



COBB COUNTY
SCHOOL DISTRICT



Technology Services

PERIOD ATTENDANCE USER GUIDE FOR MIDDLE & HIGH SCHOOLS

FEBRUARY 2021



Contents

| | |
|--|-----------|
| <i>Student Attendance Policy: JB-R</i> | 4 |
| <i>Attendance Procedures Per Accountability Department</i> | 4 |
| <i>Navigating Synergy</i> | 5 |
| Selecting the Focus..... | 5 |
| Quick Launch Search..... | 6 |
| The Navigation Menu | 6 |
| The PAD Tree Menu..... | 7 |
| The Bookmarks Menu..... | 7 |
| The History Menu | 8 |
| Continue Where You Left Off | 9 |
| The Job Queue Viewer..... | 9 |
| How to View Results in the Job Queue Viewer | 9 |
| <i>Attendance Overview</i> | 11 |
| <i>Classroom Taken Attendance Summary</i> | 12 |
| Enable Auto Refresh | 12 |
| Filter Options..... | 13 |
| How to Determine Which Teachers Have or Have Not Taken Attendance | 13 |
| <i>Sending Email Reminders to Teachers to Take Attendance</i> | 14 |
| Emailing All Teachers..... | 14 |
| Emailing Teachers Using the Filtered Option..... | 15 |
| Emailing Teachers Individually (Recommended Method) | 15 |
| <i>Entering Attendance for a Teacher</i> | 16 |
| Synergy Report ATP602 – Period Sections Missing Attendance List..... | 17 |
| <i>Editing Student Attendance Options</i> | 18 |
| A. Attendance Verification..... | 18 |
| B. Period Attendance (Individual Student) | 22 |
| <i>Entering or Editing Attendance on the Period Attendance Screen</i> | 24 |
| Calendar Grid..... | 24 |
| Quick Entry - Single..... | 24 |
| Quick Entry - Range | 25 |
| Period Attendance Detail (Entering Arrival or Departure Times and Notes) | 26 |
| <i>Deleting Attendance (Individual Student)</i> | 28 |
| Quick Entry – Range Option | 28 |
| <i>C. Class Period Attendance (Section/Teacher)</i> | 29 |
| <i>D. Mass Change Attendance</i> | 33 |
| Student Filter Criteria Tab (Recommended) | 34 |
| 1. Grade Filter..... | 35 |
| 2. Section Filter..... | 35 |
| 3. Teacher Filter..... | 36 |

| | |
|--|-----------|
| 4. Student Filter | 37 |
| 5. Using Student Group Filters | 38 |
| Processing the Mass Change Attendance | 39 |
| How to Create Student Groups | 40 |
| Synergy Student Groups Currently Available for Opt-In | 43 |
| CSIS: 5-Day Attendance Letters | 44 |
| OnTrack: SSP7000 Consecutive Un-Excused Absences | 44 |
| Reports and Reference Section | 45 |
| A. CCSD Synergy Attendance Codes (Updated January 2021) | 45 |
| Attendance Codes COE and COR | 46 |
| B. Synergy Reports | 47 |
| Synergy Report ATD806: Class Attendance Reminder | 48 |
| C. OnTrack Attendance Reports | 48 |
| OnTrack > Reports > Attendance > Data as of Now | 48 |
| OnTrack > Reports > Attendance > Data as of Yesterday | 49 |
| OnTrack > Reports > General | 49 |
| D. OnTrack Attendance Queries | 50 |
| E. OnTrack: Student Profile | 50 |
| F. How to Create Mailing Labels in OnTrack | 51 |
| G. Suggested Reports to Determine Students' Attendance | 51 |
| Suggested Steps for Fire Drill Reporting | 51 |
| OnTrack Perfect Attendance Report | 52 |
| Synergy Perfect Attendance Report – ATP403 | 53 |

Student Attendance Policy: JB-R

Navigation: www.cobbk12.org > Board > Policies & Rules > Section J (Students) of the CCSD Board Policies and Administrative Rules

The JB-R Student Attendance Policy and attachments provide helpful information.

- JB-1: Georgia's Compulsory Attendance Law
- JB-3: Sample 5-Day Letter (See the Chapter on *Attendance Letters* for more information)
- JB-4: Social Worker Referral Form
- JB-5: Attendance Protocol

During remote learning, attendance procedures may vary and will be communicated from the Accountability Department.

Attendance Procedures Per Accountability Department

In order to prevent errors and accurately report student attendance data to the state, it is imperative that all schools ensure that the attendance procedures below are being followed. **Not accounting for students correctly through attendance could impact the school's CCRPI score, FTE, and other school and teacher evaluations.**

- Students, who do not report to your school as planned at the beginning of the year, must be marked as 'No Show' in CSIS. Refer to the beginning of the year checklist, provided annually by the Student Reporting Department, for details.
- Class rosters must be verified for every class by the teacher of record to ensure that every student currently enrolled has been attending school. Maintain documentation of roster verification with teacher signatures.
- **Class period attendance must be taken and submitted within the first 15 minutes of each class period by every teacher every day.**
 - An exception to this rule may occur in a non-traditional class.
- Attendance PPO Clerks/principal designees should monitor whether teachers are taking attendance each day.
 - **Synergy > Attendance > Classroom Taken Attendance Summary.** Teachers can be emailed attendance reminders from this screen.
- Attendance PPO Clerks should provide administrators with the **Synergy Report ATP602**, Period Sections Missing Attendance List that summarizes which teachers have failed to take attendance for a specified date or range of dates.
- The On-Track report, **SSP7000**, should be run every day to identify potential withdrawals.
 - **Academic Portal > Reports > Attendance > Data as of Now > 10 Day Consecutive Unexcused Absences.**
 - Students who have been **absent unexcused** for **10 consecutive** school days must be withdrawn. Withdrawal dates must be backdated to the last day of physical attendance OR the last day of suspension for students serving OSS.

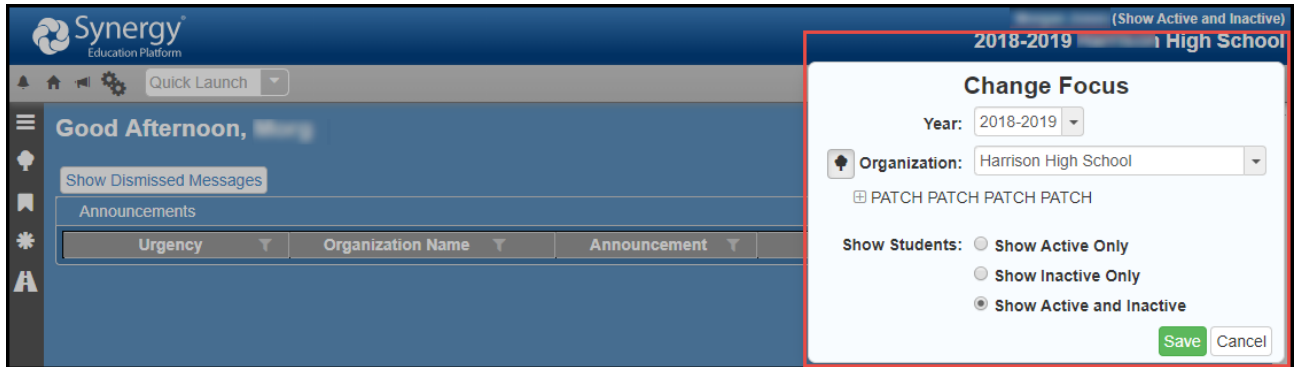
If you have any questions, please don't hesitate to contact Student Reporting in the Accountability Department.

Additional details, for the reports listed above, can be found later in this document.

Navigating Synergy

Selecting the Focus

1. Click on the area in the upper right corner of the Synergy screen where your name, the name of the school and school year display.

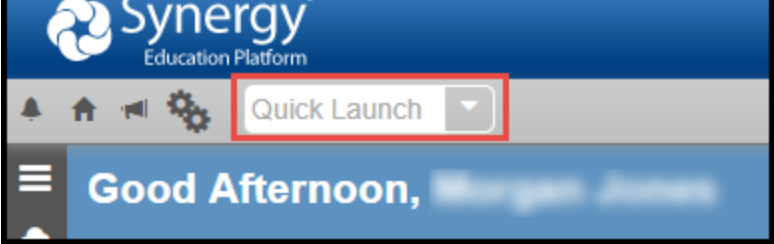


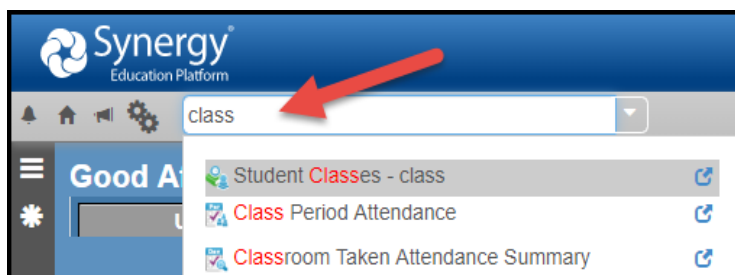
2. Your school will be the default organization.
3. Click on the drop down to choose the current school year.
4. The 'Show Active and Inactive' option allows clerks to search and find students who are active and inactive at the school.
5. Click on **Save**.

Synergy Screen Colors:

- *NOTE: The current school year will be a **BLUE** screen.*
- *A **brown** screen is used to identify the 'next' school year. Do not enter attendance for students in the next school year.*
- *A **green** screen is used to identify a 'previous' school year. Attendance should not be changed in a prior school year.*

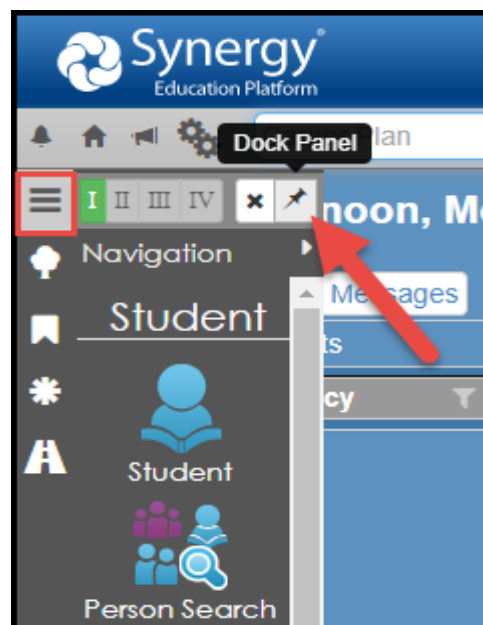
Quick Launch Search

1. Use the Quick Launch box at the top, left portion of the Synergy screen to navigate to a screen or report.
- 
2. Begin typing the name of the screen or report you need, and a list of options will display. Click on the desired name to go directly to that screen or report.
 - a. Click the small icon that displays at the end of the name and that screen or report will open in a new window.



The Navigation Menu

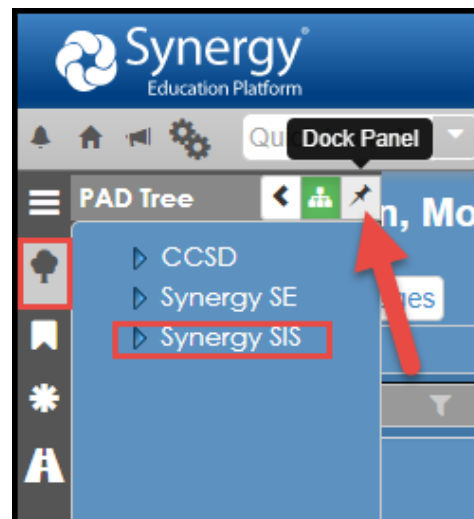
1. Point the mouse over the Navigation menu located on the left side of the Synergy screen.



2. Click the pin icon that displays next to the word, Navigation. This will dock the navigation panel and keep the names of the items visible in the menu.
3. Click the pin icon again to undock the Navigation Panel so it only displays when you point to the Navigation menu.
4. Click any of the icons to go directly to that Synergy screen or report.

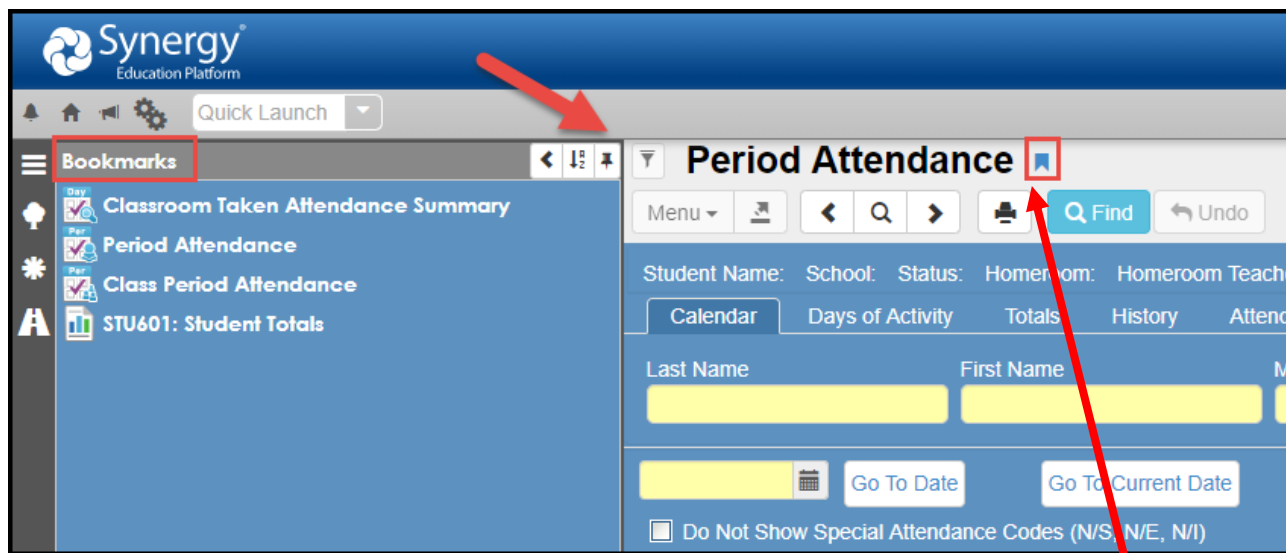
The PAD Tree Menu

1. Point the mouse over the PAD Tree menu located on the left side of the Synergy screen.
2. The PAD Tree menu will display.
3. Click Synergy SIS to see the menu options available for your user group.
4. Click the pin icon to dock the PAD Tree menu so it continues to display on the left side of the screen.
5. Click the pin icon again to undock and remove the PAD Tree menu so it only displays when you point to the Tree icon.

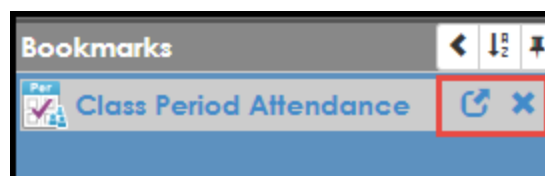


The Bookmarks Menu

1. Point the mouse over the Bookmarks menu on the left side of the Synergy Screen.
2. The Bookmarks menu will display.
3. Like the Navigation and PAD Tree menus, Bookmarks can always be docked to display. Click the pin to dock the panel and click it again to undock the panel.
4. The middle icon will sort the list alphabetically.



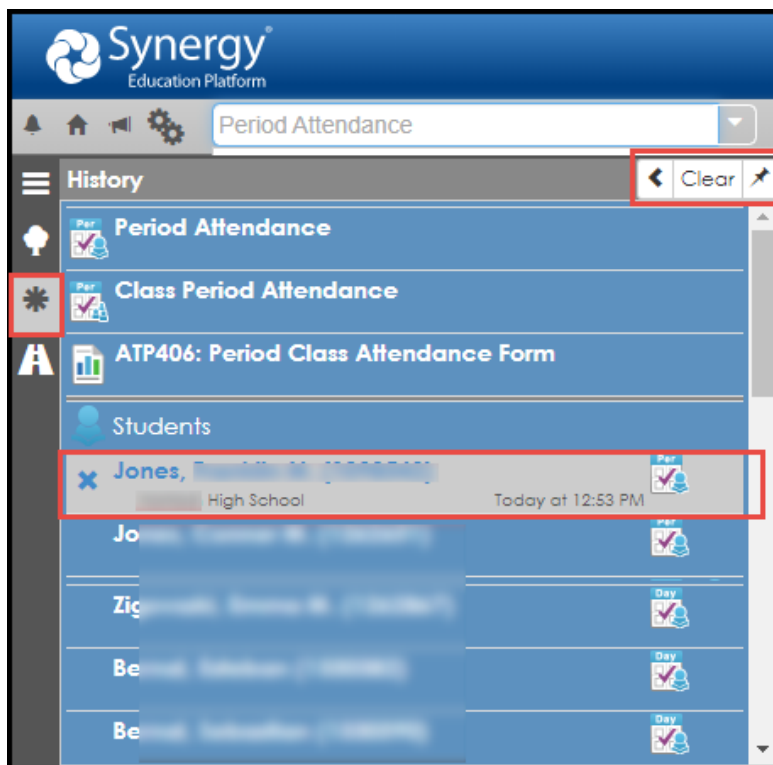
5. Bookmark any frequently used screen, report, or process by clicking the **bookmark icon** located to the right of the screen title.
6. To *remove* a bookmark from the list, point the mouse to the menu item and click the click the 'X' that displays at the end of the row.
7. To open the bookmark in a *new window*, click the new window icon shown next to the screen or report name.



