

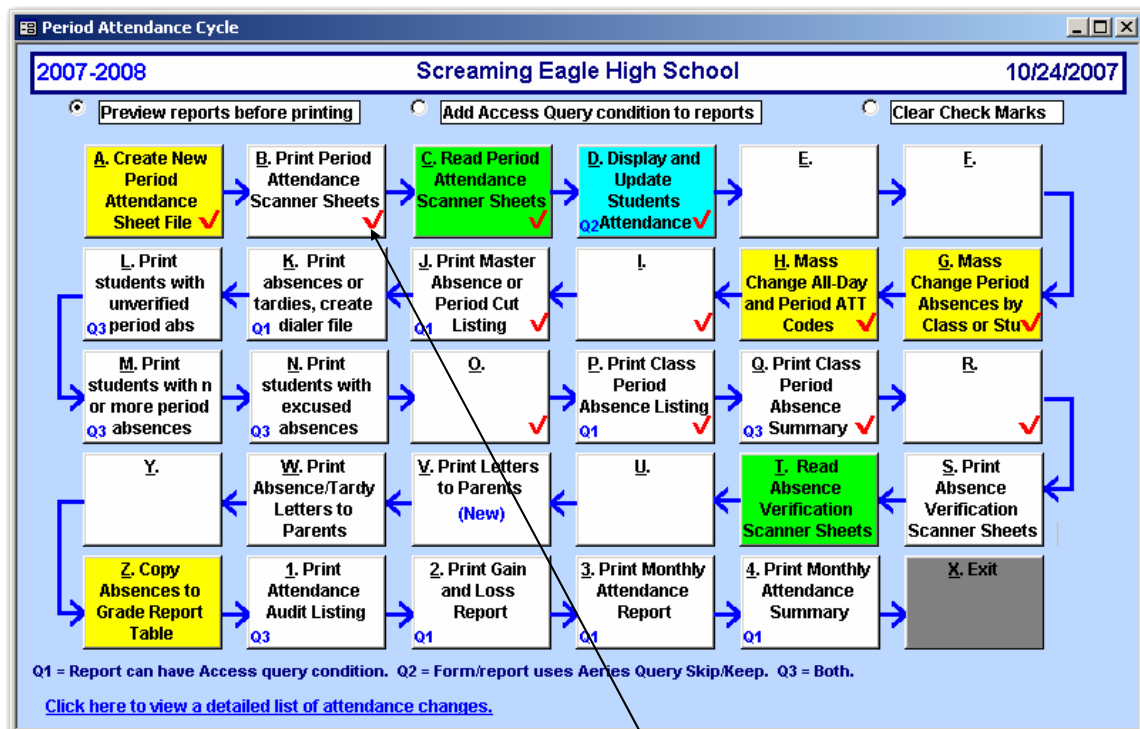
Aeries Student Information System

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.

The screenshot shows the 'Period Attendance Cycle' window for 'Screaming Eagle High School' on '10/24/2007'. The '2007-2008' school year is selected. The 'Preview reports before printing' radio button is selected, indicated by a black dot in its center. Below the buttons, a flowchart shows steps: A. Create New Period Attendance Sheet File (checked), B. Print Period Attendance Scanner Sheets (checked), C. Read Period Attendance Scanner Sheets (checked), D. Display and Update Students Attendance (checked), and E. (empty).

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.

The screenshot shows the same 'Period Attendance Cycle' window. The 'Add Access Query condition to reports' radio button is now selected, and the black dot in its center has disappeared. The flowchart steps remain the same.

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.

This screenshot is identical to the one above, showing the 'Add Access Query condition to reports' radio button selected.

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.

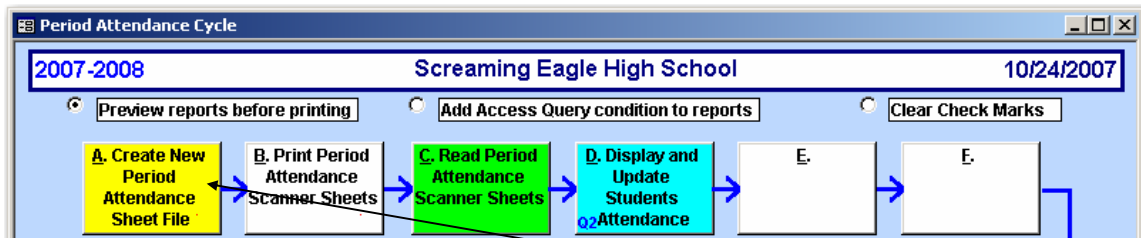
CLEAR CHECK MARKS

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 screenshot shows the 'Create Period Attendance Class File' window for 'Screaming Eagle High School' on '10/24/2007'. It includes a 'Select Attendance Period:' dropdown, a 'Path to PAC file:' text box containing 'c:\eagle', and a large grid of week and date options. The grid is organized into five columns, each with a 'Week - Date' header. The first column has radio buttons next to each date. At the bottom, there are buttons for 'Create', 'Exit', 'Update', and 'Restore'. To the right, a 'Students per sheet:' section has two radio button options: '54 - 27 channel (1400/2700)' and '44 - 48 channel (8200/2000)'. An arrow points from the 'Create' button in the first screenshot to the 'Create' button in this screenshot.

Week - Date	Week - Date	Week - Date	Week - Date	Week - Date
<input type="radio"/> 01-09/03/2007	<input type="radio"/> 13-11/26/2007	<input type="radio"/> 25-03/03/2008	<input type="radio"/> 37-05/26/2008	<input type="radio"/> 49-08/18/2008
<input type="radio"/> 02-09/10/2007	<input type="radio"/> 14-12/03/2007	<input type="radio"/> 26-03/10/2008	<input type="radio"/> 38-06/02/2008	<input type="radio"/> 50-08/25/2008
<input type="radio"/> 03-09/17/2007	<input type="radio"/> 15-12/10/2007	<input type="radio"/> 27-03/17/2008	<input type="radio"/> 39-06/09/2008	<input type="radio"/> 51-09/01/2008
<input type="radio"/> 04-09/24/2007	<input type="radio"/> 16-12/17/2007	<input type="radio"/> 28-03/24/2008	<input type="radio"/> 40-06/16/2008	<input type="radio"/> 52-09/08/2008
<input type="radio"/> 05-10/01/2007	<input type="radio"/> 17-01/07/2008	<input type="radio"/> 29-03/31/2008	<input type="radio"/> 41-06/23/2008	
<input type="radio"/> 06-10/08/2007	<input type="radio"/> 18-01/14/2008	<input type="radio"/> 30-04/07/2008	<input type="radio"/> 42-06/30/2008	
<input type="radio"/> 07-10/15/2007	<input type="radio"/> 19-01/21/2008	<input type="radio"/> 31-04/14/2008	<input type="radio"/> 43-07/07/2008	
<input type="radio"/> 08-10/22/2007	<input type="radio"/> 20-01/28/2008	<input type="radio"/> 32-04/21/2008	<input type="radio"/> 44-07/14/2008	
<input type="radio"/> 09-10/29/2007	<input type="radio"/> 21-02/04/2008	<input type="radio"/> 33-04/28/2008	<input type="radio"/> 45-07/21/2008	
<input type="radio"/> 10-11/05/2007	<input type="radio"/> 22-02/11/2008	<input type="radio"/> 34-05/05/2008	<input type="radio"/> 46-07/28/2008	
<input type="radio"/> 11-11/12/2007	<input type="radio"/> 23-02/18/2008	<input type="radio"/> 35-05/12/2008	<input type="radio"/> 47-08/04/2008	
<input type="radio"/> 12-11/19/2007	<input type="radio"/> 24-02/25/2008	<input type="radio"/> 36-05/19/2008	<input type="radio"/> 48-08/11/2008	

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.

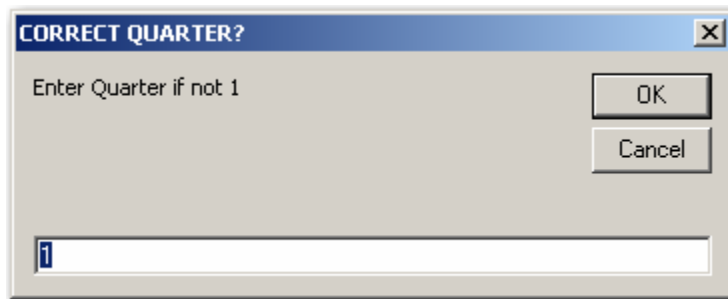
Verify that the **Students per Sheet** is set to the correct channel for the scanner setting. This will setup the correct number of students to print per each scanner sheet.



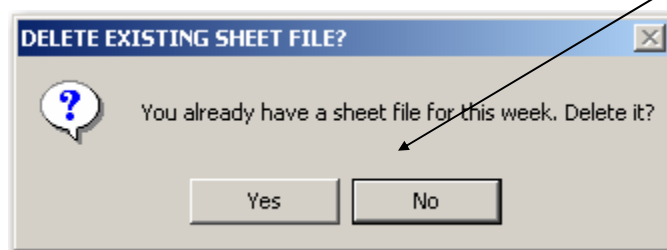
NOTE:

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.



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

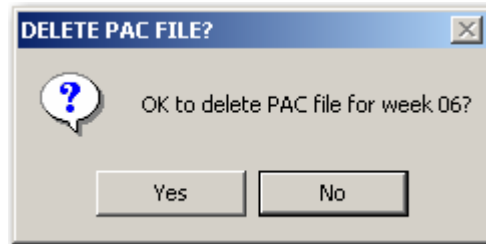


NOTE:

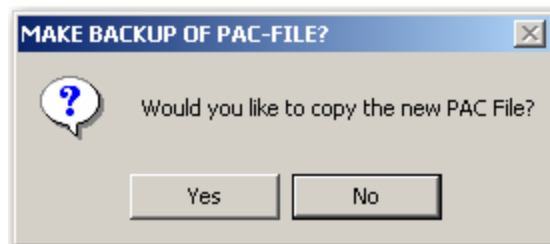
DO NOT click the mouse on the YES button. Verify you have selected the correct week. If you answer YES you may delete the attendance sheet table currently in use.

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.

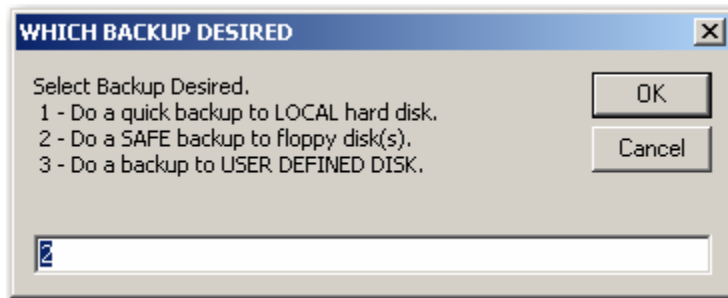
Verify that it is ok to delete the **Week** displayed and click the mouse on the **Yes** button.



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**.



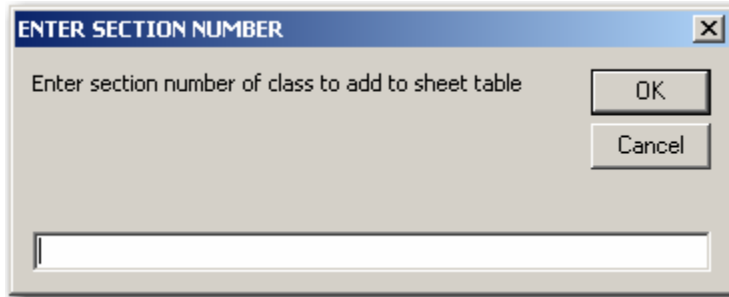
Select the Backup option and click the mouse on the **OK** button.



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

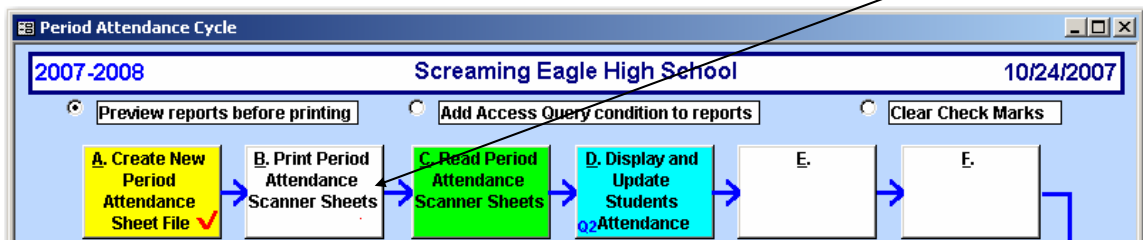


Enter the new section number and click **OK**.

