

Loss of Credit (90 %)

PATH: WS/OF/AT/RE/AR/AO

A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered may be given credit of a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements for the class. **This report is ran at the end of 9 weeks and at semester.**

Absence Occurrence Report

Template Settings

* Template Description: 90 Percent

☐ Share with other users in entity 044
☐ Print Greenbar

[Save](#)
[Save and Print](#)
[Back](#)

School Year to Process: 2016

Report Ranges

| Low | High |
|---|-------------------------------|
| Entity: 044 | 044 |
| Student Key: | ZZZZZZZZZZ |
| Absent Date: 08/24/2015 | 06/07/2016 |
| Grade/Grad Yr: 9999 | 0000 |
| Student Type: | ZZZ |
| Calendar: | ZZZZ |
| Homeroom: | ZZZZZ |
| Race: | ZZZ |
| School: | ZZZZ |
| Student Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both | |
| Gender: <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Both | |
| <input checked="" type="checkbox"/> Include All Federal Races/Ethnicities | Federal Races |

Printing Options

Name Order

☐ First Name/Last Name ☒ Last Name/First Name

☒ Print Student Attendance Detail

☐ Print Student Attendance Comments
☐ For Class Criteria - Print only classes meeting criteria

☒ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

| | | Day/Prd/Cls | Minimum | Maximum |
|-------------|-------------------------------|------------------------------|---------|----------|
| Criteria 1: | Absence Types | Abs. Reasons | Day | 9 99,999 |
| Criteria 2: | Absence Types | Abs. Reasons | None | 0 99,999 |
| Criteria 3: | Absence Types | Abs. Reasons | None | 0 99,999 |
| Criteria 4: | Absence Types | Abs. Reasons | None | 0 99,999 |

Sorting Options

☐ Page Break and Total by Student Name

[Select Sorts](#)

| Move | Label |
|------|--------------|
| | Student Name |

Asterisk (*) denotes a required field

Continued Loss of Credit (90%)

Absence Type Selection

Available Excused Types

Add All
Add
Remove
Remove All

Selected Excused Types

E - ABSENCE - RESOLVED/EXCUSED

Available Unexcused Types

Add All
Add
Remove
Remove All

Selected Unexcused Types

A - ABSENCE - UNRESOLVED
U - ABSENCE-RESOLVED/UNEXCUSED
W - ABSENCE UNRESOLVED - TEACHER

Available Tardy Types

L - LATE - TEACHER ENTERED
T - TARDY

Add All
Add
Remove
Remove All

Selected Tardy Types

Available Other Types

O - OTHER (PRESENT)
S - SCHOOL ACTIVITY-EXTRACURRICULA
X - IN SCHOOL SAC ASSIGNMENT

Add All
Add
Remove
Remove All

Selected Other Types

Z - SUSPENSION

Save
Back

Absence Reason Selection

Absence Reason Codes

| Select | Code ▲ | Description |
|-------------------------------------|--------|-------------------------------|
| <input checked="" type="checkbox"/> | | Blank Reason |
| <input checked="" type="checkbox"/> | AD | ADMIN. APPROVAL |
| <input checked="" type="checkbox"/> | CO | COUNSELOR'S OFFICE |
| <input checked="" type="checkbox"/> | CT | COURT |
| <input checked="" type="checkbox"/> | DR | DOCTOR APPT. |
| <input checked="" type="checkbox"/> | F | FUNERAL |
| <input checked="" type="checkbox"/> | HB | HOMEBOUND |
| <input checked="" type="checkbox"/> | HS | SPED HOMEBOUND |
| <input checked="" type="checkbox"/> | IL | ILLNESS |
| <input checked="" type="checkbox"/> | MD | MEDICAL VISIT ALL DAY |
| <input checked="" type="checkbox"/> | MI | MILITARY |
| <input checked="" type="checkbox"/> | ML | MILITARY PARENT DEPLOYMENT |
| <input checked="" type="checkbox"/> | NO | NURSE'S OFFICE |
| <input checked="" type="checkbox"/> | RH | RELIGIOUS/HOLY DAY |
| <input checked="" type="checkbox"/> | TP | TAPS |
| <input checked="" type="checkbox"/> | TR | TRUANT |
| <input checked="" type="checkbox"/> | TS | TESTING |
| <input checked="" type="checkbox"/> | UP | UNEXCUSED - PARENT PERMISSION |
| <input checked="" type="checkbox"/> | US | US CITIZENSHIP |

19 records displayed

Select All Reasons
Unselect All Reasons

Continued Loss of Credit (90%)

| | | | |
|-----------------|--|----------|----------|
| 180atr48.p 51-4 | HORIZON MIDDLE SCHOOL 044 | 08/08/16 | Page:2 |
| 05.16.06.00.00 | Absence Occurrence Report 08/24/2015 TO 06/07/2016 | | 10:27 AM |

ACOSTA, MEGAN

Criteria 1 11.00 Days-Selected Types; Selected Reasons

| DATE | CRIT | FP | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-----------------|------|----|---|------|------|------|------|------|------|------|------|------|
| 09/10/2015 Thu. | 1 | 2 | | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD |
| 12/04/2015 Fri. | 1 | 2 | | U- | U- | U- | U- | U- | U- | U- | U- | U- |
| 01/05/2016 Tue. | 1 | 2 | | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| 02/02/2016 Tue. | 1 | 2 | | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| 02/12/2016 Fri. | 1 | 2 | | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| 03/04/2016 Fri. | 1 | 2 | | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| 04/15/2016 Fri. | 1 | 2 | | | | | | | | | U- | |
| 04/18/2016 Mon. | 1 | 2 | | | | | | U- | U- | U- | U- | |
| 05/25/2016 Wed. | 1 | 2 | | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| 06/03/2016 Fri. | 1 | 2 | | U- | U- | U- | U- | U- | U- | U- | U- | U- |
| 06/06/2016 Mon. | 1 | 2 | | U- | U- | U- | U- | U- | U- | U- | U- | U- |

6.00 DAYS ABSENCE

5.00 DAYS ABSENCE

*** 11.00 DAYS ALL TYPES



Absence Occurrence

PATH: WS/OF/AT/RE/AR/AO

This report shows absence occurrences per student.

Absence Occurrence Report - Entity 204 - WS\OFAT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (93)

Template Settings

* Template Description: **Absent One Day or More**

☐ Share this template with other users in entity 204

☐ Print Greenbar

Save

Save and Print

Back

School Year to Process: 2013

Report Ranges

Low High

Entity: 204 204

Student Key: ZZZZZZZZZZ

Absent Date: 08/15/2012 05/24/2013

Grade/Grad Yr: 9999 0000

Student Type: ZZZ

Calendar: ZZZZ

Homerom: ZZZZ

Race: ZZZ

School: ZZZZ

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: Absence Types Abs. Reasons Day 001 999

Criteria 2: Absence Types Abs. Reasons None 000 000

Criteria 3: Absence Types Abs. Reasons None 000 000

Criteria 4: Absence Types Abs. Reasons None 000 000

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

Move Label

Enter the Report Ranges.

The Student Status refers to a student's status as of the day the report is run.

If you want to see all the students who were gone at least one day during the Absent Date range, regardless of their current status, then set the Student Status to Both.

An option also exists to choose specific student Federal/Races Ethnicities.

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Absence Occurrence Report - Entity 204 - WS\OFAT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (93)

Template Settings

* Template Description: **Absent One Day or More**

☐ Share this template with other users in entity 204

☐ Print Greenbar

Save

Save and Print

Back

School Year to Process: 2013

Report Ranges

Low High

Entity: 204 204

Student Key: ZZZZZZZZZZ

Absent Date: 08/15/2012 05/24/2013

Grade/Grad Yr: 9999 0000

Student Type: ZZZ

Calendar: ZZZZ

Homerom: ZZZZ

Race: ZZZ

School: ZZZZ

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: Absence Types Abs. Reasons Day 001 999

Criteria 2: Absence Types Abs. Reasons None 000 000

Criteria 3: Absence Types Abs. Reasons None 000 000

Criteria 4: Absence Types Abs. Reasons None 000 000

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

Move Label

Student Name

To select the Absence Type codes to be considered for your report, click the Absence Types button.

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

Continued Absence Occurrence Report

Absence Type Selection - Entity 204 - WS\OFAT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Type Selection (129)

Absence Type Selection

Available Excused Types

In this example, **Excused and Unexcused Absence Types** have been selected.

Click **Save**.

Selected Excused Types

- E - Excused
- H - Homebound
- I - In School Suspension
- V - Office Visit
- X - Expulsion

Available Unexcused Types

Selected Unexcused Types

- O - Out of School Suspension
- U - Unexcused
- W - Teacher Absence

Available Tardy Types

- L - Teacher Tardy
- S - Tardy Excused
- T - Tardy Unexcused

Selected Tardy Types

Available Other Types

- C - Activity
- R - Alternate Classroom

Selected Other Types

Buttons: Add All, Add, Remove, Remove All, Save, Back

Absence Occurrence Report - Entity 204 - WS\OFAT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (93)

Template Settings

* Template Description: **Absent One Day or More**

☐ Share this template with other users in entity 204

☐ Print Greenbar

School Year to Process: 2013

Report Ranges

Low: Entity: 204, Student Key: ZZZZZZZZZZZZ, Absent Date: 08/15/2012, Grade/Grad Yr: 9999, Student Type: ZZZ, Calendar: ZZZZ, Homeroom: ZZZZZ, Race: ZZZ, School: ZZZZ

High: 204, ZZZZZZZZZZZZ, 05/24/2013, 0000, ZZZ, ZZZZ, ZZZZZ, ZZZ, ZZZZ

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Criteria 1: Absence Types, Abs. Reasons, Day, 001, 999

Criteria 2: Absence Types

Criteria 3: Absence Types

Criteria 4: Absence Types

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

Move Label

Student Name

Printing Options

Name Order: ☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

To select the **Absence Reason** codes to be considered for your report, click the **Abs Reasons** button.

Continued Absence Occurrence Report

Absence Occurrence Report - Entity 204 - WS\OF\AT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (93)

Template Settings

* Template Description: **Absent One Day or More**

☐ Share this template with other users in entity 204

☐ Print Greenbar

Save
Save and Print
Back

School Year to Process: **2013**

Report Ranges

Low High

Entity: **204** **204**

Student Key: **ZZZZZZZZZZ**

Absent Date: **08/15/2012** **05/24/2013**

Grade/Grad Yr: **9999** **0000**

Student Type: **ZZZ**

Calendar: **ZZZZ**

Homeroom: **ZZZZZ**

Race: **ZZZ**

School: **ZZZZ**

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: **Absence Types** **Abs. Reasons** **Day** **001** **999**

Criteria 2: **Absence Types** **Abs. Reasons** **None** **000** **000**

Criteria 3: **000**

Criteria 4: **000**

More than one **Criteria** may be established. Click **Absence Types** to the right of **Criteria 2**.

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

| Move | Label |
|------|--------------|
| | Student Name |

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Absence Occurrence Report - Entity 204 - WS\OF\AT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (95)

Template Settings

* Template Description: **Absent One Day or More**

☐ Share this template with other users in entity 204

☐ Print Greenbar

Save
Save and Print
Back

School Year to Process: **2013**

Report Ranges

Low High

Entity: **204** **204**

Student Key: **ZZZZZZZZZZ**

Absent Date: **08/15/2012** **05/24/2013**

Grade/Grad Yr: **9999** **0000**

Student Type: **ZZZ**

Calendar: **ZZZZ**

Homeroom: **ZZZZZ**

Race: **ZZZ**

School: **ZZZZ**

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: **Absence Types** **Abs. Reasons** **Day** **001** **999**

Criteria 2: **Absence Types** **Abs. Reasons** **Period** **001** **999**

Criteria 3: **Absence Types** **Abs. Reasons** **None** **000** **000**

Criteria 4: **Absence Types** **Abs. Reasons** **None** **000** **000**

Sorting Options

☐ Page Break and Total by Homeroom

Select Sorts

| Move | Label |
|------|--------------|
| | Homeroom |
| | Student Name |

The directional icon was used to move **Homeroom** into the first **Sort** position.

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☒ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Printing Options may be used to determine the level of detail included in the report.

Print Student Attendance Detail has been selected.

Continued Absence Occurrence Report

Absence Occurrence Report - Entity 204 - WS\OF\AT\REAR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (95)

Template Settings
 * Template Description: Absent One Day or More
☐ Share this template with other
☐ Print Greenbar

School Year to Process: 2013

Report Ranges
 Low High
 Entity: 204 204
 Student Key: 2222222222
 Absent Date: 08/15/2012
 Grade/Grad Yr: 9999
 Student Type:
 Calendar:
 Homeroom:
 Race:
 School:

Criteria Options
 Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria
 Day/Prd/Cls Minimum Maximum
 Criteria 1: Absence Types Abs. Reasons Day 001 999
 Criteria 2: Absence Types Abs. Reasons Period 001 999
 one 000 000
 one 000 000

All Absence Reasons were selected for Criteria 2. In addition, the Day/Prd (Period)/Cls (Class) has been set to Period with the Minimum set to 001 and the Maximum set to 999. This Criteria is set up to report on students who have one or more Periods with a Tardy Absence Type

Student Name

Printing Options
 Name Order
☒ First Name/Last Name ☐ Last Name/First Name
☒ Print Student Attendance Detail
☐ Print Student Attendance Comments
☐ For Class Criteria - Print only classes meeting criteria
☐ Print Selected Absence Type Totals
☐ Print Demographic Information
☐ Exclude Student Key

Buttons: Save, Save and Print, Back

1soatr48.p 45-2 Entity (204) Grades 6 to 8 08/31/12
 05.12.06.00.00 Absence Occurrence Report 08/15/2012 TO 05/24/2013 We value your feedback

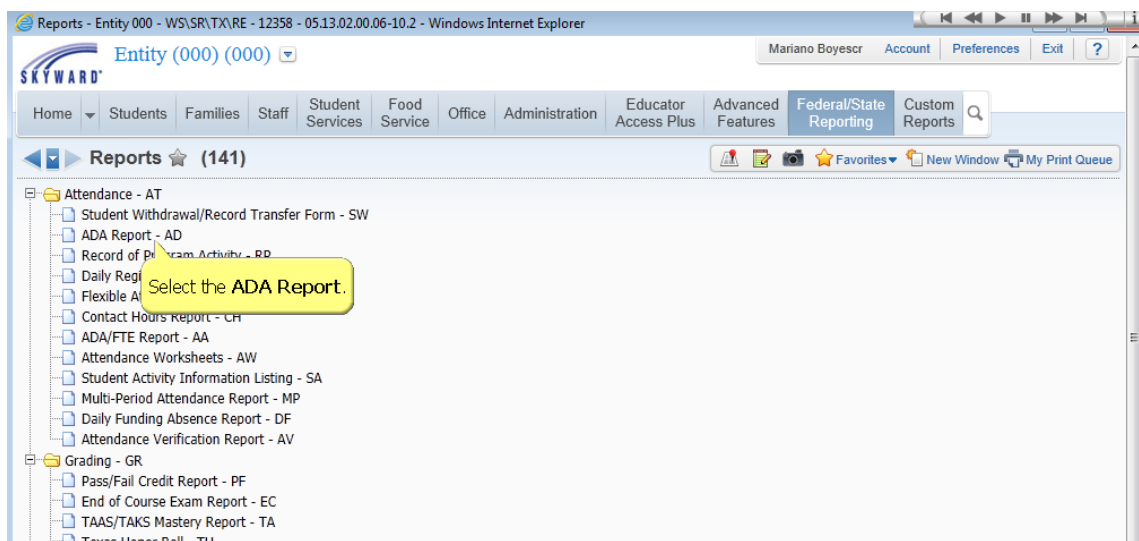
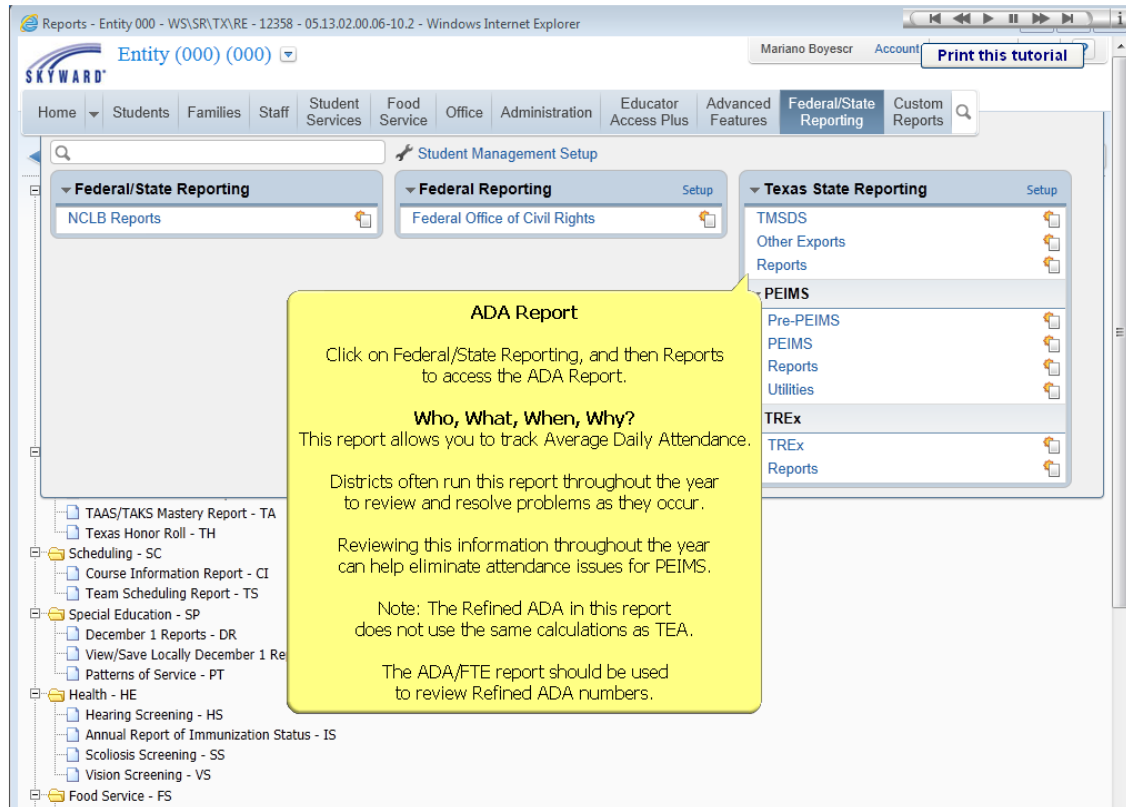
| | | | | | | | | | | |
|-----------------|------------|--|------|------|------|------|------|------|------|------|
| Ira Ahmadi | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | E-IL | E-IL | E-IL | E-IL | E-IL | | | | |
| Martin Alens | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | U- | U- | U- | U- | U- | U- | U- | U- | U- |
| Irving Amyot | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| Corey Antenor | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | | | | | | | | | |
| Jon Bachner | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | V- | V- | V- | V- | V- | V- | | | |
| Mariah Cafaro | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| Rogelio Daisy | Criteria 2 | 1 Prds-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 2 | T- | | | | | | | | |

This sample report lists all the students who have at least one Day in which they were absent or have at least one Period in which they were tardy within the date range specified. This concludes the tutorial.

