



# ***Synergy SIS***®

## **Attendance User Guide**



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### **Sixth Revision, September 2013**

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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

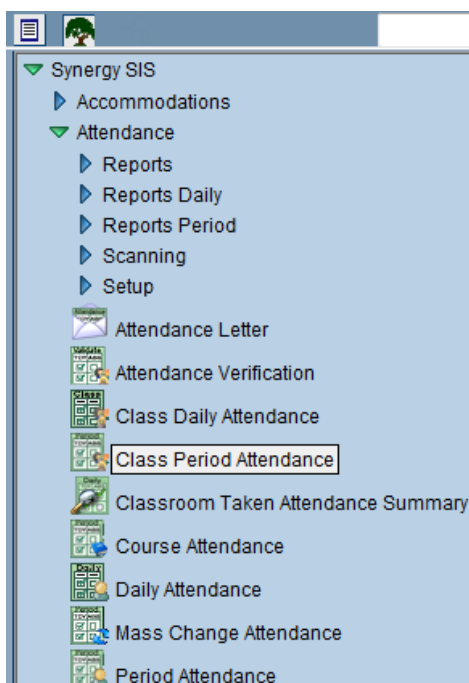
Before using any of the Edupoint family of software products, please make sure the computer hardware and software meet the minimum requirements.



**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																	
Line	Student Name	Phone	Date	SIS Number	Grade	Reas 1	Reas 2	Bell Period									
								0	1	2	3	4	5	6	7	8	9
1	Abbott, Billy C.		04/01/2009	905483	12	Oth		Unv	Oth	Oth	Oth	Unx	Unx	Unx	N/S	N/S	N/A

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.

Line	Relationship	Name	Phone Number	Phone Type	Comment
1	Self	Abbott, Billy C.	480-555-1214	Home	
2	Mother	Aaron, Kathleen	480-555-1214	Home	Has Custody, Lives With
3			480-555-3456	Cell	Has Custody, Lives With
4	Father	Aaron, Phillip	480-555-6767	Cell	Has Custody, Lives With
5			602-333-4874	Work	Has Custody, Lives With
6			480-555-1214	Home	Has Custody, Lives With
7	Friend	Darryl King	480-555-1962	Home	
8	Relative	Lauretta Jones	480-555-1545	Home	
9	Doctor	Mesa Peds	949-555-0831	Office	

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.



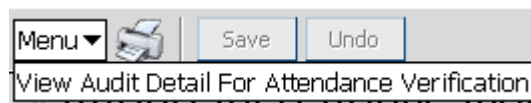
Line	Student Name	Phone	Date	SIS Number	Grade	Reas 1	Reas 2	Bell Period									
								0	1	2	3	4	5	6	7	8	9
1	Abbott, Billy C.		01/05/2011	905483	12	Act						N/S	N/S	N/S			

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.

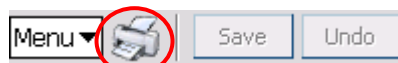


Attendance Verification Screen, Menu Options

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.

Hope High School (2010-2011 : Show active and inactive) User: Admin User

Menu Save Undo Status: Ready

### Attendance Verification

School Name: Hope High School School Year: 2010-2011

**Attendance Verification**

Date: 01/05/2011 Filter

If Rows To Show is blank then the maximum number of rows will be 100

Rows To Show: 99

**Filters**

Last Name: [abbott] First Name: [ ] Grade: [ ]

Reason Type 1: [Unverified] Reason Type 2: [ ] Reason Type 3: [ ] Reason Type 4: [ ]

Reason Codes: ☒ Suspension ☒ Exc Tardy ☒ Waived ☐ Positive  
☒ Unverified ☒ Bussspend ☒ Unexcused ☒ Tardy  
☒ Activity ☒ Alt Lrn Ct ☒ Couns/admi ☒ Other  
☒ Excused ☒ Illness

**Attendance Verification List**

Line	Student Name	Phone	Date	SIS Number	Grade	Reas 1	Reas 2	Bell Period									
								0	1	2	3	4	5	6	7	8	9
1	Abbott, Billy C.		01/05/2011	905483	12	Act											N/S N/S N/S

*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.

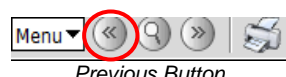
1. Go to **Synergy SIS > Attendance > Class Daily Attendance**.
2. To find the attendance record for a section, there are two methods: Scroll and Find.  
To scroll through the section records to find the section:

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.

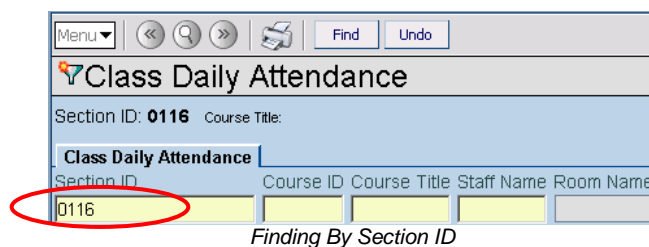
To switch to the Find mode to look for the class attendance records:

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*.

- 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**

Section ID: **1077** Course Title: **Am Govt**

**Class Daily Attendance**

Section ID: **1077** Course ID: **SS51** Course Title: **Am Govt** Staff Name: **Jackson, Kathy** Room Name: **216** Track:

Begin Valid Date Range: **08/30/2010** End Valid Date Range: **06/03/2011**

**Go To Date** **Go To Current Date** **< Previous Day** **Next Day >**

**Class Attendance**

Line	Student Name	Thu, Dec 16 2010	
		Reason 1	Reason 2
1	<a href="#">Abbott, Billy C.</a>		
2	<a href="#">Addington, Paula M.</a>		
3	<a href="#">Coleman, Jose L.</a>		
4	<a href="#">Cooley, Carolyn A.</a>		
5	<a href="#">Crum, Richard J.</a>		

*Class Daily Attendance Screen, Finding a Date*

- Click the **Go To Date** button. To go back to today's information, click the **Go To Current Date** button.
- To scroll to the desired date, click the **<Previous Day** or **Next Day >** button.
- 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**

Section ID: **1077** Course Title: **Am Govt**

**Class Daily Attendance**

Section ID: **1077** Course ID: **SS51** Course Title: **Am Govt** Staff Name: **Jackson, Kathy** Room Name: **216** Track:

Begin Valid Date Range: **08/30/2010** End Valid Date Range: **06/03/2011**

**Go To Date** **Go To Current Date** **< Previous Day** **Next Day >**

**Class Attendance**

Line	Student Name	Thu, Dec 16 2010	
		Reason 1	Reason 2
1	<a href="#">Abbott, Billy C.</a>		
2	<a href="#">Addington, Paula M.</a>		
3	<a href="#">Coleman, Jose L.</a>		
4	<a href="#">Cooley, Carolyn A.</a>		
5	<a href="#">Crum, Richard J.</a>		

*Class Daily Attendance Screen*

- 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**.

The screenshot shows the 'Class Daily Attendance' screen. At the top, there is a menu bar with buttons: 'Menu', '<<', '<', '>', '>>', 'Save', and 'Undo'. The 'Menu' button is circled in red. Below the menu bar, the screen displays 'Section ID: 1077' and 'Course Title: Am Govt'. Under the 'Class Daily Attendance' section, there are fields for 'Section ID' (1077), 'Course ID' (SS51), 'Course Title' (Am Govt), 'Staff Name' (Jackson, Kathy), and 'Room Name' (216). There are also date range fields: 'Begin Valid Date Range' (08/30/2010) and 'End Valid Date Range' (06/03/2011). Below these are buttons: 'Go To Date', 'Go To Current Date', '< Previous Day', and 'Next Day >'. At the bottom, there is a table titled 'Class Attendance' with columns for 'Line', 'Student Name', and 'Reason 1' and 'Reason 2'. The table lists three students: 1. Abbott, Billy C., 2. Addington, Paula M., and 3. Coleman, Jose L.

*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.

The screenshot shows the 'Class Daily Attendance' screen in 5-day view. The top menu bar is the same. Below the date range fields, there are buttons: 'Go To Date', 'Go To Current Date', '< Previous Day', '<< Previous Week' (circled in red), 'Next Day >', and 'Next Week >>' (circled in red). The 'Class Attendance' table now has five columns for dates: 'Fri, Dec 10 2010', 'Mon, Dec 13 2010', 'Tue, Dec 14 2010', 'Wed, Dec 15 2010', and 'Thu, Dec 16 2010'. Each date column has sub-columns for 'Reason 1' and 'Reason 2'. The table lists three students: 1. Abbott, Billy C., 2. Addington, Paula M., and 3. Coleman, Jose L.

*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.

The screenshot shows the top right corner of the screen. It displays the 'Edupoint School District' logo. In the top right corner, there is a box containing the text: 'Hope High School', 'Year: 2011-2012', 'User: Admin User', and 'Show active and inactive'. This box is circled in red. Below the logo, there are buttons: 'Lock', 'Sign Out', 'Support', and 'Help'.

*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.

The screenshot shows the top menu bar with buttons: 'Menu', '<<', '<', '>', '>>', 'Edit' (circled in red), and 'Undo'.

*Edit Button*

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

The screenshot shows the top right corner of the screen. It displays the 'Form Status: Ready (Inquiry Mode)' text, which is circled in red.

*Current Form Status*

- 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**.

The screenshot shows the 'Class Daily Attendance' interface. At the top, there's a menu bar with 'Menu', navigation icons, 'Save', and 'Undo'. Below this, the status is 'Ready'. The main title is 'Class Daily Attendance'. Underneath, it shows 'Section ID: 1077' and 'Course Title: Am Govt'. A sub-section 'Class Daily Attendance' contains fields for 'Section ID' (1077), 'Course ID' (SS51), 'Course Title' (Am Govt), 'Staff Name' (Jackson, Kathy), 'Room Name' (216), and 'Track'. Below these are date range fields: 'Begin Valid Date Range' (08/30/2010) and 'End Valid Date Range' (06/03/2011). A row of buttons is highlighted with a red box: 'Go To Date', 'Go To Current Date', '< Previous Day', '<< Previous Week', 'Next Day >', and 'Next Week >>'. Below the buttons is a table titled 'Class Attendance' with columns for dates from Friday, Dec 10 2010 to Thursday, Dec 16 2010. Each date column has sub-columns for 'Reason 1' and 'Reason 2'. The first two rows of the table are populated with student names: 'Abbott, Billy C.' and 'Addington, Paula M.', with 'Exc' entered in the Reason 1 column for both.

*Class Daily Attendance, Locating Date*

- 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.

This screenshot shows the same 'Class Daily Attendance' interface as the previous one, but with the 'Reason 1' column for the first student, 'Abbott, Billy C.', selected. A dropdown menu is open, displaying a list of absence reasons: 'Act-Activity', 'Adm-Couns/adm', 'Alc-Alt Lrn Ct', 'Bsp-Busspend', 'E-Exc Tardy', 'Exc-Excused', 'Ill-Illness', and 'Oth-Other'. The 'Exc' code is visible in the Reason 1 column for both students in the table below.

*List of Absence or Tardy Reasons*

- 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.

This screenshot shows the 'Class Daily Attendance' interface after a reason has been selected. The dropdown menu is closed, and the code 'Act' is now visible in the 'Reason 1' column for the first student, 'Abbott, Billy C.'. The 'Exc' code remains in the Reason 1 column for the second student, 'Addington, Paula M.'.

*Completed Class Daily Attendance*

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

Hope High School (2010-2011 : Show active and inactive)							User: Admin User
Audit Trail History							
Properties							Show Detail
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentDailyAttendance	AbsDate	Insert	20101210		User, Admin	12/16/2010 18:40:23
2		CodeAbsReas1GU	Insert	Exc		User, Admin	12/16/2010 18:40:23
3		AbsFte2	Insert	0.50		User, Admin	12/16/2010 18:40:23
4		AbsFte1	Insert	0.50		User, Admin	12/16/2010 18:40:23
5		DailyAttendGU	Insert	<Link>		User, Admin	12/16/2010 18:40:23
6		EnrollmentGU	Insert	<Link>		User, Admin	12/16/2010 18:40:23
7		CodeAbsReas2GU	Insert	Exc		User, Admin	12/16/2010 18:40:23
8	StudentDailyAttendance	CodeAbsReas1GU	Update	Unv	Exc	User, Admin	12/15/2010 08:49:56
9		AbsFte1	Update	1.00	1.00	User, Admin	12/15/2010 08:49:56
10	StudentDailyAttendance	CodeAbsReas1GU	Insert	Exc		User, Admin	12/15/2010 08:46:11
11		AbsFte1	Insert	1.00		User, Admin	12/15/2010 08:46:11
12		AbsDate	Insert	20101215		User, Admin	12/15/2010 08:46:11
13		DailyAttendGU	Insert	<Link>		User, Admin	12/15/2010 08:46:11
14		EnrollmentGU	Insert	<Link>		User, Admin	12/15/2010 08:46:11

*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.



Menu Status: Ready

### Class Daily Attendance

Section ID: 1077 Course Title: Am Govt

Class Daily Attendance

Section ID: 1077 Course ID: SS51 Course Title: Am Govt Staff Name: Jackson, Kathy Room Name: 216

Begin Valid Date Range: 08/30/2010 End Valid Date Range: 06/03/2011

Go To Date Go To Current Date < Previous Day << Previous Week Next

Class Attendance		Mon, Jan 3 2011		Tue, Jan 4 2011		Wed, Jan 5 2011		Thu, Jan 6 2011		Fri, Jan 7 2011	
Line	Student Name	Reason 1	Reason 2	Reason 1	Reason 2	Reason 1	Reason 2	Reason 1	Reason 2	Reason 1	Reason 2
1	<a href="#">Abbott, Billy C.</a>			Act		Act				Unv	
2	<a href="#">Addington, Paula M.</a>										
3	<a href="#">Coleman, Jose L.</a>										
4	<a href="#">Cooley, Carolyn A.</a>										
5	<a href="#">Crum, Richard J.</a>										
6	<a href="#">Crum, William R.</a>										
7	<a href="#">Dasher, Lori</a>										

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.

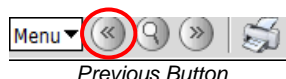
1. Go to **Synergy SIS > Attendance > Class Period Attendance**.
2. To find the attendance record for a section, there are two methods: Scroll and Find.  
To scroll through the section records to find the section:

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.

 A screenshot of the 'Class Period Attendance' screen. At the top, there is a navigation bar with 'Menu', scroll buttons, 'Find', and 'Undo'. Below this, the title 'Class Period Attendance' is displayed. Underneath, there are fields for 'Section ID: 0116' and 'Course Title:'. A table header is visible with columns: 'Section ID', 'Course ID', 'Course Title', 'Staff Name', and 'Room Name'. The 'Section ID' field in the table, containing '0116', is highlighted with a red rectangle.

*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*.

- 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.

Menu [Navigation Icons] Save Undo Status: Ready

### Class Period Attendance

Section ID: 1077 Course Title: Am Govt School Attendance Taken: By Section

Class Period Attendance Totals

Section ID	Course ID	Course Title	Staff Name	Room Name	Term Code	Track	Beg Per	End Per
1077	SS51	Am Govt	Jackson, Kathy	216	S2		0	0

Begin Valid Date Range: 12/21/2010 End Valid Date Range: 06/03/2011

[Date Box] [Go To Date] [Go To Current Date] [< Previous Day] [Next Day >]

#### Class Period Attendance

Line	Student Name	Mon, Jan 10 2011 (W)	ReasonCode
1	<a href="#">Abbott, Billy C.</a>		
2	<a href="#">Addington, Paula M.</a>		
3	<a href="#">Coleman, Jose L.</a>		
4	<a href="#">Cooley, Carolyn A.</a>		

Class Period Attendance Screen

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

Menu [Navigation Icons] Save Undo Status: Ready

### Class Period Attendance

Section ID: 1077 Course Title: Am Govt School Attendance Taken: By Section

Class Period Attendance Totals

Section ID	Course ID	Course Title	Staff Name	Room Name	Term Code	Track	Beg Per	End Per
1077	SS51	Am Govt	Jackson, Kathy	216	S2		0	0

Begin Valid Date Range: 12/21/2010 End Valid Date Range: 06/03/2011

[Date Box] [Go To Date] [Go To Current Date] [< Previous Day] [Next Day >]

#### Class Period Attendance

Line	Student Name	Mon, Jan 10 2011 (W)	ReasonCode
1	<a href="#">Abbott, Billy C.</a>		
2	<a href="#">Addington, Paula M.</a>		
3	<a href="#">Coleman, Jose L.</a>		
4	<a href="#">Cooley, Carolyn A.</a>		

Class Period Attendance Screen

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

Menu [Navigation Icons] Save Undo Status: Ready

Show 5 Days  
View Audit Detail For Class Period Attendance

### Class Period Attendance

Section ID: 1077 Course Title: Am Govt School Attendance Taken: By Section

Class Period Attendance Totals

Section ID	Course ID	Course Title	Staff Name	Room Name	Term Code	Track	Beg Per	End Per
1077	SS51	Am Govt	Jackson, Kathy	216	S2		0	0

Begin Valid Date Range: 12/21/2010 End Valid Date Range: 06/03/2011

[Date Box] [Go To Date] [Go To Current Date] [< Previous Day] [Next Day >]

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

Section ID: 1077 Course Title: Am Govt School Attendance Taken: By Section

Class Period Attendance | Totals

Section ID Course ID Course Title Staff Name Room Name Term Code Track Beg Per End Per

1077 SS51 Am Govt Jackson, Kathy 216 S2 0 0

Begin Valid Date Range: 12/21/2010 End Valid Date Range: 06/03/2011

01/10/2011 Go To Date Go To Current Date << Previous Week < Previous Day Next Day > Next Week >>

Class Period Attendance

Line	Student Name	Tue, Jan 4 2011 (W)	Wed, Jan 5 2011 (Th)	Thu, Jan 6 2011 (M)	Fri, Jan 7 2011 (Tu)	Mon, Jan 10 2011 (W)
		ReasonCode	ReasonCode	ReasonCode	ReasonCode	ReasonCode
1	Abbott, Billy C.		Unv			
2	Addington, Paula M.					
3	Coleman, Jose L.					

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

Section ID: 1077 Course Title: Am Govt School Attendance Taken: By Section

Class Period Attendance | Totals

Section ID Course ID Course Title Staff Name Room Name Term Code Track Beg Per End Per

1077 SS51 Am Govt Jackson, Kathy 216 S2 0 0

Begin Valid Date Range: 12/21/2010 End Valid Date Range: 06/03/2011

01/10/2011 Go To Date Go To Current Date << Previous Week < Previous Day Next Day > Next Week >>

Class Period Attendance

Line	Student Name	Tue, Jan 4 2011 (W)	Wed, Jan 5 2011 (Th)	Thu, Jan 6 2011 (M)	Fri, Jan 7 2011 (Tu)	Mon, Jan 10 2011 (W)
		ReasonCode	ReasonCode	ReasonCode	ReasonCode	ReasonCode
1	Abbott, Billy C.		Unv			
2	Addington, Paula M.					
3	Coleman, Jose L.					

Class Period Attendance, Locating Date

- 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.

**Class Period Attendance**

Section ID: 1077 Course Title: Am Govt School Attendance Taken: By Section

**Class Period Attendance** Totals

Section ID Course ID Course Title Staff Name Room Name Term Code Track Beg Per End Per

1077 SS51 Am Govt Jackson, Kathy 216 S2 0 0

Begin Valid Date Range: 12/21/2010 End Valid Date Range: 06/03/2011

01/10/2011 Go To Date Go To Current Date << Previous Week < Previous Day Next Day > Next Week >>

**Class Period Attendance**

Line	Student Name	Tue, Jan 4 2011 (W)	Wed, Jan 5 2011 (Th)	Thu, Jan 6 2011 (M)	Fri, Jan 7 2011 (Tu)	Mon, Jan 10 2011 (W)
1	Abbott, Billy C.	ReasonCode	ReasonCode	ReasonCode	ReasonCode	ReasonCode
2	Addington, Paula M.					
3	Coleman, Jose L.					
4	Cooley, Carolyn A.					
5	Crum, Richard J.					
6	Crum, William R.					
7	Decker, Lori					
8	Devisme, Roger L.					
9	Dianics, Ruth T.					
10	Gilbert, Tina K.					
11	Grant, Timothy M.					

*List of Absence or Tardy Reasons*

- 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.

**Class Period Attendance**

Section ID: 1077 Course Title: Am Govt School Attendance Taken: By Section

**Class Period Attendance** Totals

Section ID Course ID Course Title Staff Name Room Name Term Code Track Beg Per End Per

1077 SS51 Am Govt Jackson, Kathy 216 S2 0 0

Begin Valid Date Range: 12/21/2010 End Valid Date Range: 06/03/2011

01/10/2011 Go To Date Go To Current Date << Previous Week < Previous Day Next Day > Next Week >>

**Class Period Attendance**

Line	Student Name	Tue, Jan 4 2011 (W)	Wed, Jan 5 2011 (Th)	Thu, Jan 6 2011 (M)	Fri, Jan 7 2011 (Tu)	Mon, Jan 10 2011 (W)
1	Abbott, Billy C.	Act	Unv			
2	Addington, Paula M.					
3	Coleman, Jose L.					

*Completed Class Period Attendance*

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

**Menu** << >> Save Undo

Show 1 Day

View Audit Detail For Class Period Attendance

Section ID: 1077 Course Title: Am Govt School Attendance Taken: By Section

*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.

Hope High School (2010-2011) : Show active and inactive User: Admin User

**Audit Trail History**

Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentDailyAttendance	AbsFte1	Update	1.00	1.00	User, Admin	12/16/2010 17:14:10
2		CodeAbsReas1GU	Update	Act	Act	User, Admin	12/16/2010 17:14:10
3	StudentAttendancePeriod	PeriodAttendGU	Insert	<Link>		User, Admin	12/16/2010 17:14:10
4		CodeAbsReasGU	Insert	Unv		User, Admin	12/16/2010 17:14:10
5		BellPeriod	Insert	7		User, Admin	12/16/2010 17:14:10
6		DailyAttendGU	Insert	<Link>		User, Admin	12/16/2010 17:14:10
7	StudentDailyAttendance	AbsFte1	Insert	1.00		User, Admin	12/16/2010 10:39:53
8		DailyAttendGU	Insert	<Link>		User, Admin	12/16/2010 10:39:53
9		CodeAbsReas1GU	Insert	Act		User, Admin	12/16/2010 10:39:53
10		AbsDate	Insert	20110104		User, Admin	12/16/2010 10:39:53
11		EnrollmentGU	Insert	<Link>		User, Admin	12/16/2010 10:39:53
12	StudentDailyAttendance	AbsFte1	Insert	1.00		User, Admin	12/16/2010 10:39:53
13		CodeAbsReas1GU	Insert	Act		User, Admin	12/16/2010 10:39:53
14		AbsDate	Insert	20110105		User, Admin	12/16/2010 10:39:53
15		EnrollmentGU	Insert	<Link>		User, Admin	12/16/2010 10:39:53
16		DailyAttendGU	Insert	<Link>		User, Admin	12/16/2010 10:39:53
17	StudentDailyAttendance	AbsFte1	Insert	1.00		User, Admin	12/15/2010 20:47:20
18		DailyAttendGU	Insert	<Link>		User, Admin	12/15/2010 20:47:20
19		CodeAbsReas1GU	Insert	Unv		User, Admin	12/15/2010 20:47:20
20		AbsDate	Insert	20110107		User, Admin	12/15/2010 20:47:20
21		EnrollmentGU	Insert	<Link>		User, Admin	12/15/2010 20:47:20

*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.

