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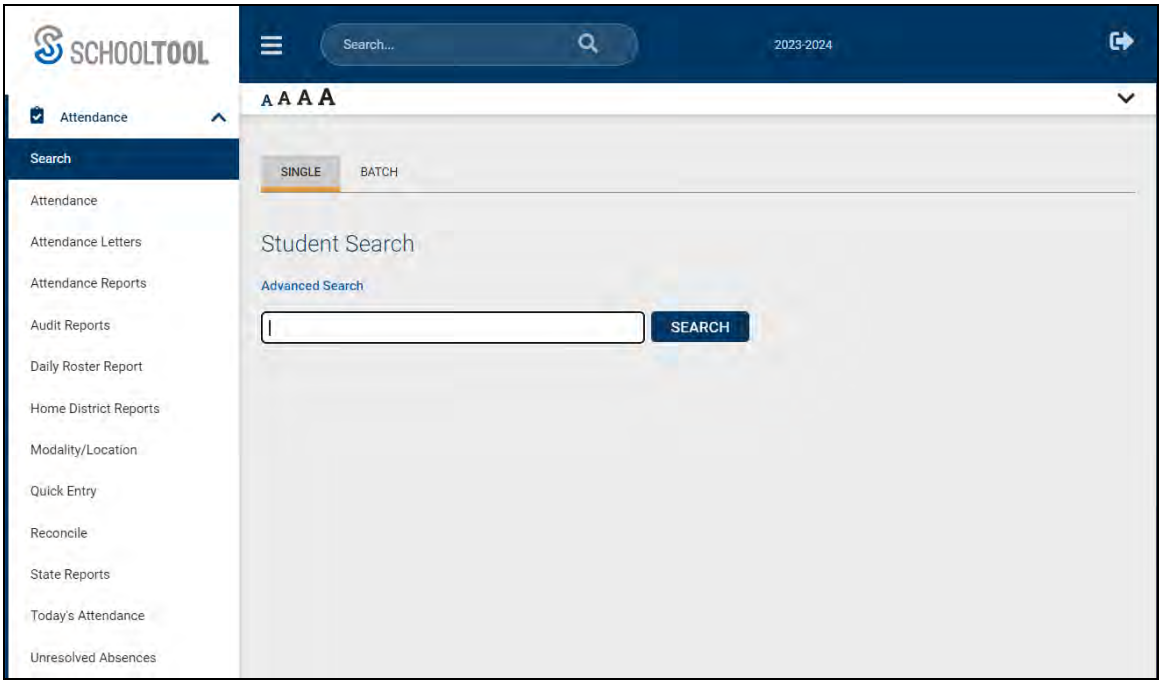
Attendance Module

User Guide

Version 23.2



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Attendance Module Overview

The Attendance module is where school-designated Attendance Officers and other school administrators will view and rectify student attendance information daily. The Attendance module is comprised of nine (9) sub-modules. Depending on district permissions, you may or may not be able to see all of the Attendance sub-modules.

In addition to Homeroom and Period-based attendance, daily attendance can also be computed based on a number of periods that a student misses throughout a day. For more information on this particular option, please see the*Maintenance Module* documentation.

Attendance Sub-modules Overview

- **Search** – This is the default sub-module that opens when you switch to the Attendance module. From this sub-module, you are able to search for an individual student and review the student's attendance records. You may enter attendance in batches from the Student Search area.
- **Attendance** – This is where the Attendance Officer can mark or monitor course period absences date, period, and course (on the Courses tab), and/or homeroom absences by homeroom number (on the Homerooms tab).
- **Attendance Letters** – This is where an Attendance Officer can generate an appropriate attendance letter to a student or group of students based on the District's attendance policy. This area is dependent on thresholds to generate attendance policy letters based on the number of course, daily, and late-arrival attendance records of a student or group of students.
- **Attendance Reports** – This report area allows users to generate a variety of attendance-specific reports, such as the Attendance Detail Report, Aggregate Report, Percentage Report, Period Attendance Report, Summary Report, Summary of Attendance Report, and Daily Overview Report.
- **Audit Reports** – This is where an Attendance Officer can monitor whether teachers are taking their required homeroom attendance and/or period-by-period attendance (for secondary schools).
- **Daily Roster Report** – This is where an Attendance Officer can generate course-specific or faculty-specific class rosters for substitute teachers.
- **Home District Reports** - This sub-module provides users with access to the Home District Report, which provides users with attendance reports that includes students' home district assignments.
- **Quick Entry** - This sub-module includes the Daily Attendance Quick Entry area, which allows staff to quickly enter daily attendance records. It also includes the Student Check In area (where students can be checked in to locations) and the

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Check In View feature (to generate lists of students who have or have not been checked in).

- **Reconcile** – This sub-module provides a list that allows Attendance Officers to view, print, and reconcile students' attendance when teachers have marked a student present that was not scheduled to be in school at the time.
- **State Reports** – This is where state aid reports are generated for the district.
- **Today's Attendance** – This opens the Today's Absentees list, and is a snapshot of all attendance for today's date, including all students who have been marked absent from school, all tardies, all early dismissals, and all students who have left and returned (Ins/Outs). Users may select different dates in the past or future and see lists of students for each date.
- **Unresolved Absences** – This is a list of all students who were marked absent from school, either for a day or single period, whose absences have yet to be resolved. The list can be set to show absences on a specific day or for a date range.

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Attendance > Student Record Basics

After locating an individual student from the **Student Search** sub-module, his or her record will appear.

When you Select > a student from a list, you will see that student's Personal Information Record, also known simply as the Student Record.

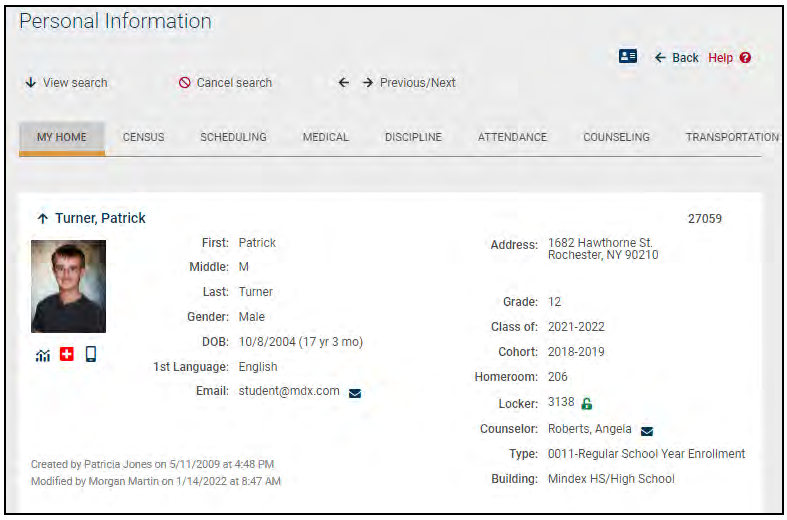
Most SchoolTool users deal with student records most often, but every individual in SchoolTool has his/her own Person Record where all information related to that person is stored. This document will focus on working with a Student Information Record, as these typically contain the most detail.

The Student Record contains all information about a student. There are 2 main parts to the Student Record: the Personal Information section and the Student Information section. When using certain modules, additional sections may appear at the bottom of the record with module-specific information. This information is available based on user permissions and the module you are using; therefore not all users will have access to every tab in the Student Information section(s).

Use the Show/Hide buttons ↓↑ to collapse sections of the student's record that you do not wish to see. This will result in less scrolling needed to view the student's record.

If you are viewing the results of a student search, you can use the following options:

1. Click the Next and Previous buttons →← to move forward and backward between students in your search results.
2. Click the Cancel Search button to cancel the current search and remain on the current student.
3. Click the ← Back button to return to the previous screen.



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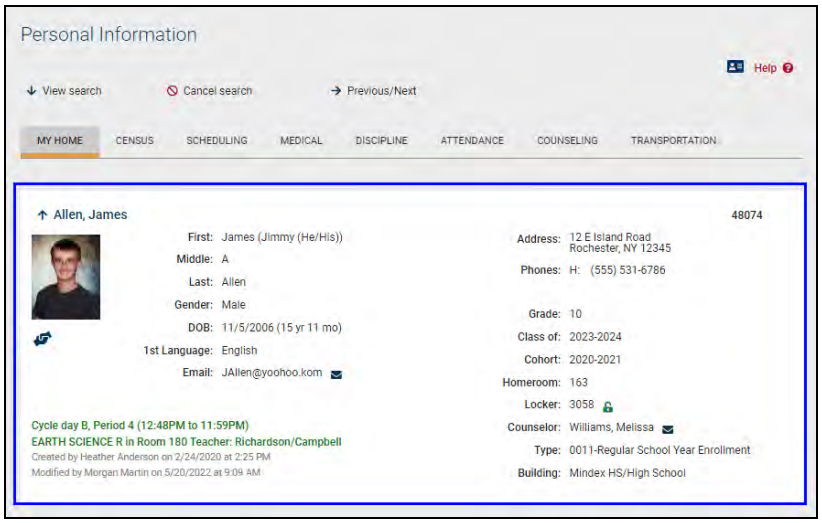
For Attendance Officers, an **Attendance** section will appear at the bottom of the student record, giving the Attendance Officer access to additional information from four (4) tabs: **Absences**, **In**, **Out,** and **Missed Classes** (these tabs are described in detail in the Attendance > Student Search Sub-module section).

When accessing the Student Record from the Attendance module, users have access to the student's Personal Information section and several additional tabs. Except for the Notes tab and all Attendance-specific tabs at the bottom of the student record, all information on the student record is displayed in read-only mode in the Attendance module.

Personal Information Section

The Personal Information section at the top of the student record contains a summary of the student's information. This information includes the student's name, gender, age, primary language, and contact information. It also shows the student's grade, homeroom, homeroom teacher (with an email link), locker number (with an icon that shows the locker combination in a mouse-over), counselor (with an email link), enrollment type, building/school level, and home district (if applicable). The student locator text in the bottom left corner of this section shows the current location of that student, based on the student's schedule and attendance data. If the student has any alerts, those icons will display for users with the appropriate permissions.



Note: The specific information available here is based on Maintenance settings; not all users will see all fields/data.

There are several types of alerts that may be visible on a teacher's class roster and also on individual students' Personal Information Records. In addition, the alert icons may

provide more information on the specific alert, which displays in a text box that appears when the user holds the mouse over an alert icon.

Available alerts include the following icons and corresponding mouse-over text:

AIS Program Service Icon:	**IEP Viewer** Icon:	**Medical Alerts** Icon:	**Custom Alerts** Icon:	**Send Notification** Icon:
Mouse-over text: AIS Info: Service: Math	Mouse-over Text: IEP Direct Viewer Needs:	Mouse-over text: Medical Alert Allergy: Peanuts headaches; Carries Ep stitches:	**Note:** Custom Alerts are indicated by a flag or other image and may be any color defined by the district. The mouse-over text will display the name of the custom alert as defined in Maintenance.	Clicking this icon opens a pop-up where users can enter a message to send to this student via direct notification in the SchoolTool mobile app
Student RTI Information Icon:	**View Shared District Data** Icon:	**Student Dashboard Viewer** Icon:	**WebEdge Student Portfolio Viewer** Icon:	**MTSS Summary Report Viewer** Icon:
Hovering the mouse over this icon will display a list of that student's active RTI records.	Clicking this icon opens a window to display student data shared by another	Clicking this icon opens a window to display the Student View dashboard for that	Clicking this icon opens a window to display the WebEdge Student Portfolio for that student.	Clicking this icon opens a window to display the MTSS Summary Report for that student.

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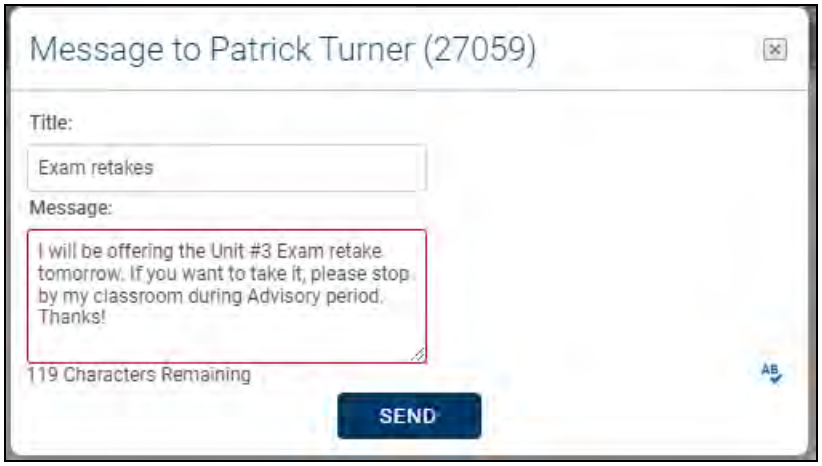
	district. This icon appears only when districts have configured data sharing.	student.		

The visibility of these alerts is controlled by district permission settings. Users may be able to see the alert icon only, the mouse-over text description only, both, or none of these, depending on their user permissions. Separate permissions also control whether users may see these icons on a teacher's Roster.

The Send Notification button appears for students who have opted to receive direct notifications in the SchoolTool mobile app (this also requires that the district has configured that building school level to allow direct notifications). Click the Send Notification button and enter a title and message to send to the student, then click Send. The message will be delivered as a notification on the student's mobile device.



Users with permission to view students' SchoolTool Premier dashboards may see a SchoolTool Dashboard Viewer icon for students who have a Student ID and have ever had an in-district enrollment. If this icon appears, users can click on the Viewer icon to view that student's dashboard in a new window.

If shared data is available from another SchoolTool district, a View District Data icon may appear on in the alerts area. This will allow the user to view data from another district that has been configured for district-to-district data sharing (most likely between a BOCES and home district). To view shared data (or shared report cards and/or

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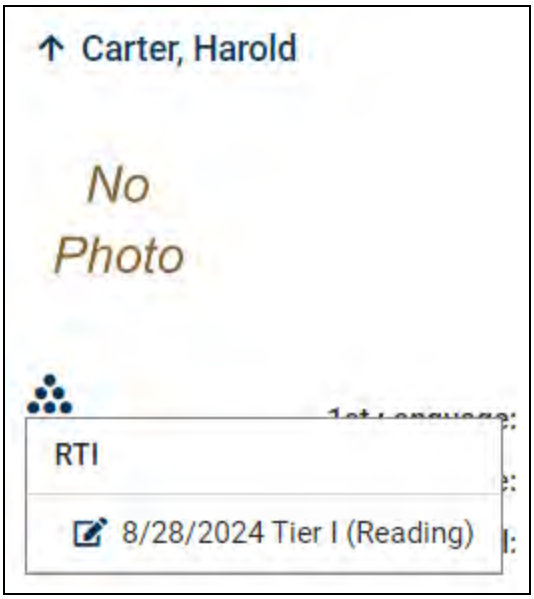
transcripts), hover over the District Data icon and Select the desired option (View District Data, View District Report Card, or View District Transcript) from the dropdown.

Users with the Mouseover Information permission can hover over the RTI icon to see a list of the student's active RTI records.

If the user has View or Edit rights, corresponding buttons will be available for each record (either an Edit icon, for users with Edit permissions, or a Select icon, for users with View permissions).



or

Viewing RTI Records

Users with View rights only will see Select icons for each record in the list.

Select a record to view details in read-only mode. Click the Back button to return to the student record. Click the RTI Detail Report icon to print the RTI record and its associated intervention details.

Editing RTI Records

Users with Edit rights can click the Edit button for any of the RTI records listed.

Click the Edit icon for any record to open it in edit mode. Make changes as needed and click Save to return to the student record. Please note that any number of interventions may be edited or added, but the top section of the RTI record cannot be changed from this screen. Click the RTI Detail Report icon to print the RTI record and its associated intervention details.

Contacts Tab

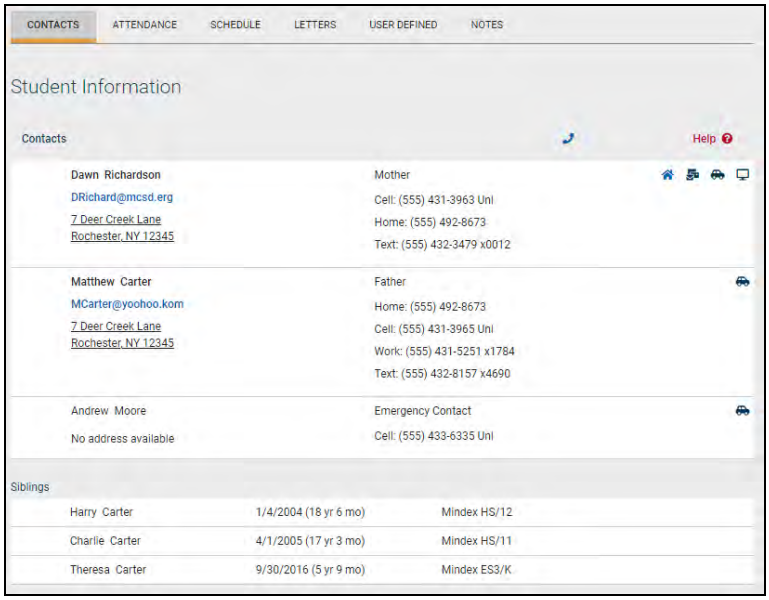
The **Contacts** tab gives users immediate access to this student's parents/guardians. Each contact associated with this student will appear on this tab.

To view the Contact Call Order for a student, click the View Call Order button at the top of the Contacts tab.

Additional buttons appear to the right of each contact, giving you more information about this contact and their rights/responsibilities. To see more information about the contact, hold the mouse over each button and tool tips will appear giving more details:

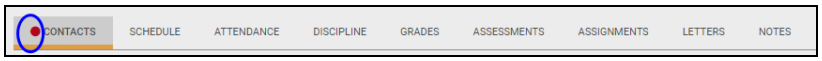
- The Primary icon lets you know this contact is the primary guardian.
- The Receives Mail icon lets you know this contact will receive report cards, discipline letters, and other mailings about this student.
- The Pickup icon lets you know this contact is legally allowed to pick the student up at school.
- The email icon lets you know this guardian may be contacted by email. Users may be able to click the icon to send an email to that person.
- The Custody Alert icon lets you know that there is a custodial situation regarding the student.
- The Parent Portal icon lets you know that this contact is allowed to see that student in their Home > My Home > Students tab (Parent Portal). Users with the appropriate permissions may be able to view that contact's login history (the maximum number of logins shown here is based on district settings).
- The Restricted View icon indicates that the person has restricted access to contact information for that student. The adult is unable to see contact information

for anyone who does not live in his/her household.



The information on this tab is view-only. If changes need to be made, this information should be shared with anyone who maintains student and contact information.

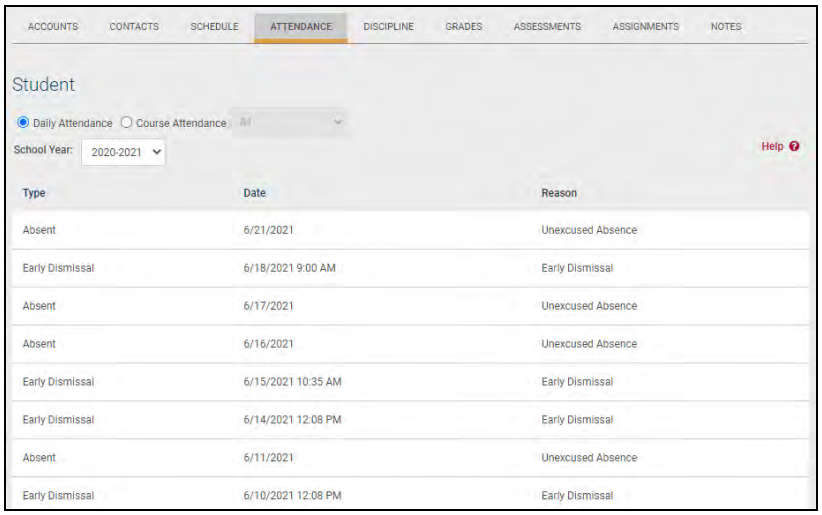
If there is a custody alert associated with that student, the Contacts tab will show a red circle.



Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may change between Daily or Course attendance views by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year. If the student has courses in more than one building school level, additional drop-downs may be available to filter based on location.

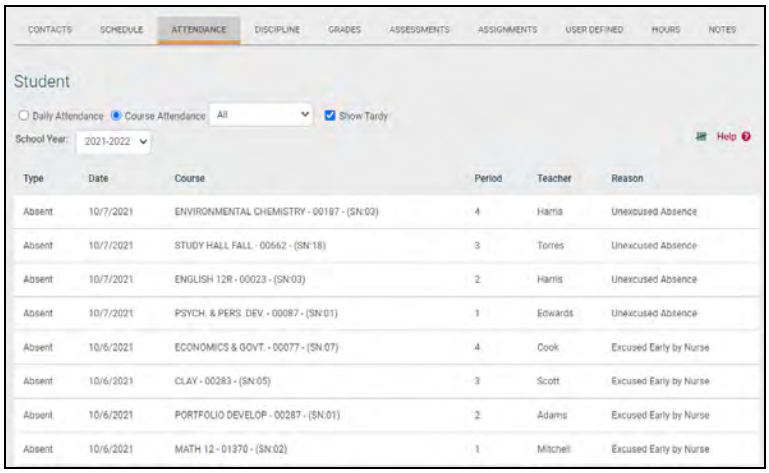
The Daily Attendance option shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records.



Type	Date	Reason
Absent	6/21/2021	Unexcused Absence
Early Dismissal	6/18/2021 9:00 AM	Early Dismissal
Absent	6/17/2021	Unexcused Absence
Absent	6/16/2021	Unexcused Absence
Early Dismissal	6/15/2021 10:35 AM	Early Dismissal
Early Dismissal	6/14/2021 12:08 PM	Early Dismissal
Absent	6/11/2021	Unexcused Absence
Early Dismissal	6/10/2021 12:08 PM	Early Dismissal

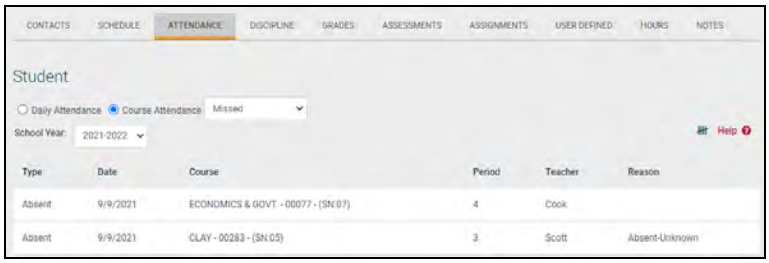
The Course Attendance options (All, Missed Courses, and Attendance Letter) allow users to see a summary of course attendance for that year.

- All: shows users all course absences, including those that are tied to daily absences. Users with the appropriate permissions can choose to show or hide period tardies using the Show Tardy checkbox.



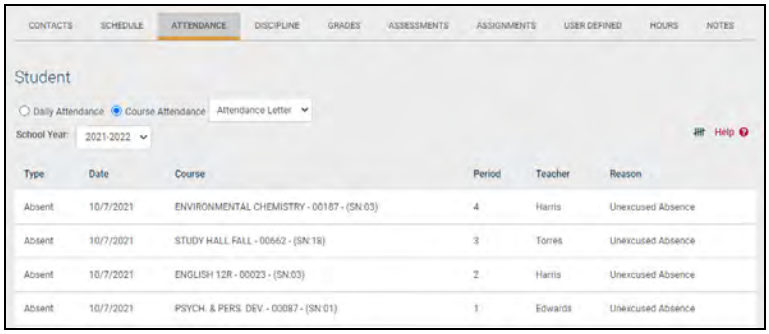
Type	Date	Course	Period	Teacher	Reason
Absent	10/7/2021	ENVIRONMENTAL CHEMISTRY - 00197 - (SN:03)	4	Harris	Unexcused Absence
Absent	10/7/2021	STUDY HALL FALL - 00662 - (SN:18)	3	Torres	Unexcused Absence
Absent	10/7/2021	ENGLISH 12R - 00023 - (SN:03)	2	Harris	Unexcused Absence
Absent	10/7/2021	PSYCH. & PERS. DEV - 00097 - (SN:01)	1	Edwards	Unexcused Absence
Absent	10/6/2021	ECONOMICS & GOVT. - 00077 - (SN:07)	4	Cook	Excused Early by Nurse
Absent	10/6/2021	CLAY - 00283 - (SN:05)	3	Scott	Excused Early by Nurse
Absent	10/6/2021	PORTFOLIO DEVELOP - 00287 - (SN:01)	2	Adams	Excused Early by Nurse
Absent	10/6/2021	MATH 12 - 01370 - (SN:02)	1	Mitchell	Excused Early by Nurse

- Missed Classes: shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).



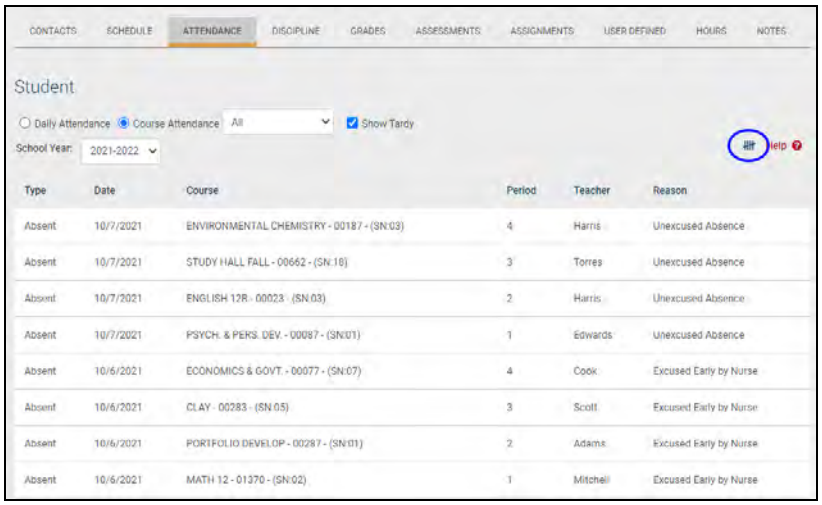
Type	Date	Course	Period	Teacher	Reason
Absent	9/9/2021	ECONOMICS & GOVT - 00077 - (SN:07)	4	Cook	
Absent	9/9/2021	CLAY - 00283 - (SN:05)	3	Scott	Absent-Unknown

- Attendance Letter: shows users a list of period attendance that may contribute to attendance policy letters (the specific types of attendance entries shown is dependent on how course attendance policy is configured).

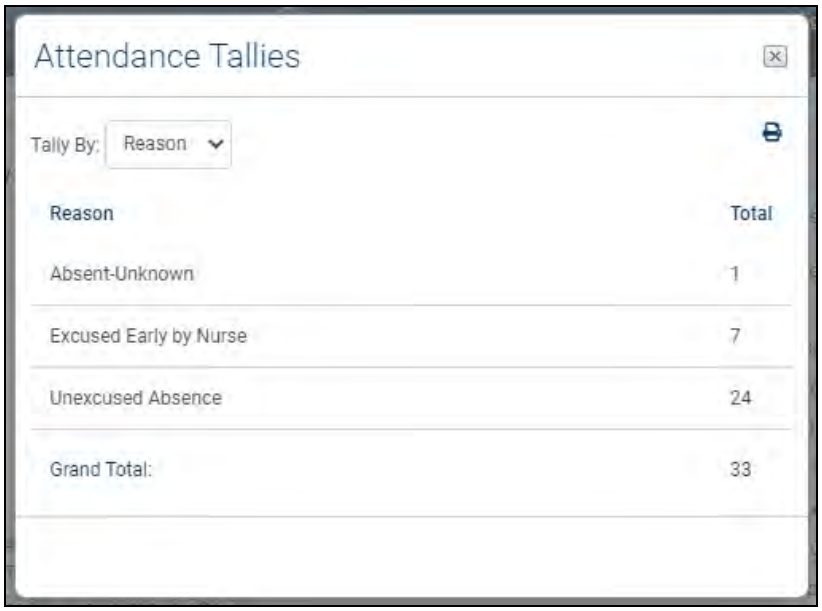


Each view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

To view tallies, click on the Show Attendance Tallies button in the upper right corner of the Course Attendance view.



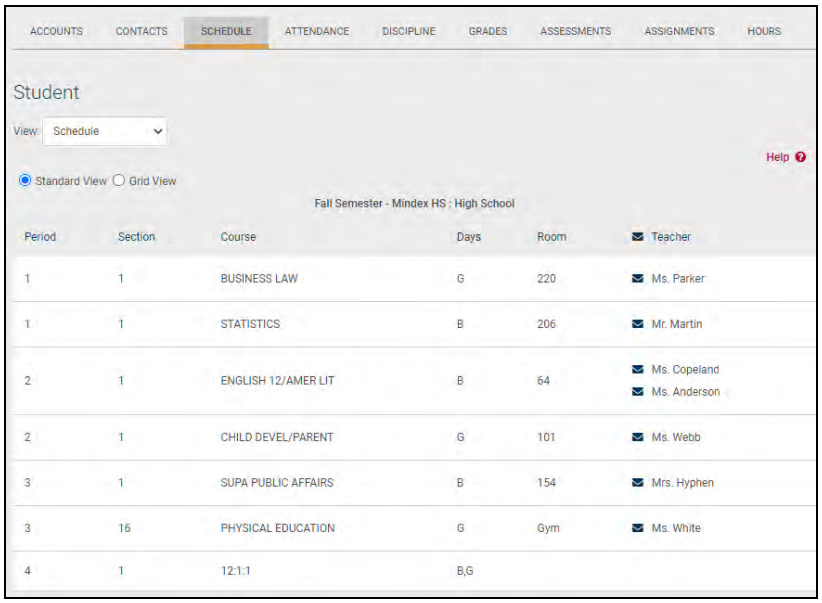
A list of attendance tallies will display in a pop-up. Use the drop-down to tally by reason, type, course, period, teacher, or date. Click the Print icon to send a printer-friendly version of the tallies to your printer.



Schedule Tab

The Schedule tab shows the student's schedule for each marking period or semester in read-only mode. This tab is typically empty for elementary students, because general education classes and "specials" (art, music) are typically set up as supplemental courses (courses not tied to specific periods).

Note: Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.



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Click the Print icon to print the student's schedule. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

When viewing the Schedule tab, users typically have two (2) view options: Standard View and Grid View. These are presented as radio buttons; select the appropriate option to toggle the view between Standard and Grid views.

