



**COBB COUNTY**  
SCHOOL DISTRICT



Technology Services

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

**February 2021**



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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

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

## ***Attendance Procedures Per Accountability Department***

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.**
  - 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.

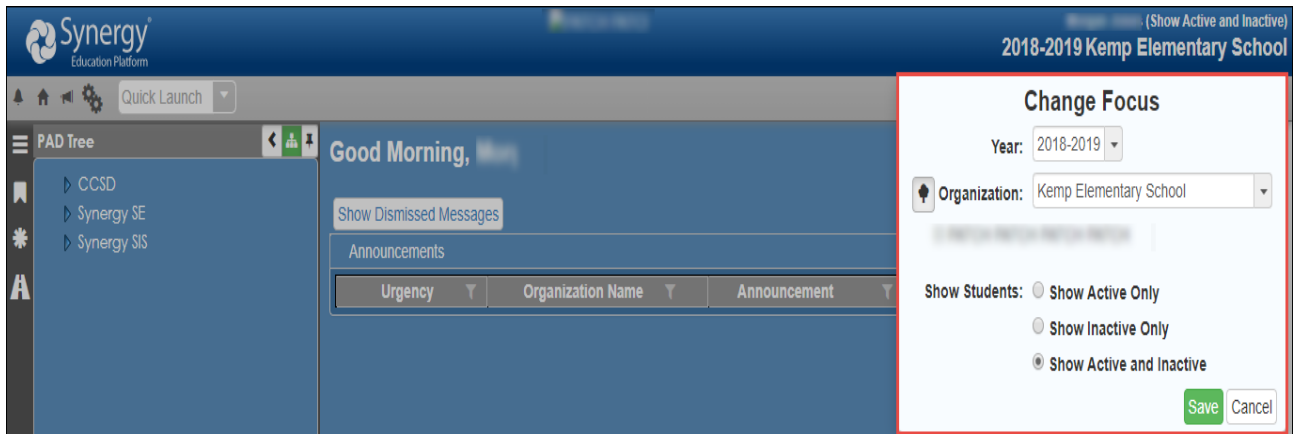
If you have any questions, please don't hesitate to contact Student Reporting in the Accountability Department.

**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' options allows clerks to search and find students who are active and inactive at the school.
5. Click on **Save**.

#### Synergy Screen Colors:

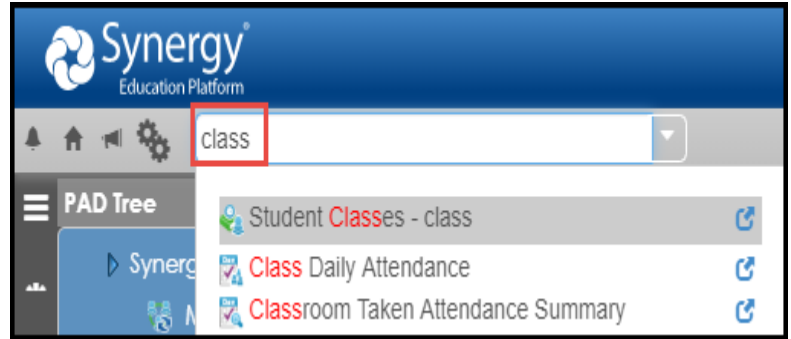
- **NOTE:** The current school year will be a **BLUE** screen.
- A **brown** screen is used to identify the 'next' school year. Do not enter attendance for students in the next school year.
- A **green** screen is used to identify a 'previous' school year. Attendance should not be changed in a prior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

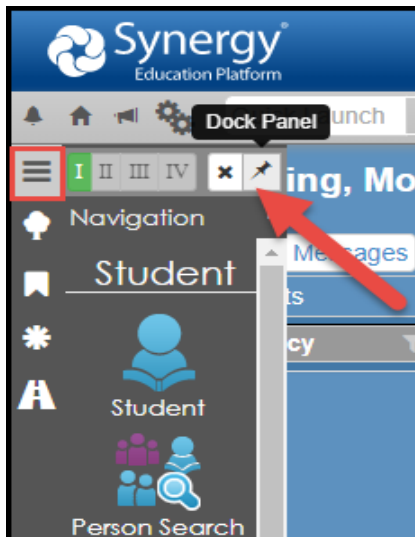


2. Begin typing the name of the screen or report you need, and a list of options will display. Click on the name of the option to go directly to that screen.
  - a. Click the *small icon* that displays at the end of the name and that option will open in a new window.



## 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.

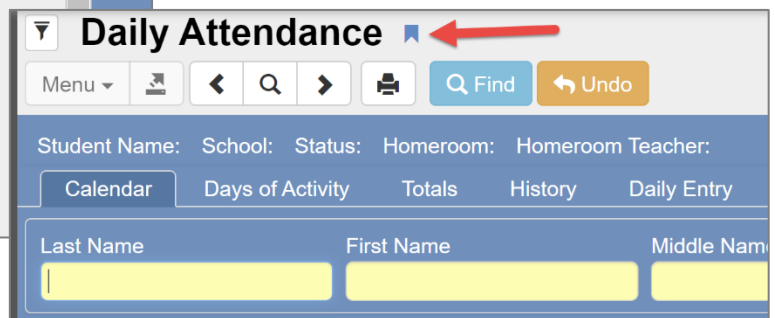
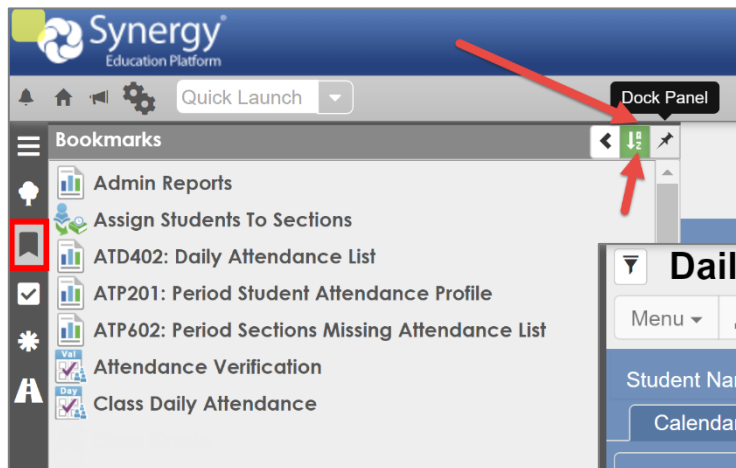
### The PAD Tree Menu

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 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.



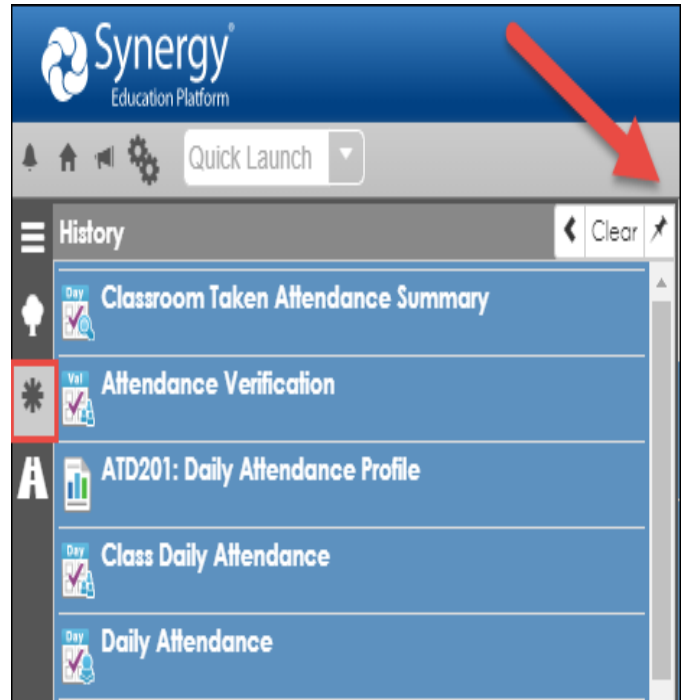
5. Bookmark any frequently used screen or report by clicking the **bookmark icon** located to the right of the screen title – *shown in the screen shot above*.
6. To *remove* a bookmark from the list, point the mouse to the menu item and click the 'X' that displays at the end of the row.
7. To open the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

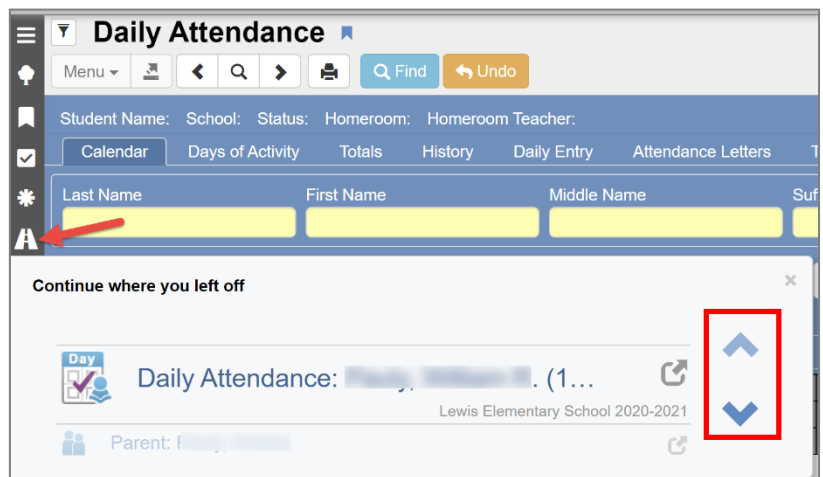


5. While the History Panel displays, click any link to go directly to the screen or report.
6. To open a screen in a new window, point to a link and click the icon that displays next to the name.



### 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.





## Daily Attendance Overview

- Attendance is recorded by teachers using Synergy TeacherVUE.
- Teachers at Daily Attendance schools only take attendance in the Homeroom class, which is always scheduled 1<sup>st</sup> 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: 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 school.**

Teachers record students’ attendance using one of the following codes:

<b>A = Absent, Unverified/Reason Pending</b> - Use if student is absent from F2F or remote live session. Unexcused, pending excuse submitted by clerk.
<b>VP = Virtual Present</b> - Student is virtually present in remote live session. Use the code to identify any VP student.
<b>T = Tardy, Unverified/Reason Pending</b> - Student is tardy in F2F class. Unexcused, pending excuse submitted by clerk.
<b>VT = Virtual Tardy, Unverified/Reason Pending</b> - Student is tardy to virtual live session. Unexcused, pending excuse submitted by clerk.
<b>NE = Not Enrolled</b> - 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 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.**

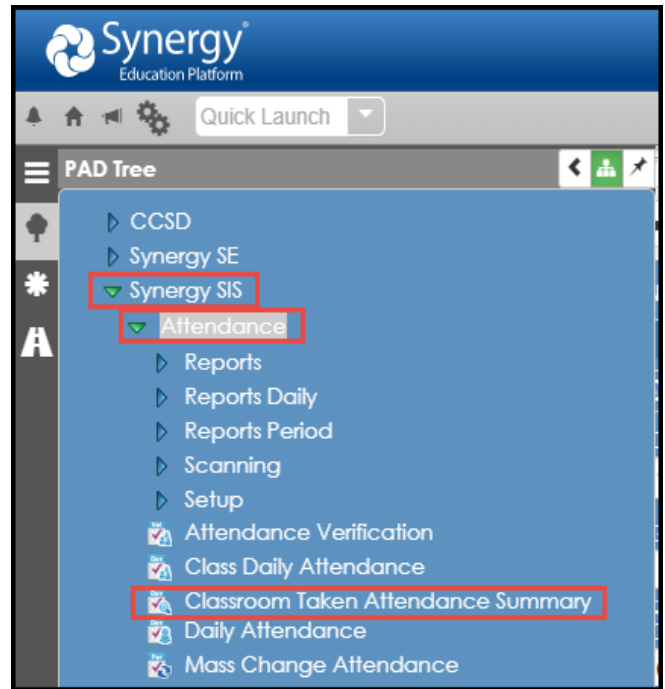
- If teachers are absent, the Attendance Clerk will enter attendance on either the Class Daily Attendance screen or Daily Attendance screen.
  - Attendance can be entered/verified/edited by using one of the options below. This document provides more details on the options.
- I. **Classroom Taken Attendance 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.
    - a. The **Classroom Summary Grid** displays a red ‘X’ next to teachers’ names to indicate that attendance has not been taken for that homeroom.
    - b. Teachers who have not taken attendance can be reminded via an email feature from the screen, if desired.
    - c. 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. (Section is a scheduling term used for a class.)

