



MT 2040 Student Attendance Management

August 2009

CONTENTS

ATTENDANCE CODES	3
ATTENDANCE WIZARD	5
STUDENT ATTENDANCE TAB	9
DAILY ATTENDANCE	11
CLASSROOM MONITOR	13
ATTENDANCE REPORTS	15

Product Version: 2009.2
Last modified: 12 August 2009

©2009 Infinite Campus, Inc. All rights reserved.
INFINITE CAMPUS, the INFINITE CAMPUS logo and Transforming K12 Education are the trademarks of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 4321 109th Ave NE, Blaine MN 55449. (651) 631-0000; email info@infinitecampus.com

SYSTEM ADMIN: ATTENDANCE CODE SETUP



OVERVIEW

Attendance Codes are used to process student attendance and are tied to a calendar.

Path: System Administration > Attendance

Creating a New Attendance Code

1. Click New.
2. Enter the Code (short description) of the attendance event. This code will be seen in the Campus application.
3. Enter a Description for the attendance event. The description can be seen by hovering over the code in the student attendance records or in the daily attendance tool of the Attendance module.
4. Select the Status and Excuse that should be used for that attendance event.
5. Click Save when finished.



Codes should not be changed during the school year, as changing codes in system admin will change student attendance data.

Exempt - a type of absence that does not count in the total number of absences for a student; often used to indicate the student is absent from the classroom, but is in a learning activity.

The Excuse Code Copier may be used to synchronize codes from school to school; this process should not be done during the middle of the school year, as updates may change student attendance data.

Copying Codes

1. Select the Source Calendar from the dropdown list. This is the calendar that contains the excuse codes.
2. Select the Copy Method. There are two options. Update matching codes and insert missing ones will not delete any codes. Full



System Admin: Attendance

Synchronizations will delete the existing codes in the destination calendar.

3. Select the Destination Calendar(s) from the list. This is the calendar into which the codes will be copied.
4. Click the Copy Codes button. A pop-up message will appear when it has finished copying, noting how many codes were updated, inserted and deleted.

ATTENDANCE WIZARD



OVERVIEW & OBJECTIVES

The Attendance Wizard tool allows the attendance office to quickly create or change attendance data for a group of students using a variety of modes. During this lesson, you will learn how to:

- Create attendance events for a given day using a variety of modes.
- Edit existing attendance data using the wizard in a variety of modes.

Navigating to the Attendance Wizard

1. In the Index Outline, expand the Attendance module.
2. Select Attendance Wizard.
3. The current date will automatically be entered into the Attendance Date field. The attendance wizard date can be changed to create or edit attendance events for any attendance date.

1. Attendance Date: 11/10/2006

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

Using the Daily Mode

1. Once the date is selected, choose the Daily mode.
2. Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing Ad hoc filter.
3. Search results

will appear in the column labeled B. To create an attendance event for that child on that day, select the student's name. This will move their name into Column C. You may click Select All to move all students into Column C.

B. Select students to add to edit list

C. Click on a student to remove from list

Select All

Daily Mode. Marks selected students as absent for the entire day. Most common use of this mode is entering attendance data into Campus as the result of parent phone calls to a pre-excused voice mail account.

4. To remove a student's name from the list, click on their name in column C.
5. After the students have been moved to Column C, select the correct Attendance Code for the situation.
6. Enter any additional information in the Comments field.
7. Select the Comment Option. Append comments will leave any existing comments on the record and add the user-entered comments at the end of the field.
8. Click the Save Attendance button.

4. Daily Enter attendance information and click Save

Attendance Code

Comments

Comments Options

Overwrite Existing

Save After

Period Mode. Marks selected students as absent for a selected period. This mode is commonly used when excusing an entire group from the last period of the day.

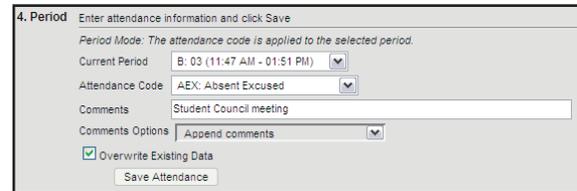


The Overwrite Existing Data check box will erase any exist-

ing attendance data for that date or period and replace it with the code and comments entered in the Wizard. (The default is to overwrite.) This box may be unchecked or left checked depending on the workflow of the attendance office. For example, if a group of students is on a field trip and this data was entered into Campus earlier, the box would be checked when entering students who will be absent all day as the result of a parent phone call. This will remove the indication that the student is on a field trip and replace it with the indication of an all-day excused absence. Conversely, if the all-day absences have been entered first and the field trip list comes in later, the box would be unchecked when the field trip list is entered into the system to preserve any records of students who were absent for an entire day.

