

Aeries.net Student Information System
Daily Attendance Setup & Procedures –User Manual
June 19, 2010

ATTENDANCE SETUP At the beginning of the school year it is vital that **School Options**, **School Calendar** and the **Absence Code Table** are setup correctly. These options are usually setup by the District office but should be verified prior to performing **ANY** Attendance functions. If these options are setup incorrectly and you are not responsible for setting up these options contact the District office for assistance.

SCHOOL OPTIONS In **School Options** select **Daily Attendance** in the **Att. Type** field to setup attendance on a daily basis.

School Options											
Code	School Name			Area	Telephone	Fax	Open Date	Close Date	Tag		
990	Golden Eagle Elementary School			999	5559990						
Street Address				City		State	Zip	Country			
9950 Comet Street				Eagle Point		CA	95990	US			
Principal's Name		Principal's Email Address		ID Type	County	District	School	Next Perm ID			
Tom Allen				1	65	99999	9999990	990090015			
Low Grd	High Grd	Att Pd	Tracks	User1	User2	User3	User4	User5	User6	User7	User8
0	6	0	0								
School Type	Classroom Version	Utilize A/B Days			Session Type	Gender Codes					
Elementary (1)	Neither (or ABI) (0)	Don't use A/B Days (0)			Regular (0)	Males & Females (1)					
Att Type		Att Reporting		Schedule Basis			Grad Reporting				
Daily (0)		Negative (0)		Semester (0)			One Mark (0)				
Add		Change									
Period Start Time End Time				Term Starting Date Ending Date							
	0	8:00 AM	9:00 AM		1	9/1/2009	11/6/2009				
	1	9:00 AM	10:00 AM		2	11/9/2009	1/29/2010				
	2	10:00 AM	11:00 AM		3	2/1/2010	4/9/2010				
	3	11:00 AM	12:00 PM		4	4/12/2010	6/18/2010				
	4	12:00 PM	1:00 PM	Add New Record							
	5	1:00 PM	2:00 PM								
	6	2:00 PM	3:00 PM								
	7	3:00 PM	4:00 PM								
	8	4:00 PM	5:00 PM								
	9	5:00 PM	6:00 PM								

Select **Negative Attendance** in the **Att. Reporting** field to compute the correct attendance figures for monthly reporting. This area will be setup differently for a continuation or summer school.

TRADITIONAL CALENDAR SETUP

From the **Calendar** form, setup the first day of each school month. The other days will automatically be filled in with the appropriate dates. After all months have been created sign out of the calendar to save the attendance months. Return to the calendar and assign the correct symbol next to any dates that require special designation such as holidays, non-school days, etc.

Lock Attendance Month

Attendance Month 1									
Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/>	08/31/2009	<input type="checkbox"/>	09/01/2009	<input type="checkbox"/>	09/02/2009	<input type="checkbox"/>	09/03/2009	<input type="checkbox"/>	09/04/2009
<input type="checkbox"/>	09/07/2009	<input type="checkbox"/>	09/08/2009	<input type="checkbox"/>	09/09/2009	<input type="checkbox"/>	09/10/2009	<input type="checkbox"/>	09/11/2009
<input type="checkbox"/>	09/14/2009	<input type="checkbox"/>	09/15/2009	<input type="checkbox"/>	09/16/2009	<input type="checkbox"/>	09/17/2009	<input type="checkbox"/>	09/18/2009
<input type="checkbox"/>	09/21/2009	<input type="checkbox"/>	09/22/2009	<input type="checkbox"/>	09/23/2009	<input type="checkbox"/>	09/24/2009	<input type="checkbox"/>	09/25/2009

Add Save

MULTI-TRACK CALENDAR SETUP

Prior to setting up the multi-track calendar, the number of tracks your school will have **MUST** be setup on the **School Option** form. After the attendance tracks are defined display the **Calendar** form. Setup the calendar that displays a blank **Attendance Track** field with the common holidays and non-school days before and after the true school year.

Month	First Date	Last Date	Lock
1	8/31/2009	9/25/2009	<input type="checkbox"/>
2	9/28/2009	10/23/2009	<input type="checkbox"/>
3	10/26/2009	11/20/2009	<input type="checkbox"/>
4	11/23/2009	12/18/2009	<input type="checkbox"/>
5	1/4/2010	1/29/2010	<input type="checkbox"/>
6	2/1/2010	2/26/2010	<input type="checkbox"/>
7	3/1/2010	3/26/2010	<input type="checkbox"/>
8	3/29/2010	4/23/2010	<input type="checkbox"/>
9	4/26/2010	5/21/2010	<input type="checkbox"/>
10	5/24/2010	6/18/2010	<input type="checkbox"/>
11	6/21/2010	7/16/2010	<input type="checkbox"/>
12	7/19/2010	8/13/2010	<input type="checkbox"/>
13	8/16/2010	9/10/2010	<input type="checkbox"/>

Lock Attendance Month

Attendance Month 1									
Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/>	08/31/2009	<input type="checkbox"/>	09/01/2009	<input type="checkbox"/>	09/02/2009	<input type="checkbox"/>	09/03/2009	<input type="checkbox"/>	09/04/2009
<input type="checkbox"/>	09/07/2009	<input type="checkbox"/>	09/08/2009	<input type="checkbox"/>	09/09/2009	<input type="checkbox"/>	09/10/2009	<input type="checkbox"/>	09/11/2009
<input type="checkbox"/>	09/14/2009	<input type="checkbox"/>	09/15/2009	<input type="checkbox"/>	09/16/2009	<input type="checkbox"/>	09/17/2009	<input type="checkbox"/>	09/18/2009
<input type="checkbox"/>	09/21/2009	<input type="checkbox"/>	09/22/2009	<input type="checkbox"/>	09/23/2009	<input type="checkbox"/>	09/24/2009	<input type="checkbox"/>	09/25/2009

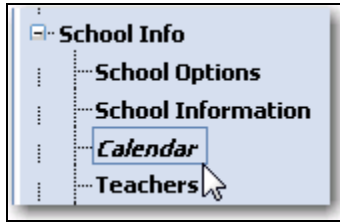
Add Save

Attendance Track:


Setup each track with its unique track vacation, staff development, parent conference and minimum days.

CREATE NEW CALENDAR

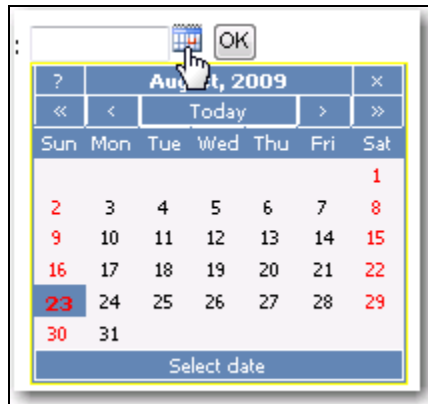
From the **School Info** navigation tree click the mouse on the **Calendar** node.



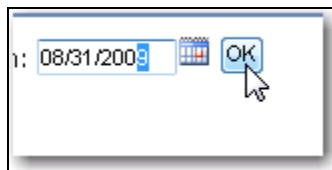
The form will display with no Calendar.

You do not have any Calendar Months created yet. Please enter a date to start the school year with: 

To select a month click the mouse on the **Date Picker**. Select the beginning date for the first month.



The beginning date for the first month will display. Click the mouse on the **OK** button.



NOTE:

Check with the District Office prior to creating the calendar. Request a final draft of the District School Calendar to verify dates and holidays.

The first month will be created according to the date selected and will display.

Month	First Date	Last Date	Lock
1	8/31/2009	9/25/2009	<input type="checkbox"/>

Lock Attendance Month

Attendance Month 1									
Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/>	08/31/2009	<input type="checkbox"/>	09/01/2009	<input type="checkbox"/>	09/02/2009	<input type="checkbox"/>	09/03/2009	<input type="checkbox"/>	09/04/2009
<input type="checkbox"/>	09/07/2009	<input type="checkbox"/>	09/08/2009	<input type="checkbox"/>	09/09/2009	<input type="checkbox"/>	09/10/2009	<input type="checkbox"/>	09/11/2009
<input type="checkbox"/>	09/14/2009	<input type="checkbox"/>	09/15/2009	<input type="checkbox"/>	09/16/2009	<input type="checkbox"/>	09/17/2009	<input type="checkbox"/>	09/18/2009
<input type="checkbox"/>	09/21/2009	<input type="checkbox"/>	09/22/2009	<input type="checkbox"/>	09/23/2009	<input type="checkbox"/>	09/24/2009	<input type="checkbox"/>	09/25/2009

Add Save Delete

ELIMINATE A WEEK FROM CALENDAR

If a week needs to be eliminated from the calendar it **must** be done while creating the month. Click the mouse on the **date** to be changed and type the new date. For example, the week of **09/14/2009** needs to be eliminated so **09/21/2009** is entered over the **09/14/2009** date.

Lock Attendance Month

Attendance Month 1									
Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/>	08/31/2009	<input type="checkbox"/>	09/01/2009	<input type="checkbox"/>	09/02/2009	<input type="checkbox"/>	09/03/2009	<input type="checkbox"/>	09/04/2009
<input type="checkbox"/>	09/07/2009	<input type="checkbox"/>	09/08/2009	<input type="checkbox"/>	09/09/2009	<input type="checkbox"/>	09/10/2009	<input type="checkbox"/>	09/11/2009
<input type="checkbox"/>	09/21/2009	<input type="checkbox"/>	09/15/2009	<input type="checkbox"/>	09/16/2009	<input type="checkbox"/>	09/17/2009	<input type="checkbox"/>	09/18/2009
<input type="checkbox"/>	09/21/2009	<input type="checkbox"/>	09/22/2009	<input type="checkbox"/>	09/23/2009	<input type="checkbox"/>	09/24/2009	<input type="checkbox"/>	09/25/2009

Add Save Delete

Click the mouse on the **Save** button and the week will be eliminated. All **upcoming dates** will be changed according to the new date entered.

Lock Attendance Month

Attendance Month 1									
Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/>	08/31/2009	<input type="checkbox"/>	09/01/2009	<input type="checkbox"/>	09/02/2009	<input type="checkbox"/>	09/03/2009	<input type="checkbox"/>	09/04/2009
<input type="checkbox"/>	09/07/2009	<input type="checkbox"/>	09/08/2009	<input type="checkbox"/>	09/09/2009	<input type="checkbox"/>	09/10/2009	<input type="checkbox"/>	09/11/2009
<input type="checkbox"/>	09/21/2009	<input type="checkbox"/>	09/22/2009	<input type="checkbox"/>	09/23/2009	<input type="checkbox"/>	09/24/2009	<input type="checkbox"/>	09/25/2009
<input type="checkbox"/>	09/28/2009	<input type="checkbox"/>	09/29/2009	<input type="checkbox"/>	09/30/2009	<input type="checkbox"/>	10/01/2009	<input type="checkbox"/>	10/02/2009

Add Save Delete

ADD AN ATTENDANCE MONTH

Once the first attendance month has been created, the remaining calendar must be created. Click the mouse on the **Add** button. The program will default to the preceding month to determine the first Monday of the new month. The new month will display in the listing.

Month	First Date	Last Date	Lock
1	8/31/2009	10/2/2009	<input type="checkbox"/>
2	10/5/2009	10/30/2009	<input type="checkbox"/>

Lock Attendance Month

Attendance Month 2									
Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/>	10/05/2009	<input type="checkbox"/>	10/06/2009	<input type="checkbox"/>	10/07/2009	<input type="checkbox"/>	10/08/2009	<input type="checkbox"/>	10/09/2009
<input type="checkbox"/>	10/12/2009	<input type="checkbox"/>	10/13/2009	<input type="checkbox"/>	10/14/2009	<input type="checkbox"/>	10/15/2009	<input type="checkbox"/>	10/16/2009
<input type="checkbox"/>	10/19/2009	<input type="checkbox"/>	10/20/2009	<input type="checkbox"/>	10/21/2009	<input type="checkbox"/>	10/22/2009	<input type="checkbox"/>	10/23/2009
<input type="checkbox"/>	10/26/2009	<input type="checkbox"/>	10/27/2009	<input type="checkbox"/>	10/28/2009	<input type="checkbox"/>	10/29/2009	<input type="checkbox"/>	10/30/2009



NOTE:

Do not flag holidays until after the whole calendar has been created.

FLAG HOLIDAYS AND NON STUDENT DAYS

After all months have been added to the calendar for the school year the holiday flags can be entered.

Click the mouse on the **Holiday** code drop down to the right of the date selected. Click the mouse on the **Code** selected.

