



### Window

### Information

#### Accessing the Attendance Reports



1. From the **Index**, select the **Attendance** folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. Expand the **Reports** folder within the Attendance folder. The following reports are available:
  - ADM & ADA Detail
  - Attendance Dialer – *for use with Campus Messenger*
  - Attendance Letters – *instructions detailed in separate document*
  - Day Count
  - Dialer Activity – *for use with Campus Messenger*
  - Dialer Extract
  - Period Count
  - Register

#### Generating the ADM and ADA Detail Report

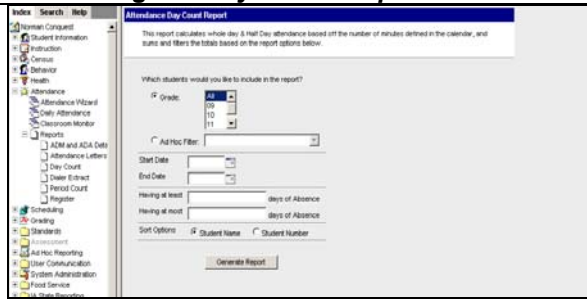


This report calculates Average Daily Membership (ADM) and Average Daily Attendance (ADA) based on the whole day and half-day attendance minutes defined in the calendar or an exact minute setting. The report summarizes the data by student, grade and calendar for the date range entered.

04-05		Attendance/Membership Report for 08/30/2004 - 06/10/2005					
ICHS Th 7-A		Instructional Days: 205					
08/30/2004		Page 1 of 25					
Student	Grade	Student Number	Membership Days	Absent Days	Present Days	ADM	ADA
<b>Totals</b>							
	09		70784	13.2	70770.8	345.05	345.02
	10		65475	11	65464	319.15	319.14
	11		64995	19.6	64975.4	316.61	316.75
	12		98297	9.9	98287	284.17	284.12
<b>Students</b>							
Aarn-Holt, Kayleigh	09	29	199	1.10	197.90	0.97	0.97
Acker, Gregory	09	9539	199	1.10	197.90	0.97	0.97
Adair-Bels, Tamara	09	9640	199	1.10	197.90	0.97	0.97
Almond, Marcus	09	13003	199	0.40	198.60	0.97	0.97
All-Renaiss, Heidi	09	9656	199	1.10	197.90	0.97	0.97
Altus, Shiraz	09	9966	199	1.20	197.80	0.97	0.96
Alvarez, Amanda	09	57	199	1.20	197.80	0.97	0.96
Alexander, Alex J	09	0968	199	0.00	199.00	0.97	0.97
Alpert, Anupam	09	103	199	0.00	199.00	0.97	0.97
Anderson, Johnnie I	09	11009	199	0.10	198.90	0.97	0.97
Anderson, Aaron	09	107	199	1.10	197.90	0.97	0.97

1. Enter the **Start** and **End Date** by typing in mmddyy format or by clicking the calendar icon to select a date. If these fields are left blank, the report will base the calculation on the start and end dates of the calendar.
2. Select either the **Exact** or **Daily Approximation** option.
3. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student's name, grade and number and the ADM/ADA calculation.

#### Generating the Day Count Report



This report calculates whole day and half-day attendance based on the number of minutes defined in the calendar.

1. Select the **Grade** level to show on the report, or select a stored student filter from the **Ad Hoc Filter** dropdown list.

**Attendance Day Count Report** Page 1 of 2  
Generated: 01/19/2006 02:54:58 PM

Report generated for Conquest, Norman

Student	Number	Grade	# Days
Aasm-Holt, Kayleigh	29	09	1
Acker, Gregory	9539	09	1
Ackerson, Carl	135745	10	1
Adams, Abigail R	9534	10	1
Adriano, Joshua	30	10	1
Ady-Bote, Tameka	9540	09	1
Aedman, Tara Thomas	10946	12	1
Ahmed, Marwan	13603	09	1
Abrams, Anna J	32	10	1
Avello, Derek John	10454	12	1
Al-Ramzes, Keith	9565	09	1
Albers, Shanae	9566	09	1
Albertson, Amanda	57	09	1
Allen, Sierra Edward	101	10	0
Ali, Ronald D	11048	11	1
Anderson, Johnnie Isiah	11097	09	0
Anderson-Montgomery, Eric J	9729	11	1
Anderson, Aaron	107	09	1
Anderson, Adeline J	11147	12	1
Anderson, Alan L	9725	10	0
Anderson, April K	9535	09	0

2. Enter the **Start** and **End Dates** by which to base the calculations of this report. If left blank, calculations will use the start and end dates of the calendar.
3. Enter the **Having at Least** and **Having at Most** number. This number determines which students should be included. If a perfect attendance report is desired, enter zero in both fields.
4. Select the appropriate **Sort Options** – by *Student* or by *Student Number*.
5. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student's name and a total number of days absent.