Using the Period Mode

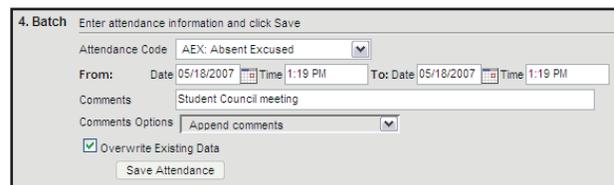
1. Once the date is selected, choose the Period mode for marking the students absent.
2. Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing Ad hoc Filter.
3. Search results will appear in the column labeled B. To create an attendance event for that child on that day, click on the hyperlink of a particular student's name. This will move his name into Column C. Alternatively, you may use Select All.
4. To remove a student's name from the list, click on their name in column C and it will be moved back to Column B.
5. After the students have been moved to Column C, select the Period to create an attendance record for and the correct Attendance Code for the situation. Enter any information in the Comments field.
6. Click the Save Attendance button.



Batch Mode. Marks selected students as absent for a range of days. This mode is commonly used when a student or group of students is going on a week long trip.

Using the Batch Mode

1. Once the date is selected, choose the Batch mode for marking the students absent.
2. Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing Ad hoc Filter.
3. Search results will appear in the column labeled B. Select the student(s) who will need to have attendance events created.
4. Select the correct Attendance Code for the situation
5. Enter the Date (and Time if needed) for when to start applying the absence code in the From: area and the last Date (and Time if needed) for that code in the To: section.
6. Enter any additional information in the Comments field.
7. Click the Save Attendance button.



Attendance Wizard



Using the Edit Mode

- To edit attendance from previous entries, select the date you wish to edit and then select the Edit Mode.
- Students that have an attendance event for that day will appear in Column B.
- To make changes to one particular student, select the student in Column B.
- Make the attendance changes for the particular student and select Save Attendance.
- If the change should be applied to all subsequent periods of the day, click Fill Down.
- Click Save Attendance.
- To do mass change, search for the students who have the common attendance event, such as students marked absent unknown from first period.

Edit Mode is used to edit existing attendance marks, as in taking all unknown absences from first period and changing them to unexcused.

Using the Batch Edit Mode

- Choose the Batch Edit mode.
- Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing Ad hoc Filter.
- Search results will appear in the column labeled B. Select the student(s) who will need to have attendance events created.
- Select the correct attendance code for the situation.
- Enter the date range and choose which periods the students will have an attendance event for.
- Enter any additional information in the comments field.
- Select the option desired for comments-- append (add to existing), overwrite (replace existing), or leave existing comments unchanged.
- Click the Save Attendance button.

Batch Edit creates attendance events for a group of students over a range of days from a particular period. As an example, batch edit could be used to create absences for a group of students who will be gone from third period every day for a week.

Attendance Wizard

4. Check In Enter attendance information and click Save

Check In Mode: The attendance code is applied to all absences prior to the time. Absences after the time will be cleared out. The Check In timestamp will be appended into the comments.

Attendance Code

Current Time

Comments

Check In mode is designed to change existing attendance marks to a user-specified code up to the timestamp. Any attendance records for periods that happen after that timestamp are cleared. The student will show as present from that point on.

Using the Check In Mode

1. Select the Check In mode.
2. Search for the student(s) who need to be checked in.
3. Select the student if needed in Column B to place their name in Column C.
4. Enter the Attendance Code to update the absences recorded up to the check in time.
5. Enter any Comments as needed.
6. Click Save Attendance.

4. Check Out Enter attendance information and click Save

Check Out Mode: The attendance code is applied to all periods after the time. The Check Out timestamp will be appended into the comments.

Attendance Code

Current Time

Comments

Check out mode is designed to mark a student with a particular attendance code for all periods after the timestamp. This mode is commonly used when a student leaves early and needs to be marked as absent for the rest of the day.

Using the Check Out Mode

1. Choose the Check Out mode.
2. Search for the student who is checking out. You may search by name or grade level.
3. Select the student if needed in Column B to place their name in Column C.
4. Enter the Attendance Code to be applied to attendance after the timestamp.
5. Enter any Comments as needed.
6. Click Save Attendance.