ADA Report

PATH: WS/SR/TX/RE/AD

This report tracks the campus Average Daily Attendance.



Continued ADA Report

ADA Report (85)

Template Settings

- * Template Description: **ADA Report**
- ☐ Share this template with other users in entity 000
- ☐ Print Greenbar

Report Ranges

Low High

Entity:

Calendar:

Grade/Grad Yr:

Race:

Student Type:

Date:

Totals:

Report Type:

Calendar ranges are typically left at their default values of **Blank to ZZZ**. You may select specific Calendars by entering values in the **Low and High** ranges.

Grad Yr/Grade ranges are typically left at their default values of **0000-9999**. You may select specific Grade Yrs/Grades by entering values in the **Low and High** ranges.

Race ranges are typically left at their default values of **Blank to ZZZ**. You may select specific Race Codes by entering the **Low and High** ranges.

The **Totals** options are to print **By Entity & Grade** or just **By Entity**.

By Entity & Grade will print the report for the entity and each grade level in the entity.

By Entity will print totals just by Entity.

The **Report Type** options are Both, Report for Each Date and Summary Only.

Report for Each Date will print a Daily Report.

Reporting the **Summary Only** will print a summary report.

ltxatn02.p 17-2 CLINT ISD 07/23/15 Page:2
05.15.06.00.00 ADA Report for 11/06/2014 thru 11/06/2014 11:19 AM

| Entity | Name | Cal | Operational Days | Grade Level | Total Days Membership | Total Ineligible Days Present | Total Eligible Days Present | Refined ADA | Percentage Of Attendance |
|--------------------|----------------------|-----|------------------|-------------|-----------------------|-------------------------------|-----------------------------|-------------|--------------------------|
| 001 | CLINT HIGH SCHOOL 00 | 001 | 1 | 09 | 154.5 | 0.0 | 148.5 | 148.50 | 96.12 |
| | | | 1 | 10 | 147.0 | 0.0 | 143.0 | 143.00 | 97.28 |
| | | | 1 | 11 | 132.0 | 0.0 | 122.0 | 122.00 | 92.42 |
| | | | 1 | 12 | 153.0 | 0.0 | 147.0 | 147.00 | 96.08 |
| | | | 1 | ALL | 586.5 | 0.0 | 560.5 | 560.50 | 95.57 |
| REPORT SUB TOTALS: | | | | | 586.5 | 0.0 | 560.5 | 560.50 | 95.57 |

The **Total Days Membership** represents the total of all of the students enrolled in that entity for that date.

Total Eligible Days Present represents the number of absences for that date.

Percentage of Attendance represents the Total Eligible Days Present divided by Total Days Membership.

Attendance Worksheets (Class Roster)

PATH: WS/SR/TX/RE/AT/AW

This report is used to run class rosters for the first two days of school and for Attendance Reconciliation (1st & 4th six weeks).

The screenshot shows the 'Attendance Worksheets' application window. The 'Template Settings' section has 'Attendance Worksheets' selected. The 'Calendar Term(s) and Date(s)' section shows 'Calendar (001)' selected. A table of 'Calendar Terms' is displayed with columns 'Term', 'Start', and 'Stop'. The 'Worksheet Layout' section has 'Classes' selected. The 'Class Range Selections' section has 'Course/Class' set to 'ZZZZZZ' and 'Class Period' set to '00'. The 'Teacher Selection' section has 'Range' selected and 'Teacher' set to 'ZZZZZZZZZZ'. The 'Print Options' section has 'Print blank lines for new students' set to '0'. A yellow callout box points to the 'Calendar Terms' table with the text: 'The **Calendar Terms** refers to each six week period that is defined in the **entity Calendar**. To populate the **Start/End Date** you can either **manually** enter a **date range** or **double click** on the applicable **Calendar Term**.'

| Term | Start | Stop |
|------|------------|------------|
| 01 | 08/20/2012 | 09/26/2012 |
| 02 | 09/27/2012 | 11/06/2012 |
| 03 | 11/07/2012 | 12/20/2012 |
| 04 | 01/09/2013 | 02/25/2013 |
| 05 | 02/26/2013 | 04/22/2013 |

The screenshot shows the 'Attendance Worksheets' application window. The 'Template Settings' section has 'Attendance Worksheets' selected. The 'Worksheet Layout' section has 'Classes' selected. The 'Class Range Selections' section has 'Course/Class' set to 'ZZZZZZ' and 'Class Period' set to '00'. The 'Teacher Selection' section has 'Range' selected and 'Teacher' set to 'ZZZZZZZZZZ'. The 'Print Options' section has 'Print blank lines for new students' set to '0'. A yellow callout box points to the 'Worksheet Layout' section with the text: 'The **Worksheet Layout** allows you to choose between **Classes**, **Activities** and **Home Rooms**. The **Selection criteria** below the **Worksheet Layout** will **change** based on the **Worksheet Layout** selected. In this example, since the option for **Classes** is selected, **Class** and **Teacher** ranges display. If you change the **Worksheet Layout** to **Activities**, you may select **Activities**.'

| Term | Start | Stop |
|------|------------|------------|
| 03 | 11/07/2012 | 12/20/2012 |
| 04 | 01/09/2013 | 02/25/2013 |
| 05 | 02/26/2013 | 04/22/2013 |

Attendance Worksheets - Entity 001 - WS\SR\TX\RE\AT\AW - 12913 - 05.13.02.00.08-10.2 - Windows Internet Explorer

Attendance Worksheets

Template Settings

* Template Description: **Attendance Worksheets**

☐ Share this template with other users in entity 001

☐ Print Greenbar

Worksheet Layout:

Worksheet Layout: **Classes**

Class Range Selections:

Low Course/Class: High **ZZZZZZ** **ZZZ**

Class Period: **00** **99**

Teacher Selection:

☒ Range Teacher: **ZZZZZZZZZZ**

☐ Individual

Calendar Term(s) and Date(s):

* Calendar: **001** **Calendar (001)**

| Term | Start | Stop |
|------|------------|------------|
| 01 | 08/20/2012 | 09/26/2012 |
| 02 | 09/27/2012 | 11/06/2012 |
| 03 | 11/07/2012 | 12/20/2012 |
| 04 | 01/09/2013 | 02/25/2013 |
| 05 | 02/26/2013 | 04/22/2013 |

6 records displayed

* Start Date: **03/12/2013** * End Date: **03/12/2013**

Print Options:

Print blank lines for new students: ☐ If yes, how many?: **0**

Print blank lines for totals: ☐

Print one sheet per matching pattern?: ☐

Orientation: ☒ Portrait ☐ Landscape

* Sort Order:

Select

Asterisk (*) denotes a report option.

Print Options allow you to determine what you would like to print on the report and how you would like the data to display on your report.

A **Sort Order** must be selected if you are processing by **Class** or **Home Room**.

2

Continued Attendance Worksheets (Class Roster)

| | | | |
|-----------------------------------|--|----------|-------------------|
| 1txatn08.p 17-4 05.16.06.00.00 | HORIZON MIDDLE SCHOOL 044 Attendance Worksheet by Classes | 08/04/16 | Page:1 3:16 PM |
|-----------------------------------|--|----------|-------------------|

Teacher: 01 VACANCY, 01 VACANCY Room: 212
 Course/Sec: MAB000/220 Period: 02 Signature: _____ Date: _____
 Month: Aug
 Student Key Name Date: 22
 M

 1.ALEMAALE000 ALEMAN, ALEXIS R. 08 | |

 2.ALVARLIS001 ALVAREZ, LISHA 08 | |

 3.ANCHOALI000 ANCHONDO, ALINA N. 08 | |

 4.BARRAARI008 BARRAZA SANCHEZ, ERI 08 | |

 5.CABADKIM000 CABADA, KIMBERLY 08 | |

 6.CODINSAH000 CODINA, SAVANNA A. 08 | |

 7.DE LASER003 DE LA TORRE, SERENIT 08 | |

 8.MENDOGIS000 MENDOZA, GISELLE 08 | |

 9.ONTIVAIZ000 ONTIVEROS, AIZLEEN 08 | |

 10.PORRAISA000 PORRAS, ISAIAH 08 | |

 11.RAMIRELI002 RAMIREZ, ELIZABETH 08 | |

 12.RESENDAN000 RESENDEZ, DANIELA 08 | |

 13.RCORIJEN002 RODRIGUEZ, JENNY 08 | |

 14.SAUCMRL001 SAUCEDO, MELANIE 08 | |

 15.SOLISISA001 SOLIS, ISABELLA C. 08 | |

 16.SOTO LIZ003 SOTO, LIZBETH 08 | |

Class Rosters

PATH:WS/OF/CS/RE/CR

Class rosters may be run for the purpose of:

- Substitute teacher recording attendance
- To have class rosters of all teachers by subject by grade level
- When teachers have not posted attendance

Add Class Roster Report Template - Entity 001 - WS\OF\CS\RE\CR - 9935 - 05.15.06.00.04 - Windows Internet Explorer

https://skyweb.clint.net/scripts/wsisa.dll/WService=wsSky/sclscredit001.w?isPopup=true

Add Class Roster Report Template

Template Settings

* Template Description: **Substitute Rosters**

☐ Share with other users in entity 001

☐ Print Greenbar

Print Options

Class Selection

By Range ☒ By Individual Class(es)

School Year: 2015-16

Terms To Print: All=All Year Schedule Terms=01-1

Select Classes - Class Details

Teacher Display Options

☐ View All Class Meets Teacher: **UNARUB000** Submit

Views: Class Details Filters:

Select

| Select | Class | Grade | Section | Teacher | Entity | Subj | Term |
|-------------------------------------|-------------|-------|----------------------|---------|--------|------|------|
| <input type="checkbox"/> | 01 VA01 000 | 01 | VACANCY 01 | VACANCY | 001 | | |
| <input type="checkbox"/> | 02 VA02 000 | 02 | VACANCY 02 | VACANCY | 001 | | |
| <input type="checkbox"/> | 03 VA03 000 | 03 | VACANCY 03 | VACANCY | 001 | | |
| <input type="checkbox"/> | 04 VA04 000 | 04 | VACANCY 04 | VACANCY | 001 | | |
| <input type="checkbox"/> | 05 VA05 000 | 05 | VACANCY 05 | VACANCY | 001 | | |
| <input type="checkbox"/> | 06 VA06 000 | 06 | VACANCY 06 | VACANCY | 001 | | |
| <input type="checkbox"/> | 07 VA07 000 | 07 | VACANCY 07 | VACANCY | 001 | | |
| <input type="checkbox"/> | 08 VA08 000 | 08 | VACANCY 08 | VACANCY | 001 | | |
| <input type="checkbox"/> | 09 VA09 000 | 09 | VACANCY 09 | VACANCY | 001 | | |
| <input type="checkbox"/> | 10 VA10 000 | 10 | VACANCY 10 | VACANCY | 001 | | |
| <input type="checkbox"/> | NAGER000 | | [ACUNA GERARDO] | | 001 | | |
| <input type="checkbox"/> | UNARUB000 | | [ACUNA RUBEN] | | 001 | | |
| <input type="checkbox"/> | ILYAD004 | | [AGUILAR YADIRA] | | 001 | | |
| <input type="checkbox"/> | ARANT006 | | [ALVARADO ANTHONY J] | | 001 | | |
| <input type="checkbox"/> | APLUS | | | | 001 | | |
| <input type="checkbox"/> | APLUS | 400 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 401 | CREDIT RECOV | | 001 | LOC | P |
| <input checked="" type="checkbox"/> | APLUS | 500 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 501 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 600 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 601 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 700 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 701 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 800 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 801 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | ASEN4 | 700 | ASC ENG 4 | | 001 | LOC | H |
| <input type="checkbox"/> | ASMA4 | 200 | ASC MATH 4 | | 001 | LOC | R |

Remove Check Mark

Select by Individual Classes

Select Teacher and Sections to Print

Save Save and Print Back

Save Back Select All Deselect All

Continued Class Rosters

Select Classes - Class Details - Entity 001 - WS\OF\CS\RE\CR\CR - 9935 - 05.15.06.00.04 - Windows Internet Explorer

https://skyweb.cint.net/scripts/wsisa.dll/WService=wsSky/sclsrbws002.w

Select Classes - Class Details

Teacher Display Options

☐ View All Class Meets Teacher: BARRACAN000 ▼ BARRAGAN CANDELARIO

Views: Class Details ▼ Filters: *All Classes ▼

| Select | Course | Sec | Description | Entity | Subj | T |
|-------------------------------------|--------|-----|-------------|--------|------|---|
| <input checked="" type="checkbox"/> | CONF | 401 | CONFERENCE | 001 | | B |
| <input checked="" type="checkbox"/> | MA110 | 200 | ALGEBRA 1 | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA110 | 300 | ALGEBRA 1 | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA110 | 500 | ALGEBRA 1 | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA110I | 500 | ALGEBRA 1 | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA110S | 200 | ALGEBRA 1 | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA150 | 600 | ADQUANR | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA221 | 100 | P-AP GEOM | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA221 | 700 | P-AP GEOM | 001 | MTH | B |
| <input checked="" type="checkbox"/> | ST002 | 800 | STAAR MATH | 001 | ELE | B |

Setup your template by following the setups below.

Individual Class

CONF/401, MA110/200, MA110/300, MA110/500, MA110I/500, MA110S/200, MA150/600, MA221/100, MA221/700, ST002/800

Items to Print

Detail Line 1

☐ Default Entity (4) ☐ Special Ed Indicator

☐ Student School Code (4) Special Ed Indicator:

☐ Middle Name ☐ Locker Number (7)

☐ Student Name Key (12) ☐ Locker Combination (15)

☐ Date of Birth (11) ☐ Advisor (12)

☐ Race Code (5) ☐ Home Phone (13)

☐ Student Type (5) ☐ Confidential Phone

☐ Homeroom (6) ☐ Work Phone (13)

ID Number

☒ Other ID (13)

☐ Vocational Ed ID (13)

☐ None

☐ Parent Name (21)

☐ Scheduling Categories (10)

☐ Enrollment Dates (22)

☐ LEP Indicator

LEP Indicator:

☐ Print Other ID Barcode

Detail Line 2

☐ Print Detail 2 Heading Line

☐ Address (51)

☐ Use Mailing Address ☐

☐ Student's Email Address (31)

☐ Head of 2nd Household (24)

☐ Second Parent Name (24)

Note: This (##) indicates the number of characters an item takes up.

Font Size:

Detail Line:

Max Chars:

Remaining:

Continued Class Rosters

| | | | |
|--|--|---|--|
| Formatting <input checked="" type="checkbox"/> Double Space Class List <div style="border: 1px solid black; padding: 5px;"> Teacher Name <input checked="" type="radio"/> Full Name <input type="radio"/> Short Name </div> <div style="border: 1px solid black; padding: 5px;"> Student Name Print Order <input type="radio"/> First Middle Last <input checked="" type="radio"/> Last First Middle </div> <div style="border: 1px solid black; padding: 5px;"> Teachers to Print <input type="radio"/> All <input checked="" type="radio"/> Primary </div> | | <div style="border: 1px solid black; padding: 5px;"> Student Count Display Method <input checked="" type="radio"/> Print One Class Total <input type="radio"/> Print Totals By Semester <input type="radio"/> Print Totals By Term </div> <div style="border: 1px solid black; padding: 5px;"> Number of Report Columns <input checked="" type="radio"/> 1 Column <input type="radio"/> 2 Columns </div> <div style="border: 1px solid black; padding: 5px;"> Printing Orientation <input checked="" type="radio"/> Portrait <input type="radio"/> Landscape </div> | |
|--|--|---|--|

Student Ranges

| | | |
|------------------|-----------------------------------|-----------------------------------|
| Low | High | |
| Student Race: | <input type="text"/> | <input type="text" value="ZZZ"/> |
| * Grade/Grad Yr: | <input type="text" value="9999"/> | <input type="text" value="0000"/> |
| Student Type: | <input type="text"/> | <input type="text" value="ZZZ"/> |
| School Code: | <input type="text"/> | <input type="text" value="ZZZZ"/> |
| Calendar Code: | <input type="text"/> | <input type="text" value="ZZZZ"/> |

[Stu Sort](#)

☐ Print Class Lists For Specific Date Using Schedule Transaction File Date:

☐ Use Future Transactions

Student Current Year Status: ▼
 Student Class Record Types: ▼

☒ All Scheduling Categories

☒ Only Print Class Lists With Students in Range
☐ Only Print Students With Adjusted Classes

Asterisk (*) denotes a required field

Continued Class Rosters

| | | | |
|-----------------------------------|--|----------|--------------------|
| 1s0sch42.p 87-2 05.14.06.00.00 | CLINT HIGH SCHOOL 001 Class Roster 2015 | 08/07/14 | Page:1 11:28 AM |
|-----------------------------------|--|----------|--------------------|

CLASS :ADV01/500 ACT/SAT
 FOR TCHR:ADRIAN JONATHAN BANDU
 COR TYPE:LOCAL CREDIT
 SUBJECT :Local Credit
 LENGTH :YEAR
 TERM :YEAR

TEACHER BLD ROOM TERMS PD DAYS
 BANDU ADRI 001 126 1-4 5 MTWRF

| <u>STUDENT NAME</u> | <u>GD G TM</u> |
|----------------------------|----------------|
| Arleen Billopsscr | 05 F |
| Wesley Bregerscr | 05 M |
| Aurelio Briskiscr | 05 M |
| Samuel Brixscr | 05 M |
| Tawnya Claeysscr | 05 F |
| Xuan Collellascr | 05 F |
| Layne Craffordscr | 05 F |
| Yoshie Delmundoscr | 05 F |
| Brandon Fagerstromscr | 05 M |
| Lai Hamidscr | 05 F |
| Mel Hissemscr | 05 M |
| Cassandra Melloyscr | 05 F |
| Charla Ninerscr | 05 F |
| Merrie Nunzscr | 05 F |
| Deon Paulescr | 05 M |
| Gaynell Peeksscr | 05 F |
| Wilhemina Rieuscr | 05 F |
| Bennie Ruzbasanscr | 05 M |
| Kimbra Schuetzescr | 05 F |
| Vincent Searlsscr | 05 M |
| Margarito Shinaberyscr | 05 M |
| Arlie Shuttlesworthscr III | 05 M |
| Ocie Siracusascr | 05 F |
| Dwight Vaskoscr | 05 M |
| Adalberto Vaughnsscr | 05 M |
| Elmer Zanascr | 05 M |

26 STUDENTS (13=M 13=F)

Day Summary

PATH: WS/OF/RE/AR/DR/DS

This report lists the students who are absent for the current day. Run this report for 2nd period to call parents and at the end of the day.

