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### OFFICE

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ATTENDANCE: BASIC INFORMATION

Attendance Recommendations
- We strongly recommend that teachers take attendance in the first 30 minutes of class
- An official district wide attendance policy is forthcoming

Attendance Real Time
- Attendances marks are selected, applied and appear immediately in the Tyler Student System
- Attendance is not exported
- Once the Parent Portal has comes online in the Winter of 2012, parents will be able to see their child’s attendance marks within moments of the teacher inputting them

Attendance Transparency
The Tyler Student System displays attendance on the home screen, clearly highlighting by class which teachers have taken attendance and which have not

Who Will Take Attendance?

✓ TEACHERS
Record daily attendance and only have the following three attendance code options:
- 1 = Present (A student is only marked present the very first time they attend class) State Reported YES
- T = Tardy (Late 5 minutes or less) State Reported YES
- A = Absent State Reported YES

Teacher’s attendance marks are not editable once they have been applied
Changes to attendance that has been marked and submitted/applied must be made by the office

✓ OFFICE
Office Attendance marks will overwrite teachers
The Office will record attendance for students who meet the following attendance codes:

- B = Bus Delay Excused But Tardy State Reported NO
- D = Early Departure Unexcused State Reported YES
- E = Excused Absence Excused State Reported YES
- F = Field Trip/School Activity Off Campus Excused State Reported NO
- H = Homebound Excused State Reported NO
- I = In School Suspension Suspension State Reported NO
- L = Late To School Unexcused State Reported YES
- O = Out Of School Suspension Suspension State Reported NO
- S = School Activity (On Campus) Unexcused State Reported NO
- T = Tardy To Class Unexcused State Reported NO
- V = Verified By Parent Unexcused State Reported YES
- X = Excused Absence Excused State Reported NO
Who Will NOT Take Attendance?
Elementary Support Teachers (Art, PE, Music, Computers, Library)

**Elementary Schools**

- Attendance is only taken for the home room

**Secondary Schools**

- Attendance is taken every period of the day
Use This Method When: You wish to create forms for the manual entry of attendance based on classroom rosters.

- Use for Emergency Evacuation Packets
- Substitute Teacher Attendance Entry

1. NAVIGATE TO: REPORTS > ATTENDANCE > MANUAL ENTRY ROSTER

2. The Manual Entry Rosters Selection Screen Appears
3. Manual Entry Roster Options

- **Report Title**
  The Report Title field is automatically filled in, but can be edited if desired

  ![](image1)

- **Display Weeks**
  Type in the date fields or click the calendar buttons and select the date range for the rosters

  ![](image2)

- **View**
  Click the down arrow and select from the following options:
  Today, Trm 1, Trm 2, Trm 3, Trm 4 (Trm = Quarter)

  ![](image3)

- **From Period**
  Type in the fields or use the up and down arrows to select the periods to appear on the report

  ![](image4)

- **Update Display**
  Click the Update Display Button once the View and From Period selections have been made. This refreshes the screen

  ![](image5)

- **Select All Or Clear All**
  These buttons give you the ability to print rosters for a single class, a few classes or all classes

  ![](image6)

  Click the Select All Button or the Clear All Button to place check marks in the boxes and select all of the classes or to remove the check marks from all of the courses

- **Print Options**
  Select from the following options to adjust what prints on the roster

  i. Print Student Absences Already Entered
  ii. Print Teacher Signature Line
  iii. Print W/Grey Headings
  iv. Skip Line Between Students

  ![](image7)

- **Start Report**
  Once all selections have been made, click The Start Report Button

  ![](image8)
4. **The My Reports Screen Appears**
   - This screen will tell you the status of the job in the status column
   - Click **The Update Display Button** [Update Display] to refresh the screen
     The screen will not automatically refresh on its own
   - When the status reads **Complete**, click on **The Blue Arrow** [ ] to open the report

![Image of My Reports Screen](image)

5. **The Report Appears:** Choose to view, print or save the report. Click the **Done** button when finished.

**Report Controls & Options**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>Print</td>
</tr>
<tr>
<td>Up</td>
<td>Up</td>
</tr>
<tr>
<td>Save</td>
<td>Save</td>
</tr>
<tr>
<td>Down</td>
<td>Down</td>
</tr>
<tr>
<td>E-Mail</td>
<td>E-Mail</td>
</tr>
<tr>
<td>Go to Page</td>
<td>Go to Page</td>
</tr>
<tr>
<td>Zoom</td>
<td>Magnify an area of screen by dragging the mouse over it</td>
</tr>
</tbody>
</table>

**Sample Roster**

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade</th>
<th>08/13/2012</th>
<th>08/20/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDERSON, RAYSHELLE F</td>
<td>01</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>BANKS, RONALD MAURICE</td>
<td>01</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>COFFEE, JAYDEN YARON</td>
<td>01</td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>
Quickly verify which teachers have taken or not taken attendance on the home screen.

