

JPAMS  
**JPAMS**

ATTENDANCE

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## ➤ Getting There

From the main menu of the JPAMS system, note the 3<sup>rd</sup> icon down, along the left side. It resembles a portrait of smiling children's faces on blue with the words "Attendance" underneath. **Double click** on the icon.

The following Attendance dashboard will appear:

A list of functions appear in the center of the screen as follows. Most are self-explanatory. A brief description follows on the right.

- #02 Post Attendance.....recording absentees, tardy students, excuses
- #03 EOD Absentee Notice..... today's absentees who did not return
- #04 Daily Absentee List.....
  - a. ....list of students absent today
  - b. ....letters by number of day factors
  - c. ....over X number of days absent
- #05 Excessive Abs by Factor.....over X- number days absent grid
- #06 Suspension Attendance Audit.....create absentees for OSS for today

- #07 Period Attendance Report.....absences by class period
- #08 Perfect Attendance Audit.....perfect attendance list
- #09 Late Arrival/Early Depart..... late arrival to school analysis
- #10 Attendance Log- Cls/hmrm.....printed grid for manually posting attend
- #11 Tardy Analysis.....tardy analysis for today, period span,YTD
- #12 DOE AYTD Keyword Update.....calculate DOE absentees for transmission
- #13 Excuse Listing.....list posted excuses
- #14 Monthly Attendance Report.....absentee % based on Instructional min.
- #15 Suspension Attendance Audit.....same as 06, but a complete file of all data
- #16 Attendance Duplication Audit.....checks for duplication/errors

## ➤ POSTING ATTENDANCE

**Upon entering the Attendance screen, you will need to make sure the basic setup information is correct. Be sure to check that the school year, school district and site numbers are correct. Make very sure your school beginning, ending, lunch, and non-instructional minutes are set correctly. If they are set incorrect, the program will not calculate data or partial days correctly.**

Single click on the Post Attendance #02 Option. The screen will open:

**Setup Defaults**

YEAR: 0809

DISTRICT: 393

SCHOOL: 001 Lafayette ...

SEMESTER: 2

1ST PD CODE: 05

AUTO ADMIT: N

START: HR 08 MIN 00

LUNCH MINUTES: 30

NON-INSTR MINUTES: 30

END: HR 15 MIN 15

ATTENDANCE PERCENTAGES:

FULL >= .51 HALF >= .26

INACTIVE BACK TO: 05/03/2009

DR CODE DEFAULT: 02

TRIP DATE: 05/03/2009

TRIP REASON: School Business/Ed

TRIP OT: HR 08 MIN 00

TRIP IN: HR 12 MIN 30

Pics Stored on:  Local  Server

**OK**

After you validate the settings on the setup panel, click ok to begin entering/editing data. After clicking ok, the following screen should appear:



### ➤ DETERMINE THE ROSTER

The next step is to determine how your students are listed and displayed. Do you want to post absentees by class roster, homeroom teacher, or a listing of all students enrolled in school? The posting procedure is the same no matter how students are listed. Note the yellow keys along the bottom.

- 3.) CLASS ROSTER – This roster allows a search by teacher/class and is used mostly by the teachers posting from their desks. To display a roster of students by class, click on the CLS button at the bottom of the screen, then click the class period for the teacher.

Attendance Posting By Roster - Lafayette Academy of New Orleans Course List

STAFF: \_\_\_\_\_ DATE: 05/03/2009

STUDENT	1ST	OUT	COD	E	O-RE	TEACHER	COURSE	GP	CP	ROOM	SE	
1						154	KISSICK JILL	READING 6	2	06		001261
2						155	KISSICK JILL	WORD STUDY	2	07		001264
3						156	KOHL DUSTIN	ACADEMIC ASST	2	01		001288
4						157	LAZARD TERESITA	LANG ARTS 2	2	01	213	001061
5						158	LAZARD TERESITA	MATH 2	2	02	213	001064
6						159	LAZARD TERESITA	SCIENCE 2	2	03	213	001068
7						160	LAZARD TERESITA	SOC STUD 2	2	04	213	001066
8						161	LOWELL AMANDA	LANG ARTS 5	2	01		001271
9						162	LOWELL AMANDA	MATH 5	2	02		001271
10						163	LOWELL AMANDA	SCIENCE 5	2	03		001274
11						164	LOWELL AMANDA	SOC STUD 5	2	04		001274
12						165	MASON KEVIN	FLOATING TEACH...	2	01		001296
13						166	MAZANT DENISE	LANG ARTS 4	2	01	305	001121
14						167	MAZANT DENISE	MATH 4	2	02	305	001121
15						168	MAZANT DENISE	SCIENCE 4	2	03	305	001121
16						169	MAZANT DENISE	SOC STUD 4	2	04	305	001121
17						170	MC MENAMIN SEAM...	ART 3	2	05	209	001081
18						171	MC MENAMIN SEAM...	ART 3	2	07	209	001101
19						172	MC MENAMIN SEAM...	ART 3	2	07	209	001091
20						173	MC MENAMIN SEAM...	ART 3	2	08	209	001071
21						174	MC MENAMIN SEAM...	ART 2	2	08	209	001061
22						175	MC MENAMIN SEAM...	ART 2	2	08	209	001071
23						176	MC MENAMIN SEAM...	ART 1	2	08	209	001011
24						177	MC MENAMIN SEAM...	ART 1	2	08	209	001031
25						178	MC MENAMIN SEAM...	ART 1	2	08	209	001031
26						179	MC MENAMIN SEAM...	ART 1	2	08	209	001021
27						180	MC MENAMIN SEAM...	ART 2	2	08	209	001044
28						181	MC MENAMIN SEAM...	ART 2	2	08	209	001054
						182	MCMORRIS SEDO...	LANG ARTS 3	2	01	209	001071
						183	MCMORRIS SEDO...	MATH 3	2	02	209	001081
						184	MCMORRIS SEDO...	SCIENCE 3	2	03	209	001081
						185	MCMORRIS SEDO...	SOC STUD 3	2	04	209	001081
						186	NICOLOSI MARGA...	WRITERS WORKS...	2	01		001266
						187	NICOLOSI MARGA...	SOCIAL STUDIES...	2	03		001266
						188	NICOLOSI MARGA...	WRITERS WORKS...	2	04		001271
						189	NICOLOSI MARGA...	SOCIAL STUDIES...	2	05		001266
						190	NICOLOSI MARGA...	WRITERS WORKS...	2	06		001271
						191	NICOLOSI MARGA...	SOCIAL STUDIES...	2	07		001266
						192	PATE DANIEL	LANG ARTS 3	2	01	204	001081
						193	PATE DANIEL	MATH 3	2	02	204	001081
						194	PATE DANIEL	SCIENCE 3	2	03	204	001081
						195	PATE DANIEL	SOC STUD 3	2	04	204	001091
						196	SAUNDERS PAULI...	LANG ARTS 3	2	01	206	001091

Buttons: REFRESH CLR QUIT CLS SETUP HELP

2). HOMEROOM ROSTER – To display a roster of students by homeroom, click on the “HM” button on the bottom of the screen. A pick-list of homeroom teachers will be displayed:

Homeroom List

TEACHER
CREECY CONSTANCE
DETORO KRISTIN
DIGGS ROBIN
DORSEY LAKIWA
EDWARDS MARILYN
FEAR RAWLEY
FLEMING LORI
FOUCHER JOYCELYN
GENNAOUI DANIEL
HAMILTON JANICE
HAYES-HUDSON OLLIE
HILLS DARLENE
HUDAC NATHANIEL
JACKSON MIESHA K.
KILLORY TERRANCE
LANO ERIC ALAN

Select from the pick-list and the roster screen will load from the homeroom element in the student master setup.

