



Attendance Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
8/28/18	Entire document	Updated screenshots
10/21/16	Task #12 – Enter Absences via Student’s School Absences Task #16 – View Daily Absences	16.0.0 Updates – updated screenshots for adding absences showing the new date range option Updated screenshot for search for student and add an absence for that student
4/27/16	Task #30 Run Half/Full Day Absence Office Report (R320 Office) Task #31 Run Period Absence Office Report (R317 Office)	Add note regarding the date range
12/19/14	Task #6 – Define Sub-Calendars	Update referral to document
10/28/14	Entire document	Update screenshots and breadcrumb trail
11/7/11	Entire document	Replace current PC – in new layout
6/3/10	Run Period Attendance Completion List View Daily Absences	10.4.0 Updates – insert Run Period Attendance Completion List 10.4.0 Updates – updated screenshot

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Before Using Attendance

To begin taking attendance in StudentInformation the school/district must first have several code tables set up *See the Attendance and Calendar End User Documentation for details.*



Important: Verify that all necessary codes and parameters are defined properly before using the Attendance module. If you are confident that these steps have been properly completed previously, then you may continue to the second checklist, "Taking Attendance Each Day."

Task #1: Define Absence Types

Define how the absence is characterized – i.e. excused, tardy, unexcused, etc. Absence Types are school and school year specific. The Qualifier field indicates whether the Absence Type is considered Late/Tardy, Partial, Absent, or a Non-Absence. The Is Excused checkbox indicates that the Absence Type is considered an excused absence. The Is Out of School Suspension needs checked for any out of school suspensions for HB410 reporting purposes. Use for Daily Attendance and Use for Period Attendance indicate if the Absence Type is valid for those types of attendance reporting. The Report to EMIS checkbox indicates that the Absence Type will be reported to EMIS.

Absence Type Maintenance										
From this screen, you can display, add, change and delete data pertaining to absence types.										
Add Absence Type										
	Code	Name ▲	Description	Qualifier	Is Excused	Is Out of School Suspension	Use for Daily Attendance	Use for Period Attendance	Report to EMIS	Active
	DE	Early Departure-Excused	Early Departure-Excused	Late/Tardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	DU	Early Departure-Unexcused	Early Departure-Unexcused	Late/Tardy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E	Excused Absence	Excused Absence-received a written and/or oral statement.	Absent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	TE	Excused Tardy	Excused Tardy	Late/Tardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	PE	Partial Excused	Partial Excused	Partial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	S	Suspended	Suspended	Absent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	U	Unexcused Absence	Unexcused Absence	Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	TU	Unexcused Tardy	Unexcused Tardy	Late/Tardy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Show Active Only										

Task #2: Define Default Attendance Settings

Define the default settings for absences on the Attendance tab of the StudentInformation Options page.

StudentInformation Options
From this screen, you can display and change data pertaining to school year configuration functions.

SchedulingMarksFeesAttendanceProg TrackINFOhio Export

Attendance Officer: -- None --
Absence Cut-Off Time: 12:01 PM
Method: Daily Attendance
Allow Teacher to Override:
Frequency: Once per day
You can control how attendance collection appears to teachers here.
Disable Late Option:
Select the Periods during which Attendance is collected.
Default Settings: Partial Absence
Default Absence Type: Unexcused Tardy Unexcused Absence

Rotation Day	First Collection
M	Administrative Homeroom
T	Administrative Homeroom
W	Administrative Homeroom
R	Administrative Homeroom
F	Administrative Homeroom

Save

Task #3: Define Absence Reasons

Define the reason for a specific absence – i.e. sick, doctor appointment, funeral, etc. Absence reasons are school and school year specific. Make sure to check “Use for daily attendance” or “Use for period attendance” for each Absence Reason, or that Reason will not be available for that form of Attendance.

Absence Reason Maintenance
From this screen, you can display, add, change and delete Absence Reason codes.

Add Absence Reason Code

	Code	Name ▲	Description	Use for daily attendance	Use for period attendance	Active
	4	DEATH REL	DEATH REL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	7	EMERGENCY	Emergency Circumstances approved by Superintendent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	8	HOME INSTRUCTION	Work and instruction is arranged for outside the school day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	2	ILL FAM	ILL FAM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	5	MED APPT	Medical or Dental Appointment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	1	PER ILL	PER ILL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	3	QUARANTINE	Quarantine in the home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	6	REL HOL	REL HOL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	9	SUSPENSION	Out of school suspension	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

☒ Show Active Only

Task #4: Define Absence Notes

Define notes that can be added to each absence occurrence to provide further detail. Make sure to check “Use for daily attendance” or “Use for period attendance” for each Absence Note, or that Note will not be available for that form of Attendance.

Absence Note Maintenance

From this screen, you can display, add, change and delete Absence Note codes.

Add Absence Note Code

		Code	Name ▲	Description	Use for daily attendance	Use for period attendance	Active
		U	College	College Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		C	Court	Court	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		H	Ex Half	Excused Half Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		N	No Ca/Note	No Call or Note	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Task #5: Define Lunch Type (optional)

Define Lunch Type codes to be used on Teacher Daily Attendance.

Lunch Type Maintenance

From this screen, you can display, add, change and delete Lunch Type codes.

Add Lunch Type Code

		Code	Name	Field Length	Sort Order ▲	Active
		Reg	Regular Lunch	2	1	
		SB	Salad Bar	2	2	
		ALA	Ala Carte	2	3	

☒ Show Active Only

Task #6: Define Sub-Calendars

Define sub-calendars to use with Attendance. Refer to the ***Calendar NON EMIS or Calendar with EMIS Exceptions Procedural Checklist*** for details.

Task #7: Confirm Default Calendar

Make sure that default status has been assigned to the calendar that applies to the majority of students' attendance situation.

The screenshot shows the 'Student Information Options' screen. At the top, there is a navigation bar with tabs: 'Scheduling', 'Marks', 'Fees', 'Attendance', 'Prog Track', and 'INFOhio Export'. Below the tabs, there is a section titled 'Student Information Options' with a subtitle: 'From this screen, you can display and change data pertaining to school year configuration functions.' The main content area contains several configuration options: 'Uses Enroll Weight:' with a checkbox; 'Number of Digits for Student Numbers:' with a dropdown set to '9'; 'Automatic Homeroom Assignment Method:' with a dropdown set to 'Random'; 'Automatic Homeroom Assignment Group by Grade Level:' with a checkbox; 'Default Calendar: *' with a dropdown menu showing 'Default - HS' (highlighted with a red circle); 'Default JVS IRN:' with a dropdown menu; and 'Final Schedule Result:' with a dropdown menu showing 'Default Schedule - Default Schedule Result'. There are two buttons at the bottom right: 'Unfinalize' and 'Click here to unfinalize schedule.' A 'Save' button is located at the bottom left.

Task #8: Confirm Sub-Calendar Details

Sub-Calendars apply to students who have alternate attendance patterns. Confirm that these are correct with the Calendar Procedural Checklist.

