has multiple fields that can be used to search for students.
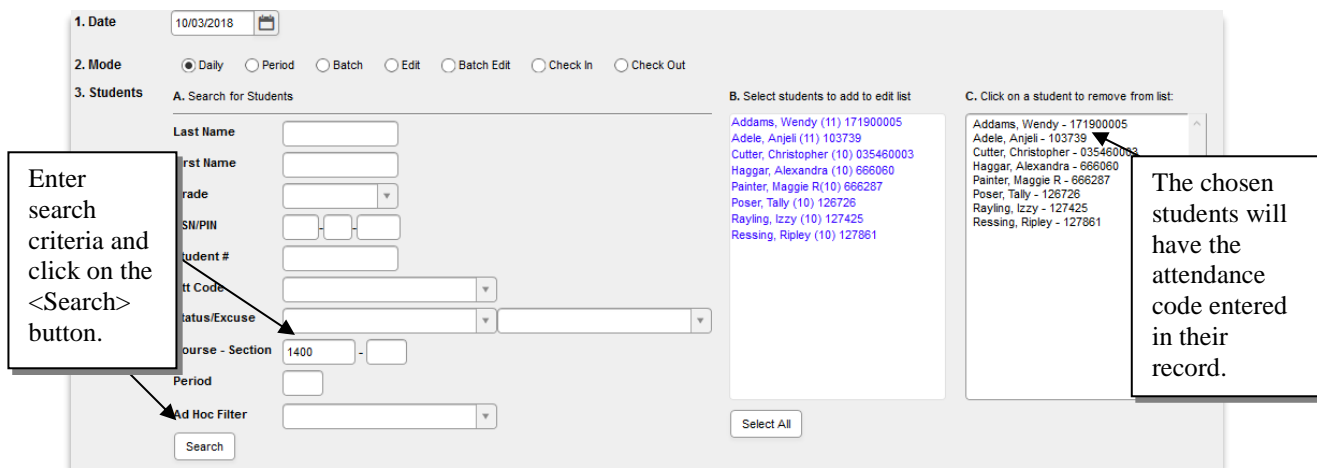
5. Enter the search criteria and click on the <Search> button. All modes (except *Edit*) will display 2 boxes. Box **B** will display the results of the search. Box **C** is used to show the selected students.

    a. To choose a student, click on the student's name in box **B** – the name will display in box **C**

    b. To choose all students, click on the <Select All> button under box **B**, all the names will display in box **C**

    c. To remove a student, click on the name in box **C** – the name will disappear from box **C**

> **STOP**
>
> **Always check the list of students in box B before clicking on the <Select All> button.**
>
> **If the search was entered incorrectly, it is possible to enter an attendance event for the entire school!**

Example of Searching for All Students in a Specific Course

Enter Attendance Code

6. Depending on the Mode chosen, the bottom of the screen will display different options to enter the Attendance Codes.

    a. Double-check the date(s) displayed. If using a mode that allows for multiple days (Batch, Batch Edit), ascertain that the start and end date of the Attendance event is correct.

    b. Click on the dropdown box and choose the correct attendance code.

    c. In the **Edit** and **Batch Edit** modes, the *Present Minutes* field will display. Enter the minutes present if needed.

d. If appropriate, click on the <Fill Down> button. This is generally used in schools with more than one 'attendance' period, when the Attendance code is to be applied to the entire day. For example: coding several students out 'Sick' for the day, coding a student for 'In School Suspension' for several days, coding a class of students on a 'Field Trip' for a day.

e. If appropriate, click on the *Overwrite Existing Data* checkbox to remove the checkmark.

✎ **Special Note:**

There is no standard rule when using *Overwrite Existing Data*. Whether the existing attendance data should be overwritten or not depends on what data is out there. Logic should always be used when determining if this checkbox should remain checked.

Generally, an excuse given by a parent (i.e., Sick) or district (i.e., In School Suspension) will overwrite existing data.

For Example:
When entering a future event for a 'Field Trip', uncheck the *Overwrite Existing Data* checkbox. If a student was coded to be out and was accidentally left on the Field Trip list, the other attendance code will usually take preference over a Field Trip.

When a parent calls and notifies the school that the student is sick, leave the *Overwrite Existing Data* checkbox checked. No matter where the school thought the student would be on that day (i.e., Field Trip, In School Suspension) the parent knows the student is at home.

---

f. In the **Daily**, **Period**, **Batch**, and **Batch Edit** modes, the *Comments Options* field will display. This allows the user to:

i. *Append comments* – any comments added in the Wizard will add to the existing comments (usually entered by the teacher)

ii. *Overwrite existing comments* – any comments added in the Wizard will replace the existing comments (usually entered by the teacher)

iii. *Leave existing comments unchanged* – any comments added in the Wizard will be ignored if there are existing comments (usually entered by the teacher)

7. Click on the <Save Attendance> button.

8. Repeat as needed. If using a **Mode** that does not clear out box **C**, click on the *Attendance Wizard* module (under Index) to refresh the screen.
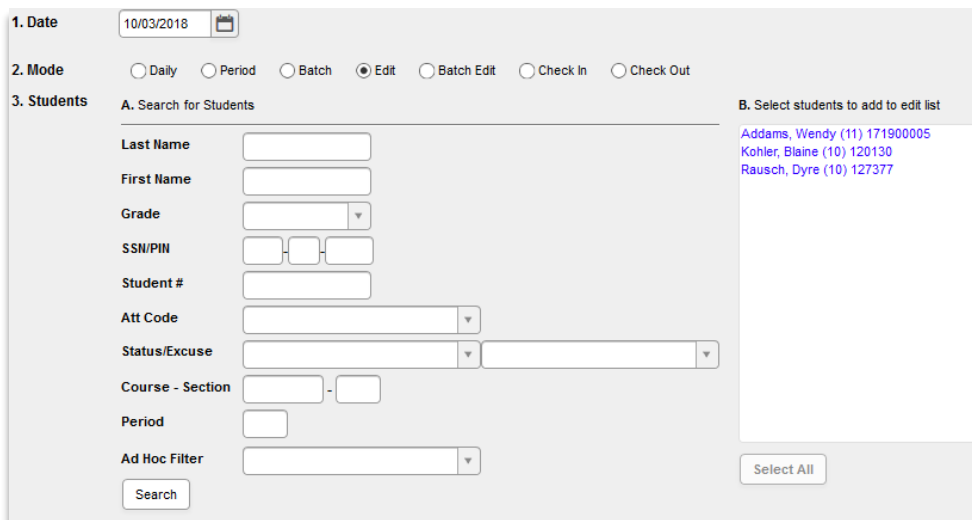
 Attendance Wizard

Attendance Wizard Examples

The following examples are typically used by most Districts.

Students Absent with Same Excuse (i.e., Sick) – Whole (or Partial) Day

To code students out for the day with the same excuse code, the student's names can be entered in the **Search for Students** section and placed in box **C** one by one, or the *Edit* mode can be used to choose the students after the teacher marks them 'Absent' for the first period. Since the *Edit* Mode already searches for any students with an attendance event for the day, the user can pick the applicable students off the list.

1. Click on the *Edit* Mode button. All the students with any attendance event for the day will display.

2. Click on the *Daily* Mode button if the students are out for the day (*Batch Edit* mode if out for a period). The system will display box **C** to choose the student(s).

3. Choose the students with the same excuse code (i.e., Sick), select the attendance code, and click on the <Save Attendance> button.

One Student Out for a Series of Days

1. Date	10/04/2018 📅

2. Mode ○ Daily ○ Period ○ Batch ○ Edit ● Batch Edit ○ Check In ○ Check Out

3. Students

A. Search for Students

Last Name	
First Name	
Grade	▼
SSN/PIN	- -
Student #	
Att Code	▼
Status/Excuse	▼ ▼
Course - Section	-
Period	
Ad Hoc Filter	▼

[Search]

B. Select students to add to edit list

Aarens, Billie (12) 104370
Adams, Darron (09) 4004
Addams, Patrick (09) 171900006
Addams, Peter (09) 171900006
Addams, Wendy (11) 171900005
Adele, Anjeli (11) 103739
Adele, Tarun B(10) 103741
Cutter, Christopher (10) 035460003
El-Khatib, Issraa H. (10) 055460043
Gymer, Zoey (10) 115298
Haggar, Alexandra (10) 666060
Hobusch, Fenn (10) 117439
Holzberg, Frizzie (10) 117724
Jochem, Cynthia (10) 118735
Karch, Chaim (10) 119046
Kohler, Blaine (10) 120130
Lerch, Cadell (10) 121629
Ling, Martin (10) 121970

[Select All]

C. Click on a student to remove from list:

Addams, Wendy - 171900005

4. Batch Edit   Enter attendance information and click Save

From: 10/01/2018 📅 To: 10/04/2018 📅

Period	Code	Status	Excuse	Present Minutes	Comments
0	AE: Absent Excused ▼				Dr. Note
1	AE: Absent Excused ▼				Dr. Note
2	AE: Absent Excused ▼				Dr. Note
3	AE: Absent Excused ▼				Dr. Note
4	AE: Absent Excused ▼				Dr. Note
5	AE: Absent Excused ▼				Dr. Note
6	AE: Absent Excused ▼				Dr. Note
7	AE: Absent Excused ▼				Dr. Note
ACT	AE: Absent Excused ▼				Dr. Note

[Fill Down] [Clear]

[Save Attendance]

☑ Overwrite existing marks

Options Append comments ▼

Class Going on a Field Trip – Whole Day

1. Date	10/04/2018 📅

2. Mode ● Daily ○ Period ○ Batch ○ Edit ○ Batch Edit ○ Check In ○ Check Out

3. Students

A. Search for Students

Last Name	
First Name	
Grade	▼
SSN/PIN	- -
Student #	
Att Code	▼
Status/Excuse	▼ ▼
Course - Section	1400 -
Period	
Ad Hoc Filter	▼

[Search]

B. Select students to add to edit list

Addams, Wendy (11) 171900005
Adele, Anjeli (11) 103739
Cutter, Christopher (10) 035460003
Haggar, Alexandra (10) 666060
Painter, Maggie R(10) 666287
Poser, Tally (10) 126726
Rayling, Izzy (10) 127425
Ressing, Ripley (10) 127861

[Select All]

C. Click on a student to remove from list:

Addams, Wendy - 171900005
Adele, Anjeli - 103739
Cutter, Christopher - 035460003
Haggar, Alexandra - 666060
Painter, Maggie R - 666287
Poser, Tally - 126726
Rayling, Izzy - 127425
Ressing, Ripley - 127861

4. Daily   Enter attendance information and click Save

Attendance Code	FT: Field Trip ▼
Comments	To NYC
Comments Options	Append comments ▼

☑ Overwrite Existing Data

[Save Attendance]

Attendance Wizard

A Club Going on a Field Trip – Partial Day

Resolve Unknown Absences and Tardies

Many districts will change all 'Unknown' absences to 'Absent – Unexcused' or 'Cuts', and 'Unknown' tardies to 'Tardy – Unexcused' after a couple of days. This is used to resolve all the 'Unknown' events so every absence or tardy has an excuse. The search (and resolution) is done on a period by period basis as a student who missed first period without an excuse would not necessarily miss the entire day. A student who missed the entire day will be resolved as the Attendance Administrator resolves each period.

All unknown absences must be resolved in order for absences to correctly calculate on reports.

In the **same period** as above, choose the new *Code*.

Special Notes (to prevent common errors):

1. Before resolving these events, navigate to the *Attendance > Daily Attendance* module, choose the day and print the Summary Report.

2. Always search by a single period at a time, and double check that the code chosen on the bottom is for the same period.

3. Review the list of students in box B before clicking on the <Select All> button. There should be a reasonable number of students on the list. If it looks like the list is too long, double check the search criteria.

4. Never click on the <Fill Down> button (unless the code applies for all students for the entire day).

5. After completing the task for 'Absent – Unknown' for the first period, repeat (if needed) for all other periods, then repeat for 'Tardy – Unknown' by period.

