

# Attendance User Guide

---



The Edupoint software and any form of supporting documentation are proprietary and confidential. Unauthorized reproduction or distribution of the software and any form of supporting documentation is strictly prohibited and may result in severe civil and criminal penalties.

Information in this document is provided in connection with Edupoint Educational Systems, LLC. products. No license to any intellectual property rights is granted by this document.

The screens, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

The data in this document may include the names of individuals, schools, school districts, companies, brands, and products. Any similarities to actual names and data are entirely coincidental.

Copyright © 2003-2020 Edupoint Educational Systems, LLC.

Edupoint, Synergy Student Information System, Synergy Special Education, Synergy Assessment, TeacherVUE, LessonVUE, StudentVUE, and ParentVUE are registered trademarks of Edupoint Educational Systems. Inspect is a registered trademark of Key Data Systems. Google and the Google logo are registered trademarks of Google Inc. Apple and iPad Pro are trademarks of Apple Inc. Microsoft and OneDrive are trademarks of the Microsoft group of companies.

Other names and brands may be claimed as the property of others.

## About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

## Conventions Used in This Manual

---

- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions display in the margin to provide additional information.



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

## Before You Begin

---

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

## Software and Document History

Document Version	Release Date	Software Release	Description
6.0	May 2017	2018	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Added <b>Display Counselor/Administrator name if the report has been filtered by Counselor and Administrator</b> option to ATP401, ATP402, and ATP409</li> <li>• Added <b>Summary</b> tab to Viewing Period Attendance</li> <li>• Updated screenshots in Verifying Attendance</li> <li>• Added <b>Full Process</b> option to ATD807</li> <li>• Added ATD204</li> <li>• Moved Mass Change Attendance Definition user functionality from the Attendance Administrator Guide to this guide and updated the Student Filter Criteria screenshot to include examples</li> <li>• Alphabetized Attendance reports</li> <li>• Updated Recording Attendance by Absence Amount</li> <li>• Moved Viewing a Student's Schedule Based FTE here from the Attendance Administrator Guide</li> </ul>

Document Version	Release Date	Software Release	Description
7.0	Dec 2017	2018.01	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Clarified <b>As Of Date</b> field functionality on ATP405</li> <li>• Updated ATD201, ATD402, ATD407 with new Attendance Conditions and Totals fields</li> <li>• Updated ATP201 and ATP401 to include <b>Show All Day Reason Code Totals</b></li> <li>• Updated ATD404 to include new Parent Info section</li> <li>• Updated ATP404 to include new <b>Page Break By Period, Signature Line, and Signature Text</b> options</li> <li>• Updated ATD603, ATD604, and ATD608 to include <b>Concurrent Filter</b></li> <li>• Updated STU409 to include <b>House, Team, Counselor</b> selections</li> <li>• Updated Viewing Daily Attendance to include <b>Display Current Month First on the Daily Attendance Calendar</b></li> <li>• Added <i>Absence Percentage From Minutes Threshold</i> option to Absence Amount Definition on the Mass Change Attendance screen</li> <li>• Added ATP405.L and ATP602.L reports</li> <li>• Updated <i>Quick Entry - Single</i> and <i>Quick Entry - Range</i> in Viewing Period Attendance and Editing Period Attendance</li> <li>• Created Appendix for California-Specific Instructions</li> <li>• Created Appendix for Nebraska-Specific Instructions</li> <li>• Added ATD610 report to Appendix for Nebraska-Specific Instructions</li> <li>• Moved Schedule Based FTE content to <i>Synergy SIS – Schedule and Course Guide</i></li> </ul>
8.0	Jun 2018	2019	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Updated the ATP402 output screenshot to show the Grand Totals</li> <li>• Updated Quick Entry screenshots in Editing Period Attendance to include the <b>Note</b> field</li> <li>• Added the ATD202.L report</li> <li>• Added the ATP402.L report</li> <li>• Added <b>Days To Show</b> to Viewing Class Daily Attendance and Viewing Class Period Attendance</li> <li>• Updated the ATD201 to include the <b>Reason Code Totals Calculation Type</b> drop-down</li> <li>• Updated <b>Show</b> options in Attendance Taken Summary</li> </ul>

Document Version	Release Date	Software Release	Description
9.0	Dec 2018	2019.01	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Added the ATP404.L report</li> <li>• Added the STU427 report</li> <li>• Added Scheduling Teacher Reminder Emails to Classroom Taken Attendance Summary</li> <li>• Added <b>Show Daily Arrival Time, Departure Time and Note</b> functionality and Reviewing Attendance Submitted by Parents functionality to Verifying Attendance</li> <li>• Added Viewing a Student's Concurrent Attendance to Viewing Daily Attendance and Viewing a Student's Concurrent Attendance to Viewing Period Attendance</li> </ul>
10.0	Jun 2019	2020	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Added the ATP409.L report</li> <li>• Added <b>Include Calculation Log</b> to ATD610</li> <li>• Added Mass Change All Day Code to Student's First Period to Mass Change Attendance Definition</li> <li>• Added <b>Student Identity</b> to ATP201</li> <li>• Updated Viewing a Student's Attendance Letter History in Viewing Daily Attendance</li> <li>• Updated Viewing a Student's Attendance Letter History in Viewing Period Attendance</li> </ul>
11.0	Mar 2020	2021	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Added the <a href="#">ATD810</a> report</li> <li>• Added <i>Change Multiple Periods</i> to <b>Type of Change</b> in <a href="#">Creating a Mass Change Attendance Definition</a></li> <li>• Added a note regarding Identity Options to <a href="#">ATP201</a></li> <li>• Added <a href="#">Attendance Letters V2</a></li> </ul>

## Table of Contents

About This Manual .....	3
Conventions Used in This Manual .....	3
Before You Begin .....	3
Software and Document History .....	4
Table of Contents .....	7
<b>Chapter 1: Viewing and Verifying Attendance .....</b>	<b>12</b>
Overview of Attendance .....	13
Attendance Taken Summary .....	14
Sending All Teachers Reminder Emails .....	17
Sending Individual Teacher Reminder Emails .....	19
Scheduling Teacher Reminder Emails .....	19
Verifying Attendance .....	20
Reviewing Attendance Taken by Teachers .....	20
Reviewing Attendance Submitted by Parents .....	22
<b>Chapter 2: Class Daily Attendance .....</b>	<b>23</b>
Viewing Class Daily Attendance .....	24
Editing Class Daily Attendance .....	27
<b>Chapter 3: Class Period Attendance .....</b>	<b>29</b>
Viewing Class Period Attendance .....	30
Editing Class Period Attendance .....	33
<b>Chapter 4: Course Attendance .....</b>	<b>35</b>
Viewing Course Attendance .....	36
Editing Course Attendance .....	39
<b>Chapter 5: Daily Attendance .....</b>	<b>41</b>
Viewing Daily Attendance .....	42
Viewing a Student's List of Absences and Reasons .....	44
Viewing a Student's Absence and Reason Totals .....	45
Viewing a Student's Attendance History .....	46
Viewing a Student's Attendance Letter History .....	47
Viewing a Student's Concurrent Attendance .....	47
Editing Daily Attendance .....	48
Modifying a Student's Attendance Records .....	51
Modifying a Student's Attendance Notes .....	56

Modifying a Student's Attendance Details .....	59
<b>Chapter 6: Period Attendance .....</b>	<b>61</b>
Viewing Period Attendance .....	62
Viewing a Student's List of Absences and Reasons .....	65
Viewing a Student's Absence and Reason Totals .....	66
Viewing a Student's Attendance History .....	67
Viewing a Student's Attendance Letter History .....	68
Viewing a Student's Concurrent Attendance .....	68
Viewing a Student's Attendance Summary .....	69
Editing Period Attendance .....	70
Modifying a Student's Attendance Records .....	74
<b>Chapter 7: Special Types of Attendance .....</b>	<b>76</b>
Recording Attendance by Absence Amount .....	77
Recording Absence Amount .....	77
<b>Chapter 8: School Enrollment History .....</b>	<b>79</b>
Viewing School Enrollment History .....	80
Editing School Enrollment History .....	81
<b>Chapter 9: Mass Change Attendance .....</b>	<b>82</b>
Changing Multiple Students' Attendance .....	83
Period Attendance .....	84
Daily Attendance .....	90
Selecting Student Filter Criteria .....	91
Viewing Mass Change Attendance History .....	98
Using Mass Change Attendance Definitions .....	98
Mass Change Attendance Definition Functionality .....	98
Creating a Mass Change Attendance Definition .....	98
Student Filter Criteria .....	101
Absence Amount Definition .....	102
Scheduling .....	106
Create/Copy Mass Change Attendance Definition .....	109
Mass Change All Day Code to Student's First Period .....	110
<b>Chapter 10: Attendance Letters .....</b>	<b>113</b>
Attendance Letter V2 .....	114
Creating an Attendance Letter V2 .....	114

Excluding Student Attendance from Calculations .....	118
Running an Attendance Letter V2 .....	119
Viewing Student Thresholds .....	120
Creating Attendance Letters .....	121
Additional Attendance Letter Options .....	126
Removing Previous Attendance Letters .....	126
Running Reports Only .....	126
Printing Attendance Letters .....	127
Edit Attendance Letter Name .....	130
<b>Chapter 11: Reports .....</b>	<b>131</b>
Reports Overview .....	132
General Attendance Reports .....	134
ATD616 – Student Attendance Summary .....	134
ATD806 – Class Attendance Reminder .....	136
CFG801 – District Monthly Calendar Report .....	138
CFG802 – School Monthly Calendar Report .....	140
Daily Attendance Reports .....	142
ATD201 – Daily Attendance Profile .....	142
ATD202 – Daily Attendance Minutes Profile .....	150
ATD202.L – Daily Attendance Minutes Profile .....	152
ATD203 – Daily Attendance By Week .....	154
ATD204 – Daily Attendance Totals .....	156
ATD401 – Daily Student Absence Totals .....	158
ATD402 - Daily Attendance List .....	160
ATD403 – Daily Absent List .....	164
ATD404 – Daily Tardy List .....	166
ATD405 – Daily Perfect Attendance List .....	168
ATD406 – Daily Student List by Attendance .....	170
ATD407 – End of Year Attendance List .....	172
ATD412 – Student Gain Loss .....	176
ATD413 – Class Reduction Summary .....	178
ATD414 – Student Days Enrolled .....	180
ATD415 – Attendance Audit List .....	182
ATD601 – Daily Attendance Summary .....	184

ATD603 – Monthly ADA Detail .....	186
ATD604 – Monthly ADA Summary .....	188
ATD605 – Cumulative Enrollment Totals .....	190
ATD608 – Monthly ADM Summary .....	192
ATD805 – Attendance Letters .....	194
ATD807 – Update All Day Code .....	196
ATD810 – Attendance Letters V2 .....	197
School Enrollment History Extract .....	198
STU409 – Class Roster .....	200
STU411 – Daily Class Attendance Minutes List .....	203
STU427 – Perfect Career Attendance .....	205
STU603 – ADM Summary .....	207
STU605 – Daily Enrollment Totals Summary .....	209
Period Attendance Reports .....	210
ATP201 – Period Student Attendance Profile .....	210
ATP401 – Period Attendance List .....	213
ATP402 – Period Student Absence Totals .....	215
ATP402.L – Period Student Absence Totals .....	217
ATP403 – Period Perfect Attendance List .....	219
ATP404 – Period Class Attendance List .....	221
ATP404.L – Period Class Attendance List .....	224
ATP405 – Period Student List by Attendance .....	226
ATP405.L – Period Student List by Attendance .....	228
ATP406 – Period Class Attendance Form .....	230
ATP407 – Period Attendance Gaps by Teacher .....	232
ATP408 – Period Attendance Gaps .....	235
ATP409 – Period Absence Count .....	237
ATP409.L – Period Absence Count .....	239
ATP410 – Summer Attendance Report .....	241
ATP602 – Period Sections Missing Attendance List .....	243
ATP602.L – Period Sections Missing Attendance List .....	245
ATP603 – Positive Attendance Summary .....	247
ATP604 – Positive Attendance Audit .....	249
ATP605 – Positive Attendance Totals .....	251

ATP606 – Positive Attendance Summary Extended .....	253
ATP607 – Positive Attendance Audit Extended .....	255
ATP608 – Supplemental Instruction Summary .....	257
ATP609 – Supplemental Instruction Detail .....	259
ATP801 – Period Attendance Autodialer List .....	261
ATP802 – Attendance Auto Dialer Report .....	263
<b>Appendix A: California-Specific Instructions .....</b>	<b>265</b>
Recording Supplemental Instruction Attendance .....	266
<b>Appendix B: Nebraska-Specific Instructions .....</b>	<b>267</b>
Daily Attendance Reports .....	268
ATD610 – ADA / ADM Enrollment Summary Report .....	268

# Chapter 1: Viewing and Verifying Attendance

---

Overview of Attendance .....	13
Attendance Taken Summary .....	14
Verifying Attendance .....	20

## Overview of Attendance

The Attendance module provides a way to track student attendance using either (once or twice) daily attendance or period attendance methods. Attendance records track a student's absences, therefore, recording nothing for the day or period means the student is present. A district can track a student's presence:

- By section using the Class Daily Attendance or Class Period Attendance screen.
- By student using the Daily Attendance or Period Attendance screen.
- By section and student using the Course Attendance screen.



You can record attendance using the TeacherVUE software or through scanning a paper attendance form. The *Synergy SIS – TeacherVUE Administrator Guide* and the *Synergy SIS – TeacherVUE User Guide* explain the TeacherVUE software. This guide and its companion user guide illustrate the other two methods possible.

This guide illustrates how to view and edit data in the Attendance screens. The Reports section reviews the available attendance reports you can generate and shows how to customize and print them.



The companion guide to the User Guide, *Synergy SIS – Attendance Administrator Guide*, covers the setup and configuration required for attendance.

## Attendance Taken Summary

### Synergy SIS > Attendance > Classroom Taken Attendance Summary

The Classroom Taken Attendance Summary screen is a quick and easy way for you to see which teachers took attendance on a given day and/or period.

Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email	Sub	Bell Period													
							0	1	2	3	4	5	6	7	8	9				
1	00000123	Academic Decath	AD86W	Aderson, Gordon	Send															
2	0002	Life Science	SC422	Tofft, Robert	Send			X												
3	0004	Life Science	SC422	Tofft, Robert	Send															
4	0006	Adv Jewelry	AR58	Sullivan, Joe	Send			X												
5	0007	Biology	SC492	Tofft, Robert	Send															X
6	0010	Cc-Persnl Dev	FS32C	Jackson, Kathy	Send															X
7	0011	American Lit	EN57	Aderson, Gordon	Send			X												
8	0018	Ice Welding	Tl81	Chaisson P., Paul	Send															X
9	0020	Cc-Bowling 2	PE92C	Diaz, Joe	Send															X
10	0023	Colorgndrill	AS352	Mhs Rotc, Mhs Rotc	Send			X												

Classroom Taken Attendance Summary Screen

The Classroom Taken Attendance Summary screen contains filter options which control what displays in the Classroom Summary Grid.

Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email	Sub	Bell Period														
							0	1	2	3	4	5	6	7	8	9					
1	00000123	Academic Decath	AD86W	Aderson, Gordon	Send																

Classroom Taken Attendance Summary Screen

- **Show** displays attendance results based on your selection:
  - *If All Attendance has been taken* – Sections marked for all meeting times – Both AM and PM for twice daily sections, either AM or PM for once daily sections, all associated periods for block sections, or the scheduled period for a single period section.



The Classroom Summary Grid does not show any sections until all attendance is taken for the day for twice daily attendance schools.

- *If Any Attendance has not been taken (Default)* – Sections not marked for all meeting times – One or none of either AM or PM for twice daily sections, either AM or PM for once daily sections, one or none of associated periods for block sections, or the scheduled period for a single period section. (At a twice daily school, this option displays different results based on the new option to Enforce or Ignore AM/PM section settings.)
- *No Filter* – Displays all sections, whether attendance has or has not been taken.
- *If Any Attendance has been taken* – Sections marked for any meeting times – One or both of either AM or PM for twice daily sections, either AM or PM for once daily sections, one or more of associated periods for block sections, or the scheduled period for a single period section.
- *If All Attendance has not been taken* – Displays only sections not marked for all meeting times – Both AM and PM for twice daily sections, either AM or PM for once daily sections, all associated periods for block sections, or the scheduled period for a single period section.



Results for single period sections and once daily sections are the same when selecting *If All Attendance has been taken* and *If Any Attendance has been taken*.

Results for single period sections and once daily sections are also the same when *If Any Attendance has not been taken (Default)* and *If All 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.
- **Course Title** displays results for a specific course title.
- **Course ID** displays results for a specific course ID.
- **Begin Period/End Period** displays results for a specific period range for schools using period attendance.

The Classroom Summary Grid displays differently depending on the type of attendance used by the school.

### Period Attendance

Classroom Summary Grid																				
<span>←</span> 1 2 3 4 5 6 7 8 9 10 ... <span>→</span>																				
Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email	Sub	Bell Period													
							0	1	2	3	4	5	6	7	8	9				
1	00000123	Academic Decath	AD86W	Aderson, Gordon	<a href="#">Send</a>															
2	0002	Life Science	SC422	Tofft, Robert	<a href="#">Send</a>															
3	0004	Life Science	SC422	Tofft, Robert	<a href="#">Send</a>															
4	0006	Adv Jewelry	AR58	Sullivan, Joe	<a href="#">Send</a>															

Classroom Taken Attendance Summary Screen

## Twice Daily Attendance

Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email	Sub	AM Code	PM Code
1	0102	3rd Grade	0300	Carroll, Natalie	<a href="#">Send</a>			
2	0118	1/2 Multi-Age	0120	Locatis, Abby	<a href="#">Send</a>			
3	0119	1/2 Multi-Age	0120	Fry, Erin	<a href="#">Send</a>			
4	0125	1/2/3 Multi-Age	0123	Carrera-Wilbu, Monica	<a href="#">Send</a>			
5	0126	1/2/3 Multi-Age	0123	Rapisura, Michael	<a href="#">Send</a>			
6	0127	1/2/3 Multi-Age	0123	Pursley, Tammie	<a href="#">Send</a>			

Classroom Taken Attendance Summary Screen

## Both Period and Daily Attendance

Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email	Sub	AM Code	Bell Period												
								0	1	2	3	4	5	6	7	8	9			
1	0002	Life Science	SC422	Tofft, Robert	<a href="#">Send</a>															
2	0004	Life Science	SC422	Tofft, Robert	<a href="#">Send</a>															

Classroom Taken Attendance Summary Screen

In all sections, four attendance verification icons indicate whether attendance was recorded for a course and, if so, which interface it was recorded in.

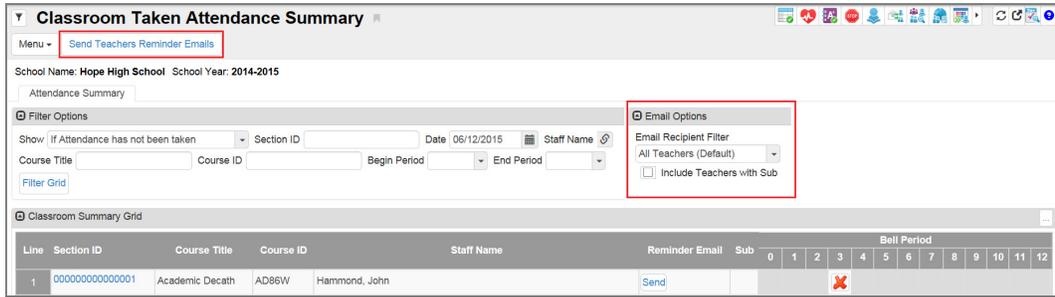
Icon	Description
	<p><b>Attendance Not Taken</b></p> <p>Indicates attendance was not taken and displays on the Class Daily Attendance, Class Period Attendance, and Classroom Taken Attendance Summary screens.</p> <p>Click the icon to change it to the appropriate attendance taken icon. Adding attendance reason codes and saving changes also changes the attendance verification icon from Attendance Not Taken to Attendance Taken on the Class Daily Attendance or Class Period Attendance screens.</p>
	<p><b>Attendance Taken in TeacherVUE</b></p> <p>Indicates attendance was taken through TeacherVUE and displays on the Class Daily Attendance, Class Period Attendance, and Classroom Taken Attendance Summary screens.</p> <p>To change this icon on the Class Daily Attendance or Class Period Attendance screens, click the icon to change it to Attendance Not Taken. Click the icon again to change it to Attendance Taken in Class Daily Attendance or Attendance Taken in Period Attendance.</p>

Icon	Description
	<p><b>Attendance Taken in Class Period Attendance</b></p> <p>Indicates attendance was taken through Class Period Attendance and displays s on the Class Period Attendance and Classroom Taken Attendance Summary screens.</p> <p>To replace existing icons with this one, click the icon to change it to Attendance Not Taken. Click the icon again to change it to Attendance Taken in Class Period Attendance.</p>
	<p><b>Attendance Taken in Class Daily Attendance</b></p> <p>Indicates attendance was taken through Class Daily Attendance and displays s on the Class Daily Attendance and Classroom Taken Attendance Summary screens.</p> <p>To replace existing icons with this one, click the icon to change it to Attendance Not Taken. Click the icon again to change it to Attendance Taken in Class Daily Attendance.</p>
	<ul style="list-style-type: none"> <li>• Adding, removing, or deleting attendance reasons in Class Daily Attendance or Class Period Attendance screens does not change the icon.</li> <li>• Posting attendance through TeacherVUE does not change existing Attendance Taken in Class Period Attendance or Attendance Taken in Class Daily Attendance icons.</li> </ul>

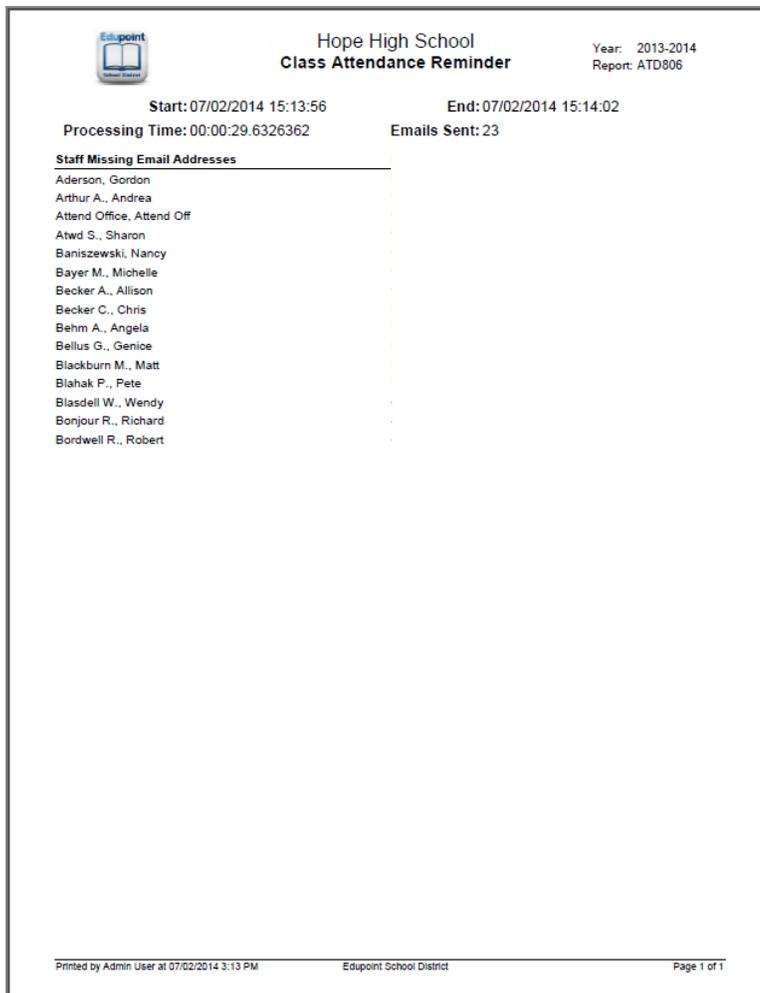
## Sending All Teachers Reminder Emails

1. Select which teachers to send email reminders to in the **Email Recipient Filter** field.
  - *Only Filtered Teachers* – Emails only teachers who meet the Filter Options section criteria
  - *All Teachers (Default)* – Emails all teachers. This is the default option.
2. Select **Include Teacher with Sub** to email teachers with a substitute.
3. Click **Send Teachers Reminder Emails**.

Synergy SIS emails all the teachers included in the **Email Recipient Filter** field who did not take attendance and generates the ATD806 report indicating the number of emails sent and which teachers did not receive a reminder.



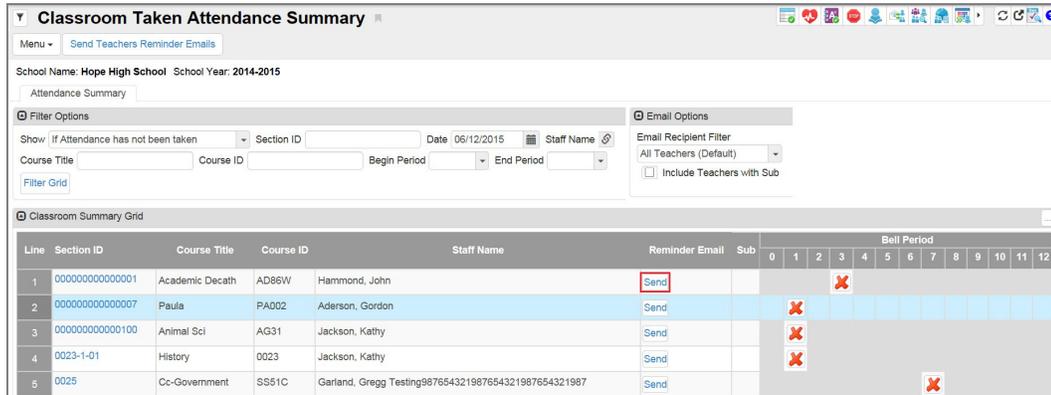
Classroom Taken Attendance Summary Screen



ATD806 – Class Attendance Reminder Report Output

## Sending Individual Teacher Reminder Emails

1. Click **Send** to email a reminder to the individual teachers who did not take attendance.

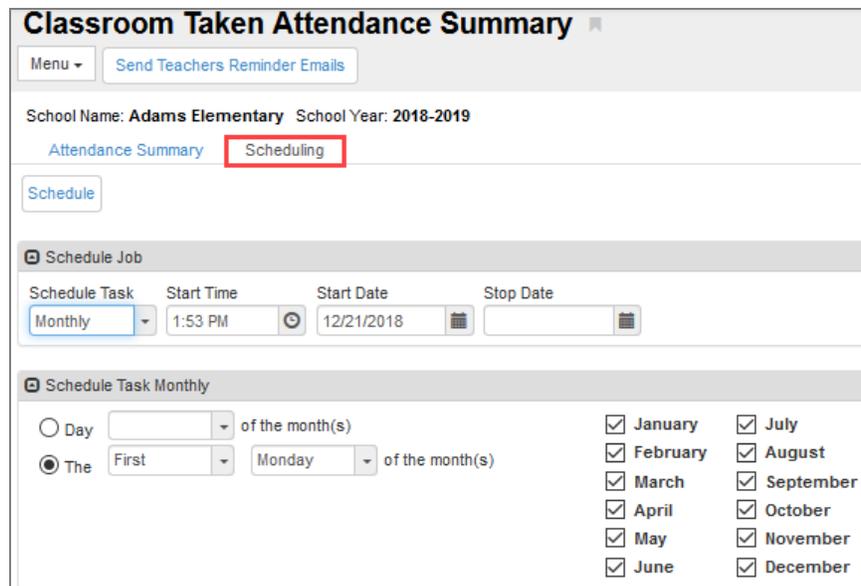


Classroom Taken Attendance Summary Screen

## Scheduling Teacher Reminder Emails

You can use the **Schedule** tab on the Classroom Taken Attendance Summary screen to schedule emails to teachers for missing attendance.

1. Select all the appropriate schedule options.
2. Click **Schedule** to schedule the email reminder for all teachers with missing attendance.



Classroom Taken Attendance Summary Screen, Scheduling Tab

## Verifying Attendance

### Reviewing Attendance Taken by Teachers

The Attendance Verification screen allows you to review and verify attendance entered by teachers for a given date. You can also add, edit, and delete arrival and departure times and notes in the Attendance Verification List section.

1. Navigate to **Synergy SIS > Attendance > Attendance Verification**.
2. Confirm the current focus points to a school and not the district before adding or editing a record.
3. Enter a **Date** to verify attendance for if other than today's date (the default).
4. Select **Show Daily Arrival Time, Departure Time and Note** to view these additional details.

Line	Student Name	Phone	Date	SIS Number	Grade	All Day	Arrival Time	Depart Time	Note	Bell Period								
										0 Y	1 Y	2 Y	3 Y	4 Y	5 Y	6 Y	7 Y	8 Y
1	Wall, Derek W		01/02/2019	879286	12						Unv							

Attendance Verification Screen

5. Enter the number of students you wish to display in **Rows To Show**.
6. Expand the Filters section by clicking maximize at the right side of the Filters section.



Filters Area

7. Enter all or part of the student's name in **Last Name** and **First Name** to narrow the verification list.
8. Enter the **Grade** to filter by grade level.
9. Enter the **Reason Types** or select the options in the Reason Codes section to filter the type of absences displayed.
10. Click **Filter**.

Attendance Verification Screen

 All filters you set remain active even if you minimize the filter section or if you change the focus to a different school or year. Remove all conditions and click **Filter** again to clear the filters.

11. Click **Filter** to display all students with absences on that date.
12. Click the **Phone** icon to view the Student Phone Numbers screen.

Line	Student Name	Phone	Date	SIS Number	Grade	All Day	Arrival Time	Depart Time	Note	Bell Period										
										0 Y	1 Y	2 Y	3 Y	4 Y	5 Y	6 Y	7 Y	8 Y	9 Y	
1	Wall, Derek W.		01/02/2019	879286	12						Unv									

Attendance Verification Screen

Line	Relationship	Name	Phone Number	Phone Type	Comment
1	Self	Wall, Derek W.	480-555-1345	Home	
2	Father	Anderson, Fred	602-555-9418	Cell	Has Custody, Lives With
3			480-555-1345	Home	Has Custody, Lives With
4	Mother	Steadman, Janice			No parent contact allowed.

Student Phone Numbers Screen

13. Click in the calendar area for the **Student Name** and **Bell Period** or **All Day** and select the absence reason from the list.
  - Enter the AM reason in the **Reas 1** field and the PM reason in the **Reas 2** field if the student is at a twice-daily attendance school.
  - Enter the reason in the **All Day** field if the student is at a once-daily attendance school.
  - Enter the reason in the **Bell Period** field if the student is at a period attendance school.

 Hover over any **Bell Period** to display a tooltip that includes section, teacher, and classroom information.

Periods with a gray *N/S* indicate the student does not have a class scheduled for those periods.

Bold lines in the Attendance Verification List indicate there is a note attached to that record.

Line	Student Name	Phone	Date	SIS Number	Grade	All Day	Arrival Time	Depart Time	Note	Bell Period										
										0 Y	1 Y	2 Y	3 Y	4 Y	5 Y	6 Y	7 Y	8 Y	9 Y	10 Y
1	Wall, Derek W.		01/02/2019	879286	12						Unv									

Attendance Verification Screen

14. Modify the **Arrival Time**, **Depart Time**, or **Note**, as needed.
15. Click **Student Name** to see the Daily Attendance screen for the student.
16. Click **Date** to see the Period Attendance screen for the student.
17. Click **Save**.

## Reviewing Attendance Submitted by Parents

---

Parents can submit future absences for students using ParentVUE in the web portal and mobile application.

1. Navigate to **Synergy SIS > Attendance > Review Parent Submitted Attendance**.
2. Select the *Greater than or equal to* condition to display all the absences waiting for approval beginning from the **Date** selected.



The *Equal to* condition displays by default.

The current date displays by default.

All attendance reported by parents through ParentVUE displays.

3. Change the **Status** to one of the following:
  - *Accepted* – Updates the Daily Attendance or Period Attendance screens with absences depending on the School Setup. The attendance then moves to the **History** tab.
  - *Denied* – Moves the attendance to the **History** tab. The **Process Message** column in the 'Processed Attendance Submitted by Parents' section on the **History** tab displays the reason for denial. This selection does not update the Daily Attendance or Period Attendance screens.
  - *Not a valid school day* – Moves the attendance to the **History** tab. This selection does not update the Daily Attendance or Period Attendance screens.
4. Click **Save**.



If your administrator set attendance submitted by parents to *Allow and Automatically Accept*, the absence records submitted by parents display only on the **History** tab and do not require review or verification.

## Chapter 2: Class Daily Attendance

---

Viewing Class Daily Attendance .....	24
Editing Class Daily Attendance .....	27

## Viewing Class Daily Attendance

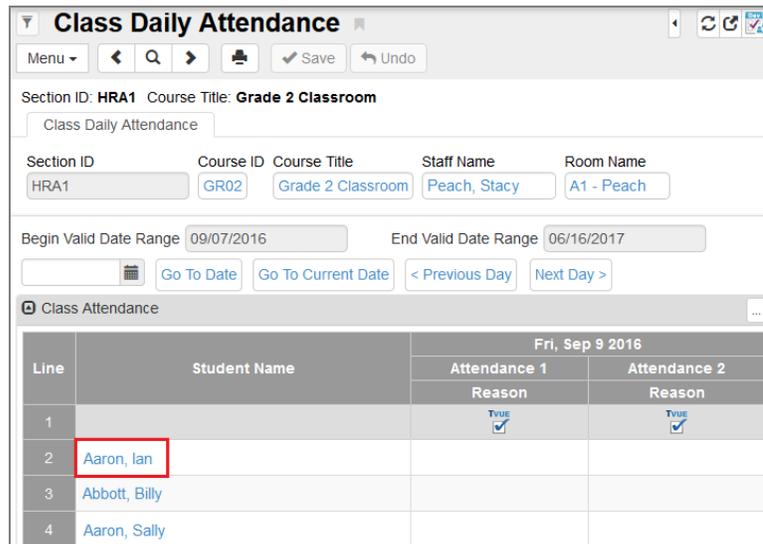
The Class Daily Attendance screen enables teachers to modify absence records by section.

1. Navigate to **Synergy SIS > Attendance > Class Daily Attendance**.
2. Locate an attendance record for a section.
3. Locate the appropriate date.
  - The screen defaults to today's date. Enter a date in the field above the Class Attendance section for a different date.
  - Click **Go To Date**.
  - Click **Go To Current Date** to return to today.
  - Click **<Previous Day** or **Next Day >** to scroll to the appropriate date.

Class Daily Attendance				
Menu				
Section ID: HRA1 Course Title: Grade 2 Classroom				
Class Daily Attendance				
Section ID	Course ID	Course Title	Staff Name	Room Name
HRA1	GR02	Grade 2 Classroom	Peach, Stacy	A1 - Peach
Begin Valid Date Range: 09/07/2016		End Valid Date Range: 06/16/2017		
[Date Selection Field] [Go To Date] [Go To Current Date] [< Previous Day] [Next Day >]				
Class Attendance				
Fri, Sep 9 2016				
Line	Student Name	Attendance 1 Reason	Attendance 2 Reason	
1		TRUE	TRUE	
2	Aaron, Ian			
3	Abbott, Billy			
4	Aaron, Sally			

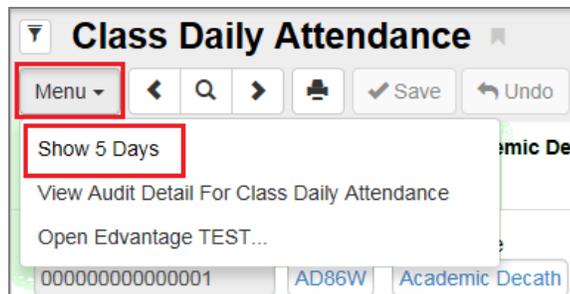
Class Daily Attendance Screen

- Click a student's name to open the Daily Attendance screen.



Class Daily Attendance Screen

- Click *Show 5 Days* from the **Menu** to display 5 days' worth of attendance.



Class Daily Attendance Screen

6. Select your preferred **Days To Show**.

- *Show Today Plus Previous 4 Days (Default)* – This selection is the default and displays the previous 4 days up to the current date, with the current date displayed on the right-hand portion of the Class Daily Attendance section.
- *Show Today Plus Next 4 Days* – This selection displays the current date and the next 4 days, with the current date displayed on the left-hand portion of the Class Daily Attendance section.

**Class Daily Attendance**

Menu

Section ID: **0001** Course Title: **Life Science**

Class Daily Attendance

Section ID:  Course ID:  Course Title:  Staff Name:  Room Name:

Begin Valid Date Range:  End Valid Date Range:

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

Class Attendance

Line	Student Name	Fri, Jun 22 2018	Mon, Jun 25 2018	Tue, Jun 26 2018	Wed, Jun 27 2018	Thu, Jun 28 2018
		Attendance 1 Reason				
1						
2	Blair, Alan B.					
3	Borjas, Adam					
4	Clark, Elizabeth L.					

Class Daily Attendance Screen



**Days To Show** is only available after selecting *Show 5 Days* from the **Menu**. If the *Show 1 Day Menu* option is selected, **Days To Show** does not display on the screen. However, the previous selection is retained if you choose *Show 5 Days* again.

7. Click *Show 1 Day* from the **Menu** to return to the single day screen.

## Editing Class Daily Attendance

1. Before adding or editing a record, confirm the current focus points to a school and not the district.
2. Find the date to edit using: **Go To Date**, **Go To Current Date**, **Previous Day**, **Previous Week**, **Next Day**, or **Next Week**.

The screenshot shows the 'Class Daily Attendance' interface. At the top, there are navigation buttons: 'Go To Date', 'Go To Current Date', '< Previous Day', '<< Previous Week', 'Next Day >', and 'Next Week >>'. These buttons are highlighted with a red rectangular box. Below the navigation buttons is a table with columns for dates from Monday, Sep 12 2016 to Friday, Sep 16 2016. Each date column has two sub-columns for 'Attendance 1' and 'Attendance 2', each containing a 'Reason' field. The first row of the table shows 'True' with a checkmark in the 'Reason' field for all dates.

Class Daily Attendance Screen

3. Click in the appropriate absence **Reason** field to bring up the list of reasons.

This screenshot shows the same 'Class Daily Attendance' interface, but with a dropdown menu open over the 'Reason' field of the first row. The dropdown menu lists various absence reasons, including: ACO: Activity -Authorized, AEx: AbExcused, ATH: Athletic Dismissal, AU: AbUnexcused, AUv: AbUnverified, DDA: Doctor / Dental Appt, ECL: Exclusion, EL: Early Leave, FEM: Family Emergency, FLU: Field Trip, FLU: Flu, FVA: Family Vacation, HOL: Religious Holiday, ILL: Illness / Injury, ISS: Suspension/In-School, LAU: Late - Authorized, LEX: Late - Excused, LUN: Late - Unexcused, OFF: Office / Counsel, SUS: Suspension, TES: Testing / In-School, and WTH: Weather. The dropdown menu is highlighted with a red rectangular box.

Class Daily Attendance Screen

4. Select the appropriate absence or tardy reason.

The screenshot shows the 'Class Daily Attendance' interface. At the top, there are fields for Section ID (HRA1), Course ID (GR02), Course Title (Grade 2 Classroom), Staff Name (Peach, Stacy), and Room Name (A1 - Peach). Below these are date range fields for 'Begin Valid Date Range' (09/07/2016) and 'End Valid Date Range' (06/16/2017), along with navigation buttons like 'Go To Date', 'Go To Current Date', '< Previous Day', '<< Previous Week', 'Next Day >', and 'Next Week >>'. The main section is a table titled 'Class Attendance' with columns for dates from Monday, Sep 12 2016 to Friday, Sep 16 2016. Each date column has two sub-columns: 'Attendance 1' and 'Attendance 2', each with a 'Reason' field. The first row (Line 1) shows 'True' with a checkmark icon in all 'Reason' fields. The second row (Line 2) shows 'Aaron, Ian' with 'AEx' entered in the 'Attendance 1 Reason' field, which is highlighted with a red box. The third row (Line 3) shows 'Abbott, Billy' and the fourth row (Line 4) shows 'Aaron, Sally'. Both the third and fourth rows have empty 'Reason' fields.

*Class Daily Attendance Screen*

5. Repeat these steps until you mark attendance for every student in the class.
6. Click **Save**.



The first line of the Class Attendance section contains the [attendance verification icon](#) indicating the default interface for recording attendance for that instance. To change the default attendance interface option, click the attendance verification icon.

# Chapter 3: Class Period Attendance

---

Viewing Class Period Attendance .....	30
Editing Class Period Attendance .....	33

## Viewing Class Period Attendance

1. Navigate to **Synergy SIS > Attendance > Class Period Attendance**.
2. Locate an attendance record for a section.
3. Locate the appropriate date.
  - The screen defaults to today's date. Enter a date in the field above the Class Attendance area for a different date.
  - Click **Go To Date**.
  - Click **Go To Current Date** to return to today.
  - Click **<Previous Day** or **Next Day>** to scroll to the appropriate date.
  - Click **<<Previous Week** and **Next Week>>** to scroll to the appropriate week.

The screenshot shows the 'Class Period Attendance' interface. At the top, there's a title bar and a menu. Below that, the current section and course information are displayed: Section ID: HRA1, Course Title: Grade 2 Classroom, School Attendance Taken: By Section. There are tabs for 'Class Period Attendance' and 'Totals'. A form below contains fields for Section ID (HRA1), Course ID (GR02), Course Title (Grade 2 Classroom), Staff Name (Peach, Stacy), Room Name (A1 - Peach), Term Code (YR), Beg Per (1), and End Per (1). Below this, there are date range fields: Begin Valid Date Range (09/07/2016) and End Valid Date Range (06/16/2017). A row of navigation buttons is highlighted with a red box: '09/16/2016' (with a calendar icon), 'Go To Date', 'Go To Current Date', '<< Previous Week', '< Previous Day', 'Next Day >', and 'Next Week >>'. Below the navigation is a table titled 'Class Period Attendance' with columns for Line, Student Name, and Reason Code. The date 'Fri, Sep 16 2016' is displayed above the Reason Code column. The table has four rows: Line 1 (empty), Line 2 (Aaron, Ian), Line 3 (Abbott, Billy), and Line 4 (Abbott, Sally). The Reason Code for Line 1 is 'T' with a checked checkbox.

Line	Student Name	Fri, Sep 16 2016 Reason Code
1		T <input checked="" type="checkbox"/>
2	Aaron, Ian	
3	Abbott, Billy	
4	Abbott, Sally	

*Class Period Attendance Screen*

- The absence reason for the section/period entered for each student for the section displays in the **Reason Code** field under the date displayed. The period of the section shows at the top of the record.

- Click on the student's name to view the Period Attendance screen.

**Class Period Attendance**

Section ID: HRA1 Course Title: Grade 2 Classroom School Attendance Taken: By Section

Class Period Attendance Totals

Section ID	Course ID	Course Title	Staff Name	Room Name	Term Code	Beg Per	End Per
HRA1	GR02	Grade 2 Classroom	Peach, Stacy	A1 - Peach	YR	1	1

Begin Valid Date Range: 09/07/2016 End Valid Date Range: 06/16/2017

09/16/2016 Go To Date Go To Current Date << Previous Week < Previous Day Next Day > Next Week >>

Class Period Attendance

Line	Student Name	Fri, Sep 16 2016
		Reason Code
1		TWUE <input checked="" type="checkbox"/>
2	Aaron, Ian	
3	Abbott, Billy	
4	Abbott, Sally	

Class Period Attendance Screen

- Click *Show 5 Days* from the **Menu** to display 5 days' worth of attendance.

**Class Period Attendance**

Menu < < Q > < Save Undo

- Show 5 Days
- View Audit Detail For Class Period Attendance
- Open Versifit...

School A  
Staff Nar

Class Period Attendance Screen

6. Select your preferred **Days To Show**.

- *Show Today Plus Previous 4 Days (Default)* – This selection is the default and displays the previous 4 days up to the current date, with the current date displayed on the right-hand portion of the Class Period Attendance section.
- *Show Today Plus Next 4 Days* – This selection displays the current date and the next 4 days, with the current date displayed on the left-hand portion of the Class Period Attendance section.

The screenshot shows the 'Class Period Attendance' interface. At the top, there's a title bar and a menu. Below that, fields for Section ID (0001), Course ID (SC422), Course Title (Life Science), Staff Name (Tofft, Robert), Room Name (120), Term Code (S2), Beg Per (4), and End Per (4) are visible. There are also date range fields for 'Begin Valid Date Range' (11/27/2017) and 'End Valid Date Range' (07/06/2018). A 'Days To Show' dropdown menu is highlighted with a red box, showing 'Show Today Plus Previous 4 Days (Default)'. Below the dropdown is a table with columns for dates from Friday, June 22, 2018, to Thursday, June 28, 2018, and rows for student names: Blair, Alan B.; Borjas, Adam; Clark, Elizabeth L.; and Cortez, Diana. The first row (Line 1) has red 'X' marks in all date columns, while the other rows are empty.

Class Period Attendance Screen

**Days To Show** is only available after selecting *Show 5 Days* from the **Menu**. If the *Show 1 Day Menu* option is selected, **Days To Show** does not display on the screen. However, the previous selection is retained if you choose *Show 5 Days* again.



To view 5 days at a time using Class Period Attendance, set **Attendance Entry Method for Teachers and Class Attendance** in **Synergy SIS > System > Setup > School Setup** to *By Section*. If you select either *By Section – Fill All* or *By Bell Period* for **Attendance Entry Method for Teachers and Class Attendance**, you cannot view Class Period Attendance 5 days at a time.

 7. Click *Show 1 Day* from the **Menu** to return to the single day screen.

## Editing Class Period Attendance

1. Before adding or editing a record, confirm the current focus points to a school and not the district.
2. Find the date to edit using **Go To Date**, **Go To Current Date**, **Previous Day**, **Previous Week**, **Next Day**, or **Next Week**.

The screenshot shows the 'Class Period Attendance' interface. At the top, it displays 'Section ID: HRA1', 'Course Title: Grade 2 Classroom', and 'School Attendance Taken: By Section'. Below this, there are tabs for 'Class Period Attendance' and 'Totals'. A form contains fields for Section ID (HRA1), Course ID (GR02), Course Title (Grade 2 Classroom), Staff Name (Peach, Stacy), Room Name (A1 - Peach), Term Code (YR), Beg Per (1), and End Per (1). A date range is set from 09/07/2016 to 06/16/2017. A row of navigation buttons is highlighted with a red box, including '09/16/2016', 'Go To Date', 'Go To Current Date', '<< Previous Week', '< Previous Day', 'Next Day >', and 'Next Week >>'. Below the navigation is a table with columns for Line, Student Name, and Reason Code for the date 'Fri, Sep 16 2016'. The table lists students Aaron, Ian; Abbott, Billy; and Abbott, Sally, with a 'TVUE' reason code and a checkmark in the first row.

Class Period Attendance Screen

3. Click the appropriate absence Reason Code field to bring up the list of reasons.

This screenshot shows the same 'Class Period Attendance' interface as the previous one, but with a dropdown menu open over the 'Reason Code' field. The dropdown lists various reason codes: ACO, AEx, ATH, AUn, AUv, DDA, ECL, EL, FEM, FLD, FLU, FVA, HOL, ILL, ISS, LAu, LEX, LUn, OFF, SUS, TES, and WTH. The background table shows attendance for 'Mon, Sep 12 2016' and 'Fri, Sep 16 2016' for student Aaron, Ian, with 'TVUE' reason codes and checkmarks.

Class Period Attendance Screen

- Select the appropriate absence or tardy reason.

**Class Period Attendance**

Section ID: **HRA1** Course Title: **Grade 2 Classroom** School Attendance Taken: **By Section**

Class Period Attendance | Totals

Section ID: HRA1 Course ID: GR02 Course Title: Grade 2 Classroom Staff Name: Peach, Stacy Room Name: A1 - Peach Term Code: YR Beg Per: 1 End Per: 1

Begin Valid Date Range: 09/07/2016 End Valid Date Range: 06/16/2017

09/16/2016 Go To Date Go To Current Date << Previous Week < Previous Day Next Day > Next Week >>

Line	Student Name	Mon, Sep 12 2016	Tue, Sep 13 2016	Wed, Sep 14 2016	Thu, Sep 15 2016	Fri, Sep 16 2016
		Reason Code				
1		TUVE ✓				
2	Aaron, Ian	ILL				

*Class Period Attendance Screen*

- Repeat the preceding steps until you mark attendance for every student in the class.
- Click **Save**.



The first line of the Class Period Attendance section contains the [attendance verification icon](#) indicating the default interface for recording attendance for that instance. To change the default attendance interface option, click the attendance verification icon.

# Chapter 4: Course Attendance

---

<b>Viewing Course Attendance .....</b>	<b>36</b>
<b>Editing Course Attendance .....</b>	<b>39</b>

## Viewing Course Attendance

The Course Attendance screen shows all of the student's sections for the year sorted by period. It enables teachers to modify absence records by student.

1. Navigate to **Synergy SIS > Attendance > Course Attendance**.
2. Locate an attendance record for a student.
  - The period number, section name, and section ID (in parenthesis) display in the **Period** field.
  - The screen also shows the course title, section ID, enter and leave dates, and term code for the section.

The screenshot shows the 'Course Attendance' interface for student Abbott, Billy C. at Hope High School. The student's information is displayed at the top, including Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), and Grade (12). Below this, the 'Course Terms' dropdown is set to '1st Semester'. A table of courses is listed with columns for Line, Course Title, and a 'Show Detail' button. The courses listed are:

Line	Course Title
1	Academic Decath (0040, 000000000000001)
2	Animal Sci (0045)
3	Ap Spanish Iv (0195)
4	Beg Photo (0104, 0604)
5	Earth Science (0033, 0030)
6	Expl Agric (0088)
7	Ice Welding (0018)
8	Life Science (SC422-9-1)

Course Attendance Screen

4. Select the term from the **Course Terms** field to limit the sections displayed to just one term's sections.
5. Click the line number for the appropriate course.
6. Click **Show Detail** to see the Student Attendance Calendar.

This screenshot shows the 'Course Attendance' screen with the 'Academic Decath' course selected. The 'Show Detail' button has been clicked, revealing the 'Student Attendance Calendar' and 'Attendance' table. The calendar shows the date range from 08/11/2014 to 07/31/2015. The attendance table below shows the student's status for the week of April 27, 2015.

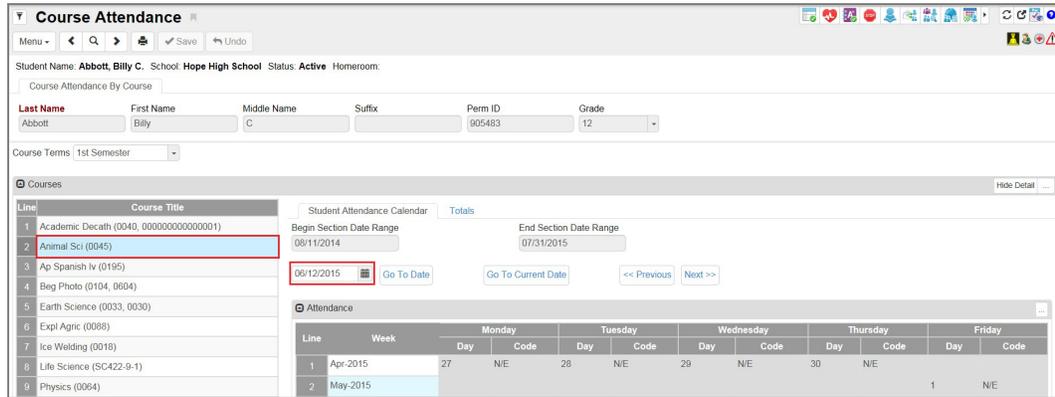
Line	Week	Monday		Tuesday		Wednesday		Thursday		Friday	
		Day	Code	Day	Code	Day	Code	Day	Code	Day	Code
1	Apr-2015	27	N/E	28	N/E	29	N/E	30	N/E		

Course Attendance Screen



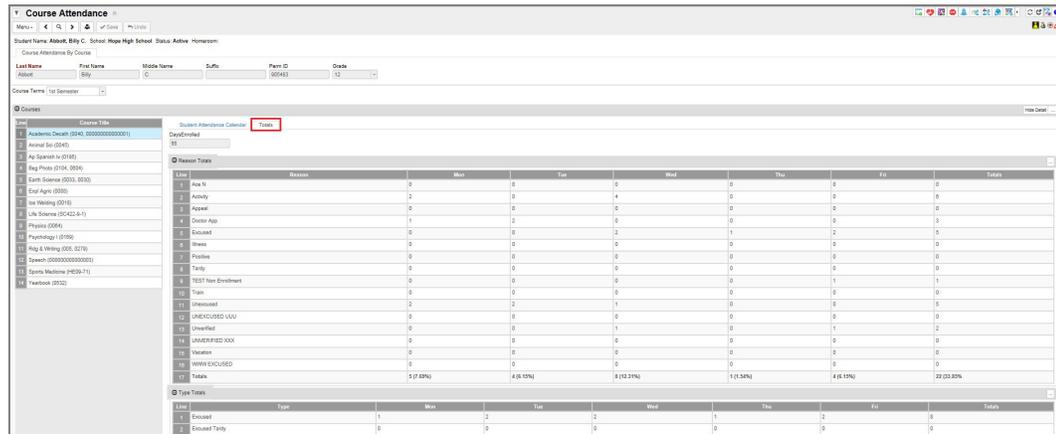
The calendar defaults to today's date so the calendar displays empty if the section does not meet today.