Task #9: Review Staff Member Associations

Staff members can be granted association rights to one or all staff members in a building in order to access the Attendance module through the Teacher Menu. This feature could be used by an aide or office staff during a teacher's absence. If needed, confirm that these are correct with the Security Procedural Checklist.

Taking Attendance Each Day

Follow these steps to create student attendance records. Unless otherwise noted, see the Attendance and Calendar End User Documentation for details.

Task #10: Enter Absences via Attendance Fast Entry

Used to quickly add a daily or period absence for a student or a group of students using default absence types, reason, and notes. If you are entering multiple absence events, you can use the “Retain Values” checkbox to keep your selections.

Attendance Fast Entry/Update
From this screen, you can quickly enter absence events for groups of students.
[\[Hide Event Details\]](#)

Absence Event Type: Daily

Absence Level: Full Absence

Date: 8/8/2018

Absence Reason:

Absence Type Code: U - U-Unexcused Absen

Absence Note:

Time In:

Time Out:

Comment:

Retain Values ☐ [Show Defaults](#)

[\[Hide Student Criteria\]](#)

Search Mode: ☒ Search for students ☐ Enter student ids

Grade:

Teacher:

Course Section:

District of Residence IRN:

Include students with absences ☒

Membership Group:

Membership:

Homeroom:

Attending Building IRN:

Home School IRN:

Vary Absence Types by Student ☐ [Preview Students](#)

OR

Attendance Fast Entry/Update
From this screen, you can quickly enter absence events for groups of students.
[\[Hide Event Details\]](#)

Absence Event Type: Daily

Absence Level: Full Absence

Date: 8/8/2018

Absence Reason:

Absence Type Code: U - U-Unexcused Absen

Absence Note:

Time In:

Time Out:

Comment:

Retain Values ☐ [Show Defaults](#)

[\[Hide Student Criteria\]](#)

Search Mode: ☒ Search for students ☐ Enter student ids

Grade:

Teacher:

Course Section:

District of Residence IRN:

Include students with absences ☒

Membership Group:

Membership:

Homeroom:

Attending Building IRN:

Home School IRN:

Vary Absence Types by Student ☐ [Preview Students](#)

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Select a set of students to work with either by search criteria (Grade level, Teacher, Membership Group, Membership, Course/Section, Homeroom, District of Residence IRN, Attending Building IRN, Home School IRN, or any combination) or by a specific list of student IDs (separated by commas), then clicking *Preview Students*.

When searching for students in this module check “*Include students with absences*” to include those students in your search.

If you want all absences entered to be the same absence type as specified in the Event Details on the top half of the screen, leave the “Vary Absence Types by Student” checkbox empty.

If you intend to enter different kinds of absences for each student, check the “Vary Absence Types by Student” box. The absence type entered in the Event Details will be the default selection for each student, and a pull-down menu will allow you to change absence type for each student.

[Hide Student Criteria]

Search Mode: ☒ Search for students ☐ Enter student Ids

Grade: 10 - 10 Membership Group: Membership: Homeroom: Attending Building IRN: Home School IRN:

District of Residence IRN: Include students with absences ☒ Vary Absence Types by Student ☒ Preview Students

[Hide Student Preview]

Save

<input type="checkbox"/>	Student Name	Student Number	Grade Level	Absence Type	Absence Level	Absence Type
<input type="checkbox"/>	Abdullah, Safia	000010313	10			E - Excused Absence
<input type="checkbox"/>	Adkins, Logan	000013480	10			E - Excused Absence
<input type="checkbox"/>	Avendano, Sergio (Nino)	000010387	10			E - Excused Absence

After checking the students you wish to record an absence event for, and selecting the specific absence types, if you are varying absence types by student, click *Save* to record the absence event for those students.

Task #11: Delete Absences via Attendance Fast Delete

The Attendance Fast Delete screen can be used to quickly remove absences for a student or a group of students.

Select a set of students to work with either by search criteria (Grade level, Teacher, Membership Group, Membership, Course/Section, Homeroom, District of Residence IRN, Attending/Home IRN, or any combination) or be a specific list of student IDs (separated by commas), then clicking *Preview Students*.

Attendance Fast Delete
From this screen, you can quickly delete absence events for groups of students.

[Hide Student Criteria]

Search Mode: ☒ Search for students ☐ Enter student ids

Grade: Membership Group:

Teacher: Membership:

Course Section: Homeroom:

District of Residence IRN: Attending Building IRN:

Home School IRN:

Absence Event Type: Daily

Date: 08/20/2018

Absence Type Code:

Absence Level:


Absence Interval:

Absence Reason:

Absence Note:

[Hide Student Preview]

<input type="checkbox"/>	Student Name	Student Number	Date	Grade Level	Absence Type	Absence Reason	Absence Note	Comments
<input checked="" type="checkbox"/>	ATKINSON, JASON	00080197	Aug 20, 2018	10	U - UNEXC ABS			
<input type="checkbox"/>	ATKINSON, KEVIN	00080495	Aug 20, 2018	10	U - UNEXC ABS			
<input type="checkbox"/>	BARNETT, RANDALL	00080100	Aug 20, 2018	10	U - UNEXC ABS			

Delete Event Check Boxes  – If checked, will hard delete this Absence Event from the student records. Checking the box at the top of the column checks all boxes in the column for all Absence Events listed.

Once you have pressed the *Delete button*, you will be asked to confirm your decision. If you press OK you will see a confirmation screen indicating the successful deletion of absence events. **NOTE: You cannot undo this process once confirmed!**

Attendance Fast Delete
From this screen, you can quickly delete absence events for groups of students.

Are you sure you want to delete the selected absence? This action cannot be undone!


Clicking OK will permanently delete the selected absences.


The absences were successfully deleted.

Task #12: Enter Absences via Student's School Absences

Will display a summary of the student's absence events over the year, and show a range of dates with the ability to add, edit, or delete individual absence events. You can delete multiple events by checking the box and clicking "*Delete Selected Absences*". Clicking the blue link for Student Absence Intervention will take user to the student absence intervention screen if the user has the applicable role access.

Student's School Absences
From this screen, you can display, add, change and delete data pertaining to student absences.

Start Date: * 8/15/2018 

End Date: * 5/23/2019 





Go [Student Absence Intervention](#)

Daily Attendance

Period Attendance

[\[Show Full Year Attendance Statistics\]](#)

Add Absence

<input type="checkbox"/>	Date ▼	Calendar	Absence Level	Absence Type	Reason	Note	Time In	Time Out	Comment
<input type="checkbox"/>	 Aug 24, 2018	9A - Grade 9, 10, 11, 23	Full Absence	E - Excused	P - PER ILL	H - HOSP			
<input type="checkbox"/>	 Aug 23, 2018	9A - Grade 9, 10, 11, 23	Full Absence	E - Excused	P - PER ILL	H - HOSP			
<input type="checkbox"/>	 Aug 22, 2018	9A - Grade 9, 10, 11, 23	Full Absence	E - Excused	P - PER ILL	H - HOSP			
<input type="checkbox"/>	 Aug 20, 2018	9A - Grade 9, 10, 11, 23	Full Absence	U - UNEXC ABS					

☐ Include Absences Outside of Admission Dates

Delete Selected Absences

Clicking the *Add Absence* button allows you to enter the details of an absence event. You can add a single absence or enter a date range to add multiple absences with the same Absence Type, Absence Level, Reason and Note.

