Synergy® SIS

Period Attendance Training Module

April 2017

This edition applies to Synergy® SIS software and all subsequent releases and modifications until indicated with new editions or revisions.

Contents

Course Description

In this training course, you will learn how to take, edit and maintain Period attendance records in various ways in Synergy SIS, such as by individual students, by class/section and by group. You will also learn how to perform Attendance Verification and Mass Change Attendance. Additionally, you will learn about the different reports available that relate to Attendance data.

Expected Outcomes

After completing this course participants will be able to:

- Understand process teachers use to take attendance

- Print attendance rosters for non-permanent teachers (i.e. substitutes)

- Check the status and remind classroom teachers to take attendance

- Perform Attendance Verification

- Edit and maintain period attendance records in various ways (by student, by class, by group)

- Log phone calls from parents and view phone records regarding attendance

- Mass Change Attendance task

- Generate attendance letters to be sent to parents/guardians

- Perform daily, weekly and monthly tasks related to period attendance

- Generate reports for internal use (excessive absences, perfect attendance, period attendance, etc…)

Course Prerequisites

Participants should have the following:

- Log-in Credentials

- Understanding of basic Synergy navigation

- Synergy View and Update security rights

Taking Attendance using TeacherVUE

Teachers will generally use TeacherVUE to take attendance, using their seating charts or a list view (see below) to mark students absent and tardy as appropriate. Administrators with security access may also log into TeacherVUE and take attendance on the teacher's behalf. Attendance data is stored in Synergy SIS. TeacherVUE is covered in more depth in a separate course.
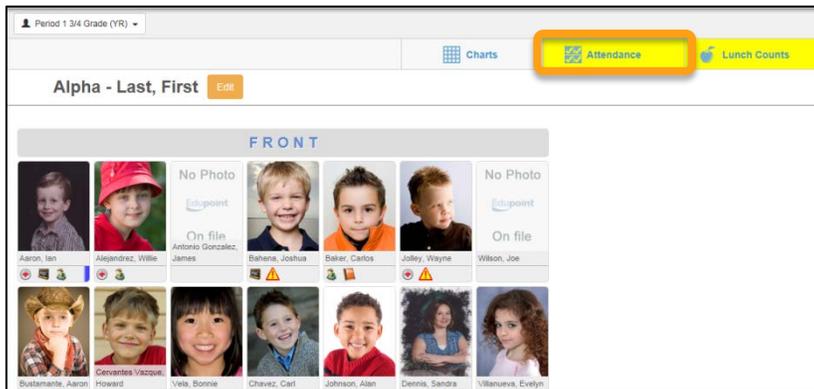
The yellow Attendance box indicates the teacher has not taken attendance. The Teacher clicks this box and is in Taking Attendance mode.
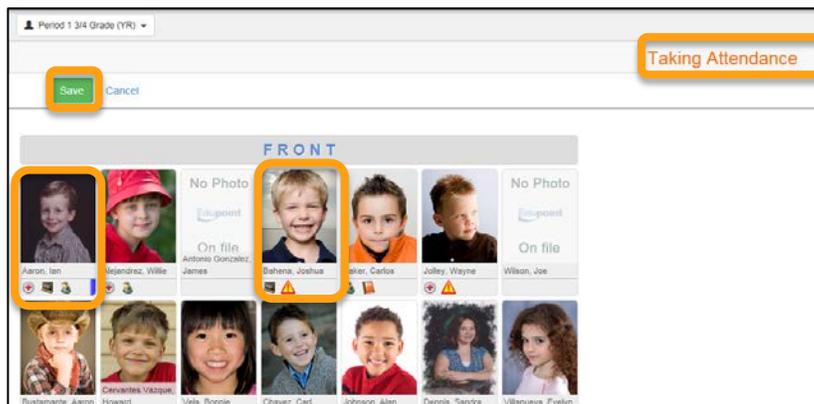

When the Teacher is in Taking Attendance mode they can click the students' picture to change the attendance. When they have completed taking attendance they click the green Save button.
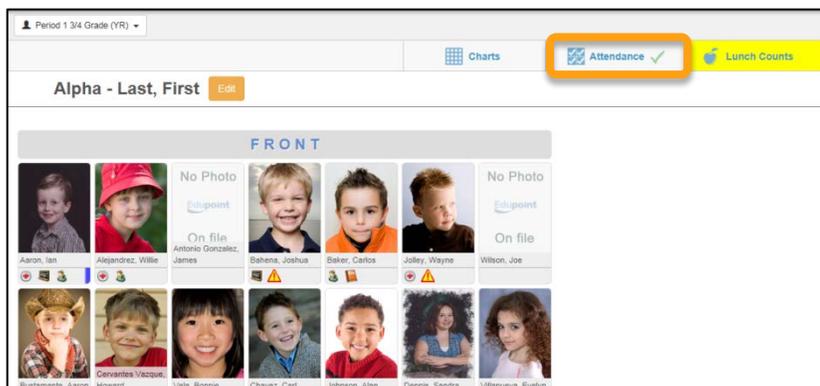
After they have clicked Save the Attendance box turns white and displays a green check mark indicating attendance has been taken.

Printing a Classroom Roster for Substitutes

The **STU409 Class Roster** report prints a list of students that are scheduled in classes on the start date indicated on the report. This report may be used as a roster for taking period attendance. Go to **Synergy SIS > Attendance >Reports Daily > List**

1. Enter the **Start Date** and the number of **Weeks** to be displayed.
2. By default the report prints for all teachers. To print the report for only one teacher, select the **Teacher** from the dropdown.
3. To print a single term, select the term from the **Term Code** drop down menu.
4. For a period attendance school, select the **Periods** to include in the report.
5. By default, the report prints for all sections. To print for a subset of sections, enter a range for **Section ID.**

6. Enter the number of **Blank Lines** to be added at the end of the report. Blank lines are for adding students who enroll in the section after the report is printed.
7. Check the boxes for the additional **Report Options**. Be sure to check **Show Period Attendance** for a Period Attendance school.
8. Check the boxes for each additional field to include on the report.
9. Click the **Print** button to generate your report.

Below is a sample of a **Class Roster** report for a Period 1 Math Section:

Hope High School
Class Roster

Year: 2015-2016
Report: STU409

Section ID 000000001001	Period 1	Course ID MA27	Course Title Algebra I	Teacher Name Jackson, Kathy	Room 112	Track 5 Day V

Additional Staff Name(s)

	Student Name	Trk	08/03/2015					08/10/2015					08/17/2015					08/24/2015					
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
1	Aaron, Harold N.	4																						1
2	Abbott, Bobby																							2
3	Simmon, Carly																							3
4	Taylor, James																							4

Legend

A = Activity	A = Appeal	D = Doctor App	E = Excused	i = Illness	N = Ace N
N = TEST Non Enrollmer	N = Train	P = Positive	U = Unverified	U = Unexcused	U = Tardy
U = UNEXCUSED UUU	V = Vacation	W = WWW EXCUSED	X = UNVERIFIED XXX	H = Holiday	V = Vacation
S = Staff Development	N = Non-School Day	O = Other	E = Appr.EmgClosure	E = Unappr.EmgClosure	S = Supplemental
N/E = Not Enrolled	N/S = Not Scheduled				

Signature: _____   **Date:** _____

## Determining Classroom Taken Attendance Status

Use the **Classroom Taken Attendance Summary** screen to determine which teachers have taken attendance in a given period. You may find it on the Navigation Tree at **Synergy SIS > Attendance > Classroom Taken Attendance Summary.** This screen provides a great tool for an Attendance Clerk to quickly see which teachers have not yet taken attendance, and then to quickly communicate with those teachers.

The **Classroom Taken Attendance Summary** screen contains **Filter Options** which control what displays in the **Classroom Summary Grid**.

- **Show** – displays attendance results.
- **Section ID** – displays results for a specific section.
- **Date** – displays results for a specific date. The default is the current date.
- **Staff Name** – displays results for a specific staff member.
- **Course Title** – displays results for a specific course title.
- **Course ID** – displays results for a specific course ID.
- **Begin Period/End Period** – displays results for a specific period range for schools using period attendance.