- The calendar shows two months' worth of attendance with the date range for the section at the top of the calendar. The **Day** field shows the date and the **Code** field shows the absence reason code.



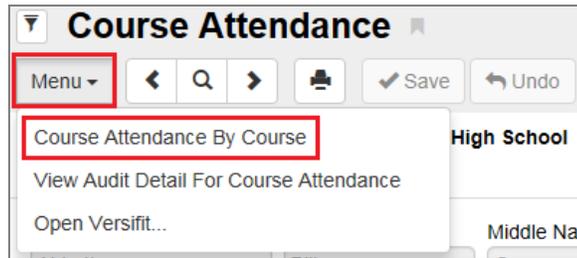
Course Attendance Screen

- Locate the appropriate date.
  - The screen defaults to today's date. Enter a date in the field above the Class Attendance section for a different date.
  - Click **Go To Date**.
  - Click **Go To Current Date** to return to today.
  - Click **<<Previous** or **Next>>** to scroll forward a month at a time.
- Select the **Totals** tab to see a summary of the student's absences for the year broken down by reason, type, and day of the week.



Course Attendance Screen

9. Select *Course Attendance By Course* from the **Menu** to display courses.



Course Attendance Screen

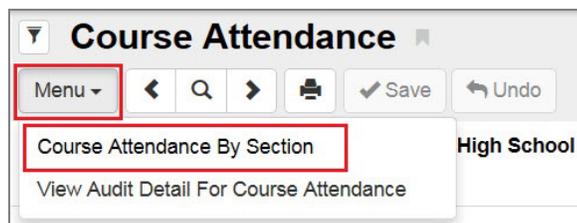
- Each course displays by **Period**, **Course Title**, and **Section ID**.

 A screenshot of the 'Course Attendance' application window showing student information and a table of courses. The title bar reads 'Course Attendance'. Below the title bar is a toolbar with a 'Menu' dropdown button, navigation arrows, a search icon, a print icon, a 'Save' button, and an 'Undo' button. The student information section shows: Student Name: **Abbott, Billy C.**, School: **Hope High School**, Status: **Active**, Homeroom: **409**. Below this is a tab labeled 'Course Attendance By Section'. The student details are: Last Name: Abbott, First Name: Billy, Middle Name: C, Suffix: (empty), Perm ID: 905483, Grade: 12. The 'Course Terms' dropdown is set to 'Fall'. Below this is a 'Courses' section with a 'Show Detail' button and a table.
 

Line	Period	Course Title	Section ID	Enter Date	Leave Date	Term Code
1	0 : Am Govt (1077)	Am Govt	1077	07/14/2015		S2
2	1 : Beg Jewelry (0106)	Beg Jewelry	0106	11/16/2015		S1
3	1 : English 10 (0085)	English 10	0085	11/16/2015		S1
4	1 : Beg Jewelry (0106)	Beg Jewelry	0106	07/14/2015		S1

Course Attendance Screen

10. Select *Course Attendance by Section* from the **Menu** to switch back to the Section screen.



Course Attendance Screen

## Editing Course Attendance

1. Before adding or editing a record, confirm the current focus points to a school and not the district.
2. Click the number of the appropriate course to select it.

**Course Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom:

Course Attendance By Course

Last Name:  First Name:  Middle Name:  Suffix:  Perm ID:  Grade:

Course Terms:

Line	Course Title
1	Academic Decath (0040, 000000000000001)
2	Animal Sci (0045)
3	Ap Spanish Iv (0195)
4	Beg Photo (0104, 0604)
5	Earth Science (0033, 0030)
6	Expl Agric (0088)

Course Attendance Screen

3. Click **Show Detail**.

**Course Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom:

Course Attendance By Course

Last Name:  First Name:  Middle Name:  Suffix:  Perm ID:  Grade:

Course Terms:

Line	Course Title
1	Academic Decath (0040, 000000000000001)
2	Animal Sci (0045)
3	Ap Spanish Iv (0195)
4	Beg Photo (0104, 0604)
5	Earth Science (0033, 0030)
6	Expl Agric (0088)

[Show Detail](#)

Course Attendance Screen

4. Locate the required date on the Student Attendance Calendar.

**Courses**

Line	Course Title
1	Academic Decath (0040, 000000000000001)
2	Animal Sci (0045)
3	Ap Spanish Iv (0195)
4	Beg Photo (0104, 0604)
5	Earth Science (0033, 0030)
6	Expl Agric (0088)
7	Ice Welding (0018)
8	Life Science (SC422-9-1)
9	Physics (0064)
10	Psychology I (0169)

Student Attendance Calendar **Totals**

Begin Section Date Range:  End Section Date Range:

Line	Week	Monday		Tuesday		Wednesday		Thursday		Friday	
		Day	Code	Day	Code	Day	Code	Day	Code	Day	Code
1	Apr-2015	27	N/E	28	N/E	29	N/E	30	N/E		
2	May-2015									1	N/E
3		4	N/E	5	N/E	6	N/E	7	N/E	8	N/E

Course Attendance Screen

- Click in the appropriate **Code** field to bring up the list of absence reasons.

The screenshot shows the 'Course Attendance' interface for student Abbott, Billy C. at Hope High School. A dropdown menu is open, listing various absence codes and their descriptions:

- ACT: Activity
- APL: Appeal
- DR: Doctor App
- EXC: Excused
- ILL: Illness
- NCE: Ace N
- NER: TEST Non Enrollment
- New: Train
- P: Positive
- Unv: Unverified
- Unx: Unexcused
- UT: Tardy
- Vac: Vacation

The main table shows attendance data for various courses. The 'Attendance' table has columns for Line, Week, Day, and Code. The current date is 11/14/2014.

Line	Week	Day	Code	Monday	Tuesday	Wednesday	Thursday	Friday
1	Sep-2014	29	N/E					
2	Oct-2014					1	N/E	2
3		6				8	Unv	9
4		13	N/S	14	N/S	15	N/S	16
5		20	N/S	21	N/S	22	N/S	23
6		27	N/S	28	N/S	29	N/S	30
								31

Course Attendance Screen

- Select the appropriate absence or tardy reason.

The screenshot shows the 'Course Attendance' interface with the 'ILL' code selected in the Code field for the date 11/14/2014. The dropdown menu is no longer visible.

Line	Week	Day	Code	Monday	Tuesday	Wednesday	Thursday	Friday
1	Sep-2014	29	N/E					
2	Oct-2014					1	N/E	2
3		6	ILL			8	Unv	9
4		13	N/S	14	N/S	15	N/S	16
								17

Course Attendance Screen

- Repeat the steps until you mark attendance for every day needed in each section.
- Click **Save**.

# Chapter 5: Daily Attendance

---

Viewing Daily Attendance .....	42
Editing Daily Attendance .....	48

## Viewing Daily Attendance

The Daily Attendance screen allows teachers to add and edit students' attendance.

1. Navigate to **Synergy SIS > Attendance > Daily Attendance**.
2. Locate an attendance record for a student.
3. Locate the appropriate date.
  - The screen defaults to the last two months. Click **Show Full Year** to show all months for the current school year.
  - Enter the appropriate date in the **Date** field to select another range of dates.
  - Click **Go To Current Date** to return to today.
  - Click **Go To Date**.
  - Click **<<Previous Month** or **Next Month>>** to scroll to the appropriate month.

**Daily Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom:

Calendar | Days of Activity | Totals | History | Daily Entry | Attendance Letters | Custom Tab

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male** Track: **4 Day Week**

Show Full Year | Date: | Go To Date | << Previous Month | Next Month >>

Line	Month Year	Monday		Tuesday		Wednesday		Thursday		Friday				
		Day	Attendance 1 Reason	Attendance 2 Reason	Day	Attendance 1 Reason	Attendance 2 Reason	Day	Attendance 1 Reason	Attendance 2 Reason	Day	Attendance 1 Reason	Attendance 2 Reason	
1	Apr-2015	27			28				29			30		
2	May-2015												1	
3		4			5			6			7		8	
4		11			12			13			14		15	

*Daily Attendance Screen*



The student information displays on the top of any student-related screen and you can only edit it in the Student screen.

The **Reason** field displays the absence code and the **Value** field displays the absence amount. These fields calculate automatically.



The Daily Attendance Calendar section shows the **Reason** and **Value** fields for the All Day Code only if you select the **Use All Day Logic** option within School Attendance Options.

The calendar also shows the **Attendance 1** and **Attendance 2** fields based on the options selected in the **Attendance Type** field in School Attendance Options.

The Display Options on the Daily Attendance screen allow you to hide certain fields or to display the current month at the top of the Daily Attendance Calendar section.

- **Display Current Month First on the Daily Attendance Calendar** – Adjusts the Daily Attendance Calendar automatically to the option chosen
  - **Yes** – Changes the calendar to the new display with only 1 week prior to today's date above it
  - **No and blank** – Maintains the current 8-week prior to today's date functionality



*Daily Attendance Screen*

The number in the **Day** column indicates the date. If the date is bold, the student had a full-day absence. Otherwise, the absences show but the date is not bold.



*Date In Bold*

If you click the date, the Daily Attendance Detail screen shows details about the absence.

### Daily Attendance Detail

✓ Save
↶ Undo

Name:    Date: 06/16/2015

Attendance Detail

Attendance Minutes

Arrival Time	Departure Time	Total Minutes Attended
<input type="text"/> <span style="font-size: 0.8em;">⌄</span>	<input type="text"/> <span style="font-size: 0.8em;">⌄</span>	<input type="text"/>

Attendance Note

Note

*Daily Attendance Detail Screen*

## Viewing a Student's List of Absences and Reasons

The **Days of Activity** tab lists the **Date** and **Weekday** of absences and displays the absence reason in the **Reason 1** or **Reason 2** field.

**Daily Attendance**








Menu ▾
◀ 🔍 ▶
🖨 Save ↶ Undo
⊕ ⚠

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **409**

Calendar
Days of Activity
Totals
History
Daily Entry
Attendance Letters
Concurrent Attendance

Last Name
First Name
Middle Name
Suffix
Perm ID
Grade
Gender

Abbott
Billy
C

905483
12 ▾
Male ▾

🔍 Days of Activity
+ Add
⋮

✕	Line	Date	Weekday	Reason 1
☐	1	06/27/2016	Monday	
☐	2	06/13/2016	Monday	
☐	3	04/11/2016	Monday	
☐	4	04/08/2016	Friday	Activity
☐	5	04/07/2016	Thursday	Activity

*Daily Attendance Screen, Days Of Activity Tab*

## Viewing a Student's Absence and Reason Totals

The **Totals** tab summarizes the number of absences by reason or by type. Synergy SIS calculates the **Reason Percentage** and **Type Percentage** based on the number of uses of a reason/type divided by the total days enrolled to date.

 When All Day Code logic is on, Synergy SIS uses the All Day Code column minus tardy codes for the occurrences count. When All Day Code logic is off, Synergy SIS uses the Attendance Code counts as the occurrences count.

**Daily Attendance**








Menu ▾
◀ 🔍 ▶
🖨️
✓ Save
↶ Undo
⊕ ⚠️

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **409**

[Calendar](#)
[Days of Activity](#)
Totals
[History](#)
[Daily Entry](#)
[Attendance Letters](#)
[Concurrent Attendance](#)

Last Name  
Abbott

First Name  
Billy

Middle Name  
C

Suffix

Perm ID  
905483

Grade  
12

Gender  
Male

**Attendance Reason Totals**

Line	Attendance Reason	Reason Totals	Reason Percentage
1	Late		
2	Counseling		
3	Lice	2.00	1.17%
4	Funeral		
5	Immunsusp		
6	Inschoolsu		
7	Unexcused	4.00	2.34%
8	Lunch		
9	Excused	1.00	0.58%

**Attendance Type Totals**

Line	Attendance Type	Type Totals	Type Percentage
1	Unexcused Tardy	4.00	2.34%
2	Non-Enrollment		
3	Unexcused	5.00	2.92%
4	Excused	22.00	12.87%
5	Unverified	5.00	2.92%
6	Excused Tardy		
7	Positive		
8	School Activity		

Daily Attendance Screen, Totals Tab

## Viewing a Student's Attendance History

The **History** tab lists all the absences and tardies for the student, arrival and departure times, and additional notes for the reasons.

**Daily Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **409**

Calendar Days of Activity Totals **History** Daily Entry Attendance Letters Concurrent Attendance

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

Range Start: 10/01/2015 Range End: 10/31/2015 Reason Type: Reason Type: Reason Type: Filter Clear All

Absence 1 Totals: 1.85 Absence 2 Totals: 0.00

Attendance History

Line	Date	Reason 1	Arrival	Depart	Attendance Note
1	10/05/2015	Vacation			
2	10/06/2015				
3	10/07/2015	Unverified			
4	10/13/2015	Illness			
5	10/14/2015				
6	10/27/2015		12:00 PM	12:00 PM	12121

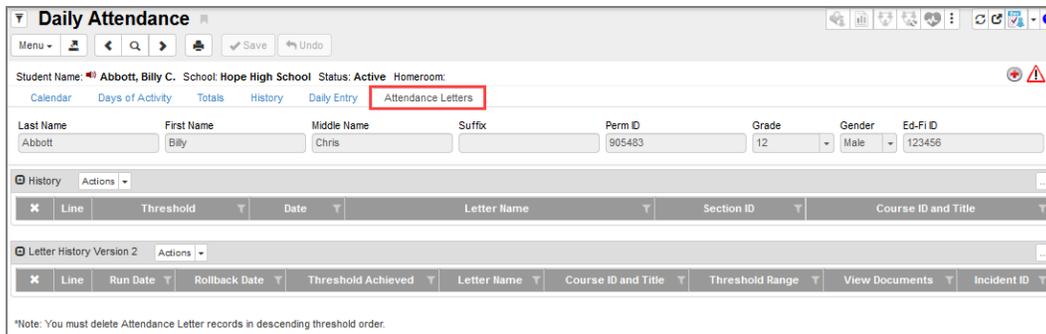
Daily Attendance Screen, History Tab

You can filter the History that displays by date and/or reason.

1. Enter the starting date of the period to be viewed in the **Range Start** field and the ending date in the **Range End** field.
2. Select up to three absence reason types in the **Reason Type** field.
3. Click **Filter**.
4. Click **Clear All** to clear the filter and see all of the absences again.

## Viewing a Student's Attendance Letter History

The **Attendance Letters** tab lists all attendance letters sent to the student and their parents through the Attendance Letter screen.



Daily Attendance Screen, Attendance Letters Tab

The letters created for the student display with the threshold used. The Threshold is the number of the type of absence reason defined in the letter. For example, a student with 1 tardy might get a different letter than a student with 10 tardies.

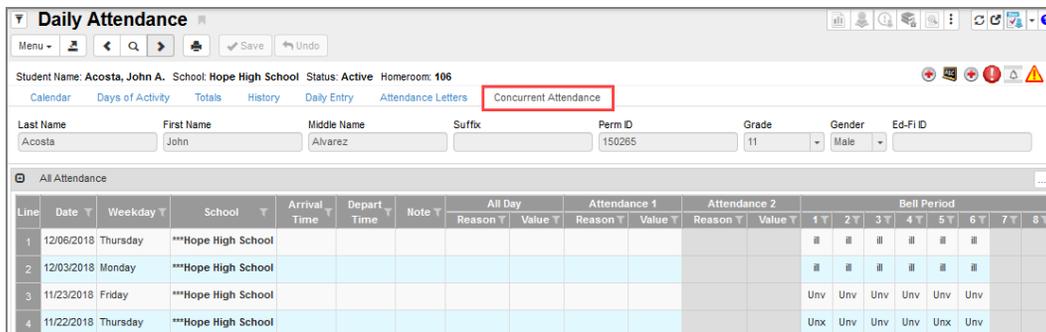
The **Run Date** details when the letter was processed in a date and time format.

If attendance changes for a student that invalidates a previously achieved threshold, the next time that letter is processed, it strikes through the now invalid letter and applies a **Rollback Date**. This also removes any attached discipline incidents.

The **Incident ID** displays the incident that was created by the letter process.

## Viewing a Student's Concurrent Attendance

The **Concurrent Attendance** tab shows all concurrent attendance for the selected student.



Daily Attendance Screen, Concurrent Attendance Tab

## Editing Daily Attendance

Using the **Calendar** tab is the fastest way to take attendance for multiple dates for a student. However, to enter additional details, you must click on the date to bring up the detail screen.

1. Navigate to **Synergy SIS > Attendance > Daily Attendance**.
2. Locate the appropriate date.

**Daily Attendance**

Menu ▾
◀ 🔍 ▶
🖨️
✓ Save
↶ Undo
+

Student Name: **Zipperer, Russell L.** School: **Hope High School** Status: **Active** Homeroom: **No Room**

Calendar
Days of Activity
Totals
History
Daily Entry
Attendance Letters
Concurrent Attendance

Last Name  
Zipperer

First Name  
Russell

Middle Name  
L

Suffix

Perm ID  
874972

Grade  
12

Gender  
Male

Show Full Year

Date

Go To Date

<< Previous Month
Next Month >>

Daily Attendance Calendar ⋮

Line	Month Year	Monday		Tuesday		Wednesday		Thursday		Friday	
		Day	Attendance 1 Reason	Day	Attendance 1 Reason	Day	Attendance 1 Reason	Day	Attendance 1 Reason	Day	Attendance 1 Reason
1	Feb-2016	22		23		24		25		26	
2		29									
3	Mar-2016			1		2		3		4	
4		7		8		9		10		11	
5		14		15		16		17		18	
6		21		22		23		24		25	
7		28		29		30		31			
8	Apr-2016									1	
9		4		5		6		7		8	
10		11		12		13		14		15	
11		18		19		20		21		22	

Daily Attendance Screen

3. Click in the appropriate absence Reason field to bring up the list of reasons.

The screenshot shows the 'Daily Attendance' interface for student Russell L. Zipperer at Hope High School. The interface includes a header with 'Synergy Education Platform' and 'Edupoint School'. Below the header, there are navigation tabs for 'Calendar', 'Days of Activity', 'Totals', and 'History'. The student's name and school are displayed. A 'Daily Attendance Calendar' table is shown with columns for 'Line', 'Month Year', 'Day', and 'Attendance Reason'. A dropdown menu is open over the 'Reason' field for the date 15, listing various absence reasons such as 'Act: Activity', 'B: Late Bus', 'Exc: Excused', etc.

Line	Month Year	Monday		Tuesday		Thursday	Friday
		Day	Attendance Reason	Day	Attendance Reason		
1	Feb-2016	22		23			
2		29					
3	Mar-2016			1			
4		7		8			
5		14		15			
6		21		22			
7		28		29			
8	Apr-2016						
9		4		5			
10		11		12			
11		18		19			

Daily Attendance Screen

4. Select the reason that best applies to the student's tardy or absence.
5. Click **Save**.

6. Enter additional details for the student's attendance by clicking the date on the calendar.

**Daily Attendance**

Student Name: **Zipperer, Russell L.** School: **Hope High School** Status: **Active** Homeroom: **No Room**

Calendar | Days of Activity | Totals | History | Daily Entry | Attendance Letters | Concurrent Attendance

Last Name: Zipperer | First Name: Russell | Middle Name: L | Suffix: | Perm ID: 874972 | Grade: 12 | Gender: Male

Show Full Year | Date: | Go To Date | << Previous Month | Next Month >>

Daily Attendance Calendar

Line	Month Year	Monday		Tuesday		Wednesday		Thursday		Friday	
		Day	Attendance 1 Reason	Day	Attendance 1 Reason	Day	Attendance 1 Reason	Day	Attendance 1 Reason	Day	Attendance 1 Reason
1	Feb-2016	22		23		24		25		26	
2		29									
3	Mar-2016			1		2		3		4	
4		7		8		9		10		11	
5		14		15		16		17		18	
6		21		22		23		24		25	
7		28		29		30		31			
8	Apr-2016									1	

Daily Attendance Screen

This brings up the Daily Attendance Detail screen, which is the same screen on the **Daily Entry** tab.

**Daily Attendance Detail**

Name: Date: **04/18/2016**

Attendance Detail

Attendance 1

Reason:

Attendance Minutes

Arrival Time:  Departure Time:  Total Minutes Attended:

Attendance Note

Note:

Daily Attendance Detail Screen

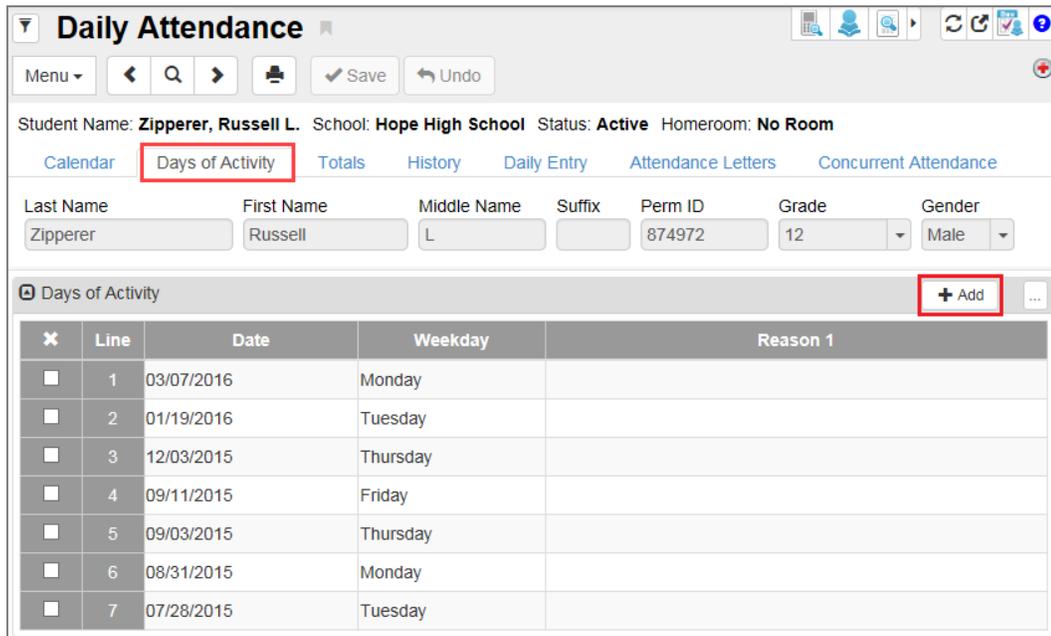
- a. Select the absence reason from the **Reason** field in either the Attendance 1 or Attendance 2 section.
- b. If Use Absence Amount is on, you can adjust the Absence Amount. The amount cannot total over 1.0 between both reasons (if shown).
- c. Enter the student's **Arrival Time** and **Departure Time** and the **Total Minutes Attended**. Synergy SIS does not use the **Arrival Time** and **Departure Time** in attendance calculations and does not automatically calculate **Total Minutes Attended**.
- d. Enter a **Note** explaining the student's attendance.
- e. Click **Save**.

 The state does not track information on tardies, so the school should set these absence amounts to 0 or delete them before reporting to the state.

## Modifying a Student's Attendance Records

You can use the **Days of Activity** tab to add, edit, or delete attendance records.

1. Select the **Days of Activity** tab.
2. Click **Add**.



Student Name: **Zipperer, Russell L.** School: **Hope High School** Status: **Active** Homeroom: **No Room**

Calendar Days of Activity Totals History Daily Entry Attendance Letters Concurrent Attendance

Last Name: Zipperer First Name: Russell Middle Name: L Suffix: Perm ID: 874972 Grade: 12 Gender: Male

Days of Activity + Add ...

✕	Line	Date	Weekday	Reason 1
<input type="checkbox"/>	1	03/07/2016	Monday	
<input type="checkbox"/>	2	01/19/2016	Tuesday	
<input type="checkbox"/>	3	12/03/2015	Thursday	
<input type="checkbox"/>	4	09/11/2015	Friday	
<input type="checkbox"/>	5	09/03/2015	Thursday	
<input type="checkbox"/>	6	08/31/2015	Monday	
<input type="checkbox"/>	7	07/28/2015	Tuesday	

Daily Attendance Screen, Days Of Activity Tab

3. Enter the appropriate date in the new line that displays.

**Daily Attendance**

Student Name: **Zipperer, Russell L.** School: **Hope High School** Status: **Active** Homeroom: **No Room**

Calendar Days of Activity Totals History Daily Entry Attendance Letters Concurrent Attendance

Last Name: Zipperer First Name: Russell Middle Name: L Suffix: Perm ID: 874972 Grade: 12 Gender: Male

Days of Activity

Line	Date	Weekday	Reason 1
1	03/07/2016	Monday	
2	01/19/2016	Tuesday	
3	12/03/2015	Thursday	
4	09/11/2015	Friday	
5	09/03/2015	Thursday	
6	08/31/2015	Monday	
7	07/28/2015	Tuesday	
8	04/06/2016		

Daily Attendance Screen, Days Of Activity Tab

- Click the **Reason** fields and select a reason for the absence or tardy.

The screenshot shows the Synergy Education Platform interface for Daily Attendance. The student is Zipperer, Russell L. at Hope High School. The 'Days of Activity' tab is selected, displaying a table with columns for Line, Date, and a checkbox. A dropdown menu is open, listing reasons for absence, with 'Tardy' highlighted in red. The right side of the screen shows a 'Reason 1' field.

Line	Date	Reason
1	03/07/2016	
2	01/19/2016	
3	12/03/2015	
4	09/11/2015	
5	09/03/2015	
6	08/31/2015	
7	07/28/2015	
8	04/06/2016	

Daily Attendance Screen, Days Of Activity Tab

- Click **Save**. The Weekday field fills automatically and the new entry displays in the correct chronological order in the list.

**Daily Attendance**

Menu ▾
◀
🔍
▶
🖨
✔ Save
↶ Undo
⊕

Student Name: **Zipperer, Russell L.** School: **Hope High School** Status: **Active** Homeroom: **No Room**

Calendar
Days of Activity
Totals
History
Daily Entry
Attendance Letters
Concurrent Attendance

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
<input type="text" value="Zipperer"/>	<input type="text" value="Russell"/>	<input type="text" value="L"/>	<input type="text"/>	<input type="text" value="874972"/>	<input type="text" value="12"/>	<input type="text" value="Male"/>

Days of Activity
+ Add ...

×	Line	Date	Weekday	Reason 1
■	1	04/06/2016	Wednesday	Tardy
■	2	03/07/2016	Monday	
■	3	01/19/2016	Tuesday	
■	4	12/03/2015	Thursday	
■	5	09/11/2015	Friday	
■	6	09/03/2015	Thursday	
■	7	08/31/2015	Monday	
■	8	07/28/2015	Tuesday	

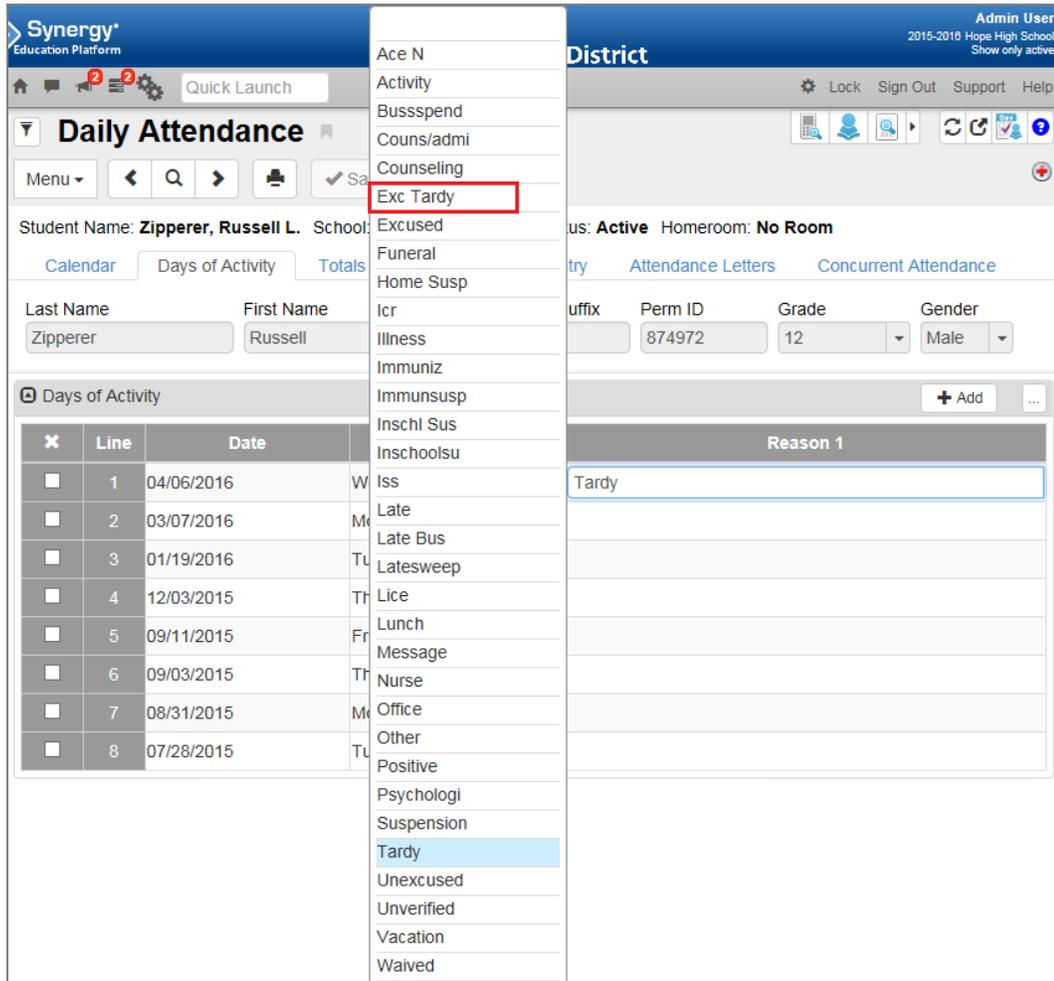
*Daily Attendance Screen, Days Of Activity Tab*



Once you record a date on the **Days of Activity** tab, you can only edit the absence reason.

- Find the entry you wish to edit and click that field.

7. Select the new Reason in the list of absences or tardies.



Daily Attendance Screen, Days Of Activity Tab

8. Click **Save**.

To change the date, you must delete the record and add a new record.

1. Select **X** to delete the line.
2. Click **Save**.

## Modifying a Student's Attendance Notes

The **History** tab allows you to add or edit notes regarding the student's attendance.

1. Select the **History** tab.
2. Click the line number of the appropriate record.

**Daily Attendance**

Menu

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **409**

[Calendar](#) [Days of Activity](#) [Totals](#) **[History](#)** [Daily Entry](#) [Attendance Letters](#) [Concurrent Attendance](#)

Last Name:  First Name:  Middle Name:  Suffix:  Perm ID:  Grade:  Gender:

Range Start:  Range End:  Reason Type:  Reason Type:  Reason Type:

Absence 1 Totals:  Absence 2 Totals:

Attendance History

Line	Date	Reason 1	Arrival	Depart	Attendance Note
1	10/05/2015	Vacation			
2	10/06/2015				
3	10/07/2015	Unverified			
4	10/13/2015	Illness			
5	10/14/2015				
6	10/27/2015		12:00 PM	12:00 PM	12121

Daily Attendance Screen, History Tab

3. Click **Show Detail**.

**Daily Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **409**

Calendar Days of Activity Totals History **Daily Entry** Attendance Letters Concurrent Attendance

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

Range Start: 10/01/2015 Range End: 10/31/2015 Reason Type: Reason Type: Reason Type: Filter Clear All

Absence 1 Totals: 1.85 Absence 2 Totals: 0.00

Attendance History **Show Detail** ...

Line	Date	Reason 1	Arrival	Depart	Attendance Note
1	10/05/2015	Vacation			
2	10/06/2015				
3	10/07/2015	Unverified			
4	10/13/2015	Illness			
5	10/14/2015				
6	10/27/2015		12:00 PM	12:00 PM	12121

Daily Attendance Screen, History Tab

4. Change the **Attendance Note**.

**Daily Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **231**

Calendar Days of Activity Totals History **Daily Entry** Attendance Letters Concurrent Attendance

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male EdFi ID:

Range Start: 09/20/2017 Range End: 10/04/2017 Reason Type: Reason Type: Reason Type: Filter Clear All

Absence 1 Totals: 4.00 Absence 2 Totals: 0.00

Attendance History ... **Hide Detail**

Line: 1 Date: 09/25/2017

Reason 1: Illness Absence Amount: 1.00

Reason 2: Absence Amount:

Arrival: Departure:

**Attendance Note**

Daily Attendance Screen, History Tab

5. Click **Save**.

6. Click **Hide Detail** to collapse the record's detail screen.

**Daily Attendance**

Menu
←
Q
→

✓ Save
↶ Undo

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **409**

[Calendar](#)
[Days of Activity](#)
[Totals](#)
[History](#)
[Daily Entry](#)
[Attendance Letters](#)
[Concurrent Attendance](#)

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Range Start	Range End	Reason Type	Reason Type	Reason Type	
10/01/2015	10/31/2015				<input type="button" value="Filter"/> <input type="button" value="Clear All"/>

Absence 1 Totals	Absence 2 Totals
1.85	0.00

Attendance History

...

Line	Date	Date: <b>10/07/2015</b>
1	10/05/2015	<input type="button" value="History Detail"/>
2	10/06/2015	Reason 1      Absence Amount Unverified      0.14
3	10/07/2015	Reason 2      Absence Amount <input type="text"/> <input type="text"/>
4	10/13/2015	Arrival      Departure <input type="text"/> <input type="button" value="⌚"/> <input type="text"/> <input type="button" value="⌚"/>
5	10/14/2015	Attendance Note <input style="width: 100%;" type="text"/>
6	10/27/2015	Note <input style="width: 100%;" type="text"/>

*Daily Attendance Screen, History Tab, Attendance History Detail*

## Modifying a Student's Attendance Details

The **Daily Entry** tab allows you to add or edit details of the student's attendance.

1. Select the **Daily Entry** tab.

**Daily Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **409**

Calendar Days of Activity Totals History **Daily Entry** Attendance Letters Concurrent Attendance

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

Date: 04/06/2016 [Go To Date](#) [Go To Current Date](#)

**Attendance 1**  
Reason: [Dropdown]

**Attendance Minutes**  
Arrive Time: [Time Picker] Depart Time: [Time Picker] Total Minutes Attended: [Text Field]

**Attendance Note**  
Attendance Note: [Text Area]

*Daily Attendance Screen, Daily Entry Tab*

2. Enter the date.
  - a. Today's date displays by default. Enter the date in the **Date** field and click **Go To Date** to switch to another date.
  - b. Click **Go To Current Date** to switch back to today's date.

**Daily Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **409**

Calendar Days of Activity Totals History **Daily Entry** Attendance Letters Concurrent Attendance

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

Date: 04/06/2016

**Attendance 1**

Reason:

**Attendance Minutes**

Arrive Time:  Depart Time:  Total Minutes Attended:

**Attendance Note**

Attendance Note:

*Daily Attendance Screen, Daily Entry Tab*

3. Select the absence reason in the **Reason** field of either the Attendance 1 or Attendance 2 area.
4. Enter any information about the absence. If **Use Absence Amount** is on, you can also adjust the absence amount. The amount cannot total over 1.0 between both reasons.
5. Enter the student's **Arrival Time**, **Depart Time**, and **Total Minutes Attended**. The attendance calculations do not use **Arrival Time** and **Depart Time** and do not automatically calculate **Total Minutes Attended**.
6. Enter a **Note** explaining the student's attendance.
7. Click **Save**.

# Chapter 6: Period Attendance

---

Viewing Period Attendance .....	62
Editing Period Attendance .....	70

## Viewing Period Attendance

The Period Attendance screen allows teachers to add and edit students' attendance.

1. Navigate to **Synergy SIS > Attendance > Period Attendance**.
2. Locate an attendance record for a student.

**Period Attendance**

Menu - Save Undo

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **403**

Calendar Days of Activity Totals History Attendance Letters Concurrent Attendance Summary

Last Name:  First Name:  Middle Name:  Suffix:  Perm ID:  Grade:  Gender:  EdFi ID:

**i** Kennedy High School for Year 2017  
 -The following schedule terms - (YR, Q4, Q3, S2) have the same date range (07/04/2017 - 07/06/2018). To resolve this issue, go to the Term Definition Grid in School Setup, and enter detail dates.  
 Hope High School for Year 2017  
 -The following schedule terms - (Q1, Q2, S1) have the same date range (07/01/2017 - 12/22/2017). To resolve this issue, go to the Term Definition Grid in School Setup, and enter detail dates.  
 -The following schedule terms - (S2, Q4, Q3) have the same date range (12/23/2017 - 06/06/2018). To resolve this issue, go to the Term Definition Grid in School Setup, and enter detail dates.

01/11/2018  Go To Date Go To Current Date Previous 10 Days Next 10 Days Days To Show

Do Not Show Special Attendance Codes (N/S, N/E, N/I)

**Period Attendance Calendar** Actions

Line	Date	All Day Code	Absence Amount	Bell Period							
				0	1	2	3	4	5	6	
1	Jan 04, 2018 (H) (0) Thursday				N/S						
2	5 (I) (0) Friday			N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S
3	6 (A) (0) Saturday										
4	8 (B) (0) Monday	ILL	0.57	Tdy		ILL	ILL	ILL			

*Period Attendance Screen*

3. Locate the appropriate date.

- Enter the appropriate date and click **Go To Date** to select another range of dates. By default, the **Go To Date** you enter displays on the fourth line from the bottom in the Period Attendance Calendar section. For example, in a Period Attendance Calendar section showing 30 days, the **Go To Date** displays on line 27.

There are some exceptions to the default behavior described above:



- If the **Days to Show** value is less than 4, the **Go To Date** displays on Line 1 of the Period Attendance Calendar section.
- If the **Go To Date** you enter is before the School Calendar start date, Synergy SIS adjusts the Period Attendance Calendar section to display the first day of the School Calendar on Line 1 and replaces the **Go To Date** value with the date displaying in the fourth line from the bottom of the section.
- If the **Go To Date** you enter is after the School Calendar end date, Synergy SIS adjusts the Period Attendance Calendar section to display the last day of the School Calendar on the last line of the section and replaces the **Go To Date** value with the date displaying in the fourth line from the bottom of the section.
- If the **Go To Date** you enter is not a valid school date (a Saturday or Sunday, for example), Synergy SIS adjusts the Period Attendance Calendar section to display the next valid date in place of the **Go To Date** value. Synergy SIS does not change the **Go To Date** value to reflect the next valid date.

- Click **Go To Current Date** to return to today's date.
- Enter the number of days to display in the **Days to Show** field to change the number of days visible.
- Click **Previous XX Days** or **Next XX Days** to scroll to the appropriate XX-day period. The XX reflects the value you enter in the **Days to Show** field. For example, in the previous image, XX = 30.



The functionality of **Previous XX Days** and **Next XX Days** follows the [Go To Date](#) behavior described previously.

- **Do Not Show Special Attendance Codes (N/S, N/E, N/I)** enables you to not show N/S, N/E, and N/I codes in sections that would otherwise show them.



## Viewing a Student's List of Absences and Reasons

The **Days of Activity** tab lists all absence dates for a student. It shows the date when you recorded the absence, displays the absence reason in the **All Day Code** and **Bell Period** fields, and shows the calculated absence amount for each day's absences in the **Abs Amt** field.

 You must select the **Use All Day Logic** option within School Attendance Options to view the **Abs Amt** field.

Period Attendance													
Student Name: <b>Abbott, Billy C.</b> School: <b>Hope High School</b> Status: <b>Active</b> Homeroom:													
Calendar: <b>Days of Activity</b> Totals History Attendance Letters Concurrent Attendance													
Last Name		First Name		Middle Name		Suffix		Perm ID		Grade			
Abbott		Billy		C				905483		12			
Days of Activity <span style="float: right;">+ Add ...</span>													
x	Line	Date	All Day Code	Bell Period									
				0	1	2	3	4	5	6	7	8	9
	1	10/10/2016	Unx	N/S	N/S	Unx	Unx	N/S	N/S	N/S	Unx	N/S	N/S
	2	10/05/2016		N/S	N/S	Unx		N/S	N/S	N/S		N/S	N/S
	3	09/20/2016		N/S	Act		N/S	Lic	N/S			N/S	N/S
	4	09/16/2016		N/S	Act		N/S		N/S			N/S	N/S
	5	09/15/2016		N/S	N/S		N/S	Lic	N/S			N/S	N/S
	6	09/14/2016		N/S	Tdy	Lic	N/S	N/S	N/S			N/S	N/S
	7	09/13/2016		N/S	N/S	Lic	N/S		N/S			N/S	N/S
	8	09/12/2016		N/S	Lic	Lic	N/S	Lic	N/S			N/S	N/S
	9	09/09/2016		N/S	N/S	Lic	N/S		N/S			N/S	N/S
	10	09/08/2016		N/S	Act	Lic	N/S	Lic	N/S			N/S	N/S
	11	09/07/2016		N/S	N/S	Lic	N/S	Lic	N/S			N/S	N/S

Period Attendance Screen, Days Of Activity Tab

## Viewing a Student's Absence and Reason Totals

The **Totals** tab summarizes the number of absences by reason or by type and by period. The **Reason Percentage** and **Type Percentage** calculate based on the number of times a reason/type displays divided by the **Total Days Enrolled to Date**.

**Period Attendance**

Menu

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom:

[Calendar](#) [Days of Activity](#) **[Totals](#)** [History](#) [Attendance Letters](#) [Concurrent Attendance](#)

Last Name:  First Name:  Middle Name:  Suffix:  Perm ID:  Grade:

Range Start:  Range End:  Reason Type:  Reason Type:  Reason Type:  Hide Empty Rows:

Total Days Enrolled To Date:

Period Attendance Reason Totals

Line	Attendance Reason	All Day Code	Bell Period												
			0	1	2	3	4	5	6	7	8	9			
1	Activity			7											
2	Excused	2													
3	Funeral	1			1		1								
4	Illness	10		1	10		9		8	3					
5	Lice	1		1	7		6								
6	Suspension	3		2	3		3		3						
7	Tardy			1	1										
8	Unverified	1			1		1		1	1					
9	Unexcused	1		7	2		1						1		
10	<b>Totals</b>	<b>18 (24.66%)</b>		<b>19</b>	<b>25</b>	<b>1</b>	<b>20</b>		<b>12</b>	<b>5</b>					

Period Attendance Type Totals

Line	Attendance Type	All Day Code	Bell Period												
			0	1	2	3	4	5	6	7	8	9			
1	School Activity			7											
2	Excused	16		4	21		19		11	3					
3	Excused Tardy			1	1										
4	Unverified	1			1		1		1	1					
5	Unexcused	1		7	2		1						1		
6	<b>Totals</b>	<b>18 (24.66%)</b>		<b>19</b>	<b>25</b>	<b>1</b>	<b>20</b>		<b>12</b>	<b>5</b>					

Period Attendance Screen, Totals Tab

You can filter the totals by date and/or type of absence.

1. To filter by date, enter the starting date of the period in **Range Start** and the ending date in **Range End**.
2. To filter by type of absence, select the absence **Reason Type**. You can select up to three types.
3. To hide the rows without absences, select **Hide Empty Rows**.
4. After selecting the filter criteria, click **Filter**.
5. To clear the filter and see all absences again, click **Clear All**.

## Viewing a Student's Attendance History

The **History** tab lists all absence dates for the student, similar to the **Days of Activity** tab. However, it provides more detailed information regarding the time of arrival and departure and total minutes attended. It also provides additional notes regarding the reason for the tardy or absence.

**Period Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom:

Calendar Days of Activity Totals **History** Attendance Letters Concurrent Attendance

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12**

Range Start:  Range End:  Reason Type:  Reason Type:  Reason Type:  Filter Clear All

Period Attendance History

Line	Date	All Day Code	Bell Period									Daily Attendance					
			0	1	2	3	4	5	6	7	8	9	Note	Minutes	Time In	Time Out	
1	06/19/2017				Tdy												
2	06/05/2017				Tdy												
3	05/15/2017				Tdy												
4	05/05/2017				Tdy												
5	04/03/2017							ill	ill								
6	03/31/2017	Act	Act	Act	Act	Act	Act	Act	Act								
7	03/30/2017	Act	Act	Act	Act	Act	Act	Act	Act								
8	03/29/2017					E											
9	03/20/2017			Cou													
10	02/10/2017	Oth	Oth	Oth	Oth	Oth	Oth	Oth	Oth								
11	02/09/2017	Oth	Oth	Oth	Oth	Oth	Oth	Oth	Oth								
12	02/08/2017	Oth					Oth	Oth	Oth								
13	02/07/2017	Oth	Oth				Oth	Oth	Oth								
14	02/06/2017	Oth	Oth	Oth	Oth	Oth	Oth	Oth	Oth								
15	02/02/2017	Oth		Oth	Oth	Oth											
16	02/01/2017	Oth	Unv	Oth	Oth	Oth	Unx	Unx	Unx								
17	01/31/2017	Oth		Oth	Oth	Oth											
18	01/30/2017	Oth		Oth	Oth	Oth											
19	01/02/2017	Unv	Unv	Unv	Unv	Tdy	Tdy										
20	12/15/2016				Tdy												

Period Attendance Screen, History Tab

You can also filter the history by date and/or type of absence.

1. Enter the starting date of the period to view in **Range Start** and the ending date in **Range End** to filter by date.
2. Select the absence **Reason Type** to filter by type of absence. You can select up to three types.
3. Click **Filter**.
4. Click **Clear All** to clear the filter and view all absences again.

## Viewing a Student's Attendance Letter History

The **Attendance Letters** tab lists all attendance letters sent to the student and their parents through the Attendance Letter screen.

The screenshot shows the 'Period Attendance' screen for student Billy C. Abbott. The 'Attendance Letters' tab is selected and highlighted with a red box. The student's information is displayed at the top, including Last Name (Abbott), First Name (Billy), Middle Name (Chris), Suffix, Perm ID (905483), Grade (12), Gender (Male), and Ed-FI ID (123456). Below this, there are two tables. The first table, 'History', has columns for Line, Threshold, Date, Letter Name, Section ID, and Course ID and Title. The second table, 'Letter History Version 2', has columns for Line, Run Date, Rollback Date, Threshold Achieved, Letter Name, Course ID and Title, Threshold Range, View Documents, and Incident ID. A note at the bottom states: '\*Note: You must delete Attendance Letter records in descending threshold order.'

*Period Attendance Screen, Attendance Letters Tab*

The letters created for the student display with the threshold used. The Threshold is the number of the type of absence reason defined in the letter. For example, a student with 1 tardy might get a different letter than a student with 10 tardies.

The **Run Date** details when the letter was processed in a date and time format.

If attendance changes for a student that invalidates a previously achieved threshold, the next time that letter is processed, it strikes through the now invalid letter and applies a **Rollback Date**. This also removes any attached discipline incidents.

The **Incident ID** displays the incident that was created by the letter process.

## Viewing a Student's Concurrent Attendance

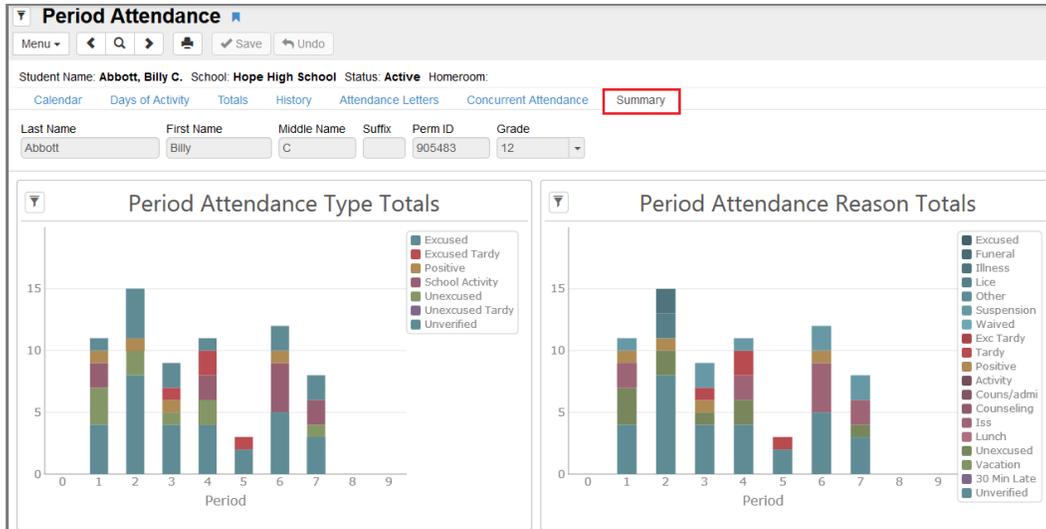
The **Concurrent Attendance** tab shows all concurrent attendance for the selected student.

The screenshot shows the 'Period Attendance' screen for student Kenneth O. Acunia. The 'Concurrent Attendance' tab is selected and highlighted with a red box. The student's information is displayed at the top, including Last Name (Acunia), First Name (Kenneth), Middle Name (Ovante), Suffix, Perm ID (110412), Grade (10), Gender (Male), and Ed-FI ID. Below this is a table titled 'All Attendance' with columns for Line, Date, Weekday, School, Arrival Time, Depart Time, Note, All Day Reason, All Day Value, Attendance 1 Reason, Attendance 1 Value, Attendance 2 Reason, Attendance 2 Value, and Bell Period (1-8). The table contains three rows of data for dates 12/06/2018, 12/03/2018, and 09/04/2018, all at Hope High School. The Bell Period column shows 'Exc' for the first two rows and 'Unv' for the third row.

*Period Attendance Screen, Concurrent Attendance Tab*

## Viewing a Student's Attendance Summary

The **Summary** tab displays Period Attendance Type Totals and Period Attendance Reason Totals as bar graphs. The values Synergy SIS uses to populate the bar graphs come from the **Totals** tab on the Period Attendance screen.



*Period Attendance Screen, Summary Tab*

The Period Attendance Types and Reasons generate from the codes selected in the **Used in School** column on the School Attendance Code screen and the Periods available generate from the School Setup screen. The filter selections remain in place, even when switching tabs, until you leave the screen or the page refreshes.

Selecting a graph value opens the **Totals** tab and highlights the **Type** or **Reason** selected.

The **Summary** tab follows standard Pad Security functions but there is no entry in Security Definition, as the graphs are not bound to a business object.

## Editing Period Attendance

You can enter and modify period attendance in several locations on the Period Attendance screen.

Editing attendance on the **Calendar** tab is the quickest way to take attendance for the student for multiple dates and periods.

1. Navigate to **Synergy SIS > Attendance > Period Attendance**.
2. Locate the desired student.
3. Locate the desired date.

**Period Attendance**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **403**

Calendar | Days of Activity | Totals | History | Attendance Letters | Concurrent Attendance | Summary

Last Name:  First Name:  Middle Name:  Suffix:  Perm ID:  Grade:  Gender:  EdFi ID:

**i** Kennedy High School for Year 2017  
-The following schedule terms - (YR, Q4, Q3, S2) have the same date range (07/04/2017 - 07/06/2018). To resolve this issue, go to the Term Definition Grid in School Setup, and enter detail dates.  
Hope High School for Year 2017  
-The following schedule terms - (Q1, Q2, S1) have the same date range (07/01/2017 - 12/22/2017). To resolve this issue, go to the Term Definition Grid in School Setup, and enter detail dates.  
-The following schedule terms - (S2, Q4, Q3) have the same date range (12/23/2017 - 06/06/2018). To resolve this issue, go to the Term Definition Grid in School Setup, and enter detail dates.

