Synergy SIS©

Attendance
User Guide

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This edition applies to Synergy SIS™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

The screens, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

The data in this document may include the names of individuals, schools, school districts, companies, brands, and products. Any similarities to actual names and data are entirely coincidental.

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ABOUT THIS GUIDE

DOCUMENT HISTORY

Date	Volume	Edition	Revision	Content
June 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Updated to include changes from the November 2009 release and the February and March 2010 patches
April 2011	1	1	3	Updated to include changes from November 2010 release
March 2013	1	1	4	Updated to reflect the March 2013 release of Synergy SIS version 8.0
April 2013	1	1	5	Updated to reflect the April 2013 release of Synergy SIS version 8.0.0.2
September 2013	1	1	6	Updated to reflect the September release of Synergy SIS version 8.0.4.0

CONVENTIONS USED IN THIS GUIDE

Bold Text	**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.
	Tip – Suggests advanced techniques or alternative ways of approaching the subject.
	Note – Provides additional information or expands on the topic at hand.
	Reference – Refers to another source of information, such as another manual or website
	Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before using any of the Edupoint family of software products, please make sure the computer hardware and software meet the minimum requirements.

	Caution: The Edupoint family of software does not support the use of pop-up blockers. Please disable any pop-up blockers (also known as pop-up ad blockers) on the system before logging into any Edupoint product.

A NOTE ABOUT NAVIGATION

To indicate how to find screens, this guide uses shorthand like **Synergy SIS > Attendance > Class Period Attendance**, which means: In the Navigation Tree (also called PAD Tree), click **Synergy SIS** (if necessary to open it), then **Attendance** (if necessary to open it), and then **Class Period Attendance**.
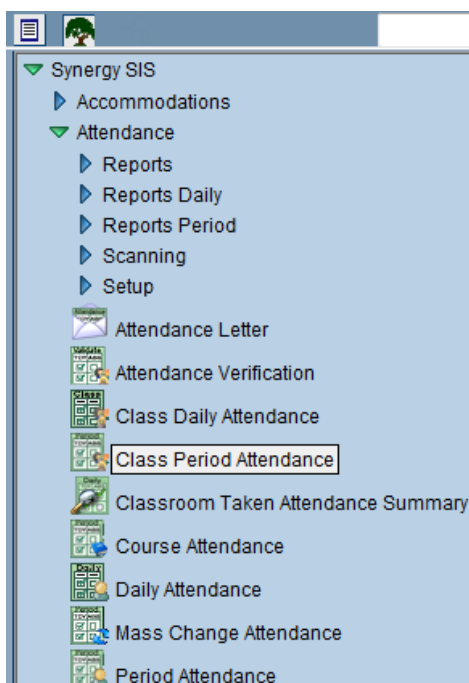
Synergy SIS Navigation Tree

If the Navigation Tree pane itself is not open, click the Tree button.

Tree Button

Chapter One:
VIEWING AND VERIFYING ATTENDANCE

This chapter covers:

► Overview of Attendance

► Verifying Attendance

► Menu Options

OVERVIEW OF ATTENDANCE

Attendance may be tracked using either a daily attendance or period attendance model. Daily attendance records the student's attendance based on the entire school day, whereas the period attendance records the student's attendance in each class period. Daily attendance may be taken either once or twice a day. Attendance records for either daily or period attendance track a student's absences; if nothing is recorded for the day or period, the student is considered present.

A district can track a student's presence in school by section using the **Class Daily Attendance** or **Class Period Attendance** screen. Alternatively, it can be tracked by student using the **Daily Attendance** or **Period Attendance** screen. The attendance may also be viewed and recorded by student and section using the **Course Attendance** screen.

Outside of Synergy SIS, attendance may be recorded using the TEACHERVUE software, or through scanning a paper attendance form. The data from these methods is collected into Synergy SIS. For more information about attendance in the TEACHERVUE software, see the *Synergy SIS – TEACHERVUE User Guide*. Scanning is outlined in the *Synergy SIS – System Administrator Guide*.

This guide illustrates how to view and edit data in the Attendance screens. There are also a number of reports that can be generated from the information, and Chapter 9 reviews the available reports and shows how to customize and print these reports.

The companion guide to the User Guide, *Synergy SIS – Attendance Administrator Guide,* covers the setup and configuration required for attendance.

VERIFYING ATTENDANCE

Some districts use a two-step method in recording attendance. First, the teacher records a student's absence using one of the methods listed above. Frequently the teacher is limited to only one type of absence reason such as Unverified (meaning that the reason for the absence is unverified, not that the absence itself is unverified). Once attendance has been recorded, another staff member contacts the student's parents to verify the reason for the absence. This method of attendance adds some checks and balances to the recording system, and frees up teachers' time for more instruction.

The **Attendance Verification** screen in Synergy SIS simplifies this process:

1. Go to **Synergy SIS > Attendance > Attendance Verification**.

Attendance Verification Screen

2. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Checking Current Focus

3. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Edit Button

4. To verify attendance for a date other than today's (the default), enter the date in the **Date** box.

5. Click the **Filter** button to display all students with absences on that date.

Filtering Attendance by Date

6. The list of students displayed can also be shortened by entering the number of students to display in the **Rows to Show** box. The number entered is the number of students displayed. If the box is blank, the maximum number of students displayed is 100.

7. To select which absence reasons should be selected, expand the **Filters** section by clicking the Maximize button at the right side of the **Filters** section.

Filters Section

8. Narrow the verification list, if desired, by entering all or part of the student's name in the **Last Name** and **First Name** box. To filter by grade, select the **Grade** from the list. The type of absences displayed can be filtered by type either by selecting the **Reason Types** to display from the lists, or by checking the boxes of the **Reason Codes** to display. When all options are set, click the **Filter** button.

Filter Section, Maximized

Caution: Once a filter has been set, the filter will remain active even if the filter section is minimized or if the focus is changed to a different school or year. To clear the filter, remove all conditions and click the **Filter** button again.

9. Once the list of students has been adjusted, the students' absences can be verified. The student's phone numbers are available at a quick click of the **Phone** button.

Attendance Verification List

10. When the phone button is clicked, the **Student Phone Numbers** screen opens. This screen lists every phone number associated with the student.

Student Phone Number Screen

11. To enter the corrected absence reason, click in the box for the student and period or half day and select the absence reason from the list. If the student is at a daily attendance school, enter the AM reason in the **Reas 1** column and the PM reason in the **Reas 2** column (if the school takes attendance twice a day). If the student is at a period attendance school, the periods are listed in the **Bell Period** section. Periods that are gray with a N/S means the student does not have a class scheduled for those periods. The All Day Code is entered in the Reas 1 column. If the Reas 2 column is grayed out that means the school only takes daily attendance once a day (no AM/PM) or it is a period attendance school.
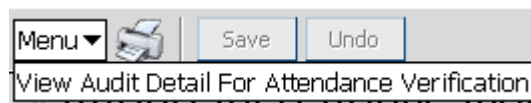
Attendance Verification Screen

12. To see the **Daily Attendance** screen for the student, click the student's underlined name in the **Student Name** column. To see the **Period Attendance** screen for the student, click the date underlined in the **Date** column.

13. Click the **Save** button at the top of the screen to save any changes.

MENU OPTIONS

At the top of the **Attendance Verification** screen, a **Menu** button provides access to additional information regarding the student's attendance history.
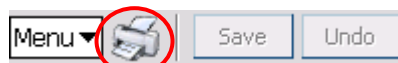

Attendance Verification Screen, Menu Options

The option available under the **Menu** button is:

- **View Audit Detail For Attendance Verification** – the **Audit Trail History** screen lists all changes made to the records, including what was changed, who changed it, and when. Since the **Attendance Verification** information is stored in a grid, it is not yet available for tracking via the audit detail report. An attendance audit can be run from either the **Daily Attendance** or **Period Attendance** screen for each student.

The Print button at the top prints the information on the **Attendance Verification** screen.

Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Printed Attendance Verification Screen

Chapter Two:
CLASS DAILY ATTENDANCE

This chapter covers:

► Viewing Class Daily Attendance

► Editing Class Daily Attendance

► Menu Options

VIEWING CLASS DAILY ATTENDANCE

The **Class Daily Attendance** screen enables teachers to modify absence records by section.

1. Go to **Synergy SIS > Attendance > Class Daily Attendance**.

2. To find the attendance record for a section, there are two methods: Scroll and Find. To scroll through the section records to find the section:

   Click the Next button at the top of the page to advance to the first section's records. Records are sorted alphanumerically by Section ID, so the first class record to appear will most likely have a Section ID that starts with 0 or an A.

Next Button

3. To scroll in reverse alphanumerical order, click the Previous button.
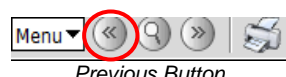
Previous Button

4. Continue clicking the scroll buttons until the desired section appears.
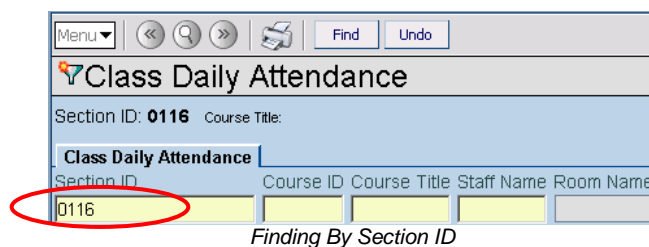
To switch to the Find mode to look for the class attendance records:

1. Click the Find mode button.

Find Mode Button

2. Enter part or all of the **Section ID**.

Finding By Section ID

3. Click the **Find** button or press the Enter key. The first section with the information entered into the Find screen appears. Then use the scroll buttons if needed to find the exact section.

> **Note:** In the Find Mode, sections can also be found by searching by any of the yellow fields on the screen. Entering anything in any box but the first one opens a screen with a list of sections matching the criteria. To select a section, click the section, and the record appears. Close the window after selecting the record. For more about finding in any screen, see to the *Synergy SIS – Student Information User Guide.*

4. When the section's attendance records display, the day defaults to today's date. To see another date's attendance records, enter the date in the white box at the top of the screen.

Class Daily Attendance Screen, Finding a Date

5. Click the **Go To Date** button. To go back to today's information, click the **Go To Current Date** button.

6. To scroll to the desired date, click the **<Previous Day** or **Next Day>** button.

7. Once the correct date is displayed, the absence reasons entered for each student for the section selected are displayed in the **Reason** columns under the date displayed. If the school takes attendance twice a day, two reason columns are displayed. If the school takes attendance only once a day, only one reason column is displayed.

Class Daily Attendance Screen

8. Click a student's underlined name to open the **Daily Attendance** screen for that student.

9. To display 5 days' worth of attendance, click the **Menu** button and click **Show 5 Days**.

Class Daily Attendance Screen, Show 5 Days

Two additional buttons appear: **<<Previous Week** and **Next Week>>**. These buttons scroll through the dates by week instead of by day.

Class Daily Attendance, 5 Day Screen

10. To switch back to the single day screen, click the **Menu** button again and select **Show 1 Day**.

EDITING CLASS DAILY ATTENDANCE

Once the section record has been retrieved, attendance for the entire class can be taken. To enter the attendance for the class:

1. Check to make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Edit Button

The current mode is shown in the top right-hand corner under Form Status.

Current Form Status

3. Find the date to edit using one of these buttons: **Go To Date**, **Go To Current Date**, **Previous Day**, **Previous Week**, **Next Day**, or **Next Week**.

Class Daily Attendance, Locating Date

4. To record an absence for the AM session, click in the **Reason 1** column next to the corresponding student's name. The PM session is captured in the **Reason 2** column. If attendance is taken only once a day, click in the **Reason 1** column (the only one available). The list of absence reasons appears.

List of Absence or Tardy Reasons

5. Select the reason that best applies to the student's tardy or absence. The code (or abbreviation) for the selected reason appears on the main **Class Daily Attendance** screen.

Completed Class Daily Attendance

6. Repeat the preceding steps until attendance has been marked for every student in the class.

7. Click the **Save** button at the top of the screen to save changes made to the class attendance.

MENU OPTIONS

At the top of the **Class Daily Attendance** screen, a **Menu** button provides access to additional information regarding the student's attendance.

Class Daily Attendance, Menu Options

The options available under the **Menu** button are:

- **Show 1 Day/Show 5 Day** – this option allows the user to switch between viewing one day and 5 days of attendance at a time.

- **View Audit Detail for Class Daily Attendance** – the **Audit Trail History** screen lists all changes made to the section, including what was changed, who changed it, and when. It is the same audit trail report available through the **Section** screen. Since the **Class Daily Attendance** information is stored in a grid, it is not yet available for tracking via the audit detail report. An attendance audit can be run from either the **Daily Attendance** or **Period Attendance** screen for each student.

Audit Trail History Screen

The Print button at the top prints the information on the **Class Daily Attendance** screen.

Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Printed Class Daily Attendance Screen

Chapter Three:
CLASS PERIOD ATTENDANCE

This chapter covers:

► Viewing Class Period Attendance

► Editing Class Period Attendance

► Menu Options

VIEWING CLASS PERIOD ATTENDANCE

The **Class Period Attendance** screen enables teachers to modify absence records by section.

1. Go to **Synergy SIS > Attendance > Class Period Attendance**.

2. To find the attendance record for a section, there are two methods: Scroll and Find. To scroll through the section records to find the section:

    Click the Next button at the top of the page to advance to the first section's records. Records are sorted alphanumerically by Section ID, so the first class record to appear will most likely have a Section ID that starts with 0 or an A.

Next Button

3. To scroll in reverse numerical order, click the Previous button.
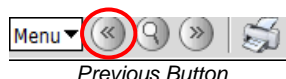
Previous Button

4. Continue clicking on the scroll buttons until the desired section appears.

To switch to the Find mode to look for the class attendance records:

1. Click the Find mode button.

Find Mode Button

2. Find a section by entering part or all of the **Section ID** and clicking the **Find** button or pressing the Enter key, and then using the scroll buttons if needed.

Finding By Section ID

>
> **Note:** In Find mode, sections can also be found by searching any of the yellow fields on the screen. Entering anything in any box but the first one opens a screen with a list of sections matching the criteria. To select a section, click it, and the record selected appears. Close the window after selecting the record. For more about finding in any screen, see to the *Synergy SIS – Student Information User Guide.*

3. When the section's attendance records display, the day defaults to today. To see another date's attendance records, enter the date in the white box at the top of the screen.

Class Period Attendance Screen

4. Once the date is entered, click the **Go To Date** button. To go back to today's information, click the **Go To Current Date** button.

5. To scroll to the desired date, click the **<Previous Day** or **Next Day>** buttons.

6. The absence reason entered for each student for the section is displayed in the **Absence Reason** column under the date displayed. The absence reason is just for the section/period displayed. The section's period is indicated at the top of the record.

Class Period Attendance Screen

7. If the student's underlined name is clicked on, the **Period Attendance** screen opens and displays the attendance for that student.

8. By default, only one day's attendance is displayed. To display 5 days' worth of attendance, click the **Menu** button and click **Show 5 Days**.

Class Period Attendance Screen, Show 5 Days

9. Two additional buttons appears at the top: **<<Previous Week** and **Next Week>>**. These buttons scroll through the dates by week instead of by day.

Class Period Attendance, 5 Day Screen

10. To switch back to the single day screen, click the **Menu** button again and select **Show 1 Day**.

EDITING CLASS PERIOD ATTENDANCE

Once the section record has been retrieved, attendance for the entire class can be taken. To enter the attendance for the class:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Edit Button

3. Find the date to edit by using the **Go To Date**, **Go To Current Date**, **Previous Week**, **Previous Day**, **Next Day**, or **Next Week** button.

Class Period Attendance, Locating Date

4. To record an absence or tardy for the period, click in the **Absence Reason** column next to the student's name. The list of absence reasons appears.

List of Absence or Tardy Reasons

5. Select the reason that best applies to the student's tardy or absence. The code (or abbreviation) for the selected reason appears on the main **Class Period Attendance** screen.

Completed Class Period Attendance

6. Repeat the preceding steps until attendance has been marked for every student in the class.

7. Click the **Save** button at the top of the screen

MENU OPTIONS

At the top of the **Class Period Attendance** screen, a **Menu** button provides access to additional information regarding the student's attendance.

Class Period Attendance, Menu Options

The options available under the **Menu** button are:

- **Show 1 Day/Show 5 Days** – this option allows the user to switch between viewing one day and 5 days of attendance at a time.

- **View Audit Detail for Class Period Attendance** – the **Audit Trail History** screen lists all changes made to the section, including what was changed, who changed it, and when. It is the same audit trail report available through the **Section** screen. Since the **Class Period Attendance** information is stored in a grid, it is not yet available for tracking via the audit detail report. An attendance audit can be run from the **Daily Attendance** or **Period Attendance** screen for each student.

Audit Trail History Screen

The Print button at the top prints the information on the **Class Period Attendance** screen.

Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Printed Class Period Attendance Screen

Chapter Four:
COURSE ATTENDANCE

This chapter covers:

► Viewing Course Attendance

► Editing Course Attendance

► Menu Options

VIEWING COURSE ATTENDANCE

The **Course Attendance** screen enables teachers to modify absence records by student and section or course.

1. Go to **Synergy SIS > Attendance > Course Attendance**.

2. To find a student's attendance record, there are two methods: Scroll and Find. To scroll through the student records to find the student:

   Click the Next button at the top of the page to advance to the first student's records. Records are sorted alphabetically by last name, so the first student to appear will most likely have a last name that starts with A.

   Next Button

3. To scroll in reverse alphabetical order, click the Previous button.

   Previous Button

4. Continue clicking on the scroll buttons until the desired student record appears.

To switch to the Find mode to look for the student records:

1. Click the Find mode button.

   Find Mode Button

2. Enter either the whole last name or the first part of the last name of the student in the **Last Name** box.

   Finding By Last Name

3. Click the **Find** button or press the **Enter** key. The first student with the last name entered into the Find screen will appear. Then use the scroll buttons if needed to find the exact student.

> **Note:** In Find mode, students can also be found by searching any of the yellow fields on the screen. Entering anything in any box but the first one will bring up a pop-up screen with a list of students matching the criteria entered. To select a student, click the name, and the student record selected appears in the **Course Attendance** screen. Close the pop-up window after selecting the record. For more about finding students in any screen, see the *Synergy SIS – Student Information User Guide*.

4. When the student's attendance records display, the **Course Attendance** screen shows all of the student's sections for the year, sorted by period. In the **Period** column, the period number is displayed, followed by the section name with the section ID in parentheses. The screen also shows the course title, section ID, enter, and leave dates, and term code for the section.

Course Attendance Screen

5. To limit the sections displayed to just one term's sections, select the term from the **Course Terms** list.

6. To see the attendance for the section, click the **Show Detail** button. The **Student Attendance Calendar** appears on the right for the section highlighted on the left. The calendar defaults to today's date, so if the section does not meet today, the calendar is empty.

Course Attendance Screen, Detail Screen, No Calendar

7. The calendar shows two months' worth of attendance. The number in the **Day** column indicates the date, and the **Code** column is the absence reason code. The date range for the section is also displayed at the top of the calendar.

Course Attendance Screen, Detail Screen, Calendar

8. To change the dates displayed, enter the date in the white box at the top of the calendar and click the **Go To Date** button. To go back to today's information, click the **Go To Current Date** button.

9. To scroll to the desired date, click the **<<Previous** or **Next>>** buttons to move forward or backward one month at a time.

10. Click the **Totals** tab to see a summary of the student's absences for the year. The **Reason** section shows the totals by absence reason, and the **Type** section at the bottom shows the totals by reason type. The totals are also broken down by the day of the week.

Course Attendance Screen, Detail Screen, Totals Tab

11. To display courses instead of sections, click the **Menu** button and select **Course Attendance By Course**.

Menu Options, Course Attendance By Course

Each course is listed by its period, course title, and section ID.

Course Attendance Screen, By Course

12. To switch back to the section screen, click the **Menu** button again and select **Course Attendance by Section**.

Menu Options, Course Attendance By Section
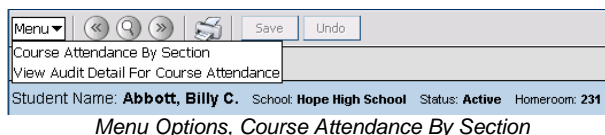
EDITING COURSE ATTENDANCE

Attendance can also be entered from the **Course Attendance** screen.

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Edit Button

3. Click the number that corresponds with the course name that needs to be viewed. The name of the course is highlighted.

Highlighted Course within Course Attendance

4. On the right side of the screen, click the **Show Detail** button.

Course Attendance Screen, Show Detail Button

5. The **Student Attendance Calendar** appears. Locate the specific date that attendance needs to be taken by using the buttons.

Course Attendance Screen, Student Attendance Calendar

6. To record an absence for the period, click in the **Absence Reason** column next to the corresponding name. The list of absence reasons appears.

Student Attendance Calendar, List of Absence or Tardy Reasons

7. Select the reason that best applies to the student's tardy or absence. The code (or abbreviation) for the selected reason appears in the calendar.

Completed Course Attendance

8. Repeat the preceding steps until attendance has been marked for every day needed in each section.

9. Click the **Save** button at the top of the screen.

MENU OPTIONS

At the top of the **Course Attendance** screen, a **Menu** button provides access to additional information regarding the student's attendance.
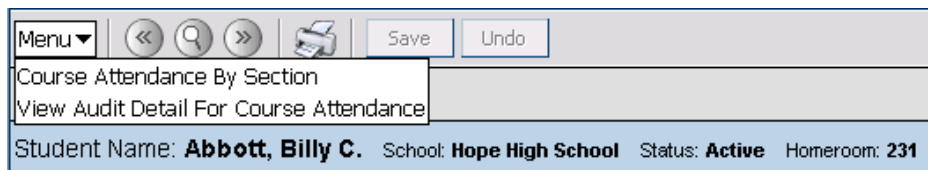
Course Attendance Screen, Menu Options

The options available under the **Menu** button are:

- **Course Attendance By Section/Course** – this option allows the user to switch between viewing the attendance by section and viewing the attendance by course.

- **View Audit Detail For Course Attendance** – the **Audit Trail History** screen lists all changes made to the student's records, including what was changed, who changed it, and when. It is the same audit trail report available through the **Student** screen. Since the Course Attendance information is stored in a grid, it is not yet available for tracking via the audit detail report. An attendance audit can be run from either the **Daily Attendance** or **Period Attendance** screen for each student.

Audit Trail History, Course Attendance Screen

The Print button at the top prints the information on the **Course Attendance** screen.

Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Printed Course Attendance Screen

Chapter Five:
DAILY ATTENDANCE

This chapter covers:

► Viewing Daily Attendance

► Editing Daily Attendance

► Menu Options

VIEWING DAILY ATTENDANCE

For schools using daily attendance, the **Daily Attendance** screen enables attendance to be entered by student instead of by class.

1. Go to **Synergy SIS > Attendance > Daily Attendance**.

2. To find a student's daily attendance record, there are two methods: Scroll and Find. To scroll through the student records to find the student:

   Click the Next button at the top of the page to advance to the first student's records. Records are sorted alphabetically by last name, so the first student to appear will most likely have a last name that starts with A.

Next Button

3. To scroll in reverse alphabetical order, click the Previous button.

Previous Button

4. Continue clicking on the scroll buttons until the desired student record appears.

To switch to the Find mode to look for the student records:

1. Click the Find mode button.

Find Mode Button

2. Enter either the whole last name or the first part of the last name of the student in the **Last Name** box.

Finding By Last Name

3. Click the **Find** button or press the Enter key. The first student with the last name entered into the Find screen will appear. Then use the scroll buttons if needed to find the exact student.

> **Note:** In Find mode, students can also be found by searching any of the yellow fields on the screen. Entering anything in any box but the first one opens a screen with a list of students matching the criteria entered. To select a student, click the name, and the student record selected appears in the **Course Attendance** screen. Close the window after selecting the record. For more about finding students in any screen, see the *Synergy SIS – Student Information User Guide*.