STUDENT ATTENDANCE TAB



OVERVIEW

- The Attendance tab will show the student's attendance history in the selected year. The left side of the attendance tab will show a summarized view of the student attendance, showing attendance histories by term and by course. On the right is a line-by-line record of the student's attendance for a year. The events are color-coded according to the key at the top of the tab. The codes are school defined elements.
- To find out more information about a particular attendance event, hover over the cell with the code. A pop-up will display the type of attendance event, the status (excused, unexcused, unknown, or exempt), and any comments that were made when the event was created.

When hovering over an attendance code, the name of the user who entered the attendance will display.

Color-Coded Key

Yellow – unknown

Teacher attendance records that have not been verified.

White – excused

Attendance records that have a code applied that is mapped to a status of excused.

Red – unexcused

Attendance records that have a code applied that is mapped to a status of unexcused.

Green – exempt

Attendance records that have a code applied that is mapped to a status of exempt.

The screenshot shows the 'Attendance' tab in a software application. It features a navigation bar with tabs for Summary, Enrollments, Schedule, Attendance, Programs, Medicaid, Grades, and Transcript. Below the navigation bar, there are two summary tables for Term 1 (07/02/2007 - 09/28/2007) and Term 2 (10/01/2007 - 12/21/2007). Each table shows 'Instructional Days' and 'Present Days' counts, and a grid of attendance records for periods 1 through 9. A color-coded key at the top indicates: Unknown (yellow), Excused (white), Unexcused (red), and Exempt (green). A grid shows attendance records for dates 04/02/2008 (Wed) and 03/28/2008 (Fri), with a yellow 'A' in the period 1 column for both dates. A tooltip over the 'A' on 03/28/2008 displays 'Marked by Administrator, System at 03/28/2008 15:50'.

Navigating to a Student's Attendance Tab

- In the Index Outline, expand the Student Information module.
- Select General.
- Search for the student that has an attendance event to be recorded.

Adding a New Attendance Event

The screenshot shows the 'Save Attendance Information' form. It includes a 'Date' field set to 05/19/2007 and a 'Refresh' button. Below is a table with columns for Period, Code, Status, Excuse, Present Minutes, and Comments. The table contains four rows for periods 01 through 04, each with a dropdown menu for the Code (set to 'AEX: Absent Excused') and a 'Dr note' comment field. At the bottom, there are 'Fill Down' and 'Clear' buttons, and a red note: '**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.''

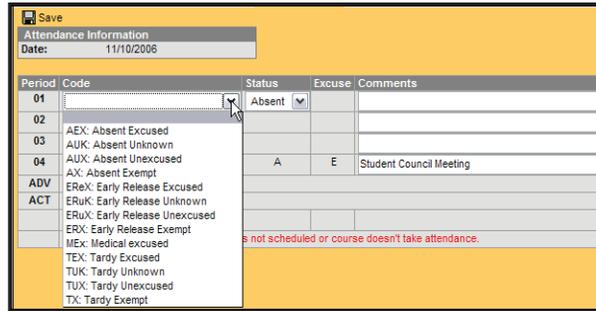
- Click New at the top of the Attendance tab.
- Enter the date for the attendance event and click Refresh.
- In the dropdown menu for the Period in which the event took place, select the district-defined Code that best matches the situation.
- Enter any Comments to describe the event in more detail.
- If the event needs to be copied to subsequent periods on that day, use the Fill Down option.
- Enter the number of Minutes the student was present, if needed.
- Click Save when finished.



Multiple attendance events, such a student being absent for multiple days or multiple students being absent from one day may be entered from the Attendance Wizard tool found in the Attendance module.

Student Attendance Tab

Changing an Existing Attendance Event



The screenshot shows a web application interface for managing student attendance. At the top, there is a 'Save' button and a section for 'Attendance Information' with a 'Date:' field set to '11/10/2006'. Below this is a table with columns: 'Period', 'Code', 'Status', 'Excuse', and 'Comments'. The table has several rows. The first row (Period 01) has a dropdown menu open for the 'Code' column, showing a list of attendance codes including AEX, AUK, AUX, AX, ADV, ACT, ERuK, ERuX, ERX, MEX, TEX, TUK, TUX, and TX. The 'Status' column for the first row is set to 'Absent'. The 'Excuse' column for the third row (Period 04) is set to 'A' and 'E', with the comment 'Student Council Meeting'. A red error message is visible at the bottom of the table: 'is not scheduled or course doesn't take attendance.'

