DAILY ATTENDANCE
USER GUIDE
FOR
ELEMENTARY SCHOOLS
AND OTHER DAILY ATTENDANCE SCHOOLS

January 2020
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**Student Attendance Policy: JB-R**

Navigation: [www.cobbk12.org](http://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

**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.
- **Daily attendance must be taken and submitted within the first 60 minutes of each day.**
  - Attendance clerk/principal designee 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 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.](http://www.cobbk12.org)
  - Students who have been absent unexcused for 10 consecutive school days must be withdrawn.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.

![Synergy Screen](image)

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’ options 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 name of the option to go directly to that screen.
   a. Click the small icon that displays at the end of the name and that option 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 be docked to display at all times. Click the pin to dock the panel and click it again to undock the panel.
4. The middle icon will sort the list alphabetically.

1. Bookmark any frequently used screen, report, or process by clicking the bookmark icon located to the right of the screen title.
2. 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.
3. To open the bookmark in a new window, click the new window icon shown next to the ‘X’.
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 are cleared each time you log out of Synergy.

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 during the current session of Synergy will display.
3. Click the pin icon to dock the History Panel so it continues to display on the left side of your screen.
4. Click the pin icon again to undock and remove the History Panel so it only displays when you point to the menu again.
5. While the History Panel displays, click any link to go directly to the screen or report.
6. To open a screen in a new window, point to a link and click the icon that displays next to the name.
Elementary Attendance Overview

- Attendance is recorded by teachers using Synergy TeacherVUE.
- Elementary teachers only take attendance in the Homeroom class, which is always scheduled 1st Period.
- Teachers can only take attendance for the current school day. If an edit is required for a previous school day, the Attendance Clerk must make the correction.
- **Important**: If all students are present, the teacher still selects the option to take attendance and without marking any students absent or tardy clicks the **Save** button on the screen.
- Teachers record a student’s attendance using one of the following codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Absent, Unverified</td>
</tr>
<tr>
<td>T</td>
<td>Tardy, Unverified</td>
</tr>
<tr>
<td>TU</td>
<td>Tardy, Unexcused</td>
</tr>
<tr>
<td>TE</td>
<td>Tardy, Excused</td>
</tr>
</tbody>
</table>

- **A** – Absent, Unverified/Reason Pending:
  - If left unedited, an entry for A – Absent, Unverified/Reason Pending will automatically change to an unexcused absence after 5 days.
- **T** – Tardy, Unverified
  - If left unedited, an entry for Tardy, Unverified will automatically change to an unexcused Tardy after 5 days.

Attendance 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 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 Clerk will enter attendance on either the Class Daily Attendance screen or Daily Attendance screen.
- Attendance can be entered/verified/edited by using one of the options below. This document provides more details on the options.

I. **Classroom Taken Attendance Summary** – The Classroom Taken Attendance Summary screen is a quick and easy way for the Attendance Clerk to see, at a glance, which teachers have not taken attendance on a given day.
   - The **Classroom Summary Grid** displays a red ‘X’ next to teachers’ names to indicate that attendance has not been taken for that homeroom.
   - Teachers who have not taken attendance can reminded via an email feature from the screen, if desired.
   - If the Attendance Clerk takes attendance for a substitute teacher, the red X can be manually removed from the Classroom Taken Attendance Summary. 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 on a given date.

III. **Daily Attendance** – by Student. Daily Attendance allows you to search by individual student to enter and/or edit attendance.

IV. **Class Daily Attendance** – by Section/Teacher. Class Daily Attendance allows entering and/or editing attendance for an entire class.
   - **Note**: Section is a scheduling term used for a class. Each section has a unique number that identifies a homeroom class for a particular teacher.
**Classroom Taken Attendance Summary**

Use the Quick Launch search or

From the PAD Tree:
Synergy SIS > Attendance > Classroom Taken Attendance Summary

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### 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 include:

- **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** – Elementary only takes attendance in 1st Period. If a period other than 1st displays on this screen, please alert your scheduler to edit the section so it is not included in attendance.

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.