### Generating the Dialer Extract Report

This Report will generate a fixed-width file for importing into an attendance auto-dialer. Enter the date, and it will return the names, phone numbers and a period string where the student was absent and the excuse is unknown.

Student Name	Phone Number	Period
Kayleigh Aasm-Holt	7631031498	10
Gregory Acker	7631182111	10
Carl Ackerson	7631032445	10

1. Enter the **Date** for which the report should display attendance information. Enter the date in mmddyy format or click the calendar link to select a date.
2. Select the **Format** of the file – *fixed-width, CSV, XML or HTML*.
3. Click the **Generate Extract** button. The report will display, showing the student's number, name, phone number and a list of the periods the student missed. This report will only show unknown absences.

### Generating the Period Count Report

This report counts attendance marks that meet the filter criteria by period. *Excuse codes* count specific values; to count generalized attendance, use the *Status and Excuse* values.

1. Enter the **Start** and **End Date** for which the report should display attendance information. Enter the date in mmddyy format or click the calendar link to select a date.
2. Enter the **Having at Least** and **Having at Most** number. This number determines which students should be included.

Page 1 of 1  
Generated: 06/26/2005 04:42:31PM

**Attendance Counts By Period**

Report generated for Conquest, Norman  
Total students: 41 All Grades Effective Date: 06/25/2005 Start/End Date: 09/04/2004-06/01/2005 Absence Count: 1-  
Status: Absent, Tardy, Early Release Excuse: Excused All Excuse Code

Student	Number	Grade	Period							
			01	02	03	04	05	06	07	
Aam-HR, Kayleigh	29	09	1	1	1	1	1	1	1	1
Acker, Gregory	9539	09	1	1	1	1	1	1	1	1
Ackerson, Carl	135745	10	1	1	1	1	1	1	1	1
Adams, Abigail R	9534	10	1	1	1	1	1	1	1	1
Adams, Joshua	30	10	1	2	1	1	1	1	1	1
Aedman, Tara Thomas	10946	12	1	1	1	1	1	1	1	1
Ahmed, Maroon	13605	09	2	1	1	1	1	1	1	1
Ahrens, Anna J	32	10	1	1	1	1	1	1	1	1
Ahric, Derek John	10404	12	1	1	1	1	1	1	1	1
Ahrens, Shana	9566	09	1	1	1	1	1	1	1	1
Anderson, Anastasia	17	09	1	1	1	1	1	1	1	1
Anderson, Johnelle Isalah	11097	09	1	1	1	1	1	1	1	1
Anderson, Aaron	107	09	1	1	1	1	1	1	1	1

3. Select the **Grade** level to show on the report from the dropdown list. If left blank, students in all grade levels will display.
4. Enter the **Effective Enrollment Date** for the students on the report. This date entry will only show students that are active as of this date.
5. Select the appropriate **Group Options** – by *Period* or by *Schedule*.
6. Select the appropriate **Sort Options** – by *alphabetical* or by *Grade/alphabetical*.
7. Select the **Status** of the attendance entry – *all*, *absent*, *tardy* and/or *early release*. At least one option needs to be selected.
8. Select the **Excuse** of the attendance entry – *all*, *unknown*, *excused*, *unexcused* or *exempt*. At least one option needs to be selected.
9. If using the excuse codes for specific values on the report, select the **Excuse Codes**.
10. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student’s name and grade and the total number of periods that were missed. The report settings that were selected will also be displayed.

**Generating the Attendance Register Report**



This report calculates whole and half-day attendance based on the number of minutes defined in the calendar, and displays the result for each day for each student for a grade level along with a summary of ADA and ADM during that time frame.

District: Fall-04 0414  
County: Anoka  
Site Number: 822

Date: 11/16/2004  
Time: 12:43:20 PM  
Page 1 of 6

**ATTENDANCE REGISTER**  
Fall-04 High School  
Anoka-Hennepin, Year (04-05)  
11/16/2004 11/16/2004

Student ID	Student Name	A	H	F	T	U	W	R	F	S	Present	Absent	Membership	Day	Day
000001	Ac, Nolan										0	0	0		
000002	Adams, Anna B										0	0	0		
000003	Ahrens, Anna J										0	0	0		
000004	Ahric, Derek John										0	0	0		
000005	Ahrens, Shana										0	0	0		
000006	Ahric, Derek John										0	0	0		
000007	Ahrens, Shana										0	0	0		
000008	Anderson, Anastasia										0	0	0		
000009	Anderson, Johnelle Isalah										0	0	0		
000010	Anderson, Aaron										0	0	0		

1. Enter the **Start** and **End Date** for which the report should display attendance information. Enter the date in mmddy format or click the calendar link to select a date.
2. Select a **Grade** level from the dropdown list to display on the report.
3. Enter an effective enrollment date.
4. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student’s name and a grid of the days that were missed. It will also display the present days and membership days for each student.