Menu Save Undo Status: Ready

### Class Period Attendance

Section ID: 1077 Course Title: Am Govt School Attendance Taken: By Section

**Class Period Attendance** | Totals

Section ID	Course ID	Course Title	Staff Name	Room Name	Term Code	Beg Per	Er
1077	SS51	Am Govt	Jackson, Kathy	218	S2	0	0

Begin Valid Date Range: 12/21/2010 End Valid Date Range: 08/03/2011

01/09/2011 Go To Date Go To Current Date << Previous Week < Previous Day Next

**Class Period Attendance**

Line	Student Name	Mon, Jan 3 2011 (M)	Tue, Jan 4 2011 (Tu)	Wed, Jan 5 2011 (W)	Thu, Jan 6 2011 (Th)	Fri, Jan 7 2011 (F)
		ReasonCode	ReasonCode	ReasonCode	ReasonCode	ReasonCode
1	<a href="#">Abbott, Billy C.</a>					
2	<a href="#">Addington, Paula M.</a>					
3	<a href="#">Coleman, Jose</a>					
4	<a href="#">Cooley, Carolyn A.</a>					
5	<a href="#">Crum, Richard J.</a>					
6	<a href="#">Crum, William R.</a>					
7	<a href="#">Decker, Lori</a>					
8	<a href="#">Devisme, Roger</a>					

Printed Class Period Attendance Screen



# **Chapter Four: COURSE ATTENDANCE**

This chapter covers:

- ▶ Viewing Course Attendance
- ▶ Editing Course Attendance
- ▶ Menu Options

## VIEWING COURSE ATTENDANCE

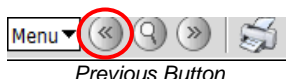
The **Course Attendance** screen enables teachers to modify absence records by student and section or course.

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.



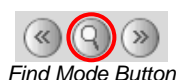
3. To scroll in reverse alphabetical order, click the Previous button.



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.



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

Course Attendance

Student Name: School: Status: Homeroom:

Course Attendance By Section

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade

Course Terms: [Dropdown]

Courses

Line	Period	Course Title	Section ID	Enter Date	Leave Date	Term Code

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**

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

**Course Attendance By Section**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12**

Course Terms:

**Courses**

Line	Period	Course Title	Section ID	Enter Date	Leave Date	Term Code
1	0 : Am Govt (0077)	Am Govt	0077	08/31/2010		S1
2	0 : Am Govt (1077)	Am Govt	1077	08/31/2010		S2
3	1 : Beg Jewelry (0106)	Beg Jewelry	0106	08/31/2010		S1
4	1 : Prin Eng III (1116)	Prin Eng III	1116	08/31/2010		S2
5	2 : Intermediate Acting (0258)	Intermediate Acting	0258	08/31/2010		YR
6	3 : Weight Trn Boys (0963)	Weight Trn Boys	0963	08/31/2010		S1
7	3 : Weight Trn Boys (1963)	Weight Trn Boys	1963	08/31/2010	03/31/2011	S2
8	3 : Weight Trn Boys (1933)	Weight Trn Boys	1933	04/01/2011		S2
9	4 : Eng (brit) Lit (0426)	Eng (brit) Lit	0426	08/31/2010		S1
10	4 : Prin&prac Econ (1435)	Prin&prac Econ	1435	08/31/2010		S2
11	5 : Rt 5th Per (1875)	Rt 5th Per	1875	08/31/2010		S2
12	6 : Rt 6th Per (1876)	Rt 6th Per	1876	08/31/2010		S2
13	6 : Biology (0726)	Biology	0726	08/31/2010		S1

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**

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

**Course Attendance By Section**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12**

Course Terms:

**Courses**

Line	Period	Section ID	Course Title	Enter Date	Leave Date	Term Code
1	0 : Am Govt (0077)	0077	Am Govt	08/31/2010		S1-Semester 1
2	0 : Am Govt (1077)	1077	Am Govt	08/31/2010		S2
3	1 : Beg Jewelry (0106)	0106	Beg Jewelry	08/31/2010		S1
4	1 : Prin Eng III (1116)	1116	Prin Eng III	08/31/2010		S2
5	2 : Intermediate Acting (0258)	0258	Intermediate Acting	08/31/2010		YR
6	3 : Weight Trn Boys (0963)	0963	Weight Trn Boys	08/31/2010		S1
7	3 : Weight Trn Boys (1963)	1963	Weight Trn Boys	08/31/2010	03/31/2011	S2
8	3 : Weight Trn Boys (1933)	1933	Weight Trn Boys	04/01/2011		S2
9	4 : Eng (brit) Lit (0426)	0426	Eng (brit) Lit	08/31/2010		S1
10	4 : Prin&prac Econ (1435)	1435	Prin&prac Econ	08/31/2010		S2

**Student Attendance Calendar**

Begin Section Date Range: **08/30/2010** End Section Date Range: **12/20/2010**

12/17/2010 **Go To Date** **Go To Current Date** **<< Previous** **Next >>**

**Attendance**

Line	Week	Monday		Tuesday		Wednesday		Thursday		Friday	
		Day	Code	Day	Code	Day	Code	Day	Code	Day	Code
1	Nov-2010	1		2		3		4		5	

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**

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

**Course Attendance By Section**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12**

Course Terms:

**Courses**

Section ID: **1077** Course Title: **Am Govt** Enter Date: **08/31/2010** Leave Date:  Term Code: **S2-Semester 2**

**Student Attendance Calendar**

Begin Section Date Range: **12/21/2010** End Section Date Range: **06/03/2011**

**Attendance**

Line	Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Jan-2011	24	25	26	27	28
2		31	III			

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**

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

**Course Attendance By Section**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12**

Course Terms:

**Courses**

Section ID: **1077** Course Title: **Am Govt** Enter Date: **08/31/2010** Leave Date:  Term Code: **S2-Semester 2**

**Student Attendance Calendar**

Days Enrolled: **77**

**Totals**

**Reason Totals**

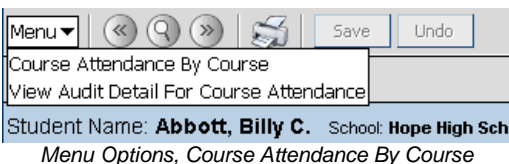
Line	Reason	Mon	Tue	Wed	Thu	Fri	Totals
1	Activity	0	1	0	1	1	3
2	Alt Lrn Ct	0	0	0	0	0	0
3	Bussspend	0	0	0	0	0	0
4	Couns/admi	0	0	0	0	0	0
5	Exc Tardy	0	0	0	0	0	0
6	Excused	0	0	0	0	0	0
7	Illness	2	0	0	1	2	5
8	Other	0	0	1	0	0	1
9	Suspension	0	0	0	0	0	0
10	Tardy	0	0	1	0	0	1
11	Unexcused	0	0	0	0	0	0
12	Unverified	1	0	2	0	0	3
13	Waived	0	0	0	0	0	0
14	<b>Totals</b>	<b>3 (3.9%)</b>	<b>1 (1.3%)</b>	<b>4 (5.19%)</b>	<b>2 (2.6%)</b>	<b>3 (3.9%)</b>	<b>13 (16.88%)</b>

**Type Totals**

Line	Type	Mon	Tue	Wed	Thu	Fri	Totals
1	Excused	2	0	1	1	2	6
2	Excused Tardy	0	0	1	0	0	1

Course Attendance Screen, Detail Screen, Totals Tab

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



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

# Course Attendance

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

Course Attendance By Course

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

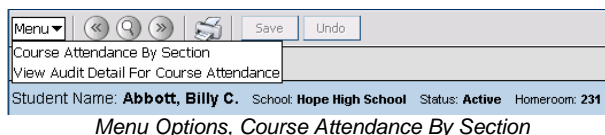
Course Terms

Courses

Line	Period	Course Title	Section ID	Enter Date	Leave Date	Term Code
1	0	Am Govt (0077)	Am Govt	0077	08/31/2010	S1
2	0	Am Govt (1077)	Am Govt	1077	08/31/2010	S2
3	1	Beg Jewelry (0106)	Beg Jewelry	0106	08/31/2010	S1
4	1	Prin Eng III (1116)	Prin Eng III	1116	08/31/2010	S2
5	2	Intermediate Acting (0258)	Intermediate Acting	0258	08/31/2010	YR
6	3	Weight Trn Boys (0963)	Weight Trn Boys	0963	08/31/2010	S1
7	3	Weight Trn Boys (1963)	Weight Trn Boys	1963	08/31/2010	03/31/2011 S2
8	3	Weight Trn Boys (1933)	Weight Trn Boys	1933	04/01/2011	S2
9	4	Eng (brit) Lit (0426)	Eng (brit) Lit	0426	08/31/2010	S1
10	4	Prin&prac Econ (1435)	Prin&prac Econ	1435	08/31/2010	S2
11	5	Rt 5th Per (1875)	Rt 5th Per	1875	08/31/2010	S2
12	6	Rt 6th Per (1876)	Rt 6th Per	1876	08/31/2010	S2
13	6	Biology (0726)	Biology	0726	08/31/2010	S1

Course Attendance Screen, By Course

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

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

Menu | << | < | > | >> | Save | Undo

**Course Attendance**

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

Course Attendance By Course

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

Course Terms: ▼

**Courses**

Line	Course Title
1	Am Govt (0077, 1077)
2	Beg Jewelry (0106)
3	Biology (0726)
4	Eng (brit) Lit (0426)
5	Intermediate Acting (0258)
6	<b>Prin Eng III (1116)</b>
7	Prin&prac Econ (1435)

Highlighted Course within Course Attendance

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

**Course Attendance**

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

Course Attendance By Course

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

Course Terms: ▼

**Courses**

Line	Period	Course Title	Section ID	Enter Date	Leave Date	Term Code
1	0	Am Govt (0077)	0077	08/31/2010		S1
2	0	Am Govt (1077)	1077	08/31/2010		S2
3	1	Beg Jewelry (0106)	0106	08/31/2010		S1
4	1	<b>Prin Eng III (1116)</b>	<b>1116</b>	<b>08/31/2010</b>		<b>S2</b>
5	2	Intermediate Acting (0258)	0258	08/31/2010		YR
6	3	Weight Trn Boys (0963)	0963	08/31/2010		S1
7	3	Weight Trn Boys (1963)	1963	08/31/2010	03/31/2011	S2
8	3	Weight Trn Boys (1933)	1933	04/01/2011		S2

**Show Detail**

Course Attendance Screen, Show Detail Button

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

**Courses** Hide Detail

Section ID: **1116** Course Title: **Prin Eng III** Enter Date: **08/31/2010** Leave Date:  Term Code: **S2-Semester 2**

**Student Attendance Calendar** Totals

Begin Section Date Range: 12/21/2010 End Section Date Range: 06/03/2011

13/09/2011 Go To Date Go To Current Date << Previous Next >>

**Attendance**

Line	Week	Monday		Tuesday		Wednesday		Thursday		Friday	
		Day	Code	Day	Code	Day	Code	Day	Code	Day	Code
1	Jan-2011	24		25		26	Oth	27		28	
2		31	III								
3	Feb-2011			1		2	Tdy	3		4	
4		7		8		9		10		11	
5		14		15		16		17		18	
6		21		22		23		24		25	

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.

**Course Attendance**

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

Course Attendance By Course

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

Course Terms: ▼

**Courses**

Line	Period	Section ID: 1116	Course Title: Prin Eng III	Enter Date: 08/31/2010	Term Code: S2-Semester 2
1	0 : Am Govt (0077)				
2	0 : Am Govt (1077)				
3	1 : Beg Jewelry (0106)				
4	1 : Prin Eng III (1116)				
5	2 : Intermediate Acting (0258)				
6	3 : Weight Trn Boys (0963)				
7	3 : Weight Trn Boys (1963)				
8	3 : Weight Trn Boys (1933)				
9	4 : Eng (brit) Lit (0426)				
10	4 : Prin&prac Econ (1435)				
11	5 : Rt 5th Per (1875)				
12	6 : Rt 6th Per (1876)				
13	6 : Biology (0726)				

Begin Section Date Range: 12/21/2010

03/09/2011 Go To Date Go To Current Date

**Attendance**

Line	Week	Monday	Tuesday	Wednesday	Thursday	Friday
		Day	Code	Day	Code	Day
1	Jan-2011	24		25		26
2		31	Ill			
3	Feb-2011			1		2
4		7		8		9
5		14		15		16

Act-Activity  
Adm-Couns/admi  
Alc-Alt Lrn Ct  
Bsp-Busspend  
E-Exc Tardy  
Exc-Excused  
Ill-Illness  
Oth-Other  
Sus-Suspension  
Tdy-Tardy  
Unv-Unverified  
Unx-Unexcused  
Ww-Waived

*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.

**Course Attendance**

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

Course Attendance By Course

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

Course Terms: ▼

**Courses**

Line	Period	Section ID: 1116	Course Title: Prin Eng III	Enter Date: 08/31/2010	Leave Date: 06/03/2011	Term Code: S2-Semester 2
1	0 : Am Govt (0077)					
2	0 : Am Govt (1077)					
3	1 : Beg Jewelry (0106)					
4	1 : Prin Eng III (1116)					
5	2 : Intermediate Acting (0258)					
6	3 : Weight Trn Boys (0963)					
7	3 : Weight Trn Boys (1963)					
8	3 : Weight Trn Boys (1933)					
9	4 : Eng (brit) Lit (0426)					
10	4 : Prin&prac Econ (1435)					
11	5 : Rt 5th Per (1875)					
12	6 : Rt 6th Per (1876)					
13	6 : Biology (0726)					

Begin Section Date Range: 12/21/2010

03/09/2011 Go To Date Go To Current Date << Previous Next >>

**Attendance**

Line	Week	Monday	Tuesday	Wednesday	Thursday	Friday
		Day	Code	Day	Code	Day
1	Jan-2011	24		25		26
2		31	Ill			
3	Feb-2011			1		2
4				8		9
5		14		15		16

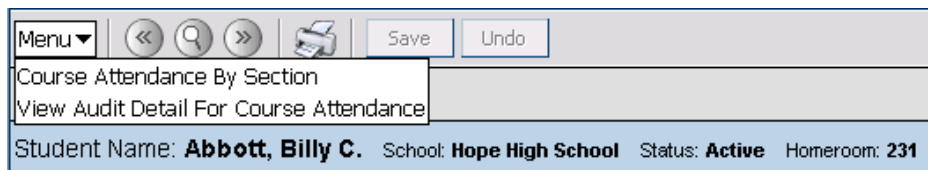
Ww

*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.

Hope High School (2010-2011) : Show active and inactive User: Admin Use

**Audit Trail History**

Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentDailyAttendance	AbsDate	Insert	20110207		User, Admin	12/17/2010 09:39:41
2		DailyAttendGU	Insert	<Link>		User, Admin	12/17/2010 09:39:41
3		EnrollmentGU	Insert	<Link>		User, Admin	12/17/2010 09:39:41
4	StudentDailyAttendance	AbsDate	Insert	20101210		User, Admin	12/16/2010 18:40:23
5		CodeAbsReas1GU	Insert	Exc		User, Admin	12/16/2010 18:40:23
6		AbsFte2	Insert	0.50		User, Admin	12/16/2010 18:40:23
7		AbsFte1	Insert	0.50		User, Admin	12/16/2010 18:40:23
8		DailyAttendGU	Insert	<Link>		User, Admin	12/16/2010 18:40:23
9		EnrollmentGU	Insert	<Link>		User, Admin	12/16/2010 18:40:23
10		CodeAbsReas2GU	Insert	Exc		User, Admin	12/16/2010 18:40:23
11	StudentDailyAttendance	AbsFte1	Update	1.00	1.00	User, Admin	12/16/2010 17:14:10
12		CodeAbsReas1GU	Update	Act	Act	User, Admin	12/16/2010 17:14:10
13	StudentDailyAttendance	AbsFte1	Update			User, Admin	12/16/2010 13:42:05
14		CodeAbsReas1GU	Update			User, Admin	12/16/2010 13:42:05
15	StudentDailyAttendance	CodeAbsReas1GU	Update	Exc	Exc	User, Admin	12/16/2010 13:42:05
16		AbsFte1	Update	1.00	1.00	User, Admin	12/16/2010 13:42:05
17	StudentDailyAttendance	CodeAbsReas1GU	Update			User, Admin	12/16/2010 13:42:05
18		AbsFte1	Update			User, Admin	12/16/2010 13:42:05
19	StudentDailyAttendance	AbsFte1	Update			User, Admin	12/16/2010 13:42:05
20		CodeAbsReas1GU	Update			User, Admin	12/16/2010 13:42:05

*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.

Menu Form Status: Ready (Update Mode)

### Course Attendance

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

**Course Attendance By Section**

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

Course Terms: ▼

Courses							Show Detail
Line	Period	Course Title	Section ID	Enter Date	Leave Date	Term Code	
1	0 : American Government (0077)	American Government	0077	09/02/2008		S1	
2	0 : American Government (1077)	American Government	1077	09/02/2008		S2	
3	1 : Beg Jewelry (0106)	Beg Jewelry	0106	09/02/2008		S1	
4	1 : Prin Eng III (1116)	Prin Eng III	1116	09/02/2008		S2	
5	2 : Intermediate Acting (0258)	Intermediate Acting	0258	09/02/2008		YR	
6	3 : Weight Trn Boys (0963)	Weight Trn Boys	0963	09/02/2008		S1	
7	3 : Weight Trn Boys (1963)	Weight Trn Boys	1963	09/02/2008	04/02/2009	S2	
8	3 : Weight Trn Boys (1933)	Weight Trn Boys	1933	04/03/2009		S2	
9	4 : Eng (brit) Lit (0426)	Eng (brit) Lit	0426	09/02/2008		S1	
10	4 : Prin&prac Econ (1435)	Prin&prac Econ	1435	09/02/2008		S2	
11	5 : Rt 5th Per (1875)	Rt 5th Per	1875	09/02/2008		S2	
12	6 : Rt 6th Per (1876)	Rt 6th Per	1876	09/02/2008		S2	
13	6 : Biology (0726)	Biology	0726	09/02/2008		S1	

*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.

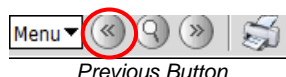
1. Go to **Synergy SIS > Attendance > Daily Attendance**.
2. To find a student's daily attendance record, there are two methods: Scroll and Find.  
To scroll through the student records to find the student:

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.

 The 'Daily Attendance' screen in Find mode. At the top is a toolbar with 'Menu', scroll arrows, a magnifying glass, and a printer icon. Below is a 'Find' button and an 'Undo' button. The main area has a header 'Daily Attendance' and a sub-header 'Student Name: School: Status: Homeroom:'. Below this is a tabbed interface with 'Calendar' selected. The 'Calendar' tab shows a table with columns: Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, Gender, and Track. The 'Last Name' column has the value 'abbott' entered. Below the table are buttons for 'Show For Year', 'Date', 'Go To Date', '<< Previous Month', and 'Next Month >>'.

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**

Student Name: **Aaron, Ian** School: **Adams Elementary** Status: **Active** Homeroom: **0002**

**Calendar** Days of Activity Totals History Daily Entry Attendance Letters

Last Name: **Aaron** First Name: **Ian** Middle Name:  Suffix:  Perm ID: **129442** Grade: **04** Gender: **Male**

Show Full Year Date:  Go To Date: **<< Previous Month** **Next Month >>**

Line	Month Year	Monday		Tuesday		Wednesday		Thursday		Friday						
		Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2			
1	Oct-2010	<b>25</b>			<b>26</b>			<b>27</b>			<b>28</b>			<b>29</b>		
2																
3	Nov-2010	<b>1</b>			<b>2</b>			<b>3</b>			<b>4</b>			<b>5</b>		
4		<b>8</b>			<b>9</b>			<b>10</b>	Unv		<b>11</b>			<b>12</b>		
5		<b>15</b>			<b>16</b>			<b>17</b>			<b>18</b>			<b>19</b>		
6		<b>22</b>	Unv	Unv	<b>23</b>			<b>24</b>			<b>25</b>	Hol	Hol	<b>26</b>	Hol	Hol
7		<b>29</b>			<b>30</b>											

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.

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

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.

Show Full Year Date:  Go To Date: **<< Previous Month** **Next Month >>**

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.

<b>22</b>	Unv	Unv
-----------	-----	-----

Date in Bold

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

**DailyAttendanceDetail**

Name: **Aaron, Ian** Date: **11/22/2010**

**Attendance Detail**

**Attendance Reasons**

Reason 1	Absence Amount	Reason 2	Absence Amount
Unv-Unverified	0.50	Unv-Unverified	0.50

**Attendance Minutes**

Arrival Time	Departure Time	Total Minutes Attended

**Attendance Note**

Note

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**

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

Calendar | **Days of Activity** | Totals | History | Daily Entry | Attendance Letters

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

**Days of Activity**

Line	Date	Weekday	AM	PM
1	05/30/2011	Monday		
2	05/27/2011	Friday	Activity	
3	05/26/2011	Thursday	Activity	
4	05/25/2011	Wednesday		
5	04/08/2011	Friday	Excused	Excused
6	04/07/2011	Thursday		
7	04/06/2011	Wednesday		
8	04/05/2011	Tuesday		
9	03/31/2011	Thursday	Other	
10	03/30/2011	Wednesday	Other	

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**

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

Calendar | Days of Activity | **Totals** | History | Daily Entry | Attendance Letters

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

**Attendance Reason Totals**

Line	Attendance Reason	Reason Totals	Reason Percentage
1	Exc Tardy		
2	Other	5.50	2.94%
3	Waived		
4	Unexcused		
5	Couns/admi		
6	Suspension		
7	Excused	2.00	1.07%
8	Busspend		
9	Activity	1.00	0.53%
10	Illness	0.50	0.27%
11	Unverified	1.50	0.8%
12	Tardy		

**Attendance Type Totals**

Line	Attendance Type	Type Totals	Type Percentage
1	Positive		
2	Unexcused		
3	Excused	8.00	4.28%
4	Non-Enrollment		
5	School Activity	1.00	0.53%
6	Unexcused Tardy		
7	Unverified	1.50	0.8%
8	Excused Tardy		

Total Days Enrolled To Date  
187

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**

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

Calendar | Days of Activity | Totals | **History** | Daily Entry | Attendance Letters

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

Range Start:  Range End:  Reason Type:  Reason Type:  Reason Type:  Filter:  Clear All:

Absence 1 Totals: **18.00** Absence 2 Totals: **1.00**

**Attendance History** Show Detail

Line	Date	AM	Abs Amt	PM	Abs Amt	Arrival	Depart	Attendance Note
1	09/10/2010	Illness						
2	09/30/2010	Illness						
3	10/01/2010	Illness						
4	10/04/2010	Illness						
5	12/10/2010	Excused		Excused				
6	12/15/2010	Unverified						
7	01/04/2011	Activity						
8	01/05/2011	Activity						
9	01/07/2011	Unverified						
10	01/26/2011							
11	01/31/2011	Illness						Billy has a bad cold.
12	02/02/2011							

*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**

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

Calendar | Days of Activity | Totals | History | **Daily Entry** | Attendance Letters

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

Date: **12/17/2010** Go To Date:  Go To Current Date:

**Attendance Reasons**

AM:  PM:

**Attendance Minutes**

Arrive Time:  Depart Time:  Total Minutes Attended:

**Attendance Note**

Attendance Note:

*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**

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

Calendar Days of Activity Totals History Daily Entry **Attendance Letters**

Last Name First Name Middle Name Suffix Perm ID Grade Gender Track

Abbott Billy C 905483 12 Male

Attendance Letter Name

Absence Filter

**History**

Line	Threshold	Date	Letter Name
1	2	12/15/2010	Absence
2	1	11/22/2010	Absence

*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.

Attendance Letter Name

Absence Filter

Absence

Tardy

2 2

*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.