Day Summary (169)

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

Low High

Grade/Grad Yr: 9999 00

School: ZZZZ

Calendar: ZZZZ

Attendance Period: 00

Minimum Periods Absent: 00

Parent Notified: ☐ Yes ☐ No ☒ Both

Student Status: ☐ Active ☐ Inactive ☒ Both

Report Options

☐ Calling Report (One line per student with a notes column)

☐ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Printing Options

Day Summary (169)

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

Low High

Grade/Grad Yr: 9999 0000

School: ZZZZ

Calendar: ZZZZ

Attendance Period: 01 02

Minimum Periods Absent:

Parent Notified: ☐ Yes ☐ No ☒ Both

Student Status: ☐ Active ☐ Inactive ☒ Both

Report Options

☐ Calling Report (One line per student with a notes column)

☐ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Printing Options

☐ Print Primary Phone ☐ Print Confidential Phone ☐ Print Student Key ☐ Print Student Other ID#

☐ Print Absent Comment ☐ Print Attendance Note ☐ Print Both Guardians' Information ☐ Print Guardians Work Phone

Print Guardian's Name

Continued Day Summary

Day Summary - Entity 204 - WS\OF\AT\RE\VAR\DR\DS - 10392 - 05.12.06.00.14 - Windows Internet Explorer

Day Summary (169)

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

[Save](#)
[Save and Print](#)
[Back](#)

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

| Low | High |
|----------------------------|-------------------------------|
| Grade/Grad Yr: 9999 | 0000 |
| School: ZZZZ | ZZZZ |
| Calendar: ZZZZ | ZZZZ |
| Attendance Period: 01 | 02 |
| Minimum Periods Absent: 01 | Absence Types |

Parent Notified: ☐ Yes ☐ No ☐ Both

Student Status: ☐ Active ☐ Inactive ☐ Both

Report Options

☐ Calling Report (One line per student with a notes column)

☐ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Printing Options

☐ Print Primary Phone ☐ Print Confidential Phone ☐ Print Student Key ☐ Print Student Other ID#

☐ Print Absent Comment ☐ Print Attendance Note ☐ Print Both Guardians' Information ☐ Print Guardians Work Phone

Enter the **Minimum Periods Absent**.
Enter 01 to report on students who have been absent
for at least one Period.

Day Summary - Entity 204 - WS\OF\AT\RE\VAR\DR\DS - 10392 - 05.12.06.00.14 - Windows Internet Explorer

Day Summary (169)

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

[Save](#)
[Save and Print](#)
[Back](#)

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

| Low | High |
|----------------------------|-------------------------------|
| Grade/Grad Yr: 9999 | 0000 |
| School: ZZZZ | ZZZZ |
| Calendar: ZZZZ | ZZZZ |
| Attendance Period: 01 | 02 |
| Minimum Periods Absent: 01 | Absence Types |

Parent Notified: ☐ Yes ☐ No ☒ Both

Student Status: ☐ Active ☐ Inactive ☒ Both

Report Options

☐ Calling Report (One line per student with a notes column)

☐ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Click **Absence Types** to select
which Absence Types to include on the report.
It is mandatory that you select
at least one Absence Type.

Continued Day Summary

Absence Type Selection

| Available Excused Types | Selected Excused Types |
|---|------------------------|
| E - ABSENCE - RESOLVED/EXCUSED | |
| <input type="button" value="Add All"/> | |
| <input type="button" value="Add"/> | |
| <input type="button" value="Remove"/> | |
| <input type="button" value="Remove All"/> | |

| Available Unexcused Types | Selected Unexcused Types |
|---|---|
| | A - ABSENCE - UNRESOLVED U - ABSENCE- RESOLVED/UNEXCUSED W - ABSENCE UNRESOLVED - TEACHER |
| <input type="button" value="Add All"/> | |
| <input type="button" value="Add"/> | |
| <input type="button" value="Remove"/> | |
| <input type="button" value="Remove All"/> | |

| Available Tardy Types | Selected Tardy Types |
|---|----------------------|
| L - LATE - TEACHER ENTERED T - TARDY | |
| <input type="button" value="Add All"/> | |
| <input type="button" value="Add"/> | |
| <input type="button" value="Remove"/> | |
| <input type="button" value="Remove All"/> | |

| Available Other Types | Selected Other Types |
|---|----------------------|
| O - OTHER (PRESENT) S - SCHOOL ACTIVITY-EXTRACURRICULA X - IN SCHOOL SAC ASSIGNMENT Z - SUSPENSION | |
| <input type="button" value="Add All"/> | |
| <input type="button" value="Add"/> | |
| <input type="button" value="Remove"/> | |
| <input type="button" value="Remove All"/> | |

Day Summary - Entity 204 - WS\OP\AT\RE\AR\DR\DS - 10392 - 05.12.06.00.14 - Windows Internet Explorer

Day Summary (169)

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

Report Options

☐ Calling Report (One line per student with a notes column)

☐ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Report Options allow you to create a Calling Report, which is useful if you have an office staff member who manually calls the parents of absent students.

Other practical Report Options allow you to include student absence counts by Absence Category, and a legend that explains the Absence Type Codes. The report may also be sorted by Grade level.

Printing Options

☐ Print Primary Phone ☐ Print Confidential Phone ☐ Print Student Key ☐ Print Student Other ID#

☐ Print Absent Comment ☐ Print Attendance Note ☐ Print Both Guardians' Information ☐ Print Guardians Work Phone

Type to Highlight With ***: None

Print Guardian's Name

☒ Never ☐ If Different Than Student ☐ If Same As Student ☐ Always

Print Attendance Detail

☒ All Periods in Day ☐ Only Periods in Range

☒ All Types in Day ☐ Only Types used for Selection

Name Format

☒ Last Name/First Name ☐ First Name/Last Name

☐ Print Middle Initial ☐ Print Middle Name ☒ Neither

Continued Day Summary

Day Summary - Entity 204 - WS\OP\AT\REVAR\DR\DS - 10392 - 05.12.06.00.14 - Windows Internet Explorer

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

Report Options

☐ Calling Report (One line per student with a notes column)

☒ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Printing Options

☒ Print Primary Phone ☒ Print Confidential Phone ☐ Print Student Key ☐ Print Student Other ID#

☒ Print Absent Comment ☐ Print Attendance Note ☐ Print Both Guardians' Information ☒ Print Guardians Work Phone

Type to Highlight With "***": U=Unexcused

Print Attendance Detail

☒ All Periods in Day ☐ Only Periods in Range

☒ All Types in Day ☐ Only Types used for Selection

Print Guardian's Name

☒ Never ☐ If Different Than Student ☐ If Same As Student ☐ Always

Name Format

☒ Last Name/First Name ☐ First Name/Last Name

☐ Print Middle Initial ☐ Print Middle Name ☒ Neither

Asterisk (*) denotes a required field.

For Admit Slips select
all except X

Multiple **Printing Options** also exist and determine the level of detail that will display on your report. The **Type to Highlight With "***"** allows you to flag a **specific Absence Type** with asterisks. In this example, **U-Unexcused** has been selected. The **Absence Types** that display in the drop down are the **Absence Types** that were selected in the **Report Ranges** area.

For the Morning
Calling List Select
A, U, W

Day Summary - Entity 204 - WS\OP\AT\REVAR\DR\DS - 10392 - 05.12.06.00.14 - Windows Internet Explorer

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

Low Grade/Grad Yr: 9999 High: 0000

School: ZZZZ

Calendar: ZZZZ

Attendance Period: 01 02

Report Options

☐ Calling Report (One line per student with a notes column)

☒ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Printing Options

☐ Print Primary Phone ☒ Print Confidential Phone ☐ Print Student Key ☐ Print Student Other ID#

☐ Print Absent Comment ☐ Print Attendance Note ☐ Print Both Guardians' Information ☒ Print Guardians Work Phone

Type to Highlight With "***": U=Unexcused

Print Attendance Detail

☒ All Periods in Day ☐ Only Periods in Range

☒ All Types in Day ☐ Only Types used for Selection

Print Guardian's Name

☒ Never ☐ If Different Than Student ☐ If Same As Student ☐ Always

Name Format

☒ Last Name/First Name ☐ First Name/Last Name

☐ Print Middle Initial ☐ Print Middle Name ☒ Neither

Asterisk (*) denotes a required field.

Within the **Print Attendance Detail** area, **All Periods in Day** will display attendance records for the entire day, not just absences that occurred during the **Attendance Periods** noted in the **Report Ranges**.

For example, if a student was **absent** during **Periods 01-05**, the report will include detail from **all 5 Periods**, rather than only displaying information for Periods 01-02.

Conversely, if **Only Periods in Range** is selected, attendance detail will **only display** for **Periods 01-02**, even if a student was absent during Periods 01-05.

Continued Day Summary

isoatr05.p 35-2
05.12.06.00.00

Entity (204) Grades 6 to 8
Day Summary (Morning Report)

08/29/

We value your feedback

12:27 PM

| HM PHONE | ABS. DATE 08/28/2012 | STS | GRD | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | PN |
|--------------|---|-------|-----|------|------|------|------|------|------|------|------|------|----|
| 555-224-0637 | Ahmadiscr, Ira (555) 924-0059 | -A | 07 | E-IL | E-IL | E-IL | E-IL | E-IL | | | | | N |
| 555-835-5218 | Alenscr, Martin COMMENT:No call from parent/guardian. | -A ** | 07 | U- | U- | U- | U- | U- | U- | U- | U- | | N |
| 555-835-2619 | Amyotscr, Irving (555) 157-2851 | -A | 08 | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | N |
| 555-855-4318 | Antenorscr, Corey | -A ** | 09 | U- | | | | | | | | | N |
| 555-842-2765 | Bachnerscr, Jon (555) 676-5062 EXT. 6061 | -A | 08 | | V- | V- | V- | V- | V- | V- | | | N |
| 555-829-3878 | Cafaroscr, Mariah | -A | 08 | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | N |
| 555-414-8921 | Daisyscr, Rogelio | -A | 08 | | T- | | | | | | | | N |
| 555-835-2211 | Hagelscr, Eugene COMMENT:Parent signed in at 1:00 P.M. | -A | 09 | E-IL | E-IL | E-IL | E-IL | E-IL | | | | | N |
| 555-568-1967 | Sahrscr, Karey (555) 917-0042 EXT. 4692 | -A ** | 09 | U-NC | U-NC | U-NC | U-NC | U-NC | U-NC | U-NC | U-NC | U-NC | N |

ABSENCE CATEGORY #STDs: 3-UNEXCUSED, 5-EXCUSED, 0-OTHER, 1-TARDY
TOTAL #STDs: 9

***** End of report *****

This is a sample of the **Day Summary (Morning Report)**.

This concludes the tutorial.

Unrecorded Class Attendance

PATH: WS/ OF/ AT/RE/UC

This report is used to identify attendance that has not been recorded via Educator Access or Scan Sheets.

Entity (204) Grades 6 to 8 (204)

Unrecorded Class Attendance Report Maintenance - Entity 204 - WS\OF\AT\RE...

Template Settings

- * Template Description: **Unrecorded Attendance**
- ☐ Share this template with other users in entity 204
- ☐ Print Greenbar

Report Options

- ☒ Specific Date Range
 - Starting Date: 08/27/2012
 - Ending Date: 08/30/2012
- ☐ Today Less number of School Days
- Starting Period: 00
- Ending Period: 40
- Report Type: ☒ Both ☐ Computer ☐ Scansheet
- ☐ Print classes for which no scansheet was printed

Asterisk (*) denotes a required field

Enter the **Start** and **End** Date.
These fields will default to **today's date**, but can be changed to analyze **previous dates**.

Entity (204) Grades 6 to 8 (204)

Unrecorded Class Attendance Report Maintenance - Entity 204 - WS\OF\AT\RE...

Template Settings

- * Template Description: **Unrecorded Attendance**
- ☐ Share this template with other users in entity 204
- ☐ Print Greenbar

Report Options

- ☒ Specific Date Range
 - Starting Date: 08/27/2012
 - Ending Date: 08/30/2012
- ☐ Today Less number of School Days
- Starting Period: 01
- Ending Period: 09
- Report Type: ☒ Both ☐ Computer ☐ Scansheet
- ☐ Print classes for which no scansheet was printed

Asterisk (*) denotes a required field

Enter a **Starting** and **Ending** Period.

1 records displayed

Continued Unrecorded Class Attendance

Reports - Entity 204 - WS\OFAT\RE - 10675 - 05.12.06.00.14 - Windows Internet Explorer

Entity (204) Grades 6 to 8 (204)

Skyward-Employee (10.1.2.155) Preferences Exit

Home Student Unrecorded Class Attendance Report Maintenance - Entity 204 - WS\OFAT\RE...

Unrecorded Class Attendance Report Maintenance (34)

Template Settings

* Template Description: **Unrecorded Attendance**

☐ Share this template

☐ Print Greenbar

Save Save and Print Back

Report Options

☒ Specific Date Range

Starting Date: 08/27/2012

Ending Date: 08/30/2012

☐ Today Less number of School Days: 0

Starting Period: 01

Ending Period: 09

Report Type: ☐ Both ☒ Computer ☐ Scansheet

☐ Print classes for which no scansheet was printed

Asterisk (*) denotes a required field

1 records displayed

4) Skyward

My Print Queue

Print Add View Clone Delete Scheduled Tasks (0) Monitoring Tasks (0) Back

1. Select a Report Type.

Computer: Prints classes whose teachers have not taken attendance via **Educator Access**.

Scansheet: Prints classes whose teachers turn in **sheets** for their attendance.

Mixed: Both methods will appear on the report.

The **Course Master** has a field (Attendance Method) that allows the district to flag a course as taking attendance for each of these methods.

SKR 709922D628H1130[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 3 100% Find

1soattr04.p 14-2 Entity (204) Grades 6 to 8 08/30/12 Page:1
05.12.06.00.01 Unrecorded Class Attendance Report 11:30 AM

We value your feedback

| Date | Day | Teacher | Cor/Sect | Prd | Description | Method | Doc # |
|------------|-----|--------------------|------------|-----|-----------------|--------|-------|
| 08/30/2012 | MON | (None) | kate /01 | 03 | kate | Comp. | |
| | | (None) | LAB /001 | 04 | LAB | Mixed | |
| | | (None) | Trnsfr /01 | 01 | science transfe | Mixed | |
| | | Adams, Mattie | 104 /02 | 10 | FUND ENGLISH 4 | Mixed | |
| | | Adams, Mattie | 9341 /01 | 01 | ANAT/PHYSIOLOGY | Mixed | |
| | | Alspaughscr, Lita | 122 /01 | 01 | APPLIED MTH II | Mixed | |
| | | Alspaughscr, Lita | 122 /02 | 10 | APPLIED MTH II | Mixed | |
| | | Arnold, Chris | 1836 /01 | 01 | TX GEOG | Mixed | |
| | | Askrenscr, Arnet | | | | Mixed | |
| | | Balliscr, Gina | | | | Mixed | |
| | | Balliscr, Gina | | | | Mixed | |
| | | Balliscr, Gina | | | | Mixed | |
| | | Balliscr, Gina | | | | Mixed | |
| | | Baumann, Jacob | | | | Mixed | |
| | | Brown, Sally | HMR /001 | 10 | Homeroom | Mixed | |
| | | Buskeyscr, Mark | PSYCH /15 | 01 | PSYCHOLOGY | Mixed | |
| | | Capotescr, Ryann | 1203 /03 | 03 | HONORS ENG II | Mixed | |
| | | Choatscr, Hattie | 0006 /06 | 02 | STUDY HALL | Mixed | |
| | | Drinkwaterscr, Sha | 1251 /01 | 10 | SPANISH II | Mixed | |
| | | Drinkwaterscr, Sha | 1251 /4A | 07 | SPANISH II | Mixed | |
| | | Equiascr, Miriam | 0005 /05 | 03 | STUDY HALL | Mixed | |
| | | Eunicescr, Tobi | 8131 /06 | 05 | LIBRARY AIDE | Mixed | |
| | | Feinerscr, Gerry | 7321 /02 | 01 | WORLD GEOGRAPHY | Mixed | |
| | | FOSTER, FELLICIA | 1101 /01 | 07 | ENGLISH I | Mixed | |
| | | FOSTER, FELLICIA | 111 /01 | 03 | ENGLISH-IA | Mixed | |
| | | GATES, BELLA | 1101B /03 | 05 | ENGLISH 1 | Mixed | |
| | | Gathingscr, Noell | 1301 /01 | 01 | ENGLISH III | Mixed | |

This is an example of the Unrecorded Class Attendance Report.

This concludes the tutorial.

Recorded Class Attendance

PATH: WS\OF\AT\RE\RC

This report is used to identify what time attendance was posted via Skyward Gradebook.

Entity (204) Grades 6 to 8 (204)

Recorded Class Attendance (59)

Recorded Class Attendance (32)

Template Settings

* Template Description: Recorded Class Attendance

☐ Share this template with other users in entity 204

☐ Print Greenbar

Recorded Class Attendance

Date: ☒ Specific Date Range 08/28/2012 to 08/30/2012

☐ Today Less Number of School Days 0

☐ Print Course/Section Details

Starting Period: 00

Ending Period: 40

Asterisk (*) denotes a required field

1. Enter the Starting and Ending Period.

2. Select Save or Save and Print.

Enter a low and high Specific Date Range.

You may also choose Today Less number of School Days, which allows you to look at absences that took place a defined number of days prior to today.

isoatr31.p 06-2 Entity (204) Grades 6 to 8 08/30/2012 10:46

05.12.06.00.00 Recorded Class Attendance

DATE: 08/30/2012 PERIOD: 2 PERCENT OF CLASSES WITH RECORDED ATTENDANCE: 1/19 (5%)

AL FINISHED 10:37 AM

SM

The heading shows the Period, Date and Percent of classes with Recorded Attendance.

Notice the number of classes scheduled for this period, and that 1/19 (5%) of the classes have Recorded Attendance.