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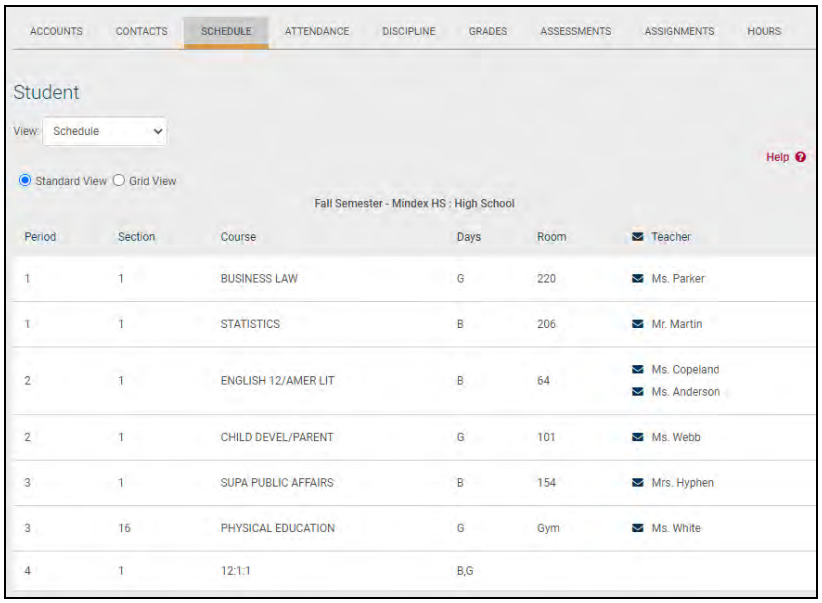
Standard View

Standard View displays the student's schedule as a read-only list of courses, ordered by period number, along with section number, course name, days the class meets, the room number, and the teacher are listed for each course. Supplemental courses are listed at the top of each list.

When viewing the schedule in Standard View, any unscheduled periods are omitted.

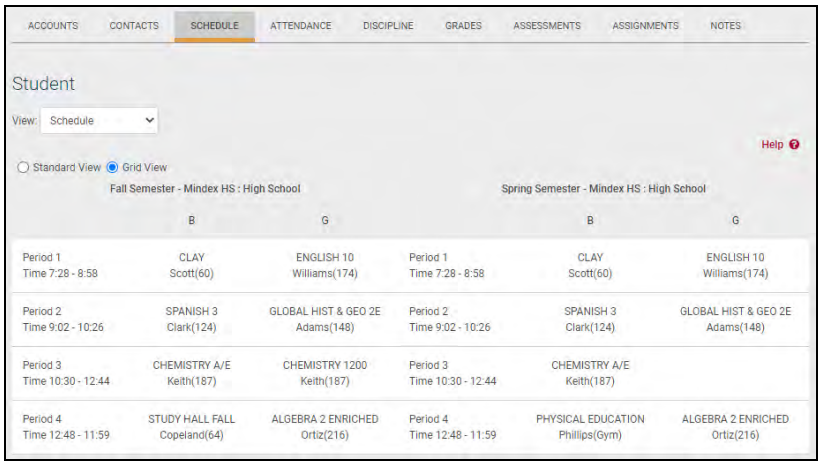


Period	Section	Course	Days	Room	Teacher
1	1	BUSINESS LAW	G	220	Ms. Parker
1	1	STATISTICS	B	206	Mr. Martin
2	1	ENGLISH 12/AMER LIT	B	64	Ms. Copeland Ms. Anderson
2	1	CHILD DEVEL/PARENT	G	101	Ms. Webb
3	1	SUPA PUBLIC AFFAIRS	B	154	Mrs. Hyphen
3	16	PHYSICAL EDUCATION	G	Gym	Ms. White
4	1	12:1:1	B,G		

Grid View

Grid View displays the student's schedule in a read-only grid format. This provides a visual representation of the student's schedule for each period across each cycle day. Supplemental courses are shown at the bottom of each grid.

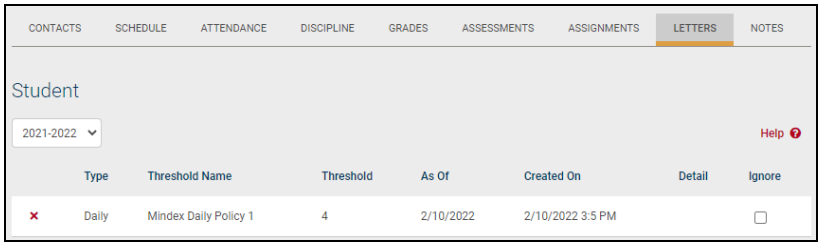
When viewing the schedule in Grid View, any unscheduled periods are omitted.



Letters Tab

On the Letters tab of a Student Record, users will see the student's Attendance Letter history. The list is read-only unless the user has permission to delete letters or mark them as ignored, and may be sorted by any column. Users may view other years' Attendance Letters by using the drop-down menu.

Users with the appropriate permission may delete any letter from the Letters tab. If this permission is enabled, a Delete ✖ button will appear next to each letter in the list.



The Attendance Letters history shows the following information:

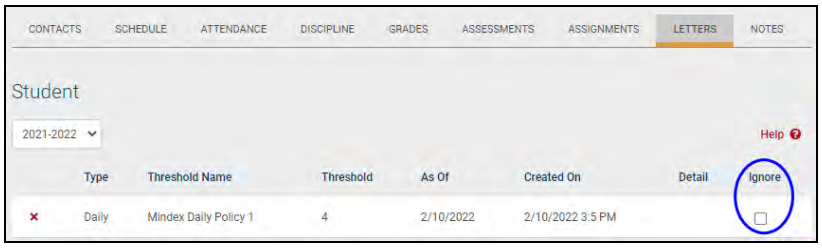
- Type: Displays the policy type that was used for that letter (this is determined based on the Attendance Policy settings in Maintenance). The values shown here may be Daily, Course, or Tardy, depending on the type of policy.

- Threshold Name: The name of the Attendance Policy stage that was used to generate this letter.
- Threshold: Shows the number of misses used for that particular Attendance Policy threshold.
- As Of: Reflects the date entered by the user when running the Attendance Letters search
- Created On: Displays the date on which the user actually generated that letter
- Detail: Provides details about the course for which the letter was run. The details, which are separated by commas, are Course ID, Course Name, and Section Number (SN), respectively.
- Ignore: When checked, a letter will be marked as “ignored” and SchoolTool will behave as though the letter was never sent. When a letter is ignored, the comment entered by the user as the reason for ignoring the letter will be displayed in a second row.

Details will only display when the policy Type is Course; if the Type is Daily or Tardy, the Details field will be blank.

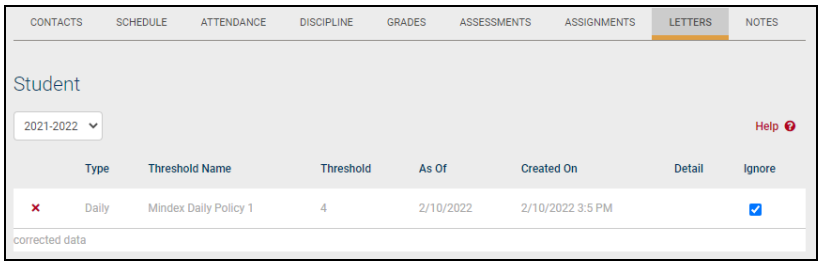
Users with the appropriate permissions may mark a student's attendance letter as “ignored.” When a letter is marked as “ignored,” SchoolTool will keep the historical record to indicate that the letter was sent. However, when determining which students need attendance letters, SchoolTool will behave as though that particular letter was never sent.

To ignore an attendance letter, click the Ignore checkbox on the right side of the screen for the letter you wish to ignore.



In the pop-up window that appears, enter a brief comment to indicate a reason for ignoring the letter and click OK to continue.

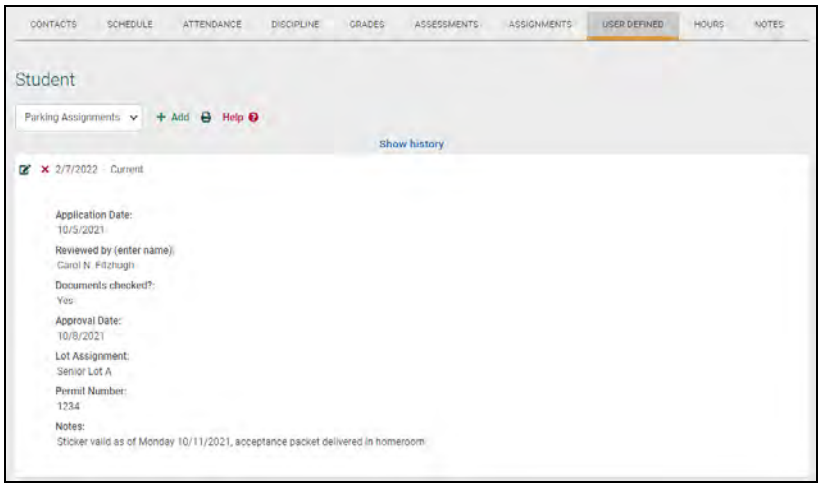
When a letter is marked as “ignored,” the letter will display on the student's Letters tab in gray text. To remove the “ignore” status, simply uncheck the Ignore checkbox (this will also remove the comment).



User Defined Tab

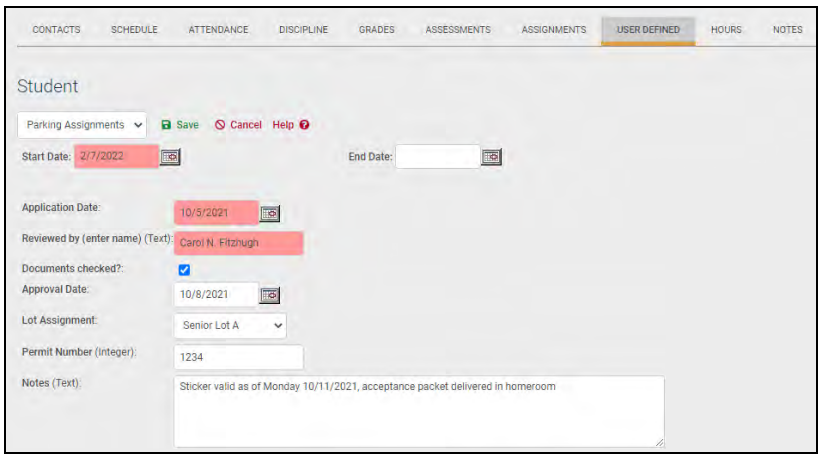
The User Defined tab is available on the Person Record for students, residents, or faculty. This tab displays any active user defined screens created in Maintenance. These screens are created and configured by the district and may contain any number of custom fields and field types. Select a user defined screen from the drop-down menu to view a list of all active records for that screen.

If the individual has data entered for any user defined screen, this information will appear in read-only mode on this tab. Click Show History to show all records for that screen, including inactive records. Users can also click the Print button to generate a report of that person's user defined screens.



Users with Edit permission may add, modify, or remove records. To modify an existing record, click the Edit button and modify as needed. Click the Delete button to permanently remove a record.

To add a new record, select the screen from the drop-down menu and click the Add button. A new record will open in edit mode. All required fields are highlighted in pink.

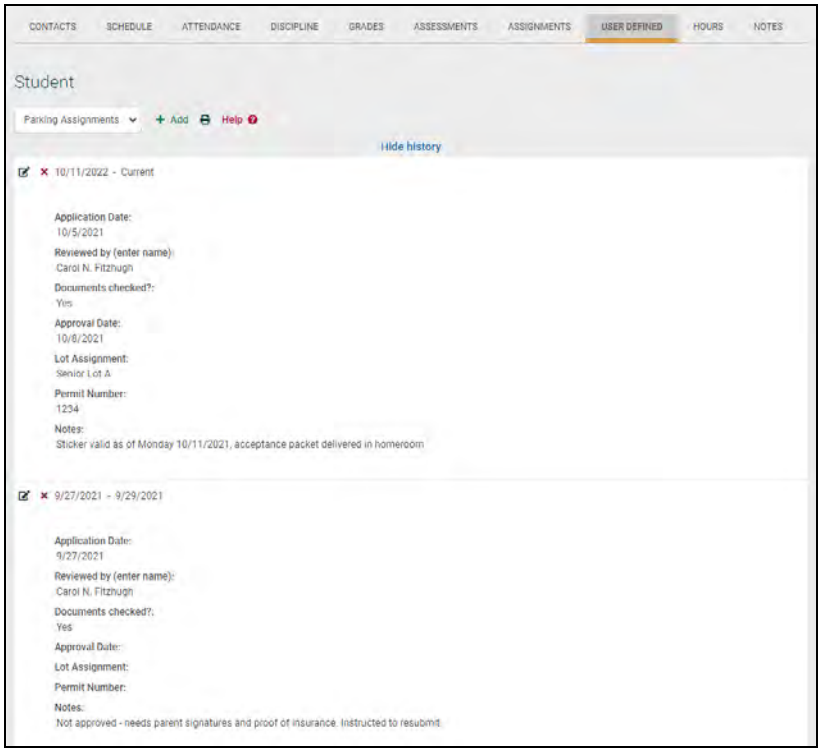


Enter information in each field as appropriate and Save the record when finished. Field types are indicated for all fields except drop-downs, and may include any of the following field types:

- Drop-down List
- Text
- Real (real numbers; can include decimal points)
- Integer (whole numbers only)
- Date
- Checkbox (Yes/No)

Active fields, field types, drop-down content, and maximum field lengths are specified in Maintenance for each user defined screen. Refer to the Maintenance Module documentation for detailed information on configuring a user defined screen.

All records must have a Start Date, which is used to indicate the date the record became active. If an End Date is entered, that indicates the date that record expires. Once the End Date has passed, the record will become inactive and will be visible when a user clicks “Show History.”



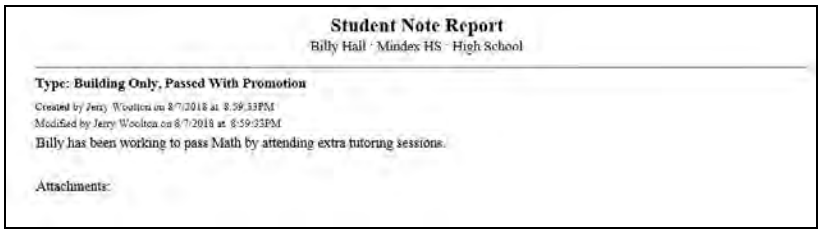
Notes Tab

Each person record contains a **Notes** tab where you can add other information about this person. For a student, you might add notes about club participation or record meetings with parents. This is also where Orders of Protection are added. Be careful about the confidentiality of the information you add, as some notes can be seen by all users.

Printing Student Notes

Users may print a report of all Student Notes listed on the Notes tab by clicking the Print icon in the upper left corner of the Notes area. The report will include all notes that are visible to that user, and will display the note type, the dates the note was created and/or modified, the note text, and will indicate whether or not the note has any attachments.

If the user has permission to view Orders of Protection, the report will also include these notes. The report will include all Effective dates and Expiration dates indicated on the Order of Protection note.



Student Note Report

Billy Hall · Mindex HS · High School

Type: Building Only, Passed With Promotion

Created by Jerry Woolton on 8/7/2018 at 8:59:33PM
Modified by Jerry Woolton on 8/7/2018 at 8:59:33PM

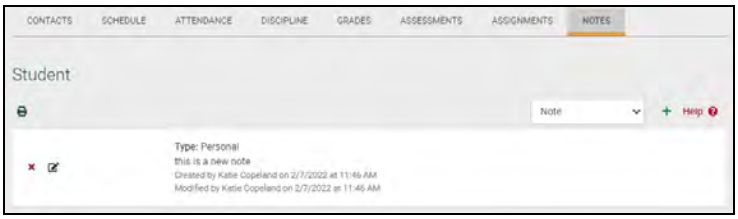
Billy has been working to pass Math by attending extra tutoring sessions.

Attachments:

General Notes

1. Click once on the green Add Note ➕ button.
2. Select a Note type. There are four (4) types of General Notes:
    A. Global – which, when saved, are available to all SchoolTool users.
    B. Building Only, Not Passed with Promotion – which become a part of the student's record only until he/she advances to the next building. Notes are only visible for the student's most recent official enrollment location.
    C. Building Only, Passed with Promotion – which, when saved, become a part of the student's record and remain as he/she advances to the next building.
    D. Personal – which are only available to the user that entered the note.
3. Enter the note content in the free-text area. This field will accept up to 1,000 characters.

4. Add any supporting documents by clicking once on the Browse button and locating a file on the hard drive. Files may be any format (Word documents, spreadsheets, HTML, emails, etc), and there is no limit to the number of attachments which may be included. Once a file is located, it must be uploaded to SchoolTool in order for it to be saved with this note.
5. Once the Note is saved, the tab will refresh showing the notes in read-only mode.



6. The Notes tab title will display a green circle to indicate that “new” notes exist on that student's record. Notes are considered new for a specified number of days after they have been created or modified, as defined by the district.

    The Notes tab title will display a red circle when an active Order of Protection note exists, regardless of whether or not new notes exist.

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7. Use the Delete ✖ and Edit buttons to remove or make changes to existing notes.

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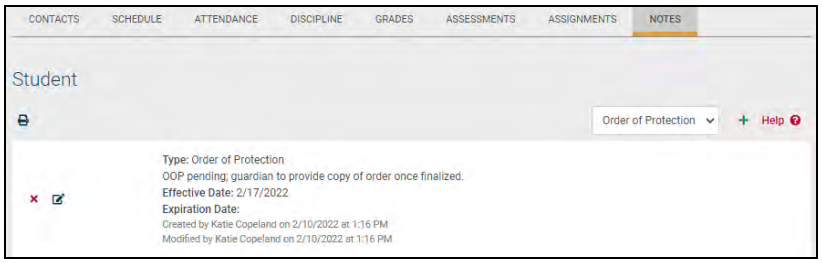
Orders of Protection

1. Select Order of Protection from the drop-down list at the right of the tab.
2. Click once on the green Add Note ➕ button. An Order of Protection record will appear.

3. Complete the Order of Protection:
   A. Type a free-text description (required) of the order in the box under the word Type.
   B. Enter an Effective Date (required). Type the date manually in the mm/dd/yyyy format, or use the pop-up calendar.
   C. Enter an Expiration Date (if any). Type the date manually in the mm/dd/yyyy format, or use the pop-up calendar.
   D. Attach any digital supporting documents by using the Browse and Upload Attachment buttons.
4. Click once on the green Save 💾 button to the left of the description comments box.



Once the Order of Protection has been saved, the Notes tab will display a red circle, alerting users that there is an Order of Protection for this student.

Orders of Protection can be Edited ✎ and Deleted ✖ as necessary.

The Created By and Modified By audit tracking will update as users add and update this information.

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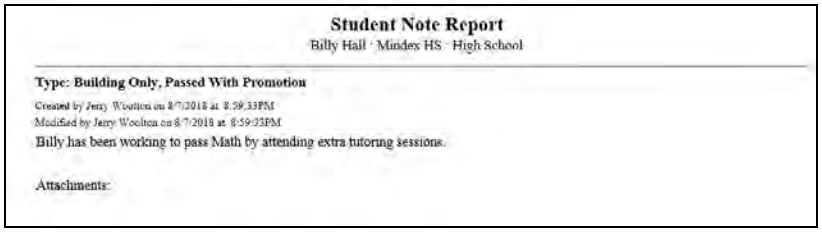
Printing Student Notes

Users may print a report of all Student Notes listed on the Notes tab by clicking the Print icon in the upper left corner of the Notes area. The report will include all notes that are visible to that user, and will display the note type, the dates the note was created and/or modified, the note text, and will indicate whether or not the note has any attachments.

If the user has permission to view Orders of Protection, the report will also include these notes. The report will include all Effective dates and Expiration dates indicated on the Order of Protection note.



Student Note Report

Billy Hall · Mindex HS · High School

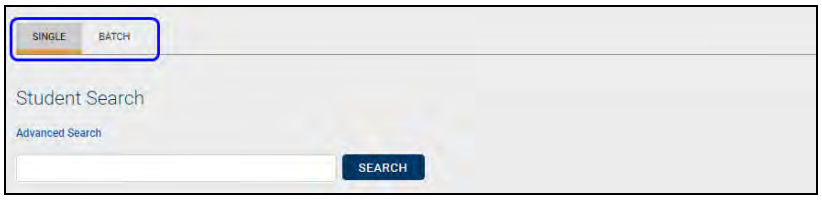
Type: Building Only, Passed With Promotion

Created by Jerry Woolten on 8/7/2018 at 8:59:33PM
Modified by Jerry Woolten on 8/7/2018 at 8:59:33PM
Billy has been working to pass Math by attending extra tutoring sessions.

Attachments:

Attendance > Student Search Sub-module

In the Student Search sub-module, you can use either **Single** or **Batch** searching to find students and add, edit, or resolve attendance information. This section presents an overview of the information available to Attendance Officers in the Personal Information and Attendance tabs of a student's record.



- The **Single** tab is the default and allows you to search on an individual student's attendance records.
- The **Batch** tab allows you to locate a group of students using the batch selector and perform actions on the that group of students

Single Tab

To locate a student, use either the Basic Search or Advanced Search (Batch Selector) using the Single tab. On the Student Record, locate the Attendance tabs. These are found at the bottom of the student record; you may need to scroll down to find this area.

Remember that the Show/Hide ↑↓ buttons may be used to compress sections of the student record that may take up too much screen space.

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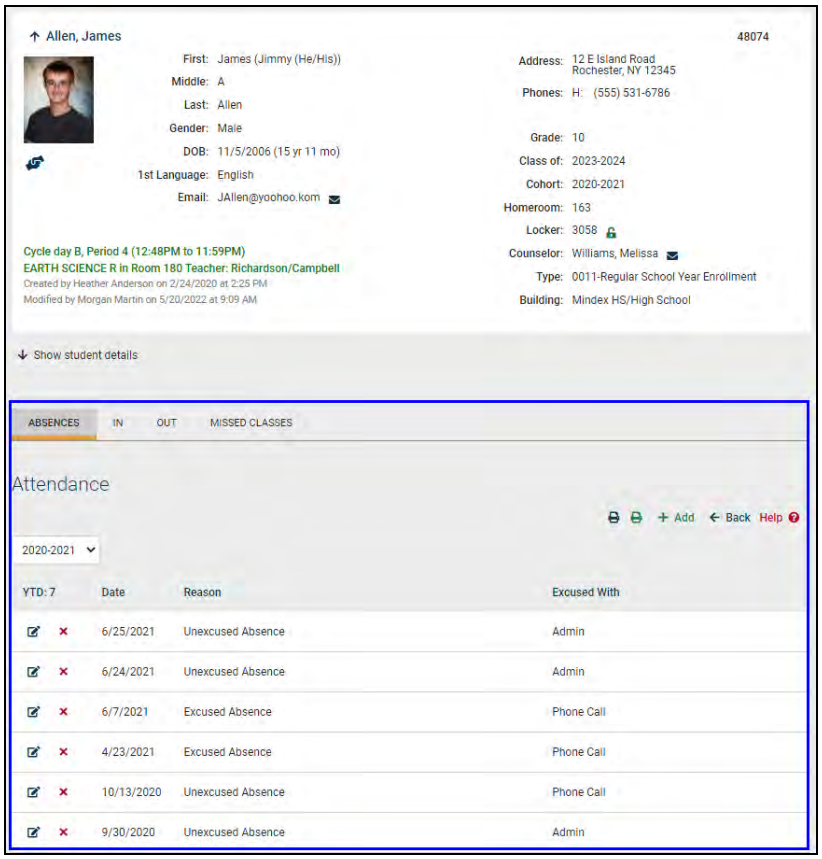
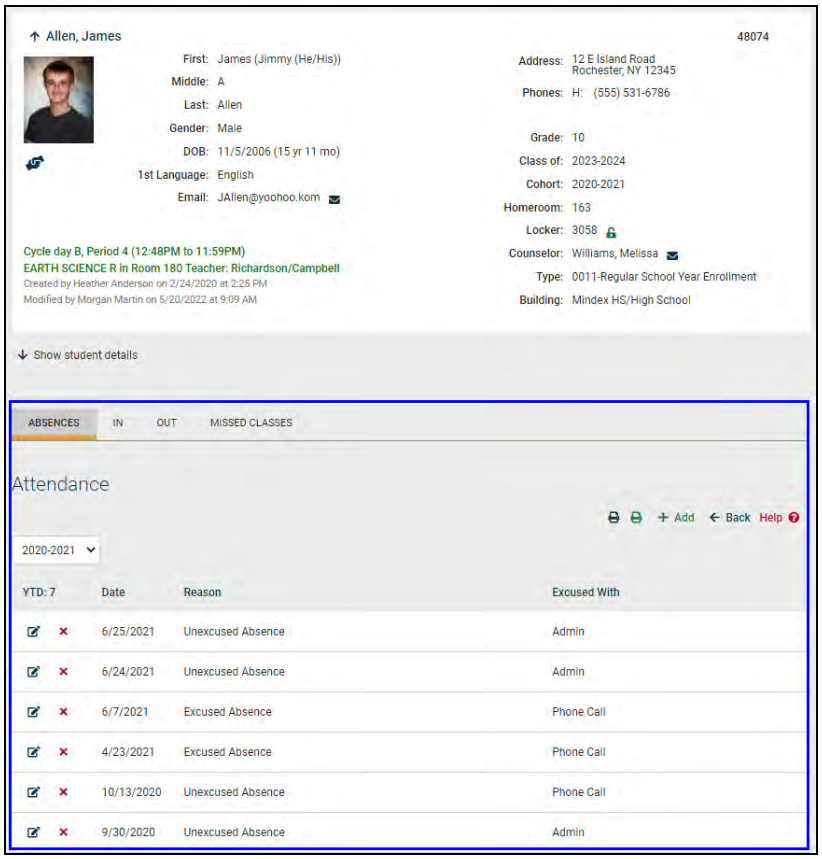


Attendance Tabs

There are four tabs available in this area that allow attendance entries, both daily and per period, to be entered and resolved. The first three tabs (**Absences**, **In**, **Out**) function similarly and work with daily attendance entries, and the fourth tab (**Missed Classes**) works with period-specific attendance entries.

For all tabs, there is a school-year drop-down in the upper left corner that allows viewing of any previous year's attendance entries.



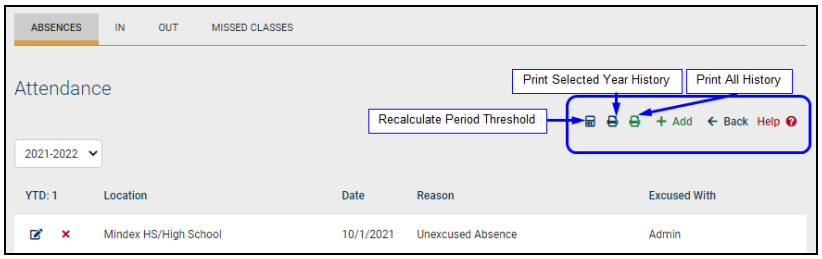
Absences on any of these tabs can be resolved with the Edit button or removed with the ✖ button.

Note: A Batch Modify button may appear in the upper right corner of the Absences tab when the student has one or more future absence records (this includes any absences for the current date).

There is also a Done icon found in all tabs, which will return the user to the list of search results in the Student Search sub-module.

On the Absences, In, and Out tabs, additional options are available for printing reports, printing letters, and/or recalculating period thresholds. Holding the mouse over each icon will show text indicating which action that icon will produce if selected.

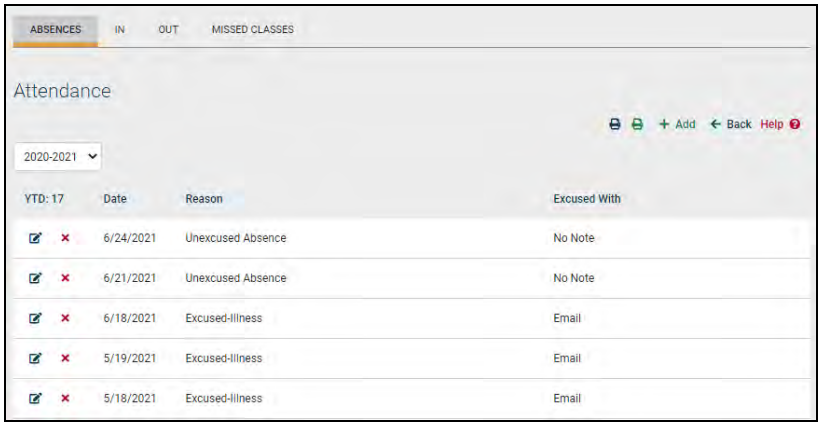
Use the Add ✚ button to add a new absence record for any of these three tabs. The printer icons can be used to print a student's attendance history. In each of these three (3) tabs, the Print Report buttons will produce the same reports, for all attendance records, regardless of which tab you are viewing. The Recalculate Period Threshold icon will be visible only if the district has enabled this feature.



- Print Selected Year History – Generates a report with basic student information, year-to-date number of absences, late arrivals, ins, outs, and early dismissals for the selected year, with grade and homeroom information.
- Print All History – Generates a report for this student's entire history of absences, late arrivals, ins, outs, and early dismissals since enrolling in this school.
- Recalculate Period Threshold – In addition to Homeroom and Period-based attendance, daily attendance can also be computed based on a number of periods that a student attends throughout a day. For basic instructions on the Recalculate Period Threshold feature, see the procedure for Manually Recalculating for a Specific Student.

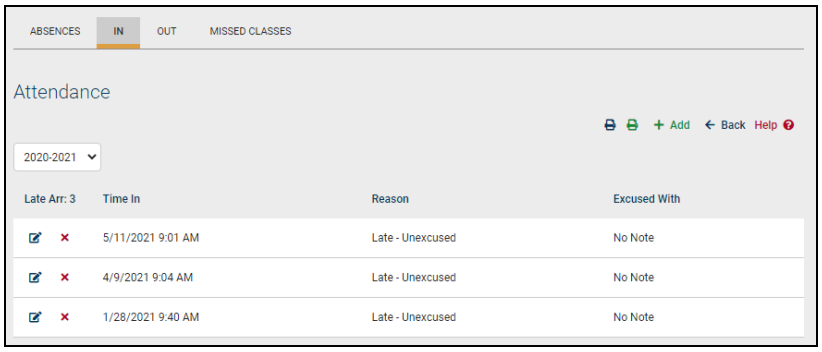
Absences Tab

The Absences tab provides a list of all year-to-date (YTD) absences for this student. This includes both Excused and Unexcused absences. Attendance officers can see the date(s) of the absence(s), the reasons for them, and any excuse information.