**Daily Attendance**

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

Calendar Days of Activity Totals History Daily Entry **Attendance Letters**

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Abbott Billy C 905483 12 Male

Attendance Letter Name

Tardy Filter

**History**

Line	Threshold	Date	Letter Name
1	1	06/12/2009	Tardy

*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.

**Daily Attendance**

Student Name: **Aaron, Ian** School: **Adams Elementary** Status: **Active** Homeroom: **0002**

**Calendar** | Days of Activity | Totals | History | Daily Entry | Attendance Letters

Last Name: **Aaron** First Name: **Ian** Middle Name:  Suffix:  Perm ID: **129442** Grade: **04** Gender: **Male**

Show Full Year Date:  Go To Date: **<< Previous Month** **Next Month >>**

Line	Month Year	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2
1	Oct-2010	25			26			27			28			29		
2																
3	Nov-2010	1			2			3			4			5		
4		8			9			10	Unv		11			12		
5		15			16			17			18			19		
6		22	Unv	Unv	23			24			25	Hol	Hol	26	Hol	Hol
7		29			30											

Calendar Tab, Marking Attendance

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

**Daily Attendance**

Student Name: **Aaron, Ian** School: **Adams Elementary** Status: **Active** Homeroom: **0002**

**Calendar** | Days of Activity | Totals | History | Daily Entry | Attendance Letters

Last Name: **Aaron** First Name: **Ian** Middle Name:  Suffix:  Perm ID: **129442** Grade: **04** Gender: **Male**

Show Full Year Date:  Go To Date: **<< Previous Month** **Next Month >>**

Line	Month Year	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2
1	Oct-2010	25			26			27			28			29		
2																
3	Nov-2010	1			2			3			4			5		
4		8			9			10	Unv		11			12		
5		15			16			17			18			19		
6		22	Unv	Unv	23			24			25	Hol	Hol	26	Hol	Hol
7		29			30											

Act-Activity  
Exc-Excused  
Ill-Illness  
Ins-Inschools  
Lic-Lice  
Mes-Message  
Oth-Other  
Pag-Pager  
Pox-C-Pox  
Sus-Suspension  
Tdy-Tardy  
Unv-Unverified  
Unx-Unexcused

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.

**Daily Attendance**

Student Name: **Aaron, Ian** School: **Adams Elementary** Status: **Active** Homeroom: **0002**

Calendar | Days of Activity | Totals | History | Daily Entry | Attendance Letters

Last Name: **Aaron** First Name: **Ian** Middle Name:  Suffix:  Perm ID: **129442** Grade: **04** Gender: **Male**

Show Full Year Date: **11/22/2010** Go To Date: **<< Previous Month** **Next Month >>**

Line	Month Year	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2	Day	Reas 1	Reas 2
1	Oct-2010	<u>25</u>			<u>26</u>			<u>27</u>			<u>28</u>			<u>29</u>		
2																
3	Nov-2010	<u>1</u>			<u>2</u>			<u>3</u>			<u>4</u>			<u>5</u>		
4		<u>8</u>			<u>9</u>			<u>10</u>	Unv		<u>11</u>			<u>12</u>		
5		<u>15</u>			<u>16</u>			<u>17</u>			<u>18</u>			<u>19</u>		
6		<u>22</u>	Unv	Unv	<u>23</u>			<u>24</u>			25	Hol	Hol	26	Hol	Hol
7		<u>29</u>			<u>30</u>											

Calendar Tab, Marking Attendance

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

**DailyAttendanceDetail**

Name: **Aaron, Ian** Date: **11/22/2010**

Attendance Detail

**Attendance Reasons**

Reason 1: **Unv-Unverified** Absence Amount: **0.50** Reason 2: **Unv-Unverified** Absence Amount: **0.50**

**Attendance Minutes**

Arrival Time:  Departure Time:  Total Minutes Attended:

**Attendance Note**

Note:

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.

The screenshot shows the 'Daily Attendance' form for student Abbott, Billy C. at Hope High School. The 'Days of Activity' tab is selected. At the bottom of the form, there is a table with columns: Line, Date, Weekday, AM, and PM. An 'Add' button is located to the right of this table, circled in red.

*Days of Activity Tab, Adding Attendance*

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

The screenshot shows the 'Daily Attendance' form with a grid of attendance records. The grid has columns for Line, Date, Weekday, and Reason. A new line at the bottom of the grid, line 30, is circled in red.

Line	Date	Weekday	Reason
16	02/07/2011	Monday	
17	02/02/2011	Wednesday	
18	01/31/2011	Monday	Illness
19	01/26/2011	Wednesday	
20	01/07/2011	Friday	Unverified
21	01/05/2011	Wednesday	Activity
22	01/04/2011	Tuesday	Activity
23	12/15/2010	Wednesday	Unverified
24	12/10/2010	Friday	Excused
25	11/15/2010	Monday	Activity
26	10/04/2010	Monday	Illness
27	10/01/2010	Friday	Illness
28	09/30/2010	Thursday	Illness
29	09/10/2010	Friday	Illness
30	01/28/2011		

*Days of Activity Tab, Adding a Date*

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

The screenshot shows the 'Daily Attendance' form with the dropdown menu open for the 'Reason' column of the new line (line 30). The dropdown menu lists various reasons, and 'Exc Tardy' is circled in red.

Line	Date	Weekday	Reason
16	02/07/2011	Monday	
17	02/02/2011	Wednesday	
18	01/31/2011	Monday	Illness
19	01/26/2011	Wednesday	
20	01/07/2011	Friday	Unverified
21	01/05/2011	Wednesday	Activity
22	01/04/2011	Tuesday	Activity
23	12/15/2010	Wednesday	Unverified
24	12/10/2010	Friday	Excused
25	11/15/2010	Monday	Activity
26	10/04/2010	Monday	Illness
27	10/01/2010	Friday	Illness
28	09/30/2010	Thursday	Illness
29	09/10/2010	Friday	Illness
30	01/28/2011		Exc Tardy

*Selecting an Absence or Tardy Reason*

- 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.

**Daily Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **2**

Calendar **Days of Activity** Totals History Daily Entry Attendance Letters

Last Name	First Name	Middle Name	Suffix	Perm ID
Abbott	Billy	C		905483

		Date	Weekday	Reason
<input type="checkbox"/>	13	03/16/2011	Wednesday	Hol
<input type="checkbox"/>	14	03/15/2011	Tuesday	Hol
<input type="checkbox"/>	15	02/28/2011	Monday	Unverified
<input type="checkbox"/>	16	02/07/2011	Monday	
<input type="checkbox"/>	17	02/02/2011	Wednesday	
<input type="checkbox"/>	18	01/31/2011	Monday	Illness
<input checked="" type="checkbox"/>	19	01/28/2011	Friday	Exc Tardy
<input type="checkbox"/>	20	01/26/2011	Wednesday	
<input type="checkbox"/>	21	01/07/2011	Friday	Unverified
<input type="checkbox"/>	22	01/05/2011	Wednesday	Activity

*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:

- 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.

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **2**

Calendar **Days of Activity** Totals History Daily Entry Attendance Letters

Last Name	First Name	Middle Name	Suffix	Perm ID
Abbott	Billy	C		905483

Line	Date	Weekday	Reason
<input checked="" type="checkbox"/>	1	05/30/2011	Monday
<input type="checkbox"/>	2	05/27/2011	Friday
<input type="checkbox"/>	3	05/26/2011	Thursday
<input type="checkbox"/>	4	05/25/2011	Wednesday
<input type="checkbox"/>	5	04/08/2011	Friday
<input type="checkbox"/>	6	04/07/2011	Thursday
<input type="checkbox"/>	7	04/06/2011	Wednesday
<input type="checkbox"/>	8	04/05/2011	Tuesday
<input type="checkbox"/>	9	03/31/2011	Thursday
<input type="checkbox"/>	10	03/30/2011	Wednesday
<input type="checkbox"/>	11	03/29/2011	Tuesday
<input type="checkbox"/>	12	03/28/2011	Monday

*Days of Activity Tab, Selecting a New Reason*

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

To delete an absence record:

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

X	Line	Date	Weekday	Reason
<input checked="" type="checkbox"/>	2	05/27/2011	Friday	Activity

*Deleting Attendance*

- 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.

Attendance History					
Line	Date	AM	PM	Arrival	Depart
1	09/10/2010	Illness			
2	09/30/2010	Illness			
3	10/01/2010	Illness			
4	10/04/2010	Illness			

*History Tab, Selecting a Date to Screen*

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

Attendance History					
Line	Date	AM	PM	Arrival	Depart
1	09/10/2010	Illness			
2	09/30/2010	Illness			
3	10/01/2010	Illness			
4	10/04/2010	Illness			

*Attendance History, Show Detail*

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

Attendance History	
Line	Date
1	09/10/2010
2	09/30/2010
3	10/01/2010
4	10/04/2010
5	11/15/2010
6	12/10/2010
7	12/15/2010
8	01/04/2011
9	01/05/2011
10	01/07/2011
11	01/26/2011
12	01/28/2011
13	01/31/2011
14	02/02/2011
15	02/07/2011

Date: **09/30/2010**

**History Detail**

AM Abs Amt  
 Illness 1.00

PM Abs Amt

Arrival Depart

Attendance Note  
 Student brought doctor's note about broken arm.

*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.

Attendance History	
Line	Date
1	09/10/2010
2	09/30/2010
3	10/01/2010
4	10/04/2010
5	11/15/2010
6	12/10/2010
7	12/15/2010
8	01/04/2011
9	01/05/2011
10	01/07/2011
11	01/26/2011
12	01/28/2011
13	01/31/2011
14	02/02/2011
15	02/07/2011

Date: **09/30/2010**

**History Detail**

AM Abs Amt  
 Illness 1.00

PM Abs Amt

Arrival Depart

Attendance Note  
 Student brought doctor's note about broken arm.

*Hide Detail*

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

**Daily Attendance**

Student Name: **Aaron, Ian** School: **Adams Elementary** Status: **Active** Homeroom: **0002**

Calendar Days of Activity Totals History **Daily Entry** Attendance Letters

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Aaron Ian 129442 04 Male

Date

12/10/2011 Go To Date Go To Current Date

**Attendance Reasons**

Reason 1 Absence Amount Reason 2 Absence Amount

**Attendance Minutes**

Arrive Time Depart Time Total Minutes Attended

**Attendance Note**

Attendance Note

*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.

Date

01/03/2011 Go To Date Go To Current Date

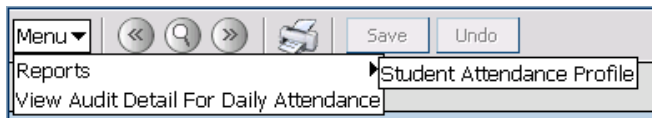
*Daily Entry Tab, Date Information*

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.

Edupoint		King High School		Year: 2011-2012	
		Daily Attendance Profile		Report: ATD201	
<b>Student Information</b>					
Student Name	Perm ID	Gender	Grade	Home Address	
Aaron, Harold N.	968257	M	10	1506 W 2nd St Mesa, AZ 85612	
Last Name Goes By	Nick Name	Birth Date			
		07/12/1995			
Phone	Home Language	Resolved	Enter Date	Leave Date	
480-555-9969	English	White	08/30/2011		
<b>Custodial Information</b>					
Step-Father	Phone Type	Phone	Extension		
Daugherty, Howard	Work	480-555-3961			
<input checked="" type="checkbox"/> Contact Allowed	<input checked="" type="checkbox"/> Has Custody	<input checked="" type="checkbox"/> Lives With	<input checked="" type="checkbox"/> Ed. Rights	<input checked="" type="checkbox"/> Mailings Allowed	
Father	Phone Type	Phone	Extension		
Mucha, Victor	Home	480-555-6655			
<input type="checkbox"/> Contact Allowed	<input type="checkbox"/> Has Custody	<input type="checkbox"/> Lives With	<input type="checkbox"/> Ed. Rights	<input type="checkbox"/> Mailings Allowed	
Mother	Phone Type	Phone	Extension		
Daugherty, Diane	Work	480-555-9969			
<input checked="" type="checkbox"/> Contact Allowed	<input checked="" type="checkbox"/> Has Custody	<input checked="" type="checkbox"/> Lives With	<input checked="" type="checkbox"/> Ed. Rights	<input checked="" type="checkbox"/> Mailings Allowed	
<b>Attendance Information</b>					
Date	Reason 1	Arrival Time	Depart Time	Minutes Attend	
08/30/2011	Unexcused				
		Note			
Date	Reason 1	Arrival Time	Depart Time	Minutes Attend	
08/31/2011	Unexcused				
		Note			
Date	Reason 1	Arrival Time	Depart Time	Minutes Attend	
05/22/2012	Unexcused				
		Note			
Date	Reason 1	Arrival Time	Depart Time	Minutes Attend	
05/23/2012	Unexcused				
		Note			
Printed by Admin User at 05/05/2011 2:45 PM      Edupoint School District      Page 1 of 1					

*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							
Properties							
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentDailyAttendance	EnrollmentGU	Insert	<Link>		User, Admin	09/02/2009 04:47:11
2		DailyAttendGU	Insert	<Link>		User, Admin	09/02/2009 04:47:11
3		AbsDate	Insert	20090902		User, Admin	09/02/2009 04:47:11
4	StudentDailyAttendance	DailyAttendGU	Insert	<Link>		User, Admin	09/02/2009 04:47:11
5		AbsDate	Insert	20090901		User, Admin	09/02/2009 04:47:11
6		EnrollmentGU	Insert	<Link>		User, Admin	09/02/2009 04:47:11
7	StudentDailyAttendance	AbsDate	Insert	20090903		User, Admin	09/02/2009 04:47:11
8		DailyAttendGU	Insert	<Link>		User, Admin	09/02/2009 04:47:11
9		EnrollmentGU	Insert	<Link>		User, Admin	09/02/2009 04:47:11
10	StudentDailyAttendance	CodeAbsReas2GU	Update			User, Admin	08/31/2009 15:23:43
11		CodeAbsReas1GU	Update			User, Admin	08/31/2009 15:23:43
12		AbsFte2	Update			User, Admin	08/31/2009 15:23:43
13		AbsFte1	Update			User, Admin	08/31/2009 15:23:43
14		MinutesAttend	Update		90	User, Admin	08/31/2009 15:23:43

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.

Menu | << | < | > | >> | Save | Undo | Form Status: Ready (Update Mode) | [Icons]

**Daily Attendance**

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

Calendar | Days of Activity | Totals | History | Daily Entry | Attendance Letters

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12

Show Full Year Date: Go To Date << Previous Month Next Month >>

Line	Month Year	Monday			Tuesday			Wednesday			Thursday			Friday		
		Day	AM	PM	Day	AM	PM	Day	AM	PM	Day	AM	PM	Day	AM	PM
1	May-2009	11			12			13			14			15		
2		18			19			20			21			22		
3		25			26			27			28	Act		29	Act	
4																
5	Jun-2009	1	E		2			3			4			5		
6		8			9			10			11			12	E	
7		15	Exc	Exc	16	Act		17	Act		18			19		
8		22			23			24			25			26		
9		29			30											

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.



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



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

Period Attendance

Student Name: School: Status: Homeroom:

Calendar Days of Activity Totals History Attendance Letters

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	Track
Abbott							

Go To Date Go To Current Date Previous 10 Days Next 10 Days Days To Show

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**

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

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

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

03/08/2013 Go To Date Go To Current Date Previous 10 Days Next 10 Days Days To Show **10**

☐ Do Not Show Special Attendance Codes (N/S, N/E, N/I)

**Quick Entry - Single**

Date: 03/08/2013 Reason:  Override All Reasons: ☐ Update Attendance:

**Quick Entry - Range**

Date Begin: 03/08/2013 Date End: 03/08/2013 Period Begin:  Period End:  Reason:  Override All Reasons: ☐ Do Not Update All Day Code: ☐ Update Attendance Range:

**Period Attendance Calendar**

Line	Date	All Day Code	Bell Period										
			0	1	2	3	4	5	6	7	8	9	
1	Feb 28, 2013 (A) Thursday			Exc		N/S					N/S	N/S	N/S
2	Mar 01, 2013 (D) Friday					N/S					N/S	N/S	N/S

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.

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

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.

02/16/2011	Go To Date	Go To Current Date	Previous 10 Days	Next 10 Days	Days To Show: <b>10</b>
------------	------------	--------------------	------------------	--------------	-------------------------

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.

8	<a href="#">25 (A)</a>	<a href="#">Monday</a>	Oth		Oth	Oth	N/S					N/S	N/S	N/S
9	<a href="#">26 (B)</a>	<a href="#">Tuesday</a>	Oth	Section: <b>1116</b> Teacher: <b>Gordon, Kim</b> Room: <b>231</b> Period: <b>1</b> Abs Reason: <b>Oth</b>										
10	<a href="#">27 (A)</a>	<a href="#">Wednesday</a>	Oth	Unv	Oth	Oth	N/S	Unx	Unx	Unx		N/S	N/S	N/S

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**

Name: **Abbott, Billy C.** Date: **02/09/2011**

**Attendance Detail**

**Attendance Reasons**

Reason 1

**Attendance Minutes**

Arrival Time: Departure Time: Total Minutes Attended:

**Attendance Note**

Note

**Period Attendance Calendar**

Line	Date	Bell Period
1	<a href="#">Feb 09, 2011 (M)</a> <a href="#">Wednesday</a>	0 1 2 3 4 5 6 7 8 9
		N/S N/S N/S

**Period Attendance Notes**

Line	Bell Period	Absence Reason	Note
1	0		
2	1		
3	2		
4	3		
5	4		
6	5		
7	6		
8	7	N/S	
9	8	N/S	

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**

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

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

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

**Days of Activity**

Line	Date	All Day Code	Bell Period
1	05/30/2011		0 1 2 3 4 5 6 7 8 9
2	05/27/2011	Act	Act Act Act Act N/S N/S N/S
3	05/26/2011	Act	Act Act Act Act Act N/S N/S N/S
4	05/25/2011		E N/S N/S N/S N/S
5	04/08/2011	Exc	N/S N/S N/S N/S N/S
6	04/07/2011		N/S N/S N/S N/S
7	04/06/2011		N/S N/S N/S
8	04/05/2011		N/S N/S N/S
9	03/31/2011	Oth	Oth Oth Oth N/S N/S
10	03/30/2011	Oth	Unv Oth Oth Oth Unx Unx N/S N/S
11	03/29/2011	Exc	Oth Oth Oth N/S N/S N/S

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.

**Period Attendance**

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

Calendar Days of Activity **Totals** History Attendance Letters

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

Range Start: **01/03/2011** Range End: **05/30/2011** Reason Type: **Unverified** Reason Type: **Unexcused Tardy** Reason Type: **Excused** Hide Empty Rows: ☒ **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	<b>Totals</b>	<b>8 (10.39%)</b>	<b>5</b>	<b>9</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>1</b>		

**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	<b>Totals</b>	<b>8 (10.39%)</b>	<b>5</b>	<b>9</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>1</b>		

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**

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

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  
 01/03/2011 05/30/2011 Unverified Unexcused Tardy Excused Filter Clear All

**Period Attendance History**

Line	Date	All Day Code	Bell Period							Daily Attendance						
			0	1	2	3	4	5	6	7	8	9	Note	Minutes	Time In	Time Out
1	05/30/2011			Exc									Student attended an academic conference.	41	9:01 AM	9:42 AM
2	05/24/2011		III	III	III											
3	04/08/2011	Exc														
4	04/07/2011					Oth	Oth	Oth								

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**

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

Calendar Days of Activity Totals History **Attendance Letters**

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

Attendance Letter Name  
 Absence Filter

**History**

Line	Threshold	Date	Letter Name
1	3	06/12/2009	Absence
2	2	06/07/2009	Absence
3	1	11/24/2008	Absence

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.

Line	Threshold	Date	Letter Name
1	2	12/15/2010	Absence
2	1	11/22/2010	Absence

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.

Period Attendance Calendar										
Line	Date		All Day Code	Bell Period						
				0	1	2	3	4	5	6
1	Apr 11, 2011 (Tu)	Monday								N/S
2	12 (W)	Tuesday							N/S	N/S
3	13 (Th)	Wednesday						N/S	N/S	N/S
4	14 (M)	Thursday								N/S
5	15 (Tu)	Friday							N/S	N/S
6	18 (W)	Monday						N/S	N/S	N/S
7	19 (Th)	Tuesday					N/S	N/S	N/S	
8	20 (M)	Wednesday							N/S	N/S
9	21 (Tu)	Thursday							N/S	N/S
10	22 (W)	Friday						N/S	N/S	N/S

Calendar Tab, Marking Attendance

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

▼ Period Attendance

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

**Calendar** Days of Activity Totals History Attendance Letters

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: **Jr**

12/21/2010 12/21/2010

Do Not Update All Day Code ☐ Update Attendance Range

**Period Attendance Calendar**

Line	Date		All Day Code	Bell Period						
				0	1	2	3	4	5	6
1	Apr 11, 2011 (Tu)	Monday								N/S
2	12 (W)	Tuesday							N/S	N/S
3	13 (Th)	Wednesday						N/S	N/S	N/S
4	14 (M)	Thursday								N/S
5	15 (Tu)	Friday							N/S	N/S
6	18 (W)	Monday						N/S	N/S	N/S
7	19 (Th)	Tuesday					N/S	N/S	N/S	
8	20 (M)	Wednesday							N/S	N/S
9	21 (Tu)	Thursday							N/S	N/S
10	22 (W)	Friday						N/S	N/S	N/S

Act-Activity  
Adm-Couns/admi  
Alc-Alt Lm Ct  
Bsp-Busspend  
E-Exc Tardy  
Exc-Excused  
Ill-Illness  
Oth-Other  
Sus-Suspension  
Tdy-Tardy  
Unv-Unverified  
Unk-Unexcused  
Wv-Waived

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.

**Quick Entry - Single**

Date: 04/20/2011 Reason:  Override All Reasons: ☐ Update Attendance

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="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**

Name: **Abbott, Billy C.** Date: 08/29/2012

**Attendance Detail**

**Attendance Reasons**

Reason 1  
Sus-Suspension

**Attendance Minutes**

Arrival Time: Departure Time: Total Minutes Attended:

**Attendance Note**

Note  
Testing

**Period Attendance Calendar**

Line	Date	Day	Bell Period											
			1	2	3	4	5	6	7	8	9	10		
1	Aug 29, 2012 (W)	Wednesday	Sus	Sus		Sus	Sus							

**Period Attendance Detail**

Line	Bell Period	Absence Reason	Arrival Time	Depart Time	Note
1		Sus			
2		Sus			
3		N/S			
4		Sus			
5		Sus			
6		N/S			
7		N/S			
8		N/S			
9					
10					

*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.

Period Attendance

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

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

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

Days of Activity

**Add**

*Days of Activity Tab, Adding Attendance*

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

Period Attendance

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

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

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483**

9	04/06/2011					
10	04/05/2011					
11	03/31/2011		Oth		Oth	Oth
12	03/30/2011		Oth	Unv	Oth	Oth
13	03/29/2011		Exc		Oth	Oth
14	03/28/2011		Oth		Oth	Oth
15	02/28/2011		Unv	Unv	Unv	Unv
16	02/08/2011			Exc	Exc	
17	02/07/2011				Ww	
18	02/02/2011			Tdy	Tdy	Tdy
19	01/31/2011		Ill	Ill	Ill	Ill
20	01/28/2011		E			
21						

1 2 »

(N/S) Not Scheduled (N/E) Not Enrolled (N/I) Not Included In Attendance

*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.