! = Teacher Did Not Mark Attendance

T = Teacher Marked Attendance

P = Teacher Marked Attendance, Attendance Was Perfect

O = Office Marked Attendance
**ATTENDANCE: MARKING OPTIONS**

*Use This Method When*: You wish to create forms for the manual entry of attendance based on classroom rosters.
- Use for Emergency Evacuation Packets
- Substitute Teacher Attendance Entry

Attendance can be marked in the following ways:

1. **TEACHER MARKING (BY PERIOD)**
   - **Navigate To:** Home Screen > Update Display
   - **Use This Method When:** Teachers take attendance from within the class. Teachers only see their classes listed when they log in to the Student System. The Office will see all of the school’s classes.

2. **CURRENT DAY (BY STUDENT)**
   - **Navigate To:** View/Maintain > Attendance > Current Day (By Student)
   - **Use This Method When:** Editing individual student attendance, such as adjusting attendance based on the office sign in/out sheet.

3. **CURRENT DAY (BY CLASS)**
   - **Navigate To:** View/Maintain > Attendance > Current Day (By Class)
   - **Use This Method When:** Teachers are not marking attendance online, but turning in attendance using manual entry collection sheets, this function will allow the office user to select classes one at a time.
GLOBAL ATTENDANCE MARKING

Navigate To: View/Maintain > Attendance > Global Attendance

Use This Method When: Marking student attendance for groups of students based on common characteristics in their records, such as grade level, sex, enrollment in a class, or their inclusion in a previously created group of names.

PRE-MARK

Navigate To: View/Maintain > Attendance > Pre-Marked Attendance

Use This Method When: The Office becomes aware of a planned future absence. This enables you to mark attendance entries in advance, along with a comment, then review and post the pre-marked attendance for the current day.

SPECIAL ADDITIONAL ATTENDANCE (BY STUDENT)

Navigate To: View/Maintain > Attendance > Special Additional Attendance

Use This Method When: The school needs to track and report attendance that occurs outside the normal school day.

SPECIAL ATTENDANCE (BY CLASS)

Navigate To: View/Maintain > Attendance > Special Additional Attendance

Use This Method When: The school needs to track and report attendance that occurs outside the normal school day.

SUMMARIZE & CLOSE THIS DATE

This feature is not used by the Kansas City Public School District.
SCHOOL ATTENDANCE: FIRST DAY OF SCHOOL

- The PRESENT Mark (1) is unique to the first time a student attends class
- Students will not be marked Present again during the year
- The Present mark is the last step in the enrollment process and fully enrolls a student into the school

TEACHER MARKING (BY PERIOD): EXAMPLE

Navigate To: Home Screen > Update Display

1. VERIFY THE ATTENDANCE DATE in the screen heading

   
   Attendance Date: Monday, 08/13/12  Semester: 1  Term:  Period: 1234567
   MS1100-03  Period: 3 (MTWHF) Y LET 3 #23/23 BROOKS STEVIE W

2. SELECT your preferred way of viewing the classes in the MY CLASSES area:
SHOW: Change the class view by clicking on the down arrow next to show

View By: Semester 1, Semester 2, Trm (quarter) 1, 2, 3, or 4

SORT: You can change your class view by clicking on the down arrow next to show

Once the selections are made click the Update Display button to update the view

3. NAVIGATE TO THE ATTENDANCE SCREEN
   • Click the Blue Chair next to the class and period you wish to take attendance for

4. VIEW STUDENT PICTURES
   The teacher can opt to see student photos beside the student name when taking attendance
   • Click the check box next to: Show Student Photos to turn this feature on

Screen Without Student Photos

Screen With Student Photos

5. On the class screen, note that the line beside each student is marked in green
• **The color green is associated with the projected status**, meaning that the student is projected (admitted) to the school but not yet enrolled

6. **Click in the correct period column** for the class (P1 – P7), this column heading will be orange/gold

7. **Click the drop down box** that appears and select the number 1 (1st day to attend) to mark the student present

8. **Click Apply**

9. The student line turns gray once they are marked present and the student is now officially enrolled at the school

10. **Review** your attendance

11. Click the **Done Button** when complete

**Attendance Corrections**
Must be reported to the Office for repair

**Absences And Tardies**
Are not recorded the first attendance day
1. Present
   - Whenever a student comes to class for the very first time they are marked Present (1) if their record is the color green
   - The first day of class for a student is the only time the Present mark is used

2. Absence & Tardy
   - Absence and Tardy are the attendance marks that are used by teachers the rest of the year

3. Student’s Coming & Going During The School Day
   - The Office staff verifies absences and deals with students signing in and out during the day.
First Period Attendance
Elementary schools only take attendance in the first period of the day in the homeroom

How To Mark Elementary Attendance

1. **Log in** to Tyler

2. From the Home Screen select the **Attendance Icon** (the blue chair 📝) next to the class that you wish to mark attendance for

3. The Attendance screen loads

4. **Locate the student** in the list that you wish to mark attendance for

5. On the student line, **click in the Period 1 Column**

6. Click the drop down box at the top of the screen to select the attendance mark you wish to give

7. Select **1, A, or T** as is appropriate
8. Click the **Mark All Day** button
The student is marked for all periods of the day

