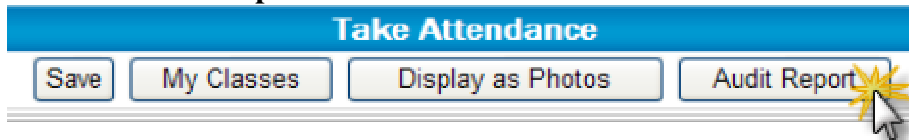


Teacher Access Center Class Attendance Report

Click the **Att** link.



Click the **Audit Report** button.



Enter a date range.

Choose the **Show Last Office and Teacher** option.

This choice will display all teacher marked attendance and all office attendance entries.

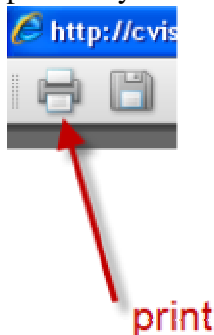
A form titled 'Attendance Audit Report'. It contains three input fields: 'Start Date' with the value '08/25/2008', 'End Date' with the value '09/05/2008', and 'Include Attendance' with a dropdown menu showing 'Show Last Office and Teacher'. A red arrow points to the dropdown menu with the text 'best option'. Below the form are two buttons: 'Run' and 'Close'. A yellow starburst graphic is positioned over the 'Run' button, and a mouse cursor is pointing at it.

Then click the **Run** button.

Wait for the report to generate. **It may take several minutes.**

The report will display 5 days per page.

The report will display as a PDF in a separate window of your web browser. You can print it by clicking the **Print** button on the PDF window.



SAMPLE REPORT

Name	Student ID	8/25/2008		8/26/2008		8/27/2008		8/28/2008		8/29/2008	
		O	T	O	T	O	T	O	T	O	T
		P	P	P	P	P	P	-	-	-	-
		P	P	P	P	P	P	P	P	P	P
		P	P	P	P	P	P	P	P	P	P
		P	P	P	P	P	P	P	P	P	P
		P	P	P	P	P	P	P	P	P	UNV
		P	P	P	P	P	P	P	P	P	P
		P	P	P	P	P	P	P	P	P	P
		P	P	P	P	P	P	P	P	P	P

NAPL	Absent at Apollo	FNE	Parent Note Unexcused
ACT	School Activity	RAW	Runaway
NPL	At Apollo	REH	Religious Holiday
CRT	Court	SUS	Suspended
TUT	Truant	TST	Testing
DEV	Dental	UNV	Unverified Absence
DOC	Doctor Appt	UNX	Unexcused Absence
ETD	Excused Tardy	UTDY	Unexcused Tardy
EXC	Excused Absence	P	Present
FEM	Family Emergency		
FRL	Funeral		
HMB	Homebound		
ISS	In School Suspension		
MIB	Missed Bus		
MTA	Military TAPS		
NOI	No ID		
NUR	Nurse		
OSS	Out of School Suspension		
PC	Parent Called		
PN	Parent Note (Excused)		

This report will be stored in the **My Reports** area of the Home screen.
To delete the report, place a check in the **Delete** box, and click the **Delete** button.

My Reports		
File Name	Last Modified	Delete
Attendance Audit Report	9/5/2008 8:32:35 AM	<input type="checkbox"/>

PLEASE NOTE: If you have multiple classes, you will not be able to run the Audit Report from the Attendance page for the multiple classes. You will need to run it separately for each class.

Multiple Classes				List	Att All P
------------------	--	--	--	----------------------	---------------------------