Period Attendance

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

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

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12**

9	04/06/2011					
10	04/05/2011					
11	03/31/2011		Oth		Oth	Oth
12	03/30/2011		Oth	Unv	Oth	Oth
13	03/29/2011		Exc		Oth	Oth
14	03/28/2011		Oth		Oth	Oth
15	02/28/2011		Unv	Unv	Tdy	Tdy
16	02/08/2011			Exc		
17	02/07/2011				Tdy-Tardy	
18	02/02/2011			Tdy	Unv-Unverified	Tdy
19	01/31/2011		Ill	Ill	Unx-Unexcused	Ill
20	01/28/2011		E		Ww-Waived	
21	05/27/2011					

*Selecting an Absence or Tardy Reason*

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

**Period Attendance**

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

Calendar **Days of Activity** Totals History Attendance Letters

Last Name First Name Middle Name Suffix Perm ID  
Abbott Billy C 905483

**Days of Activity**

Line	Date	All Day Code	0	1
1	05/30/2011			Exc
2	05/27/2011		Unv	
3	05/26/2011			

*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:

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

**Period Attendance**

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

Calendar **Days of Activity** Totals History Attendance Letters

Last Name First Name Middle Name Suffix Perm ID  
Abbott Billy C 905483

**Days of Activity**

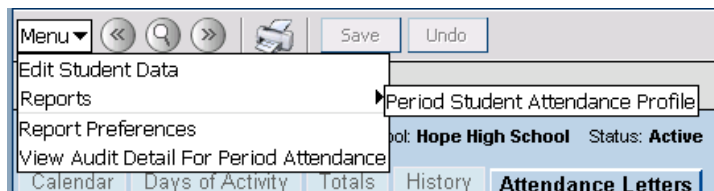
Line	Date	All Day Code	0
1	05/30/2011		Act-Activity
2	05/27/2011	Unv	Adm-Couns/admi
3	05/26/2011		Alc-Alt Lrn Ct
4	05/25/2011		Bsp-Bussspend
5	05/24/2011	Ill	F-Exc Tardy
6	04/15/2011		Exc-Excused
7	04/08/2011	Exc	Ill Illness
8	04/07/2011		Oth-Other
9	04/06/2011		Sus-Suspension
10	04/05/2011		Tdy-Tardy
11	03/31/2011	Oth	Unv-Unverified
12	03/30/2011	Oth	Unx-Unexcused
13	03/29/2011	Exc	Ww-Waived

*Days of Activity Tab, Selecting a New Reason*

- 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.

King High School						Year: 2011-2012
Period Student Attendance Profile						Report: ATP201
<b>Student Information</b>						
Student Name <b>Aaron, Harold N.</b>	Pern ID <b>968257</b>	Gender <b>M</b>	Grade <b>10</b>	Home Address <b>1506 W 2nd St Mesa, AZ 85612</b>		
Last Name Goes by	Nick Name	Birth Date <b>07/12/1995</b>		Enter Date <b>08/30/2011</b>		
Phone <b>480-555-9969</b>	Home Language <b>English</b>	Resolved <b>White</b>	Leave Date			
<b>Custodial Information</b>						
Step-Father <b>Daugherty, Howard</b>	Phone Type <b>Work</b>	Phone <b>480-555-3961</b>	Extension	Lives With <input checked="" type="checkbox"/> <b>Yes</b>		
<input checked="" type="checkbox"/> Contact Allowed	<input checked="" type="checkbox"/> Has Custody	<input checked="" type="checkbox"/> Est. Rights	<input checked="" type="checkbox"/> Mailings Allowed			
Father <b>Mucha, Victor</b>	Phone Type <b>Home</b>	Phone <b>480-555-6655</b>	Extension	Lives With <input type="checkbox"/> <b>No</b>		
<input type="checkbox"/> Contact Allowed	<input type="checkbox"/> Has Custody	<input type="checkbox"/> Est. Rights	<input type="checkbox"/> Mailings Allowed			
Mother <b>Daugherty, Diane</b>	Phone Type <b>Work</b>	Phone <b>480-555-9969</b>	Extension	Lives With <input checked="" type="checkbox"/> <b>Yes</b>		
<input checked="" type="checkbox"/> Contact Allowed	<input checked="" type="checkbox"/> Has Custody	<input checked="" type="checkbox"/> Est. Rights	<input checked="" type="checkbox"/> Mailings Allowed			
<b>Schedule Information</b>						
Attendance By Period						
Date	0	1	2	3	4	5
Total						
Period Reason Code Type Totals						
Period Reason Code Totals						
<b>Reason Code Legend</b>						
Sus = Suspense	Unk = Unexcused	Isr = Isr	Bsp = Bussuspend	Nur = Nurse	Exc = Excused	
Sus = Suspension	Ill = Illness	Lav = Lateness	Det = Detention	Off = Office	Act = Activity	
Tty = Tardy	Unv = Unverified	NWR = NWR Test	Vt = Test	App = Appeared		

*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							
Properties							Show Detail
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentAttendancePeriod	CodeAbsReasGU	Update	Exc	Exc	User, Admin	12/20/2010 13:04:06
2	StudentAttendancePeriod	DailyAttendGU	Delete		<Link>	User, Admin	12/20/2010 13:00:34
3		BellPeriod	Delete		1	User, Admin	12/20/2010 13:00:34
4		PeriodAttendGU	Delete		<Link>	User, Admin	12/20/2010 13:00:34
5		Note	Delete			User, Admin	12/20/2010 13:00:34
6		CodeAbsReasGU	Delete		Unv	User, Admin	12/20/2010 13:00:34
7	StudentAttendancePeriod	PeriodAttendGU	Insert	<Link>		User, Admin	12/20/2010 13:00:34
8		BellPeriod	Insert	0		User, Admin	12/20/2010 13:00:34
9		DailyAttendGU	Insert	<Link>		User, Admin	12/20/2010 13:00:34
10		CodeAbsReasGU	Insert	Unv		User, Admin	12/20/2010 13:00:34
11	StudentAttendancePeriod	DailyAttendGU	Insert	<Link>		User, Admin	12/20/2010 13:00:15
12		BellPeriod	Insert	1		User, Admin	12/20/2010 13:00:15

Audit Trail History for Daily Attendance

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



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.

The screenshot shows the 'Period Attendance' screen for student Abbott, Billy C. at Hope High School. The screen includes a top toolbar with 'Menu', navigation arrows, a printer icon, 'Save', and 'Undo'. Below the toolbar, the student's name and school information are displayed. A tabbed interface shows 'Calendar' as the active tab. The main area contains a table with columns for Line, Date, Day, All Day Code, and Bell Period (0-9). The table lists dates from June 17 to June 30, 2009, with corresponding days of the week and attendance status (e.g., 'Act' for June 17, 'N/S' for others). A legend at the bottom explains the status codes: (N/S) Not Scheduled, (N/E) Not Enrolled, and (N/I) Not Included in Attendance.

Line	Date	Day	All Day Code	Bell Period
				0 1 2 3 4 5 6 7 8 9
1	Jun 17, 2009	Wednesday	Act	N/S N/S N/S
2	18	Thursday		N/S N/S N/S
3	19	Friday		N/S N/S N/S
4	22	Monday		N/S N/S N/S
5	23	Tuesday		N/S N/S N/S
6	24	Wednesday		N/S N/S N/S
7	25	Thursday		N/S N/S N/S
8	26	Friday		N/S N/S N/S
9	29	Monday		N/S N/S N/S
10	30	Tuesday		N/S N/S N/S

(N/S) Not Scheduled (N/E) Not Enrolled (N/I) Not Included in Attendance

*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**.

The screenshot shows the 'School Attendance Options' form. Under the 'Attendance Options' tab, the 'Daily Attendance Options' section is active. The 'Attendance Type' is set to 'Twice a Day'. The 'Use Absence Amount' checkbox is checked and circled in red. The 'All Day Code Calculation' is set to 'Manually' and the 'Number of Days in Schedule Cycle' is set to '4'. Below this, the 'Begin Times' section shows '8:00 AM' and '12:00 PM'. The 'Grade Attendance Type Definition' table lists four lines (1-4) for grades 09-12, all set to 'Period Attendance'. The 'Other Attendance Options' section shows 'Attendance Dialer' set to 'In Touch'.

*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**.

Menu « » Find Undo Status: Find

### Period Attendance

Student Name: School: Status: Homeroom:

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

Last Name First Name Middle Name Suffix Perm ID Grade Gender Track

Go To Date Go To Current Date Previous 10 Days Next 10 Days Days To Show

**Quick Entry - Single**

Date Reason Override All Reasons Update Attendance

**Quick Entry - Range**

Date Begin Date End Period Begin Period End Reason Override All Reasons

Do Not Update All Day Code Update Attendance Range

**Period Attendance Calendar**

Line	Date	All Day Code	Bell Period									
			0	1	2	3	4	5	6	7	8	9
(N/S) Not Scheduled	(N/E) Not Enrolled	(NI) Not Included In 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**

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

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

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

02/22/2011 Go To Date Go To Current Date Previous 10 Days Next 10 Days Days To Show: 10

**Quick Entry - Single**

Date: 12/21/2010 Reason:  Override All Reasons: ☐ Update Attendance

**Quick Entry - Range**

Date Begin: 12/21/2010 Date End: 12/21/2010 Period Begin:  Period End:  Reason:  Override All Reasons: ☐ Do Not Update All Day Code: ☐ Update Attendance Range

**Period Attendance Calendar**

Line	Date	All Day Code	Bell Period										
			0	1	2	3	4	5	6	7	8	9	
1	Feb 14, 2011 (Th)	Monday						N/S	N/S	N/S			
2	15 (M)	Tuesday									N/S	N/S	N/S
3	16 (Tu)	Wednesday								N/S	N/S	N/S	
4	17 (W)	Thursday							N/S	N/S	N/S		

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**

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

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

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

03/04/2011 Go To Date Go To Current Date Previous 10 Days Next 10 Days Days To Show: 10

**Quick Entry - Single**

Date: 12/21/2010 Reason:  Override All Reasons: ☐ Update Attendance

**Quick Entry - Range**

Date Begin: 12/21/2010 Date End: 12/21/2010 Period Begin:  Period End:  Reason:  Override All Reasons: ☐ Do Not Update All Day Code: ☐ Update Attendance Range

**Period Attendance Calendar**

Line	Date	All Day Code	Bell Period										
			0	1	2	3	4	5	6	7	8	9	
1	Feb 24, 2011 (Th)	Thursday						N/S	N/S	N/S			
2	25 (M)	Friday									N/S	N/S	N/S

Act-Activity  
Adm-Couns/admi  
Alc-Alt Lm Ct  
Bsp-Busspend  
E-Exc Tardy  
Exc-Excused  
Ill-Illness  
Otr-Other  
**Pos-Positive**  
Sus-Suspension  
Tdy-Tardy  
Unv-Unverified  
Unx-Unexcused  
Wv-Waived

Period Attendance Screen, Selecting Attendance Reason

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

**Period Attendance**

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

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

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

03/04/2011 Go To Date Go To Current Date Previous 10 Days Next 10 Days Days To Show: **10**

**Quick Entry - Single**

Date: **12/21/2010** Reason:  Override All Reasons: ☐ Update Attendance

**Quick Entry - Range**

Date Begin: **12/21/2010** Date End: **12/21/2010** Period Begin:  Period End:  Reason:  Override All Reasons: ☐ Do Not Update All Day Code: ☐ Update Attendance Range

**Period Attendance Calendar**

Line	Date	All Day Code	Bell Period										
			0	1	2	3	4	5	6	7	8	9	
1	<a href="#">Feb 24, 2011 (Th)</a>	<a href="#">Thursday</a>						N/S	N/S	N/S	Pos	Pos	Pos
2	<a href="#">25 (M)</a>	<a href="#">Friday</a>									N/S	N/S	N/S

*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 provide 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						
Organization Name: <b>Adams Elementary</b> Formatted Year: <b>2010-R</b>						
Update Current Year Snapshot						
Track Filter						
Totals						
				Add	Show Detail	
Line	Day of Year	Date	Students	Enrollments	ADM	
1	1	08/31/2010	897	858.00	858.00	
2	2	09/01/2010	800	767.00	812.50	
3	3	09/02/2010	800	767.00	797.09	
4	4	09/03/2010	800	767.00	789.69	
5	5	09/06/2010	805	772.00	786.20	
6	6	09/07/2010	805	772.00	784.06	
7	7	09/08/2010	806	773.00	782.03	
8	8	09/09/2010	806	773.00	780.66	
9	9	09/10/2010	806	773.00	780.21	
10	10	09/13/2010	806	773.00	779.50	

*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.

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

School Enrollment History

Organization Name: **Adams Elementary** Formatted Year: **2010-R**

Update Current Year Snapshot

Track Filter

Totals

Add

Hide Detail

Line

Day of Year

1

2

3

4

5

6

7

8

9

10

11

12

Day of Year: 3

Enrollments By Grade

Add

X

Line

Grade

Students

Enrollments

ADM

1

PS

0

0.00

0.00

2

K

66

33.00

35.04

3

01

145

145.00

150.61

4

02

123

123.00

128.94

5

03

133

133.00

138.94

6

04

121

121.00

125.29

7

05

96

96.00

99.30

8

06

116

116.00

118.97

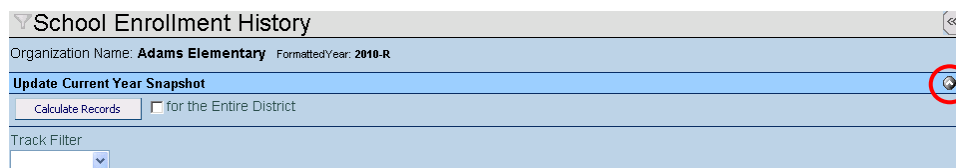
*School Enrollment History, Detail Screen*

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:

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

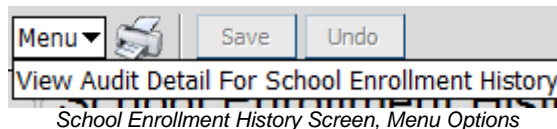


*School Enrollment History Screen, Updating*

- 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.
- Click the **Calculate Records** button.
- 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.

Menu		Save		Undo		Form Status: Ready (Update Mode)	
School Enrollment History							
Organization Name: Hope High School Formatted Year: 2008-R							
Update Current Year Snapshot							
Calculate Records <input type="checkbox"/> for the Entire District							
Track Filter							
Totals							
X	Line	Day of Year	Date	Students	Enrollments	ADM	
<input type="checkbox"/>	1		09/02/2008	3027	2777.75	2777.75	
<input type="checkbox"/>	2		09/03/2008	2759	2746.75	2762.25	
<input type="checkbox"/>	3		09/04/2008	2762	2750.25	2758.12	
<input type="checkbox"/>	4		09/05/2008	2759	2748.00	2755.68	
<input type="checkbox"/>	5		09/06/2008	2763	2754.00	2755.38	
<input type="checkbox"/>	6		09/09/2008	2761	2749.50	2754.42	
<input type="checkbox"/>	7		09/10/2008	2763	2750.50	2753.70	
<input type="checkbox"/>	8		09/11/2008	2764	2752.50	2753.47	
<input type="checkbox"/>	9		09/12/2008	2763	2750.50	2753.31	
<input type="checkbox"/>	10		09/15/2008	2765	2752.50	2753.25	
<input type="checkbox"/>	11		09/16/2008	2762	2750.50	2752.96	
<input type="checkbox"/>	12		09/17/2008	2758	2748.50	2752.51	
<input type="checkbox"/>	13		09/18/2008	2757	2746.25	2752.23	
<input type="checkbox"/>	14		09/19/2008	2755	2745.50	2751.58	
<input type="checkbox"/>	15		09/22/2008	2756	2747.25	2751.44	
<input type="checkbox"/>	16		09/23/2008	2754	2745.50	2750.91	
<input type="checkbox"/>	17		09/24/2008	2753	2742.50	2750.48	
<input type="checkbox"/>	18		09/25/2008	2754	2743.75	2750.32	
<input type="checkbox"/>	19		09/26/2008	2750	2741.75	2749.56	
<input type="checkbox"/>	20		09/29/2008	2750	2741.75	2749.26	

*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**.

School Name: **Hope High School** School Year: **2012-2013**

**Mass Attendance Change** Student Filter Criteria Job History

Student Filter Criteria is required

**Type of Change**

☐ Change All Day Code ☒ Change Period Attendance ☐ Significant Period

**Period Reason Conditions**

Change Reason Codes

From  To

Apply Changes For Dates

From  03/29/2013 To  03/29/2013

Apply Changes For Periods

From  0 To  9

☐ Change The All Day Code

*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.

*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.

*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*

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.

Currently Scheduled Jobs		
Line	Job Name	Task Time
1	Mass Change	03/29/2013 09:08:00

*Mass Attendance Change tab, Currently Scheduled Jobs*

Mass Change Attendance				
School Name: <b>Hope High School</b> School Year: 2012-2013				
Mass Attendance Change Student Filter Criteria Job History				
Mass Attendance Job Results				
Line	Job Name	Job Run Date	Task Time	Results
1	Mass Change	03/28/2013	9:09 AM	

*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.

Menu Apply Attendance Clear Status: Ready

Mass Change Attendance

School Name: Hope High School School Year: 2010-2011

Mass Attendance Change **Student Filter Criteria**

By selecting filter criteria, if a student meets any of these conditions then the student will be evaluated.

**Select Students By**

Group [ ] Grade [ ] [ ] [ ] [ ] [ ]

**Section** [X] Line [ ] Section ID [ ] Course Title [ ] Staff Name [ ] Chooser

**Teacher** [X] Line [ ] Staff Name [ ] Chooser

**Students** [X] Line [ ] Student Name [ ] Perm ID [ ] Gender [ ] Grade [ ] Chooser

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.

**Select Students By**

Group [ ]

AVID

Baseball

Basketball

**Cheerleading**

Chess Club

Football

National Honor Scty

Volleyball

Student Filter Criteria Tab, Selecting Group

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

Grade [ ] [ ] [ ] [ ]

09 10 11 12

Student Filter Criteria Tab, Selecting Grade Levels

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

Section			
X	Line	Section ID	Course Title
			Staff Name

Student Filter Criteria Tab, Choosing Sections

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

Find		Select
<b>Chooser</b>		
<b>Find Criteria</b>		
Section ID		
002		
Add Selected Row(s) >		Add All Row(s) >>
<b>Search Results</b>		
<b>Find Result</b>		<b>Selected Items</b>
X	Line	Section ID
1	0020	
2	0021	
3	0022	
4	0023	
5	0024	
6	0025	
7	0026	
8	0027	
9	0028	

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.

Find		Select
<b>Chooser</b>		
<b>Find Criteria</b>		
Section ID		
002		
Add Selected Row(s) >		Add All Row(s) >>
<b>Search Results</b>		
<b>Find Result</b>		<b>Selected Items</b>
X	Line	Section ID
1	0020	
2	0023	
3	0024	
4	0025	
5	0026	
6	0027	
7	0028	

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.

Teacher	
X	Line
	Staff Name

Student Filter Criteria Tab, Choosing Teachers

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

**Teacher Chooser Screen**

Find Criteria

Last Name	First Name	Middle Name	Suffix
T			

Search Results

Line	Last Name	First Name	Middle Name	Suffix
1	Temme	Walter		
2	Thiel	Michael		
3	Tofft	Robert		
4	Topoozian	Nancy		
5	Torrente	Jason		
6	Traylor	Kelly		
7	Trull	Jayne		
8	Tuzzino	Valerie		

Selected Items

Line	Last Name	First Name	Middle Name	Suffix
------	-----------	------------	-------------	--------

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**

Find Criteria

Last Name	First Name	Middle Name	Suffix
T			

Search Results

Line	Last Name	First Name	Middle Name	Suffix
1	Temme	Walter		
2	Thiel	Michael		
3	Tofft	Robert		
4	Topoozian	Nancy		
5	Torrente	Jason		
6	Trull	Jayne		
7	Tuzzino	Valerie		

Selected Items

Line	Last Name	First Name	Middle Name	Suffix
1	Traylor	Kelly		

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.

**Students**

Line	Student Name	Perm ID	Gender	Grade
------	--------------	---------	--------	-------

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.

The screenshot shows the 'Student Chooser' interface. At the top, there are 'Find' and 'Select' buttons. The 'Find' button is circled in red. Below it is the 'Find Criteria' section, which is highlighted with a red box. This section contains input fields for 'Last Name' (with 'Ab' entered), 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Gender' (a dropdown menu), and 'Grade' (a dropdown menu). Below the input fields are two buttons: 'Add Selected Row(s) >' and 'Add All Row(s) >>'. The 'Search Results' section is visible below, showing a table with two rows of student data. The 'Selected Items' section is also visible, showing a table with one row of student data.

Line	Last Name	First Name	Middle Name	Suffix	Perm ID	Gender	Grade
1	Abbott	Billy	C		905483	Male	12
2	Abernethy	Anne	Elizabeth		902870	Female	10

Student Chooser Screen

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

The screenshot shows the 'Student Chooser' interface. At the top, there are 'Find' and 'Select' buttons. The 'Select' button is circled in red. Below it is the 'Find Criteria' section. Below the input fields are two buttons: 'Add Selected Row(s) >' and 'Add All Row(s) >>'. The 'Search Results' section is visible below, showing a table with one row of student data. The 'Selected Items' section is also visible, showing a table with one row of student data.

Line	Last Name	First Name	Middle Name	Suffix	Perm ID	Gender	Grade
1	Abernethy	Anne	Elizabeth		902870	Female	10

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



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.

The screenshot shows the 'Mass Change Attendance' interface. At the top, there are 'Menu', 'Apply Attendance' (circled in red), and 'Clear' buttons. Below these buttons is the 'Status: Ready' indicator. The main section is titled 'Mass Change Attendance' and includes 'School Name: Hope High School' and 'School Year: 2012-2013'. Below this are three tabs: 'Mass Attendance Change', 'Student Filter Criteria' (selected), and 'Job History'. A message states: 'By selecting filter criteria, if a student meets any of these conditions then the student will be evaluated.' Below this is the 'Select Students By' section, which includes a 'Group' dropdown menu (set to 'Chess Club') and a 'Grade' section with checkboxes for '09', '10', '11', and '12'.

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.

Line	Results	Description
1		Mass Attendance
2		extractFile

*Mass Change Attendance, Job Result*

## Job History

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

Line	Job Name	Job Run Date	Task Time	Results
1	Mass Change	03/28/2013	9:09 AM	

*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.

Menu	Apply Attendance	Clear
Edit RevOrganizationYear Data		
Schedule Attendance Job		
View Audit Detail For Mass Change 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.



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.

 A screenshot of the 'Mass Change Attendance' web application. At the top, there's a toolbar with 'Menu', 'Apply Attendance', and 'Clear' buttons, and a status indicator 'Status: Ready'. The main title is 'Mass Change Attendance'. Below it, 'School Name: Hope High School' and 'School Year: 2012-2013' are displayed. A tabbed interface shows 'Mass Attendance Change' as the active tab, with 'Student Filter Criteria' and 'Job History' as other options. A message states 'Student Filter Criteria is required'. The 'Type of Change' section has three radio buttons: 'Change All Day Code' (selected), 'Change Period Attendance', and 'Significant Period'. The 'All Day Code Conditions' section includes 'Change All Day Code' with 'From' and 'To' dropdowns set to '\*\*\*Override Any Value' and '\*\*\*Dominant Reason' respectively. It also has 'Apply Changes For Dates' with 'From' and 'To' date pickers set to '03/11/2013'. Below this is a conditional rule: 'If [dropdown] or more reason codes of type [dropdown] occurred during the day [dropdown]', with 'From' and 'To' time pickers set to '0' and '9'. At the bottom, 'Apply Changes To Period Attendance' has three radio buttons: 'Do Nothing With Attendance' (selected), 'Fill Periods If No Attendance', and 'Override All Period Attendance'. A 'Delete Scheduled Jobs' button is also present. The 'Currently Scheduled Jobs' section shows a table with columns 'Line', 'Job Name', and 'Task Time'.

