

## Daily Attendance Entry

Daily attendance information is typically entered once or twice a day. If a student is absent for an entire day both the AM and PM absences must be entered in the system. Different methods of attendance entry are available when entering daily attendance information.

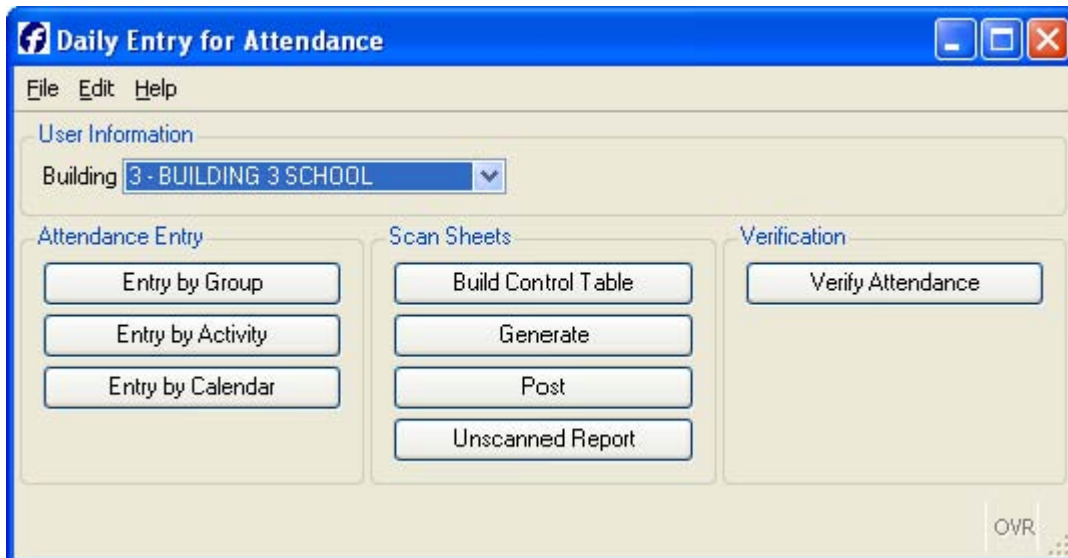
- Entry by Group
- Entry by Activity
- Entry by Calendar

You must create an absence record for each membership day a student does not attend. The system assumes a student is present if there is no absence record.

### Menu Access:

**Applications > Attendance > Daily Entry.**

### Sample Daily Attendance Entry Window



**Note:** On some screens, certain fields are required for state reporting. These are identified in your state reporting training. You may or may not use all of the fields described in the sections that follow. It depends on your district's needs and policy. The StudentPlus program requires that some fields cannot be left blank. They are marked with an asterisk (\*).

### Methods of Entry

Daily Attendance information can be entered in one or more of the following ways:

**Entry by Group** - You can enter attendance by keying students' ID numbers or names or you can display a list of students in a particular group, for example, a homeroom, and then enter attendance information for all or specific students in the group.

**Entry by Activity** - You can display a list of students in a particular activity and enter times and attendance information for these students.

**Entry by Calendar** - You can enter attendance information for individual students in the general student population by date or date range using the Daily Attendance Entry by Calendar window.

**Entry by Scanning** - You can enter attendance information by using a scanner.

### **Attendance Entry Classifications**

All attendance entry methods require you to select an entry classification in which to record the data. Attendance information may be entered with one of two classifications:

**Teacher Slip Entry** – This entry is usually performed by attendance entry personnel to enter attendance information received from homeroom teachers (teacher slips) at the beginning of the school day. Use **Teacher Slip** entry to retain a record of initial entries, if it is necessary to keep an audit trail of Absence codes. Scanning absences will store in this classification.

**Office Entry** - This classification is usually used to override a teacher slip entry. **Office Entries** take precedence over teacher slip entries, but do not remove the existing teacher slip entries. If no office entry is made, the **Teacher Slip** entry is considered the official absence code.

**Absence Codes** -Choosing the appropriate absence code is an essential part of entering daily attendance information for students. You must enter at least one **AM** absence code and one **PM** absence code for each student that is absent all day. If either the **AM** or **PM** slot or both are empty (blank), the system assumes the student was present for that time period or for those time periods. Absence codes are used to describe the absence, for example E may be used for an Excused absence or T for a Tardy.

**Bottom Line Absence Codes** - **Bottom Line** absence codes are the codes the system uses when reporting a student's attendance. If both a teacher slip entry and an office entry are recorded for the same time period, the office entry is used as the student's bottom line attendance code. If no office entry is made, teacher slip is bottom line.

**Recommendation:** We recommend that your school district decide on the classification(s) you will use and the order in which you will use them before you begin entering attendance information.

## DAILY ATTENDANCE ENTRY

Daily Attendance records must be entered and maintained for every student absence that occurs in your building. Daily attendance can be entered by Student ID, Name, Group, and through Student Calendar Entry. Daily Attendance records contain a student's ID number and name, the building number and date for which attendance is being entered, absence codes by classification, and the student's arrival and/or dismissal time (optional). To enter attendance for individual students, use the **Entry by Group** window.

### Entry By Student ID

#### Menu Access:

**Applications > Attendance > Daily Entry > Entry by Group.**

**NOTE:** The building for which you are entering attendance must be chosen on the **Daily Entry for Attendance** window.

#### Sample Daily Attendance Entry by Group Window Attendance Date

Student Name	Student ID	Teacher AM	Teacher PM	Office AM	Office PM	Late Arrival Time	Early Dismissal Time
IITH, JOHN G	5050505		F - FIELD TRIP				12:00

- ◆ **BUILDING** -A code that identifies the building for which attendance information is being updated. The **Building** is selected on the **Daily Entry for Attendance** window and is display only in this field.
- ◆ **ABSENCE DATE** -The date for which you are updating attendance information. The date must be a valid date on which attendance is taken in any of the calendars designated for the building specified in the **Building** field. Today's date defaults. The student must be enrolled in the building on the dates for which attendance is being entered.

## Enter Defaults – Field Descriptions

**AM/PM FIELDS** -The **Teacher** and **Office AM/PM** fields are used to define the following aspects of the attendance information you will enter for the selected students: which absence codes are being used; when these absence codes are in effect (**AM**, **PM** or **Both**); and how the attendance entry is being classified (teacher slip entry or office entry). You must enter an absence code in at least one of these fields in order to update attendance information.

- ◆ **TEACHER AM/PM** -The code to specify the **Teacher Slip** entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable. A default absence code may be set in the **Daily Attendance Configuration**.
- ◆ **OFFICE AM/PM** -The code to specify the office slip entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **ARRIVAL/DISMISSAL TIME FIELDS** -Enter the time in 24-hour (military time) format HHMM, for example, 14:20 for 2:20 p.m. To erase the time entered in these fields, enter 0000.
- ◆ **LATE ARRIVAL TIME** -The time of arrival, for example, if all students on a bus arrived late because of traffic.
- ◆ **EARLY DISMISSAL TIME** -The time of dismissal, for example, if all students in French class are dismissed early for a field trip.

### Enter or Select Students Section

This section consists of a scrolling list section in which you can display the student records to be updated with the information specified in the **Enter Defaults** section. You can use the action buttons to select students and to apply and clear absence information for each student.

If you enter students by ID or name, the default absence code and time information displays automatically. If you selected students using any other method, use the appropriate action button to enter the default absence information in the attendance records of the group of students or manually enter the code and time information in the appropriate fields.

### Action Buttons

**Select Students** -Click to open the Advanced Search window to select students.

**Apply Defaults to All** - After you have selected students, click to select all students in the list to be included in the update.

**Clear All** -Click to exclude all students in the list from the update.


**Apply Defaults to Row** - Select a row, and then click to update the selected student's attendance information.

**Clear Row** - Select a row, and then click to exclude the selected student from the update.

### **Additional Action Buttons (located on right of screen)**


**Insert Row** - Inserts a row in the list section above the current row.

**Delete Row** – Deletes selected row.

- ◆ **STUDENT NAME** -The name of the student for whom attendance information is being updated. You may enter student names using any of the following methods: Type part of the name and the search wildcard (\*), for example SMI\*, then click  or press <Tab>. Student names that begin with the specified letters display in the **Choose a Student** window. Highlight student and click **OK**.
- ◆ **STUDENT ID** -The ID number of the student for whom attendance information is being updated. You may enter the **Student ID** in this field to select the student.
- ◆ **TEACHER AM/PM** -The code to specify the **Teacher Slip** entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **OFFICE AM/PM** -The code to specify the office slip entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **LATE ARRIVAL TIME** -The time of arrival, for example, if all students on a bus arrived late because of traffic. Enter the time in 24-hour time format HHMM, for example, 14:20 for 2:20 p.m.
- ◆ **EARLY DISMISSAL TIME** -The time of dismissal. For example, if all students in a class are dismissed early for a field trip. Enter the time in 24-hour time format HHMM, for example, 14:20 for 2:20 p.m.

### **Procedure**

- 1 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 2 In the **Attendance Entry** section, click **Entry by Group**. The application displays the **Entry by Group** window.
- 3 Enter the appropriate information in the **Attendance Dates** section header fields. See the **Field Descriptions** for more information.
- 4 Enter the appropriate information in the **Enter Defaults** section header fields, then

- click **OK**. See the **Field Descriptions** for more information.
5. Use one of the following methods to select the students whose attendance records will be updated with the absence information entered in the header fields:
- In the **Student ID** field, enter the ID number, and then press <Tab>.
  - Type part of the name and the search wildcard (\*), for example SMI\*, then click  or press <Tab>. Student names that begin with the specified letters display in the **Choose a Student** window. Highlight student and click **OK**.
- 6 After you select students, you can use the action buttons to selectively apply or clear the default attendance code information.
- To update all students in the list with the attendance information, click **Apply Defaults to All**.
  - To exclude a student, select the student, and then click **Clear Row**.
  - To clear attendance information from all students in the list, click **Clear All**.
  - To update only certain students in the list, select the student, and then click **Apply Defaults to Row**.
- 7 Click **OK** to update the attendance records for the selected students.
- 8 A **Report Status** message displays a summary of the update. Click **Continue**. You can view or update individual student absence records using the **Entry by Calendar** option on the **Daily Entry** process center.

## Entry by Group Window

You can use the **Entry by Group** option to select a particular group of students. For example, a homeroom, and then enter attendance records for all or specific students in that group. This method of attendance entry is especially useful if you have to enter a large number of students with similar absence codes.

### Menu Access:

**Applications > Attendance > Daily Entry > Entry by Group.**

**NOTE:** The **Building** for which you are entering attendance must be chosen on the **Daily Entry for Attendance** window.

### Sample Daily Attendance Entry by Group Window Attendance Date

- ◆ **BUILDING** -A code that identifies the building for which attendance information is being updated. The **Building** is selected on the **Daily Entry for Attendance** window and is display only in this field.
- ◆ **ABSENCE DATE** -The date for which you are updating attendance information. The date must be a valid date on which attendance is taken in any of the calendars designated for the building specified in the **Building** field. Today's date defaults.

### Enter Defaults – Field Descriptions AM/PM Fields

The **Teacher** and **Office AM/PM** fields are used to define the following aspects of the attendance information you will enter for the selected students:

- Which absence codes are being used;
- When these absence codes are in effect (**AM**, **PM** or **Both**); and
- How the attendance information is being classified (teacher slip entry or office entry).

You must enter an absence code in at least one of these fields in order to update attendance information.

- ◆ **TEACHER AM/PM** -The code to specify the teacher slip entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.

- ◆ **OFFICE AM/PM** -The code to specify the office slip entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **ARRIVAL/DISMISSAL TIME FIELDS** -Enter the time in 24-hour time format HHMM, for example, 14:20 for 2:20 p.m. To erase the time entered in these fields, enter 0000.
- ◆ **LATE ARRIVAL TIME** -The time of arrival, for example, if all students on a bus arrived late because of traffic.
- ◆ **EARLY DISMISSAL TIME** -The time of dismissal. For example, if all students in a class are dismissed early for a field trip.

### **Enter or Select Students Section**

This section consists of a scrolling list section in which you can display the student records to be updated with the information specified in the **Enter Defaults** section. You can use the action buttons to select students and to apply and clear absence information for each student.

If you enter students by ID or name, the default absence code and time information displays automatically. If you selected students using any other method, use the appropriate action button to enter the default absence information in the attendance records of the group of students or manually enter the code and time information in the appropriate fields.

### **Action Buttons**

**Select Students** -Click to open the Advanced Search window to select students.

**Apply Defaults to All** - After you have selected students, click to select all students in the list to be included in the update.

**Clear All** -Click to exclude all students in the list from the update.

**Apply Defaults to Row** - Select a row, and then click to update the selected student's attendance information.

**Clear Row** - Select a row, and then click to exclude the selected student from the update.

### **Additional Action Buttons (located on right of screen)**

**Insert Row** -Inserts a row in the list section above the current row.

**Delete Row** – Deletes selected row.



## Enter or Select Students – Field Descriptions

- ◆ **STUDENT NAME** -The name of the student for whom attendance information is being updated. You may enter student names using any of the following methods:
  - Click **Select Students** to perform an advanced search.
  - Type part of the name and the search wildcard (\*), for example SMI\*, then click or press <Tab>. Student names that begin with the specified letters display in the **Choose a Student** window.
  - Skip this field and enter the Student ID, then press <Tab>. The **Student Name** field is updated automatically.
- ◆ **STUDENT ID** -The ID number of the student for whom attendance information is being updated. You may enter the **Student ID** in this field to select the student.
- ◆ **TEACHER AM/PM** -The code to specify the **Teacher Slip** entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **OFFICE AM/PM** -The code to specify the **Office Slip** entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **LATE ARRIVAL TIME** -The time of arrival, for example, if all students on a bus arrived late because of traffic. Enter the time in 24-hour time format HHMM, for example, 14:20 for 2:20 p.m.
- ◆ **EARLY DISMISSAL TIME** -The time of dismissal. For example, if all students in a class are dismissed early for a field trip. Enter the time in 24-hour time format HHMM, for example, 14:20 for 2:20 p.m.