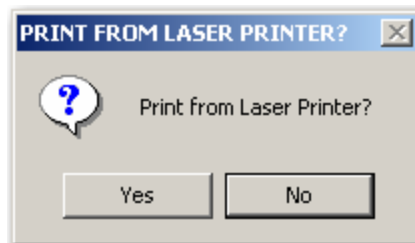
A dialog box titled "ENTER SECTION NUMBER" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "Enter section number of class to add to sheet table". To the right of the input field are two buttons: "OK" and "Cancel".

PRINT PERIOD ATTENDANCE SCANNER SHEETS

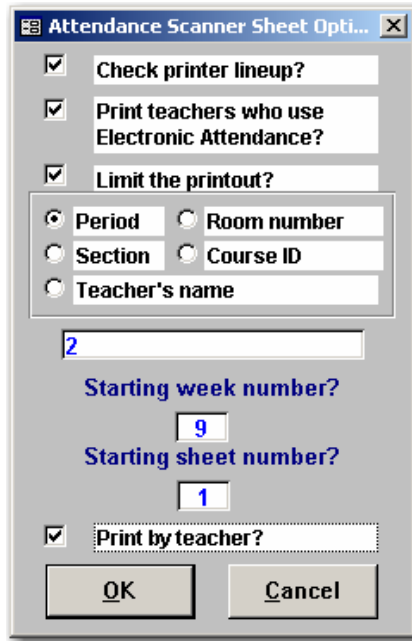
After the sheet table has been created, the period attendance scanner sheets can be printed. Prior to printing the scanner sheets, verify the **RED** check mark displays indicating the sheet table has been created for the current attendance cycle. To print the scanner sheet, click the mouse on the **Print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

A screenshot of the "Period Attendance Cycle" window. The window title bar says "Period Attendance Cycle". Inside, there's a header section with "2007-2008", "Screaming Eagle High School", and "10/24/2007". Below the header are three radio buttons: "Preview reports before printing" (selected), "Add Access Query condition to reports", and "Clear Check Marks". A flowchart shows six steps: "A. Create New Period Attendance Sheet File" (yellow box with a red checkmark), "B. Print Period Attendance Scanner Sheets" (white box), "C. Read Period Attendance Scanner Sheets" (green box), "D. Display and Update Students Attendance" (cyan box), "E." (white box), and "F." (white box). Arrows connect the steps in sequence. A line points from the text in the previous block to the "B. 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.

A dialog box titled "PRINT FROM LASER PRINTER?" with a close button (X) in the top right corner. It features a question mark icon in a speech bubble and the text "Print from Laser Printer?". At the bottom are two buttons: "Yes" and "No".

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.



The image shows a Windows-style dialog box titled "Attendance Scanner Sheet Opti...". It contains several options for generating scanner sheets. At the top, there are three checked checkboxes: "Check printer lineup?", "Print teachers who use Electronic Attendance?", and "Limit the printout?". Below these is a group box containing five radio buttons: "Period" (selected), "Room number", "Section", "Course ID", and "Teacher's name". Under the group box is a text input field containing the number "2". Below that is the label "Starting week number?" followed by a spin box containing the number "9". Below that is the label "Starting sheet number?" followed by a spin box containing the number "1". At the bottom, there is a checked checkbox labeled "Print by teacher?". At the very bottom are two buttons: "OK" and "Cancel".

- **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**.

DIRECTIONS:
USE NO. 2 PENCIL
ERASE COMPLETELY TO CHANGE

TEACHER: Barsanti
COURSE: Hon Econ/Gvt Gs
NUMBER: Week: 23 Sheet: 003
SECTION: 0617 Days: MTWTF
ROOM: E27AGE OF
WEEK OF: 02/19/2001 - 02/26/2001

CLASS CODE		CLASS CODE	
ABSENT		ABSENT	
1	01 000421 Abbott, Alice A.	2	1 #1 T W T F
2	02 001454 Aguayo, Shamika R.	7	2 #1 T W T F
3	03 000465 Borde, Alice E.	10	3 #1 T W T F
4	04 000471 Brown, Alice V.	0	4 #1 T W T F
5	05 000484 Carr, Allan H.	4	5 #1 T W T F
6	06 000487 Carter, Alice M.	1	6 #1 T W T F
7	07 000499 Chu, Alice H.	0	7 #1 T W T F
8	08 001396 Chukwu, Crystal	0	8 #1 T W T F
9	09 000539 Elhadary, Nicholas M.	3	9 #1 T W T F
10	10 001393 Gibiser, Amanda R.	3	10 #1 T W T F
11	11 000582 Gonzalez, Mella L.	1	11 #1 T W T F
12	12 000590 Gotto, Christopher R.	15	12 #1 T W T F
13	13 000594 Gujral, Brandi S.	2	13 #1 T W T F
14	14 000596 Guzman, Lajeana M.	4	14 #1 T W T F
15	15 000617 Hubbard, Omar C.	5	15 #1 T W T F
16	16 000623 Iem, Carlos	4	16 #1 T W T F
17	17 000625 Inouye, James	2	17 #1 T W T F
18	18 000625 Inouye, James	0	18 #1 T W T F

READ PERIOD ATTENDANCE SCANNER SHEETS

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

Period Attendance Cycle

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

☒ Preview reports before printing ☐ Add Access Query condition to reports ☐ Clear Check Marks

A. Create New Period Attendance Sheet File ✓ B. Print Period Attendance Scanner Sheets ✓ C. Read Period Attendance Scanner Sheets D. Display and Update Students Q2Attendance E. E.

The following text box will display. Type the ending date for days scanned in the text box. Click the mouse on the **OK** button.

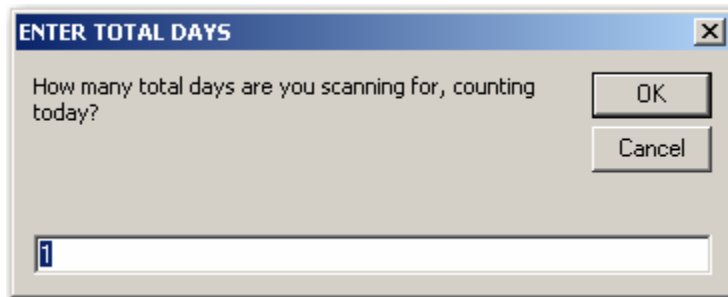
Date Input Form

Please enter the correct date:

10/24/2007

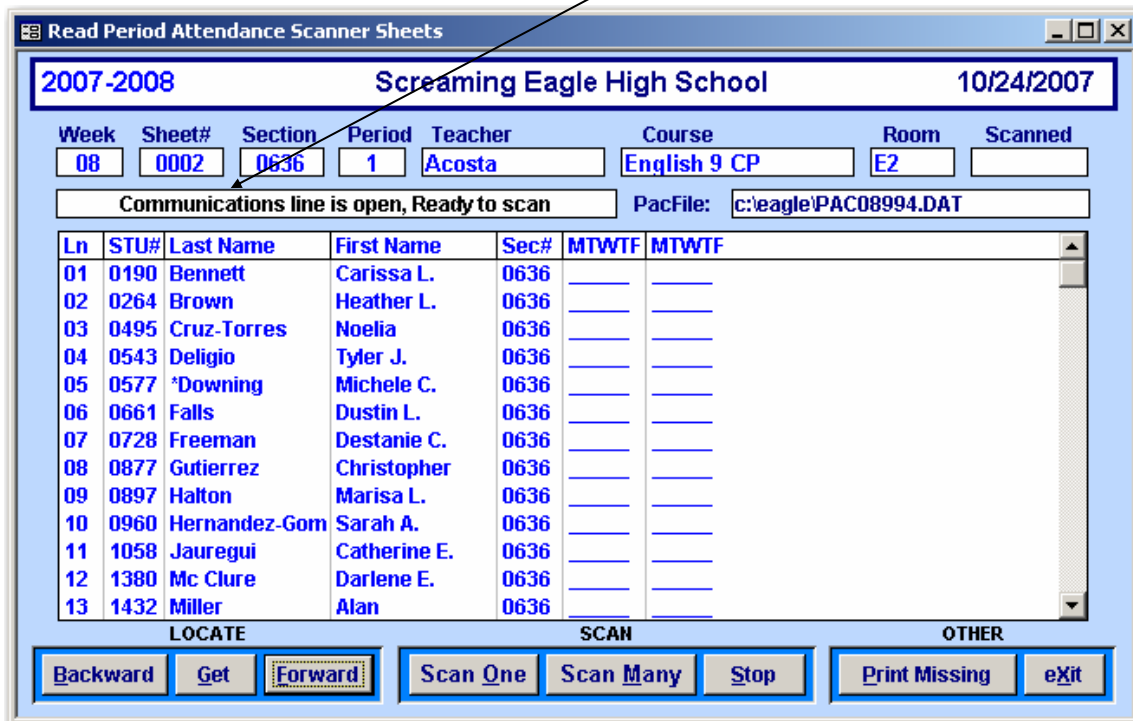
OK Cancel

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.



A dialog box titled "ENTER TOTAL DAYS" with a close button (X) in the top right corner. The text inside asks: "How many total days are you scanning for, counting today?". Below the text is a text input field containing the number "1". To the right of the input field are two buttons: "OK" and "Cancel".

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



A screenshot of the "Read Period Attendance Scanner Sheets" application window. The window title bar says "Read Period Attendance Scanner Sheets". The main area has a header with "2007-2008", "Screaming Eagle High School", and "10/24/2007". Below this is a table with columns: Week, Sheet#, Section, Period, Teacher, Course, Room, and Scanned. The data row shows: Week 08, Sheet# 0002, Section 0636, Period 1, Teacher Acosta, Course English 9 CP, Room E2, and Scanned (empty). Below the table is a message box that says "Communications line is open, Ready to scan" and a "PacFile:" label with the path "c:\eagle\PAC08994.DAT". Below this is a list of students with columns: Ln, STU#, Last Name, First Name, Sec#, MTWTF, and MTWTF. The list contains 13 students. At the bottom of the window are three groups of buttons: "LOCATE" (Backward, Get, Forward), "SCAN" (Scan One, Scan Many, Stop), and "OTHER" (Print Missing, eXit).

Week	Sheet#	Section	Period	Teacher	Course	Room	Scanned
08	0002	0636	1	Acosta	English 9 CP	E2	

Communications line is open, Ready to scan

PacFile: c:\eagle\PAC08994.DAT

Ln	STU#	Last Name	First Name	Sec#	MTWTF	MTWTF
01	0190	Bennett	Carissa L.	0636		
02	0264	Brown	Heather L.	0636		
03	0495	Cruz-Torres	Noelia	0636		
04	0543	Deligio	Tyler J.	0636		
05	0577	*Downing	Michele C.	0636		
06	0661	Falls	Dustin L.	0636		
07	0728	Freeman	Destanie C.	0636		
08	0877	Gutierrez	Christopher	0636		
09	0897	Halton	Marisa L.	0636		
10	0960	Hernandez-Gom	Sarah A.	0636		
11	1058	Jauregui	Catherine E.	0636		
12	1380	Mc Clure	Darlene E.	0636		
13	1432	Miller	Alan	0636		

LOCATE: Backward, Get, Forward

SCAN: Scan One, Scan Many, Stop

OTHER: Print Missing, eXit

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.

Ln	STU#	Last Name	First Name	Sec#	MTWTF	MTWTF
01	0421	Abbott	Alice A.	0617	A	
02	1454	Aguayo	Shamika R.	0617		
03	0465	Borde	Alice E.	0617	T	
04	0471	Brown	Alice V.	0617	T	
05	0484	Carr	Allan H.	0617		
06	0487	Carter	Alice M.	0617		
07	0499	Chu	Alice H.	0617	A	
08	1396	Chukwu	Crystal	0617		
09	0539	Elhadary	Nicholas M.	0617	T	
10	1393	Gibiser	Amanda R.	0617	T	
11	0582	Gonzalez	Melia L.	0617		
12	0590	Gotto	Christopher R.	0617		
13	0594	Gujral	Brandi S.	0617	A	

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.