Class Rosters

PATH:WS/OF/CS/RE/CR

Class rosters may be run for the purpose of:

- Substitute teacher recording attendance
- To have class rosters of all teachers by subject by grade level
- When teachers have not posted attendance

Add Class Roster Report Template - Entity 001 - WS\OF\CS\RE\CR - 9935 - 05.15.06.00.04 - Windows Internet Explorer

https://skyweb.clint.net/scripts/wsisa.dll/WService=wsSky/sclscredit001.w?isPopup=true

Add Class Roster Report Template

Template Settings

* Template Description: **Substitute Rosters**

☐ Share with other users in entity 001

☐ Print Greenbar

Print Options

Class Selection

By Range ☒ By Individual Class(es)

School Year: 2015-16

Terms To Print: All=All Year Schedule Terms=01-1

Select Classes - Class Details

Teacher Display Options

☐ View All Class Meets Teacher: UNARUB000 x Submit

Views: Class Details Filters:

Select

| Select | Class | Grade | Section | Teacher | Entity | Subj | Term |
|-------------------------------------|-------------|-------|----------------------|---------|--------|------|------|
| <input type="checkbox"/> | 01 VA01 000 | 01 | VACANCY 01 | VACANCY | 001 | | |
| <input type="checkbox"/> | 02 VA02 000 | 02 | VACANCY 02 | VACANCY | 001 | | |
| <input type="checkbox"/> | 03 VA03 000 | 03 | VACANCY 03 | VACANCY | 001 | | |
| <input type="checkbox"/> | 04 VA04 000 | 04 | VACANCY 04 | VACANCY | 001 | | |
| <input type="checkbox"/> | 05 VA05 000 | 05 | VACANCY 05 | VACANCY | 001 | | |
| <input type="checkbox"/> | 06 VA06 000 | 06 | VACANCY 06 | VACANCY | 001 | | |
| <input type="checkbox"/> | 07 VA07 000 | 07 | VACANCY 07 | VACANCY | 001 | | |
| <input type="checkbox"/> | 08 VA08 000 | 08 | VACANCY 08 | VACANCY | 001 | | |
| <input type="checkbox"/> | 09 VA09 000 | 09 | VACANCY 09 | VACANCY | 001 | | |
| <input type="checkbox"/> | 10 VA10 000 | 10 | VACANCY 10 | VACANCY | 001 | | |
| <input type="checkbox"/> | UNAGER000 | | [ACUNA GERARDO] | | 001 | | |
| <input type="checkbox"/> | UNARUB000 | | [ACUNA RUBEN] | | 001 | | |
| <input type="checkbox"/> | ILYAD004 | | [AGUILAR YADIRA] | | 001 | | |
| <input type="checkbox"/> | ALVARANT006 | | [ALVARADO ANTHONY J] | | 001 | | |
| <input type="checkbox"/> | APLUS | | | | 001 | | |
| <input type="checkbox"/> | APLUS | 400 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 401 | CREDIT RECOV | | 001 | LOC | P |
| <input checked="" type="checkbox"/> | APLUS | 500 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 501 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 600 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 601 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 700 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 701 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 800 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | APLUS | 801 | CREDIT RECOV | | 001 | LOC | P |
| <input type="checkbox"/> | ASEN4 | 700 | ASC ENG 4 | | 001 | LOC | H |
| <input type="checkbox"/> | ASMA4 | 200 | ASC MATH 4 | | 001 | LOC | R |

Select by
Individual
Classes

Select Teacher
and Sections to
Print

Remove Check
Mark

Continued Class Rosters

Select Classes - Class Details - Entity 001 - WS\OF\CS\RE\CR\CR - 9935 - 05.15.06.00.04 - Windows Internet Explorer

https://skyweb.cint.net/scripts/wsisa.dll/WService=wsSky/sclsrbws002.w

Select Classes - Class Details

Teacher Display Options

☐ View All Class Meets Teacher: BARRACAN000 ▾ BARRAGAN CANDELARIO Submit

Views: Class Details ▾ Filters: *All Classes ▾

| Select | Course | Sec | Description | Entity | Subj | T |
|-------------------------------------|--------|-----|-------------|--------|------|---|
| <input checked="" type="checkbox"/> | CONF | 401 | CONFERENCE | 001 | | B |
| <input checked="" type="checkbox"/> | MA110 | 200 | ALGEBRA 1 | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA110 | 300 | ALGEBRA 1 | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA110 | 500 | ALGEBRA 1 | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA110I | 500 | ALGEBRA 1 | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA110S | 200 | ALGEBRA 1 | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA150 | 600 | ADQUANR | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA221 | 100 | P-AP GEOM | 001 | MTH | B |
| <input checked="" type="checkbox"/> | MA221 | 700 | P-AP GEOM | 001 | MTH | B |
| <input checked="" type="checkbox"/> | ST002 | 800 | STAAR MATH | 001 | ELE | B |

Save Back Select All Deselect All

Setup your template by following the setups below.

Individual Class

Classes Clear List

CONF/401, MA110/200, MA110/300, MA110/500, MA110I/500, MA110S/200, MA150/600, MA221/100, MA221/700, ST002/800

Items to Print

Detail Line 1

☐ Default Entity (4) ☐ Special Ed Indicator

☐ Student School Code (4) Special Ed Indicator: S

☐ Middle Name ☐ Locker Number (7)

☐ Student Name Key (12) ☐ Locker Combination (15)

☐ Date of Birth (11) ☐ Advisor (12)

☐ Race Code (5) ☐ Home Phone (13)

☐ Student Type (5) ☐ Confidential Phone

☐ Homeroom (6) ☐ Work Phone (13)

☐ Parent Name (21)

☐ Scheduling Categories (10)

☐ Enrollment Dates (22)

☐ LEP Indicator

LEP Indicator: L

☐ Print Other ID Barcode

ID Number

☒ Other ID (13)

☐ Vocational Ed ID (13)

☐ None

Detail Line 2

☐ Print Detail 2 Heading Line

☐ Address (51)

☐ Use Mailing Address ?

☐ Student's Email Address (31)

☐ Head of 2nd Household (24)

☐ Second Parent Name (24)

Note: This (##) indicates the number of characters an item takes up.

Font Size: Large

Detail Line: 1 2

Max Chars: 80 80

Remaining: 26 80

Continued Class Rosters

| | | | |
|--|--|---|--|
| Formatting <input checked="" type="checkbox"/> Double Space Class List <div style="border: 1px solid black; padding: 5px;"> Teacher Name <input checked="" type="radio"/> Full Name <input type="radio"/> Short Name </div> <div style="border: 1px solid black; padding: 5px;"> Student Name Print Order <input type="radio"/> First Middle Last <input checked="" type="radio"/> Last First Middle </div> <div style="border: 1px solid black; padding: 5px;"> Teachers to Print <input type="radio"/> All <input checked="" type="radio"/> Primary </div> | | <div style="border: 1px solid black; padding: 5px;"> Student Count Display Method <input checked="" type="radio"/> Print One Class Total <input type="radio"/> Print Totals By Semester <input type="radio"/> Print Totals By Term </div> <div style="border: 1px solid black; padding: 5px;"> Number of Report Columns <input checked="" type="radio"/> 1 Column <input type="radio"/> 2 Columns </div> <div style="border: 1px solid black; padding: 5px;"> Printing Orientation <input checked="" type="radio"/> Portrait <input type="radio"/> Landscape </div> | |
|--|--|---|--|

Student Ranges

| | | |
|------------------|----------------------|----------------------|
| Low | High | |
| Student Race: | <input type="text"/> | <input type="text"/> |
| * Grade/Grad Yr: | <input type="text"/> | <input type="text"/> |
| Student Type: | <input type="text"/> | <input type="text"/> |
| School Code: | <input type="text"/> | <input type="text"/> |
| Calendar Code: | <input type="text"/> | <input type="text"/> |

☐ Print Class Lists For Specific Date Using Schedule Transaction File Date:
☐ Use Future Transactions
 Student Current Year Status:
 Student Class Record Types:
☒ All Scheduling Categories
☒ Only Print Class Lists With Students in Range
☐ Only Print Students With Adjusted Classes

Asterisk (*) denotes a required field

Continued Class Rosters

| | | | |
|-----------------------------------|--|----------|--------------------|
| 1s0sch42.p 87-2 05.14.06.00.00 | CLINT HIGH SCHOOL 001 Class Roster 2015 | 08/07/14 | Page:1 11:28 AM |
|-----------------------------------|--|----------|--------------------|

CLASS :ADV01/500 ACT/SAT
 FOR TCHR:ADRIAN JONATHAN BANDU
 COR TYPE:LOCAL CREDIT
 SUBJECT :Local Credit
 LENGTH :YEAR
 TERM :YEAR

TEACHER BLD ROOM TERMS PD DAYS
 BANDU ADRI 001 126 1-4 5 MTWRF

| <u>STUDENT NAME</u> | <u>GD G TM</u> |
|----------------------------|----------------|
| Arleen Billopsscr | 05 F |
| Wesley Bregerscr | 05 M |
| Aurelio Briskiscr | 05 M |
| Samuel Brixscr | 05 M |
| Tawnya Claeysscr | 05 F |
| Xuan Collellascr | 05 F |
| Layne Craffordscr | 05 F |
| Yoshie Delmundoscr | 05 F |
| Brandon Fagerstromscr | 05 M |
| Lai Hamidscr | 05 F |
| Mel Hissemscr | 05 M |
| Cassandra Melloyscr | 05 F |
| Charla Ninerscr | 05 F |
| Merrie Nunzscr | 05 F |
| Deon Paulescr | 05 M |
| Gaynell Peeksscr | 05 F |
| Wilhemina Rieuscr | 05 F |
| Bennie Ruzbasanscr | 05 M |
| Kimbra Schuetzescr | 05 F |
| Vincent Searlsscr | 05 M |
| Margarito Shinaberyscr | 05 M |
| Arlie Shuttlesworthscr III | 05 M |
| Ocie Siracusascr | 05 F |
| Dwight Vaskoscr | 05 M |
| Adalberto Vaughnsscr | 05 M |
| Elmer Zanascr | 05 M |

26 STUDENTS (13=M 13=F)

Attendance Worksheets (Class Roster)

PATH: WS/SR/TX/RE/AT/AW

This report is used to run class rosters for the first two days of school and for Attendance Reconciliation (1st & 4th six weeks).

The screenshot shows the 'Attendance Worksheets' application window. The 'Template Settings' section has 'Attendance Worksheets' selected. The 'Calendar Term(s) and Date(s)' section shows 'Calendar (001)' selected. A table of 'Calendar Terms' is displayed with columns 'Term', 'Start', and 'Stop'. The 'Worksheet Layout' section has 'Classes' selected. The 'Class Range Selections' section has 'Course/Class' set to 'ZZZZZZ' and 'Class Period' set to '00'. The 'Teacher Selection' section has 'Range' selected and 'Teacher' set to 'ZZZZZZZZZZ'. The 'Print Options' section has 'Print blank lines for new students' set to '0'. A yellow callout box points to the 'Calendar Terms' table with the text: 'The **Calendar Terms** refers to each six week period that is defined in the **entity Calendar**. To populate the **Start/End Date** you can either **manually** enter a **date range** or **double click** on the applicable **Calendar Term**.'

| Term | Start | Stop |
|------|------------|------------|
| 01 | 08/20/2012 | 09/26/2012 |
| 02 | 09/27/2012 | 11/06/2012 |
| 03 | 11/07/2012 | 12/20/2012 |
| 04 | 01/09/2013 | 02/25/2013 |
| 05 | 02/26/2013 | 04/22/2013 |

The screenshot shows the 'Attendance Worksheets' application window. The 'Template Settings' section has 'Attendance Worksheets' selected. The 'Worksheet Layout' section has 'Classes' selected. The 'Class Range Selections' section has 'Course/Class' set to 'ZZZZZZ' and 'Class Period' set to '00'. The 'Teacher Selection' section has 'Range' selected and 'Teacher' set to 'ZZZZZZZZZZ'. The 'Print Options' section has 'Print blank lines for new students' set to '0'. A yellow callout box points to the 'Worksheet Layout' section with the text: 'The **Worksheet Layout** allows you to choose between **Classes**, **Activities** and **Home Rooms**. The **Selection criteria** below the **Worksheet Layout** will **change** based on the **Worksheet Layout** selected. In this example, since the option for **Classes** is selected, **Class** and **Teacher** ranges display. If you change the **Worksheet Layout** to **Activities**, you may select **Activities**.'

| Term | Start | Stop |
|------|------------|------------|
| 03 | 11/07/2012 | 12/20/2012 |
| 04 | 01/09/2013 | 02/25/2013 |
| 05 | 02/26/2013 | 04/22/2013 |

Continued Attendance Worksheets (Class Roster)

Attendance Worksheets - Entity 001 - WS\SR\TX\RE\AT\AW - 12913 - 05.13.02.00.08-10.2 - Windows Internet Explorer

Attendance Worksheets

Template Settings

* Template Description: Attendance Worksheets

☐ Share this template with other users in entity 001

☐ Print Greenbar

Worksheet Layout:

Worksheet Layout: Classes

Class Range Selections:

Low Course/Class: High ZZZZZZ ZZZ

Class Period: 00 99

Teacher Selection:

☒ Range Teacher: ZZZZZZZZZZ

☐ Individual

Print Options:

Print blank lines for new students: ☐ If yes, how many?: 0

Print blank lines for totals: ☐

Print one sheet per matching pattern?: ☐

Orientation: ☒ Portrait ☐ Landscape

* Sort Order:

Calendar Term(s) and Date(s):

* Calendar: 001 Calendar (001)

Calendar Terms

| Term | Start | Stop |
|------|------------|------------|
| 01 | 08/20/2012 | 09/26/2012 |
| 02 | 09/27/2012 | 11/06/2012 |
| 03 | 11/07/2012 | 12/20/2012 |
| 04 | 01/09/2013 | 02/25/2013 |
| 05 | 02/26/2013 | 04/22/2013 |

6 records displayed

* Start Date: 03/12/2013 * End Date: 03/12/2013

Asterisk (*) denotes a required field

Print Options allow you to determine what you would like to print on the report and how you would like the data to display on your report.

A **Sort Order** must be selected if you are processing by **Class** or **Home Room**.

Attendance Worksheets - Entity 001 - WS\SR\TX\RE\AT\AW - 12913 - 05.13.02.00.08-10.2 - Windows Internet Explorer

Attendance Worksheets

Template Settings

* Template Description: Attendance Worksheets

☐ Share this template with other users in entity 001

☐ Print Greenbar

Worksheet Layout:

Worksheet Layout: Classes

Class Range Selections:

Low Course/Class: High ZZZZZZ ZZZ

Class Period: 00 99

Teacher Selection:

☒ Range Teacher: ZZZZZZZZZZ

☐ Individual

Print Options:

Print blank lines for new students: ☐ If yes, how many?: 0

Print blank lines for totals: ☐

Print one sheet per matching pattern?: ☐

Orientation: ☒ Portrait ☐ Landscape

* Sort Order:

Calendar Term(s) and Date(s):

* Calendar: 001 Calendar (001)

Calendar Terms

| Term | Start | Stop |
|------|------------|------------|
| 01 | 08/20/2012 | 09/26/2012 |
| 02 | 09/27/2012 | 11/06/2012 |
| 03 | 11/07/2012 | 12/20/2012 |
| 04 | 01/09/2013 | 02/25/2013 |
| 05 | 02/26/2013 | 04/22/2013 |

6 records displayed

* Start Date: 03/12/2013 * End Date: 03/12/2013

Asterisk (*) denotes a required field

After all of your ranges are set, click **Save and Print**.

Click the link below to view a **sample report**: [Attendance Worksheets](#)

This concludes the tutorial.

Continued Attendance Worksheets (Class Roster)

| | | | |
|-----------------------------------|--|----------|-------------------|
| 1txatn08.p 17-4 05.16.06.00.00 | HORIZON MIDDLE SCHOOL 044 Attendance Worksheet by Classes | 08/04/16 | Page:1 3:16 PM |
|-----------------------------------|--|----------|-------------------|

Teacher: 01 VACANCY, 01 VACANCY Room: 212
 Course/Sec: MAB000/220 Period: 02 Signature: _____ Date: _____
 Month: Aug
 Student Key Name Date: 22
 M

 1.ALEMAALE000 ALEMAN, ALEXIS R. 08 | |

 2.ALVARLIS001 ALVAREZ, LISHA 08 | |

 3.ANCHOALI000 ANCHONDO, ALINA N. 08 | |

 4.BARRAARI008 BARRAZA SANCHEZ, ERI 08 | |

 5.CABADKIM000 CABADA, KIMBERLY 08 | |

 6.CODINSAH000 CODINA, SAVANNA A. 08 | |

 7.DE LASER003 DE LA TORRE, SERENIT 08 | |

 8.MENDOGIS000 MENDOZA, GISELLE 08 | |

 9.ONTIVAIZ000 ONTIVEROS, AIZLENN 08 | |

 10.PORRAISA000 PORRAS, ISAIAH 08 | |

 11.RAMIRELI002 RAMIREZ, ELIZABETH 08 | |

 12.RESENDAN000 RESENDEZ, DANIELA 08 | |

 13.RCURIJHN002 RODRIGUEZ, JENNY 08 | |

 14.SAUCMRL001 SAUCEDO, MELANIE 08 | |

 15.SOLISISA001 SOLIS, ISABELLA C. 08 | |

 16.SOTO LIZ003 SOTO, LIZBETH 08 | |

Day Summary

PATH: WS/OF/RE/AR/DR/DS

This report lists the students who are absent for the current day. Run this report for 2nd period to call parents and at the end of the day.

Day Summary (169)

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

Low High

Grade/Grad Yr: 9999 00

School: ZZZZ

Calendar: ZZZZ

Attendance Period: 00

Minimum Periods Absent: 00

Parent Notified: ☐ Yes ☐ No ☒ Both

Student Status: ☐ Active ☐ Inactive ☒ Both

Report Options

☐ Calling Report (One line per student with a notes column)

☐ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Printing Options

Day Summary (169)

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

Low High

Grade/Grad Yr: 9999 0000

School: ZZZZ

Calendar: ZZZZ

Attendance Period: 01 02

Minimum Periods Absent:

Parent Notified: ☐ Yes ☐ No ☒ Both

Student Status: ☐ Active ☐ Inactive ☒ Both

Report Options

☐ Calling Report (One line per student with a notes column)

☐ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Printing Options

☐ Print Primary Phone ☐ Print Confidential Phone ☐ Print Student Key ☐ Print Student Other ID#

☐ Print Absent Comment ☐ Print Attendance Note ☐ Print Both Guardians' Information ☐ Print Guardians Work Phone

Print Guardian's Name

Continued Day Summary

Day Summary - Entity 204 - WS\OF\AT\RE\VAR\DR\DS - 10392 - 05.12.06.00.14 - Windows Internet Explorer

Day Summary (169)

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

[Save](#)
[Save and Print](#)
[Back](#)

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

| Low | High |
|----------------------------|-------------------------------|
| Grade/Grad Yr: 9999 | 0000 |
| School: ZZZZ | ZZZZ |
| Calendar: ZZZZ | ZZZZ |
| Attendance Period: 01 | 02 |
| Minimum Periods Absent: 01 | Absence Types |

Parent Notified: ☐ Yes ☐ No ☒ Both

Student Status: ☐ Active ☐ Inactive ☒ Both

Report Options

☐ Calling Report (One line per student with a notes column)

☐ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Printing Options

☐ Print Primary Phone ☐ Print Confidential Phone ☐ Print Student Key ☐ Print Student Other ID#

☐ Print Absent Comment ☐ Print Attendance Note ☐ Print Both Guardians' Information ☐ Print Guardians Work Phone

Enter the **Minimum Periods Absent**.
Enter 01 to report on students who have been absent
for at least one Period.

Day Summary - Entity 204 - WS\OF\AT\RE\VAR\DR\DS - 10392 - 05.12.06.00.14 - Windows Internet Explorer

Day Summary (169)

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

[Save](#)
[Save and Print](#)
[Back](#)

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

| Low | High |
|----------------------------|-------------------------------|
| Grade/Grad Yr: 9999 | 0000 |
| School: ZZZZ | ZZZZ |
| Calendar: ZZZZ | ZZZZ |
| Attendance Period: 01 | 02 |
| Minimum Periods Absent: 01 | Absence Types |

Parent Notified: ☐ Yes ☐ No ☒ Both

Student Status: ☐ Active ☐ Inactive ☒ Both

Report Options

☐ Calling Report (One line per student with a notes column)

☐ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Click **Absence Types** to select
which Absence Types to include on the report.
It is mandatory that you select
at least one Absence Type.