To view your school's classroom attendance status:

1. Make your selections in the **Filter Options** section of the screen.
2. Click the **Filter Grid** button to apply these options.
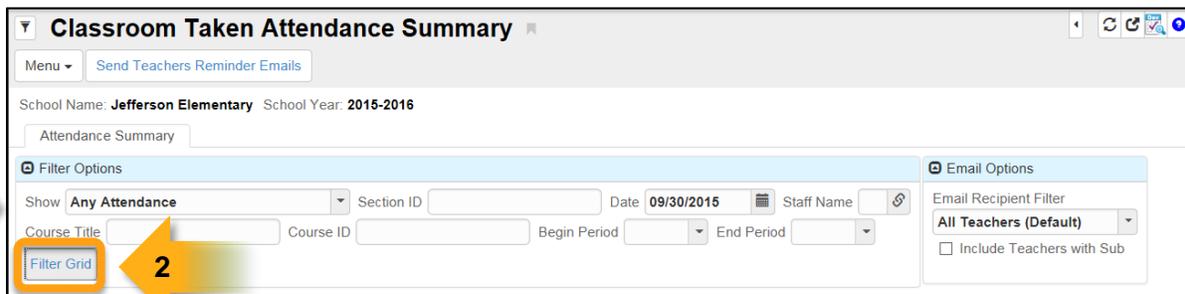
The **Classroom Summary Grid** displays the data differently depending on the type of attendance used by the school in Focus. In all grids, a green checkmark indicates that the teacher took attendance while a red x indicates the teacher did not (see below).

3. Below is an example of a high school with period attendance. With the **Filter Options** set to *Any Attendance,* the grid is showing the attendance taken status of each classroom. The ![TVUE] icon indicates that attendance for this class was entered by the teacher using TeacherVUE.

4. Below is an example of a high school with period attendance. With the **Filter Options** set to *If Attendance has not been taken,* the grid is showing which classrooms have not yet taken attendance.

5. The ![icon] icon indicates that attendance has been entered by a substitute teacher that has logged into Synergy as a substitute.

Emailing Teachers an Attendance Reminder

To send attendance reminder emails to an individual teacher:

1. Click on the **Send** button next to the teacher's name in the **Classroom Summary Grid** to send the emails individually (see grid above).

To send attendance reminder emails to a group of teachers:

2. In the **Email Recipient Filter** box make a selection from the drop-down menu.
3. Check or Uncheck the **Include Teachers with Sub** box.
4. Click on the **Send Teachers Reminder Emails** button at the top of the screen.
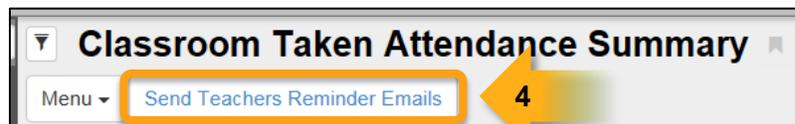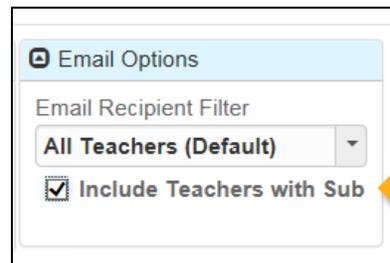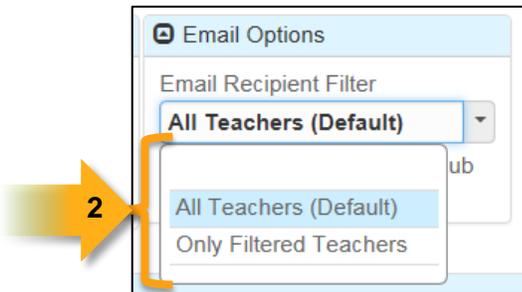
Verifying Attendance

The Attendance Verification Screen is used by the front office staff to make the final verification of the student period attendance after it has been submitted by the teacher. You can find this screen on the Navigation Tree under **Synergy SIS > Attendance > Attendance Verification.**

To verify student absence reasons at your school:

1. Check to ensure you are focused to the correct school.
2. Enter the **Date** for which you wish to verify attendance (Current Date automatically displays).
3. Enter the number of students you wish to display in the **Rows to Show** field.
4. Expand the the **Filters** group box by clicking the **Maximize** button on the left side of the **Filters** title bar.
5. Enter the selection criteria to determine which students display.
   a. Enter all or part of the student's name is Last Name and First Name to narrow the verification list.
   b. Enter the Grade to filter by grade level.
   c. Enter the Reason Types or select the options in the Reason Codes area to filter the type of absences displayed.
6. Click the **Filter** button.
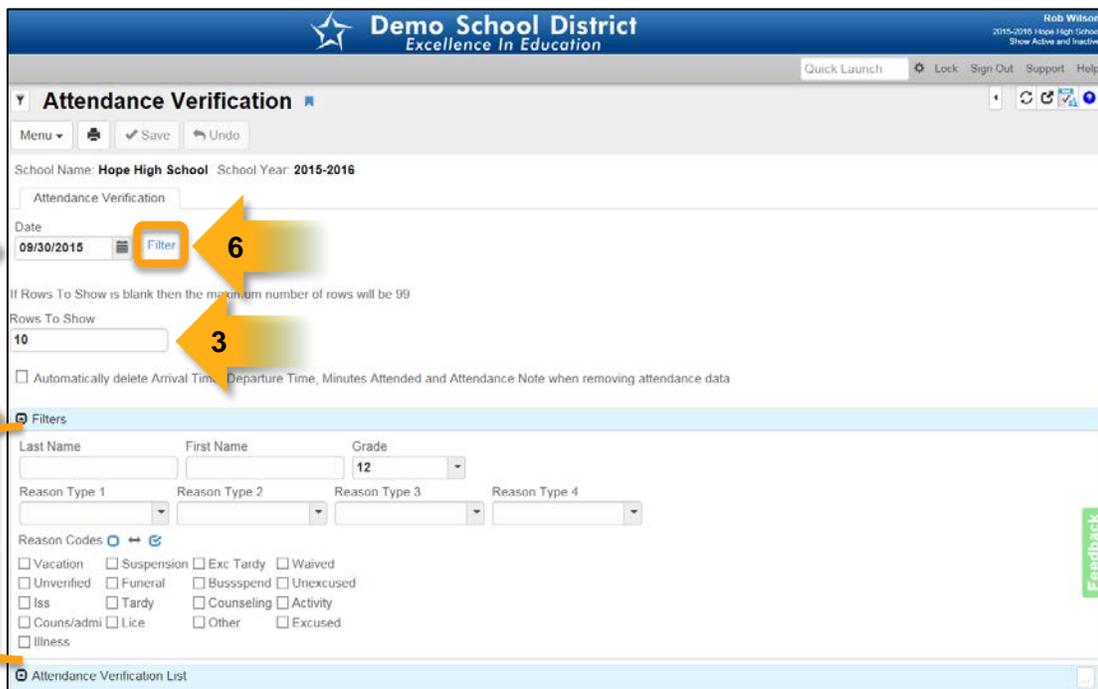
A list of students meeting the selection criteria you entered display.

7. If more data exists in your results than is displayed on the screen, a bright green indicator will display.

8. To display student phone numbers for contact purposes, click on the [icon] icon next to the student's name.

9. The **Student Phone Numbers** screen displays. This screen lists every phone number associated with the student. Close the screen to return to the **Attendance Verification Screen**.

To verify a student's absence:

