



Report Card Processing Quick Reference

Setting Up Report Card Processing



Important: Follow these steps before running report cards or interims the first time and/or to update as necessary. Unless otherwise noted, see Marks End User Documentation for details.

- ☐ **Verify DASL Options** – Verify DASL Options and adjust Marks tab as necessary. Select the type of mark your district will use. Alpha marks are the most commonly reported marks. Numeric marks must be associated with valid standard alpha marks for the purpose of determining GPA calculations. The marks configuration screen helps the district determine the specific method of expressing student performance for the district.

Navigation: StudentInformation – Management – School Administration – DASL Options – Marks tab – Alpha Marks

OR

Navigation: StudentInformation – Management – School Administration – DASL Options – Marks tab – Numeric Marks

- ☐ **Verify Courses** – Verify several items for each course. First, navigate to the Course's Edit page, by selecting the Edit icon for an individual Course.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses (select Search Tab) – Click on edit icon for individual courses - Marks tab

See Scheduling End User Documentation for detail

- ☐ **Verify Courses – General Tab**

Is High School Credit - determines whether a course can be included in a student's high school GPA and whether a course will count in Graduation Verification.

Is In Update History - determines whether a course will display in Course History and print on the Transcript.

☐ **Verify Courses – Marks Tab**

Course Weight – this field is used by the Batch Scheduler only, and does not represent credit weight.

Level of Difficulty – determines whether the course uses a different marks point scale.

GPA Add-on Level – determines whether the course has a specific point value added on to the calculated GPA.

Credit Units – determines the amount of credit a course is worth.

Mark Bump – specialized feature used by a custom GPA and is explained in the Marks End User Guide.

Rank Weight – used in custom GPA calculations.

In Graduation Count – This field is not functional. Please see “In Graduation / Eligibility” on the Course – Miscellaneous tab.

Include in Total Credits – determines if a course counts as cumulative credit.

Include in GPA – used to determine if course is included in any GPA calculation (not just cum).

In Honor Roll – used to determine if student qualifies for the honor roll. Note: In cum GPA field must also be checked as well.

Is Honors Course – flags a course as an honors course. Note: used by several custom GPA's.

Include on Permanent Record – determines whether a course prints on the R700 Permanent Record formats.

Print on Report Card – determines whether a course prints on R700 Report Card.

☐ **Verify Student Profile**

Navigation: StudentInformation – SIS – Student – Edit Profile – Additional tab

See Student and Registration End User Documentation for detail

Include in Honor Roll – this field must be checked to include students who are eligible for the Honor Roll, Honor Roll messages on Report Cards, and inclusion in the R303 Honor Roll Report.

Include in Ranking – this field must be checked to include the student in the class ranking calculations.

- ☐ **Verify Mark Types** – Define Mark Types if needed, and make sure all needed Mark Types are displayed. You **must** define a Mark Type if you wish to give that type of Mark during the year. Mark Types also specify a default weight for the Mark Type for mark averaging and GPA calculations.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Mark Types



Trainer Tip: Default Weight should always be “1”.

- ☐ **Define Reporting Terms** – Define Reporting Terms as needed. Two types of reporting terms exist: standard and virtual. Standard reporting terms represent a collection of days on which information concerning students will be reported. Standard reporting terms are made up of scheduling terms. Virtual reporting terms are used to create a placeholder for marks (Interims, Exam, Averages, etc), and are not associated with any dates (like 0-day reporting terms from SIS). Marks Cutoff Date allows Teachers to define Marks up to and including that date (Virtual Reporting Terms may have their own separate Marks Cutoff Date).

