## Attendance Initiative: Generating Attendance Reports



This document walks users through generating attendance reports used to target excessive absences. The reports will be generated by the Campus Attendance and/or Data Management clerks and given to the corresponding attendance or parent liaison in order to increase campus attendance percentages

8/8/2013

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# **Attendance Initiative Reports**

This document describes the steps to follow in order to generate the two reports that will be used to identify students with attendance issues for the purpose of increasing campus attendance percentages and implementing truancy prevention measures. These two reports are part of the Attendance Initiative project.

The "Attendance Trends by Period (Detail)" and "Attendance Trends by Period (Summary)" reports are the reports that will be used by the Liaisons to identify the applicable students. The reports are generated by the campus attendance and data management clerks and emailed to the applicable liaisons.

#### Attendance Trends by Period (Detail)

The Trends by Period (Detail) report allows you to select students based on specified absence criteria. The report can be used to review student's attendance information for specified attendance periods and look for potential trends. The report produces a list of absence totals by period, date, and code for students who meet specific absence criteria. The report can be used to increase ADA or percent of attendance (when generated for 2<sup>nd</sup> period) as well as to identify truancy (when generated for all periods).

#### 2<sup>nd</sup> period only (used for ADA and percent of attendance)

1. Log in to the eSchoolPlus student system.



2. Click on "Attendance Center."



3. Click on "Reports."



4. Click on "Trends by Period (Detail)."



5. Enter the report criteria as follows:

Attendance Trends by	Period (Detail)
	Run
Building:*	41 Enter your building
Start Date:*	By Date: 12/3/2012
	By Prior Days:      These dates
End Date:*	© Today will change
	By Date: 12/20/2012
Calculate On:	Code 👻
List of Attendance Codes:	ABS
Count Period Absences:	Only count within each separate attendance period 🔻
Days to Check:*	Sunday
	Monday
	✓ Tuesday
	Wednesday
	Thursday
	🗹 Friday
	Saturday
Attendance Periods to Check:	2
Page Break On Student:	
Log Statistics:	Include the report statistics in the report file

- **Building** Enter the appropriate campus building number.
- **Start Date** Click on "By Date:" and enter the beginning date for which you want to report absences from.
- End Date Click on "By Date" and enter the ending date for which you want to report absences to.
- **Calculate On** Select "Code" from the drop-down table.
- List of Attendance Codes Select "ABS" (Absent) from the drop-down table.
- **Count Period Absences** Select "Only count within each separate attendance period" from the drop-down table.
- **Days to check** Click on boxes for "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday."
- Attendance Periods to check Select "2" (2<sup>nd</sup> Period) from the drop-down table or type in the number.
- Page Break On Student Leave the box unchecked.
- Log Statistics Check the box.

6. Enter the Occurrence Criteria as follows:

	Occurrence Criteria
Choose one of the following:	Include only students who have at least absences, but no more than absences anywhere in the reporting cycle.
	Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period.
	Include only students who have at least absences, but not more than of consecutive cumulative absences in the selected attendance periods, and these
	absences were entered for at least days, but not more than so on securitie and the securities of the security

**Choose one of the following** – Click on the second occurrence and enter absence counts as shown above. *i.e. "Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period."* 

7. Enter the Sort Criteria as follows:

		Clear Criteria		
Area		Field Name	Sort Order	Delete
Demographic	•	Grade 🔻	Ascending -	
Demographic	•	Last Name 🔹	Ascending 🔹	
Demographic	•	First Name 🔹	Ascending 💌	
Demographic	•	Middle Name 🔹	Ascending 🔹	
Demographic	•	Student ID 🔹	Ascending 🔹	
	•			

This is the recommended sort. Make changes as needed.

- 8. Run the report by clicking on the Run button at the top or bottom of the screen.
- 9. The Home screen will display and the report will be shown under the "My Scheduled Tasks" section.