## Procedures

- 1 The application displays the **Daily Entry** process center.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Attendance Entry** section, click **Entry by Group**. The application displays the **Entry by Group** window.
- 4 Enter the appropriate information in the **Attendance Dates** section header fields. See the **Field Descriptions** for more information.
- 5 Enter the appropriate information in the Enter Defaults section header fields, and then click OK. See the **Field Descriptions** for more information.
- 6 Use the **Select Students** button to select the students whose attendance records will be updated with the absence information entered in the header fields:

Click **Select Students** to perform an advanced search.

You may add additional students to the group by typing part of the name and the search wildcard (\*), for example SMI\*, then click or press <Tab>. Student names that begin with

the specified letters display in the **Choose a Student** window. **OR** In the **Student ID** field, enter the Student ID number, then press <Tab> . After you select students, you can use the action buttons to selectively apply or clear the default attendance code information.

- To update all students in the list with the attendance information, click **Apply Defaults to All**.
- To exclude a student, select the student, and then click **Clear Row**.
- To clear attendance information from all students in the list, click **Clear All**.
- To update only certain students in the list, select the student, and then click **Apply Defaults to Row**.

7 Click **OK** to update the attendance records for the selected students.

8 A **Report Status** message displays a summary of the update. Click **Continue**.

You can view or update individual student absence records using the **Entry by Calendar** option on the **Daily Entry** process center.

## Entry by Activity Window

**Entry by Activity** allows attendance entry by student ID number or name, or by selected group, you can enter or update attendance information by students involved in school activities listed in the **Activity** table.

Before you can enter attendance by activity, you must define the activities in your building and the students participating (**Applications > Demographics > Activities**).

In the **Entry by Activity** window (**Applications > Attendance > Daily Entry > Entry by Activity**), you can display a list of students in a particular activity and enter attendance codes and arrival or dismissal times for these students. If necessary, you may also exclude any students from this update.

To ensure that you do not update any students who may have a different absence code already entered, it is recommended that you run the **Activity Absence Listing** before using the **Entry by Activity** option.

### Menu Access:

**Applications > Attendance > Daily Entry > Entry by Activity.**

### Sample Entry by Activity Window Field Descriptions

### Attendance Information Section

- ◆ **BUILDING** -A code that identifies the building for which attendance information is being updated. The **Building** is selected on the **Daily Entry for Attendance** window and is display only in this field.
- ◆ **ABSENCE DATE** -The date for which you are updating attendance information. The date must be a valid date on which attendance is taken in any of the calendars designated for the building specified in the **Building** field. The current date defaults in this field.
- ◆ **ACTIVITY** - Click the arrow – to display the dropdown menu and select the activity for which you are entering attendance information.

### Enter Defaults – Field Descriptions

#### AM/PM Fields

The **Teacher** and **Office AM/PM** fields are used to define the following aspects of the attendance information you will enter for the students in the activity:

- Which absence codes are being used;
- When these absence codes are in effect (**AM**, **PM** or **Both**); and
- How the attendance is being classified (**Teacher Slip** entry or **Office Entry**).

You must enter an absence code in at least one of these fields in order to update attendance information.

- ◆ **TEACHER AM/PM** -The code to specify the **Teacher Slip** entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **OFFICE AM/PM** -The code to specify the **Office Slip** entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **LATE ARRIVAL TIME** -The time of arrival, for example, when the band got back from an overnight concert or if all the students in the band arrived late because of a rehearsal. To erase the time entered in this field, enter 0000
- ◆ **EARLY DISMISSAL TIME** -The time of dismissal, for example, if the football team was dismissed early to travel to an away game. To erase the time entered in this field, enter 0000  
**Note:** Enter the time in 24-hour time format HHMM, for example:  
14:20 for 2:20 p.m.

### Select Students to Update – Field Descriptions

#### Action Buttons

**Check All** -Click to select all students in the list to be included in the update.

**Uncheck All** -Click to exclude all students in the list from the update.

- ◆ **STUDENT NAME** -The name of the student participating in the activity for which attendance information is being updated.
- ◆ **STUDENT ID** -The ID number of the student participating in the activity for which attendance information is being updated.
- ◆ **UPDATE** -If checked, the student attendance record will be updated with the information entered in the previous fields. Active students will be checked by default.

#### Procedures

- 1 The application displays the **Daily Entry for Attendance** process center.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Attendance Entry** section, click **Entry by Activity**. The application displays the **Entry by Activity** window.

4. Enter the appropriate information in the header fields (the **Attendance Information** and **Enter Defaults** sections), then click **OK**. The students assigned to the selected activity display in the list section (**Select Students to Update** section).
  - By default, all students participating in the activity will be updated. To exclude a student from the update, for example, if a player is injured and remains in school instead of being dismissed early with the team, uncheck the checkbox for that student.
  - Note:** Inactive students in the activity listing will not have a check mark and will not be counted absent.
  - To select which student records to update, click **Uncheck All** to exclude all students in the list from the update, then check the checkbox for each student you want to include.
- 7 Click **OK** to update the attendance records for the selected students.
- 8 A **Report Status** prompt displays a summary of the update. Click **OK**.

## Entry by Calendar

Student attendance records can be reviewed and maintained for an entire month, or a range of dates, with the **Entry by Calendar** window. These records include a student's ID number and name, the building number, calendar, grade, and date for attendance entered, absence codes, and arrival/dismissal time.

### Menu Access:

**Applications > Attendance > Daily Entry > Entry by Calendar.**

**NOTE:** Building for which you are entering attendance must be chosen on the **Student Search: Daily Attendance Entry by Calendar** window.

### Sample Daily Attendance Entry by Calendar Window

**Action Buttons Demographics** -Opens the Demographic Information window **Range Entry** Opens the Attendance Range window **Student Totals** Opens the Student Totals window < **Month / Month** > Move back (<) and forward (>) to display a different month.

### Student Information -Section

The fields in this section identify the selected student and are display only.

### Absence Date Section

**Absence Date** Enter the date to update absence information for the selected student. Once you enter the date and click **OK**, the window displays the calendar for the month, including the following:

- Existing attendance information;
- Final absence information for **AM** and **PM**;
- The **Day Type** associated with the day in the calendar, for example, **HOLIDAY**;
- If the student's entry/withdrawal information indicates the student was not enrolled, **NO SCHOOL** displays.

Information displays for the calendar specified in the entry/withdrawal records associated with the selected absence date.

### Calendar Month Section

**Date Buttons** -Clicking a date button opens the **Date Details** window for the selected date. The **Date Details** window is used to update attendance information for a single day for the selected student.

### Enter Attendance by Date

Use this option to enter or update attendance information for a student for a single day using the **Date Details** window. You can also print a report of the information in this window.

### Sample Date Details Window

The screenshot shows a window titled "Date Details - 02/03/2004". It features a menu bar with "File", "Edit", and "Help". Below the menu bar is a toolbar with various icons. The main area contains several input fields and buttons:

- Teacher:** Two dropdown menus for "AM" and "PM", both currently set to "M - MEDICAL REASON".
- Office:** Two dropdown menus for "AM" and "PM", both currently empty.
- Final:** Two input fields for "AM" and "PM", both currently empty.
- Times:** Two input fields for "Late Arrival Time" and "Early Dismissal Time", both currently empty.
- Buttons:** "OK" (with a green checkmark icon) and "Back" (with a red arrow icon) buttons are located on the right side.
- Change Stamp:** A section at the bottom left with a "Last modified by" field.
- Footer:** "Choose an absence code" and "DWR" are visible at the bottom.

### AM/PM Fields

The **Teacher** and **Office AM/PM** fields are used to define the following aspects of the

attendance information you will enter for the students:

- Which absence codes are being used;
- When these absence codes are in effect (**AM**, **PM** or **Both**); and
- How the attendance information is being classified (**Teacher Slip** entry or **Office Entry**).

You must enter an absence code in at least one of these fields in order to update attendance information.

- ◆ **TEACHER AM/PM** -The code to specify the teacher slip entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **OFFICE AM/PM** -The code to specify the office slip entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **FINAL AM/PM** -The code the system uses when reporting a student's attendance. If both a teacher slip entry and an office entry are recorded for the same time period, the office entry is used as the student's final attendance code. The value in this field is display only and is calculated by the system.

### Arrival/Dismissal Time Fields

Enter the time in 24-hour time format HHMM, for example, 14:20 for 2:20 p.m.


- ◆ **LATE ARRIVAL TIME** -The time of arrival, for example, if the student arrived late due to car trouble. To erase the time entered in these fields, enter 0000.
- ◆ **EARLY DISMISSAL TIME** -The time of dismissal, for example, if the student is dismissed early for a medical appointment. To erase the time entered in these fields, enter 0000.

### Procedure

- 1 The application displays the **Daily Entry for Attendance** process center.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Attendance Entry** section, click **Entry by Calendar**. The application displays the **Student Search - Daily Attendance** window.
- 4 Specify the search criteria, then click **Find**, or click **Advanced** to perform an advanced search.
- 5 Select the student from the **Search Results** section of the window. The application displays the **Daily Attendance Entry by Calendar** window for the student.
- 6 To view attendance information for a single day in the current month, click **OK**, and then click the date button of the day for which you want to enter attendance information. The application displays the **Date Details** window for the selected date.
- 7 Enter the attendance information in the appropriate fields, and then click **OK** to update the system with the new information. The absence code(s) you entered


display in the **AM/PM** fields under the date button of the day you selected in the **Daily Attendance Entry by Calendar** window.

#### **Procedures To Delete an Attendance Record:**

- 1 The application displays the **Daily Entry for Attendance** process center.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Attendance Entry** section, click **Entry by Calendar**. The application displays the **Student Search - Daily Attendance** window.
- 4 Specify the search criteria, then click **Find**, or click **Advanced** to perform an advanced search.
- 5 Select the student from the **Search Results** section of the window. The application displays the **Daily Attendance Entry by Calendar** window for the student.
- 6 To view attendance information for a single day in the current month, click **OK**, and then click the date button of the day for which you want to enter attendance information. The application displays the **Date Details** window for the selected date. In the **Date Details** window click  in the toolbar.
- 7 If you are sure you want to delete the attendance record, click **Yes** in the confirmation prompt.

#### **Calendar Day Report**

The default file name for the report is ***datcalday.rpt***.

- 1 The application displays the Daily Entry for Attendance process center.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Attendance Entry** section, click **Entry by Calendar**. The application displays the **Student Search - Daily Attendance** window.
- 4 Specify the search criteria, then click **Find**, or click **Advanced** to perform an advanced search.
- 5 Select the student from the **Search Results** section of the window. The application displays the **Daily Attendance Entry by Calendar** window for the student.
- 6 To view attendance information for a single day in the current month, click **OK**, and then click the date button of the day for which you want to enter attendance information. The application displays the **Date Details** window for the selected date.
- 7 In the toolbar, click 
- 8 In the Print window, select the destination/printer options for your report, then click **OK**.



## Sample Calendar Day Report

ID	23019	NAME	HARVEY, DANIEL	
BUILDING	23	DATE	01/07/2004	
AM ABSENCES		TEACHER SLIP	OFFICE ENTRY	FINAL
PM ABSENCES		F		F
TIME		ARRIVED	DISMISSED	
			13:00	

## Calendar Month Report

You can run a report listing a student's absence information for a specific month in calendar format. The default file name for the report is ***datcalmonth.rpt***.

- 1 The application displays the Daily Entry for Attendance process center.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Attendance Entry** section, click **Entry by Calendar**. The application displays the **Student Search - Daily Attendance** window.
- 4 Specify the search criteria, then click **Find**, or click **Advanced** to perform an advanced search.
- 5 Select the student from the **Search Results** section of the window. The application displays the **Daily Attendance Entry by Calendar** window for the student.
- 6 In the toolbar, click the printer icon
- 7 In the **Print** window, select the destination/printer option for your report, and then click **OK**. See the **Reports** section of this manual for more information on how to run and display reports.

## Sample Calendar Month Report

STUDENT ID	NAME	DATE				
23019	HARVEY, DANIEL	01/30/2004				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
			01	02		
05 E E	06	07 F	08	09 T		
12 E E	13	14	15	16		
19 HOLIDAY	20	21	22	23 T		
26 U U	27	28	29	30		

### View Student Demographic Information

In the **Daily Attendance Entry by Calendar** window, click **Demographics**. The **Demographics** option allows you to review information on a student from the Demographics System's Registration table. The Demographic Information window displays personal, scholastic, guardian, and entry/withdrawal data that can be used to verify that the correct student has been selected.

### Sample Demographic Information Window

**Demographic Information**

**Student**

Student ID: 5050505      Status: Active  
 First Name: JOHN      Building: 777 - YOUR SCHOOL BUILDING  
 Middle Name: Q  
 Last Name: SMITH  
 Generation:

**Personal**

Gender: Male  
 Year of Graduation: 2009  
 Birthdate: 02/03/1991  
 Ethnicity: W - WHITE  
 Language: EN - ENGLISH  
 Phone: ( )

**Scholastic**

Counselor: 0 - STAFF  
 Homeroom: N/A - NOT USED  
 Homeroom Teacher: 0 - STAFF  
 House/Team:

**Guardian**

Name:   
 Apartment:       Complex:   
 Lot:       Street:   
 City:       State:   
 Zip:   
 Home Phone:   
 Work Phone 1:    
 Work Phone 2:

**Entry/Withdrawal Information**

School	Building	Calendar	Entry Date	Entry Code	Grade	Curriculum	Residency	SE %	Withdrawal Date	Withdrawal Code	Us
2004	777 - YOUR SCI R		02/03/2004	AW - SAME SCI 07		RG - REGULAR R - RESIDENT		0			

Back

OVR

The information on this window is display only. To update student demographic information, use the StudentPlus Demographics System.

