


# SAT1370 - Class Attendance Verification

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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.<br><br>Valid semesters are 1 and 2.<br><br>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.<br><br>N - Print students by student ID. |
| **Print Spacing (S=Single, D=Double)** | S - Use single-spacing.<br><br>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.<br><br>H - Select high school credit level courses.<br><br>M - Select middle school credit level courses.<br><br>Blank - Select all credit levels.<br>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)** | |
| **Include Withdrawn Students (Y, N)** | Y - Include withdrawn students.<br><br>N - Do not include withdrawn students.<br><br>If Y, withdrawn students are shaded gray. |
| **Cycle Type (A=Attendance 6 week, Blank=Grade Reporting)** | A - Run the report for the six-week cycle in Attendance.<br><br>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. 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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