ProgressBook StudentInformation Attendance and Calendar Guide

ProgressBook. **Student**Information

Ohio

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(This document is current for v18.2.0 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Attendance and Calendar Guide* have been made.

Product Version	Heading	Page	Reason
N/A	*"Student's School Absences – Daily"*	*59*	Updated image to reflect new user interface.
18.2.0	*"Student Absence Search Summary (R309-B)"*	*101*	Updated images and text to reflect the new **Report Format** options.
18.1.0	*"Attendance Fast Entry/Update"*	*40*	Updated images to reflect new user interface.
18.0.0	*"Attendance Fast Entry/Update"*	*40*	Updated text to reflect new typeahead find feature for course selection.
18.0.0	*"Attendance Fast Delete"*	*46*	Updated text to reflect new typeahead find feature for course selection.
17.3.1	*"Student Attendance Menu"*	*59*	Updated images to show new links between the **Student's School Absences** screen and the **Student Absence Intervention** screen.
17.3.1	*"Absence Intervention Letter Bookmarks"*	*89*	Added section.
17.3.0	*"Add Non-Attending Day Exceptions"*	*23*	Added note.
17.2.2	*"Daily Absence List – Daily Attendance"*	*49*	Added caution text.
17.2.2	*"Daily Absence List – Period Attendance"*	*52*	Added caution text.
17.2.2	*"Student's School Absences – Daily"*	*59*	Added caution text.
17.2.2	*"Student's School Absences – Period"*	*62*	Added caution text.
17.2.2	*"Student Absence Intervention"*	*67*	Added new section.
17.2.2	*"Manage Report Templates"*	*86*	Added new section.

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Attendance and Calendar Overview

There are two methods for reporting attendance: daily and period attendance. StudentInformation collects two types of attendance input: teacher attendance and office attendance. Teacher attendance allows the teacher to track a student's absence from class for each period of the day (period attendance), but may also be used as the basis for reporting office attendance (daily). For EMIS reporting purposes, absences must be accumulated into a total for full days absent with the smallest increment being half a day, regardless of how it is collected. Each of these collection processes are explained later.

To begin taking attendance in StudentInformation, the school/district must first have several code tables set up or converted from SIS in order to have the capability to report attendance accurately. There must also be a **Default Calendar** as well as **Sub-Calendars** defined for attendance purposes. This guide walks you through the setup of the code tables that may be required, with an explanation of each of those applicable tables. There is also an explanation of the calendars, how they are defined, and the use of each type of calendar.

There are several reports that school personnel may create for their attendance reporting needs. Those are listed at the end of the guide with an explanation of each report type. You also have the option of producing absence letters to notify parents of their children's absences and/or tardies. If this application is used, there are two additional tables that must be defined.

Understanding the Attendance and Calendar Module

The StudentInformation Attendance module collects student attendance to retain a history of the student's absences, tardies, early dismissal, and late arrivals. The attendance application is an exception system, meaning that it keeps track of the times the student was not present and the duration of the absence, rather than the days the student was present. Days present are assumed and are calculated based on the days the student was enrolled minus any reported absences.

When absences are entered for a student, the date for each day is verified against a school calendar. Each school has a main or **Master Calendar** that defines the days that school is in session as well as **Sub-Calendars** for students that do not attend all day/every day. When reporting students as absent on any given day, the students must have a calendar that lists that day as an "attendance day" or they cannot be counted absent.

There are two main ways of taking attendance in StudentInformation: Daily Attendance and Period Attendance.

Daily Attendance

Daily Attendance is taken once per day or twice per day as a school desires. The student is either present or absent for the entire day or half of the day. Currently, this is the most common method of recording attendance information. This is also the method of attendance that must be reported to the state for EMIS reporting requirements.

The Daily Attendance may be input in the office only, in the student's homeroom, or in a class period room by the classroom teacher. In addition to inputting the absence, other fields may also be entered – including an absence reason, absence notes, how the school was notified, and if the absence occurred in the morning, afternoon, or all day. These additional (optional) items are entered by office personnel on the official attendance record.

Daily Attendance is most commonly collected during the homeroom period if the students meet in their respective homerooms each day. Or it may be collected during a designated course period during the day. For instance, the high school may take attendance during the first period class each day and report that as the daily attendance for students. So if the student is not present during the designated time, the student is marked as absent and the record (if left unchanged) indicates that the student was absent for the entire day.

Daily Attendance only retains one set of database records: the official office attendance records. Once an absence record exists for a student, the record cannot be edited through the **Teacher Menu's Daily Attendance** screen unless the role of the teacher has the **Daily Attendance Extended Permissions** node in the sitemap active.

Office personnel and teachers can also add absences that span across a date range with the same **Absence Type** code, **Absence Level**, **Reason**, and **Note**. For example, if a student is on medical leave for a week due to surgery, the office personnel or teacher can record the absence and apply it across multiple days of the student's attendance record in advance.

Period Attendance

Period Attendance requires that teachers take attendance each class period. The attendance records are sent to the office to become the office attendance. Changes to the official attendance may be resubmitted by the teacher each period of the day and once the office receives notification of the change, they can decide whether to accept or reject the changes.

Schools configured to collect period attendance must also set configuration options to indicate the number of period absences that equate to half and full day absences. Period Attendance must be translated to whole and half day absences for the required state reporting of attendance data via EMIS. When configuring Period Attendance, thresholds are used to convert period attendance to daily attendance. If the half-day **Period Threshold** is set to 4 and the full-day threshold is set to 7, the student is given a half-day absence following their 4th period absence. The absence is updated to a full day absence following their 7th period absence. With this example, the **Unexcused Period Thresholds** could be set to 3 and 5. When the 4th period is missed and the system creates a half-day absence record, if 3 of the 4 periods missed are unexcused, then the half-day absence would be unexcused; otherwise, it would be excused. When the 7th period is missed, the system determines if at least 5 of the period absences are unexcused and sets the unexcused/excused setting appropriately for the full-day absence.

Teachers have the capability to keep period attendance in StudentInformation even if the school is configured for daily attendance. If a course period is designated as the course period for taking the daily attendance and the teacher wished to maintain their own period attendance records, the teacher is required to take the daily attendance and their own attendance separately due to the school's desire for daily attendance and the teacher choosing to maintain period attendance separately.

There are two sets of period attendance database records: **Teacher** and **Office**. Only teachers are able to see and update the teacher records, and teachers are not allowed to modify office records.

When a teacher first loads the **Period Attendance** screen and submits attendance, any students marked as tardy or absent will have two records created: one for the teacher and one for the office.

If an office record (tardy or absent) already exists for a student, but no teacher record exists, the **Present** option is disabled on the **Teacher Menu Period Attendance Entry** screen. This is because the office has marked the student as not present and the teacher cannot override this. The teacher can select the student as either **Tardy** or **Absent**. When the teacher saves the attendance, a teacher record is created for this student's absence—this is now separate from the office record for the student.

If a teacher record (tardy or absent) already exists for a student, regardless of whether or not an office record exists, all three choices are available on the **Teacher Menu Period Attendance Entry** screen: **Present**, **Tardy**, and **Absent**.

- If **Tardy** or **Absent** is selected, the teacher record is updated. If an office record exists for this student, it is not modified. If there was no office record, one is created to match the teacher record.

- If **Present** is selected, the teacher record for this student is removed. If an office record exists for this student, it is not modified. The student's status subsequently changes to reflect the office absence record on the **Period Attendance** screen.
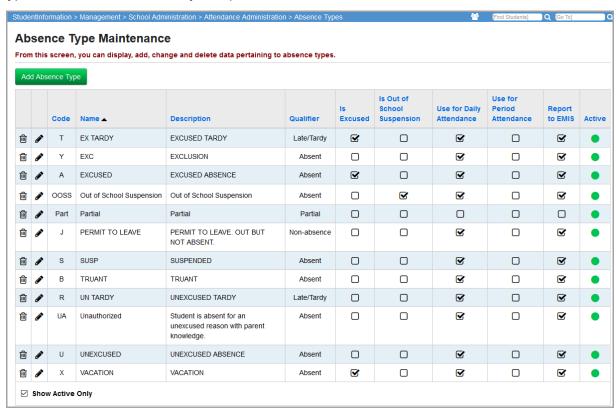
When a student's absence records are updated through the office, teacher records are not modified. If a teacher marks a student as **Tardy** or **Absent**, and the office deletes the absence record, the teacher's screen still displays the student as tardy or absent. If the teacher changes the student to **Present**, and the teacher's record is then removed, the student displays as present because no office or teacher absence record exists for the student.

Attendance System Maintenance

Absence Types

Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Types

An Absence Type indicates how the absence is characterized. Examples could be "E" for "excused," "T" for "tardy," or "N" for "not absent but not in attendance" (e.g., a field trip). Absence Types are school and school year specific.

StudentInformation > Management > School Administration > Attendance Administration > Absence Types

Absence Type Maintenance

From this screen, you can display, add, change and delete data pertaining to absence types.

Add Absence Type

		Code	Name ▲	Description	Qualifier	Is Excused	Is Out of School Suspension	Use for Daily Attendance	Use for Period Attendance	Report to EMIS	Active
🗑	✏	T	EX TARDY	EXCUSED TARDY	Late/Tardy	☑	☐	☑	☐	☑	🟢
🗑	✏	Y	EXC	EXCLUSION	Absent	☐	☐	☑	☐	☑	🟢
🗑	✏	A	EXCUSED	EXCUSED ABSENCE	Absent	☑	☐	☑	☐	☑	🟢
🗑	✏	OOSS	Out of School Suspension	Out of School Suspension	Absent	☐	☑	☑	☐	☑	🟢
🗑	✏	Part	Partial	Partial	Partial	☐	☐	☐	☐	☐	🟢
🗑	✏	J	PERMIT TO LEAVE	PERMIT TO LEAVE. OUT BUT NOT ABSENT.	Non-absence	☐	☐	☑	☐	☑	🟢
🗑	✏	S	SUSP	SUSPENDED	Absent	☐	☐	☑	☐	☑	🟢
🗑	✏	B	TRUANT	TRUANT	Absent	☐	☐	☑	☐	☑	🟢
🗑	✏	R	UN TARDY	UNEXCUSED TARDY	Late/Tardy	☐	☐	☑	☐	☑	🟢
🗑	✏	UA	Unauthorized	Student is absent for an unexcused reason with parent knowledge.	Absent	☐	☐	☑	☐	☑	🟢
🗑	✏	U	UNEXCUSED	UNEXCUSED ABSENCE	Absent	☐	☐	☑	☐	☑	🟢
🗑	✏	X	VACATION	VACATION	Absent	☑	☐	☑	☐	☑	🟢

☑ Show Active Only

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide.*

Sorting – You may sort any column (**Code**, **Name**, **Description**, **Modifier**, **Is Excused**, **Is Out of School Suspension**, **Use for Daily Attendance**, **Use for Period Attendance**, **Report to EMIS**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Absence Type

Code (required) – Enter up to 4 alphanumeric characters for the Absence Type Code. If you try to use an existing inactive Absence Type Code, you are prompted to reactivate this inactive Absence Type Code if you wish.

Name (required) – Enter the name of the Absence Type (30 characters).

Description (optional) – Enter a description of the Absence Type (200 characters).

Qualifier (required) – Select whether the Absence Type is considered **Late/Tardy**, **Absent**, **Partial**, or a **Non-Absence** from the drop-down list.

Is Excused (optional) – Select this check box to indicate that the Absence Type is considered excused.

Is Out of School Suspension (optional) – Select this check box to indicate that the Absence Type is considered an out of school suspension.

Use for Daily Attendance (optional) – Select this check box to indicate that the Absence Type is valid for daily attendance reporting and calculations.
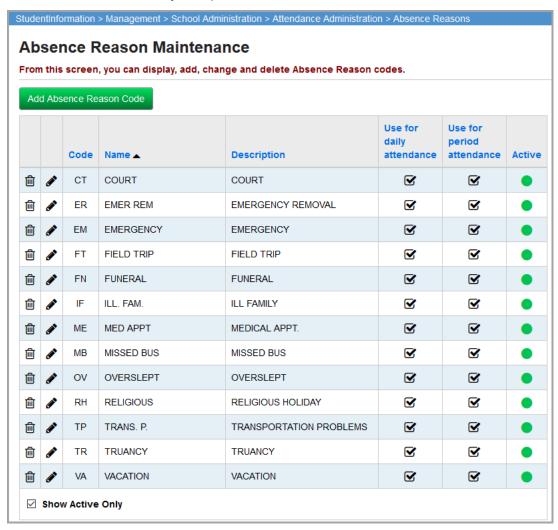
Use for Period Attendance (optional) – Select this check box to indicate that the Absence Type is valid for period attendance reporting and calculations.

Report to EMIS (optional) – Select this check box to indicate that the Absence Type is reported to EMIS.

Absence Reasons Maintenance

Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Reasons

Absence Reasons are used to define the reason that the absence has taken place. Absence reasons are school and school year specific.
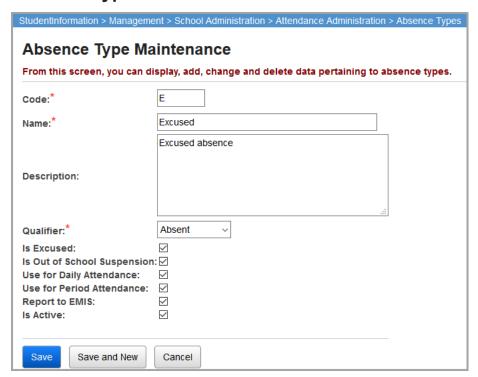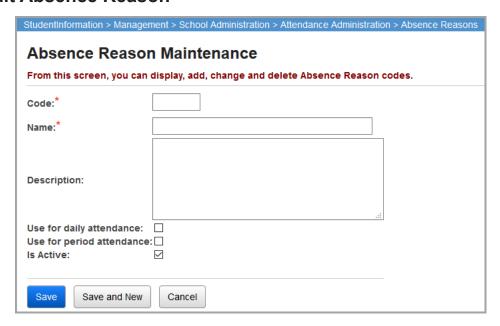

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You may sort by any column (**Code**, **Name**, **Description**, **Use for daily attendance**, **Use for period attendance**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Absence Reason

Code (required) – Enter up to 4 alphanumeric characters for the Absence Reasons Code. If you try to use an existing inactive Absence Reasons Code, you are prompted to reactivate this inactive Absence Reasons Code if you wish.

Name (required) – Enter the name of the Absence Reason (30 characters).

Description (optional) – Enter a description of the Absence Reason (200 characters).
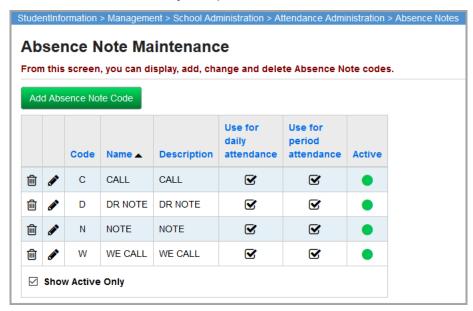
Use for daily attendance (optional) – Yes or No; if you select this check box, this Absence Reason is available for Daily Attendance.

Use for period attendance (optional) – Yes or No; if you select this check box, this Absence Reason is available for Period Attendance.

Absence Notes

Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Notes

Absence Notes are optional but may be used to give even more detail to an absence event. Absence Notes are school and school year specific.
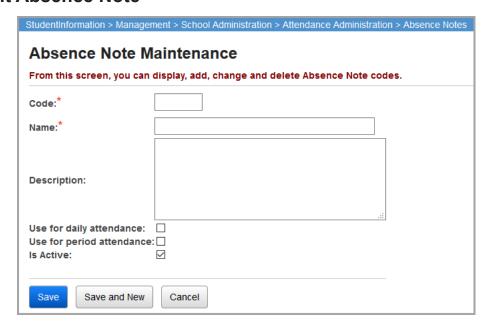
Absence Note Maintenance

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

Add Absence Note Code

		Code	Name ▲	Description	Use for daily attendance	Use for period attendance	Active
🗑	✏	C	CALL	CALL	☑	☑	🟢
🗑	✏	D	DR NOTE	DR NOTE	☑	☑	🟢
🗑	✏	N	NOTE	NOTE	☑	☑	🟢
🗑	✏	W	WE CALL	WE CALL	☑	☑	🟢

☑ Show Active Only

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide.*

Sorting – You may sort by any column (**Code**, **Name**, **Description**, **Use for daily attendance**, **Use for period attendance**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Absence Note

Code (required) – Enter up to 4 characters alphanumeric Absence Note Code. If you try to use an existing inactive Absence Note Code, you are prompted to reactivate this inactive Absence Note Code if you wish.

Name (required) – Enter the name of the Absence Note (30 characters).

Description (optional) – Enter a description of the Absence Note (200 characters).
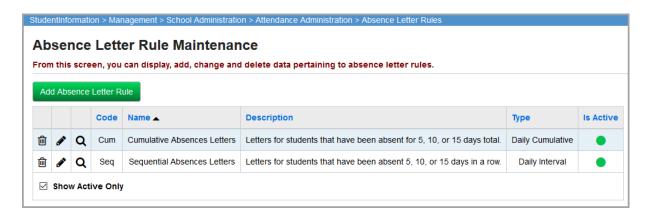
Use for daily attendance (optional) – Yes or No; if you select this check box, this Absence Note is available for Daily Attendance.

Use for period attendance (optional) – Yes or No; if you select this check box, this Absence Note is available for Period Attendance.

Absence Letter Rules

Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Letter Rules

Schools regularly send absence letters through the mail to notify parents of their children's absences and/or late arrival to school. StudentInformation gives the schools the ability to generate absence letters for students who have met specific criteria. Absence letters are generated when students have a number of absences that break a threshold level defined by the building administrators. The application also records each absence letter that the student receives. To perform the creation of attendance letters, the school must first set up various maintenance screens that defines rules to be used in the creation of those letters—Absence Letter Templates and Absence Letter Rules—and to determine when the letters are produced and to whom they are sent.
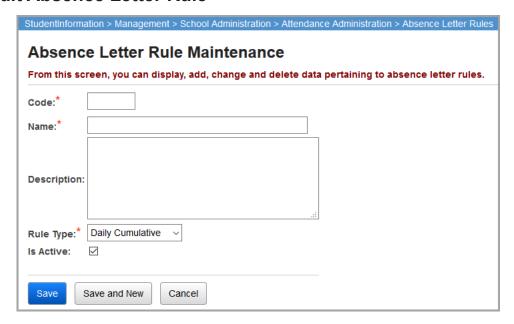
This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide.*

Sorting – You may sort by any column (**Code**, **Name**, **Description**, **Type**, **Is Active**) in ascending or descending order by clicking the column header.

Q – Click to view Rule Criteria.

Add/Edit Absence Letter Rule

Code (required) – Enter up to 4 alphanumeric characters for the Absence Letter Rule Code. If you try to use an existing inactive Absence Letter Rule Code, you are prompted to reactivate this inactive Absence Letter Rule Code if you wish.

Name (required) – Enter the name of the Absence Letter Rule (30 characters).

**Description** (optional) – Enter a description of the Absence Letter Rule (200 characters).
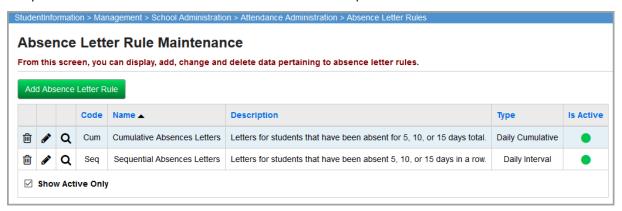
Rule Type (required) – Select **Daily Interval**, **Daily Cumulative**, **Period Interval**, or **Period Cumulative** from the drop-down list based on the following chart:

Rule Type	Description
Daily Interval	A specified minimum number of daily absences (threshold) within a specified number of days (interval)
Daily Cumulative	A specified minimum number of daily absences (threshold) over the entire date range (cumulative)
Period Interval	A specified minimum number of period absences (threshold) within a specified number of days (interval)
Period Cumulative	A specified minimum number of period absences (threshold) over the entire date range (cumulative)
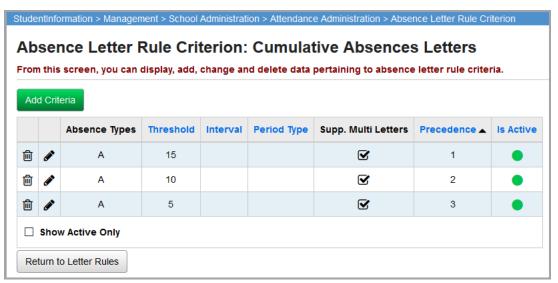
Absence Letter Rules Criteria

Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Letter Rules

Each Absence Letter Rule has one or more Absence Letter Rule Criteria. The criteria define how the specific Absence Letter Rule functions and when it prints out Absence Letters.

StudentInformation > Management > School Administration > Attendance Administration > Absence Letter Rules

Absence Letter Rule Maintenance

From this screen, you can display, add, change and delete data pertaining to absence letter rules.

Add Absence Letter Rule

		Code	Name ▲	Description	Type	Is Active
🗑 ✏ 🔍		Cum	Cumulative Absences Letters	Letters for students that have been absent for 5, 10, or 15 days total.	Daily Cumulative	🟢
🗑 ✏ 🔍		Seq	Sequential Absences Letters	Letters for students that have been absent 5, 10, or 15 days in a row.	Daily Interval	🟢

☑ Show Active Only

Click 🔍 to view the criteria of a specific Absence Letter Rule.

StudentInformation > Management > School Administration > Attendance Administration > Absence Letter Rule Criterion

Absence Letter Rule Criterion: Cumulative Absences Letters

From this screen, you can display, add, change and delete data pertaining to absence letter rule criteria.

Add Criteria

		Absence Types	Threshold	Interval	Period Type	Supp. Multi Letters	Precedence ▲	Is Active
🗑 ✏		A	15			☑	1	🟢
🗑 ✏		A	10			☑	2	🟢
🗑 ✏		A	5			☑	3	🟢

☐ Show Active Only

Return to Letter Rules

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide.*

Sorting – You may sort by the **Threshold**, **Interval**, **Period Type**, or **Is Active** columns in ascending or descending order by clicking the column header.

Add/Edit Absence Letter Rule Criterion

Absence Types (required) – Select and move the absence types for this rule from the **Available** dual listbox on the left to the **Selected** dual listbox on the right.

Absence types in available list: Excused/Unexcused – If you select the **Excused** check box, excused absence types display in the **Available** dual listbox. If you select the **Unexcused** check box, unexcused absence types display in the **Available** dual listbox. If you select both check boxes, all absence types display in the **Available** dual listbox.

Threshold (required) – Enter or select the minimum number of occurrences of the specified absence types that causes an absence letter to be created. This value increments by .5.

Interval (optional for Period Interval Rules and Daily Interval Rules only) – Enter the number of days over which to evaluate whether a student has reached the threshold.

Period Type (required for Period Cumulative Rules and Period Interval Rules only) – Select whether to count the Threshold or Interval based on Calendar Periods or Course Section Meeting Times (which may span multiple periods).
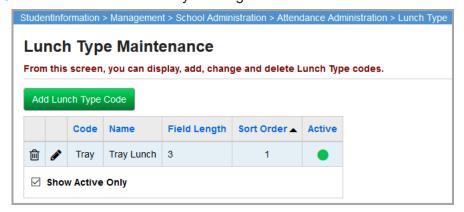
Suppress Multiple Letters (optional) – If you select this check box, this rule suppresses multiple absence letters for the same student if the student meets more than one criterion. If you de-select this check box, a specific student could get multiple letters depending on the criteria met. The **Precedence** value is used to determine which criterion counts.

Precedence (required) – If a student meets multiple criteria for a rule, the student may get multiple letters. If the **Suppress Multiple Letters** check box is selected, the student only gets a letter for the criterion with the lowest **Precedence** value. So, for example, if a student is absent for 10 days, the 5-day criterion has a **Precedence** of 2, and the 10-day criterion has a **Precedence** of 1, the student only receives a letter for the 10-day criterion.

Lunch Type

Navigation: StudentInformation – Management – School Administration – Attendance Administration – Lunch Type

Lunch Type Codes displays on the **Teacher Menu – Daily Attendance** and **Teacher Menu – Period Attendance** screens and are used by the teacher to collect lunch counts for the office. The Lunch Type Codes can be customized by building.
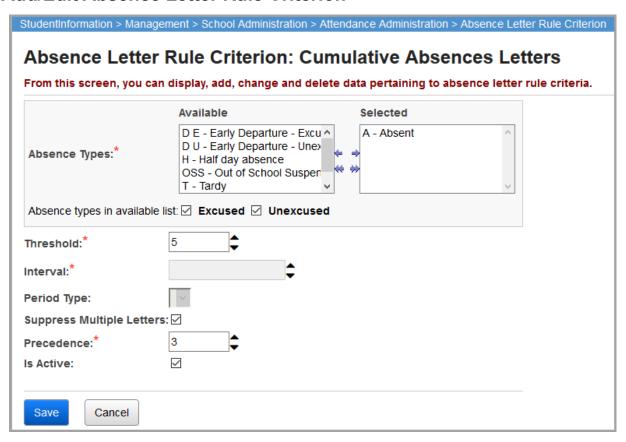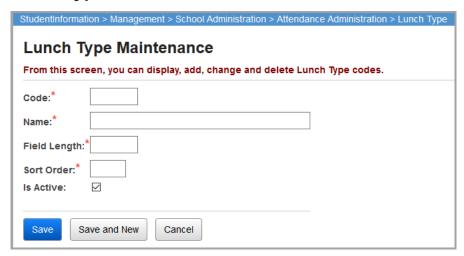

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You may sort by any column (**Code**, **Name**, **Field Length**, **Sort Order**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Lunch Type

Code (required) – Enter up to 4 alphanumeric characters for the Lunch Type Code. If you try to use an existing inactive Lunch Type Code, you are prompted to reactivate this inactive Lunch Type Code if you wish.

Name (required) – Enter name of Lunch Type Code; do not use the hyphen or dash character in Lunch Type names. If any names do not display on the **Teacher Menu – Daily Attendance** screen, shorten names as much as possible.

Field Length (required) – Field Length must be between 1 and 50.

Sort Order (required) – Enter the order (between 1 and 100) that the Lunch Type displays on the screen. The lowest sort order starts on the left and proceeds to the right with the next highest sort order.

Sub-Calendar Maintenance

A special sub-calendar is automatically created during the master calendar creation process. This sub-calendar applies (by default) to all students registering in that school unless the student is manually assigned a different sub-calendar. The primary sub-calendar must be initially created because students are never directly assigned to the master calendar; they are only assigned to the sub-calendars. All changes made to the master calendar affect all sub-calendars. The master calendar and sub-calendars then determine what days of attendance the student is present or absent for their expected attendance pattern.

Some examples of special attendance patterns requiring separate sub-calendars are as follows: part-time or part-week Kindergarten; students that attend JVS part-time; students that attend classes at other schools in the district; or students that attend other institutions. Additionally, a sub-calendar may be defined that designates alternate beginning and ending days of the school year – e.g., Kindergarten classes that start later in the fall or an early end date for High School seniors.

Each school may define as many sub-calendars as are needed to meet all the students' reporting needs. The majority of students are assigned to the default sub-calendar, which can be any sub-calendar that the school designates as the default. If no default has been designated, then the sub-calendar created by the master calendar process becomes the default for all students.

The set up and creation of the master calendar is explained in detail in the *School Setup and Initialization* documentation. The sub-calendars are created for attendance purposes and are described in this documentation.

Sub-Calendars

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Sub-Calendars

Attendance sub-calendars are defined by indicating the day and the periods that students assigned to the sub-calendar are expected to be in attendance. Each attendance sub-calendar is defined by a code, name, and description.

Each sub-calendar is a subset of the school's master calendar. Each sub-calendar defines additional non-attending days that are not present in the master calendar for the group of students assigned to that particular sub-calendar. Each sub-calendar may also designate specific periods of the day that the student is not expected to be in attendance at the school; for example, kindergarten students may only have sub-calendars specifying morning or afternoon for half day kindergarten classes.

Sub-calendars only define attendance exceptions to the master calendar. If the master calendar is altered to add or remove a day, that day extends to all students regardless of their sub-calendar assignment. For example, if the master calendar is altered to indicate a day as a non-attending due to a calamity circumstance (snow day), all students in the school are expected to not be in attendance that day without regard to their sub-calendar. Likewise, if a day is added to the master calendar, all students in the school are expected to be in attendance that day unless the sub-calendar to which the student is assigned is modified to indicate an attendance exception for the newly added day.

This configuration works very well for the following example:

- School has a two-hour delay due to bad weather and morning KG classes are canceled. This day is a regular attendance day for all students, but the morning KG attendance calendar can be modified to show this as a non-attending day for this group of students. Now the school's attendance does not include this day for the KG group of students. The school's attendance does not include this day for KG students in attendance calculations, but includes the day for all other students.

Each sub-calendar day is related to a master calendar day that shares the common date and each sub-calendar day designates if the non-attendance exception day is for the entire day or only for a portion of the day. If the exception day is only for a portion of the day, the sub-calendar day indicates the periods of the day that the students assigned to that particular sub-calendar are expected to be in attendance. The daily start time and daily stop time properties may be used in lieu of designating specific periods of the day for the schools where each day has an identical number of physical periods defined. Students on that sub-calendar (denoting daily start and daily stop times) are then expected to be in attendance the first full period of the day beginning after the daily start times specified. Each sub-calendar day must also indicate the attendance level to be counted (full or partial day of attendance) and the maximum absence that may be reported for absences for students on that day.
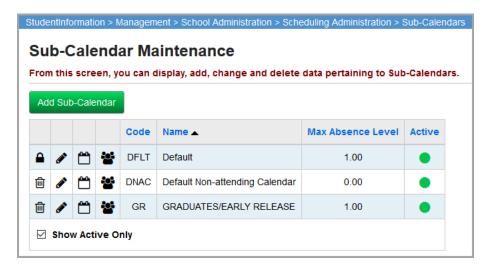
> ***Note:*** *Sub-Calendar 1 (default calendar) is automatically created from the master calendar and cannot be deleted.*

School Year Initialization and Sub-Calendars – Sub-Calendars are copied from the current school year to the new school year as part of the School Year Initialization process. However, only the **Code**, **Name**, and **Max Absence Level** of the sub-calendar copy over—the actual exception days are not copied.

Non-Attending Days – Non-attending days are days when school is not in session. Any day students aren't physically in the building is considered a non-attending day.