Continued Day Summary

Absence Type Selection

| Available Excused Types | Selected Excused Types |
|---|-------------------------------------|
| E - ABSENCE - RESOLVED/EXCUSED | |
| <input type="button" value="Add All"/> | |
| <input type="button" value="Add"/> | |
| <input type="button" value="Remove"/> | |
| <input type="button" value="Remove All"/> | |
| <input type="button" value="Save"/> | <input type="button" value="Back"/> |

| Available Unexcused Types | Selected Unexcused Types |
|---|---|
| | A - ABSENCE - UNRESOLVED U - ABSENCE- RESOLVED/UNEXCUSED W - ABSENCE UNRESOLVED - TEACHER |
| <input type="button" value="Add All"/> | |
| <input type="button" value="Add"/> | |
| <input type="button" value="Remove"/> | |
| <input type="button" value="Remove All"/> | |

| Available Tardy Types | Selected Tardy Types |
|---|----------------------|
| L - LATE - TEACHER ENTERED T - TARDY | |
| <input type="button" value="Add All"/> | |
| <input type="button" value="Add"/> | |
| <input type="button" value="Remove"/> | |
| <input type="button" value="Remove All"/> | |

| Available Other Types | Selected Other Types |
|---|----------------------|
| O - OTHER (PRESENT) S - SCHOOL ACTIVITY-EXTRACURRICULA X - IN SCHOOL SAC ASSIGNMENT Z - SUSPENSION | |
| <input type="button" value="Add All"/> | |
| <input type="button" value="Add"/> | |
| <input type="button" value="Remove"/> | |
| <input type="button" value="Remove All"/> | |

Day Summary (169)

Template Settings

* Template Description: Attendance 8/28/2012

☐ Share this template with other users in entity 204

☐ Print Greenbar

Report Ranges

School Year to Process: 2012-13

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 08/28/2012 Tuesday

Report Options

☐ Calling Report (One line per student with a notes column)

☐ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Printing Options

☐ Print Primary Phone ☐ Print Confidential Phone ☐ Print Student Key ☐ Print Student Other ID#

☐ Print Absent Comment ☐ Print Attendance Note ☐ Print Both Guardians' Information ☐ Print Guardians Work Phone

Type to Highlight With ***: None

Print Guardian's Name

☒ Never ☐ If Different Than Student ☐ If Same As Student ☐ Always

Print Attendance Detail

☒ All Periods in Day ☐ Only Periods in Range

☒ All Types in Day ☐ Only Types used for Selection

Name Format

☒ Last Name/First Name ☐ First Name/Last Name

☐ Print Middle Initial ☐ Print Middle Name ☒ Neither

Report Options allow you to create a Calling Report, which is useful if you have an office staff member who manually calls the parents of absent students.

Other practical Report Options allow you to include student absence counts by Absence Category, and a legend that explains the Absence Type Codes. The report may also be sorted by Grade level.

Continued Day Summary

Day Summary - Entity 204 - WS\OP\AT\REVAR\DR\DS - 10392 - 05.12.06.00.14 - Windows Internet Explorer

Template Settings

* Template Description:

☐ Share this template with other users in entity 204

☐ Print Greenbar

Report Ranges

School Year to Process:

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days

☒ Specific Date

Report Options

☐ Calling Report (One line per student with a notes column)

☒ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Printing Options

☒ Print Primary Phone ☒ Print Confidential Phone ☐ Print Student Key ☐ Print Student Other ID#

☒ Print Absent Comment ☐ Print Attendance Note ☐ Print Both Guardians' Information ☒ Print Guardians Work Phone

Type to Highlight With "***":

Print Attendance Detail

☒ All Periods in Day ☐ Only Periods in Range

☒ All Types in Day ☐ Only Types used for Selection

Print Guardian's Name

☒ Never ☐ If Different Than Student ☐ If Same As Student ☐ Always

Name Format

☒ Last Name/First Name ☐ First Name/Last Name

☐ Print Middle Initial ☐ Print Middle Name ☒ Neither

Asterisk (*) denotes a required field.

For Admit Slips select
all except X

Multiple **Printing Options** also exist and determine the level of detail that will display on your report. The **Type to Highlight With "***"** allows you to flag a **specific Absence Type** with asterisks. In this example, **U-Unexcused** has been selected. The **Absence Types** that display in the drop down are the **Absence Types** that were selected in the **Report Ranges** area.

For the Morning
Calling List Select
A, U, W

Day Summary - Entity 204 - WS\OP\AT\REVAR\DR\DS - 10392 - 05.12.06.00.14 - Windows Internet Explorer

Template Settings

* Template Description:

☐ Share this template with other users in entity 204

☐ Print Greenbar

Report Ranges

School Year to Process:

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days

☒ Specific Date

Low: High:

School:

Calendar:

Attendance Period:

Report Options

☐ Calling Report (One line per student with a notes column)

☒ Print Student Counts By Excused/Unexcused/Tardy/Other

☐ Print Absence Type Legend for Printed Types

☐ Sort By Grade

☐ Page Break By Grade

Print Attendance Detail

☒ All Periods in Day ☐ Only Periods in Range

☒ All Types in Day ☐ Only Types used for Selection

Name Format

☒ Last Name/First Name ☐ First Name/Last Name

☐ Print Middle Initial ☐ Print Middle Name ☒ Neither

Asterisk (*) denotes a required field.

Within the **Print Attendance Detail** area, **All Periods in Day** will display attendance records for the entire day, not just absences that occurred during the **Attendance Periods** noted in the **Report Ranges**. For example, if a student was **absent** during **Periods 01-05**, the report will include detail from **all 5 Periods**, rather than only displaying information for Periods 01-02.

Conversely, if **Only Periods in Range** is selected, attendance detail will **only display** for **Periods 01-02**, even if a student was absent during Periods 01-05.

Continued Day Summary

isoatr05.p 35-2
05.12.06.00.00

Entity (204) Grades 6 to 8
Day Summary (Morning Report)

08/29/

We value your feedback

12:27 PM

| HM PHONE | ABS. DATE 08/28/2012 | STS | GRD | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | PN |
|--------------|---|-------|-----|------|------|------|------|------|------|------|------|------|----|
| 555-224-0637 | Ahmadiscr, Ira (555) 924-0059 | -A | 07 | E-IL | E-IL | E-IL | E-IL | E-IL | | | | | N |
| 555-835-5218 | Alenscr, Martin COMMENT:No call from parent/guardian. | -A ** | 07 | U- | U- | U- | U- | U- | U- | U- | U- | | N |
| 555-835-2619 | Amyotscr, Irving (555) 157-2851 | -A | 08 | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | N |
| 555-855-4318 | Antenorscr, Corey | -A ** | 09 | U- | | | | | | | | | N |
| 555-842-2765 | Bachnerscr, Jon (555) 676-5062 EXT. 6061 | -A | 08 | | V- | V- | V- | V- | V- | V- | | | N |
| 555-829-3878 | Cafaroscr, Mariah | -A | 08 | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | N |
| 555-414-8921 | Daisyscr, Rogelio | -A | 08 | | T- | | | | | | | | N |
| 555-835-2211 | Hagelscr, Eugene COMMENT:Parent signed in at 1:00 P.M. | -A | 09 | E-IL | E-IL | E-IL | E-IL | E-IL | | | | | N |
| 555-568-1967 | Sahrscr, Karey (555) 917-0042 EXT. 4692 | -A ** | 09 | U-NC | U-NC | U-NC | U-NC | U-NC | U-NC | U-NC | U-NC | U-NC | N |

ABSENCE CATEGORY #STDs: 3-UNEXCUSED, 5-EXCUSED, 0-OTHER, 1-TARDY
TOTAL #STDs: 9

***** End of report *****

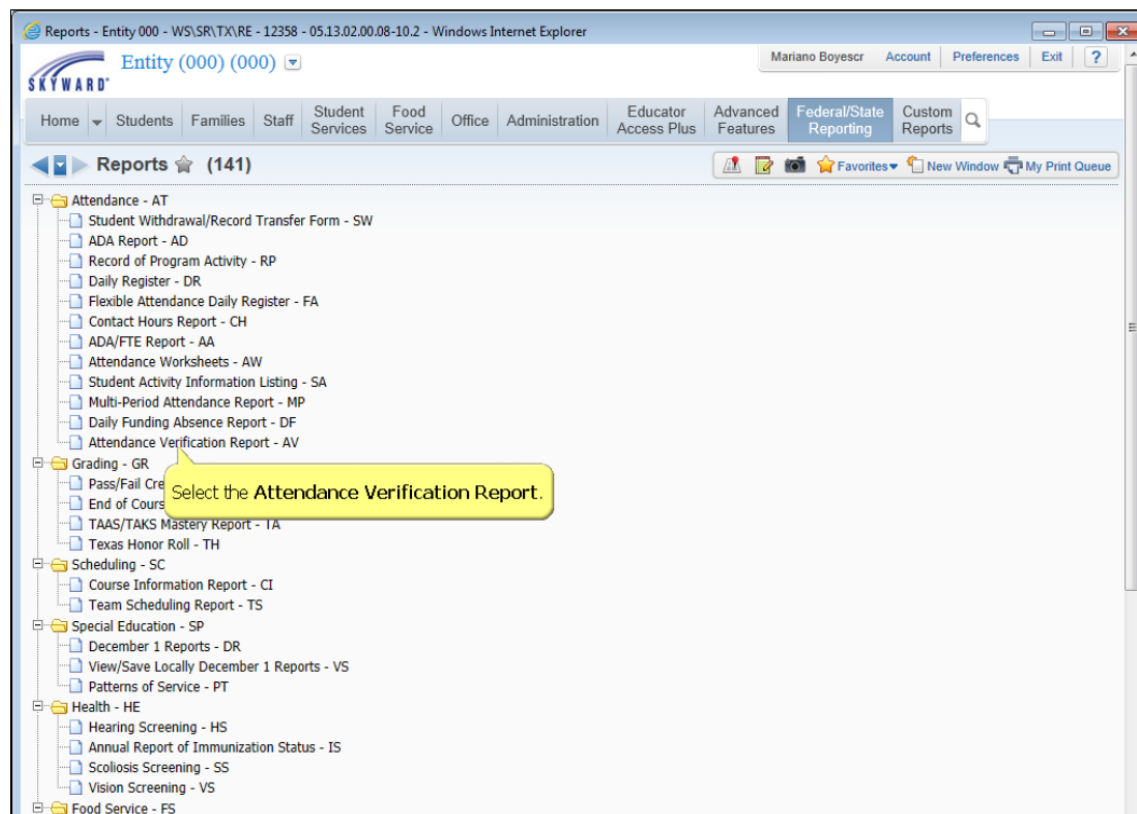
This is a sample of the **Day Summary (Morning Report)**.

This concludes the tutorial.

Teacher Verification

PATH: WS/SR/TX/AT/AV

This report will print a document listing all absences that occurred within a class for a specific date range along with a signature line for the teacher to certify that the attendance records have been accurately recorded.



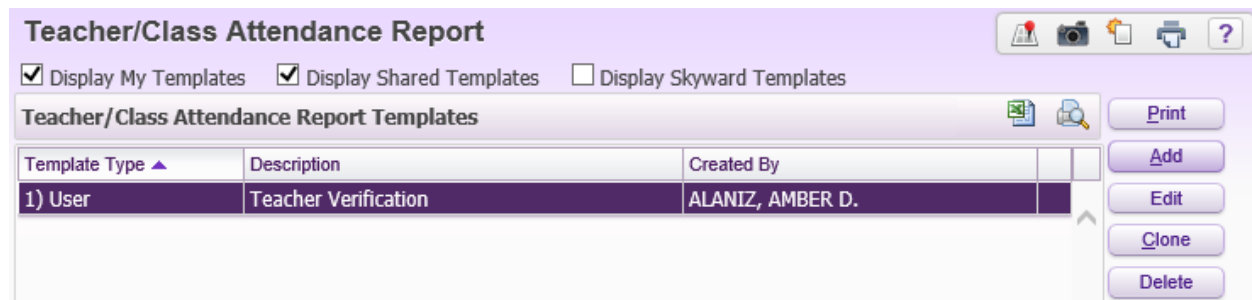
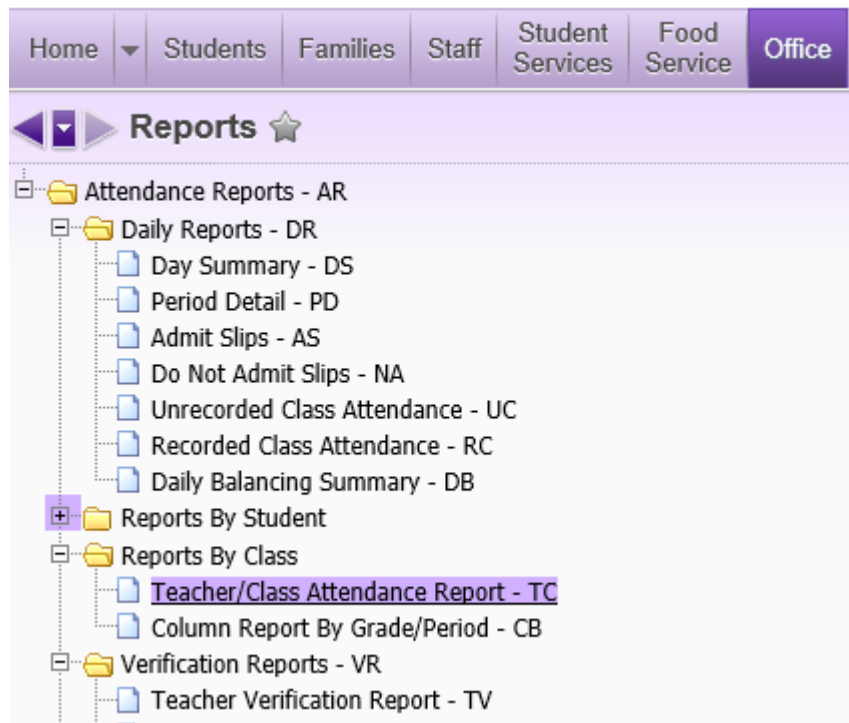
Continued Generating Reports Teacher Verification Report

The image displays two side-by-side screenshots of the 'Attendance Verification Report' web application. Both screenshots show the 'Template Settings' section with 'Teacher Verification' as the template description. The 'Entity' is set to 104. The 'Report Ranges' section includes fields for 'Course/Class' (Low and High), 'Teacher', and 'Report On' (Funding Period or Period Range). The 'Reporting Period' section includes 'Start Date' and 'End Date' (both set to 08/07/2014). The 'Absences' section includes 'Minimum' and 'Maximum' values (0 and 999). The 'Cover Page' section includes 'Print Cover Page' and 'Title for Signature' fields. A yellow callout box on the left screenshot points to the 'Minimum' value of 0 in the 'Absences' section, stating: 'Absence ranges can be set as needed. For Teacher Daily Verification the **minimum absence value is set to 0**. The report will also pull students that have no recorded absence for the time frame.' A yellow callout box on the right screenshot points to the 'Start Date' and 'End Date' fields in the 'Reporting Period' section, stating: 'Set the **date range** for reporting period.'

Teacher/ Class Attendance Report

PATH: WS/OF/AT/RE/AR/TC

This report is used for Teacher Verifications at Secondary Campuses ONLY. The report will print a document listing all absences that occurred within a class for a specific date range along with a signature line for the teacher to certify the attendance records have been accurately recorded.



Teacher/ Class Attendance Report Continued

Teacher/Class Attendance Report

Template Settings

* Template Description: **Teacher Verification**
☐ Share with other users in entity 001
☐ Print Greenbar

Report Ranges

Low High
Teacher:
Course/Class:
Absence Date:
☒ All Control Sets
☒ Select only primary class meets
Single Day Option(s)
☐ Include Previous 5 Days' Attendance
☐ Print Attendance Changes for 03/31/2016
Number of Absences:
Student Status: ☐ Active ☐ Inactive ☒ Both

Print Options

Name Order
☐ First Name/Last Name ☒ Last Name/First Name
Print By
☐ Teacher ☐ Class ☒ Teacher/Period ☐ Building/Room ☐ Student
☐ Count an Absence Each Period Class Meets
☒ Page Break By Teacher
☐ Page Break By Class
☐ Print Days Possible
☒ Print Student Daily Attendance
☐ Page Break By Student

Asterisk (*) denotes a required field

Absence Type Selection - Entity 001 - WS\OF\AT\RE\AR\TC - 10837 - 05.16.06.00.05 - Internet Explorer

Save

Save and Print

Back

https://skyweb.clint.net/scripts/wsisa.dll/WSservice=wsSky/sattredit003.w?pSchoolYear=2016&isPopup=true