6. In between tasks, refresh the screen by clicking on the Attendance Wizard module (in the Index). This will clear out both boxes.

7. When finished, navigate to the *Attendance > Daily Attendance* module. Review the changes.

 Attendance Wizard

Correcting Wizard Errors

If errors were made using the Wizard, the Attendance Administrator staff must manually recreate the true attendance. This can only be accomplished if a Summary Report was created prior to using the Attendance Wizard. If there is no Summary Report available or there are too many students/attendance events to redo, the incorrect attendance must be deleted. Each situation is different and must be carefully researched before making the changes.

Below is an example where the Attendance Administrator was resolving unknown absences and used the <Fill Down> button in error. Therefore, all the unknown absences were marked as 'Unexcused' for the whole day. Reminder, this will clear all 'unexcused' absences since there is no way to determine the ones coded incorrectly. Once the incorrect code has been cleared, the Attendance Administrator will need to use the Summary Report to re-enter the correct codes for the students' attendance records to be correct.

Example of removing all 'Unexcused' Absences for the day

ATTENDANCE LETTERS

Creating an Attendance Letter

This wizard guides the user through the design of letters regarding a student's Attendance Events. These letters can be generated in batch when a student's number of specific recorded Events reaches a threshold number defined by the school.
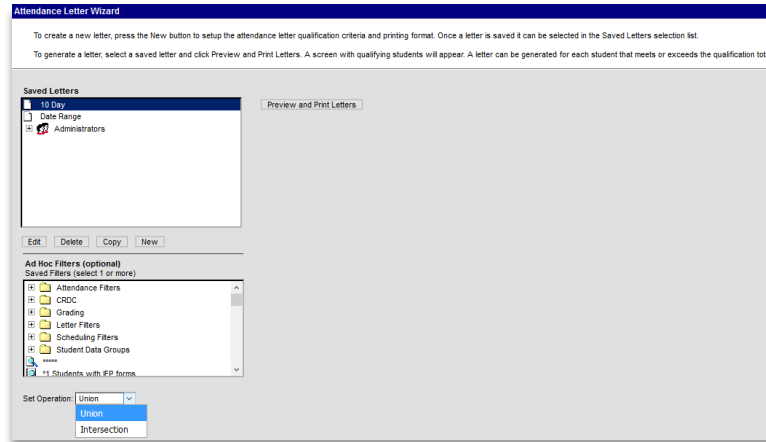
1. Navigate to *Attendance > Attendance Letters*.

2. A window will open, showing an area with Saved Letters that can be selected and printed as well as filtered through saved Ad Hocs, or a new letter can be created.

3. Click on the <New Letter> button.

4. Type the name of the letter. Each letter requires a *Name*; it should be descriptive of the information that will be returned when the letter is generated.

5. Select a *Type*. The letters can be run using either *Period Marks*, *Course Marks, Whole/Half Day Absences*, *Exact Day Absences or Single Day Count*. The criteria options will be different based on this choice.

     Attendance Letters

6. Choose the criteria:

Period Marks:
This option will search for attendance events by period.

a. Select a *Status* and/or an *Excuse* from the dropdown lists. The selection of at least one *Status* or one *Excuse* is required. More than one can be chosen.

b. Fill in a *Weight*. The *Weight* establishes the importance of the *Status* and/or *Excuse*. For example, the letter can be created based on a combination of Unexcused Absences and Tardies. Absences might have a weight of 1, while tardies have a weight of .5. In this case, if the Qualification Criteria is 5, to create the letter, a student might have 5 absences, or 10 tardies, or 3 absences & 4 tardies, etc.

c. Fill in the *Qualification Criteria for Letter*. This will establish how many times the specified attendance events must be recorded for a student in order for a letter to be generated (refer to step b). **Both *Weight & Qualification Criteria for Letter* must be entered for a letter to be produced.**

```
*Name    First Notice

What attendance criteria would you like to use for this letter?

*Type  Period Marks      ▼    Attendance Type  Status/Excuse  ▼
   Status                Excuse                    Weight
   A:Absent         ▼    U:Unexcused  ▼            1
                    ▼                  ▼
                    ▼                  ▼
                    ▼                  ▼
                    *Qualification Criteria for Letter  3
Interval  ● by Year  ○ by Term  ○ by Course  ○ by Course/Term
```

Course Marks:
This option looks at the the existence of an attendance event in a course for a student.

a. Select a *Status* and/or an *Excuse* from the dropdown lists. The selection of at least one *Status* or one *Excuse* is required. More than one can be chosen.

b. Fill in a *Weight*. The *Weight* establishes the importance of the *Status* and/or *Excuse*. For example, the letter can be created based on a combination of Unexcused Absences and Tardies. Absences might have a weight of 1, while tardies have a weight of .5. In this case, if the Qualification Criteria is 5, to create the letter, a student might have 5 absences, or 10 tardies, or 3 absences & 4 tardies, etc.

c. Fill in the *Qualification Criteria for Letter*. This will establish how many times the specified attendance events must be recorded for a student in order for a letter to be generated (refer to step b). **Both *Weight & Qualification Criteria for Letter* must be entered for a letter to be produced.**

Whole/Half Day Absences or Exact Day Absences:

This option will search for attendance events by either whole and half day increments or by exact day increments (whole/half and exact day absences are determined by the minutes in the Calendar). Either of these options will display the same criteria (listed below).

a. Fill in a *Weight* for the *Status* and *Excuse* listed. The *Weight* establishes the importance of the *Status* and *Excuse*. For example, the letter can be created based on a combination of Unexcused Absences and Tardies. Absences might have a weight of 1, while tardies have a weight of .5. In this case, if the Qualification Criteria is 5, to create the letter, a student might have 5 absences, or 10 tardies, or 3 absences & 4 tardies, etc.

b. Fill in the *Qualification Criteria for Letter*. This will establish how many times the specified attendance events must be recorded for a student in order for a letter to be generated (refer to step a). **Both *Weight & Qualification Criteria for Letter* must be entered for a letter to be produced.**

Single Day Count:

This option looks for any student attendance record that matches the selected status/excuse combination by Year or by Term.

a. Fill in a *Weight* for the *Status* and *Excuse* listed. The *Weight* establishes the importance of the *Status* and *Excuse*. For example, the letter can be created based on a combination of Unexcused Absences and Tardies. Absences might have a weight of 1, while tardies have a weight of .5. In this case, if the Qualification Criteria is 5, to create the letter, a student might have 5 absences, or 10 tardies, or 3 absences & 4 tardies, etc.

b. Fill in the *Qualification Criteria for Letter*. This will establish how many times the specified attendance events must be recorded for a student in order for a letter to be generated (refer to step a). **Both *Weight & Qualification Criteria for Letter* must be entered for a letter to be produced.**

Choose the *Interval*:

If *Period Marks or Course Marks* were chosen:

This option will allow the user to search for the Qualification by:

Year – will search for the Qualification number based on the full school year's attendance

Term – will search for the Qualification number based on just the current term

Course – will search for the Qualification number by each course

Course/Term – will search for the Qualification number based on each course within the current term

If *Whole/Half Day*, *Exact Day, or Single Day Count* were chosen:

Interval ◉ by Year ○ by Term

This option will allow the user to search for the Qualification by:

Year – will search for the Qualification number based on the full school year's attendance

Term – will search for the Qualification number based on just the current term

7. *Teachers/Sections*: – these boxes allow the user to choose the teachers or sections to base the letter on. Generally, this area is used to create letters based on different criteria depending on the length of the course. For example, a 'Loss of Credit Warning' letter will warn students that they are approaching the limit for losing credit for the course. However, the warning is issued at 7 absences for a full year course, and 3 absences for a semester course, so 2 different letters are needed. This section allows the user to choose the course/section for each letter.

Which students would you like to include in the letter?

Teachers (Total 186)	Sections (Total 780) Sort by ◉ Number ○ Name
All Teachers	All Sections
Abraham, Lena	0000-1 BIOLOGY 1
Administrator, Super	0101-1 HONORS ENGLISH 9
Aigen, Margaret	0101-2 HONORS ENGLISH 9
Alifano, Dr. John	0102-2 ENGLISH 9
Angst, Doyle	0102-4 ENGLISH 9
Arent, Dr. Raymond	0102-5 ENGLISH 9
Atkinson, Lindsey	0102-6 ENGLISH 9
Barone, Brenda	0102-7 ENGLISH 9
Biello, James	0102-9 ENGLISH 9

CTRL-click or SHIFT-click to select multiple
Organized To: User Account

Alternatively, the user may choose specific sections to exclude from calculation when using this letter.

Which sections would you like to EXCLUDE from the attendance calculation?

Sections (Total 780) Sort by ◉ Number ○ Name
No Sections
0000_1 BIOLOGY 1
0101_1 HONORS ENGLISH 9
0101_2 HONORS ENGLISH 9
0102_2 ENGLISH 9
0102_4 ENGLISH 9
0102_5 ENGLISH 9
0102_6 ENGLISH 9
0102_7 ENGLISH 9
0102_9 ENGLISH 9
CTRL-click or SHIFT-click to select multiple

8. *Organize To:* – this box allows the user to save the letter criteria to their account or to share with others. Selecting *User Account* will save the Attendance Letter to be used by the creator only. Other options include any User Group the user belongs to. If the letter is to be shared, it is recommended to share with others in their school (i.e., *the school current year*). Only users with rights to the Attendance module will be able to view/run the letters. **It is not recommended to share the letters with the 'Attendance' group as it usually includes staff from other schools in the district and their letters are usually different (at the very least, the signature at the bottom will be different).**

9. Click the <Letter Format> button.

10. The letter format screen will open on the next page.

    a. It provides an area for typing in and formatting text as well as merging the entered text with Campus Fields and/or Campus Sub Reports that allows each letter to be personalized.

Attendance Letter Wizard

The contents of the attendance letter can be formatted using the editor p[...] letter by

1) The school address and phone number print in the upper left.
2) The date the letter was generated prints in the upper right.
3) The student's mailing address prints on the left for display in a windo[...]
4) The student #, grade level and birth date print on the right under the d[...]

Insert/Edit Campus Field: Campus Fields can be used to personalize the letter.

Insert/Edit Campus Sub-Report: Campus Sub Reports can be used to add full attendance information to the letter.

*Name
5 Day Absence

Preferred Language ❓ Active
en_US: US English ☑
es_MX: Spanish (Mexico)
fr_FR: French (France)
ch_Chinese: Chinese
Mandarin: Mandarin

Dear Parent/Guardian of [student.firstName] [student.lastName]

Your student has [attDaySummaryExact.daysAbsent] unexcused absences.

Please contact the main office as soon as possible to remedy this.

See below for attendance summary.

Sincerely,
[sch.principalName]

Organized To:
User Account

Save Format(s)

11. Create the letter template first by typing the text in the box as it should appear. There are several formatting tools that can be used to customize the letter, including **B**old, *I*talics, <u>U</u>nderline, and changing the font & font size.

12. In order to customize the letter with the student's name, etc., insert Campus Fields into the body of the letter.

    a. Click on the *Insert/Edit Campus Field* button. The system will display the Campus records.

    b. Expand the records by clicking on the ▶ sign to the left of the record name needed.

c. Click on the field name(s) needed in the letter (i.e., first name, last name). The user can choose more than one field and add spaces or text when done. HINT: Usually Demographic information is used in these letters.

d. When finished, click on the <Close> button in the Campus Field Properties screen to close the screen.

Insert Campus Field   ✕

Select The Field To Insert
▾ Student
  ▾ Demographics
      personID
      stateID
      otherID
      additionalID
      studentNumber
      personGUID
      identityID
      effectiveDate
      lastName
      firstName
      middleName
      suffix
      alias
      gender
      birthdate
      ssn
      legalFirstName
      legalLastName
      legalMiddleName
      legalGender
      legalSuffix
      raceEthnicity
      hispanicEthnicity

Click on the [▸] to open up the record, and then choose the fields needed.