10. Click on the **Date** next to a student's name
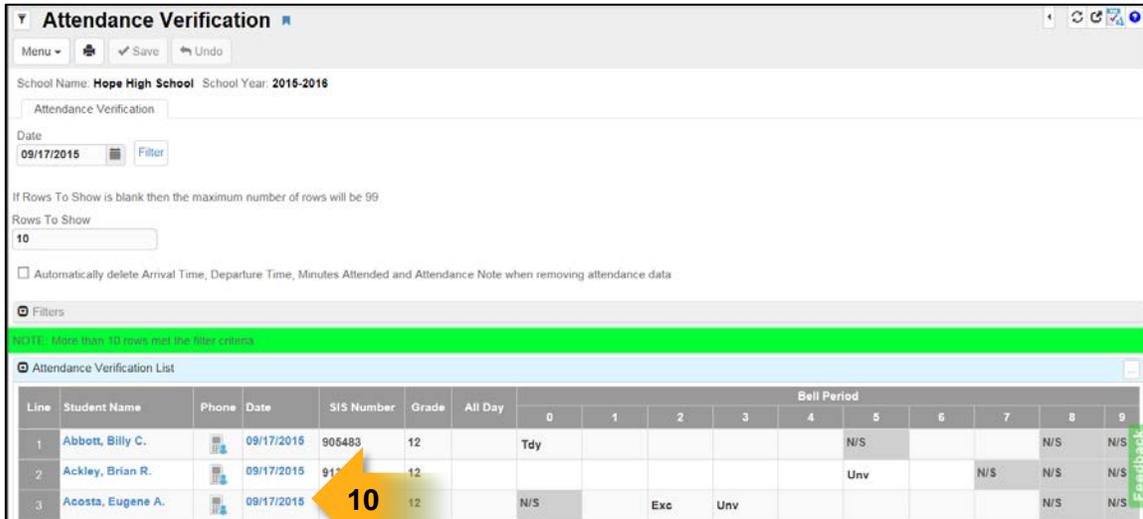
11. The **Period Attendance detail window** will display. Click on the **Period** for which you wish to verify the absence.
12. Select the appropriate **Reason Code** from the drop-down menu.
13. Enter a **Note** if needed.
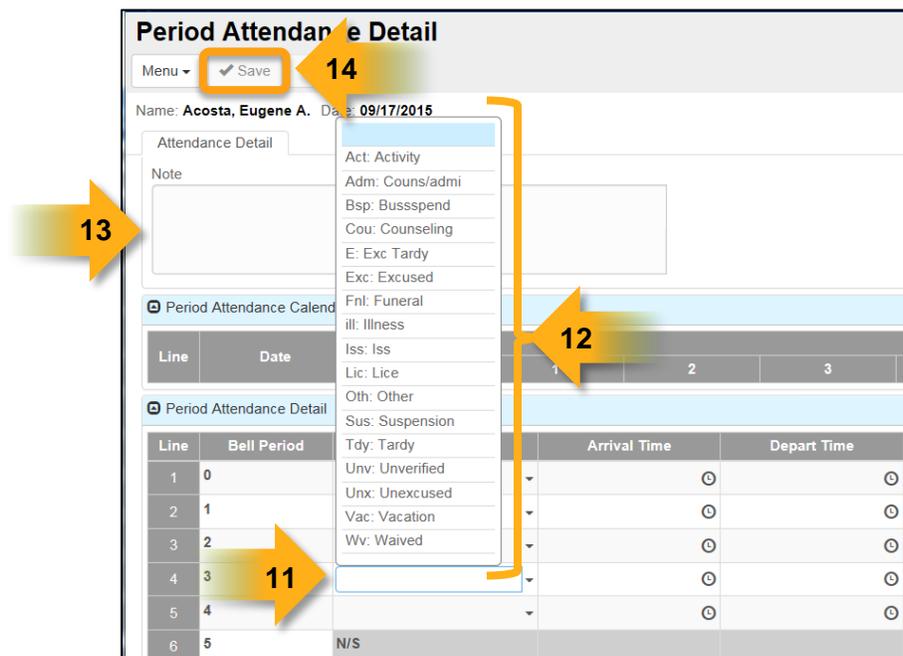
14. Click the **Save** button (see above).

Managing Period Attendance by Student

Period Attendance is used by middle schools and high schools that take attendance each class period. To mark an absence reason for a student in a school which takes period attendance, go to **Synergy SIS > Attendance > Period Attendance.**

Viewing and Entering Absence Reason Codes - The Calendar Tab

Information under the Calendar Tab is used to view and enter **Absence Reason Codes** and notes for an individual student attending a period attendance school.

1. Use the **Scroll and Find** buttons to display the desired student, or
2. Use the **Find Mode** button to find the desired student.
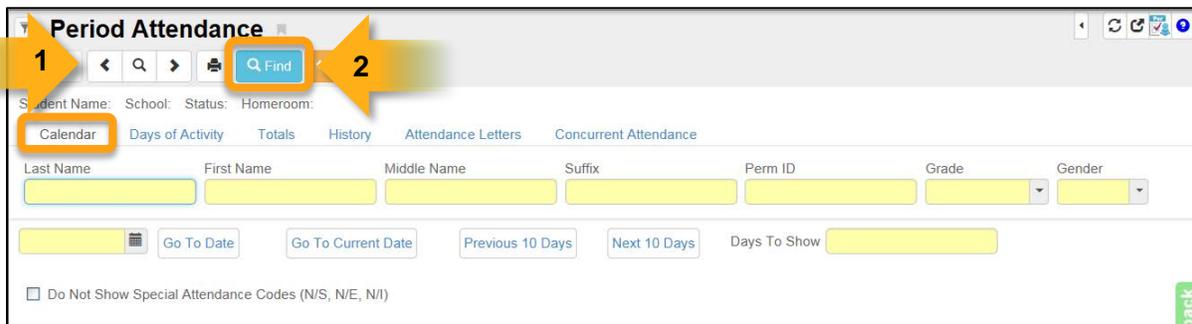
The screen defaults to today's date and show the last 7 days and the next 3 days.

If you wish to take attendance for a different date:

3. Enter the desired **Date** in the field and click the **Go To Date** button, or click the **Go To Current Date** button, or use the **Previous 10 Days** or **Next 10 Days** buttons to display the desired dates. You may also adjust the calendar to display less than 10 days by entering the desired value in the **Days to Show** field.
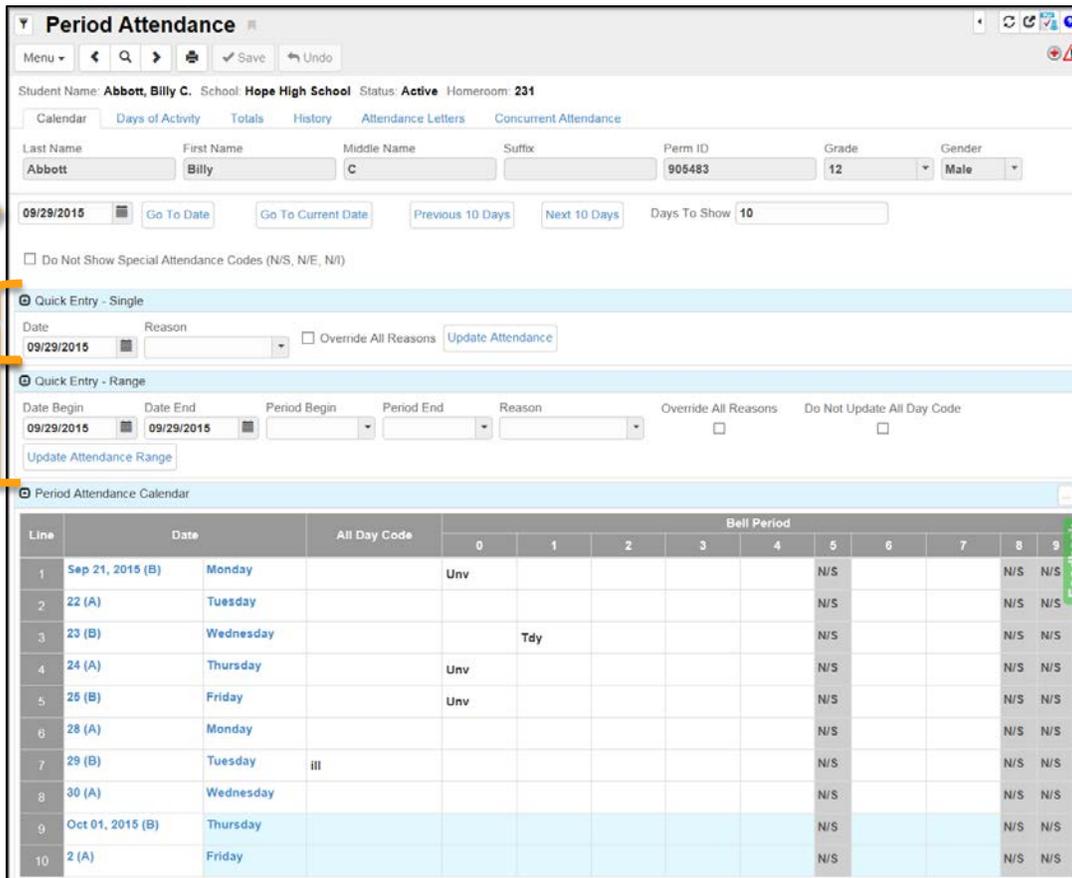
The **Period Attendance Calendar** grid shows the student's schedule by class period. This student attends a school with 7 periods per day, and is not scheduled (N/S) for a class during period 5. Remember, blanks indicate positive attendance. There are several ways to take attendance using this screen.

To enter a single, all-day **Absence Reason Code**:

4. In the **Quick-Entry Single** area, enter the **Date, Absence Reason Code** and click the **Update Attendance** button. If you want the **Reason Code** to override any previous codes entered, click the **Override All Reasons** button. Once

---

updated, the absence reason codes will automatically populate across all class periods in the day in the **Period Attendance Calendar** (see above).

To record an absence that is recurring over multiple days:

5. In the **Quick-Entry Range** area enter the **Date Begin, Date End, Period Begin, Period End**, and **Reason Code**. Then click the **Update Attendance Range** button. Click the **Override All Reasons** and **Do Not Update All Day Code** boxes to ensure this absence code overrides any other code that may be entered for these days and periods (see above).

