



Attendance Quick Reference

Task	Completed	Initials
Task #1: Define Absence Types. <u>StudentInformation – Management – School Administration – Attendance Administration – Absence Types</u>	☐	
Task #2: Define Default Attendance Settings. <u>StudentInformation – Management – School Administration – StudentInformation Options</u>	☐	
Task #3: Define Absence Reasons. <u>StudentInformation – Management – School Administration – Attendance Administration – Absence Reasons</u>	☐	
Task #4: Define Absence Notes. <u>StudentInformation – Management – School Administration – Attendance Administration – Absence Notes</u>	☐	
Task #5: Define Lunch Type (optional). <u>StudentInformation – Management – School Administration – Attendance Administration – Lunch Type</u>	☐	
Task #6: Define Sub-Calendars. <u>StudentInformation - Management - School Administration - Scheduling Administration - Sub-Calendars</u>	☐	
Task #7: Confirm Default Calendar. <u>StudentInformation - Management – School Administration – StudentInformation Options – Scheduling tab</u>	☐	
Task #8: Confirm Sub-Calendar Details. <u>StudentInformation - Management - School Administration - Scheduling Administration - Sub-Calendars</u>	☐	
Task #9: Review Staff Member Associations. <u>StudentInformation - Management - Security - View/Edit Staff Member Associations</u>	☐	
Task #10: Enter Absences via Attendance Fast Entry. <u>StudentInformation – SIS – Attendance – Attendance Fast Entry/Update</u>	☐	
Task #11: Delete Absences via Attendance Fast Delete. <u>StudentInformation – SIS – Attendance – Attendance Fast Delete</u>	☐	
Task #12: Enter Absences via Student's School Absences. <u>StudentInformation – SIS – Student – Attendance – School Absences – Daily Attendance tab</u> <u>StudentInformation – SIS – Student – Attendance – School Absences – Period Attendance tab</u>	☐	
Task #13: Enter Absences via Student's External Absences. <u>StudentInformation – SIS – Student – Attendance – External Absences</u>	☐	
Task #14: Enter Absences via Daily Attendance (optional). <u>StudentInformation – Teacher Menu – Daily Attendance</u>	☐	
Task #15: Enter Absences via Period Attendance (optional). <u>StudentInformation – Teacher Menu – Period Attendance</u>	☐	
Task #16: View Daily Absences. <u>StudentInformation – SIS – Attendance – Daily Absence List</u>	☐	
Task #17: Run Daily Attendance Completion List (optional). <u>StudentInformation – SIS – Attendance – Daily Attendance Completion List</u>	☐	
Task #18: Run Period Attendance Completion List (optional). <u>StudentInformation – SIS – Attendance – Period Attendance Completion List</u>	☐	
Task #19: Run Daily Lunch Counts (optional). <u>StudentInformation – SIS – Attendance – Lunch Counts</u>	☐	
Task #20: Run Student Absence Search Detail (R309-A). <u>StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Search Detail (R309-A)</u>	☐	
Task #21: Run Student Absence Search Summary (R309-B). <u>StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Search Summary (R309-B)</u>	☐	

Task #22: Run Homeroom Attendance Register Summary (R310-B). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Homeroom Attendance Register Summary (R310-B)</u>	☐	
Task #23: Run Homeroom Attendance Register Detail (R310-A). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Homeroom Attendance Register Detail (R310-A)</u>	☐	
Task #24: Run Student Absence Statistics Report (R311). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Student Absence Statistics Report (R311)</u>	☐	
Task #25: Run ADM & ADA Report for ABSE Detail (R322-A). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>ADM & ADA Report for ABSE Detail (R322-A)</u>	☐	
Task #26: Run Student ADM & ADA Report for ABSE Summary (R322-B). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Student ADM & ADA Report for ABSE Summary (R322-B)</u>	☐	
Task #27: Run Homeroom Attendance Report (R331). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Homeroom Attendance Report (R331)</u>	☐	
Task #28: Run District-wide Membership Report (R500). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>District-wide Membership Report (R500)</u>	☐	
Task #29: Run Daily Office Report of Student Absences (R307). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Daily Office Report of Student Absences (R307)</u>	☐	
Task #30: Run Half/Full Day Absence Office Report (R320 Office). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Half/Full Day Absence Office Report (R320 Office)</u>	☐	
Task #31: Run Period Absence Office Report (R317 Office). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Period Absence Office Report (R317 Office)</u>	☐	
Task #32: Run Cumulative Report of Student Period Absences (R316). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Cumulative Report of Student Period Absences (R316)</u>	☐	
Task #33: Run Daily Report of Student Period Absences (R315). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Daily –Student Period Absences (R316)</u>	☐	
Task #34: Run Perfect Attendance Report (PERF). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Perfect Attendance Report (PERF)</u>	☐	
Task #35: View Student Attendance Information in EZ Query. <u>StudentInformation</u> – <u>EZ Query</u> – <u>EZ Students</u> – <u>Attendance</u>	☐	
Task #36: View Daily Absence List in EZ Query. <u>StudentInformation</u> – <u>EZ Query</u> – <u>Tools</u> – <u>Absence List</u>	☐	
Task #37: View Absence Graph in EZ Query. <u>StudentInformation</u> – <u>EZ Query</u> – <u>Reports</u> – <u>Absence Graph</u>	☐	
Task #38: View Weekday Attendance Percentage in EZ Query. <u>StudentInformation</u> – <u>EZ Query</u> – <u>Reports</u> – <u>Weekday Attendance Percentage</u>	☐	