StudentInformation > SIS > Attendance > Absence Event Maintenance

From this screen, you can modify an existing absence event.

Absence Event Type:

Date(s):* to

Absence Type Code:*

Absence Level:*

Absence Reason:

Absence Note:

Time In:

Time Out:

Comment:

☐ Retain Values

OR

StudentInformation > SIS > Attendance > Absence Event Maintenance

From this screen, you can modify an existing absence event.

Absence Event Type:

Date(s):* to

Absence Type Code:*

Period:*
02
03
04
05
06
07
10

Include Periods with Absences: ☐

Absence Reason:

Absence Note:

Comment:

☐ Retain Values

Task #13: Enter Absences via Student's External Absences

Add student absences for a previous school or JVS. In order to enter or edit external absences for a prior year, that prior year must be in context.

Student's External Absences

From this screen, you can display, add, change and delete data pertaining to student external absences.

School IRN:*

019

Q

Other School Name:*

High School

Days Attended:*

152

▲▼

Days Absent Excused:*

12

▲▼

Days Absent Unexcused:*

3

▲▼

Days Tardy:*

0

▲▼

Comments:

Save

Save and New

Cancel

Student's External Absences							
From this screen, you can display, add, change and delete data pertaining to student external absences.							
Add External Absence							
		School Year	School ▲	Days Attended	Absent Excused	Absent Unexcused	Days Tardy
		2018-2019	High School	152.00	12.00	3.00	0.00

Task #14: Enter Absences via Daily Attendance by Classroom (optional)

Allows the teacher to record daily absences and lunch counts for their classroom or homeroom. Teachers enter attendance once or twice per day and the information is recorded for teachers to view and added to the student's record. See *Teacher Menu End User Documentation* for details. Staff members who have an association for a teacher set may perform this step as necessary. See *Security End User Documentation* for details on Staff Member Association.

Daily Attendance by Classroom
From this screen, you can collect daily attendance information for a classroom or homeroom.

Date: 8/10/2018
Homeroom: 109

Regular Lunch: 5 Salad Bar: 2 Ala Carte:

Absence Type	Student Name	Student Number	Comments
<input type="radio"/> Present <input type="radio"/> Late <input checked="" type="radio"/> Absent	BOOKER, JESSIE	00080289	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	CARROLL, DIANA	00020091	<input type="text"/>
<input type="radio"/> Present <input checked="" type="radio"/> Late <input type="radio"/> Absent	CHAN, PHILIP	00080318	<input type="text"/>

Task #15: Enter Absences via Period Attendance by Course Section (optional)

Allows the teacher to record period absences for their specific course section. Period attendance must be taken each period and the district must determine what constitutes a half-day, a full day and a partial day. See *Teacher Menu End User Documentation* for details. Staff members who have an association for a teacher set may perform this step as necessary. See *Security End User Documentation* for details on Staff Member Association.

Period Attendance by Course Section
From this screen, you can collect attendance information by course section for each period of the day.

Step 1: Teacher: CHERYL AGUILAR Date: 8/10/2018

Step 2: Period: 04 - 04

Student Number	Student	Course Section	Absence Type	Comments
00007676	ACEVEDO, VIRGINIA	1005 - 1	<input type="radio"/> Present <input type="radio"/> Late <input checked="" type="radio"/> Absent	<input type="text"/>
00080341	ALBERT, LAWRENCE	1005 - 1	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	<input type="text"/>
00080453	ALEXANDER, JOY	1005 - 1	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	<input type="text"/>
00007855	DAWSON, AMY	1005 - 1	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	<input type="text"/>

4 Records Displayed [Back To Top](#)

Task #16: View Daily Absences

View a list of absences for a specific date or range of dates, as well as statistics for absences over the same date or date range. You can also search for a student and add an absence using the Search for Student field.

Daily Absence List
From this screen, you can view all students absent for a selected day or period.

From Date: 8/10/2018 To Date: 8/10/2018

☐ Show Home School

Add Absence Event (Search by Last Name / First Name / Student Number)
Search for Student:

Daily Attendance Period Attendance

[\[Show Attendance Statistics\]](#)

2 Records Found All Rows

<input type="checkbox"/>	Name	ID	Absence	Date	HR	GR	Type	Reason	Note	Comments	In	Out	Home Phone
<input type="checkbox"/>	ASHLEY, KIRK	00007093	Full Absence	08/10/2018	500 - Gym	12	E - Excused	F - FAM EMER				08:01 AM	(419) 555-4701
<input type="checkbox"/>	BOOKER, JESSIE	00080289	Full Absence	08/10/2018	109 - 109	09	U - UNEXC ABS						(419) 555-1818

☐ Include Absences Outside of Admission Dates

Task #17: Run Daily Attendance Completion List (optional)

Will display whether homeroom teachers have submitted their daily attendance in StudentInformation. (NOTE: The page will not display if attendance has been taken in ProgressBook)

Daily Attendance Completion List
From this screen, you can view attendance collection completion.

Date: 8/10/2018

Collection:Adm. Homeroom

Teacher	Location	Course	Submitted
	222	Hr	No
AGUILAR, CHERYL	123	Hr	No
BALDWIN, MARTHA	HR CCP	Hr	No
BALLARD, MONICA	205	Hr	No

Task #18: Run Period Attendance Completion List (optional)

Will display whether homeroom teachers have submitted their period attendance in StudentInformation. (NOTE: The page will not display if attendance has been taken in ProgressBook)

Period Attendance Completion List			
From this screen, you can view period attendance collection completion.			
Date:*	<input type="text" value="8/10/2018"/>		Period:*
			<input type="text" value="04 - 04"/> ▼
Teacher	Location	Course Section	Submitted
EDWARDS, RYAN	221 - CLASSROOM 221	8000 #1	No
FLETCHER, KENT	111 - CLASSROOM 111	3029 #1	No
JACKSON, PAUL	207 - CLASSROOM 207	6046 #2	No
MACK, JULIE	107 - CLASSROOM 107	4008 #2	No
NEWMAN, WADE	106 - CLASSROOM 106	4002 #1	No
RHODES, TERRENCE	223 - CLASSROOM 223	8689 #2	No
RODRIGUEZ, SERGIO	409 - CLASSROOM 409	7020 #1	No
AGUILAR, CHERYL	123 - CLASSROOM 123	1005 #1	Yes

Task #19: Run Daily Lunch Counts (optional)

Will display lunch counts for each homeroom teacher that has submitted their daily attendance.