Period	Code	Status	Excuse	Comments
01	[Dropdown Menu]	Absent		
02				
03	AEX: Absent Excused			
	AUK: Absent Unknown			
04	AUX: Absent Unexcused	A	E	Student Council Meeting
	AX: Absent Exempt			
ADV	EReX: Early Release Excused			
ACT	ERuK: Early Release Unknown			
	ERuX: Early Release Unexcused			
	ERX: Early Release Exempt			
	MEX: Medical excused			
	TEX: Tardy Excused			
	TUK: Tardy Unknown			
	TUX: Tardy Unexcused			
	TX: Tardy Exempt			

1. Click on the date of the attendance event in the daily event summary.
2. Change the Attendance Code for the period which needs to be changed. (The blank at the top of the dropdown list will indicate the student was present).
3. Delete or change the Comment as needed.
4. Click Save when finished.

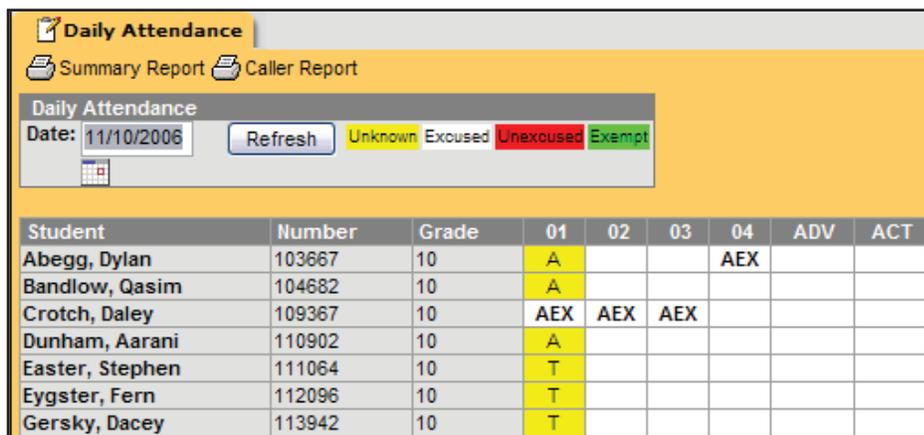
DAILY ATTENDANCE

OVERVIEW

The Daily Attendance tool allows a user to see at a glance all students who have an attendance event (absence or tardy) for a selected day. From here, a user with proper rights may also edit or process individual student attendance events.

OBJECTIVES

1. Navigate through the screen and understand the different on-screen colors and options.
2. Edit individual student attendance
3. View individual student attendance history.



The screenshot shows the 'Daily Attendance' tool interface. At the top, there are tabs for 'Daily Attendance', 'Summary Report', and 'Caller Report'. Below the tabs, there is a 'Daily Attendance' section with a 'Date:' field set to '11/10/2006', a 'Refresh' button, and four colored buttons: 'Unknown' (yellow), 'Excused' (grey), 'Unexcused' (red), and 'Exempt' (green). Below this is a table with columns for Student, Number, Grade, 01, 02, 03, 04, ADV, and ACT. The table contains data for seven students, with attendance codes and statuses for each period.

Student	Number	Grade	01	02	03	04	ADV	ACT
Abegg, Dylan	103667	10	A			AEX		
Bandlow, Qasim	104682	10	A					
Crotch, Daley	109367	10	AEX	AEX	AEX			
Dunham, Aarani	110902	10	A					
Easter, Stephen	111064	10	T					
Eygster, Fern	112096	10	T					
Gersky, Dacey	113942	10	T					

Using the Daily Attendance Tool

1. Expand the Attendance module.
2. Select the Daily Attendance tool from the index outline.
3. The tool will automatically load today's attendance data based on the server's timestamp.
4. To change the date, either enter the desired date in the date field or use the calendar tool to select the date and click Refresh.
5. To see attendance data from another school or from another year, change the options selected in the grey header bar at the top of your Campus session.
6. Events that have been created by the Attendance Wizard or by manual edits on the student's attendance tab (in Student Information > General) will show the code and a color-coded status.
7. Any attendance that has been entered by a teacher will show just the attendance type of Absent or Tardy with a yellow background, meaning that these attendance events are of an unknown type and have yet to be processed by the attendance office. In the example above, Dylan Abegg's 4th period absence has been excused, but his first period absence has not been processed by the attendance office.
8. Hovering over an attendance event will cause a pop-up window to display, showing the meaning of the code, the person who entered the event, and any comments that were entered regarding that particular attendance event.