STUDENT	1st	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	OD	SID
1 BELL, STEVE												01 4011924
2 BLANCHE, LORENZO												01 8019802
3 BROOKS, LORENZO D.												01 8019801
4 BROWN, TAMAR												01 4011912
5 CARTER, ALLEN												01 8019270
6 CHOPIN, RONNIE												01 4011883
7 DILLON, SUMMER GRANA												01 8017726
8 DINA, LILLIAN												01 8019820
9 FIELDER, JUAN												01 8019804
10 MARSHALL, MORGAN												01 8017708
11 MCINTYRE, KAYLA MARISSA												01 8017700
12 MITCHELL, LAKIRA												01 8019524
13 ODUM, SAMANTHA												01 8019824
14 PATTERSON, DONOVAN												01 8020010
15 PAVOR, CURTIS M.												01 8019800
16 REEDER, D'NESHA												01 4011840
17 RUFFIN, TOMEA												01 4011841
18 SOKS, TRAVIS												01 8019806
19 SOSA, SHARLY												01 8019383
20 TAPP, DAJORE MICHELLE												01 8019878
21 WESLEY, DESTINY B.												01 8019824
22 WILLIAMS, MYA CHRISTIE												01 8019401

3). TOTAL STUDENT BODY ROSTER – This is the roster option most used to display a list of students and post absentee data. The listing covers the entire school student body. Click on the STU button on the bottom on the screen.

STUDENT	1st	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	OD	SID
1 ALEXIS, DEVANTE												00 8019487
2 ALEXIS, JAZZ												02 4011878
3 ALLEN, ASHANTI												05 4011424
4 ALLEN, DESTINY												00 8019501
5 ALLEN, KEVIN												06 8019273
6 ALLEN, PATRICK												01 4011884
7 ALONZO, DEVONTE T.												00 8019415
8 AMBEAU, DARIAN												03 4011903
9 ANDERSON, BRACE												04 4011732
10 ANDERSON, KENNETH												00 8017810
11 ANDERSON, KEYANNA												03 4011731
12 ANDERSON, KEVIN D.												00 8019414
13 ANDERSON, KIONENA												07 4011408
14 ANDERSON, DE SHAWN M.												00 8019480
15 ANTOINE, TANNA J.												00 8019243
16 ARMENDARIZ, RICHARD S.												07 8019136
17 ARMSTRONG, MATTHEW JOSHUA												06 8019295
18 ARMWOOD, COURTNEY												06 8019225
19 ARNOLD, CARMEN N.												04 8019392
20 ARNOLD, SYDNEY F.												03 8017989
21 ATRINS, TYEANN												03 4011436
22 AUGUSTINE, CHARLES												04 8020465
23 BAILEY, ADAYLA M.												00 8019340
24 BAILEY, ZANDRIA D.												00 8017712
25 BANKS, DONALD J.												00 8019280
26 BANKS, DONTREAL												00 8019377
27 BANKS, TROYASIA												04 4011432
28 BANKS, KARENENASIA C.												06 8019376
29 BARLEY, KYLYNN T.												07 8019450
30 BARROW, NIKIA												06 4011933
31 BAKER, MUKA												02 4011732
32 BARTISTE, KARLYN												02 4011778
33 BARTISTE, KRISTEN												02 4011736
34 BARTISTE, LYNDSY												07 4011253
35 BARTLEY, RODNEY												07 4011486
36 BECK, ANNA B.												02 8019454

Using the roster you have selected, post absentees in the following manner:

### ➤ POSTING 1<sup>ST</sup> PERIOD ABSENTEES

On the loaded roster, note the column labeled 1<sup>st</sup> to the right of the student's name.

Attendance Posting By Roster - Lafayette Academy of New Orleans, 001 04.10.09.1 K01

STAFF: [ ] COURSE: [ ]

DATE: 05/02/2009 Place cursor on blue items in title for instructions or click what if. GR PD: [ ] CLS PD: [ ] ROOM: [ ]

STUDENT	1ST	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	GD	SID
1ALEXIS, DEVANTEE												06 8019487
2ALEXIS, JAY												02 4019676
3ALLEN, ASHUANTI												05 4011424
4ALLEN, DESTINY												06 8019301
5ALLEN, KEVIN												06 8019375
6ALLEN, PATRICK												01 4011684
7ALONZO, DEVONTE T												00 8019415
8AMBEAL, SHARON												03 4011903
9ANDERSON, GRACE												04 4011372
10ANDERSON, KENNETH												00 8019760
11ANDERSON, KEYANNA												03 4011731
12ANDERSON, KEYON D.												-1 8019241
13ANDERSON, KORNENA												07 4011409
14ANDREWS, DE SHAWN M.												03 8018490
15ANTHONY, TANNA J.												00 8019243
16ARMSTRONG, RICHARD S.												07 8019106
17ARMSTRONG, MATTHEW JOSHUA												06 8019350
18ARMWOOD, COURTNEY												05 8019525
19ARNOLD, CAMERON B.												04 8019362
20ARNOLD, SYDNEY F.												03 8017983
21ATKINS, TYSHAWN												03 4011426
22AUSTIN, CHARLES												06 8020665
23BAILEY, KAYLA M.												00 8018240
24BAILEY, DANDRA D.												00 8017712
25BANKS, DONALD J.												03 8019766
26BANKS, DONTREAL												00 8018377
27BANKS, TROYASIA												04 4011422
28BARLEY, KARRENASIA C.												05 8018976
29BARLOW, KYLYNN T												07 8018400
30BARROW, SHARA												06 4011933
31BATES, MYLUK												02 4011737
32BATISTE, KAYLYN												02 4011779
33BATISTE, KRISTEN												03 4011776
34BATISTE, LYNSEY												07 4011263
35BAILEY, RODNEY												07 4011456
36BECK, ANAND B.												02 8019454

A row of alpha keys is lined across the top of the labeled columns. Although you can use the scroll bar on the right of the screen, it is simple to click an alpha key. For instance, clicking on “S” will bring the first student who has a last name beginning with “S” to the top, making your search much easier.

Simply click on the first cell in the 1<sup>st</sup> column next to the student’s name for each first period absence. The default information will automatically load into the columns in accordance to the factors loaded into the setup panel.

Attendance Posting By Roster - STERLING JUNIOR HIGH SCHOOL, 003 - AtndDash 022703.1328 LAH

STAFF: [ ] COURSE: [ ]

