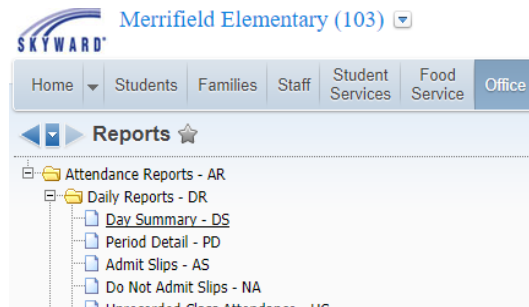


How to: Day Summary Report



This is a report to print daily to show all attendance activity for the day.

- Click **Office**
- Click **Attendance**
- Click **Reports**
- Click **Day Summary**



1. Use the correct year
2. Use Specific Date (Today) and your ADA Attendance period. High School may want to have one for A and one for B day.
3. Select Both in case the student is inactive now but was active the day selected
4. Print the Student Counts
5. Select all attendance types
6. Be sure to add Other ID
7. Include the Middle Name
8. Only periods in the range are required.

Day Summary - Entity 103 - WS\OF\ATI\RE\AR\DR\DS - 10392 - 05.17.06.00.06 - Google Chrome

Secure | <https://stuskyward.duncanvilleisd.org/scripts/wsisa.dll/WSservice=wsEPlus/satnredit007.w?isPopup=true>

Day Summary

Template Settings

* Template Description: 6-1-16

Share with other users in entity 103

Print Greenbar

Report Ranges

School Year to Process: 2016-17

Select By: Date Student Key

Today Less number of School Days 0

Specific Date: 06/01/2017 Thursday

Low: Grade/Grad Yr: 9999 High: 0000

School: ZZZZ

Calendar: ZZZZ

Attendance Period: 02 02

Minimum Periods Absent: 00

Absence Types

Parent Notified: Yes No Both

Student Status: Active Inactive Both

Report Options

Calling Report (One line per student with a notes column)

Print Student Counts By Excused/Unexcused/Tardy/Other

Print Absence Code Legend for Printed Types and Reasons

Sort By Grad Year

Page Break By Grad Year

Print Grade: from Report Date as of Today

Printing Options

Print Primary Phone Print Confidential Phone Print Student Key Print Student Other ID#

Print Absent Comment Print Attendance Note Print Both Guardians' Information Print Guardians' Work Phone

Type to Highlight With *req*: None

Print Guardian's Name

Never If Different Than Student If Same As Student Always

Print Attendance Detail

All Periods in Day Only Periods in Range

All Types in Day Only Types used for Selection

Name Format

Last Name/First Name First Name/Last Name

Print Middle Initial Print Middle Name Neither

Asterisk (*) denotes a required field

How to: Day Summary Report



Totals are given at bottom of report.

You can also run this report by grade level if needed.

1soatr05.p 40=4
05.17.06.00.00

Day Summary(Morning Report)

08/24/17

Page:4
7:50 PM

OTHER ID	ABS. DATE 06/01/2017	STS	GRD	FP	1	2	3	4	5	6	7	8	PN
		-A	02	2		T-							N
		-I	04	2		A-							N
		-A	KG	2		A-							N
		-A	02	2		A-							N
		-A	01	2		A-							N
		-I	04	2		L-							N
		-A	01	2		L-							N
		-A	01	2		A-							N
		-A	KG	2		L-							N
		-A	03	2		A-							N
		-A	01	2		A-							N
		-I	04	2		T-							N
		-A	01	2		T-							N
		-I	04	2		A-							N
		-A	02	2		L-							N
		-I	04	2		A-							N
		-A	01	2		T-							N
		-A	KG	2		T-							N
		-A	02	2		T-							N
		-A	01	2		L-							N
		-A	03	2		A-							N
		-A	KG	2		L-							N
		-A	02	2		L-							N
		-A	KG	2		L-							N
		-A	03	2		L-							N
		-I	04	2		A-							N
		-A	KG	2		L-							N
		-I	04	2		L-							N
		-I	02	2		L-							N
		-I	KG	2		L-							N

ABSENCE CATEGORY NUMBER OF STUDENTS: 47-UNEXCUSED, 86-EXCUSED, 1-OTHER, 52-TARDY

TOTAL NUMBER OF STUDENTS: 186

***** End of report *****