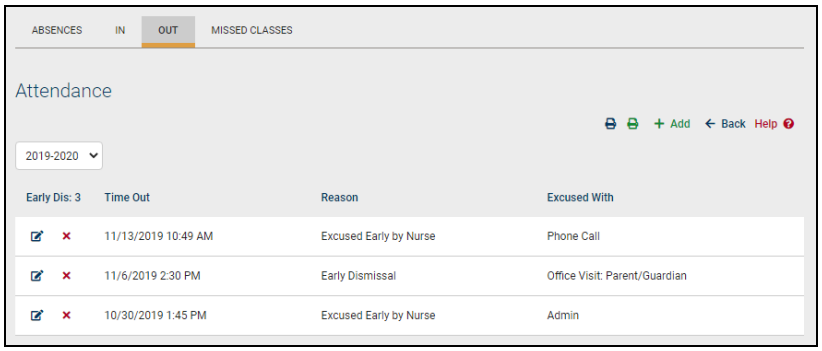
In Tab

The In tab functions like the Absences tab, except it shows all late arrivals (tardies) and records return times for students coming back in after appointments.



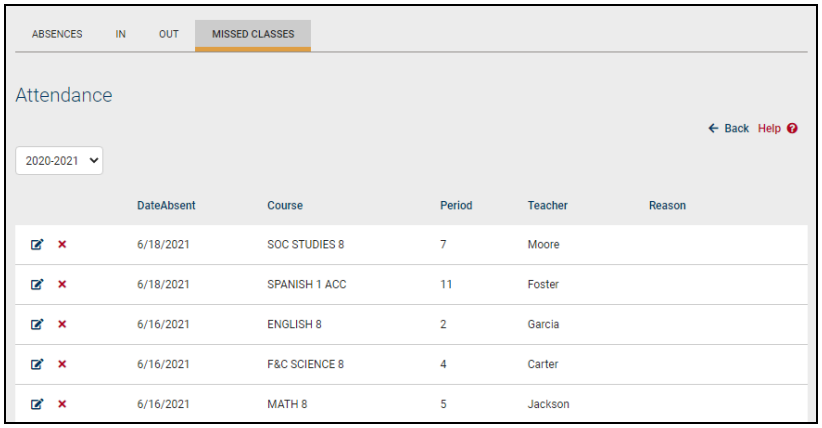
Out Tab

The Out tab functions like the Absences tab, except it shows all early dismissals and records exit times for students leaving for appointments (who are scheduled to return).



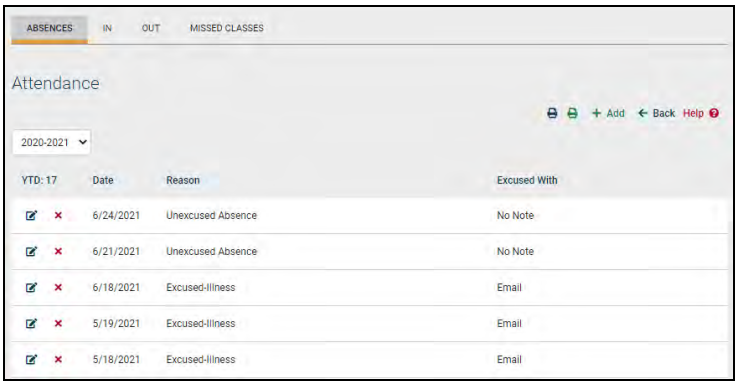
Missed Classes Tab

The Missed Classes tab shows all missed class periods for the selected student. The only entries that display here are those where a student is marked absent from a class that they were expected to be in.



Adding a New Absence Record

1. Select the **Absences** tab. Click once on the green Add ➕ icon on the far right of the tab.



2. The tab will refresh with entry fields. Complete the required fields and as much additional information as is available.

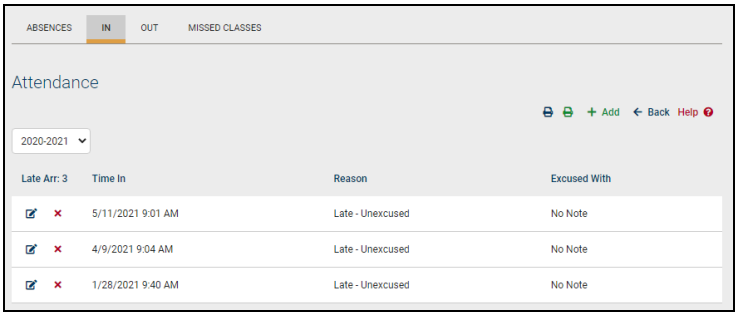
- Single Absence vs. Multiple Absences: This allows a user to enter a multiple absences at the same time. If Multiple Absences is selected, both a Start Date and an End Date field will be displayed.
- Location: This is the building school level where the daily absence occurred. Depending on district settings, students who have alternate enrollments in other buildings may receive daily absences in multiple locations. If the student does not have an alternate enrollment, this field will not be displayed.
- Date: This is the date of the absence. Dates can be entered for past, present, or future. This field will default to the current date. If the selected date range includes a weekend or other non-academic day, an absence will not be recorded for those date
- Reason: The absence reason can be selected from a district-defined list of reasons. This column determines if the absence is resolved.
- Excused by: The Excused by field can be selected from a district-defined list of excuses.
- Comments: Any additional notes that need to be made can be done here. There is a spell-check option to the right of this field, if desired.

3. Click once on the green Save icon on the far right side of the tab. The tab will refresh with the record in read-only format.
4. If the selected Absence Reason is designated in Maintenance as one which needs a referral, a separate window will open allowing the user to submit a referral. To continue, simply click the Save button and the referral will submitted.

   Note: This referral is automatically generated based on the information in the absence record. The "Time of Incident" on the referral will default to midnight on the date of the absence, and may be modified through the Discipline module.

Adding a New In Record

1. Select the **In** tab. Click once on the green Add icon on the far right of the tab.



2. The screen will refresh with entry fields. Complete the required fields and as much additional information as is available.

- Single vs. Multiple: This allows a user to enter a multiple In records at the same time. If Multiple is selected, both a Start Date and an End Date field will be displayed.
- Date: This is the date and time of the In record. Dates can be entered for past, present, or future. This field will default to the current date. If the selected date range includes a weekend or other non-academic day, an absence will not be recorded for those date
- Reason: The absence reason can be selected from a district-defined list of reasons. This column determines if the absence is resolved.

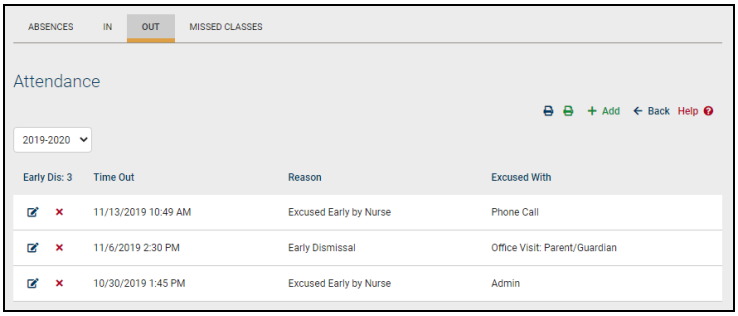
- Excused by: The Excused by field can be selected from a district-defined list of excuses.
- Comments: Any additional notes that need to be made can be done here. There is a spell-check option to the right of this field, if desired.

3. Click once on the green Save icon on the far right side of the tab. The tab will refresh with the record in read-only format.
4. If the selected Absence Reason is designated in Maintenance as one which needs a referral, a separate window will open allowing the user to submit a referral. To continue, simply click the Save button and the referral will submitted.

   Note: This referral is automatically generated based on the information in the absence record. The "Time of Incident" on the referral will default to midnight on the date of the absence, and may be modified through the Discipline module.

Adding a New Out Record

1. Select the **Out** tab. Click once on the green Add icon on the far right of the tab. The tab will refresh with entry fields.



2. Complete the required fields and as much additional information as is available.

- Single vs. Multiple: This allows a user to enter a multiple Out records at the same time. If Multiple is selected, both a Start Date and an End Date field will be displayed.
- Date: This is the date and time of the Out record. Dates can be entered for past, present, or future. This field will default to the current date. If the

selected date range includes a weekend or other non-academic day, an absence will not be recorded for those dates.
    - Returning: If the student is leaving but is expected to return to school later that day, check the Returning checkbox.
    - Reason: The absence reason can be selected from a district-defined list of reasons. This column determines if the absence is resolved.
    - Excused by: The Excused by field can be selected from a district-defined list of excuses.
    - Comments: Any additional notes that need to be made can be done here. There is a spell-check option to the right of this field, if desired.
3. Click once on the green Save If the selected Absence Reason is designated in Maintenance as one which needs a referral, a separate window will open allowing the user to submit a referral. To continue, simply click the Save button and the referral will submitted.

   Note: This referral is automatically generated based on the information in the absence record. The “Time of Incident” on the referral will default to midnight on the date of the absence, and may be modified through the Discipline module.

Editing an Attendance Record

1. Select the appropriate tab: Absences, In, Out, or Missed Classes.
2. Click once on the Edit icon to the left of the absence record to be modified. The record will open with editable fields.
3. Make any required changes.
4. Click once on the green Save icon on the far right side of the tab. The tab will refresh with the record in read-only format.

Deleting an Attendance Record

1. Select the appropriate tab: Absences, In, Out, or Missed Classes.
2. Click once on the red Remove icon to the left of the record to be deleted. A confirmation message will appear.

   Note: When deleting a Missed Classes record, the student will be marked present for that class once the absence is deleted.

3. Click OK to delete this record, or Cancel to return to the tab. The record will be removed from the tab.

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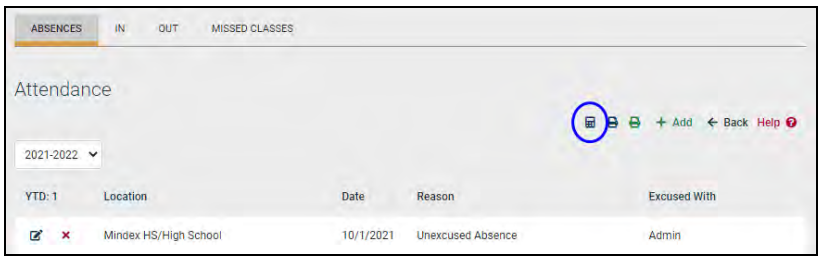
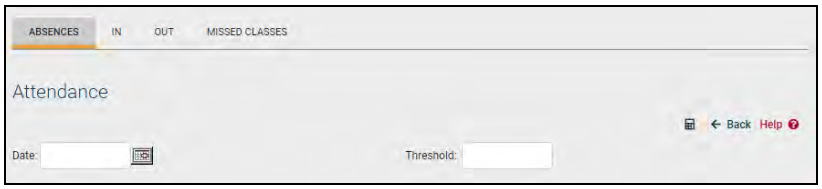
Manually Recalculating for a Specific Student

If the district has enabled the “Recalculate Period Threshold” option, a user may manually trigger the attendance recalculation process for an active individual student for a single day. This option is available on the Absences, In, and Out tabs within the student record.



When selected, the Recalculate button will present the user with manual recalculation controls:



- Date: This is the date to use for recalculation.
- Threshold: This is the value to be used as the threshold for this specific recalculation. This represents the number of either missed or attended periods to be used in the recalculation, depending on the type of period threshold attendance policy that is used for this building/school level (as configured in Maintenance).
- Recalculate button: This button will trigger a manual recalculation of all attendance for the specified date.

Note: More information on this feature can be found in the *Maintenance Module* documentation.

Batch Attendance

SchoolTool allows Attendance Officers to mark all of the students in a group absent at the same time for the same reason. The **Batch** tab can be used to perform batch attendance when groups of students are all out of school for a known event, such as a field trip, sporting event, etc.

Please note that this area is used to add absences for students' official enrollment locations only. To add absences in a student's alternate enrollment location, navigate to the student record and add the records manually from the Attendance tab.

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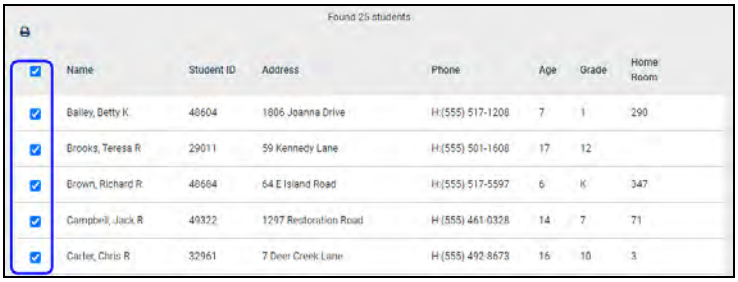
1. From the **Attendance > Search** sub-module, click once on the Batch tab to access the Batch Selector.

2. Select a saved search or use the Add Search Criteria drop-down field to select criteria to group students. Examples could be by class, by homeroom, by activity, etc. You can also use multiple criteria to create a very specific list.

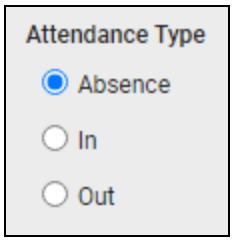
   Note: Refer to the Batch Selector User Guide for more tips on using the Add Search Criteria options.

3. Complete your search criteria, and then click once on the Search button. A list of students matching the criteria will appear.
4. By default, all students are selected; use the checkboxes in the far left column to select/deselect the desired students.



5. Click once on the Continue button.
6. The Batch Attendance > Add Absence screen will appear.

7. Select the Attendance Type using the radio buttons for Absence, In (late arrival or return) or Out (early dismissal). Absence is the default setting.



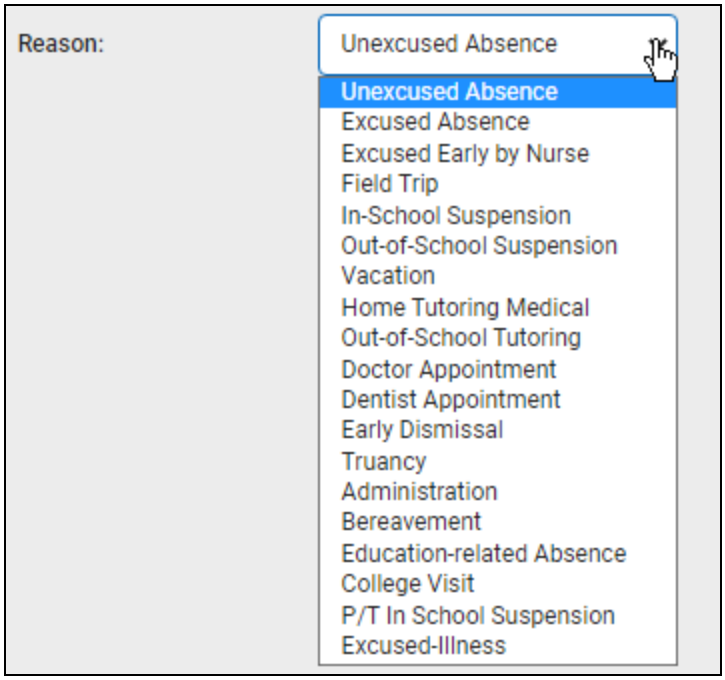
8. Select Single or Multiple absences using the radio buttons above the Date area. Select the date (Single) or date range (Start and End Dates for multiple days) for this absence. Use the pop-up calendars or manually enter the dates in the **mm/dd/yyyy** format.

Selecting Single gives you one date field:

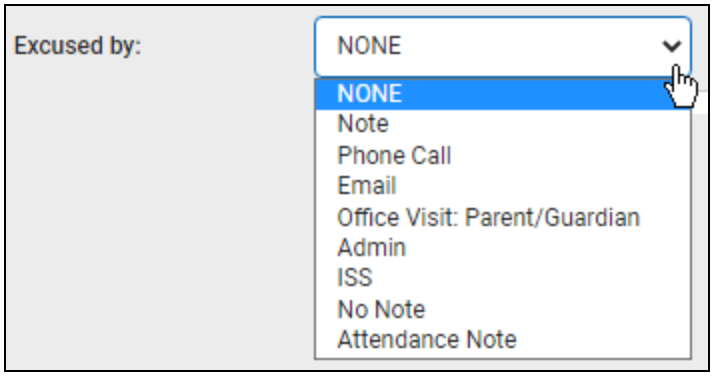
Selecting Multiple gives you Start and End date fields.

Note: Today's date will default in all of the date fields. However, it is possible to enter batch attendance records for a date in the past or future.

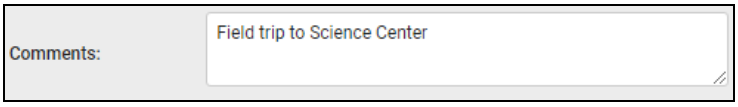
9. Select the desired Reason from the drop-down list. Note that this list only includes absentee reasons that are available across the entire district; reasons that are limited to a specific school level or BSL will not be available from this screen.



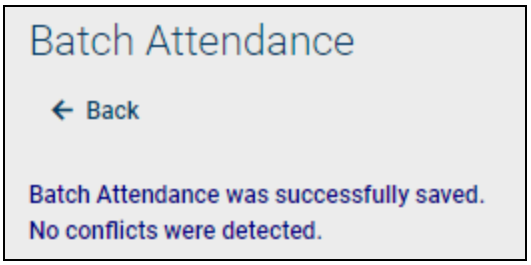
10. Select the desired Excused by option from the drop-down list (if applicable).



11. Enter any free-text comments to give more details about this absence.



12. Click once on the green Save icon in the upper left corner of the Batch Attendance tab to apply the absentee record. The tab will refresh with a confirmation message that Batch Attendance was successfully saved (or not) and any conflicts that may have been detected.

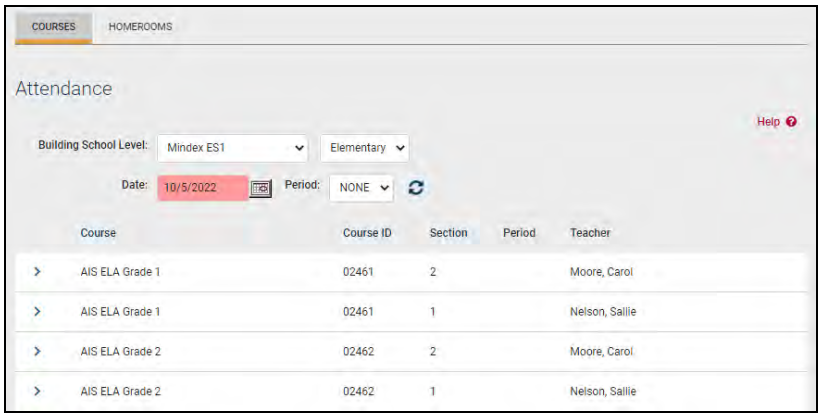


13. Click once on the **Back** icon in the upper left corner to return to the Student Search view.

Attendance > Attendance Sub-module

The **Attendance** sub-module allows the user to go into any homeroom or specific period and take attendance. This sub-module is used to take attendance for teachers who are absent for that day.

Use the Courses tab to take attendance for a specific course or period. Use the Homerooms tab to take attendance for a homeroom.

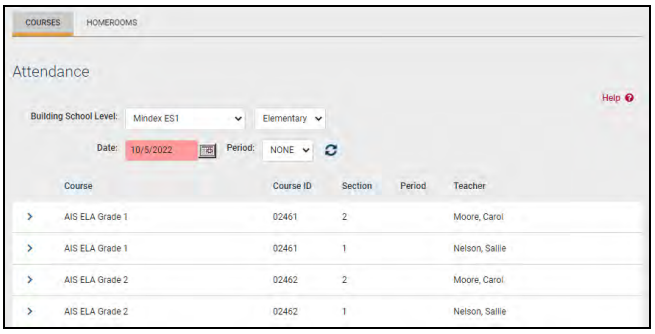


Submitting Attendance

The Attendance tab will display a list of courses and/or homerooms for which you can take attendance. The Courses tab is selected by default.

Note that the information and options displayed on attendance screens is dependent on district settings, so these screens may look slightly different from the screenshots below.

1. Select the Courses (the default) or Homerooms tab as appropriate.
2. Choose the appropriate building and school level using the dropdowns at the top.
    A. If submitting attendance from the Courses tab, you will see a Date field and a Period drop-down.



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i. Select the Date for which you are taking attendance. This field is required and will default to today. To change the date, use the pop-up calendar or enter the date manually using the mm/dd/yyyy format.

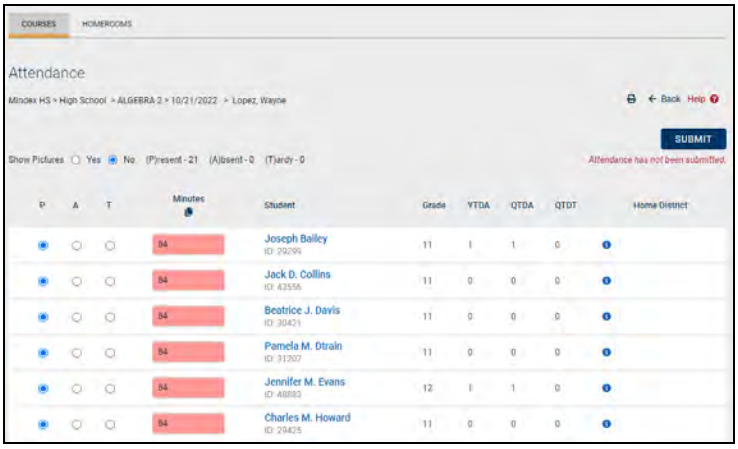
Note: You cannot submit attendance for a date in the future.

ii. Select the Period you wish to take course attendance for from the drop-down list. The default Period is “None”.

iii. Click once on the Refresh Courses icon next to the Period drop-down to update the list of courses for the selected period.

B. If submitting attendance from the Homerooms tab, you will see a list of all available homerooms.

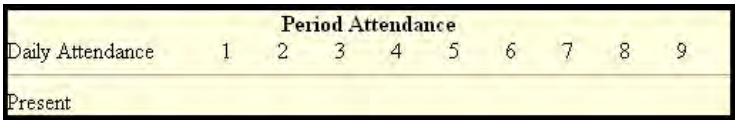
3. Select the course or homeroom for which you will take attendance by clicking once on the Details icon to the left of that course. The tab will refresh with the list of students who are in this section/period of the selected course.



Note: A message in the upper right corner of the screen (near the Submit button) lets you know if attendance has been taken yet or not.

4. Use the radio icons to mark students P (present), A (absent), T (tardy), or K (known absence such as illness, band practice, internship, etc.). All students are P for Present, by default.

Note:You can review the student's attendance for all periods within the date range selected by placing your mouse over the information icon ℹ. The availability of the information icon is controlled by permissions set within the Maintenance module.



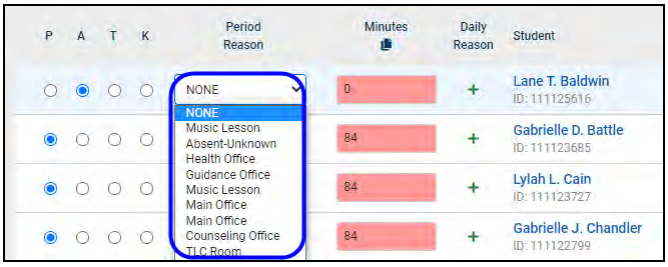
5. In addition, users who have permission to submit period attendance minutes will see an additional "Minutes" column on the Period Attendance screen (not shown in these screen shots).
    - To submit period attendance minutes, select the appropriate attendance option (P, A, T, or K, if applicable) and enter the appropriate numeric value in the Minutes field to specify the number of minutes the student attended the course that day/period. The Minutes value will default to the full course minutes as defined in the Course Catalog. When a student is marked Absent, the Minutes value will default to zero (0). Depending on your district's configuration, these values may or may not be allowed to exceed the maximum number of course minutes.
    - Users with permission to batch enter minutes will see a Batch Adjust Minutes icon in the Minutes column header. Clicking on this icon allows the user to enter a value to copy to all rows.

Note: Period attendance minutes are not available for courses defined as using subject-based minute calculations.

6. If that building school level allows teachers to resolve period absences and/or period tardies, an additional "Reason" column will display on this screen.

7. When a student is marked Absent or Tardy, a drop-down will appear in the Reason column, allowing the teacher to select from a pre-defined list of

reasons. Once attendance is submitted, the period absence or tardy will be resolved with the selected reason.



Note: The Reason drop-down will not appear when a student is marked Absent if this period drives daily attendance or when a student is expected to be absent due to a daily absence, student visit, ISS/OSS, etc.

8. When you have finished marking each student's attendance, click once on the green Submit Attendance icon in the upper right corner of the tab. The tab will refresh, showing a confirmation message in the upper left corner of the window indicating that the attendance has been submitted successfully and is saved.

9. Repeat the steps above for each subsequent course until you have finished taking attendance.

   Note: Use the Print icon in the upper right corner of the Attendance tab to print the Roster Report for this course.

   Note: The Attendance sub-module respects the school calendar, as set up in Maintenance. This includes grade-specific calendar entries, such as days where all students in a certain grade level are scheduled to be out of school (all ninth graders are on a school trip, or Regents testing days, for example).

Additional Options

The information and options displayed on attendance screens is dependent on district settings, so these screens may look slightly different from the images below.

For example:

- **Custom Alerts**: If your district has configured custom alerts for display on attendance screens, you may see a column at the far left that shows the available custom alerts for that student. This column is provided for informational purposes only. Hovering over a custom alert image will display the name of the alert.

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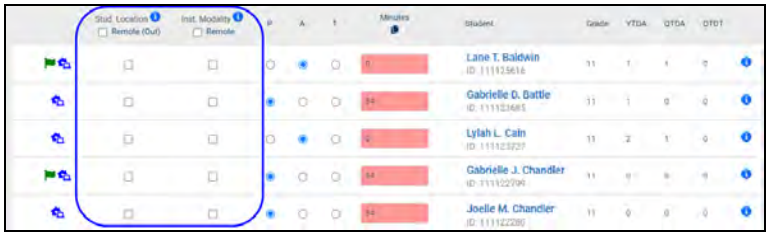
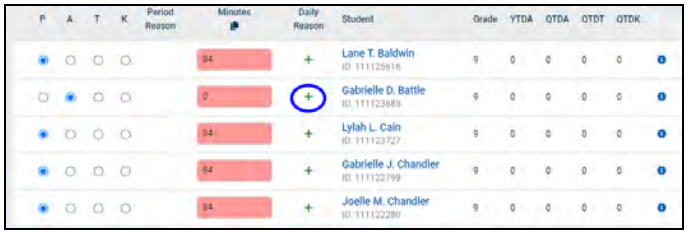
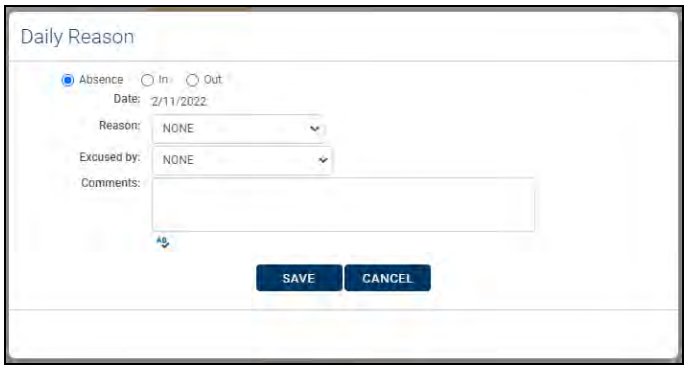
- **Remote Attendance**: If your district is using Remote Attendance options, you may see one or two columns with checkboxes to indicate whether a student was In Person or Remote (Out) and/or if the student received In Person or Remote instruction on that day. These options are used for tracking and reporting purposes only and should be used in conjunction with the present/absent options.



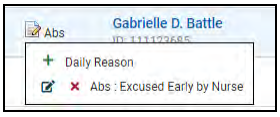
- **Submitting Daily Attendance from Period Screens**: Depending on district settings, users may also have the ability to submit daily attendance from this screen (this is most often used in BOCES environments or in other situations where a dedicated attendance clerk does not exist).
    1. To submit daily attendance (absences, ins, or outs), simply click the Add+ button in the Daily Reason column.



    2. Using the pop-up, specify the details of the daily attendance record and click Save.



3. To modify daily attendance or enter additional records, hover over the Edit button for a student's daily record and choose the appropriate Add +, Edit, or Delete ✕ option as desired.



Attendance > Attendance Letters Sub-module

The Attendance Letters sub-module can be used to track the amount of Daily Absences, Course Absences, and Late Arrivals to generate letters to be mailed home, and attached to a student's permanent record based on the district's attendance policy.

Note: Attendance Letters must be set up in **Maintenance>Attendance > Attendance Policy** in order to be visible in the Attendance module. Please see the *Maintenance User Guide* and the Attendance Policy Letters documentation for detailed information on how to set up custom letters.

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Configuring Attendance Policies

To configure attendance policies, users must complete the following steps: load the XML letter templates into SchoolTool, specify policy options, and assign letters to policy stages in the **Maintenance > Attendance > Attendance Policy** area.

The **Maintenance > Attendance > Attendance Policy > Letters** tab allows districts to load all attendance letters and maintain them from within a single location. When assigning letters to a policy stage, all active letters that have been added to this area will appear in the Letter drop-down.

1. To upload a letter, simply specify the Display Text (the letter name that will be shown throughout attendance letter areas), choose whether or not it is active, enter a rank, then click Browse to locate and upload the file. Keep in mind this area accepts only valid Microsoft Word 2003-compatible XML files.
2. Use the **Attendance > Attendance Policy > Configuration** tab to set up Course, Daily, and Late Arrival policies. Define stages, thresholds, and timeslots (for course policies). Refer to the online help for this area for details on how to configure policy options and on working with timeslots and thresholds.
3. Assign Letters to each stage. Select the letter name and the desired recipients. The Letter drop-down includes all available (active) letters (those that have been uploaded to the Letters tab). The Recipient drop-down is populated from the lists defined in **Maintenance > District > Recipient Lists**.
4. Use the Reset Dates tab to enter dates for attendance policy to reset attendance counts, if desired. For example, a district may wish to reset all stages each marking period. By entering the start date of each marking period, attendance policies will begin counting at 0 for all stages in this policy type beginning on each of the dates specified here.

