
Guide

Attendance

Win School®
Version 4.2

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Introducing Attendance

Overview

Attendance is an easy-to-use attendance program for school staff. With it, you can enter attendance for a single student or for a group of students all at the same time. You can also use it to add comments and print reports.

You can keep attendance in 1 of 3 ways, depending on the amount of information your school requires:

- **Daily:** Uses 1 daily attendance code for each student each day.
- **Twice-Daily:** Uses morning and afternoon attendance codes, and a daily code for each student each day.
- **By Period:** Uses a code for each period, plus a daily code for each student each day.

How you keep attendance, daily, twice-daily, or by period, is determined by the setup in the School Setup Attendance Structure dialog. If the setup is for daily attendance only, period cells will not be available in the attendance worksheet windows.

If you keep twice-daily attendance, you can use any 2 periods to represent morning and afternoon attendance. If you keep attendance by period, enter attendance in all or most of your periods.

Using this Guide

This guide tells you how to take attendance, record comments, and access student information. Read the entire manual or just the sections describing your current task.

If you're a System Administrator or support staff at the main office, do some set up in the main office before clerical staff can use Attendance.

This section	Describes
Setting Up Attendance	The setup to be done in the main office
Introducing Attendance	The basic operating features and conventions of the Attendance module
Using Attendance	How to enter and edit attendance
Generating Reports	How to create and print reports
Troubleshooting	Solutions to common problems

What You Should Already Know

You should already have a basic understanding of your computer and the Microsoft Windows operating system. You need to know how to:

- use a mouse
- work with menus, scroll bars, windows, and dialog boxes
- enter and edit text
- select printer options

For information on how to use your PC, refer to the documentation that came with your operating system and computer.

If you are doing setup in the main office, you should be familiar with the Win School Student Information System, particularly the following modules:

- School Setup
- Details
- Scheduler

Getting Help

In addition to this guide, you can read the online help, which provides the most up-to-date information on Attendance.

Getting Technical Support

Chancery's support programs are available by subscription and include the below services.

Technical Support	<p>solves problems and answers questions when software doesn't produce the expected results.</p> <p>Monday to Friday, 5 am to 5 pm Pacific Time phone: 1-800-688-9939 fax: 1-800-346-0643 email: techsupp@chancery.com website: http://support.chancery.com</p>
Web support	<p>Chancery's website includes a searchable knowledge base with frequently asked questions, tips, and troubleshooting, as well as support forums for users to share experience and knowledge. Web tutorials are available on an annual subscription basis.</p>
Software updates	<p>releases of new versions with improved functions and software fixes. Updates are provided free of charge for 3 months from your date of purchase and are included in the subscription to Chancery Support Programs.</p>

For more information on Technical Support Programs, call Chancery Customer Service at 1-800-999-9931 extension 130.

Providing Feedback

To improve the quality of your documentation, we would like your comments regarding this guide. Email comments to Chancery's User Education department at user_docs@chancery.com.

Setting Up Attendance

Overview

Complete the following in the School Setup and Details modules before using Attendance.

Setting Up School Setup

School Setup Module	Dialog
School Menu	Localize School Year Define Grade Levels Transfer Recording Withdrawal Inactive Day Year Round School Year Round Tracks
Scheduler Menu	Timetable Structure
Attendance Menu	Attendance Structure Daily Attendance Codes Period Attendance Codes Reporting Terms for Attendance Define Day Types Daily Calendar
Rooms Menu	Room Setup
Student - General Menu	Student Groups Student Age Reporting Date
Student - Codes/Actions Menu	Status Codes

Setting Up Details

Details Module	Set Up
Course Details	Course Number Course Name Show in Attendance Track

Details Module	Set Up
Teacher Details	Teacher Name Homeroom Number Track
Student Details	Student Number Student Name Phone No Grade Level Homeroom Number Contact Phone Numbers Groups Track Status Codes Suspensions - recorded in the Conduct dialog

Defining Period to Daily Links

Links define the relationship between period and daily codes. Period to Daily Links is a list of all the links you define. You need to set up Period to Daily Links only once.

If you keep period or twice-daily attendance, Attendance can translate period codes into daily codes. Attendance can, for example, assign a daily Absent code to a student with absent codes in every period.

To use the Period to Daily Links option, your school must record attendance either by period or twice daily.

For more details and examples for setting up Period to Daily Links, see your Win School System Administrator guide.

See “Calculating Daily Codes from Period Codes” on page 18

Types of Links

If you keep twice-daily attendance, define your links in terms of the 2 periods when you record your morning and afternoon attendance.

If you keep period attendance, the Attendance module can translate period codes into daily codes in 2 ways:

- Occurrence-based links: Attendance assigns daily codes based on specific occurrences of period codes. If a student is absent 4 or more times in 8 periods, for example, Attendance assigns an Absent All Day code for the day.
- Sample-based links: Attendance assigns daily codes by looking at samples of all period code combinations that correspond to each daily code. You need to create a link for every possible combination.

Sequencing links

Because student attendance can meet the requirements of more than 1 link, the order in which you set up links is important. First, define the links with the most stringent requirements or highest priority. Attendance assigns daily codes using the first link in the Period to Daily Links that matches a student attendance record.

Testing links

To test the order of your links, use a student attendance record for 1 day. Work your way down the record looking for the first link that describes the student period attendance. See if the correct daily code will be assigned.

Adding or Editing Occurrence-Based Links**To add an occurrence-based link:**

- 1 Close all detail windows.
- 2 In the Edit menu, choose Period to Daily Links, then select Occurrence-Based.
- 3 Click New Link.
- 4 Edit fields as necessary:

In this field	Do this
Sequence number	Type a number defining the order of processing for the link. Lower numbers are processed first
Minimum Period Code Occurrences	Type the minimum number of times the period code must occur in 1 day to calculate a daily attendance code
Resulting Daily Code	Select the daily code corresponding to the period code

- 5 Select the period or periods where the code must appear.
- 6 Repeat Steps 3 to 5 as needed to create your link sequence.

If any links contain Present codes, select Cross-reference with students' class timetables at link time.

This feature prevents attendance calculation for students not scheduled into a course flagged to keep attendance.

- 7 Click Done.

To delete an occurrence-based link:

- 1 Click any field in the dialog.
- 2 Click Delete Link.