My Scheduled Tasks 👻									
	Task	Scheduled Time	Status	Enable/Disable	Delete				
	Attendance Trends by Period (Detail)	8/13/2013 3:10:57 PM	Waiting	🛛 Disable	Delete				

10. The report will, then, move to the "My Current Tasks" section.

My Current Tasks 👻									
Task	Start Time	Status	Description						
Attendance Trends by Period (Detail)	8/13/2013 3:11:09 PM	288 of 720 (40%)	Processing 289-360						

11. The report will display under "My Recent Reports" as soon as the report has finished processing.

My Recent Reports 👻									
Showing all available reports.									
File Name	Modified	Delete							
Attendance Trends Period Detail Report	8/13/2013 3:12:29 PM								

12. Click on the report name ("Attendance Trends Period Detail Report").

My Recent Reports 👻										
Showing all available reports.										
File Name	Modified	Delete								
Attendance Trends Period Detail Report	8/13/2013 3:12:29 PM									

13. The report displays on the screen. Notice that period 2 is the only one printing on the report.

B/13/2013	3 Attendance Trends by Period (Detail) Page 2 of 4												
Student ID	Student Name	House/ Team	Grade	Counselor	Att Period	Monday	Tuesday	Dates Absent Wednesday	Thursday	Friday			
1700716	Martinez, Carlos Benjamin	63	06	4188 - Invalid ID	2	12/3/2012 ABS	12/4/2012 ABS	12/5/2012 ABS					
4201011	Avila, Viry Aylinn	71	07	Alvarado, Cinthia Denise	2	12/3/2012 ABS							
2601137	Guevara, Juan Jose JR	71	07	STAFF	2	12/3/2012 ABS	12/11/2012 ABS	12/12/2012 ABS	12/20/2012 ABS	12/14/2012 AB			
2701070	Moreno, Kassandra	71	07	STAFF	2	12/3/2012 ABS	12/11/2012 ABS	12/12/2012 ABS					
2600398	Orozco, Yolanda Elizabeth	NA	07	Guerrero, Eva	2	12/10/2012 ABS	12/4/2012 ABS 12/11/2012 ABS 12/18/2012 ABS	12/12/2012 ABS	12/13/2012 ABS				
2201278	Ortiz-Gaytan, Mario Alberto JR	71	07	STAFF	2	12/17/2012 ABS			12/20/2012 ABS	12/14/2012 AB			

14. Move the mouse toward the bottom of the screen until a selection bar appears that allows you to choose whether to print or save the report. Click on the Adobe icon.



15. Select the "envelope" icon at the top of the screen.



16. A box will display asking whether you want to send a link to the report or send the report itself. Click on the "Send Copy" button to attach a copy of the report to the email.

Adobe Re	eader 📃 🗾								
	How would you like to email this document:								
	* Send a link (URL) to the PDF file on the Web?								
	* Send a copy of the entire PDF file as an attachment?								
	Send Link Send Copy Cancel								
	K								

17. A box displays asking how the email is to be sent. Select the "Default email application (Microsoft Outlook)" option and click on the "Continue" button.

Send Email	×
How would you like to send the	his email?
Oefault email application	on (Microsoft Outlook)
🔘 Use Webmail	
Select	~
Remember my choice	
<u>Use Adobe SendNow</u>	Continue Cancel

18. Enter the appropriate data in the email fields (To, CC, Subject, etc.).

File	Message	Insert	Options	Format Tex	d Revi	ew	_			-						
Paste	K Cut ☐ Copy Ø Format Paint		<u>U</u> ab∕	· A ∧				Check Names	U Attach File	Item *	Signature	👃 Low I	Importance Importance	Zoor	m	
Clip	pboard	G.		Basic Text		5	Na	mes		Includ	e	Tag	js i	Zoor	m	
Send	To															
	Subject: Attached:	Attendan	ce Trends P	eriod Detail	Report 20	130813 15:	1229.pdf (	<u>9 KB)</u>								

Notice that the attachment is automatically placed in the "Attached" portion of the email message.