Summary – What are sub-calendars and why are they needed?

- Sub-calendars are for students whose attendance differs from the master calendar.
- Kindergarten students who attend only in the morning need a sub-calendar created since the master calendar is typically set up for full days.
- Sub-calendars ensure accurate attendance is calculated for students who attend part-time or not at all.
- Each school has at least two calendars: default and non-attending.
- The sub-calendars from the prior year are copied into the next school year in School Year Initializations. Before school starts, you must edit each sub-calendar and add exception days to the master calendar.
- If a new attendance situation arises that doesn't fit into the current sub-calendars, a new sub-calendar needs to be created.

This screen is used to display and edit data pertaining to the attendance sub-calendars. The screen displays all active attendance sub-calendars defined for the school.

This screen has standard add record, edit record, and delete record controls.
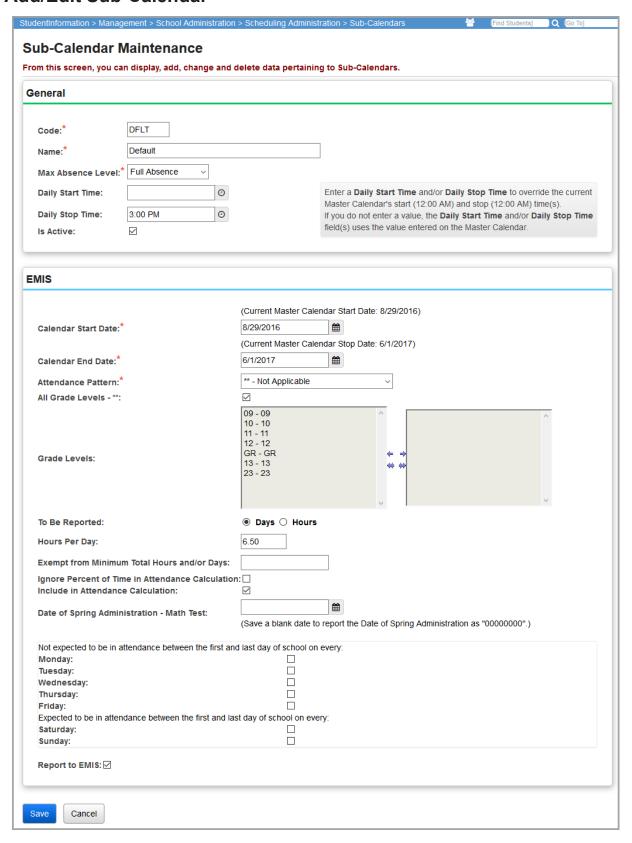
Records on this screen are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You may sort by any column (**Code**, **Name**, **Max Absence Level**, **Apply Percent of Time to Days Attended**, **Apply Percent of Time to Absences**, **Active**) in ascending or descending order by clicking the column header.

🔒 – Indicates that you cannot delete or edit this sub-calendar as this is the default calendar and is controlled by the master calendar. Additional sub-calendars that you create do not have locks.

📅 – Click to view sub-calendar days (see *"Sub-Calendar Days."*)

👥 – Click to view sub-calendar students (see *"Sub-Calendar Students."*)

Add/Edit Sub-Calendar

General Section

Code (required) – Enter up to 4 alphanumeric characters for the Sub-Calendar Code that make sense to you and your school. If you try to use an existing inactive Sub-Calendar Code, you are prompted to reactivate this inactive Sub-Calendar Code if you wish.

Name (required) – Enter the name of the sub-calendar that makes sense to you and your school.

Max Absence Level (required) – Select the maximum Absence Level: **Full Absence**, **Half Day Absence**, or **Non-Attending**. Half Day Absence is used for students on half-day calendars so that they can be marked with a full absence that only counts towards 0.5 days for attendance totaling for EMIS reporting purposes. Non-Attending is used for non-attending calendars, so that any erroneous attendance records are not recorded as absence for this student.
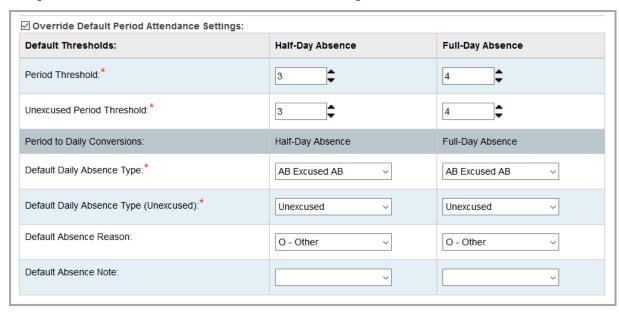
Daily Start Time (optional) – Enter the daily start time for the building's sub-calendar.

> *Note: If you do not enter a **Daily Start Time**, the sub-calendar uses the master calendar's **Daily Start Time**.*

Daily Stop Time (optional) – Enter the daily stop time for the building's sub-calendar.

> *Note: If you do not enter a **Daily Stop Time**, the sub-calendar uses the master calendar's **Daily Stop Time**.*

Override Default Period Attendance Settings (optional) – This option only appears for period attendance schools. If this option is selected, it opens up the default Period Attendance Settings, which are originally entered on the **StudentInformation Options** screen **Attendance** tab. You can then override the default period attendance settings for only this sub-calendar. For a detailed explanation of these fields, see the *ProgressBook StudentInformation School Setup and Configuration Guide*, section *"Period Attendance Configuration."*

☑ Override Default Period Attendance Settings:		
Default Thresholds:	**Half-Day Absence**	**Full-Day Absence**
Period Threshold:*	3	4
Unexcused Period Threshold:*	3	4
Period to Daily Conversions:	Half-Day Absence	Full-Day Absence
Default Daily Absence Type:*	AB Excused AB	AB Excused AB
Default Daily Absence Type (Unexcused):*	Unexcused	Unexcused
Default Absence Reason:	O - Other	O - Other
Default Absence Note:		

EMIS Section (only visible when the year in context is 2014-2015 or later):

Calendar Start Date – By default, this field displays the first school day of the master calendar. You can update the date for this sub-calendar.

Calendar End Date – By default, this field displays the last school day of the master calendar. You can update the date for this sub-calendar.

Attendance Pattern – Select the attendance pattern of students tied to this sub-calendar. If all students on this sub-calendar attend the same days, leave the default selection of **** - Not Applicable**.

All Grade Levels - ** – If this sub-calendar applies to all grade levels, select this check box. This value is then reported to EMIS as ******.

Grade Levels – If this sub-calendar applies only to specific grade levels, select the grade levels by moving them from the dual listbox on the left to the dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move the grade levels between the two dual listboxes.)

To Be Reported – Indicate if you are reporting calendar information by **Days** (default) or **Hours**. Districts that have a continuing contract defining the school year in days may use the **Days** option; all others should report **Hours**. (For more information, see the ODE's *EMIS Manual*.)

Hours Per Day – Indicate the number of hours in your school day.

Exempt from Minimum Total Hours and/or Days – If this sub-calendar is exempt from the normal minimum total of hours/days, enter a numeric code in this field representing the reason for the exemption.

Ignore Percent of Time in Attendance Calculation – Select this check box if you do not want the update attendance process (ATTUPEMIS) to use students' FTE (percent of time attending) when calculating attendance for this sub-calendar.

Include in Attendance Calculation – Select this check box if you want to include this sub-calendar in attendance calculations.

Date of Spring Administration – Math Test – Enter or select the date on which you will administer the spring OAA math test. (To report the date as "00000000," leave this field blank.)

Not expected to be in attendance between the first and last day of school on every: – Select the check box beside any recurring weekday(s) on which students following this sub-calendar do not attend school (for example, Kindergarteners who do not attend on Fridays).
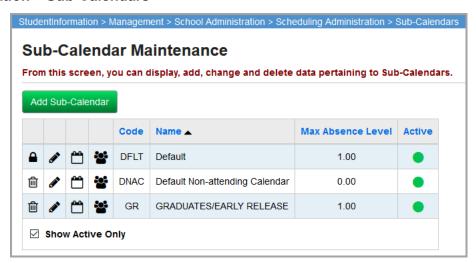
>   *Note: You still need to create exceptions on the sub-calendars.*

Expected to be in attendance between the first and last day of school on every: – Select the check box beside any recurring weekend day(s) on which students following this sub-calendar attend school (for example, schools whose students attend every Saturday or Sunday of the school year).

Report to EMIS – If you need to report this sub-calendar information to EMIS as part of calendar reporting Period C, keep this check box selected (default).

Sub-Calendar Days
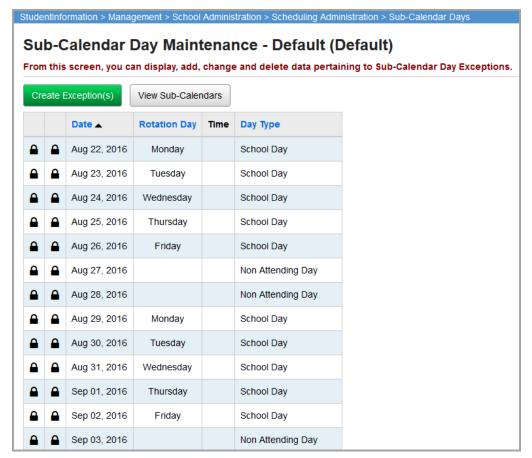
Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Sub-Calendars

Click 📅 to view sub-calendar days.

OR

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Sub-Calendar Days

> **Note:** *To add non-attending day exceptions on sub-calendars for StudentInformation attendance and/or EMIS reporting purposes, see "Add Non-Attending Day Exceptions."*
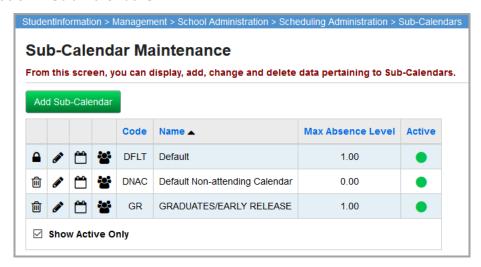
View Sub-Calendars – Click to return to the **Sub-Calendar Maintenance** list.

🔒 – Indicates that you cannot edit or delete this sub-calendar day as it is controlled by the master calendar.

Include Master Calendar Days – Select this check box to include master calendar days on this specific sub-calendar listing.

Sub-Calendar Students
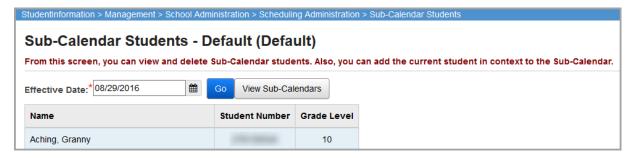
Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Sub-Calendars

Click 👥 to view sub-calendar students.

OR

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Sub-Calendar Students

Effective Date (required) – Enter a date to view sub-calendar students, then click **Go** to refresh the list of students.

View Sub-Calendars – Click to return to the **Sub-Calendar Maintenance** list.

🗑 – Click to delete the student from this specific sub-calendar.

Name – Name of the student on this sub-calendar.

Student Number – Student number of the student on this sub-calendar.

Grade Level – Grade level of the student on this sub-calendar.

Add Non-Attending Day Exceptions

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Calendar Exception Management

OR

StudentInformation – EMIS – Calendar Reporting Collection (C) – Calendar Exception Management

This section explains how to add exceptions to a sub-calendar for non-attending days for both StudentInformation attendance and state reporting purposes. Exceptions are days that differ from what was set up originally when the **Calendar Wizard** was run during the school year initialization process. (To add non-attending day exceptions on multiple sub-calendars, to add multiple day exceptions at once, or to set up recurring exceptions, see *"Bulk Update Non-Attending Day Exceptions."*)

1. On the **Calendar Exception Management** screen, in the **Calendars** drop-down list, select the sub-calendar to which you want to add a non-attending day exception.

   Note: If you are accessing this screen at the district level, you need to select the building/sub-calendar combination.
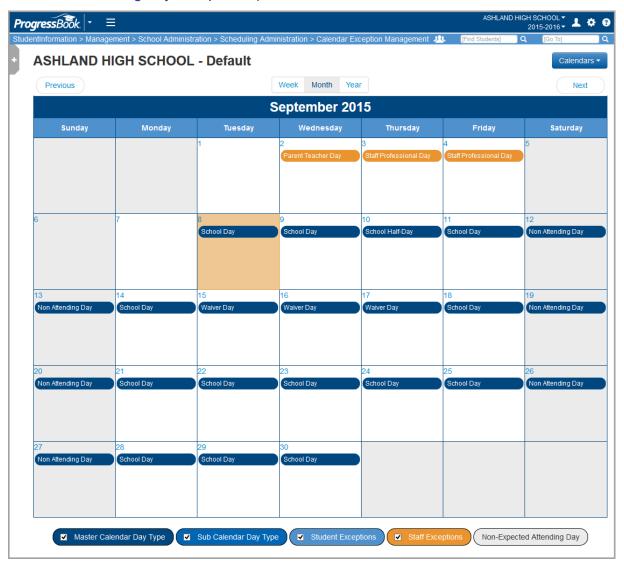
The sub-calendar displays the current month and shows the master and sub-calendar day types and any existing non-attending day exceptions with the following color coding:
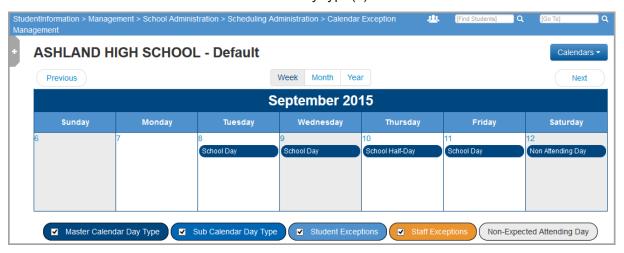
Note: *The two types of state reporting exceptions are* **Student Exceptions** *(light blue) and* **Staff Exceptions** *(orange).*

Note: *If you need to add exceptions on multiple sub-calendars, click* ▮ *to open the side menu, and then click* **Calendar Bulk Exception**. *(See* "Bulk Update Non-Attending Day Exceptions.")

2. (Optional) To change the view or select a different sub-calendar, use the appropriate option at the top of the screen. To filter the display based on color-coded day type, select or de-select the check box beside the day type(s) at the bottom of the screen.

3. Click the day for which you want to add the non-attending day exception(s).

4. In the window that opens, in the **Sub Calendar Day** section, indicate the non-attending day exception(s), if any, to be used within StudentInformation for attendance-taking purposes:

    Note: If you are adding an exception for a day that falls outside the school year (such as teachers coming to school in August before the start of school), this section does not display.
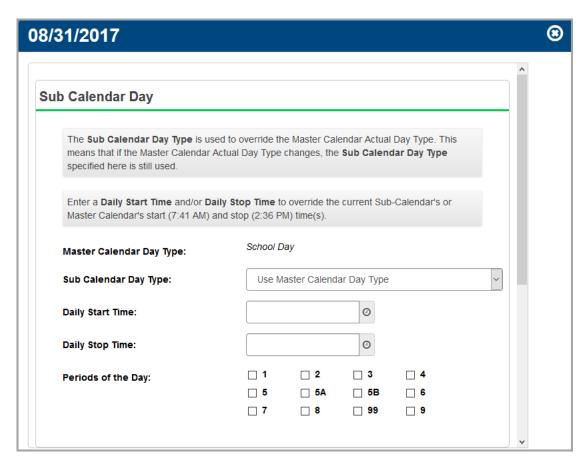
    Note: Exceptions in this section are not reported to the state. Each field within this section is optional.

    a. To override the indicated **Master Calendar Day Type** for this sub-calendar, select a different **Sub Calendar Day Type** in the drop-down list.

    b. Enter or select the expected **Daily Start Time** and **Daily Stop Time** designated for students on the selected day.

        *Note: If you do not enter a **Daily Start Time** or **Daily Stop Time**, the exception uses the current sub-calendar's or master calendar's value(s).*

        *Note: If the current sub-calendar and master calendar do not have a **Daily Start Time** or **Daily Stop Time**, this message displays instead: "Neither the Sub-Calendar nor the Master Calendar have a **Daily Start Time** or **Daily Stop Time** entered."*

    c. Select the check box beside each of the **Periods of the Day** during which students are physically expected to be in attendance on the selected day.
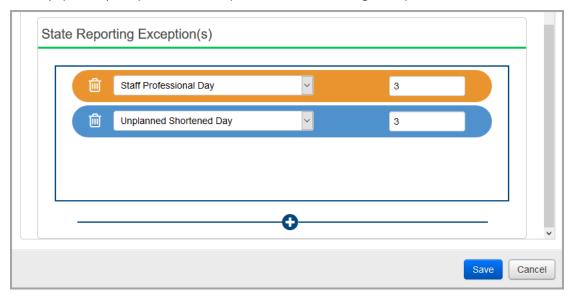
5. In the **State Reporting Exception(s)** section, indicate the non-attending day exception(s), if any, to be used for state reporting purposes:

    a. Click ➕.

        A blank entry displays.
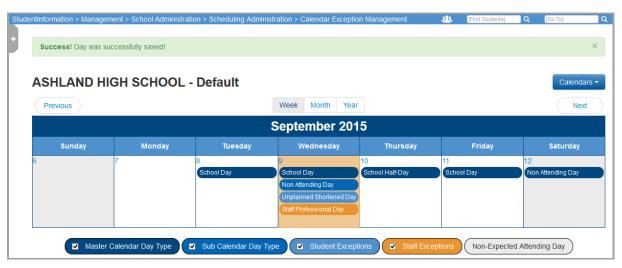
    b. In the **Select an Exception** drop-down list, select the exception type.

    c. In the **Hours** field, enter the number of hours applicable to the exception type.

d. (Optional): Repeat these steps to continue adding exceptions as needed.

6. Click **Save**.

A confirmation message displays, and the newly added exception(s) display on the sub-calendar.

Note: *To edit an existing non-attending day exception, click the exception in the calendar, make any needed changes and save.*

Bulk Update Non-Attending Day Exceptions

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Calendar Bulk Exception Management
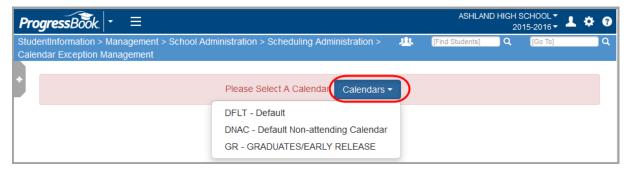
OR

StudentInformation – EMIS – Calendar Reporting Collection (C) – Calendar Bulk Exception Management

This section explains how to bulk update exceptions for non-attending days for both StudentInformation attendance and state reporting purposes. Exceptions are days that differ from what was set up originally when the **Calendar Wizard** was run during the school year initialization process. Using calendar bulk exception process, you can create exceptions on multiple sub-calendars, add multiple day exceptions, and/or set up recurring exceptions. (To add non-attending day exceptions for a single sub-calendar, see *"Add Non-Attending Day Exceptions."*)

1. On the **Calendar Bulk Exception Management** screen, in the **Sub Calendar Day** section, indicate the non-attending day exception(s), if any, to be used within StudentInformation for attendance-taking purposes.
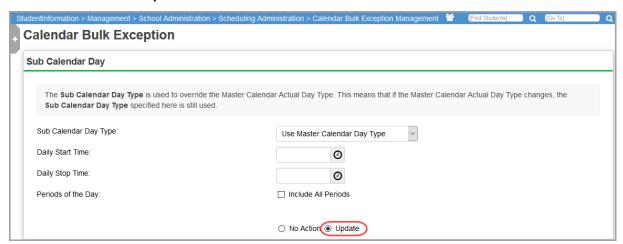
   Note: If you are adding an exception for a day that falls outside the school year (such as teachers coming to school in August before the start of school), changes to this section are not saved for that day.

   Note: Exceptions in this section are not reported to the state. Each field within this section is optional.

   a. To override a master calendar day type, select a different **Sub Calendar Day Type** in the drop-down list.

   b. Enter or select the expected **Daily Start Time** and **Daily Stop Time** designated for students.

      *Note: If you do not enter a **Daily Start Time** or **Daily Stop Time**, the sub-calendar uses the master calendar's value(s).*

   c. If students are physically expected to be in attendance every period of the school day(s) to which the current exception applies, select **Include All Periods**.

   d. Select **Update**.
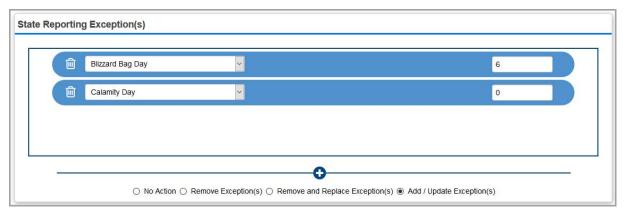
2. In the **State Reporting Exception(s)** section, indicate the non-attending day exception(s), if any, to be used for state reporting purposes.

   a. Click ➕.

      A blank entry displays.

   b. Indicate the exception type(s) that you want to bulk update as follows:

- To add or update existing exception type(s):
    i. In the **Select an Exception** drop-down list, select the exception type.
    ii. In the **Hours** field, enter the number of hours applicable to the exception type.
    iii. Select **Add / Update Exception(s)**.
- To remove existing exception type(s):
    i. In the **Select an Exception** drop-down list, select the exception type.
    ii. Select **Remove Exception(s)**.
- To replace hours/days for existing exception type(s) with the information you are indicating on this window:
    i. In the **Select an Exception** drop-down list, select the exception type.
    ii. In the **Hours** field, enter the number of hours applicable to the exception type.
    iii. Select **Remove and Replace Exception(s)**.

3. (Optional): Repeat these steps to continue updating exceptions as needed.

4. In the **Days** section, click **Add Days**.
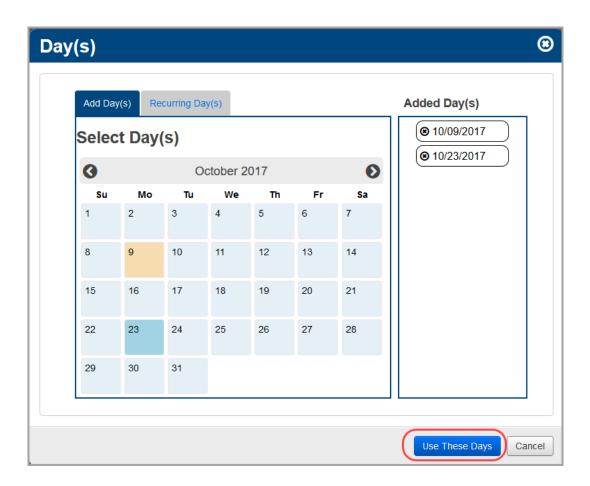
5. On the **Day(s)** window, select the days to which this bulk update should apply:
    - To select individual days:
        i. On the **Add Day(s)** tab, select each day by clicking it.

The selected days display under **Added Day(s)**.

Note: To remove a day, click ⊗ *.*

ii.   When the **Added Day(s)** section contains all of the days to include in the bulk update, click **Use These Days**.
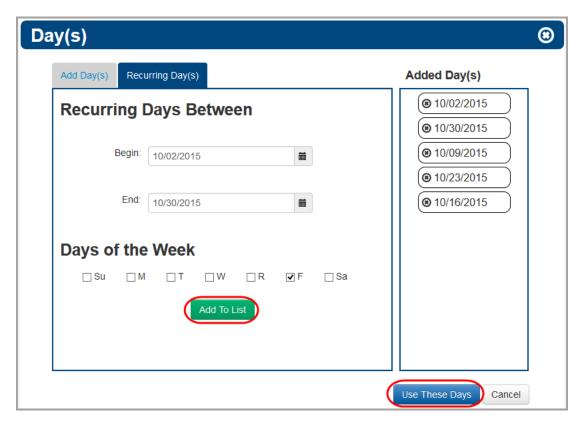
* To select a pattern of recurring days:
    i.   On the **Recurring Day(s)** tab, enter **Begin** and **End** date range for the recurring exception.
    ii. In the **Days of the Week** section, select the check box beside each day of the week to which the exception should be applied within the selected date range.
    iii. Click **Add To List**.
    iv. The selected days display under **Added Day(s)**.

        Note: To remove a day, click ⊗ *.*

    v.   When the **Added Day(s)** section contains all of the days to include in the bulk update, click **Use These Days**.
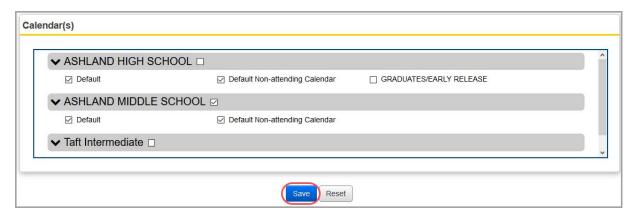
The selected days now display in the **Day(s)** section of the **Calendar Bulk Exception Management** screen.

Note: To remove a day, click ⊗ *.To remove all days, click* ***Clear***.
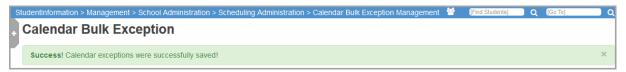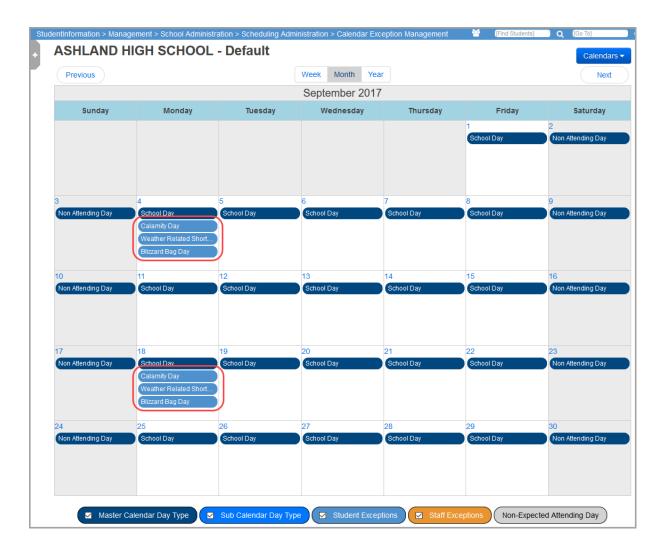
6. In the **Calendar(s)** section, select the check box beside each building or individual building calendar to which the exception(s) should apply.

7. Click **Save**.

A confirmation message displays, and the added exceptions display on the respective sub-calendars on the **Calendar Exception Management** screen.
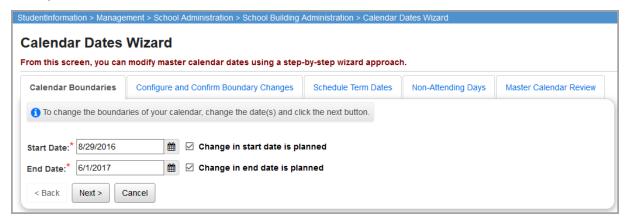
Calendar Dates Wizard

Navigation: StudentInformation – Management – School Administration – School Building Administration – Calendar Dates Wizard

The **Calendar Dates Wizard** lets you modify the start and/or end dates for the school year and the stop dates for the schedule terms.

Modify School Year Start and End Dates

When you modify the start and/or end dates for the school calendar, StudentInformation also updates the course terms and teacher history on the course sections where the start or end dates match the modified calendar start or end date.

To modify the school year start and end dates:

1. On the **Calendar Boundaries** tab of the **Calendar Dates Wizard** screen, enter a new **Start Date** to change the start date for the calendar,
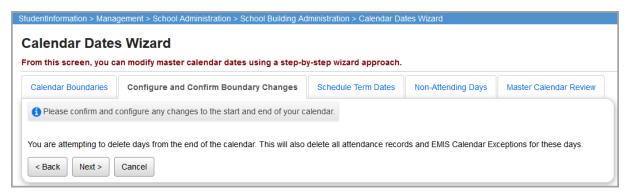
    *Note: The **Change in start date is planned** check box is currently nonfunctional.*

2. Enter or select a new **End Date** to change the end date for the calendar.
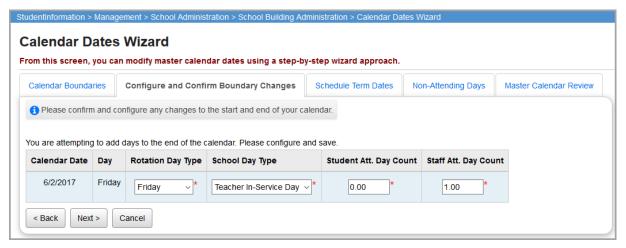
    *Note: The **Change in end date is planned** check box is currently nonfunctional.*

3. Click **Next**.

    If school days are deleted from the calendar as a result of the change in the start or end date, the following message displays on the **Configure and Confirm Boundary Changes** tab.

StudentInformation > Management > School Administration > School Building Administration > Calendar Dates Wizard

Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

| Calendar Boundaries | Configure and Confirm Boundary Changes | Schedule Term Dates | Non-Attending Days | Master Calendar Review |

ⓘ Please confirm and configure any changes to the start and end of your calendar.

You are attempting to delete days from the end of the calendar. This will also delete all attendance records and EMIS Calendar Exceptions for these days.

[< Back] [Next >] [Cancel]

4. If school days are added to the calendar as a result of the change in the start or end date, perform the following steps for each date added:

    a. In the **Rotation Day Type** drop-down list, select the rotation day you want to apply to the date.

    b. In the **School Day Type** drop-down list, select the school day type.

       The **Student Att. Day Count** and **Staff Att. Day Count** fields display the default attendance value for the school day type you selected.

    c. (Optional) To override the default student attendance value for the school day, modify the value in the **Student Att. Day Count** field.

    d. (Optional) To override the default staff attendance value for the school day, modify the value in the **Staff Att. Day Count** field.

StudentInformation > Management > School Administration > School Building Administration > Calendar Dates Wizard

Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

| Calendar Boundaries | Configure and Confirm Boundary Changes | Schedule Term Dates | Non-Attending Days | Master Calendar Review |

ⓘ Please confirm and configure any changes to the start and end of your calendar.

You are attempting to add days to the end of the calendar. Please configure and save.