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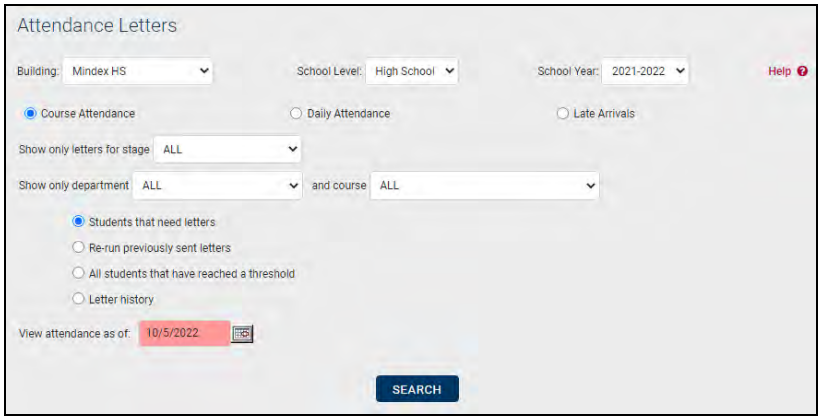
Generating and Sending Attendance Letters

The Attendance Letters sub-module can be used to track the amount of Daily Absences, Course Absences, and Late Arrivals to generate letters to be mailed home and attached to a student's permanent record based on the district's attendance policy. The Attendance Letters sub-module main search screen contains basic attendance filtering options that are specific to district Attendance Policies and is specific to building, school level, and school year.

Note: Attendance Letters must be set up in **Maintenance > Attendance > Attendance Policy** in order to be visible in the Attendance module.



1. Select the appropriate building, school level, and school year, then specify the attendance policy type.
2. Select whether to show letters from ALL stages or only for a specific stage.
3. Specify a department and/or course, if desired.
4. Use the radio buttons to determine which letters should be included:
    A. Students that need letters: Returns a list of students who have met the specified stage(s) for the date entered below and have not yet been sent a letter.
    B. Re-run previously sent letters: Returns a list of all students who have met the specified stage(s) for the date entered below and have already been sent a letter.
    C. All students that have reached a threshold: Returns a list of all students who have met the specified stage(s) for the date entered below regardless of whether or not they have been sent a letter.
    D. Letter history: Returns a list of all letters that have been sent during the date range specified. These dates reflect the date the letter was generated. When viewing the letter history, letters may be deleted by checking the appropriate records and clicking the Delete button to remove all selected rows.

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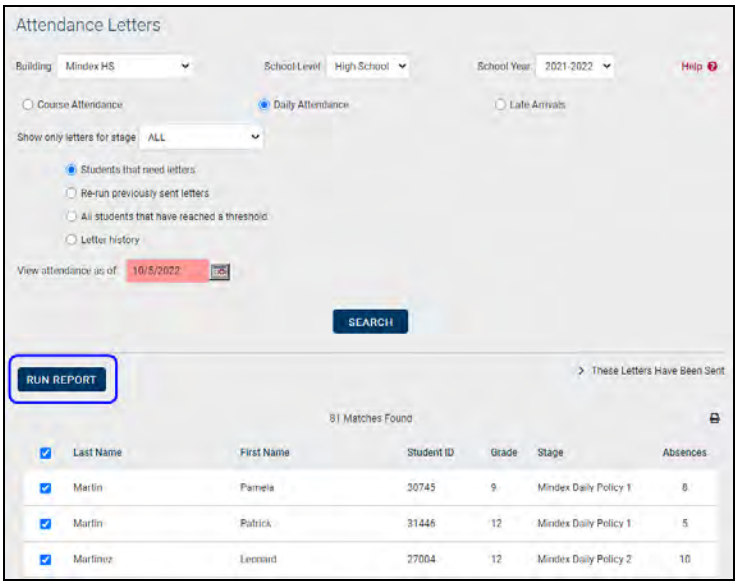
5. Enter the date to return students meeting the appropriate thresholds for the selected stage(s) as of that date. When the Letter History option is selected, a date range will appear to allow users to limit the letter history to a specific set of dates.
6. After specifying the options above and searching to locate the students who meet the criteria, click the Run Report button to generate the selected letters.



- If a single letter file is generated, the user will be immediately prompted to save the file from the browser.
- If multiple letters are generated, however, the user will be presented with a list of the letters that were created. Click the Download button for each letter to save the file for printing.

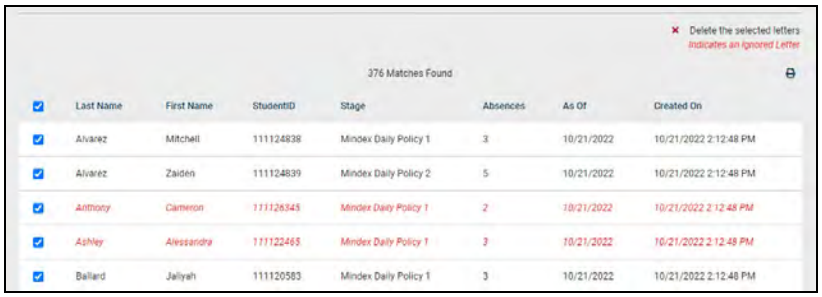
Note: In order to generate these letters, you must be using Microsoft Word 2003 or later.

7. Once the letters have been generated, they can be added to a student's permanent record in SchoolTool and added to their Letters tab, by clicking on the Select ❯ button to indicate that the letters have indeed been sent out.

8. Once these letters have been marked as sent, those students will be removed from the list of students who need letters sent and a record will appear in each student's record for this letter.

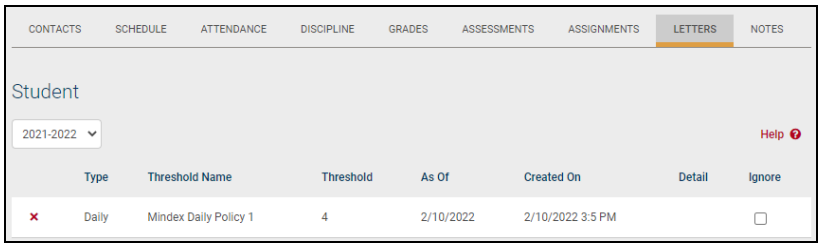
Once sent, these letters become part of the permanent record and cannot be modified. Users with appropriate permissions may be able to mark an individual letter as "Ignored." When a letter is ignored, SchoolTool will keep the historical record to indicate that the letter was sent. When determining which students need attendance letters, however, SchoolTool will behave as though that particular letter has not yet been sent.

When using the Letter History option on this screen, any letters that were marked as ignored will be shown in red italic text.



Viewing the Attendance Letter History for a Student

To view a student's Attendance Letter history for the current year or any previous school year, navigate to the student's Letters tab on the student record.

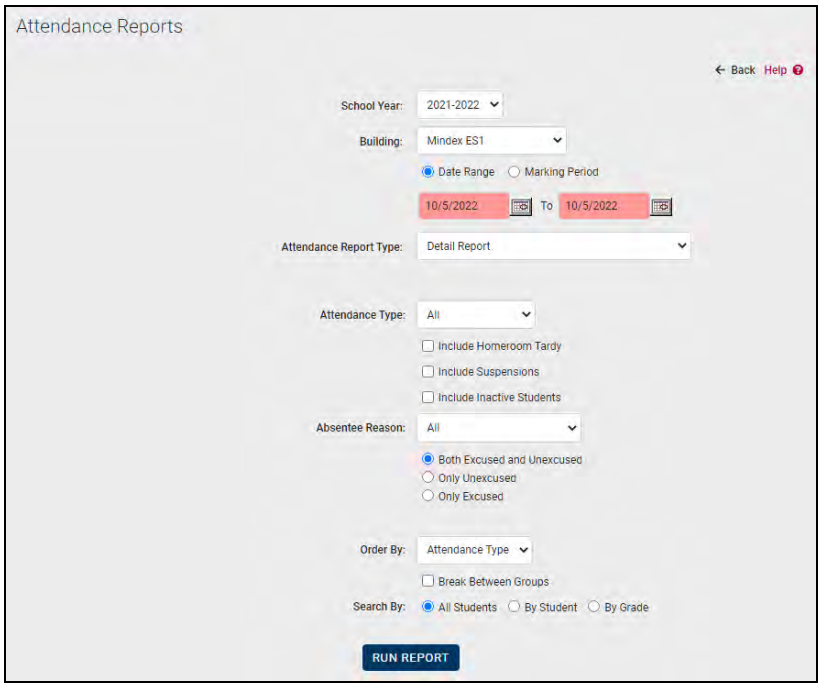


Refer to the Letters Tab documentation for more information.

Attendance > Attendance Reports Sub-module

The **Attendance Reports** sub-module gives authorized school personnel access to configurable Attendance reports. You can look at school level, date ranges, absences, tardies, early dismissals, etc., on a daily, weekly, or monthly period.

After navigating to the **Attendance > Attendance Reports** sub-module, the Attendance Reports screen will appear.



1. Select the school year and building school level for which you want to run this report.
2. Select the appropriate option for Date Range or Marking Period using the top set of radio buttons.
    A. If Date Range is selected (this is the default), date fields appear where the user must define the date range for the report.
    B. If Marking Period is selected, a drop-down appears with a list of active marking periods from which the user must choose.
3. Select the appropriate report from the Attendance Report Type drop-down. Available reports include the following:

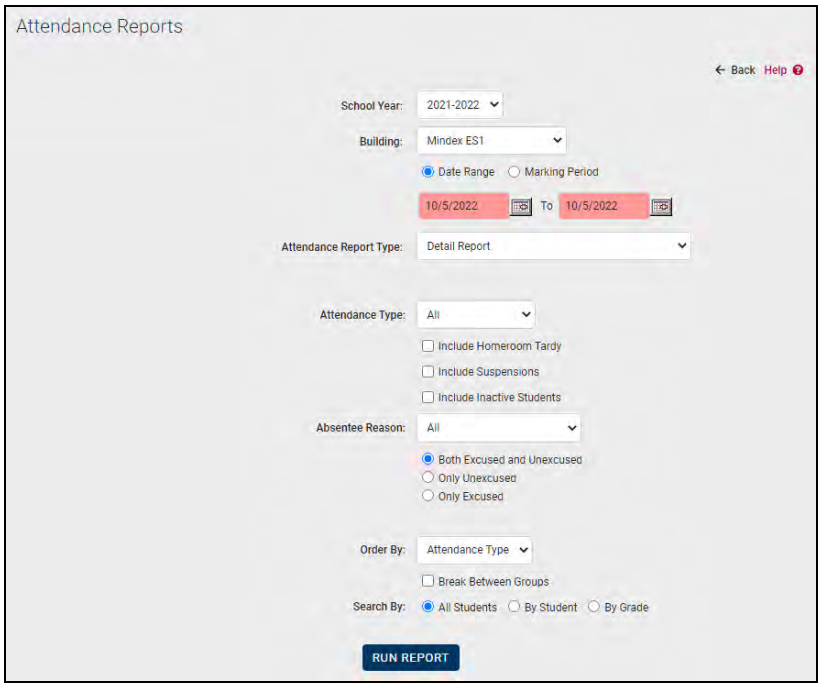
- Detail Report
- Aggregate Report
- Percentage Report
- Period Attendance Report
- Summary Report
- Summary of Attendance Report
- On-Site and Remote Attendance Summary Report
- On-Site and Remote Attendance Detail Report
- Daily Overview Report

4. Once the user has selected the report type, the screen will refresh to display the pre-screen for the selected report.

5. Configure any available options on the pre-screen as needed and click the Run Report button to generate the report.

Detail Report

This report shows student's absences and information that fall within the specified date range.



Available options include the following:

1. **Attendance Type:**Attendance Type is selected using a drop-down menu. Options include Absences, Late Arrivals, Early Dismissals, Homeroom Tardy, Suspensions, or All.

- Selecting “All” from this list allows users to choose, via additional check-boxes, whether or not to include Homeroom Tardies, Suspensions, and/or Inactive Students on this report.
- Selecting any option *except* “All” from this list allows users to choose whether or not to include Inactive Students on this report. The check-boxes for Homeroom Tardy and Suspensions are unavailable unless “All” has been selected for the Attendance Type.

  Note: By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.

- If “Late Arrival” or “Early Dismissal” is selected from this list, the user will have additional Time Filter options presented as radio buttons where they may select “All,” or they may choose “After” or “Before” a specified time.

2. **Absentee Reason**: This drop-down displays a list of available Absentee Reasons as defined in Maintenance. Users may choose “All” or may select any individual absentee reason from the drop-down.
   - When the Absentee Reason is set to “All,” the user will have access to additional radio button options, where the user may choose whether or not to show Unexcused absences only, Excused absences only, or both Excused and Unexcused.
   - Neither the Absentee Reason option nor any additional radio buttons are available if the Attendance Type is set to “Suspensions” or “Homeroom Tardy.”
3. **Order By**: This drop-down menu allows users to determine how the information on the report should be sorted. Options include Attendance Type, Student, Grade, or Homeroom.
   - Attendance Type: Results are sorted based on the Attendance Type, then by Date (descending), then by Student (Last Name, First Name).
   - Student: Results are sorted based on Student Name (Last Name, First Name), then by Attendance Type, then by Date (descending).
   - Grade: Results are sorted based on Grade, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).
   - Homeroom: Results are sorted based on Homeroom, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).
   - Home District: Results are sorted based on Home District, then by Date (descending), then by Student Name (Last Name, First Name).

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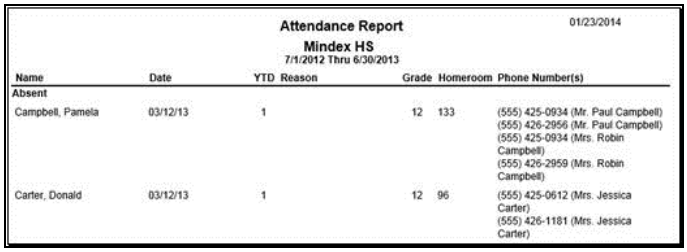
4. **Break Between Groups:**Users may use this checkbox to determine whether or not to include page breaks between groups (based on the value selected in the Order By drop-down).
5. **Search By**: Use these radio buttons to determine which students should be included in the report.
    - All Students: When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.
    - By Student: When this option is selected, a Basic Search field will appear. This will also include a link to the “Advanced Search,” where users may locate students using the Batch Selector. Searching via either method will produce a list of results where users may select the appropriate students for whom they wish to run the report.
    - By Grade: When selected, a drop-down menu appears that will allow the user to specify the grade for which the report is to be run.



Attendance Report

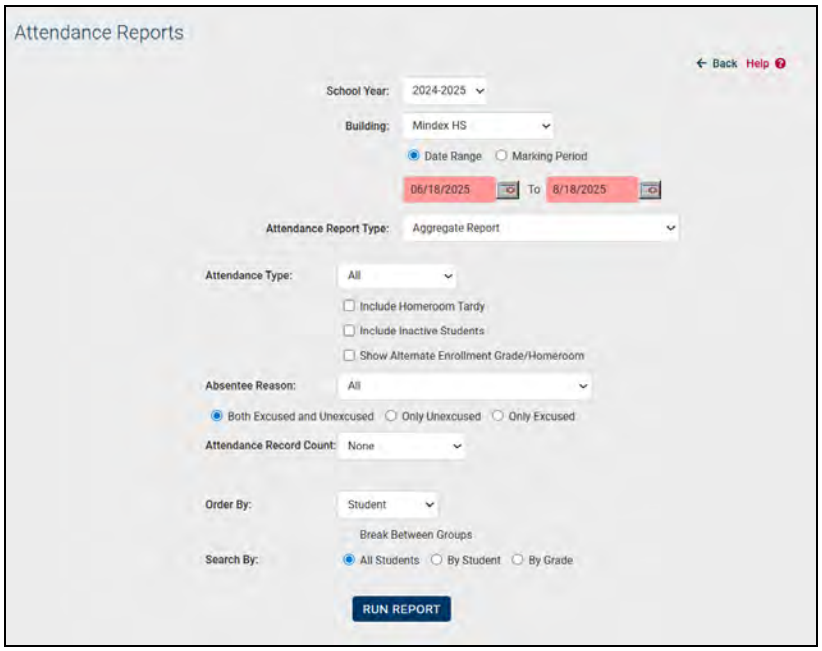
Mindex HS

7/1/2012 Thru 6/30/2013

01/23/2014

Name	Date	YTD	Reason	Grade	Homeroom	Phone Number(s)
Absent						
Campbell, Pamela	03/12/13	1		12	133	(555) 425-0934 (Mr. Paul Campbell) (555) 426-2956 (Mr. Paul Campbell) (555) 425-0934 (Mrs. Robin Campbell) (555) 426-2959 (Mrs. Robin Campbell)
Carter, Donald	03/12/13	1		12	96	(555) 425-0612 (Mrs. Jessica Carter) (555) 426-1181 (Mrs. Jessica Carter)

The Aggregate Report allows you to retrieve students who have had a specified number of occurrences of a particular type of absentee reason. This report will show each student’s aggregate attendance information. Each column is broken into Absences, Early Dismissals, Late Arrivals, Homeroom Tardy, and the final Total. This report is used in conjunction with the Permanent Attendance Report (located in **Attendance > State Reports**) and the Percentage Report to obtain the information necessary for the AT6 State Attendance Report. The Aggregate Report can also be used to run the Perfect Attendance Report.



Available options include the following:

1. **Attendance Type:**Attendance Type is selected using a drop-down menu. Options include Absences, Late Arrivals, Early Dismissals, Homeroom Tardy, or All.
    - Users may select additional options using checkboxes to determine whether or not to show Homeroom Tardies, Inactive Students, and/or Alternate Enrollment Grade/Homeroom data. The checkbox for Homeroom Tardy is unavailable unless “All” has been selected for the Attendance Type.

      Note: By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.

      Note: By default, this report only includes student official enrollment data. To run the report with both official enrollment and alternate enrollment displayed in the results, check the "Show Alternate Enrollment Grade/Homeroom" checkbox.

        - This prompt controls whether or not Grade and/or Homeroom data from alternate enrollments are visible on this report. The report will always show the student's official enrollment Grade (and Homeroom, if entered). When the "Show Alternate Enrollment

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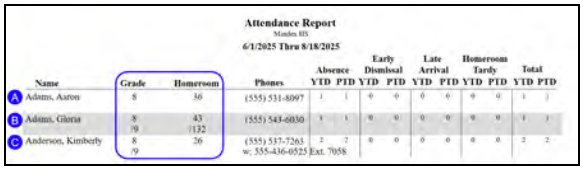
Grade/Homeroom" box is checked, the report will also display relevant Grade/Homeroom data from alternate enrollments that correspond to the building school level(s) for which the report was run.

- **Example:** When the Aggregate Report is run for the High School with the "Show Alternate Enrollment Grade/Homeroom" prompt checked, the following displays:



Attendance Report

Mindex HS

6/1/2025 Thru 8/18/2025

	Name	Grade	Homeroom	Phones	Absence YTD	Absence PTD	Early Dismissal YTD	Early Dismissal PTD	Late Arrival YTD	Late Arrival PTD	Homeroom Tardy YTD	Homeroom Tardy PTD	Total YTD	Total PTD
A	Adams, Aaron	8	36	(555) 531-8097	1	1	0	0	0	0	0	0	1	1
B	Adams, Gloria	8 /9	43 /132	(555) 543-6030	1	1	0	0	0	0	0	0	1	1
C	Anderson, Kimberly	8 /9	26	(555) 537-7263 w: 555-436-0525 Ext. 7058	2	2	0	0	0	0	0	0	2	2

- The following students are included on the report:

  A. Aaron Adams

    - Official enrollment – Middle School, 8th grade, homeroom 36
    - Alternate enrollment – High School, no grade, no homeroom

      Note: This student appears in the results due to their alternate enrollment in the high school building. To help prevent confusion, it is recommended to add a grade or homeroom to both the alternate and official enrollment records.

  B. Gloria Adams

    - Official enrollment – Middle School, 8th grade, homeroom 43
    - Alternate enrollment – High School, 9th grade, homeroom 132

  C. Kimberly Anderson

    - Official enrollment – Middle School, 8th grade, homeroom 26
    - Alternate enrollment – High School, 9th grade, no homeroom

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- If “Late Arrival” or “Early Dismissal” is selected from this list, the user will have additional Time Filter options presented as radio buttons where they may select “All”, or they may choose “After” or “Before” a specified time.

2. **Absentee Reason**: This drop-down menu is populated based on the Absentee Reasons defined in Maintenance. Users may choose “All” or may select any individual absentee reason from the drop-down. This option is not available if Attendance Type is set to “Homeroom Tardy.”

    - If the Absentee Reason is set to “All,” the user will have access to additional radio button options, where the user may choose whether or not to show Unexcused absences only, Excused absences only, or both Excused and Unexcused.

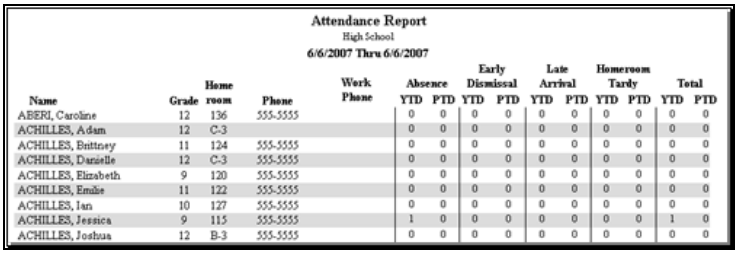
3. **Attendance Record Count:** This drop-down allows users to retrieve students who have had a specified number of occurrences of a particular type of absentee reason. Options include None, Greater Than, Less Than, Between, and Perfect Attendance.

    - None: Selecting None causes the report to return students with any number of absences (this will retrieve students with an attendance record count greater than zero).

    - Greater Than / Less Than: If the user selects Greater Than or Less Than, an additional field for number of days appears to the right.

    - Between: Select “Between” to specify a record count that is between a range of values (both values are inclusive; if a user selects “Between 2 and 5” the report will include record counts of 2 as well as 5).

    - Perfect Attendance: The Perfect Attendance option essentially locates all students where the count of the selected Attendance Type (and Absentee Reason) equals zero (0). Select Attendance Type = All, and Absentee Reason = All. The report will show all students with no absences, late arrivals, early dismissals, or homeroom tardies. If any other Absentee Reason is selected the report will display “Perfect” attendance for that specified reason only.



Attendance Report
High School
6/6/2007 Thru 6/6/2007

Name	Grade	Home room	Phone	Work Phone	Absence		Early Dismissal		Late Arrival		Homeroom Tardy		Total	
					YTD	PTD	YTD	PTD	YTD	PTD	YTD	PTD	YTD	PTD
ABERI, Caroline	12	136	555-5555		0	0	0	0	0	0	0	0	0	0
ACHILLES, Adam	12	C-3			0	0	0	0	0	0	0	0	0	0
ACHILLES, Brittney	11	124	555-5555		0	0	0	0	0	0	0	0	0	0
ACHILLES, Danielle	12	C-3	555-5555		0	0	0	0	0	0	0	0	0	0
ACHILLES, Elizabeth	9	120	555-5555		0	0	0	0	0	0	0	0	0	0
ACHILLES, Emilie	11	122	555-5555		0	0	0	0	0	0	0	0	0	0
ACHILLES, Ian	10	127	555-5555		0	0	0	0	0	0	0	0	0	0
ACHILLES, Jessica	9	115	555-5555		1	0	0	0	0	0	0	0	1	0
ACHILLES, Joshua	12	B-3	555-5555		0	0	0	0	0	0	0	0	0	0

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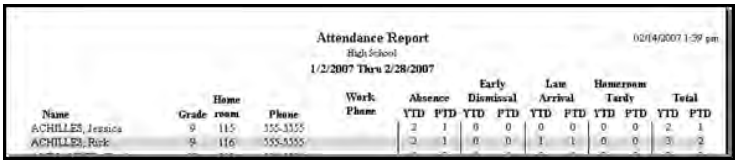
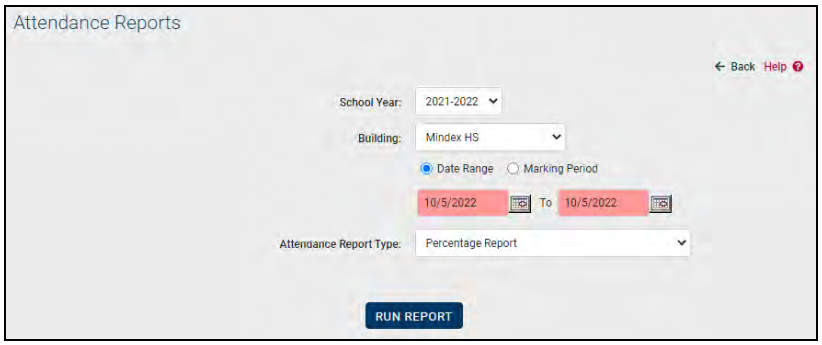
4. **Order By**: This drop-down menu allows users to determine how the information on the report should be sorted. Options include Student, Grade, or Homeroom.
    - Student: Results are sorted based on Student Name (Last Name, First Name), then by Attendance Type, then by Date (descending).
    - Grade: Results are sorted based on Grade, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).
    - Homeroom: Results are sorted based on Homeroom, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).
    - Home District: Results are sorted based on Home District, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).
5. **Break Between Groups:**Users may use this checkbox to determine whether or not to include page breaks between groups (based on the value selected in the Order By drop-down). This option is not available when the Order By option is set to “Student.”
6. **Search By**: Use these radio buttons to determine which students should be included in the report.
    - All Students: When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.
    - By Student: When this option is selected, a Basic Search field will appear. This will also include a link to the “Advanced Search,” where users may locate students using the Batch Selector. Searching via either method will produce a list of results where users may select the appropriate students for whom they wish to run the report.
    - By Grade: When selected, a drop-down menu appears that will allow the user to specify the grade for which the report is to be run.



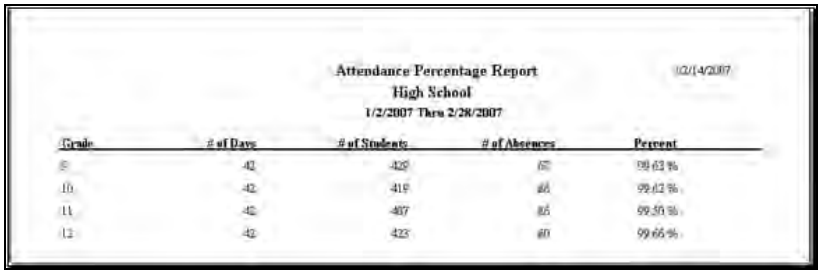
Percentage Report

The Percentage Report will show the exact percent of students, by grade, by number of students that are present during the specified date range.



This report is used in conjunction with the Permanent Attendance Report (located in **Attendance > State Reports**) and the Aggregate Report to obtain the information necessary for the AT6 State Attendance Report.

The Percentage Report has no additional pre-screen options.

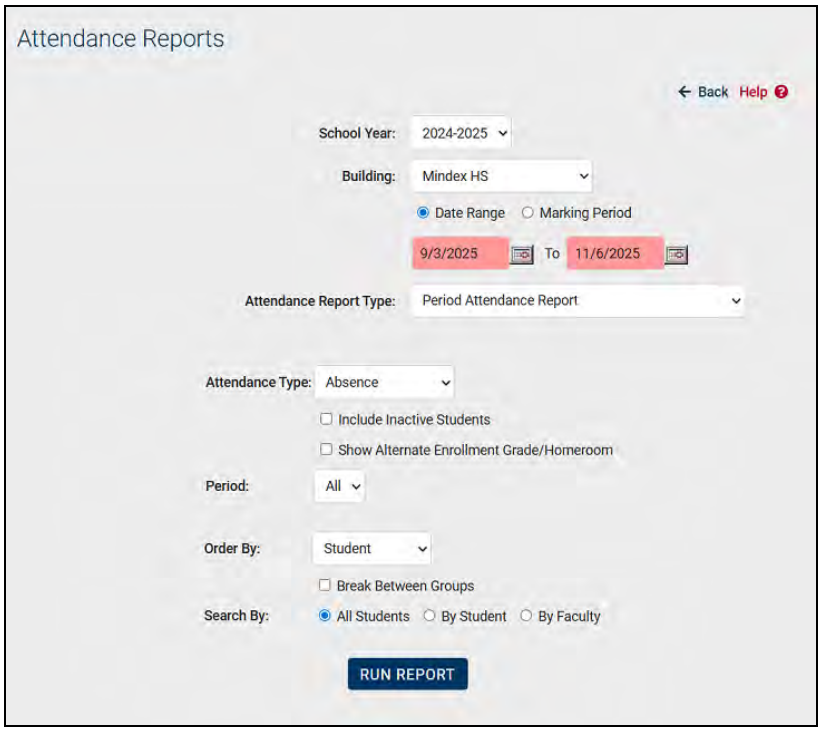


Attendance Percentage Report
High School
1/2/2007 Thru 2/28/2007

Grade	# of Days	# of Students	# of Absences	Percent
9	42	429	67	99.63 %
10	42	419	66	99.62 %
11	42	407	85	99.50 %
12	42	423	60	99.66 %

Period Attendance Report

This report will show students who have skipped or missed class during a specific period during the specified date range.



Available options include the following:

1. **Attendance Type:** Attendance Type is selected using a drop-down menu. Options include Absence, Tardy, or Missing Students.

    - Absence: When this option is selected, the report will display all period absences for the selected period(s). To run the report with both official enrollment and alternate enrollment data displayed in the results, select the "Show Alternate Enrollment Grade/Homeroom" checkbox.
    - Tardy: When this option is selected, the report will display all period tardies for the selected period(s). To run the report with both official enrollment and alternate enrollment data displayed in the results, select the "Show Alternate Enrollment Grade/Homeroom" checkbox.
    - Missing Students: When this option is selected, radio buttons will appear, allowing the user to choose whether to include only unresolved absences, resolved absences, or both.

    Note: By default, the report only includes student official enrollment data. For the "Attendance Type" selections of Absence and Tardy, the report can include alternate enrollment data if desired. To run the report with both official enrollment and alternate enrollment displayed in the results, check the "Show Alternate Enrollment Grade/Homeroom" checkbox.

