## *Aeries* Student Information System
Period Attendance Cycle – Secondary User Manual
October 24, 2007

PERIOD ATTENDANCE CYCLE

The **Period Attendance Cycle** form displays various programs and reports utilized to perform period attendance. The form is color coded to visually display which steps are procedural steps (yellow), printed reports (white), scanner sheets (green), or forms for displaying and updating data (blue.)
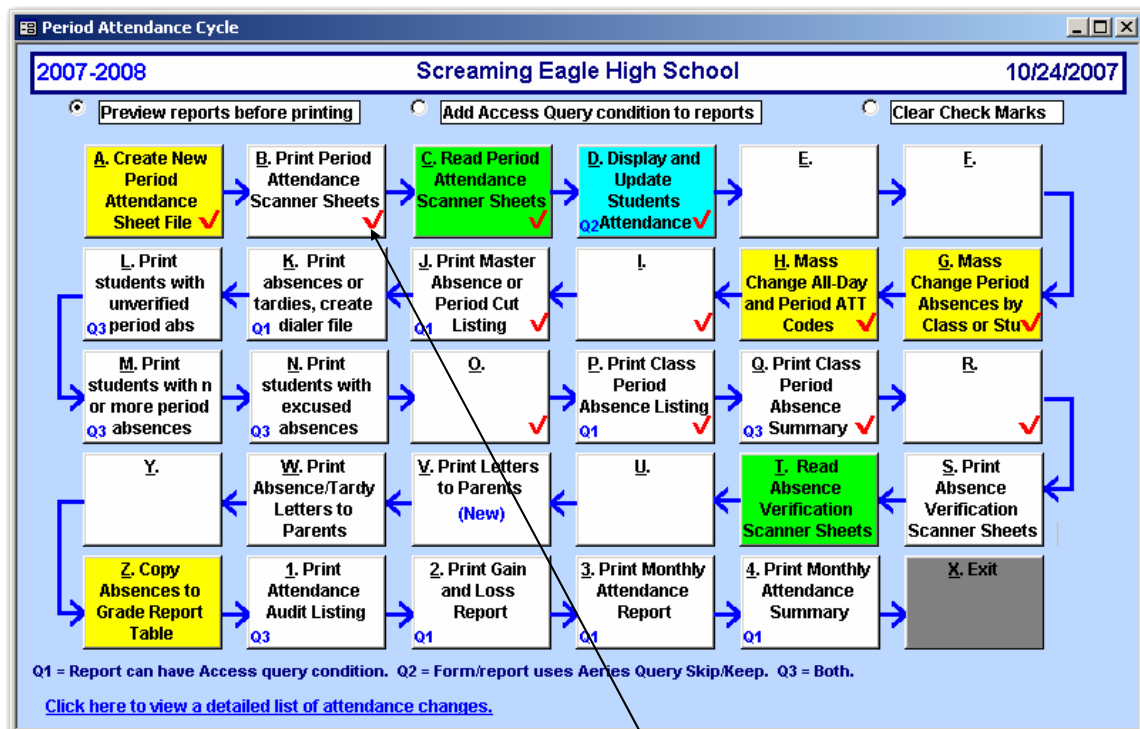
As each step is performed a **red** check mark will display in the right hand corner of the button. Once you have completed updating attendance and created **ALL** of your monthly reports you will clear the red check marks from the form.

NOTE: The 'Clear Check Marks' button at the top right hand of the page is utilized to clear the red check marks. DO NOT clear the form until you have printed all of the end-of-the-month reports.

PRINT PREVIEW

The **Period Attendance Cycle** form has the option to preview reports prior to printing. The **Preview Reports** button will automatically default and will contain a **black dot** in the center of the circle.

To turn the Print Preview off click the mouse on the circle and the dark dot in the center will no longer display. Any report selected will now automatically be sent to the printer.

QUERY CONDITION

This form allows you to add query conditions to select certain criteria for your report.

Each report has certain query conditions that can be utilized with **Access** query or *Aeries* query. At the far left corner of the box a code will display that indicates which query conditions can be utilized by this report. If a code does not display there is no query condition available.

Q1 - indicates that only **Access** query can be utilized.
Q2 - indicates that only **Aeries** query can be utilized.
Q3 - indicates that either one of these queries can be utilized.

NOTE:

You must be familiar with utilizing these query options in order to use them on these reports.
To add a query condition to a report, click the mouse on the **Add Query Condition** option.

The **Attendance Cycle** form will display the following text box with a message indicating that **Access** query is different than *Aeries* query. **Access** will not require you to enter 'IF' into the query statement.

In the text box type a query "**IF"** condition. For example, to print only 10th Grade enter **gr = 10**. Then the report you select to print would only include 10th grade students. At the bottom of the form the query statement will display in **red**.

NOTE:

When using Access Query certain standards must be utilized. All alphanumeric (non-numeric) fields must be surrounded by quotes. All numeric fields do not require quotes.

Pay close attention to criteria selected. For example, if a report does not contain teacher information it cannot be run for a particular teacher.

CLEAR CHECK MARKS

The **Period Attendance Cycle** form will keep track of all programs that have been accessed throughout the current month. A **red** check mark is placed in the bottom right hand **corner** of each button.

To clear the check marks, click the mouse on the **Clear Checkmarks** button in the top right hand corner of the form.

CREATE NEW PERIOD ATTENDANCE SHEET FILE

The **Create New Period Attendance Sheet File** is utilized to create a table that contains the current class enrollment for each teacher. Once this table is created, scanner sheets can be printed for the teachers to keep track of each student's attendance.
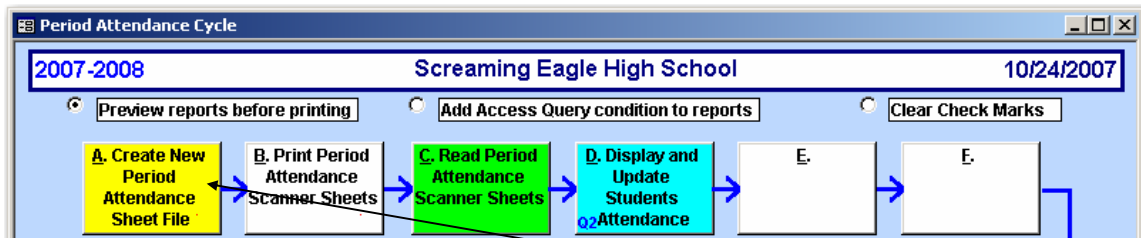
To create the period attendance sheet table, click the mouse on **Create New Period Attendance Sheet File**.

The following form will display. The **Create New Period Attendance Sheet File** form contains all dates previously setup in **School Calendar**.

The assigned school **week** will display to the left of the starting date. To create a new sheet table, click the mouse on the small **circle** next to the week number and starting date selected.

Verify that the **Students per Sheet** is set to the correct channel for the scanner setting. This will setup the correct number of students to print per each scanner sheet.
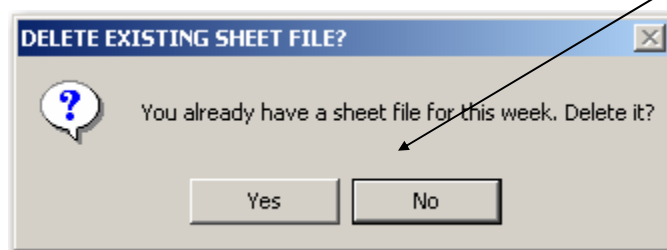
NOTE: **It is crucial that the "Student's per Sheet" area is set correctly for the type of scanner used.**

Click the mouse on the **CREATE** button. The following message will display the quarter or semester for the week selected as setup in the **School Options** form. If the quarter or semester is not correct type the correct information in to the text field. Click the mouse on the **OK** button. A message will display indicating the Sheet File has been created.

CORRECT QUARTER?   ☒

Enter Quarter if not 1   [OK]

                                                          [Cancel]

[1   ]
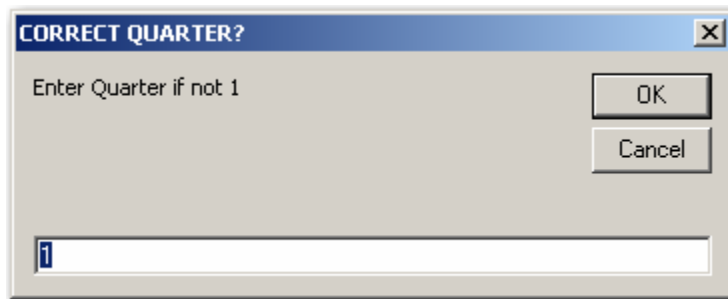
If the following message displays, you have already created the sheet table for the week selected. **Click the mouse on the No button.**

DELETE EXISTING SHEET FILE?   ☒

(?)   You already have a sheet file for this week. Delete it?

          [Yes]   [No]

NOTE: **DO NOT click the mouse on the YES button. Verify you have selected the correct week. If you answer YES you may delete the attendance sheet table currently in use.**

After the school year has started and previous sheet tables have been created, the system will automatically delete any sheet record more than 3 weeks old. The following message will automatically display.

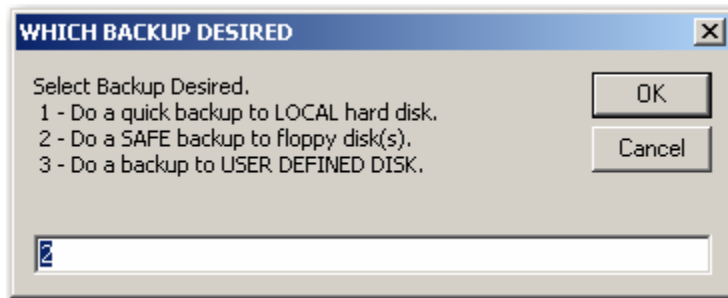Verify that it is ok to delete the **Week** displayed and click the mouse on the **Yes** button.
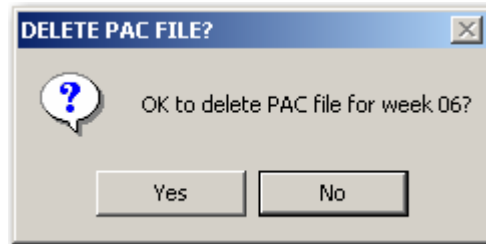
Save a copy of the PAC so that it may be Restored later if deleted before all scan sheets have been read. To save a copy click **Yes**.
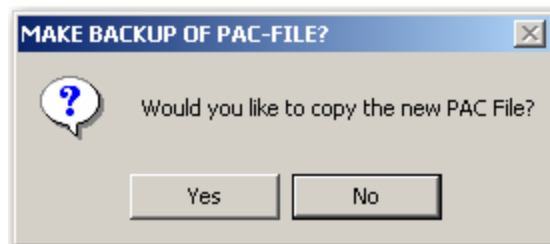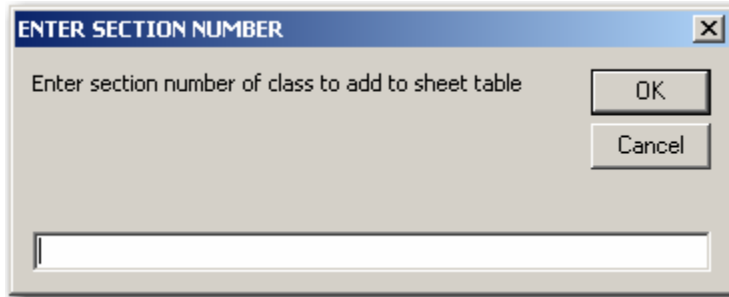
Select the Backup option and click the mouse on the **OK** button.

