

# **Attendance By Date**

### **Table of Contents**

# **Attendance By Date**

#### Attendance > Maintenance > Student > Student Inquiry > Attendance By Date

This tab displays a report of the student's absences by date, including the periods, course numbers, and absence codes associated with the date. Historical attendance data can be accessed by changing the **School Year**.

### View data:

#### Select a student

□ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats:
	<ul> <li>Last name, comma, inst name (smith, joint)</li> <li>Last name initial, comma, first name initial (s,j)</li> <li>Comma, first name (,j)</li> </ul>
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.
	TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)
	If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.
(photo)	If a photo exists for the student, the student photo is displayed.
	From Registration > Maintenance > Student Enrollment, you can change the student photo:
	1. Hover over the image, and click <b>Change</b> . The Change Student Photo window opens.
	2. Click <b>Choose File</b> . Locate and open the file for the new image.
	3. Click <b>Save</b> . The window closes, and the new image is displayed.
	Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

**From Date** (Required) Type the date from which you want to inquire about the student's attendance letters. Use the MMDDYYYY format.

The student's original entry date, grade level, and withdrawal date (if applicable) are displayed.

A report of the student's attendance is displayed.

Review, save, and/or print the report.

#### Review the report using the following buttons:

Click **First** to go to the first page of the report.

Click  $\blacktriangleleft$  to go back one page.

Click I to go forward one page.

Click List to go to the last page of the report.

#### The report can be viewed and saved in various file formats.

Click 🖾 to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click 🖾 to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

### Other functions and features:

**Documents** View or attach supporting documentation.



## **Back Cover**