



SAT3500 - Daily Class Attendance Roster

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This report provides current year class rosters for substitute instructors. A substitute instructor can circle A for absent or T for tardy and write in comments.

Run the report:

Parameter	Description
Campus ID	Type the three-digit campus ID, or click  to select the campus .
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.
Period (Blank for All)	Type the two-digit period, or leave blank to select all periods.
From/To Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. Leave To Date blank to generate the report for the From Date only.
Double Space (Y, N)	Y or blank - Double-space the report. N - Do not double-space the report.
Include Courses Excluded from TeacherPortal (Y, N)	Y - Include courses excluded from TeacherPortal. N or blank - Do not include courses excluded from TeacherPortal.



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