



Attendance

Homeroom Attendance Reports for School Office

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

Attendance Top tab > Daily Office Side tab

- Reports > BC Daily Attendance Call Sheet

Attendance Top tab > Daily Roster Side tab

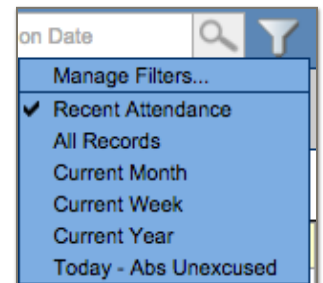
This tab allows attendance to be taken by homeroom. Click on the homeroom name, do the attendance and click the Post button.

Attendance Top tab > Daily History Side tab

This tab shows a recent history of attendance.

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 Top tab > Daily Summary Side tab

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

Start date	2/1/2016
End date	2/24/2016
Absences	Greater than or equal to 2
Tardies	Greater than or equal to 100
Dismissals	Greater than or equal to 100
Other codes	Greater than or equal to 100

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

- Attendance Top tab > Daily Office Side tab > Reports > Principal's Attendance

Did your teachers post their attendance?

- Attendance Top tab > Daily Office Side tab > Reports > Daily Attendance Post Verification

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

- Note: Teachers can do this for themselves.
- Attendance Top tab > Daily Office Side tab > Reports > Attendance Homeroom Input

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

- Attendance Top tab > Daily Office Side tab > Reports > BC Homeroom List w. Grid