

# 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 2<sup>nd</sup> 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 09

Minimum Periods Absent: 00 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

You may 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**.

You may also select **Specific Date**.

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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

Enter a range of **Attendance Periods** you wish to include on your **Day Summary Report**.

For example, the report could be run for **1st Period only** (e.g. 01-01), for a **portion of the day** (e.g. 01-04), or for the **entire day** (e.g. 01-09).

# Continued Day Summary

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

## Day Summary (169)

**Template Settings**

\* Template Description:

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

Specific Date

Low	High
Grade/Grad Yr: <input type="text" value="9999"/>	<input type="text" value="0000"/>
School: <input type="text" value="ZZZZ"/>	<input type="text" value="ZZZZ"/>
Calendar: <input type="text" value="ZZZZ"/>	<input type="text" value="ZZZZ"/>
Attendance Period: <input type="text" value="01"/>	<input type="text" value="02"/>
Minimum Periods Absent: <input type="text" value="01"/>	<input type="button" value="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**.

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

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

## Day Summary (169)

**Template Settings**

\* Template Description:

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Print Greenbar

**Report Ranges**

School Year to Process: 2012-13

Select By:  Date  Student Key

Today Less number of School Days

Specific Date

Low	High
Grade/Grad Yr: <input type="text" value="9999"/>	<input type="text" value="0000"/>
School: <input type="text" value="ZZZZ"/>	<input type="text" value="ZZZZ"/>
Calendar: <input type="text" value="ZZZZ"/>	<input type="text" value="ZZZZ"/>
Attendance Period: <input type="text" value="01"/>	<input type="text" value="02"/>
Minimum Periods Absent: <input type="text" value="01"/>	<input type="button" value="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

## Continued Day Summary

### Absence Type Selection

<b>Available Excused Types</b> E - ABSENCE - RESOLVED/EXCUSED	Add All Add Remove Remove All	<b>Selected Excused Types</b>	Save Back
<b>Available Unexcused Types</b>	Add All Add Remove Remove All	<b>Selected Unexcused Types</b> A - ABSENCE - UNRESOLVED U - ABSENCE- RESOLVED/UNEXCUSED W - ABSENCE UNRESOLVED - TEACHER	
<b>Available Tardy Types</b> L - LATE - TEACHER ENTERED T - TARDY	Add All Add Remove Remove All	<b>Selected Tardy Types</b>	
<b>Available Other Types</b> O - OTHER (PRESENT) S - SCHOOL ACTIVITY-EXTRACURRICULA X - IN SCHOOL SAC ASSIGNMENT Z - SUSPENSION	Add All Add Remove Remove All	<b>Selected Other Types</b>	

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

### Day Summary (169)

Template Settings

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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

Save  
Save and Print  
Back

# Continued Day Summary

Day Summary - Entity 204 - WS\OF\AT\RE\AR\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  
 None  
 E-Excused  
 H-Homebound  
 I-In School Sus  
 V-Office Visit  
 X-Expulsion  
 O-Out of School  
 U-Unexcused  
 W-Teacher Absence  
 T-Teacher Tardy

**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.

Day Summary - Entity 204 - WS\OF\AT\RE\AR\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 High  
 Grade/Grad Yr: 9999 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

**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.

Continued Day Summary

lsoatr05.p 35-2  
05.12.06.00.00
Entity (204) Grades 6 to 8  
Day Summary (Morning Report)
08/29/12 12:27 PM
We value your feedback

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-	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	Sahrsr, 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.**