

Attendance Verification Report

Procedures to Certify Attendance Records:

1. Run the attendance report for each teacher by class at the end of the interim/grade period.
2. Have Teachers certify their attendance by checking, signing, and returning each attendance report to the Principal.
3. Update and/or edit attendance (as needed) prior to printing interims/grade reports.
4. Keep all signed attendance reports on file (hard-copy or electronic) for three (3) years.

Generating Attendance Verification Sheets

1. Click on the Attendance tab.
2. Select Verification Sheets/Sub Rosters.
3. The Verification Sheets/Sub Rosters screen will display.

Verification Sheet Options

Teacher:

4. Leave the Teacher field blank. This will print out verification sheets for all teachers and all courses.
Note: To print verification sheets for a specific teacher or teachers, select a single teacher or multiple teachers from the drop-down.

Period:

5. Select the attendance period from the period drop-down menu.

Note: Elementary would select Period 00 and Secondary would select all periods that are marked attendance eligible.

Timeframe:

6. Select/Enter the timeframe (date range) for the attendance you would like to verify in the timeframe drop-down menus. Use the calendar to quickly select the date.

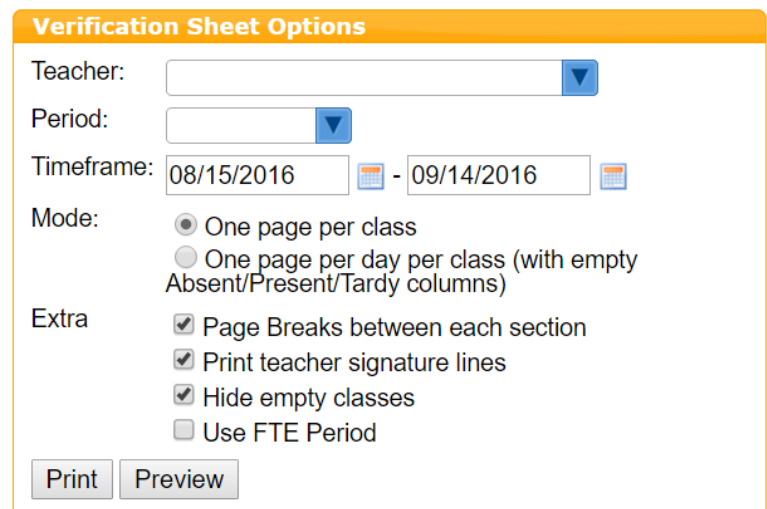
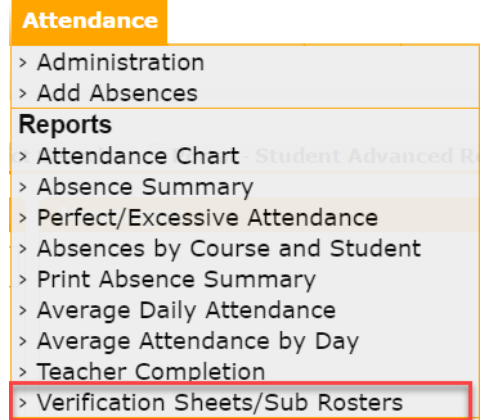
Note: Refer to the Attendance Verification Schedule for the attendance dates.

Mode:

7. Select One page per class.

Extra:

8. Check **Page Breaks between each section** to insert page breaks between each section.
9. Check **Print teacher signature lines** to insert the signature at the bottom of each page.
10. Check **Hide empty classes** to exclude any sections that may be blank.



The screenshot shows the 'Verification Sheet Options' form with the following fields and options:

- Teacher: [Dropdown menu]
- Period: [Dropdown menu]
- Timeframe: [Date range: 08/15/2016 - 09/14/2016]
- Mode:
 - One page per class
 - One page per day per class (with empty Absent/Present/Tardy columns)
- Extra:
 - Page Breaks between each section
 - Print teacher signature lines
 - Hide empty classes
 - Use FTE Period
- Buttons: Print, Preview

Attendance Verification Report

Print

- Select the **Print** button to generate the reports. A pdf file will display showing a report for each teacher and section matching the specified search criteria. The sheets will be organized by teacher, with a separate report and sign-off for each section.

