

SAT0202 - Attendance Tear Strips (#6185)

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This report provides a multi-course attendance roster for the current year that allows instructors to record daily student attendance on form 6185.

- If the instructor has more than one course during a period, the students in the courses are printed on the same roster.
- If the instructor has more than one section of the same course in a period, the students in the sections are printed on the same attendance roster instead of separate rosters for each section.
- If the instructor has a course that meets more than one consecutive period, one roster is printed for all periods.
- If the instructor has been withdrawn from or reenrolled from the course, the roster will display the students listed under the active instructor. If there is no active instructor for the course, the most recent instructor's class list is printed.
- If a student withdraws from the course or campus, he is included on the list with an asterisk next to his student ID. The asterisk appears on the day he withdraws and thereafter. An asterisk also is printed next to the student ID to denote withdrawal activity for that week.

Other functions and features:

Preview Errors	If errors are encountered, click to view and print the error list. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last 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.


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