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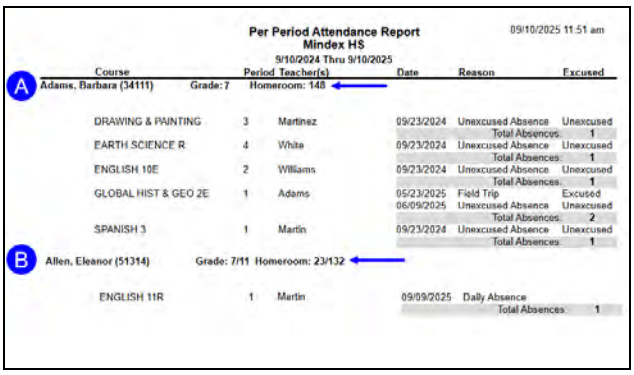
- This prompt controls whether or not Grade and/or Homeroom data from alternate enrollments are visible on this report. The report will always show the student's official enrollment Grade (and Homeroom, if entered). When the "Show Alternate Enrollment Grade/Homeroom" box is checked, the report will also display relevant Grade/Homeroom data from alternate enrollments that correspond to the building school level(s) for which the report was run.
    - **Example:** When the Period Attendance Report is run for the High School with the "Attendance Type" selection of Absence and the "Show Alternate Enrollment Grade/Homeroom" box checked, the following displays:



Per Period Attendance Report
Mindex HS
9/10/2024 Thru 9/10/2025
09/10/2025 11:51 am

Course	Period	Teacher(s)	Date	Reason	Excused
A Adams, Barbara (34111) Grade: 7 Homeroom: 148					
DRAWING & PAINTING	3	Martinez	09/23/2024	Unexcused Absence	Unexcused
				Total Absences:	1
EARTH SCIENCE R	4	White	09/23/2024	Unexcused Absence	Unexcused
				Total Absences:	1
ENGLISH 10E	2	Williams	09/23/2024	Unexcused Absence	Unexcused
				Total Absences:	1
GLOBAL HIST & GEO 2E	1	Adams	05/23/2025	Field Trip	Excused
			06/09/2025	Unexcused Absence	Unexcused
				Total Absences:	2
SPANISH 3	1	Martin	09/23/2024	Unexcused Absence	Unexcused
				Total Absences:	1
B Allen, Eleanor (51314) Grade: 7/11 Homeroom: 23/132					
ENGLISH 11R	1	Martin	09/09/2025	Daily Absence	
				Total Absences:	1

- The following students are included on the report:

    A. Barbara Adams

        - Official enrollment - Middle School, 7th grade, homeroom 148
        - Alternate enrollment - High School, no grade, no homeroom

        - ***Note:*** This student appears in the results due to their alternate enrollment in the high school building. To help prevent confusion, it is recommended to add a grade or homeroom to both the alternate and official enrollment records.

    B. Eleanor Allen

        - Official Enrollment - Middle School, 7th grade, homeroom 23

- Alternate Enrollment - High School, 11th grade, homeroom 132

2. **Include Inactive Students**: Users may check this checkbox to include Inactive Students on the report. This option is available for all Attendance Type options.

   Note: By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.

3. **Period:** Users may choose "All" or select a specific period for which the report should be run. All periods will be included by default.

4. **Order By**: This drop-down menu allows users to determine how the information on the report should be sorted. Options include Student, Grade, or Homeroom.

   - Student: Results are sorted based on Student Name.
   - Grade: Results are sorted based on Grade.
   - Homeroom: Results are sorted based on Homeroom.
   - Date: Results are sorted based on Date (this option is only available when Attendance Type is set to Tardy).
   - Course: Results are sorted based on Course Name (this option is only available when Attendance Type is set to Missing Students).
   - Period: Results are sorted based on Period (this option is only available when Attendance Type is set to Missing Students).
   - Teacher: Results are sorted based on Teacher (this option is only available when Attendance Type is set to Missing Students).
   - Home District: Results are sorted based on Home District.

5. **Break Between Groups:**Users may use this checkbox to determine whether or not to include page breaks between groups (based on the value selected in the Order By drop-down).

6. **Search By**: Use these radio buttons to determine which students should be included in the report.

   - All Students: When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.

   - By Student: When this option is selected, a Basic Search field will appear. This will also include a link to the "Advanced Search," where users may locate students using the Batch Selector. Searching via either method will

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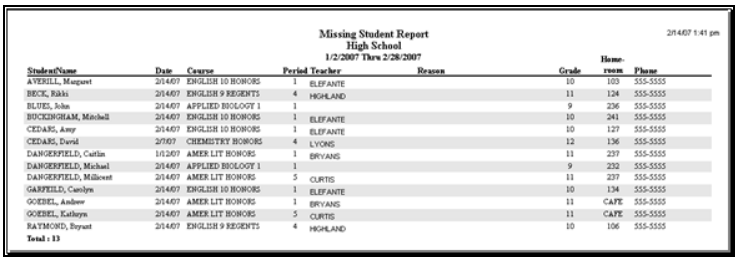
produce a list of results where users may select the appropriate students for whom they wish to run the report.

- By Faculty: When selected, a drop-down menu appears that will allow the user to specify the faculty member for which the report is to be run.



Missing Student Report
High School
1/2/2007 Thru 2/28/2007

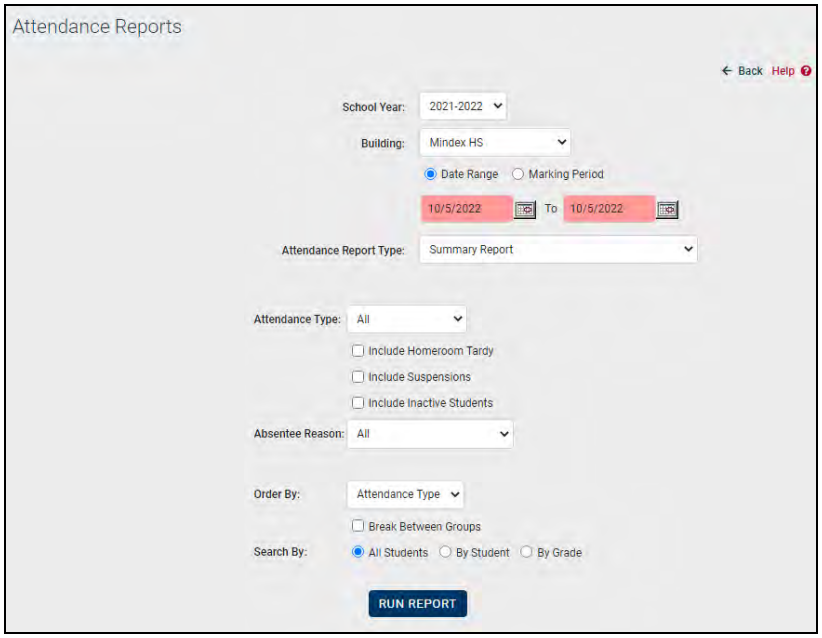
2/14/07 1:41 pm

Student Name	Date	Course	Period	Teacher	Reason	Grade	Home-room	Phone
AVERILL, Margaret	2/14/07	ENGLISH 10 HONORS	1	ELEFANTE		10	103	555-5555
BECK, Rikki	2/14/07	ENGLISH 9 REGENTS	4	HIGHLAND		11	124	555-5555
BLUES, John	2/14/07	APPLIED BIOLOGY 1	1			9	236	555-5555
BUCKINGHAM, Mitchell	2/14/07	ENGLISH 10 HONORS	1	ELEFANTE		10	241	555-5555
CEDARS, Amy	2/14/07	ENGLISH 10 HONORS	1	ELEFANTE		10	127	555-5555
CEDARS, David	2/7/07	CHEMISTRY HONORS	4	LYONS		12	136	555-5555
DANGERFIELD, Caitlin	1/12/07	AMER LIT HONORS	1	BRYANS		11	237	555-5555
DANGERFIELD, Michael	2/14/07	APPLIED BIOLOGY 1	1			9	232	555-5555
DANGERFIELD, Millicent	2/14/07	AMER LIT HONORS	5	CURTIS		11	237	555-5555
GARFEILD, Carolyn	2/14/07	ENGLISH 10 HONORS	1	ELEFANTE		10	134	555-5555
GOEBEL, Andrew	2/14/07	AMER LIT HONORS	1	BRYANS		11	CAFE	555-5555
GOEBEL, Kathryn	2/14/07	AMER LIT HONORS	5	CURTIS		11	CAFE	555-5555
RAYMOND, Bryant	2/14/07	ENGLISH 9 REGENTS	4	HIGHLAND		10	106	555-5555

Total : 13

Summary Report

This report will show each student's absence for the date range with additional information noted when they were absent with any comments that were attached to the record.



Available options include the following:

1. **Attendance Type:**Attendance Type is selected using a drop-down menu. Options include Absences, Late Arrivals, Early Dismissals, Homeroom Tardy, Suspensions, or All.
    - Selecting "All" from this list allows users to choose, via additional check-boxes, whether or not to include Homeroom Tardies, Suspensions,

and/or Inactive Students on this report.

- Selecting any option *except* “All” from this list allows users to choose whether or not to include Inactive Students on this report. The check-boxes for Homeroom Tardy and Suspensions are unavailable unless “All” has been selected for the Attendance Type.

  Note: By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.

2. **Absentee Reason**: This drop-down contains all Absentee Reasons as defined in Maintenance. Users may choose “All” or may select any individual absentee reason from the drop-down.
   - The Absentee Reason option is not available if Attendance Type is set to “Suspensions” or “Homeroom Tardy.”
3. **Order By**: This drop-down menu allows users to determine how the information on the report should be sorted. Options include Attendance Type, Student, Grade, or Homeroom.
   - Attendance Type: Results are sorted based on the Attendance Type, then by Date (descending), then by Student (Last Name, First Name).
   - Student: Results are sorted based on Student Name (Last Name, First Name), then by Attendance Type, then by Date (descending).
   - Grade: Results are sorted based on Grade, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).
   - Homeroom: Results are sorted based on Homeroom, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).
   - Home District: Results are sorted based on Home District, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).
4. **Break Between Groups:** Users may use this checkbox to determine whether or not to include page breaks between groups (based on the value selected in the Order By drop-down).
5. **Search By**: Use these radio buttons to determine which students should be included in the report.
   - All Students: When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.
   - By Student: When this option is selected, a Basic Search field will appear. This will also include a link to the “Advanced Search,” where users may locate students using the Batch Selector. Searching via either method will

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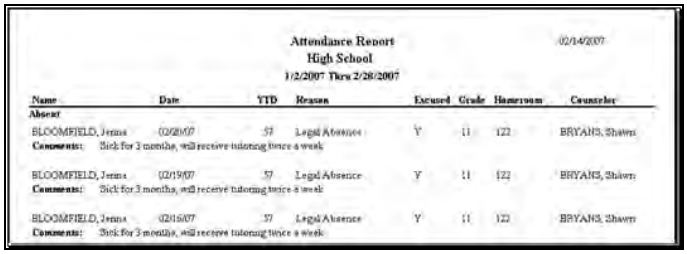
produce a list of results where users may select the appropriate students for whom they wish to run the report.

- By Grade: When selected, a drop-down menu appears that will allow the user to specify the grade for which the report is to be run.



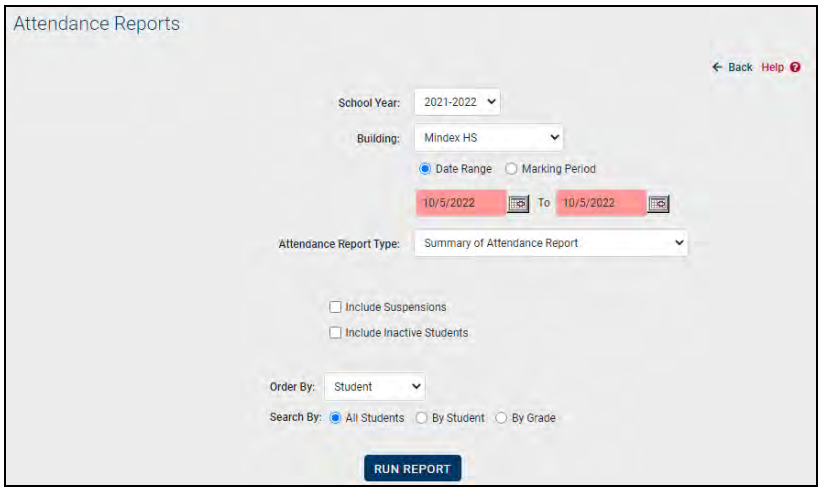
Attendance Report
High School
1/2/2007 Thru 2/28/2007

02/14/2007

Name	Date	YTD	Reason	Excused	Grade	Homeroom	Counselor
Absent							
BLOOMFIELD, Jenna	02/20/07	57	Legal Absence	Y	11	122	BRYANS, Shawn
Comments: Sick for 3 months, will receive tutoring twice a week							
BLOOMFIELD, Jenna	02/19/07	57	Legal Absence	Y	11	122	BRYANS, Shawn
Comments: Sick for 3 months, will receive tutoring twice a week							
BLOOMFIELD, Jenna	02/15/07	57	Legal Absence	Y	11	122	BRYANS, Shawn
Comments: Sick for 3 months, will receive tutoring twice a week							

Summary of Attendance Report

This report will show a summary of students' attendance information for the specified date range. This report shows one student per page.

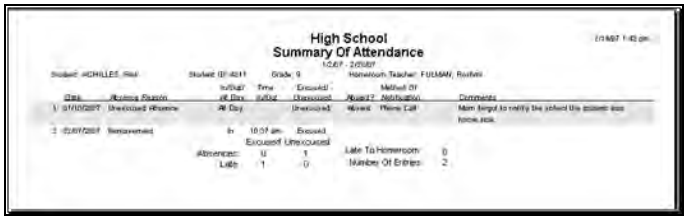


Available options include the following:

1. **Include Suspensions**: Users may check this checkbox to include Suspensions (either whole or partial day suspensions) on the report.
2. **Include Inactive Students**: Users may check this checkbox to include Inactive Students on the report.

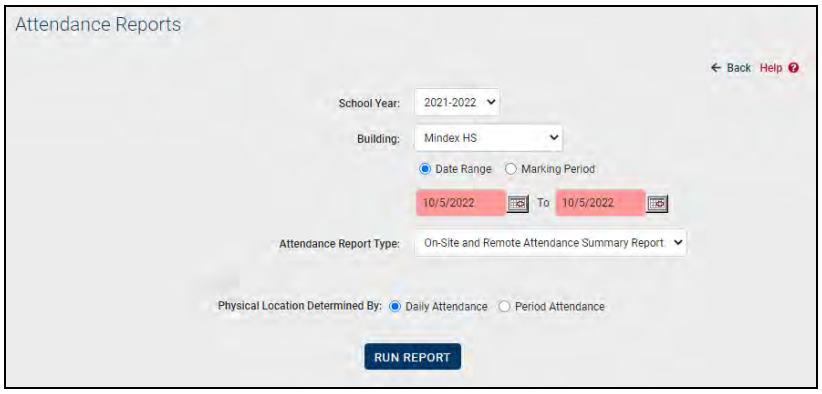
   Note: By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.

3. **Order By**: This drop-down menu allows users to determine how the information on the report should be sorted. Options include Student, Grade, Homeroom, or Home District.
4. **Search By**: Use these radio buttons to determine which students should be included in the report.
    - All Students: When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.
    - By Student: When this option is selected, a Basic Search field will appear. This will also include a link to the “Advanced Search,” where users may locate students using the Batch Selector. Searching via either method will produce a list of results where users may select the appropriate students for whom they wish to run the report.
    - By Grade: When selected, a drop-down menu appears that will allow the user to specify the grade for which the report is to be run.



On-Site and Remote Attendance Summary Report

This report displays a simple count of all attendance records (Present or Absent, In Person or Remote) for each day within the selected date range.



Only one pre-screen option is available for this report:

- **Physical Location Determined By:** These radio buttons allow the user to specify how the report determines whether a present or absent entry should be counted as In Person ("In") or Remote ("Out"):
  - **Daily Attendance**: When this option is selected, the report will use stored Physical Location values submitted through attendance screens for daily attendance (either through a period that drives daily attendance or home-room attendance screens). This is intended for buildings that have the "Allow Remote Attendance" option enabled for daily attendance.
  - **Period Attendance**: When this option is selected, the report will determine whether a student was In Person or Remote (Out) based on his or her period attendance. If the student was marked In Person for at least one period during the day, he or she will be considered In Person ("In") for the day. This is intended for buildings that are not using the "Allow Remote Attendance" option for daily attendance or for those that offer partial day on-site instruction supplemented with remote instruction for the remainder of the day. Note that If attendance was not submitted for a given course/period, SchoolTool assumes that the students were Present and In Person. This option will ignore any attendance submitted for supplementals and courses designated as "Lunch" or "Study Hall" in **Scheduling > Course Catalog**.

The report uses the "Daily Attendance" option by default. When generated for multiple dates, the report will display dates in descending order so that the most recent date is listed first.

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On-Site and Remote Attendance Summary Report

Building: Mindex City High School

Date: 12/1/2020 - 12/16/2020

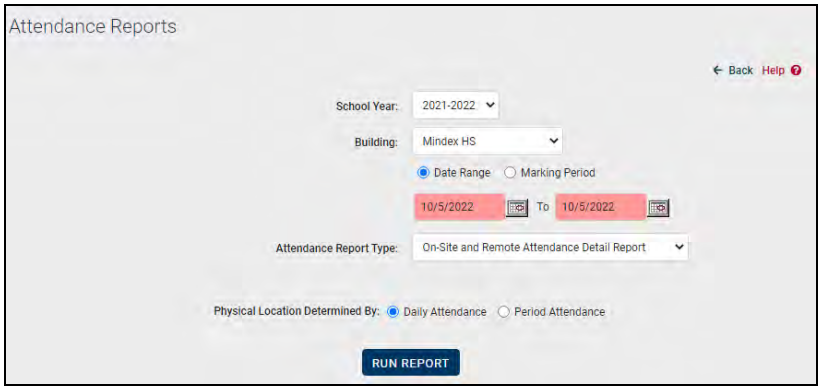
Physical Location Determined By: Daily Attendance

High School

	Present		Absent	
Date	IN	OUT	IN	OUT
12/16/2020	**1212**	**0**	**101**	**0**
12/15/2020	**1214**	**0**	**99**	**0**
12/14/2020	**0**	**1186**	**0**	**121**
12/11/2020	**585**	**626**	**51**	**51**
12/10/2020	**589**	**639**	**47**	**38**
12/09/2020	**1170**	**0**	**143**	**0**
12/08/2020	**1218**	**0**	**95**	**0**
12/07/2020	**0**	**1214**	**0**	**99**
12/04/2020	**577**	**643**	**59**	**34**
12/03/2020	**583**	**629**	**53**	**48**
12/02/2020	**1216**	**0**	**97**	**0**
12/01/2020	**1214**	**0**	**98**	**0**

On-Site and Remote Attendance Detail Report

This report will display student attendance over the specified date range. The report displays a list of all students in a grid to show whether each student was marked Present or Absent and whether those entries were designated as Remote or In Person. It also includes a row for each date to shows the totals in each column.



Only one pre-screen option is available for this report:

- **Physical Location Determined By:** These radio buttons allow the user to specify how the report determines whether a present or absent entry should be counted as In Person ("In") or Remote ("Out"):
  - **Daily Attendance**: When this option is selected, the report will use stored Physical Location values submitted through attendance screens for daily attendance (either through a period that drives daily attendance or home-room attendance screens). This is intended for buildings that have the "Allow Remote Attendance" option enabled for daily attendance.
  - **Period Attendance**: When this option is selected, the report will determine whether a student was In Person or Remote (Out) based on his or her period attendance. If the student was marked In Person for at least one period during the day, he or she will be considered In Person ("In") for the day. This is intended for buildings that do not use the "Allow Remote Attendance" option for daily attendance or for those that offer partial day on-site instruction supplemented with remote instruction for the remainder of the day. Note that If attendance was not submitted for a given course/period, SchoolTool assumes that the students were Present and In Person. This option will ignore any attendance submitted for supplementals and courses designated as "Lunch" or "Study Hall" in **Scheduling > Course Catalog**.

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The report uses the "Daily Attendance" option by default. When generated for multiple dates, the report will display dates in descending order so that the most recent date is listed first.

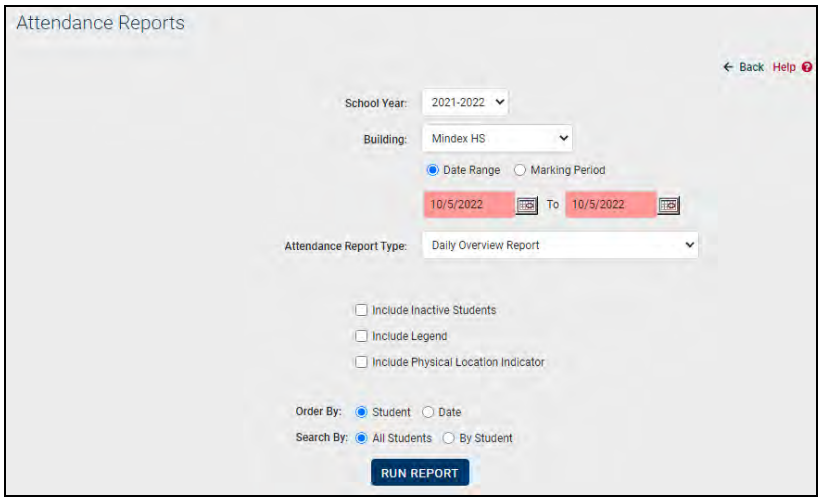
On-Site and Remote Attendance Detail Report
Building: Mindex City High School
Date: 12/1/2020 - 12/16/2020
Physical Location Determined By: Daily Attendance

High School

		Present		Absent	
Date	Student	IN	OUT	IN	OUT
12/10/2020		**589**	**639**	**47**	**38**
12/10/2020	Abbott, Amiyah (111119746)	X			
12/10/2020	Abbott, Asa (111119827)				X
12/10/2020	Abbott, Graysen (111121840)		X		
12/10/2020	Abbott, Leonel (111120935)	X			
12/10/2020	Acosta, Judson (111128065)	X			
12/10/2020	Aguirre, Raelynn (111124202)		X		
12/10/2020	Albert, Axl (111126384)	X			
12/10/2020	Albert, Perla (111122656)			X	
12/10/2020	Alexander, Anaya (111121200)	X			
12/10/2020	Alexander, Arabella (111122420)		X		
12/10/2020	Alexander, Johan (111121255)		X		
12/10/2020	Alexander, Johan (111122558)	X			
12/10/2020	Alford, Amira (111121298)		X		
12/10/2020	Allison, Mayson (111122179)		X		
12/10/2020	Allison, Terrell (111128051)	X			
12/10/2020	Alston, Keaton (111123201)	X			

Daily Overview Report

This report will display student attendance over the specified date range. The report will include both daily and period attendance codes.

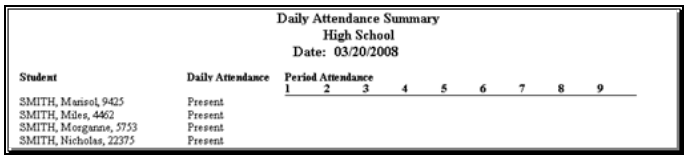


Available options include the following:

1. **Include Inactive Students**: Users may check this checkbox to include Inactive Students on the report.

Note: By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.

2. **Include Legend:** The Daily Overview Report utilizes daily and period codes which can be displayed on the report by selecting the “Include Legend” check-box. When this option is checked, the last page of the report will contain a key of all daily and period absence codes.
3. **Include Physical Location Indicator:** Users may check this box to include an indicator for any remote daily or period attendance entries. When this option is checked, the report will display "(O)" before any attendance entries where the student received a Physical Location record of Remote (Out). If the "Include Legend" option is also checked, the "O" Physical Location indicator will also be listed in the key of all daily and period codes.
4. **Order By**: Use these radio buttons to determine whether the report should be ordered based on Student (the default) or Date. When Student is selected, the report will display each student on a separate page. When ordered by Date, the report will display each date on a separate page with a list of all students presented across two sets of columns (when printing, the report will be printed double-sided and each set of columns will be printed on a separate page).
5. **Search By**: Use these radio buttons to determine which students should be included in the report.
    - All Students: When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.
    - By Student: When this option is selected, a Basic Search field will appear. This will also include a link to the “Advanced Search,” where users may locate students using the Batch Selector. Searching via either method will produce a list of results where users may select the appropriate students for whom they wish to run the report.



Daily Attendance Summary
High School
Date: 03/20/2008

Student	Daily Attendance	Period Attendance 1	2	3	4	5	6	7	8	9
SMITH, Marisol, 9425	Present									
SMITH, Miles, 4462	Present									
SMITH, Morganne, 5753	Present									
SMITH, Nicholas, 22375	Present									

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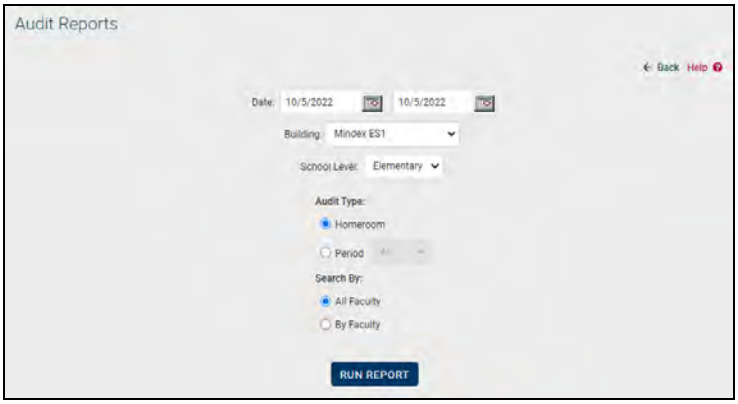
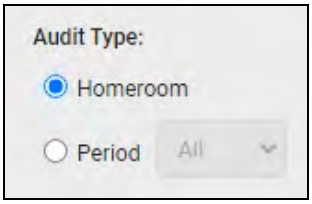
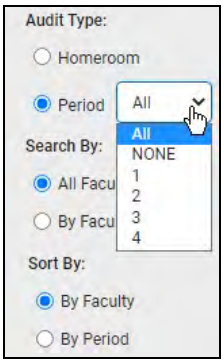
Attendance > Audit Reports Sub-module

The **Audit Reports** sub-module allows Attendance Officers and school administrators to verify that homeroom and per-period attendance has been taken for each homeroom and for every class, per New York State requirements. Use this report to audit teachers who may perform this task, or to double check that an Attendance Officer has completed attendance for all homerooms, courses, and periods.

1. Select the **Audit Reports** sub-module from the menu at the left. The Audit Reports tab will open to display a list of available options.

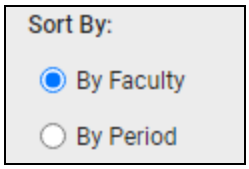


2. Select the Date range for this report. Use the pop-up calendars or enter the dates in the **mm/dd/yyyy** format. Each field will default with today's date.
3. Select the Building and School Level from the drop-down fields.
4. Select the Audit Type by selecting a radio button for either Homeroom or Period.

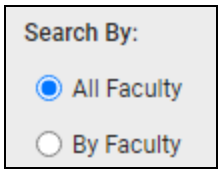
If Homeroom is selected, no additional options appear.	If Period is selected, a drop-down list with periods appears, and additional Sort By options display.
 The Homeroom Audit report will not show any homerooms if the "Daily Attendance Taken In" option in Maintenance is set to "Period" or "None."	 To run the report for

	supplemental, select “NONE” from the Period drop-down.

5. If you selected the Period Audit Type, select the Sort By option. This determines the order in which information displays in the report.

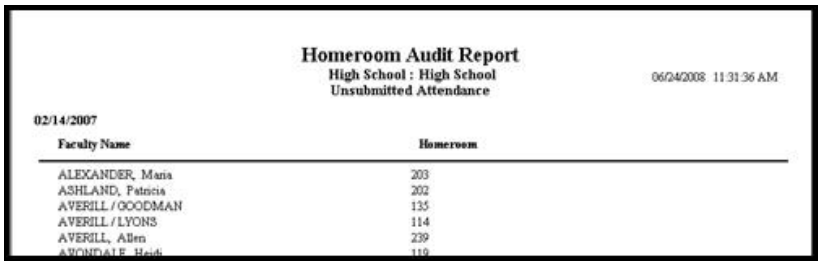


6. Select the Search By option. If By Faculty is selected, additional search options will appear so you can find the particular faculty member by last name.



7. Click once on the **Run Report** button to generate the report. The report will open in a separate report-viewer window.

Homeroom Audit Report



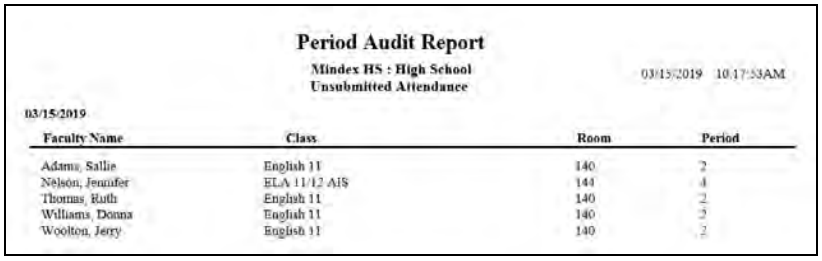
Homeroom Audit Report
High School : High School
Unsubmitted Attendance

06/24/2008 11:31:36 AM

02/14/2007

Faculty Name	Homeroom
ALEXANDER, Maria	203
ASHLAND, Patricia	202
AVERILL / GOODMAN	135
AVERILL / LYONS	114
AVERILL, Allen	239
ARONDALE, Heidi	119

Period Audit Report



Period Audit Report
Mindex HS : High School
Unsubmitted Attendance

03/15/2019 10:17:53AM

03/15/2019

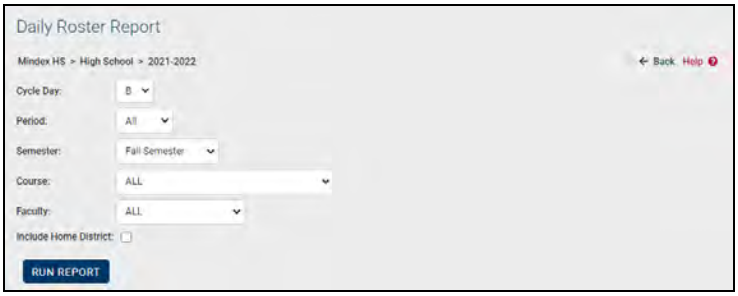
Faculty Name	Class	Room	Period
Adams, Sallie	English 11	140	2
Nelson, Jennifer	ELA 11/12 AIS	144	4
Thomas, Ruth	English 11	140	2
Williams, Donna	English 11	140	2
Woolton, Jerry	English 11	140	2

Attendance > Daily Roster Report Sub-module

The **Daily Roster Report** sub-module allows Attendance Officers and school administrators to print out class rosters. This may be useful for teachers who are absent that day and may need a substitute to take attendance for them. Teachers may also have this option in their My Home view of their Home module.