Most student information is in *Student>Demographics*

13. In order to print the Attendance Event details, a Sub Report can be added to the letter.

   a. Click on the *Insert/Edit Campus Sub-Report* button. The system will display all the Campus sub-report records.
   b. Expand the *Attendance* record by clicking on the ▸ sign.
   c. There are 5 options. Depending on the Type and Interval chosen, the user will choose the correct sub report to print on the letter.
      1. *Period Mark Summary* – will print a report of the attendance events by periods (and terms)
      2. *Course Mark Summary* – will print a report of attendance events by courses (and terms)
      3. *Whole/Half Day Summary* – will print a report of whole and half day attendance events by term
      4. *Exact Day Summary* – will print a report of exact day attendance events by term with decimals (i.e., 2.667)

5. *Single-Day Count Summary* – will print a report of each date a student was marked unexcused by term

    d. Click on the <Close> button in the Campus Sub-Report Properties screen to close the screen.

*Name

First Notice

Format

¶ B *I* U :≡ ≡ ≡ ≡ ▣ ⊞ co ≡ — A F S

Dear Parent or Guardian of student.firstName   student.lastName

This letter is to inform you that student.firstName   was absent for 3 or more periods. Please see details below.

> Campus Fields

Period Mark Summary   > Campus Sub-Report

After 6 absences, student.firstName   will lose credit for the course, regardless of student.his_her   grade in the course.

Sincerely,

sch.principalName

sch.principalTitle

Instead of typing the Principal's name, the name can be merged from the Campus Fields list. If this is used, the letter can be shared between schools.

Organized To:

User Account ▼

Save Format

    e. The Campus Fields show in the letter format with the table and field name surrounded by a dotted blue line.

    f. The Sub-Reports show in the letter format with the name of the Sub- Report surrounded by a dotted red line.

14. *Organized to:* – refer to step 8 on page 35 for full description. The option chosen in the first Attendance Letter Wizard screen must be chosen here as well for the correct save (and share) function to work.

Organized To: User Account ▾
              User Account
              Admin
              Trainer

15.   After creating the letter, click on the <Save Format> button.

16. *Preferred Language:* letters may be saved in various languages depending on the demographics of the schools community. Infinite Campus does not translate in this editor, but is able to have multiple letters saved in any translation the district chooses.

a. Additional languages besides English must be added in the Attribute Dictionary

b. An English letter *must* exist.

c. A preferred language must be chosen if other than English on the *People>Demographics* page. Available for guardians, students, and staff. Guardians may also choose their preferred language on the Portal if the district allows.

Generating Attendance Letters

Once Attendance Letters have been created and criteria has been set to isolate the students who should receive these letters users can utilize the <Print and Preview> button to review who will be sent each letter.

1. Navigate to *Attendance > Attendance Letters*.

2. Select the appropriate letter for printing from the Saved Letters panel.

3. Click on the <Preview and Print Letters> button and a list of students who meet the criteria will appear.

The grid lists the following:

> *Name:* Student name
>
> *Grade:* Student grade
>
> *Qualified:* The date the student first qualified for the selected letter.
>
> *Printed:* The date the letter was printed.
>
> *Logged Contact:* The system has functionality to add an entry to the PLP Contact Log. This field records when an entry was added.

Once PLP option is selected during Print an entry will be created in the PLP Contact Log.

> **Reset:** The ✗ will essentially delete the record of a letter printing for a student within the Letter Wizard. It will still appear on the PLP Contact Log.

4. Once the students have been selected click the <Print Letters> button.

✍ **Special Note:**

If a letter is printed for a student the first time he or she appears on the list, the student will continue to appear at the bottom of the list with the printed date but be deselected.

Students who have not yet printed will populate at the top and selected by default.

To hide the students whose letters already were printed, select the 'Hide printed students' checkbox.

☐ Hide printed students

Reset
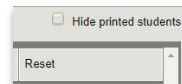
This will produce a PDF document of all the letters generated. The user can either print the letters now or save them for printing at a later time.

Harrison High
585 Peachtree Parkway
Metro City, NY 55436
(987)999-9876

Report generated:
10/05/2018

Student #171900005
Grade: 11
Birthdate: 06/06/2006

Parent/Guardian of: Addams, Wendy
666 Mockingbird Lane
Any City, NY 77777

Dear Parent/Guardian of Wendy Addams,

Your student has 9.93 unexcused absences.

Please contact the main office as soon as possible to remedy this.
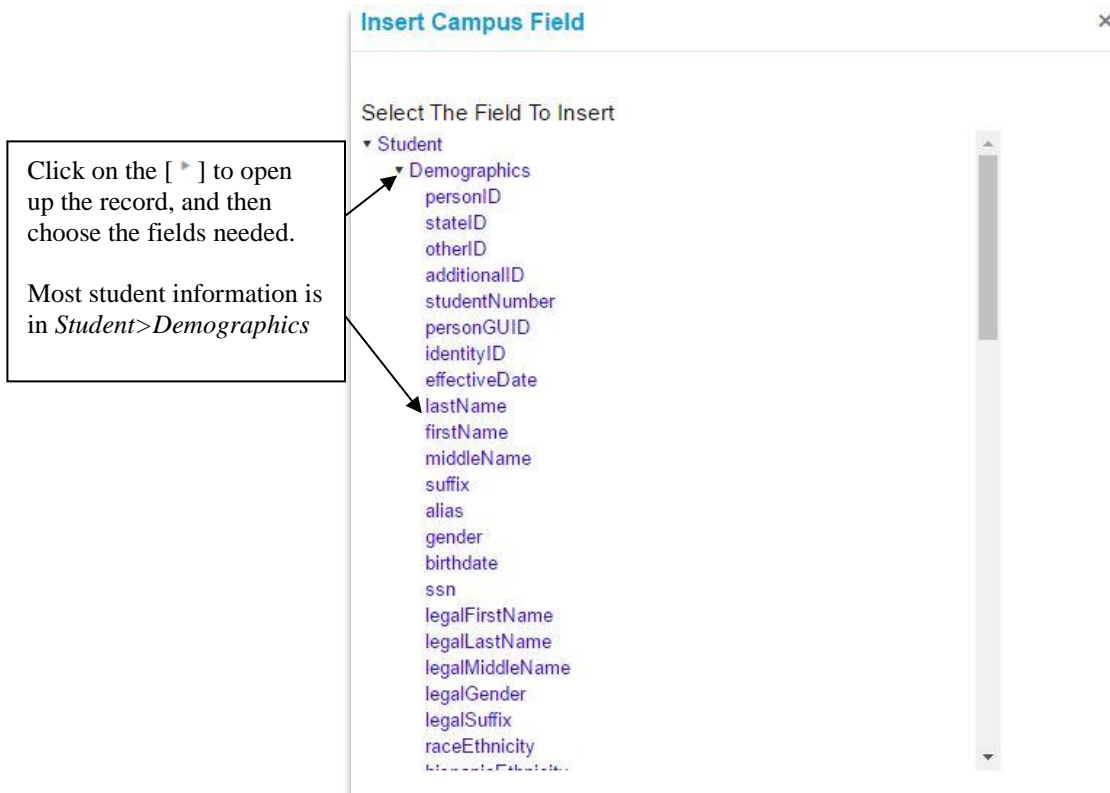
See below for attendance summary.

Sincerely,
Alexander Hamilton

Term 1		Term 2		Term 3		Term 4		Total	
Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
10	0	0	0	0	0	0	0	10	0

Attendance Letters

ATTENDANCE REPORTS

Description

There are several attendance reports that can be created in the Attendance module. Daily Attendance is calculated on many reports based on the minutes set up in the Calendar. The system only calculates absent minutes for periods the student is coded absent, so the student will be considered 'Present' for any 'non-attendance' period (i.e., Lunch). For example, a school day is 7 periods of 42 minutes each (total 294 minutes). A student will have one non-attendance period each day for lunch. In order for a student to be marked absent for the day, they must miss 6 periods. The full day absence is 252 minutes (294 – 42). **For purposes of this manual, this calculation will be referred to as 'Approx. Daily Attendance'.**

ADM and ADA Detail Report

The Average Daily Membership and Average Daily Attendance report lists totals (and individual details) of absent days and present days by school as well as averages. It can be run using the Whole (and Half) Day attendance based on 'Approx. Daily Attendance' or using exact calculations. Events coded with an Exempt absence excuse will not be included in the report.

1. Navigate to *Attendance > Reports > ADM and ADA Detail*.

2. Enter the *Start Date* and *End Date* of the range needed for the report.

3. Choose an *Ad hoc Filter* to run on specific student groups if needed.

4. Choose the *Report Type*. The *Summary* will print the total of all students by grade, then by school. The *Detail* will print the Summary information, and then list the information by individual student.

5. Choose the *Calculation Options*.

   a. *EXACT* – this option will print several fields (i.e., Absent and Present Days) on the report based on exact minutes absent.

   b. *DAILY APPROXIMATION* – this option will print several fields (i.e., Absent and Present Days) on the report based on 'Approx. Daily Attendance'.

6. Choose Output Format Either PDF or CSV

7. Choose the school(s)/calendar(s) to print. More than one school or calendar can be chosen by holding the <CTRL> key (on PC) or <Command> key (on Mac) on the keyboard and clicking on the schools and calendars needed. The schools automatically display in alphabetical order by current school year. Prior years can be printed by choosing one of the other options:

   a. *list by school* – will list all calendar years by school.

   b. *list by year* – will list all schools by calendar year.

8. Click on the <Generate Report> or <Submit to Batch> button.

Example of a Summary Report using the EXACT calculation

18-19 Harrison High 585 Peachtree Parkway, Metro City NY 55436 Generated on 10/05/2018 10:06:55 AM Page 1 of 1	Attendance/Membership Summary Report Start/End Date: 07/03/2018 - 07/02/2019 School(s): 1 Calendar(s): 1 Grade: 09, 10, 11, 12

School: Harrison High   Calendar: 18-19 Harrison High

Grade	Count	Student Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences Days	Avg. Daily	Percent In Attendance
09	3	746	0.34	745.66	2.88	2.88	0.25	0.00	99.95%
10	22	5698	5.43	5692.57	22.00	22.00	2.37	0.00	99.90%
11	2	518	10.62	507.38	2.00	1.96	1.88	0.01	97.95%
12	1	217	0.00	217.00	0.84	0.84	0.00	0.00	100.00%
Total	**4**	**28**	**7179**	**16.39**	**7162.61**	**27.72**	**27.68**	**4.50**	**0.01**	**99.77%**

The running of the report using the EXACT option will print with the following columns:

Column	Description
Grade	Prints the grade
Student Count	Prints the active student count as of the date the report is run
Membership Days	This column is the result of the following calculation: Number of students x School Days (within the report date range)
Absent Days	This column is the result of the following calculation: Total minutes absent / Total minutes in school day
Present Days	This column is the result of the following calculation: Membership Days – Absent Days
ADM	This column prints the Average Daily Membership. It calculates the students' active registration by day (within the report date range) and averages them.
ADA	This column prints the Average Daily Attendance. It calculates the student's active registration by day and averages the daily attendance (by exact minutes).
Unexcused Absences – Days	This column is the result of the following calculation: Total minutes unexcused absent / Total minutes in school day
Unexcused Absences – Avg Daily	This column prints the average daily attendance based on active registration by day and averages the daily unexcused attendance (by exact minutes).
Percent in Attendance	This column is the result of the following calculation: Present Days / Membership Days

If the report was run using the *Detail* option, the students will print under the totals, in alphabetical order, by grade.

