

Jpams Attendance Guide

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Starting the Attendance Posting Program

From the main menu of the Jpams system, double click the **Attendance** button on the left. Click **Yes** when asked if you want to go the Attendance Command Center. In the upper left menu bar, click **Post Attendance**, the **Post Attendance** again.

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.

The screenshot shows the 'Setup Defaults' window with the following fields and callouts:

- YEAR:** 1011 (Callout: Set year / school here)
- DISTRICT:** 027
- SCHOOL:** 004 Demo Sch...
- SEMESTER:** 1 (Callout: Set semester, default absence code, then "Y" or "N" for automatic print of attendance slip)
- 1ST PD CODE:** 30
- AUTO ADMIT:** Y
- START:** HR 07 MIN 55 (Callout: Set times that determine full / half day attendance here. Note: End of day time is entered as military time.)
- LUNCH MINUTES:** 30
- NON-INSTR MINUTES:** 30
- END:** HR 14 MIN 38
- ATTENDANCE PERCENTAGES:**
 - FULL >= .51
 - HALF >= .26
- INACTIVE BACK TO:** 09/14/2010
- DR CODE DEFAULT:** 02
- TRIP DATE:** 09/14/2010
- TRIP REASON:**ool Business/Ed Trip
- TRIP OT:** HR 08 MIN 00
- TRIP IN:** HR 12 MIN 30
- Pics Stored on:** Local Server (Callout: To show pictures on attendance slips, check off "Server" here.)
- OK** button

After you validate the settings on the setup panel, click **Ok** to begin entering/editing data. After clicking **Ok**, a blank attendance posting screen will appear. The next section identifies how to pull up different lists of students to post attendance to.

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 buttons along the bottom.

Stu (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.

CLS (Class Roster) button: 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.

HM (Homeroom Roster) button: 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	
FINLEY	
POWELL	
QUARLES, M	
RUSSELL	
SMITH	
STAFF	

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

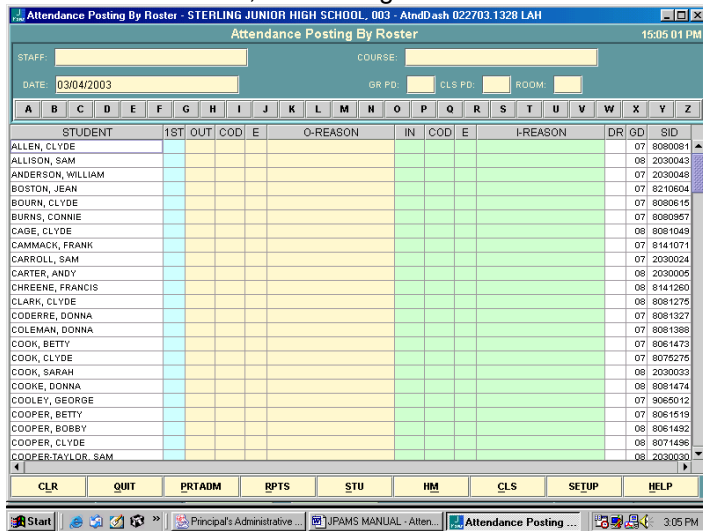
Attendance Posting By Roster - STERLING JUNIOR HIGH SCHOOL, 003 - AtndDash 101402.1007 LAH												
Attendance Posting By Roster												
STAFF: POWELL	COURSE: HOME ROOM											
DATE: 01/27/2003	GR PD:	CLS PD:	ROOM:									
STUDENT	1ST	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	GD	SID
GEORGE, DONNA												07 8082677
GREEN, SARAH												07 2030000
HATH, ANDY												07 2080016
HANKINS, SARAH												07 2030045
HARPER, DONNA												07 8083210
HARVILL, DON												07 8082362
HAYNES, FRANCIS												07 8143445
HICKS, BETTY												07 8063562
HUMPHREYS, WANDA												07 3030002
JONES, DON												07 8084175
JONES, EVE												07 8084206
JONES, JEAN												07 8214247
KEMP, FRANCIS												07 8104323
KIMMONS, JEAN												07 9065081
KINSEY, EARL												07 8084422
KLICK, ANNIE												07 0080001
LARY, BOBBY												07 8084527
LAYFIELD, JEAN												07 8210005
LINDSAY, EVE												07 8084734
LOFTON, EARL												07 8084782
MANGRUM, FRANCIS												07 8144860
MANGRUM, WANDA												07 3030001
TAYLOR, WILLIAM												07 2030052

Navigation buttons: CLR, QUIT, PRTADM, RPTS, STU, **HM**, CLS, SETUP, HELP

The next section indicates how to post 1st period absences in the office. In many districts, the teachers post the first period (or start of the day) attendance. In these situations, there may be a time or two when the office will post a 1st period (or start of the day) attendance record.

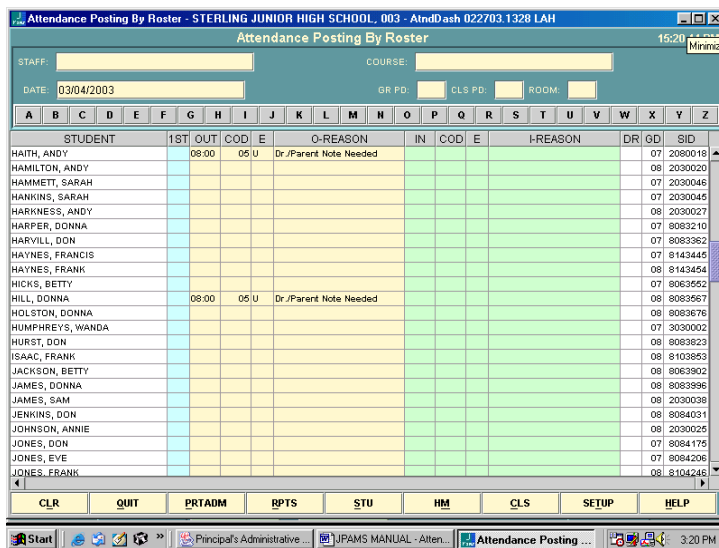
Posting 1st Period Absentees

On the loaded roster, note the light blue column labeled 1st to the right of the student's name.



To help search for a student, 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.

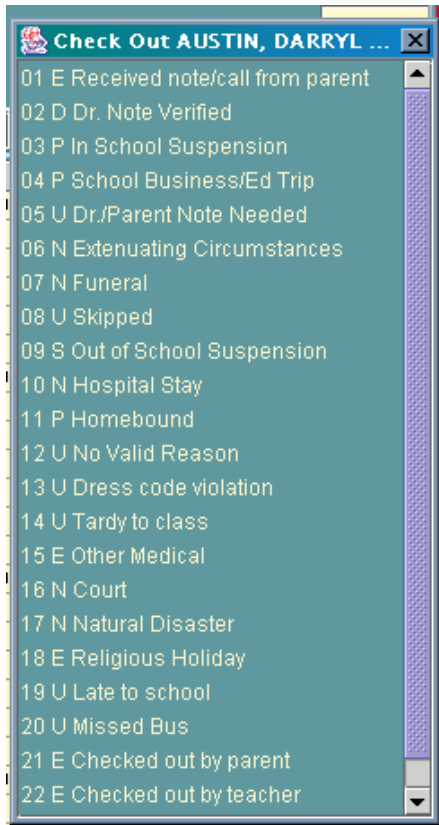
Simply click on the first cell in the 1st column next to the student's name for each first period absence. The default information will automatically load into the columns in accordance to the factors loaded into the setup panel.