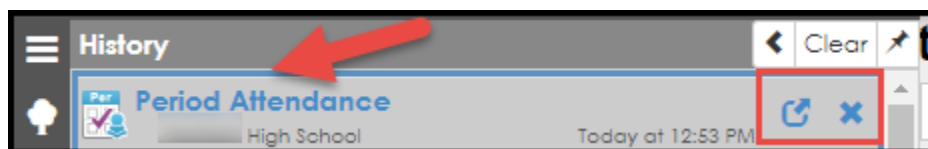
The History Menu

Synergy has a feature that tracks the history of the screens and reports you visit while logged into Synergy. Items in the history menu can be completely cleared by clicking 'Clear' located at the top of the panel.

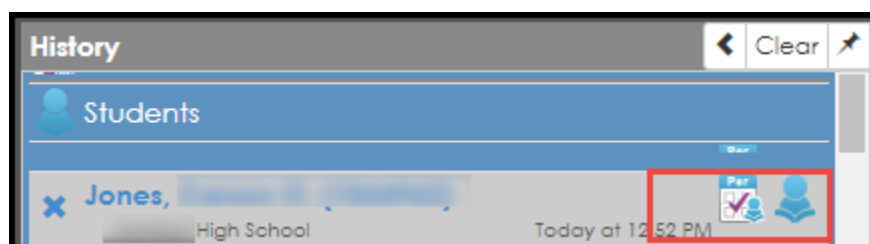
1. To view the history panel, point to the mouse over the History menu located on the left side of the Synergy screen.
2. Screens or reports accessed from Synergy will display. Click 'Clear' to clear out all history.
3. The History lists students' names and the day/time that different screens were visited.
4. Click the pin icon to dock the History Panel and it will continue to display on the left side of your screen.



5. Click the pin icon again to undock and remove the History Panel so it only displays when you point to the menu again.
6. While the History Panel displays, click any link or icon to go directly to the screen or report.
7. Click the new window icon to open in a new window or click the X to remove the link from your History.

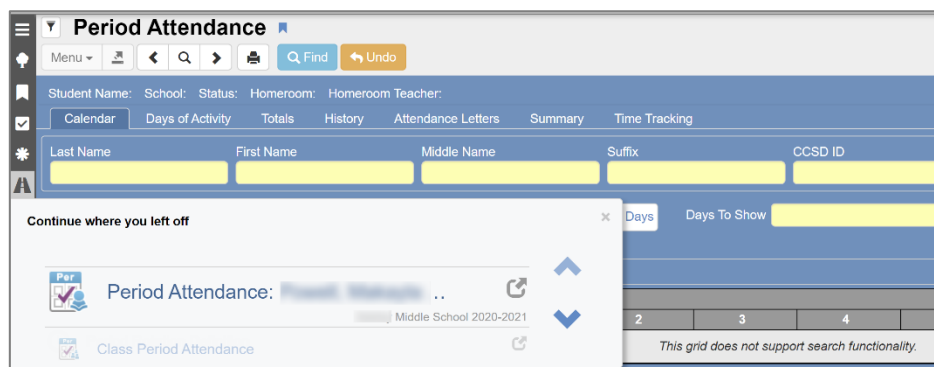


8. To open a specific screen for a specific student in the History, click the icon for the desired screen.



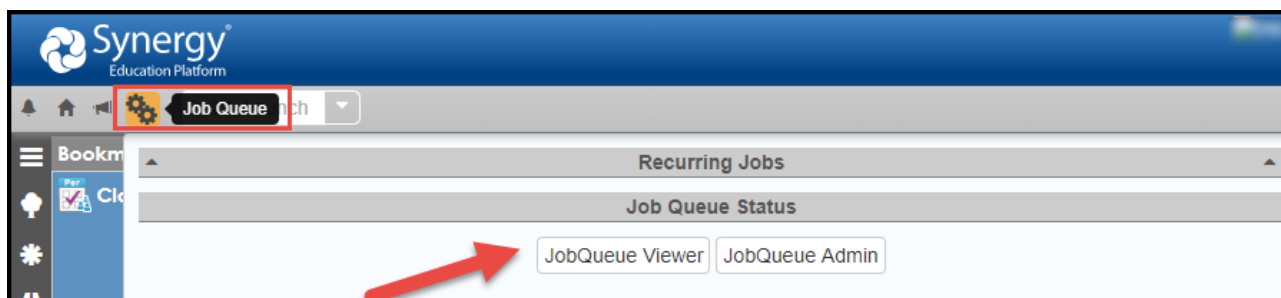
Continue Where You Left Off

1. Point to the menu icon that resembles a road to - *Continue Where You Left Off*.
2. Scroll up or down to review the last few screens or reports and click any option to go directly to the selection.



The Job Queue Viewer

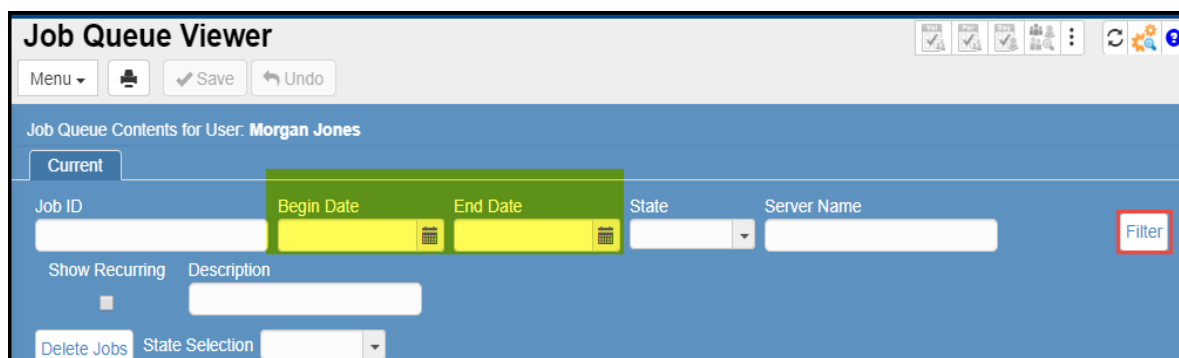
To open the results of a prior report or process, click on the **gear icon** to see the Job Queue. The icon is located next to the Quick Launch box. Then, click the **Job Queue Viewer** button.



How to View Results in the Job Queue Viewer

A long list of completed jobs and reports will display, depending on how often each user processes jobs or runs reports.

- To filter the results, enter a **Begin and End Date** and click the **Filter** button.



- After locating the job or report that is needed, click the row to highlight it in blue.
- Then, click the **Show Detail** button at the top of the list.

Job Queue Viewer

Menu ▾ Save Undo

Job Queue Contents for User: *Manager: Admin*

Current

Job ID Begin Date End Date State Server Name

Show Recurring ☐ Description

Delete Jobs State Selection

Jobs in Queue **Show Detail**

| ✕ | Line | Date Submitted | Completed | State | Job ID | Description |
|-------------------------------------|------|---------------------|---------------------|-------|----------------|---|
| <input checked="" type="checkbox"/> | 1 | 04/18/2019 13:15:17 | 04/18/2019 13:15:51 | | ATP602 | Period Sections Missing Attendance List |
| <input type="checkbox"/> | 2 | 04/17/2019 12:43:39 | 04/17/2019 12:43:45 | | MassAttendance | Mass Attendance |

- Click the **Results** Tab. Then, click on the **icon in the Result** column to open the report or results from the completed process.

Job Queue Viewer

Menu ▾ Save Undo

Job Queue Contents for User: *Manager: Admin*

Current

Job ID Begin Date End Date State Server Name

Show Recurring ☐ Description

Delete Jobs State Selection

Jobs in Queue Hide Detail

| Line | Job ID |
|------|----------------|
| 1 | ATP602 |
| 2 | MassAttendance |

Details Recurring Pattern **Results** System Info

User Name State Priority

☐ Force Download Prompt

Job Result Files Add

| ✕ | Line | Result | Description |
|-------------------------------------|------|--------|-----------------|
| <input checked="" type="checkbox"/> | 1 | | Mass Attendance |
| <input type="checkbox"/> | 2 | | extractFile |
| <input type="checkbox"/> | 3 | | extractFile |

- Click the Hide Detail button to close the detail area and return to the filtered date.
- Clear the dates out of the fields and click the filter button again, to view the original list.
- You can simply close the Job Queue Viewer window when you have the needed information. Any dates that were filtered, will be cleared if you go to the screen again later.

Attendance Overview

- Attendance is recorded by teachers using Synergy TeacherVUE.
- Teachers are required to take attendance during the first 15 minutes of each class period.
- Teachers can only take attendance for the current school day. If an edit is required for a previous school day, the Attendance PPO Clerk must make the correction.
- Important: Effective Jan. 2021, virtual present students must be coded with VP (Virtual Present). No code needed for F2F students who are present in class unless the student is tardy to class.**

Teachers record a student's attendance using one of the following codes:

| |
|--|
| A = Absent, Unverified/Reason Pending - Use if student is absent from F2F or remote live session. Unexcused, pending excuse submitted by clerk. |
| VP = Virtual Present - Student is virtually present in remote live session. Use the code to identify any VP student. |
| T = Tardy, Unverified/Reason Pending - Student is tardy in F2F class. Unexcused, pending excuse submitted by clerk. |
| VT = Virtual Tardy, Unverified/Reason Pending - Student is tardy to virtual live session. Unexcused, pending excuse submitted by clerk. |
| NE = Not Enrolled - Teachers have access to NE during the first 5 days of school. The code is used to identify students who have not shown up for school at the beginning of a new school year. |

Unverified/Reason Pending Codes:

- If left unedited, an entry for any *Unverified/Reason Pending* code will automatically change to an **unexcused** absence or tardy after **5 days**.

Attendance PPO clerks can select from a list of attendance codes. A complete list of codes can be found in the Reference Section of this guide.

- Attendance PPO clerks are responsible for adding/editing attendance entries, adding attendance reason codes into the system when excuse notes are received, retaining all excuse notes and attendance records in an organized manner, and monitoring various attendance reports that are explained in this document.**
- If teachers are absent, the Attendance PPO Clerk will enter attendance on either the Class Period Attendance screen or Period Attendance screen.
- Attendance can be entered/verified/edited by using one of the options below. This document provides more details on each of the options.

- I. **Classroom Taken Attendance Summary** – The Classroom Taken Attendance Summary screen is a quick way for the Attendance PPO Clerk to see, at a glance, which teachers have not taken attendance in a given period.
 - a. The **Classroom Summary Grid** displays a red 'X' next to teachers' names to indicate that attendance has not been taken for a given period. The screen can be filtered by period.
 - b. Teachers who have not taken attendance can be reminded via an email feature from the screen, if desired.
 - c. If the Attendance PPO Clerk takes attendance for a substitute teacher, the red X should be manually removed from the Classroom Taken Attendance Summary (if it isn't removed automatically after saving.) Click the red X to remove it, thus removing the teacher's name from the list.
- II. **Attendance Verification** – by Student. Attendance Verification is an alphabetical list of all students marked absent or tardy in a period on a given date.
- III. **Period Attendance** – by Student. Period Attendance allows you to search by individual student to enter and/or edit attendance.
- IV. **Class Period Attendance** – by Section/Teacher. Class Period Attendance allows entering and/or editing attendance for an entire class.

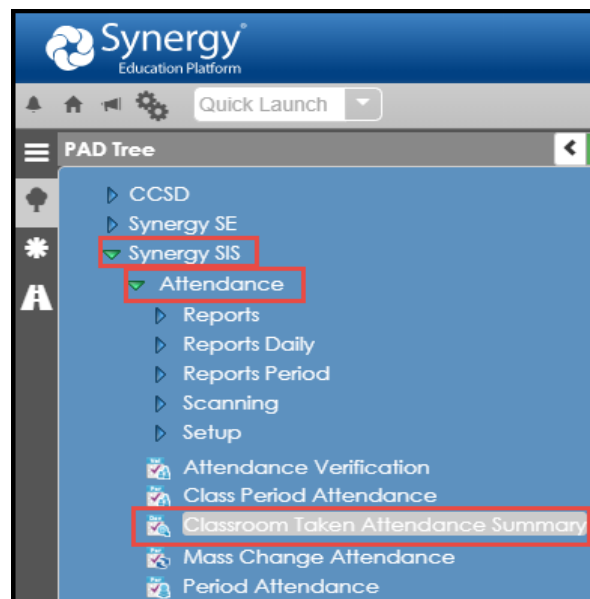
Note: *Section* is a scheduling term used for a class. Each class has a unique section number.

Classroom Taken Attendance Summary

Use the Quick Launch search or

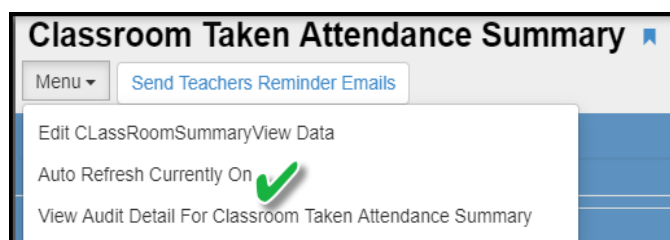
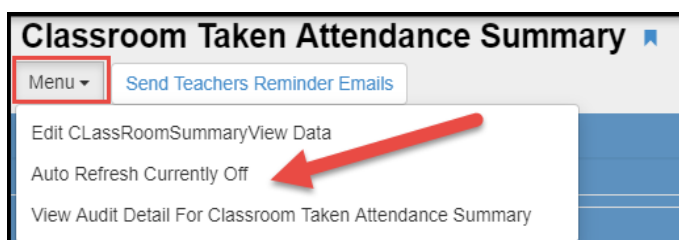
From the PAD Tree:

Synergy SIS > Attendance > Classroom Taken Attendance Summary



Enable Auto Refresh

1. Click the **Menu** button located in the upper left portion of the screen.
2. If the option displays as the example below left, Auto Refresh Currently Off, click on the option to enable it.
3. *If 'On' already displays do not click it again or it will be disabled.*



The screen will default to show:

- a) If Attendance has not been taken, and
- b) The current date.

Filter Options

The Classroom Taken Attendance Summary screen includes two sections: **Filter Options** and the **Classroom Summary Grid**. The Filter Options control what type of information displays in the Classroom Summary grid. Options included are shown below. After selecting options, click the **Filter Grid** button.

- **Show** – displays results depending on if attendance: has been taken, has not been taken, or both. (Default is if attendance has not been taken.)
- **Section ID** – displays results for a specific section.
- **Date** – displays results for a specific date. (The default is the current date.)
- **Staff Name** – displays results for a specific staff member.
- **Begin/End Period** – the screen can be filtered by 1st period, for example, by selecting '1' in the Begin and End Period drop downs.

How to Determine Which Teachers Have or Have Not Taken Attendance

Shown below is the default view that the Classroom Summary Grid will display. Classes where attendance has not been taken are indicated by a red X.

Classroom Taken Attendance Summary

Menu

Send Teachers Reminder Emails

School Name: High School

School Year: 2018-2019

Attendance Summary

Scheduling

Filter Options

Show

If Any Attendance has not been taken (Default)

Section ID

Date

04/18/2019

Staff Name

Course Title

Course ID

Begin Period

End Period

Filter Grid

Email Options

Email Recipient Filter

All Teachers (Default)

Include Teachers with Sub

Classroom Summary Grid

<

1

2

3

4

5

6

7

8

9

10

...

24

>

1,154 rows (20 rows)

| Line | Section ID | Course Title | Course ID | Staff Name | Reminder Email | Bell Period | | | | | | |
|------|------------|--------------|------------|------------|----------------|-------------|---|---|---|---|---|---|
| | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | 0001 | English II | 00.0009000 | Mr. Smith | Send | | | | | | | |
| 2 | 0002 | English II | 00.0009000 | Mr. Smith | Send | | | | | | | |
| 3 | 0003 | English II | 00.0009000 | Mr. Smith | Send | | | | | | | |

Change the options, if desired. For example, to view teachers who have taken attendance, select *'If All Attendance has been taken.'* Then, click the **Filter Grid** button.