Adding or Editing Sample-Based Links

To add a sample-based link:

- 1 Close all detail windows.
- 2 In the Edit menu in the Main window, choose Period to Daily Links, then select Sample-Based.
- 3 Click New Link. A new Daily Code Equivalent of Present appears in the upper list with Ignore symbols (Ø) displayed in each period cell.
- 4 Highlight the new Daily Code Equivalent in the upper list. Then double-click the type you want it to be in the lower list.
- 5 Highlight the first period that will be included in this link.
- 6 In the lower list, double-click the required period attendance code.
- 7 To change a code back to Ignore, highlight the period and double-click Ignore in the lower code palette.
- 8 Highlight the next period and double-click the period code in the lower code palette until all periods are set up for this link.
- 9 To set up subsequent links in the order of priority that you need, highlight the Daily Code Equivalent that you want the new link to follow and repeat steps 3 to 8.
- 10 Click Done.

To delete a sample-based link:

- Highlight the link in the Daily Code Equivalent list in the Period to Daily Links dialog, then click Delete Link.

Setting Up eClass Attendance

If your school uses eClass Attendance, set up submission tracking to track submitted attendance data.

You must set up:

- the number of days that teachers can edit attendance
- which teachers are expected to take homeroom (daily) attendance
- in which periods all teachers are expected to take period attendance

See the eClass Attendance Administration guide or online help for more information.

Setting Up Editable Days

Set up the number of days before or after notification has been submitted that teachers can edit attendance.

To set up editable days:

- 1 Select the Calendar.
- 2 From the Attendance menu, choose eClass Attendance Setup.
- 3 In the Past days text box, type the number of previous days that teachers can edit attendance.
- 4 In the Future days text box, type the number of days after the current day that teachers can edit attendance.

Allow teacher to edit attendance for:

Past days:

Future days:

- 5 Click OK.

Setting Up Expected Attendance

Set up which teachers are expected to take daily attendance, and in which periods all teachers are expected to take period attendance.

To set up which teachers must submit homeroom (daily) attendance:

- 1 Select the Calendar.
- 2 From the Attendance menu, choose Submission Expectations.
- 3 Click the Teachers tab.
- 4 Deselect the checkboxes of any teachers that are not expected to submit daily attendance.

Main Teacher Name	Homeroom #	Daily Att. (140)
Adamson, Kay Jane	N/A	<input checked="" type="checkbox"/>
Allenton, Dianna	D1104	<input type="checkbox"/>
Anders, Clarissa	D1003	<input checked="" type="checkbox"/>
Andrews, Donnie	D1106	<input checked="" type="checkbox"/>
Atkinson, Patty	N/A	<input type="checkbox"/>
Baldwin, Merry-Lou Jane	D1105	<input checked="" type="checkbox"/>
Barkin, Daniel	N/A	<input checked="" type="checkbox"/>

- 5 Click OK.

To set up the periods for which attendance must be submitted:

- 1 Select the Calendar.
- 2 From the Attendance menu, choose Submission Expectations.
- 3 Click the Periods tab.

- Deselect the checkboxes of any periods for which all teachers are not expected to submit period attendance.

Period	Take Att. (6)
AM	<input checked="" type="checkbox"/>
1	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>
PM	<input type="checkbox"/>
Extra	<input type="checkbox"/>
8	<input checked="" type="checkbox"/>
9	<input type="checkbox"/>

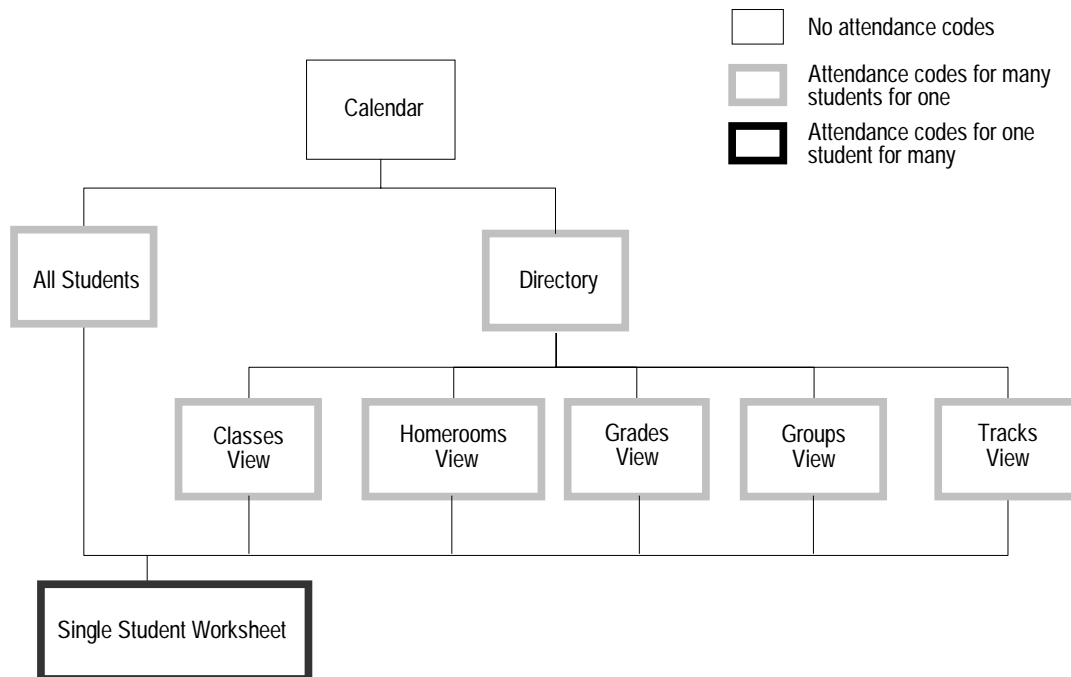
- Click OK.

Using Attendance

Overview

Attendance has 3 types of windows:










- the Calendar window, which you use to select the date for which you want to enter attendance, and to initialize days to prepare to enter attendance.
- the View window, which you use to open a worksheet to work with attendance for 1 student, class, homeroom, grade, group or track.
- the worksheet windows, which you use to view and enter attendance.



Using the Calendar Window

The Main window in Attendance is a calendar. If you close the Calendar window, you exit Attendance.

The Calendar shows the day attendance value as assigned in School Setup. It also shows whether or not a day has been initialized.

Day	Calendar Code
Today's Date	
Initialized Day	
Selected Day	
Attendance Value = 1.0	
Attendance Value = 0.5	
Attendance Value = 0.0	
Attendance Value = ADA	
Outside Term Dates	
Holiday	

To bring the Calendar to the front:

- choose Calendar from the Windows menu

To enter attendance for a day:

- double-click a day in the Calendar

Using the Directory Window

View students, classes, homerooms, grades, groups, and tracks in the Directory window. For information on viewing and entering attendance for off-track students, see the System Administrator guide.

