

## **End-of-Year Attendance Register**

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Attached are 2 files containing procedures for printing your End-of-Year Attendance Register. All high schools and middle schools will print a by-period attendance register. Only high schools with PK students will print the daily attendance register using PK as the to and from grade levels. Please print and follow the attached directions.

Do not print your EOY Attendance Register until you have completed all entry and editing of attendance for the 2013 school year.

If you have any questions, please contact the HelpDesk (ext. 70445).



## SB235 – End-of-Year Attendance Register - Daily Attendance – from S247

This report is to be submitted after all attendance for the 2013 school year has been entered and edited. When submitted, the End-of-Year Attendance register will go on hold and will not automatically delete after printing. Once you have submitted your report, complete the steps at the bottom of the page.

**DO NOT DELETE THE REPORT UNTIL YOU HAVE BEEN NOTIFIED BY THE HELP DESK  
THAT IT IS ALL RIGHT TO DELETE IT.**

The form for the report has been set to Ocho (8 pages per sheet of paper – 4 front and 4 back). This MUST be printed on your forms (big) printer.

```

Title:          ESE953 INDVD STD DAILY ATD (EOY) - SB235          Destination
                SUBMITTED FROM S247                             TEST???
```

```

Controls:   C F P H S   I/E   Absence Codes   Summary   Daily
            01 D Y B C   I           -           -           -
```

```

Select: A Lin S Year-T Schl F-G-T Cl Thm Hmrm Tm From-----To Stdt      C
          x xxxx x xxxx xx xx xx xxx xxxx xx mmdccyy mmdccyy xxxxxxxxxx x
          001  2013 R ????                08202012 06042013
```

```

1=Hlp      3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd      10=Del 11=Run 12=Esc
Request submitted. Next?                Use 06/01/2008 08:40:18 KREIDER
```

### SORT SEQUENCES:

SEQ	YEAR-TYPE	SCHOOL	GRADE	STDT NAME	STDT NBR
C	X	X	X	X	X

After the report has been submitted:

- 1 In MNU, Option 1 (work with printer output) release the report by typing **6** in front of the report and pressing enter.
- 2 **Check the printed report for accuracy before going to step 3.**
- 3 Send your report to the Opti-Spool Archive Folder for your school:
  - a) In MNU, Option 1 (work with printer output) type a **2** (to change) in front of the report and press **<enter>**.
  - b) In 'Printer to use' type: **ARCH????** (???? = school number) Note: All Alternative schools = ARCHALT
  - c) Press **<enter>**
  - d) On the Opt line in front of the report, type **6** and **<enter>**
  - e) F5 to refresh (Output will be ARCH??? and will say "Printer stopped")
- 4 Notify the MIS User Support Help Desk that you have sent your report to your Archive Folder. The User Support Help Desk will notify you when you can delete your report. Do not delete before notification.

# SB237 – End-of-Year Attendance Register - By-Period Attendance – from S247

This report is to be submitted after all attendance for the 2013 school year has been entered and edited. When submitted, the End-of-Year Attendance register will go on hold and will not automatically delete after printing. Once you have submitted your report, complete the steps at the bottom of the page.

**DO NOT DELETE THE REPORT UNTIL YOU HAVE BEEN NOTIFIED BY THE HELP DESK THAT IT IS ALRIGHT TO DELETE IT.**

The form for the report has been set to Ocho (8 pages per sheet of paper – 4 front and 4 back). This must be printed on your forms (big) printer.

```

Title:          ESE953 INDVD STD ATD BY-PD (EOY) - SB237          Destination
                SUBMITTED FROM S247                               TEST???

Controls:      C F P H S   I/E   Absence Codes   Summary   Daily
                01 F Y B C   I

Select: A Lin S Year-T Schl F-G-T Cl Thm Hmrm Tm From-----To Stdt      C
                x xxxx x xxxx xx xx xx xxx xxxx xx mmdccyy mmdccyy xxxxxxxxxx x
                001  2013 R ????                                08202012 06042013

1=Hlp          3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd          10=Del 11=Run 12=Esc
Request submitted. Next?                                Use 06/01/2008 08:40:18 KREIDER
    
```

## SORT SEQUENCES:

SEQ	YEAR-TYPE	SCHOOL	GRADE	STDT NAME	STDT NBR
C	X	X	X	X	X

After the report has been submitted:

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  - c) Press **<enter>**
  - d) On the Opt line in front of the report, type **6** and **<enter>**
  - e) F5 to refresh (Output will be ARCH??? and will say "Printer stopped")
- 4 Notify the MIS User Support Help Desk that you have sent your report to your Archive Folder. The User Support Help Desk will notify you when you can delete your report. Do not delete before notification.