DAILY APPROXIMATION Report:

Example of a Summary Report using the DAILY APPROXIMATION calculation

	18-19 Harrison High	Attendance/Membership Summary Report
	585 Peachtree Parkway, Metro City NY 55436	Start/End Date: 07/03/2018 - 07/02/2019 School(s): 1 Calendar(s): 1
	Generated on 10/05/2018 10:09:07 AM Page 1 of 1	Grade: 09, 10, 11, 12

School: Harrison High   Calendar: 18-19 Harrison High

	Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences Days	Avg. Daily	Percent In Attendance
	09	3	746	0.00	746.00	2.88	2.88	0.00	0.00	100.00%
	10	22	5698	0.00	5698.00	22.00	22.00	0.00	0.00	100.00%
	11	2	518	10.00	508.00	2.00	1.96	1.00	0.00	98.07%
	12	1	217	0.00	217.00	0.84	0.84	0.00	0.00	100.00%
Total	4	28	7179	10.00	7169.00	27.72	27.68	1.00	0.00	99.86%

This report will use the 'Approx. Daily Attendance'. The report run using the DAILY APPROXIMATION option will print with the following columns:

Column	Description
Grade	Prints the grade
Student Count	Prints the active student count as of the date the report is run
Membership Days	This column is the result of the following calculation: Number of students x School Days (within the report date range)
Absent Days	This column prints the total absent days (based on 'Approx. Daily Attendance').
Present Days	This column is the result of the following calculation: Membership Days – Absent Days
ADM	This column prints the Average Daily Membership. It calculates the students' active registration by day (within the report date range) and averages them.
ADA	This column prints the Average Daily Attendance. It calculates the student's active registration by day and averages the daily attendance.
Unexcused Absences – Days	This column prints the total unexcused absent days (based on 'Approx. Daily Attendance').
Unexcused Absences – Avg Daily	This column prints the average daily attendance based on active registration by day and averages the daily unexcused attendance.
Percent in Attendance	This column is the result of the following calculation: Present Days / Membership Days

If the report was run using the *Detail* option, the information for the students will print under the totals, in alphabetical order, by grade.

Attendance Reason Report

The Attendance Reason report lists the total absences by periods, days, and minutes per attendance code.

1. Navigate to *Attendance > Reports > Attendance Reason*.

2. Enter the *Start Date* and *End Date* of the range needed for the report. The system will default to the start and end date of the calendar.

3. Click on the <Generate Report> button.

 Attendance Reports

	Absence Code	Description	Absence Mark	PERIODS Excused	PERIODS Unexcused	DAYS Excused	DAYS Unexcused	MINUTES Excused	MINUTES Unexcused
1.	AE	Absent Excused	43	43	0	5.13	0.00	1845	0
2.	AU	Absent Unexcused	21	0	21	0.00	2.54	0	915
3.	Sick	Sick	55	55	0	6.75	0.00	2430	0
4.	TE	Tardy	2	0	0	0.00	0.00	0	0
5.	TU	Tardy Unexcused	1	0	0	0.00	0.00	0	0
		Subtotal:		98	21	11.88	2.54	4275	915
		Total:	**122**	**119**		**14.42**		**5190**	
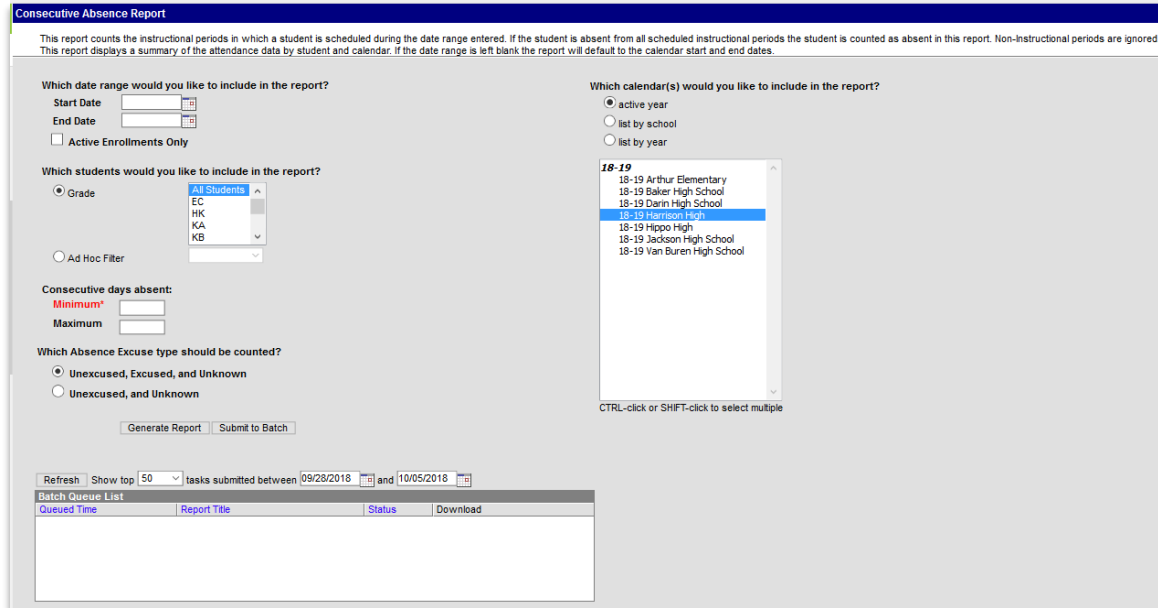
The report prints with the following columns:

Column	Description
Absence Code	Prints the absence code
Description	Prints the full description for the absence code
Absence Mark	Prints the total number of periods this code was used
PERIODS (Excused & Unexcused)	Prints the total number of periods the code was used. Since each code is determined to be Excused or Unexcused, the number will print in only one of the columns unless the code is Exempt (i.e., Field Trip). Exempt codes are not included in these columns
DAYS (Excused & Unexcused)	This column is the result of the following calculation: Minutes (Excused and Unexcused) / Total number of minutes in school day
MINUTES (Excused & Unexcused)	Prints the total number of minutes the code was used. Since each code is determined to be Excused or Unexcused, the number will print in only one of the columns unless the code is Exempt (i.e., Field Trip). Exempt codes are not included in these columns.

The report will print a subtotal of Excused and Unexcused by Periods, Days, and Minutes; as well as a Total of the Absence Mark, Periods, Days, and Minutes.

Consecutive Absence Report

The Consecutive Absence report lists students with consecutive days absent.

1. Navigate to *Attendance > Reports > Consecutive Absence*.

2. Enter the *Date Range* needed for the report. If none is chosen, the system defaults to using the start and end date of the calendar year.

3. Check the *Active Enrollments Only* box if needed. Checking this box will print only the students who are active for the date range selected.

4. Choose the *Grade(s)* or *Ad Hoc Filter* of students to include in the report.

5. Enter the number of *Consecutive Days Absent* needed for the report.
   a. *Minimum* –the report will print any students who have at least this number of consecutive days absent. This is a required field.
   b. *Maximum* – the report will include any students who reach this number of consecutive days absent. If no value is chosen, the system will include all students who meet or exceed the minimum.

6. Choose the *Absence Excuse* types to include in the report.

7. Choose which *Calendar(s)* to include in the report.

8. Click on the <Generate Report> button. If the report is a large one it has the potential to slow the system down. If it's a large report, it is best to submit it to the Batch Queue. It will run later when the system is not as busy and then notify the person who submitted it to batch in their Process Alerts when the report is ready.

Attendance Reports

18-19 Harrison High 585 Peachtree Parkway, Metro City NY 55436 Generated on 10/05/2018 10:13:45 AM Page 1 of 1	Consecutive Absence Report All Grades Calendars: 1 Students: 11 Consecutive Days Absent: 1 or more Absent Excuses: Unknown, Excused, Unexcused

18-19 Harrison High Students: 11

Grade	Student Name	Student Number	Start Date	End Date	Days Absent
09	Adams, Darron	4004	08/23/2018	08/23/2018	1
09	Addams, Patrick	171900006	08/29/2018	08/29/2018	1
10	Cutter, Christopher	035460003	08/28/2018	08/29/2018	2
10	El-Khatib, Issraa H.	055460043	08/23/2018	08/23/2018	1
10	Hobusch, Fenn	117439	08/01/2018	08/01/2018	1
10	Kohler, Blaine	120130	08/01/2018	08/01/2018	1
10	Ling, Martin	121970	08/01/2018	08/01/2018	1
10	Painter, Maggie R	666287	08/01/2018	08/01/2018	1
10	Young, Devon E	040230012	08/01/2018	08/01/2018	1
11	Addams, Wendy	171900005	10/01/2018	10/04/2018	4
11	Adele, Anjeli	103739	07/26/2018	07/26/2018	1

This report prints with the following columns:

Column	Description
Grade	The student's grade
Student Name	Displays student's name
Student Number	Displays student's number
Start Date	Prints the start date of the consecutive absences
End Date	Prints the end date of the consecutive absences for student
Days Absent	Prints the total number of consecutive absence days for student

Day Count Report

The Day Count report calculates Whole and Half day absences based on Exact (minutes absent) or Daily Approximation. Events coded with an Exempt absence excuse will not be included in the report.

Attendance Day Count Report

This report calculates Whole Day & Half Day attendance based off the number of minutes defined in the calendar, and sums and filters the totals based on the report options below.

Which students would you like to include in the report?

- ● Grade   All Students
08
09
10
11

- ○ Ad Hoc Filter

Start Date
End Date

Having at least ____ days of Absence
Having at most ____ days of Absence

Calculation Options
- ● EXACT (The sum of minutes absent / student day)
- ○ DAILY APPROXIMATION
(Whole Day/Half Day attendance is approximated and these days are summed)

Sort Options   ● Name   ○ Grade & Name   ○ Absent Days

Generate Report

1. Navigate to *Attendance> Reports> Day Count*.

2. Choose the *Grade*(s) or *Ad Hoc Filter* to include students on the report.

3. Enter the *Start Date* and *End Date* of the range needed for the report. If none is chosen, the system will use the start and end date of the calendar year.

4. Choose the '…*days of Absence*' range to include students on the report. If none is entered, the system will include all students, regardless of absences (using '0' to '0' will print Perfect Attendance by days).

5. Choose the *Calculation Options*.
   a. *EXACT* – this option will print days absent on the report based on exact minutes absent.
   b. *DAILY APPROXIMATION* – this option will print days absent on the report based on the 'Approx. Daily Attendance'.

6. Choose the *Sort Option* needed.

7. Click on the <Generate Report> button.

Example of a Day Count Report using the EXACT calculation

18-19 Harrison High 585 Peachtree Parkway, Metro City NY 55436 Generated on 10/05/2018 10:16:41 AM Page 1 of 1	Attendance Day Count Report All Grades Calculation: Daily Exact Total Students: 28 Sort By Student Name

Student	Student#	Grade	Days
Aarens, Billie	104370	12	0.000000
Adams, Darron	4004	09	0.166666
Addams, Patrick	171900006	09	0.166666
Addams, Peter	171900006	09	0.000000
Addams, Wendy	171900005	11	9.874998
Adele, Anjeli	103739	11	0.750000
Adele, Tarun B	103741	10	0.125000
Cutter, Christopher	035460003	10	1.249999
El-Khatib, Issraa H.	055460043	10	0.500000
Gymer, Zoey	115298	10	0.000000
Haggar, Alexandra	666060	10	0.375000

Running the report using the EXACT option will print the information with the following columns:

Column	Description
Student	Displays student's name
Student #	Displays student's number
Grade	Prints the student's grade
Days	This column is the result of the following calculation: Total minutes absent / Total minutes in school day

DAILY APPROXIMATION Report:

Example of a Day Count Report using the DAILY APPROXIMATION calculation

Student	Student#	Grade	Days
Abbate, James	600927208	08	7.0
Billadello, Steven	10799	07	4.0
Buscemi, Mark	21745	07	4.0
Clayden, Jessica	26910	07	2.0
Condy, Catherine	4531	07	4.0
Deng, Anthony	14023	07	4.0
Dooley, William	66688	07	3.0

The report run using the DAILY APPROXIMATION option will print the information with the following columns:

Column	Description
Student	Displays student's name
Student #	Displays student's number
Grade	Prints the student's grade
Days	This column prints the total absent days (based on the 'Approx. Daily Attendance')

Dialer Extract Report

The Dialer Extract report generates an attendance auto-dialer export file for students with an unknown (yellow) absence on a selected date.