Change the options, if desired, and click on **Filter Grid**. For example, to view teachers who have taken attendance, select ‘If Attendance has been taken.’
A blue image for TVUE, in the Classroom Summary Grid, indicates that attendance was taken by the teacher on the TeacherVUE seating chart.

If attendance is entered by an attendance clerk, on the Synergy SIS screen, the image for Class Daily Attendance or Daily 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**.

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.*

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*, will receive an email.)

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**Emailing Teachers Individually (Recommended Method)**

Ensure that the Show selection on the screen is set to ‘If 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.

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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 clerk is not required to make an attendance entry. The clerk should click the red X on the screen next to the teacher’s name. This removes the teacher’s name from the Classroom Taken Attendance Summary screen list and prevents the teacher’s name from displaying on reports as not taking attendance.

To enter attendance for a teacher starting on the Classroom Taken Attendance Summary screen, click on the teacher’s section number.

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

- Enter any attendance needed, for the selected class, and click the Save button at the top of the screen.
- Close the Class Daily Attendance window and the Classroom Taken Attendance Summary screen still displays.
- Click the red X to remove it, thus removing the teacher’s name from the list.

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

Note: You can navigate directly to the Class Daily 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

- 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 or a range of days.
- If the clerk take attendance for a teacher (due to the teacher’s absence, an inoperable computer, or another reasonable purpose), be sure to remove their name from the Classroom Taken Attendance Summary screen, for that 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 first 60 minutes each school day.
**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 default displays the current date and all students marked with absences and/or tardies will display. Only 99 rows will display on this screen.

3. To 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 information displays on the Attendance Verification List.

5. To add a filter, click the **chevron** at the far right of 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 a selection and click Filter.

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 has not yet been verified/edited by the Attendance Office.

**Caution**: Once a filter has been set, the filter will remain active even if the filter section is minimized or you navigate to a different screen and later return to the attendance verification screen. To clear the filter, remove all filter options and click the Filter button again.
6. Choose the appropriate Attendance Code for students by clicking in the **Reas 1** column. A list of attendance codes will display. Select the correct code for the student listed. Repeat for the next listed student.

7. You may edit as many students displayed on the screen as possible.

8. Click **Save** at the top of the page.

9. 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.

10. To edit attendance for a single student:
   a. Click on a student’s name. The **Daily Attendance** screen will open in a new window.
   b. Make any edits or additions, as needed, and click the **Save** button. Close the Daily Attendance window and return to the Attendance Verification screen.
B. Daily Attendance (Individual Student)

Daily Attendance allows you to search by individual Student to edit attendance.

Use the Quick Launch search or

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

2. To find a student’s daily attendance record, there are two methods: Scroll and Find.
   a. To scroll through the student records to find the student:
      - Click the Next button 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.
      - 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.
   - Enter either the entire or part of the last name of the student in the **Last Name** box.

   - Click the **Find** button or press the **Enter** key. The first student with the last name entered into the Find screen appears. Then use the scroll buttons if needed to find the exact student.

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

3. 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.

4. To show all months for the current school year, click the **Show Full Year** button. To select another range of dates to be shown, enter the date desired in the **Date** box. 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.

5. **Editing attendance on the Calendar Tab** is the quickest way to take attendance for a student for multiple dates.

6. **To enter additional details for an absence, click on the date** to bring up the **Daily Attendance Detail** screen. (Directions for the Detail screen are listed below in the Daily Attendance Detail topic.)

Please see the next page for directions to take attendance on the Calendar Tab.
To take attendance on the Calendar Tab:

7. Locate the desired date. Click in the **Reason** box next to the date. A list of reasons appears.

8. Select the reason that best applies to the student’s tardy or absence.

9. Click **Save**.
Daily Attendance Detail (Entering Arrival or Departure Times and Notes)

1. Detailed information regarding the student’s attendance may be entered by clicking the date.

2. This brings up the Daily Attendance Detail screen in a new window.
   a. This is the same screen as found on the Daily Entry tab of the Daily Attendance screen.
3. To add attendance notes on the detail screen:
   1. There is no need to enter or update the absence reason in the **Reason** box if it has already been entered or updated using the previous steps, shown above. If it was not previously added, add it now on the Detail screen.
   2. You may enter the student’s **Arrival Time** or **Departure Time**. The **Arrival Time** and **Departure Time** are not used in attendance calculations.
      a. This information will display on the students’ attendance report along with any notes entered.
   3. **Total Minutes** is not currently used by CCSD (*Ignore this field*).
   4. Enter a **Note** explaining the student’s attendance, if you have a written note from the parent, doctor, or other.
   5. Click the **Save** button.
   6. Close the Daily Attendance Detail screen window and return to the Daily Attendance screen. **When information is added to the Detail screen, the date will appear in a bolder font on the Daily Attendance screen.**

**Note:** A Departure Time can be entered without a Reason code. For example, if a student is not absent or tardy but does check out of school 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.
C. Deleting Attendance (Individual Student)

1. From the Navigation Tree: Synergy SIS > Attendance > Daily 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, and click within the Reason box to the right of the date. A list of reasons appears.
5. Scroll to the top of the drop down list and select the blank box.
6. Click Save.
7. Attendance codes will be removed for the selected day.
D. Class Daily Attendance (Section/Teacher)

Class Daily 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 Daily Attendance

2. By retrieving a section (class) record, attendance can be taken for the entire class.

3. **This method will be used by the Attendance Clerk to take attendance for a teacher.**

   The Attendance Clerk or the Teacher can print a **Class Roster STU409**, to be used by the substitute. This will allow the substitute to take attendance on paper in the teacher’s absence.

   a. The attendance will be entered, by the Attendance Clerk, using the Class Daily Attendance screen. (The Daily Attendance screen can be used to enter attendance individually, by student.)

   b. **If all students are present, no action in Synergy is necessary. However, the attendance clerk should remove the red X, for the teacher, 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. 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 that starts with a 0.

   ![Next Button](image)

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

   ![Previous Button](image)
5. By default, only one day’s attendance is displayed on the **Class Daily Attendance** screen.
6. To display 5 days of attendance, click the **Menu** button and click **Show 5 Days**.

Users can change the view back to 1 day at any time by clicking the Menu button and selecting **Show 1 Day**.
7. When the attendance record displays, the day defaults to the current date (or week.) To see another date’s attendance records, use the calendar icon to enter the date in the white box at the top of the screen.

8. Once the date is entered, click the Go To Date button.

9. To go back to today’s (or the current week’s) information, click the Go To Current Date button.

10. 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.)

11. Any attendance, already entered for the students, will display in the Reason column under the date.

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

13. The code (or abbreviation) for the selected reason appears on the main Class Daily Attendance screen.

14. Repeat the preceding steps until attendance has been marked for every student in the class, for the dates currently displayed on the screen.

15. Remember to click the Save button at the top of the screen after all entries are made on the screen.
E. Mass Change Attendance

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’ dropdown 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 for which to make the change.
4. Total Minutes Attended, is not currently used by CCSD (ignore this field).
5. Select criteria on the Student Filter Criteria tab, as described in the next section of this guide.

NOTE: USE WITH CAUTION

To override any attendance code that currently exists in Synergy, for students selected on the Student Filter Criteria Tab, select the ‘From’ option Override Any Value.
Student Filter Criteria

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.**

Four types of filters are available: Grade, Section, Teacher, and Students. You can apply these filters in any combination. (Groups will not work unless you have groups enabled 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.) These filters may be used individually, or in any combination.

1. **Grade Filter:** Select one or more **Grade** levels.

2. **Section Filter:** Click the **Chooser** button in the **Section** area. The **Chooser** screen opens.

3. Enter all or part of the homeroom **Section ID**, and click the **Find** button.

4. If the sections display on the **Find Result** side, click on a section ID to add it to the **Selected Items** column.
5. Click the **Select** button at the top of the screen.

6. **Teacher Filter:** Click the **Chooser** button in the **Teacher** area. The **Chooser** screen opens.