Teacher: Allen, Gary

PHYS 1 HON: 01 01 - 001 - Gary Richard Allen																27 Students									
Student	Student Id	Grade	8/15	8/16	8/17	8/18	8/19	8/22	8/23	8/24	8/25	8/26	8/29	8/30	8/31	9/1	9/2	9/6	9/7	9/8	9/9	9/12	9/13	9/14	
B:	12	P	P	P	P	P	P	P	P	P	P	P	U	T	F	P	P	P	P	P	P	P	P	P	P
C:	11	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
C:	12	P	P	P	P	P	P	P	P	P	P	P	P	P	F	P	P	P	P	P	P	P	P	P	P
G:	11	P	P	P	P	P	P	P	P	P	P	P	T	T	P	P	P	P	P	P	P	P	P	P	P
G:	12	P	P	P	P	P	P	P	P	P	P	P	P	P	F	P	P	P	P	P	P	P	P	P	P
K:	12	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
L:	12	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
L:	11	P	P	P	P	P	P	P	P	P	P	P	P	P	T	P	M	P	P	T	P	P	P	P	P
M:	11	P	P	P	U	U	P	P	P	P	A	P	P	P	T	P	U	P	?	P	P	P	P	P	P
M:	12	P	P	P	P	P	P	P	P	P	T	P	P	P	P	P	P	P	P	P	P	P	P	P	P
V:	12	P	P	P	P	U	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
V:	12	*	*	P	P	P	P	P	P	P	P	P	P	P	P	P	U	P	P	P	P	P	P	P	P
W:	12	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Total Present:		23	23	25	24	23	25	25	25	24	24	24	25	27	26	25	25	24	26	26	25	26	26	26	26
Total Absent:		0	0	0	1	2	0	0	1	1	2	3	2	0	0	1	1	2	0	0	1	0	0	0	0

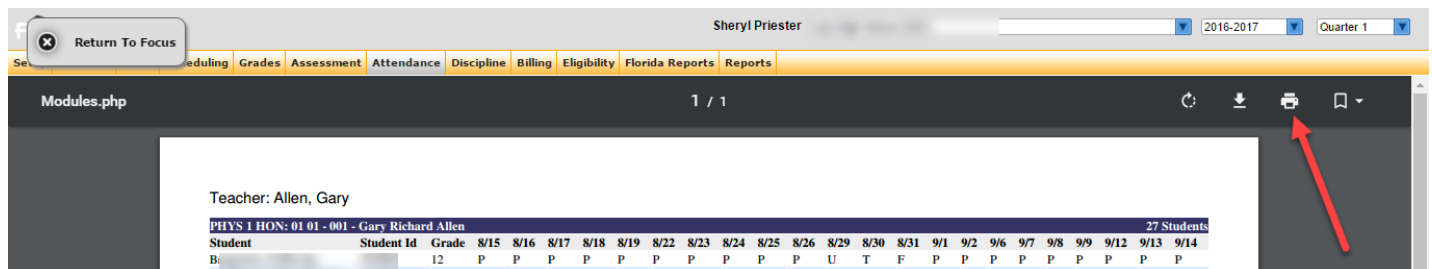
Teacher Signature: _____ Date: _____

Students display with the proper attendance code(s) for that day.

Codes:

?	Student is assumed Present and that the teacher did not take attendance.
*	There is No Active Scheduled Class at this time and/or date.
-	Either Not Enrolled or No School on that Day or, depending upon the report timeframe, it indicates that it is a Future Date.

- Select the print button in the upper right corner of the focus PDF screen to print the pdf file and pass it out to teacher(s). DO NOT select the print button at the bottom of the page.



- Once teachers review their attendance and make any required changes, they will be required to sign and date the **Teacher's Signature** line and return it to the front office.