Classroom Taken Attendance Summary

Menu ▾ Send Teachers Reminder Emails

School Name: High School School Year: 2018-2019

Attendance Summary Scheduling

Filter Options

Show If Any Attendance has not been taken (Default) Section ID

Course Title Course ID

Filter Grid

Filter Options

Show If All Attendance has been taken

Section ID

Course Title Course ID

Filter Grid

Classroom Taken Attendance Summary

Menu ▾ Send Teachers Reminder Emails

School Name: Harrison High School School Year: 2018-2019

Attendance Summary Scheduling

Filter Options

Show If All Attendance has been taken

Section ID

Course Title Course ID

Filter Grid

A blue image for TVUE, in the Classroom Summary Grid, indicates that attendance was taken by the teacher on the TeacherVUE seating chart.



Classroom Taken Attendance Summary

Menu ▾ Send Teachers Reminder Emails

School Name: High School School Year: 2018-2019

Attendance Summary | Scheduling


Filter Options

Show: If All Attendance has been taken Section ID: Date: 04/18/2019 Staff Name: Course Title: Course ID: Begin Period: End Period: Filter Grid

Email Options

Email Recipient Filter: All Teachers (Default) Include Teachers with Sub

| Line | Section ID | Course Title | Course ID | Staff Name | Reminder Email | Bell Period | | | | | | | | | |
|------|------------|------------------------------------|------------|---------------------|----------------|-------------|---|---|---|---|---|---|--|--|--|
| | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| 1 | 0001 | Home Room/Advisement 9 | 00.0009000 | Walter, Andrea | Send | | | | | | | | | | |
| 2 | 0259 | AP Human Geography Y | 45.0770095 | Copeland, Kevin | Send | True | | | | | | | | | |
| 3 | 0368 | Adv Mathematical Decision Making Y | 27.0850011 | Hodorowski, Michael | Send | True | | | | | | | | | |
| 4 | 0369 | Adv Mathematical Decision Making Y | 27.9850015 | Hodorowski, Michael | Send | True | | | | | | | | | |
| 5 | 1676 | AP Human Geography Y | 45.2770095 | Copeland, Kevin | Send | True | | | | | | | | | |

If attendance is entered by an Attendance PPO Clerk on the Synergy SIS screen, the image  for Class Period Attendance or Period Attendance will display.

Sending Email Reminders to Teachers to Take Attendance

The Classroom Taken Attendance Summary screen can be used to send email reminders to teachers who have not taken attendance.

Emailing All Teachers

Use care when making this selection. If a teacher is absent, therefore unable to take attendance, you would not want to use this notification method. Using the Individual Option, described on the next page, is the recommended notification method.

To send an email to ALL TEACHERS who have not taken attendance, click the button located at the top of the screen labeled, **Send Teachers Reminder Emails**.

Classroom Taken Attendance Summary

Menu ▾ Send Teachers Reminder Emails

School Name: High School School Year: 2018-2019

Attendance Summary | Scheduling

Filter Options

Show: If Any Attendance has not been taken (Default) Section ID: Date: 04/18/2019 Staff Name: Course Title: Course ID: Begin Period: End Period: Filter Grid

Email Options

Email Recipient Filter: All Teachers (Default) Include Teachers with Sub

The system sends an email to all teachers, at once, if they have not taken attendance for the day displayed.

Emailing Teachers Using the Filtered Option

If the Classroom Taken Attendance Summary screen has been filtered, an Email Option to remind teachers to take attendance can be selected. Example: **Filter by periods (1st – 1st) so only that one period displays.**

Confirm the 'Show' option filter is *If Attendance or If Any Attendance has NOT be taken.*

1. In the Email Options section, select **Only Filtered Teachers** from the drop down menu.
2. Click the Send Teachers Reminder Emails button. (Only the teachers, whose names display on the screen, **after the filters were set & filtered**, will receive an email.)

Emailing Teachers Individually (Recommended Method)

Ensure that the Show selection on the screen is set to 'If Attendance or If Any Attendance has not been taken.' Only teachers who have not taken attendance for the day selected in the Date field will display.

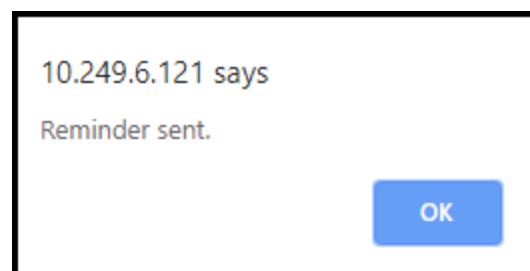
The Email Recipient Filter, in the Email Options area, can be set to '**All Teachers.**'

Click the **Send** button next to the teacher's name to email that teacher individually.

| Line | Section ID | Course Title | Course ID | Staff Name | Reminder Email | Bell Period |
|------|------------|--------------|------------|------------|----------------|---------------|
| 1 | 0002 | English 1 | 00.0009000 | Mr. Smith | Send | 1 2 3 4 5 6 7 |
| 2 | 0003 | English 2 | 00.0009000 | Mr. Jones | Send | 1 2 3 4 5 6 7 |
| 3 | 0004 | English 3 | 00.0009000 | Mr. Doe | Send | 1 2 3 4 5 6 7 |

A confirmation message will display when the system sends the email.

Individual email is the preferred notification method.



Entering Attendance for a Teacher

If all students are present, the Attendance PPO clerk is not required to make an attendance entry for F2F students. Virtual Present students should be coded **VP**. The clerk should click the red X on the **Classroom Taken Attendance Summary** screen that displays next to the teacher's name. This removes the teacher's name from the screen list and prevents the teacher's name from displaying on reports as not taking attendance.

To enter attendance for a teacher starting from the Classroom Taken Attendance Summary screen, you may want to first filter the screen by name or period. Then, click on the teacher's section number.

Classroom Taken Attendance Summary

Menu Send Teachers Reminder Emails

School Name: Harrison High School School Year: 2018-2019

Attendance Summary Scheduling

Filter Options

Show If Any Attendance has not been taken (Default) Section ID Date 04/18/2019 Staff Name

Course Title Course ID Begin Period End Period

Filter Grid

Email Options

Email Recipient Filter All Teachers (Default) Include Teachers with Sub

Classroom Summary Grid

| Line | Section ID | Course Title | Course ID | Staff Name | Reminder Email | Bell Period |
|------|------------|--------------|------------|------------|----------------|---------------|
| 1 | 0002 | | 00.0009000 | | Send | 1 2 3 4 5 6 7 |
| 2 | 0003 | | 00.0009000 | | Send | 1 2 3 4 5 6 7 |
| 3 | 0004 | | 00.0009000 | | Send | 1 2 3 4 5 6 7 |

The **Class Period Attendance** screen, for that section, will open in a new window.

Class Period Attendance

Menu Save Undo

Section ID: 0002 Course Title: Home Room/Advisement 9 School Attendance Taken: By Section

Class Period Attendance Totals

Section ID Course ID Course Title Staff Name Room Name Term Code Beg Per End Per

0002 00.0009000 Home Room/Advisement 9 ORCH YR 5 5

Begin Valid Date Range 08/01/2018 End Valid Date Range 05/22/2019

04/22/2019 Go To Date Go To Current Date << Previous Week < Previous Day Next Day > Next Week >>

Days To Show Show Today Plus Previous 4 Days (Default)

Class Period Attendance

| Line | Student Name | Tue, Apr 16 2019 (1) | Wed, Apr 17 2019 (2) | Thu, Apr 18 2019 (1) | Fri, Apr 19 2019 (2) | Mon, Apr 22 2019 (1) |
|------|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | | Reason Code | Reason Code | Reason Code | Reason Code | Reason Code |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

- Enter any attendance needed, for the selected class, and click the **Save** button at the top of the screen.
- Close the Class Period Attendance window and return to the Classroom Taken Attendance Summary screen.
- Click the red X to remove it, thus removing the teacher's name from the list. (Note: The section may no longer show the red X - but will display the icon that attendance was taken on the Class Period screen.)

Repeat the steps above, entering attendance for other classes, as needed.

Note: You can navigate directly to the **Class Period Attendance** screen through the **PAD Tree** menu or using **Quick Launch**, but it will not open in a new window unless that option is selected.

Search for the section by ID number or by the teacher's name using the Staff Name field.

Synergy Report ATP602 – Period Sections Missing Attendance List

Use the Quick Launch or

From the PAD Tree: Synergy SIS > Attendance > Reports > Reports Period > List > ATP602

- This report pulls from the Classroom Taken Attendance Summary screen.
- Use this report to print a list of teachers who did not take attendance on a given day and or period. The report also has parameters to view a **range** of days and periods.
- If the PPO or clerk takes attendance for a teacher (due to the teacher's absence, an inoperable computer, or another reasonable purpose), be sure to remove the teacher's name from the Classroom Taken Attendance Summary screen, for that period &/or day, by clicking on the red X.
- Removing a name from the screen, will remove them from the report as well.

Reminder: Teachers should take attendance within the 15 minutes of each period every school day.

- One exception to this rule may occur in a non-traditional class.
- Exceptions to the time deadline may occur during remote learning.

Editing Student Attendance Options

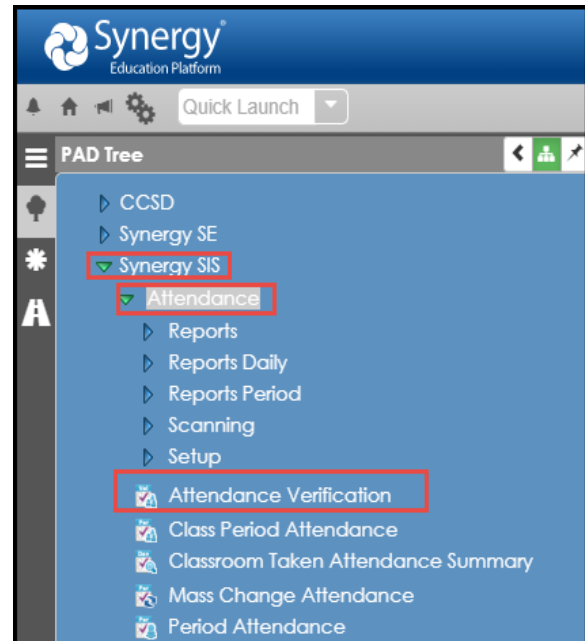
Several screens can be used to enter or edit students' attendance.

A. Attendance Verification

The **Attendance Verification** screen will display an alphabetical list of students marked absent or tardy on a given date.

Use the Quick Launch search or

1. From the PAD Tree: Synergy SIS > Attendance > Attendance Verification



2. The screen's normal default displays the current date and all students marked with absences and/or tardies for the day.

NOTE: When filters are added and left in place on this screen, they remain filtered even if a user leaves this screen and returns later. A prior date will not remain selected.

3. To view/edit prior dates, use the calendar icon to change the date and click on the **Filter** button to display all students with absences or tardies for the selected date.
4. Filters can be used, on this screen, to choose what type of information displays on the Attendance Verification List.
5. To add a filter, click the **chevron** on the blue Filters bar to open the options. Enter desired filters and click the **Filter** button.

- a. Filter by Name, Grade level, or Reason Codes. Make selections and click Filter.

Attendance Verification

Menu ▾ Save Undo

School Name: High School School Year: 2018-2019

Attendance Verification

Date
04/22/2019 Filter

If Rows To Show is blank then the maximum number of rows will be 999

Rows To Show

☐ Automatically delete Arrival Time, Departure Time, Minutes Attended and Attendance Note when removing attendance data
☐ Show Daily Arrival Time, Departure Time and Note

Filters

Last Name First Name Grade

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

Reason Codes ☐

| | | | |
|---|---|---|---|
| <input type="checkbox"/> Out-of-Sch Suspend | <input type="checkbox"/> Absent-Fam Ill/Death | <input type="checkbox"/> OSS-Attending School | <input type="checkbox"/> Absent-Sch Activity |
| <input type="checkbox"/> Absent-Hospital Ill | <input type="checkbox"/> Absent - Doctor/Dent | <input type="checkbox"/> Absent-Unexc W/Note | <input type="checkbox"/> Tardy - Unexcused |
| <input type="checkbox"/> Home-based Instruct | <input type="checkbox"/> Absent-Governmental | <input type="checkbox"/> Absent-Religious Hol | <input type="checkbox"/> Limited Attendance |
| <input type="checkbox"/> Absent - Testing | <input type="checkbox"/> Absent-Unexc No Note | <input type="checkbox"/> Absent-Un Make-up Wk | <input type="checkbox"/> Absent - Student Ill |
| <input type="checkbox"/> Tardy - Unverified | <input type="checkbox"/> Absent-Juvenile Crt | <input type="checkbox"/> Not Enrolled | <input type="checkbox"/> Absent-College Visit |
| <input type="checkbox"/> Absent-Hazard Cond | <input type="checkbox"/> Absent - Unverified | <input type="checkbox"/> Absent - Late Bus | <input type="checkbox"/> Absent-Lft frm Clinc |
| <input type="checkbox"/> In-School Suspension | <input type="checkbox"/> Hospital/Homebound | <input type="checkbox"/> Absent - Skip Class | <input type="checkbox"/> Absent - Excused |
| <input type="checkbox"/> Tardy - Excused | | | |

- b. **Absent-Unverified, Unexcused Tardy and Unverified Tardy** - Choosing these filter options separately, or in any combination, will display all students who have been marked with one of these codes by the teacher, but whose attendance may not yet have been verified/edited by the Attendance Office.

Attendance Verification

Menu ▾ Save Undo

School Name: High School School Year: 2018-2019

Attendance Verification

Date
04/22/2019 Filter

If Rows To Show is blank then the maximum number of rows will be 999

Rows To Show

☐ Automatically delete Arrival Time, Departure Time, Minutes Attended and Attendance Note when removing attendance data
☐ Show Daily Arrival Time, Departure Time and Note

Filters

Last Name First Name Grade

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

Reason Codes ☐

| | | | |
|--|---|---|---|
| <input type="checkbox"/> Out-of-Sch Suspend | <input type="checkbox"/> Absent-Fam Ill/Death | <input type="checkbox"/> OSS-Attending School | <input type="checkbox"/> Absent-Sch Activity |
| <input type="checkbox"/> Absent-Hospital Ill | <input type="checkbox"/> Absent - Doctor/Dent | <input type="checkbox"/> Absent-Unexc W/Note | <input checked="" type="checkbox"/> Tardy - Unexcused |
| <input type="checkbox"/> Home-based Instruct | <input type="checkbox"/> Absent-Governmental | <input type="checkbox"/> Absent-Religious Hol | <input type="checkbox"/> Limited Attendance |
| <input type="checkbox"/> Absent - Testing | <input type="checkbox"/> Absent-Unexc No Note | <input type="checkbox"/> Absent-Un Make-up Wk | <input type="checkbox"/> Absent - Student Ill |
| <input checked="" type="checkbox"/> Tardy - Unverified | <input type="checkbox"/> Absent-Juvenile Crt | <input type="checkbox"/> Not Enrolled | <input type="checkbox"/> Absent-College Visit |
| <input type="checkbox"/> Absent-Hazard Cond | <input checked="" type="checkbox"/> Absent - Unverified | <input type="checkbox"/> Absent - Late Bus | <input type="checkbox"/> Absent-Lft frm Clinc |
| <input type="checkbox"/> In-School Suspension | <input type="checkbox"/> Hospital/Homebound | <input type="checkbox"/> Absent - Skip Class | <input type="checkbox"/> Absent - Excused |
| <input type="checkbox"/> Tardy - Excused | | | |



Caution: Once a filter has been set, the **filter will remain active** even if the screen is minimized or the window is closed. To clear the filter, **remove all filter options** and click the **Filter** button again. **The chevron may need to be clicked again to open and view the filter options.** The current day or a prior date has to be selected again.

6. Choose the appropriate Attendance Code for students by clicking in the cell for the desired period.

| Attendance Verification List | | | | | | | | | | | | | |
|------------------------------|----------------------|-------|------------|------------|-------|---------|-------------|---|---|---|---|---|-----|
| Line | Student Name | Phone | Date | SIS Number | Grade | All Day | Bell Period | | | | | | |
| | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Anderson, Emily K. | | 04/18/2019 | 51000000 | 09 | | | | | | T | | N/S |
| 2 | Anderson, Alan C. | | 04/18/2019 | 51000000 | 09 | | | | | | A | | N/S |
| 3 | Anderson, Cameron K. | | 04/18/2019 | 51000000 | 12 | | A | | | | | | N/S |
| 4 | Anderson, Brian C. | | 04/18/2019 | 51000000 | 09 | | A | | | | | | N/S |
| 5 | Anderson, Matthew | | 04/18/2019 | 51000000 | 09 | | A | | | | | | N/S |
| 6 | Anderson, Megan C. | | 04/18/2019 | 51000000 | 12 | | A | | | | | | N/S |
| 7 | Anderson, Cole K. | | 04/18/2019 | 51000000 | 09 | | A | | | | | | N/S |

- A list of attendance codes will display.
- Select the correct code for the student listed. Repeat for the next listed student.
- If the attendance entry should be completely removed, select the top 'blank' option from the reason list.