01/11/2018     Days To Show

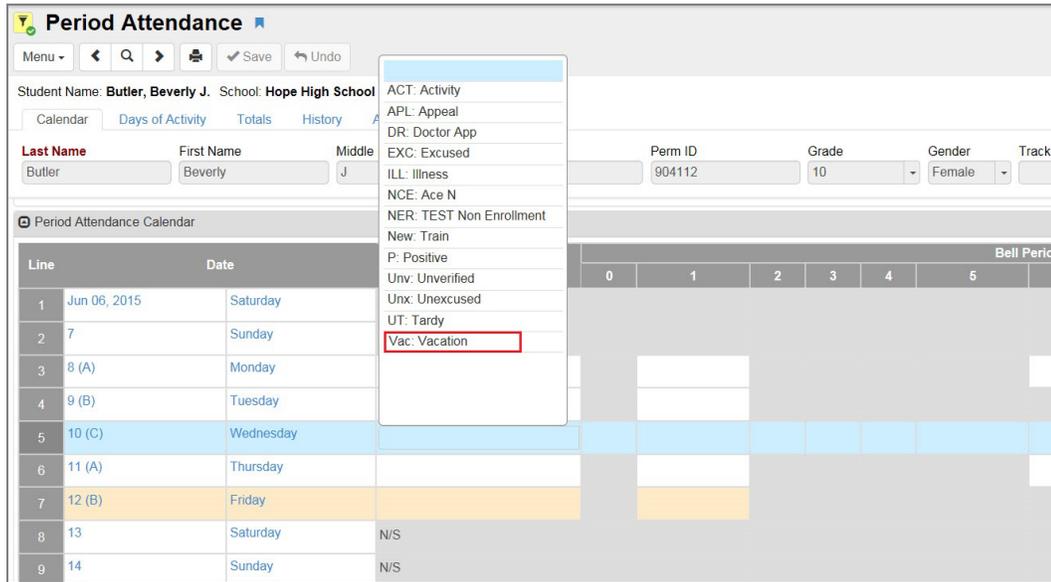
Do Not Show Special Attendance Codes (N/S, N/E, N/I)

Period Attendance Calendar

Line	Date	All Day Code	Absence Amount	Bell Period							
				0	1	2	3	4	5	6	
1	Jan 04, 2018 (H) (0) Thursday				N/S						
2	5 (I) (0) Friday			N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S
3	6 (A) (0) Saturday										
4	8 (B) (0) Monday	ILL	0.57	Tdy		ILL	ILL	ILL			

Period Attendance Screen

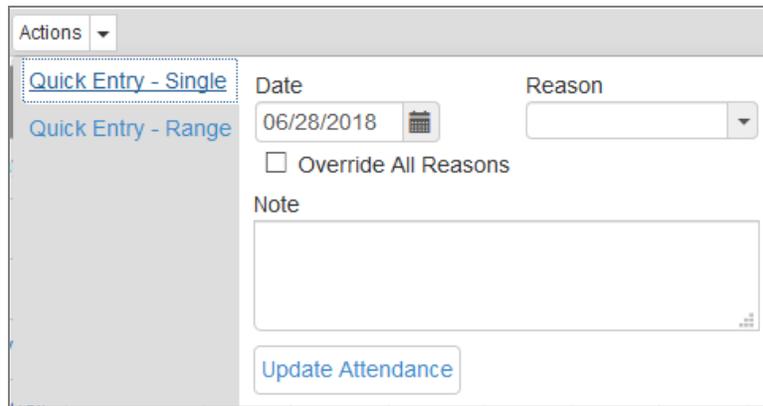
- Click the desired **Bell Period** field to bring up the reasons.



Period Attendance Screen

- Select the reason that best applies to the student's tardy or absence.
- Click **Save**.

The *Quick Entry - Single* option in the **Actions** menu allows you to update all period attendance for one date. You can select a single reason and that reason can override all other reasons previously entered. Additionally, you can add a **Note** to the entry here.

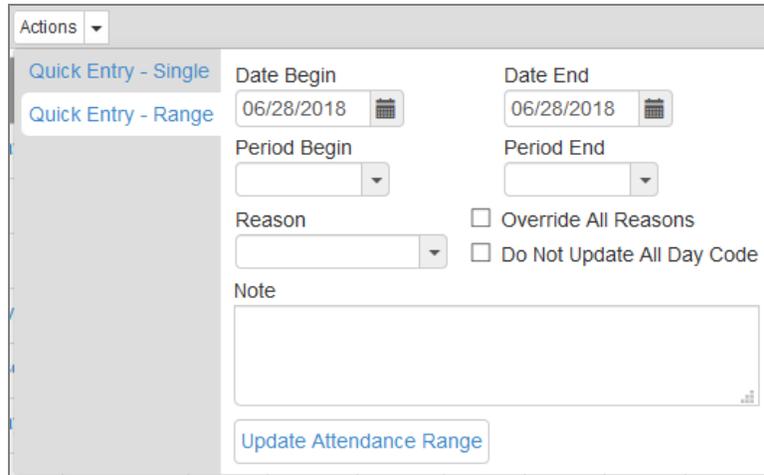


Period Attendance Screen

To change the attendance for a single date for all periods:

- Enter the **Date**.
- Select the absence reason to enter from the **Reason** field.
- To override existing entries for this date, select **Override All Reasons**.
- Click **Update Attendance**.

The *Quick Entry - Range* option in the **Actions** menu allows you to update all period attendance within a range of dates. You can select the periods that need altering as well as the reason for the absence/tardy. That reason can override all other reasons previously entered. You can also select not to update the All Day Code. Additionally, you can add a **Note** to each entry in the range by entering it here.

The screenshot shows a software interface for updating attendance. At the top left, there is a dropdown menu labeled 'Actions' with a downward arrow. Below it, two options are listed: 'Quick Entry - Single' and 'Quick Entry - Range', with the latter being selected. The main form area contains several fields: 'Date Begin' with a date input field showing '06/28/2018' and a calendar icon; 'Date End' with a date input field showing '06/28/2018' and a calendar icon; 'Period Begin' and 'Period End' with dropdown menus; a 'Reason' dropdown menu; two checkboxes labeled 'Override All Reasons' and 'Do Not Update All Day Code'; and a large text area labeled 'Note'. At the bottom of the form is a button labeled 'Update Attendance Range'.

Period Attendance Screen

To change the attendance for the student for a range of dates and periods:

1. Enter the starting date in **Date Begin**.
2. Enter the last date in **Date End**.
3. Select the range of periods to change by selecting the starting period from **Period Begin** and the last period from **Period End**.
4. Select the absence **Reason**.
5. To override existing entries for those dates and periods, select **Override All Reasons**.
6. If you set the all-day code to calculate automatically in the setup, Synergy SIS fills in the same absence reason in All Day Code as the reasons selected in all periods for that day. All periods must have the same absence reason for the code to enter automatically. To turn this function off when using *Quick Entry - Range*, select **Do Not Update All Day Code**.
7. Click **Update Attendance Range**.

To enter more detailed information about the attendance, click the date or weekday name to open the Period Attendance Detail screen.

**Period Attendance Detail**

Save Undo

Name: **Butler, Beverly J.** Date: **06/06/2015**

Attendance Detail

Attendance Reasons

Reason 1 Absence Amount

Attendance Minutes

Arrival Time Departure Time Total Minutes Attended

Attendance Note

Note

Period Attendance Calendar

Line	Date	Bell Period
1	Jun 06, 2015	Saturday

Period Attendance Detail

Line	Bell Period	Absence Reason	Arrival Time	Depart Time	Note
1	0	N/S			
2	1	N/S			
3	2	N/S			
4	3	N/S			
5	4	N/S			
6	5	N/S			
7	6	N/S			

*Period Attendance Detail Screen*

To add attendance in the detail screen:

1. If the student was absent the entire day, select the absence reason in **Reason 1** to enter an all-day code.
2. Enter the student's **Arrival Time**, **Departure Time**, and **Total Number of Minutes Attended**.
3. Enter a **Note** explaining the student's all day attendance.
4. Select the **Absence Reason** for each period in the Calendar. You can add attendance notes for each period in the **Note** fields.
5. Click **Save**.

## Modifying a Student's Attendance Records

Use the **Days of Activity** tab to add new attendance or to edit or delete existing attendance records.

1. Select the **Days of Activity** tab.
2. Click **Add**.

The screenshot shows the 'Period Attendance' interface for student Abbott, Billy C. at Hope High School. The 'Days of Activity' tab is selected. A table at the bottom shows columns for Line, Date, All Day Code, and Bell Periods (0-9). A '+ Add' button is highlighted in the bottom right corner of the table area.

Period Attendance Screen, Days Of Activity Tab

3. In the new line that displays at the bottom of the area, enter the desired **Date**.

The screenshot shows the 'Period Attendance' interface with a table of attendance records. The table has columns for Line, Date, All Day Code, and Bell Periods. The date '08/11/2016' is entered in the Date column of the new line (Line 21), which is highlighted with a red box.

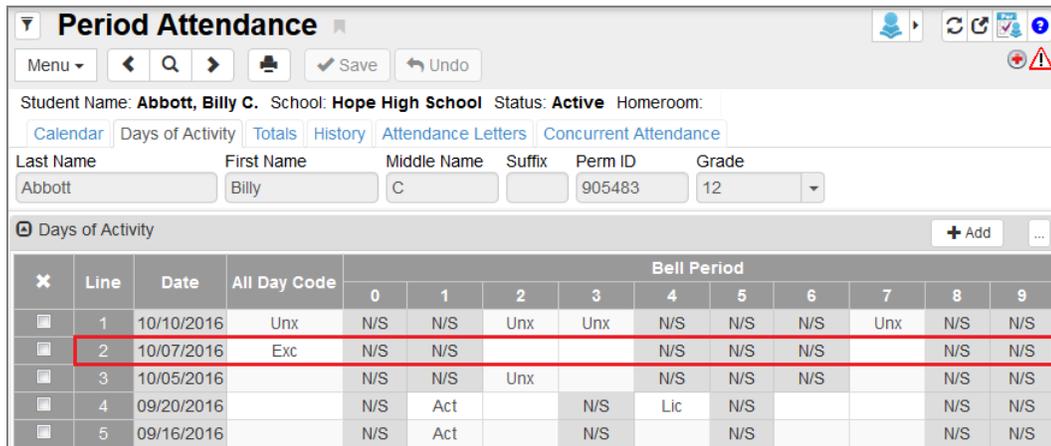
Period Attendance Screen, Days Of Activity Tab

4. The first column to the right of the date is the **All Day Code**. Use this for a whole day absence. If you want to mark only one period, select a reason for the absence or tardy in the column for that period.

The screenshot shows the 'Period Attendance' interface with a dropdown menu open over the 'All Day Code' column of the new line. The dropdown menu lists various attendance codes, and 'Exc: Excused' is highlighted with a red box.

Period Attendance Screen, Days Of Activity Tab

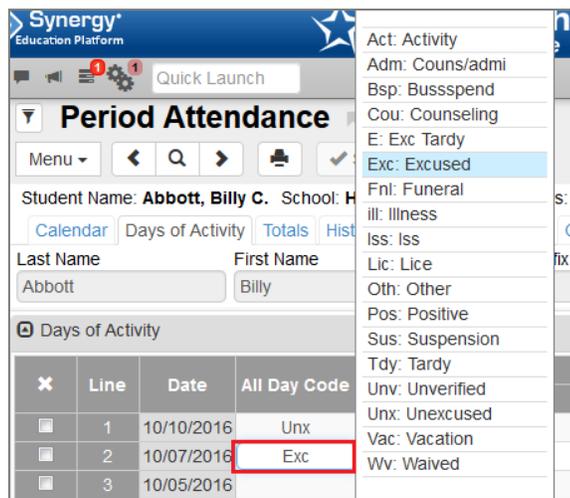
5. Click **Save**. The entry sorts chronologically in the list.



Period Attendance Screen, Days Of Activity Tab

Once you record a date on the **Days of Activity** tab, you can edit it. To change the absence or tardy reason within a date:

1. Click on the **Date** and **Bell Period** that need altering. The list of absences or tardies displays.
2. Select the new reason.



Period Attendance Screen, Days Of Activity Tab

3. Click **Save**.

# Chapter 7: Special Types of Attendance

---

Recording Attendance by Absence Amount ..... 77

## Recording Attendance by Absence Amount

Some schools that use daily attendance want to record the exact amount of absence for each student using the absence amount instead of letting Synergy SIS calculate it. The school can take daily attendance only twice a day at most, so the calculated absence can only capture half or full day absences (0.50 or 1.00 FTE). Using the absence amount, you can record absences by the quarter day as well.

### Recording Absence Amount

1. Navigate to **Synergy SIS > Attendance > Daily Attendance**.
2. Locate the student.
3. Click the underlined date.

The screenshot shows the 'Daily Attendance' interface for student **Abbott, Billy C.** at **Hope High School**. The student's status is **Active** and their homeroom is **C**. The interface includes a menu, search, save, and undo options. Below the student information, there are tabs for **Calendar**, **Days of Activity**, **Totals**, **History**, **Daily Entry**, **Attendance Letters**, and **Concurrent Attendance**. The **Daily Attendance Calendar** is displayed as a table with columns for days of the week and rows for dates. The date **17** is highlighted with a red box.

Line	Month Year	Monday		Tuesday		Wednesday		Thursday		Friday	
		Day	Attendance 1 Reason	Day	Attendance 1 Reason	Day	Attendance 1 Reason	Day	Attendance 1 Reason	Day	Attendance 1 Reason
1	Sep-2016	5		6		7		8		9	
2		12		13		14		15		16	
3		19		20		21		22		23	
4		26		27		28		29	Hol	30	Hol
5											
6	Oct-2016	3		4		5		6		7	Exc
7		10	Unx	11		12		13		14	
8		17		18	N/S	19	N/S	20	N/S	21	N/S
9		24	N/S	25	N/S	26	N/S	27	N/S	28	N/S

Daily Attendance Screen

4. Select the absence **Amount**. If the school takes attendance twice a day, the total absence amount for each half day cannot be more than 0.50.

Daily Attendance Detail

Menu Save Undo

Name: **Abbott, Billy C.** Date: **06/05/2017**

Attendance Detail

Attendance 1

Reason: Exc: Excused Amount: 0.50

Attendance 2

Reason: Amount:

Attendance Minutes

Arrival Time: Departure Time: Total Minutes Attended:

Attendance Note

Note:

*Daily Attendance Detail Screen*

5. Select the reason for the absence from the Attendance 1 **Reason** and/or Attendance 2 **Reason**.
6. Click **Save**.

# Chapter 8: School Enrollment History

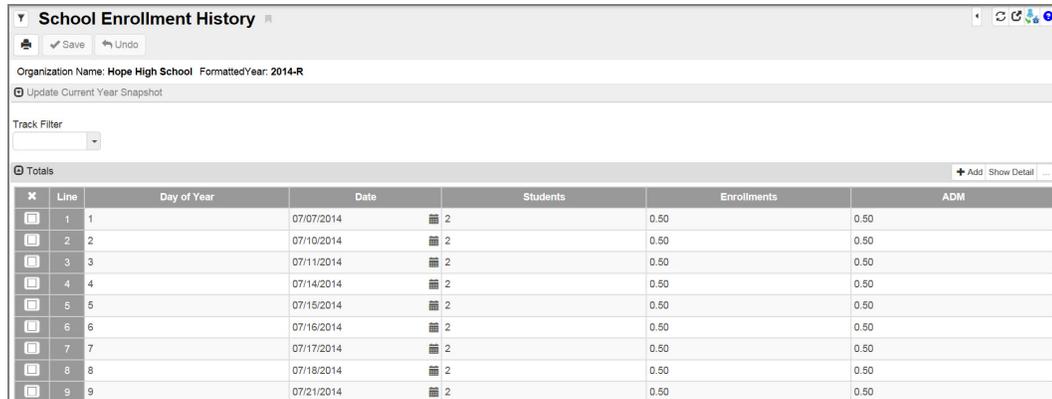
---

**Viewing School Enrollment History ..... 80**  
**Editing School Enrollment History ..... 81**

## Viewing School Enrollment History

The School Enrollment History screen provides a quick way to view the school's enrollment throughout the year and see the ADM for each day in the school year. It also provides the data for the STU603 report, which can provide a year-to-year comparison of attendance. For the comparison to display, both last year and the current year must have updated enrollment history.

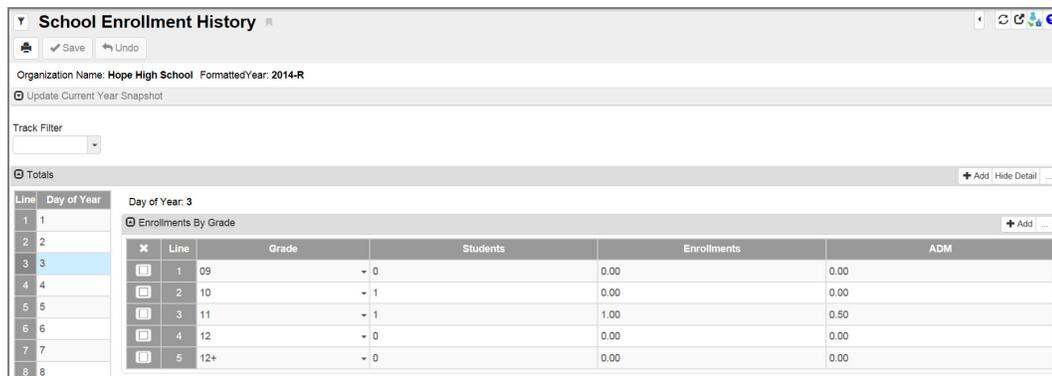
1. Navigate to **Synergy SIS > Attendance > Setup > School Enrollment History**.



Line	Day of Year	Date	Students	Enrollments	ADM
1	1	07/07/2014	2	0.50	0.50
2	2	07/10/2014	2	0.50	0.50
3	3	07/11/2014	2	0.50	0.50
4	4	07/14/2014	2	0.50	0.50
5	5	07/15/2014	2	0.50	0.50
6	6	07/16/2014	2	0.50	0.50
7	7	07/17/2014	2	0.50	0.50
8	8	07/18/2014	2	0.50	0.50
9	9	07/21/2014	2	0.50	0.50

School Enrollment History Screen

- **Day of Year and Date** – List each day the school is in session from the first school day through the end of the year.
  - **Students** – Shows the total number of enrolled students on each day.
  - **Enrollments** – Shows the total number of enrolled students on each day with a tuition payer code of 1, Eligible for State Funding.
  - **ADM** – Shows the result of dividing the total number of enrolled days for all students eligible for state funding by the number of school days in the period.
2. To view the ADM detail by grade, click **Show Detail**. The detail screen shows the number of students, enrollments, and ADM by grade level.



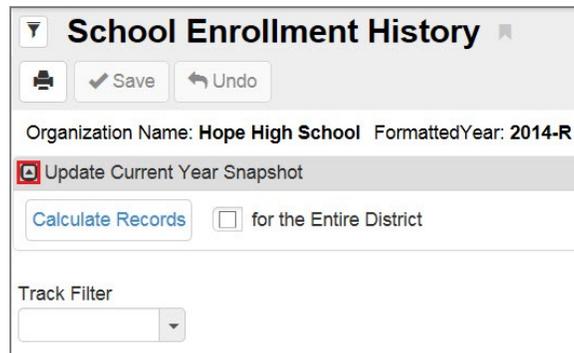
Line	Grade	Students	Enrollments	ADM
1	09	0	0.00	0.00
2	10	1	0.00	0.00
3	11	1	1.00	0.50
4	12	0	0.00	0.00
5	12+	0	0.00	0.00

School Enrollment History Screen, Totals Detail

## Editing School Enrollment History

The School Enrollment History screen does not automatically update as enrollment and attendance records change.

1. Click **Maximize** in the Update Current Year Snapshot area to show the **Calculate Records** button.



*School Enrollment History Screen*

2. If you want to update the records for the entire district instead of just the school in focus, select **for the Entire District**.
3. Click **Calculate Records**.
4. To update the records and show only the information for a specific track, select the track from **Track Filter**. It can show each track individually or combine all of the tracks' records if you select **Tracks Combined**.
5. Click **Calculate Records** to update by the track selection.

# Chapter 9: Mass Change Attendance

---

Changing Multiple Students' Attendance .....	83
Using Mass Change Attendance Definitions .....	98

## Changing Multiple Students' Attendance

When groups of students are absent for a particular date or set of dates for school-related activities (such as sports, clubs, or performances), changes to all student attendance records within that grouping can occur at the same time. This is also true for updating the absence code value, expanding filtering, saving unlimited definition sets, scheduling process jobs, and resetting historical tardies to 0.00.

Each school must define and process their mass change attendance definitions. The procedure for a mass attendance change depends on whether your school takes daily attendance or period attendance. To determine the attendance type at your school:

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Locate the **School Attendance Type** field in the Type Information section.

The screenshot shows the 'School Setup' interface for 'Hope High School' in the '2016-2017' school year. The 'Type Information' section is expanded, and the 'School Attendance Type' dropdown menu is highlighted with a red box, showing the selected option 'Both Period and Daily Attendance'. Other visible fields include 'School Type' (High School), 'School Attendance Taken' (By Section), and 'School Attendance Reason Type' (Regular).

*School Setup Screen*



For period attendance, see [Period Attendance](#). For daily attendance, see [Daily Attendance](#). For additional information, see [Selecting Student Filter Criteria](#) and [Viewing Mass Change Attendance History](#).

## Period Attendance

The following steps describe how to change multiple students' attendance at a period attendance school.

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

**Mass Change Attendance**

Menu ▾

School Name: **Hope High School** School Year: **2015-2016**

Student Filter Criteria is required

Type of Change

Change All Day Code  Change Period Attendance  Significant Period

All Day Code Conditions

Change All Day Code Apply Changes For Dates

From  To  From

If  or more reason codes of type  occurred during the day From  To

Apply Changes To Period Attendance

Do Nothing With Attendance  Fill Periods If No Attendance  Override All Period Attendance

Attendance Detail Options

Daily Arrival Time   Daily Departure Time

Daily Attendance Note

Currently Scheduled Jobs

*Mass Change Attendance Screen*

2. Select the appropriate Type of Change. The options are **Change All Day Code**, **Change Period Attendance**, and **Significant Period**.
3. Complete the appropriate procedure below for **Change All Day Code**, **Change Period Attendance**, or **Significant Period**.

## Change All Day Code

Mass Change Attendance Screen

1. To change a specific all day code, select the existing one to change in the **From** field and select the all day code to change it to in the **To** field.

Mass Change Attendance Screen

### Examples:

- To change students with no absence recorded, leave **From** blank.
- To change all codes, select **\*\*\*-Override Any Value** in **From**.
- To choose which periods to update, select **\*\*\*-Override Any Value** in **From** and either **\*\*\*-Dominant Reason**, **\*\*\*-Dominant Reason In Selected Period Range**, **\*\*\*-Selected Period**, or **\*\*\*-Highest Ranking Code** in **To**.

 **Dominant Reason** applies the dominant reason for all periods and **Dominant Reason In Selected Period Range** applies the dominant reason for only the selected periods.

**Highest Ranking Code** applies the All Day Code Rank as defined in District Attendance Code for all periods.

2. Under **Apply Changes for Dates**, enter the appropriate date range.

Mass Change Attendance Screen

3. To base the change on how many of certain reason codes are in a range of periods:
  - a. Select the minimum number of occurrences and the type of reason codes in the fields within **If \_\_\_ or more reason codes of type \_\_\_ occurred during the day**.

- b. Select the start and end of the range of periods in **From** and **To**.

Mass Change Attendance Screen

4. If you select **Allow new daily records to be created**, you can change the All Day Code for period attendance schools and students. This option hides from view if you select values within **If \_\_ or more reason codes of type \_\_ occurred during the day**, as you cannot use the two criteria together.

Mass Change Attendance Screen

5. If you select *Reason Code* as the type, select the options for the specific reason codes to count in the **Reason Codes** section that displays.

Mass Change Attendance Screen

6. Under **Apply Changes To Period Attendance**:

- Select **Do Nothing With Attendance** to leave attendance for individual periods unchanged.
- Select **Fill Periods If No Attendance** to change periods that have no absence reason entered to the code selected in **To**.
- Select **Override All Period Attendance** to change all periods to the code used for the All Day Code.

Mass Change Attendance Screen

7. Select criteria on the [Selecting Student Filter Criteria](#) tab.

## Change Period Attendance

Mass Change Attendance Screen

1. To change a specific attendance reason code, select it in **From** and **To**. To change any code, select **\*\*\*-Override Any Value**. To change students with no absence recorded, leave **From** blank.

Mass Change Attendance Screen

2. Under **Apply Changes for Dates**, enter the date range the change applies to.

Mass Change Attendance Screen

3. Select the periods to include in the mass change by using **From** and **To** under **Apply Changes For Periods**.

Mass Change Attendance Screen

4. Select the **Change The All Day Code** option to change the All Day Code as well.

Mass Change Attendance Screen

5. Select criteria on the [Selecting Student Filter Criteria](#) tab.

### Significant Period

Mass Change Attendance Screen

1. To change the All Day Code to the code entered for a specific period, select values in **If the All Day Code matches the value \_\_ then update it to match the code found in Period \_\_**.
2. Select the start and end dates for the change. This should cover the date range **From \_\_ To \_\_**.

Mass Change Attendance Screen

3. Select criteria on the [Selecting Student Filter Criteria](#) tab.

### Arranging significant period changes in advance

1. Configure a significant period mass change as described above, including student filter criteria.
2. Select *Schedule Attendance Job* from the **Menu**.

Mass Change Attendance Screen

3. Name the job.
4. Enter the time of day in HH:MM AM/PM format.

5. Click **Schedule Job**.

The screenshot shows a dialog box titled "Schedule Attendance Job" with a close button (X) in the top right corner. Below the title bar is a section header "Schedule Mass Attendance Job Options". Under this header, there are two input fields: "Name of Mass Change Attendance Job" (a text box) and "Time of day you want the job to run" (a time selection box with a clock icon). At the bottom left of the dialog is a button labeled "Schedule Job".

*Schedule Attendance Job Screen*

The job displays in the Currently Scheduled Jobs section and after it runs, it displays on the **Job History** tab.

Line	Job Name	Task Time
1	Mass Change	08/22/2015 15:37:00

*Mass Change Attendance Screen*

## Daily Attendance

The following steps describe how to change multiple students' attendance at a daily attendance school.

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

Mass Change Attendance Screen

2. Select the code to change **From** and the code to change **To** under change Reason Codes..

Mass Change Attendance Screen

3. Enter the beginning and end of the date range for which to make the change under Apply Changes For Dates.

Mass Change Attendance Screen

4. Enter the **Total Minutes Attended**.

Daily Reason Conditions

Change Reason Codes: From [ ] To [ ]

Apply Changes For Dates: From 10/26/2016 To 10/26/2016

**Total Minutes Attended** [ ]

*Mass Change Attendance Screen*

5. Select criteria on the **Student Filter Criteria** tab, as described below.

## Selecting Student Filter Criteria

To change the attendance for selected students only, enter the criteria for the students on the **Student Filter Criteria** tab. Select all grade levels and leave all other criteria blank to change all students.

1. Select the **Student Filter Criteria** tab. Five types of filters are available: **Group**, **Grade**, **Section**, **Teacher**, and **Students**. You can apply these filters in any combination.

**Mass Change Attendance**

Menu ▾ Apply Attendance Clear

School Name: **Hope High School** School Year: **2015-2016**

Mass Attendance Change **Student Filter Criteria** Job History

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

**Select Students By**

Group [ ] Grade  ↔

09  10  11  12  12+

**Section** [Chooser ...]

×	Line	Section ID	Course Title	Staff Name

**Teacher** [Chooser ...]

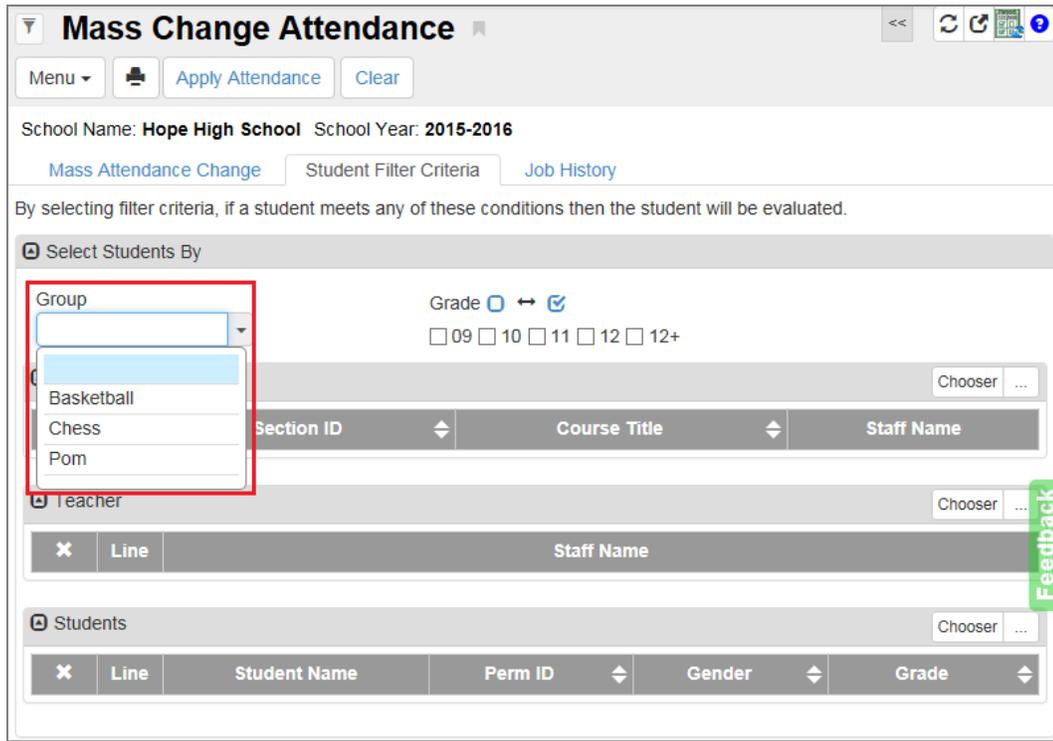
×	Line	Staff Name

**Students** [Chooser ...]

×	Line	Student Name	Perm ID	Gender	Grade

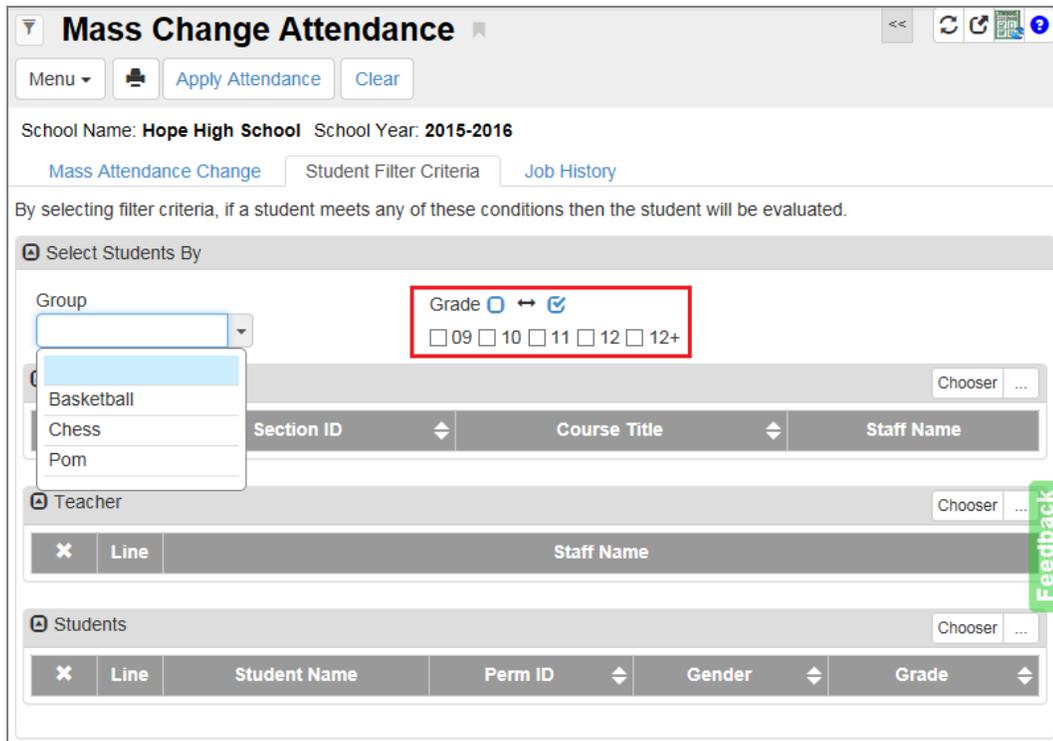
*Mass Change Attendance Screen, Student Filter Criteria Tab*

2. Select a **Group**.



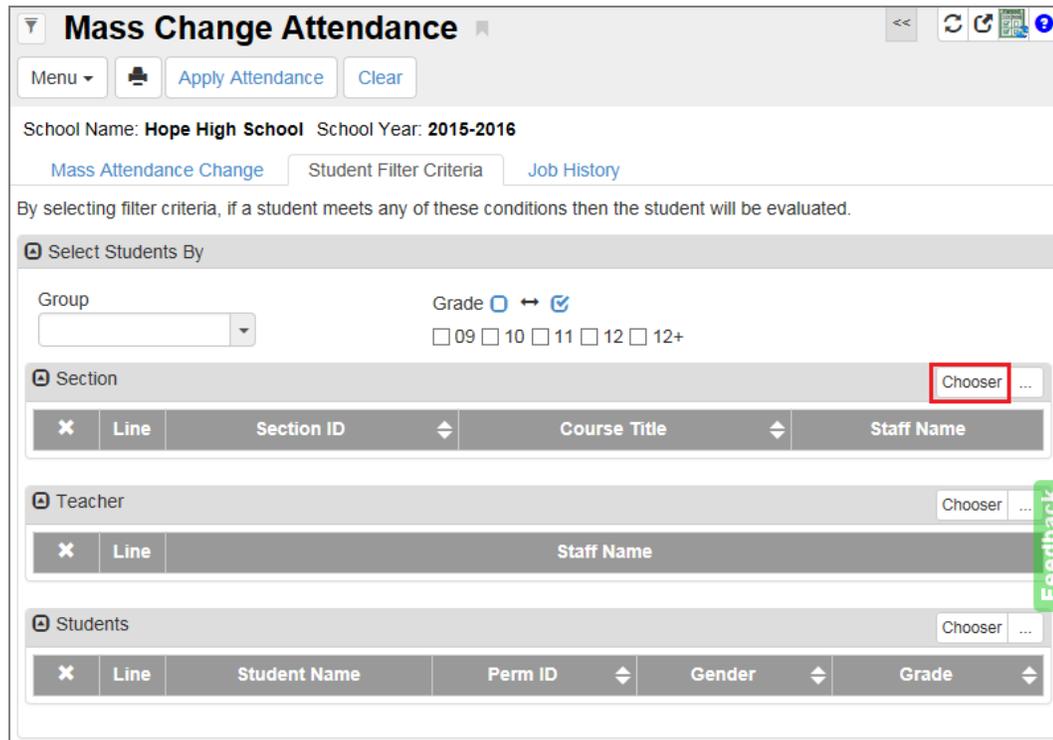
Mass Change Attendance Screen, Student Filter Criteria Tab

3. Select one or more **Grade** levels.



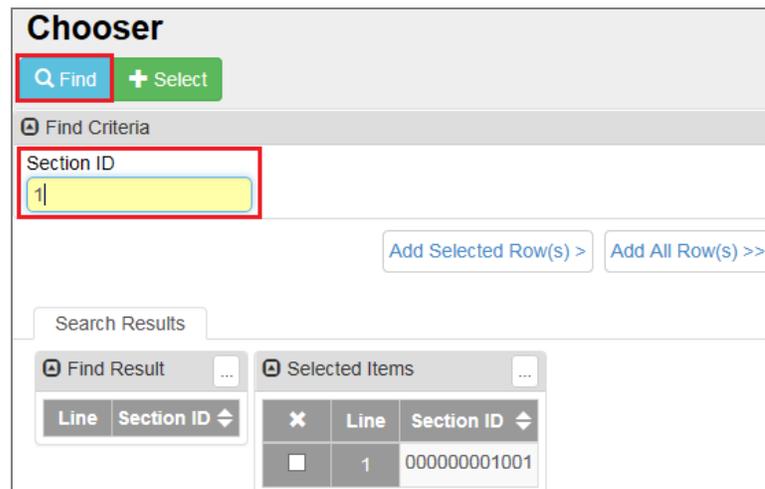
Mass Change Attendance Screen, Student Filter Criteria Tab

4. Click **Chooser** in the Section area. The Chooser screen opens.



*Mass Change Attendance Screen, Student Filter Criteria Tab*

5. Enter all or part of the **Section ID**.
6. Click **Find**.



*Chooser Screen*

- Click a **Section ID** or hold down the Ctrl key and click multiple section IDs. Then click **Add Selected Row(s) >**. Selected sections move to the Selected Items area.

**Chooser**

Find Criteria

Section ID  
1

Add Selected Row(s) > Add All Row(s) >>

Search Results

Line	Section ID
1	000000001001

Chooser Screen

- Click **Select**.
- Click **Chooser** in the Teacher section. The Chooser screen opens.

**Mass Change Attendance**

Menu Apply Attendance Clear

School Name: Hope High School School Year: 2015-2016

Mass Attendance Change Student Filter Criteria Job History

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

Select Students By

Group Grade 09 10 11 12 12+

Section Chooser

Line	Section ID	Course Title	Staff Name
×			

Teacher Chooser

Line	Staff Name
×	

Students Chooser

Line	Student Name	Perm ID	Gender	Grade
×				

Feedback

Mass Change Attendance Screen, Student Filter Criteria Tab

- Enter all or part of the teacher's name.

11. Click **Find**.

**Chooser**

Find Criteria

Last Name: A | First Name: | Middle Name: | Suffix: |

Search Results

Line	Last Name	First Name	Middle Name	Suffix
1	Adams	Ronald		
2	Aderson	Gordon		
3	Allen	Melissa		
4	Allman	Donna		
5	Allman	Jordan	Marie	
6	Anderson	Gordon		
7	Andrew	Mark		
8	Arthur A.	Andrea		
9	Attend Office	Attend Off		
10	Atwd S.	Sharon		
11	Audio Visual	Audio Visual		

Chooser Screen

12. Click a teacher. The teacher moves to the Selected Items section.

**Chooser**

Find Criteria

Last Name: A | First Name: | Middle Name: | Suffix: |

Search Results

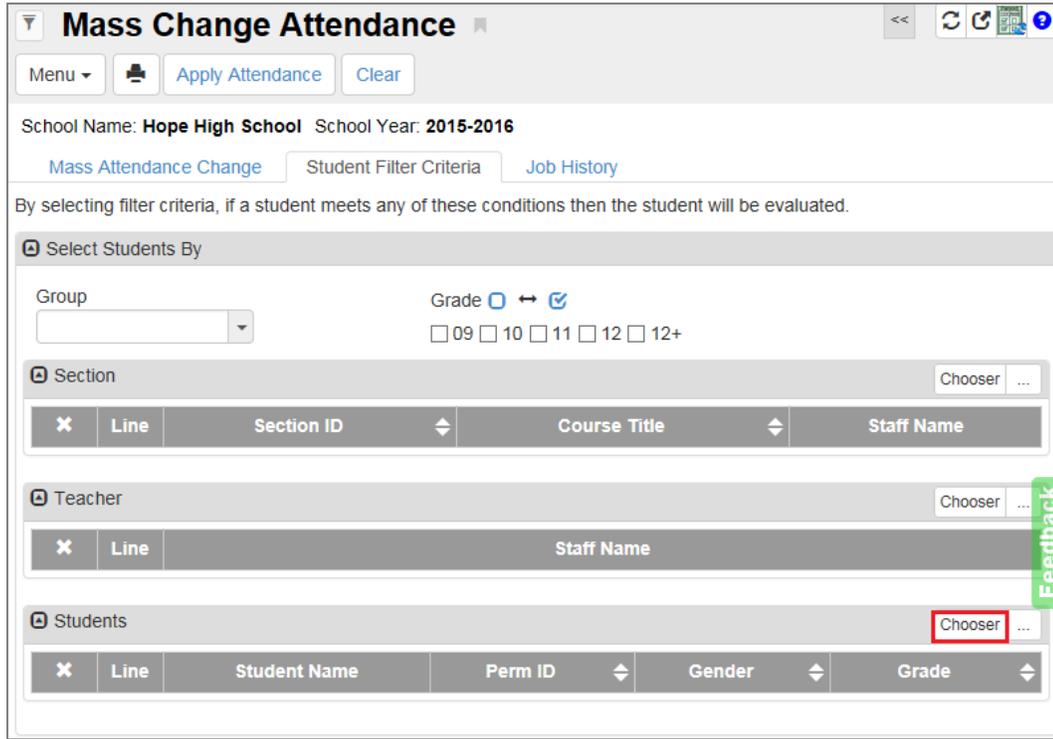
Line	Last Name	First Name	Middle Name	Suffix
3	Allen	Melissa		
4	Allman	Donna		
5	Allman	Jordan	Marie	
6	Anderson	Gordon		
8	Arthur A.	Andrea		
9	Attend Office	Attend Off		
10	Atwd S.	Sharon		
11	Audio Visual	Audio Visual		

Line	Last Name	First Name	Middle Name	Suffix
1	Adams	Ronald		
2	Aderson	Gordon		
3	Andrew	Mark		

Chooser Screen

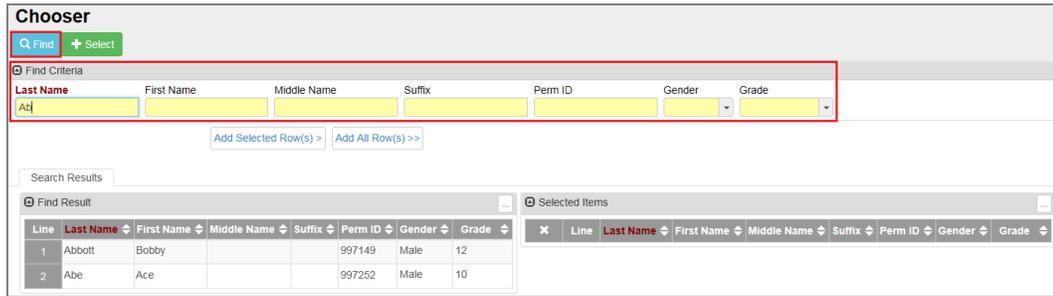
13. Click **Select**.

- Click **Chooser** in the Students section. The Chooser screen opens.



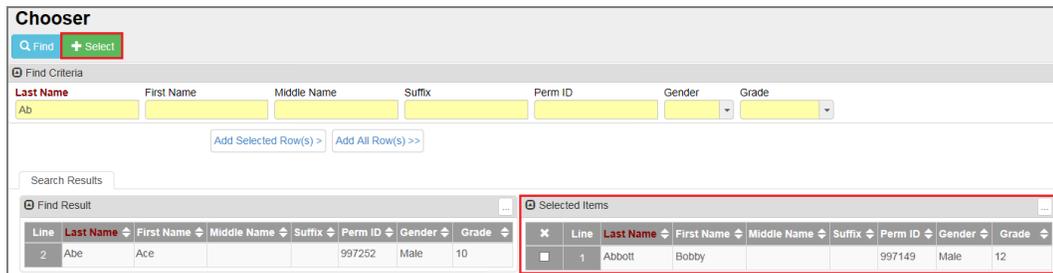
Mass Change Attendance Screen, Student Filter Criteria Tab

- Enter all or part of the student's name, **Perm ID**, or other criteria.
- Click **Find**.



Chooser Screen

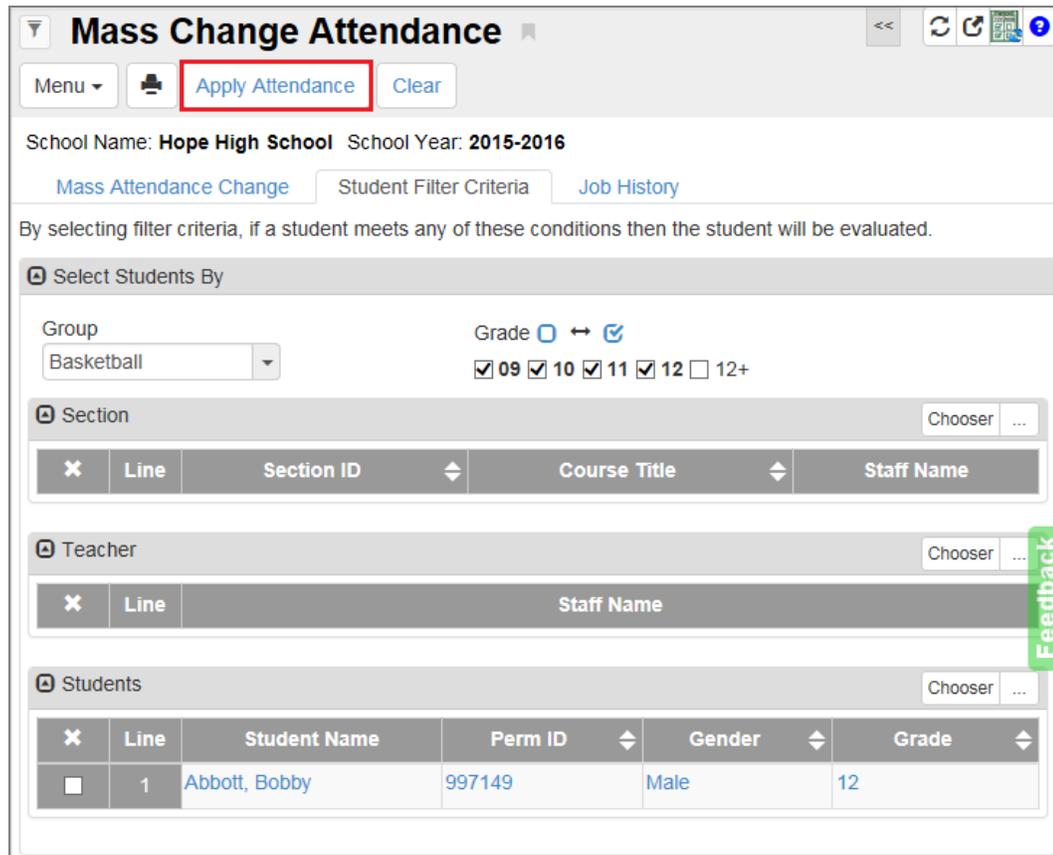
- Click a student. The student moves to the Selected Items section.



Chooser Screen

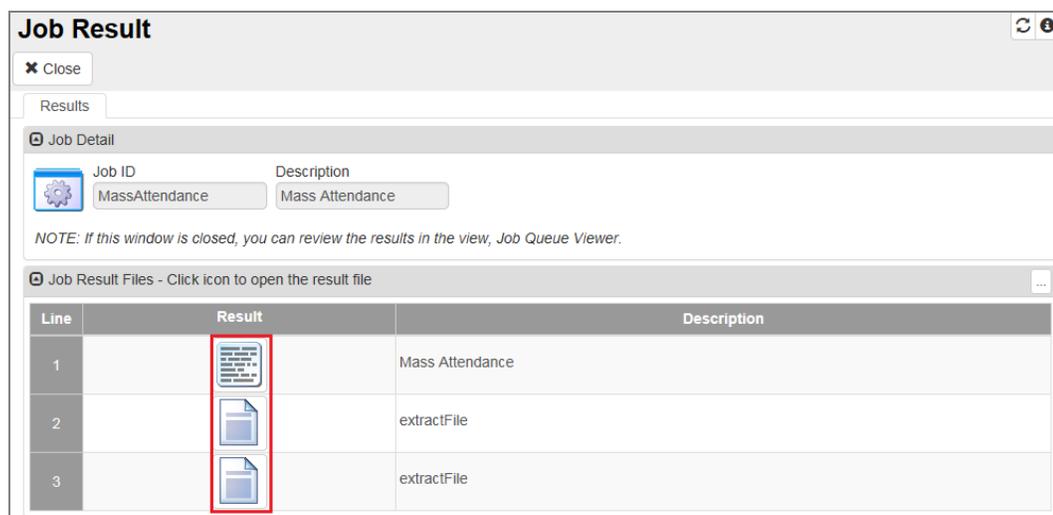
- Click **Select**.

19. Click **Apply Attendance**.



Mass Change Attendance Screen, Student Filter Criteria Tab

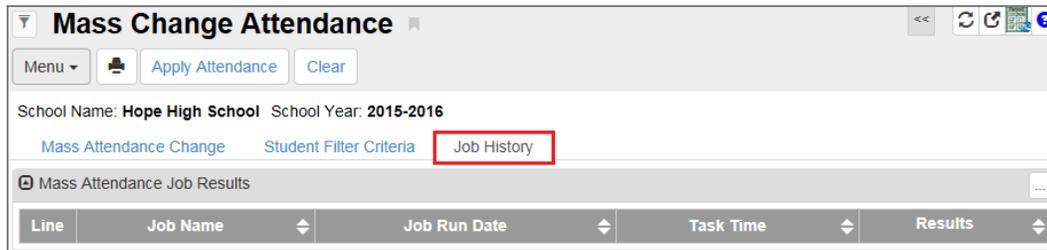
20. A Job Status window displays . When the process completes, a Job Result screen displays . The listed files show which records changed and any errors that occurred. Click any file to open it.



Mass Change Attendance, Job Result Screen

## Viewing Mass Change Attendance History

The **Job History** tab records scheduled mass changes that ran.



Mass Change Attendance Screen, Job History Tab



See [Significant Period](#) for more information.

## Using Mass Change Attendance Definitions

There are four tabs within the Mass Change Attendance screen: the **Mass Attendance Change** tab, the **Student Filter Criteria** tab, the **Absence Amount Definition** tab, and the **Scheduling** tab.

### Mass Change Attendance Definition Functionality

- Each school must define the Mass Change Attendance definitions.
- Each school must process the Mass Change Attendance.
- There are four tabs within the Mass Change Attendance screen: the **Mass Attendance Change** tab, the **Student Filter Criteria** tab, the **Absence Amount Definition** tab, and the **Scheduling** tab.

### Creating a Mass Change Attendance Definition

The following steps describe how to create a mass change attendance definition. See [Create/Copy Mass Change Attendance Definition](#) to reuse an existing template for another school.

1. Navigate to **Synergy SIS > Attendance > Mass Change Attendance**.
2. Click **Add**.
3. Enter the **Mass Attendance Job Name**.

4. Select the **Type of Change**: *Change All Day Code*, *Change Period Attendance*, *Significant Period*, *Daily Attendance*, *Calculate Minutes by Type*, or *Change Multiple Periods*. The Conditions section of the window updates to match the selection. Note that this is the same functionality as the original Mass Change Attendance screen.

- *Change All Day Code* – Ability to change the All Day Code with additional options such as overriding period attendance and filling blank period attendance for a specific date or date range. You can also enter a \$DATE wildcard as a variable in this area.

When creating a new Mass Change Attendance Definition for *Change All Day Code*:



- The Apply Changes to Period Attendance area defaults to Do Nothing With Attendance.
- You can also select to remove the daily attendance code if the conditions are not met.
- In the Daily Absence Amount Options, you can Change All Day Code To *Highest Ranking Code*.

- *Change Period Attendance* – Options to change the period code values for a specified date or date range from one value to another.
- *Significant Period* – Ability to update the All Day Code to match the code of a significant period for a specific date or date range.
- *Daily Attendance* – Used for schools using the Attendance Type (School Setup) of Daily Attendance.
- *Calculate Minutes by Type* – Provides the option to calculate the total minutes by type of attendance option.
- *Change Multiple Periods* – Provides the option to change multiple periods in a single mass change attendance definition. The Change Multiple Period section opens. Select options as needed.



You must substitute the Mass Change Attendance Definition screen in PAD Security to use this feature.

- Select the **Absence Reasons** that count as an absence during the Mass Change Attendance process. This option is only available during the Change All Day Code type of change process.

**Mass Change Attendance Definition**

Menu | Save | Undo | Add | Delete | Apply Attendance

Mass Attendance Job Name: **Change All Day Code** School Year: **2016-2017**

Mass Attendance Job Name: Change All Day Code

**Type of Change**  
Type Of Change: Change All Day Code

**Daily Absence Amount Options**  
Change All Day Code: [Dropdown]  
From: [Dropdown] To: [Dropdown]

**Apply Changes For Following Date Range**  
Date From: [Calendar] Date To: [Calendar]  
OR  
Variable From: \$DATE Variable To: \$DATE  
**Dates can be any combination (From 08/15/14 - To \$DATE) of dates and variables, but both "From" or both "To" fields cannot be used at the same time.**  
\$DATE would be the current date. \$DATE2 would be the current date plus 2 days. \$DATE-2 would be current minus 2 days.