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Reporting Terms Maintenance

See Scheduling End User Documentation for detail

- ☐ **Define Marks** – Define Marks as needed. Marks are also commonly referred to as grades and may be defined by alpha or numeric values. A school can either be Alpha or Numeric. Alpha schools can only record “alpha” grades. Numeric schools can record alpha and numeric grades. The Average Point Threshold is only used for schools using automatic marks. There should be no gaps between Min Numeric Mark of one Mark and Max Numeric Mark of the next Mark down. You may have to clean up past years’ Marks Maintenance screens.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Marks



Trainer Tips:

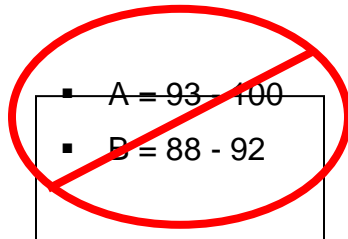
- The Credit Multiplier is always set to 1 even for failing grades
- Marks can have the same point value since automatic marks are not used by the example above
- Average Point Threshold does not need to be filled in since automatic marks are not used
- In the case of Alpha Schools the Min and Max Numeric Marks do not need to be completed



Note: The I, S, S-, U, W, WF fields have a point value of zero (0), but are marked as alternate marks.

- All point values must be different for regular marks (except for those marks checked as alternate marks)
- Min and Max numeric columns should be completed (make sure there are no gaps between the numeric values or overlapping of values, see example below)

Helpful Example: If Min & Max Numeric Marks were set to the following and a student received a 92.50:



A = 92.50 – 100.00
B = 87.50 – 92.00

DASL will not know what the Alpha equivalent is because there are gaps!

MAKE SURE YOUR GRADING REFLECTS THE CURRENT MARKS SETUP

Mark – type in the desired mark

Name – type in a name for the mark

Description – type in a description for the mark

Point Value – if using automatic marks each point value must be unique unless the mark is marked as an alternate mark (i.e. F=point value zero (0), S- = point value zero (0), but is marked as an alternate grade).

Average Point Threshold – only needs to be completed if using automatic marks

Min Numeric Mark – only complete if your school is using numeric marks

Max Numeric Mark – be sure that there are no gaps between grades in scale

Credit Multiplier – will always be “1” even on failing grades

Is Alternate Mark – used by numeric schools to give Alpha grades such as S-, S, U, etc. Also used by automatic marks schools to allow schools to create 2 marks with the same point value.



Important: Automatic Marks only calculate on regular marks.

Is Credit Earned – used to represent which marks result in credit for a course

Is Included in GPA – indicates whether the mark is included in GPA calculation

Is Disqualified Mark – indicates that this mark disqualifies the student from the GPA calculation

Is Active – indicates whether this mark is active (unchecked equals “inactive” status)

- ☐ **Define Mark Groups** (optional) – Define Mark Groups as needed. Combined Mark Groups are used to group like grades together for honor roll purposes or to define difficulty point scales or add-on point scales. Marks entered in the group can then be totaled together in reports. Use the View icon (🔍) to define Combined Mark Group Members once a Combined Mark Group is defined.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Combined Mark Groups

- ☐ **Define Difficulty Level** (optional) – Define Difficulty Levels as needed. Course Difficulty levels are used to specify courses of elevated or possibly remedial stature. A school may elect to award alternate points for marks earned in specific courses based on the level of difficulty assigned for the course.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Difficulty

- ☐ **Define Difficulty Point Scale** (optional) – Define Difficulty Point Scale as needed. Only one Difficulty Level may be assigned to a Course Section.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Difficulty Point Scale

- ☐ **Define Add-On Level Codes** (optional) – Define Add-On Level Codes as needed. Add-On Level along with GPA Add-On Points will determine if a student may be awarded additional points to his/her final GPA for a specific course based on the mark received for the course. This option was not available in SIS. “Use Partial Credit Percentage” is used in the Mark Substitution feature.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Add-On Level Codes

- ☐ **Define Add-On GPA** (optional) – Define Add-On GPA as needed for specific add-on level codes. GPA add on points are awarded only for specified marks and optionally may be awarded based on a student’s grade level as well. GPA Add-On Points may be assigned to individual marks or to a combined mark group. GPA Add-on Points are added to the resulting GPA. Add-On GPAs must be assigned in the Course Maintenance screen, and a Course may only have one.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Add-On GPA

- ☐ **Define Student Exception Credit** (optional) – Define Exceptions as needed for specific Course Sections or for specific Students. You can view, add and edit all exception credits from the Marks Administration Menu; you can add or edit the exception credit value for an individual course from the Teacher Menu – Teacher Course List screen (from the “Go To...” pull-down menu); and you can view, add and edit exception credits for an individual student from the SIS – Student – Marks Menu.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Course Section Exception



Trainer Tip: The student must have an earned mark in order for the exception credit to affect the amount of credit earned for the course.