To enter **Absence Reason Codes** for individual periods:

6. In the **Period Attendance Calendar** area, hover your mouse over the correct date and period cell, (the section, teacher, room and period display).
7. Click in the cell, and select the appropriate **Reason Code** from the dropdown menu.
8. Click the **Save** button at the top of the screen.
9. To enter more detailed information about the absence reason, click the date or weekday name hyperlink(s) for the day to be edited from the **Period Attendance Calendar.**

The **Period Attendance detail window** opens.

_____

1. If the student was absent the entire day, select the absence reason in the **Reason 1** dropdown to enter an all-day code.
2. Enter the student's **Arrival Time** and **Departure Time** and enter the **Total Minutes Attended**.
3. Enter a **Note** explaining the student's attendance activity.
4. To enter **Attendance Details** regarding specific periods, enter **Reason Codes,** times and notes in the **Period Attendance Detail Section** on the lower half of the screen.
5. Click the **Save** button.

Viewing Days of Activity - Days of Activity Tab

The **Days of Activity tab** displays a chronological list of all the absence reasons the student has had during the school year, with the most recent data showing at the top and the oldest data at the bottom. It shows the date on which the absence was recorded, and the reason in the **Bell Period** column. You can also take attendance from this screen.

To enter an **Absence Reason Code** for the student,

1. Click on the **Add** button at the top of the **Days of Activity** grid. A blank row is added to the bottom of the grid.
2. Enter the **Date** and the **Reason Code**.
3. Click the **Save** button.
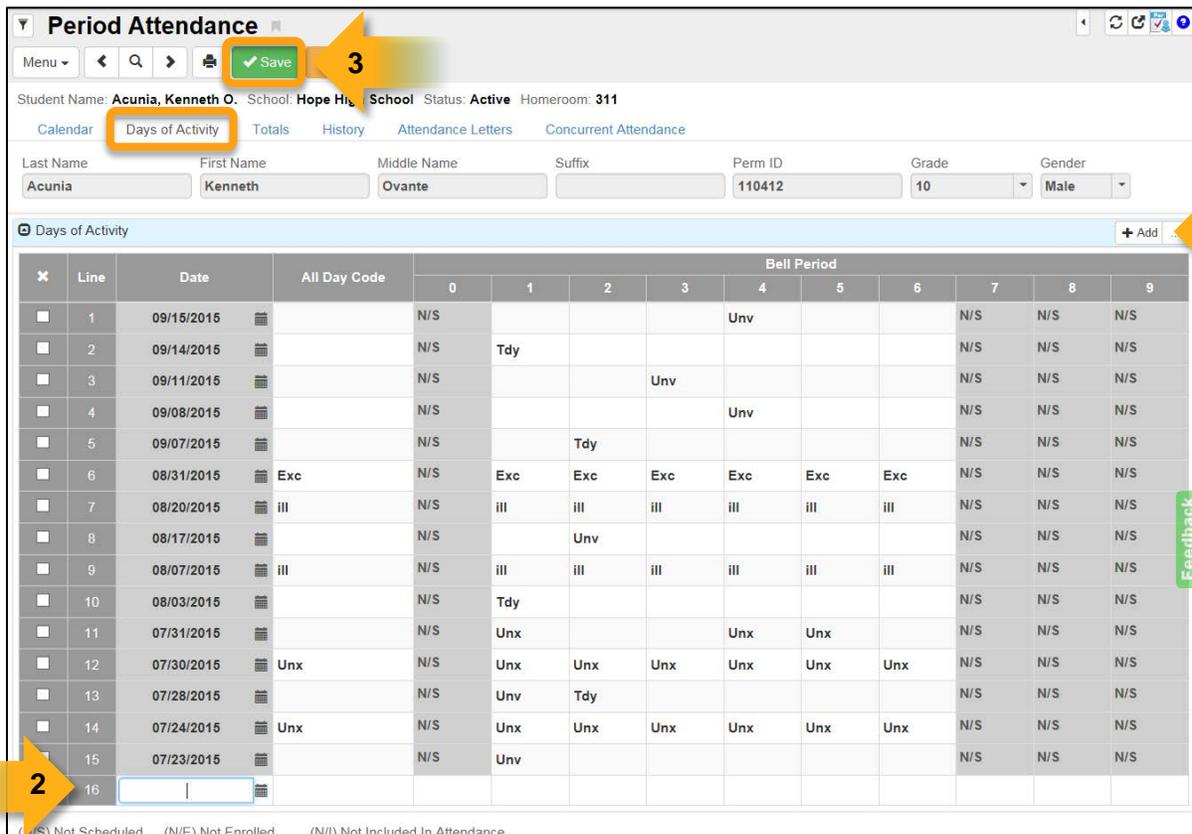
				Bell Period									
✗	Line	Date	All Day Code	0	1	2	3	4	5	6	7	8	9
☐	1	09/15/2015		N/S				Unv			N/S	N/S	N/S
☐	2	09/14/2015		N/S	Tdy						N/S	N/S	N/S
☐	3	09/11/2015		N/S			Unv				N/S	N/S	N/S
☐	4	09/08/2015		N/S				Unv			N/S	N/S	N/S
☐	5	09/07/2015		N/S		Tdy					N/S	N/S	N/S
☐	6	08/31/2015	Exc	N/S	Exc	Exc	Exc	Exc	Exc	Exc	N/S	N/S	N/S
☐	7	08/20/2015	ill	N/S	ill	ill	ill	ill	ill	ill	N/S	N/S	N/S
☐	8	08/17/2015		N/S		Unv					N/S	N/S	N/S
☐	9	08/07/2015	ill	N/S	ill	ill	ill	ill	ill	ill	N/S	N/S	N/S
☐	10	08/03/2015		N/S	Tdy						N/S	N/S	N/S
☐	11	07/31/2015		N/S	Unx			Unx	Unx		N/S	N/S	N/S
☐	12	07/30/2015	Unx	N/S	Unx	Unx	Unx	Unx	Unx	Unx	N/S	N/S	N/S
☐	13	07/28/2015		N/S	Unv	Tdy					N/S	N/S	N/S
☐	14	07/24/2015	Unx	N/S	Unx	Unx	Unx	Unx	Unx	Unx	N/S	N/S	N/S
	15	07/23/2015		N/S	Unv						N/S	N/S	N/S
	16												

(N/S) Not Scheduled   (N/E) Not Enrolled   (N/I) Not Included In Attendance

Viewing Activity Totals by Reason and Type - Totals Tab

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

The totals may be filtered by date and/or type of absence.

1. To filter by date, enter the **Starting Date** of the period to be viewed in the **Range Start** box, and the **Ending Date** in the **Range End** box.
2. To filter by type of absence, select the absence reason type in the **Reason type drop-down**. Up to three types may be selected.
3. To hide the rows where no absences are recorded, check the **Hide Empty Rows** box.
4. Once the criteria for the filter have been selected, click the **Filter** button.
5. To clear the filter and see all absences again, click the **Clear All** button.

Viewing Attendance History - History Tab

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

The history may also be filtered by date and/or type of absence.

1. To filter by date, enter the starting date of the period to be viewed in the **Range Start** box, and the ending date in the **Range End** box.
2. To filter by type of absence, select the absence reason type in the **Reason Type** drop down. Up to three types may be selected.
3. Once the criteria for the filter have been selected, click the **Filter** button.
4. To clear the filter and see all absences again, click the **Clear All** button.

Listing Attendance Letters

The Attendance Letters tab lists all attendance letters that have been sent to the student and his/her parents through the **Attendance Letter** screen. The type of letters created for the student are listed, along with the threshold used, which is the number of the type of absence reason defined in the letter.

1. Click the **Attendance Letter Name** drop down menu to view a list of all the types of attendance letters the district has created.
2. View the date and type of letters sent for this particular student in the **History** grid.

