TIES STUDENT
INFORMTION
SYSTEM

Daily Attendance

Revision 6.3

TIES **Student Information System**

Daily Attendance

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Chapter 1

Attendance Overview

TIES' Student Information applications are fully integrated. Attendance is part of TIES' Student Information System, or TSIS, as illustrated in the diagram below.

Student	System Administration	Census

Health		Graduation Standards

TIES Student Information System

Discipline		Grade Reporting

Special Education		Scheduling

Fee Administration	**Attendance**	
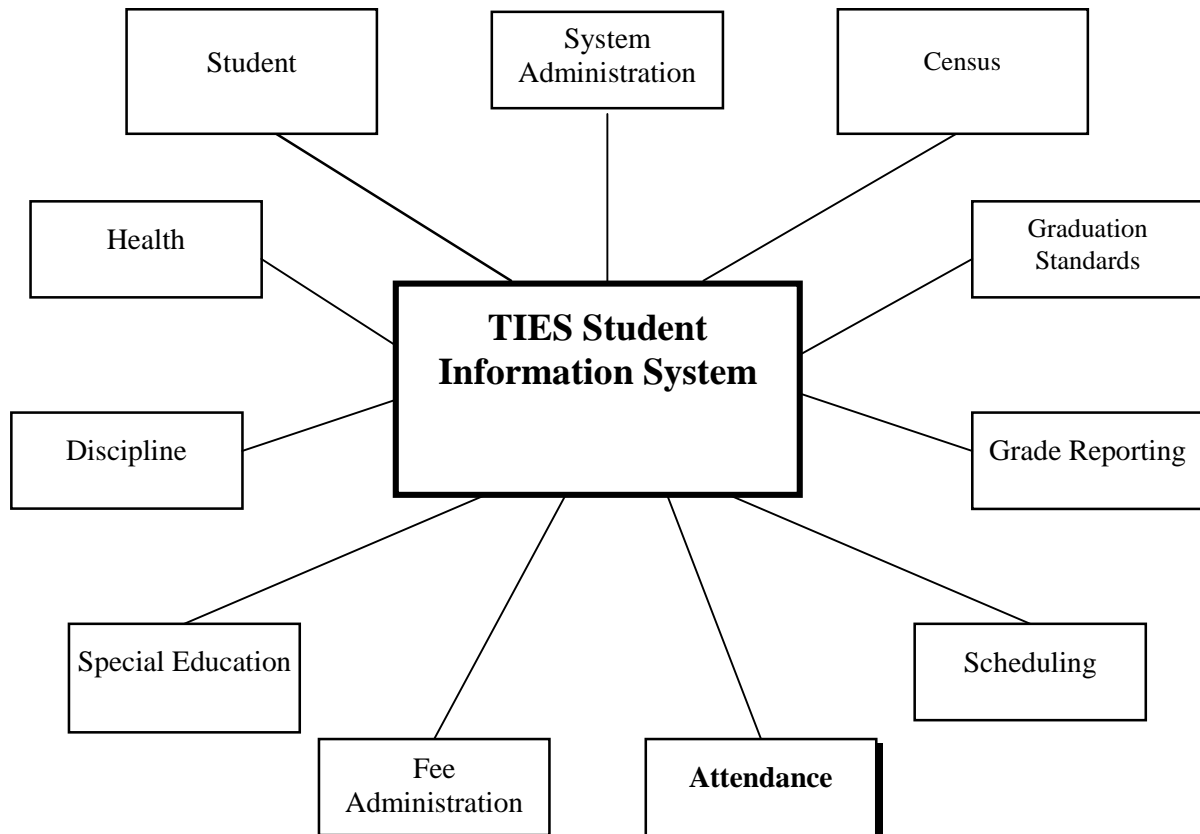
Attendance is just one of a whole set of TSIS tools to help you with your administrative work.

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Attendance Application Key Features

TSIS Attendance features are listed below.

- **Attendance is flexible.** View a student's calendar period attendance record for a single class period or for all class periods, or view the student's attendance and update it at the same time.

- **Attendance is efficient.** Attendance parameters allow you to specify default values for attendance status. You can tell the system to automatically insert a reason for an absence after a specified period of time. You can also mark attendance for a class or a group of students simultaneously with one entry.

- **Attendance is convenient.** Attendance provides a convenient call list that displays family information on the same screen with the student's unexplained absences. Also, you can navigate from the period attendance roster to the individual attendance record of a student and back again with the click of a mouse.

- **Attendance is comprehensive.** Attendance takes information from the primary TSIS applications, combines it with attendance data for individuals and groups of students, and makes it available in a comprehensive, easy to use form.

The TSIS Attendance application is easy to earn and use, yet powerful enough to meet your administrative and daily needs.

TSIS System Features

- TSIS provides electronic data transfer of records between schools, districts and TIES.

- TSIS has a flexible database design and can respond to your changing needs.

- TSIS interfaces with micro packages. You can upload or download information as needed.

- TSIS is supported by TIES' professional Services staff, and training is provided. TSIS reports can be standard or ad hoc. Use TIES' standard reports or develop others to satisfy district needs. On-line reports are available for some applications.

Attendance Integration

The diagram below illustrates the relationship between Census, Student, Scheduling and Attendance applications. The school name or number and person (family member) ID number are the links.

System Administration

SY005 District Record
SY010 School Records

Census Application

CE010 Family Record
CE220 Family Member Record
Student's ID Number assigned.

School Name or Number

Student Application

Personal ID Number

ST208/210 Enrollment Record
Enroll Student in school.

Personal ID Number
School Name/Number

Scheduling Application

SC251, SC351 Schedulers

Assign Student to Class Sections

Attendance Application

Set Attendance Parameters
Mark Attendance for individual and/or multiple students
Create Absent/Tardy Call List
Track attendance for State Reporting

Before you begin...

Below beginning to use the Attendance application, create

1. System Administration,

2. Census

3. Student and

4. Scheduling files.

Creating files in the recommended order will guarantee that background information will be in place when needed. For example, the Attendance application relies on the existence of the Census **CE220 Family Member** record where the personal (family member) ID number is assigned.

Census Application File

The Census file contains a record for each family including addresses, phone numbers and personal data. This record is the **CE010 Family Head(s) of Household.**

Individuals are linked to the family through the family number. As each individual's **CE220 Family Member Record** is created, the family member is assigned an ID number. Individuals are categorized by type: Adult, Student, Preschool Child, Nonpublic Student and Resident Student Attending Elsewhere.

Student Application File

The ID numbers assigned to students in the Census file link them to enrollment records and other school-related information in the Student file. Student includes the following information:

*   General data such as school, grade, homeroom,

*   transportation status and eligibility

*   Enrollment and membership data

*   Student exclusions

*   Student contacts

The **Student ST208 (or ST210) Enrollment** Record created for each student provides the necessary school, grade and group information that Attendance records are based upon.

Scheduling Application

The school schedule must be created and students must be scheduled into classes before their names can appear on attendance rosters. Classes are created on **SC231 Course Definition** and **SC260 Class Definition.** Students are scheduled through the **SC351 Batch Scheduler** or the **SC251 Individual Student Scheduler.**

Once you have set up the System Administration, Census, Student and Scheduling files, you can create Attendance parameters and tables, and then begin to record attendance.

The diagram below illustrates the interaction between Attendance records.

Daily Attendance File

The Attendance file builds on the database provided by the System Administration, Census, Student and Scheduling applications. The school calendar comes from System Administration. The student's personal ID (family member) number links his/her attendance records to the Census and Student files.
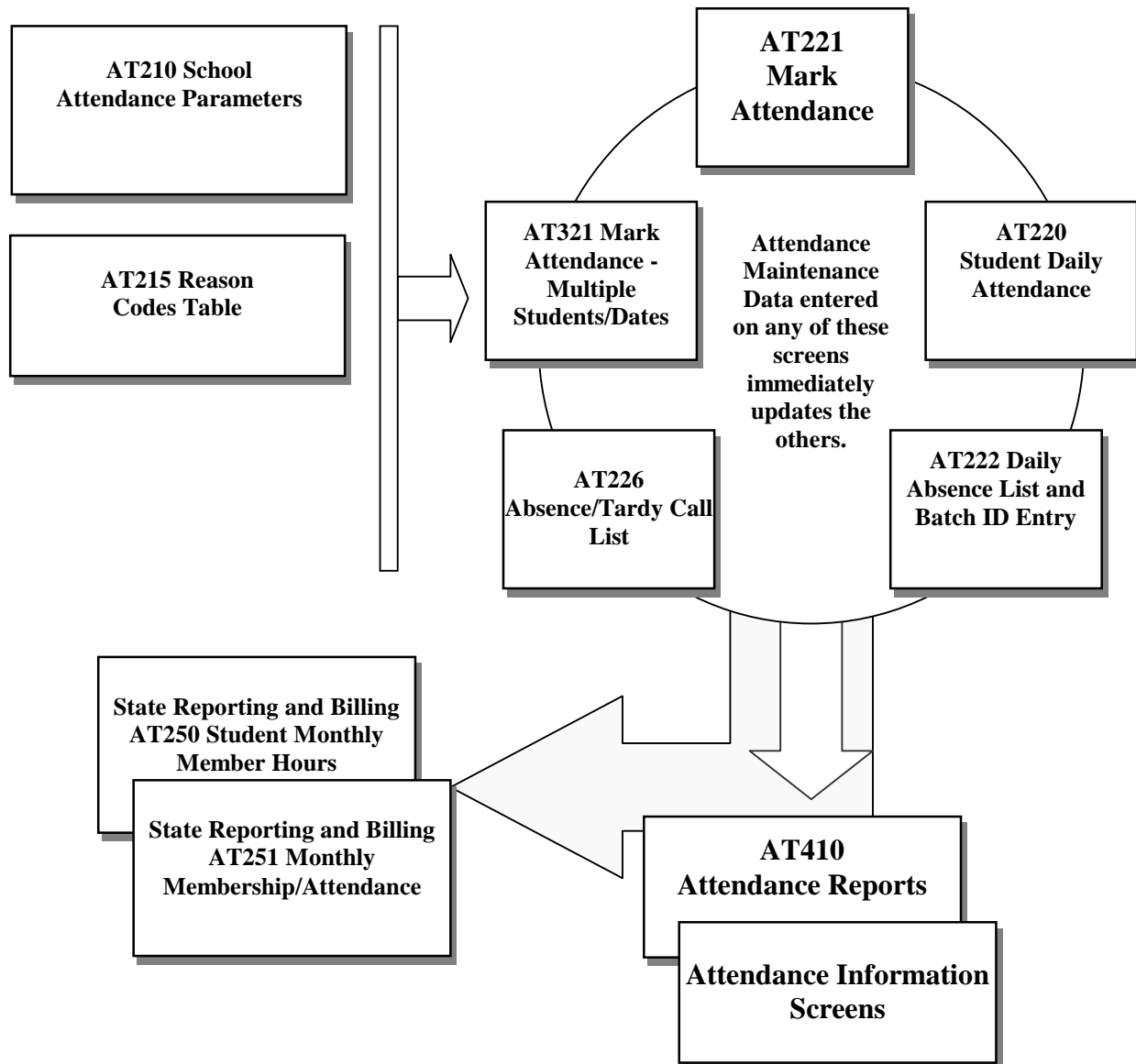
The **Student Enrollment Record** (ST208 or ST210) created for each student provides the necessary school, grade and group information that Attendance records are based upon. Scheduling provides the class information.

Create attendance records at the school level, in this order:

1. Complete your school's **AT215 Reason Code Table.**

2. Create your **AT210 School Attendance Parameters** record. Each school specifies whether attendance will be taken once per day or during every class period. This manual assumes you will take attendance once per day.

Once these records are in place, you may record attendance and do follow-up on recorded absences and tardies.

Daily Attendance Activity

Although Attendance is really one file, several record types provide a different view of the information in the file and a different way to access it. Information input on any of the screens is immediately available on all of the others.

1. Normally, record student attendance on **AT221 Mark Attendance**. This screen includes one day's attendance roster for a teacher, homeroom, grade or student group.

2. Attendance may also be marked on the complementary record, **AT220 Student Daily Attendance**. This record contains all of the absences, tardies or pre-excused absences of a particular student. You might use this screen to change the reason code for a student's absence on a particular day.

3. Screen **AT321 Mark Attendance - Multple Students/Dates** allows you to enter attendance and reason codes for an entire group of students. You may find it useful for pre-excusing absences when a field trip is planned for an entire class.

4. Screen **AT222 Daily Absence and Batch ID Entry.** Select individuals from a list of absent, tardy or pre-excused students and change their attendance information with one entry. For example, you can change the pre-excused absences discussed in Item 3 to actual absences, and you can enter a different reason code for students who planned to go on the field trip but did not actually go.

5. Absence follow-up and unexplained Absences. Use **AT226 Absence/Tardy Call List** to conveniently account for unexplained absences. When absences and tardies entered on AT220 or AT221 do not have valid reason codes the system creates a separate AT226 record that includes family contact information. As you contact parents or guardians and learn the reason, you may enter the attendance and reason codes directly on AT226. When a student's absence and tardy incidents are all explained the AT226 record is eliminated automatically, but the attendance information is still accessible from AT220 or AT221.

Attendance History

The overview provided by attendance history screens allows you to take note of any problems in a student's attendance pattern.

AT422 Absent/Tardy Totals by Calendar Period gives a calendar period history of a student's absence, tardy and pre-excused absence totals.

Opening School Procedures

- Set up this year's parameters for each school on Screen AT210.

- Create or review AT215 Reason Code tables for each school.

- Check to be sure that you are using Scheduling Version 00. Only Version 00 class rosters may be used for attendance.

- Order Daily Attendance Rosters (the report ATROSDAY) using Screen AT410 or the Report Ordering system.

If teachers will be taking attendance on-line in the classroom, verify that new teachers have been given security rights to their class rosters.

Attendance and Membership for State Reporting and Billing Purposes

- **AT250 Student Monthly Attendance/ Membership.** Record information for a single student for multiple months, up to 13 (June-June); and

- **AT251 Monthly Attendance and Membership Hours.** Record information for all students for a single month.

Use these screens for students in programs such as year-long learning programs, special education, early childhood, handicapped kindergarten and shared time. Record membership and attendance monthly totals on AT250 once a student has one. If an AT250 record exists for a student, TSIS will not allow you to add or change membership or attendance hours on ST208 or ST210 Student Enrollment. Normal attendance-taking records such as AT220 and AT221 do not interface with AT250 and AT251, so adding an absence there will not update AT250 and AT251.

Quarterly totals automatically accumulate and display on AT250.

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Chapter 2
Introduction to System Use

Using This Manual

Attendance documentation is composed of one manual with four chapters:

1. *Attendance Overview* describes the Attendance file and shows how it relates to the rest of TSIS.

2. *Introduction to System Use* covers all of the basic functions of the system, such as moving from screen to screen, adding a record or entering data.

3. *Screen Descriptions* covers screen specifics, fields, and how to use them.

4. *Reports* covers available Attendance reports and how to use them. It includes samples of each report.

This manual has been designed to guide you smoothly through the processes involved in setting up and using the TIES Student Information System Attendance application. It is written to accompany the Windows-based version of TSIS, and assumes that the operator has a basic knowledge of MS Windows.

Conventions used in this manual

- Field names are in all upper case when referred to in the text. For example, SCH NBR (School number).

- Screen names are in bold type when referred to in the text. For example, **AT210 School Attendance Parameters.**

- Numbered procedures: A numbered procedure indicates that you must perform each task or step in the order shown.

- See the Chapter 3 introduction for conventions specific to that chapter.

Accessing the TIES Host Computer

Your district has its own procedures for logging on and off the TIES mainframe. If you have questions, contact your technical coordinator or your supervisor.

Security

Attendance information is secured in TSIS. The system's Security provisions determine which files you are able to access. They also determine whether you are able to update (make changes) to records or whether you are limited to viewing the information. Your technical coordinator or supervisor determines your security access and privileges.

If you are a teacher, you will have access only to the attendance-taking screens for your own class(es) and no others. Unauthorized persons will not have access to your attendance records.

To access your class attendance-taking screens, select the TEACHER ACCESS button on the TSIS main menu screen. The system will grant you access based on your employee number and log-on password.

System Functions

Transmitting

Transmit to display a requested record or to transfer data to the database.

For Windows application screens with a maintenance list box, transmit by

- Highlighting a command in the maintenance list box and pressing the **<ENTER>** key or

- Double clicking with the mouse on a command in the maintenance list box.

See *Maintenance List Box* description on page 2-12 for further details.

When there is no maintenance list box, just press the **<ENTER>** key.

Navigating from Screen to Screen

TSIS provides two ways of navigating through the system. To move from screen to screen, use one of the following methods.

- Type a screen name in the NEXT SCREEN field and **<TRANSMIT>**.

OR

- Use navigation or data buttons. For example, to return to the menu click on the MENU button with your mouse. See page 2-4 for information on navigation buttons.

Figure 2-1: Navigation Field and Buttons, Maintenance List Box

Using the Next Screen Field

Use the NEXT SCREEN field to move directly to another screen. Key the name of the screen you want to view into the NEXT SCREEN field and **<TRANSMIT>**. In *Figure 2-1,* AT220 has been keyed into the NEXT SCREEN field.

To retain your data entries, always transmit *before* using this field.

For a list of all screen names in the Attendance application, see Appendix or the Table of Contents.

Using Navigation Buttons

Use navigation buttons to quickly advance to (a) a screen where you can view information that will help you complete the fields on the current screen, or (b) the next screen in a natural progression. For example, from the Student Attendance by Period screen you can navigate to the student's schedule.

Again, before you select a navigation button, be sure to transmit your data. If you do not, any data you have added or changed on the current screen will be disregarded by the system. See Page 2-4 for more information about navigation buttons.

Selection Options

TSIS uses several optonal selection methods.

Search field with open list box

Check boxes

Radio Buttons

Navigation Buttons
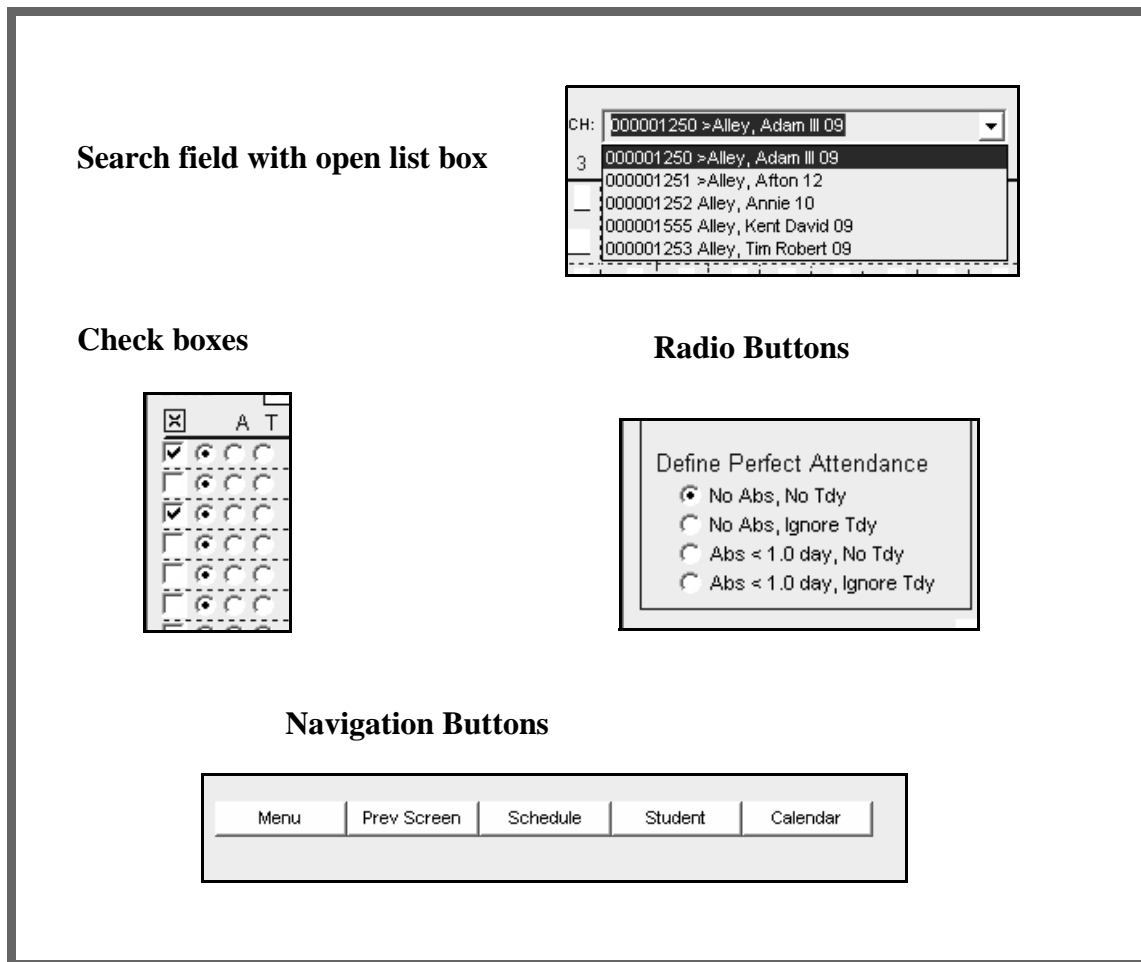
Figure 2-2: Selection Options

Navigation Button

Navigation buttons are located at the bottom of the screen. Select a navigation button to display the screen indicated by the button. For example, selecting STUDENT from Screen AT220 will display the student's **ST405 Student** inquiry record.

Check Box

Check boxes indicate 'yes' where there is a yes/no option. To choose an item with a check box, either click on the box with the mouse or tab to the check box and press the space bar. The check box will have an *X* or a check mark when it is selected. Click on the *X* (or check mark), or tab to the marked box and press the space bar to de-select it.

Check boxes sometimes work in conjunction with navigation buttons. Select a check box from a list of choices and then click on a navigation button to display a related screen for the chosen item.

Radio Buttons

Radio buttons are used to choose one of two or three options. In the illustrated screen example on Page 2-4, the last choice, ***Abs <1,0 day, Ignore Tdy,*** has been selected.   To choose a radio button click on it with your mouse.

Search Fields with List Boxes

To search for a person's name and ID number using a SEARCH field follow these steps:

1. Enter at least three characters of the name into the SEARCH field and **<TRANSMIT>**. The first name beginning with the three characters will display in the SEARCH field.

2. If the first displayed name is not the one you are searching for, click on the arrow to the right of the SEARCH field. A list of names will display. Highlight and click on a name. The list box will close and the name you have chosen will remain in the SEARCH field, highlighted.

3. **<TRANSMIT>** The screen will return with the person's record displayed.

    Note: **Search fields are case sensitive. Use the same case that was used for the original data entry. If you do not use the same case, the system may not recognize the name and will display a No records found message.**

Entering Data

NEXT field

At the bottom of a screen listing, near the navigation buttons, you will sometimes see a NEXT field. See Page 2-10 to view a screen with a NEXT field. This field is prefilled if there are additional listings that are not displayed on the current screen. It is blank if there are no additional listings.   To view the next group of listings, **<TRANSMIT>** from anywhere on the current screen.

> *Hint:* **NEXT is an enterable field. That means that you can quickly move to a student listing (for example) by keying an ID number into the NEXT field and transmitting.**

Key Fields

Key fields must be entered because TSIS uses them to access information. For example, on screen **AT220 Student Daily Attendance**, the key fields are DIST (district number) SCH YR (school year), SCHL (school) and ID NUMBER. Key fields are labeled in green upper case characters on the screen.

Figure 2-3: Key fields, NEXT field and Status Line

Other Required Fields

Some fields are required that are not key fields. You will be given an error message in the status line if you transmit before entering a required field. Non-key required fields are labeled in green lower case characters on the screen.

All key and required fields are marked with an asterisk (*) on the description tables in this manual.

Status Line

Status messages display in the status line at the bottom left of the screen. These messages tell you whether your command has been executed properly. Examples of status messages are **Successful entry** or **Record found**. For a complete list of status line messages and explanations, see Appendix.

Moving from Field to Field

<TAB>   Press the **<TAB>** key to move the cursor to the next field.

<SHIFTXTAB> Press **<SHIFT>** and **<TAB>** at the same time to move the cursor back one field.

Field Positioning

If a field is blank, select it with the mouse to bring the cursor to the correct entry position. If there is already data in the field the cursor will remain positioned exactly where you click with the mouse. Re-position the cursor by using the arrow keys. To change data in a field you can highlight the field and overtype.

Numeric fields are filled from the right. Alphanumeric fields are filled from the left.

Delete Key

Use the **<DELETE>** key to space out fields, or delete data from fields. Highlight the entire field and press **<DELETE>** or continue to press **<DELETE>,** character by character.

Valid Data

For a field-by-field description of the data contained on each Attendance application screen, refer to Chapter 3, *Screen Descriptions*.

Defaults

Districts and schools have the option of designating certain values as defaults for some fields that usually contain the same wording or codes. Defined default values are prefilled in the appropriate field when you display a record. One Attendance default is the *Missing Reason Code* found on **AT210 Attendance Parameters**. If no reason is specified for an absence, the code entered here will be assigned automatically. You have the option of changing the default field to another value if necessary.

Accessing TIES' Student Information System

When you first connect to the TIES host computer, the TIES Log-in Screen displays. See *Figure 2-4* below:

Figure 2-4: TIES Log-in Screen

1. Enter your 4-character district number.

2. Enter your 1 to 6-character employee number.

3. Enter your 6-character password.

4. Enter your station (terminal location) name or number.

5. System/Screen field: If you know which screen you want to view, enter the screen name. Otherwise, enter TSIS.

6. Either transmit or click on OK. If you entered a screen name in Step 5, you will go directly to that screen. If you entered TSIS, you will move to the TSIS Main Menu where you can select a sub menu.

The TSIS Main Menu is shown in *Figure 2-5.*
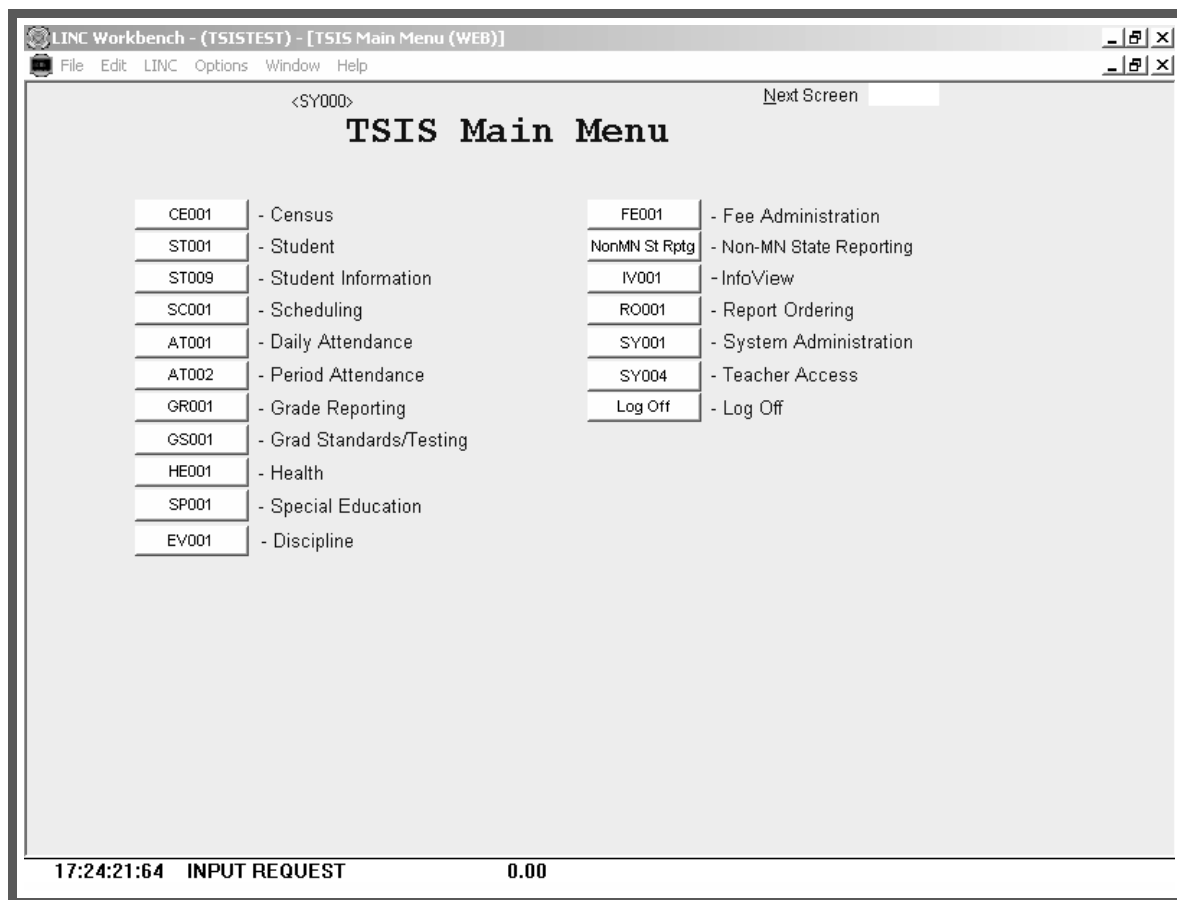
Figure 2-5: TSIS Main Menu Screen

If you are a teacher, select SY004 TEACHER ACCESS.

Otherwise select AT001 DAILY ATTENDANCE from this screen.

Figure 2-6: Teacher Access Menu screen

Screen SY004, illustrated above, is the screen you will see when you have logged onto the system with your password and chosen TEACHER ACCESS from the Main Menu.

With your mouse, select the check box to the left of a class description. Now select one of the Course Option buttons at screen lower left. Select ATTND to view the attendance-taking screen for the selected class.

Figure 2-7: Attendance Menu Screen

If you selected DAILY ATTENDANCE on the TSIS Main Menu you will now see the **AT001 Daily Attendance** menu on your screen. Selection buttons are labeled with screen names. To choose a screen from this menu, click on a button. If you prefer, you can enter a screen name in the NEXT SCREEN field at upper left. **<TRANSMIT>.**

Logging Off TSIS

END (Log Off) buttons are displayed on each of the menu screens. Clicking on END will log out of TSIS.

Creating, Accessing and Using Records
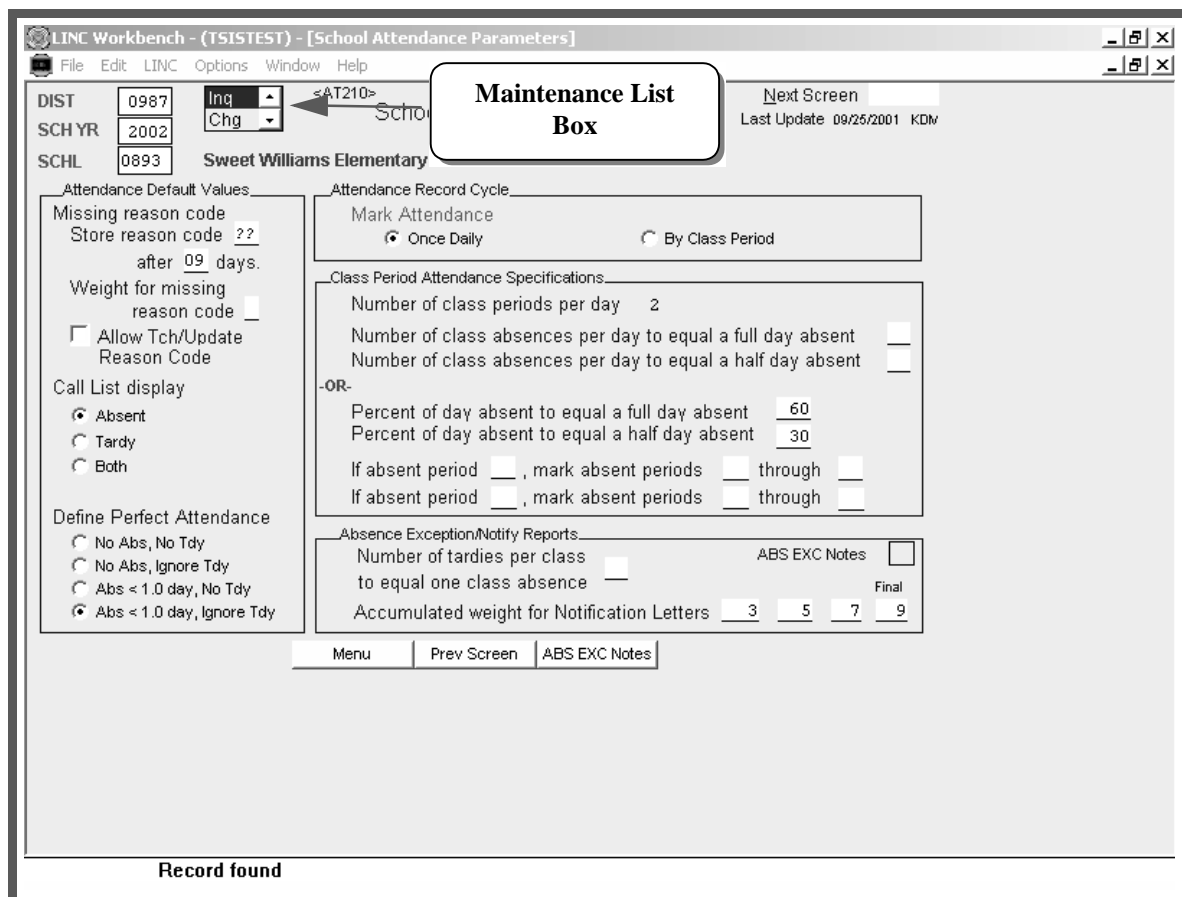
Figure 2-8: Screen Location of Maintenance List Box

Using the Maintenance List Box

On Screen **AT210 School Attendance Parameters** you will see a maintenance list box at the top of the screen. Figure 2-8 shows its location.

