Perfect Attendance in JCampus for CWA Certificates
2223 School Year

1. Log into JCampus

2. On the left, click on **Attendance> List > Perfect Attendance Audit**.

3. On the setup box (see right)

   - Select the desired "Year".

   - "District", and "School" should be defaulted based on security.

   - "Grade" can be left blank if all grade levels are to be included in the audit. Otherwise, click in the box to the right of "Grade" to select the desired grade level to be included.

   - "Homeroom" should be left blank to list all students regardless of homeroom teacher. Otherwise, click in the box to the right of "Homeroom" to select the desired homeroom teachers to be included.

   - "From Date" and "To Date" should be set so that the desired attendance date range is selected. **(Use August 13, 2021 to the current date.)**

   - "Edates as of" will tell the audit to only include the students with an entry date as of the date selected or before. **(Use the current date.)**

   - "Skip Codes" allows the audit to ignore certain attendance codes when counting the number of days absent. Click in the field and select the codes to skip and click "OK".
     (Click in the field and choose each P code.)

   - Check "Skip Tardies" to have the audit ignore any Tardy To Class, attendance code 14.

   - **Option 1:** (Use this option if you want to be more specific than Option 2 allows.) **(Suggested for Seniors)**

     Instances - This is the number of times (days) a student is allowed to be absent and still have perfect attendance.

     Minutes Absent - This will determine how many times a student c an have a certain number of minutes absent and still have perfect attendance.

     "Instances" and "Minutes Absent" work together to determine how many times a student can have a certain number of minutes absent and still have perfect attendance.

   - **Option 2:** (**Definitely the method to use at the end of the year for CWA Certificates**)

     Use Full/Half Day Rules – this option will honor the Skip Codes you chose above and remove students from the list that have one or more full or half days of absences.

4. Click "OK"

5. A list of students will appear on the screen that, based on the setup options, are considered to have perfect attendance.

This report will not be accurate for seniors that have less than a full day schedule

Perfect Attendance for Multiple Years

To find perfect attendance for multiple years, the setup box needs to look like this:

The check in the box that says "Perfect Attendance in Selected Years" is very important!