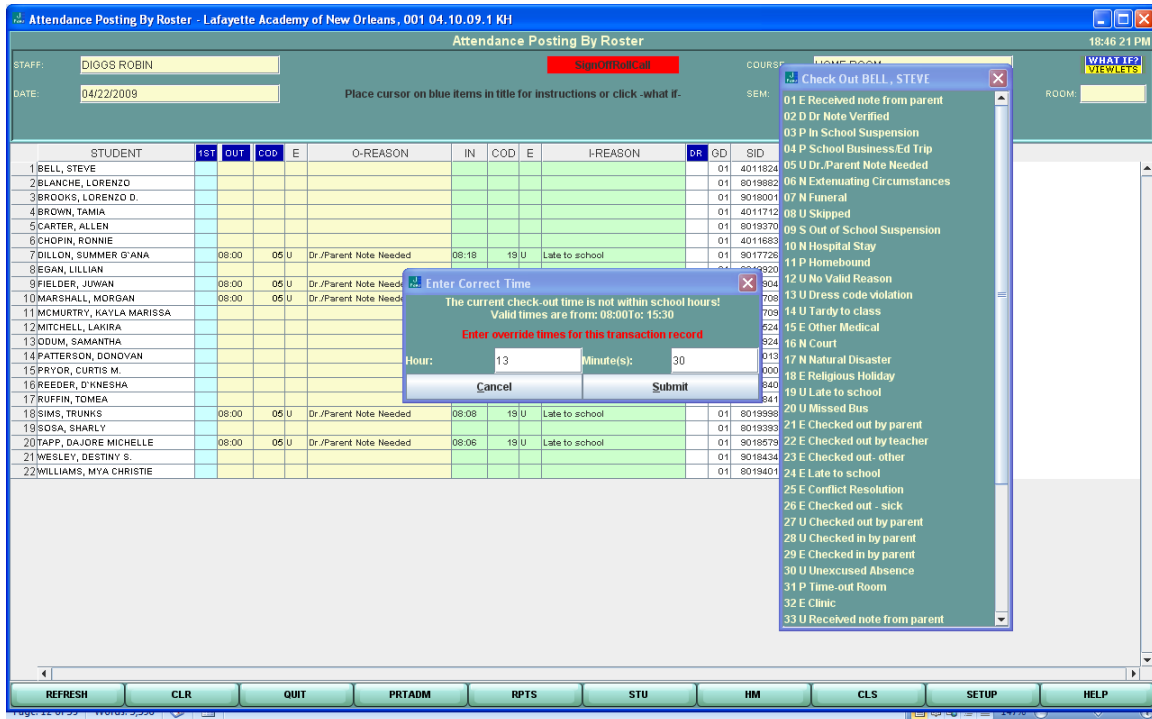
DATE: 03/04/2003 GR PD: [ ] CLS PD: [ ] ROOM: [ ]

STUDENT	1ST	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	GD	SID
1HAITH, ANDY												07 2030019
2HAMILTON, ANDY												08 2030020
3HAMMETT, SARAH												07 2030046
4HANKINS, SARAH												07 2030045
5HARKNESS, ANDY												08 2030027
6HARPER, DONNA												07 8083210
7HARVILL, DON												07 8083362
8HAYNES, FRANCIS												07 8143445
9HAYNES, FRANK												08 8143454
10HICKS, BETTY												07 8063552
11HILL, DONNA												08 8083567
12HOLSTON, DONNA												08 8083676
13HUMPHREYS, WANDA												07 3030002
14HURST, DON												08 8083823
15ISAAC, FRANK												08 8103853
16JACKSON, BETTY												08 8063902
17JAMES, DONNA												08 8083996
18JAMES, SAM												08 2030038
19JENKINS, DON												08 8084031
20JOHNSON, ANNIE												08 2030025
21JONES, DON												07 8084175
22JONES, EVE												07 8084206
23JONES, FRANK												08 8104246

The record is saved as generated. You will not need to click a save button.

## ➤ POSTING CHECK-OUTS

Find the student on your roster choice, and click the “out” cell, located right of the “1<sup>st</sup>” cell. The “check-out” box will appear like this:



A **RED** box will appear on the screen if there are medical or pick-up data you should be aware of before the student leaves. It will disappear when a code from the box is clicked.

When you select the reason code and click, it will automatically load to the screen. If you wish to change the time or reason code, click on the time or reason cell and answer “no” to the pop-up question. Fill in the hr and mins and click on the submit button. **Use military time.** If you wish to change the canned message description, click the description, type in desired description, and click save. If you wish to view the history, click the student’s name, and then choose the “attendance by day” option.

## ➤ POSTING MULTIPLE SAME STUDENT CHECK-OUTS

Sometimes a student has previously checked out and checked in, and now wants to check out again. This process may occur as many times as necessary. The steps are as follows:

Click the previous check out in the “time” cell. When the popup box appears, answer “yes”, and then follow the steps for a normal check out.

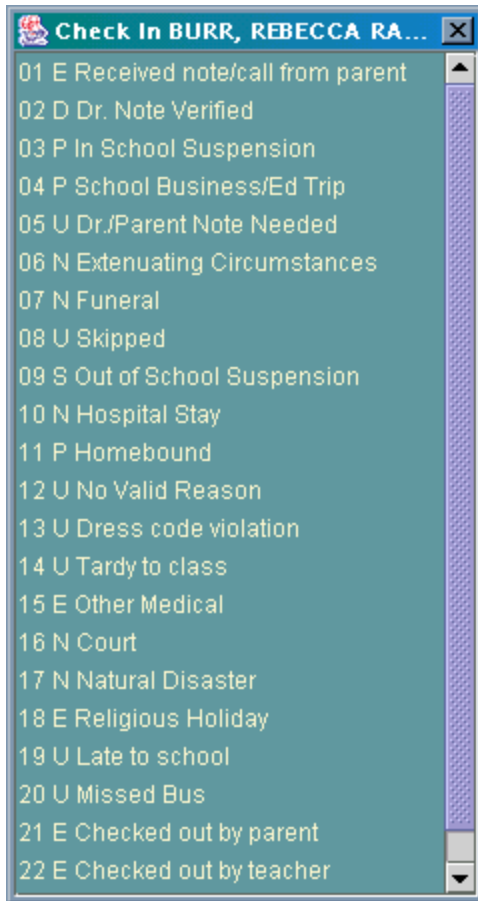
To review multiple transactions, click the student’s name on the roster and click the “attendance by day” option. To delete the transaction, click in the “D” cell and submit selections in the popup boxes.

## ➤ POSTING CHECK-INS

A student must be previously checked out before the student can be checked in. An exception is posting tardys to class.

Post check-ins as follows:

Select the roster and find the student’s previous check-out transaction. Click on the “In” cell. Select a reason from the code list. The box will look like this:



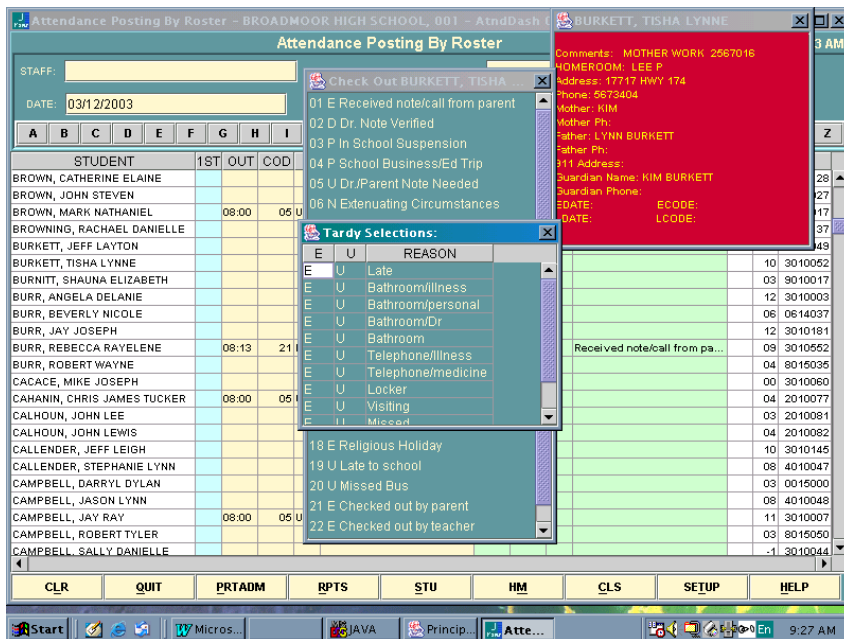
When the code is selected and clicked, the check-in will post to the screen. If you wish to change the reason description, then click it and insert the new description in the popup window. If you wish to change the time, click on the "time" cell, type in the hr and min in the windows, **use military time**, and click submit.

Admit slips can be printed automatically as check-ins occur by setting the option on the setup panel. Make sure a "Y" is selected by "Print ADM slip". You may print a "lost" admit slip by clicking the "in" time cell, then clicking the red "print admit" button.