Classes are available in the Directory window only if:

- period attendance is selected in School Setup
- the selected day was assigned a relative day value in the Daily Calendar in School Setup for schools on a relative cycle

To open the Directory window:

- choose Directory from the Windows menu.

To select a view:

- click the appropriate view icon, or use key combinations.

Ctrl-F1	Students
Ctrl-F2	Classes
Ctrl-F3	Homerooms
Ctrl-F4	Grades
Ctrl-F5	Groups
Ctrl-F6	Tracks

To view classes for another period:

- choose the period from the Period popup menu

To open a worksheet for a single class, homeroom, grade, group, or track:

- 1 Select the view.
- 2 Double-click an item in the list.

Understanding Views and Worksheets

A worksheet is a window where students are listed and attendance is entered. Enter and edit attendance in the worksheet windows. Attendance has 3 worksheet windows: all students, some students, 1 student.

Worksheet windows display either a list of students and their attendance on 1 day or 1 student's attendance for all days. The code palette at the bottom of each window shows the attendance codes set up for your school in School Setup.

All Students

The All Students view lists all the students in your school on 1 day.

- Double-click a date in the Calendar window.
- OR
- Choose All Students from the Windows menu.

Some Students

A Course, Homeroom, Grade, Group, or Track view lists students in 1 class, homeroom, grade, group, or track, on 1 day.

- Double-click the name of the item to see the attendance worksheet for a class, homeroom, grade, group, or track.

One Student

This lists 1 student, and all dates for which the student has attendance.

- In any view, double-click a student name to open a worksheet for a student.

Code Palette

The attendance code palette is displayed at the bottom of each worksheet window. It shows the types of code you need for the type of attendance you keep. Use the VCR buttons to display options.

Daily Attendance			
Off Track	Suspended	Not Enrolled	Present
Absent/Present	Present/Absent	Tardy	Tardy Excused
Professional Day	Field Trip		

Changing the code palette

If the default palette code display is not what you need, change it in the All Students window. The changes you make are applied to all windows and will remain that way each time Attendance is started.

To change the code palette:

- 1 Open the All Students window.
- 2 Use the VCR buttons in the code palette to select the attendance codes and format you want displayed.

Managing Multiple Windows

The Multiple Windows command allows you to control the number of worksheet windows you have open. You can open up to 16 windows. Windows will automatically close when you reach this limit.

Although you can have many windows open, they all display the same data. If you give a student an absent code on September 5 in the Grade 10 worksheet, for example, that change appears in the All Students and Homeroom worksheet windows immediately.

Whether or not Multiple Windows is selected in the Windows menu, the following windows can be open at the same time:

- Calendar
- Directory
- All Students
- one other window

Taking Attendance

Overview

The basic Attendance procedures are:

- 1 Initialize and select days for which to enter attendance.
- 2 Enter attendance data.
- 3 Report attendance data and statistics.

Initializing and Selecting Days

At the beginning of the year, no days are initialized, which means that students have no attendance codes. You can enter attendance for initialized days only.

In the Calendar window, an initialized day is underlined. Students have default attendance codes for those days.

You can initialize up to 250 days for a school year. Year round schools can initialize up to 300 days for a school year.

When Attendance initializes a day, it reads students' status codes and conduct records from the Details module. If a student is suspended on the day being initialized, the student's daily and period attendance codes are Suspended automatically. All other active students are given a Present daily attendance code and Present period codes.

Students do not appear in the worksheet before their first enrollment date or after their last withdrawal date. If a student withdraws and then returns, that student's daily and period attendance codes are Not Enrolled on the days after the student withdrew and before the student returned.

Initializing an Uninitialized Date

To initialize a date:

- Double-click the date in the Calendar.
- OR
- Use the Next Day or Previous Day command from the Windows menu to select it.

Uninitializing a Day

This will clear all attendance codes entered for that date.

If there is only 1 initialized day in a month, you cannot uninitialize it. You also cannot uninitialize the current day.

To uninitialize a day:

- 1 From the Attendance menu of the Main window, choose Clear Date.
- 2 Highlight the initialized date or date range, then click Clear.

Entering Attendance

You enter daily and period attendance codes in worksheet windows.

The top part of the worksheet contains daily and period attendance codes. If you have more than 8 periods, use the horizontal scroll bar to view all your periods.

The worksheet displays attendance for either a list of students for 1 day, or a list of days for 1 student. Period attendance columns do not display if period attendance is not set up in the School Setup Attendance Structure dialog.

The lower part of the worksheet is the code palette. Unexcused attendance codes appear in bold. When you have a daily code highlighted in the upper section of the worksheet, the palette displays daily codes. When you have a period code highlighted in the upper section, the palette displays period codes.

Assigning Attendance Codes

Daily and period codes must be assigned separately. They cannot be assigned at the same time. More than 1 student can be selected at a time, but only 1 period or daily code for each student.

To assign an attendance code:

- 1 In the upper part of the worksheet, highlight either daily or period cell(s).
- 2 To enter the code in the highlighted cells, double-click the code in the code palette in the lower part of the worksheet.

To highlight:

One period or day	Click it
The period or day for all students in a list	Click 1 daily or period cell, then choose Select All from the Edit menu
Non-consecutive days or periods	Control-click each cell
Consecutive day or period cells	Click 1 cell, then Shift-click another in the same column.
Every period for a student	Click a period cell with the right mouse button.
Every editable period for several students	Control-click or Shift-click period cells with the right mouse button

Making a Period Cell Editable or Uneditable

Period codes cannot be edited if the period number at the top of the column is dimmed.

To make a period editable or uneditable:

- Click the period number at the top of the column. It toggles on and off.
If your classes were scheduled in Scheduler, only the period in which the class meets can be edited in a Class worksheet.

Entering Attendance Quickly

Users who have to do a lot of manual data entry will find the following procedures useful.

To enter daily attendance:

- 1 Gather attendance information from teachers on forms showing student names and numbers.
- 2 From the Edit menu, choose Sort, and sort students by Student Name.
- 3 In the Calendar window, double-click today's date to open the All Students worksheet for today.
- 4 Highlight a daily attendance code in the palette.
- 5 Type the last name of the first student to receive that code. When that student is highlighted, press Enter.
- 6 Repeat for all students to receive the code.
- 7 Repeat steps 4 and 5 for all codes being assigned.