Daily Lunch Counts					
Date:*	<input type="text" value="8/22/2018"/>		<input type="button" value="Go"/>		
Staff Name	Course	Regular Lunch	Salad Bar	Ala Carte	Pack Lunch
McCoy	206				
Vineyard,	HR CCP				
Harrison,	109	13	2	1	6
Smith,	123	11	5	4	2
Thomas,	204	16	1	0	4
TOTAL		40	8	5	12

Attendance Reports

Unless otherwise noted, see *Attendance and Calendars End User Documentation* for details.

Task #20: Run Student Absence Search Detail (R309-A)

This report will generate a list of selected students and show the total of their absences for the date range selected.

R309-A Without Comments

Id	Student Name	Gender	Grade	Homeroom	Program	Disability	Home School	Telephone	Status
00007179	(Kyle)	M	10	206		**			CPI B
Date	Rot. Day	Abs. Type	In	Out	Reason	Note	Days Absent	Part Absence	
10/04/2017	W	Excused			APPOINTMEN	DOC/DEN	1.0		
10/11/2017	W	Excused			PER ILL	PRNT CALL	1.0		
10/31/2017	T	TARDY	1:33 PM		APPOINTMEN	PARENT PICK UP	0.0	1.0	
04/02/2018	M	Excused				FIELD TRIP	1.0		
Absence Count: 4							Total:	3.0	1.0

R309-A With Comments

Id	Student Name	Gender	Grade	Homeroom	Program	Disability	Home School	Telephone	Status
00007179	(Kyle)	M	10	206		**			CPI B
Date	Rot. Day	Abs. Type	In	Out	Reason	Note	Days Absent	Part Absence	
10/04/2017	W	Excused			APPOINTMEN	DOC/DEN	1.0		
10/11/2017	W	Excused			PER ILL	PRNT CALL	1.0		
Comments: student going to doctor									
10/31/2017	T	TARDY	1:33 PM		APPOINTMEN	PARENT PICK UP	0.0	1.0	
04/02/2018	M	Excused				FIELD TRIP	1.0		
Absence Count: 4							Total:	3.0	1.0

Task #21: Run Student Absence Search Summary (R309-B)

This report will generate a list of selected students and show the detail of their absences for the date range selected

Report: R309B

Printed Fri, Aug 24, 2018, 3:27 PM

Bethel-Tate High School

2017-2018

Student Absence Search Summary

Id	Student Name	Gender	Grade	Status	Program	Homeroom	Disability	Home School	Telephone	Days Absent	Part Absence
00007179	(Kyle)	M	10	CPIB		206	**			3.0	1.0
00007384	(Cooper)	M	10	A		222	**			2.5	0.0
00007566	(Julia)	F	10	A		111	**			2.5	1.0
00007576	(Dakota)	M	10	A	10	223	10			4.5	1.0
00007602	(Nellie)	F	10	A		206	**			6.0	7.0

Task #22: Run Homeroom Attendance Register Summary (R310-B)

This report shows student attendance summary grouped by homeroom and month

R310-B Homeroom Summary

REPORT: DASL - R310-A					High School					RUN AT 10:44 AM 8/27/2018				
HOMEROOM ATTENDANCE REGISTER SUMMARY														
										PAGE	1	OF	183	
SUMMARY FOR HOMEROOM	106	YEAR	2017	MONTH	08	NO OF MALE STUDENTS:	14	DAYS IN SESSION:	8					
						NO OF FEMALE STUDENTS:	7	TOTAL STUDENTS DAYS POSSIBLE:	168.0					
						(AT END OF DATE RANGE)		TOTAL STUDENTS DAYS ABSENT:	9.0					
								TOTAL STUDENT DAYS PRESENT:	159.0					
								TOTAL NO OF PARTIAL ABSENCES:	2.0					

R310-B Summary for all Homerooms

REPORT: DASL - R310-A		Bethel-Tate High School		RUN AT 10:44 AM 8/27/2018	
HOMEROOM ATTENDANCE REGISTER SUMMARY					
				PAGE	183 OF 183
SUMMARY FOR ALL HOMEROOMS		08/22/2017	TO	05/31/2018	DAYS IN SESSION: 175.0
		NO OF MALE STUDENTS: 300		TOTAL STUDENT DAYS POSSIBLE: 81,968.0	
		NO OF FEMALE STUDENTS: 281		TOTAL STUDENT DAYS ABSENT: 4,094.5	
				TOTAL STUDENT DAYS PRESENT: 77,873.5	
				TOTAL NO PARTIAL ABSENCES: 1,801.0	

Task #23: Run Homeroom Attendance Register Detail (R310-A)

This report shows student attendance detail grouped by homeroom and month.

R310-A Homeroom Detail

REPORT: DASL - R310-A

High School

RUN AT 10:43 AM 8/27/2018

HOMEROOM ATTENDANCE REGISTER DETAIL

HOMEROOM: 106

PAGE 2 OF 223

YEAR/MONTH: 2017 / 09

SCHOOLYEAR: 2017-2018

FROM: 08/22/2017 TO: 05/31/2018

STUDENT NAME	ID	GN	GR	DAYS ABSENT	NO OF PARTIAL ABSENCES	A B S E N C E S	B Y	D A T E	(A=AM, P=PM, BLANK=AM AND PM)	
Monica	15297	F	11	19.0	0.0	1 5 6 7 8 11 12 13 14 15 19 20 21 22 25 26				
Brooklyn	20022	F	11	0.5	0.0	27 28 29				
Austin (Austin)	7154	M	11							
Jared (Jared)	8868	M	11	2.0	2.0	1AM 6AM 11AM 26		29AM		
Tanner	20029	F	11	1.0	1.0	21		28AM		
Alexander (Xander)	7669	M	11							
Erica (Erica)	7747	F	11	0.0	1.0	5PM				
Tyler (Tyler)	7847	M	11	1.0	0.0	28				
Victoria	20013	F	11	1.0	0.0	27				
Logan (Logan)	7678	M	11							
Brogan (Brogan)	7752	F	11	3.0	0.0	12 13 26				
Tony	7035	M	11	1.0	1.0	15AM 28				
Matthew (Matthew)	7667	M	11	0.5	0.0	25AM				
Nicolas (Gunner)	7668	M	11							
Evan (Evan)	7643	M	11							
Joshua (Logan)	10058	M	11							
Gabriel (Gabe)	8827	M	11	1.0	8.0	1AM 5PM 6PM 7PM 8AM 11AM 20AM 21AM 26AM 29AM				
John (John)	7578	M	11							
Caleb (Caleb)	7651	M	11	8.0	0.0	5 11 12 13 14 15 22 26				
Filippa	15337	F	11	1.0	0.0	13				
Dylan (Dylan)	80056	M	11	1.0	0.0	13				
SUMMARY FOR HOMEROOM 106	YEAR	2017	MONTH	09	NO OF MALE STUDENTS:		14	DAYS IN SESSION:		19.0
					NO OF FEMALE STUDENTS:		7	TOTAL STUDENTS DAYS POSSIBLE:		399.0
					(AT END OF DATE RANGE)			TOTAL STUDENTS DAYS ABSENT:		40.0
								TOTAL STUDENT DAYS PRESENT:		359.0
								TOTAL NO OF PARTIAL ABSENCES:		13.0