Update may be used to add a new section to an existing PAC file. Select the desired week to update and click on **Update**.
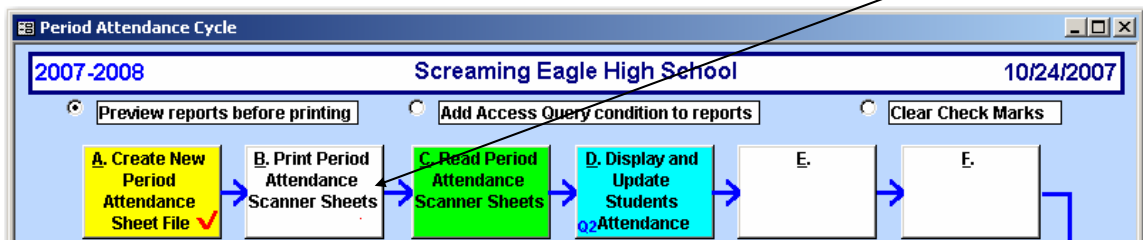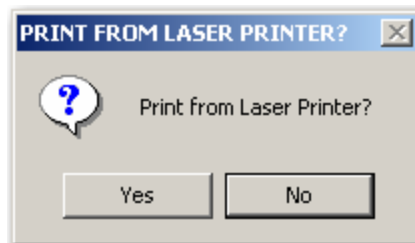
Enter the new section number and click **OK**.

PRINT PERIOD ATTENDANCE SCANNER SHEETS
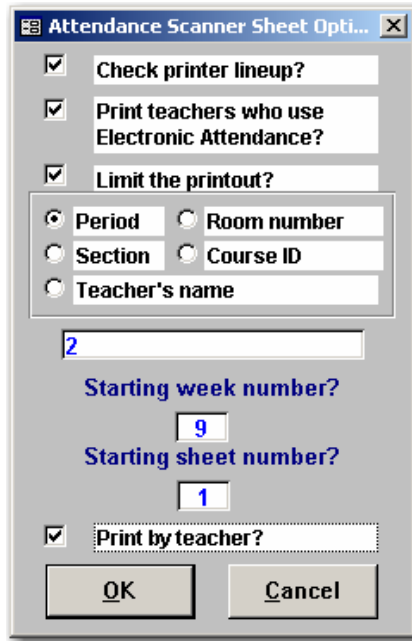
After the sheet table has been created, the period attendance scanner sheets can be printed. Prior to printing the scanner sheets, verify the **RED** check mark displays indicating the sheet table has been created for the current attendance cycle. To print the scanner sheet, click the mouse on the **Print Period Attendance Scanner Sheets** button.

The following message will display. To print the scanner sheets on continuous forms, click the mouse on the **No** button. To print from a laser printer, click the mouse on the **Yes** button.

The following selection box will display with various options available. Click the mouse on the box to the left of the options selected. After all selections have been made click the mouse on the **OK** button and the scanner sheets will be generated.

- **Check Printer Lineup** will display a form that can be used to adjust the margins to ensure the bubbles align properly on the Scanner Sheets.
- **Print Teachers who use Electronic Attendance** will print scanner sheets for teachers that enter their own attendance electronically.
- **Limit the printout** will allow scanner sheets to be printed for a specific period, section, room number, course or teacher.
- **Starting Week Number** is used to select the week of attendance for the scanner sheets. It will automatically display the next upcoming week number but can be changed if necessary.
- **Starting Sheet Number** is used to select which sheet number will begin printing.
- **Print by Teacher** can also be selected to sort the scanner sheets in teacher order.

CHECK PRINTER LINEUP

If the **Check Printer Lineup** has been selected the following form will display. Click the mouse on the **Print Test Page** button to test the lineup.

A test page will print to determine if scan sheet bubbles need aligned. Use this page to decide if the left side or top margins need adjusted.

To align the scan sheets, click the mouse on the **+** or **-** button for the margin selected. The margin will adjust and the number will either **increase or decrease.** Click the mouse on the **Print Test Page** and verify the lineup. After the bubbles are aligned appropriately, click the mouse on the **Exit** button**.**

The following is an example of a 54 line/27 channel **Period Attendance Scanner Sheet**.

READ PERIOD ATTENDANCE SCANNER SHEETS

To scan the daily attendance scanner sheets, click the mouse on the **Read Period Attendance Scanner Sheet** button

The following text box will display. Type the ending date for days scanned in the text box. Click the mouse on the **OK** button.
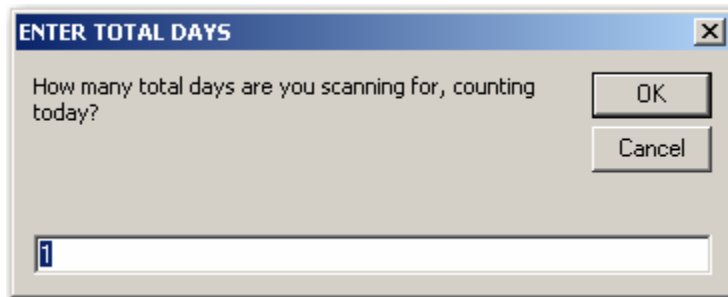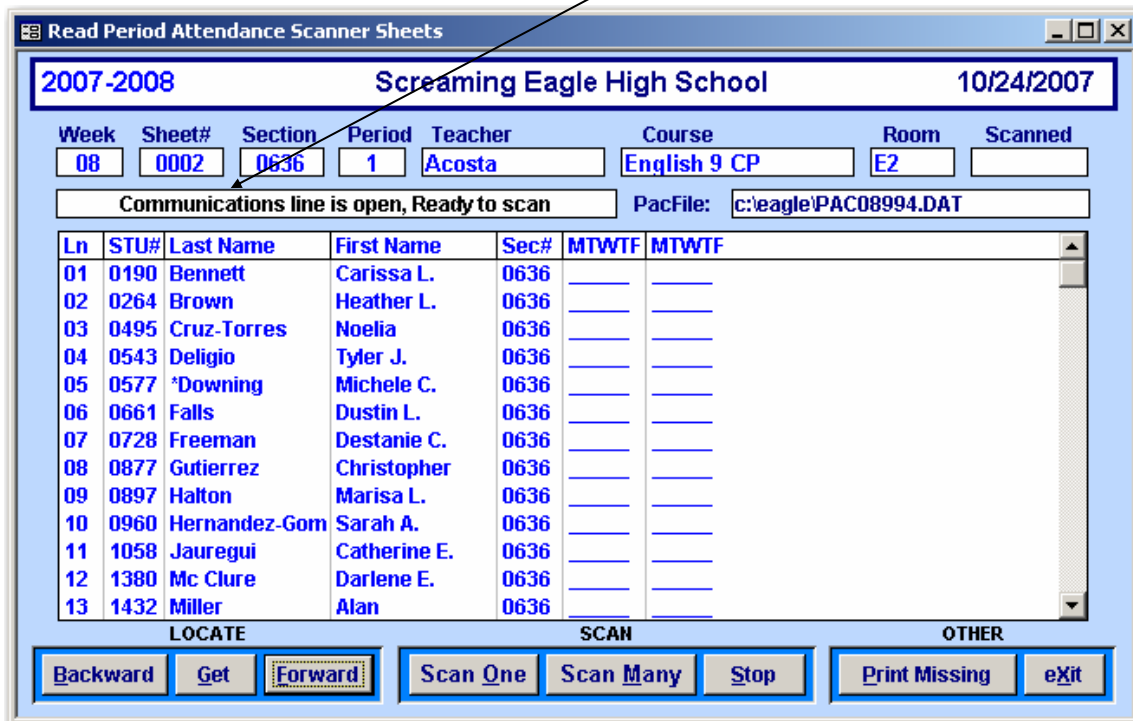
The following text box will display. Enter the total number of days to be scanned including today and click the mouse on the **OK** button.

The following form will display. At the top of the form the message, **Communication Line is open, Ready to scan** should display.

Place the scanner sheets into the scanner. To test the scanner, click the mouse on the **Scan One form** button. One sheet should scan and the message, **Sheet scanned successfully** should display. Verify that the absences scanned match the scanner sheet.

To continue scanning click the mouse on the **Scan Continuously** button. The scanner will begin scanning the attendance sheets and the message, **Sheet scanned successfully** should display after each sheet. The attendance marks scanned will display next to the student on the form.

ERROR MESSAGES	If **RED** error messages display at the top of the screen there may be problems with the scanner. If a message displays, click the mouse on the **Stop** button. Try and scan the sheets again. Click the mouse on the **Scan Continuously** button.

Examples of messages:

Sheet Number Misread As ##
Nothing was read from the scanner
Waiting for scanner input (Click on STOP to stop)

NOTE: **If several attempts to scan still produce errors, exit the scan program. Try the Scanner Test form in Miscellaneous Functions.**

END OF BATCH   After all sheets have been scanned click the mouse on the **Stop** button on the scanner.

PRINT MISSING SHEET LIST	After all sheets have been scanned click the mouse on the **Print** button. A **Missing Sheet List** will be generated of all scanner sheets that were not scanned. The following is an example of the **Missing Sheet List** report.

Eagle High School

01/04/01

2000-2001		MISSING SHEET LIST:	01/08/01			Page 1
Sheet Number	SEC#	Period	Teacher Name	Course Title	Days	Room
17 001	636	1	Barsanti	English 9 Cp	MTWTF	E2
17 002	628	2	Barsanti	English 9 Cp	MTWTF	E2
17 004	307	4	Barsanti	English 9 Cp	MTWTF	E2
17 005	1610	5	Barsanti	English 9 Cp	MTWTF	E2
17 020	1170	1	Bartlett	RSP Eng 11/12	MTWTF	B2
17 021	1249	2	Bartlett	RSP Ind Study	MTWTF	B2
17 022	1404	3	Bartlett	RSP Ind Study	MTWTF	B2
17 023	544	4	Bartlett	RSP Study Skls	MTWTF	B2
17 006	188	2	Berry	Creativ Cooking	MTWTF	F1
17 007	359	3	Berry	Creativ Cooking	MTWTF	F1
17 008	209	4	Berry	Creativ Cooking	MTWTF	F1
17 475	1481	4	Blackburn	Business Mngmnt	MTWTF	B1
17 476	603	5	Blackburn	Bus Tech Core	MTWTF	C7
17 477	1406	6	Blackburn	Business Mngmnt	MTWTF	B7
17 009	1176	1	Bray	SDC Wld His/Geo	MTWTF	B5
17 010	1381	3	Bray	SDC Wld His/Geo	MTWTF	B5
17 011	1487	4	Bray	SDC Int. Science	MTWTF	F2
17 012	1588	5	Bray	SDC Int. Science	MTWTF	M2
17 013	1683	6	Bray	SDC Int. Science	MTWTF	M2
17 014	1159	1	Brookey	Tchr Aide	MTWTF	E4

DISPLAY AND UPDATE STUDENTS ATTENDANCE	To display or update an individual student's attendance record, click the mouse on the **Display and Update Students Attendance** button.
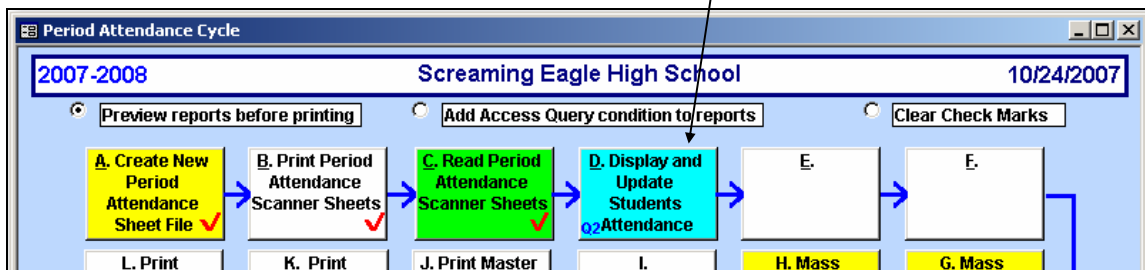
TO DISPLAY A STUDENTS ATTENDANCE

To display a student's attendance record, use the **Locate** option to select a student. The student's attendance will display on the form.