## ➤ POSTING A TARDY STUDENT

A normal tardy student is present at school but tardy to class.

To post a tardy student, select the student from the posting roster screen. Click the “out” cell. Click on “14 – Tardy to class” from the code listing. Another popup will appear like this:

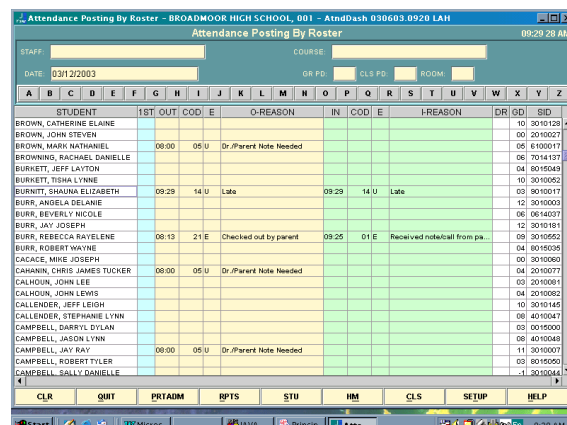


Click on the **Excused** or **Unexcused** code beside the reason for tardy you wish to use. It will post to the screen like this:

**NOTE:** A “tardy only” option switch is available on your daily absence list. Also, a history view is available by clicking the student’s name and clicking on the “tardies” option.

## ➤ POSTING EXCUSES

All excuse types must be posted using the “DR” cell on the absentee posting screen. Select the applicable student in the roster, click the “DR” cell, and an absentee history list will appear:



CAHANIN, CHRIS JAMES TUCKER   2010077									
DATE	OTIM	OC...	ITIM	ICOD	DRCD	PSTD	DR REASON	D	REC NO
2003-03-12	08:00	05 U							17493130
2003-02-13	07:55	05 U							17478013
2003-02-03	07:55	05 U							17477533
2002-12-16	07:55	05 U							17476346
2002-12-02	07:55	05 U		02 D					17475705
2002-12-02	07:55	05 U							15861285
2002-09-25	07:55	05 U							17473391

Click in the “DRCD” cell or cells for all the days the excuse applies, and the default excuse code, reason and posted date will be inserted.

CAHANIN, CHRIS JAMES TUCKER   2010077									
DATE	OTIM	OC...	ITIM	ICOD	DRCD	PSTD	DR REASON	D	REC NO
2003-03-12	08:00	05 U			02 D	03/12/2003	Dr. Note Verified		17493130
2003-02-13	07:55	05 U			02 D	03/12/2003	Dr. Note Verified		17478013
2003-02-03	07:55	05 U							17477533
2002-12-16	07:55	05 U							17476346
2002-12-02	07:55	05 U		02 D					17475705
2002-12-02	07:55	05 U							15861285
2002-09-25	07:55	05 U							17473391

If you wish to change the default, click the DRCD field again. Choose the desired reason from the list. If you choose to change the actual reason definition, click on the definition and type in data desired.

If you desire to delete an excuse posted by mistake, click the red cell to the right of the definition. Only the excuse data will be deleted, not the actual absentee Record. Click yes.

**Delete Confirmation**

Are you sure you want to delete the posted doctor's excuse on 2003-02-13?

Yes No Cancel

CAHANIN, CHRIS JAMES TUCKER   2010077									
DATE	OTIM	OC...	ITIM	ICOD	DRCD	PSTD	DR REASON	D	REC NO
2003-03-12	08:00	05 U			02 D	2003-03-12	Dr. Note Verified		17493130
2003-02-13	07:55	05 U							17478013
2003-02-03	07:55	05 U							17477533
2002-12-16	07:55	05 U							17476346
2002-12-02	07:55	05 U		02 D					17475705
2002-12-02	07:55	05 U							15861285
2002-09-25	07:55	05 U							17473391

If you wish to print an “excuse form” for the days posted, click PRINT. If you wish to review history, click the student’s name and select the “attendance by days” option.

## CHANGING/DELETING TRANSACTIONS

### ➤ 1.) DELETING AN ABSENTEE TRANSACTION

To delete a previously posted absentee record, click the student’s name on the roster you used to post absentees. When the box appears, click on the “Attendance by day” option. A YTD list of absentees will appear like this:

DATE	OTIM	OCOD	ITIM	ICOD	DRCD	PSTD	F	H	O	U	S	E	ND	OP	D
04/27/2009	08:00	05 U	08:11	19 U					*	0					
04/22/2009	08:00	05 U	08:18	19 U					*	0					
04/21/2009	08:00	05 U	08:38	19 U					*	0					
04/17/2009	08:00	05 U	08:25	19 U					*	0					
03/30/2009	08:00	05 U	08:12	19 U					*	0					
03/24/2009	08:00	05 U	08:09	19 U					*	0					
03/23/2009	08:21	19 U	08:22	19 U					*	0					
03/11/2009	08:00	05 U	08:32	19 U					*	0					

NAME	HMRM	F	H	O	U	S	E	ND
DILLON, SUMMER G`ANA	DIGGS ROBIN	0	0	8	0	0	0	0

**The detail part lists all absences. The summary part skips absences with following codes: P**  
 If you do not want to skip any codes, then remove the skip codes in Daily Absentee Report setup box or Click the button:

**Change Skip Codes**

Select the appropriate record. Click the RED cell labeled “D”, adjacent to the “OREASON” cell. A Delete Options popup box will appear like this:

**Delete Options**

Delete entire record or only check-in information?

The Check-In box will allow only the check-in data to be deleted from the absentee record, while the Entire Record box will delete the entire record of that chosen date from the student record.

## ➤ 2.) CHANGING PRIOR ATTENDANCE TRANSACTIONS

To change the check-out or check-in data on a previously posted student absentee record, click the student's name on the posting roster. A gray box will pop up with listed options. Click on Attendance by Day option. The screen will look like this:

DATE	OTIM	OC	ITIM	ICOD	DR	PSTD	F	H	O	U	S	E	ND	OP	D	REASON
02/03/2003	07:55	05 U		01 E			*									Dr/Parent note needed
01/31/2003	07:55	05 U					*			F						Dr/Parent note needed
10/09/2002	11:55	01 E														Received note/call from pat
10/09/2002	11:55	01 E					*				H					Received note/call from pat
09/17/2002	12:45	01 E														Received note/call from pat
09/17/2002	12:45	01 E						*								Received note/call from pat

NAME	HMRM	F	H	O	U	S	E	ND	OP	SID	G...
AUSTIN, DARRYL ALAN	GREEN J	2	1	1	1	0	1	0	0	1010015	02

Use the horizontal purple scroll bar and arrows to move the record to a favorable advantage and click the appropriate check-in or check-out data element needing changed. *You may type over where a pull-down does not occur.*

## ➤ 3.) POSTING PRIOR DAYS ATTENDANCE

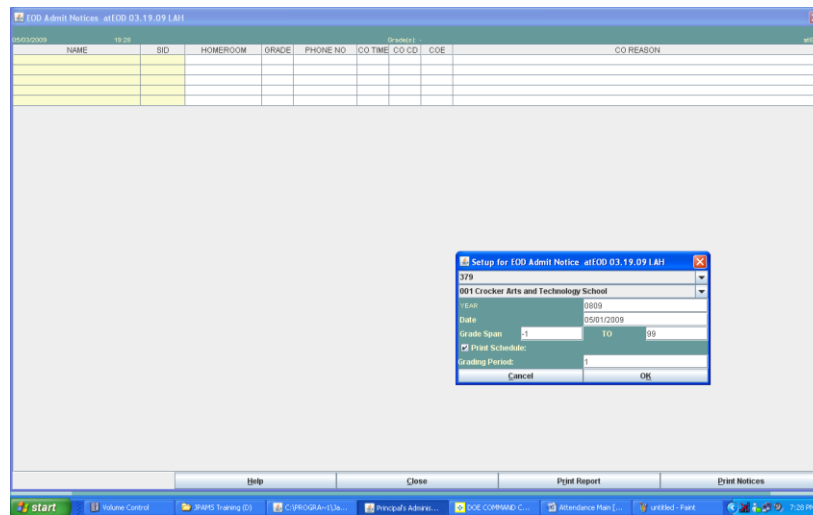
Sometimes it is necessary to post prior days absentees on the current day and not have to deal with the current days default data. A simple solution is to click the CLR button at the bottom of the posting roster screen. Change the date in the upper left-hand window by clicking on it. A calendar appears to set the date desired. Click on the desired

student roster and post normally. If you change rosters several times, be sure to click the CLR button between roster changes.