7. Enter all or part of the teacher’s name, and click the **Find** button.

8. Click all rows needed to move the teacher’s name to the **Selected Items** column. Click the **Select** button at the top of the screen when all teachers needed are on the selected side.
9. **Student Filter:** Click the **Chooser** button in the **Students** area. The **Chooser** screen opens.

10. Enter all or part of the student’s name, Perm ID, or other criteria, and click the **Find** button.

11. Click on a row for a student to move that name to the **Selected Items** column.

12. Click the **Select** button at the top of the screen when all students have been selected.

13. Click the **Apply Attendance** button at the top of the screen.
Job Status window appears. When the process completes, a Job Result screen appears. The listed files show which records were changed and any errors that occurred. Click either file to open it.

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 of 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.

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.

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

   Note: Clicking **Close** will close the Chooser screen without selecting any of the students for the group.

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.

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.

13. The **Leave Date** can be left blank if students will be in the group all year. Or, Leave Dates can be entered as needed.

14. Be sure to click the **Save** button anytime **Enter** or **Leave Dates** are added or changed.
15. **The Enter/Leave dates are important.** No action can be taken (example: no attendance) on a student outside 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.

16. If a student is accidently 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](image)

**Synergy Student Groups Currently Available for Opt-In**

<table>
<thead>
<tr>
<th>Group</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
<td>Magnet</td>
</tr>
<tr>
<td>Band - Marching</td>
<td>Orchestra</td>
</tr>
<tr>
<td>Baseball - JV</td>
<td>Prom</td>
</tr>
<tr>
<td>Baseball - Varsity</td>
<td>Retained Students</td>
</tr>
<tr>
<td>Basketball - JV Boys</td>
<td>Senior</td>
</tr>
<tr>
<td>Basketball - JV Girls</td>
<td>SYR Senior</td>
</tr>
<tr>
<td>Basketball - Varsity Boys</td>
<td>Soccer - JV Boys</td>
</tr>
<tr>
<td>Basketball - Varsity Girls</td>
<td>Soccer - JV Girls</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Soccer - Varsity Boys</td>
</tr>
<tr>
<td>Cheerleading - JV</td>
<td>Soccer - Varsity Girls</td>
</tr>
<tr>
<td>Cheerleading - Varsity</td>
<td>Softball - JV</td>
</tr>
<tr>
<td>Chorus</td>
<td>Softball – Varsity</td>
</tr>
<tr>
<td>Club 01 – 15 (15 different groups)</td>
<td>Sophomore</td>
</tr>
<tr>
<td>ESL</td>
<td>SWD</td>
</tr>
<tr>
<td>Football - JV</td>
<td>Swim/Dive</td>
</tr>
<tr>
<td>Football - Varsity</td>
<td>Tennis - JV Boys</td>
</tr>
<tr>
<td>Freshman</td>
<td>Tennis - JV Girls</td>
</tr>
<tr>
<td>Golf - Boys</td>
<td>Tennis - Varsity Boys</td>
</tr>
<tr>
<td>Golf - Girls</td>
<td>Tennis - Varsity Girls</td>
</tr>
<tr>
<td>Group 01 – 15 (15 different groups)</td>
<td>Track</td>
</tr>
<tr>
<td>Junior</td>
<td>Volleyball - JV</td>
</tr>
<tr>
<td>Lacrosse - JV Boys</td>
<td>Volleyball - Varsity</td>
</tr>
<tr>
<td>Lacrosse - JV Girls</td>
<td>Wrestling - JV</td>
</tr>
<tr>
<td>Lacrosse – Varsity Boys</td>
<td>Wrestling - Varsity</td>
</tr>
<tr>
<td>Lacrosse - Varsity Girls</td>
<td></td>
</tr>
</tbody>
</table>
**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 screen weekly or more if requested.
- **A sample 5-Day Letter** can be found as an attachment to Policy JB-R in Section J of the CCSD Board Policies and Administrative Rules.
- Letters must 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](mailto: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 printed 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/](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 *ATD201/Daily 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 ATD201 can be printed and kept with your records.
    - The student can now be withdrawn, in CSIS, as of the last day he/she was actually 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Synergy Attendance Type</th>
<th>Code</th>
<th>Allow Teacher Entry</th>
<th>Excused Or Unexcused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence w/o Reason &amp; Non-Absence Tardies and Dismissals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absent - Reason Pending</td>
<td>Unverified</td>
<td>A</td>
<td>YES</td>
<td>U</td>
</tr>
<tr>
<td>Tardy - Reason Pending</td>
<td>Unexcused Tardy</td>
<td>T</td>
<td>YES</td>
<td>U</td>
</tr>
<tr>
<td>Tardy - Unexcused</td>
<td>Unexcused Tardy</td>
<td>TU</td>
<td>YES</td>
<td>U</td>
</tr>
<tr>
<td>Tardy - Excused</td>
<td>Excused Tardy</td>
<td>TE</td>
<td>YES</td>
<td>E</td>
</tr>
<tr>
<td>Not Enrolled <em>Only available the first week of school</em></td>
<td></td>
<td>NE</td>
<td>YES*</td>
<td></td>
</tr>
</tbody>
</table>