#### All periods (used for Truancy)

1. Log in to the eSchoolPlus student system.



2. Click on "Attendance Center."



3. Click on "Reports."



4. Click on "Trends by Period (Detail)."



5. Enter the report criteria as follows:

Attendance Trends	oy Period (Detail)	
	Run	
Building:*	41 <del>Enter</del>	your building
Start Date:*	By Date: 12/3/2012     By Date: 12/3/201     By Date: 12/3/2012     By Date: 12/3/201     By Date: 12/3/201	
	By Prior Days:	These dates
End Date:*	🔘 Today	will change
	● By Date: 12/20/2012	_
Calculate On:	Code 👻	
List of Attendance Codes:	ABS	
Count Period Absences:	Only count within each separate attendance	period 🔻
Days to Check:*	Sunday	
	Monday	
	🗹 Tuesday	
	Wednesday	
	📝 Thursday	
	📝 Friday	
	Saturday	
Attendance Periods to Check	<sup>a</sup> 1, 2, 3, 4, 5, 6, 7, 8, 9, 💽	
Page Break On Student:		
Log Statistics:	Include the report statistics in the report	file

- **Building** Enter the appropriate campus building number.
- **Start Date** Click on "By Date:" and enter the beginning date for which you want to report absences from.

- End Date Click on "By Date" and enter the ending date for which you want to report absences to.
- Calculate On Select "Code" from the drop-down table.
- List of Attendance Codes Select "ABS" (Absent) from the drop-down table.
- **Count Period Absences** Select "Only count within each separate attendance period" from the drop-down table.
- **Days to check** Click on boxes for "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday."
- Attendance Periods to check Select ALL periods from the drop-down table or type in the numbers separated by commas.
- Page Break On Student Leave the box unchecked.
- Log Statistics Check the box.
- 6. Enter the Occurrence Criteria as follows:

	Occurrence Criteria								
Choose one of the following:	Include only students who have at least absences, but no more than absences anywhere in the reporting cycle.								
-	Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period.								
	Dinclude only students who have at least absences, but not more than one of the selected attendance periods, and these of the selected attendance periods, and these of the selected attendance periods, and these of the selected attendance periods at the selected attendance periods are selected attendance periods.	2							
	absences were entered for at least days, but not more than some of consecutive canality days.								

**Choose one of the following** – Click on the second occurrence and enter absence counts as shown above. *i.e. "Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period."* 

7. Enter the Sort Criteria as follows:

		Clear Criteria		
Area		Field Name	Sort Order	Delete
Demographic	•	Grade 👻	Ascending 💌	
Demographic	•	Last Name 🔻	Ascending -	
Demographic	•	First Name 🔹	Ascending -	
Demographic	•	Middle Name 🔻	Ascending -	
Demographic	•	Student ID 🔹	Ascending 💌	
	•			

This is the recommended sort. Make changes as needed.

- 8. Run the report by clicking on the Run button at the top or bottom of the screen.
- 9. The Home screen will display and the report will be shown under the "My Scheduled Tasks" section.

My Scheduled Tasks 👻						
Task	Scheduled Time	Status	Enable/Disable	Delete		
Attendance Trends by Period (Detail)	8/13/2013 3:10:57 PM	Waiting	🛿 Disable	Delete		

10. The report will, then, move to the "My Current Tasks" section.

My Current Tasks	. <b>.</b>		
Task	Start Time	Status	Description
Attendance Trends by Period (Detail)	8/13/2013 3:11:09 PM	288 of 720 (40%)	Processing 289-360

11. The report will display under "My Recent Reports" as soon as the report has finished processing.

My Recent Reports 👻							
Showing all available reports.							
File Name	Modified	Delete					
Attendance Trends Period Detail Report	8/13/2013 3:12:29 PM						

12. Click on the report name ("Attendance Trends Period Detail Report").

My Recent Reports 👻							
Showing all available reports.							
File Name	Modified	Delete					
Attendance Trends Period Detail Report	8/13/2013 3:12:29 PM						