To entering Period Attendance by class:

- 1 Gather class attendance information from teachers on forms showing student names and numbers.
- 2 Choose Sort from the Edit menu, and sort students by Student Name. If you used Scheduler to schedule your students, sort classes by Period.
- 3 In the Calendar window, highlight today's date.
- 4 From the Windows menu, choose Directory.
- 5 In the Directory window, click the Classes view icon.
Double-click the class you will edit.
- 6 Highlight a cell in the period in which the class meets.
- 7 Highlight a period attendance code in the palette.
- 8 Type the last name of the first student in that class to receive that code. When that student is highlighted, press Enter. Repeat this step for all students in the class to receive the code.
- 9 Repeat Steps 6 through 8 for all codes being assigned.
- 10 Repeat Steps 5 through 8 for each class.

Entering Action Comments

Action Comments can be used to record reasons for student absences or efforts to contact parents about a student's attendance.

To enter an Action Comment:

- 1 Highlight a student or students in the window.
If you are viewing the single student worksheet, highlight 1 or more days.
- 2 Choose Action Comments from the Attendance menu.
- 3 If you highlight more than 1 student or day and comments exist, a dialog appears asking if you want to clear those comments.
Click No to keep the comments. Then return to Step 1 and highlight only 1 student or date at a time.
OR
Click Yes to discard the comments. You can then create 1 comment and assign it to all highlighted students or days.
- 4 Enter a comment of up to 255 characters. Click OK to save changes.
A yellow page icon appears in the worksheet beside the daily attendance code of students who have Action Comments.

To view a comment:

- Highlight the student or date, then choose Action Comments from the Attendance menu.

Calculating Daily Codes from Period Codes

Calculating period to daily attendance works by comparing each student's period attendance codes with the list of daily code equivalents as pre-defined Period to Daily Links.

The calculation process works its way down the list of links. When it finds a definition that applies to the student's period codes, it assigns the appropriate daily code to that student.

See "Defining Period to Daily Links" on page 5.

To calculate daily attendance codes from period:

- 1 Open the worksheet of the student(s) for whom you are calculating daily attendance.
- 2 Choose Calculate Daily from Period from the Attendance menu.

Ensuring eClass Attendance Submission

To ensure eClass Attendance data is submitted:

- check that expected notification has been submitted
- submit daily or period attendance notification

Checking Submitted Classes

As Administrator, you can submit attendance in Win School for teachers unable to submit it themselves, for example, if a teacher is on a field trip.

To submit attendance for a class in Attendance:

- 1 In the Calendar, double-click a date.
- 2 From the Windows menu, choose Directory.
- 3 Click Classes, then choose the period you want to display from the popup menu.
- 4 To change the Submitted column status, double-click the class.
- 5 Select the "Attendance has been submitted by <teacher name> for <period>" checkbox.

Friday, April 16, 1999			<input checked="" type="checkbox"/> Attendance has been submitted by Charles Michael Chong for Period 1							
Student Name	Grade	Daily Long Code	Period Short Code							
			1	2	3	4	5	6	7	8
Paul Armishaw	10	Present								
Bruce Finish	10	Present								
Allan Sherman	11	Present								

6 Close the window.

In the Submitted column, Yes now appears for that class.

Class Name	Main Teacher Name	Students Taking	Main Room #	Submitted
Band (Jr Concert) 09 (1)	Totham, Leslie	13	401	Yes
Band (Jr Concert) 08 (1)	Totham, Leslie	14	401	Yes
Choir (Jr) 08 (1)	Vandervelden, Paul	20	402	No
IB Biology (SL) 11 (2)	Williams-Klein, Susan Betsy	2	123	No
IB Chemistry (H) B 12 (1)	Macintosh, Alex	24	120	No
IB Comp Sci (H) 11 (2)	Chong, Charles Michael	3	113	Yes

To submit attendance for a homeroom in Attendance:

- 1 In the Calendar, double-click a date.
- 2 From the Windows menu, choose Directory.
- 3 Click Homerooms.
- 4 To change the Submitted column status, double-click the homeroom.
- 5 Select the “Daily attendance has been submitted by <teacher name>” checkbox.
- 6 Close the window.

In the Submitted column, Yes now appears for that homeroom.

Homeroom #	Teacher Name	Submitted
D907	Dempster, Thomas	No
D908	Stewards, Meryl	Yes
Library	N/A	N/A

Generating Reports

Overview

Use Attendance to report attendance data and statistics. Attendance reports print total values or occurrences.

Each attendance code has a present, absent, and late value defined in School Setup.

An Absent All Day code, for example, has a present value of 0.000, an absent value of 1.000, and a late value of 0.000. An Absent Half Day code has a present value of 0.500, an absent value of 0.500, and a late value of 0.000.

A student who has 1 Absent All Day code and 1 Absent Half Day code has a present value of 0.500 and an absent value of 1.500. That student has a present occurrence total of 1 (present on 1 of those 2 days) and an absent occurrence total of 2 (absent on both of those 2 days).

Using the Report You Need

Use the following tables to determine the daily or period report you need. Report constraints are shown in the table following the reports tables.

The names of the reports indicate the type of information they list:

- Register: lists student names, dates, and their attendance codes.
- Summary: lists student names and attendance totals over a date range.
- Statistics: lists attendance values or occurrence totals.

Use the following tables to find the built-in report you need:

- The Prints column lists the information printed on the report.
- The Calculations column describes the attendance and enrollment totals printed on the report.
- The Sorts by column lists the first sort order of the report.
- The Constraints column lists the restrictions that control what the report lists. Note that the constraints in the following tables are used more to describe how data is gathered for a report. They are not necessarily the same as the report constraints that you select, as described later in this section.

If your school uses custom-made reports, choose Custom Templates from the Reports menu.

For all reports, Exception codes are all attendance codes except Present, Not Enrolled, and Off Track. Absence codes are attendance codes with an absent value of 1.000.