Navigation: StudentInformation – Teacher Menu – Teacher Course List – select “Course Section Exception Credit” from the “Go to...” pull-down menu

Navigation: StudentInformation – SIS – Student – Marks – Student Exception Credit

- ☐ **Define Grade Level Credit Multiplier** (optional) – Define Grade Level Credit Multiplier as needed for specific grade levels. The Grade Level Credit Multiplier allows credits to be applied to a student by a ratio based on the student's grade level. All course credits for specified grade level and credits in GPA would be affected.



Use only if needed, as this affects ALL students in the specified Grade Level!

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu– Grade Level Credit Multiplier

- ☐ **Define GPA Sets** – Defines GPA Sets as needed for specific reporting term(s). See GPA & HR Procedural Checklist for step-by-step instructions.
- ☐ **Define Honor Rolls** – Create Honor Rolls and Honor Roll Exclusion Rules. See the GPA Calculation Procedural Checklist for step-by-step instructions on Honor Rolls.
- ☐ **Define Standard Comment Maintenance** (optional) – Define Standard Comment Maintenance as needed for comments to print on Report cards. A variety of comments often suggested by teachers are added to further explain the marks awarded to students.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu– Standard Comment Maintenance

Running Report Cards or Interims

Follow these steps to run Report cards at the end of each grading period or interims during the grading period. *Unless otherwise noted, see Marks End User Documentation for details.*

- ☐ **Perform Gradebook Export** to export class lists from StudentInformation to the electronic gradebook package. Complete this task at the beginning of each reporting period. At the end of the grading period, grades will be loaded into StudentInformation using LOADGRADE Import for each building. The Report Cards and other reports can be processed once the transfer has occurred.

Navigation: StudentInformation – Management – Import/Export - Gradebook Export

See Import/Export End User Documentation for detail

- ☐ **Perform LOAGRADE Import** (optional) – Perform LOAGRADE Import to import marks from electronic gradebook to StudentInformation for each building. Select the latest non-virtual Reporting Term for which you are importing Marks.

Navigation: StudentInformation – Management – Import/Export – LOAGRADE Import

See Import/Export End User Documentation for detail



Trainer Tip: Checking “Ignore Load Errors” will allow the marks to be imported even if errors exist in the file.



Trainer Tip: Make sure you choose the correct reporting term to import comments into. For example, if you are attempting to upload comment for interim 1 – choose reporting term = interim 1.



Important: Verify your marks and comments loaded by going to **Student Marks** or **Course Section Mark Entry**.

- ☐ **Use Teacher Menu** – Teachers use Course Section Mark Entry to enter marks and comments. Teachers can access the page directly by going to:

Navigation: StudentInformation – Teacher Menu – Course Section Mark Entry

OR

Navigation: StudentInformation – Teacher Menu – Teacher Course List – Go To... Course Section Mark Entry

See Teacher Menu End User Documentation for detail

The first time you navigate to the page you will see the Display Options Window once you have selected a teacher and course set. In this window you can choose which marks to display on the page. You can also specify if you want to see every student in the course or a specific student. You also have the ability to display comments.

Display Options – Marking Pattern: Year – choose the item checkboxes that will determine which marks will display on the page **OR** you can check the All checkbox.

Mark Comments – choose the comment type checkboxes that will determine which comments you want to display on the page **OR** you can check the All checkbox.

Views – choose whether you wish to display all students or a single student.

Choose  to view your choices.



Note: Comment columns will only display if they are previously selected in the Display Options Window.

When using the Course Mark Entry screen:

- **Marks** and **Comments** are validated as they are entered:
 - **Green border** = mark is valid
 - **Red border** = mark is not valid



Important: Alpha Schools can not use numeric marks. They will appear invalid as a result.

If your school does not use comments, uncheck them from the Display Options.

Course Section Mark Entry Display Control

Choose the following options to control how your screen is displayed:

Show/Close Marks List

- Click the **Show** option to display the valid marks currently available.
- Click the **Close** Option to hide the valid marks list.