The record is saved as generated. You will not need to click a save button. Move to the next student to post as absent for the start of the day..

Posting Check-Outs

Find the student on your roster choice, and click the **OUT** cell, located right of the blue **1st** cell. The check-out box will appear like this:



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 then click **Change Check In/Out Time**. 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.

Homebound Program Codes and Attendance in JPams

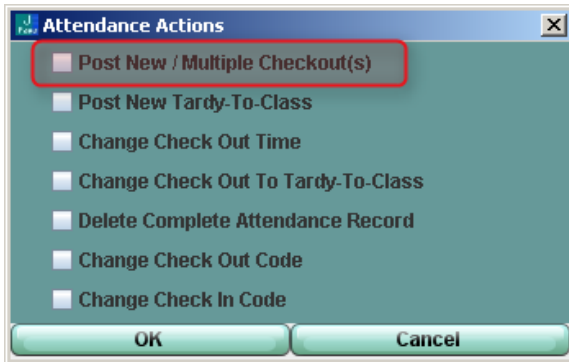
When a student is identified with a **Homebound** program code in JPams Student Master, the student's name will be shaded red in the **Post Attendance** program for Secretaries and Teachers. By placing a Homebound program Begin and End date, JPams will know how long to color code the student in the post attendance program

STUDENT	1ST	OUT	COD	E	O-REASON
JOSEPH, KENDALL JAMES					
JOUBERT, ANDREA KAY					
JOUBERT, CAMILLE ANN					
JOURNET, CHANDA MALONE					

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 **OUT** cell. When the popup box appears, select **Update with screen shot Post Multiple Check Out**, and then follow the steps for a normal check out.



Posting Check-Ins

Click on the green **In** cell of the student checking into school. Select a reason from the code list. 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 **ITIM** 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**.

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:



E	U	REASON
<input type="checkbox"/>	<input type="checkbox"/>	Late
<input type="checkbox"/>	<input type="checkbox"/>	Bathroom/illness
<input type="checkbox"/>	<input type="checkbox"/>	Bathroom/personal
<input type="checkbox"/>	<input type="checkbox"/>	Bathroom/Dr
<input type="checkbox"/>	<input type="checkbox"/>	Bathroom
<input type="checkbox"/>	<input type="checkbox"/>	Telephone/illness
<input type="checkbox"/>	<input type="checkbox"/>	Telephone/medicine
<input type="checkbox"/>	<input type="checkbox"/>	Locker
<input type="checkbox"/>	<input type="checkbox"/>	Visiting
<input type="checkbox"/>	<input type="checkbox"/>	Miscard

Click on the **Excused** or **Unexcused** code beside the reason for tardy you wish to use.

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:

	STUDENT	1ST	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	GD	SID
1	ABS, JOHN											11	4040042
2	ABS, MARK											06	2040012
3	ANDERSON, CATHERINE RAE											02	7049963
4	ANDERSON, CHRIS BERNARD											00	8049958

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 blue **DRCD** cell or cells for all the days the excuse applies, and the default excuse code, reason and posted date will be inserted.

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.

Delete Confirmation

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

Yes No Cancel

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 Day** option.

Changing/Deleting Current Day Transactions

Deleting an Absentee Transaction

To delete an attendance record for the current day, click on the out time for the record to be removed. Choose **Delete Complete Attendance Record**.

4	ANDERSON, CHRIS BERNARD																			
5	ANDERSON, TISHA LEE	07:55	30	U	Unexcused Absence	08:55	05	U	Dr./Parent Note Needed											
6	ANDREPONT, MARK MICHAEL																			
7	ANDREPONT, TISHA																			
8	AUGUSTINE, CATHERINE BRAE																			
9	AUGUSTINE, JASON DAVID																			
10	AUGUSTINE, JOHN JAMES																			
11	AUGUSTINE, MIKE JOSEPH																			
12	BABINEAUX, DARRYL PAUL																			
13	BABINEAUX, DAVID SAGE																			
14	BABINEAUX, ROBERT CHANCE																			
15	BABINEAUX, ROBERT LAYNE																			
16	BACA-WHITE, REBECCA LYNN																			
17	BACA-WHITE, SALLY ANN																			
18	BELLON, TISHA RENEE																			
19	BENOIT, DARRYL NICHOLAS																			
20	BENOIT, JASON BRENNER																			
21	BENOIT, JASON WAYNE																			

Attendance Actions

- Post New / Multiple Checkout(s)
- Post New Tardy-To-Class
- Change Check Out Time
- Change Check Out To Tardy-To-Class
- Delete Complete Attendance Record
- Change Check Out Code
- Change Check In Code

To delete an attendance record posted on previous days, click the student's name. When the box appears, click on the **"Attendance by day"** option. A YTD list of absentees will appear. Select row with the date to be deleted. On the far right, click the **RED** cell labeled **D**, adjacent to the **OREASON** cell. A Delete Options popup box will appear. Choose **Entire Record**.

Clicking 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.

DATE	OTIM	OCOD	ITIM	ICOD	DRCD	PSTD	F	H	O	U	S	E	ND	OP	D
10/31/2008	07:55	05 U					*			F					Dr.J
10/27/2008	07:55	05 U					*			F					Dr.J
09/29/2008	08:20	14 U	08:20	14 U					*	O					Lat
09/16/2008	07:55	01 E			01 E	2008-09-19	*					F			Rei
08/28/2008	07:57	05 U	09:29	19 U					*	O					Dr.J
08/22/2008	08:07	14 U	08:07	14 U					*	O					Lat

Delete Options

Delete entire record or only check-in information?