To define the type of action you want to perform, use the maintenance list box. Use the up and down arrows to scroll to a command. To transmit, highlight and double click on the command.

Maintenance commands are:

* Inquire (to view a record)
* Add a record
* Change a record
* Delete a record

Each command is described later in this chapter.

To add, change or delete highlight your choice and transmit or double-click on the command. Your data will be transmitted and returned. (ADD displays the record you have just added, CHG displays the changes made to the current record and DEL displays no data because the record has been deleted.)

When INQ is highlighted, transmitting will display either the requested record or, if no record exists, a **Record not found** message will display in the status line. See *Inquiring into a Record* on Page 2-14.

Screen AT210's maintenance list box contains several additional commands. These commands, listed below, allow you to inquire into existing records.

First   The first record of its type on the database. (For example, the **AT210 School Attendance Parameter** record for the first school on the database.)

Next   The next record of its type on the database. If you are viewing School Number 237, the next record could be School Number 238.

Once the first record is displayed, NEXT will automatically be high-lighted. Just keep transmitting to move through the district schools.

Back   The record on the database just previous to the one you are viewing (probably School Number 236 if you are viewing 237.)

Last   The last record of its type on the database.

Figure 2-9: Key fields

Inquiring into a Record

An inquiry is necessary to display a record. To inquire, do the following:

1. Display the screen type you wish to view.

2. Enter the key information. For example, on an **AT210 School Attendance Parameters** screen, the key fields are DIST (District number - prefilled), SCH YR (school year) and SCHL (school).

3. If one of the key fields is ID NUMBER and you don't know what it is, use the SEARCH field to find it. See Page 2-5, *Search Fields with List Boxes*.

4. If there is a maintenance list box, highlight INQ (inquire) and **<TRANSMIT>** or double click on INQ. If there is no maintenance list box, just **<TRANSMIT>.**

5. The record will display. An appropriate message will display in the status line at the bottom of the screen. (For example, **Record found**.) Appendix provides message interpretation.

Displaying a Blank Screen

1. Access a screen of the type you wish to use.

2. If the screen fills with an existing record, do the following:

    a. Delete the ID number or other key information at the top left.

    b. Highlight INQ in the maintenance list box.

    OR

    Key CLEAR into the NEXT SCREEN field.

3. **<TRANSMIT>**.

4. Check status line for appropriate message. (**Input Request,** for example.) Appendix provides message interpretation.

Adding or Changing a Record

1. Display a blank screen.

2. Certain fields may prefill. On Screen **AT221 Mark Attendance**, for example, today's date will prefill. Change any prefilled inaccurate information.

3. Add or change information, as appropriate. See *Moving from Field to Field* and *Entering Data* in this chapter for more information about data entry. Also see instructions for changing information on individual screens in Chapter 3.

4. If there is a maintenance list box, select ADD to add a record or CHG to change a record. If there is an A/C/D maintenance field, key *A* to add information, *C* to change information or *D* to delete information.

5. Add dates, A/T and reason codes, as appropriate.

6. **<TRANSMIT>**.

7. The information transmitted to the database will display. An appropriate message will display in the status line at the bottom of the screen. (For example, **Record added**.) Appendix provides message interpretation.

Note: **We suggest that you start with a blank screen when you add records. You may key over information on an existing record instead, but remember that any information remaining from the old record will become part of the new record.**

Deleting a Record

1. Inquire into the record you want to delete.

2. Select DEL from the maintenance list box and **<TRANSMIT>**. If there is no maintenance list box, the record cannot be deleted.

3. Check the status line. A **Record deleted** message will display in the status line if the record is successfully deleted. Appendix provides message interpretation.

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Chapter 3
Attendance Screen Descriptions

This chapter contains

- descriptions of the TSIS Attendance screens, field by field and

- instructions on how to inquire into, add, change, delete or process information using the screen described.

Conventions used in Screen Descriptions

- Descriptions follow the layout of the screen, generally from left to right and top to bottom. Field descriptions contained within a box on the screen are grouped together in the manual description tables.

- *** An asterisk** indicates a key field or a r to find or process records. For example, if you are entering data for a student, you must enter the student's ID Number. Key fields are labeled in upper case on the screen. Other required fields are not labeled in upper case, but are still marked with an asterisk in the screen description tables of this manual.

- **'Enterable' fields**. You can enter data in some fields. The SIZE/TYPE column of the field description table shows the number of characters and whether the

- field is alphanumeric[1] (a) or numeric only (n). On the screen, enterable fields usually have a white background.

- **Search fields** are exceptions to the above rule. You can type in these fields although they do not have a white background. Type at least three characters and <TRANSMIT> to display a list of choices.

- **Display only' fields.** You cannot enter information into these fields. They are identified as DISPLAY fields in the SIZE/TYPE column of the field description table in this manual and do not have a white background on the screen.

- **Valid values.** Often, the table lists some or all of the 'valid values' for a field. For example, the valid values column for the A/T field description lists A and T and explains the meaning of each. If the list of possible codes is long, the description table lists only the most common ones.

- **Field names** are capitalized when referred to in the text. For example, SCH YR (school year).

- **Screen names** are in bold type when referred to in the text. For example, **AT210 School Attendance Parameters**.

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1. capable of accepting both alphabetic and numeric characters

AT001 Daily Attendance Menu Screen

Use the TSIS Daily Attendance Menu Screen to

• *Access screens to record and maintain students' attendance.*

• *Access a screen to facilitate calls to parents or student contacts regarding student absences.*

To access the Attendance Menu Screen

1. Log onto TSIS; and

2. Select **Daily Attendance** from the TSIS Main Menu.

OR

To navigate from another screen, either key AT001 into the NEXT SCREEN field and transmit or click on the MENU navigation button.

SELECTION BUTTONS	NAME OF SCREEN	USAGE
ENTRY/MAINTENANCE		
MARK ATTENDANCE BY TEACHER/HOMEROOM/GRADE/GROUP	*AT221*	Track or update school attendance by teacher, homeroom or grade or group during a single day.
ABSENCE LIST AND BATCH ID ENTRY	*AT222*	Record absences, tardiness or pre-excused absences for multiple students.
ABSENCE/TARDY CALL LIST	*AT226*	Inquire into an absent or tardy student's family information and phone numbers in order to investigate absence or tardiness; use the information to update absent and tardy entries.
MARK ATTENDANCE MULTIPLE STUDENT PER DATE	*AT321*	Mark attendance for a teacher's class, a homeroom, grade or other group for a particular date, all atone time.
STUDENT MONTHLY MBR/ATTEND HOURS	*AT250*	Inquire into, add, change or delete a record of the student's membership and attendance hours, by month, for up to 12 calendar months; Inquire into membership hours for each quarter, i.e., billing period.
Monthly Membership/ Attendance Hours	*AT251*	Inquire into, add, change or delete membership and attendance hours, for a specific month, for a group of students who have AT250 Attendance/Membership records.
Information		
Student Daily Attendance	*AT220*	Inquire into or update attendance record of an individual student.
Absent/Tardy Totals by Calendar	*AT422*	Inquire into the absences and tardiness of a student, year to date or by term period.
Reports		
Attendance Reports	*AT410*	Print absence lists, comprehensive attendance lists, attendance call lists, one-day or two-week attendance rosters, attendance statistics reports.
Scanning Reports/ Printing	AT415	Print standard format reports including a set of attendance scan sheets for the next 2-week period; a single scan sheet for a single class; single sheet reprints for the current or previous two-week period; teachers' daily reports of absent and tardy students; or a missing scan sheet report for the current or previous two-week period.

SELECTION BUTTONS	NAME OF SCREEN	USAGE
SET UP		
SCHOOL ATTENDANCE PARAMETERS	*AT210*	View, add or change attendance default values.
REASON CODES	*AT215*	View, add, change or delete reason codes and descriptions of reasons for absences and tardy incidents.
DAILY ATTENDANCE PARAMETERS	*AT243*	Specify whether scanning is allowed at a school and local printer model compatibility.
SYSTEM		
REPORT ORDERING MENU	*RO001*	Inquire into report forms and elements, request report template, inquire into report history.
TSIS MAIN MENU	*SY000*	Return to TSIS Main Menu to select another application.
END		Log off.

Entry/Maintenance

AT221 Mark Attendance

AT221 is a secured screen that can be accessed only by the teacher of the class or by a school administrator.

Use the Mark Attendance Screen to

* *View student rosters sorted by teacher, homeroom, grade or student group.*

* *Using the student roster, take attendance for a specific date, and at the same time automatically update each student's individual attendance record.*

* *Mark pre-excused absences for a specific date or view those entered for the current date.*

To access the Mark Attendance screen

1. Choose **Teacher Access** from the TSIS Main Menu; and

2. Choose the **ATTND** navigation button from the SY004 Teacher Access.

OR

1. Choose **Daily Attendance** from the TSIS Main Menu and

2. Choose **AT221 Mark Attnd by Tchr/ Hmrm/Grade/Group** from the AT001 Daily Attendance Menu.

OR

To navigate from another screen, key AT221 into the NEXT SCREEN field and **<TRANSMIT>**

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCH YR	PREFILLED 4/n	YYYY Default = current school year.	Calendar year when the school year is complete. For example, 2001-2002 school year is entered as 2002.
*SCHL	4/n	District assigned.	School number or abbreviated name.
*DATE	PREFILLED 8/n	MM/DD/YYYY	Attendance date. Prefills with today's date.
ATTND OK	DATA BUTTON		Attendance is OK as currently shown on the screen. No additional changes are necessary.
PERFECT ATTND	DATA BUTTON		If no one was absent or tardy for the day, select this button to quickly mark all students present.

LIST Students by: Specification of one (and only one) is required.List Students by:

FIELD	SIZE/TYPE	VALID VALUES	USAGE
TEACHER#	9/n	District assigned.	Teacher's employee number. View one teacher's students by entering Teacher's Employee Number.
HOMEROOM	4/a	School assigned.	Homeroom number. View students in a particular homeroom.
GRADE	2/a	School assigned.	Grade level. View students at a particular grade level.
GROUP	3/n	School assigned.	Student group number. View students in this group.
TEACHER SEARCH	SCROLL BOX		Teacher name and ID search. Key first 3 characters of the last name. **<TRANSMIT>**. If correct name is displayed, **<TRANSMIT>** again. If not, click on the arrow to display more names. Highlight a new name and **<TRANSMIT>.**

X	CHECK BOX	yes Blank = no	Click on a student's check box, then click on the desired navigation button to view a student record.
A/T	RADIO BUTTONS	A = Absent T = Tardy Blank = present or pre-excused	Attendance code. To be valid, pre-excused absence dates must be today's date or a future date.
RSN (REQUIRED FOR PRE-EXCUSED ABSENCES.)	2/a	See Reason Codes scroll box. Codes are extracted from AT215 Reason Codes Table.	Reason code identifying reason for absence, tardy or pre-excused absence.
F/H (FULL/HALF DAY)	1/a	F = full day H = half day Blank (default) = full day	Indicates full or half day of absence or pre-excused absence. (Code is ignored if entered for tardiness.)
NAME	DISPLAY		Student's name. Names list alphabetically.
GRADE	DISPLAY		Student's grade level.
M/F	DISPLAY	M = male F = female	Student's gender.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
ID NUMBER	DISPLAY		Student's ID number.
NEXT [NAME, ID]	40/a 9/n		If a name and ID number appear in these fields, there are more listings on another screen. The name and ID number shown here appear on the first line of the next screen. **<TRANSMIT>** to display the second screen.

NAVIGATION BUTTONS	Move from screen to screen by selecting these buttons with your mouse.
	<table><tr><td>Button</td><td>Screen</td><td>Description</td></tr><tr><td>Menu</td><td>AT001</td><td>Attendance Menu</td></tr><tr><td>Prev</td><td>Screen</td><td>Return to previous screen</td></tr><tr><td>Photo</td><td>ST400</td><td>Student's photo</td></tr><tr><td>Stu Attend</td><td>AT220</td><td>Student Daily Attendance</td></tr><tr><td>Student</td><td>ST405</td><td>Student Inquiry</td></tr></table>

Inquire into an Attendance List for a Specific Date

1. Access Screen **AT221 Mark Attendance** screen.

2. SCH YR, SCHL and DATE will prefill. Make any appropriate changes to these key fields. To record a pre-excused absence, enter the date when the absence is expected to occur.

3. In the LIST STUDENTS BY box specify how you want the student listing sorted. (Teacher, homeroom, grade or group) Make an entry in just *one* of these fields.

4. To find a teacher's name and employee number:

   a. Key first 3 characters of the last name into the SEARCH field and **<TRANSMIT>.**

   b. If correct name displays, highlight it and **<TRANSMIT>** again. If not, click on the arrow to display more names.

   c. Highlight a new name and **<TRANSMIT>**. The teacher's employee number will move to the TEACHER # field and the student list will display.

5. **<TRANSMIT>**. The student roster will display. If a student has already been marked absent, tardy or pre-excused for the date you are viewing, his/her attendance data is displayed.

6. To display overflow student names on the next screen, **<TRANSMIT>** again.

Mark Student(s)' Attendance Information for the Date Displayed

1. Inquire into **AT221 Mark Attendance** for the date for which you want to take attendance.

2. If you are recording a pre-excused absence, be sure to click on the check box to the left of the student's name.

3. If attendance is correct as shown on the screen and you don't need to change anything, click on ATTND OK. You will now see a message in red, Attnd Recorded next to the SCh YR field. By following this step you will avoid having the class appear on the Missing Attendance report.

4. In the A/T field, key *A* (absent) or *T* (tardy). To record a pre-excused absence, leave this field blank.

5. Key in a Reason Code from Screen AT215 and indicate full or half day. A Reason Code is required for a pre-excused absence.

6. **<TRANSMIT>.** Check status line for appropriate message and see the Appendix for message interpretation.

7. In the LIST BY box, enter the next grade, homeroom, teacher or group and **<TRANSMIT>** again.

Update Student(s)' Attendance Information

1. Inquire into AT221 and find the student whose attendance information you wish to update.

2. Click on the check box to the left of the student's name.

3. Replace changed data in the appropriate fields in front of the student's name.

   Examples:

   a. If already marked absent, but actually tardy, highlight the *A* and type *T* in the A/T field.

   b. If reason has become known, or is different than the existing reason, highlight the existing reason and key the new reason.

   c. If student was marked absent for a fully day, but now is only absent for a half day, highlight the *F* and type *H*.

   d. To delete attendance information, space out all fields in front of the student's name.

4. **<TRANSMIT>.**

   Note: **Students who have a pre-excused absence will automatically be marked absent (changed to A) when the pre-excused date occurs. Scanning attendance data will also update the record.**

View a Student's Photo

1. Click on the check box to the Place an *X* in the check box to the left of the student's name.

2. Click on the PHOTO navigation button at the bottom of the screen to view the photo.

   Note: **Information entered on this screen will automatically update the student's AT220 Student Daily Attendance record.**

Display a Student's Individual Attendance Record

1. Place an *X* in the check box to the left of the student's name. Either click on the check box with the mouse or tab to the box and press the space bar.

2. Click on the STU ATTEND navigation button at the bottom of the screen to display the student's AT220 Daily Attendance record.

AT222 Daily Absence List and Batch ID Entry

Use the Daily Absence List and Batch ID Entry Screen to

- *Record absence or tardy information for a group of students on one screen, with one transmittal.*

- *Record pre-excused absences for a group of students who will all be absent for the same reason, such as a field trip.*

To access the Absence List and Batch ID Entry screen

1. Choose **Daily Attendance** from the TSIS Main Menu; and

2. Choose **Absence List and Batch ID Entry** (AT222) from the Daily Attendance Menu.

<div align="center">OR</div>

To navigate from another screen, key AT222 into the NEXT SCREEN field and **<TRANSMIT>.**

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCH YR	PREFILLED 4/n	YYYY	Calendar year when the school year is complete. For example, 2000-2001 school year is entered as 2001.
*SCHL	4/a	District assigned.	School Number or abbreviated name.
*DATE	8/a	MM/DD/YYYY	Absence or tardy date.

APPLY TO ALL STUDENTS ON THIS SCREEN.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
A/T	1/a	A = Absent T = Tardy Blank = Present or pre-excused	Indicates that all students listed are to be counted absent or tardy.
REASON CODE (REQUIRED FOR PRE-EXCUSED)	2/a	See Screen AT215 for valid codes.	Reason for the student's absence or for being tardy.
F/H DAY	1/a	F = full day H = half day	Indicates whether absence or tardy is for a full or a half day.

NAMES, IDS AND ATTENDANCE INFORMATION INPUT ON ANOTHER SCREENWILL PREFILL.

	CHECK BOXES	X = Yes Blank = no	Selects a student. Once the student is selected, choose a navigation button to display the student's enrollment or attendance record.
NAME	DISPLAY		Student's name will appear to the right of check box once the ID number has been transmitted.
ID NUMBER	9/n	District or school assigned.	Student's ID number.
A/T	1/a	A = Absent T = Tardy	Indicates that all students listed are to be counted absent or tardy.
REASON CODE	2/a	See Screen AT215 for valid codes.	Reason for the student's absence or for being tardy.
REASON	DISPLAY		Once the reason code has been transmitted, the reason will display here.
F/H DAY	1/a	F = full day H = half day	Indicates whether absence or tardy is for a full or a half day.
NEXT ID	9/n	MM/DD/YYYY	If an ID appears in this field, there are more IDs on another screen. The ID shown here appears on the first line of the next screen. **<TRANSMIT>** to display the next screen.

Inquire into Daily Absence List and Batch Entry screen

1. Access the **AT222 Absence List and Batch Entry** screen.

2. DIST, SCH YR and SCHL will prefill. Change these key fields if appropriate.

3. Key the attendance date into the DATE field.

4. **<TRANSMIT>.**

5. Check status line for appropriate message. Appendix provides message interpretation.

Record an Absence, Tardy or Pre-excused Absence

1. Inquire into the **AT222 Absence List and Batch Entry** screen.

2. Key in the ID numbers of the students who were absent or tardy on the subject date.

3. Next to the ID number, in the A/T field, key *A* for absent or *T* for tardy.

4. Key in a reason code if the reason is known.

5. Key either *F* (full day) or *H* (half day) in the F/H Day field.

6. **<TRANSMIT>.**

7. Check status line for appropriate message. Appendix C provides message interpretation.

Record Multiple Absences, Tardys or Preexcused Absences

1. Inquire into the **AT222 Absence List and Batch Entry** screen.

2. Key in the ID Numbers of the students who were absent or tardy on the specified date.

3. In the Apply to all students on this screen box, key *A* (absent) or *T* (tardy) into the A/T field. For a pre-excused absence, leave this field blank.

4. Key in a Reason Code.

5. Key either *F* (full day) or *H* (half day) in the F/H Day field.

6. **<TRANSMIT>.**

       Note: **AT222 updates only the students who are displayed on the screen. To update large groups see AT321.**

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AT226 Absence/Tardy Call List

```
LINC Workbench - (TSISTEST) - [Call List]                                    _ |&| x|
 File  Edit  LINC  Options  Window  Help                                     _ |&| x|

 DIST        0987        <AT226> Call List           Next Screen |
 SCH YR      2002                                   Grade 21   M/F M
 SCHL        0893     Agee, Andrew                  Enrollment Stat  E
 ID NUMBER     6122   SEARCH: |                              |▼|

   Family Information
   ┌──────────────────────────────────────────────────────────────┐
   │ Family 000124   Primary [X] Lives With [X]    Home Ph 612-593-4291 ▲│
   │                                                                │
   │    Father          Agee, Will Martin                           │
   │     - Legally Responsible -                                    │
   │                                                                │
   │    Mother          Agee, Pet                                   │
   │     - Legally Responsible -                                    │
   │                                                                │
   │    Address Agee, Will                                         ▼│
   └──────────────────────────────────────────────────────────────┘

   A/C/D    Date       A/T      Reason      F/H Day
   ------   10 / 31 / 2001    A    ---             F       | Reason Codes      |▼|
   ------   09 / 25 / 2001    A    ---             F
   ------   09 / 24 / 2001    A    ---             F
   ------   09 / 21 / 2001    A    ---             F
   ------   09 / 20 / 2001    A    ---             F                  | Next Student |
       Next 09 / 19 / 2001  | Menu | Prev Screen | Stu Attend | Student | Contacts |  | Prev Student |



         01 Record found
```

Use the Absence/Tardy Call List Screen to

- *Inquire into unexplained absences and tardiness.*

- *Display family members and phone numbers in order to investigate these absences and tardiness.*

- *Update absence and tardy entries.*

To access the Absence/Tardy Call List screen

1. Choose **Attendance** from the TSIS Main Menu; and

2. Choose **Absent/Tardy Call List** *(AT226)* from the Attendance Menu.

<div align="center">OR</div>

To navigate from another screen, key AT226 into the NEXT SCREEN field. **<TRANSMIT>**, or use the CALL LIST navigation button from another screen.

```
LINC Workbench - (TSISTEST) - [Call List]                                    _ |B| x|
File  Edit  LINC  Options  Window  Help                                      _ |B| x|

DIST        [0987]         <AT226> Call List          Next Screen |        |

SCH YR      [2002]                                    Grade  21   M/F  M
                           Agee, Andrew               Enrollment Stat  E
SCHL        [0893]

ID NUMBER      [6122]  SEARCH: |                              |▼|

  Family Information
  ┌────────────────────────────────────────────────────────────────┐▲
  │ Family 000124   Primary [X] Lives With [X]    Home Ph 612-593-4291 │
  │                                                                  │
  │    Father            Agee, Will Martin                           │
  │     - Legally Responsible -                                      │
  │                                                                  │
  │    Mother            Agee, Pet                                   │
  │     - Legally Responsible -                                      │
  │                                                                  │
  │    Address Agee, Will                                            │▼
  └────────────────────────────────────────────────────────────────┘

  A/C/D     Date       A/T       Reason      F/H Day
  ___    10 / 31 / 2001    A   ___          F      ┌─Reason Codes──────┬▼┐
  ___    09 / 25 / 2001    A   ___          F      └───────────────────┴─┘
  ___    09 / 24 / 2001    A   ___          F
  ___    09 / 21 / 2001    A   ___          F
  ___    09 / 20 / 2001    A   ___          F                    ┌─Next Student─┐
     Next 09 / 19 / 2001   ┌─Menu─┬─Prev Screen─┬─Stu Attend─┬─Student─┬─Contacts─┐  ├──────────────┤
                                                                         └─Prev Student─┘

          01 Record found
```

Using the Call List

The Absent/Tardy Call List resembles a stack of unexplained absent and/or tardy reports with one student on each report.

You can display absent students, tardy students or both on the AT226 Absence/ Tardy Call List. Set the parameter on Screen AT210.

The Call List only displays records for students with unexplained absences or tardies. If a student has no *unexplained* absences or tardies, no call list record will display for that student even though you enter and transmit his or her ID Number.

All absences and/or tardies without reasons will display in the call list. Once a reason has been entered, the absence or tardy is no longer displayed.

Each transmission applies updates, if any, and inquires into the next record in the Call List. To transmit is to request the next record (next student) in the Call List. If the student whose ID was entered (or whose name was transmitted) is not in the Call List, the next student in the Call List is displayed instead.

Records without reasons remain in the Call List, even though a transmission displays the next student's record.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCH YR	PREFILLED 4/n	YYYY	Calendar year when the school year is complete. For example, 2000-2001 school year is entered as 2001.
*SCHL	PREFILLED 4/a	District assigned.	School number or abbreviated school name.
*ID NUMBER	9/n		Student's ID number. IDs can be entered, but the system automatically inquiries into IDs for you, advancing you through the records each time you transmit. Student's name is displayed at top center of screen once the ID number is transmitted. (Last, First, Middle, Sur)
GRADE	DISPLAY		Student's grade level.
M/F	DISPLAY	M = male F = female	Student's gender.
ENROLL- MENT STAT	DISPLAY	S = summer E = enrolled G = graduated D = dropped out W = withdrawal R = withdrawal who will return P = pre-enrolled T = transfer + = mult enrollments	Student's enrollment status. Composed of up to 3 characters. For example, ST+ indicates a summer transfer with multiple enrollments.
SEARCH	SCROLL	At least 3 characters of last name, case sensitive.	Student's name and ID search. Key first 3 characters of the last name. **\<TRANSMIT\>**. The first student's name, ID and family information will display. If the name displayed is not correct, click on the arrow to display more names. Highlight a new name and **\<TRANSMIT\>**.

Family Information. Scroll to view information for each of the student's affiliated families. Families are separated by ****.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
FAMILY	DISPLAY		Family number.
PRIMARY	DISPLAY CHECK BOX	X = Primary family Blank = Not primary	Indicates this family is student's primary family.
LIVES WITH	DISPLAY CHECK BOX	X = lives with Blank = doesn't live with	Indicates whether student lives with this family.
HOME PHONE	DISPLAY		Area Code and phone number of family student lives with.

THESE FIELDS ARE NOT LABELED, BUT THE INFORMATION APPEARS IN THIS ORDER.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
HEAD(S) OF HOUSE			Information repeats for each head of household.
RELATIONSHIP	DISPLAY		Relationship to the student.
NAME	DISPLAY	Last name, First name Middle Initial	Name.
LEGALLY RESPON-SIBLE	DISPLAY		LEGALLY RESPONSIBLE indicates that this Head of Household is student's parent or legal guardian.
PHONE TYPE AND PHONE NUMBER	DISPLAY	Fax, pager cellular home work	Indicates type of phone and the number where Head of Household can be reached. DAYTIME will display if this is a daytime phone number.
ADDRESS	DISPLAY		Family mailing address.

UNEXPLAINED ABSENCE SECTION

A/C/D	1/a	A = add a pre-excused absence C = change D = delete Blank = no action	Request action regarding an absent or tardy. Change or delete any entry. Add only a pre-excused absence. may be added.
DATE (DISPLAYED IN DESCENDING ORDER)	8/n	MM/DD/YYYY	Attendance date.
*A/T	1/a	A = Absent T = Tardy	Attendance Code.
REASON	2/a	See Reason Codes scroll box for valid Reason Codes.	Reason Code. Reason for absence or tardy. Once the reason code has been updated, the absence is no longer displayed on this screen.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
F/H DAY	1/a	F = full day H = half day Blank = full day	Indicates full or half day of absence. (Code is ignored if entered for tardy.)
NEXT (DATE)	8/n	MM/DD/YYYY	If a date appears in this field, there are more listings on another screen. **<TRANSMIT>** to display the next screen.
REASON CODES	SCROLL BOX	Extracted from AT215 Reason Code table.	Select a reason code.
NEXT STUDENT PREV STUDENT	DATA BUTTONS		View the next or previous student on the database who has an unexplained absence or tardy.

NAVIGATION BUTTONS	Move from screen to screen by selecting these buttons with your mouse.
	<table><tr><td>Button</td><td>Screen</td><td>Description</td></tr><tr><td>Menu</td><td>AT001</td><td>Attendance Menu</td></tr><tr><td>Prev Screen</td><td></td><td>Return to previous screen</td></tr><tr><td>Stu Attend</td><td>AT220</td><td>Student Daily Attendance</td></tr><tr><td>Student</td><td>ST405</td><td>Student Inquiry</td></tr><tr><td>Contacts</td><td>ST415</td><td>Student Contacts</td></tr></table>

View a Student's Absence/Tardy Call List Record

1. Access an AT226 Absence/Tardy Call List screen.

2. SCH YR and SCHL will prefill. Make any appropriate changes to these key fields.

3. The first record in the Call List will be displayed. To begin with a particular student, key the student's ID Number into the ID NUMBER field.

4. **<TRANSMIT>.**

5. Check status line for appropriate message. Appendix provides message interpretation.

Search for a Student's Name and ID Number

1. Key at least three characters of the student's last name into the SEARCH field and **<TRANSMIT>**.

2. A student's name and ID will display, along with his or her family information.

3. If the student displayed is not the one you are searching for, click on the arrow to the right. A list box will open with a list of names displayed.

4. Choose a name by highlighting and clicking on it. The list box will close and the chosen name will remain in the SEARCH field, highlighted. **<TRANSMIT>** to display the student's family information.

Search [continued]

5. Scroll through absent and/or tardy Students by continuing to **<TRANSMIT>,** or press NEXT STUDENT or PREV STUDENT to scroll back and forth through the students with unexplained absences or tardies. If the student has no unexplained absences or tardies, you will see **Student not eligible for call list** in the status line.

6. Continue to **<TRANSMIT>** until the required student's Absence/Tardy Call record is displayed.

Contact Student's Family

1. Use the Family Information box to contact student's family (or families).

2. If you cannot reach the family, click on the CONTACTS navigation button for additional student contact information.

Once you have contacted a family or other contact and received information regarding the student's absence or tardy, update the student's attendance information as follows.

Update Student's Attendance Information

1. Display the student's **AT226 Absence/ Tardy Call List** record as described on the preceding page.

2. Key an action code into the A/C/D maintenance field.

   • *A* (add) to add a pre-excused attendance notation.

   • *C* (change) to change an attendance notation.

   • *D* (delete) to delete an attendance notation.

3. In the A/T field, key *A* (absent) or *T* (tardy).

4. Key in a Reason Code (required for a pre-excused absence). Indicate full or half day for an absence or pre-excused absence.

5. **<TRANSMIT>.**

6. Check status line for appropriate message. Appendix provides message interpretation.

Note: **Once a Reason Code has been keyed in on the Absence/Tardy Call List screen and transmitted, the absence will no longer appear on this screen.**

AT321 Mark Attendance - Multiple Students/Dates

```
LINC Workbench - (TSISTEST) - [Mark attend - multiple stu/dat]        _ 8 ×
 File  Edit  LINC  Options  Window  Help                              _ 8 ×
                        <AT321>                        Next Screen _____
 DIST    [ 987 ]              Mark Attendance
 SCH YR  [ 2002 ]         Multiple Students/Dates
 SCHL    [ 0893 ]   Sweet Williams Elementary

 ___Select Students by Enrollment Record Values___   ___Apply to ALL___
                                                     Status  ○ Absent
  [_____]  -OR-  [____]  -OR-  [__]  -OR-  [__]           ○ Tardy
  Teacher #      Homeroom    Grade      Group              ◉ Pre-excused
  TEACHER SEARCH:                                     Reason _____
  [_____▼]                    [_____▼]

  -OR-  ___Select an Individual Student___           ___For Dates___
  [_____]                                         From     10 / 18 / 2001
         SEARCH: [_____▼]             Through  10 / 19 / 2001

  -OR-  ___Select Students by Class___               ___For Periods___
  Course [_____]   Section [____]                 From ___ Through ___
                                                     Maximum Periods per Day  2
              [ Menu ] [ Prev Screen ]                        [ Start Process ]

 09:10:12:66   INQUIRY REQUEST
```

Use the Mark Attendance - Multiple Students/Dates Screen to

• *Mark attendance for a class, grade or group of students all in one operation.*

To access the Mark Attendance - Multiple Students/Dates screen

1. Choose **Daily Attendance** from the TSIS Main Menu; and

2. Choose **Mark Attnd - Multiple Students/Dates** *(AT321)* from the Daily Attendance Menu.

OR

To navigate from another screen, key AT321 into the NEXT SCREEN field and **<TRANSMIT>**.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCH YR	PREFILLED 4/n	YYYY	Calendar year when the school year is complete. For example, 2000-2001 school year is entered as 2001.
*SCHL	PREFILLED 4/a	District assigned.	School number or abbreviated school name.

SELECT STUDENTS BY ENROLLMENT RECORD VALUES. SPECIFY THE GROUP OF STUDENTS WHOSE ATTENDANCE WILL BE MARKED.