Lock Attendance Month

Attendance Month 1									
Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/>	08/31/2009	<input type="checkbox"/>	09/01/2009	<input type="checkbox"/>	09/02/2009	<input type="checkbox"/>	09/03/2009	<input type="checkbox"/>	09/04/2009
<input type="checkbox"/>	09/07/2009	<input type="checkbox"/>	09/08/2009	<input type="checkbox"/>	09/09/2009	<input type="checkbox"/>	09/10/2009	<input type="checkbox"/>	09/11/2009
<input type="checkbox"/>	09/21/2009	<input type="checkbox"/>	09/22/2009	<input type="checkbox"/>	09/23/2009	<input type="checkbox"/>	09/24/2009	<input type="checkbox"/>	09/25/2009
<input type="checkbox"/>	09/28/2009	<input type="checkbox"/>	09/29/2009	<input type="checkbox"/>	09/30/2009	<input type="checkbox"/>	10/01/2009	<input type="checkbox"/>	10/02/2009

The code will now display to the right of the date selected. Click the mouse on the **Save** button.

Lock Attendance Month

Attendance Month 1									
Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/>	08/31/2009	<input type="checkbox"/>	09/01/2009	<input type="checkbox"/>	09/02/2009	<input type="checkbox"/>	09/03/2009	<input type="checkbox"/>	09/04/2009
<input type="checkbox"/>	09/07/2009	<input type="checkbox"/>	09/08/2009	<input type="checkbox"/>	09/09/2009	<input type="checkbox"/>	09/10/2009	<input type="checkbox"/>	09/11/2009
<input type="checkbox"/>	09/21/2009	<input type="checkbox"/>	09/22/2009	<input type="checkbox"/>	09/23/2009	<input type="checkbox"/>	09/24/2009	<input type="checkbox"/>	09/25/2009
<input type="checkbox"/>	09/28/2009	<input type="checkbox"/>	09/29/2009	<input type="checkbox"/>	09/30/2009	<input type="checkbox"/>	10/01/2009	<input type="checkbox"/>	10/02/2009

VERIFY THE CALENDAR

After the calendar is complete it is suggested that a copy be created and compared to the District calendar. Verify that the calendar is correct prior to proceeding with your school startup.

ABSENCE CODE TABLE Setting up the **Absence Codes** will occur at the beginning of each school year and must only be performed by the person responsible for updating these codes. **Contact your District Office to locate the person responsible.**

Code	Description	Abbreviation
A	UNVERIFIED	UNV
I	ILLNESS	ILL
M	SAT MAKEUP	SAT
N	ID STD INC	ISU
O	OTHER	OTH
P	PRESENT	PRS
Q	ID STD COM	ISC
S	SUSPENDED	SUS
T	TARDY	TDY
U	UNEXCUSED	UNX
V	ACTIVITY	ACT
W	VER TRUANT	TRU
X	EXCUSED	EXC
Y	TDY TRUANT	TTT
Z	SWEEP	SWP

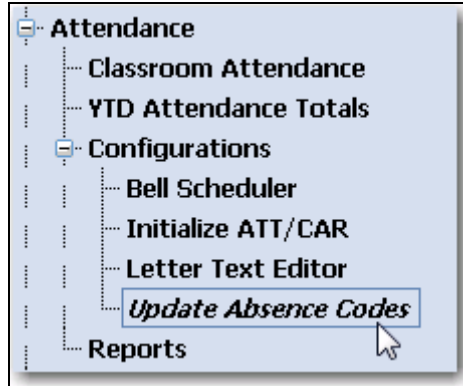


NOTE:

Prior to setting up or verifying the schools absence codes review the State of California compliance regulations, as they relate to acceptable absence reason codes.

UPDATE ABSENCE CODES

To **Add** or **Update** an absence code, click the mouse on the **Update Absence Codes** node.



ADD ABSENCE CODE Click the mouse on the **Add New Record** button.



Type a one-character code in the **Code** field. Press the **Tab** key. Type a description of the type of absence code in the **Description** field. Press the **Tab** key.

Update ABS Code			Type of absence	
Code	Description	Abbreviation	<input checked="" type="checkbox"/>	
A	UNVERIFIED	UNV	<input checked="" type="checkbox"/>	Unverified absences usually code "A"
			<input type="checkbox"/>	Tardy to class usually code "T"
			<input type="checkbox"/>	Present in class (positive attendance)
			<input type="checkbox"/>	Excused absence - verified
			<input type="checkbox"/>	Unexcused absence - verified
			<input type="checkbox"/>	Excused tardy - verified
			<input type="checkbox"/>	Unexcused tardy - verified
			<input type="checkbox"/>	Verified NOT ABSENT. Examples are school activity, independent study, home study, etc.
Count for ADA? <input type="checkbox"/>				
Show on letters? <input checked="" type="checkbox"/>				
Show on grades? <input checked="" type="checkbox"/>				
Send to Dialer? <input checked="" type="checkbox"/>				
Print on Reports? <input checked="" type="checkbox"/>				
Suspension? <input checked="" type="checkbox"/>				

Type a three-character abbreviation of the code in the **Abbreviation** field.

Prior to adding this code, it must be determined whether or not this code is counted in the ADA and which reports will utilize this code. Click the mouse on the **Check box** to include.

Update ABS Code			Type of absence	
Code	Description	Abbreviation	<input checked="" type="checkbox"/>	
A	UNVERIFIED	UNV	<input type="checkbox"/>	Unverified absences usually code "A"
	Count for ADA?	<input type="checkbox"/>	<input type="checkbox"/>	Tardy to class usually code "T"
	Show on letters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Present in class (positive attendance)
	Show on grades?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Excused absence - verified
	Send to Dialer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unexcused absence - verified
	Print on Reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Excused tardy - verified
	Suspension?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unexcused tardy - verified
			<input type="checkbox"/>	Verified NOT ABSENT. Examples are school activity, independent study, home study, etc.

After the type of absence has been determined, click the mouse on the check box below **Type of Absence**. After all information has been selected, click the mouse on the **Insert** button. The code is now accessible for tracking attendance and stored in the **ABS** table. The new code will now display in the listing.

Code	Description	Abbreviation
A	UNVERIFIED	UNV

CHANGE ABSENCE CODE

Click the mouse on the **Code** and the code will be hi-lighted.

Code	Description	Abbreviation
A	UNVERIFIED	UNV
I	ILLNESS	ILL
M	SAT MAKEUP	SAT
N	ID STD INC	ISU
O	OTHER	OTH

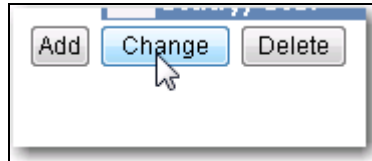
The code selected will now display.

Code	Description	Abbreviation
A	UNVERIFIED	UNV
I	ILLNESS	ILL
M	SAT MAKEUP	SAT
N	ID STD INC	ISU
O	OTHER	OTH
P	PRESENT	PRS
Q	ID STD COM	ISC
S	SUSPENDED	SUS
T	TARDY	TDY
U	UNEXCUSED	UNX
V	ACTIVITY	ACT
W	VER TRUANT	TRU
X	EXCUSED	EXC
Y	TDY TRUANT	TTT
Z	SWEEP	SWP

Update ABS Code		
Code	Description	Abbreviation
A	UNVERIFIED	UNV
Count for ADA? <input type="checkbox"/>		
Show on letters? <input checked="" type="checkbox"/>		
Show on grades? <input checked="" type="checkbox"/>		
Send to Dialer? <input checked="" type="checkbox"/>		
Print on Reports? <input checked="" type="checkbox"/>		
Suspension? <input type="checkbox"/>		

Type of absence
<input checked="" type="checkbox"/> Unverified absences usually code "A"
<input type="checkbox"/> Tardy to class usually code "T"
<input type="checkbox"/> Present in class (positive attendance)
<input type="checkbox"/> Excused absence - verified
<input type="checkbox"/> Unexcused absence - verified
<input type="checkbox"/> Excused tardy - verified
<input type="checkbox"/> Unexcused tardy - verified
<input type="checkbox"/> Verified NOT ABSENT. Examples are school activity, independent study, home study, etc.

Click the mouse on the **Change** button.



Make any necessary change to the Absence code. Click the mouse on the **Update** button.

Update ABS Code		
Code	Description	Abbreviation
A	UNVERIFIED	UNV
Count for ADA? <input type="checkbox"/>		
Show on letters? <input checked="" type="checkbox"/>		
Show on grades? <input checked="" type="checkbox"/>		
Send to Dialer? <input checked="" type="checkbox"/>		
Print on Reports? <input checked="" type="checkbox"/>		
Suspension? <input type="checkbox"/>		

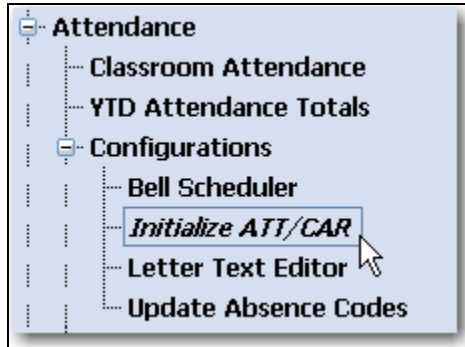
Type of absence
<input checked="" type="checkbox"/> Unverified absences usually code "A"
<input type="checkbox"/> Tardy to class usually code "T"
<input type="checkbox"/> Present in class (positive attendance)
<input type="checkbox"/> Excused absence - verified
<input type="checkbox"/> Unexcused absence - verified
<input type="checkbox"/> Excused tardy - verified
<input type="checkbox"/> Unexcused tardy - verified
<input type="checkbox"/> Verified NOT ABSENT. Examples are school activity, independent study, home study, etc.

ACTIVATE ATTENDANCE **Activating attendance should be performed as close to the first day of school as possible.**

If the Attendance has not been activated for all students a message will display at the bottom of the **Student Data** indicating they are not enrolled in **ATT**.

Student has no ATT enrollment and/or no summer withdrawal						
Next Schl	Next Grd	Next Tchr	Sched Grp	California High School Exit Exam		Physical Fitness
Aeries Continuation School (995)	12	Unassigned (0)		ELA: Passed	Algebra 1 Requirement Not Met	Passed
				Math: Passed		

From the **Attendance** navigation tree click the mouse on the **Configurations** node. Click the mouse on **Initialize ATT/CAR**.

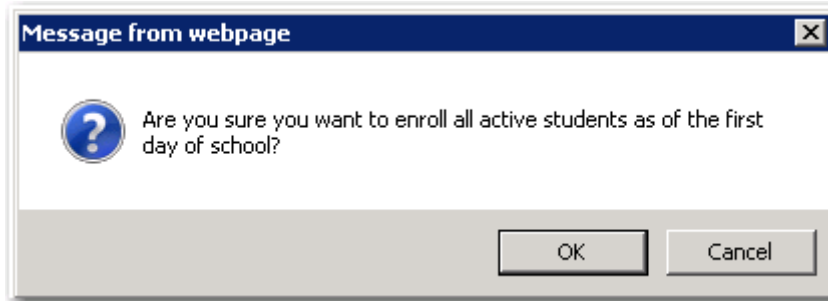


From the following options box you can select to initialize ALL grades or specific grades. If this school has tracks the option will also display to initialize specific tracks.

Click the mouse on the **Initialize ATT/CAR** button.

Initialize ATT/CAR
Select Grade: <input type="text" value="ALL"/>
<input type="button" value="Initialize ATT/CAR"/>

The following message will display. To continue click the mouse on the **OK** button.

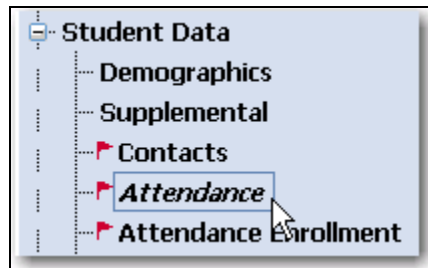


When completed the **Student has no ATT** message will no longer display for any students.

User1	User2	User3	User4	Band	GATE	User7	User8	User9	User10	User11	User12	User13	Message
			N		G	C							
Next Schl		Next Grd		Next Tchr		Sched Grp		California High School Exit Exam		Algebra 1		Physical Fitness	
Aeries Continuation School (995)		12		Unassigned (0)				ELA: Passed Math: Passed		Requirement Not Met		Passed	

DISPLAY AND UPDATE STUDENTS ATTENDANCE

To display or update an individual student’s attendance record, under the **Student Data** navigation tree click the mouse on the **Attendance** node.



To display a specific student's attendance record, use the **Search** engine to select a student.

StuNum	Last Name	First Name	Middle	Grd	Sex	Perm ID	Status	Bi
1	Aadasian	Robert	Bradly	6	m	99000001		5/
2	Aadasian	Ruben	Preston	1	M	99000002		12,

The student's attendance will display on the form.