#### Absences Marked as Excused

<table>
<thead>
<tr>
<th>Description</th>
<th>Synergy Attendance Type</th>
<th>Code</th>
<th>Allow Teacher Entry</th>
<th>Excused Or Unexcused</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-School Suspension</td>
<td>Positive</td>
<td>ISS</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Out-of-School Suspension</td>
<td>Excused Absence</td>
<td>OSS</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>OSS - Attending School</td>
<td>Positive</td>
<td>OAS</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Hospital/Homebound</td>
<td>Positive</td>
<td>AHH</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Home-based Instruction</td>
<td>Positive</td>
<td>AHB</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Limited Attendance</td>
<td>Positive</td>
<td>ALA</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Checked out early</td>
<td>Positive</td>
<td>COE</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Checked outreturned</td>
<td>Positive</td>
<td>COR</td>
<td>NO</td>
<td>E</td>
</tr>
</tbody>
</table>

#### Absences

<table>
<thead>
<tr>
<th>Description</th>
<th>Synergy Attendance Type</th>
<th>Code</th>
<th>Allow Teacher Entry</th>
<th>Excused Or Unexcused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent - School Activity</td>
<td>School Activity</td>
<td>AEA</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Late Bus</td>
<td>Positive</td>
<td>AEB</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Left from Clinic</td>
<td>Excused Absence</td>
<td>AEC</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Doctor/Dentist</td>
<td>Excused Absence</td>
<td>AED</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Excused</td>
<td>Excused Absence</td>
<td>AEE</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Family Illness/Death</td>
<td>Excused Absence</td>
<td>AEF</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Governmental</td>
<td>Excused Absence</td>
<td>AEG</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Hazardous Conditions</td>
<td>Positive</td>
<td>AEH</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Hospitalized Illness</td>
<td>Excused Absence</td>
<td>AEM</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Student Illness</td>
<td>Excused Absence</td>
<td>AEI</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Juvenile Court</td>
<td>Excused Absence</td>
<td>AEJ</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Skipping Class</td>
<td>Unexcused Absence</td>
<td>AUK</td>
<td>NO</td>
<td>U</td>
</tr>
<tr>
<td>Absent - Religious Holiday</td>
<td>Excused Absence</td>
<td>AER</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Testing</td>
<td>School Activity</td>
<td>AET</td>
<td>NO</td>
<td>E</td>
</tr>
<tr>
<td>Absent - Unexcused (No Note)</td>
<td>Unexcused Absence</td>
<td>AU</td>
<td>NO</td>
<td>U</td>
</tr>
<tr>
<td>Absent - Unexcused w/ Note</td>
<td>Unexcused Absence</td>
<td>AUX</td>
<td>NO</td>
<td>U</td>
</tr>
<tr>
<td>Absent - Unexcused / Make-up Work</td>
<td>Unexcused Absence</td>
<td>AUW</td>
<td>NO</td>
<td>U</td>
</tr>
<tr>
<td>Absent - College Visit</td>
<td>Excused Absence</td>
<td>AEV</td>
<td>NO</td>
<td>E</td>
</tr>
</tbody>
</table>
### Attendance Codes COE and COR

The codes are not required, but provide a way to track when students check out of school early, **but are not considered absent**.

