

# ASPEN GUIDE

## Homeroom Attendance Reports for School Office

### Attendance TopTab > Daily Office SideTab

The Office and Teachers are use the same method for attendance. The Daily Office SideTab will display any attendance taken that day. Click on any of the names to add or change information about that student.

- Reports > BC Daily Attendance Call Sheet

### Attendance TopTab > Daily Roster SideTab

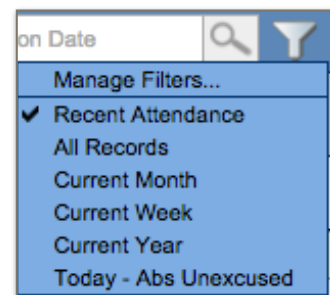
This tab allows attendance to be taken by homeroom. Click on the homeroom name, do the attendance and click the Post button.

### Attendance TopTab > Daily History SideTab

This tab shows a recent history of attendance. There are some useful filters to use:

You can also change your field set to AM/PM Attendance

- Travel Subsidy reports are also done in this area (see separate Travel Subsidy Guide)



### Attendance TopTab > Daily Summary SideTab

Values can be entered to look for kids at risk. Here's an example of settings I used to look for kids with more than 2 absences. Click on the Change Filter button in the top window to set parameters.

Similar to that, the **Principal's Attendance Report** will create a printed report with the same functionality:

- Attendance TopTab > Daily Office SideTab > Reports > Principal's Attendance

<b>Start date</b>	<input type="text" value="2/1/2016"/>
<b>End date</b>	<input type="text" value="2/24/2016"/>
<b>Absences</b>	<input type="text" value="Greater than or equal to"/> <input type="text" value="2"/> <input type="text" value="Or"/>
<b>Tardies</b>	<input type="text" value="Greater than or equal to"/> <input type="text" value="100"/> <input type="text" value="Or"/>
<b>Dismissals</b>	<input type="text" value="Greater than or equal to"/> <input type="text" value="100"/> <input type="text" value="Or"/>
<b>Other codes</b>	<input type="text" value="Greater than or equal to"/> <input type="text" value="100"/>

### **Did your teachers post their attendance?**

- Attendance TopTab > Daily Office SideTab > Reports > Daily Attendance Post Verification

### **How do I print a Homeroom Attendance Sheet for the week?**

- Note: Teachers can do this for themselves.
- Attendance TopTab > Daily Office SideTab > Reports > Attendance Homeroom Input

### **How do I print a multi-purpose homeroom list with blank headers?**

- Attendance TopTab > Daily Office SideTab > Reports > BC Homeroom List w. Desig