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:

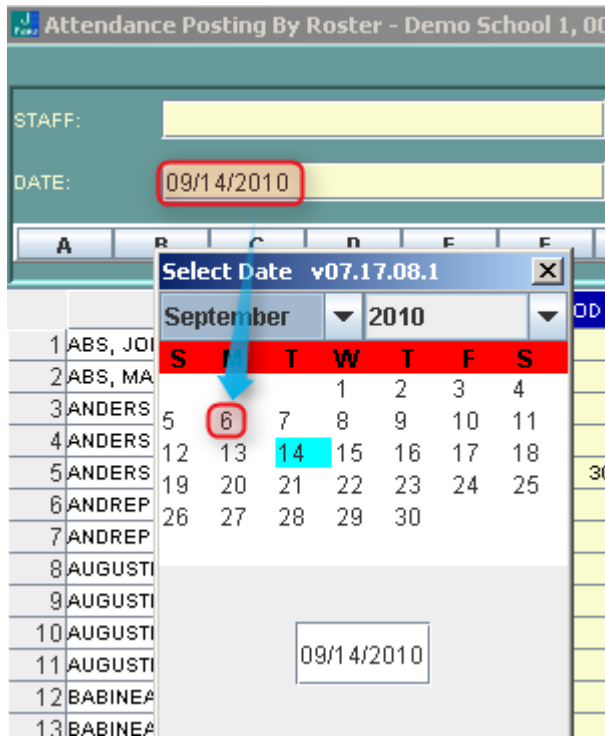
AUSTIN, DARRYL ALAN 1010015 AtPopupGrayBox 022603.1938 LAH															
DATE	OTIM	OC...	ITIM	ICODDR...	PSTD	F	H	O	U	S	E	ND	OP	D	OREASON
02/03/2003	07:55	05 U		01 E		*						F			Dr/Parent note needed
01/31/2003	07:55	05 U				*			F						Dr/Parent note needed
10/09/2002	11:55	01 E													Received note/call from par
10/09/2002	11:55	01 E					*			H					Received note/call from par
09/17/2002	12:45	01 E													Received note/call from par
09/17/2002	12:45	01 E						*			O				Received note/call from par

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.*

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. Locate the **Date** field in the upper left of the attendance posting screen. Click on the date and choose the previous date to work with, then click the Stu button on the bottom row of the screen. This will display the students and absences for the selected day. Click on the desired student roster and post normally.



Roll Call Verification

NOTE #1: Verification of Roll Call can only be done when the teacher has actually posted absences **AND** clicked the **Sign Off Roll Call** button in the Teacher Attendance Posting program. See the guide in the appendix, "**Roll Call at the Start of the Day in JGradebook**" for steps the teachers should do when posting start of the day attendance.

NOTE #2: Schools should communicate clearly, and check, to see that teachers know whether to post start of the day attendance by Homeroom or by First Period. All teachers should be doing the same procedure.

Before printing the **Daily Absentee List**, it is important to make sure teachers have posted start of the day attendance. The **Roll Call Verification** report will check to see that Teachers have checked roll.

*Note: See the appendix for directions on how a teacher is to post attendance and verify roll call.

From **Attendance Command Center**: Click **Daily Reports**, then **Roll Call Verification**. Set the options as described below:

School Year: Set to current year
District: Set to your district
School: Should be set to your school

Show Teachers roll call info for dates: Place a check mark here to show a listing of teachers who have checked roll and clicked the **Sign Off Roll Call** button.

Date From: To: By default, the current date will display here. A user can change to a different date range if desired.

Show Teachers Who Have Not Taken Roll For Today: Place a check mark here to show a listing of teachers who have not checked roll and have not clicked the **Sign off Roll Call** button

Semester: Set to semester currently in. Schools with only a Fall and Spring semester system will set this to "1" for the Fall and "2" for the Spring. Schools on a 4x4 system will set to either "1" or "2" for the Fall and "3" or "4" for the Spring.

Class Period (Very important): If checking attendance posted by Homeroom, select **HM** here. If checking attendance posted by first period, select a **"01"** here. Communicate to all teachers who post attendance whether they are to be posting attendance by Homeroom or First period.

Click **OK** to start the report.

Setup Box 09.18.09.11 JTR	
SCHOOL YEAR:	0910
DISTRICT:	027
SCHOOL:	004 Demo School 1 ...
<input checked="" type="checkbox"/> Show Teachers roll call info for dates	
DATE FROM:	10/19/2009
TO:	10/19/2009
<input type="checkbox"/> Show Teachers who have not taken roll for today	
SEMESTER:	1
CLASS PERIOD (OPTIONAL):	HM
COURSE NAME (OPTIONAL):	
Okay Cancel	

Report Results

To show teachers who took roll, on the setup box, click to check the option. A report will then show everyone who posted. In the example below, a report was checked for teachers who posted by first hour class. Note the report is in "Time" order.

Show Teachers roll call info for dates

School: 005 CATAHOULA ELEMENTARY							
RollCall Verification List							
Memo	StaffName	Course	Clsprd	Room	HandLunchCo...	ActiveCount	Time
NO	MCHUGH SYLVIA	READ 3	01		15	15	08:00:59
NO	HULIN TAMMY	READ 2	01		15	15	08:04:02
NO	GUILLET ANGELA	READ 6	01		29	30	08:06:21
NO	BULLIARD HAILEY	PRE-KINDERGARTEN	01		18	19	08:06:29
NO	BOREL NOLA	READ SC 1	01		5	6	08:07:11
NO	BROUSSARD JACKIE B	READ 1	01		26	26	08:07:26
NO	DUBOIS MELANIE M	READ 5	01		23	29	08:09:40
NO	JUDICE JUDD	READ 8	01		21	22	08:10:33
NO	LOUVIERE CRYSTAL P	LANG 8	01		21	22	08:13:49
NO	GRANGER MELISSA	ACAD READINESS 7	01		28	30	08:14:25
NO	DOUCET DAWN M	KINDERGARTEN	01		24	25	08:16:50
NO	CASTEX MARLENE	READ 4	01		24	25	08:18:21
NO	ANGELLE LANA B.	READ 2	01		14	14	08:25:08

If the report was run to check for teachers who posted by Homeroom, the report would look something like this:

NO	OXEDINE LETHA	HOMEROOM GR 2	01		0	0	08:03:45	2009-10-19
NO	PETERSON BRANDI	HOMEROOM GR 3	01		16	47	08:01:45	2009-10-19
NO	ORGERON PATTY M.	HOMEROOM GR 4	01		21	91	09:09:34	2009-10-19
NO	VERRETT PAMELA	HOMEROOM GR 5	01		0	0	08:03:11	2009-10-19
NO	TRAVER DAVID	HOMEROOM GR 6	01		0	0	09:14:44	2009-10-19
NO	CALLAIS CASIE	HOMEROOM GR 7	01		11	39	08:06:04	2009-10-19
NO	BELLE MELANIE	HOMEROOM GR 8	01		0	0	08:05:55	2009-10-19

To see a report of who did not post attendance for first hour in the first semester, a user would select the option of **Show Teachers who have not taken roll for today.**

DATE FROM: 10/19/2009 TO: 10/19/2009

Show Teachers who have not taken roll for today

SEMESTER: 1

CLASS PERIOD (OPTIONAL): 01

The report would look something like this. Notice there are no times shown since this shows who did not post. A user would work with the teachers to get them in the routine of posting properly. Some common causes for teachers to appear on this report are (1) the teacher was unsure whether to post attendance to homeroom or first hour (2) The teacher did not click the Sign off Roll Call button after posting attendance in JGradebook (3) the teacher did not post attendance at all.