Daily Attendance

Name: Qasim Bandlow - 104682

Period	Code	Status	Excuse	Comments
01		Absent		
02				
03				
04				

ADV ** Not Scheduled
ACT ** Not Scheduled

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

Processing an Attendance Event for a Student

1. Select the event you wish to edit by clicking on the Code.
2. In the drop down list, select the relevant attendance Code. The blank option at the top of the drop down will mark the student as present for that period.
3. Enter in any new Comments in the comments field.
4. If the change should be applied to all subsequent periods (as in a parent phone call excusing an entire day), select the Fill Down option.
5. If the entire day needs to be marked as present (as in the case of clerical error), click Clear.
6. When finished, click Save.

Viewing a Student's Attendance History

1. Click on the student's name. Their attendance history in that particular school and year will then display on screen.
2. To return to the daily attendance tool, click the daily attendance tab at the top of the screen.

Daily Attendance

Name: Rory Beckett - 105237

Unknown Excused Unexcused Exempt

Term 1 07/10/2006 - 10/06/2006							
Period	01	02	03	04	ADV	ACT	T
Absent	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

Date	Period					
	01	02	03	04	ADV	ACT
11/30/2006 Thu B	A					

Term 2 10/09/2006 - 01/19/2007							
Period	01	02	03	04	ADV	ACT	T
Absent	1	0	0	0	0	0	1
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

Term 3 01/22/2007 - 03/30/2007							
Period	01	02	03	04	ADV	ACT	T
Absent	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

Term 4 04/02/2007 - 06/22/2007							
Period	01	02	03	04	ADV	ACT	T
Absent	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

Course Number & Name	Absent	Tardy
2023s Algebra Ia	1	0

CLASSROOM MONITOR



OVERVIEW

The Classroom Monitor will show attendance from the point of view of the teacher including if the teachers have taken attendance for the courses they are assigned to teach. In addition, the Classroom Monitor allows the user to rapidly enter attendance for substitute teachers, provided a roster or other list is submitted to the attendance office.

OBJECTIVES

At the conclusion of this lesson, learners will be able to:

- Monitor teacher attendance process compliance.
- Monitor individual classroom attendance trends.
- Take attendance for substitute teachers.

Opening the Classroom Monitor

1. Expand the Attendance module.
2. Select Classroom Monitor.
3. The Classroom Monitor will open for the current date based on the server clock.
4. To change the date, enter the date in the date field or use the calendar tool to select the date.
5. Click Refresh to reload the Classroom Monitor for that particular date.
6. The Classroom Monitor will show attendance from the point of view of the courses, including if the teachers have taken attendance for the courses they are assigned to teach.
7. Any section in green indicates that attendance has been taken for that section; a pink background indicates that attendance has not been taken for that section.

Teacher	Dept	Contact	01	02	03	04	ADV	ACT
Abra, Dean			1000s-23 (--/1)	1000s-25 (--/0)				
Adams, David			1000s-29 (--/0)				0100y-4 (--/0)	
Addy, David							0100y-50 (--/0)	
Allen, David							0100y-52 (--/0)	
Allsey, David							0100y-54 (--/0)	
Backham, Dave							0100y-38 (--/0)	
Beck, Kelvin	Technology/Career Prep		1001s-1 (--/18) 1004q-3 (18/22)					
Bindon, Dave							0100y-30 (--/0)	
Bird, David							0100y-55 (--/0)	
Blackmore, David							0100y-56 (--/0)	
Blai, Debbie							0100y-58 (--/0)	
Blyth, David							0100y-6 (--/0)	
Body, David							0100y-129 (--/0)	
Botham, Debbi							0100y-28 (--/0)	
Boult, David							0100y-108 (--/0)	
Bour, David							0100y-57 (--/0)	
Boyce, David							0100y-60 (--/0)	
Catchpole, David			1004q-3 (18/22)				0100y-118 (--/0)	

Contact options for a teacher

The e-mail address and work phone number for a teacher as entered on their Census > Person demographics may be obtained by hovering over the icons in the contact column next to their name. Clicking on the e-mail icon will open a new message in your e-mail program if you have Microsoft Outlook, Mozilla Thunderbird, Qualcomm Eudora or Apple Mail installed.