The first tab in the **Daily Attendance** screen is the **Calendar** tab. The **Calendar** tab provides an overview of the student's attendance by month and date. The information displayed includes:

Daily Attendance Screen, Calendar Tab

- Across the top of the tab is the student information: **Last Name**, **First Name**, **Middle Name**, **Suffix**, **Perm ID** (Synergy SIS ID number), **Grade** (current grade level), **Gender**, and **Track**. This information is displayed on the top of any student-related screen, and it can only be edited in the **Student** screen. Other information displayed on this tab is specific to the **Daily Attendance** screen.

Calendar Tab, Student Information

- By default, the calendar shows the last two months. To show all months for the current school year, click the **Show Full Year** button. To select another range of dates to be shown, enter the date desired in the **Date** box. Once the date is entered, click the **Go To Date** button. To scroll to the desired month, click the **<<Previous Month** or **Next Month>>** buttons.

Calendar Tab, Date Parameters

- The code for the absence is displayed in either the **Reas 1(AM)** or **Reas 2**(**PM)** column if the school takes attendance twice a day. If the school takes attendance only once a day, a single column titled **Reas 1** displays the absence reasons.

- The number in the **Day** column indicates the date. If the date is bold, the student was absent for the entire day. Otherwise, the absences are shown but the date is not in bold.

Date in Bold

- If the date is clicked, the **Daily Attendance Detail** screen is shown with details about the absence.

Daily Attendance Detail Screen

The **Days of Activity** tab lists all dates on which an absence was recorded for the student. It shows the **Date** and **Weekday** on which the absence was recorded, and the absence reason is displayed in the **AM** or **PM** column (for twice-a-day attendance) or in the **Reason 1** column (for once-a-day attendance).

Daily Attendance Screen, Days of Activity Tab

The **Totals** tab summarizes the number of absences by reason or by type. The **Reason Percentage** and **Type Percentage** are calculated based on the number of times a reason/type is selected divided by the total days enrolled to date.

Daily Attendance Screen, Totals Tab

The **History** tab lists all dates on which an absence or tardy was recorded for the student, similar to the **Days of Activity** Tab. However, it provides more detailed information regarding the time of arrival and departure. It also provides additional notes regarding the reason for the tardy or absence.

Daily Attendance Screen, History Tab

The history can also be filtered by date and/or type of absence.

- To filter by date, enter the starting date of the period to be viewed in the **Range Start** box, and the ending date in the **Range End** box.

- To filter by type of absence, select the absence reason type in the **Reason Type** list. Up to three types can be selected.

- Click the **Filter** button.

- To clear the filter and see all of the absences again, click the **Clear All** button.

The **Daily Entry** tab is designed to be used to enter and edit detailed information regarding student absences.

Daily Attendance Screen, Daily Entry Tab

By default, the information for today's date is displayed. To switch to another date, enter the date in the **Date** box and click the **Go To Date** button. To switch back to today's date, click the **Go To Current Date** button.

The **Attendance Letters** tab lists all attendance letters that have been sent to the student and their parents through the **Attendance Letter** screen.

Daily Attendance Screen, Attendance Letters Tab

To select which attendance letters to view (as created in the **Attendance Letter** screen), select the type of attendance letter in the **Attendance Letter Name** list and click the **Filter** button.

Selecting Attendance Letter

The letters created for the student are listed, along with the threshold used, which is the number of the type of absence reason defined in the letter. For example, a student with 1 tardy may get a different letter than a student with 10 tardies.

Viewing Attendance Letters

> **Note:** The definitions and parameters for absence and tardy letters are established in the **Attendance Letter** screen. See Chapter 10.

EDITING DAILY ATTENDANCE

Daily attendance can be entered and modified in several different locations on the **Daily Attendance** screen. Editing can be done from the following tabs:

- **Calendar** – editing attendance on the **Calendar** tab is the quickest way to take attendance for the student for multiple dates. However, additional details cannot be entered here except by clicking on the date to bring up the detail screen.

- **Days of Activity** – this tab is usually used to edit or delete existing attendance records, although attendance can be added as well.

- **History** – this tab is used to add or edit notes regarding the student's attendance.

- **Daily Entry** – this tab is used to add or edit the detailed information about the student's attendance.

To take attendance on the **Calendar** tab:

1. Locate the desired date. Click in the **Reas 1 or Reas 2** box next to the date. A list of reasons appears.

Calendar Tab, Marking Attendance

2. Select the reason that best applies to the student's tardy or absence.

Calendar Tab, List of Absence or Tardy Reasons

3. Click **Save**.

Detailed information regarding the student's attendance can be entered by clicking the date underlined in blue on the calendar.

Calendar Tab, Marking Attendance

This brings up the **Daily Attendance Detail** screen. This is the same screen as found on the **Daily Entry** tab.

Daily Attendance Detail Screen

To add attendance in the detail screen:

1. Select the absence reason from the **Reason 1 or Reason 2** list.

2. If Use Absence Amount is turned on, the **Absence Amount** may also be adjusted. The amount may not total over 1.0 between both reasons (if shown).

3. Enter the student's **Arrival Time** and **Departure Time** and the **Total Minutes Attended**. The **Arrival Time** and **Departure Time** are not used in attendance calculations, and Total Minutes is not automatically calculated.

4. Enter a **Note** explaining the student's attendance.

5. Click the **Save** button.

	Caution: Although Tardies are also marked as "absences" with a 0.50 amount (or 1.0 for schools only taking attendance once a day), this is for reporting purposes only. Tardies are not reported to the state, and these absence amounts should be set to 0 or deleted.

To take attendance on the **Days of Activity** tab:

1. Click the **Add** button.

Days of Activity Tab, Adding Attendance

2. In the new line that appears at the bottom of the grid, enter the desired date.

Days of Activity Tab, Adding a Date

3. Click in the **Reason** columns to select a reason for the absence or tardy.

Selecting an Absence or Tardy Reason

4. Click the **Save** button at the top of the screen. The **Weekday** column is filled automatically, and the new entry is placed in the correct chronological order in the list.

Update Days of Activity Tab

Once a date is recorded on the **Days of Activity** tab, only the absence reason can be changed. To change the date, the record must be deleted and a new record added. To change the absence or tardy reason:

1. Find the date that needs to be altered, and click in the box in the appropriate column. The list of absences or tardies appears. Select the new reason.

Days of Activity Tab, Selecting a New Reason

2. Click **Save** to record this new reason.

To delete an absence record:

1. Check the box in the **X** column for the date to delete.

Deleting Attendance

2. Click the **Save** button at the top of the screen.

To edit or add attendance on the **History** tab:

1. Click the number next to the desired date. This highlights the date.

History Tab, Selecting a Date to Screen

2. Click the **Show Detail** button.

Attendance History, Show Detail

3. Change the **Attendance Note** for the selected date.

Adding Attendance Note

4. Click the **Save** button at the top of the screen.

5. To collapse the detail screen of the date, click the **Hide Detail** button.

Hide Detail

The **Daily Entry** tab is used to enter and edit detailed information regarding student absences.

Daily Attendance Screen, Daily Entry Tab

By default, the information for today's date is displayed. To switch to another date, enter the date in the **Date** box and click the **Go To Date** button. To switch back to today's date, click the **Go To Current Date** button.

Daily Entry Tab, Date Information

To add attendance on the **Daily Entry** tab:

1. Select the absence reason in the **Reason 1** or **Reason 2** list.

2. Change information about the absence. If Use Absence Amount is turned on, the **Absence Amount** may also be adjusted. The amount may not total over 1.0 between both reasons (if shown).

3. Enter the student's **Arrival Time** and **Departure Time** and the **Total Minutes Attended**. The **Arrival Time** and **Departure Time** are not used in attendance calculations, and Total Minutes is not automatically calculated.

4. Enter a **Note** explaining the student's attendance.

5. Click the **Save** button.

MENU OPTIONS

At the top of the **Attendance** screen, a **Menu** button provides access to additional information regarding the student's attendance.
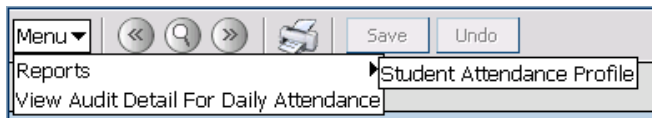
Daily Attendance Screen, Menu Options

The options available under the **Menu** button are:

- **Reports** – the reports menu allows the Daily Attendance Profile report to be easily generated for the student currently displayed in the screen.

Student Attendance Profile Report

> **Tip:** To select additional options for these reports or to print the reports for a group of students instead of an individual student, run the reports from the Reports folder in the navigation tree. For more information about running attendance reports, see Chapter Eleven.

- **View Audit Detail For Daily Attendance** – the **Audit Trail History** screen lists all changes made to the student's daily attendance records, including what was changed, who changed it, and when.

Audit Trail History for Daily Attendance

The Print button at the top prints the information on the **Daily Attendance** screen.

Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Printed Daily Attendance Screen

Chapter Six:
PERIOD ATTENDANCE

This chapter covers:

► Viewing Period Attendance

► Editing Period Attendance

► Menu Options

VIEWING PERIOD ATTENDANCE

For schools using period attendance, the **Period Attendance** screen enables attendance to be entered by student instead of by class.

1. Go to **Synergy SIS > Attendance > Period Attendance**.

2. To find a student's period attendance record, there are two methods: Scroll and Find. To scroll through the student records to find the student:

   Click the Next button at the top of the page to advance to the first student's records. Records are sorted alphabetically by last name, so the first student to appear will most likely have a last name that starts with A.

   Next Button

3. To scroll in reverse alphabetical order, click the Previous button.

   Left Scroll Button

4. Continue clicking on the scroll buttons until the desired student record appears.

To switch to the Find mode to look for the student records:

1. Click the Find mode button.

   Find Mode Button

2. Enter either the whole last name or the first part of the last name of the student in the **Last Name** box.

   Finding By Last Name

3. Click the **Find** button or press the Enter key. The first student with the last name entered into the Find screen appears. Then use the scroll buttons if needed to find the exact student.

> **Note:** In the Find Mode, students can also be found by searching any of the yellow fields on the screen. Entering anything in any box but the first one opens a screen with a list of students matching the criteria. To select a student, click the name, and the student record appears in the **Course Attendance** screen. Close the window after selecting the record. For more about finding students in any screen, see the *Synergy SIS – Student Information User Guide*.

The first tab is the **Calendar** tab. The **Calendar** tab provides an overview of the student's attendance by month and date. The information displayed includes:

Period Attendance Screen, Calendar Tab

- Across the top of the tab is the student information: **Last Name**, **First Name**, **Middle Name**, **Suffix**, **Perm ID** (Synergy SIS ID number), **Grade** (current grade level), and **Gender**. This information is displayed on the top of any student-related screen, and it can only be edited in the **Student** screen. Other information displayed on this tab is specific to the **Period Attendance** screen.

Calendar Tab, Student Information

- By default, the calendar shows the last 7 days and the next 3 days. To select another range of dates to be shown, enter the date desired in the **Date** box and click the **Go To Date** button. To scroll to the desired 10-day period, click the **Previous 10 Days** or **Next 10 Days** button. To show more or fewer days, enter the number of days to display in the **Days to Show** box.

Calendar Tab, Date Parameters

- The **Do Not Show Special Attendance Codes (N/S, N/E, N/I)** box enables you to suppress the display of codes **N/S**, **N/E**, and **N/I** in grids that would otherwise show them.

- The **Quick Entry – Single** and **Quick Entry – Range** sections are used to edit the attendance, and are explained in the following section, *Editing Period Attendance*. **Be careful not to use these date boxes to try to switch dates, as they actually change the attendance instead of changing the dates displayed.**

- In the calendar grid, the absences are displayed by bell period. If the student is not scheduled for a period, the box is gray and **N/S** (Not Scheduled) is displayed. If the student was absent all day, the absence is recorded in the **All Day Code** column. This may be automatically calculated or manually entered, based on the setup option selected.

- If you pause your pointer over a period in the calendar, the section, teacher, room, and period are displayed.

Period Attendance Calendar

- If you click a blue underlined link, the **Period Attendance Detail** screen is shown with additional details about the absence. The **Reason 1** list shows the All Day Code.

Period Attendance Detail Screen

The **Days of Activity** tab lists all dates on which an absence was recorded for the student. It shows the date on which the absence was recorded, and the absence reason is displayed in the **Bell Period** column.

Period Attendance Screen, Days of Activity Tab

The **Totals** tab summarizes the number of absences by reason or by type, and by period. The **Reason Percentage** and **Type Percentage** are calculated based on the number of times a reason/type is selected divided by the Total Days Enrolled to Date.

Student Name: **Abbott, Billy C.**   School: **Hope High School**   Status: **Active**   Homeroom: **231**

Tabs: Calendar | Days of Activity | **Totals** | History | Attendance Letters

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	Track
Abbott	Billy	C		905483	12	Male	

Range Start	Range End	Reason Type	Reason Type	Reason Type	Hide Empty Rows		
01/03/2011	05/30/2011	Unverified	Unexcused Tardy	Excused	☑	Filter	Clear All

Total Days Enrolled To Date
77

Period Attendance Reason Totals

Line	Attendance Reason	All Day Code	Bell Period										
			0	1	2	3	4	5	6	7	8	9
1	Excused	2	1	1								
2	Illness	1	1	1	1	1	1	3	3			
3	Waived			1								
4	Unverified	2	2	1	1					1		
5	Other	3	1	5	4	4	1	2	3			
6	**Totals**	**8 (10.39%)**	**5**	**9**	**6**	**5**	**2**	**5**	**6**	**1**		

Period Attendance Type Totals

Line	Attendance Type	All Day Code	Bell Period										
			0	1	2	3	4	5	6	7	8	9
1	Unverified	2	2	1	1					1		
2	Excused	6	3	8	5	5	2	5	6			
3	**Totals**	**8 (10.39%)**	**5**	**9**	**6**	**5**	**2**	**5**	**6**	**1**		

Period Attendance Screen, Totals Tab

The totals can be filtered by date and/or type of absence.

- To filter by date, enter the starting date of the period to be viewed in the **Range Start** box, and the ending date in the **Range End** box.

- To filter by type of absence, select the absence reason type in the **Reason Type** list. Up to three types can be selected.

- To hide the rows where no absences is recorded, check the **Hide Empty Rows** box.

- Once the criteria for the filter have been selected, click the **Filter** button.

- To clear the filter and see all absences again, click the **Clear All** button.

The **History** tab lists all dates on which an absence or tardy was recorded for the student, similar to the **Days of Activity** Tab. However, it provides more detailed information regarding the time of arrival and departure and total minutes attended. It also provides additional notes regarding the reason for the tardy or absence.

Period Attendance Screen, History Tab

The history can also be filtered by date and/or type of absence.

- To filter by date, enter the starting date of the period to be viewed in the **Range Start** box, and the ending date in the **Range End** box.

- To filter by type of absence, select the absence reason type in the **Reason Type** list. Up to three types can be selected.

- Once the criteria for the filter have been selected, click the **Filter** button.

- To clear the filter and see all absences again, click the **Clear All** button.

The **Attendance Letters** tab lists all attendance letters that have been sent to the student and their parents through the **Attendance Letter** screen.

Period Attendance Screen, Attendance Letters Tab

Select which attendance letters to view in the **Attendance Letter Name** list. Select ***All*** to show all letters.

Selecting Attendance Letter

Click the **Filter** button. The letters created for the student are listed, with the threshold used, which is the number of the type of absence reason defined in the letter. For example, a student with 1 tardy may get a different letter than a student with 10 tardies. The history section also displays the date on which the letter was created, and the name of the letter.

Viewing Attendance Letters

> **Note:** The definitions and parameters for absence and tardy letters are established in the **Attendance Letter** screen. This information will be covered in Chapter 10 of this guide.

EDITING PERIOD ATTENDANCE

Period attendance can be entered and modified in several locations on the **Period Attendance** screen. Editing can be done from the following tabs:

- **Calendar** – editing attendance on the calendar tab is the quickest way to take attendance for the student for multiple dates and periods.

- **Days of Activity** – this tab is usually used to edit or delete existing attendance records, although attendance can be added here as well.

To take attendance using the **Calendar** tab:

1. Locate the desired date, and click within the particular bell period box to the right of the date. A list of reasons appears.

Calendar Tab, Marking Attendance

2. Select the reason that best applies to the student's tardy or absence.

Calendar Tab, List of Absence or Tardy Reasons

3. Click **Save**.

The **Quick Entry—Single** section gives the ability to update all period attendance for one date. A single reason can be selected. That reason can override all other reasons previously entered.

Calendar Tab, Quick Entry--Single

To change the attendance for a single date for all periods:

1. Enter the **Date**.

2. Select the absence reason to be entered from the **Reason** list.

3. To override existing entries for this date, check the **Override All Reasons** box.

4. Click the **Update Attendance** button.

The **Quick Entry - Range** section gives the ability to update all period attendance within a range of dates. The periods that need to be altered can be selected as well as the reason for the absence/tardy. That reason can override all other reasons previously entered.

Quick Entry - Range						
Date Begin	Date End	Period Begin	Period End	Reason	Override All Reasons	Do Not Update All Day Code
04/11/2011	04/15/2011	1	2	Act	☑	☑
Update Attendance Range						

Calendar Tab, Quick Entry - Range

To change the attendance for the student for a range of dates and periods:

1. Enter the starting date to change in the **Date Begin** box.

2. Enter the last date to change in the **Date End** box.

3. Select the range of periods to change by selecting the starting period from the **Period Begin** list and the last period from the **Period End** list.

4. Select the absence reason to enter from the **Reason** list.

5. To override existing entries for those dates and periods, check the **Override All Reasons** box.

6. If the all-day code is set to be automatically calculated in the setup, Synergy SIS fills in the same absence reason in the **All Day Code** field as the reasons selected in all periods for that day. All periods must have the same absence reason for the code to be entered automatically. To turn this function off when using the **Quick Entry – Range** function, check the **Do Not Update All Day Code** box.

7. Click the **Update Attendance Range** button.

To enter more detailed information about the attendance, click the date or weekday name for the day to be edited. The **Period Attendance Detail** screen opens.

Period Attendance Detail Screen

To add attendance in the detail screen:

1. If the student was absent the entire day, select the absence reason in the **Reason 1** list to enter an all-day code.

2. Enter the student's **Arrival Times** and **Departure Time** and enter the **Total Number of Minutes Attended**.

3. Enter a **Note** explaining the student's all day attendance.

4. Select the **Absence Reason** for each period in the boxes in the **Calendar** section or in the lists in the **Notes** section.

5. Attendance notes can also be added for each period in the **Notes** section.

6. Click the **Save** button at the top of the screen.

To take attendance on the **Days of Activity** tab:

1. Click the **Add** button.

Days of Activity Tab, Adding Attendance

2. In the new line that appears at the bottom of the grid, enter the desired date.

Days of Activity Tab, Adding a Date

3. The first column to the right of the date is the **All Day Code**. This is used for a whole day of absence. If only one period needs to be marked, move the correct column. Click in it to select a reason for absence or tardy.

Selecting an Absence or Tardy Reason

4. Click **Save**. Once the entry is saved, it is placed in the correct chronological order in the list.

Updated Days of Activity Tab

Once a date is recorded on the **Days of Activity** tab, it can be edited. To change the absence or tardy reason within a date:

1. Find the date and period that needs to be altered, and click in the box. The list of absences or tardies appears.

2. Select the new reason.

Days of Activity Tab, Selecting a New Reason

3. Click **Save** to record this new reason.

MENU OPTIONS

At the top of the **Period Attendance** screen, a **Menu** button provides access to additional information regarding the period attendance activities.
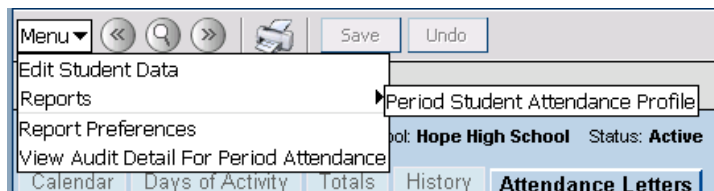
Period Attendance Screen, Menu Options

The options available under the **Menu** button are:

- **Edit Student Data** – places the screen in Update mode instead of Inquiry mode and allows the data to be edited. The **Edit** button does the same thing.

- **Reports** – enables the Period Attendance report to be easily generated for the student currently displayed in the screen.

Period Student Attendance Profile Report

> **Tip:** To select additional options for these reports or to print the reports for a group of students instead of an individual student, run the reports from the Reports folder in the navigation tree. For more information about running attendance reports, see Chapter Eleven.

- **Report Preferences** – sets the options used when printing a student profile from the **Student** screen. It is the same **User Password and Preferences** window available from the **Menu** button in the **Student** screen. These preferences are covered in detail in the *Synergy SIS – Student Information User Guide.*

Report Preferences Screen

- **View Audit Detail For Period Attendance** – the **Audit Trail History** screen lists all changes made to the student's records, including what was changed, who changed it, and when.

Audit Trail History for Daily Attendance

The Print button at the top prints the information on the **Period Attendance** screen.

Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Printed Period Attendance Screen

Chapter Seven:
SPECIAL TYPES OF ATTENDANCE

This chapter covers:

► Recording Attendance by FTE Amount

► Recording Supplemental Instruction Attendance

RECORDING ATTENDANCE BY FTE AMOUNT

Some schools that use daily attendance want to record the exact amount of absence for each student using the FTE amount instead of letting Synergy SIS calculate it. Daily attendance can be taken only twice a day at most, so the calculated absence can only capture half or full day absences (0.50 or 1.00 FTE). Using the FTE amount, you can record absences by the quarter day as well.

To turn on the FTE absence amount:

1. Go to **Synergy SIS > Attendance > Setup > School Attendance Options**.

School Attendance Options

2. Check the **Use Absence Amount** box.

3. Click the **Save** button.

When using the FTE absence amounts, most schools create a chart with student arrival and departure times that show what amount should be entered. A sample chart is shown below for a school that meets from 8 am to 2 pm:

Arrival Time	Departure Time				
	8:00 am	9:30 am	11:00 am	12:30 pm	2:00 pm
8:00 am	1.00	0.75	0.50	0.25	0.00
9:30 am	N/A	1.00	0.75	0.50	0.25
11:00 am	N/A	N/A	1.00	0.75	0.50
12:30 pm	N/A	N/A	N/A	1.00	0.75
2:00 pm	N/A	N/A	N/A	N/A	1.00

To record the FTE absence amount:

1. Go to **Synergy SIS > Attendance > Daily Attendance**.

Daily Attendance Screen

2. Find the student using either the scroll buttons or Find mode.

3. Click the underlined date.

Daily Attendance Screen

4. Select the **Absence Amount**. If the school is set up to take attendance twice a day, the total absence amount for each half day may not be more than 0.50.

Daily Attendance Detail Screen

5. Select the reason for the absence from the **Reason 1** and/or **Reason 2** lists.

6. Click the **Save** button at the top of the screen to save the changes.

RECORDING SUPPLEMENTAL INSTRUCTION ATTENDANCE

For schools that offer supplemental instruction, attendance must be taken using period attendance. The attendance can be recorded using any screen that supports period attendance, such as **Class Period Attendance** or **Period Attendance**. It can also be recorded using the TEACHERVUE software.

However, for supplemental instruction, the student's presence is recorded instead of absences. For each period the student attends, a positive attendance reason must be recorded.

For example, to record supplemental attendance using the **Period Attendance** screen:

1. Go to **Synergy SIS > Attendance > Period Attendance**.

Period Attendance Screen

2. Locate the student using the scroll buttons or Find mode.

3. Locate the periods that are using for supplemental instruction. For example, an after school program may be offered during periods 7 through 9.