## OTHER ATTENDANCE REPORTS ON THE ATTENDANCE DASHBOARD

### ➤ OPTION #3 – EOD ABSENTEE NOTICE

This program prints an absence slip for each student absent at the end of the day. Clicking on Option 3 will open to the following screen:



The setup box is simple. Type in the grade span. For one grade, these numbers should be the same. Check the date box. To change the date, click on the date and a calendar will appear on the left. Using the mouse, click the arrow buttons to change the date. Click in the upper corner "X" to place date in setup box. When the setup box reflects what you want, click OK. You will see a generated screen with absences listed like this:

EOD Admit Notices atEOD 063002.2400 LAH

03/12/2003 08:22 BROADMOOR, HIG Grades: 1\_99 atEOD

NAME	SID	HOMEROOM	GRADE	PHONE NO	CO TIME	CO CD	COE	CO REASON
BOHALL, JAY RAY	4010020	CATES E	09	(318)8688000	08:00	05	U	Dr./Parent Note
CAHANIN, CHRIS JAMES TUCKER	2010077	FARMER S	04	(318)8688000	08:00	05	U	Dr./Parent Note
BODDIE, DAVID ALBERT	4700009	FRIDAY L	05	(318)8688000	08:00	05	U	Dr./Parent Note
BURR, REBECCA RAYELENE	3010552	HARDEE C	09	(318)8688000	08:13	21	E	Checked out by
BRIDGES, MIKE KEITH	8015026	HARRIS V	12	(318)8688000	08:00	05	U	Dr./Parent Note
CARTER, SHAUNA MARIE	6014034	HIMEL D	07	(318)8688000	08:00	05	U	Dr./Parent Note
ABSTON, SALLY GAIL	3010158	JONES R	11	(318)9869970	08:00	05	U	Dr./Parent Note
BEASON, JASON ANDREW	0015019	NORMAN C	03	(318)8688000	08:00	05	U	Dr./Parent Note
CRAIN, JASON FORREST	8015017	NORMAN C	03	(318)8688000	08:15	20	U	Missed Bus
AUSTIN, SHERRI WAYNE	6014035	PATRICK D	06	(318)8688000	08:00	05	U	Dr./Parent Note
BROWN, MARK NATHANIEL	6100017	RASCOE B	05	(318)8688000	08:00	05	U	Dr./Parent Note
ANDERSON, ROBERT CURTIS	1010014	SISTRUNK K	02	(318)8688000	08:00	05	U	Dr./Parent Note
CRAIG, BEVERLY PAIGE	1010029	SISTRUNK K	02	(318)8688000	08:00	05	U	Dr./Parent Note
CAMPBELL, JAY RAY	3010007	WOMACK D	11	(318)8688000	08:00	05	U	Dr./Parent Note

Buttons: Help, Close, Print Report, Print Notices

Click on the “PRINT REPORT” button at the bottom of the screen and a report is generated which will print a list of all absent students. To print individual reports for each student, highlight each student and click on the “PRINT NOTIFICATION” button. A report will print for each individual student.

➤ **OPTION #4 – DAILY ABSENTEE LIST**

This program prints out a daily absentee report listing of all students posted as absent. Clicking on the option from the attendance menu, will bring this setup box:

Principal's Administrative Management System - Site # 04.24.09.10

Absentee Report atDailyAbsrpt 04-01-09-1 KH

05/03/2009 Total Students: Total Absent: Students Present At 19:27: Absence Percent:

NAME	SID	GR	DATE	OTIME	OCO	ITIME	ICODE	DRC	POSTED	F	H	O	U	S	E	N	O	OR	REASON	IREASON	DRREASON

Setup for Details, Letters and Reports - atDailyAbsrpt ...

YEAR: 0809

DISTRICT: 387

SCHOOL: 001 Lanston Hughes Acade...

Detail Report  Letters  Summary Report

Skip Codes:  Print Over: Days 1 To 099

Print Equal:  Days 9 15 8 10 16

Print Policy Statement:

Print History:

Date Span: 05/03/2009 To 05/03/2009

Grade Span: 2 To 99

1-3 Letter: abletter13 .dat

4-9 Letter: abletter48 .dat

9-12 Letter: abletter912 .dat

1-3 Policy: abspolicy13 .dat

4-9 Policy: abspolicy48 .dat

9-12 Policy: abspolicy912 .dat

Include:  Active Only  All

Order:  Alpha  Grade/Alpha  HRU/Alpha

Tardies Only:  Skips Only

Print Phone #  Print Legend

Get Teacher Emails

EMAIL TO Address: No Lunchroom Email

FROM Address: No Return Email

Use Central Office Address

Mail Day Only

Buttons: Cancel, OK

Pay close attention to the setup box. Check to be sure information is correct, and check the boxes that will influence the report carefully. For a list of all students that are absent that day (A), click on check box by “Detail Report. Click OK at bottom of setup panel. The report will print as dictated.

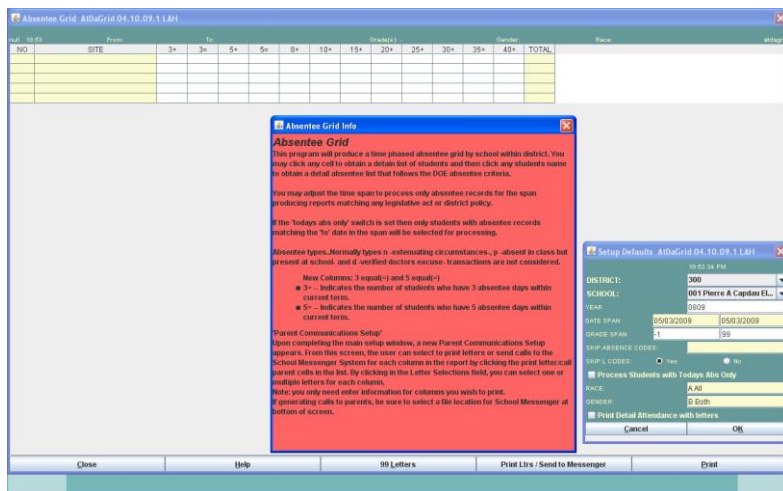
For absentee list letter (B), click the check box labeled “letters”. Each type of letter for grades 1-3, grades 4-8, and grades 9-12 will be printed. If a policy statement report is wanted to go with these letters, click in “print policy report”.

For a summary report of absentees, click in the box labeled “summary report.”  
For tardy or skips only, click on those check boxes.

For a report for those students absent for over a certain amount of days (C), type in the amount of days in the “days” windows. More than one report can be generated here, by putting in different “X” number of days into each window.