13. The report displays on the screen. Notice that all periods are showing on the report.

						ds by Perio				
Student ID	Student Name	House/ Team	Grade	Counselor	Att Period	Monday	Tuesday	Dates Absent Wednesday	Thursday	Friday
1700716	Martinez, Carlos Benjamin	63	06	4188 - Invalid ID	1	12/3/2012 ABS	12/4/2012 ABS	12/5/2012 ABS		
					2	12/3/2012 ABS	12/4/2012 ABS	12/5/2012 ABS		
					6	12/3/2012 ABS	12/4/2012 ABS	12/5/2012 ABS		
4201011	Avila, Viry Aylinn	71	07	Alvarado, Cinthia Denise	2	12/3/2012 ABS	12/4/2012 ABS			
						12/10/2012 ABS				
					4	12/3/2012 ABS 12/10/2012 ABS	12/4/2012 ABS			
					8	12/3/2012 ABS 12/10/2012 ABS				
602319	ESTRADA, RAE ANN	71	07		9		12/11/2012 ABS			12/7/2012 ABS 12/14/2012 AB
3901244	Gamez, Victorino JR	71	07	Alvarado, Cinthia Denise	1	12/17/2012 ABS	12/11/2012 ABS	12/5/2012 ABS		12/7/2012 ABS
					3	12/10/2012 ABS 12/17/2012 ABS	12/11/2012 ABS			12/7/2012 ABS
					4	12/10/2012 ABS	12/11/2012 ABS	12/5/2012 ABS 12/12/2012 ABS	;	
					5	12/10/2012 ABS	12/11/2012 ABS	12/5/2012 ABS 12/12/2012 ABS		
					7	12/10/2012 ABS	12/11/2012 ABS	12/5/2012 ABS		12/7/2012 ABS

14. Move the mouse toward the bottom of the screen until a selection bar appears that allows you to choose whether to print or save the report. Click on the Adobe icon.



15. Select the "envelope" icon at the top of the screen.



16. A box will display asking whether you want to send a link to the report or send the report itself. Click on the "Send Copy" button to attach a copy of the report to the email.

Adobe Re	eader
	How would you like to email this document:
	* Send a link (URL) to the PDF file on the Web?
	* Send a copy of the entire PDF file as an attachment?
	Send Link Send Copy Cancel

17. A box displays asking how the email is to be sent. Select the "Default email application (Microsoft Outlook)" option and click on the "Continue" button.

Send Email	x
How would you like to send this email?	
Oefault email application (Microsoft Outlook)	
🔘 Use Webmail	
Select	
Remember my choice	
Use Adobe SendNow Continue Cancel	

te				ess Check Attach k Names File	Attach Signature	<ul> <li>Follow Up </li> <li>High Importance</li> <li>Low Importance</li> </ul>	<b>Q</b> Zoom
Clipboard	G.	Basic Text		k Names File Names	Include	Tags G	Zoom
То							
Subject:							
Attached:	Attendance Tree	nds Period Detail Report 2	0130813 151229.p	if (9 KB)			
Attached:	Attendance Trer	nds Period Detail Report 2	0130813 151229.p	<u>if (9 KB)</u>			
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Attached:	Attendance Tree	nds Period Detail Report 2	<u>0130813 151229.p</u>	<u>if (9 KB)</u>			
Attached:	Attendance Trer	n <u>ds Period Detail Report 2</u>	<u>0130813 151229.p</u>	<u>if (9 KB)</u>			
Attached:	Attendance Tree	nds Period Detail Report 2	<u>0130813 151229.p</u> .	<u>if (9 KB)</u>			
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Attached:	Attendance Trer	nds Period Detail Report 2	<u>0130813 151229.p</u> .	<u>If (9 KB)</u>			
Attached:	Attendance Tree	nds Period Detail Report 2	<u>0130813 151229.p</u> .	<u>If (9 KB)</u>			

18. Enter the appropriate data in the email fields (To, CC, Subject, etc.).

Notice that the attachment is automatically placed in the "Attached" portion of the email message.