Attendance														
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Status	
	1	Aadasian	Robert	Bradly	99000001	m	6	12	S					
Teacher		Parent/Guardian		Home Phone		Father's Work		Mother's Work		AbsLtr		TdyLtr		
Hernandez		M/M A Aadasian		(777) 555-0214						0		0		
Monday			Tuesday			Wednesday			Thursday			Friday		
08/31 @	NO SCHOOL	09/01	*NOT ENRL*	09/02	*NOT ENRL*	09/03	*NOT ENRL*	09/04	T	Tardy				
09/07 #	HOLIDAY	09/08		09/09		09/10		09/11						
09/14		09/15		09/16		09/17		09/18						
09/21		09/22		09/23		09/24		09/25						
09/28		09/29		09/30		10/01		10/02						
10/05		10/06		10/07		10/08	T	Tardy		10/09				
10/12 #	HOLIDAY	10/13		10/14		10/15		10/16						
10/19		10/20		10/21		10/22		10/23						
10/26		10/27		10/28		10/29	T	Illness		10/30	T	Tardy		
11/02		11/03	T	Tardy		11/04		11/05		11/06				

Use the scroll bar to **view** the remaining daily attendance records for the student displayed.

DISPLAY ATTENDANCE TOTALS

To display a student’s attendance record totals and enter and leave date, scroll to the bottom of the form.

Each student’s total absences for all day codes will display on the right side of the form. The **Year-To-Date** attendance totals will also display at the bottom of the form.

Update ATT Data	Print	Days Enrolled: 183	Days Present: 178	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>All</th> </tr> </thead> <tbody> <tr> <td>E</td> <td>Tardy</td> <td>1</td> </tr> <tr> <td>I</td> <td>Illness</td> <td>3</td> </tr> <tr> <td>O</td> <td>Other</td> <td>2</td> </tr> <tr> <td>T</td> <td>Tardy</td> <td>6</td> </tr> <tr> <td colspan="2">_*TOTALS*_</td> <td></td> </tr> <tr> <td colspan="2">EXCUSED</td> <td>5</td> </tr> <tr> <td colspan="2">UNEXCUSED</td> <td>0</td> </tr> </tbody> </table>	Code	Description	All	E	Tardy	1	I	Illness	3	O	Other	2	T	Tardy	6	_*TOTALS*_			EXCUSED		5	UNEXCUSED		0
Code	Description	All																										
E	Tardy	1																										
I	Illness	3																										
O	Other	2																										
T	Tardy	6																										
*TOTALS*																												
EXCUSED		5																										
UNEXCUSED		0																										
Print Attendance Notes		Days Excused: 5	Days Unexcused: 0																									
		Days Tardy: 7																										

ADD AN ATTENDANCE RECORD

To add an attendance record, click the mouse on the **Update ATT Data** button. The following selection box will display.

Update Attendance Data

Starting date	Ending date	Reason
06/11/2010	06/11/2010	Unverified ▼
<input type="button" value="Update"/> <input type="button" value="Cancel"/>		

Da
Da

The date will default to today’s date. The date can be hand entered or click the mouse on the **Date Picker**.

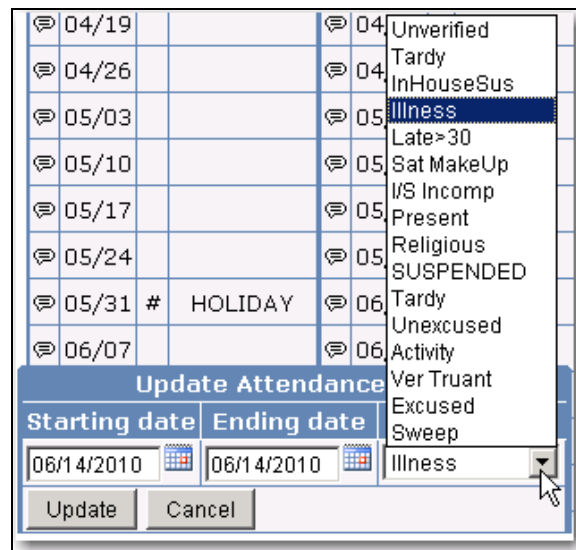
Update Att

Starting date	Endi
06/11/2010	06/11/
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

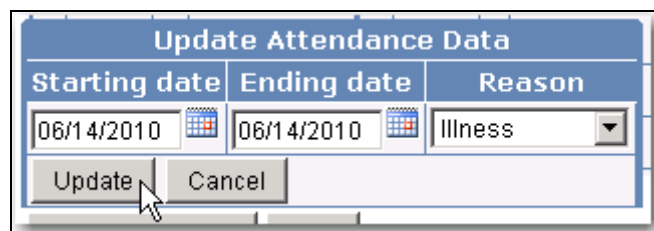
Select the date from the **Date Picker**. You must enter a beginning and ending date.



To display the **Absence Reasons** click the mouse on the arrow and all reasons will display. Click the mouse on the selected reason.

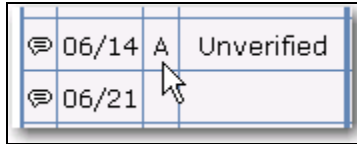


Click the mouse on the **Update** button and the student's attendance will be updated.



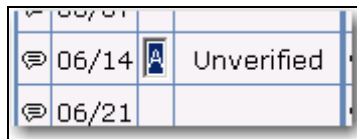
CHANGE AN ABSENCE CODE

Click the mouse on the **Absence** code for the date and period selected.



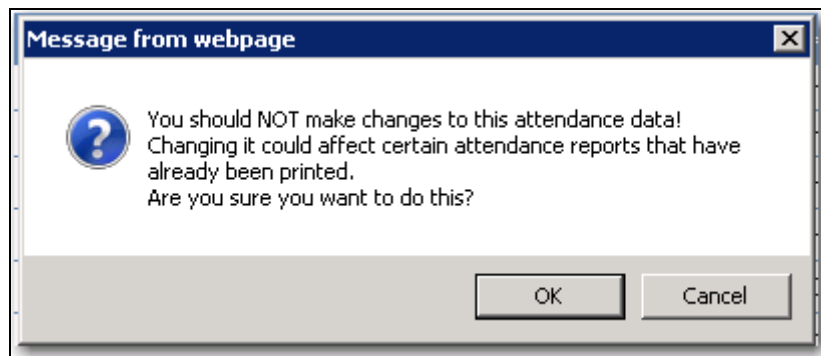
06/14	A	Unverified
06/21		

The absence code will be hi-lighted. Type the change over the current absence code. The absence code will be updated.



06/14	A	Unverified
06/21		

If the attendance date to be changed will affect attendance totals, such as, the monthly attendance report, a warning message will display. It is suggested that verification be made prior to continuing.

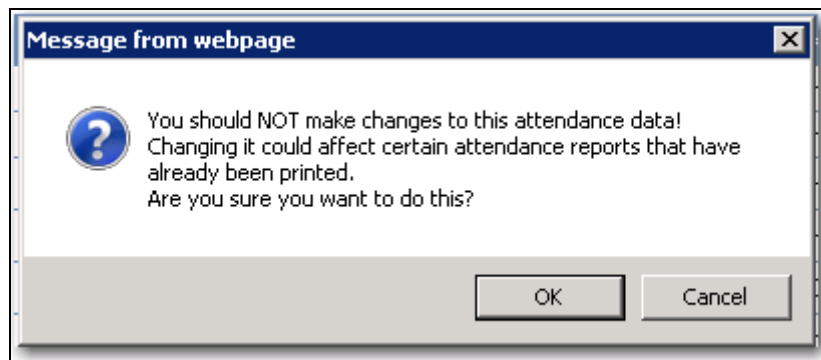


**DELETE AN
ABSENCE
CODE**

Select the correct date and code to be deleted. Press the **Delete** key and the absence code will no longer display.

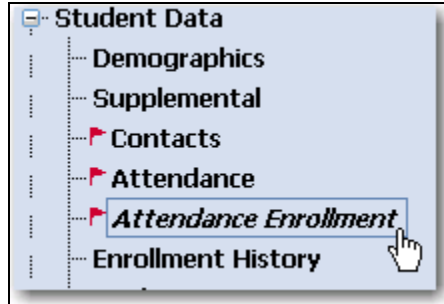


If the attendance date to be changed will affect attendance totals, such as, the monthly attendance report, a warning message will display. It is suggested that verification be made prior to continuing.



ADD AN ENTER OR LEAVE DATE

To add an enter or leave date, under the **Student Data** navigation tree click the mouse on the **Attendance Enrollment** node.



Click the mouse on the **Add New Record** button.

Current Attendance Enrollment										
	Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2
	9/30/2009	E	1	S		730 - Liera		0		
	Add New Record									

The date will default to the current date but can be changed. A code will also display depending on the previous code entered. If the student has a current Enter record the **Ent/Lv** field will default to **L**.

Current Attendance Enrollment										
	Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2
	6/11/2010	L	1	S		Liera				
	9/30/2009	E	1	S		730 - Liera		0		




The attendance enrollment record **MUST** have a valid date, an **E** for **Enter**, **L** for **Leave** or **B** for **Both** under **Ent/Lv** and the student's current grade, special program code, track code and reason code.

NOTE:

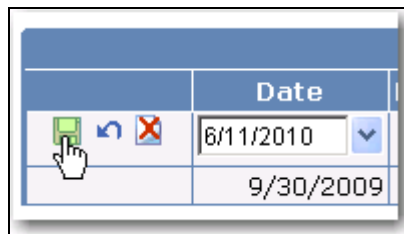
If you are adding a Leave record this student must be Inactive and a Leave Date added from the Student Data form or an error message will display.

Current Attendance Enrollment										
	Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2
	6/11/2010	L	1	S		730 - Liera		0		
	9/30/2009	E	1	S		730 - Liera		0		
	Add New Record Student has L or B leave code with no exit reason code									




Click the mouse on the **Reason** drop down arrow. Select the **Reason** code. Enter the **Next School**.

Current Attendance Enrollment										
	Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2
  	6/11/2010	L	1	S		Liera		0		
	9/30/2009	E	1	S		730 - Liera	<div style="border: 1px solid black; padding: 2px;"> 140 Left - Next School Unknown 160 Moved - Verified in other CA Private 165 Involuntary Transfer for Discipline 180 Moved - Verified in CA Private 200 Moved - Verified in US District 230 Completer Exit (Finished High School) 240 Moved - Foreign Country 260 Left - Verified in Adult Ed. Program 270 Left - Unverified in Adult Ed. Program 280 Left - Verified in Post-Sec Inst </div>			

Click the mouse on the **Save** icon.

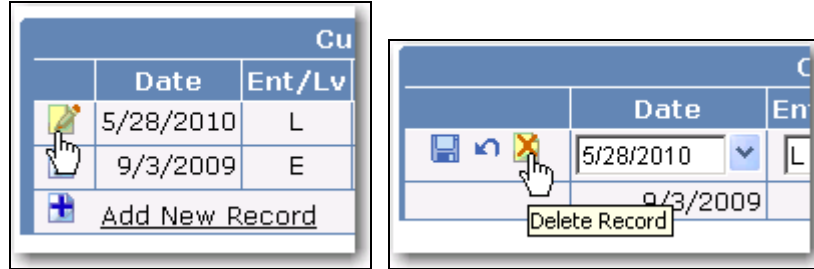


The new record will now display on the **Attendance Enrollment** form.

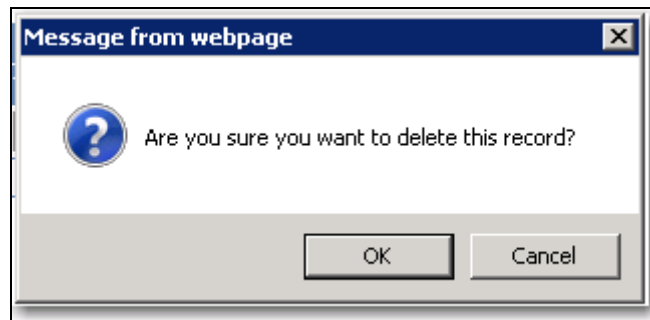
Current Attendance Enrollment										
	Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2
	6/11/2010	L	1	S		730 - Liera	160	0		
	9/30/2009	E	1	S		730 - Liera		0		
 Add New Record										

DELETE AN ENTER OR LEAVE DATE

To delete an **Enter/Leave** record, click the mouse in the **Change** icon. Click the mouse on the **Delete** icon.



A message box will display to verify the deletion. Click the mouse on the **OK** button.



The record will no longer display on the **Attendance Enrollment** form. Take note if you have changed a Leave record you **MUST** activate the student.

Current Attendance Enrollment										
	Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2
	9/30/2009	E	1	S		730 - Liera		0		
	Inactive student still enrolled in attendance									
Add New Record										

ATTENDANCE NOTES

The **Attendance Notes** allows a school to store specific **Attendance Notes** within Aeries. A small icon displays to the left of each date on the calendar. When a note has been added for a particular date the envelope will change to **red** to indicate that a note exists for that date.

ADD ATTENDANCE NOTES

After selecting a student click the mouse on the **Envelope** symbol to the left of the date selected.