To **view** the remaining period attendance records for the student displayed click the mouse on the up or down arrow located on the right hand side of the form.

DISPLAY ATTENDANCE TOTALS

To display a student's attendance record totals and enter and leave date, use the **Locate** option to select a student.

CD	Description	All	P0	P1	P2	P3	P4	P5	P6	P7	P8	P9
U	UNEXCUSED	0	3	1	1	2	1	0	0	0	0	0
T	TARDY	0	0	1	0	0	1	0	0	0	0	0
O	OTHER	2	2	2	2	2	2	2	0	0	0	0
P	PRESENT	0	0	1	0	0	0	0	0	0	0	0
I	ILLNESS	2	2	3	3	3	3	3	0	0	0	0
_	_*TOTALS*_											
#	EXCUSED	4	4	5	5	5	5	5	0	0	0	0
*	UNEXCUSED	0	3	1	1	2	1	0	0	0	0	0

Click the mouse on the **Switch** button. All **Enter and Leave** dates display on the left side of the form. Each student's total absences for all day codes and each period of the day displayed for the current semester on the right side of the form.

To display the **Year-To-Date** attendance totals click the mouse on the **YTD Totals** button at the bottom of the form. The form will display total absences for the entire year.

ADD A STUDENT RECORD

Click the mouse on the **Change** button and press **Tab** until the date to be added is displayed.

Enter the absence code in the **Period** or **All Day** field selected and press **Enter**.

If an **All Day** code is entered it will automatically update all periods that this student has classes but the **Fill all Periods** option **MUST** be selected.

Otherwise, it will only replace the period absences present on this day and will not fill in all periods.

FILL ALL PERIODS

To select the **Fill All Periods** option, click the mouse on the radio button at the bottom of the form. If an all day code is entered for any date, all periods that the student has classes will also be changed to this code. If this option is set off and an all-day code is entered, then only the periods that currently have absence codes will be changed to the same as the all day code.

CHANGE AN ABSENCE CODE

Click the mouse on the **Change** button. The cursor will be located on the first attendance entry for the student displayed.

Select the correct date and period. Type the change over the current absence code. If an attendance date has been changed that 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. Click the mouse on the **Yes** button to complete the change and attendance will be updated. To cancel click the mouse on the **No** button.

DELETE AN ABSENCE CODE

Select the correct date and period to be deleted. Press the **Delete** key on the keyboard and press **Enter**.

If an attendance date has been changed that will affect attendance totals a warning message will display. It is suggested that verification be made prior to continuing. To complete, click the mouse on the **Yes** button and the attendance will be updated. To cancel click the mouse on the **No** button.

ADD AN ENTER OR LEAVE DATE

To add an **Enter** or **Leave** record, click the mouse on the **Switch** button to access the **Enter/Leave** form.

Click the mouse on the **Add** button and the **Date Input Form** will display. A new date can be entered if the date is not the current date. Click the mouse on the **OK** button.

The date selected will now display. A code will also display depending on the previous code selected. An **Enter** or **Leave** record must have a valid date, an **E** for **Enter** or **L** for **Leave** under **Cd**, and the student's current grade, special program code, track code, teacher number, reason code.

DELETE AN ENTER OR LEAVE DATE

To delete an **Enter/Leave** record, click the mouse in the gray box to the left of the correct date to be deleted. The date selected will display a black arrow on the left side of the entry

Click the mouse on the **Delete** button. A message box will display to verify the deletion. Click the mouse on the **Yes** button to complete the deletion and the date will no longer display. To cancel the delete click the mouse on the **No** button.

UPDATE ATTENDANCE FOR ONE OR MORE DAYS

The **Update** function is used to quickly enter a reason for one or more days of absences. Click the mouse on the **Update** button and the following window will display.

The **Starting and Ending Dates** will default to the current date and can be changed to cover a span of time the student was absent. Enter a **Starting Date** and press **Tab**. Enter an **Ending Date** and press **Tab**.

Click the mouse on the drop down list below **Reason** to display the school's absence codes and click the mouse on the code selected.

- **Update All Day code** is used to set the all day code to the reason code selected. This option defaults to **Yes** with the radio button turned on. If this option is not selected the all day code will not be changed. To de-select this option click the mouse on the radio button.
- **Fill All Class Period** is used to fill all the students class periods with the reason code selected. This option defaults to **Yes** with the radio button turned on. If this option is not selected only the periods the student has absence codes will be changed. To de-select this option click the mouse on the radio button.
- **Students class schedule** displays a plus sign indicating each period that the student is enrolled in a class.

Click the mouse on the **Update** button to update the students' attendance record according to the data and options selected.

MASS CHANGE PERIOD ABSENCES

The **Mass Change Period Absences** is used to change period absences for an excused code for all students in a specified section or a list of student numbers specified for a given date. The following is an example of the **Mass Change Period Absences**.

Click the mouse on the **Change Students Who are In This Section** drop down. To select specific students type one or more student numbers in the text box with the heading **Change Students whose numbers are entered below**. The current date will display in the **Change Absences on:** field but can be changed to any date selected.

In the **From** and **Through** fields enter the periods to be changed to the absence code selected. For example, if 1 is entered in the **From** box and 6 in the **Through** box all absences during periods 1 through 6 will be updated.

Click the mouse on the **Excuse Code** drop down and select a code. This code will be entered into all students' records selected during the periods specified, such as for a field trip.

If the excuse code is limited to a specific grade enter the grade in the **Enter Grade to change** field. Press **Enter**. The students selected will display on the form and the period attendance for the date selected will display. At the bottom right hand side the total number of students to be changed will also display.

Verify the information selected is correct. Click the mouse on the **Update** button. This will update attendance records for the students displayed. The following is an example.

In this example, the two students selected had absence code "V" placed in each period between 1 and 4. **Note the student numbers were entered with one space between each number**.

MASS CHANGE ALL DAY AND PERIOD ATT CODES

The **Mass Change All-Day and Period ATT Codes** is used to change the **All-Day** code or the **Period** codes for students, during a specified range of dates that have a specified number of absence codes for that day. The following is an example of the **Mass Change All-Day** form.

Click the mouse on the **Enter Period Code to Use** drop down and select an absence code. This is the absence code that the program uses to identify students having this code in their period attendance record.

If **Change All Day Code** has been selected then click the mouse on the **Enter All Day Code to Change to** and select a code. This is the all day code that will be changed in the period attendance record for the students identified and selected.

The **Starting and Ending Dates** will default to the first day of school and the current date and can be changed to cover a span of time the student was absent. Enter a **Starting Date** and press **Tab**. Enter an **Ending Date** and press **Tab**.

During at least the following number of periods determines the number of period absences a student must have in the attendance record for a day in order to have the all-day code changed. Zero indicates the student had to be marked absent in all classes on that day. If any other number is entered then ***AERIES*** counts the number of times an absence is encountered in one day and if it is greater than the number entered, it changes the all-day code.

If the **Change Period codes** option is selected the form will change to allow selection of period absence codes to be changed instead of all day codes. This form is used for example, in the case of a grade wide field trip or changing A's to U's after a certain number of days.

To select **Change Period Codes** click the mouse on the **Enter Period Code to Change to** and select a code. This is the code that will be changed in the period attendance record for the students identified and selected. The **Start Date:** will default to the first day of school and the **End Date:** will default to today's date. Enter the date range selected. When **Change Period Codes** has been selected notice that **During at least the following number of periods** no longer displays.

A limit may also be placed on the grade for the students to be updated by entering a grade in **Enter Grade to Change if Not All**. If no grade is selected all grades will be updated.

The **View a Detail Report** and **View Summary Report** options are selected by default to print after the **Update ATT** option is run. These options can be turned **OFF,** by clicking the mouse on the circle to the left and the black dot will no longer display.

After all selections are complete click the mouse on the **Update List** button. All students that meet the criteria selected will display for verification. Click the mouse on the **Update ATT** button.

Mass Change ATT Codes : Form

2007-2008	Screaming Eagle High School	10/24/2007

Enter Period code to use   A

Enter All Day code to change to   U

- Change All Day Code
- Change Period codes

Start Date: 9/04/2007
End Date: 10/24/2007

during at least the following number of periods (0 means they must have been absent every class period)...   0

Enter grade to change if not all

Students to be updated:

Stu#	Date	Last Name	First Name	Period ATT
16	9/18/2007	Acuna	Philip	--AAAAA---
16	9/19/2007	Acuna	Philip	--AAAAA---
101	9/12/2007	Arzola	Fahd	-AAAAAA---
101	9/13/2007	Arzola	Fahd	-AAAAAA---
220	9/5/2007	Bodnar	Bhairavi	-AAAAAA---
220	9/6/2007	Bodnar	Bhairavi	-AAAAAA---

○ Detail Report   ○ Summary Report   Total: 6

Update List → Update ATT → eXit

The Update List function should be performed prior to Updating ATT. The display will provide a reference to view the students prior to the update.

If **Detail Report** or **Summary Report** was selected they will display to view or print. The **Detail Report** will generate the **Detailed Summary of Attendance Code Changes** and will print the student and the individual change made in the attendance records.

The following is an example of the **Detailed Summary of Attendance Code Changes**.
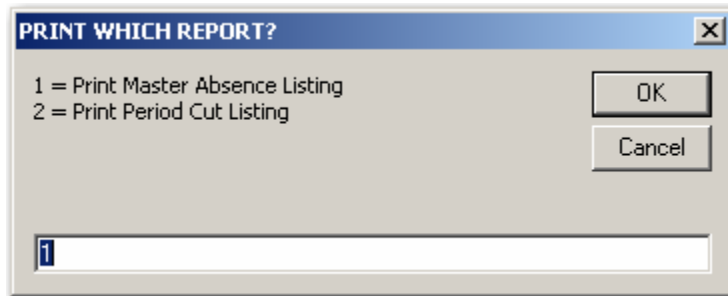
The **Summary Report** will generate **Changes of Attendance Code Report** and will print the summary totals for each student. The following is an example of the **Attendance Code Changes** reports.

**PRINT
MASTER
ABSENCE
OR PERIOD
CUT LISTING**
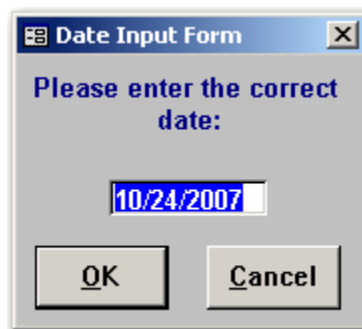
The **Print Master Absence Listing or Period Cut Listing** has the option to select and generate two different reports. The **Print Master Absence Listing** prints all students reported absent with attendance code "A" during home period.