Absence Type Selection

Available Excused Types

Add All

Add

Remove

Remove All

Selected Excused Types

E - ABSENCE - RESOLVED/ EXCUSED

Available Unexcused Types

Add All

Add

Remove

Remove All

Selected Unexcused Types

A - ABSENCE - UNRESOLVED
U - ABSENCE-RESOLVED UNEXCUSED
W - ABSENCE - UNRESOLVED-TEACHER E

Available Tardy Types

Add All

Add

Remove

Remove All

Selected Tardy Types

Available Other Types

Add All

Add

Remove

Remove All

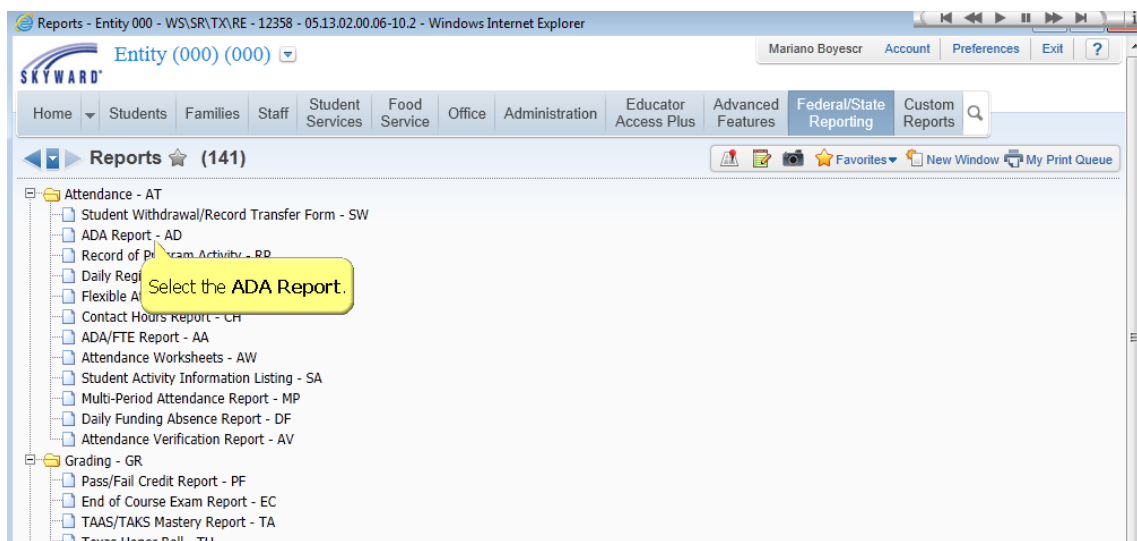
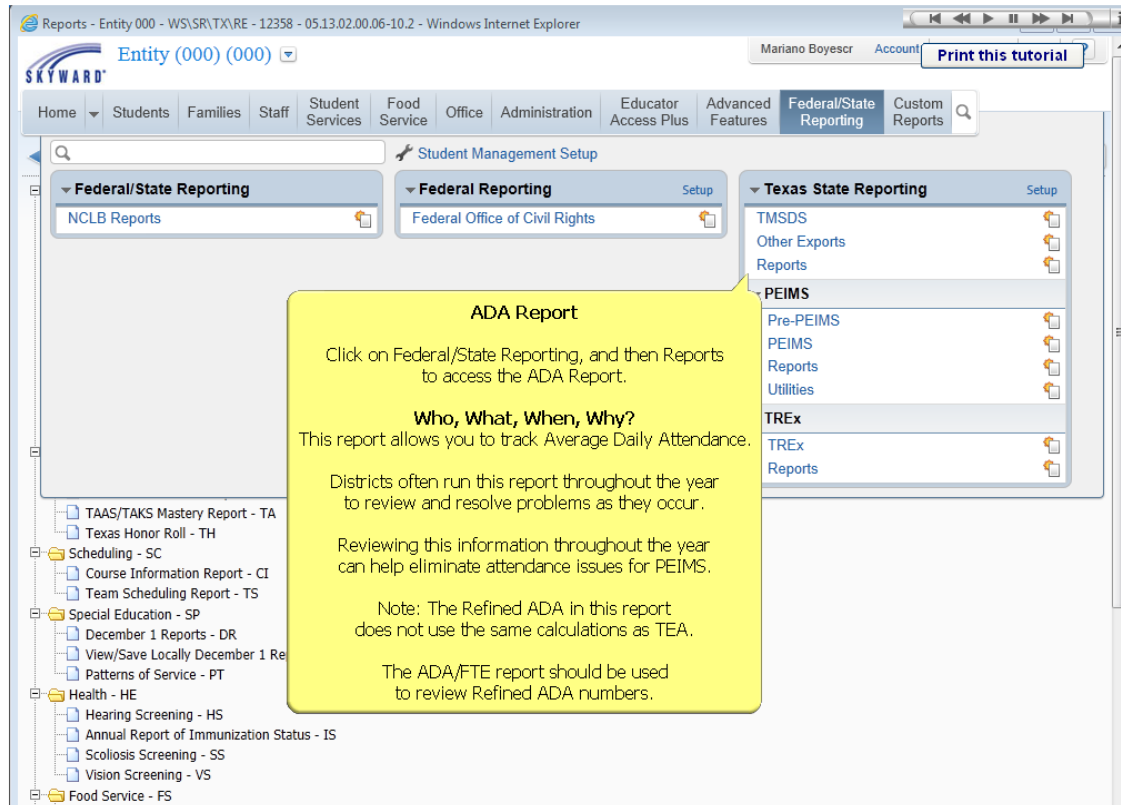
Selected Other Types

Z - SUSPENSION

ADA Report

PATH: WS/SR/TX/RE/AD

This report tracks the campus Average Daily Attendance.



Continued ADA Report

ADA Report (85)

Template Settings

- * Template Description: **ADA Report**
- ☐ Share this template with other users in entity 000
- ☐ Print Greenbar

Report Ranges

Low High

Entity:

Calendar:

Grade/Grad Yr:

Race:

Student Type:

Date:

Totals:

Report Type:

Calendar ranges are typically left at their default values of **Blank to ZZZ**. You may select specific Calendars by entering values in the **Low and High** ranges.

Grad Yr/Grade ranges are typically left at their default values of **0000-9999**. You may select specific Grade Yrs/Grades by entering values in the **Low and High** ranges.

Race ranges are typically left at their default values of **Blank to ZZZ**. You may select specific Race Codes by entering the **Low and High** ranges.

The **Totals** options are to print **By Entity & Grade** or just **By Entity**.

By Entity & Grade will print the report for the entity and each grade level in the entity.

By Entity will print totals just by Entity.

The **Report Type** options are Both, Report for Each Date and Summary Only.

Report for Each Date will print a Daily Report.

Reporting the **Summary Only** will print a summary report.

ltxatn02.p 17-2 CLINT ISD 07/23/15 Page:2
05.15.06.00.00 ADA Report for 11/06/2014 thru 11/06/2014 11:19 AM

| Entity | Name | Cal | Operational Days | Grade Level | Total Days Membership | Total Ineligible Days Present | Total Eligible Days Present | Refined ADA | Percentage Of Attendance |
|--------------------|----------------------|-----|------------------|-------------|-----------------------|-------------------------------|-----------------------------|-------------|--------------------------|
| 001 | CLINT HIGH SCHOOL 00 | 001 | 1 | 09 | 154.5 | 0.0 | 148.5 | 148.50 | 96.12 |
| | | | 1 | 10 | 147.0 | 0.0 | 143.0 | 143.00 | 97.28 |
| | | | 1 | 11 | 132.0 | 0.0 | 122.0 | 122.00 | 92.42 |
| | | | 1 | 12 | 153.0 | 0.0 | 147.0 | 147.00 | 96.08 |
| | | | 1 | ALL | 586.5 | 0.0 | 560.5 | 560.50 | 95.57 |
| REPORT SUB TOTALS: | | | | | 586.5 | 0.0 | 560.5 | 560.50 | 95.57 |

The **Total Days Membership** represents the total of all of the students enrolled in that entity for that date.

Total Eligible Days Present represents the number of absences for that date.

Percentage of Attendance represents the Total Eligible Days Present divided by Total Days Membership.

Absence Occurrence

PATH: WS/OF/AT/RE/AR/AO

This report shows absence occurrences per student.

Absence Occurrence Report - Entity 204 - WS\OFAT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (93)

Template Settings

* Template Description: **Absent One Day or More**

☐ Share this template with other users in entity 204

☐ Print Greenbar

Save

Save and Print

Back

School Year to Process: 2013

Report Ranges

Low High

Entity: 204 204

Student Key: ZZZZZZZZZZ

Absent Date: 08/15/2012 05/24/2013

Grade/Grad Yr: 9999 0000

Student Type: ZZZ

Calendar: ZZZZ

Homerom: ZZZZ

Race: ZZZ

School: ZZZZ

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: Absence Types Abs. Reasons Day 001 999

Criteria 2: Absence Types Abs. Reasons None 000 000

Criteria 3: Absence Types Abs. Reasons None 000 000

Criteria 4: Absence Types Abs. Reasons None 000 000

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

Move Label

Enter the Report Ranges.

The Student Status refers to a student's status as of the day the report is run.

If you want to see all the students who were gone at least one day during the Absent Date range, regardless of their current status, then set the Student Status to Both.

An option also exists to choose specific student Federal/Races Ethnicities.

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Absence Occurrence Report - Entity 204 - WS\OFAT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (93)

Template Settings

* Template Description: **Absent One Day or More**

☐ Share this template with other users in entity 204

☐ Print Greenbar

Save

Save and Print

Back

School Year to Process: 2013

Report Ranges

Low High

Entity: 204 204

Student Key: ZZZZZZZZZZ

Absent Date: 08/15/2012 05/24/2013

Grade/Grad Yr: 9999 0000

Student Type: ZZZ

Calendar: ZZZZ

Homerom: ZZZZ

Race: ZZZ

School: ZZZZ

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: Absence Types Abs. Reasons Day 001 999

Criteria 2: Absence Types Abs. Reasons None 000 000

Criteria 3: Absence Types Abs. Reasons None 000 000

Criteria 4: Absence Types Abs. Reasons None 000 000

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

Move Label

Student Name

To select the Absence Type codes to be considered for your report, click the Absence Types button.

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

Continued Absence Occurrence Report

Absence Type Selection - Entity 204 - WS\OFAT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Type Selection (129)

Absence Type Selection

Available Excused Types

In this example, **Excused and Unexcused Absence Types** have been selected.

Click **Save**.

Selected Excused Types

- E - Excused
- H - Homebound
- I - In School Suspension
- V - Office Visit
- X - Expulsion

Available Unexcused Types

Selected Unexcused Types

- O - Out of School Suspension
- U - Unexcused
- W - Teacher Absence

Available Tardy Types

- L - Teacher Tardy
- S - Tardy Excused
- T - Tardy Unexcused

Selected Tardy Types

Available Other Types

- C - Activity
- R - Alternate Classroom

Selected Other Types

Buttons: Add All, Add, Remove, Remove All, Save, Back

Absence Occurrence Report - Entity 204 - WS\OFAT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (93)

Template Settings

* Template Description: **Absent One Day or More**

☐ Share this template with other users in entity 204

☐ Print Greenbar

School Year to Process: **2013**

Report Ranges

Low: Entity: **204** High: **204**

Student Key: **ZZZZZZZZZZ**

Absent Date: **08/15/2012** to **05/24/2013**

Grade/Grad Yr: **9999** to **0000**

Student Type: **ZZZ**

Calendar: **ZZZZ**

Homeroom: **ZZZZ**

Race: **ZZZ**

School: **ZZZZ**

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities **Federal Races**

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: **Absence Types** **Abs Reasons** Day **001** **999**

Criteria 2: **Absence Types** **Abs Reasons** **0** **0**

Criteria 3: **Absence Types** **Abs Reasons** **0** **0**

Criteria 4: **Absence Types** **Abs Reasons** **0** **0**

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

| Move | Label |
|------|--------------|
| | Student Name |

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

To select the **Absence Reason** codes to be considered for your report, click the **Abs Reasons** button.

Continued Absence Occurrence Report

Absence Occurrence Report - Entity 204 - WS\OF\AT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (93)

Template Settings

* Template Description: **Absent One Day or More**

☐ Share this template with other users in entity 204

☐ Print Greenbar

Save
Save and Print
Back

School Year to Process: 2013

Report Ranges

Low High

Entity: 204 204

Student Key: ZZZZZZZZZZ

Absent Date: 08/15/2012 05/24/2013

Grade/Grad Yr: 9999 0000

Student Type: ZZZ

Calendar: ZZZZ

Homeroom: ZZZZ

Race: ZZZ

School: ZZZZ

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: Absence Types Abs. Reasons Day 001 999

Criteria 2: Absence Types Abs. Reasons None 000 000

Criteria 3: 000

Criteria 4: 000

More than one Criteria may be established. Click Absence Types to the right of Criteria 2.

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

| Move | Label |
|------|--------------|
| ↕ | Student Name |

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Absence Occurrence Report - Entity 204 - WS\OF\AT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (95)

Template Settings

* Template Description: Absent One Day or More

☐ Share this template with other users in entity 204

☐ Print Greenbar

Save
Save and Print
Back

School Year to Process: 2013

Report Ranges

Low High

Entity: 204 204

Student Key: ZZZZZZZZZZ

Absent Date: 08/15/2012 05/24/2013

Grade/Grad Yr: 9999 0000

Student Type: ZZZ

Calendar: ZZZZ

Homeroom: ZZZZ

Race: ZZZ

School: ZZZZ

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: Absence Types Abs. Reasons Day 001 999

Criteria 2: Absence Types Abs. Reasons Period 001 999

Criteria 3: Absence Types Abs. Reasons None 000 000

Criteria 4: Absence Types Abs. Reasons None 000 000

Sorting Options

☐ Page Break and Total by Homeroom

Select Sorts

| Move | Label |
|------|--------------|
| ↕ | Homeroom |
| ↕ | Student Name |

The directional icon was used to move Homeroom into the first Sort position.

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☒ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Printing Options may be used to determine the level of detail included in the report.

Print Student Attendance Detail has been selected.

Continued Absence Occurrence Report

Absence Occurrence Report - Entity 204 - WS\OF\AT\REAR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (95)

Template Settings

* Template Description: Absent One Day or More

☐ Share this template with other

☐ Print Greenbar

Save

Save and Print

Back

School Year to Process: 2013

Report Ranges

Low High

Entity: 204 204

Student Key: 2222222222

Absent Date: 08/15/2012

Grade/Grad Yr: 9999

Student Type:

Calendar:

Homeroom:

Race:

School:

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: Absence Types Abs. Reasons Day 001 999

Criteria 2: Absence Types Abs. Reasons Period 001 999

one 000 000

one 000 000

All Absence Reasons were selected for Criteria 2. In addition, the Day/Prd (Period)/Cls (Class) has been set to Period with the Minimum set to 001 and the Maximum set to 999.

This Criteria is set up to report on students who have one or more Periods with a Tardy Absence Type

Student Name

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☒ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

1soatr48.p 45-2 Entity (204) Grades 6 to 8 08/31/12

05.12.06.00.00 Absence Occurrence Report 08/15/2012 TO 05/24/2013 We value your feedback

| | | | | | | | | | | |
|-----------------|------------|--|------|------|------|------|------|------|------|------|
| Ira Ahmadi | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | E-IL | E-IL | E-IL | E-IL | E-IL | | | | |
| Martin Alens | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | U- | U- | U- | U- | U- | U- | U- | U- | U- |
| Irving Amyot | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| Corey Antenor | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | | | | | | | | | |
| Jon Bachner | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | V- | V- | V- | V- | V- | V- | | | |
| Mariah Cafaro | Criteria 1 | 1.00 Days-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 1 | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| Rogelio Daisy | Criteria 2 | 1 Prds-Selected Types; Selected Reasons | | | | | | | | |
| DATE | CRITERIA | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 08/28/2012 Tue. | 2 | T- | | | | | | | | |

This sample report lists all the students who have at least one Day in which they were absent or have at least one Period in which they were tardy within the date range specified.

This concludes the tutorial.

Perfect Attendance

PATH: WS\OF\AT\RE\AR\AO

This report is created under the Absence Occurrence report.

Absence Occurrence Report - Entity 106 - WS\OF\AT\RE\AR\AO - 10826 - 05.14.06.00.04 - Google Chrome

<https://skyweb.dclint.net/scripts/wsisa.dll/WSservice=wsSky/satnredit004.w?isPopup=true>

Absence Occurrence Report

Template Settings

* Template Description: Perfect Attd

☐ Share this template with other users in entity 106

☐ Print Greenbar

Save

Save and Print

Back

School Year to Process: 2013

Report Ranges

Low High

Entity: 106 106

Student Key: ZZZZZZZZZZZZ

Absent Date: 08/27/2012 06/06/2013

Grade/Grad Yr: 9999 0000

Student Type: ZZZ

Calendar: ZZZZ

Homeroom: ZZZZ

Race: ZZZ

School: ZZZZ

Student Status: ☒ Active ☐ Inactive ☐ Both

Gender: ☐ Male ☐ Female ☐ Both

☒ Include All Federal Races/Ethnicities ☐ Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Criteria 1: Absence Types Abs. Reasons Day 000 000

Criteria 2: Absence Types Abs. Reasons None 000 999

Criteria 3: Absence Types Abs. Reasons None 000 999

Criteria 4: Absence Types Abs. Reasons None 000 999

Sorting Options

☐ Page Break and Total by Grad Year

Select Sorts

| Move | Label |
|------|--------------|
| + | Grad Year |
| + | Student Name |

Printing Options

Name Order

☐ First Name/Last Name ☒ Last Name/First Name

☒ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☒ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Asterisk (*) denotes a required field

Absence Type Selection - Entity 001 - WS\OF\AT\RE\AR\AO - 10826 - 05.14.06.00.04 - Google Chrome

<https://skyweb.dclint.net/scripts/wsisa.dll/WSservice=wsSky/satnredit003.w?pSchoolYear=2014&pEntInd=N&isPopup=true>

Absence Type Selection

Available Excused Types

Add All

Add

Remove

Remove All

Selected Excused Types

E - ABSENCE - RESOLVED/EXCUSED

Available Unexcused Types

Add All

Add

Remove

Remove All

Selected Unexcused Types

A - ABSENCE - UNRESOLVED

U - ABSENCE-RESOLVED UNEXCUSED

W - ABSENCE - UNRESOLVED-TEACHER E

Available Tardy Types

Add All

Add

Remove

Remove All

Selected Tardy Types

L - LATE - TEACHER ENTERED

T - TARDY

Available Other Types

O - OTHER (PRESENT)

S - SCHOOL ACTIVITY-EXTRACURRICULA

X - IN SCHOOL SAC ASSIGNMENT

Add All

Add

Remove

Remove All

Selected Other Types

Z - SUSPENSION

Save

Back

| | | |
|---------------------------|------------|---|
| TORRES, ALBERTO JR. | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| TORRES, ANGEL | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| TORRES GONZALEZ, YULISA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| TORRES TORRES, JOSSELYNE | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| TRUAN, TAYLOR | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VARGAS, FRANCISCO JR. | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VASQUEZ, CRISTINA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VELAZQUEZ, CARLOS | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VELIZ, GREGORIO | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VERDUZCO, JESSICA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VERDUZCO, JONATHAN | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VIDAL, ANTONIO | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VILLA, ENRIQUE | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VILLALOBOS, BRIANA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VILLALOBOS, ROBERTO | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| WARE, BRANDON | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| WITTE, CARLIE | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZACARIAS CADENA, DANIEL | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZAMARO, VIANEY | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZAMORA MEDRANO, ALBEIZA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZAPATA, SAMANTHA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZEPEDA, ALLY | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZUNIGA, DENISE | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| TOTAL NUMBER OF STUDENTS: | 239 | |

***** End of report *****

Loss of Credit (90 %)

PATH: WS/OF/AT/RE/AR/AO

A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered may be given credit of a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements for the class. **This report is ran at the end of 9 weeks and at semester.**

Absence Occurrence Report

Template Settings

* Template Description:

☐ Share with other users in entity 044
☐ Print Greenbar

Save
Save and Print
Back

School Year to Process:

Report Ranges

LowHigh

Entity:

Student Key:

Absent Date:

Grade/Grad Yr:

Student Type:

Calendar:

Homerom:

Race:

School:

Student Status: ☒ Active ☐ Inactive ☐ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

| | | Day/Prd/Cls | Minimum | Maximum |
|-------------|--|-----------------------------------|--------------------------------|-------------------------------------|
| Criteria 1: | <input type="button" value="Absence Types"/> <input type="button" value="Abs. Reasons"/> | <input type="text" value="Day"/> | <input type="text" value="9"/> | <input type="text" value="99,999"/> |
| Criteria 2: | <input type="button" value="Absence Types"/> <input type="button" value="Abs. Reasons"/> | <input type="text" value="None"/> | <input type="text" value="0"/> | <input type="text" value="99,999"/> |
| Criteria 3: | <input type="button" value="Absence Types"/> <input type="button" value="Abs. Reasons"/> | <input type="text" value="None"/> | <input type="text" value="0"/> | <input type="text" value="99,999"/> |
| Criteria 4: | <input type="button" value="Absence Types"/> <input type="button" value="Abs. Reasons"/> | <input type="text" value="None"/> | <input type="text" value="0"/> | <input type="text" value="99,999"/> |