Attendance													
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Status
	3	Aguilar	Jonathan	Daniel	99000003	M	5	10					
Teacher	Parent/Guardian	Home Phone		Father's Work		Mother's Work		AbsLtr	TdyLtr				
Graybehl	M/M A Aguilar	(777) 555-7860						0	0				
ⓧ	06/07		ⓧ	06/08		ⓧ	06/09		ⓧ	06/10		ⓧ	06/11
ⓧ	06/14		ⓧ	06/15		ⓧ	06/16		ⓧ	06/17		ⓧ	06/18
ⓧ	06/21		ⓧ	06/22		ⓧ	06/23		ⓧ	06/24		ⓧ	06/25
ⓧ	06/28		ⓧ	06/29		ⓧ	06/30		ⓧ	07/01		ⓧ	07/02

The following form will display. Click the mouse on the **Add New Record** button.

Attendance Date	Stu#	Last Name	First Name	Middle Name	Perm ID No.
6/21/2010	3	Aguilar	Jonathan	Daniel	99000003

Print Attendance Notes View All Notes

ATT Date Pd Code - Description Record Last Modified by: Date/Time

+ Add New Record

If a specific code is desired click the mouse on the **Code** drop down and select the code. The description for the code will automatically display.

Attendance Date	Stu#	Last Name	First Name	Middle Name	Perm ID No.
6/21/2010	3	Aguilar	Jonathan	Daniel	99000003

Print Attendance Notes View All Notes

ATT Date Pd Code - Description Record Last Modified by: Date/Time

6/21/2010 0 [] lori 6/19/2010 6:05:58 AM

- Absent - Out of Town A01
- Death in Family D01
- Excluded (health) E01
- Home Visit Requested H01
- Home Visit Completed H02
- Illness/Parent Verified I01
- Illness/Doctors Note I02
- Illness/Guardian Verified I03

The **Modified by** data will automatically be updated with the user name, date and time. Type any comments into the **Attendance Notes** text field. After you have completed your entry, click the mouse on the **Save** icon.

Attendance Date	Stu#	Last Name	First Name	Middle Name	Perm ID No.
6/21/2010	3	Aguilar	Jonathan	Daniel	99000003

Print Attendance Notes View All Notes

ATT Date	Pd Code	Description	Record Last Modified by:	Date/Time
6/21/2010	0	Left Message on Answ	lori	6/19/2010 6:05:58 AM
Jonathon has had a large number of incidents with showing up hours late. Left message on answering machine for parent to call.				

The envelope on the **Attendance** form will change color to **red** to indicate that a note has been entered for this date.

06/07		
06/14		
06/21		
06/28		
07/05	#	HOLIDAY

PRINT ATTENDANCE NOTES

To print attendance notes, click the mouse on the **Print Attendance Notes** button at the bottom of the form.

Update ATT Data	Print
Print Attendance Notes	

All Codes will default to be included. To de-select a code click the mouse on the description. The check mark will no longer display under the **Include** column.

Click the mouse on the **Run Report** button at the bottom of the form.

Print Attendance Notes Report Options

Report Format: PDF Report Delivery: None

Limit By Date?

Select Codes to Include on the Report

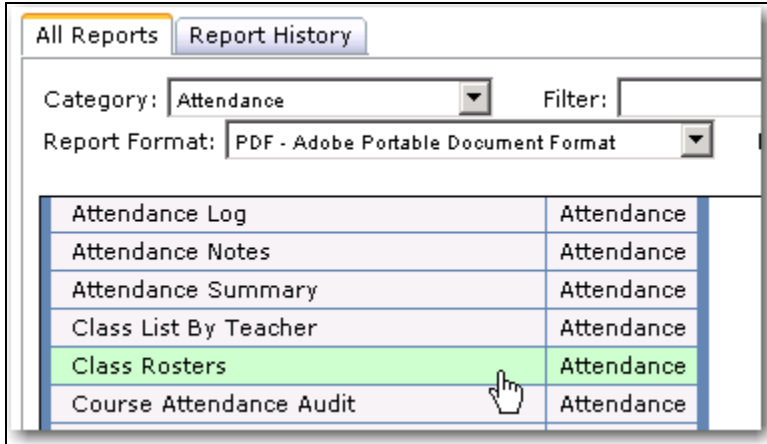
Code	Description	Include?
	Blank	<input checked="" type="checkbox"/>
A01	Absent - Out of Town	<input checked="" type="checkbox"/>
D01	Death in Family	<input type="checkbox"/>
E01	Excluded (health)	<input checked="" type="checkbox"/>
H01	Home Visit Requested	<input checked="" type="checkbox"/>
H02	Home Visit Completed	<input checked="" type="checkbox"/>
I01	Illness/Parent Verified	<input checked="" type="checkbox"/>
I02	Illness/Doctors Note	<input checked="" type="checkbox"/>
I03	Illness/Guardian Verified	<input checked="" type="checkbox"/>
I04	Illness/Extended	<input checked="" type="checkbox"/>
M01	Left Message with Mother	<input checked="" type="checkbox"/>
M02	Left Message with Father	<input checked="" type="checkbox"/>
M03	Left Message with Sibling	<input checked="" type="checkbox"/>
M04	Left Message on Answering Machine	<input checked="" type="checkbox"/>
M05	Left Message with Contact	<input checked="" type="checkbox"/>
P01	Personal	<input checked="" type="checkbox"/>
P02	Personal/Unusual Circumstances	<input checked="" type="checkbox"/>

The following is an example of the **Attendance Notes** report.

Golden Eagle Elementary School						6/19/2010
2009-2010		Attendance Notes			Page 1	
STU#	Last Name	First Name	Middle Name	Perm ID	Sex	Grade
000003	Aguilar	Jonathan	Daniel	99000003	M	5
Att Date	Pd Code	Description	Record Last Modified by		Date/Time	
06/21/2010	0 M04	Left Message on Answer lori			6/19/2010 6:05:58 AM	
Attendance Notes	Jonathon has had a large number of incidents with showing up hours late. Left message on answering machine for parent to call.					

**PRINT
ATTENDANCE
CLASS
ROSTERS**

The **Class Rosters** can be generated for the teacher to take attendance. From the **Attendance Navigation Tree** click the mouse on the **Report** node. Click the mouse on the **Class Rosters** report.



The following form will display. The **Class Roster Report Options** allows you to print **Attendance** roster sheets. The sheets can be sorted by **Teacher Name**, **Teacher Number** or **Room Number**.

**Print Class Rosters
Report Options**

Report Format: PDF

Report Delivery: None

If you want a specific term, enter code

Sort Report By:

Teacher Name

Teacher Number

Room Number

If you want dates printed, enter att month

Print Phone Number:

Print Signature Line:

Print Student Aliases:

Skip Teacher Assistants?:

Enter track if not all

Print Additional Lines

Enter Teacher# to print if not all

Add fields to the printout:

Hide Attendance

[View Report](#)

Selections can also be made on the right hand side of the form:

- **Print Dates at top of roster for the month selected**
- **Print Phone Number next to students name**
- **Print Signature Line for teachers signature**
- **Print Student Alias Names**
- **Skip Teacher Assistants and no sheet will print**
- **Enter specific track if not all**
- **Print Additional Lines to hand add students**
- **Enter specific teacher to print instead of all**
- **Add fields to the printout allows to add up to 3 fields from the STU table**
- **Hide attendance already entered**

Print Class Rosters Report Options

Report Format: PDF
Report Delivery: None

If you want a specific term, enter code
Y

Sort Report By:
 Teacher Name
 Teacher Number
 Room Number

If you want dates printed, enter att month
9

Print Phone Number:
Print Signature Line:
Print Student Aliases:
Skip Teacher Assistants?:
Enter track if not all []
Print Additional Lines [0]
Enter Teacher# to print if not all []
Add fields to the printout:
Hide Attendance

Run Report
View Report

After all selections are made click the mouse on the **Run Report** button at the bottom of the form.

If no attendance month has been selected and the month is left at zero, **no dates** will be printed on the roster.

Golden Eagle Elementary School				Attendance Class Roster																			
				Teacher				Room				Month#				Year							
				Aldrich				1								09-10							
Stu#	Student Name		GR																				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
01 21	Alvarez, Tiffany A (777) 555-1009		1																				
02 50	Avalos, Ashlee S (777) 555-4637		0																				
03 56	Bachman, Angel Z (777) 555-2641		0																				
04 75	Beveridge, Ashlie T (777) 555-5112		0																				
05 148	Connole, Marco P (777) 555-0051		0																				

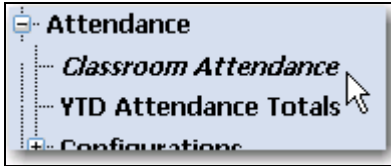
The following is an example of the **Attendance Class Roster** printed with dates at the top. Notice there are attendance marks printed on the sheet.

Golden Eagle Elementary School				Attendance Class Roster																			
				Teacher				Room				Month#				Year							
				Aldrich				1				9				09-10							
Stu#	Student Name		GR	04/26-04/30					05/03-05/07					05/10-05/14					05/17-05/21				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
01 21	Alvarez, Tiffany A (777) 555-1009		1										T										
02 50	Avalos, Ashlee S (777) 555-4637		0	T					T														
03 56	Bachman, Angel Z (777) 555-2641		0																				
04 75	Beveridge, Ashlie T (777) 555-5112		0																				
05 148	Connole, Marco P (777) 555-0051		0																				
06 166	Davis, Terrence J (777) 555-3386		0	O	O	O	O	O	O	O	O	O	O										

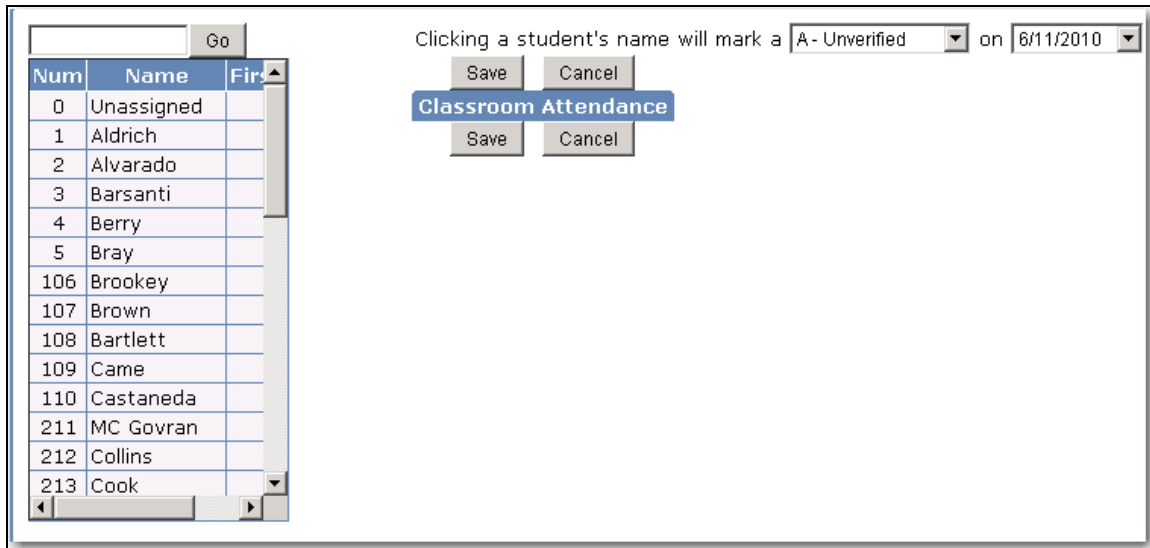
NOTE: If Attendance Rosters are reprinted any absence codes previously marked will be printed unless the Hide Attendance option is selected.

CLASSROOM ATTENDANCE

To display or update an individual for student's in a particular classroom, under the **Attendance** navigation tree click the mouse on the **Classroom Attendance** node.



The **Classroom Attendance** form will display. All teachers will display on the left hand side of the form. The **Absence Code** will default to the first code in the list and the **Attendance** date will default to today's date.



The screenshot shows the Classroom Attendance form. On the left is a table with student information. On the right, there are controls for marking attendance, including a dropdown for absence code and a date field.

Num	Name	Fir
0	Unassigned	
1	Aldrich	
2	Alvarado	
3	Barsanti	
4	Berry	
5	Bray	
106	Brookey	
107	Brown	
108	Bartlett	
109	Came	
110	Castaneda	
211	MC Govran	
212	Collins	
213	Cook	

Clicking a student's name will mark a on

Classroom Attendance

**MARK
ABSENCE
CODE**

To select a different **Absence Code** click the mouse on the arrow and all codes will display. Select the code to be used in marking attendance. To select the **Attendance** date click the mouse on the arrow and select the date.

A screenshot of a web form showing a dropdown menu for selecting an absence code. The menu is open, displaying a list of codes. The current selection is 'A - Unverified'. The date '6/11/2010' is visible to the right of the dropdown.