Calendar Date	Day	Rotation Day Type	School Day Type	Student Att. Day Count	Staff Att. Day Count
6/2/2017	Friday	Friday ⌄ *	Teacher In-Service Day ⌄ *	0.00 *	1.00 *

[< Back] [Next >] [Cancel]

5. Click **Next**.

    If you are adding school days, StudentInformation adds the defined days to the calendar.
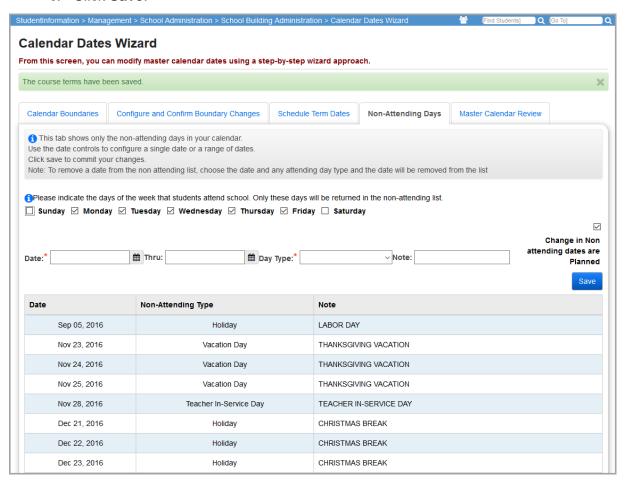
6. If you need to modify any of the schedule term stop dates as a result of the change in the school calendar, proceed to *"Modify Schedule Term Dates."*

7. If you do not need to modify the schedule term stop dates, click **Next** on the **Schedule Term Dates** tab without changing any of the stop dates.

The **Non-Attending Days** tab displays listing the days in the school calendar that are set as days in which school is not in session.

*Note: The **Change in Non attending dates are Planned** check box is currently nonfunctional.*

8. (Optional) To change the EMIS required reporting information for a specific non-attending date:

    a. In the **Date** and **Thru** fields, enter the date for which you want to report EMIS information.

    b. In the **Day Type** drop-down list, select the non-attending day type.

    c. Click **Save**.

9. When you are finished viewing the non-attending days, click **Next**.

The **Master Calendar Review** tab displays, listing the adjusted master schedule with the new start and end dates for the school calendar.

Date	Planned Event	Actual Event	Planned Rotation Day	Actual Rotation Day
Aug 29, 2016	First Day	First Day	Monday	Monday
Aug 29, 2016	GP1 - First Day	GP1 - First Day	Monday	Monday
Sep 05, 2016	Holiday - LABOR DAY	Holiday - LABOR DAY		
Oct 28, 2016	GP1 - Last Day	GP1 - Last Day	Friday	Friday
Oct 31, 2016	GP2 - First Day	GP2 - First Day	Monday	Monday
Nov 23, 2016	Vacation Day - THANKSGIVING VACATION	Vacation Day - THANKSGIVING VACATION		
Nov 24, 2016	Vacation Day - THANKSGIVING VACATION	Vacation Day - THANKSGIVING VACATION		
Nov 25, 2016	Vacation Day - THANKSGIVING VACATION	Vacation Day - THANKSGIVING VACATION		
Nov 28, 2016	Teacher In-Service Day - TEACHER IN-SERVICE DAY	Teacher In-Service Day - TEACHER IN-SERVICE DAY		
Dec 21, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 22, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 23, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 26, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 27, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 28, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 29, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 30, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Jan 13, 2017	GP2 - Last Day	GP2 - Last Day	Friday	Friday
Jan 16, 2017	Holiday - MLK DAY	Holiday - MLK DAY		
Jan 17, 2017	GP3 - First Day	GP3 - First Day	Tuesday	Tuesday
Feb 20, 2017	Holiday - PRESIDENT'S DAY	Holiday - PRESIDENT'S DAY		
Mar 17, 2017	GP3 - Last Day	GP3 - Last Day	Friday	Friday
Mar 20, 2017	GP4 - First Day	GP4 - First Day	Monday	Monday
Apr 10, 2017	Vacation Day - SPRING BREAK	Vacation Day - SPRING BREAK		
Apr 11, 2017	Vacation Day - SPRING BREAK	Vacation Day - SPRING BREAK		
Apr 12, 2017	Vacation Day - SPRING BREAK	Vacation Day - SPRING BREAK		
Apr 13, 2017	Vacation Day - SPRING BREAK	Vacation Day - SPRING BREAK		
Apr 14, 2017	Vacation Day - SPRING BREAK	Vacation Day - SPRING BREAK		
May 29, 2017	Holiday - MEMORIAL DAY	Holiday - MEMORIAL DAY		
Jun 01, 2017	GP4 - Last Day	GP4 - Last Day	Thursday	Thursday
Jun 02, 2017	Last Day	Last Day	Friday	Friday
Jun 02, 2017	Teacher In-Service Day - Calendar Day added by changing the boundaries of the school year	Teacher In-Service Day - Calendar Day added by changing the boundaries of the school year	Friday	Friday

32 Records Displayed   Back To Top

[< Back] [Next >] [Finish]

10. When you are finished viewing the master schedule, click **Finish**.

Modify Schedule Term Dates

When you modify the schedule term dates, StudentInformation also updates the course terms and teacher history on the course sections where the end dates match the modified schedule term stop date.

Additionally, when the stop date is modified for a term, the start date for the next sequential term is also adjusted in the course's teacher history. For example, if the stop date for the second 9-week reporting period is 1/18/20xx and you set it to 1/20/20xx, then the start date for the next 9-week reporting period is set to 1/23/20xx (the next school day after the stop date of the previous period).

To modify the schedule term dates:

1. On the **Calendar Dates Wizard** screen **Calendar Boundaries** tab, click **Next** without modifying the dates in the **Start Date** or **End Date** fields.

   The **Schedule Term Dates** tab displays with a grid that lists the reporting terms, the corresponding course terms and the term stop dates for the building in context.

   *Note: If you modified the school calendar start and/or end dates, the **Schedule Term Dates** tab displays after you click **Next** on the **Configure and Confirm Boundary Changes** tab.*
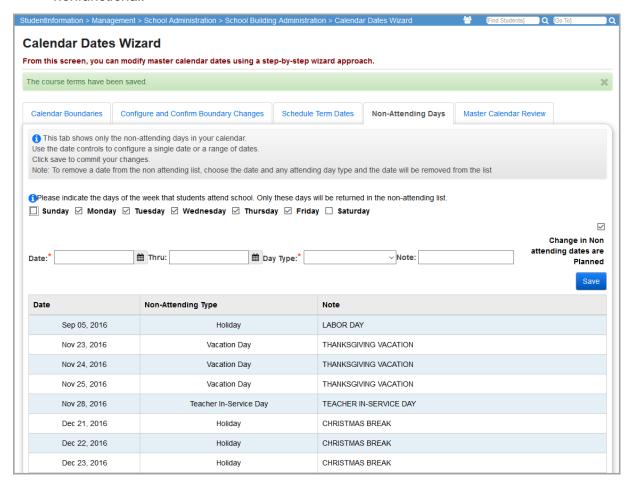
2. Enter or select the new **Stop Date** for the schedule term you want to change.

   *Note: The **Change to Stop Dates are Planned** check box is currently nonfunctional.*

3. When you are finished modifying the stop dates for all of the terms you want to change, click **Next**.

The **Non-Attending Days** tab displays, listing days in the school calendar that are set as days in which school is not in session.

*Note: The **Change in Non attending dates are Planned** check box is currently nonfunctional.*

4. When you are finished viewing the non-attending days, click **Next**.

The **Master Calendar Review** tab displays listing the adjusted master schedule, which includes the new stop date for the term you changed and the new start date for the following term.

StudentInformation > Management > School Administration > School Building Administration > Calendar Dates Wizard   [Find Students]   [Go To]

Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

Calendar Boundaries	Configure and Confirm Boundary Changes	Schedule Term Dates	Non-Attending Days	**Master Calendar Review**

Date	Planned Event	Actual Event	Planned Rotation Day	Actual Rotation Day
Aug 29, 2016	First Day	First Day	Monday	Monday
Aug 29, 2016	GP1 - First Day	GP1 - First Day	Monday	Monday
Sep 05, 2016	Holiday - LABOR DAY	Holiday - LABOR DAY		
Oct 28, 2016	GP1 - Last Day	GP1 - Last Day	Friday	Friday
Oct 31, 2016	GP2 - First Day	GP2 - First Day	Monday	Monday
Nov 23, 2016	Vacation Day - THANKSGIVING VACATION	Vacation Day - THANKSGIVING VACATION		
Nov 24, 2016	Vacation Day - THANKSGIVING VACATION	Vacation Day - THANKSGIVING VACATION		
Nov 25, 2016	Vacation Day - THANKSGIVING VACATION	Vacation Day - THANKSGIVING VACATION		
Nov 28, 2016	Teacher In-Service Day - TEACHER IN-SERVICE DAY	Teacher In-Service Day - TEACHER IN-SERVICE DAY		
Dec 21, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 22, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 23, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 26, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 27, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 28, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 29, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Dec 30, 2016	Holiday - CHRISTMAS BREAK	Holiday - CHRISTMAS BREAK		
Jan 13, 2017	GP2 - Last Day	GP2 - Last Day	Friday	Friday
Jan 16, 2017	Holiday - MLK DAY	Holiday - MLK DAY		
Jan 17, 2017	GP3 - First Day	GP3 - First Day	Tuesday	Tuesday
Feb 20, 2017	Holiday - PRESIDENT'S DAY	Holiday - PRESIDENT'S DAY		
Mar 17, 2017	GP3 - Last Day	GP3 - Last Day	Friday	Friday
Mar 20, 2017	GP4 - First Day	GP4 - First Day	Monday	Monday
Apr 10, 2017	Vacation Day - SPRING BREAK	Vacation Day - SPRING BREAK		
Apr 11, 2017	Vacation Day - SPRING BREAK	Vacation Day - SPRING BREAK		
Apr 12, 2017	Vacation Day - SPRING BREAK	Vacation Day - SPRING BREAK		
Apr 13, 2017	Vacation Day - SPRING BREAK	Vacation Day - SPRING BREAK		
Apr 14, 2017	Vacation Day - SPRING BREAK	Vacation Day - SPRING BREAK		
May 29, 2017	Holiday - MEMORIAL DAY	Holiday - MEMORIAL DAY		
Jun 01, 2017	GP4 - Last Day	GP4 - Last Day	Thursday	Thursday
Jun 02, 2017	Last Day	Last Day	Friday	Friday
Jun 02, 2017	Teacher In-Service Day - Calendar Day added by changing the boundaries of the school year	Teacher In-Service Day - Calendar Day added by changing the boundaries of the school year	Friday	Friday

32 Records Displayed   Back To Top

[< Back] [Next >] [Finish]

When you are finished viewing the master schedule, click **Finish**.

Student Attendance Records

Student Attendance Records

There are several methods that may be used to enter attendance records for students. When an attendance record is entered for a student, the date is checked against the calendar specified for the student to ensure that it is a valid date on the calendar. If it is not a valid date, the attendance record may not be entered. If the date on the calendar is defined as a half-day, then only a half-day of absence may be entered with the proper AM/PM designation.

Attendance Fast Entry/Update

Navigation: StudentInformation – SIS – Attendance – Attendance Fast Entry/Update
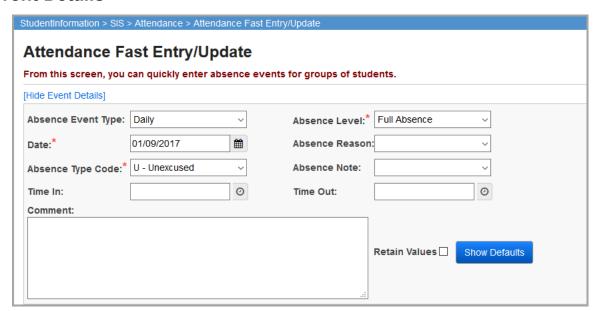
The **Attendance Fast Entry/Update** screen can be used to quickly add an absence for a student or a group of students using default absence types, reasons, and notes. This method can be used by the office personnel when parents call in to report a student's absence before school starts in the morning. This can also be used for adding absences for a group of students who would have the same absence type, reason, and note—e.g., a field trip.
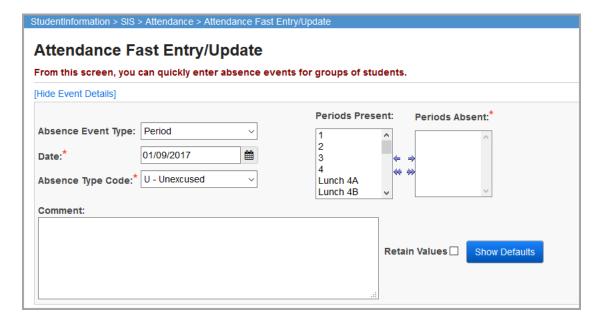
Hide Event Details/Show Event Details – Toggles between hiding and showing event details (top half of screen).

Hide Student Criteria/Show Student Criteria – Toggles between hiding and showing student search criteria (bottom half of screen).

Event Details

Absence Event Type (required) – Choose **Period** or **Daily**; the screen refreshes and only displays the fields that need to be entered based on the **Absence Event Type**. This field is disabled if the school is using a daily attendance configuration.

Date (required) – Enter the date of the absence event; defaults to today's date if it is an attendance day or the most recent attendance day per the calendar.

Absence Type Code (required) – Choose the correct absence type code from the drop-down list (defined in attendance administration).

Absence Level (required, daily only) – Select **Full Absence**, **AM Absence**, **PM Absence**, or **Non-Absence**.

Absence Reason (optional) – Select an absence reason from the drop-down list; this list is populated with items specified on the **Absence Reason Maintenance** screen.

> *Note: If **Period** is selected as the **Absence Event Type**, this field only displays if the **Collect Reasons** check box is selected in the **StudentInformation Options** screen **Attendance** tab **Period Attendance** option.*

Absence Note (optional) – Select an absence note from the drop-down list; this list is populated with items specified on the **Absence Note Maintenance** screen.

> *Note: If **Period** is selected as the **Absence Event Type**, this field only displays if the **Collect Notes** check box is selected in the **StudentInformation Options** screen **Attendance** tab **Period Attendance** option.*

Time In (optional, daily only) – Enter the time that the student arrived.

Time Out (optional, daily only) – Enter the time that the student left.
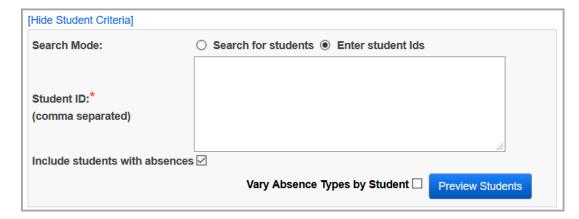
Periods Present / Periods Absent (required, period only) – In the **Periods Present** dual listbox on the left, select the periods for the absence event, then click ➡ to move them to the **Periods Absence** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes. Click ⬅ ➡ to move all items from one dual listbox to the other.)

Comment (optional) – Enter a comment concerning this absence event.

Retain Values – Select this check box to keep entered values for all **Event Details** fields (except **Reason** and **Note** for period events). These values are retained for the remainder of your current StudentInformation session.
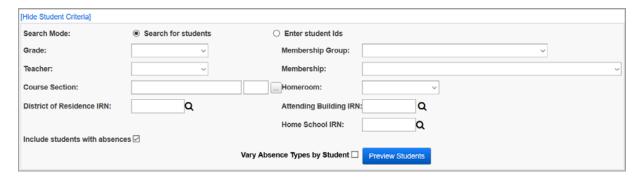
Show Defaults – Click to erase any data entered in this section and replace them with default values.

Search Mode – Enter Student IDs

Student ID (required) – Enter student IDs separated by commas.

Search Mode – Search for Students

Grade (optional) – Search for students in a specific grade by selecting it from the drop-down list.

Teacher (optional) – Search for students that have a specific teacher by selecting them from the drop-down list.

Membership Group (optional) – Search for students in a specific membership group by selecting it from the drop-down list.

Membership (optional) – Search for students in a specific membership by selecting it from the drop-down list.

Homeroom (optional) – Search for students in a specific homeroom by selecting it from the drop-down list.

Course Section (optional) – Search for students in a specific course section (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature or click ⌶ to open the Course Selection Wizard).

District of Residence IRN (optional) – Search for students living in a specific district; click 🔍 to go to the Ohio Department of Education Search Organization website.
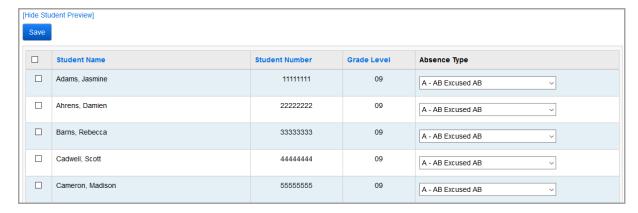
Attending/Home IRN (optional) – Search for students with a particular attending/home school; click 🔍 to go to the Ohio Department of Education Search Organization website.

Include students with absences – Select this check box to include students who already have absence events in the list. This can be used to update student absences. This also displays existing absence types and levels in the list.

Vary Absence Types by Student – Select this check box to enter a separate **Absence Type** for each student. Each student's **Absence Type** defaults to the absence type selected in the **Event Details** section. If this is not selected, the absence type for all students defaults to the absence type selected in the **Event Details** section.

Preview Students – Click to view students that match the current search criteria.

☐	Student Name	Student Number	Grade Level	Absence Type
☐	Adams, Jasmine	11111111	09	A - AB Excused AB ⌄
☐	Ahrens, Damien	22222222	09	A - AB Excused AB ⌄
☐	Barns, Rebecca	33333333	09	A - AB Excused AB ⌄
☐	Cadwell, Scott	44444444	09	A - AB Excused AB ⌄
☐	Cameron, Madison	55555555	09	A - AB Excused AB ⌄

[Hide Student Preview] Save
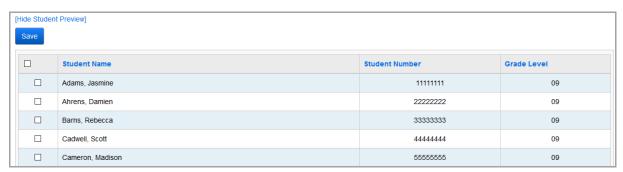
Hide Student Preview / Show Student Preview – Toggle between hiding and showing the students selected by the search criteria.

☑ – In each corresponding row for a student, select the check box to add the absence event to the student records selected. De-select the check box for any student who should not have this absence event added. Select the check box to the left of the **Student Name** column header to select all individual students' check boxes.

Save – Update the student records with these absence events.
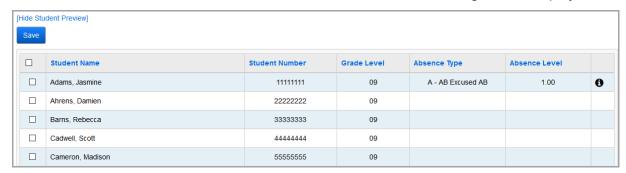
If you did not have the **Vary Absence Types by Student** check box selected, the **Student Preview** looks like this instead:

[Hide Student Preview] Save

☐	Student Name	Student Number	Grade Level
☐	Adams, Jasmine	11111111	09
☐	Ahrens, Damien	22222222	09
☐	Barns, Rebecca	33333333	09
☐	Cadwell, Scott	44444444	09
☐	Cameron, Madison	55555555	09
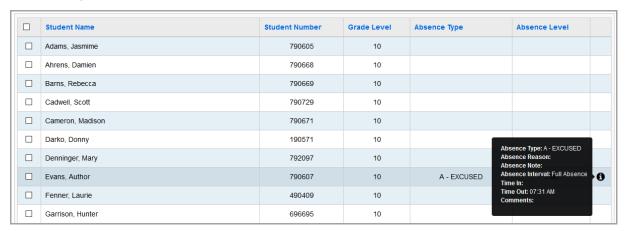
In either case, you receive a confirmation message when the Absence Entries have been recorded.

> The absence event was successfully created for the student(s).

If the **Include students with absences** check box was selected, existing events display.

[Hide Student Preview]

Save

	Student Name	Student Number	Grade Level	Absence Type	Absence Level	
☐	Adams, Jasmine	11111111	09	A - AB Excused AB	1.00	❶
☐	Ahrens, Damien	22222222	09			
☐	Barns, Rebecca	33333333	09			
☐	Cadwell, Scott	44444444	09			
☐	Cameron, Madison	55555555	09			
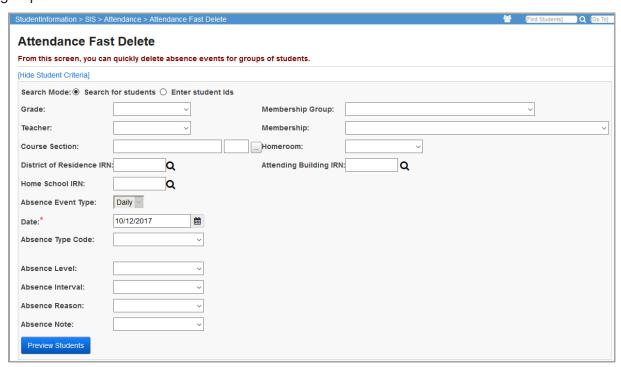
❶ – Hover your cursor over ❶ to view the details of this absence event.

	Student Name	Student Number	Grade Level	Absence Type	Absence Level	
☐	Adams, Jasmime	790605	10			
☐	Ahrens, Damien	790668	10			
☐	Barns, Rebecca	790669	10			
☐	Cadwell, Scott	790729	10			
☐	Cameron, Madison	790671	10			
☐	Darko, Donny	190571	10			
☐	Denninger, Mary	792097	10			
☐	Evans, Author	790607	10	A - EXCUSED		❶
☐	Fenner, Laurie	490409	10			
☐	Garrison, Hunter	696695	10			

Absence Type: A - EXCUSED
Absence Reason:
Absence Note:
Absence Interval: Full Absence
Time In:
Time Out: 07:31 AM
Comments:

Attendance Fast Delete

Navigation: StudentInformation – SIS – Attendance – Attendance Fast Delete

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

Hide Student Criteria/Show Student Criteria – Click to toggle between hiding and showing student search criteria.

Search Mode (required) – Select either **Search for students** or **Enter student Ids**. The criteria fields that display are different depending on the selected mode. The fields listed below display for the **Search for students** mode unless noted otherwise.

Student ID (required, **Enter student Ids** search mode only) – Enter student IDs separated by commas.

Grade (optional) – Search for absence events for students in a specific grade by selecting it from the drop-down list.

Teacher (optional) – Search for absence events for students that have a specific teacher by selecting them from the drop-down list.

Membership Group (optional) – Search for absence events for students in a specific membership group by selecting it from the drop-down list.

Membership (optional) – Search for absence events for students in a specific membership by selecting it from the drop-down list.

Course Section (optional) – Search for students in a specific course section (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature or click

[...] to open the Course Selection Wizard).

Homeroom (optional) – Search for absence events for students in a specific homeroom by selecting it from the drop-down list.

District of Residence IRN (optional) – Search for students living in a specific district; click 🔍 to go to the Ohio Department of Education Search Organization website.

Attending/Home IRN (optional) – Search for students with a particular attending/home school; click 🔍 to go to the Ohio Department of Education Search Organization website.

Fields that Display for Both Search Modes:

Absence Event Type – Select **Daily** or **Period** from the drop-down list to search for absence events of that type. This field is disabled if the school is using a daily attendance configuration.

Date (required) – Enter a date to search for absence events of a particular date.
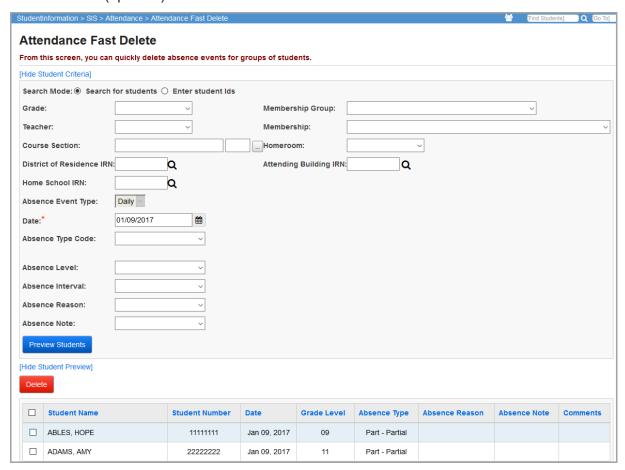
Absence Type Code (optional) – Select an absence type code to search for absence events of that type.

Absence Level (optional) – Select an absence level (**Full Absence**, **Non-Absence**) to search for absence events with only that level.

Absence Interval (optional) – Select an absence interval (**AM**, **PM**) to search for absence events in that interval.

Absence Reason (optional) – Select an absence reason to search for absence events with that reason.

Absence Note (optional) – Select an absence note to search for absence events with that note.
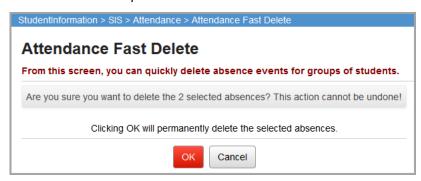
Hide Student Preview/Show Student Preview – Click to toggle between hiding and showing the students selected by the search criteria.

Delete Event ☑ – If you select the check box next to a student, you can delete the corresponding absence event from the student records. Selecting the check box at the top of the column selects all absence events listed.

Delete – Click to delete the selected absence events; a confirmation screen displays.

> ***Note:*** *You cannot undo this process once confirmed.*

OK – Click to process the absence event deletion.

> ***Note:*** *You cannot undo this process once confirmed.*

Cancel – Click to prevent the absence event deletion.

Once the absences are deleted, you are returned to the **Attendance Fast Delete** screen. A confirmation message displays and the student preview no longer displays the absence events you deleted.
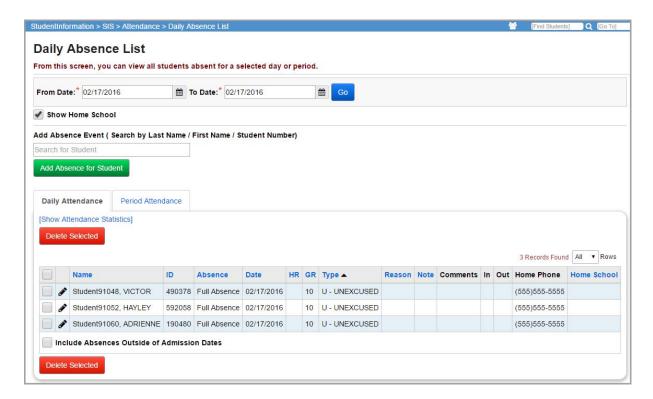
Daily Absence List – Daily Attendance

Navigation: StudentInformation – SIS – Attendance – Daily Absence List – Daily Attendance tab

The **Daily Absence List** screen **Daily Attendance** tab displays a list of all students absent for a selected day. The **Show Attendance Statistics** toggle displays or hides a tally of absences for the selected dates. You can also search for a student and add an absence using the **Search for Student** field.

> ⚠️ ***Caution:*** *If your school is using period attendance, you must always enter all absences on the **Period Attendance** tab for accurate attendance calculations. You cannot enter any absences as daily absences.*

Add Absence Event – Enter last name, first name, or student number to search for a student.

Add Absence for Student – Opens **Absence Event Maintenance – Daily Attendance** screen for student in search field.
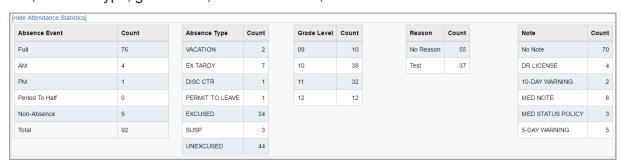
From Date / To Date (required) – Enter the date or range of dates for which to display absence records: both fields default to today's date.

Include Absences Outside of Admission Dates – Select this option to include student absences outside of student admission dates.

Go – Click to view the **Daily Absence List** in a grid.

Show Home School – Select this check box to include the home school on the **Daily Absence List**.

Show Attendance Statistics/Hide Attendance Statistics – Click to view/hide the **Attendance Statistics** grid for the selected date or date range; attendance statistics include totals by absence level, absence type, grade level, absence reason, and absence note.

[Hide Attendance Statistics]

Absence Event	Count		Absence Type	Count		Grade Level	Count		Reason	Count		Note	Count
Full	76		VACATION	2		09	10		No Reason	55		No Note	70
AM	4		EX TARDY	7		10	38		Test	37		DR LICENSE	4
PM	1		DISC CTR	1		11	32					10-DAY WARNING	2
Period To Half	0		PERMIT TO LEAVE	1		12	12					MED NOTE	8
Non-Absence	9		EXCUSED	34								MED STATUS POLICY	3
Total	92		SUSP	3								5-DAY WARNING	5
			UNEXCUSED	44									

37 Records Found `25 ∨` **Rows** – This displays the total records that are included and allows you to select the number of records that display per screen. Use the controls on the top left of the **Daily Attendance** tab to navigate between screens of records. The default is set to **All Rows**.

Sorting – You may sort by several columns (**Name**, **ID**, **Absence**, **Date**, **HR**, **GR**, **Type**, **Reason**, and **Note**) in ascending or descending order by clicking the column header.

Name – Name of student who was absent or tardy on selected date.

ID – Student Number of student who was absent or tardy on selected date.

Absence – Specifies **Full Absence**, **AM Absence**, **PM Absence**, or **Non-Absence**.

Date – Specifies the date of the absence event.

HR – Student's homeroom on the selected date.

GR – Grade level of the student.

Type – Absence type of the student's absence on selected date.

Reason – Absence reason of student's absence on selected date.

Note – Note of student's absence on selected date.

Comments – Displays any absence comments entered during absence entry for this student's absence.

In – Displays time of arrival for partial day absences.

Out – Displays time of departure for partial day absences.

Home Phone – Displays phone number on file for student.

✏ – Click to edit this absence record (see *"Student's School Absences – Daily"* for more information on editing absence records).

☑ – Select the check box in the row of any record to remove it (or select the check box at the top of the column to select all records), then click **Delete Selected** to remove the selected absence records.

Daily Absence List – Period Attendance
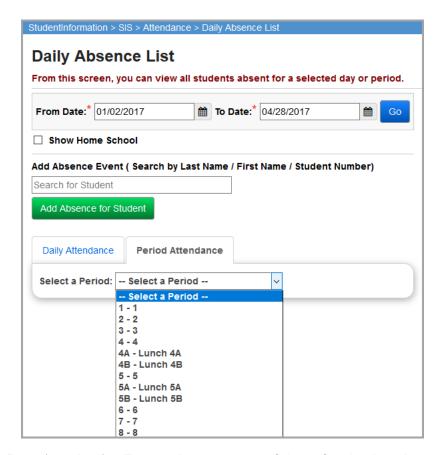
Navigation: StudentInformation – SIS – Attendance – Daily Absence List – Period Attendance tab

The **Daily Absence List** screen **Period Attendance** tab displays a list of all students absent for a selected day and period. This option is only available for use with schools configured for period attendance.