Teachers who didnot take/signoff their RollCall.							
StaffName	Course	StaffID	Clsprd	Room	School	Grade	
BARNES DEBRA	LANG INCL 8	042655	01	220	006	08	
BURDICK ZAHN	SOC ST 7	727497	01	114	006	07	
BURNEY REBECCA MAT	COORDINATOR	457394	01		006	08	
CARION FRANCOIS	SOC ST FR IMM 8	910074	01	407	006	08	
CASTILLE LEE	MATH RES 8	027709	01	213	006	08	

Daily Absentee List

This program prints out a daily absentee report listing of all students posted as absent. The **Daily Absentee List** can be accessed by clicking the **Attendance** button on the main Jpams screen, then click **Yes** when asked to go to **Attendance Command Center**. Next, click **Daily Reports** in the upper menu bar, then **Daily Absentee Report**. A setup box like below will appear.

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, click on check box by **Detail Report**. Click **OK** at bottom of setup panel. The report will print as dictated.

For a summary report of absentees, click in the box labeled **Summary Report**, then enter a count in the **Print Over** field. The system will then show students with counts of absences that are equal or greater than the amount entered.

For tardy or skips only, click on those check boxes to obtain a report of tardy or skip records posted on the date range.

Attendance by Day Letters

Attendance letters are to be run daily. The system will check for students that have the designated days of absences. The user then chooses to print letters for the entire list of students, or for selected students.

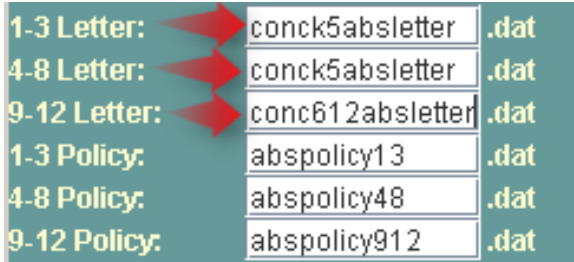
1. In JPams, click the **Attendance** button. Click **Yes** to go to the **Attendance Command Center**. Click on **Daily Reports**, then **Daily Absentee Report**.
2. Set the current **Year**, **District** and **School**.
3. Click to place a check next to the label **Letters**.

4. Check with your district administrator on which attendance codes will be skipped. Click in the **Skip Codes** field and choose the absence codes to skip out. Typically, these are:
 - a. **02 D Dr Note Verified**
 - b. **03 P In School Suspension**
 - c. **06 N Extenuating Circumstances**

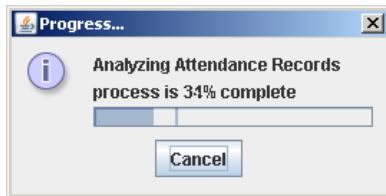
5. Check with your district administrator on which day settings to use for letter creation. An example is listed below. Click to place a check next to **Print Equal**. Enter the **Days** amounts to check for. Click to place a check next to **Print History**. This will cause the system to print an attendance summary after the attendance letter.

6. The **Date Span** should set itself to the start of August until the current date. The **Grade Span** can be set to the grade span that receives Attendance by Day letters.

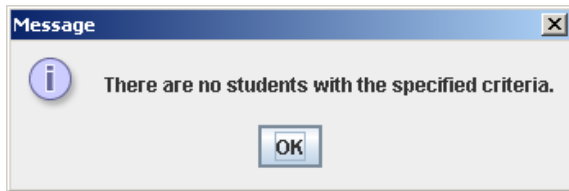
7. Enter the file name of the letters that are being sent out which match the grade range of the students being worked with. If you do not know the name of the attendance letter file, please contact your district coordinator for the exact name of the attendance letter file in JPams.
 - a. For **1 - 3 Letter**, enter the file name of the attendance letter used for PreK through grade 3 students.
 - b. For **4 – 8 Letter**, enter the file name of the attendance letter used for grade 4 to 8 students.
 - c. For **9 – 12 Letter**, enter the file name of the attendance letter used for grade 9 to 12 students.



8. Click **OK** to start the report. A progress bar will show on screen.



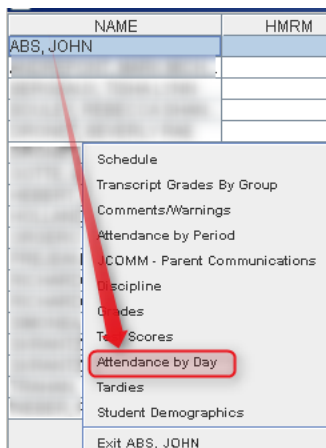
9. If there is a message of **“There are no students with the specified criteria”** displayed, click **OK**. This indicates that as of the current date, there are no students matching the number of days absent being searched for.



10. If the program is able to find students who have days absent equal to the counts entered in the setup box, the names of the students will be displayed on screen. Each student will have a row with attendance summary information.

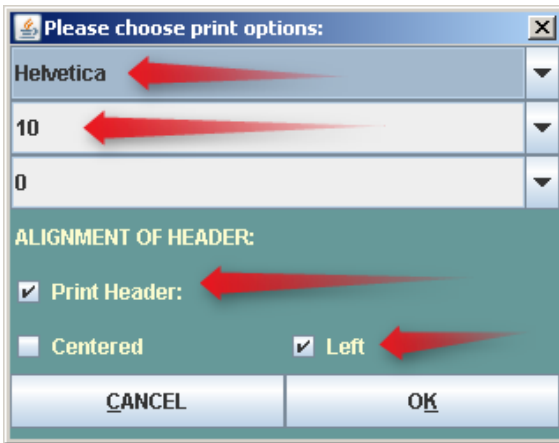
NAME	HMRM	F	H	O	U	S	E	N	D	O	P	SID	GR...
ABS, JOHN		3	0	3	2	0	1	0	0			4040042	11
ANDREPONT, MARK MICH...		3	0	1	0	0	1	2	0			5089873	02

11. A user can cell click on a student’s name to check the **Attendance by Day** via the gray menu. This will allow a user to check the attendance details of a student.



12. To print letters (and attendance detail pages) for **all students** on the listing:

- a. Click the **Print All Letters** button located on the lower right.
- b. At the next setup box, take the default settings as shown below, then click **OK**.



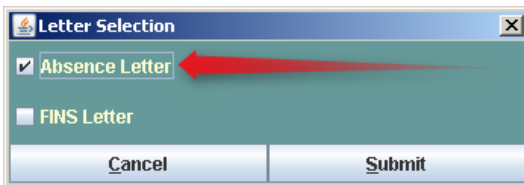
- c. The output will go directly to the printer. The first page will be the letter to the parent and the second will be the student's detail attendance report.

13. To print letters (and attendance detail pages) for **selected students** on the listing, follow the following steps:

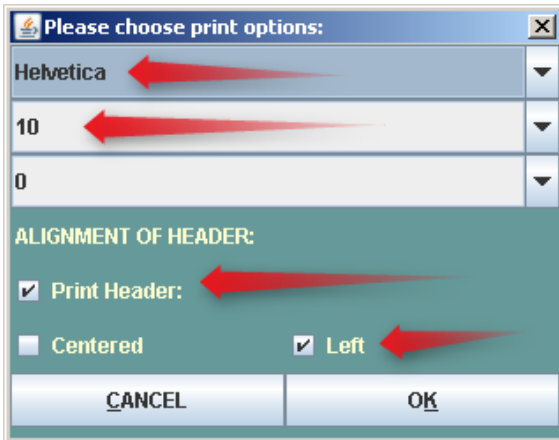
- a. Hold down the **CTRL** key on the keyboard.
- b. While holding the **CTRL** key down, click in **HMRM** field of the selected student(s). You will notice the row turns blue to show it has been selected.
- c. Repeat for each student that a letter is desired to be sent home.