Note: This list can also be expanded into its own Internet browser window by clicking **Open in New Window**.

Show/Close Display Options

- Click the **Show** option to present the Display Options
- Click the **Close** option to hide the Display Options



Important: The Display Options are loaded from memory per single login regardless of the course you are working with. Be sure to change your display options to reflect your current preferences when working with multiple courses or schools.

Show/Hide Bulk Update

Bulk Update allows you to mass update Grades and/or Comments for all students or specific students. To select **All** students, check the checkbox next to **Student Name** as circled below. To select specific students, check the checkbox next to the student name. Click **Save Changes** to run your bulk update.

- Click **Show** to display bulk update fields
- Click **Hide** to hide bulk update fields



Note: This bulk update can also be used to mass update blank entries for all marks and comments for a particular course section.



Trainer Tip: This feature is especially helpful when a majority of the students in a course section receive the same grade. Instead of having to update each student one by one with a grade of a “A” for example. All students will receive an “A” with a couple clicks of the mouse. Simply uncheck those students you wish to exclude from this update.

Show/Close Comments List

- Click the **Show** option to display the valid comment codes currently available.
- Click the **Close** Option to hide the valid comment code list.

Note: These comment lists can also be expanded into their own Internet browser window by clicking **Open in New Window**.

View Single Student

Use this view to change grades for one student at a time with navigation arrows to take you to **previous** and **next** students in the course.

- Click **View All Students** to use this feature
- Click **View All Students again** to hide this feature



Special Note: You must hit **Save** to save your changes when switching to another course. Click **Cancel** on the warning message to save when accidentally selecting another course prior to saving your current work. **There is NO WARNING if you switch pages in the browser window and your changes will be lost.**

- ☐ **Use Student Marks** – Office staff use Course Section Mark Entry to enter Marks and Comments for the student selected in context. Click any of the blue links for the Course Section to see the appropriate Student Mark Entry Page. Like the Course Section Mark Entry Page under the Teacher Menu, the Display Options Window opens when you first visit the page. The Display Options Window allows you to tell DASL which course section and which marks and comments you want to display for the student in context.

Navigation: StudentInformation – SIS – Student – Marks – Student Marks

Display Options – Marks – choose the item checkboxes that will determine which marks will display on the page **OR** you can check the All checkbox.

Mark Comments – choose the comment type checkboxes that will determine which comments you want to display on the page **OR** you can check the All checkbox.

Views – choose whether you wish to display all course sections or a single course section.

Choose  to view your choices.



Note: Once you select “Apply and View Marks” the current window will close to display the selected marks. To return to the previous screen click on Student Mark Entry in the breadcrumb trail.

Navigation: StudentInformation – SIS – Student – Marks – Student Mark Entry



Note: Comment columns will only display if they are previously selected in the Display Options Window.

When using the Student Mark Entry screen:

- **Marks** and **Comments** are validated as they are entered:
 - **Green border** = mark is valid
 - **Red border** = mark is not valid



Important: Alpha Schools can not use numeric marks. They will appear invalid as a result.

If your school does not use comments, uncheck them from the Display Options for the view below:

Course Section Mark Entry Display Control

Choose the following options to control how your screen is displayed:

Show/Close Marks List

- Click the **Show** option to display the valid marks currently available.
- Click the **Close** Option to hide the valid marks list.

Note: This list can also be expanded into its own Internet browser window by clicking **Open in New Window**.

Show/Close Display Options

- Click the **Show** option to present the Display Options
- Click the **Close** option to hide the Display Options



Important: The Display Options are loaded from memory per single login regardless of the course you are working with. Be sure to change your display options to reflect your current preferences when working with multiple courses or schools.

Show/Close Comments List

- Click the **Show** option to display the valid comment codes currently available.
- Click the **Close** Option to hide the valid comment code list.

Note: These comment lists can also be expanded into their own Internet browser window by clicking **Open in New Window**.

View Single Student

Use this view to add/edit grades for one course at a time with navigation arrows to take you to the **previous** and **next** course sections for the student in context.