### Attendance by Date Range

The **Range Entry** option opens the **Attendance Range** window, which allows you to update daily attendance records for a specific date range, for example, when students will be absent for an extended period of time, such as a vacation or medical leave. In the **Daily Attendance Entry by Calendar** window, click **Range Entry**. The following window appears.

### Sample Attendance Range Window

### Attendance Range - Field Descriptions

- ◆ **START DATE** -Enter the first day of the absence.
- ◆ **END DATE** -Enter the last day of the absence.

### AM/PM Fields

The **Teacher** and **Office AM/PM** fields are used to define the following aspects of the attendance information you will enter for the selected student:

- Which absence codes are being used;
- When these absence codes are in effect (**AM**, **PM** or **Both**); and
- How the attendance information is being classified (teacher slip entry or office entry).

You must enter an absence code in at least one of these fields in order to update attendance information.

- ◆ **TEACHER AM/PM** -The code to specify the teacher slip entry absence code in effect for the morning (**AM**) or afternoon (**PM**) of the school day, if applicable.
- ◆ **OFFICE AM/PM** -The code to specify the office slip entry absence code in effect for the morning (AM) or afternoon (PM) of the school day, if applicable.

### Arrival/Dismissal Time - Fields

- ◆ **LATE ARRIVAL TIME** -The time of arrival, for example, if the student will be arriving late due to a medical appointment. To erase the time entered in this field, enter 0000.
- ◆ **EARLY DISMISSAL TIME** -The time of dismissal, for example, if the student is dismissed early for a medical appointment. To erase the time entered in this field, enter 0000.

### Procedure

- 1 The application displays the **Daily Entry for Attendance** process center.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Attendance Entry** section, click **Entry by Calendar**. The application displays the **Student Search - Daily Attendance** window.
- 4 Specify the search criteria, then click **Find**, or click **Advanced** to perform an advanced search.
- 5 Select the student from the **Search Results** section of the window. The application displays the **Daily Attendance Entry by Calendar** window for the student.
- 6 Click **Range Entry**. The application displays the **Attendance Range** window.
- 7 Enter the attendance information in the appropriate fields, and then click **OK** to update the system with the new information. The system displays a prompt warning that any existing attendance for the range will be overwritten. To proceed, click **OK**.

**Note:** It is important to remember that an office entry supersedes a teacher slip entry. Be sure your new codes do not override earlier teacher slip entries that should be retained.

### View Student Attendance Totals

This feature gives you the ability to calculate a students attendance totals for the year with an option to print the screen.


#### Procedure

- 1 Select **Applications > Attendance > Daily Entry**. The application displays the **Daily Entry for Attendance** process center.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Attendance Entry** section, click **Entry by Calendar**. The application displays the **Student Search - Daily Attendance** window.
- 4 Specify the search criteria, then click **Find**, or click **Advanced** to perform an advanced search.
- 5 Select the student from the **Search Results** section of the window. The application displays the **Daily Attendance Entry by Calendar** window for the student.
- 6 Click **Student Totals**. The application displays the **Student Totals** window. You may be prompted to recalculate totals. Click **Yes** or **No**.

### Student Attendance Totals Report

This option allows you to print a report of the data in the **Student Totals** window. The default file name for the report is **datcaltotal.rpt**.

- 1 Select **Applications > Attendance > Daily Entry**. The application displays the Daily Entry for Attendance process center.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Attendance Entry** section, click **Entry by Calendar**. The application displays

- the **Student Search - Daily Attendance** window.
- 4 Specify the search criteria, then click **Find**, or click **Advanced** to perform an advanced search.
  - 5 Select the student from the **Search Results** section of the window. The application displays the **Daily Attendance Entry by Calendar** window for the student.
  - 6 Click **Student Totals**. The application displays the **Student Totals** window. You may be prompted to recalculate totals. Click **Yes** or **No**.  
Click  in the toolbar.

## Sample Student Attendance Totals Report

STUDENT ID	NAME	DATE						Totals
23019	HARVEY, DANIEL	02/04/2004						
Accumulator		MP1	MP2	MP3	MP4	MP5	MP6	Totals
1. EXCUSED ABS		0.00	0.50	2.00	0.00	0.00	0.00	2.50
2. UNEXCUSED ABS		0.00	0.00	1.00	0.00	0.00	0.00	1.00
3.								
4. TARDY		0.00	0.00	2.00	0.00	0.00	0.00	2.00
5. EARLY DISMISSALS		0.00	1.00	0.00	0.00	0.00	0.00	1.00
6. IN-SCHOOL SUSPENSION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. FIELD TRIP		0.00	0.50	0.50	0.00	0.00	0.00	1.00
8. TOTAL ABSENCES								
9.								
10. MEMBERSHIP		40.00	57.00	74.00	39.00	0.00	0.00	210.00
		DATE LAST CALCULATED 02/04/2004						

## DAILY ATTENDANCE REPORTS

**Morning Bulletin (bulletin.rpt)** - This report is designed to provide teachers with a list of student absenteeism early in the day.

**Teacher Report (teacher.rpt)** - Typically generated and distributed daily to the teachers AFTER attendance entry is complete. This report includes absence codes including tardy information.

**Office Report (office.rpt)** - Generated after daily attendance entry is complete and used by the office to report student attendance to parents or guardians. An important feature of the Office Report is the inclusion of students' home phone numbers. (Unlisted phone numbers will display).

**Activity Absence Listing (datact.rpt)** - This report lists students in activities that are marked absent and includes attendance information. You may run the report for one or more activities. The report can be distributed daily to the building's teachers.

**Problem Report (datprob.rpt)** - The Problem Report is designed to show detailed information for students with problem attendance. You can also use this report to generate a report of students with perfect attendance.

**Detail Report (datdet.rpt)** - The Detail Report is designed to show Entry/Withdrawal

codes and dates, as well as totals for up to six Daily Attendance codes, groups, or accumulators, and for Aggregate Days Membership (the total number of accumulated membership days).

### **Report Procedure and Options**

This section includes a basic procedure for running Daily Attendance reports as well as descriptions of standard report sections.

#### **To run a report:**

- 1 From the StudentPlus desktop window, select **Reports > Daily Attendance** and select the name of the report.
- 2 In the report window, enter the appropriate information (see the following sections for more detailed information on report types and options), and click **OK**.
- 3 In the **Print** window, select the destination/printer options for your report, then click **OK**.

**Printer** Select **Printer** to send the report directly to a printer. In the **Printer** field, click to select a printer, then enter the number of copies to print.

**File** Select **File** to store the report in a file on disk. In the **File Name** field, accept the default directory location and file name or enter an alternate directory and/or file name. If you do not give your report a unique name, any previous version of the report you have created will be overwritten when you run this report. You can access saved reports using the **View Files** option from the StudentPlus desktop window (**Reports > View Files**).

**Screen** Select **Screen** to display the report on your screen in an **Acrobat Reader** window (no data is stored in a file). From this window, you can view the report, perform a text search within the report, and/or send the report to a printer.

### **Standard Report Window Sections**

The following sections display on each Daily Attendance report window.

#### **Options Section**

See the **Options** descriptions in each report window section for options specific to the type of report you have selected.

#### **Action Buttons**

**Select Students** Opens the Advanced Search window, in which you can specify the criteria, used to search for students to include in the report.

**Sort Students** Opens the Advanced Sort window, in which you can select the criteria to use to sort the report. The sort options you specify in this window will supersede the default sort order specified in the Daily Attendance Configuration option. The report will break (start a new page or skip lines between primary sort fields, depending on the option selected in the break field) when the value specified in the first sort field is processed, and the report will display the records in the order specified by any additional sort fields specified.

### **Report Header Section**

**(Free Text Fields) 1-3** -In the Report Header field(s), enter free text for the report header, if desired. You may enter up to three lines of text with 76 characters in each line. The text will be left aligned on the report. If you want the text to be centered, you must center the text manually by entering spaces before the text. It is not designed to be centered on the page.

**NOTE:** Centering will reduce the number of characters allowed. The message may be used, for example, to make an announcement for teachers to read to their classes, such as information on early dismissal or special meetings. You may also describe the criteria used when the report was generated.

### **Process Options Section**

In the file name fields, if you accept the default name, the new report you generate will replace any existing data in the file.

**Report File Name** -The name of the file that displays the report data (default name: *\$SMSRPTDIR/report\_name.rpt*).

**Log File Name** -The name of the file used to report errors during the report run (default name: *\$SMSRPTDIR/report\_name.log*).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

## **Morning Bulletin**

The **Morning Bulletin**, which is a narrow, 80-character report, is typically generated early in the day after initial input of attendance **BEFORE** any updates or corrections are entered. The report lists students with attendance information in a two-column format and includes: Student ID Number, Student Name, Grade, Homeroom, Total number of students listed.

### **Menu Access:**

**Reports > Daily Attendance >Morning Bulletin.**

### **Sample Morning Bulletin Entry Screen Report Options – Field Descriptions**



- ◆ **BUILDING** - Contains the default **Building** code specified in your security profile. If you have access to multiple buildings you can click the down arrow – to select an alternate building.
- ◆ **CALENDAR** – Select the **Calendar** to be used to determine whether the attendance date listed below is a valid membership day.
- ◆ **ATTENDANCE DATE** - Enter the date for which you want to produce the report. The default of the current date and displays as MM/DD/YYYY format.
- ◆ **PRINT AM, PM OR BOTH** - Contains the type of absence information you want included on the report. APSCN recommends “**Both**” in this field.
- ◆ **BREAK FLAG** – Select **Page Eject** to start a new page when it breaks or select the number of lines (0 to 9) that should be skipped after the break. The break is determined by line 1 in the **Sort Students** option. The default is defined in the **Daily Attendance System’s Configuration**.

## Report Header Section

**(Free Text Fields) 1-3** -In the **Report Header** field(s), enter free text for the report header, if desired. You may enter up to three lines of text with 76 characters in each line. The text will be left aligned on the report. If you want the text to be centered, you must center the text manually by entering spaces before the text.

**NOTE:** **Centering will reduce the number of characters allowed. The message may be used, for example, to make an announcement for teachers to read to their classes, such as information on early dismissal or special meetings. You may also describe the criteria used when the report was generated.**

## Advanced Section Action Buttons

**Select Students** Opens the Advanced Search window, in which you can specify the criteria, used to search for students to include in the report.

**Sort Students** Opens the Advanced Sort window, in which you can select the criteria to use to sort the report. The sort options you specify in this window will supersede the default sort order specified in the Daily Attendance Configuration option. The report will break (start a new page or skip lines between primary sort fields, depending on the option selected in the break field) when the value specified in the first sort field is processed, and the report will display the records in the order specified by any additional sort fields specified.

## Process Options Section

**Report File Name** -The name of the file that displays the report data (default name: *\$SMSRPTDIR/bulletin.rpt*).

**Log File Name** -The name of the file used to report errors during the report run (default name: *\$SMSRPTDIR/bulletin.log*).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

## Sample Morning Bulletin Report

```
MM/DD/YYYY                MADISON ELEMENTARY                Page : 1
                          Attendance Taken 01/05/2004
                          Membership Day #98
                          Morning Bulletin

SAMPLE REPORT HEADER: ONLY STUDENTS IN GRADES 7 & 8

  Id   Name                Gr Hrm   Id   Name                Gr Hrm
-----
 23019 HARVEY, DANIEL        07 108
 23030 HANLIN, UERHICK H    07 108
 23018 LOPEZ, DAISY        07 110
 23036 MARCUS, JESSICA L   07 110
 23027 BARRYMORE, RILEY N  08 209
 23032 JAMES, DAMON A      08 211
 23021 JOHANSEN, STEPHANIE 08 211
 23049 NILSSON, ERIC N     08 213
 23015 PATTERSON, KELLY J  08 215
 23041 SWANSON, JEREMY T   08 217

Total number of students: 10
```

In this two-column report format, the right-hand column is used on each page **AFTER** the left-hand column is full.

## Teacher Report

The **Teacher Report** is typically generated and distributed daily to the building's teachers **AFTER** attendance entry is complete so that each teacher has a listing of student attendance to refer to and, if necessary, to add to or change. The **Teacher Report**, which is a narrow, 80-character report, is generated each day **AFTER** morning attendance entry is done. The report lists students with attendance information, and includes: Student ID, Student Name, Grade, AM/PM Code, Absence Code and Description, Arrival and Dismissal Times, Total number of students for each primary sort listed on the report.

### Menu Access:

**Reports > Daily Attendance > Teacher Report.**

### Sample Teacher Report Window Report Options – Field Descriptions

The screenshot shows a window titled "Teacher Report" with a menu bar (File, Edit, Help) and a toolbar. The window is divided into several sections:

- Report Information:** Contains an information icon and a text box stating: "This report lists students who are marked absent and includes attendance information. The report can be distributed daily to the building's teachers." To the right are "OK" and "Back" buttons.
- Report Options:** Includes dropdown menus for "Building \*" (777 - YOUR SCHOOL BUILDING), "Attendance Date \*" (02/11/2005), "Print Am, Pm, or Both \*" (Both), and "Break Flag \*" (Page Eject).
- Report Header:** Three empty text input fields numbered 1, 2, and 3.
- Advanced:** Two buttons: "Select Students" and "Sort Students".
- Process Options:** Includes text boxes for "Report File Name \*" (\$SMSRPTDIR/teacher.rpt) and "Log File Name \*" (\$SMSRPTDIR/teacher.log). Below these is a checkbox for "Run as a Scheduled Process" followed by "cn", a calendar icon, and "at".

At the bottom left, it says "Choose a building" and at the bottom right, there is an "OVR" button.