9. **Click** in the **Comment field** and type any comments about the attendance mark if they are needed

   ![Comment](Tardy without hall pass)

10. Repeat this process and mark attendance for all necessary students

11. **Click** the **Apply Button**

12. **Click** the **Done** or the **Home Icon** to return to the Home Screen

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**Perfect Attendance**

Use the Perfect Attendance Button if **ALL** students are present and accounted for, this will demonstrate that attendance was taken for the day even though no students were marked present, absent or tardy

1. **Click** the **Perfect Attendance Today Button**

2. A warning will appear stating: **This Will Mark The Class As Perfect For Today. Continue?**

3. **Click** **OK**
   
   **Selecting OK will close the roster and save the data**
Every Period Attendance
Secondary schools take attendance every period of the day

How To Mark Secondary Attendance

1. Log in to Tyler

2. From the Home Screen select the Attendance Icon (the blue chair 🛋️) next to the class that you wish to mark attendance for

3. The Attendance screen loads

4. Locate the student in the list that you wish to mark attendance for

5. On the student line, click in the correct Class Period

6. Select 1, A, or T as is appropriate
7. The student’s attendance is marked.

8. Click in the Comment field and type any comments about the attendance mark if they are needed.

9. Repeat this process and mark attendance for all necessary students.

10. Click the Apply Button.

11. Click the Done or the Home Button to return to the Home Screen.

**Perfect Attendance**

Use the Perfect Attendance Button if ALL students are present and accounted for, this will demonstrate that attendance was taken for the day even though no students were marked present, absent or tardy.

4. Click The Perfect Attendance Today Button.

5. A warning will appear stating: *This Will Mark The Class As Perfect For Today. Continue?*

6. Click OK

Selecting OK will close the roster and save the data.
CURRENT DAY (BY STUDENT)

**Use This Method When:** Editing individual student attendance, such as adjusting attendance based on the office sign in/out sheet.

1. **Navigate To:** View/Maintain > Attendance > Current Day (By Student)
2. **Search** for the student you will mark attendance for
   - By typing: Last Name, First Name, Student ID or Social Security Number
   - Click Search Selected Sited
3. **Select** the student by clicking the blue arrow next to the student’s name

4. **The Current Day Attendance Marking By Student Screen Appears**
5. **The student’s schedule displays by period**
   - An asterisk in a period denotes the student has no course assigned to the period
   - A full time student should have a course scheduled in each period of the day

**Note:** The bottom right hand corner displays the total number of minutes reported in the school calendar, with the
possible and actual minutes of the student. The ADA is calculated as you apply attendance marks.

6. To mark attendance for an individual period:

1) Click the **Edit Button**
2) Click in the Code column on the Period line
3) Click the drop down arrow and select the appropriate attendance code
4) Click in the comment box and type a comment about the attendance mark if desired
5) Click **Apply** or **Done** if attendance marking has been completed

7. To mark attendance for the day (all periods):

1) Click the **Edit Button**
2) Click the Attendance Code drop down box
3) Click on the appropriate Attendance Code
4) Click **Mark All Day**
5) All Periods are marked with the attendance code
6) Click **Apply** to post the mark or **Done** if attendance marking has been completed
8. The Check In – Check Out Feature for Late or Early Arrivals
This feature allows you to input the arrival or departure time of a student and will automatically mark the student absent for the appropriate periods based on the time.

1) Click the Edit Button
2) Type the arrival or departure time in to the Time Field (type the time in 00:00 am or 00:00 pm format)
3) Click the Check In or Check Out Buttons
4) Attendance is marked for the day

5) Print
Print the screen at any time by clicking the Print Button at the top of the screen
CURRENT DAY (BY CLASS)

*Use This Method When:* Teachers are not marking attendance online, but turning in attendance using manual entry collection sheets, this function will allow the office user to select classes one at a time.

1. **Navigate To:** View/Maintain > Attendance > Current Day (By Class)
   This section enables you to locate, view, and edit current day attendance marking of students by class.

2. **Select** the appropriate attendance marking option:
   - Period/Teacher if marking classes by period
   - Teacher/Period if marking from manual entry sheets
   - Subject # to display a list of subjects by number

3. Choose whether to view all periods or a range of periods
   - You can also choose from period 1 to period 1 to see an individual period

4. After making your selections click the Next Button to refresh the screen

5. In this example Period / Teacher and period 1 to period 1 were selected

6. **Click The Blue Arrow** next to the class that you wish to mark attendance for
7. The class appears and is ready for attendance marking.

8. The following attendance options are available:
   - **Perfect Attendance Today:** All students are present and no attendance marks are necessary.
   - **Attendance Drop Down List:** Select the appropriate attendance mark and click the Mark All Day button to mark all students with the same mark.
   - **Mark Each Student Individually:** Click into the correct period on each individual student's line and mark each student from the drop-down box within the period cell.