*Printed Mass Change Attendance Screen*

# Chapter Ten: ATTENDANCE LETTERS

This chapter covers:

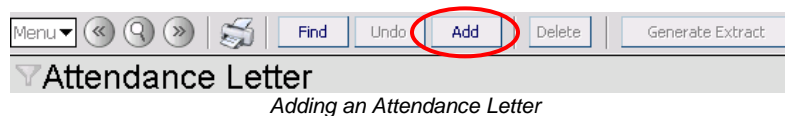
- ▶ Creating Attendance Letters
- ▶ Additional Options
- ▶ Printing Attendance Letters
- ▶ Menu Options

## 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.



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

The screenshot shows the 'Attendance Letter' form. It includes sections for:
 

- Attendance Letters**: Letter Name (empty text box).
- Cutoff Values**: A table with columns: Line, Threshold Value, Mail Merge Doc, Output Type, and Language. An 'Add' button is at the top right.
- Date Range**: Begin and End date pickers.
- Grade Range**: Begin and End grade pickers.
- Extras**: Totaling Method and Sorting Method dropdowns, and checkboxes for Show Inactive Students and Clear Current Thresholds.
- Addressee Info**: Send To Method (dropdown) and Address To Label (text box).
- Absence Reasons to Include**: Reason Type 1-4 dropdowns, and a list of checkboxes for various absence reasons (Vacation, Suspension, Exc Tardy, Waived, Unverified, Funeral, Bussspend, Unexcused, Iss, Tardy, Counseling, Activity, Couns/admi, Lice, Other, Excused, Illness).
- Letter Reason Flags**: Checkboxes for Incl Dialer, Incl Letter, Incl Reports, and Report To State.
- Additional Reports to Execute**: Report List dropdown, and checkboxes for Period Attendance Profile, Daily Attendance Profile, Student Mailing Labels, and Show Period Attendance Profile Detail.
- Mail Merge Options**: Checkboxes for Show Letter Extract Log.

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

The screenshot shows the 'Cutoff Values' section with a table containing one line:
 

Line	Threshold Value	Mail Merge Doc	Output Type	Language
1	1	SARB_1	Word Doc	Home Language

 An 'Add' button is visible at the top right of the section.

*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 omit 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**

Letter Name: **Tardy** School Name: **Hope High School** School Year: **2008-2009**

Attendance Letters **Additional Options**

Letter Name  
Tardy

**Clear Threshold By Date**

Threshold Date

**Run Reports Only**

Report Date

*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.

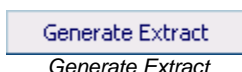
Reports can be run based on the attendance letter data. Only running the reports means the reports will be generated, but the attendance letters will not be created. To run only reports:

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:

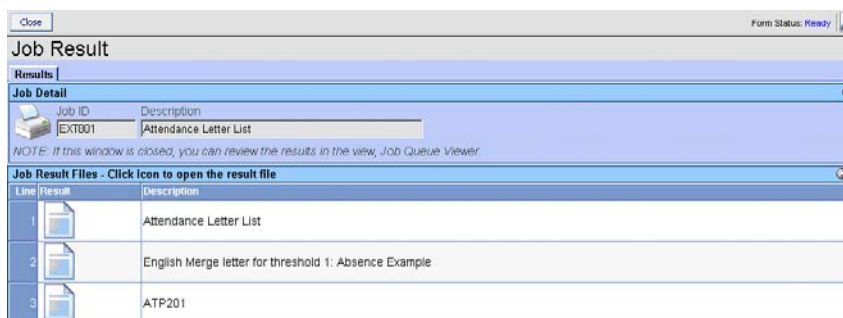
1. Find the letter definition to use by either using the scroll buttons or the Find button.
2. Click the **Generate Extract** button at the top of the screen.



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

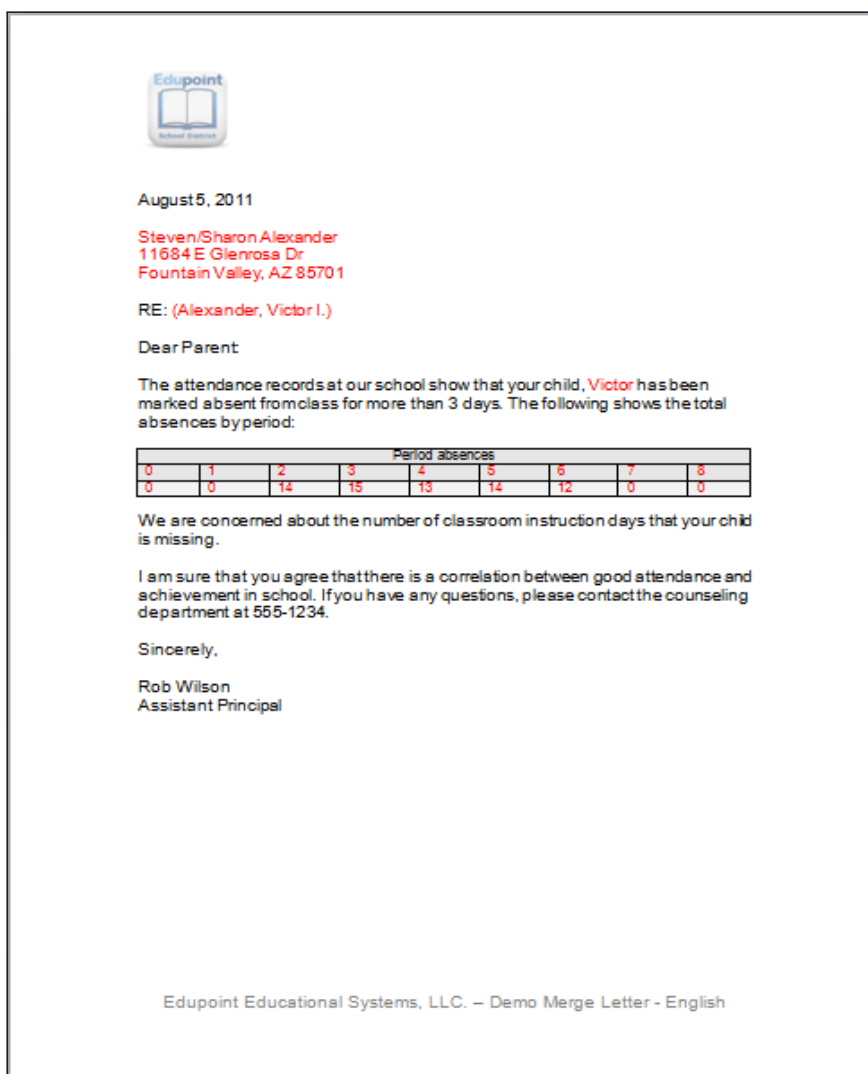


Once the job has finished processing, a **Job Result** window appears and displays a **Job Result Files** list.



*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						
Line	Business Object	Property Name	Event Action	New Value	Old Value	User Name Date Time Stamp
1	SchoolAttLetterOpt	AttendanceOptions	Update	<ROOT> <CODES>17891C62-AEEA-4E19-A136-ACB3D7845F14<CODES> <CODES>1C989DAB-50AB-44F4-923A-A8E1	<ROOT> <CODES>17891C62-AEEA-4E19-A136-ACB3D7845F14<CODES> <CODES>1C989DAB-50AB-44F4-923A-A8E1	User, 06/08/2 309 Test, 12 20:4 2
2		OrganizationYearGU	Update	<Link>	<Link>	User, 06/08/2 309 Test, 15 20:4 2
3		PersonCodes	Update	Person		User, 06/08/2 309 Test, 15 20:4 2
4	SchoolAttLetterOpt	AttendanceOptions	Update	<ROOT> <CODES>17891C62-AEEA-4E19-A136-ACB3D7845F14<CODES> <CODES>1C989DAB-50AB-44F4-923A-A8E1	<ROOT> <CODES>17891C62-AEEA-4E19-A136-ACB3D7845F14<CODES> <CODES>1C989DAB-50AB-44F4-923A-A8E1	User, 06/08/2 309 Test, 15 20:3 3
5		OrganizationYearGU	Update	<Link>	<Link>	User, 06/08/2 309 Test, 15 20:3 3
6	SchoolAttLetterOpt	ReasonType3	Update	EXC		User, 06/08/2 309 Test, 15 18:2 2
7		AttendanceOptions	Update	<ROOT> <CODES>17891C62-AEEA-4E19-A136-ACB3D7845F14<CODES> <CODES>1C989DAB-50AB-44F4-923A-A8E1	<ROOT> <CODES>17891C62-AEEA-4E19-A136-ACB3D7845F14<CODES> <CODES>1C989DAB-50AB-44F4-923A-A8E1	User, 06/08/2 309 Test, 15 18:2 2
8	SchoolAttLetterOpt	AttendanceOptions	Update	<ROOT> <CODES>17891C62-AEEA-4E19-A136-ACB3D7845F14<CODES> <CODES>1C989DAB-50AB-44F4-923A-A8E1	<ROOT> <CODES>17891C62-AEEA-4E19-A136-ACB3D7845F14<CODES> <CODES>1C989DAB-50AB-44F4-923A-A8E1	User, 06/08/2 309 Test, 15 18:1 7
9		ReasonType3	Update	EXC		User, 06/08/2 309 Test, 15 18:1 7
10	SchoolAttLetterOpt	BeginDate	Update	2009/01/01	20090501	User, 06/07/2 309 Admin, 15 29:5 4
11	SchoolAttLetterOpt	OrganizationYearGU	Update	<Link>	<Link>	User, 06/07/2 309 Admin, 07 25:4 9
12		LetterReasonFlags	Update	3		User, 06/07/2 309 Admin, 07 25:4 9
13		AttendanceOptions	Update	<ROOT> <CODES>17891C62-AEEA-4E19-A136-ACB3D7845F14<CODES> <CODES>1C989DAB-50AB-44F4-923A-A8E1	<ROOT> <CODES>17891C62-AEEA-4E19-A136-ACB3D7845F14<CODES> <CODES>1C989DAB-50AB-44F4-923A-A8E1	User, 06/07/2 309 Admin, 07 25:4 3

*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.

Menu << >> Save Undo Add Delete Generate Extract

Form Status: Ready (Update Mode)

## Attendance Letter

Letter Name: Tardy School Name: Hope High School School Year: 2008-2009

**Attendance Letters** | Additional Options

Letter Name  
Tardy

Cutoff Values						Add
	Line	Threshold Value	Mail Merge Doc	Output Type	Language	
<input type="checkbox"/>	1	1	SARB_1	Word Doc	Home Language	
<input type="checkbox"/>	2	2	SARB_2	Word Doc	Home Language	

Date Range Grade Range Extras

Addressee Info

Absence Reasons to Include

**Additional Reports to Execute**

Report List

☒ Period Attendance Profile ☐ Daily Attendance Profile

☒ Show Period Attendance Profile Detail

**Mail Merge Options**

☒ Show Letter Extract Log

*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.


Report Interface

Name: **District Monthly Calendar Report** Number: **CFG801** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

No options exist for this report at this time.

*District Monthly Calendar Report Interface*



Hope High School  
District Monthly Calendar Report

Year: 2010-2011  
Report: CFG801

Calendar Range: 08/30/2010-05/31/2011

August 2010

Monday		Tuesday		Wednesday		Thursday		Friday	
Day	Type	Day	Type	Day	Type	Day	Type	Day	Type
30	Hol	31	Hol						

September 2010

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

October 2010

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

November 2010

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

December 2010

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

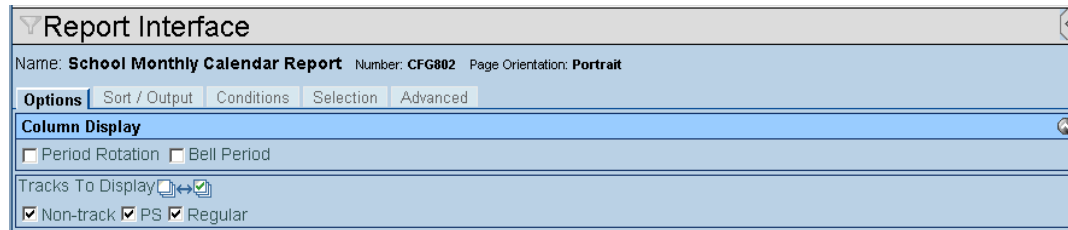
Printed by Admin User at 08/05/2011 4:03 PM
Edupoint School District
Page 1 of 2

*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:




Report Interface

Name: **School Monthly Calendar Report** Number: **CFG802** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced


**Column Display**

☐ Period Rotation ☐ Bell Period

Tracks To Display 

☒ Non-track ☒ PS ☒ Regular

*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.



# Hope High School School Monthly Calendar Report

Year: 2010-2011  
Report: CFG802

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

## 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		

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Edupoint School District

Page 1 of 9

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.




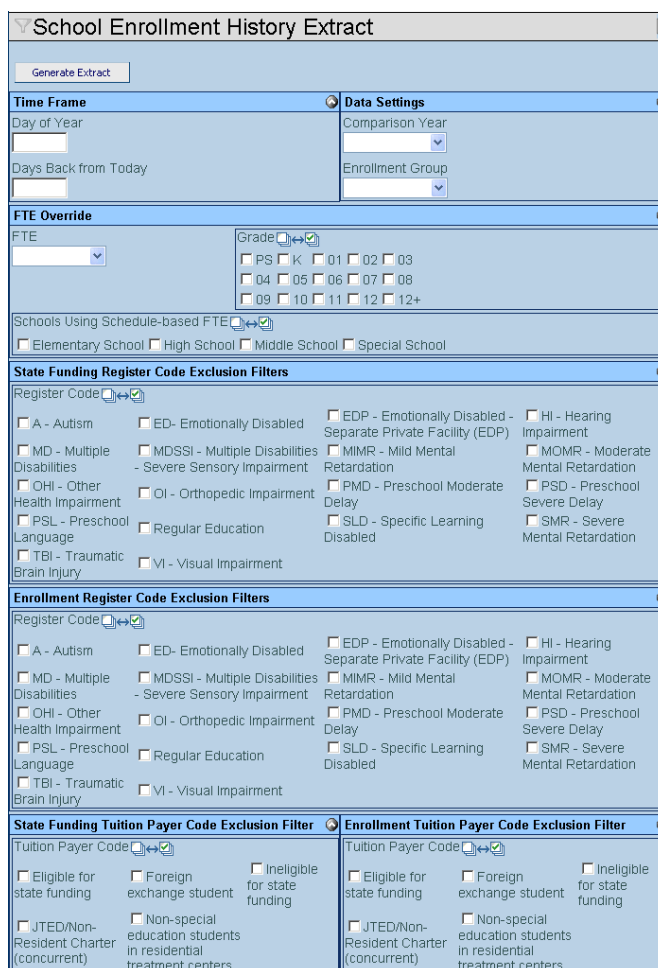
**Reference:** This chapter covers only the customizations specific to each of the reports used in Attendance, and the additional options available on the other tabs are explained in the *Synergy SIS – Query & Reporting Guide*.

## 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**

Generate Extract

**Time Frame**

Day of Year:

Days Back From Today:

**Data Settings**

Comparison Year:

Enrollment Group:

**FTE Override**

FTE:

Grade:

☐ PS ☐ K ☐ 01 ☐ 02 ☐ 03  
☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08  
☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 12+

Schools Using Schedule-based FTE:

☐ Elementary School ☐ High School ☐ Middle School ☐ Special School

**State Funding Register Code Exclusion Filters**

Register Code:

☐ A - Autism ☐ ED - Emotionally Disabled ☐ EDP - Emotionally Disabled - Separate Private Facility (EDP) ☐ HI - Hearing Impairment  
☐ MD - Multiple Disabilities ☐ MDSSI - Multiple Disabilities - Severe Sensory Impairment ☐ MIMR - Mild Mental Retardation ☐ MOMR - Moderate Mental Retardation  
☐ OHI - Other Health Impairment ☐ OI - Orthopedic Impairment ☐ PMD - Preschool Moderate Delay ☐ PSD - Preschool Severe Delay  
☐ PSL - Preschool Language ☐ Regular Education ☐ SLD - Specific Learning Disabled ☐ SMR - Severe Mental Retardation  
☐ TBI - Traumatic Brain Injury ☐ VI - Visual Impairment

**Enrollment Register Code Exclusion Filters**

Register Code:

☐ A - Autism ☐ ED - Emotionally Disabled ☐ EDP - Emotionally Disabled - Separate Private Facility (EDP) ☐ HI - Hearing Impairment  
☐ MD - Multiple Disabilities ☐ MDSSI - Multiple Disabilities - Severe Sensory Impairment ☐ MIMR - Mild Mental Retardation ☐ MOMR - Moderate Mental Retardation  
☐ OHI - Other Health Impairment ☐ OI - Orthopedic Impairment ☐ PMD - Preschool Moderate Delay ☐ PSD - Preschool Severe Delay  
☐ PSL - Preschool Language ☐ Regular Education ☐ SLD - Specific Learning Disabled ☐ SMR - Severe Mental Retardation  
☐ TBI - Traumatic Brain Injury ☐ VI - Visual Impairment

**State Funding Tuition Payer Code Exclusion Filter**

Tuition Payer Code:





☐ Eligible for state funding ☐ Foreign exchange student ☐ Ineligible for state funding  
☐ JTED/Non-Resident Charter (concurrent) ☐ Non-special education students in residential treatment centers


**Enrollment Tuition Payer Code Exclusion Filter**

Tuition Payer Code:

☐ Eligible for state funding ☐ Foreign exchange student ☐ Ineligible for state funding  
☐ JTED/Non-Resident Charter (concurrent) ☐ Non-special education students in residential treatment centers

*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.

Student Enrollment History Extract													
School	SISNum	Name	Grade	ProgramCode	TuitionPayerCode	Exclude	Adm	Adm	Adm	Adm	Adm	Adm	Adm
Membership	Year	FTE	LeaveDate	ADM100	ADM100	ADM100	ADM100	ADM100	ADM100	ADM100	ADM100	ADM100	ADM100
EnterDate	LeaveDate	LeaveCode	LeaveCode	LeaveCode	LeaveCode	LeaveCode	LeaveCode	LeaveCode	LeaveCode	LeaveCode	LeaveCode	LeaveCode	LeaveCode
Adams Elementary	40.00	1.00	0	20070039	Abbona, Gina	03	01	1	10/15/2007				
08/13/2007				40.00	0	40.00							
Adams Elementary	16.50	0.50	0.41	0	Accuna, Vanessa M.	K	01	1	10/15/2007				
10/15/2007	08/22/2007			16.50	0	16.50							
Adams Elementary	0.50	0.50	0	5023	Agua, Susana K	1000	1	20.00					
08/13/2007				0.20	0	20.00							
Adams Elementary	1.00	1.00	0	2530	Aguilar, Asa K. 04	0003	1	40.00					
08/13/2007				0.40	1	08/13/2007	40	10/15/2007					
Adams Elementary	1.00	1.00	0	222	Aguilar, Ian S. 04	0003	1	40.00					
08/13/2007				0.40	1	08/13/2007	40	10/15/2007					
Adams Elementary	40.00	1.00	1.00	3002	Aguirre, Bronson M.	01	0000	A	10/15/2007				
08/13/2007				0.40	1	08/13/2007	40	10/15/2007					
Adams Elementary	1.00	1.00	0	3988	Ahumada, Jean	03	0002	A	10/15/2007				
08/13/2007				0.40	1	08/13/2007	40	10/15/2007					
Adams Elementary	40.00	1.00	1.00	3111	Aispuro, Alandro	02	0001	1	10/15/2007				
08/13/2007				0	0.40	1	08/13/2007	40	10/15/2007				
Adams Elementary	36.00	1.00	0.90	4022	Aispuro, Susan C.	03	01	1	10/15/2007				
08/17/2007				0	0.36	5	08/17/2007	40	10/15/2007				
Adams Elementary	40.00	1.00	1.00	3056	Aispuro, Vincent	04	0003	1	10/15/2007				
08/13/2007				0	0.40	1	08/13/2007	40	10/15/2007				
Adams Elementary	1.00	1.00	0	140	Alamillo, Ilsa	04	0003	1	40.00				
08/13/2007				0.40	1	08/13/2007	40	10/15/2007					
Adams Elementary	1.00	1.00	0	359	Alba, Brynn C.	04	0003	1	40.00				
08/13/2007				0.40	1	08/13/2007	40	10/15/2007					
Adams Elementary	1.00	1.00	0	360	Alba, Ester M.	05	0004	1	40.00				
08/13/2007				0.40	1	08/13/2007	40	10/15/2007					
Adams Elementary	1.00	1.00	0	3044	Aldana, Alan E.	02	0001	1	40.00				
08/13/2007				0.40	1	08/13/2007	40	10/15/2007					
Adams Elementary	1.00	1.00	0	2399	Alfaro, Ruth A.	06	0005	1	40.00				
08/13/2007				0.40	1	08/13/2007	40	10/15/2007					
Adams Elementary	1.00	0.80	0	5640	Allen, Paula	02	01	1	32.00				
08/23/2007				0.32	9	08/23/2007	40	10/15/2007					
Adams Elementary	40.00	1.00	1.00	199	Allen, Samson L.	02	0002	A	10/15/2007				
08/13/2007				0	0.40	1	08/13/2007	40	10/15/2007				
Adams Elementary	1.00	0.80	0	5600	Allen, Zia	06	01	1	32.00				
08/23/2007				0.32	9	08/23/2007	40	10/15/2007					
Adams Elementary	1.00	1.00	0	2290	Andrade, Alex	03	0002	1	40.00				
08/13/2007				0.40	1	08/13/2007	40	10/15/2007					
Adams Elementary	20.00	0.50	0.50	2001	Andrus, Douglas E.	K	0000	A	10/15/2007				
08/13/2007				0	0.20	1	08/13/2007	40	10/15/2007				
Adams Elementary	2				Anthony, Rana E.	02	01	1					

Page 1

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:

Report Interface

Name: **Daily Attendance Profile** Number: **ATD201** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Perm ID Gender

Last Name First Name Middle Name

Grade

**Show Options**

☐ Show All Day Reason Code Totals ☐ Hide Attendance Notes

*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.