Viewing Attendance Data for a Particular Course

1. The numbers on the schedule grid indicate the course and section the teacher is assigned to teach as well as the number of students present on that given day over the number of students scheduled into that section.
2. Hovering over the section will display the name of the course.
3. Clicking on the section will open the attendance tool for that particular section showing specific students and their attendance status for that period on that day.

1001s-1 9thWorldLit/CompAP Prep
 Teacher: Teacher, Demo

Date Selector
 11/30/2006

Student Name	P	A	T	Excuse	Comments
1001s-1 9thWorldLit/CompAP Prep					
10 Alman, Niall	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Amelung, Rose	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Applegate, Jameela	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Bibbey, Cherry	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Billingford, Caroline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Bode, Takuya	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Bonem, Tessa	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Boos, Beulah	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Buckle, Michael	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Buhse, Lamont	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Exner, Danae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Faber, Scarlett	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Gottlieb, Tristan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Goulson, Tina	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Hauchser, Sanjna	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Haumann, Leslie	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11 Haunton, Jasleen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Taking attendance for a substitute teacher.

If a teacher is gone and has a substitute, in most circumstances the sub will not take attendance in Campus. It is recommended that a roster or seating chart be provided for the sub to take attendance with and then return that form to the office. The attendance office may then enter the attendance by clicking on the section in the classroom monitor and entering the data as needed from the teacher attendance tool. When finished, clicking save will mark attendance as taken in that period for the teacher. Their entry on the classroom monitor will now show as green.

ATTENDANCE REPORTS



OVERVIEW

There are many reports in Campus that can be used to assist in the management of student attendance.

Path: Attendance > Reports

ADM/ADA Detail Report

The ADM/ADA Detail Report calculates Average Daily Membership (ADM) and Average Daily Attendance (ADA) based on the whole day and half-day attendance minutes defined in the calendar or an exact minute setting. The report summarizes the data by student, grade and calendar for the date range entered.

Avg. Daily Membership(ADM) & Avg. Daily Attendance(ADA) Summary with Student Detail

This report calculates ADM & ADA based off either whole day & Half Day attendance defined in the calendar, or using an exact minute calculation. It summarizes the data by student, grade and calendar for the date range entered. Blank dates default to the start/end dates of the calendar.
This is a very complex report, so try to limit the number of calendars run per batch.

Which date range would you like to include in the report?
Start Date:
End Date:

Which calendar(s) would you like to include in the report?
 active year list by school list by year

Adhoc Filter:

Report Type: Summary Detail

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

Add signature line at the end of the report

08-09
08-09 Fergus High School
2008-09 GF
2008-09 HP
2008-09 JH
2008-09 LC
SUM 08-09 Fergus High School

CTRL-click or SHIFT-click to select multiple

Generating the ADM/ADA Detail Report

1. Enter the Start and End Date by typing in *mmdyy* format or by clicking the calendar icon to select a date. If these fields are left blank, the report will base the calculation on the start and end dates of the calendar.
2. Use an available Ad hoc filter to search for students to include on the report. Doing so will reduce the amount of students included in the report and decrease generation time. However, it is not necessary and this report can be generated using just a selected school and calendar.
3. Select the Report Type - Summary or Detail.
4. Select the Calculation Options - Exact calculation or Daily Approximation.
5. Check the Add Signature box to include a signature line at the end of the report.
6. Select the Calendar to use in the report. Calendars can be listed by the Active Year, List by School or List by Year.
7. Click the Generate Report button.

Attendance Reports

Attendance Reason Report

This report counts the attendance period, attendance days grouped by attendance reason. Blank dates default to the start/end dates of the calendar.

Attendance Reason Report Options

This report counts the attendance period, attendance days group by attendance reason. Blank dates default to the start/end dates of the calendar.

Start Date

End Date

Generating the Attendance Reason Report

1. Enter the Start and End dates to be listed on the report. The dates will be defaulted to the start and end dates of the selected calendar. Dates should be entered in *mmddyy* format or click the calendar icon to select a date. For example, to view the attendance reasons for the month of November, enter a start date of 11/01/2009 and an end date of 11/30/2009.
2. Click the Generate Report button.

Consecutive Absence Report

This report generates a list of absences for the students during an entered date range. Users need to indicate the amount of consecutive days to report.