Sorting Options

☐ Page Break and Total by Student Name

| Move | Label |
|-------------------------------------|---|
| <input type="button" value="Move"/> | <input type="text" value="Student Name"/> |

Printing Options

Name Order

☐ First Name/Last Name ☒ Last Name/First Name

☒ Print Student Attendance Detail

☐ Print Student Attendance Comments
☐ For Class Criteria - Print only classes meeting criteria

☒ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Asterisk (*) denotes a required field

Continued Loss of Credit (90%)

Absence Type Selection

| Available Excused Types | Selected Excused Types |
|---|--|
| <input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/> | E - ABSENCE - RESOLVED/EXCUSED |
| <input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/> | A - ABSENCE - UNRESOLVED U - ABSENCE-RESOLVED/UNEXCUSED W - ABSENCE UNRESOLVED - TEACHER |
| L - LATE - TEACHER ENTERED T - TARDY <input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/> | Selected Tardy Types <input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/> |
| O - OTHER (PRESENT) S - SCHOOL ACTIVITY-EXTRACURRICULA X - IN SCHOOL SAC ASSIGNMENT <input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/> | Z - SUSPENSION <input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/> |

Absence Reason Selection

Absence Reason Codes

| Select | Code | Description |
|-------------------------------------|------|-------------------------------|
| <input checked="" type="checkbox"/> | | Blank Reason |
| <input checked="" type="checkbox"/> | AD | ADMIN. APPROVAL |
| <input checked="" type="checkbox"/> | CO | COUNSELOR'S OFFICE |
| <input checked="" type="checkbox"/> | CT | COURT |
| <input checked="" type="checkbox"/> | DR | DOCTOR APPT. |
| <input checked="" type="checkbox"/> | F | FUNERAL |
| <input checked="" type="checkbox"/> | HB | HOMEBOUND |
| <input checked="" type="checkbox"/> | HS | SPED HOMEBOUND |
| <input checked="" type="checkbox"/> | IL | ILLNESS |
| <input checked="" type="checkbox"/> | MD | MEDICAL VISIT ALL DAY |
| <input checked="" type="checkbox"/> | MI | MILITARY |
| <input checked="" type="checkbox"/> | ML | MILITARY PARENT DEPLOYMENT |
| <input checked="" type="checkbox"/> | NO | NURSE'S OFFICE |
| <input checked="" type="checkbox"/> | RH | RELIGIOUS/HOLY DAY |
| <input checked="" type="checkbox"/> | TP | TAPS |
| <input checked="" type="checkbox"/> | TR | TRUANT |
| <input checked="" type="checkbox"/> | TS | TESTING |
| <input checked="" type="checkbox"/> | UP | UNEXCUSED - PARENT PERMISSION |
| <input checked="" type="checkbox"/> | US | US CITIZENSHIP |

19 records displayed

Continued Loss of Credit (90%)

180atr48.p 51-4
05.16.06.00.00

HORIZON MIDDLE SCHOOL 044
Absence Occurrence Report 08/24/2015 TO 06/07/2016

08/08/16

Page:2
10:27 AM

ACOSTA, MEGAN

Criteria 1 11.00 Days-Selected Types; Selected Reasons

| DATE | CRIT | FP | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-----------------|------|----|---|------|------|------|------|------|------|------|------|------|
| 09/10/2015 Thu. | 1 | 2 | | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD |
| 12/04/2015 Fri. | 1 | 2 | | U- | U- | U- | U- | U- | U- | U- | U- | U- |
| 01/05/2016 Tue. | 1 | 2 | | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| 02/02/2016 Tue. | 1 | 2 | | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| 02/12/2016 Fri. | 1 | 2 | | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| 03/04/2016 Fri. | 1 | 2 | | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| 04/15/2016 Fri. | 1 | 2 | | | | | | | | | U- | |
| 04/18/2016 Mon. | 1 | 2 | | | | | | U- | U- | U- | U- | |
| 05/25/2016 Wed. | 1 | 2 | | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL |
| 06/03/2016 Fri. | 1 | 2 | | U- | U- | U- | U- | U- | U- | U- | U- | U- |
| 06/06/2016 Mon. | 1 | 2 | | U- | U- | U- | U- | U- | U- | U- | U- | U- |

6.00 DAYS ABSENCE

5.00 DAYS ABSENCE

*** 11.00 DAYS ALL TYPES



Loss of Credit (90%) Secondary Campuses

PATH: WS/OF/AT/PS/UT/PC

A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered may be given credit of a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements for the class. **This report is ran at the end of 9 weeks and at semester.**

Percent of Class Attendance

Template Settings
* Template Description:
☐ Share with other users in entity 044

* School Year to Process: * Terms to Process:

Report Ranges
Low High
Student Key:
Grade/Grad Yr:
Teacher Key:
Course Key:
Section:
☒ Include All Student Types
☒ Include All Calendars
☒ Include All Schools

Student Entity Status: ☒ Active ☐ Inactive ☐ Both
Student Class Status: ☒ Enrolled ☐ Dropped ☐ Both
Student Class Record Type: ☒ Current ☐ Year ☐ Historical ☐ Both
Process Students Who Miss: % of a Class
"% of a Class" Applies To
☐ Total Meets of a Class
☒ Total Meets of a Class Since the Student Enrolled
☐ Count an Absence Each Period Class Meets

Sorting/Grouping Options

| Move | Label |
|----------------------------------|-------|
| <input type="button" value="↕"/> | Grade |

Processing Method: ☐ Update Student Class Records for Students in Range ☒ Print Detailed Report

Report Options
☒ Print Attendance Detail for Absent Students
☐ Page Break on First Selected Sort Item

Asterisk (*) denotes a required field

Absence Type Selection

Available Excused Types

Selected Excused Types
E - ABSENCE - RESOLVED/EXCUSED

Available Unexcused Types

Selected Unexcused Types
A - ABSENCE - UNRESOLVED
U - ABSENCE-RESOLVED/UNEXCUSED
W - ABSENCE UNRESOLVED - TEACHER

Available Tardy Types
L - LATE - TEACHER ENTERED
T - TARDY

Selected Tardy Types

Available Other Types
O - OTHER (PRESENT)
S - SCHOOL ACTIVITY-EXTRACURRICULA
X - IN SCHOOL SAC ASSIGNMENT





Selected Other Types
Z - SUSPENSION

| Student Name | Ent | Grd | Course | Sect | Prd | Teacher | Str Date | Stp Date | Poss Day | Tot Abs | % Abs | Exc | Unex | Trdy | Oth |
|----------------------|------|-----|--------|------|------|--------------|----------|----------|----------|---------|-------|------|------|------|-----|
| ALVARADO VALLE, RAUL | 001 | 09 | EL010 | 600 | 6 | MAKRELLIS000 | 08/24/15 | 06/06/16 | 177 | 19 | 10% | 14 | 5 | 0 | 0 |
| DATE | | | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 08/27/2015 | Thu. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 09/24/2015 | Thu. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 10/01/2015 | Thu. | | | - | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | - | |
| 11/02/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 11/03/2015 | Tue. | | | - | - | - | - | - | U- | - | - | - | - | - | |
| 11/20/2015 | Fri. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 12/08/2015 | Tue. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 12/14/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 01/06/2016 | Wed. | | | - | U- | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| 01/07/2016 | Thu. | | | - | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 01/08/2016 | Fri. | | | - | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | - | |
| 03/24/2016 | Thu. | | | - | - | - | - | - | E- | E- | E- | E- | E- | - | |
| 03/30/2016 | Wed. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 04/18/2016 | Mon. | | | - | - | - | - | - | U- | U- | - | - | - | - | |
| 04/21/2016 | Thu. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 04/26/2016 | Tue. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 05/05/2016 | Thu. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 05/31/2016 | Tue. | | | - | - | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| 06/06/2016 | Mon. | | | - | U- | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| ALVARADO VALLE, RAUL | 001 | 09 | SC120S | 700 | 7 | WILSONJOH000 | 08/24/15 | 06/06/16 | 177 | 20 | 11% | 16 | 4 | 0 | 0 |
| DATE | | | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 08/27/2015 | Thu. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 09/16/2015 | Wed. | | | - | - | - | - | - | - | - | E- | E- | E- | - | |
| 09/24/2015 | Thu. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 10/01/2015 | Thu. | | | - | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | - | |
| 11/02/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 11/20/2015 | Fri. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 12/08/2015 | Tue. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 12/14/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 01/06/2016 | Wed. | | | - | U- | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| 01/07/2016 | Thu. | | | - | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 01/08/2016 | Fri. | | | - | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | - | |
| 03/24/2016 | Thu. | | | - | - | - | - | - | E- | E- | E- | E- | E- | - | |
| 03/30/2016 | Wed. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 04/18/2016 | Mon. | | | - | - | - | - | - | U- | U- | - | - | - | - | |
| 04/21/2016 | Thu. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 04/26/2016 | Tue. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 05/05/2016 | Thu. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 05/16/2016 | Mon. | | | - | - | - | - | - | - | - | E- | E- | E- | - | |
| 05/31/2016 | Tue. | | | - | - | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| 06/06/2016 | Mon. | | | - | U- | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| ALVARADO VALLE, RAUL | 001 | 09 | SS110S | 800 | 8 | VENRIGARL000 | 08/24/15 | 06/06/16 | 177 | 21 | 11% | 18 | 3 | 0 | 0 |
| DATE | | | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 08/27/2015 | Thu. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 08/31/2015 | Mon. | | | - | - | - | - | - | - | - | - | E- | E- | - | |
| 09/16/2015 | Wed. | | | - | - | - | - | - | - | - | E- | E- | E- | - | |
| 09/24/2015 | Thu. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 10/01/2015 | Thu. | | | - | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | - | |
| 11/02/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 11/20/2015 | Fri. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 12/07/2015 | Mon. | | | - | - | - | - | - | - | - | - | E-IL | E-IL | - | |
| 12/08/2015 | Tue. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 12/14/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 01/06/2016 | Wed. | | | - | U- | U- | U- | U- | U- | U- | U- | U- | U- | - | |

Mass Change W to U

PATH: WS/OF/AT/PS/UT/MR

This utility is used for changing the current absent type to a new absent type. Mainly used for changing a web absence to an unexcused absence.

Mass Change For a Range

Template Settings
* Template Description: **Mass Change W to U**
☐ Share with other users in entity 001

Save
Save and Run
Back

Mass Change For a Range
Utility Information
Deleting Absence Records:
If the NEW Absence Type and NEW Absence Reason are spaces, the system will delete the student's record for that day if no other Absence Types exist.

Low
Student Key:
Attendance Period:
School:

High

☐ Attendance Dates: **Monday** **Wednesday**

☒ Today Less number of School Days

Absence Types
☒ Change Absence Types
Old: **W** ▾ ABSENCE - WEB
New: **U** ▾ ABSENCE

Absence Reasons
** = ALL(Old)
☐ Change Absence Reasons
Old: ▾
New: ▾

Asterisk (*) denotes a required field

Loss of Credit (90%) Secondary Campuses

PATH: WS/OF/AT/PS/UT/PC

A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered may be given credit of a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements for the class. **This report is ran at the end of 9 weeks and at semester.**

Percent of Class Attendance

Template Settings
* Template Description:
☐ Share with other users in entity 044

* School Year to Process: * Terms to Process:

Report Ranges
Low High
Student Key:
Grade/Grad Yr:
Teacher Key:
Course Key:
Section:
☒ Include All Student Types
☒ Include All Calendars
☒ Include All Schools

Student Entity Status: ☒ Active ☐ Inactive ☐ Both
Student Class Status: ☒ Enrolled ☐ Dropped ☐ Both
Student Class Record Type: ☒ Current ☐ Year ☐ Historical ☐ Both
Process Students Who Miss: % of a Class
"% of a Class" Applies To
☐ Total Meets of a Class
☒ Total Meets of a Class Since the Student Enrolled
☐ Count an Absence Each Period Class Meets

Sorting/Grouping Options

| Move | Label |
|----------------------------------|-------|
| <input type="button" value="↕"/> | Grade |

Processing Method: ☐ Update Student Class Records for Students in Range ☒ Print Detailed Report

Report Options
☒ Print Attendance Detail for Absent Students
☐ Page Break on First Selected Sort Item

Asterisk (*) denotes a required field

Absence Type Selection

Available Excused Types

Selected Excused Types
E - ABSENCE - RESOLVED/EXCUSED

Available Unexcused Types

Selected Unexcused Types
A - ABSENCE - UNRESOLVED
U - ABSENCE-RESOLVED/UNEXCUSED
W - ABSENCE UNRESOLVED - TEACHER

Available Tardy Types
L - LATE - TEACHER ENTERED
T - TARDY

Selected Tardy Types

Available Other Types
O - OTHER (PRESENT)
S - SCHOOL ACTIVITY-EXTRACURRICULA
X - IN SCHOOL SAC ASSIGNMENT





Selected Other Types
Z - SUSPENSION

| Student Name | Ent | Grd | Course | Sect | Prd | Teacher | Str Date | Stp Date | Poss Day | Tot Abs | % Abs | Exc | Unex | Trdy | Oth |
|----------------------|------|-----|--------|------|------|--------------|----------|----------|----------|---------|-------|------|------|------|-----|
| ALVARADO VALLE, RAUL | 001 | 09 | EL010 | 600 | 6 | MAKRELLIS000 | 08/24/15 | 06/06/16 | 177 | 19 | 10% | 14 | 5 | 0 | 0 |
| DATE | | | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 08/27/2015 | Thu. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 09/24/2015 | Thu. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 10/01/2015 | Thu. | | | - | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | - | |
| 11/02/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 11/03/2015 | Tue. | | | - | - | - | - | - | U- | - | - | - | - | - | |
| 11/20/2015 | Fri. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 12/08/2015 | Tue. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 12/14/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 01/06/2016 | Wed. | | | - | U- | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| 01/07/2016 | Thu. | | | - | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 01/08/2016 | Fri. | | | - | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | - | |
| 03/24/2016 | Thu. | | | - | - | - | - | - | E- | E- | E- | E- | E- | - | |
| 03/30/2016 | Wed. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 04/18/2016 | Mon. | | | - | - | - | - | - | U- | U- | - | - | - | - | |
| 04/21/2016 | Thu. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 04/26/2016 | Tue. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 05/05/2016 | Thu. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 05/31/2016 | Tue. | | | - | - | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| 06/06/2016 | Mon. | | | - | U- | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| ALVARADO VALLE, RAUL | 001 | 09 | SC120S | 700 | 7 | WILSONJOH000 | 08/24/15 | 06/06/16 | 177 | 20 | 11% | 16 | 4 | 0 | 0 |
| DATE | | | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 08/27/2015 | Thu. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 09/16/2015 | Wed. | | | - | - | - | - | - | - | - | E- | E- | E- | - | |
| 09/24/2015 | Thu. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 10/01/2015 | Thu. | | | - | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | - | |
| 11/02/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 11/20/2015 | Fri. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 12/08/2015 | Tue. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 12/14/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 01/06/2016 | Wed. | | | - | U- | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| 01/07/2016 | Thu. | | | - | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 01/08/2016 | Fri. | | | - | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | - | |
| 03/24/2016 | Thu. | | | - | - | - | - | - | E- | E- | E- | E- | E- | - | |
| 03/30/2016 | Wed. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 04/18/2016 | Mon. | | | - | - | - | - | - | U- | U- | - | - | - | - | |
| 04/21/2016 | Thu. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 04/26/2016 | Tue. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 05/05/2016 | Thu. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 05/16/2016 | Mon. | | | - | - | - | - | - | - | - | E- | E- | E- | - | |
| 05/31/2016 | Tue. | | | - | - | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| 06/06/2016 | Mon. | | | - | U- | U- | U- | U- | U- | U- | U- | U- | U- | - | |
| ALVARADO VALLE, RAUL | 001 | 09 | SS110S | 800 | 8 | VENRIGARL000 | 08/24/15 | 06/06/16 | 177 | 21 | 11% | 18 | 3 | 0 | 0 |
| DATE | | | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 08/27/2015 | Thu. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 08/31/2015 | Mon. | | | - | - | - | - | - | - | - | - | E- | E- | - | |
| 09/16/2015 | Wed. | | | - | - | - | - | - | - | - | E- | E- | E- | - | |
| 09/24/2015 | Thu. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 10/01/2015 | Thu. | | | - | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | E-MD | - | |
| 11/02/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 11/20/2015 | Fri. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 12/07/2015 | Mon. | | | - | - | - | - | - | - | - | - | E-IL | E-IL | - | |
| 12/08/2015 | Tue. | | | - | E- | E- | E- | E- | E- | E- | E- | E- | E- | - | |
| 12/14/2015 | Mon. | | | - | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | E-IL | - | |
| 01/06/2016 | Wed. | | | - | U- | U- | U- | U- | U- | U- | U- | U- | U- | - | |

Mass Change W to U

PATH: WS/OF/AT/PS/UT/MR

This utility is used for changing the current absent type to a new absent type. Mainly used for changing a web absence to an unexcused absence.

Mass Change For a Range

Template Settings
* Template Description: **Mass Change W to U**
☐ Share with other users in entity 001

Save
Save and Run
Back

Mass Change For a Range
Utility Information
Deleting Absence Records:
If the NEW Absence Type and NEW Absence Reason are spaces, the system will delete the student's record for that day if no other Absence Types exist.

Low
Student Key:
Attendance Period:
School:

High

Attendance Dates: **Monday** **Wednesday**

☐ Attendance Dates:

☒ Today Less number of School Days

Absence Types
☒ Change Absence Types
Old:
New:

Absence Reasons
** = ALL(Old)
☐ Change Absence Reasons
Old:
New:

Asterisk (*) denotes a required field

Perfect Attendance

PATH: WS\OF\AT\RE\AR\AO

This report is created under the Absence Occurrence report.