## Adams Elementary Daily Attendance Profile

Year: 2010-2011  
Report: ATD201

### Student Information

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

Aaron, Ian

### Custodial Information

Mother <b>Aaron, Kathleen</b>	Phone Type <b>Home</b>	Phone <b>480-555-1214</b>	Extension
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed			
Father <b>Aaron, Phillip</b>	Phone Type <b>Cell</b>	Phone <b>480-555-6767</b>	Extension
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> 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			
	Reason 2	Amount 2	Note		
09/13/2010	Tardy	0.50			
	Reason 2	Amount 2	Note		
09/24/2010	Unverified	1.00			
	Reason 2	Amount 2	Note		
10/04/2010	Suspension	1.00			
	Reason 2	Amount 2	Note		
10/05/2010	Suspension	1.00			
	Reason 2	Amount 2	Note		
10/06/2010	Suspension	1.00			
	Reason 2	Amount 2	Note		
10/13/2010	Unverified	1.00			
	Reason 2	Amount 2	Note		
10/14/2010	Unverified	1.00			
	Reason 2	Amount 2	Note		

## 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:

**Report Interface**

Name: **Daily Attendance Minutes Profile** Number: **ATD202** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Perm ID: 95483 Gender: Male

Last Name: Abbott First Name: Billy

Middle Name: C

Grade: -

**Date Range**

Start Date: 08/30/2010 End Date: 06/03/2011

**Absence Definition**

Reason Type 1: Unverified Reason Type 2: Unexcused Reason Type 3: Excused Reason Type 4:

Absence Reasons: ☐ Activity ☐ Alt Lrn Ct ☐ Bussspend ☐ Couns/admi  
☐ Exc Tardy ☐ Excused ☐ Illness ☐ Other  
☐ Positive ☐ Suspension ☐ Tardy ☐ Unexcused  
☐ Unverified ☐ Waived

Reason Flags: ☐ Incl Dialer ☐ Incl Reports  
☐ Incl Letter ☐ Report To State

*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						Year: 2007-2008																																																																																																																																																																																																																												
Daily Attendance Minutes Profile						Report: ATD202																																																																																																																																																																																																																												
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Last Name Goes By <b>Smith</b>		Alias <b>Bobby</b>		Birth Date <b>04/14/1998</b>		Home Address <b>1955 S Val Vista Dr Mesa, AZ 85204</b>																																																																																																																																																																																																																												
Phone <b>480-555-2648</b>		Home Language <b>Finnish</b>		Ethnic Code <b>White</b>		Enter Date <b>08/13/2007</b>	Leave Date																																																																																																																																																																																																																											
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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:


The screenshot shows the 'Report Interface' for the 'Daily Attendance List' report (Number: ATD402, Page Orientation: Portrait). The interface includes several sections for customization:


- Options:** A tabbed menu with 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'.
- Student Info:**
  - Grade: Two dropdown menus separated by a hyphen.
  - ☐ Use Student's Home Phone
  - ☐ Show Parent Information
- Attendance Conditions:**
  - Start Date and End Date: Text input fields with calendar icons.
  - ☐ Include Attendance Detail (Note, Arrival Time, Depart Time, Absence Reason, Note, etc.)
- Absence Definition:**
  - Reason Type 1, Reason Type 2, Reason Type 3, Reason Type 4: Four dropdown menus.
  - Absence Reasons: A list of checkboxes including Activity, Bussspend, Couns/admi, Exc Tardy, Excused, Illness, Other, Suspension, Tardy, Unexcused, Unverified, and Waived.
  - Reason Flags: Checkboxes for Incl Dialer, Incl Letter, Incl Reports, and Report To State.

*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.

		<b>Adams Elementary</b>				Year: 2010-2011		
		<b>Daily Attendance List</b>				Report: ATD402		
		From 08/30/2010 to 06/03/2011						
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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Edupoint School District					Page 1 of 2			

*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:

**Report Interface**

Name: **Daily Absent List** Number: **ATD403** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

Section ID

Teacher

☐ Use Student's Home Phone

**Absence Info**

Date  
 04/03/2010

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4  
 Unverified Unexcused Excused

Absence Reasons

☐ Activity ☐ Busspend ☐ Couns/admi  
☐ Exc Tardy ☐ Excused ☐ Illness  
☐ Other ☐ Suspension ☐ Tardy  
☐ Unexcused ☐ Unverified ☐ Waived

☐ Include Attendance Detail (Note, Arrival Time, Depart Time, Absence Reason, Note, etc.)

☐ Include Phone Log


**Parent Info**

☒ Has Custody ☒ Lives With ☒ Contact Allowed ☐ Educational Rights ☐ Mailings Allowed

*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.

		Adams Elementary <b>Daily Absent List</b> 05/18/2011				Year: 2010-2011 Report: ATD403		
<b>Section: 0102</b>		<b>Teacher: Carroll, Natalie</b>				<b>Room: 0002</b>		
Student Name	Perm ID	Grade	Gender	Relation	Parent Name	Type	Phone	Extn
Antonio Gonzalez, James D.	105613	03	Male	Father	Antonio, Willie	Work	602-555-0725	
				Mother	Gonzales, Denise	Home	480-555-8343	
Bustamante, Aaron	130333	03	Male	Father	Bustamante, Craig	Work	480-555-1968	
						Home	480-555-5615	
				Mother	Bustamante, Donna	Home	480-555-5615	
						Cell	480-555-6707	
Chavez, Carl E.	134653	03	Male	Step-Father	Zarrazola, Benjamin	Work	480-555-2893	
						Cell	480-555-8217	
						Work	480-555-3827	
						Home	480-555-3833	
Jackson, Dorothy P.	133258	03	Female	Mother	Zarrazola, Teresa	Home	480-555-3833	
				Father	Jackson, Larry			
				Mother	Jackson, Marilyn	Cell	480-555-4232	
						Home	480-555-0000	
						Work	480-555-4232	
				Father	Whipple, Frank	Work	602-555-3234	
						Home	480-555-0000	

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*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:

The screenshot shows a web-based report interface titled "Report Interface". At the top, it displays "Name: Daily Tardy List", "Number: ATD404", and "Page Orientation: Portrait". Below this are five tabs: "Options" (selected), "Sort / Output", "Conditions", "Selection", and "Advanced". The "Options" tab contains several fields: "Section ID" with a text input box, "Teacher" with a dropdown menu, and a checkbox labeled "Use Student's Home Phone". Below these is a section titled "Absence Info" which includes a "Date" field with a calendar icon, two "Reason Type" dropdown menus (labeled "Reason Type 1" and "Reason Type 2"), and a checkbox labeled "Include Attendance Detail (Note, Arrival Time, Depart Time, Absence Reason, Note, etc.)".

*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**.



**Adams Elementary**  
**Daily Tardy List**  
 05/18/2011

Year: 2010-2011  
 Report: ATD404

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

## 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:

# Report Interface

Name: **Daily Perfect Attendance List**    Number: ATD405    Page Orientation: Portrait

**Options** | Sort / Output | Conditions | Selection | Advanced

## Date Range

Start Date  End Date

## Student Info

Grade  -

Section ID

Staff

Minimum Days Enrolled

☐ Hide Student Detail

## Parent Info

☐ Has Custody    ☐ Lives With    ☐ Contact Allowed    ☐ Educational Rights    ☐ Mailings Allowed

## Absence Definition

Reason Type 1  Reason Type 2  Reason Type 3  Reason Type 4


Absence Reasons ☐ ☐ ☐


☐ Activity    ☐ Bussspend    ☐ Couns/admi    ☐ Exc Tardy  
☐ Excused    ☐ Illness    ☐ Other    ☐ Suspension  
☐ Tardy    ☐ Unexcused    ☐ Unverified    ☐ Waived


Reason Flags

☐ Incl Dialer    ☐ Incl Reports  
☐ Incl Letter    ☐ Report To State

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.

		Adams Elementary <b>Daily Perfect Attendance List</b> From 08/30/2010 to 05/24/2011				Year: 2010-2011 Report: ATD405	
Section <b>0102</b>	Period <b>1</b>	Course ID <b>0300</b>	Course Title <b>3/4 Grade</b>		Teacher <b>Carroll, Natalie</b>	Room <b>0002</b>	
Student Name	Perm ID	Grade	Gender	Relation	Parent	Phone	Ext
Baker, Carlos W.	151640	03	Male	Mother	Baker, Pamela	480-555-4844	
Jolley, Wayne S.	131024	03	Male	Father	Jolley, Juan	480-555-0217	
				Mother	Jolley, Maria	480-555-0217	
Mancera Herrera, Kathryn	156774	03	Female	Mother	Herrera, Jacqueline	480-555-5969	
				Father	Mancera Carrillo, Juan	480-555-5969	
Martinez, Henry E.	148655	03	Male	Mother	Martinez, Sharon	602-555-8413	
Valle, Jane L.	152380	03	Female	Mother	Ruiz, Louise	480-555-0464	
				Father	Valle, Harry	480-555-0464	
Vanetten, Shirley N.	129844	03	Female	Father	Vanetten, Ernest	480-555-2610	
				Mother	Vanetten, Joyce	480-555-8834	
Vega Gonzalez, Justin D.	143418	03	Male	Mother	Gonzalez Chavez, Ruby	480-555-7600	
				Father	Vega Orozco, Aaron	480-555-7600	
Vela, Bonnie M.	126823	03	Female	Mother	Vela, Amy	602-555-8277	
				Father	Vela, Joseph	480-555-0296	
Walker, Jean C.	150747	03	Female	Mother	Harris, Cynthia	480-555-9988	
Werito, Gerald L.	145377	03	Male	Father	Werito, Adam	480-555-0615	
				Mother	Williams, Andrea	480-555-0000	

## 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.

**Report Interface**

Name: **Daily Student List by Attendance** Number: ATD406 Page Orientation: Landscape

Options | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Grade:

**Attendance Conditions**

Start: 01/14/2013 End: 01/18/2013

Minimum Occurrences: 1

☐ Check for Continuous Absences

**Absence Definition**

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

Unexcused Unexcused T:

**Absence Reasons** ☐ ☐

☐ Activity ☐ Bussspend ☐ Couns/admi ☐ Counseling

☐ Exc. Tardy ☐ Excused ☐ Funeral ☐ Illness

☐ Iss ☐ Lice ☐ Other ☐ Suspension

☐ Tardy ☐ Unexcused ☐ Unverified ☐ Vacation

☐ Waived

**Reason Flags**

☐ Incl Dialer ☐ Incl Reports

☐ Incl Letter ☐ Report To State

*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 Rodriguez, Diar	132040	02
Dunnuck, Sharon G.	132510	02
Elenes Ochoa, Steven	129533	02
Escalera, Ruby E.	154336	02
Escobedo Bailon, Phillis	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

*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.



**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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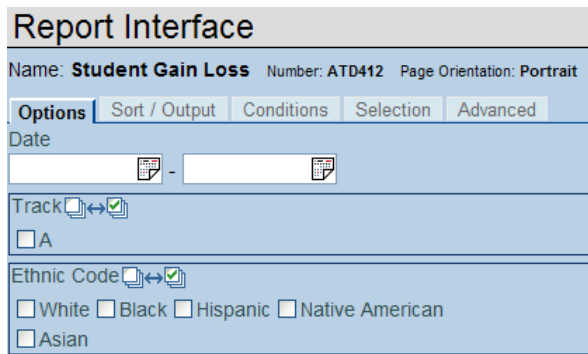
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*End of Year Attendance List*




## 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.



**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
<b>Starting Enrollment</b>							<b>449</b>	<b>429</b>	<b>878</b>
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 Islander	M	03	Gain	+		+
	Zelda, Manny	997005	American Indian	M	05	Gain	+		+
	Zuder, Ruth L.	961560	White	F	01	Gain		+	+
						<b>Change</b>	<b>+3</b>	<b>+3</b>	<b>+6</b>
<b>End of Day Enrollment</b>							<b>452</b>	<b>432</b>	<b>884</b>
03/31/2011	Vista, Avalon	997009	Pacific Islander	F	K	Gain		+	+
	Vista, Fredrica	997011	Pacific Islander	F	02	Gain		+	+
						<b>Change</b>	<b>0</b>	<b>+2</b>	<b>+2</b>
<b>End of Day Enrollment</b>							<b>452</b>	<b>434</b>	<b>886</b>
04/01/2011	Vista, Fredrica	997011	Pacific Islander	F	02	Loss		-	-
						<b>Change</b>	<b>0</b>	<b>-1</b>	<b>-1</b>
<b>End of Day Enrollment</b>							<b>452</b>	<b>433</b>	<b>885</b>
04/26/2011	Bahena, Carolyn E.	111990	Asian - Chinese	F	03	Loss		-	-
						<b>Change</b>	<b>0</b>	<b>-1</b>	<b>-1</b>
<b>End of Day Enrollment</b>							<b>452</b>	<b>432</b>	<b>884</b>
05/24/2011	Aaron, Susan	41	White	F	K	Gain		+	+
						<b>Change</b>	<b>0</b>	<b>+1</b>	<b>+1</b>
<b>End of Day Enrollment</b>							<b>452</b>	<b>433</b>	<b>885</b>

## 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:

**Report Interface**

Name: **Class Reduction Summary** Number: **ATD413** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

Year Start: 08/30/2010 Snap Shot Date: 05/30/2011 Year End: 05/30/2011

**Instructional Settings Filter**

Instructional Setting

☐ \_NS - No Instructional Setting ☐ 1 - Independent Study ☐ 3 - Learning Center ☐ E - Other Alternative Program

☐ G - County Students ☐ T - CAL-Safe program ☐ X - Adult Transition ☐ Y - Special Ed

☐ Z - Out of County

**Grade Level Filter**

Grade

☐ 09 ☐ 10 ☐ 11 ☐ 12

**Display Options**

☐ Hide Section ID ☐ Ignore Snapshot Date

**Detail Display Options**

☐ Suppress Detail Report

☐ Hide Course Title

☐ Hide Course ID

*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	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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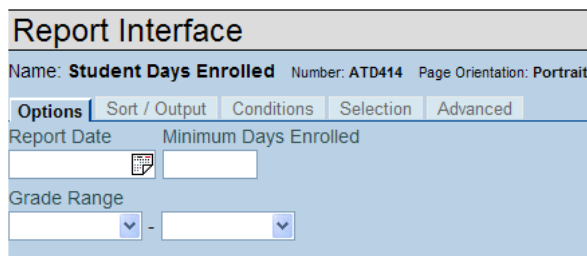
*Class Reduction Summary*

## 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:

- 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.



The screenshot shows the 'Report Interface' for the 'Student Days Enrolled' report. At the top, it displays 'Name: Student Days Enrolled', 'Number: ATD414', and 'Page Orientation: Portrait'. Below this is a tabbed interface with 'Options' selected. The 'Options' tab contains three main sections: 'Report Date' with a text input field and a calendar icon; 'Minimum Days Enrolled' with a text input field; and 'Grade Range' with two dropdown menus separated by a hyphen. The interface is styled with a light blue background and a grey header.

*Student Days Enrolled, Report Interface*





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

Year: 2010-2011  
 Report: ATD414

Minimum days enrolled: 2

Grade range: 03 - 04

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

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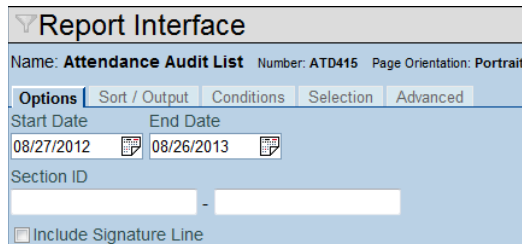
*Student Days Enrolled*

## 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:

- 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.



The screenshot shows the 'Report Interface' window. At the top, it displays 'Name: Attendance Audit List', 'Number: ATD415', and 'Page Orientation: Portrait'. Below this is a tabbed interface with 'Options' selected. The 'Options' tab contains fields for 'Start Date' (08/27/2012) and 'End Date' (08/26/2013), both with calendar icons. There is also a 'Section ID' field with a range selector. At the bottom, there is a checkbox labeled 'Include Signature Line'.

*Attendance Audit List, Report Interface*



Hope High School  
**Attendance Audit List**

Year: 2012-2013  
Report: ATD415

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

Report Interface

Name: **Period Sections Missing Attendance List** Number: ATP602 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

**Date Range**

Starting Date Ending Date

**Period Range**

Starting Period Ending Period

**Time Of Day**

Time

*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.



**Hope High School**  
**Period Sections Missing Attendance**  
 Date: 05/23/2011 (T)

Year: 2010-2011  
 Report: ATP602

Track:

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	CI Prep Chem	118		AM/PM
0	Mhs Rotc, Mhs Rotc	0023	Colorgd/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

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*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.
- 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.

**Report Interface**

Name: **Class Roster** Number: **STU409** Page Orientation: **Landscape**

Options | Sort / Output | Conditions | Selection | Advanced

**Report Options**

Start Date: 01/14/2013 Weeks: 3

Teacher: Arthur A., Andrea

Term Code: [Dropdown]

Period Begin: 0 Period End: 9

Section ID: [Text Box] - [Text Box]

Blank Lines: [Text Box]

☐ Allow extra lines to generate a new page

☒ Show Period Attendance

☐ Minimize Period Attendance Row Size

☐ Show Full Absence Code

**Include the following fields**

☒ Signature Line

☐ Signature Text

☐ Grade Level

☐ Perm ID

☐ Phone Number


☒ Previous Absence Codes

☒ Legend

*Class Roster, Report Interface*

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 **Synergy 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



### Hope High School

### Class Roster

### Period Attendance

Year: 2012-2013

Report: STU409

Section ID	Period	Course ID	Course Title	Teacher Name	Room
1179	1	PP01X	Mathematics	Arthur A., Andrea	232A

	Student Name	01/14/2013					01/21/2013					01/28/2013					
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
1	Ashcroft, Steve M.																1
2	Bueno, Douglas M.																2
3	Kosko, Daniel M.																3

**Legend**

L - Lice	I - Iss	U - Unexcused	A - Couns/admi	O - Other	V - Vacation
I - Illness	U - Unverified	E - Excused	W - Waived	C - Counseling	E - Exc Tardy
T - Tardy	A - Activity	S - Suspension	B - Busspend	F - Funeral	H - Holiday
V - Vacation	S - Staff Development	N - Non-School Day	O - Other	E - Appr.EmgClosure	E - Unappr.EmgClosur
S - Supplemental	N/E - Not Enrolled	N/S - Not Scheduled			

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Class Roster

## STU411 – Daily Class Attendance Minutes List

The Daily Class Attendance Minutes List lists all students in a section and displays 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.

**Report Interface**

Name: **Daily Class Attendance Minutes List** Number: STU411 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

**Report Options**

Start Date: 04/03/2010 Weeks: 3

Teacher: [Dropdown]

Period Begin: 0 Period End: 9

Section ID: [Text] - [Text]

Blank Lines: [Text]

**Include the following fields**

☐ Signature Line  
☐ Perm ID  
☐ Phone Number

**Absence Definition**

Reason Type 1	Reason Type 2	Reason Type 3	Reason Type 4
Unverified	Unexcused	Excused	[Dropdown]

**Absence Reasons** [Icons]

☐ Activity ☐ Bussspend ☐ Couns/admi ☐ Exc Tardy  
☐ Excused ☐ Illness ☐ Other ☐ Suspension  
☐ Tardy ☐ Unexcused ☐ Unverified ☐ Waived

**Reason Flags**

☐ Incl Dialer ☐ Incl Reports  
☐ Incl Letter ☐ Report To State

*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 [Icons] 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 0102		Course ID 0123		Course Title 1/2/3 Multi-Age						Teacher Name Carroll, Natalie						Room 0002		Period 1		
	Student Name	01/28/2008						02/04/2008						02/11/2008						
		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		
1	Alejandroz, Willie JR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	Antonio Gonzalez, James	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	Bahena, Joshua	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	Baker, Carlos W.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	Bradley, Linda R.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	Bustamante, Aaron	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	Cervantes Vazque, Howar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	Charley, Jacqueline C.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	Chavez, Carl E.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	Covington, Louis L.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	Dennis, Sandra M.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	Estrella Acuna, Brian C.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13	Flores Aldaba, Wanda	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14	Flores Nunez, Kathy V.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15	Jackson, Dorothy P.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16	Johnson, Alan M.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
17	Jolley, Wayne S.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18	Lowe, Ralph T.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
19	Mancera Herrera, Kathryn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
20	Orduno, David J.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
21	Valle, Jane L.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
22	Vanetten, Shirley N.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
23	Vega Gonzalez, Justin D.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
24	Vela, Bonnie M.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
25	Villanueva, Evelyn A.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
26	Walker, Jean C.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
27	Werito, Gerald L.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
28	Williams, Eugene	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

*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.

**Report Interface**

Name: **Daily Student Absence Totals** Number: **ATD401** Page Orientation: **Landscape**

Options | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Grade: [Dropdown] - [Dropdown]

**Attendance Conditions**

Start: [Text] End: [Text]

Minimum Occurrences: [Text]

**Absence Definition**

Reason Type 1: [Dropdown] Reason Type 2: [Dropdown] Reason Type 3: [Dropdown] Reason Type 4: [Dropdown]

Absence Reasons: [Check All] [Check None]

☐ Activity ☐ Bussspend ☐ Couns/admi ☐ Exc Tardy  
☐ Excused ☐ Illness ☐ Other ☐ Suspension  
☐ Tardy ☐ Unexcused ☐ Unverified ☐ Waived

**Reason Flags**

☐ Incl Dialer ☐ Incl Reports  
☐ Incl Letter ☐ Report To State

*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

Year: 2010-2011

Report: ATD401

Students With 1.00 or More Absences From 08/30/2010 to 06/03/2011

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

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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.

**Report Interface**

Name: **Daily Student Absence Totals** Number: **ATD401** Page Orientation: **Landscape**

Options | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Grade: [Dropdown] - [Dropdown]

**Attendance Conditions**

Start: [Date Picker] End: [Date Picker]

Minimum Occurrences: [Input Box]

**Absence Definition**

Reason Type 1: [Dropdown] Reason Type 2: [Dropdown] Reason Type 3: [Dropdown] Reason Type 4: [Dropdown]

Absence Reasons: [Icon]

☐ Activity ☐ Bussspend ☐ Couns/admi ☐ Exc Tardy  
☐ Excused ☐ Illness ☐ Other ☐ Suspension  
☐ Tardy ☐ Unexcused ☐ Unverified ☐ Waived

**Reason Flags**

☐ Incl Dialer ☐ Incl Reports  
☐ Incl Letter ☐ Report To State

*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.