Consecutive Absence Report

This report lists students having consecutive school days absent.

Which students would you like to include in the report?

Grade

01
02
03
04
05

Date Range To

Consecutive days absent*

Which calendar(s) would you like to include in the report?

active year list by school list by year

08-09
08-09 Fergus High School
2008-09 GF
2008-09 HP
2008-09 JH
2008-09 LC
SUM 08-09 Fergus High School

CTRL-click or SHIFT-click to select multiple

Attendance Reports

Generating the Consecutive Absence Report

1. Select the Grade levels for which to generate the report. All grades can be selected.
2. Enter the Date Range for which to report absences in *mmddyy* format, or use the calendar icon to select a date.
3. Enter the Consecutive Days Absent amount.
4. Select the Calendar for which to generate the report. Calendars can be sorted by active year, by school or by year.
5. Click the Generate Report button.

Day Count Report

This report determines the total number of days a student has been in attendance based on the minutes entered on the calendar and/or grade level in the System Administration module.

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 Ad Hoc Filter

09
10
11
12

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

Generating the Day Count Report

1. Select the Grade level to show on the report, or select a stored student filter from the Ad hoc Filter dropdown list.
2. Enter the Start and End dates by which to base the calculations of this report in *mmddyy* format or use the calendar icon to select a date. If left blank, calculations will use the start and end dates of the calendar. Students not enrolled during the entered dates will not appear on the report.
3. Enter the Having at Least and Having at Most number. This number determines which students should be included. If a perfect attendance report is desired, enter zero in both fields.
4. Select the appropriate Sort Options - by Student or by Student Number.
5. Click the Generate Report button.

Attendance Reports

Period Count Report

This report counts attendance marks that meet the filter criteria by period. Excuse codes count specific values; to count generalized attendance, use the Status and Excuse values.

Attendance Period Count Report

This report counts attendance marks that meet the filter criteria by period. Excuse codes let you count specific values, but if you want a count of generalized attendance, use the Status & Excuse values. The report will filter to the INTERSECTION between the fields (Status, Excuse, and Excuse Code), but UNION within a single category.

Which students would you like to include in the report?

Grade Ad Hoc Filter

Enrollment Effective Date: 07/27/2009

Start Date: End Date:

Having at least: periods of Absence
 Having at most: periods of Absence

Group Options: Period Schedule
 Sort Options: alpha Grade/alpha

Status: All
 Absent
 Tardy
 Early Release

Excuse: All
 Unknown
 Excused
 Unexcused
 Exempt

Excuse Code: All (excuses count: 19)

<input type="checkbox"/> AB: Absence (Misc.)	<input type="checkbox"/> OC: Office Conference	<input type="checkbox"/> CV: College/Military Visit (Seniors Only)
<input type="checkbox"/> EA: Excused Absence	<input type="checkbox"/> OS: Out-of-School Suspension - UA	<input type="checkbox"/> EI: Extended Illness (Medically Verified)
<input type="checkbox"/> PA: Professional Appointment	<input type="checkbox"/> TR: Truancy	<input type="checkbox"/> HB: Home Bound with Tutoring
<input type="checkbox"/> TY: Tardy	<input type="checkbox"/> UV: Unverified Absence	<input type="checkbox"/> IS: In-School-Suspension
<input type="checkbox"/> UA: Unexcused Absence	<input type="checkbox"/> XB: Class Not Held due to Block Schedule	<input type="checkbox"/> MV: Medically Verified Absence
<input type="checkbox"/> WD: Withdrawn	<input type="checkbox"/> XP: Appealed Absence - Exempt	<input type="checkbox"/> OSS: Out-of-School-Suspended - SITES
		<input type="checkbox"/> SR: School Related Absence

Generating the Period Count Report

1. Select which students to include on the report by selecting a Grade level. To include all students enrolled, select the All Students selection. Users can also select an Ad hoc Filter with already selected students. Filters are built in Ad hoc Reporting.
2. Enter an Enrollment Effective Date in *mmddyy* format, or select the calendar icon to choose a date. This date will include all active students on that date.
3. Enter the Start and End Date for which the report should display attendance information in *mmddyy* format or click the calendar icon to select a date.
4. Enter the Having at Least and Having at Most number. This number determines which students should be included. This can help in identifying students who have perfect attendance.
5. Select the Grade level to show on the report from the dropdown list. If left blank, students in all grade levels will display.
6. Enter the Enrollment Effective Date for the students on the report. This date entry will only show students that are active as of this date.
7. Select the appropriate Group Options – by Period or by Schedule.
8. Select the appropriate Sort Options – by alphabetical or by Grade/

Attendance Reports

- alphabetical.
9. Select the Status of the attendance entry – all, absent, tardy and/or early release. At least one option needs to be selected.
 10. Select the Excuse of the attendance entry – all, unknown, excused, unexcused or exempt. At least one option needs to be selected.
 11. If using the excuse codes for specific values on the report, select the Excuse Codes. Select All to report on all excuse codes or select individual excuse codes.
 12. Click the Generate Report button.