The **Period Cut Listing** prints students who were present home period but absent with attendance code "A" during another period of the day. After clicking the mouse on the **Print Master Absence Listing** or **Period Cut Listing** the following option box will display.

Select the report to be generated and click the mouse on the **OK** button. Enter the date and click the mouse on the **OK** button.

The following is an example of the **Master Absence Listing**.

Screaming Eagle High School   10/24/2007

2007-2008		Master Absence Listing - Period 2				Page 1
STU#	Student Name	Sex	Grade	Parent/Guardian	Home Phone	Parent's Work
0001	Abbott, Allan J.	M	12	M/M A Abbott	777-555-9448	777-555-7537
0012	Aceves, Steven	M	12	M/M A Aceves	777-555-0805	777-555-9171
0886	Ha, Melissa	F	11	M/M H Ha	777-555-3639	777-555-4237

The following is an example of the **Period Cut Listing**.

Screaming Eagle High School 10/24/2007

2007-2008	Students Present Period 2 - Absent Another			Page 1

STU#	Student Name	Absences 0 1 2 3 4 5 6 7 8 9	Parent/Guardian	Home Phone	Parent's Work
0010	Abrego, Alice A.	- A - - - - - - - -	M/M A Abrego	777-555-7682	777-555-4038
0220	Bodnar, Bhairavi L.	- A - A A - - - - -	M/M B Bodnar	777-555-2255	777-555-2066

PRINT ABSENCES OR TARDIES, CREATE DIALER FILE

The **Print Absence or Tardies, Create Dialer File** has three different reports to select from and has the option to create a phone dialer file.

The **Print Students Absent Today** and the **Print Students Absent Today/Wide** will print all students' reported absent for any period during the day for either a legal size or wide printed report.

The **Print Students Tardy Today** will print students reported tardy with an absence code of "T" for any period during the day.

The **Create Dialer** option will create an ASCII text file of student data that is input into a dialer program. After clicking the mouse on the **Print Absence or Tardies, Create Dialer File** the following option box will display.

PRINT STUDENTS ABSENT-TARDY?

1 = Print Students Absent Today
2 = Print Students Absent Today/Wide
3 = Print Students Tardy Today
4 = Create Phone Dialer List

OK
Cancel

[1]
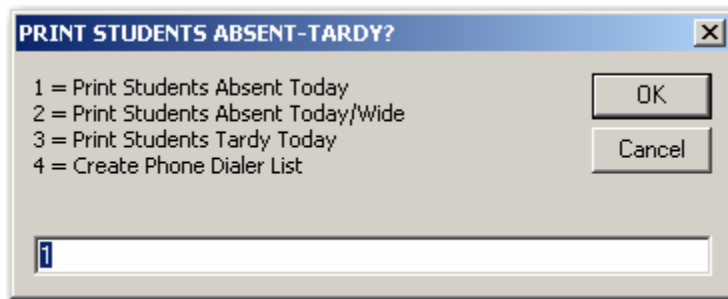
Select the report and click the mouse on the **OK** button. The following are examples of the reports available.

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

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

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

Screaming Eagle High School 10/24/2007

2007-2008			Students Tardy Any Period on 10/24/2007			Page 1
			Periods			
STU#	Student Name	Grd	0 1 2 3 4 5 6 7 8 9	Parent/Guardian	Home Phone	Parent's Work
000032	Alcala, Catherine M.	10	- - - U T - - - - -	M/M A Alcala	777-555-8330	
000045	Alvarado, Jocelyn	9	- - - U T - - - - -	M/M A Alvarado	777-555-9725	777-555-9388
000049	Amaya, Ariane C.	9	- - - - - T - - - -	M/M A Amaya	777-555-9673	
000055	Anderson, Jennifer J.	9	- - - T T T - - - -	M/M A Anderson	777-555-2733	
000059	Aparicio, Steven	11	- T - - - - - - - -	M/M A Aparicio	777-555-4166	777-555-1311

CREATE DIALER FILE   The **Create Dialer** option will create an ASCII text file of student data that is input into a dialer program. When this option is selected the following selection box will display. Enter the dialer program name in the **Current Dialer Choice** and press **Tab**.
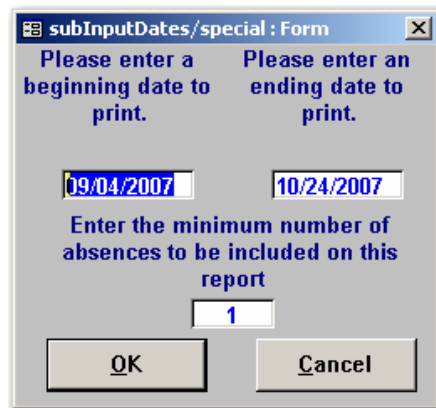
The **Path to Output file** will default to the **A:** drive but can be changed to another path and/or file name. Enter the **Name of the Output Text File**. The **Date of Absence** field will default to today's date but can be changed. Click the mouse on the **Create** button. A message will be displayed indicating that the file has been created.

STUDENTS WITH UNVERIFIED PERIOD ABSENCES
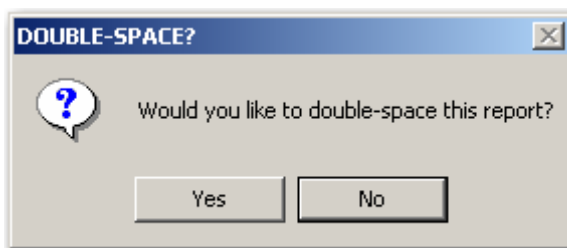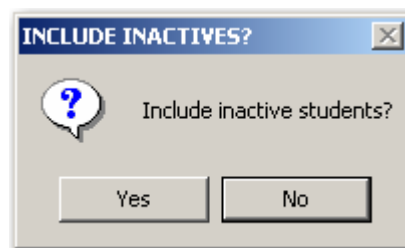
The **Students with Unverified Period Absences** report prints a list of students with an unverified absence code of "A" for the date range selected. The Parent/Guardian name, home phone, both parents' work phones, and all unverified absences will be printed. This report also includes at the end of each line an area to record calls for those absences.

After selecting **Unverified Absences ONLY** a date selection box will display. The **Beginning Date** will default to the first day of school and **Ending Date** will default to the nearest school day from today. The minimum number of absences to be included will default to 1.

Select the dates and minimum number of period absences. Click the mouse on the **OK** button.

Select whether the report will be double spaced. Select whether to Include Inactive Students.

The students that are on the printed report will also be tagged (**STU.QT**). Click the mouse on the **OK** button.

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

	Screaming Eagle High School								10/24/2007

PRINT STUDENTS WITH N OR MORE PERIOD ABSENCES

The **Print Students with N or More Period Absence** has the option to select and print four different reports. These reports include:

♦ **Students with N or more Absences in Any Period**
♦ **Students with N or more Absences in All Period**
♦ **Students with N or more Absences in Any Period by Date**
♦ **Students with N or Less Period Absences**

After clicking the mouse on **Print Students with N or More Period Absence** the following option box will display.
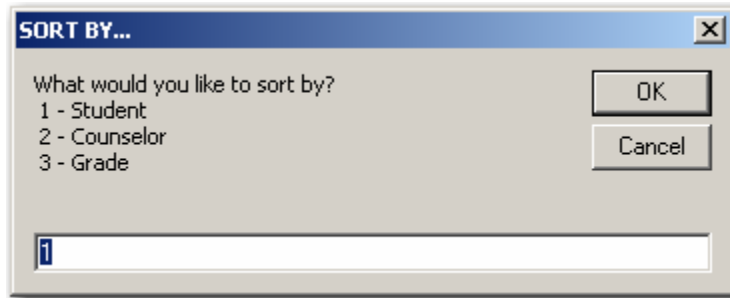
Enter the number of the option selected and click the mouse on the **OK** button. If the **Print Preview** option is set on and the report will display on the screen

STUDENTS WITH N OR MORE ABSENCES IN ANY PERIOD

The **Students with N or More Absences in ANY Period** report prints a list of students with a certain number of absences in any one period. The report will print student number, name, Parent/Guardian, home phone and the total number of absences for each period.

After selecting **Absences in Any ONE Period** the following selection box will display to select the order that this report will be sorted. Enter the option selected and click the mouse on the **OK** button.

A selection box will display and all absences codes will default to be included. Click the mouse on the radio button to de-select the 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 the selections are complete, click the mouse on the **OK** button.

Select whether to Include Inactive Students by clicking the mouse on **Yes** or **No**.

The students that are on the printed report will also be tagged (**STU.QT**). Click the mouse on the **OK** button.

The following is an example of the report generated.

Screaming Eagle High School

| 2007-2008 | Students with 2 or more period absences from 9/4/2007 thru 10/24/2007 | | | | | | | | | | | | | Page 1 |

							Total Absences Each Period						
Stu#	Student Name	Parent/Guardian	Home Phone	0	1	2	3	4	5	6	7	8	9
000001	Abbott, Allan J.	M/M A Abbott	777 555-9448	8	9	7	8	8	5	0	0	0	0
000003	Abdo, Alice A.	M/M A Abdo	777 555-6823	0	3	0	1	0	0	1	0	0	0
000004	Abdo, Arnold A.	M/M A Abdo	777 555-6823	0	3	0	1	0	0	1	0	0	0
000005	Abea, Ayrianna J.	M/M A Abea	777 555-7213	0	11	5	4	10	6	0	0	0	0
000006	Abejon, Tanya A.	M/M A Abejon	777 555-6446	0	3	2	2	2	1	1	0	0	0
000008	Abesamis, Tatiana J.	M/M A Abesamis	777 555-1894	2	2	2	2	4	1	0	0	0	0
000012	Aceves, Steven	M/M A Aceves	777 555-0805	0	6	4	3	3	2	0	0	0	0
000013	Ackermann, Kathrin A.	M/M A Ackermann	777 555-6673	0	4	1	4	3	2	4	0	0	0
000014	Acuna, Allan A.	M/M A Acuna	777 555-9653	0	6	3	3	3	2	0	0	0	0
000015	Acuna, Darlene C.	M/M A Acuna	777 555-0484	0	4	1	4	3	3	4	0	0	0
000016	Acuna, Philip	M/M A Acuna	777 555-2972	0	0	5	5	3	4	4	0	0	0
000017	Adame, Nambia A.	M/M A Adame	777 555-4241	0	0	1	1	0	0	2	0	0	0
000018	Adragna, Stefanie S.	M/M A Adragna	777 555-3355	0	2	4	5	3	4	4	0	0	0
000019	Aguayo, Krupa R.	M/M A Aguayo	777 555-6122	8	5	4	4	4	8	0	0	0	0
000020	Aguayo, Taunie	M/M A Aguayo	777 555-1449	0	2	2	2	4	2	7	0	0	0

STUDENTS WITH N OR MORE ABSENCES IN ALL PERIODS

The **Students with N or More Absences In All Periods** prints a list of students with a total number of absences for **ALL** periods. The report will print the student number, name, Parent/Guardian, home phone, number of absences for each period and a total number of absences for all periods.

After selecting **Absences in ALL Periods** the following selection box will display. Enter the sort order option for this report and click the mouse on the **OK** button.

A selection box will display and all absences codes will default to be included in the period totals. Click the mouse on the radio button to de-select the 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 **OK** button. Select whether to Include Inactive Students by clicking the mouse on **Yes** or **No**.