A - Unverified
E - Tardy
H - InHouseSus
I - Illness
L - Late>30
M - Sat MakeUp
N - I/S Incomp
P - Present
R - Religious
S - SUSPENDED
T - Tardy
U - Unexcused
V - Activity
W - Ver Truant
X - Excused
Z - Sweep

A screenshot of a web form showing a dropdown menu for selecting an attendance date. The menu is open, displaying a list of dates from 6/11/2010 to 7/1/2010. The current selection is '6/11/2010'. The absence code 'I - Illness' is visible to the left of the dropdown.

6/11/2010
6/14/2010
6/15/2010
6/16/2010
6/17/2010
6/18/2010
6/21/2010
6/22/2010
6/23/2010
6/24/2010
6/25/2010
6/28/2010
6/29/2010
6/30/2010
7/1/2010

To display a specific class, click the mouse on a **Teacher** on the left side of the form.

A screenshot of a table used for selecting a teacher. The table has columns for 'Num', 'Name', and 'First'. A 'Go' button is located above the table. The row for '3 Barsanti' is highlighted in green, and a mouse cursor is pointing at it.

Num	Name	First
0	Unassigned	
1	Aldrich	
2	Alvarado	
3	Barsanti	
4	Berry	
5	Bray	
106	Brookey	
107	Brown	
108	Bartlett	

All students will display that are enrolled in the selected **Teachers** classroom. The dates will display for the past 10 days along with all absences that have been marked. Notice the # under the **5/31** date. This date was a holiday on the calendar and no absences can be entered.

Clicking a student's name will mark a on .

Classroom Attendance														
Teacher: Barsanti (3)			Course: Homeroom ()			Period:								
StuNum	Name	Grd	Trk	Prgm	6/11	6/10	6/9	6/8	6/7	6/4	6/3	6/2	6/1	5/31
26	Anacostes, Lorena E.	0												#
59	Baker, Tina K.	0												#
64	Barbosa, James C.	0										I		#
101	Burry, Sarah M.	0								T				#
171	Dedmon, Daniel D.	0									I			#
282	Haynes, Nicole T.	0												#
372	Longo, Natalie A.	0												#
376	Lopez, Michella V.	0											T	#
390	Maddox, Casey A.	0												#
405	Martinez, Charles A.	0												#
473	Nieto, Joshua C.	0												#
610	Sather, Marla C.	0									T		T	#
627	Simon, Samuel R.	0												#
672	Turner, Christina C.	0										I	I	#
683	Uribe, Cameron C.	0								O				#
692	Velazquez, Christy J.	0												#

To mark a student absent click the mouse on the student's name. The **Absence Code** selected will be marked in the **Date** selected.

Classroom Attendance														
Teacher: Barsanti (3)			Course: Homeroom ()			Period:								
StuNum	Name	Grd	Trk	Prgm	6/11	6/10	6/9	6/8	6/7	6/4	6/3	6/2	6/1	5/31
26	Anacostes, Lorena E.	0												#
59	Baker, Tina K.	0			A									#
64	Barbosa, James C.	0										I		#

After all attendance has been marked click the mouse on the **Save** button and all attendance entered will be saved.

Clicking a student's name will mark a on .

Classroom Attendance														
Teacher: Barsanti (3)				Course: Homeroom ()				Period:						
StuNum	Name	Grd	Trk	Prgm	6/11	6/10	6/9	6/8	6/7	6/4	6/3	6/2	6/1	5/31
26	Anacostes, Lorena E.	0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
59	Baker, Tina K.	0			A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#

CHANGE ABSENCE CODE

To change an **Absence Code**, click the mouse on the code to be changed for the date selected. The mark will be hi-lighted. Enter the new **Absence Code**.

Classroom Attendance														
Teacher: Barsanti (3)				Course: Homeroom ()				Period:						
StuNum	Name	Grd	Trk	Prgm	6/11	6/10	6/9	6/8	6/7	6/4	6/3	6/2	6/1	5/31
26	Anacostes, Lorena E.	0			A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
59	Baker, Tina K.	0			A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
64	Barbosa, James C.	0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
101	Burry, Sarah M.	0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#

After all changes have been made click the mouse on the **Save** button.

Classroom Attendance

The new **Absence Code** will now display and will be saved.

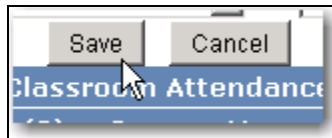
Classroom Attendance														
Teacher: Barsanti (3)				Course: Home				Period:						
StuNum	Name	Grd	Trk	Prgm	6/11	6/10	6/9	6/8	6/7	6/4	6/3	6/2	6/1	5/31
26	Anacostes, Lorena E.	0			A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
59	Baker, Tina K.	0			I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
64	Barbosa, James C.	0			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#

CLEAR AN ABSENCE CODE

To clear an **Absence Code**, click the mouse on the code to be changed for the date selected. The mark will be hi-lighted. Press the **Delete** key.

Classroom Attendance														
Teacher: Barsanti (3)				Course: Homeroom ()				Period:						
StuNum	Name	Grd	Trk	Prgm	6/11	6/10	6/9	6/8	6/7	6/4	6/3	6/2	6/1	5/31
26	Anacostes, Lorena E.	0			A									#
59	Baker, Tina K.	0			A									#
64	Barbosa, James C.	0												#
101	Burry, Sarah M.	0								T				#

After all changes have been made click the mouse on the **Save** button.

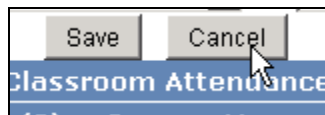


The **Absence Code** will no longer display and the attendance will be cleared.

Classroom Attendance						
Teacher: Barsanti (3)			Course: Homeroom ()			
StuNum	Name	Grd	Trk	Prgm	6/11	6/10
26	Anacostes, Lorena E.	0			A	
59	Baker, Tina K.	0				
64	Barbosa, James C.	0				

CLEAR ALL ABSENCE CODES

If you have entered **Absence Codes** incorrectly all codes can be cleared for the whole classroom. Click the mouse on the **Cancel** button. **ALL CODES** will be cleared.



STUDENTS WITH UNVERIFIED ABSENCES

The **Students with Unverified Absences** report displays all students that currently have unverified absence records and can be used to call the parents to either clear the code or be changed to a valid reason for the absence.

From the **Attendance** navigation tree select the **Reports** node. Select the **Students with Unverified Absences**.

The **Start Date** will default to the first day of school and **End Date** will default to the nearest school day from today. The report can be printed **Landscape** or **Portrait**, can be **Sorted by Teacher** and can also be **Double Spaced**.

Select the **Start Date** and **End Date** for the report to be calculated. Click the mouse on the **Run Report** button.

The screenshot shows a dialog box titled "Print Student With Unverified Absences Report Options". It contains the following fields and controls:

- Report Format:** A dropdown menu set to "PDF".
- Report Delivery:** A dropdown menu set to "None".
- Start Date:** A date field containing "09/01/2009" with a calendar icon.
- End Date:** A date field containing "06/13/2010" with a calendar icon.
- Orientation:** Two radio buttons, "Landscape" (selected) and "Portrait".
- Sort By Teacher?:** An unchecked checkbox.
- Double Space Output?:** An unchecked checkbox.
- Run Report:** A button at the bottom of the dialog.

The following is an example of the **Students with Unverified Absences** report.

Golden Eagle Elementary School										
2009-2010										
Students With Unverified Absences										
6/13/2010										
Page 1										
STU#	Student Name	Rm#	Sex	Grade	Parent/Guardian	Home Phone	Father's Work	Mother's Work	Absence Date	Reason Absent:
11	Albright, Jerod C	12	M	2	M/M A Albright	(777) 555-0214			Mon 02/22/2010	_____
									Thu 02/25/2010	_____
									Mon 03/01/2010	_____
21	Alvarez, Tiffany A	1	F	1	M/M A Alvarez	(777) 555-1009			Mon 02/08/2010	_____
26	Anacostes, Lorena E	3	F	0	M/M A Anacostes	(777) 555-0234			Fri 06/11/2010	_____
50	Avalos, Ashlee S	1	f	0	M/M A Avalos	(777) 555-4637			Mon 02/08/2010	_____
62	Bandalaria, Kelcie S	12	F	2	M/M B Bandalaria	(777) 555-7935			Tue 02/23/2010	_____
									Fri 02/26/2010	_____
80	Blue, Christopher J	12	M	2	M/M B Blue	(777) 555-4730			Mon 02/22/2010	_____
135	Ceron, Brandon D	21	M	4	M/M C Ceron	(777) 555-1113			Mon 05/17/2010	_____

ABSENCES OR TARDIES

The **Students Absent or Tardy Today** report will print students reported absent or tardy for any date selected. This report will print separately for absences or tardies.

From the **Attendance** navigation tree click the mouse on the **Report** node. Select the **Students Absent or Tardy Today** report. The date to print will default to today's date but can be changed.

Print Students Absent Today Report Options

Report Format: PDF

Report Delivery: None

Print For Which Date?
06/13/2010

Print:

Absences

Tardies

Run Report

Select either the **Absences** or **Tardies** report option. Click the mouse on the **Run Report** button. The following is an example of the **Students Absent Today** report.

Golden Eagle Elementary School							6/13/2010
2009-2010	Students Absent on 6/11/2010					Page 1	
STU#	Student Name	GParent/Guardian	Home Phone	Fathers Work	Mothers Work	Abs Teacher	Rm
1	Aadasian, Robert B.	6 M/M A Aadasian	(777) 555-0214			I Hernandez	31
26	Anacostes, Lorena E.	0 M/M A Anacostes	(777) 555-0234			A Barsanti	3
282	Haynes, Nicole T.	0 M/M H Haynes	(777) 555-0878			A Barsanti	3
376	Lopez, Michella V.	0 M/M L Lopez	(777) 555-1353			A Barsanti	3
473	Nieto, Joshua C.	0 M/M N Nieto	(777) 555-2452			I Barsanti	3

The following is an example of the **Students Tardy Today** report.

Golden Eagle Elementary School							6/13/2010
2009-2010	Students Tardy on 6/9/2010					Page 1	
STU#	Student Name	Gr Parent/Guardian	Home Phone	Parent's Work	Mothers Work	Tdy Teacher	Rm
26	Anacostes, Lorena E.	0 M/M A Anacostes	(777) 555-0234			T Barsanti	3
473	Nieto, Joshua C.	0 M/M N Nieto	(777) 555-2452			T Barsanti	3

WEEKLY ATTENDANCE REPORT BY TEACHER

The **Print Weekly Attendance Report** will generate a list of students by teacher and will indicate each student's attendance for the week selected. A teacher signature line is on the bottom of the report.

The screenshot shows a web form titled "Print Weekly Attendance Report by Teacher Report Options". It contains several sections: "Report Format:" with a dropdown menu set to "PDF"; "Report Delivery:" with a dropdown menu set to "None"; "Enter Starting Date for This Week" with a date input field showing "06/07/2010" and a calendar icon; two checkboxes: "Print Only Teachers Tagged for Electronic Attendance?" and "Include Inactive Students?"; an "Attendance Certification Text:" section with a text area containing the text "To the best of my knowledge, the information contained on this attendance sheet is accurate and complete."; "Teacher Number to Print if not All:" with a dropdown menu; and a "Run Report" button at the bottom.

The options are available to print only teachers tagged for electronic attendance and to include inactive students. The report will be generated for all teachers or one teacher number can be selected.

The **Attendance Certification Text** will allow you to enter the text that will print at the bottom of the report next to the teacher's signature.

This is a close-up view of the "Attendance Certification Text" section of the form. It shows the two checkboxes: "Print Only Teachers Tagged for Electronic Attendance?" and "Include Inactive Students?". Below them is the "Attendance Certification Text:" label, followed by a text area containing the text "To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.". At the bottom of this section is the "Teacher Number to Print if not All:" label and a dropdown menu.

After all selections are made click the mouse on the **Run Report** button and the following report will be generated.

Golden Eagle Elementary School							6/13/2010
Classroom Attendance Report		Teacher: Barsanti	Room: 3		09-10		
Stu-ID	Student Name	Trk Prg	6/7/2010	6/8/2010	6/9/2010	6/10/2010	6/11/2010
000026	Anacostes, Lorena				T		A
000059	Baker, Tina						
000064	Barbosa, James					I	
000101	Burry, Sarah						
000171	Dedmon, Daniel				I		
000282	Haynes, Nicole						A
000372	Longo, Natalie						
000376	Lopez, Michella			T			A
000390	Maddox, Casey				I		
000405	Martinez, Charles		I				
000473	Nieto, Joshua				T		I
000610	Sather, Marla						
000627	Simon, Samuel						
000672	Turner, Christina				I	I	
000683	Uribe, Cameron			T			
000692	Velazquez, Christy						

To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.

Teacher Signature _____ Date _____

PRINT LETTERS TO PARENTS

The **Print Letters to Parents** will generate attendance letters to be sent to parents informing them of their child’s excessive absences and/or tardies. A sequence of letters can be created and will be generated according to the number of absences.