View All Sections

Use this view to add/edit grades for all course sections at one time for the student in context.



Special Note: You must hit **Save Changes** to save your changes before leaving the page. You can move between course sections for the student in context and the marks you have entered are temporarily saved. They are not permanently saved to the database until you click *Save Changes*. **There is NO WARNING if you switch pages in the browser window and as a result your changes will be lost.**



Note: The Student Mark Entry page with a student in context allows you to enter all marks and comments for a student's course section on one screen, something previously not possible in DASL.

- ☐ **Define Automatic Mark Maintenance** (optional) – You will be able to distinguish which marks were manually entered and which marks were created by automatic marks. If the mark was calculated by automatic mark, the word (Auto) will display in the mark entry window.

Please see Automatic Marks Procedural Checklist for more information.

- ☐ **Run Class List Formatter R703** (optional) – Run Verification Sheets R703 to verify marks for each course/section. Format 1 and 4 offer the option of grade verification. Once schedule results are finalized, you will not have to select Schedule Result; it will automatically select the finalized result. This Class List will have a list of students in a teacher's course and their grades, and can be used for verification purposes.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Class List Formatter (R703)



Trainer Tips:

- If you would like Quarter 1 comments to print please make sure Quarter 1 is pulled over to the right in the reporting term filter.
- If you select Qtr 1, Qtr 2, Exam, Semester 1, Qtr 3 in the reporting term filters the comments associated with Qtr 3 will print since it is the latest reporting term.

- ☐ **Make Final Mark Corrections** – Return to Teacher Menu – Course Section Marks **OR** Student Mark Entry, and make any necessary changes to student Marks and Comments.

Navigation: StudentInformation – Teacher Menu – Course Section Marks (or Student Mark Entry)

See Teacher Menu End User Documentation for detail

- ☐ **Verify Honor Rolls** – Make sure Honor Rolls are set up correctly. See the GPA Calculation Procedural Checklist for step-by-step instructions on Honor Rolls.
- ☐ **Refresh GPA Sets** – Refresh GPA Sets for the appropriate term(s). Refreshing will calculate a new GPA that includes the most recent marks entered. Honor Roll Sets are recalculated when GPA Sets are.

Navigation: StudentInformation – Management – School Administration – Course History Administration – GPA Sets – Refresh icon

See Course History/Class Rank/Transcript End User Documentation for detail

- ☐ **View GPA Results** – See Class Ranking and GPAs. Clicking on a student's name will take you to that student's Student GPA Details screen.

Navigation: StudentInformation – SIS – Course History – Student GPA/Rank

- ☐ **View GPA Details**

Navigation: StudentInformation – SIS – Course History – Student GPA Details

See Course History/Class Rank/Transcript End User Documentation for detail

- ☐ **Run Students with Specified Marks by Student R302A** (optional) – Run Students with Specified Marks by Student R302A to view students with specific or missing marks. You can use this report to verify that all marks have been entered before running report cards.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Specified Marks by Student (R302A)

- ☐ **Run Students with Specified Marks by Teacher R302B** (optional) – Run Students with Specified Marks by Teacher R302B to view students with specific or missing marks. You can use this report to verify that all marks have been entered before running report cards.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Specified Marks by Teacher (R302B)



Trainer Tips

- **Report Criteria Example:** If 9th grade, Qtr 1, an mark of “A” are indicated as filters, StudentInformation will generate a report of all 9th graders who received a grade of “A” for Qtr 1.
- **Missing Marks Example:** If you would like a list of students missing marks for a specific reporting term, choose the reporting term as a filter and check “Include Missing Marks”.

- ☐ **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.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Search Detail (R309-A)

- ☐ **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.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Search Summary (R309-B)

See **Teacher Menu End User Documentation** for details

- ☐ **Run Report Cards (R700)** – Run Report Cards (R700) to review and print Report cards or interims. Be sure to verify Marks, GPAs, Honor Roll messages, along with other details on the Report cards.