9. **Click the Done Button** when finished marking attendance.
GLOBAL ATTENDANCE MARKING

*Use This Method When:* Marking student attendance for groups of students based on common characteristics in their records such as; grade level, sex, enrollment in a class, or their inclusion in a previously created group of names

1. **Navigate To:** View/Maintain > Attendance > Global Attendance

2. **Select the Grid Selection Button**

3. **From The Actions Menu** there are three options with which to select students

   I. **Actions > Manage Student – Name Groups > Load**
      Any pre-defined student groups will load, select the group that you wish to take attendance for

   II. **Actions > Select from Check-Box List Of Students**
      This allows you to select any student from the list of students assigned to your school

   III. **Actions > Student Selection Criteria Rows**
      Setup a student list filter, filter students by any of the field criteria

4. **For further information on building filters, see the Student Day Grid hand out**

   a. **Actions > Select From Check Box – List Of Students**
      This option allows you to select a group of students from your school. The group can then be saved and used as needed.

      *Example: Possible Groups*
      - Foreign Language Club
      - Basketball Team
      - Chess Club
      - Choir
      - Cheerleaders

   b. **The following options appear**
      **Click** the dot next to your selection

      - Display just this list of Names
      - **Display List + All Active Names (common choice)**
      - Display List + All Withdrawn Names
      - Display List + Active and WD Names

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Kansas City Missouri Public Schools

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c. Click the **Done Button**


d. The check list of student names appears

e. **Select the desired students for the group by checking the box next to their names**

   *Note: There might be multiple pages of names, page numbers in the bottom right corner of the screen*

   ![Screen Shot](image)

   1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19


f. Click the **Done Button** after making all of your selections


g. The list of selected students then appears


h. From this point you have two options:

   - **Save The Group**
     This allows you to re-use the group as needed
     Mark attendance after saving

   OR

   - **Click the Done Button** and
     Mark attendance now


i. To **Save the Group**

   **Navigate to:** Actions Menu > Manage Student Name Groups > Save As

   *The Save Screen appears:*

   1. **Type a name for the group**
      in the description field

   2. **Select** whether this is a private group, viewable by your account only

   OR

   The school code makes the group available to the whole school


j. Click the **Done Button** when you have finished typing and making your selections


k. This returns you to the student list
Kansas City Missouri Public Schools

5. The Global Attendance Marking Screen appears with the selected group of students

6. Mark the group’s attendance by:

1) **Clear All / Check All**
   Use these buttons to add a check mark next to each student’s name or remove it

2) **Select the Attendance Code** from the drop down list

3) **Select the Periods** attendance is to be marked for by clicking in the corresponding check boxes
   - Periods to be Marked:
     - 1
     - 2
     - 3
     - 4
     - 5
     - 6
     - 7

4) **Select Between:**
   - Always Keep Existing Marks
   - OK To Replace Existing Marks
5) **If Ok To Replace Existing Marks** is selected, the option to replace all but marks you designate in the **Except For These Box** is available.

   In this field type any marks you don’t wish to replace

6) **Globally Set Comment To**

   Place a check mark in this box and type any comment that you wish to associate with the attendance in the box

   Check the **Only If Comment Now Blank** box if you do not want to override any teacher comments

   ⬇️ Globally set Comment to
   
   Debate: Kansas State

7) **Click the Calculate Marks button**

   The attendance marks you have selected will appear in red

8) **Click the Post Red Marks button**

   Attendance is now posted

   ![Calculate Marks](#)  ![Post Red Marks](#)
Use This Method When: The Office becomes aware of a planned future absence. This enables you to mark attendance entries in advance, along with a comment, then review and post the pre-marked attendance for the current day.

Note: Pre-Marked attendance is usually posted at the start of the day, prior to 1st period bell. This will allow teachers to see the pre-marked attendance when they open their attendance rosters throughout the day.

1. Navigate To: View/Maintain > Attendance > Pre-Marked Attendance
2. Click on the All Pre-Marked Entries tab
3. Click the Add Student Button
4. The Student Search Screen Displays
5. Search For The Student that you wish to mark attendance for by: Last Name, First Name, Student ID # or Social Security Number and Click Search Selected Site
6. Click The Blue Arrow next to the student name to select the student
7. The Student’s Name Is Added To The Bottom Of The List

   Note: Once attendance is taken and the Apply button clicked on, the student’s name will appear alphabetically in the list.
8. Click the Edit Button

Dates
Start Date
1. Double click in the start date field next to the student’s name
2. Type the date that the pre-marked attendance begins on
3. The start dates must be equal to or after the current attendance date.
   All start date must exist in the school calendar.