To generate the Daily Roster Report:

1. Select the Daily Roster Report sub-module from the left and the appropriate building and school year (if applicable).



2. Select the appropriate Cycle Day, Period, Semester, Course, and Faculty that apply to the course you are trying to print class rosters for. Use each drop-down to find the appropriate information.
3. If you wish to show students' Home Districts on the report, check that option on the pre-screen.
4. Click once on the **Run Report**button to generate the report.

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5. The report will open in a separate report-viewer window.

Daily Roster Report

Mindex HS : High School : 2019-2020 07/03/2019

00053 **English 11** **Woolton, Jerry** **Semester: S1** **Cycle Day: M**

Section: 5 **Period: 5** **Room: 94**

Student ID	Student Name	Gender	Grade	Counselor	DOB	Home District
19139	Adams, Theresa M	F	11		04/29/2003	
19744	Adams, William M	M	11		03/07/2003	Neighbor District #1
19582	Anderson, Eugene T	M	11		05/29/2003	
19258	Anderson, Mary R	F	11		02/09/2003	
21044	Appleberry, Steven J	M	11		05/15/2003	Allentown
19190	Baker, Danny O	M	11		04/30/2003	
19182	Bennett, Leonard J	M	11		08/30/2003	
19200	Brose, Mary E	F	11		02/16/2003	Neighbor District #1
19814	Brown, Elizabeth C	F	11		03/28/2003	Allentown
19138	Coleman, Carl S	M	11		04/12/2003	Neighbor District #5
29686	Collins, Mary C	F	11		12/29/2002	
19729	Cox, Donald J	M	11		04/23/2003	Neighbor District #6
18851	Davis, Helen A	F	11		05/16/2002	Neighbor District #1
20671	Dixon, William M	M	11		07/01/2003	
19259	Edwards, Harold E	M	11		09/30/2003	
18463	Hill, James P	M	11		11/17/2002	
18511	Johnson, Linda S	F	11		09/19/2002	
18654	Moore, Justin J	M	11		09/04/2002	
18655	Moore, Justin A	M	11		09/04/2002	Neighbor District #4
19158	Roberts, Raymond J	M	11		08/28/2003	
26771	Spacely, John J	M	11		04/06/2002	Neighbor District #3
26162	Wilson, Tiffany L	F	11		08/02/2003	Neighbor District #4
19441	Young, Linda K	F	11		10/22/2003	Neighbor District #6

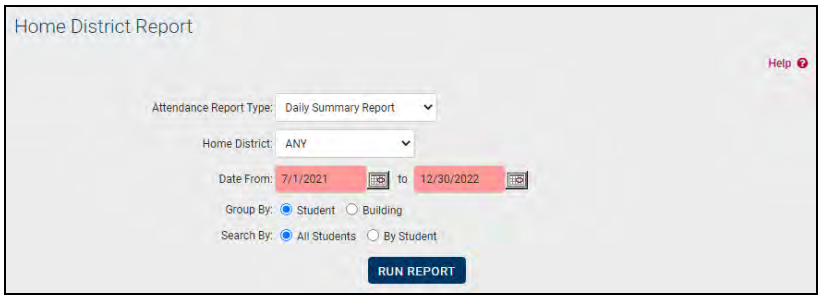
Course Total: 23

Male: 14
Female:9

Attendance > Home District Report

This sub-module provides users with access to the Home District Report, which provides users with attendance reports that includes students' home district assignments.

Note: This sub-module respects the Limited Search feature. Reports will only contain data for students to which the user has access, even when using the All Students search option.



To begin, select the report you wish to run. Once a report type is selected, use the pre-screen options will be available (options will be different depending on the report selected).

- **Daily Summary Report:**The Daily Summary Report will display a list of all students assigned to the selected Home District(s), their enrollment type ("Program"), and absence and late arrival tallies for the selected dates(s).
    - Home District: Select a value from this drop-down to specify whether to include all students, only students assigned to a specific Home District, or only those students not assigned a Home District (this drop-down includes all Home Districts defined in Maintenance, regardless of whether or not they are active).
    - Date From/To: Select the appropriate dates to specify a date or date range to include in this report.
    - Group By: Select a radio button to specify whether to group by student or by building.
    - Search By: Select a radio button to choose which students to be included (if "By Student" is selected, the user may then locate one or more students

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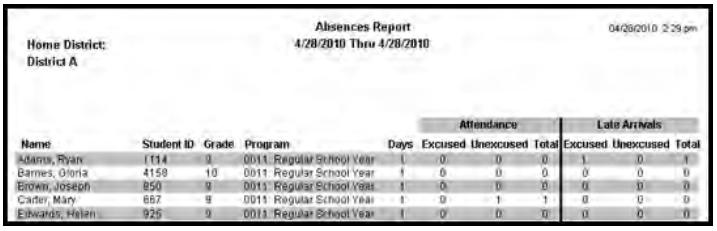
using either basic or advanced search)



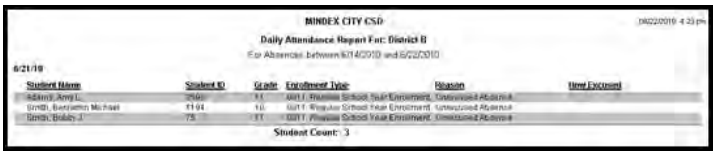
Absences Report
4/28/2010 Thru 4/28/2010

04/28/2010 2:29 pm

Home District:
District A

					Attendance			Late Arrivals		
Name	Student ID	Grade	Program	Days	Excused	Unexcused	Total	Excused	Unexcused	Total
Adams, Ryan	1114	9	0011: Regular School Year	1	0	0	0	1	0	1
Barnes, Gloria	4158	10	0011: Regular School Year	1	0	0	0	0	0	0
Brown, Joseph	850	9	0011: Regular School Year	1	0	0	0	0	0	0
Carter, Mary	667	9	0011: Regular School Year	1	0	1	1	0	0	0
Edwards, Helen	926	9	0011: Regular School Year	1	0	0	0	0	0	0

- **Daily Detail Report:**The Daily Detail Report will display a list of list of all absences for the selected Home District(s), the students' ID numbers, grades, and enrollment types. For each absence, the report will include the Reason assigned to the absence and any "How Excused" entry for that absence. A summary will be displayed at the end of each group to indicate the total number of students included in the list.
    - Home District: Select a value from this drop-down to specify whether to include all students, only students assigned to a specific Home District, or only those students not assigned a Home District (this drop-down includes all Home Districts defined in Maintenance, regardless of whether or not they are active).
    - Absentee Reason (only available for the Daily Detail Report): Select a specific absentee reason to report on, or select "All" to return all absentee reasons on this report.
    - Date From/To: Select the appropriate dates to specify a date or date range to include in this report.
    - Group By: Select a radio button to specify whether to group by student or by building.
    - Search By: Select a radio button to choose which students to be included (if "By Student" is selected, the user may then locate one or more students using either basic or advanced search)



MINDEX CITY CSD

Daily Attendance Report For: District B

For Absences between 6/14/2010 and 6/22/2010

6/21/10

Student Name	Student ID	Grade	Enrollment Type	Reason	How Excused
Adams, Amy L.	2540	11	0011: Regular School Year Enrollment	Unexcused Absence	
Smith, Benjamin Michael	1104	10	0011: Regular School Year Enrollment	Unexcused Absence	
Smith, Bobby J.	75	11	0011: Regular School Year Enrollment	Unexcused Absence	

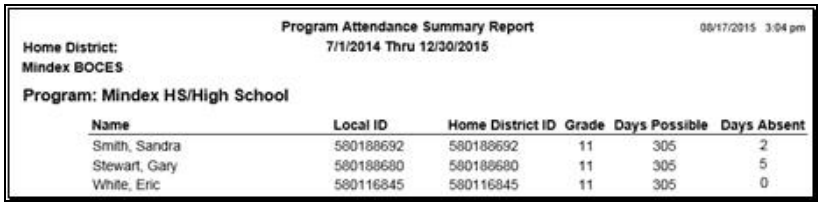
Student Count: 3

- **Program Summary Report:**The Program Summary Report allows districts to approximate building school level attendance for those using building school levels to represent programs (e.g., Special Education, CTE, Alternative High School, etc.). This report will help to determine program level attendance by looking at period codes for course attendance within a given program or building school level.

  Note: A student may appear on the report more than once if he has courses scheduled in more than one program/building school level.

- Home District: Select a value from this drop-down to specify whether to include all students, only students assigned to a specific Home District, or only those students not assigned a Home District (this drop-down includes all Home Districts defined in Maintenance, regardless of whether or not they are active).
- Building: Select a building to include students who have official and/or alternate enrollments in that building.
- School Level: Select a school level to include students who have official and/or alternate enrollments in that school level.
- Base Attendance On: Choose whether to count courses missed or courses attended when calculating attendance. For instance, when attendance is based on courses missed, a student may be counted as absent for a program on a given day if the student has been marked absent in one or more courses within that building school level. Conversely, when looking at courses attended, a student may be considered present for the day if he is marked present in at least one of his courses in that building school level.
- Show Courses: Choose whether or not to show a breakdown of individual course absences for each student in the report. When this breakdown is displayed, the report will show the number of days the student was marked absent for each course during the selected date range.
- Date From/To: Select the appropriate dates to specify a date or date range to include in this report. By default these values are set to include the current school year.
- Search By: Select a radio button to choose which students to be included (if "By Student" is selected, the user may then locate one or more students using either basic or advanced search).

The Program Summary Report will show a list of students and their program attendance (based on courses missed or attended), grouped by home district.



Program Attendance Summary Report 08/17/2015 3:04 pm

7/1/2014 Thru 12/30/2015

Home District:
Mindex BOCES

Program: Mindex HS/High School

Name	Local ID	Home District ID	Grade	Days Possible	Days Absent
Smith, Sandra	580188692	580188692	11	305	2
Stewart, Gary	580188680	580188680	11	305	5
White, Eric	580116845	580116845	11	305	0

If the course breakdown is selected, a list of the student's absences for each course will be displayed as well.

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Program Attendance Summary Report 08/17/2015 3:09 pm

7/1/2014 Thru 6/30/2015

Home District:
Mindex BOCES

Program: Mindex HS/High School

Name	Local ID	Home District ID	Grade	Days Possible	Days Absent
Smith, Sandra	580188692	580188692	11	175	2

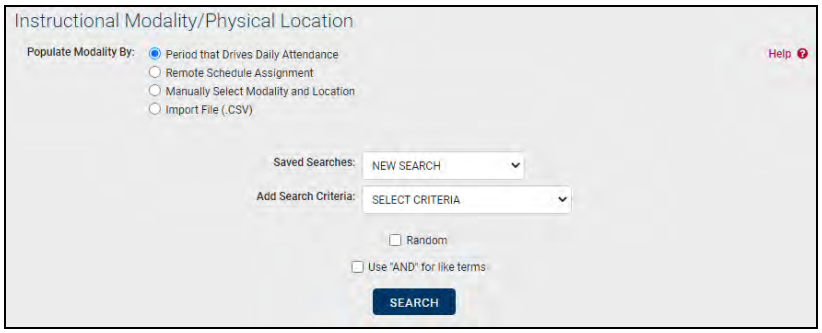
Course	Absences
BOCES 1 - PM (0851)	2
ELA 11/12 AIS (0026)	0
English 11 (0014)	0
Equine Science 1 (1153)	0
Global History AIS (0122)	0
Math 11 (0873)	0
PE Gr 11/12 (0646)	0
Study Hall (9500)	0
Study Hall (9500)	0

Name	Local ID	Home District ID	Grade	Days Possible	Days Absent
Stewart, Gary	580188680	580188680	11	175	5

Course	Absences
BOCES 1 - PM (0851)	5
ELA 11/12 AIS (0026)	5
Electrical/HVAC 1 (1150)	5
English 11 (0014)	5
Global History AIS (0122)	4
Math 11 (0873)	4
PE Gr 11/12 (0646)	4
Study Hall (9500)	0
Study Hall (9500)	0

Attendance > Modality/Location

The **Attendance > Modality/Location** sub-module provides a way to add and/or update students' daily instructional modality for one or more dates in a single operation. Users can also use this area to manually update students' Physical Location values for specified dates.

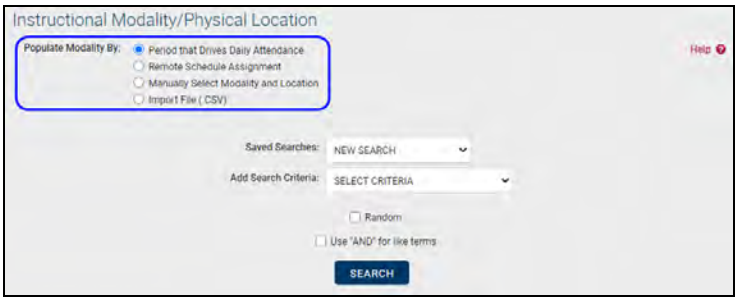


If students already have daily instructional modality and/or physical location records for a given date (whether entered from this screen previously or by submitting attendance in a homeroom or a period that drives daily attendance with the "Allow Remote Attendance" option turned on), the existing data will be replaced by the values indicated by this batch operation.

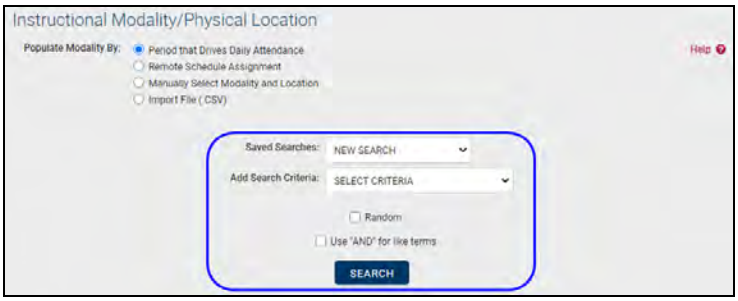
When applying instructional modality for a given student, dates on which the student did not have an official enrollment will be ignored.

To update instructional modality and/or physical location:

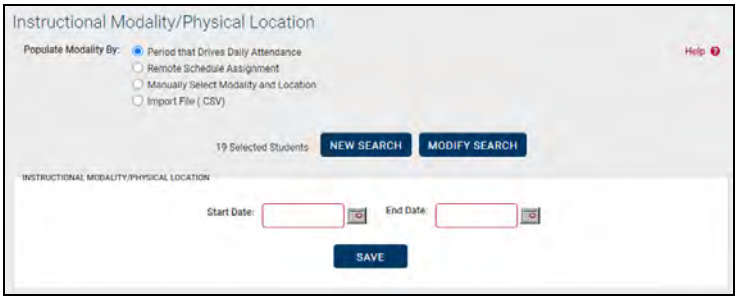
1. Choose the option you wish to use to populate instructional modality (see below for details on each option). Note that Physical Location can only be updated when using the third radio button (Manually Select Modality and Location); all other options are used to populate Instructional Modality *only*.



2. Use the batch selector to select students (not applicable when using the File Import option)



3. Specify the dates for which you want to update modality (not applicable when using the File Import option)



4. Click the **Save** button to update instructional modality records.
5. When the operation is complete, the screen will refresh to display results.

6. Repeat these steps as needed, using the green Done ← button to return to the main screen after reviewing the results.

Options for Calculating Modality/Location

1. **Period that Drives Daily Attendance**: Students' daily instructional modality values will be set to either Remote or In Person based on the Instructional Modality submitted in the period that drives daily attendance in students' official enrollment locations.

More information about this option

- Students with official enrollments in building school levels that are not configured to use a period to drive daily attendance will not receive a daily instructional modality when using this option.
- If attendance has not been submitted for a period that drives daily attendance for a given day, those students will be assumed to be Present and In Person.
- Because this option looks at the Instructional Modality value for the period(s) that drive daily attendance, students will only be marked as “Remote” or “In Person” (not “Both”) when using this option.

2. **Remote Schedule Assignment**: Instructional modality will be assigned based on the selected students' remote schedule assignments (as defined in **Scheduling > Remote Schedules**).

   More information about this option

   - Students will only receive an instructional modality for dates on which they had an active remote schedule assigned.
   - As with the previous option, remote schedules assume a student will either be “Remote” or “In Person” for a full day; therefore, students will never be marked as “Both” when using this option.
   - This option respects the "Driven By" option in remote schedules (weekday, cycle day, or special cycle day scheme) when determining students' daily instructional modality. In addition, any days within the selected date range that have a Cycle Day Override defined will use the Remote Schedule Day selected in the Override details.
   - If SchoolTool cannot determine a student's daily modality for a given day using the remote schedule and/or cycle day override, that student will be assumed to be In Person for that date.

3. **Manually Select Modality and Location**: Instructional Modality and/or Physical Location will be assigned to all selected students using the values selected by the user (options for Modality include “Remote”, “In Person”, and “Both”, while values for Location include "In" and "Out"). This option should be used for students who had the same modality/location for each day in the selected date range (for example, students who received remote instruction and/or were out of school for the *entire* date range).
4. **Import File (.CSV)**: This option assigns instructional modality for specific dates, or for all dates within a date range, based on an imported .CSV file.

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Import file requirements

- File format: Comma Separated Values (.CSV)
- Required columns/headers: All required columns must contain data and must include appropriate headers as described below. Column headers are not case-specific and columns can be placed in any order. The import file may include other columns, but those will be ignored when processing the import.

Required Columns	Notes
Student ID OR Student_ID OR StudentID	This is the local (SchoolTool) ID of each student for whom the daily instructional modality records should be applied. Leading zeroes are accepted but not required. Only one column for student ID should be included in the file.
Date OR StartDate *and* EndDate	This is the date or date range for which the specified instructional modality should be applied for the student. If each row in the file represents a single date, use the “Date” column. If each row in the file represents a date range and the same modality should be applied for each date within that range, use two columns (“StartDate” and “EndDate”). The file must contain columns for single dates *or* a date range, but should not include columns for single dates *and* date ranges in the same file. While several date formats are accepted, the recommended format is MM/DD/YYYY (for example,

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Required Columns	Notes
	“10/08/2020”)
Modality	This is the daily instructional modality to be populated for the specified date(s) for the student (Remote, In Person, or Both). Accepted values for this field include: • R • IN • B • Remote • In-Person • On-Site • Both

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Attendance > Quick Entry

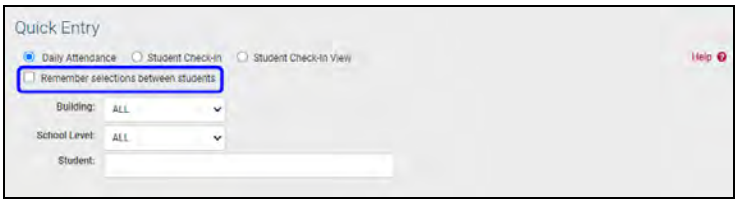
The **Attendance > Quick Entry** area provides users with a simplified workflow to quickly locate a student and enter attendance records.

Daily Attendance

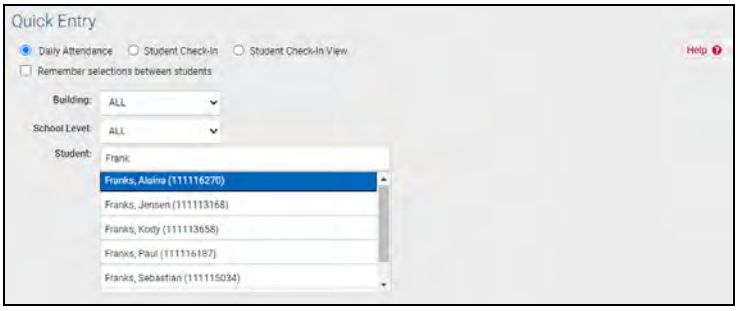
The Daily Attendance option allows users to search for a student and submit daily attendance (Absences, Ins, and Outs) for students in buildings to which the user has access.

1. To begin, locate the student for whom you wish to submit a daily attendance record. Use the Building and School Level drop-downs to narrow your search as needed. Building and School Level selections will be remembered as you move from one student to the next.

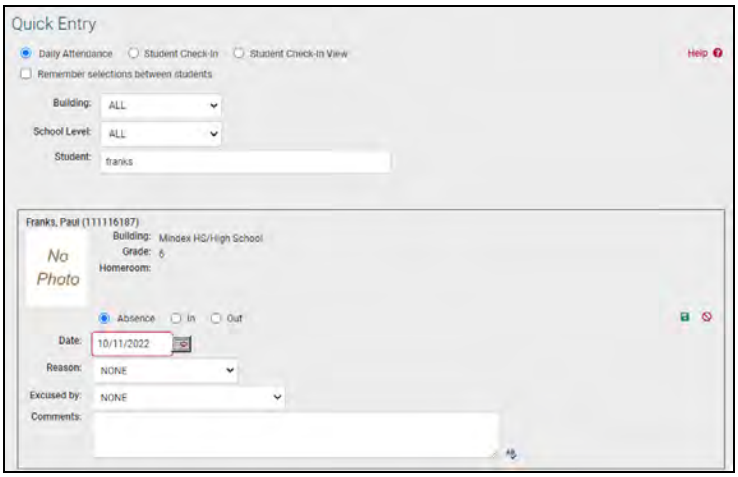
   Note: Use the "Remember Selections" checkbox to retain the user's selections for all attendance-specific details between students during that session. This allows users to submit attendance entries for several students in a row without having to re-select various options.



2. To locate a student, enter the student's name or ID. If an exact match is found, the screen will automatically display that student's information. If multiple matches exist, a list of possible matches will appear. To select a student simply click on that row in the list (you may also use the arrow buttons on your keyboard to navigate up and down within the list and press the Enter button to select the highlighted student).



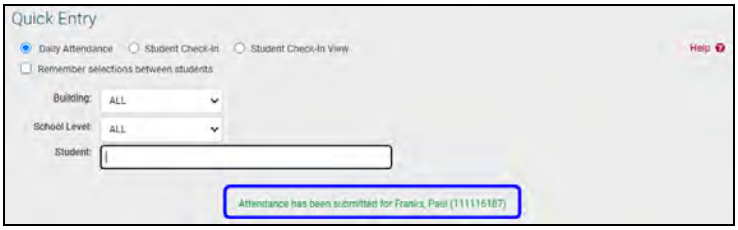
3. Once a student has been selected, enter the attendance details and click Save .



The options here mimic the process for adding a daily attendance entry on the Attendance tab on the student record:

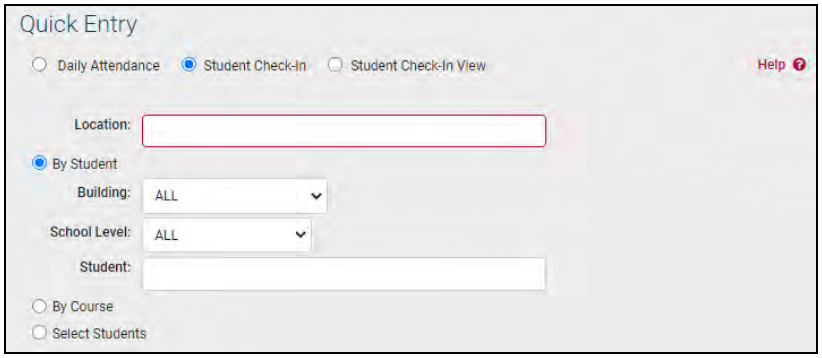
- **AttendanceType** (Absent, In, Out): This is the type of record to be added. Choose Absent for daily absences, In for a student arriving at school, or Out for a student leaving school.
- **Date/Time** (time only applies to In and Out records): This indicates the date (and time, if applicable) of the absence; this will be set to the current date by default.
- **Returning** (only applies to Out records): This is used to indicate that the student is expected to be coming back to school later in the day.
- **Reason** (required for In and Out records): This is the absence reason for this record. The drop-down includes all possible absentee reasons available for the selected student, including those specific to the building/school level associated with the student's official enrollment.
- **Excused By**: This is an optional field that indicates how the student was excused.
- **Comments**: The comment box is a free-text entry for optional comments. A spell-checker is provided to the right of this field for convenience.

4. After saving, a confirmation message will appear. To enter an attendance record for another student, simply locate the next student and repeat this process.



Student Check-In

The Student Check-In feature allows teachers and other faculty members to take attendance for all the students in front of them, no matter where they are at the time. This feature can be used in lockdown situations, unexpected fire alarms in inclement weather, after-school clubs, and attendance being taken at the front door as students enter the building. Users with the appropriate permission can see a list of student check-ins on the Student Check-In View screen.



Options for checking in students include the following:

- **By Student**: To check in a single student at a time, select "By Student." Enter the location where they will be checked in and search for a student. Students can be searched for by name or student ID number. Depending on permissions, users may be able to search for students in any building or only those they have rights to.

  To locate a student, begin typing the student's name or ID number in the Student field. If an exact match is found, the screen will automatically display that student's information. If multiple matches exist, a list of possible matches will appear. To select a student simply click on that row in the list (you may also use the arrow buttons on your keyboard to navigate up and down within the list and press the Enter button to select the highlighted student).

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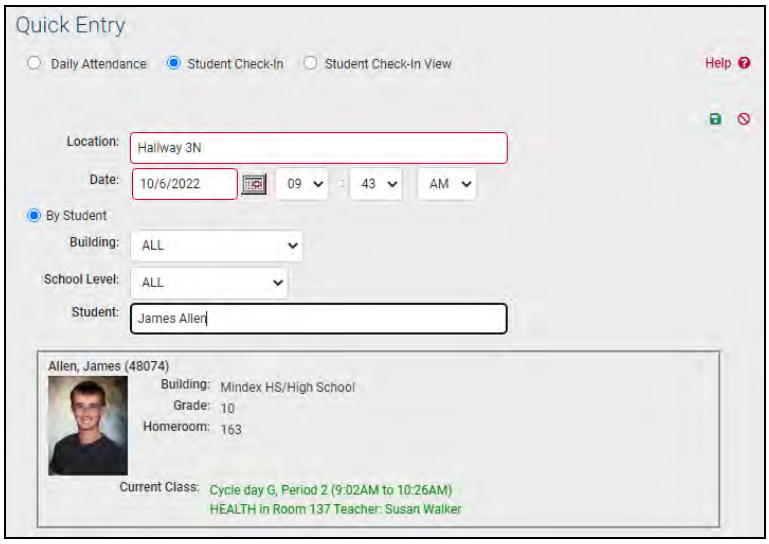
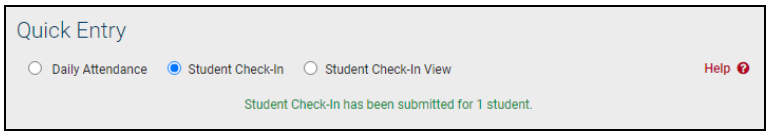
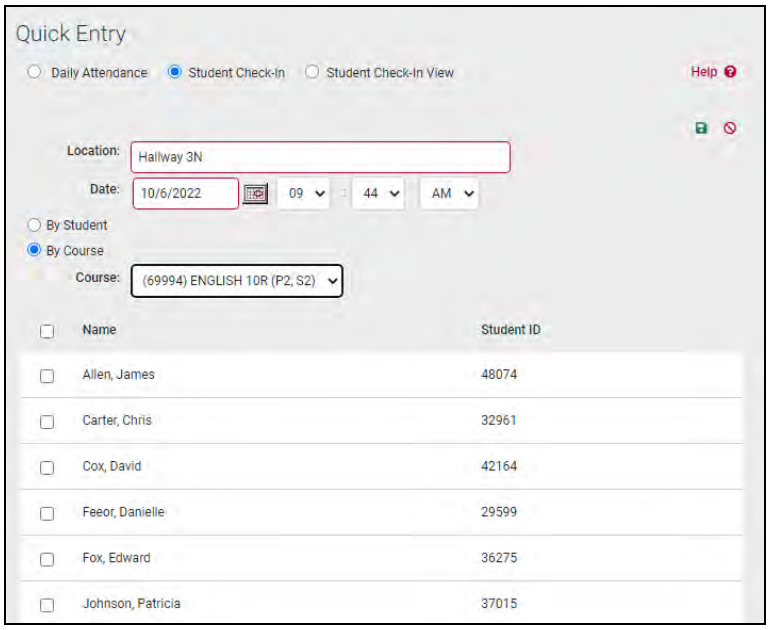


When a student is checked in, a confirmation message will appear.

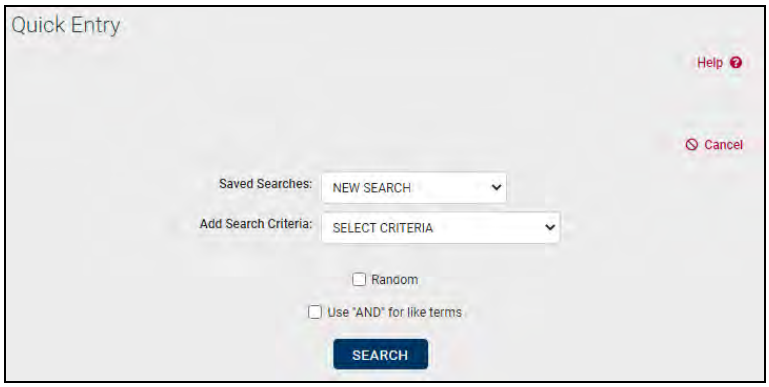


- **By Course**: Faculty members can batch add students from their list of classes by selecting "By Course." A drop-down list of a faculty member's classes will appear.