Period Attendance Screen, Recording Attendance

4. For each period of supplemental instruction, click in the box and select a positive attendance reason such as **Positive**.

Period Attendance Screen, Selecting Attendance Reason

5. Once all of the periods of attendance have been recorded, click the **Save** button.

Period Attendance Screen, Supplemental Instruction Attendance Recorded

Chapter Eight:
SCHOOL ENROLLMENT HISTORY

This chapter covers:

► Viewing School Enrollment History

► Updating School Enrollment History

► Menu Options

VIEWING SCHOOL ENROLLMENT HISTORY

The **School Enrollment History** screen provides a quick way to view the school's enrollment throughout the year and see the ADM for each day in the school year. It also provides the data for the STU603 report, which can provided a year-to-year comparison of attendance. For the comparison to display, both last year and the current year must have the enrollment history updated.

1. Go to **Synergy SIS > Attendance > Setup > School Enrollment History**.

    School Enrollment History lists each day the school is in session from the first school day in the **Day of Year** column. The actual date for each day is displayed in the **Date** column.

School Enrollment History Screen

The **Students** column shows the total number of enrolled students on each day.

The **Enrollments** column shows the total number of enrolled students on each day with a tuition payer code of 1, Eligible for State Funding.

The **ADM** column shows the result of dividing the total number of days in which all students eligible for state funding were enrolled by the number of school days in the period.

2. .To view the ADM detail by grade, click the **Show Detail** button.

School Enrollment History, Detail Screen

The detail screen shows the number of students, enrollments, and ADM by grade level.

UPDATING SCHOOL ENROLLMENT HISTORY

The **School Enrollment History** screen does not automatically update as enrollment and attendance records are changed. To calculate the enrollment history based on the current enrollment records:

1. Click the Maximize button in the **Update Current Year Snapshot** section, and it expands to show the **Calculate Records** button.

School Enrollment History Screen, Updating

2. If you want to update the records for the entire district instead of just the school in focus, check the **For the Entire District** box.

3. Click the **Calculate Records** button.

4. To update the records and show only the information for a specific track, select the track from the **Track Filter** list. It can show each track individually or combine all of the tracks' records by selecting **Tracks Combined**. Click **Calculate Records** to update the list by the track selection.

MENU OPTIONS

At the top of the **School Enrollment History** screen, a **Menu** button provides access to additional information regarding the school's enrollment.
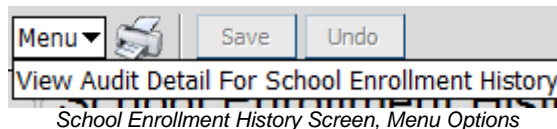
School Enrollment History Screen, Menu Options

The option available under the Menu button is:

- **View Audit Detail For School Enrollment History** – the **Audit Trail History** screen lists all changes made to the student's records, including what was changed, who changed it, and when. Since the School Enrollment History information is stored in a grid, it is not yet available for tracking via the audit detail report. An attendance audit can be run from the **Daily Attendance** or **Period Attendance** screen for each student.

The Print button at the top prints the information on the **School Enrollment History** screen.

Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Printed School Enrollment History Screen

Chapter Nine:
MASS CHANGE ATTENDANCE

This chapter covers:

► Changing Multiple Students' Attendance

► Menu Options

CHANGING MULTIPLE STUDENTS' ATTENDANCE

When groups of students are absent for a particular date or set of dates for school-related activities (such as sports, clubs, or performances), changes to all student attendance records within that grouping can be completed at the same time.

The procedure for a mass attendance change depends on whether your school takes daily attendance or period attendance. The attendance type is determined on **Synergy SIS > System > Setup > School Setup**, **Basic Info** tab, **Type Information** section, in the **School Attendance Type** list.

For period attendance, see *Period Attendance* below, *Student Filter Criteria* on page 82, and Job History on page 86.

For daily attendance, see *Daily Attendance* on page 81, *Student Filter Criteria* on page 82, and Job History on page 86.

Period Attendance

1. Go to **Synergy SIS > Attendance > Mass Change Attendance**.

Mass Change Attendance Screen, Mass Attendance Change Tab

2. Click the desired **Type of Change**:

   - **Change All Day Code**

   - **Change Period Attendance**

   - **Significant Period**

3. Complete the procedure below for **Change All Day Code**, **Change Period Attendance**, or **Significant Period**, and then continue with *Student Filter Criteria* on page 82.

Change All Day Code

1. To change a specific all day code to another all day code, select them in the **From** and **To** lists.

Type of Change
● Change All Day Code ○ Change Period Attendance ○ Significant Period

Change All Day Code

Examples:

- To change students with no absence recorded, leave the **From** list blank.

- To change all codes, select ***-Override Any Value** in the **From** list.

- To choose which periods to update, select ***-Override Any Value** in the **From** list and either ***-**Dominant Reason** or ***-**Dominant Reason In Selected Period Range** in the **To** list. **Dominant Reason** applies the dominant reason for all periods, and **Dominant Reason In Selected Period Range** applies for only the selected periods.

2. Under **Apply Changes for Dates**, enter the date range for which the change applies.

3. To base the change on how many of certain reason codes were recorded in a range of periods:

   a. Select the minimum number of occurrences and the type of reason codes in **If __ or more reason codes of type __ occurred during the day**.

   b. Select the start and end of the range of periods in the **From** and **To** lists.

   If you select **Reason Code** as the type, check boxes for the specific reason codes to count in the **Reason Codes** section that appears.

ReasonCodes
Reason Codes
☐ Lic ☐ Iss ☐ Unx ☐ Adm ☐ Oth ☐ Vac ☐ ill ☐ Unv ☐ Exc ☐ Wv
☐ Cou ☐ E ☐ Tdy ☐ Act ☐ Sus ☐ Bsp ☐ Fnl

Reason Codes Section

4. Under **Apply Changes To Period Attendance**:

- Select **Do Nothing With Attendance** to leave attendance for individual periods unchanged.

- Select **Fill Periods If No Attendance** to change periods that have no absence reason entered to the code selected in the **To** list.

- Select **Override All Period Attendance** to change all periods to the code used for the all day code.

Apply Changes To Period Attendance
● Do Nothing With Attendance ○ Fill Periods If No Attendance ○ Override All Period Attendance

Apply Changes To Period Attendance

5. Select criteria on the **Student Filter Criteria** tab, as described on page 82.

Change Period Attendance

1. To change a specific attendance code to another attendance code, select them in the **From** and **To** lists. To change any code, select ***-Override Any Value**. To change students with no absence recorded, leave the **From** list blank.

Period Reason Conditions

2. Under **Apply Changes for Dates**, enter the date range for which the change applies.

3. Select the periods that should be included in the mass change by using the **From** and **To** lists under **Apply Changes For Periods**.

4. To change the all day code as well, check the **Change The All Day Code** box.

5. Select criteria on the **Student Filter Criteria** tab, as described on page 82.

Significant Period

1. To change the all day code to the code entered for a specific period, select values in **If the All Day Code matches the value __ then update it to match the code found in Period __**.

2. Select the start and end dates for the change in **This should be done to cover the date range From __ To __**.

3. Select criteria on the **Student Filter Criteria** tab, as described on page 82.

You can arrange significant period changes in advance.

1. Configure a significant period mass change as described above, including student filter criteria.

Mass Attendance Change tab, Significant Period

2. Click the **Menu** button, and select **Schedule Attendance Job**.

Schedule Attendance Job

3. Name the job, enter the time of day in HH:MM AM/PM format, and click **Schedule Job**.

Scheduling a Mass Change

The job appears in the **Currently Scheduled Jobs** section, and after it runs, it appears on the **Job History** tab.

Mass Attendance Change tab, Currently Scheduled Jobs

Job History tab

Daily Attendance

1. Go to **Synergy SIS > Attendance > Mass Change Attendance**.

Mass Change Attendance Screen, Mass Attendance Change Tab

2. Under **Change Reason Codes**, select the code to change **From** and the code to change **To**.

3. Under **Apply Changes For Dates**, enter the beginning and end of the date range for which to make the change.

4. Enter the **Total Minutes Attended**.

5. Select criteria on the **Student Filter Criteria** tab, as described below.

Student Filter Criteria

To change the attendance for selected students only, enter the criteria by which to select the students on the **Student Filter Criteria** tab. To change all students, select all grade levels and leave all other criteria blank.

Mass Change Attendance Screen, Student Filter Criteria Tab

Five types of filters are available: Group, Grade, Section, Teacher, and Students. You can apply these filters in any combination.

1. Select a group in the **Group** list.

Student Filter Criteria Tab, Selecting Group

2. Select one or more **Grade** levels.

Student Filter Criteria Tab, Selecting Grade Levels

3. Click the **Chooser** button in the **Section** area. The **Chooser** screen opens.

Student Filter Criteria Tab, Choosing Sections

4. Enter all or part of the **Section ID**, and click the **Find** button.

Section ID Chooser Screen

5. Click a section ID, or hold down the Ctrl key and click multiple section IDs, and then click **Add Selected Row(s) >**. Selected sections move to the **Selected Items** column.

Section ID Chooser Screen

6. Click the **Select** button at the top of the screen.

7. Click the **Chooser** button in the **Teacher** area. The **Chooser** screen opens.

Student Filter Criteria Tab, Choosing Teachers

8. Enter all or part of the teacher's name, and click the **Find** button.

Teacher Chooser Screen

9. Click a teacher, and then click **Add Selected Row(s) >**. The teacher moves to the **Selected Items** column.

Teacher Chooser Screen

10. Click the **Select** button at the top of the screen.

11. Click the **Chooser** button in the **Students** area. The **Chooser** screen opens.

Student Filter Criteria Tab, Choosing Students

12. Enter all or part of the student's name, Perm ID, or other criteria, and click the **Find** button.

Student Chooser Screen

13. Click a student, and then click **Add Selected Row(s) >**. The student moves to the **Selected Items** column.

Student Chooser Screen

14. Click the **Select** button at the top of the screen.

15. Click the **Apply Attendance** button at the top of the screen.

Mass Change Attendance Screen, Apply Attendance

A **Job Status** window appears. When the process completes, a **Job Result** screen appears. The listed files show which records were changed and any errors that occurred. Click either file to open it.

Mass Change Attendance, Job Result

Job History

The Job History tab records scheduled mass changes that have run.

Job History tab

For more information, see **Significant Period** on page 80.

MENU OPTIONS

At the top of the **Mass Change Attendance** screen, a **Menu** button provides access to additional information regarding the school's attendance.

Mass Change Attendance Screen, Menu Options

The options available under the **Menu** button are:

- **Schedule Attendance Job** – schedules a mass change based on significant period, as described in the previous section.

- **View Audit Detail For Mass Change Attendance** – the **Audit Trail History** screen lists all changes made, including, what was changed, who changed it, and when. Mass Change Attendance information is not available for tracking via the audit detail report. An attendance audit can be run from either the Daily Attendance or Period Attendance screen for each student.

The Print button at the top prints the information on the **Mass Change Attendance** screen.

Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Printed Mass Change Attendance Screen

Chapter Ten:
ATTENDANCE LETTERS

This chapter covers:

► Creating Attendance Letters

► Additional Options

► Printing Attendance Letters

► Menu Options

CREATING ATTENDANCE LETTERS

Attendance letters can be created to be mailed to parents and/or students regarding absences, tardies, and so on. They are processed based on thresholds. A threshold is the number of a particular absence reason accumulated. Different letters can be created for each threshold. For example, one letter can be sent for 3 tardies and another for 6 tardies. Multiple types of letters can be created.

To create an attendance letter:

1. Go to **Synergy SIS > Attendance > Attendance Letter**.

2. Click the **Add** button at the top of the screen.

Adding an Attendance Letter
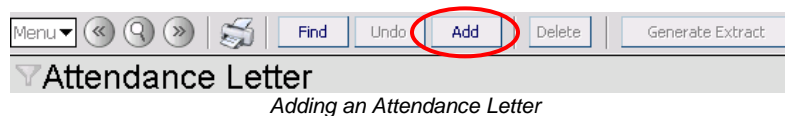
3. The new **Attendance Letter** screen opens.

New Attendance Letter Screen

4. Type the title of the new attendance letter in the **Letter Name** box. This name should indicate the absence reasons used as criteria such as Tardy or Absences.

5. Click the **Add** in the **Cutoff Values** section, and a new blank line appears.

Cutoff Values Section

6. Enter the number of absence reasons (selected below) that must be accumulated for this letter to generate in the **Threshold Value** field. This can be a number from 1 to 999,999, but it is usually a number less than 20.

7. Select which letter to be used for that threshold from the **Mail Merge Doc** list. The mail merge letters are defined in the **Mail Merge Definition** screen, as explained in the *Synergy SIS – Attendance Administrator Guide*.

8. Select the type of document to print from the **Output Type** list. The letters can be generated as either PDF or Word documents.

9. Choose the student's language to use in the letter from the **Language** list. It can be either the student's home language or primary language as entered in the **Student** screen. Since mail merge documents can also be created in multiple languages, the student's language will be matched to the correct mail merge letter.

10. To add additional letters for additional thresholds, click the **Add** button in the **Cutoff Values** section again and follow steps 6-9. Continue adding letters until all letters have been added.

11. Select the range of dates to be used to count the absence ranges by entering the starting date in the **Begin** box and the ending date in the **End** box.

Date and Grade Range Sections

12. Enter the range of grade levels to be evaluated by selecting the starting grade from the **Begin** list and the ending grade from the **End** list.

13. In the **Extras** section, select how the absence reasons will be counted by selecting the **Totaling Method** from the list.

Extras Section

If you select **Total across all bell periods** or **Total by bell periods**, a **Periods to Exclude** section appears and enables you to <u>omit</u> some periods from calculations. (By default, all periods are included.) For example, period 9 might be for after-school programs where attendance is taken but where absences should not generate letters.

Periods to Exclude Section

14. Choose how the letters will be sorted when printed in the **Sorting Method** list. They can be sorted by **Alpha** (alphabetically by the student's last name) or by **Grade**.

15. To print letters for inactive students in addition to active students, check the box **Show Inactive Students**.

16. Each time the attendance letter is run, the threshold totals are stored with the student's records. To clear the current thresholds and recount the student's absences, check the **Clear Current Thresholds** box.

17. Select the address to be printed on the letter from the **Send to Method** list in the Addressee Info section. If **Student** is selected, enter the text to precede the student's name in the **Address To Label** (such as "To the Parents of"). If **Parent(s)** is selected, check the **Use Student Address If Parent Address Is Blank** box and check the boxes in the **Parent Options** section to indicate which parent should be used in the address of the letter. The Parent Options selected will be matched against the categories selected in the Parent tab of the Student screen for each parent.

Student Address Options

Parent Address Options

18. Select the absence reasons to be used for the threshold from the **Absence Reasons to Include** section. The absence reasons can be selected by type in the **Reason Type** lists, by specific reasons by checking the boxes for **Absence Reasons**, or by the category defined in the **District Attendance Code** or **School Attendance Code** screen by checking the **Letter Reason Flags**. To check or uncheck all absence reasons or letter reason flags, use the button.

Absence Reasons to Include

19. To run additional reports to be included with the letter, check the boxes in front of the **Period Attendance Profile** or **Daily Attendance Profile**. If the Period Attendance Profile will be printed, check the **Show Period Attendance Profile Detail** to include all details in the profile.

Additional Reports to Execute

20. To print a list of all of the letters created in addition to the letters themselves, check the **Show Letter Extract Log** box.

Mail Merge Options

21. Click the **Save** button at the top of the screen to return to the main **Attendance Letter** screen.

22. Click the **Save** button at the top of the screen to finish saving the letter.

ADDITIONAL OPTIONS

There are more options for attendance letters on the **Additional Options** tab.

Attendance Letter Screen, Additional Options Tab

It may be necessary to remove the letters from the student records. For example, the district may be testing a new letter that should not remain part of the student's permanent record. To remove the records of previous attendance letters:

1. Enter the date on which the letters were created in the **Threshold Date** box.

2. Click the **Clear Attendance Letter Records Created On This Date** button.

Reports can be run based on the attendance letter data. Only running the reports means the reports will be generated, but the attendance letters will not be created. To run only reports:

1. Enter the date on which the letters were created in the **Report Date** box.

2. Click the **Run Reports Only** button.

PRINTING ATTENDANCE LETTERS

To print attendance letters:

1. Find the letter definition to use by either using the scroll buttons or the Find button.

2. Click the **Generate Extract** button at the top of the screen.
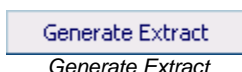
Generate Extract

A **Job Status** window appears. Due to the amount of data being gathered, it can take additional time to generate the attendance letter extract.

Once the job has finished processing, a **Job Result** window appears and displays a **Job Result Files** list.
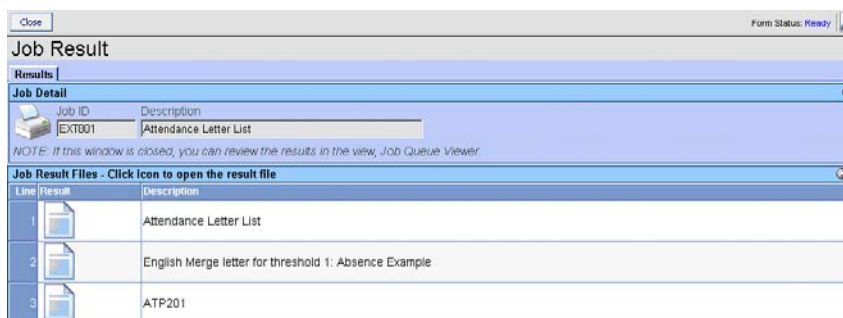
Generate Extract, Job Result

3. Click the **Attendance Letter List** icon to see the letters generated and to print them. To see the mail merge document used without the merged information, click the Merge Letter icon. Any reports included will also display in the list, such as ATP201. Click this icon to print the included reports.
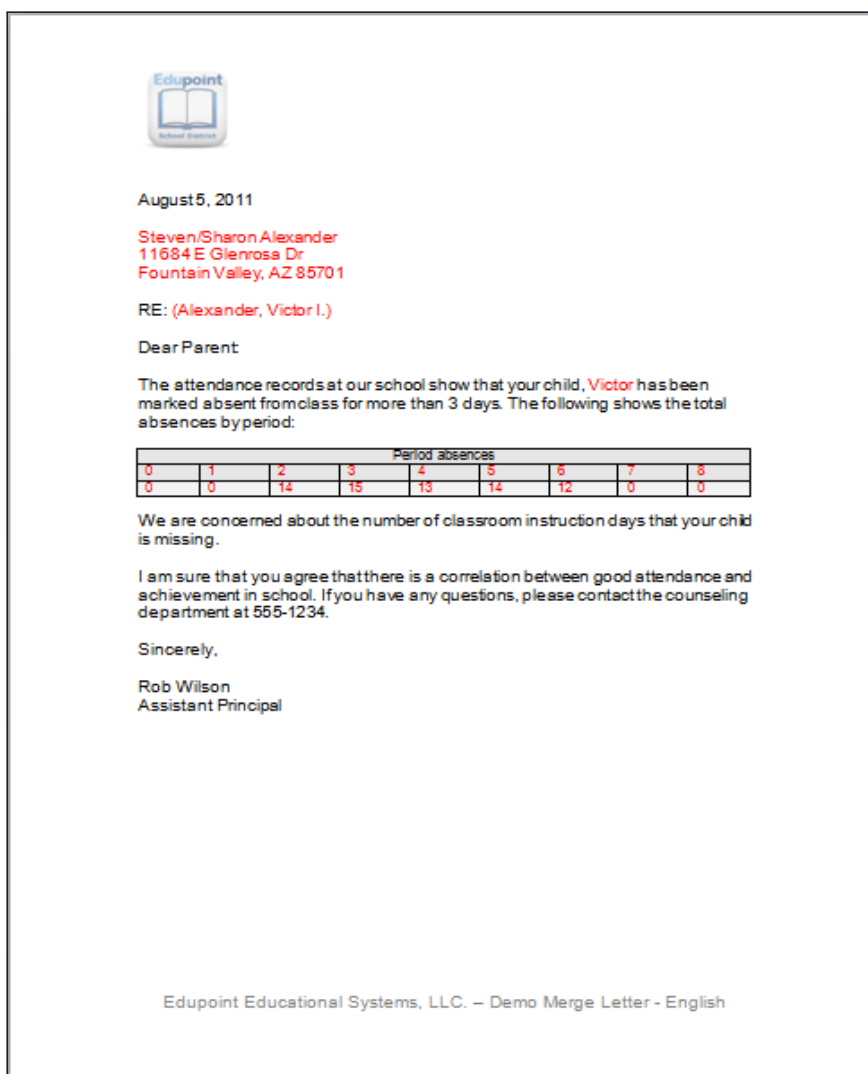
Absence Example

MENU OPTIONS

At the top of the **Attendance Letter** screen, a **Menu** button provides access to additional information regarding attendance letters.

Attendance Letter Screen, Menu Options

The options available under the **Menu** button are:

- **Edit SchoolAttLetterOpt Data** –allows the name of the letter to be edited.

- **View Audit Detail For Attendance Letter** – the **Audit Trail History** screen lists all changes made in the **Attendance Letter** screen, including what was changed, who changed it, and when.

Audit Trail History for Attendance Letter

The Print button at the top prints the information on the **Attendance Letter** screen.

Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Printed Attendance Letter Screen

Chapter Eleven:
REPORTS

This chapter covers:

► Available Reports

► General Attendance Reports

► Daily Attendance Reports

► Period Attendance Reports

AVAILABLE REPORTS

The available reports for Attendance found under the Synergy SIS Attendance menu. There are four types of reports available – Individual, List, Summary, and Extracts. **Individual Reports** print out information about a single student per page, but can be printed for multiple students at one time. **List Reports** generate summaries for multiple students. **Summary Reports** present numerical report summaries. **Extracts** produce files that can be imported in other programs.

GENERAL ATTENDANCE REPORTS

To access the available General Attendance reports:

1. Go to **Synergy SIS > Attendance > Reports > Summary**.

2. Click the name of the report to open the report and select the options to be used in printing the report.

3. Click the **Print** button. The report is printed as a PDF file to the screen, which can then be sent to the printer.

> **Reference:** This chapter covers only the customizations specific to each of the reports used in Attendance, and the additional options available on the other tabs are explained in the *Synergy SIS – Query & Reporting Guide.*

CFG801 – District Monthly Calendar Report

The District Monthly Calendar Report prints a two-page report showing all of the months of the district calendar and any holidays or other days off at the district level.

This report does not have any customization options at this time.

District Monthly Calendar Report Interface

District Monthly Calendar Report

CFG802 – School Monthly Calendar Report

The School Monthly Calendar Report prints a report of all of the months of the school calendar and can display the holidays, rotation day, and bell schedule assigned to each school day. If the school has tracks, it also prints a separate calendar for each track.

The report can be customized using the following options:

School Monthly Calendar Report Interface

- **Period Rotation** – check this box to show the period rotation day assigned to each school day

- **Bell Period** – check this box to show the bell period definition assigned to each school day

- **Tracks To Display** – check the boxes for the track calendars to print. To check or uncheck all tracks, use the ⬜↔☑ button.