The students that are on the printed report will also be tagged (**STU.QT**). Click the mouse on the **OK** button.

The following is an example of the report generated.

Screaming Eagle High School

2007-2008   Students with 2 or more period absences from 9/4/2007 thru 10/24/2007   Page 1

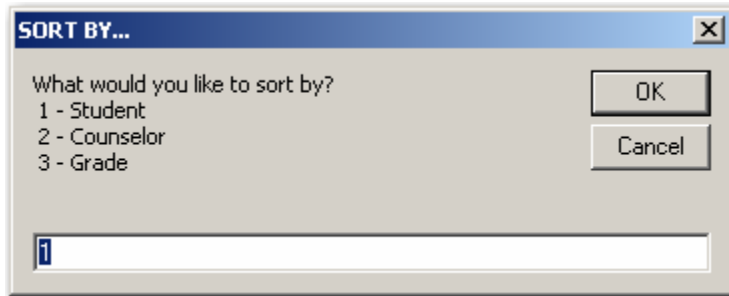| Stu#	Student Name	Parent/Guardian	Home Phone	0	1	2	3	4	5	6	7	8	9	All
						Total Absences Each Period								
000001	Abbott, Allan J.	M/M A Abbott	777 555-9448	8	9	7	8	8	5	0	0	0	0	45
000002	Abdelnour, Alice	M/M A Abdelnour	777 555-2865	0	0	0	1	0	1	1	0	0	0	3
000003	Abdo, Alice A.	M/M A Abdo	777 555-6823	0	3	0	1	0	0	1	0	0	0	5
000004	Abdo, Arnold A.	M/M A Abdo	777 555-6823	0	3	0	1	0	0	1	0	0	0	5
000005	Abea, Ayrianna J.	M/M A Abea	777 555-7213	0	11	5	4	10	6	0	0	0	0	36
000006	Abejon, Tanya A.	M/M A Abejon	777 555-6446	0	3	2	2	2	1	1	0	0	0	11
000008	Abesamis, Tatiana J	M/M A Abesamis	777 555-1894	2	2	2	2	4	1	0	0	0	0	13
000012	Aceves, Steven	M/M A Aceves	777 555-0805	0	6	4	3	3	2	0	0	0	0	18
000013	Ackermann, Kathrin	M/M A Ackermann	777 555-6673	0	4	1	4	3	2	4	0	0	0	18
000014	Acuna, Allan A.	M/M A Acuna	777 555-9653	0	6	3	3	3	2	0	0	0	0	17
000015	Acuna, Darlene C.	M/M A Acuna	777 555-0484	0	4	1	4	3	3	4	0	0	0	19
000016	Acuna, Philip	M/M A Acuna	777 555-2972	0	0	5	5	3	4	4	0	0	0	21
000017	Adame, Nambia A.	M/M A Adame	777 555-4241	0	0	1	1	0	0	2	0	0	0	4
000018	Adragna, Stefanie S	M/M A Adragna	777 555-3355	0	2	4	5	3	4	4	0	0	0	22

STUDENTS WITH N OR MORE ABSENCES IN ANY PERIOD BY DATE

The **Students with N or More Absences In Any Period by Date** report prints a list of students with a total number of absences or more in date order.
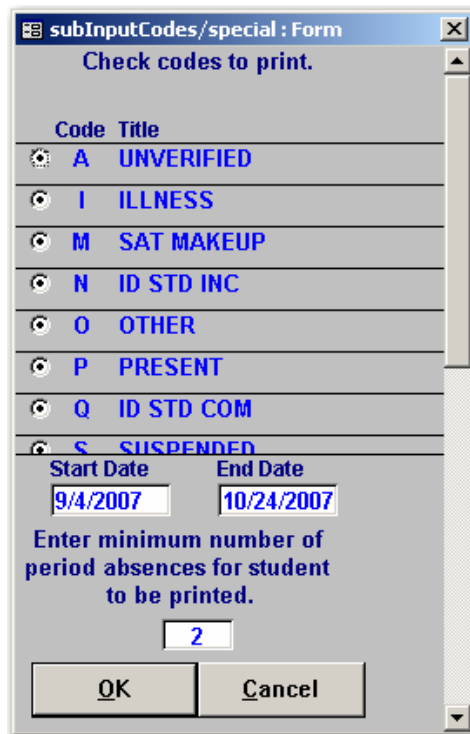
The report will print student number, name, grade, Parent/Guardian, home phone, parents work phone, date and the number of absences for each period. At the end of each line an area to record calls for those absences and at the bottom of the form the absence codes will display.

After selecting **Selected Absences by Date** the following selection box will display. Enter the sort order option for this report and click the mouse on the **OK** button.
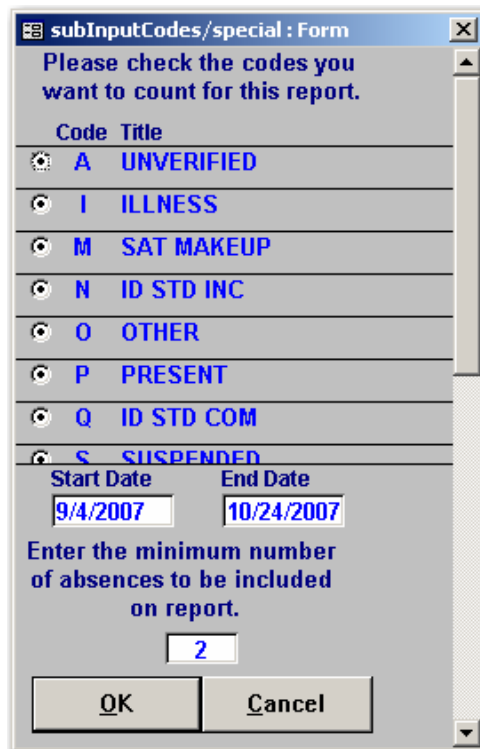

A selection box will display and all absences codes will default to be included in the period totals. To de-select the code, click the mouse on the circle to the left and the **black dot** will no longer display.

The **Start Date** defaults to the first day of school and the **End Date** defaults 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 **OK** button. Select whether to Include Inactive Students by clicking the mouse on **Yes** or **No**.

The students that are on the printed report will also be tagged (**STU.QT**). Click the mouse on the **OK** button.

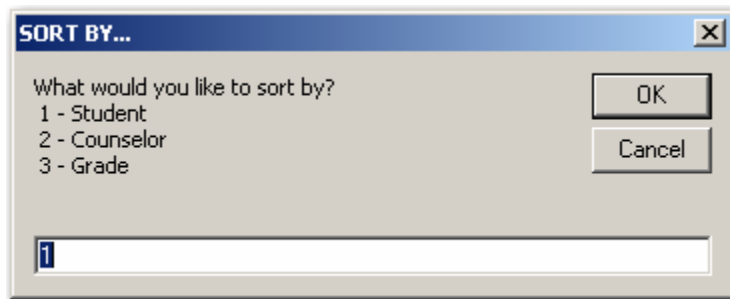The following is an example of the report generated.

Screaming Eagle High School

10/24/2007

2007-2008   **Students with 2 or more period absences from 9/4/2007 thru 10/24/2007**   Page 1

STU#	Student Name	Grade	Parent/Guardian	Home Phone	Father's Work	Mother's Work	Date	All	Absences 0123456789	Date Called	Who Called	Talked To	Reason for Absence
000001	Abbott, Allan J.	12	M/M A Abbott	777 555-9448	777 555-7537		09/07		+UUU++----				
							09/21	O	OOOOOO----				
							09/25	O	OOOOOO----				
							09/26		+P+U++----				
							10/02	I	IIIIII----				
							10/03		+IIIII----				
							10/04	I	IIIIII----				
							10/17		UT+++----				
							10/24		+VAVV+----				
000005	Abea, Ayrianna J.	12	M/M A Abea	777 555-7213	777 555-6495	777 555-4865	09/13	I	-IIIII----				
							10/03		-O++UU----				
							10/10		-T+III----				
							10/11		-IT+++----				
							10/12		-+++OO----				
							10/15		-U++U+----				
							10/17		-OT+++----				
							10/19		-++OO+----				
							10/22	U	-UUUUU----				
000006	Abejon, Tanya A.	10	M/M A Abejon	777 555-6446	777 555-3310	777 555-7596	10/08	U	-UUUUU---				
							10/16		-VVVV++----				
000008	Abesamis, Tatiana J.	9	M/M A Abesamis	777 555-1894	777 555-9825	777 555-1343	10/23		+VVVV----				
							10/24		+VVVV+----				
000012	Aceves, Steven	12	M/M A Aceves	777 555-0805	777 555-9171	777 555-1913	10/09	X	-XXXXX----				
							10/16		-XXXX+----				
							10/19		-OOOT+----				
000013	Ackermann, Kathrin A.	10	M/M A Ackermann	777 555-6673	777 555-2600	777 555-0696	09/06	I	-I+IIII---				
							09/07	I	-I+IIII---				
							10/04	O	-OOOO-O---				
000014	Acuna, Allan A.	10	M/M A Acuna	777 555-9653	777 555-1834	777 555-4130	10/09	X	-XXXXX----				
							10/16		-XXXX+----				
							10/19		-OOOT+----				

A UNVERIFIED	I ILLNESS	M SAT MAKEUP	N ID STD INC	O OTHER	P PRESENT	Q ID STD COM	
S SUSPENDED	T TARDY	U UNEXCUSED	V ACTIVITY	W VER TRUANT	X EXCUSED	Y TDY TRUANT	
Z SWEEP							

I certify that all attendance has been recorded and compiled in accordance with the provisions of the Education Code and all rules and regulations contained in the California Administrative Code, Title 5.   Signature: _____   10/24/200

STUDENTS WITH N OR LESS PERIOD ABSENCES

The **Students with N or Less Period Absences** report prints a list of students with a total number of absences or less for all periods. The report will print the student number, name, Parent/Guardian, home phone, number of absences for each period and a total number of absences for all periods.

After selecting **LESS Than N Total Period Absences** the following selection box will display to select the order this report will be sorted. Enter the option selected and click the mouse on the **OK** button.

A selection box will display and all absences codes will default to be included in the period totals. To de-select the code, click the mouse on the circle to the left and the **black dot** will no longer display.

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 **OK** button. Select whether to Include Inactive Students by clicking the mouse on **Yes** or **No**.