If 50% or more reason codes of type Absence Codes (Exc, Une, Unv) occurred during the day From 0 To 9

**Absence Reason Codes**  
Absence Reasons: [Add] [Remove] [Refresh]  
 Exc-Excused  Fnl-Funeral  Ill-Illness  Lic-Lice  
 Oth-Other  Sus-Suspension  Unv-Unverified  Unx-Unexcused  
 Vac-Vacation  Wv-Waived

If the above conditions are not met, remove the daily attendance code.  
Apply Changes To Period Attendance  
 Fill Periods If No Attendance  Do Nothing With Attendance  Override All Period Attendance

**Attendance Detail Options**  
Daily Arrival Time: 11:00 AM Daily Departure Time: 12:00 PM  
Daily Attendance Note: test

*Mass Change Attendance Definition Screen*

- Click **Save**.

## Student Filter Criteria

For examples of how your filter selections will affect your result, expand the Filter Examples section.

1. Use **Add** or **Chooser** for each appropriate area to filter the list of processed students. Filter students by **Grade**, **Section**, **Student**, **Teacher**, or **Student Group**.
2. All the areas have an additional field to allow exclusion. Select **Exclude** to eliminate the selected value during the process.

**Mass Change Attendance Definition**

Menu | Save | Undo | Add | Delete | Apply Attendance

Mass Attendance Job Name: **Real-Time Attendance** School Year: **2016-2017**

Mass Change Attendance | **Student Filter Criteria** | Absence Amount Definition | Scheduling

Mass Attendance Job Name: Real-Time Attendance

If a student meets any include condition and does not meet any exclude condition, then the student will be evaluated.

Filter Examples

Limit To FTE: [ ]

**Grade** + Add

Line	Grade	Exclude Grade
1	10	<input type="checkbox"/>

**Section** + Add Chooser

Line	Section ID	Course ID	Course Title	Exclude Section
				<input type="checkbox"/>

**Student** + Add Chooser

Line	Student Name	Perm ID	Gender	Exclude Student
				<input type="checkbox"/>

**Teacher** + Add Chooser

Line	Staff Name	Badge Num	Exclude Teacher
			<input type="checkbox"/>

**Student Group** + Add Chooser

Line	Description	Code	Exclude Student Group
			<input type="checkbox"/>

Mass Change Attendance Definition Screen, Student Filter Criteria Tab

 The filters are in an AND condition.

## Absence Amount Definition

### 1. Select the Type of Absence Calculation.

The screenshot shows the 'Mass Change Attendance Definition' interface. At the top, there's a title bar with 'Mass Change Attendance Definition' and a search icon. Below it are navigation buttons: 'Menu', 'Save', 'Undo', '+ Add', 'Delete', and 'Apply Attendance'. The main content area shows 'Mass Attendance Job Name: All Day' and 'School Year: 2017-2018'. There are four tabs: 'Mass Change Attendance', 'Student Filter Criteria', 'Absence Amount Definition' (which is highlighted with a red box), and 'Scheduling'. Below the tabs, there's a text field for 'Mass Attendance Job Name' containing 'All Day'. A dropdown menu titled 'Type of Absence Calculation' is open, showing five options: 'Minutes', 'Percentage Threshold', 'Period Number Threshold', 'Absence Raw Percentage From Period Count', and 'Absence Percentage From Minutes Threshold'. The 'Minutes' option is currently selected.

Mass Change Attendance Definition Screen, Absence Amount Definition Tab



Additional options and information display on this tab depending on the options selected.

- **Minutes** – When you select this option, **Absence Amount Definition Type** displays . Select the option that best fits how you want minutes calculated.
  - **Default Minute Per Period Amount** – This option gives the ability to assign a certain amount of minutes per period. If you select this option, all bell periods use the same number of minutes. **Default Period Amount** displays , allowing you to select a default amount (in minutes) for each period.

- *School Calendar Bell Schedule* – You must define bell schedules with Bell Schedule Definition and assign them to the School Calendar accordingly (**Synergy SIS > Attendance > Setup**). Each bell period aligns to the bell schedule period amount for the day. If a section maps to a bell period that is not contained in the selected bell schedule, it uses zero minutes for that section.

**Mass Change Attendance Definition**

Mass Attendance Job Name: All Day School Year: 2017-2018

Mass Change Attendance Student Filter Criteria Absence Amount Definition Scheduling

Mass Attendance Job Name: All Day

Type of Absence Calculation: Minutes

Minutes Definition

Absence Amount Definition Type: [Dropdown]

Absence Amount Threshold: + Add

x	Line	Absence Amount	Attendance Operator	Minute Total
---	------	----------------	---------------------	--------------

Any grid from above will be treated as a threshold grid. The logic used on these grids will be from a top to bottom approach, only stopping with a value on the first line it finds as a true statement. For example:

Absence Amount = 0.00, Evaluator >=, Minute Amount 240  
Absence Amount = 0.50, Evaluator >=, Minute Amount 120  
Absence Amount = 1.00, Evaluator >=, Minute Amount 0

If the student was present 135 minutes we process the first line as a test, and find that 135 is not >= 240 so we go to the second line. On the second line we find that 135 is >= 120 so we take the absence amount from that line (0.50) and return that as the result.

All the grids are processed in the same manner.

Mass Change Attendance Definition Screen, Absence Amount Definition Tab

- **Percentage Threshold** – This option evaluates the students’ daily schedules to determine the actual number of scheduled periods for that day, dependent upon the periods selected on the **Mass Attendance Change** tab.

**Mass Change Attendance Definition**

Mass Attendance Job Name: **Change All Day Code** School Year: **2015-2016**

Mass Change Attendance Student Filter Criteria **Absence Amount Definition** Scheduling

Mass Attendance Job Name  
 Change All Day Code

Type of Absence Calculation  
**Percentage Threshold**

**Percentage Threshold Definition**

Line	Absence Amount	Attendance Operator	Percent Present Amount
1	0.00	Greater Than or Equal To	1.00
2	0.25	Greater Than or Equal To	0.75
3	0.50	Greater Than or Equal To	0.50
4	0.75	Greater Than or Equal To	0.25
5	1.00	Greater Than or Equal To	0.01

Any grid from above will be treated as a threshold grid. The logic used on these grids is that the first line it finds as a true statement. For example:

Absence Amount = 0.00, Evaluator >=, Minute Amount 240  
 Absence Amount = 0.50, Evaluator >=, Minute Amount 120  
 Absence Amount = 1.00, Evaluator >=, Minute Amount 0

**If the student was present 135 minutes we process the first line as a test, and a second line we find that 135 is >= 120 so we take the absence amount from the second line. All the grids are processed in the same manner.**

*Mass Change Attendance Definition Screen, Absence Amount Definition Tab*

- *Period Number Threshold* – When selecting this option, the school must complete the Period Amount Threshold area, indicating the number of periods present equal to the absence amount.

**Mass Change Attendance Definition**

Mass Attendance Job Name: All Day School Year: 2017-2018

Mass Attendance Job Name: All Day

Type of Absence Calculation: Period Number Threshold

Period Amount Threshold

Line	Absence Amount	Attendance Operator	Period Present Total
*	0.00	Greater Than or Equal To	5.00
*	0.50	Greater Than or Equal To	4.00
*	1.00	Greater Than or Equal To	0.00

Any grid from above will be treated as a threshold grid. The logic used on these grids will be from a top to bottom approach, only stopping with a value on the first line it finds as a true statement. For example:

Absence Amount = 0.00, Evaluator >=, Minute Amount 240  
 Absence Amount = 0.50, Evaluator >=, Minute Amount 120  
 Absence Amount = 1.00, Evaluator >=, Minute Amount 0

If the student was present 135 minutes we process the first line as a test, and find that 135 is not >= 240 so we go to the second line. On the second line we find that 135 is >= 120 so we take the absence amount from that line (0.50) and return that as the result.

All the grids are processed in the same manner.

*Mass Change Attendance Definition Screen, Absence Amount Definition Tab*

- *Absence Raw Percentage From Period Count* – This option returns the exact percentage absent amount based on the number of enrolled periods of a student.

- **Absent Percentage From Minutes Threshold** – The absent percent is calculated using minutes from the bell schedule. Once the mass change process has determined the absent percent for the day, the threshold section is used. Synergy SIS evaluates each line, starting from the top line to the bottom. Once Synergy SIS finds a line that matches the absent percent, the daily attendance amount is set using the value in the **Absence Amount** column.

**Mass Change Attendance Definition**

Mass Attendance Job Name: All Day School Year: 2017-2018

Mass Attendance Job Name: All Day

Type of Absence Calculation: Absent Percentage From Minutes Threshold

Percentage Threshold From Minutes Definition

Line	Attendance Operator	Percent Abs Amount	Absence Amount
1	Greater Than or Equal To	100.00	1.00
2	Greater Than or Equal To	50.00	0.50
3	Greater Than or Equal To	0.00	0.00

The absent percent will be calculated using minutes from the bell schedule. Once the mass change process has determined the absent percent for the day, the threshold grid above will be used. Each line will be evaluated, beginning at the top line. Once a line is found that matches the absent percent, the daily attendance amount will be set using the value in the "Absent Amount" column.

For example, given the following setup:

Attendance Operator	Percent Abs Amount	Absence Amount
If the Calculated Absent Percent Is Greater Than or Equal To	100.00	Set the Daily Absent Amount To 1.00
If the Calculated Absent Percent Is Greater Than or Equal To	50.00	Set the Daily Absent Amount To 0.50
If the Calculated Absent Percent Is Greater Than or Equal To	0.00	Set the Daily Absent Amount To 0.00

- If the student is absent for 100% of the day, then a 1.00 will be put in that day's absent amount.
- If the student is absent for 57% of the day, then a 0.50 will be put in that day's absent amount.
- If the student is absent for 33% of the day, then a 0.00 will be put in that day's absent amount.
- If a case arises where no line is found that matches the calculated absent percent, then that percent will be directly used for the day's absent amount.

Mass Change Attendance Definition Screen, Absence Amount Definition Tab

## Scheduling

1. Select the **Scheduling** tab.

**Mass Change Attendance Definition**

Mass Attendance Job Name: Change All Day Code School Year: 2016-2017

Mass Attendance Job Name: Change All Day Code

Schedule Job

Recur Type: [Blank]

Notification

Email the following address(es) upon completion of the Mass Change Attendance Definitions Synchronization job.  
e.g. user@server.net, user2@server2.com

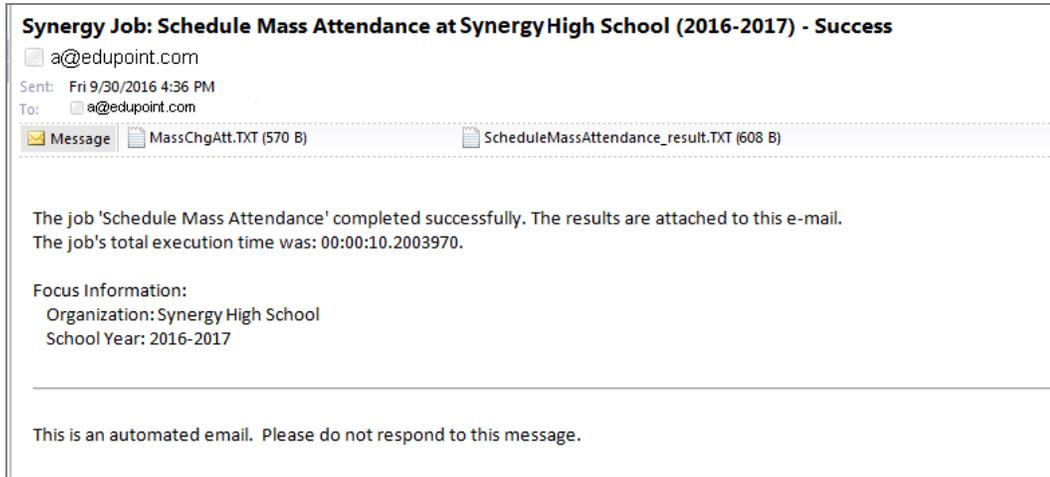
Mass Change Attendance Definition Screen, Scheduling Tab

2. Select **Once, Daily, Weekly, or Monthly** for the **Recur Type**. The default is blank, which is the same as **Once**. Additional options display depending upon your **Recur Type** selection.

3. Enter email addresses in **Email the following address(es) upon completion of the Mass Change Attendance Definitions Synchronization job**. Synergy SIS sends a notification indicating success or error to the emails entered in this field.

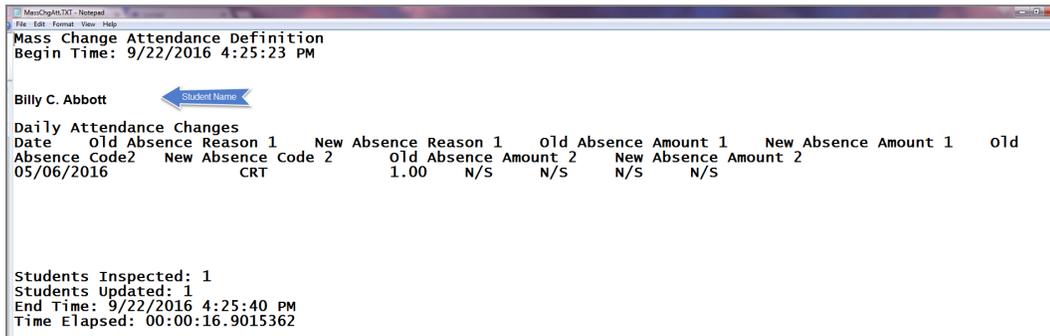
- Separate multiple email addresses with a comma.
- There is a 100-character limit in this field.

**Email Notification – Success**



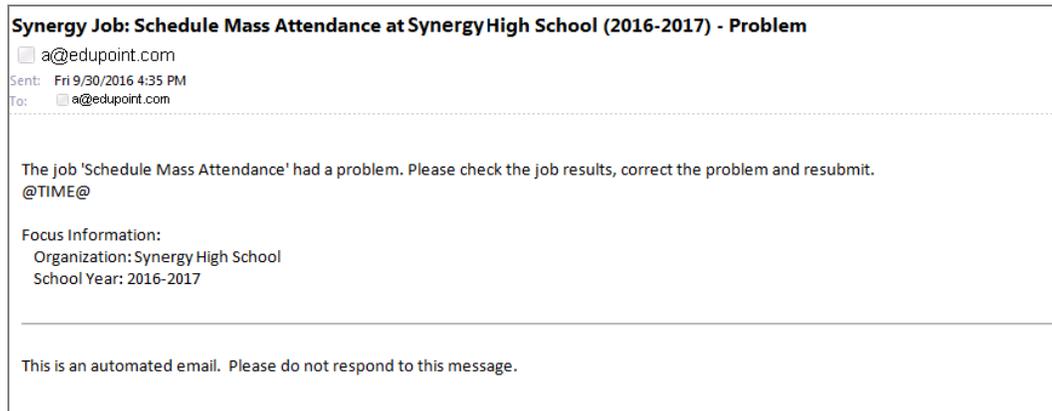
*Email Notification - Success*

**Email Notification – Attachment**



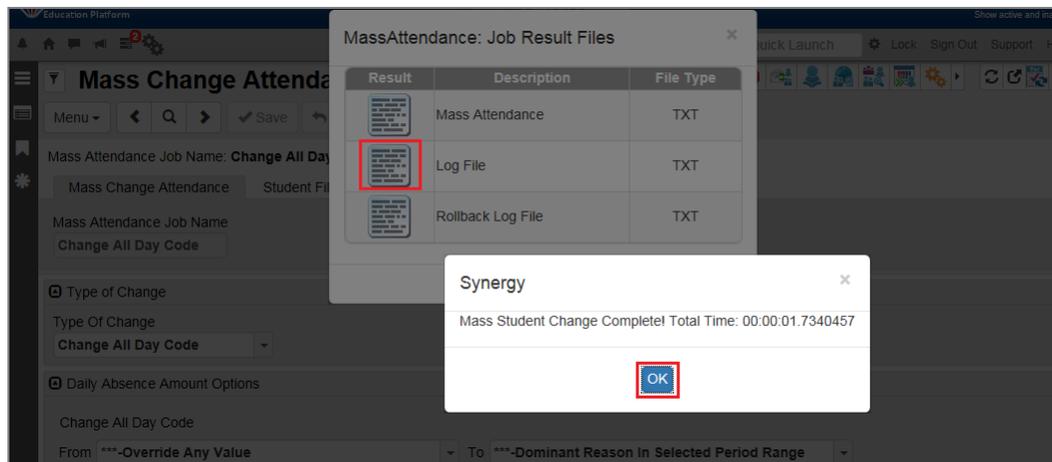
*Email Notification - Attachment*

### Email Notification – Error



Email Notification - Error

4. Confirm the data set is correct within the selected Mass Change Attendance Definition.
5. Click **Apply Attendance**. This places the job in the queue for processing. At the end of the process, a message displays indicating the completion of the job. You can review the extract file.

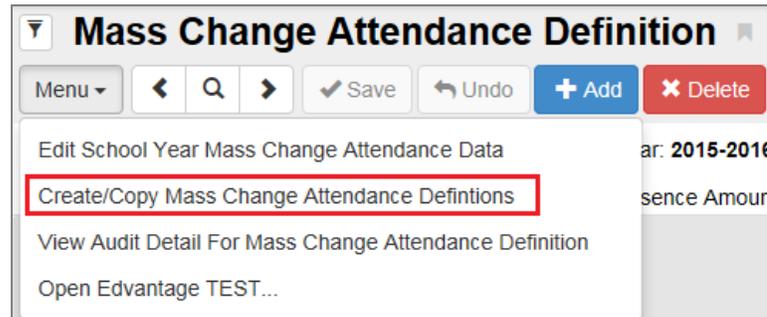


Mass Change Attendance Definition Screen, Job Result

## Create/Copy Mass Change Attendance Definition

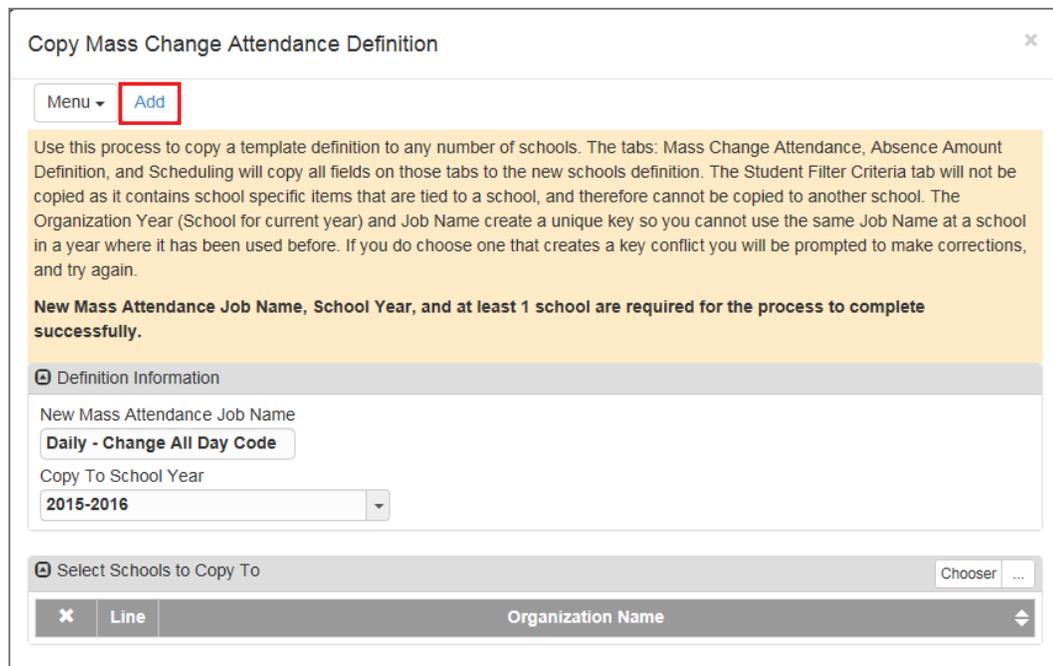
This process allows you to copy a template definition to other schools rather than recreating the same definition from scratch for each school.

1. Navigate to **Synergy SIS > Attendance > Mass Change Attendance**.
2. Find or scroll to a job definition.



Mass Change Attendance Definition Screen, Menu Option

3. Select **Create/Copy Mass Change Attendance Definitions** from the **Menu**. The Copy Mass Change Attendance Definition screen opens.



Copy Mass Change Attendance Definition Screen

4. In the New Mass Attendance Job Name field, enter the mass change attendance definition name.
5. Select the school year of the definition (job).
6. Select the **Existing Attendance Definition Name**.

7. Complete the **Select Schools to Copy To** section.

- You can copy the Mass Change Attendance to the school currently in focus as well. You must rename the New Mass Attendance Job Name as it cannot be the same as the Existing Attendance Definition Name within the same school.
- During the process, the system copies the specified definition from the **Mass Change Attendance** tab on the Mass Change Attendance Definition screen to the school selected in the Schools to Copy To area.
- Different schools can opt into different Reason Codes. Only Reason Codes that both schools (the school copied from and the school copied to) use copy over in the copying process. In this case, you may need to confirm the Reason Codes selected at the Copy To Schools.
- Data on the **Student Filter Criteria** tab of the Mass Change Attendance Definition screen does not copy over to the other schools. This data is unique for each school site and you need to populate it individually.
- The **Absence Amount Definition** tab copies from the original job definition to the new job definition.
- The **Scheduling** tab copies from the original job definition to the new job definition.
- You can copy a job definition or template to the same school more than once but they must have different names.

8. Click **Add**.

## Mass Change All Day Code to Student's First Period

---

1. Navigate to **Synergy SIS > Attendance > Mass Change Attendance Definition**.
2. Select *Change All Day Code* for the **Type of Change**.
3. Select **From Override and Value To Selected Period**.



This functionality works only with the *Selected Period* option.

4. Enter **Variable From \$Date Variable To \$Date**. You can also select a date range.
5. Select **Use first period of student's day**.
6. Select **If 0 or more reason codes of type All Reason Codes**. You can set up this condition based on school requirements.

7. Select **Do Nothing With Attendance**.

 If this definition is used as Real-Time Attendance, Synergy SIS ignores any other selection made here.

8. Click **Add** on the Exceptions section to add a new line.

 This selection removes the **In Period** option.

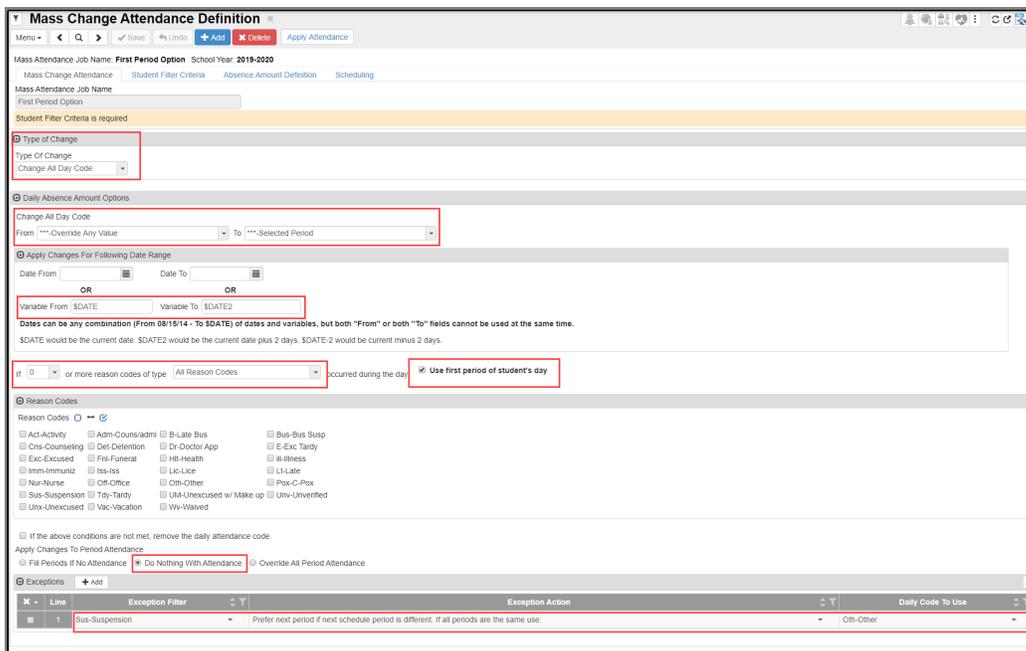
9. Select **Exception Filters** and **Daily Codes To Use**, as needed.

10. Select **Exception Actions**, as needed.

- *Prefer next period if next schedule period is different. If all periods are the same use* – If the first period of the student's scheduled day has a selected attendance code from the **Exception Filter** column, Synergy SIS looks for the next period attendance code until it finds a different code. If all periods are the same, Synergy SIS updates the all day code to the selected code on the **Daily Code To Use** column.
- *Remove the daily code* – If the first period of the student's schedule has the selected attendance code from the **Exception Filter** column, Synergy SIS removes the all day code.

 A warning displays if *Remove the daily code* is selected and any **Daily Code To Use** is populated.

- *Set the daily code to* – If the first period of the student's schedule has a selected attendance code from the **Exception Filter** column, Synergy SIS updates the all day code to the selected code on the **Daily Code To Use** column.



Mass Change Attendance Definition Screen

11. Click **Save**.
12. Select the **Student Filter Criteria** tab.
  - a. Select **Grade, Section, Teacher, and Student Group**, as needed.
  - b. Click **Save**.



Selections made on the **Absence Amount Definition** tab determine the all day amount on period attendance.

# Chapter 10: Attendance Letters

---

<b>Attendance Letter V2 .....</b>	<b>114</b>
<b>Creating Attendance Letters .....</b>	<b>121</b>
<b>Additional Attendance Letter Options .....</b>	<b>126</b>
<b>Printing Attendance Letters .....</b>	<b>127</b>

## Attendance Letter V2

This is a modified version of the Attendance Letters screen and functionality.

### Creating an Attendance Letter V2

1. Navigate to **Synergy SIS > Attendance > Attendance Letter V2**.
2. Click **Add**.
3. Enter the **Letter Name**.

Attendance Letter V2 (Add) Screen

4. Click **Save**.
5. Enter all the required information for the attendance letter.
  - a. **Attendance Definition** – Select the attendance definition. This field is required.



Click **View** to open the Attendance Definition screen.

- b. **Attendance Filter** – Allows you to select what attendance counts toward the attendance letter.
      - *Attendance at all organizations the student is enrolled in* – Includes home and concurrent school attendance
      - *Attendance at all organizations where the student is primarily enrolled* – Includes home school attendance only
      - *Attendance at this organization only* – Includes focus school attendance only
    - c. **Language** – Determines what language to use for the attendance letter based on what is selected
      - *Home Language* – Language spoken in the home
      - *Language to Home* – Language school sends letters to the home
    - d. **Process Option** – Determines the result of printing the attendance letter
      - *Print and Attach Documents* – Generates the documents and attaches them on the **Documents** tab of the Student screen
      - *Print Documents Only* – Generates the documents

- e. **Attach Doc Category** – Sets the **Category** the documents use when *Print and Attach Documents* is selected and when they are attached through the **Process Option**

This document displays in ParentVUE and StudentVUE if its **Document Category** was set to display on the ParentVUE and StudentVUE Configuration screen.



Line	Document Category	Acknowledgement Required	Acknowledgement Text
1	Birth Certificate	<input type="checkbox"/>	
2	Electronic Report Card	<input type="checkbox"/>	
3	Consent Form	<input type="checkbox"/>	
4	District Policy	<input type="checkbox"/>	
5	School Documents	<input type="checkbox"/>	
6	Miscellaneous Documents	<input type="checkbox"/>	
7	State Test Scores	<input type="checkbox"/>	Please read through your child's test scores.

ParentVUE And StudentVUE Configuration Screen

- f. **Automation Option** – Allows you to choose how Attendance Letters V2 processes letters.



See [Running an Attendance Letter V2](#) for additional information.

- **Automatically Process Letters** – Process automatically runs after the extract generates.
- **Manually Process Letters** – You must manually process the letter from the **Process** tab after the extract generates.

- g. **Log Detail Level** – Level of detail shown in the log files generated



Setting the log detail to *High* can help users determine where errors are occurring, if there are errors.

Attendance Letter V2 Screen

- h. **Enrollment Filter** – Allows users to select which students to run the attendance letters for
- *All students enrolled at this organization*
  - *Students who are primarily enrolled at this organization*
- i. **Process Inactive Students** – Turning this on runs the attendance letter for inactive students also
- j. **Test Student ID** – Enter a student's ID here to run the Attendance Letter V2 for this student only
- k. **Dates** – Specifies the dates attendance is running for
- l. **Valid Ages** – Age range includes both the **Age Begin** and **Age End** ages



Any student whose age is not in this range does not receive an attendance letter.

Attendance where the student's age is not in this range does not count toward the attendance letter.

- m. **Grades** – Any grade in the district can be selected because attendance can be calculated from other schools within the organization

Attendance Letter V2 Screen

- n. **Number of Tardies to Advance Threshold by 1** – Number entered here allows the user to specify how many tardies equate to one absence
- o. **Threshold Option** – Allows users to select how thresholds are calculated for attendance letters
- *Allow student to skip directly to highest threshold achieved* – If a student qualifies for a certain threshold, they move to that threshold immediately. This also generates the documents for the previous skipped thresholds.
  - *Only allow a student to move one threshold per run* – Student moves to the next threshold with each run regardless of the threshold the student qualifies for.
- p. **Run Day Cushion** – Provides a buffer between the letter execution date and attendance days
- If the letter end date is prior to the current day, the cushion value is ignored. When the letter end date is after the current day, the letter process evaluates attendance using the current day minus the cushion value. For example, if the current day is August 22 and the cushion is set to 2 days, the attendance

evaluation begins on August 20. Any attendance after August 20 is not evaluated.

q. **Allow Undo Student's Threshold** – Provides greater control of removing Discipline Incidents

- This allows a letter threshold to be reset if the attendance changes, making a letter no longer invalid. When this is not selected, the current letter threshold is retained and the letter remains valid even if the attendance changes.

r. **Discipline Template** – Allows users to select a Discipline Template



All discipline templates are available for selection.

You can select a template for none, some, or all thresholds.

Synergy SIS creates an incident for each student at each threshold achieved with a template selected.

s. **Discipline Rollback Options** – Provides greater control of rolling back Discipline Incidents

- *Move Incident to Pending* – Removes the Incident from the student and from the Incidents screen and moves it to the **Discipline Maintenance** tab for further review
- *Delete Incident on Rollback* – Removes the incident from Synergy

t. **Totaling Type**

- *Total by day* – Calculates from daily attendance totals
  - Total By Day Details – Available when *Total by day* is selected
    - **Consecutive Days** – Selecting this means only days consecutively missed count toward threshold generation
    - **Day Thresh Reset Type** – Specifies which terms the threshold counter resets at when Term Definitions are selected
- *Total by schedule* – Calculates from schedule
  - Total By Schedule Details – Available when *Total by schedule* is selected
    - **One Per Student** – Selecting this option generates only one letter per student instead of per course. Not selecting this option and running this for period attendance returns one letter for each course the student is in.
    - **Threshold Reset Type** – This works similarly to total by day above but cannot be done by term. Instead this can be done by progress or grading periods.
- *Total across full schedule* – Selecting this option allows the entire student schedule to be evaluated for attendance

u. **Sort Method** – Specify how the results are sorted

Number of Tardies to Advance Threshold by 1 Threshold Option Run Day Cushion  
 Allow Undo Student's Threshold Only allow a student to move one threshold per run 2

Line	Threshold Amount	Mail Merge Document	Discipline Template	Discipline Rollback Option
1	3.00	Attendance Letter 1 (v2.0)		
2	5.00	Attendance Letter 2 (v2.0)		Delete Incident on Rollback
3	7.00	Attendance Letter 3 (v2.0)		Move Incident to Pending

Total and Sort  
 Totaling Type: Total by day Sort Method: Alphabetical  
 Total By Day Details  
 Consecutive Days  
 Day Thresh Reset Type: None

Attendance Letter V2 Screen

v. **Create Letters Without Valid Addresses** – Selecting this option generates attendance letters even if a student or parent doesn't have an addressw. **Send To Method** – Specify to whom attendance letters are sent

Addressee Information  
 Create letters without valid addresses  
 Send To Method

Attendance Letter V2 Screen

## Excluding Student Attendance from Calculations

You can exclude students' attendance from attendance calculations in a given date range using the **Exclusions** tab.

1. Navigate to **Synergy SIS > Attendance > Attendance Letter V2**.
2. Select the **Exclusions** tab.
3. Click **Add** on the Exclusions section and use the student finder to find the student to exclude.
4. Enter the **Begin Date** and **End Date** to indicate which dates to exclude from attendance.

Attendance Letter V2  
 Menu - Save Undo Add Delete Generate Extract  
 Letter Name: Brian's Example Organization Name: Hope High School FullYear/Verbose: 2018-2019  
 Letter Options Exclusions Process  
 Letter Name: Brian's Example  
 Exclusions  

Line	Student Name	Perm ID	Gender	Begin Date	EndDate
1	Abbott, Billy C.	905483	Male		

Attendance Letter V2 Screen, Exclusions Tab

5. Click **Save**.

## Running an Attendance Letter V2

1. Navigate to **Synergy SIS > Attendance > Attendance Letter V2**.
2. Locate the Attendance Letter.
3. Click **Generate Extract**.



If the **Automation Option** is set to *Automatic*, nothing else needs to be done. If it is *Manual*, you must process it manually.

4. Select the **Process** tab. The Previous Runs section displays all the generated extracts with the most recent at the top.
  - Click **View Documents** to open all the files generated by the extract.
  - Click **Process Results** to add the documents to the student's Document tab.



You must process extracts in order.

- Click **Clear Thresholds** to clear all thresholds generated from that extract. This also removes the attendance letter from the student.



Clearing thresholds also clears all thresholds generated from the extract runs above it in the Previous Runs section and all previously generated letters.



Attendance Letter V2 Screen, Process Tab

## Viewing Student Thresholds

1. Navigate to **Synergy SIS > Attendance > Daily Attendance** for daily attendance schools or **Synergy SIS > Attendance > Period Attendance** for period attendance schools.
2. Select the **Attendance Letters** tab.



The History section displays thresholds met with Attendance Letter V1 and Attendance Letter V2.

* Line	Run Date	Rollback Date	Threshold Achieved	Letter Name	Course ID / Title / Section ID	Threshold Range	View Documents	Incident ID
1	10/07/2019		1	AlyAttlLetterV1a-Absence (V1)		09/03/2019 - 06/12/2020		
2	10/07/2019		1	AlyAttlLetterV1b-Tardy (V1)		09/03/2019 - 06/12/2020		
3	1/24/2020 10:51:39 A		1	Attendance Letter V2-Absence (V2)		09/03/2019 - 06/12/2020		
4	1/9/2020 1:55:28 PM		2	Attendance Letter V2-Tardy (V2)		09/03/2019 - 06/12/2020		
5	10/15/2019 4:25:51 P		1	Attendance Letter V2-Tardy (V2)		09/03/2019 - 06/12/2020		

*Period Attendance Screen, Attendance Letters Tab*

The letters created for the student display with the threshold used. The Threshold is the number of the type of absence reason defined in the letter. For example, a student with 1 tardy might get a different letter than a student with 10 tardies.

The **Run Date** details when the letter was processed in a date and time format.

If attendance changes for a student that invalidates a previously achieved threshold, the next time that letter is processed, it strikes through the now invalid letter and applies a **Rollback Date**. This also removes any attached discipline incidents.

The **Incident ID** displays the incident that was created by the letter process.

## Creating Attendance Letters

You can create attendance letters to mail to parents and/or students regarding absences, tardies, and so on. Synergy SIS processes them based on thresholds, the number of a particular absence reason accumulated. You can create different letters for each threshold. For example, you can set up Synergy SIS to send one letter for 3 tardies and another for 6 tardies. Attendance letters also report attendance percentages by course.

1. Navigate to **Synergy SIS > Attendance > Attendance Letter**.
2. Click **Add**.



*Attendance Letter Screen*

3. The Attendance Letter (Add) screen opens.

The screenshot displays the "Attendance Letter" configuration screen. At the top, there is a header with the title "Attendance Letter" and a toolbar containing icons for search, undo, add, delete, and generate extract. Below the header, there are input fields for "Letter Name", "School Name", and "School Year". A tabbed interface shows "Attendance Letters" as the active tab, with "Additional Options" as an alternative. The main configuration area is divided into several sections:

- Cutoff Values:** A table with columns for Line, Threshold Value, Mail Merge Doc, Output Type, and Language.
- Date Range:** Fields for "Begin" and "End" dates with calendar icons.
- Grade Range:** Fields for "Begin" and "End" grades with dropdown menus.
- Extras:**
  - Totaling and Sort:** Fields for "Totaling Method" and "Sorting Method" with dropdown menus, and checkboxes for "Consecutive Days", "One Letter Per Student", and "Treat Block Sections as Multiple Courses".
  - Checkboxes for "Show Inactive Students" and "Clear Current Thresholds".
- Addressee Info:** Fields for "Send To Method" and "Address To Label" with dropdown menus.
- Absence Reasons to Include:**
  - Fields for "Reason Type 1", "Reason Type 2", "Reason Type 3", and "Reason Type 4" with dropdown menus.
  - A list of "Absence Reasons" with checkboxes: A\_Unexcused, A\_Unverified, Ace N, Activity, Busspend, Couns/admi, Counseling, Exc Tardy, Excused, Funeral, Home Susp, Icr, Illness, Immuniz, Immunsusp, Inschl Sus, Inschools, Iss, Late, Late Bus, Latesweep, Lice, Lunch, Message, Nurse, Office, Other, Positive, Psychologi, Suspension, Tardy, Vacation, Waived.
  - "Letter Reason Flags" with checkboxes: Incl Dialer, Incl Letter, Incl Reports, Report To State.
- Additional Reports to Execute:**
  - "Report List" with checkboxes: Period Attendance Profile, Daily Attendance Profile, Student Mailing Labels.
  - Checkbox for "Show Period Attendance Profile Detail".
- Mail Merge Options:**
  - Checkboxes for "Show Letter Extract Log" and "Include Attendance Detail".

*Attendance Letter (Add) Screen*

4. Enter the **Letter Name**. This name should indicate the absence reasons used as criteria such as *Tardy* or *Absences*.

5. Click **Add** in the Cutoff Values section to add a blank line.

Line	Threshold Value	Mail Merge Doc	Output Type	Language
1	3.00	Absence Letter 1 (v1.0)	Word Doc	Home Language
2	6.00	Absence Letter 2 (v1.0)	Word Doc	Home Language
3	9.00	Absence Letter 3 (v1.0)	Word Doc	Home Language

Attendance Letter Screen

6. Enter the number of absence reasons (selected below) that must accumulate for this letter to generate in **Threshold Value**. This is a number from 1 to 999,999 but it is usually a number less than 20. This number can also be fractional.
7. Select which letter to use for that threshold from **Mail Merge Doc**.
8. Select the type of document to print from **Output Type**. Generate the letters as either PDF or Word documents.
9. Select the student's **Language**. Select either the student's home language or primary language as entered in the Student screen. As you can create mail merge documents in multiple languages, the student's language matches to the correct mail merge letter.
10. Click **Add** in the Cutoff Values section again and follow steps 6-9 for each letter to add additional letters for additional thresholds.
11. Enter the **Begin** and **End** dates to define the count for absence ranges.
12. Enter the Grade Range in **Begin** and **End**.

Attendance Letter Screen

13. Select the counting method for the absence reasons for the **Totaling Method** in the Extras section.

Attendance Letter Screen

- If you select **Total across all bell periods** or **Total by bell periods**, a **Periods to Exclude** section displays and enables you to omit some periods from calculations. (By default, Synergy SIS includes all periods.) For example, period 9 might indicate after-school programs where teachers take attendance but where absences should not generate letters.

Periods to Exclude

0  1  2  3  4  5  6  7  8  9  
 10

Attendance Letter Screen

- If you select **Total by section**, the **One Letter Per Student** option displays. This option prints out one Attendance Letter for a student with all his courses listed.
14. Use **Sorting Method** to indicate how the letters should sort when printed. They can sort by *Alpha* (alphabetically by the student's last name) or by *Grade*.
  15. Select **Show Inactive Students** to print letters for inactive and active students.
  16. Select **Clear Current Thresholds** to clear the thresholds and recount the student's absences. Each time the attendance letter runs, the threshold totals store with the student's records.

Extras

Totaling and Sort

Totaling Method: Total by section  
 Sorting Method: [dropdown]  
 One Letter Per Student

Show Inactive Students  
 Clear Current Thresholds

Attendance Letter Screen

17. Select the address to print on the letter from **Send to Method** in the Addressee Info section.
  - a. If selecting *Student*, enter the text to precede the student's name in the **Address To Label** (such as "To the Parents of").

Addressee Info

Send To Method: Student  
 Address To Label: [text field]

Attendance Letter Screen

- b. If selecting *Parent(s)*, select **Use Student Address If Parent Address Is Blank** and select **Parent Options** to indicate which parent to use in the address of the letter. The Parent Options automatically selected match against the categories selected in the **Parent** tab of the Student screen for each parent.

Addressee Info

Send To Method: Parent(s)  
 Use Student Address If Parent Address Is Blank:

Parent Options

Lives With  Has Custody  Ed Rights  
 Contact Allowed  Mailings Allowed

Attendance Letter Screen

- Select the absence reasons to use for the threshold from the Absence Reasons to Include section. Select the absence reasons by using the **Reason Type** fields, by selecting **Absence Reasons**, or by selecting the **Letter Reason Flags**. Use  ↔  to select or clear all Absence Reasons or Letter Reason Flags.

**Absence Reasons to Include**

Reason Type 1: Unverified Reason Type 2: Unexcused Reason Type 3: Excused Reason Type 4: [Empty]

Absence Reasons  ↔

Activity  Bussspend  Couns/admi  Counseling  Excused  Funeral  
 Illness  Iss  Other  Suspension  Tardy  Unexcused  
 Unverified  Vacation  Waived

Letter Reason Flags  ↔

Incl Dialer  Incl Letter  Incl Reports  Report To State

Attendance Letter Screen

- To run additional reports to include with the letter, select **Period Attendance Profile** or **Daily Attendance Profile**. If printing the **Period Attendance Profile**, select **Show Period Attendance Profile Detail** to include all details in the profile.

**Additional Reports to Execute**

Report List  ↔   Show Period Attendance Profile Detail

Period Attendance Profile  Daily Attendance Profile  Student Mailing Labels

Attendance Letter Screen

- Select **Show Letter Extract Log** to print a list of all of the letters created in addition to the letters themselves.
- Select **Include Attendance Detail** to ensure that all Attendance Letters have the ABSInfo section along with Daily Attendance information and Period Attendance information. The fields are available when you select the **Include Attendance Detail** option and the data displays under ABSInfo in the letter extract.

**Mail Merge Options**

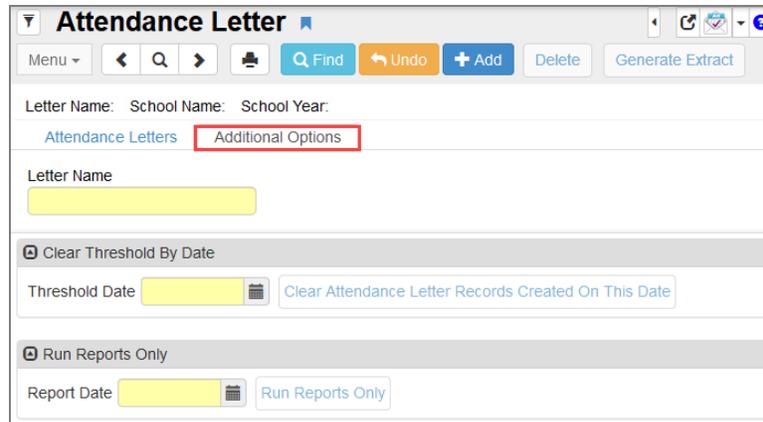
Show Letter Extract Log  Include Attendance Detail

Attendance Letter Screen

- Click **Save** to return to the main Attendance Letter screen.
- Click **Save**.

## Additional Attendance Letter Options

There are more options for attendance letters on the **Additional Options** tab.



The screenshot shows the 'Attendance Letter' screen with the 'Additional Options' tab selected. The interface includes a menu bar with options like 'Find', 'Undo', 'Add', 'Delete', and 'Generate Extract'. Below the menu, there are input fields for 'Letter Name', 'School Name', and 'School Year'. The 'Additional Options' tab is highlighted with a red box. Under this tab, there are two sections: 'Clear Threshold By Date' and 'Run Reports Only'. The 'Clear Threshold By Date' section has a 'Threshold Date' input field and a 'Clear Attendance Letter Records Created On This Date' button. The 'Run Reports Only' section has a 'Report Date' input field and a 'Run Reports Only' button.

*Attendance Letter Screen, Additional Options Tab*

## Removing Previous Attendance Letters

---

1. Enter the creation date for the letters in **Threshold Date**.
2. Click **Clear Attendance Letter Records Created On This Date**.

## Running Reports Only

---

1. Enter the creation date for the letters in **Report Date**.
2. Click **Run Reports Only**.

## Printing Attendance Letters

1. Find the letter definition.
2. Click **Generate Extract**.

**Attendance Letter**

Letter Name: **Absence** School Name: **Hope High School** School Year: **2016-2017**

Letter Name: Absence

Line	Threshold Value	Mail Merge Doc	Output Type	Language
1	1.00	EBD1182B-9476-44EE-9AF1-268B460BA50	Word Doc	Home Language
2	6.00	EBD1182B-9476-44EE-9AF1-268B460BA50	Word Doc	Home Language
3	9.00	EBD1182B-9476-44EE-9AF1-268B460BA50	Word Doc	Home Language

Begin: 06/27/2016 End: 03/31/2017

Begin: 12 End: 12

Totaling Method: Total across all bell periods

Periods to Exclude: 0 1 2 3 4 5 6 7 8 9

Parent Options:  Lives With  Has Custody  Ed Rights  Contact Allowed  Mailings Allowed

Absence Reasons to Include: Reason Type 1: Unverified Reason Type 2: Unexcused Reason Type 3: Excused Reason Type 4:

Absence Reasons:  Activity  Couns/admi  Counseling  Exc Tardy  Excused  Funeral  Illness  Iss  Lice  Lunch  Other  Positive  Suspension  Tardy  Unexcused  Unverified  Vacation  Waived

Letter Reason Flags:  Incl Dialer  Incl Letter  Incl Reports  Report To State

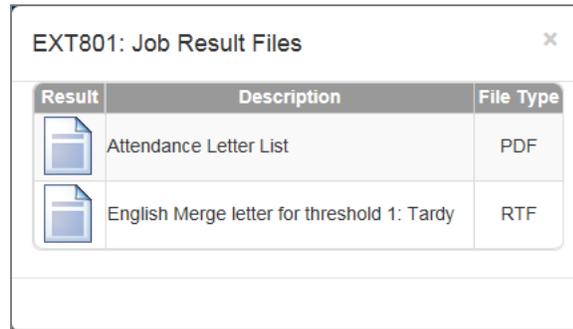
Additional Reports to Execute:  Period Attendance Profile  Daily Attendance Profile  Student Mailing Labels

Mail Merge Options:  Show Letter Extract Log  Include Attendance Detail

Attendance Letter Screen

- A Job Status screen displays . Due to the amount of data gathered, it can take additional time to generate the attendance letter extract.

- Once the process finishes, a Job Result screen displays and displays a list of Job Result Files.



The screenshot shows a window titled "EXT801: Job Result Files" with a close button in the top right corner. Below the title bar is a table with three columns: "Result", "Description", and "File Type". The table contains two rows of data, each with a document icon in the "Result" column.

Result	Description	File Type
	Attendance Letter List	PDF
	English Merge letter for threshold 1: Tardy	RTF

*EXT801 – Job Result Files Screen*

3. Click the **Attendance Letter List** icon to see the letters generated and to print them. To see the mail merge document used without the merged information, click the merge letter icon. Any reports included also display in the list, such as ATP201. Click this icon to print the included reports.



Hope High School  
**Attendance Letter List**  
Letter: Tardy

Year: 2015-2016  
Report: EXT801

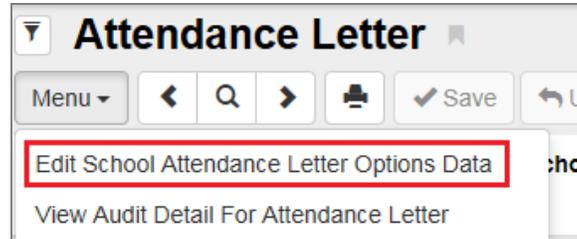
Letters for Threshold: 1

Student Name	Grade	SIS Number	Current Letter Issued
Aaron, Harold N.	12	968257	1
Abbott, Bobby	12	997149	1
Simmon, Carly	10	997250	1
Taylor, James	12	997189	1
Total Students:	4		

## Edit Attendance Letter Name

---

You can edit the name of the attendance letter by selecting *Edit School Attendance Letter Options Data* from the **Menu** at the top of the Attendance Letter screen.



Attendance Letter Screen

# Chapter 11: Reports

---

<b>Reports Overview .....</b>	<b>132</b>
<b>General Attendance Reports .....</b>	<b>134</b>
<b>Daily Attendance Reports .....</b>	<b>142</b>
<b>Period Attendance Reports .....</b>	<b>210</b>

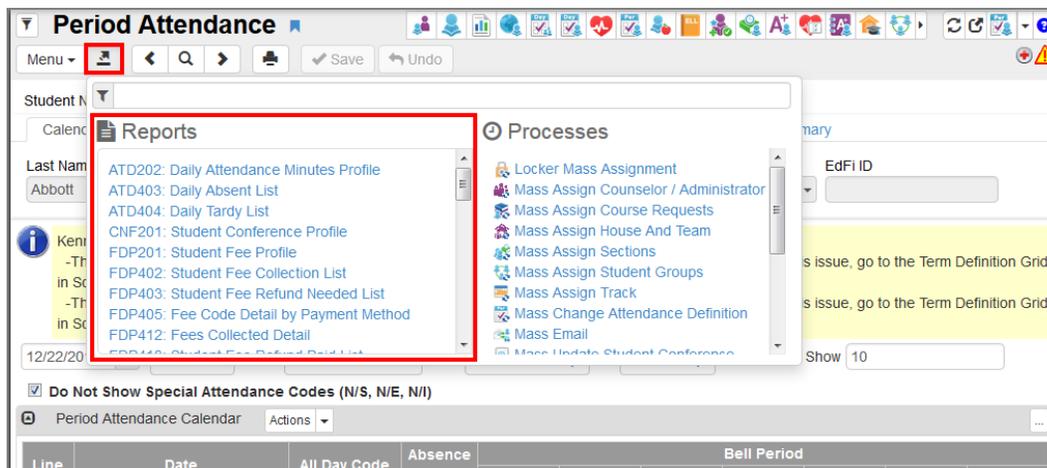
## Reports Overview

Four types of reports display in the PAD Tree.

- **Individual** – 200-level reports are Individual reports. These print information for a single student per page and can be printed for multiple students at once.
- **List** – 400-level reports are List reports. These show details for multiple values, such as students or teachers, on one page.
- **Summary** – 600-level reports are Summary reports. These provide numerical totals for each category specified.
- **Extracts** – 800-level reports are Extract reports. These export information from Synergy SIS into a text file that can be used to import data into another program.

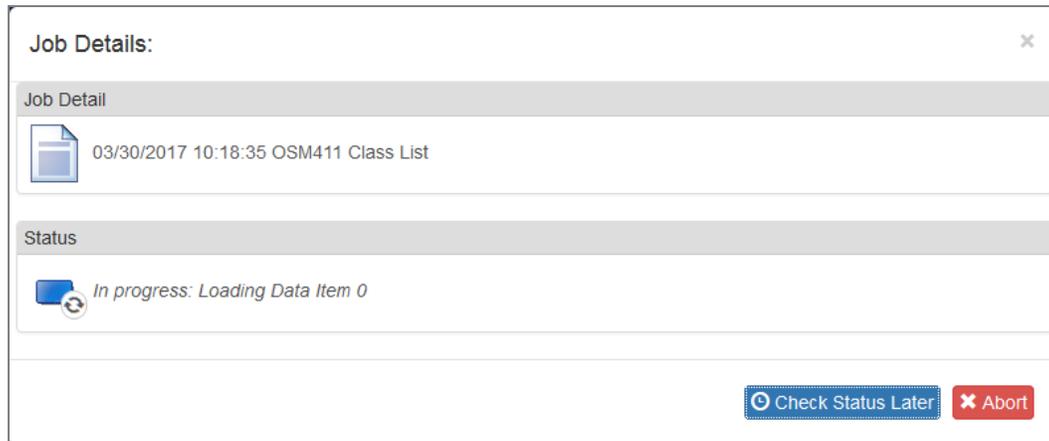
Each report has a Report Interface screen where you can select specific report options. The Report Interface has these five tabs: **Options**, **Sort/Output**, **Conditions**, **Selection**, and **Advanced**.