Edupoint
School District

Hope High School
School Monthly Calendar Report

Year: 2010-2011
Report: CFG802

Calendar Range: 08/29/2010-06/04/2011

August 2010

Monday				Tuesday				Wednesday				Thursday				Friday			
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
30	Oth			31	Oth														

September 2010

Monday				Tuesday				Wednesday				Thursday				Friday			
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
								1				2				3			
6		A		7		B		8		B		9		B		10		A	
13		B		14		A	2	15		B		16		A		17		B	
20		A		21		B		22		A		23		B		24		A	
27		B		28		A		29		B		30		A					

October 2010

Monday				Tuesday				Wednesday				Thursday				Friday			
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
																1			
4		A		5		B		6		A		7		B		8		A	
11		B		12		A		13		B		14		A		15		B	
18		A		19		B		20		A		21		B		22		A	
25		B		26		A		27		B		28		A		29		B	

November 2010

Monday				Tuesday				Wednesday				Thursday				Friday			
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
1		A		2		B		3		A		4		B		5		A	
8		B		9		A		10		B		11		A		12		B	
15		A		16		B		17		A		18		B		19		A	
22		B		23		A		24		B		25	Hol			26	Hol		
29		A		30		B													

December 2010

Monday				Tuesday				Wednesday				Thursday				Friday			
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
								1				2				3			
6		B		7		A		8		B		9		A		10		B	
13		A		14		B		15		A		16		B		17		A	
20	Hol			21	Hol			22	Hol			23	Hol			24	Hol		
27	Hol			28	Hol			29	Hol			30	Hol			31	Hol		

School Monthly Calendar Report

DAILY ATTENDANCE REPORTS

To access the available Daily Attendance reports:

1. Go to **Synergy SIS > Attendance > Reports Daily**, and click the desired sub-folder **Extracts**, **Individual**, **List**, or **Summary**.

2. Click the name of the report to open the report and select the options to be used in printing the report.

3. Click the **Print** button to print the report. The report is printed as a PDF file to the screen, which can then be sent to the printer.
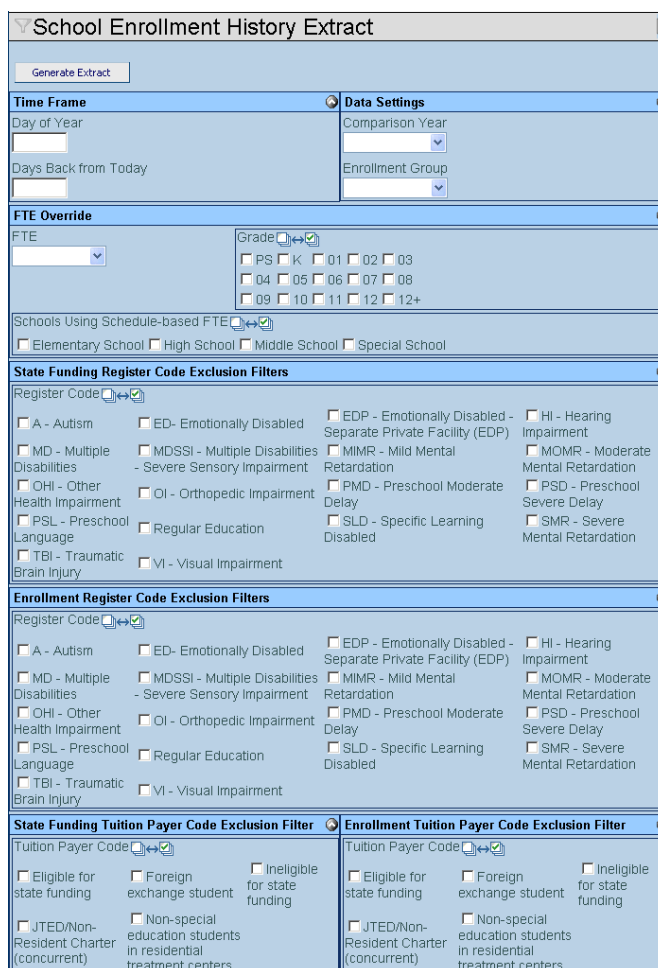
> **Reference:** This chapter covers only the customizations specific to each of the reports used in Attendance, and the additional options available on the other tabs are explained in the *Synergy SIS – Query & Reporting Guide*.

School Enrollment History Extract

The School Enrollment History Extract produces a text file detailing each student's enrollment that can then be imported into another program.

The report can be customized using the following options:

- **Time Frame** – choose which day to extract by either entering the **Day of Year** (such as 40 or 100) or the number of **Days Back From Today.**

- **Data Settings** – select which year to be compared from the **Comparison Year** list. Choose whether to compare **ADM**, **Enrollments,** or **State Funded** from the **Enrollment Group** list.

- **FTE Override** – select the **FTE** (Full-Time Equivalent) value to use for all students instead of the data entered into Synergy SIS

- **Grades** – check off the grade levels to be included in the report. To check or uncheck all grades, use the button. Clicking in the empty box clears all checkboxes, where clicking in the box with the checkmark checks all grades.

School Enrollment History Extract, Report Interface

- **Schools Using Schedule-based FTE** – select the type of schools to be included in the report. To check or uncheck all schools, use the button.

- **State Funding Register Code Exclusion Filters** – if the enrollment group is set to State Funded, check off all codes that should be **excluded** from the report. To check or uncheck all codes, use the button.

- **Enrollment Register Code Exclusion Filters** – if the enrollment group is set to Enrollment, select all codes that should be **excluded** from the report. To check or uncheck all codes, use the button.

- **State Funding Tuition Payer Code Exclusion Filter** – if the enrollment group is set to State Funded, select all tuition payer codes that should be **excluded** from the report. To check or uncheck all codes, use the button.

- **Enrollment Tuition Payer Code Exclusion Filter** – if the enrollment group is set to

Enrollment, select all tuition payer codes that should be **excluded** from the report. To check or uncheck all codes, use the 🗔↔☑ button.

School Enrollment History Extract

ATD201 – Daily Attendance Profile

The Daily Attendance Profile shows the student's basic demographic information and lists all days on which an absence was recorded with the detailed information regarding the absence.

The report can be customized using the following options:

Daily Attendance Profile, Report Interface

- An individual student or group of students can be selected by filtering on the **Perm ID, Gender, Last Name**, **First Name**, **Middle Name**, or **Grade**. For example, if grade 12 is selected, the report prints an individual report for each student in grade 12. A range of grades can also be selected.

- To show the all-day reason code totals, check the **Show All Day Reason Code Totals** box.

- To omit from the report any notes attached to a day's absence, check the **Hide Attendance Notes** box.

Edupoint School District

Adams Elementary
Daily Attendance Profile

Year: 2010-2011
Report: ATD201

Student Information

Student Name	Perm ID	Gender	Grade	Home Address
Aaron, Ian	129442	**M**	04	
Last Name Goes By	Nick Name		Birth Date	**1954 S Val Vista Dr**
	Joe		**04/13/2001**	**Mesa, AZ 85234**
Phone	Home Language	Resolved	Enter Date	Leave Date
480-555-1214	**Filipino**	**Hispanic**	**08/31/2010**	

Aaron, Ian

Custodial Information

Mother	Phone Type	Phone	Extension	
Aaron, Kathleen	**Home**	**480-555-1214**		

☑ Contact Allowed   ☑ Has Custody   ☑ Lives With   ☑ Ed. Rights   ☑ Mailings Allowed

Father	Phone Type	Phone	Extension	
Aaron, Phillip	**Cell**	**480-555-6767**		

☑ Contact Allowed   ☑ Has Custody   ☑ Lives With   ☑ Ed. Rights   ☑ Mailings Allowed

Attendance Information

Date	Reason 1	Amount 1	Arrival Time	Depart Time	Minutes Attend
09/07/2010	**Tardy**	**0.50**			
	Reason 2	Amount 2	Note		
09/09/2010	**Illness**	**0.50**	Arrival Time	Depart Time	Minutes Attend
	Reason 2 **Illness**	Amount 2 **0.50**	Note		
09/13/2010	**Tardy**	**0.50**	Arrival Time	Depart Time	Minutes Attend
	Reason 2	Amount 2	Note		
09/24/2010	**Unverified**	**1.00**	Arrival Time	Depart Time	Minutes Attend
	Reason 2	Amount 2	Note		
10/04/2010	**Suspension**	**1.00**	Arrival Time	Depart Time	Minutes Attend
	Reason 2	Amount 2	Note		
10/05/2010	**Suspension**	**1.00**	Arrival Time	Depart Time	Minutes Attend
	Reason 2	Amount 2	Note		
10/06/2010	**Suspension**	**1.00**	Arrival Time	Depart Time	Minutes Attend
	Reason 2	Amount 2	Note		
10/13/2010	**Unverified**	**1.00**	Arrival Time	Depart Time	Minutes Attend
	Reason 2	Amount 2	Note		
10/14/2010	**Unverified**	**1.00**	Arrival Time	Depart Time	Minutes Attend
	Reason 2	Amount 2	Note		

Printed by Admin User at 05/24/2011 2:55 PM   Edupoint School District   Page 1 of 4

Daily Attendance Profile, Page 1

ATD202 – Daily Attendance Minutes Profile

The Daily Attendance Minutes Profile report displays the student's demographic information and lists the minutes entered for every week of the current school year. The report provides total minutes for each week and overall.

The report can be customized using the following options:

Daily Attendance Minutes Profile, Report Interface

- An individual student or group of students can be selected by filtering on the **Perm ID, Gender, Last Name**, **First Name**, **Middle Name**, or **Grade**. For example, if grade 12 is selected the report will print an individual report for each student in grade 12. A range of grades may also be selected.

- The report can also be filtered by the date by entering a starting and end date in the **Date Range** fields. The dates must be entered in the MM/DD/YY format, or they can be selected by using the Calendar 📅 button.

- Finally, the report can be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, **by Reason** by checking off the specific absence reasons to be included, or **by Reason Flags**. The Reason Flags are defined in the District and School Attendance Codes screen. If the absence reason is defined as an Incl Dialer reason, and that flag is checked off, the reason will be included in the report. To check or uncheck all reasons, use the 📋 button.

Adams Elementary
Daily Attendance Minutes Profile

Year: 2007-2008
Report: ATD202

Student Information

Student Name	Perm ID	Gender	Grade	Track	Home Address
Aaron, Ian	129442	M	K		1955 S Val Vista Dr

Last Name Goes By	Alias	Birth Date	Mesa, AZ 85204
Smith	Bobby	04/14/1998	

Phone	Home Language	Ethnic Code	Enter Date	Leave Date
480-555-2648	Finnish	White	08/13/2007	

Custodial Information

Mother	Phone Type	Phone	Extension
Aaron, Kathleen	Home	480-555-6767	

☑ Contact Allowed ☑ Has Custody ☑ Lives With ☑ Ed. Rights ☑ Mailings Allowed

Father	Phone Type	Phone	Extension
Aaron, Phillip	Cell	480-555-6767	

☐ Contact Allowed ☐ Has Custody ☐ Lives With ☐ Ed. Rights ☑ Mailings Allowed

Week	Date	Minutes	Week	Date	Minutes	Week	Date	Minutes
1	08/13/2007	50	6	09/17/2007	50	11	10/22/2007	50
	08/14/2007	40		09/18/2007	-		10/23/2007	40
	08/15/2007	30		09/19/2007	-		10/24/2007	30
	08/16/2007	50		09/20/2007	50		10/25/2007	50
	08/17/2007	40		09/21/2007	-		10/26/2007	40
		210			100			210
2	08/20/2007	50	7	09/24/2007	50	12	10/29/2007	50
	08/21/2007	40		09/25/2007	40		10/30/2007	40
	08/22/2007	15		09/26/2007	30		10/31/2007	30
	08/23/2007	50		09/27/2007	50		11/01/2007	50
	08/24/2007	40		09/28/2007	40		11/02/2007	40
		195			210			210
3	08/27/2007	50	8	10/01/2007	50	13	11/05/2007	50
	08/28/2007	40		10/02/2007	40		11/06/2007	40
	08/29/2007	30		10/03/2007	30		11/07/2007	30
	08/30/2007	50		10/04/2007	50		11/08/2007	50
	08/31/2007	40		10/05/2007	40		11/09/2007	40
		210			210			210
4	09/03/2007	-	9	10/08/2007	50	14	11/12/2007	50
	09/04/2007	40		10/09/2007	40		11/13/2007	40
	09/05/2007	30		10/10/2007	30		11/14/2007	30
	09/06/2007	25		10/11/2007	50		11/15/2007	50
	09/07/2007	40		10/12/2007	40		11/16/2007	40
		135			210			210
5	09/10/2007	50	10	10/15/2007	50	15	11/19/2007	50
	09/11/2007	40		10/16/2007	40		11/20/2007	40
	09/12/2007	30		10/17/2007	30		11/21/2007	30
	09/13/2007	50		10/18/2007	25		11/22/2007	50
	09/14/2007	40		10/19/2007	40		11/23/2007	40
		210			185			210

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Daily Attendance Minutes Profile

ATD402 – Daily Attendance List

The Daily Attendance List report lists all student absences in a given date range as well as the student's arrival and departure time with total minutes for the day. It also lists the parent's phone numbers for each student, so the list can be used for attendance verification.

The report can be customized using the following options:

Daily Attendance List, Report Interface

- The students included in the list can be filtered by **Grade**. For example, if Grades 9-10 were selected the report will only include students at those grade levels.

- To display the student's phone number, check the box labeled **Use Student's Home Phone**.

- To show the parent names, relationship category, phone number type, and phone number, check the box labeled **Show Parent Information**.

- The report can also be filtered by the date by entering a **Start Date** and **End Date**. The dates must be entered in the MM/DD/YY format, or they can be selected by using the Calendar 🗓 button.

- To include any attendance notes, the arrival and departure times, and the minutes attended, check the box **Include Attendance Detail**.

- Finally, the report can be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included

from the list, **by Reason** by checking off the specific absence reasons to be included, or **by Reason Flags**. The Reason Flags are defined in the District and School Attendance Codes screen. If the absence reason is defined as an Incl Dialer reason, and that flag is checked off, the reason will be included in the report. To check or uncheck all reasons, use the ⬜↔☑ button.

Student Name	Perm ID	Grade	Gender	Date	Reason 1	Amt 1	Reason 2	Amt 2
Aaron, Theresa	126855	01	Female	09/21/2010	Illness	1.00		
Acuna, John J.	145769	01	Male	12/30/2010	Excused	1.00		
				03/18/2011	Unverified	1.0		
Alvarez Hernande, Lois	137627	01	Female	03/18/2011	Unverified	1.0		
Avila, Judith F.	169430	01	Female	10/05/2010	Excused	1.00		
				10/07/2010	Excused	1.00		
				10/11/2010	Illness	1.00		
				06/01/2011	Unverified	1.00		
Begay, Lisa M.	142305	01	Female	10/11/2010	Excused	1.00		
Beltran Del Rio, Anthony	144565	01	Male	09/30/2010	Illness	1.00		
				10/11/2010	Illness	1.00		
				10/20/2010	Unverified	1.00		
				11/23/2010	Unverified	1.00		
				12/01/2010	Unverified	1.00		
Beltran Del Rio, Kathy	144574	01	Female	09/30/2010	Illness	1.00		
				10/01/2010	Illness	1.00		
Benallie, Joyce C.	157760	01	Female	09/17/2010	Excused	1.00		
				09/24/2010	Excused	1.00		
				09/28/2010	Excused	1.00		
				09/30/2010	Excused	1.00		
				10/01/2010	Excused	1.00		
Benitez, Lawrence	124713	01	Male	09/03/2010	Excused	1.00		
				09/21/2010	Excused	1.00		
				10/04/2010	Excused	1.00		
				06/01/2011	Unverified	1.00		
Bogan Walker, Kenneth	151708	01	Male	09/28/2010	Message	1.00		
				10/04/2010	Excused	1.00		
				10/14/2010	Excused	1.00		
Bradley, Janet E.	166932	01	Female	03/18/2011	Unverified	1.0		
Bryant, Samuel M.	148307	01	Male	10/08/2010	Message	1.00		
				12/30/2010	Illness	1.00		
Cain, Edward T.	108563	01	Male	09/17/2010	Illness	1.00		
				10/11/2010	Illness	1.00		
Cardenas, Joan R.	149971	01	Female	06/01/2011	Unverified	1.00		
Carmona, Shirley B.	141708	01	Female	03/18/2011	Unverified	1.0		
Castro, Jonathan I.	116476	01	Male	09/13/2010	Illness	1.00		
				09/23/2010	Illness	1.00		
				03/18/2011	Unverified	1.0		
Caviness, William M.	151321	01	Male	09/06/2010	Excused	1.00		
				09/16/2010	Message	1.00		
				09/30/2010	Message	1.00		
				10/11/2010	Message	1.00		
Chamness, Martha E.	149112	01	Female	09/14/2010	Illness	1.00		
				09/17/2010	Message	1.00		
				10/04/2010	Illness	1.00		
				10/11/2010	Excused	1.00		
				12/01/2010	Unverified	1.00		
Cohoe Berry, Sean K.	129849	01	Male					

Adams Elementary
Daily Attendance List
From 08/30/2010 to 06/03/2011

Year: 2010-2011
Report: ATD402

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Daily Attendance List

ATD403 – Daily Absent List

The Daily Absent List lists all students absent on a given day by section.

The report can be customized using the following options:

Daily Absent List, Report Interface

- By default, the report will print for all sections and teachers. To print the report for only one section or teacher, enter the **Section ID** or select the **Teacher** name from the list.

- To display the student's home phone number, check the box labeled **Use Student's Home Phone.**

- Select the **Date** to use in the report by entering it in the MM/DD/YY format, or selecting it by using the Calendar 📝 button.

- The report can be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, or **by Reason** by checking off the specific absence reasons to be included. To check or uncheck all reasons, use the 🔲↔🗹 button.

- To include any attendance notes, the arrival and departure times, and the minutes attended, check the box **Include Attendance Detail**.

- To print all phone numbers listed for the parent/guardian, check the box labeled **Include Phone Log**.

- To specify which parents are included in the report, check the boxes in the **Parent Info** section. The parents that have those rights will be shown in the report.

Daily Absent List

ATD404 – Daily Tardy List

The Daily Tardy List lists all students who were tardy on a given day by section, with parent phone numbers.

The report can be customized using the following options:

Daily Tardy List, Report Interface

- By default, the report will print for all sections and teachers. To print the report for only one section or teacher, enter the **Section ID** or select the **Teacher** name from the list.

- To display the student's home phone number, check the box labeled **Use Student's Home Phone.**

- Select the **Date** to use in the report by entering it in the MM/DD/YY format, or selecting it by using the Calendar button.

- Select the absence reason types to show on the report from the **Reason Type** lists. Only two reason types are displayed since most schools only have two types of tardies – Excused and Unexcused.

- To include any attendance notes, the arrival and departure times, and the minutes attended, check the box **Include Attendance Detail**.

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School District

Adams Elementary
Daily Tardy List
05/18/2011

Year: 2010-2011
Report: ATD404

Section	Period	Course ID	Course Title	Teacher	Room
0102	**1**	**0300**	**3/4 Grade**	**Carroll, Natalie**	**0002**

Student Name	Perm ID	Grade Gender	Relation	Parent Name	Type	Phone	Extn
Bustamante, Aaron	130333	03 Male	Father	Bustamante, Craig	Work	480-555-5615	
			Father	Bustamante, Craig	Home	480-555-5615	
			Mother	Bustamante, Donna	Home	480-555-2893	
			Mother	Bustamante, Donna	Cell	480-555-2893	
			Mother	Bustamante, Donna	Work	480-555-2893	
Valle, Jane L.	152380	03 Female	Father	Valle, Harry	Home	480-555-0464	
			Mother	Ruiz, Louise	Home	480-555-0464	
Werito, Gerald L.	145377	03 Male	Mother	Williams, Andrea	Cell	480-555-0000	
			Mother	Williams, Andrea	Work	480-555-0000	
			Mother	Williams, Andrea	Home	480-555-0000	
			Father	Werito, Adam	Home	480-555-0615	
			Father	Werito, Adam	Work	480-555-0615	
			Father	Werito, Adam	Cell	480-555-0615	

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Daily Tardy List

ATD405 – Daily Perfect Attendance List

The Daily Perfect Attendance List lists all students who were not absent or tardy for a given date range, by section. It also includes parent contact numbers.

The report can be customized using the following options:

Daily Perfect Attendance List, Report Interface

- The report can be filtered by the date by entering a **Start Date** and **End Date**. The dates must be entered in the MM/DD/YY format, or they can be selected by using the Calendar button.

- The students included in the list can be filtered by **Grade**. For example, if Grades 9-10 were selected the report will only include students at those grade levels.

- By default, the report will print for all sections and teachers. To print the report for only one section or teacher, enter the **Section ID** or select the **Staff** name (the teacher) from the list.

- To include only students who have been enrolled for a set number of days, enter the minimum number in the **Minimum Days Enrolled** box.

- To exclude all personal information from the report, including the permanent ID, parent/guardian names, and phone numbers, check the box **Hide Student Detail**.

- To choose which parents are included in the report, check the boxes in the **Parent Info** section. This will only display if the Hide Student Detail box is NOT checked.

- Finally, the report can be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, **by Reason** by checking off the specific absence reasons to be included, or **by Reason Flags**. The Reason Flags are defined in the District and School Attendance Codes screen. If the absence reason is defined as an Incl Dialer reason, and that flag is checked off, the reason will be included in the report. To check or uncheck all reasons, use the 🔲↔☑ button.

Daily Perfect Attendance List

ATD406 – Daily Student List by Attendance

The Daily Student List by Attendance lists all students with a given number of absences for a specific date range.

The report can be customized using the following options:

- The students included in the list can be filtered by **Grade**. For example, if Grades 9-10 are selected, the report includes students at those grade levels only.

- The report can be filtered by the date by entering **Start** and **End** dates.

- To show only students with more than a certain number of the absences selected in the Absence Definition, enter the number in the **Minimum Occurrences** box.

Daily Student List by Attendance, Report Interface

- If the absences must be continuous, check the **Check for Continuous Absences** box. For example, if 10 is entered for **Minimum Occurrences**, and this box is checked, the report lists students who have been absent 10 or more days in a row.

- Finally, the report can be filtered by the absence reason entered. The absence reasons may be selected by selecting the reason types to be included from the lists, by checking boxes for the specific absence reasons to be included, or checking boxes for reason flags. **Reason Flags** are defined in the **District Attendance Code** and **School Attendance Code** screens. If the absence reason is defined as an Incl Dialer reason, and that flag is checked, the reason is included in the report. To check or uncheck all reasons, click the ⬜↔☑ button.

Adams Elementary
Daily Student List by Attendance
Students With 1 or More Absences From 08/30/2010 to 05/24/2011

Year: 2010-2011
Report: ATD406

Student Name	Perm ID	Grade
Angulo, Daniel A.	120743	02
Avila, Pamela A.	169391	02
Bailey, Debra T.	129459	02
(Barnes, Andrea)	136133	02
Baucom, Samuel D.	131695	02
Beltran, Jacqueline G.	135606	02
Beltran Gonzalez, Thon	129461	02
Benallie, Kelly	165078	02
Camacho, Gregory K.	150021	02
Corrales, Gloria S.	115226	02
Davis, Craig A.	138425	02
Delgado Rodrigue, Diar	132040	02
Dunnuck, Sharon G.	132510	02
Elenes Ochoa, Steven /	129533	02
Escalera, Ruby E.	154336	02
Escobedo Bailon, Phillip	136163	02
Forest, Randy M.	137999	02
Frausto, Carl A.	170885	02
Galindo, Lisa G.	135599	02
Gallo Perez, Laura I.	129600	02
Garcia, Brandon N. JR	155138	02
Garcia, Craig I.	141823	02
Garcia, Victor X.	108909	02
Gil, Janice C.	132645	02
Gilmore, Harold D. JR	112100	02
Griego, Helen G.	132513	02

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Daily Student List by Attendance

ATD407 – End of Year Attendance List

The End of Year Attendance List report lists all students who have been enrolled at the school during the year, and shows their total days enrolled, days present, and days absent. It also shows their enter date and leave date.

The report can be customized using the following options:

End of Year Attendance List Report Interface

- The report can be filtered by the date by entering a **Start Date** and **End Date**. The dates must be entered in the MM/DD/YY format, or they can be selected by using the Calendar 🗓 button.