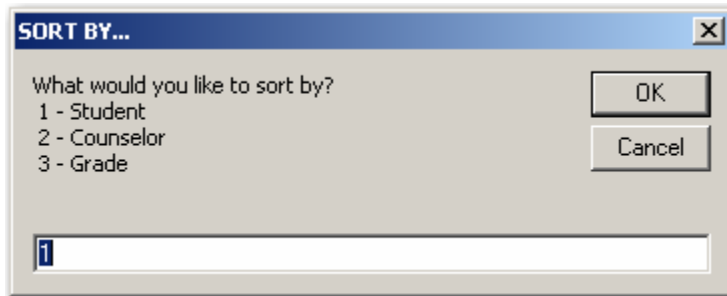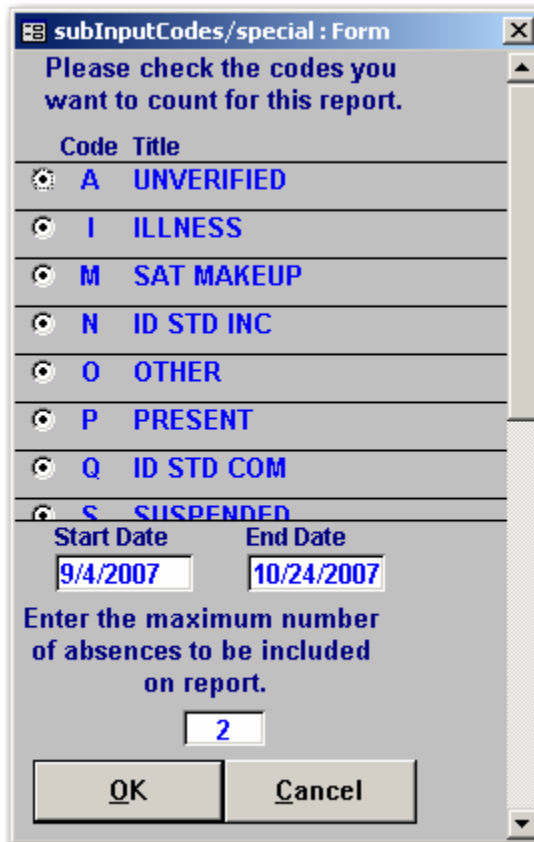The students that are on the printed report will also be tagged (**STU.QT**). Click the mouse on the **OK** button. The following is an example of the report generated.

Screaming Eagle High School

| 2007-2008 | | Students with 2 or less period absences from 9/4/2007 thru 10/24/2007 | | | | | | | | | | | | | Page 1 |

				Total Absences Each Period										
Stu#	Student Name	Parent/Guardian	Home Phone	0	1	2	3	4	5	6	7	8	9	All
000010	Abrego, Alice A.	M/M A Abrego	777 555-7682	0	1	0	0	0	0	0	0	0	0	1
000026	Ahmad, Steven A.	M/M A Ahmad	777 555-0968	0	1	0	0	0	1	0	0	0	0	2
000052	Ancheta, Rudy W.	M/M A Ancheta	777 555-2385	0	1	0	0	0	0	0	0	0	0	1
000062	Appel, Allan J.	M/M A Appel	777 555-4262	0	0	0	0	0	1	0	0	0	0	1
000085	Aquino, Kenneth J.	M/M A Aquino	777 555-0240	0	0	0	0	0	0	0	0	0	0	0
000085	Arias, Timothy	M/M A Arias	777 555-5841	0	0	0	0	0	0	0	0	0	0	0
000097	Artechi, Chima A.	M/M A Artechi	777 555-2210	0	0	0	0	0	0	0	0	0	0	0
000107	Atkins, Christine J.	M/M A Atkins	777 555-1166	0	0	0	1	0	1	0	0	0	0	2
000110	Attia, Todd M.	M/M A Attia	777 555-6538	0	1	1	0	0	0	0	0	0	0	2
000126	Bailey, Stephanie A.	M/M B Bailey	777 555-0054	0	0	0	1	1	0	0	0	0	0	2
000132	Balboa, Christina P.	M/M B Balboa	777 555-5333	0	0	0	1	0	0	0	0	0	0	1
000139	Bang, Allan	M/M B Bang	777 555-1114	0	0	0	0	0	0	0	0	0	0	0
000151	Barnette, Amanda L	M/M B Barnette	777 555-7488	0	0	0	2	0	0	0	0	0	0	2
000182	Beintema, Alice J.	M/M B Beintema	777 555-0479	0	0	0	0	0	0	1	0	0	0	1
000261	Broski, Chalamar M.	M/M B Broski	777 555-7685	0	0	0	0	0	0	0	0	0	0	0
000263	Brown, Gloria A.	M/M B Brown	777 555-4665	0	0	1	0	1	0	0	0	0	0	2
000269	Bryant, Kevin F.	M/M B Bryant	777 555-7360	0	0	0	0	0	0	0	0	0	0	0

PRINT STUDENTS WITH EXCUSED ABSENCES

The **Print Students with Excused Absences** prints a list of excused absence codes for all students. After selecting **Print Students with Excused Absences** the following selection box will display and **all** absences codes will default to be included in the period totals.

To de-select the unexcused absence code, click the mouse on the radio button. The majority of the time the unexcused or unverified code is A.

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 **OK** button and the report will be generated.

The following is an example of the report generated.

Screaming Eagle High School

2007-2008   Students with excused absences on 10/24/2007   Page 1

Column 1 — Student Name (periods 0–9)

Student Name
Abbott, Allan J.
Abea, Ayrianna J.
Abesamis, Tatiana J.
Abrego, Alice A.
Aceves, Steven
Adragna, Stefanie S.
Aguilar, Allan
Ainsworth, Lydia L.
Alcala, Catherine M.
Alexander, Brandi
Almada, Jesus Jess
Alvarado, Jocelyn
Alvarado, William
Alvarez, Kathleen
Amaya, Ariane C.
Anderson, Jennifer J
Anderson, Melissa R
Anderson, Michelle
Aparicio, Steven
Apperson, Ryan N.
Araujo, My N.
Archuleta, Jessie
Arellano, Stacy T.
Arias, Jean-Jacques
Arizmendiz, Alice L.
Arroyo, Aaron
Arvizo, Alice M.
Arvizo, Danesha
Baker, Alice M
Balboa, Michelle P.
Balderas, Eric G.
Ballesteros, Aaron
Banuelos, Rory
Barillas, Andrew G.
Barrett, Jason T.
Baxter, Cristina A.
Becker, Daisy .
Beeson, Misty .
Bellomo, Phillip A.
Berdin, Elie-Christia
Bersane, Danielle L.
Betts, Robert
Bird, Jessica P.
Bodnar, Bhairavi L.
Boler, Zachary A.
Bolik, Shane

Column 2 — Student Name (periods 0–9)

Student Name
Bonshire, Robert H.
Boushier, Katherine
Bradley, Minda
Bradley, Rulon N.
Brahs, Kristen L.
Brand, Victor J.
Braun, Lea M.
Breceda, Anna M.
Breitenbach, Kevin
Bruun, Philip
Buitrago, Anthony A.
Burks, Jeffrey A.
Busler, Richard C.
Bustillos, Brandon
Bustillos, Sarah F.
Bustos, Amanda H.
Butikofer, Monique
Caballero, Brian M.
Cadilli, Eric A.
Caldera, Allison A.
Calderon, Deidre E.
Calderon, Kamal A.
Caldwell, Brandon M
Calero, Michael A.
Call, Pierre R.
Callaway, April S.
Camacho, Brett E.
Camacho, Kimberly
Camacho, Konnie
Campagna, Shamika
Cantos, Kellie B.
Carl, Holly F.
Carter, Cristina M.
Casini, Elisabeth M.
Castaneda, Brenton
Castellanos, Joshua
Castillo, Lizet L.
Castro, Corey X.
Castro, Desiree
Castro, Tracey C.
Catlapp, Luis S.
Catlett, Richard W.
Cayot, Alberto H.
Cayot, Melanie M.
Cecil, Alexander D.
Ceja, Stephanie M.

Column 3 — Student Name (periods 0–9)

Student Name
Cervantes, Jose R.
Cervantes, Taryn N.
Cesena, Faraaz
Chacon, Jonathon
Chacon, Paul M.
Chan, Valentino .
Chase, Gayle J.
Chavez, Rachele C.
Chen, Annette
Chen, Michael Y.
Chin, Paul J.
Chongtua, Hana
Christensen, Monir
Chukwu, Karen R.
Cisneros, Jacob M.
Citro, Jonathan A.
Clapper, Sneh P.
Clark, Sarah K.
Clarkson, Kevin E.
Cline, Christine S.
Collier, Danielle L.
Collier, Wesley M.
Collins, Erin
Collins, Jessica J.
Collins, Robert M.
Collins, Terrance
Connolly, Gregory T.
Contreras, Jennifer
Contreras, Stephani
Correa, Marc C.
Correa, Nozer F.
Cortes, Edward A.
Cortes, Jennifer F.
Cortez-Rubio, Julie
Costanza, Tyler C.
Couch, Joseph P.
Courie, Benny A.
Crane, Kristyn
Cranford, Timothy R.
Creekmur, Monique
Creese, Ashish D.
Cuevo, Paul
Cumplido, Jamie L.
Cutruzzula, Erica L.
D'Amico, Ghadir M.
David, Tiffany

Legend:

A UNVERIFIED   I ILLNESS   M SAT MAKEUP   N ID STD INC   O OTHER   P PRESENT

Q ID STD COM   S SUSPENDED   T TARDY   U UNEXCUSED   V ACTIVITY   W VER TRUANT

PRINT CLASS PERIOD ABSENCE LISTING

The **Print Class Period Absence Listing** generates a list by teacher of any student with an absence on a given day. This report includes the period, section, course title, student number and name, sex, grade, the option to print the phone number and the attendance for that day.

After selecting **Print Class Period Absence Listing** the option to **Print Phone Number** will display. Click the mouse on the Yes or No button.

The following selection box will display and all absences codes will default to be included. If the code is not to be included click the mouse on the radio button.

The **Date of Report to Print** will default to today's date but can be changed to any date selected. After the options are selected click the mouse on the **OK** button.

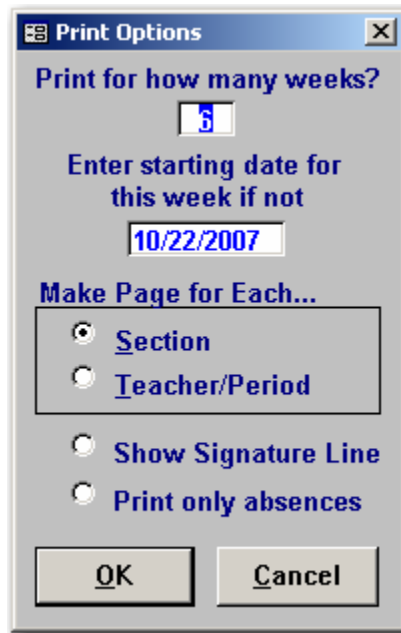The following is an example of the **Class Absence Listing** report.

PRINT CLASS PERIOD ABSENCE SUMMERY

The **Print Class Period Absence Summary** report prints a listing by teacher/period or by section of all students currently enrolled in that class. This report includes their student number and name, and past attendance from 1-6 weeks ending with the current week with totals for the semester.

After selecting **Print Class Period Absence Summary** the following selection box will display. The default will be to print totals for the last six weeks and print a page for each section.

The report will default to include all absences codes and will not print a signature line but can be changed.


Enter the number of weeks this report will calculate absences to print. Click the mouse on the circle to the left of the options to be selected. Click the mouse on the **OK** button. The following is an example of the report generated.

PRINT ABSENCE VERIFICATION SCANNER SHEETS

The **Print Absence Verification Scanner Sheets** prints a list of all unverified absences for a selected date range. This report is printed on laser cut forms and scanned later to verify absences.