## Classroom Taken Attendance Summary

Use the Quick Launch search or

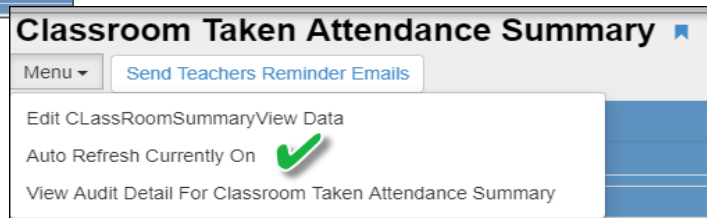
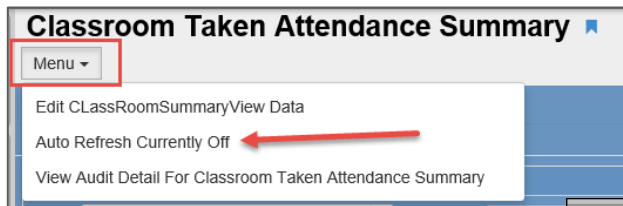
From the PAD Tree:

Synergy SIS > Attendance > Classroom Taken Attendance Summary



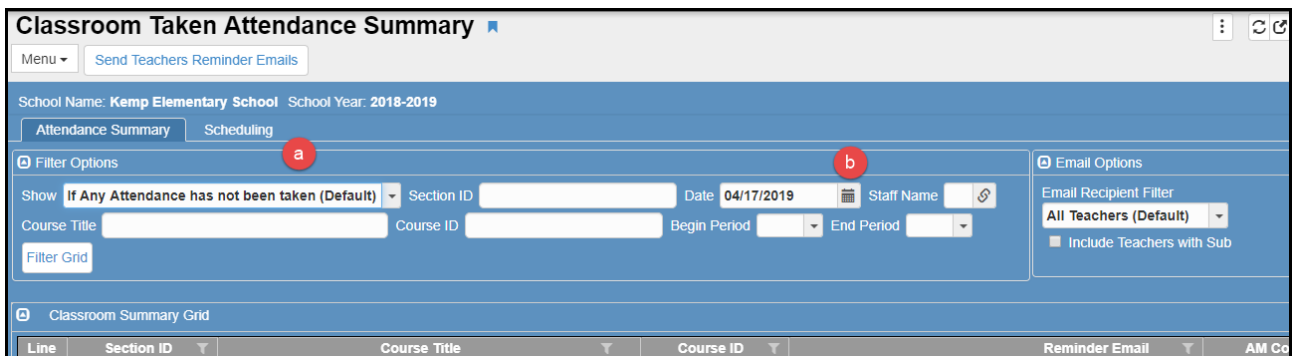
### Enable Auto Refresh Option

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.
  - **Note:** *Section* is a scheduling term used for a class. Each homeroom section has a unique number.
- **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 1<sup>st</sup> Period. If a period other than 1<sup>st</sup> 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.

The screenshot shows the 'Classroom Taken Attendance Summary' interface for Kemp Elementary School, 2018-2019. The 'Filter Options' section is set to 'Show: If Any Attendance has not been taken (Default)'. The 'Classroom Summary Grid' table is as follows:

Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email	AM Code
1	0001	Homeroom KK	00.0120000	[Redacted]	Send	X
2	0012	Homeroom KK	00.0120000	[Redacted]	Send	X
3	0023	Homeroom 1	00.0100000	[Redacted]	Send	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.*'

This screenshot shows the same interface as above, but with the 'Filter Grid' button in the 'Filter Options' section highlighted with a red box. The 'Show' dropdown is still set to 'If Any Attendance has not been taken (Default)'. The table below it is currently empty.

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

School Name: Kemp Elementary School School Year: 2018-2019

Attendance Summary | Scheduling

Filter Options

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

Email Options

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

Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email	AM Code
1	0001	Homeroom KK	00.0120000		Send	
2	0034	Homeroom KK	00.0120000		Send	
3	0078	Homeroom 1	00.0100000		Send	

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.**

**Classroom Taken Attendance Summary**

Menu

School Name: Kemp Elementary 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:

Email Options

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

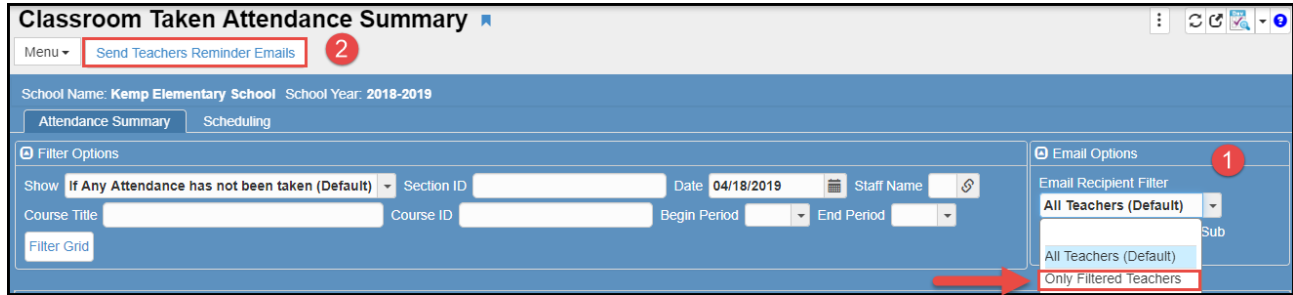
To send an email to ALL TEACHERS who have not taken attendance, click the button located at the top of the screen labeled, **Send Teachers Reminder Emails**.

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 (1<sup>st</sup> – 1<sup>st</sup>) 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.)

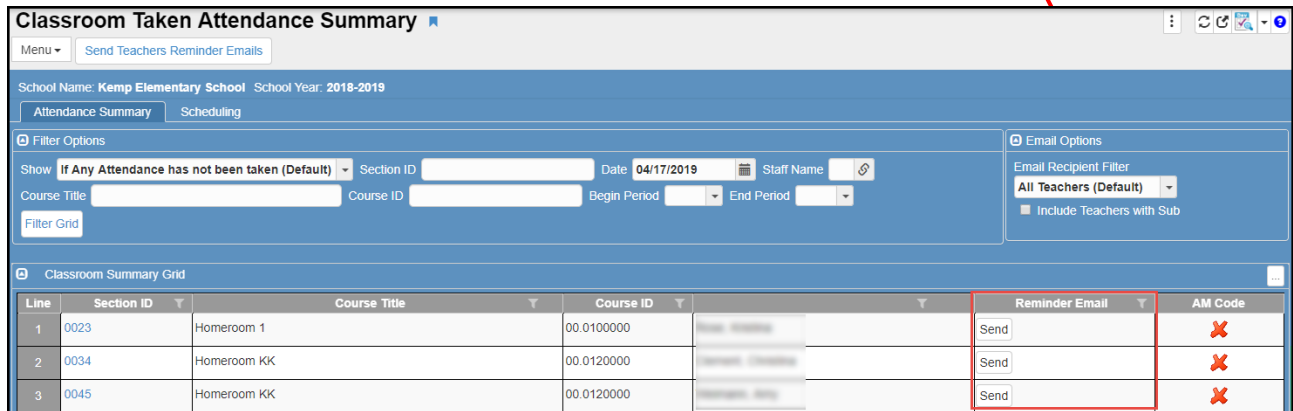


### Emailing Teachers Individually (Recommended Method)

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.

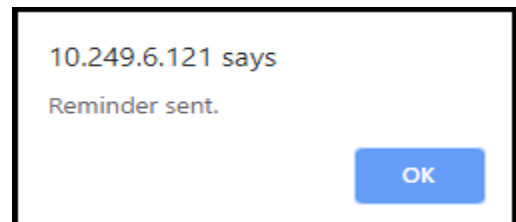
The Email Recipient Filter, in the Email Options area, can be set to '**All Teachers.**'

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



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

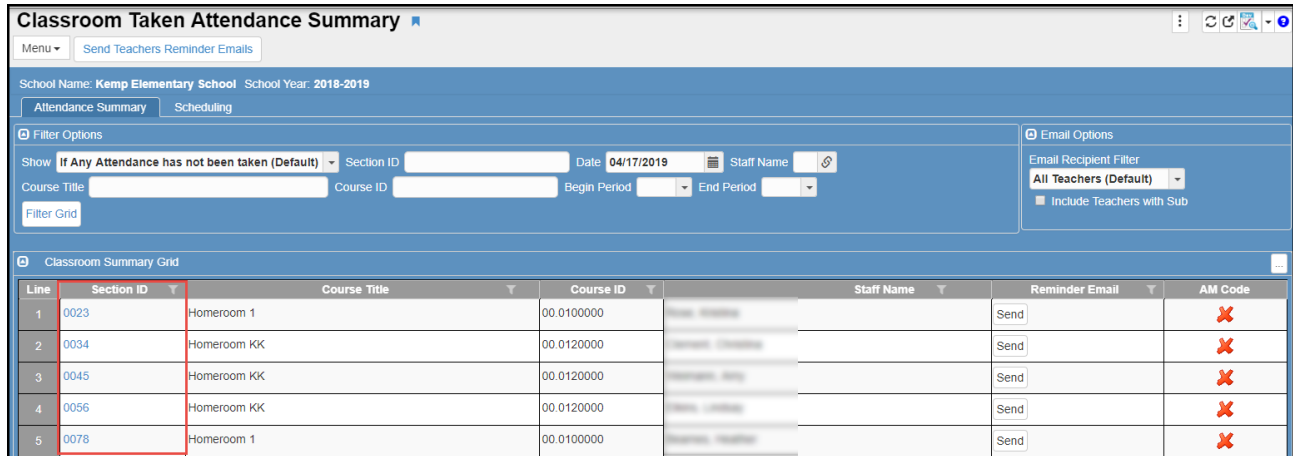
**Individual email is the preferred notification method.**



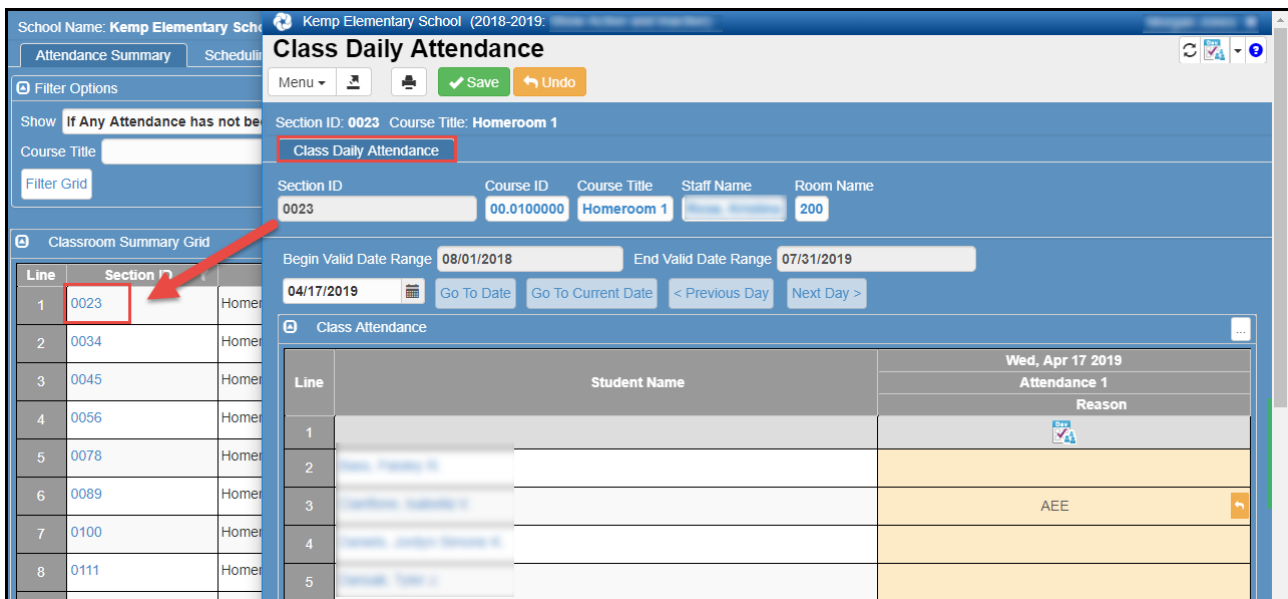
## Entering Attendance for a Teacher

If all students are present, the attendance clerk is not required to make an attendance entry 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 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.***

- *Exceptions to the time deadline may occur during remote learning.*

## Editing Student Attendance Options

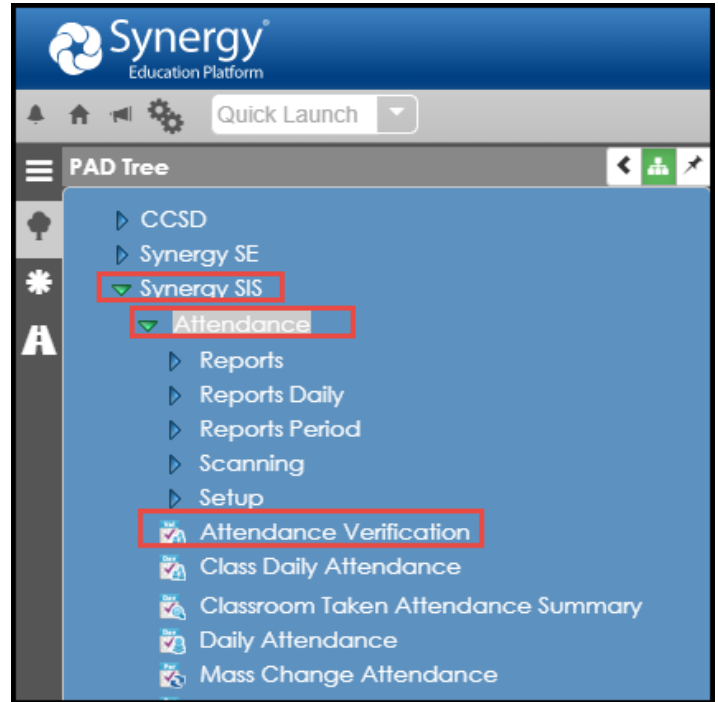
Several screens can be used to enter or edit students' attendance.

