

Attendance Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
4/14/20	Entire document	Review & update
2/3/20	Entire document	Review and update
8/6/19	Task #13	Updated screenshots
8/28/18	Entire document	Updated screenshots

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Before Using Attendance

To begin taking attendance in StudentInformation the school/district must first have several code tables set up *See the Attendance and Calendar End User Documentation for details.*



Important: Verify that all necessary codes and parameters are defined properly before using the Attendance module. If you are confident that these steps have been properly completed previously, then you may continue to the second checklist, "Taking Attendance Each Day."

Task #1: Define Absence Types

Define how the absence is characterized – i.e. excused, tardy, unexcused, etc. Absence Types are school and school year specific. The Qualifier field indicates whether the Absence Type is considered Late/Tardy, Partial, Absent, or a Non-Absence. The Is Excused checkbox indicates that the Absence Type is considered an excused absence. The Absence Group will show None, Medical or Out of School Suspension, these are used for HB410 reporting purposes. Use for Daily Attendance and Use for Period Attendance indicate if the Absence Type is valid for those types of attendance reporting. The Report to EMIS checkbox is no longer used on absence types.

Absence Type Maintenance										
<small>From this screen, you can display, add, change and delete data pertaining to absence types.</small>										
Add Absence Type										
	Code	Name ▲	Description	Qualifier	Is Excused	Absence Group	Use for Daily Attendance	Use for Period Attendance	Report to EMIS	Active
	A	EX ABSENT	EXCUSED ABSENCE	Absent	<input checked="" type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	●
	Z	Excused Medical Full Day	Excused Medical Full Day	Absent	<input checked="" type="checkbox"/>	Medical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	●
	ZZ	Excused Medical Partial	Excused Medical Partial	Partial	<input checked="" type="checkbox"/>	Medical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	●
	OSS	OSS	OUT OF SCHOOL SUSPENSION	Absent	<input type="checkbox"/>	Out of School Suspension	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	●
	PE	PARTIAL EXCUSED	PARTIAL EXCUSED	Partial	<input checked="" type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	●
	PU	PARTIAL UNEXC	PARTIAL UNEX	Partial	<input type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	●
	U	UN ABSENT	UNEXCUSED ABSENCE	Absent	<input type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	●

Show Active Only

Task #2: Define Default Attendance Settings

Define the default settings for absences on the Attendance tab of the StudentInformation Options page.

StudentInformation Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling
Marks
Fees
Attendance
Prog Track
INFOhio Export

You can control how attendance collection appears to teachers here.

Absence Cut-Off Time: Disable Late Option:

Method: Frequency:

Allow Teacher to Override:

Select the Periods during which Attendance is collected.

Rotation Day	First Collection
M	<input type="text" value="Administrative Homeroom"/> *
T	<input type="text" value="Administrative Homeroom"/> *
W	<input type="text" value="Administrative Homeroom"/> *
R	<input type="text" value="Administrative Homeroom"/> *
F	<input type="text" value="Administrative Homeroom"/> *

Default Settings:

Default Absence Type:

Save

Task #3: Define Absence Reasons

Define the reason for a specific absence – i.e. sick, doctor appointment, funeral, etc. Absence reasons are school and school year specific. Make sure to check “Use for daily attendance” or “Use for period attendance” for each Absence Reason, or that Reason will not be available for that form of Attendance.

Absence Reason Maintenance

From this screen, you can display, add, change and delete Absence Reason codes.

Add Absence Reason Code

		Code	Name ▲	Description	Use for daily attendance	Use for period attendance	Active
		4	DEATH REL	DEATH REL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		7	EMERGENCY	Emergency Circumstances approved by Superintendent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		8	HOME INSTRUCTION	Work and instruction is arranged for outside the school day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		2	ILL FAM	ILL FAM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		5	MED APPT	Medical or Dental Appointment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		1	PER ILL	PER ILL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		3	QUARANTINE	Quarantine in the home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		6	REL HOL	REL HOL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		9	SUSPENSION	Out of school suspension	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●

Show Active Only

Task #4: Define Absence Notes

Define notes that can be added to each absence occurrence to provide further detail. Make sure to check “Use for daily attendance” or “Use for period attendance” for each Absence Note, or that Note will not be available for that form of Attendance.