#### **Attendance Trends by Period (Summary)**

The Trends by Period (Summary) report allows you to select students based on specified absence criteria. The report can be used to review student's attendance information for specified attendance periods and look for potential trends. The report produces a summary of absence totals by period, date, and code for students who meet specific absence criteria. The report can be used to increase ADA or percent of attendance (when generated for 2<sup>nd</sup> period) as well as to identify truancy (when generated for all periods).

#### 2<sup>nd</sup> period only (used for ADA and percent of attendance)

1. Log in to the eSchoolPlus student system.

e <b>SchoolPLus</b> +			UserVolce Favorites	Help Print	ome
< <hide< td=""><td></td><td>My Home</td><td></td><td>201</td><td><u>3/14</u></td></hide<>		My Home		201	<u>3/14</u>
Student Center Registration Center Scheduling Center Mark Reporting Center Discipline Center Medical Center State Center Utilities State Center Utilities Administration Support Center Administration Support Center My Appointments e Learning Center State Center Uplicat File Science State Center State Center State Center Support Center My Reports Cognos Reporting Uplicat File Select Theme Select Theme	I Add Counter II Add Column III Save Settings III Restore Defaults Column Options ~         My Scheduled Tasks ~         Task Scheduled Tasks ~         Task Scheduled Tasks ~         Task Status Enable/Disable Delete You do not have any tasks scheduled.         My Current Tasks ~         Task Start Time Status Description You do not have any tasks running currently.         My Recent Reports ~         Stowing all available reports.         File Name Hodified Delete You do not have any reports.         B Change Settings III Select All III Delete         My Recent Messages ~         Date Type Hessage Delete         III Change Settings III Select All IIII Delete         Add Content	Last refreshed: 8/13/2013 2:12:15 PM Column Options ~ My Favorites ~ You do not have any menu favorites. Change Settings News ~ There are no news items. Calendar For August 13, 2013 ~ There is no calendar information for today.			

2. Click on "Attendance Center."



3. Click on "Reports."



4. Click on "Trends by Period (Summary)."



5. Enter the report criteria as follows:

Attendance Trends by Pe	Attendance Trends by Period (Summary)					
	Run					
Building:*	41 Enter your building					
Start Date:*	By Date: 12/3/2012     By Date: 12/3/201     By Date: 12/3/201     By Date: 12/3/20					
	O By Prior Days: These dates					
End Date:*	© Today will change					
	By Date: 12/20/2012     By Date: 12/2012     B					
Calculate On:	Code					
List of Attendance Codes:	ABS					
Count Period Absences:	Only count within each separate attendance period 🔻					
Days to Check:*	Sunday					
	Monday					
	✓ Tuesday					
	Vednesday					
	Thursday					
	V Friday					
	Saturday					
Attendance Periods to Check:	2					
Page Break On Student:						
Log Statistics:	Include the report statistics in the report file					

- Building Enter the appropriate campus building number.
- **Start Date** Click on "By Date:" and enter the beginning date for which you want to report absences from.
- End Date Click on "By Date" and enter the ending date for which you want to report absences to.
- Calculate On Select "Code" from the drop-down table.
- List of Attendance Codes Select "ABS" (Absent) from the drop-down table.
- **Count Period Absences** Select "Only count within each separate attendance period" from the drop-down table.
- **Days to check** Click on boxes for "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday."
- Attendance Periods to check Select "2" (2<sup>nd</sup> Period) from the drop-down table or type in the number.
- Page Break On Student Leave the box unchecked.
- Log Statistics Check the box.

6. Enter the Occurrence Criteria as follows:

	Occurrence Criteria							
Choose one of the following:	Include only students who have at least absences, but no more than absences anywhere in the reporting cycle.							
	Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period.							
	Include only students who have at least absences, but not more than solution of consecutive consecutive consecutive absences in the selected attendance periods, and these consecutives are consecutive consecutives.							
	absences were entered for at least days, but not more than some of consecutive of cumulative days.							