### A. Attendance Verification

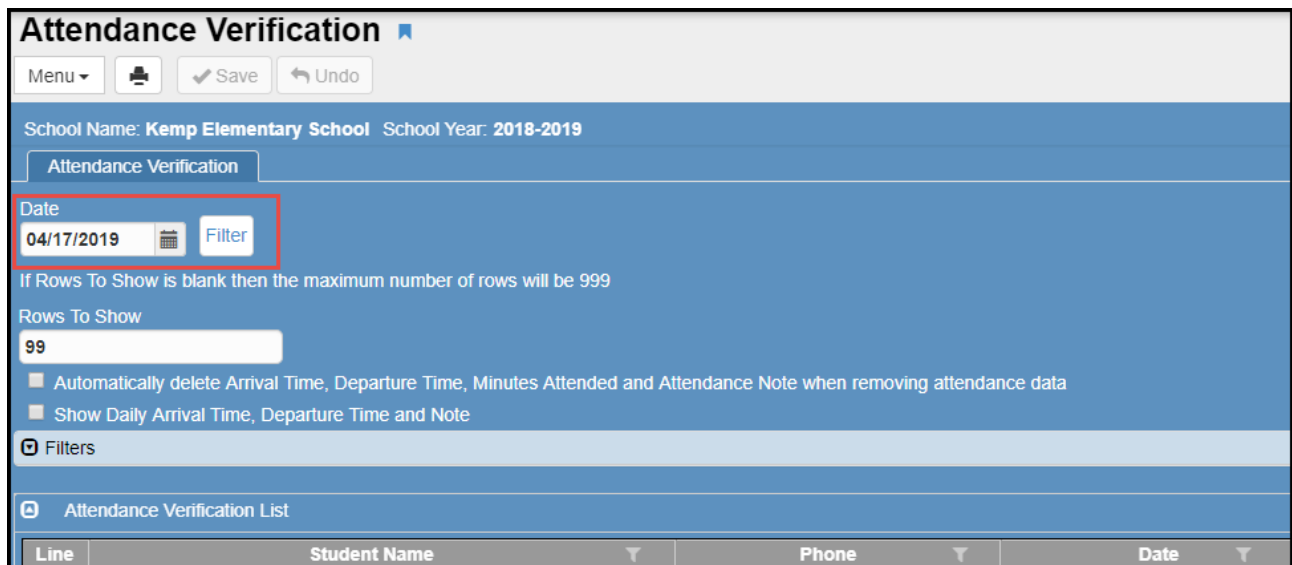
The **Attendance Verification** screen will display an alphabetical list of students marked absent or tardy on a given date.

Use the Quick Launch search or

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



2. The screen's 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.

The screenshot shows the 'Attendance Verification' interface for Kemp Elementary School, 2018-2019. The date is set to 04/17/2019. The 'Rows To Show' is set to 99. The 'Filters' section is highlighted with a red box and contains the following fields:

- Last Name: [Text Input]
- First Name: [Text Input]
- Grade: [Dropdown Menu]
- Reason Type 1: [Dropdown Menu]
- Reason Type 2: [Dropdown Menu]
- Reason Type 3: [Dropdown Menu]
- Reason Type 4: [Dropdown Menu]
- Reason Codes: [List of checkboxes]

The Reason Codes list includes:

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

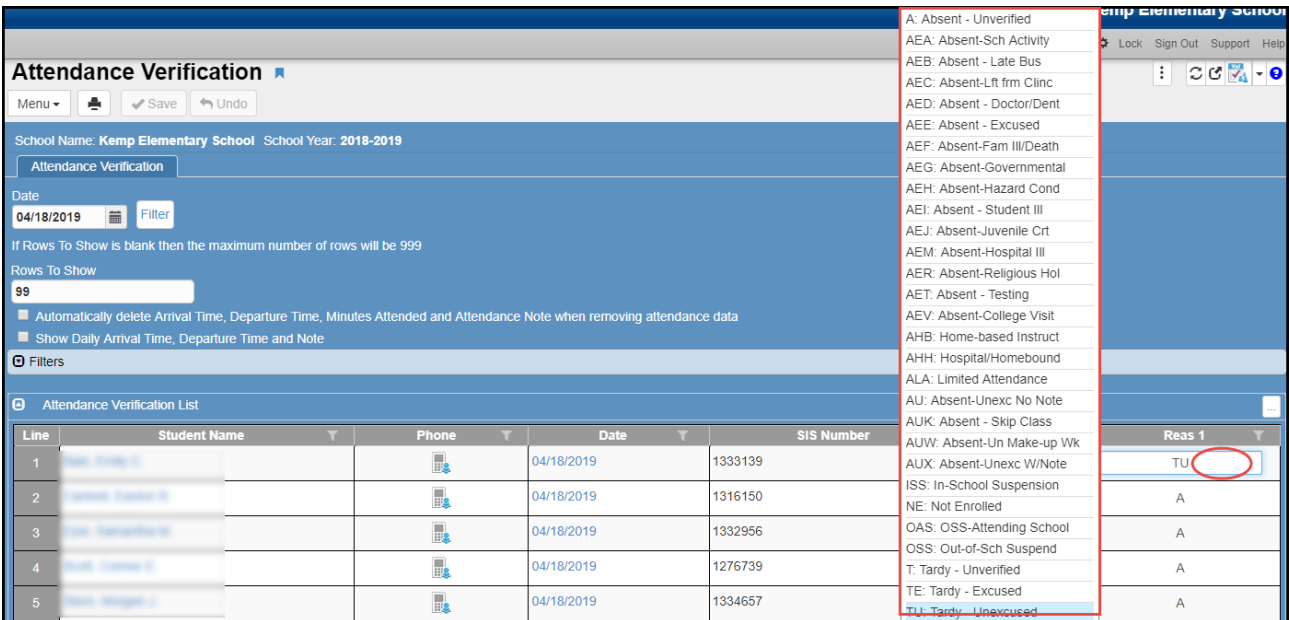
b. **Absent-Unverified, Unexcused Tardy and Unverified Tardy** - Choosing these filter options separately, or in any combination, will display all students who have been marked with one of these codes by the teacher, but whose attendance has not yet been verified/edited by the Attendance Office.

This screenshot shows the same 'Attendance Verification' interface as above, but with three checkboxes in the Reason Codes section selected and highlighted with red boxes:

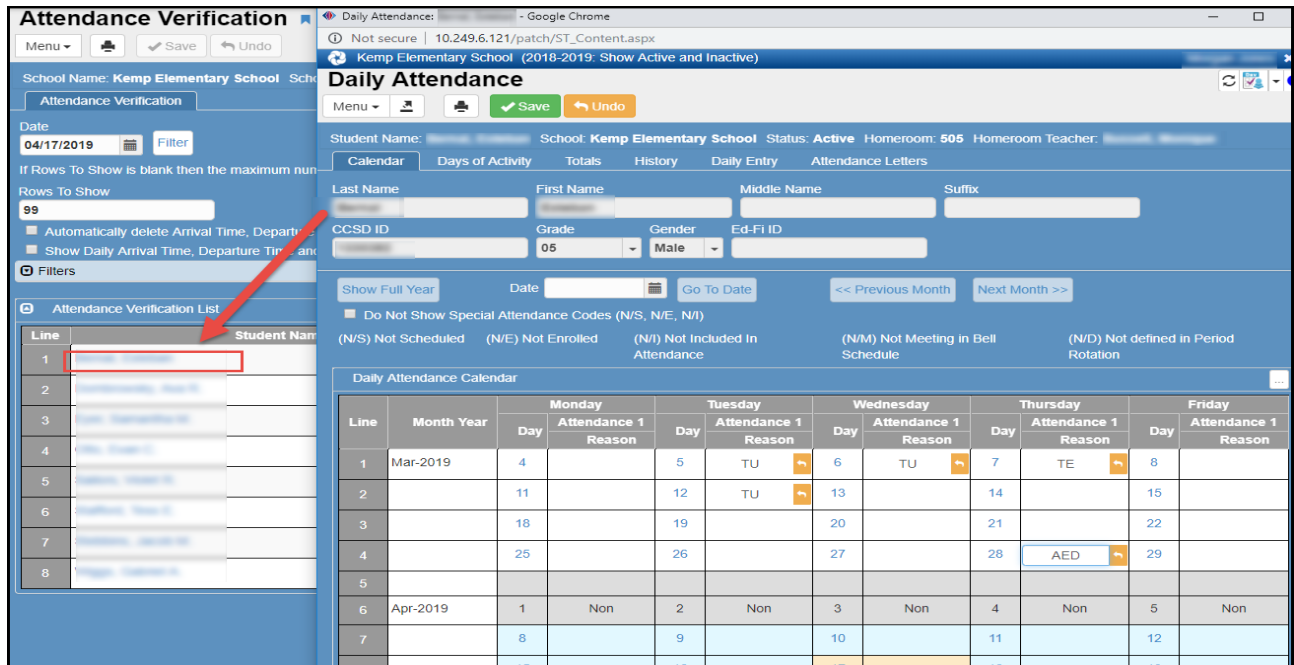
- Tardy - Unverified
- Tardy - Unexcused
- Absent - Unverified

**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.

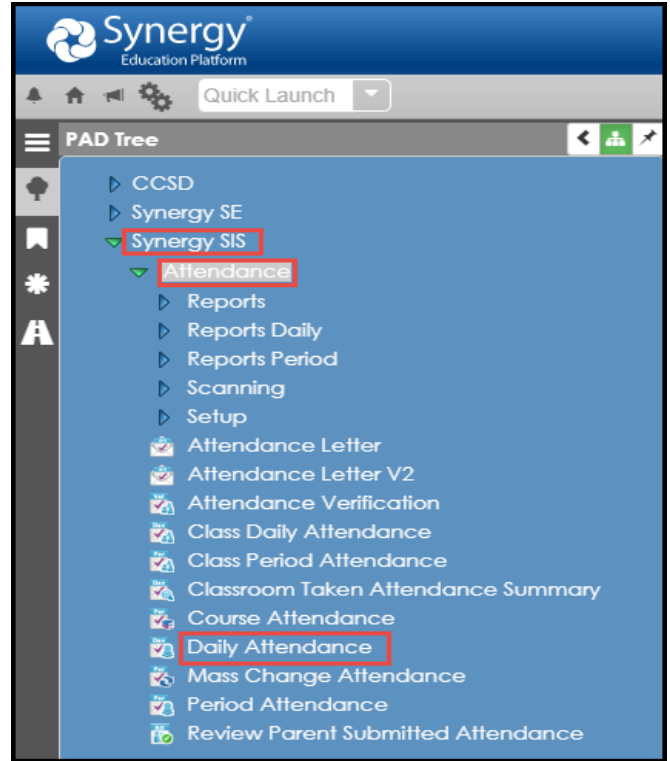


## B. Daily Attendance (Individual Student)

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.



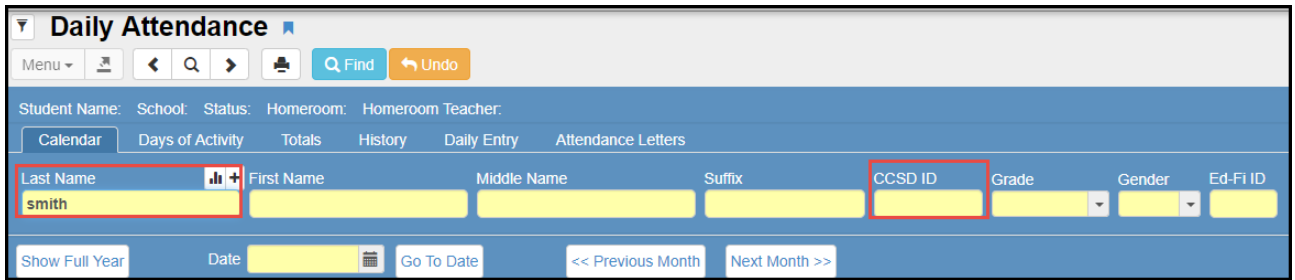
- Continue clicking on the scroll buttons until the desired student record appears.

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

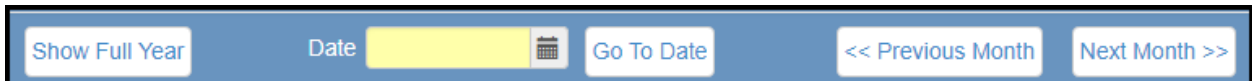


c. Enter search criteria.

- 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 in 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.

