


# 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- If the instructor has been withdrawn from or re-enrolled from the course, the roster will display the students listed under the active instructor.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.

| Parameter | Description |
|---|---|
| **Print Sequence (A=Alpha, N=Numeric)** | A - Print students by last name.<br><br>N - Print students by student ID. |
| **Campus ID** | Type the three-digit campus ID, or click to select the campus. |
| **Attendance Track** | Type the two-digit attendance track. |
| **Beginning Date (MMDDYYYY)** | Type the date, or click to select the date from a calendar. You must select a Monday. Even if the first day of school is not a Monday, select Monday for that week. For holidays and other dates that are not in the calendar, the report creates tear strips without student names that are marked as non-school days. |
| **Period (Blank for All, Not used by Cntrl Nbr)** | Type the two-digit period, or leave blank to select all periods. |
| **Control Nbrs (Blank for All)** | Type the three-digit instructor IDs (control numbers), separating multiple IDs with a comma (e.g., 112,131). Or, click to select the instructor IDs. Leave blank to select all instructor IDs. |
| **Course Nbrs (Blank for All, Not used by Cntrl Nbr)** | Type the course number(s), including all leading zeros and separating multiple courses with a comma (e.g., 0100,0110). Or, click to select the course(s). Leave blank to select all courses in the district. |
| **Print Spacing (S=Single, D=Double)** | S - Use single-spacing.<br><br>D - Use double-spacing. |

| Parameter | Description |
|---|---|
| **Sort Order (C=Teacher/Crs, P=Teacher/Prd, N=Control Nbr)** | C - Create a course roster. Print one roster for each class.<br><br>P - Print a multi-period roster. Print all students in all classes if more than one class meets in the same period for the same instructor.<br><br>N - Print a control number roster. Print one roster for each control number. |

## Other functions and features:

| | |
|---|---|
| **Preview Errors** | If errors are encountered, click to view and print the error list.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click to go back one page.<br>Click to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>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.<br>Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


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