



# 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

Student Name	Student ID	Grade	1st Week							Total		
			27	28	29	30	1	A	S	T		
			M	T	W	T	F					
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

Student Name	Student ID	Grade	Totals		
			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:

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

<b>From Date To Date</b>	<a href="#">Enter the beginning and ending dates.</a> Both dates must fall within the selected semester.
<b>Include Withdrawn Students</b>	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
<b>Summary Only</b>	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.



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