TEACHER #	9/n	District assigned.	Mark the attendance of all students who are assigned to this teacher. Indicate the teacher's employee number.
HOMEROOM	4/a	School assigned.	Mark the attendance of all students assigned to this homeroom.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
GRADE	2/n		Mark the attendance of all students in this enrolled grade.
GROUP	3/n	School assigned.	Mark the attendance of all students in this group number.
TEACHER SEARCH	40/a	At least 3 characters, case sensitive	Search for a teacher's name and employee number. Key 3 characters into the field and **\<TRANSMIT\>**. If the name in the SEARCH field is the correct one, **\<TRANSMIT\>** again. If not, click on the arrow. Highlight and click on a name. **\<TRANSMIT\>**

OR SELECT AN INDIVIDUAL STUDENT

STUDENT ID	9/n		Student's ID number.
SEARCH	40/a	At least 3 characters, case sensitive.	Search for a student's name and ID number. Key 3 characters into the field and **\<TRANSMIT\>**. If the name in the SEARCH field is the correct one, **\<TRANSMIT\>** again. If not, click on the arrow. Highlight and click on a name. **\<TRANSMIT\>**

OR SELECT STUDENTS BY CLASS

COURSE	10/a	See SC232 Course Offering	Valid course at this school.
SECTION	3/n		Valid section of this course.

APPLY TO ALL

STATUS	RADIO BUTTONS	Absent Tardy Pre-excused	Members of student group will all be marked absent, tardy or pre-excused.
REASON	2/a	See Screen AT215 for valid Reason Codes.	Reason Code for the absence, tardy or pre-excused absence.

FOR DATES

FROM **THROUGH**	8/n 8/n	MM/DD/YYYY MM/DD/YYYY	Student group attendance will be marked for these days.

FOR PERIODS

FROM **THROUGH**	2/n	Valid class period numbers	Class periods to be marked absent or tardy. Not applicable to daily attendance.
MAXIMUM PERIODS PER DAY	DISPLAY		Maximum number of class periods in a day will display here.

NAVIGATION BUTTONS	Move from screen to screen by selecting these buttons with your mouse.
	<table><tr><td>Button</td><td>Screen</td><td>Description</td></tr><tr><td>Menu</td><td>AT001</td><td>Attendance Menu</td></tr><tr><td>Prev Screen</td><td></td><td>Return to previous screen</td></tr></table>

Mark Attendance

Inquire into the **AT321 Mark Attendance - Multiple Students/ Dates** screen.

For a Group of Students

Key in one, and only one, of the following:

    a. teacher's employee number or
    b. homeroom or
    c. grade level or
    d. student group number.

OR
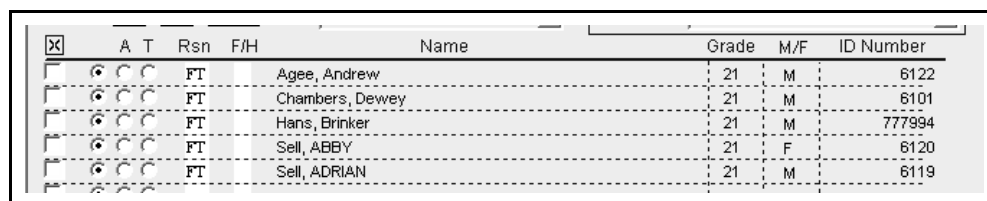
For an Individual Student

Key in the student's ID number or use the SEARCH field to find the student and **<TRANSMIT>** to insert the ID number.

THEN

1. In the **Apply to All box**, choose Absent, Tardy or Pre-Excused Absence. Key a reason code into the REASON field. See **Reason Code Table AT215** for valid codes.

2. Key in a range of dates. If you are marking attendance for only one date, enter the date in both FROM and TO fields.

3. Click on the **Start Process** button at lower right. Monitor the progress of the process on RO210. When it disappears from RO210 the process is complete.

Note: **'For Periods' does not apply to Daily Attendance.**

	A	T	Rsn	F/H	Name	Grade	M/F	ID Number
	⦿	○	○	FT		Agee, Andrew	21	M	6122
	⦿	○	○	FT		Chambers, Dewey	21	M	6101
	⦿	○	○	FT		Hans, Brinker	21	M	777994
	⦿	○	○	FT		Sell, ABBY	21	F	6120
	⦿	○	○	FT		Sell, ADRIAN	21	M	6119

This is an illustration of part of Screen AT221 Mark Attendance. If you select 'Pre-excused' on Screen AT321, AT221 for the pre-excused date will indicate that pre-excused students were present and will include the reason code. In the example, these 6th grade students are pre-excused for a field trip (FT). When the field trip date has passed, the attendance code will change to A (absent.)

AT250 Student Monthly Attendance/Membership

Use AT250 to record membership and attendance hours by month for programs/students/ schools who report this information to the state or those who bill for services by the hour. Examples: Year-long learning programs, special education, early childhood, handicapped kindergarten, shared time students.

Use the Student Monthly Attendance/ Membership Screen to

* *Inquire into, add, change or delete a record of the student's membership and attendance hours, by month, for up to 13 calendar months.*

* *Inquire into membership hours for each quarter, i.e., billing period.*

To access the Student Monthly Attendance/ Membership screen

1. Choose **Daily Attendance** from the TSIS Main Menu; and

2. Choose **Student Monthly Mbr/Attend Hours** *(AT250)* from the Attendance Menu.

OR

To navigate from another screen, key AT250 into the NEXT SCREEN field. **<TRANSMIT>**,

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCH YR	PREFILLED 4/n	YYYY	Calendar year when the school year is complete. For example, 2000-2001 school year is entered as 2001.
*SCHL	4/a	District assigned.	School number or abbreviated name.
*ID NUMBER	9/n		Student's ID number.
SEARCH	SCROLL BOX	At least 3 characters of last name, case sensitive.	Student's name and ID search. Key first 3 characters of the last name. **<TRANSMIT>**. The first student's name, ID and family information will display. If the name displayed is not correct, click on the arrow to display more names. Highlight a new name and **<TRANSMIT>**.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
LAST UPDATE	DISPLAY		The last date that this record was updated and the initials of the person who updated it.
ENROLLMENT STAT	DISPLAY	S = summer E = enrolled G = graduated D = dropped out W = withdrawal R = withdrawal who will return P = pre-enrolled T = transfer + = multiple enrollments	Student's Enrollment Status. Composed of up to 3 characters. For example, ST+ indicates a summer transfer with multiple enrollments.
HSGI CODE	DISPLAY		High school graduation incentive code.
PRG-ID	DISPLAY		Program ID of student's program from Screen ST608.
*DATE	DISPLAY	MM/DD/YYYY	Beginning enrollment date.
DATE LIST	SCROLL BOX		List of student's beginning enrollment dates.
BILLING PERI-ODS	DISPLAY	System calculated.	Total hours per quarter.
MEMBERSHIP HOURS JUNE-JUNE	4/n	xxx.x	Monthly hours of student's school membership.
ATTENDANCE HOURS JUNE-JUNE	4/n	xxx.x	Monthly hours student actually attended classes.

NAVIGATION BUTTONS	Move from screen to screen by selecting these buttons with your mouse.
	<table><tr><td>Button</td><td>Screen</td><td>Description</td></tr><tr><td>Menu</td><td>AT001</td><td>Attendance Menu</td></tr><tr><td>Prev Screen</td><td></td><td>Return to previous screen</td></tr><tr><td>Fam Member</td><td>CE220</td><td>Family Member</td></tr><tr><td>Chg Enroll Stat</td><td>ST209</td><td>Change Enrollment Status</td></tr><tr><td>All Enroll</td><td>ST408/410</td><td>Student Enrollment - Annual by School</td></tr><tr><td>Contacts</td><td>ST415</td><td>Student Contact Records</td></tr></table>

Inquire into Student Monthly Attendance and Membership

1. Access the **AT250 Student Monthly Attendance/ Membership** Screen.

2. SCH YR and SCHL will prefill. Change these key fields if appropriate.

3. Key the student's ID number into the ID NUMBER field.

   OR

   a. Key at least three characters of the student's last name into the SEARCH field and <TRANSMIT>.

   b. If the name is the one you are searching for, <TRANSMIT> again. If not, click on the arrow to the right. A list box will open with a list of names displayed.

   c. Choose a name by highlighting and clicking on it. The list box will close and the chosen name will remain in the SEARCH field, highlighted.

4. Highlight INQ in the maintenance list box and **<TRANSMIT>.**

5. Check status line for appropriate message. Two possible error messages:

   a. **Census Record not found** - Use the Search field to find the student's name. You may have the wrong ID number.

   b. **Enrollment Record not found** - Click on the ALL ENROLL navigation button to display ST408 or ST410. This screen will tell you if the student is enrolled at another school. You may need to create an enrollment record.

Add a Student Monthly Attendnce/ Membership Record

1. Inquire into the student's **AT250 Student Monthly Attendance/Membership** record.

2. Key membership and/or attendance hours into the appropriate month's field. The field label years depend on the SCH YR key field. For example, the example record is for School Year 2001. Therefore, the months shown start with June of 2000 and end with June 2001. One decimal place is required.

3. Highlight ADD in the maintenance list box and **<TRANSMIT>**.

4. Check status line for appropriate message. Appendix provides message interpretation.

When the screen returns, the Billing Periods box to the left will show the quarterly totals of membership hours for quarters one through four. On the sample screen, no membership has been entered for June-August 2000. Therefore, Billing Period 1 is blank.

Change a Student's Monthly Attendance or Membership Hours

1. Inquire into the student's **AT250 Student Monthly Attendance/Membership** record.

2. Key in the changed hours. One decimal place is required.

3. Highlight CHG in the maintenance list box and **<TRANSMIT>.**

4. Check status line for appropriate message. Appendix provides message interpretation.

Delete a Student Monthly Attendance/ Membership Record

1. Inquire into the student's **AT250 Student Monthly Attendance/Membership** record.

2. Highlight DEL in the maintenance list box and **<TRANSMIT>.**

3. Check status line for appropriate message. Appendix provides message interpretation.

Notes: **It will not be possible to update membership and attendance hours on ST208 or ST210 if you use AT250 and AT251. Do all of your updating on AT250 or AT251. The total hours shown on ST208 and ST210 automatically will be updated.**

The Attendance screens normally used to enter and track attendance information do not interface with screens AT250 and AT251. Therefore, if you mark a student absent for today on an AT222 Mark Attendance screen, AT250 and AT251 will not be updated and will not reflect the information.

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AT251 Monthly Attendance and Membership Hours

```
LINC Workbench - (TSIS) - [Monthly Mbrship/Attend Hours]
 File  Edit  LINC  Options  Window  Help

DIST     0987      <AT251>                                    Next Screen _____
SCH YR   2002            Monthly Attendance and Membership Hours
SCHL     0192      TIES Test Sr Hi School 192
Month #  9  Yr  2001   Sep 2001          - - - - Enrolled - - - -
    C            Name        ID Number   Beg Date   End Date  Program  Mbr Hrs  Att Hrs
->  __  Abrahamson, Dave        10205   09/06/2001
->  __  ^Abrahamson, Syl        10217   09/04/2001
->  __  Acko, Alice            777825   09/04/2001
->  __  Akins, John             10315   09/05/2001
->  __  Akins, John             10315   09/04/2001
->  __  ^Alcott, Amy Mar        12776   09/05/2001
->  __  Alexander, Joma        400062   09/04/2001
->  __  Allen, Bill             90229   09/05/2001
->  __  Allen, Shara        210001332   09/06/2001
->  __  >Alley, Adam Joh         1250   09/04/2001
->  __  ^Alley, Allyssa            10   09/04/2001
->  __  ^Alley, Annie            1252   09/04/2001
->  __  Alley, Ed Mark          10086   09/05/2001
->  __  Alley, Ed Mark          10086   09/04/2001
->  __  >Anderson, Georg        10008   09/05/2001
->  __  Anderson, Joan         400028   09/04/2001
    Next  Anderson, Mary                      [ Menu ]  [ Prev Screen ]
```

Use AT251 to record membership and attendance hours by month for programs/students/schools who report this information to the state or those who bill for services by the hour. Examples: Year-long learning programs, special education, early childhood, handicapped kindergarten, shared time students.

Use the Monthly Attendance and Membership Hours Screen to

- *Inquire into, add, change or delete membership and attendance hours, for a specific month, for a group of students who have AT250 Attendance/Membership records.*

To access the Monthly Attendance and Membership Hours Screen

1. Choose **Daily Attendance** from the TSIS Main Menu; and

2. Choose **Monthly Membership/Attendance Hours** *(AT251)* from the Attendance Menu.

OR

To navigate from another screen, key AT251 into the NEXT SCREEN field. **<TRANSMIT>,**

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCH YR	PREFILLED 4/n	YYYY	Calendar year when the school year is complete. For example, 2000-2001 school year is entered as 2001.
*SCHL	4/a	District assigned.	School number or abbreviated name.
*MONTH# ***YR**	2/n 4/n	01-12 YYYY	Display students' membership and attendance hours for this calendar month and year. The month and year currently being displayed are shown to the right in magenta.
$\longrightarrow$	DATA BUTTON		Click on the button to the left of a student's name to navigate directly to the student's individual AT250 Attendance/Membership record.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
C	1/a	C = change Blank = do not change	Action maintenance field. Enter C to change a student's membership or attendance hours.
NAME	DISPLAY	Last, first	Students name.
ID NUMBER	DISPLAY		Student's ID number.
BEG DATE	DISPLAY		Student's beginning enrollment date.
END DATE	DISPLAY		Student's ending enrollment date.
PROGRAM	DISPLAY		Program student participates in.
MBR HRS	xxx.x	0-999.9	Membership hours. Number of hours student has been a member of this school and program.
ATT HRS	xxx.x	0-999.9	Attendance hours. Number of hours student has actually attended class in this program.

Inquire into Students' Monthly Attendance and Membership Hours

1. Access the **AT251 Monthly Attendance and Membership Hours** Screen.

2. SCH YR and SCHL will prefill. Change these key fields if appropriate.

3. Enter MONTH # and YR and **<TRANSMIT>.**

    Students at the school entered in the key whose AT250 records have been created will display. If member hours and/or attendance hours have been entered on AT250 or AT251, they will display in the MBR HRS and ATT HRS fields.

    Note that Marylea Hively's enrollment has ended on Oct. 11. Her membership hours for October are fewer than those of the other students, and therefore her attendance hours are also lower.

4. Check status line for appropriate message. Appendix provides message interpretation.

Add or Change Monthly Attendance and Membership Hours

1. Inquire into the **AT251 Monthly Attendance and Membership Hours** screen for the School Year, School, Month and Year you want to update.

2. Key **C** into the maintenance field to the left of the name of a student whose hours you want to update.

3. Add or change the membership and attendance hours in the MBR HOURS and ATT HOURS fields to the right. One decimal place is required and membership hours must be equal to or greater than attendance hours.

4. **<TRANSMIT>** to update the data.

5. Check status line for appropriate message. Appendix provides message interpretation.

View a Student's Detailed Monthly Attendance and Membership Data

Click on the data button to the left of the student's name.to navigate directly to the student's **AT250 Student Monthly Attendance/ Membership** record.

> *Notes:* **It will not be possible to update membership and attendance hours on ST208 or ST210 if you use AT250 and AT251. Do all of your updating on AT250 or AT251. The total hours shown on ST208 and ST210 automatically will be updated.**
>
> **The Attendance screens normally used to enter and track attendance information do not interface with screens AT250 and AT251. Therefore, if you mark a student absent for today on an AT222 Mark Attendance screen, AT250 and AT251 will not be updated and will not reflect the information.**

Information

AT220 Student Daily Attendance

Use the Student Daily Attendance Screen to

- *View all of a student's attendance activity by date. Learn whether student's attendance is regular or what patterns of problem attendance exist.*

- *Record absences reported by parents.*

- *Add, change or delete a student's absences, tardies and pre-excused absences.*

To access the Student Daily Attendance screen

1. Choose **Daily Attendance** from the TSIS Main Menu; and

2. Choose **Student Daily Attendance** *(AT220)* from the Daily Attendance Menu.

OR

To navigate from another screen, key AT220 in the NEXT SCREEN field and **<TRANSMIT>.**

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCH YR	PREFILLED 4/n	YYYY	Calendar year when the school year is complete. For example, 2000-2001 school year is entered as 2001.
*SCHL	4/a	District assigned.	School number or abbreviated name.
*ID NUMBER	9/n		Student's ID number. Once ID number is entered, student's name displays to the right of the SCHL field.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
SEARCH	SCROLL AND LIST BOX		Key first 3 characters of the last name. **<TRANSMIT>**. If correct name displays, **<TRANSMIT>** again. If not, click on the arrow to display more names. Highlight a new name and **<TRANSMIT>**.
M/F	DISPLAY	M = male F = female	Student's gender.
GR	DISPLAY		Student's grade level.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
A/C/D		A = add C = change D = delete Blank = no action	Action request regarding an attendance entry.
DATE	8/n	DD/MM/YYYY	Date student was absent, tardy or pre-excused. The system will display the most recent transmitted date first. (Reverse chronological order)
*A/T/P	1/a	A = Absent T = Tardy Blank = present or pre-excused	Attendance Code. To be valid, pre-excused absence dates must be today's date or a future date.
REASON	2/a	See Screen AT215 for valid Reason Codes.	Reason Code. Required field for pre-excused absence. Reason description will display once the entry is transmitted.
F/H DAY	1/a	F = full day H = half day Blank = full day	Indicates full or half day of absence. (Code is ignored if entered for tardiness.)
CAL TERM	DISPLAY		Attendance Period from the student's calendar (CA205).
NEXT DATE	8/n	MM/DD/YYYY	If a date appears in this field, there are more absences on another screen. The date shown here appears on the first line of the next screen. **<TRANSMIT>** to display the next screen

NAVIGATION BUTTONS	Move from screen to screen by selecting these buttons with your mouse.
	Button	Screen	Description
	Menu	AT001	Attendance Menu
	Prev Screen		Return to previous screen
	Call List	AT226	Call List
	Abs/Tdy Totals	AT422	Absent/Tardy Totals by Calendar Period
	Student	ST405	Student information
	Student Enroll	ST208/210	Student Enrollment
	Notes	SY255	Family Member Notes

Inquire into Student Daily Attendance

1. Access the **AT220 Student Daily Attendance** screen.

2. SCH YR and SCHL will prefill. Change these key fields if appropriate.

3. Key the student's ID Number into the ID NUMBER field.

    OR

    a. Key at least three characters of the student's last name into the SEARCH field and **<TRANSMIT>**.

    b. If the name is the one you are searching for, **<TRANSMIT>** again. If not, click on the arrow to the right. A list box will open with a list of names displayed.

    c. Choose a name by highlighting and clicking on it. The list box will close and the chosen name will remain in the SEARCH field, highlighted.

4. **<TRANSMIT>.**

5. Check status line for appropriate message. Appendix provides message interpretation.

Add a Student Daily Attendance Entry

1. Inquire into the student's **AT220 Student Daily Attendance** record.

2. Key *A* (add) into the A/C/D action maintenance field.

3. Key in the Date.

4. In the A/T field, key *A* (absent) or *T* (tardy) or leave blank if pre-excused.

5. Key in a Reason Code and either *F* for full day or *H* for half-day.

6. **<TRANSMIT>**.

7. Check status line for appropriate message. Appendix provides message interpretation.

**Change a Student
Daily Attendance Entry**

1. Inquire into the student's **AT220 Student Daily Attendance** record.

2. Key *C* (change) into the A/C/D maintenance field of the attendance notation you wish to change.

3. Update the entry as appropriate. (A/T value, Reason Code, and/or F/H day.) To change the date, delete the existing entry and add a new one.

4. **<TRANSMIT>.**

5. Check status line for appropriate message. Appendix provides message interpretation.

**Delete a Student Daily
Attendance Entry**

1. Inquire into the student's **AT220 Student Daily Attendance** record.

2. Key *D* (delete) into the A/C/D maintenance field of the date you wish to delete.

3. **<TRANSMIT>.**

4. Check status line for appropriate message. Appendix provides message interpretation.

AT422 Absent/Tardy Totals by Calendar Period

```
LINC Workbench - (TSISTEST) - [Stu Abs/Tdy Totals by Cal Prd]                    _ 🗗 ✕
File  Edit  LINC  Options  Window  Help                                          _ 🗗 ✕

DIST        987      <AT422>                                    Next Screen  ▢
SCH YR      2001              Absent/Tardy Totals By Calendar Period
SCHL        0893     Sweet Williams Elementary
ID NUMBER     777895  ^Alley, Amber                              M/F  F   Gr  04
            SEARCH: ▢                                      ▼
            - - - - - - Calendar Period - - - - - -   - - - - - - - - - - - - - - Days - - - - - - - - - - - - -
      YTD   09/06/2000       07/31/2001     216     216    191.5    024.5     008
            Begin Date       End Date       Instr    Mbr   Attnd    Absent   Tardy
        4   04/09/2001       07/31/2001      82      82     73.0      9.0        5
        3   01/29/2001       04/06/2001      45      45     44.0      1.0
        2   11/01/2000       01/26/2001      51      51     49.0      2.0
        1   09/06/2000       10/31/2000      38      38     25.5     12.5        3



              Menu    Prev Screen   Student   Calendar   Stu Attnd




      01 Record found
```

Use the Absent/Tardy Totals by Calendar Period Screen to

- *View a student's absence and tardy totals for the school year, by calendar period.*

- *Navigate directly to the student's Daily Attendance Record screen to view individual absences, tardies and reasons.*

To access the Absent/Tardy Totals by Calendar Period screen

1. Choose **Daily Attendance** from the TSIS Main Menu; and

2. Choose **Absent/Tardy Totals by Calendar Period** *(AT422)* from the Daily Attendance Menu.

OR

To navigate from another screen, key AT422 in the NEXT SCREEN field and **<TRANSMIT>.**

```
 LINC Workbench - (TSISTEST) - [Stu Abs/Tdy Totals by Cal Prd]          _ |8| X|
 File  Edit  LINC  Options  Window  Help                                 _ |8| X|
                        <AT422>                      Next Screen  _____
 DIST     987        Absent/Tardy Totals By Calendar Period
 SCH YR   2001
 SCHL     0893    Sweet Williams Elementary
 ID NUMBER   777895  ^Alley, Amber                   M/F  F    Gr  04
                  SEARCH:  [_____▼]
             - - - - - - Calendar Period - - - - - -  - - - - - - - - - Days - - - - - - - -
        YTD  09/06/2000     07/31/2001     216   216   191.5    024.5    008
             Begin Date     End Date      Instr   Mbr  Attnd    Absent  Tardy
          4  04/09/2001     07/31/2001      82    82    73.0      9.0      5
          3  01/29/2001     04/06/2001      45    45    44.0      1.0
          2  11/01/2000     01/26/2001      51    51    49.0      2.0
          1  09/06/2000     10/31/2000      38    38    25.5     12.5      3




                    [ Menu ] [ Prev Screen ] [ Student ] [ Calendar ] [ Stu Attnd ]



      01 Record found
```

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCH YR	PREFILLED 4/n	YYYY Default = current school year.	Calendar year when the school year is complete. For example, 2000-2001 school year is entered as 2001.
*SCHL	4/n	District assigned.	School Number or abbreviated name. The school name will be displayed to the right once the school number has been transmitted.
*ID NUMBER	9/n		Student's ID Number. Once ID number is entered, student's name displays to the right.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
SEARCH	SCROLL AND LIST BOX		Key first 3 characters of the last name. **<TRANSMIT>.** If correct name displays, **<TRANSMIT>** again. If not, click on the arrow to display more names. Highlight a new name and **<TRANSMIT>**.
M/F	DISPLAY	M = male F = female	Student's gender.
GR	DISPLAY	Valid school grades defined on SY211.	Student's enrolled grade level.
YTD OR CALEN-DAR PERIOD	DISPLAY	YTD = beginning of school year to current date #'s = Calendar Period	Calendar period number(s) included.
BEGIN DATE/ END DATE	DISPLAY		Beginning and ending dates of each calendar period.
DAYS			
INSTR	DISPLAY		Instructional days in the calendar period.
MBR	DISPLAY		Membership days. The number of days this student has been enrolled in the calendar period.
ATTND	DISPLAY		Attendance. The number of days this student has attended school in the calendar period.
ABSENT	DISPLAY		Number of days this student has been absent in the calendar period.
TARDY	DISPLAY		Number of days this student has been tardy in this calendar period.

NAVIGATION BUT-TONS	Move from screen to screen by selecting these buttons with your mouse. Button Screen Description Menu AT001 Attendance Menu Prev Screen Return to previous screen Student ST405 Student information Calendar CA205 School, Grade or Individual Calendar that applies to this student Stu Attend AT220 Student Daily Attendance

**Inquire into Absent/
Tardy Totals by
Calendar Period**

1. Access the **AT422 Absent/Tardy Totals by Calendar Period** screen.

2. SCH YR and SCHL will prefill. Change these key fields if appropriate.

3. Key the student's ID Number into the ID NUMBER field.

    OR

    a. Key at least three characters of the student's last name into the SEARCH field and <TRANSMIT>.

    b. If the name is the one you are searching for, <TRANSMIT> again. If not, click on the arrow to the right. A list box will open with a list of names displayed.

    c. Choose a name by highlighting and clicking on it. The list box will close and the chosen name will remain in the SEARCH field, highlighted.

4. **<TRANSMIT>.**

5. Check status line for appropriate message. Appendix provides message interpretation.

The student's total absent and tardy days display. Year-to-date (YTD) includes absent and tardy days from the beginning of the school year to the present date. Calendar period totals for each absence or tardy incident display in the body of the screen.

Reports

AT410 Daily Attendance Reports

Use the Daily Attendance Reports Screen to print out

• *absence lists,*

• *comprehensive attendance lists,*

• *attendance call lists*

• *one-day or two-week attendance rosters*

• *attendance statistics reports*

You may also use Report Ordering to run these reports.

To access the Attendance Reports screen

1. Choose **Daily Attendance** from the TSIS Main Menu; and

2. Choose **Attendance Reports** *(AT410)* from the Daily Attendance Menu.

<div align="center">OR</div>

To navigate from another screen, key AT410 into the NEXT SCREEN field and **<TRANSMIT>.**

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCH YR	PREFILLED 4/n	YYYY Default = current school year.	Calendar year when the school year is complete. For example, 2000-2001 school year is entered as 2001.
*SCHL	4/n	District assigned.	School number or abbreviated name. The school name will be displayed to the right once the school number has been transmitted.

ABSENCE LIST

FIELD	SIZE/TYPE	VALID VALUES	USAGE
DATE	8/n	MM/DD/YYYY	Date of absence or tardiness.
PRINT TWO COL-UMNS	CHECK BOX	X = Yes Blank = no	Print absent or tardy students in two columns.
SORT BY	RADIO BUTTONS		Specify sorting by student name, teacher, grade or homeroom.
PRINT	DATA BUTTON		Print the report.

CALL LIST

SORT BY	RADIO BUTTONS		Specify sorting by student name, teacher, grade or homeroom.
PRINT	DATA BUTTON		Print call list.

ATTENDANCE ROSTER - ONE DAY

(OPTIONAL) ENROLLED AS OF	8/n	MM/DDYYYY	Includes students enrolled as of this date.
SORT BY	RADIO BUTTONS		Specify sorting by student name, teacher, grade or homeroom.
PRINT	DATA BUTTON		Print the attendance roster.

ATTENDANCE ROSTER - 2 WEEKS

BEGIN DATE	8/n	MM/DD/YYYY	Beginning date of two-week roster.
SORT BY	RADIO BUTTONS		Specify sorting by student name, teacher, grade or homeroom.
(OPTIONAL) ENROLLED AS OF	8/n	MM/DD/YYYY	Includes students enrolled as of this date.
PRINT	DATA BUTTON		Print the report.

ATTENDANCE DATA SHEET

FIELD	SIZE/TYPE	VALID VALUES	USAGE
FOR STUDENT ID#	9/n	District or school assigned.	ID Number of student.
SEARCH	32/a	At least 3 characters	Student name search. Key in 3 characters of last name. **<TRANSMIT>**. If the name you are searching for displays, **<TRANSMIT>** again. If not, click on arrow. Highlight and click on a displayed name. **<TRANSMIT>**
PRINT	DATA BUTTON		Print the report.

COMPREHENSIVE ATTENDANCE LIST

DATE RANGE FROM/THROUGH	8/n	MM/DD/YYYY	Inclusive dates of the report.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
INCLUDE	RADIO BUTTONS		Include all students or only those who have been absence or tardy during the inclusive period.
SORT BY	RADIO BUTTONS		Specify sorting by student name, teacher, grade or homeroom.
PRINT	DATA BUTTON		Print the report.

ATTENDANCE STATISTICS

DATE FROM/THROUGH	9/n	DD/MM/YYYY	Inclusive dates of the report.
SORT BY	RADIO BUTTONS		Specify sorting by student name, teacher, grade or homeroom.
INCLUDE	RADIO BUTTONS		Include all students or only those who have been absence or tardy during the inclusive period.
PRINT	DATA BUTTON		Print the report.

NAVIGATION BUTTONS	Move from screen to screen by selecting these buttons with your mouse.
	<table><tr><td>Button</td><td>Screen</td><td>Description</td></tr><tr><td>Menu</td><td>AT001</td><td>Attendance Menu</td></tr><tr><td>Prev Screen</td><td></td><td>Return to previous screen.</td></tr></table>

Print Current Absence List

Print a list of the student who were absent on a particular day.

1. Display an **AT410 Attendance Reports** screen.

2. Key in the absence date.

3. Choose how you would like the report sorted by clicking on the STUDENT NAME, TEACHER, GRADE or HOMEROOM radio button

4. Click on the PRINT button to transmit your request.

5. Check status line for appropriate message. Appendix provides message interpretation.

Print Attendance Call List

Print a list of absent students to facilitate calling parents or guardians regarding absences.

1. Display an **AT410 Attendance Reports** screen.
2. Choose how you want to sort the report.
3. Click on the PRINT button to transmit your request.
4. Check status line for appropriate message. Appendix provides message interpretation.

Print Attendance Roster - One Day

Print a list of students for use in marking one day's attendance.

1. Display an **AT410 Attendance Reports** screen.
2. Choose how you want to sort the report.
3. Enter an 'as of' enrollment date. *(Optional)*
4. Click on the PRINT button to transmit your request.
5. Check status line for appropriate message. Appendix provides message interpretation.

Print Attendance Roster - 2 Weeks

> **Print a list of students for use in marking daily attendance for a two-week period.**

1. Display an **AT410 Attendance Reports** screen.
2. Choose how you want to sort the report.
3. Key in the beginning date of the 2-week roster.
4. Enter an 'as of' enrollment date. *(Optional)*
5. Click on the PRINT button to transmit your request.
6. Check status line for appropriate message. Appendix provides message interpretation.

Print Attendance Data Sheet

> **Print a report of the absence and tardy record for a student.**

1. Display an **AT410 Attendance Reports** screen.
2. Key the student's ID number into the ID# field in the Attendance Data Sheet box.

    OR

    a. Key at least three characters of the student's name into the SEARCH field and **‹TRANSMIT›**.

    b. If the displayed name is the one you are searching for, **‹TRANSMIT›** again.

    c. If not, click on the arrow to the right. A list box will open with a list of names displayed.

    d. Choose a name by highlighting and clicking on it. The list box will close and the chosen name will remain in the SEARCH file, highlighted.

3. Click on the PRINT button to transmit your request.
4. Check status line for appropriate message. Appendix provides message interpretation.

Print Comprehensive Attendance List

> **Print an attendance list covering more than one date, perhaps to analyze attendance patterns.**

1. Display an **AT410 Attendance Reports** screen.

2. Key in the date range for the report.

3. Choose how you want to sort the report.

4. Choose whether to include all students or only those who have been absent or tardy.

5. Click on the PRINT button to transmit your request.

6. Check status line for appropriate message. Appendix provides message interpretation.

Print Attendance Statistics

> **Print attendance statistics for a specified date range.**

1. Display an **AT410 Attendance Reports** screen.

2. Key in the date range for the report.

3. Choose how you want to sort the report.

4. Choose to include all students who have been enrolled during the school year or only those who are currently enrolled.

5. Click on the PRINT button to transmit your request.

6. Check status line for appropriate message. Appendix provides message interpretation.

AT415 Scanning Reports/Printing

This screen was created specifically to print attendance scan sheets for students assigned to an instructional track.

Use the Scanning Reports Screen to print

- *A set of weekly Attendance Scan Sheets the entire school or for members of an instructional track;*

- *A single scan sheet for a single class or single sheet reprints for the current or previous week;*

- *Teacher Daily Report listing absent and tardy students;*

- *Missing Scan Sheet Report for the current or previous week;*

- *Scan Sheet Error Report for the current or previous two-week period.*

To access Period Attendance Report

1. Choose **Period Attendance** *(AT001)* from the TSIS Main Menu; and

2. Choose **Scanning Reports/Printing** *(AT415)* from the Period Attendance Menu.

OR

To navigate from another screen, key AT415 into the NEXT SCREEN field and **<TRANSMIT>.**

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCH YR	PREFILLED 4/n	YYYY	Calendar year when the school year is complete. For example, 2001-2002 school year is entered as 2002.
*SCHL	4/a	District assigned.	School number or abbreviated name. The school name will display to the right once the school number is transmitted.