- Click **Save** at the top of the page.
- Click **Undo** to remove all entries since the last save.

| | | |
|---|---|---------------------------|
| | | A: Absent - Unverified |
| | | AEA: Absent-Sch Activity |
| | | AEB: Absent - Late Bus |
| | | AEC: Absent-Lft frm Clinc |
| | | AED: Absent - Doctor/Dent |
| | | AEE: Absent - Excused |
| | | AEF: Absent-Fam Ill/Death |
| | | AGE: Absent-Governmental |
| | | AEH: Absent-Hazard Cond |
| | | AEI: Absent - Student Ill |
| | | AEJ: Absent-Juvenile Crt |
| | | AEM: Absent-Hospital Ill |
| | | AER: Absent-Religious Hol |
| | | AET: Absent - Testing |
| | | AEV: Absent-College Visit |
| | | AHB: Home-based Instruct |
| | | AHH: Hospital/Homebound |
| | | ALA: Limited Attendance |
| | A | AU: Absent-Unexc No Note |
| | | AUK: Absent - Skip Class |
| | | AUW: Absent-Un Make-up Wk |
| | A | AUX: Absent-Unexc W/Note |
| | A | ISS: In-School Suspension |
| | A | NE: Not Enrolled |
| | A | OAS: OSS-Attending School |
| | A | OSS: Out-of-Sch Suspend |
| | A | T: Tardy - Unverified |
| | A | TE: Tardy - Excused |
| | | TU: Tardy - Unexcused |
| A | | |
| | | |

9. You may edit as many students displayed on the screen as needed.
 - a. However, the application will time out eventually, so you may need to update the students in small groups and save often.
10. To edit by **grade level**, select the desired grade from the drop down and click **Filter**.
 - a. Edit attendance as needed and click **Save** at the top of the screen.

PLEASE NOTE: Editing on the Attendance Verification screen will record a student's absence by Period ONLY. The ALL Day column does not update each period of the day. Attendance for an entire day should be recorded using the Period Attendance method, described below and in the next section of this guide.

11. You can link directly to a student's Period Attendance screen to edit for a full day or to add attendance details.
 - a. Click on a student's name. The **Period Attendance** screen will open in a new window.
 - b. Make any edits or additions, as needed, and click the **Save** button. Close the Period Attendance window and return to the Attendance Verification screen.
 - c. If desired, click the Actions drop down and use the *Quick Entry – Single* or *Quick Entry – Range* options to add or edit attendance.

Additional information for using the Period Attendance screen begins in the next chapter.

The screenshot shows two overlapping web application windows. The background window is titled "Attendance Verification" and displays a list of students. The foreground window is titled "Period Attendance" and shows details for a student named "Abb". The "Period Attendance" window has tabs for "Calendar", "Days of Activity", "Totals", "History", "Attendance Letters", and "Summary". The "Calendar" tab is active, showing a grid of dates and periods. A red arrow points from the student's name in the "Attendance Verification" list to the "Period Attendance" window. Another red arrow points from the "Actions" dropdown in the "Period Attendance" window to a detailed view of the "Quick Entry - Single" form.

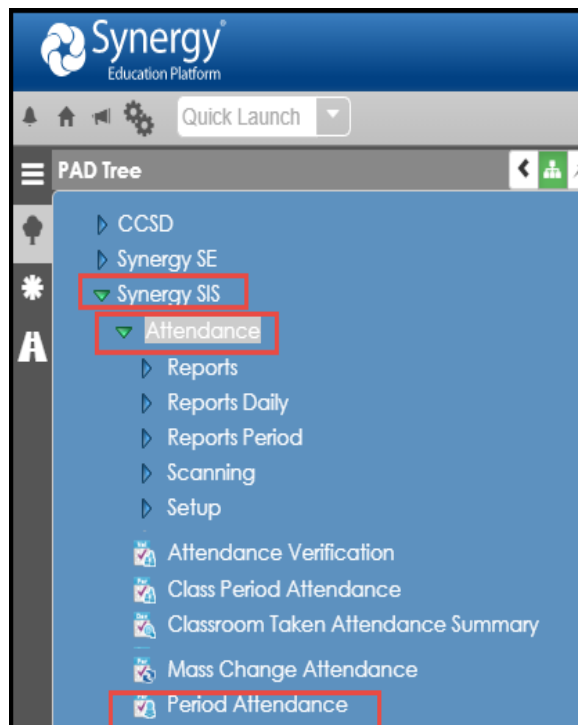
This is a detailed view of the "Quick Entry - Single" form. It includes fields for "Date Begin" (04/22/2019), "Date End" (04/24/2019), "Period Begin" (1), and "Period End" (5). There is a "Reason" dropdown set to "AEI" and a checked "Override All Reasons" checkbox. A "Note" field is also present. The "Update Attendance Range" button is at the bottom.

B. Period Attendance (Individual Student)

The Period Attendance screen allows you to search by individual Student to edit or enter attendance.

Use the Quick Launch search or

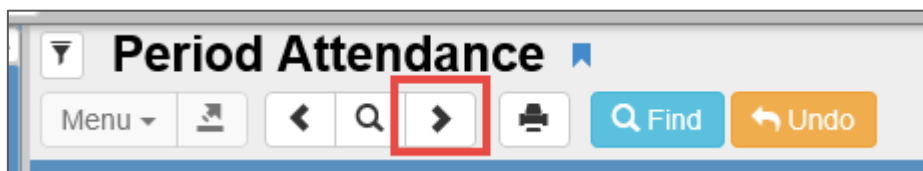
1. From the Navigation Tree: Synergy SIS > Attendance > Period Attendance



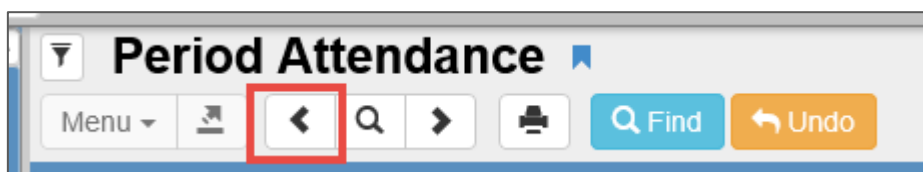
2. To find a student's period attendance record, there are two methods: Scroll and Find.

- a. To **scroll** through the student records and find a student:

- Click the **Next** button (arrow) at the top of the page to advance to the first student's records. Records are sorted alphabetically by last name.



- To scroll in reverse alphabetical order, click the **Previous** button (arrow).



- Continue clicking on the scroll buttons until the desired student record appears.

- b. To switch to the **Find Mode** (**fastest method**) to look for the student records:

- Click the Find Mode icon.



- c. Enter search criteria (Only one type of search criteria is needed) – see the next page.

- Enter the entire or part of the last name of the student in the **Last Name** box.

- Students can also be found using the **CCSD ID** field to search by ID.

- Click the **Find** button or press the **Enter** key. The first student with the last name entered in the Find screen displays.
- Students with the same last name display alphabetically, based on their first names. Use the scroll buttons if needed to find the exact student.
Or, enter part of the student's first name, to narrow the search, before clicking Find.

- This screen will open on the **Calendar Tab**. The **Calendar Tab** provides an overview of the student's attendance by month and date, and by default, shows the last 2 months.

- Determine the number of **Days to Show** on the screen.

Days To Show **10**

- The screen will default to the current day. Enter the date desired in the **Date** box or use the calendar icon to select the date. Once the date is entered, click the **Go To Date** button. To scroll to the desired month, click the **Previous Month** or **Next Month** buttons.

- Editing attendance on the **Calendar Tab** is the quickest way to take attendance for a student for multiple dates.
- To enter additional details for an absence, click on the date to bring up the **Period Attendance Detail** screen. (Directions for the Detail screen are listed below in the Period Attendance Detail topic.)

Directions for entering and editing attendance on the Period Attendance screen begin on the next page.

Entering or Editing Attendance on the Period Attendance Screen

To take attendance on the Period Attendance Screen:

1. Locate the desired date.
2. Once the student's record has been located, the attendance can be entered or edited using the **Calendar Tab** in one of three ways: **Calendar Grid**, **Quick Entry – Single**, and **Quick Entry – Range**.

Calendar Grid

- a. **Calendar Grid**: Click in the cell for the desired date and period.
- b. When the list of reasons appears, select the reason that best applies to the student's absence and click **Save**. (To clear all entries, select the top 'Blank' and save.)

The screenshot shows the Synergy Education Platform interface. At the top, there's a 'Quick Launch' button and a 'Period Attendance' title. Below this, student information is displayed: Student Name (Smith), School (High School), Status (Active), Homeroom (211), and Homeroom Teacher. A 'Calendar' tab is selected, showing a grid of dates from 04/19/2019 to 04/24/2019. A red arrow points to the cell for 04/19/2019 (Wednesday). To the right of the grid, a dropdown menu is open, listing various reasons for absence, such as 'A: Absent - Unverified', 'AEB: Absent - Late Bus', 'AEC: Absent - Lft frm Clinic', etc. The 'A: Absent - Unverified' option is highlighted.

Quick Entry - Single

The **Quick Entry—Single** option gives the ability to update all period attendance for the entire day. A single reason can be selected. That reason can override all other reasons previously entered.

- a. To change the attendance for a single date for all periods, click the Actions drop down and select **Quick Entry - Single**:
- b. Enter the **Date** for attendance to be edited in the **Quick Entry – Single** section using the calendar icon.

The screenshot shows the 'Quick Entry - Single' dialog box. It has a title bar with 'Actions' and a dropdown arrow. Below the title bar, there are two tabs: 'Quick Entry - Single' (selected) and 'Quick Entry - Range'. The 'Quick Entry - Single' tab contains a 'Date' field with a calendar icon, a 'Reason' dropdown menu, an 'Override All Reasons' checkbox, and a 'Note' text area. At the bottom, there is an 'Update Attendance' button.

Continued on the next page.

- c. Select the absence reason to be entered from the **Reason** list.
- d. To override existing entries for this date, check the **Override All Reasons** box.
- e. Click the **Update Attendance** button.
- f. This will update each period for the selected date.

| Line | Date | Day Code | Bell Period | | | | |
|------|--------------|----------|-------------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 1 | Apr 22, 2019 | | | | | | |
| 2 | 23 (2) | | | | | | |
| 3 | 24 (1) | | | | | | |
| 4 | 25 (2) | | | | | | |
| 5 | 26 (1) | | A | A | A | A | A |
| 6 | 29 (2) | Monday | | | | | |

Quick Entry - Range

The **Quick Entry - Range** option provides the ability to update all period attendance within a range of dates. The periods that need to be entered or edited can be selected as well as the reason for the absence/tardy. The reason can override all other reasons previously entered.

- a. To change the attendance for the student for a range of dates and periods, click the Actions drop down and select *Quick Entry - Range*:
- b. **IMPORTANT:** Enter the starting date to be changed in the **Date Begin** box and enter the last date to be changed in the **Date End** box, in the **Quick Entry - Range** section using the calendar icons. **REVIEW dates closely before updating the attendance range.**
- c. Select the period or range of periods to change by selecting from the **Period Begin** list and the last period from the **Period End** list.
- d. Select the absence reason to enter from the **Reason** list.
- e. To override existing entries for those dates and periods, check the **Override All Reasons** box.
- f. Click the **Update Attendance Range** button.

CAUTION NOTE: *This cannot be undone once the update button is clicked.*



Caution: Be careful not to use the Actions > Quick Entry date boxes to switch the dates that display on the screen as these boxes actually change the attendance instead of changing the dates displayed. Use the field and Go To Date button to change the dates that display on the calendar grid.

Caution: Carefully review the Date Begin and Date End prior to selecting the **Update Attendance Range** button. The action cannot be undone once the update button is clicked.

Period Attendance Detail (Entering Arrival or Departure Times and Notes)

Once attendance has been edited and saved, you may enter more detailed information and notes about the attendance by clicking the date or weekday name for the day to be edited

| Period Attendance Calendar Actions | | | | |
|---|--------------|-----------|--------------|-----|
| Line | Date | | All Day Code | 1 |
| 1 | Apr 04, 2019 | Thursday | Non | Non |
| 2 | 5 | Friday | Non | Non |
| 3 | 8 (1) | Monday | AEI | AEI |
| 4 | 9 (2) | Tuesday | AEI | AEI |
| 5 | 10 (1) | Wednesday | AEI | AEI |
| 6 | 11 (2) | Thursday | AEI | AEI |

The **Period Attendance Detail** screen opens.

When entering notes, be sure to enter them in the area shown below so they will display on the ATP201.

Follow the steps on the next page.

Period Attendance Detail

Menu

Save

Undo

Close

Name: Smith, Date: 04/08/2019

Attendance Detail

Attendance Reasons

Reason 1

AEI: Absent - Student Ill

Attendance Minutes

Arrival Time

Departure Time

Total Minutes Attended

Attendance Note

Note

received note from doctor's office

Period Attendance Detail - 04/08/2019

| Line | Bell Period | Absence Reason | Arrival Time | Depart Time | Note |
|------|-------------|----------------|--------------|-------------|------|
| 1 | 1 | AEI | | | |
| 2 | 2 | | | | |
| 3 | 3 | | | | |
| 4 | 4 | | | | |
| 5 | 5 | | | | |
| 6 | 6 | | | | |
| 7 | 7 | | | | |

To add notes and/or times on the detail screen:

- There is no need to enter or update the absence reason in the **Reason 1 drop down**, if it was entered or updated previously using the steps above. If it was not previously added, add it now on the Detail screen.
- You may enter the student's **Arrival Time** or **Departure Time**. The **Arrival Time** and **Departure Time** are not used in attendance calculations.
- The **Total Minutes** field is not currently used by CCSD (*Ignore this field*).
- Enter a **Note** explaining the student's attendance, if you have a written note from the parent, doctor, or other.
- Click the **Save** button.
- Information entered on the Period Attendance Detail screen also displays on the student's **Period Attendance > History Tab**.

| Line | Date | All Day Code | Bell Period | | | | | | | Note | Minutes | Time In |
|------|------------|--------------|-------------|-----|-----|-----|-----|---|---|------------------------------------|---------|---------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| 1 | 04/26/2019 | | A | A | A | A | A | | | | | |
| 2 | 04/12/2019 | AEI | AEI | AEI | AEI | AEI | AEI | | | | | |
| 3 | 04/11/2019 | | | AEI | | AEI | | | | | | |
| 4 | 04/10/2019 | AEI | AEI | | | | | | | | | |
| 5 | 04/09/2019 | AEI | AEI | | | | | | | | | |
| 6 | 04/08/2019 | AEI | AEI | | | | | | | received note from doctor's office | | |

- Close the Period Attendance Detail screen window and return to the Period Attendance screen. **When information is added to the Detail screen, the date will appear in a slightly bolder font on the Period Attendance screen.**

| | |
|-------|---------|
| 8 (1) | Monday |
| 9 (2) | Tuesday |

- Notes and times entered on the detail screen will display on the students' ATP201: Period Student Attendance Profile. **TIP:** Be sure to check the box to 'Show Attendance Details' located at the bottom of the ATP201 report interface in the Show Options area.

Show Options

☒ Show Attendance Details ☐ Show Current Schedule ☐ Show All Day Reason Code Totals

☐ Show Attendance Codes Grouped By Type ☐ Show All Days of Enrollment

Note: A Departure Time can be entered without a Reason code. For example, if a student is not absent or tardy to a period, but does check out early, simply enter a departure time and a note (if you have a written note from a parent, doctor, or other), and leave the Reason empty. If the student is/is not returning to school that day, enter the appropriate codes for the remaining periods of the day.

Deleting Attendance (Individual Student)

1. From the Navigation Tree: Synergy SIS > Attendance > Period Attendance
2. This screen will open on the **Calendar Tab**.
3. Search & find the student's attendance record needed.
4. On the **Calendar Grid**, locate the desired date. Click within the **Reason** box for the desired period. A list of reasons appears.
5. Scroll to the top of the drop down list and **select the blank box**.
6. Click **Save**.
7. The attendance code will be removed for the selected period.

The screenshot shows the Synergy Education Platform interface for Period Attendance. The student is Smith, a High School student, Homeroom 211. The calendar shows dates from 04/19/2019 to 04/24/2019. A list of reasons is displayed on the right, including A: Absent - Unverified, AEA: Absent-Sch Activity, AEB: Absent - Late Bus, etc. The 'A' reason is highlighted for the date 18 (1) Thursday.