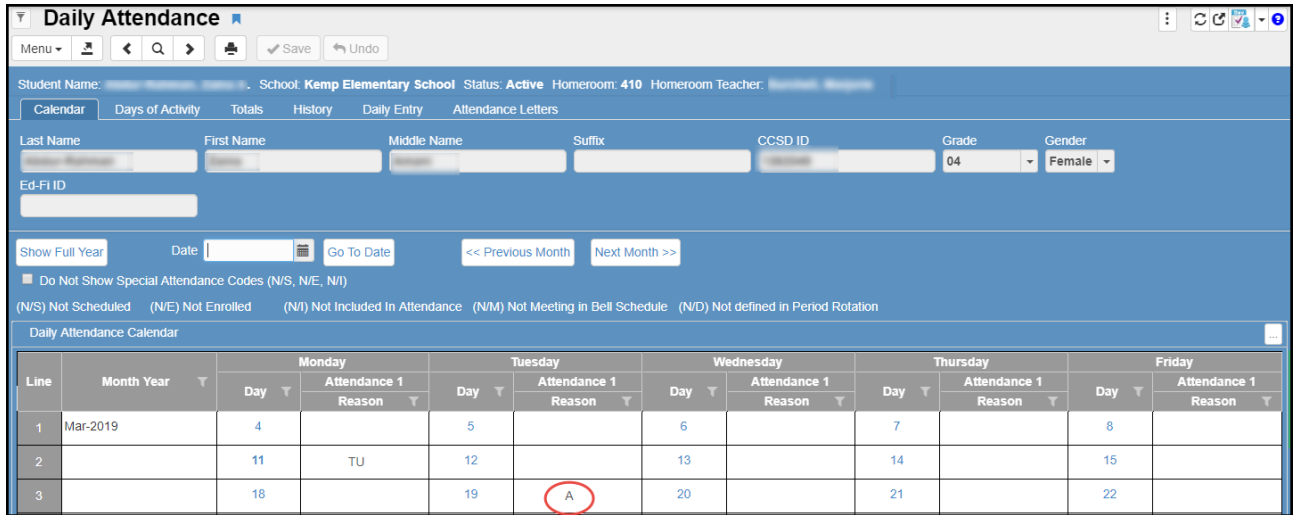


5. Editing attendance on the **Calendar Tab** is the quickest way to take attendance for a student for multiple dates.
6. To enter additional details for an absence, **click on the date** to bring up the **Daily Attendance Detail** screen. (Directions for the Detail screen are listed below in the Daily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

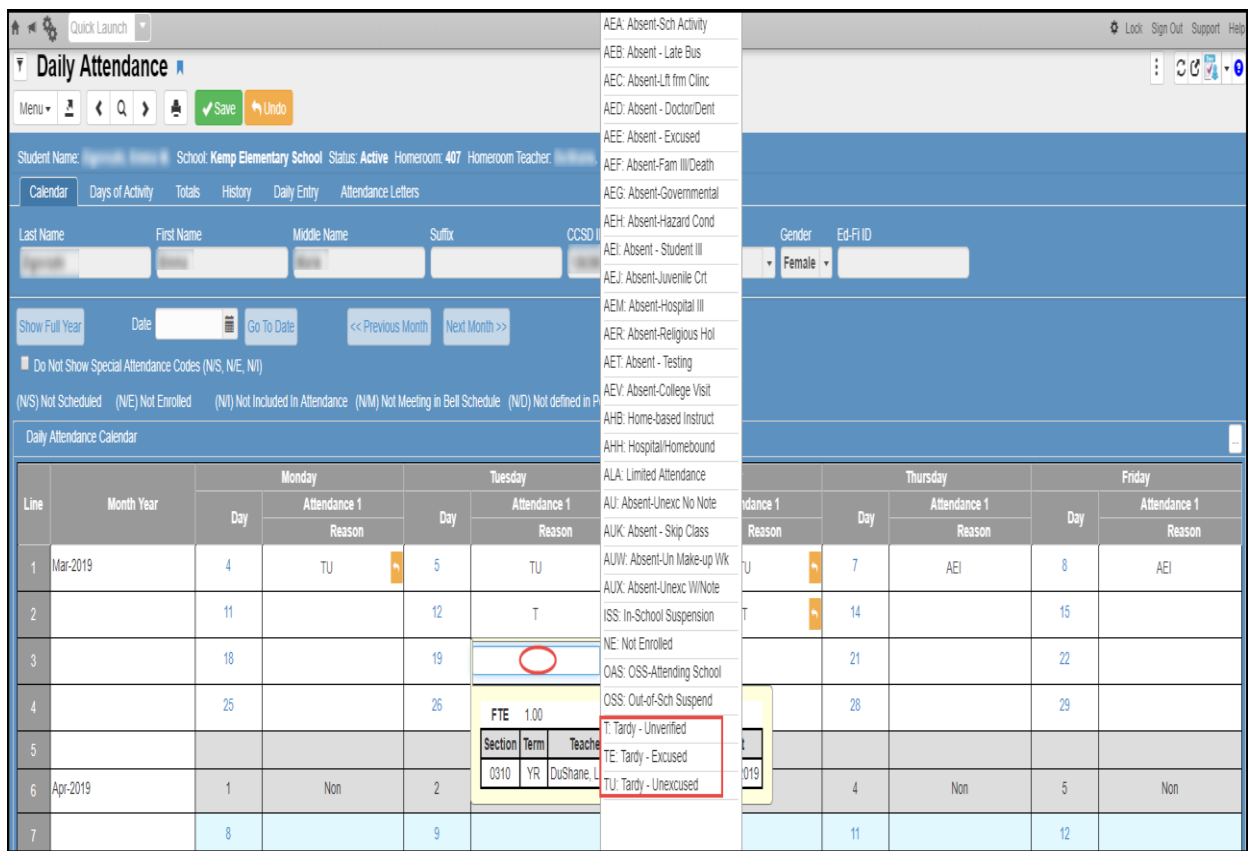
Please see the next page for directions to take attendance on the Calendar Tab.

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.**

The screenshot shows the 'Daily Attendance' interface. At the top, there are navigation buttons for 'Menu', 'Save', and 'Undo'. Below that, student information is displayed: 'Student Name: [redacted]', 'School: Kemp Elementary School', 'Status: Active', 'Homeroom: 407', and 'Homeroom Teacher: [redacted]'. There are tabs for 'Calendar', 'Days of Activity', 'Totals', 'History', 'Daily Entry', and 'Attendance Letters'. Student details include 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'CCSD ID', 'Grade' (04), and 'Gender' (Female). A date picker is set to 'Date' with 'Go To Date' and navigation buttons for 'Previous Month' and 'Next Month'. A checkbox 'Do Not Show Special Attendance Codes (NIS, NIE, NI)' is present. A legend defines codes: (NIS) Not Scheduled, (NE) Not Enrolled, (NI) Not Included In Attendance, (NM) Not Meeting in Bell Schedule, (ND) Not defined in Period Rotation. The 'Daily Attendance Calendar' table is shown below:

Line	Month Year	Monday		Tuesday		Wednesday		Thursday		Friday	
		Day	Attendance 1	Day	Attendance 1	Day	Attendance 1	Day	Attendance 1	Day	Attendance 1
			Reason		Reason		Reason		Reason		
1	Mar-2019	4	TU	5	TU	6	TU	7	AEI	8	AEI
2		11		12	T	13	T	14		15	
3		18		19	T	20		21		22	

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.

The screenshot shows the 'Daily Attendance Detail' screen. At the top, there are buttons for 'Menu', 'Save', 'Undo', and 'Close'. The student's name and the date '03/25/2019' are displayed. The 'Attendance Detail' section is active, showing 'Attendance 1' with a 'Reason' dropdown menu set to 'T: Tardy - Unverified'. Below this is the 'Attendance Minutes' section, which includes 'Arrival Time' (8:24 AM), 'Departure Time', and 'Total Minutes Attended'. At the bottom is the 'Attendance Note' section with a text area for entering notes.

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 slightly 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.

The screenshot displays the 'Daily Attendance' interface. At the top, there is a navigation bar with 'Daily Attendance' and a dropdown arrow. Below this is a toolbar with 'Menu', navigation arrows, a search icon, a print icon, and 'Save' and 'Undo' buttons. The main area shows student information: 'Student Name: [redacted]', 'School: Elementary School', and '410 Homeroom Teacher: [redacted]'. There are tabs for 'Calendar', 'Days of Activity', 'Totals', 'History', and 'Daily Entry'. Below the tabs are input fields for 'Last Name', 'First Name', and 'Middle', and a 'CCSD ID' field. A 'Date' field with a calendar icon and a 'Go To Date' button are also present. A checkbox option reads 'Do Not Show Special Attendance Codes (N/S, N/E, N/I)'. Below this are legends for '(N/S) Not Scheduled', '(N/E) Not Enrolled', and '(N/I) Not Included In Attendance'. The 'Daily Attendance Calendar' is shown as a table with columns for 'Line', 'Month Year', 'Day', and 'Attendance 1 Reason'. The table has rows for March 2019 (lines 1-4) and April 2019 (lines 5-6). A dropdown menu is open over the cell for March 18th, showing a list of attendance reasons from 'A: Absent - Unverified' to 'TU: Tardy - Unexcused'. The 'A' reason is highlighted in yellow in the table cell.

Line	Month Year	Monday	
		Day	Attendance 1 Reason
1	Mar-2019	11	TU
2		18	A
3		25	
4			
5	Apr-2019	1	Non
6		8	

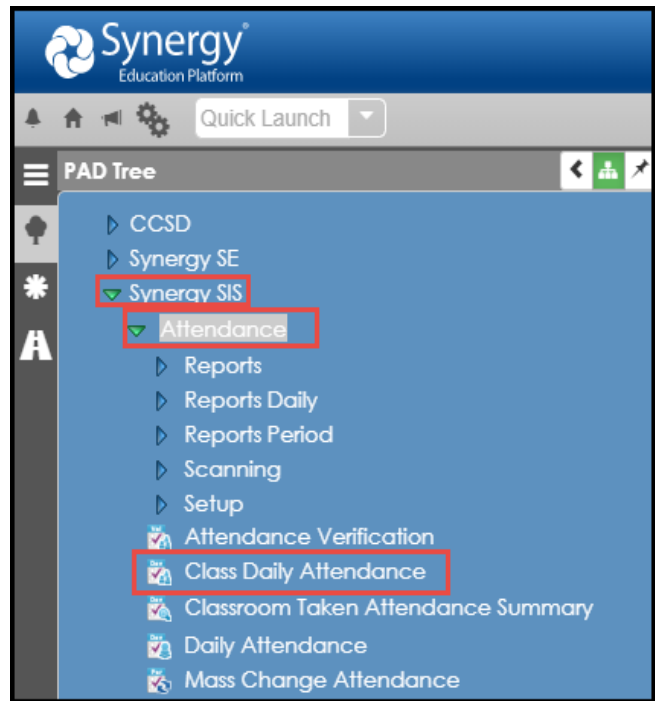


### D. Class Daily Attendance (Section/Teacher)

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 Synergy attendance action is necessary by the attendance clerk except to code virtual present students as VP. 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:



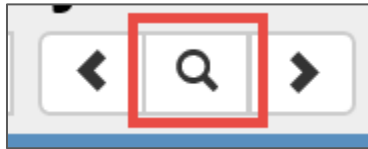
Next Button

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



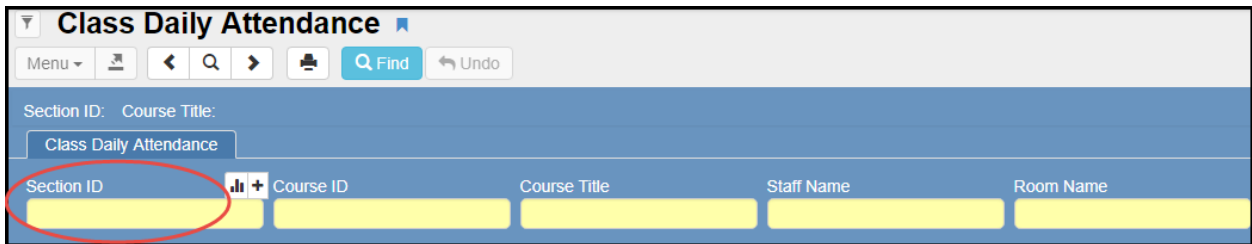
Previous Button

- 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.