PRINT ALIGNMENT CHECK

PRINT	DATA BUTTON		Print a preliminary scan sheet to check sheet alignment. Be sure to transmit any changes in the key fields before you click on PRINT.

VERSION INFORMATION

FIELD	SIZE/TYPE	VALID VALUES	USAGE
CAL AND BEGIN DT	DISPLAY	Defined on CA205 Calendars.	Calendar. The first Calendar field in the Version Information box is the default calendar. It has no Individual Calendar number and is therefore blank. If scan sheets have been run for the school, the most recent date will display next to the blank calendar field. The first five individual calendars created on CA205 will display with the date of the most current version for each. Individual calendar is equal to Instructional Track. Therefore, assigning an individual calendar to a student on ST208/ST210 Enrollment or ST608 Program also assigns the student to the instructional track.

NEW SET OF SCAN SHEETS. When you request a new set of scan sheets, the version currently identified as Current version will become Previous; a version number will be assigned automatically to the new Current version and it will be displayed in the box.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
BEGINNING DATE	8/n	MM/DD/YYYY	Scan sheets will print for the week beginning with this date. See the example screen. Once this scan sheet version has printed, 3/18/02 will display in the Version Information box next to the C2 calendar.
SORT BY: TEACHER CLASS	RADIO BUTTONS		Choose scan sheet sorting by teacher or class. Default = teacher.
*CALENDAR	17/a	Defined on CA205 Calendar screen.	Enter an Individual Calendar code unless you want scan sheets for the whole school, which is the default calendar.
PRINT	DATA BUTTON		Print the report. You must print scan sheets from this screen. The report is not available from Report Ordering. Be sure to transmit any changes in the key fields before you click on **<PRINT>**. Once you have clicked on **<PRINT>**, navigate to RO210 to view the status of the report. When complete it will disappear from the RO210 screen. If **No Scanning Allowed** is checked on AT243, scan sheets will not print.

DAILY REPORTS

FIELD	SIZE/TYPE	VALID VALUES	USAGE
TEACHER DAILY REPORT			
DATE	8/n	MM/DD/YYYY	Print Teacher's Daily Report of absent students for this date. You may change today's date (prefilled) to another date.
			Teacher Daily Reports will print for all teachers at the school entered in the key field SCHL. The report prints on one side of three-hole punched paper in shaded, landscape format.
PRINT	DATA BUTTON		Print the report. The Teacher Daily Report may also be printed using Report Ordering. Be sure to transmit any changes in the key fields before you click on PRINT. Once you have clicked on PRINT, navigate to RO210 to view the status of the report. When it is complete it will disappear from the RO210 screen.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
MISSING SCAN SHEET REPORT FOR VERSION (P/C)	1/n	P = previous version C = current version	Enter *P* to print a missing scan sheet for the previous version or *C* to print one from the current version.
DATE	8/n	MM/DD/YYYY	Enter the date of the missing scan sheet. You may change today's date (prefilled) to another date.
PRINT	DATA BUTTON		Print the report. You must print the report from this screen. It is not available from Report Ordering. Be sure to transmit any changes in the key fields and version number before you click on PRINT. Once you have clicked on PRINT, navigate to RO210 to view the status of the report. When it is complete it will disappear from the RO210 screen.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
ERROR REPORT FOR VERSION (P/C)	1/a	P = previous version C = current version	Specify the scan sheet version for which you want the Error Report. Enter *P* to print the previous version or *C* to print the current version.
PRINT	DATA BUTTON		Print the report. You must print the error report from this screen. It is not available from Report Ordering. Be sure to transmit any changes in the key fields and version number before you click on PRINT.

REPRINT SCAN SHEET FOR A SPECIFIC CLASS OR PRINT SCAN SHEET FOR A NEW CLASS.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
COURSE	10/a	Valid course number.	Course number.
SECTION	3/n		Course section number.
FOR VERSION (P/C)	1/n	P = previous version C = current version	Specify the scan sheet version for which you want the reprint. Enter *P* to print the previous version or *C* to print the current version.
PRINT	DATA BUTTON		Print scan sheets. Be sure to transmit any changes in the key fields or version before you click on PRINT.

RESUME PRINTING SCAN SHEETS. If printing has been interrupted, specify the point where you want to resume printing.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
TEACHER OR	9/n	District assigned.	Teacher's employee ID number.
COURSE SECTION	10/a 3/n	Valid course, section.	Course and section number. Begin scan sheet printing with this course and section.
FOR VERSION	1/n	P = previous version C = current version	Specify previous or current scan sheet version.
PRINT	DATA BUTTON		Resume printing the scan sheets.

Set up Screens

AT210 School Attendance Parameters


```
LINC Workbench - (TSISTEST) - [School Attendance Parameters]                    _ |฿| x|
 File  Edit  LINC  Options  Window  Help                                        _ |฿| x|
DIST    0987    Inq  ▲  <AT210>                              Next Screen |
                Chg  ▼       School Attendance Parameters     Last Update 09/25/2001  KDM
SCH YR  2002
SCHL    0893    Sweet Williams Elementary

 ┌Attendance Default Values┐  ┌Attendance Record Cycle─────────────────────────┐
  Missing reason code          Mark Attendance
    Store reason code  ??        ⊙ Once Daily           ○ By Class Period
           after  09  days.   ┌Class Period Attendance Specifications──────────┐
  Weight for missing             Number of class periods per day    2
           reason code  _        Number of class absences per day to equal a full day absent   _
  ☐ Allow Tch/Update             Number of class absences per day to equal a half day absent   _
    Reason Code               -OR-
  Call List display              Percent of day absent to equal a full day absent     60
    ⊙ Absent                     Percent of day absent to equal a half day absent     30
    ○ Tardy
    ○ Both                       If absent period  __ , mark absent periods  __  through  __
                                 If absent period  __ , mark absent periods  __  through  __
  Define Perfect Attendance   ┌Absence Exception/Notify Reports───────────────┐
    ○ No Abs, No Tdy             Number of tardies per class              ABS EXC Notes  ☐
    ○ No Abs, Ignore Tdy          to equal one class absence  —                    Final
    ○ Abs < 1.0 day, No Tdy      Accumulated weight for Notification Letters  3   5   7   9
    ⊙ Abs < 1.0 day, Ignore Tdy

            Menu  |  Prev Screen  | ABS EXC Notes




 Record found
```

Create a School Attendance Parameter Record for each school year.

Use the School Attendance Parameters Screen to

- *Specify Attendance record default values.*

- *Specify either daily or class period attendance recording.*

- *Specify parameters for class period attendance recording.*

To access the School Attendance Parameters screen

1. Choose **Daily Attendance** from the TSIS Main Menu; and

2. Choose **School Attendance Parameters** *(AT210)* from the Daily Attendance Menu.

<div align="center">OR</div>

To navigate from another screen, key AT210 into the NEXT SCREEN field and **<TRANSMIT>.**

MAINTENANCE LIST BOX	Choose appropriate action and transmit.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District Number.
*SCH YR	PREFILLED 4/n	YYYY Default = current school year	Calendar year when the school year is complete. For example, 2000-2001school year is entered as 2001.
*SCHL	PREFILLED 4/a	District assigned.	School Number or abbreviated name. Once the school number has been transmitted the school name will display to the right.

ATTENDANCE DEFAULT VALUES

FIELD	SIZE/TYPE	VALID VALUES	USAGE
MISSING REA-SON CODE ***STORE REASON CODE**	2/a	See Screen AT215 for valid Reason Codes. (District defined.)	Default Reason Code will be applied automatically if a reason code has not been entered before the number of days shown in the AFTER field have elapsed.
AFTER __ DAYS	2/n	0-99	Number of days to elapse before the default Reason Code will be applied.
WEIGHT FOR MISSING REA-SON CODE	1/n	1-9	Weighted value assigned to an absence with no reason code specified. You might weight an absence without a reason more heavily than absences for legitimate reasons such as *illness* or *parental request* are specified.
ALLOW TCH/ UPDATE REA-SON CODE	CHECK BOX	X = yes Blank = no	Specify whether teachers are allowed to update reason codes.
CALL LIST DIS-PLAY	RADIO BUTTON	Absent Tardy Both	Specify whether Absent or Tardy students will be included on **AT226 Absent/Tardy Call List**.
DEFINE PER-FECT ATTEN-DANCE	RADIO BUTTON	No Abs, No Tdy No Abs, Ignore Tdy Abs <1.0 day, No Tdy Abse <1.0 day, Ignore Tdy	Perfect attendance means: No absence, no tardiness No absence, ignore tardiness No more than 1 day absence, no tardiness No more than 1 day absence, ignore tardiness.

ATTENDANCE RECORD CYCLE

MARK ATTEN-DANCE	RADIO BUTTON	Once Daily By Class Period	Specify whether attendance will be taken once per day or during each class period. If you choose *By Class Period*, complete the Class Period Attendance Specifications box.

Class Period Attendance Specifications. Specify one of these methods if you specified *By Class Period* Attendance Record Cycle. This part of the screen is not applicable for Daily Attendance.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
NUMBER OF CLASS PERIODS PER DAY	DISPLAY		Number of class periods per day at this school, as specified on SC210 Scheduling Parameters.
NUMBER OF CLASS ABSENCES PER DAY TO EQUAL A FULL DAY	2/n	0-32	Minimum number of missed class periods treated as a full day absent.
NUMBER OF CLASS ABSENCES PER DAY TO EQUAL A HALF DAY	2/n	0-32	Minimum number of missed class periods treated as one-half day absent.

OR

FIELD	SIZE/TYPE	VALID VALUES	USAGE
PERCENT OF DAY ABSENT TO EQUAL A FULL DAY ABSENT	3/n	0-100 % = class periods absent total classes scheduled on the specific day[a]	Percent of day treated as a full day absent.
PERCENT OF DAY ABSENT TO EQUAL A HALF DAY ABSENT	3/n	0-99 % = class periods absent total classes scheduled on the specific day[a]	Percent of day treated as a half day absent.
IF ABSENT PERIOD ____	2/n	0-32	If a student is absent during this class period,
MARK ABSENT PERIODS ____ THROUGH ____	2/n	0-32	(S)he will be marked absent for the range of class periods specified here.

ABSENT EXCEPTION/NOTIFY REPORTS

ABS EXC NOTES	display	X = yes Blank = no	Indicates there are absence exception notes. To view them, click on the ABS EXC NOTES navigation button.
NUMBER OF TARDIES PER CLASS TO EQUAL ONE CLASS ABSENCE	2/n		Number of tardies to equal one day's absence.
ACCUMULATED WEIGHTS FOR NOTIFICATION LETTER	3/n	1-999.	Weighted absence value that triggers each successive parental notification letter. Enter the lowest value (for the first notification letter) in the field to the left.

a. If Exclude from Attendance State Reporting is selected on SC260, the class won't be included in the calculation.

NAVIGATION BUTTONS	Move from screen to screen by selecting these buttons with your mouse.
	<u>Button</u> <u>Screen</u> <u>Description</u> Menu AT001 Attendance Menu Prev Screen Return to previous screen

Inquire into School Attendance Parameters

1. Access an **AT210 School Attendance Parameters** screen.

2. SCH YR and SCHL will prefill. Change these key fields if appropriate.

3. Highlight INQ in the maintenance list box and <TRANSMIT>.

4. Check status line for appropriate message. Appendix provides message interpretation.

Add a School Attendance Parameters Record

Note: **Add a new Attendance Parameter record for each school year.**

1. Access an **AT210 School Attendance Parameters** screen.

2. Key the school year into the SCH YR field and the School Number into the SCHL field.

3. Specify attendance parameters. See the field description table for instructions and explanations.

   If your school will take daily attendance, do not complete Class Period Attendance Specifications section.

4. Highlight ADD in the maintenance list box and **<TRANSMIT>**.

5. Check status line for appropriate message. Appendix provides message interpretation.

Change School Attendance Parameters

1. Inquire into the **AT210 School Attendance Parameters** Record.

2. Change the appropriate parameters.

3. Highlight CHG in the maintenance list box and <TRANSMIT>.

4. Check status line for appropriate message. Appendix provides message interpretation.

Delete a School Attendance Parameters Record

Not applicable. You are not able to delete the Attendance Parameter record

AT215 Reason Code Table


```
LINC Workbench - (TSISTEST) - [Reason Code Table]
 File   Edit   LINC   Options   Window   Help

DIST  0987                <AT215>                          Next Screen
                                 Reason Code Table
SCHL  0893   Sweet Williams Elementary

                              Do not Count for    Count for   Abs Notification Excused/Unexcused
A/C/D  CODE   Description      Absent Totals     Truancy Rep     Weight     Suspended    Last Update
       ??    Unknown              □                 □              2                    12/18/00   KDM
       DA    Dental Appt          □                 □              1                    12/18/00   KDM
       EX    Excused              □                 □              1                    12/18/00   KDM
       FE    FamilyEmergency      □                 □              1                    12/18/00   KDM
       FT    Field Trip           ☑                 □                                   12/18/00   KDM
       FU    Funeral              □                 □                                   12/18/00   KDM
       HB    Homebound            ☑                 □                                   12/18/00   KDM
       HO    Hospitalized         □                 □              1                    12/18/00   KDM
       IL    Ill                  □                 □              1                    12/18/00   KDM
       LM    Legal Matters        □                 □              1                    12/18/00   KDM
       MA    Medical Appt         □                 □              1                    12/18/00   KDM
       MB    Missed Bus           □                 □              1                    12/18/00   KDM
       OE    Other Excused        □                 □              1                    12/18/00   KDM
       OS    Overslept            □                 □              1                    12/18/00   KDM
       OU    Other Unexcused      □                 □              9                    12/18/00   KDM
       SA    School Activity      ☑                 □                                   12/18/00   KDM
Next   SU

                         [ Menu ]   [ Return ]

         01 Record found
```

Use the Reason Code Table Screen to

- *Inquire into absence and tardy reason codes.*

- *Add, change or delete reason codes to/ from the table.*

To access the Reason Code Table screen

1. Choose **Daily Attendance** from the TSIS Main Menu; and

2. Choose **Reason Codes** *(AT215)* from the Daily Attendance Menu.

OR

To navigate from another screen, key AT215 into the NEXT SCREEN field and **<TRANSMIT>.**

FIELD	SIZE/TYPE	VALID VALUES	USAGE
*DIST	PREFILLED 4/n	Your district number.	District number.
*SCHL	4/a	District assigned.	School number or abbreviated school name. Once the school number has been transmitted the school name will display to the right.
A/C/D		A = add C = change D = delete Blank = no action	Action maintenance request regarding Reason codes.
*CODE	2/a	District defined.	Reason code.
*DESCRIPTION	15/a	District defined.	Reason code description.

FIELD	SIZE/TYPE	VALID VALUES	USAGE
DO NOT COUNT FOR ABSENCE TOTALS	CHECK BOX	X = do not count as an absence Blank = count as an absence	Flag indicating reasons that should be counted as absences. For example, your school may choose to count illness as an absence, but not to count a field trip as an absence.
COUNT FOR TRUANCY REP	CHECK BOX	X = count Blank = do not count	Absences with this code will be included in the Truancy Report.
ABSENCE NOTIFICATION WEIGHT	1/n	1-9	Weight allocated to this type of absence. For example, an excused absence might be weighted 1, an unexcused might be weighted 3.
EXCUSED/ UNEXCUSED/ SUSPENDED	1/a	E = excused U = unexcused S = suspended	Excused/unexcused/suspended status of this absence. *(Optional field)*
LAST UPDATE	DISPLAY		The last date that this record was updated and the initials of the person who updated it.
NEXT [CODE]	PREFILLED 2/a		If a code appears in this field, there are more codes on another screen. The code shown here appears on the first line of the next screen. Transmit to display the next screen.

NAVIGATION BUTTONS	Move from screen to screen by selecting these buttons with your mouse.
	Button Screen Description Menu AT001 Attendance Menu Prev Screen Return to previous screen

View Absence Reason Codes

1. Access the **AT215 Reason Codes** screen. Your school's Reason Codes screen will display immediately.

2. If the appropriate school's Reason Codes do not display, key the School Number or abbreviated name into the SCHL field and **<TRANSMIT>.**

3. Check status line for appropriate message. Appendix provides message interpretation.

Caution: **Two schools may define a code differently on their AT215 screens. For example, UN may mean Unexcused at one school and Unknown at another. You may want to standarize your codes and definitions throughout the district.**

Add, Change or Delete a Reason Code

Note: **Review and update reason codes each school year before opening school.**

1. Inquire into your school's **AT215 Reason Code** Table.

    Add a code:

    a. Key *A* into the A/C/D action maintenance field.

    b. Key either a numeric or alphabetic code into the CODE field and a code definition into the DESCRIPTION field.

    c. Click on the **Do not Count for Absent Totals** check box if you don't want absences coded with this reason to be counted. For example, you may want a field trip absence to remain uncounted.

d. Select the **Count for Truancy Report** check box to include absences with this code in the Truancy Report.

e. Enter a weight in the **Absence Notification Weight** field. When a student's absences have reached a certain weight, a notification letter is sent to the student's parents. Absence reasons such as 'unexcused' or 'truancy' may have a greater weight assigned to them. When the total reaches one of the levels specified on AT210 Attendance Parameters, a notification letter will be mailed to the student's family.

f. You may enter a code in the **Excused/Unexcused/Suspended** field. This is an optional 'information only' field that currently does not affect other TSIS attendance data.

g. **<TRANSMIT>** to add the code.

Change a Code:

a. Key *C* into the A/C/D action maintenance field.

b. Change any field but CODE. To change a code, first delete it and then enter a new code, description and attributes.

c. **<TRANSMIT>** to process the changes.

Delete a Code:

a. Key *D* into the A/C/D action maintenance field.

b. **<TRANSMIT>**. the screen will return with the code deleted.

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AT243 Daily Attendance Parameters

```
LINC Workbench - (TSISTEST) - [Class Daily Attend Parameters]          _ | ₧ | X |
File  Edit  LINC  Options  Window  Help                                _ | ₧ | X |

        Inq  ▲    <AT243>                        Next Screen  [        ]
        Chg  ▼         Daily Attendance Parameters    Last Update
DIST  [ 0987 ]
SCHL  [ 0192 ]

        ┌─Class Daily Attendance───────┐    ┌─Scan Form Alignment──────────┐
        │                              │    │                              │
        │   ⦿ Scanning Allowed          │    │   ⦿ Standard Margin           │
        │                              │    │                              │
        │   ○ No Scanning Allowed       │    │   ○ Adjusted Margin           │
        │                              │    │                              │
        └──────────────────────────────┘    └──────────────────────────────┘



                         ┌──────┬────────────┐
                         │ Menu │ Prev Screen │
                         └──────┴────────────┘



 08:46:55:92  INPUT REQUEST              0.00
```

Use the Daily Attendance Parameters Screen to

- *Allow or disallow attendance scanning at a school.*

- *Adjust scanning sheet alignment.*

To access the Daily Attendance Parameters screen

1. Choose **Daily Attendance** from the TSIS Main Menu; and

2. Choose **Daily Attendance Parameters** *(AT243)* from the Daily Attendance Menu.

OR

To navigate from another screen, key AT243 into the NEXT SCREEN field and <small>**<TRANSMIT>.**</small>

Inquire into Daily Attendance Parameters

1. Access an **AT243 Daily Attendance Parameters** screen.

2. DIST and SCHL will prefill. Change SCHL if appropriate.

3. Highlight INQ in the maintenance list box and <TRANSMIT>.

4. Check status line for appropriate message. Appendix provides message interpretation.

Add a Daily Attendance Parameters Record

1. Access an **AT243 Daily Attendance Parameters** screen.

2. Key the School Number into the SCHL field.

3. Specify whether scanning is allowed and which scan sheet alignment you require.

4. Highlight ADD in the maintenance list box and **<TRANSMIT>**.

5. Check status line for appropriate message. Appendix provides message interpretation.

Change Daily Attendance Parameters

1. Inquire into the **AT243 Daily Attendance Parameters** Record.

2. Change the appropriate parameters.

3. Highlight CHG in the maintenance list box and <TRANSMIT>.

4. Check status line for appropriate message. Appendix provides message interpretation.

Delete a Daily Attendance Parameters Record

1. Highlight CHG in the maintenance list box and <TRANSMIT>.

2. Check status line for appropriate message. Appendix provides message interpretation.

Chapter 4
Daily Attendance Reports

Attendance reports are designed to provide school personnel with attendance and membership information. They also provide district and school personnel with information needed to comply with State reporting requirements.

All students currently attending public school in your district are included in attendance reports.

Included in this chapter are

- general instructions about TSIS reporting;

- instructions for producing each Attendance report with screen illustrations;

- descriptions of the TSIS Attendance reports and information about when and how each is used;

- an example of each report.

To learn how to establish your report ordering system and to find complete instructions on how to use specific report ordering screens, see the ***Report Ordering Manual***. In this chapter we will discuss briefly the screens you will use to specify report options and the steps to produce TSIS Attendance reports.

Definitions used in Report Ordering

Global Template: The global template, a system designed report structure, shows you how the report is usually set up and printed. The global template includes the default sorts, parameters, forms, print style and destination. Each district uses it as a starting point to develop its own report template.

Template: A district-defined report based on the global template. Individual district users can modify this template according to their needs and assign a sequence number to their version.

Element: The descriptive name of a data field used in generating a report. Each report has its own applicable report element list, available on **RD226 Report Element List**. Information may be sorted, included, excluded or totaled based on element values. For example, if

Enrolled Grade is a report element, you may specify that all data for Grade 3 students be included or excluded.

When you enter element names on the sort, include or exclude screens, be sure to copy the element exactly, including the case, so the system will recognize the element name.

Parameter: A report requirement that offers the requestor an option. For example, on the Attendance Statistics report you can choose to include information for all students or only those who are currently enrolled.

Sort: A sort organizes a report. When you specify a field as a sort field, the system sorts the information in that field alphabetically or numerically. The maximum number of report sorts is ten. Sort level 1 is the highest priority,

Figure 4-1: Report Template List. This screen lists available report templates with their sequen-cenumbers. The example shows Attendance reports only.

10 is the lowest. For example, sorting by (1) School, (2) Enrolled Grade, and (3) Full Name will give you an alphabetical sort within grade within school.

Sequence: Refers to the 3-digit numeric field adjacent to the report name. Each number represents a version of the report specified. Sequence number *000* always refers to the global template version, and a total of 999 additional versions could be developed per report.

Anyone may use any sequence, but only the person who created the version (sequence) may change it. If the sequence number in the

SEQ field is *000* (a global template) or the sequence is one that has been secured by another user, you will not be allowed to make any changes to it. Instead, copy the template on Screen RT210 and assign a new sequence number.

Available Report Elements

Screen RD226 lists elements used to compile a report and options available to customize it. To the left of the screen is the ELEMENT field. The SHTIE field to right of the element tells you how you can use each element. The

Figure 4-2: RD226 Report Elemenets for ATABSLST Report

table below explains the coding and identifies the screen you would use to specify these report requirements. The FROM VALUE and TO VALUE fields tell you the values or range of values that can be included in the report.*Acceptable values:* Blank value fields will accept all types of characters, including all spaces. Zero filled value fields mean the element is limited to numeric characters. Value fields containing only 9's mean the element is limited to spaces and alphabetic characters. The number of 9's indicates the length of the field.

• S(ort)	Sort on this element.	Click on SORTS to display RT215.
• H(eading)	Specify this element as a heading.	Click on SORTS to display RT215.
• T(otal)	Accumulate data and print a total.	Click on SORTS to display RT215.
• I(nclude)	Include data with a particular value or range of values for this element.	Click on INCL/EXCL to display RT220.
• E(xclude)	Exclude data with a particular value or range of values for this element.	Click on INCL/EXCL to display RT220.

Figure 4-3: RT215 Sorts/Totals/Page Breaks Screen with open Element List box

Element List Box

Although you may use Screen RD226, a more convenient tool for finding element names, their heading and totaling properties, is the Element List box on Screens RT215 and RT220. Just click on the arrow to the right of the list box to display elements you can add to these screens.

Screen RT215 Sorts/Totals/Page Breaks:

Hdg tells you whether you can use the element as a page heading. The letter *Y* in the **Hdg** column indicates that you may use the element as a page heading and *N* indicates that you may not.

Tot tells you whether you can calculate totals based on the values of an element. The letter

Y indicates totals may be calculated and *N* indicates they may not.

For Attendance reports, totals are often calculated automatically and no additional totals are available. For example, an Attendance Statistics Report automatically includes a total number of absent and tardy incidents by gender within the Enrolled Grade. School totals print at the end of the report.

Screen RT220 Include/Exclude Elements:

Inc tells you whether you may include specified values of an element. *Y* indicates you may include them, *N* indicates you may not. **Exc** tells you whether you may exclude specified values of an element. *Y* indicates you may exclude them, *N* indicates you may not.

Report Ordering Steps

1. Choose a Report.

To decide which report fills your need, you may need to refer to the report descriptions and sample reports later in this chapter. See the Appendix for a list of processing and data-correcting reports used by district offices.

ACTIVITY	REPORT	REPORT TITLE
Parent Contact and Absence Verification		
Print a list of absent and tardy students with their parent's or guardian's phone number to use as a worksheet while verifying reasons for absence.	ATCALL	Attendance Call List
Print a standardized parent or guardian "Attendance Warning" letter notifying students' families of excessive absence.	ATNOTIFY	Absence Notification Letter
Print a list of all students absent, tardy or pre-excused for a particular date or date range. Use the report to validate student absences.	ATABSLST	Daily Absence List
Individual Students' Absence Records		
Print a report showing students who have been absent for a specified number of consecutive days. Use the report to find students with excessive absence who should be withdrawn according to state regulations.	ATCONSEC	Consecutive Days Absence
Print an individual students' summary and detail attendance information for the current school year. This report includes membership, individual absences and tardy incidents, and totals by calendar period.	ATDATASH	Student Attendance Data Summary with Enrollment
Print a detailed report listing students with a specified number of absent and tardy occurences, sorted by course and section number. Use the report to find courses, class periods or a teacher associated with a student's excessive absence.	ATOCCUR	Absence or Tardy Occurrence Detail Report
Print a report listing students with perfect attendance records.	ATPERFECT	Perfect Attendance Report
Print students' cumulative attendance file labels.	ATSUMLABEL	Summary by Calendar Period Label
Print a listing of truant students, their truancy dates and total truant days.	ATTRUANCY	Truancy Report

ACTIVITY	REPORT	REPORT TITLE
Analysis and State Reporting		
Print a report listing students' absences and tardy incidents over a specified period of time. Use the report for state attendance audits.	ATCOMPRE	Comprehensive Attendance
Compute and print a report that can be used to analyze absence and tardy patterns by day of the week.	ATFREQDIST	Attendance Frequency and distribution Report
Print a periodic review of attendance information for school administrators. Order at regular intervals for data comparison. Report lists students, their membership days, tardy, absent, present days and average daily attendance as of a particular date.	ATSTAT	Attendance Statistical Report
Attendance Taking Forms		
Print attendance rosters for a specific two-week period, sorted by teacher or course and section, for the recording of attendance by teachers in the classroom.	ATROS2WK	Two-week Attendance Roster
Print a one-day attendance form for the recording of attendance by teachers in the classroom.	AATROSDAY	Daily Attendance Roster

2. Choose a report sequence.

If you know which report and sequence you want to use, go directly to the **RT210 Report Template** screen and see instruction 2e below. To choose from a list of reports and sequence numbers, start with 2a.

a. Display the **RT208 Report Template List**. See Page 4-2 for an illustration of this screen.

b. To view only Attendance templates, key **Attendance** into the MODULE field. To view only global templates, click on the **Global Templates Only** check box. **<TRANSMIT>.**

c. To choose a report and sequence click on the check box to the left. An *X* or check mark will appear when a report sequence has been chosen. Click on an existing *X* or check mark to de-select it.

d. Click on the TEMPLATE navigation button to view the report elements, sort sequences and print instructions that apply to the chosen sequence. (Screen **RT210 Report Template** will display.)

e. If you would like to print a report exactly like the one described on RT210, go on to Step 6, *Request a Report*. If the report described on RT210 is not exactly like the one you want to print, you may do one of two things.

• Return to the **RT208 Report Template List** to choose another report sequence.

• OR create a new sequence, described next.

Figure 4-4: Report Template for School 893's Attendance Statistics Report, Seq. 2.

3. Create a new report sequence.

Copy the global template or another existing report sequence on **RT210 Report Template.**

In the **Save As** box, key in the school (if the sequence is for a particular school) and a new sequence number and **<TRANSMIT>**. **Record added** will display in the status line. You have now created a new sequence (version) of this report. The new sequence has the same sort instructions, elements, parameters and printing instructions as the original, copied sequence. Now you can customize the new report sequence to satisfy your requirements by specifying variables in Step 4.

4. Specify variables.

a. Key in the 4-digit school number.

b. Key the number of the sequence you just created into the SEQ field next to the REPORT field and **<TRANSMIT>**.

c. Click on AUTO SCREENS to display the next screen in the process. The screen that displays depends upon the report you are creating.

d. See the next few pages for instructions on using the report ordering screens in the order that AUTO SCREENS presents them.

Figure 4-5: Sorts/Totals/Page Breaks Screen.

4A. Sort, Request Totals and Page Breaks

Click on AUTO SCREENS on Screen RT210. If sort options are available, **RT215 Report Template - Sorts/Totals/Page Breaks** will display. You may also click on the SORTS navigation button at the bottom of any Report Template screen.

RT215 lists and defines sorts, totals and page breaks for a report. The example illustrated in *Figure 4-5* would cause the report to sort enrollments by Enrolled Grade, then by Reason Code and then by ID Number. Sorts, totals and page breaks may be defined for elements that are not reported on as well as for elements that are included in the printed report. For

example, you could sort by Aid Category even though aid categories do not print in the report.

Sorts

When an element name is added to this screen, it becomes part of the sort sequence for the report. By changing the number in the SORT SEQ column, you can alter the order in which the records in your report will be sorted and printed.

To view a list of the elements valid for sorts, totals and page breaks, click on the Element List box arrow; or click on the navigation button RPT ELEMENTS to view **RD226 Report Element List.**

Note: **If the data entries for a particular element (such as family member or student name) have been made in both mixed and all upper case, the sorts will not work as you expect them to. On your reports, mixed case names will print first with the names entered in all upper case following them.**

Totals and Headings

You can also calculate and print totals of the values of many sort elements. Click on the TOTAL check box of the sort element to take a periodic total whenever the element's value changes. For example, if you sorted by the element *School* and requested a total, at the end of each school's data, a total for the school will print.

In the same way, sort elements may be used to create page headings. If School is used as Sort 1, it can be specified as part of the page heading. You could also specify the Sort 2 element as a part of the heading if a page break occurs after each Sort 2 value change.

Page Breaks

If an element's Page Break box is checked the report will start a new page every time the value of that element changes. For labels, a page break will cause the next label to print on a new row.

Screen Use Information

The Sorts/Totals/Page Breaks screen functions as an inquiry screen as well as an input screen. You may inquire on the sort sequence for a report, and you may also add, change or delete elements from the sort sequence. All of these elements can be defined with totals and page breaks as well.

If the word *SECURED* displays with an operator's initials, the sequence template has been secured and cannot be changed. You may

inquire on this screen if the template is secured, but you may not add, change or delete elements from the sorts, headings, totals or page breaks unless you are the operator who secured the template. Instead, you may go back to the **RT210 Report Template** screen, copy the template and assign another sequence number. You may then modify the new sequence template. See *Create a New Report Sequence* on Page 4-7.

Inquire into the Sort Screen

1. DISTRICT is prefilled by the system. The district will be the same as the district in your log-in, and you will only be able to see report templates for that district. SCHOOL will prefill with the last school name you transmitted on any screen.

2. Key in the report name and sequence of the report you wish to view.

3. **<TRANSMIT>** to display the screen with all of the requested sorts, totals and page breaks for the report.

    Note: **If you navigate from another report template screen to bring up this screen, it will initially display sorts, headings, totals and page breaks for the report name and sequence that was displayed in the previous screen.**

Add Elements for Sorts, Headings, Totals or Page Breaks

1. Inquire into Screen RT215 using the name and sequence of the Student report you wish to revise.

2. Key *A* into the A/C/D maintenance field of a blank data line. You may also type over an existing element with the ADD function. The typed-over element will be retained, and the element which is entered

Figure 4-6: Sorts/Totals/Page Breaks Screen

will be inserted according to the sort sequence that is entered with it.

3. Key in the sort sequence for the element you are adding. This is the numerical order of this particular sort. You do not have to add elements in order. The system will rearrange them according to sort sequence after you transmit the screen.

4. Key in the name of the data element you want to sort on. Remember that you can use the Element List box or Screen RD226 to find element names.

5. You may want to take totals or cause a page break when the value of the element changes. If the Element List Box indicates that totals or page breaks are avail-

able, click on the appropriate check box(es).

6. Repeat Steps 2 through 5 for each sort, heading or total you want to include, up to a total of 10 for any single report.