> ⚠️ **Caution:** *If your school is using period attendance, you must always enter all absences on the **Period Attendance** tab for accurate attendance calculations. You cannot enter any absences as daily absences.*
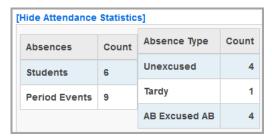
From Date/To Date (required) – Enter a date or range of dates for viewing absence records; defaults to today's date.
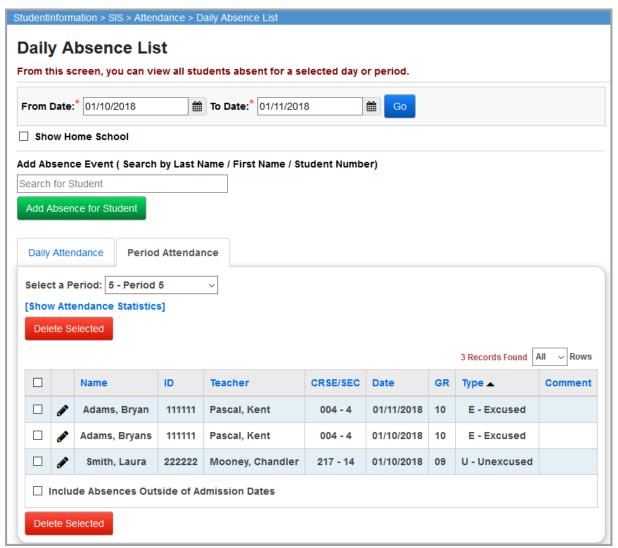
Select a Period – Select the period for which you wish to view the **Daily Absence List** grid.

Show Home School – Select this check box to include the home school in the **Daily Absence List** grid.

Show Attendance Statistics/Hide Attendance Statistics – Click to toggle the display of attendance statistics for the selected date or date range; attendance statistics include total students listed, total absence events, and totals by absence type.

[Hide Attendance Statistics]			
Absences	**Count**	**Absence Type**	**Count**
Students	6	Unexcused	4
Period Events	9	Tardy	1
		AB Excused AB	4

37 Records Found **25** ⌄ **Rows** – This displays the total records that are included and allows you to select the number of records that display per screen. Use the controls on the top left of the **Period Attendance** tab to navigate between screens of records. The default is set to **All Rows**.

StudentInformation > SIS > Attendance > Daily Absence List

Daily Absence List

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

From Date: 01/10/2018 To Date: 01/11/2018 [Go]

☐ Show Home School

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

Search for Student

[Add Absence for Student]

Daily Attendance	**Period Attendance**

Select a Period: 5 - Period 5 ⌄

[Show Attendance Statistics]

[Delete Selected]

3 Records Found All ⌄ Rows

☐		Name	ID	Teacher	CRSE/SEC	Date	GR	Type ▲	Comment
☐	✏	Adams, Bryan	111111	Pascal, Kent	004 - 4	01/11/2018	10	E - Excused	
☐	✏	Adams, Bryans	111111	Pascal, Kent	004 - 4	01/10/2018	10	E - Excused	
☐	✏	Smith, Laura	222222	Mooney, Chandler	217 - 14	01/10/2018	09	U - Unexcused	
☐ Include Absences Outside of Admission Dates									

[Delete Selected]

Include Absences Outside of Admission Dates – Select this check box if you would like the **Daily Absence List** grid to contain student absences outside of student admission dates.

Sorting – You may sort by any column (**Name**, **ID**, **Teacher**, **CRSE/SEC**, **Date**, **GR**, **Type**, **Comment**) in ascending or descending order by clicking the column header.

Name – Name of student.

ID – Student number of student.

Teacher – Teacher of the student's course section during the selected period.

CRSE/SEC – Course section of the student during the selected period.

Date – Date of the absence event.

GR – Grade level of the student.

Type – Absence type of the student's absence event.

Comment – Displays any absence comments entered during absence entry for this student's absence.
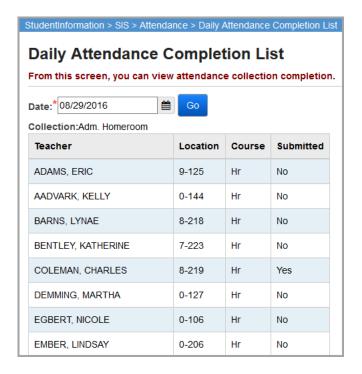
✏ – Click to edit this absence record (see *"Student's School Absences – Period"* for more information on editing absence records).

☐ – Select the check box in the row of any record to remove it (or select the check box at the top of the column to select all records), then click **Delete Selected** to remove the selected absence records.

Daily Attendance Completion List

Navigation: StudentInformation – SIS – Attendance – Daily Attendance Completion List

The **Daily Attendance Completion List** screen displays whether homeroom teachers have submitted their daily attendance. This screen is typically used in the morning by the attendance clerk.

StudentInformation > SIS > Attendance > Daily Attendance Completion List

Daily Attendance Completion List

From this screen, you can view attendance collection completion.

Date:* 08/29/2016 📅 Go

Collection:Adm. Homeroom

Teacher	Location	Course	Submitted
ADAMS, ERIC	9-125	Hr	No
AADVARK, KELLY	0-144	Hr	No
BARNS, LYNAE	8-218	Hr	No
BENTLEY, KATHERINE	7-223	Hr	No
COLEMAN, CHARLES	8-219	Hr	Yes
DEMMING, MARTHA	0-127	Hr	No
EGBERT, NICOLE	0-106	Hr	No
EMBER, LINDSAY	0-206	Hr	No

Date – Select the date for which you wish to view the **Daily Attendance Completion List** grid; defaults to today's date.

Collection – Displays the type of daily attendance collection.

Teacher – Displays the homeroom teacher's name.

Location – Displays the room or location of the homeroom teacher.
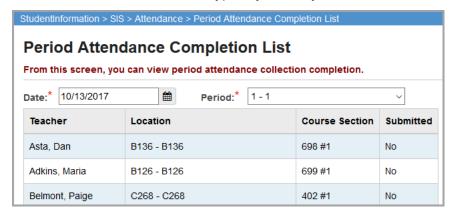
Course – Displays the course ID.

Submitted – Indicates if attendance been submitted (**Yes** or **No**).

Period Attendance Completion List

Navigation: StudentInformation – SIS – Attendance – Period Attendance Completion List

The Period Attendance Completion List displays whether homeroom teachers have submitted their period attendance or not. This screen is typically used by the attendance clerk.

Date – Select the date for which you wish to view the **Period Attendance Completion List** grid; defaults to today's date.

Period – Displays the period during which the period attendance was collected.

Teacher – Displays the homeroom teacher's name.

Location – Displays the room or location of the homeroom teacher.

**Course Section** – Displays the course section.

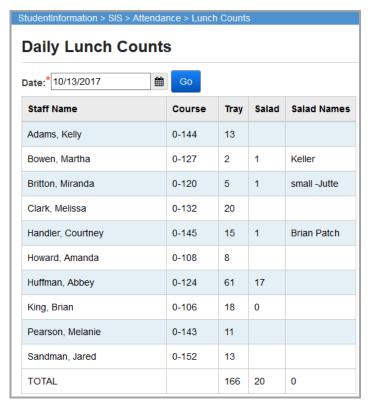**Submitted** – Indicates if attendance been submitted (**Yes** or **No**).

> *Note: If the school uses a daily attendance configuration, the following message displays when you access this screen:*

Lunch Counts

Navigation: StudentInformation – SIS – Attendance – Lunch Counts

The **Daily Lunch Counts** screen displays each teacher's lunch count and a total lunch count by building. This screen is typically used in the morning by the attendance clerk or by cafeteria personnel.

StudentInformation > SIS > Attendance > Lunch Counts

Daily Lunch Counts

Date:* 10/13/2017 [📅] Go

Staff Name	Course	Tray	Salad	Salad Names
Adams, Kelly	0-144	13		
Bowen, Martha	0-127	2	1	Keller
Britton, Miranda	0-120	5	1	small -Jutte
Clark, Melissa	0-132	20		
Handler, Courtney	0-145	15	1	Brian Patch
Howard, Amanda	0-108	8		
Huffman, Abbey	0-124	61	17	
King, Brian	0-106	18	0	
Pearson, Melanie	0-143	11		
Sandman, Jared	0-152	13		
TOTAL		166	20	0

Date – Select the date for which you wish to view daily lunch counts; defaults to today's date.

Staff Name – Name of the staff who submitted their lunch count through the **Daily Attendance** or **Period Attendance** screen.

Course – Course number for which lunch count was taken by staff.
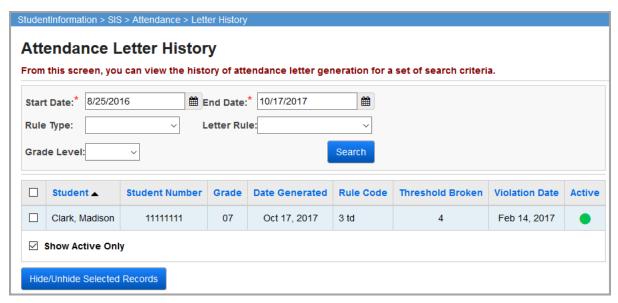
Tray, Salad, Salad Names – Lunch type columns defined by building; see *"Lunch Type"* for more information defining lunch types. These values are entered by the staff using the **Daily Attendance** or **Period Attendance** screen.

Totals – Total of the numeric values for each lunch type column.

Attendance Letter History

Navigation: StudentInformation – SIS – Attendance – Letter History

The **Attendance Letter History** screen displays a list of all attendance letters generated within a specified range of dates that meet the selected criteria. From this screen, you can also hide letters, which, if the student still matches the criteria for a letter, the student will receive another letter for the same absence dates.

Start Date / End Date (required) – Enter a range of dates to view all letters that meet the other filter criteria within the date range.

Rule Type (optional) – Select a rule type (**Daily Interval**, **Daily Cumulative**, **Period Interval**, **Period Cumulative**) to only view letters for students who violated that rule type.

Letter Rule (optional) – Select a letter rule to only view letters for students who violated that rule.

Grade Level (optional) – Select a grade level to only view letters for students in that grade level.

Search – Click to refresh the letter list after changing the date range or filter criteria.

☐ – Select this check box (or select the check box at the top of the column to select all letters), then click **Hide/Unhide Selected Records** to hide the selected letters. If a student has a hidden letter, they will receive another letter for the same violation if you run absence letters again. If you are viewing inactive (hidden) records, you can select this check box and click **Hide/Unhide Selected Records** to unhide the selected letters, which prevents the student from receiving any additional letters for the same violation.

Sorting – You may sort by any column (**Student**, **Student Number**, **Grade**, **Date Generated**, **Rule Code**, **Threshold Broken**, **Violation Date**, **Active**) in ascending or descending order by clicking the column header.
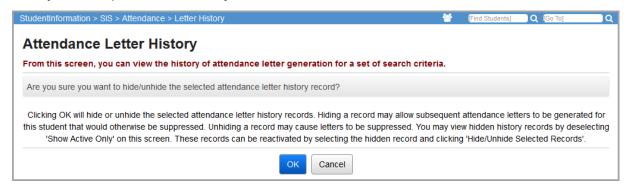
Threshold Broken – This indicates which rule criterion the student exceeded in order to receive the letter.

> **Note:** *If a student broke multiple thresholds, only the threshold with the highest* **Priority** *displays.*

Violation Date – Indicates the date on which the student received the absence event that exceeded the threshold.

Show Active Only – De-select this check box to view inactive/hidden attendance letters. You must de-select this check box if you wish to unhide letters.

When you attempt to hide letters, you receive a confirmation screen:

De-select the **Show Active Only** check box to view and/or unhide inactive letters.

Student Attendance Menu

Student's School Absences – Daily
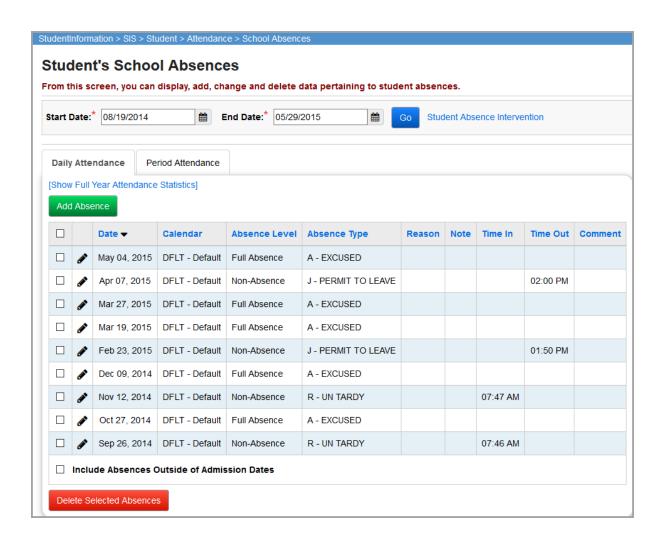
Navigation: StudentInformation – SIS – Student – Attendance – School Absences

The **Student's School Absences** screen displays a summary of a student's absence events for a range of dates. You can then add, edit, or delete specific student absences. You must have a student in context to view student absences.

If you have the proper permissions, you can click the **Student Absence Intervention** link to access the **Student Absence Intervention** screen for the student in context (see *"Student Absence Intervention"*).

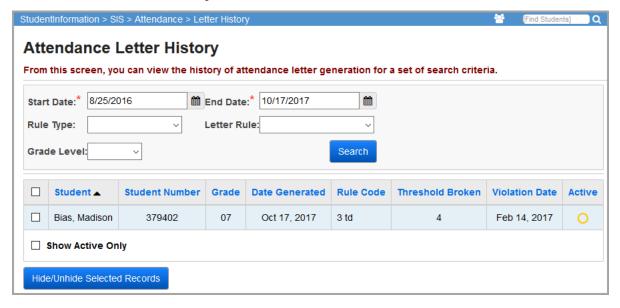⚠️ **Caution:** *If your school is using period attendance, you must always enter all absences on the **Period Attendance** tab for accurate attendance calculations. You cannot enter any absences as daily absences as the attendance calculator ignores all daily absence records.*

StudentInformation > SIS > Student > Attendance > School Absences

Student's School Absences

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

Start Date:* 08/19/2014   End Date:* 05/29/2015   [Go]   Student Absence Intervention

| Daily Attendance | Period Attendance |

[Show Full Year Attendance Statistics]

[Add Absence]

☐		Date ▼	Calendar	Absence Level	Absence Type	Reason	Note	Time In	Time Out	Comment
☐	✏	May 04, 2015	DFLT - Default	Full Absence	A - EXCUSED					
☐	✏	Apr 07, 2015	DFLT - Default	Non-Absence	J - PERMIT TO LEAVE				02:00 PM	
☐	✏	Mar 27, 2015	DFLT - Default	Full Absence	A - EXCUSED					
☐	✏	Mar 19, 2015	DFLT - Default	Full Absence	A - EXCUSED					
☐	✏	Feb 23, 2015	DFLT - Default	Non-Absence	J - PERMIT TO LEAVE				01:50 PM	
☐	✏	Dec 09, 2014	DFLT - Default	Full Absence	A - EXCUSED					
☐	✏	Nov 12, 2014	DFLT - Default	Non-Absence	R - UN TARDY			07:47 AM		
☐	✏	Oct 27, 2014	DFLT - Default	Full Absence	A - EXCUSED					
☐	✏	Sep 26, 2014	DFLT - Default	Non-Absence	R - UN TARDY			07:46 AM		

☐ **Include Absences Outside of Admission Dates**
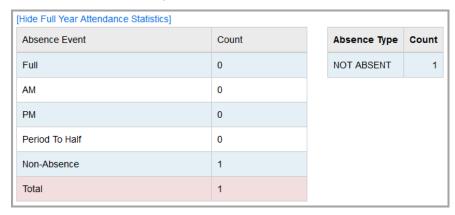
[Delete Selected Absences]

Start Date / **End Date** (required) – Enter a range of dates to view absence records for the student.

Go – Click to refresh the screen with absence data using the new date range entered.

> *Note: The **Period Attendance** tab is disabled if the school is using a daily attendance configuration.*

Show Full Year Attendance Statistics/Hide Full Year Attendance Statistics – Click to toggle the display of attendance statistics for the entire year for this student; attendance statistics include totals by absence level and absence type.

Absence Event	Count		Absence Type	Count
Full	0		NOT ABSENT	1
AM	0			
PM	0			
Period To Half	0			
Non-Absence	1			
Total	1			

[Hide Full Year Attendance Statistics]

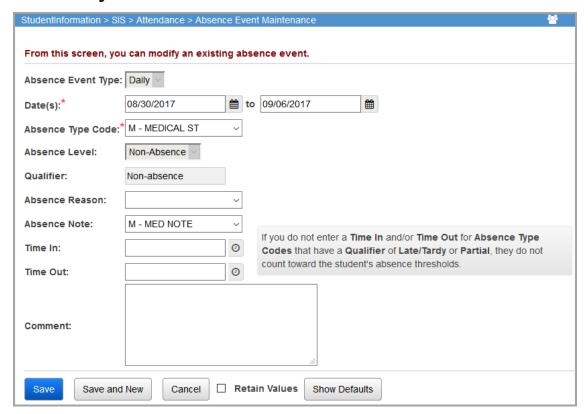This screen has standard add record and edit record controls.

Sorting – You can sort by any column (**Date**, **Calendar**, **Absence Level**, **Absence Type**, **Reason**, **Note**, **Time In**, **Time Out**, **Comment**) in ascending or descending order by clicking the column header.

☐ – Select these check boxes in the row of any records you wish to remove (or select the check box at the top of the column to select all records), then click **Delete Selected Absences** to remove those absence records.

✏ – Click to edit this student absence.

Include Absences Outside of Admission Dates – Select this check box to display all absence records for the student, even if they were entered (or imported) with an incorrect date outside of the range of dates the student was enrolled.

Add/Edit Daily Absence Event

Absence Event Type (required; display-only if editing) – Select **Daily** or **Period** (defaults to **Daily** if on the **Daily** tab or to **Period** if on the **Period** tab).

Date(s) (required) – Enter only the first date for a single-day student absence (defaults to today's date). Optional: To add multiple absences over a date range with the same absence event details, enter the second date (defaults to blank).

Absence Type Code (required) – Select an applicable absence type code.

Absence Level (required) – Select an absence level (defaults to **Full Day**); options are dependent on the **Max Absence Level** value on the student's calendar for the selected date.

Qualifier – Displays the qualifier associated with the corresponding absence type code.

Collection Period (required) – Select a collection period when the school is configured for daily attendance at a frequency of twice per day (on the **StudentInformation Options** screen **Attendance** tab) and a non-absence level, **Absence Type Code** is selected.

Absence Reason (optional) – Select an applicable absence reason.

Absence Note (optional) – Select an applicable absence note.

Time In (optional) – Enter the time of arrival for partial day absences.

Time Out (optional) – Enter the time of departure for partial day absences.

Comment (optional) – Enter a comment related to this absence.

Retain Values – If you select this check box, when you click **Save and New**, the new absence event entry screen keeps the same values you entered for all fields except **Absence Level**. These values are only retained for the current user and only for the duration of the current active session.

Show Defaults – Click to clear and restore all fields to the default data.
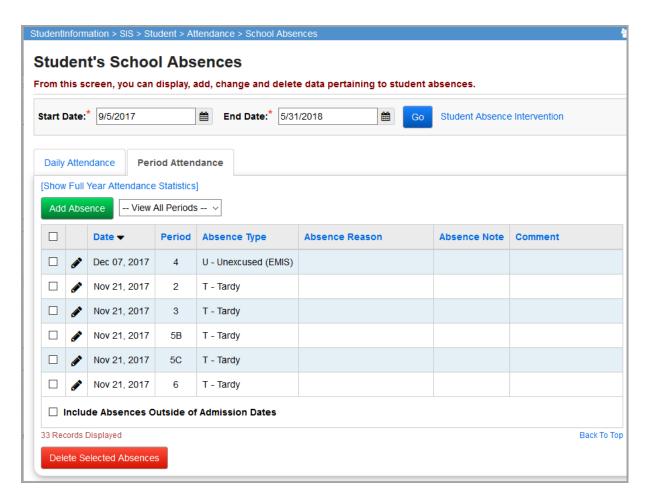
Student's School Absences – Period

Navigation: StudentInformation – SIS – Student – Attendance – School Absences

The **Student's School Absence** screen displays a summary of a student's absence events for a range of dates. You can then add, edit, or delete a specific student's absences. You must have a student in context to view student absences.

If you have the proper permissions, you can click the **Student Absence Intervention** link to access the **Student Absence Intervention** screen for the student in context (see *"Student Absence Intervention"*).
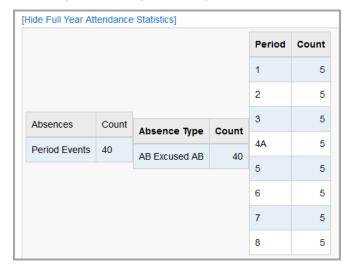
⚠️ **Caution:** *If your school is using period attendance, you must always enter all absences on the* **Period Attendance** *tab for accurate attendance calculations. You cannot enter any absences as daily absences as the attendance calculator ignores all daily absence records.*

Start Date / **End Date** (required) – Enter a range of dates to view absence records for the student.

Go – Click to refresh the screen with absence data using the new date range entered.

Show Full Year Attendance Statistics/Hide Full Year Attendance Statistics – Click to toggle the display of attendance statistics for the entire year for this student; attendance statistics include total period events and totals by absence type and by period.

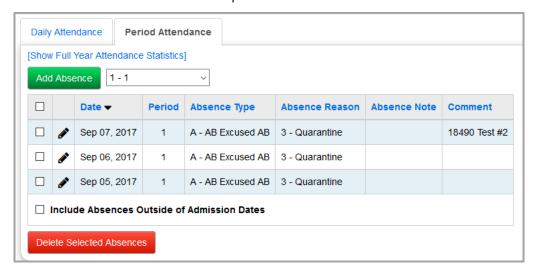|		Absence Type	Count	Period	Count
				1	5
				2	5
				3	5
Absences	Count			4A	5
Period Events	40	AB Excused AB	40	5	5
				6	5
				7	5
				8	5

This screen has standard add record and edit record controls.

Sorting – You can sort by any column (**Date**, **Period**, **Absence Type**, **Absence Reason**, **Absence Note**, **Comment**) in ascending or descending order by clicking the column header.

> *Note: When* ***Date*** *is selected for sorting, the screen also has a secondary sort by* ***Period*** *in ascending order.*

View All Periods – Select a period by which to filter the list of student period absences, or leave **-- View All Periods --** selected to view all period absence events.

		Date ▼	Period	Absence Type	Absence Reason	Absence Note	Comment
☐	✏	Sep 07, 2017	1	A - AB Excused AB	3 - Quarantine		18490 Test #2
☐	✏	Sep 06, 2017	1	A - AB Excused AB	3 - Quarantine		
☐	✏	Sep 05, 2017	1	A - AB Excused AB	3 - Quarantine		

☐ **Include Absences Outside of Admission Dates**
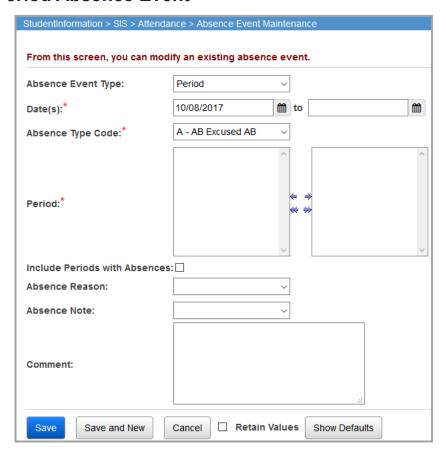
Delete Selected Absences

☐ – Select these check boxes in the row of any records you wish to remove (or select the check box at the top of the column to select all records), then click **Delete Selected Absences** to remove those absence records.

✏ – Click to edit this student absence.

Include Absences Outside of Admission Dates – Select this check box to display all absence records for the student, even if they were entered (or imported) with an incorrect date outside of the range of dates the student was enrolled.

Add/Edit Period Absence Event

Absence Event Type (required; display-only if editing) – Select **Daily** or **Period** (defaults to **Period** if on **Period** tab or to **Daily** if on **Daily** tab).

Date(s) (required) – Enter only the first date for a single-day student absence (defaults to today's date). Optional: To add multiple absences over a date range with the same absence event details, enter the second date (defaults to blank).

Absence Type Code (required) – Select an applicable absence type code.

Period (required) – In the dual listbox on the left, select the period(s) during which the student was absent, then click ➡ to move them to the dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move periods between the two dual listboxes.)

Include Periods with Absences – Select this check box to include periods during which the student already has a period absence in the **Period** dual listbox on the right.

Absence Reason (optional) – Select an applicable absence reason.

Absence Note (optional) – Select an applicable absence note.

Comment (optional) – Enter a comment related to this absence.

Retain Values – If you select this check box, when you click **Save and New**, the new absence event entry screen keeps the same values you entered for all fields except **Period** (which also requires you to change the date to refresh it).

> *Note: These values are only retained for the current user and only for the duration of the current active session.*

Show Defaults – Click to clear and restore all fields to the default data.

External Absence

Navigation: StudentInformation – SIS – Student – Attendance – External Absences

Students that attend a school part-time, such as JVS students or students that transfer from other schools where complete attendance records may not be available, must have their attendance information exported from the JVS (**Management > Import/Export > Home School Export**) and then imported into the home or new school (**Management > Import/Export > Home School Import**). This allows both the external and home school absences to be printed on the student's transcript. External absences are not used by the Student Attendance (ATTUPEMIS) process when calculating attendance.

This screen has standard add record, edit record, and delete record controls.

Sorting – You can sort by any column (**School Year**, **School**, **Days Attended**, **Absent Excused**, **Absent Unexcused**, **Days Tardy**) in ascending or descending order by clicking the column header.

> *Note: ABHI records from years a student attended a school while it was on SIS also show up as external absences. For some imported records, **Days Attended** may be 0. These records need **Days Present** added, as the StudentInformation load or import process that created these records was unable to calculate **Days Present** (which StudentInformation normally performs by subtracting **Days Absent Excused** and **Days Absent Unexcused** from total possible days). Contact your technology center personnel for more information.*

🔒 – Indicates that this record is from a previous school year and cannot be modified. Change context to the previous school year to edit absence values in this record.

Add/Edit External Absence

School IRN (required) – Enter a valid 6 digit School IRN code. The school name is retrieved using the school IRN entered. Click 🔍 to go to the Ohio Department of Education Search Organization website.

Other School Name – This field displays the name of the school based on the previously entered IRN. If you enter 999999 for **School IRN**, this field displays **PSEO/Out of State/Private** and becomes editable and required.

Days Attended (required) – Enter the number of days attended at this particular school; can be entered manually or adjusted in increments of 0.5 using ▲▼.

Days Absent Excused (required) – Enter the number of days absent (excused) at this particular school; can be entered manually or adjusted in increments of 0.5 using ▲▼.

Days Absent Unexcused (required) – Eenter the number of days Absent (Unexcused) at this particular school; can be entered manually or adjusted in increments of 0.5 using ▲▼.

Days Tardy (required) – Enter the number of days tardy at this particular school; can be entered manually or adjusted in increments of 0.5 using ▲▼.

Comments (optional) – Enter attendance comments for this student at this particular school; many StudentInformation import processes list their names here as a record.
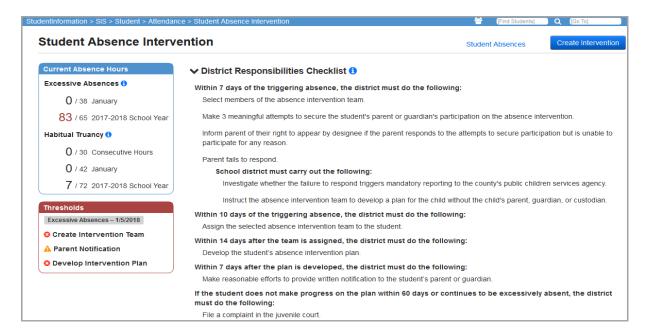
Student Absence Intervention

Navigation: StudentInformation – SIS – Student – Attendance – Student Absence Intervention

On this screen, you can view a summary of the student's excessive absences, habitual truancies, and any thresholds the student has met. You can also view the district's responsibilities; create and update absence intervention information and parental contact records for the student; and print absence intervention letters. Users must have the proper security settings in order to view and/or modify this screen.

If you have the proper permissions, you can click the **Student Absences** link to access the **Student's School Absences** screen for the student in context (see *"Student's School Absences – Daily"* and *"Student's School Absences – Period"*).

> ⚠ **Caution:** *If you do not have edit permissions for this screen, the* **Create Intervention** *and* **Update Intervention** *buttons are hidden and you cannot save your changes.*

Refer to the appropriate section as follows:

- To create an absence intervention, see *"Create Intervention"*
- To edit an absence intervention, see *"Edit Intervention"*
- To view the student's current absence hours, see *"Current Absence Hours"*
- To print an absence intervention letter, see *"Print Absence Intervention Letter"*
- To view important dates, such as when the student crossed a threshold or when the intervention team was created, see *"Thresholds"*
- To keep track of the district's responsibilities when a student has triggered a threshold, see *"District Responsibilities Checklist"*
- To create or modify an intervention team, see *"Intervention Team"*
- To create or modify parent involvement records, see *"Parent Involvement"*

- To create or modify judicial contact records, see *"Judicial Contact"*
- To create or modify other contact records, see *"Other Contact"*
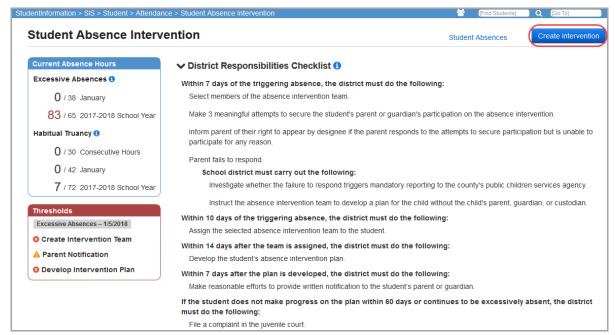
Create Intervention

Whether or not a student has crossed an absence threshold, you can create an absence intervention and an intervention team for the student. If a student is approaching a threshold, it can be useful to preemptively start an absence intervention.
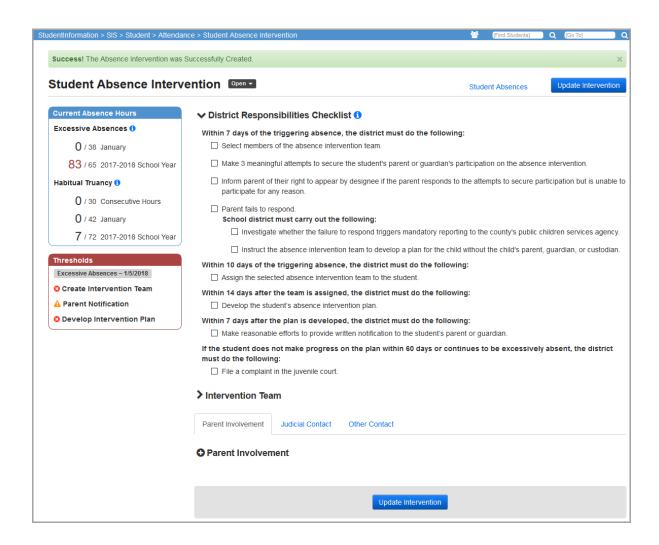
1. On the **Student Absence Intervention** screen, click **Create Intervention**.

