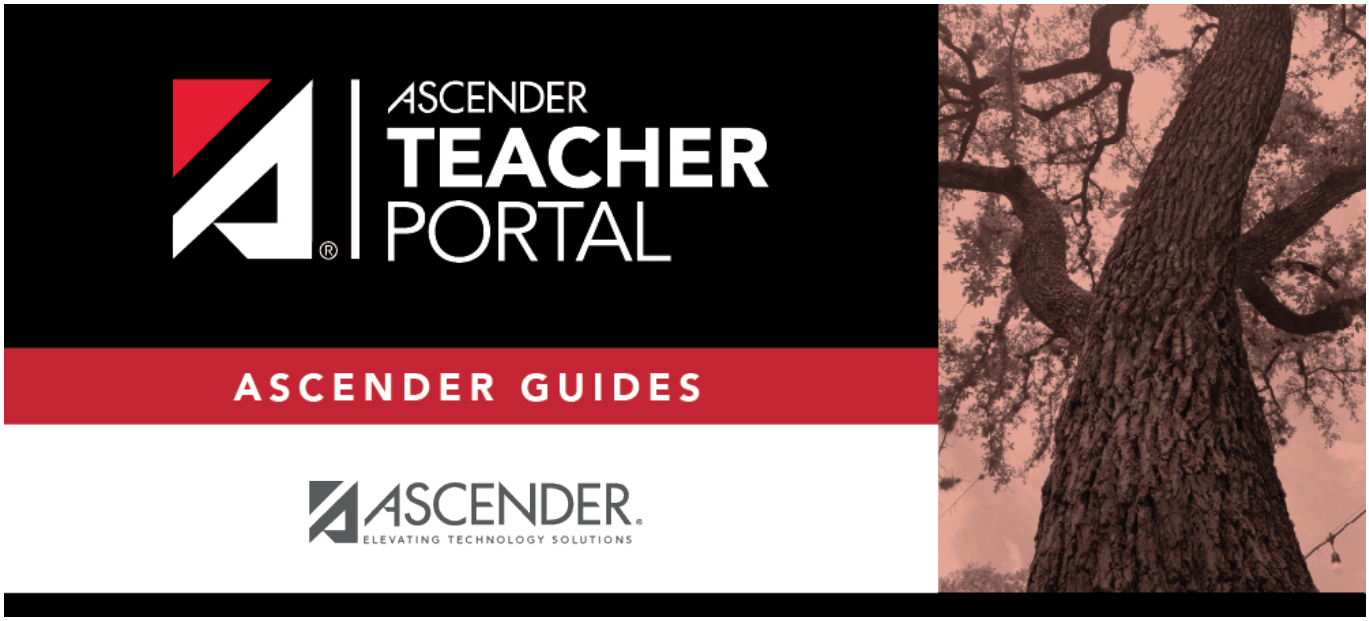

Attendance Verification

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Attendance Verification

Reports > Attendance Verification

This report displays attendance for all of your students for a selected course-section and date range. You can view data for up to one semester. You can also generate a summary report that displays only totals for the selected date range.

The following codes are used:

- A - Excused absence
- S - School-related absences
- T - Tardy
- X - Truant

An asterisk next to the attendance code indicates that the absence or tardy occurred in a course other than the course the student is currently enrolled in (e.g., if he transferred from one course to another during the school year).

NOTES:

- Inservice work days are indicated with an I in the column heading.
- Saturday may be a valid attendance date, even if the course does not meet on Saturday. This may be used for bad weather makeup days.
- If you are printing the report for more than three weeks, you should set the printer orientation setting to landscape or the **Page Scaling** field to *Shrink to Printable Area*. If the *Shrink to Printable Area* setting is not enabled, the landscape orientation will accommodate up to six weeks plus the **Total** column per page. Additional weeks (up to one semester) can be generated by entering the appropriate dates in the **From Date** and **To Date** fields; however, the report will print on multiple sheets of paper with a **Total** column on each page.

