



# **SAT1365 - Class Attendance Roster**



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This report prints current year class attendance by instructor name or control number. It can be used to collect attendance data for attendance or grade reporting cycles.


A signature and date line is printed for certifying the attendance record.



An asterisk next to the student's name indicates that the student is excluded from attendance reporting (i.e., **Rep Excl** is set to exclude attendance (A or B) on [Registration > Maintenance > Student Enrollment > Demo 1](#)).

### Report sort order

Print Sequence	Sort by Control Number	Sort Order
N	N	Instructor name, instructor ID, course number, section number, student ID
A	N	Instructor name, instructor ID, course number, section number, student name, student ID
N	Y	Control number, student ID
A	Y	Control number, student name, student ID

### Run the report:

Parameter	Description
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .
<b>Attendance Track</b>	Type the two-digit attendance track.
<b>Semester (1, 2, 3, 4)</b>	Type the one-digit semester.  Valid semesters are 1 and 2.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.
<b>Cycle (1, 2, 3)</b>	Type the one-digit cycle code.
<b>Period (Blank for All, Not used by Cntrl Nbr)</b>	Type the two-digit period number.

Parameter	Description
<b>Control Nbrs (Blank for All)</b>	Type the three-digit instructor IDs (control numbers), separating multiple IDs with a comma (e.g., 112,131). Or, click  to <a href="#">select the instructor IDs</a> . Leave blank to select all instructor IDs.
<b>Course Nbrs (Blank for All, Not used by Cntrl Nbr)</b>	Type the course number(s), including all leading zeros and separating multiple courses with a comma (e.g., 0100,0110). Or, click  to <a href="#">select the course(s)</a> . Leave blank to select all courses in the district.
<b>Print Sequence (A=Alpha, N=Numeric)</b>	A - Print students by last name. N - Print students by student ID.
<b>Print Spacing (S=Single, D=Double)</b>	S - Use single-spacing. D - Use double-spacing.
<b>Credit Level (E=Elem, M=Mid, H=High, A=All, Not used by Cntrl Nbr)</b>	E - Select elementary credit level courses. H - Select high school credit level courses. M - Select middle school credit level courses. This parameter allows campuses with grade levels EE-12 to print rosters for a specific group of grade levels.
<b>Sort by Control Number (Y, N)</b>	Y - Sort by control number then by last name. N - Sort by grade level then by last name. If Y, leave <b>Period</b> , <b>Course Nbrs</b> , and <b>Credit Level</b> blank, and you can only select one instructor for <b>Control Nbrs</b> .
<b>Cycle Type (A=Attendance 6 week, Blank=Grade Reporting)</b>	A - Run the report for the six-week cycle in Attendance. Blank - Run according to the grading cycles in Grade Reporting.



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