- The report can be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, or **by Reason** by checking off the specific absence reasons to be included. To check or uncheck all reasons, use the 🔲↔🗹 button.

- Enter the **Minimum Absences** required for a student to be considered absent for the entire day. For period attendance schools, this is the number of periods in a single day. For daily attendance schools, this is the amount of absences. To show a student absent regardless of the amount in a single day, enter a 0 or leave the box blank.

- Check the box **Use All Day Code** to calculate minimum absences based on the all-day code.

- Check the boxes next to the **grades** to appear on the report.

Edupoint
School District

Adams Elementary
End Of Year Attendance List
From 08/30/2010 to 05/24/2011

Year: 2010-2011
Report: ATD407

Student Name	Perm ID	Grade	Enter Date	Days Enrolled	Days Present	Days Absent	Leave Date
(Adame, Lori R.)	147525	01	08/31/2010	0	0	0	08/31/2010
(Ayala, Marilyn P.)	152094	01	08/31/2010	0	0	0	08/31/2010
(Belser, Mary I.)	151189	01	08/31/2010	0	0	0	08/31/2010
(Beltran, Tammy S.)	156023	01	08/31/2010	0	0	0	08/31/2010
(Blackwater, Cheryl N.)	151192	01	08/31/2010	0	0	0	08/31/2010
(Bogan, Clarence)	159756	01	08/31/2010	0	0	0	08/31/2010
(Bojorquez, Heather M.)	150725	01	08/31/2010	0	0	0	08/31/2010
(Burns, Martin S.)	161295	01	08/31/2010	0	0	0	08/31/2010
(Coleman, Randy L. III)	139104	01	08/31/2010	0	0	0	08/31/2010
(Cruz, Louis R.)	152732	01	08/31/2010	0	0	0	08/31/2010
(Diaz Nonthe, Judy B.)	137861	01	08/31/2010	22	22	0	09/30/2010
(Diaz, Steve M.)	169448	01	09/06/2010	12	12	0	09/21/2010
(Duran, Denise)	139106	01	09/01/2010	34	34	0	10/18/2010
(Fierro Mendez, Beverly L.)	140185	01	08/31/2010	0	0	0	08/31/2010
(Fisher, Evelyn N.)	158882	01	08/31/2010	0	0	0	08/31/2010
(Franco Elias, Howard E.)	155064	01	08/31/2010	0	0	0	08/31/2010
(Garcia Zaragoza, Deborah)	145382	01	08/31/2010	0	0	0	08/31/2010
(Garcia, Jerry D.)	148695	01	08/31/2010	0	0	0	08/31/2010
(Granados, Judith)	155773	01	08/31/2010	0	0	0	08/31/2010
(Greene, Kathleen T.)	143645	01	08/31/2010	0	0	0	08/31/2010
(Williamson, Melissa M.)	157189	01	08/31/2010	0	0	0	08/31/2010
Aaron, Theresa	126855	01	08/31/2010	177	177	0	
Acuna, John J.	145769	01	08/31/2010	177	177	0	
Alvarez Hernande, Lois A.	137627	01	08/31/2010	177	177	0	
Avila, Judith F.	169430	01	09/06/2010	174	174	0	
Bahe, Lawrence	141479	01	08/31/2010	177	177	0	
Begay, Lisa M.	142305	01	08/31/2010	177	177	0	
Beltran Del Rio, Anthony	144565	01	08/31/2010	177	177	0	
Beltran Del Rio, Kathy	144574	01	08/31/2010	177	177	0	
Benallie, Joyce C.	157760	01	08/31/2010	177	177	0	
Benitez, Lawrence	124713	01	08/31/2010	177	177	0	
Bogan Walker, Kenneth W.	151708	01	08/31/2010	0	0	0	08/31/2010
			09/27/2010	159	159	0	
			Totals:	**159**	**159**	**0**	
Bradley, Janet E.	166932	01	08/31/2010	177	177	0	
Bravo, Ashley M.	139094	01	08/31/2010	177	177	0	
Bryant, Samuel M.	148307	01	08/31/2010	17	17	0	09/23/2010
			09/27/2010	159	159	0	
			Totals:	**176**	**176**	**0**	
Cain, Edward T.	108563	01	08/31/2010	0	0	0	08/31/2010
			09/01/2010	177	177	0	
			Totals:	**177**	**177**	**0**	
Cardenas, Joan R.	149971	01	08/31/2010	177	177	0	
Carmona, Shirley B.	141708	01	09/27/2010	159	159	0	
Carranza Maclel, Douglas J.	148425	01	08/31/2010	177	177	0	
Castro, Jonathan I.	116476	01	08/31/2010	177	177	0	
Caviness, William M.	151321	01	08/31/2010	177	177	0	
Chamness, Martha E.	149112	01	08/31/2010	177	177	0	
Charley, Jesse L.	144167	01	08/31/2010	177	177	0	
Chavarria, Roger	122307	01	08/31/2010	177	177	0	

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End of Year Attendance List

ATD412 – Student Gain Loss

The Student Gain Loss report lists all students who enrolled or withdrew during a given date range and totals the impact on the total number of student enrolled by gender and overall.

The report can be customized using the following options:

Student Gain Loss, Report Interface

- The report can be filtered by the date by entering a **Start Date** and **End Date**. The dates must be entered in the MM/DD/YY format, or they can be selected by using the Calendar 🖫 button.

- If the district and school use tracks, select which track to include in the report by check the box in front of each **Track**. To check or uncheck all tracks, use the 🖫↔🗹 button.

- To select which ethnic codes are included in the report, check the box in front of each **Ethnic Code**. To check or uncheck all codes, use the 🖫↔🗹 button.

Edupoint
School District

Adams Elementary
Student Gain Loss
02/01/2011 to 05/24/2011

Year: 2010-2011
Report: ATD412

Date	Student Name	Perm ID	Ethnicity	Gen	Grd	Action	Male	Female	Total
						Starting Enrollment	**449**	**429**	**878**
03/28/2011	Doe, Jane	35	White	F	06	Gain		+	+
	Doe, Johnny	36	White	F	06	Gain		+	+
	Jackson, Kenneth N.	166394	Black	M	01	Gain	+		+
	Wilson, Joe	997008	Pacific Islande	M	03	Gain	+		+
	Zelda, Manny	997005	American Indi	M	05	Gain	+		+
	Zuder, Ruth L.	961560	White	F	01	Gain		+	+
						Change	**+3**	**+3**	**+6**
						End of Day Enrollment	**452**	**432**	**884**
03/31/2011	Vista, Avalon	997009	Pacific Islande	F	K	Gain		+	+
	Vista, Fredrica	997011	Pacific Islande	F	02	Gain		+	+
						Change	**0**	**+2**	**+2**
						End of Day Enrollment	**452**	**434**	**886**
04/01/2011	Vista, Fredrica	997011	Pacific Islande	F	02	Loss		−	−
						Change	**0**	**-1**	**-1**
						End of Day Enrollment	**452**	**433**	**885**
04/26/2011	Bahena, Carolyn E.	111990	Asian - Chines	F	03	Loss		−	−
						Change	**0**	**-1**	**-1**
						End of Day Enrollment	**452**	**432**	**884**
05/24/2011	Aaron, Susan	41	White	F	K	Gain		+	+
						Change	**0**	**+1**	**+1**
						End of Day Enrollment	**452**	**433**	**885**

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Student Gain Loss

ATD413 – Class Reduction Summary

The Class Reduction Summary report provides the total number of students who have withdrawn during the current school year by section and grade level.

The report can be customized using the following options:

Class Reduction Summary, Report Interface

- To indicate the beginning and ending of the school year, enter the **Year Start** and **Year End** dates. The dates must be entered in the MM/DD/YY format, or they can be selected by using the Calendar 🗒 button.

- Enter the date to be used for the details in the **Snap Shot Date** box in the MM/DD/YY format.

- Select which instructional settings to include in the report by checking the box in front of each **Instructional Setting**.

- In the **Grade Level Filter**, check the boxes for the Grades to be included in the report. To check or uncheck all grades, use the 🗒↔🗒 button.

- Several items can be left off the report. To not display the Section ID, check the box **Hide Section ID**. To remove the course title and ID, check the **Hide Course Title** and **Hide Course ID** boxes. These options are most appropriate for elementary schools where all students are in the same section such as Kindergarten AM.

- To print the report based on the date the report is printed, check the box **Ignore Snapshot Date**.

- At the center of the report, the detail prints totals of the number of absences by grade level for each section. To leave this detail off the report, check the box labeled **Suppress Detail Report**.

Adams Elementary
Class Reduction Summary
Year To Date Range 08/23/2010 - 05/26/2011
As Of Date 05/26/2011

Year: 2010-2011
Report: ATD413

Grade Range	Course ID	Course Title	Section ID	Teacher	Pre	K	01	02	03	04	05	06	YTD Total Enroll Days	YTD Possible Days	YTD AVG
Pre-Pre	0900	Headstart	0200	Wrenn, Amber	28								1232	181	6.807
Pre-Pre	MELP	Melp	0750	Staff, Staff	4								665	181	3.674
Pre-01	PREK	Family Tree Prk	0753	Fuller, Rebecca	8		14						3762	181	20.785
K-K	00AM	Kind Am	0441	Holliman, Sarah		10							1759	181	9.718
K-K	00PM	Kind Pm	0222	Richardson, Kadell		6							1055	181	5.829
K-K	SEIP	Kind Pm Sei	0212	Keough, Sarah		4							704	181	3.890
K-K	YKAM	Kind Am Young	0201	Staff, Staff		7							1190	181	6.575
K-01	00AM	Kind Am	0221	Richardson, Kadell		6	1						1253	181	6.923
K-01	00PM	Kind Pm	0452	Berriz, Cynthia		8	25						5793	181	32.006
K-01	00PM	Kind Pm	0442	Holliman, Sarah		9	2						1664	181	9.193
K-01	SEIA	Kind Am Sei	0211	Keough, Sarah		3	9						2112	181	11.669
K-02	00AM	Kind Am	0451	Berriz, Cynthia		12		9					3701	181	20.448
K-02	0120	1/2 Multi-Age	0128	Beverlin, Casey		5	10	4					3045	181	16.823
K-02	0120	1/2 Multi-Age	0130	Bingham, Cara		1	6	12					3044	181	16.818
K-02	YKPM	Kind Pm Young	0202	Staff, Staff		2		10					2088	181	11.536
01-02	0120	1/2 Multi-Age	0119	Fry, Erin			18	4					3884	181	21.459
01-02	0120	1/2 Multi-Age	0118	Locatis, Abby			17	6					4081	181	22.547
01-02	0120	1/2 Multi-Age	0133	Medina, Sonya			7	6					2201	181	12.160
01-02	0120	1/2 Multi-Age	0129	Staff, Staff			6	1					1186	181	6.552
01-02	0120	1/2 Multi-Age	0132	Staff, Staff			4	15					3325	181	18.370
01-03	0123	1/2/3 Multi-Age	0125	Carrera-Wilbu, Monica			4	14	2				3393	181	18.746
01-03	0123	1/2/3 Multi-Age	0127	Pursley, Tammie			3	9	12				4401	181	24.315
01-03	0123	1/2/3 Multi-Age	0126	Rapisura, Michael			4	14	6				4215	181	23.287
01-03	GUS	Gus	0707	Quinn, Mike			1	10	2				2206	181	12.188
01-06	0560	5/6 Multi-Age	0537	Hanna, Tom			6				24	6	6336	181	35.006
02-04	0300	3/4 Grade	0102	Carroll, Natalie					24	1			4542	181	25.094
03-03	0300	3/4 Grade	0331	Hathcock, Erin					32				5613	181	31.011
03-03	0300	3/4 Grade	0334	Kruer, Eileen					28				4905	181	27.099

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Class Reduction Summary

ATD414 – Student Days Enrolled

The Student Days Enrolled report lists every student enrolled as of a given date with the total number of days that they have been enrolled for the current school year.

The report can be customized using the following options:

Student Days Enrolled, Report Interface

- Enter the date to be used in the report in the **Report Date** box. The date must be entered in the MM/DD/YY format, or it can be selected by using the Calendar 📝 button.

- To only include students who have been enrolled for a set number of days, enter the minimum number in the **Minimum Days Enrolled** box.

- The students included in the list can be filtered by **Grade**. For example, if Grades 9-10 were selected the report will only include students at those grade levels.

Edupoint
School District

Adams Elementary
Student Days Enrolled
As of: 05/18/2011

Year: 2010-2011
Report: ATD414

Minimum days enrolled: 2   Grade range: 03 - 04

Perm ID	Student	School	Enter Date	Leave Date	Track	Grade	Days	Total days enrolled
129442	Aaron, Ian							173
		Adams Elementary	08/31/2010			04	173	
992705	Acuna, Annie R.							173
		Adams Elementary	08/31/2010			03	173	
124691	Aguilar, Jose							173
		Adams Elementary	09/01/2010			04	173	
101786	Aguirre, Kathy D.							173
		Adams Elementary	09/01/2010			04	173	
118986	(Alderete, Cynthia L.)							26
		Adams Elementary	08/31/2010	10/06/2010		03	26	
992706	Alejandrez, Willie JR							173
		Adams Elementary	08/31/2010			03	173	
119675	(Alvarado, Ruby M.)							37
		Adams Elementary	08/31/2010	10/21/2010		04	37	
136060	Alvarez Saucedo, Matthew							173
		Adams Elementary	08/31/2010			03	173	
136119	Amador, Gregory							173
		Adams Elementary	08/31/2010			03	173	
153342	Amaya, Willie L. JR							173
		Adams Elementary	08/31/2010			03	173	
130983	Ambriz, Gregory V.							173
		Adams Elementary	08/31/2010			03	173	
170488	Amonsot, Sarah L.							155
		Adams Elementary	09/27/2010			04	155	
170754	Anderson, Sean R.							150
		Adams Elementary	10/04/2010			03	150	
977660	Andrade, Chris N.							172
		Adams Elementary	08/31/2010	11/01/2010		04	44	
		Adams Elementary	11/03/2010			04	128	
989367	Antonio Gonzalez, Frank E.							135

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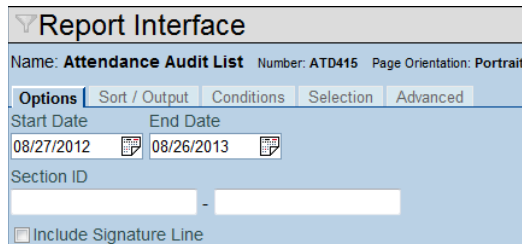
Student Days Enrolled

ATD415 – Attendance Audit List

The Attendance Audit List lists, by section (grouped by teacher), each change to attendance data.

The report can be customized using the following options:

Attendance Audit List, Report Interface

- Enter the **Start Date** and **End Date** of the period for which to run the report.

- To limit the report to specific sections, enter a range of sections in the **Section ID** boxes.

- To include a line for a signature and date at the bottom of each page, check the **Include Signature Line** box.

Hope High School
Attendance Audit List

Year: 2012-2013
Report: ATD415

Teacher	Period	Section ID	Course ID	Course Title		Room	
Canaday C., Curt	6	0736	AD86W	Academic Decath		307A	

SIS Number	Student Name	Grade	Date Time Of Change	Original Value	New Value	Audit Staff Name	IP Address	System
			08/28/2012					
885410	Fedt, Roger N.	11	11/14/2005 00:00:00					
			08/31/2012					
992127	Frost, Timothy N.	12	11/14/2005 00:00:00					
911277	Rowles, Paul M.	11	11/14/2005 00:00:00					

Attendance Audit List

ATP602 – Period Sections Missing Attendance List

The Period Sections Missing Attendance List lists all sections at a school where the attendance-scanning sheet has not been scanned into Synergy SIS.

The report can be customized using the following options:

Period Sections Missing Attendance List, Report Interface

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- Select the periods to include in the report by selecting the **Starting Period** and **Ending Period** from the lists.

- If the school takes attendance twice a day, the **Time of Day** to be included in the report can be selected from the list (AM, PM, or AM/PM).

- If you want the report to print even if all teachers have taken attendance, check the **Print Empty Report** box.

Period	Teacher Name	Section ID	Course Title	Room #	Sheet #	Time Of Day
0	Attend Office, Attend Off	1800	Stu Asst Attend	OFC		AM/PM
0	Audio Visual, Audio Visua	1757	Stu Asst Av-Mc	AV		AM/PM
0	Blackburn M., Matt	0977	P/c Sports Inj	ANNX		AM/PM
0	Burgener S., Scott	1057	Jazz Band	410		AM/PM
0	Edelstein, Anne	1840	Biology	121		AM/PM
0	Evit Teacher, Rel T Per	1990	Personal Release Time	SEM		AM/PM
0	Frommer, Kathy	0987	Student Store	STOR		AM/PM
0	Guidance Off, Guidance Of	1700	Stu Asst Couns	CNSL		AM/PM
0	Haws, Kayle	1044	Trig/collg Math	P-01		AM/PM
0	Jackson, Kathy	0077	Am Govt 123	216		AM/PM
0	Jackson, Kathy	1077	Am Govt 123	216		AM/PM
0	Jackson, Kathy	9077	Am Govt 123			AM/PM
0	Joseph, Thomas	1960	Adv Wt Boys	ANNX		AM/PM
0	Kretschmer, James	1047	Algebra II	135		AM/PM
0	Lewis, Jeff	1048	Geometry	P-14		AM/PM
0	Media Center, Media Cente	0968	St Assist Media	LIBR		AM/PM
0	Mellyn, William	1050	Cl Prep Chem	118		AM/PM
0	Mhs Rotc, Mhs Rotc	0023	Colorgrd/drill	MHS		AM/PM
0	Powell, Rosemary	1807	Stu Asst Nurse	NURS		AM/PM
0	Rel Time, Rel Time	1868	Rel Time A Hr	No R		AM/PM
0	Rel Time, Rel Time	1869	Rel Time A Hr	No R		AM/PM
0	Rel Time, Rel Time	1870	Rel Time A Hr	No R		AM/PM
0	Rmhs Armyrotc, Rmhs Jrotc	1867	Jrotc Spec Team	RMHS		AM/PM
0	Robinson, Robert	1024	Lit Explor	P-21		AM/PM
0	Sullivan, Joe	1006	Beg Jewelry	403		AM/PM
0	Summers, Kim	1022	Prin Eng I	209		AM/PM
0	Wheeler, Jerry	1920	Adv Wt Boys	ANNX		AM/PM
0	Wischhusen, Ted	1665	Prin&prac Econ	215		AM/PM
0	Wong, Lillian	1076	Amer History II	218		AM/PM
1	Aderson, Gordon	1140	Algebra II	128		AM/PM
1	Arthur A., Andrea	1179	Mathematics	232A		AM/PM
1	Attend Office, Attend Off	1801	Stu Asst Attend	OFC		AM/PM
1	Audio Visual, Audio Visua	1758	Stu Asst Av-Mc	AV		AM/PM
1	Baniszewski, Nancy	1111	AA Sop	229		AM/PM
1	Bayer M., Michelle	1148	Std Math I	102		AM/PM
1	Becker A., Allison	00000001	Chemistry	104		AM/PM
1	Becker A., Allison	00000002	Chemistry	104		AM/PM
1	Becker A., Allison	1_054_SA99	Student Aid	403		AM/PM
1	Becker A., Allison	1152	Algebra II	104		AM/PM
1	Becker C., Chris	1109	Accounting II	125		AM/PM

Period Sections Missing Attendance List

STU409 – Class Roster

The Class Roster report lists all students in a section and shows recorded absences for a 4-week period. With a signature line provided, the report is designed to capture teacher or staff verification of the absences.

The report has the following options:

- Enter the **Start Date** for the report.

- Select the number of **Weeks** to be displayed.

- By default, the report prints for all teachers. To print the report for only one, select the **Teacher**.

- To print a single term, select the term from the **Term Code** list.

- Select the periods to include in the report by selecting the **Period Begin** and **Period End** from the lists.

- By default, the report prints for all sections. To print the report for a subset of sections, enter a range for **Section ID**.

- Enter the number of **Blank Lines** to be added at the end of the report. Blank lines are for adding students who enroll in the section after the report is printed.

- If blank lines are added, **Allow extra lines to generate a new page** determines whether blank lines can cause a new page to be created.

Class Roster, Report Interface

- If the school uses period attendance in addition to daily attendance, check the box labeled **Show Period Attendance**.

- To make rows smaller, check the **Minimize Period Attendance Row Size** box. This allows for 40+ rows to be printed per page. This check box is not visible for schools that use Daily or Both attendance.

- Check the **Show Full Absence Code** box to include the entire absence code instead of just its first letter.

Check the box for each additional item to include:

- **Signature Line** – displays a signature line for teachers to sign

- **Signature Text** – displays any Class Attendance Signature Text from the **System** tab of S**ynergy SIS > System > Setup > District Setup**.

- **Grade Level** – displays grade level of students

- **Perm ID** – displays student perm ID

- **Phone Number** – displays student phone number

- **Previous Absence Codes** – displays previous absence codes for verification

- **Legend** – displays legend for attendance codes

Class Roster

STU411 – Daily Class Attendance Minutes List

The Daily Class Attendance Minutes List lists all students in a section and displayed the total number of minutes entered by day for a 3-week period.

The report can be customized using the following options:

- Enter the **Start Date** for the report.

- Select the number of **Weeks** to be displayed from the list, from 1 to 3.

- By default, the report will print for all sections and teachers. To print the report for only one section or teacher, enter the **Section ID** or select the **Teacher** name from the list.

- Select the periods to include in the report by selecting the **Period Begin** and **Period End** from the lists.

- Enter the number of **Blank Lines** to be added at the end of the report. Blank lines may be used to list additional students who enrolled in the section after the report is printed.

Daily Class Attendance Minutes List, Report Interface

- To add a space for the teacher to sign the report before turning it in, check the box for a **Signature Line**. Check the boxes to display the student's **Perm ID** and **Phone Number**.

- The report can also be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, or **by Reason** by checking off the specific absence reasons to be included. To check or uncheck all reasons, use the ⬜↔☑ button.

- The attendance reasons can also be filtered by the **Reason Flags** specified for each reason code. The flags checked will include all reasons that have that flag checked.

Adams Elementary
Daily Class Attendance Minutes List

Year: 2007-2008
Report: STU411

Section ID	Course ID		Course Title		Teacher Name		Room		Period
0102	0123		1/2/3 Multi-Age		Carroll, Natalie		0002		1

	Student Name	01/28/2008 M	T	W	T	F		02/04/2008 M	T	W	T	F		02/11/2008 M	T	W	T	F		
1	Alejandrez, Willie JR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
2	Antonio Gonzalez, James	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
3	Bahena, Joshua	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
4	Baker, Carlos W.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
5	Bradley, Linda R.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
6	Bustamante, Aaron	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6
7	Cervantes Vazque, Howar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7
8	Charley, Jacqueline C.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8
9	Chavez, Carl E.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9
10	Covington, Louis L.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10
11	Dennis, Sandra M.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11
12	Estrella Acuna, Brian C.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12
13	Flores Aldaba, Wanda	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13
14	Flores Nunez, Kathy V.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14
15	Jackson, Dorothy P.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15
16	Johnson, Alan M.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16
17	Jolley, Wayne S.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17
18	Lowe, Ralph T.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
19	Mancera Herrera, Kathryn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19
20	Orduno, David J.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20
21	Valle, Jane L.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21
22	Vanetten, Shirley N.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22
23	Vega Gonzalez, Justin D.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23
24	Vela, Bonnie M.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24
25	Villanueva, Evelyn A.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25
26	Walker, Jean C.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26
27	Werito, Gerald L.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27
28	Williams, Eugene	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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Daily Class Attendance Minutes List

ATD401 – Daily Student Absence Totals

The Daily Student Absence Totals report lists all students at a school for a given date range and displays the total number of absences recorded for each absence reason. Parent phone numbers are also included.