7. Transmit the changes.

Change Sorts, Totals or Page Breaks

1. Inquire into the RT215 screen, using the name and sequence of the report you want to change.

2. Key *C* into the A/C/D maintenance field next to the element you want to change.

3. Enter the changes into the appropriate fields. To change the sort order, change the ELEMENT field, not the SORT SEQ field. To change the sorts illustrated in *Figure 4-6*, you might change *Enrolled Grade* to *Reason Code - Dly* for Sort Seq 1 and *Reason Code - Dly* to *Enrolled Grade* for Sort Seq 2.

4. Repeat Steps 2 and 3 for each element that you want to change.

5. **<TRANSMIT>** the screen to process those changes.

Delete a Sort Element

1. Inquire into the RT215 screen using the name and sequence of the report you want to change.

2. Key *D* into the A/C/D maintenance field next to the sort element you want to delete.

3. Repeat Step 2 for each element that you want to delete.

4. Transmit to delete the element(s) from the Sorts/Totals/Breaks screen.

4B. Include/Exclude Elements on Screen RT220

To display **RT220 Report Template - Include/Exclude Elements**, click on the AUTO SCREEN navigation button on Screen RT215; or click on the RPT INCL/EXCL navigation button at the bottom of any Report Template screen.

RT220 gives you the ability to include or exclude records based on the values of one or more elements. The Element List box and **RD226 Report Element List** screen list these elements and indicate whether they are valid for include or exclude functions. By adding the names of valid elements to the Include/

Exclude Elements screen, you may specify the element values that will determine whether or not records are included in a report.

Include (Exclude) Element Values

Specify a single include or exclude value by entering it in the FROM VALUE field. Specify a range of values by also entering a TO VALUE. The report will include or exclude all records where the value of the element you choose falls between (or is equal to) those values.

In the example, Enrolled Grades 07 and 09 will be included in the report. Whether the course is printed in the report or not, it can be used to select data.

If only a FROM VALUE is entered, the system assumes the same value for the TO VALUE field, so the range in this case is a single value. When you transmit, the system sometimes fills the rest of the field with zeros. Enter dates with the 4-digit year first, followed by the month and date.

Same Element

If you enter two include or exclude ranges for the same element, the word *OR* will appear to the left of the I/E field on this screen. This is because the two entries are joined by a logical *OR.* When the system is extracting records to include or exclude in the report, it will include (or exclude) records that meet the first include (or exclude) criteria *OR* the second criteria.

Look at the example RT220 screen on the next page. To report on any records where Enrolled Grade is 02, but also include any records where Enrolled Grade is 06, make two single Enrolled Grade entries, one with a value of 02 and one with a value of 06.

Figure 4-7: Sorts/Totals/Page Breaks Screen

Because these two 'include' entries are joined by an ***OR***, the report will include records where the Enrolled Grade is either of these values. If the include entries were joined by an ***AND***, this particular example would produce no output at all, because the system would look for records where the Enrolled Grade value was both 02 and 06. There would be no records where this was the case.

Different Elements

If you key in two Include or Exclude ranges using different elements, they will be combined with a logical ***AND***. Let us assume you want to include all students in Enrolled Grade 02 and in Enrolled Grade 06 ***if*** the Aid Cate-

gory is between 0 and 01. Only records where the Enrolled Grade is 02 or 06 ***AND*** where the Aid Category is between 0 and 01 will be included in the report.

Includes and Excludes Together

If includes and excludes are entered on this screen for the same report, the includes will be executed first. The system selects which records to include based on all of the include statements on the screen. Then, the system goes through these records and excludes the ones that meet the exclude criteria. Whatever 'include' records are left print in the report.

Screen Use Information

The Include/Exclude Elements screen functions as an inquiry screen as well as an input screen. You may inquire on the includes and excludes for a report as well as add, change, or delete elements from the screen.

If the word *SECURED* and a set of operator initials are displayed to the right of the report title, the template has been secured and cannot be changed. You may inquire on this screen if the template is secured, but you may not add, change, or delete elements on this screen unless you are the operator who secured the template. You may, however, go back to **RT210 Report Template** screen and copy the template into another sequence number. The new sequence may then be modified.

Inquire into the Include/Exclude Elements Screen

1. DIST is prefilled by the system. The district will be the same as the district in your log-in, and you will only be able to see includes and excludes for that district.

2. The SCHL (school) field will be prefilled with the school number you last entered, regardless of what screen you were using.

3. Key in the report name and sequence of the report you want to inquire into. When you transmit the screen, all of the include and exclude elements for the report will display.

Add Elements for Includes or Excludes

1. Inquire into screen RT220, using the name and sequence of the report you want to change.

2. For each element you want to add, perform the following steps:

    a. Key *A* into an A/C/D maintenance field of a blank data line. You may also type over an existing element when using the ADD function. The typed-over element will not be deleted, and the element you entered will be added as well.

    b. Key either *I* (include) or *E* (exclude) into the I/E field for the element you are adding.

    c. Key in the name of the data element you want the include or exclude instruction applied to.

    d. Key in the value or range of values to be included or excluded.

    e. To update the record, **<TRANSMIT>**.

Change Include/Exclude Elements

1. Inquire into screen RT220, using the name and sequence of the report you want to change.

2. For each element you want to change, perform the following steps:

    a. Key *C* into the A/C/D maintenance field of the element you want to change.

    b. Key either *I* (include) or *E* (exclude) into the I/E field for the element you are changing.

    c. Key in the value or range of values to be included or excluded.

    d. To update the record, **<TRANSMIT>**.

Delete an Element

1. Inquire into the RT220 screen, using the name and sequence of the report you want to change.

2. Key *D* into the A/C/D maintenance field next to each element you want to delete.

3. To update the record, **<TRANSMIT>**.

Figure 4-8: RT222 Parameters Screen

4C. Modify Parameters Using Report Template RT222

To display **RT222 Report Template - Parameters**, click on the PARAMETERS navigation button or key RT222 into the NEXT SCREEN field on any screen.

This screen stores the parameters associated with a report. Parameters are requirements other than the sorts, totals, includes, excludes and page breaks addressed by the Report Ordering system. These parameters are pre-defined for each report by TIES.

Parameters can control anything from data selection to additional formats. Some parameters require an entry before a template can be completed, others are optional.

The PARAMETER field contains a description defining what kind of information is required. There are two entry fields: a FROM (or low) VALUE and a TO (or high) VALUE. Not all parameters will use both of these fields. Enter a single value in the FROM VALUE field. In *Figure 4-8*, the parameter *Currently enrolled or All students* requires a single entry.

Screen Use Information

The **RT 222 Report Template Parameters** screen displays all of the parameters that are used by a report. Use the screen to view the parameters' current values or to change those values. Some parameters accept blanks for values, while entries may be required for others. If a value is required and you do not enter one, you will receive an error message.

If the word *SECURED* and a set of operator initials displays to the right of the report title, the template has been secured and cannot be changed. (See *Figure 4-7.*) You may inquire on a secured screen template but you may not change parameter values on this screen unless you are the operator who secured the template. You may, however, go back to the RT210 screen and copy the template into another sequence number. The new sequence may then be modified.

Inquire into the RT222 Report Template Parameters Screen

1. DIST is prefilled with the district used in the log-in. The district will be the same as the district in your log-in, and you will be able to see only the parameters for report sequences created in that district.

2. Key in the school (if applicable), report name and sequence.

3. To display parameters of the specified report, **<TRANSMIT>**.

Modify Parameter Values

1. Inquire into **RT222 Report Template-Parameters** screen. The screen will display all of the parameters for this report.

2. Modify the parameter values listed. Some parameters accept blanks for values, while other parameters may be required. If a value is required and you do not enter one, you will receive an error message.

3. To process the changes, **<TRANSMIT>**.

    Important Note: **Be sure to use upper case when entering parameter codes. If you use lower case your reports will not print correctly.**

5. Modify Print Style Selections Using Screen RT210

To display RT210 Report Template, click on the AUTO SCREEN navigation button on Screen RT222; or click on the TEMPLATE navigation button at the bottom of any Report Template screen.

Printing Specifications

Once you have chosen the information you want to include in your report, specify how you want your report printed on Screen **RT210 Report Template**. Highlight your choices in the Print Style list boxes. The choices you will have and an explanation of each are described on the facing page.

NUMBER SIDES	One Side	The report will print on one side of the paper.
	Both Sides	The report will print on both sides of the paper.

SPACING

SINGLE-SPACE	Data prints on every line.
DOUBLE-SPACE	Data prints on every other line.
TRIPLE-SPACE	Data prints on every third line.
TOTALS ONLY	Print totals only (no detail).
SPACE 4-9 LINES	Data prints on every 4th, 5h, 6th, 7th, 8th or 9th line.
ORIENTATION AND PAPER STYLE	Several choices are available for paper orientation and paper styles. The choices are illustrated below and on Page 16.

Report Title							
XXXXXX							
	XXXX	XXXX	XXXXX	XX	XXXXX	XXX	XXXXXX
	XXXX	XXXX	XXXXX	XX	XXXXX	XXX	XXXXXX
	XXX	XXXX	XXX	X	XXXXX	XX	XXXXX
	XXXX	XXXX	XXXXX	XX	XXXXX	XXX	XXXXXX
	XXXX	XXXX	XXXXX	XX	XXXXX	XXX	XXXXXX
	XXXX	XXXX	XXXXX	XX	XXXXX	XXX	
	XXXX	XXXX	XXXXX	XX	XXXXX	XXX	
	XXXX	XXXX	XXXXX	XX	XXXX	XXX	
	XXXX	XXXX	XXXXX	XX	XXXXX	XXX	XXXXXX
	XXXX	XXXX	XXXXX	XX	XXXXX	XXX	XXXXXX
				Landscape Orientation			
				Shaded lines			
	XXXX	XXXX	XXXXX	XX	XX.....	.....	....
	XXXX	XXXX	XXXXX	XX	XXXXX	XXX	XXXXXX

Report Total
xx/xx/xxxx

**Portrait Orientation
Plain Paper**

XXXX	XXXX	XXXXX	XX	XXXX	
XXXX	XXXX	XXXXX	XX	XXXXX	XXX
XXXX	XXXX	XXXXX	XX	XXXXX	XXX
XXXX	XXXX	XXXXX	XX	XXXXX	XXX
XXXX	XXXX	XXXXX	XX	XXXXX	XXX
XXXX	XXXX	XXXXX	XX	XXXXX	XXX
XXXX	XXXX	XXXXX	XX	XXXXX	XXX
XXXX	XXXX	XXXXX	XX	XXXXX	XXX
XXXX	XXXX	XXXXX	XX	XXXXX	XXX
XXXX	XXXX	XXXXX	XX	XXXXX	XXX
XXXX	XXXX	XXXXX	XX	XXXXX	XXX
XXXX					
XXXX					
XXXX					
XXXX					
XXXX					
XXXX					

Report Total
xx/xx/xxxx

xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx
xxxx	xxxx	xxxxx	xx	xxxxx	xxx

**Condensed Orientation
Lined Paper**

Figure 4-9: Report Ordering Screen showing a requested report and a report with the Destination 1 list box open. When a destination has been chosen and the request has transmitted, "Requested" and the date and time will display like the ATSTAT request.

6. Request a Report Using Screen RO210

Click on the RPT REQUEST navigation button from any Report Template screen. The **RO210 Report Request** screen will display.

   a. To add a report to the report request list, key *A* into the A/C/D maintenance field on the left.

   b. Key in the school (if applicable), report number and sequence number.

   c. Key in the report title, which will print at the top of the report page.

   d. Click on the OVERNIGHT check box to run the report after hours. The report will run immediately if you leave the check box blank.

   e. Key the number of copies you would like into the COPIES field.

   f. Enter a number in the PAGE LIMIT field if you want a limited number of pages. You might want to print a few pages to check how the report will print, for example. To print the entire report, leave this field blank.

   g. Select a printer destination from the DESTINATION scroll box. You may select two destinations, and one may be e-mail.

   h. If the destination is e-mail, highlight TXT in the Email list box under the Destination list box. Enter an e-mail address in the field to the right.

   i. **<TRANSMIT>.**

Figure 4-10: RO411 Report Status Screen.

You may request printing of up to eight reports at once. The two most recent requests display on **RO210 Request**. You may view the status of all in-process reports on **RO411 Report Status**.

Status conditions:

- *Requested:* the report is "queued up" and is waiting to be processed.

- *Active:* the report currently is being processed.

- *No Record Extracted:* no records exist that satisfy the conditions of the include/ excludes and/or specified parameters.

Once the report is complete it will no longer be included on RO411. To view completed reports, see **RH208 Report History**.

Reading the Report Options Printout

Each time a report is printed, a banner page and a Report Options Printout page will print also. The banner page identifies the person requesting the report and his or her location.

The Report Options Printout lists detailed information about report elements and parameters as well as printing instructions specified on the **RT210 Report Template** screen. An example is show above. The Report Options Printout for each report is included with the report samples beginning on Page 4-23. See the following page for an explanation of the information on the Report Options Printout.

```
                          Report Options Print out              Date : 03/30/2002
                                                                Time : 15:57
District        : 0987          SCHOOL : 0893        SCHOOL YEAR : 2002
Report          : ATSTAT          Attendance Statistics
Report Seq      : 002             Mix Number : 6485/6485     Group Nbr : 5410
Report Desc     : ATTENDANCE STATISTICS REPORT
Requestor       : ATTENDANCE                              Page Limit:
Destination 1   : TIESPAGE                     LSTI1050123        Copies : 1
Email Typ/Addr  :
Destination 2   :                                                Copies : 0
Email Typ/Addr  :
Paper Form      : DPTI04        LINE SPACING = 1
Fiche Form      :              Fiche Copy : 0


-----------------------------------------------------------------------------
   SEQ         ELEMENT NAME              HEADING      TOTAL      PAGE BREAK
-----------------------------------------------------------------------------
   02          Enrolled Grade                                        Y
   03          Homeroom
   04          Full Name


-----------------------------------------------------------------------------
 I/E     ELEMENT NAME        FROM VALUE              TO VALUE
-----------------------------------------------------------------------------
 I       Aid Category        00                      01
 I       Enrolled Grade      02                      02
 I       Enrolled Grade      06                      06


-----------------------------------------------------------------------------
 PARAMETERS                                  FROM VALUE        TO VALUE
-----------------------------------------------------------------------------
 Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD    2                 3
 (C)urrently enrolled or (A)ll students         C
 Print (D)etail line, (S)ummary or (B)oth       D
 Minimum number absent/tardy occurrences
```

The Report Options Printout is the first page of any report. It shows the printing instructions, sorts, include/exclude elements and parameters specified for the report sequence.

Each time a report is printed, a banner page and a Report Options Printout page will print also. The banner page identifies the person requesting the report and his or her location.

The Report Options Printout lists detailed information about report elements and parameters as well as printing instructions specified on the **RT210 Report Template** screen. An example is show above. The Report Options Printout for each report is included with the report samples beginning on Page 4-23. See the facing page for an explanation of the information on the Report Options Printout.

DISTRICT	Your district number.
SCHOOL	School number or abbreviated school name of the school.
SCHOOL YEAR	School Year. School year ends during this calendar year. For example, 2001-2002 school year would be entered as 2002.
REPORT	Report name and description.
RPT SEQ	Report Sequence. Different versions of a report may be run, and each version is assigned a sequence number.
MIX NUMBER	Number that describes a print job and its relationship to other print jobs running at the same time. This number could be helpful if your report doesn't print properly and you need to work with TIES in working out the problem.
GROUP NBR	Group Number. This number is for TIES' internal use.
REQUESTER	The name of the person requesting the report.
PAGE LIMIT	The maximum number of pages that will print. The entire report may be many more pages long, but the requester has asked for this number of pages.
DESTINATION	Printer where the report will print.
COPIES	Number of copies requested.
PAPER FORM	Describes the paper and format for the report. S = single sided D = duplex (both sides of paper) P = portrait (vertical layout) L = landscape (horizontal layout) T = 3-hole punched I01-04 = paper type specified at the district level. Example: DLTI01 defines a single-sided, landscape formatted, 3-hole punched report with paper type I01.
LINE SPACING	Line spacing used for the report.
FICHE FORM	A fiche form must be defined in order to use fiche as a destination. See **RD933 Forms Definition List** screen for a fiche form.
FICHE COPY	The number of fiche copies to be printed.

Element Sorts. Available sort elements are listed on the RD226 Report Element List screen. They are specified and updated on **RT215 Report Template - Sorts/Totals/Page Breaks.**

SEQ	Element sequence number. Elements will be sorted in sequence order.
ELEMENT NAME	Name of the element.
HEADING	*Y* in the heading column indicates this element is included in the heading.
TOTAL	*Y* in the Total column indicates this element is included in the Total line at the bottom of the page.
PAGE BREAK	*Y* in the Page break column indicates that each time this element changes (each time a new school appears, for example), a total will be taken and the report will resume on a new page with the changed element.

Included or excluded element values. These included or excluded values are entered and updated on Include/Exclude Elements Screen RT220.

I/E	Indicates information is included (I) or excluded (E).
ELEMENT NAME	Name of element sorted for limited inclusion in the report sequence.
FROM VALUE	Include (exclude) element items beginning with this value.
TO VALUE	Include (exclude) element items ending with this value.

Parameters. Optional report requirements

PARAMETERS	The parameters included in the report sequence.
FROM VALUE	Beginning parameter value included.
TO VALUE	Ending parameter value included.

ATABSLST Daily Absence List

Use this report to

*   *Print a list of all students absent, tardy or pre-excused for a particular date or time period. Sort the list by grade, homeroom or other convenient method.*

*   *Use the report to validate student absences.*

Create and Print Daily Absence List

Order this report from **AT410 Attendance Reports** screen. In the *Absence List* box, key in a date, select the sort and select the *Print two columns* check box if you want the names to print in two columns. Then click on the PRINT button; OR

1.   Inquire into **RT210 Report Template**.

2.   Key ATABSLST into the REPORT field and a sequence number into the SEQ field.

3.   **<TRANSMIT>**. If this sequence does not exist, you will see a **Report Template not found** message. To create a new sequence with this number, highlight ADD in the maintenance list box and **<TRANSMIT>**.

You may also choose an existing report sequence from Screen **RT208 Report Template List.**

Sorts, Totals and Page Breaks

Specify sorts on Screen RT215. To view possible sort elements for this report, do one of the following:

- Click on the arrow to the right of the ELEMENT LIST box. If an element's values may be used as headings **(Hdg)** or total categories **(Tot)** the element is marked *Y* (yes); if not it is marked *N* (no).

- Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. Elements are marked *S* if they have sort capa-

bility, *H* if their values may be used as headings, and *T* if values may be totaled.

The global version is sorted by Teacher and (student's) Full Name. A page break occurs after each teacher. The sample report is printed like the global version.

The first level sort is automatically used for headings on Attendance reports. Additional headings are not available. In the list box, note that the HTG (heading) column contains *N* (no) for all of the sort elements.

Element totals are not specified for the Daily Absence Report. Total full-day, half-day and pre-excused student absences and tardies print automatically in the summary at the bottom of each page. A school total prints at the end of the report.

Add Elements, Change Value Ranges Included or Excluded, and Delete Elements

Specify include and exclude elements on Screen RT220.

To view possible include/exclude elements, do one of the following:

- Click on the arrow to the right of the ELE-MENT LIST box. Elements are marked *Y* (yes) if they may be used or *N* (no) if they may not.

- Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. If a student can be included or excluded based on an element's values or value ranges, *X* displays under the *I* (include) and *E* (exclude) in the SHTIE column.

If you print the report from **AT410 Daily Attendance Reports**, no element values are included or excluded except the date. All available data for the specified date prints. Only currently enrolled students are included.

If you are customizing your report with Report Ordering you may add or change element selections and values and value ranges may be included or excluded. Be sure to include the calendar date(s) for which you want attendance data. Include the element Attend Date - Dly. Enter a date into both the FROM VALUE and TO VALUE fields in the YYYYMMDD format. If you do not specify dates on RT220, attendance data will print without the dates, as in Example 3 on Page 4-26.

Report Options Printout for Daily Absence List Sample Report 1

Parameters

Specify the single parameter on **RT222 Report Template - Parameters.**

Print Two Columns: To print this report in two columns, key *X* into the FROM VALUE field of this parameter. Example 1 is a two-column report. Example 2 is a one-column report.

Printing Specifications

Attendance reports are all printed in portrait format. The sample Daily Absence Lists are page-printed on one side of plain unpunched paper, single spaced.

See the Print Style box on RT210 for printing options.

Request a Report

Click on the RPT REQUEST navigation button on any Report Ordering screen. See the Report Ordering manual for complete instructions on using the Report Request screen.

```
                          Report Options Printout              Date : 03/06/2002
                                                               Time : 14:20
District      : 0987        SCHOOL  :   0893    SCHOOL YEAR:  2002
Report        : ATPDABSLST     DAILY ABSENCE LIST
Report Seq    : 002         Mix Number : 6359/6359       Group Nbr : 5329
Report Desc   : Daily Attendance Absence List
Requestor:    : ATTENDANCE                         Page Limit : 0
Destination 1 : LZDEVELOPMENT            LZDEVELOPMENT     Copies : 1
Email Typ/Addr:
Destination 2 :                                           Copies : 0
Paper Form    : SPTI04      LINE SPACE = 1
Fiche Form    :             FICHE COPY : 0


---------------------------------------------------------------------------------
   SEQ        ELEMENT NAME             HEADING        TOTAL       PAGE BREAK
---------------------------------------------------------------------------------
   01         Teacher                                                Y
   02         Full Name


---------------------------------------------------------------------------------
I/E     ELEMENT NAME          FROM VALUE           TO VALUE
---------------------------------------------------------------------------------
I       Attend Date - Prd     20020304             20020304


---------------------------------------------------------------------------------
PARAMETERS                             FROM VALUE        TO VALUE
---------------------------------------------------------------------------------
Print Two Columns                         X
```

Sample 1: Report Options Printout and example page for School 0893's Seq. 2.

```
DIST 0987-0893                Sweet Williams Elementary            03/06/2002
REPT ATABSLST 002                  Absence List                   Page    4

  For:  03/03/2002                      Teacher:   Norris, Nancy

Student Name     Gr  A/T  Reason        Student Name     Gr   A/T    Reason
_____
Ansel, Deidre    06   T   Missed Bus    Meter, Mark K    06    A     Parent Req
Carlton, John L  06   A   Legal Matt    Ming, Chin       06    A     Unknown
Clonkey, Leo     06   A   Missed Bus    Rose, Zona Fe    06    A     Ill
Datz, Dewey      06   A   Unknown       Scrupe, Chris    06    A     Excused
Hively, Annie    06   A   Excused       Smart, Bob       06    A     Legal Matt
Merth, John K    06   A   Ill           Sorlie, Raymond  06    A     Ill
Meter, Bill      06   T   Missed Bus

Summary: Students absent full day    7    Students pre-excused full day   0
         Students absent half day    4    Students pre-excused half day   0
         Students tardy       2

                           *** End of Report ***
```

```
DIST 0987-0893              Sweet Williams Elementary            03/04/2002
REPT ATABSLST 001               Absence List                    Page    6

  For: 03/03/2002    Teacher: Norris, Nancy

ID Number     Grade   Student                  A/T/P   Reason        Half Day

   469725     06      Ansel, Deidre              T     MB   Missed Bus     [  ]
   420580     06      Carlton, John L            A     LE   Legal Matter   [ X]
   420956     06      Clonkey, Leo               A     MB   Missed Bus     [ X]
   420955     06      Datz, Dewey                T     UN   Unknown        [ X]
   469749     06      Hively, Annie              A     EX   Excused        [  ]

   489469     06      Merth, John K              A     II   Ill            [  ]
   469751     06      Meter, Bill                T     MB   Missed Bus     [  ]
   420574     06      Meter, Mark                A     PR   Parent Request [ X]
   420949     06      Ming, Chin                 A     ??   Unknown        [  ]
   469741     06      Rose, Zona Fe              A     IL   Ill            [  ]


Summary:     Students absent full day    6    Students pre-excused full day    0
             Students absent half day    4    Students pre-excused half day    0
             Students tardy    3
```

**Sample 2: Daily Absence List, Seq. 1. This is the global version of this report, with Attend Date -
Prd value 20020303 (March 3, 2002) included on Screen RT220.**

```
DIST 0987-0893              Sweet Williams Elementary            03/04/2002
REPT ATABSLST 003               Absence List                    Page    1

                          Teacher: Norris, Nancy

ID Number     Grade   Student                  A/T/P   Reason        Half Day

   469725     06      Ansel, Deidre              T     MB   Missed Bus     [  ]
   420580     06      Carlton, John L            A     LE   Legal Matter   [ X]
   420956     06      Clonkey, Leo               A     MB   Missed Bus     [ X]
   420955     06      Datz, Dewey                T     UN   Unknown        [ X]
   469749     06      Hively, Annie              A     EX   Excused        [  ]

   489469     06      Merth, John K              A     II   Ill               ]
   469751     06      Meter, Bill                T     MB   Missed Bus     [  ]
   420574     06      Meter, Mark                A     PR   Parent Request [ X]
   420949     06      Ming, Chin                 A     ??   Unknown        [  ]
   469741     06      Rose, Zona Fe              A     IL   Ill               ]
```

**Example 3: No dates were included on Report Screen RT220, Seq. 3. Note the missing
"For 03/03/2002" that printed at the upper left on Examples 1 and 2.**

ATCALL Attendance Call List

Use this report to

*   *Print a report listing unexcused absent and tardy students that includes heads of household and other contacts and phone numbers. Use the report as a worksheet while calling students' families for absence and tardiness explanations.*

*   *Use the report as an information source for on-line entry into TSIS.*

Create and Print Attendance Call List

Order this report from **AT410 Attendance Reports** screen. Pre-set parameters are All Families, Print Address and Contact information, and Sort by Student Name. Select the sort and click on the PRINT button; OR

1. Inquire into **RT210 Report Template**.

2. Key ATCALL into the REPORT field and a sequence number into the SEQ field.

3. <TRANSMIT>. If this report sequence exists it will display. If it doesn't exist, you will see a Report Template not found message in the status line. To create a new sequence with this number, highlight

ADD in the maintenance list box. **<TRANS-MIT>**. Or choose an existing report sequence from Screen **RT208 Report Template List.**

Parameters

Specify parameters on **RT222 Report Template - Parameters.**

Print (A)ll Families or (P)rimary family:
Include all of a student's family affiliations or only the primary family on the report. Key *A*(ll) or *P*(rimary) into the FROM VALUE field. *A*(ll) is the default. If a head of household is legally responsible for the student, the name is marked on the report with an asterisk (*).

Print Address: To include family addresses, Key *X* in the FROM VALUE field of this parameter.

Print Contact Information: To include contact information in case the family cannot be reached, key *X* into the FROM VALUE field of this parameter. Emergency contacts are marked *emergency* on the report.

Sort by (S)tudent, (T)eacher, (G)rade, (H)omeroom, or (I)D number: Choose one of these primary sort classifications. Default is *S*.

The sample report includes all families, addresses and contacts. It is sorted by (G)rade.

```
                              Report Options Printout            DATE : 03/11/2002
                                                                 TIME : 16:00
District          : 0987        SCHOOL : 0893        SCHOOL YEAR: 2002
Report            : ATCALL      Absence Call List
Report Seq        : 001         Mix Number : 8603/8603       Group Nbr : 5244
Report Desc       : Absence Call List
Requestor:        : Attend Office                      Page Limit: 0000
Destination 1     : LSTI0810D98                 LSTI0810D9810D98      Copies : 1
Email Typ/Addr    :
Destination 2     :                                               Copies : 0
Email Typ/Addr    :
Paper Form        : SPTI04      LINE SPACING = 1
Fiche Form        :            Fiche Copy : 0


------------------------------------------------------------------------------
    SEQ           ELEMENT NAME             HEADING     TOTAL    PAGE BREAK
------------------------------------------------------------------------------

**** NO SORT RECORDS FOUND ****

------------------------------------------------------------------------------
I/E    ELEMENT NAME          FROM VALUE            TO VALUE
------------------------------------------------------------------------------

**** NO INCLUDE AND EXCLUDE RECORDS FOUND ****

------------------------------------------------------------------------------
PARAMETERS                              FROM VALUE        TO VALUE
------------------------------------------------------------------------------

Print (A)ll families or (P)rimary family     A
Print address                                X
Print contact information                    X
Sort by (S)tu,(T)chr,(G)rade,(H)mrm,(I)D     G
```

Report Options Printout for School 0893's Absence Call List.

Printing Specifications

All Attendance reports are printed in portrait format. The sample Attendance Call List is page-printed on one side, single-spaced, on plain unpunched paper.

See the Print Style box on RT210 for options.

Request a Report

Click on the RPT REQUEST navigation button on any Report Ordering screen. See the Report Ordering manual for complete instructions on using the Report Request screen.

Example Report

This example includes students with absences on multiple dates. It also includes a student with more than one family affiliation and a student with a student contact.

As you gather attendance information, fill in the reason manually. Later, enter it on **AT236 Call List** or **AT230 Student Attendance by Class Period.**

```
DIST 0987-0893                              Sweet Williams Elementary School
      03/11/02 16:00
REPT ATCALL 001                    Absence Call List              Page    1

                              Enrolled Grade:  03
Student Name       Date               A/T   Reason    H/F       ID Number
Archer, John       02/19/2002          T    _____               469807
                   02/18/2002          T    _____

---Family-- Primary, Lives With    Home Phone (612) 555-1212
Father    *Archer, Robert          Day  Work  (612) 555-2222 X1212
                                   Day  Cell  (612) 555-3333
                                   Day  FAX   (612) 555-4444
Mother *Archer, Mary

          Robert and Mary Archer
          100 Main Street
          Rosehill MN 55987

Arms, Betty S    02/18/2002            T    _____               777986

--Family - Primary, Lives With     Home Phone (612) 593-1249
Father*Arms, John D Sr
None   Adams, Holly

          Arms, John D Sr
          11608 114-1/2 ST N
          RR 3903 BOX 50
          Rosehill MN 55987-1234


Buggy, Tom       02/18/2002            A    _____               469769

--Family-- Primary, Lives With     Home Phone (612) 587-7391
Father *Buggy, Bob E
None   Bugg, Dolly

          Buggy, Bob E
          10602 108ᵗʰ AVE SE
          RR 142A
          Rosehill MN 55987

 --- Contact ---
 Doctor   Dr. Candace Murray       Day Work   (612) 622-4422  X0123


 * = Legally Responsible
```

Page 1 of an Absence Call List for Daily Attendance

ATCOMPRE Comprehensive Period Attendance Report

Use this report to

* *Print a report listing, by student, of absences and tardy incidents over a specified period of time. Full days, half days and reasons are included.*

* *This report may be used for state attendance audits.*

Create and Print Comprehensive Attendance List

Order this report from **AT410 Attendance Reports** screen. In the *Comprehensive Attendance List* box, key a date or date range and select include and sort options. Then click on the PRINT data button.

OR use the AUTO SCREENS button to navigate through the report template screens.

1. Inquire into **RT210 Report Template**.

2. Key ATCOMPRE into the REPORT field and a sequence number into the SEQ field.

3. **<TRANSMIT>**. If a report sequence with this number already exists it will display. If not, you will see a **Report Template not found** message. To create a new sequence with this sequence number, highlight ADD in the maintenance list box and **<TRANSMIT>.**

Sorts, Totals and Page Breaks

Specify sorts on Screen RT215. To view possible sort elements for this report, do one of the following:

- Click on the arrow to the right of the ELEMENT LIST box. Elements whose values may be used as headings (**Hdg**) or total categories (**Tot**) are marked *Y* (yes). Those that cannot be used are marked *N* (no).

- Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. Elements are marked *S* if they have sort capability, *H* if their values may be used as headings, and *T* if values may be totaled.

Three common sort elements for the report are Teacher, Homeroom, Enrolled Grade or (student's) Full Name.

The first sequence sort is automatically used for headings on Attendance reports. See Heading 1 on the example report on Page 4-38. The date range also prints in the heading, based on the dates specified on the Page 4-36.

The sample report is sorted like the global version, which is sorted first by Enrolled Grade and then by (student's) Full Name. A page break occurs after each Enrolled Grade.

Add Elements, Change Value Ranges
Included or Excluded, and Delete Elements

To view possible include/exclude elements, do one of the following:

• Click on the arrow to the right of the ELE-MENT LIST box. Elements are marked *Y* (yes) if they may be used or *N* (no) if they may not.

• Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. If a student can be included or excluded based on an element's values or value ranges, *X* displays under the *I* (include) and *E* (exclude) in the SHTIE column.

The global template specifies no includes or excludes. In the sample report, Enrolled Grades 01-06 have been included.

Parameters

Specify parameters on Screen **RT222 Report Template - Parameters.**

Dt range (YYYYMMDD), Cal Prd (01-12, 0=YTD): Enter either a date range or attendance (calendar) period range. Enter *0* to print all absences year-to-date (default). The date range prints in the heading. If you choose to include year-to-date attendance, the heading date range will begin with the first day of school and end with today's date. The sample report includes absence data for the month of January, 2002.