Absence Note Maintenance							
From this screen, you can display, add, change and delete Absence Note codes.							
Add Absence Note Code							
		Code	Name ▲	Description	Use for daily attendance	Use for period attendance	Active
		U	College	College Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		C	Court	Court	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		H	Ex Half	Excused Half Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
		N	No Ca/Note	No Call or Note	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●

Task #5: Define Lunch Type (optional)

Define Lunch Type codes to be used on Teacher Daily Attendance.

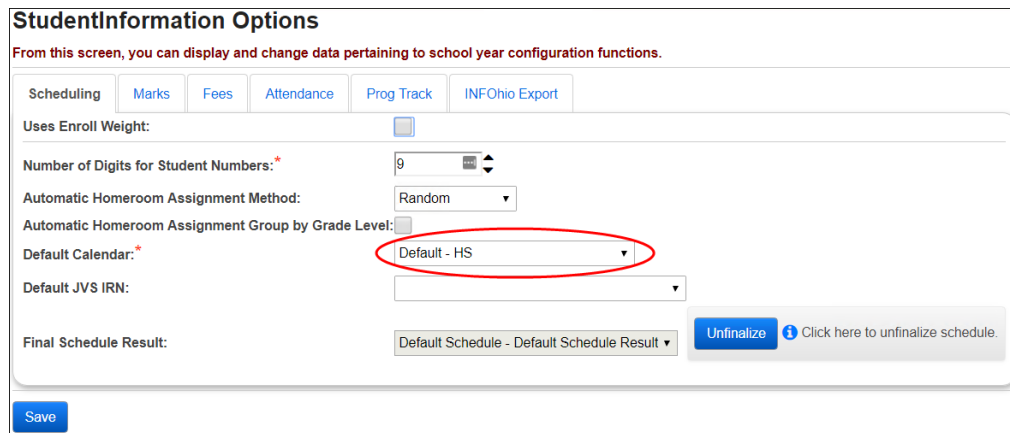
Lunch Type Maintenance						
From this screen, you can display, add, change and delete Lunch Type codes.						
Add Lunch Type Code						
		Code	Name	Field Length	Sort Order ▲	Active
		Reg	Regular Lunch	2	1	●
		SB	Salad Bar	2	2	●
		ALA	Ala Carte	2	3	●
<input checked="" type="checkbox"/> Show Active Only						

Task #6: Define Sub-Calendars

Define sub-calendars to use with Attendance. Refer to the *Calendar NON EMIS or Calendar with EMIS Exceptions Procedural Checklist* for details.

Task #7: Confirm Default Calendar

Make sure that default status has been assigned to the calendar that applies to the majority of students' attendance situation.



The screenshot shows the 'Student Information Options' interface. At the top, there are tabs for 'Scheduling', 'Marks', 'Fees', 'Attendance', 'Prog Track', and 'INFOhio Export'. Below the tabs, there are several configuration options: 'Uses Enroll Weight' (checkbox), 'Number of Digits for Student Numbers' (input field with '9'), 'Automatic Homeroom Assignment Method' (dropdown menu with 'Random'), 'Automatic Homeroom Assignment Group by Grade Level' (checkbox), 'Default Calendar' (dropdown menu with 'Default - HS' selected and circled in red), 'Default JVS IRN' (input field), and 'Final Schedule Result' (dropdown menu with 'Default Schedule - Default Schedule Result'). There are 'Unfinalize' and 'Save' buttons at the bottom.

Task #8: Confirm Sub-Calendar Details

Sub-Calendars apply to students who have alternate attendance patterns. Confirm that these are correct with the Calendar Procedural Checklist.

Task #9: Edit Calendar Percentages

If a student attends more than one building within a district, you can view and modify their attendance percentage for each building on the Edit Calendar Percentages screen (see the ProgressBook Student Information Student and Registration Guide).

Task #10: Review Staff Member Associations

Staff members can be granted association rights to one or all staff members in a building in order to access the Attendance module through the Teacher Menu. This feature could be used by an aide or office staff during a teacher's absence. If needed, confirm that these are correct with the Security Procedural Checklist.

Taking Attendance Each Day

Follow these steps to create student attendance records. Unless otherwise noted, see the Attendance and Calendar End User Documentation for details.