Attendance Dialer Extract

This report will generate a fixed-width file for importing into an attendance auto-dialer. Enter the date and it will return the names, phone numbers and a period string where the student was absent and their excuse is unknown.

Date 10/05/2018
Format Fixed Width
 Fixed Width
Gene CSV
 XML
 HTML

1. Navigate to *Attendance > Reports > Dialer Extract.*

2. Enter the *Date* needed for the report. The system will default to the current date.

3. Choose the *Format.* The report can be exported as the following files: Fixed Width, CSV, XML, and HTML.

4. Click on the <Generate Extract> button.

Example of a Dialer Extract Report using the HTML format

Dialer Extract Records:13

studentNumber	name	homePhone	grade	periods
1771	Cohen, Pillayar	5551231234	08	01
1988	Egan, Evan	5551231234	08	01
3713	Suzuki, Bernhard	5551231234	08	01
4106	Kubecka, Anatoly	5551231234	08	01
14949	Liu, James	5551231234	07	01

The report prints with the following columns:

Column	Description
StudentNumber	Displays student's number
Name	Displays the student name
Home Phone	Prints the student's home phone number
Grade	Prints the student's grade
Periods	Prints the periods in which a student is marked with an unknown absence

Funding Report

The Funding report prints school and district level summaries of attendance and membership for funding.

The Enrollment Overlap Filter is used to prevent reporting the student twice if enrolled in more than one school.

1. Navigate to *Attendance > Reports > Funding Report*.

2. Enter the *Attendance Method*.
   a. *Exact* – This option will print several fields (i.e., Absent and Present Days) on the report based on exact minutes absent.
   b. *Daily Approximation (Half/Whole Days)* – This option will print the *Attendance Rate* field on the report based on the 'Approx. Daily Attendance' (refer to page 40).

3. Enter the *Membership Method*. If *Count Date* is chosen, the system will calculate attendance for the date chosen. If *Average Daily Membership (ADM)* is chosen, the system will calculate attendance for the date range chosen.

4. Enter the date (if *Count Date* is chosen) or date range (if *Average Daily Membership* is chosen) needed for the report.

5. Choose the *Concurrent Enrollment Method* needed (used for districts that have students enrolled in multiple schools).
   a. *Primary Enrollment Only* – will count student in their primary enrollment only.
   b. *Use Percent Enrolled Fractions* – will count the student in all schools and divide their membership numbers between the schools.

6. Choose the *Enrollment Overlap Filter* needed.
   a. *Exclude membership days in primary overlaps* – will include the student on the report, but exclude all days where the primary enrollment overlapped with a different school.
   b. *Exclude students with an overlapping primary enrollment* – completely excludes students with overlapping primary enrollments from the report.

7. Check the *Report Overlap Errors (Primary Enrollment overlapping)* box if needed. Checking this box will print the students with overlapping primary enrollments on the report (as a warning).

8. Choose an *Ad hoc Filter* to run on specific student groups if needed.

9. Choose the *Display Options*.
   a. A *Summary* can be chosen to print by *District, School*, and *Grade*
   b. Subgroups can be chosen for NCLB Subgroups.

10. Choose the school(s)/calendar(s) to print. More than one school or calendar can be chosen by holding the <CTRL> key (on PC) or <Command> key (on Mac) on the keyboard and clicking on the schools/calendars. The schools automatically display in alphabetical order by current school year. Prior years can be printed by choosing one of the other options:
    a. *list by school* – will list all calendar years by school.
    b. *list by year* – will list all schools by calendar year.

11. Check the *Print in HTML format* box if needed.

12. Click on the <Submit to Batch> or <Generate Report> button.

Example of a Funding Report Using the EXACT Calculation for Average Daily Membership (ADM)

Harrison High	Funding Report
585 Peachtree Parkway, Metro City NY 55436 Generated on 10/05/2018 10:30:20 AM Page 1 of 1	Date: 10/05/2018 Enrollment: Primary (A student can only be counted for 1 school) District(s): 1 School(s): 1 Calendar(s): 1 Students: 28

District Summary

District	School Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#100 Plainview Schools	1	28	28	28.00	28.00	100.00%

School Summary   District: #100 Plainview Schools   Schools: 1   Students: 28

School	Grade Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#190 Harrison High	4	28	28	28.00	28.00	100.00%

Grade Summary   District: #100 Plainview Schools   Schools: 1   Students: 28

School	Grade	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#190 Harrison High	09	3	3	3.00	3.00	100.00%
	10	22	22	22.00	22.00	100.00%
	11	2	2	2.00	2.00	100.00%
	12	1	1	1.00	1.00	100.00%
Total	4	28	28	28.00	28.00	100.00%

The report run using the EXACT option will print with the following columns:

Column	Description
School Count	Prints the number of schools chosen for the report
Student Count	Prints the active student count as of the date the report is run
Membership Days	This column is the result of the following calculation: Number of students * School Days (within the report date range)
ADM	This column prints the Average Daily Membership. It calculates the students' active registration by day (within the report date range) and averages them
ADA	This column prints the Average Daily Attendance. It calculates the student's active registration by day and averages the daily attendance based on exact absent minutes
Attendance Rate	This column is the result of the following calculation: Present Minutes (not displayed) / Membership Days

Example of a Funding Report Using the DAILY APPROXIMATION Calculation for ADM

Harrison High	Funding Report
585 Peachtree Parkway, Metro City NY 55436 Generated on 10/05/2018 10:31:27 AM Page 1 of 1	Date: 10/05/2018 Enrollment: Primary (A student can only be counted for 1 school) District(s): 1 School(s): 1 Calendar(s): 1 Students: 28

District Summary

District	School Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#100 Plainview Schools	1	28	28	28.00	28.00	100.00%

School Summary   District: #100 Plainview Schools   Schools: 1   Students: 28

School	Grade Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#190 Harrison High	4	28	28	28.00	28.00	100.00%

Grade Summary   District: #100 Plainview Schools   Schools: 1   Students: 28

School	Grade	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#190 Harrison High	09	3	3	3.00	3.00	100.00%
	10	22	22	22.00	22.00	100.00%
	11	2	2	2.00	2.00	100.00%
	12	1	1	1.00	1.00	100.00%
Total	**4**	**28**	**28**	**28.00**	**28.00**	**100.00%**

The report run using the DAILY APPROXIMATION option will print with the following columns:

Column	Description
School Count	Prints the number of schools chosen for the report
Student Count	Prints the active student count as of the date the report is run
Membership Days	This column is the result of the following calculation: Number of students x School Days (within the report date range)
ADM	This column prints the Average Daily Membership. It calculates the students' active registration by day (within the report date range) and averages them
ADA	This column prints the Average Daily Attendance. It calculates the student's active registration by day and averages the daily attendance based on absent minutes
Attendance Rate	This column is the result of the following calculation: Present Minutes (not displayed) / Membership Days

Attendance Reports

Home and Hospital Attendance Register

The Home and Hospital Attendance register creates a blank report of all students enrolled in a school for manual documentation of attendance for students in Home and Hospital instructional settings. This report does not include any existing attendance entries or calculations of students who may be assigned a Home/Hospital status for attendance. It is simply a way to record student attendance for those homebound/hospital stay students.

1. Navigate to *Attendance > Reports > Home and Hospital Attendance Register*.

2. Choose the *Report Type*.
   a. *Weekly Attendance* – This option will produce a list of students with instructional hours broken out by week.
   b. *Monthly Attendance* – This option will produce a list of students with instructional hours broken out by month.

Weekly Attendance

3. Choose the *Register Quantity*. The *Weekly* register can be printed for each individual student or for all students in the calendar.

4. Choose the *Effective Date*. This is a mandatory field; selecting one date will select the entire week in which that date falls.

5. Click on <Generate Report> button.

Monthly Attendance

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3. Choose the *Calendar Month* for which to run the report.

4. Click on <Generate Report> button.

Weekly Attendance Register (One Register)

WEEKLY ATTENDANCE REGISTER
Harrison High
585 Peachtree Parkway
Metro City, NY 55436

Week of: 9/30/2018-10/6/2018			Monday						Tuesday						Wednesday						Thursday						Friday						Saturday/Sunday					
Name	Grade	SSID	1	2	3	4	$\frac{1}{4}$	$\frac{1}{2}$	1	2	3	4	$\frac{1}{4}$	$\frac{1}{2}$	1	2	3	4	$\frac{1}{4}$	$\frac{1}{2}$	1	2	3	4	$\frac{1}{4}$	$\frac{1}{2}$	1	2	3	4	$\frac{1}{4}$	$\frac{1}{2}$	1	2	3	4	$\frac{1}{4}$	$\frac{1}{2}$
Adams, Darron	09	4004																																				
Addams, Patrick	09																																				
Addams, Peter	09																																				
Adele, Tarun	10	7418164																																				

Monthly Attendance Register:

MONTHLY ATTENDANCE REGISTER
Harrison High
585 Peachtree Parkway
Metro City, NY 55436

Month/Year: 10/2018

Student Name:	Grade	SSID	Actual Hours Teacher(s) Met With Student Week:					Days of Approved Attendance Week:				
			1	2	3	4	Total	1	2	3	4	Total
Adams, Darron	09	4004										
Addams, Patrick	09											
Addams, Peter	09											
Adele, Tarun	10	7418164										
Cutter, Christopher	10											
El-Khatib, Issraa H.	10											
Gymer, Zoey	10											

Attendance Reports

Period Count Report

The Period Count report allows the user to print the report using a variety of options. It will look for the codes and counts by period, not for the day (i.e., if looking for all absences with at least 5 and at most 99, it will print any student with at least 5 absences in any period, not 5 absences for the day). Entering information into different categories (Status, Excuse, Excuse Code) will result in an intersection between categories (the student must meet all criteria entered). Entering information in the same category (i.e., several Excuse codes) will result in a union inside that category (the student can meet any of the criteria entered).

✎ **Special Note:**

This report can be run to calculate Perfect Attendance by using the following criteria:
- Enter: *Start* and *End* dates needed
- Enter: *Having at least* **0** *periods of Absence*
- Enter: *Having at most* **0** *periods of Absence*

Attendance Period Count Report

This report counts attendance marks per student. The Report Type option determines how attendance marks are summed:

- Total Count sums all values for all periods and determines if those totals meet the values entered in the Having at Least/Having at Most fields.
- Count by Period sums the attendance marks for each period and reports values based on the Having at Least/Having at Most fields.

For example, Report Type of Total Count with Having at Most zero attendance marks will display students who have zero total attendance marks over the start and end date range. Report Type of Count by Period with Having at Least three and Having at Most three would return periods where students only had three absences. Selecting attendance Statuses and Excuses filters the results to only include those attendance events which match the selected items. Results can be limited further by selecting specific attendance Excuse Codes.

Which students would you like to include in the report?

- ⦿ Grade   [All Students / 09 / 10 / 11 / 12]
- ○ Ad Hoc Filter
- Enrollment Effective Date   10/05/2018

Report Type   ⦿ Total Count ○ Count By Period

Start Date
End Date
Having at least ____ attendance marks
Having at most ____ attendance marks
Group Options   ⦿ Period ○ Period Schedule
Sort Options   ⦿ Alpha ○ Grade/Alpha

Status ☐ All
- ☐ Absent
- ☐ Tardy
- ☐ Early Release

Excuse ☐ All
- ☐ Unknown
- ☐ Excused
- ☐ Unexcused
- ☐ Exempt

Excuse Code ☐ All (excuses count: 9)

- ☐ AE: Absent Excused
- ☐ AU: Absent Unexcused
- ☐ CU: Cut
- ☐ FT: Field Trip
- ☐ NE: Nurse Excused
- ☐ OSS: Out of School Suspension
- ☐ Sick: Sick
- ☐ TE: Tardy
- ☐ TU: Tardy Unexcused

Generate Report

1. Navigate to *Attendance > Reports > Period Count*.

2. Choose the *Grade*(s) or *Ad Hoc Filter* to include students on the report.

3. Enter the *Enrollment Effective Date* to include students on the report.

4. Enter the *Start Date* and *End Date* of the range needed for the report. If none is chosen, the system will use the start and end date of the calendar year.