Number Of Days
1. Double click in the #Days column on the row of the student that you are working with
2. From the drop down list select the number of days the pre-marked attendance will be applied to
   OR
   Type in the number of days

Mark Attendance
1. Select the Attendance Mark to be given from the drop down list
2. Select The Student that attendance is to be marked for by:
   a. Clicking on the student’s name in the student column
      OR
   b. Clicking in the P1 (period) cell on the student’s row
3. Click The Mark All Day Button to mark all periods for the selected student with the same attendance mark
4. **To Mark Different Codes For Each Period**, double click on the period field and select the attendance code from the drop down list

![Attendance screenshot]

**Comments**
Comments can be left in the comment section by double clicking in the comment cell and typing in a short comment on the reason these attendance marks are being given

![Comment screenshot]

**Delete**
1. Delete a student from the Pre-Marked attendance area by **clicking on the recycling bin/trash can** at the end of the row
2. A prompt will appear asking if you are sure you wish to complete the action, **Yes or No**
3. Click **Yes or No** to finish the deletion

   **Note**: This only removes the student from the Pre-Marked attendance screen

**Save**
1. Click the **Apply Button** to save and continue
   OR
2. Click the **Done Button** to save and exit

   **Note**: When either of these buttons is selected any newly added students will be alphabetically sorted
**Pending For Today**

Entries will display on the Pending For Today Tab if any pre-marked attendance has been created.

1. **Place a check mark** in the box beside each student’s name that you wish to post attendance for

   OR

2. **Click the Check All Button or UnCheck All Buttons** to select or deselect all of the students in the list

3. **Click the Post Today’s Button** when you are ready to post the attendance marks

   *Note*: If an entry is no longer needed and you don’t wish to post it, leave the box beside the student unchecked.

**Discipline**

When administrators create discipline transactions in the Profile Module for out-of school suspensions (Attendance Code O) and in-school suspensions (Attendance Code I), these entries will be automatically recorded in pre-marked attendance.
**SPECIAL ADDITIONAL ATTENDANCE (BY STUDENT)**

*Use This Method When:* The school needs to track and report attendance that occurs outside the normal school day

This may be added to the ADA (Average Daily Attendance) report based on the code used and the dates included in the report.

A simple log is created, including the date, student’s name, enrollment residency code, course number, the number of minutes present, minutes possible, a reason code and comment.

*Add, Edit Or Delete Special Attendance (By Student)*

1. **Navigate To:** View/Maintain > Attendance > Special Additional Attendance

2. **The Special Attendance Screen (By Student) Appears**

3. **DATES**
   Enter the **From** and **To Date** range that attendance will be taken by typing in the dates or clicking on the calendar and selecting the dates

4. **REASON**
   Select the reason for taking attendance from the drop down list

5. **ADD**
   Use the Add button to add students to the Special Attendance List
   **Search** for students via the search screen or through the data grid by clicking the Go to Grid for Selection Button
In this example we have searched for all students whose name begin with the letter R

a. Type R in the last name field and
b. Click the Search Selected Site button
c. Select students from the list of student names that appear
   i. Select An Individual Student by clicking on the student’s name and clicking the Select All Highlighted Button

ii. Select A Group Of Adjacent Students In A List By:
   1. Left click one time on the first student name in the group you wish to select
   2. Let go of the mouse button
   3. Press the shift key on the keyboard and hold it down
   4. Left click on the last student name in the group you wish to select
   5. The selected group of names highlights in blue
   6. Let go of the mouse button and the shift key
   7. Click the Select All Highlighted Button

iii. Select A Group Of Non-Adjacent Students In A List By:
   1. Left click one time on the first student name in the group you wish to select
   2. Let go of the mouse button
   3. Press the ctrl key on the keyboard and don’t let go
   4. Left click on student’s names in the list that you wish to select
   5. Release the ctrl key when finished making selections
   6. Click the Select All Highlighted Button
6. The List Of Selected Students Appears

7. Input From and To Dates by typing the dates in or using the calendar buttons

8. Select The Reason Code from the drop down list (Reason Codes are created at the district level)

9. Click Apply to save or Done to save and exit attendance marking

DELETE

To delete special attendance:

1. Select The Date Range by typing in the dates or using the calendar button
2. Select The Reason Code from the drop down box
3. Click The Update Display Button
4. Click The Recycling Bin/Trash on the line of the student you wish to delete
5. Click OK to confirm the deletion

PRINT REPORTS

Reports can be printed from the Actions Menu:

Actions > Print > Group w/ Subtotals > School Total
Displays: the total minutes of attendance, total minutes possible, and percent, broken down by gender and grade.

Actions > Print > Group w/ Subtotals > By Enrol/Res Code
Displays: the total minutes of attendance, total minutes possible, and percent, broken down by gender and grade for each Enrollment Residency code, with a page break for each Enrollment Residency code

Actions > Print > Group w/ Subtotals > By Category
Displays: the total minutes of attendance, total minutes possible, and percent, broken down by gender and grade for each Enrollment Residency code.