The report can be customized using the following options:

- The students included in the list can be filtered by **Grade**. For example, if Grades 9-10 were selected the report will only include students at those grade levels.

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- To only show students with more than a certain number of the absences selected in the Absence Definition, enter the number in the **Minimum Occurrences** box.

Daily Student Absence Totals, Report Interface

- Finally, the report can be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, **by Reason** by checking off the specific absence reasons to be included, or **by Reason Flags**. The Reason Flags are defined in the District and School Attendance Codes screen. If the absence reason is defined as an Incl Dialer reason, and that flag is checked off, the reason will be included in the report. To check or uncheck all reasons, use the ⬚↔☑ button.

Adams Elementary
Daily Student Absence Totals
Students With 1.00 or More Absences From 08/30/2010 to 06/03/2011

Year: 2010-2011
Report: ATD401

Student Name	Perm ID	Grade	Parent	Phone	Ext	C-Pox	Excused	Illness	Lice	Message	Other	Pager	Suspension	Unexcused	Unverified	Days
Alejandrez, Willie JR	992706	03	Alejandrez, Larry	480-555-8655							1.00	0.50			1.00	2.50
			Gomez, Norma													
Amador, Gregory	136119	03	Amador, Kenneth	480-555-9844				1.00								1.00
			Bugarin, Kelly	480-555-9844												
Anderson, Sean R.	170754	03						1.00								1.00
Angulo, Daniel A.	120743	02	Quintero, Laura	480-555-6898											1.00	1.00
			Saldivar, Jeffrey	480-555-6898												
Antonio Gonzalez, Jam	105613	03	Antonio, Willie				0.50	1.00					0.50		5.00	7.00
			Gonzales, Denise	480-555-8343												
Armendariz, Terry	112523	03	Armendariz, Arthur	480-555-2844			4.00								2.00	6.00
			Cervantes, Laura	480-555-2844												
Avila, Pamela A.	169391	02	Avila, Jack				2.00									2.00
			Avila, Christina	602-555-2465												
Bahena, Joshua	129454	03	Bahena, Clarence	480-555-9844			1.00	1.00							5.00	7.00
			Lopez Contreras, Julie	480-555-9844												
Bailey, Debra T.	129459	02	Bailey, Kenneth	480-555-6898				2.00								2.00
			Bailey, Beverly	480-555-1827												
Baker, Carlos W.	151640	03	Baker, Pamela	480-555-4844				2.50								2.50
(Barnes, Andrea)	136133	02	Barnes, Willie	480-555-6615				1.00								1.00
			Jaskiewicz, Mary	480-555-6615												
Baucom, Samuel D.	131695	02	Baucom, Elizabeth	480-555-6668			2.00									2.00
Beltran, Jacqueline G.	135606	02	Beltran, Albert	480-555-0221											1.00	1.00
			Beltran, Julia													
Beltran Gonzalez, Thon	129461	02	Gonzalez, Bobby	480-555-8726			1.00	2.00								3.00
			Gonzalez, Sara	480-555-0452												
Benallie, Kathleen	165072	03	Benallie, Jack	480-555-7840											1.00	1.00
			Kitcheyan, Linda	480-555-7840												
Benallie, Kelly	165078	02	Benallie, Fred	480-555-7840			1.00									1.00
			Kitcheyan, Stephanie	480-555-7840												
Bogan, Carlos E.	148253	03	Bogan, Cheryl	480-555-6593			1.00			1.00						2.00
Boxrud, Shawn R.	113615	03	Boxrud, Paul	480-555-9682			1.00									1.00
			Boxrud, Julia	480-555-7835												
Bradley, Linda R.	147414	03	Goy, Walter	623-555-9941				3.00							1.00	4.00
			Tohannie, Sharon													
Bustamante, Aaron	130333	03	Bustamante, Craig	480-555-5615				2.00							5.00	7.00
			Bustamante, Donna	480-555-2893												
Camacho, Gregory K.	150021	02	Camacho Rojas, Benj	480-555-2649											1.00	1.00
			Rojas, Diana	480-555-2649												
Carmona, Helen B.	114681	03	Carmona, Patrick	480-555-2593				1.00								1.00
			Guillen, Gloria	480-555-1649												
Celaya, Karen R.	132505	03	Celaya, Harold	480-555-1615			1.00	2.00								3.00
			Celaya, Diana	480-555-8628												

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Daily Student Absence Totals

The report can be customized using the following options:

- The students included in the list can be filtered by **Grade**. For example, if Grades 9-10 were selected the report will only include students at those grade levels.

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- To only show students with more than a certain number of the absences selected in the Absence Definition, enter the number in the **Minimum Occurrences** box.

Daily Student Absence Totals, Report Interface

- Finally, the report can be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, **by Reason** by checking off the specific absence reasons to be included, or **by Reason Flags**. The Reason Flags are defined in the District and School Attendance Codes screen. If the absence reason is defined as an Incl Dialer reason, and that flag is checked off, the reason will be included in the report. To check or uncheck all reasons, use the 🗎↔☑ button.

ATD601 – Daily Attendance Summary

The Daily Attendance Summary report lists all students in a section, and summarizes each student's number of days enrolled, days present, and days excused, unexcused or tardy.

The report can be customized using the following options:

Daily Attendance Summary, Report Interface

- The students included in the list can be filtered by **Grade**. For example, if Grades 9-10 are selected, the report includes students at those grade levels only.

- By default, the report prints for all sections and teachers. To print the report for only one section or teacher, enter the **Section** ID or select the **Teacher** name from the list.

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- Select the absence reasons to be counted and included in the report by checking boxes under **Absence Reasons**. To check or uncheck all reasons, use the 🔲↔☑ button.

- Select the teachers to display from the **Homeroom Setting** list. **Only Current Homeroom** shows only the current homeroom teacher. **Homerooms for Date Range** show the student in multiple sections if the student changed sections during the period. Expand the **Homeroom Setting Help** box for additional information about these settings.

- Check **Filter Homerooms by Term Definitions** to use the end date of the term to calculate the summary instead of the end date for the section, if the section is longer than the term.

- To omit the **Other Reasons** column, which totals all absences not selected, check the **Suppress "Other Reasons"** box.

Daily Attendance Summary

ATD603 – Monthly ADA Detail

The Monthly ADA Detail report lists all students at a school, sorted by grade level. It shows each absence for the selected month, and totals each student's absences and days attended.

The report can be customized using the following options:

- Select which **Reporting Period** to display in the report, based on the date range defined for the reporting period in the District or School Calendar.

- Choose how the report will be grouped by checking the box for the desired **Grouping** option. Choose only one.

- Choose which **Instructional Setting** will be included in the report by checking each setting to be included. To check or uncheck all settings, use the ▢↔☑ button.

- The students included in the detail can be filtered by **Grade**. For example, if Grades 9-10 are selected, the report will include students at those grade levels only.

Monthly ADA Detail, Report Interface

- In the **Display Options** section, select which additional absences reasons should be included in the report. To check or uncheck all settings, use the ▢↔☑ button.

Edupoint School District

Adams Elementary
Monthly ADA Detail
Reporting Period: Period 7

Year: 2010-2011
Report: ATD603

Dates: 02/28/2011 - 04/01/2011　Inst. Setting: N/A　　　　　　Grade: 02

Student Name	Status	28 Mon	1 Tue	2 Wed	3 Thu	4 Fri	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	14 Mon	15 Tue	16 Wed	17 Thu	18 Fri	21 Mon	22 Tue	23 Wed	24 Thu	25 Fri	28 Mon	29 Tue	30 Wed	31 Thu	1 Fri		Abs	Not Enr	Act Att
Terrones Lozano, Denise		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Thompson, Holly		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Toledo, Anne		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Torres, Betty C.		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Torres, Daniel III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Torres, Martin		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Towner, Carolyn M.		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Tso, Denise M.		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Valle, Joseph L. JR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Velez, Jane		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Vincent, Louise V.		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
(Vista, Fredrica)	Gain/LALD	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	-	-				0	23	2
Voorheis, Joseph C.		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Wilder, Anne M.		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Zaragoza Gallard, Gloria E.		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25
Zedell, Donald D.		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		0	0	25

Group	Name	Days Taught	Carry Fwd	Gain	Loss	Total	Ending	LALD	Abs	Not Enr	Act Att
Grade	02	2725	108	1	1	109	108	1	4	23	2698

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Monthly ADA Detail
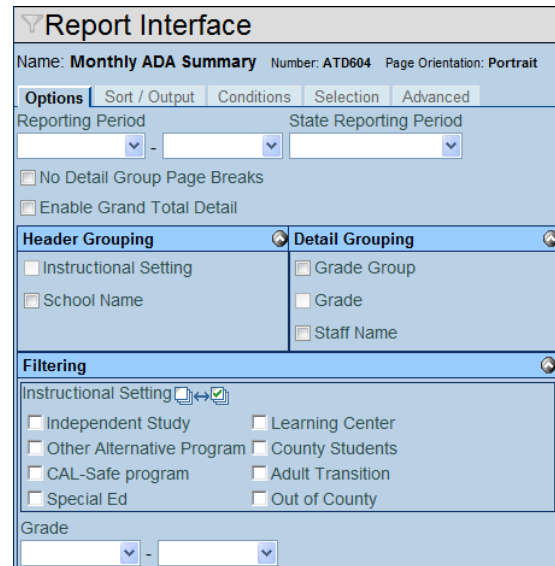
ATD604 – Monthly ADA Summary

The Monthly ADA Summary reports lists all grade levels at a school, and totals the enrollment changes and attendance by grade level for the month.

The report can be customized using the following options:

- Select which **Reporting Period** to display in the report, based on the date range defined for the reporting period in the District or School Calendar. If preferred, the report can be printed for a **State Reporting Period** instead by selecting it from the list.

- To suppress the page breaks between groups, check the **No Detail Group Page Breaks** box.

- If the focus is the district rather than a school, and you are printing more than one reporting period, you can check the **Enable Grand Total Detail** box to include grand totals.

Monthly ADA Summary, Report Interface

- Select how the report will be grouped by choosing the **Header Grouping** and **Detail Grouping**. Select only one option in each section. **Instructional Setting** and **Grade** are available only if they are used as filters as outlined below.

- Choose which **Instructional Setting** will be included in the report by checking each setting to be included. To check or uncheck all settings, use the button.

- The students included in the summary can be filtered by **Grade**. For example, if Grades 9-10 were selected the report will only include students at those grade levels.

Monthly ADA Summary

Inst. Setting	Carry Fwd	LALD	ADA
Special Ed	1183.00	0.00	1182.95
CAL-Safe program	612.00	0.00	612.00
Adult Transition	1.00	0.00	1.00
Independent Study	1.00	0.00	1.00
Special Ed	1183.00	0.00	1022.83
CAL-Safe program	612.00	0.00	523.52
Adult Transition	1.00	0.00	1.00
Independent Study	1.00	0.00	1.00
Adult Transition			1.00
CAL-Safe program			568.63

Grand Total Detail

ATD605 – Cumulative Enrollment Totals

The Cumulative Enrollment Totals report lists all schools in the district, and provides the total number of students by grade level enrolled in each school.

The report can be customized using the following options:

Cumulative Enrollment Totals, Report Interface

- Enter the **Report Date** for the report.

- Select a **Report Type**: **Totals by school, Totals by school, Grade, Student detail by name, or Student detail by grade**.

- Check the **Include Only Students Active on the Report Date** box to include only those students who were active on the report date.

- Two totals can be displayed for each school by grade level. For example, one total may summarize all elementary grades and the other all-secondary grades. To set which grades are included in each total, check boxes under **Grades in first set** and **Grades in second set**.

- Choose which **Instructional Settings** to include in the report by checking the boxes.

School		Grades: 01, 02, 03, 04, 05, 06, K	Grades: 09, 10, 11, 12, 12+
Edupoint School District			Year: 2010-2011
Cumulative Enrollment Totals			Report: ATD605
Totals by Grade as of: 05/16/2011			
Adams Elementary		807	0
Grade: K	Cumulative Enr:	76	
Grade: 01	Cumulative Enr:	136	
Grade: 02	Cumulative Enr:	111	
Grade: 03	Cumulative Enr:	156	
Grade: 04	Cumulative Enr:	121	
Grade: 05	Cumulative Enr:	96	
Grade: 06	Cumulative Enr:	111	
Continuation High School		0	0
	Cumulative Enr:	0	
Eisenhower Middle School		0	356
Grade: 09	Cumulative Enr:	356	
Grant Elementary		848	0
Grade: K	Cumulative Enr:	114	
Grade: 01	Cumulative Enr:	109	
Grade: 02	Cumulative Enr:	143	
Grade: 03	Cumulative Enr:	115	
Grade: 04	Cumulative Enr:	127	
Grade: 05	Cumulative Enr:	109	
Grade: 06	Cumulative Enr:	131	
Hope High School		0	2,478
Grade: 09	Cumulative Enr:	2	
Grade: 10	Cumulative Enr:	961	
Grade: 11	Cumulative Enr:	779	
Grade: 12	Cumulative Enr:	736	
Jefferson Elementary		899	0
Grade: K	Cumulative Enr:	192	
Grade: 01	Cumulative Enr:	136	
Grade: 02	Cumulative Enr:	124	
Grade: 03	Cumulative Enr:	109	
Grade: 04	Cumulative Enr:	123	
Grade: 05	Cumulative Enr:	111	
Grade: 06	Cumulative Enr:	104	
Kennedy High School		1	1,479
Grade: K	Cumulative Enr:	1	

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Cumulative Enrollment Totals

ATD608 – Monthly ADM Summary

The Monthly ADM Summary Report shows the ADM for the reporting period's setup in the district calendar. Each reporting period is listed on a separate page, and shows the ADM for each grade level and overall for the reporting period.

The report can be customized using the following options:

Monthly ADM Summary, Report Interface

- Select which **Reporting Period** to display in the report, based on the date range defined for the reporting period in the District or School Calendar. If preferred, the report can be printed for a **State Reporting Period** instead by selecting it from the list.

- To suppress the page breaks between groups, check the **No Detail Group Page Breaks** box.

- Select how the report will be grouped by choosing the **Header Grouping** and **Detail Grouping**. Select only one option in each section. Instructional Setting and Grade are only available if they are used as filters as outlined below.

- Choose which **Instructional Setting** will be included in the report by checking each setting to be included. To check or uncheck all settings, use the ⬜↔☑ button.

- The students included in the summary can be filtered by **Grade**. For example, if Grades 9-10 were selected the report will only include students at those grade levels.

Monthly ADM Summary Report

ATD805 – Attendance Letters

The Attendance Letters report reprints any attendance letters already generated.

The report can be customized using the following options:

- Select which letter definitions to display by checking the boxes in the **Attendance Letters** section. To check or uncheck all letters, use the ⬜↔☑ button.

Attendance Letters, Report Interface

- To display all of the letters and reports generated by the definitions in a single PDF, check the box labeled **Merge all report PDF output into a single PDF file**.

June 20, 2009

Ann/Jose Church
2422 N Alamo
Tempe, AZ 85662

RE: (Church, Matthew M. III)

Dear Parent:

The attendance records at our school show that your child, Matthew has been marked absent from class for more than 3 days. The following shows the total absences by period:

TOTAL ABSENCES BY PERIOD								
Period 0	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
0	11	7	10	14	5	10	0	0

We are concerned about the number of classroom instruction days that your child is missing.

I am sure that you agree that there is a correlation between good attendance and achievement in school. If you have any questions, please contact the counseling department at 555-1234.

Sincerely,

Rob Wilson
Assistant Principal

Edupoint Educational Systems, LLC. – Demo Merge Letter - English

Attendance Letters

STU603 – ADM Summary

The ADM Summary Report lists all grades at a school and compares the ADM by grade level for a range of dates to a previous year's ADM.

The report can be customized using the following options:

ADM Summary, Report Interface

- **Time Frame** – choose which day to report by either entering the **Day of Year** (such as 40 or 100) or the number of **Days Back From Today**.

- **Data Settings** – select which year to be compared from the **Comparison Year** list. Choose whether to compare **ADM**, **Enrollments,** or **State Funded** from the **Enrollment Calculation** list. Finally choose whether to group the report by **Grade** or by **School** from the **Grouping** list. There is also **Show Detailed Differences** box that made be checked.

- **FTE** – select the FTE (Full-Time Equivalent) value to use for all students instead of the data entered into Synergy SIS

- **Grades** – check off the grade levels to be included in the report. To check or uncheck all grades, use the ⬜↔☑ button. For student programs such as special education, check which grades should be included in the **Needs Grade Levels** box.

- To remove the ADA/ADM calculations, check the box **Exclude ADA/ADM**. To exclude EVIT students, check the box **Exclude Alt State Funding**.

- If the school has multiple tracks, they can be combined on the report by checking the **Combine Track Data** box.

- **Tuition Payer Code** – select which codes should be used in the report by checking the boxes. To check or uncheck all codes, use the ⬜↔☑ button.

Edupoint School District
ADM Summary
Comparison Year: 2006-R, Grouping: Grade

Year: 2007-2008
Report: STU603

Grade	Day 1 08/13/2007		Day 2 08/14/2007		Day 3 08/15/2007		Day 4 08/16/2007		Day 5 08/17/2007		Day 6 08/20/2007		Day 7 08/21/2007		Day 8 08/22/2007	
PS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
K	99.50	0.00	101.50	0.00	102.31	0.00	102.79	0.00	103.60	0.00	104.61	0.00	105.19	0.00	105.91	0.00
01	198.00	0.00	199.00	0.00	198.68	0.00	199.25	0.00	199.80	0.00	200.32	0.00	200.73	0.00	201.00	0.00
02	236.00	0.00	238.00	0.00	238.68	0.00	239.25	0.00	239.80	0.00	241.00	0.00	241.89	0.00	242.54	0.00
03	208.00	0.00	209.00	0.00	209.67	0.00	209.75	0.00	210.80	0.00	211.65	0.00	212.30	0.00	212.77	0.00
04	180.00	0.00	180.50	0.00	180.67	0.00	180.75	0.00	181.40	0.00	182.16	0.00	182.73	0.00	183.14	0.00
05	198.00	0.00	199.00	0.00	199.34	0.00	199.25	0.00	199.40	0.00	199.83	0.00	200.16	0.00	200.52	0.00
06	159.00	0.00	160.00	0.00	160.34	0.00	160.75	0.00	162.20	0.00	163.31	0.00	164.30	0.00	164.89	0.00
07	146.00	0.00	148.00	0.00	148.35	0.00	148.50	0.00	148.80	0.00	149.32	0.00	149.74	0.00	150.15	0.00
08	150.00	0.00	151.00	0.00	152.00	0.00	152.50	0.00	152.80	0.00	153.00	0.00	153.28	0.00	153.51	0.00
UNG-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1574.50	0.00	1586.00	0.00	1590.04	0.00	1592.79	0.00	1598.60	0.00	1605.20	0.00	1610.32	0.00	1614.43	0.00
previous year diff	1574.50		1586.00		1590.04		1592.79		1598.60		1605.20		1610.32		1614.43	
previous day diff			11.50		4.04		2.75		5.81		6.60		5.12		4.11	

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ADM Summary

> **Note:** For this report to print correctly, the school enrollment history must be loaded into the snapshot for both years being compared. To load the data into the snapshot, use the School Enrollment History screen. For more information about this screen, see Chapter Eight of this guide.

PERIOD ATTENDANCE REPORTS

To access the available Period Attendance reports:

1. Go to **Synergy SIS > Attendance > Reports Period**, and click the desired sub-folder **Individual**, **List**, or **Summary**.

2. Click the name of the report to open the report and select the options to be used in printing the report.

3. Click the **Print** button to print the report. The report is printed as a PDF file to the screen, which can then be sent to the printer.

> **Reference:** This chapter covers only the customizations specific to each of the reports used in Attendance, and the additional options available on the other tabs are explained in the *Synergy SIS – Query & Reporting Guide*.

ATP201 – Period Student Attendance Profile

The Period Student Attendance Profile report shows the student's demographic information and lists all absences by period for a given date range.

The report can be customized using the following options:

Period Student Attendance Profile, Report Interface

- An individual student or group of students can be selected by filtering on the **Perm ID, Gender, Last Name**, **First Name**, **Middle Name**, or **Grade**. For example, if grade 12 is selected the report will print an individual report for each student in grade 12. A range of grades may also be selected.

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- The report can also be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, or **by Reason** by checking off the specific absence reasons to be included. To check or uncheck all reasons, use the 🗆↔🗹 button.

- To remove sections from the report, check the options in the **Hide Options** box. Parent information and both sets of totals can be removed. A Simple Header may also be used that will only show the basic student information instead of all of the student's demographics information.

- To display the **Attendance Details,** the student's **Current Schedule,** or **Show All Day Reason Code Totals**, check the options in the **Show Options** box.

Period Student Attendance Profile

ATD407 – End of Year Attendance List

The End of Year Attendance List lists all students at a school that were enrolled during a given date range (active and inactive students), and totals the number of days the student was enrolled and the number of days the student was absent.

The report can be customized using the following options:

Period End of the Year Attendance List, Report Interface

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- The report can also be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, or **by Reason** by checking off the specific absence reasons to be included. To check or uncheck all reasons, use the 🗔↔🗹 button.

- Enter the **Minimum Absences** required for a student to be considered absent for the entire day. For period attendance schools, this is the number of periods in a single day. For daily attendance schools, this is the amount of absences. To show a student absent regardless of the amount in a single day, enter a 0 or leave the box blank.

- Check the box **Use All Day Code** to calculate minimum absences based on the all-day code.

- Select which Grades to include in the report by checking the boxes in front of each **Grade** to display.