DRONET, JASON JOHN	1	4	1	1
GOTTE, ANGELA SHAY		5	0	3
HEBERT, DAVID BLAKE	2	5	0	4
HOLLAND, DARRYL BROCK	3	3	0	3
ORGERON, JAY JAMES		2	0	1
PREJEAN, ROBERT DALE		2	1	0

- d. When done, click the **Print Letters** (not the *Print All Letters*) button located in the lower right. On the next setup box, select **Absence Letter**, then click **Submit**.



- e. Take the default settings as shown below, then click **OK**.

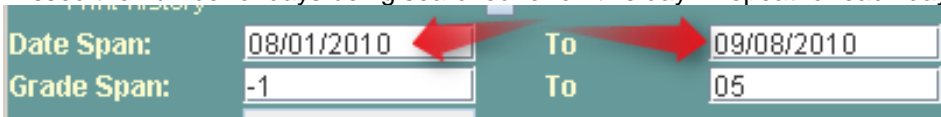


- f. The output will go directly to the printer. The first page will be the letter to the parent and the second will be the student's detail attendance report.

14. To print just the listing of names, click the **Print Report** on the lower center part of the screen.

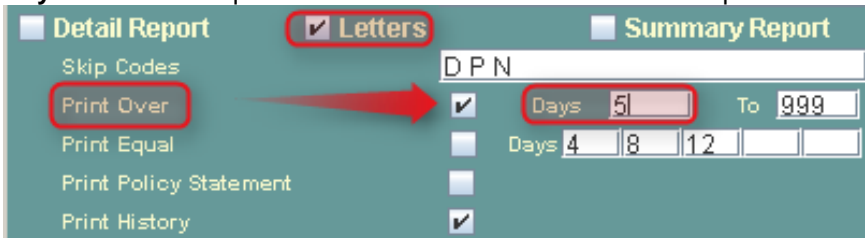
15. **Question / TIP: What if I miss a day or two during the week? How can I print letters for the days I did not run the letters report?**

- a. In the **Date Span** field, set the **To** date for the day missed. Run the report to check for students who missed the number of days being searched for on this day. Repeat for each day missed.



16. **Question / TIP: What if I just want to run letters for any student with more than "x" number of days missed?**

- a. Uncheck the **Print Equal** box, and instead, click to select the **Print Over** box. Enter a number in the **Days** field that is equal or over to the amount of absences to print letters for.



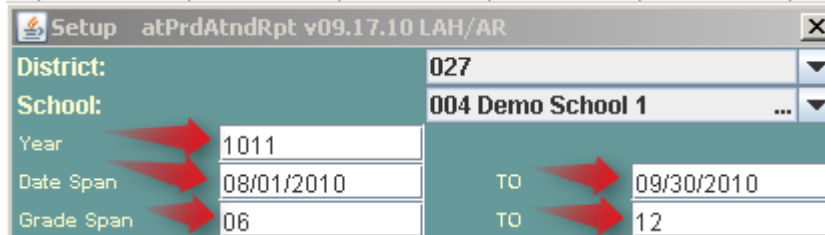
Attendance by Period Letters

For high school students, and in some cases middle school students, it may be desired to send attendance letters which report absences by period. **It is advisable to run this report daily**, printing letters for selected students who appear on the screen. Follow the directions below to perform this task:

1. Click the **Attendance** button on the main JPams screen. Click **Yes** when asked to go to the **Attendance Command Center**.
2. In the Attendance Command Center, click the menu item **Letters** in the upper menu bar, then select **Period Attendance Report**.



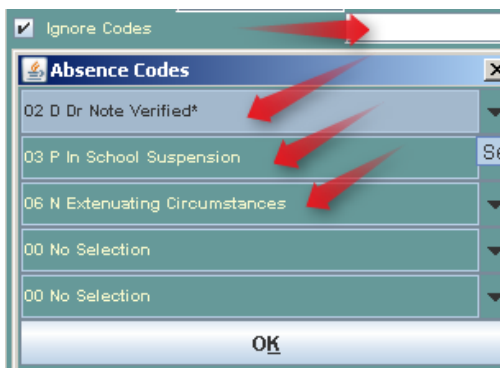
- 3.
4. In the upper part of the setup box, set the current **Year**, **Date Span**, and **Grade Span**.



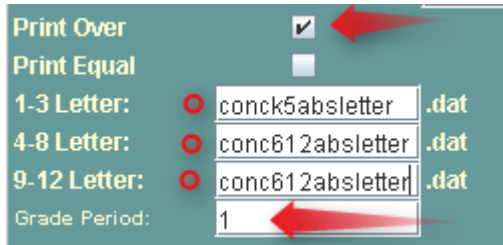
5. In the **Greater than** field, enter the count that is one lower than the amount to check for. Leave the **% To Be Present** at the default of ".51".
 - a. **Ex:** If checking for 4 or more absences, enter "3" here since it is a **Greater than** field.



6. By default, there will be a check mark next to **Ignore Codes**. Click in the blank, then select the attendance codes to ignore. Check with your district coordinator if unsure which attendance codes to skip. Some districts choose the following: **02 D Dr Note Verified**, **03 P In School Suspension**, and **06 N Extenuating Circumstances**.



- In the middle of the setup box, leave the default check for **Print Over**. Check with your district coordinator for the name of the attendance letter file name. Enter the file name in the grade level fields labeled **1-3 Letter**, **4-8 Letter**, and **9-12 Letter**. This only has to be done the first time the report is done.



- In the screen shot above, in the **Grade Period** field, enter the current grading period number.
- Place a check by each period to be checked. Enter the start and end times of each period. This only has to be done the first time the report is run.
 - Note 1:** You may find best results by simply posting the end time as the start time of the next period in the same manner as shown below.
 - Note 2:** If the school has multiple lunch feedings, include the lunch time in the mid day period. You will notice in the example below, part of the school goes to lunch at the start of a long 4th period, while the rest of school goes to lunch towards the end of a long 4th period. To report in this situation, enter the earliest start of 4th period and enter the last end time of 4th period.

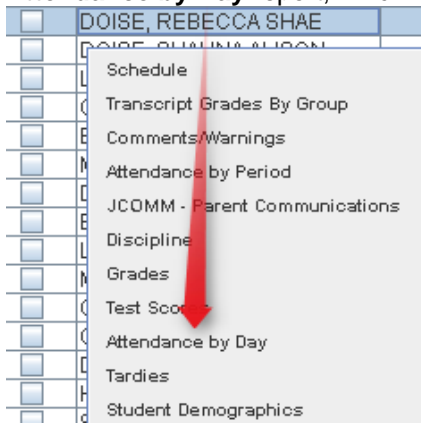


- When done entering period times, click **OK**. The times and settings will be stored so that the user does not have to enter them again.
- After a few moments, the results will display on screen as shown below. Counts of absences by period will show along with descriptions that indicate the credit values of the course.