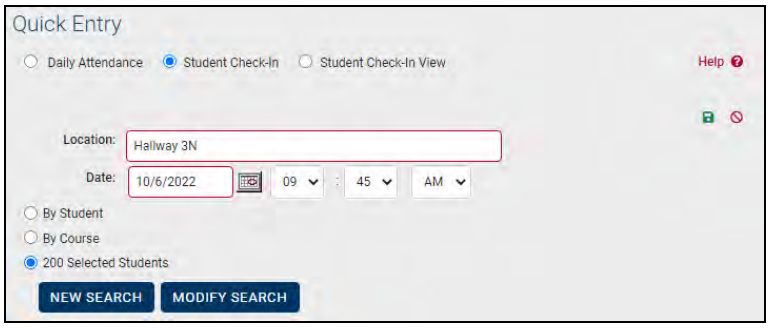


Select all students in the class who are present, and click Save. A message will appear confirming if the check-in was successful.

- **Select Students**: The Select Students option allows users, who have the permission enabled, to check in students using the batch selector.



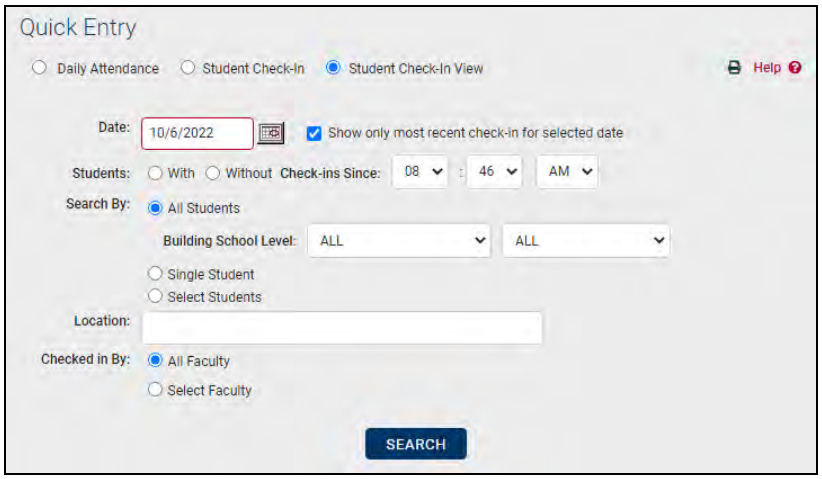
Run a search and select the students, then click Continue.



Click the Save button and a confirmation message will appear to confirm the check in.

Student Check-In View

The Check-In View allows administrators to view all students who have been checked in on a specific date. The page will default to the current date, but users can refer to previous date's check-ins.



The "With" and "Without" selections show students who are accounted for and unaccounted for, respectively. Note that the time stamp will default to an hour previous but can be changed by the user.

"Show only most recent check-in for selected date" will show one check-in per student if the student has more than one on that date.

To run a search for students with check-ins, the search can be narrowed to show all students in certain building school levels, check-in location, and the faculty member who performed the check-in. Users can also show a single student or use the batch selector to search for a group of students.

When users select the "Without" option, it will search for students without check-ins after a certain time. Users can search based on building school level, for a single student, or using the batch selector.

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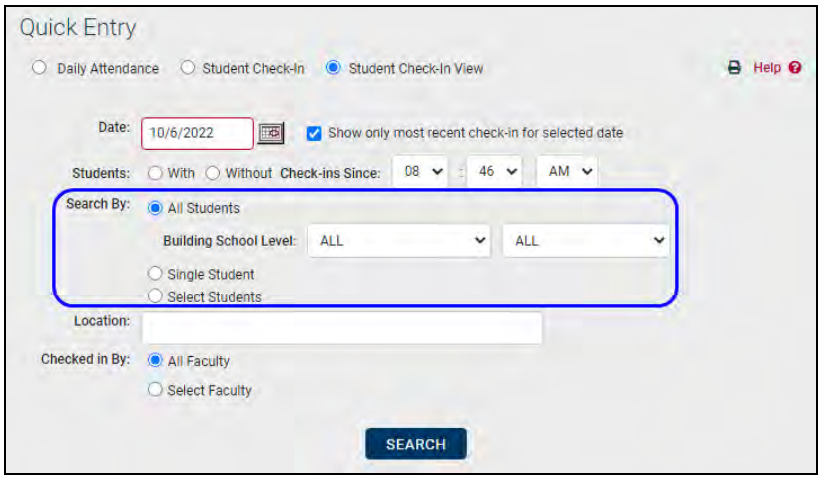
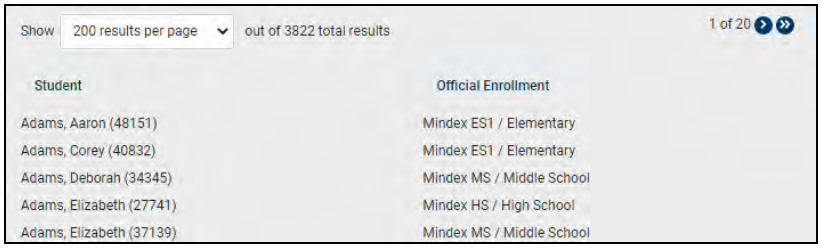


Search results will show in a page format. Use the arrow buttons to navigate, with the single arrow to the next or previous page, and the double arrow to the first or last page.



The "results per page" dropdown shows up to 1,000 results per page. The selected option will be remembered per user.

Click the Print icon to generate a report from this list. The date, time since, and building school level that were selected on screen will display at the top of the report.

Student Check-Ins
10/9/2018
Since 2:11 PM
All Building School Levels
All Check-Ins

Student	Official Enrollment	Check-in Time	Location	Faculty
Anderson, Gloria (4266)	Mindex HS / High School	10/9/2018 2:46 PM	Classroom 1	Woolton, Jerry
Appleberry, Steven (21044)	Mindex HS / High School	10/9/2018 2:46 PM	Classroom 1	Woolton, Jerry
Barnes, Jennifer (19432)	Mindex HS / High School	10/9/2018 2:46 PM	Classroom 1	Woolton, Jerry
Black, Joseph (29507)	Mindex HS / High School	10/9/2018 2:46 PM	Classroom 1	Woolton, Jerry
Boyd, Michael (18369)	Mindex HS / High School	10/9/2018 2:46 PM	Classroom 1	Woolton, Jerry

Attendance > Reconcile Sub-module

The Reconcile sub-module is designed to provide Attendance office staff a listing of students that have had their absentee entries overridden by teachers with unexpected values.

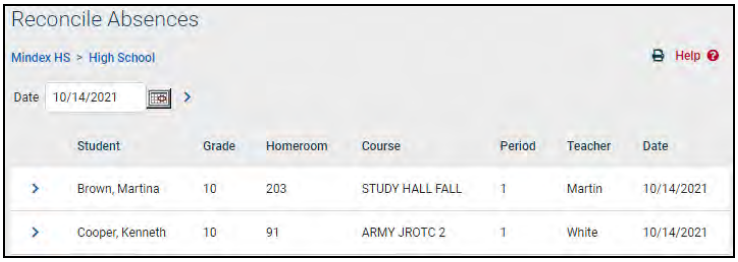
All students that were marked as Present by a teacher during a time when they were not supposed to be in school will be displayed on this screen. This includes students in the following situations:

- Students marked Absent for the day, but marked by any teacher as Present at any point in the day.
- Students that are marked as a late arrival, but are marked as present by a teacher before they officially were supposed to arrive at school.
- Students that are marked as having early dismissal, but are marked Present by a teacher after they officially were supposed to leave school.

The student records can be navigated into from this screen, and the attendance office staff may choose to reconcile the student records in the manner they see fit.

Viewing Reconcilable Students

1. To use this screen, navigate to **Attendance > Reconcile**.
2. The screen will default to the current date, and today's list of reconcilable students. If desired, change the date field at the top of the screen to the desired date and click the Select > button to see a different day's students.



3. The following columns are available on this screen:
   - Student
   - Grade
   - Homeroom
   - Course (the course for which the student was marked as present)
   - Teacher (the teacher that marked the student as present)
   - Date (the date of the attendance entry)

Each of these fields can be sorted by clicking on the header of the field. A second click will sort the field in descending order.

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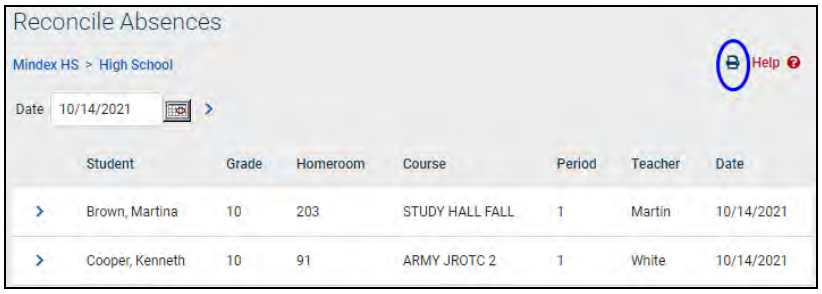
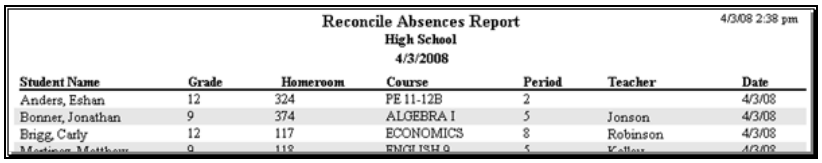
Printing Reconcilable Students

To print the list of students, click once on the printer icon in the upper right of the screen.



The printed report will always reflect the information in the order that it is displayed on-screen:



Reconcile Absences Report
High School
4/3/2008

4/3/08 2:38 pm

Student Name	Grade	Homeroom	Course	Period	Teacher	Date
Anders, Eshan	12	324	PE 11-12B	2		4/3/08
Bonner, Jonathan	9	374	ALGEBRA I	5	Jonson	4/3/08
Brigg, Carly	12	117	ECONOMICS	8	Robinson	4/3/08

The only students displayed in this screen are those marked Present by a teacher when the student was also marked as being out of the building on that day.

Each student needs to be resolved manually as the attendance office seems fit. Using the Select > button next to each student name will navigate into that student's record, giving access to the attendance options (Absences, In, Out, Missing Courses).

Note: Students that are marked as present by a teacher when they were scheduled to be in the class for only part of the period will not be displayed on this screen. For example, if a student has an Early Dismissal halfway through 7th period, the 7th period teacher may mark the student as Present without that displaying on the report. Likewise, if a student has a late arrival for half-way though 3rd period, the 3rd period teacher may mark the student as Present without that displaying on the report.

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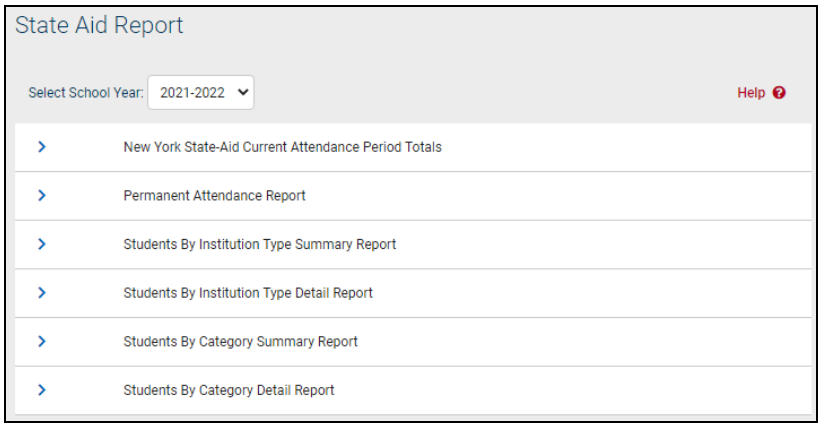
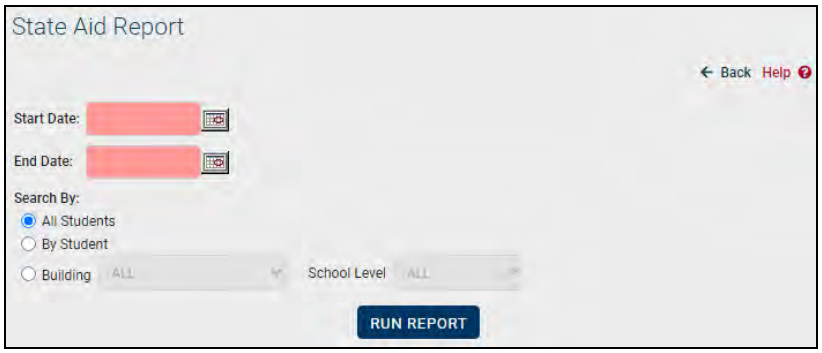
Attendance > State Reports Sub-module

The **State Reports** sub-module provides information to be utilized for state attendance reports and also provide analysis reports for out of district students. Reports can be run for any school year by selecting a year from the drop-down, then selecting the desired report from the list.



New York State-AID Current Attendance Period Totals

This report is generated to supply information for the SA129 State Attendance report.



This report includes only those students who are enrolled with an enrollment type designated as “State Aid Eligible” in **Maintenance > Census > Enrollment Type**.

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New York State Aid Attendance Period Totals

For the period from: 2/1/2010 to 2/2/2010

PK	Grade	Opening Enrollment	Pupils Added	Peak Enrollment	Pupils Left	Closing Enrollment	Absences	Percent Attendance	Possible Aggregate Attendance	Aggregate Attendance	ADA	Weighted ADA	ADM	Actual Session	Regents Days	Superintendent Days	Extraordinary Condition Days	1/2 Day's Excused	Total Days
ES1 : Elementary	PK	25	0	25	0	25	0	100.00	50	50	25.00	12.50	25.00	2					2
ES2 : Elementary	PK	35	0	35	0	35	0	100.00	70	70	35.00	17.50	35.00	2					2
ES3 : Elementary	PK	33	0	33	0	33	0	100.00	66	66	33.00	16.50	33.00	2					2
ES4 : Elementary	PK	18	0	18	0	18	0	100.00	36	36	18.00	9.00	18.00	2					2
	Total	111	0	111	0	111	0		222	222	111.00	55.50	111.00						

K-3	Grade	Opening Enrollment	Pupils Added	Peak Enrollment	Pupils Left	Closing Enrollment	Absences	Percent Attendance	Possible Aggregate Attendance	Aggregate Attendance	ADA	Weighted ADA	ADM	Actual Session	Regents Days	Superintendent Days	Extraordinary Condition Days	1/2 Day's Excused	Total Days
ES1 : Elementary	K ad	24	0	24	0	24	0	100.00	48	48	24.00	24.00	24.00	2					2
ES1 : Elementary	1	34	0	34	0	34	0	100.00	68	68	34.00	34.00	34.00	2					2
ES1 : Elementary	2	40	0	40	0	40	0	100.00	80	80	40.00	40.00	40.00	2					2

Information is grouped by grade as follows, regardless of which building school level each grade is assigned to at the district: PK, K-am, K-pm, K-3, 4-6, 7-8, and 9-12. Ungraded elementary (UGE) will not be grouped with any other grades, but ungraded secondary (UGS) will be grouped with 9-12.

The report shows the following information for each group:

- Grade: The grade level for that row; each building school level that contains that grade is listed separately.
- Opening Enrollment: The number of students enrolled in that Building, School Level, and Grade on the first day in the specified date range.
- Pupils Added: The number of students who were added to that Building, School Level, and Grade during the specified date range.
- Peak Enrollment: The highest number of students enrolled on a given day during the specified date range.
- Pupils Left: The number of students who left that Building, School Level, and Grade during the specified date range.
- Closing Enrollment: The number of students enrolled in that Building, School Level, and Grade on the last day of the specified date range.
- Absences: The total number of daily absences for the students in that Building, School Level, and Grade during the specified date range. This total includes all unresolved absences, as well as all absences that were resolved with an absentee reason marked as “Count as absent/in/out” in **Maintenance Attendance > Absentee Reason**.
- Percent Attendance: This is calculated using the following formula:

$$\frac{[(\text{Actual Session x Peak Enrollment}) - \text{Absences}]}{(\text{Actual Session x Peak Enrollment})}$$

- Possible Aggregate Attendance: The number of possible attendance days for that Building, School Level, and Grade during the specified date range. This is calculated as the sum of all students’ total actual session days during that date

range.

Note that Regents days may be instructional (attendance taken) or non-instructional (attendance not taken). Regents days defined in the Calendar with a state code of "Non-Instructional Day (Regents No Attendance)" will *not* be included in this calculation, though Regents days defined with any other state code, including "Instructional Day (Regents Attendance)" code, *will* be included.

- Aggregate Attendance: The number of days, based on the Possible Aggregate Attendance, that students actually attended. This is calculated as (Possible Aggregate Attendance – Absences).
- ADA: The Average Daily Attendance for that Building, School Level, and Grade during the specified date range. This represents the unadjusted ADA and is calculated as (Aggregate Attendance / Actual Session)
- Weighted ADA: The Weighted Average Daily Attendance for that Building, School Level, and Grade during the specified date range. The weighted ADA calculation is calculated as [(Aggregate Attendance / Actual Session) x (Modifier)]. This modifier is a value that changes based on the grade level used in the calculation as follows:
    - PK: 0.5
    - 7-12: 1.25
    - All other grades: 1.0
- ADM: The Average Daily Membership for that Building, School Level, and Grade during the specified date range. This is calculated as (Possible Aggregate Attendance / Actual Session) for all grade levels except ½ Day Kindergarten (K-am or K-pm), where the calculation is modified as [0.5 x (Possible Aggregate Attendance / Actual Session)].
- Actual Session: The number days where school was actually in session for that Building, School Level, and Grade during the specified date range. This value excludes any days designated in **Maintenance > School Year > Calendar** as “Students Off.” It also excludes Regents days that are defined in Maintenance with a state code of "Non-Instructional Day (Regents No Attendance)". It does, however, include Regents days using any other state code.
- Regents Days: The number of days designated as Regents days in **Maintenance > School Year > Calendar**, regardless of the state code assigned to it.
- Superintendent Days: The number of days designated as Superintendent Days in **Maintenance > School Year > Calendar**.

  Note: Half day Superintendent’s Days are counted differently than academic days. If the district only has one (1) half day Superintendent’s Day, this will be counted as zero (0) on the State Aid report, but will be counted as one (1) academic day.

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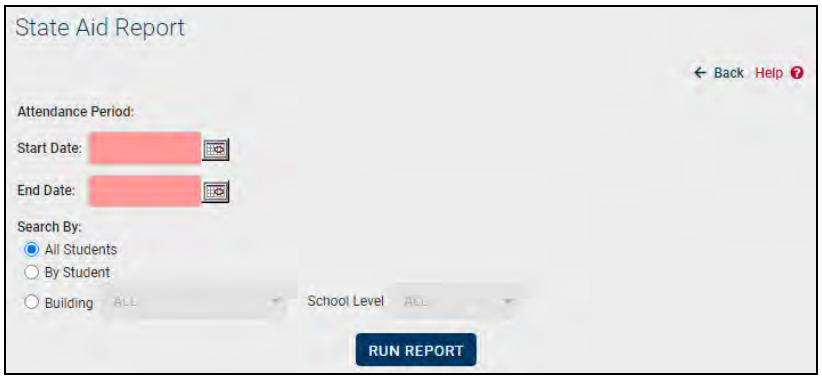
Two (2) half day Superintendent's Days will be counted as one (1) Superintendent's Day, but two (2) academic days.

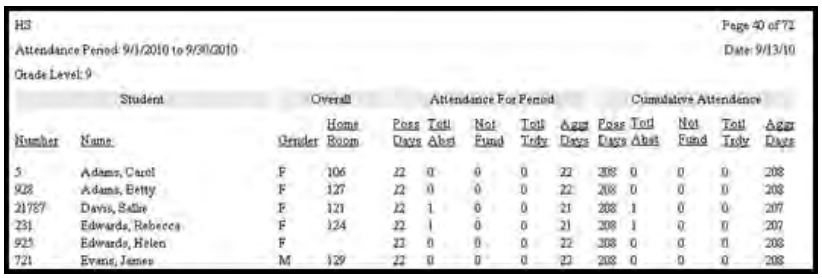
- Extraordinary Condition Days: The number of days designated as Extraordinary Conditions days in **Maintenance > School Year > Calendar**.
- ½ Day K Excused: The number of days designated as "Excused" for ½ Day Kindergarten grade levels (K-am or K-pm) in **Maintenance > School Year > Calendar**.
- Total Days: The total number of calendar days included in the specified date range.

Permanent Attendance Report

This report, in conjunction with the Aggregate Attendance Report and the Percentage Attendance Report, is generated to provide information necessary for the AT6 report.



Information for each student is grouped by grade and provides a total of each column at the end of each group.



HS

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Attendance Period: 9/1/2010 to 9/30/2010

Date: 9/13/10

Grade Level: 9

Student				Overall					Attendance For Period				Cumulative Attendance				
Number	Name	Gender	Home Room	Poss Days	Totl Abst	Not Fund	Totl Trdy	Aggr Days	Poss Days	Totl Abst	Not Fund	Totl Trdy	Aggr Days
5	Adams, Carol	F	106	22	0	0	0	22	208	0	0	0	208
928	Adams, Betty	F	127	22	0	0	0	22	208	0	0	0	208
21787	Davis, Sallie	F	121	22	1	0	0	21	208	1	0	0	207
231	Edwards, Rebecca	F	124	22	1	0	0	21	208	1	0	0	207
925	Edwards, Helen	F		23	0	0	0	22	208	0	0	0	208
721	Evans, James	M	129	22	0	0	0	23	208	0	0	0	208

The report shows the following information for each student displays the attendance totals for the specified date range, as well as the cumulative attendance for the selected school year:

- Poss Days: The Possible Aggregate Attendance days for that student for the specified date range (the maximum number of actual session days for that student).
- Totl Abst: The Total Days Absent for that student for the specified date range. This total includes all unresolved absences, as well as all absences that were resolved

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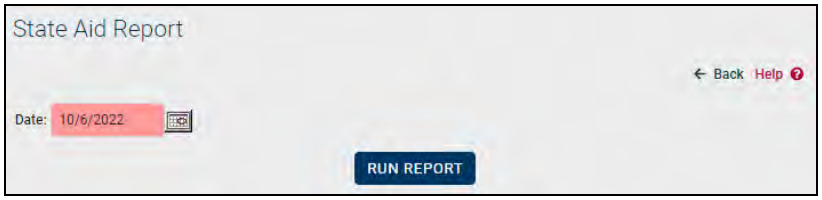
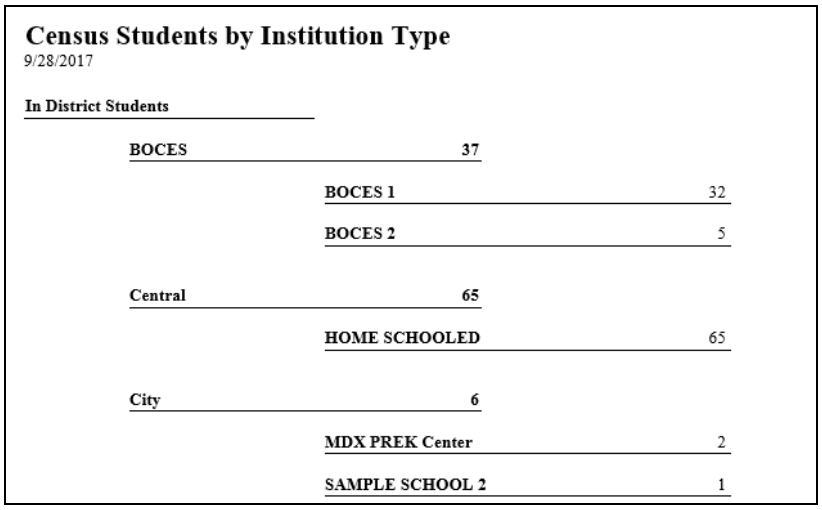
with an absentee reason marked as “Count as Absent/In/Out” in Maintenance Attendance > Absentee Reason.

- Not Fund: The Total Not Funded Absences for that student for the specified date range. This total is determined based on the “Is Funded” and “Count as Absent/In/Out” flags in Maintenance > Attendance > Absentee Reason.
- Totl Trdy: The Total Tardies for that student for the specified date range. This total includes all true late arrivals, and does not include any “In” records that have a corresponding “Out” record preceding them.
- Aggr Days: The Aggregate Attendance days for that student for the specified date range. This total is calculated using the Possible Aggregate Attendance and Total Days Absent columns as (Poss Days – Totl Abst).

Students By Institution Type Summary Report

This report provides a summary count of students, both in and out of district, for each alternative provider.





Census Students by Institution Type
9/28/2017

In District Students		
BOCES	**37**	
BOCES 1		32
BOCES 2		5
Central	**65**	
HOME SCHOOLED		65
City	**6**	
MDX PREK Center		2
SAMPLE SCHOOL 2		1

Students By Institution Type Detail Report

This report provides detailed student information (Student ID, First Name, Last Name, and Grade), for each alternative provider.

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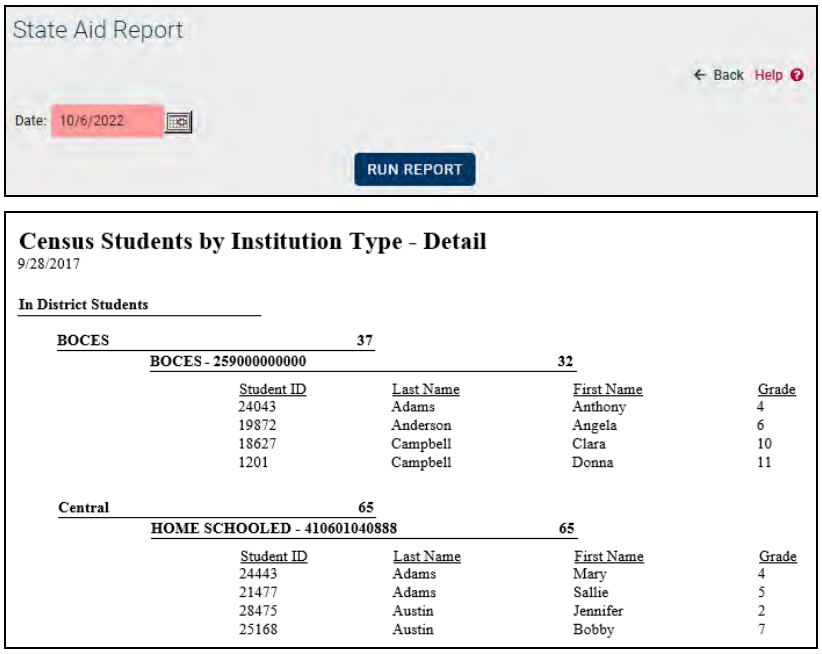
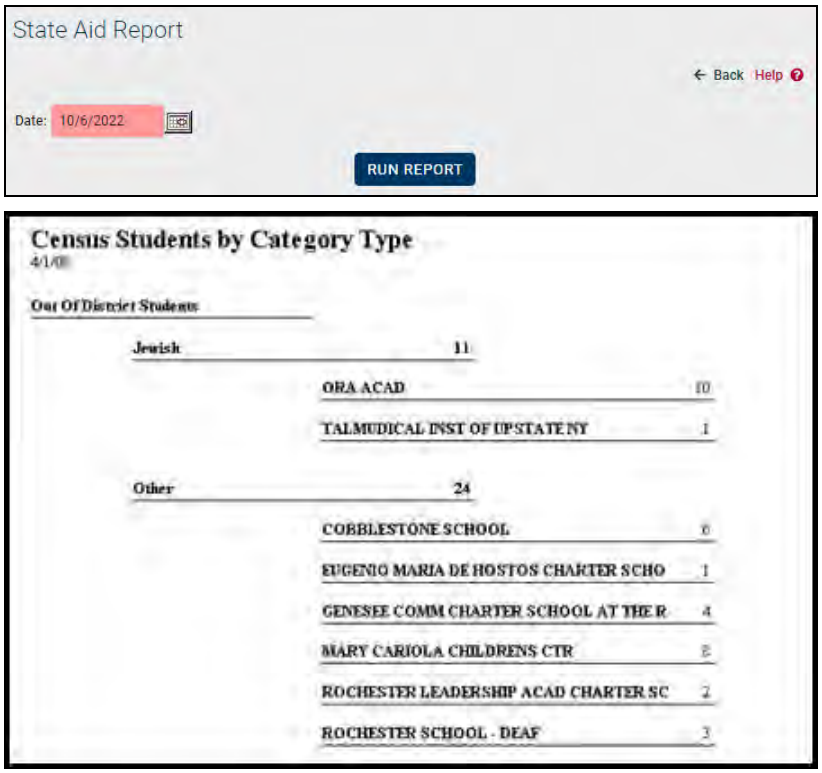


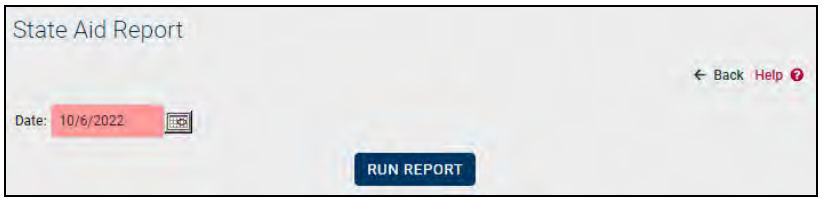
Students By Category Summary Report

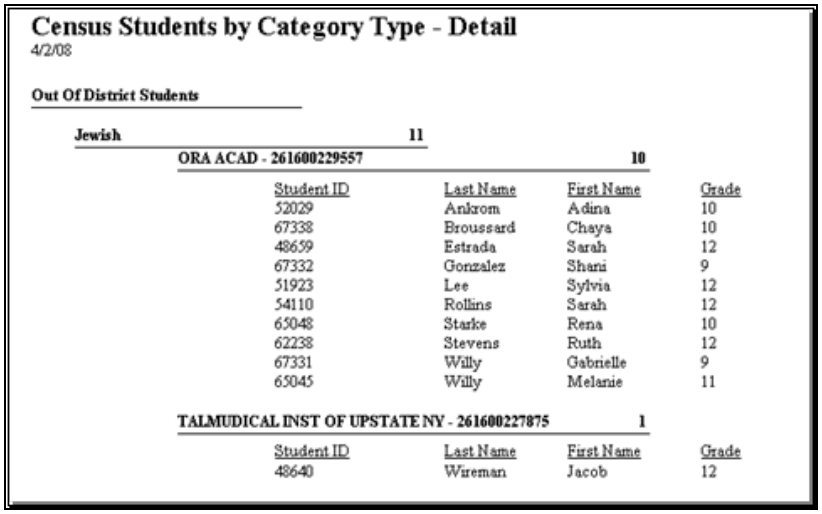
This report provides a summary count of students, for each alternative provider, by BEDS code category type.