The following message box will display indicating that all other Absence Verification Scanner Sheets will no longer be valid. To continue click the mouse on the **Yes** button.
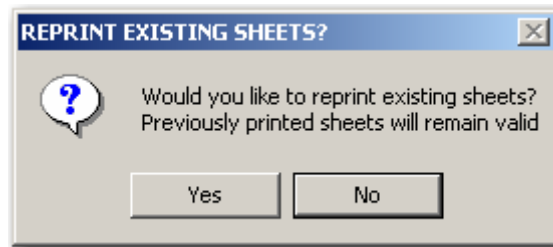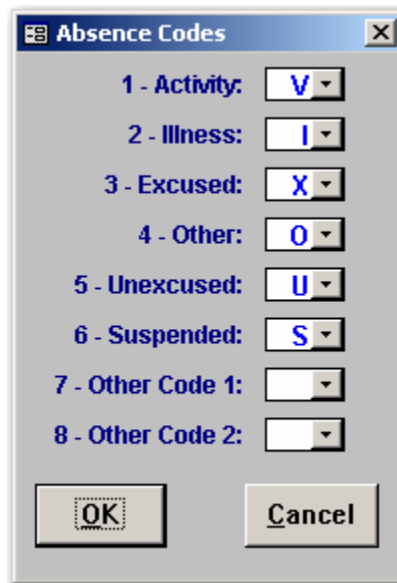
The following message box will display to verify that the printer lineup is correct. For instructions on using the **Printer Lineup** option see documentation for **Print Period Attendance Scanner Sheets**. To continue click the mouse on the **No** button.
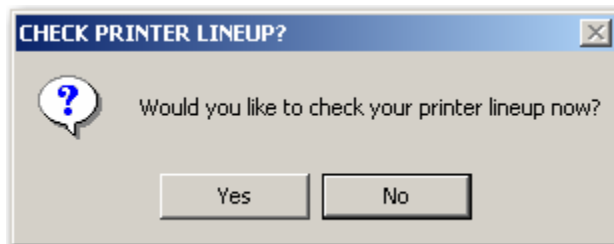
The following message box will display to verify which **Absence Reasons** match the **Absence Codes** on the form. To continue click the mouse on the **Yes** button.
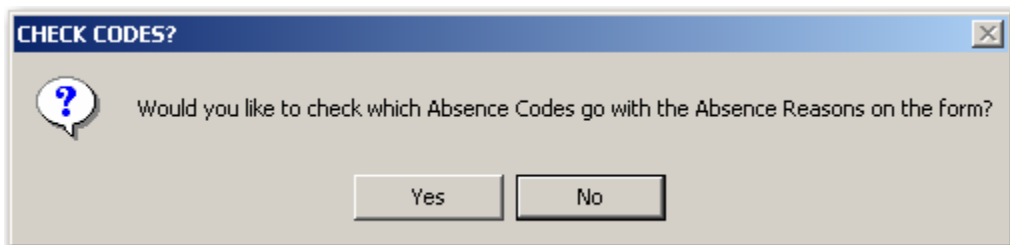
The following message box will display with the **Absence Reasons** and the **Absence Codes** to be used on the form.
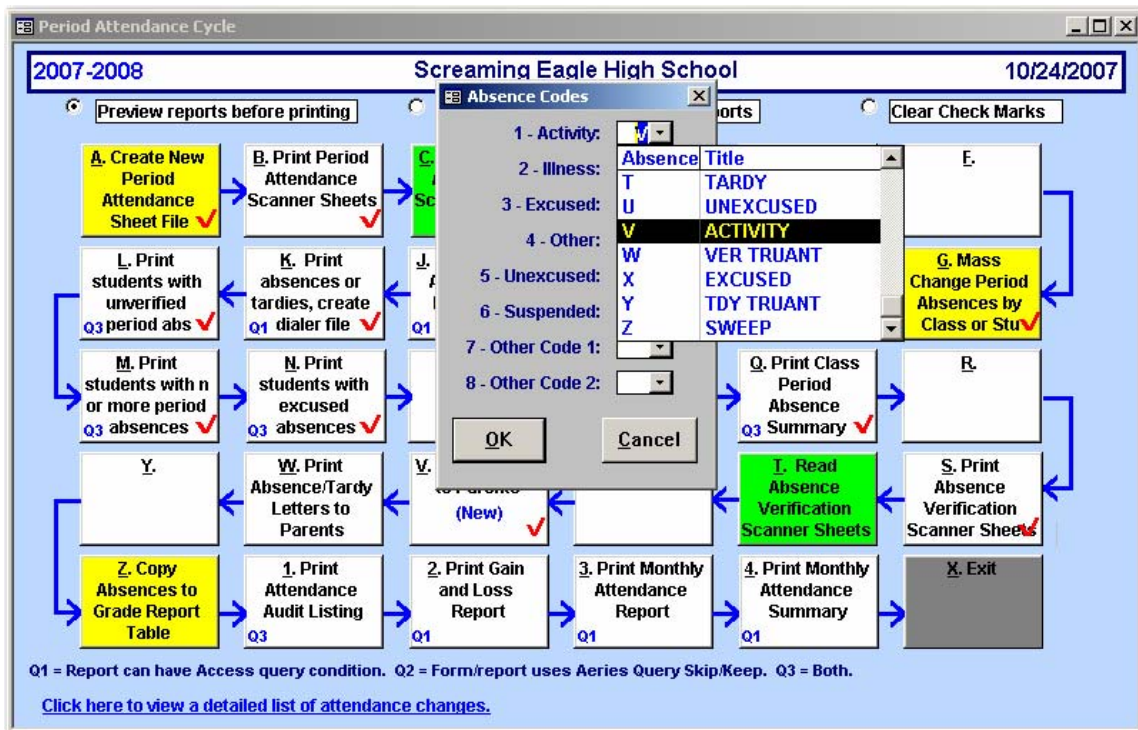
Click the mouse on the **drop down** arrow and select a code. When complete, click the mouse on the **OK** button.
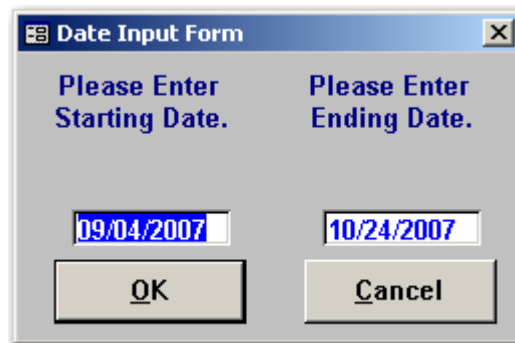
A **Date Input Form** will display to enter a start and ending date range. Click the mouse on the **OK** button to generate the scanner sheets.

The following is an example of the **Absence Verification Scanner Sheets**.

**READ
ABSENCE
VERIFICATION
SCANNER
SHEETS**

The **Read Absence Verification Scanner Sheets** will read the scanner sheets previously printed with unexcused absences that a student has on file. After selecting this program the **Read Absence Verification Scanner Sheets** form will display.

The message **Communications line is open, ready to scan** should display if the scanner settings are correct. If the communications line is open place a sheet in the scanner with the timing marks facing the appropriate direction.

Click the mouse on the **Scan One form** button and the scanner sheet should feed through the scanner. If the scanner does not feed the scanner sheet, exit this form and test the scanner operation with the **Scanner Test** form.

After the sheet has been scanned the form will display the message
Scanner sheet was read and the marks from the absence verification
scanner sheet will display for each student to the right of their name.
Verify some of the marks displayed are correct for the days scanned.

After verifying the sheets click the mouse on the **Scan Continuously**
button and the sheets will feed through the scanner. When finished
scanning press the **Exit Scan Program button**.

PRINT LETTERS TO PARENTS

The **Print Letters to Parents** will generate letters to be sent to parents informing them of their child's excessive absences and/or tardies. The school must first create their own unique letter to parents.

The **Absence and Tardy Letter Text Editor** form is used to prepare these letters and can be reviewed using the **Check Absence Letter Text** option. For more information see the following documentation for **Absence and Tardy Letter Text Editor**.

At the top of the form a selection can be made under **Print letter** for the absences or tardy letter to be printed. The part selected determines the letter that will generated for the letter type.

Mailing options, date range and the use of either periods or daily code is selected. A count of absences can be made for a selected date range. The date can be entered in the **Count Att Between** fields.

The two check boxes determine if the letters will be logged in the **Letter Log File** and/or if the student's letter tag will be updated.

The **Zero All Letter Counters** will reset the letter 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.

The default for **Print Preview** is set on but can be changed to automatically send the letters to the printer.

The right side displays the absence codes to be counted towards the letter selected.

After all selections are made click the mouse on **Print Letters**. The letters will be generated (in the appropriate correspondence language, if letters have been translated). They will be addressed to both students' parents and to students' contacts if tagged to receive copies of all mail.

A school copy (in English) may then be printed by clicking the mouse on the **Print Sch Copy** button. A group of students mailing labels can be generated 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**.

These options must be done immediately after letters are printed and before any other group of letters is printed.

The following is an example of an **Absence Letter to a Parent** using period absences

Eagle Point School District
11122 Eagle Talon Lane
Eagle Rock, CA 95000

October 24, 2007

M/M A Abbott
1118 Glenview Lane
Eagle Rock, CA 99999

Dear Parent:

This letter is to inform you of Allan's absences, which have exceeded five days this semester. These absences are unexcused or verified truant. Shown below is a summary of the periods Allan was marked absent.

Period:	0	1	2	3	4	5	6	7	8	9
Absences:	8	6	7	7	6	5	0	0	0	0

Per state law, you must be notified that your child will be considered a habitual truant if these absences are not cleared. Parents may only clear all day absences or absences at the beginning of the student's school day that are for illness, medical appointments or personal necessity. If your child needs to leave during the school day, he/she must be checked out through the Attendance Office.

Parents need to be aware of the following:
   A.   The parent or guardian is obligated to compel the attendance of his/her child.
   B.   The parent or guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 Part 27.
   C.   Alternative education programs are available in the district.
   D.   The parent or guardian has the right to meet with appropriate school personnel to discuss solutions to his/her child's truancy.
   E.   Violation of the school's attendance policy will result in after school detention or Saturday school.
   F.   Your child may receive a truancy citation.
   G.   Your child may be subject to suspension, restriction or delay his/her driving privilege pursuant to Section 13202.7 of the Vehicle Code.
   H.   You may be contacted and asked to attend a School Attendance Review Team meeting to review your child's attendance and to develop a plan to enforce regular attendance.

I.   It is recommended the parent or guardian accompany his/her child to school and attend classes with him/her for one day. (Amend. Stats. 1994, Ch. 1023)

Please help us to insure that Allan receives a quality education by attending class.

Sincerely,

Mrs. Ann Martin   Mr. Gary Miller
Dean of Students Grades 10 and 12   Dean of Students Grades 9 and 11

The following is an example of an **Absence Letter to a Parent** using All day absences

Eagle Point School District
11122 Eagle Talon Lane
Eagle Rock, CA 95000

October 24, 2007

M/M C Castillo
1102 Woodridge, #C
Eagle Point, CA 99998

Dear Parent:

This letter is to inform you of Jennifer's absences, which have exceeded four days this semester. These absences are unexcused or verified truant. Shown below is a summary of the periods Jennifer was marked absent.

Monday October 8, 2007   UNEXCUSED
Monday October 22, 2007   UNEXCUSED
Monday December 10, 2007   UNEXCUSED
Tuesday December 18, 2007   UNEXCUSED

Per state law, you must be notified that your child will be considered a habitual truant if these absences are not cleared. Parents may only clear all day absences or absences at the beginning of the student's school day that are for illness, medical appointments or personal necessity. If your child needs to leave during the school day, he/she must be checked out through the Attendance Office.