- ◆ **BUILDING** - Contains the default **Building** code specified in your security profile. If you have access to multiple buildings you can click the down arrow – to select an alternate building.
- ◆ **ATTENDANCE DATE** - Enter the date for which you want to produce the report. The default of the current date and displays as MM/DD/YYYY format.
- ◆ **PRINT AM, PM OR BOTH** - Contains the type of absence information you want included on the report. APSCN recommends **Both** in this field.
- ◆ **BREAK FLAG** – Select **Page Eject** to start a new page when it breaks or select the number of lines (0 to 9) that should be skipped after the break. The break is determined by line 1 in the **Sort Students** option. The default is defined in the **Daily**

### Attendance System's Configuration.

#### Report Header Section

**(Free Text Fields) 1-3** -In the **Report Header** field(s), enter free text for the report header, if desired. You may enter up to three lines of text with 76 characters in each line. The text will be left aligned on the report. If you want the text to be centered, you must center the text manually by entering spaces before the text. It is not designed to be centered on the page.

**NOTE:** **Centering will reduce the number of characters allowed. The message may be used, for example, to make an announcement for teachers to read to their classes, such as information on early dismissal or special meetings. You may also describe the criteria used when the report was generated.**

#### Advanced Section Action Buttons

**Select Students** Opens the Advanced Search window, in which you can specify the criteria used to search for students to include in the report.

**Sort Students** Opens the Advanced Sort window, in which you can select the criteria to use to sort the report. The sort options you specify in this window will supersede the default sort order specified in the Daily Attendance Configuration option. The report will break (start a new page or skip lines between primary sort fields, depending on the option selected in the break field) when the value specified in the first sort field is processed, and the report will display the records in the order specified by any additional sort fields specified.

#### Process Options Section

**Report File Name** -The name of the file that displays the report data (default name: *\$SMSRPTDIR/teacher.rpt*).

**Log File Name** -The name of the file used to report errors during the report run (default name: *\$SMSRPTDIR/teacher.log*).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

## Sample Teacher Report

This sample report was sorted alphabetically by homeroom. The primary sort field, which determines page breaks and displays on each page of the report, is homeroom.

```

MM/DD/YYYY          YOURTOWN HIGH SCHOOL          Page : 1
Attendance Taken 02/04/yyyy
Membership Day #151
Daily Teachers List

Home room 200

Student ID Name      Grade A/P Code Type      Arrive Dismiss
500000009 COOPER JR, JESSE A    12 A TAR TARDY          09:10
                    P PRE PRESENT
500000008 GRAND, SUSAN D    12 A,P ABS ABSENCE
500000007 SAMUELS, LISA B   12 A,P ABS ABSENCE

TOTAL :              3

Home room 300

Student ID Name      Grade A/P Code Type      Arrive Dismiss
500000017 BANKS, MARIA      11 A TAR TARDY          09:20
                    P PRE PRESENT
500000015 BANKS, SARAH      11 A TAR TARDY          09:20
                    P PRE PRESENT
500000016 FRACK, CAROL ANNE  11 A TAR TARDY          10:00
                    P PRE PRESENT

TOTAL :              3

Home room 400

Student ID Name      Grade A/P Code Type      Arrive Dismiss
500000010 GORDON, JANELLE          09 A,P CV COLLEGE VISIT
500000012 KING, TANYA      10 A TAR TARDY          09:05
                    P PRE PRESENT

TOTAL :              2

Home room 500

Student ID Name      Grade A/P Code Type      Arrive Dismiss
500000013 COAKLEY, RYAN      09 A U UNEXCUSED
500000025 HART, SARAH      09 A U UNEXCUSED
500000024 JENSON, DORA      09 A U UNEXCUSED

TOTAL :              3

TOTAL NUMBER OF STUDENTS :    11

```

**NOTE:** In the column titled **A/P** (for AM/PM), **A** is for **AM** attendance; **P** for **PM** attendance, **A, P** is for both.

## Office Report

This report is typically generated after daily attendance entry is complete. An important feature of the **Office Report** is the option to print students' home or parents/guardians' telephone numbers, which can be used by the office to report student attendance to parents or guardians. The **Office Report**, which is a wide, 132-character report, is generated each day **AFTER** morning attendance entry is done. The report includes:

- Student ID Number
- Student Name
- Grade
- Sex
- Homeroom

- Telephone Number (you may choose which telephone you want to print on the report)
- Counselor
- Absence Codes and Descriptions
- Arrival and Dismissal Times (if you have entered times during attendance entry)
- Total number of students for each primary sort listed on the report

**Menu Access:**

**Reports > Daily Attendance > Office Report.**

**Sample Office Report Window Report Options – Field Descriptions**

The screenshot shows the 'Office Report' window with the following sections and fields:

- Report Information:** A message box stating 'This report lists students who are marked absent and includes the student's attendance information and contact phone number.' Buttons for 'OK' and 'Back' are present.
- Report Options:**
  - Building \*: 777 - YOUR SCHOOL BUILDING (dropdown menu)
  - Attendance Date \*: 02/09/2005 (calendar icon)
  - Print AM, PM, or Both \*: Both (dropdown menu)
  - Break Flag \*: Page Eject (dropdown menu)
  - Phone Number \*: Student Phone (dropdown menu)
  - Print Unlisted Number \*:
- Report Header:** Three numbered text input fields (1, 2, 3).
- Advanced:**
  - Select Students:  (checkbox)
  - Sort Students:  (checkbox)
- Process Options:**
  - Report File Name \*: \$SMSRPTDIR/office.rpt (text field)
  - Log File Name \*: \$SMSRPTDIR/office.log (text field)
  - Run as a Scheduled Process:  on [ ] at [ ] (checkbox and time fields)

At the bottom left, there is a 'Choose a building' button. At the bottom right, there is an 'OVR' button.

- ◆ **BUILDING** - Contains the default **Building** code specified in your security profile. If you have access to multiple buildings you can click the down arrow – to select an alternate building.
- ◆ **ATTENDANCE DATE** - Enter the date for which you want to produce the report. The default of the current date and displays as MM/DD/YYYY format.
- ◆ **PRINT AM, PM OR BOTH** - Contains the type of absence information you want included on the report. APSCN recommends **Both** in this field.

- ◆ **BREAK FLAG** – Select **Page Eject** to start a new page when it breaks or select the number of lines (0 to 9) that should be skipped after the break. The break is determined by line 1 in the Sort Students option. The default is defined in the Daily Attendance System's Configuration.
- ◆ **PHONE NUMBER** - Select **Student Phone**, **Guardian Home Phone**, or **Guardian Work Phone** to print a student or guardian home phone or work phone.
- ◆ **PRINT UNLISTED** - If you select **Student Phone** for the previous field and you want to print unlisted student phone numbers, enter a check in this checkbox. The default is unchecked.

### Report Header Section

**(Free Text Fields) 1-3** -In the Report Header field(s), enter free text for the report header, if desired. You may enter up to three lines of text with 76 characters in each line. The text will be left aligned on the report. If you want the text to be centered, you must center the text manually by entering spaces before the text.

**NOTE:** **Centering will reduce the number of characters allowed. The message may be used, for example, to make an announcement for teachers to read to their classes, such as information on early dismissal or special meetings. You may also describe the criteria used when the report was generated.**

### Advanced Section

#### Action Buttons

**Select Students** Opens the **Advanced Search** window, in which you can specify the criteria, used to search for students to include in the report.

**Sort Students** Opens the **Advanced Sort** window, in which you can select the criteria to use to sort the report. The sort options you specify in this window will supersede the default sort order specified in the **Daily Attendance Configuration** option. The report will break (start a new page or skip lines between primary sort fields, depending on the option selected in the break field) when the value specified in the first sort field is processed, and the report will display the records in the order specified by any additional sort fields specified.

### Process Options Section

**Report File Name** -The name of the file that contains the report data (default name: *\$SMSRPTDIR/office.rpt*).

**Log File Name** -The name of the file used to report errors during the report run (default name: *\$SMSRPTDIR/office.log*).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

### Sample Office Report

This sample was sorted alphabetically by counselor number. The primary sort field, which determines page breaks and displays on each page of the report, is counselor number.

MM/DD/YYYY	YOURTOWN HIGH SCHOOL							Page : 1		
	Attendance Taken 03/04/YYYY									
	Membership Day #151									
	Daily Office List									
Counselor 10										
Student ID Name	Grade	Sex	Home room	Phone #	Cnslr	A/P	Code	Type	Arrive	Dismiss
500000025 HART, SARAH	09	F	500	(215) 738-2233	10	A	U	UNEXCUSED		
500000024 JOHNSON, DONNA	09	F	500	(215) 758-4378	10	A	U	UNEXCUSED		
TOTAL :	2									
Counselor 60										
Student ID Name	Grade	Sex	Home room	Phone #	Cnslr	A/P	Code	Type	Arrive	Dismiss
500000009 COOPER JR, JESSE A	12	M	200	UNLISTED	60	A	TAR	TARDY	09:10	
500000010 GORDON, JANELLE	09	F	400	(215) 758-3789	60	A,P	CV	COL VISIT		
500000008 GRAND, SUSAN D	12	F	200	(215) 858-2256	60	A,P	ABS	ABSENCE		
500000007 SAMUELS, LISA B	12	F	200	(215) 838-9766	60	A,P	ABS	ABSENCE		
TOTAL :	4									
Counselor 100										
Student ID Name	Grade	Sex	Home room	Phone #	Cnslr	A/P	Code	Type	Arrive	Dismiss
500000013 COAKLEY, RYAN	09	M	500	(215) 738-8525	100	A	U	UNEXCUSED		
500000012 KING, TANYA	10	F	400	(215) 758-9905	100	A	TAR	TARDY	09:05	
						P	PRE	PRESENT		
TOTAL :	2									
Counselor 180										
Student ID Name	Grade	Sex	Home room	Phone #	Cnslr	A/P	Code	Type	Arrive	Dismiss
500000017 BANKS, MARIA	11	F	300	(215) 858-9200	180	A	TAR	TARDY	09:20	
500000015 BANKS, SARAH	11	F	300	(215) 758-9588	180	A	TAR	TARDY	09:20	
						P	PRE	PRESENT		
500000016 FRACK, CAROL ANNE	11	F	300	(215) 838-7642	180	A	TAR	TARDY	10:00	
						P	PRE	PRESENT		
TOTAL :	3									
TOTAL NUMBER OF STUDENTS :	11									

### Activity Absence Listing

This report lists students in activities that are marked absent and includes attendance information. You may run the report for one or more activities. The report can be distributed daily to the building's teachers.

To ensure that you do not update any students who may have a different absence code already entered, it is recommended that you run the **Activity Absence Listing** before using the option **Update Daily Attendance By Activity**.

For example, if a member of the drama club has received an in-school suspension, he/she should not be updated with the Field Trip code that is used to update the students in the club. Rather than updating the record with the Field Trip code, she should be excluded from the update so that the office entry of In-School Suspension stands.



Also, the listing can be used to inform the activity teacher or coach which students will not be participating because they are absent.

The **Activity Absence Listing**, which is a narrow, 80-character report, includes the following information:

- Student ID number
- Student name
- Grade
- House/team
- AM and PM bottom line absence codes
- Arrival and dismissal times (if you have entered times during attendance entry)

#### Menu Access:

**Reports > Daily Attendance >Activity Absence Listing.**

#### Sample Activity Absence Listing Window

The screenshot shows the 'Activity Absence Listing' window with the following sections:


- Report Information:** A message box stating, 'This report lists students who are marked absent and includes attendance information. The report can be distributed daily to the building's teachers.' Buttons for 'OK' and 'Back' are visible.
- Report Options:**
  - Building: Dropdown menu showing '///-YOUR SCHOOL BUILDING'
  - Attendance Date: Text field with '02/09/2005' and a calendar icon.
  - Print AM, PM or Both: Dropdown menu set to 'Both'.
  - Activity List: Text field with '\*' and a search icon.
  - Break Flag: Dropdown menu set to 'Skip 0 Lines'.
- Report Header:** Three empty text input fields labeled 1, 2, and 3.
- Advanced:**
  - 'Select Students' button with a magnifying glass icon.
  - 'Sort Students' button with a sort icon.
- Process Options:**
  - Report File Name: Text field with '\$M: \\M: \\M: \\M: \\M: /dataact.rpt'
  - Log File Name: Text field with '\$MSRPTDIR/dataact.log'
  - Run as a Scheduled Process: Check box (unchecked) followed by 'on', a time field with '12:30', and 'at'.

At the bottom left, there is a link 'Choose a building' and at the bottom right, a status indicator 'OVR'.

#### Report Options – Field Descriptions

- ◆ **BUILDING** - Contains the default **Building** code specified in your security profile. If you

have access to multiple buildings you can click the down arrow – to select an alternate building.

- ◆ **ATTENDANCE DATE** - Enter the date for which you want to produce the report. The default of the current date and displays as MM/DD/YYYY format.
- ◆ **PRINT AM, PM OR BOTH** - Contains the type of absence information you want included on the report. APSCN recommends **Both** in this field.
- ◆ **ACTIVITY LIST** – Enter a list of activities for the report, or click  and the multiselect window will display where you can select up to 12 activities.
- ◆ **BREAK FLAG** – Select **Page Eject** to start a new page when it breaks or select the number of lines (0 to 9) that should be skipped after the break. The break is determined by line 1 in the **Sort Students** option. The default is defined in the **Daily Attendance System's Configuration**.

### Report Header Section

**(Free Text Fields) 1-3** -In the **Report Header** field(s), enter free text for the report header, if desired. You may enter up to three lines of text with 76 characters in each line. The text will be left aligned on the report. If you want the text to be centered, you must center the text manually by entering spaces before the text. It is not designed to be centered on the page.

**NOTE:** **Centering will reduce the number of characters allowed. The message may be used, for example, to make an announcement for teachers to read to their classes, such as information on early dismissal or special meetings. You may also describe the criteria used when the report was generated.**

### Advanced Section Action Buttons

**Select Students** Opens the Advanced Search window, in which you can specify the criteria, used to search for students to include in the report.