Task #11: Enter Absences via Attendance Fast Entry

Used to quickly add a daily or period absence for a student or a group of students using default absence types, reason, and notes. If you are entering multiple absence events, you can use the “Retain Values” checkbox to keep your selections.

Attendance Fast Entry/Update
From this screen, you can quickly enter absence events for groups of students.

[\[Hide Event Details\]](#)

Absence Event Type: Absence Level:
Date: Absence Reason:
Absence Type Code: Absence Note:
Time In: Time Out:
Comment:
 Retain Values

[\[Hide Student Criteria\]](#)

Search Mode: Search for students Enter student Ids
Grade: Membership Group:
Teacher: Membership:
Course Section: Homeroom:
District of Residence IRN: Attending Building IRN:
Home School IRN:
 Include students with absences
 Vary Absence Types by Student

OR

Attendance Fast Entry/Update
From this screen, you can quickly enter absence events for groups of students.

[\[Hide Event Details\]](#)

Absence Event Type: Absence Level:
Date: Absence Reason:
Absence Type Code: Absence Note:
Time In: Time Out:
Comment:
 Retain Values

[\[Hide Student Criteria\]](#)

Search Mode: Search for students Enter student Ids
Grade: Membership Group:
Teacher: Membership:
Course Section: Homeroom:
District of Residence IRN: Attending Building IRN:
Home School IRN:
 Include students with absences
 Vary Absence Types by Student

Select a set of students to work with either by search criteria (Grade level, Teacher, Membership Group, Membership, Course/Section, Homeroom, District of Residence IRN, Attending Building IRN, Home School IRN, or any combination) or by a specific list of student IDs (separated by commas), then clicking *Preview Students*.

When searching for students in this module check “*Include students with absences*” to include those students in your search.

If you want all absences entered to be the same absence type as specified in the Event Details on the top half of the screen, leave the “Vary Absence Types by Student” checkbox empty.

If you intend to enter different kinds of absences for each student, check the “Vary Absence Types by Student” box. The absence type entered in the Event Details will be the default selection for each student, and a pull-down menu will allow you to change absence type for each student.

[Hide Student Criteria]

Search Mode: Search for students Enter student Ids

Grade: 10 - 10 Membership Group:

Teacher: Membership:

Course Section: Homeroom:

District of Residence IRN: Attending Building IRN:

Home School IRN:

Include students with absences

Vary Absence Types by Student

[Hide Student Preview]

<input type="checkbox"/>	Student Name	Student Number	Grade Level	Absence Type	Absence Level	Absence Type
<input type="checkbox"/>	Abdullah, Safia	000010313	10			E - Excused Absence
<input type="checkbox"/>	Adkins, Logan	000013480	10			E - Excused Absence
<input type="checkbox"/>	Avendano, Sergio (Nino)	000010387	10			E - Excused Absence

After checking the students you wish to record an absence event for, and selecting the specific absence types, if you are varying absence types by student, click *Save* to record the absence event for those students.

Task #12: Delete Absences via Attendance Fast Delete

The Attendance Fast Delete screen can be used to quickly remove absences for a student or a group of students.

Select a set of students to work with either by search criteria (Grade level, Teacher, Membership Group, Membership, Course/Section, Homeroom, District of Residence IRN, Attending/Home IRN, or any combination) or be a specific list of student IDs (separated by commas), then clicking *Preview Students*.

Attendance Fast Delete
From this screen, you can quickly delete absence events for groups of students.

[Hide Student Criteria]

Search Mode: Search for students Enter student ids

Grade: Membership Group:

Teacher: Membership:

Course Section: Homeroom:

District of Residence IRN: Attending Building IRN:

Home School IRN:

Absence Event Type:

Date:

Absence Type Code:

Absence Level:

Absence Interval:

Absence Reason:

Absence Note:

[Hide Student Preview]

<input type="checkbox"/>	Student Name	Student Number	Date	Grade Level	Absence Type	Absence Reason	Absence Note	Comments
<input checked="" type="checkbox"/>	ATKINSON, JASON	00080197	Aug 20, 2018	10	U - UNEXC ABS			
<input type="checkbox"/>	ATKINSON, KEVIN	00080495	Aug 20, 2018	10	U - UNEXC ABS			
<input type="checkbox"/>	BARNETT, RANDALL	00080100	Aug 20, 2018	10	U - UNEXC ABS			

Delete Event Check Boxes – If checked, will hard delete this Absence Event from the student records. Checking the box at the top of the column checks all boxes in the column for all Absence Events listed.