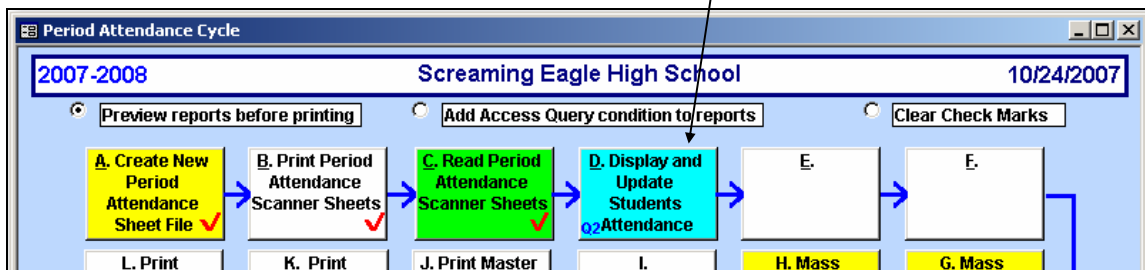
PRINT MISSING SHEET LIST

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						
2000-2001		MISSING SHEET LIST: 01/08/01				01/04/01
						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 STUDENT'S 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.

Period Attendance

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

Stu#	Last Name	First Name (AI)	Middle Name	Perm ID No.	Sex	Grd	Prog	Trk	AttPgm1	AttPgm2	Status
1	Abbott	Allan	James	1590522772	M	12					

Parent/guardian	Area/Telephone	Fathers Work/Extn	Mothers Work/Extn	Age	Abs	Ltr	Date	Tdy	Ltr	Date
M/M A Abbott	(777) 555-9448	(777) 555-7537		17	0			0		

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Date	A 0123456789	Date	A 0123456789	Date	A 0123456789	Date	A 0123456789	Date	A 0123456789
9/03	HOLIDAY	9/04	-----	9/05	-----	9/06	-----	9/07	-UUU--
9/10	-----	9/11	-----U-	9/12	-----	9/13	-----	9/14	-----
9/17	-----	9/18	-----	9/19	-----T-	9/20	-----	9/21	0 000000
9/24	-----	9/25	0 000000	9/26	-P-U--	9/27	-----	9/28	-----
10/01	-----	10/02	I I I I I I	10/03	-I I I I I	10/04	I I I I I I	10/05	-----
10/08	-----	10/09	-----	10/10	-----	10/11	-----	10/12	-----
10/15	-----	10/16	-----	10/17	UT-----	10/18	-----	10/19	U-----
10/22	U-----	10/23	-----	10/24	-----	10/25	-----	10/26	-----
10/29	-----	10/30	-----	10/31	-----	11/01	-----	11/02	-----
11/05	-----	11/06	-----	11/07	-----	11/08	-----	11/09	-----
11/12	HOLIDAY	11/13	-----	11/14	-----	11/15	-----	11/16	-----
11/19	-----	11/20	-----	11/21	-----	11/22	HOLIDAY	11/23	HOLIDAY
11/26	-----	11/27	-----	11/28	-----	11/29	-----	11/30	-----
12/03	-----	12/04	-----	12/05	-----	12/06	-----	12/07	-----
12/10	-----	12/11	-----	12/12	-----	12/13	-----	12/14	-----
12/17	-----	12/18	-----	12/19	-----	12/20	-----	12/21	-----
1/07	-----	1/08	-----	1/09	-----	1/10	-----	1/11	-----

☐ Red Flag ☒ LOCATE ☐ Fill ALL Periods ☐ UPDATE ☐ YTD Totals ☐ Print Preview ☐ OTHER

Backward Get Forward Add Change Delete Update Print eXit Switch

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.

Period Attendance

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

Stu#	Last Name	First Name (AI)	Middle Name	Perm ID No.	Sex	Grd	Prog	Trk	AttPgm1	AttPgm2	Status
1	Abbott	Allan	James	1590522772	M	12					

Parent/guardian	Area/Telephone	Fathers Work/Extn	Mothers Work/Extn	Age	Abs	Ltr	Date	Tdy	Ltr	Date
M/M A Abbott	(777) 555-9448	(777) 555-7537		17	0			0		

Enter/Leave Date	Cd	Grd	Prg	Trk	Reasn	NxtSchl	AttPgm1	AttPgm2
Tue 09/04/2007	E	12						

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	0	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	0	0	0	0	0
-	*TOTALS*											
#	EXCUSED	4	4	5	5	5	5	0	0	0	0	0
*	UNEXCUSED	0	3	1	1	2	1	0	0	0	0	0

Record: 1 of 1

Red Flag LOCATE UPDATE YTD Totals Print Preview OTHER

Backward Get Forward Add Change Delete Update Print eXit Switch

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.

Period Attendance

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

Stu#	Last Name	First Name (AI)	Middle Name	Perm ID No.	Sex	Grd	Prog	Trk	AttPgm1	AttPgm2	Status
1	Abbott	Allan	James	1590522772	M	12					
Parent/guardian		Area/Telephone	Fathers Work/Extn	Mothers Work/Extn	Age	Abs	Ltr	Date	Tdy	Ltr	Date
M/M A Abbott		(777) 555-9448	(777) 555-7537			17	0			0	

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Date	A 0123456789	Date	A 0123456789	Date	A 0123456789	Date	A 0123456789	Date	A 0123456789
9/03	HOLIDAY	9/04	-----	9/05	-----	9/06	-----	9/07	-UUU--
9/10	-----	9/11	-----U-	9/12	-----	9/13	-----	9/14	-----
9/17	-----	9/18	-----	9/19	-----T-	9/20	-----	9/21	000000
9/24	-----	9/25	000000	9/26	-P-U--	9/27	-----	9/28	-----
10/01	-----	10/02	I I I I I I	10/03	-I I I I I	10/04	I I I I I I	10/05	-----
10/08	-----	10/09	-----	10/10	-----	10/11	-----	10/12	-----
10/15	-----	10/16	-----	10/17	UT----	10/18	-----	10/19	U-----
10/22	U-----	10/23	A-----	10/24	-----	10/25	-----	10/26	-----
10/29	-----	10/30	-----	10/31	-----	11/01	-----	11/02	-----

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.

Period Attendance 10/24/2007

2007-2008 Screaming Eagle High School

Stu#	Last Name	First Name (AI)	Middle Name	Perm ID No.	Sex	Grd	Prog	Trk	AttPgm1	AttPgm2	Status
1	Abbott	Allan	James	1590522772	M	12					
Parent/guardian		Area/Telephone	Fathers Work/Extn	Mothers Work/Extn	Age	Abs	Ltr	Date	Tdy	Ltr	Date
M/M A Abbott		(777) 555-9448	(777) 555-7537			17	0		0		

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Date	A 0123456789	Date	A 0123456789	Date	A 0123456789	Date	A 0123456789	Date	A 0123456789
9/03	HOLIDAY	9/04	-----	9/05	-----	9/06	-----	9/07	-UUU--
9/10	-----	9/11	----U-	9/12	-----	9/13	-----	9/14	-----
9/17	-----	9/18	-----	9/19	----T-	9/20	-----	9/21	000000
9/24	-----	9/25	000000	9/26	-P-U--	9/27	-----	9/28	-----
10/01	-----	10/02	111111	10/03	-11111	10/04	111111	10/05	-----
10/08	-----	10/09	-----	10/10	-----	10/11	-----	10/12	-----
10/15	-----	10/16	-----	10/17	U1-----	10/18	-----	10/19	U-----
10/22	U1-----	10/23	0-----	10/24	-----	10/25	-----	10/26	-----

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.

ARE YOU SURE?

You should NOT make changes to this attendance data! Changing it could affect certain attendance reports that have already been printed. Are you sure you want to do this?

Yes No

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.

ARE YOU SURE?

You should NOT make changes to this attendance data! Changing it could affect certain attendance reports that have already been printed. Are you sure you want to do this?

Yes No

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.

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

Stu# 1 Last Name Abbott First Name (AI) Allan Middle Name James Perm ID No. 1590522772 Sex M Grd 12 Prog Trk AttPgm1 AttPgm2 Status

Parent/guardian M/M A Abbott Area/Telephone (777) 555-9448

Enter/Leave Date Cd Grd Prg Trk Reasn NxtSchl Att

Tue 09/04/2007 E 12

Date Input Form
Enter date if not...
10/24/2007
OK Cancel

	All	P0	P1	P2	P3	P4	P5	P6	P7	P8	P9
0	3	1	1	2	1	0	0	0	0	0	0
0	0	1	0	0	1	0	0	0	0	0	0
2	2	2	2	2	2	2	2	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	0
2	2	3	3	3	3	3	3	0	0	0	0
0	1	0	0	0	0	0	0	0	0	0	0

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.

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

Stu# 1 Last Name Abbott First Name (AI) Allan Middle Name James Perm ID No. 1590522772 Sex M Grd 12 Prog Trk AttPgm1 AttPgm2 Status

Parent/guardian M/M A Abbott Area/Telephone (777) 555-9448 Fathers Work/Extn (777) 555-7537 Mothers Work/Extn Age 17 Abs Ltr Date 0 Tdy Ltr Date 0

Enter/Leave Date	Cd	Grd	Prg	Trk	Reasn	NxtSchl	AttPgm1	AttPgm2	CD	Description	All	P0	P1	P2	P3	P4	P5	P6	P7	P8	P9
Wed 10/24/2007	L	12							U	UNEXCUSED	0	3	1	1	2	1	0	0	0	0	0
Tue 09/04/2007	E	12							T	TADDP	0	0	0	0	0	0	0	0	0	0	0
					100					Diploma (Meeting All State Requirements)					0	1	0	0	0	0	0
					104					Did Not Graduate (met all grad reqs except CAHSEE)					2	2	2	0	0	0	0
					106					Graduated (Met all Regs but CAHSEE Mod or Waiver)					0	0	0	0	0	0	0
					108					Graduated (Met all Regs but CAHSEE Exempt)					3	3	3	0	0	0	0
					120					Certificate of Education Achievement (EdCode 56390)					0	0	0	0	0	0	0
					130					Deceased					5	5	5	0	0	0	0
					140					Left - Next School Unknown					2	1	0	0	0	0	0
					160					Moved - Verified in other CA Public School											

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

Period Attendance Screaming Eagle High School 10/24/2007

2007-2008

Stu#	Last Name	First Name (AI)	Middle Name	Perm ID No.	Sex	Grd	Prog	Trk	AttPgm1	AttPgm2	Status
1	Abbott	Allan	James	1590522772	M	12					

Parent/guardian	Area/Telephone	Fathers Work/Extn	Mothers Work/Extn	Age	Abs	Ltr Date	Tdy Ltr Date
M/M A Abbott	(777) 555-9448	(777) 555-7537		17	0		0

Enter/Leave Date	Cd	Grd	Prg	Trk	Reasn	NxtSchl	AttPgm1	AttPgm2
Wed 10/24/2007	L	12						
Tue 09/04/2007	E	12						

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	0	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	0	0	0	0	0
A	UNVERIFIED	0	1	0	0	0	0	0	0	0	0	0
-	*TOTALS*											
#	EXCUSED	4	4	5	5	5	5	0	0	0	0	0
		1	1	2	1	0	0	0	0	0	0	0

Record: 1 of 2

Buttons: Red Flag, LOCATE, UPDATE, YTD Totals, Print Preview, OTHER, Backward, Get, Forward, Add, Change, Delete, Update, Print, eXit, Switch

DELETE ATTENDANCE?
Delete enter/leave record for 10/24/2007?
Yes No

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**.

