

Certifying Attendance Records:

1. Run the attendance report for each teacher by class at the end of the interim/grade period.
2. Review and update reports before printing and distributing to teachers.
3. Teachers must review, sign, and return attendance reports to the principal.
4. Make any necessary updates before printing interims/grade reports.
5. Store all signed attendance reports (hard-copy or digital) for three (3) years, per policy.

Attendance

> Administration

> Add Absences

Reports

> Attendance Chart Student Advanced R

> Absence Summary

> Perfect/Excessive Attendance

> Absences by Course and Student

> Print Absence Summary

> Average Daily Attendance

> Average Attendance by Day

> Teacher Completion

> Verification Sheets/Sub Rosters

Generating Attendance Verification Sheets

1. Click on the Attendance tab.
2. Select Verification Sheets/Sub Rosters.
3. The Verification Sheets/Sub Rosters screen will appear.

Verification Sheet Options

Teacher:

4. Leave the Teacher field blank to generate sheets for all teachers and all courses.

Note: Select their name(s) from the drop-down menu to print for a specific teacher or teachers.

Period:

5. Select the attendance period from the period drop-down menu.
 - **Elementary:** Select Period 00.
 - **Secondary:** Select all attendance-eligible periods.

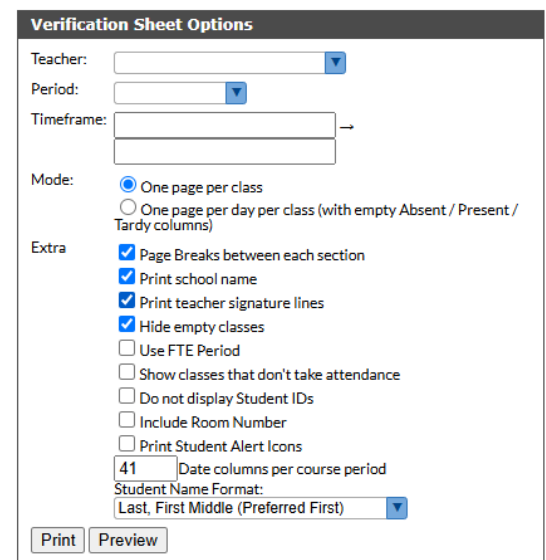
Timeframe:

6. Set the date range for verification using the calendar tools.

Refer to the Attendance Verification Schedule for the attendance dates.

Mode:

7. Select One page per class.



The form titled "Verification Sheet Options" contains the following fields and options:

- Teacher:** A dropdown menu.
- Period:** A dropdown menu.
- Timeframe:** A date range selector with a right arrow icon.
- Mode:** Radio buttons for:
 - ☒ One page per class
 - ☐ One page per day per class (with empty Absent / Present / Tardy columns)
- Extra:** A group of checkboxes:
 - ☒ Page Breaks between each section
 - ☒ Print school name
 - ☒ Print teacher signature lines
 - ☒ Hide empty classes
 - ☐ Use FTE Period
 - ☐ Show classes that don't take attendance
 - ☐ Do not display Student IDs
 - ☐ Include Room Number
 - ☐ Print Student Alert Icons
- Date columns per course period:** A text input field containing "41".
- Student Name Format:** A dropdown menu showing "Last, First Middle (Preferred First)".
- Buttons:** "Print" and "Preview".

Attendance Verification Report

Extra:

8. Check **Page Breaks** between each section.
9. Check **Print school name**.
10. Check **Print teacher signature lines**.
11. Check **Hide empty classes**.
12. Change **Date columns per course period** from 14 to 41. This will ensure that the date range prints on one page.

Verification Sheet Options

Teacher:

Period:

Timeframe:

Mode: ☒ One page per class
☐ One page per day per class (with empty Absent / Present / Tardy)

☐ Include Room Number

☐ Print Student Alert Icons

41 Date columns per course period

Student Name Format:
Last, First Middle (Preferred First)

13. After selecting options, click the Print button for a print preview.

The print preview screen will display.

14. When finished previewing, select Return to Focus to print.

Reviewing Your Verification Report:

Review each page for the following codes.

Codes:

?	Student assumed Present, and the teacher did not take attendance
*	No Active Scheduled Class for the date and/or time
-	Not Enrolled , No School, or Future Date

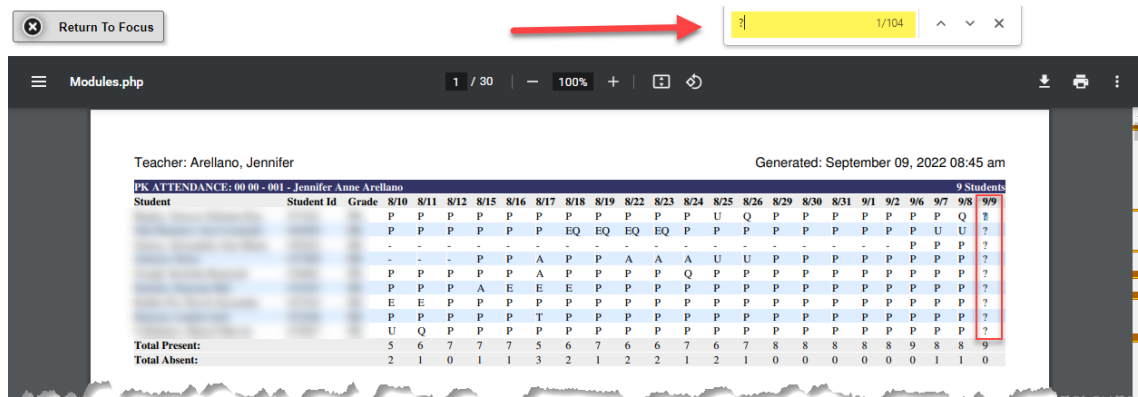
Attendance Verification Report



There should be NO “?” marks (excluding schools with block schedules (i.e. 0102)).

Question marks (?) appear when the Teacher/Front Office does not enter attendance; the student is assumed present. Make sure to verify and change the question mark(s) to the correct attendance code.

A quick way to find question marks is to press the CTRL key and the letter F simultaneously on your keyboard. The search box will appear in the upper right corner. Type a ? in the search box and press Enter. All matches will be highlighted in the PDF.



If you find:



? = Verify attendance with the teacher and update records as needed. Going forward, try to do this weekly—it's easier to stay accurate when it's fresh. In other words, it's easier to remember whether “Johnny” was there within the current week rather than four weeks from now. 😊



(Middle/High Only): For periods that didn't meet, question marks will appear. On the verification report, cross out the column and write “*class did not meet*”.

* = you will need to verify scheduling information.

▪ = you will need to verify enrollment information.

Printing the Reports

After reviewing and making necessary corrections, print the verification sheets and give them to teachers to review, sign, and return.

From the Print Preview screen:

15. Click the Download icon to save the report or the Printer icon to print it.



Each teacher must review, sign, and date their report and return it to the attendance office. If a teacher is unable to certify attendance, consult with your Principal.

Keep signed attendance reports and sub-rosters (hard copy or digital) on file for 3 years per district. policy.