From the **Attendance Navigation** tree click the mouse on the **Reports** node. Select the **Attendance Letter to Parents**. The following form will display.

The school must first create their own unique letters to parents in the **Letter Text Editor**. The **Absence and Tardy Letter Text Editor** form is used to prepare letters and can be reviewed using the **Check Letter Text** option. For more information see the following documentation for **Absence and Tardy Letter Text Editor**.

Print Attendance Letter to Parents Report Options

Report Format: PDF Report Delivery: None

Letter: Absent Print All Parts for this ID

Be careful changing report options if you have already printed letters for this Letter ID this year.

Student Options		Print Options		Attendance Codes to Count				
Count Attendance Between: Start Date End Date 09/01/2009 06/18/2010 (splits A/B Days and M-W-F--T-T-classes) <input checked="" type="checkbox"/> Update letter log table after printing letters <input checked="" type="checkbox"/> Update student letter tag after printing Zero Student Absence Letter Counters Zero Student Tardy Letter Counters		<input type="checkbox"/> UPPERCASE Address? Return Address: <input type="radio"/> District <input checked="" type="radio"/> School <input type="radio"/> None <input checked="" type="checkbox"/> Include District name on Return Address? <input checked="" type="checkbox"/> Include School telephone on Return Address? <input type="checkbox"/> Using Double-Window Envelope? Print Date: <input type="radio"/> Left <input checked="" type="radio"/> Right <input type="radio"/> Center <input type="radio"/> None <input checked="" type="checkbox"/> Print Student Name on Address? <input type="checkbox"/> Print to Contacts? Sort Letters By: <input checked="" type="radio"/> Stu Name <input type="radio"/> Grade <input type="radio"/> Zip Code <input type="radio"/> Teacher <input type="checkbox"/> Print all prior Letter Dates on letter to parent?		Print	Code	Description	Abbr	
<input checked="" type="checkbox"/>	A	Unverified	UNV	<input type="checkbox"/>	E	Tardy	TDY	
<input checked="" type="checkbox"/>	H	InHouseSus	HIS	<input checked="" type="checkbox"/>	I	Illness	ILL	
<input checked="" type="checkbox"/>	L	Late >30	>30	<input type="checkbox"/>	M	Sat MakeUp	SAT	
<input type="checkbox"/>	N	I/S Incomp	ISN	<input type="checkbox"/>	P	Present	PRS	
<input checked="" type="checkbox"/>	R	Religious	REL	<input checked="" type="checkbox"/>	S	SUSPENDED	SUS	
<input type="checkbox"/>	T	Tardy	TDY	<input checked="" type="checkbox"/>	U	Unexcused	UNX	
<input type="checkbox"/>	V	Activity	ACT	<input checked="" type="checkbox"/>	W	Ver Truant	TRU	
<input checked="" type="checkbox"/>	X	Excused	EXC					

WARNING: This report may take up to 15 minutes to complete.

Check Letter Text Print Letters Print School Copy Print Labels Print List

At the top of the form a selection can be made next to **Letter** for which **Absent** or **Tardy** letter will be generated. The part selected determines the letter that will generated for the letter type.

Under **Student Options**, the date is entered in the **Count Attendance Between** fields. A count of absences will be made for the selected date range.

The **Update letter log** and **Update student letter tag** check boxes determine if the letters are logged in the **Letter Log File** and/or if the student’s letter tag will be updated. These options track the number of absences a student has and which letters the student has received.

The **Zero All Letter Counters** will reset the counters for all students. After the letter counters are reset and this option is re-run all students will receive a letter meeting the number of absences regardless if they previously received a letter. Various **Print Options** are also available.

Print Attendance Letter to Parents
Report Options

Report Format: Report Delivery:

Letter:

Be careful changing report options if you have already printed letters for this Letter ID this year.

Student Options	Print Options	Attendance Codes to Count																																																																
<p>Count Attendance Between: Start Date End Date <input type="text" value="09/01/2009"/> <input type="text" value="06/18/2010"/></p> <p>(splits A/B Days and M-W-F/-T-T-classes)</p> <p><input checked="" type="checkbox"/> Update letter log table after printing letters</p> <p><input checked="" type="checkbox"/> Update student letter tag after printing</p> <p style="text-align: center;"> <input type="button" value="Zero Student Absence Letter Counters"/> <input type="button" value="Zero Student Tardy Letter Counters"/> </p>	<p><input type="checkbox"/> UPPERCASE Address?</p> <p>Return Address: <input type="radio"/> District <input checked="" type="radio"/> School <input type="radio"/> None</p> <p><input checked="" type="checkbox"/> Include District name on Return Address?</p> <p><input checked="" type="checkbox"/> Include School telephone on Return Address?</p> <p><input type="checkbox"/> Using Double-Window Envelope?</p> <p>Print Date: <input type="radio"/> Left <input checked="" type="radio"/> Right <input type="radio"/> Center <input type="radio"/> None</p> <p><input checked="" type="checkbox"/> Print Student Name on Address?</p> <p><input type="checkbox"/> Print to Contacts?</p> <p>Sort Letters By: <input checked="" type="radio"/> Stu Name <input type="radio"/> Grade <input type="radio"/> Zip Code <input type="radio"/> Teacher</p> <p><input type="checkbox"/> Print all prior Letter Dates on letter to parent?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>Print</th> <th>Code</th> <th>Description</th> <th>Abbr</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>A</td><td>Unverified</td><td>UNV</td></tr> <tr><td><input type="checkbox"/></td><td>E</td><td>Tardy</td><td>TDY</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>H</td><td>InHouseSus</td><td>HIS</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>I</td><td>Illness</td><td>ILL</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>L</td><td>Late >30</td><td>>30</td></tr> <tr><td><input type="checkbox"/></td><td>M</td><td>Sat MakeUp</td><td>SAT</td></tr> <tr><td><input type="checkbox"/></td><td>N</td><td>I/S Incomp</td><td>ISN</td></tr> <tr><td><input type="checkbox"/></td><td>P</td><td>Present</td><td>PRS</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>R</td><td>Religious</td><td>REL</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>S</td><td>SUSPENDED</td><td>SUS</td></tr> <tr><td><input type="checkbox"/></td><td>T</td><td>Tardy</td><td>TDY</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>U</td><td>Unexcused</td><td>UNX</td></tr> <tr><td><input type="checkbox"/></td><td>V</td><td>Activity</td><td>ACT</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>W</td><td>Ver Truant</td><td>TRU</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>X</td><td>Excused</td><td>EXC</td></tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="All"/> <input type="button" value="None"/> </p>	Print	Code	Description	Abbr	<input checked="" type="checkbox"/>	A	Unverified	UNV	<input type="checkbox"/>	E	Tardy	TDY	<input checked="" type="checkbox"/>	H	InHouseSus	HIS	<input checked="" type="checkbox"/>	I	Illness	ILL	<input checked="" type="checkbox"/>	L	Late >30	>30	<input type="checkbox"/>	M	Sat MakeUp	SAT	<input type="checkbox"/>	N	I/S Incomp	ISN	<input type="checkbox"/>	P	Present	PRS	<input checked="" type="checkbox"/>	R	Religious	REL	<input checked="" type="checkbox"/>	S	SUSPENDED	SUS	<input type="checkbox"/>	T	Tardy	TDY	<input checked="" type="checkbox"/>	U	Unexcused	UNX	<input type="checkbox"/>	V	Activity	ACT	<input checked="" type="checkbox"/>	W	Ver Truant	TRU	<input checked="" type="checkbox"/>	X	Excused	EXC
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<input checked="" type="checkbox"/>	X	Excused	EXC																																																															

WARNING: This report may take up to 15 minutes to complete.

The right side displays the **Absence Codes** to be counted towards the letter selected. To deselect a code click the mouse on the **Print** box.

After all selections are made click the mouse on **Print Letters** button. The letters will be generated and will be addressed to both students' parents and to students' contacts if tagged to receive copies of all mail.

The following is an example of an **Absence Letter to a Parent** for absences.

Eagle Unified School District
Golden Eagle Elementary School
9950 Comet Street
Eagle Point, CA 95990
Telephone: 999-555-9990

June 19, 2010

M/M A Aadasian
Re: Robert Aadasian
200 Main St
Eagle Point, Ca 92788

Dear Parent:

This letter is to inform you of Robert's absences, which have exceeded five days this semester. Shown below is a summary of the dates Robert was absent, and the reasons given for the absences. She must show marked improvement.

Thursday October 29, 2009 Illness
Wednesday November 18, 2009 Illness
Tuesday January 5, 2010 Illness
Thursday June 10, 2010 Illness
Friday June 11, 2010 Illness

Please help us to ensure that Robert receives a quality education by attending class more in the future.

After the Letters have been generated the **Print Buttons** at the bottom of the form will be accessible. **These options must be done immediately after letters are printed.**

WARNING: This report may take up to 15 minutes to complete.

A copy of all letters can be printed by clicking the mouse on the **Print School Copy** button. A set of mailing labels can be generated for all students receiving letters by clicking the mouse on **Print Labels** and a list of students who have received a letter can be generated by clicking the mouse on **Print List**.

The following is an example of a **Print Labels** that will be generated for all students receiving letter.

M/M H Hicks RE: Brittney Hicks 33507 Bluebird Ln Eagle Point CA 99998-	M/M L Lozano RE: Joyce Lozano 33913 Regency Pl Eagle Point CA 99998-	M/M M Miralles RE: Saira Miralles 33734 Audubon Ct Eagle Point CA 99998-
M/M H Higgins RE: Annalee Higgins 33546 Rendevous Rd Dr Eagle Point CA 99998-	M/M L Luna RE: Kendra Luna 33901 Taciturn Ave Eagle Point CA 99998-	M/M M Money RE: Linda Money 33837 445th St E Eagle Point CA 99998-

The following is an example of a **Print List** report.

Golden Eagle Elementary School						6/19/2010
2009-2010	STUDENTS WHO RECEIVED ABSENT LETTER				Page 1	
These students have received this letter between 9/1/2009 and 6/18/2010						
STU#	Last Name	First Name	Middle Name	Sex	Grade Teacher	Part
1	Aadasian	Robert	Bradly	m	6 Hernandez	1
4	Aguilar	LaTonya	Stephanie	f	4 Goode	1
7	Alavez	Abel	Benny	M	4 Enos	1
11	Albright	Jerod	Charlie	M	2 Collins	1
26	Anacostes	Lorena	Ellen	F	0 Barsanti	1
31	Anguiano	Tanya	Rocio	F	2 Collins	1
35	Arce	Andrea	Brittany	F	3 Crookshanks	1
36	Arellano	Francynn	Tina	F	5 Gray	1

ABSENCE AND TARDY LETTER TEXT EDITOR

The **Check Letter Text** button will display the **Absence and Tardy Letter Text Editor** form which is used to setup absent letters. This form is also used to setup the number of absences or tardies needed to generate letters to parents/guardians.

The first absence letter is setup as Absent 1 and is usually generated when a student has five or more absences during the current semester. The second letter is Absent 2 and is usually generated after ten or more absences and the third Absent 3 after fifteen or more absences.

Before letters can be generated, the school must create the text for the letters. The following form is used to input the text for each absence letter or tardy letter and the **Total Attendance Codes needed to get this letter**.

Letter ID	Parent
Abs Verif Footer	0
Absence Verification	0
Absent	1
Absent	2
Absent	3
Absent 1	0
Absent 2	0
Absent 3	0
Disc Footer	0
Discipline1	0
Expulsion1	0
Fee 1	0
Fee 2	0
Fee 3	0
Hdg1	0
Hdg2	0
Hdg3	0
Hdg4	0

Letter Text Editor

Correspondence Language Association
(Leave blank to indicate default)

Total Attendance codes needed to get this letter: 5

Text for the top portion of the letter

Dear Parent:

This letter is to inform you of [FN]'s absences, which have exceeded five days this semester. Shown below is a summary of the dates [FN] was absent, and the reasons given for the absences. [She/He] must show marked improvement.

(Details specific to each student appears in the center of the letter)

Text for the bottom portion of the letter

Please help us to ensure that [FN] receives a quality education by attending class more in the future.

Sincerely,

Ms Jenny Roberts

Add Change Delete Print Attendance Letters

Each student record has two fields that stores the number of the most recent letter sent, one field for the absence letter, and one for the tardy letter. Each student starts the year with a zero in each field and these fields are updated after each letter is printed.

Sample letters are created in **Aeries.net** for three absences and three tardies. The first absence letter is displayed above. The title of the letter is critical, since it is used to generate the letters. The absence letters are named **Absent** with parts **1**, **2**, and **3**. The tardy letters are named **Tardy** with parts **1**, **2**, and **3**. The total number of absences or tardies needed to generate each letter is also entered and defaults are 5, 10, and 15.

The **Home Language Association** can also be set for a letter in a different language. Letters can then be printed in different languages according to a student's Home Language.