⚠️ *Caution: If you do not have edit permissions for this screen, the **Create Intervention** button is hidden.*

A success message displays and more options are available to you. You can now select check boxes in the *"District Responsibilities Checklist"* ; add or edit the *"Intervention Team"* ; and add, edit, or delete the *"Parent Involvement," "Judicial Contact,"* and *"Other Contact"* records.
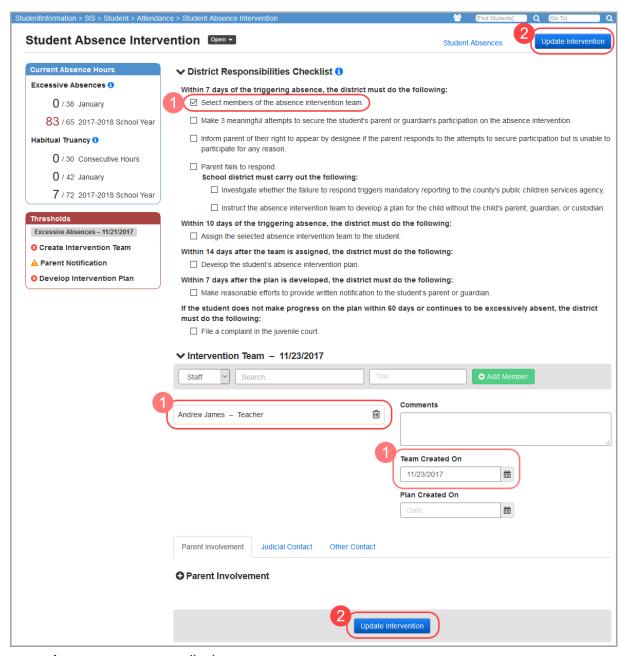
Edit Intervention

> *Note: When you make a change to any item on the **Student Absence Intervention** screen, the changes **do not** automatically save.*

1. Make the changes you want on the screen. You can select check boxes in the *"District Responsibilities Checklist"*; add or edit the *"Intervention Team"*; and add, edit, or delete the *"Parent Involvement," "Judicial Contact,"* and *"Other Contact"* records.

2. On the top right or bottom of the screen, click **Update Intervention**.

> ⚠️ *Caution: If you do not have edit permissions for this screen, the **Update Intervention** buttons are hidden and you cannot save your changes.*

A success message displays.
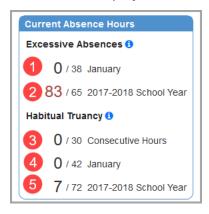
Current Absence Hours

The **Current Absence Hours** grid displays the student's absence hours against different thresholds. For more information on the absence thresholds students can trigger, see the *ProgressBook StudentInformation HB410 District Task List*.

If a student has crossed any threshold, the absence number displays in red.

The student's **Consecutive Hours** only display in this grid if the student has accumulated at least 50% of the *consecutive* monthly Habitual Truancy threshold. For example, if a student has 2 hours of consecutive absences, #3 displays as 0/30; if the student has 15 hours of consecutive absences, #3 displays as 15/30; if the student has 30 hours of consecutive absences, #3 displays as 30/30 in red.

> ***Note:*** *The number totals that display in this grid are truncated. If the attendance report has a value of 83.25 or 83.75, it displays as 83 in this grid.*
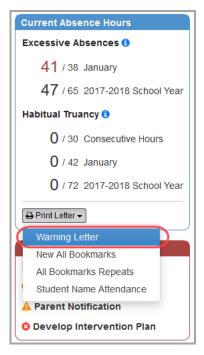
1. The student's total excused and unexcused absences for the current month out of the 38 hours needed to trigger the monthly Excessive Absences threshold.

2. The student's total excused and unexcused absences for the current school year out of the 65 hours needed to trigger the yearly Excessive Absences threshold.

3. The student's total *consecutive* hours of unexcused absences that is at least 50% of the 30 hours needed to trigger the *consecutive* monthly Habitual Truancy threshold.

4. The student's total hours of unexcused absence for the current month out of the 42 hours needed to trigger the monthly Habitual Truancy threshold.

5. The student's total hours of unexcused absence for the current month out of the 72 hours needed to trigger the yearly Habitual Truancy threshold.

Print Absence Intervention Letter
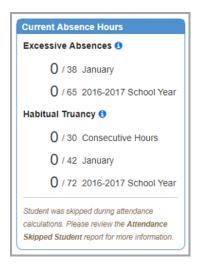
If your district has uploaded a report card template for absence intervention letters (see *"Manage Report Templates"*), you can print absence intervention letters for the student on the **Student Absence Intervention** screen. You do not need edit security permissions in order to print an attendance letter.

1. In the **Thresholds** grid, click **Print Letter** and select the type of letter you wish to print.

2. Depending on your browser settings, the file may download immediately or you may be prompted to open or save the file.

3. Once you have a copy of the file, you can print the letter.

    Note: *If the student was skipped during attendance calculations, a message displays instead of **Print Letter**.*
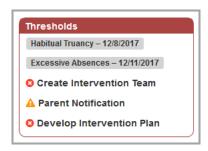
Thresholds

The **Thresholds** grid displays a collection of important dates relating to any thresholds the student has crossed as well as actions taken by the district. Not all dates in this grid are reported to EMIS. To view a list of dates that are reported to EMIS, see the *ProgressBook StudentInformation HB410 District Task List*.
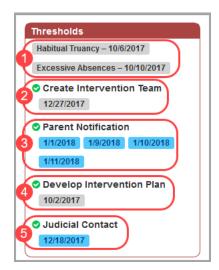
No thresholds crossed; no action taken

One or more threshold crossed; no action taken

One or more thresholds crossed; action was taken

❌ – Indicates that the district action has not been taken.

⚠️ – Indicates that the district has not taken the appropriate action with the parent(s) or guardian(s).

- If a student is Habitually Truant, the district must have either a **Parent Response** or have 3 of any other type(s) of parent involvement records with the parent(s) or guardian(s).
- If a student is Excessively Absent, the district must send a **Written Notification** to the parent(s) or guardian(s).

✅ – Indicates that the district action has been successfully completed based on HB410 requirements.

1. Displays the date(s) the student crossed a Habitual Truancy or Excessive Absences threshold. If the student crossed multiple triggers of a type of threshold (e.g., consecutive monthly Habitual Truancy and monthly Habitual Truancy), only the earliest trigger date displays.

    - You can hover your cursor over each trigger to view the type of Habitual Truancy or Excessive Absence threshold the student crossed.

2. Displays the date the intervention team was created.

    - This date can be modified using the **Team Created On** field within the **Intervention Team** tab (see *"Intervention Team"*).

3. Displays the date(s) the parent(s) received **Written Notification** regarding the student's Habitual Truancy or Excessive Absences.

    - You can enter **Written Notification** records within the **Parent Involvement** tab (see *"Parent Involvement"*).
    - All dates display in ascending order.
    - You can hover your cursor over each date to see if the date applies to Habitual Truancy or Excessive Absences.

4. Displays the date the intervention plan was developed.

    - This date can be modified using the **Plan Created On** field within the **Intervention Team** tab (see *"Intervention Team"*).

5. Displays the date the district communicated with a judicial contact.

    - This section only displays if you have entered a **Judicial Contact** record (see *"Judicial Contact"*).
    - You can hover your cursor over each date to see the type of communication the district had.

District Responsibilities Checklist

The District Responsibilities Checklist is an optional guideline districts can use to help stay on track with HB410 requirements. No data is collected from this checklist for EMIS reporting.

If you have not created an absence intervention, you are unable to modify the District Responsibilities Checklist.

If you have created an absence intervention, check boxes appear next to each item. You can select or de-select each item to indicate the district's progress.

On the top right or bottom of the screen, click **Update Intervention** to save your changes.

> ⚠️ ***Caution:*** *If you do not have edit permissions for this screen, the* ***Update Intervention*** *buttons are hidden and you cannot save your changes.*

Intervention Team

In this section, you can add and edit members and important dates regarding the intervention team.

> ***Note:*** *Adding members to the intervention team is optional. You can enter the* ***Team Created On*** *and* ***Plan Created On*** *dates without team members.*

1. In the Intervention Team section, click ❯.

2. You can select a team member that is a **Staff**, **Contact**, or **Other**.

    a. If you select **Staff**:

        i.   In the **Search...** field, enter at least two characters of the team member's name to view search results.

        ii. If the staff member or other contact has a job title, you can enter it in the **Title** field

    b. If you select **Contact**:

        i.   In the **Select parent/contact...** drop-down list of the student's contacts, select the team member.

    c. If you select **Other**:

        i.   Enter the **First name** and **Last name** of the contact in the respective fields.

        ii. If the contact has a job title, you can enter it in the **Title** field.
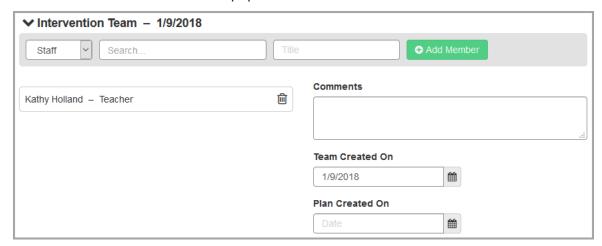
3. Click **Add Member**, then click **Update Intervention**.

> ⚠️ *Caution: If you do not have edit permissions for this screen, the **Update Intervention** buttons are hidden and you cannot save your changes.*

The new team member displays and, if this is the first time a team member is added, the **Team Created On** date auto-populates as the current date.

4. (Optional) Add or remove as many team members as needed.

   a. To remove a team member, click 🗑 next to their name.

   b. Then, click **Update Intervention**.

5. If applicable, enter any **Comments** related to the intervention team.

6. If applicable, you can update the **Team Created On** date by entering or clicking 📅 to select a new date. The date displays in the **Thresholds** grid under **Create Intervention Team** (see *"Thresholds"*).

7. When applicable, enter a date or click 📅 to select the **Plan Created On** date. You can update this date at any time. The date displays in the **Thresholds** grid under **Develop Intervention Plan** (see *"Thresholds"*).

8. On the top right or bottom of the screen, click **Update Intervention** to save your changes.
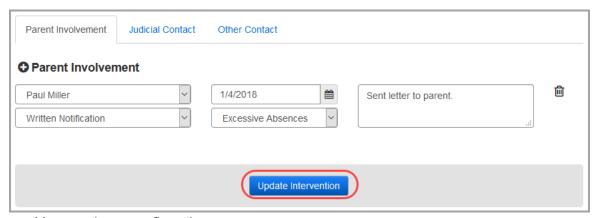
⚠️ *Caution: If you do not have edit permissions for this screen, the **Update Intervention** buttons are hidden and you cannot save your changes.*

Parent Involvement

You can add various types of parent involvement records related to the student's absences.

1. On the **Parent Involvement** tab, click ➕.

2. (Required) In the **Select parent/contact...** drop-down list, select the relevant parent or guardian.

3. (Required) Enter or click 📅 to select the **Date** of contact.

4. (Required) In the **Select type...** drop-down list, select the type of communication with the parent(s) or guardian(s).

   - If a student is Habitually Truant, the district must have either a **Parent Response** or have 3 of any other type(s) of parent involvement records with the parent(s) or guardian(s).

   - If a student is Excessively Absent, the district must send a **Written Notification** to the parent(s) or guardian(s).

5. Select whether the contact record applies to **Excessive Absences**, **Habitual Truancy**, or is **Not Applicable** to either. This field defaults to **Not Applicable**.

6. If applicable, enter any **Comments** regarding the contact record.

7. Click **Update Intervention** to save the parent involvement record.
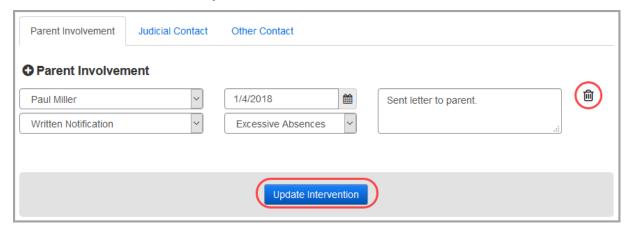
You receive a confirmation message.

If the record was a **Written Notification**, the **Thresholds** grid updates with the new **Parent Notification** date (see *"Thresholds"*).

8. (Optional) Add, edit, or delete as many parent involvement records as needed.

   a. To edit a parent involvement record, update any fields directly related to the record. Then, click **Update Intervention**.

   b. To delete a parent involvement record, click 🗑 to the right of the corresponding record. Then, click **Update Intervention**.
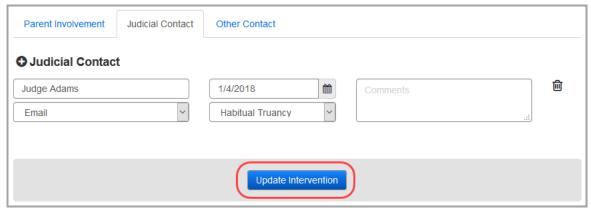
Judicial Contact

You can add various types of judicial contact records related to the student's absences.

1. On the **Judicial Contact** tab, click ➕.

2. (Required) In the **Name** field, enter the name of the judicial contact.

3. (Required) Enter or click 🗓 to select the **Date** of contact.

4. (Required) In the **Select type...** drop-down list, select the type of communication with the judicial contact.

5. Select whether the contact record applies to **Excessive Absences**, **Habitual Truancy**, or is **Not Applicable** to either. This field defaults to **Habitual Truancy**.

6. If applicable, enter any **Comments** regarding the contact record.

7. Click **Update Intervention** to save the judicial contact record.

> ⚠ **Caution:** *If you do not have edit permissions for this screen, the* **Update Intervention** *buttons are hidden and you cannot save your changes.*

You receive a confirmation message.
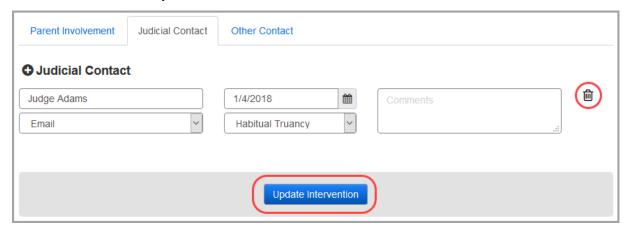
All new judicial records display with their date under **Judicial Contact** within the **Thresholds** grid (see *"Thresholds"*).

8. (Optional) Add, edit, or delete as many judicial contact records as needed.

   a. To edit a judicial contact record, update any fields directly related to the record. Then, click **Update Intervention**.

   b. To delete a judicial contact record, click 🗑 to the right of the corresponding record. Then, click **Update Intervention.**
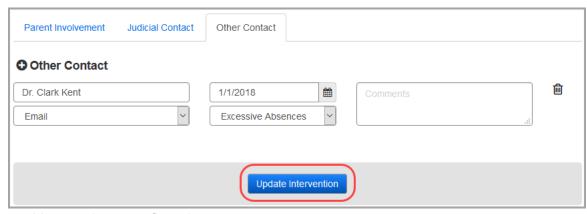
Other Contact

You can add various types of other contact records related to the student's absences.

1. On the **Other Contact** tab, click ➕.

2. In the **Name** field, enter the name of the other contact.

3. Enter or click 📅 to select the **Date** of contact.

4. In the **Select type...** drop-down list, select the type of communication with the contact.

5. Select whether the contact record applies to **Excessive Absences**, **Habitual Truancy**, or is **Not Applicable** to either. This field defaults to **Not Applicable**.

6. If applicable, enter any **Comments** regarding the contact record.

7. Click **Update Intervention** to save the other contact record.
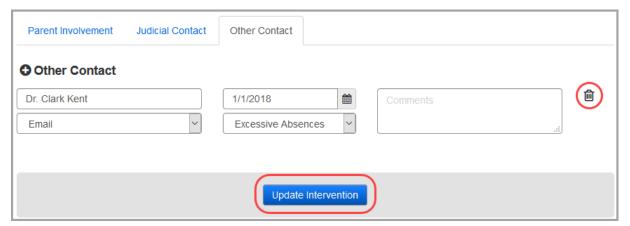
   ⚠️ *Caution: If you do not have edit permissions for this screen, the* ***Update Intervention*** *buttons are hidden and you cannot save your changes.*

You receive a confirmation message.

8. (Optional) Add, edit, or delete as many other contact records as needed.

    a. To edit an other contact record, update any fields directly related to the record. Then, click **Update Intervention**.

    b. To delete an other contact record, click 🗑 to the right of the corresponding record. Then, click **Update Intervention**.

Student Attendance Letter History

Navigation: StudentInformation – SIS – Student – Attendance – Attendance Letter History

The **Attendance Letter History** screen displays a history of all attendance letters generated for a specific student. You must have a student in context to view attendance letter history. The user can view a list of any letters that were generated, including detailed information as to why the letters were generated.

> *Note: Absence intervention letters sent from the **Student Absence Intervention** screen are not recorded on the **Student Attendance Letter History** screen.*

Start Date / **End Date** (required) – Enter a range of dates to view all letters that were generated within the date range.

Search – Click to refresh the letter list after changing the date range.

☐ – Select this check box (or select the check box at the top of the column to select all letters), then click **Hide/Unhide Selected Records** to hide the selected letters. If a student has a hidden letter, they will receive another letter for the same violation if you run absence letters again. If you are viewing inactive (hidden) records, you can select this check box and click **Hide/Unhide Selected Records** to unhide the selected letters, which prevents the student from receiving any additional letters for the same violation.

Sorting – You can sort by any column (**Date Generated**, **Rule Code**, **Rule Name**, **Rule Type**, **Threshold**, **Interval**, **Violation Date**, **Active**) in ascending or descending order by clicking the column header.
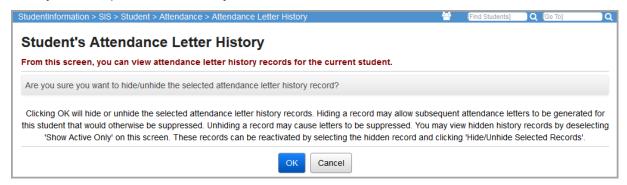
Threshold / **Interval** – This indicates which rule criterion the student exceeded in order to receive the letter.

> *Note: If a student broke multiple thresholds, only the threshold with the highest **Priority** displays.*

Violation Date – Indicates the date on which the student received the absence event that exceeded the threshold.

Show Active Only – De-select this check box to view inactive/hidden attendance letters. You must de-select this check box if you wish to unhide letters.

When you attempt to hide letters, you receive a confirmation screen:

De-select the **Show Active Only** check box to view and/or unhide inactive letters.

Teacher Menu – Attendance

Please see the *ProgressBook StudentInformationTeacher Menu Guide* for more detailed information about using the **Daily Attendance** and **Period Attendance** screens.

Teacher Menu – Daily Attendance

Navigation: StudentInformation – Teacher Menu – Daily Attendance

Please see the *ProgressBook StudentInformationTeacher Menu Guide* for more detailed information about using the **Daily Attendance** screen.

Teacher Menu – Period Attendance

Navigation: StudentInformation – Teacher Menu – Period Attendance

Please see the *ProgressBook StudentInformationTeacher Menu Guide* for more detailed information about using the **Period Attendance** screen.

Manage Report Templates

You can use report templates to generate intervention letters for students. Refer to the appropriate section as follows:

- *"Upload Report Templates"*
- *"Download Report Templates"*
- *"Delete Report Templates"*

Upload Report Templates

Navigation: StudentInformation – Management – District Administration – Report Template Administration

1. On the **Report Template Administration** screen, click **New Template**.
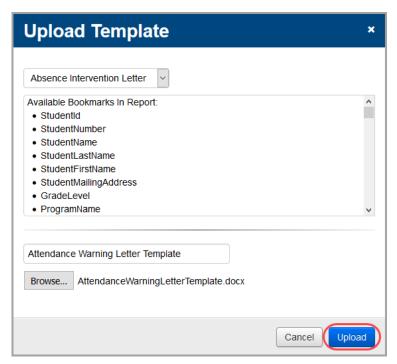
2. On the **Upload Template** window, in the **Select Report...** drop-down list, select **Absence Intervention Letter**.
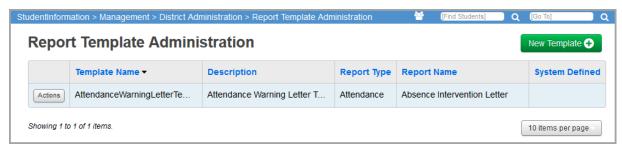
   The **Available Bookmarks in Report** section displays the bookmarks in the current report that you can select to customize your template. For more information on each bookmark and its function, see *"Absence Intervention Letter Bookmarks."*

3. In the **Template Description** field, enter the description that you want to display in StudentInformation to identify this template.

4. Click **Browse**, and navigate to and select the file you want to use as a template.

5. Click **Upload**.

The uploaded template displays in the list.

Download Report Templates

Navigation: StudentInformation – Management – District Administration – Report Template Administration

1. On the **Report Template Administration** screen, in the row of the template you want to download, click **Actions** and select **Download**.

2. Open or save the file.
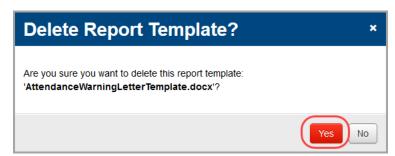
Delete Report Templates

Navigation: StudentInformation – Management – District Administration – Report Template Administration

1. On the **Report Template Administration** screen, in the row of the template you want to delete, click **Actions** and select **Delete**.

2. On the confirmation window, click **Yes**.

Absence Intervention Letter Bookmarks

This section details each Absence Intervention Letter bookmark and lists the location from which the information is taken as well as the function of each bookmark in the letter.

For an example on how to use the repeat bookmarks for each absence type, see *"Repeating Bookmarks."*

> **Note:** *All bookmarks that display the number of days or hours a student is absent display in decimal form (e.g., 3.5 for 3 and a half days of absence; 1.5 for 1 and a half hours of absence).*

For more information on the attendance Ad Hoc Reports and attendance calculator, see the *ProgressBook StudentInformation HB410 District Task LIst*.

Student and School Bookmarks		
Bookmark	**Location**	**Function**
StudentId	dbo.tblAttendanceTrackingYearlySummary	For diagnostic purposes, such as verifying that repeats are lining up with the studentid correctly
StudentNumber	**Edit Student Profile** – **General** tab – **Student Number** field	Displays the student's student number
StudentName	**Edit Student Profile** – **General** tab – **First Name** and **Last Name**	Displays the student's first and last name
StudentLastName	**Edit Student Profile** – **General** tab – **Last Name** field	Displays the student's last name
StudentFirstName	**Edit Student Profile** – **General** tab – **First Name** field	Displays the student's first name
StudentMailingAddress	**Edit Student Profile** – **General** tab – **Address of Residence** fields	Displays the student's mailing address
GradeLevel	**Edit Student Profile** – **General** tab – **Building Grade Level** field	Displays the student's grade level
ProgramName	**Edit Student Profile** – **General** tab – **Program** field	Displays the program to which the student belongs
Counselor	**Edit Student Profile** – **Additional** tab – **Counselor** field	Displays the student's assigned counselor
HomeroomTeacher	Teacher associated with **Edit Student Profile** – **Additional** tab – **Homeroom** field	Displays the student's homeroom teacher
ContactFirstName	**Student Contact Summary** – primary contact **First** name	Displays the student's primary contact's first name
ContactLastName	**Student Contact Summary** – primary contact **Last** name	Displays the student's primary contact's last name
ContactFullName	**Student Contact Summary** – primary contact **First** and **Last** name	Displays the student's primary contact's first and last name
ContactFullAddressFormatted	**Student Contact Summary** – primary contact full address	Displays the student's primary contact's full address
ContactAddress	**Student Contact Summary** – primary contact **Address 1** field	Displays the student's primary contact's first address line

Student and School Bookmarks		
Bookmark	**Location**	**Function**
ContactAddress2	**Student Contact Summary** – primary contact **Address 2** field	Displays the student's primary contact's second address line
ContactCity	**Student Contact Summary** – primary contact **City** field	Displays the city of the student's primary contact's address
ContactState	**Student Contact Summary** – primary contact **State** field	Displays the state of the student's primary contact's address
ContactZip	**Student Contact Summary** – primary contact **Zip** field	Displays the zip of the student's primary contact's address
DistrictName	**School Demographics** – **District** field	Displays the district name
SchoolName	**School Demographics** – **School Name** field	Displays the school name
SchoolYear	School year in context when absence record was created	Displays the school year in context when the absence records were created
SchoolYearId	Database link between the attendance record and the SchoolYear	For diagnostic purposes
SchoolId	**School Demographics** – (School) **IRN** field	For diagnostic purposes
DistrictId	**School Demographics** – (District) **IRN** field	For diagnostic purposes
SchoolAddress	**School Demographics** – (School) **Address** field	Displays the school's address
Principal	**School Demographics** – (School) **Principal** field	Displays the school's principal's name
SchoolPhoneFormatted	**School Demographics** – (School) **Telephone** field	Displays in (XXX) XXX - XXXX form the school's phone number
SchoolPhone	**School Demographics** – (School) **Telephone** field without formatting	Displays the school's phone number

Yearly Absence Bookmarks		
Bookmark	**Location**	**Function**
YearlyAbsenceHours	**Yearly Absence Summary** report – **Total Absence Hours** field	Displays in decimal form the student's total yearly absence hours
YearlyAbsenceDays	Attendance calculator results (dbo.tblAttendanceTrackingYearlySummary)	Displays in decimal form the student's total yearly absence days
YearlyExcusedAbsenceHours	**Yearly Absence Summary** report **Excused Absence Hours** field	Displays in decimal form the student's yearly excused absence hours
YearlyExcusedAbsenceDays	Attendance calculator results (dbo.tblAttendanceTrackingYearlySummary)	Displays in decimal form the student's yearly excused absence days

Yearly Absence Bookmarks		
Bookmark	**Location**	**Function**
YearlyUnexcusedAbsenceHours	**Yearly Absence Summary** report **Unexcused Absence Hours** field	Displays in decimal form the student's yearly unexcused absence hours
YearlyUnexcusedAbsenceDays	Attendance calculator results (dbo.tblAttendanceTrackingYearlySummary)	Displays in decimal form the student's yearly unexcused absence days
YearlyOutOfSchoolSuspAbsenceHours	**Yearly Absence Summary** report **Suspension Hours** field	Displays in decimal form the student's yearly out-of-school suspension absence hours
YearlyOutOfSchoolSuspAbsenceDays	Attendance calculator results (dbo.tblAttendanceTrackingYearlySummary)	Displays in decimal form the student's yearly out-of-school suspension absence days

Daily Absence Bookmarks		
Bookmark	**Location**	**Function**
RepeatForEach_DailyAbsence	N/A	Place this bookmark chronologically before all other daily absence bookmark entries within it to repeat the daily absence bookmarks for each of the student's daily absences
AttendanceTrackingDailySummaryId	Attendance calculator results (dbo.tblAttendanceTracking DailySummary)	For diagnostic purposes
CalendarDate	**Daily Absence Summary** report (single student) – **Calendar Date** field	Displays in MM/DD/YYYY the calendar date of the student's absence
AbsenceDays	Attendance calculator results (dbo.tblAttendanceTracking DailySummary)	Displays in decimal form the student's percentage of absences in one day (e.g., 0.5 for 50%)
AbsenceHours	**Daily Absence Summary** report (single student) – **Total Absence Hours** field	Displays in decimal form the student's total absence hours for the day
ExcusedAbsenceDays	Attendance calculator results (dbo.tblAttendanceTracking DailySummary)	Displays in decimal form the student's percentage of excused absences in one day (e.g., 0.5 for 50%)
ExcusedAbsenceHours	**Daily Absence Summary** report (single student) – **Excused Absence Hours** field	Displays in decimal form the student's total excused absence hours for the day
UnexcusedAbsenceDays	Attendance calculator results (dbo.tblAttendanceTracking DailySummary)	Displays in decimal form the student's percentage of unexcused absences in one day (e.g., 0.5 for 50%)

Daily Absence Bookmarks		
Bookmark	**Location**	**Function**
UnexcusedAbsenceHours	**Daily Absence Summary** report (single student) – **Unexcused Absence Hours** field	Displays in decimal form the student's total unexcused absence hours for the day
OutOfSchoolSuspAbsenceHours	**Daily Absence Summary** report (single student) – **Suspension Hours** field	Displays in decimal form the student's out-of-school suspension hours for the day
OutOfSchoolSuspAbsenceDays	Attendance calculator results (dbo.tblAttendanceTrackingDailySummary)	Displays in decimal form the student's percentage of out-of-school suspensions in one day (e.g., 0.5 for 50%)

Monthly Absence Summary Bookmarks		
Bookmark	**Location**	**Function**
RepeatForEach_MonthlySummary	N/A	Place this bookmark chronologically before all other monthly absence bookmark entries within it to repeat the monthly absence bookmarks for each of the student's monthly absences
AttendanceTrackingMonthlySummaryId	Attendance calculator results (dbo.tblAttendanceTrackingMonthlySummary)	For diagnostic purposes
MonthlySummaryMonthName	**Monthly Absence Summary** report (single student) – **Month** field	Displays the name of the month in which the student's absences took place
MonthlySummaryMonthNumber	Attendance calculator results (dbo.tblAttendanceTrackingMonthlySummary)	Displays the number of the month in which the student's absences took place
MonthlySummaryYear	**Monthly Absence Summary** report (single student) – **Year** field	Displays the year in which the student's absences took place
MonthlySummaryAbsenceHours	**Monthly Absence Summary** report (single student) – **Total Absence** field	Displays in decimal form the student's total absence hours for the month
MonthlySummaryAbsenceDays	Attendance calculator results (dbo.tblAttendanceTrackingMonthlySummary)	Displays in decimal form the total absence days for the month
MonthlySummaryExcusedAbsenceHours	**Monthly Absence Summary** report (single student) – **Excused Absence Hours** field	Displays in decimal form the student's total excused absence hours for the month

Monthly Absence Summary Bookmarks		
Bookmark	**Location**	**Function**
MonthlySummaryExcusedAbsenceDays	Attendance calculator results (dbo.tblAttendanceTracking MonthlySummary)	Displays in decimal form the total excused absence days for the month
MonthlySummaryUnexcusedAbsenceHours	**Monthly Absence Summary** report (single student) – **Unexcused Absence Hours** field	Displays in decimal form the student's total unexcused absence hours for the month
MonthlySummaryUnexcusedAbsenceDays	Attendance calculator results (dbo.tblAttendanceTracking MonthlySummary)	Displays in decimal form the student's total unexcused absence days for the month
MonthlySummaryOutOfSchoolSuspAbsenceHour	**Monthly Absence Summary** report (single student) – **Suspension Hours** field	Displays in decimal form the student's total out-of-school suspension absence hours for the month
MonthlySummaryOutoOfSchoolSuspAbsenceDays	Attendance calculator results (dbo.tblAttendanceTracking MonthlySummary)	Displays in decimal form the student's total out-of-school suspension absence days for the month

Consecutive Absences Summary Bookmarks		
Bookmark	**Location**	**Function**
RepeatForEach_ConsecutiveSummary	N/A	Place this bookmark chronologically before all other consecutive absence bookmark entries within it to repeat the consecutive absence bookmarks for each of the student's consecutive absences
AttendanceTrackingConsecutiveSummaryId	Attendance calculator results (dbo.tblAttendanceTracking ConsecutiveSummary)	For diagnostic purposes
ConsecutiveStartDate	**Consecutive Absence Summary** report (single student) – **Start Date** field	Displays in MM/DD/YYYY form the start date of the student's consecutive absence
ConsecutiveEndDate	**Consecutive Absence Summary** report (single student) – **End Date** field	Displays in MM/DD/YYYY form the end date of the student's consecutive absence
ConsecutiveAbsenceHours	**Consecutive Absence Summary** report (single student) – **Hours Absent** field	Displays in decimal form the student's total consecutive absence hours

Consecutive Absences Summary Bookmarks		
Bookmark	**Location**	**Function**
ConsecutiveAbsenceDays	Attendance calculator results (dbo.tblAttendanceTracking ConsecutiveSummary)	Displays in decimal form the student's total consecutive absence days
ConsecutiveSummaryTypeId	Attendance calculator results (dbo.tblAttendanceTracking ConsecutiveSummary)	For diagnostic purposes

Absence Thresholds Bookmarks		
Bookmark	**Location**	**Function**
RepeatForEach_Threshold	N/A	Place this bookmark chronologically before all other absence threshold bookmark entries within it to repeat the absence threshold bookmarks for each absence threshold the student has crossed
AttendanceTrackingThresholdTriggerDateId	Attendance calculator results (dbo.tblAttendanceTrackingThreshold TriggerDate)	For diagnostic purposes
ThresholdTriggerDate	**Absence Thresholds Summary** report (single student) – **Trigger Date** field	Displays in MM/DD/YYYY form the student's absence threshold trigger date
ThresholdTypeName	**Absence Thresholds Summary** report (single student) – **Threshold Type** field	Displays in MM/DD/YYYY form the student's absence threshold trigger type

Repeating Bookmarks

If you wish to list each instance of an absence record for a student, such as to list all daily absences the student has acquired in your letter for the parent's reference, you can use repeating bookmarks.