### ➤ OPTION #5 – EXCESSIVE ABS BY FACTOR

This report is a summary of excessive absences by students. All student absences are kept in a “running” total database. Clicking on this option will bring the following screen and setup box:



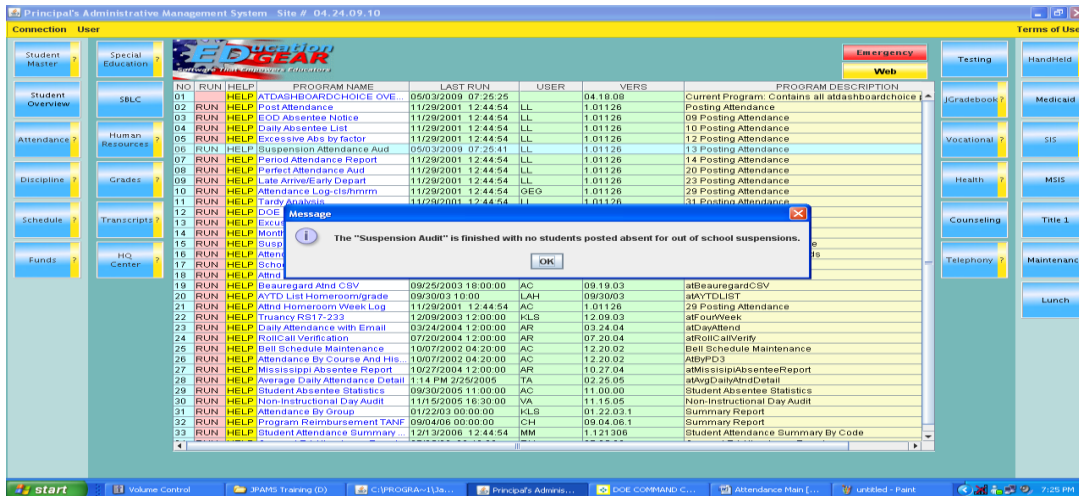
Check each section of the setup. Check for correct year; select the date span, and grade span. If there are any absence codes you wish skipped from being included in this report, type them in. Check yes or no if you wish students who have left school to be included in the report. Select the race of student and the gender.

A little progress window will appear to keep you informed. It may take a few moments to generate the report.

Click OK and the following screen report shows:

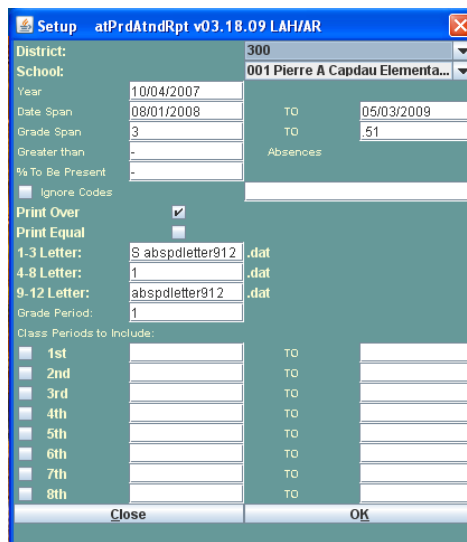
➤ **OPTION #06 – SUSPENSION ATTENDANCE AUDIT**

This program creates a report containing the absentees that are in Out of School suspension for today. Clicking on the option labeled #06 on the menu will bring up this screen:



➤ **OPTION #07 – PERIOD ATTENDANCE REPORT**

This program creates a report detailing attendance by period. The attendance by period set up box will appear like this:



Check to make sure the date is correct, and consider the date span preferred. For one day, the “from” and “to” date would be the same. Fill in the grade span. The “greater than” window means how many absences are allowed before the student would be included in this report. The “% to be present” window means the percentage of total attendance per room at this time. If you wish the report to exclude certain criteria, check box for “ignore codes”, and type the codes you wish to be ignored into the window. Check in the box for “Print Over” and “Print Equal” if you need. The report will check to see if there are letters for any of the grades. The grading period should be entered here.

Check the boxes for the period you wish this document to report, and include in the window beside the period number, the beginning and ending time for each period you have checked. Click OK to begin the report.

**Absentee Grid atDaGrid 0201109.1725 LAH**

03/12/2009 10:36 From: 08/01/2002 To: 03/12/2003 Grade(s): 1 - 99 Gender: Both Recs: All

NO.	SITE	3+	5+	8+	10+	15+	20+	25+	30+	35+	40+	TOTAL
001	BROADMOOR HIGH SCHOOL	85	140	50	84	26	6	9	0	2	2	404
002	ARTHUR SCHOOL	63	104	49	59	7	6	1	1	0	1	291
003	PENNSYLVANIA ELEMENTARY S...	49	78	49	43	12	6	2	0	0	2	241
004	PENNSYLVANIA HIGH SCHOOL	47	62	42	42	13	10	4	1	0	1	222
005	LEO ELEMENTARY SCHOOL	84	84	35	42	8	6	1	0	0	0	260
006	LEO HIGH SCHOOL	49	53	26	48	25	9	1	1	3	1	216
007	LEO JUNIOR HIGH SCHOOL	90	119	45	57	9	3	0	0	1	0	314
008	PRESTON HIGH SCHOOL	88	99	46	65	21	10	0	0	0	0	327
010	BOLSH HIGH SCHOOL	76	74	23	44	10	3	0	1	1	1	233
011	FORREST ELEMENTARY SCHOOL	66	95	27	33	12	4	2	0	1	0	240
012	FORREST HIGH SCHOOL	52	49	20	42	14	8	2	0	1	1	188
013	FORREST JUNIOR HIGH SCHOOL	61	53	20	29	8	2	0	1	0	0	174
017	EDGEAR SECONDARY ALTERNA...	3	6	0	5	4	0	2	1	0	0	21
018	EDGEAR ALTERNATIVE SCHOOL											
700	EDGEAR DISTRICT OFFICE											

Buttons: Close, Help, 99 Letters, Print

## ➤ #8 PERFECT ATTENDANCE AUDIT

This program allows a report to be generated that lists all students by class, grade, or school who have perfect attendance, or fall within the parameters of the set up panel. The setup box will appear in the screen, as follows:

**Perfect Attendance Report atPerfAtndRpt v03.18.09 LAH/AR**

05/03/2009 19:21 FROM: TO: FROM: TO: atPerfAtndRpt

NAME	SID	GRADE	HOMEROOM

**Perfect Attendance Setup atPerfAtndRpt v03.18.09 LA...**

DISTRICT: 300

SCHOOL: 001 Pierre A Capdau Elementa...

YEAR: 0809

By Grade 01 To 01

By HR ADAMS ASH... To ADAMS ASH...