R310-A Report Summary

REPORT: DASL - R310-A		High School		RUN AT 10:43 AM 8/27/2018					
HOMEROOM ATTENDANCE REGISTER DETAIL									
HOMEROOM: None		PAGE 221 OF 223							
YEAR/MONTH: 2018 / 05		SCHOOLYEAR: 2017-2018		FROM: 08/22/2017 TO: 05/31/2018					
STUDENT NAME	ID	GN	GR	DAYS ABSENT	NO OF PARTIAL ABSENCES	A B S E N C E S	B Y	D A T E	(A=AM, P=PM, BLANK=AM AND PM)
SUMMARY FOR ALL HOMEROOMS									
Year: 2017		Month: 8		NO OF MALE STUDENTS: 291		DAYS IN SESSION: 8.0			
				NO OF FEMALE STUDENTS: 269		TOTAL STUDENT DAYS POSSIBLE: 3,749.0			
						TOTAL STUDENT DAYS ABSENT: 118.5			
						TOTAL STUDENT DAYS PRESENT: 3,630.5			
						TOTAL NO PARTIAL ABSENCES: 53.0			
SUMMARY FOR ALL HOMEROOMS									
Year: 2017		Month: 9		NO OF MALE STUDENTS: 293		DAYS IN SESSION: 19.0			
				NO OF FEMALE STUDENTS: 269		TOTAL STUDENT DAYS POSSIBLE: 8,928.0			
						TOTAL STUDENT DAYS ABSENT: 512.5			
						TOTAL STUDENT DAYS PRESENT: 8,415.5			
						TOTAL NO PARTIAL ABSENCES: 240.0			

Task #24: Run Student Absence Statistics Report (R311)

This report will show student absence statistics by Type/Reason and by Type for a given date range

<i>Report: R311</i>												
<i>Printed Mon, Aug 27, 2018, 10:43 AM</i>												
Type	Excused		OTHER		ISS		UNEXC ABS		TARDY		SUSPENDED	
Reason	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.
ISS	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
LOOK TO CLERMONT	7	7.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
UNEXCUSED	0	0.0	0	0.0	0	0.0	1	1.0	41	0.0	0	0.0
DEATH REL	14	13.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
DETENTION	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
WEATHER	0	0.0	0	0.0	0	0.0	0	0.0	2	0.0	0	0.0
Harvest Party	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
ATHLETIC EVENT	67	66.5	0	0.0	0	0.0	0	0.0	2	0.0	0	0.0
REL HOL	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
HSTW TESTING	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
COURT	14	11.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
VACATION	77	77.0	0	0.0	0	0.0	27	27.0	0	0.0	0	0.0
COLLEGE	75	75.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
COUNSELING	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
PER ILL	1529	1409.0	0	0.0	0	0.0	237	215.5	61	0.0	0	0.0
None	459	382.0	1	0.0	0	0.0	1737	1515.5	1741	0.0	0	0.0
Totals:	3004.0	2620.0	1.0	0.0	0.0	0.0	2069.0	1808.0	1982.0	0.0	145.0	129.5

Task #25: Run ADM & ADA Report for ABSE Detail (R322-A)

This report is used to analyze student absence data (totals by grade) by pulling data stored in ABSE – Student Absence.

Report: R322A													High School			
Printed Mon, Aug 27, 2018, 11:00 AM													2017-2018			
Student ADM & ADA Report Detail																
Student Number	Student Name	Sts	Gr	Gender	HR	District of Res	Home School	Program	Total Present	Avg Daily Att	Total Memb	Avg Daily Memb	% of Att	Days in Session	Total Absent	Total Late
00020089	Adam	A	09	M	109	046318			70.50	0.98	72.00	1.00	97.92	72.00	1.50	3.00
00080105	Dylan (Dylan)	A	09	M	109	046318			70.00	0.97	72.00	1.00	97.22	72.00	2.00	1.00
00080088	Layla (Layla)	A	09	F	109	046318			70.00	0.97	72.00	1.00	97.22	72.00	2.00	0.00
00080156	Cassidy (Cassidy)	A	09	F	109	046318			68.50	0.95	72.00	1.00	95.14	72.00	3.50	1.00
00020086	Destiny	A	09	F	109	046318			72.00	1.00	72.00	1.00	100.00	72.00	0.00	1.00

Task #26: Run Student ADM & ADA Report for Absence Summary (R322-B)

This report is used to analyze student absence data (totals by grade) by pulling data from the Student School Absences page.

Report: Student ADM & ADA		High School							
Printed Mon, Aug 27, 2018, 11:05 AM		2017-2018							
		R322B							
		Total Present	Avg Daily Att	Total Memb	Avg Daily Memb	% of Att	Days in Session	Total Absent	Total Late
Totals For Grade: 07	1.00	69.50	0.97	72.00	1.00	96.53	72.00	2.50	1
Totals For Grade: 08	1.00	56.00	0.78	72.00	1.00	77.78	72.00	16.00	16
Totals For Grade: 09	139.00	8,911.00	0.95	9,397.00	0.94	94.83	10,008.00	486.00	252
Totals For Grade: 10	122.00	7,472.00	0.94	7,954.00	0.91	93.94	8,784.00	482.00	210
Totals For Grade: 11	165.00	10,062.00	0.94	10,692.00	0.90	94.11	11,880.00	630.00	238
Totals For Grade: 12	142.00	5,160.00	0.93	5,531.00	0.54	93.29	10,224.00	371.00	219
Totals For Grade: 23	3.00	144.00	1.00	144.00	0.67	100.00	216.00	0.00	0
Final Totals	573.00	31,874.50	0.94	33,862.00	0.82	94.13	41,256.00	1,987.50	936

Task #27: Run Homeroom Attendance Report (R331)

This report is used to generate a bi-weekly attendance report by homeroom based on students' absence records. The report now groups by Homeroom, Week, and lastly by Student Last Name.