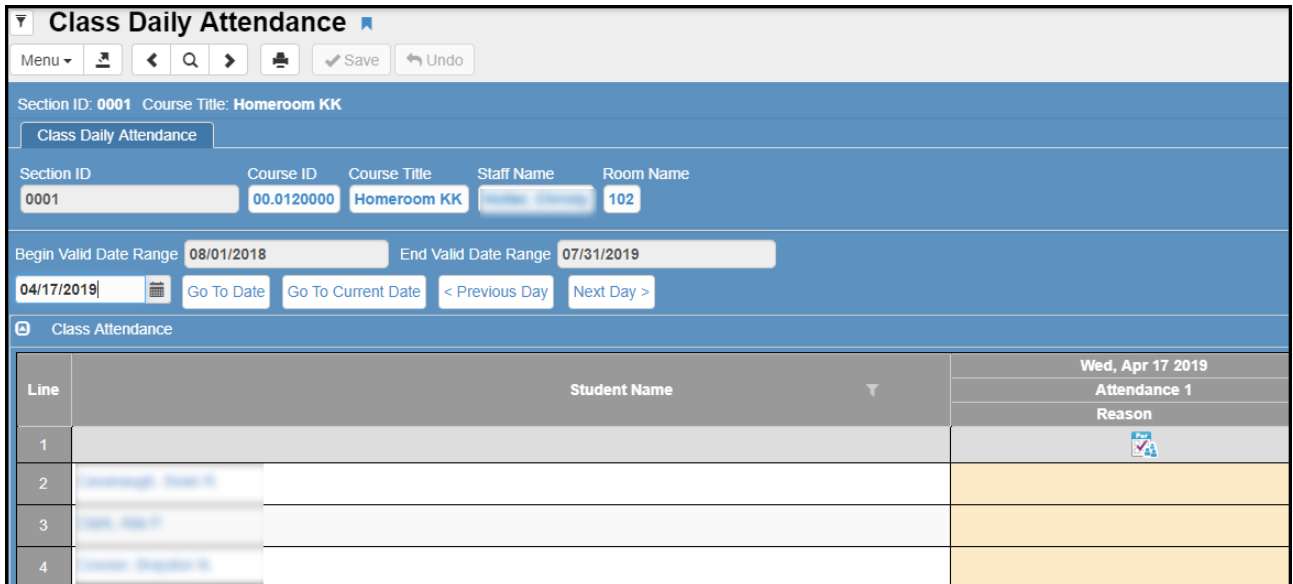
Find Mode Button

- Enter the Section ID in the box and click the **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, only one day's attendance is displayed on the **Class Daily Attendance** screen.



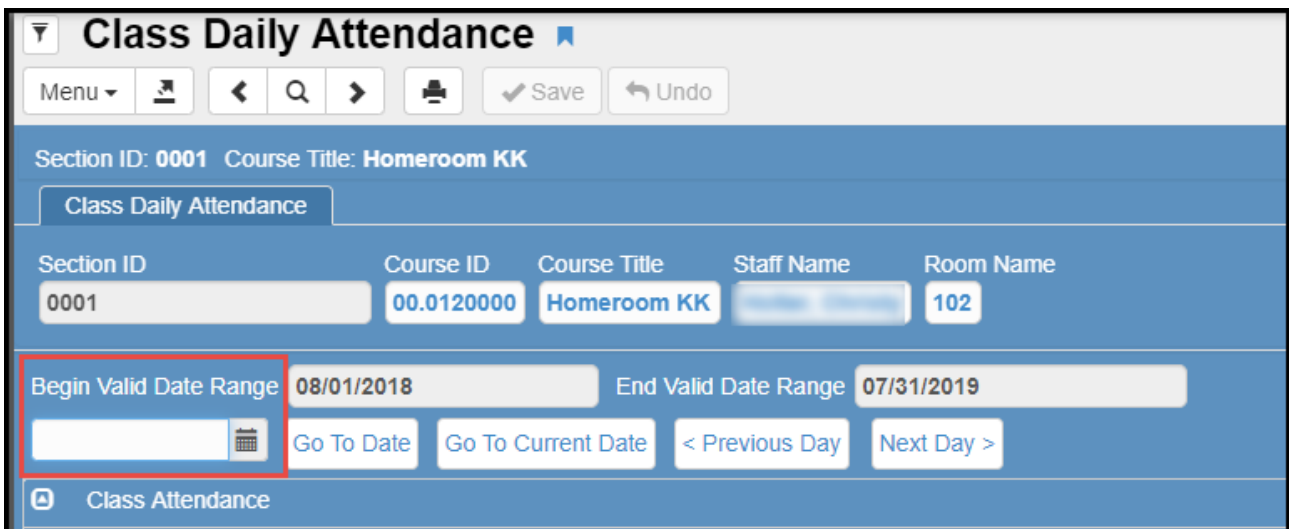
6. To display 5 days of attendance, click the **Menu** button and click **Show 5 Days**.

The screenshot shows the 'Class Daily Attendance' interface. At the top, there is a 'Menu' button circled in red. A dropdown menu is open, with 'Show 5 Days' highlighted in orange. Below the menu, there are fields for Section ID (0001), Course ID (00.0120000), Course Title (Homeroom KK), Staff Name, and Room Name (102). There are also date range fields: Begin Valid Date Range (08/01/2018) and End Valid Date Range (07/31/2019). A date field shows 04/17/2019 with a calendar icon, and buttons for 'Go To Date', 'Go To Current Date', '< Previous Day', and 'Next Day >'. Below this is a 'Class Attendance' section with a table. The table has columns for 'Line', 'Student Name', and 'Reason'. The date 'Wed, Apr 17 2019' is displayed at the top right of the table area. The table contains three rows, with the first row showing a student's name and a reason icon.

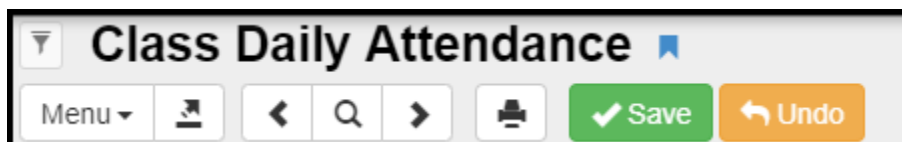
Users can change the view back to 1 day at any time by clicking the Menu button and selecting Show 1 Day.

This screenshot is similar to the previous one, but the 'Menu' button is circled in red and the dropdown menu is open, with 'Show 1 Day' highlighted in orange. The rest of the interface, including the form fields and table, remains the same.

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.

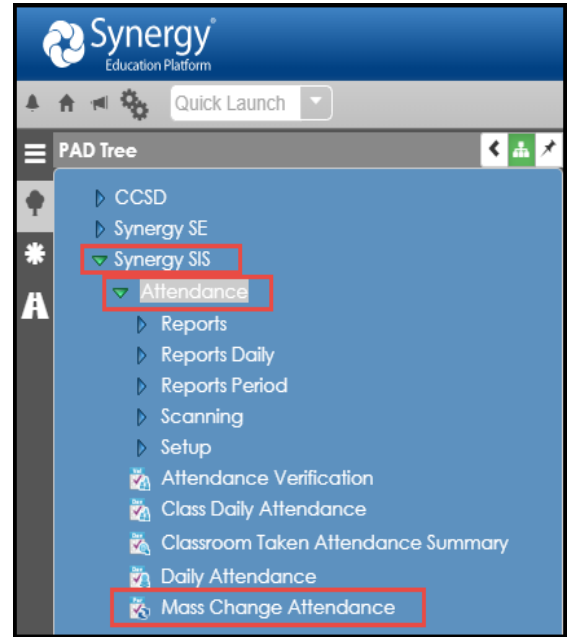


9. To go back to today’s (or the current week’s) information, click the **Go To Current Date** button.
10. To scroll to the desired date, click the **Previous Day, Previous Week, Next Day** or **Next Week** buttons. (The **Week** selections only display when 5 days of attendance display.)
11. Any attendance, 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.



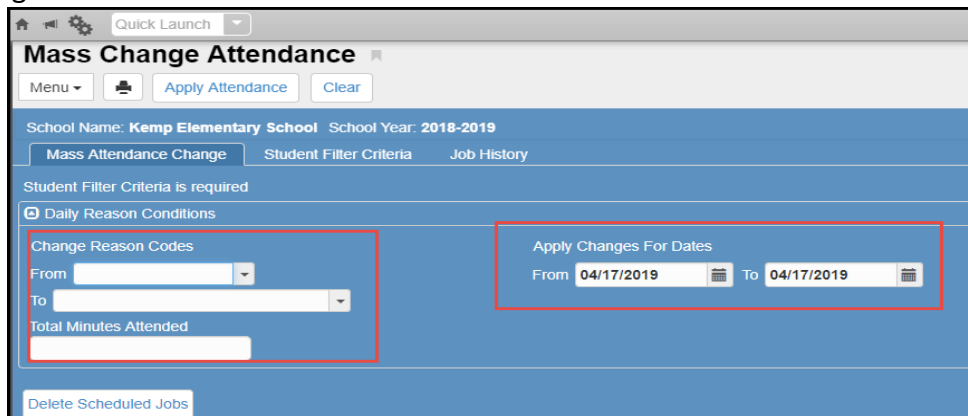
## E. Mass Change Attendance

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



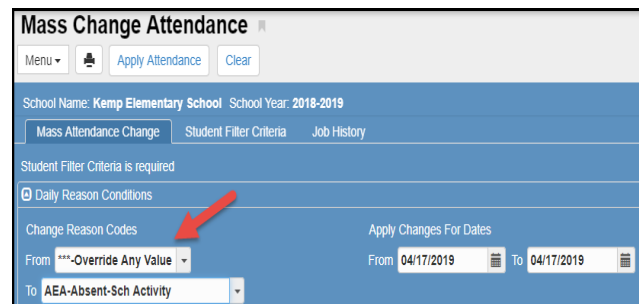
**BE CAUTIOUS WHEN USING THE MASS CHANGE ATTENDANCE SCREEN. IT IS POSSIBLE TO CHANGE ATTENDANCE FOR ALL STUDENTS IN YOUR SCHOOL AT ONCE – WHICH MAY NOT BE YOUR INTENTION. USE THE STUDENT FILTER CRITERIA TAB.**

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' 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 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.



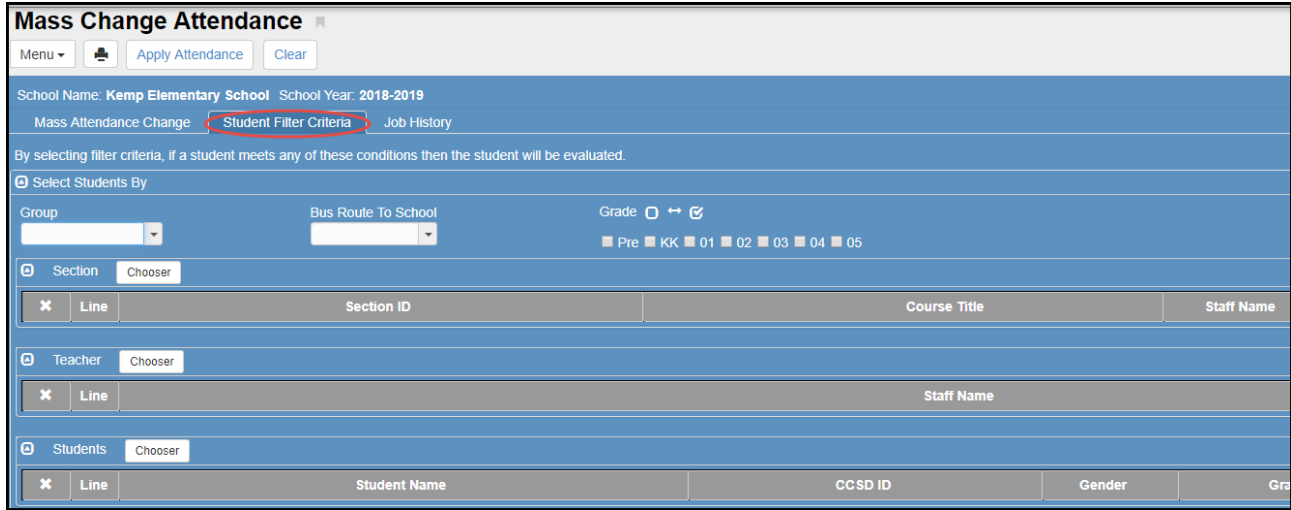
**NOTE: USE WITH CAUTION**

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**.



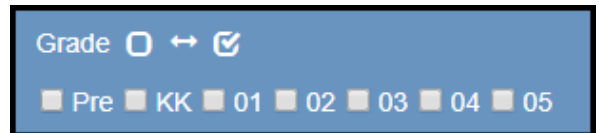
### Student Filter Criteria

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.**

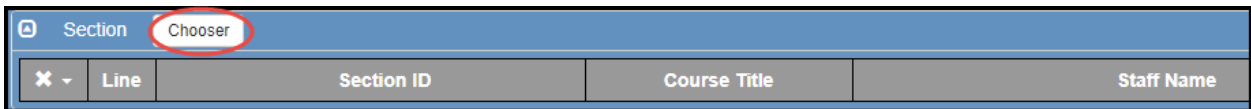


Four types of filters are available: Grade, Section, Teacher, and Students. You can apply these filters in any combination. (Groups will not work unless you have groups enabled at your location. If your school wants to use groups, enter a Web Help ticket requesting the District Groups be opted in for your location.) These filters may be used individually, or in any combination.