<table>
<thead>
<tr>
<th>COE</th>
<th>Checked out early</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Please note: 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This code has zero weight and will not count as an absence for the day or period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>DO NOT use this code if the student is absent for the day or period.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COR</th>
<th>Checked out-returned</th>
<th>Use when a student returned to school after being checked out earlier in the day.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In a daily attendance school, the student was not gone long enough to be considered absent for the day.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In a period attendance school, the student was not gone long enough, in the period to which they returned, to be considered absent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This code has zero weight and will not count as an absence for the day or period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>DO NOT use this code if the student is absent for the day or period.</strong></td>
</tr>
</tbody>
</table>

If you have questions regarding these new attendance codes, 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 Daily ((Individual, List, Summary)  
PAD Tree > Synergy SIS > Students > Reports (Individual, Labels, List, Summary)

**Quick Launch:** Type the number for any desired report and press the enter key.  
Several reports are found in the menu links above. Below are a few common Synergy reports.

<table>
<thead>
<tr>
<th>Synergy Report</th>
<th>Report Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STU409 – Class Roster</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
| **ATD201 – Daily Attendance Profile** | Prints daily attendance information by individual student or grade level.  
**Tips:** Report will run for the selected student on the Daily Attendance Screen as an option under the Menu button located in the upper left side of the screen.  
**Notes:** and times entered, on Daily Attendance Detail, will display on this report.                                      |
| **ATD401 – Daily Student Absence Totals** | Prints a list of students who have 1 or more attendance entries for a single day or range of days based on parameters entered.                                                                            |
| **ATD402 – Daily Attendance List** | Prints a list of students who have absences within a given date range. Will take a few minutes to process if running for the entire school.  
**Tip:** *Use this report the first week of school, and on count days, to look for students coded ‘NE’.* |
| **ATD403 – Daily Absent List**    | Prints a list of students who have absences on a single day. Can be run for a single student.                                                                                                                       |
| **ATD405 – Daily Perfect Attendance List** | Prints a list of students with perfect attendance as determined by options selected.                                                                                                                            |
| **ATD414 – Student Days Enrolled** | Prints a list of students with their total days enrolled, based on parameters entered.                                                                                                                           |
| **ATD601 – Daily Attendance Summary** | Prints a list of students (can be run by teacher) who have 1 or more attendance entries for a single day or range of days based on parameters entered.                                                 |
| **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.                                      |
| **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.  
**Tip:** Print a test page to avoid wasting labels.                                                                                       |
C. OnTrack Attendance Reports

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

**Note:** The reports listed below return data for Daily Attendance Schools. If a report is selected that is not on the list below and no data is returned, the reason is because the report is intended for Period Attendance (example: middle or high 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.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report ID</th>
<th>Description</th>
<th>Data Includes Today</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day Attendance Roster</td>
<td>SSP4070</td>
<td>Daily class roster for substitute teacher attendance recording.</td>
<td>X</td>
</tr>
<tr>
<td>2 Week Attendance Roster</td>
<td>SSP4060</td>
<td>Two week range class roster for substitute teacher attendance recording.</td>
<td>X</td>
</tr>
<tr>
<td>Absence List for School</td>
<td>SSP4071</td>
<td>Daily absences and tardies for a single day. <em>Tip: Use this report the first week of school, and on count days, to look for students coded ‘NE’.</em></td>
<td>X</td>
</tr>
<tr>
<td>Weekly Attendance Summary/School Absences by Week</td>
<td>SSP4061</td>
<td>Displays total school enrollment, number absent, and percentage of absences for each week of the school year.</td>
<td>X</td>
</tr>
<tr>
<td>Consecutive Un-Excused Absences</td>
<td>SSP7000</td>
<td>Run this report to identify students with 1-10 consecutive days of unexcused absences.</td>
<td>X</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report ID</th>
<th>Description</th>
<th>Data through yesterday</th>
<th>Data includes prior years (from 2003 - yesterday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Daily Attendance</td>
<td>SSP4100</td>
<td>Students’ enrolled days, absent, &amp; tardy days. Single day or a range of days can be entered.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Average Daily Attendance by Homeroom</td>
<td>SSP4101</td>
<td>Student daily absence and tardy totals grouped by homeroom class. Single day or a range of days can be entered.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Average Daily Attendance by School</td>
<td>SSP6007</td>
<td>School enrollment days and absence days by grade level and school.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Attendance Summary-Absences &amp; Tardies</td>
<td>SSP4012</td>
<td>Daily 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.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Attendance Summary by Homeroom</td>
<td>SSP4079</td>
<td>Student daily absence and tardy totals grouped by homeroom class.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>School Total Day Absence Report</td>
<td>SSP4010</td>
<td>Single or range of calendar dates of absences by student with excuse codes.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Watch List Students Attendance</td>
<td>SSP4700</td>
<td>Reports attendance for all students added the watch list in OnTrack. Add students by clicking the ‘Add to Watch List’ button.</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

