

SAT1370 - Class Attendance Verification

Table of Contents

SAT1370 - Class Attendance Verification 1

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Attendance > Reports > Attendance Reports > Rosters > SAT1370 - Class Attendance Verification

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

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, period, course number, section number, student ID
A	N	Instructor name, instructor ID, period, 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
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Attendance Track	Type the two-digit attendance track.
Semester (1, 2, 3, 4)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1, 2, 3)	Type the one-digit cycle code.
Period (Blank for All, ADA for Cntrl Nbr)	Type the two-digit period number.
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.

Parameter	Description
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 Sequence (A=Alpha, N=Numeric)	A - Print students by last name. N - Print students by student ID.
Print Spacing (S=Single, D=Double)	S - Use single-spacing. D - Use double-spacing.
Credit Level (E=Elem, M=Mid, H=High, A=All, Not used by Cntrl Nbr)	E - Select elementary credit level courses. H - Select high school credit level courses. M - Select middle school credit level courses. Blank - Select all credit levels. This parameter allows campuses with grade levels EE-12 to print rosters for a specific group of grade levels.
Sort by Control Number (Y, N)	Y - Include the students reported under the instructor control number. If Y, leave **Course Nbrs** and **Credit Level** blank, and you can only select one instructor for **Control Nbrs**. If **Period** is blank, attendance is reported for the ADA posting period. **NOTE**: Selecting **Y** will sort the report by the **student's assigned control number** on Registration > Maintenance > Student Enrollment > Demo1 > Current/Next Year Information. N - Include the students reported under the course the student has during the ADA period. If N (which generates the Class Attendance Verification by Period report), students who are withdrawn from a course-section but still enrolled at the campus are listed in the classes from which they withdrew, and they are highlighted with gray shading. **NOTE**: Selecting **N** will sort the report by the **student's assigned teacher on their schedule**.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.
Cycle Type (A=Attendance 6 week, Blank=Grade Reporting)	A - Run the report for the six-week cycle in Attendance. Blank - Run according to the grading cycles in Grade Reporting.

NOTE: It is possible that a student's absence is displayed when the **Control Nbrs** parameter is Y but *not* when the **Period** parameter is N (in the Period report).This could occur if a student

moved to a different class for the same period. In this case, it is recommended that you combine the Period reports for the classes in which the student was enrolled for the same period, and compare these against the Control Nbrs report.


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Back Cover