Once you have pressed the *Delete button*, you will be asked to confirm your decision. If you press OK you will see a confirmation screen indicating the successful deletion of absence events. **NOTE: You cannot undo this process once confirmed!**

Attendance Fast Delete
From this screen, you can quickly delete absence events for groups of students.

Are you sure you want to delete the selected absence? This action cannot be undone!

Clicking OK will permanently delete the selected absences.

The absences were successfully deleted.

Task #13: Enter Absences via Student's School Absences

Will display a summary of the student's absence events over the year, and show a range of dates with the ability to add, edit, or delete individual absence events. You can delete multiple events by checking the box and clicking "Delete Selected Absences". Clicking the blue link for Student Absence Intervention will take user to the student absence intervention screen if the user has the applicable role access.

Student's School Absences

From this screen, you can display, add, change and delete data pertaining to student absences.

Start Date: * 8/15/2018 End Date: * 5/23/2019 [Student Absence Intervention](#)

[\[Show Full Year Attendance Statistics\]](#)

<input type="checkbox"/>	Date ▼	Calendar	Absence Level	Absence Type	Reason	Note	Time In	Time Out	Comment
<input type="checkbox"/>	<input type="text" value="Aug 24, 2018"/>	9A - Grade 9, 10, 11, 23	Full Absence	E - Excused	P - PER ILL	H - HOSP			
<input type="checkbox"/>	<input type="text" value="Aug 23, 2018"/>	9A - Grade 9, 10, 11, 23	Full Absence	E - Excused	P - PER ILL	H - HOSP			
<input type="checkbox"/>	<input type="text" value="Aug 22, 2018"/>	9A - Grade 9, 10, 11, 23	Full Absence	E - Excused	P - PER ILL	H - HOSP			
<input type="checkbox"/>	<input type="text" value="Aug 20, 2018"/>	9A - Grade 9, 10, 11, 23	Full Absence	U - UNEXC ABS					

Include Absences Outside of Admission Dates

Clicking the *Add Absence* button allows you to enter the details of an absence event. You can add a single absence or enter a date range to add multiple absences with the same Absence Type, Absence Level, Reason and Note.

StudentInformation > SIS > Attendance > Absence Event Maintenance

From this screen, you can modify an existing absence event.

Absence Event Type:

Date(s):* to

Absence Type Code:*

Absence Level:*

Qualifier:

Absence Reason:

Absence Note:

Time In:

Time Out:

If you do not enter a **Time In** and/or **Time Out** for Absence Type Codes that have a **Qualifier** of **Late/Tardy** or **Partial**, they do not count toward the student's absence thresholds.

Comment:

Retain Values

OR

StudentInformation > SIS > Attendance > Absence Event Maintenance

From this screen, you can modify an existing absence event.

Absence Event Type:

Date(s):* to

Absence Type Code:*

Period:*

Include Periods with Absences:

Absence Reason:

Absence Note:

Comment:

Retain Values

Task #14: Enter Absences via Student's External Absences

Add student absences for a previous school or JVS. In order to enter or edit external absences for a prior year, that prior year must be in context.

Student's External Absences

From this screen, you can display, add, change and delete data pertaining to student external absences.

School IRN:*

Other School Name:*

Days Attended:*

Days Absent Excused:*

Days Absent Unexcused:*

Days Tardy:*

Hours Attended:*

Hours Absent Excused:*

Hours Absent Unexcused:*

Hours Out Of School Suspension:*

Comments:

Student's External Absences

From this screen, you can display, add, change and delete data pertaining to student external absences.