Actions > Print > Print Report
Displays: All entries by student

EXPORT TO FILE
Actions Menu > Export To File Allows you to export the file to Excel
**SPECIAL ATTENDANCE (BY CLASS)**

*Use This Method When:* The school needs to track and report attendance that occurs outside the normal school day

1. **Navigate To:** View/Maintain > Attendance > Special Additional Attendance

2. **The Class/Course Screen Appears**

3. **Click The Edit Button**

4. **Click The Add Meeting Date Button**

5. **Type In** the date or **Click The Calendar Button** and select the date attendance is to be marked for

6. **Click Attendance Button** next to the class that you wish to select
7. The Class Screen Opens

8. Mark The Attendance

1) Click the Reason drop down arrow

2) Select the appropriate attendance reason

3) Click the Set Reason For Everyone Button

4) The reason code is applied to each student in the Reason column

5) If All Students Were Present For The Full Class Session: Click the Mark All Day Button

6) Attendance is marked in the Present Full Session column for each student

7) If All Students Were Not Present For The Full Class Session: Mark the attendance for each student individually by checking the box in the appropriate column:
   i. Present Partial Time
   ii. Absent Full Session
   iii. Not Enrolled In This Date

8) Comments
   Comments can be left for each student by clicking in the Comment Column on the line corresponding with the appropriate student and typing in the desired comment

9) Click the Apply Button to save or the Done Button to save and return to the home screen
<table>
<thead>
<tr>
<th>Reports</th>
<th>Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>Today's Possible Errors</td>
</tr>
<tr>
<td>Term Grades</td>
<td>Summary Preview for Site</td>
</tr>
<tr>
<td>Profile</td>
<td>Summary Preview for Teachers</td>
</tr>
<tr>
<td>Medical</td>
<td>History by Student</td>
</tr>
<tr>
<td>Lunch</td>
<td>History by Class</td>
</tr>
<tr>
<td>Fines and Fees</td>
<td>History By Calendar</td>
</tr>
<tr>
<td>Text Book</td>
<td>ADA and Total Hours for Site</td>
</tr>
<tr>
<td>Random Scheduling</td>
<td>Attendance Totals By Class</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Outstanding Unexcused Absences</td>
</tr>
<tr>
<td>Lockers</td>
<td>Manual Entry Rosters</td>
</tr>
<tr>
<td></td>
<td>Official Attendance Record</td>
</tr>
</tbody>
</table>
REPORT: TODAY’S POSSIBLE ERRORS

This report creates a listing of current day absence codes that do not look normal or logical to Tyler SIS. It can be run for any attendance periods processed, but should be run prior to the end-of-day summary. There is no corrective action taken, only a list of possible errors printed.

1. Navigate to: Reports > Attendance > Today’s Possible Errors

2. The report selection screen appears

3. Make the desired selections:
   - **Report Title**: Change if desired
   - **Attendance Date**: Can be ran for any date that attendance has been marked for
   - **All Day or Through Period**: Select the periods the report should be run for
   - **Dual Enrolled Students**: Check box if you wish to use data from other sites if Primary enrollment is in logged-in Site

4. Click the **Start Report Button**

![Training Today's Possible Errors](image)

5. The Report Displays:
   a. Periods displays individually showing where attendance has been marked and where it has not.
   b. Possible error codes such as, Not All Periods, displays

![Today's Possible Errors](image)

6. Click the **Done Button** to exit the report
**REPORT: ADA AND TOTAL HOURS FOR SITE**

Navigate To: Reports > Attendance > ADA and Total Hours for Site

<table>
<thead>
<tr>
<th>Reports</th>
<th>Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>Today's Possible Errors</td>
</tr>
<tr>
<td>Term Grades</td>
<td>Summary Preview for Site</td>
</tr>
<tr>
<td>Medical</td>
<td>Summary Preview for Teachers</td>
</tr>
<tr>
<td>Lunch</td>
<td>History by Student</td>
</tr>
<tr>
<td>Fines and Fees</td>
<td>History by Class</td>
</tr>
<tr>
<td>Text Breaks</td>
<td>ADA and Total Hours for Site</td>
</tr>
</tbody>
</table>

ADA = Average Daily Attendance (Calculates Attendance Data) Report Options

---

**SAMPLE ADA AND TOTAL HOURS FOR SITE**

ZHS - 0607 (Current) Lincoln High School - 2006-2007

Attendance Date: Thursday, 01/04/07 Semester: 2 Term: 3 Period: 1234567

Date Printed on Report: 7/3/2012

Report Title: Attendance Totals (ADA)

**Attendance Totals (ADA)**

- District/Site Totals
- Export Text File
- Sub-totals By
  - Site
  - Enrollment Code
  - Grade
  - Date
- Letters

**Special Options**

- Include Period 0
- Include Special Additional Attendance
- Print Student Names and totals
  - One line per Student
  - One line per Student for each Site Enrolled
  - Include Absence detail
- For Dual Enrolled students, count all the attendance at primary site
- Exclude Projected Students

**Student Selection Status**

- All Active & Withdrawn
- Only Active Students
- Only Withdrawn Students
- Specify Custom Selection


Select on Enrollment Codes:

Select on Grade Levels:

Select on % Attnd Present:

**Grade** | **#Minutes for 1 Full-Time Std. (For Date Range)**
--- | ---
09 | 0
10 | 0
11 | 0
12 | 0

This report can print attendance totals for:

- Each grade level
- Site (if run from the CO)
- Residency code, and day

Additionally, the ADA can print attendance totals on a per-student basis and show absence detail for each student.