You can also run reports from any Synergy screen that focuses to a student or from Find results at **Synergy SIS > Student > Student** using the **Actions** icon. Synergy Actions includes most reports that have a Student section in the **Sort/Output** tab. The following example shows the reports available to run for a student at **Synergy SIS > Attendance > Period Attendance**.



*Period Attendance Screen*

The Job Details screen shows the Job Detail and Status during processing. Any processing errors show in the Status section. When the report completes, the Job Details screen closes and a PDF file of the report opens.



*Job Details Screen*

Reports use the current focus to pull data unless specified otherwise in report options. You can run report information at the district, organization, or school level. Options selected on the **Sort/Output** tab and your organization focus settings determine if inactive students display in reports.



This section covers only the customizations specific to the reports used for this guide. See the *Synergy SIS – Query and Reporting Guide* for more information on additional report options.

## General Attendance Reports

### ATD616 – Student Attendance Summary

#### Synergy SIS > Attendance > Reports > Summary

The Student Attendance Summary generates the Student Attendance Summary report and the Attendance Summary Log based on the filter options selected.

ATD616 – Student Attendance Summary Report Interface Screen

#### Report Options:

- **Run for all organizations in the district** – Generates the report for the entire district
- **Daily Minute Default** – Number of minutes for each period for schools using daily attendance
- **Period Minute Default** – Number of minutes for each period in for schools using period attendance

Result	Description	File Type
	Student Attendance Summary	PDF
	Attendance Summary Log	TXT

ATD616 – Job Result Files Screen



**Hope High School  
Student Attendance Summary**

Year: 2015-2016  
Report: ATD616

End Date: 08/24/2015  
Run for all organizations in the district: No  
Daily Minute Default: 0  
Period Minute Default: 0  
Total Number Of Daily Records Inserted: 4210  
Total Number Of Period Records Inserted: 82  
Total Number Of Students Processed: 172

## ATD806 – Class Attendance Reminder

---

### Synergy SIS > Attendance > Reports > Summary

The Class Attendance Reminder report prints a total count of emails sent to teachers based on the filters selected.

**Report ATD806: Class Attendance Reminder**

Print Save Default Reset Saved Default Email Me

Name: **Class Attendance Reminder** Number: **ATD806** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Filter Options**

Section ID  Date 09/25/2018

Staff Name

Course Title  Course ID

Begin Period  End Period

ATD806 – Class Attendance Reminder Screen

### Report Options:

- **Section ID, Date, Staff Name, Course Title, Course ID, Begin Period, or End Period** – Filters the report by the options selected



**Hope High School  
Class Attendance Reminder**

Year: 2015-2016  
Report: ATD806

**Start:** 08/24/2015 13:33:32  
**Processing Time:** 00:00:00.1405901

**End:** 08/24/2015 13:33:32  
**Emails Sent:** 0

## CFG801 – District Monthly Calendar Report

---

### Synergy SIS > Attendance > Reports > Summary

The District Monthly Calendar Report prints a two-page report showing all the months of the district calendar and any holidays or other days off at the district level.



The screenshot shows the interface for the 'Report CFG801: District Monthly Calendar Report'. At the top, there is a title bar with a dropdown arrow on the left and a right-pointing arrow on the right. Below the title bar, there are three buttons: 'Print' (with a printer icon), 'Save Default', and 'Reset Default'. Underneath these buttons, the report details are displayed: 'Name: District Monthly Calendar Report', 'Number: CFG801', and 'Page Orientation: Portrait'. Below the details, there are five tabs: 'Options' (which is selected), 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. At the bottom of the interface, a message states: 'No options exist for this report at this time.'

*CFG801 – District Monthly Calendar Report Interface Screen*

### Report Options:

There are no options for this report.



**Hope High School  
 District Monthly Calendar Report**

Year: 2015-2016  
 Report: CFG801

Calendar Range: 08/10/2015-06/30/2016

**August 2015**

Monday		Tuesday		Wednesday		Thursday		Friday	
Day	Type	Day	Type	Day	Type	Day	Type	Day	Type
10		11		12		13		14	
17		18		19		20		21	
24		25		26		27		28	
31									

**September 2015**

Monday		Tuesday		Wednesday		Thursday		Friday	
Day	Type	Day	Type	Day	Type	Day	Type	Day	Type
		1		2		3		4	
7		8		9		10		11	
14		15		16		17		18	
21		22		23		24		25	
28		29		30					

**October 2015**

Monday		Tuesday		Wednesday		Thursday		Friday	
Day	Type	Day	Type	Day	Type	Day	Type	Day	Type
						1		2	
5		6		7		8		9	
12		13		14		15		16	
19		20		21		22		23	
26		27		28		29		30	

**November 2015**

Monday		Tuesday		Wednesday		Thursday		Friday	
Day	Type	Day	Type	Day	Type	Day	Type	Day	Type
2		3		4		5		6	
9		10		11		12		13	
16		17		18		19		20	
23		24		25		26		27	
30									

**December 2015**

Monday		Tuesday		Wednesday		Thursday		Friday	
Day	Type	Day	Type	Day	Type	Day	Type	Day	Type
		1		2		3		4	
7		8		9		10		11	
14		15		16		17		18	
21		22		23		24		25	
28		29		30		31			

## CFG802 – School Monthly Calendar Report

### Synergy SIS > Attendance > Reports > Summary

The School Monthly Calendar Report prints a report of all the months of the school calendar and can display the holidays, rotation day, and bell schedule assigned to each school day. If the school has tracks, it also prints a separate calendar for each track.

CFG802 – School Monthly Calendar Report Interface Screen

### Report Options:

- **Period Rotation** – Shows the period rotation day assigned to each school day
- **Bell Period** – Shows the bell period definition assigned to each school day
- **Tracks To Display** – Prints the track calendars. To select or clear all tracks, use   .



Hope High School  
School Monthly Calendar Report

Year: 2015-2016  
Report: CFG802

Calendar Range: 06/28/2015-07/02/2016

July 2015

Monday				Tuesday				Wednesday				Thursday				Friday			
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
																3		A	REG
6		B	REG	7		A	REG	8		B	REG	9		A	REG	10		B	REG
13		A	REG	14		B	REG	15		A	REG	16		B	REG	17		A	REG
20		B	REG	21		A	REG	22		B	REG	23		A	REG	24		B	REG
27		A	REG	28		B	REG	29		A	REG	30		B	REG	31		A	REG

August 2015

Monday				Tuesday				Wednesday				Thursday				Friday			
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
3		B	REG	4		A	REG	5		B	REG	6		A	REG	7		B	REG
10		A	REG	11		B	REG	12		A	REG	13		B	REG	14		A	REG
17		B	REG	18		A	REG	19		B	REG	20		A	REG	21		B	REG
24		A	REG	25		B	REG	26		A	REG	27		B	REG	28		A	REG
31		B	REG																

September 2015

Monday				Tuesday				Wednesday				Thursday				Friday			
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
				1		A	REG	2		B	REG	3		A	REG	4		B	REG
7		A	REG	8		B	REG	9		A	REG	10		B	REG	11		A	REG
14		B	REG	15		A	REG	16		B	REG	17		A	REG	18		B	REG
21		A	REG	22		B	REG	23		A	REG	24		B	REG	25		A	REG
28		B	REG	29		A	REG	30		B	REG								

October 2015

Monday				Tuesday				Wednesday				Thursday				Friday			
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
												1		A	REG	2		B	REG
5		A	REG	6		B	REG	7		A	REG	8		B	REG	9		A	REG
12		B	REG	13		A	REG	14		B	REG	15		A	REG	16		B	REG
19		A	REG	20		B	REG	21		A	REG	22		B	REG	23		A	REG
26		B	REG	27		A	REG	28		B	REG	29		A	REG	30		B	REG

November 2015

Monday				Tuesday				Wednesday				Thursday				Friday			
Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
2		A	REG	3		B	REG	4		A	REG	5		B	REG	6		A	REG
9		B	REG	10		A	REG	11		B	REG	12		A	REG	13		B	REG
16		A	REG	17		B	REG	18		A	REG	19		B	REG	20		A	REG
23		B	REG	24		A	REG	25		B	REG	26		A	REG	27		B	REG
30		A	REG																

## Daily Attendance Reports

### ATD201 – Daily Attendance Profile

#### Synergy SIS > Attendance > Reports Daily > Individual

The Daily Attendance Profile shows the student's basic demographic information and lists all days and details related to absences.

**Report ATD201: Daily Attendance Profile**

Print Save Default Reset Saved Default Email Me

Name: **Daily Attendance Profile** Number: **ATD201** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Student Info**

Perm ID Gender

Last Name First Name Middle Name

Grade Grade

**Dates**

Date Start Date End

07/03/2017 07/06/2018

**Attendance Conditions**

Minimum Occurrences

Continuous Absences

If the value below is left blank, then 0 will be used.

Count each day as an absence if the all-day amount is greater than or equal to

**Show Options**

Reason Code Totals Calculation Type

Hide Attendance Notes  Display Absence Totals

**Reason Code Calculation Type Description**

- **Do Not Display Totals By Daily Reason Code (Default):** No reason code totals will display (Default)
- **Sum "All Day" Code Amount:** For each student, display the sum of the all day code amounts
- **Count "All Day" Codes:** For each student, display the count of the all day codes
- **Sum Individual Day Code Amounts:** For each student, display the sum of the all AM and PM code amounts (does not work if the "Count each day as an absence if the all-day amount is greater than or equal to" field contains a value)
- **Count Individual Day Codes:** For each student, display the count of the AM and PM codes (does not work if the "Count each day as an absence if the all-day amount is greater than or equal to" field contains a value)

ATD201 – Daily Attendance Profile Report Interface Screen

#### Report Options:

- **Perm ID, Gender, Last Name, First Name, Middle Name, or Grade** – Filters the report by the options selected
- **Date Start and Date End** – Filters the report by the dates selected

- **Minimum Occurrences** –Includes in the report only students with a total number of absences equal to or greater than the number entered. The report header displays: "Students With X or More Absences", where X is the number entered in this field.
  - **Continuous Absences** – Includes in the report only students with an absence amount equal to or greater than the number entered in **Minimum Occurrences** that occur on consecutive valid school days. The report header displays: "Students With X or More Continuous Absences", where X is the number entered in the **Minimum Occurrences** field.
- **Count each day as an absence if the all-day amount is greater than or equal to** – Adjusts the report output so that a day counts as an absence only if the all-day amount is equal to or greater than the value entered. The value must be numeric, between 0.00 and 1.00, and contain no more than two decimal places. Leaving this field blank defaults the value to 0.00.
- **Reason Code Totals Calculation Type** – Select to indicate how you want the All Day Reason code totals to display on the report.
  - *Do Not Display Totals By Daily Reason Code (Default)* – No reason code totals display on the report output if you select this option or leave the field blank.
  - *Sum "All Day" Code Amount* – Displays the sum of the all-day code amounts for each student. If **Use All Day Code Logic** is not selected, values in **Reason Code 1 (AM)** are counted.
  - *Count "All Day" Codes* – Displays the count of the all-day codes for each student. If **Use All Day Code Logic** is not selected, values in **Reason Code 1 (AM)** are counted.
  - *Sum Individual Day Code Amounts* – Displays the sum of all **Reason Code 1 (AM)** and **Reason Code 2 (PM)** code amounts for each student.



This does not work if the **Count each day as an absence if the all-day amount is greater than or equal to** field contains a value. If selected, Synergy displays a warning message.

- *Count Individual Day Codes* – Displays the count of the **Reason Code 1 (AM)** and **Reason Code 2 (PM)** codes for each student.



This does not work if the **Count each day as an absence if the all-day amount is greater than or equal to** field contains a value. If selected, Synergy displays a warning message.

- **Hide Attendance Notes** – Select to omit any notes attached to a day's absence
- **Display Absence Totals** – Includes "Total Absences for Student" on the bottom left of the last page of the report, just above the footer.

**ATD201 with No Attendance Conditions Selected**



### Hope High School Daily Attendance Profile

Year: 2015-2016  
Report: ATD201

Aaron, Harold N.

**Student Information**

Student Name <b>Aaron, Harold N.</b>		Perm ID <b>968257</b>	Gender <b>M</b>	Grade <b>12</b>	Track <b>4</b>	Home Address <b>3 N HC77 Emerald City, CA 99999</b>
Last Name Goes By <b>Tom</b>		Nick Name <b>Tom</b>		Birth Date <b>05/09/2012</b>		
Phone <b>555-555-5555</b>	Home Language <b>English</b>	Resolved Race/Ethnicity <b>Hispanic</b>		Enter Date <b>07/31/2015</b>	Leave Date	

**Custodial Information**

Legal Guardian <b>Franklin, Ben</b>	Phone Type	Phone	Extension	
<input checked="" type="checkbox"/> Contact Allowed <input type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input type="checkbox"/> Mailings Allowed				
Step-Father <b>Daugherty, Howard</b>	Phone Type <b>Primary</b>	Phone <b>480-555-9969</b>	Extension	
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed				
Father <b>Mucha, Victor</b>	Phone Type <b>Primary</b>	Phone <b>480-555-6654</b>	Extension	
<input checked="" type="checkbox"/> Contact Allowed <input type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input type="checkbox"/> Mailings Allowed				
Mother <b>Daugherty, Diane</b>	Phone Type <b>Work</b>	Phone <b>480-555-9969</b>	Extension	
<input checked="" type="checkbox"/> Contact Allowed <input type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input type="checkbox"/> Mailings Allowed				

**Attendance Information**

Date	Reason 1	Arrival Time	Depart Time	Minutes Attend
07/31/2015	Illness			
Note				
08/03/2015	Illness			
Note				
08/04/2015	Illness			
Note				
08/05/2015	Illness			
Note				
08/10/2015	UNEXCUSED UUU			
Note				
08/11/2015	UNEXCUSED UUU			
Note				
08/12/2015	UNEXCUSED UUU			
Note				

08/24/2015 2:22 PM
Edupoint School District
Page 1 of 175

ATD201 – Daily Attendance Profile Output

**ATD201 with Minimum Occurrences, Continuous Absences, and Display Absence Totals Selected**

Student Information	
Student Name Zipperer, Russell L.	Student ID 874972
Gender M	Grade 12
Home Address 1663 E Huber St Mesa, AZ 85620	
Last Name Goes By	Nick Name
Birth Date 8/21/2000	
Home Phone 480-555-6962	Home Language English
Ethnicity White	Enter Date 07/04/2017
Leave Date 12/07/2017	

Zipperer, Russell L.

Custodial Information	
Father Zipperer, Ernest	Phone Type Work
Phone 480-555-0964	Extension
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed	
Mother Zipperer, Katherine	Phone Type Home
Phone 480-555-6962	Extension
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed	

Attendance Information	
Date 12/01/2017	Reason Illness
Arrival Time	Depart Time
Minutes Attend	
Note	
Date 12/04/2017	Reason Illness
Arrival Time	Depart Time
Minutes Attend	
Note	
Date 12/05/2017	Reason Illness
Arrival Time	Depart Time
Minutes Attend	
Note	

Total Absences: 3.00

01/05/2018 9:26 AM Edupoint School District Page 38 of 38

ATD201 – Daily Attendance Profile Output

**ATD201 for Twice Daily School with Sum "All Day" Code Amount Selected**



### Adams Elementary Daily Attendance Profile

Year: 2017-2018  
Report: ATD201

Aaron, Susan

---

**Student Information**

Student Name <b>Aaron, Susan</b>		Student ID <b>41</b>	Gender <b>F</b>	Grade <b>K</b>	Home Address <b>1957 S Val Vista Mesa, AZ 85204</b>
Last Name Goes By <b>test</b>		Nick Name		Birth Date <b>03/08/2012</b>	
Home Phone	Home Language <b>English</b>	Ethnicity <b>White</b>		Enter Date <b>03/27/2018</b>	Leave Date

---

**Custodial Information**

Father <b>Aaron, Phillip</b>	Phone Type <b>Cell</b>	Phone <b>480-555-6767</b>	Extension
---------------------------------	---------------------------	------------------------------	-----------

Contact Allowed  
  Has Custody  
  Lives With  
  Ed. Rights  
  Mailings Allowed

---

**Attendance Information**

Date	Reason	Absence Amt	Arrival Time	Depart Time	Minutes Attend
<b>04/02/2018</b>	<b>Tardy</b>				
	Reason 2	Absence Amt 2	Note		
<b>04/03/2018</b>	<b>Illness</b>	0.50			
	Reason 2	Absence Amt 2	Note		
<b>04/09/2018</b>					
	Reason 2 <b>Tardy</b>	Absence Amt 2	Note		
<b>04/10/2018</b>					
	Reason 2 <b>Illness</b>	Absence Amt 2 0.50	Note		
<b>04/16/2018</b>	<b>Tardy</b>				
	Reason 2 <b>Tardy</b>	Absence Amt 2	Note		
<b>04/17/2018</b>	<b>Illness</b>	0.50			
	Reason 2 <b>Illness</b>	Absence Amt 2 0.50	Note		

**Totals by Daily Reason Codes**

ill	2.00
<b>Daily Reason Code Total = 2</b>	

---

**Reason Code Legend**

Tdy = Tardy                      ill = Illness

Printed by Admin User at 04/30/2018 2:13 PM

Edupoint School District

Page 1 of 2

ATD201 – Daily Attendance Profile Output

**ATD201 for Twice Daily School with Count "All Day" Codes Selected**

		<b>Adams Elementary Daily Attendance Profile</b>			Year: 2017-2018 Report: ATD201	
<b>Aaron, Susan</b>						
<b>Student Information</b>						
Student Name <b>Aaron, Susan</b>		Student ID <b>41</b>	Gender <b>F</b>	Grade <b>K</b>	Home Address <b>1957 S Val Vista Mesa, AZ 85204</b>	
Last Name Goes By <b>test</b>		Nick Name		Birth Date <b>03/08/2012</b>		
Home Phone	Home Language <b>English</b>	Ethnicity <b>White</b>		Enter Date <b>03/27/2018</b>	Leave Date	
<b>Custodial Information</b>						
Father <b>Aaron, Phillip</b>		Phone Type <b>Cell</b>	Phone <b>480-555-6767</b>	Extension		
<input type="checkbox"/> Contact Allowed <input type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input type="checkbox"/> Mailings Allowed						
<b>Attendance Information</b>						
Date <b>04/02/2018</b>	Reason <b>Tardy</b>	Absence Amt	Arrival Time	Depart Time	Minutes Attend	
	Reason 2	Absence Amt 2	Note			
Date <b>04/03/2018</b>	Reason <b>Illness</b>	Absence Amt 0.50	Arrival Time	Depart Time	Minutes Attend	
	Reason 2	Absence Amt 2	Note			
Date <b>04/09/2018</b>	Reason	Absence Amt	Arrival Time	Depart Time	Minutes Attend	
	Reason 2 <b>Tardy</b>	Absence Amt 2	Note			
Date <b>04/10/2018</b>	Reason	Absence Amt	Arrival Time	Depart Time	Minutes Attend	
	Reason 2 <b>Illness</b>	Absence Amt 2 0.50	Note			
Date <b>04/16/2018</b>	Reason <b>Tardy</b>	Absence Amt	Arrival Time	Depart Time	Minutes Attend	
	Reason 2 <b>Tardy</b>	Absence Amt 2	Note			
Date <b>04/17/2018</b>	Reason <b>Illness</b>	Absence Amt 0.50	Arrival Time	Depart Time	Minutes Attend	
	Reason 2 <b>Illness</b>	Absence Amt 2 0.50	Note			
<b>Totals by Daily Reason Codes</b>						
ill		3				
Daily Reason Code Total = 3						
<b>Reason Code Legend</b>						
Tdy = Tardy      ill = Illness						
Printed by Admin User at 04/30/2018 2:16 PM			Edupoint School District		Page 1 of 2	

ATD201 – Daily Attendance Profile Output

**ATD201 for Twice Daily School with Sum Individual Day Code Amounts Selected**



### Adams Elementary Daily Attendance Profile

Year: 2017-2018  
Report: ATD201

Aaron, Susan

**Student Information**

Student Name <b>Aaron, Susan</b>		Student ID <b>41</b>	Gender <b>F</b>	Grade <b>K</b>	Home Address <b>1957 S Val Vista Mesa, AZ 85204</b>
Last Name Goes By <b>test</b>		Nick Name		Birth Date <b>03/08/2012</b>	
Home Phone	Home Language <b>English</b>	Ethnicity <b>White</b>		Enter Date <b>03/27/2018</b>	Leave Date

**Custodial Information**

Father <b>Aaron, Phillip</b>	Phone Type <b>Cell</b>	Phone <b>480-555-6767</b>	Extension
<input type="checkbox"/> Contact Allowed <input type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input type="checkbox"/> Mailings Allowed			

**Attendance Information**

Date	Reason	Absence Amt	Arrival Time	Depart Time	Minutes Attend
04/02/2018	Tardy				
	Reason 2	Absence Amt 2	Note		
04/03/2018	Illness	0.50			
	Reason 2	Absence Amt 2	Note		
04/09/2018					
	Reason 2 Tardy	Absence Amt 2	Note		
04/10/2018					
	Reason 2 Illness	Absence Amt 2 0.50	Note		
04/16/2018	Tardy				
	Reason 2 Tardy	Absence Amt 2	Note		
04/17/2018	Illness	0.50			
	Reason 2 Illness	Absence Amt 2 0.50	Note		

**Totals by Daily Reason Codes**

Tdy	0	ill	2.00
Daily Reason Code Total = 2			

**Reason Code Legend**

Tdy = Tardy      ill = Illness

Printed by Admin User at 04/30/2018 2:18 PM      Edupoint School District      Page 1 of 2

ATD201 – Daily Attendance Profile Output

**ATD201 for Twice Daily School with Count Individual Day Codes Selected**

Student Information		Adams Elementary Daily Attendance Profile		Year: 2017-2018 Report: ATD201																			
Demo School District Excellence in Education																							
<b>Student Name</b> Aaron, Susan		<b>Student ID</b> 41	<b>Gender</b> F	<b>Grade</b> K	<b>Home Address</b> 1957 S Val Vista Mesa, AZ 85204																		
<b>Last Name Goes By</b> test		<b>Nick Name</b>	<b>Birth Date</b> 03/08/2012																				
<b>Home Phone</b>	<b>Home Language</b> English	<b>Ethnicity</b> White	<b>Enter Date</b> 03/27/2018	<b>Leave Date</b>																			
<b>Aaron, Susan</b>																							
Custodial Information																							
<b>Father</b> Aaron, Phillip		<b>Phone Type</b> Cell	<b>Phone</b> 480-555-6767	<b>Extension</b>																			
<input type="checkbox"/> Contact Allowed <input type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input type="checkbox"/> Mailings Allowed																							
Attendance Information																							
<b>Date</b>	<b>Reason</b>	<b>Absence Amt</b>	<b>Arrival Time</b>	<b>Depart Time</b>	<b>Minutes Attend</b>																		
04/02/2018	Tardy																						
	Reason 2	Absence Amt 2	Note																				
04/03/2018	Illness	0.50																					
	Reason 2	Absence Amt 2	Note																				
04/09/2018																							
	Reason 2	Absence Amt 2	Note																				
04/10/2018																							
	Reason 2	Absence Amt 2	Note																				
04/16/2018	Tardy																						
	Reason 2	Absence Amt 2	Note																				
04/17/2018	Illness	0.50																					
	Reason 2	Absence Amt 2	Note																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: left;">Totals by Daily Reason Codes</th> </tr> </thead> <tbody> <tr> <td>Tdy</td> <td>4</td> <td>ill</td> <td>4</td> <td colspan="2"></td> </tr> <tr> <td colspan="6">Daily Reason Code Total = 8</td> </tr> </tbody> </table>						Totals by Daily Reason Codes						Tdy	4	ill	4			Daily Reason Code Total = 8					
Totals by Daily Reason Codes																							
Tdy	4	ill	4																				
Daily Reason Code Total = 8																							
Reason Code Legend																							
Tdy = Tardy                      ill = Illness																							
Printed by Admin User at 04/30/2018 2:21 PM			Edupoint School District		Page 1 of 2																		

ATD201 – Daily Attendance Profile Output

## ATD202 – Daily Attendance Minutes Profile

### Synergy SIS > Attendance > Reports Daily > Individual

The Daily Attendance Minutes Profile report displays the student's demographic information and lists the minutes entered for every week of the current school year. The report provides total minutes for each week and overall.

**Report ATD202: Daily Attendance Minutes Profile**

Print Save Default Reset Saved Default Email Me

Name: **Daily Attendance Minutes Profile** Number: **ATD202** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Student Info**

Perm ID Gender

Last Name First Name Middle Name

Grade Grade

**Date Range**

Start Date End Date

07/05/2018 06/28/2019

**Absence Definition**

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

Unverified Unexcused Excused

Absence Reasons

Activity  Bussspend  Couns/admi  Counseling  
 Excused  Funeral  Illness  Iss  
 Other  Suspension  Tardy  Unexcused  
 Unverified  Vacation  Waived

Reason Flags

Incl Dialer  Incl Reports  
 Incl Letter  Report To State

ATD202 – Daily Attendance Minutes Profile Report Interface Screen

### Report Options:

- **Perm ID, Gender, Last Name, First Name, Middle Name, or Grade** – Filters the report by options selected
- **Start Date and End Date** – Filter the report to include only the date range selected
- **Reason Type fields, Absence Reasons, or Reason Flags** – Filters the report by absence types. To select or clear all Absence Reasons, use



Hope High School  
Daily Attendance Minutes Profile

Year: 2015-2016  
Report: ATD202

**Student Information**

Student Name <b>Aaron, Harold N.</b>		Perm ID <b>968257</b>	Gender <b>M</b>	Grade <b>12</b>	Track <b>4</b>	Home Address <b>3 N HC77 Emerald City, CA 99999</b>
Last Name Goes By	Nick Name <b>Tom</b>		Birth Date <b>05/09/2012</b>			
Phone <b>555-555-5555</b>	Home Language <b>English</b>	Resolved <b>Hispanic</b>		Enter Date <b>07/31/2015</b>	Leave Date	

Aaron, Harold N.

**Custodial Information**

Legal Guardian <b>Franklin, Ben</b>	Phone Type	Phone	Extension
<input checked="" type="checkbox"/> Contact Allowed	<input type="checkbox"/> Has Custody	<input type="checkbox"/> Lives With	<input type="checkbox"/> Ed. Rights
<input type="checkbox"/> Mailings Allowed			
Step-Father <b>Daugherty, Howard</b>	Phone Type <b>Primary</b>	Phone <b>480-555-9969</b>	Extension
<input checked="" type="checkbox"/> Contact Allowed	<input checked="" type="checkbox"/> Has Custody	<input checked="" type="checkbox"/> Lives With	<input checked="" type="checkbox"/> Ed. Rights
<input checked="" type="checkbox"/> Mailings Allowed			
Father <b>Mucha, Victor</b>	Phone Type <b>Primary</b>	Phone <b>480-555-6654</b>	Extension
<input checked="" type="checkbox"/> Contact Allowed	<input type="checkbox"/> Has Custody	<input type="checkbox"/> Lives With	<input type="checkbox"/> Ed. Rights
<input type="checkbox"/> Mailings Allowed			
Mother <b>Daugherty, Diane</b>	Phone Type <b>Work</b>	Phone <b>480-555-9969</b>	Extension
<input checked="" type="checkbox"/> Contact Allowed	<input type="checkbox"/> Has Custody	<input type="checkbox"/> Lives With	<input type="checkbox"/> Ed. Rights
<input type="checkbox"/> Mailings Allowed			

Week	Date	Minutes	Week	Date	Minutes	Week	Date	Minutes
5	07/31/2015	-	9	08/28/2015	0	13	09/25/2015	0
		<b>0</b>			<b>0</b>			<b>0</b>
6	08/03/2015	-	10	08/31/2015	0	14	09/28/2015	0
	08/04/2015	-		09/01/2015	0		09/29/2015	0
	08/05/2015	-		09/02/2015	0		09/30/2015	0
	08/06/2015	0		09/03/2015	0		10/01/2015	0
	08/07/2015	0		09/04/2015	0		10/02/2015	0
		<b>0</b>			<b>0</b>			<b>0</b>
7	08/10/2015	0	11	09/07/2015	0	15	10/05/2015	0
	08/11/2015	0		09/08/2015	0		10/08/2015	0
	08/12/2015	0		09/09/2015	0		10/07/2015	0
	08/13/2015	0		09/10/2015	0		10/08/2015	0
	08/14/2015	0		09/11/2015	0		10/09/2015	0
		<b>0</b>			<b>0</b>			<b>0</b>
8	08/17/2015	0	12	09/14/2015	0	16	10/12/2015	0
	08/18/2015	0		09/15/2015	0		10/13/2015	0
	08/19/2015	0		09/16/2015	0		10/14/2015	0
	08/20/2015	0		09/17/2015	0		10/15/2015	0
	08/21/2015	-		09/18/2015	0		10/16/2015	0
		<b>0</b>			<b>0</b>			<b>0</b>
9	08/24/2015	0	13	09/21/2015	0	17	10/19/2015	0
	08/25/2015	0		09/22/2015	0		10/20/2015	0
	08/26/2015	0		09/23/2015	0		10/21/2015	0
	08/27/2015	0		09/24/2015	0		10/22/2015	0

ATD202 – Daily Attendance Minutes Profile Output

## ATD202.L – Daily Attendance Minutes Profile

### Synergy SIS > Attendance > Reports Daily > Individual

The Daily Attendance Minutes Profile report displays the student's demographic information and lists the minutes entered for every week of the current school year. The report provides total minutes for each week and overall. This report includes all Absence Types, the School Activity Type, and those marked as "Toward Apportionment".



This report is a substitution for the ATD202 – Daily Attendance Minutes Profile report and is located in its place in the PAD Tree.

ATD202.L – Daily Attendance Minutes Profile Report Interface Screen

### Report Options:

- **Perm ID, Gender, Last Name, First Name, Middle Name, or Grade** – Filters the report by options selected
- **Start Date and End Date** – Filters the report to include only the date range selected
- **Reason Type fields, Absence Reasons, or Reason Flags** – Filters the report by absence types. To select or clear all Absence Reasons, use   



Hope High School  
Daily Attendance Minutes Profile

Year: 2017-2018  
Report: ATD202.L

Student Information

Student Name <b>Abbott, Billy C.</b>	Sis Number <b>905483</b>	Gender <b>M</b>	Grade <b>12</b>	Home Address <b>1955 S Val Vista Dr Mesa, AZ 85204</b>
Last Name Goes By	Nick Name <b>Junior</b>	Birth Date <b>03/15/2000</b>		
Phone <b>480-555-1214</b>	Home Language <b>Spanish</b>	Ethnicity <b>Two or More</b>	Enter Date <b>07/04/2017</b>	Leave Date

Abbott, Billy C.

Custodial Information

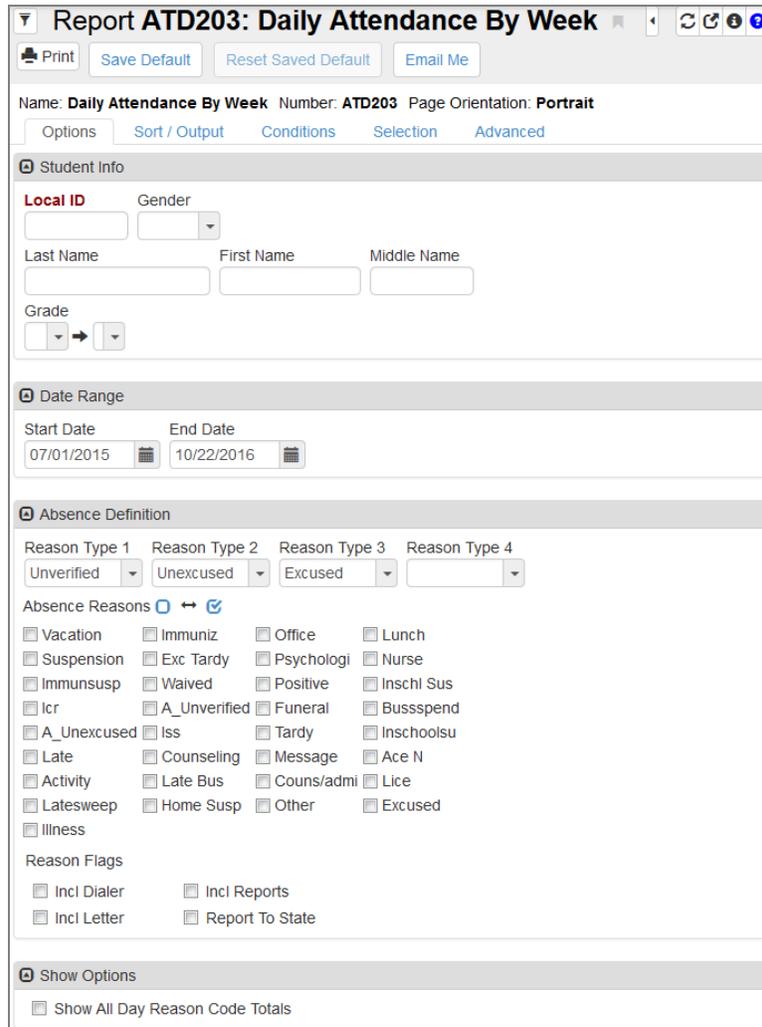
<b>Aaron, Phillip</b>	Phone Type <b>Cell</b>	Phone <b>480-555-6767</b>	Extension
<input checked="" type="checkbox"/> Contact Allowed	<input checked="" type="checkbox"/> Has Custody	<input checked="" type="checkbox"/> Lives With	<input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed
<b>Aaron, Kathleen</b>	Phone Type <b>Home</b>	Phone <b>480-555-1214</b>	Extension
<input checked="" type="checkbox"/> Contact Allowed	<input checked="" type="checkbox"/> Has Custody	<input checked="" type="checkbox"/> Lives With	<input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed

Week	Date	Minutes	Week	Date	Minutes	Week	Date	Minutes
1	07/04/2017	420	5	07/31/2017	420	9	08/28/2017	420
	07/05/2017	60		08/01/2017	420		08/29/2017	420
	07/06/2017	60		08/02/2017	420		08/30/2017	420
	07/07/2017	60		08/03/2017	60		08/31/2017	420
		600		08/04/2017	60		09/01/2017	420
					1380			2100
2	07/10/2017	420	6	08/07/2017	60	10	09/04/2017	420
	07/11/2017	420		08/08/2017	420		09/05/2017	420
	07/12/2017	60		08/09/2017	420		09/06/2017	420
	07/13/2017	420		08/10/2017	420		09/07/2017	420
	07/14/2017	60		08/11/2017	420		09/08/2017	360
		1380			1740			2040
3	07/17/2017	420	7	08/14/2017	420	11	09/11/2017	360
	07/18/2017	420		08/15/2017	420		09/12/2017	420
	07/19/2017	420		08/16/2017	420		09/13/2017	420
	07/20/2017	420		08/17/2017	420		09/14/2017	360
	07/21/2017	420		08/18/2017	420		09/15/2017	360
		2100			2100			1920
4	07/24/2017	420	8	08/21/2017	420	12	09/18/2017	420
	07/25/2017	420		08/22/2017	420		09/19/2017	420
	07/26/2017	420		08/23/2017	420		09/20/2017	420
	07/27/2017	420		08/24/2017	420		09/21/2017	420
	07/28/2017	420		08/25/2017	420		09/22/2017	420
		2100			2100			2100
						13	09/25/2017	420
							09/26/2017	420
							09/27/2017	420
								1260

## ATD203 – Daily Attendance By Week

### Synergy SIS > Attendance > Reports Daily > List

The Daily Attendance By Week report displays the student's demographic information and lists all student absences in a given date range by week for the current school year.



**Report ATD203: Daily Attendance By Week**

Print Save Default Reset Saved Default Email Me

Name: **Daily Attendance By Week** Number: **ATD203** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Student Info**

Local ID Gender

Last Name First Name Middle Name

Grade

**Date Range**

Start Date End Date

07/01/2015 10/22/2016

**Absence Definition**

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

Unverified Unexcused Excused

Absence Reasons

Vacation  Immuniz  Office  Lunch

Suspension  Exc Tardy  Psychologi  Nurse

Immunsusp  Waived  Positive  Inschl Sus

Icr  A\_Unverified  Funeral  Bussspend

A\_Unexcused  Iss  Tardy  Inschoolsu

Late  Counseling  Message  Ace N

Activity  Late Bus  Couns/admi  Lice

Latesweep  Home Susp  Other  Excused

Illness

**Reason Flags**

Incl Dialer  Incl Reports

Incl Letter  Report To State

**Show Options**

Show All Day Reason Code Totals

ATD203 – Daily Attendance By Week Report Interface Screen

### Report Options:

- **Grade, Gender, Student Perm ID, or Student Name** – Filters the report by the Student Info options selected
- **Date Range** – Specifies a designated range of dates. It defaults to span the entire year
- **Reason Type, Reason Code, or Reason Flag** – Filters the report by absence type. **Reason Type** defaults to *Unverified, Unexcused, and Excused*.
- **Show All Day Reason Code Totals** – Select to show a total of all Reason Codes entered as All Day Codes for the student

<b>Edupoint</b>		<b>Hope High School</b>		Year: 2015-2016																																																																																																																																																																																																																																																																																																																																					
		<b>Daily Attendance By Week</b>		Report: ATD203																																																																																																																																																																																																																																																																																																																																					
		07/01/2015 - 07/07/2016																																																																																																																																																																																																																																																																																																																																							
<b>Student Information</b>																																																																																																																																																																																																																																																																																																																																									
Student Name <b>Sumner, Christina S.</b>		Sis Number <b>887339</b>	Gender <b>F</b>	Grade <b>11</b>	Home Address																																																																																																																																																																																																																																																																																																																																				
Last Name Goes By		Nick Name		Birth Date <b>03/29/1999</b>	1609 E Hale St Mesa, AZ 85620																																																																																																																																																																																																																																																																																																																																				
Home Phone <b>480-555-9833</b>		Home Language <b>English</b>	Ethnicity <b>White</b>	Enter Date <b>07/14/2015</b>	Leave Date <b>10/22/2016</b>																																																																																																																																																																																																																																																																																																																																				
<b>Sumner, Christina S.</b>																																																																																																																																																																																																																																																																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Date</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> </tr> </thead> <tbody> <tr><td>07/13/2015</td><td></td><td></td><td></td><td></td><td></td><td>07/20/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>07/27/2015</td><td></td><td></td><td></td><td></td><td></td><td>08/03/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>08/10/2015</td><td></td><td></td><td></td><td></td><td></td><td>08/17/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>08/24/2015</td><td></td><td></td><td></td><td></td><td></td><td>08/31/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>09/07/2015</td><td></td><td></td><td></td><td></td><td></td><td>09/14/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>09/21/2015</td><td></td><td></td><td></td><td></td><td></td><td>09/28/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10/05/2015</td><td></td><td></td><td></td><td></td><td></td><td>10/12/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10/19/2015</td><td></td><td></td><td></td><td></td><td></td><td>10/26/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11/02/2015</td><td></td><td></td><td></td><td></td><td></td><td>11/09/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11/16/2015</td><td></td><td></td><td></td><td></td><td></td><td>11/23/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11/30/2015</td><td></td><td></td><td></td><td></td><td></td><td>12/07/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12/14/2015</td><td></td><td></td><td></td><td></td><td></td><td>12/21/2015</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12/28/2015</td><td></td><td></td><td></td><td></td><td></td><td>01/04/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>01/11/2016</td><td></td><td></td><td></td><td></td><td></td><td>01/18/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>01/25/2016</td><td></td><td></td><td></td><td></td><td></td><td>02/01/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>02/08/2016</td><td></td><td></td><td></td><td></td><td></td><td>02/15/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>02/22/2016</td><td></td><td></td><td></td><td></td><td></td><td>02/29/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>03/07/2016</td><td></td><td></td><td></td><td></td><td></td><td>03/14/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>03/21/2016</td><td></td><td></td><td></td><td></td><td></td><td>03/28/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>04/04/2016</td><td></td><td></td><td></td><td></td><td></td><td>04/11/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>04/18/2016</td><td></td><td></td><td></td><td></td><td></td><td>04/25/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>05/02/2016</td><td></td><td></td><td></td><td></td><td></td><td>05/09/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>05/16/2016</td><td></td><td></td><td></td><td></td><td></td><td>05/23/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>05/30/2016</td><td></td><td></td><td></td><td></td><td></td><td>06/06/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>06/13/2016</td><td></td><td></td><td></td><td></td><td></td><td>06/20/2016</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>06/27/2016</td><td></td><td></td><td></td><td></td><td></td><td>07/04/2016</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Date	Mon	Tue	Wed	Thu	Fri	Date	Mon	Tue	Wed	Thu	Fri	07/13/2015						07/20/2015						07/27/2015						08/03/2015						08/10/2015						08/17/2015						08/24/2015						08/31/2015						09/07/2015						09/14/2015						09/21/2015						09/28/2015						10/05/2015						10/12/2015						10/19/2015						10/26/2015						11/02/2015						11/09/2015						11/16/2015						11/23/2015						11/30/2015						12/07/2015						12/14/2015						12/21/2015						12/28/2015						01/04/2016						01/11/2016						01/18/2016						01/25/2016						02/01/2016						02/08/2016						02/15/2016						02/22/2016						02/29/2016						03/07/2016						03/14/2016						03/21/2016						03/28/2016						04/04/2016						04/11/2016						04/18/2016						04/25/2016						05/02/2016						05/09/2016						05/16/2016						05/23/2016						05/30/2016						06/06/2016						06/13/2016						06/20/2016						06/27/2016						07/04/2016					
Date	Mon	Tue	Wed	Thu	Fri	Date	Mon	Tue	Wed	Thu	Fri																																																																																																																																																																																																																																																																																																																														
07/13/2015						07/20/2015																																																																																																																																																																																																																																																																																																																																			
07/27/2015						08/03/2015																																																																																																																																																																																																																																																																																																																																			
08/10/2015						08/17/2015																																																																																																																																																																																																																																																																																																																																			
08/24/2015						08/31/2015																																																																																																																																																																																																																																																																																																																																			
09/07/2015						09/14/2015																																																																																																																																																																																																																																																																																																																																			
09/21/2015						09/28/2015																																																																																																																																																																																																																																																																																																																																			
10/05/2015						10/12/2015																																																																																																																																																																																																																																																																																																																																			
10/19/2015						10/26/2015																																																																																																																																																																																																																																																																																																																																			
11/02/2015						11/09/2015																																																																																																																																																																																																																																																																																																																																			
11/16/2015						11/23/2015																																																																																																																																																																																																																																																																																																																																			
11/30/2015						12/07/2015																																																																																																																																																																																																																																																																																																																																			
12/14/2015						12/21/2015																																																																																																																																																																																																																																																																																																																																			
12/28/2015						01/04/2016																																																																																																																																																																																																																																																																																																																																			
01/11/2016						01/18/2016																																																																																																																																																																																																																																																																																																																																			
01/25/2016						02/01/2016																																																																																																																																																																																																																																																																																																																																			
02/08/2016						02/15/2016																																																																																																																																																																																																																																																																																																																																			
02/22/2016						02/29/2016																																																																																																																																																																																																																																																																																																																																			
03/07/2016						03/14/2016																																																																																																																																																																																																																																																																																																																																			
03/21/2016						03/28/2016																																																																																																																																																																																																																																																																																																																																			
04/04/2016						04/11/2016																																																																																																																																																																																																																																																																																																																																			
04/18/2016						04/25/2016																																																																																																																																																																																																																																																																																																																																			
05/02/2016						05/09/2016																																																																																																																																																																																																																																																																																																																																			
05/16/2016						05/23/2016																																																																																																																																																																																																																																																																																																																																			
05/30/2016						06/06/2016																																																																																																																																																																																																																																																																																																																																			
06/13/2016						06/20/2016																																																																																																																																																																																																																																																																																																																																			
06/27/2016						07/04/2016																																																																																																																																																																																																																																																																																																																																			
<p><b>Reason Code Legend</b></p> <p>Act=Activity Adm=Couns/admi B=Late Bus Bsp=Bussspend Ctc=Inschl Sus Cou=Counseling E=Exc  Tardy Exc=Excused Fnl=Funeral Hss=Home Susp lcr=lcr ill=Illness Imm=Immuniz Ims=Immunususp  Ins=Inschoolsu Iss=Iss L=Lunch Lic=Lice Lsw=Latesweep Lt=Late Mes=Message Nce=Ace N  Nuc=Nuc Off=Office Oth=Other Pos=Positive Pre=Preleat Sus=Suppessio Tdy=Tardy</p>																																																																																																																																																																																																																																																																																																																																									
Printed by Admin User at 07/28/2016 3:00 PM		Edupoint School District		Page 1 of 1348																																																																																																																																																																																																																																																																																																																																					

ATD203 – Daily Attendance By Week Output

## ATD204 – Daily Attendance Totals

The Daily Attendance Totals report displays similar data as the Daily Attendance screen, **Total** tab in report format.

**Report ATD204: Daily Attendance Totals**

Print Save Default Reset Saved Default Email Me

Name: **Daily Attendance Totals** Number: **ATD204** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Student Info**

Local ID Gender

Last Name First Name Middle Name

Grade Grade

**Absence Definition**

Absence Types

Unverified  Excused Tardy  Unexcused Tardy  Excused  
 School Activity  Unexcused  Non-Enrollment  Positive

Absence Reasons

30 Min Late  AAA  Ace N  Activity  
 Alt Lrn Ct  Appeal  Appealed  Bus Susp  
 Bussspend  Couns/admli  Counselling  C-Pox  
 Detention  Doctor App  Exc Tardy  Exc Tardy  
 Exc Tardy  Excused  Funeral  Health  
 Home Susp  Icr  Illness  Immuniz  
 Immunsusp  Inschl Sus  Inschoolsu  Iss  
 Late  Late Bus  Latesweep  Lice  
 Lice  Lunch  Message  Nurse  
 Nurse  Office  Other  Pager  
 Positive  Psychologi  Quest. Exc  Suspension  
 Sweep  Sweep  Tardy  TEST  
 Unexcused  Unextardy  Unsatisfy  Unverified  
 Vacation  Waived

**Reason Flags**

Incl Dialer  Incl Reports  
 Incl Letter  Report To State

**Show Options**

Display Total Days Enrolled & Attended  
 Display Details  
 Include All Enrolled Schools Data  
 Remove Blank Rows from Excel & CSV Output Files

ATD204 – Daily Attendance Totals Report Interface Screen

### Report Options:

- **Local ID** – Limits the report output to the specified student. If left blank, the report output includes all students for that school.
- **Gender** – Limits the report output to the specified gender type
- **Last Name, First Name, Middle Name** – Limits the report output to the specified student. If left blank, the report output includes data for that school.
- **Grade Range** – Specifies the grade range for the report

- **Absence Types, Absence Reasons, Reason Flags** – Limits the report output to the specified **Absence Types, Absence Reasons, or Reason Flags**. This is a required field for the report. You must select at least one option from **Absence Type, Absence Reasons, or Reason Flags**.
- **Display Total Days Enrolled & Attended** – If selected, the report displays a total number of days the students are enrolled in school and the number of possible days for attendance.
- **Display Details** – Displays details for each attendance reason marked along with the date
- **Include All Enrolled Schools Data** – Displays attendance records for all of the schools each student is enrolled in
- **Remove Blank Rows from Excel & CSV Output Files** – Rows without a particular absence reason or absence type do not show on report output to avoid repetitive blank rows



**Hope High School**  
**Daily Attendance Totals**

Year: 2016-2017  
 Report: ATD204

07/04/2016 – 06/13/2017

Student Information					
Student Name	SIS Number	Gender	Grade	Track	Home Address
<b>Addington, Paula M.</b>	<b>871686</b>	<b>F</b>	<b>12</b>		<b>2527 E Fox St Tempe, AZ 85662</b>
Last Name Goes By	Nick Name	Birthdate			
		<b>03/11/1999</b>			
Home Phone	Home Language	Ethnicity	Enter Date	Leave Date	
<b>480-555-4628</b>	<b>English</b>	<b>White</b>	<b>07/05/2016</b>	<b>07/07/2017</b>	

Addington, Paula M.

Attendance Reason Totals			
Attendance Reason	Date	Totals	Percentage
Unexcused			
Vacation			

Attendance Type Totals			
Attendance Type	Date	Totals	Percentage
Unexcused			

Printed by Admin User at 06/13/2017 2:30 PM
Edupoint School District
Page 1 of 404

ATD204 – Daily Attendance Totals Output

## ATD401 – Daily Student Absence Totals

### Synergy SIS > Attendance > Reports Daily > Summary

The Daily Student Absence Totals report lists all students at a school for a given date range and displays the total number of absences recorded for each absence reason. This report includes parent phone numbers.

**Report ATD401: Daily Student Absence Totals**

Name: **Daily Student Absence Totals** Number: **ATD401** Page Orientation: **Landscape**

Options | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Grade

**Attendance Conditions**

Start: 07/04/2016 End: 07/07/2017

Minimum Amount: 1.00

Include Concurrent Students

Count each day as an absence if the all-day amount is greater than or equal to

Totalling Type

**Report Description**

Report displays up to 9 distinct absence reasons. Additional absences are counted under "other" column.

**Absence Definition**

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

Absence Reasons

Activity  Couns/admi  Counseling  Exc Tardy  
 Excused  Funeral  Illness  Iss  
 Lice  Lunch  Other  Positive  
 Suspension  Tardy  Unexcused  Unverified  
 Vacation  Waived

**Reason Flags**

Incl Dialer  Incl Reports  
 Incl Letter  Report To State

**Report Options**

Show Parent Selection Criteria  
 Parent/Guardians without a contact priority will be listed last.

**Parent Indicators**

Include Parents Use Asterisk \* to Indicate Contact Allowed

Include Parents

Contact Allowed  Enrolling Parent  Has Custody  Mailings Allowed  
 Educational Rights  Financial Responsibility  Lives With  Release To

ATD401 – Daily Student Absence Totals Report Interface Screen

### Report Options:

- **Grade** – Filters the report by grade
- **Start Date and End Date** – Filters the report by the date range entered
- **Minimum Amount** – Shows only students with more than the entered number of absences selected in the Absence Definition area

- **Include Concurrent Students** – Reports concurrent students as well
- **Count each day as an absence if the all-day amount is greater than or equal to** – Indicates a specific all-day value to count as an absence
- **Totaling Type** – Indicates how you want the absence amounts totaled
- **Reason Type, Absence Reasons, or Reason Flags** – Filters by absence options. To define the **Reason Flags**, go to the District and School Attendance Codes screens. If the absence reason is an **Incl Dialer** reason and you select that flag, the reason displays in the report. To select or clear all **Absence Reasons**, use   .
- **Show Parent Selection Criteria** – Displays parent selection criteria on the report
- **Parent/Guardians without a contact priority will be listed last.** – Parents and Guardians without a value in the **Order By** column (on the **Parent/Guardian** tab of the Student screen) display at the bottom of the Parent list in the output.
- **Include Parents** – Select whether to filter by the parents who meet all the criteria (default) or the parents who meet any criteria of those options selected below.
- **Use Asterisk \* to indicate Contact Allowed** – Prints an asterisk next to the parents who have the **Contact Allowed** option selected on the **Parent/Guardian** tab of the Student screen.



**Generic High School**  
**Daily Student Absence Totals**  
 Students With 1.00 or More Absences From 09/03/2013 to 09/15/2013

Year: 2013-2014  
 Report: ATD401

Student Name	Perm ID	Grade	Parent	Phone	Ext	Absent	Excused	OSS	Unexcused Days
[Redacted]	[Redacted]	09	* [Redacted]	360-555-1234		1.00	1.00		2.00
[Redacted]	[Redacted]	09	* [Redacted]	503-555-1234		1.00	1.00		2.00
[Redacted]	[Redacted]	09	* [Redacted]	503-555-1234		1.00			1.00
[Redacted]	[Redacted]	09	* [Redacted]	503-555-1234		1.00			1.00

ATD401 – Daily Student Absence Totals Output

## ATD402 - Daily Attendance List

### Synergy SIS > Attendance > Reports Daily > List

The Daily Attendance List report lists all student absences in a given date range as well as the student arrival and departure time with total minutes for the day. It also lists the parents' phone numbers for each student, which the school can use for attendance verification.

▼ Report ATD402: Daily Attendance List ▾

Print Save Default Reset Saved Default Email Me

Name: Daily Attendance List Number: ATD402 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

**Student Info**

Grade  → Grade

Use Student's Home Phone

Show Parent Information

**Attendance Conditions**

Date Start   Date End

Include Attendance Detail (Note, Arrival Time, Depart Time, Absence Reason, etc.)