Add External Absence

	School Year	School ▲	Days Attended	Days Absent Excused	Days Absent Unexcused	Days Tardy	Hours Attended	Hours Absent Excused	Hours Absent Unexcused	Hours Out Of School Suspension
	2018-2019	High School	162.00	4.00	5.00	2.00	972.00	24.00	30.00	0.00

Task #15: Enter Absences via Daily Attendance by Classroom (optional)

Allows the teacher to record daily absences and lunch counts for their classroom or homeroom. Teachers enter attendance once or twice per day and the information is recorded for teachers to view and added to the student's record. See *Teacher Menu End User Documentation* for details. Staff members who have an association for a teacher set may perform this step as necessary. See *Security End User Documentation* for details on Staff Member Association.

Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

Date:* 8/10/2018
 Homeroom: 109

Regular Lunch: Salad Bar: Ala Carte:

Absence Type	Student Name	Student Number	Comments
<input type="radio"/> Present <input type="radio"/> Late <input checked="" type="radio"/> Absent	BOOKER, JESSIE	00080289	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	CARROLL, DIANA	00020091	<input type="text"/>
<input type="radio"/> Present <input checked="" type="radio"/> Late <input type="radio"/> Absent	CHAN, PHILIP	00080318	<input type="text"/>

Task #16: Enter Absences via Period Attendance by Course Section (optional)

Allows the teacher to record period absences for their specific course section. Period attendance must be taken each period and the district must determine what constitutes a half-day, a full day and a partial day. See *Teacher Menu End User Documentation* for details. Staff members who have an association for a teacher set may perform this step as necessary. See *Security End User Documentation* for details on Staff Member Association.

Period Attendance by Course Section

From this screen, you can collect attendance information by course section for each period of the day.

Step 1: Teacher:* CHERYL AGUILAR Date:* 8/10/2018

Step 2: Period: 04 - 04

Student Number	Student	Course Section	Absence Type	Comments
00007676	ACEVEDO, VIRGINIA	1005 - 1	<input type="radio"/> Present <input type="radio"/> Late <input checked="" type="radio"/> Absent	<input type="text"/>
00080341	ALBERT, LAWRENCE	1005 - 1	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	<input type="text"/>
00080453	ALEXANDER, JOY	1005 - 1	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	<input type="text"/>
00007855	DAWSON, AMY	1005 - 1	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	<input type="text"/>

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Task #17: View Daily Absences

View a list of absences for a specific date or range of dates, as well as statistics for absences over the same date or date range. You can also search for a student and add an absence using the Search for Student field.

Daily Absence List

From this screen, you can view all students absent for a selected day or period.

From Date: To Date:

Show Home School

Add Absence Event (Search by Last Name / First Name / Student Number)

Search for Student:

Daily Attendance

[\[Show Attendance Statistics\]](#)

2 Records Found | All Rows

<input type="checkbox"/>	Name	ID	Absence	Date	HR	GR	Type	Reason	Note	Comments	In	Out	Home Phone
<input type="checkbox"/>	ASHLEY, KIRK	00007093	Full Absence	08/10/2018	500 - Gym	12	E - Excused	F - FAM EMER				08:01 AM	(419) 555-4701
<input type="checkbox"/>	BOOKER, JESSIE	00080289	Full Absence	08/10/2018	109 - 109	09	U - UNEXC ABS						(419) 555-1818

Include Absences Outside of Admission Dates

Task #18: Run Daily Attendance Completion List (optional)

Will display whether homeroom teachers have submitted their daily attendance in StudentInformation. (NOTE: The page will not display if attendance has been taken in GradeBook)

Daily Attendance Completion List

From this screen, you can view attendance collection completion.

Date:

Collection: Adm. Homeroom

Teacher	Location	Course	Submitted
	222	Hr	No
AGUILAR, CHERYL	123	Hr	No
BALDWIN, MARTHA	HR CCP	Hr	No
BALLARD, MONICA	205	Hr	No

Task #19: Run Period Attendance Completion List (optional)

Will display whether homeroom teachers have submitted their period attendance in StudentInformation. (NOTE: The page will not display if attendance has been taken in GradeBook)