5. Choose the '…*periods of Absence*' range to include students on the report. If none is entered, the system will include all students, regardless of absences.

6. Choose the *Group Options* needed.

7. Choose the *Sort Options* needed.

8. Choose the *Status* needed. If no *Status* is chosen, the system will report on all.

9. Choose the *Excuse* needed. If no *Excuse* is chosen, the system will report on all.

10. Choose the *Excuse Codes* needed. If no *Excuse Code* is chosen, the system will report on all.

11. Click on the <Generate Report> button.

Example of a Period Count Report

		Attendance Counts By Period
18-19 **Harrison High** 585 Peachtree Parkway, Metro City NY 55436 Generated on 10/05/2018 10:52:08 AM Page 1 of 2		All Grades Effective Date: 10/05/2018 Group By Period Date Range: 07/03/2018 - 07/02/2019 Statuses: All Statuses Excuses: All Excuses Excuse Codes: All Excuse Codes Total Students: 28

					Period				
Student	0	1	2	3	4	5	6	7	ACT
Aarens, Billie (#104370) Grade: 12 Total Absence: 0									
Adams, Darron (#4004) Grade: 09 Total Absence: 2	2								
Addams, Patrick (#171900006) Grade: 09 Total Absence: 3	3								
Addams, Peter (#171900006) Grade: 09 Total Absence: 0									
Addams, Wendy (#171900005) Grade: 11 Total Absence: 81	6	15	10	10	10	10	10	10	
Adele, Anjeli (#103739) Grade: 11 Total Absence: 9		9							
Adele, Tarun B (#103741) Grade: 10 Total Absence: 1							1		
Cutter, Christopher (#035460003) Grade: 10 Total Absence: 11	3	8							

Attendance Reports

Period Detail Batch Report

The Period Detail Batch report lists all of the attendance events for all of the students selected with a page break after each student. This report is similar to the Period Detail report accessed on the individual student record (*Student Information > General > Attendance Tab*)

1. Navigate to *Attendance > Reports > Period Detail Batch*.

2. Enter the *Grade* or *Ad Hoc Filter* needed for the report.

3. Select the *Terms* needed for the report. More than one term can be chosen by holding the <CTRL> key (PC) or <Command> key (Mac) on the keyboard and clicking on the terms.

4. Choose the *Attendance Summaries* needed.

5. Choose the *Sort Options* needed.

6. Choose how to orient the report – Portrait ☐ or Landscape ☐.

7. Check the *Include attendance taken in non-instructional periods* checkbox if needed. Checking this box will include attendance events for additional periods created by the school (e.g., an afterschool 'Activity' period).

8. Click on the <Generate Report> button or, if it is a large report, select <Submit to Batch>.

The report prints all of the students' attendance events for the school year.

Register Report

The Attendance Register report can be generated to show student daily attendance or course section attendance for those courses that are marked to take attendance.

Students Daily Attendance – lists absences on a grid per student. It will display 'A' on any box where the student had a whole or half day absent using the 'Approx. Daily Attendance'.

1. Navigate to *Attendance > Reports > Register*.

2. *Report Type* – Choose the report type.

Example of the Students Daily Attendance options

Attendance Register

The Student Daily Attendance report type reports Whole Day and Half Day attendance based on the number of minutes defined in the grade or calendar and displays the result each day for each student. The report also totals days Present, Absent, in Membership, and Off Roll for the selected date range.

What report type would you like?
- ◉ Student Daily Attendance
- ○ Course Section Attendance Register

What attendance dates would you like to include in the report?
- ◉ By Date
  - Start Date 10/05/2018
  - End Date 10/05/2018
- ○ By Term

How would you like the report oriented?
- ◉ Portrait
- ○ Landscape

What students would you like to include in the report?
- ◉ **Select a grade level**
  - All Grades ⌄
- ○ **Select an Ad Hoc Filter**

Only include students actively enrolled on: [   ]

[Generate Report]

3. Enter the *Start Date* and *End Date* of the range needed for the report.

4. Choose the *Grade* needed for the report.

5. Choose the *Enrollment Effective Date* for the report (defaults to today's date).

6. Click on the <Generate Report> button.

Example of the Students Daily Attendance report

Days of the week and dates included in the report.

Number of days present, days absent, total days of membership.

The report prints all of the students in the grade chosen with the days chosen in grid form (M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday, Sa-Saturday, Su-Sunday). Whole day absences print an 'A' in the grid, half day absences print an 'H' in the grid. Non-school days and weekends are grayed out.

The report also prints these columns per student:

Column	Description
Present	Prints the number of present days (in the date range chosen)
Absence	Prints the number of absent days (in the date range chosen)
Membership	Prints the number of enrollment days (in the date range chosen)
Off Roll	Prints the number of non-enrollment days (in the date range chosen

Course Section Attendance – Prints student attendance records based on course sections.

Example of the Course Section Attendance Register Option

1. Enter the *Start Date* and *End Date* of the range needed for the report. When using the Term option, the grading terms of the calendar will appear for selection and

will be defaulted to the term closest to the current date. Only attendance information for the selected term will be included in the report.

2. *Page Orientation* – Select if the report should generate in portrait or landscape.

3. *Students* – Select the students to include in the report by choosing a Teacher and Section combination or an Ad Hoc filter.

4. *Print Options* – Choose any check boxes that apply.
   a. *Print a Copy for the Primary Teacher Only* - When selected, will only generate one copy of the report for the teacher whose name is in the Primary Teacher field on the Course Section editor
   b. *Include Only Instructional Days* - When selected, all days marked as non-instructional will be omitted from the attendance data display.
   c. *Include Non-Instructional Periods* - When selected, attendance sections scheduled in a non-instructional period will be printed in the report.
   d. *Use District Attendance Codes* - When selected, only attendance codes of A (Absent) and T (Tardy) will be used.
   e. *Print Classroom Monitor Attendance Verification* - This selection prints a listing of attendance dates verified against the number of students present versus the number of students enrolled in the course section.
   f. *Print Period Schedule* - This selection prints the schedule of class periods during the selected date range for the selected course sections.
   g. *Print District Attendance Codes* - This selection prints a list of the district attendance codes that are used in the report.

5. *Sort Options* - The report can be sorted either by Teacher Name or by Course Name. By Teacher Name will sort information by the teacher's last name, grouping all of that teacher's course sections together. By Course Name will sort course information by the Course Number, then by the Section Number.

Example of the Course Section Attendance Register Report

18-19 Harrison High 585 Peachtree Parkway Metro City, NY 55436 Generated on 10/05/2018 11:00:55 AM Page 1 of 1	Course Section Attendance Register 3100-1 English 9 Teacher: Aarons, Michigan (Primary) Date Range: 09/24/2018 - 10/05/2018 Period: 0 Students: 6

Student #	Student Name	M0924 T0925 W0926 | R0927 F0928 Sa0929|Su0930 M1001 T1002 | W1003 R1004 F1005											Present	Tardy	ABS UNEX	ABS EX	Off Roll
4004	Adams, Darron (09)		A										9	0	1	0	0
171900006	Addams, Patrick (09)		A										9	0	1	0	0
171900005	Addams, Wendy (11)	AE	AE					AE	AE	AE			5	0	0	5	0
103741	Adele, Tarun B (10)												10	0	0	0	0
035460003	Cutter, Christopher (10)												10	0	0	0	0
666060	Haggar, Alexandra (10)												10	0	0	0	0

To the best of my knowledge, the information contained on this attendance record is verified as accurate and complete

Signature: _____   Date: _____

Attendance Codes

Code	Status	Excuse	Description
AExp	A	X	Absent Exempt
AExu	A	E	Absent Excused
AUnx	A	U	Absent Unexcused
BRV	A	E	Absent Bereavement
CUT	A	U	Possible Cut
FT	A	X	Field Trip
FV	A	U	Family Vacation
HOSP	A	E	Hospital
IS	A	X	In School Suspension
LTS	A	U	Long Term Suspension
MED	A	E	Medical Excused Absence
OFF	A	X	Office
OS	A	U	Out-of-School Suspension
REL	A	X	Absent Religious
Sick	A	E	Ill
Susp	A	X	Suspension
TRU	A	U	Truancy
ER	E	E	Early Release-Excused
EX	E	X	Early Release-Exempt
NUR	P	X	Nurse
BUS	T	X	Bus Late
TExp	T	X	Tardy Exempt
TExu	T	E	Tardy Excused
TUnx	T	U	Tardy Unexcused

> If the *Print Attendance Code* checkbox was checked, this section will print on the report.

Classroom Monitor Attendance Verification

Date	Section#	Present/Enrolled
09/24/2018	3100-1	--/6
09/25/2018	3100-1	3/6
09/26/2018	3100-1	--/6
09/27/2018	3100-1	--/6
09/28/2018	3100-1	--/6
10/01/2018	3100-1	--/6
10/02/2018	3100-1	--/6
10/03/2018	3100-1	--/6
10/04/2018	3100-1	--/6
10/05/2018	3100-1	--/6

> If the *Print Classroom Monitor Attendance Verification* checkbox was checked, this section will print on the report.

Period Schedule

Date	Period	Time
09/24/2018 Monday	0	07:30 AM - 08:00 AM
09/25/2018 Tuesday	0	07:30 AM - 08:00 AM
09/26/2018 Wednesday	0	07:30 AM - 08:00 AM
09/27/2018 Thursday	0	07:30 AM - 08:00 AM
09/28/2018 Friday	0	07:30 AM - 08:00 AM
10/01/2018 Monday	0	07:30 AM - 08:00 AM
10/02/2018 Tuesday	0	07:30 AM - 08:00 AM
10/03/2018 Wednesday	0	07:30 AM - 08:00 AM
10/04/2018 Thursday	0	07:30 AM - 08:00 AM
10/05/2018 Friday	0	07:30 AM - 08:00 AM

> If the *Print Period Schedule* checkbox was checked, this section will print on the report.