1. **Date Printed On Report & Report Title:** Change if desired

2. **Attendance Totals (ADA)**
   Select District/Site Totals to generate a report or Export Text File to create the report in a text document

3. **Site, Enrl/Resident Code, Grade, and/or Date**
   Check box to print the totals for each category on their own pages on the report

4. **Calendar Dates**
   Check box to limit the report to a specified date range

5. **Enrol/Res Codes**
   Check box to limit the report to a specified range of residency codes

6. **Grade Levels**
   Check the box to limit the report to a specified range of grade levels

7. **% Attnd Present**
   Check the box to limit the report to a specified percent present range for the selected date range
8. **Special Options**
   a. Check the box to Include Period 0 if you have early bird other classes during period 0 which should receive state reimbursement.
   
   b. Check the box to Include Special Additional Attendance if you are using Special Additional Attendance for off-site students, rather than the Special Calendar feature.
   
   c. Check the box to Print Student Names and totals if you would like to include student detail. Select One line per Student to include one line for each student, combining totals for all sites in which the student is enrolled. Select One line per Student for each Site Enrolled to include one line for each student, separating by the enrolled site; useful for dual-enrolled situations. Select Include Absence detail to print one line per student as above, including one line for each absence as well.

9. **Student Selection Status Section**

   **Student Selection Status:**
   - All Active & Withdrawn
   - Only Active Students
   - Only Withdrawn Students
   - Specify Custom Selection

   Check the students to be included in the report. Specify Custom Selection allows you to use the Data Grid options to select any grouping of students and/or run a custom sort.

10. **Click Start Report**

    The My Reports screen displays.

11. **Click Update Display** to update the status

    Once the status is complete, click the view icon. The Display Reports screen displays. From here, you may save, print, email, or search within the report.
The example below includes absence detail. Each student is on their own line displaying days in session (possible attendance days), days attended, days absent, and the percentage present. If the student has been absent from school within the report date range, the absences are listed with the appropriate attendance codes below the summary line.

<table>
<thead>
<tr>
<th>Student</th>
<th>Gr</th>
<th>Site</th>
<th>Race</th>
<th>Date</th>
<th>Withdrawn</th>
<th>Days In</th>
<th>Days Attended</th>
<th>Absent</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barker, Jeanne Marie</td>
<td>09</td>
<td>ZIHS</td>
<td>White</td>
<td>08/23/06</td>
<td>08/23/06</td>
<td>19.0</td>
<td>18.5</td>
<td>0.5</td>
<td>97.37%</td>
</tr>
<tr>
<td>Barker, Michelle Kay</td>
<td>10</td>
<td>ZIHS</td>
<td>White</td>
<td>08/23/06</td>
<td>08/23/06</td>
<td>19.0</td>
<td>19.0</td>
<td>0.0</td>
<td>100.00%</td>
</tr>
<tr>
<td>Bethe, Cary</td>
<td>10</td>
<td>ZIHS</td>
<td>White</td>
<td>01/26/07</td>
<td>01/26/07</td>
<td>4.0</td>
<td>4.0</td>
<td>0.0</td>
<td>100.00%</td>
</tr>
<tr>
<td>Beatty, Bradley J</td>
<td>10</td>
<td>ZIHS</td>
<td>White</td>
<td>08/23/06</td>
<td>08/23/06</td>
<td>19.0</td>
<td>19.0</td>
<td>0.0</td>
<td>100.00%</td>
</tr>
<tr>
<td>Beatty, Jena D</td>
<td>11</td>
<td>ZIHS</td>
<td>White</td>
<td>08/23/06</td>
<td>08/23/06</td>
<td>9.5</td>
<td>9.5</td>
<td>0.5</td>
<td>94.79%</td>
</tr>
<tr>
<td>Beatty, Lisa M</td>
<td>10</td>
<td>ZIHS</td>
<td>White</td>
<td>08/23/06</td>
<td>08/23/06</td>
<td>19.0</td>
<td>19.0</td>
<td>0.0</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

If subtotal options were selected, total Male and Female attendance counts, and the number of days absent/present/possible will be displayed after each grade level or site.

<table>
<thead>
<tr>
<th>Students Enrolled (1 day or more)</th>
<th>Days Attended (*)</th>
<th>ADA (**)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>09</td>
<td>26</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>Absences:</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>Possible:</td>
<td>288.00</td>
</tr>
<tr>
<td>10</td>
<td>34</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>Absences:</td>
<td>21.00</td>
</tr>
<tr>
<td></td>
<td>Possible:</td>
<td>403.00</td>
</tr>
<tr>
<td>11</td>
<td>36</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Absences:</td>
<td>57.50</td>
</tr>
<tr>
<td></td>
<td>Possible:</td>
<td>351.00</td>
</tr>
<tr>
<td>12</td>
<td>30</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>Absences:</td>
<td>80.00</td>
</tr>
<tr>
<td></td>
<td>Possible:</td>
<td>340.00</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>Total</td>
<td>126</td>
<td>130</td>
</tr>
<tr>
<td></td>
<td>Absences:</td>
<td>159.50</td>
</tr>
<tr>
<td></td>
<td>Possible:</td>
<td>1362.00</td>
</tr>
</tbody>
</table>
REPORT: ENROLLMENT ANALYSIS

This is a multi-page report. It generates a breakdown by site, race, gender, grade, and enrollment/residency code, and has multiple options for counting enrollment.