Print absent students only: Key *X* into the FROM VALUE field of this parameter to include only students who have been absent or tardy during the period specified. To include students with perfect attendance as well, leave this parameter blank (default).

(C)urrently enrolled or (A)ll students: To include all students who have attended a school during a school year, specify *(A)ll students.* To include only those students enrolled at the current date, specify *(C)urrently enrolled.* (Default)

```
                        Report Options Printout          Date : 03/16/2002
                                                         Time : 13:54
District      : 0987        SCHOOL : 0893      SCHOOL YEAR : 2002
Report        : ATCOMPRE    Comprehensive Attendance Report
Report Seq    : 003         Mix Number : 6134/6134        Group Nbr : 5504
Report Desc   : Comprehensive Attendance List
Requestor     : ATTENDANCE                            Page Limit: 0
Destination 1 : TIESPAGE                     LSTI0810D98  Copies : 1
Email Typ/Addr:
Destination 2 :                                          Copies : 0
Email Typ/Addr:
Paper Form    : DPTI04      LINE SPACING = 1
Fiche Form    :             Fiche Copy : 0


-----------------------------------------------------------------------------
   SEQ        ELEMENT NAME                 HEADING     TOTAL     PAGE BREAK
-----------------------------------------------------------------------------
   02         Enrolled Grade                                        Y
   03         Full Name


-----------------------------------------------------------------------------
I/E    ELEMENT NAME        FROM VALUE          TO VALUE
-----------------------------------------------------------------------------

I      Enrolled Grade      01                  06


-----------------------------------------------------------------------------
PARAMETERS                                  FROM VALUE     TO VALUE
-----------------------------------------------------------------------------

Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD 20020101      200200131
Print absent students only                  X
(C)urrently enrolled or (A)ll students      C
```

Printing Specifications

All Attendance reports are printed in portrait format. The sample Comprehensive Attendance List is printed like the default version, page-printed on both sides single-spaced, on plain unpunched paper.

See RT210 Print Style box for options.

Request a Report

Click on the RPT REQUEST navigation button on any Report Ordering screen. See the Report Ordering manual for complete instructions on using the Report Request screen.

The number of days absent or tardy shown at the end of each student's list of absences is expressed in decimals. This is the number of full and partial days absent or tardy, not the number of occurrences.

An asterisk (*) indicates that an absence or tardy was not counted in the absent/tardy total. See Screen **AT215 Reason Codes** to view which reasons are not counted.

Comprehensive Attendance is usually retained for three years.

```
DIST 0987-0893              Daily Lake Elementary          02/02/02 01:54
REPT ATCOMPRE 003        Comprehensive Attendance List        Page   6

                              Enrolled Grade 06
                        01/01/2002 through 01/31/2002

Student Name                    ID Number   Grade              Totals
         Date          Abs/Tdy  F/H    Reason             Absent  Tardy

Alcott, Amy                       12776    06               5.0     4
         01/30/2002    Absent   Full     Unknown
         01/28/2002    Tardy             Unknown
         01/27/2002    Tardy             Missed Bus
         01/26/2002    Absent   Half     Unknown
         01/17/2002    Tardy             Family Emergenc
         01/10/2002    Absent   Half     Unknown
         01/09/2002    Absent   Full     Ill
         01/05/2002    Tardy             Missed Bus
         01/04/2002    Absent   Full     Family Emergenc
         01/03/2002    Absent   Full     Ill


Ball, Rick                       777839    21               3.5     4
         01/27/2002    Absent   Half     Unexcused
         01/26/2002    Absent   Full     Unknown
         01/22/2002    Tardy             Overslept
         01/20/2002    Absent   Full     Medical Appt
         01/19/2002    Tardy             Overslept
         01/18/2002    Absent   Full     Unknown
         01/17/2002    Tardy             Missed Bus
         01/02/2002    Tardy             Overslept


Buggy, David E                   469762    04               1.0     1
         01/19/2002    Absent   Full     Unknown
         01/17/2002    Tardy             Missed Bus

Carlton, John L                  420580    06               3.0    None
         01/05/2002    Absent   Full     Unknown
         01/04/2002    Absent   Full     Unexcused
         01/03/2002    Absent   Full     Unknown

Hively, Annie                    420621    06               1.0    None
         01/06/2002    Absent   Full

Lee, Shir                        452770    04               None    1
         01/11/2002    Tardy             Missed Bus


* = Not counted in absence/tardy totals
```

Comprehensive Attendance List for School 0893. Heading 1 automatically prints. It includes the first sort sequence from RT215 and the date range parameter from RT222.

ATCONSEC Period Attendance Consecutive Days Absence List

Use this report to

• *Print a report showing students who have been absent for a specified number of consecutive days.*

• *Use the report to find those students with excessive absence who should be withdrawn according to state regulations.*

Use the AUTO SCREENS button to navigate through the report template screens.

1. Inquire into **RT210 Report Template**.

2. Key ATCONSEC into the REPORT field and a sequence number into the SEQ field.

3. **<TRANSMIT>**. If a report sequence with this number already exists, it will display. If the sequence does not exist, you will see a

Report Template not found message in the status line. You may create a new sequence with this number by highlighting ADD in the maintenance list box. **<TRANSMIT>**.

You may also choose an existing report sequence from Screen **RT208 Report Template List.**

```
LINC Workbench - (TSISTEST) - [Report Template Sorts]                    _ | d| x|
File  Edit  LINC  Options  Window  Help                                  _ |d| x|
         <RT215>                                    Next Screen  [        ]
 DIST    [ 987 ]        Report Template - Sorts/Totals/Page Breaks
 School  [0893]  Sweet Williams Elementary
 REPORT  [ATCONSEC]   SEQ  [ 2 ]  Consecutive Days Absence List

         ELEMENT LIST: [                              ▼]       JB2


     A/C/D  Sort Seq        Element          Heading    Total   Page Break
                 1     Enrolled Grade          □          □         ☑
                 2     Full Name               □          □         □
                                               □          □         □
                                               □          □         □
                                               □          □         □
                                               □          □         □
                                               □          □         □
                                               □          □         □
                                               □          □         □
                                               □          □         □


    Menu   | Prev Screen | Auto Screens | Template | Incl/Excl | Parameters | Rpt Elements | Rpt Request

 14:55:07:70   INPUT REQUEST              0.00
```

Sorts, Totals and Page Breaks

Specify sorts on Screen RT215. To view possible sort elements for this report, do one of the following:

- Click on the arrow to the right of the ELEMENT LIST box. Elements whose values may be used as headings (**Hdg**) or total categories (**Tot**) are marked *Y* (yes). Those that cannot be used are marked *N* (no).

- Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. Elements are marked *S* if they have sort capability, *H* if their values may be used as headings, and *T* if values may be totaled.

Unless you sort only by the student's name, the first level sort is automatically used for head-ings on Attendance reports. For ATCONSEC, the date range specified on RT222 also becomes part of the heading. No other elements can be used for the heading. The global version of this report is sorted by Full Name only.

You might want to use Enrolled Grade as your first level sort and page break because Enrolled Grade automatically will be part of the page heading. The sample report includes an Enrolled Grade sort with page break.

The only available absence totals are calculated and printed automatically. The school totals at the end of this report are cumulative. For example, a student with 10 days absence would be included in both the 10-day and 11-day total.

Add Elements, Change Value Ranges Included or Excluded, and Delete Elements

To view possible include/exclude elements, do one of the following:

* Click on the arrow to the right of the ELE-MENT LIST box. Elements are marked *Y* (yes) if they may be used or *N* (no) if they may not.

* Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. The SHTIE column from Screen RD226 is displayed on the facing page. If a student can be included or excluded based on an element's values or value ranges, *X* displays under the *I* (include) and *E* (exclude) in the SHTIE column.

Neither the global sequence nor the sample report have any includes or excludes specified. That screen is not illustrated here*.*

Parameters

Specify parameters on R**T222 Report Template - Parameters.**

Dt range (YYYYMMDD), Cal Prd (01-12, 0=YTD): Enter either a date range or attendance (calendar) period range. Enter *0* to print all absences year-to-date (default). The date range prints in the heading. If you choose to include year-to-date attendance, the heading date range will begin with the first day of school and end with today's date.

```
                              Report Options Printout          Date : 03/16/2002
                                                               Time : 14:19
District       : 0987          SCHOOL : 0893    SCHOOL YEAR : 2002
Report         : ATCONSEC      CONSECUTIVE DAYS ABSENT
Report Seq     : 002           Mix Number : 3915/3915      Group Nbr : 6268
Report Desc    : Consecutive Days Absent List
Requestor:     : ATTENDANCE                                Page Limit: 0
Destination 1  : TIESPAGE                    LSTI0810D98    Copies : 1
Email Typ/Addr :
Destination 2  :                                           Copies : 0
Email Typ/Addr :
Paper Form     : DPTI04        LINE SPACING = 1
Fiche Form     :              Fiche Copy : 0


   --------------------------------------------------------------------------------
      SEQ       ELEMENT NAME        HEADING      TOTAL      PAGE BREAK
   --------------------------------------------------------------------------------
      01        Enrolled Grade                                        Y
      02        Full Name


   --------------------------------------------------------------------------------
I/E   ELEMENT NAME        FROM VALUE      TO VALUE
   --------------------------------------------------------------------------------


*** NO INCLUDE AND EXCLUDE RECORDS FOUND ***


   --------------------------------------------------------------------------------
PARAMETERS                                 FROM VALUE       TO VALUE
   --------------------------------------------------------------------------------
Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD   0                   0
Minimum number consecutive days absent        4
```

Report Options Printout for Consecutive Days Absence List

Minimum number consecutive days absent: Enter the minimum number of consecutive days absent that will qualify a student for the report. Students with the same number of absences print together.

Enrolled Grade and Date Range print as part of the heading on each page. Enrolled Grade is the first sort level specified on Screen RT215. Date Range is a parameter from RT222. The Date Range for the example report is the default value, *year-to-date*, so the beginning date shown on the report is September 2, 1999, the first day of school and the ending date is today's date, March 16, 2000.

In the sample report, the minimum number of consecutive days absent is ***4***. Students with at least 4 consecutive days' absence year-to-date will print.

Printing Specifications

Attendance reports are all printed in portrait format. The sample ATCONSEC report is page-printed on both sides (duplexed), single-spaced, on plain unpunched paper, the same as the global print specification.Request a Report

```
DIST 0987-0893         Sweet Williams Elementary         03/16/2002 02:19
REPT ATCONSEC 002      4 Consecutive Days Absence        Page     3

                         Enrolled Grade:  02
                    09/02/2001 through 03/16/2002

                              ----Consecutive Absence----
Student Name                         Dates          Nbr    ID Number   Gr

Lewis, Carol                09/10/2001-09/18/2001     7      1072       02
Merth, Jefferey             10/02/2001-10/10/2001     7       946       02
                            01/14/2002-01/21/2002     6
Meter, Samual               01/02/2002-01/08/2002     5       971       02
Ming, Cho                   01/03/2002-01/11/2002     7       948       02
Ming, Lee                   02/05/2002-02/11/2002     5       938       02

     Number of students absent    7 days - 3

     Number of students absent    6 days - 4

     Number of students absent    5 days - 6
```

Consecutive Days Absence List for School 0893, year-to-date. This report is cumulative, that is students included in the 7-day absence total are also included in the 5 and 6-day totals.

Note that Jeffrey Merth has two strings of multiple days absent.

Request a Report

Click on the RPT REQUEST navigation button on any Report Ordering screen. See the Report Ordering manual for complete instructions on using the Report Request screen.

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ATDATASH Attendance Data Sheet

Use this report to

•   *Print summary and detail attendance information sorted by individual student.*

Create and Print Attendance Data Sheets

To order this report from **AT410 Daily Attendance Reports** key in a date, select the sort and indicate if you would like the data printed in two columns. Then click on PRINT.

OR

Use the Auto Screen button to navigate through the report template screens.

1.   Inquire into **RT210 Report Template.**

2.   Key ATDATASH into the REPORT field and a sequence number into the SEQ field.

3.   **<TRANSMIT>.** If a report sequence with this number already exists, it will display. If not, you will see a **Report Template not found** message in the status line. To create a new sequence with this number highlight ADD in the maintenance list box and **<TRANSMIT>.**

You may also choose an existing report sequence from Screen **RT208 Report Template List**.

Sorts, Totals and Page Breaks

Specify sorts on Screen RT215. To view possible sort elements for this report, do one of the following:

- Click on the arrow to the right of the ELEMENT LIST box. Elements whose values may be used as headings (**Hdg**) or total categories (**Tot**) are marked *Y* (yes). Those that cannot be used are marked *N* (no).

- Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. Elements are marked *S* if they have sort capability, *H* if their values may be used as headings, and *T* if values may be totaled.

The global version of ATDATASH sorts by Enrolled Grade and (student's) Full Name. Other common first-level sorts are Teacher or Homeroom.

The global version specifies a page break after each Enrolled Grade and each student. The report will automatically insert a page break between students whether or not you specify one.

You need not specify page headings because the title of the report and the student's name automatically print at the top of each student's attendance information.

Totals by calendar period automatically are calculated and printed for each student. Additional totals are unavailable.

Add Elements, Change Value Ranges Included or Excluded and Delete Elements

To view possible include/exclude elements, do one of the following:

- Click on the arrow to the right of the ELEMENT LIST box. Elements are marked *Y* (yes) if they may be used or *N* (no) if they may not.

- Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. If a student can be included or excluded based on an element's values or value ranges, *X* displays under the *I* (include) and *E* (exclude) in the SHTIE column.

The global version specifies no include or exclude elements. The sample report includes Enrolled Grades 1-3. You might want to include or exclude certain homeroom numbers or teachers instead.

Parameters

Specify parameters on **RT222 Report Template - Parameters.**

(C)urrently enrolled or (A)ll students: Enter *C* to include only those students who are currently enrolled or *A* to include all students enrolled at any time during the school year.

Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD: Enter either a date range or attendance (calendar) period range for this report. Enter *0* to print all absences year-to-date (default). For the sample report this parameter is blank because it uses the default, year-to-date.

Printing Specifications

Attendance reports are all printed in portrait format. The global version of ATDATASH is page-printed on one side, single-spaced, on plain unpunched paper. The sample is printed like the global version.

See the Print Style box on RT210 for printing options.

Request a Report

From anywhere in Report Ordering, click on RPT REQUEST to display **RO210 Report Request.** The sample report example were generated from Report Ordering.

In the sample report the field trip on March 15, 2002 is not counted in the absence totals. Use Screen **AT215 Attendance Reason Codes** to specify any reason codes you want excluded from absence totals.

```
                       Report Options Print OUt         Date : 03/18/2002
                                                        Time : 5:13
District       : 0987          SCHOOL : 0893   SCHOOL YEAR : 2002
Report         : ATDATASH - Attendance Data Sheet
Report Seq     : 006          Mix Number : 7688/7688  Group Nbr : 5241
Report Desc    : ATTENDANCE DATA SHEET
Requestor      : Attendance
Destination 1  : LSTI0810D98             LSTI0810D98   Copies : 1
Email typ/Addr :
Destination 2  :
Email typ/Addr :
Paper Form     : DPTI02        LINE SPACING = 1
Fiche Form     :              Fiche Copy : 0


-------------------------------------------------------------------------------
    SEQ      ELEMENT NAME               HEADING     TOTAL     PAGE BREAK
-------------------------------------------------------------------------------
    01       Enrolled Grade
    02       Full Name


-------------------------------------------------------------------------------
I/E    ELEMENT NAME             FROM VALUE         TO VALUE
-------------------------------------------------------------------------------
 I     Enrolled Grade           01                 03


-------------------------------------------------------------------------------
PARAMETERS                               FROM VALUE        TO VALUE
-------------------------------------------------------------------------------
(C)urrently enrolled or (A)ll students       C
Dt range (YYYYMMDD), Cal Prd (01-12), 0 = YTD
```

Report Options Printout for the Example Attendance Data Sheet.

```
DIST 0987-0893              Sweet Williams Elementary         03/18/2002  03:13
REPT ATDATASH 006              Attendance Data Sheet          Page      24

Alcott, Amy
ID             12776
M/F      F                                   Total Membership Days          122
Birthdate 03/09/1994                         Total Days Present            117.0
Teacher   Smith, Laura                       Total Days Absent               5.0
Counselor    Fitzpatrick, Fred               Indiv Avg Daily Attendance     95.9
Homeroom    110                              Greatest # Consecutive Abs       2
House                                        Total Days Tardy                 4

Enrollment
                        Last   Res   Aid              End    Mbr    Attnd   Comment
     Begin Date Grade  Locn   Dist   Cat   End Date  Stat   Days   Days
     09/02/2001    06   0987   00                 0    122   113.0

Totals by Calendar Period
     Cal                                    Instr  Mbr    Attnd  Days   Days
     Prd    Begin Date   End Date           Days   Days   Days   Absent Tardy
      1     09/03/2001   11/23/2001          41     41    41.0    0.0     0
      2     11/26/2001   01/25/2002          45     45    45.0    0.0     1
      3     01/28/2002   03/29/2002          43     36    31.0    5.0     3
      4     04/01/2002   06/07/2002          41      0            0.0     0

Attendance
                        A/T/P      F/H
     Day    Date        Status     Day       Reason
   * M      03/15/2002  Absent     Half      Field Trip
     T      03/05/2002  Absent     Half      Unknown
     M      03/04/2002  Absent     Full      Ill
     T      02/12/2002  Tardy                Family Emergenc
     W      02/06/2002  Absent     Full      Family Emergenc
     T      01/29/2002  Absent     Full      Ill
     F      01/25/2002  Absent     Full      Unknown
     T      01/22/2002  Tardy                Missed Bus
     M      01/21/2002  Tardy                Missed Bus



 * = Not counted in absence/tardy totals
```

Amy Alcott's Attendance Data Sheet, Page 1 of the report. Note that her field trip absence on March 15 was not counted in her absence total.

ATFREQDIST Attendance Frequency and Distribution Report

Use this report to

* *Compute and print a report showing the days during a calendar period when most absences occurred, and the number of students absent by number of days and half-days.*

* *Use the information to analyze absence and tardy patterns.*

This statistical report is ordered periodically for school administrators, usually once per month, at quarter-end or year-end. The date range covered by the report prints at the top of the page.

The report tallies the numbers of absences and tardy occurrences for each student, and computes the percentage of school days they are absent or tardy. The list of half and full day increments extends to the greatest number of total absences or tardy instances accumulated by any one student during the period specified for the report. In other words, the report will stop printing when the highest number of absence occurrences by any student has been reached.

Create and Print Attendance Frequency and Distribution Report

Start with the RT210 Template screen and use the AUTO SCREENS button to navigate through the report template screens.

1. Inquire into **RT210 Report Template**.

2. Key ATFREQDIST into the REPORT field and a sequence number into the SEQ field.

3. **<TRANSMIT>**. If a report sequence with this number already exists, it will display. If the sequence does not exist, you will see a **Report Template not found** message in the status line. To create a new sequence with this number, highlight ADD in the maintenance list box and **<TRANSMIT>**.

You may also choose an existing report sequence from Screen **RT208 Report Template List.**

Sorts, Totals and Page Breaks

This is a school-wide report. No sorts are applicable. The calendar period specified in the Date Range parameter will automatically print as a page heading. (See the following page.)

Add Elements, Change Value Ranges Included or Excluded, and Delete Elements

No RT220 element value selections are applicable. See Parameter screen to include specific date ranges or calendar periods.

```
LINC Workbench - (TSISTEST) - [Report Template Parameters]          _ |ᵈ| x|
File  Edit  LINC  Options  Window  Help                             _ |ᵈ| x|
              <RT222>                                Next Screen
     DIST    [987]         Report Template  - Parameters
     SCHL    [0893]   Sweet Williams Elementary
     REPORT  [ATFREQDIST]    SEQ  [2]   DA - Attendance Freq. and Dist.
                                                      JB2   SECURED

            Parameter              From Value          To Value
     Dt range(YYYYMMDD),Cal Prd(01-16),0=YTD   00000000020010903   00000000020011231
     ----------------------------   -------------   --------------
     ----------------------------   -------------   --------------
     ----------------------------   -------------   --------------
     ----------------------------   -------------   --------------
     ----------------------------   -------------   --------------
     ----------------------------   -------------   --------------
     ----------------------------   -------------   --------------
     ----------------------------   -------------   --------------
     ----------------------------   -------------   --------------
     ----------------------------   -------------   --------------
     ----------------------------   -------------   --------------

     [ ]  Next Parameter Sq
          Menu  | Prev Screen | Auto Screens | Template | Sorts | Incl/Excl | Rpt Request

          13 Successful entry
```

Parameters

Specify parameters on **RT222 Report Template - Parameters.**

Dt range (YYYYMMDD), Cal Prd (01-12, 0=YTD: Enter either a date range or attendance (calendar) period range for this report. Enter *0* to print all absences year-to-date (default). The sample report dates of September 03, 2001 to December 31, 2001, print in the report heading.

Printing Specifications

All Attendance reports are printed in portrait format. The sample Attendance Frequency & Distribution is duplex page-printed on plain unpunched paper, single-spaced.

See the Print Style box on RT210 for options.

```
                          Report Options Printout          Date : 01/10/2002
                                                           Time : 14:37
District       : 0987        SCHOOL :  0192   SCHOOL YEAR : 2002
Report         : ATFREQDS    ATTENDANCE FREQUENCY & DIST
Report Seq     : 002         Mix Number : 7124/7124     Group Nbr : 5449
Report Desc    : Attendance Frequency and Distribution Report
Requestor:     : Attend Office                         Page Limit : 0
Destination 1  : TIESPAGE                   LSTI0810D98            Copies : 1
Email Typ/Addr :
Destination 2:                                             Copies : 0
Email Typ/Addr :
Paper Form   : SPTI02          LINE SPACING = 1
Fiche Form   :                 Fiche Copy : 0


--------------------------------------------------------------------------------
   SEQ      ELEMENT NAME                  HEADING        TOTAL     PAGE BREAK
--------------------------------------------------------------------------------

**** NO SORT RECORDS FOUND ****

--------------------------------------------------------------------------------
I/E     ELEMENT NAME           FROM VALUE           TO VALUE
--------------------------------------------------------------------------------

**** NO INCLUDE AND EXCLUDE RECORDS FOUND ****

--------------------------------------------------------------------------------
PARAMETERS                            FROM VALUE        TO VALUE
--------------------------------------------------------------------------------
Dt range (YYYYMMDD), Cal Prd (01-12), 0=TYD  20010903        2001231
```

Report Options Printout for School 0893's Attendance Frequency & Distribution List, Seq. 1

Request a Report

Click on the RPT REQUEST navigation button on any Report Ordering screen. See the Report Ordering manual for complete instructions on using the Report Request screen.

Attendance Frequency is covered on the top half of the report. You will see the number of absence and tardy occurrences for each day of the week together with the percentage of the total that occurred on that week day.

Example: Fifteen full-day absences occurred on Tuesdays, or 20.8% of the total full-day absences.

Absence/Tardy Distribution. The distribution of absence and tardy occurrences for each number of days is listed.

```
DIST 0987-0893         Sweet Williams Elementary School         01/10/02 2:37
REPT ATFREQDIST 002         Attendance Frequency & Dist         Page      1

                        09/03/2001 through 12/31/2001
Attendance Frequency:
                   Full-day Absent        Half-day Absent          Tardy
                 Number  % Total        Number   % Total      Number % Total

        Monday      21     29.1            4      40.0          12     32.4
        Tuesday     15     20.8            4      40.0          14     37.8
        Wednesday   14     19.4            1      10.0           8     21.6
        Thursday     9     12.5            1      10.0           3      8.1
        Friday      13     18.0            0       0.0           0      0.0
        Totals      72    100.0           10     100.0          37    100.0

Absence/Tardy Distribution:

  # Days    Absent      Tardy                # Days      Absent      Tardy
   0.5        2         none                  14.0        none        none
   1.0       14          11                   14.5        none        none
   1.5        6         none                  15.0        none        none
   2.0        3          1                    15.5        none        none
   2.5        4         none                  16.0        none        none

   3.0        1         none                  16.5        none        none
   3.5        1         none                  17.0        none        none
   4.0        1          3                    17.5        none        none
   4.5        1         none                  18.0        none        none
   5.0        2         none                  18.5        none        none

   5.5      none        none                  19.0        none        none
   6.0      none        none                  19.5        none        none
   6.5      none        none                  20.0        none        none
   7.0        1         none                  20.5        none        none
   7.5      none        none                  21.0        none        none

   8.0      none        none                  21.5        none        none
   8.5      none        none
   9.0      none        none
   9.5      none        none
  10.0      none        none

  10.5      none        none
  11.0      none        none
  11.5      none        none
  12.0      none          1
  12.5      none        none

  13.0      none        none
  13.5      none        none

                        *** End of Report ***
```

Attendance Frequency & Distribution Report Sample

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ATNOTIFY Absence Notification Letter

Use this report to

- *Print standardized parent or guardian "Attendance Warning" letters notifying students' families of excessive absence.*

Create and Print Daily Attendance Notification Letters

1. Inquire into **RT210 Report Template.**

2. Key ATNOTIFY into the REPORT field and a sequence number into the SEQ field.

3. **<TRANSMIT>.** If a report sequence with this number exists it will display. If the sequence does not exist you will see a

Report Template not found message in the status line. To create a new sequence with this number, highlight ADD in the maintenance list box and **<TRANSMIT>.**

You may also choose an existing report sequence form Screen **RT208 Report Template List.**

Sorts, Headings, Totals and Page Breaks

There are no optional sorts for ATNOTIFY. The letters are automatically sorted by the (student's) Full Name. All family and contact letters for the same student print together and a contact person's name and address prints at the top of each letter. One page is printed per letter unless the absence list is long enough to carry over onto the second page. In that case, the student's name and other information prints on the second page as well as the first.

Headings are not applicable to notification letters. However, the calendar period specified on the RT222 Parameter screen (Date Range) automatically prints in the heading of the Absence Notification.

Add Elements, Change Value Ranges Includes or Excluded, and Delete Elements

No element value includes or excludes are applicable to this report.

Parameters

Specify parameters on **RT222 Report Template - Parameters.**

Print (A)ll Families or (P)rimary family: In the FROM VALUE field, enter *A* to include all of a student's family affiliations or *P* to include only the primary family in the notification. *A* is the default. If a head of household is legally responsible for the student, the name is marked with an asterisk (*).

Dt range (YYYYMMDD), Cal Prd (01-12, 0 = YTD: Enter either a date range or calendar period range for this report. Enter *0* to include attendance information year-to-date (default).

Printing Specifications

Attendance reports are all printed in portrait format. The global version of ATNOTIFY is page-printed on one side of plain unpunched paper, single-spaced. The sample report pages are printed like the global version.

Request a Report

Click on the RPT REQUEST navigation button on any Report Ordering screen. See the Report Ordering manual for complete instructions on using the Report Request screen.

How Absence Notifications Work

The Absence Notification Letter Report extracts into a file all student attendance records that have been altered on the current processing date. A record is altered when a student is absent or tardy or when a reason code or weight has been changed. Absence and tardy reason codes affect the weight given to each absence or tardy occurrence. Weights are assigned to reasons on the **AT215 Reason Code Table** screen.

A letter will print on the day the following criteria are met:

1. The student's weighted absences and/or tardiness exceed the number specified on **AT210 School Attendance Parameters.**

2. The weighted absences and tardy occurrences do not exceed the limit the day before the current maintenance date. (If absences exceeded the limit the day before, a letter would have been printed at that time.)

3. Exception to Item 2: The accumulated weight reaches a *new* limit on the current maintenance date. If the absence and tardy totals reach the new limit, another letter will print.

Accumulated weighted totals are adjusted when absence reasons are changed, affecting the creation of notification letters.

Example 1: Assume the weight limit for the first letter is 6. A student's weight of absences until yesterday was 3. The weight of today's absence is 2, for a total of 5. The reason for a previous absence is changed, increasing the weight by 1, for a total of 6. The weight until yesterday did not exceed the notification limit, but exceeded it after adding today's weight and the weight increase from the previous date. A letter will print.

Example 2: Assume the first weight limit is 8 and the second is 12. A student's weight of absences until yesterday was 8. A letter printed. The weight of today's absence is 4, for a total of 12. The reason for a past absence was changed, decreasing the weight by 3 and changing yesterday's total to 9. After adding today's weight, the next notification limit is exceeded, but after adjusting the past weight it is not. A letter will not print.

A copy of the letter is addressed to each parent, guardian or other interested contact person.

The letter includes attendance statistics and specific absent or tardy dates. A note at the bottom of each letter indicates that those absences with an asterisk (*) are not counted in the absent and tardy totals.

```
                         Report Options Printout            Date : 03/17/2002
                                                            Time : 12:34
District       : 0987        SCHOOL : 0192  SCHOOL YEAR : 2002
Report         : ATNOTIFY    Attend Absence Notification Letters
Report Seq     : 002         Mix Number : 0753/0753      Group Nbr : 5398
Report Desc    : Attendance Absence Notification Letters
Requestor:     : ATTENDANCE                      Page Limit:    0
Destination 1  : TIESPAGE                   LSTI0810D98      Copies : 1
Email Typ/Addr :
Destination 2  :                                            Copies : 0
Email Typ/Addr :
Paper Form     : SPTI02      LINE SPACING = 1
Fiche Form     :            Fiche Copy : 0


  ------------------------------------------------------------------------------
    SEQ     ELEMENT NAME                 HEADING     TOTAL     PAGE BREAK
  ------------------------------------------------------------------------------

 **** NO SORT RECORDS FOUND ****

  ------------------------------------------------------------------------------
 I/E     ELEMENT NAME        FROM VALUE  TO VALUE
  ------------------------------------------------------------------------------

 **** NO INCLUDE AND EXCLUDE RECORDS FOUND ****

  ------------------------------------------------------------------------------
 PARAMETERS                                 FROM VALUE      TO VALUE
  ------------------------------------------------------------------------------
 Print (A)ll families or (P)rimary family       P
 Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD  20020103        20020315
```

Report Options Printout that would print with the sample report.

When you click on the Absence Notification PRINT button on Screen AT410, all currently due absence notifications print in a pre-set format. "Currently due" means that a notification letter has not been sent since the last accumulated weight level was reached. These notifications are addressed to the head-of-household of the student's primary family. Each letter is on a separate page so it can be mailed to the student's family.

View on-line a listing of absence notifications that have been mailed to a student's family. Access **ST450 Attendance Notification History**.

```
                      ABSENCE NOTIFCATION REPORT
                      01/03/2002 - 03/15/2002


        Kevin C. Alcott
        1533 Violet AVE E
        Rosehill MN 55987


        Alcott, Amy

ID Number    12776
M/F          F                      Total Membership Days    49
Birth Date   03/09/91               Total Days Present       41
Teacher      Norris, Nancy          Total Days Absent         5
Counselor    Fitzpatrick, Fred      Percent Present          89.8
Homeroom     0103                   Greatest # Consecutive Abs  4
House                               Total Days Tardy          4

      * Mon   03/11/2002   Absent      Half Day    Field Trip
        Tue   03/12/2002   Absent      Half Day    Unknown
        Mon   03/04/2002   Absent      Full Day    Ill
        Tue   02/19/2002   Tardy                   Family Emergenc
        Wed   02/12/2002   Absent      Full Day    Family Emergenc
        Tue   02/05/2002   Absent Full Day         Ill
        Fri   02/01/2002   Absent      Full Day    Unknown
        Wed   01/30/2002   Tardy                   Unknown
        Tue   01/29/2002   Tardy                   Missed Bus
        Mon   01/28/2002   Absent      Half Day    Unknown
        Mon   01/07/2002   Tardy                   Missed Bus




  * = Not counted in absence/tardy totals
```

School 0893's Absence Notification Letter to Amy Alcott's Family

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ATOCCUR Absence or Tardy Occurrence Report

Use this report to

*   *Print a detailed and/or summary list of students who have been absent and/or tardy a specified minimum number of times during a specified period.*

*   *Print a list of students with unexcused absences and/or tardy occurrences.*

*   *Print a report showing absence for a date range, reason code or other data element to aid in tracking attendance problems.*

Create and Print Absence/Tardy Occurrence Detail Report

Use the AUTO SCREENS button to navigate through the report template screens.