Edupoint
School District

Adams Elementary
End Of Year Attendance List
From 08/30/2010 to 05/24/2011

Year: 2010-2011
Report: ATD407

Student Name	Perm ID	Grade	Enter Date	Days Enrolled	Days Present	Days Absent	Leave Date
(Adame, Lori R.)	147525	01	08/31/2010	0	0	0	08/31/2010
(Ayala, Marilyn P.)	152094	01	08/31/2010	0	0	0	08/31/2010
(Belser, Mary I.)	151189	01	08/31/2010	0	0	0	08/31/2010
(Beltran, Tammy S.)	156023	01	08/31/2010	0	0	0	08/31/2010
(Blackwater, Cheryl N.)	151192	01	08/31/2010	0	0	0	08/31/2010
(Bogan, Clarence)	159756	01	08/31/2010	0	0	0	08/31/2010
(Bojorquez, Heather M.)	150725	01	08/31/2010	0	0	0	08/31/2010
(Burns, Martin S.)	161295	01	08/31/2010	0	0	0	08/31/2010
(Coleman, Randy L. III)	139104	01	08/31/2010	0	0	0	08/31/2010
(Cruz, Louis R.)	152732	01	08/31/2010	0	0	0	08/31/2010
(Diaz Nonthe, Judy B.)	137861	01	08/31/2010	22	22	0	09/30/2010
(Diaz, Steve M.)	169448	01	09/06/2010	12	12	0	09/21/2010
(Duran, Denise)	139106	01	09/01/2010	34	34	0	10/18/2010
(Fierro Mendez, Beverly L.)	140185	01	08/31/2010	0	0	0	08/31/2010
(Fisher, Evelyn N.)	158882	01	08/31/2010	0	0	0	08/31/2010
(Franco Elias, Howard E.)	155064	01	08/31/2010	0	0	0	08/31/2010
(Garcia Zaragoza, Deborah)	145382	01	08/31/2010	0	0	0	08/31/2010
(Garcia, Jerry D.)	148695	01	08/31/2010	0	0	0	08/31/2010
(Granados, Judith)	155773	01	08/31/2010	0	0	0	08/31/2010
(Greene, Kathleen T.)	143645	01	08/31/2010	0	0	0	08/31/2010
(Williamson, Melissa M.)	157189	01	08/31/2010	0	0	0	08/31/2010
Aaron, Theresa	126855	01	08/31/2010	177	177	0	
Acuna, John J.	145769	01	08/31/2010	177	177	0	
Alvarez Hernande, Lois A.	137627	01	08/31/2010	177	177	0	
Avila, Judith F.	169430	01	09/06/2010	174	174	0	
Bahe, Lawrence	141479	01	08/31/2010	177	177	0	
Begay, Lisa M.	142305	01	08/31/2010	177	177	0	
Beltran Del Rio, Anthony	144565	01	08/31/2010	177	177	0	
Beltran Del Rio, Kathy	144574	01	08/31/2010	177	177	0	
Benallie, Joyce C.	157760	01	08/31/2010	177	177	0	
Benitez, Lawrence	124713	01	08/31/2010	177	177	0	
Bogan Walker, Kenneth W.	151708	01	08/31/2010	0	0	0	08/31/2010
			09/27/2010	159	159	0	
			Totals:	**159**	**159**	**0**	
Bradley, Janet E.	166932	01	08/31/2010	177	177	0	
Bravo, Ashley M.	139094	01	08/31/2010	177	177	0	
Bryant, Samuel M.	148307	01	08/31/2010	17	17	0	09/23/2010
			09/27/2010	159	159	0	
			Totals:	**176**	**176**	**0**	
Cain, Edward T.	108563	01	08/31/2010	0	0	0	08/31/2010
			09/01/2010	177	177	0	
			Totals:	**177**	**177**	**0**	
Cardenas, Joan R.	149971	01	08/31/2010	177	177	0	
Carmona, Shirley B.	141708	01	09/27/2010	159	159	0	
Carranza Maclel, Douglas J.	148425	01	08/31/2010	177	177	0	
Castro, Jonathan I.	116476	01	08/31/2010	177	177	0	
Caviness, William M.	151321	01	08/31/2010	177	177	0	
Chamness, Martha E.	149112	01	08/31/2010	177	177	0	
Charley, Jesse L.	144167	01	08/31/2010	177	177	0	
Chavarria, Roger	122307	01	08/31/2010	177	177	0	

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End of the Year Attendance List

ATD413 – Class Reduction Summary

The Class Reduction Summary provides the total number of students who have withdrawn during the current school year by section and grade level.
The report can be customized using the following options:

Class Reduction Summary, Report Interface

- To indicate the beginning and ending of the school year, enter the **Year Start** and **Year End** dates.

- Enter the date to be used for the details in the **Snap Shot Date** box.

- Select which instructional settings to include in the report by checking the box in front of each **Instructional Setting**.

- In the **Grade Level Filter**, check the boxes for the grades to be included in the report. To check or uncheck all grades, use the ⬚↔☑ button.

- To omit the Section ID from the report, check the **Hide Section ID** box.

- To print the report based on the date the report is printed, check the **Ignore Snapshot Date** box.

- At the center of the report, the detail prints totals of the number of absences by grade level for each section. To leave this detail off the report, check the **Suppress Detail Report** box.

- To omit the course title and ID, check the **Hide Course Title** and **Hide Course ID** boxes. These options are most appropriate for elementary schools where all students are in the same section, such as Kindergarten AM.

Adams Elementary
Class Reduction Summary
Year To Date Range 08/23/2010 - 05/26/2011
As Of Date 05/26/2011

Year: 2010-2011
Report: ATD413

Grade Range	Course ID	Course Title	Section ID	Teacher	Pre	K	01	02	03	04	05	06	YTD Total Enroll Days	YTD Possible Days	YTD AVG
Pre-Pre	0900	Headstart	0200	Wrenn, Amber	28								1232	181	6.807
Pre-Pre	MELP	Melp	0750	Staff, Staff	4								665	181	3.674
Pre-01	PREK	Family Tree Prk	0753	Fuller, Rebecca	8		14						3762	181	20.785
K-K	00AM	Kind Am	0441	Holliman, Sarah		10							1759	181	9.718
K-K	00PM	Kind Pm	0222	Richardson, Kadell		6							1055	181	5.829
K-K	SEIP	Kind Pm Sei	0212	Keough, Sarah		4							704	181	3.890
K-K	YKAM	Kind Am Young	0201	Staff, Staff		7							1190	181	6.575
K-01	00AM	Kind Am	0221	Richardson, Kadell		6	1						1253	181	6.923
K-01	00PM	Kind Pm	0452	Berriz, Cynthia		8	25						5793	181	32.006
K-01	00PM	Kind Pm	0442	Holliman, Sarah		9	2						1664	181	9.193
K-01	SEIA	Kind Am Sei	0211	Keough, Sarah		3	9						2112	181	11.669
K-02	00AM	Kind Am	0451	Berriz, Cynthia		12		9					3701	181	20.448
K-02	0120	1/2 Multi-Age	0128	Beverlin, Casey		5	10	4					3045	181	16.823
K-02	0120	1/2 Multi-Age	0130	Bingham, Cara		1	6	12					3044	181	16.818
K-02	YKPM	Kind Pm Young	0202	Staff, Staff		2		10					2088	181	11.536
01-02	0120	1/2 Multi-Age	0119	Fry, Erin			18	4					3884	181	21.459
01-02	0120	1/2 Multi-Age	0118	Locatis, Abby			17	6					4081	181	22.547
01-02	0120	1/2 Multi-Age	0133	Medina, Sonya			7	6					2201	181	12.160
01-02	0120	1/2 Multi-Age	0129	Staff, Staff			6	1					1186	181	6.552
01-02	0120	1/2 Multi-Age	0132	Staff, Staff			4	15					3325	181	18.370
01-03	0123	1/2/3 Multi-Age	0125	Carrera-Wilbu, Monica			4	14	2				3393	181	18.746
01-03	0123	1/2/3 Multi-Age	0127	Pursley, Tammie			3	9	12				4401	181	24.315
01-03	0123	1/2/3 Multi-Age	0126	Rapisura, Michael			4	14	6				4215	181	23.287
01-03	GUS	Gus	0707	Quinn, Mike			1	10	2				2206	181	12.188
01-06	0560	5/6 Multi-Age	0537	Hanna, Tom			6				24	6	6336	181	35.006
02-04	0300	3/4 Grade	0102	Carroll, Natalie					24	1			4542	181	25.094
03-03	0300	3/4 Grade	0331	Hathcock, Erin					32				5613	181	31.011
03-03	0300	3/4 Grade	0334	Kruer, Eileen					28				4905	181	27.099

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Class Reduction Summary

ATD415 – Attendance Audit List

The Attendance Audit List lists, by section (grouped by teacher), each change to attendance data.

The report can be customized using the following options:

- Enter the **Start Date** and **End Date** of the period for which to run the report.

- To limit the report to specific sections, enter a range of sections in the **Section ID** boxes.

Attendance Audit List, Report Interface

- To include a line for a signature and date at the bottom of each page, check the **Include Signature Line** box.

Hope High School
Attendance Audit List

Year: 2012-2013
Report: ATD415

Teacher		Period		Section ID	Course ID	Course Title		Room	
Canaday C., Curt		6		0736	AD86W	Academic Decath		307A	

SIS Number	Student Name	Grade	Date Time Of Change	Original Value	New Value	Audit Staff Name	IP Address	System
			08/28/2012					
885410	Fedt, Roger N.	11	11/14/2005 00:00:00					
			08/31/2012					
992127	Frost, Timothy N.	12	11/14/2005 00:00:00					
911277	Rowles, Paul M.	11	11/14/2005 00:00:00					

Attendance Audit List

ATP401 – Period Attendance List

The Period Attendance List report lists all student absences and the reason for the absences in a given date range by period. It also lists the parent's phone numbers for each student, so the list can be used for attendance verification.

The report can be customized using the following options:

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- The report can also be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, or **by Reason** by checking off the specific absence reasons to be included. To check or uncheck all reasons, use the ⬚↔☑ button.

- To include cumulative totals in the report, check the box for **Cumulative Totals**.

Period Attendance List, Report Interface

- To show only students that have a certain number of absences, enter the minimum number of absences in the **Period Abs Threshold** box.

- To omit parent phone numbers and addresses from the report, check the **Hide Parent Contact Information** box.

Edupoint
School District

Hope High School
Period Attendance List
from 01/03/2011 to 05/24/2011

Year: 2010-2011
Report: ATP401

Track:

Student Name	Perm ID	Grd	Relation	Parent Name	Type	Phone	Ext	Date	Attendance By Period									
									0	1	2	3	4	5	6	7	8	9
Abbott, Billy C.	905483	12	Mother	Aaron, Kathleen	Home	480-555-1214		03/28/2011		Oth	Oth	Oth	-	-	-			
			Father	Aaron, Phillip	Cell	480-555-6767		03/29/2011		Oth	Oth	Oth	-	-	-			
								03/30/2011		Oth	Oth	Oth	Unx	Unx	Unx			
								03/31/2011		Oth	Oth	Oth	-	-	-			
								04/04/2011		Oth	Oth	Oth	Oth	Oth	Oth			
								04/05/2011	-	-	-	-	Oth	Oth	Oth			
								04/06/2011	-	-	-	-	Oth	Oth	Oth			
								04/07/2011		Oth	Oth	Oth	Oth	Oth	Oth			
								04/08/2011		Oth	Oth	Oth	Oth	Oth	Oth			
								9 days	0	7	7	7	6	6	6	0	0	0
Ackley, Brian R.	913948	11	Father	Ackley, Eugene	Home	480-555-6641		03/31/2011	-	-	-	-	Tdy	-	-			
			Mother	Ackley, Paula	Cell	602-555-4377		05/19/2011	-	Tdy	-	-	-	-	-			
								2 days	0	1	0	0	1	0	0	0	0	0
Addington, Paula M.	871686	12	Father	Addington, Craig	Home	480-555-4628		03/04/2011	Unv	-	-	-	-	-	-			
			Mother	Addington, Diana	Cell	480-555-4628		03/31/2011	Tdy	-	-	-	-	-	-	-	-	
								04/01/2011	Tdy	-	-	-	-	-	-	-	-	
								3 days	3	0	0	0	0	0	0	0	0	0
Arvanitas, Christina T.	892796	12	Mother	Arvanitas, Kathleen	Work	602-555-5506		03/31/2011	-	-	-	-	Tdy	-	-			
			Father	Arvanitas, Craig	Work	602-555-2537		1 days	0	0	0	0	1	0	0	0	0	0
Bailly, George	874872	12	Mother	Bailly, Joyce	Cell	480-555-7980		03/30/2011	-	-	-	-	Unv	-	-			
			Father	Bailly, Russell	Cell	602-555-4390		03/31/2011	-	-	-	-	Unv	-	-			
								2 days	0	0	0	0	2	0	0	0	0	0
Brady, Kenneth P.	874026	12	Father	Patrick J Brady, Gary	Home	480-555-6218		03/30/2011	-	-	-	-	Unv	-	-			
			Mother	Brady, Irene	Pager	480-555-6475		1 days	0	0	0	0	1	0	0	0	0	0

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Period Attendance List

ATP402 – Period Student Absence Totals

The Period Student Absence Totals report lists all students at a school for a given date range and displays the total number of absences recorded for each period. Parent phone numbers are also included.

The report can be customized using the following options:

Period Student Absence Totals, Report Interface

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- To only show students with more than a certain number of the absences selected in the Absence Definition, enter the number in the **Minimum Period Absences** box.

- The report can also be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, or **by Reason** by checking off the specific absence reasons to be included. To check or uncheck all reasons, use the ⬜↔☑ button.

- To omit parent phone numbers and addresses from the report, check the **Hide Parent Contact Information** box.

Edupoint
School District

Adams Elementary
Daily Attendance List
From 08/30/2010 to 06/03/2011

Year: 2010-2011
Report: ATD402

Student Name	Perm ID	Grade	Gender	Date	Reason 1	Amt 1	Reason 2	Amt 2
Aaron, Theresa	126855	01	Female	09/21/2010	Illness	1.00		
Acuna, John J.	145769	01	Male	12/30/2010	Excused	1.00		
				03/18/2011	Unverified	1.0		
Alvarez Hernande, Lois	137627	01	Female	03/18/2011	Unverified	1.0		
Avila, Judith F.	169430	01	Female	10/05/2010	Excused	1.00		
				10/07/2010	Excused	1.00		
				10/11/2010	Illness	1.00		
				06/01/2011	Unverified	1.00		
Begay, Lisa M.	142305	01	Female	10/11/2010	Excused	1.00		
Beltran Del Rio, Anthony	144565	01	Male	09/30/2010	Illness	1.00		
				10/11/2010	Illness	1.00		
				10/20/2010	Unverified	1.00		
				11/23/2010	Unverified	1.00		
				12/01/2010	Unverified	1.00		
Beltran Del Rio, Kathy	144574	01	Female	09/30/2010	Illness	1.00		
				10/01/2010	Illness	1.00		
Benallie, Joyce C.	157760	01	Female	09/17/2010	Excused	1.00		
				09/24/2010	Excused	1.00		
				09/28/2010	Excused	1.00		
				09/30/2010	Excused	1.00		
				10/01/2010	Excused	1.00		
Benitez, Lawrence	124713	01	Male	09/03/2010	Excused	1.00		
				09/21/2010	Excused	1.00		
				10/04/2010	Excused	1.00		
				06/01/2011	Unverified	1.00		
Bogan Walker, Kenneth	151708	01	Male	09/28/2010	Message	1.00		
				10/04/2010	Excused	1.00		
				10/14/2010	Excused	1.00		
Bradley, Janet E.	166932	01	Female	03/18/2011	Unverified	1.0		
Bryant, Samuel M.	148307	01	Male	10/08/2010	Message	1.00		
				12/30/2010	Illness	1.00		
Cain, Edward T.	108563	01	Male	09/17/2010	Illness	1.00		
				10/11/2010	Illness	1.00		
Cardenas, Joan R.	149971	01	Female	06/01/2011	Unverified	1.00		
Carmona, Shirley B.	141708	01	Female	03/18/2011	Unverified	1.0		
Castro, Jonathan I.	116476	01	Male	09/13/2010	Illness	1.00		
				09/23/2010	Illness	1.00		
				03/18/2011	Unverified	1.0		
Caviness, William M.	151321	01	Male	09/06/2010	Excused	1.00		
				09/16/2010	Message	1.00		
				09/30/2010	Message	1.00		
				10/11/2010	Message	1.00		
Chamness, Martha E.	149112	01	Female	09/14/2010	Illness	1.00		
				09/17/2010	Message	1.00		
				10/04/2010	Illness	1.00		
				10/11/2010	Excused	1.00		
				12/01/2010	Unverified	1.00		
Cohoe Berry, Sean K.	129849	01	Male					

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Period Student Absence Totals

ATP403 – Period Perfect Attendance List

The Period Perfect Attendance List lists all students who were not absent or tardy for a given date range, by section. It also includes parent contact numbers.

The report can be customized using the following options:

Period Perfect Attendance List, Report Interface

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- The report can also be filtered by the absence reason entered. The absence reasons may be selected by selecting the Reason Types to be excluded from the list, or by checking the specific absence reasons to be excluded. To check or uncheck all reasons, use the ⬜↔☑ button.

- To exclude all personal information from the report, including the permanent ID, parent/guardian names, and phone numbers, check the **Hide Student Detail** box.

- Check the **Scheduled in Classes for Whole Range** box to require students to be enrolled during the whole range of the date range.

Edupoint
School District

Hope High School
Period Perfect Attendance List
From 08/30/2010 to 05/24/2011

Year: 2010-2011
Report: ATP403

Section	Period	Course ID	CourseTitle		Teacher		Room	Track
N/A	N/A	N/A	N/A		N/A		N/A	N/A

Student	Perm ID	Grade	Trk	Gender	Relation	Parent	Type	Phone	Extn
(Abernethy, Anne E.)	902870	10		Female	Mother	Abernethy, Christina	Cell	480-555-7225	
					Father	Abernethy, Willie	Home	480-555-5844	
(Acevedo, Ashley)	901830	10		Female	Father	Acevedo, Willie	Work	480-555-2574	
					Mother	Acevedo, Heather	Home	480-555-2807	
Acosta, John A.	150265	11		Male	Mother	Alvarez, Louise	Home	662-555-2252	
					Father	Acosta, Donald	Home	662-555-2252	
					Mother	Avila, Rebecca	Cell	480-555-0720	
					Father	Preciado, Joshua	Home	480-555-2545	
Adair, Diane N.	903912	10		Female	Mother	Adair, Dorothy	Home	480-555-0835	
					Father	Adair, Peter	Home	480-555-0835	
(Adams, Albert L.)	889844	11		Male	Mother	Adams, Margaret	Home	480-555-1610	
					Father	Adams, Andrew	Home	480-555-4580	
(Adams, Sean B.)	877340	12		Male	Father	Adams, George	Cell	480-555-4529	
					Mother	Adams, Rachel	Cell	480-555-1250	
Adams, Stephen J.	901622	10		Male	Mother	Adams, Amanda	Home	480-555-6832	
					Father	Adams, Jose	Work	480-555-4924	
(Aguado, Bobby J.)	943822	10		Male	Father	Aguado, Arthur	Cell	480-555-4600	
					Mother	Cuevas, Paula	Work	480-555-0831	
Aguado, Karen C.	135319	12		Female	Father	Aguado Ranfla, Harry	Home	480-555-8659	
					Mother	Cervatnes Suarez, Diana	Work	480-555-4641	
(Aguilar, Kathleen G.)	132888	10		Female	Mother	Guardado, Tina	Home	480-555-0987	
					Step-Father	Dudley, Dennis	Home	480-555-0987	
					Father	Aguilar, Paul			
Aguilar, Stephen A.	108367	11		Male	Mother	Gutierrez, Mildred	Cell	602-555-0791	
Aguirre, Mary R.	952375	11		Female	Father	Aguirre, Henry	Pager	602-555-3432	
					Mother	Aguirre, Sandra	Home	480-555-0464	
Aitchison, Alice E.	871731	12		Female	Mother	Aitchison, Nicole	Work	480-555-9472	
					Father	Aitchison, Albert	Work	480-555-6814	
Akagawa, Adam H.	165923	11		Male	Mother	Golladay, Gloria	Cell	602-555-9295	
					Father	Golladay, Billy	Cell	480-555-2225	
					Mother	Akagawa, Helen	Home	115-555-1521	
					Father	Akagawa, Benjamin	Home	115-555-1521	
Ake, Joshua J.	889794	11		Male	Mother	Ake, Cheryl	Work	480-555-8296	
					Father	Ake, Gerald	Work	602-555-4909	
Akin, Andrea E.	902875	10		Female	Father	Akin, Gerald	Home	480-555-3854	
					Mother	Akin, Jessica	Cell	480-555-1216	
(Akpan, Tina N.)	165110	10		Female	Mother	Akpan, Kathleen	Cell	480-555-2567	
(Alcorn, Donald A.)	929994	11		Male	Mother	Alcorn, Brenda	Work	480-555-0833	
					Father	Alcorn, Raymond	Home	480-555-6890	
Alder, Brenda I.	967569	10		Female	Mother	Alder, Laura	Cell	480-555-0390	
					Father	Alder, Thomas	Pager	602-555-9408	

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Period Perfect Attendance List

ATP404 – Period Class Attendance List

The Period Class Attendance List shows all students in a section on a given date and lists the reason for each student's absence in a period.

Period Class Attendance List, Report Interface

The report can be customized using the following options:

- By default, all teachers are included in the report. To run the report for just one teacher, select the teacher's name from the **Teacher** list.

- **Students To Display** determines which students are included.

  - **Absent In Class, Show Class Attendance Only** produces a report by teacher. For each section, it shows only the students who have attendance events matching selected reason types or reason codes. The code for the attendance event appears in the column that matches the period for the teacher. All other columns are blank.

  - **Absent In Class, Show All Attendance** produces a report like the above, but also shows other attendance events for the same day for the same student, regardless of the period or teacher.

- **Enrolled In Class, Show All Attendance** produces a report by teacher. For each section, it shows all students enrolled who have attendance events in any period matching one of the selected reason types or reason codes. A code for an attendance event appears in the column that matches the period for the teacher if an event occurred. Unlike the other reports options, an event does not have to occur in this class for the student to be included.

- To omit student and parent phone numbers, check the **Suppress Phone Numbers** box.

- Select the periods to be included in the report using the **Beginning Period** and **Ending Period** lists.

- Enter the **Start Date** and **End Date** for the report.

- The report can also be filtered by the absence reason entered. You can select absence reasons by type using the **Reason Type** lists or by specific reason using check boxes.

Period Class Attendance List

ATP405 – Period Student List by Attendance

The Period Student List by Attendance lists all students with a given number of absences for a specific date range.

The report can be customized using the following options:

Period Student List by Attendance, Report Interface

- Enter the **As Of Date** for the report.

- To only show students with more than a certain number of the absences selected in the Absence Definition, enter the number in the **Minimum Period Absences** box.

- The report can also be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, or **by Reason** by checking off the specific absence reasons to be included. To check or uncheck all reasons, use the ⬜↔☑ button.

Period Student List by Attendance

ATP406 – Period Class Attendance Form

The Period Class Attendance Form prints out a form that lists all students in a section and provides boxes to be used to record attendance for a 4-week range.

The report can be customized using the following options:

- Enter the **Start Date** for the report.

- Select the number of **Weeks** to be displayed from 1 to 4.

- By default, the report will print for all sections and teachers. To print the report for only one section or teacher, enter the range of **Section ID** or select the **Teacher** name from the list.

- Select the periods to include in the report by selecting the **Period Begin** and **Period End** from the lists.

Period Class Attendance Form, Report Interface

- If the form will be printed on a very wide sheet of paper or flow over onto a second page, it may be helpful to repeat the student's name to ensure the information is recorded on the correct row. To indicate where the student's name should display a second time, enter the column number after which the name will display in the **Second Student Name Column Number** box.

- Select the size of the printed page from the **Page Size** list.

- To add a space to the left side of printed form to allow for punch holes, check the **Add Hole Punch Margin** box.

- Enter the number of **Extra Lines** to be added at the end of the report. These extra lines may be used to list additional students who enrolled in the section after the report is printed. To select a custom number of extra lines, enter the number of lines in the **Custom Number** box instead of selecting an option from the list.

To turn on and off some columns on the form, check the boxes in the **Include the following fields** section. The columns that can be turned on and off are:

- **Grade** – grade will print on the report next to the name

- **Gender** – gender will print on the report next to the name

- **Phone** – phone number will print on the report next to the name

- **2nd Student Name** – student name will print on the report a 2nd time in the column specified by the Second Student Name Column Number (see above)

- **Total Abs** – absence totals will be included on the report

Period Class Attendance Form

ATP407 – Period Attendance Gaps by Teacher

The Period Attendance Gaps by Teacher lists all students in any of a teacher's sections that show a gap in their period attendance. For example, if the student was marked absent for all periods but 3rd period, it probably is a data entry error and the student was actually absent. This report can be given to the teacher to review and fix these errors.

The report can be customized using the following options:

Period Attendance Gaps By Teacher, Report Interface

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- By default, the report will print for all sections. To print the report for only some sections, enter the range of **Section ID.**

- To specify what constitutes a gap, enter the **Minimum Period Gap Size** (the minimum number of periods with no attendance between periods with absences indicated), and the **Maximum Gaps Per Day** (the maximum number of blocks with no attendance between periods with attendance recorded).

- The report can also be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, or **by Reason** by checking off the specific absence reasons to be included. To check or uncheck all reasons, use the ⬜↔☑ button.

- To include a line where the staff member who verifies the gaps can sign off, check the **Signature Line** box.

Period Attendance Gaps By Teacher

ATP408 – Period Attendance Gaps

The Period Attendance Gaps reports lists all students that show a "gap" in their period attendance. For example, if the student was marked absent for all periods but 3rd period, it probably is a data entry error and the student was actually absent.