Quick Entry – Range Option

1. To remove entries for **multiple periods or consecutive days** at one time, use the *Actions > Quick Entry – Range* option.
2. Click the Actions drop down and click on *Quick Entry – Range*.
3. **IMPORTANT:** Carefully enter (or select from the calendar icon) the **Date Begin** and the **Date End**. **Once updated, this action cannot be undone.**
4. Select the **Period Begin** and **Period End** using the drop down selections.
5. Select the appropriate attendance code from the **Reason** drop down.
6. To remove all codes, leave the **Reason** drop down empty or 'blank.'
7. Check the box to **Override All Reasons**.
8. Click **SAVE**.

The screenshot shows the 'Quick Entry - Range' form. A red arrow points to the 'Actions' dropdown menu. The form includes fields for Date Begin (03/25/2019), Date End (03/29/2019), Period Begin (1), Period End (5), Reason (blank), and a checkbox for 'Override All Reasons' (checked). There is also a 'Do Not Update All Day Code' checkbox and a 'Note' field. The 'Update Attendance Range' button is at the bottom.

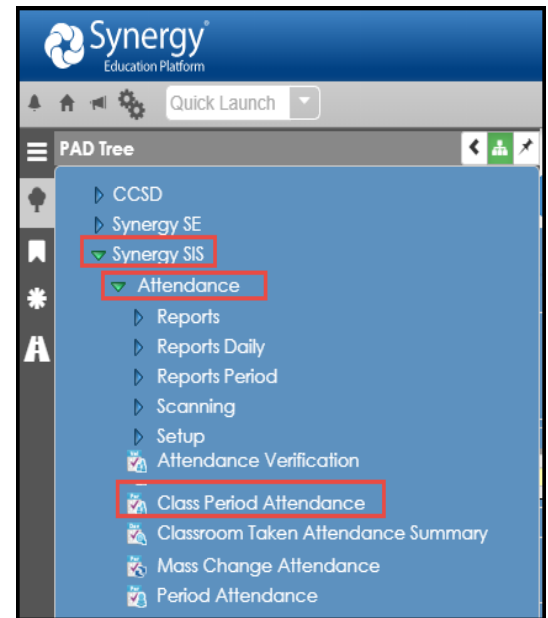
C. Class Period Attendance (Section/Teacher)

Class Period Attendance allows entering and/or editing attendance by Section/Teacher.

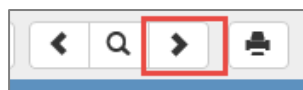
Use the Quick Launch search or

1. From the Navigation Tree: Synergy SIS > Attendance > Class Period Attendance

Note: *Section* is a scheduling term used for a class. Each section has a unique number that identifies a specific class for a teacher.



2. By retrieving a section (class) record, attendance can be taken for the entire class.
3. **This method will be used by the Attendance PPO Clerk to take attendance for a teacher.** The Attendance PPO Clerk or the Teacher can print a **Class Roster STU409** or **Period Class Attendance List ATP406**, to be used by the substitute. This will allow the substitute to take manual attendance on paper in the teacher's absence.
 - a. The attendance will be entered, by the Attendance PPO Clerk, using the Class Period Attendance screen. (The Period Attendance screen can be used to enter attendance individually, by student.)
 - b. **If all students are present, no Synergy attendance action is necessary by the PPO clerk except to code virtual present students as VP. However, the Attendance PPO Clerk should remove the red X, for the teacher and period, on the Classroom Taken Attendance Summary screen as described earlier in this document.**
4. To find an attendance record for a section, there are two methods: Scroll and Find.
 - a. To scroll through the section (most time-consuming method) records to find the section:
 - Click the **Next** button at the top of the page to advance to the first section's records. Records are sorted numerically by Section ID starting with 0001.



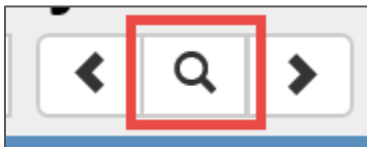
- To scroll in reverse numerical order, click the **Previous** button.



- Continue clicking on the scroll buttons until the desired section appears.

b. To switch to the **Find Mode** (*fastest method*) to look for the section records:

- Click the **Find** button.



- Enter the Section ID in the box, and click the blue **Find** button or press the **Enter** key.

- NOTE:** In **Search/Find Mode**, sections can also be found by searching any of the yellow fields on the screen. For example, you can search for a list of sections by **Staff Name**.

5. By default, today plus previous 4 days attendance is displayed on the **Class Period Attendance** screen.

| Line | Student Name | Mon, Apr 15 2019 (2) | Tue, Apr 16 2019 (1) | Wed, Apr 17 2019 (2) | Thu, Apr 18 2019 (1) | Fri, Apr 19 2019 (2) |
|------|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | Student Name 1 | Reason Code | Reason Code | Reason Code | Reason Code | Reason Code |
| 2 | Student Name 2 | | | | | T |
| 3 | Student Name 3 | | | | T | |
| 4 | Student Name 4 | | | | | A |
| 5 | Student Name 5 | | | | A | |

6. After selecting the 5-day option, use the Previous Day or Next Day button, if desired, so a full week (Monday – Friday) displays on the screen.

7. To display 1 day of attendance, click the **Menu** button and click **Show 1 Day**.

8. Users can change the view back to 1 day at any time by clicking the **Menu** button and selecting **Show 1 Day**.

9. When the attendance record displays, the calendar view defaults to the current date (or week.) To see different date's attendance records, use the **calendar icon** to enter the date in the white box at the top of the screen.
10. Once the date is entered, click the **Go To Date** button.

11. To go back to today's (or the current week's) information, click the **Go To Current Date** button.
12. To scroll to the desired date, click the **Previous Day**, **Previous Week**, **Next Day** or **Next Week** buttons. (The **Week** selections only display when 5 days of attendance display.)
13. All attendance, already entered for the students, will display in the **Reason** column under the date.
 - The absence reasons are only for the section/period displayed and not for the entire day. The period for the section is indicated at the top of the screen.

14. To enter or edit attendance, click in the **Reason** column for the correct date and student. After clicking in the field, a list of **Reason Codes** appears.
15. Select the reason code that best applies to the student's tardy or absence.

Note: Select the top 'blank' to completely clear an attendance code.

The screenshot displays the 'Class Period Attendance' interface. At the top, there's a header with 'Synergy Education Platform' and 'COBB COUNTY SCHOOL DISTRICT'. Below this, a navigation bar includes 'Menu', 'Save', and 'Undo' buttons. The main area shows a form for 'Class Period Attendance' with fields for Section ID (9403), Course Title (Enviro Sci Y), and School Attendance Taken (By Section). A table below this form lists attendance records for three dates: Mon, Apr 9 2018 (2), Tue, Apr 10 2018 (1), and Wed, Apr 11 2018 (2). The table has columns for Line, Student Name, and Reason Code. A dropdown menu is open on the right, showing a list of Reason Codes from A to TU. A red arrow points from the 'Note' text to the top 'blank' option in this menu. A small table at the bottom right shows the current selection: Section 9403, Term S2, Teacher, and Room 1001.

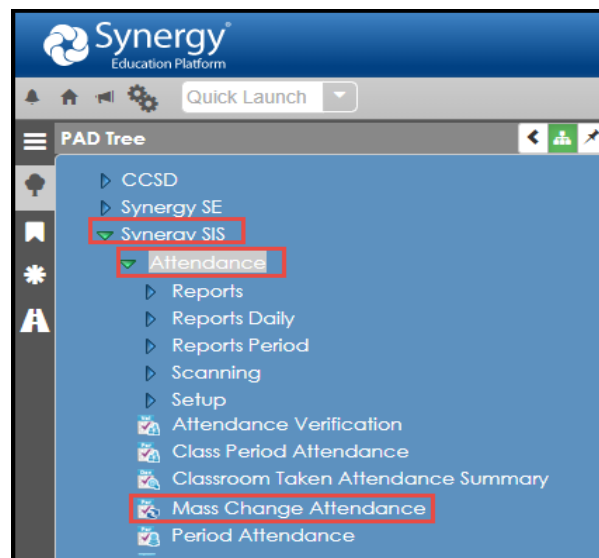
16. Repeat the preceding steps until attendance has been marked for every student in the class, for the dates currently displayed on the screen.
 - a. Search for different dates, if needed.
17. Remember to click the **Save** button at the top of the screen after all entries are made on the screen.

This is a close-up of the 'Class Period Attendance' header. It shows the title 'Class Period Attendance' with a blue bookmark icon. Below the title is a row of buttons: 'Menu', a printer icon, navigation arrows, a magnifying glass, and a green 'Save' button with a checkmark. To the right of the 'Save' button is an orange 'Undo' button with a circular arrow icon.

D. Mass Change Attendance

Use the Quick Launch search or

1. Go to Synergy SIS > Attendance > Mass Change Attendance.



BE CAUTIOUS WHEN USING THE MASS CHANGE ATTENDANCE SCREEN.

IT IS POSSIBLE TO CHANGE ATTENDANCE FOR ALL STUDENTS IN YOUR SCHOOL AT ONCE – WHICH MAY NOT BE YOUR INTENTION. USE THE STUDENT FILTER CRITERIA TAB.

2. Under **Change Reason Codes**, select the code to change **From** and the code to change **To**.
 - a. Leaving the **From** option 'blank' adds the attendance code that is selected in the 'to' drop down for all students who are selected in step 5 below, and currently do not have any attendance entered.
 - b. See the Note below to override existing attendance codes.
3. Under **Apply Changes For Dates**, enter the beginning and end of the date range where the mass change is needed.
4. Select the **Periods** when the attendance needs to be changed.
5. Enter notes or arrival/departure times, if desired.
6. To change the all-day code to update the all-day field in Synergy.
7. Enter attendance notes or arrival/departure times, if desired.
8. Select criteria on the **Student Filter Criteria tab**, as described in the next section of this guide.

NOTE: USE MASS CHANGE ATTENDANCE WITH CAUTION

To override any attendance code that currently exists in Synergy, select the 'From' option **Override Any Value**. Be sure to select the appropriate classes, groups, or students on the Student Filter Criteria Tab prior to processing the attendance mass change.

Mass Change Attendance

Menu Apply Attendance Clear

School Name: High School School Year: 2018-2019

Mass Attendance Change Student Filter Criteria Job History

Period Reason Conditions

Change Reason Codes

From ***-Override Any Value To AEA-Absent-Sch Activity

Apply Changes For Dates

From 04/18/2019 To 04/19/2019

Student Filter Criteria Tab (Recommended)

To change the attendance for selected students only, enter the criteria by which to select the students on the **Student Filter Criteria** tab.

To change all students, select all grade levels and leave all other criteria blank.

Caution – this will update the entire school.

Mass Change Attendance

Menu Apply Attendance Clear

School Name: High School School Year: 2018-2019

Mass Attendance Change Student Filter Criteria Job History

By selecting filter criteria, if a student meets any of these conditions then the student will be evaluated.

Select Students By

Group 5 Bus Route To School Grade 1 09 10 11 12

Section 2 Chooser

| Line | Section ID | Course Title | Staff Name |
|------|------------|--------------|------------|
| | | | |

Teacher 3 Chooser

| Line | Staff Name |
|------|------------|
| | |

Students 4 Chooser

| Line | Student Name | CCSD ID | Gender | Grade |
|------|--------------|---------|--------|-------|
| | | | | |

Five types of filters are available (shown above): Grade Level, Section, Teacher, Students, and Groups. You can apply these filters individually or in any combination.

- Groups will not work unless you have groups enabled and set up at your location. If your school wants to use groups, enter a Web Help ticket requesting the District Groups be opted in for your location.
- Directions for setting up Student Groups can be found in a subsequent chapter of this user guide

1. Grade Filter

Select one or more **Grade** levels. (Both Middle and High school examples are shown.)

Grade ☐ ☐ ☒
☐ 06 ☐ 07 ☐ 08

Grade ☐ ☐ ☒ ☐
☐ 09 ☐ 10 ☐ 11 ☐ 12

2. Section Filter

- a. Click the Chooser button in the Section area. The **Chooser** screen opens.

Section **Chooser**

| Line | Section ID | Course Title | Staff Name |
|------|------------|--------------|------------|
|------|------------|--------------|------------|

- b. Enter all or part of the **Section ID** and click the **Find** button or press the **enter** key.

- c. If the sections display in the **Find Result** column, click on any desired section ID to add it to the **Selected Items** column.

If the actual section ID is entered, it will automatically be added to the **Selected Items** column.

Mass Change Attendance
Chooser
 School Name: School

Find **+ Select** **Close**

Search Results

Find Criteria
 Section ID
 0001

Add All Row(s) >>

| Line | Section ID |
|------|------------|
| 1 | 0032 |
| 2 | 0050 |

- d. When all desired sections display in the **Selected Items** column, click the **Select** button at the top of the screen.

Mass Change Attendance
Chooser
 School Name: School

Find **+ Select** **Close**

Search Results

Find Criteria
 Section ID

Add All Row(s) >>

| Line | Section ID |
|------|------------|
| 1 | 0032 |
| 2 | 0050 |

- e. The chooser screen closes, and the selected sections display on the Student Filter Criteria Tab under the Section area.

3. Teacher Filter

- a. Click the **Chooser** button in the **Teacher** area. The **Chooser** screen opens.

- b. Enter all or part of the teacher's name and click the **Find** button or press the **enter** key. The name may display automatically in the Selected Items column.

- c. If multiple results are found and display in the Find Result column, click on a name to move that teacher's name to the **Selected Items** column.

| Line | Last Name | First Name | Middle Name | Suffix |
|------|-----------|------------|-------------|--------|
| 1 | Smith | | | |
| 3 | Smith | | | |
| 4 | Smith | | | |
| 5 | Smith | | | |
| 7 | Smith | | | |
| 8 | Smith | | | |

| Line | Last Name | First Name | Middle Name | Suffix |
|------|-----------|------------|-------------|--------|
| 1 | Smith | | | |

- d. Click the **Select** button at the top of the screen when all teachers needed are in the selected items column.

Chooser
School Name: School

Find Select Close

Search Results

Find Criteria

Last Name First Name Middle Name Suffix

Add All Row(s) >>

Find Result

| Line | Last Name | First Name | Middle Name | Suffix |
|------|-----------|------------|-------------|--------|
| 1 | Smith | | | |

Selected Items

| Line | Last Name | First Name | Middle Name | Suffix |
|------|-----------|------------|-------------|--------|
| 1 | Smith | | | |

- f. The chooser screen closes, and the selected teacher's name displays on the Student Filter Criteria Tab under the Teacher area.

Teacher Chooser

| Line | Name |
|------|----------|
| 1 | Smith, ' |

4. Student Filter

- a. Click the **Chooser** button in the **Students** area. The **Chooser** screen opens.

Students Chooser

| Line | Student Name | CCSD ID | Gender | Grade |
|------|--------------|---------|--------|-------|
|------|--------------|---------|--------|-------|

- b. Enter all or part of the student's name, CCSD ID, or other criteria, and click the **Find** button.
- Students' names may automatically display in the Selected Items column, if only one student exists at the school with that name or if using the CCSD ID as search criteria.

Mass Change Attendance
Chooser
School Name: School

Find Select Close

Search Results

Find Criteria

Last Name First Name Middle Name Suffix CCSD ID Gender Grade

anders

Add All Row(s) >>

Find Result

| Line | Last Name | First Name | Middle Name | Suffix | CCSD ID | Gender | Grade |
|------|-----------|------------|-------------|--------|---------|--------|-------|
| 1 | Anderson | | | | | Male | 09 |
| 2 | Anderson | | | | | Male | 09 |
| 3 | Anderson | | | | | Female | 12 |
| 4 | Anderson | | | | | Female | 10 |
| 6 | Anderson | | | | | Male | 12 |

Selected Items

| Line | Last Name | First Name | Middle Name | Suffix | CCSD ID | Gender | Grade |
|------|-----------|------------|-------------|--------|---------|--------|-------|
| 1 | Anderson | | | | | Male | 12 |

- c. If multiple results display in the Find Result column, click on a student's name, to move it to the **Selected Items** column. Continue searching for and adding students' names as needed.
- d. Click the **Select** button at the top of the screen when all students have been selected.