Adams Elementary  
Daily Attendance Summary  
08/30/2010 through 06/03/2011

Year: 2010-2011

Report: ATD601

Section <b>0102</b>	Period <b>1</b>	Course ID <b>0300</b>	Course Title <b>3/4 Grade</b>	Teacher <b>Carroll, Natalie</b>	Room <b>0002</b>
------------------------	--------------------	--------------------------	----------------------------------	------------------------------------	---------------------

Student Name	Perm ID	Grd	Gen	Days Enrolled	Days Present	Days Excused	Days Unexcused	Days Tardy	Other Reasons
Alejandro, Willie JR	992706	03	M	180	177.50	1.50	1.00	2.00	
Antonio Gonzalez, James E	105613	03	M	142	135.00	2.00	5.00	4.00	
Bahena, Joshua	129454	03	M	180	173.00	2.00	5.00	0.00	
Baker, Carlos W.	151640	03	M	180	177.50	2.50	0.00	2.00	
Bradley, Linda R.	147414	03	F	180	176.00	3.00	1.00	12.00	
Bustamante, Aaron	130333	03	M	180	173.00	2.00	5.00	3.00	
Cervantes Vazque, Howard	115224	03	M	180	175.50	2.00	2.50	3.00	
Charley, Jacqueline C.	148409	03	F	180	177.50	2.00	0.50	8.00	
Chavez, Carl E.	134653	03	M	180	175.50	2.50	2.00	1.00	
Covington, Louis L.	133538	03	M	180	178.00	0.00	2.00	2.00	
Dennis, Sandra M.	992710	03	F	180	174.00	1.00	5.00	2.00	
Estrella Acuna, Brian C.	139086	03	M	180	176.00	0.00	4.00	4.00	
Flores Aldaba, Wanda	154975	03	F	180	175.00	1.00	4.00	2.00	
Flores Nunez, Kathy V.	167937	03	F	180	177.00	0.00	3.00	1.00	
Jackson, Dorothy P.	133258	03	F	180	178.50	0.00	1.50	3.00	
Johnson, Alan M.	158343	03	M	180	179.00	0.00	1.00	2.00	
Jolley, Wayne S.	131024	03	M	180	180.00	0.00	0.00	0.00	
Lowe, Ralph T.	153981	03	M	180	179.50	0.00	0.50	0.00	
Mancera Herrera, Kathryn	156774	03	F	180	180.00	0.00	0.00	1.00	
Martinez, Henry E.	148655	03	M	180	180.00	0.00	0.00	0.00	
Valle, Jane L.	152380	03	F	180	180.00	0.00	0.00	3.00	
Vanetten, Shirley N.	129844	03	F	180	180.00	0.00	0.00	2.00	
Vega Gonzalez, Justin D.	143418	03	M	180	180.00	0.00	0.00	0.00	
Vela, Bonnie M.	126823	03	F	180	180.00	0.00	0.00	1.00	
Villanueva, Evelyn A.	149861	03	F	180	179.00	0.00	1.00	1.00	
Walker, Jean C.	150747	03	F	180	180.00	0.00	0.00	1.00	
Werito, Gerald L.	145377	03	M	180	180.00	0.00	0.00	2.00	
Williams, Eugene	139100	03	M	180	179.00	0.00	1.00	2.00	

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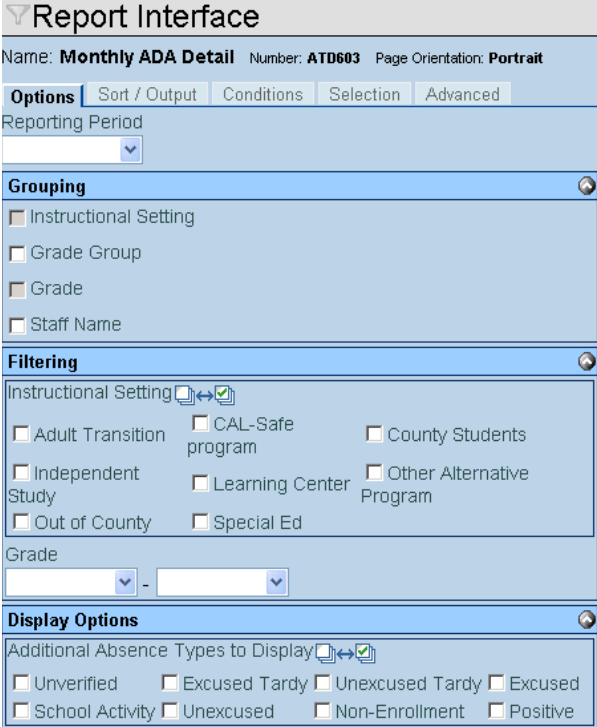
*Daily Attendance Summary*

## 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.
- 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.



*Monthly ADA Detail, Report Interface*

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	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	1	Abs	Not Enr	Act Att	
		Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri				
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	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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Edupoint School District

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*Monthly ADA Detail*

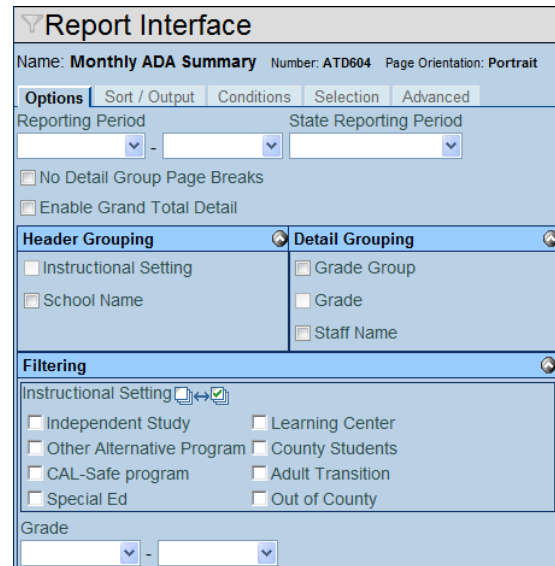


## ATD604 – Monthly ADA Summary

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.
- 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.



**Report Interface**

Name: **Monthly ADA Summary** Number: ATD604 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

Reporting Period: [ ] - [ ] State Reporting Period: [ ]

☐ No Detail Group Page Breaks

☐ Enable Grand Total Detail


**Header Grouping** **Detail Grouping**

☐ Instructional Setting ☐ Grade Group

☐ School Name ☐ Grade

☐ Staff Name

**Filtering**

Instructional Setting 

☐ Independent Study ☐ Learning Center


☐ Other Alternative Program ☐ County Students

☐ CAL-Safe program ☐ Adult Transition

☐ Special Ed ☐ Out of County

Grade: [ ] - [ ]

Monthly ADA Summary, Report Interface



**Adams Elementary**  
**Monthly ADA Summary**  
 Reporting Period: Period 9

Year: 2010-2011  
 Report: ATD604

Period 9 - 05/02/2011-05/27/2011		Days Taught: 20		Inst. Setting: N/A									
Grade	Days Taught	Carry Fwd	Gains	Total	Losses	Ending	Actual Days	Days N/E	Absences	Actual Att'd	ADA	Act %	LALD
PS	20	48	0	48	0	48	960	0	0	960	48.00	100.00%	0
K	20	69	1	70	0	70	1400	16	0	1384	69.20	100.00%	0
01	20	131	0	131	0	131	2620	0	0	2620	131.00	100.00%	0
02	20	108	0	108	0	108	2160	0	0	2160	108.00	100.00%	0
03	20	153	0	153	0	153	3060	0	4	3056	152.80	99.87%	0
04	20	116	0	116	0	116	2320	0	2	2318	115.90	99.91%	0
05	20	92	0	92	0	92	1840	0	0	1840	92.00	100.00%	0
06	20	110	0	110	0	110	2200	0	0	2200	110.00	100.00%	0
<b>Inst. Set Total</b>		<b>827</b>	<b>1</b>	<b>828</b>	<b>0</b>	<b>828</b>	<b>16560</b>	<b>16</b>	<b>6</b>	<b>16538</b>	<b>826.90</b>	<b>99.96%</b>	<b>0</b>

To the best of my knowledge and belief, no unlawful attendance or absence due to illness, except after verification as outlined in the instructions required by the Superintendent of Public Instruction, has been included in this report.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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Edupoint School District

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### 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.



**Edupoint School District**  
**Cumulative Enrollment Totals**  
 Totals by Grade as of: 05/16/2011

Year: 2010-2011  
 Report: ATD605

<u>School</u>	<u>Grades: 01, 02, 03, 04, 05, 06, K</u>	<u>Grades: 09, 10, 11, 12, 12+</u>
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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Edupoint School District

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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.



**Adams Elementary**  
**Monthly ADM Summary**  
 Reporting Periods: Period 8 - Period 9

Year: 2010-2011  
 Report: ATD608

Period 8 - 04/04/2011-04/29/2011			Days Taught: 19			Inst. Setting: N/A								
Grade	Days Taught	Carry Fwd	Gains	Total	Losses	Ending	Actual Days	Days N/E	Absences	Actual Attd	ADA	ADM	Act %	LALD
PS	19	48	0	48	0	48	912	0	0	912	48.00	48.00	100.00%	0
K	19	69	0	69	0	69	1311	0	0	1311	69.00	69.00	100.00%	0
01	19	131	0	131	0	131	2489	0	0	2489	131.00	131.00	100.00%	0
02	19	108	0	108	0	108	2052	0	0	2052	108.00	108.00	100.00%	0
03	19	154	0	154	1	153	2926	3	0	2923	153.84	153.84	100.00%	0
04	19	116	0	116	0	116	2204	0	0	2204	116.00	116.00	100.00%	0
05	19	92	0	92	0	92	1748	0	0	1748	92.00	92.00	100.00%	0
06	19	110	0	110	0	110	2090	0	0	2090	110.00	110.00	100.00%	0
<b>Inst. Set Total</b>		<b>828</b>	<b>0</b>	<b>828</b>	<b>1</b>	<b>827</b>	<b>15732</b>	<b>3</b>	<b>0</b>	<b>15729</b>	<b>827.84</b>	<b>827.84</b>	<b>100.00%</b>	<b>0</b>

To the best of my knowledge and belief, no unlawful attendance or absence due to illness, except after verification as outlined in the instructions required by the Superintendent of Public Instruction, has been included in this report.

Signed \_\_\_\_\_  
 Edupoint School District

Date \_\_\_\_\_


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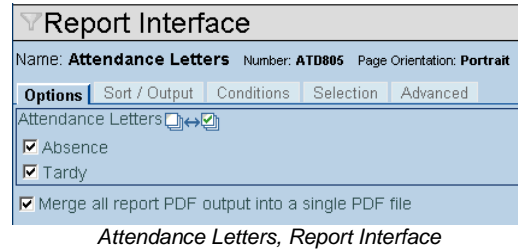
*Monthly ADM Summary Report*


## 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.
- 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**.



The screenshot shows the 'Report Interface' window for the 'Attendance Letters' report. The title bar reads 'Report Interface'. Below the title bar, the report details are: Name: **Attendance Letters**, Number: **ATD805**, Page Orientation: **Portrait**. There are five tabs: **Options**, Sort / Output, Conditions, Selection, and Advanced. The 'Options' tab is active. It contains a section for 'Attendance Letters' with a button  and two checked checkboxes: ☒ Absence and ☒ Tardy. At the bottom, there is a checked checkbox for 'Merge all report PDF output into a single PDF file'. The caption below the window is 'Attendance Letters, Report Interface'.

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:

**Report Interface**

Name: **ADM Summary** Number: STU603 Page Orientation: Portrait

**Options** | Sort / Output | Conditions | Selection | Advanced

**Time Frame**

Day of Year Days Back from Today

**Report Data Settings**

Comparison Year

Enrollment Calculation

Grouping

☐ Show Detailed Differences

**Advanced Options**

FTE

Grade

☐ PS ☐ K ☐ 01 ☐ 02 ☐ 03

☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08

☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 12+

Needs Grade Levels

☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ K ☐ PS

☐ Exclude ADA/ADM ☐ Exclude Alt State Funding for Schedule-Based FTE (EVIT) ☐ Combine Track Data

Tuition Payer Code


☐ All others ☐ Eligible for state funding ☐ Foreign exchange student

☐ Foreign exchange student ☐ Ineligible for state funding ☐ Non-district resident

☐ Privately paid ☐ Tuitioned out

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													
Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7	
Grade	08/13/2007	08/14/2007	08/15/2007	08/16/2007	08/17/2007	08/20/2007	08/21/2007	08/22/2007	08/23/2007	08/24/2007	08/25/2007	08/26/2007	08/27/2007
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
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	105.91
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	201.00
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	242.54
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	212.77
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	183.14
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	200.52
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	164.89
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	150.15
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	153.51
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
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
previous year diff	1574.50		1586.00		1590.04		1592.79		1598.60		1605.20		1610.32
previous day diff			11.50		4.04		2.75		5.81		6.60		5.12

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Edupoint School District

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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:

Report Interface				
Name: <b>Period Student Attendance Profile</b>		Number: <b>ATP201</b>	Page Orientation: <b>Portrait</b>	
<b>Options</b>	Sort / Output	Conditions	Selection	Advanced
<b>Student Info</b>				
Perm ID	Gender			
<input type="text"/>	<input type="text"/>			
Last Name	First Name	Middle Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Grade				
<input type="text"/>	<input type="text"/>			
<b>Date Range</b>				
Start Date	End Date			
08/30/2010	06/03/2011			
<b>Absence Definition</b>				
Reason Type 1	Reason Type 2	Reason Type 3	Reason Type 4	
Unverified	Unexcused	Excused	<input type="text"/>	
Absence Reasons				
<input type="checkbox"/> Suspension	<input type="checkbox"/> Exc Tardy	<input type="checkbox"/> Waived	<input type="checkbox"/> Positive	
<input type="checkbox"/> Unverified	<input type="checkbox"/> Bussspend	<input type="checkbox"/> Unexcused	<input type="checkbox"/> Tardy	
<input type="checkbox"/> Activity	<input type="checkbox"/> Alt Lrn Ct	<input type="checkbox"/> Couns/admi	<input type="checkbox"/> Other	
<input type="checkbox"/> Excused	<input type="checkbox"/> Illness			
<b>Hide Options</b>				
<input type="checkbox"/> Hide Parent Info	<input type="checkbox"/> Hide Totals by Period Reason CodeType	<input type="checkbox"/> Hide Totals by Period Reason Code		
<input type="checkbox"/> Hide Totals by Daily Reason Code	<input type="checkbox"/> Use Simple Header			
<b>Show Options</b>				
<input type="checkbox"/> Show Attendance Details	<input type="checkbox"/> Show Current Schedule	<input type="checkbox"/> Show All Day Reason Code Totals		

**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.



**Hope High School**  
**Period Student Attendance Profile**

Year: 2010-2011  
 Report: ATP201

**Student Information**

Student Name <b>Abbott, Billy C.</b>		Perm ID <b>905483</b>	Gender <b>M</b>	Grade <b>12</b>	Track	Home Address
Last Name Goes By		Nick Name	Birth Date <b>05/12/1993</b>		1954 S Val Vista Dr Mesa, AZ 85234	
Phone <b>480-555-1214</b>	Home Language <b>Spanish</b>	Resolved <b>Two or More</b>	Enter Date <b>08/31/2010</b>		Leave Date	

**Custodial Information**

Mother <b>Aaron, Kathleen</b>	Phone Type <b>Home</b>	Phone <b>480-555-1214</b>	Extension
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed			
Father <b>Aaron, Phillip</b>	Phone Type <b>Cell</b>	Phone <b>480-555-6767</b>	Extension
<input checked="" type="checkbox"/> Contact Allowed <input type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed			

Abbott, Billy C.

Attendance By Period

Date	0	1	2	3	4	5	6	7	8	9
09/10/2010	III	III		III	III					
09/30/2010	III	III		III	III					
10/01/2010	III	III		III	III					
10/04/2010	III	III		III	III					
11/01/2010	Sus	Sus		Sus	Sus					
01/26/2011										
01/31/2011										
02/28/2011										
03/28/2011		Oth	Oth	Oth	-	-	-			
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			
<b>Total</b>	<b>5</b>	<b>12</b>	<b>7</b>	<b>12</b>	<b>11</b>	<b>8</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Period Reason Code Type Totals</b>		
UNV = 0	UNE = 3	EXC = 63

<b>Period Reason Code Totals</b>					
Bsp = 0	Exc = 0	III = 21	Oth = 36	Sus = 6	Unx = 3
Unv = 0	Ww = 0				

<b>Reason Code Legend</b>					
Bsp = Busspend	Exc = Excused	III = Illness	Oth = Other	Sus = Suspension	Unx = Unexcused
Unv = Unverified	Ww = Waived				

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Edupoint School District
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*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:

**Report Interface**

Name: **End Of Year Attendance List** Number: **ATD407** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Dates**

Start Date: 08/30/2010 End Date: 12/20/2010

**Absence Definition**

Reason Type 1: Unverified Reason Type 2: Unexcused Reason Type 3: Excused Reason Type 4:

**Absence Reasons**

☐ Activity ☐ Alt Lrn Ct ☐ Bussspend ☐ Counts/admi  
☐ Exc Tardy ☐ Excused ☐ Illness ☐ Other  
☐ Positive ☐ Suspension ☐ Tardy ☐ Unexcused  
☐ Unverified ☐ Waived

**Minimum Absences Use All Day Code**

1.00 ☐

For a "Period Attendance" school, "Minimum Absences" is the number of periods in a single day the student must be absent in order to be shown as absent for a full day.

For a "Daily Attendance" school, "Minimum Absences" is the amount of absence, in a single day, the student must achieve in order to be shown as absent for a full day. In order to show a student absent, regardless of the amount absence in a single day, enter a "0" or "blank" in the "Minimum Absences" field.

**Filters**

Grade

☐ 09 ☐ 10 ☐ 11 ☐ 12

*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.



**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 Maciel, 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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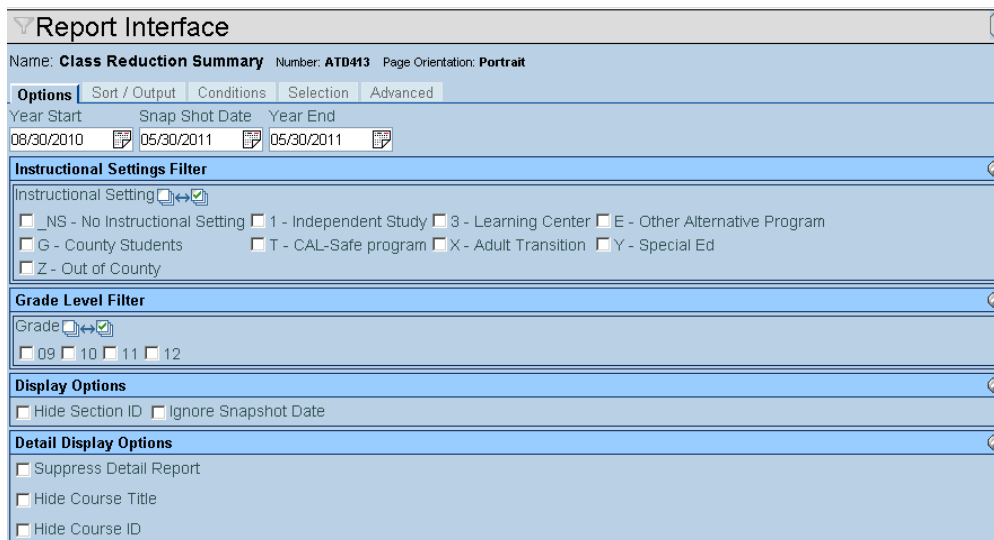
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*End of the Year Attendance List*

## 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:




**Report Interface**

Name: **Class Reduction Summary** Number: **ATD413** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

Year Start: 08/30/2010 Snap Shot Date: 05/30/2011 Year End: 05/30/2011

**Instructional Settings Filter**


Instructional Setting 

☐ \_NS - No Instructional Setting ☐ 1 - Independent Study ☐ 3 - Learning Center ☐ E - Other Alternative Program

☐ G - County Students ☐ T - CAL-Safe program ☐ X - Adult Transition ☐ Y - Special Ed

☐ Z - Out of County

**Grade Level Filter**

Grade 

☐ 09 ☐ 10 ☐ 11 ☐ 12

**Display Options**

☐ Hide Section ID ☐ Ignore Snapshot Date


**Detail Display Options**

☐ Suppress Detail Report

☐ Hide Course Title

☐ Hide Course ID

*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	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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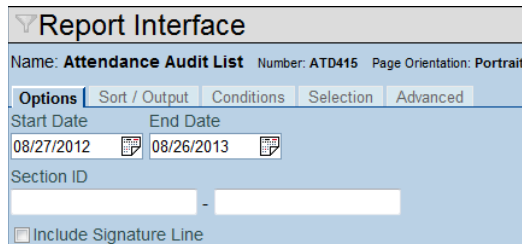
*Class Reduction Summary*

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



The screenshot shows the 'Report Interface' window. At the top, it displays 'Name: Attendance Audit List', 'Number: ATD415', and 'Page Orientation: Portrait'. Below this is a tabbed interface with 'Options' selected. The 'Options' tab contains fields for 'Start Date' (08/27/2012) and 'End Date' (08/26/2013), both with calendar icons. There is also a 'Section ID' field with a range selector. At the bottom, there is a checkbox labeled 'Include Signature Line'.

*Attendance Audit List, Report Interface*



Hope High School  
Attendance Audit List

Year: 2012-2013  
Report: ATD415


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

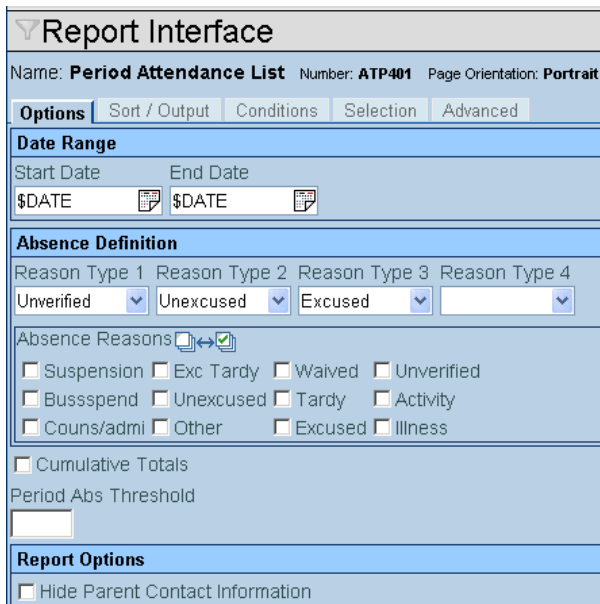
*Attendance Audit List*

## 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**.
- 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.



**Report Interface**

Name: **Period Attendance List** Number: **ATP401** Page Orientation: **Portrait**


**Options** | Sort / Output | Conditions | Selection | Advanced

**Date Range**

Start Date: \$DATE End Date: \$DATE

**Absence Definition**

Reason Type 1: Unverified Reason Type 2: Unexcused Reason Type 3: Excused Reason Type 4:

Absence Reasons 

☐ Suspension ☐ Exc Tardy ☐ Waived ☐ Unverified  
☐ Bussspend ☐ Unexcused ☐ Tardy ☐ Activity  
☐ Couns/admi ☐ Other ☐ Excused ☐ Illness

☐ Cumulative Totals

Period Abs Threshold:

**Report Options**

☐ Hide Parent Contact Information

*Period Attendance List, Report Interface*

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	-	-	-	-	-	-	-
				Aaron, Phillip	Cell	480-555-6767		03/29/2011	Oth	Oth	Oth	-	-	-	-	-	-	-
			Father					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
Bailey, George	874872	12	Mother	Bailey, Joyce	Cell	480-555-7980		03/30/2011	-	-	-	-	Unv	-	-	-	-	-
			Father	Bailey, 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:

The screenshot shows the 'Report Interface' for ATP402. At the top, it displays 'Name: Period Student Absence Totals', 'Number: ATP402', and 'Page Orientation: Portrait'. Below this is a tabbed menu with 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' tab is active, showing three sections: 'Attendance Conditions', 'Absence Definition', and 'Report Options'. In 'Attendance Conditions', there are fields for 'Start Date' and 'End Date' (each with a calendar icon) and a 'Minimum Period Absences' field set to '1'. The 'Absence Definition' section has four 'Reason Type' dropdown menus: 'Reason Type 1' (Unverified), 'Reason Type 2' (Unexcused), 'Reason Type 3' (Excused), and 'Reason Type 4' (empty). Below these is an 'Absence Reasons' section with a list of reasons and checkboxes: Suspension, Exc Tardy, Waived, Unverified, Bussspend, Unexcused, Tardy, Activity, Couns/admi, Other, Excused, and Illness. There is also a button with a double-headed arrow and a checkmark. The 'Report Options' section at the bottom has a checkbox for 'Hide Parent Contact Information'.

*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.



**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.





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

Year: 2010-2011  
 Report: ATP403

Section N/A	Period N/A	Course ID N/A	Course Title N/A		Teacher N/A	Room N/A	Track 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.

**Report Interface**

Name: **Period Class Attendance List** Number: ATP404 Page Orientation: Portrait

**Options** | Sort / Output | Conditions | Selection | Advanced

Teacher

Students To Display

☐ Suppress Phone Numbers

**Period Selection**

Beginning Period Ending Period

**Date**

Start Date End Date

**Absence Definition**

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

**Absence Reasons**


<input type="checkbox"/> Vacation	<input type="checkbox"/> Suspension	<input type="checkbox"/> Exc Tardy	<input type="checkbox"/> Waived
<input type="checkbox"/> Unverified	<input type="checkbox"/> Funeral	<input type="checkbox"/> Bussspend	<input type="checkbox"/> Unexcused
<input type="checkbox"/> Iss	<input type="checkbox"/> Tardy	<input type="checkbox"/> Counseling	<input type="checkbox"/> Activity
<input type="checkbox"/> Couns/admi	<input type="checkbox"/> Lice	<input type="checkbox"/> Other	<input type="checkbox"/> Excused
<input type="checkbox"/> Illness			

*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.