**Sort Students** Opens the Advanced Sort window, in which you can select the criteria to use to sort the report. The sort options you specify in this window will supersede the default sort order specified in the Daily Attendance Configuration option. The report will break (start a new page or skip lines between primary sort fields, depending on the option selected in the break field) when the value specified in the first sort field is processed, and the report will display the records in the order specified by any additional sort fields specified.

### Process Options Section

**Report File Name** -The name of the file which contains the report data (default name: **\$SMSRPTDIR/dataact.rpt**).

**Log File Name** -The name of the file used to report errors during the report run (default

name: \$SMSRPTDIR/dataact.log).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

## Sample Activity Absence Listing

```
MM/DD/YYYY                MADISON ELEMENTARY
                          Attendance Date 01/27/2004
                          Activity Absence List

AC  ART CLUB

Student Id  Name                Grd  H/T  AM    PM    Arrive  Dismiss
          Time                Time

23047 GREEN, KERRY T          06                    F      11:00
23010 HARVEY, KRISTINA       07  7A    F      11:00
23030 HAWTIN, DERRICK R      07                    F      11:00
23031 HAWTIN, FRANK G        07                    F      11:00
23037 HAWTIN, JODI K         06                    F      11:00
23038 JEFFRIES, TRENT B      06                    F      11:00
23013 KANE, TIMOTHY J        06  7B    F      11:00
23002 LANG, NICOLE A         06  R      F      11:00
23015 PATTERSON, KELLY J     08  8R    F      11:00
23001 PERKINS, SARA J        06  R      F      11:00
23008 WALLACE, SEBASTIAN A   08  8B    F      11:00

TOTAL :                12

TOTAL NUMBER OF STUDENTS :                12
```

## VERIFY ATTENDANCE

The **Verify Attendance** option on the **Daily Entry for Attendance** menu is a program that validates the daily attendance data against other student data tables. You can choose to have the **Verify Attendance** list invalid absences OR delete them. You may use the Verify Attendance before running daily reports, but it is not necessary.

**IMPORTANT NOTE:** You may delete invalid absences after you have checked and verified that they are invalid. Check the daterror.rpt.

The Verify Attendance **MUST** be run **BEFORE**:

- Calculating daily attendance letters
- Transferring daily absences to Report Cards
- Running cumulative reports
- Running State reports

### Menu Access:

**Applications > Attendance > Daily Entry > Verify Attendance.**

## Sample Daily Attendance Verify Attendance Screen

### Procedures

- 1 At the **Start Date** prompt, enter the first date of the range for which the Verify Attendance is to begin validating attendance information.
- 2 At the **End Date** prompt, enter the last date of the range for which the Verify Attendance is to validate attendance information.
  - NOTE:** The **Start** and **End Dates** are **NOT** validated against school calendars.
- 3 Leaving the **Delete Invalid Absences** unchecked will find and list the invalid absences in the **Verify Attendance** log file without deleting or updating them. Only click this prompt if you are very sure that you want the system to find and delete invalid absences. The default is unchecked.
  - NOTE:** You should run **Verify Attendance** twice: first to list the errors for review and then to correct or delete them.
- 4 Use the **Select Students** under the **Advanced** section to specify what information should be checked.
  - Note:** You **MUST** use the **Select Students** option to select your building number.
- 5 Click **OK** to process Verify Attendance.
- 6 Click **File** under **Choose Destination** and click **OK**.

A **Report Status** message displays a summary of the Verify Attendance process. Click **OK**.

## Sample Verify Attendance Report

The **Verify Attendance** rpt file contains a list of students who have invalid absences. Print and verify that the absences are invalid. The last section of information shows the total number of attendance records processed, the number of daily attendance records deleted, and the number of invalid student absences. To print a list of students who have invalid absences, print the **daterror.rpt**.

To print or view the **Verify Attendance Report**, select **daterror.rpt** from the list of report files found in **Reports > View Files > Reports**.

---

```

MM/DD/YYYY          DAILY ATTENDANCE ERROR SCAN          PAGE : 1
-----
Attendance Data
-----
Building Date  ID      Reason
4 03/04/YYYY  100000009  STUDENT HAS BEEN DELETED FROM REGISTRATION
4 03/05/YYYY  100000008  NOT ENROLLED IN BUILDING ON ABSENCE DATE
4 03/07/YYYY  100000007  NOT ENROLLED IN BUILDING ON ABSENCE DATE

Attendance Records Processed:  10
Attendance Records Deleted :   3
Total Invalid Absences :      3

```

---

### Sample Error Messages:

ERROR MESSAGE	REASON
STUDENT HAS BEEN DELETED FROM REGISTRATION	Absences were found for student who has been marked as deleted from the system.
NON-ATTENDANCE DAY OR DAY NOT IN CALENDAR	Absences were found for date(s) not in building calendar or for a day in calendar which is marked as a non-attendance day.
NOT ENROLLED IN BUILDING ON ABSENCE DATE	Absences were found for date(s) not within start and end dates of any regentry vectors for the student for the building from which he or she was marked absent.
NO REGENCY RECORD FOR ABSENCE DATE	Absences were found for date(s) not within start and end dates of any regentry vectors for the student.

## CALCULATE DAILY ATTENDANCE TOTALS

The **Calculate Daily Attendance Totals** option will update attendance totals for ALL students in the district, not just students with absences. You should run this option on a daily basis, for example, either nightly or in the morning before school starts. Consult your system administrator concerning security resources.

**Note:** You **MUST** run the **Calculate Daily Attendance Totals** option to include students with perfect attendance in any reports from the Daily Attendance system.

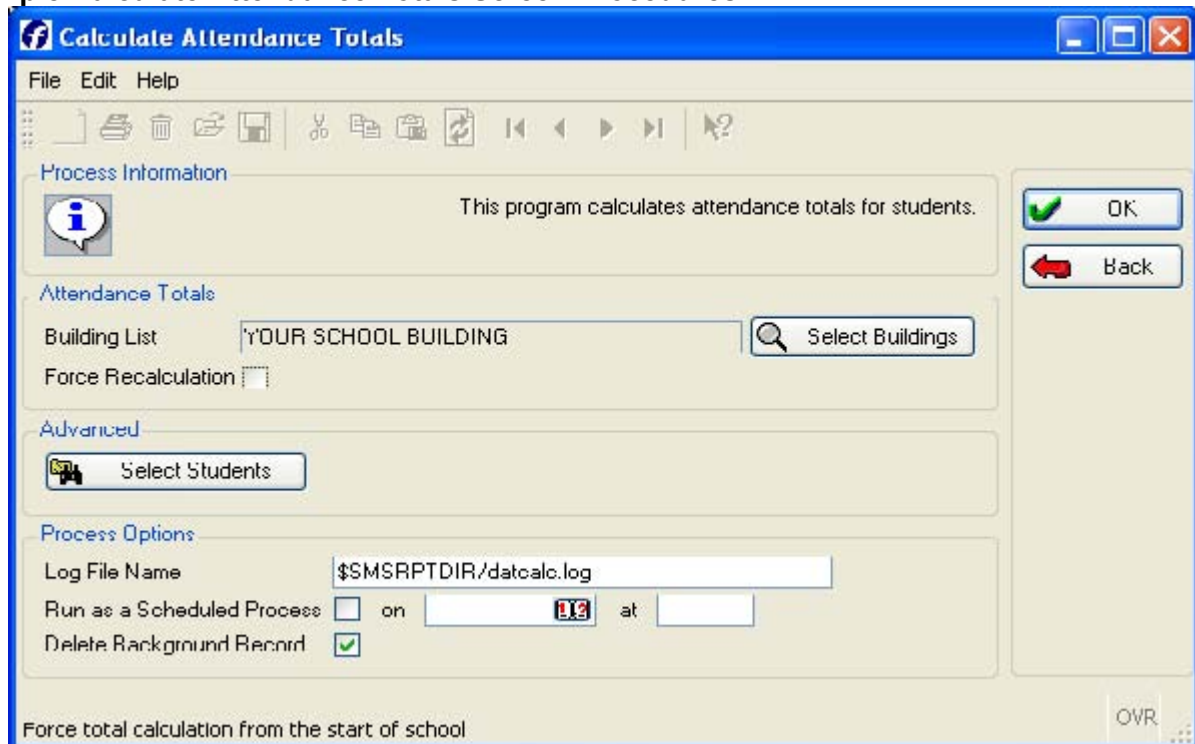
The Calculate Attendance Totals **MUST** be run **BEFORE**:

- Generating cumulative reports
- Generating State reports
- Printing Daily Attendance information on Report Cards
- Posting Daily attendance to Student Transcripts
- Calculating Daily Attendance Letters

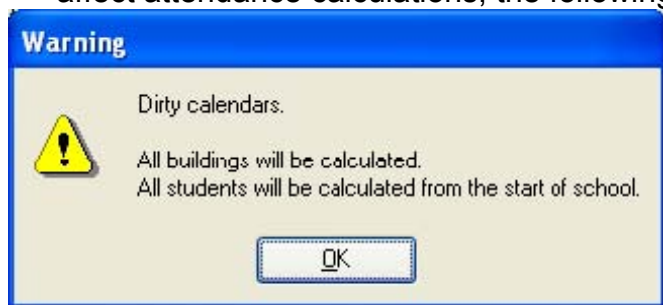
### Menu Access:

**Applications > District Administration > Attendance > Calculate Daily Attendance Totals.**

### Sample Calculate Attendance Totals Screen Procedures



1. Click the **Select Buildings** button to choose buildings you wish to calculate. Select buildings and click **OK** or use the Check All button to include all buildings. If you select **BUILDINGS** and your calendars have changed and these changes may affect attendance calculations, the following message displays:



This means that the system automatically recalculates your attendance for all buildings. As a result, you are not prompted to enter selective data. Click **OK**.

- 1 Click the **Force Recalculation** field to recalculate attendance data from the first day of school until the current date for every student OR leave it unchecked to recalculate only from the current date backward to the last date recalculations were processed
- 2 Use the **Select Students** in the **Advanced** section **if** you want to limit records updated by the calculation.
- 3 Click **OK** to begin the totals calculation.
- 4 After the calculations are completed, a **Process Complete** window appears. Click **OK**. Use the **Reports > View Files > Logs > datcalc.log** to print or display the log file for review. At the end of the log file, a summary of the calculations is presented. For example:

STUDENTS PROCESSED:	1293
STUDENTS CALCULATED:	1276
TOTAL PROCESSING ERRORS:	0
COMPLETED :MM/DD/YYYY	HH:MM:SS

**NOTE:** If errors were recorded, an explanation of those errors will appear in the log file. You should correct the records before the calculations are run again.

### Sample Calculate Attendance Totals Log

---

DAILY ATTENDANCE TOTAL CALCULATIONS LOG

```

Started   : MM/DD/YYYY   HH:MM:SS
User Name : wesms2

Students Processed :    1293
Students Calculated :    1276
Total Processing Errors:    0

Completed : MM/DD/YYYY   HH:MM:SS

```

---

## CUMULATIVE DAILY ATTENDANCE REPORTS

### Prerequisites

Verify Attendance Calculate Attendance Totals

## Problem Report

The **Problem Report** is designed to show detailed information for students with problem attendance. You can also use this report to generate a report of students with perfect attendance. See the end of this section for examples of the types of reports you can run using this option.

The **Problem Report** can be run at any time you want a report of a particular pattern of attendance problems. Depending on the way you define the report, it can show general or detailed information: For example, you can list all the boys in grade 12 in homeroom 201 who were absent on two or more Fridays, or you can list all students in the building with three or more tardies. To generate reports for students with a certain attendance pattern, you can specify the particular codes, groups, or accumulators, and the frequency of the absences to include.

**Note:** Attendance totals are automatically calculated when you run the Problem Report. These totals are only used by the report to determine whether a student meets the report's criteria. They are **NOT** stored in the Daily Attendance Totals table.

There are three formats of the **Problem Report** that you can use:

- STUDENT** The report lists those students who meet the criteria of the report, showing demographic information but **NOT** detailed attendance information.
- TOTALS** **The report shows attendance totals for the date range of the report as well as demographic information for those students who meet the criteria of the report.**
- CALENDAR** Shows attendance information by calendar date as well as attendance totals for the date range of the report and demographic information for students who meet the criteria of the report.

### Menu Access:

**Reports > Daily Attendance > Problem Report.**



## Report Options – Field Descriptions

- ◆ **BUILDING** – Contains the default **Building** code specified in your security profile. If you have access to multiple buildings you can click the down arrow – to select an alternate building.
- ◆ **START DATE** -Enter the date of the first day you want to include in the report. The date will display in the format MM/DD/YYYY.
- ◆ **END DATE** -Enter the date of the last day you want to include in the report. The date will display in the format MM/DD/YYYY.
- ◆ **CALCULATE ON** -Select how you want to calculate the absences for this report:
 

<b>Accumulator</b>	<b>A report of accumulator slots (such as an accumulator set up for all excused absences);</b>
<b>Code</b>	<b>A report for particular absence codes (such as T for tardy);</b>
<b>Group</b>	<b>A report for an attendance group (such as a group set up for all health-related unexcused absences).</b>

The value you enter here determines the range type you will select in the next field.
- ◆ **RANGE OF (...) OR LIST OF CODES** -Enter the range using '[' or ':' as the separator, or select the appropriate codes from the **Multiple Select** window (up to six codes). Depending on the value entered in the preceding field, you will see one of the following

- **Range of Accumulators:** You may enter a single accumulator number, multiple accumulator numbers in the format 9|9|9 (for example, 1|2|7), a range of consecutive accumulator numbers in the format 9:9 (for example, 2:4), or you can select a range of accumulators from the **Multiple Select** window.
- **List of Codes:** You may enter a single absence code, multiple absence codes in the format XXX|XXX|XXX (for example, EXC|ABS|TAR), a range of consecutive absence codes in the format XXX:XXX (for example, ABS:TAR), or you can select a range of absence codes from the **Multiple Select** window.
- **Range of Groups:** You may enter a single group number, multiple group numbers in the format 99|99|99 (for example, 11|12|17), a range of consecutive group numbers in the format 99:99 (for example, 12:17), or you can select a range of groups from the **Multiple Select** window.