Mass Change Period Absences		_ □ ×																													
2007-2008	Screaming Eagle High School	10/24/2007																													
Change students who are in this section: <input type="text"/> <div style="text-align: center;">OR</div> Change students whose numbers are entered below: <input type="text"/> Change absences on: <input type="text" value="10/24/2007"/> during these periods... From <input type="text"/> through <input type="text"/> to the following excuse code: <input type="text"/> Enter grade to change if not all <input type="text"/>	Students to be updated: <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Stu#</th> <th style="width: 20%;">Last Name</th> <th style="width: 20%;">First Name</th> <th style="width: 10%;">Grd</th> <th style="width: 5%;">0</th> <th style="width: 5%;">1</th> <th style="width: 5%;">2</th> <th style="width: 5%;">3</th> <th style="width: 5%;">4</th> <th style="width: 5%;">5</th> <th style="width: 5%;">6</th> <th style="width: 5%;">7</th> <th style="width: 5%;">8</th> <th style="width: 5%;">9</th> </tr> <tr> <td colspan="14" style="height: 150px;"></td> </tr> </table>			Stu#	Last Name	First Name	Grd	0	1	2	3	4	5	6	7	8	9														
Stu#	Last Name	First Name	Grd	0	1	2	3	4	5	6	7	8	9																		
Total: <input style="width: 100px;" type="text"/>																															
<div style="display: flex; justify-content: space-around;"> <u>P</u>rint <u>U</u>pdate e<u>X</u>it </div>																															

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.

Mass Change Period Absences Screaming Eagle High School 10/24/2007

Change students who are in this section:

OR

Change students whose numbers are entered below:

Change absences on:

during these periods... From through

to the following excuse code:

Enter grade to change if not all

Stu#	Last Name	First Name	Grd	0	1	2	3	4	5	6	7	8	9
1	Abbott	Allan	12	-	V	V	V	V	-	-	-	-	-
8	Abesamis	Tatiana	9	-	V	V	V	V	-	-	-	-	-

Buttons: **Print** **Update** **eXit**

Total:

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: Enter All Day code to change to:

☒ Change All Day Code
☐ Change Period codes

Start Date:
 End Date:

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

→ →

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**.

Screaming Eagle High School						10/24/2007
2007-2008	Preview of Attendance Code Changes/Details					Page 1
STU#	Last Name	First Name	Sex	Grade	Date	Proposed All-Day Code
0016	Acuna	Philip	M	12	9/18/2007	U
					9/19/2007	U
0101	Arzola	Fahd	M	9	9/12/2007	U
					9/13/2007	U
0220	Bodnar	Bhairavi	F	10	9/5/2007	U
					9/6/2007	U

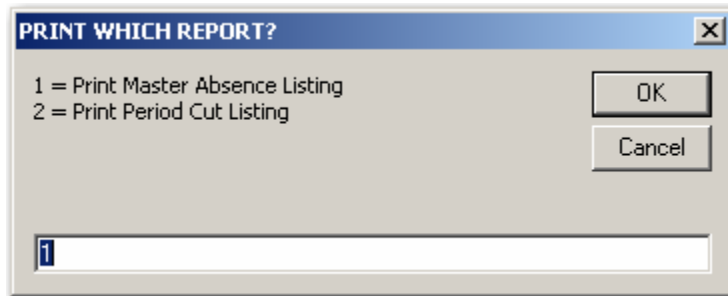
The **Summary Report** will generate **Changes of Attendance Code Report** and will print the summary totals for each student. The following is an example of the **Attendance Code Changes** reports.

Screaming Eagle High School						10/24/2007
2007-2008	Preview of Attendance Code Changes					Page 1
STU#	Last Name	First Name	Sex	Grade	Number of All-Day codes that would be changed...	
0016	Acuna	Philip	M	12	2	
0101	Arzola	Fahd	M	9	2	
0220	Bodnar	Bhairavi	F	10	2	

**PRINT
MASTER
ABSENCE
OR PERIOD
CUT LISTING**

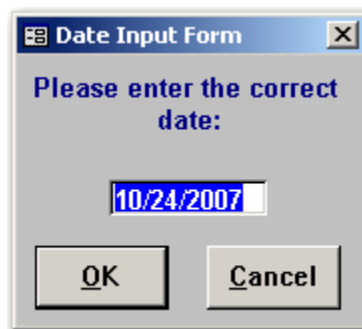
The **Print Master Absence Listing or Period Cut Listing** has the option to select and generate two different reports. The **Print Master Absence Listing** prints all students reported absent with attendance code "A" during home period.

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.



A dialog box titled "PRINT WHICH REPORT?" with a close button (X) in the top right corner. It contains two radio buttons: "1 = Print Master Absence Listing" and "2 = Print Period Cut Listing". Below the radio buttons is a text input field containing the number "1". To the right of the input field are two buttons: "OK" and "Cancel".

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.



A dialog box titled "Date Input Form" with a close button (X) in the top right corner. It contains the text "Please enter the correct date:" followed by a date input field containing "10/24/2007". Below the input field are two buttons: "OK" and "Cancel".

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										Parent/Guardian	Home Phone	Parent's Work
		0	1	2	3	4	5	6	7	8	9			
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

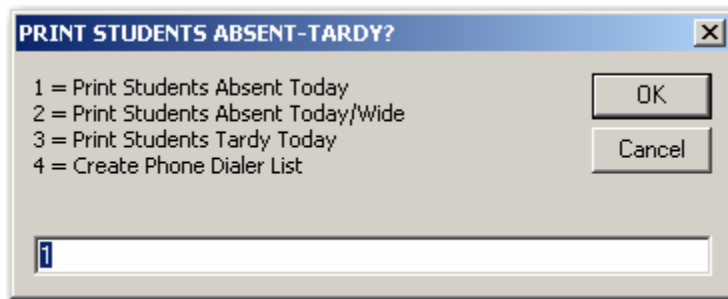
PRINT ABSENCES OR TARDIES, CREATE DIALER FILE

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.



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.

Screaming Eagle High School															
10/24/2007															
2007-2008		Students Absent Any Period on 10/24/2007													
		Page 1													
STU#	Student Name	Grd	Absences										Parent/Guardian	Home Phone	Parent's Work
			0	1	2	3	4	5	6	7	8	9			
000001	Abbott, Allan J.	12	-	V	A	V	V	-	-	-	-	-	M/M A Abbott	777-555-9448	777-555-7537
000005	Abea, Ayrianna J.	12	-	-	W	-	-	-	-	-	-	-	M/M A Abea	777-555-7213	777-555-6495
000010	Abrego, Alice A.	9	-	A	-	-	-	-	-	-	-	-	M/M A Abrego	777-555-7682	777-555-4038
000012	Aceves, Steven	12	-	-	A	-	-	-	-	-	-	-	M/M A Aceves	777-555-0805	777-555-9171
000018	Adragna, Stefanie S.	10	-	I	I	I	I	I	-	-	-	-	M/M A Adragna	777-555-3355	
000022	Aguilar, Allan	9	-	I	I	I	I	I	-	-	-	-	M/M A Aguilar	777-555-3098	777-555-6411
000027	Ainsworth, Lydia L.	12	-	-	-	U	U	-	-	-	-	-	M/M A Ainsworth	777-555-2699	777-555-8247
000032	Alcala, Catherine M.	10	-	-	-	U	I	-	-	-	-	-	M/M A Alcala	777-555-8330	
000035	Alexander, Brandi	11	-	-	-	-	U	U	-	-	-	-	M/M A Alexander	777-555-5452	
000042	Almada, Jesus Jesse	9	-	-	-	-	-	U	-	-	-	-	M/M A Almada	777-555-0156	777-555-6940
000045	Alvarado, Jocelyn	9	-	-	-	U	I	-	-	-	-	-	M/M A Alvarado	777-555-9725	777-555-9388
000056	Anderson, Melissa R.	9	-	-	-	-	-	U	-	-	-	-	M/M A Anderson	777-555-0028	777-555-1777
000057	Anderson, Michelle C.	12	U	-	-	-	-	-	-	-	-	-	M/M A Anderson	777-555-5712	777-555-7393
000078	Arellano, Stacy T.	12	U	-	-	-	-	-	-	-	-	-	M/M A Arellano	777-555-4684	777-555-2649

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

Screaming Eagle High School															10/24/2007	
2007-2008			Students Absent Any Period on 10/24/2007												Page 1	
STU#	Student Name	Grd	Absences										Parent/Guardian	Home Phone	Parent's Work	Comments
			0	1	2	3	4	5	6	7	8	9				
000001	Abbott, Allan J.	12	-	V	A	V	V	-	-	-	-	-	M/M A Abbott	777-555-9448	777-555-7537	
000005	Abea, Ayrianna J.	12	-	-	W	-	-	-	-	-	-	-	M/M A Abea	777-555-7213	777-555-6495	
000010	Abrego, Alice A.	9	-	A	-	-	-	-	-	-	-	-	M/M A Abrego	777-555-7682	777-555-4038	
000012	Aceves, Steven	12	-	-	A	-	-	-	-	-	-	-	M/M A Aceves	777-555-0805	777-555-9171	
000018	Adragna, Stefanie S.	10	-	I	I	I	I	I	I	-	-	-	M/M A Adragna	777-555-3355		
000022	Aguilar, Allan	9	-	I	I	I	I	I	I	-	-	-	M/M A Aguilar	777-555-3098	777-555-6411	
000027	Ainsworth, Lydia L.	12	-	-	-	-	U	U	-	-	-	-	M/M A Ainsworth	777-555-2699	777-555-8247	
000032	Alcala, Catherine M.	10	-	-	-	U	I	-	-	-	-	-	M/M A Alcala	777-555-8330		

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					
STU#	Student Name	Grd	Periods									Parent/Guardian	Home Phone	Parent's Work	
			0	1	2	3	4	5	6	7	8				9
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**.

Create Dialer Text File of Absent Students

CREATE A DIALER TEXT FILE

Include ALL absent students or those absent students selected by the last Query Skip/Keep Statement

Current dialer choice: **School Messenger**

Path to output file: A:\

Name of output text file: DIALER.LST

Date of absence: 10/24/2007

Create **eXit**

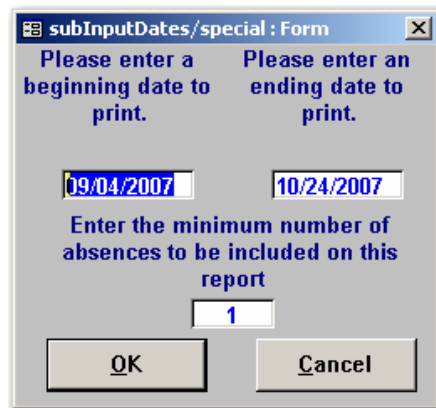
The **Path to Output file** will default to the **A:** drive but can be changed to another path and/or file name. Enter the **Name of the Output Text File**. The **Date of Absence** field will default to today's date but can be changed. Click the mouse on the **Create** button. A message will be displayed indicating that the file has been created.

STUDENTS WITH UNVERIFIED PERIOD ABSENCES

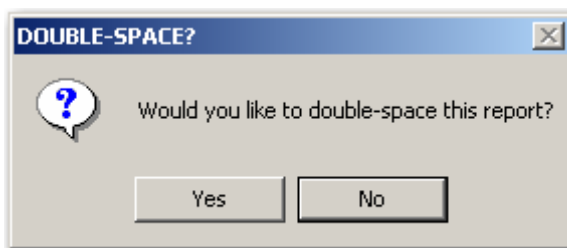
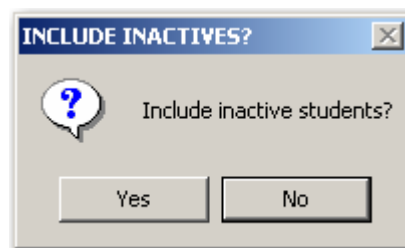
The **Students with Unverified Period Absences** report prints a list of students with an unverified absence code of “A” for the date range selected. The Parent/Guardian name, home phone, both parents’ work phones, and all unverified absences will be printed. This report also includes at the end of each 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			
2007-2008		Students with 1 or more unverified period absences from 09/04/2007 thru 10/24/2007							Page 1				
STU#	Student Name	Grade	Parent/Guardian	Home Phone	Father's Work	Mother's Work	Date	Absences 0123456789	Date Called	Who Called	Talked To	Reason for Absence	
000001	Abbott, Allan J.	12	MM A Abbott	777 555-9448	777 555-7537		10/23	3+++++					
							10/24	++3++++					
000010	Abrego, Alice A.	9	MM A Abrego	777 555-7882	777 555-4036	777 555-6943	10/24	+3+++++					
000012	Aceves, Steven	12	MM A Aceves	777 555-0805	777 555-9171	777 555-1913	10/24	--3++++					
000016	Acuna, Philip	12	MM A Acuna	777 555-2972	777 555-8123	777 555-1234	09/18	--3333--					
							09/19	--3333--					
000075	Ardon, Daniel	9	MM A Ardon	777 555-9695	777 555-2900	777 555-3318	09/04	-333-33--					
000101	Arzola, Fehd L.	9	MM A Arzola	777 555-1880	777 555-1353	777 555-0100	09/12	-33333--					
							09/13	-33333--					
000220	Bodnar, Bhairavi L.	10	MM B Bodnar	777 555-2255	777 555-2066	777 555-4051	09/05	-33333--					
							09/06	-33333--					
							10/24	-3-33++++					
000886	Ha, Melissa	11	MM H Ha	777 555-3639	777 555-4237		10/24	--3+++++					

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.