The report prints all the students in the class/section/teacher chosen with the days chosen in grid form (M-Monday, T-Tuesday, W-Wednesday, R-Thursday, F-Friday). The attendance code will print in the grid.
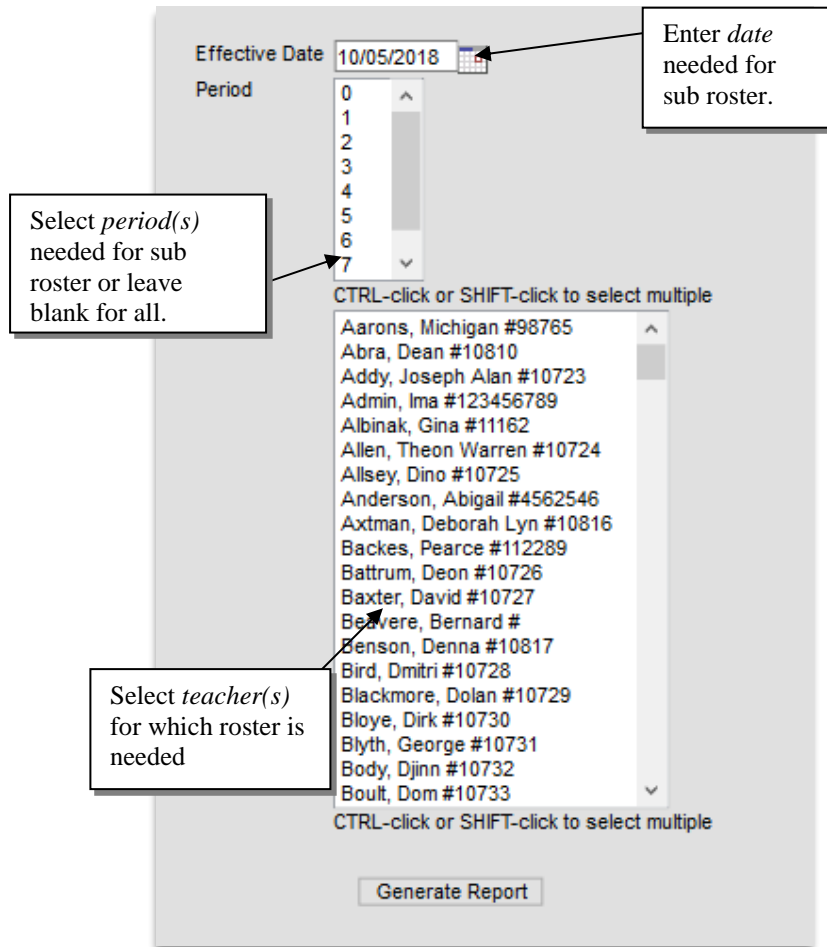
The report also prints these columns per student:

Column	Description
Present	Prints the number of present days (in the date range chosen)
Tardy	Prints the number of tardy days (in the date range chosen)
ABS UNEX	Prints the number of Unexcused absent days (in the date range chosen)
ABS EX	Prints the number of Excused absent days (in the date range chosen)
Off Roll	Prints the number of non-enrollment days (in the date range chosen

If chosen, all the Attendance Codes will print with the *Status, Excuse,* and *Description*.

 Attendance Reports

Sub Attendance Roster Report

The Sub-Attendance Roster will print section rosters for substitute teachers.

Enter *date* needed for sub roster.

Effective Date 10/05/2018

Period
0
1
2
3
4
5
6
7

Select *period(s)* needed for sub roster or leave blank for all.

CTRL-click or SHIFT-click to select multiple

Aarons, Michigan #98765
Abra, Dean #10810
Addy, Joseph Alan #10723
Admin, Ima #123456789
Albinak, Gina #11162
Allen, Theon Warren #10724
Allsey, Dino #10725
Anderson, Abigail #4562546
Axtman, Deborah Lyn #10816
Backes, Pearce #112289
Battrum, Deon #10726
Baxter, David #10727
Bevere, Bernard #
Benson, Denna #10817
Bird, Dmitri #10728
Blackmore, Dolan #10729
Bloye, Dirk #10730
Blyth, George #10731
Body, Djinn #10732
Boult, Dom #10733

Select *teacher(s)* for which roster is needed

CTRL-click or SHIFT-click to select multiple

Generate Report

1. Navigate to *Attendance > Reports > Sub Attendance Roster*.

2. Enter an *Effective Date* for which the Sub Attendance Roster(s) needs to be printed. If the school is using a Day Rotation, it will only print the sections that meet on the day chosen.

3. Choose *Teacher(s)* for which the Sub Attendance Roster(s) need to be printed.

4. Click the <Generate Report> button.

18-19 Harrison High 585 Peachtree Parkway, Metro City NY 55436 Generate on 10/05/2018 11:12:01 AM Page 1 of 1	Teacher: Aarons, Michigan Effective Date: 10/05/2018

Course: 3100-1 English 9
Period: 0   Time: 07:30 AM-08:00 AM   Room: 1008   Students: 6 Male: 4 Female: 2

Student	Student#	Grade	Absent	Tardy	Time in	Time out	Comments
Adams, Darron	4004	09					
Addams, Patrick	171900006	09					
Addams, Wendy	171900005	11					
Adele, Tarun B	103741	10					
Cutter, Christopher	035460003	10					
Haggar, Alexandra	666060	10					

To the best of my knowledge, the information contained on this document is verified as accurate and complete.

_____   _____
Signature   Date

The report generates with separate pages for each section, the teacher's name and the course and section information along the top. The Sub Attendance Roster lists all the students in the class along with the student's number and grade and space to mark the student absent, tardy, record times, and write comments. There is also a signature and date line for the substitute to sign off on the attendance for each section.

Attendance Change Tracking Report

The Attendance Change Tracking Report will print a list of modifications made to student attendance within a specified date range.

This report will *only* include modifications saved on dates in which the System Preference *Enable Attendance Auditing* was set to 'Yes'. This is a district-wide setting that is typically managed by a System Administrator. The default setting for this preference is 'No' and should be changed if this report will be used.

Attendance Change Tracking Report

This report will extract attendance changes that have been made for the selected attendance date range during the selected modification time frame. Each modification to a student's section attendance is displayed in a separate row so please try to limit the length of the Attendance Date Range entered. The report can be printed in two formats CSV and HTML.

What attendance dates would you like to include in the report?

	Start Date	End Date
Attendance Date Range*		
Modification Date Range		

What filter criteria would you like for the report?

Student Number

Student StateID

Modified By

⦿ Include only attendance audit records that are tied to a course section
◯ Include all attendance audit records
◯ Include only attendance audit records that are no longer tied to a course section

How would you like the report printed?

Format   CSV

Generate Report

1. Navigate to *Attendance > Reports > Attendance Change Tracking*.

2. Enter the *Start Date* and *End Date* of the Attendance Date Range needed (i.e., the dates on which events occurred). These are required fields.

3. If needed, enter the *Start Date* and *End Date* of the Modification Date Range (i.e., the dates on which events were added, changed, or deleted by a user).

4. Choose additional filter criteria, if needed.
   a. *Student Number* – enter a student number for one student's records
   b. *Student StateID* – enter a State ID for one student's records
   c. *Modified By* – select a user who added or changed attendance data

5. Choose the audit records to include in the report

a. *Include only attendance audit records tied to a course section* – this option displays attendance records for active/inactive classes on student schedules

b. *Include all attendance audit records* – this option displays attendance records for active/inactive classes on student schedules *and* 'orphaned' attendance records for sections deleted from student schedules

c. *Include only attendance audit records that are no longer tied to a course section* – this option displays only 'orphaned' attendance records for sections deleted from student schedules

6. Choose the *Format.* The report can be exported as the following files: CSV and HTML.

7. Click on the <Generate Report> button.

Example of an Attendance Change Tracking Report using the CSV format

lastName	firstName	studentNumber	attendanceDate	attendanc	modifiedDate	modifiedBy	status	excuse	modificati	sectionNu	courseNu	courseName	teacherName
Adams	Darron	4004	9/25/2018	0	9/25/2018 13:44	Tarley, Samwell	Absent	Unknown	ADD	1	3100	English 9	Aarons, Michigan
Addams	Patrick	171900006	9/25/2018	0	9/25/2018 13:44	Tarley, Samwell	Absent	Unknown	ADD	1	3100	English 9	Aarons, Michigan
Addams	Wendy	171900005	9/18/2018	1	9/18/2018 11:34	Admin, Ima	Absent	Unknown	ADD	1	1400	Integrated Math IV	Admin, Ima
Addams	Wendy	171900005	9/18/2018	1	10/1/2018 7:44	Tarley, Samwell	Absent	Unexcused	CHANGE	1	1400	Integrated Math IV	Admin, Ima
Addams	Wendy	171900005	9/25/2018	0	10/1/2018 7:43	Tarley, Samwell	Absent	Excused	ADD	1	3100	English 9	Aarons, Michigan
Addams	Wendy	171900005	9/25/2018	1	10/1/2018 7:43	Tarley, Samwell	Absent	Excused	ADD	1	1400	Integrated Math IV	Admin, Ima
Addams	Wendy	171900005	9/25/2018	2	10/1/2018 7:43	Tarley, Samwell	Absent	Excused	ADD	1	1001	AP Statistics	Admin, Ima

The report prints with the following columns:

Column	Description
Last Name	Prints the student last name
First Name	Prints the student first name
Student Number	Prints the student number
Student StateID	Prints the student state ID
Attendance Date	Prints the date of the attendance event
Modified Date	Prints the date and time the attendance event was modified
Modified By	Prints the name of the person who modified the attendance event
Status	Prints the type of attendance event (e.g., Absent, Tardy, Early Release)
Excuse	Prints the excuse of the attendance event (e.g., Unknown, Excused, Exempt)
Modification Type	Prints a description of the change (Add, Delete, or Change)
Section Number	Prints the section number of the class with the attendance event
Course Number	Prints the course number of the class with the attendance event
Course Name	Prints the course name of the class with the attendance event
Teacher Name	Prints the teacher name of the class with the attendance event

Section Change Tracking Report

The Section Change Tracking Report will print a list of modifications made to student attendance for a section within a specified date range.

This report will only include modifications saved on dates in which the System Preference *Enable Attendance Auditing* was set to 'Yes'. This is a district-wide setting that is typically managed by a System Administrator. The default setting for this preference is 'No' and should be changed if this report will be used.

Attendance Section Change Tracking Report

This report will display changes to the student attendance in a course section. Enter the Attendance Date Range and the Modification Date Range. Each modification to a student's attendance record displays in a separate row in the report so please limit the length of the Attendance Date Range entered. Select the course sections of interest and the desired printing option.

What attendance dates would you like to include in the report?

	Start Date	End Date
Attendance Date Range*		
Modification Date Range		

Enter an *Attendance Date Range* – the dates students were absent, tardy, or released early.

If needed, enter a *Modification Date Range* – the dates a user added, changed, or deleted an attendance event.

Which course sections would you like to include in the report?

Teachers (Total 211)
All Teachers
Aarons, Michigan
Abra, Dean
Addy, Joseph
Admin, Ima
Albinak, Gina
Allen, Theon
Allsey, Dino
Anderson, Abigail
Axtman, Deborah

Sections (Total 12) Sort by ⦿ Number ○ Na
All Sections
1001-1 AP Statistics
1001-2 AP Statistics
1400-1 Integrated Math IV
1700-1 Trigonometry A
1950-1 Calculus B
2200-1 World History A
2250-1 World History B
2300-1 US History A
2400-1 US Government

CTRL-click or SHIFT-click to select multiple

How would you like the sections to print in the report?

⦿ By Teacher
○ By Course

☐ Include Secondary Teacher Names on Report

Generate Report

1. Navigate to *Attendance > Reports > Section Change Tracking*.

2. Enter the *Start Date* and *End Date* of the Attendance Date Range needed (i.e., the dates on which events occurred). These are required fields.

3. If needed, enter the *Start Date* and *End Date* of the Modification Date Range (i.e., the dates on which events were added, changed, or deleted by a user).

4. Choose the teachers and sections to print. More than one teacher or section can be chosen by holding the <CTRL> key (PC) or <Command> key (Mac) on the keyboard and clicking on the teachers and/or sections.

5. Choose the print options for sorting – *By Teacher* or *By Course*.

6. Check the *Include Secondary Teacher Names on Report* box if needed. Checking this box will print any additional teachers assigned to sections.