Letters in other languages must start with the base name of "Absent", "Tardy", etc but can end with anything such as "Spanish" for a final letter name of "**Absent - Spanish**". There should always be a default letter whose home language association is blank. Nothing needs to be done for these letters to print. They will automatically be printed for students whose Home Language matches the **Home Language Association** for the letter. All students who do not match will receive the default letter.

When the letters are printed, a heading is automatically created with the school name, address, city, etc., and the date at the top, and the parent/guardian name, address, city, state, and zip code.

The remainder of the letter must be setup starting with a greeting; e.g.: **Dear Parent**. The following fields can be used to pull data from the STU table and place them into the letter text.

[FN] - insert the student's first name.

[PG] -insert Parent Guardian

[HE/SHE], [HIS/HER], [HIM/HER] - insert according student gender

[SX] – insert gender

[BD] – insert Birthdate

[GR] – insert Grade

[LN] – insert Last Name

[MN] – insert Middle Name

[CU] – insert Counselor/Teacher Number

STUDENTS WITH ABSENCES

The **Students with Absences** prints a list of students with a total number of absences within the date range selected. The report will print the student number, name, Parent/Guardian, home phone and number of each absence code. The report will default to sort by student name.

From the **Attendance** navigation tree select the **Report** node. Click the mouse on **Students with Absences** and the following selection box will display. Select whether to **Sort by Teacher** and whether to **Include Inactive Students**.

Print Students With Absences
Report Options

Report Format: PDF

Report Delivery: None

Include Inactive Students: Sort by Teacher:

Choose up to 10 Absence Codes to Summarize
All None

Print	Code	Description	Abbr
<input checked="" type="checkbox"/>	A	Unverified	UNV
<input checked="" type="checkbox"/>	E	Tardy	TDY
<input checked="" type="checkbox"/>	H	InHouseSus	HIS
<input checked="" type="checkbox"/>	I	Illness	ILL
<input checked="" type="checkbox"/>	L	Late >30	>30
<input checked="" type="checkbox"/>	M	Sat MakeUp	SAT
<input type="checkbox"/>	N	I/S Incomp	ISN
<input checked="" type="checkbox"/>	P	Present	PRS
<input checked="" type="checkbox"/>	R	Religious	REL
<input checked="" type="checkbox"/>	S	SUSPENDED	SUS
<input checked="" type="checkbox"/>	T	Tardy	TDY
<input checked="" type="checkbox"/>	U	Unexcused	UNX
<input checked="" type="checkbox"/>	V	Activity	ACT
<input checked="" type="checkbox"/>	W	Ver Truant	TRU
<input checked="" type="checkbox"/>	X	Excused	EXC

Start Date: 09/01/2009 End Date: 06/11/2010

Minimum # of Absences To Print: 2

Run Report

All absences codes will default to be included. Click the mouse on the **Print** box to de-select specific codes.

The **Start Date** defaults to the first day of school and **End Date** to the nearest school day from today. The minimum number of absences to be included on this report defaults to 2. These fields can be changed.

After all selections are complete, click the mouse on the **Run Report** button.

**Print Students With Absences
Report Options**

Report Format: PDF

Report Delivery: None

Include Inactive Students: Sort by Teacher:

Choose up to 10 Absence Codes to Summarize
All None

Print	Code	Description	Abbr
<input checked="" type="checkbox"/>	A	Unverified	UNV
<input checked="" type="checkbox"/>	E	Tardy	TDY
<input checked="" type="checkbox"/>	H	InHouseSus	HIS
<input checked="" type="checkbox"/>	I	Illness	ILL
<input checked="" type="checkbox"/>	L	Late>30	>30
<input checked="" type="checkbox"/>	M	Sat MakeUp	SAT
<input type="checkbox"/>	N	I/S Incomp	ISN
<input checked="" type="checkbox"/>	P	Present	PRS
<input checked="" type="checkbox"/>	R	Religious	REL
<input checked="" type="checkbox"/>	S	SUSPENDED	SUS
<input checked="" type="checkbox"/>	T	Tardy	TDY
<input checked="" type="checkbox"/>	U	Unexcused	UNX
<input checked="" type="checkbox"/>	V	Activity	ACT
<input checked="" type="checkbox"/>	W	Ver Truant	TRU
<input checked="" type="checkbox"/>	X	Excused	EXC

Start Date: 09/01/2009 End Date: 06/11/2010

Minimum # of Absences To Print: 2

Run Report

The following is an example of the **Students with Absences** report.

Golden Eagle Elementary School														6/13/2010	
2009-2010 Students with 2 or more absences between 9/1/2009 and 6/11/2010														Page 1	
STU#	Student Name	Grade	Parent/Guardian	Home Phone	UNV	TDY	HIS	ILL	>30	SAT	PRS	REL	SUS	TDY	TOTAL
000001	Aadasian, Robert B.	6	M/M A Aadasian	(777) 555-0214	-	1	-	5	-	-	-	-	-	6	12
000003	Aguilar, Jonathan D.	5	M/M A Aguilar	(777) 555-7860	-	1	-	-	-	-	-	-	-	1	2
000004	Aguilar, LaTonya S.	4	M/M A Aguilar	(777) 555-5363	-	1	-	8	1	-	-	-	1	-	11
000007	Alavez, Abel B.	4	M/M A Alavez	(777) 555-8241	-	-	-	6	-	-	-	-	-	2	8
000010	Albright, Derek D.	5	M/M A Albright	(777) 555-0214	-	-	-	2	-	-	-	-	-	1	3
000011	Albright, Jerod C.	2	M/M A Albright	(777) 555-0214	3	-	-	3	-	-	-	-	-	3	9
000012	Alcazar, Damien J.	4	M/M A Alcazar	(777) 555-8814	-	1	-	1	-	-	-	-	-	10	12
000742	Aleman, Jacqueline C.	5	M/M A Aleman	(777) 555-2125	-	-	-	2	-	-	-	-	-	-	2
000013	Alfaro, Joshua R.	0	M/M A Alfaro	(777) 555-7354	-	-	-	1	-	-	-	-	-	19	20
000015	Allen, Sherry A.	3	M/M A Allen	(777) 555-9626	-	-	-	-	-	-	-	-	-	2	2
000017	Alvarez, David R.	6	M/M A Alvarez	(777) 555-5463	-	-	-	1	-	-	-	-	-	9	10

ATTENDANCE SUMMARY

The **Print Attendance Summary** will display each student's total number of absence for the absence codes selected. The report can be printed for a certain date range and sorted by grade or program.

From the **Attendance** navigation tree click the mouse on the **Report** node. After selecting **Attendance Summary** the following selection box will display. The **Start date** and **End date** will default to the first school date to the current date. A different date range can be selected.

Print Attendance Summary Report Options

Report Format: PDF

Report Delivery: None

Sort By: Grade Program

Start Date: 09/01/2009 End Date: 06/11/2010

Print	Code	Description	Abbr
<input checked="" type="checkbox"/>	A	Unverified	UNV
<input checked="" type="checkbox"/>	E	Tardy	TDY
<input checked="" type="checkbox"/>	H	InHouseSus	HIS
<input checked="" type="checkbox"/>	I	Illness	ILL
<input checked="" type="checkbox"/>	L	Late>30	>30
<input checked="" type="checkbox"/>	M	Sat MakeUp	SAT
<input type="checkbox"/>	N	I/S Incomp	ISN
<input checked="" type="checkbox"/>	P	Present	PRS
<input checked="" type="checkbox"/>	R	Religious	REL
<input checked="" type="checkbox"/>	S	SUSPENDED	SUS
<input checked="" type="checkbox"/>	T	Tardy	TDY
<input checked="" type="checkbox"/>	U	Unexcused	UNX
<input checked="" type="checkbox"/>	V	Activity	ACT
<input checked="" type="checkbox"/>	W	Ver Truant	TRU
<input checked="" type="checkbox"/>	X	Excused	EXC

Run Report

All absences codes will default to be included. Click the mouse on the **Print** box to de-select specific codes. After all selections have been made click the mouse on the **Run Report** button.

The following is an example of the **Attendance Summary** report generated sorted by Grade.

Golden Eagle Elementary School																				6/13/2010		
2009-2010		ATTENDANCE SUMMARY by Grade																Page 1				
9/1/2009 through 6/11/2010																						
Grade	* Inactives:	Active:	Days Enrled	Days Present	ADA Abs	Exc Abs	Unex Abs	Exc Tdy	Unex Tdy	UNV	TDY	HIS	ILL	>30	SAT	PRS	REL	SUS	TDY	UNX	ACT	TRU
K	0	0	15944	15607	0	313	24	406	0	17	1	0	311	0	0	0	0	1	405	0	0	0
1	0	0	17731	17395	0	318	18	365	0	6	4	0	316	0	0	0	1	5	361	0	0	0
2	0	0	17177	16771	4	382	20	350	0	6	0	0	381	0	0	0	1	0	350	1	4	0
3	0	0	17019	16723	8	288	0	413	0	0	0	0	288	0	0	0	0	0	413	0	8	0
4	0	0	14639	14381	1	252	6	297	0	4	2	0	247	1	0	0	2	2	295	0	0	0
5	0	0	14613	14346	0	251	16	337	0	0	1	0	251	0	0	0	0	0	336	0	0	0
6	0	0	16918	16665	0	252	1	403	0	0	3	0	252	0	0	0	0	1	400	0	0	0
School Totals:	31	616	114041	111888	13	2056	85	2571	0	33	11	0	2046	1	0	0	4	9	2560	1	12	0

PRINT ENROLLMENT BY TEACHER

The **Enrollment by Teacher** report will display the number of students in each teacher’s class by grade and sex. The report can be sorted by teacher, grade or track. This report can be utilized to track the number of students in each class throughout the school year.

From the **Attendance** navigation tree click the mouse on the **Report** node. After selecting **Enrollment by Teacher** the following selection box will display.

The report will default to print for all grades on the left side of the form. Select to print the report for all grades or specific grades. Select the sort order. Select whether to sort the report by teacher number or teacher name. Click the mouse on the **Run Report** button.

Print Enrollment By Teacher
Report Options

Report Format: PDF

Report Delivery: None

- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6

- Sort By Teacher
- Sort By Grade and Teacher
- Sort By Track and Teacher
- Sort By Track, Grade, and Teacher

Sort By Teacher Name Instead of Number?
 Use Next Grade and Teacher?

Run Report

The following is an example of the **Enrollment By Teacher** report.

Golden Eagle Elementary School																6/19/2010											
2009-2010																Enrollment by Teacher and Grade			Page 1								
Teacher	----- K -----			----- 1 -----			----- 2 -----			----- 3 -----			----- 4 -----			----- 5 -----			----- 6 -----			-- ALL (Selected Grades)--					
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total			
001 Aldrich 1	4	-	4	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	1	5	
002 Alvarado 2	8	10	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	10	18
003 Barsanti 3	5	11	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	11	16
108 Bartlett 8	-	-	-	10	9	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	9	19
004 Berry 4	7	9	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	9	16
005 Bray 5	6	11	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	11	17
106 Brookey 6	-	-	-	11	8	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	8	19
107 Brown 7	-	-	-	10	7	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	7	17
109 Came 9	-	-	-	11	7	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	7	18
110 Castaneda 10	-	-	-	10	7	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	7	17
212 Collins 12	-	-	-	1	1	2	7	11	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	12	19
213 Cook 13	-	-	-	-	-	-	12	6	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	6	18
214 Coons 14	-	-	-	-	-	-	9	11	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9	11	20

STUDENTS WITH GOOD ATTENDANCE

The **Students with Good Attendance** prints a list of students with a maximum number of absences that would be considered good attendance. The **Select Absence Codes to Count** option will display the codes used for calculation.

From the **Attendance** navigation tree select the **Report** node. Click the mouse on **Students with N or More Absences** and the following selection box will display. All Absence codes are defaulted to be counted that are flagged in the **Absence Code** setup.

Print Students With Good Attendance Report Options

Report Format: PDF

Report Delivery: None

Select absence codes to count.

Start Date End Date

09/01/2009 06/18/2010

Enter the maximum number of absences a student can have.

5

Run Report

Click the mouse on **Select Absence codes to count** to select the specific codes and the following selection box will display.

To de-select an absence code, click the mouse on the **Print** box.

Print Students With Good Attendance Report Options

Report Format: PDF

Report Delivery: None

Select absence codes to count.

Start Date: 09/01/2009 End Date: 06/11/2010

Enter the maximum number of absences a student can have.
5

Select codes to count against the student.