Period Attendance Completion List			
From this screen, you can view period attendance collection completion.			
Date:*	<input type="text" value="8/10/2018"/>		Period:*
			<input type="text" value="04 - 04"/>
Teacher	Location	Course Section	Submitted
EDWARDS, RYAN	221 - CLASSROOM 221	8000 #1	No
FLETCHER, KENT	111 - CLASSROOM 111	3029 #1	No
JACKSON, PAUL	207 - CLASSROOM 207	6046 #2	No
MACK, JULIE	107 - CLASSROOM 107	4008 #2	No
NEWMAN, WADE	106 - CLASSROOM 106	4002 #1	No
RHODES, TERRENCE	223 - CLASSROOM 223	8689 #2	No
RODRIQUEZ, SERGIO	409 - CLASSROOM 409	7020 #1	No
AGUILAR, CHERYL	123 - CLASSROOM 123	1005 #1	Yes

Task #20: Run Daily Lunch Counts (optional)

Will display lunch counts for each homeroom teacher that has submitted their daily attendance.

Daily Lunch Counts					
Date:*	<input type="text" value="8/22/2018"/>		<input type="button" value="Go"/>		
Staff Name	Course	Regular Lunch	Salad Bar	Ala Carte	Pack Lunch
McCoy	206				
Vineyard,	HR CCP				
Harrison,	109	13	2	1	6
Smith,	123	11	5	4	2
Thomas,	204	16	1	0	4
TOTAL		40	8	5	12

Attendance Reports

Unless otherwise noted, see *Attendance and Calendars End User Documentation* for details.

Task #21: Run Student Absence Search Detail (R309-A)

This report will generate a list of selected students and show the details of their absences for the date range selected. Can be generated with or without absence comments.

Task #22: Run Student Absence Search Summary (R309-B)

This report will generate a list of selected students and show the summary of their absences for the date range selected.

Task #23: Run Homeroom Attendance Register Summary (R310-B)

This report shows student attendance summary grouped by homeroom and month

Task #24: Run Homeroom Attendance Register Detail (R310-A)

This report shows student attendance detail grouped by homeroom and month.

Task #25: Run Student Absence Statistics Report (R311)

This report will show student absence statistics by Type/Reason and by Type for a given date range

Task #26: Run ADM & ADA Report for ABSE Detail (R322-A)

This report is used to analyze student absence data (totals by grade) by pulling data stored in ABSE – Student Absence.

Task #27: Run Student ADM & ADA Report for Absence Summary (R322-B)

This report is used to analyze student absence data (totals by grade) by pulling data from the Student School Absences page.

Task #28: Run Homeroom Attendance Report (R331)

This report is used to generate a bi-weekly attendance report by homeroom based on students' absence records. The report now groups by Homeroom, Week, and lastly by Student Last Name.

Task #29: Run District-wide Membership Report (R500)

This report shows attendance information by membership (programs) and/or grade level

Task #30: Run Daily Office Report of Student Absences (R307)

This report is used to generate a list of students absent on a specified date grouped by Absence Type and Grade.

Task #31: Run Half/Full Day Absence Office Report (R320 Office)

This report will print half and full day absence letters for office use.

Note: The Date Range specified will display any students that violated the attendance rules for that timeframe, not just since the last letter run. *See Attendance Letters Procedural Checklist for more information*

Task #32: Run Period Absence Office Report (R317 Office)

This report is used to generate an office search report to identify students who have an attendance problem.

Note: The Date Range specified will display any students that violated the attendance rules for that timeframe, not just since the last letter run. *See Attendance Letters Procedural Checklist for more information*

Task #33: Run Cumulative Report of Student Period Absences (R316)

This report is used to generate a report listing the cumulative number of periods a student has been absent and/or late within a specified date range.

Task #34: Run Daily Report of Student Period Absences (R315)

This report is used to generate a list of all students absent on a specified date for at least one period.

Task #35: Run Perfect Attendance Report (PERF)

This report displays students with perfect attendance for a specified date range.

Task #36: View Student Attendance Information in EZQ

Display a specific student's attendance via charts and graphs. Also can View Absence History and View Absences for all Buildings for a specific student. See *EZ Query End User Documentation* for details.

Task #37: View Daily Absence List in EZQ

Display today's absences for any building in the district.

Task #38: View Absence Graph in EZQ

Display attendance rate graphed for the building across the entire school year. See *EZ Query End User Documentation* for details.

Task #39: View Weekday Attendance Percentage in EZQ

Displays year to date building attendance percentages graphed by each day of the week. See *EZ Query End User Documentation* for details.