

Campus Attendance Clerk's Substitute Attendance Roster Report

Use the *Substitute Attendance Roster* report to print class lists for a substitute teacher.

The screenshot shows the SPPS Campus Help application. On the left is an 'Index' column with a tree view. The 'Attendance' folder is expanded, and the 'Reports' sub-folder is also expanded. The 'Sub Attendance Roster' report is highlighted. On the right is the 'Rosters' report interface. It has a 'Period' dropdown menu with options 00 through 07. Below that is an 'Effective Date' field with a calendar icon, currently showing 11/27/07. A 'Teacher' list is displayed with a scroll bar, containing names and IDs such as 'Caron, Leslie #', 'Colestock, Erin Ann #514453', etc. A 'Generate Report' button is at the bottom right. Three numbered instructions with arrows point to: 1. The 'Attendance' folder in the Index. 2. The plus sign next to the 'Reports' folder. 3. The 'Sub Attendance Roster' report in the Index.

1. From left Index column, click to open Attendance folder.

2. Click on the plus (+) next to Reports.

3. Click to select the Sub Attendance Roster report.

4. Sub Attendance Roster report interface page opens.

5. Period:

Elementary Schools: Select Period AM
(Exception: Afternoon half-day kindergarten, select Period PM).

Secondary Schools: Do not select any period (you will want the report to print for every section that the teacher will teach).

6. Teacher: choose one teacher at a time to print.

7. Generate Report.

To print lists for another teacher, repeat steps 3-7.