All None

Print	Code	Description	Abbr
<input checked="" type="checkbox"/>	A	Unverified	UNV
<input checked="" type="checkbox"/>	E	Tardy	TDY
<input checked="" type="checkbox"/>	H	InHouseSus	HIS
<input checked="" type="checkbox"/>	I	Illness	ILL
<input checked="" type="checkbox"/>	L	Late>30	>30
<input checked="" type="checkbox"/>	M	Sat MakeUp	SAT
<input type="checkbox"/>	N	I/S Incomp	ISN
<input checked="" type="checkbox"/>	P	Present	PRS
<input checked="" type="checkbox"/>	R	Religious	REL
<input checked="" type="checkbox"/>	S	SUSPENDED	SUS
<input checked="" type="checkbox"/>	T	Tardy	TDY
<input checked="" type="checkbox"/>	U	Unexcused	UNX
<input checked="" type="checkbox"/>	V	Activity	ACT
<input checked="" type="checkbox"/>	W	Ver Truant	TRU
<input checked="" type="checkbox"/>	X	Excused	EXC

Run Report

The date to print will default to today's date but can be changed to any date selected. After the date is selected, click the mouse on the **Run Report** button and the report will be generated.

The following is an example of the report generated.

Golden Eagle Elementary School						
						6/19/2010
2009-2010		Students With Good Attendance			Page 1	
9/1/2009 - 6/18/2010						
STU#	Last Name	First Name	Middle Name	Sex	Grade	Teacher - Room
3	Aguilar	Jonathan	Daniel	M	5	Graybehl - 26
6	Aguinaga	Valeria	Brandi	F	6	Guzman - 27
10	Albright	Derek	Dale	M	5	Goularte - 24
742	Aleman	Jacqueline	Charles	M	5	Unassigned -
15	Allen	Sherry	Amber	F	3	Elliott - 20
16	Almaguer	Dominique	Priscilla	F	5	Goularte - 24
20	Alvarez	Lauren	Evelyn	F	2	Cook - 13

**ATTENDANCE
AUDIT
LISTING**

The **Attendance Audit Listing** will print errors between the student record and the enrollment record. It can also include **Missing Exit Reason codes**. The following selection box will display with the options to **Print ALL Students**, **Print Only Non No Shows** and include **Missing Exit Reason Errors**.

Select whether or not you want to **Print ONLY Non-No Shows** and include **Missing Exit Reason Errors**. Click the mouse on the **Run Report** button.

The following report will be generated.

Screaming Eagle High School				5/24/2010
2009-2010		ATTENDANCE AUDIT LISTING		Page 1
Stu#	Student Name	Status Grd	Prog	Error
4	Abdo, Arnold		10	Student has mismatch between grade in Student and Attendance grade of 11
9	Abrahamson, Arnold	N	11	Student has no attendance enrollment data and/or no summer withdrawal reason
11	Abrego, Ivette		8	Student has no attendance enrollment data and/or no summer withdrawal reason
23	Aguilar-Lopez, Kristi	I	11	Student Enrolled in Attendance but has no classes: 09/02/2009
31	Albert, Alison		8	Student has no attendance enrollment data and/or no summer withdrawal reason

GAIN AND LOSS REPORT

The **Gain and Loss Report** prints all students who have entered and left school, changed teacher, grade, special program or track during the current school year. This report is useful in providing the figures on the monthly attendance summary, such as the **Carried Forward** total. It also gives an accurate listing of how many students are currently in each program and grade level and which students have just entered or left school.

From the **Attendance Navigation** tree click the mouse on the **Report** node. Click the mouse on **Gain and Loss Report**.

Enter the **Starting** and **Ending** dates for the report. The report can be grouped by track, program and grade. Click the mouse on the **Run Report** button.

**Print Gain And Loss Report
Report Options**

Report Format: PDF

Report Delivery: None

Start Date **End Date**

09/01/2009 06/18/2010

Group report by program and grade?

Sort by teacher?

Run Report

The report will print the date, student number, name and sex for each student who enters or leaves the grade and program. It also prints the cumulative total of students carried forward, gains, losses, and ending enrollment for each day.

Golden Eagle Elementary School							6/19/2010 8:55:06 AM	
2009-2010		GAIN AND LOSS REPORT					Page 10	
Regular program			9/1/2009 through 6/18/2010			Grade 1		
DATE	STU#	Stu ID	Student Name	Sex	GAIN	LOSS	RS	Tch
2/5/10	000194	99000194	Endy, Ruby Destene	F		LOSS	440	109
2/5/10	000518	99000518	Potter, Jaret Katrina	F		LOSS	440	110
2/5/10	Carried Forward: 93		Gains: 0	Total: 93	Losses: 2	Ending Enroll: 91		
2/8/10	000194	99000194	Endy, Ruby Destene	F	GAIN			212
2/8/10	Carried Forward: 91		Gains: 1	Total: 92	Losses: 0	Ending Enroll: 92		

MONTHLY ATTENDANCE REPORT

The **Monthly Attendance Report** generates a monthly report of student’s attendance alphabetically in order by grade, program, and track. From the **Attendance** navigation tree click the mouse on the **Report** node. Click the mouse on **Monthly Attendance Report**.

The **Print for Which Month** will allow you to select the attendance month to be generated. A temporary work table will be created and will update the YTD table. All prior months should display in red that the YTD Records have been created. If any prior months are re-run any subsequent month would also need to be rerun. To generate the report click the mouse on the **Run Report** button.

Print Monthly Attendance Report
Report Options

Report Format: PDF

Report Delivery: None

Print For Which Month?
9: 04/26/2010-05/21/2010

YTD records have already been created for months: 1, 2, 3, 4, 5, 6, 7, 8, 10.
Rerunning any of these months will delete the current records in YTD and recalculate their values.
Any subsequent months would also need to be rerun to ensure proper ADA calculations.

[View Report](#)

The following is an example of the report generated. The report will list each student’s attendance for every day during the attendance month selected. It also displays the total not enrolled, non-apportionment absent and apportionment days for each student, with totals at the end of each grade.

		Golden Eagle Elementary School																		6/19/2010					
		MONTHLY ATTENDANCE REPORT																		8:58 AM					
2009-2010		Month 9 - From 4/26/2010 Through 5/21/2010																		Page 2					
Regular Program		Tchr 2 - Alvarado																		Grade K					
STU#	Student Name	04/26	04/27	04/28	04/29	04/30	05/03	05/04	05/05	05/06	05/07	05/10	05/11	05/12	05/13	05/14	05/17	05/18	05/19	05/20	05/21	Not Enrolled	NonAppr Abs	Appor Abs	Total Yr Apport
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI				
000013	Alfaro, Joshua R.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	0	20
000071	Bell, Marco J.	ILL	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	ILL	--	--	--	18
000103	Butler, Darren G.	TDY	TDY	--	--	--	--	--	--	TDY	--	TDY	--	--	--	--	--	--	--	--	--	0	0	0	20
000150	Cordero, Cristian J.	--	--	--	--	--	--	--	ILL	ILL	--	ILL	--	--	ILL	--	--	--	--	--	--	0	4	0	16
000261	Grijalva, Anglica M.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	0	20
000311	Iglesias, Suraida M.	--	--	TDY	ILL	--	--	--	--	TDY	--	--	--	--	TDY	--	--	ILL	--	--	--	0	2	0	18
000328	Johnson, Rosalind M.	--	--	--	TDY	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	0	20
000379	Lozano, Joyce T.	--	--	--	ILL	--	ILL	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	2	0	18
000422	McConnell, Armando	--	--	--	--	???	--	--	--	--	--	--	--	--	--	--	--	???	--	--	--	0	0	0	20
000448	Minas, Lisa S.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	0	20
000485	Orellana, Fernando A.	--	--	TDY	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	0	20
000513	Pierson, Estrellita I.	--	--	--	--	TDY	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	0	20
000553	Rios, Keshawn C.	--	TDY	ILL	--	ILL	ILL	--	--	ILL	--	--	--	--	--	--	--	ILL	--	ILL	--	0	6	0	14
000578	Rodriguez, Julliamari	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	0	20
000585	Ross, Stephanie K.	ILL	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	1	0	19
000601	Salinas, Melissa D.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	0	20
000648	Tago, Cory C.	ILL	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	1	0	19
000686	Valdez, Sarah H.	TDY	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	0	20
Daily Apportionment:		15	18	17	16	17	16	18	18	17	18	18	17	18	18	17	18	18	17					342	
Class Totals:		Days Taught: 20	Carried Forward:18		Gains: 0		Total 18		Losses: 0		Ending Enrollment: 18		0	18	0	342									

MONTHLY ATTENDANCE SUMMARY

The **Monthly Attendance Summary** generates a summary of the attendance for the month selected and includes total attendance by grade, program and track. The report is printed from the records in the YTD (year-to-date) table with the following totals.

- **Teaching Days** - Calculated from the attendance calendar and may vary by track in multi-track schools.
- **Enrollment Carried Forward** - Students enrolled at the end of the preceding month.
- **Gains** - Students who entered the school during the current month.
- **Total Enrollment - Enrollment Carried Forward plus Gains.**
- **Losses** - Students who left during the current month.
- **Ending Enrollment -Total Enrollment** minus **Losses** and carried forward to the next month.
- **Days Not Enrolled** - Total days students were not enrolled in this class, grade, program, and track.
- **Days Non-Apportionment Attendance** - Total days of unexcused absences.
- **Actual Days – Teaching Days times Total Enrollment.**
- **Total Apportionment Attendance - Days Taught times Total Enrollment**, minus **Days Not Enrolled**, minus **Days of Non-Apportionment Attendance.**
- **Total Average Daily Attendance - Total Apportionment Attendance** divided by days of **Total Enrollment.**
- **Year-to-date Total Apportionment - Days Taught**, and **Total ADA.**

From the **Attendance** navigation tree click the mouse on the **Reports** node. Select the **Monthly Attendance Summary Report**.

The **Print for Which Month** will allow you to select the attendance month to be generated. A temporary work table will be created and will update the YTD table. All prior months should display in red that the YTD Records have been created. If any prior months are re-run any subsequent month would also need to be rerun. The **Recompute YTD Information** can also be turned off.

To generate the report click the mouse on the **Run Report** button.

Print Monthly Attendance Summary Report Options

Report Format: PDF

Report Delivery: None

Print For Which Month?
9: 04/26/2010-05/21/2010

Recompute YTD Information:

YTD records have already been created for months: 1, 2, 3, 4, 5, 6, 7, 8, 10. Rerunning any of these months will delete the current records in YTD and recalculate their values. Any subsequent months would also need to be rerun to ensure proper ADA calculations.

Run Report

View Report

The following is an example of the **Monthly Attendance Summary**.

Golden Eagle Elementary School													6/19/2010				
2009-2010		MONTHLY ATTENDANCE SUMMARY											9:11 AM				
													Month 9 - From 4/26/2010 Through 5/21/2010			Page 2	
Regular Program																	
Grade Level	Tchr No.	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	YEAR TO DATE		
															Total Apport Attendance	Days Taught	Total ADA (N/O)
3	319	20	20	0	20	0	20	0	16	400	384	19.20	96.00%	0	3533	173	20.42
3	320	20	17	0	17	0	17	0	9	340	331	16.55	97.35%	0	2977	173	17.21
TOTAL		20	90	0	90	1	89	5	69	1800	1726	86.30	96.16%	0	14963	173	86.49
TOTAL 1-3		20	271	1	272	1	271	11	214	5440	5215	260.75	96.06%	0	45191	173	261.22
4	421	20	23	1	24	0	24	18	21	480	441	22.05	95.45%	0	4351	173	25.15
4	422	20	25	0	25	0	25	0	18	500	482	24.10	96.40%	0	4348	173	25.13
4	423	20	26	0	26	0	26	0	16	520	504	25.20	96.92%	0	4242	173	24.62
TOTAL		20	74	1	75	0	75	18	55	1500	1427	71.35	96.29%	0	12941	173	74.80
5	524	20	26	0	26	0	26	0	15	520	505	25.25	97.12%	0	4826	173	26.74
5	525	20	25	0	25	0	25	0	23	500	477	23.85	95.40%	0	4266	173	24.66
5	526	20	26	1	27	0	27	15	19	540	506	25.30	96.38%	0	4212	173	24.35
TOTAL		20	77	1	78	0	78	15	57	1560	1488	74.40	96.31%	0	13104	173	75.75
6	627	20	30	0	30	1	29	17	9	600	574	28.70	98.46%	0	5306	173	30.67
6	628	20	28	1	29	0	29	3	16	580	561	28.05	97.23%	0	4596	173	26.57
6	629	20	28	0	28	0	28	0	17	560	543	27.15	96.96%	0	4547	173	26.28
6	731	20	0	0	0	0	0	0	0	0	0	0.00	0	0	18	39	0.46
TOTAL		20	86	1	87	1	86	20	42	1740	1678	83.90	97.56%	0	14467	173	83.62
TOTAL 4-6		20	237	3	240	1	239	53	154	4800	4593	229.65	96.76%	0	40512	173	234.17
PROGRAM		20	591	6	597	5	592	91	436	11940	11413	570.65	96.32%	2	100635	173	581.71

To the best of my knowledge, the information contained on this document is accurate and complete.

Principal Signature _____ Date _____