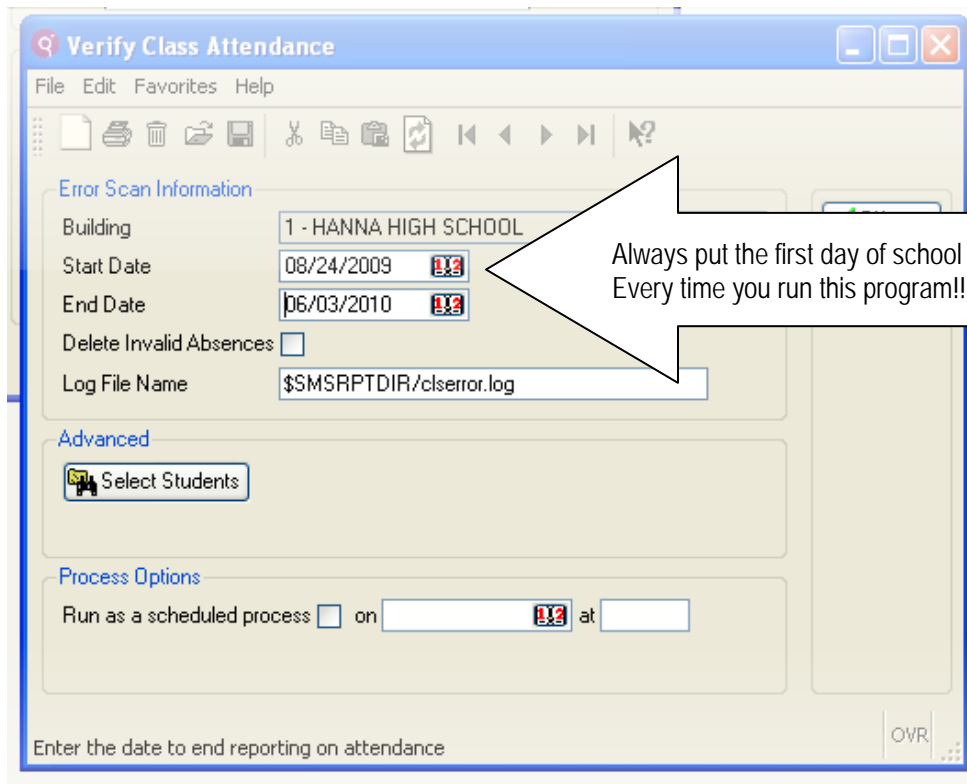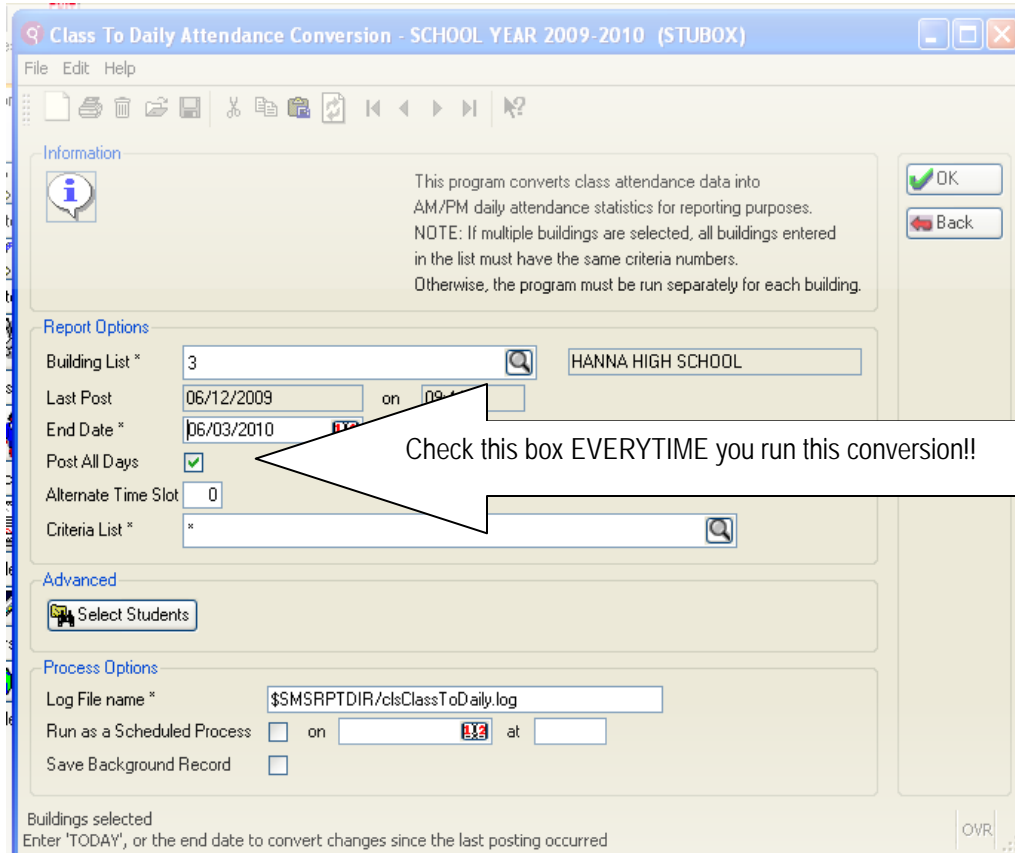|	Class Attendance Daily Check List: Secondary Schools	2009