After you enter the code(s), press <Tab>. A prompt will display with the number of matching codes. Click **OK**.

- ◆ **RANGE OF OCCURRENCES** -Enter the number of absence occurrences that you want to establish as the criteria for this problem report. Enter 0 (zero) at this prompt to create a perfect attendance report.
- ◆ **DAYS TO CHECK** -Enter the days of the week on which you want to report (M for Monday, T for Tuesday, W for Wednesday, R for Thursday, and F for Friday).
- ◆ **ABSENCES TO CHECK** -Select whether you want to check attendance information taken for morning (**AM**), afternoon (**PM**), or **Both**.
- ◆ **REPORT TYPE** -Contains the type of format you want for the report.  
**Student** List students only.

**Totals** List attendance totals for the date range.

**Calendar** Show calendar listing of absences for the date range.

**Break Flag /Break on Student** - The label and functionality of this field changes depending on the **Report Type** you select in the previous field:

If you select **Student**, the label displays as **Break Flag**. Enter **E** (for Page Eject) to start a new page or enter the number of lines (0-9) to skip when the report breaks.

If you select **Totals** or **Calendar**, the label displays as **Break on Student**. Enter **Y** (for Yes) to break on each new record or **N** (for No) to list matching records.

The report will break on the field entered as the primary sort for this report. For example, if counselor is entered as the primary sort field, the report will break (start a new page or skip the number of lines you specify) when a new counselor is processed.

**Report Header Section**

**(Free Text Fields) 1-3** -In the **Report Header** field(s), enter free text for the report header, if desired. You may enter up to three lines of text with 76 characters in each line. The text will be left aligned on the report. If you want the text to be centered, you must center the text manually by entering spaces before the text.

**NOTE:** **Centering will reduce the number of characters allowed. The message may be used, for example, to make an announcement for teachers to read to their classes, such as information on early dismissal or special meetings. You may also describe the criteria used when the report was generated.**

**Advanced Section Action Buttons**

**Select Students** Opens the Advanced Search window, in which you can specify the criteria, used to search for students to include in the report.

**Sort Students** Opens the Advanced Sort window, in which you can select the criteria to use to sort the report. The sort options you specify in this window will supersede the default sort order specified in the Daily Attendance Configuration option. The report will break (start a new page or skip lines between primary sort fields, depending on the option selected in the break field) when the value specified in the first sort field is processed, and the report will display the records in the order specified by any additional sort fields specified.

**Process Options Section**

**Report File Name** -The name of the file which contains the report data (default name: *\$SMSRPTDIR/datprob.rpt*).

**Log File Name** -The name of the file used to report errors during the report run (default name: *\$SMSRPTDIR/datprob.log*).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

**Sample Problem Reports****Sample Problem Report #1 - Student Report**

The sample of the **Problem Report** illustrated below was run to check for students who were absent or tardy on Mondays or Fridays during the specified time period. The **Report Type** selected was **Student**; the report lists those students who meet the criteria, showing demographic information but not attendance information. The report was sorted in alphabetical order.

```

MM/DD/YYYY           Attendance Problem Report           Page : 1
                        From 01/01/2004 Through 01/30/2004
Selection made on Code(s) E|U|T; 1:99 Occurrences
Day(s) to select on: MF
Building:             23 MADISON ELEMENTARY
    
```

Student Id Name	Sex	Gd Counselor	Hrm	Building	H/T
First Guardian	Home Phone	Business Phone			
23007 BROWN, ELLIOT S	M	08 EVANS R	109	23	88
BROWN, ANTHONY	(610)555-5665	(610)555-7900			
23019 HARVEY, DANIEL	M	07 EVANS R	108	23	78
HARVEY, ANNA	(610)555-3689	(610)555-6000			

### Sample Problem Report #2 - Totals Report

The sample of the **Problem Report** illustrated below was run to check for students who were absent or tardy on Mondays or Fridays during the specified time period. The **Report Type** selected was **Totals**; the report shows attendance totals for the date range as well as demographic information for those students who meet the criteria.

```

MM/DD/YYYY           Attendance Problem Report           Page : 1
                        From 01/01/2004 Through 01/30/2004
Selection made on Code(s) E|U|T; 1:99 Occurrences
Day(s) to select on: MF
Building:             23 MADISON ELEMENTARY
    
```

Student Id Name	Sex	Gd Counselor	Hrm	Building	H/T
23019 HARVEY, DANIEL	M	07 EVANS R	108	23	78

First Guardian	Home Phone	Business Phone
HARVEY, ANNA	(610)555-3689	(610)555-6000

Reason	MP1	MP2	MP3	MP4	MP5	MP6	MP7	MP8	MP9	Total
EXCUSED	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
UNEXCUSED	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
TARDY	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
MP TOTALS	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
MEMBERSHIP	0.00	23.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00	46.00

### Sample Problem Report #3 - Calendar Report

This sample of the **Problem Report** was run to check for students who were absent or tardy on Mondays or Fridays during the specified time period. The **Report Type** selected was **Calendar**; the report shows attendance information in a calendar format as well as attendance totals for the date range and demographic information for those students who meet the criteria.



MM/DD/YYYY

Attendance Problem Report  
 From 01/01/2004 Through 01/30/2004  
 Selection made on Code(s) E|U|T ; 0 Occurrences  
 Day(s) to select on: MTWRF  
 Building: 23 MADISON ELEMENTARY

Page : 1

Student Id Name First Guardian	Sex	Gd Counselor Business Phone	Hrm	Building H/T
23021 JOHANSEN, STEPHANIE L	F	08 EVANS R	109	23 8A
JOHANSEN, JOHN AND BARBARA	(610)555-8246	(610)555-3000		
23027 BARRYMORE, RILEY N	F	08 EVANS R	107	23 8A
BARRYMORE, STEPHEN AND ANGELA	(610)555-1455	(610)555-8899		
23045 KRUDER, JENNIFER D	F	08 EVANS R	109	23 8B
KRUDER, ANDREW AND ELAINE	(610)555-3571	(610)555-1593		
23049 NILSSON, ERIC N	M	08 EVANS R	109	23 8C
NILSSON, BLAKE AND HEIDI	(610)555-4598	(610)555-1222		
23006 LOPEZ, MARIA J	F	08 EVANS R	109	23 8A
LOPEZ, JOSE AND WENDY	(610)555-1470	(610)555-4000		

## Problem Report (Custom)

This report is designed to show detailed information for students with specific attendance patterns. For example, students who have exceeded a maximum number of absences, or a maximum number of consecutive absences or have perfect attendance.

Attendance totals are automatically calculated when you run the **Problem Report**. These totals are used by the report to determine whether a student meets the report's criteria.

They are **NOT** stored in the Daily Attendance Totals table.

There are three report formats available for this report:

- Student** The report lists those students who meet the criteria of the report, showing demographic information but **NOT** detailed attendance information.
- Totals** The report shows attendance totals for the date range of the report as well as demographic information for those students who meet the criteria of the report.
- Calendar** Shows attendance information by calendar date as well as attendance totals for the date range of the report and demographic information for students.

## Prerequisites

Run the **Verify Attendance** option on the **Daily Entry for Attendance Process Center** before you run the **Problem Report**.

## Menu Access:

**Reports > Daily Attendance > Problem Report (Custom).**

## Sample Problem Report (Custom) Window

### Report Options – Field Descriptions

- ◆ **BUILDING** -Contains the default **Building** code specified in your security profile. If you have access to multiple buildings you can click the down arrow – to select an alternate building.
- ◆ **START DATE** - Enter the date of the first day you want to include in the report.
- ◆ **END DATE** -Enter the date of the last day you want to include in the report.
- ◆ **CALCULATE ON** -Select how you want to calculate the absences for this report:
  - select **Accumulator** if you want a report of accumulator slots (such as an accumulator set up for all excused absences);
  - select **Code** if you want a report for particular absence codes (such as T for tardy);
  - select **Group** if you want a report for an attendance group (such as a group set up for all health-related unexcused absences).

The value you enter in this field determines the range type you will select in the next field.

- ◆ **RANGE OF (...) OR LIST OF CODES** -Enter the range using '[' or ':' as the separator, or select the appropriate codes from the **Multiple Select** window (up to six codes). Depending on the value you specified in the preceding field, you will see one of the following field names:
  - **Range of Accumulators:** You may enter a single accumulator number, multiple accumulator numbers in the format 9|9|9 (for example, 1|2|7), a range of consecutive accumulator numbers in the format 9:9 (for example, 2:4), or you can select a range of accumulators from the **Multiple Select** window.
  - **List of Codes:** You may enter a single absence code, multiple absence codes in the format XXX|XXX|XXX (for example, EXC|ABS|TAR), a range of consecutive absence codes in the format XXX:XXX (for example, ABS:TAR), or you can select a range of absence codes from the **Multiple Select** window.
  - **Range of Groups:** You may enter a single group number, multiple group numbers in the format 99|99|99 (for example, 11|12|17), a range of consecutive group numbers in the format 99:99 (for example, 12:17), or you can select a range of groups from the **Multiple Select** window.After you enter the code(s), press <Tab>. A prompt will display with the number of matching codes. Click **OK**.
- ◆ **RANGE OF OCCURRENCES** -Enter the number of absence occurrences that you want to establish as the criteria for this problem report. Enter **0** (zero) at this prompt to create a perfect attendance report.
- ◆ **DAYS TO CHECK** -Contains the days of the week on which you want to report.
- ◆ **ABSENCES TO CHECK** -Select whether you want to check attendance information taken for morning (AM), afternoon (PM), or Both.
- ◆ **REPORT TYPE** -Contains the type of format you want for the report.
  - Student** List students only.
  - Totals** List attendance totals for the date range.
  - Calendar** Show calendar listing of absences for the date range.
- ◆ **BREAK FLAG /BREAK ON STUDENT** -The label and functionality of this field changes depending on the Report Type you select in the previous field:
  - If you select **Student**, the label displays as **Break Flag**. Enter **E** (for **Page Eject**) to start a new page or enter the number of lines (0-9) to skip when the report breaks.
  - If you select **Totals** or **Calendar**, the label displays as **Break on Student**. Enter **Y** (for Yes) to break on each new record or **N** (for No) to list matching records. The report will break on the field entered as the primary sort for this report.



- ◆ **CUMULATIVE OR CONSECUTIVE** – Select based on cumulative absences or consecutive

### Report Header Section

**(Free Text Fields) 1-3** -In the Report Header field(s), enter free text for the report header, if desired. You may enter up to three lines of text with 76 characters in each line. The text will be left aligned on the report. If you want the text to be centered, you must center the text manually by entering spaces before the text. It is not designed to be centered on the page.

**NOTE:** Centering will reduce the number of characters allowed. The message may be used, for example, to make an announcement for teachers to read to their classes, such as information on early dismissal or special meetings. You may also describe the criteria used when the report was generated.

### Advanced Section Action Buttons

**Select Students** Opens the Advanced Search window, in which you can specify the criteria, used to search for students to include in the report.

**Sort Students** Opens the Advanced Sort window, in which you can select the criteria to use to sort the report. The sort options you specify in this window will supersede the default sort order specified in the Daily Attendance Configuration option. The report will break (start a new page or skip lines between primary sort fields, depending on the option selected in the break field) when the value specified in the first sort field is processed, and the report will display the records in the order specified by any additional sort fields specified.

### Process Options Section

**Report File Name** -The name of the file that contains the report data (default name: *\$SMSRPTDIR/datprob.rpt*).

**Log File Name** -The name of the file used to report errors during the report run (default name: *\$SMSRPTDIR/datprob.log*).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

### Detail Report

This wide report (132-characters) is designed to show Entry/Withdrawal codes and dates, as well as totals for up to six Daily Attendance codes, groups, or accumulators, and for the total number of accumulated membership days. The report provides attendance totals and subtotals for your school district, buildings, grade levels, curriculum codes, and students throughout the marking period or school year.

### Menu Access:

**Reports > Daily Attendance > Detail Report.**

## Prerequisites

Run the **Verify Attendance** option on the **Daily Entry for Attendance Process**

**Center** before you run the **Detail Report**.

## Sample Detail Report Window

**Attendance Detail Report**

File Edit Help

Report Information

For each student, this report shows Entry/Withdrawal codes and dates; totals for up to six Daily Attendance codes, groups, or accumulators; and the total number of accumulated membership days.

UK

Back

Report Options

Building List \* 777

Start Date \* 02/10/2004

End Date \* 02/10/2004

Code Group or Accumulator \* Accumulator

Range of Accumulators

Primary Suit \* Entry/Withdrawal Building

Break Flag \* Page Eject

Print Totals Only \*

Report Header

1.

2.

3.

Advanced

Select Students

Suit Students

Process Options

Report File Name \* \$SMSRPTDIR/datdet.rpt

Log File Name \* \$SMSRPTDIR/datdet.log

Run as a Scheduled Process:  on  at

Enter report end date

OVR

## Report Options – Field Descriptions

- ◆ **BUILDING LIST** -Your default building displays in the **Building** field. If you have security privileges to change buildings, enter the **Building** code(s) for which you are generating the report or click to select the buildings in the **Multiple Select** window.
- ◆ **START DATE** – Enter the date of the first day you want included in the report. This is usually the first day of the school year.
- ◆ **END DATE** -Enter the date on which you want the report to end.

- ◆ **CODE, GROUP, OR ACCUMULATOR** -Select how you want to calculate the absences for this report:
 

<b>Accumulator</b>	<b>A report of accumulator slots (such as an accumulator set up for all excused absences);</b>
<b>Code</b>	<b>A report for particular absence codes (such as TAR for tardy);</b>
<b>Group</b>	<b>A report for an attendance group (such as a group set up for all unexcused absences).</b>

The value you enter in this field determines the range type you select in the next field.