PRINT REPORT WHICH INCLUDES?

1 = Absences in any ONE period

2 = Absences in ALL periods

3 = Selected absences by DATE

4 = LESS than N total period absences

OK

Cancel

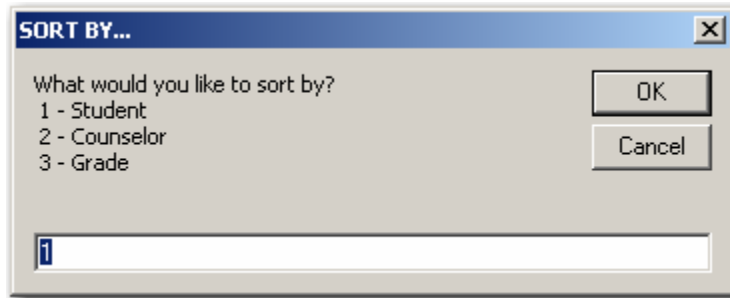
1

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.



SORT BY...

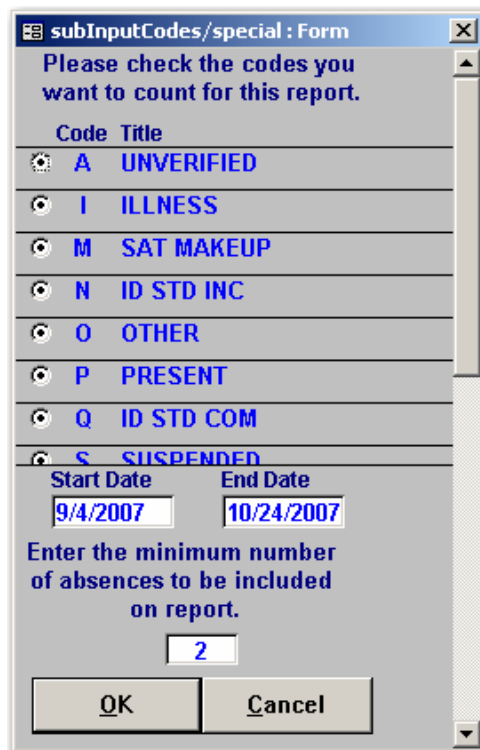
What would you like to sort by?

- 1 - Student
- 2 - Counselor
- 3 - Grade

OK Cancel

1

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.



subInputCodes/special : Form

Please check the codes you want to count for this report.

Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input checked="" type="radio"/> I	ILLNESS
<input checked="" type="radio"/> M	SAT MAKEUP
<input checked="" type="radio"/> N	ID STD INC
<input checked="" type="radio"/> O	OTHER
<input checked="" type="radio"/> P	PRESENT
<input checked="" type="radio"/> Q	ID STD COM
<input checked="" type="radio"/> S	SUSPENDED

Start Date End Date
9/4/2007 10/24/2007

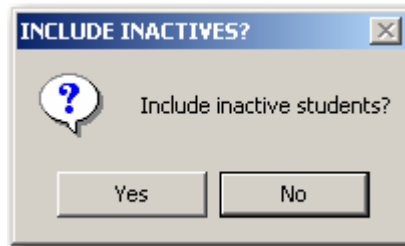
Enter the minimum number of absences to be included on report.

2

OK Cancel

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.

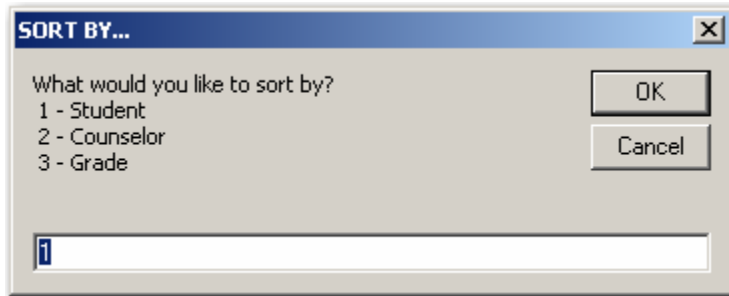
The following is an example of the report generated.

Screaming Eagle High School														
2007-2008		Students with 2 or more period absences from 9/4/2007 thru 10/24/2007											Page 1	
Stu#	Student Name	Parent/Guardian	Home Phone	Total Absences Each Period										
				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	777 555-8823	0	3	0	1	0	0	1	0	0	0	
000004	Abdo, Arnold A.	M/M A Abdo	777 555-8823	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	777 555-8446	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	777 555-8673	0	4	1	4	3	2	4	0	0	0	
000014	Acuna, Allan A.	M/M A Acuna	777 555-9853	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	777 555-8122	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.

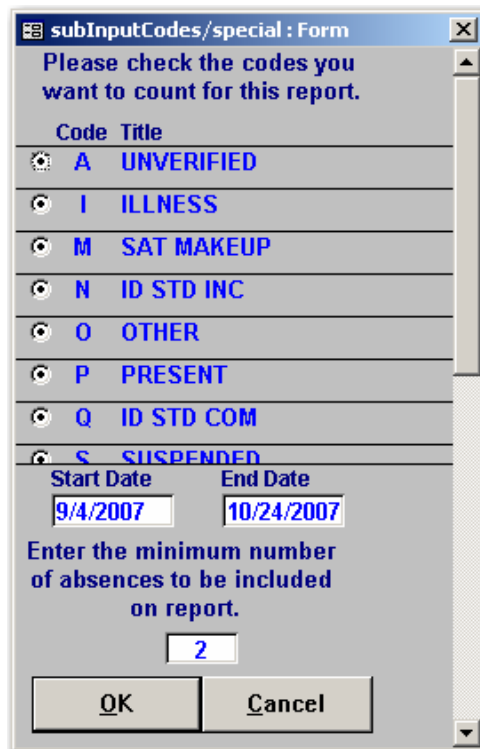


SORT BY...

What would you like to sort by?

- 1 - Student
- 2 - Counselor
- 3 - Grade

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.



subInputCodes/special : Form

Please check the codes you want to count for this report.

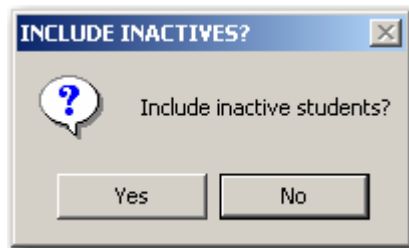
Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input checked="" type="radio"/> I	ILLNESS
<input checked="" type="radio"/> M	SAT MAKEUP
<input checked="" type="radio"/> N	ID STD INC
<input checked="" type="radio"/> O	OTHER
<input checked="" type="radio"/> P	PRESENT
<input checked="" type="radio"/> Q	ID STD COM
<input checked="" type="radio"/> S	SUSPENDED

Start Date: End Date:

Enter the minimum number of absences to be included on report.

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.

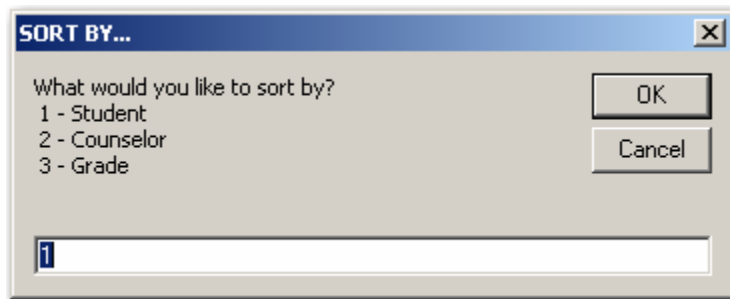
Screaming Eagle High School														
2007-2008		Students with 2 or more period absences from 9/4/2007 thru 10/24/2007											Page 1	
Stu#	Student Name	Parent/Guardian	Home Phone	Total Absences Each Period										
				0	1	2	3	4	5	6	7	8	9	All
000001	Abbott, Allan J.	M/M A Abbott	777 555-9448	8	9	7	8	8	5	0	0	0	0	45
000002	Abdelnour, Alice	M/M A Abdelnour	777 555-2885	0	0	0	1	0	1	1	0	0	0	3
000003	Abdo, Alice A.	M/M A Abdo	777 555-8823	0	3	0	1	0	0	1	0	0	0	5
000004	Abdo, Arnold A.	M/M A Abdo	777 555-8823	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	38
000006	Abejon, Tanya A.	M/M A Abejon	777 555-8446	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	777 555-8873	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.

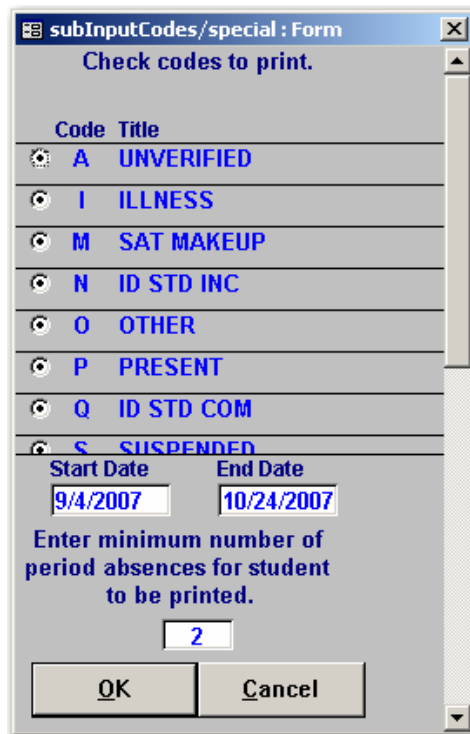
The report will print student number, name, grade, Parent/Guardian, home phone, parents work phone, date and the number of absences for each period. At the end of each line an area to record calls for those absences and at the bottom of the form the absence codes will display.

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 dialog box titled "SORT BY..." with a close button (X) in the top right corner. The text inside asks "What would you like to sort by?" and lists three options: "1 - Student", "2 - Counselor", and "3 - Grade". To the right of the list are two buttons: "OK" and "Cancel". At the bottom of the dialog is a text input field containing the number "1".

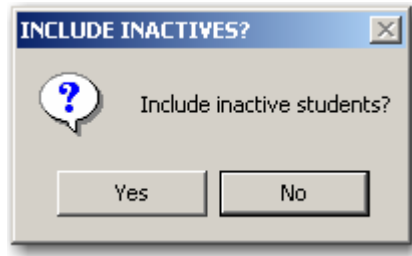
A selection box will display and all absences codes will default to be included in the period totals. To de-select the code, click the mouse on the circle to the left and the **black dot** will no longer display.



A dialog box titled "subInputCodes/special : Form" with a close button (X) in the top right corner. The text inside says "Check codes to print." Below this is a list of absence codes with radio buttons to their left. The codes are: A UNVERIFIED, I ILLNESS, M SAT MAKEUP, N ID STD INC, O OTHER, P PRESENT, Q ID STD COM, and S SUSPENDED. Below the list are two date fields: "Start Date" with the value "9/4/2007" and "End Date" with the value "10/24/2007". Below the dates is a text input field with the value "2" and the label "Enter minimum number of period absences for student to be printed." At the bottom are two buttons: "OK" and "Cancel".

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.

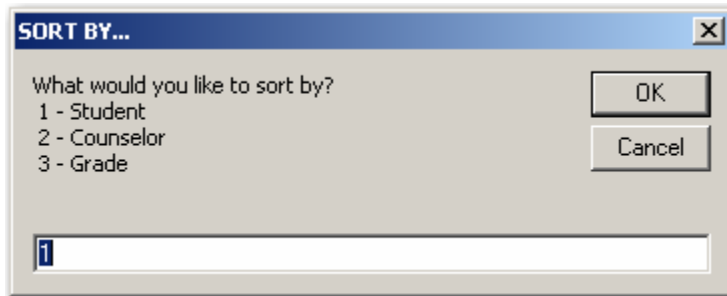
The following is an example of the report generated.