Daily Attendance Reports

Report	Prints	Calculations	Sorts by	Constraints
Daily Absence Summary	Student Name Student Number Grade Homeroom Gender	Daily excused, unexcused, and total absences and lates	Name or Homeroom	Daily absence totals Date range
Grade Statistics	Grades	Enrollment and daily attendance totals for each grade	Grade	Grades
Monthly Homeroom Register	Student Name Grade Homeroom Daily Code & date	Daily present totals for each student, grade, and day Daily absent totals for each day	Homeroom	Homerooms Selected month
Selected Day's Attendance Absence Register	Student Name Grade Homeroom Daily Absence Code	None	Name, Grade, or Homeroom	All daily absence codes on selected day
Selected Day's Attendance Attendance Code Register	Student Name Grade Daily Exception Code	None	Code	All daily exception codes on selected day
Selected Day's Attendance Birthdays	Student Name Grade Homeroom Birthday	None	Name, Grade, or Homeroom	Birthday in selected month
Selected Day's Attendance Comment Register	Student Name Grade Homeroom Daily Absence Code Action Comment	Total listed Total listed for each grade	Name, Grade, or Homeroom	All daily absence codes on selected day

Report	Prints	Calculations	Sorts by	Constraints
Selected Day's Attendance Exception Code Statistics	Daily Exception Codes	Number and % of students receiving each code, by gender	Code	All daily exception codes on selected day
Selected Day's Attendance Homeroom Register	Student Name Grade Homeroom Daily Exception Code	None	Homeroom	All daily exception codes on selected day
Selected Day's Attendance Phoning Register	Student Name Homeroom Daily Exception Code Phone Contact 1 name & phone Contact 2 name & phone	None	Homeroom	All daily exception codes on selected day
Statistical Summary Enrollment Statistics	Age Grade Gender	Enrollment totals by grade, age, and gender	Age	Grade Selected day
Statistical Summary Grade Statistics	Daily Code Gender	Days enrolled Daily present, absent Present % By code and gender for each grade	Homeroom	Grade Date range
Statistical Summary Homeroom Summary	Student Name	Days enrolled Daily present, absent, late Present %	Homeroom	Homeroom Date range
Statistical Summary School Statistics	Daily Code Gender	Days enrolled Daily present, absent Present % By code and gender	Daily Code	Date range

Report	Prints	Calculations	Sorts by	Constraints
Student Cumulative Register	Student Name Grade Homeroom Gender Birthday Phone Contact 1 name and phone Contact 2 phone Exception codes & dates	None	Name	All daily exception codes Cumulative to selected day

Daily and/or Period Attendance Reports

Report	Prints	Calculations	Sorts by	Constraints
Attendance Register Action Comments	Student Name Action Comment Date	None	Name or Homeroom	Gender Date Range Daily or Period Code Occurrences
Attendance Register List Format	Student Name Student Address Grade Homeroom Gender Birthdate Phone Contact 1 name and phone Contact 2 phone Code & date	None	Name or Homeroom	Gender Date Range Daily or Period Code Occurrences

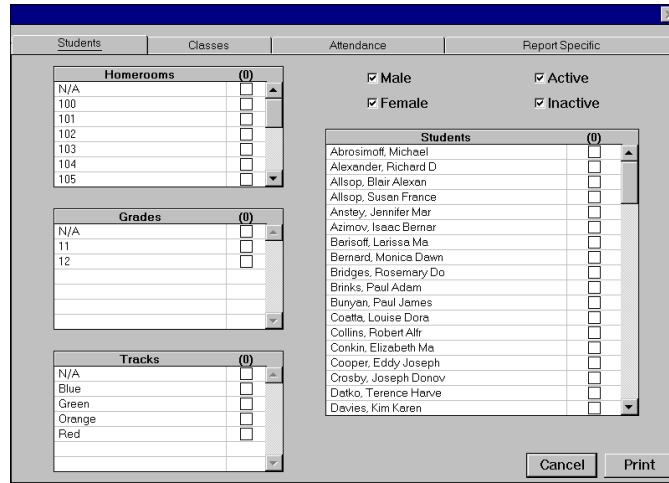
Report	Prints	Calculations	Sorts by	Constraints
Attendance Register Matrix Format	Student Name Student Address Grade Homeroom Gender Birthdate Phone Contact 1 name and phone Contact 2 phone Code & date	None	Name or Homeroom	Gender Date Range Daily or Period Code Occurrences
Attendance Register Student Demographics	Student Name Grade Homeroom Gender Birth Date Phone Contact 1 phone Contact 2 phone	None	Name or Homeroom	Gender Date Range Daily or Period Code Occurrences
Attendance Register Student Name	Students' names	None	Name or Homeroom	Gender Date Range Daily or Period Code Occurrences
Unsubmitted Attendance Daily Attendance	Teacher Name Date Homeroom	Submitted Status	Teacher Name	Date Range
Unsubmitted Attendance Period Attendance	Teacher Name Date Period Label Class Name	Submitted Status	Teacher Name	Date Range

Using Report Constraints

For most Attendance reports, you can use constraints to control the information reported. The constraints dialog opens when you select the report from the Reports menu.

Selecting Report Constraints

The Report Constraints dialog always opens in the Students tab.



Select report constraints only for the report being generated. If, for example, the Classes dialog is not applicable to the report, don't make any selections in that dialog. The constraints from each dialog are listed alphabetically by report name with the report's instructions.

If you don't select constraints, some reports will not print, while other reports print with all teachers and/or classes.

When you have selected all the constraints you need for a report, click Print to generate the report to your screen. To send it to a printer, choose Print from the report window System menu.



Constraint Selections

Report	Students	Classes	Attendance	Report Specific
Student Cumulative Register	Gender Students		Sort Order	

Report	Students	Classes	Attendance	Report Specific
Attendance Register	Gender Students		Daily or Period Attendance Codes (Daily only for Action Comments format) Periods - for Period Codes Occurrence range Date range Occurrences Sort Order	
Grade Statistics	Grades		Date range Occurrences/Values	
Statistical Summary	Grades - Grade and Grand Total Summary Homerooms - Homeroom Summary		Last date in Date range - all Statistical Summary reports	Age/sex/grade student count for school - Age/Sex/Grade Summary
Monthly Homeroom Register	Homerooms			Month
Daily Absence Summary			Occurrence range Date range Occurrences	
Class Attendance Summary	Gender Students	Classes	Date range Occurrences/Values	
Student Class Absence Report	Gender Students		Occurrence range Date range	Student Class Absence options
Absence Notification Report		Teachers	Period Codes Periods	Absence Notification options
Teacher Absence Register		Teachers		
Class Attendance Register	Homerooms	Classes	Date range	Class Attendance Register options
Period Attendance Register	Gender Students		Date range	Period Attendance Register options

Reporting Off-Track Student Attendance

Year-round schools that use tracks will have students off-track when reports are run. These rules apply to off-track attendance reports:

- For a Selected Day's Attendance report, a student who is off-track for that day won't appear in the report unless attendance codes are displayed.
- For a report with a date range, a student appears in the report if he or she is on-track for at least 1 day within that date range. If attendance codes are shown in the report, the off-track codes will appear in the correct position.
- If a report has an enrollment count, an off-track student will appear in the report so that the count will agree with the number of students in the list. This rule overrides the first 2.