7. Click on the <Generate Report> button.

Example of a Section Change Tracking Report

18-19 Harrison High 585 Peachtree Parkway, Metro City NY 55436 Generated on 10/05/2018 11:16:37 AM Page 1 of 3	Attendance Change Tracking Report Attendance Date Range: 09/03/2018-10/05/2018 Sort By: Teacher

Student #	Student Name	Attendance Date - Period	Modified Date	Status	Excuse	Action	Modified By
3100-1 English 9		**Students: 3**	**Teacher: Aarons, Michigan**				
4004	Adams, Darron	09/25/2018 - 0	09/25/2018 13:44	Absent	Unknown	ADD	Tarley, S.
171900006	Addams, Patrick	09/25/2018 - 0	09/25/2018 13:44	Absent	Unknown	ADD	Tarley, S.
171900005	Addams, Wendy	09/25/2018 - 0	10/01/2018 07:43	Absent	Excused	ADD	Tarley, S.
		09/28/2018 - 0	09/28/2018 12:59	Absent	Unexcused	ADD	Tarley, S.
		09/28/2018 - 0	09/28/2018 13:15	-	-	DELETE	Tarley, S.
		10/01/2018 - 0	10/01/2018 08:12	Absent	Excused	ADD	Tarley, S.
		10/01/2018 - 0	10/01/2018 13:05	-	-	DELETE	Tarley, S.
		10/01/2018 - 0	10/04/2018 08:07	Absent	Excused	ADD	Tarley, S.
		10/02/2018 - 0	10/04/2018 08:07	Absent	Excused	ADD	Tarley, S.
		10/03/2018 - 0	10/04/2018 08:07	Absent	Excused	ADD	Tarley, S.
		10/04/2018 - 0	10/04/2018 08:07	Absent	Excused	ADD	Tarley, S.
1001-1 AP Statistics		**Students: 3**	**Teacher: Admin, Ima**				
171900005	Addams, Wendy	09/25/2018 - 2	10/01/2018 07:43	Absent	Excused	ADD	Tarley, S.
		09/28/2018 - 2	09/28/2018 12:04	Absent	Unexcused	ADD	Tarley, S.

The report prints with the following columns:

Column	Description
Student Number	Prints the student number
Student Name	Prints student Last name, First name
Attendance Date-Period	Prints the date and period of the attendance event
Modified Date	Prints the date and time the attendance event was modified
Status	Prints the type of attendance event (e.g., Absent, Tardy, Early Release)
Excuse	Prints the excuse of the attendance event (e.g., Unknown, Excused, Exempt)
Action	Prints a description of the modification made (Add, Delete, or Change)
Modified By	Prints the name of the person who modified the attendance event

Behavior Attendance Audit Report

The Behavior Attendance Audit report identifies students who have behavior resolutions not linked to an entry in their attendance record, or attendance codes not linked to a behavior resolution type.

If *Attendance Modification* from Behavior Management has been enabled the Attendance created from a Behavior Resolution report will display instances where an attendance record was created from a Behavior Resolution.

1. Navigate to *Attendance > Reports > Behavior Attendance Audit Report.*

2. Enter the *Start Date* and *End Date* in Select Dates field. These are required fields.

3. If needed select *Exclude Non Instructional Periods* – If selected non instructional periods will be excluded from reported data.

4. *Student Selection* – If needed students can be filtered by Grade Level or an Ad Hoc filter.

5. *Resolution Types* – Select if the resolution types must be:
    a. *Flagged as behavior related* – Only behavior resolutions with a resolution type marked as attendance-related are included in reported data.
    b. *All resolution types* – All behavior resolution data is used for generating report data.

6. Select a *Resolution Type(s).*

7. *Attendance Codes* – Select if the attendance code must be:
    a. *Flagged as behavior related* – Only attendance records with attendance codes marked as behavior-related are included in reported data.
    b. *All resolution types* – All attendance data is used for generating report data.

8. Select an *Attendance Code(s).*

9. Select a *Report Type*
    a. *All Reports* - Selecting the All Reports option will include all three sub-reports within the report.
    b. *Behavior Resolutions without a selected corresponding Attendance Code* - This report generates a list of all students who have the selected behavior resolution(s) with an attendance code that does not match an attendance code selected on the report editor.
    c. *Attendance without any corresponding Behavior Resolution* - This report generates a list of students who have an attendance record with an attendance code matching the attendance code(s) selected on the report editor but the attendance record is not tied to a behavior resolution.
    d. *Attendance created from a Behavior Resolution* - This report generates a list of all behavior resolutions which created an attendance record(s) within the Date Range or School Month selected on the report editor.

10. Select a *Print Sort Option* to sort the report output.

18-19 **Harrison High** 585 Peachtree Parkway, Metro City NY 55436 Generated on 10/05/2018 11:58:23 AM Page 1 of 1	**Behavior Attendance Audit Report** Date Range: 08/01/2018 - 10/05/2018 Resolution Type: All attendance-related Attendance Code: All behavior-related All Grades Sort by: Student Name Grade Count: 2

Behavior Resolutions without a selected corresponding Attendance Code (2 records)

Student Name and Number	Grade	Incident Title	Incident Date & Time	Res ID	Res Name	Res Start Date & Time	Res End Date & Time
Adams, Darron (4004)	09	Fighting	09/25/2018 11:56	482	Out of School Suspension	09/26/2018 11:57	09/28/2018 23:59
Addams, Wendy (171900005)	11	Fighting	08/13/2018 11:32	478	Out of School Suspension	08/13/2018 11:33	08/16/2018 23:59

Attendance without any corresponding Behavior Resolution (1 record)

Student Name and Number	Grade	Attn Code	Attn Date
Addams, Wendy (171900005)	11	OSS	10/04/2018

Attendance created from a Behavior Resolution (3 records)

Student Name and Number	Grade	Incident Title	Incident Date & Time	Res ID	Res Name	Res Start Date & Time	Res End Date & Time	Attn Code	Attn Date
Addams, Wendy (171900005)	11	Fighting	08/13/2018 11:32	478	Out of School Suspension	08/13/2018 11:33	08/16/2018 23:59	OSS	08/16/2018
Addams, Wendy (171900005)	11	Fighting	08/13/2018 11:32	478	Out of School Suspension	08/13/2018 11:33	08/16/2018 23:59	OSS	08/15/2018
Addams, Wendy (171900005)	11	Fighting	08/13/2018 11:32	478	Out of School Suspension	08/13/2018 11:33	08/16/2018 23:59	OSS	08/14/2018

Positive Attendance Summary Report

The Positive Attendance Summary Report displays the sum of the attending minutes from all positive attendance records during the specified time frame. This report can be generated using the Student Summary option, which lists attendance data alphabetical by the student's name, or the Course Section Summary option, which lists attendance data by course section.

Positive Attendance Summary

The Student Summary report displays the sum of the students' attending minutes from all positive attendance records during the specified time frame.

Which report type would you like?
- ⦿ Student Summary
- ◯ Course Section Summary

What attendance dates would you like to include in the report?
- ⦿ By Date
   - Start Date [   ]
   - End Date [   ]
- ◯ By Term
   - All Terms
   - 1 (07/03/2018 – 10/31/2018)
   - 2 (11/01/2018 – 01/31/2019)
   - 3 (02/01/2019 – 03/15/2019)
   - 4 (03/16/2019 – 06/30/2019)

What students would you like to include in the report?
- ⦿ Grade
   - All Students
   - 09
   - 10
   - 11
   - 12
- ◯ Ad Hoc Filter [   ]

[Generate Report]

1. Navigate to *Attendance > Reports > Positive Attendance Summary.*

2. Choose which report type: Student Summary or Course Section Summary.

   a. *Student Summary-* When the Student Summary option is selected, only students scheduled into a Positive Attendance course are reported.

   b. *Course Section Summary-* When the Course Section Summary option is selected, only Positive Attendance courses and teachers of those courses are available for selection and included in the report.

3. Enter the *Start Date* and *End Date* in Select Dates field or select the Term(s).

4. *Student Selection* – If needed students can be filtered by Grade Level or an Ad Hoc filter.

5. If selecting *Course Section Summary* Report these additional options are available:

   a. *Sort-* by teacher's last name or by course name.

   b. *Page break-* If selected, a page break will separate attendance data after each different teacher, or if sorting by course, the page break displays after each different course.

6. Click on the <Generate Report> button.

Example Positive Attendance Student Summary Report

18-19 Westdale Middle School Generated on 10/05/2018 01:48:16 PM Page 1 of 1	Positive Attendance Student Summary Start/End Date: - All Grades

Grade	Student name (Student#)	Present Time	Expected Hours
06	Adams, Jane (43636)	0h 30m	20.00
06	Carr, Pam (4658)	6h 0m	20.00
06	Daly, Jake (26433)	0h 45m	20.00
06	Davis, Matthew (26768)	0h 15m	20.00
06	Doran, Harry (40329)	0h 30m	20.00
06	Miller, Melissa D (35407)	1h 15m	20.00
06	Pinero, Bruce (13267)	1h 15m	20.00
06	Walsh, Charles (21797)	0h 15m	20.00
06	Waxman, Fred (7434)	1h 15m	20.00

Example Positive Attendance Course Section Summary Report

18-19 Westdale Middle School Generated on 10/05/2018 01:48:53 PM Page 1 of 1	Positive Attendance Section Summary Start/End Date: - Students: 9

0200-1 Social Studies
Washington, Booker
Expected Hours: 20.00

Grade	Student	Present Time
06	Adams, Jane (#43636)	0h 30m
06	Carr, Pam (#4658)	6h 0m
06	Daly, Jake (#26433)	0h 45m
06	Davis, Matthew (#26768)	0h 15m
06	Doran, Harry (#40329)	0h 30m
06	Miller, Melissa D (#35407)	1h 15m
06	Pinero, Bruce (#13267)	1h 15m
06	Walsh, Charles (#21797)	0h 15m
06	Waxman, Fred (#7434)	1h 15m

Attendance Reports

ADMINISTRATIVE SETUP
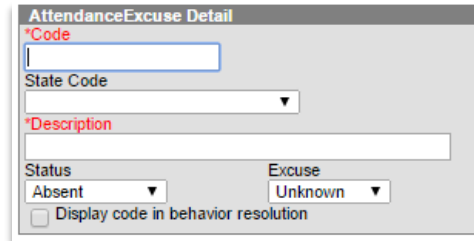
Creating Attendance Codes

The Attendance Code Editor is used to create the attendance codes that are assigned to student attendance entries. These codes must be assigned to a school calendar. New codes can be created at any time. An attendance code cannot be deleted if attendance records are tied to that code.

✒ **Special Note:**

Access to the Attendance Admin section is controlled by tool rights and is typically for Attendance Administrators.

---

1. Navigate to *System Administration > Attendance > Attendance Codes.*

    a. Click the <New> button (if new) or on the existing Excuse to edit.

2. Enter necessary information:

    b. *Code* - Displays the code associated with a student's attendance event. This code is displayed in the teacher's attendance view, but cannot be edited. This is a required field. This field is limited to 4 characters.

    c. *State Code* - State DOE-defined code associated with a district's defined attendance code.

    d. *Description* - Displays the definition of the code. This field is limited to 50 characters and is a required field.

    e. *Status* - Represents the type of absence for the associated event (e.g. Absent, Tardy, Early Release, Present.)

    f. *Excuse* - Indicates the absent as being Unknown, Excused, Unexcused or Exempt.

    g. *Display code in behavior resolution* - When marked, indicates this attendance code can be assigned to students who have a behavior resolution that forces the student to be absent.

3. Click the <Save> button.

Linking Attendance with Behavior

Schools can indicate which attendance codes can be associated with a behavior resolution, letting the attendance Administrator and teachers know that the student is not in class because of a behavior incident. This distinction is marked in *System Administration > Attendance > Attendance Codes.*

1. Navigate to *System Administration > Attendance > Attendance Codes.*

2. Click on the existing Attendance Excuse that needs to display in a Behavior Resolution.

3. Check the box "*Display code in behavior resolution*"

4. Click the <Save> button.

✍ **Special Note:**

Users must have at least Read, Write and Add tool rights to the Attendance Code tool in order to mark and save values for this field.

This field can also be included in Ad hoc filters (*Attendance > Period Mark Detail > attendanceDetail.behaviorExcuse*).

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   a. Mark the appropriate *Behavior Resolution Types* to allow for attendance modification

      1. Navigate to *Behavior > Admin > Resolution Types.*

      2. Click the <New> button (if new) or on the existing Excuse to edit.

      3. Ensure *Allow Attendance Modification* box is checked.

Marking the *Display code in behavior resolution* checkbox on the Attendance Excuse Detail editor allows a student to be automatically marked absent for the duration of the resolution if the resolution removes the student from attendance classes. Additionally, only those attendance codes marked to display in Behavior Resolutions will appear for selection when assigning a behavior resolution to a student.

     Attendance Admin