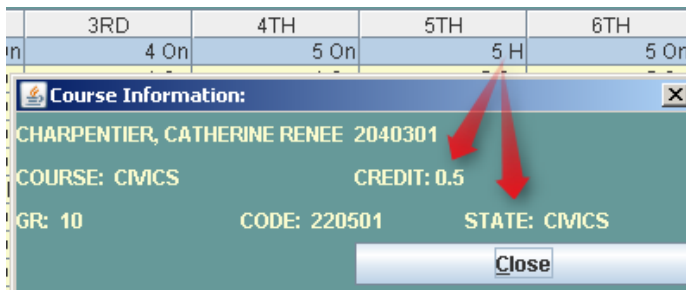
PRINT	NAME	SID	GRADE	HOMEROOM	1ST	2ND
<input type="checkbox"/>	CHARPENTIER, CATHERIN...	2040301	10		4 On	4 On
<input type="checkbox"/>	LEBLANC, SHERRI RENEE*	4040033	11		4 H	4 On
<input type="checkbox"/>	DOISE, REBECCA SHAE	4040037	10		5 On	5 On
<input type="checkbox"/>	DOISE, SHAUNA ALISON	4040038	11		6 On	8 On
<input type="checkbox"/>	LEBLANC, RACHAEL MICHE...	4040039	09		6 On	6 On
<input type="checkbox"/>	GARY, SHERRI PAIGE	5040027	12		8 On	8 H

- "H"** = .5 credit course
- "On"** = 1 credit course
- "Tw"** = 2 credit course
- "Th"** = 3 credit course
- "F"** = 4 credit course
- "*"** = 0 credit course

12. If a user clicks on the student's name, a gray box will display to access other areas of information, including the **Attendance by Day** report, which will give the attendance details on the student.

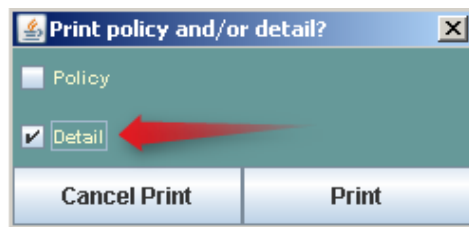


13. If a user clicks on a count in the one of the period columns, a box will indicate the course credit value and name of the course scheduled at that period.

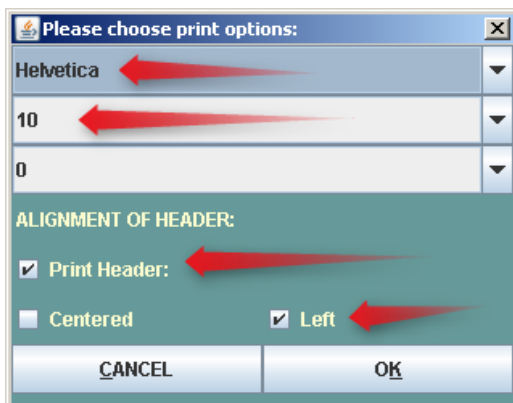


14. To print a letter for all students on the screen:

- a. Click the **Print All Letters** button on the lower right. Click **Print** in the next box.
 - i. **Note:** If a user wants to print a second page containing the detailed attendance information, click **Detail**.



- b. In the print options box, usually a user just takes the default settings. Set the font size to **“10**, then click next to **Print Header** (will make the school address and Principal lines at the top), then set the **Alignment of Header** as **Left**. Click **OK** and the letters will go straight to the printer.



15. To print letters for selected students, click in select box by each desired student on the far left (**Print column**).

Attendance By Period atPrdAtnd	
10/04/2010 15:32 Fr	
PRINT	NAME
<input type="checkbox"/>	BABINEAUX, DARRYL PAUL
<input type="checkbox"/>	BOUGET, SHAUNA ALEXAN...
<input type="checkbox"/>	BROUSSARD, BEVERLY RE...
<input checked="" type="checkbox"/>	CHARPENTIER, CATHERIN...
<input type="checkbox"/>	CONRAD, ANGELA MICHELE
<input type="checkbox"/>	CORMIER, ANGELA ANN

- a. Next, click the **Print Letters** on the lower right (*not the Print All Letters button*). Click **Print** in the next box.
- i. **Note:** If a user wants to print a second page containing the detailed attendance information, click **Detail**.

Print policy and/or detail?

Policy

Detail

Cancel Print Print

- b. In the print options box, usually a user just takes the default settings. Set the font size to “ 8 “ (this will allow for proper text placement of the legend), click next to **Print Header** (will make the school address and Principal lines at the top), then choose the **Alignment of Header**. Click **OK** and the letters will go straight to the printer.
16. To print the listing on the screen only (no letters), click the **Print Report** button at the bottom center of the screen.

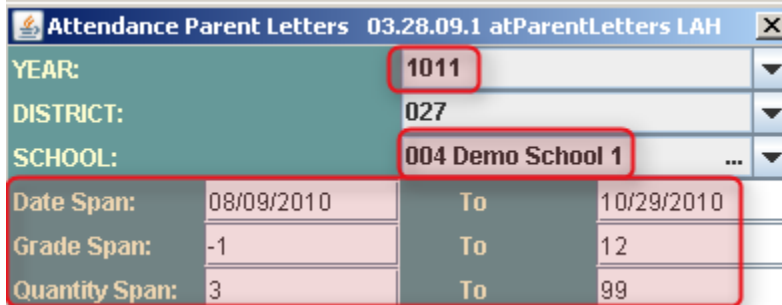
Attendance Parent Letters (Good for Tardy and Late To School Codes)

This program offers the user the ability to select specific attendance code(s) to generate attendance letters. It is very good when trying to make letters for combinations of attendance codes, such as 14 U Tardy and 19 U Late to School. Note: A user may want to check with the district coordinator to see if there is a district letter to be used with this report.

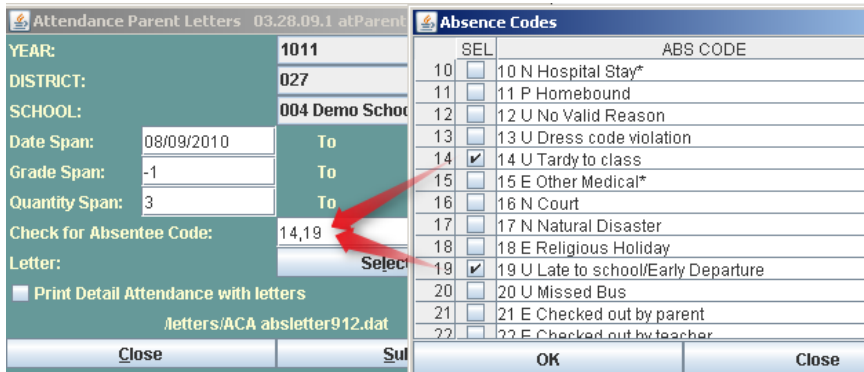
- From the main Jpams screen, click **Attendance**, then **Yes** when asked to go to the **Attendance Command Center**. In the menu bar, select **Letters**, then **Attnd Parent Letters**.