Report Layout (required) – Select the appropriate format from the dropdown menu. Active report card formats are as follows:

- **Format 1** – Term Report Cards (Alpha Marks)
- **Format 2** – Term Report Cards (Numeric Marks)
- **Format 3** – Term Report Cards (Numeric and Alpha Marks)
- **Format 4** – Term Report Cards (Numeric and Alpha Marks) for a large number of marks
- **Format 11** – Interim Report Cards (Alpha Marks)
- **Format 12** – Interim Report Cards (Numeric & Alpha Marks)
- **Format 20** – SWOCA Carlisle Report Cards
- **Format 21** – SWOCA Carlisle Report Cards
- **Format 30** – Term Report Cards
- **Format 31** – NOACSC Apollo Report Cards
- previous year credits earned and prints a cumulative credit
- **Format 40** – Term Report Cards with “Tardy” instead of “Late”, no Superintendent Label, Parent Name in Footer, school phone number
- **Format 50** – SWOCA Carlisle Report Cards

Additional formats may be listed, but they are not active at this time.

If you use Custom Report Card Formats, they will have different format options, including formatting options (margins, assessment and marks subreport inclusions, and so on) on the Report Card Formatter itself. Run Report Cards (R700) to review and print Report cards or interims.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700)

Publish Report Cards to ParentAccess

Navigation: StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700) – Load Settings Tab

When you finalize report cards, you can schedule an electronic copy to be saved in the system and published to ParentAccess for parents and students to view.

Note: Publication of report cards to ParentAccess depends on a JAMS job scheduled by your technology center. If you encounter any issues with report card publication, please contact the technology center to troubleshoot the issue.

Note: When a student is in context, and you click on the arrow to see the I want to dropdown list, there is an option View Latest Report Card which will show you the electronic copy of the report card that was published to ParentAccess. No electronic copy of the report cards will display until the report card has been published to ParentAccess. A message will display stating “No report cards available for this student.”

1. Optional: If you do not want report cards to display in ParentAccess for students with unpaid fees, on the **District Options** screen, ensure the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees** option is selected.
2. On the **Report Card Formatter (R700)** screen **Load Settings** tab, in the row of the report card you want to schedule for publishing, click on the pencil.
3. On the add/edit version of the screen, ensure the **Name** field displays the name of the report card as you want it to display in ParentAccess. (For example, you may not want a name like “2nd run,” “3rd run,” etc.)
4. Select the **Schedule Report Card** check box.
5. Select the **Term** for which you want to publish the report card.
6. Optional: If the date that defaults in the **Archive Date** field is not the date you want the report card to be viewable by parents and students, enter or select a different date on which to publish the report card to ParentAccess.
7. Click **Save**.

The report card now shows a status of “Pending.”

The first time the scheduled JAMS job runs on or after the selected **Archive Date**, parents and students can view the report cards in ParentAccess, and the status changes to “Complete.”

If you do not want to wait for the next scheduled JAMS job to process pending report card jobs, you can click the Run Ready Jobs button to immediately run any pending report card jobs.

The job also displays a description of “Report Cards Published to ParentAccess” on the **Batch/Report Management** window.

- ☐ **Run Mark Analysis R301 (optional)** – Run Mark Analysis R301 to view the mark distribution by teacher and/or course section.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Mark Analysis (R301)

- ☐ **Run Student Composite R112 (optional)** – Run Student Composite R112 to generate a condensed composite Report card printout for student(s). This report will provide GPA Results, which standard Report Cards may not.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Student Composite (R112)

- ☐ **Run Student Absence Statistics Report (R311)** – This report will show student absence statistics by Type/Reason and by Type for a given date range.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Statistics Report (R311)

- ☐ **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.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – ADM & ADA Report for ABSE Detail (R322-A)

- ☐ **Run Student ADM & ADA Report for ABSE Summary (R322-B)** – This report is used to analyze student absence data (totals by grade) by pulling data stored in ABSE – Student Absence.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student ADM & ADA Report for ABSE Summary (R322-B)

- ☐ **Run Principals Report of Enrollment R305** (optional) – Run Principals Report of Enrollment R305 to view enrollment statistics based on a specific date and school year.

Navigation: StudentInformation – SIS – School – Year End Reports – Principals Report of Enrollment (R305)

See Student Registration End User Documentation for detail