Below is an example process for configuring repeating daily absences. You can apply the same process for any of the other repeating bookmarks.

⚠️ **Caution:** *All repeat bookmarks must be added chronologically before the bookmarks you wish to repeat.*
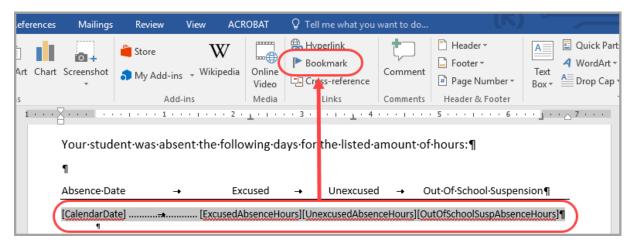
Note: *It is recommended to have your text symbols enabled to ensure no rogue formatting exists.*

Note: *It is recommended to use text that corresponds to each bookmark name before inserting the bookmarks to help troubleshoot issues.*
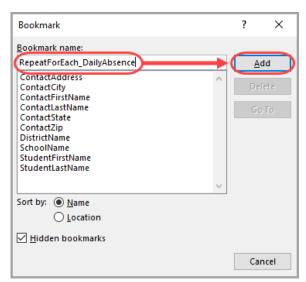
1. First, configure the format and names of bookmarks you wish to repeat in the document.
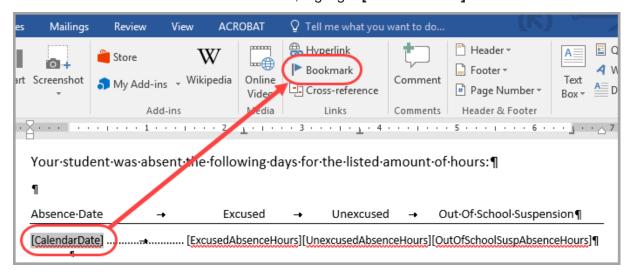
2. Highlight all of the text you intend to bookmark individually for repetition, then click **Bookmark**.
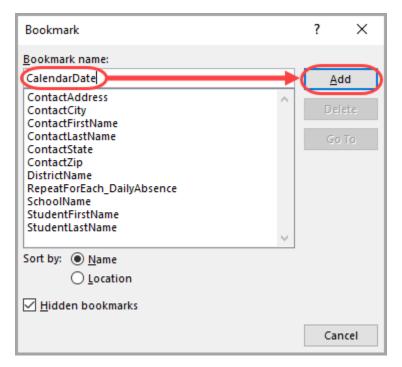
3. In the **Bookmark** window that opens, enter **RepeatForEach_DailyAbsence** (case-sensitive) and click **Add**.

4. To create a **CalendarDate** bookmark, highlight **[CalendarDate]** and click **Bookmark**.
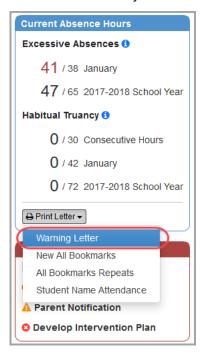
5. In the **Bookmark** window that opens, enter **CalendarDate** (case-sensitive) and click **Add** to create the bookmark.

6. To create bookmarks for **ExcusedAbsenceHours**, **UnexcusedAbsenceHours**, and **OutOfSchoolSuspensionHours**, follow *step 4* and *step 5* but replace **CalendarDate** with each bookmark above.

7. Upload the letter template to the **Report Template Administration** screen (see *"Upload Report Templates"*).

8. On the **Student Absence Intervention** screen with a student with absences in context, click **Print Letter**, then the name of the letter you wish to generate.

Depending on your browser's settings, a Word version of the letter may immediately download or a window may display asking if you want to open or save the file. Once you locate and open the file, if all bookmarks were inserted correctly, the daily absence bookmarks repeat appropriately and you can now print the letter.

Your student was absent the following days for the listed amount of hours:

Absence Date	Excused	Unexcused	Out Of School Suspension
08/25/2017	4.5	0	0
09/01/2017	6.58	0	0
09/06/2017	1.17	0	0
09/15/2017	6.58	0	0
09/25/2017	6.58	0	0
09/26/2017	6.58	0	0
09/27/2017	6.58	0	0
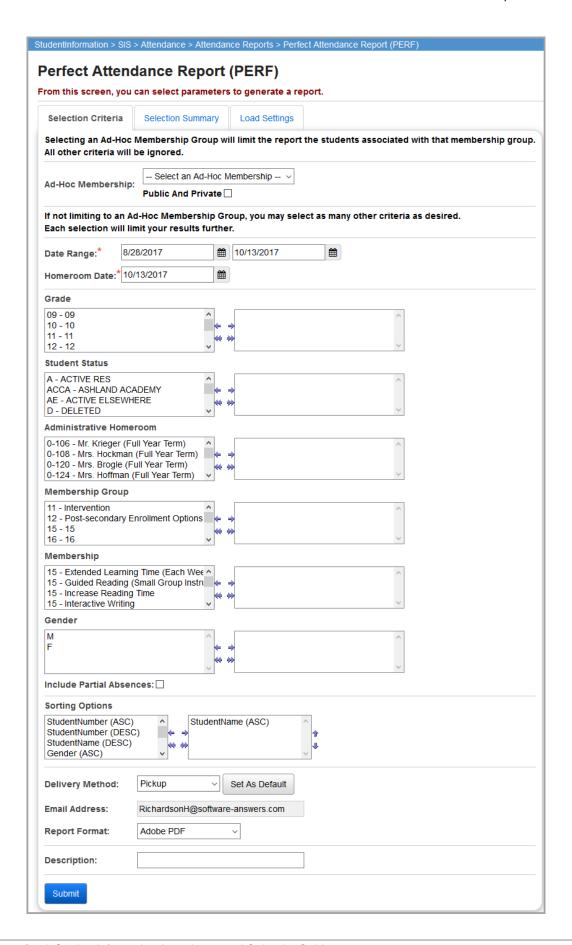
Attendance Reports – General

Please see the Batch/Report Management documentation for more detailed information about running and viewing reports.

Perfect Attendance Report (PERF)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Perfect Attendance Report (PERF)

This report displays students who meet the specified selection criteria and have had zero (0) total absences during the specified date range. The user may specify that partial absences do not disqualify students from perfect attendance. The report totals results by students and gender.

Perfect Attendance Report (PERF)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ⌄

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range: * 8/28/2017 📅   10/13/2017 📅

Homeroom Date: * 10/13/2017 📅

Grade

```
09 - 09
10 - 10
11 - 11
12 - 12
```

Student Status

```
A - ACTIVE RES
ACCA - ASHLAND ACADEMY
AE - ACTIVE ELSEWHERE
D - DELETED
```

Administrative Homeroom

```
0-106 - Mr. Krieger (Full Year Term)
0-108 - Mrs. Hockman (Full Year Term)
0-120 - Mrs. Brogle (Full Year Term)
0-124 - Mrs. Hoffman (Full Year Term)
```

Membership Group

```
11 - Intervention
12 - Post-secondary Enrollment Options
15 - 15
16 - 16
```

Membership

```
15 - Extended Learning Time (Each Wee
15 - Guided Reading (Small Group Instru
15 - Increase Reading Time
15 - Interactive Writing
```

Gender

```
M
F
```

Include Partial Absences: ☐

Sorting Options

```
StudentNumber (ASC)          StudentName (ASC)
StudentNumber (DESC)
StudentName (DESC)
Gender (ASC)
```

Delivery Method: Pickup ⌄   [Set As Default]

Email Address: RichardsonH@software-answers.com

Report Format: Adobe PDF ⌄

Description: _____

[Submit]

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Date Range (optional) – Specify the date ranges to look for absences; the start date defaults to the first day of school for the school in context for the active school year. The end date defaults to the current date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; the date defaults to the current date, or, if the current date is not a valid school day, the most recent valid school day for the school in context and active school year.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Administrative Homeroom (optional) – If no administrative homerooms are selected, the report selects all administrative homerooms. You can also filter by selecting specific administrative homerooms for your report.

Membership Groups (optional) – If no membership groups are selected, the report selects all membership groups. You can also filter by selecting specific membership groups for your report.

Memberships (optional) – If no memberships are selected, the report selects all memberships. You can also filter by selecting specific memberships for your report.

Gender (optional) – Select to filter by gender or leave blank to exclude gender.

Include Partial Absences (optional) – Select this check box if a student with partial absences can still be considered to have perfect attendance.

Sorting Options (optional) – Select one or more sort options for your report .

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output

Description (optional) – Displays on the **Batch Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.
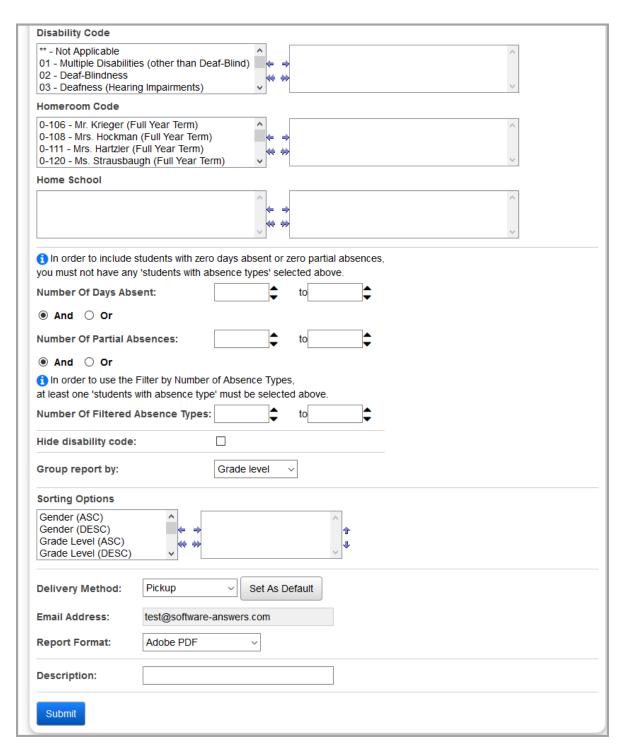
Report: PERF						DASL HIGH SCHOOL
Printed Wed, Dec 12, 2007, 8:59 AM						2007-2008
						Perfect Attendance Report
Student Number	Student Name	Gender	Counselor	Homeroom	Homeroom Teacher	
Grade: 10						
4002	FONT, ELLA JANE	F		A105	DAVID COUSINS	
4003	JOHNSON, GEORGE	M		A105	DAVID COUSINS	
4004	POTTS, JORDAN	M		A105	DAVID COUSINS	
4005	WELLS, JOBETH	F		A105	DAVID COUSINS	
Sub Totals For Grade: 10	Male Students: 2		Female Students: 2		Total Students: 4	

Student Absence Search Summary (R309-B)

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

Formerly known as R309-B in SIS. This report generates a list of selected students and displays the total of their absences for the date range selected.

StudentInformation > SIS > Attendance > Attendance Reports > Student Absence Search Summary (R309-B)

Student Absence Search Summary (R309-B)

From this screen, you can select parameters to generate a report.

Selection Criteria	Selection Summary	Load Settings

Report Format: ○ Days ● Hours

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ⌄

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range:* 8/28/2017 📅 to* 6/1/2018 📅

Homeroom Date:* 6/1/2018 📅

ⓘ 'Students with Absence Type' filters for students that have at least one of the absence type(s) chosen.
Leave 'Students with Absence Type' blank to return both students with and without absence records.
Select all absence types to return every student with at least one absence.

Absence Type

| EXCUSED |
| TRUANT |
| NOT ABSENT |
| ISD |

Absence Reason

| (No Absence Reason) |
| 1 - COLLEGE VISIT |
| 10 - LICE |
| 11 - MEDICAL EXCUSE |

Grade

09 - 09	12 - 12
10 - 10	
11 - 11	
GR - GR	

Program

| ** - NOT APPLICABLE |
| 01 - Multiple Disabilities (other than Deaf - Blind) |
| 02 - Deaf-Blindness |
| 03 - Deafness (Hearing Impairments) |

Student Status

| A - ACTIVE RES |
| ACCA - ASHLAND ACADEMY |
| AE - ACTIVE ELSEWHERE |
| D - DELETED |

Report Format – Select a report format of **Days** or **Hours**. When you select **Days**, the report displays the **Days Absent** and **Partial Absence** values. When you select **Hours**, the report displays the **Hours Absent** values.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Date Range (optional) – Specify the date ranges to look for absences; this defaults to the starting date on the calendar for the start date and to today's date for the end date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Absence Type (optional) – If no absence types are selected, the report selects all absence types. You can also filter by selecting specific absence types for your report.

> *Note: This filters for students that have at least one of the absence types selected. Leave the filter blank (select no absence types) to return both students with and without absence records. Select all absence types to return every student with at least one absence.*

Absence Reason (optional) – If no absence reasons are selected, the report selects all absence reasons. You can also filter by selecting specific absence reasons for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Program (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Disability Code (optional) – If no disability codes are selected, the report selects all disability codes. You can also filter by selecting specific disability codes for your report.

Homeroom Code (optional) – If no homeroom codes are selected, the report selects all homeroom codes. You can also filter by selecting specific homeroom codes for your report.

Home School (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report. This field populates based on the values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Number of Days Absent (optional) – Limit the selection of students to those who have a number of full days absent within the range specified (counting full day absences as 1.0 and half day absences as 0.5). You may filter using decimal points, such as "1.5" to "3.5."

> *Note: In order to include students with zero days absent, you must not have any **Absence Types** selected above.*

And/Or – Select **And** to display students with the specified **Number of Days Absent** and specified **Number of Partial Absences**. Select **Or** to display students with the specified **Number of Days Absent** or the specified **Number of Partial Absences**.

Number of Partial Absences (optional) – Limit the selection of students to those who have number of late/tardy absence events within the range specified. You may filter using decimal points, such as "1.5" to "3.5."

> *Note: In order to include students with zero days of partial absences, you must not have any **Absence Types** selected above.*

And/Or – Select **And** to display students with the specified **Number of Partial Absences** and specified **Number of Filtered Absence Types**. Select **Or** to display students with the specified **Number of Partial Absences** or the specified **Number of Filtered Absence Types**.

Number of Filtered Absence Types (optional) – Limit the selection of students to those who have a number of absences of all types selected above in the **Absence Types** filter within the range specified (counting full day absences as 1.0, half day absences as 0.5, late/tardy absence events as 1.0 and other non-absence absence events as 1.0, provided the absences or absence events have the selected **Absence Types**). You may filter using decimal points, such as "1.5" to "3.5."

> *Note: This filter is only effective if you have selected at least one absence type from the **Absence Types** filter.*

Hide Disability Code? (optional) – If selected, disability codes are hidden and do not display on the report.

Group report by (required) – Select to group by **Disability**, **Gender**, **Grade Level**, **Home Room**, **Home School**, **Program**, or **Student Status**; this defaults to **Grade Level**.

Sorting Options (optional) – Select one or more sort options for your report .

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch Management** screen.
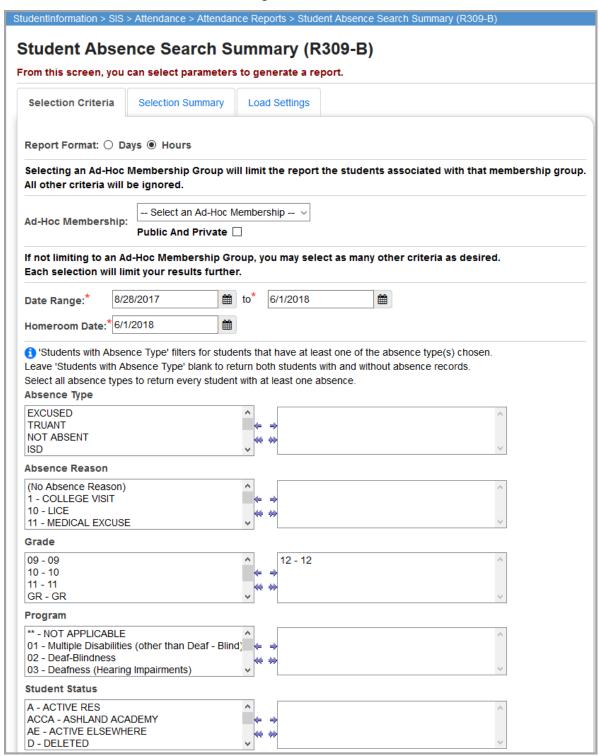
Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Days Format

Report: R309B
Printed Tue, Aug 14, 2018, 1:11 PM

ASHLAND HIGH SCHOOL
2017-2018
Student Absence Search Summary

Id	Student Name	Gender	Grade	Status	Program	Homeroom	Disability	Home School	Telephone	Days Absent	Partial Absence
	, JENNA	F	09	A		ABB SC	**			9.0	3.0
	, NICHOLAS	M	09	A		ABB SC	**			2.0	0.0
	, LUCIUS	M	09	A	10	ABRAX	10			8.0	2.0
	, JASON	M	09	A		ONLINE	**			2.0	1.0
	, RHEALYN	F	09	A		ONLINE	**			4.5	1.0
	, AIDEN	M	09	A		ONLINE	**			1.0	0.0
	, EMMA	F	09	A	**	ONLINE	**			1.0	2.0
	, RAVEN	F	09	A		ONLINE	**			5.0	0.0
	, CHASE	M	09	A		8th HG	**			1.5	2.0
	, SKYE	F	09	A		8th HG	**			1.5	1.0
	, CHLOE	F	09	A		8th HG	**			0.5	2.0
	, THOMAS	M	09	A		8th HG	**			0.0	0.0

Hours Format

Report: R309HS
Printed Tue, Aug 14, 2018, 1:14 PM

ASHLAND HIGH SCHOOL
2017-2018
Student Absence Search Summary

Id	Student Name	Gender	Grade	Status	Program	Homeroom	Disability	Home School	Telephone	Hours Absent
	, BRADEN	M	09	Q	**	8th HS	**			28.06
								Grade level 09 Total:		28.06
								Student Count:		1
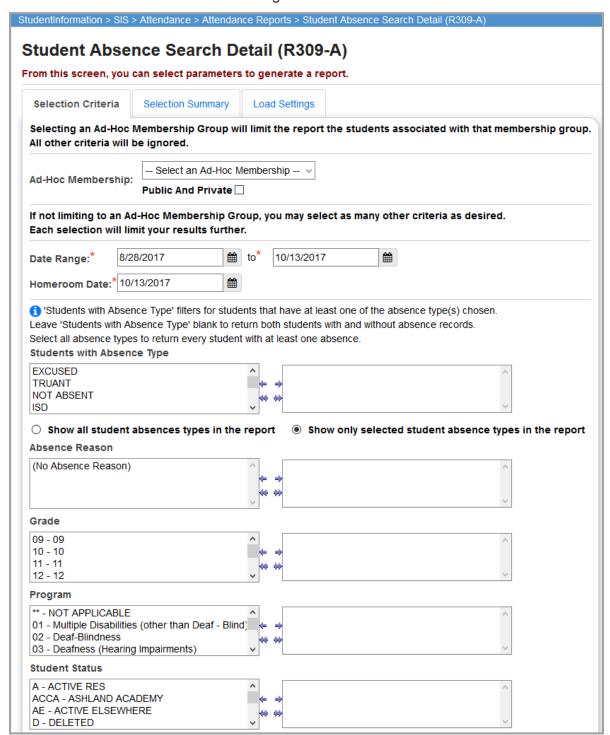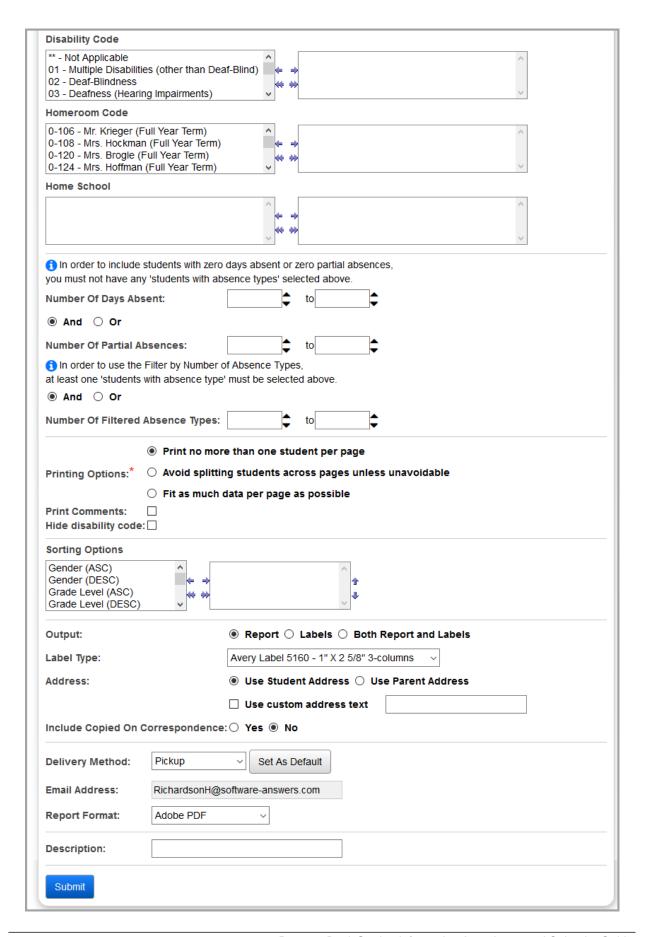
Student Absence Search Detail (R309-A)

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

Formerly known as R309-A in SIS. This report generates a list of selected students and displays the detail of their absences for the date range selected.

StudentInformation > SIS > Attendance > Attendance Reports > Student Absence Search Detail (R309-A)

Student Absence Search Detail (R309-A)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ∨
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range:* 8/28/2017 📅 to* 10/13/2017 📅
Homeroom Date:* 10/13/2017 📅

ⓘ 'Students with Absence Type' filters for students that have at least one of the absence type(s) chosen.
Leave 'Students with Absence Type' blank to return both students with and without absence records.
Select all absence types to return every student with at least one absence.

Students with Absence Type

EXCUSED
TRUANT
NOT ABSENT
ISD

○ **Show all student absences types in the report**   ◉ **Show only selected student absence types in the report**

Absence Reason

(No Absence Reason)

Grade

09 - 09
10 - 10
11 - 11
12 - 12

Program

** - NOT APPLICABLE
01 - Multiple Disabilities (other than Deaf - Blind)
02 - Deaf-Blindness
03 - Deafness (Hearing Impairments)

Student Status

A - ACTIVE RES
ACCA - ASHLAND ACADEMY
AE - ACTIVE ELSEWHERE
D - DELETED

Disability Code

** - Not Applicable
01 - Multiple Disabilities (other than Deaf-Blind)
02 - Deaf-Blindness
03 - Deafness (Hearing Impairments)

Homeroom Code

0-106 - Mr. Krieger (Full Year Term)
0-108 - Mrs. Hockman (Full Year Term)
0-120 - Mrs. Brogle (Full Year Term)
0-124 - Mrs. Hoffman (Full Year Term)

Home School

🛈 In order to include students with zero days absent or zero partial absences, you must not have any 'students with absence types' selected above.

Number Of Days Absent: [ ] to [ ]

◉ And ○ Or

Number Of Partial Absences: [ ] to [ ]

🛈 In order to use the Filter by Number of Absence Types, at least one 'students with absence type' must be selected above.

◉ And ○ Or

Number Of Filtered Absence Types: [ ] to [ ]

◉ Print no more than one student per page

Printing Options:* ○ Avoid splitting students across pages unless unavoidable

○ Fit as much data per page as possible

Print Comments: ☐
Hide disability code: ☐

Sorting Options

Gender (ASC)
Gender (DESC)
Grade Level (ASC)
Grade Level (DESC)

Output: ◉ Report ○ Labels ○ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: ◉ Use Student Address ○ Use Parent Address

☐ Use custom address text [ ]

Include Copied On Correspondence: ○ Yes ◉ No

Delivery Method: Pickup [Set As Default]

Email Address: RichardsonH@software-answers.com

Report Format: Adobe PDF

Description: [ ]

[Submit]

Ad-Hoc Membership (optional) – Select an ad-hoc membership from drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Date Range (required) – Specify the date ranges to look for absences; this defaults to the starting date on the calendar for the start date and to today's date for the end date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Students with Absence Type (optional) – If no absence types are selected, the report selects all absence types. You can also filter by selecting specific absence types for your report.

> *Note: This filters for students that have at least one of the absence types chosen. Leave the filter blank (select no absence types) to return both students with and without absence records. Select all absence types to return every student with at least one absence.*

Show all student absences types in the report – Select to display absences of any absence type for students selected by the filters, even if students are selected based on an absence type filter. For example, if you filter for students with tardies and select this option, only students with tardies display but all absences for any type for those students display—not just tardies.

Show only selected student absence types in the report – Select to display absences of just the selected absent type. For example, if you filter for students with tardies and select this option, only students with tardies display and only their tardy absences display.

Absence Reason (optional) – If no absence reasons are selected, the report selects all absence reasons. You can also filter by selecting specific absence reasons for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Program (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Disability Code (optional) – If no disability codes are selected, the report selects all disability codes. You can also filter by selecting specific disability codes for your report.

Homeroom Code (optional) – If no homeroom codes are selected, the report selects all homeroom codes. You can also filter by selecting specific homeroom codes for your report.

Home School (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report. This field populates based on the values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Number of Days Absent (optional) – Limit the selection of students to those who have a number of full days absent within the range specified (counting full day absences as 1.0 and half day absences as 0.5). You may filter using decimal points, such as "1.5" to "3.5."

> *Note: In order to include students with zero days absent, you must not have any* ***Absence Types*** *selected above.*

And/Or – Select **And** to display students with the specified **Number of Days Absent** and specified **Number of Partial Absences**. Select **Or** to display students with the specified **Number of Days Absent** or the specified **Number of Partial Absences**.

Number of Partial Absences (optional) – Limit the selection of students to those who have a number of late/tardy absence events within the range specified. You may filter using decimal points, such as "1.5" to "3.5."

> *Note: In order to include students with zero partial absences, you must not have any **Absence Types** selected above.*

And/Or – Select **And** to display students with the specified **Number of Partial Absences** and specified **Number of Filtered Absence Types**. Select **Or** to display students with the specified **Number of Partial Absences** or the specified **Number of Filtered Absence Types**.

Number of Filtered Absence Types (optional) – Limit the selection of students to those who have a number of absences of all types selected above in the **Absence Types** filter within the range specified (counting full day absences as 1.0, half day absences as 0.5, late/tardy absence events as 1.0 and other non-absence absence events as 1.0, provided the absences or absence events have the selected absence types). You may filter using decimal points, such as "1.5" to "3.5."