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		-VVVVV+-----				
000008	Abesamis, Tatiana J.	9	M/M A Abesamis	777 555-1894	777 555-9825	777 555-1343	10/23		+VVVVV+-----				
							10/24		+VVVVV+-----				
000012	Aceves, Steven	12	M/M A Aceves	777 555-0805	777 555-9171	777 555-1913	10/09		X -XXXXX-----				
							10/16		-XXXXX+-----				
							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-0-----				
000014	Acuna, Allan A.	10	M/M A Acuna	777 555-9653	777 555-1834	777 555-4130	10/09		X -XXXXX-----				
							10/16		-XXXXX+-----				
							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: _____ 10/24/2007			

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.



SORT BY...

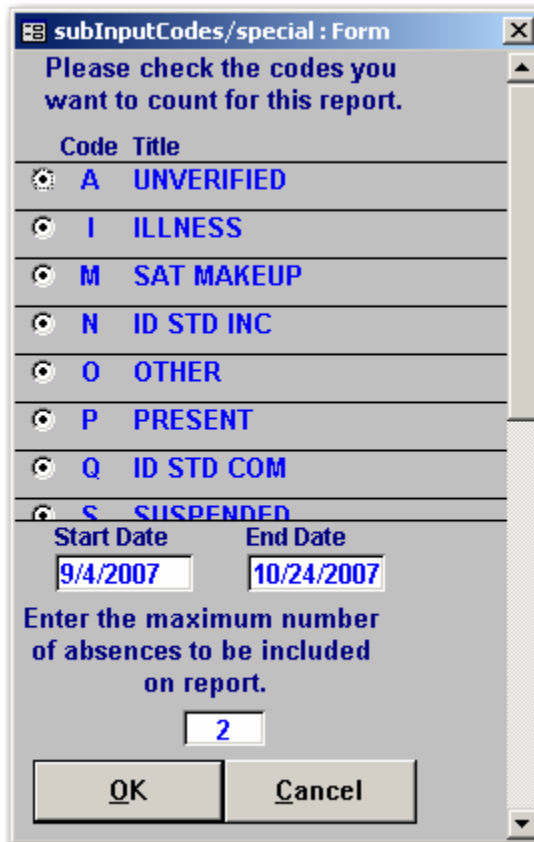
What would you like to sort by?

- 1 - Student
- 2 - Counselor
- 3 - Grade

1

OK Cancel

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.



subInputCodes/special : Form

Please check the codes you want to count for this report.

Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input checked="" type="radio"/> I	ILLNESS
<input checked="" type="radio"/> M	SAT MAKEUP
<input checked="" type="radio"/> N	ID STD INC
<input checked="" type="radio"/> O	OTHER
<input checked="" type="radio"/> P	PRESENT
<input checked="" type="radio"/> Q	ID STD COM
<input checked="" type="radio"/> S	SUSPENDED

Start Date: 9/4/2007 End Date: 10/24/2007

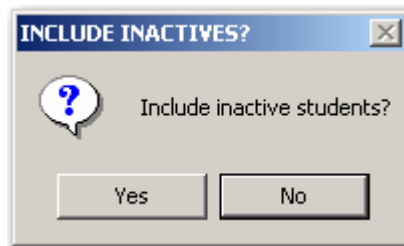
Enter the maximum number of absences to be included on report.

2

OK Cancel

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	
Stu#	Student Name	Parent/Guardian	Home Phone	Total Absences Each Period											
				0	1	2	3	4	5	6	7	8	9	All	
000010	Abrego, Alice A.	M/M A Abrego	777 555-7882	0	1	0	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	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	0	1
000062	Appel, Allan J.	M/M A Appel	777 555-4262	0	0	0	0	0	0	1	0	0	0	0	1
000065	Aquino, Kenneth J.	M/M A Aquino	777 555-0240	0	0	0	0	0	0	0	0	0	0	0	0
000085	Arias, Timothy	M/M A Arias	777 555-6841	0	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	0
000107	Atkins, Christine J.	M/M A Atkins	777 555-1166	0	0	0	1	0	1	0	0	0	0	0	2
000110	Attia, Todd M.	M/M A Attia	777 555-8538	0	1	1	0	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	0	2
000132	Balboa, Christina P.	M/M B Balboa	777 555-5333	0	0	0	1	0	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	0
000151	Barnette, Amanda L.	M/M B Barnette	777 555-7488	0	0	0	2	0	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	0	1
000261	Broski, Chalamar M.	M/M B Broski	777 555-7685	0	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	0	2
000269	Bryant, Kevin F.	M/M B Bryant	777 555-7360	0	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.

subInputCodes/Date : Form

10/24/2007

Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input type="radio"/> I	ILLNESS
<input type="radio"/> M	SAT MAKEUP
<input type="radio"/> N	ID STD INC
<input type="radio"/> O	OTHER
<input type="radio"/> P	PRESENT
<input type="radio"/> Q	ID STD COM
<input type="radio"/> S	SUSPENDED

Please Enter the Date to Print.

10/24/2007

OK Cancel

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

Page 1

Students with excused absences on 10/24/2007

2007-2008

Student Name	0	1	2	3	4	5	6	7	8	9	Student Name	0	1	2	3	4	5	6	7	8	9	Student Name	0	1	2	3	4	5	6	7	8	9
Abbott, Allan J.	V	A	V	V							Bonshire, Robert H.											Cervantes, Jose R.										
Abea, Ayrianna J.	V	W	V	V							Bousheri, Katherine											Cervantes, Taryn N.										
Abesamis, Tatiana J.	V	V	V	V							Bradley, Minda											Cesena, Faraaz										
Abrego, Alice A.	A										Bradley, Rulon N.	P										Chacon, Jonathon										
Aceves, Steven	I	I	I	I	I	I					Brahs, Kristen L.											Chacon, Paul M.										
Adriagna, Stefanie S.	I	I	I	I	I	I					Brand, Victor J.											Chan, Valentino										
Aguilar, Allan	I	I	I	I	I	I					Braun, Lea M.											Chase, Gayle J.										
Ainsworth, Lydia L.	I	I	I	I	I	I					Breceda, Anna M.											Chavez, Rachelle C.										
Alcala, Catherine M.	I	I	I	I	I	I					Breitenbach, Kevin											Chen, Annette										
Alexander, Brandi											Bruun, Philip											Chen, Michael Y.										
Almada, Jesus Jess											Buitrago, Anthony A.											Chin, Paul J.										
Alvarado, Jocelyn											Burks, Jeffrey A.											Chongtua, Hana										
Alvarado, William											Bustler, Richard C.											Christensen, Monir										
Alvarez, Kathleen											Bustillos, Brandon											Chukwu, Karen R.										
Amaya, Ariane C.											Bustillos, Sarah F.											Cisneros, Jacob M.										
Anderson, Jennifer J.											Bustos, Amanda H.											Citro, Jonathan A.										
Anderson, Melissa R.											Butkorf, Monique											Clapper, Sneh P.										
Anderson, Michelle											Caballero, Brian M.											Clark, Sarah K.										
Aparicio, Steven											Cadilli, Eric A.											Clarkson, Kevin E.										
Apperson, Ryan N.											Caldera, Allison A.											Cline, Christine S.										
Araujo, My N.											Calderon, Deidre E.											Collier, Danielle L.										
Archuleta, Jessie											Calderon, Kamal A.											Collier, Wesley M.										
Arellano, Stacy T.											Caldwell, Brandon M.											Collins, Erin										
Arias, Jean-Jacques											Calero, Michael A.											Collins, Jessica J.										
Arizmendiz, Alice L.											Call, Pierre R.											Collins, Robert M.										
Arroyo, Aaron											Callaway, April S.											Collins, Terrance										
Arvizio, Alice M.											Camacho, Brett E.											Connolly, Gregory T.										
Arvizio, Danesha											Camacho, Kimberly											Contreras, Jennifer										
Baker, Alice M.											Camacho, Konnie											Contreras, Stephani										
Balboa, Michelle P.											Campagna, Shamika											Correa, Marc C.										
Balderas, Eric G.											Cantos, Kellie B.											Cortes, Nozer F.										
Ballesteros, Aaron											Carl, Holly F.											Cortes, Edward A.										
Barrios, Rory											Carter, Cristina M.											Cortes, Jennifer F.										
Barillas, Andrew G.											Casini, Elisabeth M.											Cortez-Rubio, Julie										
Barrett, Jason T.											Castaneda, Brenton											Costanza, Tyler C.										
Baxter, Cristina A.											Castellanos, Joshua											Couch, Joseph P.										
Becker, Daisy											Castillo, Lizet L.											Courie, Benny A.										
Beeson, Misty											Castro, Corey X.											Crane, Kristyn										
Bellomo, Phillip A.											Castro, Desiree											Cranford, Timothy R.										
Berdin, Elle-Christa											Castro, Tracey C.											Creekmur, Monique										
Bersane, Danielle L.											Catlapp, Luis S.											Creese, Ashish D.										
Betts, Robert											Cattett, Richard W.											Cuevo, Paul										
Bird, Jessica P.											Cayot, Alberto H.											Cutruzzola, Erica L.										
Bodnar, Bhairavi L.											Cayot, Melanie M.											D'Amico, Ghadir M.										
Boier, Zachary A.											Cecil, Alexander D.											David, Tiffany										
Bolik, Shane											Ceja, Stephanie M.																					

A UNVERIFIED Q ID STD COM I ILLNESS S SUSPENDED M SAT MAKEUP T TARDY N ID STD INC U UNEXCUSED O OTHER V ACTIVITY P PRESENT W VERT RUANT

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.

subInputCodes/date : Form

Check all codes you want to print.

Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input checked="" type="radio"/> I	ILLNESS
<input checked="" type="radio"/> M	SAT MAKEUP
<input checked="" type="radio"/> N	ID STD INC
<input checked="" type="radio"/> O	OTHER
<input checked="" type="radio"/> P	PRESENT
<input checked="" type="radio"/> Q	ID STD COM
<input checked="" type="radio"/> S	SUSPENDED

Please Enter the Date to Print.

10/24/2007

OK Cancel

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.

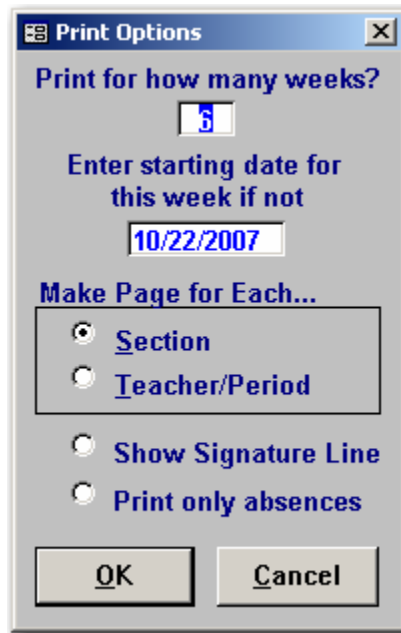
Screaming Eagle High School									
2007-2008		Class Absence Listing						10/24/2007	
		Teacher: Acosta			Room: E2				
Period	Section	Course Title	STU#	Student Name	Sex	Grade	Telephone	0123456789	
1	0836	English 9 CP	000543	Deligio, Tyler	M	9	(777) 555-3959	++++T----	
			000877	Gutierrez, Christopher	M	9	(777) 555-5685	-T++++----	
			000980	Hernandez-Gomez, Sar	F	9	(777) 555-0349	++V++++--	
			001058	Jauregui, Catherine	F	9	(777) 555-2934	-UUUU+----	
			001811	Rodriguez, Jared	M	9	(777) 555-9022	-U++U+----	
2	0828	English 9 CP	000857	Ewan, Thomas	M	9	(777) 555-2837	+UU++++--	
			001852	Perez, Matthew	M	9	(777) 555-1956	---M++++	
			001822	Rojas, Grace	F	9	(777) 555-4673	-T++++----	
			002154	Valdes, Tiffany	F	9	(777) 555-1889	++++XX---	
3	0817	HonEcon/GovtGS	000338	Carter, Cristina	F	12	(777) 555-0334	+T++++----	
			000790	Gibiser, Michelle	F	12	(777) 555-1153	+IIIIII---	
			000884	Guzman, Mary	F	12	(777) 555-3676	I+++++----	
			001278	Ma, Erin	F	12	(777) 555-6108	+++++U---	
			001440	Miller, Luis	M	12	(777) 555-9254	+U++U+----	
			001699	Powell, Ashley	F	12	(777) 555-1206	+++T+-----	
			002053	Sultani, Joshua	M	12	(777) 555-1918	T-++++X---	

PRINT CLASS PERIOD ABSENCE SUMMARY

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.