Parents need to be aware of the following:
   A.   The parent or guardian is obligated to compel the attendance of his/her child.
   B.   The parent or guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 Part 27.
   C.   Alternative education programs are available in the district.
   D.   The parent or guardian has the right to meet with appropriate school personnel to discuss solutions to his/her child's truancy.
   E.   Violation of the school's attendance policy will result in after school detention or Saturday school.
   F.   Your child may receive a truancy citation.
   G.   Your child may be subject to suspension, restriction or delay his/her driving privilege pursuant to Section 13202.7 of the Vehicle Code.
   H.   You may be contacted and asked to attend a School Attendance Review Team meeting to review your child's attendance and to develop a plan to enforce regular attendance.

I.   It is recommended the parent or guardian accompany his/her child to school and attend classes with him/her for one day. (Amend. Stats. 1994, Ch. 1023)

Please help us to insure that Jennifer receives a quality education by attending class.

Sincerely,

Mrs. Ann Martin   Mr. Gary Miller
Dean of Students Grades 10 and 12   Dean of Students Grades 9 and 11

A message will display when the print preview is closed to tag students who received a letter. If **No** is selected the students letter tag and the letter log will not be updated. If the students are not tagged **Print Sch Copy**, **Print Labels** and **Print List** can not be run.

UPDATE LETTER TAGS AND ADD ENTRIES TO LETTER LOG/AUDIT?

Ok to update letter tags in student records and add entries to letter log/audit now?

Yes | No
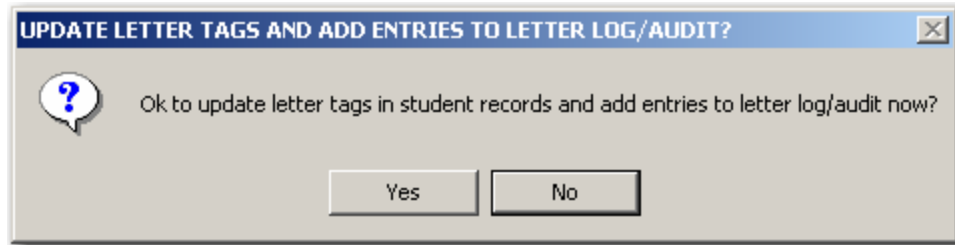
The following is an example of a **Print List** report.

Screaming Eagle High School

10/24/2007

2007-2008 **STUDENTS WHO RECEIVED ABSENT LETTER** Page 1

These students have received this letter between 9/4/2007 and 2/1/2008

STU#	Last Name	First Name	Middle Name	Sex	Grade	Counselor	Part
0254	Breceda	Anna	Marie	F	11	Taylor	2
0321	Cantos	Kellie	B	F	11	Taylor	2
0349	Castillo	Jennifer		F	9	Monarch	1
0512	David	Tiffany		F	10	Wilson	2
0520	De La Garza	Danielle	Marie	F	10	Wilson	1
0641	Estevez	Joy	N	F	12	Durbin	2
0652	Evans	Eric	T	M	9	Monarch	2
0850	Greaux	Stephanie	Ann	F	9	Monarch	2
1302	Maldonado	Martin		M	9	Monarch	2
1482	Morelli	Kevin	Anthony	M	10	Wilson	2
1644	Pereda	Raymond	Alonso	M	12	Durbin	2
1868	Salazar	Francis-Josep		M	10	Wilson	2
1919	Schmidt-Weyman	Areej	A	F	9	Monarch	2
1998	Snyder	Nathan	W	M	9	Monarch	2
2034	Stocklaufer	Steven		M	9	Monarch	2
2124	Townsend	Shawn	Neal	M	10	Wilson	2

ABSENCE AND TARDY LETTER TEXT EDITOR

The **Absence and Tardy Letter Text Editor** is a form 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 letter is usually generated when a student has five or more absences during the current semester. The second letter is usually generated after ten or more absences and the third 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.

Letter Text Editor
Letter ID: Absent Part: 1 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. These absences are unexcused or verified truant. Shown below is a summary of the periods [FN] was marked absent.
(Details specific to each student appears in the center of the letter)
Text for the bottom portion of the letter
Per state law, you must be notified that your child will be considered a habitual truant if these absences are not cleared. Parents may only clear all day absences or absences at the beginning of the student's school day that are for illness, medical appointments or personal necessity. If your child needs to leave during the school day, he/she must be checked out through the Attendance Office. Parents need to be aware of the following: A. The parent or guardian is obligated to compel the attendance of his/her child. B. The parent or guardian who fails to meet this obligation may be guilty of an infraction and subject to
LOCATE: Backward Get Forward   UPDATE: Add Change Delete   OTHER: eXit Print

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* 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 term **[FN]** can be used anywhere in the letter to insert the student's first name. The terms **[PG]** for Parent Guardian and **[HE/SHE], [HIS/HER],** and **[HIM/HER]** for the appropriate term according to the sex of the student can also be used. Other valid codes are **[SX]** (Sex), **[BD]** (Birthdate), **[GR]** (Grade), **[LN]** (Last Name), **[MN]** (Middle Name), and **[CU]** (Counselor/Teacher Number).

**COPY
ABSENCES
TO GRADE
REPORT
TABLE**

The **Copy Absences to Grade Report Table** will calculate total number of absences that a student has for each class and date range. The total for each class is then copied to the grade table. After selecting **Copy Absences to Grade Report Table** the following message box will display. Click the mouse on the **Yes** button to begin the update procedure.
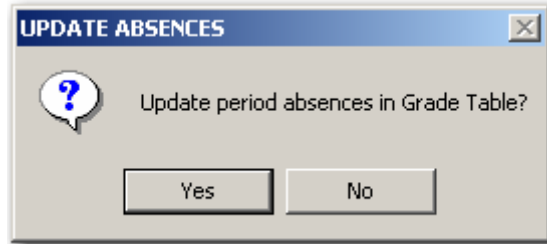
The following selection box will display and the absences copied to the grade table will be calculated from within the date range selected.
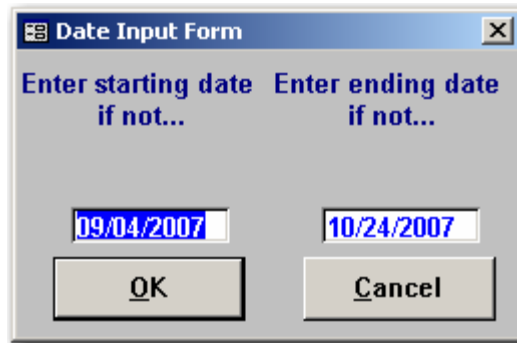
The **Start Date** defaults to the first day of school and **End Date** defaults to the nearest school date from today but can be changed. After the dates are selected, click the mouse on the **OK** button. Absences will be totaled and copied to the grade table. A message will display when the process is complete.

PRINT 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 **Skip No Shows** and include **Missing Exit Reason Errors**.

Select whether or not you want to **Skip No Shows** and include **Missing Exit Reason Errors**. Click the mouse on the **OK** button. The following report will be generated.

PRINT GAIN AND LOSS REPORT

The **Print 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 proving 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.

Click the mouse on **Print Gain and Loss Report**. A **Date Entry** form will display to enter the **Starting** and **Ending** dates for the report. Click the mouse on the **OK** button. You then have the option of sorting the 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.

Screaming Eagle High School

10/24/2007

2007-2008	GAIN AND LOSS REPORT				Page 1
Regular Program	10/01/2007 through 10/24/2007				Grade 9

DATE	STU#	Student Name	Sex	GAIN	LOSS
10/1/07	000101	Arzola, Fahd L	M		LOSS
10/1/07	Carried Forward: 520	Gains: 0	Total: 520	Losses: 1	Ending Enroll: 519
10/3/07	000341	Case, Jesse R	M		LOSS
	000825	Gonzalez, Joshua E	M		LOSS
10/3/07	Carried Forward: 519	Gains: 0	Total: 519	Losses: 2	Ending Enroll: 517
10/4/07	001224	Llamas, Tammy	F		LOSS
	001724	Quintana, Krystle N	F		LOSS
10/4/07	Carried Forward: 517	Gains: 0	Total: 517	Losses: 2	Ending Enroll: 515

**PRINT
MONTHLY
ATTENDANCE
REPORT**

The **Print Monthly Attendance Report** generates a monthly report of attendance alphabetically in order by grade, program, and track. Click the mouse on **Print Monthly Attendance Report**. Enter the month number for the report to be generated. Click the mouse on the **OK** button. If using AP1 and AP2 you can ignore them.
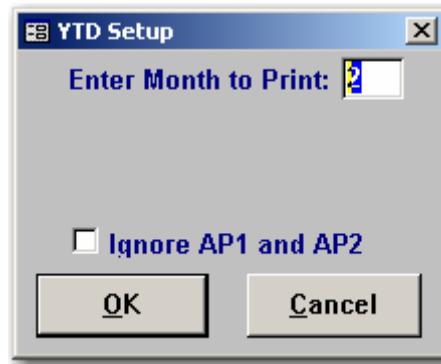
The report will list each student's attendance for every day during the attendance month selected. It also displays the total not enrolled, non-apportionment absent and apportionment days for each student, with totals at the end of each grade.

Students who enter during the month are counted as GAINS, and noted with a + before their names. Students who leave during the month are counted as LOSSES and noted with a - before their names. The first school month, every student is counted as a gain. The totals at the end of the report are also shown on the **Monthly Attendance Summary** report, which provides proof for the figures shown on the summary report.

PRINT MONTHLY ATTENDANCE SUMMARY

The **Print Monthly Attendance Summary** generates a summary of the attendance for the month selected and includes total attendance by grade, program and track. When the report is generated a message box will display to select the attendance month. A message box may also display a warning if there are still any unverified absences. A temporary work table will be created and will update the YTD table. The report is then printed from the records in the YTD (year-to-date) table with the following totals.

- **Days Taught -** 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.

- **Days Apportionment Absence** - Total days of excused absences.

- **Total Actual Attendance** – **Days Taught** times **Total Enrollment** minus **Days Enrolled** minus **Days Non Apportionment Attendance** minus **Days Apportionment Absent**

- **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**.

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

Screaming Eagle High School

2007-2008

MONTHLY ATTENDANCE SUMMARY

Month 2 - From 10/01/2007 Through 10/26/2007

10/24/2007 3:03:46 PM Page 1

Regular Program

Grade Level	Teacher Number	A # Days Taught	B Enrollment Carried Forward	C Gains	D Total Enrollment (B+C)	E Losses	F Ending Enrollment (D-E)	G Days Not Enrolled	H Days Non-Apport Attend	I Days Apport Abs	J Total Actual Attend (A*D)-G-H-I	K Total Apport Attend (A*D)-G-H	L Total A.D.A. K/A	M YEAR TO DATE Total Apport Attendance	N YEAR TO DATE Days Taught	O YEAR TO DATE Total ADA (M/N)
9	TOTAL	20	520	1	521	14	507	159	737	0	9524	9524	476.20	9524	20	476.20
10	TOTAL	20	521	1	522	12	510	126	667	0	9647	9647	482.35	9647	20	482.35
11	TOTAL	20	435	1	436	13	423	110	564	0	8046	8046	402.30	8046	20	402.30
12	TOTAL	20	407	4	411	8	403	100	626	0	7494	7494	374.70	7494	20	374.70
Total 9-12		20	1883	7	1890	47	1843	495	2594	0	34711	34711	1735.55	34711	20	1735.55
PROGRAM TOTAL		20	1883	7	1890	47	1843	495	2594	0	34711	34711	1735.55	34711	20	1735.55

Principal Signature   Date

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