Period Detail Batch

The Period Detail Batch Report prints student attendance by the period name. The report will print one student per page, and can be sorted by the student name, grade level or student number.

Attendance Period Detail Batch Report

This report will batch print student attendance period detail, 1 page or 2 pages per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.

Which students would you like to include in the report?

Grade Ad Hoc Filter

Ad Hoc Filter

How would you like the report sorted?

Student Name Grade Student Number

Generate Report

Generating the Period Detail Batch Report

1. Select the Grade level to show on the report, or select an Ad hoc Filter to select certain students.
2. Select how the report should be sorted – by Student Name, Grade or Student Number.
3. Click the Generate Report button.

Attendance Reports

Register Report

The Attendance Register report calculates whole day and half day attendance based off the number of minutes defined in the calendar, and displays the result for each day, for each student for a grade level along with a summary of ADA and ADM during that time frame.

This report attempts to place all entries within the entered date range on one page. If the number of days selected exceeds this range, it prints all of the selected student's date range first, then the next date range.

If the totals cannot fit on the first page with the attendance entries, the totals will appear within their own table.

Attendance Register

This report calculates whole day & Half Day attendance based off the number of minutes defined in the grade and calendar, and displays the result for each day, for each student for a grade level along with a summary of ADA and ADM during that time frame. The attendance days are displayed across the X-axis on a page in landscape mode, so there is a formatting limit of about 40 days.

Report Type Students Daily Attendance
 Weekly Attendance Register

Start Date

End Date

Grade

Enrollment Effective Date

Generating the Register Report for Students Daily Attendance

1. Select the Report Type of Student Daily Attendance.
2. Enter the Start and End Date for which the report should display attendance information in *mmdyy* format or click the calendar icon to select a date.
3. Select a Grade level from the dropdown list to display on the report.
4. Enter an Enrollment Effective Date.
5. Click the Generate Report button. The report will display in a PDF (Adobe) document, showing the student's name and the days that were missed. It will also display the present days and membership days for each student.

Generating the Register Report for Weekly Attendance

1. Select the Report Type of Classes Weekly Attendance.
2. Enter the Snapshot Date in *mmdyy* format, or use the calendar icon to select a date.
3. Select the information to include on the printed report - Print Atten-

Attendance Reports

dance Code; Print Classroom Monitor Attendance Verification and Print Period Schedule.

4. Select the Teachers to include on the report, or print the report for all teachers.
5. Select the Course Sections to include on the report, or print the report for all course sections.
6. Click the Generate Report button.

Sub Attendance Roster

The Sub Attendance Roster report will print a list of students for a substitute teacher to use when recording attendance.

Rosters

This tool will print substitute attendance rosters

Period

ACT
AM
1
2
3
4
5
6

CTRL-click or SHIFT-click to select multiple

Effective Date 07/27/2009

Teacher

Armstad, Sandra #6003
Armstrong, Chad #4001
Borgreen, LaVonne #6007
Bowen, Connie #6081
Brandon, Luke #6071
Breidenbach, Brad #6066
Breidenbach, Sherry #6039
Brosseau, Richard #6008
Burns, Mary #6009
Byrne, Judy #
Drivdahl, Loren #6013
Dubbs, Scott A. #6014
Durbin, Karen #6015
Feller, Vic #6018
Flentie, Susan #5005
Friesen, Jeff #6019
Fuzesy, Rick #
Gebert, Gary #6021
Graham, Jimmy #
Guyer, Justin #

CTRL-click or SHIFT-click to select multiple

Generate Report

Generating the Sub Attendance Roster

1. Select the appropriate Period for which to generate a roster.
2. Enter an Effective Date. This field is defaulted to the current date.
3. Select the appropriate Teacher for which to print rosters.
4. Click the Generate Report button.



Attendance Reports