

This page is to be copied and used daily to track the processing of class attendance.

	Path	Procedures	Date	Start Time	End Time	Log File Name
1		DAILY: Check to see that all teachers have posted attendance through GradeSpeed – Sign into GradeSpeed/Attendance/Display Teacher Progress/Select /OK				
2		DAILY: Generate and print Reports/Daily Attendance: Morning Bulletin, Office Report and Teacher Report to verify entry				
3		DAILY: Update attendance as additional information becomes available using Applications/Daily Entry: Entry by Group or Entry by Calendar				
4		DAILY: Report/Daily Attendance/Office Report use in notifying parents or guardians of absences				
5		DAILY: Applications/Demographics/Students - enter any withdrawals you may have pending				
6		DAILY: Applications/Attendance/Daily Entry/Verify Attendance & print log (refer to page 3 for how to answer the prompts)				
7		DAILY: Clean up errors do NOT delete absences – override with PRE in Office Entry				
8		DAILY: Repeat steps 6 & 7 until error scan log is clean				
9		DAILY: Applications/District Administration/Attendance/Build Daily Attendance Totals Table (refer to page 3 for how to answer the prompts)				
10		DAILY: Run the Average Daily Attendance Report – Reports/Daily Attendance/ADA by School (Custom)				
11		DAILY: Run the Ethnic Totals Report (Enrollment Count) to verify against the ADA Report – Site/Other/Custom Menu/Tallies and Labels				

Weekly Attendance Check List

	Path	Procedures	Date	Start Time	End Time	Log File Name
1		WEEKLY: Run the Average Daily Attendance Report - Reports/Daily Attendance/ADA by School (Custom) for the week				
2		WEEKLY: Generate and print the Teacher Absences Verification Report – give to teachers to verify – Site/Other/Custom Menu/Attendance Reports				

6)

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!!!

9)

Build Attendance Totals Table

File Edit Help

Report Information

This program calculates attendance totals for students.

OK

Back

Process Options

Building List HANNA HIGH SCHOOL Select Buildings

Begin Date 08/24/2009

End Date 06/03/2010

Group Range 1:9

Accumulator Range 1:9

Table to Build Build dat_yr_totals_a

Advanced

Select Students

Process Options

Log File Name \$SMSRPTDIR/dat_total.log

Run as a Scheduled Process on [] at []

Select table to (re)build

OVR