- e. The chooser screen closes, and the selected students' names displays on the Student Filter Criteria Tab under the Students area.

| Students | | |
|--------------------------|------|-------------------|
| Chooser | | |
| ✕ | Line | Student Name |
| <input type="checkbox"/> | 2 | Wilson, [blurred] |
| <input type="checkbox"/> | 3 | Cook, J [blurred] |
| <input type="checkbox"/> | 4 | Jones, [blurred] |

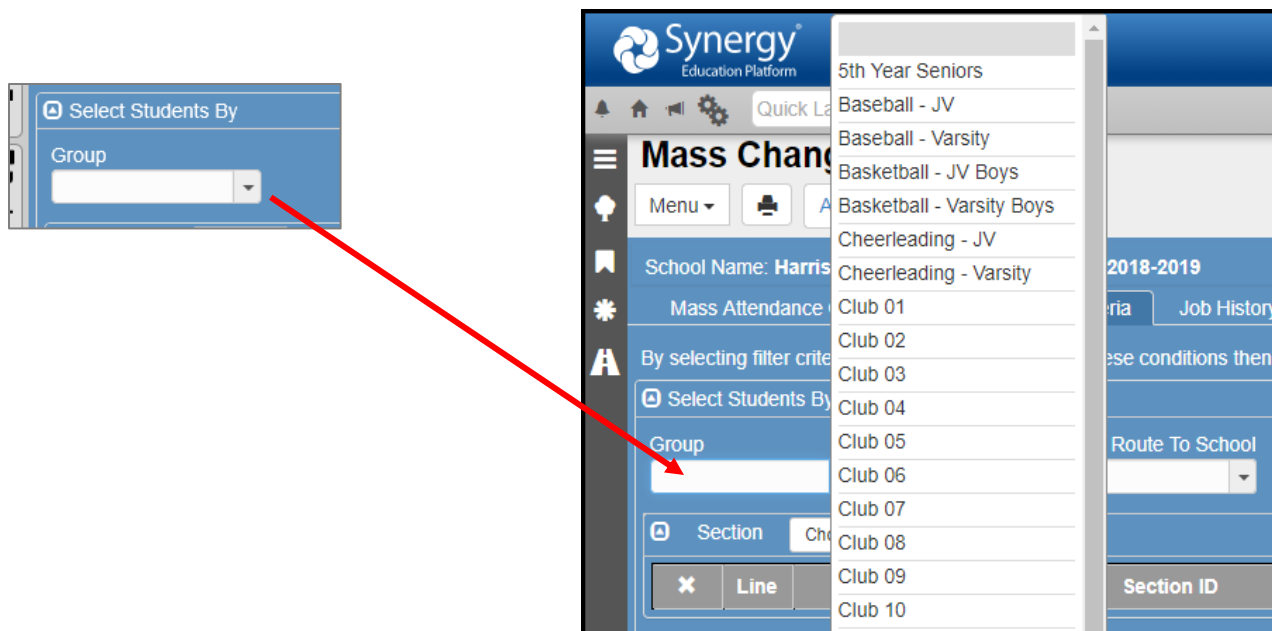
5. Using Student Group Filters

Group cannot be used as a filter unless they have been enabled and set up at your location. If your school wants to use Student Groups, enter a Web Help ticket requesting the District Groups be opted in for your location.

Directions for setting up Student Groups can be found in the next main chapter of this user guide.

- a. If groups have been set up at your school, click the **Group** drop down list and select the desired group.

Only one Group can be selected at a time.



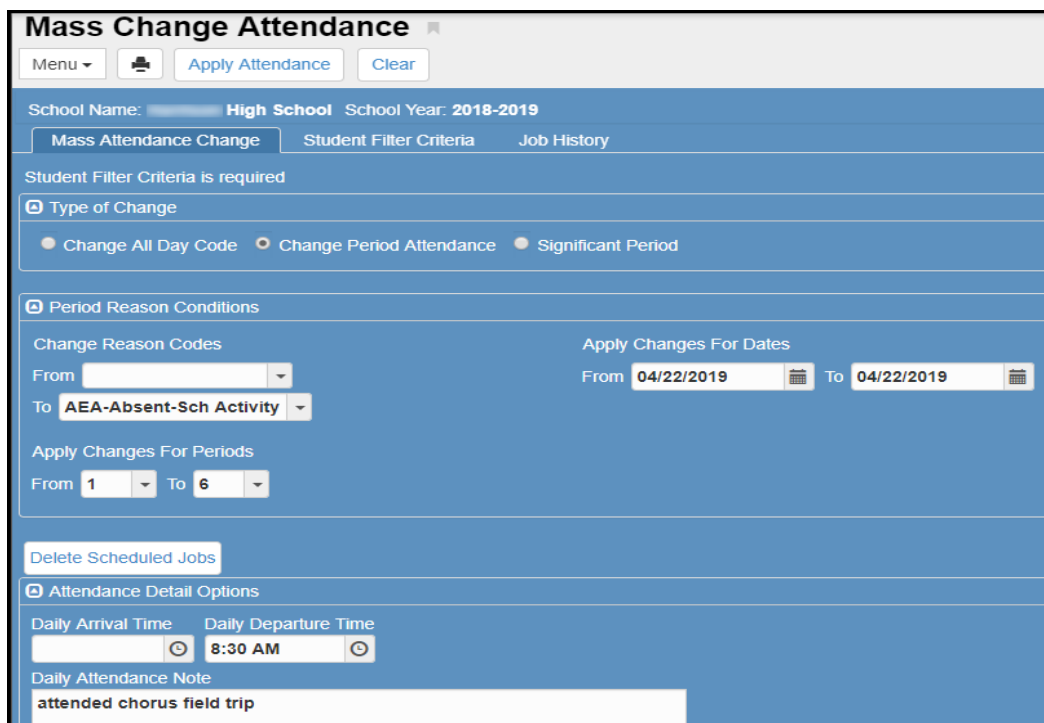
- b. Students that were previously added as members of the selected group will be updated by the Mass Change Attendance process.

There is no way to limit individual students from the selected group on the Student Filter Criteria Tab of the Mass Change Attendance screen.

Processing the Mass Change Attendance

AFTER **carefully** using the **Student Filter Criteria Tab** to select students that need attendance changed using the mass change process, and **making all necessary selections** on the **Mass Attendance Change Tab** follow the steps:

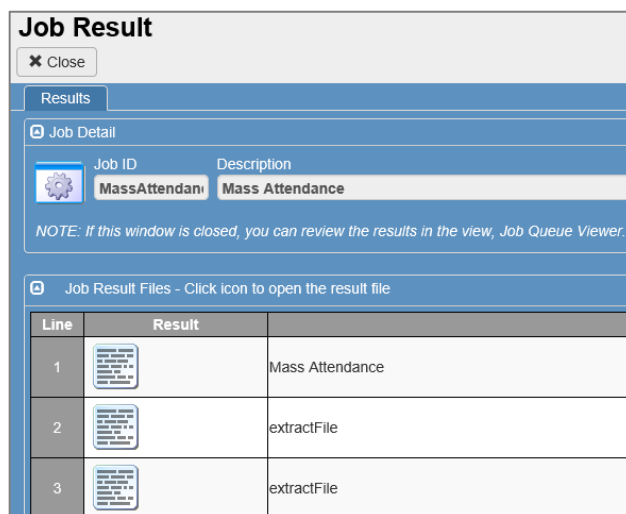
- a. Click the **Apply Attendance** button at the top of the screen.



- b. A **Job Status** window appears. When the process completes, a **Job Result** screen displays. The results are displayed in files which include the records that were changed and any errors that may have occurred.

- c. Click the **file icon** in the **Result** column for **Line 2 or Line 3** to view the results.

Both files display results, but the file in Line 2 may be easier to read and review. There are usually no results in Line 1.



| Line | Result | File Name |
|------|--------|-----------------|
| 1 | [Icon] | Mass Attendance |
| 2 | [Icon] | extractFile |
| 3 | [Icon] | extractFile |

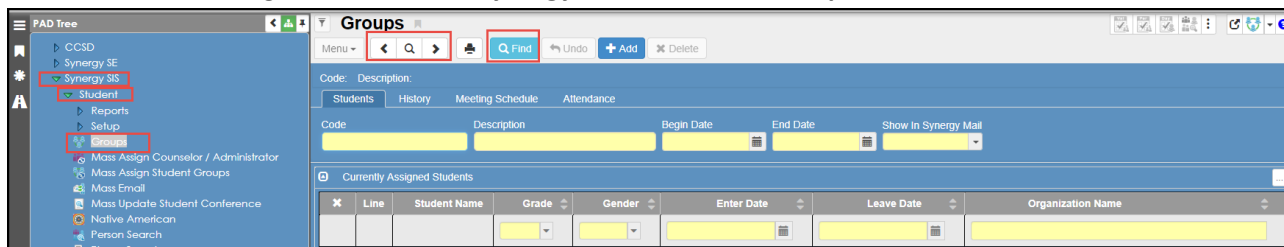
- d. Close the Job Result window – click OK if the message box displays.



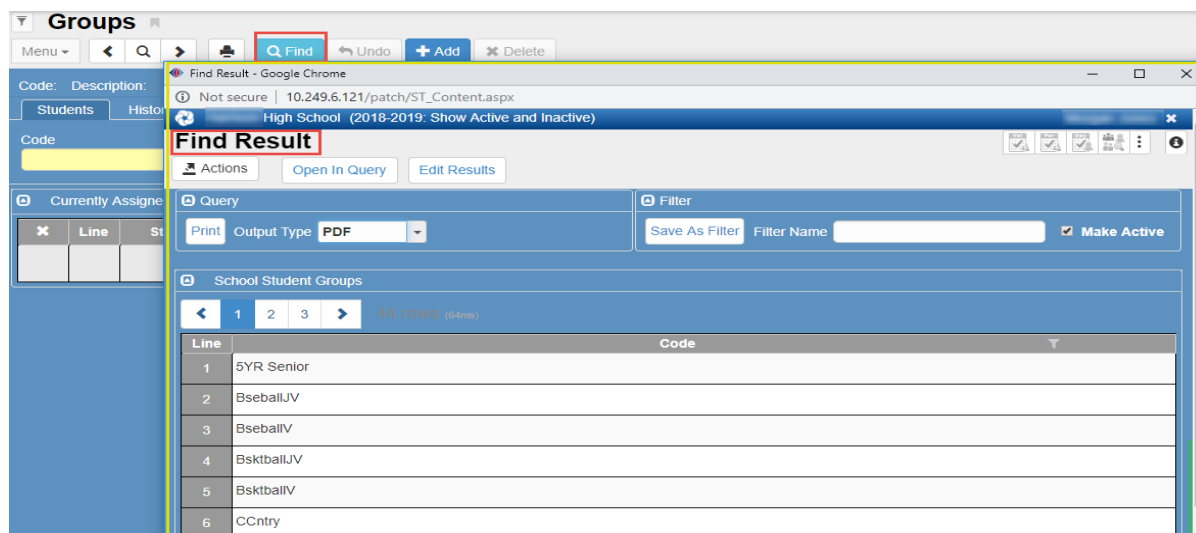
How to Create Student Groups

- The District has set up several groups that can be opted in for the schools. Groups include sports, clubs, and several generic names so schools can create custom groups of students.
- Group names cannot be changed by the local school.
- To opt-in for your school, please enter a **Web Help** ticket listing the groups you want to use at your school. Please refer to next section of this user guide called *Synergy Student Groups Currently Available for Opt-In* for the complete list of all groups currently available to schools.

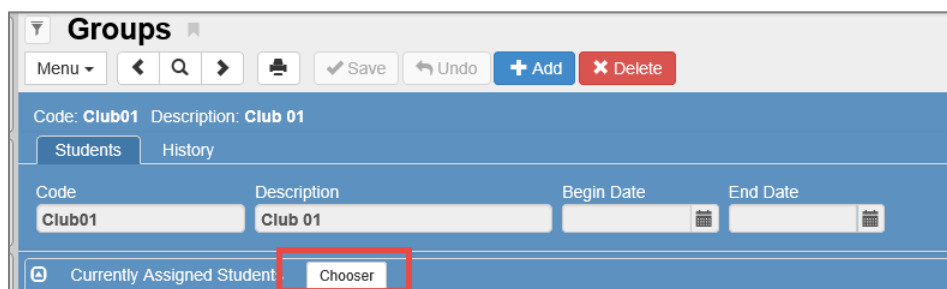
1. **AFTER** the groups have been opted in for your school - Open the Groups screen by typing **Groups** into **Quick Launch** or Navigate: **PAD Tree > Synergy SIS > Student > Groups**



2. Use the **left or right arrows** on either side of the Find icon to scroll through all groups available for your school.
3. Or, click the **Find** button to see a complete list available to your school. When the complete list displays, double click the desired group name to select it on the Groups screen.



4. When the desired group displays on the screen, click the **Chooser** button so students can be assigned to the group.



5. On the **Chooser** screen, *Search/Find* students by entering all or part of a last name, first name, CCSD ID, or grade level into the fields provided and click the **Find** button. *You do not have to enter all this information.*
 - If a student's ID or a unique name of a student is entered as the search criteria, the student's name will automatically display on the '**Selected Items**' or right side of the screen.
 - The students on the Selected Items side are ready to be selected and added to the group.

Chooser
Code: Club01

Find + Select X Close

Search Results

Find Criteria

Last Name First Name Middle Name Suffix CCSD ID Gender Grade Organization Name

Add All Row(s) >>

Find Result

| Line | Last Name | First Name | Middle Name | Suffix | CCSD ID | Gender | Grade | Organization Name |
|------|-----------|------------|-------------|--------|---------|--------|-------|-------------------|
|------|-----------|------------|-------------|--------|---------|--------|-------|-------------------|

Selected Items

| X | Line | Last Name | First Name | Middle Name | Suffix | CCSD ID | Gender | Grade | Organization Name |
|---|------|-----------|------------|-------------|--------|---------|--------|-------|-------------------|
|---|------|-----------|------------|-------------|--------|---------|--------|-------|-------------------|

6. Based on the criteria entered, results will display on the left side of the screen under the section '**Find Results.**' Click a student's name to select it, moving the name to the Selected Items side.
7. Depending on the number of results, there may be several pages of student results returned.
 - All students on the first page can be selected at once by clicking the **Add All Rows** button.

Chooser
Code: Club01

Find + Select X Close

Search Results

Find Criteria

Last Name First Name Middle Name Suffix CCSD ID Gender Grade Organization Name

Add All Row(s) >>

Find Result

| Line | Last Name | First Name | Middle Name | Suffix | CCSD ID | Gender | Grade | Organization Name |
|------|-----------|------------|-------------|--------|---------|--------|-------|-------------------|
| 1 | Smith | A | | | | Male | 09 | High |
| 2 | Smith | A | | | | Female | 09 | High |
| 4 | Smith | C | | | | Female | 10 | High |
| 5 | Smith | C | a | | | Female | 10 | High |
| 6 | Smith | D | | | | Female | 12 | High |
| 8 | Smith | E | | | | Male | 09 | High |
| 9 | Smith | J | | | | Male | 12 | High |
| 10 | Smith | J | | | | Male | 10 | High |

Selected Items

| X | Line | Last Name | First Name | Middle Name | Suffix | CCSD ID | Gender | Grade | Organization Name |
|---|------|-----------|------------|-------------|--------|---------|--------|-------|-------------------|
| | 1 | Smith | C | | | 1 | Female | 12 | High |
| | 2 | Smith | D | | | 1 | Male | 10 | High |

8. Click a different page number to review students listed there.

Chooser
Code: Club01

Find + Select X Close

Search Results

Find Criteria

Last Name First Name Middle Name Suffix CCSD ID Gender Grade Organization Name

Add All Row(s) >>

Find Result

1 2 3 4 5 6 7 8 9 10 11

| Line | Last Name | First Name | Middle Name | Suffix | CCSD ID | Gender | Grade | Organization Name |
|------|-----------|------------|-------------|--------|---------|--------|-------|-------------------|
| 1 | A | | | | 2 | Male | 09 | High |
| 2 | A | | | | 5 | Male | 09 | High |
| 3 | A | | | | 7 | Male | 09 | High |
| 4 | A | | | | 8 | Female | 09 | High |

Selected Items

| X | Line | Last Name | First Name | Middle Name | Suffix | CCSD ID | Gender | Grade |
|---|------|-----------|------------|-------------|--------|---------|--------|-------|
| | 1 | Adams | | | | 1 | Female | 09 |
| | 2 | Allen | | | | 1 | Male | 09 |
| | 3 | Bailey | | | | 1 | Male | 09 |

9. When all students display on the right or **Selected Items** side of the screen, click the **Select** button at the top of the screen to select the students listed.

Note: Click *Close* to close the Chooser screen without selecting any students for the group.