1.   Inquire into **RT210 Report Template**.

2.   Key ATOCCUR into the REPORT field and a sequence into the SEQ field.

3.   **<TRANSMIT>**. If a report sequence with this number already exists, it will display. If this sequence does not exist, you will see a **Report Template not found** message. You may also choose an existing report sequence from Screen **RT208 Report Template List.**

```
LINC Workbench - (TSISTEST) - [Report Template Sorts]                    _ | 8 | X
  File  Edit  LINC  Options  Window  Help                                _ | 8 | X
              <RT215>                                        Next Screen
  DIST    987          Report Template - Sorts/Totals/Page Breaks
  School  0893    Sweet Williams Elementary
  REPORT  ATOCCUR       SEQ    2   Absence/Tardy Occurrence List

         ELEMENT LIST:  [                            ▼ ]        JB2


    A/C/D  Sort Seq         Element         Heading    Total    Page Break
                 1     Enrolled Grade          □         □          ☑
                 2     Full Name               □         □          □
                                               □         □          □
                                               □         □          □
                                               □         □          □
                                               □         □          □
                                               □         □          □
                                               □         □          □
                                               □         □          □
                                               □         □          □


     Menu   Prev Screen  Auto Screens  Template   Incl/Excl   Parameters  Rpt Elements  Rpt Request



  11:50:20:39   INPUT REQUEST              0.00
```

Sorts, Totals and Page Breaks

Specify sorts on Screen RT215. To view possible sort elements for this report, do one of the following:

- Click on the arrow to the right of the ELEMENT LIST box. If an element's values may be used as a heading (**Hdg**) or total category (**Tot**) it is marked *Y* (yes). Those that cannot be used are marked *N* (no).

- Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. Elements are marked *S* if they have sort capability, *H* if their values may be used as headings, and *T* if values may be totaled.

The global version of ATOCCUR sorts by Enrolled Grade and (student's) Full Name.

Other common first-level sorts are Teacher or Homeroom.

The global version also specifies a page break after each Enrolled Grade. The sample report has the same sorts and page breaks as the global version.

The first level sort is automatically used for headings on Attendance reports. Additional headings are not available.

Totals are automatic. The number of students in each Sort 1 category who have a specified number of absent/tardy occurrences prints at the end of the category. For example, if students are sorted by Enrolled Grade, at the bottom of each Enrolled Grade the number of students in that grade who have been absent or tardy a specified number of times prints.

Add Elements, Change Value Ranges Included or Excluded, and Delete Elements

You may add or change element selections and include or exclude values and value ranges. See the ELEMENT LIST box on RT220 for valid include/exclude elements. In the sample report, no include/exclude elements have been specified.

Parameters

Specify parameters on **RT222 Report Template - Parameters.**

(C)urrently enrolled or (A)ll students: To include all students who have attended your school during a school year, specify *(A)ll students.* To include only those students enrolled at the current date, specify *(C)urrently enrolled.* Default = *C*.

Dt range (YYYYMMDD), Cal Prd (01-12, 0=YTD: Enter either a date range or attendance (calendar) period range. Enter *0* to print all absences year-to-date. Default = *0*, YTD.

Count (A)bsence, (T)ardy or (B)oth: Enter *A* to include student absences, *T* to include tardy incidents or *B* to include both. Default = *B*.

Minimum number absent/tardy occurrences (required): Enter a minimum number of absent/tardy occurrences that will cause a student to be included in the report.

Print (D)etail line, (S)ummary or (B)oth: Both detail and summary are sorted by course number and section. The detail report lists each student, the dates he or she was absent and the reason, and a total number of absences.

```
                      Report Options Printout              Date: 03/18/2002
                                                           Time: 11:33
District        : 0987        SCHOOL : 0192      SCHOOL YEAR : 2002
Report          : ATOCCUR     Absence/Tardy Occurrence List
Report Seq      : 002         Mix Number : 7131/131     Group Nbr : 5238
Report Desc     : Attendance, Tardy Occurrence & Absence
Requestor:      : Attend Office                         Page Limit:   0
Destination 1   : TIESPAGE                   LSTI0810D98        Copies : 1
Email Typ/Addr  :
Destination 2   :                                              Copies : 0
Email Typ/Addr  :
Paper Form      : SPTI04          LINE SPACING = 1
Fiche Form      :                 Fiche Copy : 0


--------------------------------------------------------------------------------
   SEQ         ELEMENT NAME                 HEADING      TOTAL     PAGE BREAK
--------------------------------------------------------------------------------
   01          Enrolled Grade                                          Y
   02          Full Name

--------------------------------------------------------------------------------
I/E    ELEMENT NAME              FROM VALUE          TO VALUE
--------------------------------------------------------------------------------

**** NO INCLUDE AND EXCLUDE RECORDS FOUND ****


--------------------------------------------------------------------------------
PARAMETERS                                FROM VALUE        TO VALUE
--------------------------------------------------------------------------------
(C)urrently enrolled or (A)ll students    C
Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD   20010903       20020315
Count (A)bsence, (T)ardy or (B)oth        B
Minimum number absent/tardy occurrences   4
Print (D)etail Line, (S)ummary or (B)oth  B
Select Reason Code
Print selected Reason details only
Half-day abs = (F)ull day or (I)gnore
```

Report Options Printout for Period Attendance Absence or Tardy Occurrence Detail Report.

The summary lists each student and the total number of absence or tardy occurrences for the specified time period. (Default = *B.*)

Select Reason Code: Enter a reason code to print students absent or tardy for a specific reason. For example, you might want a list of students with unexcused absences. Default = blank, all reasons. All absences, regardless of reason, will print for students who have at least one absence with the specified reason code.

Print selected Reason details only: If you specified a reason code in the parameter above, you have the option of printing details for only the specified reason code absences. Enter *X* in the FROM VALUE field of this parameter to select it.

Half-day abs = (F)ull day or (I)gnore: Enter *F* in the FROM VALUE field of this parameter to convert half-day absences to full days. Enter *I* to ignore half-day absences.

```
DIST 0987-0893           Sweet Williams Elementary School      03/18/02 16:00
REPT ATOCCUR 002      4 Absent or Tardy Occurrence Detail Report    Page   2

                            Enrolled Grade: 02
   Student                                  ID Number   Grade   Occurrences
     Day     Date      A/T     F/H    Reason                      Abs  Tdy
Merth, Jefferey                              469807       02
   * M     03/11/2002  Absent  Half   Field Trip
     F     03/08/2002  Absent  Full   Ill
     R     03/07/2002  Absent  Full   Ill
     W     03/06/2002  Absent  Full   Ill
     T     03/05/2002  Absent  Full   Ill
     M     03/04/2002  Absent  Full   Ill
                                                               5.0  0


Meter, Samuel                                469771       02
     M     03/11/2002  Absent  Full   Ill
     W     03/06/2002  Absent  Full   Ill
     M     03/04/2002  Absent  Full   Accident
     R     02/07/2002  Tardy          Overslept
     M     02/04/2002  Absent  Full   Unknown
                                                               4.0  1


Moore, Emily                                 469947       02
     M     03/11/2002  Tardy          Unknown
     F     03/08/2002  Absent  Full   Accident
     R     03/07/2002  Absent  Full   Accident
     W     03/06/2002  Absent  Full   Accident
     T     03/05/2002  Absent  Full   Accident
     M     03/04/2002  Absent  Full   Accident
     T     02/26/2002  Absent  Full   Accident
     M     02/04/2002  Absent  Half   Unknown
                                                               6.6  1


Number of students with at least 4 occurrence(s) of Absence/Tardy          3






* = Not counted in absence/tardy totals
```

A page from the Absence or Tardy Occurrences Detail Report for School 0893.

```
DIST 0987-0893         Sweet Williams Elementary School          03/18/02  16:00
REPT ATOCCUR 002   4 Absent or Tardy Occurrence Detail Report       Page   11

                          Enrolled Grade:  02
                           Occurrences    Totals
        Student             Abs   Tdy     Abs   Tdy     ID Number  Grde

Merth, Jeffrey                5    0       5.0   0       469807      02
Meter, Samuel                 4    1       4.0   1       469771      02
Moore, Emily                  7    1       6.5   1       469947      02
```

**Total
Occurrences**   **Total
Days**

Grade 2 Summary page for the sample report. Note that for Emily Moore the number of occurrences includes half-day occurrences, so that the total number of occurrences exceeds the total number of days absent.

Printing Specifications

All Attendance reports are printed in portrait format. The sample Absence or Tardy Occurrence Report is page-printed on both sides of the page, single-spaced, on plain unpunched paper.

See the Print Style box on RT210 for options.

Request a Report

Click on the RPT REQUEST navigation button on any Report Ordering screen. See the Report Ordering manual for complete instructions on using the Report Request screen.

ATPERFECT Perfect Attendance Report

Use this report to

• *Print a report listing students with perfect attendance records.*

• *Use the list to reward or commend students with perfect attendance at the end of the term or school year.*

Create and Print Perfect Attendance Report

Use the AUTO SCREENS button to navigate through the report template screens.

1. Inquire into **RT210 Report Template.**

2. Key ATPERFECT into the REPORT field and a sequence number into the SEQ field.

3. **<TRANSMIT>.** If a report sequence with this number already exists, it will display. If the sequence does not exist, you will see a **Report Template not found** message in the status line. To create a new sequence with this number, highlight ADD in the maintenance list box and **<TRANSMIT>.**

You may also choose an existing report sequence from Screen **RT208 Report Template List.**

Sorts, Totals and Page Breaks

See RT222 Parameter screen for available sorts.

Add Elements, Change Value Ranges Included or Excluded, and Delete Elements

No element values may be included or excluded for this report.

Parameters

Use **RT222 Report Template - Parameters** to specify parameters.

Dt range (YYYYMMDD), Cal Prd (01-12, 0=YTD: Enter either a date range or attendance calendar period range for this report.

Enter *0* to print all absences year-to-date (default). Regardless of which of these entries is made, the inclusive dates print in the report heading.

(C)urrently enrolled or A(ll) students: To include all students who have attended school during a school year, specify *(A)ll students*. To include only those students enrolled at the current date, specify *(C)urrently enrolled.* The sample report includes currently enrolled students only.

Print membership days: Enter *X* in the FROM VALUE field of this parameter to print an additional column showing each student's membership days. See sample report on Page 4-72.

```
                           Report Options Print out          Date : 03/18/2002
                                                             Time : 13:46
District      : 0987       SCHOOL : 0893    SCHOOL YEAR : 2002
Report        : ATPERFECT  Perfect Attendance Report
Report Seq    : 002        Mix Number : 5864/5864  Group Nbr : 5269
Report Desc   : Perfect Attendance Report
Requestor:    : ATTENDANCE                       Page Limit :    0
Destination 1 : TIESPAGE                  LSTI0810D98        Copies : 1
Email Typ/Addr:
Destination 2 :                                             Copies : 0
Email Typ/Addr:
Paper Form    : SPTI04    LINE SPACING = 1
Fiche Form    :           Fiche Copy : 0


-------------------------------------------------------------------------------
   SEQ        ELEMENT NAME                 HEADING     TOTAL     PAGE BREAK
-------------------------------------------------------------------------------
**** NO SORT RECORDS FOUND ****
-------------------------------------------------------------------------------
I/E    ELEMENT NAME       FROM VALUE        TO VALUE
-------------------------------------------------------------------------------
**** NO INCLUDE AND EXCLUDE RECORDS FOUND ****


-------------------------------------------------------------------------------
PARAMETERS                                 FROM VALUE    TO VALUE
-------------------------------------------------------------------------------
Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD
(C)urrently enrolled or (A)ll students     C
Print membership days                      X
Choose Sort from one of the following:
Student
Teacher                                    X
Grade
Homeroom
```

Report Options Printout for the Sample Perfect Attendance Report

Choose Sort from one of the following: Student, Teacher, Grade, Homeroom - Enter *X* in the FROM VALUE field of one of these sort parameters.

Printing Specifications

Attendance reports are all printed in portrait format. The global default version of ATPERFECT is page-printed on one side, single-spaced, on plain unpunched paper. The sample report is printed like the global version.

See the Print Style box on RT210 for printing options.

Request a Report

Click on the RPT REQUEST navigation button on any Report Ordering screen. See the Report Ordering manual for complete instructions on using the Report Request screen.

The sample report example was generated from Report Ordering.

```
DIST 0987-0893          Sweet Williams Elementary          03/18/2002 13:46
REPT ATPERFECT 002      Perfect Attendance Report          Page    4

                            Enrolled Grade 02
                      09/03/2001 through 03/15/2002

    Student Name        Grade          ID Number        Membership Days

Collier, Jessica         2            000469518              170
Cross, Rod               2            000461205              170
Eide, Dorothy            2            000477804              170
Hokenson, Peter          2            000471204              170

Lancer, Kyle             2            000477976              170
Lee, Cory                2            000470675              170
Ling, Dennis             2            000469479              170
Peck, Jennifer           2            000469123              170
Schuller, Kathy          2            000470321              170
```

```
DIST 0987-0893          Sweet Williams Elementary          03/18/2002 13:46
REPT ATPERFECT 002      Perfect Attendance Report          Page    10

                      09/03/2001 through 03/15/2001

Grand Total                             45


                      *** End of Report ***
```

Perfect Attendance Report for Grade 2, Page 4, and the Final Page of Report, Page 10.

ATROS2WK Two-Week Roster

Use this report to

- *Print a two-week attendance form for the recording of daily attendance by teachers in the classroom.*

Create and Print Two Week Attendance Roster

Order this report from **AT410 Attendance Reports** screen. In the *Attendance Roster - 2 Weeks* box, select the sort and key in the Begin Date (first Monday date) of the two-week roster. To print rosters for a term that hasn't started, also key in an 'Enrolled as of' date. Then click on the PRINT data button. OR

Use the AUTO SCREENS button to navigate through the report template screens.

1. Inquire into **RT210 Report Template.**

2. Key ATROS2WK into the REPORT field and a sequence number into the SEQ field.

3. **<TRANSMIT>**. If a report sequence with this number already exists, it will display. If the sequence does not exist, you will see a **Report Template not found** message in the status line. To create a new sequence with this sequence number, highlight ADD in the maintenance list box and **<TRANSMIT>**.

LINC Workbench - (TSISTEST) - [Report Template Sorts]

File   Edit   LINC   Options   Window   Help

<RT215>   Next Screen

DIST   987   Report Template - Sorts/Totals/Page Breaks

School   0893   Sweet Williams Elementary

REPORT   ATROS2WEEK   SEQ   4   Attendance Roster for 2 weeks

ELEMENT LIST: ▼   JB2

A/C/D	Sort Seq	Element	Heading	Total	Page Break
	1	Teacher			☑
	2	Full Name			

Menu | Prev Screen | Auto Screens | Template | Incl/Excl | Parameters | Rpt Elements | Rpt Request

14:17:52:47   INPUT REQUEST   0.00

Sorts, Totals and Page Breaks

Specify sorts on Screen RT215. To view possible sort elements for this report, do one of the following:

• Click on the arrow to the right of the ELEMENT LIST box. If an element's values may be used as headings **(Hdg)** or total categories **(Tot)** the element is marked *Y* (yes); if not it is marked *N* (no).

• Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. Elements are marked *S* if they have sort capability, *H* if their values may be used as headings, and *T* if values may be totaled.

The global version is sorted by Teacher and (student's) Full Name. A page break occurs after each teacher. The sample report is sorted like the global version.

The first level sort is automatically used for headings on Attendance reports. Additional headings are not available. In the ELEMENT LIST box, note that the HTG (heading) column contains *N* (no) for all of the sort elements.

Totals are not applicable to attendance rosters.

```
LINC Workbench - (TSISTEST) - [Report Template Incl/Excl]                    _ |8| X|
File  Edit  LINC  Options  Window  Help                                      _ |8| X|
                      <RT220>                              Next Screen
DIST       987                                                      
                           Report Template - Include/Exclude Elements
School     0893   Sweet Williams Elementary
REPORT   ATROS2WEEK    SEQ     4    Attendance Roster for 2 weeks
       ELEMENT LIST:                             [v]              JB2
   A/C/D         I/E       Element        From Value            To Value
                  I    Enrolled Grade      01                    02
```

Add Elements, Change Value Ranges Included or Excluded, and Delete Elements

Specify include and exclude elements on Screen RT220.

To view possible include/exclude elements, do one of the following:

• Click on the arrow to the right of the ELE-MENT LIST box. Elements are marked *Y* (yes) if they may be used or *N* (no) if they may not.

• Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. If a student can be included or excluded based on an element's values or value ranges, *X*

displays under the *I* (include) and *E* (exclude) in the SHTIE column.

If you print the report from **AT410 Daily Attendance Reports**, no element values are included or excluded except the Begin Date or 'As of' Date. Rosters will print for the date specified and will include currently enrolled students only.

To produce replacement forms, include ranges of values for Teacher (teachers' employee numbers), Homeroom (homeroom numbers) or Enrolled Grades.

In the sample report, Enrolled Grades 01 and 02 have been included.

Parameters

Specify parameters on **RT222 Report Template - Parameters.**

First Monday Date (YYYYMMDD): Enter the date of the Monday at the beginning of the two-week period. This parameter is required. The sample roster begins on March 6, 2000.

As of date YYYYMMDD: Use this parameter only if you are using First Monday Date. TSIS will print attendance rosters for those students enrolled as of this date. This field allows you to print attendance rosters for a term that hasn't yet started.

Printing Specifications

Attendance reports are all printed in portrait format. The sample Two-Week Attendance Roster is page-printed on one side, single-spaced, on plain unpunched paper. The global format is the same as the sample report.

See the Print Style box on RT210 for printing options.

Request a Report

Click on the RPT REQUEST navigation button on any Report Ordering screen. See the Report Ordering manual for complete instructions on using the Report Request screen.

```
                        Report Options Print out           Date : 02/28/2001
                                                           Time : 14:20
District      : 0987        SCHOOL : 0893    SCHOOL YEAR : 2002
Report        : ATROS2WK    Daily Absence List
Report Seq    : 002         Mix Number : 0872/0872   Group Nbr : 5399
Report Desc   : Period Attendance 2-Week Roster
Requestor     : ATTENDANCE                       Page Limit : 0
Destination 1 : TIESPAGE                LSTI0810D98        Copies : 1
Email Typ/Addr:
Destination 2 :                                            Copies : 0
Email Typ/Addr:
Paper Form    : SPTI03      LINE SPACING = 1
Fiche Form    :             Fiche Copy : 0


----------------------------------------------------------------------------
   SEQ      ELEMENT NAME                HEADING     TOTAL     PAGE BREAK
----------------------------------------------------------------------------
**** NO SORT RECORDS FOUND ****


----------------------------------------------------------------------------
I/E     ELEMENT NAME        FROM VALUE           TO VALUE
----------------------------------------------------------------------------
**** NO INCLUDE AND EXCLUDE RECORDS FOUND ****


----------------------------------------------------------------------------
PARAMETERS                          FROM VALUE          TO VALUE
----------------------------------------------------------------------------
First Monday Date (YYYYMMDD)         20020304
Sort by (T)eacher name or (C)ourse/Seque  T
Course # for Attendance sheets
Section # for Attendance sheets
School Year                          2002
```

Report Options Printout for the sample report.

```
DIST 0987-0893              Sweet Williams Elementary          02/28/2002
REPT ATROS2WEEK 004        Two-week Attendance Roster          Page   1

                             Enrolled Grade:  01
   ┌──────────────┐       Week Beginning    Week Beginning
   │ Date fields  │───┐   ┌──────────┐      ┌──────────┐
   └──────────────┘   │   │03/04/2002│      │03/15/2002│
   Student Name       └──▶│M_T_W_R_F │      │M_T_W_R_F_│      ID Number
   1  Lancer, Mark        [ | | | | ]       [ | | | | ]         403192
   2  Lancer, Richard K   [ | | | | ]       [ | | | | ]         389468
   3  Meter, Madelyn F    [ | | | | ]       [ | | | | ]         403117
   4  >Rootes, Donald     [ | | | | ]       [ | | | | ]         402194
   5  Rose, Betty         [ | | | | ]       [ | | | | ]         402197

   6  Sell, Jonathan L    [ | | | | ]       [ | | | | ]         403116
   7  Sero, Curley        [ | | | | ]       [ | | | | ]         402202
   8  Short, Sherry       [ | | | | ]       [ | | | | ]         403782
   9  Tetherow, Millisa D [ | | | | ]       [ | | | | ]         403776
   10 Thayer, Donnie      [ | | | | ]       [ | | | | ]         403201

   _____      [ | | | | ]       [ | | | | ]
   _____      [ | | | | ]       [ | | | | ]
   _____      [ | | | | ]       [ | | | | ]
   _____      [ | | | | ]       [ | | | | ]
   _____      [ | | | | ]       [ | | | | ]




   Mark attendance once a day
   Key:  A = Absent    T = Tardy        P = Pre-excused (attach note)
       A/ = Absent half-day             P/ = Pre-excused half day (attach note)
```

Two-Week Attendance Roster for Enrolled Grade 01. If you leave the Monday Date blank on AT410 or the parameter screen, the report will print with the date fields blank so you can add the dates manually.

ATROSDAY Daily Attendance Roster

Use this report to

*   *Print a one-day attendance form for the recording of attendance by teachers in the classroom.*

*   *Use the form as an information source when adding attendance data to TSIS on-line.*

Create and Print One-Day Attendance Roster

You may order this report from **AT410 Attendance Reports** screen. In the *Attendance Roster - One Day* box, select the sort and key in the 'Enrolled as of date' if you are printing rosters for a term that hasn't started yet. Then click on the PRINT data button. OR

Use the AUTO SCREENS button to navigate through the report template screens.

1. Inquire into **RT210 Report Template.**

2. Key ATROSDAY into the REPORT field and a sequence number into the SEQ field.

3. **<TRANSMIT>**. If a report sequence with this number already exists, it will display. If the sequence does not exist, you will see a **Report Template not found** message in the status line. To create a new sequence with this sequence number, highlight ADD in the maintenance list box and **<TRANSMIT>.**

Sorts, Totals and Page Breaks

Specify sorts on Screen RT215. To view possible sort elements for this report, do one of the following:

- Click on the arrow to the right of the ELEMENT LIST box. If an element's values may be used as headings **(Hdg)** or total categories **(Tot)** the element is marked *Y* (yes); if not it is marked *N* (no).

- Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. Elements are marked *S* if they have sort capability, *H* if their values may be used as headings, and *T* if values may be totaled.

The global version is sorted by Teacher and (student's) Full Name. A page break occurs after each teacher. The sample report is sorted like the global version.

The first level sort is automatically used for headings on Attendance reports. Additional headings are not available. In the ELEMENT LIST box, note that the HTG (heading) column contains *N* (no) for all of the sort elements.

Totals are not applicable to attendance rosters.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ LINC Workbench - (TSISTEST) - [Report Template Incl/Excl]          _|&|×|     │
│ File  Edit  LINC  Options  Window  Help                            _|&|×|     │
│                  <RT220>                              Next Screen             │
│  DIST    │ 987 │     Report Template - Include/Exclude Elements               │
│  School  │0893 │ Sweet Williams Elementary                                    │
│  REPORT │ATROSDAY│  SEQ  │ 2 │  Daily Attendance Roster                       │
│       ELEMENT LIST: │                          ▼│          JB2               │
│    A/C/D       I/E       Element      From Value           To Value           │
│                 I    Enrolled Grade      04                 04                │
│                                                                               │
│                                                                               │
│            ...                                                                │
│                                                                               │
│              Next                                                             │
│   Menu  │ Prev Screen │ Auto Screens │ Template │ Sorts │ Parameters │ Rpt Elements │ Rpt Request │
│                                                                               │
│  14:23:01:78  INQUIRY REQUEST                                                 │
└─────────────────────────────────────────────────────────────────────────────┘
```

Add Elements, Change Value Ranges Included or Excluded, and Delete Elements

Specify include and exclude elements on Screen RT220.

To view possible include/exclude elements, do one of the following:

• Click on the arrow to the right of the ELE-MENT LIST box. Elements are marked *Y* (yes) if they may be used or *N* (no) if they may not.

• Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. If a student can be included or excluded based on an element's values or value ranges, *X*

displays under the *I* (include) and *E* (exclude) in the SHTIE column.

If you print the report from **AT410 Daily Attendance Reports**, no element values are included or excluded except the 'Enrolled as of' Date. Rosters will include the students assigned to the teacher 'as of' the date specified. Therefore, you can print rosters for the first day of a term that hasn't yet started.

To produce replacement forms, enter ranges of values for Teacher (teachers' employee numbers), Homeroom (homeroom numbers) or Enrolled Grades.

In the sample report, Enrolled Grade 04 has been included.

```
                        Report Options Print out            Date : 03/18/2002
                                                            Time : 14:20
District      : 0987          SCHOOL : 0893      SCHOOL YEAR : 2002
Report        : ATROSDAY     Daily Absence List
Report Seq    : 002           Mix Number : 0872/0872    Group Nbr : 5399
Report Desc   : Period Attendance 2-Week Roster
Requestor     : ATTENDANCE                         Page Limit : 0
Destination 1 : TIESPAGE                  LSTI0810D98        Copies : 1
Email Typ/Addr:
Destination 2 :                                            copies : 0
Email Typ/Addr:
Paper Form    : SPTI04      LINE SPACING = 1
Fiche Form    :             Fiche Copy : 0


--------------------------------------------------------------------------------
   SEQ      ELEMENT NAME                  HEADING      TOTAL     PAGE BREAK
--------------------------------------------------------------------------------
**** NO SORT RECORDS FOUND ****


--------------------------------------------------------------------------------
I/E    ELEMENT NAME        FROM VALUE            TO VALUE
--------------------------------------------------------------------------------
**** NO INCLUDE AND EXCLUDE RECORDS FOUND ****


--------------------------------------------------------------------------------
PARAMETERS                           FROM VALUE        TO VALUE
--------------------------------------------------------------------------------
**** NO PARAMETERS FOUND ****
```

Report Options Printout for Daily Attendance Roster

Printing Specifications

Attendance reports are all printed in portrait format. The global version of the One-Day Attendance Roster is page-printed on one side on plain unpunched paper, single spaced. The sample report is printed like the global version.

See the Print Style box on RT210 for printing options.

Request a Report

Click on the RPT REQUEST navigation button on any Report Ordering screen. See the Report Ordering manual for complete instructions on using the Report Request screen.

```
DIST 0987-0893            Sweet Williams Elementary      03/18/2002  03:18
REPT ATROSDAY 002           Daily Attendance Roster         Page    1

Date: _____  Teacher:  Smith, Laura

      ID Number   Student Name    A       T       P    Reason        Half Day
 1    469762    Buggy, David E  [  ]   [  ]  [  ]   _____         [  ]
 2    469755    Lee, Shir       [  ]   [  ]  [  ]   _____         [  ]
 3    469949    Ming, Chin      [  ]   [  ]  [  ]   _____         [  ]
 4    469766    Rootes, Alla    [  ]   [  ]  [  ]   _____         [  ]
 5    469744    Smart, Don      [  ]   [  ]  [  ]   _____         [  ]
 6    469764    Tillar, Perry   [  ]   [  ]  [  ]   _____         [  ]
 7    469911    Tollar, Sarah   [  ]   [  ]  [  ]   _____         [  ]
                                [  ]   [  ]  [  ]   _____         [  ]
 _____        [  ]   [  ]  [  ]   _____         [  ]
 _____        [  ]   [  ]  [  ]   _____         [  ]
 _____


 _____        [  ]   [  ]  [  ]   _____         [  ]
 _____        [  ]   [  ]  [  ]   _____         [  ]
 _____        [  ]   [  ]  [  ]   _____         [  ]
 _____        [  ]   [  ]  [  ]   _____         [  ]
 _____        [  ]   [  ]  [  ]   _____         [  ]




Mark attendance once a day for Absent, Tardy or Pre-excused (include reason)
REASONS              ? = unknown        AC = Accident      D = Dental Appt
E = Excused          FE = Family Emergenc FT = Field Trip   H = Hospitalized
HB = Homebound       I = Ill             K = Kidnapped      L = Legal Matters
M = Medical Appt     MB = Missed Bus     MC = Missing Child OE = Other Excused
```

A page from the sample ATROSDAY report. Note that the reason codes that print at the bottom of each page are the codes specified by your school on AT215 Reason Code Table.

THIS PAGE INTENTIONALLY LEFT BLANK.

ATSTAT Attendance Statistics

Use this report to

• *Print a periodic review of attendance information for school administrators. This report is usually ordered at regular intervals for data comparison.*

Create and Print Attendance Statistics Report

You can order this report by using the **AT410 Daily Attendance Reports** screen. Key in the inclusive dates, select the sort and choose whether you want to include all students or only those currently enrolled. Then click on PRINT.

OR

Use Auto Screens to navigate through the report template screens.

1. Inquire into **RT210 Report Template.**

2. Key ATSTAT into the REPORT field and a sequence number into the SEQ field.

3. **<TRANSMIT>.** If a report sequence with this number already exists, it will display. If not, you will see a **Report template not found** message in the status line. To create a new sequence with this number, highlight ADD in the maintenance list box and **<TRANSMIT>.**

Sorts, Totals and Page Breaks

Specify sorts, totals and page breaks on Screen RT215. To view possible sort elements for this report click on the arrow to the right of the ELEMENT LIST box. The global version includes a first- level sort by Enrolled Grade and a second-level sort by Full Name. Three common first-level sort elements are Teacher, Homeroom, Enrolled Grade

If you request this report from **AT410 Daily Attendance Reports** it will be sorted by Teacher, Teacher Number and Full Name with page breaks after each teacher.

The first-level sort is automatically used for headings on attendance reports. Additional headings are not available. In the list box, note that the HDG column contains *N* (not available) for all of the sort elements.

On the sample report, the first level sort and page heading is Enrolled Grade. A page break occurs after each enrolled grade. The second-level sort is Reason Code. Students who were absent for the same reason will print together.

Totals are taken automatically for this report.

```
 LINC Workbench - (TSISTEST) - [Report Template Incl/Excl]                                _ |ᵇ| x|
 File  Edit  LINC  Options  Window  Help                                                  _ |ᵇ| x|
                   <RT220>                                       Next Screen  _____
 DIST      987        Report Template - Include/Exclude Elements
 School   0893   Sweet Williams Elementary
 REPORT  ATSTAT       SEQ    2   Attendance Statistics
        ELEMENT LIST: [                              ▼]              JB2   SECURED
   A/C/D         I/E        Element          From Value              To Value
                  I     Aid Category          00                     01
           AND    I     Enrolled Grade        02                     02
           OR     I     Enrolled Grade        06                     06
        Next  _____
    Menu   | Prev Screen | Auto Screens | Template |  Sorts  | Parameters | Rpt Elements | Rpt Request |

 14:42:07:11   INPUT REQUEST
```

Add Elements, Change Value Ranges Included or Excluded, and Delete Elements

If you print the Attendance Statistics report from AT410 no element values are included or excluded. All available data prints.

You may want to include or exclude certain teachers, homerooms or enrolled grades. To do so, use Report Ordering Screen RT220. Click on the arrow to the right of the ELEMENT LIST box to view valid elements.

In the sample report Aid Categories 00 and 01 and Enrolled Grades 02 and 06 are included. Notice that only students who are in Aid Categories 00 or 01 *and* those in Enrolled Grades 02 or 06 are included.

Parameters

Specify parameters on **RT222 Report Template - Parameters.**

Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD: Enter either a date range or attendance (calendar) period range for this report. In either case the appropriate date range will print in the heading. Enter *0* to print all absences year-to-date (default), as in the sample report. If you leave this field blank, year-to-date attendance will print but _____ through _____ will print in the heading.

```
┌────────────────────────────────────────────────────────────────────────────────┐
│ ⊚ LINC Workbench - (TSISTEST) - [Report Template Parameters]         _ ⋻ ×       │
│ ▣  File  Edit  LINC  Options  Window  Help                           _ ⋻ ×       │
│                 <RT222>                              Next Screen                  │
│   DIST     │ 987 │       Report Template  - Parameters                           │
│                                                                                  │
│   SCHL     │0893 │  Sweet Williams Elementary                                    │
│                                                                                  │
│   REPORT │ATSTAT │   SEQ  │ 2 │  Attendance Statistics                           │
│                                                      JB2   SECURED                │
│                                                                                  │
│            Parameter                   From Value          To Value              │
│     Dt range(YYYYMMDD),Cal Prd(01-16),0=YTD  │0000000000000002│0000000000000003│ │
│     (C)urrently enrolled or (A)ll students   │ C              │                │ │
│     Print (D)etail line, (S)ummary or (B)oth │ D              │                │ │
│     Minimum number absent/tardy occurrences  │                │                │ │
│     ───────────────────────────────────────  │────────────────│────────────────│ │
│     ───────────────────────────────────────  │                │                │ │
│     ───────────────────────────────────────  │                │                │ │
│     ───────────────────────────────────────  │                │                │ │
│     ───────────────────────────────────────  │                │                │ │
│     ───────────────────────────────────────  │                │                │ │
│     ───────────────────────────────────────  │                │                │ │
│     ───────────────────────────────────────  │                │                │ │
│                                                                                  │
│   │ │ Next Parameter Sq                                                          │
│     │ Menu │ Prev Screen │ Auto Screens │ Template │ Sorts │ Incl/Excl │ Rpt Request │ │
│                                                                                  │
│  14:42:52:61   INQUIRY REQUEST                                                   │
└────────────────────────────────────────────────────────────────────────────────┘
```

(C)urrently enrolled or (A)ll students: Enter *C* to include only those students who are currently enrolled or *A* to include all students enrolled at any time during the school year. The default is *A*, all students.

Print (D)etail line, (S)ummary or (B)oth: Specify whether you want attendance statistics for individual students (D), School-wide totals by Enrolled Grade or (B) both. The default is (B) both.

Minimum number absent/tardy occurrences: In the From Value field, enter the number of absent or tardy occurrences that will include the student on the report. If you want to print all absences, enter *1* in this field. You can use this report to alert teachers to students who have excessive histories of absence and tardiness.

Printing Specifications

All Attendance reports are printed in portrait format. The global version of the Attendance Statistics Report is duplex (two-sided) page-printed, single spaced, on plain unpunched paper. The sample report is printed like the global.

Request a Report

From anywhere in Report Ordering, click on RPT REQUEST to display **RO210 Report Request.** The sample report example were generated from Report Ordering.