Date Span 08/01/2008 To 05/01/2009

Skip Dates After: 05/01/2009

DISTRICT/SCHOOL ALLOWS:

1 Skip Tardies INSTANCES OF 00 MINUTES ABSENT

Skip Tardies

Ignore Codes

Buttons: Cancel, OK

Buttons: Help, Close, Print

Set the setup panel to reflect the desires of your report, and click OK. A progression window will show while the report is generating, then it will appear as a list of students, with the ID number, grade, and home room teacher, like this:

### ➤ #09 LATE ARRIVAL/EARLY DEPART

This program is used to make a report that lists students who arrive late to school. Clicking on the program option #09 will bring the following screen:

Fill the windows with data of your choosing and click on the check boxes of choice. Click OK when all entries are correct. The report will appear like this:

NAME	SID	GR	HOMEROOM	LATE ARRIVALS	EARLY DEPART...
WOLF CATHERINE	0010010	08	MARY C	0	1
CAMPBELL DARRYL	0015000	03	SNELLING M	0	2
BEASON JASON AN	0015019	03	NORMAN C	1	1
JENKINS MIKE AL	0015022	03	SNELLING M	0	1
EZERNACK BEVERL	0015023	03	NORMAN C	0	1
HENDERSON DARRY	0015031	03	NORMAN C	1	0
HURD CATHERINE	0015032	02	SISTRUNK K	0	1
LEWING SHAUNA N	0015034	03	SNELLING M	3	1
WRIGHT DAVID SH	0015047	02	SISTRUNK K	0	2
ROGERS REBECCA	0015052	10	CALLENDER P	0	1
ADAMS BEVERLY K	0080018	10	FUNDERBURK M	2	0
BREMER STEPHANI	0110002	01	WRIGHT L	0	1
FAIRCLOTH ANGEL	0115033	02	SISTRUNK K	0	3
BURR BEVERLY NI	0614037	06	WEBB A	0	1
RIVERS CATHERIN	1010001	10	FUNDERBURK M	2	0
VINES MIKE THOM	1010004	06	PATRICK D	1	0
JENKINS JASON A	1010018	02	GREEN J	0	1
FAIRCLOTH SHAUN	1010020	02	GREEN J	3	0
FREEMAN RACHAEL	1010023	02	GREEN J	0	1
EZERNACK JOHN J	1010026	02	GREEN J	1	1
CRAIG ROBERT LA	1010030	02	SISTRUNK K	0	1
WRIGHT JEFF LEE	1010032	02	GREEN J	0	1
WHELESS BEVERLY	1010033	02	SISTRUNK K	0	1
WALKER JEFF CLI	1010034	02	GREEN J	1	0
TIMMONS CHRIS H	1010035	01	MITCHELL M	1	0
SMITH JEFF CODY	1010038	02	GREEN J	4	1
BRACKETT TISHA	1010049	10	CALLENDER P	1	2
RIVERS JEFF GLE	1010054	09	CATES E	5	0
YOUNG JOHN PATR	2010003	11	FUNDERBURK M	0	1
YOUNG ANGEL LEI	2010004	09	FUNDERBURK M	0	1

➤ #10 ATTENDANCE LOG – CLS/HMRM

The #10 option program will generate a report listing attendance by section, either by grade, teacher, class period, grading period and day of week. This allows a wider range of report. The following setup panel allows choice from narrow field to school wide.

ATTENDANCE LOG PRINT SETUP atWorkSheetsHR v0...

School: 001 District: 300

Log Start Date: 05/03/2009 As Of Date: 05/03/2009

Grade Range: FROM -1 Pre-School TO: 99 Ninety-N...

Teacher Range: FROM TO:

Class Periods: FROM 01 TO: 08

Semesters: FROM 01 TO: 04

ORDER BY:  HOMEROOM TEA  CLASS TEA

Number Weeks:  3 Weeks  7 Weeks

Group Periods:  Group Class Periods

ATTENDANCE LOG	M	T	W	T	F	S	M	T

PRINT SELECT CLASS

ORDER - Homeroom Order prints homeroom roster. Class Tea prints class rosters based on selected course selection input.  
 PRINT - To Print 'All' just Click Print. SELECT CLASS, then click and select sections you want to print then click PRINT.

Principal's Administrative Management System 03.07.03.2

Late Arrivals/Early Departures - Detailed Analysis atEarlyLate 08.27.01 LAH

Date: 03/12/2003 - Date Span: 03/12/2003 to 03/12/2003 - Grade Span: -1 to 99 Time Span: 08:00 to 09:00 || 14:00 to 15:00

NAME	SID	GR	HOMEROOM	RECDATE	OTI...	OC...	OREASON	ITIME	ICO...	IREASON
ABSTON SALLY GA	3010158	11	JONES R	2003-03-12	08:00	05 U	Dr/Parent Note			
ANDERSON ROBERT	1010014	02	SISTRUNK K	2003-03-12	08:00	05 U	Dr/Parent Note			
AUSTIN SHERRI W	6014035	06	PATRICK D	2003-03-12	08:00	05 U	Dr/Parent Note			
BEASON JASON AN	0015019	03	NORMAN C	2003-03-12	08:00	05 U	Dr/Parent Note			
BODDIE DAVID AL	4700009	05	FRIDAY L	2003-03-12	08:00	05 U	Dr/Parent Note			
BOHALL JAY RAY	4010020	09	CATES E	2003-03-12	08:00	05 U	Dr/Parent Note			
BRIDGES MIKE KE	8015026	12	HARRIS V	2003-03-12	08:00	05 U	Dr/Parent Note			
BROWN MARK NATH	6100017	05	RASCOE B	2003-03-12	08:00	05 U	Dr/Parent Note			
CHEATWOOD JEFF	4010088	07	HIMEL D	2003-03-12	08:14	14 U	Late	08:14	14 U	Late
CRAIG BEVERLY P	1010029	02	SISTRUNK K	2003-03-12	08:00	05 U	Dr/Parent Note			
CRAIN JASON FOR	8015017	03	NORMAN C	2003-03-12	08:15	20 U	Missed Bus			
DOWDEN BEVERLY	3010014	01	WRIGHT L	2003-03-12	08:15	14 E	Late	08:15	14 E	Late

Help Close Print

Start March Pams Rewrite... JAVA Principal's Admi... 3:04 PM

➤ #11 TARDY ANALYSIS

This program delivers an analysis sheet for a Tardy documented today, for a period span, or all students who have been tardy this year. The set up box will appear:

Setup Defaults 03.17.09.1 atTardy LAH

DISTRICT: 300

SCHOOL: 001 Pierre A Capdau Elemen...

YEAR: 0809

PTD SPAN: 08/06/2007 TO 06/05/2008

GRADE SPAN: -1 TO 99

Skip Excused  Align for school header

1-3 Letter: tardyLetter .dat

4-8 Letter: tardyLetter .dat

9-12 Letter: tardyLetter .dat

Tardies: 1 2 3 4 5 10

Cancel OK

Enter the district, school, year and the span this report is to cover. Enter the grade span and use/delete the skip code. Click OK. If any letters have been recorded for grades 1-

3, 4-8, or 9-12, using the days tardy code set at the bottom, the report will generate and appear. If nothing has been recorded, a message relays this to you.

### ➤ #12 DOE AYTD KEYWORD UPDATE

This program prepares attendance for submission to the Department of Education. It calculates data from absentee records, consolidates information, and posts to the student master.

The setup panel will look like this:

YEAR:	0809
DISTRICT:	393
SCHOOL:	700
AS OF:	10/02/2008

UPDATE DOE YTD ATTENDANCE

Clear old YTD Keywords:

Obtain Student List to Update:

Update new YTD Keywords:

**Return** **Run**

Note: This tells you exactly what generating this report will do. It will update DOE YTD attendance, clear old YTD keywords from the record, update the old student list, and update and add new keywords.

To stop this report after it begins, click on the RETURN button.

YEAR:	0708
DISTRICT:	379
SCHOOL:	700
AS OF:	05/01/2009

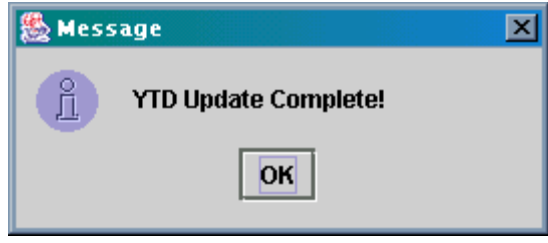
UPDATING... Records Processed: 13 out of 5729

Clear old YTD Keywords: DONE

Obtain Student List to Update: DONE

Update new YTD Keywords: PROCESSING ...