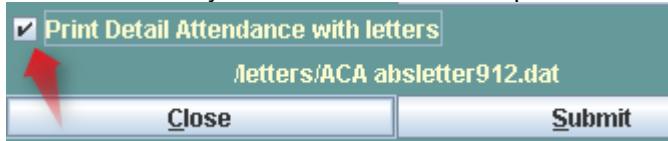
- At the setup box, set the desired **Year**, **Date Span**, **Grade Span**, and **Quantity Span**.



- Click in the **Check for Absentee Code** field. Click to select the attendance codes to search for, then click **Close**.



- Click the **Select Letter** button. Click to select the attendance letter to be created. **Note:** You may want to check with your district coordinator for the name of the file to be used for this report.
- Click to place a check in the box next to **Print Detail Attendance with letters**. By choosing this option, the letter will be followed by a detailed attendance report for the student(s) chosen. Click **Submit** to run the report.



- A progress bar will appear. When done, a listing of students will be presented. A count of attendance records will show on the far right of each student's name. By clicking anywhere on the student's row, a detailed attendance window will appear showing all attendance records.

The screenshot shows the 'Attendance Parent Letters' application interface. At the top, it displays 'Demo School' and 'DISTRICT/SCHOOL/YEAR: 027 / 004 / 0809'. Below this is a table with columns: PRINT, NAME, SID, GR, HOMEROOM, SCHOOL, and AMOUNT. Two students are listed: DURIO, JASON SHAYE (SID 1040017, GR 06, SCHOOL 004, AMOUNT 6) and DESHAZO, MARK JUDE (SID 8040025, GR 08, SCHOOL 004, AMOUNT 5). A red arrow points from the 'AMOUNT' column to the '6' for Jason Shaye. Below the main table is a detailed attendance window for 'DURIO, JASON SHAYE | 1040017'. This window has a grid with columns for DATE, OTIM, OC..., TIM, ICOD, DR..., PSTD, F, H, O, U, S, E, ND, OP, D, REASON, IREASON, and DRRE. A red arrow points to the 'TIM' column for the date 10/01/2008. At the bottom of the window is a summary row for Jason Shaye: NAME, HMRM, F, H, O, U, S, E, ND, OP, SID, G... with values: DURIO, JASON SHAYE, 15, 0, 1, 6, 2, 3, 4, 0, 1040017, 06.

- To print letters for selected students, click in the select box to the left of the name of the student(s), then click the **Print Letters** button at the bottom of the screen.

The screenshot shows a table with columns: PRINT, NAME. There are five rows of student names: DURIO, JASON SHAYE; DESHAZO, MARK JUDE; DUPLECHIN, MIKE JOSEPH; CORMIER, ANGELA ANN; CORMIER, ROBERT JOSEPH; and DESHOTEL, SALLY RENEE. The first three rows have a checked checkbox in the PRINT column, and the fourth row has an unchecked checkbox. Below the table is a blue button labeled 'Print Letters'.

- To print letters for all students on the screen, click the **Print All Letters** button at the bottom of the screen.
- To print the listing of students only, click the **Print Report** button at the bottom of the screen.

Late Arrival/Early Departure Report

This program is used to make a report that lists students who arrive late to school. In the **Attendance Command Center**, click **Audits & Lists**, then **Late Arrival / Early Depart**.

Fill the windows with data of your choosing and click on the check boxes of choice. Click **OK** when all entries are correct.

Results

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 ANGELA EL	2010004	09	WRIGHT L	0	1

Monthly Attendance Report

This program prepares a report that gives a percentage of absences as compared to instructional minutes taught. In **Attendance Command Center**, click **Audits & Lists**, then **Monthly Attendance Report**.

Enter the correct **Year**, **Atnd Date Span** (Date span to be checked on), check **Is Jsped Installed**, then click **Ok**. If a user wishes to pull back information by grade or homeroom, select these options in the **Report Type** area. The default is **Summary**.

District level users: Pick the desired schools at the bottom.

Year 1011 **Lunch Mins** 30 **Skip Codes** P

Dist From 027 **Dist To** 027
Grade From -1 **Grade To** 12
Ethnic From 0 White **Ethnic To** 5 Hawaiian/...
Gender From F **Gender To** M

Homeroom Tea From **Homeroom Tea To** ZZZ

Start Time 0755 **End Time** 1438
ATND DATE SPAN 08/09/2010 **TO** 09/30/2010

SPED STUS? **SPED ONLY?** **CD1** **CD2** **CD3** **CD4** **CD5**
 IS JSPED INSTALLED? **ALL** **ALL** **ALL** **ALL** **ALL**

Report Type
 Summary **Grade** **H Room** **H Room Break**

ALL STUDENTS **NON-DISASTER ONLY** **DISASTER ONLY**

Military (Optional) ALL STUDENTS

Sel	Sch	Name	District
<input type="checkbox"/>	000	Demo School 11	027
<input type="checkbox"/>	001	Demo School 12	027
<input type="checkbox"/>	002	Demo School 2	027
<input type="checkbox"/>	003	Demo School 13	027
<input checked="" type="checkbox"/>	004	Demo School 1	027
<input type="checkbox"/>	006	Demo School 14	027

OK **Cancel** **Select All** **Unselect All**

Give the report a moment while the attendance percentages are computed. Afterwards, the computation data will be displayed on screen. The percentages are on the far right of the report.

To print a hardcopy, click on **Print** button on the bottom of the screen. Choose **Print Average Totals** to obtain a simple report of percentages.

Select report type to print

Print Summary
 Print average totals

OK **CANCEL**

Student Absentee Statistics Report

This report will show counts of student absences by type, excused vs unexcused. It also has the ability to make reward cards for selected students.

1. In Jpams, click the **Attendance** button. Click **Yes** when asked to go to the **Attendance Command Center**. In the menu bar at the top, locate, then click on the menu item **Audits & Lists**. Click **Student Absentee Statistics**.
2. At the setup screen, set the **Year**, **Grade** range, and **Date** range. For the **Late** time range, set it to show the time range for any student with any attendance record that falls in the time range.

3. If the user wishes to filter out certain types of attendance records, the user can select **Skip codes** that will be left out of the count. Click in the **Skip Codes** field, and then click the drop down arrows to select the attendance codes to leave out. If the user does not wish to leave any attendance codes out of the report, don't click anything here.

4. If the user wishes to show all students, including the students with no attendance records, then click the **Show All** checkbox.
 - a. This is very handy if the user is trying to locate students with no records. An example: To search for students with no Tardy records, check the **Show All** box and locate students with no counts in the Tardy column.

- If the user wishes to print reward cards for students with certain types of attendance patterns (Ex: Students with no Tardy records, or no late to school postings), then click on the **Enter Reward Messages** button.