- ◆ **RANGE OF (...) OR LIST OF CODES** -Enter the range using '[' or ':' as the separator, or select the appropriate codes from the **Multiple Select** window (up to six codes). Depending on the value you specified in the preceding field, you will see one of the following field names:
  - Range of Accumulators:** You may enter a single accumulator number, multiple accumulator numbers in the format 9|9|9 (for example, 1|2|7), a range of consecutive accumulator numbers in the format 9:9 (for example, 2:4), or you can select a range of accumulators from the **Multiple Select** window.
  - List of Codes:** You may enter a single absence code, multiple absence codes in the format XXX|XXX|XXX (for example, EXC|ABS|TAR), a range of consecutive absence codes in the format XXX:XXX (for example, ABS:TAR), or you can select a range of absence codes from the **Multiple Select** window.
  - Range of Groups:** You may enter a single group number, multiple group numbers in the format 99|99|99 (for example, 11|12|17), a range of consecutive group numbers in the format 99:99 (for example, 12:17), or you can select a range of groups from the **Multiple Select** window.

After you enter the code(s), press <Tab>. A prompt will display with the number of matching codes. Click **OK**.

- ◆ **PRIMARY SORT** -Select the primary sort and break field. These fields dictate how a student's attendance information is displayed on the report.
  - No Primary Building Sort** - Use this option to analyze student enrollment and attendance information for any field in **Demographics** or **Entry/Withdrawal**.
    - Report breaks and includes totals for the first column selected in Sort Students.
    - Report includes students who are currently enrolled in one of the buildings selected for the report.
    - All the student's entry/withdrawal records are listed together. The totals for the student reflect all enrollment and attendance information for the student.

**Entry/Withdrawal Building** - Use this option to analyze student enrollment and attendance information for each building. This report allows you to print totals for membership and absence information for the specified building.

- Report breaks and includes totals by building and the first column selected in **Sort Students**. Building totals reflect only the enrollment and attendance information for the building.

- Report includes students who were enrolled in at least one of the buildings selected for the report at any time during the selected range.
- Only the entry/withdrawal records for the building are listed. A student who transferred buildings may be listed multiple times on the report. For example, the report will print the student's enrollment information specific to each building within that building's list of records.

**Current Enrollment Building** -Use this option to analyze student enrollment and attendance information for students currently enrolled in a building. This report allows you to view the student's overall membership and absence information and see the trends of the student's movement between buildings

- Report breaks and includes totals by building and the first column selected in **Sort Students**. Building totals reflect the total enrollment and attendance information for students currently enrolled in the building.
  - Report includes students who are currently enrolled in one of the buildings selected for the report.
  - All the student's entry/withdrawal records are listed together. The totals for the student reflect all enrollment and attendance information for the student.
- ◆ **BREAK FLAG** -Select **Page Eject** to start a new page when the report breaks or select the number of lines (0-9) that should be skipped after the break. The report will break on the field entered as the primary sort for this report.
  - ◆ **PRINT TOTALS ONLY** -To produce a report listing only attendance totals, check the checkbox. If you want the report to list student data as well as totals, leave the checkbox unchecked. The default is unchecked.

### Report Header Section

**(Free Text Fields) 1-3** -In the Report Header field(s), enter free text for the report header, if desired. You may enter up to three lines of text with 76 characters in each line. The text will be left aligned on the report. If you want the text to be centered, you must center the text manually by entering spaces before the text. It is not designed to be centered on the page.

**NOTE:** Centering will reduce the number of characters allowed. The message may be used, for example, to make an announcement for teachers to read to their classes, such as information on early dismissal or special meetings. You may also describe the criteria used when the report was generated.

### Advanced Section Action Buttons

**Select Students** Opens the Advanced Search window, in which you can specify the criteria, used to search for students to include in the report.

**Sort Students** Opens the Advanced Sort window, in which you can select the criteria to use to sort the report. The sort options you specify in this window will supersede the default

sort order specified in the Daily Attendance Configuration option. The report will break (start a new page or skip lines between primary sort fields, depending on the option selected in the break field) when the value specified in the first sort field is processed, and the report will display the records in the order specified by any additional sort fields specified.

### Process Options Section

**Report File Name** -The name of the file that contains the report data (default name: `$SMSRPTDIR/datdet.rpt`).

**Log File Name** -The name of the file used to report errors during the report run (default name: `$SMSRPTDIR/datdet.log`).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

**Procedural Notes** To exclude no-show students, use the **Select Students** option and enter the Entry/Withdrawal table withdrawal code (*with\_code*) not equal to the value of your no-show code (typically NOS).

### Sample Detail Report - Totals Only

You can generate a **Detail Report** to produce statistics in a number of different combinations, depending on how you define the report. This report was sorted by grade.

MM/DD/YYYY		Attendance Detail Report					Page : 1
		From 08/18/2003 Through 02/04/2004					
Totals	Students	Regentry Records	EXCUSED	UNEXCUSE	TARDY	A.D.M.	
05	114	120	33.00	24.00	30.00	96.00	
06	121	125	40.00	21.00	27.00	96.00	
07	113	123	24.00	13.00	35.00	96.00	
08	123	133	50.00	33.00	62.00	96.00	
-----							
BUILDING 23 MADISON ELEMENTARY	471	501	147.00	91.00	154.00	384.00	
=====							
GRAND TOTAL	471	501	147.00	91.00	154.00	384.00	

### Sample Detail Report - No Primary Building Sort

The sample of the **Detail Report** illustrated below shows excused absences for students enrolled in a specific building and driven by the **Demographics** table (*reg*). The report was generated based on **Code** to display occurrences of excused absences. It lists entry/withdrawal information, attendance totals for the code entered, and **Aggregate Days Membership (A.D.M.)** for each student.

The **Select Students** option was used to filter the report based on curriculum code. The **Sort Students** option was used to set up the report with disability as the first column in the **Advanced Sort** window.

MM/DD/YYYY	Attendance Detail Report										Page : 1
FROM 01/01/2004 THROUGH 01/30/2004											
Entry Date-Cd	Building Cal	Gd	CrIm	Res	Sp%	With	Date-Cd	EXCUSED	A.D.M.		
08/18/2003	SNY	23	2004R	06	SE	R	50		0.00	21.00	
-----											
STUDENTS : 1                    REGENCY RECORDS : 1											
-----											
AU TOTALS											
0.00    21.00											
-----											
00/10/2000	SNY	23	2004R	06	SE	R	50		1.00	21.00	
-----											
08/18/2003	SNY	23	2004R	07	SE	R	50		0.00	21.00	
-----											
OR TOTALS											
1.00    21.00											
-----											
GRAND TOTALS											
STUDENTS : 3                    REGENCY RECORDS : 3											
-----											
1.00    63.00											

### Sample Detail Report - Sort by Entry/Withdrawal Building

The sample of the **Detail Report** illustrated below shows excused absences for Building 23. The report was driven by the Entry/Withdrawal table (*regentry*) and generated based on Code to display occurrences of Excused absences. It lists entry/withdrawal information, attendance totals for the code entered, and Aggregate Days Membership (A.D.M.) for every student in the building. The report was sorted in alphabetical order by grade.

MM/DD/YYYY	Attendance Detail Report										Page : 1
FROM 08/18/2003 THROUGH 01/02/2004											
Entry Date-Cd	Building Cal	Gd	CrIm	Res	Sp%	With	Date-Cd	EXCUSED	A.D.M.		
08/18/2003	SNY	23	2004R	05	01	R	08/18/2003	1.00	1.00		
-----											
08/18/2003	SNY	23	2004R	05	01	R	10/13/2003	2.00	41.00		
-----											
08/18/2003	SNY	23	2004R	05	01	R		0.00	119.00		
-----											
08/18/2003	SNY	23	2004R	05	01	R		1.00	119.00		
-----											
08/18/2003	SNY	23	2004R	05	01	R		3.00	119.00		
-----											
10/27/2003	E3	23	2004R	05	01	R		2.00	69.00		
-----											
05 TOTALS											
STUDENTS : 6                    REGENCY RECORDS : 6											
-----											
9.00    468.00											

### Sample Detail Report - Sort by Current Enrollment Building

The **Detail Report** illustrated below shows excused absences for a specified building. The report was driven by the **Demographics** table (*reg*) and generated based on **Code** to display occurrences of excused absences. It lists entry/withdrawal information, attendance totals for the code entered, and **Aggregate Days Membership (A.D.M.)** for every student in the building. The report was sorted in alphabetical order by grade.



## Sample Daily Attendance Configuration Window

In the **Letter Print Setup** section, the **Form Letter File Name** field **MUST** have the following path name: **/usr/users/(your login)/dat**

**NOTE:** The login name entered in this field **MUST** match the login of the person who types the letter templates in the Daily Attendance system.  
If you need letters in multiple languages, you will have to use WordPerfect or Microsoft Word to accomplish this.

### Absence Codes

Absence codes for the district **MUST** be entered into the system. Select **Applications > District Administration > Attendance > Absence Codes** to enter absence codes. Setup all absence codes that will be used by your district. Absence codes should include Tardy, Suspension, Homebound, etc. if you wish to maintain these types of absences.

### Calculate Attendance Totals

The **Calculate Attendance Totals** option will update attendance totals for **ALL** students in the district.



## Letter Criteria

**Letter Criteria** determine which students qualify to receive daily attendance letters. A separate criterion should be setup for each type of letter. When the **Calculate Attendance Letters** option is run, the system determines which students have absences that meet the letter criteria selected.

**NOTE:** Letter criteria should **NOT** be changed once you start calculating letters. Changes in criteria may cause inaccurate records and inconsistent letter calculations.

### Menu Access:

**Applications > Attendance > Attendance Letters (Custom) > Criteria.**


Enter the **Building** under the **Search Criteria** section and click **OK**.

Highlight a criterion in the search results window and click **OK**.

### Sample Daily Attendance Letter Criteria Window

### Letter Criteria – Field Descriptions

- ◆ **BUILDING** – Contains the building number of the building for which you are entering criteria. This is a display only field.
- ◆ **CRITERIA NUMBER** – Contains a one to two-digit code to identify the criterion being defined. This field is display only on this screen.
- ◆ **DESCRIPTION** -Enter a description (up to 30 characters) to describe the criterion. (Example: 3 Day Letter)

- ◆ **OCCURRENCE RANGES** -Enter the number of occurrences of the absence code(s) that the student **MUST** obtain in order to receive the letter. You may enter a single number, multiple numbers separated by commas, or a range of numbers separated by a colon. Use the form 9 for a single number or 9:12 for a range of absences.
- ◆ **MAXIMUM LETTERS** -Indicates the number of times this letter will be generated for a student who meets this criterion.
- ◆ **ABSENCES TO CHECK** -Use the dropdown menu to specify which absences are to be checked for this criterion, **AM**, **PM** or **Both**.
- ◆ **DAYS TO CHECK** -Verify days of the week that should be checked for absences. (For most schools, cycles days are identified as MTWRF but some schools have AB cycle days.)
- ◆ **EVALUATE ABSENCES** – Click the down arrow – to display the dropdown menu and select either **Code**, **Accumulator** or **Group** to indicates how you want the system to evaluate absences. Most often **Code** is used in the field to indicate absences will be evaluated based on absence codes in the student’s records.
- ◆ **EVALUATION LIST A/B** -Enter the codes you want to be checked for this particular letter separated by a pipe or commas (Example: U|ABS|S) or click  to select the codes to be evaluated.
- ◆ **RESET COUNT** -Enter the appropriate code that will be used to start over when counting absences for letters. Examples: **M** (Marking Period), **N** (None), or **S** (Semester).
- ◆ **LINES OF DETAIL** -Enter the number of detail lines, a section of the letter containing attendance information about the student, will be included in the letter for this criterion.  
**NOTE:** All the detail lines specified will print. The length of the letter on the page restricts the number of detail lines that print. Limit the length of the letter, if you wish to print a large number of detail lines.
- ◆ **ABSENCES TO PRINT** -Click the down arrow – to display the dropdown menu and select what type of attendance information will be displayed in the detail lines of the letter.
  - Letter Period** If you want to print only the absences that were recorded during a given letter period, then enter the default **Letter Period**. A letter period represents the range of dates that will be checked when letters are calculated.
  - Year to Date** If you want to print absences for the entire year, enter **Year To Date**.

## Creating Daily Attendance Letter Templates

Daily Attendance letters are used to report attendance problems to a student's parents or guardians. The software compares the student attendance totals with district-defined criterion to determine which students should receive letters. In order for the program to generate a letter, a letter template must be created for each criterion and language code. Use the **Unix Letter Merge Utility** to create your daily attendance form letters

### Menu Access:

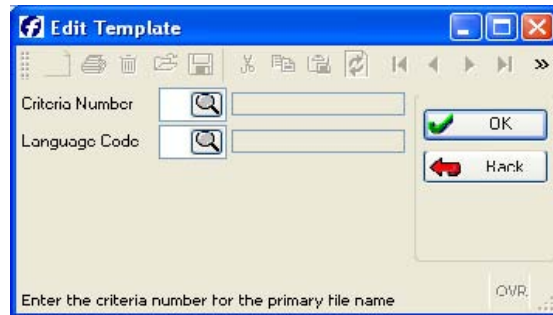
**Applications > Attendance > Attendance Letters (Custom).**


Under the **Daily Attendance Letters** menu, click the **Unix Letter Merge** button.

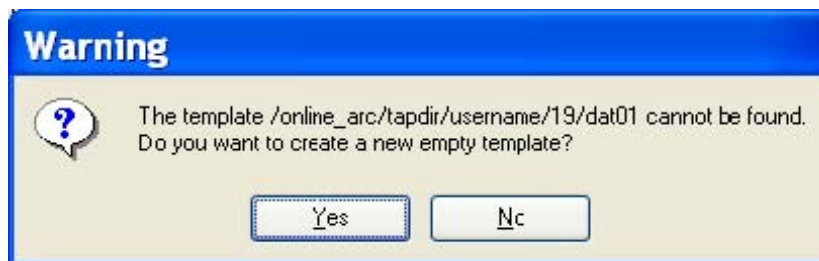
### Sample UNIX Letter Merge Utility Screen Procedures

Your default building displays in the building field. If you have security privileges to change buildings, enter the **Building** code for which you are creating the letter template or click the down arrow – to display the dropdown menu and select an alternate building.