Print Options

Print for how many weeks?

Enter starting date for this week if not

Make Page for Each...

☒ Section
☐ Teacher/Period

☐ Show Signature Line
☐ Print only absences

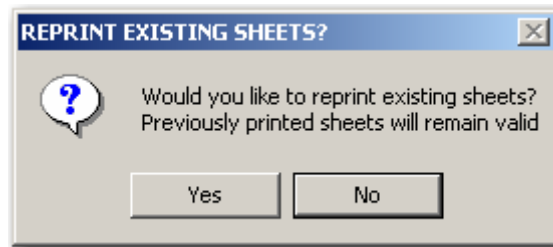
Enter the number of weeks this report will calculate absences to print. Click the mouse on the circle to the left of the options to be selected. Click the mouse on the **OK** button. The following is an example of the report generated.

Screaming Eagle High School											
2007-2008		Class Absence Summary						10/24/2007			
Teacher: Acosta		Period: 1		Course Title English 9 CP				Room: E2			
STU#	Student Name	09/17	09/24	10/01	10/08	10/15	10/22	Totals for Semester			
		MTWTF	MTWTF	MTWTF	MTWTF	MTWTF	MTWTF	ABS	UNX	TDY	UNX
000190	Bennett, Carissa	-----	-----	----T	-----	-----	-----	1	0	1	1
000264	Brown, Heather	-----	T-----	--TOO	OT---	-----	-----	3	0	3	3
000495	Cruz-Torres, Noelia	-----	-----	-----	-----	-----	---X-	1	0	0	0
000543	Deligio, Tyler	X--T-	T--I-	IIIII	---I-	-V---	-----	9	0	2	2
000577	Downing, Michele	-----	-----	--T--	--U--	-----	----I	2	1	1	1
000661	Falls, Dustin	-----	-----	-----	-----	-----	-----	0	0	0	0
000728	Freeman, Destanie	-----	-----	----T	-----	-----	-----	0	0	1	1
000877	Gutierrez, Christopher	-----	---U-	-----	----O	-TT-T	TTT--	3	1	6	6
000897	Halton, Marisa	-TI--	-----	-----	-----	-I---	T---T	2	0	5	5
000960	Hernandez-Gomez, Sar	-----	-----	-----	-----	-----	-----	1	0	0	0
001058	Jauregui, Catherine	-----	-----	-I---	-----	-----	I-U--	3	1	0	0

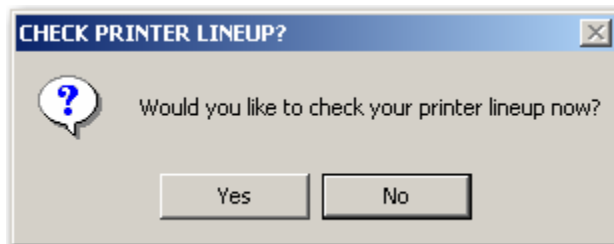
PRINT ABSENCE VERIFICATION SCANNER SHEETS

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.

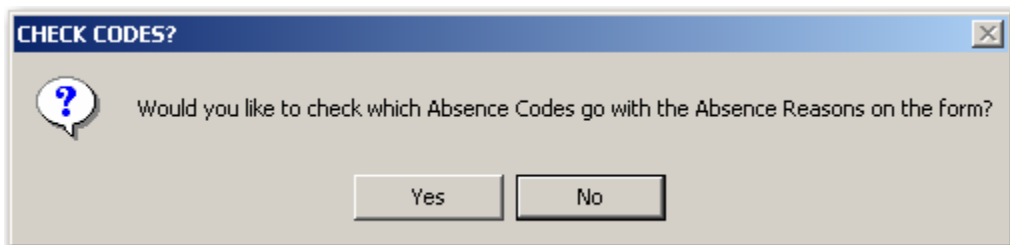
The following message box will display indicating that all other Absence Verification Scanner Sheets will no longer be valid. To continue click the mouse on the **Yes** button.



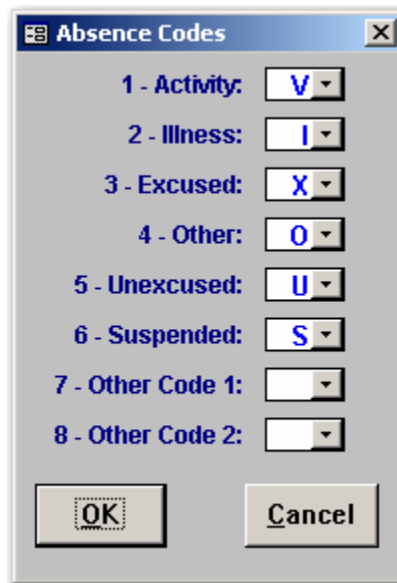
The following message box will display to verify that the printer lineup is correct. For instructions on using the **Printer Lineup** option see documentation for **Print Period Attendance Scanner Sheets**. To continue click the mouse on the **No** button.



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.

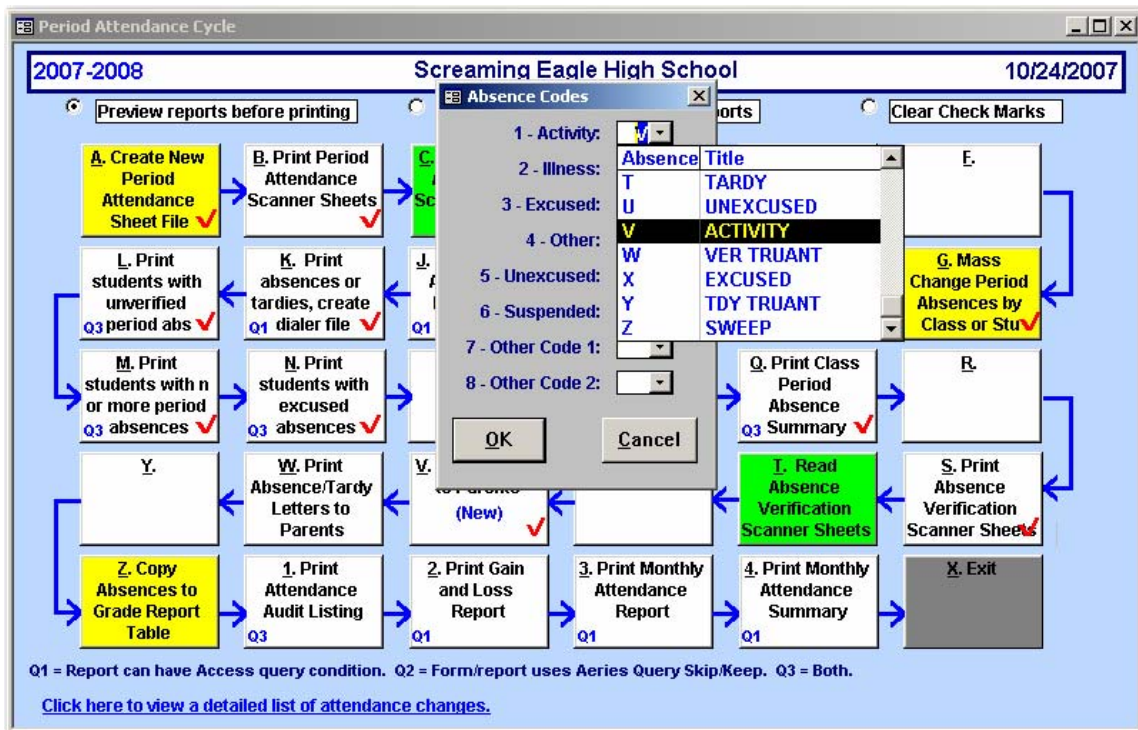


The 'Absence Codes' dialog box contains the following fields and options:

- 1 - Activity: **V**
- 2 - Illness: **I**
- 3 - Excused: **X**
- 4 - Other: **O**
- 5 - Unexcused: **U**
- 6 - Suspended: **S**
- 7 - Other Code 1: (empty dropdown)
- 8 - Other Code 2: (empty dropdown)

Buttons: OK, Cancel

Click the mouse on the **drop down** arrow and select a code. When complete, click the mouse on the **OK** button.



The 'Period Attendance Cycle' window for 'Screaming Eagle High School' (10/24/2007) shows a workflow of tasks. The 'Absence Codes' dialog is open, displaying a list of codes:

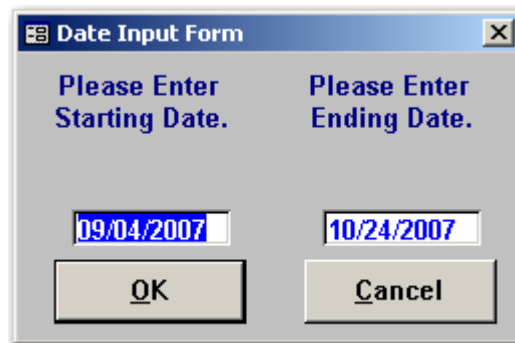
Absence	Title
T	TARDY
U	UNEXCUSED
V	ACTIVITY
W	VER TRUANT
X	EXCUSED
Y	TDY TRUANT
Z	SWEEP

Buttons: OK, Cancel

Legend: Q1 = Report can have Access query condition. Q2 = Form/report uses Aeries Query Skip/Keep. Q3 = Both.

[Click here to view a detailed list of attendance changes.](#)

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 image shows a 'Date Input Form' dialog box with a title bar containing a close button (X). Inside the dialog, there are two labels: 'Please Enter Starting Date.' and 'Please Enter Ending Date.'. Below each label is a text input field. The first field contains '09/04/2007' and the second contains '10/24/2007'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

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

EAGLE SOFTWARE														
Eagle High School														
Students with Unverified Absences from 01/12/2001 until 2/13/2001														
ABSENCE VERIFICATION INPUT DOCUMENT														
<div style="display: flex; justify-content: space-between;"> <div> 1 0 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 7 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 1 0 2 3 4 5 6 7 8 9 </div> <div> PERIODS 0123456789 </div> </div>														
DATE	WHO GAVE REASON	STU. #	STUDENT NAME	DATES	PERIODS	ABS. ALL DAY	FILL ALL PERIODS	REASONS FOR ABSENCE	CLEAR ABS.					
02/05		0421	Abbott, Alice A.	A-----										
02/06				A-----										
01/29		1548	Abea, Jennifer J.	A-----										
01/31				A-----										
02/05				A-----										
01/16		3025	Abejon, Kentrice A.	-----										
01/17				-----										
01/16		0424	Acuna, Allan	-----										
01/29		2406	Aguiar, Sandra M.	-----										
01/17		1675	Almada, Cara C.	-----										
02/01				-----										
01/19		2410	Alonzo, Elizabeth B.	-----										
01/30				-----										
02/02				-----										
02/06		2411	Alvarado, Juan	-----										
01/25		1678	Alvarez, Sandra	-----										
02/05				-----										
01/29		2220	Anderson, Lana M.	A-----										
01/18		0432	Appel, Allan J.	-----										
01/19				-----										
01/22				-----										
01/23				-----										
01/26				-----										
01/12		2413	Araujo, Jennifer N.	-----										
02/02				-----										
02/06				-----										
01/17		2201	Arballo, Amber	-----										

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 screenshot shows a software window titled "Read Verification Scanner Sheets". The window has a header bar with three sections: "2007-2008", "Screaming Eagle High School", and "10/24/2007". Below the header, there are several input fields and dropdown menus: "Sheet#" (empty), "Port:" (COM1), "Baud:" (9600), "ity:" (N), "Bits:" (8), and "Stop:" (2). Below these fields, a status bar displays "Communications line is open, Ready to scan" and "Total rows:" and "Total bytes:". The main area of the window is a large empty rectangle. At the bottom of the window, there are five buttons: "Open Comm Line", "Scan ONE form", "Check Codes on Scan Form", "Scan Continuously", and "eXit scan program".