Report: R331

Printed Mon, Aug 27, 2018, 11:06 AM

High School
2017-2018

HOMEROOM ATTENDANCE REPORT

Homeroom:		Teacher:										
Week:	1					Tues	Wed	Thurs	Fri	Sat	Sun	Mon
Id	Student	Gr	Gn	St	E	8/22/2017	8/23/2017	8/24/2017	8/25/2017	8/26/2017	8/27/2017	8/28/2017
7950	David (David)	10	M	I	W	U	U	U	U			U
80139	Robert (Bobby)	09	M	I	W			E				
80136	Sierra (Sierra)	09	F	I	W				U			U

Task #28: Run District-wide Membership Report (R500)

This report shows attendance information by membership (programs) and/or grade level

Report: R500
Printed Mon, Aug 27, 2018, 11:11 AM

High School
2017-2018
District Wide Membership Report

Grade: 10										Admission - Withdraw		Membership Days					
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm		Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc
00007872	Cameron (Cameron)	I		M	10	046318	9A			08/22/17 - 01/26/18	41	85	72.0	62.0	4.0	7.0	6.0
768072982	Mikal	I		M	10	046318	9A			08/22/17 - 02/26/18	41	100	72.0	67.5	1.0	2.0	3.5
00015346	Jessica	A		F	10	046318	9A	222		08/22/17 -		100	72.0	70.5	1.5	0.0	0.0
00008808	David (David)	A		M	10	046318	9A	203		08/22/17 -		100	72.0	68.5	2.5	1.0	1.0
00015355	Aaryn	A		M	10	046318	9A	111		08/22/17 -		100	72.0	69.0	1.0	4.0	2.0
00015356	Christopher	A		M	10	046318	9A	111		08/22/17 -		85	72.0	70.0	1.0	3.0	1.0
00015354	Delana	A		F	10	046318	9A	206		08/22/17 -		100	72.0	67.0	3.0	6.0	2.0
00008921	Destiny (Destiny)	CPGO		F	10	046318	9A	203		08/30/17 -		100	66.0	42.0	2.0	1.0	22.0
00080061	Brittney (Brittney)	A		F	10	046318	9A	206		10/02/17 -		100	45.0	34.0	1.0	0.0	10.0
00080442	Tessa (Tessa)	A		F	10	046318	9A	111		10/19/17 -		100	32.0	30.0	2.0	0.0	0.0
768072987	ALEXIS (ALEXIS)	OEGO		F	10	046318	9A			08/22/17 -		0	72.0	72.0	0.0	0.0	0.0
Grd Students: 122										Grade 10 Totals:		7954.0	7472.0	288.0	210.0	194.0	
										Percentage of Attendance:		93.9%					
Bldg Students: 261										School E201 Totals:		17351.0	16383.0	616.0	462.0	352.0	
										Percentage of Attendance:		94.4%					

Task #29: Run Daily Office Report of Student Absences (R307)

This report is used to generate a list of students absent on a specified date grouped by Absence Type and Grade.

Report: R307										High School				
Printed Mon, Aug 27, 2018, 11:12 AM										2017-2018				
Daily Office Report of Student Absences														
Student Number	Student Name	Status	Gender	Grade	Home Room	Pgm	Home Sch	Phone Number	Absence Interval	Time In	Time Out	Absence Reason	Absence Note	Calendar
8/31/2017														
Excused														
00007913	Kylie (Kylie)	A	F	10	206				Full			PER ILL	PRNT CALL	9A
00007656	Colbe (Colbe)	I	F	10					Full			PER ILL	PARENT NOTE	9A
00080135	(Eric)	I	M	10					Full			PER ILL	PARENT NOTE	9A
00080402	Lacey (Lacey)	A	F	10	223				Full			PER ILL	PRNT CALL	9A
00007972	Eddie (Eddie)	A	M	10	203				Full			PER ILL	DOC/DEN	9A
Total Excused Absences: 5														

Task #30: Run Half/Full Day Absence Office Report (R320 Office)

This report will print half and full day absence letters for office use.

Note: The Date Range specified will display any students that violated the attendance rules for that timeframe, not just since the last letter run.

<div style="border: 1px solid black; padding: 2px; display: inline-block;">High School</div> <div style="float: right; text-align: right;">8/27/2018</div>																																																		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>																																																		
<div style="border: 1px solid black; padding: 2px;">To the Parent/Guardian of:</div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">Jared (Jared)</div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">OH</div>	<div style="margin-bottom: 10px;">Counselor: Caitlin</div> <div style="margin-bottom: 10px;">Homeroom: 106</div> <div style="margin-bottom: 10px;">Grade: 11</div>																																																	
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Absences Recorded from 8/22/2017 to 9/29/2017:</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Total Days Absent: 2.00</div> <div style="border: 1px solid black; padding: 2px;">Total Times Tardy: 3</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Absences Year To Date:</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Total Days Absent: 10.50</div> <div style="border: 1px solid black; padding: 2px;">Total Times Tardy: 16</div>																																																	
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th>Date</th> <th>Half/Full Day</th> <th>Type of Absence</th> <th>AM/PM</th> <th>Time Left/Arrived</th> <th>Reason</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>08/28/2017</td> <td></td> <td>TARDY</td> <td></td> <td>8:01 AM</td> <td></td> <td></td> </tr> <tr> <td>09/01/2017</td> <td>0.50</td> <td>UNEXC ABS</td> <td>AM</td> <td>10:34 AM</td> <td></td> <td></td> </tr> <tr> <td>09/06/2017</td> <td></td> <td>TARDY</td> <td></td> <td>9:11 AM</td> <td></td> <td></td> </tr> <tr> <td>09/11/2017</td> <td>0.50</td> <td>UNEXC ABS</td> <td>AM</td> <td>9:55 AM</td> <td></td> <td></td> </tr> <tr> <td>09/26/2017</td> <td>1.00</td> <td>UNEXC ABS</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/29/2017</td> <td></td> <td>TARDY</td> <td></td> <td>7:33 AM</td> <td></td> <td></td> </tr> </tbody> </table>		Date	Half/Full Day	Type of Absence	AM/PM	Time Left/Arrived	Reason	Note	08/28/2017		TARDY		8:01 AM			09/01/2017	0.50	UNEXC ABS	AM	10:34 AM			09/06/2017		TARDY		9:11 AM			09/11/2017	0.50	UNEXC ABS	AM	9:55 AM			09/26/2017	1.00	UNEXC ABS					09/29/2017		TARDY		7:33 AM		
Date	Half/Full Day	Type of Absence	AM/PM	Time Left/Arrived	Reason	Note																																												
08/28/2017		TARDY		8:01 AM																																														
09/01/2017	0.50	UNEXC ABS	AM	10:34 AM																																														
09/06/2017		TARDY		9:11 AM																																														
09/11/2017	0.50	UNEXC ABS	AM	9:55 AM																																														
09/26/2017	1.00	UNEXC ABS																																																
09/29/2017		TARDY		7:33 AM																																														
<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #cccccc;"> <th>Course</th> <th>Sec</th> <th>Course Term</th> <th>Meeting Time</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td>CP Algebra II-A</td> <td>1</td> <td>Semester 1 Course</td> <td>01 (206)</td> <td rowspan="8" style="background-color: #cccccc;"></td> </tr> <tr> <td>CP Chemistry-A</td> <td>2</td> <td>Semester 1 Course</td> <td>02 (223)</td> </tr> <tr> <td>CP English 11-A</td> <td>1</td> <td>Semester 1 Course</td> <td>05 (111)</td> </tr> <tr> <td>Dancing for Fitness</td> <td>5</td> <td>Semester 1 Course</td> <td>03 (500)</td> </tr> <tr> <td>Foundations of Art I</td> <td>5</td> <td>Semester 1 Course</td> <td>06 (123)</td> </tr> <tr> <td>Lunch</td> <td>1</td> <td>Semester 1 Course</td> <td>L-A (AUDI)</td> </tr> <tr> <td>Personal Finance</td> <td>7</td> <td>Semester 1 Course</td> <td>07 (204)</td> </tr> <tr> <td>Spanish II-A</td> <td>2</td> <td>Semester 1 Course</td> <td>04 (107)</td> </tr> </tbody> </table>		Course	Sec	Course Term	Meeting Time	Teacher	CP Algebra II-A	1	Semester 1 Course	01 (206)		CP Chemistry-A	2	Semester 1 Course	02 (223)	CP English 11-A	1	Semester 1 Course	05 (111)	Dancing for Fitness	5	Semester 1 Course	03 (500)	Foundations of Art I	5	Semester 1 Course	06 (123)	Lunch	1	Semester 1 Course	L-A (AUDI)	Personal Finance	7	Semester 1 Course	07 (204)	Spanish II-A	2	Semester 1 Course	04 (107)											
Course	Sec	Course Term	Meeting Time	Teacher																																														
CP Algebra II-A	1	Semester 1 Course	01 (206)																																															
CP Chemistry-A	2	Semester 1 Course	02 (223)																																															
CP English 11-A	1	Semester 1 Course	05 (111)																																															
Dancing for Fitness	5	Semester 1 Course	03 (500)																																															
Foundations of Art I	5	Semester 1 Course	06 (123)																																															
Lunch	1	Semester 1 Course	L-A (AUDI)																																															
Personal Finance	7	Semester 1 Course	07 (204)																																															
Spanish II-A	2	Semester 1 Course	04 (107)																																															