Minimum Occurences (If the value below is left blank, then 0 will be used)

Continuous Absences

Count each day as an absence if the all-day amount is greater than or equal to

**Absence Definition**

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

Absence Reasons

Ace N    Activity    Bussspend    Couns/admi  
 Counseling    Exc Tardy    Excused    Funeral  
 Illness    Iss    Lice    Other  
 Suspension    Tardy    Unexcused    Unverified  
 Vacation    Waived

**Reason Flags**

Incl Dialer    Incl Reports  
 Incl Letter    Report To State

**Report Options**

Show Parent Selection Criteria    Display Absence Totals

**Parent Indicators**

Parent Selection Criteria  Use Asterisk \* to Indicate Contact Allowed

Parental Indicators

Contact Allowed    Educational Rights    Enrolling Parent    Financial Responsibility  
 Has Custody    Lives With    Mailings Allowed    Release To

ATD402 – Daily Attendance List Report Interface Screen

## Report Options:

- **Grade** – Filters the report by grade
- **Use Student's Home Phone** – Prints the student's phone number
- **Show Parent Information** – Prints the parent names, relationship category, phone number type, and phone number
- **Start Date and End Date** – Filters the results based on the date range provided
- **Include Attendance Detail** – Prints any attendance notes, the arrival and departure times, and the minutes attended
- **Date Start and Date End** – Filters the report by dates selected
- **Minimum Occurrences** – Includes in the report only students with a total number of absences equal to or greater than the number entered. The report header displays: "Students With X or More Absences", where X is the number entered in this field.
  - **Continuous Absences** – Includes in the report only students with an absence amount equal to or greater than the number entered in **Minimum Occurrences** that occur on consecutive valid school days. The report header displays: "Students With X or More Continuous Absences", where X is the number entered in the **Minimum Occurrences** field.
- **Count each day as an absence if the all-day amount is greater than or equal to** – Adjusts the report output so that a day counts as an absence only if the all-day amount is equal to or greater than the value entered. The value must be numeric, between 0.00 and 1.00, and contain no more than two decimal places. Leaving this field blank defaults the value to 0.00.
- **Reason Type, Absence Reasons, or Reason Flags** – Filters by absence reason. To define the **Reason Flags**, go to the District and School Attendance Codes screens. If the absence reason is an **Incl Dialer** reason and you select that flag, the reason displays in the report. To select or clear all **Absence Reasons**, use   .
- **Display Absence Totals** – Includes a "Total" for each student.
- Filter the parents displayed on the report in the Parent Indicators section. Select whether to filter by the parents who meet all the criteria (default) or the parents who meet any criteria of those selected below in the Include Parents section. Select **Use Asterisk \* to indicate Contact allowed**, as necessary.

**ATD402 with No Attendance Conditions Selected**

Student Name	Perm ID	Grade	Date	Reason 1	Amt 1	Reason 2	Amt 2
(Aaron, Harold N.)	968257	10	11/07/2016	Unexcused	1.00		
			11/08/2016	Excused	1.00		
			11/09/2016	Unexcused	1.00		
			11/10/2016	Unexcused	1.00		
			11/11/2016	Unexcused	1.00		
			01/02/2017	Unexcused	1.00		
			01/03/2017	Waived	1.00		
			01/04/2017	Illness	1.00		
Abbott, Billy C.	905483	12	09/05/2016	Suspension	1.00		
			09/06/2016	Suspension	1.00		
			12/05/2016	Illness	1.00		
			03/13/2017	Suspension	1.00		
			03/14/2017	Suspension	1.00		
Abernathy, Bruce V.	879138	11	03/13/2017	Illness	1.00		
			03/14/2017	Illness	1.00		
Acevedo, Ashley	901830	10	04/21/2017	Suspension	1.00		
			04/24/2017	Suspension	1.00		
Acevedoo, Bruce	886630	11	09/12/2016	Excused	1.00		
			11/15/2016	Suspension	1.00		
			12/19/2016	Unexcused	0.00		
			05/01/2017	Unexcused	1.00		
(Adair, Alan W.)	871626	11	07/14/2016	Illness	1.00		
Adair, Timothy S.	888621	11	08/18/2016	Excused	1.00		
			08/29/2016	Illness	1.00		
Adams, Howard T.	873985	12	07/15/2016	Illness	1.00		
			07/28/2016	Illness	1.00		
			07/29/2016	Illness	1.00		
			08/25/2016	Illness	1.00		
Adams, Martin C.	887623	11	08/11/2016	Excused	1.00		
			08/12/2016	Excused	1.00		
			08/15/2016	Excused	1.00		
Adams, Scott M.	939208	12	09/12/2016	Excused	1.00		
Adams, Sean B.	877340	12	08/25/2016	Excused	1.00		
			08/28/2016	Excused	1.00		
			08/29/2016	Excused	1.00		
			08/30/2016	Excused	1.00		
			09/01/2016	Excused	1.00		
			09/26/2016	Unexcused	1.00		
			09/27/2016	Unexcused	1.00		
10/03/2016	Unexcused	1.00					
Adams, Stephen J.	901622	10	08/23/2016	Illness	1.00		
Adamski, Alan M.	872035	10	07/21/2016	Suspension	1.00		
			07/22/2016	Suspension	1.00		
			07/25/2016	Suspension	1.00		
			07/28/2016	Suspension	1.00		
Addington, Paula M.	871686	12	07/18/2016	Illness	1.00		
			12/13/2016	Illness	0.11		
Aelvoet, Jesse J.	944233	12	07/28/2016	Excused	1.00		

Printed by Admin User at 05/19/2017 1:08 PM

Edupoint School District

Page 1 of 52

ATD402 – Daily Attendance List Output

**ATD402 with Minimum Occurrences, Continuous Absences, and Display Absence Totals Selected**

Student Name	Student ID	Grade	Gender	Date	Reason 1	Amt 1	Reason 2	Amt 2
Torres, Tammy E.	874320	12	Female	07/11/2017	Illness	1.00		
				07/13/2017	Illness	1.00		
				07/14/2017	Illness	1.00		
				07/17/2017	Illness	1.00		
				07/18/2017	Illness	1.00		
<b>Total</b>						<b>5.00</b>		<b>5.00</b>
Vargas, Jennifer	884706	12	Female	07/13/2017	Illness	1.00		
				07/14/2017	Illness	1.00		
<b>Total</b>						<b>2.00</b>		<b>2.00</b>
Winkler, Judy L.	956295	12	Female	08/07/2017	Excused	1.00		
				08/08/2017	Excused	1.00		
<b>Total</b>						<b>2.00</b>		<b>2.00</b>
Wolf, Katherine E.	987731	12	Female	07/07/2017	Illness	1.00		
				07/10/2017	Illness	1.00		
				07/11/2017	Illness	1.00		
				07/20/2017	Illness	1.00		
				09/11/2017	Illness	1.00		
<b>Total</b>						<b>5.00</b>		<b>5.00</b>
Wood, Sharon C.	877036	12	Female	07/20/2017	Illness	1.00		
				07/21/2017	Illness	1.00		
<b>Total</b>						<b>2.00</b>		<b>2.00</b>
Yungkans, Larry D.	110016	12	Male	07/21/2017	Excused	1.00		
				07/24/2017	Excused	1.00		
				07/25/2017	Excused	1.00		
<b>Total</b>						<b>3.00</b>		<b>3.00</b>

ATD402 – Daily Attendance List Output

## ATD403 – Daily Absent List

### Synergy SIS > Attendance > Reports Daily > List

The Daily Absent List displays all students absent on a given day by section.

ATD403 – Daily Absent List Report Interface Screen

### Report Options:

- **Section ID or Teacher** – Prints the report for only one section or teacher. By default, the report prints for all sections and teachers.
- **Use Student's Home Phone** – Prints the student's home phone number
- **Date** – Prints attendance details for the date entered
- **Reason Types or Absence Reasons** – Filters the report by absence type. To select or clear all Absence Reasons, use   .
- **Include Attendance Detail** – Includes any attendance notes, the arrival and departure times, and the minutes attended
- **Include Phone Log** – Prints all phone numbers listed for the parent/guardian
- **Parent Info** – Select which parents to include in the report based on the rights selected on the Parent/Guardian tab of the Student screen.



**Hope High School**  
**Daily Absent List**  
 08/04/2015

Year: 2015-2016  
 Report: ATD403

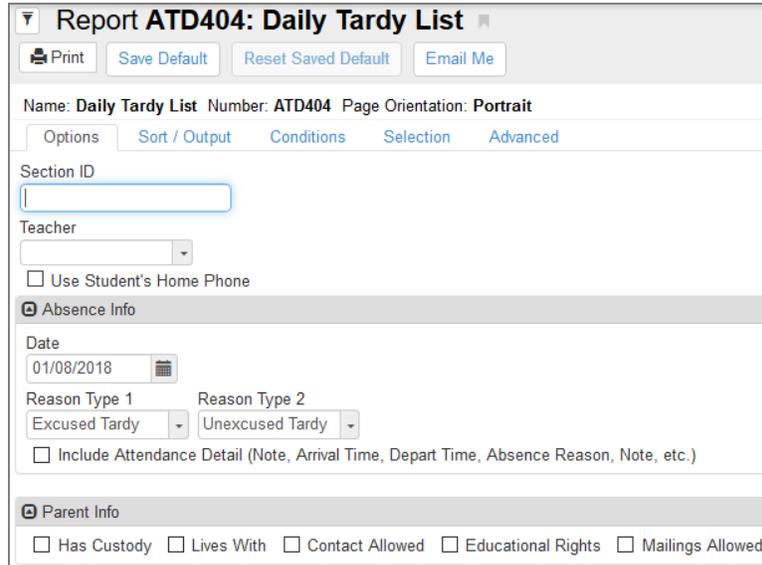
<b>Section:</b> 00000001001	<b>Teacher:</b> Jackson, Kathy	<b>Room:</b> 112
-----------------------------	--------------------------------	------------------

Student Name	Perm ID	Grade	Gender	Relation	Parent Name	Type	Phone	Extn
Aaron, Harold N.	968257	12	Male	Mother	Daugherty, Diane	Primary	480-555-9989	
				Step-Father	Daugherty, Howard	Work	480-555-9989	
						Work	480-555-3961	
						Primary	480-555-9989	
						Cell	480-555-1225	
				Legal Guardian	Franklin, Ben			
				Father	Mucha, Victor	Primary	480-555-8854	

## ATD404 – Daily Tardy List

### Synergy SIS > Attendance > Reports Daily > List

The Daily Tardy List displays all students who were tardy on a given day by section, with parent phone numbers.



**Report ATD404: Daily Tardy List**

Print Save Default Reset Saved Default Email Me

Name: **Daily Tardy List** Number: **ATD404** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Section ID

Teacher

Use Student's Home Phone

**Absence Info**

Date

Reason Type 1 Reason Type 2

Include Attendance Detail (Note, Arrival Time, Depart Time, Absence Reason, Note, etc.)

**Parent Info**

Has Custody  Lives With  Contact Allowed  Educational Rights  Mailings Allowed

ATD404 – Daily Tardy List Report Interface Screen

### Report Options:

- **Section ID or Teacher** – Prints the report for only one section or teacher. By default, the report prints for all sections and teachers.
- **Use Student's Home Phone** – Prints the student's home phone number
- **Date** – Prints the report for the date entered
- **Reason Types** – Prints the selected tardy reasons on the report. There are only two options because most schools only have two types of tardies – *Excused* and *Unexcused*.
- **Include Attendance Detail** – Prints any attendance notes, the arrival and departure times, and the minutes attended
- **Parent Info** – Filters output by selected parent indicators



**Hope High School**  
**Daily Tardy List**  
 08/19/2015

Year: 2015-2016  
 Report: ATD404

Section 00000000100	Period 1	Course ID MA27	Course Title Algebra I	Teacher Jackson, Kathy	Room 112	Track 5 Day
------------------------	-------------	-------------------	---------------------------	---------------------------	-------------	----------------

Student Name	Perm ID	Trk	Grade	Gender	Relation	Parent Name	Type	Phone	Extn
Aaron, Harold N.	968257	4 Day	12	Male	Step-Father	Daugherty, Howard	Work	480-555-3061	
					Step-Father	Daugherty, Howard	Primary	480-555-9969	
					Step-Father	Daugherty, Howard	Cell	480-555-1225	
					Father	Mucha, Victor	Primary	480-555-8854	
					Legal Guardian	Franklin, Ben			
					Mother	Daugherty, Diane	Primary	480-555-9969	
					Mother	Daugherty, Diane	Work	480-555-9969	

## ATD405 – Daily Perfect Attendance List

### Synergy SIS > Attendance > Reports Daily > List

The Daily Perfect Attendance List displays all students who were not absent or tardy for a given date range by section. It also includes parent contact numbers.

**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 End Date  
07/05/2018 09/25/2018

**Student Info**

Grade Grade  
→

Section ID  
0002

Staff  
Arthur A., Andrea

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 Reason Type 2 Reason Type 3 Reason Type 4  
Unverified Unexcused

Absence Reasons

Activity  Bussspend  Couns/admi  Counseling  
 Excused  Funeral  Illness  Iss  
 Other  Suspension  Tardy  Unexcused  
 Unverified  Vacation  Waived

Reason Flags

Incl Dialer  Incl Reports  
 Incl Letter  Report To State

ATD405 – Daily Perfect Attendance List Report Interface Screen

### Report Options:

- **Start Date and End Date** – Prints the report for the selected date range
- **Grade** – Filters the report by grade
- **Section ID or Staff** – Prints the report for only one section or teacher. By default, the report prints for all sections and teachers.
- **Minimum Days Enrolled** – Prints only students enrolled for a set number of days
- **Hide Student Detail** – Excludes all personal information from the report, including the permanent ID, parent/guardian names, and phone numbers
- **Parent Info** – Select which parents to include in the report. This only displays if you clear the **Hide Student Detail** option.

- **Reason Type, Absence Reasons, or Reason Flags** – Filters by absence reason. To define the **Reason Flags**, go to the District and School Attendance Codes screens. If the absence reason is an **Incl Dialer** reason and you select that flag, the reason displays in the report. To select or clear all **Absence Reasons**, use   .

Section	Period	Course ID	Course Title	Teacher	Room	Track
00000000100	1	MA27	Algebra I	Jackson, Kathy	112	5 Day 1


**Hope High School**  
**Daily Perfect Attendance List**  
 From 07/03/2015 to 08/24/2015

Year: 2015-2016  
 Report: ATD405

Student Name	Perm ID	Trk	Grade	Gender	Relation	Parent	Phone	Ext
Simmon, Carly	997250		10	Female	Mother	Simmon, Simonand		
Taylor, James	997169		12	Male				

08/24/2015 3:26 PM
Edupoint School District
Page 1 of 1

ATD405 – Daily Perfect Attendance List Output

## ATD406 – Daily Student List by Attendance

### Synergy SIS > Attendance > Reports Daily > List

The Daily Student List by Attendance lists all students with a given number of absences for a specific date range.



You can generate the ATD406 from the district level. The school location displays in the header for each school. You can also schedule the report to run at a specific time.

**Report ATD406: Daily Student List by Attendance**

Print Save Default Reset Saved Default Email Me

Name: **Daily Student List by Attendance** Number: **ATD406** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

**Student Info**

Grade

**Attendance Conditions**

Start  End

Minimum Occurrences

Check for Continuous Absences

If the value below is set, then the AM absence amount must be greater than or equal to the value entered for the absence to be counted.

Count each day as an absence if the all-day amount is greater than or equal to

Use Total Absent Percent

**Absence Definition**

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

Absence Reasons

Appeal  Suspension  Other  Immuniz  
 Busspend  Activity  Tardy  Alt Lrn Ct  
 Unexcused  Vacation  Unverified  Excused  
 Sweep

Reason Flags

Incl Dialer  Incl Reports  
 Incl Letter  Report To State

ATD406 – Daily Student List By Attendance Report Interface Screen

### Report Options:

- **Grade** – Filters the report by grade
- **Start Date and End Date** – Filters the report by date range
- **Minimum Occurrences** – Prints only students with more than the number of absences entered of the type selected in the Absence Definition area. You can enter decimal numbers in this field.

- **Check for Continuous Absences** – Prints continuous absences. For example, if you enter **10** for **Minimum Occurrences** and select this option, the report lists students with absences lasting 10 or more days in a row.
- **Count each day as an absence if the all-day amount is greater than or equal to** – Define what displays on the report by entering the amount of an all-day absence. Student absences equal to or greater than the value in this field are recognized as absences.
- **Reason Type, Absence Reasons, or Reason Flags** – Filters by absence reason. To define the **Reason Flags**, go to the District and School Attendance Codes screens. If the absence reason is an **Incl Dialer** reason and you select that flag, the reason displays in the report. To select or clear all **Absence Reasons**, use   .

 Hope High School <b>Daily Student List by Attendance</b>			Year: 2015-2016
Students With 1 or More Absences From 07/03/2015 to 08/24/2015			Report: ATD406
Student Name	Perm ID	Grade	
Aaron, Harold N.	968257	12	
Abbott, Bobby	997149	12	

08/24/2015 3:29 PM Edupoint School District Page 1 of 1

*ATD406 – Daily Student List By Attendance Output*



- **Minimum Absences** – Amount of absence required for a student to earn a full day's absence. For period attendance schools, this is the number of periods in a single day. For daily attendance schools, this is an amount of daily absences. To show a student absent regardless of the amount in a single day, enter a 0 or leave the field blank.
- **Use All Day Code** – Calculates minimum absences based on the all-day code
- **Grade** – Prints the selected grade levels on the report
- **Display Absence Totals** – Includes "Totals" at the end of the report.

**ATD407 with No Attendance Conditions Selected**

		Hope High School				Year: 2015-2016		
		End Of Year Attendance List				Report: ATD407		
		From 07/03/2015 to 08/24/2015						
Student Name	Perm ID	Grade	Trk	Enter Date	Days Enrolled	Days Present	Days Absent	Leave Date
McDaniel, Lois L.	165786	12		09/02/2014	37	37	0	
McGuire, Daniel J. JR	171893	12		09/02/2014	37	37	0	
Monjes, Patricia K.	991956	12		09/02/2014	37	37	0	
Montano, Ryan J.	156558	12		09/02/2014	37	37	0	
Mullins, Thomas R.	869832	12		09/02/2014	37	37	0	
Padilla, Joe I.	122069	12		07/31/2015	17	17	0	
Papay, Carlos	168508	12		07/31/2015	17	17	0	
Perez, Evelyn A.	928527	12		09/02/2014	37	37	0	
Quill, Peter	997095	12		07/31/2015	17	17	0	
Rheault, Paul J.	893799	12		07/31/2015	17	17	0	
Rieder, Stephanie R.	169811	12		07/31/2015	17	17	0	
Rivas, Clarence E.	157820	12		09/02/2014	37	37	0	
Rivera Escalante, Shirley	168995	12		09/02/2014	37	37	0	
Scatterday, Anna R.	132613	12		09/02/2014	37	37	0	
Silentman, Carlos A.	118657	12		09/02/2014	37	37	0	
Smallwood, Beverly R.	136579	12		09/02/2014	37	37	0	
Smith, Katie	997281	12		07/03/2015	37	37	0	
Soltero, Patrick I.	168095	12		09/02/2014	37	37	0	
Tanner, Diane C.	966553	12		08/10/2015	11	11	0	
Taylor, James	997169	12		07/31/2015	17	16	1	
Temple, Shirley	997275	12		07/03/2015	37	37	0	
Walbeck, Joan M.	165646	12		09/02/2014	37	37	0	
<b>Total Students for Grade 12</b>		<b>72</b>						

**ATD407 with Minimum Occurrences, Continuous Absences, and Display Absence Totals Selected**

		Hope High School <b>End Of Year Attendance List</b> From 07/01/2017 to 06/30/2018				Year: 2017-2018 Report: ATD407	
Student Name	Perm ID	Grade	Enter Date	Days Enrolled	Days Present	Days Absent	Leave Date
Wood, Sharon C.	877036	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Woods, Benjamin T.	861519	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Woods, Donna L.	877666	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Woods, Doris A.	167244	12	07/04/2017	304.00	303.0	1.00	06/30/2018
Woods, Walter L.	837375	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Woolf, Cynthia M.	874739	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Wright, Elizabeth M.	874888	12	07/04/2017	304.00	302.0	2.00	06/30/2018
Wright, Frances M.	839864	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Wright, Nancy L.	875449	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Young, Jeffrey D.	951387	12	07/05/2017	303.00	302.0	1.00	06/30/2018
Younker, Sarah A.	875215	12	07/04/2017	304.00	303.0	1.00	06/30/2018
Younker-Gardner, Beverly E.	904270	12	07/04/2017	304.00	303.0	1.00	06/30/2018
Yungkans, Larry D.	110016	12	07/04/2017	304.00	302.0	2.00	06/30/2018
(Zach, Sean J.)	144143	12	07/04/2017	39.00	39.00	0.00	08/17/2017
Zamudio, Jane	135300	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Zart, Frank S.	837853	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Zavacki, Mark J.	967006	12	07/04/2017	304.00	304.0	0.00	06/30/2018
Zipperer, Russell L.	874972	12	07/04/2017	135.00	135.0	0.00	12/07/2017
			12/08/2017	169.00	169.0	0.00	06/30/2018
<b>Totals:</b>				<b>304</b>	<b>304</b>	<b>0</b>	
<b>Total Students for Grade 12</b>	<b>914</b>			<b>250806</b>	<b>250335</b>	<b>471</b>	
<b>Totals</b>	<b>910</b>			<b>250806</b>	<b>250335</b>	<b>471</b>	

## ATD412 – Student Gain Loss

### Synergy SIS > Attendance > Reports Daily > List

The Student Gain Loss report lists all students who enrolled or withdrew during a given date range and totals the impact on the total number of students enrolled by gender and overall.

ATD412 – Student Gain Loss Report Interface Output

### Report Options:

- **Start Date and End Date** – Filters the report based on the date range entered
- **Track** – If the district and school use tracks, select which to include in the report. To select or clear all tracks, use  ↔
- **Ethnic Code** – Prints the ethnic codes in the report. To select or clear all codes, use  ↔
- **Exclude Concurrent Enrollments** – Prints only the enrollment at the focus school. If this option is not selected and the home school is in focus, enrollments at both schools display.
- **Hide Leave and Enter Codes** – Omits these codes on the report output



**Hope High School  
 Student Gain Loss**

Year: 2015-2016  
 Report: ATD412

08/24/2015 to 10/06/2015

Date	Student Name	Perm ID	Ethnicity	Gen	Grd	Enter	Leave	Track	Action	Male	Female	Total
<b>Starting Enrollment</b>										39	41	80
08/26/2015	Johnson, Jeff	997015	5	M	10	E1			Gain	+		+
<b>Change</b>										+1	0	+1
<b>End of Day Enrollment</b>										40	41	81
09/14/2015	Mayes, Ken	997017	White	M	10	E1			Gain	+		+
<b>Change</b>										+1	0	+1
<b>End of Day Enrollment</b>										41	41	82

## ATD413 – Class Reduction Summary

Synergy SIS > Attendance > Reports Daily > List or  
Synergy SIS > Attendance > Reports Period > List

The Class Reduction Summary report provides the total number of students who withdrew during the current school year by section and grade level.

**Report ATD413: Class Reduction Summary**

Print Save Default Reset Saved Default Email Me

Name: **Class Reduction Summary** Number: **ATD413** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Year Start: 07/05/2018 Snap Shot Date: 09/25/2018 Year End: 09/25/2018

**Instructional Settings Filter**

Instructional Setting  ↔

\_NS: No Instructional Setting  1: Independent Study  3: Learning Center  E: Other Alternative Program  
 G: County Students  T: CAL-Safe program  X: Adult Transition  Y: Special Ed  
 Z: Out of County

**Grade Level Filter**

Grade  ↔

09  10  11  12

**Summary Display Options**

Hide Section ID  Ignore Snapshot Date

**Detail Display Options**

Suppress Detail Report  
 Hide Course Title  
 Hide Course ID

ATD413 – Class Reduction Summary Report Interface Screen

### Report Options:

- **Year Start** and **Year End** – Prints the report for the date range selected
- **Snap Shot Date** – Prints the report for a specific date
- **Instructional Setting** – Prints the report for the selected setting
- **Grade** – Prints selected grade levels on the report
- **Hide Section ID**, **Hide Course Title**, and **Hide Course ID** – Removes the selection from the report. These options are most appropriate for elementary schools where all students are in the same section, such as Kindergarten AM.
- **Ignore Snapshot Date** – Prints the report for the school year if no date range selected or for the date range selected in **Year Start** and **Year End**

- **Suppress Detail Report** – Hides the absence totals by grade level for each section that prints on the report



Hope High School  
**Class Reduction Summary**  
Year To Date Range 07/03/2015 - 08/24/2015  
As Of Date 08/24/2015

School: Hope High School

Year: 2015-2016  
Report: ATD413

Grade Range	Course ID	Course Title	Section ID	Track	Teacher	10	12	YTD Total Enroll Days	YTD Possible Days	YTD AVG
10-12	MA27	Algebra I	0000000010	5 Day	Jackson, Kathy	1	3	67	37	1.811

08/24/2015 3:42 PM      Edupoint School District      Page 1 of 2

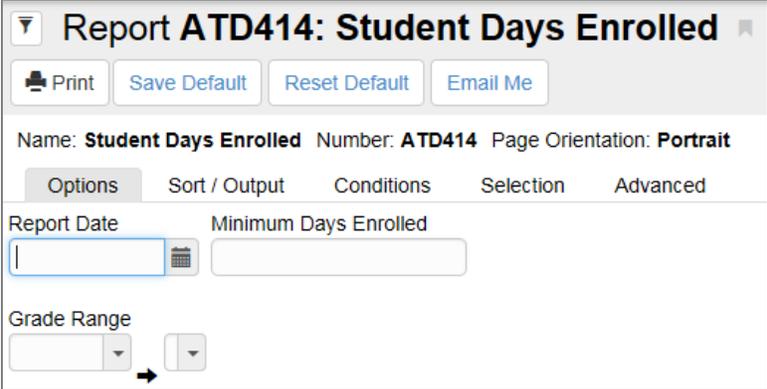
ATD413 – Class Reduction Summary Output

## ATD414 – Student Days Enrolled

---

### Synergy SIS > Attendance > Reports Daily > List

The Student Days Enrolled report lists every student enrolled as of a given date with the total number of enrolled days for the current school year.



Report **ATD414: Student Days Enrolled**

Print Save Default Reset Default Email Me

Name: **Student Days Enrolled** Number: **ATD414** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Report Date Minimum Days Enrolled

Grade Range

ATD414 – Student Days Enrolled Report Interface Screen

### Report Options:

- **Report Date** – Prints the report for the date entered
- **Minimum Days Enrolled** – Includes only students enrolled for a set number of days
- **Grade Range** – Filters the report by grade range



**Hope High School**  
**Student Days Enrolled**  
 As of: 08/03/2015

Year: 2015-2016  
 Report: ATD414

Minimum days enrolled: 1      Grade range: 09 - 12

<u>Perm ID</u>	<u>Student</u>	<u>School</u>	<u>Enter Date</u>	<u>Leave Date</u>	<u>Track</u>	<u>Grade</u>	<u>Days</u>	<u>Total days enrolled</u>
968257	Aaron, Harold N.	Hope High School	07/31/2015		4 Day	12	2	2
997149	Abbott, Bobby	Hope High School	07/31/2015			12	2	2
997252	Abe, Ace	Hope High School	07/03/2015			10	22	22
997274	Allen, Todd	Hope High School	07/03/2015			12	22	22
164063	Bledsoe, Ann A.	Hope High School	07/31/2015			12	2	2
165819	Boatright, Stephen D.	Hope High School	09/01/2014			12	22	22
904112	Butler, Beverly J.	Hope High School	09/02/2014			11	22	22
164931	Carrera, John L. III	Hope High School	07/31/2015			12	2	2
997099	Cat, Jonesy	Hope High School	07/31/2015			12	2	2
997193	Chandler, Eric	Hope High School	07/31/2015			11	2	2
867178	Cherry, Steven A.	Hope High School	07/31/2015		4 Day	12	2	2
909353	Chesley, Brenda J.	Hope High School	09/02/2014			12	22	22
172081	Clark Smith, Frank W.	Hope High School	07/31/2015			12	2	2
874453	Collum, Evelyn	Hope High School	07/31/2015			12	2	2
997178	Concurrent, ROTest	Hope High School	07/31/2015			12	2	2

08/24/2015 3:45 PM

Edupoint School District

Page 1 of 11

*ATD414 – Student Days Enrolled Output*

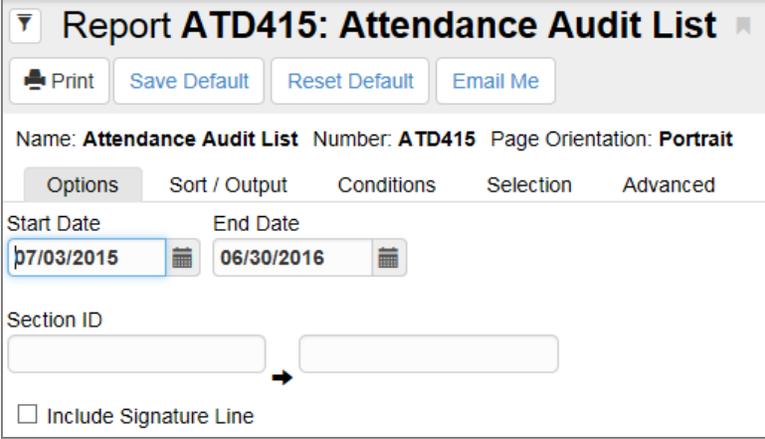
## ATD415 – Attendance Audit List

---

Synergy SIS > Attendance > Reports Daily > List or

Synergy SIS > Attendance > Reports Period > List

The Attendance Audit List displays each change to attendance data by section (grouped by teacher).



The screenshot shows the 'Report ATD415: Attendance Audit List' interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Default', and 'Email Me'. Below these buttons, the report name is 'Attendance Audit List', the number is 'ATD415', and the page orientation is 'Portrait'. There are five tabs: 'Options' (selected), 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. Under the 'Options' tab, there are two date pickers: 'Start Date' with the value '07/03/2015' and 'End Date' with the value '06/30/2016'. Below the date pickers, there are two empty text input fields for 'Section ID' with an arrow pointing from the first to the second. At the bottom, there is a checkbox labeled 'Include Signature Line' which is currently unchecked.

*ATD415 – Attendance Audit List Report Interface Screen*

### Report Options:

- **Start Date** and **End Date** – Prints the report for the date range entered
- **Section ID** – Limits the report to specific sections
- **Signature Line** – Includes a line for a signature and date at the bottom of each page



## ATD601 – Daily Attendance Summary

### Synergy SIS > Attendance > Reports Daily > Summary

The Daily Attendance Summary report lists all students in a homeroom section and summarizes each student's number of days enrolled, days present, and days excused, unexcused, or tardy.

**Report ATD601: Daily Attendance Summary**

Print Save Default Reset Saved Default Email Me

Name: Daily Attendance Summary Number: ATD601 Page Orientation: Landscape

Options Sort / Output Conditions Selection Advanced

**Student Information**

Grade Grade  
 →

Section

Teacher

Count each day as an absence if the all-day amount is greater than or equal to

Totaling Type

**Inclusive Date Range**

Start End  
 07/05/2018 06/28/2019

Report displays up to 14 distinct absence reasons. Additional absences are counted under "other" column.

Absence Reasons  ↔

Activity  Busspend  Couns/admi  
 Counseling  Excused  Funeral  
 Illness  Iss  Other  
 Suspension  Tardy  Unexcused  
 Unverified  Vacation  Waived

**Homeroom Options**

Homeroom Setting  Homeroom Setting Help

Filter Homerooms by Term Definitions

Suppress "Other Reasons"

ATD601 – Daily Attendance Summary Report Interface Screen

### Report Options:

- **Grade** – Filter the report by grade range
- **Section ID or Teacher** – Prints the report for only one section or teacher. By default, the report prints for all sections and teachers.
- **Start Date and End Date** – Prints the report for a date range
- **Absence Reasons** – Prints the selected absence reasons in the report. To select or clear all reasons, use  ↔ .
- **Homeroom Setting** – Prints the selected teachers on the report. *Only Current Homeroom* shows only the current homeroom teacher. *Homerooms for Date Range* shows the student in multiple sections if the student changed sections during the period. Expand the Homeroom Setting Help section for additional information about these settings.

- **Filter Homerooms by Term Definitions** – Prints the end date of the term instead of the section’s end date to calculate the summary. Use this if the section is longer than the term.
- **Suppress “Other Reasons”** – Omits Other Reasons from the report, which displays all other attendance reason values that you selected on the report interface that do not fit on the report due to spacing



**Hope High School**  
**Daily Attendance Summary**  
 07/03/2015 through 06/30/2016

Year: 2015-2016  
 Report: ATD601

Section	Period	Course ID	CourseTitle	Teacher	Room	Track																		
Student Name	Perm ID	Trk	Grd	Gen	Days Enrolled	Days Present	Days Excused	Days Unexcused	Days Tardy	Days Abs N	Activity	Appeal	Doctor App	Excused	Illness	Positive	Tardy	TEST Non	Train	Unexcused	UNEXCUSED UUU	Unverified	UNVERIFIED XXX	Other Reas
Eastwood, Clint	997239	11	M		260	260.00	0.00	0.00	0.00															
Eldson, Andy	997249	12	M		240	240.00	0.00	0.00	0.00															
Eldson, Clare	997103	10	F		240	240.00	0.00	0.00	0.00															
Email, Student	997196	10	F		240	240.00	0.00	0.00	0.00															
English, Tresh T. JR	997181	12	M		240	240.00	0.00	0.00	0.00															
Fang, Julia	163196	12	F		260	260.00	0.00	0.00	0.00															
Farnsworth, Jose R.	164938	12	M		260	260.00	0.00	0.00	0.00															
Frazee, Janice L.	171608	12	F		260	260.00	0.00	0.00	0.00															
Frazier, Keith L.	942393	12	M		260	260.00	0.00	0.00	0.00															
Frogge, Benjamin N.	163256	12	M		260	260.00	0.00	0.00	0.00															
Gabor, Ava	997242	10	F		260	260.00	0.00	0.00	0.00															
Gabor, Eva	997241	10	F		260	260.00	0.00	0.00	0.00															
Gale, Dorothy T.	997154	10	F		260	260.00	0.00	0.00	0.00															
Gan, Pamela	171987	12	F		199	199.00	0.00	0.00	0.00															
Garbo, Greta	997244	11	F		260	260.00	0.00	0.00	0.00															
Garcia, Julie C.	164813	5	12	F	260	260.00	0.00	0.00	0.00															
George, Regina	997102	12	F		240	240.00	0.00	0.00	0.00															
Gibson, Julia N.	110389	12	F		260	260.00	0.00	0.00	0.00															
Granger, Howell	997293	11	M		234	234.00	0.00	0.00	0.00															
Granger, Trey	997292	09	M		234	234.00	0.00	0.00	0.00															
Guo, Gerald X.	159375	12	M		260	260.00	0.00	0.00	0.00															
Hager, Harold P.	171240	12	M		234	234.00	0.00	0.00	0.00															
Hale, Lawrence C.	902053	11	M		240	240.00	0.00	0.00	0.00															
Hicks, Scott	997266	10	M		260	260.00	0.00	0.00	0.00															
Hogan, Maeghan	997291	10	F		234	234.00	0.00	0.00	0.00															
Hogen, Matthew T.	919069	12	M		260	260.00	0.00	0.00	0.00															
Howell, Patty	997286	10	F		236	236.00	0.00	0.00	0.00															
Hudson, Nicole L.	171521	12	F		260	260.00	0.00	0.00	0.00															
Jabra, Arbaj	997093	11	F		240	240.00	0.00	0.00	0.00															
Jacobs, Willie	148629	12	M		199	199.00	0.00	0.00	0.00															

08/24/2015 4:02 PM Edupoint School District Page 2 of 8

ATD601 – Daily Attendance Summary Output

## ATD603 – Monthly ADA Detail

### Synergy SIS > Attendance > Reports Daily > Summary

The Monthly ADA Detail report lists all students at a school, sorted by grade level. It shows each absence for the selected month and totals each student's absences and days attended.

ATD603 – Monthly ADA Detail Report Interface Screen

### Report Options:

- **Reporting Period** – Prints the selected reporting period, based on the date range defined for the reporting period in the District or School Calendar
- **Grouping** – Groups the report based on your selection
- **Instructional Setting** – Includes the selected settings in the report. To select or clear all settings, use   .
- **Grade** – Filter the report by grade range

- **Concurrent Filter** – Limits enrollment and attendance records for each report based on the **Exclude ADM/ADA** setting on enrollment
  - *No Filtering (Default)* – Does not filter concurrent students
  - *Exclude Concurrent* – Excludes all enrollment segments where the student is concurrent
  - *Only Concurrent* – Includes only enrollment segments where the student is concurrent
- **Additional Absence Types to Display** – Includes additional absence types in the report. To select or clear all absence types, use    .

Edupoint		Adams Elementary		Year: 2010-2011																									
School District		Monthly ADA Detail		Report: ATD603																									
Reporting Period: Period 7		Dates: 02/28/2011 - 04/01/2011		Inst. Setting: N/A																									
Grade: 02		Status																											
Student Name	Status	28	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	1	Abs	Not Enr	Act Att
		Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri			
Terrones Lozano, Denise	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Thompson, Holly	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Toledo, Anne	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Torres, Betty C.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Torres, Daniel III	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Torres, Martin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Towner, Carolyn M.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Tso, Denise M.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Valle, Joseph L. JR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Velez, Jane	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Vincent, Louise V.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
(Vista, Fredrica)	Gain/LALD	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	0	23	2
Voorheis, Joseph C.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Wilder, Anne M.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Zaragoza Gallard, Gloria E.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Zedell, Donald D.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	25
Group	Name	Days Taught	Carry Fwd	Gain	Loss	Total	Ending	LALD	Abs	Not Enr	Act Att																		
Grade	02	2725	108	1	1	109	108	1	4	23	2698																		

ATD603 – Monthly ADA Detail Output

## ATD604 – Monthly ADA Summary

### Synergy SIS > Attendance > Reports Daily > Summary

The Monthly ADA Summary reports list all grade levels at a school and total the enrollment changes and attendance by grade level for the month.

Report **ATD604: Monthly ADA Summary**
Print Save Default Reset Saved Default Email Me

Name: **Monthly ADA Summary** Number: **ATD604** Page Orientation: **Portrait**

Options
Sort / Output
Conditions
Selection
Advanced

Reporting Period    Reporting Period  
 →

State Reporting Period

No Detail Group Page Breaks  
 Enable Grand Total Detail

Header Grouping  
 **Instructional Setting**  
 School Name

Detail Grouping  
 Grade Group  
 **Grade**  
 Staff Name

Filtering
 

Instructional Setting  ↔

Independent Study     Learning Center  
 Other Alternative Program     County Students  
 CAL-Safe program     Adult Transition  
 Special Ed     Out of County

Grade    Grade  
 →

Include Unscheduled Students

Concurrent Filter

ATD604 – Monthly ADA Summary Report Interface Screen

**Report Options:**

- **Reporting Period** – Prints the reporting period selected based on the date range defined for the reporting period in the District or School Calendar. If preferred, you can select a state reporting period to print instead.
- **No Detail Group Page Breaks** – Removes the page breaks between groups
- **Enable Grand Total Detail** – If the focus is the district rather than a school and you are printing more than one reporting period, select this to include grand totals
- **Header Grouping and Detail Grouping** – Groups the report by header or detail. Select only one option in each section
- **Instructional Setting** – Filters the report based on setting selections. To select or clear all settings, use    .
- **Grade** – Filter the report by grade range
- **Concurrent Filter** – Limits enrollment and attendance records for each report based on the **Exclude ADM/ADA** setting on enrollment
  - *No Filtering (Default)* – Does not filter concurrent students
  - *Exclude Concurrent* – Excludes all enrollment segments where the student is concurrent
  - *Only Concurrent* – Includes only enrollment segments where the student is concurrent

P1 - 07/03/2015-12/11/2015		Days Taught: 116					Inst. Setting: N/A		Track: N/A				
Grade	Days Taught	Carry Fwd	Gains	Total	Losses	Ending	Actual Days	Days N/E	Absences	Actual Attd	ADA	Act %	LALD
10	116	0	1	1	0	1	116	20	0	96	0.83	100.00%	0
12	116	0	1	1	0	1	116	20	2	94	0.81	97.92%	0
<b>Track Total</b>		0	2	2	0	2	232	40	2	190	1.64	98.96%	0
<b>Inst. Set Total</b>		0	2	2	0	2	232	40	2	190	1.64	98.96%	0

To the best of my knowledge and belief, no unlawful attendance or absence due to illness, except after verification as outlined in the instructions required by the Superintendent of Public Instruction, has been included in this report.

Signed \_\_\_\_\_ Date \_\_\_\_\_

08/24/2015 4:09 PM Edupoint School District Page 1 of 4

ATD604 – Monthly ADA Summary Output

## ATD605 – Cumulative Enrollment Totals

### Synergy SIS > Attendance > Reports Daily > Summary

The Cumulative Enrollment Totals report lists all schools in the district and provides the total number of students by grade level enrolled in each school.

**Report ATD605: Cumulative Enrollment Totals**

Print Save Default Reset Saved Default Email Me

Name: **Cumulative Enrollment Totals** Number: **ATD605** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Report Date  Report Type **Totals by school**

Include Only Students Active on the Report Date

Grade levels to include

Grades in first set	Grades in second set
<input type="checkbox"/> PS <input type="checkbox"/> 05 <input type="checkbox"/> 11 <input type="checkbox"/> 20	<input type="checkbox"/> PS <input type="checkbox"/> 05 <input type="checkbox"/> 11 <input type="checkbox"/> 20
<input type="checkbox"/> K <input type="checkbox"/> 06 <input type="checkbox"/> 12 <input type="checkbox"/> 21	<input type="checkbox"/> K <input type="checkbox"/> 06 <input type="checkbox"/> 12 <input type="checkbox"/> 21
<input type="checkbox"/> 01 <input type="checkbox"/> 07 <input type="checkbox"/> 12+	<input type="checkbox"/> 01 <input type="checkbox"/> 07 <input type="checkbox"/> 12+
<input type="checkbox"/> 02 <input type="checkbox"/> 08 <input type="checkbox"/> 16	<input type="checkbox"/> 02 <input type="checkbox"/> 08 <input type="checkbox"/> 16
<input type="checkbox"/> 03 <input type="checkbox"/> 09 <input type="checkbox"/> US	<input type="checkbox"/> 03 <input type="checkbox"/> 09 <input type="checkbox"/> US
<input type="checkbox"/> 04 <input type="checkbox"/> 10 <input type="checkbox"/> US+	<input type="checkbox"/> 04 <input type="checkbox"/> 10 <input type="checkbox"/> US+

Instructional Settings Filter

Instructional Setting  ↔

Adult Transition  CAL-Safe program  County Students  Independent Study  
 Learning Center  No Instructional Setting  Other Alternative Program  Out of County  
 Special Ed

ATD605 – Cumulative Enrollment Totals Report Interface Screen

### Report Options:

- **Report Date** – Prints the report for the date entered
- **Report Type** – Prints the report based on your selection: *Totals by school*, *Totals by school, grade*, *Student detail by name*, or *Student detail by grade*
- **Include Only Students Active on the Report Date** – Includes only those students active on the report date
- **Grades in first set** and **Grades in second set** – Prints two totals for each school by grade level. For example, one total may summarize all elementary grades and the other all-secondary grades.
- **Instructional Setting** – Filters the report based on the selected settings



### Hope High School Cumulative Enrollment Totals

Year: 2015-2016  
Report: ATD605

As of: 08/03/2015

<u>School</u>	<u>Grades: 09, 10</u>	<u>Grades: 11, 12, 12+</u>
Hope High School	56	89
<b>Total for all schools:</b>	<b>56</b>	<b>89</b>

ATD605 – Cumulative Enrollment Totals Output

## ATD608 – Monthly ADM Summary

### Synergy SIS > Attendance > Reports Daily > Summary

The Monthly ADM Summary Report shows the ADM for the reporting period's setup in the district calendar. Each reporting period displays on a separate page and shows the ADM for each grade level and overall.

ATD608 – Monthly ADM Summary Report Interface Screen

### Report Options:

- **Reporting Period** and **State Reporting Period** – Print on the report based on the date range defined in the District or School Calendar
- **No Detail Group Page Breaks** – Suppresses the page breaks between groups
- **Header Grouping** and **Detail Grouping** – Groups the report by the selection. Select only one option in each section.
- **Instructional Setting** – Filters by setting. To select or clear all settings, use   .
- **Grade** – Filters the report by grade

- **Concurrent Filter** – Limits enrollment and attendance records for each report based on the **Exclude ADM/ADA** setting on enrollment
  - *No Filtering (Default)* – Does not filter concurrent students
  - *Exclude Concurrent* – Excludes all enrollment segments where the student is concurrent
  - *Only Concurrent* – Includes only enrollment segments where the student is concurrent



Hope High School  
**Monthly ADM Summary**  
 Reporting Period: Need Data

Year: 2015-2016  
 Report: ATD608

P1 - 07/03/2015-12/11/2015														
	Days Taught: 116				Inst. Setting: N/A			Track: N/A						
Grade	Days Taught	Carry Fwd	Gains	Total	Losses	Ending	Actual Days	Days N/E	Absences	Actual Attd	ADA	ADM	Act %	LALD
10	116	0	1	1	0	1	116	20	0	96	0.83	0.83	100.00%	0
12	116	0	1	1	0	1	116	20	2	94	0.81	0.83	97.92%	0
<b>Track Total</b>		0	2	2	0	2	232	40	2	190	1.64	1.66	98.96%	0
<b>Inst. Set Total</b>		0	2	2	0	2	232	40	2	190	1.64	1.66	98.96%	0

To the best of my knowledge and belief, no unlawful attendance or absence due to illness, except after verification as outlined in the instructions required by the Superintendent of Public Instruction, has been included in this report.

Signed \_\_\_\_\_ Date \_\_\_\_\_

08/24/2015 4:14 PM
Edupoint School District
Page 1 of 4

ATD608 – Monthly ADM Summary Report Output

## ATD805 – Attendance Letters

### Synergy SIS > Attendance > Reports Daily > Summary

The Attendance Letters report generates attendance letters, a report log of all the attendance letters it generated during the process, mail merge attendance letters in the Primary or Home Language entered for the student for each of the thresholds set up for attendance letters, extract text files for the thresholds, and an error log for any errors generated.



Running this report also increments the count of Attendance Letters sent to each of the students included in this report. If you run this report in error, contact your administrator to correct the Attendance Letter count.



Contact your administrator for more information on the specific attendance letters generated, the thresholds, and the date range used for the thresholds.

ATD805 – Attendance Letters Report Interface Screen

### Report Options:

- **Attendance Letters** – Prints the type of attendance letters selected



Your administrator creates the types of attendance letters available to you. Contact your administrator for further information on attendance letter options and output, as needed.

- **Merge all report PDF output into a single PDF file** – Prints all the letters generated in a single PDF instead of in individual PDF files

Result	Description	File Type
	Attendance Letters	PDF
	Attendance Letter List: Attendance Letter	PDF
	English Merge letter for Level: 1 Threshold: 6.00: Attendance Letter	RTF
	Letter Extract for Level: 3 Threshold: 12.00	TXT
	Letter Extract for Level: 4 Threshold: 18.00	TXT
	Extract Trace for Level: 1 Threshold: 6.00	TXT
	Extract Trace for Level: 2 Threshold: 9.00	TXT
	Extract Trace for Level: 3 Threshold: 12.00	TXT
	Extract Trace for Level: 4 Threshold: 18.00	TXT
	Error In Secondary Reports	TXT
	English Merge letter for Level: 2 Threshold: 9.00: Attendance Letter	RTF
	English Merge letter for Level: 3 Threshold: 12.00: Attendance Letter	RTF
	English Merge letter for Level: 4 Threshold: 18.00: Attendance Letter	RTF
	Spanish Merge letter for Level: 1 Threshold: 6.00: Attendance Letter	RTF
	Spanish Merge letter for Level: 2 Threshold: 9.00: Attendance Letter	RTF
	Spanish Merge letter for Level: 3 Threshold: 12.00: Attendance Letter	RTF
	Letter Extract for Level: 1 Threshold: 6.00	TXT

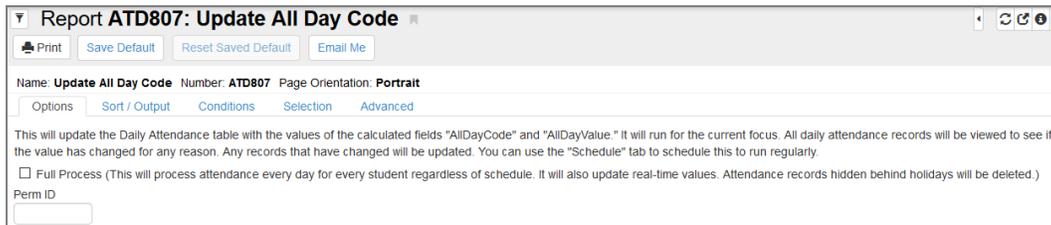
ATD805 – Attendance Letters Output

## ATD807 – Update All Day Code

---

### Synergy SIS > Attendance > Reports Daily > Extracts

This report updates the Daily Attendance table with the calculated AllDayCode and AllDayValue field values for the current focus. The update compares the existing daily attendance records values to the new values and updates any that changed. Use the **Advanced** tab to schedule this report to run regularly.



The screenshot shows the 'Report ATD807: Update All Day Code' interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Saved Default', and 'Email Me'. Below these, the report name 'Update All Day Code' and number 'ATD807' are displayed, along with 'Page Orientation: Portrait'. A navigation bar includes 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced' tabs. A descriptive paragraph explains that the report updates the Daily Attendance table with calculated fields 'AllDayCode' and 'AllDayValue' for the current focus. Below this, there is a checkbox for 'Full Process' and a text input field for 'Perm ID'.

*ATD807 – Update All Day Code Report Interface Screen*

### Report Options:

- **Full Process** – Selecting this uses enhanced functionality to process attendance every day for every student regardless of schedule. It also updates real-time values using the chosen Mass Change Attendance Definition.
- **Perm ID** – Enter a student's permanent ID to narrow the extract output to one student.

## ATD810 – Attendance Letters V2

### Synergy SIS > Attendance > Reports Daily > Summary

This report has the same functionality as the [ATD805 – Attendance Letters](#) report, but corresponds to the Attendance Letters V2 screen. This report can be scheduled similar to the ATD805 – Attendance Letter report.



The ATD810 report interface screen shows all Attendance Letters V2 available in the focus school.

ATD810 – Attendance Letters V2 Report Interface Screen

### Report Options:

- **Attendance Letters** – Prints the type of attendance letters selected



Your administrator creates the types of attendance letters available to you. Contact your administrator for further information on attendance letter options and output, as needed.

- **Merge all report PDF output into a single PDF file** – Prints all the letters generated in a single PDF instead of individual PDF files

ATD810 – Attendance Letters V2 Output

## School Enrollment History Extract

### Synergy SIS > Attendance > Reports Daily > Extracts

The School Enrollment History Extract produces a text file detailing each student's enrollment that another program can import.

**School Enrollment History Extract**

Menu -

Generate Extract

**Time Frame**

Day of Year

Days Back from Today

**Data Settings**

Comparison Year

Enrollment Group

**FTE Override**

FTE

Grade

PS  K  01  02  03  
 04  05  06  07  08  
 09  10  11  12  12+  
 16  US  US+  20  21

Schools Using Schedule-based FTE

Elementary School  High School  Middle School  Special School

**State Funding Register Code Exclusion Filters**

**Enrollment Register Code Exclusion Filters**

Register Code

A - Autism  ED - Emotionally Disabled  EDP - Emotionally Disabled - Separate Private Facility (EDP)  HI - Hearing Impairment  
 MD - Multiple Disabilities  MDSSI - Multiple Disabilities - Severe Sensory Impairment  MIMR - Mild Mental Retardation  MOMR - Moderate Mental Retardation  
 OHI - Other Health Impairment  OI - Orthopedic Impairment  PMD - Preschool Moderate Delay  PSD - Preschool Severe Delay  
 PSL - Preschool Language  Regular Education  SLD - Specific Learning Disabled  SMR - Severe Mental Retardation  
 TBI - Traumatic Brain Injury  VI - Visual Impairment

**State Funding Tuition Payer Code Exclusion Filter**

Tuition Payer Code

All others  Eligible for state funding  Foreign exchange student  
 Foreign exchange student  Ineligible for state funding  Non-district resident  
 Privately paid  Tuitioned out

**Enrollment Tuition Payer Code Exclusion Filter**

Tuition Payer Code

All others  Eligible for state funding  Foreign exchange student  
 Foreign exchange student  Ineligible for state funding  Non-district resident  
 Privately paid  Tuitioned out

School Enrollment History Extract Screen

### Extract Options:

- **Day of Year** – Select the day to extract (such as 40 or 100) or **Days Back From Today**.
- **Comparison Year** – Select which to compare with *ADM*, *Enrollments*, or *State Funded* from **Enrollment Group**.
- **FTE** – Select the FTE (Full-Time Equivalent) value to use for all students instead of the data entered into Synergy SIS.
- **Grade** – Select the levels to include in the report. To select or clear all grades, use  ↔ .
- **Schools Using Schedule-based FTE** – Select the type to include in the report. To select or clear all school types, use  ↔ .
- **Register Code** – If the enrollment group is state funded, select all options to exclude from the report. To select or clear all register codes, use  ↔ .
- **Register Code** – If the enrollment group is enrollment, select all options to exclude from the report. To select or clear all register codes, use  ↔ .
- **Tuition Payer Code** – If the enrollment group is state funded, select all options to exclude from the report. To select or clear all tuition payer codes, use  ↔ .