Taking Period Attendance by Section

Use the **Class Period Attendance** screen to take period attendance for a group of students by section. You can find it on the Navigation Tree at **Synergy SIS > Attendance > Class Period Attendance.**

To take period attendance for a group of students by section:

1. Use the **Scroll and Find** buttons to display the desired class. Using the forward button will bring up the first class by Section ID. Or,
2. Use the **Find** button to display the desired class. You can search for a class by using any combination of the selection criteria displayed in yellow.
3. The screen will default to today's date. If you wish to take attendance for a different date:
   a. Enter the desired date in the date field, then
   b. Click the **Go To Date** button, or
   c. Use the **Go to Current Date**, **Previous Day, Next Day, Previous Week or Next Week** buttons to display the desired date.
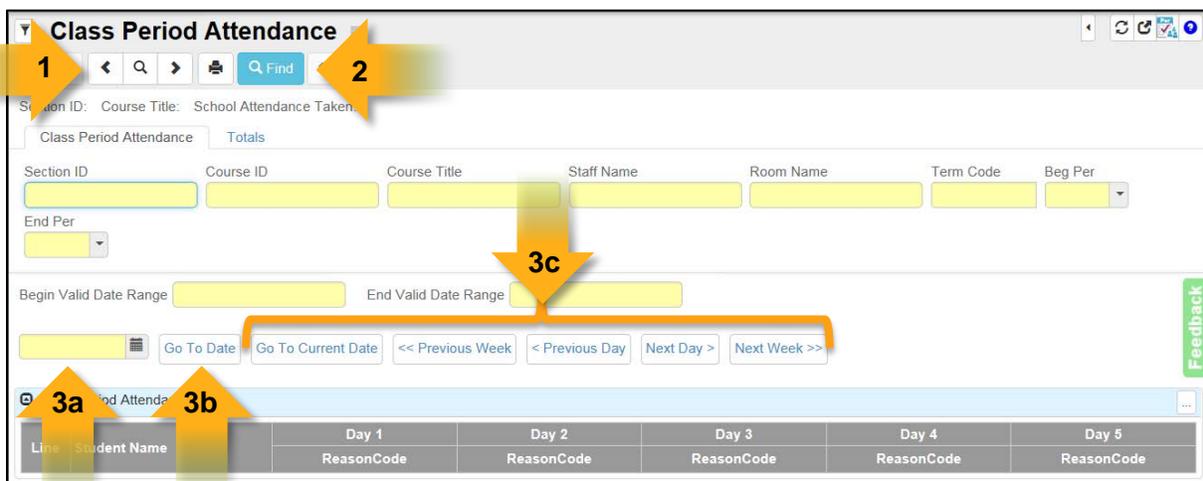
Once the desired section is displayed, all of the students enrolled in this class are listed alphabetically in the **Class Period Attendance** grid. **Note:** By default, only one day's attendance is displayed, but you can change it to 5 days using the **Menu** button at the top (see below).

4. To record an absence reason for a student, click in the **Reason** column next to the corresponding student's name on the desired date. .
5. Select the appropriate **Reason Code** from the dropdown menu.
6. Click **Save** to complete the action.

Using the **Reason** column in this grid, you can take attendance for the entire class. You only have to click the **Save** button once, after you are finished entering all the **Absence Reason Codes** for the students in the class.

7. To add additional notes for a student, click on the student's name, which is a hyperlink.

8. The **Period Attendance** screen displays. To attach notes to a reason code, click on the blue date hyperlink next to the reason code in the **Period Attendance Calendar** section of the screen.
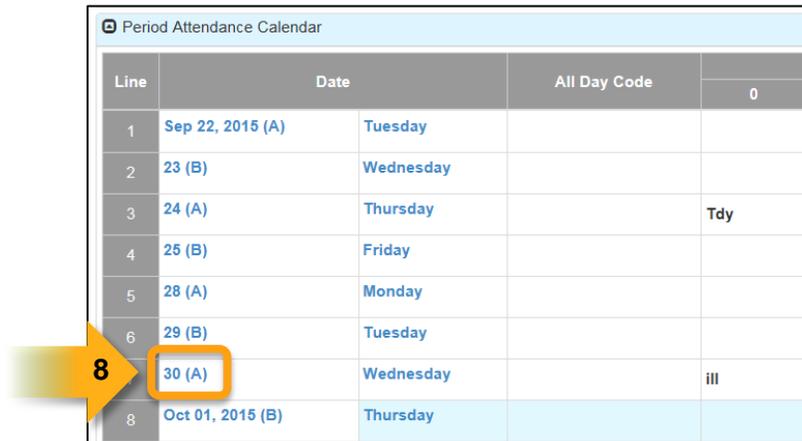
9. The **Period Attendance Detail** window displays. Enter any attendance detail including a **Reason code, Minutes** and **Notes**.
10. Click the **Save** button.
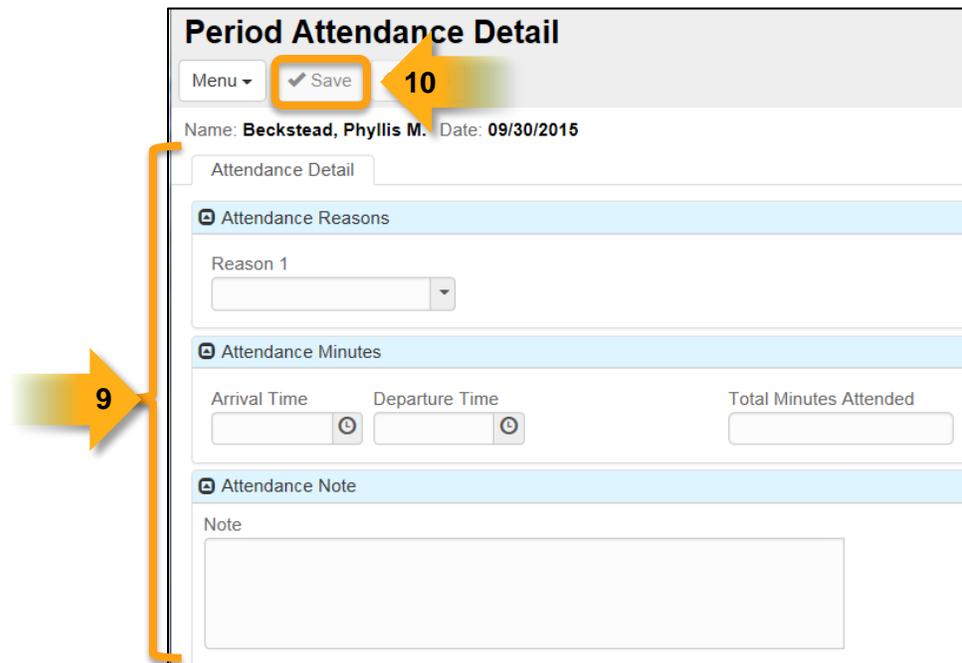
Mass Changing Attendance for Groups of Students

When groups of students are absent for a particular date or set of dates for school-related activities (such as field trips, sports, clubs, or performances), changes to all student attendance records within that grouping may be completed at the same time.

Period Attendance: Go to **Synergy SIS > Attendance > Mass Change Attendance**

Mass Changing Period Attendance – Mass Change Attendance Tab

1. On the **Mass Attendance Change Tab**, in the **Type of Change** group box select the type of change you wish to make.
2. In the **Period Reason Conditions** group box, select the **Reason Codes**, **Dates** and **Class Periods**. A blank under **Reason Codes** indicates positive attendance.
3. In the **Attendance Detail Options** group box, enter **Arrival** and **Departure Times** and a Daily Attendance Note if needed.
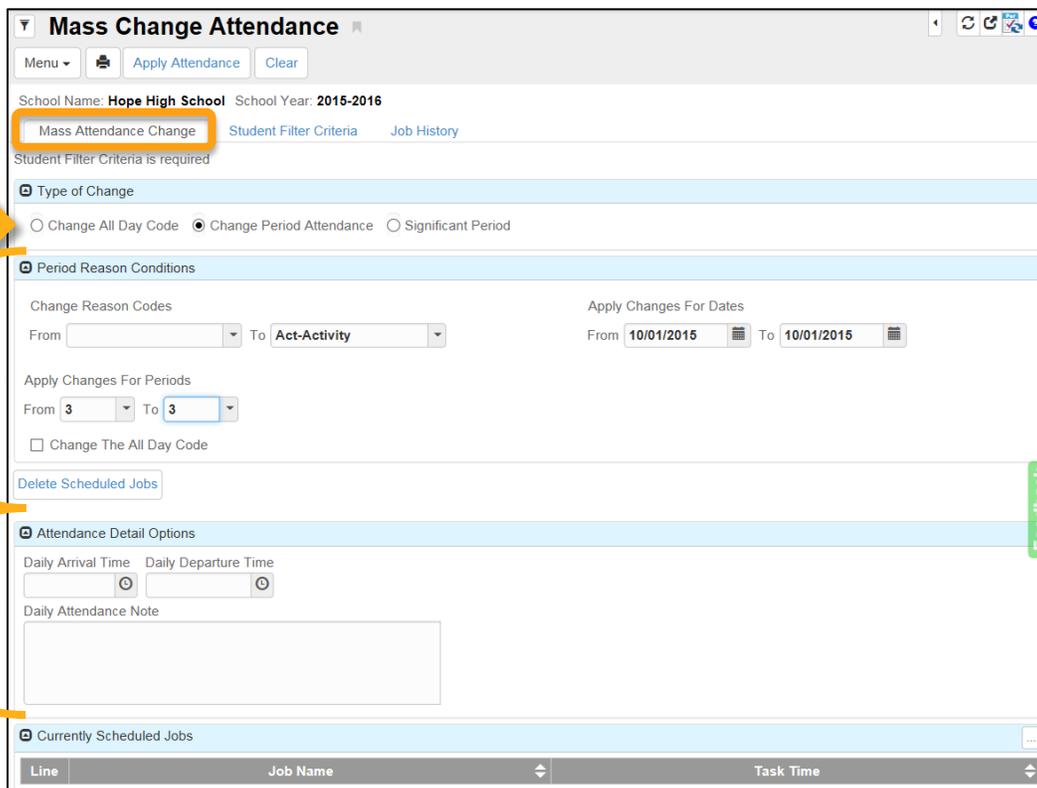
*In our example, we will suppose that a high school teacher wants to take his 3rd period section on a field trip activity. He informs the Attendance Clerk that the **Section ID** is 0004.*