**Hope High School**  
**Period Class Attendance List**  
 As of: 05/24/2011

Year: 2010-2011  
 Report: ATP404

Teacher:  
**Gardner, David**

Student	Perm ID	Grd Trk	Phone	Attendance By Period										
				0	1	2	3	4	5	6	7	8	9	
<b>Period 2</b>	<b>Section ID 0258</b>	<b>Course Intermediate Acting</b>		<b>Course ID PA86</b>		<b>Room 409</b>		<b>Track</b>						
Ackley, Brian R.	913948	11	480-555-6641	-	III	III	III	III	III	III				
<b>Period 3</b>	<b>Section ID 0358</b>	<b>Course Adv Acting</b>		<b>Course ID PA92</b>		<b>Room 409</b>		<b>Track</b>						
Ackley, Brian R.	913948	11	480-555-6641	-	III	III	III	III	III	III				

**Absence Definition**

Bsp = Busspend	Exc = Excused	Ill = Illness	Oth = Other	Sus = Suspension
Unx = Unexcused	Unv = Unverified	Wv = Waived		

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*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:

**Report Interface**

Name: **Period Student List by Attendance** Number: ATP405 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

**Attendance Conditions**

As Of Date:

Minimum Period Absences

**Absence Definition**

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

Absence Reasons

☐ Activity ☐ Bussspend ☐ Couns/admi ☐ Exc Tardy

☐ Excused ☐ Illness ☐ Other ☐ Suspension

☐ Tardy ☐ Unexcused ☐ Unverified ☐ Waived

*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.



Hope High School  
**Period Student List by Attendance**  
Students Absent 1 or more times as of date 05/24/2011

Year: 2010-2011  
Report: ATP405

Track:

Student	Perm ID	Grd
Ackley, Brian R.	913948	11

*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.

**Report Interface**

Name: **Period Class Attendance Form** Number: **ATP406** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

**Report Options**

Start Date: \$DATE Weeks: 4

Teacher: [Dropdown]

Period Begin: 0 Period End: 9

Section ID: [Range]

Second Student Name Column Number: 3

Page Size: 8.5x11 - 8.5x11 Letter

☐ Add Hole Punch Margin

Extra Lines: [Dropdown] Custom Number: [Text]

**Include the following fields**

ColumnSelection [Icon]

☒ Grade ☐ Gender ☐ Phone ☐ 2nd Student Name ☒ Total Abs

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

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## 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 3<sup>rd</sup> 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:

**Report Interface**

Name: **Period Attendance Gaps By Teacher** Number: ATP407 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

**Date Range**

Start Date  End Date

**Section Options**

Section ID  -

**Gap Filter**

Minimum Period Gap Size

Maximum Gaps Per Day

**Absence Definition**

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

**Absence Reasons** ☐ ☐ ☐ ☐

☐ Lice ☐ Unexcused ☐ Unverified ☐ Excused

☐ Pager ☐ Activity ☐ Message ☐ Tardy

☐ Suspension ☐ Other ☐ Illness ☐ Inschoolsu

☐ C-Pox


**Include the following fields**

☐ Signature Line

*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.



### Hope High School

#### Period Attendance Gaps By Teacher

Year: 2013-2014  
Report: ATP407

Teacher: Jackson, Michael

Pnd	Section ID	Room	Student Name	Perm ID	Grd	Gen	Day	Date	Periods									
									0	1	2	3	4	5	6	7	8	
1	00000001	101	(Aarons, Harold H.)	968257	10	M	R.G	09/16/2013	A	-	-							
			Abbott, Billy C.	905483	12	M	D	08/15/2013	X	-	-							
			Adair, Dlane W.	903912	10	F	E	08/09/2013	-	-							L	
			Adair, Dlane W.	903912	10	F	R.G	08/12/2013	-	-							X	
			Adair, Dlane W.	903912	10	F	B	08/13/2013	X	-								
			Adair, Dlane W.	903912	10	F	D	08/15/2013	-	-							E	
			Adair, Dlane W.	903912	10	F	E	09/13/2013	-	-							A	
			Wilkey, Sharon M.	888190	11	F	B	08/13/2013	X	-								

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*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 3<sup>rd</sup> period, it probably is a data entry error and the student was actually absent.

The report can be customized using the following options:

**Report Interface**

Name: **Period Attendance Gaps** Number: **ATP408** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Date Range**

Start Date  End Date

**Gap Filter**

Minimum Period Gap Size

Maximum Gaps Per Day

**Absence Definition**

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

**Absence Reasons** ☐ ☐ ☐ ☐

☐ Lice ☐ Unexcused ☐ Unverified ☐ Excused

☐ Pager ☐ Activity ☐ Message ☐ Tardy

☐ Suspension ☐ Other ☐ Illness ☐ Inschoolsu

☐ C-Pox

**Include the following fields**

☐ Signature Line

*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.

# Hope High School

## Period Attendance Gaps

Year: 2013-2014

Report: ATP408

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

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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.

**Report Interface**

Name: **Period Absence Count** Number: **ATP409** Page Orientation: **Landscape**


Options | Sort / Output | Conditions | Selection | Advanced

**Date**

Start Date: 08/30/2010 End Date: 12/21/2010

**Absence Definition (ABS1)**


Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

Absence Reasons 

☐ Suspension ☐ Exc Tardy ☐ Waived ☐ Positive  
☐ Unverified ☐ Bussspend ☐ Unexcused ☐ Tardy  
☐ Activity ☐ Alt Lrn Ct ☐ Couns/admi ☐ Other  
☐ Excused ☐ Illness

**Absence Definition (ABS2)**

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

Absence Reasons 

☐ Suspension ☐ Exc Tardy ☐ Waived ☐ Positive  
☐ Unverified ☐ Bussspend ☐ Unexcused ☐ Tardy  
☐ Activity ☐ Alt Lrn Ct ☐ Couns/admi ☐ Other  
☐ Excused ☐ Illness

Period Absence Count, Report Interface

**Hope High School**  
**Period Absence Count**

Year: 2010-2011  
Report: ATP409

Student Name	Grade	Track	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Total Absences	Day Enrolled	Days
			ABS1 ABS2	ABS1 ABS2	ABS1 ABS2	ABS1 ABS2	ABS1 ABS2	ABS1 ABS2	ABS1 ABS2	ABS1 ABS2	ABS1 ABS2	ABS1 ABS2	ABS1 ABS2		
Abbott, Billy C.	12	Track 1	17	0	56	0	39	0	56	0	39	0	302	0	14 167
(Abernethy, Anne E.)	10		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	167
(Acevedo, Ashley)	10		0	0	0	12	0	12	0	12	0	0	60	0	2 122
Ackley, Brian R.	11		0	0	3	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	45	0	13 167
Acosta, John A.	11		0	0	8	0	0	0	0	0	0	0	8	0	5 167
Acunia, Kenneth O.	10		0	0	33	0	32	0	30	0	31	0	187	0	10 167
Adair, Alan W.	11		0	0	9	0	13	0	5	0	8	0	45	0	14 167
Adair, Diane N.	10		0	0	1	0	1	0	1	0	0	0	3	0	1 167
Adair, Timothy S.	11		16	0	12	0	12	0	14	0	13	0	92	0	9 167
(Adams, Albert L.)	11		1	0	9	0	0	3	0	2	0	1	7	0	6 126
Adams, Howard T.	12		20	0	25	0	22	0	23	0	20	0	172	0	11 167
Adams, Larry A.	11		6	0	6	0	7	0	6	0	6	0	43	0	2 167
Adams, Martin C.	11		18	0	18	0	18	0	18	0	18	0	126	0	3 167
Adams, Scott M.	12		5	0	8	0	8	0	6	0	7	0	46	0	8 167
(Adams, Sean B.)	12		16	0	23	0	18	0	12	0	16	0	121	0	13 76
Adams, Stephen J.	10		7	0	6	0	6	0	6	0	6	0	43	0	2 167
Adamski, Alan M.	10		0	0	25	0	24	0	25	0	24	0	149	0	9 167
Addington, Paula M.	12		6	0	5	0	5	0	4	0	4	0	40	0	5 167
Aelvoet, Jesse J.	12		3	0	10	0	5	0	5	0	3	0	32	0	9 167
(Aguado, Bobby J.)	10		0	0	1	0	0	0	0	0	1	0	2	0	2 146
Aguado, Karen C.	12		5	0	5	0	16	0	5	0	5	0	36	0	2 167
Aguilar, Carolyn C.	10		0	0	0	0	0	0	1	0	1	0	3	0	1 167
(Aguilar, Kathleen G.)	10		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	6	0	20	0	16 167
Aguilar, Stephen A.	11		0	0	4	0	2	0	0	0	0	0	6	0	6 167
Aguirre, Jason K.	12		6	0	11	0	14	0	7	0	6	0	66	0	13 167
Aguirre, Mary R.	11		0	0	1	0	1	0	2	0	4	0	11	0	7 167
Ahlstrom, Jack M.	11		0	0	0	0	0	0	0	0	1	0	2	0	1 167
Ahlstrom, Linda K.	10		0	0	11	0	10	0	10	0	11	0	63	0	4 167
Altchison, Alice E.	12		0	0	0	0	0	1	0	0	0	0	1	0	1 167
Altchison, Karen L.	10		6	0	7	0	7	0	6	0	8	0	49	0	6 167
Akagawa, Adam H.	11		0	0	0	0	0	0	0	0	1	0	1	0	1 167
Ake, Joshua J.	11		0	0	1	0	0	0	1	0	0	0	3	0	3 167
Akin, Andrea E.	10		50	0	7	0	51	0	51	0	50	0	312	0	14 167
(Akpan, Tina N.)	10		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	131	0	6 167
Alcazar, Eugene	10		0	0	20	0	19	0	20	0	20	0	117	0	10 167
Alcazar, Eugene A.	10		0	0	14	0	12	0	12	0	13	0	75	0	5 167
(Alcorn, Donald A.)	11		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	37	0	3 167
Alder, Lawrence S.	12		5	0	5	0	5	0	6	0	7	0	46	0	6 167
Alder, Sarah C.	12		0	0	0	0	0	0	2	0	1	0	3	0	2 167
Aldrich, Steve K.	12		0	0	0	0	1	0	0	0	0	0	1	0	1 167
Alexander, Fred D.	12		0	0	3	0	0	0	0	0	0	0	3	0	3 167
Alexander, George M.	12		0	0	1	0	0	0	0	0	1	0	2	0	2 167
Alexander, Joseph J.	10		6	0	6	0	10	0	7	0	6	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:

**Report Interface**

Name: **Summer Attendance Report** Number: **ATP410** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Reporting Period**

Reporting Period State Reporting Period

**Minutes**

Core Category Proficiency Category Minutes Per Period

**Filtering**

Grade -

Instructional Setting

☐ Independent Study ☐ Learning Center ☐ Other Alternative Program ☐ County Students ☐ CAL-Safe program ☐ Adult Transition ☐ Special Ed ☐ Out of County

Track

☐ PS ☐ Regular

*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.

Hope High School  
**Summer Attendance Report**  
Reporting Period: Period 3, 10/25/2010-11/19/2010

Year: 2010-2011

Report: ATP410

Track:		Instructional Setting:										
Student ID	Student Name	Gr	Pr	Crs ID	Course Title	APC	CRT	P/C	Apportionment			
									Prof.	Core	Min Total	Total Min
888116	Allen, Ruby D.	11										
877993	Allen, Shawn C.	12										
887820	Allinder, Benjamin R.	11										
992737	Allison, Kenneth B.	11										
992672	Allison, Pamela D.	12										
888126	Allred, David A.	11										
966707	Alnas, Kelly M.	11										
920153	Alonso, Raymond G.	11										
874439	Alpin, Steven J.	12										
981303	Alvis, Jeremy T.	11										
877916	Alwine, Roy M.	12										
889325	Amann, Walter A.	11										
167096	Amatova, Tammy C.	11										
886362	Ament, Alice J.	11										
871884	Amiri, Margaret M.	12										
888836	Amundsen, Russell A.	11										
118268	Anaya, Anthony C.	12										
873834	Anderson, Ann M.	12										
886310	Anderson, Louis H.	11										
886734	Anderson, Marie	11										
879286	Anderson, Paula N.	12										
903455	Anderson, Peter W.	11										
875456	Andrews, Jean L.	12										
873838	Apple, Diana	12										
171008	Applegate, Sharon D.	11										
873298	Arambula, Pamela A.	12										
140843	Ardis, Anne L.	12										
914682	Arnold, Jason K.	12										
839443	Arnow, Kelly L.	12										
873840	Arnow, Wayne M.	12										
892796	Arvanitas, Christina T.	12										
872129	Arviso, Anthony M.	12										
873507	Ashoor, Carl S.	11										
956523	Asturias, Jesse A. JR	11										

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*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:

Report Interface

Name: **Period Sections Missing Attendance List** Number: ATP602 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

**Date Range**

Starting Date Ending Date

**Period Range**

Starting Period Ending Period

**Time Of Day**

Time

*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.





**Hope High School**  
**Period Sections Missing Attendance**  
 Date: 05/23/2011 (T)

Year: 2010-2011  
 Report: ATP602

Track:

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	CI Prep Chem	118		AM/PM
0	Mhs Rotc, Mhs Rotc	0023	Colorgd/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

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*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:

**Report Interface**

Name: **Period Attendance Autodialer List** Number: **ATP801** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Attendance Conditions**

Date: 03/07/2013 Minimum Period Absences: 1

**Parent/Guardian Relation Info**

Primary Phone to Use: Student

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

**Absence Definition**

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

Unexcused Unexcused T: [ ] [ ] [ ]

**Absence Reasons**

☐ Excused ☐ C-Pox ☐ Vacation ☐ Illness  
☐ Lice ☐ Activity ☐ Unverified ☐ Other  
☐ Doctor App ☐ Inschoolsu ☐ Funeral ☐ Tardy  
☐ Message ☐ Unexcused ☐ Suspension

**Reason Flags**

☒ Include Dialer ☐ Include Reports  
☐ Include Letter ☐ Report To State


**Export Option**

☐ Print PDF Details in Export Output (applicable to CSV, Excel, Fixed, TXT)

*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.



**Hope High School**  
**Period Attendance Autodialer List**  
 on 05/24/2011

Year: 2010-2011  
 Report: ATP801

Student	Perm ID	Grd	Relation	Parent	Type	Phone	Extn	Attendance By Period									
								0	1	2	3	4	5	6	7	8	9
Ackley, Brian R.	913948	11	Mother	Ackley, Paula	Cell	602-555-4377		-	1	1	1	1	1	1	0	0	0
			Father	Ackley, Eugene	Home	480-555-6641											

**Totals**

0 Students Absent 1 Period
0 Students Absent 2 Periods
0 Students Absent 3 Periods
1 Students Absent 4+ Periods
<b>1 Students Absent</b>

**Absence Definition**

Exc = Excused	Ill = Illness	Oth = Other	Unx = Unexcused	Unv = Unverified
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*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*

Hope High School Attendance Auto Dialer Report on 05/07/2009			Year: 2008-2009 Report: ATP802
ReferenceCode	Institution	Periods	
905483	273	0,1,2,3,4,5,6	

*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.

### Report Interface

Name: **Attendance Auto Dialer Report** Number: ATP802 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

#### Attendance Conditions

Date: 03/08/2013 Grade:

Minimum Period Absences: 2

#### Absence Definitions

Reason Type 1:  Reason Type 2:  Reason Type 3:  Reason Type 4:

#### Absence Reasons

Absence Reasons

☐ Vacation ☐ Suspension ☐ Exc Tardy ☐ Waived  
☐ Unverified ☐ Funeral ☐ Bussspend ☐ Unexcused  
☐ Iss ☐ Tardy ☐ Counseling ☐ Activity  
☐ Couns/admi ☐ Lice ☐ Other ☐ Excused  
☐ Illness

*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.

# Continuation High School Positive Attendance Summary

Year: 2010-2011  
Report: ATP603

Instructional Setting: Special Ed

Date Range: 08/30/2010-05/27/2011

Days Taught: 177

Student Name	Period	Week	Mon	Tue	Wed	Thu	Fri	Hours Exc	Hours Unx	Appr. Unx	Hours Over	Hours Credit	Hours NIE	Hours Appr.
Hadix, Gary C. III 126924	Period 1	09/20/2010	12345671234567123456712345671234567	12345671234567123456712345671234567	12345671234567123456712345671234567	12345671234567123456712345671234567	12345671234567123456712345671234567	0.00	14.67	11.33	0.00	0.00	0.00	15.00
			AAAA	AAAA	AAAA	AAAA	AAAA	0.00	14.67	11.33	0.00	0.00	0.00	15.00
	Period 2	09/27/2010	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	3.33	0.00	15.00
		10/04/2010	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	3.33	0.00	15.00
		10/11/2010	UUUU	UUUU	UUUU	UUUU	++++	0.00	14.67	11.33	0.00	0.00	0.00	15.00
		10/18/2010	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	3.33	0.00	15.00
			++++	++++	++++	++++	++++	0.00	14.67	11.33	10.00	10.00	0.00	60.00
	Period 3	10/25/2010	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	3.33	0.00	15.00
		11/01/2010	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	3.33	0.00	15.00
		11/08/2010	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	3.33	0.00	15.00
		11/15/2010	++++	++++	++++	++++	++++	0.00	0.00	0.00	0.00	0.00	0.00	11.00
			++++	++++	++++	++++	++++	0.00	0.00	0.00	10.00	10.00	0.00	56.00
	Period 4	11/22/2010	++++	++++	++++	Holiday	Holiday	0.00	0.00	0.00	2.00	2.00	0.00	9.00
		11/29/2010	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.67	0.00	15.00
		12/06/2010	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
		12/13/2010	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
			++++	++++	++++	++++	++++	0.00	0.00	0.00	12.00	2.67	0.00	54.00
	Period 5	01/03/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
		01/10/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
		01/17/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
		01/24/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
			++++	++++	++++	++++	++++	0.00	0.00	0.00	13.33	0.00	0.00	60.00
	Period 6	01/31/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
		02/07/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
		02/14/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
		02/21/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
			++++	++++	++++	++++	++++	0.00	0.00	0.00	13.33	0.00	0.00	60.00
	Period 7	02/28/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
		03/07/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
		03/14/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
		03/21/2011	Holiday	Holiday	Holiday	Holiday	Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		03/28/2011	++++	++++	++++	++++	++++	0.00	0.00	0.00	3.33	0.00	0.00	15.00
			++++	++++	++++	++++	++++	0.00	0.00	0.00	13.33	0.00	0.00	60.00

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## 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			Tue			Wed			Thu			Fri			Total Appr.	Hours Over	Hours Credit	To Week	
			1	2	3	4	5	6	7	1	2	3	4	5	6	7	1					
Hadix, Gary C. III 126924	Period 1	09/20/2010	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	15.00	0.00	0.00		
	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	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	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	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	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.

# Continuation High School

## Positive Attendance Totals

Year: 2010-2011

Report: ATP605

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

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*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:

The screenshot shows the 'Report Interface' for 'Positive Attendance Summary Extended'. It includes tabs for 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' tab is active, showing sections for 'Conditions', 'Data Options', 'Overrides', and 'No Backfill Daily Attendance Reasons'. The 'Conditions' section has dropdowns for 'Reporting Period' and 'State Reporting Period'. The 'Data Options' section has a 'Totals by' dropdown and checkboxes for 'Hide Appr Unx Column', 'Include Additional Columns', and 'Suppress Unused Bell Periods'. The 'Overrides' section has checkboxes for 'Override Class Minutes' and 'Override Passing Minutes', with input fields for 'Class Minutes' and 'Passing Minutes'. The 'No Backfill Daily Attendance Reasons' section has checkboxes for various absence reasons: Activity, Busspend, Couns/admi, Exc Tardy, Excused, Illness, Other, Suspension, Tardy, Unexcused, Unverified, and Waived.

*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.

Continuation High School  
Positive Attendance Summary Extended

Year: 2010-2011  
Report: ATP606

Instructional Setting:		Special Ed	Date Range: 08/30/2010-05/27/2011										Days Taught: 177								
		Mon	Tue	Wed	Thu	Fri															
		1	2	3	4	5	6	7	1	2	3	4	5	6	7	Hours Exc	Hours Unx	Appr. Unx	Hours Over	Hours N/E	Hours Appr.
Student Name	Period Week																				
Hadix, Gary C. III 128924	Period 1 09/20/2010	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	0.00	14.67	11.33	0.00	0.00	3.67
	12 M																				
	Period SubTotals															0.00	14.67	11.33	0.00	0.00	3.67
	Period 2 09/27/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	10/04/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	10/11/2010	UUUU	UUUU	UUUU	UUUU	UUUU	UUUU	UUUU	UUUU	UUUU	UUUU	UUUU	UUUU	UUUU	UUUU	0.00	14.67	11.33	0.00	0.00	3.67
	10/18/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	Period SubTotals															0.00	14.67	11.33	10.00	0.00	48.67
	Period 3 10/25/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	11/01/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	11/08/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	11/15/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	0.00	0.00	11.00
	Period SubTotals															0.00	0.00	0.00	10.00	0.00	56.00
	Period 4 11/22/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	2.00	0.00	9.00
	11/29/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	12/06/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	12/13/2010	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	Period SubTotals															0.00	0.00	0.00	12.00	0.00	54.00
	Period 5 01/03/2011	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	01/10/2011	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	01/17/2011	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	01/24/2011	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	Period SubTotals															0.00	0.00	0.00	13.33	0.00	60.00
	Period 6 01/31/2011	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	02/07/2011	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	02/14/2011	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	02/21/2011	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	PPPP	0.00	0.00	0.00	3.33	0.00	15.00
	Period SubTotals															0.00	0.00	0.00	13.33	0.00	60.00

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*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							Tue							Wed							Thu							Fri							Total Appr.	Hours Over	Hours Credit	To Week
			1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5						
Hadix, Gary C. III 126924	Period 1	09/20/2010	A	A	A	A				A	A	A	A				A	A	A	A				A	A	A				P	P	P				15.00	0.00	0.00			
		12 M																																							
	Period 2	09/27/2010	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				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				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				15.00	3.33	3.33	09/20/2010		
	Period 3	10/25/2010	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				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				15.00	3.33	3.33	10/11/2010		
		11/15/2010	P	P	P	P				P	P	P	P				P	P	P	P				P	P	P				P	P	P				11.00	0.00	0.00			
	Period 4	11/22/2010	P	P	P	P				P	P	P	P				P	P	P	P				H	o	l	i	d	a	y	H	o	l	i	d	a	y	56.00	10.00	10.00	
		11/29/2010	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				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				15.00	3.33	0.00			
	Period 5	01/03/2011	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				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				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				15.00	3.33	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				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				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				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				15.00	3.33	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				60.00	13.33	0.00			
		03/07/2011	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				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	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.

		Elementary Supplemental Instruction Summary							Year: 2010-2011 Report: ATP608	
Year	Ext	CAHSEE Intensive	CAHSEE Intervention	Rec'd For Retention	K-12 Core Inst.	Low Star Score	Risk of Ret.	K12 Core Inst. (Raw)	Low Star Score (Raw)	Risk of Ret. (Raw)
Grant Elementary										
2010	R	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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*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.

## 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
		08/31/2010 0.75	07/22/2010 0.75	08/04/2010 0.75	07/28/2010 0.75
		08/25/2010 0.75	09/03/2010 0.75	09/07/2010 0.75	08/18/2010 0.75
		09/02/2010 0.75	09/14/2010 0.75	07/21/2010 0.75	08/27/2010 0.75
		09/01/2010 0.75	08/26/2010 0.75	08/09/2010 0.75	08/30/2010 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*