Running Reports

Values are rounded up and not truncated for the following reports:

- Daily Absence Summary
- Grade Statistics
- Monthly Homeroom Register
- Statistical Summary

Absence Notification Report

Use this report to track unexcused absences by class. The report is designed for a 3-level attendance tracking system where 2 warnings are issued, then students are referred to the office for re-assignment.

The report lists the students by class who have had more than a certain number of unexcused absences in a class. It is printed on a separate page for each teacher.

For each student the report lists the name, gender, grade, first and second contacts names and phone numbers, and the total occurrences of excused and unexcused absences. The "Notification Required For" column lists the reason the student was included in the report.

To print the Absence Notification Report:

- 1 From the Reports menu in the All Students window, choose Absence Notification Report.
- 2 In the Classes tab, select each teacher for whom the report is to be printed.

- 3 In the Attendance tab, select:
 - the absent and unexcused absent Period codes to be included in the report
 - the periods to be reported
 - the range of occurrences
 - the date range, if you don't print this report on a daily basis
 - Occurrences (Times) from the Use popup menu
- 4 In the Report Specific tab:
 - enter the range of periods in the "List unexcused absences totaling:" fields
 - select "Refer to Office" and enter a range of periods if you want students with a certain number of absences to be referred to the office
 - select "Must have Un/Abs on Selected Date" if you print this report daily and want to include only students whose attendance for the selected day qualifies them for the report
- 5 Click Print to generate the report to your screen. To send it to a printer, choose Print from the report window System menu.

Attendance Register

The Attendance Register is the most versatile built-in report. It allows several formats and a variety of constraints on either daily or period attendance. Use it to:

- identify problem students by reporting everyone with more than a minimum number of occurrences of the selected attendance codes, which you define
- identify chronically tardy students by reporting only tardy attendance codes
- produce attendance reports for specific periods, homerooms, or grades
- list students with perfect attendance

You can report perfect attendance even when you select multiple unexcused absence attendance codes.

To print the Attendance Register:

- 1 Choose Attendance Register from the Reports menu in the All Students window.
- 2 Select the report type you want from the Format selection dialog.

Action comments	Lists students who meet your attendance constraints, and the dates and full text of any action comments that have been entered
-----------------	--

List format	Lists each student name, gender, birthdate, homeroom, grade, phone number, the first contact name, and the work phone numbers of the first and second contacts
Matrix format	Lists each student name, gender, birthdate, homeroom, grade, phone number, the first contact name, and the work phone numbers of the first and second contacts
Student demographics	Lists each student name, gender, birthdate, homeroom, grade, student phone number, and the work phone numbers of the first 2 contacts
Student names	Lists each student by name

- 3 Select an option to report Period or Daily attendance. To print Action Comments, select Daily.
- 4 Click Print.
- 5 In the Students tab, select:
 - males, females, or both
 - the students
- 6 In the Attendance tab, select:
 - Daily or Period codes that you want included in the report. Select Daily codes only for the Action Comments format
 - the periods if you selected Period codes
 - the range of occurrences
 - the date range
 - if attendance is to be reported by Occurrences or Values
 - the student sort order.
- 7 Click Print to generate the report to your screen. To send it to a printer, select Print from the report window System menu.
See “Using Report Constraints” on page 24 for more information on selecting constraints.

Class Attendance Register

Use this report to track students with problem attendance.

The Class Attendance Register lists daily attendance for homerooms or period attendance for classes. Each student’s attendance is listed for each day within the specified date range. Absent, present, and late values are totaled for each student, and for the whole homeroom or class.

You have the option of printing a Legend page for this report to describe each attendance code listed in the Class Attendance Register.

To print the Class Attendance Register:

- 1 Choose Class Attendance Register from the Reports menu in the All Students window.
- 2 In the Students tab, select the homerooms to be included in the report.
- 3 In the Classes tab, select the classes to be included in the report. If you select more than 1 class, attendance for each class is reported separately.
- 4 In the Attendance tab, enter the date range to be reported, and choose Values or Occurrences (Times) from the Use popup menu.
- 5 In the Report Specific tab, select Print Legend Page, if required.
- 6 Click Print to generate the report to your screen. To send it to a printer, choose Print from the report window System menu.

See “Using Report Constraints” on page 24 for more information on selecting constraints.

Class Attendance Summary

Use this report to verify class attendance with your teachers before writing attendance totals into Report Cards.

The Class Attendance Summary lists some or all of the students in selected classes, and displays their information over a specified date range.

To print the Class Attendance Summary:

- 1 Choose Class Attendance Summary from the Reports menu in the All Students window.
- 2 In the Students tab, select the students to be included in the report.
- 3 In the Classes tab, select the classes to be included in the report. If you select more than 1 class, attendance for each class is reported separately.
- 4 In the Attendance tab, enter the date range to be reported, and choose Values or Occurrences from the Use popup menu.
- 5 Click Print to generate the report to your screen. To send it to a printer, choose Print from the report window System menu.

See “Using Report Constraints” on page 24 for more information on selecting constraints.

Custom Templates

Use this option if you have Report Manager templates available for Attendance.

Use custom templates to report information from other modules, or information not included in a predefined report. In Attendance, the Custom Templates option is available only from the Directory window.

To print a Custom Template:

- 1 Choose Directory from the Windows menu.
- 2 Choose Custom Templates from the Reports menu.
- 3 In the Available Templates list, click the template you wish to print.
If you want to use the Report Options Filters dialog to constrain the report, select Use Report Options.
- 4 Click Print.
- 5 Select the filters for the report and click Print to generate the report to your screen. To send it to a printer, choose Print from the report window System menu.

Daily Absence Summary

Use this report to identify students with poor daily attendance.

The value/occurrence range constraint allows you to print separate reports for students within different ranges. You can, for example, print a list of students with 4 to 8 absences, and another list of students with 9 to 200 absences.

The Daily Absence Summary lists excused, unexcused, and tardy totals for students with daily attendance occurrences or values within the range you specify, over the date range you specify.

To print the Daily Absence Summary:

- 1 Choose Daily Absence Summary from the Reports menu in the All Students window.
- 2 In the Attendance tab:
 - enter the range for daily attendance
 - enter the date range to be reported
 - select Occurrences or Values
 - select a student sort order for the report
- 3 Click Print to generate the report to your screen. To send it to a printer, choose Print from the report window System menu.

See “Using Report Constraints” on page 24 for more information on selecting constraints.

Grade Statistics

This report gives enrollment and daily attendance statistics by grade and in total.

Entries, Withdrawals, Returns lists the number of students with entry, withdrawal, or returned status codes in the selected date range.

End-of-Report Membership lists the number of active students on the last day of the selected date range.