Task #31: Run Period Absence Office Report (R317 Office)

This report is used to generate an office search report to identify students who have an attendance problem.

Note: The Date Range specified will display any students that violated the attendance rules for that timeframe, not just since the last letter run.

FIND HIGH SCHOOL 1200 BROAD AVENUE OH 45840 (419) . . .	11/2/2011																																																																						
To the Parent/Guardian of: Student32755, Brittani 645 S Main St Lima, OH 45804-1241																																																																							
Absences Recorded from 8/24/2011 to 11/2/2011: Total Days Absent: 0.00 Total Times Tardy: 0	Absences Year To Date: Total Days Absent: 0.00 Total Times Tardy: 0																																																																						
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Task #32: Run Cumulative Report of Student Period Absences (R316)

This report is used to generate a report listing the cumulative number of periods a student has been absent and/or late within a specified date range.

Report: R316			HIGH SCHOOL											
Printed Wed, Nov 02, 2011, 12:14 PM			2011-2012											
			Cumulative Report of Student Period Absences											
Student Number	Student Name	Status	Meeting Periods											
			0	1	2	3	3A	4	5	6	7	8	9	10
889082482	Student20757, Daniel Grade:09 Homeroom:	A	Absences:						1	1				
			Partials:											
303135856	Student21715, Brendan Grade:11 Homeroom:	A	Absences:		1	1		1	1	1				
			Partials:		2									
303133901	Student21836, Rashara Grade:09 Homeroom:	A	Absences:		2	2	2	2	2	2	2	2	2	2
			Partials:											
303133832	Student21842, Sophia Grade:10 Homeroom:	A	Absences:		1	1	1	1	1	1	1	1	1	1
			Partials:											
058700052	Student21866, Paul (Nickolas) Grade:12 Homeroom:	A	Absences:		1	1	1	1	1	1	1	1	1	1
			Partials:											
05830833	Student24103, Jere Grade:10 Homeroom:	A	Absences:		1	1	1	1		4	1	1	1	
			Partials:											

Task #33: Run Daily Report of Student Period Absences (R315)

This report is used to generate a list of all students absent on a specified date for at least one period.

Report: R315

Printed Wed, Nov 02, 2011, 12:14 PM

HIGH SCHOOL
2011-2012

Daily Report of Student Period Absences

Student Number	Student Name	Status	Grade	HMRM	Telephone	Day's Meeting Periods											
						0	1	2	3	3A	4	5	6	7	8	9	10
00095044	Student56110, Allen Michael	A	12				U	U	U		U	U	U	U	U	U	
00098003	Student55934, Cheyenne	A	12						LATE								
00099255	Student55477, Jared	A	12					LATE					S		E	E	
00105097	Student54905, Vanessa	A	12				U	U	U		U	U	U	U	U	U	
00107206	Student54745, Travis	A	10				A		A		A	A	A		A	A	
00110116	Student54361, Stephanie	A	12								A	A		A		A	
00111017	Student54298, Ancil (Cole)	A	12				U	U	U								
00111109	Student54280, Martin	A	09				P	P	P		P	P	P	P	P	P	
00111221	Student54239, Toni	A	12									A					
00111230	Student54229, Tyler	A	12				S										
00113000	Student54184, Olivia	N	12				FA	FA	FA		FA	FA	FA	FA	FA	FA	

Task #34: Run Perfect Attendance Report (PERF)

This report displays students with perfect attendance for a specified date range.