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.

2001-2002 Eagle High School 12/18/2001

Sheet# 07701 Port: COM1 Baud: 9600 ity: N Bits: 7 Stop: 2

Scanner sheet was read Total rows: 201 Total bytes: 1008

Line	STU#	Last Name	First Name	Mark
15	2405	Aguayo	Melissa	O
16	2405	Aguayo	Melissa	U
17	2405	Aguayo	Melissa	S
18	3156	Aguilar	Nathan	U
19	1671	Aguirre	Heidi	O
20	1671	Aguirre	Heidi	X
21	1672	Ahmad	Brandon	I
22	1673	Akanno	Ashley	V
23	2408	Alcala	Iesha	I
24	3157	Alegria	Lizet	X
25	3158	Alejandro	Romeo	O
26	1674	Alexander	Anjai	U
27	2332	Ali	Stanley	S

Open Comm Line Scan ONE form Check Codes on Scan Form Scan Continuously Exit scan program

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**.

Print Letters to Parents

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

Print letter... **Absent** Part **0**

Return Address? ☒ District ☐ School ☐ None
☐ Include School name on Return Address?

Using Double-Window Envelope? ☐ Yes ☒ No
 Print Student Name on Address? ☐ Yes ☒ No

☐ Use All-Day attendance codes instead of periods
☐ Combine all period attendance codes for totals

Count Att between **09/04/2007** and **02/01/2008**
☒ Update letter log table after printing letters

☒ Update student letter tag after printing
 Zero Student Abs/Tdy Letter Counters

☒ Print Preview School Copy, Labels and List must be printed at same time as Letters

Print Letters → Print Sch Copy → Print Labels → Print List → eXit Check Letter Text Editor

Attendance codes that are counted toward this letter

Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input checked="" type="radio"/> I	ILLNESS
<input checked="" type="radio"/> M	SAT MAKEUP
<input checked="" type="radio"/> N	ID STD INC
<input checked="" type="radio"/> O	OTHER
<input checked="" type="radio"/> P	PRESENT
<input checked="" type="radio"/> Q	ID STD COM
<input checked="" type="radio"/> S	SUSPENDED
<input checked="" type="radio"/> T	TARDY
<input checked="" type="radio"/> U	UNEXCUSED
<input checked="" type="radio"/> V	ACTIVITY
<input checked="" type="radio"/> W	VER TRUANT
<input checked="" type="radio"/> X	EXCUSED
<input checked="" type="radio"/> Y	TDY TRUANT
<input checked="" type="radio"/> Z	SWEEP

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.

Print Letters to Parents

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

Print letter... **Absent** Part **0**

Return Address? ☒ District ☐ School ☐ None

☐ Include School name on Return Address?

Using Double-Window Envelope? ☐ Yes ☒ No

Print Student Name on Address? ☐ Yes ☒ No

☐ Use All-Day attendance codes instead of periods

☐ Combine all period attendance codes for totals

Count Att between 09/04/2007 and 02/01/2008

☒ Update letter log table after printing letters

☒ Update student letter tag after printing

Zero Student Abs/Tdy Letter Counters

☒ Print Preview School Copy, Labels and List must be printed at same time as Letters

Attendance codes that are counted toward this letter

Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input checked="" type="radio"/> I	ILLNESS
<input type="radio"/> M	SAT MAKEUP
<input type="radio"/> N	ID STD INC
<input type="radio"/> O	OTHER
<input type="radio"/> P	PRESENT
<input type="radio"/> Q	ID STD COM
<input checked="" type="radio"/> S	SUSPENDED
<input type="radio"/> T	TARDY
<input checked="" type="radio"/> U	UNEXCUSED
<input type="radio"/> V	ACTIVITY
<input checked="" type="radio"/> W	VER TRUANT
<input checked="" type="radio"/> X	EXCUSED
<input type="radio"/> Y	TDY TRUANT
<input type="radio"/> Z	SWEEP

Print Letters → **Print Sch Copy** → **Print Labels** → **Print List** → **eXit** **Check Letter Text Editor**

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 Dean of Students Grades 10 and 12					Mr. Gary Miller 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)

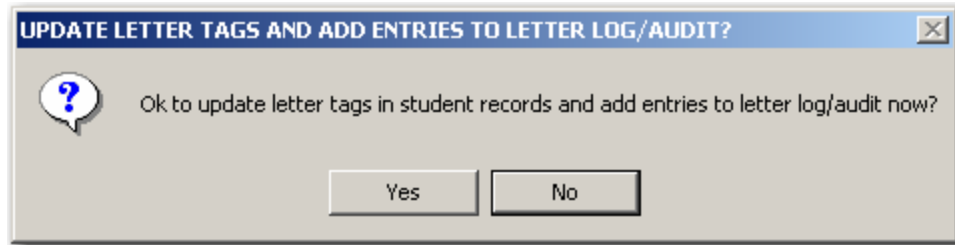
Please help us to insure that Jennifer receives a quality education by attending class.

Sincerely,

Mrs. Ann Martin
Dean of Students Grades 10 and 12

Mr. Gary Miller
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.



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.

The screenshot shows the 'Letter Text Editor' window. At the top, there are three fields: 'Letter ID:' with the value 'Absent', 'Part:' with the value '1', and 'Correspondence Language Association.' with a dropdown menu set to '(Leave blank to indicate default)'. Below these is a field for 'Total Attendance codes needed to get this letter:' with the value '5'. The main text area is divided into two sections. The top section, labeled 'Text for the top portion of the letter', contains the text: '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.' The bottom section, labeled 'Text for the bottom portion of the letter', contains the text: '(Details specific to each student appears in the center 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. R The parent or guardian who fails to meet this obligation may be guilty of an infraction and subject to'. At the bottom, there are three groups of buttons: 'LOCATE' with 'Backward', 'Get', and 'Forward'; 'UPDATE' with 'Add', 'Change', and 'Delete'; and 'OTHER' with 'eXit' and '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.

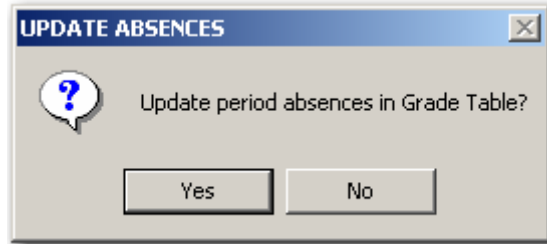
Sample letters are created in **Aeries** for three absences and three tardies. The first absence letter is displayed above. The title of the letter is critical, since it is used to generate the letters. The absence letters are named Absent with parts 1, 2, and 3. The tardy letters are named Tardy with 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.

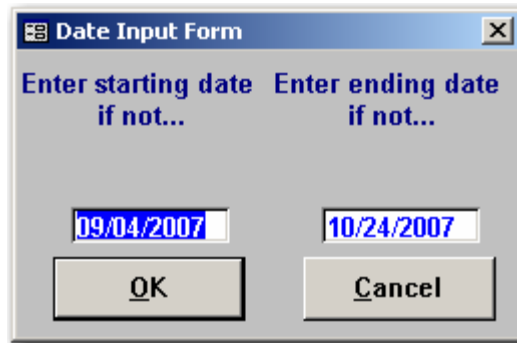
When the letters are printed, a heading is automatically created with the school name, address, city, etc., and the date at the top, and the parent/guardian name, address, city, state, and zip code. The remainder of the letter must be setup starting with a greeting; e.g.: **Dear Parent**. The term **[FN]** 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.

Screaming Eagle High School					Oct 24, 2007
2007-2008		ATTENDANCE AUDIT LISTING			Page 1
Stu#	Student Name	Status	Grd	Prog	Error
000004	Abdo, Arnold		10		Student has mismatch between grade in Student and Attendance grade of 11
000007	Abesamis, Siobhan	B	12		Student has L or B leave code with no exit reason code
000106	Asuncion, Franklin		11		Student has L or B leave code with no exit reason code
000284	Burstein, Laura	E	09		Student is inactive and has no Leave date in STU
000376	Cervantes, Taryn		09		Active student not currently enrolled in attendance
000453	Cook, Geoffrey	G	12		Student has mismatch between grade in Student and Attendance grade of 11
000720	Fragoso, Avirath		11		Student has mismatch between enter and leave data in attendance (GR/TR/PR/TN/AP1/AP2)
000768	Garrido, Randall	S	11	I	Student has mismatch between program in Student and Attendance program of (blank)
001068	Jimenez, Joshua		09		Student has two Enter records with no Leave in between
001083	Jones, Autumn	A	11		Inactive student still enrolled in attendance

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.

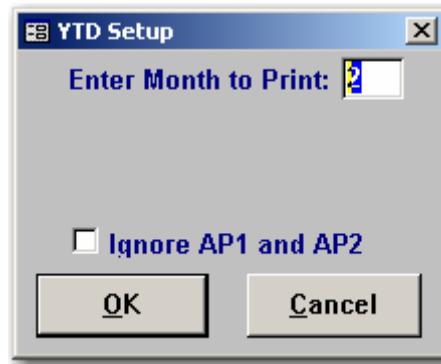
Click the mouse on **Print Gain and Loss Report**. A **Date Entry** form will display to enter the **Starting** and **Ending** dates for the report. Click the mouse on the **OK** button. You then have the option of sorting the report.

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.

		Screaming Eagle High School																								10/24/2007 3:01:51 PM			
2007-2008		MONTHLY ATTENDANCE REPORT																								Page 1			
		Month 2 - From 10/01/2007 Through 10/26/2007																								Grade 9			
Regular Program																													
STU#	Student Name	10/01	10/02	10/03	10/04	10/05	10/08	10/09	10/10	10/11	10/12	10/15	10/16	10/17	10/18	10/19	10/22	10/23	10/24	10/25	10/26	Not Enrolled	NonAppr Abs	Appr Abs	Total Appor				
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI								
000002	Abdelnour, Alice	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000003	Abdo, Alice A.	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000008	Abesamis, Tatiana J	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000010	Abrego, Alice A.	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000022	Aguilar, Allan	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	ILL	ILL	---	---	0	2	0	18				
000033	Alegria, Alice L.	OTH	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	1	0	19				
000034	Alejandro, Arturo	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000042	Almada, Jesus Jess	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000045	Alvarado, Jocelyn	---	ILL	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	ILL	0	2	0	18				
000052	Ancheta, Rudy W.	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000053	Ancheta, Shannon	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000055	Anderson, Jennifer J	---	---	---	ILL	ILL	ILL	ILL	---	---	---	OTH	OTH	---	---	---	---	ILL	---	---	---	0	7	0	13				
000058	Anderson, Melissa R	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000060	Apodaca, Joshua P.	ILL	---	ILL	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	2	0	18				
000065	Aquino, Kenneth J.	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000075	Ardon, Daniel	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000081	Arquelles, Jennifer	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	ILL	---	---	---	0	1	0	19				
000082	Arias, Amir R.	---	ILL	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	1	0	19				
000083	Arias, Christopher R.	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000085	Arias, Timothy	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				
000090	Armitage, Shane A.	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	20				

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-Appportionment Attendance** - Total days of unexcused absences.
- **Days Appportionment Absence** - Total days of excused absences.
- **Total Actual Attendance** – **Days Taught** times **Total Enrollment** minus **Days Enrolled** minus **Days Non Appportionment Attendance** minus **Days Appportionment Absent**
- **Total Appportionment Attendance** - **Days Taught** times **Total Enrollment**, minus **Days Not Enrolled**, minus **Days of Non-Appportionment Attendance**.
- **Total Average Daily Attendance** - **Total Appportionment Attendance** divided by days of **Total Enrollment**.
- **Year-to-date Total Appportionment** - **Days Taught**, and **Total ADA**.

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

Screaming Eagle High School

MONTHLY ATTENDANCE SUMMARY

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

10/24/2007
3:03:46 PM

Page 1

2007-2008

Regular Program		A # Days Taught	B Enroll- ment Carried Forward	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (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			N		O	
														YEAR TO DATE		YEAR TO DATE		YEAR TO DATE		
Grade	Teacher Level Number													Total Apport Attendance	Days Taught	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.