- **Tuition Payer Code** – If the enrollment group is enrollment, select all options to exclude from the report. To select or clear all tuition payer codes, use   .

School	SISNum	Name	Grade	ProgramCode	TuitionPayerCode	ExcludeAdm	MembershipTot	FTE	ADM40	ADM100	ADM200	DOYen	SATen	DOYen	DATEen	EncedDate	LeaveDate	LeaveCode	Mem60	Mem100	Mem200
Rope High School	968257	Aarson, Harold H.	12	01	1	1	5.00	0.25	0.12	0	0.05	21	07/31/2015	40	08/27/2015	07/31/2015		5.00	0	5.00	
Rope High School	171240	Hayer, Harold H.	12	01	1	1	24.0	1.0	0.35	0	0.14	27	08/02/2015	40	08/27/2015	08/02/2015		24.0	0	24.0	
Rope High School	165786	McDaniel, Lois L.	12	01	1	1	40.0	1.0	3.0	0	0.4	1	07/03/2015	40	08/27/2015	08/02/2014		40.0	0	40.0	

School Enrollment History Extract Output

## STU409 – Class Roster

### Synergy SIS > Attendance > Reports Daily > List

The Class Roster report lists all students in a section and shows recorded absences for a 4-week period. With a signature line provided, the design of the report is to capture teacher or staff verification of the absences.

▼ **Report STU409: Class Roster** ▲

Print Save Default Reset Saved Default Email Me

Name: **Class Roster** Number: **STU409** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Report Options

Start Date Weeks

2 ▼

Teacher

Term Code

Period Begin Period End

0 ▼ 7 ▼

Section ID  →

Blank Lines

Allow extra lines to generate a new page

**Show Period Attendance**

Minimize Period Attendance Row Size

Show Full Absence Code

Hide Additional Staff

Include the following fields

**Signature Line**

Signature Text

Grade Level

Perm ID

Phone Number

**Previous Absence Codes**

Legend

House

Team

Counselor

STU409 – Class Roster Report Interface Screen

## Report Options:

- **Start Date** – Select the date you want the report to start.
- **Weeks** – Select the number of weeks to display.
- **Teacher** – By default, the report prints for all teachers. To print the report for only one, select the teacher here. Additional staff members also assigned to a class display on the roster.
- **Term Code** – Select to print a single term.
- **Period Begin and Period End** – Select to print a range of periods.
- **Section ID** – By default, the report prints for all sections. Enter a range of Section IDs to print the report for a subset of sections.
- **Blank Lines** – Enter the number of blank lines to add at the end of the report. Blank lines create room for adding students who enroll in the section after the report prints.
- **Allow extra lines to generate a new page** – If you add blank lines, select this option to determine whether blank lines can add a new page.
- **Show Period Attendance** – Select this if the school uses period attendance in addition to daily attendance
- **Minimize Period Attendance Row Size** – Select to make rows smaller. This allows for 40+ rows to print per page. This option does not display for schools that use daily or both daily and period attendance.
- **Show Full Absence Code** – Select to include the entire absence code instead of just its first letter
- **Hide Additional Staff** – Select to prevent additional staff assigned to the section from printing on the report
- **Signature Line** – Select to include a line for a signature and date at the bottom of each page
- **Signature Text** – Select to display the **Class Attendance Signature Text** from **Synergy SIS > System > Setup > District Setup, System** tab
- **Grade Level** – Select to display grade level of students
- **Perm ID** – Select to display student perm ID
- **Phone Number** – Select to display student phone number
- **Previous Absence Codes** – Select to display previous absence codes for verification
- **Legend** – Select to display a legend for attendance codes
- **House** – Select to display the House the student is assigned to



See the *Synergy SIS – Schedule and Course Guide* for more information on Houses.

- **Team** – Select to display the Team the student is assigned to



See the *Synergy SIS – Schedule and Course Guide* for more information on Teams.

- **Counselor** – Select to display the Counselor the student is assigned to



**Hope High School  
 Class Roster**

Year: 2015-2016  
 Report: STU409

Section ID <b>00000001001</b>	Period <b>1</b>	Course ID <b>MA27</b>	Course Title <b>Algebra I</b>	Teacher Name <b>Jackson, Kathy</b>	Room <b>112</b>	Track <b>5 Day V</b>
----------------------------------	--------------------	--------------------------	----------------------------------	---------------------------------------	--------------------	-------------------------

Additional Staff Name(s)

Student Name	Trk	08/03/2015					08/10/2015					08/17/2015					08/24/2015					
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
1 Aaron, Harold N.	4																					1
2 Abbott, Bobby																						2
3 Simmon, Carly																						3
4 Taylor, James																						4

**Legend**

A = Activity	A = Appeal	D = Doctor App	E = Excused	I = Illness	N = Ace N
N = TEST Non Enrollmer	N = Train	P = Positive	U = Unverified	U = Unexcused	U = Tardy
U = UNEXCUSED UUU	V = Vacation	W = WWW EXCUSED	X = UNVERIFIED XXX	H = Holiday	V = Vacation
S = Staff Development	N = Non-School Day	O = Other	E = Appr.EmgClosure	E = Unappr.EmgClosure	S = Supplemental
N/E = Not Enrolled	N/S = Not Scheduled				

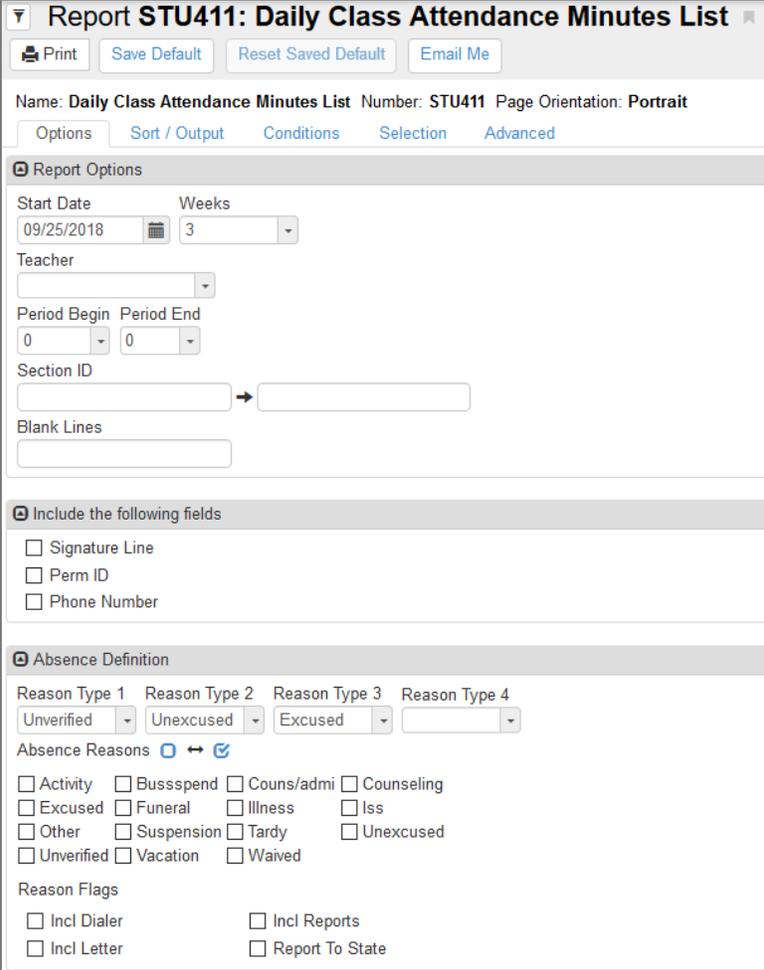
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*STU409 – Class Roster Output*

## STU411 – Daily Class Attendance Minutes List

### Synergy SIS > Attendance > Reports Daily > List

The Daily Class Attendance Minutes List displays all students in a section and displays the total number of minutes entered by day for a 3-week period.



**Report STU411: Daily Class Attendance Minutes List**

Print Save Default Reset Saved Default Email Me

Name: Daily Class Attendance Minutes List Number: STU411 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

**Report Options**

Start Date 09/25/2018 Weeks 3

Teacher

Period Begin 0 Period End 0

Section ID

Blank Lines

**Include the following fields**

Signature Line  
 Perm ID  
 Phone Number

**Absence Definition**

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

Absence Reasons

Activity  Bussspend  Couns/admi  Counseling  
 Excused  Funeral  Illness  Iss  
 Other  Suspension  Tardy  Unexcused  
 Unverified  Vacation  Waived

Reason Flags

Incl Dialer  Incl Reports  
 Incl Letter  Report To State

STU411 – Daily Class Attendance Minutes List Report Interface Screen

### Report Options:

- **Start Date** – Prints the report starting with the date entered
- **Weeks** – Prints the number of weeks entered (from 1 to 3)
- **Section ID** or **Teacher** – Prints the report for only one section or teacher. By default, the report prints for all sections and teachers.
- **Period Begin** and **Period End** – Prints a range of periods
- **Blank Lines** – Adds blank lines to the end of the report. Blank lines create room for adding students who enroll in the section after the report prints.
- **Signature Line** – Adds a space for the teacher to sign the report
- **Perm ID** and **Phone Number** – Prints the student's perm ID and phone number

- **Reason Type, Absence Reasons, or Reason Flags** – Filters the report by absence reason. To define the **Reason Flags**, go to the District and School Attendance Codes screens. If the Absence Reason is an **Incl Dialer** reason and you select that flag, the reason displays in the report. To select or clear all **Absence Reasons**, use    .

Section ID 000000001001		Course ID MA27		Course Title Algebra I		Teacher Name Jackson, Kathy		Room 112		Period 1									
		08/03/2015					08/10/2015					08/17/2015							
	Student Name	M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	
0	Aaron, Harold N.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	Abbott, Bobby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	Simmon, Carly	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	Taylor, James	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

STU411 – Daily Class Attendance Minutes List Output

## STU427 – Perfect Career Attendance

### Synergy SIS > Attendance > Reports Daily > List

The STU427 – Perfect Career Attendance report calculates perfect attendance for students for their entire career at a school district. You can run the report from the current and district focus. You can also define the grades to include in the perfect attendance calculation.



The report does not look at school attendance history imported from other schools.

Report **STU427: Perfect Career Attendance**

Print Save Default Reset Saved Default Email Me

Name: Perfect Career Attendance Number: STU427 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

**Student Conditions**

Grade  ↔

9  10  11  12

Gender

**Absence Definition**

Absence Reason Types  ↔

Unverified  Excused Tardy  Unexcused Tardy  Excused  
 School Activity  Unexcused  Non-Enrollment  Positive

Grades To Include In Perfect Attendance Calculation  ↔

PS  K  01  02  03  04  
 05  06  7  8  9  10  
 11  12  12+

STU427 – Perfect Career Attendance Report Interface Screen

### Report Options:

- **Grade** – Filters the report by the grades selected
- **Gender** – Filters the report by the gender selected
- **Absence Reason Types** – Filters the report by absence reason types selected
- **Grades To Include In Perfect Attendance Calculation** – Includes all the grades selected for each student's perfect attendance calculation

 Deno School District Excellence in Education		Hope High School <b>Perfect Career Attendance</b>		Year: 2018-2019 Report: STU427
Name	Perm ID	Grade	Gender	
Acosta, John A.	150265	11	M	
Adair, Alan W.	871626	11	M	
Adair, Timothy S.	888621	11	M	
Adams, Albert L.	889844	11	M	
Adams, Billy A.	889314	11	M	
Adams, Martin C.	887623	11	M	
Aguilar, Stephen A.	108367	11	M	
Ahlstrom, Jack M.	888112	11	M	
Akagawa, Adam H.	165923	11	M	
Ake, Joshua J.	889794	11	M	

*STU427 – Perfect Career Attendance Output*

## STU603 – ADM Summary

### Synergy SIS > Attendance > Reports Daily > Summary

The ADM Summary Report lists all grades at a school and compares the ADM by grade level for a range of dates to a previous year's ADM.

Report **STU603: ADM Summary**

Print Save Default Reset Saved Default Email Me

Name: **ADM Summary** Number: **STU603** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Time Frame**

Day of Year Days Back from Today

**Report Data Settings**

Comparison Year

Enrollment Calculation  
ADM

Grouping  
Grade

Show Detailed Differences

**Advanced Options**

FTE  
0.50

Grade  ↔

PS  K  01  02  03  
 04  05  06  07  08  
 09  10  11  12  12+  
 16  US  US+  20  21

Needs Grade Levels  ↔

09  10  11  12

Exclude ADA/ADM  Exclude Alt State Funding for Schedule-Based FTE (EVIT)  Combine Track Data

Tuition Payer Code  ↔

All others  Eligible for state funding  Foreign exchange student  
 Foreign exchange student  Ineligible for state funding  Non-district resident  
 Privately paid  Tuitioned out

STU603 – ADM Summary Report Interface Screen

### Report Options:

- **Day of Year** – Select which day to report by either entering it (such as 40 or 100) or enter the number of **Days Back From Today**.
- **Comparison Year** – Select which year to compare.
- **Enrollment Calculation** – Select whether to compare *ADM*, *Enrollments*, or *State Funded*.
- **Grouping** – Select to group the report by *Grade* or by *School*.
- **Show Detailed Differences** – Select to show differences.
- **FTE (Full-Time Equivalent)** – Select the value to use for all students instead of the data entered into Synergy SIS.
- **Grade** – Select the levels to include in the report. To select or clear all grades, use  ↔
- **Needs Grade Levels** – Select grades for student programs such as special education.
- **Exclude ADA/ADM** – Select to remove the ADA/ADM calculations.
- **Exclude Alt State Funding for Schedule-Based FTE (EVIT)** – Select to exclude EVIT students.

- **Combine Track Data** – Select if the school has multiple tracks to combine them on the report.
- **Tuition Payer Code** – Select which options to use in the report. To select or clear all codes, use   .

Edupoint School District												Year: 2007-2008				
ADM Summary												Report: STU603				
Comparison Year: 2006-R, Grouping: Grade																
	Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Day 8	
Grade	08/13/2007	08/14/2007	08/15/2007	08/16/2007	08/17/2007	08/20/2007	08/21/2007	08/22/2007	08/23/2007	08/24/2007	08/27/2007	08/28/2007	08/29/2007	08/30/2007	08/31/2007	09/01/2007
PS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
K	99.50	0.00	101.50	0.00	102.31	0.00	102.79	0.00	103.60	0.00	104.61	0.00	105.19	0.00	105.91	0.00
01	198.00	0.00	199.00	0.00	198.68	0.00	199.25	0.00	199.80	0.00	200.32	0.00	200.73	0.00	201.00	0.00
02	236.00	0.00	238.00	0.00	238.68	0.00	239.25	0.00	239.80	0.00	241.00	0.00	241.89	0.00	242.54	0.00
03	208.00	0.00	209.00	0.00	209.67	0.00	209.75	0.00	210.80	0.00	211.65	0.00	212.30	0.00	212.77	0.00
04	180.00	0.00	180.50	0.00	180.67	0.00	180.75	0.00	181.40	0.00	182.16	0.00	182.73	0.00	183.14	0.00
05	198.00	0.00	199.00	0.00	199.34	0.00	199.25	0.00	199.40	0.00	199.83	0.00	200.16	0.00	200.52	0.00
06	159.00	0.00	160.00	0.00	160.34	0.00	160.75	0.00	162.20	0.00	163.31	0.00	164.30	0.00	164.89	0.00
07	146.00	0.00	148.00	0.00	148.35	0.00	148.50	0.00	148.80	0.00	149.32	0.00	149.74	0.00	150.15	0.00
08	150.00	0.00	151.00	0.00	152.00	0.00	152.50	0.00	152.80	0.00	153.00	0.00	153.28	0.00	153.51	0.00
UNG-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1574.50	0.00	1586.00	0.00	1590.04	0.00	1592.79	0.00	1598.60	0.00	1605.20	0.00	1610.32	0.00	1614.43	0.00
previous year diff	1574.50		1586.00		1590.04		1592.79		1598.60		1605.20		1610.32		1614.43	
previous day diff			11.50		4.04		2.75		5.81		6.60		5.12		4.11	

Printed by Admin User at 02/06/2008 12:32 PM

Edupoint School District

Page 1-a

STU603 – ADM Summary Output



For this report to print correctly, you must load the school enrollment history into the snapshot for both years to compare. To load the data into the snapshot, use the School Enrollment History screen. See [Editing School Enrollment History](#) for more information about this screen.

# STU605 – Daily Enrollment Totals Summary

## Synergy SIS > Student > Reports > Summary

The Daily Enrollment Totals Summary report lists the number of students enrolled on a particular day. The report prints up to ten consecutive days.

STU605 – Daily Enrollment Totals Summary Report Interface Screen

### Report Options:

- **Date** – Prints the report for the date entered
- **Total Days** – Filters the report by the number of days entered

Date: 08/24/2015		Daily Enrollment Totals Summary							Page: 1 of 1	
Time: 4:25 A8/P8									Report: STU605	
I.S.	School	08/03	08/04	08/05	08/06	08/07	08/10	08/11		
<b>Regular</b>										
	Hope High School	2	2	2	2	2	2	2		
	<b>Total</b>	2	2	2	2	2	2	2		
<b>Independent Study</b>										
	Hope High School	1	0	0	0	0	0	0		
	<b>Total</b>	1	0	0	0	0	0	0		
<b>Other Alternative Program</b>										
	Hope High School	1	1	1	1	1	1	1		
	<b>Total</b>	1	1	1	1	1	1	1		
<b>Adult Transition</b>										
	Hope High School	0	1	1	1	1	1	1		
	<b>Total</b>	0	1	1	1	1	1	1		
<b>All Instructional Setting Total</b>										
	Hope High School	4	4	4	4	4	4	4		
	<b>Total</b>	4	4	4	4	4	4	4		

STU605 – Daily Enrollment Totals Summary Output



For this report to print correctly, your school must have Term Definitions defined in School Setup for the date range you are searching. To add Term Definitions, navigate to **Synergy SIS > System > Setup > School Setup**.

## Period Attendance Reports

### ATP201 – Period Student Attendance Profile

#### Synergy SIS > Attendance > Reports Period > Individual

The Period Student Attendance Profile report shows the student's demographic information and lists all absences by period for a given Date Range. The report prints up to 26 periods, or 25 if you select the All Day Code option. The Meeting Day Code also prints on the ATP201 report.

**Report ATP201: Period Student Attendance Profile**

Print Save Default Reset Saved Default Email Me

Name: **Period Student Attendance Profile** Number: **ATP201** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Student Info**

Perm ID  Gender

Last Name  First Name  Middle Name

Grade  Grade

**Date Range**

Date Start  Date End

07/01/2019 05/29/2020

**Absence Definition**

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

Unverified Unexcused Excused

Absence Reasons

Ace N  Activity  Bus Susp  Couns/admi

Counseling  C-Pox  Detention  Doctor App

Exc Tardy  Excused  Funeral  Health

Illness  Immuniz  Iss  Late

Late Bus  Lice  Nurse  Office

Other  Suspension  Tardy  Unexcused

Unexcused w/ Make up  Unverified  Vacation  Waived

**Hide Options**

Hide Parent Contact Information  Hide Totals by Period Reason CodeType  Hide Totals by Period Reason Code

Hide Totals by Daily Reason Code  Use Simple Header  Hide N/S and display as blank

**Show Options**

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

Show Attendance Codes Grouped By Type  Show All Days of Enrollment

**Identity Options**

Student Identity

Preferred Identity (Default): The report will print student name as it appears on the Student > Demographics tab page.

Legal Identity: The report will print student name as it appears on the Student > Protected Information tab page, if values exist. If no values exist on the Student > Protected Information tab page, then the report will print student name as it appears on the Student > Demographics tab page.

If the user does not make a selection, the report will print name as it appears on the Student > Demographics tab page.

ATP201 – Period Student Attendance Profile Report Interface Screen

#### Report Options:

- **Perm ID, Gender, Last Name, First Name, Middle Name, or Grade** – Filter the results to select an individual student or group of students.
- **Start Date and End Date** – Select to filter the results by date. These automatically populate with the first and last day of school, respectively.
- **Reason Type or Absence Reasons** – Select any of these options to filter by absence reason. To select or clear all **Absence Reasons**, use   .
- **Hide Options** – Select to remove sections from the report. You can remove parent information and the sets of totals.

- **Use Simple Header** – Select to only show the basic student information instead of all of the student's demographics
- **Hide N/S and display as blank** – Select to eliminate the printing of *N/S* for non-scheduled periods
- **Show Attendance Details, Show Current Schedule, Show Attendance Codes Grouped By Type, and Show All Days of Enrollment** – Select to display the chosen option
- **Show All Day Reason Code Totals** – Includes 'Day' and 'Amt' columns, which show all day code and all day values, respectively. Also, 'All Day Reason Code Totals' display at the end of the report.
- **Student Identity** – Select a **Student Identity** to display.



The Identity Options section displays depending on the District Setup option.

- Blank or *Preferred Identity (Default)* – Prints the student's name as it displays on the **Demographics** tab of the Student screen.
- *Legal Identity* – Prints the student's name as it displays on the **Protected Information** tab of the Student screen.



If the student's name does not exist on the **Protected Information** tab of the Student screen, the report prints the student's name as it displays in the Student Information section on the **Demographics** tab of the Student screen. If the Student Information section does not contain the student's name, the student's name prints as it displays on topmost section on the **Demographics** tab of the Student screen.

- *Preferred and Legal Identity* – Prints the student's legal and preferred name.



Legal name does not print the **Suffix** for a student.



Hope High School  
Period Student Attendance Profile

Year: 2015-2016  
Report: ATP201

Aaron, Harold N.

Student Information

Student Name <b>Aaron, Harold N.</b>	Perm ID 968257	Gender M	Grade 12	Track 4	Home Address 3 N HC77 Emerald City, CA 99999
Last Name Goes By	Nick Name Tom	Birth Date 05/09/2012			
Phone 555-555-5555	Home Language English	Resolved Hispanic	Enter Date 07/31/2015	Leave Date	

Custodial Information

Legal Guardian <b>Franklin, Ben</b>	Phone Type	Phone	Extension		
<input checked="" type="checkbox"/> Contact Allowed <input type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input type="checkbox"/> Mailings Allowed					
Step-Father <b>Daugherty, Howard</b>	Phone Type Primary	Phone 480-555-9969	Extension		
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed					
Father <b>Mucha, Victor</b>	Phone Type Primary	Phone 480-555-6654	Extension		
<input checked="" type="checkbox"/> Contact Allowed <input type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input type="checkbox"/> Mailings Allowed					
Mother <b>Daugherty, Diane</b>	Phone Type Work	Phone 480-555-9969	Extension		
<input checked="" type="checkbox"/> Contact Allowed <input type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input type="checkbox"/> Mailings Allowed					

Attendance By Period

Date	1	2	3	4	5	6	7	8	9	10
07/31/2015 (A)	Ill	N/S								
08/03/2015 (B)	Ill	N/S								
08/04/2015 (A)	Ill	N/S								
08/05/2015 (B)	Ill	N/S								
08/21/2015 (B)	XXX	N/S								
09/03/2015 (A)	Unv	N/S								
<b>Total</b>	<b>6</b>	<b>0</b>								

<b>Period Reason Code Type Totals</b>		
UNV - 2	UNE - 0	EXC - 4

<b>Period Reason Code Totals</b>					
Dr - 0	Exc - 0	Ill - 4	New - 0	Unx - 0	Unv - 1
XXX - 1	Vac - 0	WWW - 0			

<b>Reason Code Legend</b>					
Dr - Doctor App	Exc - Excused	Ill - Illness	New - Train	Unx - Unexcused	Unv - Unverified
XXX - UNVERIFIED XI	Vac - Vacation	WWW - WWW EXCUSEI	N/S - Not Scheduled		

08/25/2015 9:01 AM

Edupoint School District

Page 1 of 174

ATP201 – Period Student Attendance Profile Output



- **Hide Parent Contact Information** – Select to omit parent phone numbers and addresses from the report
- **Show All Day Reason Code Totals** – Includes 'Day' and 'Amt' columns, which show all day code and all day values, respectively. Also, 'All Day Reason Code Totals' display at the end of the report.
- **Meeting Days** – Day displays on the ATP401 report only for schools with meeting days defined
- **Parent Indicators** – Filter the parents displayed on the report. Select whether to filter by *Parents meet all criteria (default)*, *Parents meet any criteria* or those selected from the **Include Parents** options. Select **Use Asterisk \*** to indicate **Contact allowed**, as necessary.
- **Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator in Selection tab** – Displays the option(s) selected in either **Select Counselor Filter** and/or **Select Administrator Filter** on the **Selection** tab

 See the *Synergy SIS – Query and Reporting Guide* for more information about these selections.

Dene School District Pursuing the Education		Hope High School Period Attendance List from 07/04/2016 to 06/12/2017						Year: 2016-2017 Report: ATP401															
Student Name	Perm ID	Grd	Relation	Parent Name	Type	Phone	Ext	Date	Day	Attendance By Period													
										0	1	2	3	4	5	6	7	8	9				
(Aaron, Harold N.)	988257	10	Step-Father	Daugherty, Howard	Home	480-555-9969		11/07/2016	M	-	-	-	Unx	-	Unx								
				Father	Mucha, Victor	Home	480-555-6654		11/08/2016	T	-	-	Unv	Unv	-	-	-						
										11/23/2016	M	-	ill	-	-	-	-						
										11/24/2016	T	-	Ww	-	-	-	-						
										12/02/2016	T	-	ill	-	-	-	-						
										12/09/2016	M		Unv	Unv	-	Unv	Unv						
										12/12/2016	T	-	Sus	-	-	Sus	-						
										01/04/2017	M		-	ill	-	ill	-						
			8 days										0	5	2	1	2	3	2	0	0	0	0
			Abbott, Billy C.	905483	12	Mother	Aaron, K	Home	480-555-1214		08/23/2016	M		Iss		Sus	Iss	Iss	Iss				
Father	Aaron, P	Cell					123-4567	4	08/24/2016	T			-	-	-	Iss							
	Grandmother	Hope, G								09/09/2016	T		Lic	-	-	-	-						
	Grandfather	Abbott, GP				Home	480-555-1214			10/31/2016	T		Pos	Pos	Pos	-	Pos						
										11/08/2016	T		Unv	Unv	Unv	-	Unv						
										03/13/2017	M		-	-	-	-	Sus						
										04/06/2017	M		Unv		Tdy	Tdy	-						
										04/14/2017	M		Unx	-	-	-	Unv						
										05/02/2017	M		ill	-	-	-	-						
										05/03/2017	T		Unx	Unx	-	-	-						
06/05/2017 M											Tdy	-	-	-									
11 days										0	4	7	4	2	1	4	3	0	0				
Abernathy, Bruce V.	879138	11	Father	Abernathy, Shawn				03/13/2017	M		ill	ill											
								03/14/2017	T		-	ill											
2 days										0	2	1	0	0	0	0	0	0					
Acevedo, Ashley	901830	10	Father	Acevedo, Willie	Work	480-555-2574		11/08/2016	T		Unv	Unv	Unv	Unv	Unv	Unv							
				Mother	Acevedo, Heather	Home	480-555-2807		04/24/2017	M		Sus	Sus	Sus	Sus	Sus							
									04/25/2017	T		Sus	Sus	Sus	-								
3 days										3	3	3	2	1	2	1	0	0					

ATP401 – Period Attendance List Output

## ATP402 – Period Student Absence Totals

### Synergy SIS > Attendance > Reports Period > List

The Period Student Absence Totals report lists all students at a school for a given date range and displays the total number of absences recorded for each period. It also displays Grand Totals at the end of the report. Parent phone numbers also display.

**Report ATP402: Period Student Absence Totals**

Print Save Default Reset Saved Default Email Me

Name: **Period Student Absence Totals** Number: **ATP402** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Attendance Conditions**

Start Date: 07/04/2016 End Date: 06/12/2017

Minimum Period Absences: 1

**Absence Definition**

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

Absence Reasons  ↔

Ace N  Activity  C-Pox  Doctor App  
 Excused  Funeral  Illness  Inschoolsu  
 Lice  Message  Other  Suspension  
 Tardy  Unexcused  Unverified  Vacation

**Report Options**

Hide Parent Contact Information  
 Show Parent Selection Criteria

**Parent Indicators**

Include Parents  Use Asterisk \* to Indicate Contact Allowed

Include Parents  ↔

Contact Allowed  Enrolling Parent  Has Custody  Mailings Allowed  
 Educational Rights  Financial Responsibility  Lives With  Release To

Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator

ATP402 – Period Student Absence Totals Report Interface Screen

### Report Options:

- **Start Date and End Date** – Enter to filter the report
- **Minimum Period Absences** – Enter a value to only show students with more than a certain number of the absences selected in the Absence Definition section
- **Reason Types or Absence Reasons** – Select these options to filter by absence reason. To select or clear all **Absence Reasons**, use  ↔ .
- **Hide Parent Contact Information** – Select to omit parent phone numbers and addresses from the report

- **Parent Indicators** – Filter the parents displayed on the report. Select whether to filter by *Parents meet all criteria (default)*, *Parents meet any criteria* or those selected from the **Include Parents** options. Select **Use Asterisk \*** to indicate **Contact allowed**, as necessary.
- **Counselor and/or Administrator name** – Displays the option(s) selected in either **Select Counselor Filter** and/or **Select Administrator Filter** on the **Selection** tab

 See the *Synergy SIS – Query and Reporting Guide* for more information about these selections.

Demos School District		Hope High School					Year: 2017-2018											
		Period Student Absence Totals					Report: ATP402											
Students Absent 1 or more times from 07/03/2017 to 06/28/2018																		
Student	Perm ID	Grd	Relation	Parent	Type	Phone	Extn	Attendance Totals By Period										
								0	1	2	3	4	5	6	7	8	9	
Zeidler, Sara L.	127398	11	Father	Zeidler, Joe	Cell	480-555-8217		0	4	4	0	4	0					
			Mother	Zeidler, Bonnie	Home	480-555-4924												
Zeldin, Carol A.	167263	10	Mother	Eagleson, Beverly	Home	480-555-5830		10	9	9	8	8	8					
			Father	Zeldin, Justin														
Zierk, Barbara A.	958541	11	Father	Zierk, Martin				1										
			Foster Father	Standage, Andrew	Pager	602-555-7308												
			Mother	Turnbull, Mildred														
Zipperer, Russell L.	874972	12	Foster Mother	Standage, Joan	Work	602-555-0897												
			Mother	Zipperer, Katherine	Home	480-555-6982					1							
			Father	Zipperer, Ernest	Work	480-555-0984												
<b>Grand Totals</b>								981	2388	2312	170	0						
								4545	2722	2497	19							
								2881	2497	19								

ATP402 – Period Student Absence Totals Output

## ATP402.L – Period Student Absence Totals

### Synergy SIS > Attendance > Reports Period > List

The Period Student Absence Totals report lists all students at a school for a given date range and displays the total number of absences recorded for each period. It also displays Grand Totals at the end of the report. Parent phone numbers also display.



This report is a substitution for the ATP402 – Period Student Absence Totals report and is located in its place in the PAD Tree.

**Report ATP402.L: Period Student Absence Totals**

Print Save Default Reset Saved Default Email Me

Name: **Period Student Absence Totals** Number: **ATP402.L** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Attendance Conditions**

Date Start Date End  
07/03/2017 07/06/2018

Minimum Period Absences  
1

**Student Conditions**

Grade Grade  
Section ID  
Teacher

**Absence Definition**

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

Absence Reasons

Activity  Bussspend  Couns/admi  Counseling  
 Exc Tardy  Excused  Funeral  Illness  
 Iss  Lice  Other  Suspension  
 Tardy  Unexcused  Unverified  Vacation  
 Waived

**Report Options**

Hide Parent Contact Information **By default, a maximum of 14 periods display on the report. If the option to Hide Parent Contact Information is selected, up to 28 periods display.**  
 Show Parent Selection Criteria

**Parent Indicators**

Parent Selection Criteria  Use Asterisk \* to Indicate Contact Allowed  
Parental Indicators

Contact Allowed  Educational Rights  Enrolling Parent  Financial Responsibility  
 Has Custody  Lives With  Mailings Allowed  Release To

Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator in Selection tab

ATP402.L – Period Student Absence Totals Report Interface Screen

### Report Options:

- **Start Date** and **End Date** – Enter values to filter the report.
- **Minimum Period Absences** – Enter a value to only show students with more than a certain number of the absences selected in the Absence Definition section.
- **Grade** – Filter the output by grade or a range of grades.
- **Section ID** – Filter the output to include only the selected section ID.

- **Teacher** – Filter the output to include only the selected Teacher name.
- **Reason Types** or **Absence Reasons** – Select these options to filter by absence reason. To select or clear all **Absence Reasons**, use   .
- **Hide Parent Contact Information** – Select to omit parent phone numbers and addresses from the report
- **Parent Indicators** – Filter the parents displayed on the report. Select whether to filter by *Parents meet all criteria (default)*, *Parents meet any criteria* or those selected from the **Include Parents** options. Select **Use Asterisk \* to indicate Contact allowed**, as necessary.
- **Counselor and/or Administrator name** – Displays the option(s) selected in either **Select Counselor Filter** and/or **Select Administrator Filter** on the **Selection** tab

 See the *Synergy SIS – Query and Reporting Guide* for more information about these selections.

 A maximum of 14 periods display on the report by default. A maximum of 28 periods display if you select **Hide Parent Contact Information**.

Hope High School							Year: 2017-2018											
Period Student Absence Totals							Report: ATP402.L											
Students Absent 1 or more times from 07/03/2017 to 07/06/2018							Attendance Totals By Period											
Student Name	Sis Number	Grd	Relation	Parent	Phone Type	Phone	Extn	0	1	2	3	4	5	6	7	8	9	
Zipperer, Russell L.	874972	12	Mother	Zipperer, Katherine	Home	480-555-6962		0	0	0	1	2	1	0	0	0	0	
			Father	Zipperer, Ernest	Work	480-555-0964												
<b>Grand Totals</b>								1603	5459	4174	150	0						
								8325	5427	5931	4753	24						

\* Asterisk beside Parent/Guardian name indicates "Contact Allowed"

Printed by Admin User at 06/28/2018 3:53 PM      Edupoint School District      Page 204 of 204

ATP402.L – Period Student Absence Totals Output

## ATP403 – Period Perfect Attendance List

### Synergy SIS > Attendance > Reports Period > List

The Period Perfect Attendance List displays all students who have no absences or tardies for a given date range, by section. It also includes parent contact numbers.

The screenshot shows the 'Report ATP403: Period Perfect Attendance List' interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Saved Default', and 'Email Me'. Below these, the report name 'Period Perfect Attendance List' and number 'ATP403' are displayed, along with 'Page Orientation: Portrait'. A navigation bar includes 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Date' section has 'Start Date' (07/05/2018) and 'End Date' (09/25/2018) fields with calendar icons. The 'Absence Definition' section includes a note: 'The selected Absence Types and Reasons will be used to exclude students.' It features four 'Reason Type' dropdown menus (Unverified, Unexcused, and two empty) and a grid of 'Absence Reasons' checkboxes: Activity, Bussspend, Couns/admi, Counseling, Excused, Funeral, Illness, Iss, Other, Suspension, Tardy, Unexcused, Unverified, Vacation, and Waived. The 'Student Options' section at the bottom has checkboxes for 'Hide Student Detail' and 'Scheduled in Classes for Whole Range'.

ATP403 – Period Perfect Attendance List Report Interface Screen

### Report Options:

- **Start Date** and **End Date** – Enter to filter the report by date
- **Reason Types** or **Absence Reasons** – Select options to filter by absence reason. To select or clear all **Absence Reasons**, use   .
- **Hide Student Detail** – Select to exclude the permanent ID, parent/guardian names, and phone numbers
- **Scheduled in Classes for Whole Range** – Select to require student enrollment for the whole date range



Hope High School  
Period Perfect Attendance List  
From 07/03/2015 to 08/25/2015

Year: 2015-2016  
Report: ATP403

Section N/A	Period N/A	Course ID N/A	CourseTitle N/A	Teacher N/A	Room N/A	Track N/A
----------------	---------------	------------------	--------------------	----------------	-------------	--------------

Student	Perm ID	Grade	Trk	Gender	Relation	Parent	Type	Phone	Extn
Deer, Bambi	997094	10		Male	Legal Guardian	Bunny, Thumper			
					Mother	Deer, Doe			
Deiu, Yabba D.	997182	10		Male					
Keilman, Scott	997281	10		Male	Biological Mother	Janes, Sandee			
					Biological Father	Keilman, Ken			
Test, Test	997188	10		Female	Father	Abbott, Todd			
Webster, Cheryl E.	946303	10		Female	Father	Webster, Christopher			
					Mother	Wallace, Melissa	Work	480-555-7835	
					Step-Father	Wallace, Phillip	Work	602-123-4567	

Section 00000000100	Period 1	Course ID MA27	CourseTitle Algebra I	Teacher Jackson, Kathy	Room 112	Track 5 Day
------------------------	-------------	-------------------	--------------------------	---------------------------	-------------	----------------

Student	Perm ID	Grade	Trk	Gender	Relation	Parent	Type	Phone	Extn
Allen, Todd	997274	12		Male	Biological Mother	Allen, Joseph	Primary	###-###-####	
					Biological Mother	Allen, Wilma	Primary	###-###-####	
Bledsoe, Ann A.	164063	12		Female	Step-Mother	Bledsoe, Denise	Primary	###-###-####	
					Mother	Cruz, Shirley			
					Father	Bledsoe, Fred	Cell	480-555-5803	
Chandler, Eric	997193	11		Male	Father	Chandler, Scott	Primary	602-542-3000	
Cherry, Steven A.	867178	12	4	Da Male	Mother	Cherry, Amy	Work	480-555-4472	
					Father	Cherry, Jesse	Work	480-555-7946	
Conner, Jean L.	158743	12		Female	Father	Conner, Ronald	Primary	775-555-9727	
					Mother	Sonner, Norma	Primary	775-555-9727	
					Grandmother	Presby, Stephanie	Primary	480-555-7833	
Coombs, Sean	997267	10		Male	Step-Mother	K, K			
Michaels, Terry	997272	10		Male	Father	Michaels, Mike	Primary	480-555-7878	
					Mother	Michaels, Sherry	Primary	480-555-7878	
Monroe, Jack	997237	11		Male					
Padilla, Joe I.	122069	12		Male	Father	Padilla, Larry	Primary	619-555-8459	
					Mother	Acosta, Marie	Primary	480-555-4346	
Temple, Shirley	997275	12		Female	Mother	Temple, Ethel	Primary	480-555-4646	
					Father	Temple, Mark	Primary	480-555-4646	

Reasons Counting Toward Absences

Unx = Unexcused	Unv = Unverified	XXX = UNVERIFIED XXX	Vac = Vacation
-----------------	------------------	----------------------	----------------

## ATP404 – Period Class Attendance List

### Synergy SIS > Attendance > Reports Period > List

The Period Class Attendance List shows all students in a section on a given date and lists the reason for each student's absence in a period.

**Report ATP404: Period Class Attendance List**

Print Save Default Reset Saved Default Email Me

Name: **Period Class Attendance List** Number: **ATP404** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Teacher  
[Dropdown]

Students To Display  
Absent In Class, Show Class Attendance Only [Dropdown]

Suppress Phone Numbers

**Period Selection**

Beginning Period Ending Period Page Break By Period  
0 6

**Date**

Start Date End Date  
01/08/2018 01/08/2018

**Absence Definition**

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4  
Unverified Unexcused Excused [Dropdown]

Absence Reasons [Toggle]

Ace N  Activity  Bussspend  Couns/admi  
 Counseling  Exc Tardy  Excused  Funeral  
 Illness  Iss  Lice  Other  
 Suspension  Tardy  Unexcused  Unverified  
 Vacation  Waived

**Include the Following Fields**

Signature Line  
 Signature Text

ATP404 – Period Class Attendance List Report Interface Screen

### Report Options:

- **Teacher** – By default, all teachers display on the report. Select one to run the report for just one.
- **Students To Display** – Determines which students to include
  - *Absent In Class, Show Class Attendance Only* – Produces a report by teacher showing only the students who have the selected Absence Definitions. The code for the attendance event displays in the field of the period for the teacher. All other fields are blank.

- *Absent In Class, Show All Attendance* – Produces a report like the above option but shows all attendance events
- *Enrolled In Class, Show All Attendance* – Produces a report by teacher showing all the enrolled students along with the selected Absence Definitions, if they have them. The code for the attendance event displays in the field of the period for the teacher. Unlike the other report options, an event does not have to occur in the class to include the student.
- **Suppress Phone Numbers** – Select to omit student and parent phone numbers
- **Beginning Period and Ending Period** – Select to include a period range
- **Page Break By Period** – Select to add page breaks after each teacher's class period
- **Start Date and End Date** – Enter to filter by date
- **Reason Types or Absence Reasons** – Select options to filter by absence reason. To select or clear all **Absence Reasons**, use   .
- **Signature Line** – Select to add a Signature and Date line to the bottom of each report.
- **Signature Text** – Select to add the **Class Attendance Signature Text** from the **System** tab on the District Setup screen to the bottom of each report page



**Hope High School**  
**Period Class Attendance List**  
 For the dates of: 08/03/2015 (B) - 08/25/2015 (B)

Year: 2015-2016  
 Report: ATP404

Teacher:  
 Jackson, Kathy

Student	Perm ID	Grd Trk	Phone	AbsDate	Attendance By Period									
					1	2	3	4	5	6	7	8	9	10
<b>Period 1</b>	<b>SectionID 000000001001</b>	<b>Course Algebra I</b>			<b>Course ID MA27</b>					<b>Room 112</b>				<b>Track 5 Day 1</b>
Aaron, Harold N.	988257	12	555-555-5555	08/03/2015	ill									
				08/04/2015	ill									
				08/05/2015	ill									
				08/21/2015	XXX									
Abbott, Bobby	997149	12	555-444-1234	08/18/2015	Unv									
Simmon, Carly	997250	10		08/18/2015	Unv									
				08/24/2015	Unv									
Taylor, James	997189	12		08/11/2015	Unv									

<b>Absence Definition</b>				
Dr = Doctor App	Exc = Excused	ill = Illness	New = Train	Unx = Unexcused
Unv = Unverified	XXX = UNVERIFIED XXX	Vac = Vacation	WWW = WWW EXCUSED	

*ATP404 – Period Class Attendance List Output*

## ATP404.L – Period Class Attendance List

### Synergy SIS > Attendance > Reports Period > List

The Period Class Attendance List shows all students in a section on a given date and lists the reason for each student's absence in a period.



This report is a substitution for the ATP404 – Period Class Attendance List report and is located in its place in the PAD Tree.

ATP404.L – Period Class Attendance List Report Interface Screen

### Report Options:

- **Teacher** – By default, all teachers display on the report. Select one to run the report for just one.
- **Students To Display** – Determines which students to include
  - *Absent In Class, Show Class Attendance Only* – Produces a report by teacher showing only the students who have the selected Absence Definitions. The code for the attendance event displays in the field of the period for the teacher. All other fields are blank.

- **Absent In Class, Show All Attendance** – Produces a report like the above option but shows all attendance events
- **Enrolled In Class, Show All Attendance** – Produces a report by teacher showing all the enrolled students along with the selected Absence Definitions, if they have them. The code for the attendance event displays in the field of the period for the teacher. Unlike the other report options, an event does not have to occur in the class to include the student.
- **Suppress Phone Numbers** – Select to omit student and parent phone numbers
- **Beginning Period and Ending Period** – Select to include a period range. Any periods outside this range do not display on the report.
- **Page Break By Period** – Select to add page breaks after each teacher's class period
- **Grade** – Select to limit the report to only certain grades
- **Start Date and End Date** – Enter to filter by date
- **Reason Types or Absence Reasons** – Select options to filter by absence reason. To select or clear all Absence Reasons, use   .
- **Signature Line** – Select to add a Signature and Date line to the bottom of each report.
- **Signature Text** – Select to add the **Class Attendance Signature Text** from the **System** tab on the District Setup screen to the bottom of each report page

Teacher		Attendance By Period																		
Amnes, Bob		Student	Perm ID	Grd	Phone	AbsDate	0	1	2	3	4	5	6	7	8	9	10	11	12	13
Period	SectionID	Course Title	CourseID	Room																
1	0177	Am Govt	SS51	P-13																
		Alpin, Steven J.	874439	12	480-555-3898	07/31/2018	Unv													
						12/03/2018	Ill													
		Anderson, Ann M.	873834	12	480-555-2024	07/23/2018	Exc													
						12/03/2018	Ill													
		Brandt, Sandra M.	876733	12	480-555-9834	07/19/2018	Exc													
						08/13/2018	Exc													
						08/31/2018	Ill													
		Crum, Bonnie A.	880099	12	480-555-9969	08/30/2018	Unv													
		Dale, Patricia E.	872577	12	480-555-3807	07/24/2018	Ill													
						08/23/2018	Ill													
						08/24/2018	Ill													
		Fairchild, Nancy E.	984703	12	480-555-1041	11/30/2018	Unv													
		Jackson, Harry D. IV	874224	12	480-555-8835	07/12/2018	Ill													
						08/21/2018	Ill													
		Kelly, Lori J.	148725	12	480-555-8854	07/19/2018	Ill													
						08/02/2018	Ill													
		Kester, Lawrence H.	912997	12	480-555-2464	08/31/2018	Exc													
		Lyman, Anna S.	873764	12	480-555-8830	08/07/2018	Exc													
		Phelps, Gloria	874558	12	480-555-8833	07/08/2018	Exc													
		Porter, Nancy	874629	12	480-555-0854	07/10/2018	Exc													
		Russer, Jennifer L.	917048	12	480-555-5641	08/03/2018	Ill													
						08/23/2018	Exc													
						08/24/2018	Exc													
						08/27/2018	Exc													
						08/29/2018	Exc													
		Stimson, Sandra R.	875726	12	480-555-5807	07/03/2018	Ill													

ATP404.L – Period Class Attendance List Output

 The output prints in landscape orientation.

## ATP405 – Period Student List by Attendance

### Synergy SIS > Attendance > Reports Period > List

The Period Student List by Attendance lists all students with a given number of absences for the given date only. This report does not print for a range of days.

The screenshot displays the configuration interface for the report "ATP405: Period Student List by Attendance". At the top, there are buttons for "Print", "Save Default", and "Reset Saved Default". Below these, the report name and number are shown: "Name: Period Student List by Attendance Number: ATP405 Page Orientation: Portrait". There are tabs for "Options", "Sort / Output", "Conditions", and "Selection". The "Attendance Conditions" section includes an "As Of Date" field set to "12/06/2017" and a "Minimum Period Absences" field set to "1". The "Absence Definition" section features four "Reason Type" dropdown menus: Reason Type 1 (Unverified), Reason Type 2 (Unexcused), Reason Type 3 (Excused), and Reason Type 4 (empty). Below this is a section for "Absence Reasons" with a list of checkboxes: Activity (checked), Berevment, Disability, Doctor Visit, Excused, Flu Symptoms, Health Rm Class Time, In Schl Sus Half Day, In School Suspension, Meeting with Staff, Other, Suspended, Tardy Absent, Tardy Excused, Tardy Unexcused, Teacher Auth Prgm, Truant, Unverified, Verified Abs UnExc, and Weather/Unsafe Cond.

ATP405 – Period Student List By Attendance Report Interface Screen

### Report Options:

- **As Of Date** – Enter a day to print the report for. This field auto-populates today's date. Leaving this field blank generates the report for today's date.
- **Minimum Period Absences** – Enter a value to show only students with more than a certain number of the absences selected in the Absence Definition
- **Reason Types or Absence Reasons** – Select options to filter by absence reason. To select or clear all Absence Reasons, use  ↔ .



Hope High School  
**Period Student List by Attendance**  
Students Absent 1 or more times as of 08/03/2015 (B)

Year: 2015-2016  
Report: ATP405

<u>Student</u>	<u>Perm ID</u>	<u>Grd</u>	<u>Trk</u>
Aaron, Harold N.	968257	12	4 Da

*ATP405 – Period Student List By Attendance Output*

## ATP405.L – Period Student List by Attendance

### Synergy SIS > Attendance > Reports Period > List

The Period Student List by Attendance report lists all students with a given number of absences for the given date only. This report does not print for a range of days.



This report is a substitution for the ATP405 – Period Student List by Attendance report and is located in its place in the PAD Tree.

Report ATP405.L: Period Student List by Attendance

Print Save Default Reset Saved Default Email Me

Name: **Period Student List by Attendance** Number: **ATP405.L** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Attendance Conditions**

Attendance Date

Minimum Period Absences

**Absence Definition**

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

Absence Reasons

Activity  Alt Lrn Ct  Appeal  Appealed  
 C-Pox  Doctor App  Excused  Funeral  
 Illness  Inschoolsu  Lice  Message  
 Other  Suspension  Tardy  Unexcused  
 Unverified  Vacation

ATP405.L – Period Attendance List By Attendance Report Interface Screen

### Report Options:

- **Attendance Date** – Enter a day to print the report for. This field auto-populates today's date. Leaving this field blank generates the report for today's date.
- **Minimum Period Absences** – Enter a value to show only students with more than a certain number of the absences selected in the Absence Definition
- **Reason Types or Absence Reasons** – Select options to filter by absence reason. To select or clear all **Absence Reasons**, use

	<b>Hope High School</b>		Year: 2017-2018
	<b>Period Student List by Attendance</b>		Report: ATP405.L
	1 or more Period Absences on 11/10/2017		
<b>Student</b>	<b>Perm ID</b>	<b>Grd</b>	
Abnemethy, Anne E.	902670	10	
Adams, Stephen J.	901622	10	
Bacon, Jesse M.	886272	11	
Baer, Roy V.	915129	11	
Abbott, Billy C.	905483	12	
Gabel, Jean F.	119598	12	
Gaddie, Willie T.	873726	12	
Rogers, Todd W.	873970	12	

ATP405.L – Period Student List By Attendance Report Output

## ATP406 – Period Class Attendance Form

### Synergy SIS > Attendance > Reports Period > List

The Period Class Attendance Form prints out a form that lists all students in a section and provides fields for recording attendance for a 4-week range.

ATP406 – Period Class Attendance Form Report Interface Screen

### Report Options:

- **Start Date** – Enter to filter by date
- **Weeks** – Select the number to display (from 1 to 4)
- **Section ID** or **Teacher** – By default, the report prints for all sections and teachers. Enter a Section ID range or select a teacher name to print the report for only one section or teacher.
- **Period Begin** and **Period End** – Select the periods to include in the report
- **Second Student Name Column Number** – If the form prints on a very wide sheet of paper or flows over onto a second page, enter the column number to print the student's name a second time for clarity.
- **Page Size** – Select the paper size for printing
- **Page Break Option** – Select to choose where page breaks occur
- **Add Hole Punch Margin** – Select for forms requiring punch holes
- **Extra Lines** – Enter the number of additional lines to add at the end of the report. Extra lines create room for adding students who enroll in the section after the report prints. To select a custom number of extra lines, enter the number of lines in **Custom Number** instead of selecting an option from the list.

To include some fields on the form, select Include the following fields:

- **Grade** – Prints on the report next to the name
- **Gender** – Prints on the report next to the name
- **Phone** – Prints on the report next to the name
- **Second Student Name** – Prints the student name on the report a second time in the column specified by the Second Student Name Column Number (see [above](#))
- **Total Abs** – Prints absence totals on the report

School Hopie High School		Yr 2015	Term Semester 1	Per 1	07/27/2015	07/28/2015	07/29/2015	07/30/2015	07/31/2015	08/03/2015	08/04/2015	08/05/2015	08/06/2015	08/07/2015	08/10/2015	08/11/2015	08/12/2015	08/13/2015	08/14/2015	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015	
Section 000000 01001		Subject Algebra 1	Room 112	Teacher Jackson, Kathy	First					Second					Third					Fourth					NO
NO	STUDENT NAME				Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	NO
1	Aaron, Harold N.				N/E	N/E	N/E	N/E																	1
2	Abbott, Bobby				N/E	N/E	N/E	N/E																	2
3	Simmon, Carly				N/E	N/E	N/E	N/E																	3
4	Taylor, James				N/E	N/E	N/E	N/E	N/S																4

ATP406 – Period Class Attendance Form Output

## ATP407 – Period Attendance Gaps by Teacher

### Synergy SIS > Attendance > Reports Period > List

The Period Attendance Gaps by Teacher lists all students in any of a teacher's sections with a gap in their period attendance. For example, if the student has absences for all periods but 3rd period, it probably is a data entry error and the student was actually absent. The teacher can review this report and fix the errors.