Navigate To: Reports > Students > Enrollment Analysis

1. Verify the Date Printed on Report and Report Title change if desired

2. Type the Target Enrollment Dates (report will be generated based on enrollment for that date range)

3. Select between All Enrollment Records or Primary Enrollment Records Only
   a. All Enrollment Codes: may count dual enrolled students more than once if running from the Central Office
   b. Include the Projected Students: Check box if desired. Students are typically projected (green background) when enrollment records have been rolled over to a new school year, prior to the first day of school
   c. Select whether to Count each Enrollment as 1.00 or Count each Enrollment by its FTE value
      Selecting the first option ignores each student’s FTE (Full Time Equivalency)
   d. Show Names of Students being Selected: Check box to view a line for each student
   e. Subtotal by Enrollment/Residency Codes: Check the box if desired
   f. Exclude the Following Enroll/Res Codes: Check boxes to exclude certain enrollment/residency codes

4. Click Start Report

   The Display Reports screen displays. From here, you may save, print, or search within the report.
# Enrollment Analysis

## ZZHS-0607 - Lincoln High School

### Enrollment Residency Code: 10

<table>
<thead>
<tr>
<th>Grade</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>1.000</td>
<td>0.000</td>
<td>1.000</td>
</tr>
<tr>
<td>09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.000</td>
<td>4.000</td>
<td>5.000</td>
</tr>
<tr>
<td></td>
<td>3.000</td>
<td>0.000</td>
<td>3.000</td>
</tr>
<tr>
<td></td>
<td>14.000</td>
<td>16.000</td>
<td>30.000</td>
</tr>
</tbody>
</table>

---

**REPORT: SITE ENROLLMENT ANALYSIS**

This report gives the following information in a totals page:

1. Count of all active students enrolled at a site on a particular date

2. May include a breakdown of the student population by race, gender, grade, total students with a SpEd diagnosis, free or reduced lunch status, limited English proficiency, and Career Education status

This report looks at primary enrollment only and counts each student as 1, regardless of FTE (Full Time Equivalency)

**Navigate To:** Reports > Students > Site Enrollment Analysis

---

### Sample Enrollment Analysis Report

**ZZHS - 0607 (Current) Lincoln High School**

Attendance Date: Thursday, 01/04/07  Semester: 2007

- **Start Report**
- **Date Printed on Report:** 7/20/2012
- **Report Title:** Enrollment Analysis


- **AI Enrolment Records**
- **Primary Enrolment Records Only**
- **Include Projected Students**

- **Count each Enrollment as 1.00**
- **Count each Enrollment by its FTE value (FTE=0 are ignored)**

- **Show Names of Students being Selected**
- **Sub-Total by Enrolment/Residency Codes**
- **Exclude the Following Enroll/Res Codes:**
  - 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 22, 30, 33, 40, 42, 50, 62
1. **Date Printed on Report** and **Report Title** *(May be changed as desired)*

2. Type the **Target Date for Enrollment** *(Report generates based on enrollment for the selected date)*

3. **Site Enrollment Totals** or **Site Enrollment by Grade/Gender/Race**
   Select between these options

   **Grade/Gender/Race** generates columns for IEP (number of students with a SpEd Diagnosis), FRL (number of students with free or reduced lunch status), LEP (number of students with limited English proficiency), and VTS (number of students flagged for Career Education/Voluntary Transfer Students). **Race** will be broken down by the combined Ethnicity/Race value that is used for State Reporting.

4. Check the box to **Include the Projected Students** if applicable
   Students are typically projected (green background) when enrollment records have been rolled over to a new school year, prior to the first day of school.

5. Check the box to **Export to Excel file** if desired

---

<table>
<thead>
<tr>
<th>Site</th>
<th>Grade</th>
<th>Total</th>
<th>Boys</th>
<th>Girls</th>
<th>B</th>
<th>W</th>
<th>H</th>
<th>A</th>
<th>I</th>
<th>IEP</th>
<th>FRL</th>
<th>LEP</th>
<th>VTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZHS</td>
<td>08</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>09</td>
<td>59</td>
<td>25</td>
<td>34</td>
<td>15</td>
<td>36</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>12</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>68</td>
<td>34</td>
<td>34</td>
<td>9</td>
<td>50</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>10</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>61</td>
<td>32</td>
<td>29</td>
<td>7</td>
<td>48</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>12</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>52</td>
<td>23</td>
<td>29</td>
<td>1</td>
<td>49</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>10</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>241</td>
<td>115</td>
<td>126</td>
<td>32</td>
<td>183</td>
<td>8</td>
<td>8</td>
<td>9</td>
<td>3</td>
<td>44</td>
<td>8</td>
<td>0</td>
</tr>
</tbody>
</table>