> *Note: This filter is only effective if you have selected at least one absence type from the **Absence Types** filter.*

Printing Options (required)

- **Print no more than one student per page** – Only displays one student per page, unless the student overflows the page and has to continue to multiple pages (this is the same as **Break on student**). A page break occurs after the student's data is complete so that no more than one student's data is on each page.

- **Avoid splitting students across pages unless unavoidable** – Attempts to fit all of the student's data, including header and footer, on the remainder of the current page. If it won't fit, it enters a page break and continues at the start of the next page (this is not the same as selecting **Break on student**).

- **Fit as much data per page as possible** – Fits as much data as possible on each page, splitting student data whenever necessary. This results in the fewest pages used for the report.

Print Comments (optional) – If selected, prints student absence comments.

Hide Disability Code? (optional) – If selected, disability codes are hidden and do not display on the report.

Sorting Options (optional) – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
  - Page Scaling = None
  - Auto Rotate and Center = Unchecked
- For Adobe 10:
  - Size Options = Actual Size
  - Orientation = Portrait

*Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, under **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview** in Firefox to an Adobe option (such as **Use Adobe Acrobat**).*

Label Type – If you select **Labels**, specify the size of the labels in the **Label Type** by selecting the appropriate label format from the drop-down list.

Address – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.

Include Copied On Correspondence – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** check box selected are included when creating labels.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R309A
Printed Fri, Jul 10, 2009, 8:28 AM

HIGH SCHOOL
2008-2009
Student Absence Search Detail

Id	Student Name				Gender	Grade	Homeroom	Program	Disability	Home School	Telephone	
00012846	Student24094, KATHRYN				F	09	IN06		**		(555) 555-5555	

Date	Rot. Day	Abs. Type	In	Out	Reason	Note	Days Absent	Part Absence
09/16/2008	T	OTHER		2:35 PM	DOC/DENT	PRNT CALL	0.0	
11/07/2008	F	OTHER		2:30 PM	DOC/DENT	PRNT CALL	0.0	
12/16/2008	T	OTHER		2:10 PM	DOC/DENT	PRNT CALL	0.0	
01/05/2009	M	EXCUSED		12:30 PM	ILL/SNT HM	SCH CALL	0.5	
01/08/2009	R	EXCUSED		11:06 AM	ILL/SNT HM	SCH CALL	1.0	
05/01/2009	F	TARDY	9:21 AM		DOC/DENT	PRNT CALL	0.0	1.0
						Absence Count: 6	**Total:** 1.5	1.0

Id	Student Name				Gender	Grade	Homeroom	Program	Disability	Home School	Telephone	
00012845	Student24095, BROOKE				F	09	IN07		**		(555) 555-5555	

Date	Rot. Day	Abs. Type	In	Out	Reason	Note	Days Absent	Part Absence
11/10/2008	M	EXCUSED		12:25 PM	ILL/SNT HM	SCH CALL	0.5	
11/11/2008	T	EXCUSED			SICK	PRNT CALL	1.0	
12/12/2008	F	EXCUSED			VACATION	ADVANCED	1.0	
12/15/2008	M	EXCUSED			VACATION	ADVANCED	1.0	
02/13/2009	F	OTHER	10:48 AM	9:15 AM	DOC/DENT	PRNT CALL	0.0	
02/23/2009	M	EXCUSED			SICK	PRNT CALL	1.0	
03/16/2009	M	EXCUSED	11:25 AM		SICK	PRNT CALL	1.0	
03/26/2009	R	EXCUSED			SICK	PRNT CALL	1.0	
03/27/2009	F	EXCUSED			SICK	PRNT CALL	1.0	
04/14/2009	T	OTHER	1:25 PM	11:00 AM	DOC/DENT	PRNT CALL	0.0	
04/22/2009	W	EXCUSED		11:40 AM	DOC/DENT	NOTE	0.5	
04/30/2009	R	OTHER	11:30 AM	9:15 AM	PER/LIC	PRNT CALL	0.0	
05/14/2009	R	EXCUSED	11:15 AM		DOC/DENT	PRNT CALL	0.5	
						Absence Count: 13	**Total:** 8.5	0.0

Homeroom Attendance Register Detail (R310-A)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Homeroom Att Register Detail (R310-A)

Formerly known as R310-A in SIS. This report shows student attendance detail grouped by homeroom and month.

Date Range (optional) – Specify the date ranges to look for absences; the start date defaults to the first day of school for the school in context for the active school year. The end date defaults to the current date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Administrative Homeroom (optional) – If no homerooms are selected, the report selects all homerooms. You can also filter by selecting specific homerooms for your report.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Membership Group (optional) – If no membership groups are excluded, the report selects all membership groups. You can also exclude specific membership groups for your report.

Number of Absences (optional) – You can limit the selection of students to those who have a number of absences within the range specified.

And/Or – Select **And** to display students with the specified **Number of Absences** and specified **Number of Lates**. Select **Or** to display students with the specified **Number of Absences** or the specified **Number of Lates**.

Number of Lates (optional) – You can limit the selection of students to those who have a number of half days absent within the range specified.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

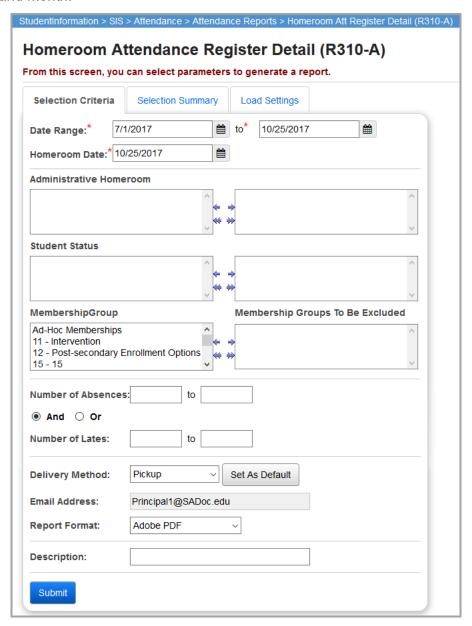**Description** (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Homeroom Detail

```
REPORT: DASL - R310-A                          DASL HIGH SCHOOL                          RUN AT 10:01 AM 12/12/2007

                                      HOMEROOM ATTENDANCE REGISTER DETAIL

HOMEROOM:  A109              MICHAEL  WEBBER                                            PAGE      17  OF      27

YEAR/MONTH:   2007 /  09         SCHOOLYEAR: 2007-2008                          FROM: 08/27/2007 TO: 12/12/2007

STUDENT NAME               ID         GN   GR    DAYS      NO OF       A B S E N C E S   B Y   D A T E  (A=AM, P=PM, BLANK=AM AND PM)
                                            ABSENT    PARTIAL
                                                      ABSENCES

Banana, Hannah             48652258    F    09    7.0       0.0        5   6   7   11   12   13   17

Contrary, Jesse            48652281    M    09    1.0       0.0        17

CONTRARY, MARY M.          5001        F    09    1.0       0.0        17

EYE, CORY ROBERT           6001        M    09    1.0       0.0        17

Frog, Kermit               48652304    M    12

James, Steven              48652327    M    12

JONES, WHITNEY ANN         6003        F    12

MAY, DAISY LEE             6005        F    12

PERRY, MICHAEL JAY         5002        M    12

SAWYER, THOMAS (JACK)      4008        M    12

SPRAT, JACK JOSEPH         5004        M    12

WELLS, JONA RENEE          5005        F    12

SUMMARY FOR HOMEROOM    A109    YEAR    2007  MONTH    09    NO OF MALE STUDENTS:            7    DAYS IN SESSION:                   19.0

                                                            NO OF FEMALE STUDENTS:          5    TOTAL STUDENTS DAYS  POSSIBLE:    228.0

                                                            (AT END OF DATE RANGE)               TOTAL STUDENTS DAYS ABSENT:       10.0

                                                                                                 TOTAL  STUDENT DAYS PRESENT:     218.0

                                                                                                 TOTAL NO OF PARTIAL ABSENCES:      0.0
```
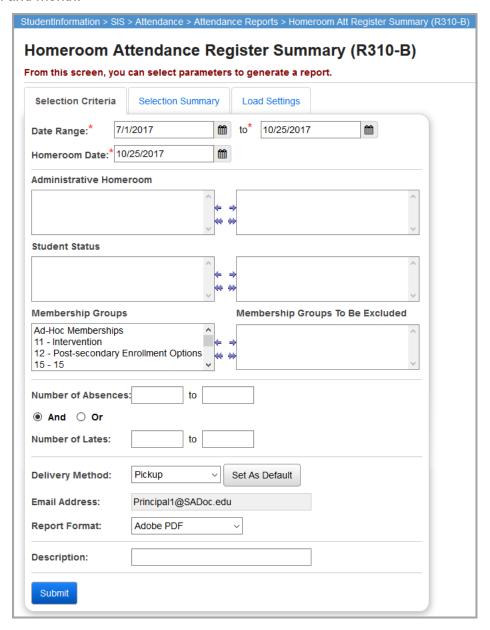
Report Summary

```
REPORT: DASL - R310-A                          DASL HIGH SCHOOL                          RUN AT 10:01 AM 12/12/2007

                                        HOMEROOM ATTENDANCE REGISTER DETAIL

HOMEROOM:  A110                LAURA  LAYMAN                                          PAGE      26   OF      27

YEAR/MONTH:   2007  /  11      SCHOOLYEAR: 2007-2008                                  FROM: 08/27/2007 TO: 12/12/2007

STUDENT NAME               ID       GN   GR   DAYS     NO OF        A B S E N C E S   B Y  D A T E  (A=AM, P=PM, BLANK=AM AND PM)
                                               ABSENT   PARTIAL
                                                        ABSENCES
```

SUMMARY FOR ALL HOMEROOMS   Year: 2007   Month: 8

              NO OF MALE STUDENTS: 15   DAYS IN SESSION: 5.0

              NO OF FEMALE STUDENTS: 13   TOTAL STUDENT DAYS POSSIBLE: 140.0

                                            TOTAL STUDENT DAYS ABSENT: 0.0

                                            TOTAL STUDENT DAYS PRESENT: 140.0

                                            TOTAL NO PARTIAL ABSENCES: 0.0

SUMMARY FOR ALL HOMEROOMS   Year: 2007   Month: 9

              NO OF MALE STUDENTS: 15   DAYS IN SESSION: 19.0

              NO OF FEMALE STUDENTS: 13   TOTAL STUDENT DAYS POSSIBLE: 532.0

                                            TOTAL STUDENT DAYS ABSENT: 17.0

                                            TOTAL STUDENT DAYS PRESENT: 515.0

                                            TOTAL NO PARTIAL ABSENCES: 0.0

Homeroom Attendance Register Summary (R310-B)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Homeroom Att Register Summary (R310-B)

Formerly known as R310-B in SIS. This report shows student attendance summary grouped by homeroom and month.

Date Range (optional) – Specify the date ranges to look for absences; the start date defaults to the first day of school for the school in context for the active school year. The end date defaults to the current date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Administrative Homeroom (optional) – If no homerooms are selected, the report selects all homerooms. You can also filter by selecting specific homerooms for your report.

Student Status (optional) – If no student status is selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Membership Group (optional) – If no membership groups are excluded, the report selects all membership groups. You can also exclude specific membership groups for your report.

Number of Absences (optional) – You can limit the selection of students to those who have a number of full days absent within the range specified.

And/Or – Select **And** to display students with the specified **Number of Absences** and specified **Number of Lates**. Select **Or** to display students with the specified **Number of Absences** or the specified **Number of Lates**.

Number of Lates (optional) – You can limit the selection of students to those who have number of half days absent within the range specified.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

```
REPORT: DASL - R310-A                        DASL HIGH SCHOOL                          RUN AT 10:08 AM 12/12/2007

                                   HOMEROOM ATTENDANCE REGISTER SUMMARY

                                                                            PAGE      17  OF       27

SUMMARY FOR HOMEROOM    A109    YEAR   2007  MONTH    09   NO OF MALE STUDENTS:         7     DAYS IN SESSION:                  19

                                                          NO OF FEMALE STUDENTS:       5     TOTAL STUDENTS DAYS  POSSIBLE:    228.0

                                                          (AT END OF DATE RANGE)             TOTAL STUDENTS DAYS ABSENT:        10.0

                                                                                             TOTAL   STUDENT DAYS PRESENT:     218.0

                                                                                             TOTAL NO OF PARTIAL ABSENCES:       0.0
```

```
REPORT: DASL - R310-A                        DASL HIGH SCHOOL                          RUN AT 10:08 AM 12/12/2007

                                   HOMEROOM ATTENDANCE REGISTER SUMMARY

                                                                            PAGE      27  OF       27

SUMMARY FOR ALL HOMEROOMS            08/27/2007      TO      12/12/2007            DAYS IN SESSION:  73.0
                                                                     TOTAL STUDENT DAYS POSSIBLE:  2,050.0
                                     NO OF MALE STUDENTS:  15            TOTAL STUDENT DAYS ABSENT:  19.0
                                     NO OF FEMALE STUDENTS:  16         TOTAL STUDENT DAYS PRESENT:  2,031.0
                                                                        TOTAL NO PARTIAL ABSENCES:  1.0
```

Student Absence Statistics Report (R311)

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

Formerly known as R311 in SIS. This report displays student absence statistics by Type/Reason and by Type for a given date range.

Date Range (optional) – Specify the date ranges to look for absences; the start date defaults to the first day of school for the school in context for the active school year. The end date defaults to the current date.

Absence Type (optional) – If no absence types are selected, the report selects all absence types. You can also filter by selecting specific absence types for your report.

Absence Reason (optional) – If no absence reasons are selected, the report selects all absence reasons. You can also filter by selecting specific absence reasons for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R311
Printed Wed, Dec 12, 2007, 10:29 AM

DASL HIGH SCHOOL
2004-2005
Absence Statistics
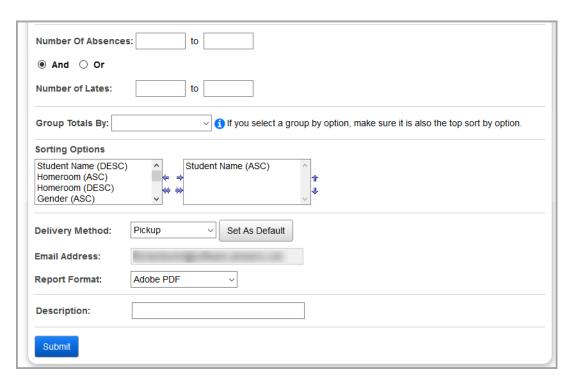
Type	UNEXCUSED		ABSENT		SCHOOL REL		EXCUSED		ISS		OTHER		PARENT/CP		TARDY	
Reason	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.
OUT/PARENT	0	0.0	0	0.0	0	0.0	2	2.0	0	0.0	0	0.0	0	0.0	0	0.0
RELIGION	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
TRANS	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
TRUANT	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
VACATION	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
withdraw	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
None	2	2.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Totals:	15.0	15.0	32.0	32.0	9.0	0.0	26.0	26.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	0.0

Student ADM & ADA Report for ABSE Detail (R322-A)

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

Formerly known as R322-A in SIS. This report is used to analyze student absence data by pulling data stored in ABSE – Student Absence.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Absence Date Range (required) – Specify the date ranges to look for absences; the start date defaults to the first day of school for the school in context for the active school year. The end date defaults to the current date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Administrative Homeroom (optional) – If no administrative homerooms are selected, the report selects all administrative homerooms. You can also filter by selecting specific administrative homerooms for your report.

Program (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

Home School (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report. this field populates based on the values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Absence Type (optional) – If no absence types are selected, the report selects all absence types. You can also filter by selecting specific absence types for your report.

Gender (optional) – If no gender is selected, the report runs for both gender types. You can filter by selecting a specific gender for your report.

Number of Absences (optional) – You can limit the selection of students to those who have a number of days absent within the range specified;.

And/Or – Select **And** to display students with the specified **Number of Absences** and specified **Number of Lates**. Select **Or** to display students with the specified **Number of Absences** or the specified **Number of Lates**.

Number of Lates (optional) – You can limit the selection of students to those who have a number of days late within the range specified.

Group Totals By (optional) – You can select to group the report by **District of Residence**, **Program**, **Homeroom**, **Home School**, **Grade Level**, or **Gender**.

> *Note: When you use the **Group Totals By** feature, you must make sure that your first sorting 0ption is the same as your **Group Totals By** selection.*

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.
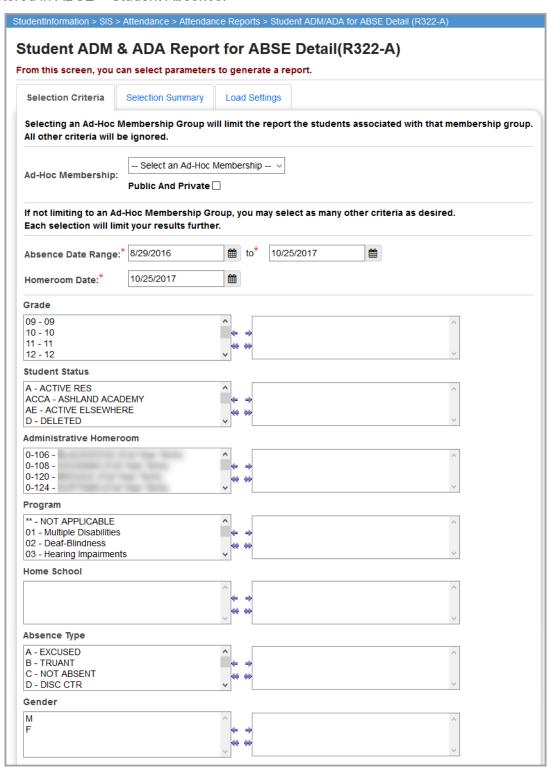
Report: R322A Printed Wed, Dec 12, 2007, 1:14 PM												DASL HIGH SCHOOL 2007-2008 Student ADM & ADA Report Detail			
Student Number	Student Name	Status	Grade	Gender	Homeroom	Home District	Total Present	Avg Daily Att	Total Memb	Avg Daily Memb	% of Att	Days in Session	Total Absent	Total Late
48652258	Banana, Hannah	A	09	F	A109	044222	66.00	0.90	73.00	1.00	90.41	73.00	7.00	0.00
48652442	Bird, Kelsey	A	09	F		043877	2.00	1.00	2.00	0.03	100.00	73.00	0.00	0.00
7001	CONTRARY, JASON WILLIAM	A	11	M	A107	043877	73.00	1.00	73.00	1.00	100.00	73.00	0.00	0.00
48652281	Contrary, Jesse	A	09	M	A109	043877	72.00	0.99	73.00	1.00	98.63	73.00	1.00	0.00
5001	CONTRARY, MARY M.	A	09	F	A109	043877	70.00	0.96	73.00	1.00	95.89	73.00	3.00	1.00
48652396	Daniels, Pam	O	UG	F		043877	2.00	1.00	2.00	0.03	100.00	73.00	0.00	0.00

Student ADM & ADA Report for ABSE Summary (R322-B)

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

Formerly known as R322-B in SIS. This report is used to analyze student absence data (totals by grade) by pulling data stored in ABSE – Student Absence.

StudentInformation > SIS > Attendance > Attendance Reports > Student ADM/ADA for ABSE Summary(R322-B)

Student ADM & ADA Report for ABSE Summary (R322-B)

From this screen, you can select parameters to generate a report.

| **Selection Criteria** | Selection Summary | Load Settings |

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ⌄

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Absence Date Range:* 8/29/2016 🗓 to* 10/25/2017 🗓

Homeroom Date:* 10/25/2017 🗓

Grade

```
09 - 09
10 - 10
11 - 11
12 - 12
```
⇐ ⇒
⇐⇐ ⇒⇒

Student Status

```
A - ACTIVE RES
ACCA - ASHLAND ACADEMY
AE - ACTIVE ELSEWHERE
D - DELETED
```
⇐ ⇒
⇐⇐ ⇒⇒

Administrative Homeroom

```
0-106 -
0-108 -
0-120 -
0-124 -
```
⇐ ⇒
⇐⇐ ⇒⇒

Program

```
** - NOT APPLICABLE
01 - Multiple Disabilities
02 - Deaf-Blindness
03 - Hearing Impairments
```
⇐ ⇒
⇐⇐ ⇒⇒

Home School

⇐ ⇒
⇐⇐ ⇒⇒

Absence Type

```
A - EXCUSED
B - TRUANT
C - NOT ABSENT
D - DISC CTR
```
⇐ ⇒
⇐⇐ ⇒⇒

Gender

```
M
F
```
⇐ ⇒
⇐⇐ ⇒⇒

Number Of Absences: _____ to _____

◉ **And**   ◯ **Or**

Number of Lates: _____ to _____

Delivery Method: Pickup ⌄   [Set As Default]

Email Address: ▓▓▓▓▓▓▓▓▓▓

Report Format: Adobe PDF ⌄

Description: _____

[Submit]

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Absence Date Range (required) – Specify the date ranges to look for absences; the start date defaults to the first day of school for the school in context for the active school year. The end date defaults to the current date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Absence Type (optional) – If no absence types are selected, the report selects all absence types. You can also filter by selecting specific absence types for your report.

Gender (optional) – If no gender is selected, the report runs for both gender types. You can filter by selecting a specific gender for your report.

Number of Absences (optional) – You can limit the selection of students to those who have a number of days absent within the range specified.

And/Or – Select **And** to display students with the specified **Number of Absences** and specified **Number of Lates**. Select **Or** to display students with the specified **Number of Absences** or the specified **Number of Lates**.

Number of Lates (optional) – You can limit the selection of students to those who have a number of days late within the range specified.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

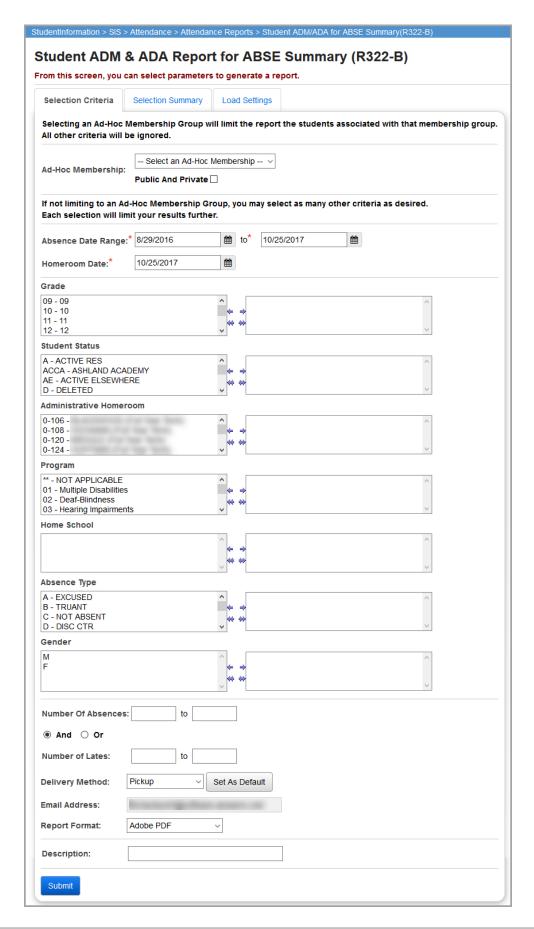**Description** (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

		Total Present	Avg Daily Att	Total Memb	Avg Daily Memb	% of Att	Days in Session	Total Absent	Total Late
Totals For Grade: 09	7.00	356.00	0.96	369.00	0.72	96.48	511.00	13.00	1
Totals For Grade: 10	5.00	359.00	0.98	365.00	1.00	98.36	365.00	6.00	0
Totals For Grade: 11	6.00	438.00	1.00	438.00	1.00	100.00	438.00	0.00	0
Totals For Grade: 12	12.00	876.00	1.00	876.00	1.00	100.00	876.00	0.00	0
Totals For Grade: UG	1.00	2.00	1.00	2.00	0.03	100.00	73.00	0.00	0
Final Totals	31.00	2,031.00	0.99	2,050.00	0.91	99.07	2,263.00	19.00	1

Report: R322B — **DASL HIGH SCHOOL**
Printed Wed, Dec 12, 2007, 1:17 PM — **2007-2008**
Student ADM & ADA Report For Absence Summary

Homeroom Attendance Report (R331)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Homeroom Attendance Report (R331)

Formerly known as R331 in SIS. This report generates a weekly attendance report that provides daily absence details for each student. For each week, absences are listed for each day of the week that a student has an absence event. This report groups students by homeroom, week, and last name, and includes the student's **Local Ethnic Category** as part of the demographic detail. Homeroom teachers may find this report useful for viewing a detailed listing of the attendance of students in their homeroom by week..

Start Date / End Date (required) – Specify the date ranges to look for absences; the **Start Date** defaults to the first day of school for the school in context for the active school year. The **End Date** defaults to the last day of the school calendar.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Administrative Homeroom (optional) – If no homerooms are selected, the report selects all homerooms. You can also filter by selecting specific homerooms for your report.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; please see the Batch/Report Management documentation for further details.

```
Report: R331                                              High School
Printed Fri, Jul 10, 2009, 11:24 AM                          2008-2009
                                          HOMEROOM ATTENDANCE REPORT


  HOMEROOM:
  TEACHER:           TEACHER NAME:


   ID        STUDENT NAME           GR  GN  ST  E


  11393      Student85418, MARK      10  M   A   W
  12520      Student61933, BRIANA    09  F   A   M
  9383       Student86648, KAYODE    12  M   I   B
  12477      Student84779, BRYCE     09  F   A   M
  9358       Student86691, ANDREW    12  M   A   M
  11003      Student85778, BRANDON   11  M   A   W
```

District-wide Membership Report (R500)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – District-wide Membership Report (R500)

Formerly known as R500 in SIS. This report shows attendance information by membership (programs) and/or grade level.

School (required) – Select the schools for which you want to run the report; defaults to all schools in the district.

Date Range (required) – Specify the date ranges to look for absences; the start date defaults to the first day of school for the school in context for the active school year. The end date defaults to the current date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Absence Type (optional) – If no absence types are selected, the report selects all absence types. You can also filter by selecting specific absence types for your report.

Program (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.
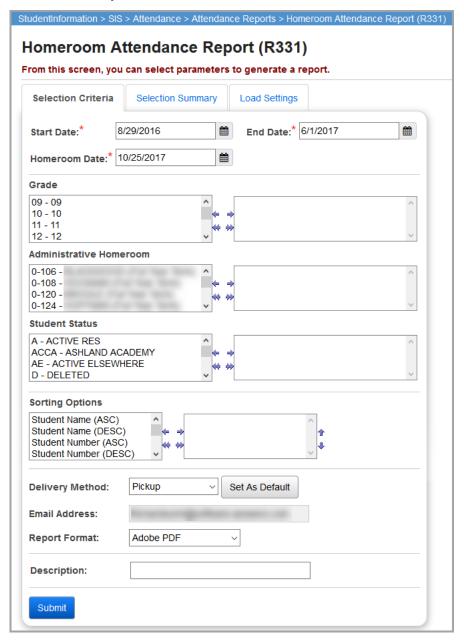
Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

> *Note: This report lists students on non-attending calendars (but lists them with zero days accumulated). No student is counted more than once.*

Report: R500													HIGH SCHOOL		
Printed Mon, Jul 20, 2009, 2:29 PM													2008-2009		
													District Wide Membership Report		
Bldg:	HS														
Grade:	09							Admission - Withdraw			Membership Days				
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc
00136574	Student18747, KYLE	R		M	09	049379	DNAC		08/25/08 -		0	0.0	0.0	0.0	0.0	0.0
00012846	Student24094, KATHRYN	A		F	09	049379	DFLT	IN06	08/25/08 -		100	172.0	170.5	1.5	1.0	0.0
00012845	Student24095, BROOKE	A		F	09	049379	DFLT	IN07	08/25/08 -		100	172.0	163.5	8.5	0.0	0.0
00012844	Student24096, TRAVIS	A		M	09	049379	DFLT	IN07	08/25/08 -		100	172.0	170.0	2.0	1.0	0.0
00012843	Student24097, CODY	A		M	09	049379	DFLT	IN07	08/25/08 -		100	172.0	162.0	10.0	2.0	0.0

| Grd Students: | 6 | Grade 23 Totals: | 801.0 | 768.5 | 30.5 | 1.0 | 2.0 |
| | | Percentage of Attendance: | 95.9% | | | | |

Report: R500
Printed Mon, Jul 20, 2009, 2:29 PM

HIGH SCHOOL
2008-2009
District Wide Membership Report

Bldg Students:	652	School HS Totals:	104639.0	99918.5	4308.5	1137.0	412.0
		Percentage of Attendance:	95.5%				
Rpt Students:	652	Report Totals:	104639.0	99918.5	4308.5	1137.0	412.0
		Percentage of Attendance:	95.5%				
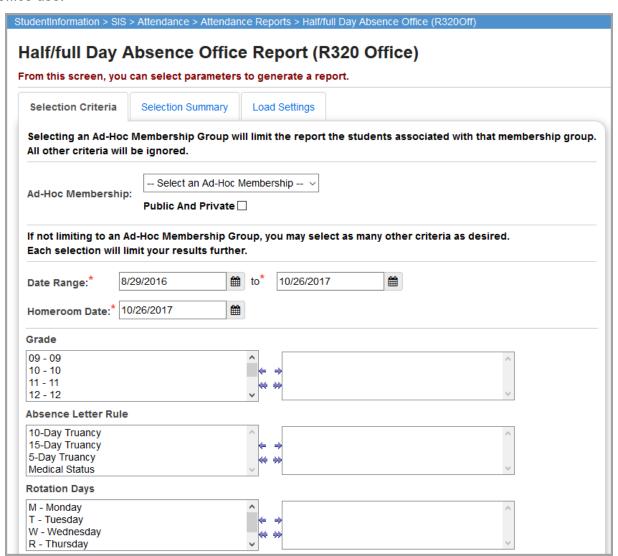
Attendance Reports – Daily
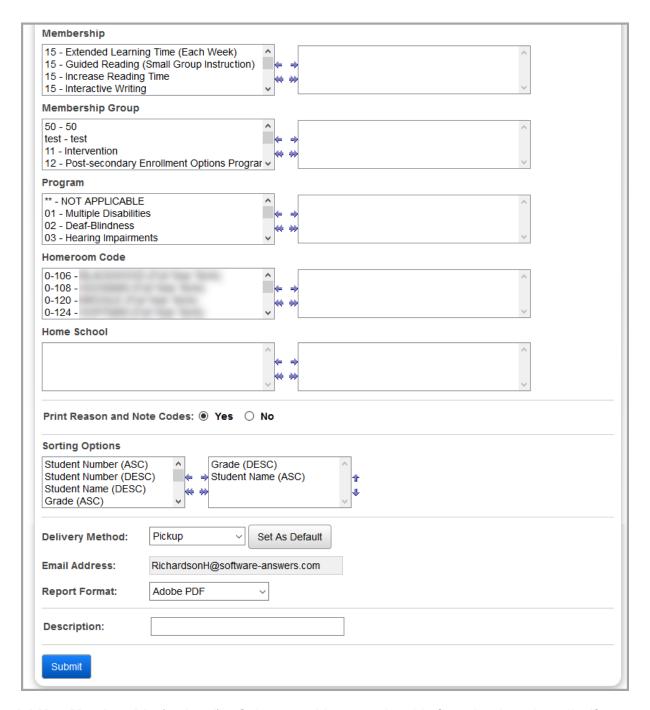
Please see the Batch/Report Management documentation for more detailed information about running and viewing reports.