Attendance Verification Report

Teacher: Onassis , Jacqueline K | Per: 01 | Crs: ENVIRONMENT SYS (4216-31)

Student Count: 20 | ADA Reporting Period: 02 | Campus: 001 - 001 School

Sem: 2 | From: 04/27/2020 | To: 05/01/2020

			1st Week					Total		
			27	28	29	30	1			
Student Name	Student ID	Grade	M	T	W	T	F	A	S	T
BALDERRAMA, DANNA P.	994254	11						0	0	0
BURFORD-ZAWAHREH, BURFORD-ZAWAHREH	993037	11						0	0	0
CADDELL, RILEY D.	981173	12						0	0	0
CASTILLO JR, ALAN H.	993929	10						0	0	0
CORTEZ, ZAYLEE B.	994450	12						0	0	0
DELEON, HUNTER J.	981029	11						0	0	0
DUBOSE, RUBY A.	993384	11						0	0	0
DYE, CANDACE R.	993033	11						0	0	0
EDWARDS, MALVIN E.	992457	12						0	0	0
ENGLISH, ANGEL S.	991798	12						0	0	0
GAMEZ, GUADALUPE T.	993281	11						0	0	0
MACIAS, EMILIANO X.	980063	11						0	0	0
MATA, MATA	982160	12						0	0	0
PEREZ, GABRIEL A.	992158	11						0	0	0
RADFORD, MEGHAN A.	992528	11						0	0	0
RANGEL, QUINTIN M.	992704	12						0	0	0
RODRIGUEZ, COLT G.	981030	11						0	0	0
SULLIVAN, MICHAEL G.	993478	12						0	0	0
VAQUERA, JACOB D.	993746	11						0	0	0
VAZQUEZ, CHRISTIAN R.	992709	12						0	0	0

Attendance Code Legend

*: Outside current course enrollment

_____ TEACHER'S SIGNATURE

Attendance Verification Report

Teacher: Onassis , Jacqueline K | Per: 01 | Crs: ENVIRONMENT SYS (4216-31)

Student Count: 20 | ADA Reporting Period: 02 | Campus: 001 - 001 School

From: 04/27/2020 | To: 05/01/2020

			Totals		
Student Name	Student ID	Grade	A	S	T
BALDERRAMA, DANNA P.	994254	11	0	0	0
BURFORD-ZAWAHREH, BURFORD-ZAWAHREH	993037	11	0	0	0
CADDELL, RILEY D.	981173	12	0	0	0
CASTILLO JR, ALAN H.	993929	10	0	0	0
CORTEZ, ZAYLEE B.	994450	12	0	0	0
DELEON, HUNTER J.	981029	11	0	0	0
DUBOSE, RUBY A.	993384	11	0	0	0
DYE, CANDACE R.	993033	11	0	0	0
EDWARDS, MALVIN E.	992457	12	0	0	0
ENGLISH, ANGEL S.	991798	12	0	0	0
GAMEZ, GUADALUPE T.	993281	11	0	0	0
MACIAS, EMILIANO X.	980063	11	0	0	0
MATA, MATA	982160	12	0	0	0
PEREZ, GABRIEL A.	992158	11	0	0	0
RADFORD, MEGHAN A.	992528	11	0	0	0
RANGEL, QUINTIN M.	992704	12	0	0	0
RODRIGUEZ, COLT G.	981030	11	0	0	0
SULLIVAN, MICHAEL G.	993478	12	0	0	0
VAQUERA, JACOB D.	993746	11	0	0	0
VAZQUEZ, CHRISTIAN R.	992709	12	0	0	0

Attendance Totals Legend

A: ABSENCES **S: SCHOOL-RELATED ABSENCES** **T: TARDIES**

_____ TEACHER'S SIGNATURE

Generate the report:

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Course-Section	Select the course-section and period for which to print the report.

From Date **To Date**	Enter the beginning and ending dates. Both dates must fall within the selected semester.
Include Withdrawn Students	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
Summary Only	Select to display only totals for the selected date range. If not selected, the report lists all absences for the selected date range.

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.