4. On the **Student Filter Criteria tab**, click the **Chooser** button in the **Section** group box title bar. The **Chooser** screen displays.
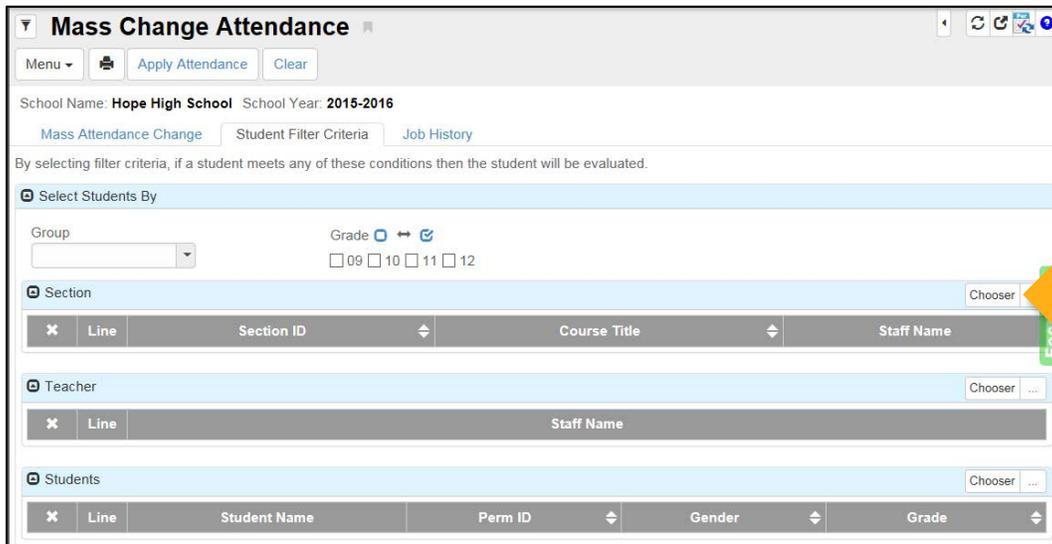
5. Enter the **Section ID (0004)** in the **Section ID** field and click the **Find** button.
6. The section is automatically placed in the **Selected Items** grid.
7. Click the **Select** button to return to the **Mass Change Attendance** screen.
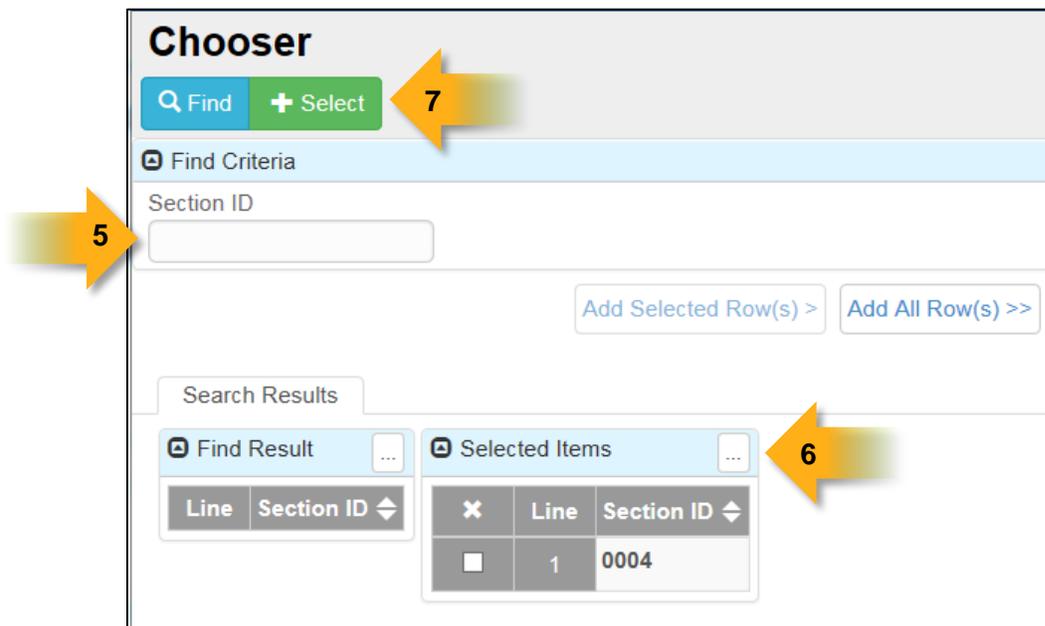
8. Based on the selection criteria we entered, the students in the **Life Science Section 0004** will have their attendance code changed to *Activity*.
9. Click the **Apply Attendance** button to complete the **Mass Change Attendance** procedure.
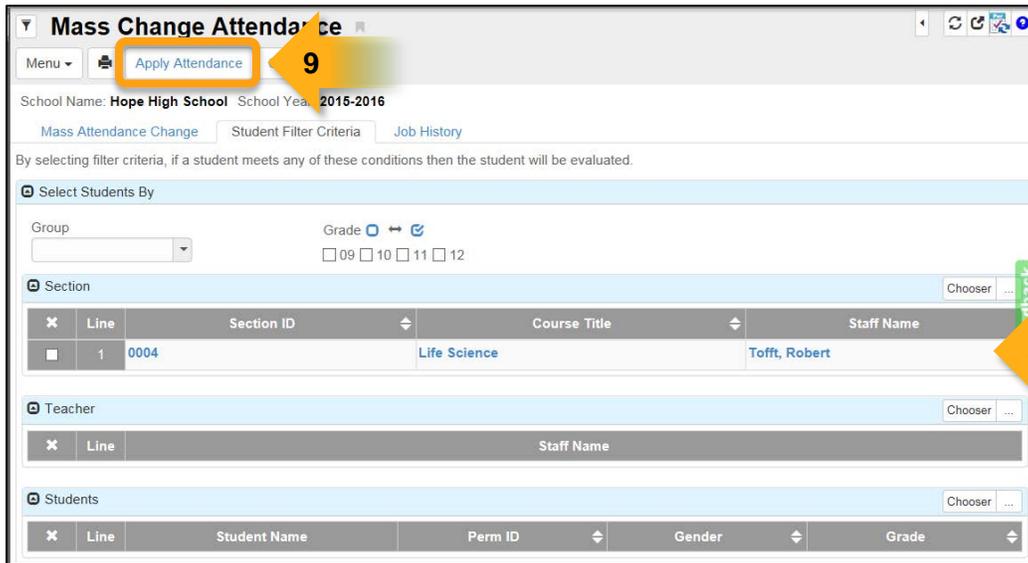
10. A **Job Status** window displays. When the process completes, a **Job Result** screen displays. The listed files show which records changed and any errors that occurred. Click either file to open it.
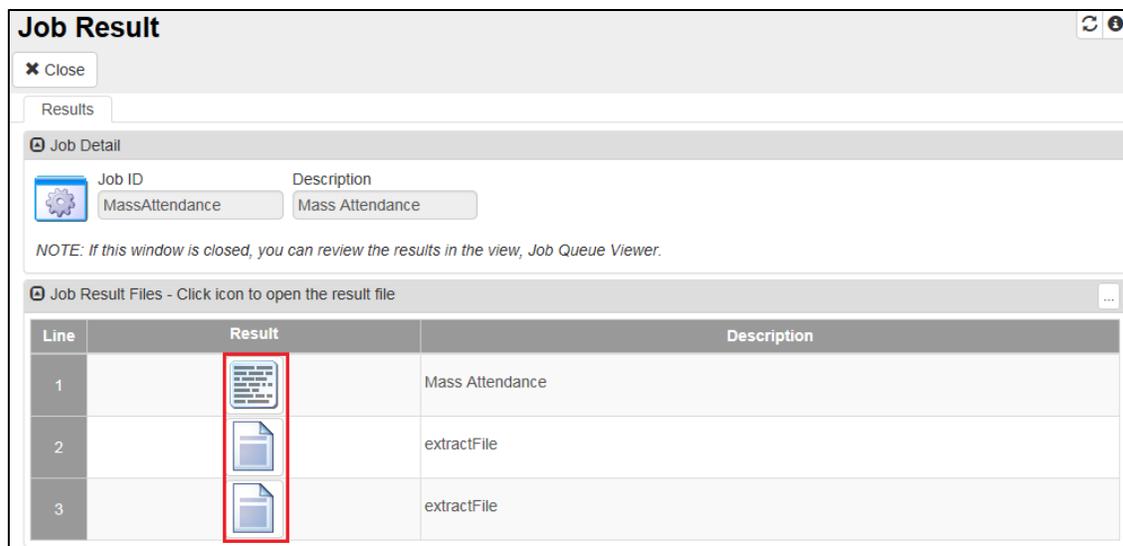
Viewing Mass Attendance Change History - Job History Tab

The **Job History tab** shows details about scheduled mass changes that have been run.