**Choose one of the following** – Click on the second occurrence and enter absence counts as shown above. *i.e. "Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period."* 

7. Enter the Sort Criteria as follows:

	Sort Clear Criteria		
Area	Field Name	Sort Order	Delete
Demographic 🔹	Last Name 🔻	Ascending 💌	
Demographic 🔹	First Name 🔹	Ascending 💌	
Demographic 💌	Middle Name 🔻	Ascending 💌	
Demographic 🔹	Student ID 🔹	Ascending 💌	
-			

This is the recommended sort. Make changes as needed.

- 8. Run the report by clicking on the Run button at the top or bottom of the screen.
- 9. The Home screen will display and the report will be shown under the "My Scheduled Tasks" section.

My Scheduled Tasks 👻							
Task	Scheduled Time	Status	Enable/Disable	Delete			
Attendance Trends by Period (Summary)	8/13/2013 6:45:43 PM	Waiting	🖬 Disable	Delete			

10. The report will, then, move to the My Current Tasks" section.

My Current Tasks 👻						
Task	Start Time	Status	Description			
Attendance Trends by Period (Summary)	8/13/2013 6:45:53 PM	72 of 720 (10%)	Processing 73- 144			

11. The report will display under "My Recent Reports" as soon as the report has finished processing.

My Recent Reports 👻						
Showing all available reports.						
File Name	Modified	Delete				
Attendance Trends Period Summary Report	8/13/2013 6:46:25 PM					

12. Click on the report name ("Attendance Trends Period Detail Report").

My Recent Reports 👻						
Showing all available reports.						
File Name	Modified	Delete				
Attendance Trends Period Summary Report	8/13/2013 6:46:25 PM					
2)						

13. The report displays on the screen. Notice that period 2 is the only one printing on the report.

3/13/2013		Attendance Trends	by Period (Summa	y)	Page 2 of 3
Student ID	Student Name	Grade	Counselor	Period ABS	
2201258	Alcantar Garcia, Kemberly	07	2645 - Invalid ID	2 3	
4201011	Avila, Viry Aylinn	07	Alvarado, Cinthia Denise	2 3	
2200176	Castillo, Luis Angel	08	2727 - Invalid ID	2 11	
4600441	Coronado, Amelia Ester	08	769 - Invalid ID	2 3	
4600997	Coronado, Andres Miguel	08	769 - Invalid ID	2 3	
2201073	Fuentes, Alondra	07		2 6	
1602099	Garcia, Cynthia Alejandra	07	Alvarado, Cinthia Denise	2 6	
2600027	Garcia, Yanira Vazquez	08	2645 - Invalid ID	2 5	
2601137	Guevara, Juan Jose JR	06	STAFF	2 6	
				<u> </u>	

14. Move the mouse toward the bottom of the screen until a selection bar appears that allows you to choose whether to print or save the report. Click on the Adobe icon.



15. Select the "envelope" icon at the top of the screen.



16. A box will display asking whether you want to send a link to the report or send the report itself. Click on the "Send Copy" button to attach a copy of the report to the email.

Adobe Re	eader 📃 🔀
	How would you like to email this document:
	* Send a link (URL) to the PDF file on the Web?
	* Send a copy of the entire PDF file as an attachment?
	Send Link Send Copy Cancel
	V

17. A box displays asking how the email is to be sent. Select the "Default email application (Microsoft Outlook)" option and click on the "Continue" button.

