










ProgressBook Attendance Quick Reference

Reports		
Report	Purpose	Options
Attendance Detail Year to Date (To access, click the Calendar icon for the student, and then click the Print link on the Absences by Student Calendar window.)	Displays a student's absences for the year with attendance codes, reason, notes, and arrival/dismissal times.	None
Absence Queue (To access, click the Print the Queue link.)	Displays unresolved absences by grade and homeroom.	<ul style="list-style-type: none"> • Grade Level Sort Order • Homeroom Sort Order • Student Sort Order • All, Done or Not Done Status*
Daily Audit (To access, click the Daily Audit Rpt link.)	Displays all additions and modifications made to the Absence Queue.	<ul style="list-style-type: none"> • School* • Grade Level Sort Order • Homeroom Sort Order • Student Sort Order
Staff Attendance Audit	Lists homerooms or classes for which daily attendance was taken or not taken.	<ul style="list-style-type: none"> • School* • Homeroom attendance taken, not taken or All • Date*
Daily ProgressBook Attendance	Displays daily student absences by homeroom.	<ul style="list-style-type: none"> • School* • Date
Period Attendance	Provides period attendance information.	<ul style="list-style-type: none"> • School* • Quarter or Date Range* • Grade Level • Student • Basic Report or Group by Student/Class/Date, Student/Date/Class, Teacher/Class/Date/Student* • Filter criteria by Attendance Codes*
Period Attendance Audit	Lists classes for which period attendance was taken or not taken.	<ul style="list-style-type: none"> • School* • Teacher* • Date Range* • Sort by Date or Teacher* • Period attendance taken or not taken

Absence Queue	
<p>The Absence Queue lists all the students that have been marked absent or tardy in daily attendance. This screen is used daily to reconcile student absences by adding reason codes, adding notes from parents, recording phone calls to the parents, etc. Student records remain in the Absence Queue until they have been resolved and marked "Done."</p>	
Attendance by Student List	
<p>The Attendance by Student List is used to display students and edit attendance codes. When a student does not display in the Absence Queue, an attendance administrator can enter the appropriate code so the student displays in the Absence Queue.</p>	
<p>Search Options</p>	<ul style="list-style-type: none"> • School* • Year* • Calendar* • Student Name • Student ID • Homeroom/Class • Grade • Absence Status

Set Required Homerooms for Homeroom Attendance	
<p>This feature is used to designate which homerooms or classes allow teachers to take Homeroom/Daily Attendance.</p>	
<p>Search Options</p>	<ul style="list-style-type: none"> • School* • Homeroom • Last Name
<p>Sort Options</p>	<ul style="list-style-type: none"> • Homeroom • Last Name • Period
<p>Tip: If using first period class for daily attendance, sort list by period, deselect all, and then select only period 1 classes.</p>	

Absence Queue Icons	
Icon	Description
	Opens Contact Tracking window to insert new contact information.
	Opens Contact Tracking window to edit existing contact information.
	Opens Update Absence Info window to enter absence contact information.
	Opens Update Absence Info window to edit existing absence contact information.
	Opens Absences by Student Calendar window.
	Opens Absence Comments window to insert new comment.
	Opens Absence Comments window to edit existing comment.
	Opens Class Attendance window to edit period attendance for student.
	Opens Delete from Queue window to delete a record from the queue.

Maintain Period/Block Codes	
<p>This feature is used to set up and maintain class time schedules. Codes should be set up for a standard school day as well as any modified schedules that may be used, such as a delayed start schedule or an assembly schedule.</p>	
<p>Fields</p>	<ul style="list-style-type: none"> • Code* • Start Time* • Duration (in minutes)*
<p>Tip: Set up standard class schedule and then use the Copy to new List feature to quickly create modified schedules.</p>	