Entering Attendance via Discipline Incident

If a student has a **Discipline Incident** that results in the absence in the student's attendance, an **Attendance Reason Code (ATR)** is entered into the system to record that absence.

Student discipline incidents are recorded on **Synergy SIS > Discipline Incident > Student Incident**. The **Attendance Reason** Code would be entered in the **Disposition Section** of the **Student Incident** screen. Please refer to the *Discipline and Conference User Guide 10* for more information.

Generating Attendance Letters to Send Home

Attendance letters may be created to be mailed to parents and/or students regarding absences, tardies, etc. They are typically created by the district and are processed based on thresholds – the accumulated number of a particular absence reason. Different letters may be created for each threshold. Go to **Synergy SIS > Attendance > Attendance Letter**

1. Locate the letter you wish to send using the **Find** or **Scroll** buttons.

2. **The Cutoff Values** are built into these letters as indicated in the **Threshold Value** column. Also in this section you select which letter to merge, the output type and the preferred language.

3. Set the **Date Range** for the number of occurrences to be counted, such as the entire school year, a semester or a quarter, etc.

4. Enter a **Grade Range**, or you can select one grade at a time from the **Begin** and **End** drop-downs.

5. In the **Extras** area, choose your **Totaling** and **Sort** methods, including which periods to include in a period attendance school. Showing inactive students will include students who have since withdrawn. Caution: if you check **Clear Current Thresholds** it will delete all letter counts up until this point.

6. Under **Addressee Info** select if the letter(s) will be addressed to the student or the parents, and complete the associated options.

7. Select the attendance codes to be included under **Absence Reasons to Include.**

8. Check the boxes of any **Additional Reports** that you wish to be generated with the Attendance Letters.

9. To print a list of all the letters created in addition to the letters themselves, check the **Show Letter Extract Log** box.

10. Once you are finished entering your selections, click the **Save** button. Then continue on to the **Additional Options tab** below.
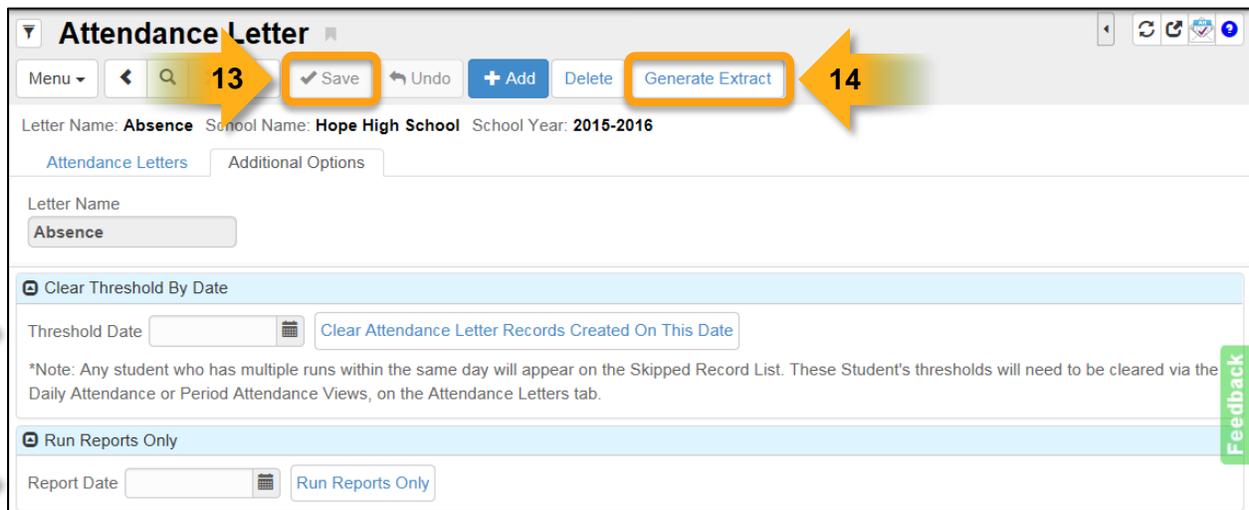
11. Under the Additional Options Tab, for those schools that want to start the absence count over fresh from a certain day, enter a **Threshold Date** and click the **Clear Attendance Letter Records Created on this Date** button.

12. To not generate letters and only print the **Period Attendance Profile** reports of the students indicated in the threshold criteria, enter a **Date** and click the **Run Reports Only** button.

13. After completing both tabs, click the **Save** button.

14. Click the **Generate Extract** button.

Generating Attendance Reports

There are three types of Attendance reports available:

- **Individual Reports** print out information about a single student per page, but may be printed for multiple students at one time.
- **List Reports** generate summaries for multiple students.
- **Summary Reports** present numerical report summaries.

Most Commonly Used Reports

Path: Synergy SIS >Attendance > Reports Period

     ATP201 - Period Student Attendance Profile report shows student attendance and demographic information, and lists all absences by period for a given date range for an individual student or a group of students. The report may be filtered by PermID, Gender, Last, First and/or Middle name and/or Grade Level.

     ATP401 - Period Attendance List lists all student absences and the reason for the absences in a given date range by period. It also lists the parent's phone numbers for each student, which may be used for attendance verification. The report may be filtered by Absence Reason Codes.

     ATP402 - Period Student Absence Totals report lists all students at a school for a given date range and displays the total number of absences recorded for each period. The report may be filtered by minimum period absence amount and/or Absence Reason Codes. Parent phone numbers are also included for attendance verification.

     ATP403 - Period Perfect Attendance List lists all students who were not absent or tardy for a given date range, by section. It also includes parent contact numbers. The report may be filtered by Absence Reason Codes to *exclude* in the report.

     ATP404 - Period Class Attendance List shows all students in a section on a given date and lists the reason for each student's absence from a period. The report groups by teacher and section, but may be filtered to one teacher only.

     ATP405 - Period Student List by Attendance lists all students with a minimum number of absences indicated for a specific date range. The report may be filtered by minimum threshold number and Absence Reason Codes.

     ATP409 - Period Absence Count lists all students at a school and the total number of absences recorded for each student by period and overall. The user selects the Absence Type Codes to be used in the report for an Absence Total 1 and 2.

ATP602 - **Period Sections Missing Attendance List** lists all sections at a school where the attendance-scanning sheet has not been scanned into Synergy SIS.

Other Reports You May Find Useful

Path: Synergy SIS > Attendance > Reports > Summary

ATD616 – Student Attendance Summary Report inserts data into the attendance summary table. Edupoint recommends that users schedule the report process to run each day after all daily attendance records have been updated to ensure the correct daily attendance data is inserted in the summary table. The report defaults to the organization in focus, but may be run for all organizations in the district.

ATD806 – Class Attendance Reminder emails staff who have not yet taken attendance during the school day – the Beginning and Ending Period specified. The report compiles a list of these staff members, including those missing email addresses. It totals the number of emails sent. The report may be filtered by SectionID, Date, Teacher, Course Title, and/or Course ID.

CFG801 - District Monthly Calendar prints a two-page report showing all of the months of the district calendar and any holidays or other days off at the district level.

CFG802 - School Monthly Calendar prints a report of all of the months of the school calendar and can display the holidays, rotation day, and bell schedule assigned to each school day. If the school has tracks, it also prints a separate calendar for each track.

Path: Synergy SIS >Attendance > Reports Period

ATD407 - End of Year Attendance List lists all students at a school that were enrolled during a given date range (active and inactive students), and totals the number of days each student was enrolled, and the number of days each student was absent.

ATD413 - Class Reduction Summary provides the total number of students who have withdrawn during the current school year by section and grade level.

ATD415 - Attendance Audit List lists, by section (grouped by teacher), each change to attendance data that has been made during the date range specified.

ATP406 - Period Class Attendance Form prints out a form that lists all students in a section and provides boxes to be used to record attendance for a 4-week range. The report may be filtered by Teacher and/or Section ID.