Send Email	×
How would you like to send this email?	
Oefault email application (Microsoft Outlook)	
🔘 Use Webmail	
Select 👻	
Remember my choice	
Use Adobe SendNow Continue	Cancel

18. Enter the appropriate data in the email fields (To, CC, Subject, etc.).

File	Message	Insert	Options	Format Text	Review					Ph			
Paste	∦ Cut ≌ Copy ∛ Format Paint	в.		× A <sup>*</sup> A <sup>×</sup> I≡ A ∗ I≣ ≣		Address Che Book Nam	ck Attacl	Attach Item *	∑ Signature ▼	<ul> <li>Follow Up</li> <li>High Impor</li> <li>Low Import</li> </ul>	tance	Zoom	
C	lipboard	G.	В	asic Text	Gi.	Names		Includ	e	Tags	- Fa	Zoom	
Send	To         [           Cc         [           Subject:         [												
	Attached:	Attend	lance Trends Pe	eriod Detail Repo	t 20130813 151	.229.pdf (9 KB)							

Notice that the attachment is automatically placed in the "Attached" portion of the email message.

#### All periods (used for Truancy)

1. Log in to the eSchoolPlus student system.



2. Click on "Attendance Center."



3. Click on "Reports."



4. Click on "Trends by Period (Summary)."



5. Enter the report criteria as follows:

Attendance Trends by Period (Summary)						
	Run					
Building:*	41 Enter your building					
Start Date:*	By Date: 12/3/2012					
	By Prior Days: These dates					
End Date:*	© Today will change					
	By Date: 12/20/2012					
Calculate On:	Code 👻					
List of Attendance Codes:	ABS					
Count Period Absences:	Only count within each separate attendance period 🔻					
Days to Check:*	Sunday					
	V Monday					
	✓ Tuesday					
	Vednesday					
	✓ Thursday					
	V Friday					
	Saturday					
Attendance Periods to Check:	1, 2, 3, 4, 5, 6, 7, 8, 9, 🛃					
Page Break On Student:						
Log Statistics:	Include the report statistics in the report file					

- **Building** Enter the appropriate campus building number.
- **Start Date** Click on "By Date:" and enter the beginning date for which you want to report absences from.

- End Date Click on "By Date" and enter the ending date for which you want to report absences to.
- Calculate On Select "Code" from the drop-down table.
- List of Attendance Codes Select "ABS" (Absent) from the drop-down table.
- **Count Period Absences** Select "Only count within each separate attendance period" from the drop-down table.
- **Days to check** Click on boxes for "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday."
- Attendance Periods to check Select ALL periods from the drop-down table or type in the numbers separated by commas.
- Page Break On Student Leave the box unchecked.
- Log Statistics Check the box.
- 6. Enter the Occurrence Criteria as follows:

	Occurrence Criteria
Choose one of the following:	Include only students who have at least absences, but no more than absences anywhere in the reporting cycle.
-	Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period.
	Include only students who have at least absences, but not more than of consecutive cumulative absences in the selected attendance periods, and these
	absences were entered for at least days, but not more than so consecutive cumulative days.

**Choose one of the following** – Click on the second occurrence and enter absence counts as shown above. *i.e. "Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period."* 

7. Enter the Sort Criteria as follows:

	Sort Clear Criteria		
Area	Field Name	Sort Order	Delete
Demographic 🔹	Last Name 🔻	Ascending 💌	
Demographic 🔹	First Name 🔻	Ascending 🔻	
Demographic 🔹	Middle Name 🔻	Ascending 💌	
Demographic 🔹	Student ID 🔹	Ascending 🔹	
•			

This is the recommended sort. Make changes as needed.

- 8. Run the report by clicking on the Run button at the top or bottom of the screen.
- 9. The Home screen will display and the report will be shown under the "My Scheduled Tasks" section.