**Return** **Run**



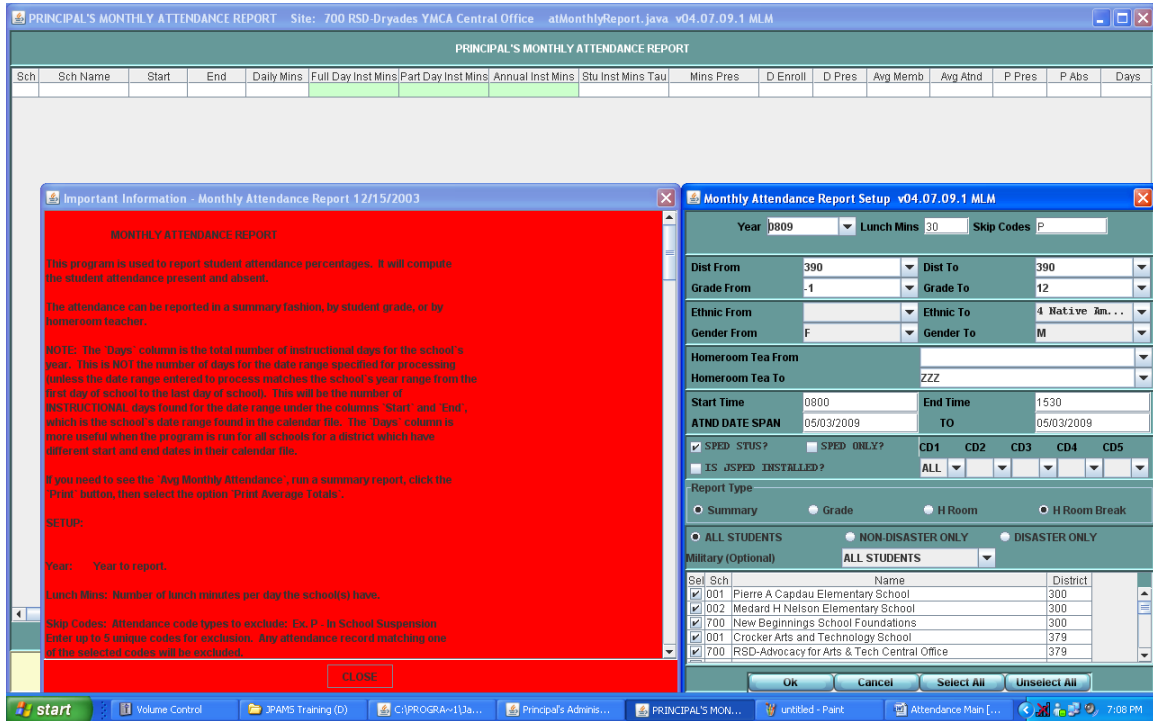
➤ #13 EXCUSE LISTING

This program will issue a listing of all excuses listed for date span entered.

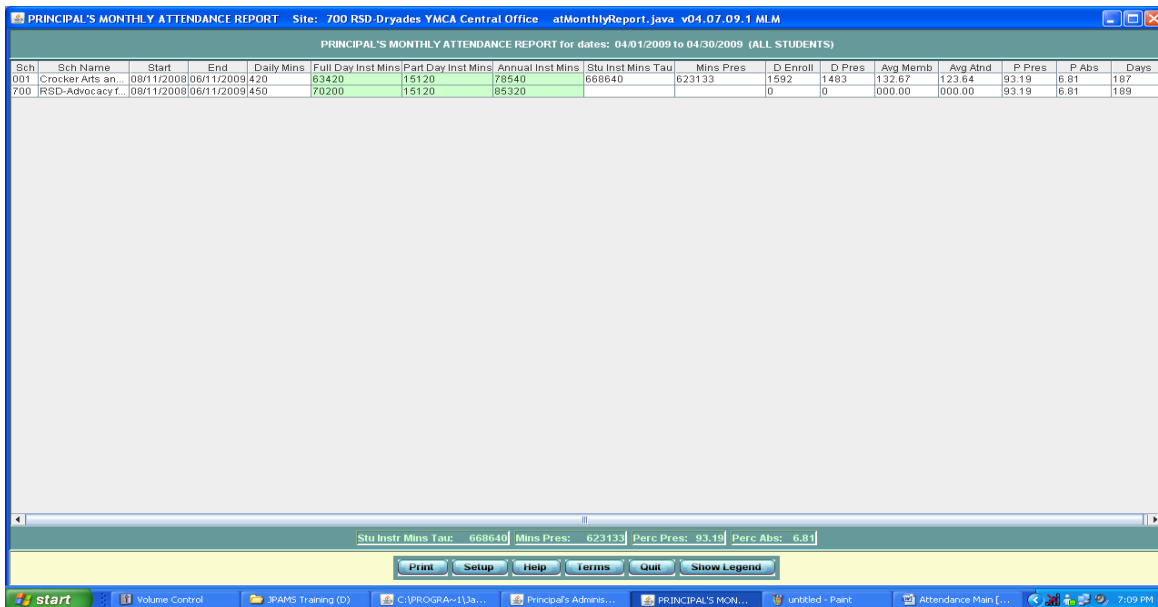
NAME	SID	GR	HOMEROOM	ABS DATE	PSTD	CODE	EX	REASON	SCH
BARNES, DO...	9018908	02	LEE-BERRY TONI...	03-18-2009	03-18-2009	02	0	Dr Note Verified	001
ALEXIS, DA'...	9019348	-1	POST HEATHER	03-17-2009	03-17-2009	02	0	Dr Note Verified	001
MORGAN, J...	9018127	-1	PUTMAN MICAH	03-17-2009	03-17-2009	02	0	Dr Note Verified	001

➤ #14 MONTHLY ATTENDANCE REPORT

This program prepares a report that gives a percentage of absences as compared to instructional minutes taught. The set up box looks like this:



After entering information into the set up box and clicking OK, the following screen will come into view.





## ➤ #16 ATTENDANCE DUPLICATION AUDIT

This program checks the records to see if any errors or duplications have occurred. It is a good idea to run this program before attempting to generate any finished document for attendance.

The setup box will appear:

The screenshot shows a dialog box titled "Attendance Duplication Audit 03.16.09.1 atDupAud...". It contains the following fields:

- YEAR: 0809
- DISTRICT: 300
- SCHOOL: 001 Pierre A Capdau Elemen...
- DATE SPAN: 08/13/2008 TO 05/01/2009

At the bottom, there are "Close" and "Submit" buttons.

After entering setup information and clicking the submit button, the processing bar appears. When processing is finished, an information bar appear:

The screenshot shows the main window of the "Attendance Duplication Audit" program. The title bar reads "Attendance Duplication Audit 03.16.09.1 atDupAudit.LAH". The window displays a table with the following columns: DEL, NAME, SID, GR, HOMEROOM, SCH, RECNUM, RECDATE, CHECK OUT, CHECK IN, and REASON. The table is currently empty. A "Progress..." dialog box is overlaid on the main window, showing "Selecting Students MELROSE, JASMINE BRIECHEL" and a "Cancel" button. The bottom of the window has a menu bar with options: DUP - DUPLICATE | ERR - ERRONEOUS | VAC - VACATION DAY | OOR - OUT OF RANGE. Below the menu bar are buttons for "Close", "Print", "Delete Records", "Delete All Records", and "Setup". The Windows taskbar at the bottom shows the start button and several open applications, including "Volume Control", "JAMS Trainin...", "C:\PROGRA...", "Principa's Ad...", "Suspension At...", "Attendance D...", "untitled - Paint", and "Attendance M...". The system clock shows "7:14 PM".

Any postings in error will be listed, giving name and pertinent information. As each posting is rectified, it can be deleted from the record by clicking on the check box on the left or using the delete buttons at the bottom of the screen.