OnTrack > Reports > General

Several reports are available under this menu option. List below are two examples.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report ID</th>
<th>Description</th>
<th>Data as of Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom Count by School</td>
<td>SIS4006</td>
<td>Report lists all homeroom teachers, grouped by grade level, and includes the number of students by male/female.</td>
<td>X</td>
</tr>
<tr>
<td>School Enrollment</td>
<td>SIS4025</td>
<td>Report lists total students, by females and males, in each grade level</td>
<td>X</td>
</tr>
</tbody>
</table>
D. OnTrack: Student Profile

**Navigation:** CCSD Portal > OnTrack > Student Search

Search for desired student by name or Student ID (CCSD ID) and press ‘enter’ or click the *Search Students* button.

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

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

E. 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

F. Suggested Steps for Fire Drill Reporting

1. Determine school enrollment for the specific date of the Fire Drill (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 either the ATD402 – Daily Attendance List for specific date of Fire Drill (lists all students absent but does not give a total), or the ATD401 – Daily Student Absence Totals (not as easy to read, but does give the total number of students absent at the bottom).
4. Subtract the total students absent during the Fire Drill (ATD402) 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.
G. Suggested Reports to Determine Students' Attendance

Attendance Report for Grades Kindergarten - 3rd Report Cards
OnTrack > Reports > Attendance > Data as of Yesterday > Average Daily Attendance by Homeroom: SSP4011

Attendance clerks can run the SSP4011, Attendance Summary by Homeroom OnTrack Report, to provide the Kindergarten – 3rd grade teachers a report of absence totals to use for the students’ report cards.

The report can be run by grade level, or grouped by teacher, so that the results are a single-page report for each teacher. The report lists all students’ absences for an attendance period by entering begin and end dates for a specific quarter.

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

This report is helpful to determine daily absences and tardies with date range and absence day’s threshold parameters.

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 absences AND zero tardies.

Important Tip: Attendance records may be excluded from the results if options are entered into the tardy fields. It may be best to 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 absences and will also include students with zero up to three excused tardies.
**Synergy Perfect Attendance Report**

Use the Synergy Report, **ATD405** with the selections below for a Perfect Attendance report from Synergy.

- Enter the desired Start & End Dates needed for the report.
  - For example, enter the first and last day of Quarter 1 for attendance during that grading period.
  - The report will default to run for the first day of school through the current date.
- Run by specific grade levels or leave blank to run for all grade levels.
  - The report displays as a page for each homeroom teacher.
  - Selecting ‘Hide Student Detail’ will suppress the page break for each homeroom teacher.
- Enter a number in the *Minimum Days Enrolled* field, if desired.
- **Add ‘Excused’** to the **Reason Type 3** drop down box located in the Absence Definition area.
- Click the box next to Absence Reasons to select all reason codes. Then, **uncheck** the individual boxes for Testing and School Activity so any absences coded with these reasons will be ignored.
- **NOTE:** This report is for any location using *Daily Attendance*.

![Synergy Perfect Attendance Report](image)

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**Synergy Daily Attendance User Guide 2019-20.v2**
H. 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