Absence Occurrence Report - Entity 106 - WS\OF\AT\RE\AR\AO - 10826 - 05.14.06.00.04 - Google Chrome

<https://skyweb.dclint.net/scripts/wsisa.dll/WSservice=wsSky/satnredit004.w?isPopup=true>

Absence Occurrence Report

Template Settings

* Template Description: Perfect Attd

☐ Share this template with other users in entity 106

☐ Print Greenbar

Save

Save and Print

Back

School Year to Process: 2013

Report Ranges

Low High

Entity: 106 106

Student Key: ZZZZZZZZZZZZ

Absent Date: 08/27/2012 06/06/2013

Grade/Grad Yr: 9999 0000

Student Type: ZZZ

Calendar: ZZZZ

Homeroom: ZZZZ

Race: ZZZ

School: ZZZZ

Student Status: ☒ Active ☐ Inactive ☐ Both

Gender: ☐ Male ☐ Female ☐ Both

☒ Include All Federal Races/Ethnicities ☐ Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Criteria 1: Absence Types Abs. Reasons Day 000 000

Criteria 2: Absence Types Abs. Reasons None 000 999

Criteria 3: Absence Types Abs. Reasons None 000 999

Criteria 4: Absence Types Abs. Reasons None 000 999

Sorting Options

☐ Page Break and Total by Grad Year

Select Sorts

| Move | Label |
|------|--------------|
| + | Grad Year |
| + | Student Name |

Printing Options

Name Order

☐ First Name/Last Name ☒ Last Name/First Name

☒ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☒ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Asterisk (*) denotes a required field

Absence Type Selection - Entity 001 - WS\OF\AT\RE\AR\AO - 10826 - 05.14.06.00.04 - Google Chrome

<https://skyweb.dclint.net/scripts/wsisa.dll/WSservice=wsSky/satnredit003.w?pSchoolYear=2014&pEntlnd=N&isPopup=true>

Absence Type Selection

Available Excused Types

Add All

Add

Remove

Remove All

Selected Excused Types

E - ABSENCE - RESOLVED/EXCUSED

Available Unexcused Types

Add All

Add

Remove

Remove All

Selected Unexcused Types

A - ABSENCE - UNRESOLVED

U - ABSENCE-RESOLVED UNEXCUSED

W - ABSENCE - UNRESOLVED-TEACHER E

Available Tardy Types

Add All

Add

Remove

Remove All

Selected Tardy Types

L - LATE - TEACHER ENTERED

T - TARDY

Available Other Types

O - OTHER (PRESENT)

S - SCHOOL ACTIVITY-EXTRACURRICULA

X - IN SCHOOL SAC ASSIGNMENT

Add All

Add

Remove

Remove All

Selected Other Types

Z - SUSPENSION

Save

Back

| | | |
|---------------------------|------------|---|
| TORRES, ALBERTO JR. | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| TORRES, ANGEL | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| TORRES GONZALEZ, YULISA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| TORRES TORRES, JOSSELYNE | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| TRUAN, TAYLOR | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VARGAS, FRANCISCO JR. | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VASQUEZ, CRISTINA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VELAZQUEZ, CARLOS | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VELIZ, GREGORIO | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VERDUZCO, JESSICA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VERDUZCO, JONATHAN | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VIDAL, ANTONIO | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VILLA, ENRIQUE | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VILLALOBOS, BRIANA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| VILLALOBOS, ROBERTO | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| WARE, BRANDON | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| WITTE, CARLIE | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZACARIAS CADENA, DANIEL | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZAMARO, VIANEY | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZAMORA MEDRANO, ALBEIZA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZAPATA, SAMANTHA | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZEPEDA, ALLY | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| ZUNIGA, DENISE | Criteria 1 | 0 Prds-Selected Types; Selected Reasons |
| TOTAL NUMBER OF STUDENTS: | 239 | |

***** End of report *****

Recorded Class Attendance

PATH: WS\OF\AT\RE\RC

This report is used to identify what time attendance was posted via Skyward Gradebook.

Entity (204) Grades 6 to 8 (204)

Recorded Class Attendance (59)

Recorded Class Attendance (32)

Template Settings

* Template Description: Recorded Class Attendance

☐ Share this template with other users in entity 204

☐ Print Greenbar

Recorded Class Attendance

Date: ☒ Specific Date Range 08/28/2012 to 08/30/2012

☐ Today Less Number of School Days 0

☐ Print Course/Section Details

Starting Period: 00

Ending Period: 09

Asterisk (*) denotes a required field

1. Enter the Starting and Ending Period.

2. Select Save or Save and Print.

Enter a low and high Specific Date Range. You may also choose Today Less number of School Days, which allows you to look at absences that took place a defined number of days prior to today.

isoatr31.p 06-2 Entity (204) Grades 6 to 8 08/30/2012 10:46

05.12.06.00.00 Recorded Class Attendance

DATE: 08/30/2012 PERIOD: 2 PERCENT OF CLASSES WITH RECORDED ATTENDANCE: 1/19 (5%)

AL FINISHED 10:37 AM

SM

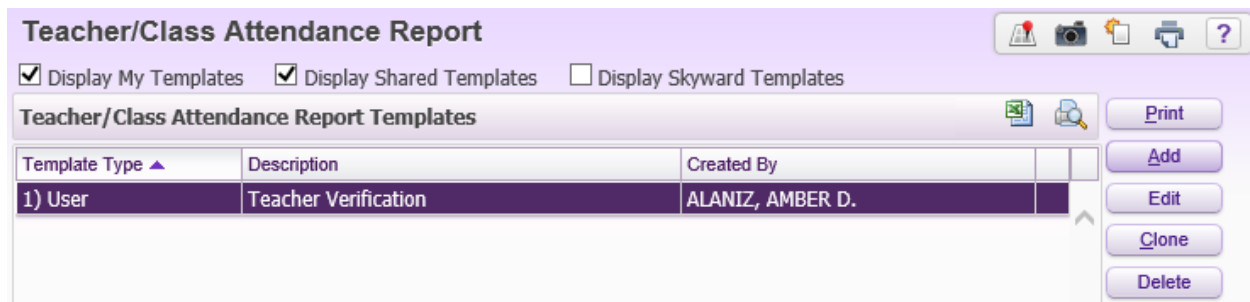
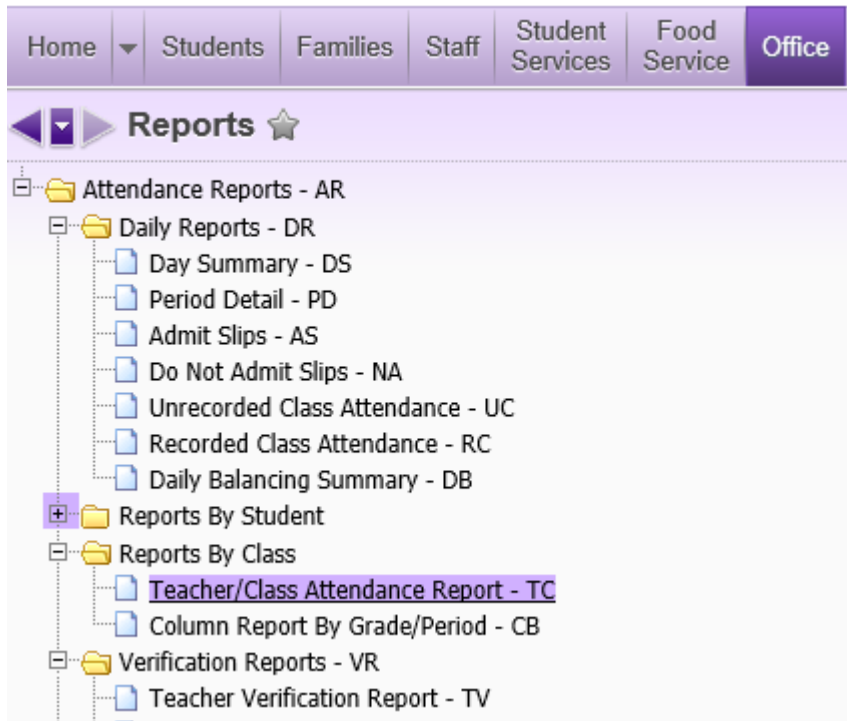
The heading shows the Period, Date and Percent of classes with Recorded Attendance.

Notice the number of classes scheduled for this period, and that 1/19 (5%) of the classes have Recorded Attendance.

Teacher/ Class Attendance Report

PATH: WS/OF/AT/RE/AR/TC

This report is used for Teacher Verifications at Secondary Campuses ONLY. The report will print a document listing all absences that occurred within a class for a specific date range along with a signature line for the teacher to certify the attendance records have been accurately recorded.



Teacher/ Class Attendance Report Continued

Teacher/Class Attendance Report

Template Settings

* Template Description: **Teacher Verification**
☐ Share with other users in entity 001
☐ Print Greenbar

Report Ranges

Low High
Teacher:
Course/Class:
Absence Date:
☒ All Control Sets
☒ Select only primary class meets
Single Day Option(s)
☐ Include Previous 5 Days' Attendance
☐ Print Attendance Changes for 03/31/2016
Number of Absences: 1 999
Student Status: ☐ Active ☐ Inactive ☒ Both

Print Options

Name Order
☐ First Name/Last Name ☒ Last Name/First Name
Print By
☐ Teacher ☐ Class ☒ Teacher/Period ☐ Building/Room ☐ Student
☐ Count an Absence Each Period Class Meets
☒ Page Break By Teacher
☐ Page Break By Class
☐ Print Days Possible
☒ Print Student Daily Attendance
☐ Page Break By Student

Asterisk (*) denotes a required field

Absence Type Selection - Entity 001 - WS\OF\AT\RE\AR\TC - 10837 - 05.16.06.00.05 - Internet Explorer

Save

Save and Print

Back

https://skyweb.clint.net/scripts/wsisa.dll/WSservice=wsSky/sattredit003.w?pSchoolYear=2016&isPopup=true

Absence Type Selection

Available Excused Types

Selected Excused Types

E - ABSENCE - RESOLVED/ EXCUSED

Available Unexcused Types

Selected Unexcused Types

A - ABSENCE - UNRESOLVED
U - ABSENCE-RESOLVED UNEXCUSED
W - ABSENCE - UNRESOLVED-TEACHER E

Available Tardy Types

Selected Tardy Types

Available Other Types

Selected Other Types

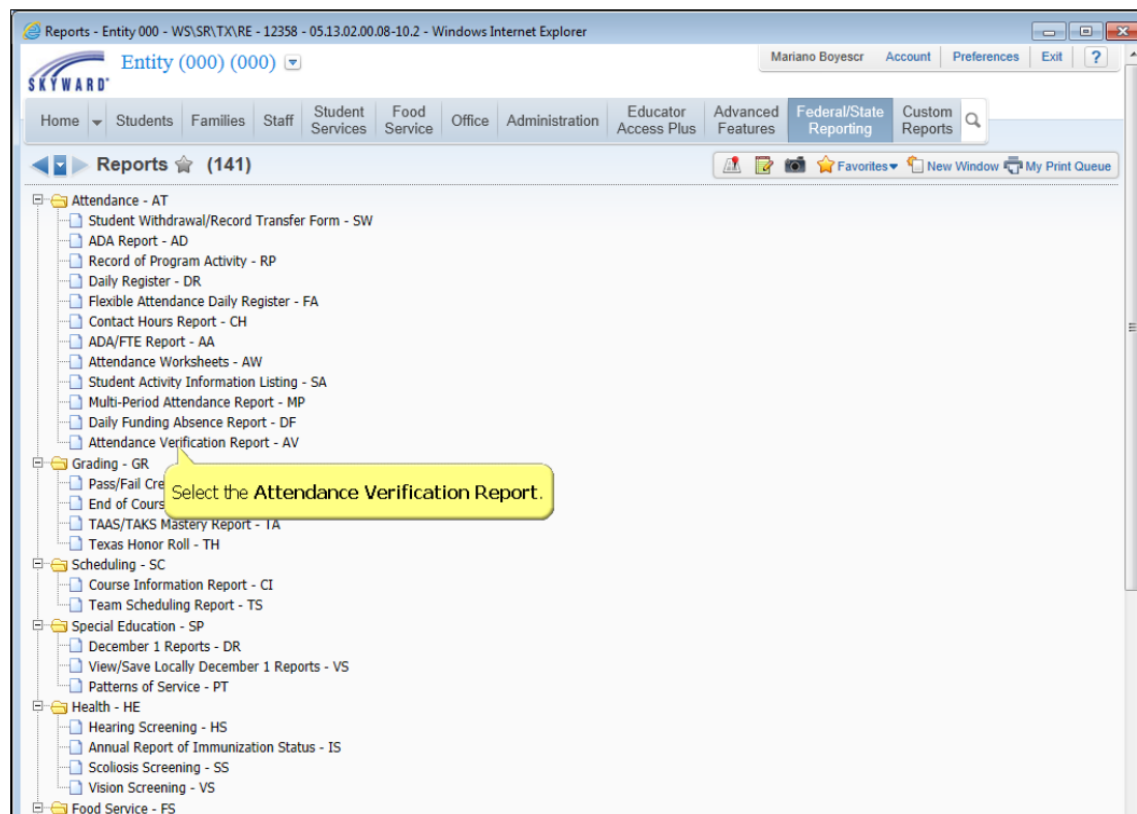
Z - SUSPENSION

2

Teacher Verification

PATH: WS/SR/TX/AT/AV

This report will print a document listing all absences that occurred within a class for a specific date range along with a signature line for the teacher to certify that the attendance records have been accurately recorded.



Continued Generating Reports Teacher Verification Report

The image displays two side-by-side screenshots of the 'Attendance Verification Report' web form for Entity 104. The form is titled 'Attendance Verification Report' and includes a URL bar showing 'https://skyweb.cint.net/scripts/wsis.dll/WService=wsSky/ssrtxedit912.w?isPopu'. The form is divided into several sections: 'Template Settings', 'Report Ranges', 'Reporting Period', 'Absences', and 'Cover Page'. The 'Template Settings' section includes a 'Template Description' field set to 'Teacher Verification' and checkboxes for 'Share this template with other users in entity 104' and 'Print Greenbar'. The 'Report Ranges' section includes fields for 'Course/Class', 'Teacher', and 'Period(s)', with a 'Low' field set to '00000000' and a 'High' field set to '99999999'. The 'Reporting Period' section includes radio buttons for 'Six Week Period' and 'Date Range', with the 'Date Range' option selected. The 'Start Date' is set to '08/07/2014' and the 'End Date' is set to '08/07/2014'. The 'Absences' section includes 'Minimum' and 'Maximum' fields, with the 'Minimum' field set to '0'. The 'Cover Page' section includes a checkbox for 'Print Cover Page' and three signature lines. A yellow callout box points to the 'Minimum' field in the 'Absences' section, stating: 'Absence ranges can be set as needed. For Teacher Daily Verification the **minimum absence value is set to 0**. The report will also pull students that have no recorded absence for the time frame.' Another yellow callout box points to the 'Date Range' section, stating: 'Set the **date range** for reporting period.'

Unrecorded Class Attendance

PATH: WS/ OF/ AT/RE/UC

This report is used to identify attendance that has not been recorded via Educator Access or Scan Sheets.

Entity (204) Grades 6 to 8 (204)

Unrecorded Class Attendance Report Maintenance - Entity 204 - WS\OF\AT\RE...

Template Settings

- * Template Description: **Unrecorded Attendance**
- ☐ Share this template with other users in entity 204
- ☐ Print Greenbar

Report Options

- ☒ Specific Date Range
 - Starting Date: 08/27/2012
 - Ending Date: 08/30/2012
- ☐ Today Less number of School Days
- Starting Period: 00
- Ending Period: 40
- Report Type: ☐ Both ☒ Computer ☐ Scansheet
- ☐ Print classes for which no scansheet was printed

Asterisk (*) denotes a required field

Enter the **Start** and **End** Date.
These fields will default to **today's date**, but can be changed to analyze **previous dates**.

Entity (204) Grades 6 to 8 (204)

Unrecorded Class Attendance Report Maintenance - Entity 204 - WS\OF\AT\RE...

Template Settings

- * Template Description: **Unrecorded Attendance**
- ☐ Share this template with other users in entity 204
- ☐ Print Greenbar

Report Options

- ☒ Specific Date Range
 - Starting Date: 08/27/2012
 - Ending Date: 08/30/2012
- ☐ Today Less number of School Days
- Starting Period: 01
- Ending Period: 09
- Report Type: ☐ Both ☒ Computer ☐ Scansheet
- ☐ Print classes for which no scansheet was printed

Asterisk (*) denotes a required field

Enter a **Starting** and **Ending** Period.

1 records displayed

Continued Unrecorded Class Attendance

Entity (204) Grades 6 to 8 (204)

Unrecorded Class Attendance Report Maintenance (34)

Template Settings

* Template Description: **Unrecorded Attendance**

☐ Share this template

☐ Print Greenbook

2. Click Save and Print.

Report Options

☒ Specific Date Range

Starting Date: 08/27/2012

Ending Date: 08/30/2012

☐ Today Less number of School Days: 0

Starting Period: 01

Ending Period: 09

Report Type: ☐ Both ☒ Computer ☐ Scansheet

☐ Print classes for which no scansheet was printed

Asterisk (*) denotes a required field

1. Select a Report Type.

Computer: Prints classes whose teachers have not taken attendance via **Educator Access**.

Scansheet: Prints classes whose teachers turn in **sheets** for their attendance.

Mixed: Both methods will appear on the report.

The **Course Master** has a field (Attendance Method) that allows the district to flag a course as taking attendance for each of these methods.

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1 / 3 100% Find

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05.12.06.00.01 Unrecorded Class Attendance Report 11:30 AM

We value your feedback

| Date | Day | Teacher | Cor/Sect | Prd | Description | Method | Doc # |
|------------|-----|--------------------|------------|-----|-----------------|--------|-------|
| 08/30/2012 | MON | (None) | kate /01 | 03 | kate | Comp. | |
| | | (None) | LAB /001 | 04 | LAB | Mixed | |
| | | (None) | Trnsfr /01 | 01 | science transfe | Mixed | |
| | | Adams, Mattie | 104 /02 | 10 | FUND ENGLISH 4 | Mixed | |
| | | Adams, Mattie | 9341 /01 | 01 | ANAT/PHYSIOLOGY | Mixed | |
| | | Alspaughscr, Lita | 122 /01 | 01 | APPLIED MTH II | Mixed | |
| | | Alspaughscr, Lita | 122 /02 | 10 | APPLIED MTH II | Mixed | |
| | | Arnold, Chris | 1836 /01 | 01 | TX GEOG | Mixed | |
| | | Askrenscr, Arnet | | | | Mixed | |
| | | Balliscr, Gina | | | | Mixed | |
| | | Balliscr, Gina | | | | Mixed | |
| | | Balliscr, Gina | | | | Mixed | |
| | | Balliscr, Gina | | | | Mixed | |
| | | Baumann, Jacob | | | | Mixed | |
| | | Brown, Sally | HMR /001 | 10 | Homeroom | Mixed | |
| | | Buskeyscr, Mark | PSYCH /15 | 01 | PSYCHOLOGY | Mixed | |
| | | Capotescr, Ryann | 1203 /03 | 03 | HONORS ENG II | Mixed | |
| | | Choatscr, Hattie | 0006 /06 | 02 | STUDY HALL | Mixed | |
| | | Drinkwaterscr, Sha | 1251 /01 | 10 | SPANISH II | Mixed | |
| | | Drinkwaterscr, Sha | 1251 /4A | 07 | SPANISH II | Mixed | |
| | | Equiascr, Miriam | 0005 /05 | 03 | STUDY HALL | Mixed | |
| | | Eunicescr, Tobi | 8131 /06 | 05 | LIBRARY AIDE | Mixed | |
| | | Feinerscr, Gerry | 7321 /02 | 01 | WORLD GEOGRAPHY | Mixed | |
| | | FOSTER, FELLICIA | 1101 /01 | 07 | ENGLISH I | Mixed | |
| | | FOSTER, FELLICIA | 111 /01 | 03 | ENGLISH-IA | Mixed | |
| | | GATES, BELLA | 1101B /03 | 05 | ENGLISH 1 | Mixed | |
| | | Gathingscr, Noell | 1301 /01 | 01 | ENGLISH III | Mixed | |

This is an example of the Unrecorded Class Attendance Report.

This concludes the tutorial.