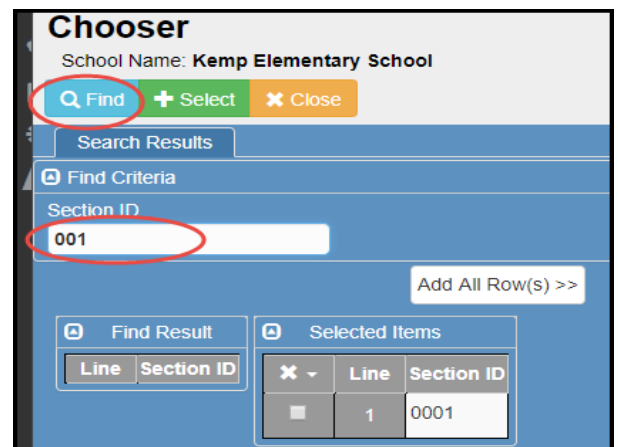
1. **Grade Filter:** Select one or more **Grade** levels.



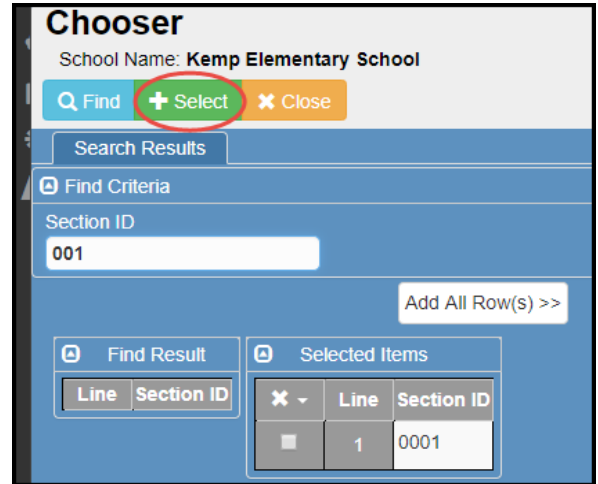
2. **Section Filter:** Click the **Chooser** button in the **Section** area. The **Chooser** screen opens.



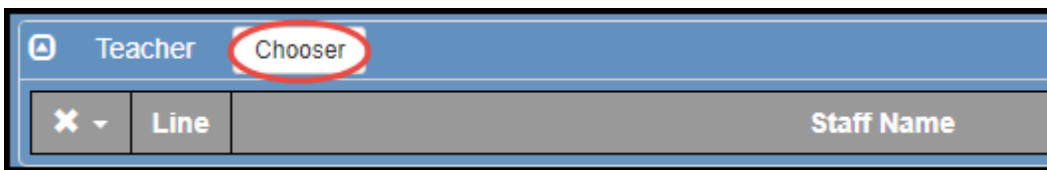
3. Enter all or part of the homeroom **Section ID** and click the **Find** button.
4. If the sections display on the **Find Result** side, click on a section ID to add it to the **Selected Items** column.



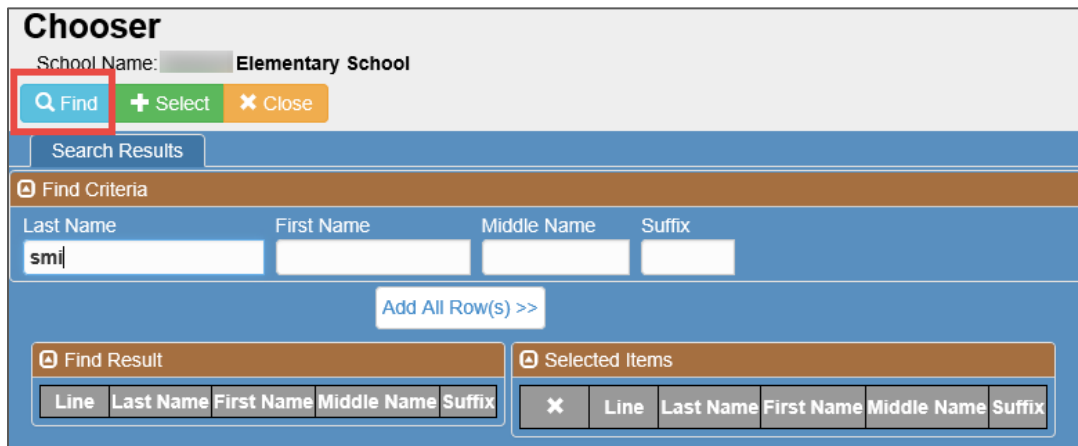
- Click the **Select** button at the top of the screen.



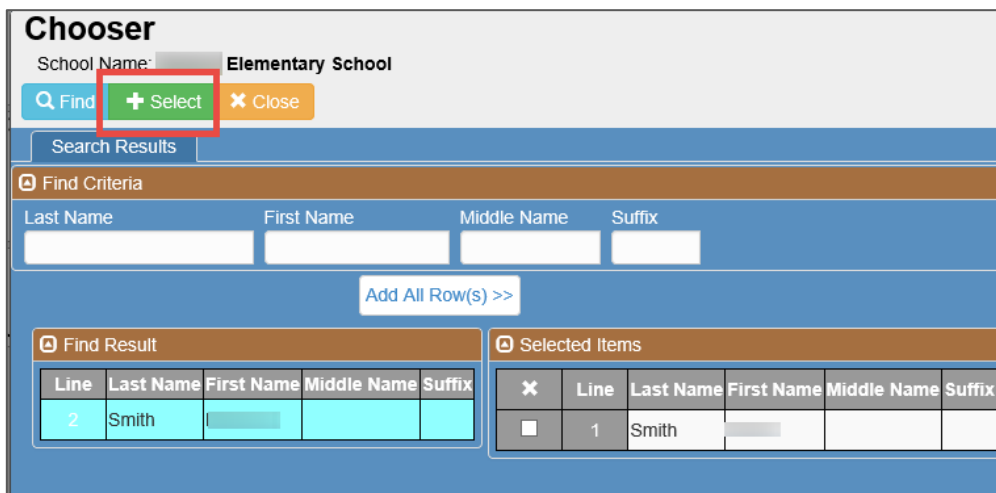
- Teacher Filter:** Click the **Chooser** button in the **Teacher** area. The **Chooser** screen opens.



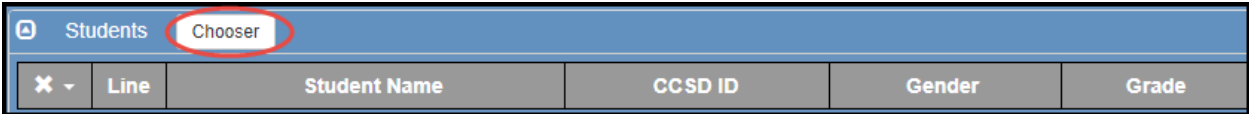
- Enter all or part of the teacher’s name and click the **Find** button.



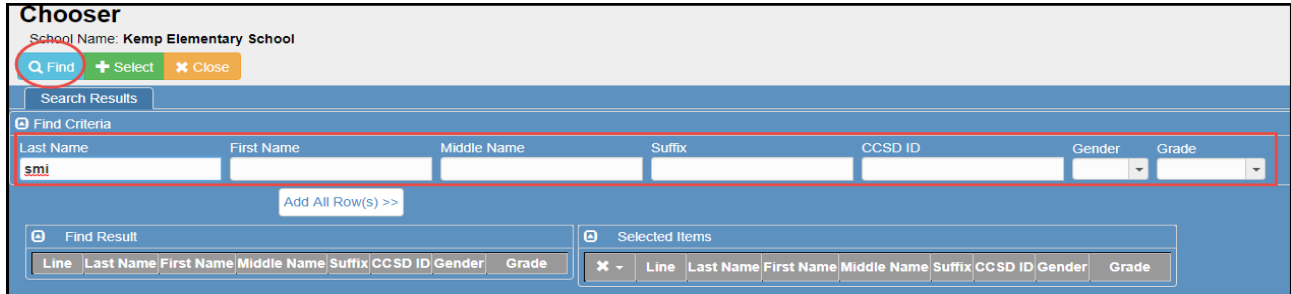
- Click all rows needed to move the teacher’s name to the **Selected Items** column. Click the **Select** button at the top of the screen when all teachers needed are on the selected side.



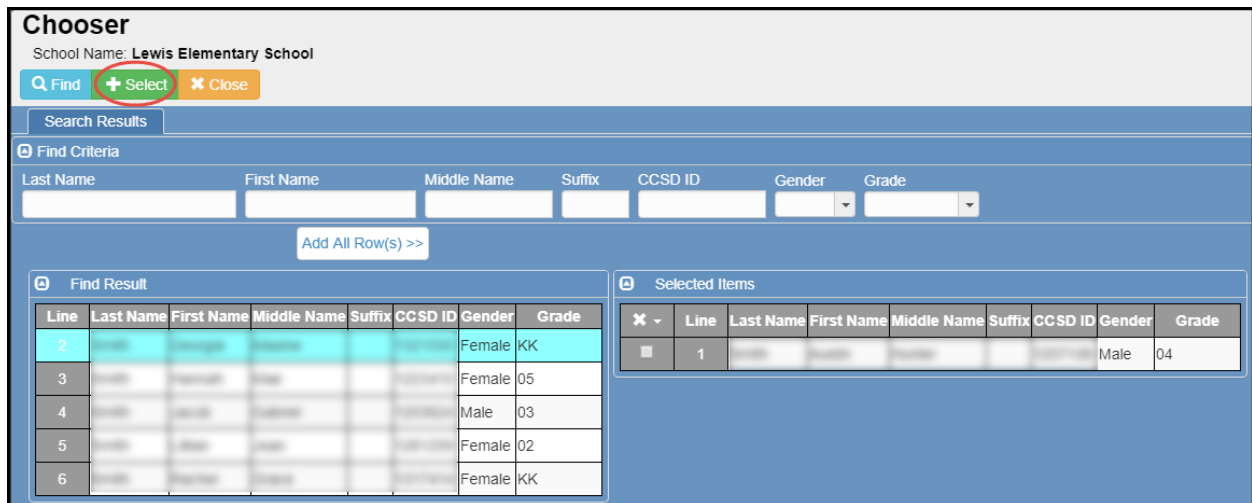
9. **Student Filter**: Click the **Chooser** button in the **Students** area. The **Chooser** screen opens.



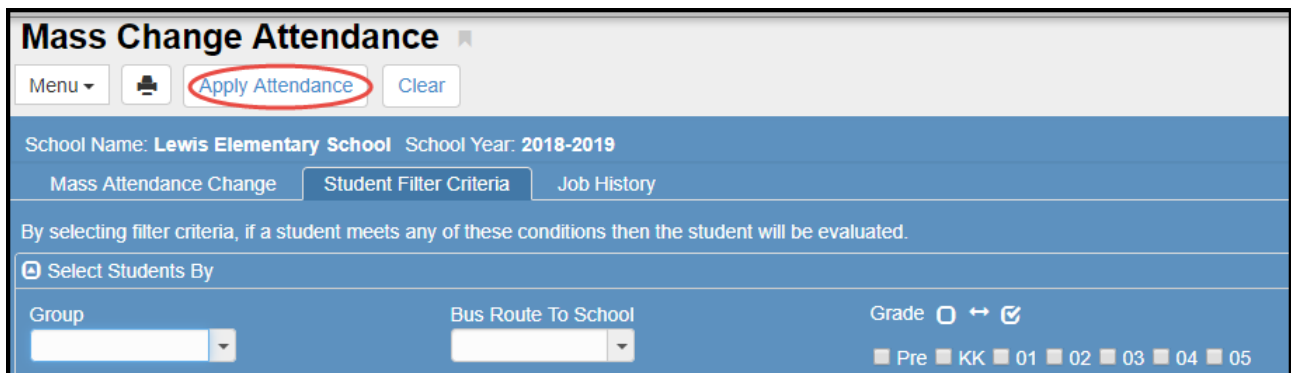
10. Enter all or part of the student's name, Perm ID, or other criteria, and click the **Find** button.



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.