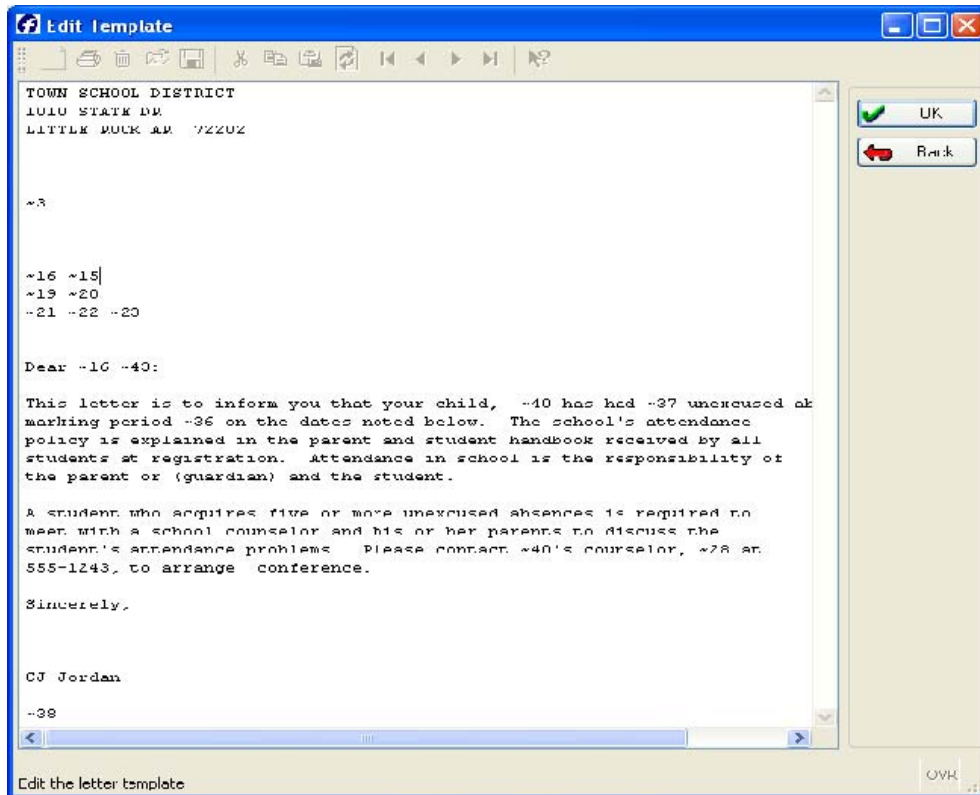
1. Click the **Edit Template** button in the lower left corner of the **UNIX Letter Merge Utility** window and the **Edit Template** window displays.



2. The cursor will be in the **Criteria Number** field. Click  to select a **Criteria Number** and **Language Code** (if using multiple languages) and click **OK**. If no template exists for the criteria selected the following message will display.



3. Click the **Yes** button to continue to the **Edit Template** window.
4. If you have not previously entered a letter template for this criterion the **Edit Template** window will be blank. If you have already created a letter template, the letter will appear. Refer to the following page.
5. Type your letter, as you want it to appear. Where fields are to be pulled into the letter, use the field numbers indicated in the **Daily Attendance Merge Codes Listing** on page 85. See sample letter displayed below. Make certain to allow ample blank spaces after the merge code field for the program to insert the information.  
**Note:** Be sure to precede each field number with the tilde (~) symbol.
6. To exit the Editor press <CTRL- X>.
7. Save modified buffer: Press **Y**.
8. Filename to write: Press <ENTER> to save the letter using the default filename. **DO NOT change the filename.**



## Sample Daily Attendance Letter Template

APSCN High School 101 E.  
 Capitol Little Rock, AR  
 72201

~42 ~43 ~10 ~11  
 ~12, ~13 ~14

Dear ~42 ~43,

The purpose of this letter is to inform you that ~40 has missed ~37 days of school. As you know school policy requires that a parent contact a student's teacher when the student has missed ~37 days. Please call our office at 555-1234 to arrange a conference with ~40's teacher.

Sincerely,  
 Principal  
 ~38

## Daily Attendance Merge Codes Listing

- 1 - primary file name
- 2 - building number
- 3 - run date of the attendance letter calculation
- 4 - start date of the attendance letter calculation
- 5 - end date of the attendance letter calculation
- 6 - student id
- 7 - student name
- 8 - apartment number
- 9 - apartment complex
- 10 - lot number
- 11 - street name
- 12 - city
- 13 - state
- 14 - zip code
- 15 - guardian name
- 16 - guardian title
- 17 - guardian apartment number
- 18 - guardian apartment complex
- 19 - guardian lot number
- 20 - guardian street name
- 21 - guardian city
- 22 - guardian state
- 23 - guardian zip code
- 24 - school house
- 25 - grade
- 26 - language
- 27 - counselor number
- 28 - counselor name
- 29 - homeroom teacher number
- 30 - homeroom teacher name
- 31 - user defined field 1
- 32 - user defined field 2
- 33 - user defined field 3
- 34 - user defined field 4
- 35 - user defined field 5
- 36 - period the attendance totals were reset for
- 37 - total absences for the letter
- 38 - absence details for the letter
- 39 - absence totals for the letter
- 40 - first name of student
- 41 - last name of student
- 42 - first name of guardian
- 43 - last name of guardian

## Procedures to Calculate Letters

When you run this option, the system compares attendance totals with the selected letter criteria to identify students who are **eligible** for one or more letters.

### Menu Access:

**Applications > Attendance > Attendance Letters (Custom).**

**Building** - Your default building displays in the **Building** field. If you have security privileges to change buildings, enter the building code(s) for which you are generating the report or click the dropdown menu to select an alternate building.

Under the **Daily Attendance Letters**, click the **Calculate** button.

### Sample Calculate Daily Attendance Letters Screen

### Calculate Attendance – Field Descriptions

- ◆ **BUILDING** -The **Building** code for which you are calculating letters is shown in the **Building** field. This is a display only field on this screen.
- ◆ **RESET PERIOD START DATE** – Enter the date to begin calculations
- ◆ **CALCULATE FROM** - If letters are calculated each day, the **Calculate From** and **To** will be the same. If calculating letters once a week over a **range** of dates, enter the dates



for the beginning of the range and the end of the range. In a range, the **Start Date** is usually a Monday and the **End Date** is usually a Friday.

- ◆ **CRITERIA LIST** – Use the  to select the **Criteria** from the **Multiple Select Window** or leave the default of 1:99.

### **Process Options Section**

In the file name fields, if you accept the default name, the new report you generate will replace any existing data in the file.

**Log File Name** -The name of the file used to report errors during the report run (default name: `$SMSRPTDIR/dat_cls_letter_calc.log`).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

### **Procedures:**

- 1 The application displays the **Attendance Letters** process center.
- 2 Your default building displays in the **Building** field. If you have access to multiple buildings in your security profile you can click the down arrow – to view the drop down menu and change the building code.
- 3 In the **Daily Attendance Letters** section, click **Calculate**. The application displays the **Calculate Daily Attendance Letters** window.
- 4 Enter the appropriate information in the **Report Options** fields and click **OK**. See the **Field Descriptions** for more information.
- 5 The **Report Status** box appears. After reviewing the information in the box, click **OK**.

### **Procedures to Print Letters**

Use the **Daily Attendance Letters Print** option to generate a data merge file. This option **DOES NOT** actually print letters. This program generates a merge file so that letters can later be merged with the letter template and printed.



### **Menu Access:**

**Applications > Attendance >Attendance Letters (Custom).**

**Building** - Your default building displays in the **Building** field. If your security profile allows access to multiple buildings you can click the down arrow – to display the drop down menu and select an alternate building Under **Daily Attendance Letters**, click the **Print** button. **Sample Print Daily Attendance Letters Screen**



### Print Daily Letters – Field Descriptions

- ◆ **BUILDING** -The building code for which you are calculating letters is shown in the **Building** field. It is display only field on this screen.
- ◆ **RUN DATE** - Click  to select the date on which the letters you are printing were calculated. Only dates on which letters were calculated can be entered.
- ◆ **RANGE OF RUN NUMBERS** - Click  to select the **Range of Run Numbers**. A **Run Number** is the number of a letter calculation run done on a certain date. For example, if you calculate letters on a Friday for the week (Monday thru Friday), five-letter calculation runs will be done (runs 1-5) on the **Run Date** will be Friday's date. Enter the calculation **Run Number(s)** done on the date specified in the **Run Date** prompt that generated the letters you are printing.  
If you calculated letters more than one time on the same day because of errors or an addition of new records, make sure you use the latest run calculated.

- ◆ **WORD PROCESSOR** – Use the drop down menu to change the **Word Processor** to **3 – UNIX Letter Merge**.
- ◆ **INDIVIDUAL LETTERS** – This option allows you to print letters for selected students. Check to select individual letters to be printed. The default is unchecked.

### Advanced Section

**Sort Letters** – Opens the Advanced Sort window, in which you can select the criteria to use to sort the letters.

### Process Options Section

In the file name fields, if you accept the default name, the new report you generate will replace any existing data in the file.

**Output File Name** -The name of the file that contains the report data (default name: *\$SMSRPTDIR/dat\_letters.rpt*).

**Log File Name** -The name of the file used to report errors during the report run (default name: *\$SMSRPTDIR/dat\_letters.log*).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

### Procedures

- 1 The application displays the **Attendance Letters Process Center**.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Daily Attendance Letters** section, click **Print**. The application displays the **Print Daily Attendance Letters** window.
- 4 Enter the appropriate information in the **Report Options** fields. Make sure to change the **Word Processor** to **3- UNIX Letter Merge**. Click **OK**. See the **Field Descriptions** for more information.
- 5 The **Report Status** box appears. After reviewing the information in the box, click **OK**.

### Procedures to Generate Letters Listing

This option will generate a listing of students who qualified for attendance letters. It is not mandatory to run this report in order to generate attendance letters but APSCN recommends you print this report prior to merging the list of students who qualified for an attendance letter to check for errors.

### Menu Access:

**Applications > Attendance > Attendance Letters (Custom).**

**Building** - Your default building displays in the **Building** field. If you have access to multiple buildings you can click the down arrow – to select an alternate building specified in you security profile.

Under **Daily Attendance Letters**, click the **List** button.

#### Sample Daily Attendance Letters Listing Screen

#### Letter Listing – Field Descriptions

- ◆ **BUILDING** -The **Building** code for which you are calculating letters is shown in the Building field. It is display only field on this screen.
- ◆ **LISTING START DATE** - Select the first letter calculation date to include in the report. The date must be a valid **run** date (dates on which the **Calculate Letters** option was run).
- ◆ **LISTING END DATE** - Select the last letter calculation date to include in the report. The date must be a valid **run** date (dates on which the **Calculate Letters** option was run).

## Advanced Section

**Select Letters** – Opens the **Advanced Search** window, in which you can specify the criteria, used to search for students to include in the report.

## Process Options Section

In the file name fields, if you accept the default name, the new report you generate will replace any existing data in the file.

**Output File Name** -The name of the file which contains the report data (default name: *\$SMSRPTDIR/dat\_letter\_list.rpt*).

**Log File Name** -The name of the file used to report errors during the report run (default name: *\$SMSRPTDI/dat\_letter\_list.log*).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

## Procedures

- 1 The application displays the **Attendance Letters Process Center**.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Daily Attendance Letters** section, click List. The application displays the **Daily Attendance Letters Listing** window.
- 4 Enter the appropriate information in the **Report Options** fields and click **OK**. See the **Field Descriptions** for more information.
- 5 The **Print** window appears. Choose the **Destination** and **Printer Options**. Click **OK**.
- 6 The **Report Status** box appears. After reviewing the information in the box, Click **OK**

## Procedures to Merge Letters

The final step in creating the attendance letters is merging the letter templates with the data merge file. This option does **NOT** print the actual letters. It only sends them to a file with the name datmerge.rpt. You must use the **Report > View Files** option to print the merged letters.

### Menu Access:

**Applications > Attendance > Attendance Letters (Custom).**

Under **Daily Attendance Letters**, click **UNIX Letter Merge Utility** button.

### Sample UNIX Letter Merge Utility Screen

#### Options Section

- ◆ **Building** - Your default building displays in the **Building** field. If your security profile allows access to multiple buildings you can click the down arrow – to display the drop down menu and select an alternate building.
- ◆ **Package** – Daily Attendance (display only field).
- ◆ **Merge File** – APSCN recommends you do not change this field.

#### Process Options Section

In the file name fields, if you accept the default name, the new report you generate will replace any existing data in the file.

**Output File Name** -The name of the file that contains the report data (default name: *\$SMSRPTDIR/datmerge.rpt*).

**Log File Name** -The name of the file used to report errors during the report run (default name: *\$SMSRPTDIR/datmerge.log*).

**Run as a Scheduled Process** -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

### Procedures

- 1 The application displays the **Attendance Letters Process Center**.
- 2 Your default building displays in the **Building** field. If you have security privileges to change buildings, select the building.
- 3 In the **Daily Attendance Letters** section, click **UNIX Letter Merge**. The application displays the **Calculate Daily Attendance Letters** window.
- 4 Enter the appropriate information in the **Options** fields and click **OK**. See Field Descriptions for more information.
- 5 The **Report Status** box appears. After reviewing the information in the box, click **OK**.

### Send Merged Letters to Printer

#### Menu Access:

**Reports > View Files.**

Select **Reports** and click **OK**.

Highlight the filename **datmerge.rpt** and click **OK**.

Click **Printer** or **Screen** for the file destination and click **OK**.