ATP407 - Period Attendance Gaps by Teacher lists all students in any of a teacher's sections that show a gap in their period attendance. For example, if the student was marked absent for all periods but 3rd period, it probably is a data entry error and the student was actually absent. This report may be given to the teacher to review and fix these errors. The report may be filtered by Section ID, Absence Reason Codes and/or Minimum/Maximum gap values.

ATP408 - Period Attendance Gaps reports lists all students that show a "gap" in their period attendance. For example, if the student was marked absent for all periods but 3rd period, it probably is a data entry error and the student was actually absent. The report may be filtered by Absence Reason Codes and/or Minimum/Maximum gap values.

ATP410 - Summer Attendance Report shows the minutes accrued by each student in the summer school program, and how the minutes are apportioned between proficiency and core type. The report may be filtered by Reporting Periods, core Category, Proficiency Category, Minutes per Period, Grade Level, Instructional Setting and/or Track. This is primarily used in California for schools taking supplemental attendance.

ATP602 - Period Sections Missing Attendance List lists teachers who have not submitted attendance for the selected date and period range. Teachers need to take attendance within TeacherVUE for the report to be updated and display the correct information.

ATP801 - Period Attendance Autodialer List lists all students that will be contacted by the autodialer software, and lists the parent phone numbers and number of absences by period for the date listed.

ATP802 - Attendance Auto Dialer Report produces a file that can be used by the school's auto dialer to contact students who were absent on a given date. It also prints a companion report in PDF format that lists all of the information included in the file.

ATP603 - Positive Attendance Summary is used by schools that use positive attendance. The calculations on the report can be broken down either by day or by hour. This report calculated for ADA. Schools can select to use the option to override class minutes or passing minutes if they do not have a bell schedule defined.

ATP604 - Positive Attendance Audit is used by schools that use positive attendance. The report displays the date for which hours of credit were distributed to past weeks delinquent in credit hours. Schools can select to use the option to override class minutes or passing minutes if they do not have a bell schedule defined.

ATP605 - Positive Attendance Totals is used by schools that use positive attendance. The report displays the date for which hours of credit were distributed to past weeks delinquent in credit hours. Schools can select to use the option to override class minutes or passing minutes if they do not have a bell schedule defined.

ATP606 - Positive Attendance Summary Extended report lists all students enrolled during the selected reporting periods. For each student, it displays any absences in each period, and totals the days enrolled in the period and total absences for the period. It also totals the absences and days enrolled by student, instructional setting, and school.

ATP607 - The Positive Attendance Audit Extended report lists all students enrolled during the selected reporting periods. For each student, it displays any absences in each period, and totals the days enrolled in the period and total absences for the period. It also totals the absences and days enrolled by student, instructional setting, and school.

ATP608 - Supplemental Instruction Summary report lists the number of hours recorded for each type of supplemental funding.

ATP609 - Supplemental Instruction Detail report lists the number of hours recorded for supplemental instruction by student by date, as well as a summary of the total hours by student and the total number of hours by program.

Path: Synergy SIS >Attendance > Reports Daily

ATD403 – **Daily Absent List** lists all students absent on a given day and may be filtered by section or teacher. School attendance staff and teachers utilize this report for confirmation and verification of absences.

ATD404 – **Daily Tardy List** lists all students who were tardy on a given date. It may be filtered by section or teacher. School attendance staff and teachers use this report to confirm tardies, and parent phone numbers are listed.

ATD406 - **Daily Student List by Attendance** lists all students with a given number of absences for a specific date range. The report may be filtered by grade and/or specific attendance conditions and absence reasons.

ATD407 - **End of Year Attendance List** report lists all students who have been enrolled at the school during the year, and shows their total days enrolled, days present, and days absent. It also shows each student's enter and leave dates. The report may be filtered by grade, absence reasons, and/or minimum periods absent.

ATD412 - **Student Gain Loss** report lists all students who enrolled or withdrew during a given date range and totals the impact on the total number of students enrolled

by gender and overall. The report may be filtered by Track and/or Ethnic Codes. This report is used by administrative staff to review student enrollment.

ATD413 - **Class Reduction Summary** report provides the total number of students who have withdrawn during the current school year by section and grade level. The report takes a snapshot of student class enrollment for the selected date and prints the average enrollment. The report can be filtered by instructional setting and grade level. School and district administrative staff review this report to determine the average teacher to student ratio per classroom.

ATD414 - **Student Days Enrolled** report lists every student enrolled within the district that meets the minimum days enrolled as of the report date. The report lists the total number of days that they have been enrolled for the current school year. The report may be filtered by grade level(s).The report may be printed at the district level.

ATD415 - **Attendance Audit List** lists, by section (grouped by teacher), each change to attendance data that has been made during the date range specified. The report may be filtered by Section ID(s).

STU409 - **Class Roster** report lists all students in a section and shows recorded absences for a 4-week period. This report may be used as a daily or period attendance printed sheet for substitute teachers. With a signature line provided, the report is designed to capture teacher or staff verification of the absences.

STU411 - **Daily Class Attendance Minutes List** lists all students in a section and displays the total number of minutes entered by day for a 3-week period.

ATD401 - **Daily Student Absence Totals** report lists all students at a school for a given date range and displays the total number of absences recorded for each absence reason. The report may be filtered by grade level and/or minimum number of attendance occurrences. Parent phone numbers are also included.

ATD601 - Daily Attendance Summary report lists all students in a section, and summarizes each student's number of days enrolled, days present, and absence days excused, unexcused or tardy. The report may be filtered by grade level, section ID and/or teacher.

ATD603 - Monthly ADA Detail report lists all students at a school, sorted by grade level. It shows each absence for the selected month, and totals each student's absences and days attended for the selected reporting period. The report may be filtered by Instructional setting, and grouped by Instructional Setting, Grade Group, Grade or Staff Name.

ATD604 - Monthly ADA Summary reports lists all grade levels at a school, and totals the enrollment changes and attendance by grade level for the month. The report may be filtered by grade level and/or instructional setting. The attendance summary of gains and losses is shown along with statistical analysis.

ATD605 - Cumulative Enrollment Totals report lists all schools in the district, and provides the total number of students by grade level enrolled in each school. The report is filtered by date and report type, and may also be filtered by grade levels and/or instructional settings.

ATD608 - Monthly ADM Summary Report shows the ADM for the reporting periods as setup in the district calendar. Each reporting period is listed on a separate page, and shows the ADM for each grade level and overall for the reporting period. An attendance summary of gains and losses is provided, along with statistical analysis.

ATD805 - Attendance Letters report prints Student Attendance Letters already generated. There is also an option to print other types of letters and reports.

STU603 - ADM Summary Report lists all grades at a school and compares the ADM by grade level for a range of dates to a previous year's ADM.

Self-Assessment Checklist

When attendees complete Attendance training they will be able to:

- Understand TeacherVUE Attendance procedures
- Print a Classroom Roster for Substitutes
  - ☐ Locating the Report Interface for Class Roster
  - ☐ Entering filter and sorting information and generating the report
- Determine Classroom Taken Attendance Status
  - ☐ Entering filter options for selection criteria
  - ☐ Reviewing the classroom detail grid
- Email Attendance Reminders to Teachers
  - ☐ Prompting Synergy to send reminder emails by group or teacher
- Verify Attendance
  - ☐ Entering desired selection criteria under filter options
  - ☐ Locating parent contact information
  - ☐ Entering Attendance Reason Codes for students
- Take Attendance by Student
  - ☐ Locating and identifying individual students
  - ☐ Recording the Absence Reason Code
  - ☐ Recording any detail notes for an absence reason
- View Attendance Totals
  - ☐ Locating information on Totals tab
- View Attendance History
  - ☐ Locating information on Days of Activity and History tabs
- View Attendance Letter History
  - ☐ Locating information on Attendance Letters tab
- Take Attendance by Class for Period Attendance
  - ☐ Performing a search for the desired class
  - ☐ Recording Absence Reason Codes for students
  - ☐ Recording any detail notes for each absence reason
- Take Attendance by Section for Period Attendance

- ☐ Performing a search of the desired section
- ☐ Recording Absence Reason Codes for students
- ☐ Recording any detail notes for each absence reason
- Do Mass Change Attendance for Groups of Students (Optional)
  - ☐ Recording appropriate Absence Reason Code changes
  - ☐ Selecting students using criteria filters and applying the changes
- Generate Attendance Letters to Send Home
  - ☐ Locating the type of Attendance Letters to be printed
  - ☐ Entering the selection criteria and generating the letters
- View and Generate Attendance Reports
  - ☐ Locate Report Interface for desired report(s)
  - ☐ Enter selection/filtering/sorting criteria and generating the report(s)