```
                        Report Options Print out              Date : 03/30/2002
                                                              Time : 15:57
District        : 0987          SCHOOL : 0893      SCHOOL YEAR : 2002
Report          : ATSTAT        Attendance Statistics
Report Seq      : 002           Mix Number : 6485/6485     Group Nbr : 5410
Report Desc     : ATTENDANCE STATISTICS REPORT
Requestor       : ATTENDANCE                          Page Limit:
Destination 1   : TIESPAGE                    LSTI1050123         Copies : 1
Email Typ/Addr  :
Destination 2   :                                            Copies : 0
Email Typ/Addr  :
Paper Form      : DPTI04        LINE SPACING = 1
Fiche Form      :              Fiche Copy : 0


--------------------------------------------------------------------------------
   SEQ         ELEMENT NAME              HEADING       TOTAL     PAGE BREAK
--------------------------------------------------------------------------------
   01          Enrolled Grade                                      Y
   02          Reason Code - Dly
   03          Full Name


--------------------------------------------------------------------------------
 I/E     ELEMENT NAME          FROM VALUE             TO VALUE
--------------------------------------------------------------------------------
 I       Aid Category          00                     01
 I       Enrolled Grade        02                     02
 I       Enrolled Grade        06                     06


--------------------------------------------------------------------------------
 PARAMETERS                                 FROM VALUE        TO VALUE
--------------------------------------------------------------------------------
 Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD   2                 3
 (C)urrently enrolled or (A)ll students        C
 Print (D)etail line, (S)ummary or (B)oth      D
 Minimum number absent/tardy occurrences
```

Average daily attendance (ADA) is computed by dividing the days present by membership days. This report first lists each student in the specified sort category, his or her ID number, member days, tardy days, absent days, present days and average daily attendance percentage. At the end of the sort category (such as enrolled grade), is a total of each column by gender and then a total by grade. These totals by category are always included, even on the detail-only version of the report. If you request the summary (*S* or *B*), at the end of the report is a school total of all categories for each attendance statistic.

The far right column (ADA) gives you Average Daily attendance as a percentage of Membership Days.

```
DIST 0987-0893          Sweet Williams Elementary          03/28/2002
REPT ATSTAT 002            Attendance Statistics              Page   2

                          Enrolled Grade:  06
                      11/04/2001 through 03/28/2002

                                  --------- Days ------  --------
        Student Name      ID Number    Mbr  Tardy Absent Present  ADA

        Alcott, Amy       412776       81    4    5.0    76.0    93.8
        Carlton, John L   420580       81    0    3.0    78.0    96.3
        Hively, Annie     469749       81    0    1.0    80.0    98.8
        Ming, Yow         469950       81    1    1.5    79.5    98.1
        Rose, Zona Fe     469741       81    1    1.0    80.0    98.8

        Scrupe, Chris     462898       81    0    1.0    80.0    98.8
        Smart, Bob        469748       81    0    1.0    80.0    98.8
        Sorlie, Raymond   469735       81    0    1.0    80.0    98.8

                          Female  3   243    5    7.0   236.0    97.1
                          Male    5   405    1    7.5   397.5    98.1
                          Total   8   648    6   14.5   633.5    97.8
```

Page 2 of the Sample Report shows detail for Grade 06.

```
DIST 0987-0893          Sweet Williams Elementary          03/28/2002
REPT ATSTAT 002            Attendance Statistics              Page   3

                          Enrolled Grade:  06
                      11/04/2001 through 03/28/2002

                                  --------- Days ------  --------
        Enrolled Grade                Mbr  Tardy Absent  Present   ADA

        02                Female  6   463    2    9.5    453.5    97.9
                          Male    4   324    1    9.0    315.0    97.2
                          Total  10   787    3   18.5    768.5    97.6

        06                Female  3   243    5    7.0    236.0    07.1
                          Male    5   405    1    7.5    397.5    98.1
                          Total   8   648    6   14.5    633.5    97.8

        All               Female  9   706    7   16.5    689.5    97.7
                          Male    9   729    2   16.5    712.5    97.7
                          Total  18 1,435    9   33.0  1,402.0    97.7


                          *** End of Report ***
```

Page 3 of the Sample Report shows school summary information.

ATSUMLABEL Daily Attendance Summary Labels

Use this report to

• *Print students' cumulative attendance file labels.*

Create and Print Attendance Summary Labels

Use Auto Screens to navigate through the report template screens.

1. Inquire into **RT210 Report Template.**

2. Key ATSUMLABEL into the REPORT field and a sequence number into the SEQ field.

3. **<TRANSMIT>.** If a report sequence with this number already exists, it will display. If not, you will see a **Report template not found** message in the status line. To create a new sequence with this number, highlight ADD in the maintenance list box and **<TRANSMIT>.**

   You also may choose an existing report sequence from Screen **RT208 Report Template List.**

Sorts, Totals and Page Breaks

Specify sorts, totals and page breaks on Screen RT215. To view possible sort elements for this report click on the arrow to the right of the Element List box. Three common sort elements are Enrolled Grade, Homeroom or (student's) Full Name. These are the sorts available when you request the report from **AT410 Daily Attendance Reports.**

You may want to customize your report using Reporting Ordering. The global version prints labels alphabetically by (student's) Full Name with no other sorts. Sample report Sequence 3 for School 0894 sorts by Enrolled Grade, Homeroom and (student's) Full Name.

For labels, Page Break becomes a label break. To start an enrolled grade or homeroom on a new label row, click on the sort element's Page Break check box. The example shown on the above screen will cause each new Enrolled Grade to start printing on a new row of tables. You can print a total of labels produced for a sort category (at the end of each enrolled grade, for example), by clicking on the Total check box. In the example report only the total number of labels prints at the end of the report. (default).

Add Elements, Change Value Ranges Included or Excluded and Delete Elements

To specify the printing of only certain labels use Screen RT220. For example, you can limit label production to only those students in certain enrolled grades or homerooms. Specify the element, such as *Enrolled Grade*, and enter a value or value range, such as (Grade) *04* to *06*, in the FROM VALUE and TO VALUE fields.

To view possible include/exclude elements, do one of the following:

• Click on the arrow to the right of the ELEMENT LIST box. Elements are marked *Y* (yes) if they may be used or *N* (no) if they may not.

• Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. If a student can be included or excluded based on an element's values or value ranges, *X* displays under the *I* (include) and *E* (exclude) in the SHTIE column.

The sample report, Sequence 3 for School 0894, excludes students who withdrew from enrollment during the summer. Note how this exclusion is accomplished. Enter the school year followed by *0000.* and **<TRANSMIT>.** The fields will fill in with 0's to the left.

Parameters

Specify parameters on **RT222 Report Template - Parameters.**

```
LINC Workbench - (TSISTEST) - [Report Template Parameters]          _ 8 ×
 File  Edit  LINC  Options  Window  Help                           _ 8 ×
              <RT222>                              Next Screen
  DIST    987       Report Template - Parameters
  SCHL    0893   Sweet Williams Elementary
  REPORT  ATSUMLABEL    SEQ    3   Daily Attendance Summary Labels
                                              JB2   SECURED

          Parameter                 From Value         To Value
  Number of labels per student      0000000000000001
  Print (C)al Prd,(T)chr,(H)mrm on label    H
  Dt range(YYYYMMDD),Cal Prd(01-16),0=YTD   00000000000000000
  (C)urrently enrolled or (A)ll students    C
  Incl (P)ub,(N)onpub,(E)lsewh,(A)ll Schls  P

  Next Parameter Sq
    Menu   Prev Screen  Auto Screens  Template   Sorts   Incl/Excl  Rpt Request

  15:06:41:99   INPUT REQUEST          0.00
```

Number of labels per student: Key the number of labels per student into the FROM VALUE field of this parameter. If you enter *2* in this field, 2 labels will print for each student side-by-side. If you want 2 *sets* of single labels, enter *1* here and request two copies of the report on the Report Request screen.

Print (C)al Prd, (T)chr, (H)mrm on label: On this line you may specify that additional information be included on the label. In the FROM VALUE field,

- Key *C* to include a particular calendar period. If you specify this option, also enter the Calendar Period or Calendar Period range in the next parameter.

- Key *T* to print the teacher's name or

- Key *H* to print the student's homeroom.

Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD: Enter one of the following:

- An attendance date or date range. (Note the YYYYMMDD format.)

- Calendar Period or Calendar Period range.

- Key *0* into the From Value field to include all attendance year-to-date. (Default)

The sample report includes all attendance, year-to-date by default.

(C)urrently enrolled or (A)ll students: Enter *A* to include all students who have attended school during the school year or *C* to include only those currently enrolled. Default = *A*. The sample report includes all students.

```
                          Report Options Print Out          Date : 06/17/20001
                                                            Time : 14:09
District       : 0987       SCHOOL  : 0894     SCHOOL YEAR:  2001
Report         : ATSUMLABEL Daily Attendance Summary Labels
Report Seq     : 003        Mix Number : 5417/5417    Group Nbr : 5228
Report Desc    : Daily Attendance Summary Labels
Requestor      : ATTENDANCE                            Page Limit:  0
Destination 1  : TIESLINE                   LSTI1982219173    Copies : 1
Email Typ/Addr :
Destination 2  :                                              Copies : 0
Paper Form     : 4UPLAB    LINE SPACING = 1
Fiche Form     :           Fiche Copy : 0


         -------------------------------------------------------------------------
         SEQ        ELEMENT NAME        HEADING      TOTAL       PAGE BREAK
         -------------------------------------------------------------------------
         01         Enrolled Grade                                 Y
         02         Homeroom
         03         Full Name


         -------------------------------------------------------------------------
I/E    ELEMENT NAME            FROM VALUE            TO VALUE
         -------------------------------------------------------------------------
E      End Enroll Date         0                     0


         -------------------------------------------------------------------------
PARAMETERS                                    FROM VALUE      TO VALUE
         -------------------------------------------------------------------------
Number of labels per student                     1
Print (C)al Prd., (T)chr, (H)mrm on label        H
Dt range (YYYYMMDD), Cal Prd (01-12), 0=YTD
(C)urrently enrolled or (A)ll students           C
Incl (P)ub, (N)onpub, (E)lsewh, (A)ll Schls      P
```

Incl (P)ub, (N)onpub, (E)lsewh, (A)ll schsl:
In the From Value field, key *P* to print labels
for public school students only, *N* to print non-
public students, *E* to print elsewhere students
or *A* to print labels for students at all schools.
Default = *P*. Public school students are also
specified for the sample report.

Printing Specifications

The global version of ATSUMLABEL prints
on 4-up labels (4UPLAB). The approximate
layout of the first page of labels is shown on
Page 4-95. Four labels print across the page.
Several lines of "line-up" copy print first. Be

sure to specify a printer destination that is
stocked with computer-sized labels.

See the Print Style box on RT210 for printing
options. You can print a listing in the label for-
mat by removing the 4UPLAB Special Form,
which changes the form to a standard page.

Request a Report

From anywhere in Report Ordering, click on
RPT REQUEST to display **RO210 Report
Request.** The sample report example were
generated from Report Ordering.

Label Closeup

```
Hively, Annie
469749      Prds 01 - 04
Grade 06  2001   Enr    E
Days Absent 7.0  Mbr   169
Days Tardy 3  ADA    94.7
```

Line 1   Student's name

Line 2   Student ID and the calendar periods included (1 to 4 or year-to-date in the sample) This information is entered on Line 2 of the Parameter screen.

Line 3   Enrolled grade, school year and enrollment status

Line 4   Days absent and member days

Line 5   Days tardy and average daily attendance percentage.

```
XX DIST: 0987 SCHL: 0
999999999        Prds  99 - 99
Grade XX   2001  999.9   Enr XXX
Days Absent  999.9   Mbr 999
Days Tardy   999   ADA 999.9

Archer, John Roger Jr.
469221           Prds  01 - 04
Grade 06   2001          Enr  E
Days Absent  11.0   Mbr 148
Days Tardy   12   ADA  92.6
```

```
XX DIST: 0987 SCHL: 0
999999999        Prds  99 - 99
Grade XX   2001  999.9   Enr XXX
Days Absent  999.9   Mbr 999
Days Tardy   999   ADA 999.9

Buggy, David E
469762           Prds  01 - 04
Grade 06   2001   2.0    Enr  E
Days Absent        Mbr 169
Days Tardy   1   ADA  98.9
```

```
XX DIST: 0987 SCHL: 0
999999999        Prds  99 - 99
Grade XX   2001  999.9   Enr XXX
Days Absent  999.9   Mbr 999
Days Tardy   999   ADA 999.9

Carton F
469580           Prds
Grade 06   2001   5.5    Enr  E
Days Absent        Mbr 169
Days Tardy   0   ADA  96.8
```

```
XX DIST: 0987 SCHL: 0
999999999        Prds  99 - 99
Grade XX   2001  999.9   Enr XXX
Days Absent  999.9   Mbr 999
Days Tardy   999   ADA 999.9

Datz, Carmen Paul
469934           Prds  01 - 04
Grade 06   2001          Enr  E
Days Absent  13.0   Mbr 169
Days Tardy   0   ADA  92.4
```

```
XX DIST: 0987 SCHL: 0
999999999        Prds  99 - 99
Grade XX   2001  999.9   Enr XXX
Days Absent  999.9   Mbr 999
Days Tardy   999   ADA 999.9

Hively, Annie
469749           Prds  01 - 04
Grade 06   2001   7.0    Enr  E
Days Absent        Mbr 169
Days Tardy   3   ADA  95.9
```

```
XX DIST: 0987 SCHL: 0
999999999        Prds  99 - 99
Grade XX   2001  999.9   Enr XXX
Days Absent  999.9   Mbr 999
Days Tardy   999   ADA 999.9

Killian, Raoul
469021           Prds  01 - 04
Grade 06   2001   11.0   Enr  E
Days Absent        Mbr 169
Days Tardy   0   ADA  93.5
```

```
XX DIST: 0987 SCHL: 0
999999999        Prds  99 - 99
Grade X   2001          Enr  E
Days Absent   5.5    Mbr 169
Days Tardy   0   ADA  96.8

Killian, Rufus
469022           Prds  01 - 04
Grade 06   2001   11.0   Enr  E
Days Absent        Mbr 169
Days Tardy   0   ADA  10.0
```

```
XX DIST: 0987 SCHL: 0
999999999        Prds
Grade X   2001   0.5    Enr  E
Days Absent        Mbr 169
Days Tardy   1   ADA  99.8

King, Diane Greg
469071           Prds  01 - 04
Grade 06   2001          Enr  E
Days Absent  15.5   Mbr 169
Days Tardy   2   ADA  90.9
```

```
Merth, Jefferey
469946           Prds  01 - 04
Grade 03   2001          Enr  E
Days Absent   9.0    Mbr 169
Days Tardy   0   ADA  94.7

Ming, Yow Chin
469950           Prds
Grade 06   2001   9.5    Enr  E
Days Absent        Mbr 169
Days Tardy   2   ADA  94.4

Reuter, Butch
469826           Prds  01 - 04
Grade 06   2001   23.0   Enr  E
Days Absent        Mbr 166
Days Tardy   13   ADA  86.2
```

Labels printed   28

*** End of Report ***

This example report includes only 28 labels. An actual page of labels includes 36 labels.

ATTRUANCY Truancy Report

Use this report to

• *Print a listing of truant students, their truancy dates and total truant days.*

Create and Print Truancy Report

Use the AUTO SCREENS button to navigate through the report template screens.

1. Inquire into **RT210 Report Template.**

2. Key ATTRUANCY into the REPORT field and a sequence number into the SEQ field.

3. **<TRANSMIT>**. If a report sequence with this number already exists, it will display. If the sequence does not exist, you will see a **Report Template not found** message in the status line. To create a new sequence with this number, highlight ADD in the maintenance list box and **<TRANSMIT>**.

You may also choose an existing report sequence from Screen **RT208 Report Template List.**

Sorts, Totals and Page Breaks

To view possible sort elements for this report, do one of the following:

- Click on the arrow to the right of the ELEMENT LIST box. Elements marked *Y* may be used as headings **(Hdg)** or total categories **(Tot).**

- Click on the RPT ELEMENTS navigation button to navigate to RD226 Report Elements. Elements are marked *S* if they have sort capability, *H* if their values may be used as headings and *T* if values may be totaled.

The global version of ATTRUANCY has no sorts specified. The information prints in no particular order. Probably you will want to

sort it numerically by Enrolled Grade and then alphabetically by (student's) Full Name as in the example.

The first level sort is automatically used for sub headings on Attendance reports. Enrolled Grade is therefore the sub heading on the sample report. The example also sorts by ID Number in case two students have the same last name.

Totals are automatic. Each student's truancy dates, absences and/or tardy occurrences print followed by the student's total number of truancies.

In the example report the Enrolled Grade prints as a heading and a page break occurs after each Enrolled Grade.

Add Elements, Change Value Ranges Included or Excluded, and Delete Elements

To view possible include/exclude elements, do one of the following:

1. Click on the arrow to the right of the ELE-MENT LIST box. Elements are marked *Y* (yes) if they may be used or *N* (no) if they may not.

2. Refer to Screen RD226 by clicking on the RPT ELEMENTS navigation button. If a

student can be included or excluded based on an element's values or value ranges, *X* displays under the *I* (include) and *E* (exclude) in the SHTIE column.

The global version specifies no include or exclude elements. The sample report includes Enrolled Grades 3 through 6.

Parameters

(C)urrently enrolled or (A)ll students: Enter ***C*** to include only those students who are currently enrolled or ***A*** to include all students enrolled at any time during the school year.

Currently enrolled 'as of' date YYYYMMDD: To include students currently enrolled as of a particular date, enter that date here. If ***A*** (all students) is entered in the parameter above, this 'as of' date is ignored. Note that the date is entered with the 4-digit year first.

Date range (YYYYMMDD): Include truancies occurring during a date range. Note that the date is entered with the 4-digit year first.

Count (H)alf,(F)ull,(B)oth Day: Enter ***H*** to include half days, ***F*** to include full days or ***B*** to include both half and full days. The sample report includes both.

The sample Report Options Printout and the last page of the report are illustrated on the following page.

```
                      Report Option Print Out           Date : 04/01/2002
                                                        Time : 14:09
   District      : 0987        SCHOOL : 0893   SCHOOL YEAR: 2002
   Report        : ATTRUANCY  DA/PA TRUANCY REPORT
   Report Seq    : 001           Mix Number : 8039/8039   Group Nbr : 3133
   Report Desc   : LIST OF STUDENTS WHO ARE TRUANT FROM SCHOOL
   Requestor     : ATTENDANCE                   Page Limit: 000
   Destination 1 : TIESPAGE              LSTI050123         Copies : 1
   Email Typ/Addr:
   Destination 2 :                                          Copies : 0
   Paper Form    : SPTI04  LINE SPACING = 1
   Fiche Form    :         Fiche Copy : 0


   -----------------------------------------------------------------------
   SEQ      ELEMENT NAME            HEADING     TOTAL     PAGE BREAK
   -----------------------------------------------------------------------
   01       Enrolled Grade            Y                      Y
   02       Full Name
   03       ID Nbr
   -----------------------------------------------------------------------
   I/E  ELEMENT NAME         FROM VALUE      TO VALUE
   -----------------------------------------------------------------------
   E    Enrolled Grade       03              06


   -----------------------------------------------------------------------
   PARAMETERS                           FROM VALUE      TO VALUE
   -----------------------------------------------------------------------
   (C)urrently enrolled or (A)ll students     C
   Currently Enrolled 'As of' date YYYYMMDD
   Date range (YYYYMMDD)
   Count (H)alf, (F)ull, (B)oth Day Absent (DA) B
```

```
DIST 0987-0893              TIES Test School 893          04/01/02  02:09
REPT ATTRUANCY 001      Truancy - Grades 3 through 6          Page    3
Sort Keys:  Enrolled Grade 06

                                            - - - Total - - -
Student Name                 ID Number    Date   Per Abs Tardy  M/F    Gr

Enrolled Grade     06 ***********************************************************

Chandler, Marshall           10175      03/27/02    1    0      F      06
                                        03/22/02    0    1
                                        09/10/01    0    1
                                                   ===  ===
                                        Total Days : 1.0   2

Delyne, Janet                10296      02/26/02    0    1      F      06
                                                   ===  ===
                                        Total Days : 0.0   1


Total for:  All Grades                     14

                          *** End of Report ***
```

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Appendix

Daily Attendance Screen Names

This appendix lists Attendance application screens alphabetically. All screens are listed by their titles, followed by their types and screen names. To access a screen from another screen, enter the screen name in the NEXT SCREEN field. For details on any screen, see Chapter 3 of this manual.

Screen Title	Screen Type	Screen Name	Page
Absence List and Batch ID Entry	Maintenance	AT222	3-11
Absence/Tardy Totals by Calendar Period	Information	AT422	3-45
Absence/Tardy Call List	Maintenance	AT226	3-17
Attendance Reports	Reports	AT410	3-49
Mark Attendance	Maintenance	AT221	3-5
Mark Attendance/Multiple Students/Dates	Maintenance	AT321	3-25
Monthly Membership/Attendance Hours	Maintenance	AT251	3-35
Reason Code Table	Table	AT215	3-63
School Attendance Parameters	Set Up	AT210	3-57
Student Daily Attendance	Information	AT220	3-39
Student Monthly Member/Attend Hours	Maintenance	AT250	3-29

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LINC Reports

Report Name	Description
AT045PRG	Removes a version of scanning records that were inadvertently created (two sets with the same date) or were not deleted correctly because the ATSCANPRT program aborted before purging old set of scan sheet records.
ATABSTDTFR	This report is generally run by the system every 15 minutes in our PROD Area. It transfers the uploaded scanned attendance records (AT055) into theAT030 data structure. In testing this in TSISTEST, run this report manually. Also run it manually at NT sites.
ATNITEPROC	This report is generally run by the system every night in PROD to update missing reason codes. In testing this in TSISTEST, run it manually. Also run it manually at NT sites.
CHGDEFTEMP	Change global templates.
DELACTAVREQ	This report is used to delete REQUESTED reports in the Printing Queue that a district/school has ordered by mistake. Be careful with active reports. You may need to call TIES to have it removed from processing. You CAN delete "active" requests that haven't been processed.
DELAT030	Deletes all AT030 records for a specified district/school year/school.
DELBADSC55	Removes orphaned requests/assignments that have o corresponding SC050 or SC051 records.
DELSC050	Deletes all SC050 header records for a district/school/school year.
EDTEMP	Removes class (SC055) add dates.
FIREIT	Fires off over-night Scheduled reports in Report Ordering. In testing this report in TSISTEST, run it manually. Also run it manually at NT sites.
FIXAIDCAT	Updates Res Dist and Aid Cat on ST010 (ST208 and ST210).
FIXAT030	Deletes only those AT030 records that don't have a correct scheduling class associated with them.
FIXPATTERN	Converts pattern for "old" meeting configuration to the "new" setting.
FIXSC250	Takes enrollments for Dist/Schl/Sch Yr and creates SC050 and SC051 records if they don't already exist.
FIXST010	Finds ST010 records (ST208 and ST210) with Last Locn = 07 and changes them to 00.

Report Name	Description
ORPHANAT30	Transfers AT030 records to a course/section if there is one associated with that period. If not it deletes the AT030 record. **Caution: For schools that post schedules to transcripts in mid-year, this report deletes ALL attendance history that must be restored by a backup!**
QD1696	Lists unposted grades.
RT22ADJUST	Re-sequences parameters on RT222 screen.
SCHMUPD	Updates ST010 (ST208 and ST210) records with homeroom and teacher information found in scheduling.
SCHOUSEUPD	Updates ST010 (ST208 and ST210) records with house information found on SC255.
SCSEATS	Processes seat counts in scheduling. Has been replaced with SCSEATS2 in Report Ordering.
UNLOCKVERS	Run this report to unlock scheduling versions that do not display on SC205; the version may then be used again.
UPDSC050	Deletes SC051 records if there are no accompanying SC050 records.
UPDLNCHFLG	Deletes lunch code for ALL students in the district.

Glossary

Term	Definition
Alphanumeric Field	A field in which letters and/or numbers can be used.
Attendance application	A TSIS application that includes an attendance record for each student and enables an operator to take daily or class period attendance electronically.
Attendance Period	Attendance period from the student's calendar.
Back	Maintenance List Box choice that will display the district record just previous to the record currently displayed.
Case Sensitive	Search operator must use the same case as the original entry. For example, if a family member's name was keyed in all upper case when the record was created, you must use all upper case when searching for it.
Census	A TSIS application that contains a record for each family and residence within the school district. Census interfaces with all TSIS applications.
Check Box	Selection feature. Used to select from a list, such as a student roster. Operated by clicking with the mouse.
Data Entry	On-line method of entering and maintaining data stored on the database.
Default	System will assume certain values for some fields if no value is keyed in. These fields are often automatically prefilled when the user inquires. For certain fields, districts may specify default values. Defaults may be overridden if necessary.
Element	A data element, such as ID NUMBER or FULL NAME. Elements can be used to sort, include or exclude data for reports. See Screen RD226 to view a report's elements.
Family Member	Term used to describe an individual. Family members, linked to families through Family Numbers, are of several types: Preschool child, adult, student, nonpublic student and resident student attending (school) elsewhere.
Family Number	Number assigned either automatically or manually to each family/head of household.
First	Maintenance List Box choice that displays the first record of its type on the database.
Head of Household (HOH)	Adult family member responsible for a family and its members, such as a parent or guardian.
ID Number	Identification number automatically assigned to all individuals in the Census file.

Term	Definition
Inquire (INQ)	Choice in the Maintenance List Box used to display an existing or blank record.
Key Field	Field which must be entered in order to access or record information.
Last	Maintenance List Box choice that displays the last record of its type on the district file.
Legal Family	Head of household is the legal guardian of the specified underage family member.
Maintenance List Box	Box near the top of maintenance screens. The user can define the type of action to be performed to the screen's records.
Maintenance Screen	Screen used to add, change or delete records.
Navigation Button	Allows the user to navigate directly to certain screens. Navigation buttons are operated by clicking on them with the mouse.
Next	Maintenance List Box choice that displays the next record of its type on the district file.
Next ID, Code or Name	Field at the top of the screen displaying the first item on a second screen if there are additional listings. To display the second screen, <TRANSMIT>.
Numeric Field	A field that will accept only numbers.
Parameter, Report	Report options usually chosen or specified on Report Parameter Screen RT222.
Parameter, Report	Report options usually chosen or specified on Report Parameter Screen RT222.
Parameters	Standard attendance definitions and default values that must be specified for each school before the school's attendance system is operational.
Password	District employee's password to the system. The password allows the employee to use the screens at the appropriate security level.
Primary Family	Family that the family member is primarily associated with. The residence district of the primary family is the district that has financial responsibility for the education of family members. The family member is also considered a resident of this district for census purposes. Only one family can be primary.
Radio Button	Selection feature. Radio buttons offer a Yes/No option and are operated by clicking with the mouse.
Reason Code	A two-character code representing a reason for a student's being absent or tardy. The Reason Code Table is located on Screen AT215.
Report Options Printout	Initial report page that lists sorts, includes, excludes and parameters included in the report.

Term	Definition
Report Sequence	A report version. A school or district may have many sequences for each report with different sorts, inclusions and exclusions or parameter choices.
Screen Description Table	A field-by-field description of every field on a screen. Screen descriptions are found in Chapter 3 of this manual.
Scroll	Selection feature. Scroll to an option by clicking on an arrow; highlight the option; double click with the mouse or <TRANSMIT>.
Status Line	Field at the bottom of a screen that displays messages to the user regarding the status of a command.
Student File	TSIS application that contains an enrollment record for each district student of any type (public school, nonpublic school, resident attending in another district.)
Student System	TSIS application that contains public school student enrollment records, student groupings and student contact records.
Template	Report Ordering screen specifying a report's name, description, print style and printer destination.
Transmit	Send information to the database. A transmit action can occur by double clicking on add, change or delete in the Maintenance List Box or by highlighting the appropriate action in the Maintenance List Box and <TRANSMIT>.
TSIS	TIES Student Information System
User Code	The user name recognized by the system.

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Screen Messages

Listed alphabetically below are explanations for the messages that may appear in the status line at the bottom of your screen.

Message	Explanation
A/C/D must be 'A' or 'C' or 'D' or space	Valid action codes are *A* (add) or *C* (change) or *D* (delete). If you leave this field blank no action will be performed to your line entry.
A/T/P must be 'A' or 'T' or 'P'	Valid codes are *A* (absent), *T* (tardy) or *P* (pre-excused absence).
Add only pre-excused absence on this screen	Only pre-excused absences can be added on this screen. You may, however, update existing absence notations.
Attend parameters already exist	You have attempted to add parameters for a school that already has them. To display the current parameters of this school, enter the school number or abbreviated name into the SCHL field, highlight INQ in the maintenance list box and <TRANSMIT>.
Attend parameters must be entered for this school	Verify that parameters exist for this school and for the School Year entered. Enter attendance parameters on Screen AT210.
Attendance record for this date already exists	Verify that you have entered the correct date for the correct person. Verify that the absence/tardy/pre-excused date has already been entered for this person.
Census Record not found	No CE220 Family Member exists for this person. Check the ID number or search for the student using the Search field.
Code Description cannot be spaces	Enter a reason to describe the Reason Code.
Date cannot be on a weekend	Check your calendar and change the absent or tardy date to a in-session date.
Date required	This screen displays attendance by date. Date is a required field.
District not found	Verify District Number and re-enter. See Appendix D in your System Administration or Census manual for valid districts.
District/Employee/Password is invalid	The password used is invalid for this employee in this district.
Enrollment Record not found	This person is not enrolled at this school. See Screen ST410 Student Enrollment - Annual by District to view enrollments.
Enter either Teacher or Homeroom or Grade or Group	Enter one, and only one, of these fields in the box at the top of the screen: Teacher, Homeroom, Grade or Group. Also check to see that the number you have entered is valid.

Message	Explanation
Grade not found	See SY211 School Grade Table for this school for valid enrolled grades.
Group not found	Verify the group number and description on ST290 Group Descriptions.
Monthly Membership/ Attendance Record not found	No AT250 record exists for this student. You may add one because Family Member and Enrollment records do exist. If this ID did not exist you would see a **Census Record not found** message and if the student was not enrolled in this school you would see an **Enrollment Record not found** message.
Name Search must have at least 3 characters	Enter at least 3 characters of the name you are searching for. This field is case sensitive, so use the same case used when names were entered.
No names found	There are no names on the database that begin with the three letters you have entered. This field is case sensitive. The system will only recognize names in the same case as the original entries.
No valid enrollment exists at this time	There is no enrollment record at this school for this person. Verify the name and/or ID Number. If correct, display the person's CE220 Family Member record or the family's CE411 Family Head of House and Members record to search for this person.
Parameter, Report	Report options usually chosen or specified on Report Parameter Screen RT222.
Person ID is required	Enter an ID Number or use the SEARCH field to find the student name and ID.
Person not found	Person is apparently not in the database. Verify key data. See CE411 Family Head(s) of Household and Members record or CE420 Family Member Name Search to locate the individual.
Pre-excused Absence date must be > today	Pre-excused Absence date must be today's date or a date in the future. Absences must be approved in advance to be pre-excused.
Reason Code already exists Reason Code is required	See Screen AT215 for existing valid reason codes.
Reason Code not found	The code you have entered is invalid. See Screen AT215 for valid reason codes. If you are in the process of updating the AT215 table, you may have tried to change the code for an existing description. Instead, delete the code entirely and add a new code and description.
Record added	Record has been successfully added to the database.
Record already exists	Click on INQ in the maintenance list box and <TRANSMIT> to display the existing record.

Message	Explanation
Record changed	Record was successfully changed.
Record deleted	Record was successfully deleted.
Record found	Record has been found.
Record not found	Record is not in the database. Verify key data
School not found	There is no SY010 School record for the school you have entered. Check the number and/or add an SY010 record
School Number is required	School number entry is required in order to process data.. See your district's list of school numbers.
School Year is required	School Year entry is required in order to process data. Use the YYYY format.
Select one student	Click on the check box or data button next to the name of just one student.
Student not eligible for call list	The student you have entered or selected has no unexplained absences or tardies.
Tardies/day = One Class Absence is required	Number of tardies per day equal to one class absence is required.

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