Chooser
Code: Club01

Search Results

Find Criteria

Last Name First Name Middle Name Suffix CCSD ID Gender Grade Organization Name

Add All Row(s) >>

Find Result

| Line | Last Name | First Name | Middle Name | Suffix | CCSD ID | Gender | Grade | Organization Name |
|------|-----------|------------|-------------|--------|---------|--------|-------|-------------------|
| 1 | Ab | | | | | Male | 09 | High |
| 3 | Ab | | | | | Male | 09 | High |
| 5 | Ab | | | | | Male | 09 | High |

Selected Items

| Line | Last Name | First Name | Middle Name | Suffix | CCSD ID | Gender | Grade |
|------|-----------|------------|-------------|--------|---------|--------|-------|
| 1 | A | | | | | Female | 09 |
| 2 | A | | | | | Male | 09 |
| 3 | A | | | | | Female | 09 |
| 4 | A | | | | | Male | 09 |

10. The Chooser screen will close, and the selected students will display on the Groups screen (see below).
11. When the selected students display on the Groups screen, click the **Save** button. If needed, click the Chooser button to return to the Chooser screen and add more students.

Groups

Menu < > Save Undo + Add x Delete

Code: Club01 Description: Club 01

Students History

Code Description Begin Date End Date

Club01 Club 01

Currently Assigned Students Chooser

| Line | Student Name | Grade | Gender | Enter Date |
|------|--------------|-------|--------|------------|
| 1 | | | | |

12. **Please Note:** The **Enter Date** for the students defaults to the current date. If a different date is needed, enter the correct date manually or use the calendar icon to select the date. Students can be added to the group with different entry dates as needed. The **Leave Date** can be left blank if students will be in the group all year. Or, Leave Dates can be entered as needed.
13. Be sure to click the **Save** button anytime **Enter** or **Leave Dates** are added or changed.

| Currently Assigned Students | | | | | | |
|-----------------------------|--------------|-------|--------|------------|------------|--|
| Chooser | | | | | | |
| Line | Student Name | Grade | Gender | Enter Date | Leave Date | |
| 1 | Ab | 10 | Female | 04/22/2019 | | |
| 2 | Ab | 09 | Female | 04/22/2019 | | |
| 3 | Ab | 12 | Male | 04/22/2019 | | |
| 4 | Ab | 12 | Male | 04/22/2019 | | |
| 5 | Ab | 09 | Female | 04/22/2019 | | |
| 6 | Ab | 12 | Female | 04/22/2019 | | |
| 7 | Ab | 11 | Female | 04/22/2019 | | |

14. **The Enter/Leave dates are important.** No action can be taken (example: no attendance) for a student outside of their active group dates. Therefore, if a group is created today and attendance needs to be entered for a prior day, the Enter Date will need to be manually changed to include the date of attendance.
15. If a student is accidentally assigned to a group, the student can be removed. Click in the box under the **'X' column** to the left of the student's name. This will highlight and add a line through the student's name. Click **Save**. The student will be removed.

| Currently Assigned Students Chooser | | | | | | |
|--|------|-------------------|-------|--------|------------|--------------------------|
| <input type="checkbox"/> | Line | Student Name | Grade | Gender | Enter Date | |
| <input type="checkbox"/> | 1 | [blurred] | 10 | Female | 04/22/2019 | <input type="checkbox"/> |
| <input type="checkbox"/> | 2 | [blurred] | 09 | Female | 04/22/2019 | <input type="checkbox"/> |
| <input type="checkbox"/> | 3 | [blurred] | 12 | Male | 04/22/2019 | <input type="checkbox"/> |
| <input type="checkbox"/> | 4 | [blurred] | 12 | Male | 04/22/2019 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 5 | Brooks, [blurred] | 09 | Female | 04/22/2019 | <input type="checkbox"/> |
| <input type="checkbox"/> | 6 | [blurred] | 12 | Female | 04/22/2019 | <input type="checkbox"/> |
| <input type="checkbox"/> | 7 | [blurred] | 11 | Female | 04/22/2019 | <input type="checkbox"/> |

Synergy Student Groups Currently Available for Opt-In

| | |
|-------------------------------------|------------------------|
| Band | Magnet |
| Band - Marching | Orchestra |
| Baseball - JV | Prom |
| Baseball - Varsity | Retained Students |
| Basketball - JV Boys | Senior |
| Basketball - JV Girls | 5YR Senior |
| Basketball - Varsity Boys | Soccer - JV Boys |
| Basketball - Varsity Girls | Soccer - JV Girls |
| Cross Country | Soccer - Varsity Boys |
| Cheerleading - JV | Soccer - Varsity Girls |
| Cheerleading - Varsity | Softball - JV |
| Chorus | Softball - Varsity |
| Club 01 – 15 (15 different clubs) | Sophomore |
| ESL | SWD |
| Football - JV | Swim/Dive |
| Football - Varsity | Tennis - JV Boys |
| Freshman | Tennis - JV Girls |
| Golf - Boys | Tennis - Varsity Boys |
| Golf - Girls | Tennis - Varsity Girls |
| Group 01 – 15 (15 different groups) | Track |
| Junior | Volleyball - JV |
| Lacrosse - JV Boys | Volleyball - Varsity |
| Lacrosse - JV Girls | Wrestling - JV |
| Lacrosse – Varsity Boys | Wrestling - Varsity |
| Lacrosse - Varsity Girls | |

CSIS: 5-Day Attendance Letters

Navigation: CCSD Portal > CSIS > Modules > Attendance > **Absence Letters Search**

- Use this search to determine if you have any students with at least 5 unexcused absences.
- **Create a task reminder** to check this CSIS screen weekly, or more if requested.
- **A sample 5-Day Letter** can be found as one of the attachments to Policy JB-R in Section J of the CCSD Board Policies and Administrative Rules.
- Letters can be generated from this module to send home to parents. **Note: If a student, who attended a different CCSD school this school year does not display on this screen, check the Absent Letters Printed screen (see below). The student may have already received an attendance letter for the school year.**
- Questions regarding the 5-Day policy should be directed to your school's **Social Worker**.
- For specific questions or for training on the Attendance Letter module, please contact Michele Mizzell in the Communications Department.
 - 770-514-3895 or Michele.Mizzell@cobbk12.org

CSIS > Modules > Attendance > *Absence Letters Search*/**Absent Letters Printed**

- Use this search to view a list of students who have already had an attendance letter for the current school year. **Note: Letters printed by another CCSD school, during the same school year, will display on this screen.**
- Letters can be reprinted from this screen, however, speak with your school's Social Worker before reprinting a letter.

OnTrack: SSP7000 Consecutive Un-Excused Absences

Navigation: CCSD Portal > OnTrack > Reports > Attendance > Data as of Now > Consecutive Un-Excused Absences

- This report displays students who have been marked with an unexcused absence for 10 consecutive days.
- **Create a task reminder to check this report daily**, as requested by the Accountability Department.
- **Notify the administrators at your school and contact the Student Reporting Department for questions about procedures and rules prior to withdrawing students who appear on this report.**
 - <http://support.cobbk12.org/studentreporting/> - to find out who your school's contact is.
- if a student appears on the SSP7000 report:
 - Print a copy of the report. **Keep for your records.**
 - Notify your administration. You may be asked to speak with the student's teacher for more information about why the student has been out for 10 consecutive days.
 - If it is determined that the student needs to be withdrawn:
 - Make a copy of the student's Synergy report *ATP201/Period Student Attendance Profile*. **Keep for your records.**
 - The Synergy attendance record, beginning on the first day that the student's consecutive absences started, needs to be cleared out of Synergy. After this is completed, another ATP201 can be printed and kept with your records.
 - The student can now be withdrawn, in CSIS, as of the last day he/she was physically present at the school. **Keep a copy of the withdrawal paperwork for your records.**
- Maintain records for the entire year. This information will be stored along with other attendance paperwork such as excuse notes, daily sign-in/out forms, substitutes' completed attendance forms, etc.

Reports and Reference Section

A. CCSD Synergy Attendance Codes (Updated January 2021)

| Title | Code | Type | Allow Teacher Entry | Excused or Unexcused |
|---|------|--------------------|---------------------|----------------------|
| Codes Available in TeacherVUE & for Attendance Clerk | | | | |
| No Code = Student is physically present in face-to-face class | | | | |
| Virtual Present: Student is virtually present in remote live session; code counts as present in Synergy | VP | Positive | Yes | P |
| Absent - Reason Pending: Student is absent from both face-to-face AND remote live session | A | Unverified Absence | Yes | U |
| Tardy - Reason Pending: Student is tardy in face-to-face class. Tardy is unexcused pending excuse submitted to clerk | T | Unverified Tardy | Yes | U |
| Virtual Tardy - Reason Pending: Student is tardy to virtual live session. Virtual tardy is unexcused pending excuse submitted to clerk | VT | Unverified Tardy | Yes | U |
| Not Enrolled *Only available first week of school | NE | Non - Enrollment | Yes | |
| Codes for Attendance Clerk | | | | |
| Checked out early (<i>NOT Absent</i>) | COE | Positive | No | E |
| Checked out-returned (<i>NOT Absent</i>) | COR | Positive | No | E |
| Tardy - Excused | TE | Excused Tardy | No | E |
| Tardy - Ex-Technology (<i>Remote Learning</i>) | TTY | Excused Tardy | No | E |
| Virtual Tardy – Excused (<i>Remote Learning</i>) | VTE | Excused Tardy | No | E |
| Tardy - Unexcused | TU | Unexcused Tardy | No | U |
| Absent - College Visit | AEV | Excused | No | E |
| Absent - Doctor/Dentist | AED | Excused | No | E |
| Absent - Excused | AEE | Excused | No | E |
| Absent - Family Illness/Death | AEF | Excused | No | E |
| Absent - Governmental | AEG | Excused | No | E |
| Absent - Hazard Conditions | AEH | Positive | No | E |
| Absent - Hospitalized Illness | AEM | Excused | No | E |
| Absent - Juvenile Court | AEJ | Excused | No | E |
| Absent - Late Bus | AEB | Positive | No | E |
| Absent - Left from Clinic | AEC | Excused | No | E |
| Absent - Religious Holiday | AER | Excused | No | E |
| Absent - School Activity | AEA | School Activity | No | E |
| Absent - Student Illness | AEI | Excused | No | E |
| Absent - Technology (<i>Remote Learning</i>) | ATY | Excused | No | E |
| Absent - Testing | AET | School Activity | No | E |
| Home-based Instruction | AHB | Positive | No | E |
| Hospital/Homebound | AHH | Positive | No | E |
| In-School Suspension | ISS | Positive | No | E |
| Limited Attendance | ALA | Positive | No | E |
| OSS-Attending School | OAS | Positive | No | E |
| Out-of-School Suspension | OSS | Excused | No | E |
| Absent - Skipping Class | AUK | Unexcused | No | U |
| Absent - Unexcused / Make-up Work | AUW | Unexcused | No | U |
| Absent - Unexcused (No Note) | AU | Unexcused | No | U |
| Absent - Unexcused W/Note | AUX | Unexcused | No | U |

The codes listed below were only used during Semester 1 (Q1/Q2) for school year 2020-2021.

| Title - Codes Used S1 SY2020-21 | Code | Type | Allow Teacher Entry | Excused or Unexcused |
|---------------------------------|------|-----------------|---------------------|----------------------|
| Absent - Virtually Present | AVP | Unverified | No | U |
| Virtually Present - Excused | VPE | Excused Absence | No | E |
| Virtually Present - Quarantine | VPQ | Positive | No | E |

If you have questions about which code to apply for a student's attendance, please consult with your administration, Accountability, or your School Social Worker.

Attendance Codes COE and COR

The codes are not required. They provide a way to track when students check out of school early but **are not considered absent**. If a student is absent for the period, do NOT use either of these codes.

| | | | |
|------------|-----------------------------|---|---|
| COE | <i>Checked out early</i> | <p>Use when a student checks out of school early in the day or period but has attended enough of the day or period to be considered present.</p> <ul style="list-style-type: none"> <i>Please note:</i> In period-attendance schools, please consider the remainder of the day when entering attendance codes. COE may be used for the period in which the student left. However, subsequent periods should be marked absent if the student does not return. | <p>This code has zero weight and will not count as an absence for the day or period.</p> <p>DO NOT use this code if the student is absent for the day or period.</p> |
| COR | <i>Checked out-returned</i> | <p>Use when a student returned to school after being checked out earlier in the day.</p> <ul style="list-style-type: none"> In a daily attendance school, the student was not gone long enough to be considered absent for the day. In a period-attendance school, the student was not gone long enough, in the period to which they returned, to be considered absent. | <p>This code has zero weight and will not count as an absence for the day or period.</p> <p>DO NOT use this code if the student is absent for the day or period.</p> |

If you have questions regarding attendance codes COE or COR, please enter a Help Ticket or contact a member of the Synergy Team for assistance.

B. Synergy Reports

Report Navigation: PAD Tree > Synergy SIS > Attendance > Reports Period (Individual, List, or Summary)

PAD Tree > Synergy SIS > Students > Reports (Individual, Labels, List, or Summary)

Quick Launch: Type the number for any desired report and press the enter key.

Click the Sort/Output Tab for any report to select different file types, **Excel** for example.

Several reports are found in the menu links above. Below are a few common Synergy reports.

| Synergy Report | Report Description |
|--|--|
| STU409 – Class Roster Can be used by a substitute to record attendance. | Prints a list of students that are scheduled in classes on the start date indicated on the report. This report can be used as an attendance roster for recording attendance in a teacher's absence. |
| ATP201 – Period Student Attendance Profile | Prints period attendance information by individual student or grade level. <i>Tips:</i> Report will run for the selected student on the Period Attendance Screen as an option under the Menu button located in the upper left side of the screen. Select all Absence Reasons to see all information. Notes and times entered, in Attendance Detail, will display on this report IF that option is checked. |
| ATP401 – Period Absence List | Prints a list of students who have 1 or more attendance entries for a single day or range of days based on parameters entered. Attendance codes are included & totals display on last page. <i>Tips:</i> Enter a '1' in the Minimum Period Absences field. <i>Use this report the first week of school, and on count days, to look for students coded 'NE'. Remove Reason Types from all drop downs and check the box for Not Enrolled. No need to enter the '1' in the minimum absences field.</i> |
| ATP403 – Period Perfect Attendance List (*OnTrack SSP4012 is another option for perfect attendance) | Prints a list of students who have zero absences on a single day or range of days based on parameters entered. Can be used to determine perfect attendance. <i>Tip:</i> Enter Begin/End Dates for a grading period, add 'Excused' as the third reason type, and select 'Active Only' on the Sort/Output Tab. |
| ATP404 – Period Class Attendance List | Can be run by a single teacher using different parameters for students. Leave teacher drop down blank to run for all. Can be run for a single day or a range of days. |
| ATP405 – Period Student List by Attendance | Runs a list of students, for a single day, based on absence reasons selected. |
| ATP406 – Period Class Attendance Form Can be used by a substitute to record attendance. | Prints a form that lists all students in a section and provides boxes to be used to record attendance for up to a 4-week range. This form can be used as an attendance roster for recording attendance in a teacher's absence. (Can be run by period or for a single teacher. Leave blank for all teachers.) |
| ATP407 – Period Attendance Gaps by Teacher | Prints a list of all students in any of a teacher's sections that show a gap in their period attendance. (Sorts by teacher & can be run for specific sections.) |
| ATP408 – Period Attendance Gaps | Prints a list of all students that show a gap in their period attendance. (By student) |
| ATP409 – Period Absence Count | Prints the count of all students who have attendance, based on the parameters entered, on a single day or a range of days. Reason codes are not listed. |
| ATP602 – Period Sections Missing Attendance List | Prints a list of teachers who did not take attendance, on a given day or a range of days, and whose names display on the Classroom Taken Attendance Summary screen. |
| ATD414 – Student Days Enrolled | Prints a list of students with their total days enrolled based on parameters entered. |
| STU601 – Student Totals | Prints a list of student totals, by grade level, for a single day, selected on the report parameter. |
| STU802 – Student Mailing Labels | Using the Label Setup tab, select label types, margins, orientation, etc. to print student labels. Labels can be run by grade level, teacher, or for all students. <i>Tip:</i> Print a test page to avoid wasting labels. |

Synergy Report ATD806: Class Attendance Reminder

CAUTION: Do not use the ATD806 report unless it is your intention to send email reminders for teachers to take attendance. Emails are sent from Synergy not from the PPO/Attendance clerk. Therefore, it may not be evident that emails are being sent to the teachers.

The reminder will be sent to every teacher for every period, for the date displayed on the report, if the Staff Name and Period options are left blank. The reminders can be set up to send for every period of the day or for specific periods and teachers.

The suggested notification option is to use the ‘Send’ button on the Classroom Taken Attendance Summary screen to remind teachers to take attendance.

C. OnTrack Attendance Reports

CCSD Portal > click the OnTrack link in the main portal menu.

Note: Some reports found in the OnTrack lists are designed for daily attendance schools and may not be as helpful for period attendance schools.