This page is to be copied and used daily to track the processing of class attendance. There MUST be cooperation between Attendance and Data Entry to clear the errors that appear on the error scans.

	Path	Procedures	Date	Start Time	End Time	Log File Name
1		Check that 1st period attendance was posted through GradeSpeed Sign into GradeSpeed/Attendance/Display Teacher Progress/Select Period 1 /OK				
2		Check that 2nd period attendance was posted through GradeSpeed Sign into GradeSpeed/Attendance/Display Teacher Progress/Select Period 2 /OK				
3		Applications/Attendance/ Class Entry/ Verify Attendance & print log (refer to next page for how to answer the prompts)				clserror.log
4		Clean Up Errors – do NOT delete absences – override with PRE in Office Entry				
5		Repeat steps 3 & 4 until error scan log is clean				
6		Applications/Building Administration/Attendance/Class to Daily Attendance Conversion & print log (refer to next page for how to answer the prompts)				
7		Applications/Attendance/Daily Entry/Verify Attendance & print log (refer to next page for how to answer the prompts)				
8		Clean up Errors - do NOT delete absences – override with PRE in Office Entry				
9		Repeat steps 7 & 8 until error scan log is clean				
10		Average Daily Attendance Report – Reports/Daily Attendance/ADA by School (Custom)				
11		Check 3rd, 4th, 5th 6th 7th and 8th Period Attendance as per steps above using verification of Attendance.				
12		Applications/Attendance/ Class Entry/ Verify Attendance & print log (refer to next page for how to answer the prompts)				
13		Run the OSS Verification Report – Site/Other/Custom Menu/Edit Listings/OSS Edit Listing				
14		Clean up errors no later than tomorrow morning				

3 & 12)

Verify Class Attendance

File Edit Favorites Help

Error Scan Information

Building | 1 - HANNA HIGH SCHOOL
Start Date | 08/24/2009
End Date | 06/03/2010
Delete Invalid Absences | ☐
Log File Name | $SMSRPTDIR/clserror.log

> Always put the first day of school as your start date!!! Every time you run this program!!

Advanced

Select Students

Process Options

Run as a scheduled process ☐ on _____ at _____

Enter the date to end reporting on attendance   OVR

6)

Class To Daily Attendance Conversion - SCHOOL YEAR 2009-2010 (STUBOX)

File Edit Help

Information

This program converts class attendance data into AM/PM daily attendance statistics for reporting purposes.
NOTE: If multiple buildings are selected, all buildings entered in the list must have the same criteria numbers.
Otherwise, the program must be run separately for each building.

✔ OK
◀ Back

Report Options

Building List * | 3 | HANNA HIGH SCHOOL
Last Post | 06/12/2009 | on | 09...
End Date * | 06/03/2010
Post All Days | ☑
Alternate Time Slot | 0
Criteria List * | *

> Check this box EVERYTIME you run this conversion!!

Advanced

Select Students

Process Options

Log File name * | $SMSRPTDIR/clsClassToDaily.log
Run as a Scheduled Process ☐ on _____ at _____
Save Background Record ☐

Buildings selected
Enter 'TODAY', or the end date to convert changes since the last posting occurred   OVR

7)

Verify Daily Attendance

File   Edit   Help

Attendance Information

Start Date *   08/24/2009

End Date *   06/03/2010

Delete Invalid Absences * ☐

Advanced

Select Students

Process Options

Report File Name * $SPSRPTDIR/daterror.rpt

Log File Name * $SPSRPTDIR/daterror.log

Run as a Scheduled Process ☐   on   at

Enter ending date to scan attendance records

OVR

> Always put the first day of school as your start date!!!
> Every time you run this program!!