Half/full Day Absence Office Report (R320 Office)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Half/full Day Absence Office Report (R320Off)

Formerly known as R320 Office in SIS. This report prints half- and full-day absence reports for office use.

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing

Membership Group

50 - 50
test - test
11 - Intervention
12 - Post-secondary Enrollment Options Progran

Program

** - NOT APPLICABLE
01 - Multiple Disabilities
02 - Deaf-Blindness
03 - Hearing Impairments

Homeroom Code

0-106 -
0-108 -
0-120 -
0-124 -

Home School

Print Reason and Note Codes: ⦿ Yes   ○ No

Sorting Options

Student Number (ASC)	Grade (DESC)
Student Number (DESC)	Student Name (ASC)
Student Name (DESC)	
Grade (ASC)	

Delivery Method: Pickup   [Set As Default]

Email Address: RichardsonH@software-answers.com

Report Format: Adobe PDF

Description:

[Submit]

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Date Range (optional) – Specify the date ranges to look for absences; the start date defaults to the first day of school for the school in context for the active school year. The end date defaults to the current date.

> *Note: Any students that violated the attendance rules for the specified **Date Range**, not just since the last letter run, display in the report.*

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Absence Letter Rule (optional) – If no absence letter rules are selected, the report selects all absence letter rules. You can also filter by selecting specific absence letter rules for your report.

Rotation Days (optional) – If no rotation days are selected, the report selects all rotation days. You can also filter by selecting specific rotation days for your report.

Membership (optional) – If no memberships are selected, the report selects all memberships. You can also filter by selecting specific memberships for your report.

Membership Group (optional) – If no membership groups are selected, the report selects all membership groups. You can also filter by selecting specific membership groups for your report.

Print Reason and Note Codes (required) – Select **Yes** to print reason codes and note codes in the report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.
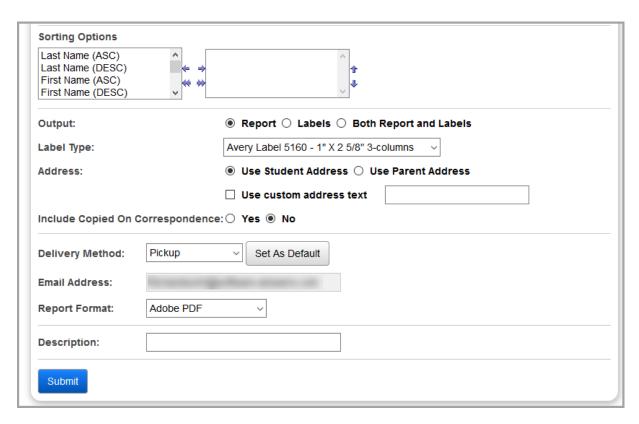
	11/21/2004

FONT, MICHELLE LYNN

Home Phone:
Work Phone:

Student Number: 6002   Gender: F
Grade: 10   Homeroom:

Absences Recorded from: 8/24/2004   to   11/21/2004

Date of Absence	Type of Absence	AM/PM	Time Left/Arrived	Reason	Note
09/10/2004	ABSENT			ILL	PRNT CALL
09/21/2004	ABSENT			ILL	PRNT CALL
09/30/2004	ABSENT			ILL	PRNT CALL
10/06/2004	EXCUSED			ILL	ATND OFCR
10/15/2004	SCHOOL REL	AM		FIELD TRIP	
10/15/2004	TARDY	AM		LATE	
10/29/2004	ABSENT				
11/17/2004	EXCUSED			JUVENILE	NO CALL

Total Days Absent: 6.00	Total Times Tardy: 1	Total Absences YTD: 6.00

Daily Office – Student Absences (R307)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Daily Office-Student Absences (R307)

Formerly known as R307 in SIS. This report is used to generate a list of students absent on a specified date grouped by **Absence Type** and **Grade**.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; the date defaults to the current date, or, if the current date is not a valid school day, the most recent valid school day for the school in context and active school year.

Start Date / Stop Date (required) – Specify the date ranges to look for absences; both fields default to the current date; each day prints on a separate page.

Absence Type (optional) – If no absence types are selected, the report selects all absence types. You can also filter by selecting specific absence types for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Program (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

Homeroom (optional) – If no homerooms are selected, the report selects all homerooms. You can also filter by selecting specific homerooms for your report.

Home School (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report. This field populates based on the values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Print Phone Numbers (optional) – Select **Yes** to print student phone numbers on the report.

Print Total for Absence Types (optional) – Select **Yes** to print the totals for the various absence types.

Sorting Options (optional) – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
  - Page Scaling = None
  - Auto Rotate and Center = Unchecked
- For Adobe 10:
  - Size Options = Actual Size
  - Orientation = Portrait

  Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. *On the* **Applications** *window, under* **Content Type**, *locate* **Portable Document Format (PDF)**. *In the* **Action** *column of that row, change the selection from* **Preview** *in Firefox to an Adobe option (such as* **Use Adobe Acrobat**).

Label Type – If you select **Labels**, specify the size of the labels in the **Label Type** by selecting the appropriate label format from the drop-down list. The report containing labels is formatted to match the selection. Labels for this report default sort by **Grade Level**, then alphabetically by **Name**. If a different sort is selected for the report, labels are sorted in the same order that the report is sorted.

Address – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.

Include Copied On Correspondence – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** check box selected are included when creating labels.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.
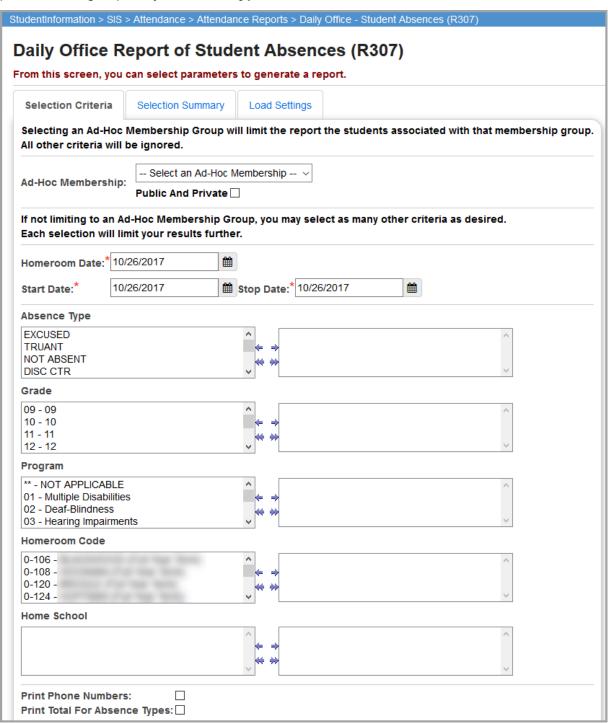
Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R307 Printed Mon, Jul 20, 2009, 2:19 PM												**HIGH SCHOOL** 2008-2009 **Daily Office Report of Student Absences**		
Student Number	Student Name	Status	Gender	Grade	Home Room	Pgm	Home Sch	Phone Number	Absence Interval	Time In	Time Out	Absence Reason	Absence Note	Calendar
5/1/2009														
EXCUSED														
00012810	Student24135, HOLLY	A	F	09	IN06				AM	10:55		SICK	PRNT CALL	DFLT
00012599	Student24179, BRANDON	A	M	09	IN01				Full			SICK	PRNT CALL	DFLT
00012154	Student24239, RYAN	A	M	09	IN07				AM	10:45		SICK	PRNT CALL	DFLT
00012149	Student24244, DODE	N	M	09	IN06				Full			SICK	PRNT CALL	DFLT
00011839	Student24295, TYLER (J)	A	M	10	IN12				Full			SICK	PRNT CALL	DFLT
00011811	Student24325, JACOB	N	M	10	IN10				Full			SICK	NOTE	DFLT
00011644	Student24362, CHRISTINA	A	F	10	IN11				Full			DOC/DENT	ADVANCED	DFLT
00011640	Student24364, MALCOLM	N	M	10	MH				Full			SICK	PRNT CALL	DFLT
00011557	Student24392, KIMBERLY	A	F	10	IN12				Full	1:17		SICK	PRNT CALL	DFLT
00010836	Student24479, MOLLY (MOLLY)	A	F	11	IN18				Full			VACATION	PRNT CALL	DFLT
00010821	Student24497, KAYLEY (KAYLEY)	A	F	11	IN15				Full			DOC/DENT	ADVANCED	DFLT
00010816	Student24502, ROBYN	A	F	11	IN19				AM	9:30		DOC/DENT	PRNT CALL	DFLT
00010517	Student24582, ROBERT (ROBBIE)	A	M	11	IN15				Full			SICK	PRNT CALL	DFLT
00010509	Student24584, TAYLOR	A	F	11	IN14				AM	10:20		SICK	PRNT CALL	DFLT
00010139	Student24652, ERICA (ERICA)	A	F	11	IN17				Full			VACATION	ADVANCED	DFLT

Half/full Day Absence Letter (R320)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Half/full Day Absence Letter (R320)

Formerly known as R320 in SIS. This report generates Half and Full Day Absence Letters based on Absence Letter Templates and Absence Letter Rules.

Half/full Day Absence Letter (R320)

Half/full Day Absence Letter (R320)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range: * 8/25/2016 to * 10/17/2017

Homeroom Date: * 5/8/2017

Grade

```
09 - 09
10 - 10
11 - 11
12 - 12
```

Absence Letter Rule

```
10-Day Truancy
15-Day Truancy
5-Day Truancy
Medical Status
```

Rotation Days

```
M - Monday
T - Tuesday
W - Wednesday
R - Thursday
```

Membership

```
15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing
```

Membership Group

```
50 - 50
test - test
11 - Intervention
12 - Post-secondary Enrollment Options Program
```

Program

```
** - NOT APPLICABLE
01 - Multiple Disabilities
02 - Deaf-Blindness
03 - Hearing Impairments
```

Homeroom Code

```
0-106 -
0-108 -
0-120 -
0-124 -
```

Home School

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Date Range (optional) – Specify the date ranges to look for absences; the start date defaults to the first day of school for the school in context for the active school year. The end date defaults to the current date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; the date defaults to the current date, or, if the current date is not a valid school day, the most recent valid school day for the school in context and active school year.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Absence Letter Rule (optional) – If no absence letter rules are selected, the report selects all absence letter rules. You can also filter by selecting specific absence letter rules for your report.

Rotation Days (optional) – If no rotation days are selected, the report selects all rotation days. You can also filter by selecting specific rotation days for your report.

Membership (optional) – If no memberships are selected, the report selects all memberships. You can also filter by selecting specific memberships for your report.

Membership Group (optional) – If no membership groups are selected, the report selects all membership groups. You can also filter by selecting specific membership groups for your report.

Program (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report.

Homeroom (optional) – If no homerooms are selected, the report selects all homerooms. You can also filter by selecting specific homerooms for your report.

Home School (optional) – If no home schools are selected, the report selects all home schools. You can also filter by selecting specific home schools for your report. This field populates based on the values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Print Absence Detail (required) – Select **Yes** to print details for each student absence event on the report.

Print Student Schedule (required) – Select **Yes** to print each student's schedule on the report.

Print Reason and Note Codes (required) – Select **Yes** to print reason codes and note codes for each absence event on the report.

Print Address on Letter (required) – Select **Yes** to print the students' addresses on the report.

Print School Policy (required) – Select **Yes** to print the corresponding school policy on the report.

Attendance Policy (optional) – Enter text regarding the attendance policy to have it display on the absence letter.

Print Program (optional) – Select **Yes** to print the **Program** field on the **Edit Student Profile** screen **General** tab.

Print School Admin Name (required) – Select **Yes** to print the full school name on the report.

Sorting Options (optional) – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
    - Page Scaling = None
    - Auto Rotate and Center = Unchecked
- For Adobe 10:
    - Size Options = Actual Size
    - Orientation = Portrait

    *Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, under **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview** in Firefox to an Adobe option (such as **Use Adobe Acrobat**).*

Label Type – If you select **Labels**, specify the size of the labels in the **Label Type** by selecting the appropriate label format from the drop-down list.

Address – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.

Include Copied On Correspondence – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** check box selected are included when creating labels.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

```
DASL HIGH SCHOOL                                              11/21/2004
645 Data Way
FINDLAY, OH                    45840
4194258900
Attendance Officer:
```

```
To the Parent/Guardian of
WELLS, JONA RENEE
843 NORTHWALD DR


LIMA                  OH            45801

Counselor:
Program:
Grade:     11                  Homeroom:
```

The Ohio Revised code states that all children between the ages of six (6) and eighteen (18) must attend school. Please contact our attendance office for details on local school policies concerning school attendance requirements. Students with excessive absences have been found to be deficient in their academic achievement.

This letter is to inform you of your child's absence from school. The details of your child's absence from school are listed below. Please discuss this attendance problem with your child and urge him/her to attend all of his/her scheduled classes.
If you have any questions concerning our school attendance policies or your child's attendance records, please contact out office.
Sincerely,

Absences Recorded from: 8/24/2004   to   11/21/2004

Date of Absence	Type of Absence	AM/PM	Time Left/Arrived	Reason	Note
09/22/2004	EXCUSED			ILL	SCHO CALL
09/30/2004	ABSENT			ILL	PRNT CALL
10/22/2004	SCHOOL REL	AM		FIELD TRIP	
11/05/2004	EXCUSED			COLLEGE	

Total Days Absent: 3.00	Total Times Tardy: 0	Total Absences YTD: 3.00

Course	Sec	Course Term	Meeting Time	Teacher
ALGEBRA II	8	All Year Courses	8 (165)	LAURA LAYMAN
BASIC ENGLISH 11	1	All Year Courses	5 (208)	DAVID COUSINS
CHEMISTRY I	7	All Year Courses	- See Schedule -	MICHAEL WEBBER
FRENCH III	1	All Year Courses	3,3A (281)	DONALD BERRY
LATIN III	1	All Year Courses	6 (284)	DAVID COUSINS
SPANISH III	3	All Year Courses	4 (280)	MARK HANDLEY
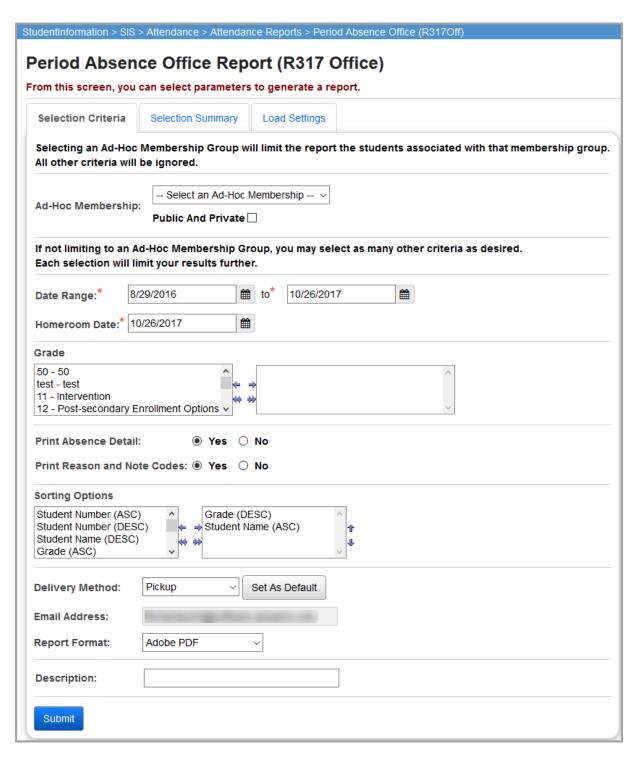
Attendance Reports – Period

Please see the Batch/Report Management documentation for more detailed information about running and viewing reports.

Period Absence Office Report (R317 Office)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Period Absence Office Report (R317Off)

Formerly known as R317 in SIS. This report is used to generate an office search report to identify students who have an attendance problem.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Date From (optional) – Specify the date ranges to look for absences; this defaults to the starting date on the calendar for the start date and to today's date for the end date.

> **Note:** *Any students that violated the attendance rules for the specified* **Date Range**, *not just since the last letter run, display in the report.*

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Absence Letter Rule (optional) – If no absence letter rules are selected, the report selects all absence letter rules. You can also filter by selecting specific absence letter rules for your report.

Rotation Days (optional) – If no rotation days are selected, the report selects all rotation days. You can also filter by selecting specific rotation days for your report.

Period (optional) – If no periods are selected, the report selects all periods. You can also filter by selecting specific periods for your report.

Membership (optional) – If no memberships are selected, the report selects all memberships. You can also filter by selecting specific memberships for your report.

Membership Group (optional) – If no membership groups are selected, the report selects all membership groups. You can also filter by selecting specific membership groups for your report.

Print Reason and Note Codes (required) – Select **Yes** to print reason codes and note codes for each student absence event on the report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populatesauto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Daily Report of Student Period Absences (R315)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Daily Report of Student Period Absences (R315)

Formerly known as R315 in SIS. This report is used to generate a list of all students absent on a specified date. Selection based on grade level, absence type, or absence reason is also available.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Date (required) – Specify the **Date** to look for attendance; defaults to today's date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Absence Type (optional) – If no absence types are selected, the report selects all absence types. You can also filter by selecting specific absence types for your report.

Absence Reason (optional) – If no absence reasons are selected, the report selects all absence reasons. You can also filter by selecting specific absence reasons for your report.

Print Periods and Teacher IDs (optional) – Select **Yes** to print periods and teacher IDs on the report.

Print Unlisted Phone Numbers (optional) – Select **Yes** to print unlisted student phone numbers on the report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.
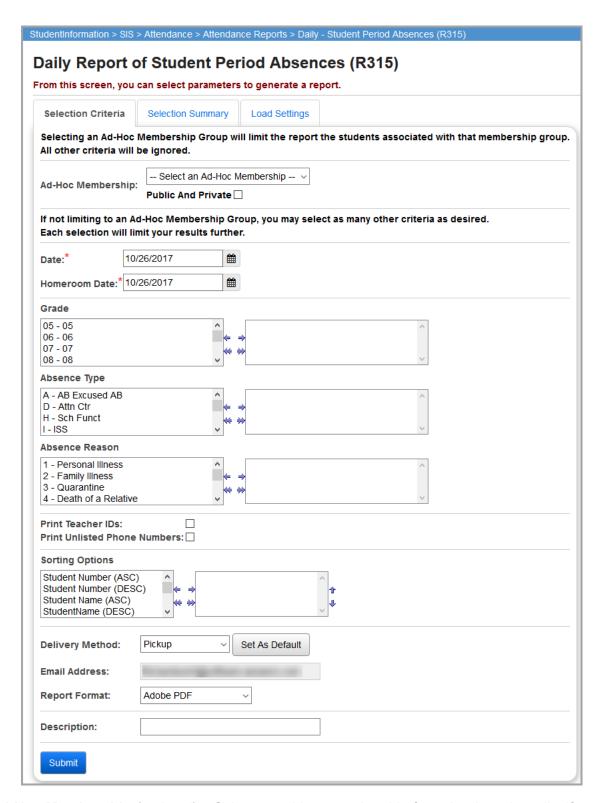
Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R315
Printed Mon, Jul 23, 2007, 3:51 PM

HIGH SCHOOL
2006-2007
Daily Report of Student Period Absences

Student Number	Student Name	Status	Grade	HMRM	Telephone	1	2	3	3A	4	5	6	7	8	9	4A	4B
		N	09	DUNH		S											
		A	09	BARW		E	E	E	E	E	E						
		A	09	DAVS		E	E	E	E	E	E	E	E	E	E		
		A	09	DUNH											S		
		A	09	FILL					U	U	U	U	U	U	U		
		A	09	HURT		S	S	S	S	S	S	S	S	S	S		
		A	09	HOFF											S		
		A	09	SMIT											S		
		A	09	SMIT		U											
		A	09	HURT		E	E	E	E	E	E	E	E	E	E		
		A	09	BOWL									A	A			
		A	09	MOYE		E	E	E	E	E	E	E	E	E	E		
		A	09	ROSB										U	S		
		A	09	HURT		E											
		A	09	HORD		U	U	U	U	U	U	U	U	U	U		

Cumulative Report of Student Period Absences (R316)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Cumulative Report of Student Period Absences (R316)

Formerly known as R316 in SIS. This report is used to generate a report listing the cumulative number of periods a student has been absent and/or late within a specified date range. You can also select based on a grade range as well as number of absences.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Date Range (optional) – Specify the date ranges to look for absences; this defaults to the starting date on the calendar for the start date and to today's date for the end date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Absence Type (optional) – If no absence types are selected, the report selects all absence types. You can also filter by selecting specific absence types for your report.

Absence Range (optional) – You can limit the selection of students to those who have a number of days absent within the range specified.

Print Teacher IDs (optional) – Select this check box to print teacher IDs on the report.

Sorting Options (optional) – Select one or more sort options for your report .

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.
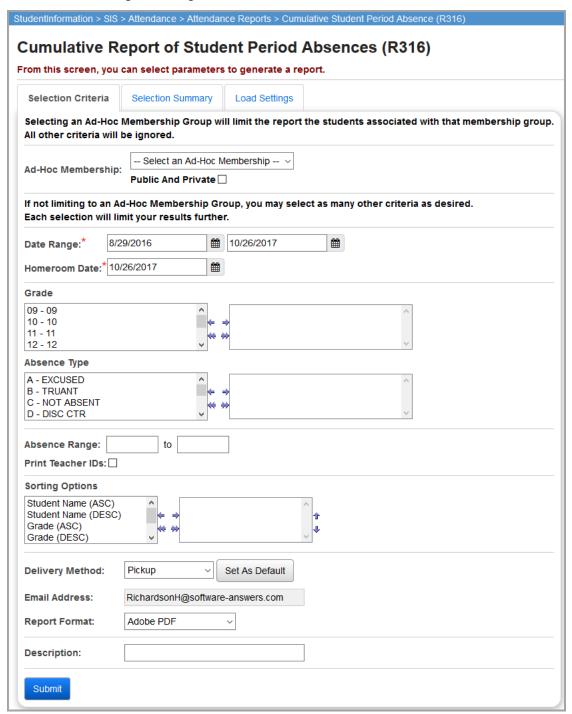
Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R316
Printed Mon, Jul 23, 2007, 3:45 PM

HIGH SCHOOL
2006-2007
Cumulative Report of Student Period Absences

Student Number	Student Name	Status		1	2	3	3A	4	5	6	7	8	9	4A	4B
		A	Absences:	3	3	3	2	3	5	4	4	4	5		
	Grade:10 Homeroom:		Partials:							1					
		A	Absences:	4	4	4	4	3	3	4	4	4	4		
	Grade:12 Homeroom:		Partials:	1											
		A	Absences:	16	16	16	16	16	12	12	12	12	12		
	Grade:12 Homeroom:		Partials:												
		N	Absences:	2	2	2	2	1	1	1	1	1	1		
	Grade:11 Homeroom:		Partials:												
		I	Absences:	31	28	22	15	18	18	18	37	24	28		
	Grade:12 Homeroom:		Partials:	3	3						6		6		
		A	Absences:	9	9	9	9	8	8	7	8	9	11		
	Grade:11 Homeroom:		Partials:												

Meeting Periods (header spanning periods 1–4B)
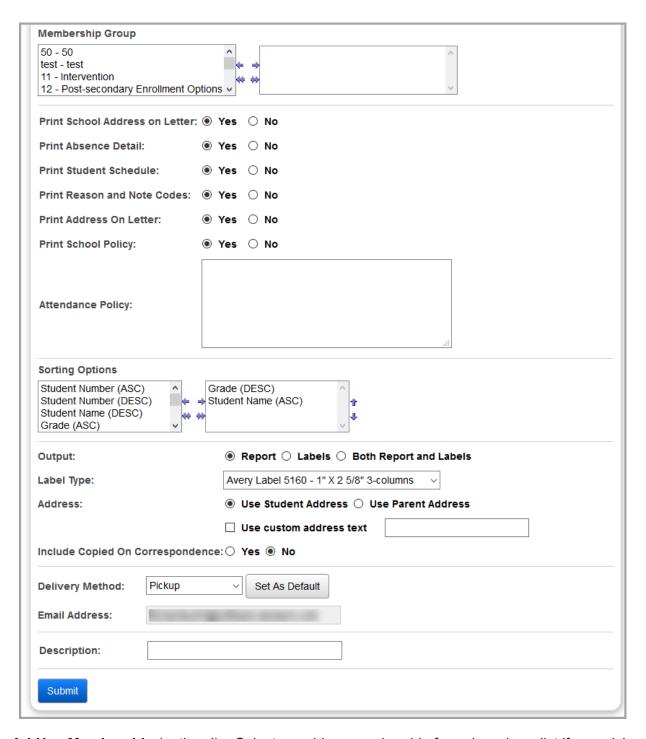
Period Absence Letter (R317)

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Period Absence Letter (R317)

Formerly known as R317 in SIS. This report is used to generate absence letters to parents of students who have met specified absence criteria.

StudentInformation > SIS > Attendance > Attendance Reports > Period Absence Letter (R317)

Period Absence Letter (R317)

From this screen, you can select parameters to generate a report.

| **Selection Criteria** | Selection Summary | Load Settings |

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ∨

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range: 8/29/2016 to 10/26/2017

Homeroom Date: 10/26/2017

Grade

```
09 - 09
10 - 10
11 - 11
12 - 12
```

Absence Letter Rule

Rotation Days

```
M - Monday
T - Tuesday
W - Wednesday
R - Thursday
```

Period

```
1
2
3
4
```

Membership

```
15 - Extended Learning Time (Each Wee
15 - Guided Reading (Small Group Instru
15 - Increase Reading Time
15 - Interactive Writing
```

Ad-Hoc Membership (optional) – Select an ad-hoc membership from drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

Date Range (required) – Specify the date ranges to look for absences; this defaults to the starting date on the calendar for the start date and to today's date for the end date.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom; always defaults to today's date.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Absence Letter Rule (optional) – If no absence letter rules are selected, the report selects all absence letter rules. You can also filter by selecting specific absence letter rules for your report.

Rotation Days (optional) – If no rotation days are selected, the report selects all rotation days. You can also filter by selecting specific rotation days for your report.

Period (optional) – If no periods are selected, the report selects all periods. You can also filter by selecting specific periods for your report.

Membership (optional) – If no memberships are selected, the report selects all memberships. You can also filter by selecting specific memberships for your report.

Membership Group (optional) – If no membership groups are selected, the report selects all membership groups. You can also filter by selecting specific membership groups for your report.

Print Absence Detail (required) – Select **Yes** to print details for each student absence event on the report.

Print Student Schedule (required) – Select **Yes** to print student schedules on the absence letter on the report.

Print Reason and Note Codes (required) – Select **Yes** to print reason codes and note codes for each student absence event on the report.

Print Address on Letter (required) – Select Yes to print the students' addresses on the report.

Print School Policy (required) – Select **Yes** to print the corresponding school policy on the report.

Attendance Policy (optional) – Enter text regarding the attendance policy to have it display on the absence letter.

Sorting Options (optional) – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
  - Page Scaling = None
  - Auto Rotate and Center = Unchecked
- For Adobe 10:
  - Size Options = Actual Size
  - Orientation = Portrait

*Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, under **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview** in Firefox to an Adobe option (such as **Use Adobe Acrobat**).*

Label Type – If you select **Labels**, specify the size of the labels in the **Label Type** by selecting the appropriate label format from the drop-down list.

Address – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.

Include Copied On Correspondence – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** check box selected are included when creating labels.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto-populates from your StudentInformation profile)

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

DASL HIGH SCHOOL
645 Data Way
FINDLAY, OH   45840
4194258900
Attendance Officer:

11/21/2004

To the Parent/Guardian of
EYE, CORY ROBERT
12 NORTH ST

LIMA   OH   45801

Counselor:
Program:
Grade: 10   Homeroom: A105

The Ohio Revised code states that all children between the ages of six (6) and eighteen (18) must attend school. Please contact our attendance office for details on local school policies concerning school attendance requirements. Students with excessive absences have been found to be deficient in their academic achievement.

This letter is to inform you of your child's absence from school. The details of your child's absence from school are listed below. Please discuss this attendance problem with your child and urge him/her to attend all of his/her scheduled classes.
If you have any questions concerning our school attendance policies or your child's attendance records, please contact out office.
Sincerely,

Absences Recorded from: 8/24/2004   to   11/21/2004

Absence Date	Absence Type	Period	Time Left/Arrived	Reason	Note
11/17/2004	UNEXCUSED	3A,4 ,5 ,6	went uptown	COLLEGE	CALL RECVD
11/18/2004	PARENT/CP	3	test		

Total Days Absent: 1.50	Total Times Tardy: 0	Total Absences YTD: 9.00

Course	Sec	Course Term	Meeting Time	Teacher
ANATOMY	3	All Year Courses	- See Schedule -	CASTLE RONALD
APPLIED MATH II	2	All Year Courses	8 (226)	MICHAEL WEBBER
ART 10	1	All Year Courses	M,T,W,R: 9 (MSS)	DONALD BERRY
BASIC ENGLISH 10	1	All Year Courses	5 (211)	DONALD BERRY
FRENCH II	2	All Year Courses	7 (281)	SUSAN CLARK
GERMAN II	1	All Year Courses	6 (282)	LAURA LAYMAN
LATIN II	1	All Year Courses	4 (284)	DAVID COUSINS
PRACTICAL GEOMETRY	1	All Year Courses	3,3A (222)	CASTLE RONALD