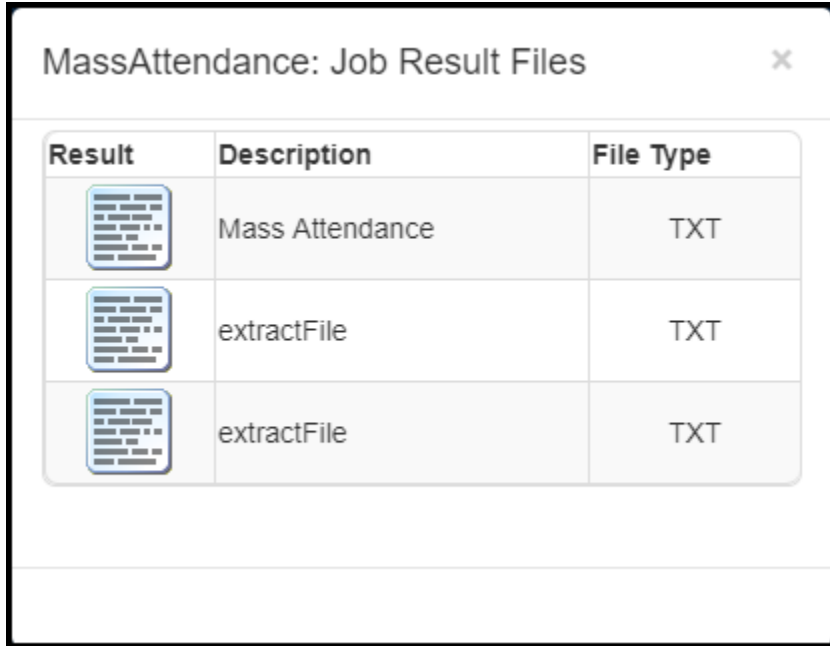





13. Click the **Apply Attendance** button at the top of the screen.



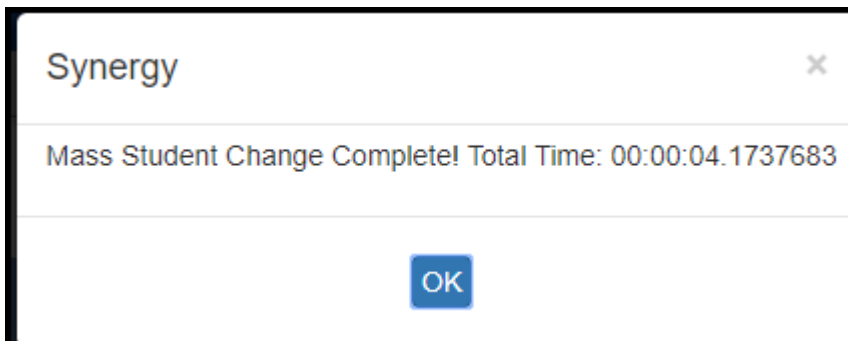


**Job Status** window appears. When the process completes, a **Job Result** screen appears. The listed files show which records were changed and any errors that occurred. Click either file to open it.



Result	Description	File Type
	Mass Attendance	TXT
	extractFile	TXT
	extractFile	TXT

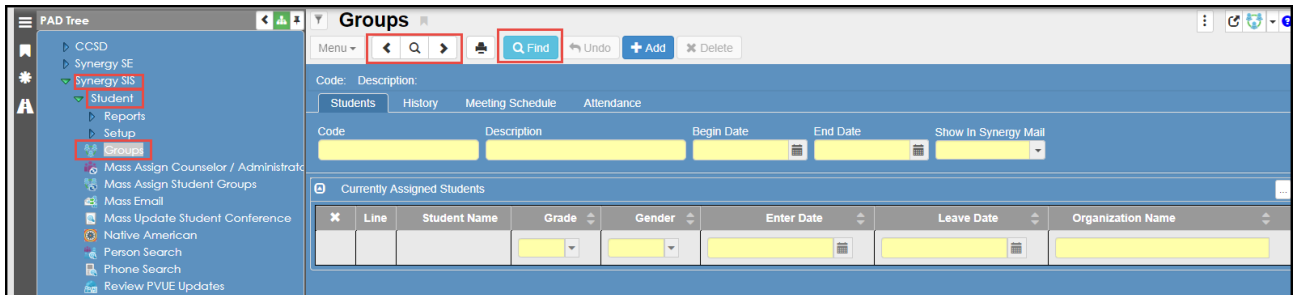
Close the Job Result window – click OK if the message box displays.



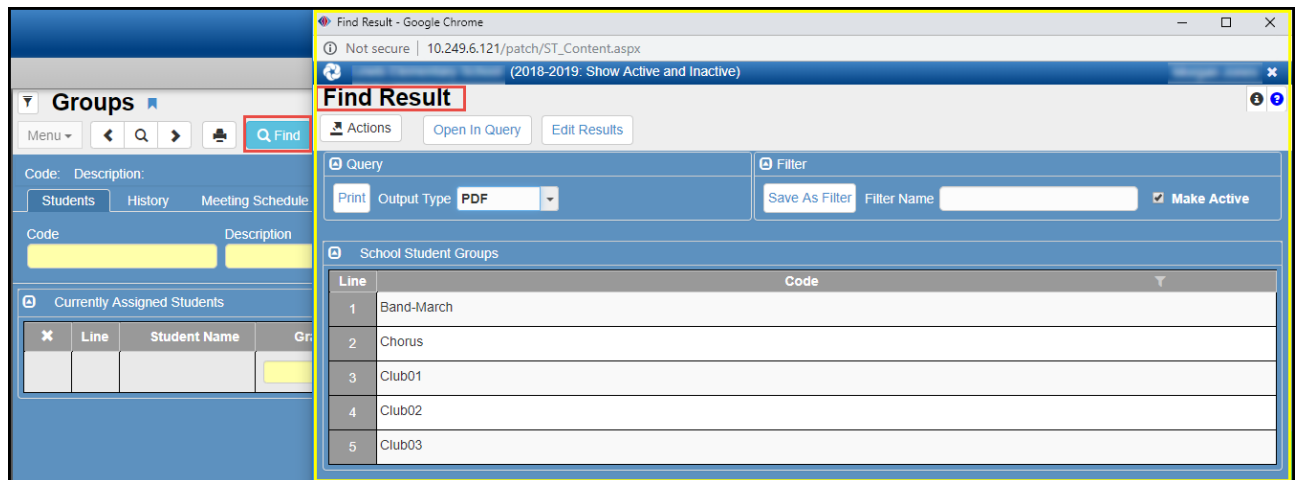
## How to Create Student Groups

- 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.

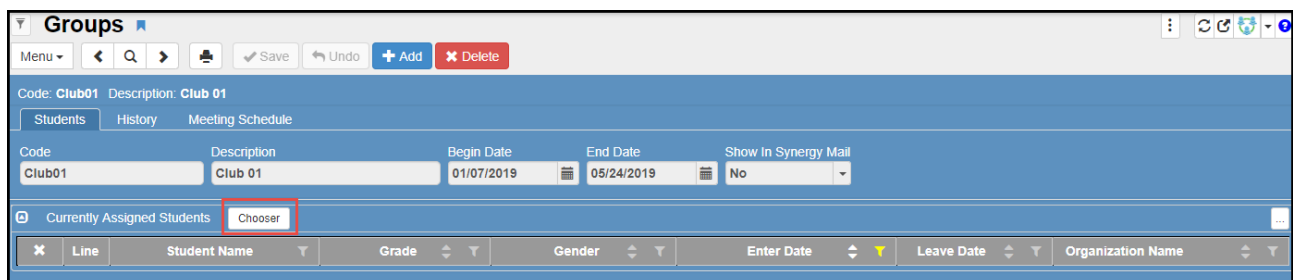
1. **AFTER** the groups have been opted in for your school - Open the Groups screen by typing **Groups** into **Quick Launch** or Navigate: **PAD Tree > Synergy SIS > Student > Groups**
2. Use the **left or right arrows** on either side of the Find icon to scroll through all groups available for your school.



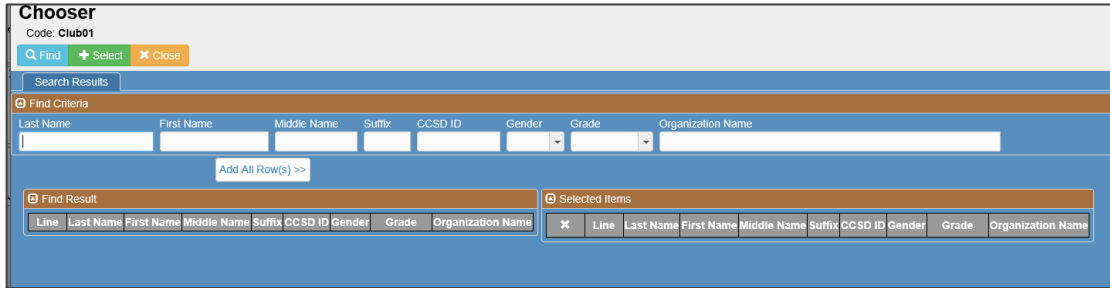
3. Or, click the **Find** button to see a complete list available to your school. When the complete list displays, double click the desired group name to select it on the Groups screen.



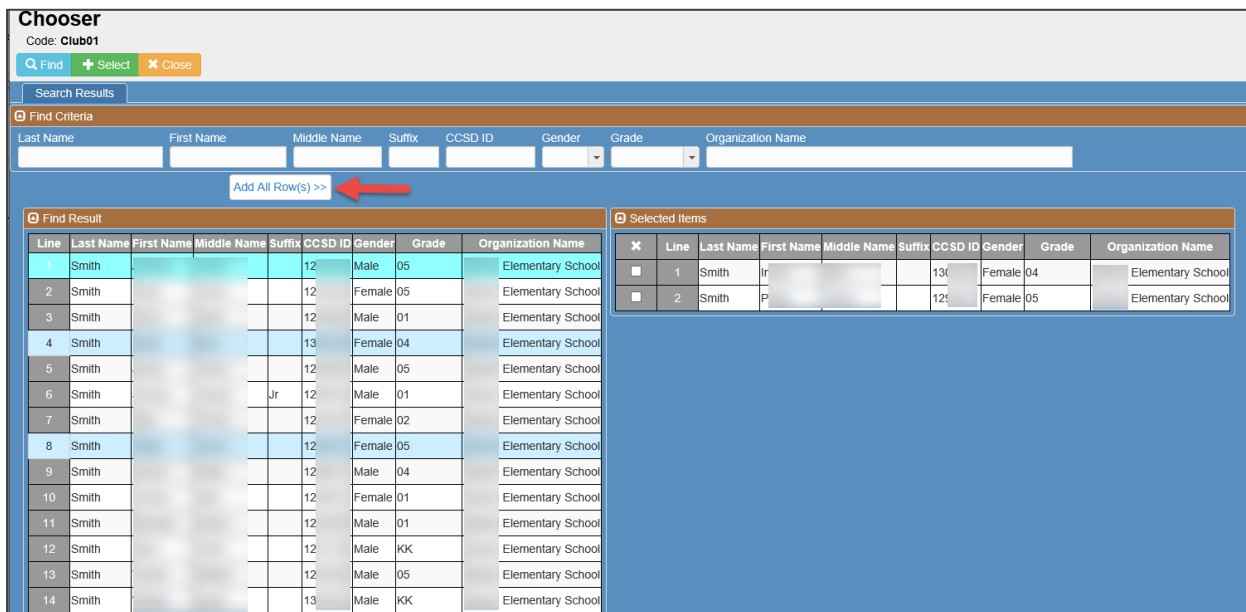
4. When the desired group displays on the screen, click the **Chooser** button so students can be assigned to the group.



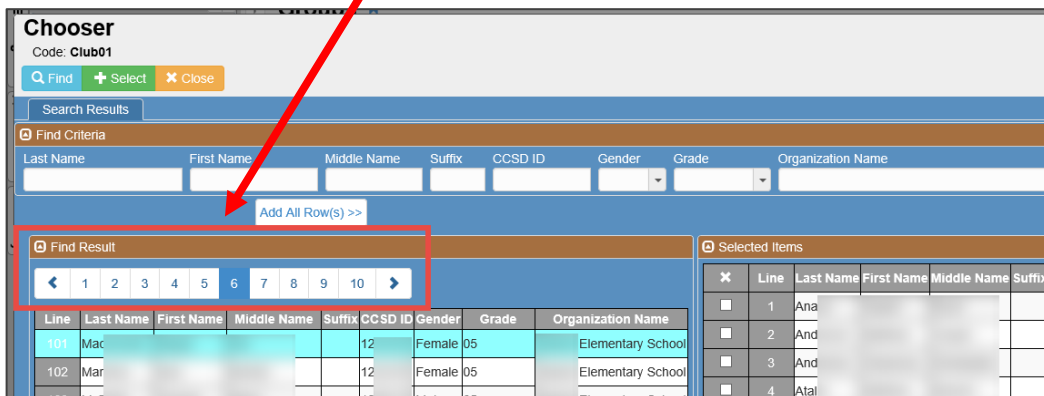
5. On the **Chooser** screen, *Search/Find* students by entering all or part of a last name, first name, CCSD ID, or grade level into the fields provided and click the **Find** button. *You do not have to enter all of this information.*
  - If a student’s ID or a unique name of a student is entered as 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.