My Scheduled Ta	sks 👻			
Task	Scheduled Time	Status	Enable/Disable	Delete
Attendance Trends by Period (Summary)	8/13/2013 6:45:43 PM	Waiting	🖬 Disable	Delete

10. The report will, then, move to the "My Current Tasks" section.

My Current Tasks	+		
Task	Start Time	Status	Description
Attendance Trends by Period (Summary)	8/13/2013 6:45:53 PM	72 of 720 (10%)	Processing 73- 144

11. The report will display under "My Recent Reports" as soon as the report has finished processing.

My Recent Reports 👻		
Showing all available	reports.	
File Name	Modified	Delete
Attendance Trends Period Summary Report	8/13/2013 6:46:25 PM	

12. Click on the report name ("Attendance Trends Period Detail Report").

My Recent Reports 👻		- 1
Showing all available	reports.	
File Name	Modified	Delete
Attendance Trends Period Summary Report	8/13/2013 6:46:25 PM	
(")		

13. The report displays on the screen. Notice that all periods are showing on the report.

13/2013	Attenda	ance Trends	by Period (Summary	)		Page 2	of 7
Student ID	Student Name	Grade	Counselor	Perio	d ABS		
2200900	Alanis, Alexis	08	2727 - Invalid ID	1	3		
				4	3		
2201258	Alcantar Garcia, Kemberly	07	2645 - Invalid ID	1	3		
	-			2	3		
				3	3		
				4	4		
				5	3		
				0	3		
2200665	Aldape, Ann Marie	07	Alvarado, Cinthia Denise	1	3		
3000660	Alvarado, Oxana Zaimar	08	2727 - Invalid ID	5	3		
602288	Arechiga, Kevin Alexis	08	2727 - Invalid ID	3	3		
				8	3		
4201011	Avila, Viry Aylinn	07	Alvarado, Cinthia Denise	2	3		
				4	3		
				8	3		
2401202	Belmares, Francisco Alexandro	08	2727 - Invalid ID	9	3		
4100283	Casas, Samantha	08	Guerrero, Eva	1	3		
2100834	Castillo, Kimberly Marie	08	2727 - Invalid ID	8	3		

14. Move the mouse toward the bottom of the screen until a selection bar appears that allows you to choose whether to print or save the report. Click on the Adobe icon.



15. Select the "envelope" icon at the top of the screen.



16. A box will display asking whether you want to send a link to the report or send the report itself. Click on the "Send Copy" button to attach a copy of the report to the email.

Adobe Re	ader 📃 🗾
	How would you like to email this document:
	* Send a link (URL) to the PDF file on the Web?
	* Send a copy of the entire PDF file as an attachment?
	Send Link Send Copy Cancel
	A MERINE AND

17. A box displays asking how the email is to be sent. Select the "Default email application (Microsoft Outlook)" option and click on the "Continue" button.

Send Email	X
How would you like to send this email?	
Of ault email application (Microsoft Outlook)	
🔘 Use Webmail	
Select 👻	
Remember my choice	
Use Adobe SendNow Continue Can	cel

Copy Copy te		• A A E E	Add	ress Check Atta ok Names File	ch Attach Signature	<ul> <li>Follow Up </li> <li>High Importance</li> <li>Low Importance</li> </ul>	<b>Q</b> Zoom
Clipboard	G.	Basic Text	- DC	Names File	Include	Tags G	Zoom
То							
Subject:							
Attached:	Attendance Tr	rends Period Detail Report	20130813 151229.	odf (9 KB)			
Attached:	Attendance Tr	rends Period Detail Report	20130813 151229.	odf (9 KB)			
Attached:	Attendance Tr	rends Period Detail Report	20130813 151229.	odf (9 KB)			
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Attached:	Attendance Tr	rends Period Detail Report	20130813 151229.	odf (9 KB)			
Attached:	Attendance Tr	rends Period Detail Report	20130813 151229.	9 <u>46 (9 KB)</u>			
Attached:	Attendance Tr	rends Period Detail Report	20130813 151229.	<u>odf (9 KB)</u>			
Attached:	Attendance Tr	rends Period Detail Report	20130813 151229.	o <u>df (9 KB)</u>			
Attached:	Attendance Tr	rends Period Detail Report	<u>20130813 151229.</u>	o <u>df (9 KB)</u>			

18. Enter the appropriate data in the email fields (To, CC, Subject, etc.).

Notice that the attachment is automatically placed in the "Attached" portion of the email message.