OnTrack > Reports > Attendance > Data as of Now

Data as of Now – The reports listed under ‘Data as of Now’ include students’ attendance data entered **today** in Synergy. These reports can be exported to Excel to filter or sort as desired.

| Report Name | Report ID | Description | Data Includes Today |
|---|-----------|---|---------------------|
| Partial Day Absences | SSP4112 | Shows a list of students who did not miss an entire day, based on date/attendance codes entered on the parameters. <i>May help identify students skipping class.</i> | X |
| 1 Day Attendance Roster | SSP4070 | 1-day class roster for substitute teacher attendance recording. Uncheck the section Null box and enter a section number to print a roster for that one class. Includes students’ learning choice. | X |
| 2 Week Attendance Roster | SSP4060 | Two-week range class roster for substitute teacher attendance recording. Includes students’ learning choice. | X |
| Absence List for School | SSP4071 | Displays tardy entries for the 1 st Period Class only and absences that calculated to a full day – runs for a single day and includes students’ learning choice. <i>Tip: Use this report the first week of school, and on count days, to look for students coded ‘NE’.</i> | X |
| Attendance Detail by Period | SSP4110 | Period absences and tardies for a range of days. The report includes a Yes/No column to indicate if the period absences, on a given day, calculate as a Full Day’s absence. Includes students’ learning choice. <i>Can be used to look for ‘NE’ codes.</i> | X |
| Absence Detail by Period – ALL Enrolled Students | SSP4110B | Displays all enrolled students, their learning choice , as well as any attendance code entered for the selected day. <i>Tip: Use this report to identify students who were physically in the building on the selected day.</i> | X |
| Attendance Detail by Period – Prior Years | SSP4111 | Period absences and tardies for a range of days from prior school years (from 2003). | X |
| Weekly Attendance Summary/School Absences by Week | SSP4061 | Displays total school enrollment, number absent, and percentage of absences for each week of the school year. | X |
| Consecutive Un-Excused Absences | SSP7000 | Run this report to identify students with 1-10 consecutive days of unexcused absences. | X |

Due to COVID-19 and remote learning, **SSP4071A- Absence List for School** (CTLS Attendance) was developed. Attendance was taken in CTLS Attendance sections during Semester 1 (Q1, Q2) for SY2020-21

OnTrack > Reports > Attendance > Data as of Yesterday

Data as of Yesterday – The reports listed under ‘Data as of Yesterday’ include students’ attendance data entered **yesterday or earlier**. These reports can be exported to Excel to filter or sort as desired.

| Report Name | Report ID | Description | Data through yesterday | Data includes prior years (from 2003 - yesterday) |
|---|-----------|---|------------------------|---|
| Average Daily Attendance | SSP4100 | Students’ enrolled days, absent, & tardy days. Single day or a range of days can be entered. | X | X |
| Average Daily Attendance by Homeroom | SSP4101 | Students’ total day absences and tardy totals grouped by homeroom class. Single day or a range of days can be entered. | X | X |
| Average Daily Attendance by School | SSP6007 | School enrollment days and absence days by grade level and school. | X | X |
| Attendance Summary- Absences & Tardies | SSP4012 | Full day absences and tardies with date range and absence day’s threshold parameters. If a Perfect Attendance Report is needed use the parameters of all zeros in every field. This will result in a report of students with zero absences AND zero tardies. (Looks at total day) | X | X |
| Attendance Summary by Homeroom | SSP4079 | List of full day absence and tardy <u>totals</u> grouped by homeroom class. | X | X |
| School Total Day Absence Report | SSP4010 | Single or range of calendar dates of full-day absences, by student, with excuse codes. | X | X |
| Watch List Students Attendance | SSP4700 | Reports attendance for all students added the watch list in OnTrack. Add students by clicking the ‘Add to Watch List’ button. | X | |

OnTrack > Reports > General

Numerous reports are available under this menu option. Listed below are two examples.

| Report Name | Report ID | Description | Data as of Now |
|---------------------------------|-----------|---|----------------|
| Homeroom Count by School | SIS4006 | Report lists all homeroom teachers, grouped by grade level, and includes the number of students by male/female. | X |
| School Enrollment | SIS4025 | Report lists total students, by females and males, in each grade level | X |

D. OnTrack Attendance Queries

OnTrack queries are updated nightly; therefore, the data will be as of *yesterday*. Query access varies based on a user's security level.

The queries contain different data depending on which is selected and can be exported to Excel. The Excel format provides users the ability to filter or sort information as needed.

Navigation: CCSD Portal > OnTrack > Queries > Attendance - **select from the list of options**

CCSD Portal > OnTrack > Queries > General - **select from the list of options**

Due to COVID-19 and remote learning, the web query for CTLS Attendance was developed. Attendance was taken in CTLS Attendance sections during S1 (Q1/Q2) for the school year 2020-21.

E. OnTrack: Student Profile

Navigation: CCSD Portal > OnTrack > Student Search

Search for desired students by name or Student ID (CCSD ID) and press 'enter' or click the *Search Students* button. (Remember to check the box to include withdrawn students, if needed.)

When the student's profile page displays, click the **Attendance Tab**.

NOTE: The information on the Attendance Tab, and in the attendance reports generated from this screen, **reflects data as of yesterday**. Attendance information entered in Synergy will roll into OnTrack overnight.

- The *Attendance History Report (SSP4081)* displays tardy entries for the 1st Period Class only and absences that calculated to a full day.
 - This report can be used to review students' prior attendance records back to 2003.
- The *Attendance Period Detail Report (SSP4110)* displays attendance entered for the current school year. The report includes a **Yes/No** column to indicate if the period absences, on a given day, calculate as a Full Day's absence.

Student Profile

Search: ☐ Withdrawn

Student Detail Information:

Name: [Redacted] Gender: F Ethnicity: Non-Hispanic Race: [Redacted] Email: [Redacted]@cobk12.org
 Preferred: [Redacted] Birthdate: [Redacted] Primary Lang: English Home Lang: English Child Protection: [Redacted] Fall S1: Face To Face
 StudentID: [Redacted] Current Age: [Redacted] First Lang: English Data Privacy: [Redacted] Winter S2: No Choice Made
 GTID: [Redacted] Age on Sep 1: [Redacted] Homeroom: [Redacted]

Enrollment Detail Information:

School: [Redacted] Grade Level: [Redacted] Enrollment Date: 08/17/2020 Withdrawal Date: None

Feeder Pattern

Lewis ES
 Astrey MS
 Allatoona HS

Current Services

Attendance | Enrollment | Notes | Grades | Discipline | Testing | Services | Referrals | Documents | Siblings

Student Attendance

Attendance Summary - ALL ENROLLMENTS

Excused: 1 Unexcused: 18 Days Enrolled: 67 Percent Attended: 71.6

Absent Days (As of Yesterday) Hover over date for absent reason. ■ = Unexcused ■ = Excused ■ = Unweighted

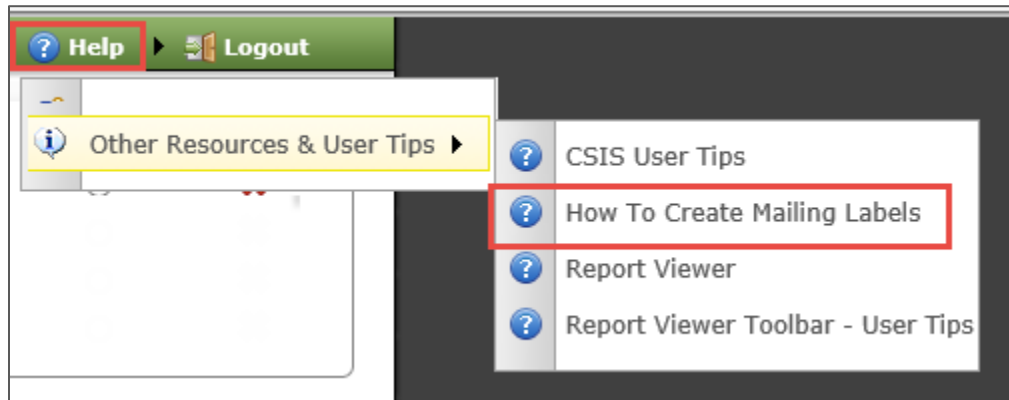
School Year: 2021

| July | | | | | | | August | | | | | | | September | | | | | | | October | | | | | | | November | | | | | | | December | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|-----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | AU | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | AU | AU | 10 | 1 | AEM | 3 | 4 | AU | AU | 7 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | AU | AU | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 8 | AU | AU | 11 | AU | AU | 14 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | AU | AU | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 15 | 16 | 17 | 18 | AU | AU | 21 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 27 | 28 | 29 | 30 | 31 | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | 30 | AU | | | | | | | | | | | | | 29 | A | | | | | | | | | | | | | | | | | | | | |

F. How to Create Mailing Labels in OnTrack

Navigation: CCSD Portal > CSIS > Help > Other Resources & User Tips > How To Create Mailing Labels

For help creating mailing labels in OnTrack, view the guide located under CSIS > Help



G. Suggested Reports to Determine Students' Attendance

Suggested Steps for Fire Drill Reporting

1. Determine school enrollment for the specific date of the Fire Drill using *Synergy STU601 – Student Totals*.
2. Be sure that all teachers have taken attendance for the specific date of the Fire Drill (ATP602 – Period Sections Missing Attendance) or Classroom Taken Attendance Summary screen.
3. Run the **ATP401** – Period Attendance List (Enter a '1' in the Period Absence Threshold. The total number of students absent, by period, displays at the end of the report.). OR the **ATP402** – for specific date of Fire Drill (lists all students absent for any period and the last page lists total students absent by period).
4. Subtract the total students absent during the time (period) of the Fire Drill (ATP401 or ATP402) from the total number of students enrolled on the date of the Fire Drill (STU601).
5. This will be the number of students present for the Fire Drill.

OnTrack Perfect Attendance Report

OnTrack > Reports > Attendance > Data as of Yesterday > Attendance Summary-Absences and Tardies:
SSP4012


This report is helpful to determine total day absences and tardies with date range and absence day's threshold parameters. The report looks at **TOTAL DAY** absences for students.

A variety of parameters can be used. If a Perfect Attendance Report is needed, use the parameters shown on the screen shot below. These parameters, of all zeros, will result in a report of students with **zero total day absences** AND zero tardies (in 1st period only).

- Students may have absences for some periods, but not enough to count as a total day absence.

SSP4012 - Attendance Summary-Absences and Tardies

Note: The Printer Icon has been removed until future upgrades can be performed. Please follow the instructions below to export and print.

In order to print this report, click the  icon, choose PDF, then print the PDF.


| | | | |
|---------------------------------------|--|--------------------------------|--|
| Minimum Days Absent Excused | <input type="text" value="0"/> | Maximum Days Absent Excused | <input type="text" value="0"/> |
| Minimum Days Absent UnExcused | <input type="text" value="0"/> | Maximum Days Absent UnExcused | <input type="text" value="0"/> |
| Total Days Absent Minimum | <input type="text" value="0"/> | Total Days Absent Maximum | <input type="text" value="0"/> |
| Minimum Days Tardies Excused | <input type="text" value="0"/> | Maximum Days Tardies Excused | <input type="text" value="0"/> |
| Minimum Days Tardies UnExcused | <input type="text" value="0"/> | Maximum Days Tardies UnExcused | <input type="text" value="0"/> |
| Total Days Tardies Minimum | <input type="text" value="0"/> | Total Days Tardies Maximum | <input type="text" value="0"/> |
| Begin Date (Earliest Date 08/11/2003) | <input type="text" value="7/31/2017"/> | End Date | <input type="text" value="5/18/2018"/> |
| School | <input type="text" value="School"/> | Include OSS? | <input type="text" value="Yes"/> |
| Sort By | <input type="text" value="Last name"/> | Active, Inactive or Both | <input type="text" value="Active"/> |

Important Tip: Attendance records may be excluded from the results if options are entered into the tardy fields. Initially look for perfect attendance using all zeros. Then, the report can be run again using different totals in the **total days tardies maximum** field if that option is allowed at your school.

The parameters below can be used for a report of students with **zero total day absences** and will also include students with **up to three excused tardies**.

SSP4012 - Attendance Summary-Absences and Tardies

Note: The Printer Icon has been removed until future upgrades can be performed. Please follow the instructions below to export and print.

In order to print this report, click the  icon, choose PDF, then print the PDF.

| | | | |
|---------------------------------------|--|--------------------------------|--|
| Minimum Days Absent Excused | <input type="text" value="0"/> | Maximum Days Absent Excused | <input type="text" value="180"/> |
| Minimum Days Absent UnExcused | <input type="text" value="0"/> | Maximum Days Absent UnExcused | <input type="text" value="180"/> |
| Total Days Absent Minimum | <input type="text" value="0"/> | Total Days Absent Maximum | <input type="text" value="0"/> |
| Minimum Days Tardies Excused | <input type="text" value="0"/> | Maximum Days Tardies Excused | <input type="text" value="3"/> |
| Minimum Days Tardies UnExcused | <input type="text" value="0"/> | Maximum Days Tardies UnExcused | <input type="text" value="0"/> |
| Total Days Tardies Minimum | <input type="text" value="0"/> | Total Days Tardies Maximum | <input type="text" value="3"/> |
| Begin Date (Earliest Date 08/11/2003) | <input type="text" value="7/31/2017"/> | End Date | <input type="text" value="5/23/2018"/> |
| School | <input type="text" value="School"/> | Include OSS? | <input type="text" value="No"/> |
| Sort By | <input type="text" value="Last name"/> | Active, Inactive or Both | <input type="text" value="Active"/> |

Synergy Perfect Attendance Report – ATP403

Use the ATP403, set up the parameters as shown below, to identify students with perfect PERIOD attendance.

- Enter the appropriate Start and End Dates based on the year or specific grading period needed.
- Add 'Excused' to the drop down box for Reason Type 3.
- Click the box to check all absence reasons. If desired, uncheck the boxes for *Absent – Sch Activity* and *Absent – Testing*.

Report ATP403: Period Perfect Attendance List

Print Save Default Reset Saved Default Email Me

Name: **Period Perfect Attendance List** Number: **ATP403** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Date

Start Date: 01/03/2019 End Date: 05/24/2019

Absence Definition - The selected Absence Types and Reasons will be used to exclude students.

Reason Type 1: Unverified Reason Type 2: Unexcused Reason Type 3: Excused Reason Type 4:

Absence Reasons ☐ ☒ ☐

| | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> Absent - Doctor/Dent | <input checked="" type="checkbox"/> Absent - Excused | <input checked="" type="checkbox"/> Absent - Late Bus | <input checked="" type="checkbox"/> Absent - Skip Class |
| <input checked="" type="checkbox"/> Absent - Student Ill | <input checked="" type="checkbox"/> Absent - Testing | <input checked="" type="checkbox"/> Absent - Unverified | <input checked="" type="checkbox"/> Absent-College Visit |
| <input checked="" type="checkbox"/> Absent-Fam Ill/Death | <input checked="" type="checkbox"/> Absent-Governmental | <input checked="" type="checkbox"/> Absent-Hazard Cond | <input checked="" type="checkbox"/> Absent-Hospital Ill |
| <input checked="" type="checkbox"/> Absent-Juvenile Crt | <input checked="" type="checkbox"/> Absent-Lft frm Clinc | <input checked="" type="checkbox"/> Absent-Religious Hol | <input checked="" type="checkbox"/> Absent-Sch Activity |
| <input checked="" type="checkbox"/> Absent-Un Make-up Wk | <input checked="" type="checkbox"/> Absent-Unexc No Note | <input checked="" type="checkbox"/> Absent-Unexc W/Note | <input checked="" type="checkbox"/> Home-based Instruct |
| <input checked="" type="checkbox"/> Hospital/Homebound | <input checked="" type="checkbox"/> In-School Suspension | <input checked="" type="checkbox"/> Limited Attendance | <input checked="" type="checkbox"/> Not Enrolled |
| <input checked="" type="checkbox"/> OSS-Attending School | <input checked="" type="checkbox"/> Out-of-Sch Suspend | <input checked="" type="checkbox"/> Tardy - Excused | <input checked="" type="checkbox"/> Tardy - Unexcused |
| <input checked="" type="checkbox"/> Tardy - Unverified | | | |

Student Options

☒ Hide Student Detail ☐ Scheduled in Classes for Whole Range

- Check the box to *Hide Student Detail*, if this information is not needed and the report will be shared with others.
- Click the Sort/Output Tab and select 'Active Only' if only active students are needed for the report.
- If desired, select the option to Hide 'Printed by' User ID.

Name: **Period Perfect Attendance List** Number: **ATP403** Page Orientation: **Portrait**

Options **Sort / Output** Conditions Selection Advanced

Output

File Type: PDF Prompt for download: ☐ Show Active/Inactive: Active Only

Label Options

Display "Confidential": ☐ Display "Printed by" User ID: Hide "Printed by" User ID