The report can be customized using the following options:

Period Attendance Gaps, Report Interface

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- By default, the report will print for all sections. To print the report for only some sections, enter the range of **Section ID.**

- To specify what constitutes a gap, enter the **Minimum Period Gap Size** (the minimum number of periods with no attendance between periods with absences indicated), and the **Maximum Gaps Per Day** (the maximum number of blocks with no attendance between periods with attendance recorded).

- The report can also be filtered by the absence reason entered. The absence reasons may be selected **by Type** by selecting the Reason Types to be included from the list, or **by Reason** by checking off the specific absence reasons to be included. To check or uncheck all reasons, use the ⬚↔☑ button.

- To include a line where the staff member who verifies the gaps can sign off, check the **Signature Line** box.

Student Name	Perm ID	Grade	Gen	Day	Date	0	1	2	3	4	5	6	7	8	9	10
(Aaron, Harold N.)	968257	10	M	RG	09/16/2013		A	-	-							
Abbott, Billy C.	905483	12	M	D	08/15/2013	X	-	-								
Adair, Diane N.	903912	10	F	E	08/09/2013		-	-		L						
				RG	08/12/2013		-	-		X						
				B	08/13/2013	X	-		-							
				E	09/13/2013		-	-		A						
				D	08/15/2013		-	-		E						
				B	09/17/2013			X		-						
Wilbey, Sharon M.	888190	11	F	B	08/13/2013	X	-									

The heading "Periods" spans columns 0–10.

Period Attendance Gaps

ATP409 – Period Absence Count

The Period Absence Count lists all students at a school and total the number of absences recorded for each student by period and overall.

The report can be customized using the following options:

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- The report can also be filtered by the absence reason entered by checking off the specific **Absence Definition (ABS1)** or **Absence Definition (ABS2)** to be included. To check or uncheck all reasons, use the ⬜↔☑ button.

Period Absence Count, Report Interface

Hope High School
Period Absence Count

Year: 2010-2011
Report: ATP409

Student Name	Grade	Track	Period 0 ABS1	ABS2	Period 1 ABS1	ABS2	Period 2 ABS1	ABS2	Period 3 ABS1	ABS2	Period 4 ABS1	ABS2	Period 5 ABS1	ABS2	Period 6 ABS1	ABS2	Period 7 ABS1	ABS2	Period 8 ABS1	ABS2	Period 9 ABS1	ABS2	Total Absences ABS1	ABS2	Day Absences	Days Enrolled
Abbott, Billy C.	12	Track 1	17	0	56	0	39	0	56	0	56	0	39	0	39	0	0	0	0	0	0	0	302	0	14	167
(Abernethy, Anne E.)	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	118
Acevedo, Andrew	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	167
(Acevedo, Ashley)	10		0	0	0	0	12	0	12	0	12	0	12	0	12	0	0	0	0	0	0	0	60	0	2	122
Ackley, Brian R.	11		0	0	3	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	4	0	3	166
Acosta, Eugene A.	12		0	0	13	0	10	0	6	0	7	0	4	0	4	0	1	0	0	0	0	0	45	0	13	167
Acosta, John A.	11		0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	8	167
Acunia, Kenneth O.	10		0	0	33	0	32	0	30	0	31	0	31	0	30	0	0	0	0	0	0	0	187	0	10	167
Adair, Alan W.	11		0	0	9	0	13	0	5	0	8	0	5	0	5	0	0	0	0	0	0	0	45	0	14	167
Adair, Diane N.	10		0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	1	167
Adair, Timothy S.	11		16	0	12	0	12	0	14	0	13	0	13	0	12	0	0	0	0	0	0	0	92	0	9	167
(Adams, Albert L.)	11		1	0	0	0	0	0	3	0	2	0	1	0	0	0	0	0	0	0	0	0	7	0	6	126
Adams, Howard T.	12		20	0	25	0	22	0	22	0	23	0	20	0	20	0	20	0	0	0	0	0	172	0	11	167
Adams, Larry A.	11		6	0	6	0	7	0	6	0	6	0	6	0	6	0	0	0	0	0	0	0	43	0	2	167
Adams, Martin C.	11		18	0	18	0	18	0	18	0	18	0	18	0	18	0	0	0	0	0	0	0	126	0	3	167
Adams, Scott M.	12		5	0	8	0	8	0	6	0	7	0	5	0	7	0	0	0	0	0	0	0	46	0	8	167
(Adams, Sean B.)	12		16	0	23	0	18	0	12	0	16	0	16	0	16	0	4	0	0	0	0	0	121	0	13	76
Adams, Stephen J.	10		7	0	6	0	6	0	6	0	6	0	6	0	6	0	0	0	0	0	0	0	43	0	2	167
Adamski, Alan M.	10		0	0	25	0	24	0	25	0	27	0	24	0	24	0	0	0	0	0	0	0	149	0	9	167
Addington, Paula M.	12		6	0	5	0	5	0	4	0	4	0	4	0	4	0	4	0	0	0	0	0	40	0	5	167
Aelvoet, Jesse J.	12		3	0	10	0	5	0	5	0	3	0	3	0	3	0	0	0	0	0	0	0	32	0	9	167
(Aguado, Bobby J.)	10		0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0	2	146
Aguado, Karen C.	12		5	0	5	0	6	0	5	0	5	0	5	0	5	0	0	0	0	0	0	0	36	0	2	167
Aguilar, Carolyn C.	10		0	0	0	0	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	3	0	1	167
(Aguilar, Kathleen G.)	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aguilar, Roger F.	12		0	0	3	0	1	0	8	0	0	0	6	0	2	0	0	0	0	0	0	0	20	0	16	167
Aguilar, Stephen A.	11		0	0	4	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0	6	167
Aguirre, Jason K.	12		6	0	11	0	14	0	7	0	6	0	6	0	6	0	6	0	6	0	0	0	68	0	13	167
Aguirre, Mary R.	11		0	0	1	0	1	0	2	0	4	0	3	0	0	0	0	0	0	0	0	0	11	0	7	167
Ahlstrom, Jack M.	11		0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2	0	1	167
Ahlstrom, Linda K.	10		0	0	11	0	10	0	10	0	11	0	11	0	10	0	0	0	0	0	0	0	63	0	4	167
Aitchison, Alice E.	12		0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	167
Aitchison, Karen L.	10		6	0	7	0	7	0	6	0	8	0	7	0	8	0	0	0	0	0	0	0	49	0	6	167
Akagawa, Adam H.	11		0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	167
Ake, Joshua J.	11		0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	3	0	3	167
Akin, Andrea E.	10		50	0	7	0	51	0	51	0	51	0	50	0	52	0	0	0	0	0	0	0	312	0	14	167
(Akpan, Tina N.)	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Alarcon, Frank	10		18	0	22	0	19	0	18	0	18	0	18	0	18	0	0	0	0	0	0	0	131	0	6	167
Alcazar, Eugene	10		0	0	20	0	19	0	19	0	20	0	20	0	19	0	0	0	0	0	0	0	117	0	10	167
Alcazar, Eugene A.	10		0	0	14	0	12	0	12	0	12	0	13	0	12	0	0	0	0	0	0	0	75	0	5	167
(Alcorn, Donald A.)	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alder, Brenda I.	10		5	0	6	0	6	0	5	0	5	0	5	0	5	0	0	0	0	0	0	0	37	0	3	167
Alder, Lawrence S.	12		5	0	5	0	5	0	6	0	7	0	6	0	7	0	5	0	0	0	0	0	46	0	6	167
Alder, Sarah C.	12		0	0	0	0	0	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	3	0	2	167
Aldrich, Steve K.	12		0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	167
Alexander, Fred D.	12		0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	167
Alexander, George M.	12		0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	0	2	167
Alexander, Joseph J.	10		6	0	6	0	10	0	7	0	6	0	6	0	8	0	0	0	0	0	0	0	49	0	8	167

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Period Absence Count

ATP410 – Summer Attendance Report

The Summer Attendance Report shows the minutes accrued by each student in the summer school program, and how the minutes are apportioned between proficiency and core. This is primarily used in California for schools taking supplemental attendance.

The report can be customized using the following options:

Summer Attendance Report Interface

- Select the reporting periods to include, as defined in the District and School calendars, from the **Reporting Period** lists. To print the report for a **State Reporting Period** instead, select the period from the list.

- Enter the number of minutes to use for all sections in the **Core Category**.

- Enter the number of minutes to use for all sections in the **Proficiency Category**.

- Enter the number of **Minutes Per Period**.

- Select the grade range to include in the report by choosing the **Grade** from the lists.

- Select which instructional settings to include in the report by checking the box in front of each **Instructional Setting**.

- If the school uses tracks, check the boxes for the **Tracks** to include in the report.

Summer Attendance Report

ATP602 – Period Sections Missing Attendance List

The Period Sections Missing Attendance List lists all sections at a school where the attendance-scanning sheet has not been scanned into Synergy SIS.

The report can be customized using the following options:

Period Sections Missing Attendance List, Report Interface

- The report can be filtered by the date by entering a **Start Date** and **End Date**.

- Select the periods to include in the report by selecting the **Starting Period** and **Ending Period** from the lists.

- If the school takes daily attendance twice a day in addition to period attendance, the **Time of Day** to be included in the report can be selected from the list (AM, PM, or AM/PM).

- If you want the report to print even if all teachers have taken attendance, check the **Print Empty Report** box.

Period Sections Missing Attendance List

ATP801 – Period Attendance Autodialer List

The Period Attendance Autodialer List lists all students that will be contacted by the autodialer software, and lists the parent phone numbers and number of absences by period for the date listed.

The report can be customized using the following options:

Period Attendance Autodialer List, Report Interface

- Select the **Date** for which to print the report.

- To show only students with more than a certain number of the absences selected in the Absence Definition, enter the number in the **Minimum Period Absences** box.

- Select which phone number should be dialed by the auto dialer from the **Primary Phone to Use** list. To select which parent is called, check boxes in the **Parent/Guardian Relation Info** section. These selections will be matched to the parent's information on the **Parent** tab of the **Student** screen.

- The report can be filtered by the absence reason entered. Select reason types to be included, check absence reasons to be included, or check reason flags. The **Reason Flags** are defined in the **District Attendance Code** and **School Attendance Code** screens. If the absence reason is defined as an Incl Dialer reason, and that flag is checked, the reason is included in the report.

- To include periods when printing to CSV, Excel, and Text File output types, check the **Print PDF Details in Export Output** box. Absence periods appear after the date in the output file.

Period Attendance Autodialer List

ATP802 – Attendance Auto Dialer Report

The Attendance Auto Dialer Report produces a file that can be used by the school's auto dialer to contact students who were absent on a given date. It also prints a companion report in PDF format that lists all of the information included in the file.


```
"ReferenceCode","Institution","Periods"
"905483","273","0,1,2,3,4,5,6"
```

Auto Dialer Absence List File

Attendance Auto Dialer Report

The report can be customized using the following options:

- Enter the **Date** for the report.

- To filter by grade level, select a **Grade**.

- Enter the **Minimum Period Absences** for the report. Students with fewer absences will not appear.

- To filter by the absence reason entered, select types in the **Reason Type** lists or select specific reasons using the check boxes.

Attendance Auto Dialer Report, Report Interface

ATP603 – Positive Attendance Summary

The Positive Attendance Summary report lists all students at a school and totals the hours the student has been absent for the reporting period selected and the hours the student was present.

The report can be customized using the following options:

Positive Attendance Summary, Report Interface

- Select the reporting periods to include, as defined in the District and School calendars, from the **Reporting Period** lists. To print the report for a **State Reporting Period** instead, select the period from the list.

- The totals can be presented in either **Days** or **Hours**. To select which total to display, select it from the **Totals by** list.

- Check the **Include Additional Columns** box to display three extra columns:

  - The **Hours Limit** column shows the limit of hours that can be earned for the week.

  - The **Hours Pres** column shows the hours present for the week.

  - The **Hours Def** column shows the hours deficient for the week.

- To only show the bell periods using positive attendance, check the **Suppress Unused Bell Periods** box.

- To override the **class minutes** or **passing minutes** defined in the Bell Schedule, check the **Override** box and enter the number of **Minutes** to use.

- If an all-day code has been entered for a school using period attendance, but the periods themselves do not show an absence, the periods can be "backfilled" so that all periods for that day use the absence reason shown in the All Day Code. To prevent the backfilling process from occurring for certain types of absence reasons, select the reasons from the **No Backfill Daily Attendance Reason** section.

Positive Attendance Summary

ATP604 – Positive Attendance Audit

The Positive Attendance Audit lists all students at a school for a selected reporting period, lists all absences that the student accrued, and provides a total of the hours the student attended during the period.

The report can be customized using the following options:

Positive Attendance Audit, Report Interface

- Select the reporting periods to include, as defined in the District and School calendars, from the **Reporting Period** lists. To print the report for a **State Reporting Period** instead, select the period from the list.

- Check the **Include Additional Columns** box to display three extra columns:

  - The **Hours Limit** column shows the limit of hours that can be earned for the week.

  - The **Hours Pres** column shows the hours present for the week.

  - The **Hours Def** column shows the hours deficient for the week.

- To only show the bell periods using positive attendance, check the **Suppress Unused Bell Periods** box.

- To override the minutes defined in the Bell Schedule, check the **Override Class Minutes** or the **Override Passing Minutes** box and enter the number of minutes to use.

- If an all-day code has been entered for a school using period attendance, but the periods themselves do not show an absence, the periods can be "backfilled" so that all periods for that day use the absence reason shown in the All Day Code. To prevent the backfilling process from occurring for certain types of absence reasons, select the reasons from the **No Backfill Daily Attendance Reason** section.

Continuation High School
Positive Attendance Audit

Year: 2010-2011
Report: ATP604

Instructional Setting: Special Ed

Student Name	Period	Week	Mon 1234567	Tue 1234567	Wed 1234567	Thu 1234567	Fri 1234567		Total Appr.	Hours Over	Hours Credit	To Week
Hadix, Gary C. III	Period 1	09/20/2010	A A A A	A A A A	A A A A	A A A A	+ + + +		15.00	0.00	0.00	
126924 12 M								Period SubTotal	15.00	0.00	0.00	
	Period 2	09/27/2010	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	3.33	09/20/2010
		10/04/2010	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	3.33	09/20/2010
		10/11/2010	U U U U	U U U U	U U U U	U U U U	+ + + +		15.00	0.00	0.00	
		10/18/2010	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	3.33	09/20/2010
								Period SubTotal	60.00	10.00	10.00	
	Period 3	10/25/2010	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	1.33	09/20/2010
											2.00	10/11/2010
		11/01/2010	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	3.33	10/11/2010
		11/08/2010	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	3.33	10/11/2010
		11/15/2010	+ + + +	+ + + +	+ + + +	. . . .	. . . .		11.00	0.00	0.00	
								Period SubTotal	56.00	10.00	10.00	
	Period 4	11/22/2010	+ + + +	+ + + +	+ + + +	H o l i d a y	H o l i d a y		9.00	2.00	2.00	10/11/2010
		11/29/2010	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.67	10/11/2010
		12/06/2010	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
		12/13/2010	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
								Period SubTotal	54.00	12.00	2.67	
	Period 5	01/03/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
		01/10/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
		01/17/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
		01/24/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
								Period SubTotal	60.00	13.33	0.00	
	Period 6	01/31/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
		02/07/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
		02/14/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
		02/21/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
								Period SubTotal	60.00	13.33	0.00	
	Period 7	02/28/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
		03/07/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
		03/14/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
		03/21/2011	H o l i d a y	H o l i d a y	H o l i d a y	H o l i d a y	H o l i d a y		0.00	0.00	0.00	
		03/28/2011	+ + + +	+ + + +	+ + + +	+ + + +	+ + + +		15.00	3.33	0.00	
								Period SubTotal	60.00	13.33	0.00	

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Positive Attendance Audit

ATP605 – Positive Attendance Totals

The Positive Attendance Totals report lists all tracks and instructional settings at a school and summarizes the attendance and ADA for each track and instructional setting.

The report can be customized using the following options:

Positive Attendance Totals, Report Interface

- Select the reporting periods to include, as defined in the District and School calendars, from the **Reporting Period** lists. To print the report for a **State Reporting Period** instead, select the period from the list.

- The totals can be presented in either **Days** or **Hours**. To select which total to display, select it from the **Totals by** list.

- Check the **Include Additional Columns** box to display three extra columns:

    - The **Hours Limit** column shows the limit of hours that can be earned for the week.

    - The **Hours Pres** column shows the hours present for the week.

    - The **Hours Def** column shows the hours deficient for the week.

- To override the **class minutes** or **passing minutes** defined in the Bell Schedule, check the **Override** box and enter the number of **Minutes** to use.

- If an all-day code has been entered for a school using period attendance, but the periods themselves do not show an absence, the periods can be "backfilled" so that all periods for that day use the absence reason shown in the All Day Code. To prevent the backfilling process from occurring for certain types of absence reasons, select the reasons from the **No Backfill Daily Attendance Reason** section.

School	Inst. Setting	Date Range	Days	Hours Exc	Hours Unx	Appr. Unx	Hours Over	Hours Credit	Hours N/E	Hours Appr.
Continuation High School	Special Ed	05/02/2011-05/27/2011	20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		School Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Grand Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Positive Attendance Totals

ATP606 – Positive Attendance Summary Extended

The Positive Attendance Summary Extended report lists all students enrolled during the selected reporting periods. For each student, it displays any absences in each period, and totals the days enrolled in the period and total absences for the period. It also totals the absences and days enrolled by student, instructional setting, and school.

The report can be customized using the following options:

Positive Attendance Summary Extended, Report Interface

- Select the reporting periods to include, as defined in the District and School calendars, from the **Reporting Period** lists. To print the report for a **State Reporting Period** instead, select the period from the list.

- The totals can be presented in either **Days** or **Hours**. To select which total to display, select it from the **Totals by** list.

- To hide the column that displayed the approximate number of unexcused absences, check the box titled **Hide Appr Unx Column**.

- Check the **Include Additional Columns** box to display three extra columns:

  - The **Hours Limit** column shows the limit of hours that can be earned for the week.

  - The **Hours Pres** column shows the hours present for the week.

  - The **Hours Def** column shows the hours deficient for the week.

- To only show the bell periods using positive attendance, check the **Suppress Unused Bell Periods** box.

- To override the **class minutes** or **passing minutes** defined in the Bell Schedule, check the **Override** box and enter the number of **Minutes** to use.

- • If an all-day code has been entered for a school using period attendance, but the periods themselves do not show an absence, the periods can be "backfilled" so that all periods for that day use the absence reason shown in the All Day Code. To prevent the backfilling process from occurring for certain types of absence reasons, select the reasons from the **No Backfill Daily Attendance Reason** section.

Positive Attendance Summary Extended

ATP607 – Positive Attendance Audit Extended

The Positive Attendance Audit Extended report lists all students enrolled during the selected reporting periods. For each student, it displays any absences in each period, and totals the days enrolled in the period and total absences for the period. It also totals the absences and days enrolled by student, instructional setting, and school.

The report can be customized using the following options:

Positive Attendance Audit Extended, Report Interface

- Select the reporting periods to include, as defined in the District and School calendars, from the **Reporting Period** lists. To print the report for a **State Reporting Period** instead, select the period from the list.

- Check the **Include Additional Columns** box to display three extra columns:

  - The **Hours Limit** column shows the limit of hours that can be earned for the week.

  - The **Hours Pres** column shows the hours present for the week.

  - The **Hours Def** column shows the hours deficient for the week.

- To only show the bell periods using positive attendance, check the **Suppress Unused Bell Periods** box.

- To override the **class minutes** or **passing minutes** defined in the Bell Schedule, check the **Override** box and enter the number of **Minutes** to use.

- If an all-day code has been entered for a school using period attendance, but the periods themselves do not show an absence, the periods can be "backfilled" so that all periods for that day use the absence reason shown in the All Day Code. To prevent the backfilling process from occurring for certain types of absence reasons, select the reasons from the **No Backfill Daily Attendance Reason** section.

Continuation High School
Positive Attendance Audit Extended

Year: 2010-2011
Report: ATP607

Instructional Setting: Special Ed

Student Name	Period	Week	Mon 1 2 3 4 5 6 7	Tue 1 2 3 4 5 6 7	Wed 1 2 3 4 5 6 7	Thu 1 2 3 4 5 6 7	Fri 1 2 3 4 5 6 7		Total Appr.	Hours Over	Hours Credit	To Week
Hadix, Gary C. III	Period 1	09/20/2010	A A A A	A A A A	A A A A	A A A A	P P P P		15.00	0.00	0.00	
126924 12 M								Period SubTotal	15.00	0.00	0.00	
	Period 2	09/27/2010	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	3.33	09/20/2010
		10/04/2010	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	3.33	09/20/2010
		10/11/2010	U U U U	U U U U	U U U U	U U U U	P P P P		15.00	0.00	0.00	
		10/18/2010	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	3.33	09/20/2010
								Period SubTotal	60.00	10.00	10.00	
	Period 3	10/25/2010	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	1.33	09/20/2010
											2.00	10/11/2010
		11/01/2010	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	3.33	10/11/2010
		11/08/2010	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	3.33	10/11/2010
		11/15/2010	P P P P	P P P P	P P P P	. . . .	. . . .		11.00	0.00	0.00	
								Period SubTotal	56.00	10.00	10.00	
	Period 4	11/22/2010	P P P P	P P P P	P P P P	Holiday	Holiday		9.00	2.00	2.00	10/11/2010
		11/29/2010	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.67	10/11/2010
		12/06/2010	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
		12/13/2010	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
								Period SubTotal	54.00	12.00	2.67	
	Period 5	01/03/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
		01/10/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
		01/17/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
		01/24/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
								Period SubTotal	60.00	13.33	0.00	
	Period 6	01/31/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
		02/07/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
		02/14/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
		02/21/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
								Period SubTotal	60.00	13.33	0.00	
	Period 7	02/28/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
		03/07/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
		03/14/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
		03/21/2011	Holiday	Holiday	Holiday	Holiday	Holiday		0.00	0.00	0.00	
		03/28/2011	P P P P	P P P P	P P P P	P P P P	P P P P		15.00	3.33	0.00	
								Period SubTotal	60.00	13.33	0.00	

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Positive Attendance Audit Extended

ATP608 – Supplemental Instruction Summary

The Supplemental Instruction Summary report lists the number of hours recorded for each type of supplemental funding.

There are no customizations configured for this report.

Supplemental Instruction Summary

ATP609 – Supplemental Instruction Detail

The Supplemental Instruction Detail report lists the number of hours recorded for supplemental instruction by student by date, as well as a summary of the total hours by student and the total number of hours by program.

There are no customizations configured for this report.

Edupoint School District		Supplemental Instruction Detail			Year: 2010-2011 Report: ATP609

School:					Year: 2010 Ext: R
Section ID: 3099	Course ID: 3099	Course: Education	Teacher: Cole, Joseph	Term: YR	Fund: K-12 Core Instruction

Student	SIS Number									
Johnson, Lucas	1859771	07/20/2010	0.75	07/15/2010	0.75	09/09/2010	0.75	07/26/2010	0.75	08/05/2010	0.75
		08/31/2010	0.75	07/22/2010	0.75	08/04/2010	0.75	07/28/2010	0.75	07/27/2010	0.75
		08/25/2010	0.75	09/03/2010	0.75	09/07/2010	0.75	08/18/2010	0.75	08/06/2010	0.75
		09/02/2010	0.75	09/14/2010	0.75	07/21/2010	0.75	08/27/2010	0.75	08/03/2010	0.75
		09/01/2010	0.75	08/26/2010	0.75	08/09/2010	0.75	08/30/2010	0.75	09/08/2010	0.75
		08/10/2010	0.75	07/14/2010	0.75	09/13/2010	0.75	09/10/2010	0.75		
	Student Total Hours:	21.75									

Supplemental Instruction Detail