

Reminders & Tips

I recommend the 'Teacher Attendance Summary report for submission to your auditors:

SAMPLE
REPORT

1soatr32.p 04-2 05.13.06.00.04-10.2		Brooks Elementary Attendance Summary Report by Class		11/03/13		Page:3 7:56 PM											
Course: SECOND GRADE Teacher: PATRICIA KNUDSEN		Section: 01 Period: 01		Starting Date: 10/01/2013 Ending Date: 10/11/2013													
		09/30/2013		10/07/2013		- TOTALS -											
Student ID	Student Name	M	T	W	T	F	P	M	T	W	T	F	P	EXC	UNK	TDY	OTH
+ - Present		- - Not Enrolled		* - No School		(Space) - Class Doesn't Meet											

Reports - Entity 002 - WS\OF\AT\RE - 10675 - 05.13.06.00.11-10.2 - Windows Internet Explorer

https://shimweb.bvs.org/sct/schools/01/Service/entEplus/satrbro001.w

Brooks Elementary (002) * MUST BE IN SCHOOL ENTITY FS-Alert Cynthia Rakocy Account Preferences Exit ?

Home Students Families Staff Student Services Food Service **Office** Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Reports

- Attendance Reports - AR
 - Daily Reports - DR
 - Day Summary - DS
 - Period Detail - PD
 - Admit Slips - AS
 - Do Not Admit Slips - NA
 - Unrecorded Class Attendance - UC
 - Recorded Class Attendance - RC
 - Reports By Student
 - Monthly/Quarterly Report - MQ
 - Attendance Graphs - AG
 - Attendance Detail or Summary - AD
 - Teacher/Class Rollbook Report - RR
 - Teacher/Class Summary Report - SC**
 - Attendance Membership Report - AM
 - Consecutive Absences Report - CA

OFFICE \ ATTENDANCE \ REPORTS \
REPORTS BY STUDENT \
TEACHER/CLASS SUMMARY REPORT

Template Settings

* Template Description: Section 25 Request
 Share this template with other users in entity 100
 Print Greenbar

Save
Save and Print
Back

Report Ranges

DATES: RUN FOR TIME PERIOD OF ONE WEEK PRIOR TO FIRST DAY ATTENDED FOR 3 WEEKS

Dates
* Enter date range: 10/07/2013 (Monday) to 11/01/2013 (Friday)
 Default to 4 week date range

Classes
Teacher: [] []
Course/Class: [] [] [] []
Period: 01 02
Term: 00 99

Students
* **PULL UP THE STUDENT IN SKYWARD TO GET THE STUDENT KEY**
* Student Key: STUKEY SAME-STUKEY
Grade/Grad Yr: 9999 0000
 Include all student types
 Include all schools
 Include all calendars
* Select absence types: []
Student Status: Active Inactive Both

* Select classes:
Selected Classes
There are no records to display; check your filter settings.
0 records displayed

Sort Options
 Teacher
 Class

Report Options
 Use scheduling days
 Page break by Class
 Print absence types legend
 Print non-absence data
 Print signature line
 Print multiple meets as one class

Asterisk (*) denotes a required field

*** BE SURE TO UNCHECK THIS BOX.**