**Report ATP407: Period Attendance Gaps By Teacher**

Print Save Default Reset Saved Default Email Me

Name: **Period Attendance Gaps By Teacher** Number: **ATP407** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Date Range**

Start Date End Date

**Section Options**

Section ID

**Gap Filter**

Minimum Period Gap Size (Number of Consecutive Periods in a Gap)

1

Maximum Period Gap Size (Number of Consecutive Periods in a Gap)

Maximum Gaps Per Day (Number of Gaps Per Day as Defined for Minimum and Maximum Period Gap Size)

1

Gaps will be based on:

Gaps in Presence

Exclusive Match (When enabled, the student attendance records will be validated against the values entered in the Maximum Period Gap Size and the Maximum Gaps Per Day fields. Consecutive periods in a gap must match the value in the Maximum Period Gap Size, and the number of gaps per day must match the value in the Maximum Gaps Per Day field. The Minimum Period Gap Size field will not apply when the "Exclusive Match" option is selected.)

**Absence Definition**

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

Absence Reasons  ↔

Activity  Couns/admi  Counseling  Exc Tardy  
 Excused  Funeral  Illness  Iss  
 Lice  Lunch  Other  Positive  
 Suspension  Tardy  Unexcused  Unverified  
 Vacation  Waived

**Include the following fields**

Signature Line

**Report Options**

Hide Room Number  Hide Grade  Hide Gender  Hide Day

ATP407 – Period Attendance Gaps By Teacher Report Interface Screen

### Report Options:

- **Start Date** and **End Date** – Enter to filter the report by date
- **Section ID** – By default, the report prints for all sections. Enter a Section ID range to print the report for only some sections.

- **Minimum Period Gap Size** – Minimum number of consecutive periods with no attendance marks
- **Maximum Period Gap Size** – Maximum number of consecutive periods with no attendance marks
- **Maximum Gaps Per Day** – Maximum number of consecutive periods per day with no attendance marks, as defined by **Minimum -** and **Maximum Period Gap Size**
- **Gaps will be based on:**
  - *Gaps in Absence* – Evaluates the number of periods a student is absent.
  - *Gaps in Presence* – Evaluates the number of periods the student is present.
    - **Exclusive Match** – Validates student attendance records against the values entered in **Maximum Period Gap Size** and **Maximum Gaps Per Day**. This option only displays when you choose *Gaps in Presence* in the **Gaps will be based on:** drop-down.
- **Reason Types or Absence Reasons** – Select options to filter by absence reason. To select or clear all **Absence Reasons**, use   .
- **Signature Line** – Select to include a line for a gap verifier to sign off
- **Hide Room Number, Hide Grade, Hide Gender, or Hide Day** – Hides the selected option from the report output



Hope High School  
Period Attendance Gaps By Teacher

Year: 2014-2015  
Report: ATP407

Teacher:

Prd	Section ID	Room	Student Name	Perm ID	Grd	Gen	Day	Date	Periods								
									0	1	2	3	4	5	6	7	8
0	000000000000		Bud (gowin), Air	997091	12	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
			Depp, Johnny	997159	09	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
			Famsworth, Jose R.	164938	11	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
			Padilla, Joe I.	122089	12	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
			Williams, Sarah A.	997049	10	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
0	1008		John, Corine R.	997089	10	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
1	0108		Tanner, Diane C.	968553	11	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
1	0135		T, T.T.	997139	09	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
1	0988		T, T.T.	997140	09	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
1	1_384_SA99		Webster, Cheryl E.	948303	09	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
1	1102		Williams, Sarah A.	997049	10	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
1	1104		Abbott, William C.	905483	12	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
			Abbott, William C.	905483	12	M	C	08/02/2015	-	-	-	-	-	-	-	-	-
			Abbott, William C.	905483	12	M	A	08/03/2015	-	-	-	-	-	-	-	-	-
			Abbott, William C.	905483	12	M	B	08/04/2015	-	-	-	-	-	-	-	-	-
			Abbott, William C.	905483	12	M	C	08/05/2015	-	-	-	-	-	-	-	-	-
			Abbott, William C.	905483	12	M	A	08/29/2015	-	-	-	-	-	-	-	-	-
1	1127		John, Corine R.	997089	10	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
1	1133		Abbott, Bobby	997149	11	M	B	07/21/2015	-	-	-	-	-	-	-	-	-
			Abbott, Bobby	997149	11	M	B	07/24/2015	-	-	-	-	-	-	-	-	-
1	1716		Smith, Theresa L.	997195	09	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
1	1849		Benhit, Punchinello	997150	09	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
1	1951		T, T.T.	997133	09	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	0358		T, T.T.	997139	09	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	0391		Deiu, Yabba D.	997182	09	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	0788		Rheault, Paul J.	893769	12	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	0856		T, T.T.	997133	09	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
			T, T.T.	997140	09	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	0858		Camera, John L. III	164931	11	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	1000		Chandler, Eric	997193	10	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	1010		Depp, Johnny	997159	09	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	1303		John, Corine R.	997089	10	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
			Padilla, Joe I.	122089	12	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
			Williams, Sarah A.	997049	10	F	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	1309		Nelson, Norman N.	997170	09	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	1311		McQueen, Steve	997113	10	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	1328		Bud (gowin), Air	997091	12	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
3	1339		Abbott, William C.	905483	12	M	B	08/01/2015	-	-	-	-	-	-	-	-	-
			Abbott, William C.	905483	12	M	A	08/03/2015	-	-	-	-	-	-	-	-	-
			Abbott, William C.	905483	12	M	B	08/04/2015	-	-	-	-	-	-	-	-	-
			Abbott, William C.	905483	12	M	A	08/29/2015	-	-	-	-	-	-	-	-	-
			Smith, Theresa L.	997195	09	F	B	08/01/2015	-	-	-	-	-	-	-	-	-

## ATP408 – Period Attendance Gaps

### Synergy SIS > Attendance > Reports Period > List

The Period Attendance Gaps reports lists all students that show a gap in their period attendance. For example, if the student has an absence for all periods but 3rd period, it probably is a data entry error and the student was absent.

**Report ATP408: Period Attendance Gaps**

Print Save Default Reset Saved Default Email Me

Name: **Period Attendance Gaps** Number: **ATP408** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Date Range**

Start Date End Date

**Gap Filter**

Minimum Period Gap Size  
1

Maximum Gaps Per Day  
1

**Absence Definition**

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

Absence Reasons

Activity  Bussspend  Couns/admi  Counseling  
 Excused  Funeral  Illness  Iss  
 Other  Suspension  Tardy  Unexcused  
 Unverified  Vacation  Waived

**Include the following fields**

Signature Line

ATP408 – Period Attendance Gaps Report Interface Screen

### Report Options:

- **Start Date and End Date** – Enter to filter the report by date
- **Section ID** – By default, the report prints for all sections. Enter a Section ID range to print the report for only some sections.
- **Minimum Period Gap Size** – Minimum number of consecutive periods with no attendance marks
- **Maximum Gaps Per Day** – Maximum number of consecutive periods per day with no attendance marks, as defined by **Minimum Period Gap Size**
- **Reason Types or Absence Reasons** – Select options to filter by absence reason. To select



## ATP409 – Period Absence Count

### Synergy SIS > Attendance > Reports Period > List

The Period Absence Count lists all students at a school and total the number of absences recorded for each student by period and overall.

Report ATP409: Period Absence Count

Print Save Default Reset Saved Default Email Me

Name: **Period Absence Count** Number: **ATP409** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

**Date**

Start Date End Date  
07/04/2016 06/12/2017

**Absence Definition (ABS1)**

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

Absence Reasons

Ace N  Activity  C-Pox  Doctor App  
 Excused  Funeral  Illness  Inschoolsu  
 Lice  Message  Other  Suspension  
 Tardy  Unexcused  Unverified  Vacation

**Absence Definition (ABS2)**

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

Absence Reasons

Ace N  Activity  C-Pox  Doctor App  
 Excused  Funeral  Illness  Inschoolsu  
 Lice  Message  Other  Suspension  
 Tardy  Unexcused  Unverified  Vacation

Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator

ATP409 – Period Absence Count Report Interface Screen

### Report Options:

- **Start Date and End Date** – Enter to filter the report by date.
- **Absence Definition (ABS1) or Absence Definition (ABS2)** – Filters by selected absence reasons.
- **Counselor and/or Administrator name** – Displays the option(s) selected in either **Select Counselor Filter** and/or **Select Administrator Filter** on the **Selection** tab.



See the *Synergy SIS – Query and Reporting Guide* for more information about these selections.



### Hope High School Period Absence Count

Year: 2015-2016  
Report: ATP409

Student Name	Grade	Track	Period 1		Period 2		Period 3		Period 4		Period 5		Period 6		Period 7		Period 8		Period 9		Period 10		Total Absences		Day Absences	Days Enrolled	
			ABS1	ABS2	ABS1	ABS2	ABS1	ABS2																			
Aaron, Harold N.	12	4 Day Week	11	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	4	15	18
Abbott, Bobby	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Abe, Ace	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Allen, Todd	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
(Barker, Richard A.)	11	4 Day Week	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Bledsoe, Ann A.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Boatright, Stephen D.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Butler, Beverly J.	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Carnera, John L. III	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Cat, Jonsey	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Chandler, Eric	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Cherry, Steven A.	12	4 Day Week	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Chesley, Brenda J.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Clark Smith, Frank W.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Collum, Evelyn	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Conoument, ROTest	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Conner, Jean L.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Cook, Raymond B.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Coombs, Sean	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Crane, Dylan	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Crane, Veronica	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Croom, Ernest D.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Davis, Diana L.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Deer, Bambi	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
DeLu, Yabba D.	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
DeLu, Jonathan A.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Depp, Johnny	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Devisne, Tammy	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Downey, Tom	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Duffel, Alice N.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Dunaway, Faye	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Eastwood, Clint	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Eidson, Andy	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Eidson, Clare	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Email, Student	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
English, Tresh T. JR	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Fang, Julia	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Farnsworth, Jose R.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Frazee, Janice L.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Frazier, Keith L.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Frogge, Benjamin N.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Gabor, Ava	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Gabor, Eva	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Gale, Dorothy T.	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Garba, Greta	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
Garzia, Julie C.	12	5 Day Week	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38

08/25/2015 9:41 AM

Edupoint School District

Page 1 of 4

ATP409 – Period Absence Count Output

## ATP409.L – Period Absence Count

### Synergy SIS > Attendance > Reports Period > List

The Period Absence Count lists all students at a school and total the number of absences recorded for each student by period and overall.



This report is a substitution for the ATP409 – Period Absence Count report and is located in its place in the PAD Tree.

**Report ATP409.L: Period Absence Count**

Print Save Default Reset Saved Default Email Me

Name: Period Absence Count Number: ATP409.L Page Orientation: Landscape

Options Sort / Output Conditions Selection Advanced

**Date Range**

Date Start: 06/28/2019 Date End: 10/29/2019

**Period Range**

This report can display a maximum of 10 periods.

Period Start: 0 Period End: 9

**Period Absence Definition (ABS1)**

Attendance Definition: [Dropdown]

Reason Type 1: [Dropdown] Reason Type 2: [Dropdown] Reason Type 3: [Dropdown] Reason Type 4: [Dropdown]

Absence Reasons: [Icons]

Vacation  Suspension  Exc Tardy  Unexcused w/ Make up  
 Waived  Unverified  Funeral  Health  
 Unexcused  Nurse  Iss  Office  
 Tardy  Counseling  Activity  C-Pox  
 Bus Susp  Couns/admi  Lice  Other  
 Excused  Illness

**Period Absence Definition (ABS2)**

Attendance Definition: [Dropdown]

Reason Type 1: [Dropdown] Reason Type 2: [Dropdown] Reason Type 3: [Dropdown] Reason Type 4: [Dropdown]

Absence Reasons: [Icons]

Vacation  Suspension  Exc Tardy  Unexcused w/ Make up  
 Waived  Unverified  Funeral  Health  
 Unexcused  Nurse  Iss  Office  
 Tardy  Counseling  Activity  C-Pox  
 Bus Susp  Couns/admi  Lice  Other  
 Excused  Illness

**Day Absences**

Daily Attendance Definition: [Dropdown]

Daily Reason Type 1: [Dropdown] Daily Reason Type 2: [Dropdown] Daily Reason Type 3: [Dropdown] Daily Reason Type 4: [Dropdown]

Daily Absence Reasons: [Icons]

Vacation  Suspension  Exc Tardy  Unexcused w/ Make up  
 Waived  Unverified  Funeral  Health  
 Unexcused  Nurse  Iss  Office  
 Tardy  Counseling  Activity  C-Pox  
 Bus Susp  Couns/admi  Lice  Other  
 Excused  Illness

ATP409.L – Period Absence Count Report Interface Screen

### Report Options:

- **Date Start** and **Date End** – Enter to filter the report by date.
- **Period Start** and **Period End** – Enter to filter the report by period.

- Absence Definition (ABS1) or Absence Definition (ABS2)
  - Select an **Attendance Definition** to calculate attendance.
  - Select absence reasons to filter the report, as needed.
- Day Absences
  - Select a **Daily Attendance Definition** to use period attendance to calculate daily attendance.
  - Select absence reasons to filter the report, as needed.

 See the *Synergy SIS – Query and Reporting Guide* for more information about these selections.

Dennis School District		Hope High School														Year: 2018-2019											
		Period Absence Count														Report: ATP409.L											
Student Name	Grade	Track	Period 0		Period 1		Period 2		Period 3		Period 4		Period 5		Period 6		Period 7		Period 8		Period 9		Total Absences		Day Absences	Days Enrolled	
			AB01	AB02	AB11	AB12	AB21	AB22	AB31	AB32	AB41	AB42	AB51	AB52	AB61	AB62	AB71	AB72	AB81	AB82	AB91	AB92	AB01	AB02			AB11
Ace, Lily	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38	
Ackley, Brian R.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	188
Acunia, Kenneth O.	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	179
Adler, Alan W.	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	181
Adler, Diane N.	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	189
Adler, Timothy S.	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	189
Adams, Albert L.	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	189
Adams, Billy A.	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	189
Adams, Martin C.	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	189
Adams, Scott M.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	189
Adams, Stephen J.	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	189
Adamski, Alan M.	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	189
Aarvoet, Jesse J.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	189
Aguado, Bobby J.	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	189
Agudo, Karen C.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	189
Agulter, Roger F.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	189
Agular, Stephen A.	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	152
Agurne, Jason K.	12		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	189
Agurne, Mary R.	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	189
Ahlstrom, Jack M.	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	189

ATP409.L – Period Absence Count Output

## ATP410 – Summer Attendance Report

### Synergy SIS > Attendance > Reports Period > List

The Summer Attendance Report shows the minutes accrued by each student in the summer school program and how the minutes distribute between proficiency and core. Schools in California primarily use this for taking supplemental attendance.

The screenshot shows the 'Report ATP410: Summer Attendance Report' interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Saved Default', and 'Email Me'. Below these, the report name is 'Summer Attendance Report', the number is 'ATP410', and the page orientation is 'Portrait'. There are tabs for 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Reporting Period' section has two dropdown menus for 'Reporting Period' and 'State Reporting Period'. The 'Minutes' section has three input fields for 'Core Category', 'Proficiency Category', and 'Minutes Per Period'. The 'Filtering' section has two 'Grade' dropdown menus with a right-pointing arrow between them, and a list of checkboxes for 'Instructional Setting': 'Independent Study', 'Learning Center', 'Other Alternative Program', 'County Students', 'CAL-Safe program', 'Adult Transition', 'Special Ed', and 'Out of County'. A 'Track' checkbox is also present.

ATP410 – Summer Attendance Report Report Interface Screen

### Report Options:

- **Reporting Period** and **State Reporting Period** – Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select the period from the field.
- **Core Category** – Enter the number of minutes to use for all sections.
- **Proficiency Category** – Enter the number of minutes to use for all sections.
- **Minutes Per Period** – Enter the number of minutes per period to use for all sections.
- **Grade** – Select the range to include in the report.
- **Instructional Settings** – Filters by selected options
- **Track** – If the school uses tracks, select the tracks to include.

Edupoint School District		Hope High School <b>Summer Attendance Report</b> Reporting Period: Period 3, 10/25/2010-11/19/2010										Year: 2010-2011 Report: ATP410	
Track:		Instructional Setting:											
Student ID	Student Name	Gr	Pr	Crs ID	Course Title	APC	CRT	P/C	Apportionment		Min Total	Total Min	
									Prof.	Core			
888116	Allen, Ruby D.	11											
877993	Allen, Shawn C.	12											
887820	Allinder, Benjamin R.	11											
992737	Allison, Kenneth B.	11											
992672	Allison, Pamela D.	12											
888126	Allred, David A.	11											
966707	Alnas, Kelly M.	11											
920153	Alonso, Raymond G.	11											
874439	Alpin, Steven J.	12											
981303	Alvis, Jeremy T.	11											
877916	Alwine, Roy M.	12											
889325	Amann, Walter A.	11											
167096	Amatova, Tammy C.	11											
886362	Ament, Alice J.	11											
871884	Amiri, Margaret M.	12											
888836	Amundsen, Russell A.	11											
118268	Anaya, Anthony C.	12											
873834	Anderson, Ann M.	12											
886310	Anderson, Louis H.	11											
886734	Anderson, Marie	11											
879286	Anderson, Paula N.	12											
903455	Anderson, Peter W.	11											
875456	Andrews, Jean L.	12											
873838	Apple, Diana	12											
171008	Applegate, Sharon D.	11											
873298	Arambula, Pamela A.	12											
140843	Ardis, Anne L.	12											
914682	Arnold, Jason K.	12											
839443	Arnow, Kelly L.	12											
873840	Arnow, Wayne M.	12											
892796	Arvanitas, Christina T.	12											
872129	Arviso, Anthony M.	12											
873507	Ashoor, Carl S.	11											
956523	Asturias, Jesse A. JR	11											

Printed by Admin User at 05/24/2011 3:52 PM

Edupoint School District

Page 7 of 58

ATP410 – Summer Attendance Report Output

## ATP602 – Period Sections Missing Attendance List

Synergy SIS > Attendance > Reports Daily > List or

Synergy SIS > Attendance > Reports Period > List

The Period Sections Missing Attendance List displays all sections at a school where attendance has not been taken.

The screenshot shows the 'Report ATP602: Period Sections Missing Attendance List' interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Saved Default', and 'Email Me'. Below these, the report name 'Period Sections Missing Attendance List', number 'ATP602', and page orientation 'Portrait' are displayed. A navigation bar includes 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. Two main filter sections are visible: 'Date Range' with 'Starting Date' and 'Ending Date' both set to '09/25/2018', and 'Period Range' with 'Starting Period' set to '0' and 'Ending Period' set to '10'. At the bottom, there is a checkbox for 'Print Empty Report'.

ATP602 – Period Sections Missing Attendance List Report Interface Screen

### Report Options:

- **Start Date and End Date** – Enter to filter the report by date
- **Starting Period and Ending Period** – Select the periods to include.
- **Time of Day** – If the school takes attendance twice a day, select to include in the report (AM, PM, or AM/PM).
- **Print Empty Report** – Select if you want the report to print even if all teachers took attendance.

Period	Teacher Name	Section ID	Course Title	Room #	Track	Sheet #	Time Of Day
1	Jackson, Kathy	000000001001	Algebra I	112	5 Day Week		

Hope High School  
Period Sections Missing Attendance List  
Date: 08/24/2015 (A)  
Year: 2015-2016  
Report: ATP602

08/24/2015 3:50 PM      Edupoint School District      Page 1 of 1

ATP602 – Period Sections Missing Attendance Output

## ATP602.L – Period Sections Missing Attendance List

Synergy SIS > Attendance > Reports Daily > List or

Synergy SIS > Attendance > Reports Period > List

The Period Sections Missing Attendance List displays all sections at a school where attendance has not been taken.



This report is a substitution for the ATP602 – Period Sections Missing Attendance List report and is located in its place in the PAD Tree.

**Report ATP602.L: Period Sections Missing Attendance List**

Print Save Default Reset Saved Default Email Me

Name: Period Sections Missing Attendance List Number: ATP602.L Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

**Date Range**  
Date Start: 01/10/2018  
Date End: 01/10/2018

**Period Range**  
Period Filter:  1  2  3  4  5  
 6  7

**Time Of Day**  
Possible Times of Day  
 AM  PM

**Section and Teacher Filters**  
Course ID:  Course Title:  Section ID:  Staff Name:

Print Empty Report

ATP602.L – Period Sections Missing Attendance List Report Interface Screen

### Report Options:

- **Date Start** and **Date End** – Enter to filter the report by date
- **Period Filter** – Select the periods to include.
- **Possible Times of Day** – If the school takes attendance twice a day, select to include in the report (AM, PM, or both AM and PM). If the school takes both period and daily attendance, select to include in the report (Day, Period, or both Day and Period).
- **Print Empty Report** – Select if you want the report to print even if all teachers took attendance.

		<b>Hope High School</b> <b>Period Sections Missing Attendance List</b> Date: 10/09/2017			Year: 2017-2018 Report: ATP602.L
Period	Teacher	Section ID	Course Title	Room	Att Not Taken
1	Blackburn M., Matt	0971	Sports Medicine	ANNX	1
1	Bonjour R., Richard	0112	Prin Eng I	301	1
1	Bordwell R., Robert	0191	German II	205	1
1	Brady J., James	0189	Driver Educ	P-19	1
1	Brook C., Clayton	0136	Auto Tech I	308	1
1	Brown P., Patricia	0181	Math	236	1
1	Brown P., Patricia	1_086_SA99	Student Aid	403	1
1	Bunger T., Thomas	0113	Col Prep Wrt	P-10	1
1	Bunger T., Thomas	1_088_SA99	Student Aid	403	1
1	Burgener S., Scott	0157	Band/percussion	410	1
1	Chaisson P., Paul	0137	Woodwork Tech 1	311	1
1	Clifford R., Rob	0145	Algebra II	114	1
1	Clow-Kennedy, Tammy	0945	Foods For Today	132	1
1	Cole N., Nancy	0133	Culinary Arts 1	136	1
1	Craft, Kristin	0167	Amer History I	214	1
1	Craft, Kristin	1_121_SA99	Student Aid	403	1
1	Davis, Jeffrey	0177	Am Govt	P-13	1
1	Davis, Paul	0195	Ap Spanish IV	201	1
1	Default Teacher	0034	Animal Sci	104	1
1	Donaldson, Keldon	0192	Spanish 10	304	1

*ATP602.L – Period Sections Missing Attendance Output*

## ATP603 – Positive Attendance Summary

### Synergy SIS > Attendance > Reports Period > Summary

The Positive Attendance Summary report lists all students at a school and totals the student's absence hours and hours present for the reporting period selected. This report includes passing minutes in the calculations.

Report ATP603: Positive Attendance Summary

Print Save Default Reset Saved Default Email Me

Name: Positive Attendance Summary Number: ATP603 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

Conditions

Reporting Period Reporting Period

State Reporting Period

Data Options

Totals by

Include Additional Columns

Suppress Unused Bell Periods

Overrides

Override Class Minutes  Override Passing Minutes

Class Minutes Passing Minutes

No Backfill Daily Attendance Reason

No Backfill Absence Reasons

<input type="checkbox"/> 30 Min Late	<input type="checkbox"/> Activity	<input type="checkbox"/> Couns/admi	<input type="checkbox"/> Counseling
<input type="checkbox"/> Exc. Tardy	<input type="checkbox"/> Excused	<input type="checkbox"/> Funeral	<input type="checkbox"/> Illness
<input type="checkbox"/> iss	<input type="checkbox"/> Lice	<input type="checkbox"/> Lunch	<input type="checkbox"/> Other
<input type="checkbox"/> Positive	<input type="checkbox"/> Suspension	<input type="checkbox"/> Tardy	<input type="checkbox"/> Unexcused
<input type="checkbox"/> Unverified	<input type="checkbox"/> Vacation	<input type="checkbox"/> Waived	

ATP603 – Positive Attendance Summary Report Interface Screen

### Report Options:

- **Reporting Period and State Reporting Period** – Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select that period.
- **Totals by** – Select how to present the totals. Select either *Days* or *Hours*.
- **Include Additional Columns** – Select to display three extra fields:
  - **Hours Limit** – Shows the limit of accruable hours for the week
  - **Hours Pres** – Shows the hours present for the week
  - **Hours Def** – Shows the hours deficient for the week
- **Suppress Unused Bell Periods** – Select to show only the bell periods using positive attendance
- **Override Class Minutes or Override Passing Minutes** – Select to override the class minutes or passing minutes defined in the bell schedule. Then enter the number of **Class Minutes** or **Passing Minutes**, as appropriate.



## ATP604 – Positive Attendance Audit

### Synergy SIS > Attendance > Reports Period > Summary

The Positive Attendance Audit lists all students at a school for a selected reporting period, lists all absences that the student accrued, and provides a total of the hours the student attended during the period. This report includes passing minutes in the calculations.

Report **ATP604: Positive Attendance Audit**

Print Save Default Reset Saved Default Email Me

Name: **Positive Attendance Audit** Number: **ATP604** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Conditions**

Reporting Period Reporting Period

State Reporting Period

**Data Options**

Include Additional Columns

Suppress Unused Bell Periods

**Overrides**

Override Class Minutes  Override Passing Minutes

Class Minutes Passing Minutes

**No Backfill Daily Attendance Reason**

No Backfill Absence Reasons

Activity  Busspend  Couns/admi  Counseling

Excused  Funeral  Illness  Iss

Other  Suspension  Tardy  Unexcused

Unverified  Vacation  Waived

ATP604 – Positive Attendance Audit Report Interface Screen

### Report Options:

- **Reporting Period and State Reporting Period** – Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select that period.
- **Include Additional Columns** – Select to display three extra fields:
  - **Hours Limit** – Shows the limit of accruable hours for the week
  - **Hours Pres** – Shows the hours present for the week
  - **Hours Def** – Shows the hours deficient for the week
- **Suppress Unused Bell Periods** – Select to show only the bell periods using positive attendance
- **Override Class Minutes or Override Passing Minutes** – Select to override the class minutes or passing minutes defined in the bell schedule. Then enter the number of **Class Minutes** or **Passing Minutes**, as appropriate.



## ATP605 – Positive Attendance Totals

### Synergy SIS > Attendance > Reports Period > Summary

The Positive Attendance Totals report lists all tracks and instructional settings at a school and summarizes the attendance and ADA for each track and instructional setting. This report includes passing minutes in the calculations.

**Report ATP605: Positive Attendance Totals**

Print Save Default Reset Saved Default Email Me

Name: **Positive Attendance Totals** Number: **ATP605** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Conditions**

Reporting Period Reporting Period

State Reporting Period

**Data Options**

Totals by

Include Additional Columns

**Overrides**

Override Class Minutes  Override Passing Minutes

Class Minutes Passing Minutes

**No Backfill Daily Attendance Reasons**

No Backfill Absence Reasons

Activity  Bussspend  Couns/admi  Counseling  
 Excused  Funeral  Illness  Iss  
 Other  Suspension  Tardy  Unexcused  
 Unverified  Vacation  Waived

ATP605 – Positive Attendance Totals Report Interface Screen

### Report Options:

- **Reporting Period and State Reporting Period** – Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select that period.
- **Totals by** – Select how to present the totals: either *Days* or *Hours*.
- **Include Additional Columns** – Select to display three extra fields:
  - **Hours Limit** – Shows the limit of accruable hours for the week
  - **Hours Pres** – Shows the hours present for the week
  - **Hours Def** – Shows the hours deficient for the week

- **Override Class Minutes or Override Passing Minutes** – Select to override the class minutes or passing minutes defined in the bell schedule. Then enter the number of **Class Minutes** or **Passing Minutes**, as appropriate.
- **All Day Code** – If you enter an all-day code for a school using period attendance but the periods themselves do not show an absence, you can automatically populate the periods so that all periods for that day, use this option. To prevent the backfilling process from occurring for certain types of absence reasons, select the reasons in **No Backfill Daily Attendance Reason**.

		Hope High School				Year: 2015-2016					
		Positive Attendance Totals				Report: ATP605					
School	Track	Inst. Setting	Date Range	Days	Hours Exc	Hours Unx	Appr. Unx	Hours Over	Hours Credit	Hours N/E	Hours Appr.
Hope High School	N/A	N/A	07/03/2015-06/30/2016		0.00	2.00	2.00	0.00	0.00	24.00	0.00
	N/A	Independent Stud	07/03/2015-06/30/2016		0.00	0.67	0.00	0.00	0.00	282.00	0.00
	N/A	CAL-Safe program	07/03/2015-06/30/2016		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	N/A	Adult Transition	07/03/2015-06/30/2016		0.00	0.67	0.67	0.00	0.00	3.00	0.00
	4 Day Week	Other Alternative I	07/03/2015-06/30/2016		2.67	1.33	1.33	0.00	0.00	12.00	8.00
	4 Day Week	CAL-Safe program	07/03/2015-06/30/2016		0.00	0.00	0.00	0.00	0.00	0.00	0.00
				School Totals	2.67	4.67	4.00	0.00	0.00	321.00	8.00
				Grand Totals	2.67	4.67	4.00	0.00	0.00	321.00	8.00

ATP605 – Positive Attendance Totals Output

## ATP606 – Positive Attendance Summary Extended

### Synergy SIS > Attendance > Reports Period > Summary

The Positive Attendance Summary Extended report lists all students enrolled during the selected reporting periods. For each student, it displays any absences in each period, totals the days enrolled in the period, and displays the total absences for the period. It also totals the absences and days enrolled by student, instructional setting, and school. This report includes passing minutes in the calculations.

**Report ATP606: Positive Attendance Summary Extended**

Print Save Default Reset Saved Default Email Me

Name: **Positive Attendance Summary Extended** Number: **ATP606** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

**Conditions**

Reporting Period Reporting Period  
State Reporting Period

**Data Options**

Totals by  
 Hide Appr Unx Column  
 Include Additional Columns  
 Suppress Unused Bell Periods

**Overrides**

Override Class Minutes  Override Passing Minutes  
Class Minutes Passing Minutes

**No Backfill Daily Attendance Reasons**

No Backfill Absence Reasons

Activity  Busspend  Couns/admi  Counseling  
 Excused  Funeral  Illness  Iss  
 Other  Suspension  Tardy  Unexcused  
 Unverified  Vacation  Waived

ATP606 – Positive Attendance Summary Extended Report Interface Screen

### Report Options:

- **Reporting Period and State Reporting Period** – Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select that period.
- **Totals by** – Select how to present the totals: either *Days* or *Hours*.
- **Hide Appr Unx Column** – Select to hide the approximate number of unexcused absences.
- **Include Additional Columns** – Select to display three extra fields:
  - **Hours Limit** – Shows the limit of accruable hours for the week
  - **Hours Pres** – Shows the hours present for the week
  - **Hours Def** – Shows the hours deficient for the week
- **Suppress Unused Bell Periods** – Select to show only the bell periods using positive attendance.

- **Override Class Minutes or Override Passing Minutes** – Select to override the class minutes or passing minutes defined in the bell schedule. Then enter the number of **Class Minutes** or **Passing Minutes**, as appropriate.
- **All Day Code** – If you enter an all-day code for a school using period attendance but the periods themselves do not show an absence, you can automatically populate the periods so that all periods for that day, use this option. To prevent the backfilling process from occurring for certain types of absence reasons, select the reasons in **No Backfill Daily Attendance Reason**.

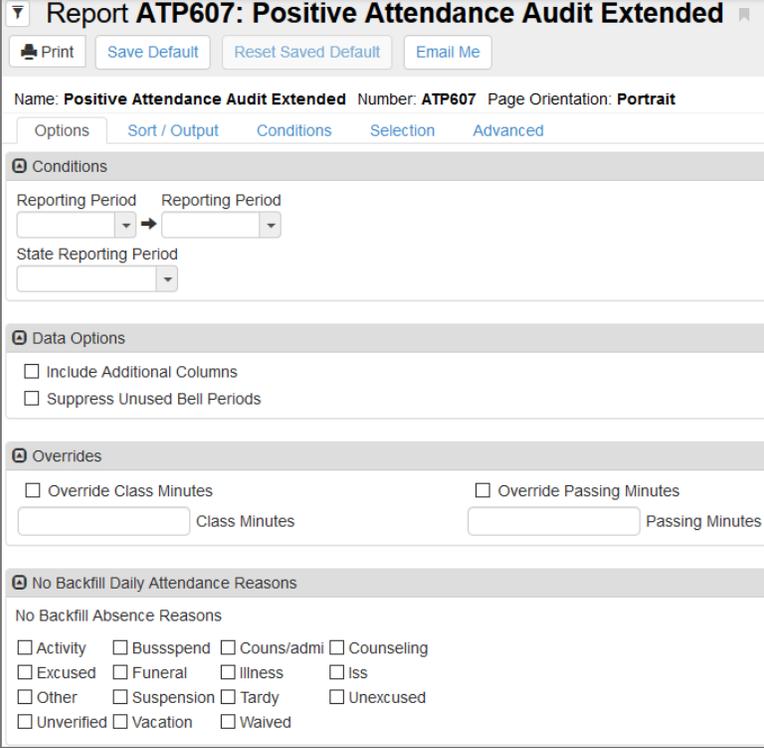
		Instructional Setting:		Other Alternative		Date Range: 07/03/2015-12/11/2015		Days Taught: 116		Year: 2015-2016					
										Report: ATP606					
Student Name	Period	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Hours Exc.	Hours Unx.	Appr. Unx.	Hours Over	Hours N/E	Hours Appr.		
Aaron, Harold N. 968257	12 M	07/27/2015	Not Enroll	Not Enroll	Not Enroll	Not Enroll	Not Enroll	0.67	0.00	0.00	0.00	12.00	0.00		
		08/03/2015	I	I	I	?	I	2.00	0.00	0.00	0.00	0.00	0.67		
		08/10/2015	?	?	?	?	?	0.00	0.00	0.00	0.00	0.00	3.33		
		08/17/2015	?	?	T	?	?	0.00	0.67	0.67	0.00	0.00	2.67		
		08/24/2015	?	?	.	.	.	0.00	0.00	0.00	0.00	0.00	1.33		
		08/31/2015	.	.	.	A	.	0.00	0.67	0.67	0.00	0.00	0.00		
		09/07/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		09/14/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		09/21/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		09/28/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		10/05/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		10/12/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		10/19/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		10/26/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		11/02/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		11/09/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		11/16/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		11/23/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		11/30/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
		12/07/2015	.	.	.	.	.	0.00	0.00	0.00	0.00	0.00	0.00		
<b>Period SubTotals</b>								2.67	1.33	1.33	0.00	12.00	8.00		
<b>Student Totals</b>								2.67	1.33	1.33	0.00	12.00	8.00		
<b>Inst. Setting Totals</b>								2.67	1.33	1.33	12.00	8.00			
<b>Inst. Setting Totals</b>									1.33		0.00	8.00			

ATP606 – Positive Attendance Summary Extended Output

## ATP607 – Positive Attendance Audit Extended

### Synergy SIS > Attendance > Reports Period > Summary

The Positive Attendance Audit Extended report lists all students enrolled during the selected reporting periods. For each student, it displays any absences in each period, totals the days enrolled in the period, and displays the total absences for the period. It also totals the absences and days enrolled by student, instructional setting, and school. This report includes passing minutes in the calculations.



**Report ATP607: Positive Attendance Audit Extended**

Print Save Default Reset Saved Default Email Me

Name: **Positive Attendance Audit Extended** Number: **ATP607** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Conditions**

Reporting Period Reporting Period  
State Reporting Period

**Data Options**

Include Additional Columns  
 Suppress Unused Bell Periods

**Overrides**

Override Class Minutes  Override Passing Minutes  
Class Minutes Passing Minutes

**No Backfill Daily Attendance Reasons**

No Backfill Absence Reasons

Activity  Bussspend  Couns/admi  Counseling  
 Excused  Funeral  Illness  Iss  
 Other  Suspension  Tardy  Unexcused  
 Unverified  Vacation  Waived

ATP607 – Positive Attendance Audit Extended Report Interface Screen

### Report Options:

- **Reporting Period and State Reporting Period** – Select the reporting periods to include, as defined in the District and School calendars. To print the report for a State Reporting Period instead, select that period.
- **Include Additional Columns** – Select to display three extra fields:
  - **Hours Limit** – Shows the limit of accruable hours for the week
  - **Hours Pres** – Shows the hours present for the week
  - **Hours Def** – Shows the hours deficient for the week
- **Suppress Unused Bell Periods** – Select to show only the bell periods using positive attendance.
- **Override Class Minutes or Override Passing Minutes** – Select to override the class minutes or passing minutes defined in the bell schedule. Then enter the number of **Class Minutes** or **Passing Minutes**, as appropriate.

- **All Day Code** – If you enter an all-day code for a school using period attendance but the periods themselves do not show an absence, you can automatically populate the periods so that all periods for that day, use this option. To prevent the backfilling process from occurring for certain types of absence reasons, select the reasons in **No Backfill Daily Attendance Reason**.

Instructional Setting:		Other Alternative Program		Hope High School															Year: 2015-2016																					
				Positive Attendance Audit Extended															Report: ATP607																					
Student Name	Period	Week	Monday 1					Tuesday 1					Wednesday 1					Thursday 1					Friday 1					Total Appr.	Hours Over	Hours Credit To Week										
			1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5													
Aaron, Harold N.	12 M	07/27/2015	No	T	En	r	o	i	e	No	T	En	r	o	i	e	No	T	En	r	o	i	e	No	T	En	r	o	i	e	No	T	En	r	o	i	e	0.00	0.00	0.00
		08/03/2015	?						?						?					?						?					0.67	0.00	0.00							
		08/10/2015	?						?						?					?						?					3.33	0.00	0.00							
		08/17/2015	?						?						T					?						?					2.67	0.00	0.00							
		08/24/2015	?						?																						1.33	0.00	0.00							
		08/31/2015																A													0.00	0.00	0.00							
		09/07/2015																													0.00	0.00	0.00							
		09/14/2015																													0.00	0.00	0.00							
		09/21/2015																													0.00	0.00	0.00							
		09/28/2015																													0.00	0.00	0.00							
		10/05/2015																													0.00	0.00	0.00							
		10/12/2015																													0.00	0.00	0.00							
		10/19/2015																													0.00	0.00	0.00							
		10/26/2015																													0.00	0.00	0.00							
		11/02/2015																													0.00	0.00	0.00							
		11/09/2015																													0.00	0.00	0.00							
		11/16/2015																													0.00	0.00	0.00							
		11/23/2015																													0.00	0.00	0.00							
		11/30/2015																													0.00	0.00	0.00							
		12/07/2015																													0.00	0.00	0.00							
			<b>Period SubTotal</b>															<b>8.00</b>	<b>0.00</b>	<b>0.00</b>																				
			<b>Student Totals</b>															<b>8.00</b>	<b>0.00</b>	<b>0.00</b>																				
			<b>Inst. Setting Totals</b>															<b>8.00</b>	<b>0.00</b>	<b>0.00</b>																				

ATP607 – Positive Attendance Audit Extended Output

## ATP608 – Supplemental Instruction Summary

### Synergy SIS > Attendance > Reports Period > Summary

The Supplemental Instruction Summary report lists the number of hours recorded for each type of supplemental funding.

**Report ATP608: Supplemental Instruction Summary**

Print Save Default Reset Saved Default Email Me

Name: **Supplemental Instruction Summary** Number: **ATP608** Page Orientation: **Portrait**

Sort / Output Conditions Selection Advanced

**Output**

File Type: PDF Prompt for download:  Show Active/Inactive: Active And Inactive

**Label Options**

Display "Confidential":  Display "Printed by" User ID:  Show "Printed by" User ID:

**Phone Number Options**

Mask Phone Numbers: Show unlisted phone numbers

Supplemental Instruction Mandatory Sort Properties:  
None

**Supplemental Instruction** + Add ...

×	Line	Sort By	Sort Order
---	------	---------	------------

Additional Report to Run:

**Mail Merge Options**

Merge Document:  Merge Output Type:  Merge Language Property:

The Merge Language Property is used to determine which version of the document (defined in Mail Merge setup) will be created. If there is no corresponding document for the given language (or this field is left blank) the default letter is used.

ATP608 – Supplemental Instruction Summary Report Interface Screen

### Report Options:

There are no options available for this report.



**Hope High School**  
**Supplemental Instruction Summary**

Year: 2015-2016  
 Report: ATP608

Year	Ext	CAHSEE Intensive	CAHSEE Intervention	Rec'd For Retention	K-12 Core Inst.	Low Star Score	Risk of Ret.	K12 Core Inst. (Raw)	Low Star Score (Raw)	Risk of Ret. (Raw)
<b>Hope High School</b>										
2014	R	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Total</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

08/25/2015 11:29 AM
Edupoint School District
Page 1 of 1

*ATP608 – Supplemental Instruction Summary Output*

## ATP609 – Supplemental Instruction Detail

### Synergy SIS > Attendance > Reports Period > Summary

The Supplemental Instruction Detail report lists the number of hours recorded for supplemental instruction for each student by date. It also lists a summary of the total hours by student and the total number of hours by program.

ATP609 – Supplemental Instruction Detail Report Interface Screen

### Report Options:

There are no options available for this report.

		Hope High School <b>Supplemental Instruction Detail</b>			Year: 2014-2015 Report: ATP609	
<b>School: Hope High School</b>		<b>Year: 2014 Ext: R</b>				
<b>Section ID: 00000000</b> 0000001	<b>Course ID: AD86W</b>	<b>Course: Academic Decath</b>	<b>Teacher: Hammond, John</b>	<b>Term: YR</b>	<b>Fund: 0</b>	
Student	SIS Number					
(Jones, Billy)	997153					
	<b>Student Total Hours:</b>					<b>0.00</b>
Abbott, William C.	905483					
	<b>Student Total Hours:</b>					<b>0.00</b>
Allen, Todd	997274					
	<b>Student Total Hours:</b>					<b>0.00</b>
Campbell, Wayne	997097					
	<b>Student Total Hours:</b>					<b>0.00</b>
Cat, Jonesy	997099					
	<b>Student Total Hours:</b>					<b>0.00</b>
Clark Smith, Frank W.	172081					
	<b>Student Total Hours:</b>					<b>0.00</b>
Conner, Jean L.	158743					
	<b>Student Total Hours:</b>					<b>0.00</b>
Devisme, Tammy	171331					
	<b>Student Total Hours:</b>					<b>0.00</b>
English, Tresh T. JR	997181					
	<b>Student Total Hours:</b>					<b>0.00</b>
Gabor, Eva	997241					
	<b>Student Total Hours:</b>					<b>0.00</b>
Gibson, Julia N.	110389					
	<b>Student Total Hours:</b>					<b>0.00</b>
Jodie, Dorothy L.	103638					
	<b>Student Total Hours:</b>					<b>0.00</b>
Jodie, Dorothy L.	103638					
	<b>Student Total Hours:</b>					<b>0.00</b>
Jones, Lewis	997173					
	<b>Student Total Hours:</b>					<b>0.00</b>
Kast, Karen R.	158734					
	<b>Student Total Hours:</b>					<b>0.00</b>
Marcinko, Mary L.	172190					
	<b>Student Total Hours:</b>					<b>0.00</b>

08/25/2015 11:31 AM

Edupoint School District

Page 1 of 2

ATP609 – Supplemental Instruction Detail Output

## ATP801 – Period Attendance Autodialer List

### Synergy SIS > Attendance > Reports Period > List

The Period Attendance Autodialer List displays all students that the autodialer software will contact, the parent phone numbers, and the number of absences by period for the date listed.

**Report ATP801: Period Attendance Autodialer List**

Print Save Default Reset Saved Default Email Me

Name: **Period Attendance Autodialer List** Number: **ATP801** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

**Attendance Conditions**

Date: 09/25/2018 Minimum Period Absences: 1

**Parent/Guardian Relation Info**

Primary Phone to Use: Student

Contact Allowed  Ed. Rights  Has Custody  Lives With  Mailings Allowed

**Absence Definition**

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

Absence Reasons  Activity  Busspend  Couns/admi  Counseling  
 Excused  Funeral  Illness  Iss  
 Other  Suspension  Tardy  Unexcused  
 Unverified  Vacation  Waived

Reason Flags

Include Dialer  Include Letter  Include Reports  Report To State

**Export Option**

Print PDF Details in Export Output (applicable to CSV, Excel, Fixed, TXT)

ATP801 – Period Attendance Autodialer List Report Interface Screen

### Report Options:

- **Date** – Select the date of the report to print.
- **Minimum Period Absences** – Enter a value to only show students with more than a certain number of the absences selected in the Absence Definition.
- **Primary Phone to Use** – Select which phone number the autodialer should call. To select which parent to call, select the options in Parent/Guardian Relation Info. These selections match the parent’s information on the Student screen, **Parent** tab.
- **Reason Types, Absence Reasons, and Reason Flags** – Select to filter the report by absence reason entered. The Reason Flags definitions are in the District Attendance Code and School Attendance Code screens. If the absence reason is an Include Dialer reason and you select that flag, the reason displays in the report.
- **Print PDF Details in Export Output** – Select to include periods when printing to CSV, Excel, and Text File output types. Absence periods display after the date in the output file.

		 Hope High School <b>Period Attendance Autodialer List</b> on 08/03/2015				Year: 2015-2016														
						Report: ATP801														
Student	Perm ID	Grd Relation	Parent	Type	Phone	Extn	Attendance By Period													
							1	2	3	4	5	6	7	8	9	10				
Aaron, Harold N.	968257	12 Step-Father	Daugherty, Howard	Primary	480-555-9969		1													
		Father	Mucha, Victor	Primary	480-555-6654															
		Legal	Franklin, Ben																	
		Mother	Daugherty, Diane	Work	480-555-9969															
<b>Totals</b>																				
1 Students Absent 1 Period																				
0 Students Absent 2 Periods																				
0 Students Absent 3 Periods																				
0 Students Absent 4+ Periods																				
1 Students Absent																				
<b>Absence Definition</b>																				
Exc = Excused      Ill = Illness      Unx = Unexcused      Unv = Unverified																				

*ATP801 – Period Attendance Autodialer List Output*

## ATP802 – Attendance Auto Dialer Report

### Synergy SIS > Attendance > Reports Period > List

The Attendance Auto Dialer Report produces a file that the school's auto dialer uses to contact students absent on a given date. It also prints a companion report in PDF format that lists all of the information included in the file.

ATP802 – Attendance Auto Dialer Report Interface Screen

### Report Options:

- **Date** – Filters by date
- **Grade** – Filters by grade level
- **Minimum Period Absences** – Shows only students with more than a certain number of absences selected in the Absence Definitions section.
- **Reason Types** or **Absence Reasons** – Select options to filter by absence reason. To select or clear all **Absence Reasons**, use   .

```
"ReferenceCode", "Institution", "Periods"
"968257", "273", "1"
```

ATP802 – Auto Dialer Absence List File

	<b>Hope High School</b>	Year: 2015-2016
	<b>Attendance Auto Dialer Report</b>	Report: ATP802
	on 08/03/2015	
<b>ReferenceCode</b>	<b>Institution</b>	<b>Periods</b>
968257	273	1

*ATP802 – Attendance Auto Dialer Report Output*

# Appendix A: California-Specific Instructions

---

Recording Supplemental Instruction Attendance .....	266
-----------------------------------------------------	-----

## Recording Supplemental Instruction Attendance

For schools that offer supplemental instruction, you must take attendance using period attendance. You can record attendance using any screen that supports period attendance, such as Class Period Attendance or Period Attendance. You can also record it using the TeacherVUE software.

However, for supplemental instruction, record the student's presences instead of absences. For each period the student attends, you must record a positive attendance reason.

1. Navigate to **Synergy SIS > Attendance > Period Attendance**.
2. Locate the student.
3. Locate the periods for supplemental instruction. For example, an after school program offering might occur during periods 7 through 9.

Line	Date	All Day Code	0	1	2	3	4	5	6	7	8	9
1	Jun 06, 2015	Saturday	N/S									
2	7	Sunday	N/S									
3	8 (A)	Monday										
4	9 (B)	Tuesday										
5	10 (C)	Wednesday										
6	11 (A)	Thursday										
7	12 (B)	Friday										

Period Attendance Screen

4. For each period of supplemental instruction, select a positive attendance reason such as **Positive**.

Line	Date	All Day Code	0	1	2	3	4	5	6	7	8	9	10	11	12
1	Jun 06, 2015	Saturday	N/S												
2	7	Sunday	N/S												
3	8 (A)	Monday													
4	9 (B)	Tuesday													
5	10 (C)	Wednesday													
6	11 (A)	Thursday													

Period Attendance Screen

5. Once you record all the periods of attendance, click **Save**.

Line	Date	All Day Code	0	1	2	3	4	5	6	7	8	9	10	11	12
1	Jun 06, 2015	Saturday	N/S												
2	7	Sunday	N/S												
3	8 (A)	Monday													
4	9 (B)	Tuesday													
5	10 (C)	Wednesday													
6	11 (A)	Thursday													
7	12 (B)	Friday													

Period Attendance Screen

# Appendix B: Nebraska-Specific Instructions

---

Daily Attendance Reports .....	268
--------------------------------	-----

## Daily Attendance Reports

### ATD610 – ADA / ADM Enrollment Summary Report

#### Synergy SIS > Attendance > Reports Daily > Summary

The ADA / ADM Enrollment Summary Report provides the ADA / ADM and attendance rate by grade for the focus selected.

**Report ATD610: ADA / ADM Enrollment Summary Report**

Print Save Default Reset Saved Default Email Me

Name: ADA / ADM Enrollment Summary Report Number: ATD610 Page Orientation: Landscape

Options Sort / Output Conditions Selection Advanced

**Attendance Conditions**

Start End

Include Concurrent Students

**Report Options**

Print by

Include Calculation Log

**Grade Level Filter**

Grade

The Use State Absence Codes option will use the absence reasons designated as Report to State in the Attendance->Setup->District Attendance Code screen when calculating absence values.

Use State Absence Codes

**Absence Definition**

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

Absence Reasons

Excused  Excused Tardy  Unexcused  Unexcused Tardy

Unverified

ATD610 – ADA / ADM Enrollment Summary Report Report Interface Screen

#### Report Options:

- **Start and End** – Filters the output to the date range selected
- **Include Concurrent Students** - Select to include concurrent students
- **Print by** – Displays the report by category selected. For example, *Print by Ethnicity* or *Print by Grade*.

- **Include Calculation Log** – Generates an Excel spreadsheet of all the students included in the calculations

This spreadsheet includes:

- Students who enter on the same date as the **Start** date
- Students who exit on the same date as the **End** date

 This spreadsheet does not include:

- Students who exit prior to the **Start** date
- Students who enter after the **End** date
- Summer withdrawal students

- **Grade** – Filters the report by the grades selected
- **Use State Absence Codes** – Uses the absence reasons designated as Report to State on the District Attendance Code screen when calculating absence values
- **Absence Definition** – Filters the report by the absence reasons selected

Grade	Attendance		Absence		Total Days	Avg. Daily	Avg. Daily	Percent	
	Regular	Regular	Regular	Regular	Membership	Attendance	Membership	Present	
Grade 09	305.00	0.00	305.00	0.00	305.00	144.00	2.12	2.12	100.00
<b>Totals</b>	<b>305.00</b>	<b>0.00</b>	<b>305.00</b>	<b>0.00</b>	<b>305.00</b>	<b>144.00</b>	<b>2.12</b>	<b>2.12</b>	<b>100.00</b>

02/13/2018 2:54 PM
Edupoint School District
Page 1 of 1

*ATD610 – ADA / ADM Enrollment Summary Report Output*

**Report Output Details:**

- Attendance Regular – Total number of days present for every (filtered) student within the date range used in the report
- Absence Regular – Total number of days absent for every (filtered) student within the date range used in the report
- Total Days Membership – Total days enrolled for all (filtered) students within the date range used in the report
- Days – Number of valid school days in this date range
- Avg. Daily Attendance – Number of days present (Attendance Regular) divided by number of valid school days in the segment (days)
- Avg. Daily Membership – Number of membership days (Total Days Membership) divided by number of valid school days in the segment (days)
- Percent Present – Attendance Regular divided by Total Days Membership