- Click in the checkbox of the attendance types must have a count of 0 that the user is rewarding for. (Ex.. In the screen shot below, a reward card is being made for students with no Tardies or Late to Schools, therefore these two codes are being selected for the reward card type.
- In the blank field below, type in a message to be displayed on the report, then click **OK**.

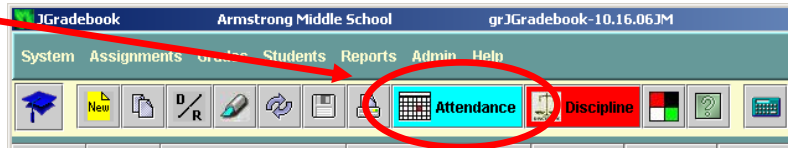
- After setting the date ranges, skip codes, and any other options on the setup box, click **OK** to run the report.
- On screen, student names appear on the left and counts of absence record types appear in the center and right.
- To print the report for all students, click the **Select All** button, then click the **Print** button, followed by the **Send to Printer** button. The report will go directly to the printer.
- To print the report for selected students, click the **SEL** (Select) box next to each desired student to show on the printing. Next, click the **Print** button followed by **Send to Printer** button.

Student Absentee Statistics				DST:027	04
SEL	GD	Name	Sidno		
<input type="checkbox"/>	09	BABINEAU, DARRYL P	5040309		
<input type="checkbox"/>	09	BLANCHARD, MIKE A	9040002		
<input checked="" type="checkbox"/>	09	BROUSSARD, CHRIS J	8040018		
<input type="checkbox"/>	09	CLEMENT, BEVERLY P	9040005		
<input checked="" type="checkbox"/>	09	COMEAX, DARRYL L	9040032		
<input type="checkbox"/>	09	COMPTON, CATHERINE C	9040006		
<input checked="" type="checkbox"/>	09	CONNOR, MIKE	3040047		
<input type="checkbox"/>	09	CONRAD, ANGELA M	5049984		

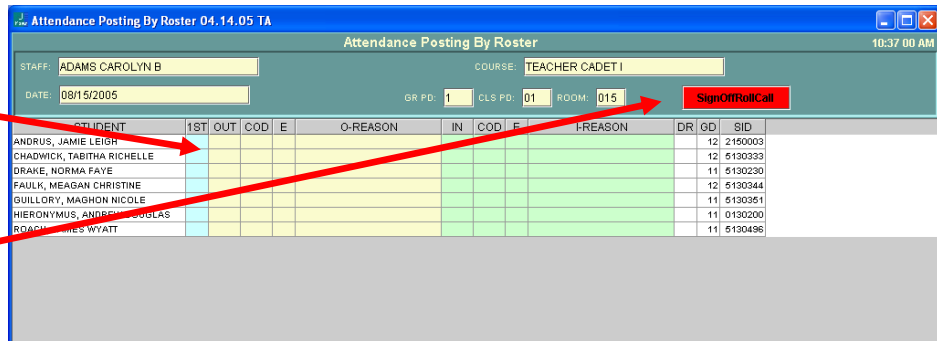
- To print reward cards for all students that matched the criteria entered on the reward card setup, click the **Select All** button, then click the **Print Reward Card** button. The system will check each student for eligibility for the reward card, then include the matching student(s) in the print out. This will go directly to the printer.
- To print reward cards for selected students that matched the criteria entered on the reward card setup, click the **SEL** (Select) button by the desired students, then click the **Print Reward Card** button. This will go directly to the printer.

Appendix 1: Teacher Directions for Roll Call in First Period

1. Login to **JGradebook**, and then select the first hour class.
2. Click the “**Attendance**” label on the Gradebook toolbar to access the attendance module.

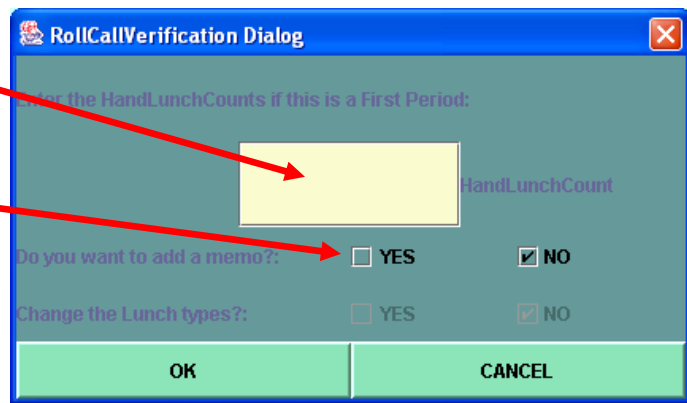


3. Check roll and mark your students absent by clicking **only** in the 1ST column (blue column).



4. Important: When done, click on the **SignOffRollCall** red button.

4. The **RollCall Verification Dialog** appears. Type your lunch count in the yellow box.
5. If you need to contact the office about a mistake just some information, on the next line (**Do you to add a memo?**), click **YES** and a box will appear for you to type your message.
6. Click **OK** when done and exit Attendance.



your
or
want

Appendix 2: Attendance Codes in JPams

Attendance Code Types

"E" means Excused.	Check with CWA. Generally is counted in 20 day rule.
"U" means Unexcused.	Is counted in 20 day rule.
"S" means Suspended.	Is counted in 20 day rule.
"D" means Doctor.	Check with CWA. Generally is not counted in 20 day rule.
"N" means "Extenuating".	Check with CWA. Generally is not counted in 20 day rule.
"P" means Provisional (Under school control)	Present under school control. Is not counted in 20 day rule.

Attendance Codes

01 E	Received note from parent	
02 D	Dr Note Verified	
03 P	In School Suspension	
04 P	School Business/Ed Trip	
05 U	Dr./Parent Note Needed (*Default)	
06 N	Extenuating Circumstances	
07 N	Funeral	
08 U	Skipped	
09 S	Out of School Suspension	
10 N	Hospital Stay	
11 P	Homebound	
12 U	No Valid Reason	
13 U	Dress code violation	
14 U	Tardy to class	
15 E	Other Medical	
16 N	Court	
17 N	Natural Disaster	
18 E	Religious Holiday	
19 U	Late to school	
20 U	Missed Bus	
21 E	Checked out by parent	
22 E	Checked out by teacher	
23 E	Checked out- other	
24 E	Late to school	
25 E	Conflict Resolution	
26 E	Checked out - sick	
27 U	Checked out by parent	
28 U	Checked in by parent	
29 E	Checked in by parent	
30 U	Unexcused Absence	
31 P	Time-out Room	
32 E	Clinic	
33 U	Received note from parent	
34 P	Clinic	
35 U	Other medical	Can be used for excused instances of lice
36 N	Other medical	Can be used for unexcused instances of lice
37 P	Staff Check out	
38 N	Military	
39 N	Transportation not provided	
40 P	Saturday Makeup	
41 U	Temporarily Excused	
42 P	No Laptop in Class	
43 U	Saturday Suspension Makeup	

- 44 P JDC Juvenile Detention Center
- 45 P Staff Check in
- 46 N Reason Unknown
- 47 P ISS – Alternative Site