Days Present, Days Absent, Lates lists the total values or occurrences in daily attendance codes.

A.D.A. (Average Daily Attendance) lists the days present divided by the number of selected school days.

A.D.M. (Average Daily Membership) lists the number of students enrolled on each day divided by the number of selected school days.

All figures are rounded up to 2 decimal places.

To print a Grade Statistics Report:

- 1 Choose Grade Statistics from the Reports menu in the All Students window.
 - 2 In the Students tab, select the grades you want included in the report.
 - 3 In the Attendance tab, select:
 - the date range
 - Occurrences or Values
 - 4 Click Print to generate the report to your screen. To send it to a printer, choose Print from the report window System menu.
- See “Using Report Constraints” on page 24 for more information on selecting constraints.

Monthly Homeroom Register

Use this report to compile a month’s daily attendance statistics by homeroom.

The monthly report lists the daily attendance of each student in a homeroom for each day of a month. It also totals the present attendance values for each student for the month, and the present and absent attendance values for each day.

This report can only be printed by printers capable of scaling output to 80% or smaller.

To print the Monthly Homeroom Register:

- 1 Choose Page Setup from the System menu.
- 2 Set Orientation to Landscape. Click Options and set Scaling (%) to 80%.

- 3 Choose Monthly Homeroom Register from the Reports menu in the All Students window.
- 4 In the Students tab, select 1 or more homerooms.
- 5 In the Report Specific tab, select the month.
- 6 Click Print to generate the report to your screen. To send it to a printer, choose Print from the report window System menu.

Period Attendance Register

This report lists student names, homerooms, and daily and period attendance codes. It displays both daily and period attendance.

It has 2 formats: By date and By student. The By student format is useful when following up on problem attendance.

To print the Period Attendance Register:

- 1 Choose Period Attendance Register from the Reports menu in the All Students window.
- 2 In the Students tab, select:
 - males, females, or both
 - the students
- 3 Enter the date range in the Attendance tab.
- 4 In the Report Specific tab, choose:
 - From the Period Attendance Register options, Format popup menu:
 - By student - date range to list attendance for each date, with a separate page for each student.
 - By date - student list to list attendance for each student, with a separate page for each date.
 - From the Code filter popup menu, choose:
 - Absent codes to print all codes that have an absent code greater than zero.
 - All codes except Present to print all codes except Present.
 - Codes with 0 present value to print all codes that have a present value of 0.000.
 - All codes to print all attendance codes.
 - From the Sorting popup menu, select:
 - By Homeroom to sort students by homeroom.
 - By Grade to sort students by grade.
 - By Name to sort students alphabetically by name.

- Click Print to generate the report to your screen. To send it to a printer, choose Print from the report window System menu.

See “Using Report Constraints” on page 24 for more information on selecting constraints.

Selected Day’s Attendance

This command prints one of several reports based on the daily attendance codes entered for a single day.

To print the Selected Day’s Attendance:

- In the Calendar window, double-click the day for which you want to report attendance.
- Choose Selected Day’s Attendance from the Reports menu.
- Select the report format you want:

Absence Register	Lists all the students who received a daily code with present and late values of 0.000.
Attendance Code Register	Lists all the students who received a daily code other than Present, Not Enrolled, or Off Track.
Birthdays	Lists all the students with a birthday in the selected month.
Comment Register	Lists all students who received a code with an absent or late value greater than 0.000. It also displays Action comments for those students.
Exception Code Statistics	Lists all daily exception codes except Present, Not Enrolled, and Off Track, and the number of males, females, and the total number of students who received those codes.
Homeroom Register	Lists the students in each homeroom who received a daily code other than Present, Not Enrolled, or Off Track.
Phoning Register	Lists the contacts and phone numbers of all students who received a daily code with an absent or late value greater than 0.000.

- Click Print to generate the report to your screen. To send it to a printer, choose Print from the System menu.

Statistical Summary

This prints 4 statistical reports on daily attendance over the date range you specify.

To print the Statistical Summary:

- 1 Choose Statistical Summary from the Reports menu in any window except the Calendar window.
- 2 In the Students tab:
 - If you are printing a Homeroom Statistical Summary report, select 1 or more homerooms.
 - If you are printing a Grade Statistical Summary and Grand Total Summary report, select 1 or more grades.
 - If you are printing an Age/Sex/Grade Statistical Summary report, select 1 or more students.

Age/Sex/Grade Statistical Summary	Lists student enrollment statistics for the ending date in the Statistical Summary dialog. Lists all ages of students in your school and, for each grade and total, the number of males and females of that age. Calculates according to the Student Age Reporting Date in School Setup. Also lists the number of males and females in each grade and in total, regardless of age.
Grade Statistical Summary	Lists the number of occurrences, absent values, and present values assigned during the specified date range totaled for each daily attendance code, by gender. Calculates, by gender and for the whole school, the number of daily attendance codes assigned, the total absent and present attendance values or occurrences, and percent of perfect attendance.
Grand Total Statistical Summary	Reports daily attendance statistics for all students in the selected grades. Totals, by gender, the number of occurrences, absent values, and present values assigned during the specified date range for each daily attendance code. Calculates, by gender and for the whole school, the number of daily attendance codes assigned, the total absent and present attendance values or occurrences, and percent of perfect attendance.
Homeroom Statistical Summary	Lists the students in each selected homeroom and, for the report period, the number of school days each student was enrolled and the total late, absent and present values or occurrences, and percentage of present attendance. Also, totals by gender and homeroom.

- 3 In the Attendance tab:
 - enter the date you want in the last date field. The Statistical Summary reports only use the last date in the date range
 - select attendance totals reported by Occurrences or Values
- 4 In the Report Specific tab, select options.
- 5 Click Print to generate the report to your screen. To send it to a printer, select Print from the report window System menu.

Student Class Absence Report

Use this report to monitor student attendance problems by class.

It reports period absences over the selected date range for students with a number of excused and/or unexcused absent codes within a given range.

For each class in which the student has absences within the date and occurrence ranges specified, the class name, teacher name, and total absences in the given date range are listed. For each period attendance code with an absent value greater than 0.00 for that class, the period and date are listed.

The report checks student attendance in each class in which the student is enrolled on the end date of the report. If a student transferred from a class to another class taught at the same time, the student attendance for both classes is assigned to the class the student is currently taking. For each student, the report lists the student name, grade, gender, and the first 2 contacts' names and phone numbers.