Students By Category Detail Report

This report detailed student information (Student ID, First Name, Last Name, and Grade), for each alternative provider, displayed by BEDS code category type.





Census Students by Category Type - Detail
4/2/08

Out Of District Students

Jewish 11

ORA ACAD - 261600229557 10

Student ID	Last Name	First Name	Grade
52029	Ankrom	Adina	10
67338	Broussard	Chaya	10
48659	Estrada	Sarah	12
67332	Gonzalez	Shani	9
51923	Lee	Sylvia	12
54110	Rollins	Sarah	12
65048	Starke	Rena	10
62238	Stevens	Ruth	12
67331	Willy	Gabrielle	9
65045	Willy	Melanie	11

TALMUDICAL INST OF UPSTATE NY - 261600227875 1

Student ID	Last Name	First Name	Grade
48640	Wireman	Jacob	12

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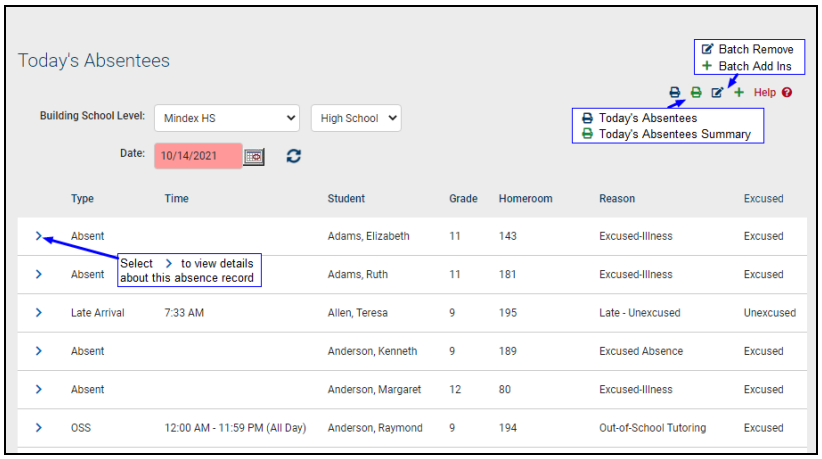
Attendance > Today's Attendance Sub-module

The **Today's Attendance** sub-module allows every user a quick, at-a-glance list view of all absences, late arrivals, early dismissals, and ins and outs for the date selected. The list is specific to the selected building/school level.

Note: Period absences will not display from this sub-module. The Attendance sub-module should be utilized for reviewing period level absences.

From this list, you can view more details about the records for each student. Click once on the Details > icon to the left of the name of the student you wish to review. Refer to the section on Student Information and Attendance tabs for more information.



Note: Use the date field to review the daily attendance for a date in the past or future. This field is required, and will default to today's date. To change the date, simply enter the new date manually, in the **mm/dd/yyyy** format, or select it from the pop-up calendar. Then click once on the Update button (to the right of the calendar icon) to refresh the list for that date.

Note: Use the Print icons for Today's Absentees and Today's Absentees Summary reports if you wish to generate a copy of this list.

Batch Add Today's Absences

1. Select the Today's Attendance sub-module and the screen will refresh to show the list of students that are absent today by daily driven attendance in the specific school building.
2. Single click the Add + icon to "Batch Add In" any attendance entry (absences, early dismissals, or outs).

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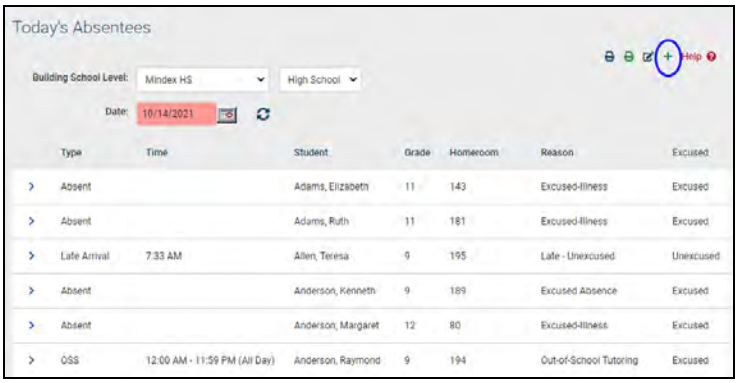
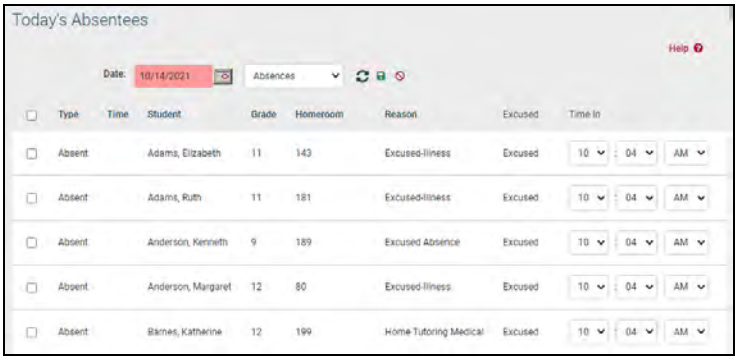


Note: By default, it will show absences for the selected day, however, you can use the drop-down to select Early Dismissals or Outs.

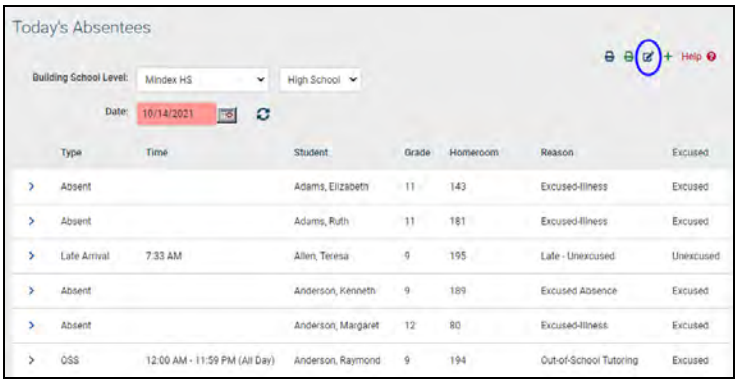
3. Select the students to whom this change applies by using the check boxes in the far left column.



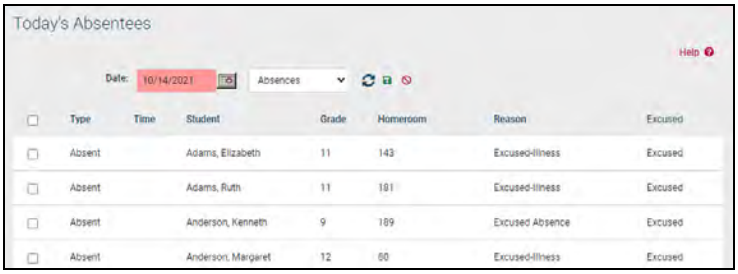
4. Then use the view drop-down menus to make changes to each student's record by selecting the Time In, Reason, Excused By, and Comments (if applicable).
5. Use the Save icon to apply your changes.

Batch Remove Today's Absences

1. From the **Today's Attendance**sub-module, use the Edit icon to Batch Remove any student's attendance entry.



2. Once the screen refreshes, use the check boxes next to select each student you wish to make changes to.



3. After selecting the students, chose what type of removal reason from the view drop-down list.

   Note: This list is customized for each district and can be changed at any time in the Maintenance module.

4. Click once on the Save icon, to apply the reason to the selected student(s). The screen will refresh, returning you to the list of remaining Today's Attendance. The students whose records have been resolved are no longer on the list.

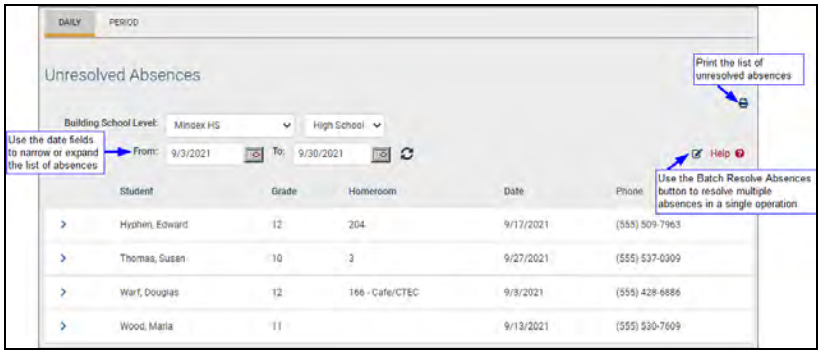
   Note: At any time, you can use the Cancel icon to return you to the previous screen without making any changes.

Attendance > Unresolved Absences Sub-module

The **Unresolved Absences** sub-module gives Attendance Officers a list of all students who were marked absent from school without a reason. Students may have been marked absent in homeroom, a designated period which drives daily attendance, or by the Attendance Officer.

This list serves as a management tool so Attendance Officers can contact guardians and rectify attendance records. Once a student's attendance record has been resolved as Excused or Unexcused with a reason, the student is removed from this list. Until that time, records remain on this list to serve as a reminder of outstanding absences.

The list contains all students who have unresolved absences for the selected building since the beginning of the school year. By default, this list will show the current date only. To view another date or date range, use the date field(s) to narrow the list to show only those unresolved for a specific date. Click the Update button to refresh the list.



Note: There are two tabs for Unresolved Absences: the **Daily** tab (for Homeroom absences) and the **Period** tab (for secondary schools). Make sure to select the correct tab when reviewing and rectifying absences.

Users can print a list of all unresolved absences by clicking once on the Print button in the upper right corner of the appropriate tab.

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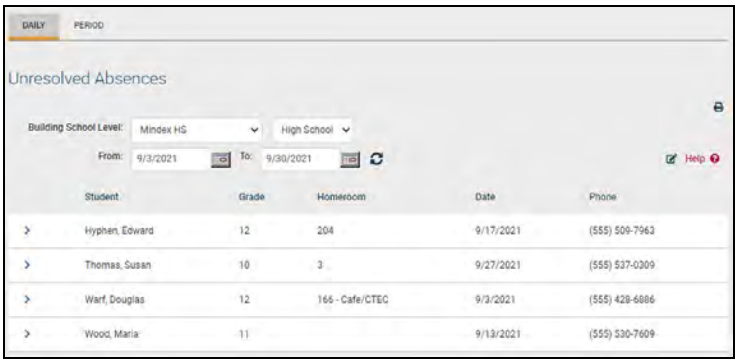
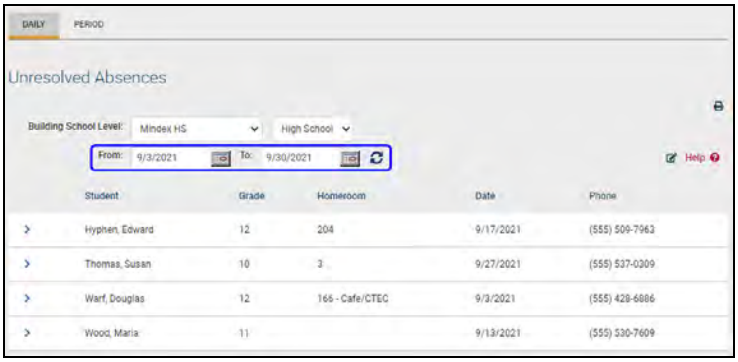
Unresolved Daily Absences

1. Select the Daily tab in the upper right.



2. In the date field, enter the date manually using the **mm/dd/yyyy** format or use the pop-up calendar to select the date you wish to review.
3. Click once on the View button next to the dates to refresh the list. The screen will display the list of students with unresolved homeroom absences for the selected date(s).



Note: Use the column headings to sort the list by student, grade, homeroom, or date.

Resolve a Single Daily Absence

From the Unresolved Absences list (Daily or Period tab), click once on the Details button to the left of the name of the student whose attendance record you wish to update.

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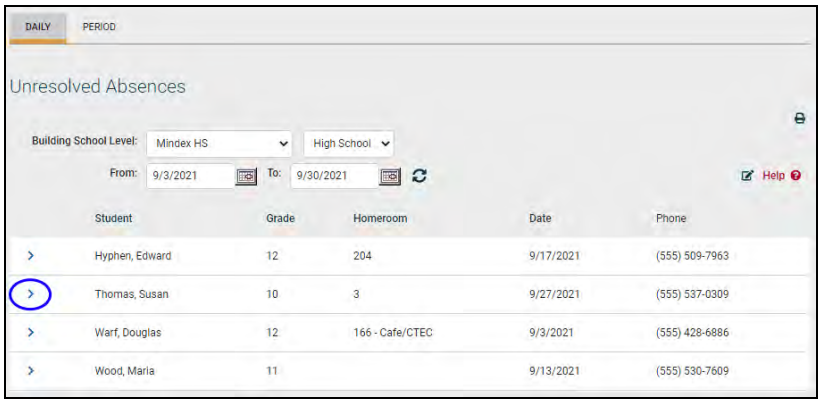
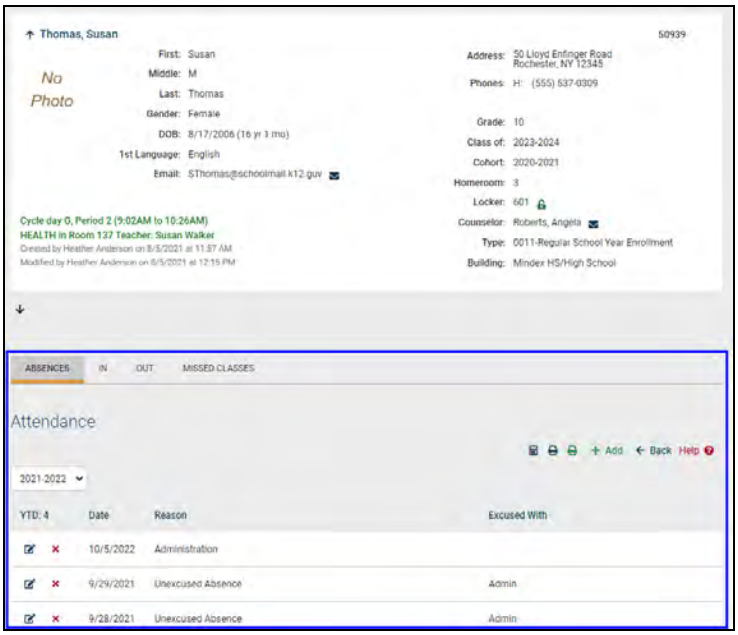
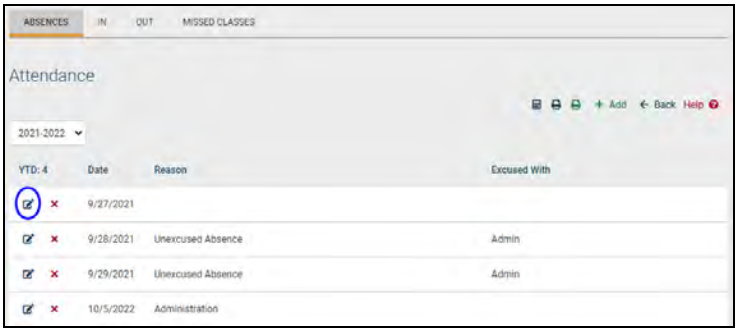


1. The student's personal information screen will appear. If necessary, scroll to the bottom where you can see the Attendance tab with the Absences, In, Out, and Missed Classes tabs. The Absences tab will be the default, and a list of all absences for the year will display.



2. Click once on the Edit icon to the left of the attendance record (absence) you wish to resolve.



3. The Absences tab will refresh with fields where data can be edited.

4. Select a **Reason**from the drop-down field.

   Note: The Reason drop-down list contains reasons defined by your specific district. This reason list can be updated at any time in the Maintenance module.

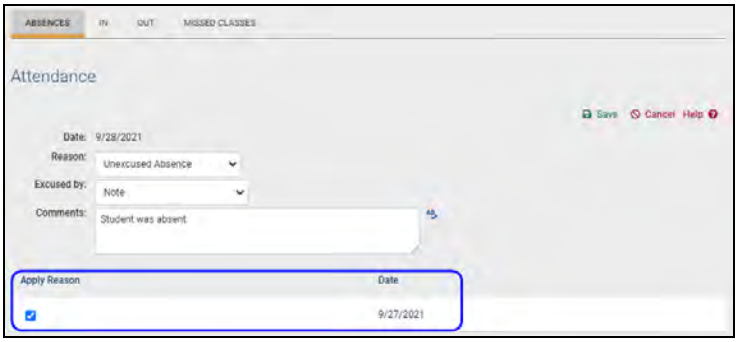
5. Select an **Excused by** option from the drop-down field.

   Note: The Excused by drop-down list contains options for your specific district. This list can be updated at any time in the Maintenance module.

6. Enter any free text **Comments**.

   Use the Check Spelling ✔ icon to check your free text for typos.

7. If this Reason/Excused by/Comments combination applies to any other unresolved absences in the list, select the dates by clicking in the respective check boxes.



8. Click once on the Save icon in the upper right corner of the tab to save your work. The tab will refresh and the absence(s) will display in read-only mode, with the Reason and Excused by values listed in the appropriate columns. If you applied the Reason/Excused by/Comments to more than one absence record, each record will appear updated with the resolution.

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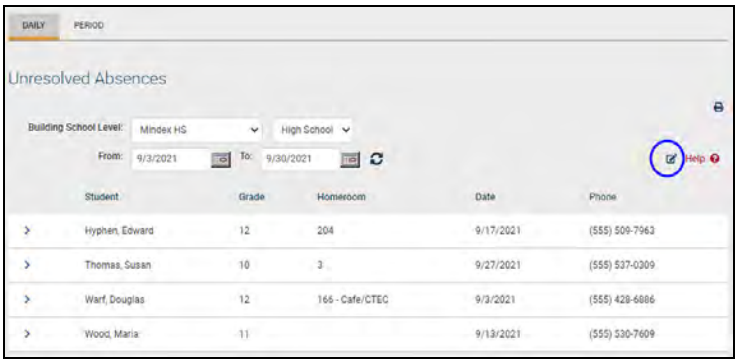
Note: To verify that the absence has been resolved, return to the Unresolved Absences sub-module by clicking once on the menu item at the left. The student's name should no longer appear in the list for the date(s) you have resolved.

Batch Resolve Absences

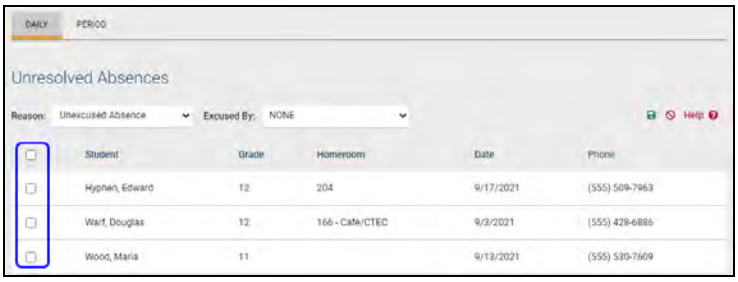
Use the Batch Resolve feature when several students share the same reason and resolution date.

1. From the Unresolved Absences list in the **Daily**tab, click once on the Batch Resolve Absences icon, located on the right side of the tab. The list will refresh with check boxes to the left of each student name.



Note: If there are no unresolved absences for the date selected, the Batch Resolve Absences icon will not appear.

2. Select the students who all share the same reason for their homeroom absences by clicking once in the check boxes to the left of each student's name.



Note: To select all students click once in the check box to the left of the Student column heading. The screen will refresh with all students selected.

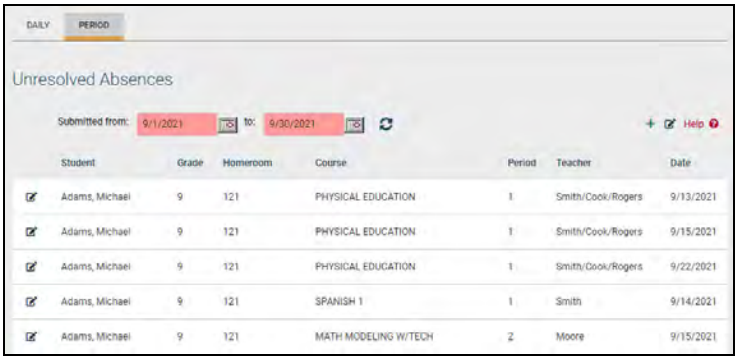
3. Select a Reason from the drop-down list to be applied to ***all***students in the selected group.
4. Select an Excused By option from the drop-down field. This excuse will be applied to all students in the selected group.

   Note: The Reason and Excused By drop-down lists contains menu items defined by your specific district. This list can be updated at any time in **Maintenance > Attendance.**

5. To apply the Reason and Excused by option to the group of students, click once on the Save icon in the upper right corner of the tab. The screen will refresh, returning you to the list of remaining unresolved absences. The students whose records have been resolved are no longer on the list.

Unresolved Period Absences

1. Select the Period tab. The screen will refresh with a list of all period absences for the default date range (today).

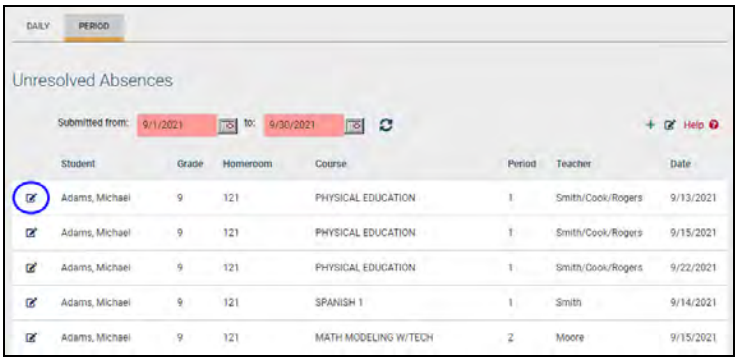


2. Using the date fields, enter the date range you wish to review by manually using the **mm/dd/yyyy** format in each date field, or by using the pop-up calendars to select the dates.
3. Click once on the View icon to refresh the list. The screen will display the list of students with unresolved period absences for the selected date(s).

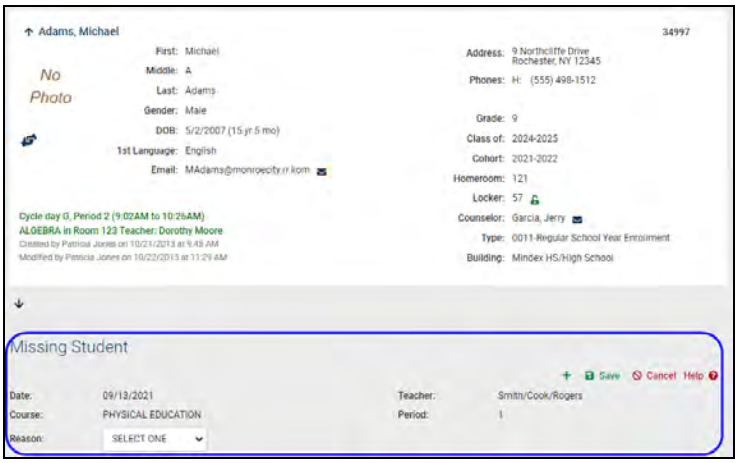
Note: Use the column headings to sort the list by student, grade, homeroom, course, period, teacher, or date.

Resolve a Single Period Absence

1. From the Unresolved Absences list (**Period** tab), click once on the Details icon to the left of the name of the student whose attendance record you wish to update.



2. The screen will refresh to show the student record with the “Missed Classes” Attendance tab in edit mode. You may need to scroll down to see this tab.



3. Select a **Reason**from the drop-down field.

   Note: The Reason drop-down list contains reasons defined by your specific district. This reason list can be updated at any time in the Maintenance module.

4. To save the resolved absence and return to the Unresolved Absences screen without submitting a referral, click once on the Save button in the upper right corner of the tab.
5. To save the changes and add a referral, click the Save & Add Referral button.

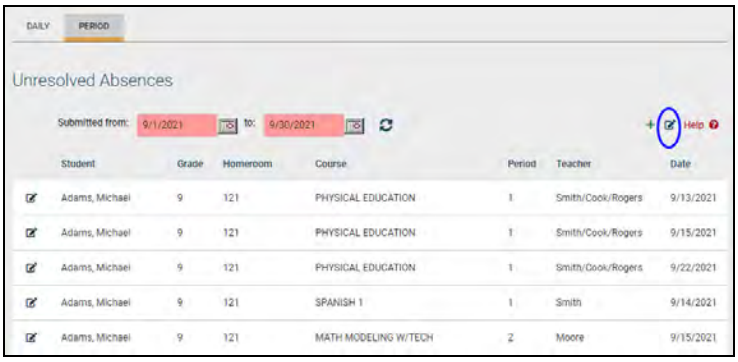
A. A new referral screen will open, with the Date and Description fields pre-filled with the Skipped Class information.
B. Complete the Location and Offense fields, which are required. Enter any other information as appropriate, and click Save to submit the referral.

Note: To verify that the absence has been resolved, return to the Unresolved Absences sub-module. The student's name should no longer appear in the list for the date(s) you have resolved.

Batch Resolve Period Absences

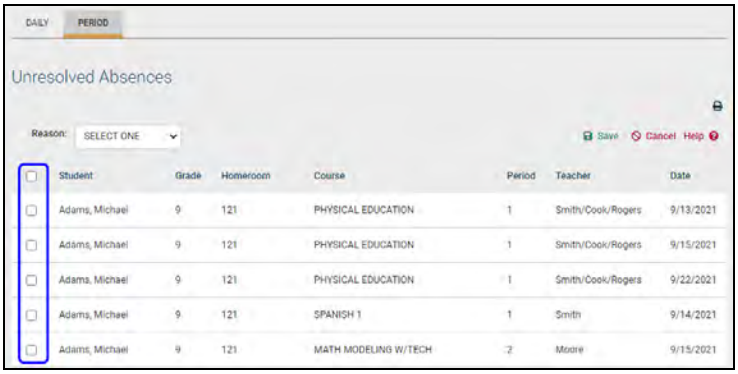
Use the Batch Resolve feature when several students share the same reason and resolution date.

1. From the Unresolved Absences list in the Period tab, click once on the Batch Resolve icon, located on the right side of the tab. The list will refresh with check boxes to the left of each student's name.



Note: If there are no unresolved absences for the date or date range selected, the Batch Resolve icon will not appear.

2. Select the students who all share the same reason for their period absences by clicking once in the check boxes to the left of each student name.



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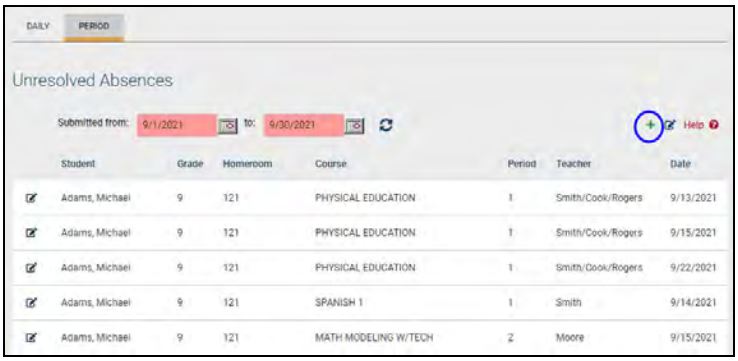
Note: To select all students click once in the check box to the left of the Student column heading. The screen will refresh with all students selected.

3. Select the desired reason from the drop-down menu. This reason will apply to ***all***of the selected students.
4. Click the Save icon once to apply the selected reason to all of the selected students.

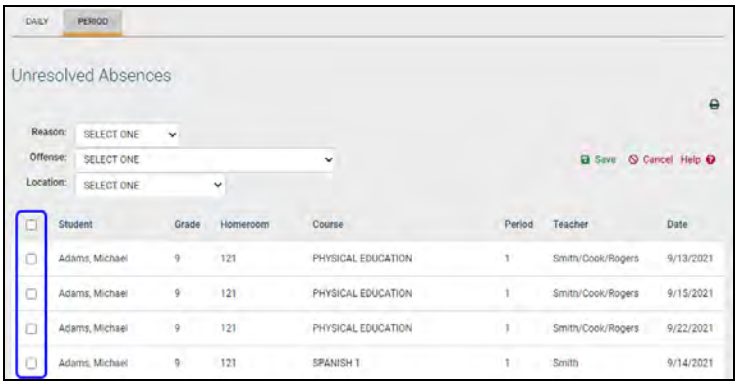
Batch Resolve and Add a Referral for Period Absences

1. Use the Batch Resolve and Add Referral feature when several students share the same reason, resolution date, and referral reason.

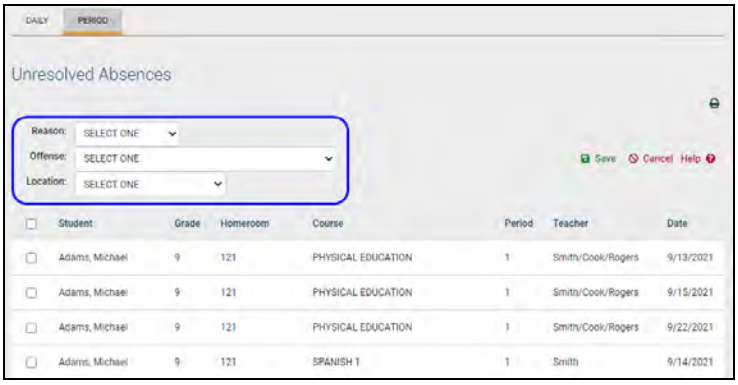
2. Once you have located the students that you are going to Batch Resolve and Add a Referral to (i.e., if they skipped class), single-click the Batch Resolve and Add Referral icon and wait for the screen to refresh.



3. Use the check boxes next to each student's name that you wish to add a referral to. An identical referral will be applied to ***all*** selected students.



4. Select the Reason, Offense, and Location from the drop-down lists.



Note: The Reason drop-down list contains reasons defined by your specific district. This list can be updated at any time in **Maintenance > Attendance.**

5. To apply the reason, offense, and location to the group of students, click once on the Save icon in the upper right corner of the screen.

Note: The referrals that are generated by this process will be created automatically using the information entered here. The “Time of Incident” field on the referral will show the start time of the missed class.

6. The screen will refresh, returning you to the list of remaining unresolved absences. The students whose records have been resolved are no longer on the list.

Note: The students for whom you have added a referral will show up in the Discipline module under the Students to See sub-module.

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