

Attendance Quick Reference

Task	Completed	Initials
Task #1: Define Absence Types. <i>StudentInformation – Management – School Administration – Attendance Administration – Absence Types</i>	<input type="checkbox"/>	
Task #2: Define Default Attendance Settings. <i>StudentInformation – Management – School Administration – StudentInformation Options – Attendance tab</i>	<input type="checkbox"/>	
Task #3: Define Absence Reasons. <i>StudentInformation – Management – School Administration – Attendance Administration – Absence Reasons</i>	<input type="checkbox"/>	
Task #4: Define Absence Notes. <i>StudentInformation – Management – School Administration – Attendance Administration – Absence Notes</i>	<input type="checkbox"/>	
Task #5: Define Lunch Type (optional). <i>StudentInformation – Management – School Administration – Attendance Administration – Lunch Type</i>	<input type="checkbox"/>	
Task #6: Define Sub-Calendars. <i>StudentInformation – Management – School Administration – Scheduling Administration – Sub-Calendars</i>	<input type="checkbox"/>	
Task #7: Confirm Default Calendar. <i>StudentInformation – Management – School Administration – StudentInformation Options – Scheduling tab</i>	<input type="checkbox"/>	
Task #8: Confirm Sub-Calendar Details. <i>StudentInformation – Management – School Administration – Scheduling Administration – Sub-Calendars</i>	<input type="checkbox"/>	
Task #9: Enter Absences via Attendance Fast Entry. <i>StudentInformation – SIS – Attendance – Attendance Fast Entry/Update</i>	<input type="checkbox"/>	
Task #10: Delete Absences via Attendance Fast Delete. <i>StudentInformation – SIS – Attendance – Attendance Fast Delete</i>	<input type="checkbox"/>	
Task #11: Enter Absences via Student's School Absences. <i>StudentInformation – SIS – Student – Attendance – School Absences – Daily Attendance tab</i> <i>StudentInformation – SIS – Student – Attendance – School Absences – Period Attendance tab</i>	<input type="checkbox"/>	
Task #12: Enter Absences via Student's External Absences. <i>StudentInformation – SIS – Student – Attendance – External Absences</i>	<input type="checkbox"/>	
Task #13: Enter Absences via Daily Attendance (optional). <i>StudentInformation – Teacher Menu – Daily Attendance</i>	<input type="checkbox"/>	
Task #14: Enter Absences via Period Attendance (optional). <i>StudentInformation – Teacher Menu – Period Attendance</i>	<input type="checkbox"/>	
Task #15: View Daily Absences. <i>StudentInformation – SIS – Attendance – Daily Absence List</i>	<input type="checkbox"/>	
Task #16: Run Daily Attendance Completion List (optional). <i>StudentInformation – SIS – Attendance – Daily Attendance Completion List</i>	<input type="checkbox"/>	
Task #17: Run Period Attendance Completion List (optional). <i>StudentInformation – SIS – Attendance – Period Attendance Completion List</i>	<input type="checkbox"/>	
Task #18: Run Daily Lunch Counts (optional). <i>StudentInformation – SIS – Attendance – Lunch Counts</i>	<input type="checkbox"/>	
Task #19: Run Student Absence Search Detail (R309-A). <i>StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Search Detail (R309-A)</i>	<input type="checkbox"/>	
Task #20: Run Student Absence Search Summary (R309-B). <i>StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Search Summary (R309-B)</i>	<input type="checkbox"/>	
Task #21: Run Homeroom Attendance Register Summary (R310-B). <i>StudentInformation – SIS – Attendance – Attendance Reports – Homeroom Attendance Register Summary</i>	<input type="checkbox"/>	

(R310-B)		
Task #22: Run Homeroom Attendance Register Detail (R310-A). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Homeroom Attendance Register Detail (R310-A)</u>	<input type="checkbox"/>	
Task #23: Run Student Absence Statistics Report (R311). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Student Absence Statistics Report (R311)</u>	<input type="checkbox"/>	
Task #24: Run ADM & ADA Report for ABSE Detail (R322-A). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>ADM & ADA Report for ABSE Detail (R322-A)</u>	<input type="checkbox"/>	
Task #25: Run Student ADM & ADA Report for ABSE Summary (R322-B). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Student ADM & ADA Report for ABSE Summary (R322-B)</u>	<input type="checkbox"/>	
Task #26: Run Homeroom Attendance Report (R331). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Homeroom Attendance Report (R331)</u>	<input type="checkbox"/>	
Task #27: Run District-wide Membership Report (R500). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>District-wide Membership Report (R500)</u>	<input type="checkbox"/>	
Task #28: Run Daily Office Report of Student Absences (R307). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Daily Office Report of Student Absences (R307)</u>	<input type="checkbox"/>	
Task #29: Run Half/Full Day Absence Office Report (R320 Office). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Half/Full Day Absence Office Report (R320 Office)</u>	<input type="checkbox"/>	
Task #30: Run Period Absence Office Report (R317 Office). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Period Absence Office Report (R317 Office)</u>	<input type="checkbox"/>	
Task #31: Run Cumulative Report of Student Period Absences (R316). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Cumulative Report of Student Period Absences (R316)</u>	<input type="checkbox"/>	
Task #32: Run Daily Report of Student Period Absences (R315). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Daily – Student Period Absences (R316)</u>	<input type="checkbox"/>	
Task #33: Run Perfect Attendance Report (PERF). <u>StudentInformation</u> – <u>SIS</u> – <u>Attendance</u> – <u>Attendance Reports</u> – <u>Perfect Attendance Report (PERF)</u>	<input type="checkbox"/>	
Task #34: View Student Attendance Information in EZ Query. <u>StudentInformation</u> – <u>EZ Query</u> – <u>EZ Students</u> – <u>Attendance</u>	<input type="checkbox"/>	
Task #35: View Daily Absence List in EZ Query. <u>StudentInformation</u> – <u>EZ Query</u> – <u>Tools</u> – <u>Absence List</u>	<input type="checkbox"/>	
Task #36: View Absence Graph in EZ Query. <u>StudentInformation</u> – <u>EZ Query</u> – <u>Reports</u> – <u>Absence Graph</u>	<input type="checkbox"/>	
Task #378: View Weekday Attendance Percentage in EZ Query. <u>StudentInformation</u> – <u>EZ Query</u> – <u>Reports</u> – <u>Weekday Attendance Percentage</u>	<input type="checkbox"/>	