To print the Student Class Absence Report:

- 1 Choose Student Class Absence Report from the Reports menu in the All Students window.
- 2 Select the students to be included in the report in the Students tab.
- 3 In the Attendance tab:
 - enter the range of occurrences in the fields underneath the Period Codes list
 - enter the date range for the report
- 4 In the Report Specific tab:
 - select "New page for each student" if you want 1 student per page.
 - select "Show students with no absence" if you want a report printed for students with no class absences. Select this option if you want a report sent home to students with perfect attendance. If you do not select this option, only students who fall within the range you specify are printed.
 - select whether students with excused only, unexcused only, or both are to be included.

- 5 Click Print to generate the report to your screen. To send it to a printer, choose Print from the System menu.

Student Cumulative Register

Use this report to follow up on problem students.

It lists a full history of a student's attendance for the current year. It lists phone numbers in the event action is required. It prints all daily attendance codes that have been assigned for the year-to-date, except Present, Not Enrolled, and Off Track.

To print the Student Cumulative Register:

- 1 Choose Student Cumulative Register from the Reports menu in the All Students window.
- 2 Select the format you want, then click Print.

Matrix format	This lists daily attendance codes except Present, Not Enrolled, and Off Track. Weeks are listed vertically. Days and attendance codes are listed horizontally.
List format	This lists each daily attendance codes except Present, Not Enrolled, and Off Track. Days and attendance codes are listed vertically.

- 3 In the Students tab select:
 - males, females, or both
 - the students
- 4 In the Attendance tab, select a student sort order.
- 5 Click Print to generate the report to your screen. To send it to a printer, choose Print from the System menu.

Teacher Absence Register

Print and distribute this report after all period attendance codes have been entered. Teachers can use it to verify that the data has been entered correctly.

The Teacher Absence Register produces a list for selected teachers of the students who were absent in each class they taught. The report is printed for the date selected in the Calendar. A separate page is printed for each teacher. Classes are listed in order by period. Within each class, students with period attendance codes with an absent value greater than zero are listed alphabetically.

To print the Teacher Absence Register:

- 1 Choose Teacher Absence Register from the Reports menu in the All Students window.

- 2 In the Classes tab, select the teachers for whom the report is to be printed.
- 3 Click Print to generate the report to your screen. To send it to a printer, choose Print from the report window System menu.

Unsubmitted Attendance

You can use the Unsubmitted Attendance Report to check which teachers have not submitted notification for a specific date range.

You can set up which teachers are expected to take daily attendance and in which periods all teachers are expected to take period attendance in the Submission Expectations dialog.

The Submitted column in Classes and Homeroom views show if attendance has been submitted. Edit by selecting the “Attendance has been submitted by” checkbox in the class or homeroom view.

If you’re using eClass Attendance, see the Administration guide or online help for more information.

To view unsubmitted attendance in Attendance:

- 1 In the Calendar, from the Windows menu, choose Directory or All Students.
- 2 From the Reports menu, choose Unsubmitted Attendance.
- 3 In the Unsubmitted Attendance Report dialog, type the first day for which you want to check that attendance has been submitted.

OR

Click From, select a day, then click OK.

The default is the start of the current attendance reporting term.

- 4 Type the final day for which you want to check that attendance has been submitted.

OR

Click To, select a day, then click OK.

The default is the current date.

- 5 Select the Daily or Period Attendance checkboxes to check for unsubmitted daily or period attendance.

OR

Deselect the Daily or Period Attendance checkboxes to not check for unsubmitted daily or period attendance.

To print a report for the current date, do so at the end of the day.

Specify dates to check

From... APR 15 1999

To... APR 16 1999

Check for unsubmitted:

Daily Attendance

Period Attendance

6 Click Print. The Unsubmitted Attendance Report appears.

Unsubmitted Attendance				
From: Thu, APR 15, 1999		Chancery University		Page 1
To: Fri, APR 16, 1999		Printed: Mon, APR 19, 1999, 11:27 AM		
Teacher	Date	Homeroom Nu...	Period Label	Class Name
Adamson, Kay Jane	Thu, APR 15, 1999		2	CP Career Expl 11 (3)
			3	CP Career Expl 11 (1)
Allenton, Dianna	Thu, APR 15, 1999	D1104	1	Cloth & Tex 11 (2)
				Cloth & Tex 12 (2)
				Intro Clothing & Tex 11 (2)

- 7 Make a note of what attendance was not submitted, then close the window.
- 8 Notify each teacher of dates and periods for which homeroom or period attendance must be submitted.

Troubleshooting

Your computer freezes while printing an attendance report

Wait a few more minutes to see if the report prints. Large attendance reports may, depending on the size of the database, number of students, and days of attendance for the report, take a long time to process.

Reports of more than 1,000 students, for example, can take up to 15 minutes.

You receive the error message:

“You have reached the maximum number of attendance days”

This message will appear if you try to initialize more than 200 attendance days for term schools and more than 300 days for year-round schools.

This message may display if the previous year’s attendance wasn’t cleared from the database, or if you have initialized the maximum number of attendance days allowed in Win School.

To check for and clear any outdated attendance information:

- 1 Launch Attendance.
- 2 Choose Clear Attendance From Previous Year(s) from the Attendance menu.

This message may also display if attendance has not been cleared from holidays. Check the Attendance Calendar in School Setup for any holidays that have been accidentally turned on. To do this, look at the Daily Calendar for days where the numbers are dimmed and underlined.

To clear attendance from holidays:

- 1 In School Setup, choose Daily Calendar from the Attendance menu.
- 3 Select the day or days incorrectly initialized and change its Day Type to Normal.
- 4 Close School Setup and open the Attendance module.
- 5 Choose Clear Date from the Attendance menu.
- 6 Highlight the day, then click Clear.
- 7 Close Attendance and return to School Setup.
- 8 In the Daily Calendar, change the Day Type back to Holiday.

You want to print student addresses on the Attendance Register report

The report prints the Physical Address of the student, from the 5 Address Fields format.

If the Student Address Format has been set to the 2 Address Lines format in School Setup, change it to 5 Address Fields and re-enter or edit student Physical Address information in the Details module.

Some students are assigned the wrong attendance value

Some students were assigned an attendance value of 0.25 or 0.3 when you use 0.5 and 1.0. This problem occurs whenever a student is given an attendance code worth a 0.5 value on a half day. Since the school day is a half day and is worth 0.5, and the attendance code is worth 0.5, the student is assigned 0.25. In some cases, depending on the report, Win School will either print 0.25 or round it up to 0.3.

To correct the problem, give students an attendance code with a value of 1.0 for any half days they miss.

Some students show Suspended for the whole year

Student suspensions need an Action Start date and an Action End date. When you enter these in the Details module, the attendance before the suspension reappears.

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