



# **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.

Parameter	Description
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .
<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>Period (Blank for All)</b>	Type the two-digit period, or leave blank to select all periods.
<b>From/To Date (MMDDYYYY)</b>	Type the date, or click  to select the date from a calendar.
<b>Double Space (Y, N)</b>	Y or blank - Double-space the report.  N - Do not double-space the report.
<b>Include Courses Excluded from txGradebook (Y, N)</b>	Y or blank - Double-space the report.  N - Do not double-space the report.



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