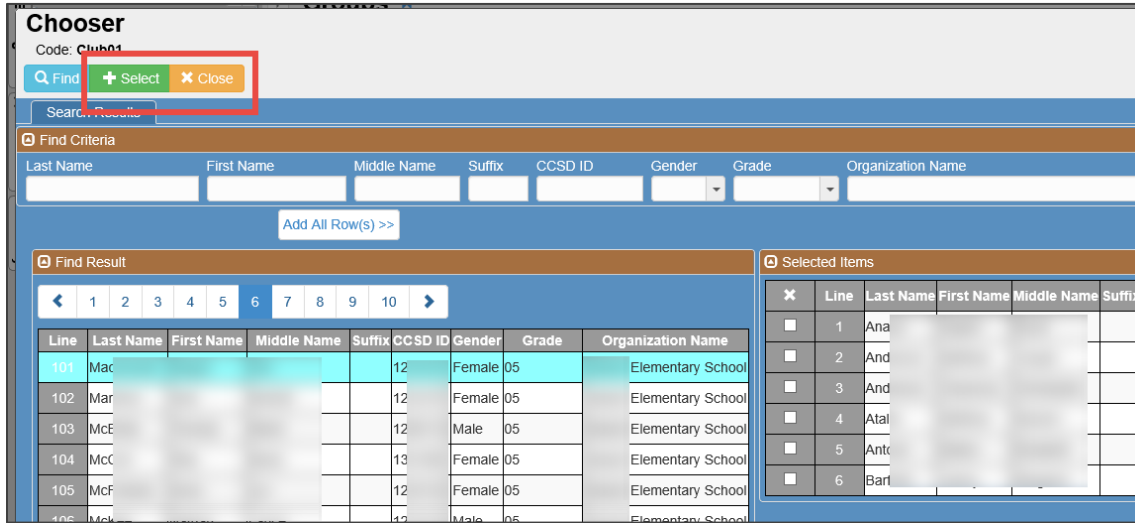


8. Click a different page number to review students listed there.



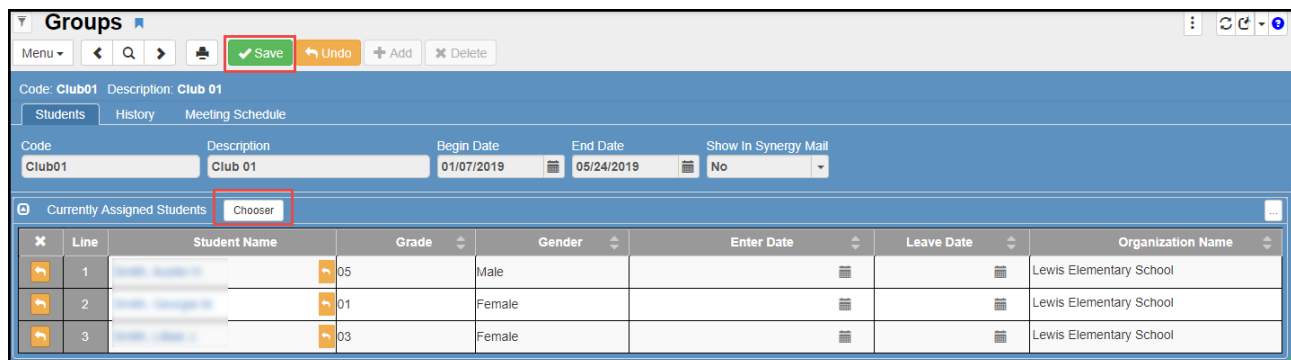
- When all students display on the right or **Selected Items** side of the screen, click the **Select** button at the top of the screen.

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

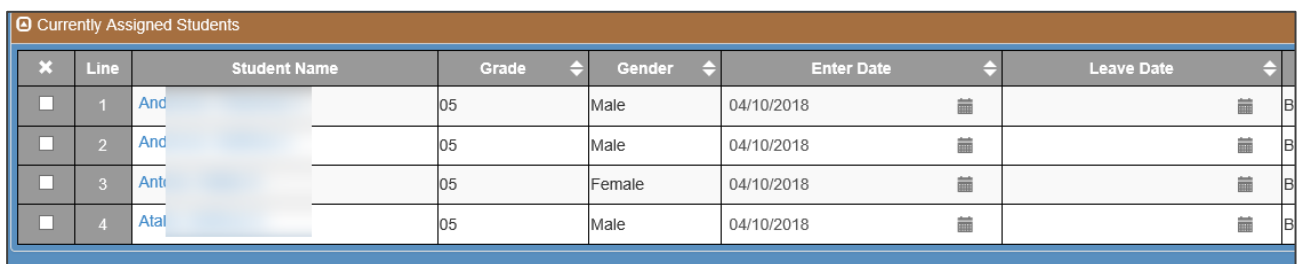


- The Chooser screen will close, and the selected students will display on the Groups screen (see below).

- 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.



- 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.

- Be sure to click the **Save** button anytime **Enter** or **Leave Dates** are added or changed.

- 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.
- 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
X	Line	Student Name	Grade	Gender	Enter Date	
<input type="checkbox"/>	1	[blurred]	05	Male	04/17/2019	
<input checked="" type="checkbox"/>	2	[blurred]	01	Female	04/17/2019	
<input type="checkbox"/>	3	[blurred]	03	Female	04/17/2019	

### 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 groups)	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 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/> - 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 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
<b>Codes Available in TeacherVUE &amp; for Attendance Clerk</b>				
<b>No Code</b> = Student is physically present in face-to-face class				
<b>Virtual Present:</b> Student is <b>virtually present</b> in remote live session; code counts as present in Synergy	VP	Positive	Yes	P
<b>Absent - Reason Pending:</b> Student is absent from both face-to-face AND remote live session	A	Unverified Absence	Yes	U
<b>Tardy - Reason Pending:</b> Student is tardy in face-to-face class. Tardy is unexcused pending excuse submitted to clerk	T	Unverified Tardy	Yes	U
<b>Virtual Tardy - Reason Pending:</b> 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	

<b>Codes for Attendance Clerk</b>				
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 day, do NOT use either of these codes.

<b>COE</b>	<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"> <li>• <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.</li> </ul>	<p>This code has zero weight and will not count as an absence for the day or period.</p> <p><b>DO NOT use this code if the student is absent for the day or period.</b></p>
<b>COR</b>	<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"> <li>• In a daily attendance school, the student was not gone long enough to be considered absent for the day.</li> <li>• In a period-attendance school, the student was not gone long enough, in the period to which they returned, to be considered absent.</li> </ul>	<p>This code has zero weight and will not count as an absence for the day or period.</p> <p><b>DO NOT use this code if the student is absent for the day or period.</b></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 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. 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
<b>STU409 – Class Roster</b> <b>Used by a substitute to record attendance.</b>	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.
<b>ATD201 – Daily Attendance Profile</b>	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 <b>Menu</b> button located in the upper left side of the screen.  Notes and times entered, on Daily Attendance Detail, will display on this report.
<b>ATD401 – Daily Student Absence Totals</b>	Prints a list of students (can be run by grade level) who have 1 or more attendance entries for a single day or range of days based on parameters entered.
<b>ATD402 – Daily Attendance List</b>	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.  <i>Tip: Use this report the first week of school, and on count days, to look for students coded ‘NE’.</i>
<b>ATD403 – Daily Absent List</b>	Prints a list of students who have absences on a single day. Can be run for a single student.
<b>ATD405 – Daily Perfect Attendance List</b>	Prints a list of students with perfect attendance as determined by options selected.
<b>ATP406 – Period Class Attendance Form</b> <i>Can be used by a substitute to record attendance.</i>	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. (Run for a single teacher or leave blank for all teachers.)
<b>ATD414 – Student Days Enrolled</b>	Prints a list of students with their total days enrolled, based on parameters entered.
<b>ATD601 – Daily Attendance Summary</b>	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.
<b>ATP602 – Period Sections Missing Attendance List</b>	Prints a list of teachers who did <b>not</b> take attendance, on a given day or a range of days, and whose names display on the Classroom Taken Attendance Summary screen.
<b>STU601 – Student Totals</b>	Prints a list of student totals, by grade level, for a single day, selected on the report parameter.
<b>STU802 – Student Mailing Labels</b>	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: Print a test page to avoid wasting labels.</i>

### 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. These reports can be exported to Excel to filter or sort as desired.

Report Name	Report ID	Description	Data Includes Today
<b>1 Day Attendance Roster</b>	SSP4070	Daily class roster for substitute teacher attendance recording. <b>Includes students’ learning choice.</b>	X
<b>2 Week Attendance Roster</b>	SSP4060	Two-week range class roster for substitute teacher attendance recording. <b>Includes students’ learning choice.</b>	X
<b>Absence List for School</b>	SSP4071	Daily attendance codes for a single day along with <b>students’ learning choice.</b> <i>Tip: Use this report the first week of school, and on count days, to look for students coded ‘NE’.</i>	X
<b>Absence List for School – ALL Enrolled Students</b>	SSP4071B	Displays <b>all enrolled students, their learning choice</b> , as well as any attendance code entered for the selected day. <i>Tip: Use this report to identify students who were <b>physically in the building</b> on the selected day.</i>	X
<b>Weekly Attendance Summary/School Absences by Week</b>	SSP4061	Displays total school enrollment, number absent, and percentage of absences for each week of the school year.	X
<b>Consecutive Un-Excused Absences</b>	SSP7000	Run this report to identify students with <b>1-10 consecutive days of unexcused absences.</b>	X

Due to COVID-19 and remote learning, the OnTrack report **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)
<b>Average Daily Attendance</b>	SSP4100	Students’ enrolled days, absent, & tardy days. Single day or a range of days can be entered.	X	X
<b>Average Daily Attendance by Homeroom</b>	SSP4101	Student daily absence and tardy totals grouped by homeroom class. Single day or a range of days can be entered.	X	X
<b>Average Daily Attendance by School</b>	SSP6007	School enrollment days and absence days by grade level and school.	X	X
<b>Attendance Summary- Absences &amp; Tardies</b>	SSP4012	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.	X	X
<b>Attendance Summary by Homeroom</b>	SSP4079	Student daily absence and tardy totals grouped by homeroom class.	X	X
<b>School Total Day Absence Report</b>	SSP4010	Single or range of calendar dates of absences by student with excuse codes.	X	X
<b>Watch List Students Attendance</b>	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**

Several reports are available under this menu option. Two examples are listed below.

Report Name	Report ID	Description	Data as of Now
<b>Homeroom Count by School</b>	SIS4006	Report lists all homeroom teachers, grouped by grade level, and includes the number of students by male/female.	X
<b>School Enrollment</b>	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**

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 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 in Synergy will roll into OnTrack overnight.

- The Attendance Summary and Attendance History reports provide information for the selected student.
- The Attendance History report can be used to review students’ prior attendance records back to 2003.

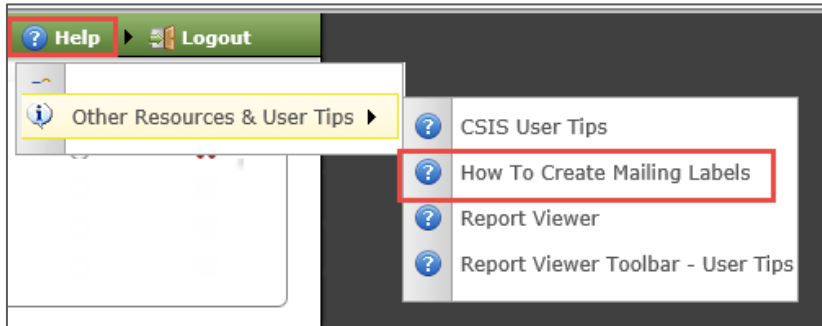
The screenshot displays the OnTrack 3.0 Student Profile interface. At the top, there are navigation links: Portal Home, Administration, Queries, Students, Teachers, Reports, Dwelling Search, Help, and Logout. The main header includes 'Student Profile' and an 'Add to Watch List' button. Below this, there are sections for 'Student Detail Information' (Name, Gender, Ethnicity, Race, Email, etc.), 'Enrollment Detail Information' (School, Grade Level, Enrollment Date, etc.), and 'Feeder Pattern' (Lewis ES, Awtry MS, Allatoona HS). A navigation bar contains tabs for Contacts, Schedule, Attendance, Enrollment, Notes, Grades, Discipline, Testing, Services, Referrals, Documents, and Siblings. The 'Attendance' tab is active, showing 'Student Attendance' with a summary: Excused: 1, Unexcused: 18, Days Enrolled: 67, Percent Attended: 71.6%. Below the summary are buttons for 'Attendance Summary', 'Attendance History', and 'Attendance Period Detail'. A legend indicates 'Absent Days (As of Yesterday)' with color-coded boxes for Unexcused (red), Excused (orange), and Unweighted (green). The main area is a calendar grid from July 2020 to June 2021, showing attendance statuses for each day.

July 2020							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						1					1	2	3	4	5						1	2	3																					
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	AU	AU	9	10	11	12	4	5	6	7	AU	AU	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
12	13	14	15	16	17	18	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	15	16	17	18	AU	AU	21		
19	20	21	22	23	24	25	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	17	18	19	20	21	22	23		
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	22	23	24	25	26	27	28						
							30	AU													25	26	27	28	29	30	31	29	A						27	28	29	30	31											

## 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 (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.

### 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.

**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="Elementary 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. 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.

**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="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="5/18/2018"/> 
School	<input type="text" value="Elementary 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"/> 

### 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*.

**Report ATD405: Daily Perfect Attendance List**

Print Save Default Reset Saved Default Email Me

Name: **Daily Perfect Attendance List** Number: **ATD405** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Date Range**

Start Date: 08/01/2018 End Date: 04/17/2019

**Student Info**

Grade: [ ] Grade: [ ]

Section ID: [ ]

Staff: [ ]

Minimum Days Enrolled: [ ]

Hide Student Detail

**Parent Info**

Has Custody  Lives With  Contact Allowed  Educational Rights  Mailings Allowed

Show Only One Parent

**Absence Definition**

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 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 Cr	<input checked="" type="checkbox"/> Absent-Lft frm Clinc	<input checked="" type="checkbox"/> Absent-Religious Hol	<input 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			

**Reason Flags**

Incl Dialer  Incl Reports

Incl Letter  Report To State