Report: PERF

Printed Mon, Aug 27, 2018, 11:28 AM

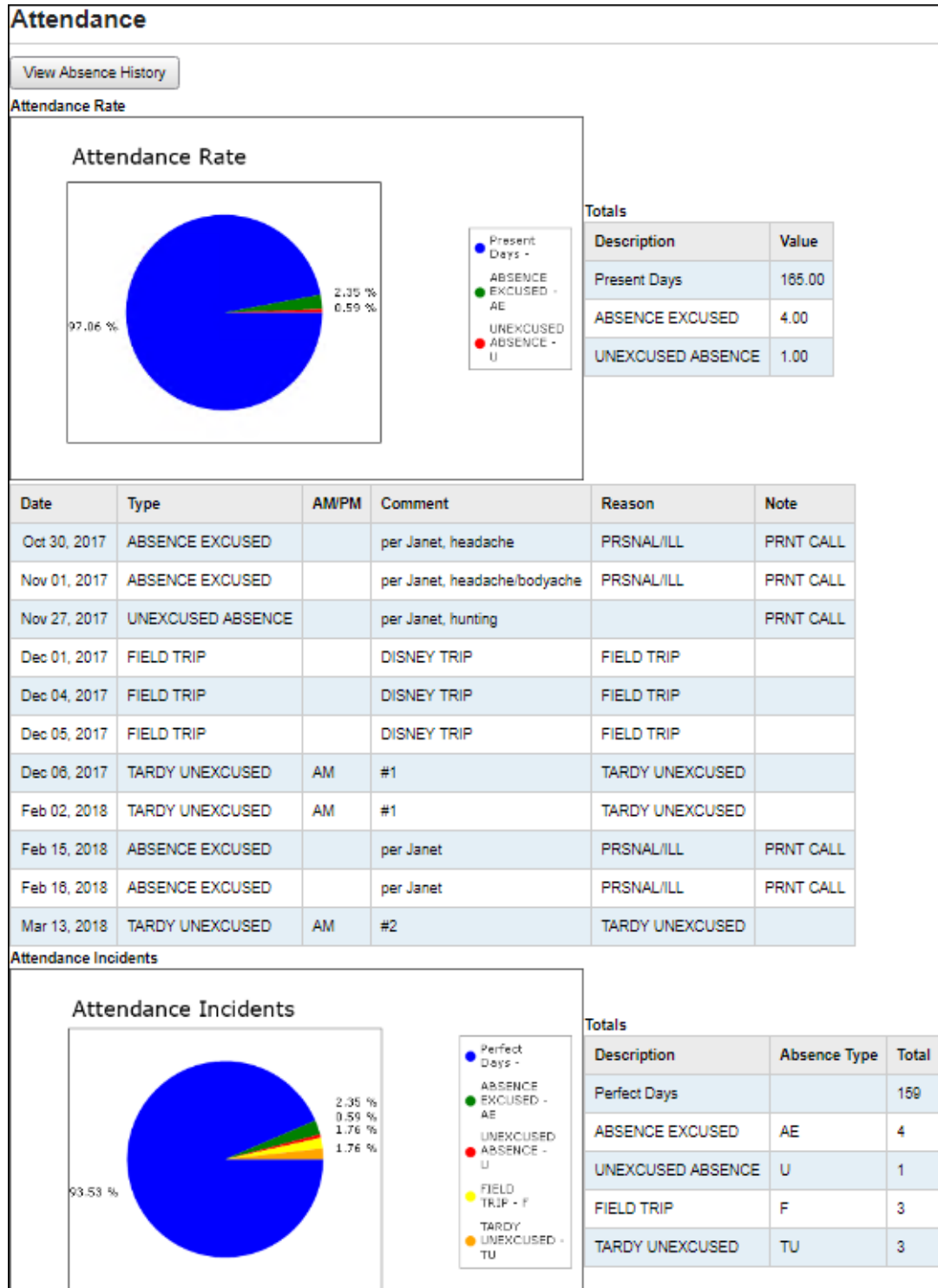
High School
2017-2018

Perfect Attendance Report

Student Number	Student Name	Gender	Counselor	Homeroom	Homeroom Teacher			
Grade: 09								
00080115	Kristen (Kristen)	F	Caitlin	209	James			
00080152	Lucas (Luke)	M	Caitlin	223	Stephen			
00080518	Robert (Trey)	M						
00015405	Shon	M	Caitlin					
00080145	Londyn (Londyn)	F	Caitlin	209	James			
768072990	Jaelyn	F						
768072994	Madison	F						
00015327	Lyla	F	Caitlin					
00080116	Montana (Montana)	F	Caitlin	721	Mr. Doug			
00080108	Alexavier (Alex)	M	Caitlin	721	Mr. Doug			
Sub Totals For Grade:		09	Male Students:	4	Female Students:	6	Total Students:	10

Task #35: View Student Attendance Information in EZQ

Display a specific student's attendance via charts and graphs. Also can View Absence History and View Absences for all Buildings for a specific student. See *EZ Query End User Documentation* for details.



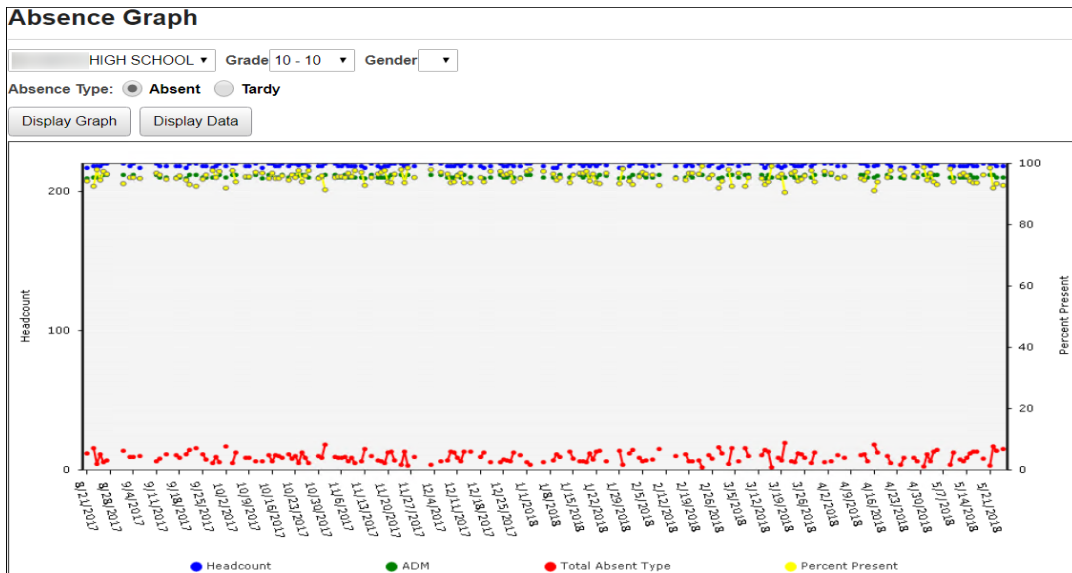
Task #36: View Daily Absence List in EZQ

Display today's absences for any building in the district.

Absence List										
From this screen users can view student lists at the school and school year in context										
[Show Filter & Display Options]										
Absence Date: 5/23/2018										
Grade	Student Name	Cal.	Level	Type	Reason	Note	In	Out	AM/PM	Comments
09	GAVIN	DFLT	Full Absence	ABSENCE EXCUSED	VACATION					approved vacation request on file
10	NOAH	DFLT	Full Absence	OUT SUSPEN	OUT SUSPEN					

Task #37: View Absence Graph in EZQ

Display attendance rate graphed for the building across the entire school year. See *EZ Query End User Documentation* for details.



Absence Graph				
HIGH SCHOOL Grade 10 - 10 Gender				
Absence Type: <input checked="" type="radio"/> Absent <input type="radio"/> Tardy				
Display Graph Display Data				
Date	Head Count	ADM	Total	Average
Nov 06, 2017	217	209.0	12.0	94.3
Oct 14, 2017	218	0.0	0.0	0.0
Sep 21, 2017	218	210.0	15.5	92.6

Task #38: View Weekday Attendance Percentage in EZQ

Displays year to date building attendance percentages graphed by each day of the week. See *EZ Query End User Documentation* for details.

